

**Oracle® Utilities Work and Asset
Management**

User Guide

Release 1.9.0.4.6

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Oracle® Utilities Work and Asset Management User Guide for Release 1.9.0.4.6

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Preface

This document provides you with a general overview of the documentation and how it is intended to be used. Please refer to [New Content for this Release](#) for more specific information on the current release.

Audience

The user guide documentation is intended for general users of the Oracle Utilities Work and Asset Management system.

Printed/Electronic User Guides

There are several User Guide sections: a system overview book and one book describing Compatible Units functionality, and one book for each of the subsystems in the application: Resource, Maintenance, Purchasing, Inventory, Customer, Enterprise and Administration. There are also supplemental guides for Business Rules, Reports, and Transaction Codes.

The overview section covers basic system features that are similar regardless of where you are in the system: operational concepts, how to find the record you need, shortcuts to different areas in the system, and similar tips. It also covers the home page, your personal workspace, where you can receive and send messages, and save searches and search results.

Each guide follows the subsystem and module organization of the application. If you have a question about a particular window, you can reference the appropriate subsystem guide, find the module, and browse through the discussion of each window.

Note: In order to locate text in the User's Guide that you are viewing, select Find from Acrobat Reader's Edit menu. You can also press Ctrl+F on the keyboard. In order to search for text in ALL of the User Guides simultaneously, select Search from the Edit menu and select Query from the sub-menu. You can also press Ctrl+Shift+F.

Please also use the [Table of Contents](#) and the [Index](#) to locate topics quickly.

Please also use the Table of Contents and the Index to locate topics quickly.

Online Help

There are two types of online Help available.

- **Online User Guides** include detailed descriptions of concepts, how the various pieces of the system fit together, what important fields mean and more. To open the User Guides, select Help from the menu then select User Guides.
- **Cue Cards** are step-by-step procedures that guide you through the completion of specific tasks. To open Cue Cards, select Help from the menu then select Cue Cards.

Context Sensitive Help

Users can also get online help based on a specific function or screen. This is referred to as context-sensitive help.




When you are viewing any window, select either User Guides or Cue Cards from the Help menu to open the online Help topics for that window. You can also use the tabs at the top of the Help window to search for the information you need.

- The **Contents** tab displays the online Help Table of Contents arranged by subsystem and major topic.
- The **Index** tab displays a searchable list of every topic in online Help.
- The **Search** tab displays a special window where you can look for keyword combinations in online Help.

In addition, most Help topics contain hypertext links to other topics. Click any underlined link to read more about these topics.






Note: When you are using the application, online Help is the fastest way to get information that you need. All of the information contained in printed User Guides, can also be found in online Help.

Using Online Help

1. **Locate the topic you need help about via the Contents tab, Index tab, or Search tab.**
 - The **Contents** tab allows users to expand/collapse sections of the table of contents as needed to find a particular topic. Click on the book icons ( and ) to open/close headings. Click on the topic icon () to open it.
 - The **Index** tab allows the user to browse an index for the online help. Click on the index entry for the topic to open it.
 - The **Search** tab allows the user to search the online help for specific words. Enter the word for the search in the text box and click **Go!** The search results appear beneath the text box. Click on the topic to open it.
2. The selected topic will appear in the right pane of the online help window.

Help Icons

A number of icons appear along the top of the online help window. These icons are used for navigating the online help and other functions. These icons perform the following functions:

Icon	Description
	Show Navigation: Open the navigation frame. Used after opening a single help topic.
	Previous: Display the previous help topic.
	Next: Display the next help topic.
	Show in Contents: Expand the Contents tab to display the current topic.
	Print: Print the current topic.

Related Documents

For more information, see the following documents in the Oracle Utilities Work and Asset Management Release 1.9.0.4.6 documentation set:

- Oracle Utilities Work and Asset Management Release Notes
- Oracle Utilities Work and Asset Management Configuration Guide
- Oracle Utilities Work and Asset Management Installation Guide

What's New

This section describes the major features and functionality changes in the application that were added to this documentation release.

New Content for this Release

Changes in Release 1.9.0.4.6 documentation include various documentation fixes since release 1.9.0.4.

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