

Most TGIF screens have help functions:

1. To display help for an individual field, place the cursor in the specified field and press **F1**.
2. To display help for an individual menu option, place the cursor on the menu option number or phrase and press **F1**.
3. To display help for the whole screen, move the cursor out of any field and press **F1**.
4. To print out help, when the help window is displayed, press **F14**.