



Infor Infinium Application Manager Guide to Basics

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Table of Contents

About This Guide	1
Chapter 1 Infinium AM: An Overview	1-1
Product information	1-2
Application overview	1-3
Terminology and concepts	1-4
Terminology and concepts used in this guide	1-4
Chapter 2 Using the Menu and Help Features	2-1
Overview of the menu and help features.....	2-2
Menu and help features	2-2
Signing on to an application	2-3
Setting up a user profile	2-3
Signing on to an application	2-3
Understanding the main menu	2-5
Controls that impact the main menu	2-5
Available menu formats	2-5
Selecting a menu option	2-6
Menu panels	2-7
Using the Action Bar	2-8
Action Bar	2-8
Controls that impact the Action Bar.....	2-8
Selecting an option from the Action Bar	2-8
Understanding the menu function keys	2-10
Using the menu function keys	2-10

Using navigational keys	2-11
Accessing and using help text.....	2-13
Accessing and navigating through help text.....	2-13
Available types of help	2-13
Interface help	2-14
Function help	2-14
Field help	2-14
Screen help.....	2-14
Error message help	2-15
Extra help features	2-15
Extended help.....	2-15
Prologue and epilogue help	2-15
Chapter 3 Using Supervisor Tasks.....	3-1
Working with user profiles	3-2
User profiles.....	3-2
Creating a user profile.....	3-2
Authorize a user to a system(s)	3-6
Access and update user authority flags	3-7
Access and update environment flags	3-10
Authorize user to Utilities	3-11
Restrict a user to a workstation.....	3-12
Working with menus.....	3-14
Available menus.....	3-14
Menu types	3-14
Menu structures	3-15
Modifying a menu.....	3-15
Add a menu option.....	3-18
Add a menu option below a current level.....	3-19
Delete a menu option.....	3-19
Change a menu option attribute.....	3-20
Reset a menu option.....	3-20
Copy a menu structure.....	3-20

Override languages	3-20
Changing application passwords	3-22
Changing your application password	3-22
Updating printer controls	3-24
Printer controls	3-24
Creating printer controls	3-24
Additional fields	3-34
Updating user news	3-36
Entering user news	3-36
Printing help text	3-38
Printing the help text for an application	3-38
Printing menu controls	3-40
Printing the menu structure report for a user	3-40
Printing history logs	3-42
History logs	3-42
Controls that impact printing history logs	3-42
Printing a history log report	3-42
Displaying help text usage	3-44
Controls that impact displaying help text usage	3-44
Displaying help text usage for a user	3-44

About This Guide

This section focuses on the following information:

- Purpose of this guide
- Conventions used in this guide
- Organization of this guide
- Conventions used in this guide
- Related documentation

Intended audience

This guide is written for all new users of any Infinium application. The “Using Supervisor Tasks” chapter is written for end-user supervisors.

Purpose of this guide

The purpose of this guide is to explain the following:

- How to perform basic tasks using any Infinium application
 - How to perform supervisor tasks that affect any Infinium application. This guide is intended to be used as a reference guide during training and as a reference guide at your site.
-

Organization of this guide

This guide is task oriented. We have grouped related tasks into chapters. Each chapter contains overview information and step-by-step instructions to lead you through the tasks.

Conventions used in this guide

This section describes the following conventions we use in this guide:

- Fonts and wording
- Function keys
- Character-based and graphical-based screens
- Prompt and selection screens
- Promptable fields
- Infinium applications and abbreviations

Fonts and wording

Convention	Description	Example
<i>Italic typeface</i>	Menu options and field names The guide uses the same abbreviations as the screen.	<i>Work With Controls</i> Use Max Lnth to specify the maximum length of alpha user fields.
Bold standard typeface	Used for notes, cautions and warnings	Caution: You must ensure that all Infinium AM users are signed off before reorganizing and purging. If there are jobs in the queue, those files will not be reorganized.

Convention	Description	Example
Bold typeface	Characters that you type and messages that are displayed	Type A to indicate that the position is alphanumeric and type N to indicate that the position is numeric. The following message is displayed: Company not found
F2 through F24	Keyboard function keys used to perform a variety of commands.	Press F2 to display a list of available function keys.
F13 through F24	Function keys higher than F12 require you to hold down the Shift key and press the key that has the number you require minus 12.	Press F19 to work with project and activity comments.
Select	Choose a record or field value after prompting.	Select C (capitalization), E (expense) or B (both) as the <i>Capitalization code</i> value.
Press Enter	Provide information on a screen and when you have finished, press Enter to save your entries and continue.	Press Enter to save your changes and continue.
Exit	Exit a screen or function, usually to return to a prior selection list or menu. May require exiting multiple screens in sequence.	Press F3 to return to the main menu.
Cancel	Cancel the work at the current screen (page) or dialog box, usually to return to the prior screen (page).	Press F12 to cancel your entries.

Convention	Description	Example
Help	To access online help for the current context (menu option, screen or field), press Help (or the function key mapped for help). To move through the other applicable levels of help, press Enter at each help screen. To return directly to the screen from which you accessed help, exit the help screen by clicking Exit or by pressing F3.	Press Help for more information about the current field.
[Quick Access Code]	Quick access codes provide direct access to functions. Most quick access codes in Infinium AM consist of the first letter of each word of the menu option name.	Work with sets [WWS]
Publication and course titles	Unless otherwise stated, titles refer to Infinium applications and use standard name abbreviations.	<i>Infinium Application Manager Guide to Basics</i> is referred to as <i>Infinium AM Guide to Basics</i> .

Function keys

Infinium AM function keys and universal Infinium AM function keys for the System i are described in the table below. All Infinium AM function keys are identified at the bottom of each screen.

Function key	Name	Description
F1	Help	Displays help text
F2	Function keys	Displays window of valid function keys
F3	Exit	Returns you to the main menu

Function key	Name	Description
F4	Prompt	Displays a list of values from which you can select a valid entry
F10	Quick Access	Enables you to access another function from any screen Type the quick access code in <i>Level</i> . You can change the application designator, such as PA, GL, IC and so forth, by selecting another application.
F12	Cancel	Returns you to the previous screen
F22	Delete	Deletes selected item(s)
F24	More keys	Displays additional function keys at the bottom of the screen

Prompt and selection screens

A prompt screen, similar to Figure 1, is the screen in which you type information to access a record or a subset of records in a file.

A selection screen, similar to Figure 2, is the screen from which you select a record or records to perform an action.

When we first explain a task in this guide, we fully document how you access a prompt and selection screen. If a related task uses that prompt or selection screen, we include the prompt and selection steps in that task. However, we do not include the screen again.

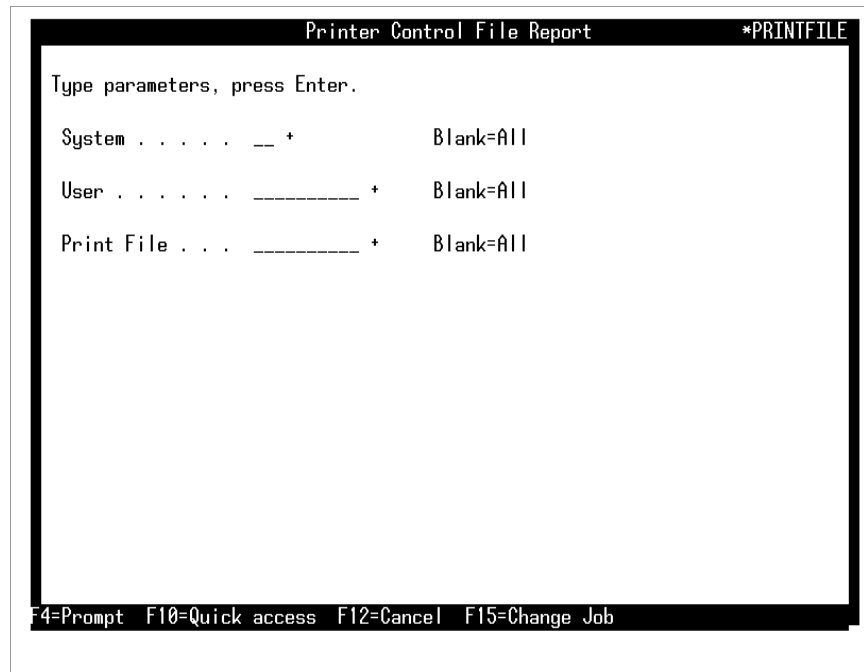


Figure 1: Prompt screen

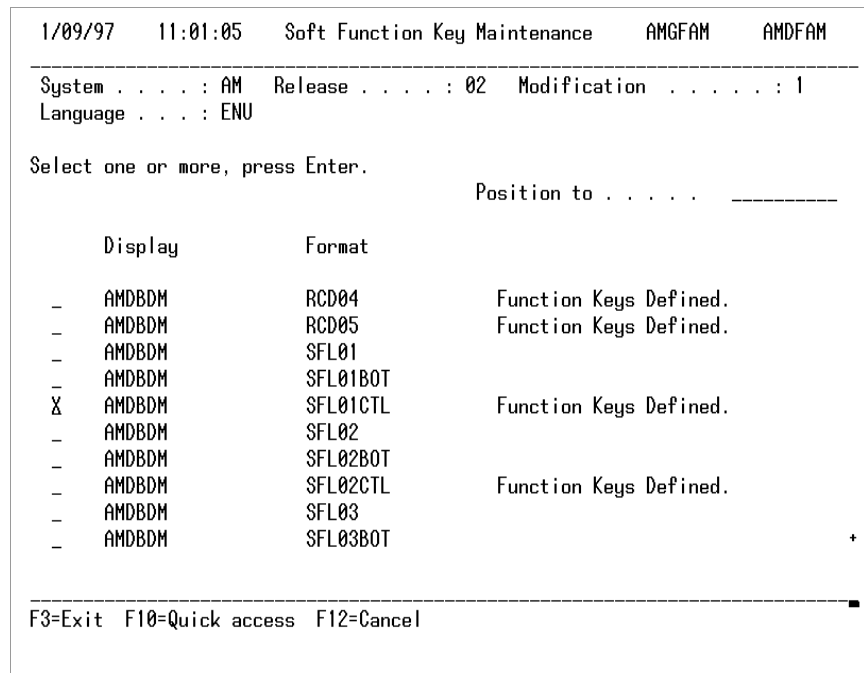


Figure 2: Selection screen

Promptable fields

A plus sign displayed next to a field indicates that you can choose your entry from a list of possible values. Place the cursor in the field and press F4 to display a list of values.

To select an entry perform one of the following:

- Position the cursor at the desired value, type 1 and press Enter.
- Type the value in the appropriate field.

Infinium applications and abbreviations

The following table lists Infinium names and the corresponding product abbreviations that are associated with this product.

Application	Abbreviation
Infinium Application Manager	Infinium AM
Infinium Application Manager Extended	Infinium AM/X
Infinium Query	Infinium QY
Infinium Query Extended	Infinium QY/X
Infinium Financial Management Suite	Infinium FM
Infinium Accounts Receivable	Infinium AR
Infinium Cashbook	Infinium CB
Infinium Currency Management	Infinium CM
Infinium Financial Products	Infinium FP
Infinium Fixed Assets	Infinium FA
Infinium General Ledger	Infinium GL
Infinium Global Taxation	Infinium GT
Infinium Income Reporting	Infinium IR
Infinium Payables Ledger	Infinium PL
Infinium Project Accounting	Infinium PA
Infinium Purchasing/Payables Exchange	Infinium PX
Infinium ReportWriter	Infinium RW
Infinium Human Resources Suite	Infinium HR
Infinium Flexible Benefits	Infinium FB
Infinium Human Resources	Infinium HR

Application	Abbreviation
Infinium Human Resources/Payroll	Infinium HR/PY
Infinium Human Resources International	Infinium HR/UK
Infinium Payroll	Infinium PY
Infinium Training Administration	Infinium TR
Infor Human Capital Management Infinium Self-Service	Self-Service
Infinium Materials Management Suite	Infinium MM
Infinium Cross Applications	Infinium CA
Infinium Electronic Exchange	Infinium EX
Infinium Inventory Control	Infinium IC
Infinium Journal Processor	Infinium JP
Infinium Order Processing	Infinium OP
Infinium Purchase Management	Infinium PM
Infinium Process Manufacturing Suite	Infinium PR
Infinium Advanced Planning	Infinium MP
Infinium Formula Management	Infinium PF
Infinium Laboratory Management	Infinium LA
Infinium Manufacturing Control	Infinium MC
Infinium Regulatory Management	Infinium RM

Related documentation

For additional information about Infinium AM, refer to the following:

- *Infinium AM Guide to Basics*
- *Infinium AM Programmer's Guide*
- *Infinium AM Technical Guide*
- *Infinium AM Quick Reference Card*
- Online help

Installation instructions and release notes are available on Infor365.

Chapter 1 Infinium AM: An Overview

1

The chapter consists of the following topics:

Topic	Page
Product information	1-2
Application overview	1-3
Terminology and concepts	1-4

Product information

All Infinium products use the application platform Infinium AM. Infinium AM makes all Infinium applications look and act the same.

Infinium AM has maintenance, inquiry, and reporting functions that enable you to structure your applications to best suit your needs.

Application overview

Infinium AM creates standards for all Infinium applications such as:

- How you sign on to an application
- What the menus look like and how you access menu options
- What help text looks like and how you use it
- What the function keys on the main menu do

You also use Infinium AM to establish certain types of security and to control technical aspects of running your Infinium applications.

Terminology and concepts

Terminology and concepts used in this guide

This section contains Infinium and Infinium AM terminology that you should understand before you continue to the detail parts of this guide.

Action Bar

The action bar is a line of options located at the top of the main menu screen that allows you to easily perform several tasks from the main menu.

Menu Structure

A menu structure references one menu option and its sublevels. By using menu structures, you can save time when creating similar menus for different users.

Quick Access

Quick access is a fast way to access a menu option without selecting the option from the menu.

System

A system is the same as an application. Infinium AM, Infinium GL, and Infinium PY are examples of systems.

Version

You can have multiple versions of the same system, for example, one version for testing and another version for production. If you have multiple versions of the same system, you may want different users to have access to different versions.

Chapter 2 Using the Menu and Help Features

2

Infinium AM is an application platform that all Infinium products use. Infinium AM standardizes the menus, function key usage, help text, and sign-on procedures.

The chapter consists of the following topics:

Topic	Page
Overview of the menu and help features	2-2
Signing on to an application	2-3
Understanding the main menu	2-5
Using the Action Bar	2-8
Understanding the menu function keys	2-10
Accessing and using help text	2-13

Overview of the menu and help features

Menu and help features

When you sign on to an application, the system displays a list of options from which you can select to perform different tasks. This list of options is referred to as the menu. On the main menu screen you can also use function keys and action bar options to perform different tasks.

Every Infinium application is shipped with on-line help text. When you press Help, this help provides you with immediate information on functions, screens, function keys, and fields. These are just some of the help features available to you.

Signing on to an application

Setting up a user profile

Before you can sign on to an application, you must have a user profile set up on the System i and a user profile set up in Infinium AM.

Someone on your IT staff must set up your user profile on the System i. A supervisor or manager must set up your user profile in Infinium AM. Refer to the “Using Supervisor Tasks” chapter in this guide for information on how to set up a user profile in Infinium AM.

Signing on to an application

To sign on to an application, perform the following steps:

- 1 On the System i sign on screen, type a value in both the *User* and *Password* fields.
 - 2 Press Enter. The system may display a second screen that requires your Infinium AM password.
 - 3 Type your Infinium AM password.
 - 4 Press Enter. The system displays a screen similar to the screen shown in Figure 2-1.
-

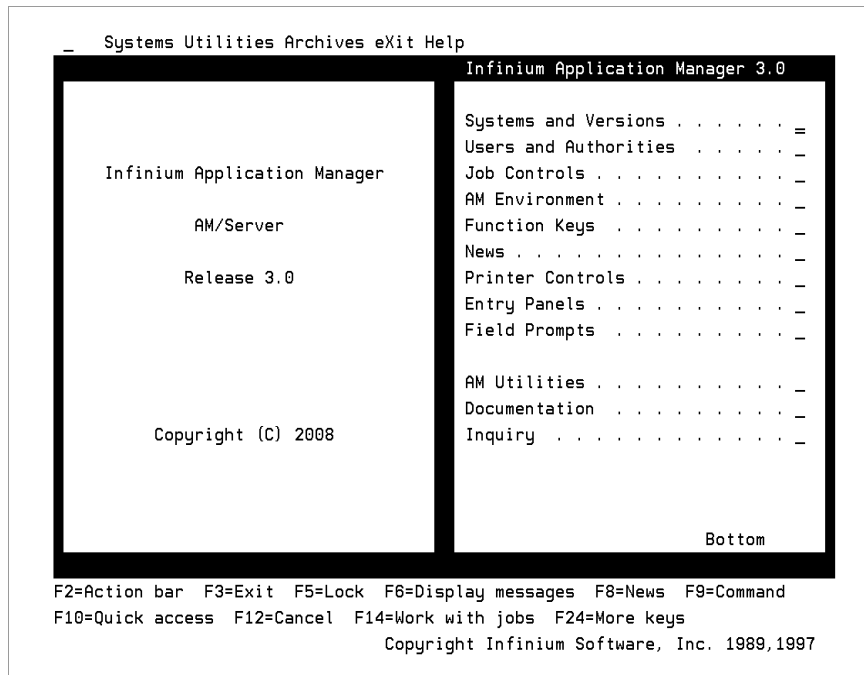


Figure 2-1: Main Menu screen

The main menu for each Infinium application looks the same but has different menu options that you can select.

After you have signed on to an application, you can select menu options, use the action bar features, use the menu function keys, or access help text. Refer to the appropriate topic in this chapter for more information.

Understanding the main menu

Controls that impact the main menu

Entries in your user profile in Infinium AM affect how many panels of menu options you see, as well as whether or not you must press Enter after selecting a menu option.

Refer to “Using Supervisor Tasks” chapter in this guide for information on how to set up a user profile in Infinium AM.

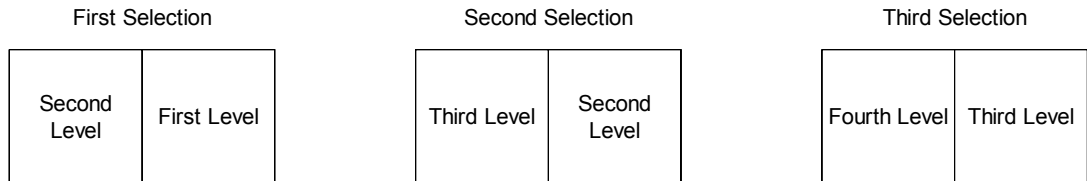
Available menu formats

You can have up to 999 levels of menus. If your menus go deeper than two levels, you can use either a two-panel or a four-panel menu format.

A two-panel menu format displays the first selected menu level from right to left. Subsequent menu selections from the left window shift the left window to the right. A four-panel menu format uses only four levels with four windows of menu options. The four-panel menu format displays menu levels counterclockwise. To alternate between the two-panel and the four-panel menu formats, press F11.

Figure 2-2: illustrates the difference between the two menu formats.

Two Panel Menu Format
Maximum of 999 Levels and 2 Windows



Four Panel Menu Format
Maximum of 4 Levels and 4 Windows

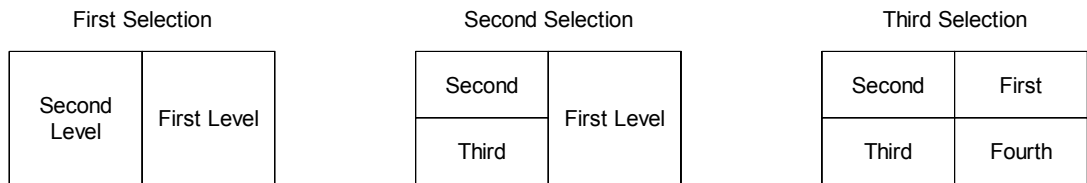


Figure 2-2: Menu Formats

Selecting a menu option

To select a menu option, perform the following steps:

- 1 Complete steps 1-4 in the "Signing on to an Application" section to display a screen similar to the screen shown in Figure 2-3.

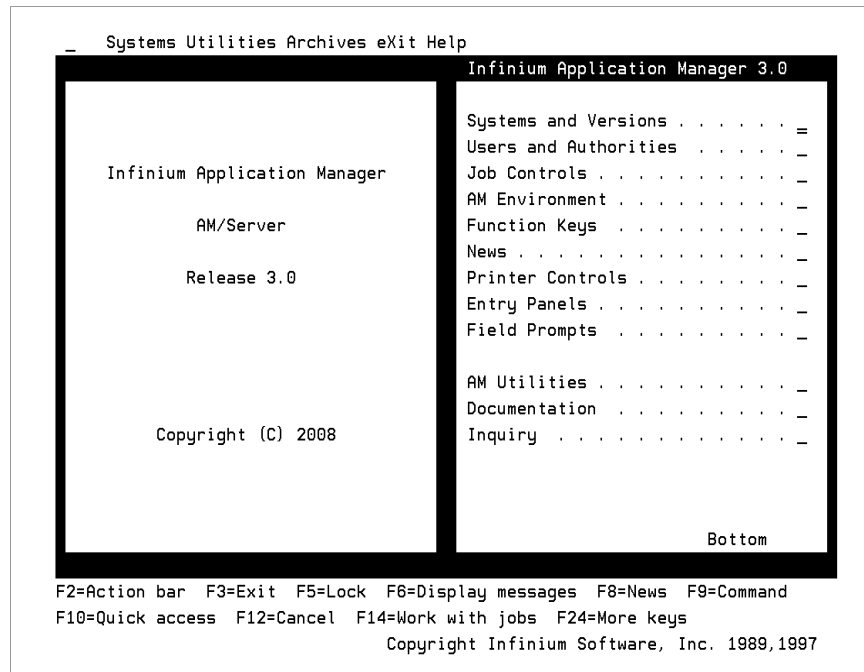


Figure 2-3: Main Menu screen

Menu panels

The main menu lists the various functions available to you on the right side of the screen. The left side of the screen displays user news.

- 2 You have two different ways to select a menu option depending on your user profile definition. If your user profile is defined with the auto-enter feature, place any character to the right of the menu option and the system automatically activates that function. If your user profile is not defined with the auto-enter feature, place any character to the right of the menu option and press Enter.

If the menu option has a menu level below it, those options display in the next window. If the menu option is an executable function, that function displays.

If your user profile is not defined with the auto-enter feature, you can also select multiple menu options at once. As you exit each function, the system activates the next function you selected. The system activates the functions in the order in which they are displayed on the menu. You can select multiple menu options only for those options that execute a function.

You can move the cursor from one menu window to another to make your selections.

Using the Action Bar

Action Bar

The action bar is a line of options located at the top of the main menu screen that allows you to easily perform several tasks from the main menu.

Controls that impact the Action Bar

Entries in your user profile in Infinium AM affect the options available to you in the Systems, Utilities, and Archives action bar options.

Refer to the “Using Supervisor Tasks” chapter in this guide for information on how to set up a user profile in Infinium AM.

Selecting an option from the Action Bar

To select an option from the action bar, perform the following steps:

- 1 Complete steps 1-4 in the “Signing on to an Application” section to display the main menu.
- 2 To access the action bar, move the cursor to the left of the action bar by pressing one of the following:
 - Home
 - F2
 - Shift and Tab
- 3 Type the appropriate letter for the action you want to take and press Enter.

Note: If your user profile is defined with the auto-enter feature, do not press Enter after typing the letter.

Use the information below to select the appropriate action bar option.

Systems

To use the systems option, perform the following steps:

- 1 Type **S** in the action bar and press Enter to transfer to a different system. The system displays a window with the applications you are authorized to access.
- 2 Select an application with any character and press Enter. The system displays another window with the versions of the application you just selected (for example, production or test).

Note: If you are authorized to only one version of an application, the system automatically transfers you to that version without your having to select it.

- 3 Select the version you want to access and press Enter. The system transfers you to that application. To return to the original application you were signed on to, repeat the same three steps.

Utilities

Type **U** in the action bar and press Enter to display the utility window. This window displays the date, time, application you are signed on to, additional system information, and the utilities you are authorized to access. You can select these utilities with any character. Press F12 to return to the main menu.

Archives

Type **A** in the action bar and press Enter to access archived reports. The system displays all archived reports you have authority to access. You can select these reports to display, print, or delete depending on your archive security. Press F12 to return to the main menu.

Help

Type **H** in the action bar and press Enter to access interface help. The system displays help on how to use the main menu. Press F12 to return to the main menu.

Exit

Type **X** in the action bar and press Enter to sign off the system. To sign off, you do not have to transfer back to the original application to which you signed on.

Understanding the menu function keys

Using the menu function keys

To use the menu function keys, perform the following steps:

- 1 Complete steps 1-4 in the “Signing on to an Application” section to display the main menu.
- 2 Press any of the following function keys to perform a specific task:

Function key	Description
F2	To position the cursor in the action bar.
F3	To sign off or exit from the system.
F4	To select from a list of values.
F5	To lock or secure the main menu. To return to the main menu after pressing F5, type your application password and press Enter.
F6	To display messages for the current sign-on session. You can read, print or delete any of these messages.
F8	To display your news on the left side of the main menu.
F9	To display a command line.
F10	To display the quick access window. To access a function without making menu selections, type the quick access code of the function you want to access. To access a function in another system, you must also type the system and version. Press Enter. The system places you directly in that function.
F11	To alternate between the two-panel and four-panel menu formats. This function key does not display on the main menu.
F12	To back out of the current menu level to the previous menu level.

Function key	Description
F14	To display the current status of all jobs submitted from your workstation and work with these submitted jobs. The jobs that the system displays are dependent on your Infinium AM user controls.
F16	To display job control information. The cursor must be on a menu option before you press F16.
F18	To work with the output from your submitted batch jobs.
F20	To search for a menu option. The system displays a window in which you can type the words to search for a menu option name. Press Enter and the system displays all matching menu options from which you can make a selection.
F24	To display additional function keys.

Using navigational keys

Complete steps 1-4 in the “Signing on to an Application” section to display the main menu screen. You can use the keys below to move around the system and screens.

Tab key

The easiest way to navigate from menu option to menu option (or from field to field) is to press Tab. Each time you press Tab, the system moves the screen cursor to the next option on the menu or to the next available field. If you are at the bottom of a screen and you press Tab, the system moves the cursor to the first field or menu option at the top of the screen. The cursor moves from left to right and top to bottom.

Arrow keys

You can also use the arrow keys on your keyboard to advance the cursor. Since the arrow keys advance the cursor only one position field on the screen, it is faster to use Tab to advance to the next menu option or field.

Field Exit key

The primary purpose of Field Exit is to right-justify numeric values you type in a field and then advance the cursor to the next field. You can use Field Exit

to advance to the next field, but you must remember that this key erases all characters to the right of the cursor.

Roll Up/Down, Scroll Up/Down or Page Up/Down keys

Within many Infinium functions, **More...** displays in the lower right corner of a screen or window to indicate that more information is available. Depending on your keyboard, use the roll, scroll or page up and down keys on your keyboard to advance forward to view additional information or backward to display previous data.

When you reach the end of the list of information, **Bottom** displays in the lower right corner of the screen or window.

If there are multiple errors on a screen, the system displays a plus sign (+) on the message line. Depending on your keyboard, use the roll, scroll or page up and page down keys on your keyboard to advance forward to the next error message.

Accessing and using help text

Accessing and navigating through help text

To access and navigate through help, perform the following steps:

- 1 Complete steps 1-4 in the “Signing on to an Application” section to display the main menu screen.
- 2 Select a menu option and press Enter.
- 3 Press Help. The system displays the first level of help.
- 4 Press any of the following keys to navigate within help:
 - Enter to advance to the next level of help
 - F12 to back up to a previous level of help
 - F3 to exit help

Available types of help

Infinium AM displays one of the following types of help text depending on the cursor’s position when you press Help:

- Interface
- Function
- Field - Four levels
- Screen - Three levels
- Error Message

User-defined and system-defined help are available for the first four types of help. User-defined help is written by you. System-defined help is written by Infinium.

If user-defined help is present, it displays first followed by system-defined help. If user-defined help is not present, only system-defined help displays.

You can update user-defined help text by pressing F6. You can update system-defined help text by pressing F9. Infinium AM is shipped with F9 disabled to preserve the system-defined help. When your IT staff loads a subsequent release of an application, the installation overwrites the system-defined help, but it preserves the user-defined help.

Interface help

You can access interface help by typing H in the action bar and pressing Enter. You can also access interface help by pressing Help on any blank space of the main menu or on any menu option that has a menu level below it. The system displays help on how to use the main menu.

Function help

Function help explains the purpose of the entire function. You can access function help by pressing Help on any menu option of the main menu that is an executable function. You can also access function help by pressing Help on a field within a function and proceeding to the fourth level of help.

Field help

Field help contains four levels of help in the order listed below. You can access field help by pressing Help from within any function on any field.

- 1 Field level help explains what the system is looking for in the field.
- 2 Screen level help describes how to use the screen.
- 3 Function key level help indicates the available function keys and their purpose.
- 4 Function level help explains the purpose of the entire function.

Screen help

Screen help contains the last three levels of help as listed in field help. You can access screen help by pressing Help from any screen within a function as long as the cursor is not located on a field. You can also access screen help by pressing Help on a field within a function and proceeding to the second level of help.

Error message help

Error message help is also available in Infinium AM and other Infinium applications. If you type an invalid character in a field and then press Enter, the system highlights the incorrect field and displays an error message at the bottom of the screen.

Upon receiving an error message for an incorrect entry, press F18 to move the cursor down to the error message line. Once the cursor is on the error message line, press Help to display a second level of help about the error message.

Note: F18 is not available on Infinium AM screens.

If there are multiple errors on the screen, a plus sign (+) displays in the lower-right portion of the screen on the message line. Use the roll or scroll keys to advance forward to the next error message.

To return the cursor to the field where the error occurred, press F18 again.

Note: Error message help is not available on the main menu.

Extra help features

Two additional features of the help system are available to you as follows:

- Extended Help
- Prologue and Epilogue Help

Extended help

You can use extended help for overall system help, more detailed help or help on how to use help. You can access extended help from within any type of help except error message help by pressing F2. Extended help is available for both user-defined and system-defined help. Wherever you access extended help, the same text displays.

Prologue and epilogue help

You can use prologue and epilogue help for any extra help you want to insert before or after function level and screen level help. This help is available only when you update function level or screen level help by pressing F9. You then press F10 to update the prologue and/or epilogue help text.

When printing help text, prologue help prints before and epilogue help prints after function and screen help.

This chapter explains supervisor tasks specific to Infinium AM applicable to end-user supervisors. You must have authority to Infinium AM to access all functions discussed in this chapter.

The chapter consists of the following topics:

Topic	Page
Working with user profiles	3-2
Working with menus	3-14
Changing application passwords	3-22
Updating printer controls	3-24
Updating user news	3-36
Printing help text	3-38
Printing menu controls	3-40
Printing history logs	3-42
Displaying help text usage	3-44

Working with user profiles

User profiles

User profiles contain settings for each user who will sign on to a system. These settings control what information the system displays and what options are available to a user.

Before you can sign on to an application, you must have a user profile defined in Infinium AM. Each user should have an individual user profile to ensure proper system security. User profiles also must be defined on the System i before being used.

For each user profile there are various function keys that allow you to enter different types of information about the user as illustrated in Figure 3-1.

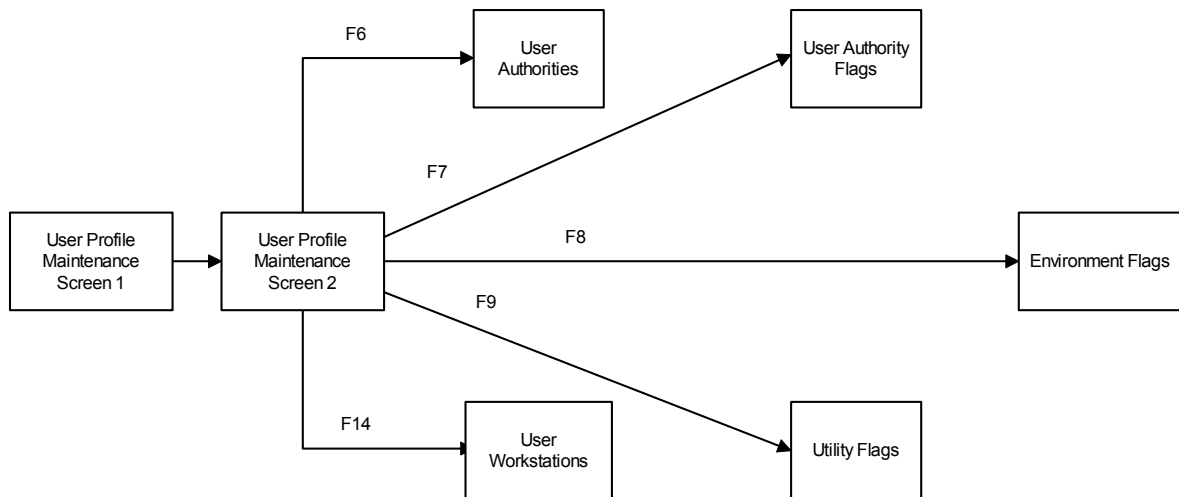


Figure 3-1: User Profile Settings

Creating a user profile

To create a user profile, complete the following steps:

- 1 From the Infinium AM main menu select *Users and Authorities* [USER]. The system displays a screen similar to the screen shown in Figure 3-2.

```
2/20/2008 14:28:47      User Profile Maintenance      AMGUDM      AMDUDM
-----
User profile . . . . . AMT1 +
-----
F3=Exit F4=Prompt F10=Quick access F12=Cancel
```

Figure 3-2: User Profile Maintenance screen 1

- 2 Type a user profile.

Note: Before any one can use the user profile to sign on to the system, your IS staff must create the user profile on the system.

- 3 Press Enter. The system displays the *Group profile* field.
- 4 You can use a group profile to let a user share the authorities of another user.

To make the user part of a group profile, type the name of that user profile in the *Group profile* field. Infinium AM then recognizes the profile that you enter as a group profile.

If you do not want the user to share the authorities of a group profile, leave the default value ***NONE** in this field.

- 5 Press Enter. The system displays a screen similar to the screen shown in Figure 3-3.

```

8/07/2008 11:22:33      User Profile Maintenance      AMGUDM      AMDUDM
-----
User profile . . . . . : AMT1
Description . . . . . : Test profile
Password . . . . . : _____
Group profile . . . . . : *NONE

Default system . . . . . : AM
Default version . . . . . : 0
Default job . . . . . : *NONE

Workstation(s) . . . . . : *ALL

User authority level . . . . . : 9          1>9
Supervisor . . . . . : N              Y=Yes or N=No
Maintain entire user profile . . . . . : N

Language preference . . . . . : ENU +

-----
F3=Exit F4=Prompt F6=Auth. Sys F7=User flags F24=More keys

```

Figure 3-3: User Profile Maintenance screen 2

6 Use the information below to complete the fields on this screen.

Default system, version, job

The default system and version refer to the system or application that automatically displays when the user signs on.

If you type ***NONE** in the *Password* field, the user is not prompted to enter a password before accessing Infinium AM. Otherwise, specify a default user password.

If you type a job control name in the *Default job* field, the user is placed directly in that function when signing on.

Workstation(s)

In the *Workstation(s)* field, ***ALL** means the user can sign on to any workstation. You can type a specific workstation to limit a user to signing on to only that workstation. If you press F14, you can enter a list of workstations from which a user can sign on.

User authority level

You must indicate the security level of each user. Valid values are 1 through 9, where 1 is the highest level of security (more privileges) and 9 is the lowest.

Supervisor

To give the user supervisor authorities, type **Y** in this field. Supervisor authorities differ based on whether you have the Run-time version or the Developer's version of Infinium AM.

If you have the Run-time version of Infinium AM, the supervisor has the authority to change the following fields:

- *Default system*
- *Default version*
- *Default job*

The supervisor can change these fields only for other users who have a lower authority level.

The supervisor can also create other supervisor user profiles.

Each Infinium application ships with a system supervisor user profile (for example, Infinium HR or Infinium GL). For the associated application only, this profile owns the system menu and version menus, and has authority to perform all of the functions noted above. In addition, the supervisor can:

- Update the system
- Create menu structures for the system

If you have the Developer's version of Infinium AM, the supervisor authorities include the ability to perform all of the functions noted above. In addition, the supervisor can:

- Create and update new systems
- Work with the system and version menus for the systems that the supervisor creates
- Create menu structures for the systems that the supervisor creates

7 Press the appropriate function key to complete creating the user profile as follows:

Function key	Description
F6	Authorize the user to an application(s) and modify the user's menus and library lists
F7	Access and update authority flags for help text, menu and key usage, archiving, and submitted jobs control for the user

Function key	Description
F8	Access and update environment flags for exit options, menu formats, and quick access information for the user
F9	Authorize the user to specific utility options that are accessible from the utilities option of the action bar
F14	Restrict the user to one or more workstations

Note: Refer to the subtopics on the following pages for information on how to complete these screens.

- 8 Press F3 when you have completed creating the user profile. The system displays the Exit Options window.
- 9 To save the user profile, type 1 and press Enter. The system returns you to the first User Profile Maintenance screen.
- 10 Press F3. The system returns you to the main menu.

Authorize a user to a system(s)

The system displays a screen similar to a screen similar to the screen shown in Figure 3-4 when you press F6 from the second User Profile Maintenance screen.

```

8/05/2008 09:04:00      User Authorities      AMGUDM      AMDUDM
-----
User profile . : AMT1      Current Authorities
Type options, press Enter.
  4=Delete  5=Work with libraries
  7=Set attributes  8=Work with menu
Opt System Version Description Dir Actv Lvl Menu
=   AM   000  Infinium Application Manager 3.0 Y  Y  9  System
-   PE   000  Infinium HR/400 Release 10.5  Y  Y  9  System
-----
                        Potential Authorities
Select authorities, press Enter.

      System Version Description Direct Active
-     CA   000  Infinium Cross Applications 12.0 Y  Y
-     PL   000  Infinium Payables Ledger 13.1  Y  Y
-----
F3=Exit F10=Quick access F12=Cancel

```

Figure 3-4: User Authorities screen

Current and potential authorities

The current authorities portion of the screen shows the applications the user is authorized to access.

The potential authorities portion of the screen shows the applications that the user could be authorized to access. These applications are the applications authorized to the user who is creating the user profile.

To authorize the user to a system, complete the following steps:

- 1 To give a user authority to a system, select the system with any character in the *Opt* field from the potential authorities portion of the screen and press Enter. That system is then moved to the current authorities portion of the screen.
- 2 To change the user's authority level for each version and application to be accessed, change the authority level in the *Lvl* column.
- 3 To temporarily prevent a user from using an application, type **N** in the *Actv* column.
- 4 Repeat steps 1 - 3 for each system you want the user to access.

Note: Refer to the topic "Working with Menus" for information on how to modify the menus for the user.

- 5 Press F3. The system displays the Exit Options window.
- 6 To save your selections, type **1** and press Enter. The system returns you to the second User Profile Maintenance screen.

Access and update user authority flags

The system displays a screen similar to the screen shown in Figure 3-5 when you press F7 from the second User Profile Maintenance screen.

```

2/20/2008 14:33:29      User Authority Flags      AMGUDM      AMDUDM
-----
User profile . . . . : AMT1

Update help text . . . . . N  Y=Yes or N=No
Update user help text . . . . . N
Update field security . . . . . N

Log menu usage . . . . . Y
Log help usage . . . . . Y
Log function key usage . . . . . Y

Allow to archive . . . . . Y
Archive option . . . . . 5  Blank=None, 4=Delete, 5=Display,
                          6=Print, 7=Print/delete

Print submit screen . . . . . Y
Submitted jobs control . . . . . W  N=*NONE, J=*JOB, U=*USER, or W=*WRKSTN

Allowed environments . . . . . 0  0=All, 1=5250 only, 2=Web only

-----
F3=Exit  F10=Quick access  F12=Cancel

```

Figure 3-5: User Authority Flags screen

To update the user authority flags for the user, complete the following steps:

- 1 Use the information below to complete the fields on this screen.

Update field security

You can enable a user to update field security by typing **Y** in this field. If you are authorized to update field security, you can implement it by following the steps below:

- a Place the cursor in the field you want secured.
- b Press Help. The system displays field level help.
- c Press F5. The system displays a list of users.
- d Select the user to secure with either **D** to hide the data and prohibit entry in the field or **U** to prohibit entry only in the field.
- e Press F3 to save.

Note: The same named field secured from a user in one place is secured from that user in all other places within the same application (System/Release/Modification combination).

Archiving

Implementing archiving in Infinium AM involves three steps as follows:

- a Enable a user to archive reports by typing **Y** in the *Allow to archive* field.
- b Determine what the user's archive options are when the user accesses archived reports. (To access archived reports, you type **A** in the action bar.) The chart below explains the available values that you can type in the *Archive option* field.

Note: You can allow a user to have an archive option at or below your archive level only.

Archive option	Archiving functions			
	Display	Print	Print & Delete	Delete
Blank	No	No	No	No
5	Yes	No	No	No
6	Yes	Yes	No	No
7	Yes	Yes	Yes	No
4	Yes	Yes	Yes	Yes

- c Set up printer control records in the *Printer Controls* option that specify which reports to archive. To archive a report, type ***YES** in the *Archive print file* field on the printer control.

Submitted jobs control

This field determines what jobs the user will have access to after pressing F14 from the main menu. Select one of the values displayed on the screen.

Allowed environments

Specify whether the user can use only the 5250 or the Web environments or both.

- 2 Press F3. The system displays the Exit Options window.
- 3 To save your entries, type 1 and press Enter. The system returns you to the second User Profile Maintenance screen.

Access and update environment flags

The system displays a screen similar to the screen shown in Figure 3-6 when you press F8 from the second User Profile Maintenance screen.

```

2/20/2008 14:37:48      Environment Authority Flags      AMGUDM      AMDUDM
-----
User profile . . . . . : AMT1

Allow group jobs . . . . . N      Y=Yes or N=No
Max # group jobs . . . . . 1      1-16

Exit option . . . . . 0      0=Signoff or 1=Return
Application Manager exit confirmation . . Y      Y=Yes or N=No
Function exit confirmation pop-up . . . . Y
Auto-enter . . . . . N
Menu presentation format . . . . . 0      0=4 windows or 1=2 windows
Allow user to add jobs to user menu . . . 0      0=No, 1=Add check menu,
                                          2=Add do not check menu

Verify QuikAccess job on user menu . . . Y
Maximum QuikAccess calls . . . . . 3

Display requested job messages . . . . . Y
Initiate job request levels . . . . . Y
Job message destination . . . . . W      W=Workstation, U=User

F3=Exit F10=Quick access F12=Cancel

```

Figure 3-6: Environment Authority Flags screen

To update the environment authority flags for a user, complete the following steps:

- 4 Use the information below to complete the fields on this screen.

Allow group jobs and Max # group jobs

Group jobs allow a user to run multiple functions at once. If you grant a user authority to run group jobs, you must also enter how many jobs the user can run simultaneously. If a user has authority to run group jobs, that user accesses those jobs by pressing Attn from any screen.

Exit option

Infinium AM gives you the option to select where you return when exiting a main menu. You can either log off the system entirely or return to the function or screen from which you called the application (for example, a command entry screen).

Auto-enter

If you define a user profile with the auto-enter selection, the system automatically activates the function after the user selects:

- A menu option
- An action bar action
- A system and version from the action bar pull-down windows

If you do not define the user profile with the auto-enter selection, the user must press Enter after selecting the above items.

If you do not define the user profile with the auto-enter selection, the user can also select multiple menu options at once. As the user exits each function, the system activates the next function selected. The system activates the functions in the order they display on the menu. The user can select multiple menu options for only those options that execute a function.

Allow user to add jobs to user menu

By specifying a value other than 0, you can enable the user to add menu options to another user's menu as follows:

- 1 The menu options that the user can add to another user's menu must be that menu.
 - 2 The user can add any menu option to another user's menu.
- 5 Press F3. The system displays the Exit Options window.
 - 6 To save your entries, type 1 and press Enter. The system returns you to the second User Profile Maintenance screen.

Authorize user to Utilities

The system displays a screen similar to the screen shown in Figure 3-7 when you press F9 from the second User Profile Maintenance screen.

```

2/20/2008 14:44:35      Utility Authority Flags      AMGUDM      AMDUDM
-----
User profile . . . . . : AMT1

Command Entry . . . . . N  Y=Yes or N=No
Programming Development Manager . N
Programmer Menu . . . . . N
Structured Query Language . . . . N
Calculator . . . . . Y
Change Menu . . . . . N
Change Border Attributes . . . . . N

-----
F3=Exit  F10=Quick access  F12=Cancel

```

Figure 3-7: Utility Authority Flags screen

Utility flags

The system uses utility authority flags in conjunction with the utilities option of the action bar. When you select the utilities option of the action bar, the system displays the utilities that you are authorized to access. You grant authority to these utilities on this screen.

To update the utility authority flags for a user, complete the following steps:

- 1 Type **Y** or **N** in each of the fields on this screen to allow or disallow the option from the utilities window.
- 2 Press **F3**. The system displays the Exit Options window.
- 3 To save your entries, type **1** and press **Enter**. The system returns you to the second User Profile Maintenance screen.

Restrict a user to a workstation

The system displays a screen similar to the screen shown in Figure 3-8 when you press **F14** from the second User Profile Maintenance screen.

```

2/19/2008 08:54:56      Code Variable Maintenance      AMGCVM      AMDCVM1
-----
Code type . . . . . *CUSTL_____
Code variable . . . . *SYSTEM_____
System designator . . AM_____
Version . . . . . _____ 000-999
User profile . . . . _____
Entry(s) . . . . .
=====
|_____|_____|_____|_____|_____|
|_____|_____|_____|_____|_____|
|_____|_____|_____|_____|_____|
|_____|_____|_____|_____|_____|
|_____|_____|_____|_____|_____|
-----
F3=Exit F10=Quick access F12=Cancel F15=E0J F17=Insert F22=Delete
Type at least one list item.

```

Figure 3-8: Code Variable Maintenance screen

To restrict a user to one or more workstations, complete the following steps:

- 1 Type the workstation names in the space provided at the bottom of the screen to restrict the user to signing on to one or more workstations.

Note: Virtual workstations are not applicable to this option.
- 2 Press F3. The system displays the Exit Options window.
- 3 To save your entries, type 1 and press Enter. The system returns you to the second User Profile Maintenance screen.

Working with menus

Available menus

Each Infinium application provides you with a system menu. This topic explains the different types of menus in Infinium AM, how they work, and how you can adjust them.

Infinium AM allows you to have up to 999 levels of menus and each level can have up to 999 options.

Within any one menu, you can include menu options from different applications. This feature is referred to as cross-application menuing.

Menu types

The menu types in Infinium AM are as follows:

- System menu

The system menu is shipped with the application and is replaced with each new release of that application. Within any one menu, you can include menu options from different applications. This feature is referred to as cross-application menuing. The system menu is owned by the system supervisor.

- Version menu

You can have multiple versions of the same system, for example, one version for testing and another version for production. If you have multiple versions of the same system, you may want different menus for each version. Version menus are owned by the system supervisor.

- Group user menu

If a user is part of a group profile, the user automatically inherits the group menu.

- User menu

A user menu is a customized menu. You can create a user menu based on any of the above three menu types.

- **Referenced menu**

You can also have a user reference the menu of another user.

The type of menu associated with your user profile is based on what menu types exist. If a customized user menu exists for your user profile, you use that menu. If not, the system continues searching the list for the next available menu type. If no other menu type is found, you use the system menu.

Menu structures

A menu structure references one menu option and its sublevels. You can copy menu structures to another system, version, or user menu. By using menu structures, you can save time when creating similar menus for different users.

Only the system supervisor or alternate supervisor can create menu structures and only at the version zero level (base system).

Modifying a menu

Regardless of the type of menu you are modifying, you use the same process. You can access menus in any of the three following options based on the type of menu:

- *Systems and Versions*
To update the system or version menu
- *Users and Authorities*
To update a group, user, or referenced menu
- *Utilities on the action bar*
- To update your own user menu. You are limited to what you can change.

Since you update menus in the same way, this section uses the *Users and Authorities* option as an example.

To modify a menu, complete the following steps:

- 1 From the Infinium AM main menu select *Users and Authorities* [USER]. The system displays the first User Profile Maintenance screen.
 - 2 Type the name of the user profile to update.
-

- 3 Press Enter. The system displays the second User Profile Maintenance screen.
- 4 Press F6 to access the applications the user is authorized to access. The system displays a screen similar to the screen shown in Figure 3-9.

8/05/2008 09:04:00		User Authorities		AMGUDM	AMDUDM	
User profile . : AMT1		Current Authorities				
Type options, press Enter.						
4=Delete		5=Work with libraries				
7=Set attributes		8=Work with menu				
Opt	System	Version	Description	Dir	Actv Lvl	Menu
=	AM	000	Infinium Application Manager 3.0	Y	Y	9 System
-	PE	000	Infinium HR/400 Release 10.5	Y	Y	9 System
Potential Authorities						
Select authorities, press Enter.						
	System	Version	Description	Direct	Active	
-	CA	000	Infinium Cross Applications 12.0	Y	Y	
-	PL	000	Infinium Payables Ledger 13.1	Y	Y	
F3=Exit F10=Quick access F12=Cancel						

Figure 3-9: User Authorities screen

- 5 Select the appropriate system with 8 in the *Opt* field to update a user's menu for that system.

You can determine what type of menu the user has for each system by looking at the values in the *Menu* column.

- 6 Press Enter. The system displays a screen similar to the screen shown in Figure 3-10.

```

2/19/2008 09:47:48      Reference User Menu      AMGURM      AMDURM
-----
Press Enter to create/maintain the current user's
menu or change the version/user to assign a
referenced menu.

                                Authority      Current
                                Menu
System . . . . . : PY      PY
Version . . . . . : 000      000
User . . . . . : AMT1      PY2000

Menu to reference

                                Reference
System . . . . . : PY
Version . . . . . : 0 +
User . . . . . : AMT1 +
Description . . . . . : Infinium PY/400 Release 10.4

-----
F3=Exit F4=Prompt F10=Quick access F12=Cancel

```

Figure 3-10: Reference User Menu screen

7 From this screen you have two options as follows:

- To have the user use the same menu you have set up for another user, type the version of the system in the *Version* field and the user's profile in the *User* field. Press Enter. Press F3 and type 1 in the Exit Options window to save your entries. The system returns you to the User Authorities screen.
- To update the current user's menu, press Enter. The system displays a screen similar to the screen shown in Figure 3-11.

```

8/20/2008 12:31:42      Menu Control Maintenance      AMGCM      AMDMCM1

System . . . . : PE      Version . . . . : 000      User . . . . : PE2000
Type new JobName, change existing entry,
or type option. Press Enter.
4=Delete      5=Next level      7=Set attributes
8=Reset description/attribute      9=Language overrides
Opt Seq JobName Sys Ver T Structure S      System Menu Level - 001 # Opt - 017
----- PE -----
_ 10 PEFMM000 PE 000 M _____ 1      Infinium HR/400 Release 10.5
_ 20 PEFMM007 PE 000 M _____ 1      Master Files . . . . .
_ 30 BENEFITS PE 000 M _____ 1      Employee Data . . . . .
_ 40 PEAPM007 PE 000 M _____ 1      Benefits Administration . . . .
_ 50 PEARM020 PE 000 M _____ 1      Applicant Administration . . . .
_ 60 PEEOM040 PE 000 M _____ 1      Administrative Reporting . . . .
_ 70 PEFTM028 PE 000 M _____ 1      EEOC/Affirmative Action/EEA . .
_ 80 STEP PE 000 M _____ 1      FTE Operations . . . . .
_ 90 PELCM015 PE 000 M _____ 1      Step-In-Grade Operations . . . .
_ 100 PEBEM049 PE 000 M _____ 1      Professional Licensing . . . . .
_ 110 PEOSM050 PE 000 M _____ 1      COBRA Administration . . . . .
_ 120 PEWSM050 PE 000 M _____ 1      Health Administration . . . . .
Wage & Salary Administration . . +

F3=Exit F4=Prompt F5=Resequenece F10=Quick access F24=More keys

```

Figure 3-11: Menu Control Maintenance screen

1 You can make the following modifications to a user's menu:

- Add a menu option
- Delete a menu option
- Change a menu option attribute
- Reset a menu option
- Copy a menu structure
- Override the language of the menu description

Note: Refer to the subtopics on the following pages for information on how to make these modifications.

2 Press F3 when you have completed modifying the user's menu for an application. The system displays the Exit Options window.

3 To save the menu, type 1.

4 Press Enter. The system returns you to the User Authorities screen where you can update the menu for another system.

Add a menu option

To add a menu option to the main menu, complete the following steps:

- 1 Use the information below to complete the appropriate fields.

JobName

Specify the job name of the menu option.

Sys

Type the system (application) designator.

Ver

Type the version of the system.

Note: You can add menu options from different applications to any one menu.

- 2 Press Enter. The system adds the menu option to the main menu.

Add a menu option below a current level

To add a menu option to a menu level below the current level, complete the following steps:

- 1 Select a menu option of type **M** with **5** in the *Opt* field. The system displays the menu option type in the *T* column.
- 2 Press Enter. The system displays the menu options for that level.
- 3 Complete the *JobName*, *Sys*, and *Ver* fields as explained above.
- 4 Press Enter. The system adds the menu option to this menu level.
- 5 Press F3. The system saves your changes and returns you to the previous menu level.

Delete a menu option

To delete a menu option, complete the following steps:

- 1 Select the menu option to delete with **4** in the *Opt* column.
 - 2 Press Enter. The system displays a confirmation screen.
 - 3 Press Enter again to confirm your selection. The system deletes the menu option and all menu options below the menu option you selected.
-

Change a menu option attribute

To change the color or attribute of a menu option, complete the following steps:

- 1 Select the menu option with **7** in the *Opt* field.
- 2 Press Enter. The system displays the Display Attribute Selection screen with the available color and attribute options.
- 3 Select the appropriate color and attribute.
- 4 Press F3. The system saves your changes and returns you to the Menu Control Maintenance screen.

Reset a menu option

To reset a menu description and attribute to the job control defaults, select it with **8** in the *Opt* field and press Enter.

Copy a menu structure

A menu structure references one menu option and its sublevels. You can copy menu structures to another system, version, or user menu. By using menu structures, you can save time when creating similar menus for different users.

Note: Only the system supervisor can create menu structures and only at the version zero level (base system).

To copy a menu structure to a user's menu, complete the following steps:

- 1 Type the name of the structure in the *Structure* field on the option line.
- 2 Press Enter. The system copies the menu structure to the user's menu.

Override languages

To override language text, complete the following steps:

- 1 Select a menu option with **9** in the *Opt* field and press Enter.
 - 2 Translate the menu option text to that of the secondary language.
 - 3 When you finish, press F3 to exit and save.
-

Refer to the *Installing a New Infinium Application* and the *Upgrading an Infinium Application* guides for information on working with languages.

Changing application passwords

Changing your application password

You can change application passwords through the *Users and Authorities* option. However, for security reasons, Infinium AM does not allow you to access your own user profile through this option. You can change your own password through the *Change Password* option.

To change your password, complete the following steps:

- 1 From the Infinium AM main menu select *AM Utilities*.
- 2 Select *User/Authority*.
- 3 Select *Change Password [CHGPSW]*. The system displays a screen similar to the screen shown in Figure 3-12.

```
2/20/2008 15:01:39      User Password Maintenance      AMGUPM      AMDUPM
-----
Type current & new password, press Enter.

User profile . . . . . : AM2000
Description . . . . . : Application Manager 2000

Password . . . . . -
New password . . . . .
Verify new password . . .

-----
F3=Exit F10=Quick access F12=Cancel
```

Figure 3-12: User Password Maintenance screen

- 4 Type your current password in the *Password* field and your new password in the *New password* field.

- 5 Press Enter.
- 6 Press F3 to save your changes and exit to the main menu.

Updating printer controls

Printer controls

Printer controls define the format and related printing information of printed output. For example:

- Printed page's length and width
- Output queue (which printer)
- Number of copies
- Whether or not to archive the report

You can create specific printer controls to:

- Create reports that are wider than normal.
- Send reports for a specified user to a different printer.
- Attach a forms name to a printer file to notify the operator to insert check stock or tax forms.

Creating printer controls

You can create printer controls for specific systems, versions, users, and printer files. To create a printer control, complete the following steps:

- 1 From the Infinium AM main menu select *Printer Controls* [PRINTERCTL]. The system displays a screen similar to the screen shown in Figure 3-13.
-

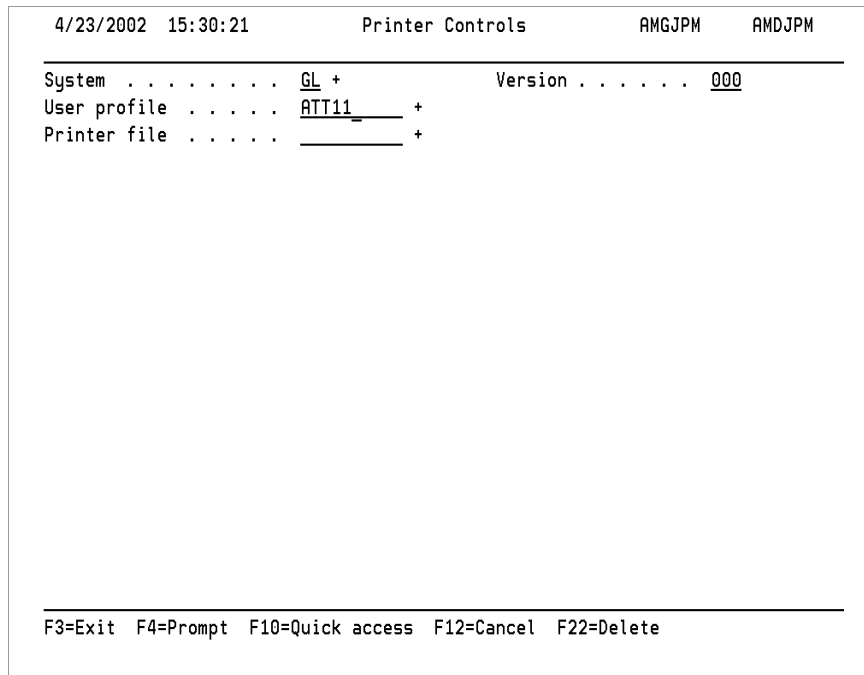


Figure 3-13: Printer Controls screen

- 2 Type the system and version for which you are creating the printer control.

Note: You can press F4 in the *System* field to display a list of systems and versions from which you can make a selection.

- 3 The *User profile* and *Printer file* fields are optional. Type values in these fields as needed depending on the printer control you are creating.

For example, if you are creating a printer control to send all reports for one user to a specific printer, type a user in the *User profile* field and leave the *Printer file* field blank.

The system resolves which printer control to use for a system and version as follows:

1	User name	Printer file name
2	Group user	Printer file name
3	Blank	Printer file name
4	User name	Blank
5	Group user	Blank
6	Blank	Blank

If a printer control record exists for a specific user and printer file, the system uses that printer control. If not, the system continues down the chart and uses the last printer control if no other match is found.

- 4 Press Enter. The system displays a screen similar to the screen shown in Figure 3-14.

```

                                OVERRIDE WITH PRINTER FILE (OVRPRTF)

TYPE CHOICES, PRESS ENTER.

FILE BEING OVERRIDDEN . . . . . > *PRTF      NAME, *PRTF
OVERRIDING TO PRINTER FILE . . . . *FILE      NAME, *FILE
LIBRARY . . . . .                _____ NAME, *LIBL, *CURLIB
DEVICE:
PRINTER . . . . .                _____ NAME, *SYSVAL, *JOB
PRINTER DEVICE TYPE . . . . . > *SCS        *SCS, *IPDS, *USERASCII...
PAGE SIZE:
PAGE LENGTH . . . . . > 66                .001-255.000
PAGE WIDTH . . . . . > 132               .001-378.000
MEASUREMENT METHOD . . . . . > *ROWCOL     *ROWCOL, *UOM
LINES PER INCH . . . . . > 6                3, 4, 6, 7.5, 7,5, 8, 9, 12
CHARACTERS PER INCH . . . . . > 10         5, 10, 12, 13.3, 13,3, 15...
FRONT MARGIN:
OFFSET DOWN . . . . . _____ 0-57.790, *DEV
OFFSET ACROSS . . . . . _____ 0-57.790

                                                                MORE...
F3=EXIT  F4=PROMPT  F5=REFRESH  F12=CANCEL  F13=HOW TO USE THIS DISPLAY
F24=MORE KEYS

```

Figure 3-14: Override with Printer File screen 1

- 5 Use the information below to complete the fields on this screen.

Page length

Type the maximum number of lines to be printed on a page. This is the length of the form in inches times the number of lines per inch. For example, if your form length is the standard 11 inches and you plan to print a standard six lines per inch, your page length is 66 (11x6=66).

Page width

Type the maximum number of characters in a line of type. This is the width of the form in inches times the number of characters per inch. The most commonly used settings are 180 and 132 characters.

Lines per inch

This value is the vertical pitch. Type the number of lines to be printed per inch. The most commonly used setting is 6, with 8 often used to include more information on a single page.

Characters per inch

This value is the horizontal pitch. Type the number of characters to be printed per inch. The most commonly used settings are 10 and 12.

- 6 Press Page Down. The system displays a screen similar to the screen shown in Figure 3-15.

```

Override with Printer File (OVRPRTF)

Type choices, press Enter.

Back margin:
  Offset down . . . . . _____ 0-57.790, *FRONTMGN, *DEVD
  Offset across . . . . . _____ 0-57.790
  Overflow line number . . . . . > 62 1-255
  Fold records . . . . . _____ *NO, *YES
Unprintable character action:
  Replace character . . . . . _____ *NO, *YES
  Replacement character . . . . . ' ' 40-FE
  Align page . . . . . _____ *NO, *YES
  Source drawer . . . . . _____ 1-255, *E1, *FORMDF
  Output bin . . . . . _____ 1-65535, *DEVD
Font:
  Identifier . . . . . _____ Character value, *CPI...
  Point size . . . . . *NONE 0.1-999.9, *NONE
  Form feed . . . . . _____ *DEVD, *CONT, *CUT, *CONT2...
  Print quality . . . . . > *STD *STD, *DEVD, *DRAFT, *NLQ...
                                     More...

F3=Exit  F4=Prompt  F5=Refresh  F10=Additional parameters  F12=Cancel
F13=How to use this display  F24=More keys

```

Figure 3-15: Override with Printer File screen 2

- 7 Type the number of lines to be printed on each page (including blank lines) before the system breaks to the next page. For example, to leave an inch blank margin on the bottom of an 11 inch page, type **60** in this field.
- 8 You can accept the defaults in the remaining fields or make changes as applicable.
- 9 Press Page Down. The system displays a screen similar to the screen shown in Figure 3-16.

```
Override with Printer File (OVRPRTF)

Type choices, press Enter.

Control character . . . . . _____ *NONE, *FCFC, *MACHINE
Channel values:
Channel . . . . . _____ 1-12, *NORMAL
Line number for channel:
Line . . . . . _____ 1-255
      + for more values _
Fidelity . . . . . _____ *CONTENT, *ABSOLUTE
Character identifier:
Graphic character set . . . . . _____ Number, *DEV, *SYSVAL...
Code page . . . . . _____ Number
Decimal format . . . . . _____ *FILE, *JOB

More...

F3=Exit  F4=Prompt  F5=Refresh  F10=Additional parameters  F12=Cancel
F13=How to use this display  F24=More keys
```

Figure 3-16: Override with Printer File screen 3

- 10 You can accept the defaults in the fields on this screen or make changes as applicable.
- 11 Press Page Down. The system displays a screen similar to the screen shown in Figure 3-17.

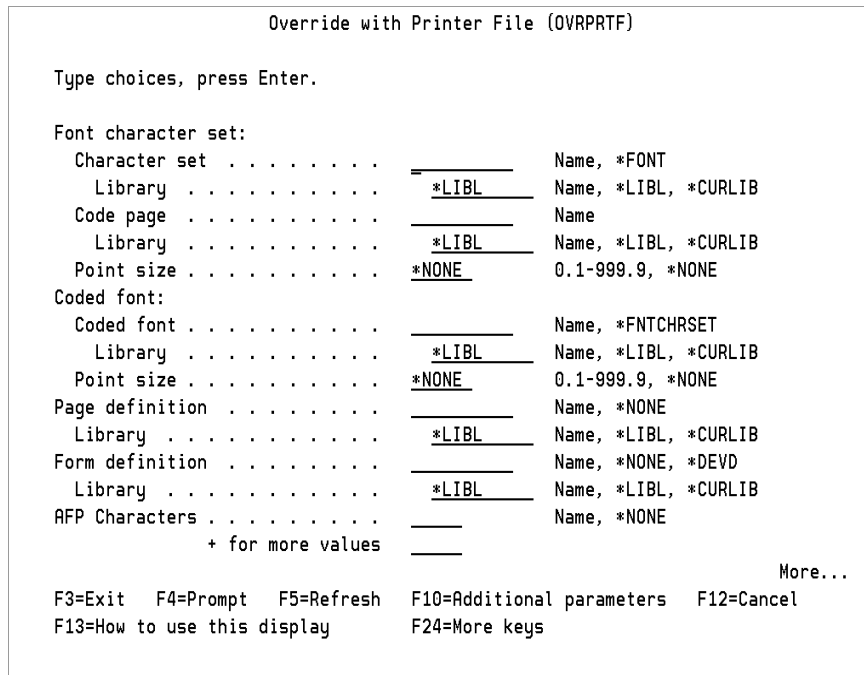


Figure 3-17: Override with Printer File screen 4

- 12 You can accept the defaults in the fields on this screen or make changes as applicable.
- 13 Press Page Down. The system displays a screen similar to the screen shown in Figure 3-18.

```

                                Override with Printer File (OVRPRTF)

Type choices, press Enter.

Table Reference Characters . . . . . _____ *NO, *YES
Degree of page rotation . . . . . > *DEVD      *AUTO, *DEVD, *COR, 0, 90...
Pages per side . . . . . _____          1-4
Reduce output . . . . . _____          *TEXT, *NONE
Print text . . . . . > *JOB
Hardware justification . . . . . _____    0, 50, 100
Print on both sides . . . . . _____      *NO, *YES, *TUMBLE, *FORMDF
Unit of measure . . . . . _____         *INCH, *CM
Front side overlay:
  Overlay . . . . . _____              Name, *NONE
  Library . . . . . _____             *LIBL  Name, *LIBL, *CURLIB
Offset down . . . . . 0 _____          0-57.790
Offset across . . . . . 0 _____        0-57.790

                                                                More...
F3=Exit  F4=Prompt  F5=Refresh  F10=Additional parameters  F12=Cancel
F13=How to use this display  F24=More keys

```

Figure 3-18: Override with Printer File screen 5

- 14 Type one of the following values in the *Degree of page rotation* field to control the orientation of the report output (portrait or landscape):

- *DEVD** To use the current orientation, portrait or landscape, which is set in the printer itself at the time you submit the output to the printer
- *COR** To print wide 13.2" or 14" x 11" computer form output on 8.5" x 11" paper at a standard IBM 3812 laser printer or any other printer setup to emulate the IBM 3812
- 0** No page rotation on output
- 90** To rotate output 90 degrees
- 180** To rotate output 180 degrees (Output image is rotated exactly upside down.)
- 270** To rotate output 270 degrees

- 15 You can accept the defaults in the remaining fields on this screen or make changes as applicable.
- 16 Press Page Down. The system displays a screen similar to the screen shown in Figure 3-19.

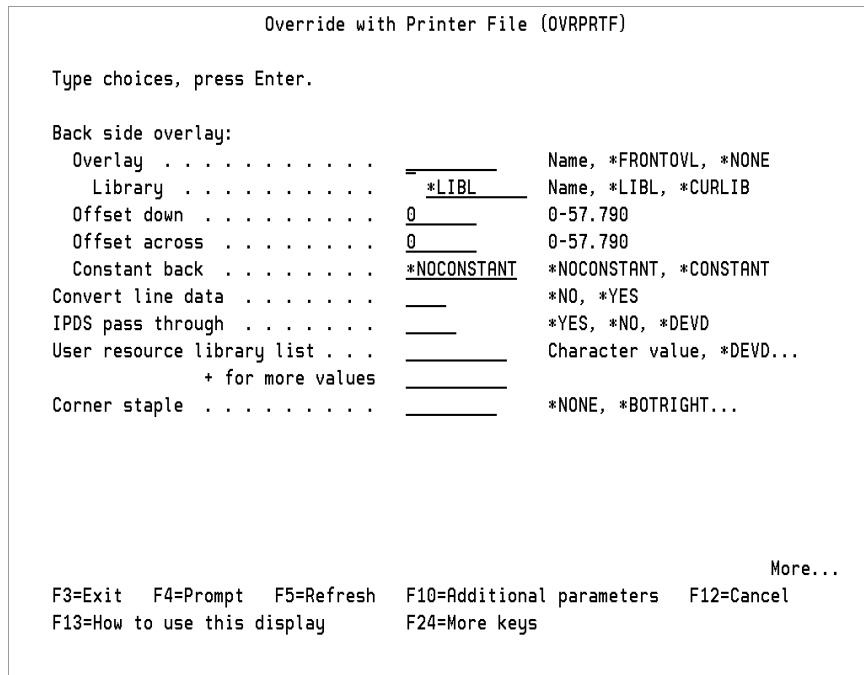


Figure 3-19: Override with Printer File screen 6

- 17 You can accept the defaults in the remaining fields on this screen or make changes as applicable.
- 18 Press Page Down. The system displays a screen similar to the screen shown in Figure 3-20.

```

Override with Printer File (OVRPRTF)

Type choices, press Enter.

Edge stitch:
Reference edge . . . . . _____ *NONE, *BOT, *RIGHT, *TOP...
Reference edge offset . . . . _____ 0.0-57.790, *DEVD
Number of staples . . . . . _____ 1-122, *DEVD
Staple offsets . . . . . _____ 0.0-57.790, *DEVD
    + for more values _____

Saddle stitch:
Reference edge . . . . . _____ *NONE, *TOP, *LEFT, *DEVD
Number of staples . . . . . _____ 1-122, *DEVD
Staple offsets . . . . . _____ 0.0-57.790, *DEVD
    + for more values _____

Font resolution for formatting _____ *DEVD, *SEARCH, 240, 300
Defer write . . . . . _____ *YES, *NO
Spool the data . . . . . _____ *YES, *NO
Output queue . . . . . > QPRINT Name, *DEV, *JOB
Library . . . . . *LIBL Name, *LIBL, *CURLIB
                                                    More...

F3=Exit  F4=Prompt  F5=Refresh  F10=Additional parameters  F12=Cancel
F13=How to use this display  F24=More keys

```

Figure 3-20: Override with Printer File screen 7

- 19 Type the designation for the printer file to which the output is sent in the *Output queue* field, such as **QPRINT**.
- 20 You can accept the defaults in the remaining fields on this screen or make changes as applicable.
- 21 Press Page Down. The system displays a screen similar to the screen shown in Figure 3-21.

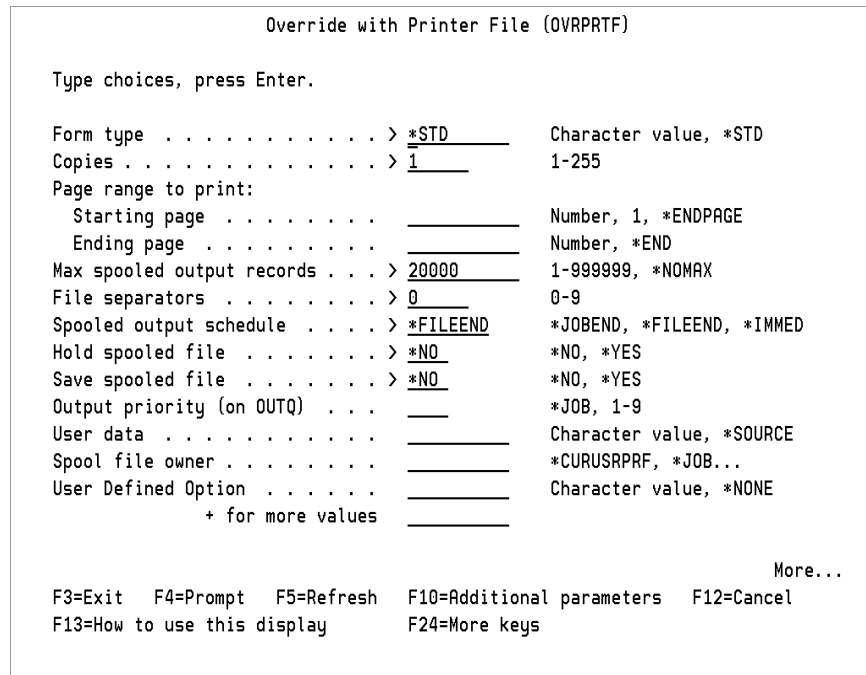


Figure 3-21: Override with Printer File screen 8

22 Use the information below to complete the fields on this screen.

Spooled output schedule

Type one of the following values in the *Spooled output schedule* field:

***IMMED** Queue each line for printing as it is generated

***FILEND** Queue the report for printing when it is complete

Note: Avoid using ***JOBEND** because it puts the output in a closed state, unavailable for printing until the user signs off the system.

Hold spooled file

Type ***YES** in this field to hold the output on the output queue until you manually release it be printed.

Save spooled file

Type ***YES** in this field to save the output on the output queue after it prints.

23 You can accept the defaults in the remaining fields on this screen or make changes as applicable.

24 Press Enter. The system displays a screen similar to the screen shown in Figure 3-22.

```

4/23/2002 15:46:37          Printer Controls          AMGJPM          AMDJPM
-----
System . . . . . : GL          Version . . . . . : 000
User profile . . . . : GL2000
Printer file . . . . :

Archive life . . . . . 999      1-999
Archive print file . . . *NO      *YES or *NO
Format . . . . . *PRCTL      *NONE, *PRCTL, *S36FMT, *FCFC

-----
F3=Exit F10=Quick access F12=Cancel F22=Delete

```

Figure 3-22: Printer Controls screen

Additional fields

When you return to the Printer Controls screen, the system displays three additional fields that you can use to control archiving report output governed by this printer control.

- 1 Use the information below to complete the fields on this screen.

Archive life

Type the number of days (1 to 999) to save the archived output file.

Archive print file

Indicate whether or not you want to archive the output. Because archived reports use disk space, Infinium recommends that you type ***NO** in this field for printer controls that have the:

- *Printer file* field blank
- *User profile* and *Printer file* fields blank

If you type ***YES** in this field, the system saves the report and does not print it. When you archive a file, the system deletes the spooled file unless you typed ***YES** in the *Save spooled file* field on the previous screen. Based on the archive options in your user profile, you can display, print, or delete archived reports by typing **A** in the action bar.

Format

Type one of the values displayed on the screen to indicate the format in which to archive the output file.

- 2 Press F3. The system displays the Exit Options window.
 - 3 Type 1 and press Enter to save the printer control.
 - 4 Press F3 to exit to the main menu.
-

Updating user news

Entering user news

You can create news for an individual user or all users signed on to an application. User news can display on the left side of the main menu or on the second sign-on screen.

To enter user news, complete the following steps:

- 1 From the Infinium AM main menu select *News* [NEWS]. The system displays a screen similar to the screen shown in Figure 3-23.

```
4/23/2002 15:55:05   System/User News Maintenance   AMGCNM   AMDCNM
-----
User profile . . . . : AM2000  +
System . . . . . : AM  +

-

-----
F3=Exit F4=Prompt F10=Quick access F12=Cancel
```

Figure 3-23: System/User News Maintenance screen 1

- 2 Type values in the fields on this screen depending on the type of news to create as follows:
 - To create news for an individual user signed on to an application that displays on the second sign-on screen, type a user profile in the *User profile* field and leave the *System* field blank.

Printing help text

Printing the help text for an application

Infinium AM provides you with the capability to print the online help text. The printed help text consists of screen prints and field descriptions.

To print the help text for an application, complete the following steps:

- 1 From the Infinium AM main menu select *AM Utilities*.
- 2 Select *Help Text*.
- 3 Select *Print Help Text* [PRINT_HELP]. The system displays a screen similar to the screen shown in Figure 3-25.

```
4/23/2002 15:58:12          Print Help Text          AMGDL          AMDDL
-----
You have the option to print help text for one function or all functions in
the application. Just Type the system if you want to print all functions.

System . . . . . GL
Release . . . . . 12
Modification . . . . . 2
Function name . . . . . _____
Chapter . . . . . 1-999

-----
F3=Exit F6=Submit Job
```

Figure 3-25: Print Help Text screen

- 4 Complete the fields on this screen to print the help text you need.
- 5 Press F6. The system submits a job to print the help text.

6 Press F3. The system returns you to the menu.

Printing menu controls

Printing the menu structure report for a user

You can print a report that lists the menu options for a user for a particular system and version. The report contains the job names and menu descriptions.

To print the Menu Structure report for a user, complete the following steps:

- 1 From the Infinium AM main menu select *AM Utilities*.
- 2 Select *System/Version*.
- 3 Select *Menu Structure Report* [PRINTMENU]. The system displays a screen similar to the screen shown in Figure 3-26.

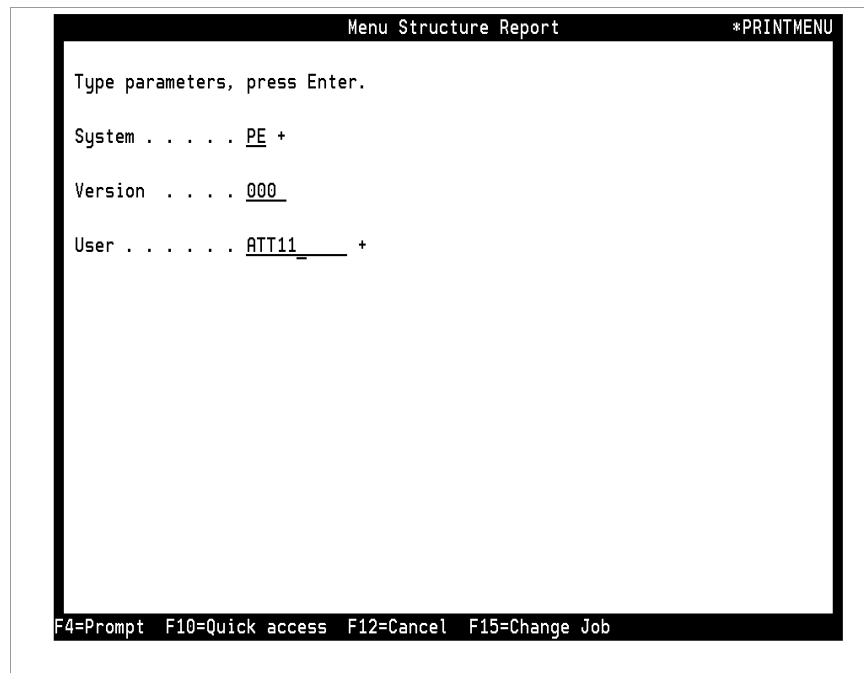


Figure 3-26: Menu Structure Report screen

- 4 Complete the *System*, *Version*, and *User* fields with the system designator, version, and user profile respectively for which you want a menu report.

- 5 Press Enter. The system submits a job to print the report and returns you to the menu.

Printing history logs

History logs

The History Log Report lists menu, function key, and field help usage by system, version, and/or user.

Controls that impact printing history logs

In order for the system to track this information, you must have typed Y in at least one of the *Log menu usage*, *Log help usage*, and *Log function key usage* fields in the *Users and Authorities* option.

Printing a history log report

To print a History Log report, complete the following steps:

- 1 From the Infinium AM main menu select *AM Utilities*.
 - 2 Select *AM Environment*.
 - 3 Select *History Log Report* [PRINTLOG]. The system displays a screen similar to the screen shown in Figure 3-27.
-

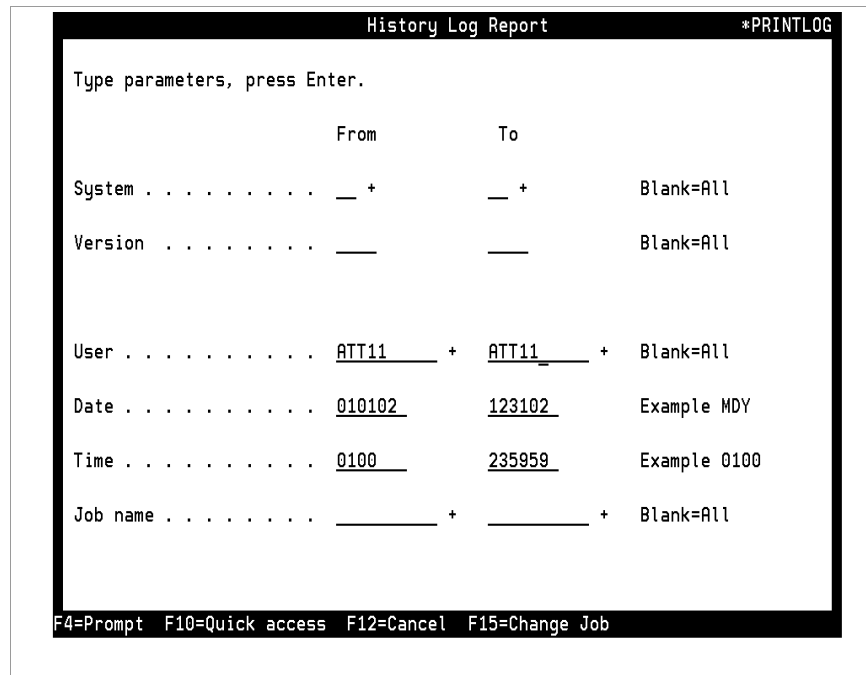


Figure 3-27: History Log Report screen

- 4 Use the information below to complete the fields on this screen.

System, Version, User

You can print the history log for one system, version, and or user by typing the same values in both the *From* and *To* columns next to the appropriate field.

Date, Time

The *Date* and *Time* fields are optional. When completing the *Time* fields, type the time in hours, minutes, and seconds. For example, to print a history log for usage from 8:30 a.m. to 12:00 p.m., type **083000** in the *From* column and **120000** in the *To* column.

Job name

To print the history log for one or more menu options, type the job name of the menu option(s) in the *Job name* fields. You can press [F4] to select from a list of job names.

- 5 Press Enter. The system submits a job to print the report and returns you to the menu.

Displaying help text usage

Controls that impact displaying help text usage

This option provides you with an online display of help key usage for a user. In order for the system to track this information, you must have typed **Y** in the *Log help usage* field in the *Users and Authorities* option.

Displaying help text usage for a user

To display help text usage for a user, complete the following steps:

- 1 From the Infinium AM main menu select *AM Utilities*.
 - 2 Select *Help Text*.
 - 3 Select *Display Help Usage* [HELPDUSAGE]. The system displays a screen similar to the screen shown in Figure 3-28.
-

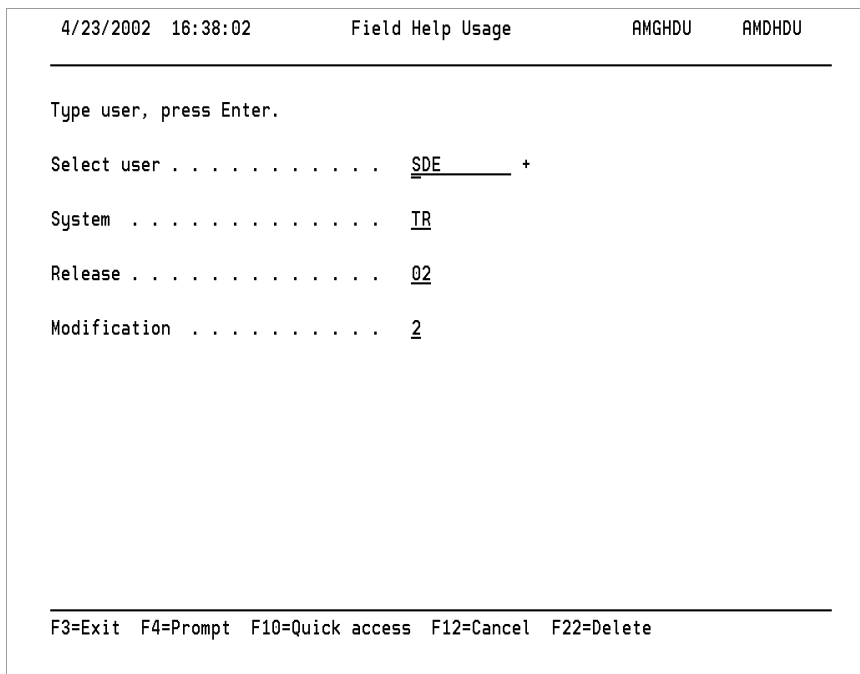


Figure 3-28: Field Help Usage screen 1

- 4 Type a user profile to display help key usage for that user.
- 5 Press Enter. The system displays a screen similar to the screen shown in Figure 3-29.

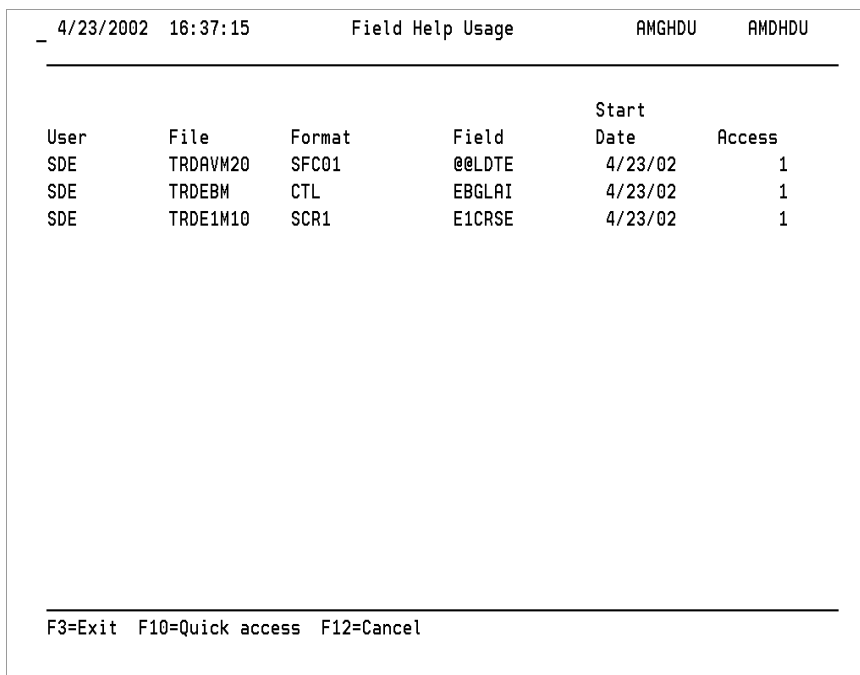


Figure 3-29: Field Help Usage screen 2

- 6 Press F12. The system returns you to the first Field Help Usage screen where you can display this information for another user.