



# Infor LN UI User Guide (Cloud and On-premises)

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## About this Guide

This document describes how to use the Infor Ming.le-LN Plug-in.

A number of screenshots in this document may be based on previous Infor Ming.le-LN Plug-in releases. They can differ slightly from your Infor Ming.le-LN Plug-in screens. However, the described functionality is identical.

## Contacting Infor

If you have questions about Infor products, go to Infor Concierge at <https://conciierge.infor.com/> and create a support incident.

The latest documentation is available from [docs.infor.com](https://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](mailto:documentation@infor.com).

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## Chapter 1: Overview

Infor Ming.le-LN Plug-in is the web-based client user interface for various Infor applications, such as Infor LN and Infor LN Enterprise Modeler.

Infor Ming.le-LN Plug-in requires Infor LN and Enterprise Server 10.3 or later.

Infor Ming.le-LN Plug-in runs in a page in Infor Ming.leTM.

The LN page in Infor Ming.le includes a side navigation bar and an application panel to activate the display of LN sessions.

On the right side of the page is a collapsible panel that hosts Infor Ming.le context applications, such as **Posts** and **Related Information**. Most of these context applications are not specific to the Infor Ming.le-LN Plug-in. They are available in all applications in Infor Ming.le. See the *Infor Ming.le User Guide*.

### Side navigation bar

This table shows the elements in the side navigation bar:

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Search field	<p>This field has a magnifier icon and is located at the top of the side navigation bar. Specify, for example, a part of a session name or session code.</p> <p>To search for multiple consecutive words, enclose the search string in double quotes. For example, specify "<b>Item Data</b>".</p> <p>The search only returns menu items, such as sessions. The search does not return menu folders.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"><li>• By default, the search is performed on all levels in the navigation menu tree.</li><li>• To search within a subtree of the navigation menu, right-click the desired node of the navigation menu and select <b>Search from Node</b>.</li></ul>
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LN menu buttons or Enterprise Modeler navigation buttons	<p>LN menu buttons are displayed if the LN menu browser is selected in your LN user data. Click these buttons to navigate through the LN menu structure and start sessions. The menu buttons in the side navigation bar depend on the start menu in your LN user data.</p> <p>When you click a session in the side navigation bar, the session is displayed in the application panel.</p> <p>Enterprise Modeler navigation buttons are displayed if the Enterprise Modeler process browser is selected in your LN user data.</p>
<b>Options</b> menu button	This is the last menu button in the side navigation bar.

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## Application panel

When you start an LN session or an Enterprise Modeler process, the session or process is displayed in the application panel.

### Session tabs

If you start multiple sessions, only the last session is displayed in the application panel. The other sessions are still open. For each open session, a tab is displayed at the top of the LN page.

To switch to another open session, click the corresponding tab.

To close a session, click the cross icon in the corresponding tab.

### Landing page

Administrators can define landing page settings in the user data template and user profile template.

Depending on these settings, your landing page is displayed in one of these ways:

- A single pane with the tiles of frequently used sessions.
- One or more lists, such as a list with favorites, a list with bookmarks, and a list with frequently used sessions.

Frequently used sessions can be ordered from most used to least used, or according to how recently the sessions were started. You can change this sort order and other settings in the **User Profile Details (uigt0102s000)** session.

If the landing page only shows the tiles of frequently used sessions, you can perform these actions:

- To restart a session, click the corresponding tile. The session is displayed in the application panel.
- To remove a tile, hover the mouse pointer over the tile; then click on the cross icon in the top right corner of the tile.

If the landing page contains one or more lists, you can perform these actions:

- Click an item in a list to start the corresponding session, bookmark, or favorite.
- Right-click an item in a list and select an action. You can, for example, perform these actions:

- **Open Item:** Starts the session, bookmark, or favorite. The item runs in the application panel.
- **Open Item in new Window:** Starts the session, bookmark, or favorite in a new window.
- **Locate in menu:** The side navigation menu is expanded to show the menu from which the recently used session was started or from which the favorite was created.
- **Delete Item:** Delete the item from the list.
- **Delete All Items:** Delete all items from the list.
- **Add to Favorites:** Add a session to your favorites. The session is displayed in the **LN Favorites** list.

## Menu bar in sessions

The menu bar of a session contains command buttons and menu buttons.

In various sessions, records are displayed per group. In those sessions, the buttons to navigate between groups are displayed at the top of the session. The buttons to navigate between records in the same group are displayed directly above the grid.

**Note:** In sessions with a grid, a check box with a down arrow button is displayed above the grid. Use this check box, and the options in the down arrow button's menu, to select or unselect all records in the grid.

This table shows the buttons that can be present in a session:

Button	Description	Shortcut key
 Save changes and exit	Save the changes made to the record and close the session.	e
 This table shows the buttons that can be present in a session: Save	Save the changes made to the record.	s
 Revert to saved	Discard the changes made to the record.	z
 New	Add a new record.	c
 Duplicate	Create a copy of a record.	d
 Delete	Delete the selected record.	Del

Button	Description	Shortcut key
 Refresh	Show the current record data.	u
 Print	<p>Print a report.</p> <p>Depending on LN Tools parameter settings, a down arrow may be displayed next to this button. Click this down arrow to view the available print sessions.</p> <p>If no down arrow is displayed, select <b>Actions &gt; Print</b> to view the available print sessions.</p> <p>In the list of available print sessions, the default print session is indicated by a blue dot. This session is started when you click the <b>Print</b> button.</p>	p
 Search	<p>Starts the <b>Search</b> session, which you can use to specify search criteria to find a record. You can only specify search criteria for fields that are currently visible.</p> <p>Depending on LN Tools parameter settings, a down arrow may be displayed next to this button. Click this down arrow to view the available search indices.</p> <p>If no down arrow is displayed, select <b>Views &gt; Sort by</b> to view the available search indices.</p> <p>In the list of available search indices, the active search index is indicated by a blue dot. This index is used when you click the <b>Search</b> button.</p>	f
 Excel	<p>Performs an export to MS Excel, based on the default export mechanism that is specified in your general export settings.</p> <p>Depending on LN Tools parameter settings, a down arrow may be displayed next to this button. Click this down arrow to view the available Excel-related sessions.</p> <p>If no down arrow is displayed, select <b>Actions &gt; Export and Import</b> to view the available Excel-related sessions.</p> <p>In the list of available Excel-related sessions, the default export option is indicated by a blue dot. This option is performed when you click the <b>Excel</b> button.</p>	N/a
 Edit Text	<p>Starts the <b>Text Editor</b>.</p> <p>This functionality is only available if Tools solution 1604255 or later is installed on the LN server. For earlier Tools versions, you can start the <b>Text Editor</b> from the <b>References</b> menu.</p>	t
 First record(s)	Jump to the first record(s).	Home

Button	Description	Shortcut key
 Previous record(s)	Jump to the previous record(s).	Page Up
 Next record(s)	Jump to the next record(s).	Page Down
 Last record(s)	Jump to the last record(s).	End
 New View	Create or find a group of records that all have the same value for one or for a few specific fields. These fields are displayed at the top of the session. You can zoom to the appropriate session to select the group record. To add new records to a group, press <b>Ctrl+N</b> or click <b>New</b> .	N/a
 Copy records from one view to another	Copy a range of records from the current group to another group. After clicking this button, complete these steps: <b>1</b> Select the first record to be copied. <b>2</b> Select the last record to be copied. <b>3</b> Specify the group to which the records must be copied.	N/a
 First View	Show the records of the first group. First View	N/a
 Previous View	Show the records of the previous group.	Shift+Page Up
 Next View	Show the records of the next group.	Shift+Page Down
 Last View	Show the records of the last group.	N/a

Button	Description	Shortcut key
 Create Bookmark	<p><b>Note:</b> This button is available if the session was started directly from the LN menu. This button is not available if the session was started from another session.</p> <p>If you click this button, the <b>Add to Bookmarks</b> dialog box is displayed. Use this dialog box to create one or more bookmarks for the currently selected rows.</p> <p>You can add the bookmarks to a new or existing group and specify a title for the bookmarks.</p> <p>You can access the created bookmarks from your landing page.</p> <p>If multiple rows were selected, the <b>Add to Bookmarks</b> dialog box contains the <b>First View Create Separate Bookmarks</b> check box:</p> <ul style="list-style-type: none"> <li>• If this check box is selected, an individual bookmark is created for each of the selected rows. If you click such a bookmark, the session opens with only the relevant row.</li> <li>• If this check box is cleared, a single bookmark is created for all selected rows. If you click this bookmark, the session opens with all rows that were selected when you created the bookmark.</li> </ul>	b
 Create Favorite	<p><b>Note:</b> This button is available if the session was started directly from the LN menu. This button is not available if the session was started from another session.</p> <p>This button creates a favorite item that you can access from the LN UI home page.</p>	N/a
Views	Contains standard commands for LN sessions. See the "Basic Tasks" section in the Infor Web Help.	N/a
References	Contains commands that are specific to the current session. These commands usually start related sessions and special functions.	N/a
Actions	Contains standard commands for LN sessions and commands that are specific to the current session. The session-specific commands usually start related sessions and special functions.	N/a
 Help	Shows the online help for the current session. The button's menu includes these commands: <ul style="list-style-type: none"> <li>• <b>Properties (Ctrl+Shift+8)</b> Shows the session properties.</li> <li>• <b>Help on the current session (h)</b></li> </ul>	h
	Opens a menu with commands to personalize the session, define conditional formatting, define customer defined fields, etc.	N/a

**Note:**

- The shortcut keys only work in the command mode.
- The menu bar can contain additional pull-down menus that are specific to the current session.

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## Signing in

- 1 Sign in to Infor Ming.le.  
Open your internet browser and specify the Infor Ming.le URL.  
Ask your Infor Ming.le administrator for details.
- 2 In the Infor Ming.le top navigation panel, click this icon to open the **App Menu**:



- 3 Select this icon:



You are logged on to the server. During the log on process, the last login date and time are displayed. This is useful, for example, to check if somebody used your user account during your absence. Once you are logged on, the last login date and time are displayed in the status bar below the application panel.

## Signing out

- 1 In the Infor Ming.le top navigation panel, click this icon to open the **User Menu**:



- 2 Select **Sign Out**.  
**Note:** This signs you out of Infor Ming.le and all of the applications that you accessed in this session.
- 3 Close your internet browser session.

## Chapter 2: Keyboard shortcuts

This section describes the keyboard shortcuts to navigate or to invoke commands.

In LN UI, these modes are distinguished:

- Command mode
- Input mode

During command mode, the keyboard shortcuts are recognized. This is the default mode when a session starts. While in command mode, press **?** to show a help page with information about the supported keyboard shortcuts. You also can open this help page through the **Help** button's menu.

The input mode is activated when you move the focus to an input field using the mouse or by pressing **Tab**. Command mode is entered again when you perform one of these actions:

- Move the focus to a non-input field.
- Press **Esc**.

Pressing **Esc** again while in command mode has no effect.

## Keyboard shortcuts for input fields

This table shows the keyboard shortcuts which are dependent on the field type:

Field type or dialog	Shortcut	Action
Text input field	Ctrl+C	Copy
	Ctrl+V	Paste
	Ctrl+X	Cut
	Ctrl+A	Select all
	Ctrl+Z	Undo last change
Field with browse button	Ctrl+B	Open browse session

Field type or dialog	Shortcut	Action
Drop-down listbox field	Alt+↓	Open drop-down list
	↓	Select next item in list
	↑	Select previous item in list
	<Letter>	Select first item which starts with <Letter> (case insensitive compare)
	Esc	Close the drop-down list and ignore change.
	Enter	Close the drop-down list and commit change.
Date field	Alt+↓	Open date picker
	↑	Increment day, month, or year, depending on the caret position. Use ← and → to navigate.
	↓	Decrement day, month, or year, depending on the caret position. Use ← and → to navigate.
Date picker dialog	→ ← ↑ ↓	Navigate days
	PageUp	Previous month
	PageDown	Next month
	Shift+PageUp	Previous year
	Shift+PageDown	Next year
	t	Today
	Esc	Close the date picker and ignore change.
	Enter	Close the date picker and commit change.
Time field	↑	Increment hour, minute, second, or AM/PM, depending on the caret position. Use ← and → to navigate.
	↓	Decrement hour, minute, second, or AM/PM, depending on the caret position. Use ← and → to navigate.

Field type or dialog	Shortcut	Action
Check box field	Space	Toggle selection
Radio button field	→ ← ↑ ↓	Navigate a group of radio buttons.
	Space	Select option which has focus

## Keyboard shortcuts for buttons

This table shows the keyboard shortcuts to activate buttons:

Button type	Shortcut	Action
Form button	Space or Enter	Activate button which has focus
Menu button		
Drill-down button		

## Keyboard shortcuts for form commands

Form commands are defined in LN. The keyboard shortcuts for these commands are in two ranges:

- **Ctrl+Shift+<letter>**
- **Ctrl+F<n>**, where <n> = 1 to 12.

These key combinations may conflict with shortcut keys that are used by internet browsers. Therefore they are mapped to different keyboard shortcuts.

This table shows the mapping for the keyboard shortcuts for form commands:

Keyboard shortcut assigned to form command	Keyboard shortcut in LN UI
Ctrl+Shift+<letter>	Shift+<letter>
Ctrl+F<n>, where <n> = 1 to 12	<k>, where <k> has these values: <ul style="list-style-type: none"> <li>• For &lt;n&gt;=1 to 9, &lt;k&gt; = &lt;n&gt;.</li> <li>• For &lt;n&gt; = 10, &lt;k&gt; = 0.</li> <li>• For &lt;n&gt; = 11, &lt;k&gt; = Shift+1.</li> <li>• For &lt;n&gt; = 12, &lt;k&gt; = Shift+2.</li> </ul>

## Chapter 3: Working with LN UI

This section describes how to work with LN UI.

### The Options menu

The **Options** menu contains these options:

#### **Run Program (g then r)**

Starts the **Run Program** dialog, where you can start sessions.

To start a session from this dialog:

- 1 Specify the desired session code.
- 2 Click **OK**.

#### **Note:**

- In the **Open** field, you can select previously started sessions from the list.
- If the **Open in new Window** check box is selected, the session starts in a separate, floating, window. If this check box is cleared, the session starts in the Infor Ming.le application panel.

#### **Change Company (g then c)**

Starts the **Change Company** session.

#### **Change Current Role**

Starts the **Change Current Role (ttask2009m000)** session.

This option is only available if your LN administrator assigned roles to your user account. A role contains personalization settings, such as session personalizations and menu personalizations, for a specific group of users.

If you switch to another role, a different set of personalizations is activated. Therefore menus and sessions may look different. For example, if you restart a session after you switched to another role, the session may contain more, or less, fields.

Your current role is displayed in the status bar at the bottom of your browser window.

### Personalize Menu

Starts the **Personalize Menu (ttadv9205m000)** session.

### Change Data Language

This option is only available if Multi Language Fields Support is enabled on your LN server. See "Multi language application data" in the Enterprise Server Web Help.

If you select **Change Data Language** the **Change Data Language (ttask2006m000)** session starts.

You can use this session to switch to another data language. In this way, you can view and edit data in multiple languages in sessions that are multi language enabled.

If you change the data language, the next session you start will run in the new data language. The sessions that were already opened remain in the old data language.

#### Note:

- LN UI shows the current data language in the status bar of each session, next to the company number.
- You can only switch to another data language if the **Allow Changing of Data Languages** check box in your user data template properties on the LN server (**User Data Template (ttams1110m000)** session) is selected.

### Activate Trace Mode

This option opens a new window showing the message flow between browser and LN UI web server. The contents can be downloaded for troubleshooting purposes.

### Settings

This option opens a new window to manage the user settings.

### Custom Skin Editor

Starts the **Custom Skin Editor (uigwt0108m000)** which can be used to set and publish an alternative skin for the user interface.

This option is only displayed if you are authorized to use this feature. Authorization must be configured in the **User Data Template (ttams1110m000)** session.

### Debug and Profile 4GL

Use this option if you want to test software components that are checked out to an Infor LN Studio activity.

If this option is selected, the **Debug and Profile 4GL (ttadv1123m000)** session starts. Use this session to select the activity that contains the component you want to test. See the session help and the LN Studio documentation.

### Non-interrupting Message Mode

Use this option to change the message mode:

- If this option is selected, LN uses the Non-interrupting message mode: Data you enter in a field automatically validates when you move to a new field. LN shows the messages in a separate messages window without interruption to your work.  
This separate messages window is not automatically displayed. When a new message arrives, a blinking icon is displayed in the status bar of the session. To open the message window, click this icon; alternatively, press **g** and then press **i**.
- If this option is not selected, LN uses the Interactive message mode: Data you enter in a field automatically validates when you move to a new field. LN displays any messages prompted by a field's validation in a message box. You must click **OK** to close the message box and continue your work.

### System Message (g then y)

Displays the current System Message.

### Debug bshell

Starts the **Run time debugging of bshell (ttstpshdebug)** session.

Use this session to set or modify the various bshell debug options on runtime. See the session help.

These bshell debug options can also be set before runtime in the **Command** field in the **Bshell Environment** dialog. To do this, you must modify the configuration settings of the application in your user profile.

### Restart (Ctrl+Del)

Restarts LN UI. In this way you can easily log off and log on again. You are not prompted for your user name and password. This is useful, for example, after a change in the user data when the bshell must restart to load new settings.

#### Note:

- If any programs, such as LN sessions, are running, the system asks you for confirmation.
- Running programs are closed.
- Any unsaved changes will be lost.

### About

Starts a dialog box with essential deployment and environment information.

## User profiles

LN UI stores user-specific UI settings in a user profile. These are examples of settings stored in a user profile:

- The history of the **Run Program** dialog
- The overview of recently used sessions
- A BSE command

When you start LN UI for the first time, a default user profile is created automatically.

Through the **Settings** option on the **Options** menu, you can perform these actions:

- Change the user profile.
- Create additional user profiles.
- Select a default user profile.

For details, see the online help.

## Managing your user profile

- 1** Select **Options > Settings**. A new browser window opens, showing the available user profiles of the currently selected environment.
- 2** Select the details of the user profile to change. The **User Profile Details (uigwt0102s000)** session starts. You can now make changes, for example, by specifying a BSE command.  
If your user profile is based on a user profile template, then some fields on the **Preferences** tab may be read-only.
- 3** When finished, click **Save changes and exit**.

## User profile templates

**Note:** Enterprise Server 10.8 or later is required for this functionality.

Administrators can define user profile templates and assign a user profile template to each user. These templates are defined in the **User Profile Template (ttams1160m000)** session.

In a user profile template, an administrator can specify this information:

- Landing page settings.
- Default values for the user profile's preference settings. These are the settings that are displayed on the **Preferences** tab in the **User Profile Details (uigwt0102s000)** session.

Per setting, the administrator can indicate whether users can override the default setting in their user profile. Therefore, some fields on the **Preferences** tab in the **User Profile Details (uigwt0102s000)** session may be read-only for the user.

## Hyperlink support

If a text-based form field only contains an email address or a URL, LN UI can perform a hyperlink action.

For example:

- `mailto:info@techwrite.com`
- `info@techwrite.com`
- `http://www.techwrite.com`

The text of the links is underlined. To activate a hyperlink, click the link and simultaneously press **Ctrl**.

When you activate an "http://www." link, the corresponding web page is opened in your default internet browser.

When you activate an email hyperlink, a new email starts in your default email program.

LN UI does not support hyperlinks in multiline text fields and the LN Text Editor.

## Chapter 4: Working with LN

This section describes how to work with LN.

### Switching to other sessions

#### Session tabs

If you start multiple sessions, only the last session is displayed in the application panel. The other sessions are still open. For each open session, a tab is displayed at the top of the LN page.

To switch to another open session, click the corresponding tab.

To close a session, click the cross icon in the corresponding tab.

**Note:** You can also switch between running Enterprise Modeler processes.

### Finding records in a session

- 1** Press **f**.  
The **Find** dialog starts.
- 2** If multiple indices are available, select the desired index in the left part of the dialog.  
The dialog shows the corresponding input fields.
- 3** Enter (part of) the desired code or value in at least one field.  
If you enter values in more than one field, LN searches for records that match all the criteria. Find does not distinguish between uppercase and lowercase letters.
- 4** To start the search, click **OK**.  
When the search is finished, the **Find** dialog box is closed. The first record found is the first record listed. If no records were found, the nearest matching record is shown.

---

## Selecting records in a session

For some actions in a session, you must select one or more records before you can perform the action. For example, to remove a record, you must first select the record and then click **Delete**.

In overview sessions, you can select and deselect records in multiple ways. See the following sections.

### Selecting or deselecting records by selecting or clearing check boxes

To select or deselect records, select or clear the check boxes that are displayed before the rows in the grid:

- To select a record, select the check box before the corresponding row in the grid. To select additional records, repeat this step.
- To deselect a record that is already selected, clear the check box before the corresponding row.
- To select a range of records, select the check box before the first record of the range. Then press **Shift** and select the check box before the last record of the range. Both records, and all records in between, are selected.

If the range contains many records, a progress window is displayed during the selection process. If you click **Stop** in this window, all marked records are deselected.

### Selecting or deselecting records by clicking read-only fields

To select or deselect records, click read-only fields in the rows in the grid:

- To select a record, click a read-only field in the corresponding row in the grid.
- To select an additional record, press **Ctrl** and click a read-only field in the corresponding row in the grid.
- To deselect a record that is already selected, press **Ctrl** and then click a read-only field in the corresponding row.

This action reverses the selection status of a record: if you perform this action on a record that is not yet selected, that record is selected.

- To select a range of records, click a read-only field in the first record of the range. Then press **Shift** and click a read-only field in the last record of the range. Both records, and all records in between, are selected.

If the range contains many records, a progress window is displayed during the selection process. If you click **Stop** in this window, all marked records are deselected.

**Note:** If you have already selected one or more records, and you click a read-only field in another record without pressing **Ctrl** or **Shift**, the old selection is canceled. That is: only the new record is selected; the records that were already selected are deselected.

---

## Selecting all records at once

You can select or deselect all records at once:

- To select all records, press **Ctrl + A**. Alternatively, select the check box in the upper left section of the session window.  
If there are many records, a progress window is displayed during the selection process. If you click **Stop** in this window, all marked records are deselected.
- To deselect all records, press **Ctrl + D**. Alternatively, clear the check box in the upper left section of the session window.

## Changing the company number

In LN UI the change company functionality is available on the **Options** menu.

If you change the company here, the next session you start then starts in the new company. The sessions that were already opened remain in the old company.

Changing company can be a problem if you have both an Enterprise Modeler authorization and an Infor LN or Baan authorization. You might be authorized by the Infor LN or Baan authorization for companies that you cannot use in combination with Enterprise Modeler. In Enterprise Modeler navigation, you can only switch to those companies that have specified the same central modeling company as defined in your user profile. If the central modeling company differs from the company in your user profile, you can no longer start sessions from the Enterprise Modeler tree. Ask your system administrator to change your user profile.

## Changing the Enterprise Modeler Company

### Definitions

#### LN Company (ERP Company)

Company as defined in the User Data. Can be overruled through a **Change Company** action (accessible through the **Options** menu).

This company applies to the menu navigation.

#### Enterprise Modeler Company

Company as used by Enterprise Modeler. The Enterprise Modeler Company is related to an Enterprise Modeler Project Model.

You select the Enterprise Modeler Company and the Project Model when you create an LN UI user profile.

## The EM Company always same as ERP company setting

The **EM Company always same as ERP company** setting determines whether Enterprise Modeler automatically follows the LN company.

The setting is available in the user profile settings. By default, the setting is turned on.

## Multi Main Table sessions

LN UI supports Multi Main Table (MMT) sessions.

The Multi Main Table session is designed to improve the ease of use with the application. Multiple sessions are comprised into one to limit the number of sessions you must open in your daily work. In an MMT session, you can enter, change, and delete data. The MMT session provides you a quick overview of all your relevant information.

The Multi Main Table session consists of two parts:

- The header session: The coordinating session. A Multi Main Table session contains only one header session. The header session is situated on the upper part of the screen.
- The related sessions: The session types that can be available in each MMT session. The related sessions are situated on the lower part of the screen.

## MMT functionality

The MMT session type can have a deep copy or delete function. Deep copy or delete in an MMT session means you copy or delete data of both the header and all lines within all related sessions.

In MMT sessions an implicit save is active, your data is saved if you:

- Change focus from header session to related session.
- Change focus from related session to related session.

## Filtering

You can use filtering to limit the number of records on your screen.

### Using the filter row (Easy Filtering)

To filter data through the filter row above the grid:

1 If the filter row is not displayed above the grid, complete these steps:

a Click this icon in the grid column header:



b Select **Show Filter Row**.

2 Specify filter criteria in the input fields in the filter row.

To change the filter criteria, complete one of these steps:

- Click on a field in the filter row.
- Press **Esc** to enter the command mode. Then press **/**.

To change the filter operator for a field:

- a Click the operator icon that is displayed before the field in the filter row.
- b Select the desired operator.

You can also perform advanced filtering: filter a particular value, and then refine your filter by setting a new value on the filtered data.

**Note:** The number of fields for which easy filtering is available, depends on LN configuration settings. See the online help of the **Tools Parameters (ttaad0100m000)** session.

## Using the Filter menu

To open the **Filter** menu, click this icon in the grid column header:



The **Filter** menu is displayed. The menu contains these options:

### Run Filter

Starts the filter based on the currently specified filter criteria.

### Clear Filter

Disables the currently active filter.

### Save Current Filter as

Saves the currently active filter.

### Saved Filters

This menu shows the filters you saved and contains these options:

- **Manage Filters**  
Starts the **Filters (ttadv9593m000)** session. In this session, you can delete the filter or set additional filter options to refine the filter. For details, see the session help.
- **Set Current Filter as Default**  
Sets the currently active filter as default filter.

### Filter Settings

This menu contains these options:

- **Case Sensitive**  
Select this option to make the filter case sensitive.  
Example: You switched on the **Case Sensitive** option, and you specify "ABC" as filter value for a column. The session only shows records where the column contains "ABC" in uppercase. Records where the column contains, for example, "abc" or "Abc", are hidden.
- **Instant Filtering**  
If this option is selected, the filter is applied immediately when you tab out of a field in the easy filter area.  
If **Instant Filtering** is switched off, the filter is applied when you press **Enter** in the easy filter area.
- **Default String Filter Operator**  
Select this option to set the default filter operator for fields of the String type. Select one of these operators:
  - **Starts With:** The contents of the field start with the specified characters.
  - **Contains:** The contents of the field contain the specified characters.The selected default is valid after you restart the session.

## Auto Complete

This topic describes how you can use the Auto Complete feature.

### Introduction

Auto Complete enables you to partially fill in a field, and then select the appropriate item from a list.

Auto Complete is available on fields for which a zoom session has been defined, only if the corresponding table field has a relation with another table.

Fields that support Auto Complete have a special zoom button with a pull-down arrow.

**Note:** Auto Complete is not available on segmented fields.

### Using Auto Complete

To start Auto Complete on a zoom field, partially fill in the field and then press **TAB**. If there are matching items, a list with matching items will be displayed. See the following example.

### Example

You specify "I" in the **Locale** field of the Device Data session, and then press **TAB**. A list of locales starting with "I" is displayed.

### Points of attention

- The Auto Complete list can only show seven entries. If there are more matching items, a **More** button is displayed at the end of the list. This button triggers the same zoom functionality as the zoom button.
- An item will match if the primary key (code) of the related table starts with the specified value.
- If the field has been set up to be able to do a search on description, also the items that have a description starting with the value specified will be shown.
- The look-up is case insensitive.
- If more characters are specified in the field the look-up will be narrowed.  
For example: In the Departments field in the Employees session, you specify "0" and then press **TAB**. The list shows departments starting with "0". Then, you specify "1". The list now shows departments starting with "01".
- The list shows items that have currently been used (displayed or specified). Therefore, the item does not have to be valid in the current situation on the session.
- If an item is selected in the list, the value will be selected (copied to the field), if you press **TAB**, or click on another field.
- To close the list, press **Esc**.

## Personalizing sessions

You can personalize sessions to your own preferences. You can perform these actions:

- Personalize Form.
- Save defaults to personalizations.
- Remove defaults from personalizations.
- Personalize Toolbar.
- Personalize the fields in an overview session.
- Move grid columns on the fly.
- Miscellaneous actions.
- Export and import personalizations.

## Personalizing the form

Use this option to hide/unhide form fields and change field labels.

You can only use this option if the **Allow Application Personalization** check box in your user data template properties on the LN server (**User Data Template (ttams1110m000)** session) is selected.

In overview sessions, you can use this option to personalize view fields and columns in the grid.

To personalize a form:

- 1** Click the gear icon in the session's toolbar.
- 2** Select **Personalize Form ...**.  
The **Personalization** workbench starts.
- 3** Personalize the form.  
You can perform various actions, such as:
  - Format fields (Bold, Italic, etc.).
  - Change the label texts of fields.
  - Hide or unhide fields.
  - Change the order of fields.See the online help of the **Personalization** workbench.
- 4** Save the changes and close the **Personalization** workbench.

## Saving defaults to personalizations

For print sessions and processing sessions, you can store the current field values as defaults in the session personalization.

You can only use this option if the **Allow Application Personalization** check box in your user data template properties on the LN server (**User Data Template (ttams1110m000)** session) is selected.

### Note:

- You can select rows in an overview session, before you start the corresponding print session or processing session. In that case, the applied personalized default values of range fields are overruled by the values of the selected rows.  
The remaining options use the applied personalized default values.
- This also applies to commands where Quick flow is enabled.

To save and personalize the default values:

- 1** Ensure that the form's fields have the desired values to be used as defaults.
- 2** On the session's menu bar, open the Personalization menu and select **Save Defaults to Personalization**.  
The values of all editable fields are saved in the session personalization.
- 3** On the session's menu bar, open the Personalization menu and select **Personalize Form** to start the **Personalization** workbench.
- 4** For each field to which you want to apply a default value: select the field and select the **Apply** check box in the **Field Properties** pane.
- 5** Save the changes and close the **Personalization** workbench.

---

## Removing defaults from personalizations

This option is only available for print sessions and processing sessions.

You can only use this option if the **Allow Application Personalization** check box in your user data template properties on the LN server (**User Data Template (ttams1110m000)** session) is selected.

To remove the defaults stored in the session personalization:

- 1 Click the gear icon in the session's toolbar.
- 2 Select **Clear Defaults from Personalization**.

All saved values are removed from the session personalization.

## Moving and hiding buttons directly in the toolbar

You can move and hide buttons directly in the toolbar:

- To change the sequence of the toolbar buttons, you can drag buttons to another location in the toolbar. You can drop a button before or after another button. You cannot drop a button on another button.
- To hide a toolbar button, right-click the button and select **Hide button**.

## Personalizing the toolbar

- 1 Click the gear icon in the session's toolbar.
- 2 Select **Personalize Toolbar**.

The **Personalize Toolbar** session starts.

- 3 Personalize the toolbar.

You can perform various actions, such as:

- Hide or unhide commands and toolbar menus.
- Change the order of commands and toolbar menus.
- Link icons to non-standard commands, which are displayed in the **Actions** menu, the **View** menu, and other menus. The icons are displayed in the toolbar.  
Commands without icons are displayed as text buttons.
- Add separators between toolbar commands and menus.
- Change toolbar menus.
- Set background colors for toolbar commands and menus.
- Rename toolbar commands and menus.
- Hide and unhide commands in these toolbar menus:
  - **Search** menu
  - **Actions** menu
  - **References** menu
  - **Print** menu

You can also set one of the actions in the **Print** menu as default action. The default action is indicated by a blue dot. If you click the **Print** button, this default action is executed.

The location of the **Print** menu depends on LN Tools parameter settings. To open this menu, complete one of these steps:

- If a down arrow is displayed next to the **Print** button in the toolbar, click this down arrow.
- If no down arrow is displayed, select **Actions > Print**.

See the online help of the **Personalize Toolbar** session.

## Personalizing views

Several sessions contain multiple views to sort and browse records in multiple ways.

To switch between views, perform one of these actions:

- Click the down arrow next to the **Search** button in the toolbar.
- Select **Views > Sort by**.

Which action is available depends on LN Tools parameter settings.

**Note:** The functionality to personalize views is not available in all sessions with multiple views.

To personalize the session's views:

**1** Click the gear icon in the session's toolbar.

**2** Select **Personalize Views**.

The **Personalize View** session starts.

**3** Personalize the views.

The session shows the available views and the corresponding key fields.

You can copy a standard view to a personalized view, and then modify the personalized view. You cannot modify standard views.

See the online help of the **Personalize View** session.

## Moving grid columns on the fly

To change the sequence of the columns in a grid, you can drag columns to another location in the grid.

## Freezing columns

To freeze a column in an overview session, right-click the column header and select **Freeze this Column**.

This is especially useful in wide screens. The frozen columns are always visible, even if you scroll horizontally to the other side of the session window.

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## Hiding columns or fields

To hide a column in an overview session, right-click the column header and select **Hide this Column**.

To hide a field in a details session, right-click the field while holding down **Alt** or **Ctrl**. Then select **Hide field**.

## Exporting and importing personalizations

You can export your personalizations to an XML file on your computer. You can import this file into another LN environment. In this way you can copy your personalizations from one environment to another.

To copy personalizations to another environment:

- 1 Start the **Session Personalization (ttadv9403m000)** session.
- 2 Export the personalizations to an XML file.  
See the session help.
- 3 Sign on to the other LN environment and start the **Import Personalizations (ttadv9503m000)** session.
- 4 Import the XML file.  
See the session help.

## Personalizing menus

You can personalize the LN navigation menus that are displayed in the side navigation bar and the **LN Navigator**. You can perform these personalizations:

- Hide menu items.
- Unhide menu items.
- Change the order of the items in a menu.

This functionality is only available if Tools solution 1604255 or later is installed on the LN server.

You can only personalize menus if the **Allow Application Personalization** check box in your user data template properties on the LN server ( **User Data Template (ttams1110m000)** session) is selected.

### Hiding menu fields using the shortcut menu

To hide a menu item, right-click the menu item and select **Hide Menu**.

The menu item is removed from the menu and the menu is refreshed.

You can restore hidden menu items through the **Personalize Menu (ttadv9205m000)** session.

### Personalizing menus through the Personalize Menu (ttadv9205m000) session

To personalize menus through the **Personalize Menu (ttadv9205m000)** session:

- 1 Select **Options > Personalize Menu**. The **Personalize Menu (ttadv9205m000)** session starts.
- 2 Personalize the menu. The session contains a menu tree that shows the tree structure for your LN startup menu. Double-click a menu in the tree to view the underlying menu items.

You can perform various actions, such as:

- Hide or unhide menu items.
- Change the order of the visible menu items.

See the online help of the **Personalize Menu (ttadv9205m000)** session.

- 3 Save the changes and close the **Personalize Menu (ttadv9205m000)** session.

## Sensitivity labels support

LN UI supports the use of sensitivity labels.

These labels are used to indicate the sensitivity level of data.

Each sensitivity level has its own label. See the following example:

Sensitivity level	Sensitivity label
10	Normal
20	Medium
30	High
40	Very High

Each sensitivity label has its own color.

In LN Tools, sensitivity levels can be assigned to:

- Table fields
- Tables
- Sessions
- Reports

Sensitivity labels can be displayed on forms and reports.

For more information, see "Sensitivity labeling" in the Enterprise Server online help.

## Conditional Formatting

LN UI supports conditional formatting of data. You can define conditions to apply special formatting effects to the data displayed in LN sessions. You can define multiple conditions per session.

You can specify, and combine, the following types of formatting:

- A foreground color for a particular field.
- A warning symbol for a row.

You can define various types of conditions, both simple and more complicated. For example:

- In the **Sales Contracts (tdsls3500m000)** session, the Contract Date of all sales contracts older than one year must be displayed in red.
- In the **Sales Order Lines (tdsls4101m000)** session, a warning symbol must be displayed for all sales order lines with an Amount greater than the Required Ordered Quantity.
- In the **Production Orders (tisfc0501m000)** session, a warning symbol must be displayed and the Planned Delivery Date must be displayed in red, for all orders that are 1 to 5 days late.

**Note:**

- Conditional formatting is only supported in LN.
- You can only define formats if the **Allow Application Personalization** check box in your user data template properties on the LN server ( **User Data Template (ttams1110m000)** session) is selected.

## Defining conditional formatting

- 1 Start the session for which you want to define the formatting.
- 2 Click the gear icon in the session's toolbar.
- 3 Select **Conditional Formatting** and subsequently select **Edit Conditions**. The **Conditional Formatting (ttadv9502m000)** session starts.
- 4 Insert the conditions and the formatting settings.  
For details, see the online help of the **Conditional Formatting (ttadv9502m000)** session.
- 5 Save the changes and close the **Conditional Formatting (ttadv9502m000)** session.
- 6 Restart the session you defined the formatting for. The new format is activated automatically.

Points of attention:

- The conditional formatting that you define in the procedure mentioned applies only to your own user account.
- Super users can create System formats that apply all users. To create these formats, a super user must start the **Conditional Formatting (ttadv9502m000)** session directly, for example from the LN **Tools** menu or through the **Run Program** command in the LN UI **Options** menu.
- Super users can export formats to an XML file and import formats from an XML file. In this way a super user can distribute formats to multiple LN environments. For details refer to the online help of the **Conditional Formatting (ttadv9502m000)** session.
- When you hover the mouse pointer over a conditionally formatted row or field, the description of the corresponding condition is displayed as a tooltip.

## Disabling conditional formats

The conditional formats you defined for a session are activated automatically, each time you start the session.

To disable a conditional format:

- 1 Click the gear icon in the session's toolbar.
- 2 Select **Conditional Formatting**. The formats defined for the session are displayed.
- 3 To disable a format, clear the corresponding check box.

**Note:** The format is disabled only temporarily. The next time you start the session, the format is automatically activated again.

To make sure that a format is disabled each time you start a session, you must modify the format's properties:

- 1 Click the gear icon in the session's toolbar.
- 2 Select **Conditional Formatting** and subsequently select **Edit Conditions**. The **Conditional Formatting (ttadv9502m000)** overview session starts.
- 3 Edit the format you want to disable. The **Conditional Formatting (ttadv9502m000)** details session starts. Clear the **Enabled** check box.

## MS Excel integration

In LN sessions that show data directly from a table, you can export data to, and import data from, MS Excel. After starting such a session, you can select the tabs and columns you want to export. Then you can perform a quick export or an advanced export.

During the export, a .xlsx workbook is generated. To open this workbook you need one of the following:

- Microsoft Excel 2007 or later
- Microsoft Excel 2003 with a Microsoft Office compatibility pack

After exporting data from a session, you can edit the Excel export workbook and import the workbook back into the same session. Only cells with edit permissions are imported.

### Excel button and Export and Import menu

In each session where you can export data to Excel, this functionality is available:

- This **Excel** button in the session's toolbar:



Click this button to perform an export based on the default export mechanism that is specified in your general export settings.

- A menu with these commands:
  - **Quick Export:** Directly exports the selected data using default settings.
  - **Advanced Export:** Starts a session where you can specify settings for the export.
  - **Fields to Export:** Starts a session where you can select the fields to be exported.
  - **Settings:** Starts a session where you can specify general export and import settings for all sessions.
  - **Import:** Starts a session where you can specify settings for the import.

The location of this menu depends on LN Tools parameter settings. To open this menu, perform one of these actions:

- If a down arrow is displayed next to the **Excel** button in the toolbar, click this down arrow.
- If no down arrow is displayed, select **Actions > Export and Import**.

### General settings for the export process

Before you can start your first export, you must specify general settings for the export process. These settings apply to all sessions for which no session-specific settings are defined.

### General settings for the import process

Before you can start your first import, you must specify general settings for the import process. These settings apply to all sessions for which no session-specific settings are defined.

## Specifying general settings

The general settings apply to all sessions for which no session-specific settings are defined. Specifying these settings usually is a once-only action.

To specify the general settings:

- 1** Start a session where you can export data to Excel. For example, start the **Sales Orders (tdsls4100m000)** session.
- 2** Complete one of these steps:
  - If a down arrow is displayed next to the **Excel** button in the toolbar, click this down arrow. Then select **Settings**.
  - If no down arrow is displayed, select **Actions > Export and Import > Settings**.  
The **Excel Integration Settings (ttstpssidef)** session starts.
- 3** Specify the default export and import settings. See the session help. The import settings are only relevant for Infor Ming.le users.
- 4** Save the settings and close the **Excel Integration Settings (ttstpssidef)** session.

## Exporting data to MS Excel

This section describes these export mechanisms:

- Quick export
- Advanced export

## Executing a quick export

- 1 Start the session from which you want to export data.
- 2 Complete one of these steps:
  - If a down arrow is displayed next to the **Excel** button in the toolbar, click this down arrow. Then select **Quick Export**.
  - If no down arrow is displayed, select **Actions > Export and Import > Quick Export**.

The export starts.

The export process uses the export defaults of the session concerned, or the general export settings:

- If these conditions are met, the export is based on the session's export defaults:
  - You saved export defaults for the session.
  - The **Use session defaults for quick export if present** check box in the **Excel Integration Settings (ttstpssidef)** session is selected.
- In all other situations, the export is based on the general settings specified in the **Excel Integration Settings (ttstpssidef)** session.

## Executing an advanced export

- 1 Start the session from which you want to export data.
- 2 Optionally, select the fields to be exported.
  - a Complete one of these steps:
    - If a down arrow is displayed next to the **Excel** button in the toolbar, click this down arrow. Then select **Fields to Export**.
    - If no down arrow is displayed, select **Actions > Export and Import > Fields to Export**.

The **Fields to Export (ttadv9310m100)** session starts.
  - b Select the fields and/or tabs you want to export. See the session help.
  - c Save your selection and close the **Fields to Export (ttadv9310m100)** session.
  - d Restart the session from which you want to export data.
- 3 Start the export.
  - a Complete one of these steps:
    - If a down arrow is displayed next to the **Excel** button in the toolbar, click this down arrow. Then select **Advanced Export**.
    - If no down arrow is displayed, select **Actions > Export and Import > Advanced Export**.

The **Advanced Export (ttstpssiexp)** session starts.
  - b Specify the export settings. You can specify for example:
    - The location where the spreadsheet file is generated.
    - Whether the file must be opened automatically after generation.

See the session help.
  - c Optionally, click **Save Defaults** to save the settings as default export settings for the session concerned. If you selected the **Use session defaults for quick export if present** check box in the

**Excel Integration Settings (ttstpssidef)** session, the saved default settings are used during a next Quick Export.

- d Click **Continue**.

The export starts based on the specified settings.

## Importing data from MS Excel

- 1 Start the session into which to import data.
- 2 Complete one of these steps:
  - If a down arrow is displayed next to the **Excel** button in the toolbar, click this down arrow. Then select **Import**.
  - If no down arrow is displayed, select **Actions > Export and Import > Import**.

The **Import (ttstpssiimp)** session starts.

- 3 Specify the required settings and click **Import**. See the session help.

In the import dialog, you must specify the location of the Excel file. You can copy this location from the **File** tab in Excel.

## Verifying the result of an import

The result of an import is stored in columns A through C in the Excel import file. To verify the result of the import, view the content of these columns.

Column A contains the error condition. Column B and C contain the detailed import error. If there is no error, column A contains “OK”, and column B and C are empty.

## Customer Defined Fields

In LN you can add extra table fields, which are shown and can be edited on session forms, without creating customizations. In this way you can store additional information in LN tables. These extra fields are called Customer Defined Fields (CDF).

## Prerequisites

To add Customer Defined Fields, you must be authorized for the **Customer Defined Fields (ttadv4591m000)** session.

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In addition, CDF must be enabled for the LN environment. To achieve this, the Customer Defined Fields parameter must be set. For details, refer to "Customer Defined Fields" in the *Infor Enterprise Server - Administration Guide*.

## Adding Customer Defined Fields

To add Customer Defined Fields to a table:

- 1 Start the session that uses the involved table as its main table. For example:
  - To add Customer Defined Fields to the Employees - General (tccom001) table, start the **Employees - General (tccom0101m000)** session.
  - To add Customer Defined Fields to the Sales Orders (tdsls400) table, start the **Sales Orders (tdsls4100m000)** session.
- 2 Click the gear icon in the session's toolbar.
- 3 Select **Customer Defined Fields**. The **Customer Defined Fields (ttadv4591m000)** session starts.
- 4 Add the desired Customer Defined Fields. For details, refer to the online help of the **Customer Defined Fields (ttadv4591m000)** session.

## Session personalization

If a session contains Customer Defined Fields, you can:

- Hide/unhide these fields.
- Move these fields to a different location, such as a different tab.

## Viewing session properties

- 1 Start the session.
- 2 Press **Ctrl+Shift+8**.  
The **Properties (ttdsksession)** session starts. This session displays the following information:
  - Session information, session data, authorizations, and form information.
  - Object information.
  - Environment (Developer and Bshell) information.
  - 4GL engine information.
  - Query data.
  - Your user data.

## Viewing online help for columns and fields

To view the online help for a column in an overview session, right-click the column, or the column header, and select **Field Help**.

To view the online help for a field in a details session, right-click the field while holding down **Alt** or **Ctrl**. Then select **Field Help**.

## Highlighting columns in a session

You can highlight columns in LN sessions. In this way you can draw attention to a particular column.

This can be useful, for example:

- When you give a presentation.
- When you create screenshots.

To highlight a column, click the column header and keep the mouse button pressed. To remove the highlighting, release the mouse button.

## Resizing columns in a grid

To change the width of a column:

- 1 Place the mouse pointer on the column separator in the grid header. The pointer changes to a double-headed arrow.
- 2 Click, and drag the double-headed arrow to the right or to the left.

## Pictures

Some LN sessions, such as the **Contact (tccom1640m000)** session, contain a picture box where you can add pictures.

## Adding pictures

You can add a picture as follows:

- Drag a picture from a Web browser or Windows explorer window, and drop it on the session's picture box.

- Copy a picture in a Web browser or Windows explorer window, and paste it on the session's picture box.
- Hover the mouse pointer over a picture box. A browse button is displayed. Click this button to browse to a folder and select a picture.

For details, see the online help of the involved sessions.

When you add a picture in a session, the picture is stored in an image repository on the LN server.

Large images are scaled automatically, so they fit in the session's picture box. When you add a small picture, you are asked whether you want to display the picture larger.

## Removing pictures

To remove a picture, hover with the mouse over the session's picture box. Then click on the cross which appears near the picture. The picture is removed from both, the session and the image repository.

## ION Workflow Support

Some sessions are enabled for ION workflow. You can use these sessions to make changes to a Business Object. These changes must be submitted for approval. Only when these changes are approved, the Business Object may be processed further.

For more information, see "Document Authorization" in the *Infor Enterprise Server - Administration Guide*.

This table shows the additional commands that are available in sessions that are enabled for ION Workflow:

Command	Description
Submit	Submits the selected object for approval. This command is available as a button in the session's toolbar.
Recall	Makes a request to ignore any submitted changes for the object. Use this command, for example, if you want to make more changes to an object you already submitted. This command is available in the session's <b>Actions</b> menu.
Revert to approved	Makes all changes to the object undone. This command is available in the <b>Save</b> button's pull-down menu.

## Quick Flow

Various features in LN sessions are enabled for Quick Flow. You can use Quick Flow to optimize a specific process by suppressing process steps.

For example, to optimize print processes or process actions in a session's menu or toolbar, you can suppress these components:

- Device selection dialogs for reports
- Option dialogs for menu actions
- Question dialogs
- Message dialogs

Administrators can publish personalized sessions and dialogs to other users.

## Optimizing a process through Quick Flow

To activate Quick Flow for a menu option in a session:

- 1** Verify whether the option supports Quick Flow. Complete these steps:
  - a Start the session concerned.
  - b Open the menu that contains the menu option.
  - c If the menu option supports Quick Flow, a check box is displayed behind the option. If this check box is empty, Quick Flow is supported but has not yet been activated for this option. Proceed with the next step.
 

**Note:** If the check box contains a flash icon, Quick Flow has already been activated for this option.
- 2** Save defaults for the menu option. Complete these steps:
  - a Select the menu option. The corresponding dialog box is displayed.
  - b Specify your default settings in the dialog box.
  - c Click the gear icon in the dialog box and select **Save Defaults**.
  - d Close the dialog box.
- 3** Open the menu that contains the menu option again. Select the check box behind the menu option. A flash icon is displayed in the check box. Quick flow is now active for the menu option.
- 4** Test the result. Complete these steps:
  - a Select one or more records in the session's grid.
  - b Select the menu option for which you activated Quick Flow. The corresponding settings dialog box is skipped.

### Example

The **Print** menu in the **Adjustment Orders (whinh5120m000)** session contains the **Adjustment Orders** option. When you select this option, the **Print Adjustment Orders (whinh5420m000)** session starts. This session has multiple tabs, where you must select a device and specify selection ranges and various options for the report. You want to use Quick Flow to skip these tabs, so that the report is printed directly.

To suppress the tabs of the **Print Adjustment Orders (whinh5420m000)** session, you complete these steps:

- 1** Start the **Adjustment Orders (whinh5120m000)** session.
- 2** Open the session's **Print** menu. To do so, complete one of these steps:
  - If a down arrow is displayed next to the **Print** button in the toolbar, click this down arrow.
  - If no down arrow is displayed, select **Actions > Print**.

An empty check box is displayed behind the **Adjustment Orders** option. This indicates that Quick Flow is supported but has not yet been activated for this option.

- 3** Select the **Adjustment Orders** option in the **Print** menu. The **Print Adjustment Orders (whinh5420m000)** session starts. In this session, complete these steps:
  - a** On the session's **Device** and **Options** tabs, specify your default settings.
  - b** Click the gear icon in the session's toolbar.
  - c** Select **Save Defaults**.
  - d** Close the **Print Adjustment Orders (whinh5420m000)** session.
- 4** Return to the **Adjustment Orders (whinh5120m000)** session.
- 5** Open the session's **Print** menu again and select the check box behind the **Adjustment Orders** option. A flash icon is displayed in the check box. Quick flow is now active for the **Adjustment Orders** option.
- 6** Select one or more records in the **Adjustment Orders (whinh5120m000)** session's grid and, on the **Print** menu, select **Adjustment Orders**. The Adjustment Orders report is printed directly.

## Suppressing messages and questions

During print processes and process actions, messages and questions can be displayed.

Depending on LN settings, you can suppress messages of type “Information”, and questions. Messages of type “Critical” and “Warning” cannot be suppressed.

To suppress a message, in the message dialog, select **Do not show this message again** and click **OK**.

To suppress a question, in the question dialog, select **Do not show this question again** and click the desired answer button.

**Note:** You can only suppress messages and questions if the LN application administrator has enabled the suppression of messages and questions in LN.

## Undoing the suppression of messages and questions

- To undo the suppression of messages:
  - a** Click the gear icon in the session's toolbar.
  - b** Select **Reset Messages**.
- To undo the suppression of questions:
  - a** Click the gear icon in the session's toolbar.
  - b** Select **Reset Questions**.  
The **Reset Questions (ttadv9102m000)** session starts. See the session help.

## Setting a default print action

For some menus in a session, you can set a default action. To do this, you must personalize the toolbar.

For example, the **Print** menu can have multiple actions. You can set one of the actions as default action. The default action is indicated by a blue dot.

If you click the **Print** button in the toolbar, this default action is executed.

## Chapter 5: Introduction to Enterprise Modeler

You can start LN Enterprise Modeler processes through the side navigation bar in the Infor Ming.le-LN Plug-in. When you start a process, a graphical representation of the business process is displayed in the application panel.

If you work from the graphical representation in the application panel, the images are interactive. Some represent a process, while others represent LN sessions or other modeled applications. The graphical representation of a process enables you to carry out your daily work.

### Using Enterprise Modeler processes

Enterprise Modeler provides you with process-based navigation through the LN application.

While application-based navigation logically bundles applications into folders, modules, and packages, process-based navigation bundles these applications according to your task. As a result, rather than centralizing the application itself, the task a user must perform is centralized. A diagram shows activities in a specific order. For each task, you can create a separate business process. Activities can be LN sessions, URLs, manual activities, and/or Microsoft Office applications.

If you work with Enterprise Modeler, you are dependent on the authorization settings created by your system administrator. Your work diagram can appear entirely different from your colleague's.

### Starting an Enterprise Modeler process

Through the side navigation bar, you can start Enterprise Modeler processes that your modeler developed.

You can work from the graphical representation in the application panel. If you click a symbol, the activity opens and you can perform your task. Some figures represent processes, whereas others represent a part of a process.

Click a process to view an overview of the sequential order and the number of tasks that you must complete to perform your job.

### **Switching between multiple processes**

If you start multiple Enterprise Modeler processes, only the last process is displayed in the application panel. The other processes are still open. For each open process, a tab is displayed at the top of the LN page. To switch to another open process, click the corresponding tab.

## Chapter 6: Internationalization

LN UI follows the settings for language and locale determined by Infor Ming.le.

To change the settings for language and locale, see "Changing the site default language and regional settings" in the *Infor Ming.le User Guide*.

This table shows the supported locales in LN UI:

Locale	Description	Locale	Description
ar-DZ	Arabic (Algeria)	de-DE	German (Germany)
ar-BH	Arabic (Bahrain)	de-LU	German (Luxembourg)
ar-EG	Arabic (Egypt)	de-CH	German (Switzerland)
ar-IQ	Arabic (Iraq)	he	Hebrew
ar-JO	Arabic (Jordan)	hi	Hindi
ar-KW	Arabic (Kuwait)	hu	Hungarian
ar-LB	Arabic (Lebanon)	it-IT	Italian (Italy)
ar-LY	Arabic (Libya)	it-CH	Italian (Switzerland)
ar-MA	Arabic (Morocco)	ja	Japanese
ar-OM	Arabic (Oman)	ko	Korean
ar-QA	Arabic (Qatar)	pl	Polish
ar-SA	Arabic (Saudi Arabia)	pt-BR	Portuguese (Brazil)
ar-SD	Arabic (Sudan)	ro	Romanian
ar-SY	Arabic (Syria)	ru	Russian
ar-TN	Arabic (Tunisia)	sr-BA	Serbian (Bosnia and Herzegovina)
ar-AE	Arabic (United Arab Emirates)	sr-ME	Serbian (Montenegro)
ar-YE	Arabic (Yemen)	sr-RS	Serbian (Serbia)
bs	Bosnian	sk	Slovak
bg	Bulgarian	sl	Slovenian

Locale	Description	Locale	Description
zh-CN	Chinese (Simplified, PRC)	es-AR	Spanish (Argentina)
zh-TW	Chinese (Traditional, Taiwan)	es-BO	Spanish (Bolivia)
hr	Croatian	es-CL	Spanish (Chile)
cs	Czech	es-CO	Spanish (Colombia)
nl-BE	Dutch (Belgium)	es-CR	Spanish (Costa Rica)
nl-NL	Dutch (Netherlands)	es-CU	Spanish (Cuba)
en-AU	English (Australia)	es-DO	Spanish (Dominican Republic)
en-CA	English (Canada)	es-EC	Spanish (Ecuador)
en-IN	English (India)	es-SV	Spanish (El Salvador)
en-IE	English (Ireland)	es-GT	Spanish (Guatemala)
en-MT	English (Malta)	es-HN	Spanish (Honduras)
en-NZ	English (New Zealand)	es-MX	Spanish (Mexico)
en-PH	English (Philippines)	es-NI	Spanish (Nicaragua)
en-SG	English (Singapore)	es-PA	Spanish (Panama)
en-ZA	English (South Africa)	es-PY	Spanish (Paraguay)
en-GB	English (United Kingdom)	es-PE	Spanish (Peru)
en-US	English (United States)	es-PR	Spanish (Puerto Rico)
fr-BE	French (Belgium)	es-ES	Spanish (Spain)
fr-CA	French (Canada)	es-US	Spanish (United States)
fr-FR	French (France)	es-UY	Spanish (Uruguay)
fr-LU	French (Luxembourg)	es-VE	Spanish (Venezuela)
fr-CH	French (Switzerland)	tr	Turkish
de-AT	German (Austria)	uk	Ukrainian