



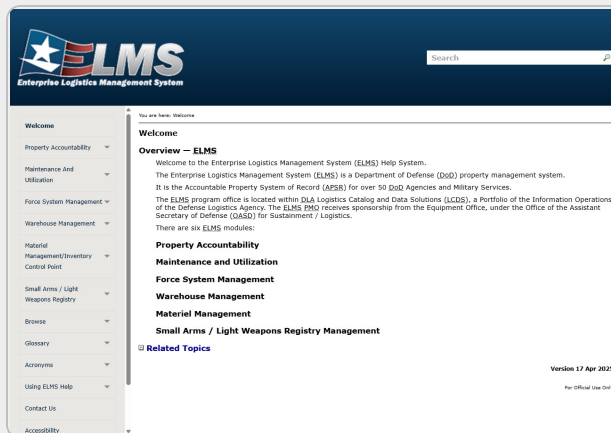
ELMS Help

Welcome to the ELMS Help System.

Each Help page provides specific information regarding each process being accomplished.

Overview

The ELMS Help page is divided into three areas:



- **Navigation Bars (top)**

- **Table of Contents (left)**

- **Topic Area (center)**





ELMS Help: Topics

Layout

Every Help Topic has the same layout:

- **Overview**
 - The description of the ELMS Page and the task(s) to be accomplished.
- **Navigation**
 - The menu, menu item(s), and / or buttons to use to get to the page within ELMS.
- **Page Fields**
 - A list of field names that link to their definitions. Also whether or not the field is mandatory.
- **Procedures**
 - A list of tasks to accomplish, with step-by-step instructions for each one.
- **Common Errors**
 - A list of errors that can appear on that page, along with the definition of the error, and how to fix it.
- **Related Topics**
 - A list of additional help topics that link to other pages, and can give further insight and instructions for the ELMS Module Page.

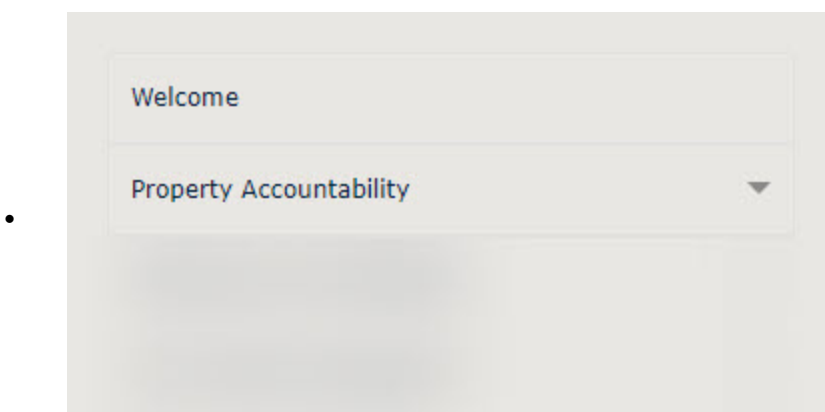




ELMS Help: Menus

Navigation

The Nav Bars are the **Table of Contents**, **Breadcrumbs**, and **Search**.



— displays a logical structure of the Help System.

- You are here: Using ELMS Help > ELMS Help: Menus

— shows a progression of how to get to the current page.



— provides the ability to search the entire Help System for content.

Procedures

Search the Help System

1. Enter a keyword(s) in the Search field.

2. Select  .





ELMS Help: Personnel

The ELMS Help Personnel are the people who write the Help topics and keep everything within the Help System updated.

Overview

There are currently two writers on the Help System team:

Bridget Groce

Lead Technical Writer

Bridget has been a Technical Writer for about 30 years, and the Tech Writer of ELMS since 2015. She is a card-carrying geek, and enjoys many different genres of books and movies.

Nicole Law

Technical Writer — Property Accountability (PA) and Maintenance & Utilization (M&U) Modules

Nicole is the newest Technical Writer to join the ELMS team, and has been with us since 2021. She loves roller coasters, scary houses, and her twin sister.

