

Hot Off The Press

REINSTATE INSURANCE FROM BENEFIT HISTORY

Effective January 30, 2009

Background:

With the enactment of Senate Bill 51 a couple of years ago, there has been a significant increase in employee/retiree insurance coverage cancellations due to late or nonpayment of premiums. In addition, employees on Leave and those erroneously terminated may also have their insurance coverage cancelled. Conditions such as payment of all past due amounts, return from leave and budget/position changes which reverse a previous termination, warrant a return of all/most insurance coverage that was in effect prior to the cancelling event. With the increase in cancellations and the need to reinstate coverage, a more automated solution was deemed necessary.

BPP:

A little over a year ago, more robust Benefit History screens (75x) were added to the BPP System. The addition of these screens and the collection of more detailed information regarding insurance changes have made the automated reinstatement process possible. Using this complete picture of the Benefit History, processors will now be able to repopulate Screens 106 and 115 from a particular point in time. See HOP 533 for more information on the new Benefit History screens.

Process:

In general, the new Reinstatement process is a two step process;

- 1) Step one is the designation on the 751 screen of which Benefit History record should be brought forward to the 106 and 115 Screens for editing.
- 2) Step two is the actual Correction mode update of the previously selected employee/retiree. The end result is the reinstatement of any dependent and/or employee/retiree insurance coverage values from Benefit History.

Details:

- A) Screen 751 (Benefit History By Date/Reinstate) now has a column titled "Sel" to denote the selection requested. Pressing F1 with the cursor in Sel column will produce a pop-up window with the four possible selection codes. See page 5.
- B) After determining the Benefit History to be restored to Screens 106 and 115, place a R in the Sel line next to that Benefit History record and press Enter. The pop-up shown on page 5 provides options for which dates to use. Placing a B or D in the Sel column and pressing enter will take you to the insurance (757) or dependent (758) detail screens for that point in time. It would be wise to review these screens before marking the record for Reinstatement.
- C) Now the Reinstatement process can be continued by navigating to Screen 100. Enter screen 115, C (for Correction) and the UIN of the person you are working on and press Enter. Once on Screen 115, press Enter again to see a pop-up reminder that this record has been flagged for reinstatement. To proceed select Y and press Enter. Screen 115 will now be populated with the data from Benefit History. If you have changes, you can make them now. Once the changes are complete press Enter. If there are problems, the normal messages and responses will be needed. If there are no problems with the reinstated dependents, the next screen presented will be Screen 106 with current information. Upon hitting Enter, the pop-up reminder will be displayed. Select Y and press Enter to populate Screen 106 with the data from Benefit History. If there is coverage from Benefit History that needs to be modified, you will need to make those changes on Screen 106. Upon hitting Enter the data will be edited for correctness and the appropriate error messages will be displayed. Once all errors have been corrected, you will see message 200 indicating the database has been updated.
- D) If you are presented with the Reinstatement pop-up on the 106 or 115 screen and DO NOT wish to continue, respond N (no) and return to the 751 screen for this UIN to U (unmark) the Benefit History record that had previously been marked. Although the comment on the 751 indicates that this Benefit History record has been selected for Reinstatement, and what type of dates were requested, the original comments will be restored upon exiting the screen.

Restrictions / Cautions:

- 1) This process does not eliminate the need for processor review while in Screen 106 and 115. It simply populates these screens with data from a previous point in time. It is still up to the processor to correct any errors encountered.
- 2) Care should be taken when deciding which dates to use. Blank dates might be used if all of the dates are going to be retyped by the processor anyway. Dates from Screen 106 might be used if a majority of the dates on the screen will need minor corrections. Keep in mind the importance of the due dates and change dates on the reinstated coverage with regards to payroll, billing, and carrier updates.
- 3) Some Header (HDR) fields that are based on the person's budget record and shown on Benefit History Screen 757 will not be reinstated. Example header fields that will not be reinstated are:
 - a. Workstation
 - b. Employee status
 - c. Benefit salary
 - d. Optional Life salary
- 4) Only deductions that are active on Screen 757 or Screen 758 will be carried forward to Screens 106 and 115 screens, respectively, for reinstatement.
- 5) Only deductions that "change" between Screen 757 or Screen 758 and the current Screen 106 or Screen 115 will be carried forward for reinstatement.
- 6) Since the calculation of the Optional Life Salary depends on the type of person and current date, the following conditions will apply:
 - a. Employees – only the plan number will be carried over, the coverage amount will be recalculated with the reinstated plan number based on the OL-Salary.
 - b. Retirees – coverage amount will be reinstated but may need processor attention.
- 7) Employee and Employer payment amounts will be recalculated using the newly reinstated coverage for each insurance type.
- 8) Comments will be stated with a canned message and the date of the Benefit History record selected for the source of the Reinstatement. You may change the comment if you want to capture additional information. The ID of the processor doing the reinstatement will be associated with the new set of Benefit History records created.
- 9) Long Term Care (LTCE – employee, LTCS – spouse) will not be reinstated, as this requires communication between the employee and either John Hancock or System Benefits Administration to restart these deductions. If a considerable amount of time has passed, the John Hancock web site would be the normal route for the employee to restart these types of deductions. If it has only been a few days between turn-off and Reinstatement (1 – 7 days), the System Benefits Administration office might assist in resetting the LTCE and/or LTCS coverage.
- 10) The reinstatement process requires update access to Screen 751. Please request security updates through your workstation security officer.

Examples:

- ❖ Pages 5 – 8 , Employee with no dependents with coverage.
 - Page 4 top, 750 menu screen with revised purpose on 751 line
 - Page 4 bottom, 751 showing Sel column with R keyed to start reinstatement process
 - Page 5 top, 751 showing F1 pop-up of possible values for Sel column
 - Page 5 bottom, 751 showing pop-up when ENTER hit and R in Sel, date functions
 - Page 6 top , 751 showing temporary message of reinstatement with date option
 - Page 6 bottom, 106 correction mode after ENTER hit, pop-up of reinstatement status,dates
 - Page 7, 106 screen after reinstatement, ENTER, processor error handling, successful update
- ❖ Pages 9 – 13, Employee with dependents where coverage is off and reinstatement will turn that dependent coverage back on.
 - Page 8 top, 115 with dependents turned off – current settings
 - Page 8 bottom, 106 with dependents turned off – current settings
 - Page 9 top, 751 starting reinstatement with R entered for 9/1/2008 entry
 - Page 9 bottom, 100 coded for correction mode, phase 2 of reinstatement
 - Page 10, 115 with current settings,
 - Page 11, 115 after reinstatement sets coverage on and stop dates to BH dates
 - Page 12, 106 after reinstatement, processor setting number covered, good codes.

Please email bpphelp@tamu.edu with problems or questions.

Screen: 751 UIN: 111002222 Type: ____

- 751 Benefit History by Date/Reinstate
- 754 Benefit History by Ded Type
- 757 Benefit History As Of A Date
- 758 Dependent History As Of A Date

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Exit Main

New purpose as of Jan 2009

Screen: ____

UIN: 111002222 Name: STAFF SMBDY Start From: 09 01 2008

Sel	Date/Time	Userid	Hdr	Chg	Benefits Changed
	11 19 2008	GVK005		*	MED DEN VIS LIF ADD
	15:50:48	REINSTATE	COVERAGE		
R	11 18 2008	BPP0000		*	MED DEN VIS LIF ADD
	07:57:46	REINSTATE	COVERAGE		
	10 27 2008	GVK005		*	MED DEN VIS LIF ADD
	15:25:41	REINSTATE	COVERAGE		
	10 15 2008	BPP0000		*	MED DEN VIS LIF ADD
	23:01:07	Coverage changed/cancelled due to balance owed.			
	09 05 2008	GVK005		*	DEN LIF ADD
	07:58:21	Coverage changed/cancelled due to balance owed.			
	09 01 2008	BPP0000		*	BL MED DEN VIS LIF ADD LTD
	11:59:59	INITIAL BENEFIT HISTORY RECORD FOR FY 2009			

*** Press ENTER to View More Records ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Exit Main

Key in an R under the SEL column to mark this benefit history as the one to be used for Reinstatement. F1 will show the valid values that could be used here.

Show help function values with F1 key when cursor is in Sel column

```

s by Date      01/09/09  10:32
D BPP0017    R005

No more data
      BPP Help Routine
      Benefit history function
Code      Description
-----
_  B      View 106 BH Benefit Screen
_  D      View 115 BH Dependent Screen
_  R      Reinstate BH Record
_  U      UnReinstate BH Record

F7= Up   F8= Down

09 01 2008  BPP0000      *   BL  MED DEN VIS LIF ADD LTD
11:59:59  INITIAL BENEFIT HISTORY RECORD FOR FY 2009

*** Press ENTER to View More Records ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help      Exit  Main
  
```

Show reinstatement date function pop-up after R is entered in Sel column.

```

751 TAMUS BPP System - Benefit History - Changes by Date      01/09/09  10:34
      Personnel/Budget      D BPP0017    R005

Screen +-Benefit History Reinstatement--+
UIN: 10
D      Reinstatement Function:
Sel    (B) Blank out Dates      Changed
11     (H) Use Benefit History Dates  EN VIS LIF ADD
R      11     (K) Keep 106 Dates      EN VIS LIF ADD
10     Function _                EN VIS LIF ADD

10 15 2008  BPP0000      *   MED DEN VIS LIF ADD
23:01:07  Coverage changed/cancelled due to balance owed.
09 05 2008  GVK005      *   DEN      LIF ADD
07:58:21  Coverage changed/cancelled due to balance owed.
09 01 2008  BPP0000      *   BL  MED DEN VIS LIF ADD LTD
11:59:59  INITIAL BENEFIT HISTORY RECORD FOR FY 2009

*** Press ENTER to View More Records ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help      Exit  Main
  
```

Show after record marked for reinstatement

```

751 TAMUS BPP System - Benefit History - Changes by Date      01/09/09  10:34
                    Personnel/Budget                          D BPP0017  R005

Screen:  ____

UIN: 111002222 Name: STAFF SMBDY                               Start From: 09 01 2008
   Date/Time      Hdr
Sel  Updated      Userid      Chg  Benefits Changed
11 19 2008      GVK005      *    MED DEN VIS LIF ADD
    15:50:48      REINSTATE COVERAGE
11 18 2008      BPP0000      *    *** ***(*)** ***(*)** ***(*)** ***(*)** ***(*)**
    07:57:46      ** FLAGGED FOR REINSTATEMENT- BLANK OUT DATES **
10 27 2008      GVK005      *    MED DEN VIS LIF ADD
    15:25:41      REINSTATE COVERAGE
10 15 2008      BPP0000      *    MED DEN VIS LIF ADD
    23:01:07      Coverage changed/cancelled due to balance owed.
09 05 2008      GVK005      *    DEN      LIF ADD
    07:58:21      Coverage changed/cancelled due to balance owed.
09 01 2008      BPP0000      *    BL MED DEN VIS LIF ADD LTD
    11:59:59      INITIAL BENEFIT HISTORY RECORD FOR FY 2009

*** Press ENTER to View More Records ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help      Exit Main

```

Coming into 106 through 100 / C screen for update, hit ENTER, date type noted:

```

106 TA      Benefit History Reinstatement      09/09  10:35
Screen      PP0017  R005
UIN: 1      Status: R
             Flagged for Reinstatement Blanking out Dates (Y N).  _

-----
SGIP-Rate F SGIP-Dt 06091970 GS-Sup  PreTaxWaive  Tob N Ben-Salary  26457
   D P P  C F Certified-other-med  PreTaxQual  Y      OL-Salary  26457
Ins e t l a a Cover  Deduct  Payment  Start  Due  Change  Stop
d y n r m Amount  Amount  Amount  Date  Date  Date  Date
BL  R 1      5000      2.85 03221973 12012008 03012002 99999999
MED R 2 1 01 E      1      61.29 375.94 09012000 11012008 11012005 99999999
DEN R N 1 03 E      1      28.77 09011999 11012008 09012003 99999999
VIS R N      E      1      6.20 09012000 11012008 03012002 99999999
OL  R      100000  36.00 04011973 11012008 03012002 99999999
DL  N  A      09011999 09012003 09012003 08312003
ADD R N 1      E 150000  4.20 09011994 11012008 03012002 99999999
LTD N N      10011978 03012002 03012002 02282002
LTCE
LTCS
SAHC      0
SADC      0

Debit Card  _
Direct-Dep  MedCr  ABO  LWOP-Start-Date  FMLA-Start-Date
Comments REINSTATE COVERAGE
PF1=Help PF3=Exit PF4=Main PF5=Prev PF6=Next

```

Upon reply of Y (yes) to question on dates to use:

```
106 TAMUS B/P/P - Benefit Maintenance - Correction          01/13/09  14:25
Screen: _____          D BPP0017  R002
UIN: 111002222      Name: STAFF SMBDY          WS: A      Status: R
0200 Database successfully updated
SGIP-Rate F SGIP-Dt 06091970 GS-Sup      PreTaxWaive      Tob N Ben-Salary      26457
  D P P C F Certified-other-med      PreTaxQual      Y          OL-Salary      26457
Ins e t l a a      Cover      Deduct      Payment      Start      Due      Change      Stop
d y n r m      Amount      Amount      Amount      Date      Date      Date      Date
BL R 1          5000          2.85 03221973 12012008 03012002 99999999
MED R 2 1 61 E      1      18.89      375.94 12012008 12012008 12012008 99999999
DEN R N 1 03 E      1      28.77          09011999 11012008 09012003 99999999
VIS R N          E      1      6.20          09012000 11012008 03012002 99999999
OL R          100000      36.00          04011973 11012008 03012002 99999999
DL N A          09011999 09012003 09012003 08312003
ADD R N 1      E 150000      4.20          09011994 11012008 12012008 99999999
LTD N N          10011978 03012002 03012002 02282002
LTCE
LTCS
SAHC      0
SADC      0
Debit Card _
Direct-Dep      MedCr      ABO      LWOP-Start-Date      FMLA-Start-Date
Comments REINSTATE FROM 9/1/2008 PWH
PF1=Help PF3=Exit PF4=Main PF5=Prev PF6=Next
```

Gets the process completed with a 0200 Database successfully updated message.

This example shows only 106 person without any dependents involved.

Employee with Dependents example - - - Latest 115 data. Dependents had been turned off.

```

115 TAMUS B/P/P - Dependent Data - Inquiry                                01/13/09 14:55
Screen: ____                                                            D BPP0017 R002

UIN: 222000888  SSN:          Name: TONN MARKEN C
Name
SHAWN M TONN
Birth Dt 03151991 Mult Birth _      UIN 123004567
Cert Typ _      Qualify _ Medicare _ SSN
Rel SO - Son      HRC Hide _ - Show____
                                  DL
                                  MED
Birth Dt _____ Mult Birth _      UIN _____ DEN
Cert Typ _      Qualify _ Medicare _ SSN
Rel _____      HRC Hide _____ DL
JUSTIN T TONN
Birth Dt 06241992 Mult Birth _      UIN 456009876
Cert Typ _      Qualify _ Medicare _ SSN
Rel SO - Son      HRC Hide _ - Show____
                                  DL
                                  MED
Birth Dt _____ Mult Birth _      UIN _____ DEN
Cert Typ _      Qualify _ Medicare _ SSN
Rel _____      HRC Hide _____ DL

PF1=Help PF3=Exit PF4=Main PF5=Prev PF6=Next PF7=Up PF8=Down PF9=SSN
    
```

Latest 106 data. Employee only coverage no dependents indicated.

```

106 TAMUS B/P/P - Benefit Maintenance - Inquiry                        01/13/09 15:02
Screen: ____                                                            D BPP0017 R002
UIN: 222000888  Name: TONN MARKEN C                                WS: M  Status: A

SGIP-Rate F SGIP-Dt 04181994 GS-Sup PreTaxWaive Tob S Ben-Salary 33805
D P P C F Certified-other-med PreTaxQual Y OL-Salary 33805
Ins e t l a a Cover Deduct Payment Start Due Change Stop
d y n r m Amount Amount Amount Date Date Date Date
BL 2 1 5000 2.85 08051994 01012009 08051994 99999999
MED 2 2 1 05 E 1 34.74 375.94 09011994 12152008 09011999 99999999
DEN 2 N 1 03 E 1 28.77 09011999 12152008 09011999 99999999
VIS 2 N E 1 6.20 09012001 12152008 09012001 99999999
OL 2 4 135000 13.50 10012004 12152008 10012004 99999999
DL
ADD
LTD 2 N 10.14 09011994 12152008 09011994 99999999
LTCE
LTCS
SAHC 0
SADC 0

Direct-Dep MedCr ABO LWOP-Start-Date FMLA-Start-Date
Comments Change in pretax qualify flag for WFTRA
PF1=Help PF3=Exit PF4=Main PF5=Prev PF6=Next
    
```

Screen 751 listing:

751 TAMUS BPP System - Benefit History - Changes by Date		01/13/09 15:03
Personnel/Budget		D BPP0017 R002
Screen: ____		
UIN: 222000888 Name: TONN MARKEN C		Start From: 09 01 2006
Sel	Date/Time	Hdr
	Updated	Userid
	01 13 2009	BPP0017
	14:55:06	Change in pretax qualify flag for WFTRA
r	09 01 2008	BPP0000
	11:59:59	INITIAL BENEFIT HISTORY RECORD FOR FY 2009
	07 16 2008	LBD3858
	08:45:09	INITIAL BENEFIT HISTORY RECORD FOR FY 2008
	09 03 2007	BPP0000
	11:59:59	INITIAL BENEFIT HISTORY RECORD FOR FY 2008
	06 06 2007	BPP0000
	22:00:00	INITIAL BENEFIT HISTORY RECORD IN NEW FORMAT - BH1
	09 01 2006	LOADAE
	23:59:59	INITIAL BENEFIT HISTORY RECORD FOR FY 2007
*** Press ENTER to View More Records ***		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Help Exit Main		

Flip to phase 2 by going into 100 in update mode (Correction = C)

100 TAMUS B/P/P - Personnel Maintenance		01/13/09 15:25
		D BPP0017 R002
Screen: 115		
Function: c Blank = Inquiry		
UIN/SSN: 123456789 C = Correction N = New Record (Enter SSN)		
D = Deletion T = Transcribe data to correct SSN		
V = Vendor file addition request		
S = Schedule insurance mastercard		
101 Personal Data	119 User Service Fees	
102 Tax <OASI/UCI/EIC/FIT/SIT>	108 Employee Org/TX tomorrow fund	
104 Retirement <TRS/ORP>	117 Credit union/Charitable cont.	
115 Dependent data	114 Charitable Cont. EDU/ENG PROF/EPP	
106 Benefit maintenance	112 Federal retirement	
130 Benefit totals	103 Federal insurance	
109 TDA/DCP/Roth 403(b)	111 Addresses & phone numbers	
110 U.S. savings bond	140 Emergency contact information	
113 Court ordered deductions	118 Billing Information	
127 Tax Levy/Student Loans/Bankruptcy	116 Benefit History	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Help Exit Main		

Brings up existing 115 screen, hit ENTER:

115 TAMUS B/P/P - Dependent Data - Correction						01/13/09	15:26
Screen: ____						D BPP0017	R002
UIN: 222000888 SSN: 123456789 Name: TONN MARKEN C							
Last Name		First Name		MI Sufx	Start	Stop	
TONN		SHAWN		M	MED N	09011994	012009
Birth Dt 03151991		Mult Birth _		UIN 123004567	DEN N	09011999	012009
Cert Typ _		Qualify _		Medicare _	SSN	VIS N	09012001 012009
Rel SO		HRC Hide _				DL	
TONN		JUSTIN		T	MED N	09011994	012009
Birth Dt 06241992		Mult Birth _		UIN 456009876	DEN N	09011999	012009
Cert Typ _		Qualify _		Medicare _	SSN	VIS N	09012001 012009
Rel SO		HRC Hide _				DL	
Birth Dt ____		Mult Birth _		UIN ____	MED		
Cert Typ _		Qualify _		Medicare _	SSN	DEN	
Rel ____		HRC Hide _				VIS	
Birth Dt ____		Mult Birth _		UIN ____	MED		
Cert Typ _		Qualify _		Medicare _	SSN	DEN	
Rel ____		HRC Hide _				VIS	
Birth Dt ____		Mult Birth _		UIN ____	MED		
Cert Typ _		Qualify _		Medicare _	SSN	DEN	
Rel ____		HRC Hide _				VIS	
PF1=Help PF3=Exit PF4=Main PF5=Prev PF6=Next PF7=Up PF8=Down							

After entering Y (yes) and pressing enter to begin reinstatement, changes populate the screen:

```

115 TAMUS B/P/P - Dependent Data - Correction                                01/13/09  15:28
                                                                              D BPP0017  R002

Screen: ____
UIN: 222000888  SSN: 123456789  Name: TONN MARKEN C
Last Name          First Name      MI Sufx          Start      Stop
TONN_____      SHAWN_____    M _____    MED Y 09011994 012016
  Birth Dt 03151991 Mult Birth _      UIN 123004567 DEN Y 09011999 012016
  Cert Typ _      Qualify _ Medicare _ SSN _____ VIS Y 09012001 012016
  Rel SO          HRC Hide _      DL
TONN_____      JUSTIN_____   T _____    MED Y 09011994 112017
  Birth Dt 06241992 Mult Birth _      UIN 456009876 DEN Y 09011999 112017
  Cert Typ _      Qualify _ Medicare _ SSN _____ VIS Y 09012001 112017
  Rel SO          HRC Hide _      DL
_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|
  Birth Dt _____ Mult Birth _      UIN _____ DEN
  Cert Typ _      Qualify _ Medicare _ SSN _____ VIS
  Rel ____      HRC Hide _      DL
_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|_____|
  Birth Dt _____ Mult Birth _      UIN _____ DEN
  Cert Typ _      Qualify _ Medicare _ SSN _____ VIS
  Rel ____      HRC Hide _      DL

PF1=Help PF3=Exit PF4=Main PF5=Prev PF6=Next PF7=Up PF8=Down

```

Press ENTER and errors with needed corrections are presented or the 0200 Database updated message appears. Make corrections as needed.

Screen flips automatically to 106; hit ENTER to validate, message to 'continue' pops up, type Y (yes), possible errors are related to Number Covered for MED DEN VIS. Blank out these and it will be recalculated. If no more errors, you might get "0352 Change date not modified! Database updated" message which might prompt you to restate the Change date(s) or just hit ENTER to take these changes. Next screen is displayed

```

106 TAMUS B/P/P - Benefit Maintenance - Correction                                01/13/09 15:38
Screen: _____                                                                D BPP0017 R002
  UIN: 222000888      Name: TONN MARKEN C                                       WS: M      Status: A
0200 Database successfully updated
SGIP-Rate F SGIP-Dt 04181994 GS-Sup   PreTaxWaive   Tob S Ben-Salary   33805
  D P P C F Certified-other-med   PreTaxQual   Y           OL-Salary   33805
Ins e t l a a   Cover   Deduct   Payment   Start   Due   Change   Stop
d y n r m   Amount   Amount   Amount   Date   Date   Date   Date
BL  2 1           5000           2.85 08051994 01012009 08051994 99999999
MED 2 2 1 05 C     3    139.78   485.69 09011994 12152008 09011999 99999999
DEN 2 N 1 03 C     3     60.42           09011999 12152008 09011999 99999999
VIS 2 N           C     3     10.18           09012001 12152008 09012001 99999999
OL  2  4           135000   13.50           10012004 12152008 10012004 99999999
DL
ADD
LTD 2 N           10.14           09011994 12152008 09011994 99999999
LTCE
LTCS
SAHC      0
SADC      0
                                Debit Card _
Direct-Dep   MedCr   ABO   LWOP-Start-Date   FMLA-Start-Date
Comments REINSTATE FROM 9/1/2008 COVERAGES PWH
PF1=Help PF3=Exit PF4=Main PF5=Prev PF6=Next
  
```