











Mastering the Basic RPMS Keystrokes

This guide is designed to help you master the basic keystrokes and skills associated with all of the RPMS software applications. The RPMS Basic Skills CD, which may be viewed prior to using this sheet, offers more in-depth information about the definitions, keystrokes, and shortcuts featured on this quick reference card.

Quick Keystrokes

Sign On		Enter access and verify codes
Choose Menu Option		1) Type full option name, or 2) Enter synonym, or 3) Type first few letters of word
Exit Menu	 or 	Use Enter/return key, or use Up-hat key (^)
Get Help		First level help (?) Second level help (??) Third level help (???)
Advance Through Prompts		Enter/return key
Enter Response		Enter/return key
Recall Previous Entry to Prompt	 	Spacebar plus Enter/return
Delete Previously Entered Answer		"at sign" (@)
Move to Another Field		Up-hat (^) plus first letters of name of field
Print		1) Choose the menu option to print 2) Choose "output device" 3) Print report
Sign Off		1) Enter/return until "request to halt" 2) Use Enter/return to indicate "yes"

Definitions

Menu – list of options from which to choose a task
Field – specified area in which to enter (or that already contains) values or data
Value – letters, numbers, or symbols that make up data
Prompt – an indicator of what response is required in a field
Numeric Field – accepts valid numbers
Set of Codes Field – accepts coded information; each code represents a word or series of words
Free Text Field – accepts almost all values
Date/Time Field – accepts date and/or time
Pointer Field – accepts information from an existing (other) file
Word Processing Field – accepts unlimited values and data
Computed Field – un-editable field which contains formula that computes value

Synonym – the abbreviated option name located to the left of each menu option
Ellipsis – three periods in a row (...)
Scrolling Mode – data entry method in which the computer places a prompt on the screen and, once a response is entered, another prompt is shown under it. The prompts eventually move up and off the screen in an order predetermined by the programmer.
Line Editor – a type of scrolling mode editor
Screen Mode – data entry method in which pre-set form fields stay in a fixed position on the screen
Screen Editor – a type of screen mode editor

Frequently Asked Questions

How do I get verify and access codes?

Once your supervisor has arranged for you to login to RPMS the Site Manager will give you access and verify codes.

Why am I being asked to change my verify code?

It may have expired. For security reasons RPMS automatically prompts you to change your verify code every 90 days.

Why won't the up hat (^) allow me to move to another field to correct an error?

In some applications this feature is disabled. Continue your data entry and recycle back to the field you need to change.

Can I choose not to answer a prompt?

Yes, unless it is a mandatory field. Use the enter/return key at the prompt you do not want to answer and move to the next available field.

What does the "beep" mean when I choose not to answer a prompt?

The application is prompting you to enter information in a field where entry of a value is mandatory.

What happens if I do not enter a value in a mandatory field?

The record will be incomplete and will not be stored. If you need to exit before entering the mandatory information, abort the edit and start over later.

What happens if I enter an incorrect response?

You will hear a "beep" and see two spaces and two question marks.

Is there a shortcut for entering responses?

Yes. Type in the first letter or first few letters representing the response you want. If the letters you enter uniquely identify one of the possible acceptable responses, VA Fileman presents the remaining characters and uses the matching choice as your response. If more than one possible answer begins with the characters that you typed, you will be given a list of possible choices. To choose a response, enter the number displayed next to the choice.

How do I replace all, or part of, a default response?

After the double slashes (//), enter the new information and hit the enter/return key.

How do I replace all or part of a default response that is over 20 characters long?

Use Replace...with Editor. The prompt "Replace" will appear followed by the portion of the response to be deleted.

To revise only part of the existing default response, type in any series of letters that are part of the existing default answer that you want to change and then press the enter/return key. At the "With" prompt, enter the new information and press the enter/return key. At this point, the "Replace" prompt is presented again, so that you can enter additional corrections if necessary. When you are finished hit the enter/return key.

If you want to replace the entire default answer, simply enter an ellipsis (...), at the "Replace" prompt which moves you immediately to the "With" prompt where you can replace the entire default response.

To delete an entire default response when there is no replacement information, enter the "at sign" (@) at the "Replace" prompt.

How do I get further help or support with RPMS?

Speak with your Site Manager or visit the IHS Web site at www.ihs.gov.

