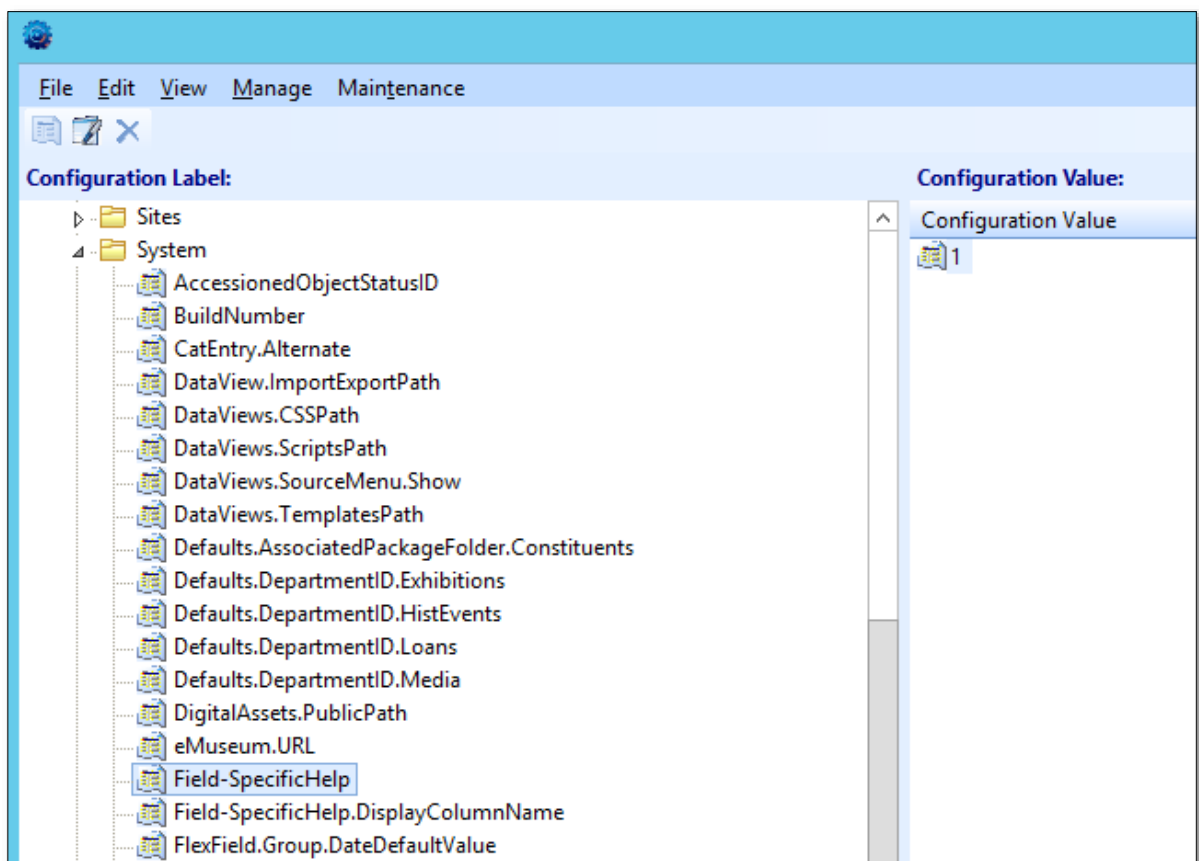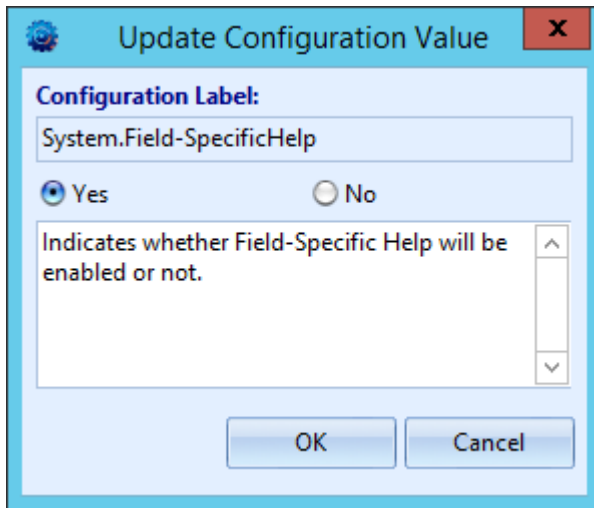# Using Field-Specific Help

The TMS Help File is available to you throughout the application, but you can also set up and edit Field-Specific Help to assist TMS users.

Pressing the **F1** key on your keyboard launches the standard TMS Help File. As an additional help feature, you can configure Field-Specific Help with text specific to your institution's use of TMS. This feature makes your field-level data standards available to users through the TMS interface.

First, enter the Configuration Utility to confirm that Field-Specific Help is enabled. Under the System folder, click on Field-Specific Help.

On the right hand side you'll see a Configuration Value of 1 if Field-Specific Help is enabled. If you see a 0, right-click and select Edit. Choose the "Yes" radio button to turn on Field-Specific Help.


Next, enter any module and place your cursor into a field. Press Shift + F1 to launch Field-Specific Help for that field. A yellow pop-up window will display text relevant to that field.
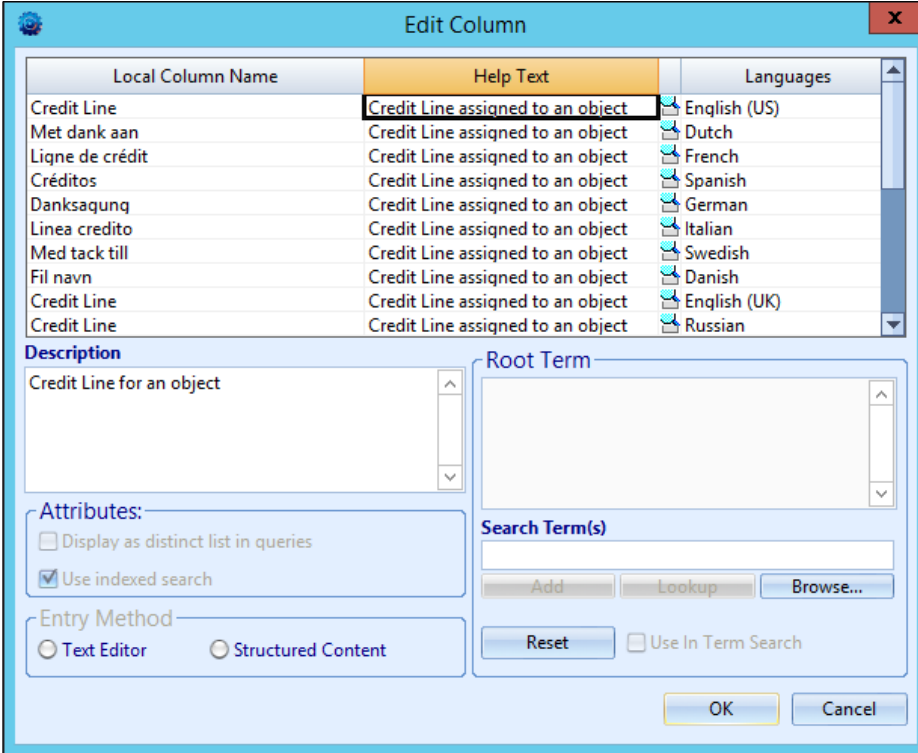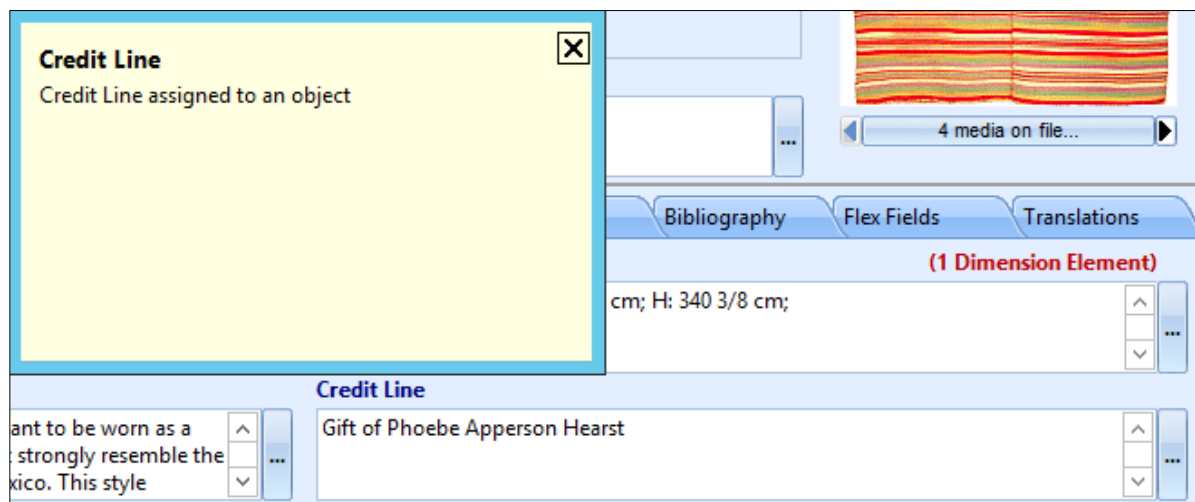

You can re-write the Field-Specific Help text to reflect your institution's data management standards. For instance, in the example above, the Field-Specific Help for Credit Line is pre-loaded with a generic field definition, "Credit Line assigned to an object." This text could be

enhanced with syntax rules and/or examples of properly formatted credit lines to better assist your TMS users. To change the text in Field-Specific Help, enter the Configuration Utility once again. Go to Manage → Tables/Columns. On the left, select the folder for the module where the field is located. In this example I'm going to the Objects table under the Objects module folder to locate Credit Line.
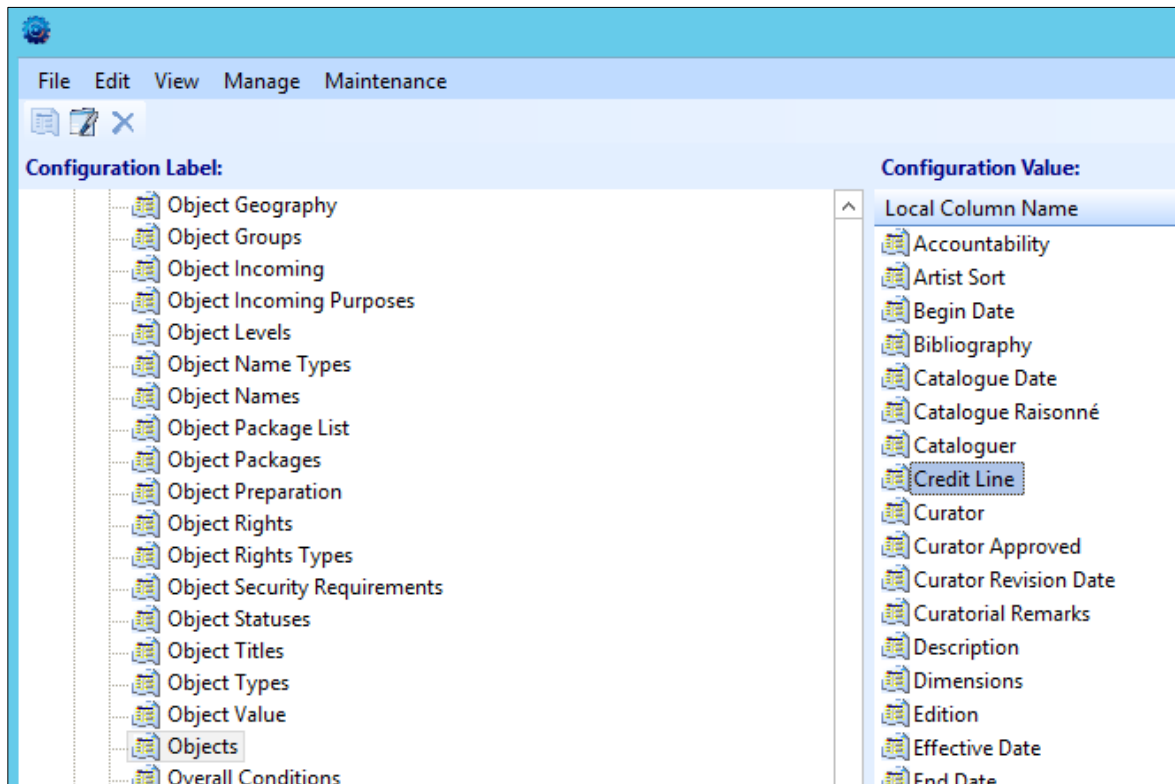
Right-click on the field name and select Edit. When the Edit Column assistant opens, the Local Column name for each configured language is followed by its Help Text and then a small magnifying glass icon.

Click on the magnifying glass icon to open a Text Edit Window for the selected field's Help Text. Edit the text here to populate the Field-Specific Help text for all users when they press Shift + F1 for the Credit Line Field. Note that you can enter different text for each TMS language listed in the Language column; TMS will display the correct text depending on which User Interface language has been selected by the user.

Credit Line

Credit Line for an object, for example:
Gift of (name)
Gift of an anonymous donor
Bequest of (name)
Museum purchase

Bibliography

cm; H: 340 3/8 cm;

Credit Line

ant to be worn as a
strongly resemble the
xico. This style

Gift of Phoebe Apperson Hearst