



Infor Distribution A+ Web User Guide

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About this guide

This guide describes workflow, concepts and procedures for installing Infor Distribution A+ Web module.

Related documentation

You can find related documentation at Infor Documentation Central (docs.infor.com). We recommend that you check this website periodically for updated documentation.

Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://concierge.infor.com/> and select **Infor Customer Portal** to create a case.

The latest documentation is available from docs.infor.com or from the Infor Support Portal. To access documentation on the Infor Support Portal, select **Search > Browse Documentation**. We recommend that you check this portal periodically for updated documentation.

If you have comments about Infor documentation, contact documentation@infor.com.

Chapter 1 Distribution A+ WEB Overview

Your enterprise application, Infor Distribution A+, is a solid investment in a fully integrated solution based on stable technology that allows you to effectively manage your business transactions. But because Distribution A+ uses a host-centric IBM i, your application is running either as a terminal or as an emulated screen user interface. While you are not sacrificing quality, stability, or function with Distribution A+, Distribution A+ WEB provides an intuitive, beautiful user experience for your employees.

Distribution A+ WEB is the interface specifically designed for Distribution A+. Distribution A+ WEB deploys as an HTML5 browser client user-interface for Distribution A+. The same feature-rich functions of Distribution A+ are available in Distribution A+ WEB, but instead of a legacy emulated screen (on a PC using 5250 emulation software), Distribution A+ WEB boasts a full featured user-interface that functions like a Windows application. The actual emulation is processed through LegaSuite Web by Rocket Software. No other emulation product with which you may be familiar (e.g. Client Access or Rumba) is used. With Distribution A+ WEB, you will be capitalizing on the IBM i technology that you already have, using the Distribution A+ product that you already trust, deployed with an innovative user experience design that is simple, transparent, and elegant.

Distribution A+ WEB User Experience

As the amount of information created by and used in Distribution A+ grows, the ability to harness that information for useful benefit becomes more difficult, making it much more important to clearly present all that information. The data itself becomes more valuable when it can be accumulated, sorted and contextualized to provide a greater understanding and meaningful insights which enable users to make more informed decisions.

To ensure your Distribution A+ software delivers on its promise to improve processes and productivity, Distribution A+ WEB replaces complicated screens with the Infor User Experience—an interface that enables users to complete tasks with speed and efficiency, boosting productivity and confidence, with applications that are intuitive, fluid, and natural to use.

Browser-based HTML5 Deployment

With Distribution A+ WEB, deployment of Distribution A+ in a browser gives you the flexibility to run Distribution A+ anytime and anywhere you have an Internet connection, meaning you can reduce your hardware and software costs, configuration, and maintenance. Distribution A+ WEB is web-deployable “out-of-the box” so that you can quickly set up Distribution A+ for remote locations and be spared the cost of setting up network connections.

How Distribution A+ WEB Works

There are two aspects to Distribution A+ WEB. First, using LegaSuite Web software, a template is used to dynamically build the Distribution A+ WEB web pages. Using a template means that your entire application can be deployed as a web-based application and that the web page design will be consistent. When you sign into Distribution A+ WEB, each web page that you access will be dynamically built to display the legacy screen in Distribution A+ WEB based on the template.

Second, in addition to creating a template for dynamically building web pages, a selection of menu options are further customized to add additional features and functions. These web pages will have a user experience that is consistent with the dynamically built web pages but will include extra features to make them even easier to use.

Note: If you have modifications to your legacy Distribution A+ screens, the customized web page may not display; instead the web page will be dynamically built using the template. Customized web pages display only if the legacy Distribution A+ screen content is identical to the customized web page content. It is also possible that the customized web page will display without the modification from your legacy Distribution A+ screens. Refer to the Infor Distribution A+ WEB Installation and Upgrade Guide for more information on modifications.

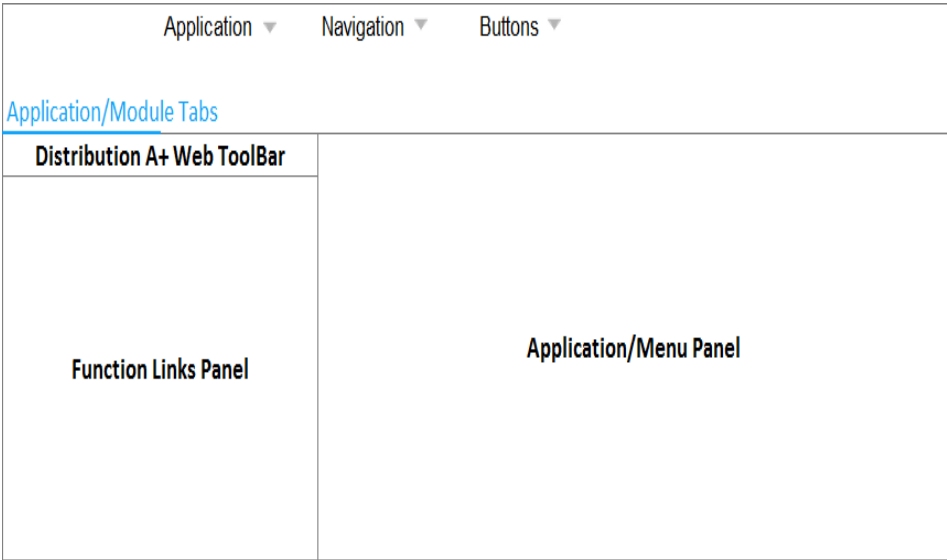
Using This Guide

This guide explains the features and functions of Distribution A+ WEB for both dynamic and customized web pages and how to use the interface. This guide does not explain any of the functionality for any Distribution A+ module. If you have specific questions about a module and its processing, please refer to the user guide for the module.

Chapter 2 Navigating Distribution A+ WEB

This section describes the features of Distribution A+ WEB and how to use these features to navigate the system. Both dynamically built and customized web pages are explained. When the browser page launches and the user logs on to Distribution A+, the basic web page is presented in the following panel format.

Distribution A+ WEB Page Layout



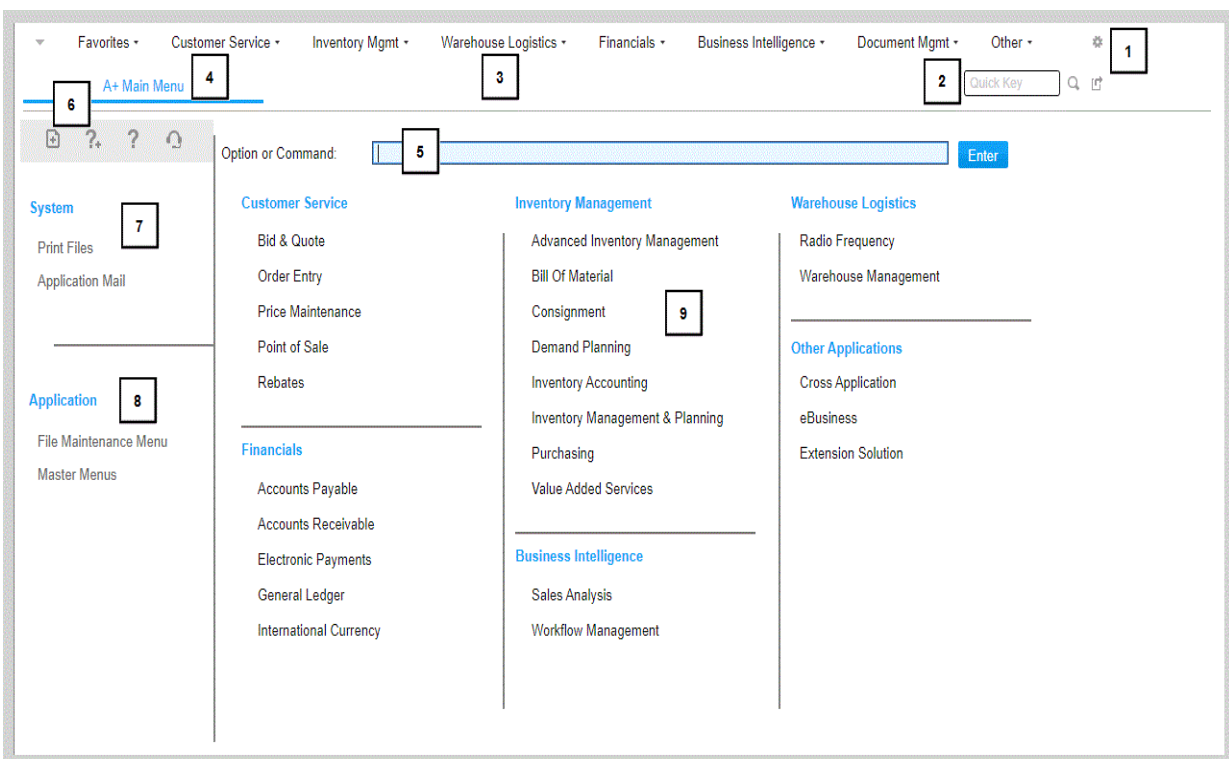
The user interface for Distribution A+ WEB can best be described as a page that is divided into distinct components. The web pages have application navigation buttons, application/module tabs, Distribution A+ WEB toolbar, function links panel, and application/menu panel. The following diagram shows the division and placement of each section.

Distribution A+ WEB Menus

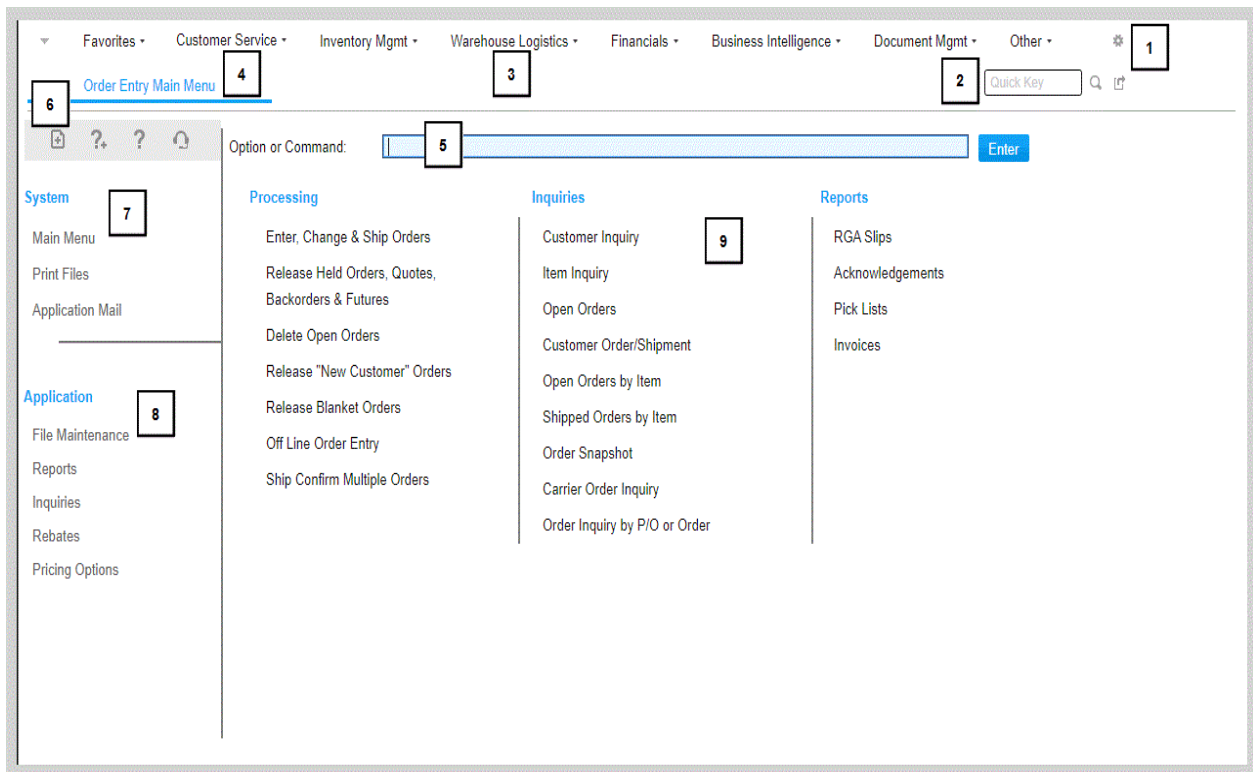
Menus display in the application/menu panel section of the Distribution A+ WEB web page. The Distribution A+ Main Menu and the Order Entry Main Menu are used as examples in this section. If you need more information about the types of menus, how menus are named, and what menus are available for each module, refer to the Cross Application User Guide.

You can also navigate the application using the application navigation buttons (menu cascades).

Distribution A+ Main Menu



Order Entry Main Menu



- 1 **Settings Icon for Sign Out, Help, and LegaSuite Emulator**
- 2 **Quick Key**
- 3 **Application Navigation Buttons**
- 4 **Application/Module Tabs**
- 5 **Command Line and Enter Button**
- 6 **Distribution A+ WEB Toolbar**
- 7 **System Links Panel**
- 8 **Application Links Panel**
- 9 **Menu Headings and Menu Options**

Menu Features

Application and System Links Panel

Application links are those link buttons that are related to the menus of the application currently shown in the application/menu panel. For example, when the Distribution A+ Main Menu appears, the application links are the Application File Maintenance Menu and the Master Menus; and when the Order Entry Main Menu appears, the application links are File Maintenance, Reports, Inquiries, Rebates, and Pricing Options to access the other available Order Entry menus.

System links are those link buttons that are system related, such as Print Files and Application Mail.

The application and system links panels are found in the links panel section on the left side of the web page below the Distribution A+ WEB Toolbar and contains all of the links available from the application web page or menu displayed in the application/menu panel. The list of links in this panel will vary, but the activation is common to all links. There are two ways to activate a link: click the link with your mouse or use the function key assigned to the link.

Application/Module Tabs

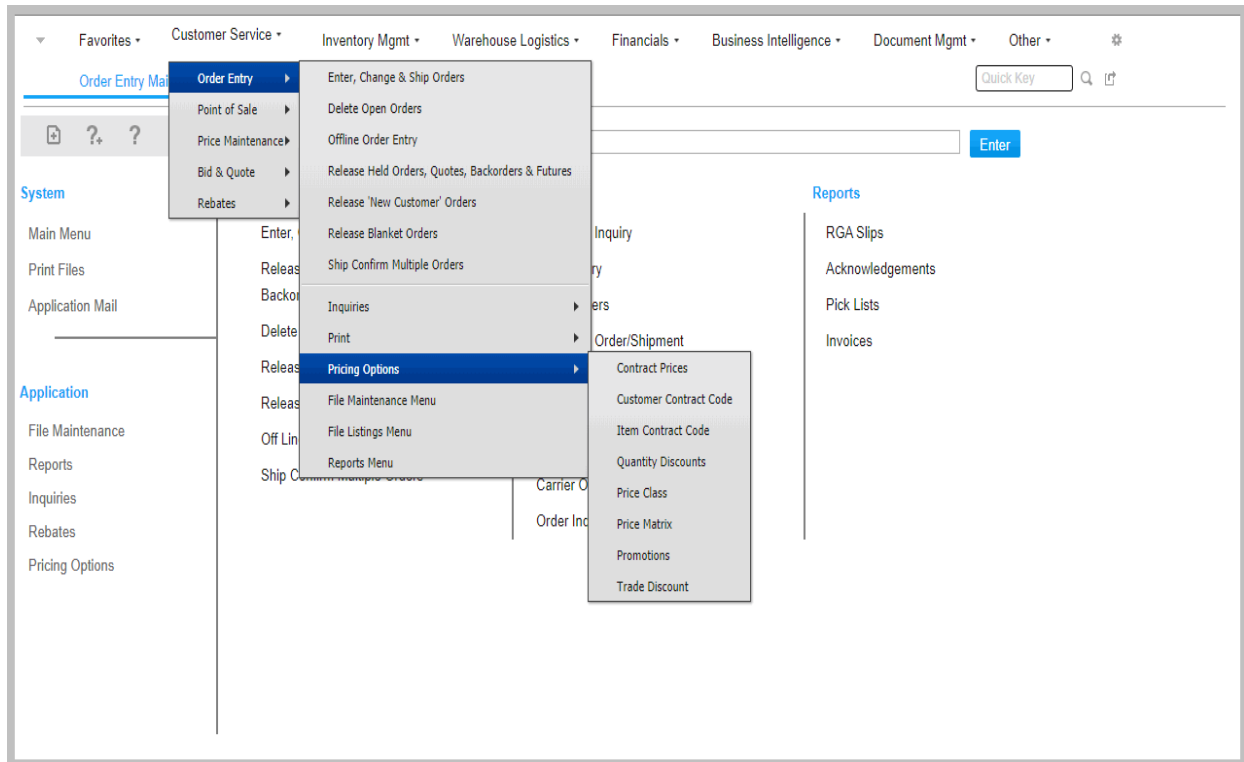
Application/Module tabs are used within the application to allow multiple options to be open at the same time. The first three application option tabs will display across the web page and the remainder will display under a fourth tab labeled **More**.

The menu title displayed on the tab indicates the name of the menu or specific web page that currently appears in the application/menu panel. When multiple menu options are open simultaneously, the active tab displays in blue text.

Application Navigation Buttons

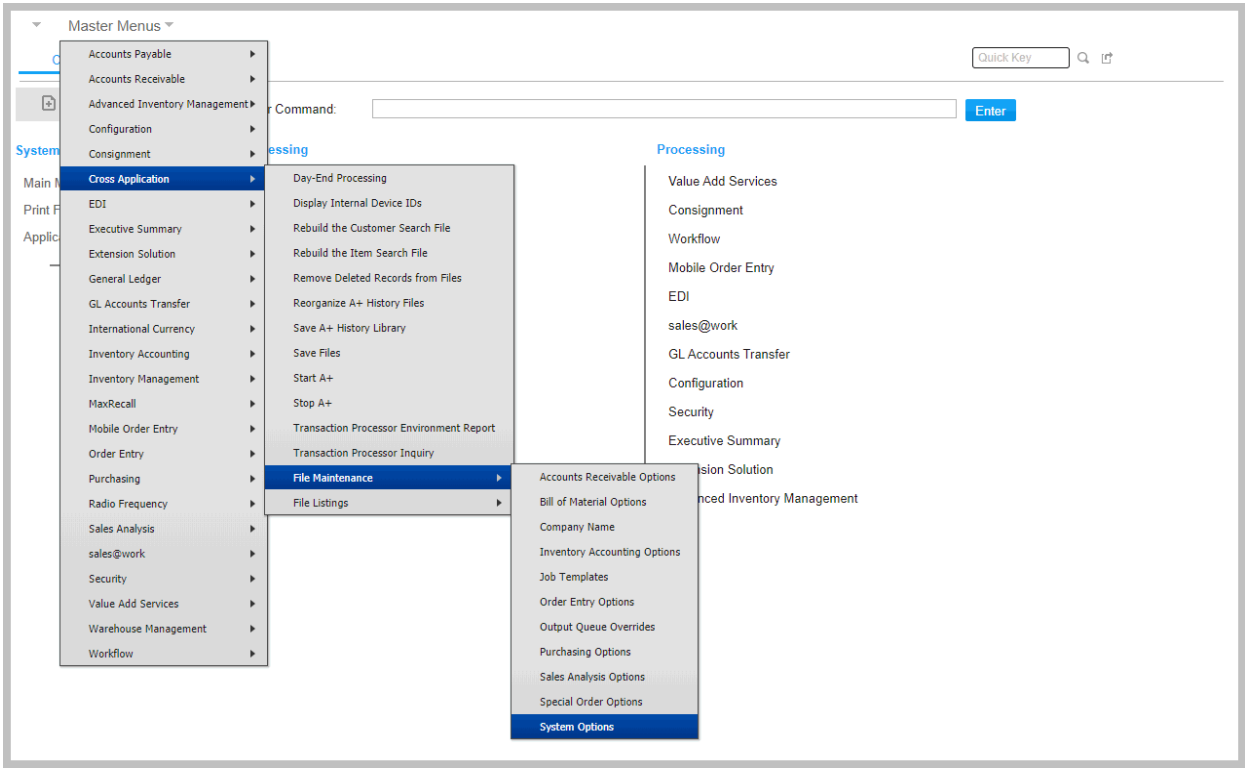
The application navigation menu bar provides a series of application navigation buttons that display the menu cascades or drop-down menus, organized by the main business areas of Distribution A+, to provide an easy way to navigate to modules and their sub-menus and menu options.

Order Entry Main Menu



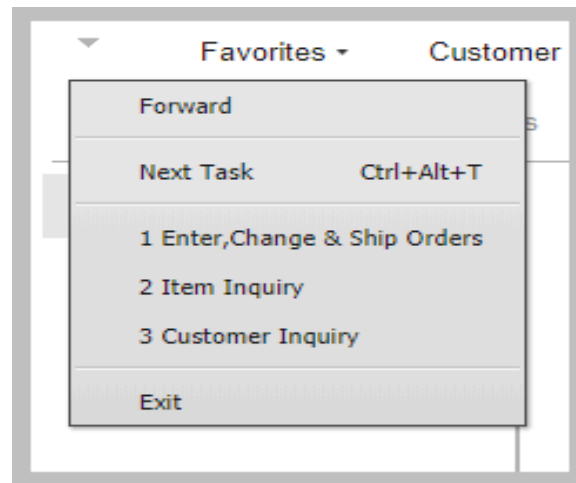
For example, the Customer Service cascade lists the Order Entry, Point of Sale, Price Maintenance, Bid & Quote, and Rebates modules. Additional cascades for each module provide links to main menu options and the inquiries, reports, file maintenance, file listings, and/or other menus and options relevant to the module. The application navigation buttons are available from all system menus, except the Master Menus. The Master Menu has a unique application navigation button for all of the Master Maintenance options associated with each module.

Cross Application Master Menu



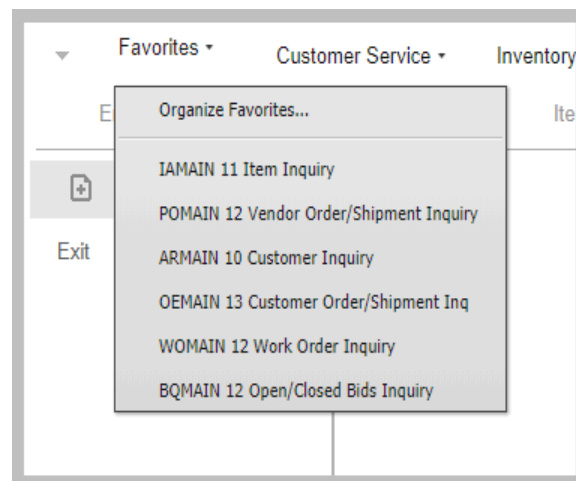
Current Open Tasks

Use the inverted triangle icon button in the top left corner to display the list of current open tasks started with the New Tasks functionality. Users can have up to 15 tasks open at one time and use this drop-down list to move between the tasks.



Favorites

Use the **Favorites** button to display the list of menu options that each user can create through the **Organize Favorites** link that will display the My Menu Maintenance functionality.



Command Line and Enter Button

The command line appears on all menus and allows you to enter a Distribution A+ option number, your menu destination, and/or IBM i commands. Your IBM i system configuration determines what you are able to enter in the command line.

The **Enter** button is an additional feature for activating the command entered in the command line. You can either click the **Enter** button or press the **Enter** key on your keyboard.

Menu Headings and Menu Options

Menu headings are visual markers of conceptual divisions in menu content and are used to group menu options with similar functions. For example, the **Reports** section groups all of the menu options that you can use to create and print documents, reports, and/or listings.

The menu option is a link that you can click to open the menu option. The mouse-over text for an option link displays the option number. You may also enter the option number in the command line and press or click Enter to start the menu option.

Quick Key

The **Quick Key** field allows you to key an abbreviation associated with an option and access the associated option without returning to (or going to) a menu to select it. Key the abbreviation and click the **Arrow** button next to the **Quick Key** field to go to the associated option. If you do not know the quick key abbreviation, click the **Spyglass** icon to display a list of quick keys from which you can make a selection.

Settings



The **Settings** icon button is the gear in the top right corner. Selecting the **Settings** button opens a drop down list of features/functions.

Sign Out

Use the **Sign Out** link to sign off (log off) Distribution A+ before closing the browser. Clicking this link is the equivalent of typing SIGNOFF on the command line and pressing or clicking the **Enter** button.

Troubleshoot Log

LegaSuite Web can produce a Troubleshoot Log report using the product. The report contains information about your PC's configuration and LegaSuite Web environment. This information helps Customer Support to resolve questions and issues.

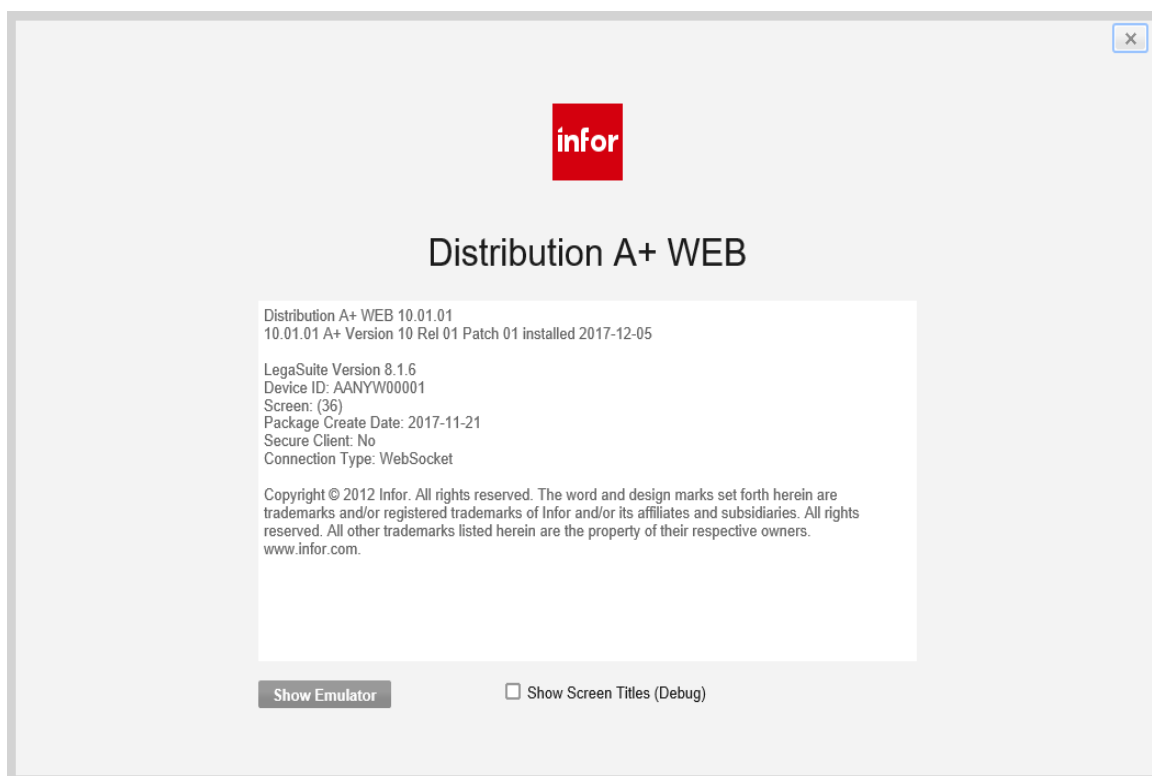
Help

When you select the **Settings** button and then **Help** drop-down menu button, there are 3 possible choices: Distribution A+ Help, Distribution A+ WEB Help, and About Distribution A+ WEB.

The **Distribution A+ Help** link will launch the Online Documentation help text for the web page or menu that is currently active.

The **Distribution A+ WEB** link will open the Distribution A+ WEB User Guide PDF document to provide specific information regarding the features and functionality of Distribution A+ WEB.

The **About Distribution A+ WEB** link will open a web page providing current information about the current web page and products. This information will be helpful when contacting Infor Customer Support.



- The Distribution A+ WEB version that is installed.
- The software level of the Distribution A+ software. This link runs the APLUSLVL command.

- The version of LegaSuite Web installed.
- The Distribution A+ device ID that displays if searching IBM's Work with Active Jobs (WRKACTJOB) for this session.
- The Distribution A+ customized or dynamic build Screen ID.
- The date the Distribution A+ WEB project was created.
- Secure Client shows if the connection of the client to the engine is secure (i.e. SSL is used between the Web Client and the IBM i).
- Connection Type will show as web sockets or long polling.

Show Emulator

Select the Show Emulator button to display an emulated legacy screen version of the web page that is currently shown in the application/menu panel.

The screenshot displays the 'Infor Distribution A+ GUI' window. It contains two main sections of data. The top section is for a customer named 'Canadian Flag Works' with address 'Square at Brunelles', phone '515-142-4880', and contact 'Pierre Mount'. The bottom section is for a ship-to location 'Canadian Flag Works' with address '15211 119 Avenue NW', phone 'T5V 1S4', and contact 'Mike Steele'. The screen also includes shipping details like 'Rapid Package Service', 'Delivered to Dock', and 'Blanket: N'. A 'More: N' link is visible at the bottom right.

Show Screen Titles (Debug)

Click the **Show Screen Titles** check box to display the unique Distribution A+ WEB Screen ID with the legacy Distribution A+ screen title somewhere near the top of the Distribution A+ WEB web page.

Distribution A+ WEB Toolbar

The toolbar lets you access the Tasks menu, Distribution A+ WEB Help, Distribution A+ Help, and the Customer Support Center. These tools are located above the function links panel. The buttons for the tools are represented by icons with "mouse-over" text descriptions. Each button and its function is described in the following table.

Using the Distribution A+ WEB Toolbar

Button	Function
 Tasks	Click to access the Task Selection web page which allows you to initiate and move between up to fifteen (15) active tasks.
 Distribution A+ WEB Help	Click to access the Online Help for Distribution A+ WEB (this User Guide) which explains the features and functionality of Distribution A+ WEB only.
 Distribution A+ Help	Click to access the help web page for the Distribution A+ web page currently displayed. Additionally, you may press F1=HELP on the keyboard.
 Customer Support	Click to launch the Customer Support Center sign-on page. Your web-browser will open with the sign on for Infor Xtreme Support (www.inforxtreme.com). Based on individual pop-up blocker settings, the new web page may need to be identified as a safe page.

Distribution A+ WEB Application Web Pages

The application/menu panel contains the active menu or application page displayed. Distribution A+ WEB has two types of web pages: dynamically built and customized. All menus and certain menu options have been customized. The remainder of the application is dynamically built.

The features of dynamically built web pages are slightly different from the features of customized web pages. Dynamically built web pages use a template that construct the web page appearance “on the fly,” meaning that they are built at the same time they are being displayed. Customized web pages are pre-built and override the appearance of the dynamically built web page, as long as the legacy Distribution A+ screen content is identical to the pre-built format. Therefore, screens with custom modifications will not use the customized web page, instead the customized screen will be a dynamically built web page that includes the modifications. Customized web pages have additional navigation features and may have a different visual structure than the legacy screen.

Product Restriction Code Maint

Quick Key 🔍 📄 ⏪ ⏩

Enter
Return
Delete

RESTRICTION CODE TERRITORY SELECTION

Sel	Co	Terr	Description
1	1	EUR	Europe
2	1	NC	North Central
3	1	NE	North East
4	1	SC	South Central

Select: Company? Territory?

Last

F12=Return F24=Delete

Customized Application Web Pages

Customized application web pages have additional Distribution A+ WEB features that are not available on dynamically built application web pages.

- 1 Settings Icon for Sign Out, Help, and LegaSuite Emulator
- 2 Quick Key
- 3 Application Navigation Buttons
- 4 Application/Module Tabs
- 5 Notebook Tabs
- 6 Distribution A+ WEB Toolbar
- 7 Function Links Panel
- 8 File Cabinet Maintenance Button
- 9 Web Page Headings
- 10 Display-only Text
- 11 Calendar and Date Fields
- 12 Spyglass
- 13 Check Box
- 14 Text Input Fields

15 Enter Button

Navigating the Application Web Pages

The Distribution A+ WEB application web pages can be navigated using only the keyboard or with a combination of keyboard and mouse. This section explains how certain Distribution A+ features function in Distribution A+ WEB, such as date fields, question mark fields, and list boxes.

Customized web pages have additional features, such as the calendar and spyglass icon, that facilitate navigating with the mouse. If you are not sure what a feature looks like, refer to the image in Customized Application Web Pages. Please note that not all features will be available on every customized web page, only those features that apply to the application data shown.

Calendar and Date Fields

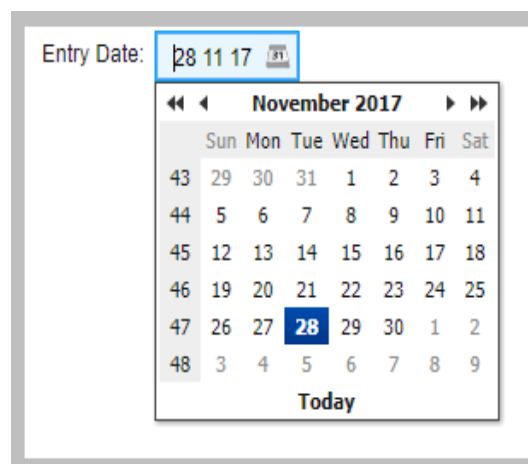
The calendar icon button is a symbol that indicates a date field. Instead of typing in a date, you can click the calendar icon to display a calendar from which you can select the date.

A date field is a data entry field that requires you to enter a date. The date must be entered in the proper date format, which is the date format defined for your user ID through Register A+ User IDs (MENU XACFIG) or, if no format is specified for your user ID, the date format assigned for the system through System Options Maintenance (MENU XAFIL).

All date fields can be navigated using the keyboard. You can enter the date using the keyboard to key the month, day, and year (in the order required by your date format). If you enter the date with the keyboard, you do not need to enter separators, such as - or /. The system provides a space within the field to serve as the separator. For example, the date for December 14, 2016, entered in dd/mm/yy format will display like this on the screen: 14 12 16.

Only date fields on customized web pages can also be navigated using the calendar icon. On customized web pages, you can use the calendar icon to select the date. To use the calendar icon to select the date:

- 1 Click the icon. The Calendar tool will appear.



- 2 If the **date** field is blank, the default date for the calendar is the current date; otherwise the date in the **date** field is selected in the calendar.
- 3 Select the month by using the single left/right arrows to scroll forward or backward through the calendar months.
- 4 Select the year using the double left/right arrows to increment the year forward or backward.
- 5 Select the day by clicking the day in the calendar. Once you have selected the day, the calendar closes. To close the calendar without changing the date, click the web page around the calendar and it will close.

Check Box

Check boxes are used in groups to allow users to select one or more options from a list of values emulating a yes/no selection where checked is yes and unchecked is no. Press **Tab** to move to the check box which will be outlined in blue and press the **Space Bar** to select/deselect it. Or, use your mouse to click the check box to select/deselect the field.

Container List

A container list is used to represent a legacy data array when the columns of data are manipulated as input fields or are shaded as selection criteria for other tasks execution. Container lists will display with a scroll bar on the right side for page up and page down. Simple legacy data array's are displayed in list boxes. Simple legacy data array's are displayed in list boxes.

Copy Data

To select data from a page, the "lasso technique" had been enabled. The copy feature allows you to copy an area on the web page by drawing it free-hand with a mouse, holding the mouse selection button and moving the mouse to select all the data to be copied. The area will be shadowed. When the mouse selection button is released, the area has been copied and is ready to be pasted where needed.

Display-only Text

Text that is display-only is not boxed in an input field on the web page. For example, the **FOB** field allows you to enter the FOB code, but to the right of the field, the description of the FOB code is shown.

Dup Key

Use the **Shift** and **Insert** keys to emulate the **Dup** key that is used for specific functions:

- Enter, Change, & Ship Orders (MENU OEMAIN): **Item Number** on the Item Entry Screen and **Request Ship Date** field on the Item Review Screen
- Transaction Entry (MENU GLMAIN): **Transaction Description**, **Source**, and **Project Description** fields on the Transaction Entry Screen and the Transaction Entry Review Screen.

Email to

The **Email to** button displays only on the Customer Information page in the Customer Inquiry (MENU ARMAIN). An **Email to** button displays for each contact (PO or AP) with an e-mail address provided in Customer/Ship to Maintenance (MENU ARFILE). Click the Email to button to send an email to the PO contact or AP contact for the customer account. Distribution A+ WEB will launch your default email application with a message addressed to the contact.

Note: To use this feature, you must allow pop-up windows.

Enter Button

The **Enter** button is an additional feature for advancing to the next page in the processing flow or validating data entered on a page. Clicking the **Enter** button is the same as pressing the **Enter** key on the keyboard or clicking the **Enter** link in the Function Links panel of a dynamically built web page.

Export Button

On certain pages, Distribution A+ WEB allows you to export data from grids to an Excel worksheet. An **Export** button appears below the data grid on pages with the export capability. This functionality can be found on most inquiries where there is a rolling list of data.

Clicking the Export button exports the data to a .csv file in the directory specified in the installation of Distribution A+ WEB for the code server and then, depending on your browser, opens that file in an

Excel worksheet using your web browser or saves it to your download directory. To save the worksheet, choose **File > Save As** and save it as an Excel file on your local disk.

The pages with Export buttons are:

- Open Order Inquiry
- Customer Inquiry, Open Invoices
- Customer Inquiry, Payment History
- Requisition/PO Inquiry

- Item Inquiry Transaction History
- Open Orders by Item
- Shipped Orders by Item
- Customer Inquiry Open/Shipped Orders
- Carrier Order Inquiry
- Vendor Order Shipment Inquiry
- Sale Analysis Salesrep Comparison, (Graph and Graph Data only)
- Sale Analysis Customer Comparison, (Graph and Graph Data only)
- Sale Analysis Sale Analysis Item Comparison (Graph and Graph Data only)
- Returns Analysis Inquiry
- Deleted Orders Analysis
- Work With Special Orders-list of orders
- Suggested Order Maintenance.

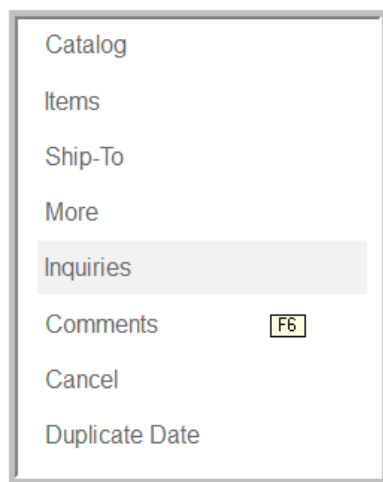
File Cabinet Maintenance Button

The File Cabinet button will link to a specific maintenance option, such as Customer/Ship To Master Maintenance, and is available for a few options.

Function Links Panel

Function key links provide a complete click-able list of the function keys available for each page. The function key number is not displayed on the page, however it will display as hover help when you pause your mouse pointer over the specific link for a few seconds.

With Distribution A+ WEB, each link is still associated with the function key from the Distribution A+ legacy screen. On dynamically built application web pages, the function keys and their labels are still shown at the bottom of the page. On customized application web pages, the function keys are only shown in the function links panel. However, for both types of application web pages, you can “mouse- over” the link to display the function key assigned to the link.



This example shows a list of links in the function links panel with the mouse-over text shown for the **Inquiries** link. To display the function key associated with the **Inquiries** link, the cursor is placed at the link until the mouse-over text displays **F6**. Thus, pressing **F6** on this screen would activate the **Inquiries** link.

List Boxes

List boxes are used in Distribution A+ WEB for the rolling array data section of a legacy screen that displays a list of data that does not fit on one screen. You can page through the data list to display the next set of data. **More...** appears at the bottom of the data list to indicate that more data is available. **Last** appears at the bottom of the data list when the last data is shown. For more information about rolling array data screens and how they work in the system, refer to the Cross Application User Guide.

Only list boxes on customized application web pages can be navigated using the mouse. Use your mouse to move through the list of data and select a line, and then click the line to select it. To move through the list of data, click the up or down double arrow in the scroll bar to move either up or down.

All list boxes can be navigated using the keyboard. To move through the list of data in the list box, you can use the **Page Up** and **Page Down** keys or the **F7=Forward** and **F8=Back** function keys as available in Distribution A+. Depending on the features of the specific list box, you may be able to

select a line by tabbing to the list box, using a function key, or keying the line's reference number in the selection field.

To select a line from the list box by tabbing:

- 1 Press **Tab** to move through the fields on the web page until you enter the list box. The first line in the list box will become shaded.
- 2 Once you are positioned in the list box, if there are multiple pages of data, use the **Page Down** and **Page Up** keys to position the list showing the needed data.
- 3 Then use the down arrow to move to the line that you want to select. The shading moves with the arrow. If you pass the line you want, use the up arrow to move up.
- 4 Once the shading is on the line that you want to select, press the **Space Bar** to activate the selection of the line.
 - Some List Boxes are set to preselect and will automatically select the highlighted line when the cursor movement stops.
- 5 Press **Enter** or a specific function key that relates to the task for the selected line.

For pages where you could use the **F13–F20** function keys to select a line in the list box for change, the function keys still work. The following table lists the line selection number and the corresponding function key to use to select the line.

Selection Number and Function Key

Selection/Function Key	Selection/Function Key	Selection/Function Key	Selection/Function Key
1 F13	3 F15	5 F17	7 F19
2 F14	4 F16	6 F18	8 F20

For windows that provide a **Sel** (selection) field, you can use the **Sel** field to key the reference number for the line to select it.

More complex legacy data arrays are displayed in list Container Lists.

Navigation Buttons

Navigation buttons are left and right arrow shortcuts for moving from page to page. The Forward button works as though you pressed **Enter**. The **Stop** button works as though you pressed F3=Exit (if that function key is available). The **Back** button works as though you pressed F12=Return (if that function key is available).



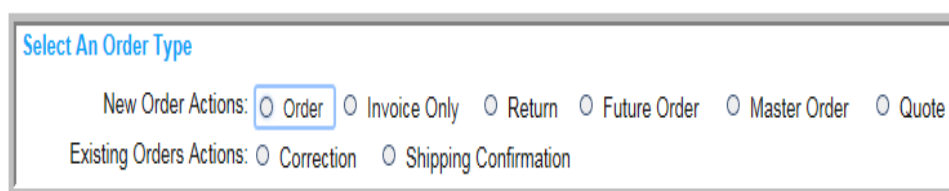
Notebook Tabs

Notebook tabs allow you to navigate between pages in an option. The active tab, is the tab for the page being displayed and is shaded blue. Inactive tabs are white, the same as the page background. To select a page using the notebook tab, click the tab. Be aware that availability of pages by notebook tabs follows the normal system flow of Distribution A+, although unavailable pages are not distinguished by the appearance of the tab. For example, in Order Entry you cannot access the End Order page until order information has been entered. So, if you click the **End Order** tab before you have entered order information, an error message will appear. If the page is available, it will display.

Quick Key

This field allows you to key an abbreviation associated with an option (i.e. Item Inquiry is **II** and Customer Inquiry is **CUSI**) and access the associated option without returning to (or going to) a menu to select it. Key the abbreviation and click the arrow button next to the field to go to the associated option. If you do not know the quick key abbreviation, click the spyglass icon to display a list of quick keys from which you can make a selection.

Radio Buttons



Select An Order Type

New Order Actions: ☒ Order ☐ Invoice Only ☐ Return ☐ Future Order ☐ Master Order ☐ Quote

Existing Orders Actions: ☐ Correction ☐ Shipping Confirmation

Radio buttons define a set of mutually exclusive options or a single selection list of values. One option, and only one option, must always be selected. Press Tab to move from one radio button to the next. The active radio button is outlined in blue. Press the Space Bar to select the active radio button and the button circle is filled in. You may also click the desired radio button with your mouse.

Spyglass

The spyglass icon is a symbol that indicates a question mark field. To use the spyglass icon button to display a list of valid values for a field, use your mouse to click the icon. Only question mark fields on customized application web pages can be navigated using the spyglass button. For a question mark field that displays a list of valid values, the question mark window will appear. For a search field (such as the Item Description field), the search web page will appear.

A question mark field is any field that has a list of valid values that the system can display and from which you can select. On dynamically built application web pages, field name prompts that end with a question mark (?) instead of a colon (:) are question mark fields. On customized application web pages, fields with a spyglass button are question mark fields. Search fields, such as those for customers and items, can also be considered question mark fields. If you need more information about question mark fields and how they work in the system, refer to the Cross Application User Guide.

All question mark fields can be navigated using the keyboard. You can enter a question mark in the field and press Enter to display a list of valid values, or, for a search field (such as the Item Description field), enter all or part of the search criteria and then press/click **Enter**.

Text Input Fields

A text input field is any field that allows you to provide information to the system (i.e. an address, an item number or description). To move from field to field on a screen, press **Tab**. The cursor displays in the active field and it is shaded and outlined in blue. You can also use your mouse to position the cursor in a field and click to select it. Once the field is selected, key your entry.

Web Page Headings

Web page headings mark conceptual divisions in content and are used to group fields with similar functions. For example, the **Sold To** heading organizes the address and contact information for the customer placing the order and the **Ship to** heading groups the fields for the shipping information.

Chapter 3 Using Distribution A+ WEB

This section describes how to use Distribution A+ WEB. It is recommended that you read and understand the layout and features of the Distribution A+ WEB user interface before signing on to and beginning to use the system.

Starting Distribution A+ WEB

This section explains how to start Distribution A+ WEB and sign on to the application. Please note that based on how your system is configured, your sign on procedure may vary from the scenario provided here.

- 1 Launch the Distribution A+ WEB application. Click the saved URL to launch Distribution A+ WEB. The IBM i Sign On page appears.

- 2 On the Sign On page, key your **User ID** in the **User** field. If your system is configured to require a password, key your **password** in the **Password** field. Click the **Sign in** button or press **ENTER**. Based on the configuration of your IBM i user profile, the following windows may appear as part of your sign on procedure:

- The IBM i Main Menu. On the IBM i Main Menu, enter the APLUS command to start Distribution A+ and press **Enter**.
 - The *Begin an A+ Session - Base* page, if you are allowed access to multiple bases, specify a **Base ID** and press/click **Enter**.
 - The *Begin an A+ Session - Environment* page, if you have multiple environments, specify the **Environment ID** and press/click **Enter**.
- 3 The program continues with the sign on procedure and displays the default menu specified for your Distribution A+ user registration when your sign on is complete.

Using Distribution A+ WEB

You cannot use the Distribution A+ pop-up menus feature with Distribution A+ WEB. If you have pop-up menus enabled for users of Distribution A+, you must set the **Pop Up Menus** field to **N** in Register A+ User IDs (MENU XACFIG) for those users who will be logging on to Distribution A+ using Distribution A+ WEB.

The **Top & Bottom** and **Left & Right** fields for Borders in System Options Maintenance (MENU XAFIL) must be defined with characters for both help and menu windows.

Using the Online Help

Distribution A+ WEB has two types of Online Help. The Distribution A+ WEB help explains the user interface and how to navigate it. You can display the Distribution A+ WEB user help by selecting the Settings icon, the Help link button and then clicking Distribution A+ WEB Help (this User Guide online) link. There is also Distribution A+ Online Documentation for the system, which is web page sensitive, meaning that help for the application data web page displayed is shown. You can display the Distribution A+ Online Documentation by pressing F1=Help on the application page, clicking the icon on the Distribution A+ WEB Toolbar or through the Settings icon.

Using the MaxRecall Document Interface

The Document Management application navigation button offers a link to the MaxRecall menu options and Document Retrieval. Be aware that these options for screen capture are only available when Distribution A+ WEB is running in Rocket's Web Desktop Client. LegaSuite Web Desktop Client is an alternative deployment option to serve the Web application to a browser. The Web Desktop Client acts as a container that hosts the browser with the Web Client.

Use this client when you want to interact with the desktop environment. for example, accessing a desktop application such as Microsoft Word, Microsoft Excel, Max Recall, or with Windows.

Exiting Distribution A+ WEB

You must sign out of Distribution A+ before you exit Distribution A+ WEB. If you do not sign out, your session will not be properly ended on the IBM i application. You may click the **Sign Out** link within the Settings icon from any menu to exit Distribution A+ WEB.

Important: To prevent stranded records from being left in Distribution A+, you must sign out of Distribution A+ before you close the a Distribution A+ WEB web page. If you do not sign out, you may create a stranded IBM i session which may prevent you from initializing a new session.

To sign out:

- 1 If you are in an option, exit the option so that you are returned to a menu with a command line.
- 2 In the command line, key **signoff** and press or click **Enter** or select the Settings icon and click the Sign Out link. The Sign On web page appears. You can now close the Distribution A+ WEB web page by closing your browser page.

Glossary

Browser	An application that interfaces with web servers to display and allow interaction with Internet content or a web-enabled application, such as Distribution A+ WEB. Microsoft Internet Explorer or Mozilla Firefox are common browser applications.
Calendar Icon	An icon on a customized screen that displays for all date fields. Clicking the icon displays a calendar from which you can navigate to and select the desired date.
Client	The program that requests information from a server. For Distribution A+ WEB, LegaSuite Web is the client program.
LegaSuite Web	The third-party software product used to create and deploy Distribution A+ WEB.
Mouse-over	An effect that is activated when the mouse is used to place the cursor over an item. For example, buttons on the toolbar display a text description of their use.
Question Mark Field	Any field that has a list of valid values that the system can display and from which you can select. On dynamically built web pages, fields that end with a question mark (?) instead of a colon (:) are question mark fields. On customized web pages, fields with the spyglass icon are question mark fields. Search fields, such as those for customers and items, are also considered question mark fields.
Quick Key	An abbreviation that can be keyed in the Quick Key field to access the function associated with the abbreviation without returning to (or going to) a menu and selecting the associated option. The Quick Key field displays in the links panel on customized Distribution A+ web pages and on the Task Selection web pages.
Roll Screens	A web page that displays a list of data that does not fit on one display of the grid on the web page. You can page through the data list to see the next set of data. More... appears at the bottom of the data list to indicate that more data is available. Last appears at the bottom of the data list when the last of the data is shown.
Rocket Software	The company that owns the third-party software package, LegaSuite Web, used to create Distribution A+ WEB.

Spyglass Icon	An icon on a customized web page that displays for all question mark fields. Clicking the icon displays the question mark window.
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