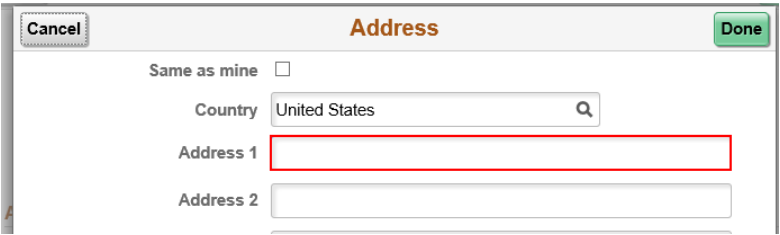
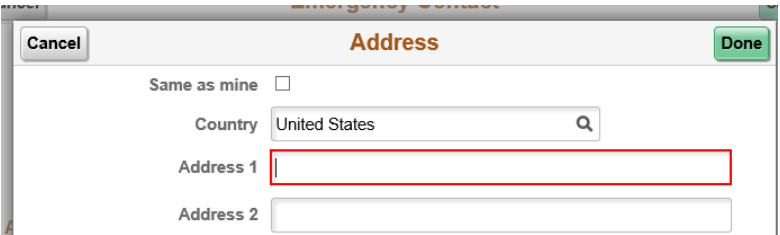





Using Text Entry Fields

Step	Action
1.	<p>This example demonstrates how to text entry fields.</p> <p>For this example, you will enter address information for a new emergency contact.</p> <p>For more details about adding, editing, and deleting emergency contact information see the eProfile portion of Employee Self Service Training.</p>
2.	<p>To use a text entry field. Click in the field you want to edit and use your key board to enter text.</p> <p>To move to the next field, click in the field you want to edit. You can also use the Tab key to move to the next field.</p>
3.	<p>Click in the Address 1 field.</p> 
4.	<p>Enter the desired information into the Address 1 field. Enter a valid value e.g. "1803 Devon Court".</p> 
5.	<p>Click in the City field.</p> 

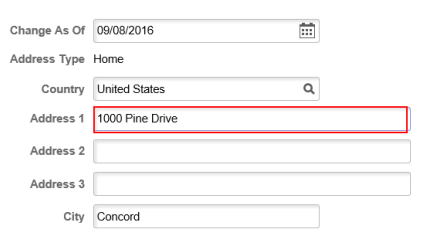
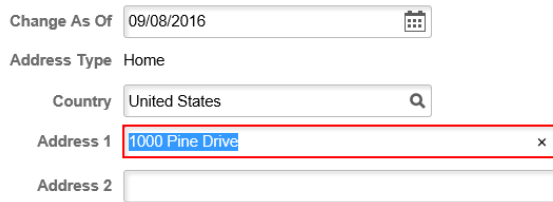


Step	Action
6.	<p>Enter the desired information into the City field. Enter a valid value e.g. "Concord".</p> <p>Address 1 1803 Devon Court</p> <p>Address 2</p> <p>Address 3</p> <p>City <input type="text"/></p> <p>State <input type="text"/></p>
7.	<p>Click in the State field.</p> <p>Country United States</p> <p>Address 1 1803 Devon Court</p> <p>Address 2</p> <p>Address 3</p> <p>City Concord</p> <p>State <input type="text"/></p> <p>Postal</p>
8.	<p>Notice, the State Field has a look up button. This field uses a prompt table that contained a list of all valid values for the field.</p> <p>You can type directly in this field (or use the lookup button to select a value).</p> <p>The system will in some cases anticipate the value you intend based on the characters you enter and display it box below the field.</p> <p>In the example here, you want to enter California in the State field.</p>
9.	<p>Enter the desired information into the State field. Enter a valid value e.g. "CA".</p> <p>Same as mine <input type="checkbox"/></p> <p>Country United States</p> <p>Address 1 1803 Devon Court</p> <p>Address 2</p> <p>Address 3</p> <p>City Concord</p> <p>State <input type="text"/></p>
10.	<p>Note the system displays a selection below the State field based on the value you typed in the State field.</p> <p>Click the CA California object to select it.</p> <p>CA California</p>
11.	<p>Note the State field now displays California.</p>



Step	Action
12.	<p>Click in the Postal field.</p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text" value="Concord"/></p> <p>State <input type="text" value="California"/> x </p> <p>Postal <input type="text"/></p> <p>County <input type="text"/></p>
13.	<p>Enter the desired information into the Postal field. Enter a valid value e.g. "94520".</p> <p>Address 1 <input type="text" value="1803 Devon Court"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text" value="Concord"/></p> <p>State <input type="text" value="California"/> </p> <p>Postal <input type="text"/></p> <p>County <input type="text"/></p>
14.	<p>Click in the County field.</p> <p>Address 1 <input type="text" value="1803 Devon Court"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City <input type="text" value="Concord"/></p> <p>State <input type="text" value="California"/> </p> <p>Postal <input type="text" value="94520"/> x</p> <p>County <input type="text"/></p>
15.	<p>Enter the desired information into the County field. Enter a valid value e.g. "Contra Costa".</p> <p>City <input type="text" value="Concord"/></p> <p>State <input type="text" value="California"/> </p> <p>Postal <input type="text" value="94520"/></p> <p>County <input type="text"/></p>



Step	Action
16.	<p>Next, you will edit an existing value in a text entry field.</p> <p>We have navigated to the Address page for your home address and will change the value that appears in the Address 1 field.</p> <p>To edit an existing value, either</p> <p>Select the value by using your mouse to highlight the text you want to edit and either press the Delete key on your key board or type directly over the highlighted text.</p> <p>or</p> <p>Select the entire text in a field by tabbing into the field from the previous field or using shift/tab to tab back to the field from fields below the field you want to edit.</p>
17.	<p>Click in the Address 1 field.</p> 
18.	<p>Enter the desired information into the Address 1 field. Enter a valid value e.g. "2641 Prospect Street".</p> 
19.	Notice the Address 1 field now contains the new address information.
20.	End of Procedure.