# PROCEDURE 58:

## HOW TO GET HELP

Job Aid AP01-58

The purpose of this job aid is to explain how to get help in NCAS.

**Follow these steps to access HELP for the current screen:**

1.  Type **HELP** or **?** in the ACTION field.

2.  Press **ENTER** to access the Help screen.

3.  The system displays the first pages of Help text available for the screen and positions the cursor at this message: "**ENTER NEXT PAGE NO. BLANK (NEXT PAGE) 'END' TO TERMINATE HELP.**"

4.  To view the next page of help text, press **ENTER**.

5 . To view a specific page, type the **page number** in the BLANK (NEXT PAGE) field and press **ENTER**.

6.  To exit Help, type **END** in the BLANK (NEXT PAGE) field and press **ENTER** to return to the screen.