

BORWORKS

Oracle Application Server



To: All BORWORKS Users

From: Julia McGinnis, BORWORKS Project Manager

Subject: BORWORKS Upgrade

On August 6, 2007, the Bureau of Reclamation Water Operations and Record Keeping System (BORWORKS) will be upgraded to the Oracle Application Server 10G. With this upgrade, BORWORKS will now operate as a web-based application.

Each BORWORKS user will be required to install JInitiator onto their computer before logging in to the new system. The updated BORWORKS manual provides step-by-step installation instructions.

A short presentation will be given on August 6th in the IT Training Room (E-1805) between 8:30 and 9:30 am to assist users in setting-up their system and answer any questions that individuals may have.

Helpful Hints

- √ BORWORKS Website (please bookmark this site):
http://oas.its.mp.usbr.gov/forms/frmservlet?form=system_jad1.fmx&config=prod
- √ The BORWORKS manual is now available in html at:
<http://oas.its.mp.usbr.gov/BOR-WORKS%20Manual%20060407.htm>
- √ Some testing has revealed that the Google Toolbar causes issues for those running the OAS version of BORWORKS. It is highly recommended that you remove this toolbar from your internet browser to ensure that BORWORKS is allowed to run properly.
- √ If you are using Netscape, Firefox, or any other internet browser other than Internet Explorer, BORWORKS will not run. Internet Explorer is the default internet browser and should be used by all MP Region staff.


Frequently Asked Questions

Q. Since BORWORKS is web-based now, can contractors login and view their information?

A. No, at this time, contractors are not receiving access to BORWORKS. Currently, BORWORKS only runs on our intranet (internal network) and is not accessible through the internet.

Q. Having the manual in this (web) format is too time-consuming for me. I have to flip back and forth between the manual screen and BORWORKS.

A. Users can access the manual through the forms within BORWORKS. Simply click on

the Help  tool while in any form and you will be taken to the relevant section of the manual. For those who prefer hard copies, they are available on request.

Q. Hey! I had a problem with some of the forms and they are still there?

A While the upgrade to a web-based server has improved some functions, the primary purpose of this upgrade was to ensure that we are operating BORWORKS on a supported server and that we remain in compliance with any IT security requirements. Therefore, most of the functions remained unaltered.

Q. How do I get my reports to print in PDF format?

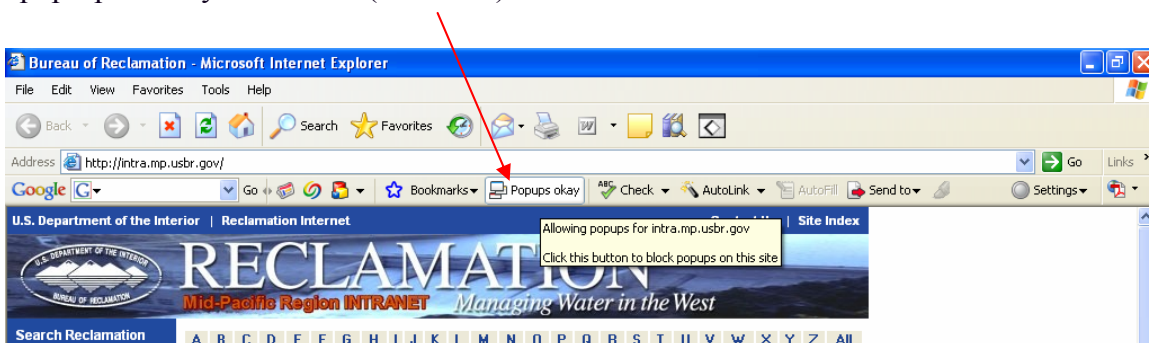
A. By default, all reports generated by BORWORKS are in PDF format. No additional conversion is necessary.

Q. Why aren't my reports automatically printing when I click "Run Report"?

A. No report is setup to automatically print. Some reports (i.e. monthly water statement) give you the option to select "Print" prior to running the report. At that time, the report will print. For those reports that do not have this option, users must simply choose the print option from the internet browser.

Q. When I try to run reports they do not appear on my screen!

A. Oracle 10G is a web-based server, therefore individuals who have set up their internet browser to block pop-ups, must disable this feature. To enable pop-ups you must go to your Tools -> Internet Options -> Privacy and de-select "Block pop-ups". After doing this, close all internet browsers and log back in to BOR-WORKS. **NOTE:** Allowing pop-ups from your toolbar (as shown) will **not** fix this issue. .



Other technical problems? Contact the IT Help Desk at 978-5555 or email requests to mphelpdesk@mp.usbr.gov

Complete List of Function Keys

Function	Old Key	New Key
Accept	F10	
Block Menu	F5	Ctrl+B
Cancel	Esc	
Clear Block	Shift + F5	F7
Clear Field	Ctrl + u	F5
Clear Form	Shift + F7	F8
Clear Record	Shift + F4	F6
Commit (Save)		Ctrl+S
Count Matching Records	Shift + F2	
Count Query		F12
Delete Record	Shift + F6	Ctrl+Up
Display Error	Shift + F1	Shift+Ctrl+E
Down	Down	Down
Duplicate Field	F3	Shift+F5
Duplicate Record	F4	Shift+F6
Edit	Ctrl + E	Ctrl+E
Enter Query	F7	F11
Execute Query	F8	Ctrl+F11
Exit	Ctrl + q	F4
Help	F10	Ctrl+H
Insert Record		Ctrl+Down
List of Values	F9	Ctrl+L
List Tab Pages		F2
New Record	F6	
Next Block		Shift+PageDown
Next Field	Tab	Tab
Next Primary Key	Shift + F3	Shift+F7
Next Record	Shift + Down	Down
Next Set of Records	Ctrl + >	Shift+F8
Previous Block		Shift+PageUp
Previous Field	Shift + Tab	Shift+Tab
Previous Record	Shift + Up	Up
Print	Shift + F8	Ctrl+P
Return	Enter	Enter
Scroll Down		PageDown
Scroll Up		PageUp
Show Keys	Shift + F1	Ctrl+K
Up	Up	Up
Update Record		Ctrl+U