

At one point or another you may encounter an error message that requires a reply. It may look like this:

```
Display Program Messages

Job 172330/DARLA/DARLA001 started on 06/11/01 at 12:53:51 in subsystem QINTE
Update or delete in file ARINQFM without prior input operation (C G D F).

Type reply, press Enter.
Reply . . . _____

F3=Exit  F12=Cancel
```

If this happens, it is extremely important to stop what you are doing and contact your supervisor immediately for further instructions. Your supervisor should document the error and notify TGIF. If your supervisor or TGIF is unavailable, follow these steps:

1. Print the screen or write down the error message word for word.
2. Write down on the screen print exactly what you were doing when the error occurred, including menu and option numbers and make sure it gets to your supervisor whom will advise TGIF.
3. Take a “C” all the way out of the message. DO NOT EVER take an “I”. Always take a “C” unless instructed otherwise by your supervisor or TGIF. This will probably completely log you off of the system, but it will leave a trail for TGIF to follow to see why the error occurred.
4. Continue working, but if you get the same error message again, you will need to stop and get a hold of someone.
5. This is a safeguard and protects the program in case of a malfunction. If TGIF is not notified, it is possible that your data could get corrupted. TGIF will determine what caused the error and fix it.