



System i Workspace AnyWhere Product Guide

Important Notices

The material contained in this publication (including any supplementary information) constitutes and contains confidential and proprietary information of Infor.

By gaining access to the attached, you acknowledge and agree that the material (including any modification, translation or adaptation of the material) and all copyright, trade secrets and all other right, title and interest therein, are the sole property of Infor and that you shall not gain right, title or interest in the material (including any modification, translation or adaptation of the material) by virtue of your review thereof other than the non-exclusive right to use the material solely in connection with and the furtherance of your license and use of software made available to your company from Infor pursuant to a separate agreement, the terms of which separate agreement shall govern your use of this material and all supplemental related materials ("Purpose").

In addition, by accessing the enclosed material, you acknowledge and agree that you are required to maintain such material in strict confidence and that your use of such material is limited to the Purpose described above. Although Infor has taken due care to ensure that the material included in this publication is accurate and complete, Infor cannot warrant that the information contained in this publication is complete, does not contain typographical or other errors, or will meet your specific requirements. As such, Infor does not assume and hereby disclaims all liability, consequential or otherwise, for any loss or damage to any person or entity which is caused by or relates to errors or omissions in this publication (including any supplementary information), whether such errors or omissions result from negligence, accident or any other cause.

Without limitation, U.S. export control laws and other applicable export and import laws govern your use of this material and you will neither export or re-export, directly or indirectly, this material nor any related materials or supplemental information in violation of such laws, or use such materials for any purpose prohibited by such laws.

Trademark Acknowledgements

The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other company, product, trade or service names referenced may be registered trademarks or trademarks of their respective owners.

Publication Information

Release: Infor System i Workspace AnyWhere

Publication date: February 26, 2025

Contents

| | |
|---|----------|
| About this guide | 7 |
| Intended audience | 7 |
| Related documents | 7 |
| Contacting Infor | 7 |
| Chapter 1 Getting started | 9 |
| Introduction | 9 |
| Browser support | 10 |
| Using Infor System i Workspace AnyWhere | 10 |
| Starting Infor System i Workspace AnyWhere | 10 |
| The Sign In form | 11 |
| The Infor System i Workspace AnyWhere interface | 16 |
| Context menus | 16 |
| Multi-tabbed interface | 18 |
| Additional tab information | 19 |
| The Application Menu | 20 |
| My Account | 21 |
| User Details | 21 |
| Sign Out | 21 |
| Change Company | 22 |
| Change Environment | 23 |
| Change Password | 23 |
| Help | 24 |
| My Recent Tasks | 24 |
| My Active Popup Windows | 26 |
| My Roles | 27 |
| Keyboard Navigation | 28 |
| The System i Home tab | 29 |
| Page Header | 29 |
| Title | 29 |

| | |
|---|-----------|
| Quick Launch | 29 |
| Add to Favorites | 31 |
| Workspace Settings | 32 |
| Theme/Personalization Menu | 35 |
| Widget Container | 36 |
| General Widget Features | 36 |
| Resetting the Widget Container | 37 |
| My Tasks..... | 38 |
| My Favorites..... | 41 |
| Task Search..... | 44 |
| My Notes..... | 48 |
| My Spool Files..... | 49 |
| Changing Spool File Properties | 55 |
| Viewing a Spool File..... | 59 |
| Viewing and Answering a Spool File Message..... | 63 |
| My Jobs..... | 65 |
| My Messages..... | 72 |
| Keyboard Navigation | 78 |
| Page Header | 78 |
| Widget Container | 79 |
| Tree Views | 79 |
| Launching a task | 79 |
| Basic overview | 79 |
| Maximum number of tasks | 82 |
| Popup Windows | 83 |
| Closing Popup Windows..... | 84 |
| Chapter 2 Using the 5250 AnyWhere Emulator | 87 |
| Overview..... | 87 |
| Basic features | 87 |
| Page Header | 89 |
| Fields | 90 |
| Command buttons..... | 91 |
| The Edit field | 92 |
| In-panel navigation | 96 |
| Modal windows..... | 97 |
| Message windows..... | 98 |
| Context menu..... | 98 |

| | |
|---|------------|
| Selecting, copying, and pasting text | 100 |
| Break Message Notification | 102 |
| Double Mouse Click | 102 |
| Preferences..... | 103 |
| User Options tab | 103 |
| Color tab | 105 |
| Advanced tab | 106 |
| Preference dialog buttons..... | 108 |
| Additional Designer controls | 108 |
| Date control..... | 108 |
| Prompt button..... | 110 |
| Checkbox control | 110 |
| Dropdown list control..... | 110 |
| Custom buttons | 111 |
| Hyperlinks | 111 |
| Data Grids..... | 112 |
| Adding Field Data Columns to Export Data..... | 119 |
| Utilities | 123 |
| My Notes..... | 124 |
| My Favourites..... | 124 |
| Application Help | 125 |
| Communication Issues | 127 |
| Client to Server | 127 |
| Server to IBM i | 129 |
| Chapter 3 Using the WFi interface..... | 131 |
| Introduction | 131 |
| Outstanding actions..... | 132 |
| The Action List | 133 |
| Page Header | 134 |
| Data Grid..... | 134 |
| Data Grid Commands..... | 137 |
| Data Grid Options Menu..... | 141 |
| Launching other queries | 142 |
| Customizing Action List Queries | 143 |
| Manual Activities | 144 |
| Attachments | 146 |

| | | |
|------------------|---|------------|
| Chapter 4 | Keyboard shortcuts | 149 |
| | Keyboard shortcuts within Infor System i Workspace AnyWhere | 149 |
| Chapter 5 | Substitution parameters | 151 |
| | Available substitution parameters | 151 |

About this guide

This guide details how to use Infor System i Workspace AnyWhere.

Caution: The Infor System i Workspace AnyWhere screen shots within this guide were obtained with the *Infor Design UI Version* option set to **Classic**. If the System Administrator has changed the *Infor Design UI Version* option to **New**, the appearance of the product may differ to the screen shots within this guide, but the documented functionality of Infor System i Workspace AnyWhere will be the same.

Intended audience

This guide is intended for all users of Infor IBM i Enterprise Resource Planning (ERP) applications including Anael, A+, LX, System21 and XA.

Related documents

You can find the documents in the product documentation section of the Infor Support Portal, as described in "Contacting Infor" on page 7.

Contacting Infor

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

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

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

Chapter 1 Getting started

Introduction

Infor System i Workspace AnyWhere is a user interface for launching Infor ERP and IBM i application tasks through a web browser. It provides an intuitive way for users to navigate through the System Manager Menu structure and to launch tasks that can display screens either using a graphical or an emulator look and feel.

Note: System Manager is Infor's IBM i based task/menu/role management and authorization tool. Your System Administrator will use this tool to define the tasks/menus/roles that you are able to access within Infor System i Workspace AnyWhere.

Infor System i Workspace AnyWhere has a single Emulator mode available called the 5250 AnyWhere Emulator. The 5250 AnyWhere Emulator can be used within a wide range of browsers and platforms to provide day-to-day access to your Infor ERP and IBM i tasks or use the 5250 AnyWhere Emulator Designer to modify the IBM i task display. No additional software is required on the client to use the 5250 AnyWhere Emulator.

Infor System i Workspace AnyWhere also provides an interface into WFi (formerly known as process.connect), if it has been activated on the host server. This provides information about pending Action List actions and a wide assortment of Action Tracker queries through which to view the status of live WFi process data.

Caution: Over the years, the IBM i server platform has been called by many different names, including AS/400, iSeries, System i and IBM i. In this guide, we primarily use the names IBM i and System i when referring to this IBM server platform.

Browser support

You can use Microsoft Edge (Chromium version) or Google Chrome on Microsoft Windows and/or Google Chrome or Apple Safari on Apple Mac OS, to launch Infor System i Workspace AnyWhere and to run IBM i tasks and commands using the 5250 AnyWhere Emulator, use the 5250 AnyWhere Emulator Designer, or use its other features.

Caution: Speak to your System Administrator to confirm which versions of Apple Safari, Microsoft Edge and/or Google Chrome are supported by this version of Infor System i Workspace AnyWhere.

Your browser must be configured according to the client settings as described in the Installation and Administration Guide. This is very important for correct operation of Infor System i Workspace AnyWhere.

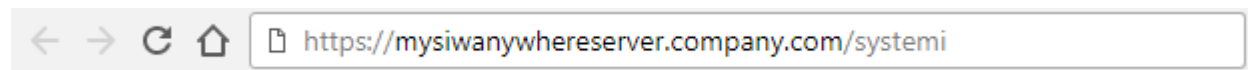
Using Infor System i Workspace AnyWhere

Starting Infor System i Workspace AnyWhere

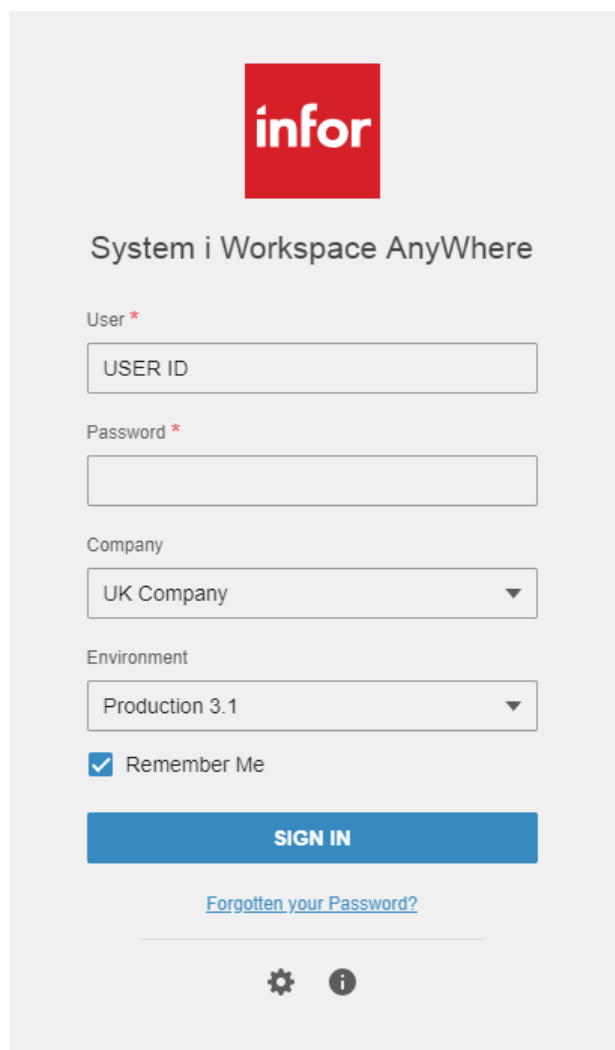
Infor System i Workspace AnyWhere is a web application accessed using a web browser.

You will need to know the web address (URL) for Infor System i Workspace AnyWhere, or it may already be set up as one of your Favorites in your browser. Your System Administrator will have the details you need.

Type the web address into the browser address bar, for example:



The Sign In form



The screenshot shows the Infor System i Workspace AnyWhere Sign In form. At the top is the Infor logo (a red square with the word 'infor' in white). Below the logo is the text 'System i Workspace AnyWhere'. The form contains the following fields and elements:

- User ***: A text input field with the placeholder text 'USER ID'.
- Password ***: A password input field.
- Company**: A dropdown menu with 'UK Company' selected.
- Environment**: A dropdown menu with 'Production 3.1' selected.
- Remember Me**: A checked checkbox.
- SIGN IN**: A blue button.
- Forgotten your Password?**: A blue link.
- Settings and Help**: Two icons (a gear and an 'i' in a circle) at the bottom.

The Sign In form is the entry point to Infor System i Workspace AnyWhere. All fields are mandatory. The fields are described below, in descending order.

Caution: Some of the fields shown above may not be available, dependent on how your System Administrator has configured Infor System i Workspace AnyWhere.

Caution: This form may auto-sign in if your System Administrator has enabled Single Sign-on within your enterprise.

Profile

Choose your desired Infor System i Workspace AnyWhere profile.

In Infor System i Workspace AnyWhere, a profile is a grouping of settings and configuration data chosen by your Systems Administrator.

If your System Administrator has only configured one profile, this field will be hidden. However, if more than one profile is available you will need to choose the one you wish to use. The descriptions on the profiles have been chosen by your System Administrator and should reflect the different configurations which your company requires.

User

Enter your IBM i username.

Password

Enter your IBM i password.

Language

Choose the language which you want Infor System i Workspace AnyWhere to use for all its text and message dialogs.

The default value is **Automatic**, which means that Infor System i Workspace AnyWhere will choose the language automatically, based on the language defined within System Manager for your IBM i user profile.

By default, this field is hidden, and the System Manager Language setting is used.

Company

Choose the System Manager company which will be used for launching all your Infor IBM i ERP application tasks.

The ability to select a company is optional and your System Administrator may have chosen to restrict this function, in which case this field may be disabled or may only contain a limited set of companies.

Note that some profile configurations may be setup to completely hide/remove this field from the sign in form.

Environment

Choose the System Manager environment which will be used for launching all your IBM i ERP application tasks.

The ability to select an environment is optional and your System Administrator may have chosen to restrict this function, in which case this field may be disabled or may only contain a limited set of environments.

Remember Me

Check this field if you want your IBM i username to be stored in a cookie and re-used next time you sign in to Infor System i Workspace AnyWhere.

Forgotten Your Password?

Click this link to open a password recovery system. This option will not be available if your System Administrator has not assigned a password recovery system within Infor System i Workspace AnyWhere.

Theme

Click this icon to display the Theme selection menu within a drop-down list. Select one of the three available themes; Light (which is the default Theme), Dark or High Contrast.

The Theme you select will be used throughout your Infor System i Workspace AnyWhere session and will be stored in a cookie and re-applied the next time you access Infor System i Workspace AnyWhere.

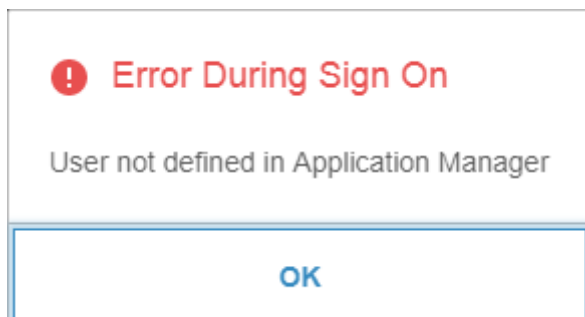
Caution: Throughout this guide, unless otherwise noted, all screen shots and descriptions refer to the colors and style of the Light theme, which is the default theme for Infor System i Workspace AnyWhere.

About System i Workspace

Click this icon to display the Infor System i Workspace AnyWhere information dialog.

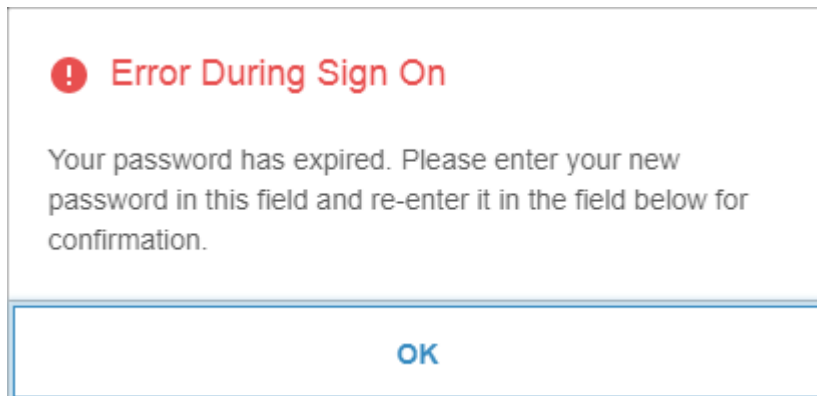
Once the sign in information has been entered, click on the **Sign In** button or press the **Enter** key to proceed.

If you enter an invalid User or Password, a message will be displayed within a popup dialog box, for example:




Click **OK** or press the **Enter** key to close the message dialog box.

If your password has expired, you will be given the opportunity to change it.



Click **OK** or press the **Enter** key to close the message dialog box.

A new password will need to be entered twice (for confirmation), for example:



System i Workspace AnyWhere

User *

Password *

New Password *

Verify New Password *



Company

Environment

☒ Remember Me

SIGN IN

[Forgotten your Password?](#)

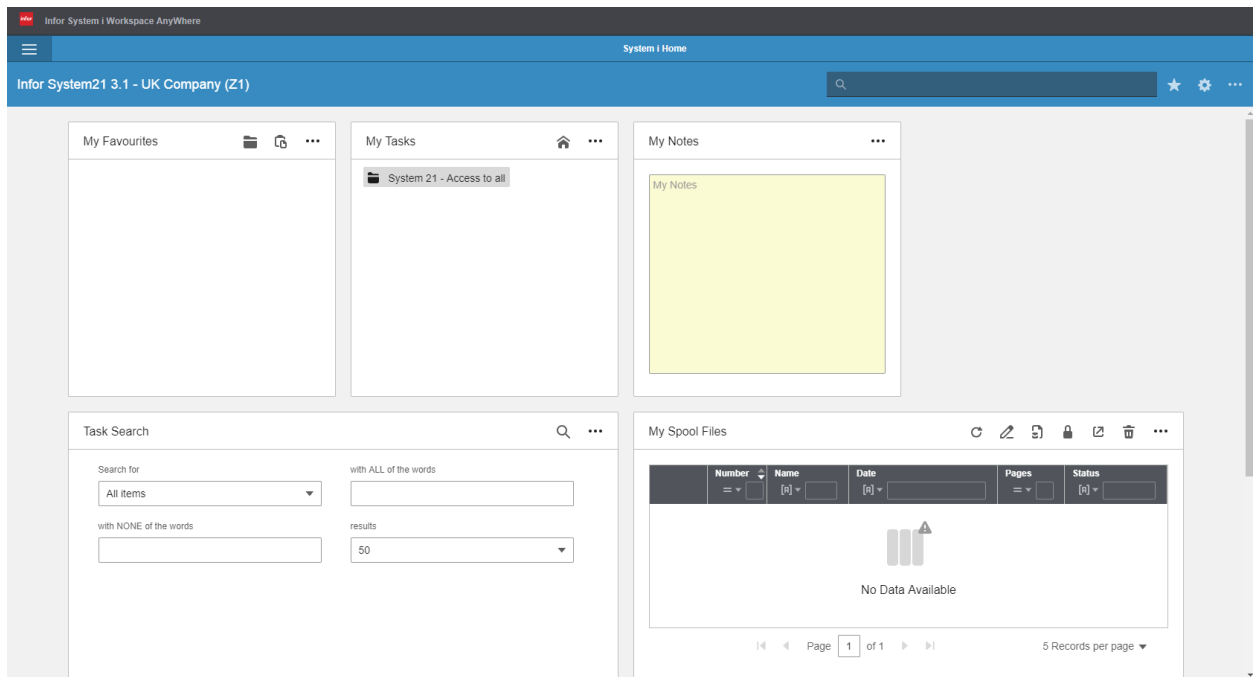
 

Click on the **Sign In** button or press **Enter** to proceed.

Once the password has been successfully changed, Infor System i Workspace AnyWhere will sign in as normal.

Caution: When using Infor System i Workspace AnyWhere, you will receive similar error messages and be subject to the same password security (such as disabling accounts after too many sign in attempts) as you experience when logging onto your IBM i.


The Infor System i Workspace AnyWhere interface

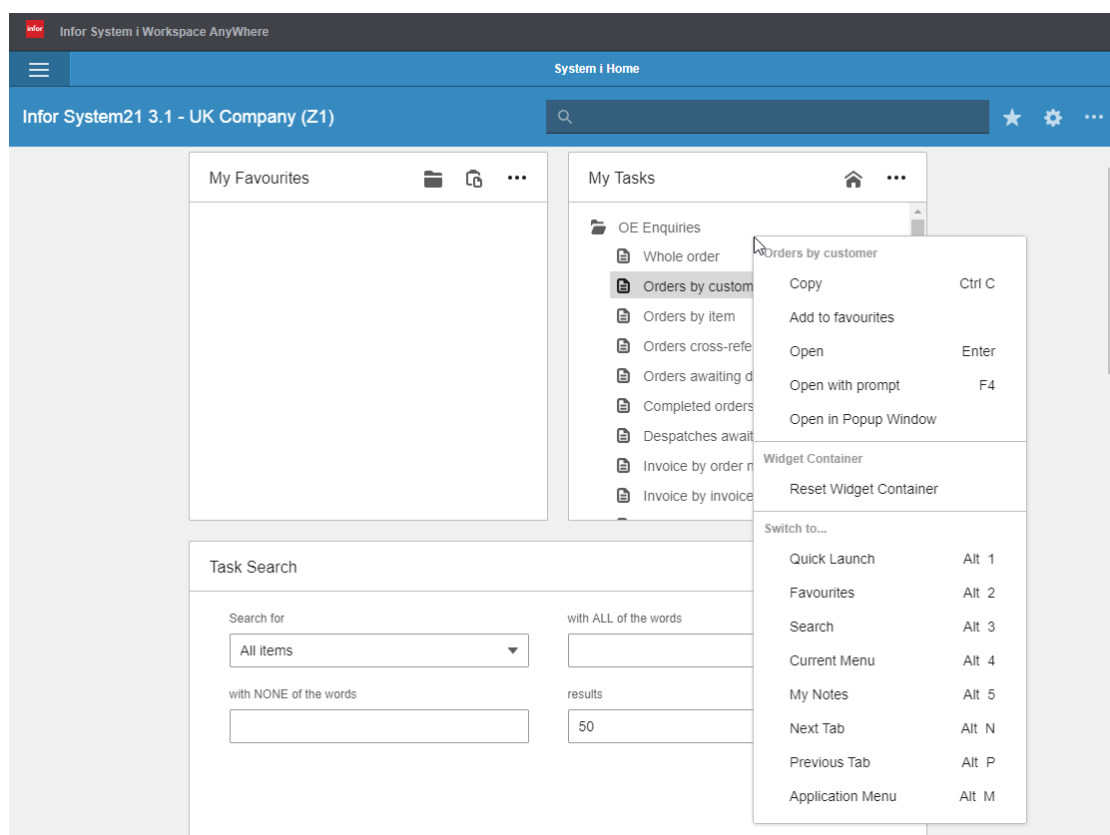
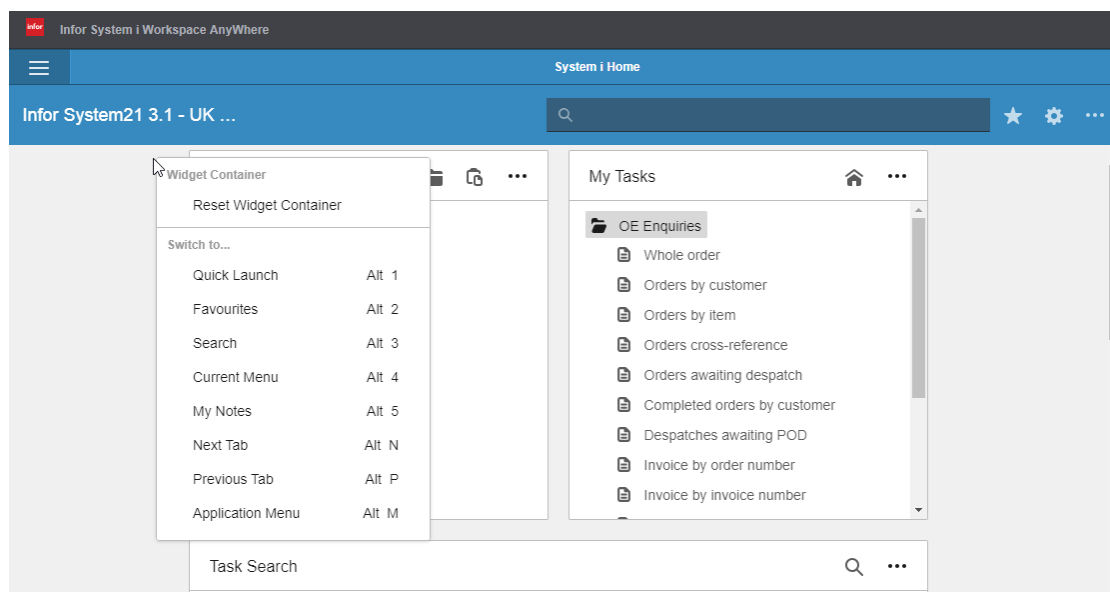


The normal Infor System i Workspace AnyWhere window is best viewed maximized so that it occupies all your screen area.

The Interface consists of a Header, containing the Infor Logo and Application Name, and a Multi-Tabbed Interface.

Context menus

A Context Menu is available in Infor System i Workspace AnyWhere and is activated either by right-clicking with the mouse or by pressing the Context Menu key  on the keyboard. The menu is context sensitive, which means that you will see different options depending on where you right-click on the screen.



Options in the Context Menu appear in groups. Depending on where you click on the screen, different groups will appear.

If a keyboard shortcut exists for a particular option, it will be shown on the right-hand side of the menu.

Multi-tabbed interface

The Infor System i Workspace AnyWhere interface consists of one or more tabs, which can contain Infor ERP tasks, IBM i tasks or web pages.

Initially, you will see the Application Menu option, the System i Home tab and possibly a Home tab (if your System Administrator has configured one for your organization).



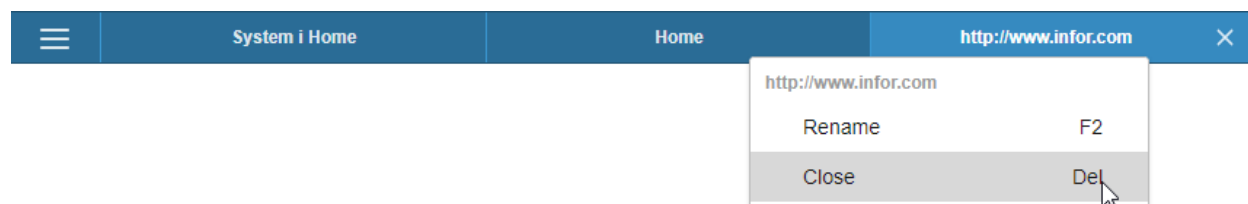
To switch between tabs, click on the tab heading. The heading of the current tab is shown in a lighter color to the rest.

If you are allowed to close a tab, a cross will be shown in the top-right corner of the tab when you move the mouse over the tab. The background of the close option will darken as you hover over the tab, for example:



If you click on the cross, the tab will be closed and your previous tab will become the currently active one.

Alternatively, you can use the Context Menu to close the tab. Right-click on the tab heading and you will see the option to close the tab.

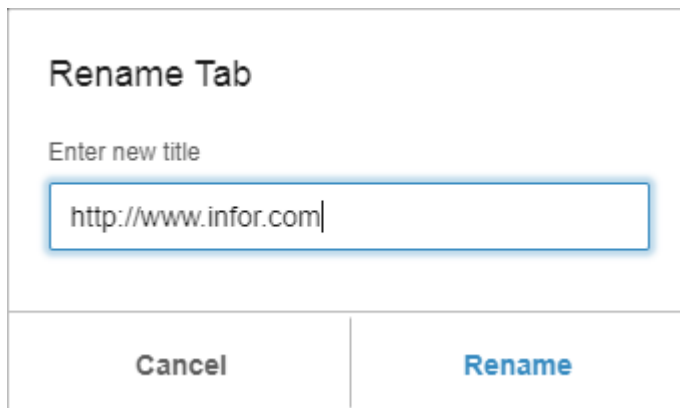


Caution: Many IBM i tasks do not support the use of close using the cross on the tab, as it can terminate the process abnormally, leaving object and file locks. Instead, use the appropriate function key (for example, F3 or F12) to exit the task.

You can re-order the tabs by clicking and holding the left mouse button on the tab heading then dragging the tab left or right. An empty tab with a dotted line border is shown for the potential destination of the tab that is being dragged, and the other tabs will move in response to the position of the dragged tab. If you try to drag the tab to an invalid area, the mouse cursor will change to a “not allowed” symbol. When the tab is in the desired new position, release the mouse button to set the tab at that new position.

Caution: The tab order is only temporary for the current session and will be lost when you Sign out of Infor System i Workspace AnyWhere.

Within the Context Menu, you will also see the option which allows you to rename the tab. Select this option to open the *Rename Tab* dialog.



Rename Tab

Enter new title

http://www.infor.com

Cancel Rename

Enter your new title and either click **Rename** or press the **Enter** key to confirm the change, or click **Cancel** or press the **Esc** key to cancel the renaming of a tab.

Sometimes, the information on a tab changes whilst it is not currently the active tab. In this situation, Infor System i Workspace AnyWhere will display an envelope on the tab heading to indicate that something has changed on that tab. This will remain until you click on the tab and make it active.

You can use the *Next Tab* option from the Context Menu or the **ALT + N** keyboard shortcut to move to the active tab to the right of the current tab. The next tab will be brought to the top of the stack, as if you had clicked on it with the mouse. If you press **ALT + N** on the last active tab, focus will wrap round to the first active tab (usually the System i Home tab).

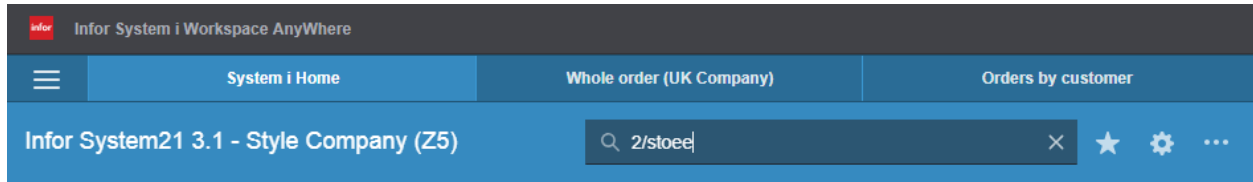
You can use the *Previous Tab* option from the Context Menu or the **ALT + P** keyboard shortcut to move to the active tab to the left of the current tab. The previous tab will be brought to the top of the stack, as if you had clicked on it with the mouse. If you press **ALT + P** on the first active tab, focus will wrap round to the last active tab.

You can toggle between the current tab and the last active tab by pressing **ALT + `** (the open quote symbol, usually the key to the left of the “1” key on a QWERTY keyboard). This allows you to toggle between, for example, two 5250 AnyWhere Emulator tasks opened to compare business data in different application screens. If the previous tab was closed or hidden, then using this option will return to the System i Home tab.


Additional tab information

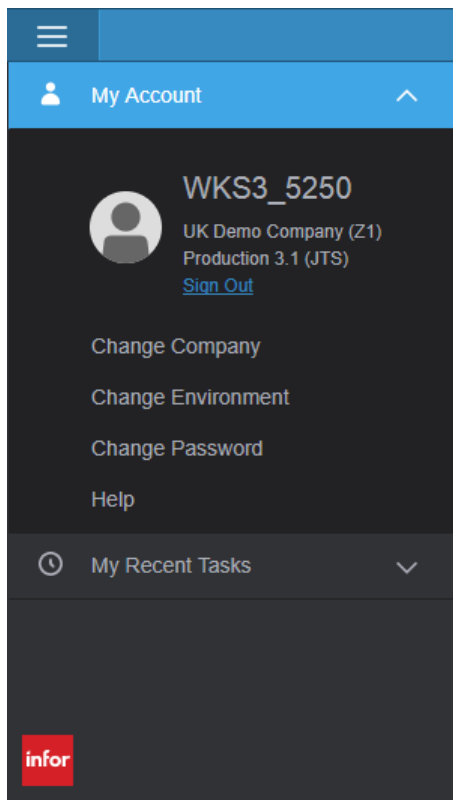
The current company and environment are used when launching new tasks. However, existing tasks will continue to use the details with which they were launched.

To help you distinguish tabs which are not using the current settings, Infor System i Workspace AnyWhere will show information which is different in the tab heading in brackets.



The Application Menu

Click the  icon within the Module tab to open the Application Menu. The Application Menu will open from the left, resizing the current tab content. The Application menu is accessible regardless of which module tab is currently active.



The Application Menu contains multiple sections that are described below.

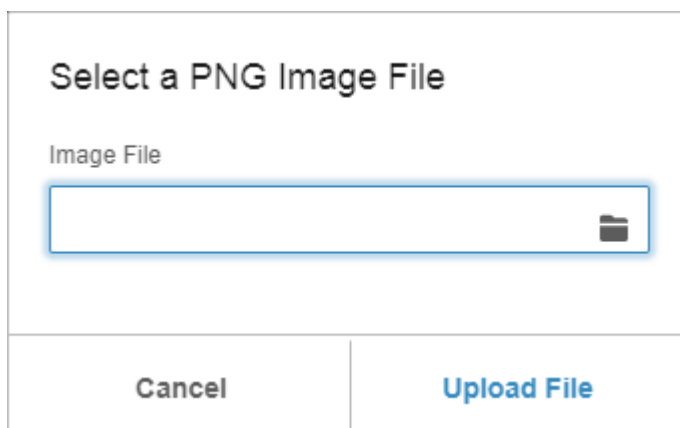
My Account


User Details

This section of the Application Menu contains your user details; your User Profile Image, your IBM i User, the current System Manager Company and the current System Manager Environment.

Caution: The Company and Environment fields may be hidden dependent on how your System Administrator has configured Infor System i Workspace AnyWhere.

The User Profile Image within User Details can be changed to any valid PNG image. To change the image, right-click within the My Account area and select *Upload User Profile Image* from the Context Menu. The *Select a PNG Image File* dialog will be displayed.



Click the  icon to open the standard file selection dialog for your operating system. Use this dialog to locate the PNG file you wish to use as your User Profile image. The image must be in the PNG format and be less than 500Kb in size. Select the file and the filename will be updated in the previous dialog. Select **Upload File** to upload the image to the Infor System i Workspace AnyWhere server or **Cancel** to abort the operation.

If the upload is successful, the image within the *User Details* will be updated with the new image. If the upload fails, an error message will be shown explaining the reason for the issue.

Caution: The System Administrator may disable the use of this feature, in which case they will need to manually install your User Profile image file within Infor System i Workspace AnyWhere.

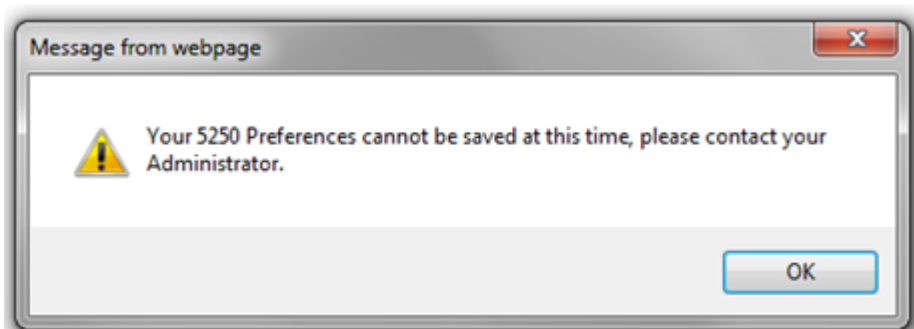
Sign Out

Use this hyperlink to sign out and close the Infor System i Workspace AnyWhere window.

Prior to Sign Out, Infor System i Workspace AnyWhere will attempt to save any changes to your Favorites, preferences and settings.

Caution: Never use the normal browser window close button to exit from Infor System i Workspace AnyWhere as this may leave record-locks on your IBM i applications which could prevent other users from accessing those objects

Caution: When saving your 5250 preferences, there may be times when the following dialog is displayed. This may be due to the Administrator changing your 5250 Preferences while you are Signed In.



Change Company

Use this option to open the *Change Company* dialog.

The *Company* drop-down list field contains all the available companies for the current Infor System i Workspace AnyWhere profile. Make your selection and then click **Change** to apply it or **Cancel** to abort.

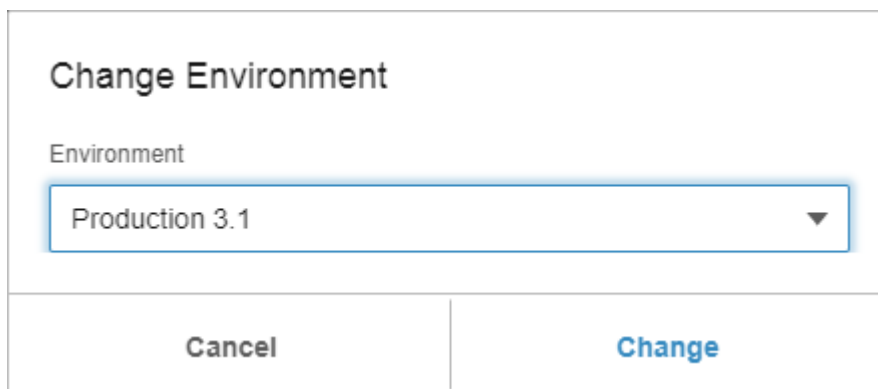
Caution: The visibility of this option is configured by your System Administrator.

Upon selecting a new value, the *User Details* section will change to reflect the new company (the System i Home Tab will also be updated) and all future task launches will use the new company.

Caution: You can access the Change Company dialog via the Context menu or via the ALT + C keyboard shortcut combination.

Change Environment

Use this option to open the *Change Environment* dialog.

The image shows a dialog box titled "Change Environment". Inside the dialog, there is a label "Environment" above a drop-down menu. The drop-down menu currently displays "Production 3.1" and has a downward-pointing arrow on its right side. At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Change" on the right. The "Change" button is highlighted in blue.

The drop-down list contains all the available environments for the current Infor System i Workspace AnyWhere profile. Make your selection and then click **Change** to apply it or **Cancel** to abort.

Caution: The visibility of this option is configured by your System Administrator.

Upon selecting a new value, the *User Details* section will change to reflect the new environment and all future task launches will use the new environment.

Change Password

Use this option to open the *Change Password* dialog. This allows you to change your IBM i password that is used to login to Infor System i Workspace AnyWhere.

Change Password

Profile

System21 3.1 - System Test

User

WKS3_5250

Password

New Password

Verify New Password

Please enter password

Cancel

Change

To change your IBM i Password, enter your current password in the *Password* field, and your new password (twice) in the *New Password* and *Verify New Password* fields and then click on **Change** or click on **Cancel** to abort the operation.

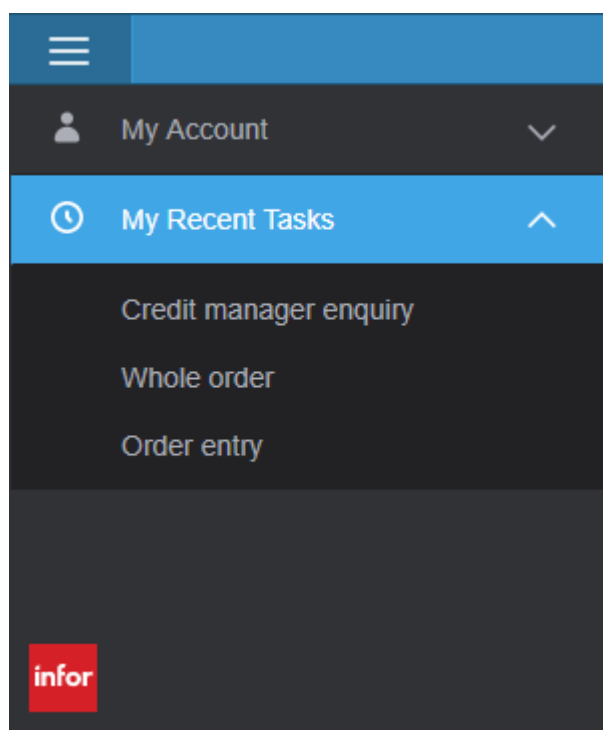
Help

Display this guide inside a new Infor System i Workspace AnyWhere module tab.

My Recent Tasks

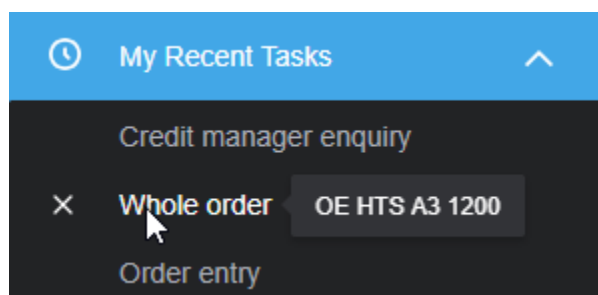
The My Recent Tasks section contains a list of up to ten recently opened tasks.

As you run authorized System Manager Tasks, URLs or IBM i Commands, they will automatically be added to your Recent Tasks list, for example:



Up to ten tasks will be stored in this list. The most recent task opened is placed at the top of the list. To re-open a task in the My Recent Tasks list, click on the text.

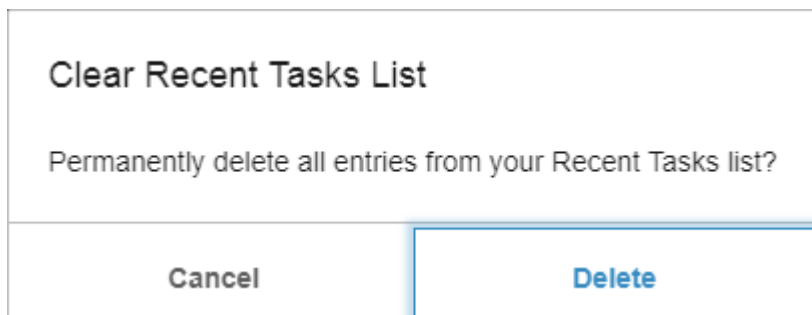
If you hover over the text with the mouse pointer, you will see a tooltip showing the System Manager Task code or IBM i command it will execute, for example:




Whilst the mouse is hovering over a recent task entry, a cross icon is also displayed, to the left of the text. Clicking on the cross icon will delete this recent task entry from the list. A toast message will display confirming the deletion of the recent tasks list entry, for example:

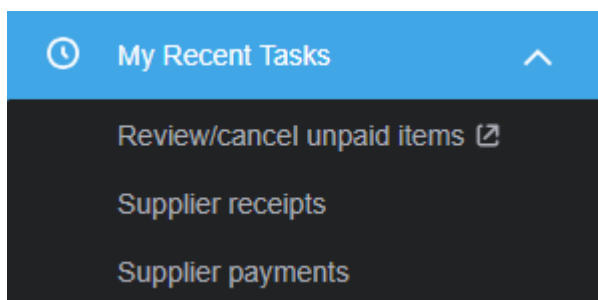


To remove all entries from the My Recent Tasks section, right-click within the My Recent Tasks area and select *Clear Recent Tasks List* from the Context Menu. The *Clear Recent Tasks List* dialog will be displayed.



Click **Delete** to remove all entries from My Recent Tasks or **Cancel** to abort and retain the current content of My Recent Tasks.

If the recent task entry was opened in a popup window, then a  icon will be displayed next to the title, for example:



When a recent task entry that has this icon is selected, it will re-open the task within a popup window.

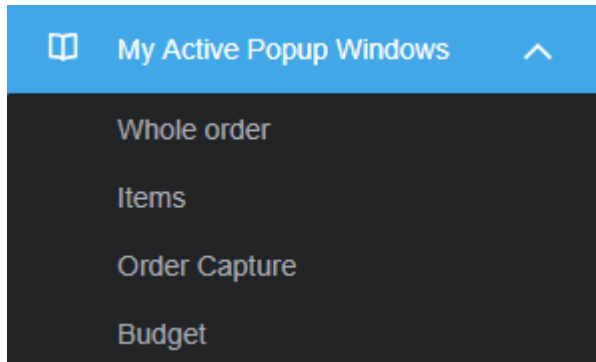
Caution: See the My Tasks section, later in the guide, for more information on how to open applications within popup windows.

When you exit Infor System i Workspace AnyWhere, your Recent Tasks list is saved. On next sign in to the same System Manager Environment, it is restored.

My Active Popup Windows

Caution: The My Active Popup Windows section is only displayed if your System Administrator has enabled popup window support within the current Infor System i Workspace AnyWhere profile that you have signed-in to.

The My Active Popup Windows section contains a list of all the popup windows that you have opened.



This list will be updated as you open and close application tasks within popup windows.

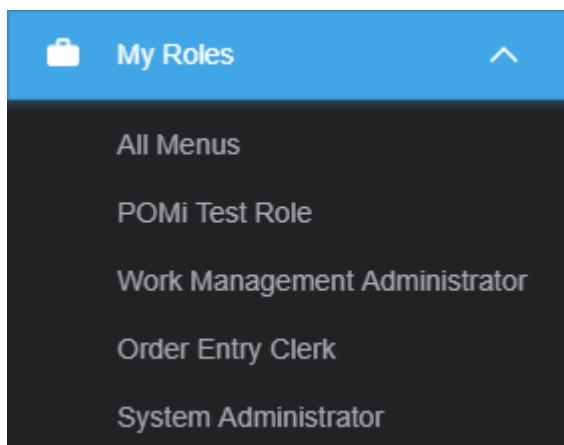
Click on the title of the popup window within the list to bring that window to the foreground within your display.

Caution: See the My Tasks section, later in the guide, for more information on how to open applications within popup windows.

My Roles

Caution: The My Roles section is only displayed if the environment you select has either Role Processing or WFi enablement switched on within System Manager.

The My Roles section contains a list of all the Roles that you are authorized to within System Manager.



Click on the Role text to open the associated Role Menu within the My Tasks widget within the System i Home tab.

Keyboard Navigation

Pressing the **ALT** and **M** keys together will open the Application Menu and place the focus on the header of the active section or element.

When the Application Menu has the input focus, the **Cursor-Up** and **Cursor-Down** keys can be used to move the focus between selectable elements within each section as well as the Application Menu section headers. The **Tab** key can also be used for focus navigation, but this will navigate to individual sub-elements in the sections and section headers, such as the section header drop-down icon and the *Sign Out* link.

When a section header is focused, pressing **Enter** or **Space** will toggle the open/close status of that section. When a click-able element within a section is focused, pressing **Enter** will always activate it. When a click-able element within a section is focused, pressing **Space** will either highlight the item or activate it, depending on the type of item that has the focus.

Pressing the **Esc** key (when the Application Menu is open and focused) or the **ALT** and **X** keys together (from the Application Menu or another Infor System i Workspace AnyWhere page) will close the Application Menu and focus back to the active module tab.

Caution: The **ALT M/X** keyboard combinations may not work if the current input focus is inside a module tab that does not contain a Infor System i Workspace AnyWhere page (e.g., another Infor product or a 3rd party website).

The System i Home tab

The System i Home tab consists of a Page Header and Widget Container.

Page Header

The *Page Header* consists of a *Title*, a *Quick Launch* edit field, the *Add to Favorites* icon, the *Workspace Settings* icon and the *Theme/Personalization menu*.



Title

The Title is made up of the current Infor ERP application name and version that you are using, along with the current System Manager Company.

Caution: The visibility of the System Manager Company within this title is configured by your System Administrator.

Quick Launch

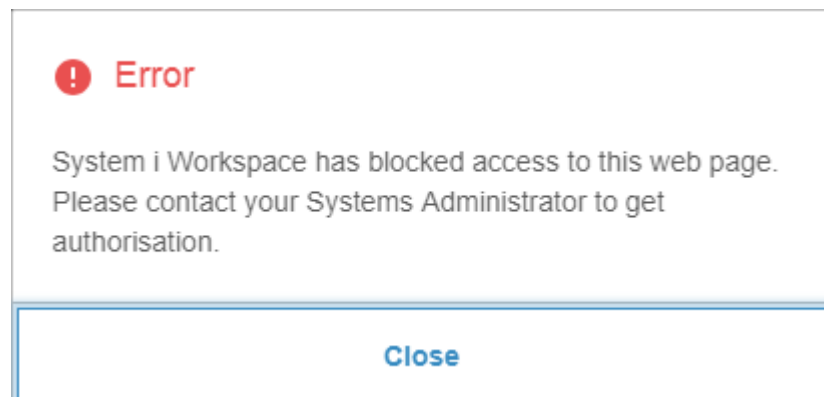
The Quick Launch edit field allows you to launch different types of tasks, quickly and conveniently. The following types of tasks are supported:

| Task Type | Syntax | Example(s) |
|---------------------------------|----------------------------------|--|
| URL | <URL> | http://www.google.com file://deptserver/map.pdf |
| Menu | /<Menu code> | /OEE |
| System Manager task shortcut | <Option>/<Menu code> | 1/OEE 12/ARE |
| IBM i command | <Command><Parameters (Optional)> | WRKSPLF RUNQRY *N ORDERS |
| Open the Change Password Dialog | CHGPWD | CHGPWD |

Caution: Quick Launch can only run IBM i Commands that contain forty characters or less. If you wish to run a command longer than forty characters, first run "CALL QCMD" from Quick Launch, which will open a new 5250 AnyWhere Emulator session that will allow any permissible IBM command. In the case of SQL queries or file names, using a shorter query or library name may bring the command under the character limit and allow it to be executed via Quick Launch. If the command is something that is run often, consider wrapping it in a dedicated System Manager Task or CL program.

Entering a URL, System Manager Task Shortcut or IBM i command and then pressing the **Enter** key will start the selected task in a new Infor System i Workspace AnyWhere tab.

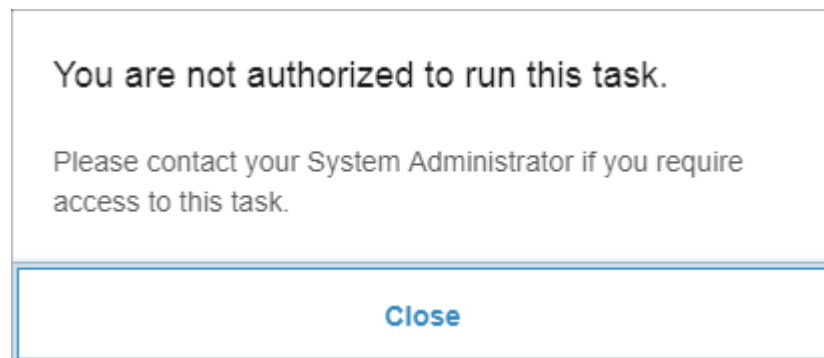
If you enter a URL that has not been approved by your Systems Administrator, then no new tab will be opened, and you will see the following error message displayed...



Click **Close** to dismiss the dialog.

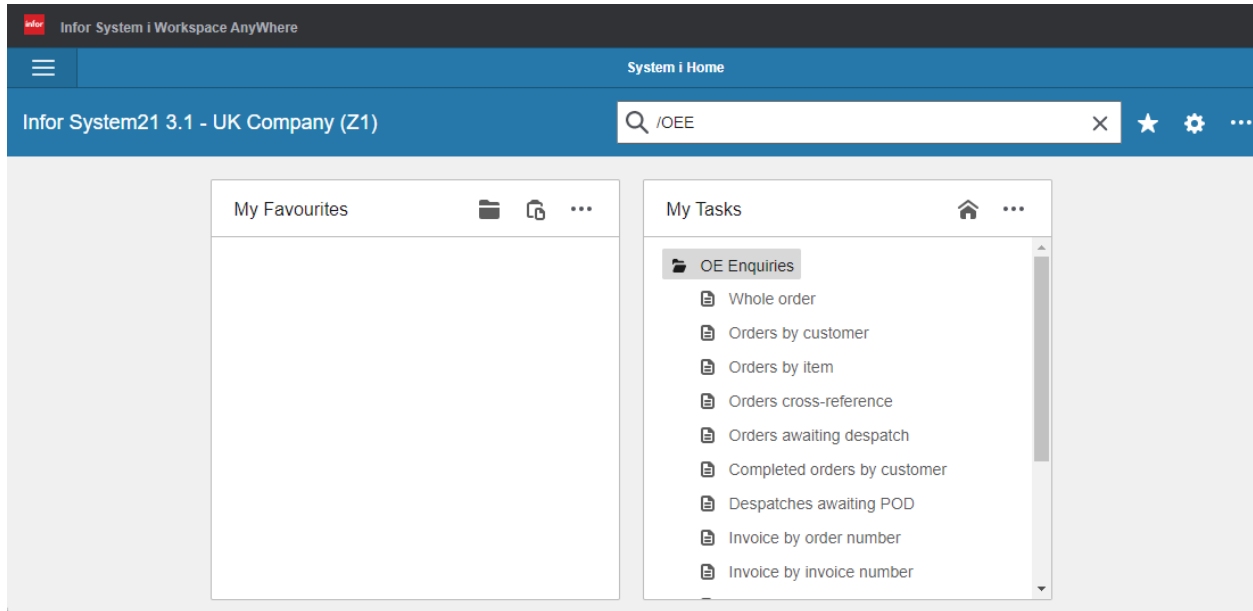
Caution: Contact your Systems Administrator and provide them with the URL that you wish to be added to the Infor System i Workspace AnyWhere "White List" of allowed web domains.

If you are not authorized, within System Manager, to the entered System Manager Task Shortcut, you will see the following error message...

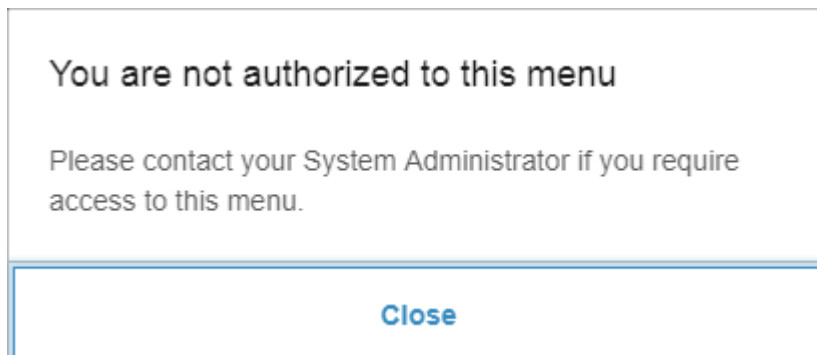


Click **Close** to dismiss the dialog.

Entering a Menu shortcut will change the My Tasks widget to display that Menu, for example, enter /OEE into Quick launch and press the **Enter** key...




If you are not authorized within System Manager to the Menu you will see the following error message...



Click **Close** to dismiss the dialog.

After entering text into the Quick Launch field, a **X** icon will appear on the left-hand side. Click this to clear the field.

Add to Favorites

The Add to Favorites icon  next to the Quick Launch field, can be selected to add the current content of the Quick Launch to the My Favorites widget list. If the Quick launch content is invalid, then no action will be performed. If the Quick Launch content is valid, the Add to Favorites dialog will be display:


Add to favourites

Title

CancelAdd

Edit the *Title* field as required then click **Add** or press the **Enter** key to update My Favorites with the new value, or click **Cancel**, or press the **Esc** key to abort the operation.

Workspace Settings

Clicking the  icon in the Page Header will open the Workspace Settings dialog.

Workspace Settings

☐ Hide shortcut info☐ Show hidden tabs

☐ Confirm when items dragged/pasted into My Favourites are duplicates☐ Highlight Quick Launch Field On Focus

Number Of Widget Columns

-4+

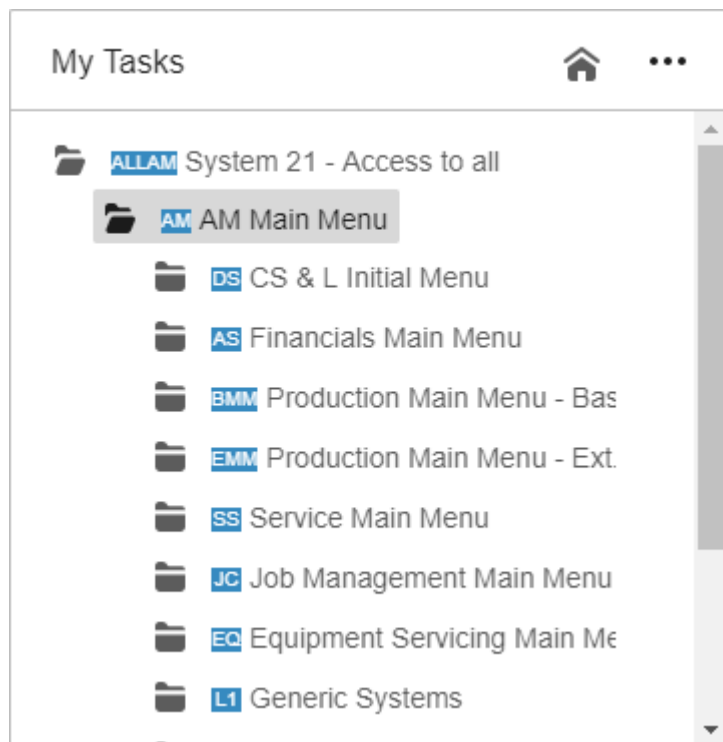
CancelChange

Click **Change** to apply the new settings or click **Cancel** to ignore any changes you have made.

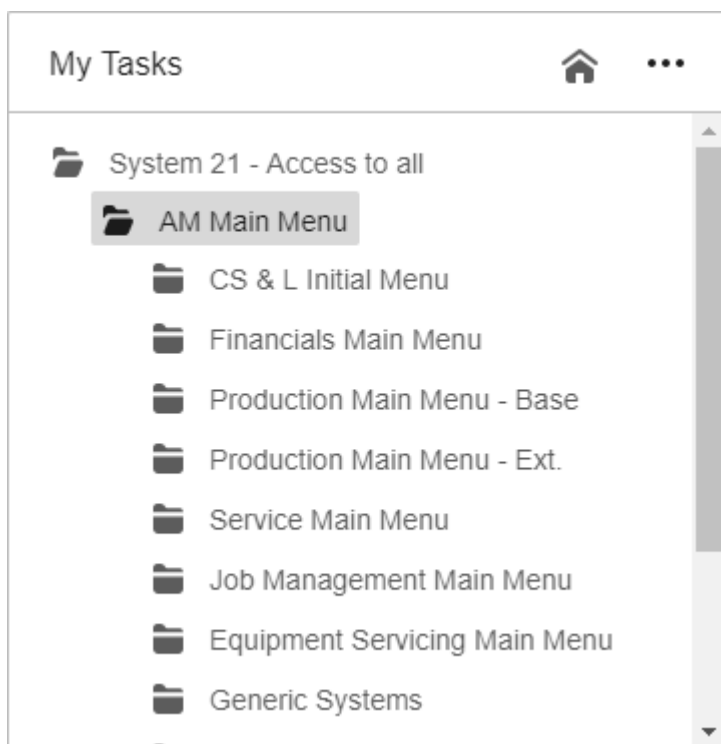
The settings are saved when you exit Infor System i Workspace AnyWhere, and restored when you sign into the same environment. These settings are described below:

Hide Shortcut Info

The default tree view shows menu option and menu code information to the left of the task and menu descriptions, for example:



Check the Hide Shortcut Info field if you do not wish to see this information, for example:



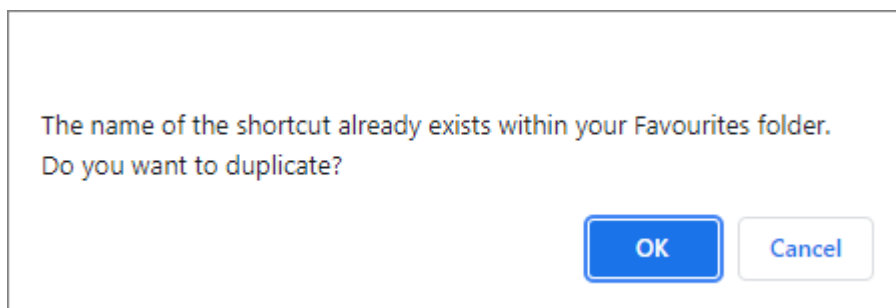
All tree views within Infor System i Workspace AnyWhere are affected by this option.

Show Hidden Tabs

This is for use under advisement from your Systems Administrator only.

Confirm when items dragged/pasted into My Favourites are duplicates

Check this field if you wish to be prompted if an item that is dragged or pasted into the My Favourites widget is a duplicate of an existing item within the destination folder. When checked, the following confirmation message will be displayed if duplication is detected:



Click **OK** to confirm the duplicate will be created within the My Favourites folder or **Cancel** to cancel this operation.

Highlight Quick Launch Field On Focus

The default behavior within the Quick Launch field is to position the cursor at the end of any text when the field gains focus so it can be edited (e.g. after entering a shortcut to open a task in a new tab and then exiting the task which returns to the System i Home tab). To remove all existing text in the field, it must be manually cleared first.

With this option checked, when the Quick Launch field is focused, any existing text will be highlighted, and pressing any key that generates a text character will cause the existing text to be erased first. The selection can be removed by pressing one of the edit keys, such as cursor left/right or Home/End keys.


Number Of Widget Columns

A Widget Column is the horizontal space taken up by a single-width Widget within the Widget Container. This is approximately 360 pixels wide, with a gap of approximately 20 pixels between each Widget. By default, four Widget columns are displayed, but if running on a high-resolution screen or projector, this may introduce unused space to the left and right of the Widget Container display. To utilize this space, you can change this field so that more Widget Columns are supported. Use the Spin Box control to increase or decrease the value between a minimum of 3 and a maximum of 10.

Caution: If you set the Widget Column value too large for your current display, the layout will “downsize” to the best fit and will not introduce horizontal scrolling.

Caution: If you Reset the Widget Container (see below) the Number Of Widget Columns value will be reset to four.

Theme/Personalization Menu

Click the  icon to expand the Theme and Personalization menu. Select an item from the menu to apply the change. A tick mark next to a menu item denotes that it is the current active selection.

There are three available themes:

| Theme Name | Description |
|---------------|---|
| Light | The default Theme. Display the background of all SoHo Xi compatible pages using a light grey or white background with dark grey or black text and icons |
| Dark | Display the background of all SoHo Xi compatible pages using a dark grey or black background with light grey or white text and icons |
| High Contrast | Display the background of all SoHo Xi compatible pages using grey shades that give the maximum contrast difference between foreground and background |

There are eight personalisation's available:

| Personalisation | Description |
|-----------------|---|
| Azure | Display the Module Tab and Page Headers using shades of blue |
| Amber | Display the Module Tab and Page Headers using shades of orange |
| Amethyst | Display the Module Tab and Page Headers using shades of purple |
| Turquoise | Display the Module Tab and Page Headers using shades of cyan |
| Emerald | Display the Module Tab and Page Headers using shades of green |
| Graphite | Display the Module Tab and Page Headers using shades of grey |
| Ruby | Display the Module Tab and Page Headers using shades of red |
| Slate | Display the Module Tab and Page Headers using shades of dark grey |

Widget Container

The remaining portion of the display is divided up into multiple window frames, called widgets. The Widget Container area is scrollable, vertically, as on smaller displays, not all the widgets may be visible. The System i Home page display is responsive, so if you resize your browser, the widgets will be re-arranged to best fit the new display size.

A standard set of widgets are provided to help you to work with your Infor ERP System; My Tasks, My Favorites, Task Search, My Notes, My Spool Files, My Jobs and My Messages, which are described in detail in the following sections.

If the current System Manager Environment is WFi (workflow) enabled, you will also see an Outstanding Actions widget.

Additional widgets may be provided by your System Administrator. These will be placed after the My Messages widget. Additional widgets are not covered by this guide.

General Widget Features

Widgets are comprised of a title area at the top, and a body/content area below.

The title area contains the widget title, any action icons, and a widget menu.

The widget menu allows the user to change the width and height of the widget. The widget menu is opened by clicking the ******* icon. There are three widths to choose from; Single Width, Double Width and Triple Width. There are two heights to choose from; Single Height and Double Height. The current width and height selection for the widget are denoted by the tick mark next to the menu items.

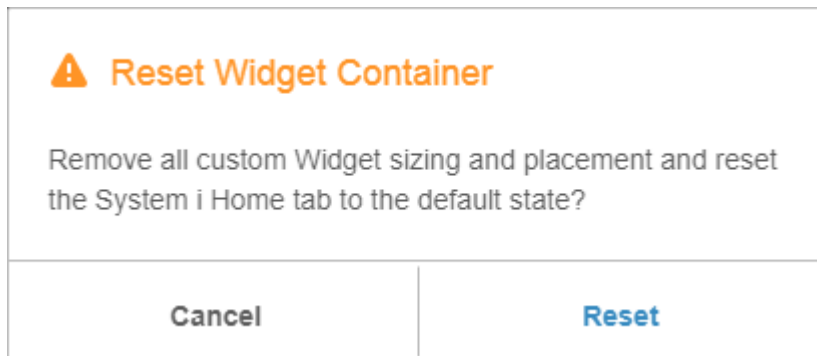
Changing the width or height will cause the other widgets to reposition to give a "best fit".

To alter the order that widgets are presented, click, and hold the left mouse button on the widget header (but not on an action icon or the menu) and then move the mouse to drag the widget to a different position within the widget container. Release the mouse button to deposit the widget at the desired location; the adaptive display will reposition the other widgets to best display the content.

The width, height and order for each widget will be saved when you sign out of Infor System i Workspace AnyWhere and restored when you next sign in.

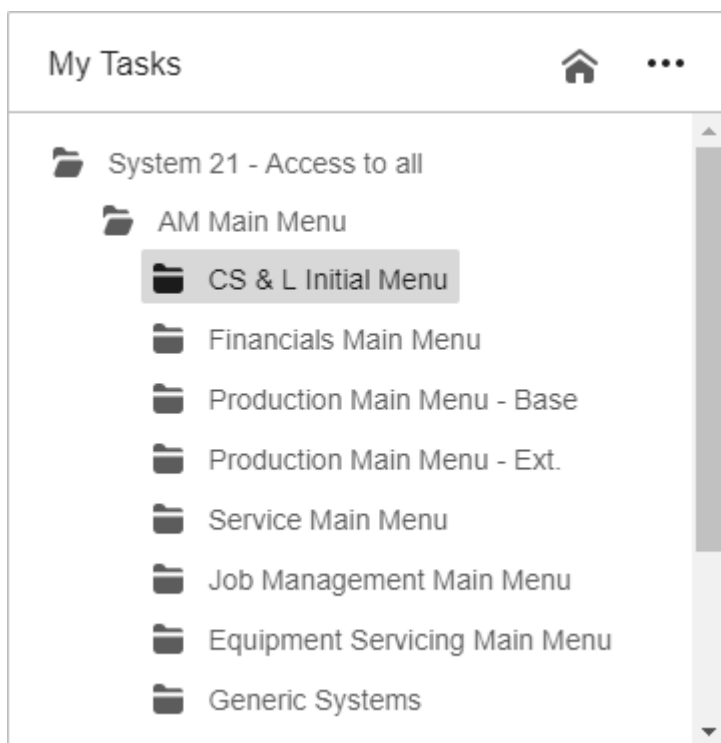
Resetting the Widget Container

To reset the placement and sizing of all widgets within the Widget Container back to their default layout, right-click within the Widget Container display and select the **Reset Widget Container** option from the Context Menu. The *Reset Widget Container* dialog will appear...



Click **Reset** or press the **Enter** key to reset the Widget Container layout, or click **Cancel**, or press the **Esc** key to abort the operation.

My Tasks



On first sign in to Infor System i Workspace AnyWhere, the My Tasks zone displays a tree view containing either of the following:







- 1 If your IBM i system has Role Processing enabled, My Tasks will contain the System Manager menus and tasks for the Default Menu of each of the Roles you are assigned to
- 2 If your IBM i system does not have Role Processing enabled, My Tasks will contain the System Manager menus and tasks you are authorized to within your Default menu

The tasks are organized in a multi-menu hierarchy.




Caution: The structure and content of this will be managed by your System Administrator and is unlikely to match the example shown above.

Caution: Your Default menu is defined against your User profile within System Manager.

The following types of entries in the tree view are supported...

| Icon | Description |
|---|--|
|  | IBM i command |
|  | IBM i Application task |
|  | URL task |
|  | Closed System Manager folder (or menu) |
|  | Open System Manager folder (or menu) |
|  | PDF Document |

The following features are supported within the My Tasks tree view...

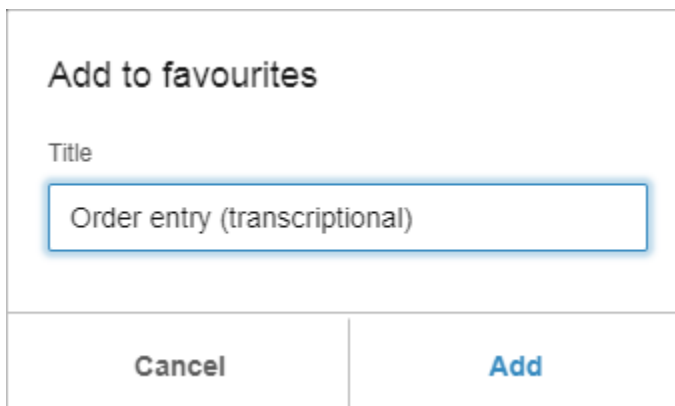
| Feature | Description |
|---------------------|--|
| Expand and collapse | Click on the  icon to expand (open) a folder. Use the  icon to collapse the folder. |
| Drag-and-drop | <p>You can drag individual items and folders from this tree into the My Favorites widget.</p> <p>If you attempt to drag an item to an invalid location, the cursor will change to a “not allowed” icon, for example:</p> <p></p> |
| Copy | You can copy individual items and folders from this tree into a buffer and then paste them into the My Favorites zone. Right-click on any item and select the <i>Copy</i> option |
| Open | A single mouse click on any task item within the tree view will launch a task in a new tab. You can also right click on any task item and select the <i>Open</i> option. |
| Open with prompt | Right-click on an item and select <i>Open with Prompt</i> from the Context Menu. This will launch a task but request System Manager to display the Submit Job prompt screen before the job is submitted (This is only applicable for certain tasks and will be treated as a normal Open if the request is not applicable). |

Caution: Your System Administrator must also authorize your IBM i user profile, within System Manager, to have this feature.

Open in Popup Window Right-click on an item and select *Open in Popup Window* from the Context Menu. This will launch the task within a popup window, outside of the main Infor System i Workspace AnyWhere interface, where it can be sized and positioned like any other window within your Operating System.

Caution: More information about this feature can be found in the Popup Windows sub-section of the Launching a task section below.

Add To Favorites You can add any task or menu to the My Favorites widget. Right-click on the item and select the *Add to Favorites* option. The following dialog will appear...

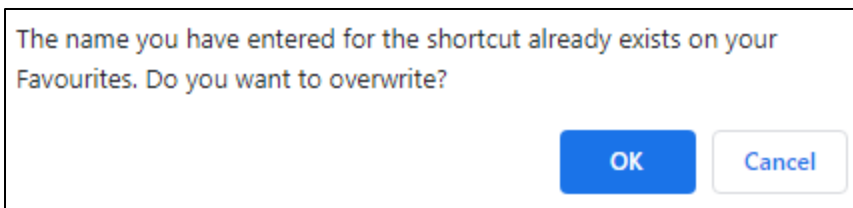


The screenshot shows a dialog box titled "Add to favourites". Below the title is a text input field labeled "Title" containing the text "Order entry (transcriptional)". At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Add" on the right.

Use the Title field to alter the text that will appear within the My Favorites widget. Click **Add** to add the item to the end of the tree view in the My Favorites widget or click **Cancel** to abort.

Caution: Your System Administrator may restrict the visibility of this function.


If a task with the same name already exists within the My Favorites widget, a 2nd prompt will be displayed...



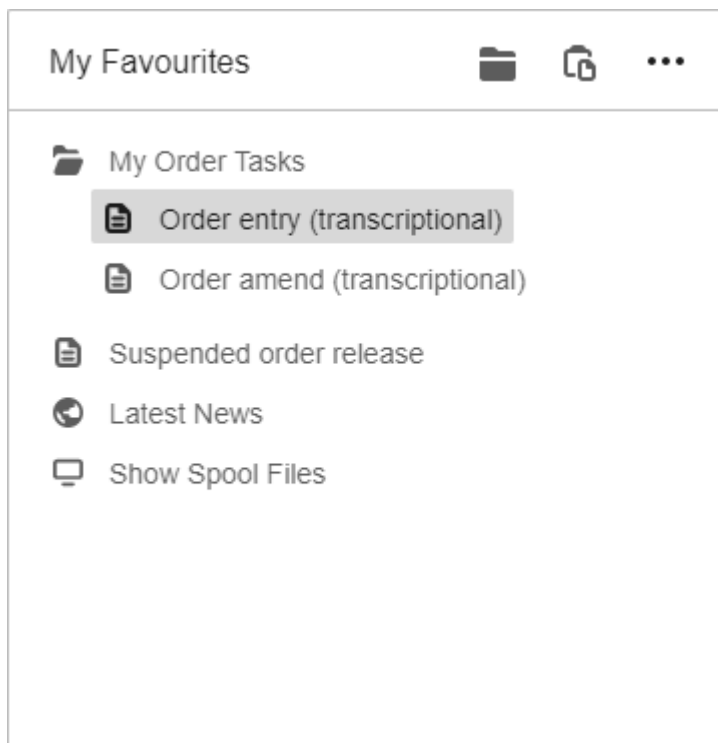
The screenshot shows a confirmation dialog box with the text: "The name you have entered for the shortcut already exists on your Favourites. Do you want to overwrite?". At the bottom right, there are two buttons: "OK" and "Cancel".

Click **OK** to replace the existing task with the new one. Click **Cancel** to continue to add the item to the end of the tree view in the My Favorites widget

The My Tasks zone can change because of any of the following actions:

- If the Home icon  is pressed in the widget header, you will see your initial or default menu(s) reloaded
- If an IBM i menu or menu option is launched from the Quick Launch edit field, you will see the actual menu loaded (as the top-level entry)
- If a Role is selected from the My Roles section of the Application Menu

My Favorites



The My Favorites zone allows you to collect and manage the tasks which you use most frequently. You have total control over its contents.




Caution: Your System Administrator may restrict the visibility of this widget.

Caution: Your favorites are associated with a particular IBM i, user account and environment. This means that if you change environment, user or IBM i server then you will have a different set of favorites, which you can also change and customize as you want.

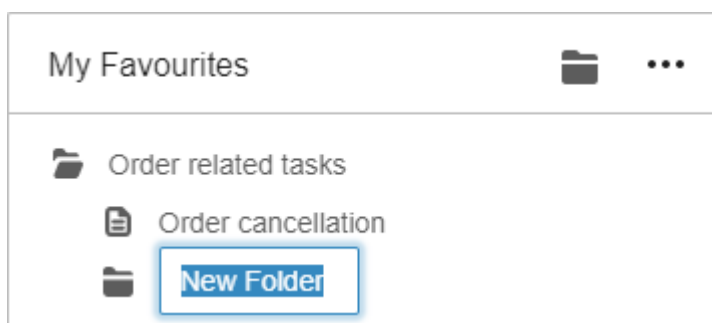
On first sign in to Infor System i Workspace AnyWhere, the My Favorites zone is empty.

Caution: If you have previously used an earlier version of Infor System i Workspace AnyWhere, you may see your favorites from that product, unless your System Administrator has chosen to remove them.

The following features are supported within the My Favorites tree view...


| Feature | Description |
|---------------------|--|
| Expand and collapse | Use the  icon to expand (open) a folder. Use the  icon to collapse the folder. |
| Drag-and-drop | <p>Items can be added to My Favorites by dragging them from other tree views within the System i Home tab.</p> <p>You can drag and drop items within the tree view to change their order.</p> <p>Dropping over the text will insert the new entry above or below the one under the mouse. This allows you to control the sequence of items.</p> <p>If you attempt to drag an item to an invalid location, the cursor will change to a “not allowed” icon, for example:</p>  |

| | |
|--------|---|
| Rename | Right-click on an item and select <i>Rename</i> from the Context Menu. An in-place edit field will be shown containing the item text, which you can alter, for example: |
|--------|---|



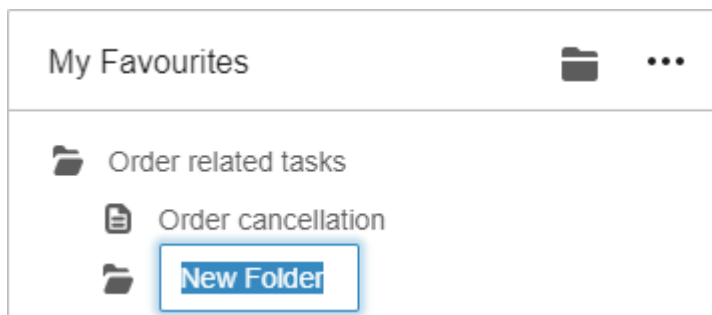
Type in the new title and press the **Tab** or **Enter** keys (or left click outside the field) to accept the change or press the **Esc** key to cancel the change.

New folder

To add a New Folder to the end of the My Favorites tree view, click the  icon within the widget title

To add a New Folder inside an existing folder, right-click on the existing folder and select *New Folder* from the Context Menu. The New Folder will be appended to the end of the existing folder's items.

In both instances a new tree view folder will be added and made editable so you can enter a new title; E.g.



Type in the new title and press the **Tab** or **Enter** keys (or left click outside the field) to accept the change or the **Esc** key to cancel the change.


Cut

Right-click on an item and select *Cut* from the Context Menu to remove the item from the tree view and place it within the copy buffer.

Copy

Right-click on an item and select *Copy* from the Context Menu to place it within the copy buffer.

Paste

To paste the content of the copy buffer to the end of the My Favorites tree view, click the  icon within the widget title.

If you wish to paste the content of the copy buffer into a folder, right-click on the folder and select *Paste* from the Context Menu.

If you wish to paste the content of the copy buffer beneath an item that is not a folder (e.g. a task or URL), right-click on the item and select *Paste* from the Context Menu.

Caution: You are allowed to remove content from System Manager application folders that you have dragged into the My Favorites tree view, but you are not allowed to add anything new.

Delete

Right-click on an item and select *Delete* from the Context Menu to remove the item from the tree view.

| | |
|----------------------|---|
| Open | A single mouse click on any task item within the tree view will launch a task in a new tab. You can also right click on any task item and select the <i>Open</i> option. |
| Open in Popup Window | Right-click on an item and select <i>Open in Popup Window</i> from the Context Menu. This will launch the task within a popup window, outside of the main Infor System i Workspace AnyWhere interface, where it can be sized and positioned like any other window within your Operating System. |

Caution: More information about this feature can be found in the Popup Windows sub-section of the Launching a task section below.

| | |
|------------------|--|
| Open with prompt | Right-click on an item and select <i>Open with Prompt</i> from the Context Menu. This will launch a task but request System Manager to display the Submit Job prompt screen before the job is submitted (This is only applicable for certain tasks and will be treated as a normal Open if the request is not applicable). |
|------------------|--|



Caution: Your System Administrator must also authorize your IBM i user profile, within System Manager, to have this feature.

Any changes you make to your favorites will be automatically saved to the IBM i. Should any disruption occur during your usage of Infor System i Workspace AnyWhere (i.e. power cut, network failure) you will not lose the changes and the favorites will be as you left them the next time you sign in to the same environment.

Task Search

Caution: Your System Administrator may choose to remove this option from the System i home tab.

Task Search

Search for

All items ▼

with ALL of the words

with NONE of the words

results

50 ▼

The Task Search widget allows you to search for items defined in System Manager.

Fields

Search for

Select the type of item you wish to search for. The available types are...

| Search Type | Description |
|---------------|---|
| All items | The search will match against any item within System Manager. |
| All menus | The search will only match against menu items within System Manager. |
| All commands | The search will only match against IBM i command items within System Manager. |
| All tasks | The search will only match against IBM i task items within System Manager. |
| All web pages | The search will only match against web page items within System Manager. |

Caution: Web Page items are tasks within System Manager that are defined as a special type (task type 6) and have an associated URL.

with ALL of the words

Enter the word, words or phrase to search for. The search results will return items that contain the content of this field.

If you search for multiple words, Infor System i Workspace AnyWhere will display items which contain those words in *any* sequence. So, for example, “item report” would match against “Report by item” as well as “Item cost variance report”.

If you want to search for particular phrases such as “by item”, type the phrase in double quotes and Infor System i Workspace AnyWhere will search for the phrase as a whole rather than as separate words.

The asterix (*) wildcard symbol is supported. Searching for “print*item” will find items where the word “print” appears *before* the word “item”. If the search text begins (or ends) with *, Infor System i Workspace AnyWhere will look for the text at the end (or beginning respectively).

Examples:


| Search String | Description |
|---------------|---|
| order | Match anything containing the word “order” including when it is part of a bigger word such as “reorder”. |
| order item | Match anything containing the words “order” and “item” anywhere in the text, regardless of which comes first. |
| “order item” | Match anything contained the phrase “order item”, ignoring anything where “order” is not immediately followed by a space then “item”. |
| order*item | Match anything containing the words “order” and “item” anywhere in the text if “order” precedes “item”. |
| order* | Match anything that starts with the word “order”. |
| *item | Match anything that ends with the word “item”. |

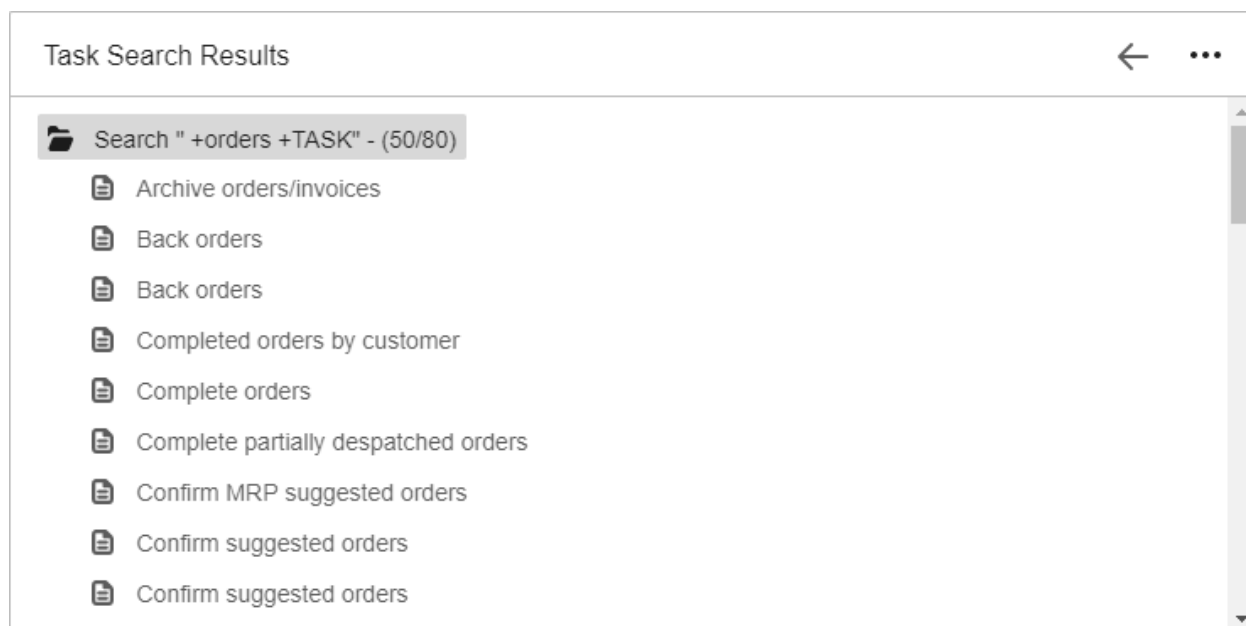
with NONE of the words

Enter the word, words, or phrase to search for. The search results will return items that do not contain the content of this field. Search syntax is the same as the *with ALL of the words* field.

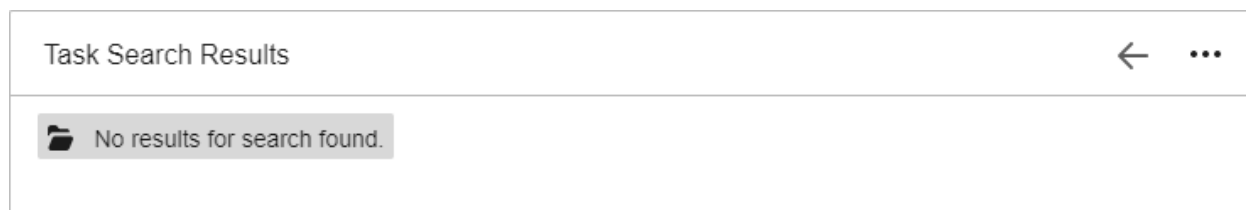
results

Select the number of results to return that match the supplied search criteria. The default is 50.

Click the  icon in the widget title to start the search (or press the **Enter** key when the focus is inside one of the Task Search edit fields). The results are displayed within the same widget, which changes to the Task Search Results view, with the results displayed as a tree view, for example:



If no results are found for the entered search criteria, the following message will be shown within the tree view...

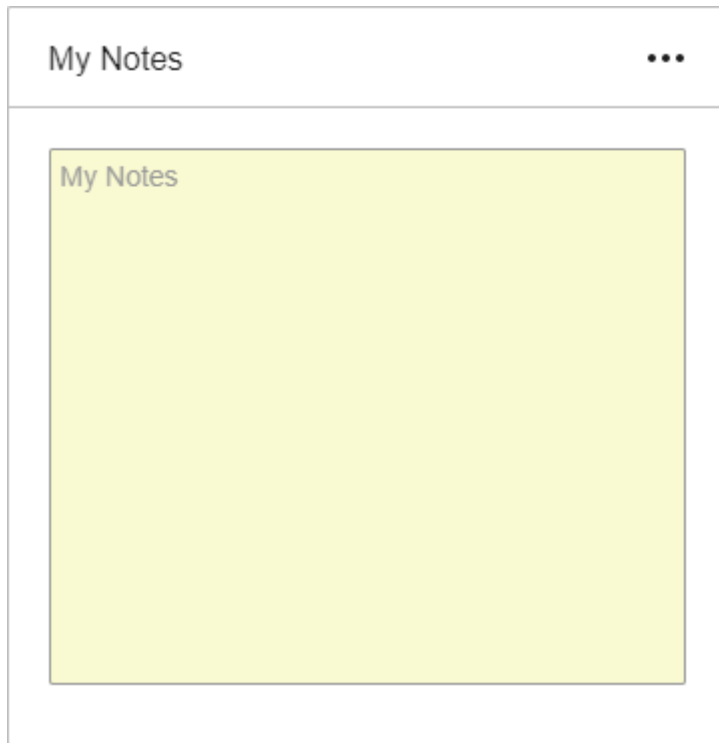


Caution: The search results will only show items to which you are authorized within System Manager.

The tree view, within the Task Search Results section, has the same functionality as the one described above for My Tasks so, for example, you can drag-and-drop items from the Task Search Results into the My Favorites zone and launch tasks.

Click the ← icon in the widget title to reverse the widget display back to the Task Search and start a new search or refine the last one.













My Notes

The image shows a screenshot of a web application interface. At the top, there is a header bar with the text "My Notes" on the left and three dots on the right. Below this header is a large, light yellow rectangular area that serves as a text input field. The text "My Notes" is faintly visible in the top-left corner of this yellow area, indicating it is a placeholder or a default value.

The My Notes widget contains a free-format multi-line text field where you can enter data relevant to your role, for example the last Sales Order number you created within your ERP software.

The text content of the field will be automatically saved to the IBM i when changed. Should any disruption occur during your usage of Infor System i Workspace AnyWhere (i.e., power cut, network failure) you will not lose the changes and the notes will be as you left them the next time you sign into the same environment.


My Spool Files

| My Spool Files | | | | | |
|--|--------|----------|--------------------------|-------|--------|
|         | | | | | |
| | Number | Name | Date | Pages | Status |
| | = ▾ | [R] ▾ | [R] ▾ | = ▾ | [R] ▾ |
| → | 667574 | IN033PT | Tue, 8 Oct 2019 12:31:00 | 2 | READY |
| → | 667573 | QPJOBLOG | Tue, 8 Oct 2019 12:33:16 | 16 | READY |
| → | 666720 | QPJOBLOG | Mon, 7 Oct 2019 16:09:01 | 16 | READY |
| → | 661785 | QPJOBLOG | Wed, 2 Oct 2019 15:16:52 | 6 | READY |
| → | 661781 | QPJOBLOG | Wed, 2 Oct 2019 15:01:11 | 20 | READY |
| <div>   Page 1 of 3   </div> <div>5 Records per page ▾</div> | | | | | |

The My Spool Files widget allows you to see which Spool (Print) files you have created on the IBM i server and allows you to display their content within Infor System i Workspace AnyWhere. This includes spool files that were created by your Infor IBM i ERP applications.

The Spool file list is tabulated. The following columns of data are shown within the My Spool Files table by default...

| Column | Description |
|--------|---|
| Number | The IBM i Job Number that the Spool file is associated with. |
| Name | The name of the Spool file. This is usually the name of the program that created the Spool file. System spool files usually start with a Q. |
| Date | The Date that the Spool file was created. |
| Pages | The number of pages within the Spool file. |
| Status | The current status of the document (usually one of CLOSED, HELD, MESSAGE, OPEN, PENDING, PRINTER, READY, SAVED or WRITING) |

Additional columns can be displayed by clicking on the *Personalize Columns*  icon. The *Personalize Columns* dialog will be displayed.

Personalise Columns

Search for a column name

- ☒ Number
- ☒ Name
- ☒ Date
- ☒ Pages
- ☒ Status
- ☐ Job Name
- ☐ Queue

Close

All available columns of data are listed by name. If the check box to the left of the column name is checked, the column within the Spool Files table will be displayed. If the check box to the left of the column name is unchecked, the column within the Spool Files table will be hidden. Left click with the mouse on any column name to toggle the checked status. You can type into the *Search for a column name* field to filter the list to show matching columns.

Click **Close** to apply any changes.

The visibility status of all the columns within the Spool Files table will be saved into the data storage of your web-browser and re-applied on next Sign In using the same web-browser.

The additional columns of Spool File data that can be displayed are...

| Column | Description |
|-----------|--|
| Job Name | The IBM i Job Name that the Spool file is associated with. |
| Queue | The IBM i Queue that the Spool file assigned to. |
| User Data | A program-defined or user-defined label that identifies the Spool File or contains additional information. |

Click on the column title to sort the data within the table, numerically or alphanumerically (depending on the column data type), using that columns content. The first click will sort the column in ascending order; a second click will sort the column in descending order.

The order of the columns can be changed. Move the mouse cursor over the beginning of the column title and it will change to a four-pointed icon. While this icon is displayed, click, and hold down the left mouse button and move the column left or right to drag the column into a new position. The original column header will be greyed out. A small arrow below the column heading will indicate where the new column will be positioned. Release the mouse button to set the column in its new position.

The order of the columns within the Spool Files table will be saved into the data storage of your web-browser and re-applied on next Sign In using the same web-browser.

The preferences for this widget can be altered by selecting the *Preferences* option from the widget menu. The available preference options are...

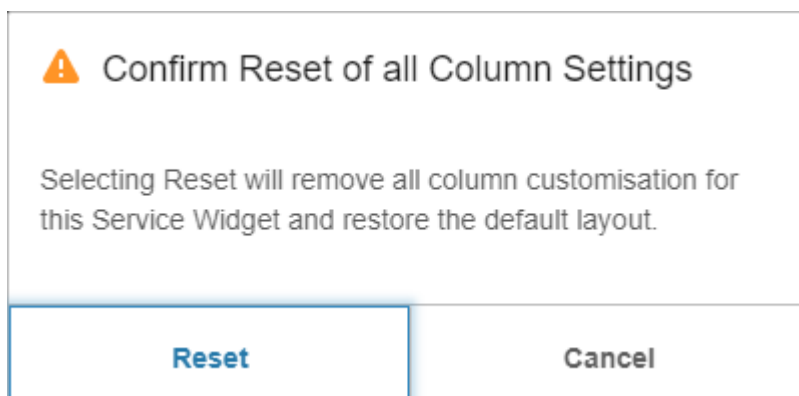
| Preference Field | Description |
|---|--|
| <i>Use the short date format</i> | By default, values within the Date column will be displayed using the long date format (e.g., Wed, 29 Apr 2020 11:12:33), check this field to use the short date format (e.g. 29/04/2020, 11:12:32). |
| Caution: The exact format of the short date will depend on the locale of the current Infor System i Workspace AnyWhere user profile. | |
| <i>Show Row Selection Checkbox Column</i> | Display an additional column at the beginning of the table that can be used to set/identify the current row selection state. An additional checkbox is placed in the selection column's header that can be used to toggle the selection against all/no rows. |
| Caution: Showing/hiding the Row Selection Checkbox Column may cause modifications you have made to the table to be reset. | |

Click **Change** to apply any preference changes.

Click **Cancel** to exit without making any preference changes.

The Spool File preference changes will be saved into the data storage of your web-browser and re-applied on next Sign In using the same web-browser.

Any changes that have been made to the column layout can be reset to the default layout by selecting the *Reset Columns* option from the widget menu. A confirmation dialog will be displayed...




Click **Reset** to remove all column changes (including those saved into the data storage of your web-browser).

Click **Cancel** to exit without making any changes.

Above each column of data, there is an edit field that allows you to filter the data shown in the table. Enter your search string and press the **Enter** key to apply the filter, E.g.

My Spool Files




| | Number ▾ = ▾ | Name ▾ [R] ▾ IN | Date [R] ▾ | Pages = ▾ | Status [R] ▾ |
|---|-----------------|--------------------|--------------------------|--------------|-----------------|
| → | 667701 | IN272PT | Tue, 8 Oct 2019 14:56:46 | 1 | READY |
| → | 667700 | IN043PT | Tue, 8 Oct 2019 14:56:36 | 1,062 | READY |
| → | 667574 | IN033PT | Tue, 8 Oct 2019 12:31:00 | 2 | READY |

Page 1 of 1 5 Records per page ▾

The drop-down list to the left of each column filter field allows you to alter the type of filter that is applied, E.g.

My Spool Files



| | Number ▾ = ▾ | Name ▾ [R] ▾ IN | Date [R] ▾ | Pages = ▾ | Status [R] ▾ |
|---|-----------------|--------------------|--------------------------|--------------|-----------------|
| → | 667701 | IN272PT | Tue, 8 Oct 2019 14:56:46 | 1 | READY |
| → | 667700 | IN043PT | Tue, 8 Oct 2019 14:56:36 | 1,062 | READY |
| → | 667574 | IN033PT | Tue, 8 Oct 2019 12:31:00 | 2 | READY |

5 Records per page ▾

The options within the menu will change depending on the column type. For alphanumeric searches, the filter is case insensitive.


The navigation controls at the bottom of the Data Grid allow you to navigate back-and-forth through the pages of data or you can enter a page number to jump to.

The drop-down list at the bottom-right of the Data Grid allows you to change the number of Records per page that will be displayed (from a pre-set selection of 5, 10, 25, 50 or 75). Selecting a larger value may introduce scroll bars into the Data Grid.


Caution: The Records per page option is not displayed if the Data Grid is shown using the Single Width widget size.

To select an item within the table, click on the row. The background will change color, e.g.

My Spool Files




| | Number ▾ = ▾ | Name [R] ▾ | Date [R] ▾ | Pages = ▾ | Status [R] ▾ |
|---|-----------------|---------------|--------------------------|--------------|-----------------|
| → | 667701 | IN272PT | Tue, 8 Oct 2019 14:56:46 | 1 | READY |
| → | 667700 | IN043PT | Tue, 8 Oct 2019 14:56:36 | 1,062 | READY |
| → | 667574 | IN033PT | Tue, 8 Oct 2019 12:31:00 | 2 | READY |
| → | 667573 | QPJOBLOG | Tue, 8 Oct 2019 12:33:16 | 16 | READY |
| → | 666720 | QPJOBLOG | Mon, 7 Oct 2019 16:09:01 | 16 | READY |



 Page 1 of 4
 5 Records per page ▾

To de-select the item, click the row again. You can select multiple items, E.g.



My Spool Files



| | Number ▾ = ▾ | Name [R] ▾ | Date [R] ▾ | Pages = ▾ | Status [R] ▾ |
|---|-----------------|---------------|--------------------------|--------------|-----------------|
| → | 667701 | IN272PT | Tue, 8 Oct 2019 14:56:46 | 1 | READY |
| → | 667700 | IN043PT | Tue, 8 Oct 2019 14:56:36 | 1,062 | READY |
| → | 667574 | IN033PT | Tue, 8 Oct 2019 12:31:00 | 2 | READY |
| → | 667573 | QPJOBLOG | Tue, 8 Oct 2019 12:33:16 | 16 | READY |
| → | 666720 | QPJOBLOG | Mon, 7 Oct 2019 16:09:01 | 16 | READY |


 Page 1 of 4
 5 Records per page ▾

The widget title area contains a set of actions that can be performed against the selected items within the table. For the Spool File Viewer these are...

| Icon | Description |
|---|---|
|  | Refresh the content of the table. |
|  | Edit the properties of the selected Spool Files. See the <i>Changing Spool File Properties</i> section below for more detail. |

Send the selected Spool Files to another IBM i User. You will be prompted to provide the User ID and Address of the recipient, E.g.

Select User To Receive Spool File(s)

User ID

Address

IBMI

☐ Send All Spool File Data and Attributes

Cancel

Send




The *User ID* field should be set to one specified in the IBM i's Directory, which is not necessarily the same as their IBM i login ID.

The *Address* field will be pre-set to the current IBM i server but can be changed to a different IBM i server, if the appropriate directory mapping has been setup by your System Administrator.

Check the *Send All Spool File Data and Attributes* if you need to send Spool Files that contain additional graphic elements, such as Bar Codes or Overlays, or contain other special device requirements.

Caution: Checking the *Send All Spool File Data and Attributes* field is the equivalent to entering **ALLDATA* in the *Data Format* field of the IBM i *Send Network Spooled File* interface. If unchecked, the default **RCDDATA* setting will be used.

Use the `DSPDIRE` command to display the existing IBM i Directory mappings.
Click **Send** to confirm the Spool File send to the supplied details or click **Cancel** to abort the operation.

| | |
|---|---|
|  | Hold the selected Spool Files. If the status of a Spool File is already <i>*HELD</i> or <i>HLD</i> , no action will be performed. |
|---|---|



Release the selected Spool Files. If the status of a Spool File is not set to *HELD or HLD, no action will be performed.



Delete the selected Spool Files. Files will be permanently removed from the system. A confirmation dialog will be issued when this option is selected, E.g.

! **Delete Selected Spool File(s)**

Click Delete to permanently remove the selected Spool File(s) from the system.


Cancel
Delete

Click **Delete** to remove the selected Spool File(s) or click **Cancel** to abort the operation.



Personalize the columns within the table

Changing Spool File Properties

Select one or more Spool Files from within the table, then click the  icon to open the *Change Spool File Properties* dialog, E.g.

Change Spool File Properties: OE355PT (400849)


| | |
|--|--|
| <p>Printer Name</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> | <p>User Data</p> <div style="border: 1px solid #ccc; padding: 2px;">OE355</div> |
| <p>Form Type</p> <div style="border: 1px solid #ccc; padding: 2px;">*STD</div> | <p>Copies</p> <div style="display: flex; align-items: center; gap: 5px;"> - <div style="border: 1px solid #ccc; padding: 0 10px; text-align: center;">1</div> + </div> |
| <p>Queue</p> <div style="border: 1px solid #ccc; padding: 2px;">SAVPRT</div> | <p>Queue Library</p> <div style="border: 1px solid #ccc; padding: 2px;">AULSYS2</div> |
| <p>Save File</p> <div style="border: 1px solid #ccc; padding: 2px;">No ▼</div> | <p>Print On Both Sides</p> <div style="border: 1px solid #ccc; padding: 2px;">No ▼</div> |

Cancel
Change

Caution: If the selected Spool File only has one page, or you select multiple Spool Files, the *Start Page* and *End Page* fields will not be displayed.

Caution: If you select multiple Spool Files in the *My Spool Files* table, the initial information within the fields of the *Change Spool Field Properties* dialog will be sourced from the **FIRST** Spool File that was selected, but any changes that are made will apply to **ALL** the selected Spool Files.

The Spool File Properties that can be changed are:

| Field Name | Description |
|---------------------|---|
| <i>Printer Name</i> | Specify the name of the printer that will print this file or *OUTQ to assign the Spool File to the output queue specified in the <i>Queue</i> and <i>Queue Library</i> fields. The <i>Printer Name</i> value can be any alphanumeric value up to a maximum of 10 characters long. Click the  icon to display a list of printers from the IBM i server that is associated with the current Infor System i Workspace AnyWhere server. The <i>Select IBM i Printer</i> dialog will be displayed... |

Select IBM i Printer

Printer Name

[R]

| |
|------------|
| MDARBP1 |
| PRT |
| PRTHCL |
| PRT01 |
| UKSHP001_O |
| UKSHP001CO |
| UKSHP001T |
| UKSHP002 |
| UKSHP002CH |

Cancel

Select

To select a printer, click on its name in the grid to select and highlight it. Click on the printer again to de-select and remove the highlight. Only one printer can be selected.

Click on the column title to sort the data within the table alphanumerically. The first click will sort the column in ascending order; a second click will sort the column in descending order.

Above the printer list, there is an edit field that allows you to filter the data shown in the table. Enter your search string and press the **Enter** key to apply the filter. The drop-down list to the left of the column filter field allows you to alter the type of filter that is applied. The filter is case insensitive.

Click **Cancel** to abort the selection.

Click **Select** to update the *Printer Name* field with your selection.

| | |
|----------------------|---|
| <i>User Data</i> | A bespoke user-defined label that identifies the Spool File. The <i>User Data</i> value can be any alphanumeric value up to a maximum of 10 characters long. |
| <i>Form Type</i> | Specify the name of the form you wish to use to print the output of this Spool File. The <i>Form Type</i> value can be any alphanumeric value up to a maximum of 10 characters long. |
| <i>Copies</i> | Specify the number of copies of the output being printed (ranging from 1 to 255 copies). |
| <i>Queue</i> | Enter the destination output queue to which the Spool File will be moved. If this field is changed, then the <i>Queue Library</i> field must also be specified. The <i>Queue</i> value can be any alphanumeric value up to a maximum of 10 characters long. |
| <i>Queue Library</i> | Enter the library that contains destination output queue entered in the <i>Queue</i> field. If this field is changed, then the <i>Queue</i> field must also be specified. The <i>Queue Library</i> value can be any alphanumeric value up to a maximum of 10 characters long. |
| <i>Start Page</i> | Specify the page number from which printing will commence. Cannot be greater than the value set for the <i>End Page</i> field. |
| <i>End Page</i> | Specify the page number from which printing will terminate. Cannot be greater than the maximum number of pages in the Spool File, or less than the value set for the <i>Start Page</i> field. |
| <i>Save File</i> | Specify whether the Spool File will be saved after it has been written to an output device. There are three options... |

Yes - The Spool File data will be held on the output queue until the Spool File is deleted. After the Spool File is produced, the number of copies will be set to 1, and the status of the file will be changed to *Saved*.

No - The Spool File data will not be held on the output queue after it has been produced.

Immediate - The Spool File status will be changed to *Saved* immediately, without being produced. The Spool File data will be held on the output queue until the file is deleted.

Print On Both Sides

When the Spool File is sent to a printer, define if duplex printing (printing on both sides of the paper) is enabled. There are three options...

Yes - The output is printed on both sides of the paper, with the top of each printed page at the same end of the sheet of paper.

No - The output is printed on one side of the paper.

Tumble - The output is printed on both sides of the paper, with the top of one printed page at the opposite end from the top of the other printed page. This is usually used for output that will be bound at the top.

Caution: For advanced users, these Spool File properties are equivalent to the ones that are available via the `CHGSPLFA` IBM i command (some of which are only accessible by selecting **F10: Additional Parameters**).

If you change a Spool File property from its initial value, a small orange triangle will be displayed in the top-left corner of the field, E.g.

Printer Name

Click **Cancel** to abort changing the Spool File properties.


Click **Change** to apply the new Spool File properties to the selected Spool Files. Only the Spool File properties marked with an orange triangle will be sent to the Infor System i Workspace AnyWhere server for processing.

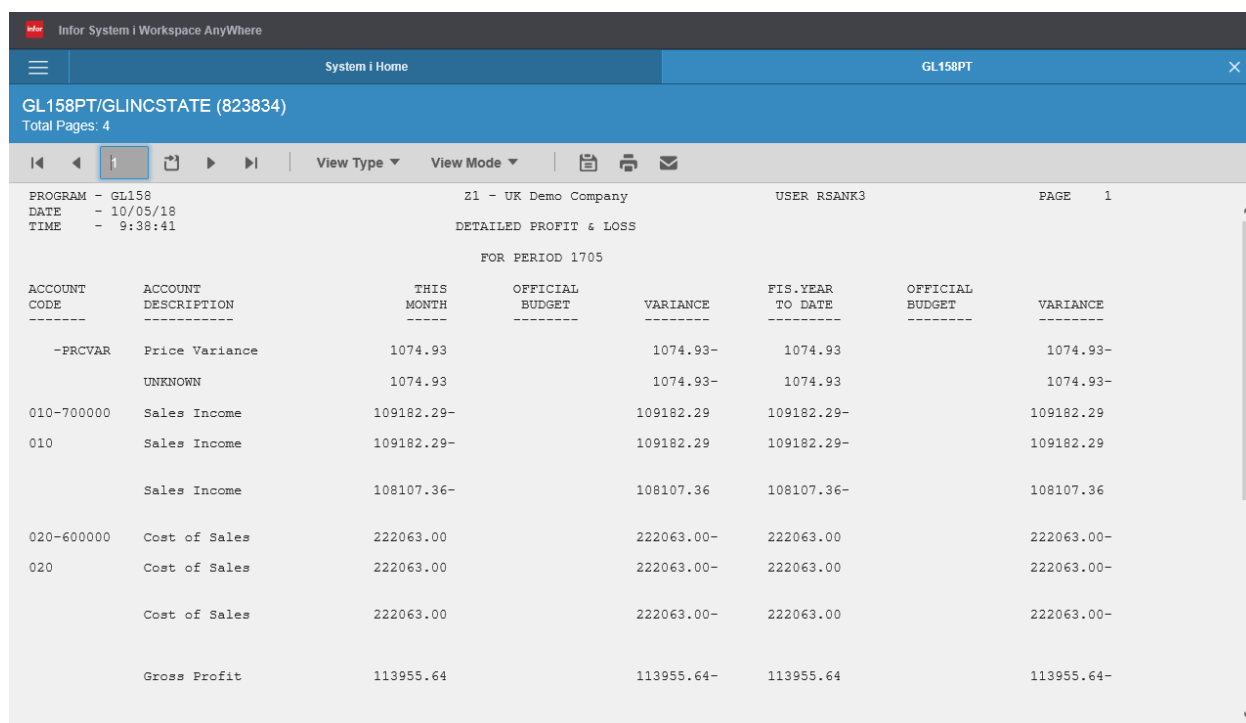
If the Spool File property changes are successful, or no errors are reported, the *Change Spool File Properties* dialog will close, and the *My Spool Files* table will be refreshed.

If an error occurs during the application of the Spool File property change, an error message will be displayed. When the error message is dismissed, the *Change Spool File Properties* dialog will stay open so that any corrections can be made and re-submitted, or the *Change Spool File Properties* dialog can be cancelled.

Caution: If you apply changes to multiple Spool Files, the processing will only stop when the first error occurs, so it is possible that some of your changes will have been applied successfully to some of the selected Spool Files. Bear this in mind if you then re-apply further changes.


Viewing a Spool File

Selecting the  icon next to a Spool File item within the table will open a new module tab within Infor System i Workspace AnyWhere and display the first page of the content, E.g.



| ACCOUNT CODE | ACCOUNT DESCRIPTION | THIS MONTH | OFFICIAL BUDGET | VARIANCE | FIS. YEAR TO DATE | OFFICIAL BUDGET | VARIANCE |
|--------------|---------------------|------------|-----------------|------------|-------------------|-----------------|------------|
| -PRCVAR | Price Variance | 1074.93 | | 1074.93- | 1074.93 | | 1074.93- |
| | UNKNOWN | 1074.93 | | 1074.93- | 1074.93 | | 1074.93- |
| 010-700000 | Sales Income | 109182.29- | | 109182.29 | 109182.29- | | 109182.29 |
| 010 | Sales Income | 109182.29- | | 109182.29 | 109182.29- | | 109182.29 |
| | Sales Income | 108107.36- | | 108107.36 | 108107.36- | | 108107.36 |
| 020-600000 | Cost of Sales | 222063.00 | | 222063.00- | 222063.00 | | 222063.00- |
| 020 | Cost of Sales | 222063.00 | | 222063.00- | 222063.00 | | 222063.00- |
| | Cost of Sales | 222063.00 | | 222063.00- | 222063.00 | | 222063.00- |
| | Gross Profit | 113955.64 | | 113955.64- | 113955.64 | | 113955.64- |

Caution: The Spool File viewer only supports certain IBM i Spool File formats, namely the *SCS (Plain Text) and *IPDS/*AFPDS (Text with Graphics) formats. If you select a Spool File that uses an unsupported format, you will see the following error message....




Warning

The output format of this Spool File is not supported by the System i Workspace AnyWhere Spool File Viewer.

[Close](#)

Caution: For IBM i *IPDS format Spool Files, any bar code, graphic or overprinting data will be removed, and only the text output displayed within the Spool File viewer.

Caution: IBM i *AFPDS format Spool Files will only be displayed using the PDF View Type within the Spool File viewer. The handling of any text layout and graphic overlays will be performed by the IBM i PDF print driver and PDF viewer.

The navigation controls in the top-left of the display allow you to move through the Spool File content a page at a time, jump to the start/end or enter a specific page, or a range of pages using the syntax *start page – end page*, then click the  button, or press the **Enter** key, to navigate to that page.

Caution: If the Spool File only has a single page, the navigation controls will not be displayed.


There are two modes to display the Spool File, Paged and Full. In Paged mode, the default, the Spool File content is displayed a page at a time, and you can use the provided navigation controls to traverse the document. When the Spool File is in Paged Mode and viewed as Text, you can use the following keys when any item of the toolbar has the input focus...


| Key | Action |
|-------------|---|
| Page Down | If the scroll bar in the Spool file display is not visible, or the scroll bar is positioned at the bottom of the scrollable area, pressing this key will move the spool file to the next page (unless no more pages exist) |
| Page Up | If the scroll bar in the Spool File display is not visible, or the scroll bar is positioned at the top of the scrollable area, pressing this key will move the spool file to the previous page (unless already on the first page) |
| CTRL + Home | Move to the first Spool File page |
| CTRL + End | Move to the last Spool File page |

In Full mode, the entire Spool File is displayed within the tab and the navigation controls are removed.


Caution: When using Full mode, the display of large spool files may take some time to retrieve from your IBM i server and rendered within the tab.

Caution: Only Full mode is supported when the View Type is set to PDF or an *IPDS or *AFPDS Spool File is being displayed.

When the Spool File is viewed as Text, you can Save the current display to a text file by clicking the  button. If you are currently viewing a single page at a time (Paged View Mode) only the current page will be saved. If you are viewing the entire Spool File (Full View Mode) the entire Spool File will be saved.

When the Spool File is viewed as Text, you can print a hard copy of the current display to a local printer by clicking the  button. If you are currently viewing a single page at a time (Paged View Mode) only the current page will be printed. If you are viewing the entire Spool File (Full View Mode) the entire Spool File will be printed.

Caution: Any special formatting options or page settings from the original spool file will be lost if you print to a local printer.

When the Spool File is viewed as Text, you can Email the current display to the email address defined for your IBM i user profile within System Manager by clicking the  button.

Caution: If your System Administrator has not defined an email address for your IBM i user profile within System Manager, then this option will not be available.

If Infor System i Workspace AnyWhere can successfully connect to the provided mail server and send the email, a confirmation message will be displayed.

If Infor System i Workspace AnyWhere is unable to successfully connect to the provided mail server and send the email, an error message will be displayed.

Spool file content can be displayed using two types: Text or PDF. In the example above, the content is displayed as text.

Caution: View Type and View Mode menus are removed when viewing an IBM i *IPDS format Spool File. All data within *IPDS Spool Files is displayed using a View Type of *Text* and View Mode of *Full*.

Caution: View Type and View Mode menus are removed when viewing an IBM i *AFPDS format Spool File. All data within *AFPDS Spool Files is displayed using a View Type of *PDF* and View Mode of *Full*.

You can use the View Type drop-down menu to select the PDF view, E.g.

| ACCOUNT CODE | ACCOUNT DESCRIPTION | THIS MONTH | OFFICIAL BUDGET | VARIANCE | FIS. YEAR TO DATE | OFFICIAL BUDGET | VARIANCE |
|--------------|---------------------|------------|-----------------|------------|-------------------|-----------------|------------|
| -PRCVAR | Price Variance | 1074.93 | | 1074.93- | 1074.93 | | 1074.93- |
| | UNKNOWN | 1074.93 | | 1074.93- | 1074.93 | | 1074.93- |
| 010-700000 | Sales Income | 109182.29- | | 109182.29 | 109182.29- | | 109182.29 |
| 010 | Sales Income | 109182.29- | | 109182.29 | 109182.29- | | 109182.29 |
| | Sales Income | 108107.36- | | 108107.36 | 108107.36- | | 108107.36 |
| 020-600000 | Cost of Sales | 222063.00 | | 222063.00- | 222063.00 | | 222063.00- |
| 020 | Cost of Sales | 222063.00 | | 222063.00- | 222063.00 | | 222063.00- |
| | Cost of Sales | 222063.00 | | 222063.00- | 222063.00 | | 222063.00- |
| | Gross Profit | 113955.64 | | 113955.64- | 113955.64 | | 113955.64- |
| | Stock Movements | | | | | | |
| | Royalties | | | | | | |

Caution: You may need to install a suitable PDF viewer onto your client PC to view the PDF output, though many web browsers come equipped with built-in PDF viewers of their own. We recommend Acrobat Reader DC as this provides facilities to Save, Email, Export and Print the PDF output.

Use the scrollbar at the side of the page to navigate through the pages of your PDF output or use the PDF floating toolbar to show the PDF menu options and page navigator.

The View Mode and View Type values will be saved when you change them so that the next time you open a Spool file, whether in the same session, or at a later date, the same settings are re-used. Settings are saved for each Infor System i Workspace AnyWhere profile.









Use the X or Close option on the tab to close the Spool File content view. If the View Type is Text, you can alternatively press the **F3** key to close the tab.

You can open multiple Spool File module tabs. There is no restriction on the number that can be viewed.





Viewing and Answering a Spool File Message

IBM i Spool Files may be created or changed so that they require the user to answer a message before the Spool File is sent to the output destination. For example, for a physical printer, if the Spool File needs special stationery to be loaded, a message may be issued before printing begins to give the user time to setup the printer correctly, and then answers the message to resume printing. For Spool Files like this, the *Status* column of My Spool Files will be set to **MESSAGE**, E.g.

My Spool Files

| | Name [R] ▾ <input type="text"/> | Date [R] ▾ <input type="text"/> | Pages = ▾ <input type="text"/> | Status [R] ▾ <input type="text"/> | |
|---|------------------------------------|------------------------------------|-----------------------------------|--------------------------------------|--|
| → | SL480PT | Wed, 30 Oct 2019 09:10:37 | 1 | MESSAGE | |
| → | QSYSPRT | Tue, 27 Oct 2015 09:21:07 | 1 | READY | |
| → | DR003PT | Tue, 27 Oct 2015 09:21:13 | 1 | READY | |
| → | DR003PT | Tue, 27 Oct 2015 09:21:19 | 1 | READY | |
| → | QSYSPRT | Tue, 27 Oct 2015 09:24:02 | 1 | READY | |

  Page of 2  

5 Records per page ▾

Selecting the → icon next to a Spool File item within the table for an item that has a *Status* of **MESSAGE** will open a dialog containing the IBM i message text and a *Reply* field...

Message for Spool File SL480PT

Load form type 'LABELS' device UKSHP002 writer UKSHP002. (G B I H R C)

Cause : The file on output queue UKSHP002 in library QUSRSYS requires form type 'LABELS' to be loaded on device UKSHP002. The form type for the file was all blanks when " appears as the form type.

Possible choices for replying to message :

G -- Begin processing the current file after loading the form type.
 B -- Begin processing the current file after loading and aligning the form type (no alignment message is sent - same as option 1 on System/36).
 I -- Ignore the request to load the form type. Print the file on the current formtype (same as option 0 on System/36).
 H -- Hold the file and print the next file on the output queue.
 R -- Search the output queue for the first available file with the correct form type. Reply value R is useful after using the Change Writer (CHGWTR) command to change the form type or the output queue of the writer. *FILEEND must be specified for the option (OPTION) parameter on the CHGWTR command for the change to take effect.
 C -- Cancel the writer (same as option 2 on System/36).

Reply


| | | |
|--------|-------------|-------|
| Cancel | Default (H) | Reply |
|--------|-------------|-------|

Click **Cancel** to abort answering the Spool File message (it will remain at Status **MESSAGE**).

Click **Default** to answer the message using the default option (which is shown in brackets after the **Default** button label).

Click **Reply** to answer the message using the data entered within the Reply field.

If the value entered into the *Reply* field is invalid, or fails processing on the IBM i, an error will be displayed, e.g.

 **Request Error**

Failed to update message with your reply.

Cancel

If the *Reply* is valid, the dialog will close, and the My Spool Files table will be reloaded.

Once the *Status* of the Spool File is no longer set to **MESSAGE**, selecting the → icon will open the Spool File as described in the *Viewing a Spool File* section.

My Jobs

| My Jobs | | | | | |
|--|---------------|---------------|---------------------------|---------------|-----------------|
| <div> </div> | | | | | |
| | Number = ▾ | Name [A] ▾ | Date [A] ▾ | Type [A] ▾ | Status [A] ▾ |
| → | 886205 | QPADEV001V | Mon, 2 Jul 2018 11:14:41 | Interactive | Failed |
| → | 883016 | OE_INVPOST | Fri, 29 Jun 2018 11:35:46 | Batch | Complete |
| → | 883015 | OE_INVPOST | Fri, 29 Jun 2018 11:35:46 | Batch | Complete |
| → | 883014 | WF_TRGRVCV | Fri, 29 Jun 2018 11:35:32 | Batch | Failed |
| → | 883013 | ED_PROC | Fri, 29 Jun 2018 11:35:32 | Batch | Failed |
| <div> Page 1 of 3 5 Records per page ▾ </div> | | | | | |

The My Jobs widget allows you to see which IBM i Jobs you have started and their current state. This includes Jobs that are finished but have outstanding Spool Files.

The IBM i Job list is tabulated. The following columns of data are shown within the My Jobs table...

| Column | Description |
|--------|--|
| Number | The IBM i Job Number. |
| Name | The name of the Job. This is usually the name of the program that the Job is currently running (or was run). |
| Date | The Date that the Job was created. |
| Type | The type of the Job. This is usually Interactive for 5250 AnyWhere Emulator sessions or Batch for jobs that are submitted to a batch processing queue. |
| Status | The current status of the Job, such as Complete, Failed, Held |

Click on the title to sort the data within the table, numerically or alphanumerically (depending on the column data type), using that columns content. The first click will sort the column in ascending order; a second click will sort the column in descending order.

The order of the columns can be changed. Move the mouse cursor over the beginning of the column title and it will change to a four-pointed icon. While this icon is displayed, click, and hold down the left mouse button and move the column left or right to drag the column into a new position. The original column header will be greyed out. A small arrow below the column heading will indicate where the new column will be positioned. Release the mouse button to set the column in its new position.

The order of the columns within the Jobs table will be saved into the data storage of your web-browser and re-applied on next Sign In using the same web-browser.

The preferences for this widget can be altered by selecting the *Preferences* option from the widget menu. The available preference options are...

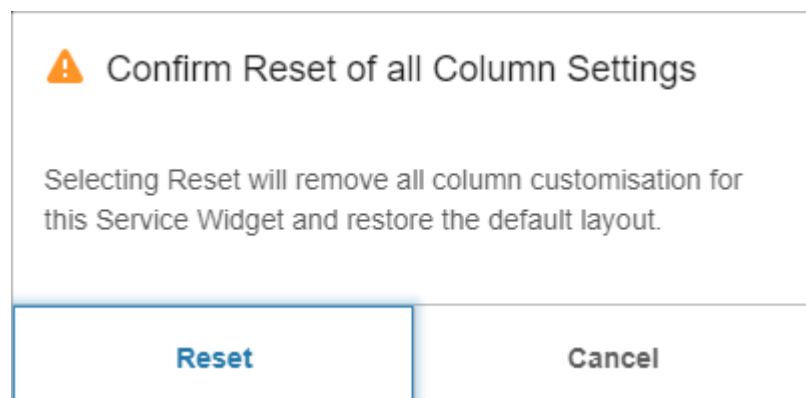
| Preference Field | Description |
|---|--|
| <i>Use the short date format</i> | By default, values within the Date column will be displayed using the long date format (e.g., Wed, 29 Apr 2020 11:12:33), check this field to use the short date format (e.g., 29/04/2020, 11:12:32). |
| | Caution: The exact format of the short date will depend on the locale of the current Infor System i Workspace AnyWhere user profile. |
| <i>Show Row Selection Checkbox Column</i> | Display an additional column at the beginning of the table that can be used to set/identify the current row selection state. An additional checkbox is placed in the selection column's header that can be used to toggle the selection against all/no rows. |
| | Caution: Showing/hiding the Row Selection Checkbox Column may cause modifications you have made to the table to be reset. |

Click **Change** to apply any preference changes.

Click **Cancel** to exit without making any preference changes.

The Job preference changes will be saved into the data storage of your web-browser and re-applied on next Sign In using the same web-browser.

Any changes that have been made to the column layout can be reset to the default layout by selecting the *Reset Columns* option from the widget menu. A confirmation dialog will be displayed...




Click **Reset** to remove all column changes (including those saved into the data storage of your web-browser).

Click **Cancel** to exit without making any changes.

Above each column of data, there is an edit field that allows you to filter the data shown in the table. Enter your search string and press the **Enter** key to apply the filter, E.g.

My Jobs




| | Number = ▾ | Name [A] ▾ OE | Date [A] ▾ | Type [A] ▾ | Status [A] ▾ |
|---|---------------|------------------|---------------------------|---------------|-----------------|
| → | 883016 | OE_INVPOST | Fri, 29 Jun 2018 11:35:46 | Batch | Complete |
| → | 883015 | OE_INVPOST | Fri, 29 Jun 2018 11:35:46 | Batch | Complete |

Page 1 of 1 5 Records per page ▾

The drop-down list to the left of each column filter field allows you to alter the type of filter that is applied, E.g.

My Jobs



| | Number = ▾ | Name [A] ▾ OE | Date [A] ▾ | Type [A] ▾ | Status [A] ▾ |
|---|---------------|--|---------------|---------------|-----------------|
| → | 883016 | <div> <div>≠ Does Not Equal</div> <div>∅ Is Empty</div> <div>⊙ Is Not Empty</div> <div>[A] Ends With</div> <div>⧵ Does Not End With</div> <div>[A] Starts With</div> </div> | :35:46 | Batch | Complete |
| → | 883015 | | :35:46 | Batch | Complete |

5 Records per page ▾

The options within the menu will change depending on the column. For alphanumeric searches, the filter is case insensitive.

The navigation controls at the bottom of the Data Grid allow you to navigate back-and-forth through the pages of data or you can enter a page number to jump to.

The drop-down list at the bottom-right of the Data Grid allows you to change the number of Records per page that will be displayed (from a pre-set selection of 5, 10, 25, 50 or 75). Selecting a larger value may introduce scroll bars into the Data Grid.

Caution: The Records per page option is not displayed if the Data Grid is shown using the Single Width widget size.

To select an item within the table, click on the row. The background will change color, e.g.

My Jobs ↺ ↻ 🔒 🔗 ⛔ 🗑️ ⋮

| | Number = ▾ | Name [R] ▾ | Date [R] ▾ | Type [R] ▾ | Status [R] ▾ |
|---|---------------|---------------|---------------------------|---------------|-----------------|
| → | 886205 | QPADEV001V | Mon, 2 Jul 2018 11:14:41 | Interactive | Failed |
| → | 883016 | OE_INVPOST | Fri, 29 Jun 2018 11:35:46 | Batch | Complete |
| → | 883015 | OE_INVPOST | Fri, 29 Jun 2018 11:35:46 | Batch | Complete |
| → | 883014 | WF_TRGRVCV | Fri, 29 Jun 2018 11:35:32 | Batch | Failed |
| → | 883013 | ED_PROC | Fri, 29 Jun 2018 11:35:32 | Batch | Failed |

⏪ ⏩ Page 1 of 3 ⏪ ⏩ 5 Records per page ▾





To de-select the item, click the row again. You can select multiple items, E.g.

My Jobs ↺ ↻ 🔒 🔗 ⛔ 🗑️ ⋮

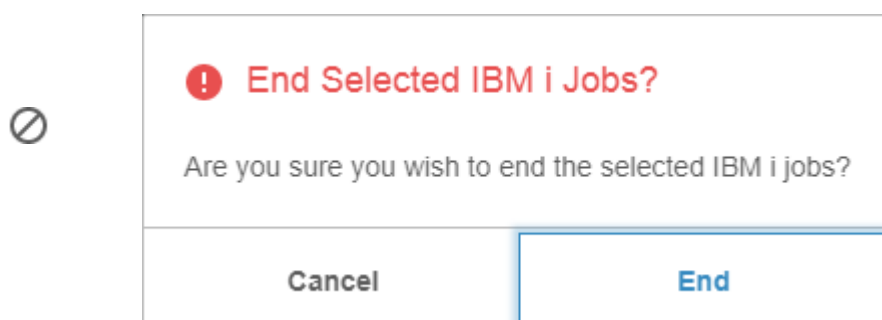
| | Number = ▾ | Name [R] ▾ | Date [R] ▾ | Type [R] ▾ | Status [R] ▾ |
|---|---------------|---------------|---------------------------|---------------|-----------------|
| → | 886205 | QPADEV001V | Mon, 2 Jul 2018 11:14:41 | Interactive | Failed |
| → | 883016 | OE_INVPOST | Fri, 29 Jun 2018 11:35:46 | Batch | Complete |
| → | 883015 | OE_INVPOST | Fri, 29 Jun 2018 11:35:46 | Batch | Complete |
| → | 883014 | WF_TRGRVCV | Fri, 29 Jun 2018 11:35:32 | Batch | Failed |
| → | 883013 | ED_PROC | Fri, 29 Jun 2018 11:35:32 | Batch | Failed |

⏪ ⏩ Page 1 of 3 ⏪ ⏩ 5 Records per page ▾

The widget title contains a set of actions that can be performed against the selected items within the table. For the My Jobs widget these are...

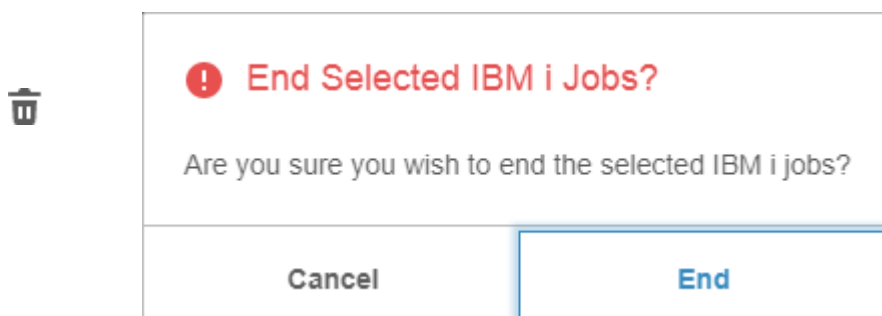
| Icon | Description |
|---|---|
|  | Refresh the content of the table. |
|  | Switch the view to show the Spool Files that are associated with the selected Jobs (see below for more details) |
|  | Hold the selected Jobs. If the status of a Job is already *HELD, or HLD, no action will be performed. |
|  | Release the selected Jobs. If the status of a Job is not set to *HELD or HLD, no action will be performed. |

End the selected Jobs in a controlled process, ensuring any associated resources (files, objects) are correctly freed/unlocked. Jobs will be permanently removed from the system. A confirmation dialog will be issued when this option is selected, E.g.



Click **End** to remove the selected Job(s) or click **Cancel** to abort the operation.

End the selected Jobs **immediately** in an uncontrolled process, which may leave resources (files, objects) associated with the Job in a locked or unstable state. Jobs will be permanently removed from the system. A confirmation dialog will be issued when this option is selected; E.g.



Click **End** to remove the selected Job(s) or click **Cancel** to abort the operation.

Selecting the → icon next to a Job item within the table will open a dialog with an extended summary of the Job attributes, E.g.

IBM i Job Details

| | | | |
|-------------|--------|---------------|---------|
| Number | 689375 | Type | Batch |
| Description | IPGAMP | Library | AULAMP3 |
| Queue | QBATCH | Queue Library | QGPL |
| Status | Held | | |

Close


The content of the dialog will differ depending on the Job type. The above is an example of a Batch Job, here is an example of an Interactive Job...

IBM i Job Details

| | | | |
|-------------|------------|---------|-------------|
| Number | 689368 | Type | Interactive |
| Command | CWSINITIAL | | |
| Description | AULDEFL1 | Library | AULAMP3 |
| Status | DSPW | | |








Close

Click **Close** to close the IBM i Job Details dialog.





Select one or more Jobs and click the  icon to see the Spool Files associated with those Jobs within the same display, E.g.

- 1) Select one or more Jobs...

My Jobs

















| | Number = ▾ | Name [R] ▾ | Date [R] ▾ | Type [R] ▾ | Status [R] ▾ |
|---|---------------|---------------|--------------------------|---------------|-----------------|
| → | 017361 | SLCUSLABEL | Mon, 4 Feb 2019 10:56:49 | Batch | Complete |
| → | 017359 | SLCUSLABEL | Mon, 4 Feb 2019 10:55:40 | Batch | Complete |
| → | 017355 | SLCUSLABEL | Mon, 4 Feb 2019 10:52:29 | Batch | Complete |
| → | 014864 | QPADEV0039 | Fri, 1 Feb 2019 13:03:13 | Interactive | Complete |
| → | 014778 | PLSUPLABEL | Fri, 1 Feb 2019 10:03:33 | Batch | Complete |







Page 10 of 11


5 Records per page ▾


- 2) Click the *Show Spool Files for selected IBM i Jobs* icon
- 3) Display changes to Spool File View...

My Jobs

| | Number = ▾ | Name [R] ▾ | Date [R] ▾ | Pages = ▾ | Status [R] ▾ |
|---|---------------|---------------|--------------------------|--------------|-----------------|
| → | 017359 | SL480PT | Mon, 4 Feb 2019 10:55:40 | 1 | READY |
| → | 014778 | PL480PT | Fri, 1 Feb 2019 10:03:34 | 1 | READY |



Page 1 of 1


5 Records per page ▾

- 4) Spool File View functionality is as described in the “Using the Spool File Viewer” section
- 5) Select the  icon to exit the Spool File View and return to the Job view

Caution: Any changes you make to the column layout within the Spool File View will also be applied to My Spool Files the next time it is refreshed or updated.

My Messages

| My Messages 🔄 ✉ 🗑 ⋮ | | | | |
|---|---------------|---------------------------|--------------------------|---------------|
| | From [R] ▾ | Sent [R] ▾ | Message [R] ▾ | Type [R] ▾ |
| → | JDBC_AMV3 | Tue, 26 Jun 2018 14:42:40 | Job 878830/RSANK3/GLPRTC | COMPLETION |
| → | RSANK3 | Tue, 26 Jun 2018 13:52:46 | Job 878773/RSANK3/MS_WC | COMPLETION |
| → | RSANK3 | Tue, 26 Jun 2018 13:52:23 | Job 878772/RSANK3/MS_WC | COMPLETION |
| → | AMAPICS | Thu, 28 Jun 2018 16:09:22 | Job 881724/AMAPICS/PRGTF | COMPLETION |
| → | AMAPICS | Thu, 28 Jun 2018 16:09:22 | Job 881723/AMAPICS/PSITS | COMPLETION |

⏪ ⏩ Page 1 of 4 ▶ ▶▶

5 Records per page ▾

The Message Viewer allows you to see which IBM i Messages you have been sent and the ability to read their content and reply (if applicable).

The IBM i Message list is tabulated. The following columns of data are shown within the Message Viewer table...

| Column | Description |
|---------|---|
| From | The username of the person who sent the message |
| Sent | The Date that the message was sent |
| Message | The first line of the message |
| Type | The type of message |

Click on the title to sort the data within the table, numerically or alphanumerically (depending on the column data type), using that column's content. The first click will sort the column in ascending order; a second click will sort the column in descending order.

The order of the columns can be changed. Move the mouse cursor over the beginning of the column title and it will change to a four-pointed icon. While this icon is displayed, click, and hold down the left mouse button and move the column left or right to drag the column into a new position. The original column header will be greyed out. A small arrow below the column heading will indicate where the new column will be positioned. Release the mouse button to set the column in its new position.

The order of the columns within the Messages table will be saved into the data storage of your web-browser and re-applied on next Sign In using the same web-browser.

The preferences for this widget can be altered by selecting the *Preferences* option from the widget menu. The available preference options are...

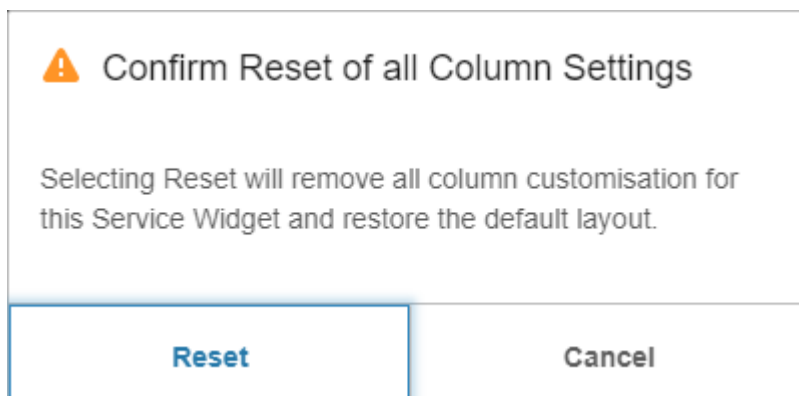
| Preference Field | Description |
|---|--|
| <i>Use the short date format</i> | By default, values within the Sent column will be displayed using the long date format (e.g., Wed, 29 Apr 2020 11:12:33), check this field to use the short date format (e.g., 29/04/2020, 11:12:32). |
| Caution: The exact format of the short date will depend on the locale of the current Infor System i Workspace AnyWhere user profile. | |
| <i>Show Row Selection Checkbox Column</i> | Display an additional column at the beginning of the table that can be used to set/identify the current row selection state. An additional checkbox is placed in the selection column's header that can be used to toggle the selection against all/no rows. |
| Caution: Showing/hiding the Row Selection Checkbox Column may cause modifications you have made to the table to be reset. | |

Click **Change** to apply any preference changes.

Click **Cancel** to exit without making any preference changes.

The Message preference changes will be saved into the data storage of your web-browser and re-applied on next Sign In using the same web-browser.

Any changes that have been made to the column layout can be reset to the default layout by selecting the *Reset Columns* option from the widget menu. A confirmation dialog will be displayed...



Click **Reset** to remove all column changes (including those saved into the data storage of your web-browser).

Click **Cancel** to exit without making any changes.

The Message preference changes will be saved into the data storage of your web-browser and re-applied on next Sign In using the same web-browser.

Above each column of data, there is an edit field that allows you to filter the data shown in the table. Enter your search string and press the **Enter** key to apply the filter, E.g.

My Messages ↺ ✉ 🗑 ⋮

| | From [A] ▼ AMA | Sent [A] ▼ | Message [A] ▼ | Type [A] ▼ |
|---|-------------------|---------------------------|--------------------------|---------------|
| → | AMAPICS | Thu, 28 Jun 2018 16:09:22 | Job 881724/AMAPICS/PRGTF | COMPLETION |
| → | AMAPICS | Thu, 28 Jun 2018 16:09:22 | Job 881723/AMAPICS/PSITS | COMPLETION |
| → | AMAPICS | Fri, 29 Jun 2018 08:29:18 | Job 882333/AMAPICS/PRGTF | COMPLETION |
| → | AMAPICS | Fri, 29 Jun 2018 08:29:18 | Job 882332/AMAPICS/PSITS | COMPLETION |

Page 1 of 1 5 Records per page ▼

The drop-down list to the left of each column filter field allows you to alter the type of filter that is applied, E.g.

My Messages ↺ ✉ 🗑 ⋮

| | From [A] ▼ AMA | Sent [A] ▼ | Message [A] ▼ | Type [A] ▼ |
|---|-------------------|--------------------------|------------------|---------------|
| → | 4:42:40 | Job 878830/RSANK3/GLPRT | COMPLETION | |
| → | 3:52:46 | Job 878773/RSANK3/MS_WC | COMPLETION | |
| → | 3:52:23 | Job 878772/RSANK3/MS_WC | COMPLETION | |
| → | 6:09:22 | Job 881724/AMAPICS/PRGTF | COMPLETION | |
| → | 6:09:22 | Job 881723/AMAPICS/PSITS | COMPLETION | |

5 Records per page ▼

The options within the menu will change depending on the column. For alphanumeric searches, the filter is case insensitive.

The navigation controls at the bottom of the Data Grid allow you to navigate back-and-forth through the pages of data or you can enter a page number to jump to.

The drop-down list at the bottom-right of the Data Grid allows you to change the number of Records per page that will be displayed (from a pre-set selection of 5, 10, 25, 50 or 75). Selecting a larger value may introduce scroll bars into the Data Grid.

Caution: The Records per page option is not displayed if the Data Grid is shown using the Single Width widget size.

To select an item within the table, click on the row. The background will change color, E.g.

My Messages

| | From [v] ▾ | Sent [v] ▾ | Message [v] ▾ | Type [v] ▾ |
|---|---------------|---------------------------|--------------------------|---------------|
| → | JDBC_AMV3 | Tue, 26 Jun 2018 14:42:40 | Job 878830/RSANK3/GLPRTC | COMPLETION |
| → | RSANK3 | Tue, 26 Jun 2018 13:52:46 | Job 878773/RSANK3/MS_WC | COMPLETION |
| → | RSANK3 | Tue, 26 Jun 2018 13:52:23 | Job 878772/RSANK3/MS_WC | COMPLETION |
| → | AMAPICS | Thu, 28 Jun 2018 16:09:22 | Job 881724/AMAPICS/PRGTF | COMPLETION |
| → | AMAPICS | Thu, 28 Jun 2018 16:09:22 | Job 881723/AMAPICS/PSITS | COMPLETION |

Page 1 of 4

5 Records per page ▾

To de-select the item, click the row again. You can select multiple items, E.g.

My Messages

| | From [A] ▾ | Sent [A] ▾ | Message [A] ▾ | Type [A] ▾ |
|---|---------------|---------------------------|--------------------------|---------------|
| → | JDBC_AMV3 | Tue, 26 Jun 2018 14:42:40 | Job 878830/RSANK3/GLPRTC | COMPLETION |
| → | RSANK3 | Tue, 26 Jun 2018 13:52:46 | Job 878773/RSANK3/MS_WC | COMPLETION |
| → | RSANK3 | Tue, 26 Jun 2018 13:52:23 | Job 878772/RSANK3/MS_WC | COMPLETION |
| → | AMAPICS | Thu, 28 Jun 2018 16:09:22 | Job 881724/AMAPICS/PRGTF | COMPLETION |
| → | AMAPICS | Thu, 28 Jun 2018 16:09:22 | Job 881723/AMAPICS/PSITS | COMPLETION |

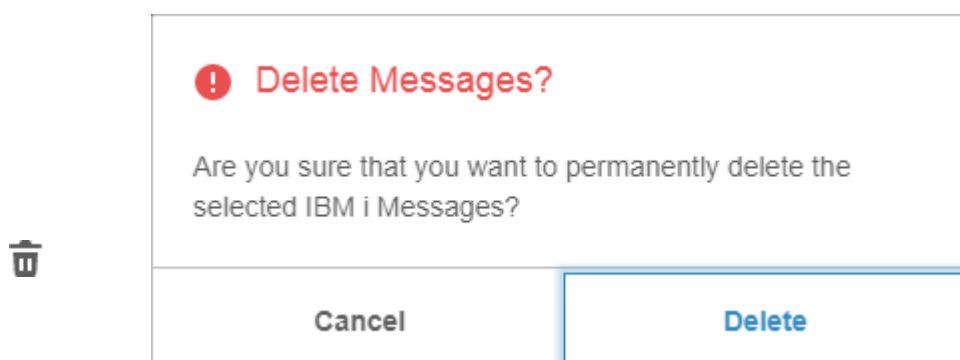
Page 1 of 4

5 Records per page ▾

The Toolbar contains a set of actions that can be performed against the table. For the My Messages widget these are...

| Icon | Description |
|------|-----------------------------------|
| | Refresh the content of the table. |
| | Create a new message (see below) |

Delete the selected Messages. Messages will be permanently removed from the system. A confirmation dialog will be issued when this option is selected; E.g.



Click **Delete** to remove the selected Message(s) or click *Cancel* to abort the operation.

Caution: Delete actions may fail if you have another session open that has locked your message queue.

Selecting the → icon next to a Message item within the table will open a dialog with the full message content, E.g.

Message From DFTADMIN

ENDDAY will start in 5 minutes. Use command MNGENDDAY to check status of ENDDAY job. If the status of ENDDAY is WARNING you may resubmit ENDDAY for a different time, if the status is RUNNING it is not recommended since you would cancel the current job. The ENDDAY job can be held from within the MNGENDDAY command or individual ENDDAY jobs such as PWRDWNSYS can be overridden using the command MNGADEJOB.

Cancel
Delete

Click **Delete** to permanently remove this IBM i Message or click **Cancel** to close the Message Details dialog.

Caution: Delete actions may fail if you have another session open that has locked your message queue.

If you open an IBM i Enquiry Message from another user, you will see this dialog, E.g.

Message From WKS3_5250

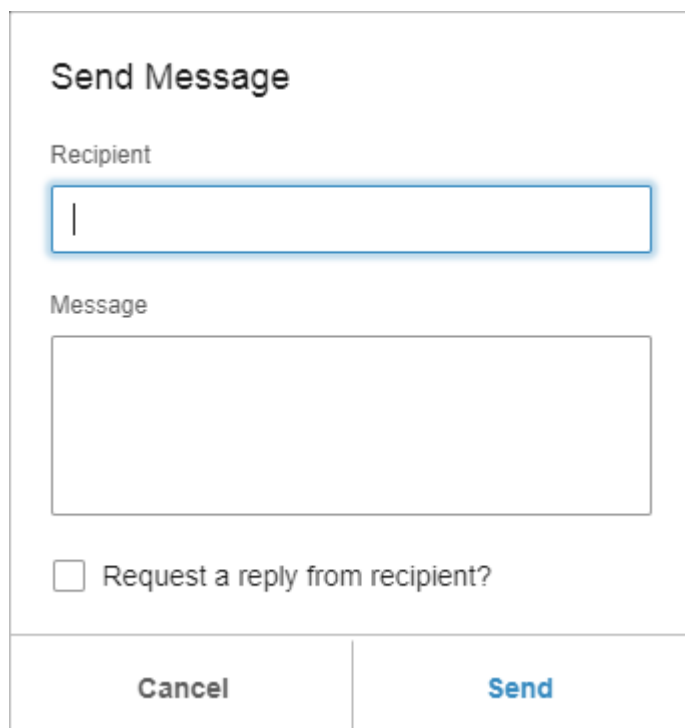
Can you exit all tasks so system can be rebooted?

Reply:

Cancel
Delete
Reply

Either enter your reply message into the supplied field and click **Reply** to post it back to the IBM i user that contacted you, click **Delete** to permanently remove this IBM i Message or click **Cancel** to close the Message Details dialog.

Click the ✉ icon in the toolbar to create a new IBM i message. The Send Message dialog will open, E.g.

A dialog box titled "Send Message". It contains a "Recipient" label above a text input field with a vertical cursor. Below that is a "Message" label above a larger text area. At the bottom left is a checkbox labeled "Request a reply from recipient?". At the bottom right are two buttons: "Cancel" and "Send".

Send Message

Recipient

|

Message

☐ Request a reply from recipient?

Cancel Send

In the *Recipient* field, enter the IBM i User Profile of the user that you wish to communicate with.

In the *Message* field, enter the message text you wish to send to the recipient IBM i User Profile.

If you want the recipient IBM i User Profile to reply to your message, check the *Request a reply from the recipient* field.

Click **Send** to dispatch this IBM i Message or click **Cancel** to close the Send Message dialog.

Keyboard Navigation

Page Header

When the input focus is on the *Page Header*, you can use the cursor keys to move the focus to a different option.

If the focus is in the *Quick Launch* edit field, then pressing the **Cursor Down** key will move the focus to the *Add to Favorites* icon or pressing the **Cursor Up** key will move the focus to the *Theme/Personalization Menu* icon.

If the focus is on an icon, then you can use the **Cursor Up** or **Cursor Left** keys to move the focus to the previous icon/field or you can use the **Cursor Down** or **Cursor Right** keys to move the focus to the next icon/field.

When an icon is focused, you can press the **Enter** key to activate the icon's function (i.e. the same as clicking the icon with the left mouse button).

Widget Container

When the input focus is moved into the *Widget Container*, the first icon within the *Widget Header* of the *Widget* in the top-left corner of the display will be focused.

Pressing the **Tab** key will either move to the next icon in the *Widget Header* or move into the first field within the *Widget* content.

Pressing the **Shift** and **Tab** keys together will either move to the previous icon in the *Widget Header* or, if focus is on the first icon in the first *Widget*, it will move the focus back to the *Page Header*.

If the focus is on an icon within the *Widget Header*, then pressing the **Enter** or **Space** key will activate that icon's function.

Tree Views

Tree Views are used within several Widgets within the System i Home tab; these elements share the same keyboard navigation.

Pressing the **Tab** key will either move focus to the next *Tree Item* or, if focus is on the last *Tree Item*, it will move focus to the first icon within the *Widget Header* of the next *Widget*.

Pressing the **Shift** and **Tab** keys together will either move focus to the previous *Tree Item*, if focus is on the first *Tree Item*, it will move the focus back to the *Widget Header*.

Pressing the **Enter** key on a *Tree Folder* will expand the content beneath it, or, if already expanded, it will collapse the content beneath it. After expanding a *Tree Folder*, pressing the **Tab** key will move into the first child *Tree Item* inside the *Tree Folder*.

Pressing the **Enter** key on any other type of *Tree Item* will perform the *Open* action, which is usually to launch the selected *Tree Item* within a new Infor System i Workspace AnyWhere tab.

Launching a task

Each of the Infor application tasks being accessed within Infor System i Workspace AnyWhere will display a graphical user interface (GUI) that will allow users to process transactions or view data in ways that are not available in the traditional System i interface. The user interface enhances efficiency and ease of use for the underlying application.

Basic overview

To launch an Application task, you can do any of the following from the System i Home tab:

- Expand the My Task tree view and its sub-menus until you find the task you want to launch. Single click on the either the task icon or the task description.
- Click on the desired task from your My Favorites tree view, if available
- Click on the desired task from your Search Results tree view
- Enter the menu shortcut from the Quick Launch box (for example, 1/GLE)
- Enter the IBM i command from the Quick Launch box (for example, WRKSPLF)
- Enter the URL on the Quick Launch box

You can also expand the Application Menu at any time and click on the desired task from the My Recent Tasks to launch an application task.

Here are examples of the resulting task application screen types that may be displayed inside Infor System i Workspace AnyWhere:

- 1 For a task launched using the 5250 AnyWhere Emulator (with System21 3.1 Application Screen Design Template data installed)...

Credit Manager Enquiry
Z1 - UK Demo Company GC01

Account: **3C01** Q£

Reeves Chemist's

Debtor days: **2073**

Days sales outstanding:

Average days to pay: **1359**

Average days slow: **1329**

Overdue days: **2079**

OS balance: **1565403.26-**

Not yet due: **94212.22-**

1: **1 - 30** : **.00**

2: **31 - 60** : **.00**

3: **61 - 90** : **1316.26-**

4: **91 - 120** : **5265.00-**

5: **121 - 150** : **10.00-**

6: **151 +** : **1464599.78-**

Overdue balance: **1471191.04-**

Doubtful balance: **.00**

AR Items: **1572419.09-**

Orders alloc. or desp. + **951402.91**

Collection documents + **7015.83**

Total outstanding = **614000.35-**

Credit limit: **999.00**

Available credit: **614999.35**

Performance: **Z** Performance Indicator Z

YTD Net sales: **.00**

YTD Net credits: **5484.38-**

YTD Cash: **.00**

YTD Discount: **.00**

Highest O/S: **02/02/2011** **93414.08**

Last payment: **20/02/2017** **10.00-**

Last sale: **09/11/2016** **780.00**

Statement: **01/11/2012** **1445161.56-**

Interest:

Dunning: **00/00/00** **.00**

Exit Contrs 1stCont Diary Open items All items Pay history

Transaction More keys

Credit Manager Enquiry Window

To display this window, enter a customer code and then press Enter on the Credit Manager Enquiry Selection window.

Each quarter of the window displays a different kind of information:

- The top left-hand quarter displays common performance ratios.
- The top right-hand quarter displays credit information.
- The bottom left-hand quarter displays balances, by overdue category.
- The bottom right-hand quarter displays posting information, and details of the status of the account.

Fields

Note: All the fields described below are output only unless otherwise stated.

Level

This field will only be displayed if the customer is a hierarchy customer. It shows the hierarchy level number of the customer.

Debtor Days

Note: All Credit Manager ratios hold a maximum of 99,999 days

The figure shown here represents the weighted average number of days outstanding for the customer's outstanding debt.

Take all open items for the customer. For each item, multiply the number of days between document and current date by the outstanding balance.

- 2 For a task launched using LX/WebTop...

Mass Transfer Selection

Transfer Date: **5/10/18**

Shop Order Material Transfer

Shop Order: **Reason Code**

Or

Work Center: **Operation Number**

Or

Inventory Transfer

From Warehouse: **Shop Order Release Date** **0/00/00**

From Location: **To Warehouse**

To Location: **To Location**

Inventory Transfer Range Selection

Item Number: **TO**

Lot Number: **TO**

QMS Sequence: **TO**

Container: **TO**

Or

Shipment Components to Vendor

Vendor Number: **0** (0=By Shop Order, 1=By Item Number)

Component Required Date: **0/00/00** TO **99/99/99**

From Warehouse: **To Warehouse**

3 For a task launched using Net-Link/IDF...

Infor System i Workspace AnyWhere

System i Home Customer

Z1 Customer: GC01 003 Reeves

Continue | File | Display | Help | Default |

Summary | Credit stats | Address | Contacts | Bank Accounts | Service | Orders | Quotes | Documents | Returns | Documents by type | Period Balances | Collection Documents | Master | Hi More...

AR items: -1,572,419.09 YTD Net sales: 0.00
 Orders alloc or desp: 951,402.91 YTD Net credits: -5,484.38
 Collection documents: 7,015.83 YTD Cash: 0.00
 Total outstanding: -614,000.35 YTD Discount: 0.00

Last payment: -10.00 Highest O/S: 93,414.08
 02/20/2017 02/02/2011
 Last sale: 780.00 Statement: -1,445,161.56
 11/09/2016 11/01/2012

[Open Quotes](#)

| Quote | Reference | Total | Created | Expiry |
|-------------------|-----------|-------|---------|--------|
| No records found. | | | | |

[Open Items](#)

| Created | Reference | Outstanding |
|-----------------------|--------------|-------------|
| 06/15/1994 IN 0000003 | 7.86 GBP | |
| 03/18/2003 IN 0000084 | 1,383.40 GBP | |
| 01/06/2005 IN 0000086 | 210.71 GBP | |
| 08/14/2006 IN 0000095 | 129.59 GBP | |
| 08/23/2006 IN 0000096 | 129.27 GBP | |
| 08/23/2006 IN 0000097 | 217.06 GBP | |
| 10/18/2006 IN 0000098 | 29.27 GBP | |
| 10/18/2006 IN 0000099 | 29.27 GBP | |
| 10/18/2006 IN 0000100 | 29.27 GBP | |

[Open Orders](#)

| Order | Reference | Total | Order | Due | Ship |
|---------|-----------|--------|------------|------------|------|
| 0000225 | PD875 | 22.50 | 09/06/2005 | 09/06/200! | |
| 0000226 | PD876 | 25.00 | 09/06/2005 | 09/06/200! | |
| 0000227 | PD787 | 5.00 | 09/06/2005 | 09/06/200! | |
| 0000228 | PD758 | 1.00 | 09/06/2005 | 09/06/200! | |
| 0000229 | PD903 | 8.00 | 09/09/2005 | 09/09/200! | |
| 0000230 | PD905 | 770.00 | 09/09/2005 | 09/09/200! | |
| 0000231 | C91 | 200.00 | 09/16/2005 | 09/16/200! | |

Maximum number of tasks

Your System Administrator can set a restriction on the maximum number of tasks that each user can open. By default, this will be eight tasks. If you reach this maximum number of tasks, you will see this message when you try to open a new task...

Error

Unable to launch new task as you are already running the maximum allowed number of tasks

[Close](#)

Click **Close** to dismiss the message.

Popup Windows

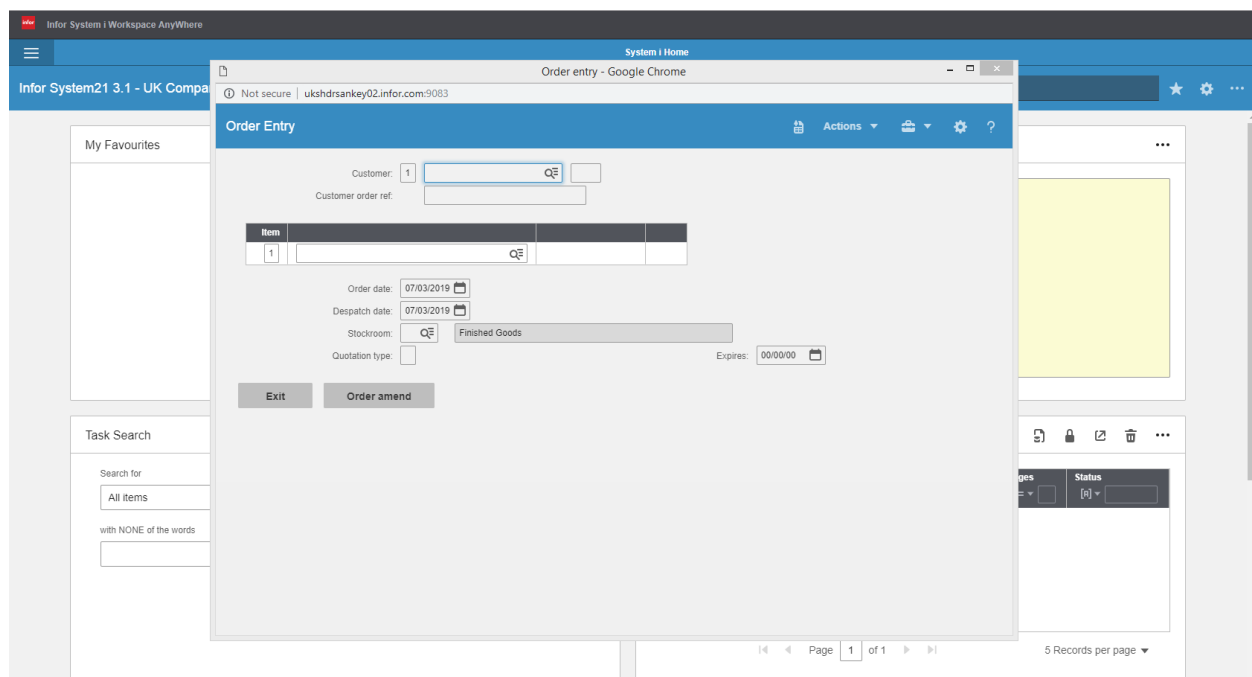
Caution: In this context, a popup window is a separate web browser window to the main window containing the Infor System i Workspace AnyWhere application. The popup window will open and operate under the features and constraints of your web browser and operating system.

Caution: Your System Administrator may restrict access to this feature or make it available to only certain types of tasks.

There are several types of task that can be opened in a popup window...

- Infor ERP applications that utilize the 5250 AnyWhere Emulator
- IBM i commands that utilize the 5250 AnyWhere Emulator
- System Manager Type 6 Applications that open an Infor or 3rd Party Website or web-based application
- Websites that you have saved to *My Favorites*
- Infor ERP LX tasks that utilize WebTop
- Infor ERP applications that utilize NetLink/IDF

To open a popup window, right-click on an item within *My Tasks*, *My Favorites* or *Task Search Results* and select the **Open in Popup Window** option. The task will open in a window above the main Infor System i Workspace AnyWhere interface...



The popup window can be moved, resized, maximized, or minimized like any other web browser popup window within your operating system.

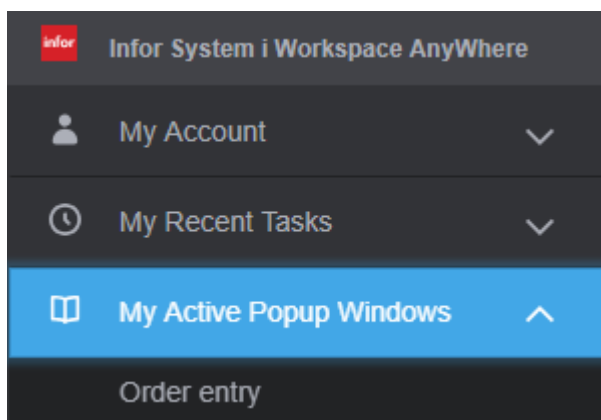
Caution: If you have enabled an *Always open pop-ups in a new tab* type option within the web-browser you are utilizing, then the new task will appear in a separate tab within your web-browser.

Infor recommends that you disable this feature when using the popup window features of Infor System i Workspace AnyWhere.

When the task is completed, and the popup window closes, the current size of the window is saved within your web-browser storage. The next time a popup window of that type is opened, it is sized to the saved width and height in the web-browser storage.

The popup window will always be centered within either the display containing the main Infor System i Workspace AnyWhere application window, or within the primary display. This positioning will depend on the web-browser you are utilizing, and Infor System i Workspace AnyWhere has no control over the physical display device used to show the popup window.

The popup window title will be added to the My Active Popup Windows section of the Application Menu...

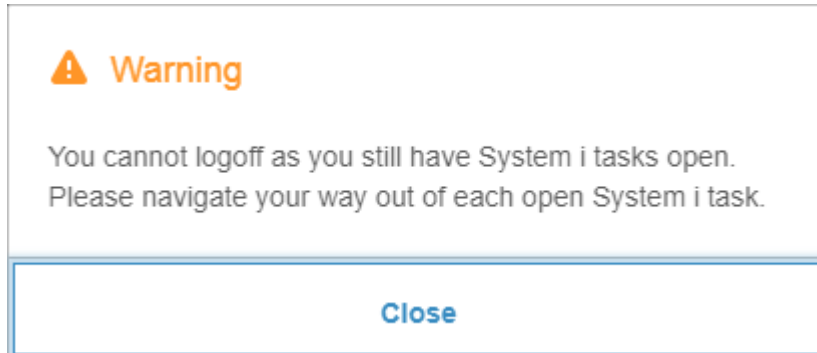


Any actions from within the popup window that would normally result in the creation of a new Infor System i Workspace AnyWhere tab, such as using a Task or URL Custom Button created within Designer, the My Favourites widget, or the My Spool Files widget, will instead open that task as a popup window.

If your System Administrator has set a restriction on the maximum number of tasks that you can open, then this also includes popup windows.

Closing Popup Windows

If you try to sign-out of Infor System i Workspace AnyWhere with popup windows open, then this message will be displayed...

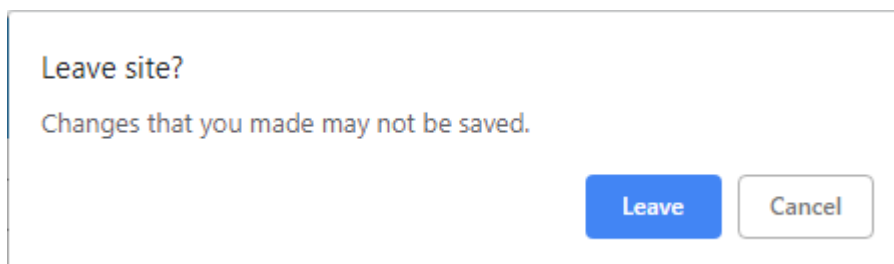


Click **Close**, and the focus will be moved to the first active popup window. You will not be able to sign-out of Infor System i Workspace AnyWhere until all popup windows have been closed.

For Infor applications that use the 5250 AnyWhere Emulator, an Infor web-based application or Infor WebTop, opened in a popup window, it is very important that you do **not** close the window by clicking the close button (usually located in the top-right corner of the title area within the popup window frame). You should always try to use the correct “exit path” for the application you are using. For example, for a 5250 AnyWhere Emulator task, the “exit path” will usually be accessed by using the Exit (F3), Submit (F8) or Previous (F12) options. Using the correct “exit path” will automatically close the popup window and make sure any sessions and licenses used by the task are correctly processed and released.

For Infor applications that use the IDF/NetLink user interface, opened in a popup window, closing the window by clicking the close button (usually located in the top-right corner of the title area within the popup window frame) is allowed, as no standard “exit path” is usually provided.

If you try to use the close button on a popup window that contains an active application task that requires a valid ‘exit path’, Infor System i Workspace AnyWhere will attempt to block this process and display a modal message dialog. For example, this is the message dialog displayed in Google Chrome...



The text, style and actions of this message will vary between web-browsers, but you should always select the “cancel” or “abort” option to return to the application task and follow the correct “exit path”.

Caution: In Google Chrome, if you open a popup window, but do not interact with it (e.g. press any key or click the mouse within the content) then use the window close button, it will NOT display the modal message above. Again, Infor recommends that you do not do this, and always use the correct “exit path” for your application, unless instructed otherwise by Infor Support or your System Administrator.

For 3rd party websites that you have added to *My Favourites* and opened in a popup window, using the close button for the window is allowed, as any session processing or licensing are outside the control of Infor System i Workspace AnyWhere or not relevant.

Chapter 2 Using the 5250 AnyWhere Emulator

Overview

The 5250 AnyWhere Emulator is an advanced implementation of the IBM 5494 Remote Control Unit standard that allows any IBM i Telnet 5250 screen to be displayed within any HTML5-compliant web browser without additional client-side software requirements.

The 5250 AnyWhere Emulator utilizes Infor's SoHo Xi user interface controls and features to give a modern look and feel, while still maintaining familiar 5250 Emulator operation.

5250 AnyWhere Emulator screens can be modified using the 5250 AnyWhere Emulator Designer (see the System i Workspace AnyWhere – 5250 AnyWhere Emulator Designer Guide for more details) to provide extra features and functionality.

Screen designs created using the now deprecated System i Emulator Designer, can also be applied to the 5250 AnyWhere Emulator to provide extra features and functionality.

The 5250 AnyWhere Emulator is used when...

- The user launches a task, and the task definition within System Manager is set to use an Infor emulator
- The user issues a System i command

This chapter introduces using the 5250 AnyWhere Emulator and explains the extra features provided by Infor System i Workspace AnyWhere.

Basic features

The 5250 AnyWhere Emulator displays a Graphical User Interface (GUI) screen representation of the IBM i task (which we will refer to as a panel).

On launching the first 5250 AnyWhere Emulator task, you will be presented with the first panel of the task within a new Infor System i Workspace AnyWhere tab.

The screenshot shows the 'Account Code Enquiry' panel in the Infor System i Workspace AnyWhere application. The top header bar is blue with the Infor logo and 'Infor System i Workspace AnyWhere' text. Below this is a navigation bar with 'System i Home' and 'Enquire on account' tabs. A secondary blue bar contains 'Actions' and icons for a briefcase, settings, and help. The main content area has a light gray background and displays the following information:

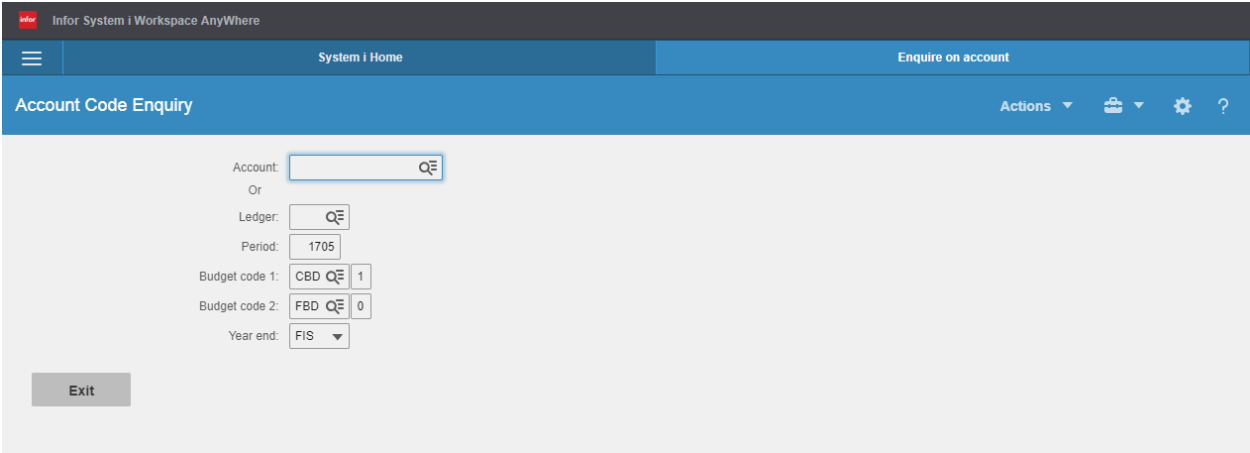
- GL134 Z1 - UK Demo Company USER RSANK3 10/05/18 11:43:27
- Account Code Enquiry
- Account?
- Or
- Ledger?
- Period?
- Budget code 1 ...?
- Budget code 2 ...?
- Year end? (FIS/ALT)

At the bottom, there are two buttons: 'Exit' and 'Prompt'.

Caution: If your Systems Administrator has installed the latest Screen Design Templates (SDT) for your version of the application, and within the Infor System i Workspace AnyWhere configuration page, they have selected a specific Application Data set for the profile, your 5250 AnyWhere Emulator panel may look slightly different. For example, if the same panel above is displayed using the System21 Aurora 3.1 Application SDT, it will be displayed as below.

The SDT will contain basic formatting changes over some of the panels, using functionality available within the 5250 AnyWhere Emulator Designer. This may include adding prompt buttons, date buttons, dropdown lists, checkboxes, or changing foreground/ background color and alignment.

The latest SDT files can be found on the Infor Xtreme website.




Caution: For more details on the functionality available within the 5250 AnyWhere Emulator Designer, please refer to the appropriate guide which you can find in the Product Documentation section of Infor Xtreme, as described in the "Contacting Infor" section at the beginning of this manual.

The GUI screen of the IBM i task (which we will refer to as a panel) is made up of the following elements:

Page Header



| Header Part | Description |
|---|---|
| Large White Text | Task Description, which is usually the title of the current screen (Optional) |
| Small White Text | The Record ID, which is usually the key element of the current screen, such as the Customer Code or an Order Number (Optional) |
|  | Export to a Microsoft Excel Workbook. This icon is only displayed when a table has been defined via the 5250 AnyWhere Emulator Designer for the current screen. |



Design this screen. Start the 5250 AnyWhere Emulator Designer for the current screen.

Caution: You will only see this icon if the System Administrator has authorized you to this function.

Actions ▼

Click this option to open a drop-down menu containing the Command/Function Key actions for the current screen.



Click this option to open a drop-down menu containing additional utilities (see Utilities section below).



Click this icon to open the 5250 AnyWhere Emulator Preferences dialog (see Preferences section below)



Open/close the Application's Context Help

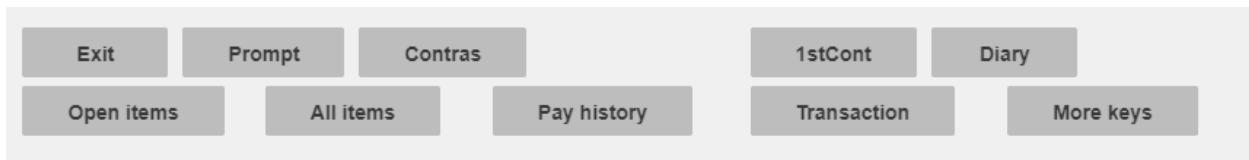
Fields

Account Code Enquiry

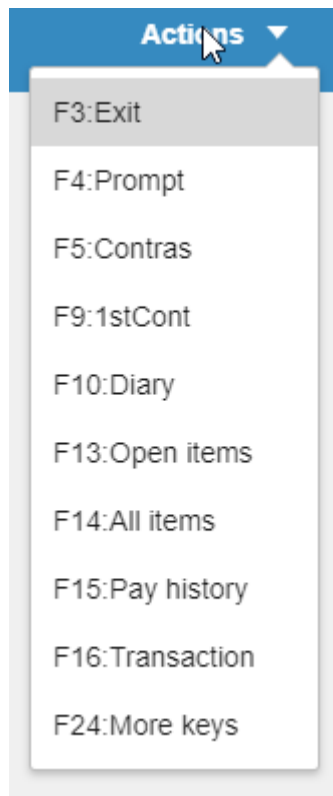
| | |
|---------------------|---|
| Account | <input type="text"/> |
| Or | |
| Ledger | <input type="text"/> |
| Period | <input type="text" value="1705"/> |
| Budget code 1 ... ? | <input type="text" value="CBD"/> <input type="text" value="1"/> |
| Budget code 2 ... ? | <input type="text" value="FBD"/> <input type="text" value="0"/> |
| Year end | <input type="text" value="FIS"/> (FIS/ALT) |

The panel is made up from a combination of display-only text fields (which we will refer to as labels) and entry fields (which we will refer to as edit fields). Edit fields have a border around them. The field border changes to a “halo” effect when the edit field has the input focus (the *Account* field in the above example has the focus). A panel may contain various combinations of labels and edit fields but there should usually be at least one label.

Command buttons



Panels will usually contain a set of buttons (which we will refer to as command buttons). There is usually at least one command button. If no command button is shown, you should still be able to press the **Enter** key or there may be a label on the screen that tells you which key to press to progress the IBM i application. The command buttons are also displayed within the Actions menu within the Page Header (where they are shown with their corresponding action key); E.g.



When a command button has the focus, you can press the **Space** key to activate it. Press **Tab** or **Shift + Tab** to move off the button to the next focusable control.

Command buttons will have function key shortcuts associated with them but are hidden by default.


Caution: If you want the function key shortcuts to be displayed on the buttons, speak to your Administrator to enable this functionality.

If your System Administrator has chosen to display the function key value, it will appear to the left of the description. The System Administrator may also enable a feature to compress command buttons so that no large gaps appear between them, e.g.

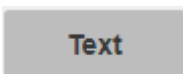



Function keys with a number above 12 can be accessed by using the **Shift** key. E.g., F13 can be accessed using **Shift + F1**, F14 using **Shift + F2** and so on.

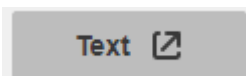
Pressing the **F1** function key will typically open the help for the current screen, if the Help files are installed on your Infor System i Workspace AnyWhere server (see Application Help section below).

If a command button has a  icon next to its text, this means that the button in the original IBM i 5250 application screen was drawn in Reverse Image. In general, this is meant to indicate to the user that pressing this button will display additional information that was previously entered into the system.

For example, an IBM 5250 application may allow multiple forms of text entered against a Sales Order. If there is no additional text for the Sales Order, the button would appear like this, e.g.



If one of these additional text values has been entered for the Sales Order, the command button will be set as Reverse Image and displayed with a  icon by the 5250 AnyWhere Emulator, e.g.



The Edit field

The Edit field allows the user to input alpha-numeric and symbol data into the system. Users familiar with browser-based text entry will also be familiar with these controls but for IBM terminal emulation users, there are some useful extended features to be aware of.

The current text position is represented by a vertical bar cursor. Any input will be appended or inserted at the current cursor position. If, when the Edit field is first selected or focused, it has content, then the content will be highlighted (reverse text); e.g. the *Account* field below.

| | | |
|----------------|-------------|------------------------------|
| Account . . ? | GC01 | Reeves Chemist's |
| Currency . . ? | | |
| Period . . . : | 0000 | External reference : |
| Position to : | | Total 1565403.26- |

When text is highlighted, pressing an alphanumeric or symbol key will delete the text and replace it with the new value. Pressing Delete or Backspace will clear the highlighted text. You can also highlight all, or part, of the text using either the mouse or using the **Shift + left/right** arrow keys.

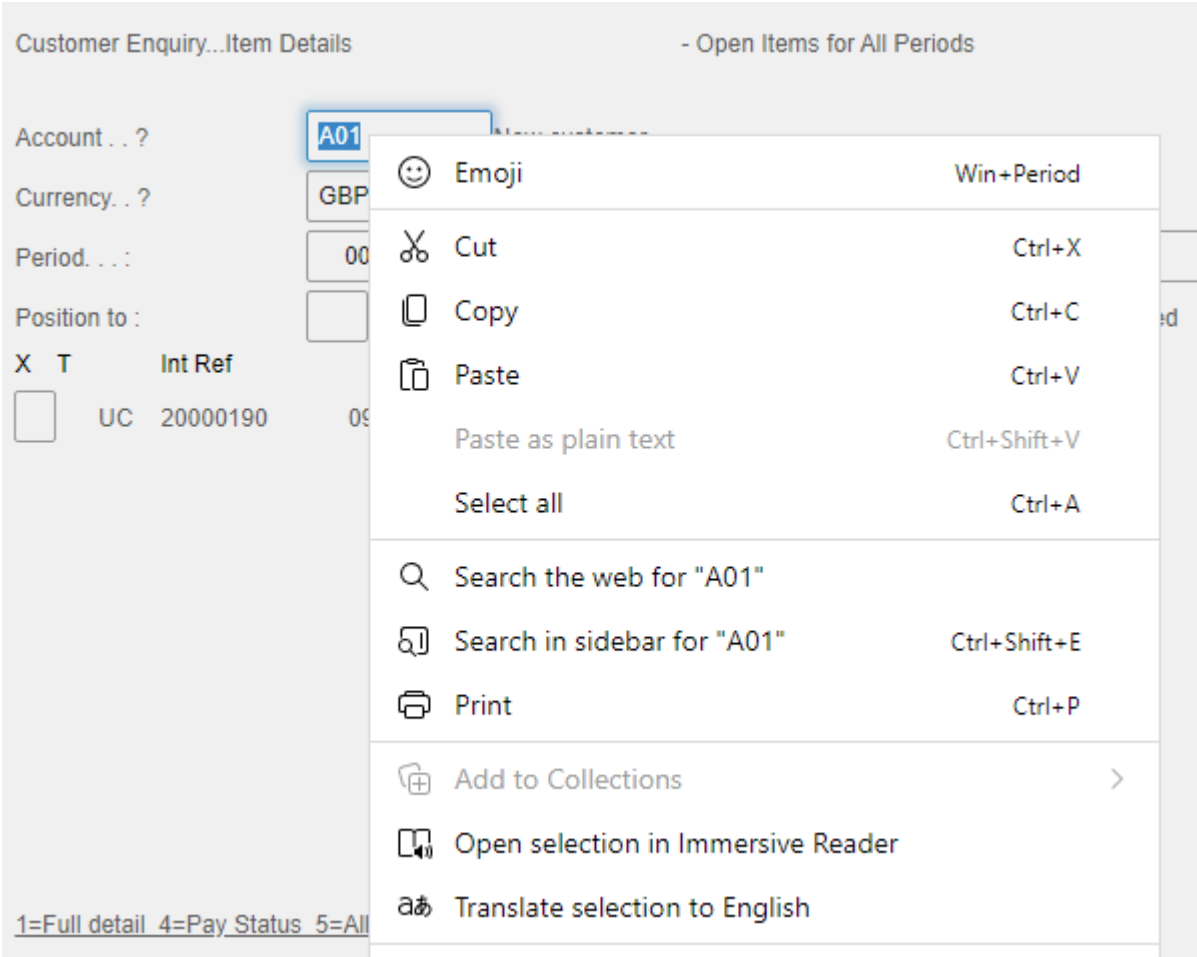
The Edit field has an associated context menu (a context menu is a list of options specific to the current field type). You can access the context menu by pressing the right mouse button within the Edit field. The context menu content will differ depending on the browser being used, for example, in Google Chrome the context menu looks like this:

Customer Enquiry...Item Details - Open Items for All Periods

| | | |
|--------------------------|-------------|--------------|
| Account . . ? | A01 | New customer |
| Currency . . ? | | |
| Period . . . : | 0000 | |
| Position to : | | |
| X T | Int Ref | Doc |
| <input type="checkbox"/> | UC 20000190 | 090611 |

Cut Ctrl+X
Copy Ctrl+C
Paste Ctrl+V
Paste as plain text Ctrl+Shift+V
Select all Ctrl+A
Search Google for "A01"
Print... Ctrl+P
Spellcheck ▶
Writing Direction ▶
Inspect Ctrl+Shift+I

...but in Microsoft Edge, it looks like this...



The Edit field context menu content will change depending on your browser settings/features. Some common options are...

| Function | Shortcut | Action |
|----------|-------------|---|
| Undo | Control + Z | Undo the last edit action |
| Cut | Control + X | Remove the highlighted text from the control and place it in the Microsoft Windows clipboard. |
| Copy | Control + C | Take the highlighted text from the control and place it in the Microsoft Windows clipboard. |

| Function | Shortcut | Action |
|---|-------------------------------|--|
| Paste | Control + V or Shift + Insert | Take the content of the Microsoft Windows clipboard and place it within the edit field (text may be truncated, and any formatting lost). |
| Caution: The Remove CR/LF during Paste option within the Preferences will alter the behavior of the paste operation within the 5250 AnyWhere Emulator. See the Preferences section below for more details. | | |
| Select All | Control + A | Highlight the current text within the Edit control |

Some Edit fields will only accept numeric data. These fields are often right justified (i.e., the text flows from the right of the control), for example:

Negative numeric values can be entered into numeric edit fields. The minus sign can be placed at the right-side of the field, for example:

...or at the left side of the field, for example:

Caution: Some IBM i application programs will automatically move the minus sign to the right-side of the field after data is sent to the server and re-displayed.

There are some special keys that can be used within Text and Numeric Edit fields that emulate functions which used to be found on IBM i terminals, for example:

| Function | Shortcut | Action |
|------------|---------------------------|--|
| Field Exit | Shift & Numeric Pad Enter | Perform IBM i Field Exit behavior to move focus to the next field. |

| Function | Shortcut | Action |
|-------------|-------------------------------|--|
| Field Plus | Shift & Numeric Pad + (Plus) | Perform IBM i Field Plus behavior on the numeric value you have typed and move focus to the next field. |
| Field Minus | Shift & Numeric Pad - (Minus) | Perform IBM i Field Minus behavior on the numeric value you have typed and move focus to the next field. |

In-panel navigation

When there are edit fields on a panel, the current focused control (i.e., where any keyboard input will be sent) will contain the cursor and be colored with a “halo” border, for example:

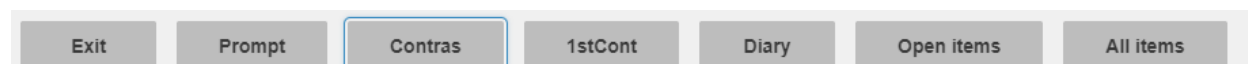


If the edit field has no content, a bar-style cursor will be shown within the field. If the field has content, initially, it will be highlighted, for example:



Pressing any alphanumeric or symbol key will cause the highlighted text to be cleared. Pressing cursor left/right will remove the selection.

Focused Command buttons will be highlighted with a highlight border outside of the button area, for example, below, “Contras” is the focused command button:



You can navigate between edit fields on the panel by either selecting them using the mouse or using the **Tab** key. Pressing the **Tab** key will move to the next focusable field or button. Pressing the **Shift** and **Tab** keys together will move the focus to the previous focusable control or button.

If the *Enable Cursor Up/Down Field Navigation* preference setting has been enabled (see the *Preferences > User Options tab* section below), then you may also use the cursor up and down arrow keys to change the edit field focus.

If the **Up Arrow** key is pressed, the focus will change to the edit field on the closest row above the current focused field. If there are no edit fields above the current focused field, pressing the **Up Arrow** key will have no effect.

If the **Down Arrow** key is pressed, the focus will change to the edit field on the closest row below the current focused field. If there are no edit fields below the current focused field, pressing the **Down Arrow** key will have no effect.

Caution: The Up and Down Arrow keys cannot be used to change the focus to a non-edit field, such as a command button or label, or move the focus onto the display canvas, as may be supported by older green-screen 5250 emulators.

On some screens, such as those containing sub-files (tables) that hold more data than can be displayed, you can press the **Page Up** or **Page Down** keys to display the previous/next set of data. The mouse wheel can also be used to page up/down. Turn the wheel clockwise to page down, and anti-clockwise to page up.

Modal windows

Some actions may cause additional modal windows to appear.

The screenshot displays the Infor System i Workspace AnyWhere interface. The main window has a dark header with the Infor logo and 'Infor System i Workspace AnyWhere'. Below the header, there are tabs for 'System i Home' and 'Whole order'. The 'Whole order' tab is active. The main content area shows a 'Whole Order Enquiry' form with fields for 'Order', 'Customer?', and 'Order ref.'. A modal window titled 'Customer Scan' is overlaid on the main form. The modal window contains the following fields and controls:

- Customer name..... (text input field)
- Salesman..... (text input field)
- Sales region code..... (text input field)
- Exclude: Deleted ☒ inactive ☐ Suspended ☐ Uncertain ☐ Legal ☐ Active ☐
- Previous (button)

At the bottom of the main window, there are 'Exit' and 'Prompt' buttons.

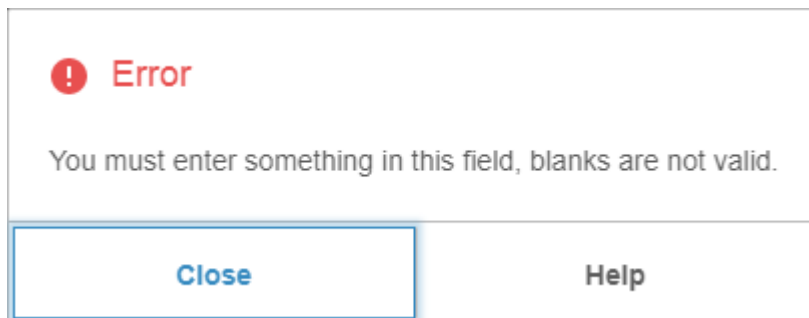
These modal windows will appear above the main 5250 AnyWhere Emulator panel, but still within the same Infor System i Workspace AnyWhere module tab, which will be “greyed out” using an overlay to prevent access (the opacity of the overlay can be changed using the 5250 AnyWhere Emulator Preferences).

The modal window position can be changed. Move the mouse cursor over the modal window title area until the cursor changes to the drag icon for your operating system. Press the left mouse button and hold it down, then move the mouse in any direction to change the position of the modal window. The movement is restricted to the current module tab area. Release the mouse button to set the modal window in its new position.

The modal window will always stay on top of the 5250 AnyWhere Emulator panel until closed but you can still perform actions within the main Infor System i Workspace AnyWhere window (e.g., navigate to the System i Home tab and launch another task so you can perform an enquiry and copy system data into the modal window).

Message windows

Some actions may cause an error, warning, or success message to be generated by your IBM i application, for example:



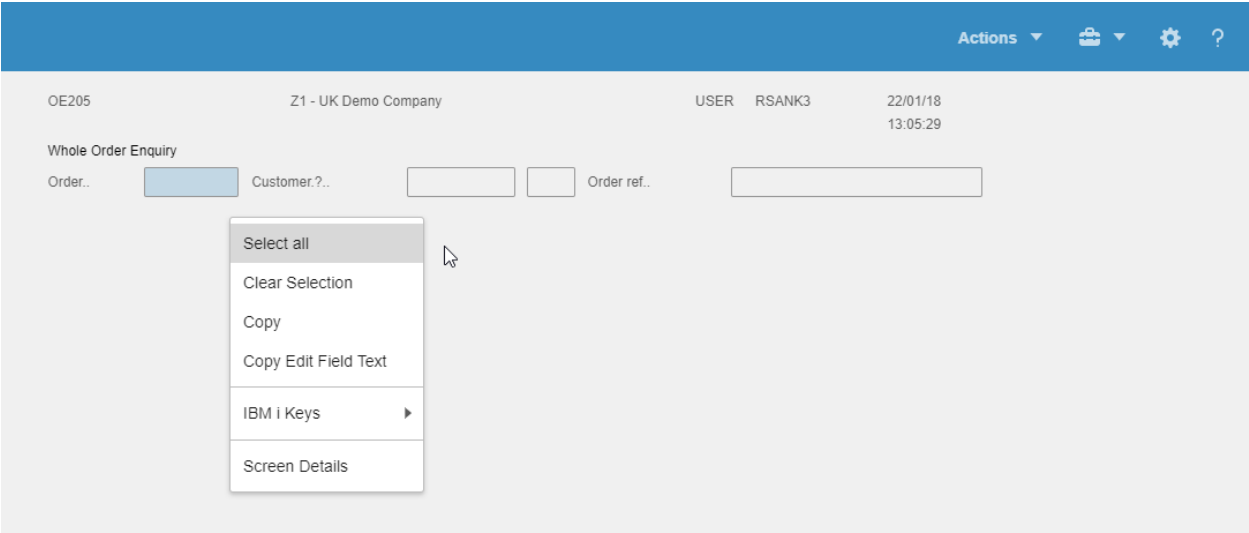
Click **Close** (or sometimes **Reset**) to dismiss the error/warning message. **Help** will open the IBM i additional help display for the error message.

You will not be able to perform any actions within the 5250Anywhere Emulator panel until the message has been dismissed using one of the provided buttons.

To close the message dialog using the keyboard, press the **Escape** key or the **Enter** key. To change the button focus, press the **Tab** key to move focus to the next button on the right, or **Shift** and **Tab** keys together to move focus to the preceding button on the left. Press the **Space** key to activate the focused button.

Context menu

Pressing, then releasing, the right mouse button within the frame of a panel (i.e. not inside an edit field) will show the Context Menu.



The following options are available:

| Function | Action |
|----------------------|---|
| Select All | Select every label field, edit field and command button within the current panel. The selected fields/area can then be copied to the Windows Clipboard. |
| Clear Selection | Remove the current selection. |
| Copy | Copy all text and edit fields that are selected to the Windows Clipboard as text |
| Copy Edit Field Text | Copy only text values within edit fields that are selected to the Windows Clipboard as text. |
| IBM i Keys | A selection of IBM i 5250 terminal specific keys for which there are no equivalents on PC keyboards. |
| Design This Screen | Start the 5250 AnyWhere Emulator Designer for the current screen. |

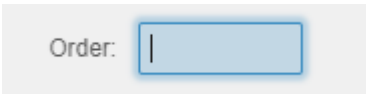
Caution: You will only see this icon if the System Administrator has authorized you to this function.

| Function | Action |
|----------------|--|
| Screen Details | Show the Screen Details dialog. This contains the Screen ID and Previous Screen ID (unique screen identifier in Infor ERP Applications). |

Caution: If Screen Design Templates (SDT) are active, or a Bespoke Screen Design has been created, then this dialog will also contain details about the User ID of the Screen Designer, the date the screen was last updated, whether the screen is an Infor or Custom design and, for Infor designed screens, the SDT Build Number.

Selecting, copying, and pasting text

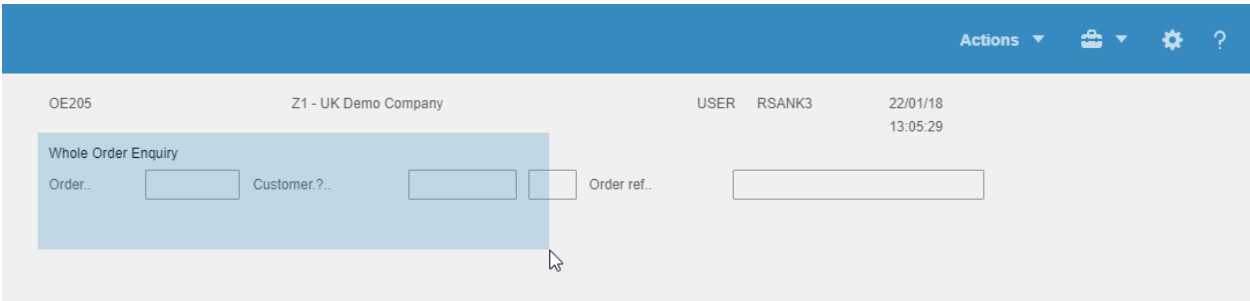
You can select one or more fields to be copied by holding down the **Shift** key and clicking with the left mouse button on any label, edit field or command button. A highlight will be drawn over the field to indicate it is selected, for example:



Caution: If you left click on a Command Button, Prompt, Date, Check Box or Drop-Down list control with the Shift key pressed you will not activate that control or cause any information to be sent to the IBM i server.

To un-select fields, hold down the **Shift** key and click on it again. The highlight will be removed, and the field will not be used in any subsequent copy operations.

To select multiple fields, click and hold the left mouse button on the 5250 AnyWhere Emulator background and drag the highlight around any fields within the panel. Release the mouse button to set the area. Any fields within the area will be marked as selected, for example:



You can select all the fields within the screen by using the **Select All** option from the 5250 AnyWhere Emulator Context Menu.

Select the **Clear Selection** option from the 5250 AnyWhere Emulator Context Menu, to un-select all the selected fields.

To copy all the controls marked as selected, select the **Copy** option from the 5250 AnyWhere Emulator Context Menu or press the **Control Key** plus the **C** key. The selected fields are copied to the Windows Clipboard. A tab character is placed between each field and a carriage return character is placed after each row. This means that you can paste the selection into other Infor and 3rd party applications (i.e. Microsoft Office Excel) and the layout of the fields will be retained.

To copy just the Edit fields marked as selected (i.e. any field that can be changed within the 5250 AnyWhere Emulator UI such as Prompt, Date, Check Box and List controls), you can **select Copy Edit Field Text** option from the 5250 AnyWhere Emulator Context Menu. The selected Edit fields are copied to the Windows Clipboard. A tab character is placed between each field, but the row formatting is not retained. This means you can paste these fields into another the 5250 AnyWhere Emulator screen (e.g. copy an invoice address to a delivery address; copy the kit list of one item to another).

To paste the current Windows Clipboard content into the panel, put the focus within an Edit field and press the **CTRL + V** keys or the **Shift + Insert** keys or right click within the Edit field and use its Context Menu **Paste** option. This will direct the paste operation into whichever Edit field has the focus.

Caution: If there are no Edit fields or the content of the Windows Clipboard contains something other than text, then selecting the Paste will not perform any action.

Caution: The *Remove CR/LF during Paste* option within the Preferences will alter the behavior of the paste operation within the 5250 AnyWhere Emulator. See the *Preferences* section below for more details.

Caution: The *Trim Trailing Spaces from Copied Field Data* option within the Preferences will alter the behavior of the copy operations within the 5250 AnyWhere Emulator. See the *Preferences* section below for more details.

Break Message Notification

If your IBM i user profile has been configured to allow Break Message notifications, then, on receipt of a Break Message, the following behavior will occur in Infor System i Workspace AnyWhere...

- If no 5250 AnyWhere task has been launched, then no notification will be displayed, and the Break Message will only be accessible via the My Messages Widget on the System i Home tab. The Break Message will be displayed once the first 5250 AnyWhere task is launched
- If only one 5250 AnyWhere task has been launched, and is the active module tab, then the Break Message will replace your application screen. Once you have read and actioned the Break Message, the application screen will be restored
- If one or more 5250 AnyWhere task has been launched, and the first task is open but is not the active module tab, then, on receipt of a Break Message, an Alert icon will be displayed on the module tab to notify you that it requires your attention
- If one or more 5250 AnyWhere task has been launched, and the first task is hidden, then, on receipt of a Break Message, the task will be opened immediately, and the Break Message information displayed. Once you have read and actioned the Break Message, the module tab will be hidden again


Double Mouse Click

If you double-click the left mouse button within the 5250 AnyWhere task background or inside an Edit field (i.e., not within the area occupied by a Dropdown list, Checkbox, Hyperlink, Button or Label field, or within the Page Header or a Widget) then this will cause an Enter key command to be automatically sent to the IBM i host (as if the Enter key had been pressed).

If you double-click the left mouse button on a Label field, then the behavior will be based on the text of the first non-space characters of the Label field (which we will call “data” for simplicity) ...

- If the data contains only a numeric value, then it is copied to the currently focused Edit field and an Enter key command will automatically be sent to the IBM i host
- If the data begins with a number then an equal's sign or full stop, then the number is copied to the currently focused Edit field and an Enter key command will automatically be sent to the IBM i host
- If the Label text ends with “?” or “?..” characters then the question mark is copied to the currently focused Edit field and an Enter key command will automatically be sent to the IBM i host
- If the data is a “+” character or “More” or “More...” then a Page Down key command will automatically be sent to the IBM i host
- If the data is a “-” character, then a Page Up key command will automatically be sent to the IBM i host
- If the data starts with “http://” or “https://” it will be treated as a URL and sent to Infor System i Workspace AnyWhere to open the URL content in new tab
- If all these options fail, an Enter key command will automatically be sent to the IBM i host

Preferences

The *Preferences* dialog is accessed by clicking the  icon on the page header.

Caution: Your System Administrator may prevent access to this option.

There are three tabs within this dialog:

User Options tab

Preferences

User Options

Colour

Advanced

Emulator font name:

Arial

First day of the week in Date-picker:

Default

Modal Window Overlay Opacity:

Default

☐ Remove CR/LF during Paste
 ☒ Show line 24/27 messages in a dialog

☐ Use Compact Buttons
 ☐ Enable Cursor Up/Down Field Navigation

☐ Convert Numeric Pad Decimal Point to a Comma
 ☐ Trim Trailing Spaces from Copied Field Data

Cancel

Reset

Apply

Emulator font name

Enter the name of the font you wish to use within the 5250 AnyWhere Emulator.

Caution: If you enter an invalid font name then a base font will be used (usually Times New Roman).

Caution: If there are design changes applied that contain screen, or global, font overrides, then you may not see your font change until you access an IBM i application screen that does not have such changes applied (such as one of the IBM i OS/400 programs, like `WRKSPFLF`).

First day of the week in Date-picker

Select a Day value from the drop-down list that will be used as the first column of days within the Date-picker control, with the rest of the weekdays adjusted accordingly (see Additional Designer Controls, Date Control section below for more details on the Date-picker control). For example, setting Tuesday as the first day of the week will result in the Date-picker column headings being displayed as T W T F S S M (with the correct dates that fall on those days adjusted accordingly). The *Default* value will use the current locale or your system to determine the first day of the week.

Caution: This preference setting has no impact on the format of dates or how they are sent or received by application programs.

Modal Window Overlay Opacity

When the 5250 AnyWhere Emulator displays a Modal Window, it also displays an Overlay between itself and the main interface to prevent access to any Edit fields. The Overlay, by default, has an Opacity of 70%. Opacity is the degree to which content behind the Overlay is hidden.

The Opacity of the Overlay can be controlled using this preference field. There are ten grades of Opacity to choose from in the drop-down list, ranging from 90% (main interface is totally obscured) to 0% (main interface is fully readable) in ten percent increments. Select *Default* to use the standard Opacity value.

Remove CR/LF during Paste

Determine how Carriage Return (CR) and Line Feed (LF) characters are processed during a Paste operation within the 5250 AnyWhere Emulator when the Windows Clipboard contains multiple lines of data (i.e. from an external source such as Microsoft Word or Excel).

If this option is checked, CRLF character pairs and individual CR and LF characters will be converted to TAB characters so that lines of Clipboard Text data will be sent to consecutive fields within the 5250 AnyWhere Emulator.

Show line 24/27 message in a dialog

Determine whether to show IBM i error and informational messages that normally appear on either line 24 (for an 80x24 character IBM i screen) or line 27 (for a 132x27 character IBM i screen) as a popup message dialog (default action when this field is checked) or as a label (when unchecked).

Use Compact Buttons

Toggle the size of Command and Custom Buttons within the 5250 AnyWhere Emulator display between the default, larger button size (when this field is unchecked), and the compact button size (when this field is checked).

Enable Cursor Up/Down Field Navigation

When checked the cursor (or arrow) up and down keys can be used to change the input focus to the closest field on the row above/below the current field. This setting is intended for users who are used to this navigation method from older 5250 UI products (e.g., as used in green-screen 5250 Emulators).

See the *In-Panel Navigation* section above for more detail. By default, this option is disabled (unchecked).

Convert Numeric Pad Decimal Point to a Comma

When checked, pressing the Decimal Point symbol in the Numeric Pad section of the keyboard (and when the Num Lock is also on) will output a comma symbol instead of a decimal point symbol to the current focused Edit field. This setting is intended for users that are entering numeric data in a locale (such as European countries like France and Germany) where the comma character represents the decimal separator rather than the decimal point character.

By default, this option is disabled (unchecked).

Trim Trailing Spaces from Copied Field Data

When checked, any field that is copied to the Windows Clipboard will have trailing spaces removed from its value (e.g.; if the field is displayed as “Test Field ” it would be stored in the Windows Clipboard as “Test Field” when copied with this option enabled, but if the field is displayed as “.....123.00”, leading spaces will not be removed).

By default, this option is disabled (unchecked).

Color tab

Preferences

User Options
Colour
Advanced

White

#000000

Turquoise

#69ADA3

Red

#A13030

Blue

#69B5DD

Yellow

#EFAA30

Pink

#EB9D9D

Cancel
Reset
Apply

The color values White, Turquoise, Red, Blue, Yellow and Pink relate to the IBM i 5250 color attributes displayed by the 5250 AnyWhere Emulator. Either enter a valid RGB value into the field, or use the color picker drop-down to select an alternative color value from the default color palette, E.g.

The screenshot shows the 'Preferences' dialog box with the 'Colour' tab selected. There are three tabs: 'User Options', 'Colour', and 'Advanced'. The 'Colour' tab contains four color selection fields: 'White' (black swatch, #000000), 'Turquoise' (teal swatch, #69ADA3), 'Red' (red swatch, #A13030), and 'Pink' (pink swatch, #EB9D9D). Each field has a dropdown arrow. A color picker palette is open for the 'White' field, displaying a grid of 60 color swatches arranged in 6 rows and 10 columns. The swatches include various shades of gray, yellow, orange, red, green, blue, and purple. A blue square is highlighted in the bottom row, 8th column of the palette. An 'Apply' button is located at the bottom right of the dialog.

Advanced tab

Caution: The Advanced tabs may be unavailable, when the Preferences setting defined for the profile within the System i Workspace Anywhere Configuration page, is set to “Advanced Options Disabled”.

Preferences

User Options Colour **Advanced**

☒ Apply Designer changes

☒ Apply Scripted Extensions

☐ Enable Server-Side Session Debug

☒ Enable Modal Window Recognition

☒ Enable Typeahead

Cancel

Reset

Apply

Apply Designer changes

When this option is ticked, any changes made using the 5250 AnyWhere Emulator Designer for the current profile will be applied.

Caution: You should only un-tick this under instruction from your System Administrator

Apply Scripted Extensions

When this option is ticked, any custom scripts and extensions will be applied.

Caution: You should only un-tick this under instruction from your System Administrator

Enable Server-Side Session Debug

Enable logging on the server that will record all message interactions between this client screen and the server.

Caution: You should only tick this under instruction from your System Administrator

Enable Modal Window Recognition

By default, areas of the IBM i application that are surrounded by a bounding rectangle are recognized and displayed as Modal Windows. Should a problem with window recognition occur with your IBM i application, you can disable it using this option to get a terminal emulator appearance to any windowed area.

Enable Type ahead

Type ahead is a facility within the 5250 AnyWhere Emulator that captures key presses whilst the IBM i application navigates between one screen to another. This includes any command key shortcuts the user presses. When the next IBM i screen is eventually displayed, any captured key presses are replayed into the screen. In this way, experienced data entry users can “type ahead” of the current display and still have their input captured and processed. Untick this option to disable this feature.

Preference dialog buttons

Cancel

Discard any changes to the preferences and close the Preferences dialog.

Reset

Reset the preference fields to their default state.

Apply

Save and use any changes to the preferences and close the Preferences dialog.

Additional Designer controls

If your System Administrator has enhanced the standard Infor ERP IBM i application screen using the 5250 AnyWhere Emulator Designer, or installed Screen Design Templates, you may see some additional controls within the display.

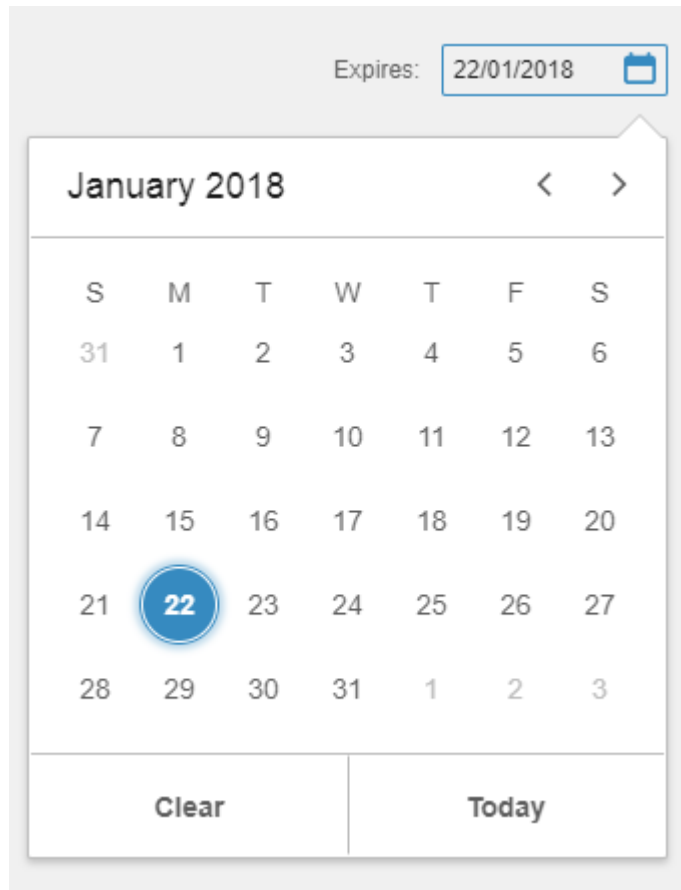
Date control

When an Edit Field has been defined as a date field, you will see a Date Button appear on its right-hand side, for example:



You can either type a valid date into the field or use the Date Button on the right of the field.

Select the Date Button with the mouse (or press **Down Arrow** key when the edit field has focus) to activate the Date-picker Control, for example:



Caution: If you have checked the *Enable Cursor Up/Down Field Navigation* preference, then you must press the **CTRL** key and the **Down Arrow** key together to activate the Date-picker via the keyboard.

On entry, the date entered in the associated Edit Field will be highlighted or, if the date is empty or invalid, the current date. To highlight another date within the current month, use the keyboard cursor keys to move the highlight or hover over it with the mouse pointer.

To change the month/year, use the arrow buttons or the page/up down keys or the up/down cursor keys.

Press the **Today** button to select the current date and close the date control.

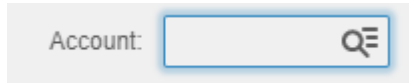
Press the **Clear** button to clear the entered date value in the Edit Field.

To select a date, click on the appropriate day number with the mouse or press the **Enter** key.

To close the Date-picker Control, press the **Escape** key.

Prompt button

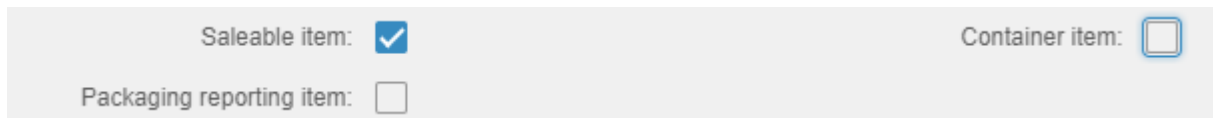
The Prompt Button will usually be positioned to the right-hand side of the Edit Field it is associated with, for example:



Select the Prompt Button with the mouse to activate the prompt action. This will usually cause a popup window to display.

Checkbox control

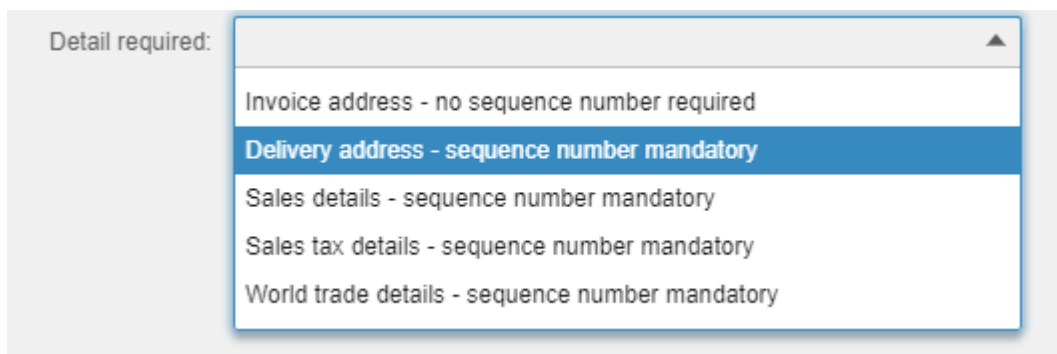
The Checkbox control is used to denote Yes/No or On/Off style options. When the option is set to Off or No, it is empty, and when it is set to On or Yes, it contains a tick, for example:



You can either click on the Checkbox to toggle its value or press the **Spacebar** when the field has focus. When the checkbox has the focus, a halo border is placed around it (as shown in the *Container Item* field above)

Dropdown list control

The Dropdown List control allows you to select from a fixed list of options.



You can access the options by clicking on the Dropdown button to the right of the control or, when the Dropdown List field has focus, press the **Up** or **Down Arrow** keys.

Caution: If you have checked the *Enable Cursor Up/Down Field Navigation* preference, then you must press the **CTRL** key and the **Down Arrow** key together to activate the Dropdown List via the keyboard.

When the Dropdown List is visible, you can use the **Up** and **Down Arrow** keys to move the selected option highlight or use the mouse pointer to hover over the item you wish to select.

Press the **End** key to move to the last item in the list or the **Home** key to move to the first item in the list.

To filter the list, enter the first few characters of the option(s) you wish to filter. In the above example, typing **Sa** would select the *Sales details* and *Sales tax details* options.

Clicking on the list item with the mouse or pressing the **Enter** key will select the highlighted list option and update it within the Edit Field.

Pressing **Esc** will close the list with the current item still selected.

Custom buttons

The Screen Designer can add Custom Buttons to any part of the display. These will appear like Command Buttons except that they will not have an associated keyboard shortcut. Selecting the Custom Button will either open a new tab containing a webpage or another IBM i program, open a widget or activate JavaScript extension code.

Hyperlinks

Within the 5250 AnyWhere Emulator display, a Hyperlink is a piece of text that, when clicked with the mouse button, will either open a new tab containing a webpage or another IBM i program, or activate JavaScript extension code.

Hyperlinks are displayed using an underlined light-blue highlight (in the default Light Theme). When you move the mouse over a Hyperlink, the mouse cursor will change to the “select” cursor-style for your system.

For example, in the panel below, the Item field has been converted to a Hyperlink; clicking the Hyperlink will open an Item-based enquiry, using the Hyperlink field value (e.g. 5001).

| | | | | | | |
|--------|----------------------|-------------------------|-----|-----|------------|--------|
| Order: | 0001001 | Customer: | TD1 | 000 | Order ref: | ads;ju |
| Ln | Item | Description | | | | |
| 1 | 5001 | Suncream Factor 4 225ml | | | | |
| | | this is external P text | | | | |
| | | for 5001 | | | | |

Data Grids

Your System Administrator may define areas of the display as exportable. When an exportable area has been defined, it will be displayed within a Data Grid, for example:

Trading Partner Contacts - Select
GC01 000

Trading Partner: GC01 000

Name: Reeves Chemist's

Address: 31, Castle
Boulevard
Nottingham
England
B, C

| | Contact Name | Contact Title |
|-------------------------------------|----------------|---------------|
| <input checked="" type="checkbox"/> | Mrs Mavis Gray | Chief Buyer |
| <input type="checkbox"/> | Contact 14 | Contact 14 |
| <input type="checkbox"/> | Contact 15 | Contact 15 |
| <input type="checkbox"/> | Contact17 | Contact 17 |
| <input type="checkbox"/> | Contact 19 | Contact 19 |
| <input type="checkbox"/> | Contact 20 | Contact 20 |
| <input type="checkbox"/> | Contact21 | Contact 21 |
| <input type="checkbox"/> | Contact22 | Contact 22 |

1=Select Contact, 2=Extended Text

More

F12:Previous

Moving the mouse pointer over a Data Grid row will highlight that rows content, e.g.

| | Contact Name | Contact Title |
|--------------------------|----------------|---------------|
| <input type="checkbox"/> | Mrs Mavis Gray | Chief Buyer |
| <input type="checkbox"/> | Contact 14 | Contact 14 |
| <input type="checkbox"/> | Contact 15 | Contact 15 |
| <input type="checkbox"/> | Contact17 | Contact 17 |
| <input type="checkbox"/> | Contact 19 | Contact 19 |
| <input type="checkbox"/> | Contact 20 | Contact 20 |
| <input type="checkbox"/> | Contact21 | Contact 21 |
| <input type="checkbox"/> | Contact22 | Contact 22 |

You can also resize the columns of the Data Grid by moving the mouse pointer over the vertical bars that separate the columns within the header (e.g. in the above example, just before the *Contact Name* and *Contact Title* fields). The cursor will change to a “resize” pointer to indicate you are in the correct position. Press and hold the left mouse button and drag left or right to change the column width.

Caution: Column width adjustments are not saved. When the screen is reloaded, the column widths will be restored to their default values.

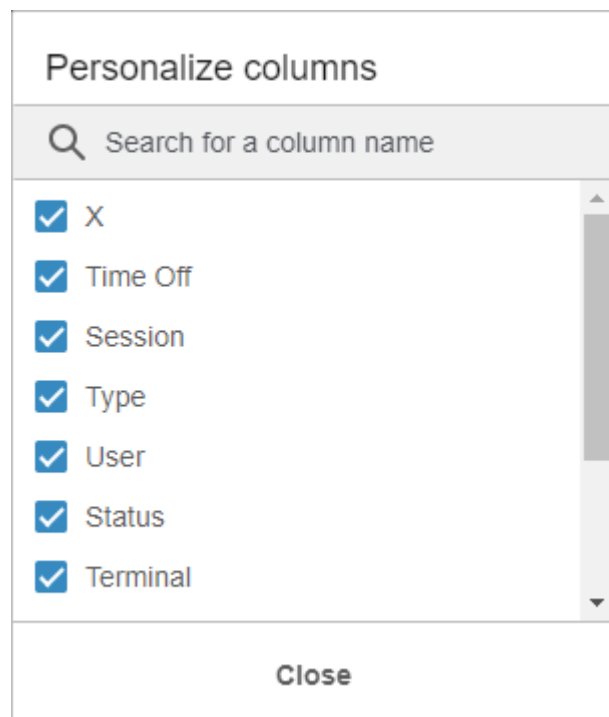
You can also change the order of the columns by moving the mouse pointer over the column header you wish to move. A icon will appear at the left-side of the column heading. Click and hold the mouse button down on this icon and move the mouse left or right to change the position of the column within the table. Indicator icons will appear to show you where the column will be moved to. When you have positioned the column accordingly, release the mouse button to apply the change.

Caution: Column position changes are saved within the Web Browser storage and re-applied the next time the Data Grid is used. If you use a different Web Browser, or clear the Web Browser storage, any column position modification will be lost.

Caution: This feature only changes the order of Data Grid columns within the 5250 AnyWhere Emulator display. If you perform an export (see below) the column order presented in the *Export Data* dialog will revert to that of the original screen design.

Caution: Column position changes cannot be performed within Data Grids inside Modal windows.

You can also change which columns of data are displayed within the Data Grid. To personalize the displayed columns, press the right mouse button within the application screen to show the 5250 AnyWhere Emulator Context Menu which will include a Table option. From this sub-menu, you can select the **Personalize Columns** option. This will open the *Personalize columns* dialog...



Caution: If the screen contains more than one Data Grid, an additional *Select Table to Personalize* dialog will appear before the *Personalize columns* dialog, to allow you to select which Data Grid you wish to personalize.

The *Personalize columns* dialog presents a list of the available columns within the Data Grid, with a check box next to each one. If the check box is ticked, the column is visible. If the check box is unticked, the column will be hidden. Any changes are dynamically applied to the Data Grid in the display. Select **Close** to return to the 5250 AnyWhere Emulator display.

Caution: Column visibility changes are saved within the Web Browser storage and re-applied the next time the Data Grid is used. If you use a different Web Browser, or clear the Web Browser storage, any column visibility modification will be lost.

Caution: This feature only changes the visibility of Data Grid columns within the 5250 AnyWhere Emulator. If you perform an export (see below) the hidden column data will still be retrieved and presented in the *Export Data* dialog, where you may adjust the export data column visibility separately to the displayed columns.

You can reset the Data Grid to the original layout, removing any personalization. Press the right mouse button within the application screen to show the 5250 AnyWhere Emulator Context Menu which will include a Table option. From this sub-menu, you can select the **Reset Columns** option to remove all your changes and reset the display to the original screen design.


Caution: If the screen contains more than one Data Grid, an additional *Select Table to Personalize* dialog will be displayed to allow you to select which Data Grid's columns you wish to reset.

Caution: The functionality to alter column positions, show/hide columns or reset any column personalization must be enabled by your System Administrator within the Infor System i Workspace AnyWhere configuration. It is disabled by default.

Use the **Page Up/Down** keys, or the mouse wheel, to navigate up/down through the data grid content.

Pressing the right mouse button within the application screen will show the 5250 AnyWhere Emulator Context Menu which will include an Export option. From this sub-menu, you can select the desired Export format from one of these options...

Export to a Microsoft Excel Workbook

The  button within the Page Header will also activate this option.

This option will export to a file format file that can be opened within Microsoft Excel. The exported data file will be saved within your web browser's "download" folder. A status bar may appear within your web browser, after the export is complete, allowing you to open the file; e.g.

Trading Partner: GC02 000

Name: Bunting Pharmaceuticals

Address: 27 College Avenue
Histon
Cambridge
England

| Contact Name | Contact Title |
|--------------|---------------|
| Valid email | title |
| Requestor | |

1=Select Contact, 2=Extended Text

Bottom

Previous

Table (11 0) to (19CSV) Show all X

Export to Windows Clipboard

The option will copy the export data into the local Clipboard buffer. Data is formatted as rows of plain text so it can be pasted into other applications.

Export to a XML File

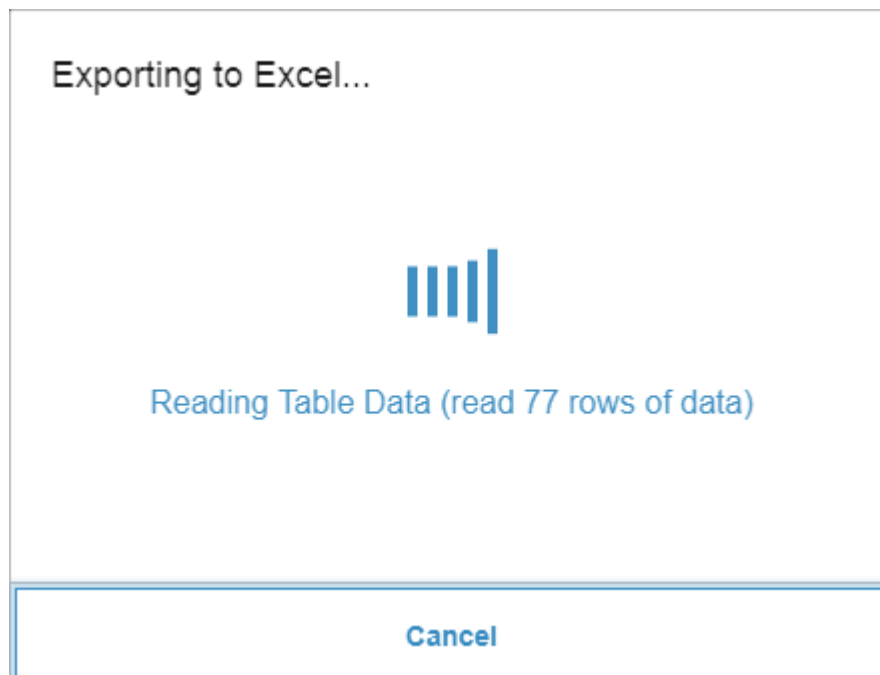
This option will export the table data as XML into a file. The exported data file will be saved within your web browser's "download" folder. A status bar may appear within your web browser, after the export is complete, allowing you to open the file.

Export to a CSV File

This option will export the table data as plain text into a file. Column data is separated by commas. The exported data file will be saved within your web browser's "download" folder. A status bar may appear within your web browser, after the export is complete, allowing you to open the file.

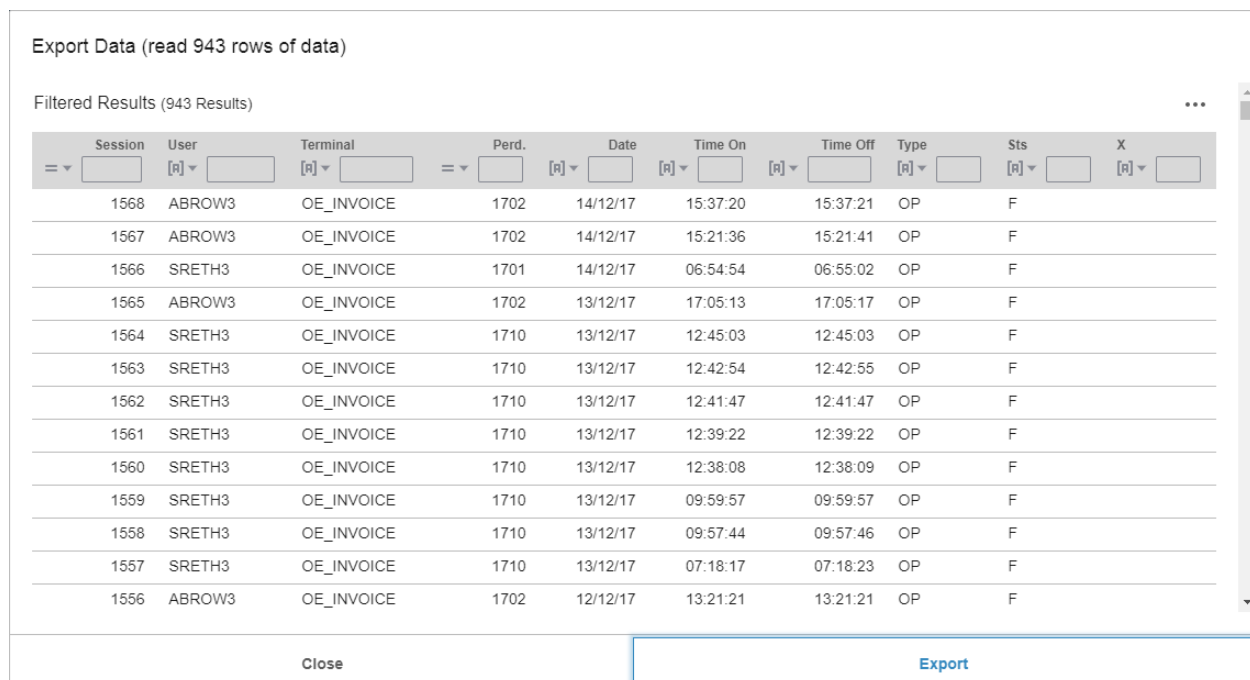
For all options, after selection, the data retrieval process will begin immediately.

During the data retrieval process, input to the current Infor ERP IBM i application will be suspended and a progress dialog will be displayed, for example:



You can select **Cancel** at any time to halt the data retrieval process.

If the export was successful, the *Export Data* dialog will be displayed, for example:



The dialog title displays how many rows of data were retrieved from the IBM i application.

Above each column of data, there is an edit field that allows you to filter the data shown in the table. Enter your filter text and press the **Enter** key to apply the filter, E.g.

Export Data (read 943 rows of data)

Filtered Results (8 of 943 Results) ...

| > ▾ | Session | User | Terminal | = ▾ | Perd. | [R] ▾ | Date | [R] ▾ | Time On | [R] ▾ | Time Off | [R] ▾ | Type | [R] ▾ | Sts | [R] ▾ | X | [R] ▾ |
|-----|---------|--------|------------|-----|-------|-------|----------|-------|----------|-------|----------|-------|------|-------|-----|-------|---|-------|
| | 1560 | ABROW3 | OE_INVOICE | | 1702 | | 14/12/17 | | 15:37:20 | | 15:37:21 | | OP | | F | | | |
| | 1567 | ABROW3 | OE_INVOICE | | 1702 | | 14/12/17 | | 15:21:36 | | 15:21:41 | | OP | | F | | | |
| | 1566 | SRETH3 | OE_INVOICE | | 1701 | | 14/12/17 | | 06:54:54 | | 06:55:02 | | OP | | F | | | |
| | 1565 | ABROW3 | OE_INVOICE | | 1702 | | 13/12/17 | | 17:05:13 | | 17:05:17 | | OP | | F | | | |
| | 1564 | SRETH3 | OE_INVOICE | | 1710 | | 13/12/17 | | 12:45:03 | | 12:45:03 | | OP | | F | | | |
| | 1563 | SRETH3 | OE_INVOICE | | 1710 | | 13/12/17 | | 12:42:54 | | 12:42:55 | | OP | | F | | | |
| | 1562 | SRETH3 | OE_INVOICE | | 1710 | | 13/12/17 | | 12:41:47 | | 12:41:47 | | OP | | F | | | |
| | 1561 | SRETH3 | OE_INVOICE | | 1710 | | 13/12/17 | | 12:39:22 | | 12:39:22 | | OP | | F | | | |

Close Export

The drop-down list to the left of each column filter field allows you to alter the type of filter that is applied, E.g.

Export Data (read 943 rows of data)

Filtered Results (8 of 943 Results) ...

| > ▾ | Session | User | Terminal | = ▾ | Perd. | [R] ▾ | Date | [R] ▾ | Time On | [R] ▾ | Time Off | [R] ▾ | Type | [R] ▾ | Sts | [R] ▾ | X | [R] ▾ |
|-----|---------|--------|------------|-----|-------|-------|----------|-------|----------|-------|----------|-------|------|-------|-----|-------|---|-------|
| = | 1560 | ABROW3 | OE_INVOICE | | 1702 | | 14/12/17 | | 15:37:20 | | 15:37:21 | | OP | | F | | | |
| ≠ | | | OE_INVOICE | | 1702 | | 14/12/17 | | 15:21:36 | | 15:21:41 | | OP | | F | | | |
| ∅ | | | OE_INVOICE | | 1701 | | 14/12/17 | | 06:54:54 | | 06:55:02 | | OP | | F | | | |
| ⊖ | | | OE_INVOICE | | 1702 | | 13/12/17 | | 17:05:13 | | 17:05:17 | | OP | | F | | | |
| ⊕ | | | OE_INVOICE | | 1710 | | 13/12/17 | | 12:45:03 | | 12:45:03 | | OP | | F | | | |
| < | | | OE_INVOICE | | 1710 | | 13/12/17 | | 12:42:54 | | 12:42:55 | | OP | | F | | | |
| ≤ | | | OE_INVOICE | | 1710 | | 13/12/17 | | 12:41:47 | | 12:41:47 | | OP | | F | | | |
| > | | | OE_INVOICE | | 1710 | | 13/12/17 | | 12:39:22 | | 12:39:22 | | OP | | F | | | |

Close Export

The options within the filter menu will change depending on the column type (columns can be of Text, Numeric or Date types). For alphanumeric searches, the filter is case insensitive. Each filter option has a unique icon that is shown next to it in the menu. The currently selected option is ticked. After changing the option, the icon for the selected filter option is displayed within the table header.

To clear the filter, click the **...** icon in the data grid header and select the **Clear Filter Row** option from the drop-down menu.

If you wish to show/hide columns of data from the export list, click the **...** icon in the data grid header and select the **Personalize Columns** option from the drop-down menu. This will open the *Personalize Columns* dialog...

Personalize Columns

Search for a column name

- ☒ Session
- ☒ User
- ☒ Terminal
- ☒ Perd.
- ☒ Date
- ☒ Time On
- ☒ Time Off

Close

Use the check box field, next to each column name, to show (checked) or hide (unchecked) it within the data grid.

Click **Close** to apply the changes.


To reset column visibility to the default state, click the **...** icon in the data grid header and select the **Reset to Default** option from the drop-down menu.

In the Export Data dialog, select **Export** to send the data visible within the grid to the desired output format, or select **Cancel** to abort.


Caution: Any filter and/or column visibility options that you have entered/selected will be saved in your local web browser storage, and the next time that you export from this screen, they will be re-applied.

Adding Field Data Columns to Export Data

If your System Administrator has enabled the *User-defined Export Columns* feature within the Infor System i Workspace AnyWhere Administration interface, you will be able to add one or more exportable columns using data from fields within the current screen. For example, if the Data Grid on the screen is for a particular Customer Invoice Number, that value may be shown in a field above the Data Grid, but not included in Data Grid itself. When exporting the data to a third-party, you may wish to include the Customer Invoice Number against each row as a reference, or to be used if merging the exported data from several Invoice entities.

When this feature is enabled, you will see an additional  icon within the Export Data dialog's data grid...






Export Data (read 238 rows of data)

Filtered Results (238 results)  

| X | Text | | Internal Reference | Doc date | Original | Outstanding | Overdue Bucket | Period | Due date | Currency |
|-------|-------|-------|--------------------|------------|----------|-------------|----------------|-----------|------------|----------|
| [n] ▾ | [n] ▾ | [n] ▾ | [n] ▾ | [n] ▾ | = ▾ | = ▾ | [n] ▾ | [n] ▾ | [n] ▾ | [n] ▾ |
| | * | UC | 20000711 | 15/10/2012 | -100.00 | -100.00 | 6 | 02/012/08 | 15/10/2012 | GBP |

Clicking this will open the Edit Field Data Export Columns dialog...

Edit Field Data Export Columns

 | 

Close

Selecting the **Add Field Data Export Column**  icon will open the Add Field Data Export Column dialog....

Add Field Data Export Column

Select Field

Row: 4 , Column: 15 - GC01 ▼

☐ Only use a Sub-section of the Field Value

Start Position:

- 1 +

Sub-section Length:

- 1 +

Column Format:

Text ▼

Column Heading

Cancel

Add

Use the **Select Field** drop-down list to select the field whose data you wish to include within the Field Data Export Column's output.

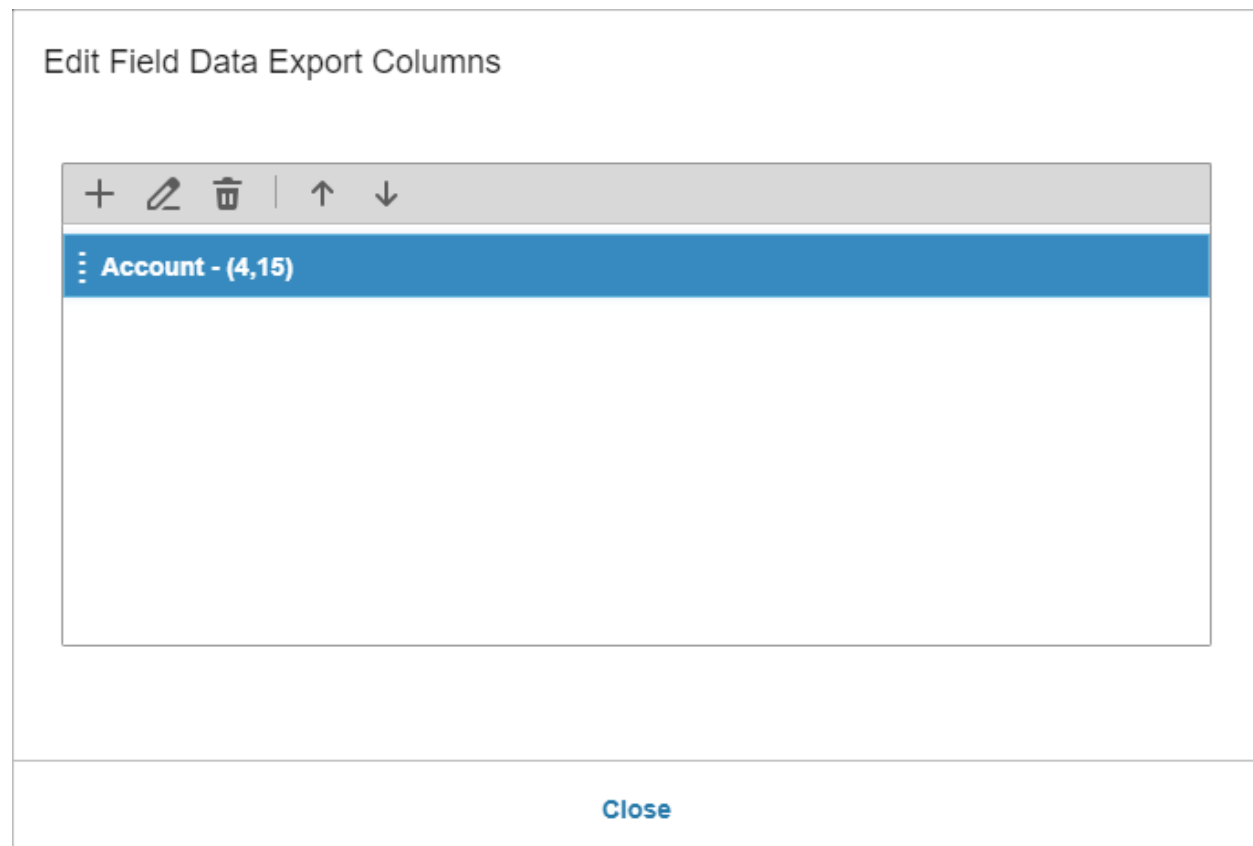
Click the **Only use a Sub-section of the Field Value** checkbox if you wish to restrict the size of the data added within the column using the **Start Position** and **Sub-section Length** fields.

Use the **Column Format** drop-down list field to identify the type of data within the Field Data Export Column. Supported formats are **Text**, **Numeric** or **Date**.

Use the **Column Heading** to enter a value to use as the title for the column within the Export Data dialog's Data Grid. This field must be provided. An error message will be displayed if you click **Add** when the field is empty or blank.


Select **Cancel** to abort.


Select **Add** to close the dialog and add a new entry into the Edit Field Data Export Columns dialog...





The new Field Data Export Column is identified in the list by the Column Heading provided and the row/column position of the selected field.

Selecting a Field Data Export Column within the list will highlight it and enable the other toolbar options.

Use the **Edit Field Data Export Column**  icon to change the properties of an existing entry. This will open the Edit Field Data Export Column dialog (see the Add Field Data Export Column dialog above for details on this interface).

Use the **Delete Field Data Export Column**  icon to remove the selected Field Data Export Column.

Caution: The Delete Field Data Export Column action cannot be undone.

When the list within the Edit Field Data Export Columns dialog contains multiple Field Data Export Column entries, you can use the Move Up  and Move Down  icons to change the order that the data will appear within the Export Data dialog.

Select **Close** on the Edit Field Data Export Columns dialog to apply any changes to the Export Data. Any Field Data Export Columns will be added to the start of the data using the Column Heading provided...

Export Data (read 238 rows of data)

Filtered Results (238 results)

...

| Account | X [a] ▾ | Text [a] ▾ | [a] ▾ | Internal Reference [a] ▾ | Doc date [a] ▾ | Original = ▾ | Outstanding = ▾ | Overdue Bucket [a] ▾ | Period [a] ▾ | Due date [a] ▾ | Currency [a] ▾ |
|---------|------------|---------------|-------|-----------------------------|-------------------|-----------------|--------------------|-------------------------|-----------------|-------------------|-------------------|
| GC01 | | * | UC | 20000711 | 15/10/2012 | -100.00 | -100.00 | 6 | 02012/08 | 15/10/2012 | GBP |
| GC01 | | | CD | 00000223 | 16/10/2012 | 213.85 | 213.85 | 6 | 02012/10 | 16/10/2012 | GBP |
| GC01 | | | IN | 0001662 | 26/09/2012 | 125.00 | 125.00 | 6 | 02013/03 | 26/10/2012 | GBP |
| GC01 | | | IN | 0001663 | 27/09/2012 | 5.00 | 5.00 | 6 | 02013/03 | 27/10/2012 | GBP |
| GC01 | | | IN | 0001664 | 27/09/2012 | 29.00 | 29.00 | 6 | 02013/03 | 27/10/2012 | GBP |
| GC01 | | | IN | 0001666 | 01/10/2012 | 5.00 | 5.00 | 6 | 02013/03 | 31/10/2012 | GBP |
| GC01 | | | IN | EI000151 | 02/10/2012 | 240.00 | 240.00 | 6 | 02012/10 | 01/11/2012 | GBP |
| GC01 | | | IN | EI000159 | 02/10/2012 | 15.65 | 15.65 | 6 | 02012/10 | 01/11/2012 | GBP |
| GC01 | | | IN | 0001667 | 02/10/2012 | 5.00 | 5.00 | 6 | 02013/03 | 01/11/2012 | GBP |
| GC01 | | | IN | 0001668 | 02/10/2012 | 5.00 | 5.00 | 6 | 02013/03 | 01/11/2012 | GBP |
| GC01 | | | IN | 0001669 | 03/10/2012 | 5.00 | 5.00 | 6 | 02013/03 | 02/11/2012 | GBP |
| GC01 | | | IN | 0001670 | 03/10/2012 | 5.00 | 5.00 | 6 | 02013/03 | 02/11/2012 | GBP |
| GC01 | | | IN | 0001671 | 03/10/2012 | 5.00 | 5.00 | 6 | 02013/03 | 02/11/2012 | GBP |

Close

Export

When the **Export** option is selected, any additional Field Data Export Column values will be included in the output.

Caution: Field Data Export Columns cannot be filtered as the data will be identical for every row.

Caution: Any Field Data Export Column changes that you make for the Data Grid will be saved within the Web Browser storage. On subsequent Data Grid exports from the same screen, the Field Data Export Columns will be re-applied to the Export Data results display.

Caution: Field Data Export Columns only appear when a Data Grid is exported. They are not applied to the Data Grid within the screen display.

Utilities

The Utilities menu provides a set of useful tools for you to use as part of your day-to-day tasks. The tools will open as a windowed area (which we will refer to as a *widget*) within the current tab. By default, there are two options within the Utilities menu; My Notes and My Favourites.

Caution: If your System Administrator has extended the IBM i Home tab to include additional columns, you will also see them in the Utilities menu.

For all widgets, you can alter the size of the widget by selecting the **☰** icon from the widget heading, which will open a drop-down menu from which you can choose from **Normal**, **Expanded** and **Full Size** options.

You can remove a widget from the page by selecting the **☰** icon from the widget heading, and then selecting the **Close** option from the drop-down menu.

You can move a widget around the page by moving the mouse cursor over the heading (the mouse pointer icon should change) and then click and hold the left mouse button and move the mouse to drag the widget window to the desired location. Release the left mouse button to place the widget in its new position.

My Notes

Selecting My Notes from the Utilities menu will open a widget containing a free-format text edit field, for example:

The screenshot shows the 'Order Entry' widget interface. On the right side, the 'My Notes' widget is open, displaying a text input field with the placeholder text 'Text input...'. The 'My Notes' widget has a heading with a three-dot menu icon. The main 'Order Entry' widget contains various input fields and buttons:

- Customer: 1
- Customer order ref:
- Table with 4 columns: Quantity, and three empty columns.
- Order date: 23/01/2018
- Despatch date: 23/01/2018
- Stockroom:
- Quotation type:
- Expires: 00/00/00
- Buttons: F3:Exit, F13:Order amend

The text you enter is shared between all tabs, so for, example, if you enter text into the My Notes widget and then switch back to the System i Home tab, you will see the changes there.

Selecting My Notes from the Utilities menu again will close the widget window.

My Favourites

Selecting My Favourites from the Utilities menu will open a widget containing a read-only tree view of the folders and tasks you have stored within My Favourites section of the System i Home tab, for example:

Click on any task entry in the tree view to open that option within a new tab. If you make changes to the My Favourites section within the System i Home tab, the tree view within the widget will be updated to match. You cannot alter the My Favourites content within the widget display.


Selecting My Favourites from the Utilities menu again will close the widget window.

Application Help

Caution: Application Help requires additional Infor System i Workspace AnyWhere installation and configuration by your System Administrator and may not be available within your enterprise.

Caution: Application Help in the 5250 AnyWhere Emulator is not available for all Infor IBM i applications.

Caution: If the current 5250 AnyWhere Emulator display does not have a Screen ID, the IBM i Host Help will be displayed instead.

Selecting the  button from the Page Header, or pressing the F1 key, will open the Application Help to the right of the application, for example:

Inforsys i Workspace AnyWhere

System i Home

Credit manager enquiry

Credit Manager Enquiry
GC01

Account: Reeves Chemists.

Debtor days:

Days sales outstanding:

Average days to pay:

Average days slow:

Overdue days:

OS balance:

Not yet due:

1: - :

2: - :

3: - :

4: - :

5: - :

6: - :

Overdue balance:

Doubtful balance:

AR Items:

Orders alloc. or desp.:

Collection documents:

Total outstanding:

Credit limit:

Available credit:

Performance: Performance Indicator Z

YTD Net sales:

YTD Net credits:

YTD Cash:

YTD Discount:

Highest O/S:

Last payment:

Last sale:

Statement:

Interest:

Dunning:

Exit Contrs 1stCont Diary Open items All items Pay history

Transaction More keys

System21 / Accounts Receivable / Enquiries / Credit Manager Enquiry

Credit Manager Enquiry Window

To display this window, enter a customer code and then press Enter on the Credit Manager Enquiry Selection window.

Each quarter of the window displays a different kind of information:

- The top left-hand quarter displays common performance ratios.
- The top right-hand quarter displays credit information.
- The bottom left-hand quarter displays balances, by overdue category.
- The bottom right-hand quarter displays posting information, and details of the status of the account.

Fields

Note: All the fields described below are output only unless otherwise stated.

Level

This field will only be displayed if the customer is a hierarchy customer. It shows the hierarchy level number of the customer.

Debtor Days

Note: All Credit Manager ratios hold a maximum of 99,999 days

The figure shown here represents the weighted average number of days outstanding for the customer's outstanding debt.

Take all **open items** for the customer. For each item, multiply the number of days between document and current date by the outstanding balance.

Divide the resulting total by the total of the outstanding balances. The result is the number of debtor days.

Days Sales Outstanding

This figure shows the number of days' sales that the outstanding debtor value represents.

The content of the help will change as you move through your System i Application screens, for example:

Inforsys i Workspace AnyWhere

System i Home

Credit manager enquiry

Customer Enquiry...Item Details - Open Items for All Periods (Prime)
GC01

Account: Reeves Chemists.

Currency:

Period:

External reference:

Position for:

Total: Revalued:

| Sel | Text | Type | Int Ref | Doc | Original | Outstanding | P | Perd | Due | Cur |
|--------------------------|------|------|----------|--------|----------|-------------|---|------|--------|-----|
| <input type="checkbox"/> | | IN | 0000003 | 150694 | 56.15 | 7.86 | 6 | 1105 | 150794 | GBP |
| <input type="checkbox"/> | | IN | 0000084 | 180303 | 2383.40 | 2383.40 | 6 | 1105 | 170403 | GBP |
| <input type="checkbox"/> | | IN | 0000086 | 060105 | 210.71 | 210.71 | 6 | 1105 | 050205 | GBP |
| <input type="checkbox"/> | | IN | 0000089 | 171105 | 29968.00 | 29968.00 | 6 | 1112 | 171205 | GBP |
| <input type="checkbox"/> | | IN | 0000091 | 081205 | 30785.12 | 30785.12 | 6 | 1105 | 070106 | GBP |
| <input type="checkbox"/> | | IN | 0000093 | 081205 | 4038.66 | 4038.66 | 6 | 1105 | 070106 | GBP |
| <input type="checkbox"/> | | IN | 0000095 | 140806 | 129.59 | 129.59 | 6 | 1105 | 130906 | GBP |
| <input type="checkbox"/> | | IN | 0000097 | 230806 | 217.06 | 217.06 | 6 | 1105 | 220906 | GBP |
| <input type="checkbox"/> | | CR | 5000002 | 241006 | 29.27- | 29.27- | 6 | 0908 | 241006 | GBP |
| <input type="checkbox"/> | | IN | 0001130D | 241006 | 170.63 | 170.63 | 6 | 1105 | 151106 | GBP |
| <input type="checkbox"/> | | IN | 0000098 | 181006 | 29.27 | 29.27 | 6 | 1105 | 171106 | GB |

1=Full detail 4=Pay Status 5=All trans 6=Creation event 7=Dispute 8=Text

Exit External ref Previous All items More

System21 / Accounts Receivable / Enquiries / Credit Manager Enquiry

Customer Enquiry Transaction Details for All Periods (Prime) Window

To display this window, select **Transaction (F16)** on the Credit Manager Enquiry window.

This window will allow you to:

- Display items for a specific currency only
- Display items for a specific period only
- Display items for a specific external reference only
- Position to a particular transaction reference
- Use **External Ref (F6)** to toggle between displaying the External Reference, Internal Reference, Customer Reference and Job Number fields. Customer Reference is only displayed if Order Entry is active in the company. Job Number is only displayed if Job Management is active in the company. For item types other than IN and CR, the Customer Reference field is blank. Only the first 8 characters are displayed. To see the maximum 15 characters use the individual item detail enquiry.


This enquiry shows similar data to the window displayed when you select **Open items (F13)** but also includes adjustments and discounts which are a by-product of cash allocation.

For further details, see the Customer Enquiry **Item Details Open Items for All Periods (Prime)** Window section.

Select the option or function you require to view further details, change the account, currency or period or use the Position To field and then press Enter.

The vertical bar at the left edge of the Application Help can be used to change its width. Move the mouse over the vertical bar; the mouse icon will change to a “resize” pointer and the bar will change color; click the left mouse button, and hold, then drag left or right to change the Application Help display size.

Caution: To conform to Infor SoHo Xi guidelines for readability, the width of the Application Help is restricted to between 300 and 780 pixels.

Selecting the  button from the toolbar again will close the Application Help.


The bread-crumb trail above the Application Help title allows you to navigate to previous sections and chapters within the Application Help system.

Communication Issues

Client to Server

The 5250 AnyWhere Emulator uses the W3C WebSocket Protocol to communicate between your Client (web-browser) and the Server (Infor System i Workspace AnyWhere). This communication protocol has good fault tolerance, but it can be interrupted if running over an unstable Wide Area Network (WAN) or Internet Service Provider (ISP) connection. To mitigate the problems of an unstable WAN/ISP, your System Administrator may enable additional function within the 5250 AnyWhere Emulator that verifies all client requests are received by the Infor System i Workspace AnyWhere server.

If a problem occurs when sending your request to the server, after 30 seconds, one of two warning messages may be displayed. This is the first...

 **Warning**

No acknowledgement received from the server for the previous request (after 30 seconds).
The client/server connection status is **open**.

Select **Resubmit** to send the last request to the server again.
Select **Wait** to wait another 30 seconds for a response.
Select **Close Session** to close this 5250 AnyWhere Emulator session.

| | | |
|---------------|------|----------|
| Close Session | Wait | Resubmit |
|---------------|------|----------|

In this instance, the connection between your 5250 AnyWhere Emulator session and the Infor System i Workspace AnyWhere server remains open, but the information you sent to the server either never arrived, or the response from the server did not arrive. The available options are

Resubmit

Resend the previous request to the server again and await its response. This is the default option.

Wait


Instruct the 5250 AnyWhere Emulator to wait another 30 seconds for a response from the server.

Close Session

Disconnect your client 5250 AnyWhere Emulator session from the Infor System i Workspace AnyWhere server and close the module tab. The 5250 AnyWhere Emulator will be preserved on the server for recovery the next time you sign on.

Caution: This option should only be selected as a last resort when the **Wait** and **Resubmit** options do not resolve the connection problem. After selecting this option, Infor recommends that you exit any other active 5250 AnyWhere Emulator sessions, sign out of Infor System i Workspace AnyWhere then close your browser before attempting to continue with Infor System i Workspace AnyWhere.

This is the second warning message...

 **Warning**

No acknowledgement received from the server for the previous request (after 30 seconds).
The client/server connection status is **closed**. WebSocket close event information -

Code: 1006
Reason:
Clean: false

Select **Resubmit** to send the last request to the server again.
Select **Close Session** to close this 5250 AnyWhere Emulator session.

Close Session

Resubmit

In this instance, the connection between your 5250 AnyWhere Emulator session and the Infor System i Workspace AnyWhere server has been closed and the information you sent to the server never arrived. The Code and Reason for the disconnection are displayed; these are browser specific. The available options are

Resubmit

Attempt to reconnect to the Infor System i Workspace AnyWhere server, and once reconnection is successful, resend the previous request to the server. This is the default option.

Close Session

Disconnect your client 5250 AnyWhere Emulator session from the Infor System i Workspace AnyWhere server and close the module tab. The 5250 AnyWhere Emulator will be preserved on the server for recovery the next time you sign on.

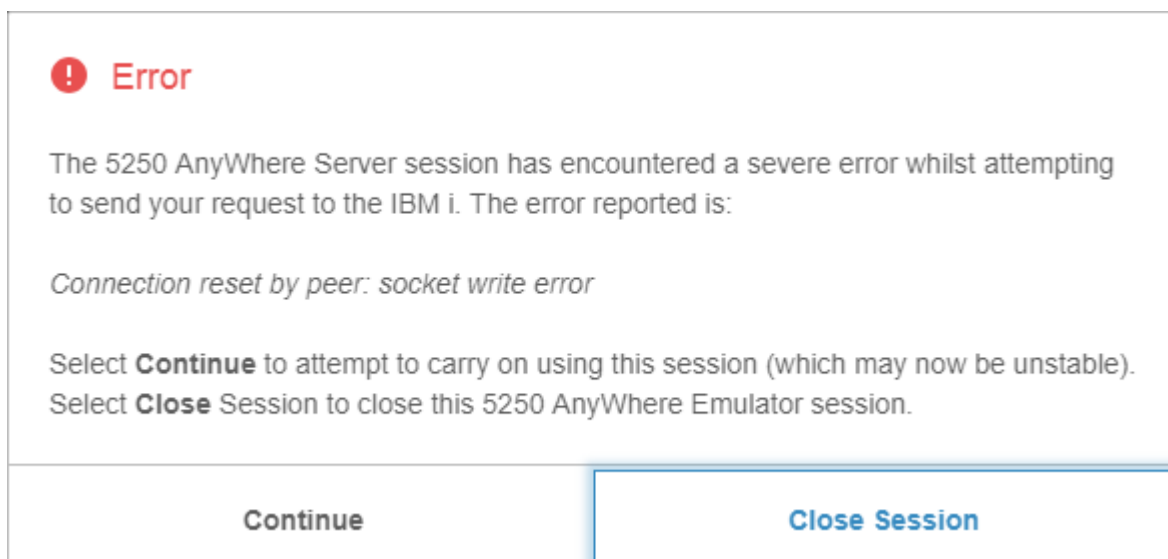
Caution: This option should only be selected as a last resort when the **Resubmit** option does not resolve the connection problem. After selecting this option, Infor recommends that you exit any other active 5250 AnyWhere Emulator sessions, sign out of Infor System i Workspace AnyWhere then close your browser before attempting to continue with Infor System i Workspace AnyWhere.

Caution: The default time out setting is 30 seconds. Your System Administrator may change this.

Caution: If you frequently experience these messages, especially if you are can only recover your sessions by using the **Close Session** option, then Infor recommend you contact your System Administrator immediately.

Server to IBM i

For each of your 5250 AnyWhere Emulator sessions, the Infor System i Workspace AnyWhere server creates a TELNET connection to the IBM i server. Should any network interruption occur in this connection, or should the TELNET device be forcibly closed for any reason, then your 5250 AnyWhere Emulator session will be disconnected, and the following error message will be displayed the next time you perform any action that sends information to the Infor System i Workspace AnyWhere server...



The error message may vary depending on the cause of the problem. The available options are...

Close Session

Disconnect your client 5250 AnyWhere Emulator session from the Infor System i Workspace AnyWhere server and close the module tab. The 5250 AnyWhere Emulator session will not be recoverable on next sign on.

Continue

In all cases where this message is shown, the 5250 AnyWhere Emulator session cannot be recovered, but this option is provided so that you can return to the session and copy or record any key data or values that may be useful for reuse at a later date once any communication problems have been resolved. Any further action within the session will result in this error message being re-displayed.

Caution: If you leave your 5250 AnyWhere Emulator client sessions active and connected to the Infor System i Workspace AnyWhere server either overnight, over the weekend or holiday, or for a long period of inactivity, you may see this message the next time the session is used. This is usually because the IBM i server has been restarted or your session has been closed for being idle for too long.

Infor recommend that users exit all 5250 AnyWhere Emulator tasks and sign out of Infor System i Workspace AnyWhere, and close their web browser at the end of each working day.

Caution: Infor recommend you contact your System Administrator immediately if you receive this message unexpectedly, as they will need to investigate the cause, and may also need to perform administrative actions on the IBM i to free locks on records or files.

Chapter 3 Using the WFi interface

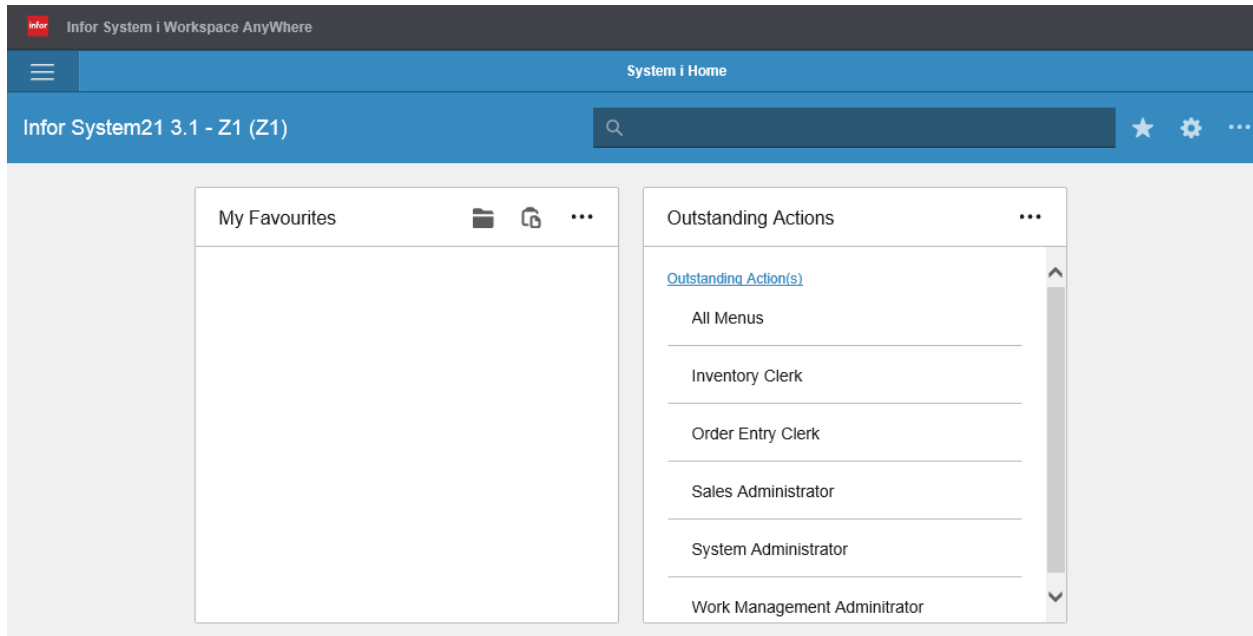
Introduction

WFi (formerly known as process.connect or Work Management) is the name of the workflow application set that can be used with Infor's IBM i ERP applications. It provides a process-modeling tool to create business processes that can then be activated into the WFi Engine application, which will execute and manage the processes. As part of the process modeling definition, the designer can assign tasks to users and/or roles. These tasks, or Actions, are presented to the recipient through Infor System i Workspace AnyWhere as an Action List (also known as Outstanding Actions). An Action List will contain all the outstanding (pending or work-in-progress) tasks assigned to that role or user.

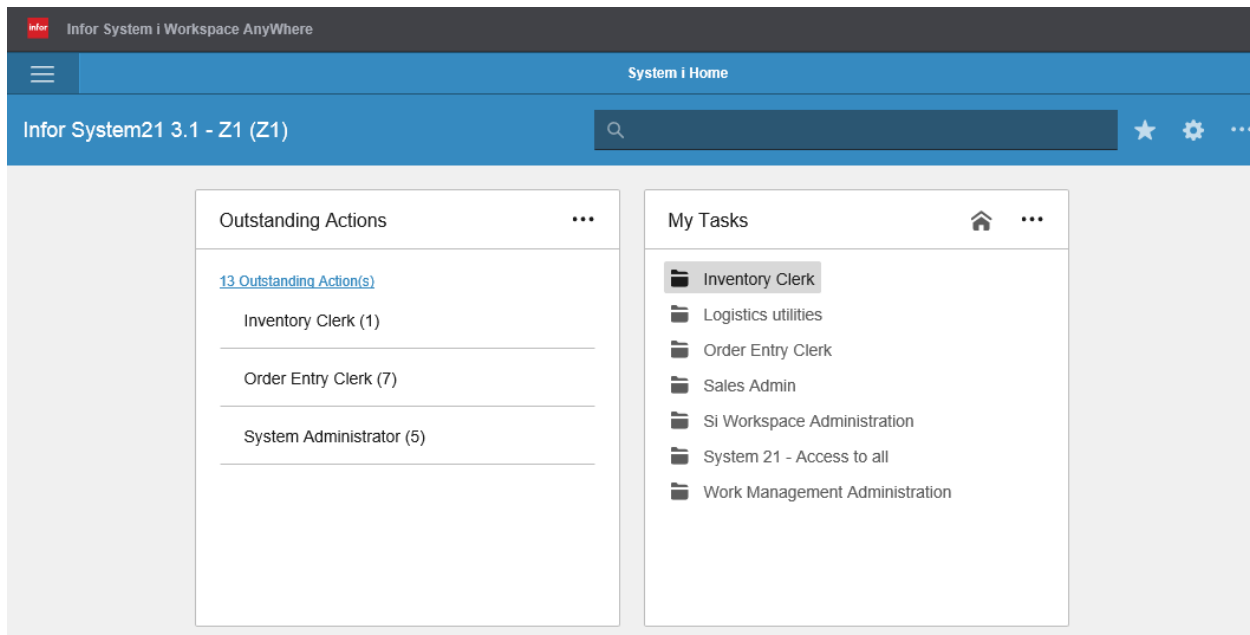
If WFi is enabled for your current profile and environment, you will see some additional information on your System i Home tab.

Outstanding actions

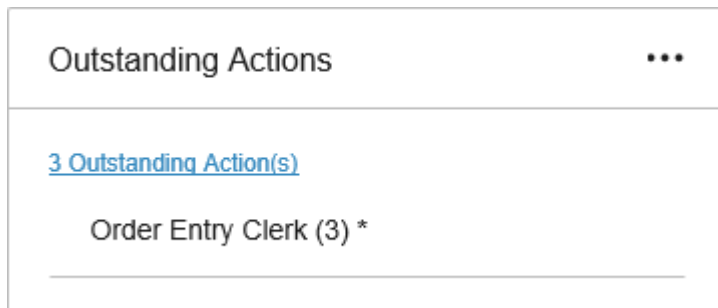
When you sign in to a WFi-enabled environment, an additional Outstanding Actions section will be added into the second zone of the System i Home tab, for example:



In the Outstanding Actions box, you will see information about your outstanding actions in one of two styles (depending on how your System Administrator has configured your system). The above style allows you to launch any of your Action Lists that have actions assigned to them, even if those actions are “in-progress” and not accessible. The style below only shows Action Lists (if any) which have accessible actions against them, along with a count of the actions pending.



When new actions arrive for one of your Action Lists, they will be shown by a star character to the right of the description: E.g.



If you are working inside another tab when a new action arrives, you will see an envelope within the System i Home tab heading to indicate that something has changed on that tab:



The Action List


Regardless of which Outstanding Actions style you are using, when you click on the Role or User name, the Action List for that particular role will be displayed inside a new module tab page.

| Action List Maximum Rows ▾ | | | | | | | | | |
|---|------|---------|------|---|----------------------|---------------------------|-----------------------------|----------|---------|
| + (6 results) | | | | | | | | | |
| <input type="checkbox"/> | Icon | Status | View | Description | Date and time | Business Object Reference | Business Object Description | Priority | Company |
| <input type="checkbox"/> | | Pending | → | Reeves Chemist1 53 C&C - Pricing Exception | 26/07/2022, 13:44:55 | 0012676 | Sales Order | Medium | Z1 |
| <input type="checkbox"/> | | Pending | → | Bunting Pharmaceuticals E 11 - Pricing Exception | 26/07/2022, 13:42:41 | 0012675 | Sales Order | Medium | Z1 |
| <input type="checkbox"/> | | Pending | → | Reeves Chemist1 53 C&C / 26/07/22 - Fully Allocated | 26/07/2022, 13:38:04 | 0012673 | Sales Order | Medium | Z1 |
| <input type="checkbox"/> | | Pending | → | Purchase Order added | 05/05/2022, 16:42:07 | P003547 | Purchase Order | Medium | Z1 |
| <input type="checkbox"/> | | Pending | → | Purchase Order added | 04/05/2022, 17:11:06 | P003545 | Purchase Order | Medium | Z1 |

The new Action List page is made up of a Page Header and a Data Grid.

Page Header

The Page Header contains the **Refresh** and **Maximum Rows** options.

The **Refresh**  button will update the display with the latest activities from your Work Management server.

The **Maximum Rows** option controls the maximum number of Action List activities that will be retrieved and shown within the Data Grid (click **Refresh** icon to apply the change).

Data Grid

By default, the Action List is displayed in a Data Grid that contains a set number of columns. These are defined as follows:

| Column | Description |
|---------------------------|--|
| Select | A column of checkboxes that allows the user to select individual, multiple or all rows to perform actions on. |
| Icon | This is a visual indicator of the status and recipient type of the activity. |
| Status | This describes whether an activity is Pending or Work-In-Progress. |
| View | Clicking on this icon will open the associated activity in a new tab. The activity will either be an IBM i Application or a Manual Activity (see below). |
| Description | This is the activity's description, as defined in the business process. |
| Date & Time | This is the date and time at which the activity was last updated. |
| Business Object Reference | This is the business process defined reference for this activity (e.g. a customer order reference). |

| Column | Description |
|-----------------------------|--|
| Business Object Description | This is the business object (document) with which this activity is associated (e.g., a Sales Order). |
| Priority | This is the importance of this activity. Values are Urgent, High, Medium and Low. Usually, activities should be tackled in priority order. |
| Company | This is the System Manager company associated with this activity. |

Click on the title to sort the data within the table, numerically or alphanumerically (depending on the column data type), using that column's content. The first click will sort the column in ascending order; a second click will sort the column in descending order.

Above each column of data, there is an edit field that allows you to filter the data shown in the table. Enter your search string and wait a few seconds or press the **Enter** key to apply the filter, E.g.

| Action List Maximum Rows ▾ | | | | | | | | | |
|---|-------------------------------|-------------------------------|---|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| + (2 of 6 results) | | | | | | | | | |
| Icon | Status | View | Description | Date and time | Business Object Reference | Business Object Description | Priority | Company | |
| <input type="checkbox"/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |
| <input type="checkbox"/> | Pending | → | Reeves Chemist1 53 C&C - Pricing Exception | 26/07/2022, 13:44:55 | 0012676 | Sales Order | Medium | Z1 | |
| <input type="checkbox"/> | Pending | → | Reeves Chemist1 53 C&C / 26/07/22 - Fully Allocated | 26/07/2022, 13:38:04 | 0012673 | Sales Order | Medium | Z1 | |

Page 1 of 1 5 Records per page ▾

The drop-down list to the left of each column filter field allows you to alter the type of filter that is applied, E.g.

| Action List Maximum Rows ▾ | | | | | | | | | |
|---|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|
| + (2 of 6 results) | | | | | | | | | |
| Icon | Status | View | Description | Date and time | Business Object Reference | Business Object Description | Priority | Company | |
| <input type="checkbox"/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |
| <input type="checkbox"/> | Pending | → | g Exception | 26/07/2022, 13:44:55 | 0012676 | Sales Order | Medium | Z1 | |
| <input type="checkbox"/> | Pending | → | 22 - Fully Allocated | 26/07/2022, 13:38:04 | 0012673 | Sales Order | Medium | Z1 | |

Page 1 of 1 5 Records per page ▾

The options within the menu will change depending on the column type. For alphanumeric searches, the filter is case insensitive.

The navigation controls at the bottom of the Data Grid allow you to navigate back-and-forth through the pages of data or you can enter a page number to jump to.

The drop-down list at the bottom-right of the Data Grid can be used to change the number of rows that are displayed on each page. The default is ten.

To select an item within the table, click on the row or on the checkbox at the start of the row. The background will change color and the selection header will display showing the number of selected rows across all pages of the Data Grid, e.g.

| Action List Maximum Rows ▾ | | | | | | | | | |
|---|------|---------|------|---|----------------------|---------------------------|-----------------------------|----------|---------|
| + (6 results) | | | | | | | | | |
| 1 Selected | | | | | | | | | |
| <input type="checkbox"/> | Icon | Status | View | Description | Date and time | Business Object Reference | Business Object Description | Priority | Company |
| <input type="checkbox"/> | | [s] ▾ | | [s] ▾ | [s] ▾ | [s] ▾ | [s] ▾ | [s] ▾ | [s] ▾ |
| <input type="checkbox"/> | | Pending | → | Reeves Chemist1 53 C&C - Pricing Exception | 26/07/2022, 13:44:55 | 0012676 | Sales Order | Medium | Z1 |
| <input checked="" type="checkbox"/> | | Pending | → | Bunting Pharmaceuticals E 11 - Pricing Exception | 26/07/2022, 13:42:41 | 0012675 | Sales Order | Medium | Z1 |
| <input type="checkbox"/> | | Pending | → | Reeves Chemist1 53 C&C / 26/07/22 - Fully Allocated | 26/07/2022, 13:38:04 | 0012673 | Sales Order | Medium | Z1 |
| <input type="checkbox"/> | | Pending | → | Purchase Order added | 05/05/2022, 16:42:07 | P003547 | Purchase Order | Medium | Z1 |
| <input type="checkbox"/> | | Pending | → | Purchase Order added | 04/05/2022, 17:11:06 | P003545 | Purchase Order | Medium | Z1 |
| Page 1 of 2 5 Records per page ▾ | | | | | | | | | |

To de-select the item, click the row, or checkbox at the start of the row, again. You can also select multiple items, E.g.

| Action List Maximum Rows ▾ | | | | | | | | | |
|---|------|---------|------|---|----------------------|---------------------------|-----------------------------|----------|---------|
| + (6 results) | | | | | | | | | |
| 3 Selected | | | | | | | | | |
| <input type="checkbox"/> | Icon | Status | View | Description | Date and time | Business Object Reference | Business Object Description | Priority | Company |
| <input type="checkbox"/> | | [s] ▾ | | [s] ▾ | [s] ▾ | [s] ▾ | [s] ▾ | [s] ▾ | [s] ▾ |
| <input type="checkbox"/> | | Pending | → | Reeves Chemist1 53 C&C - Pricing Exception | 26/07/2022, 13:44:55 | 0012676 | Sales Order | Medium | Z1 |
| <input checked="" type="checkbox"/> | | Pending | → | Bunting Pharmaceuticals E 11 - Pricing Exception | 26/07/2022, 13:42:41 | 0012675 | Sales Order | Medium | Z1 |
| <input type="checkbox"/> | | Pending | → | Reeves Chemist1 53 C&C / 26/07/22 - Fully Allocated | 26/07/2022, 13:38:04 | 0012673 | Sales Order | Medium | Z1 |
| <input checked="" type="checkbox"/> | | Pending | → | Purchase Order added | 05/05/2022, 16:42:07 | P003547 | Purchase Order | Medium | Z1 |
| <input checked="" type="checkbox"/> | | Pending | → | Purchase Order added | 04/05/2022, 17:11:06 | P003545 | Purchase Order | Medium | Z1 |
| Page 1 of 2 5 Records per page ▾ | | | | | | | | | |

To select all rows, click the checkbox in the heading of the select (first) column, E.g.

| Action List Maximum Rows ▾ | | | | | | | | | |
|---|------|---------|------|---|----------------------|---------------------------|-----------------------------|----------|---------|
| + (6 results) | | | | | | | | | |
| 6 Selected | | | | | | | | | |
| <input checked="" type="checkbox"/> | Icon | Status | View | Description | Date and time | Business Object Reference | Business Object Description | Priority | Company |
| <input checked="" type="checkbox"/> | | [s] ▾ | | [s] ▾ | [s] ▾ | [s] ▾ | [s] ▾ | [s] ▾ | [s] ▾ |
| <input checked="" type="checkbox"/> | | Pending | → | Reeves Chemist1 53 C&C - Pricing Exception | 26/07/2022, 13:44:55 | 0012676 | Sales Order | Medium | Z1 |
| <input checked="" type="checkbox"/> | | Pending | → | Bunting Pharmaceuticals E 11 - Pricing Exception | 26/07/2022, 13:42:41 | 0012675 | Sales Order | Medium | Z1 |
| <input checked="" type="checkbox"/> | | Pending | → | Reeves Chemist1 53 C&C / 26/07/22 - Fully Allocated | 26/07/2022, 13:38:04 | 0012673 | Sales Order | Medium | Z1 |
| <input checked="" type="checkbox"/> | | Pending | → | Purchase Order added | 05/05/2022, 16:42:07 | P003547 | Purchase Order | Medium | Z1 |
| <input checked="" type="checkbox"/> | | Pending | → | Purchase Order added | 04/05/2022, 17:11:06 | P003545 | Purchase Order | Medium | Z1 |
| Page 1 of 2 5 Records per page ▾ | | | | | | | | | |

To de-select all rows, click the checkbox at the top of the select (first) column. You can also click this if you have selected one or more rows when the icon is shown.





The Data Grid header contains a set of actions that can be performed against the selected items within the table (see Data Grid Commands section below).

Columns can be shown/hidden (as described in the Data Grid Options Menu section below).

Caution: The changes will be lost if you close the Action List or open a new Action List from the Outstanding Actions.

Data Grid Commands

The following commands can be performed against the Action List. They are displayed as icons in the Data Grid's header: The commands can only be performed against selected activities within the Action List:

| Command | Description |
|---|--|
| | Complete all the selected activities, via the default completion route. |
|  | Caution: This command will attempt to complete each activity using a completion code of **. If the selected activity does not support a completion code of **, then no change will occur, and the activity will remain at its current status. |
|  | Mark all the selected activities as work-in-progress and lock them to your user profile. |
|  | Release any selected activities that are awaiting synchronization. |
|  | Unlock any selected work-in-progress activities. |

| Command | Description |
|---------|-------------|
|---------|-------------|

Cancel the selected activities. A confirmation dialog will be displayed...



| | |
|--|---------|
| Confirm Cancellation Of Selected Activities | |
| The selected WFi Activities will be terminated, which may also end their associated Business Process, and cannot be recovered. | |
| Select Confirm to proceed. | |
| Cancel | Confirm |

Click **Cancel** to abort or click **Confirm** to apply the cancellation to all selected activities.

Caution: This option will only be displayed if you are authorized to the **WFIALCNCL** role.

| Command | Description |
|---------|--|
| | <p>Re-assign the selected activities to another User or Role, optionally with a new priority. Only activities that are at a Status of <i>Pending</i> or <i>Released From Synchronization</i>, have an Execution Mode of <i>User Invoked</i>, and are currently assigned to either a <i>User</i> or a <i>Role</i> recipient, can be re-assigned.</p> <p>If one of the activities you have selected does not meet these criteria, a popup “toast” error message will be displayed in the top-right corner of the module tab, otherwise, the <i>Re-assign Selected Activities</i> dialog will be displayed...</p> |



Re-assign Selected Activities

Recipient Type

User

New Recipient

AAQUI3 (Ardie Aquino - System Mana...

New Priority

High

Cancel

Re-assign

Use the *Recipient Type* field to choose whether you wish to re-assign the activity to a User or a Role. The content of the *New Recipient* field will change to either a list of all available Users or Roles within the current Infor System i Workspace AnyWhere Profile.

Use the *New Recipient* field to select the User/Role you wish to re-assign this activity to. Type into the drop-down list to filter the content.

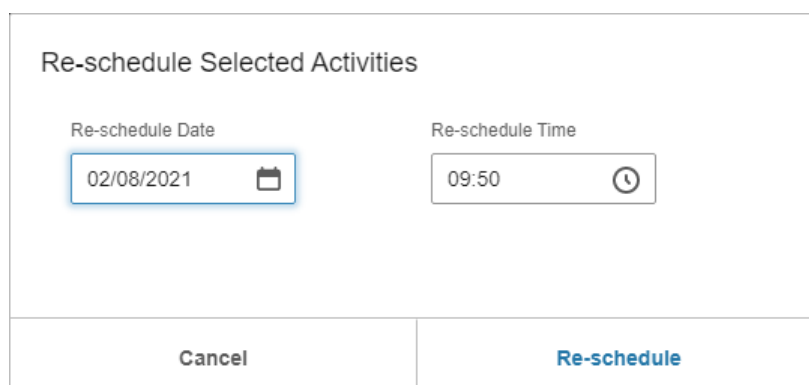
Use the *New Priority* field to set the priority for the re-assigned activity (Low, Medium, High, or Urgent options).

Select **Cancel** to abort the re-assignment.

Select **Re-assign** to start the re-assignment of all the selected activities to the selected recipient. The Data Grid will be refreshed to update or remove any re-assigned activities.

Caution: This option will only be displayed if you are authorized to the **WFIALRSGN** role.

| Command | Description |
|---------|--|
| | <p>Re-schedule the selected activities to a later date/time. Re-scheduling an activity changes the date/time it appears within its Action List.</p> <p>Only activities that are at a Status of <i>Pending</i> or <i>Released From Synchronization</i>, have an Execution Mode of <i>User Invoked</i>, and are currently assigned to either a <i>User</i> or a <i>Role</i> recipient, can be re-scheduled.</p> <p>If one of the activities you have selected does not meet these criteria, a popup “toast” error message will be displayed in the top-right corner of the module tab, otherwise, the <i>Re-schedule Selected Activities</i> dialog will be displayed...</p> |



The dialog box is titled "Re-schedule Selected Activities". It contains two input fields: "Re-schedule Date" with the value "02/08/2021" and a calendar icon, and "Re-schedule Time" with the value "09:50" and a clock icon. At the bottom, there are two buttons: "Cancel" and "Re-schedule".



Use the *Re-schedule Date* field to select the future date that you want to re-schedule the selected activities to. Click the calendar icon within the field to drop down a calendar control to select the date value.

Use the *Re-schedule Time* field to select the future time that you want to re-schedule the selected activities to. Click the clock icon within the field to drop down a time-picker control to select the time value.

Select **Cancel** to abort the re-schedule.

Select **Re-schedule** to start the re-scheduling of all the selected activities to the selected Date and Time. The Data Grid will be refreshed to remove any re-scheduled activities.

Caution: You can view activities that have been re-scheduled to a later date or time by selecting the *Future* option within the *Date and Time Effective* field. See *Customizing Action List Queries* section below.

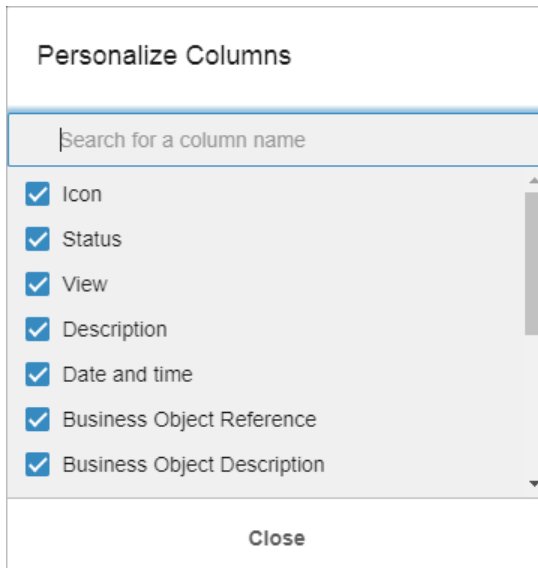
Caution: This option will only be displayed if you are authorized to the **WFIALRSCHD** role.

No changes applied ✕
No changes have been applied as no activities within the table have been selected.

Data Grid Options Menu

| Action List | | | | | | | Maximum Rows | |
|--|--|--------------------------------------|--------------------------------------|---|--------------------------------------|--------------------------------------|--------------------------------------|--|
| <div> <div>+</div> <div>(6 results)</div> </div> | | | | | | | | |
| <input type="checkbox"/> | Icon | Status | View | Description | Date and time | Business Object Reference | Business Object Description | <div> <div>Personalize Columns</div> <div>Reset to Default</div> <div>Export To Excel</div> <div> <input checked="" type="checkbox"/> Show Filter Row </div> <div>Clear Filter</div> <div> <div>Medium</div> <div>Z1</div> </div> </div> |
| <input type="checkbox"/> | <div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> </div> | <div> <div></div> <div></div> </div> | <div> <div></div> <div></div> </div> | <div> <div></div> <div></div> </div> | <div> <div></div> <div></div> </div> | <div> <div></div> <div></div> </div> | <div> <div></div> <div></div> </div> | |
| <input type="checkbox"/> | | Pending | → | Reeves Chemist1 53 C&C - Pricing Exception | 26/07/2022, 13:44:55 | 0012676 | Sales Order | |
| <input type="checkbox"/> | | Pending | → | Bunting Pharmaceuticals E 11 - Pricing Exception | 26/07/2022, 13:42:41 | 0012675 | Sales Order | |
| <input type="checkbox"/> | | Pending | → | Reeves Chemist1 53 C&C / 26/07/22 - Fully Allocated | 26/07/2022, 13:38:04 | 0012673 | Sales Order | |
| <input type="checkbox"/> | | Pending | → | Purchase Order added | 05/05/2022, 16:42:07 | P003547 | Purchase Order | |
| <input type="checkbox"/> | | Pending | → | Purchase Order added | 04/05/2022, 17:11:06 | P003545 | Purchase Order | |
| <div> <div> <div>1 of 2</div> <div>Page</div> </div> <div> <div>1</div> <div>2</div> </div> </div> | | | | | | | 5 Records per page | |

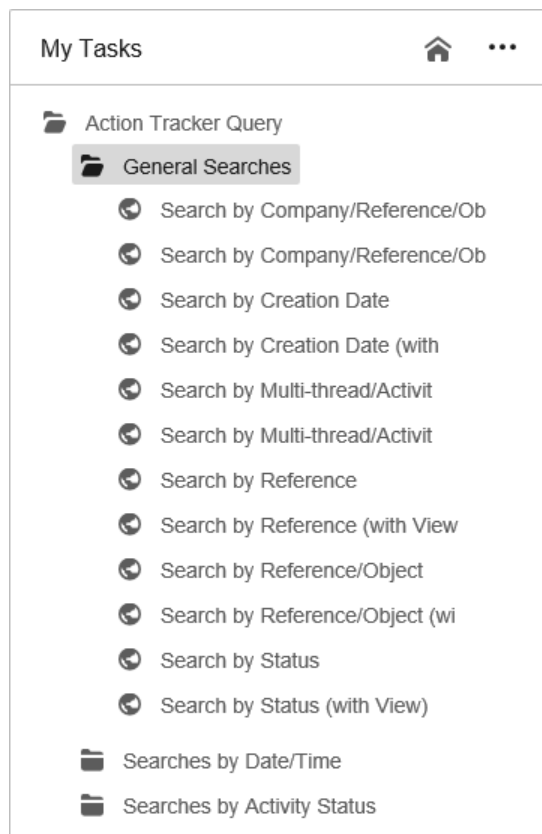
Infor System i Workspace AnyWhere Product Guide | 141

| Option | Description |
|---------------------|--|
| Personalize Columns | <p>Opens the Personalize Columns Dialog:</p>  <p>Use the check boxes next to each column description to show/hide that column (changes are made immediately). Click Close to return to the Data Grid.</p> |
| Reset To Default | Restore columns to their original state. |
| Export To Excel | Export the Action List data to a Microsoft Excel compatible file. The file will be saved to your web browser “downloads” folder, and you will be presented with an option to open the file. |
| Show Filter Row | Show/hide the header row that contains fields to enter filter values. |
| Clear Filter | Remove any current filtering. |

Launching other queries

By default, Infor System i Workspace AnyWhere is shipped with a number of pre-set queries (also known as Action Tracker queries) over the process data, for use by advanced WFi users.


If your System Administrator has authorized you to these tasks, you can find them using your Infor System i Workspace AnyWhere tab. You can either perform a search, or type /WFIWMATQ in the Quick Launch box then press **Enter**.



Caution: There is a tool available for System Administrators to create new queries from scratch if you cannot find a suitable query to meet your business requirements.

Selecting an Action Tracker query will open a new tab containing the associated activity information, as with an Action List.

Customizing Action List Queries

Click on the plus icon  at the top-left of the Data Grid to show the search criteria:

| Action List | | | | | | | | | |
|--|------|---------|------|---|----------------------|---------------------------|-----------------------------|----------|---------|
| <div> <div>Company</div> <div>Z1 (Z1), Z2 (Z2), Z3 (Z3)</div> </div> <div> <div>Current roles</div> <div>Order Entry Clerk (OECLERK)</div> </div> <div> <div>Date and time effective</div> <div>Current</div> </div> <div> <div>Status</div> <div>Pending (1), Work in progress (4)</div> </div> | | | | | | | | | |
| (2 of 6 results) | | | | | | | | | |
| <input type="checkbox"/> | Icon | Status | View | Description | Date and time | Business Object Reference | Business Object Description | Priority | Company |
| <input type="checkbox"/> | | Pending | → | Reeves Chemist1 53 C&C - Pricing Exception | 26/07/2022, 13:44:55 | 0012676 | Sales Order | Medium | Z1 |
| <input type="checkbox"/> | | Pending | → | Reeves Chemist1 53 C&C / 26/07/22 - Fully Allocated | 26/07/2022, 13:38:04 | 0012673 | Sales Order | Medium | Z1 |

Changing the selected values in the provided lists and fields will alter the data that is brought back from the WFi server. Click the **Refresh** icon to apply the changes.

Click on the minus icon to hide the search criteria.

You can make the content of the Action List search refresh every time that you move back to the tab by using the Automatic Refresh option from the Context Menu, for example:

| Action List | | | | | | | | | |
|--|------|---------|------|---|----------------------|---------------------------|-----------------------------|----------|---------|
| <div> <div>+</div> <div>Order Entry Clerk</div> <div>Add to favourites</div> <div>✓ Automatic refresh</div> <div>Switch to...</div> </div> | | | | | | | | | |
| (2 of 6 results) | | | | | | | | | |
| <input type="checkbox"/> | Icon | Status | View | Description | Date and time | Business Object Reference | Business Object Description | Priority | Company |
| <input type="checkbox"/> | | Pending | → | Reeves Chemist1 53 C&C - Pricing Exception | 26/07/2022, 13:44:55 | 0012676 | Sales Order | Medium | Z1 |
| <input type="checkbox"/> | | Pending | → | Reeves Chemist1 53 C&C / 26/07/22 - Fully Allocated | 26/07/2022, 13:38:04 | 0012673 | Sales Order | Medium | Z1 |

The Context Menu option will be checked when enabled, select it again to toggle the function off.

Once you have finished customization, click on **Refresh** icon to run the query and then use the Add to Favorites option on the Context Menu to add your query to the My Favorites list (where you can re-name it to something more appropriate).

Manual Activities

A Manual Activity is a message that is sent to a User and/or Role containing a specific task that the recipient must perform, for example authorize the purchase of goods.

The message is presented in a similar format to 5250 AnyWhere Emulator tasks, with a Page Header, fields and command buttons, for example:

Create Terms Of Reference for My Customer

Please create a new Terms Of Reference document for customer **My Customer (TOR TEST PROCESS 1 -)**.


You can find out more about the customer by using the [Enquire On Customers](#) task.

Once you have created the Terms Of Reference document, attach it to this activity and submit it for review.

Submit

Close

Attachments

http://ukshdrskey02.infor.com:9081/system/static/pdf/Workspace_Product_Guide.pdf 

+

There may also be an optional Attachments section (as in the example above).

The Page Header will contain the activity title. The lock icon on the task header shows the current usage. When the icon is white, it means you have successfully opened and locked the activity to your user profile; no one else may work on this activity until you have either closed it or completed it. If the icon is red, it means that the activity is locked by another user, and you will not be able to perform commands for this activity.

Within the message body, text in bold is dynamic data specific to the current Role and Business Object (e.g., the Sales Order Number or a Customer Name).

Any blue underlined text denotes an IBM i Application task or URL that can be clicked on to open it within a new tab.

The message body may also contain single and multi-line text fields; drop down lists, radio buttons and check boxes, E.g.

Sales Order 0003828

Enter instructions for despatch:

Make sure to use the 1m bubble wrap for all breakables.

Select Despatcher:

James Hurley

▼

☒ High Priority

Process

Cancel

Re-work Required

Set WIP

Close

The command buttons provided will vary depending on the Business Process that is being executed but there are two common options:

| Command | Description |
|---------|-------------|
|---------|-------------|

Set WIP Set this message as Work-In-Progress (WIP). The activity is assigned to yourself, and no other user may work on this activity, even if you close the message.

When an activity is set WIP, the icon changes to yellow in the Action List, for example:

(3 Results)

| Icon | Status [v] ▾ | View | Description [v] ▾ | Date and time [v] ▾ | Business Object Refe [v] ▾ |
|------|---|------|----------------------|------------------------|-------------------------------|
| | Pending | → | Sales Order 0003826 | 24/01/2018, 15:31:15 | 0003826 |
| | Pending | → | Sales Order 0003827 | 24/01/2018, 15:34:23 | 0003827 |
| | Work in progress - Workspace User - 5250 emulator | → | Sales Order 0003828 | 24/01/2018, 15:34:12 | 0003828 |

Page 1 of 1 10 Records per page ▾

Close Close the message. If the activity is not set as WIP, it will be unlocked and returned to the Role/User Action List to be picked up by another user.

Attachments

The Manual Activity may allow you to view and add Attachments, for example:

Attachments

<https://nlbavw2016sys1.infor.com:9083/systemi/build.log>

[build.log](#)


<https://nlbavw2016sys1.infor.com:9083/systemi/401.html>

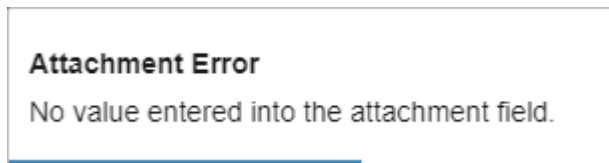
+

Click on the blue underlined link to open any existing attachment within a new tab.

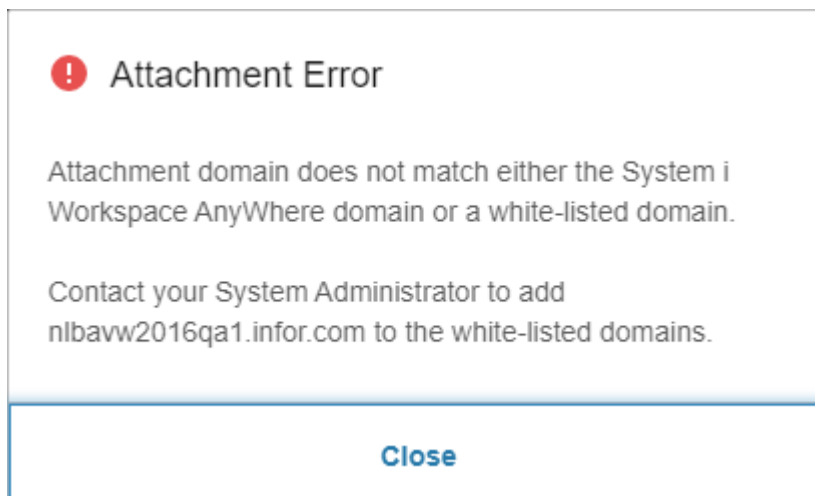
To add a new attachment, enter the URL path to the attachment, such as a Text document or PDF, and click the icon.

Caution: You must ensure that the URL syntax is correct and the URL points to a valid document that can be opened within a browser.

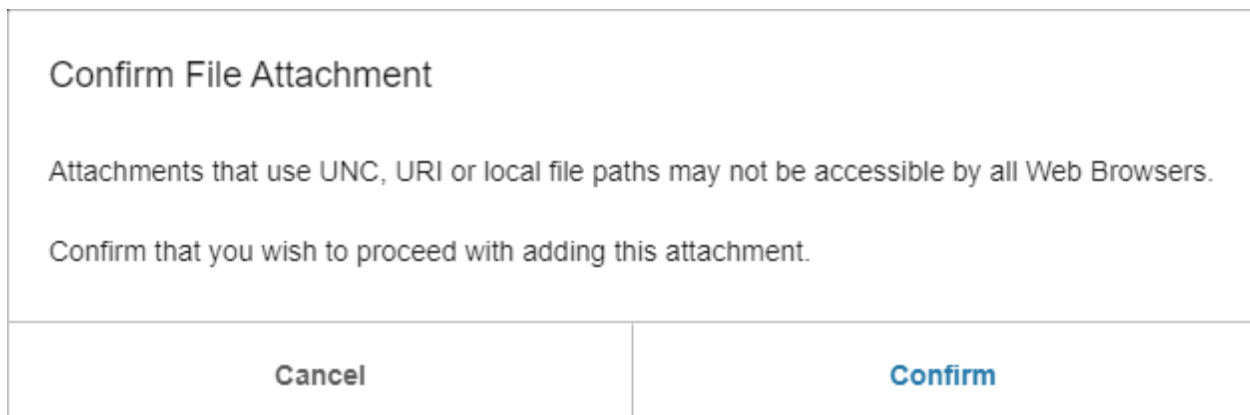
If you click the  icon when the text field is empty, a popup “toast” error will be displayed in the top-right corner of the module tab, E.g.



If you attempt to enter an attachment that is served by a different web server to Infor System i Workspace AnyWhere, that is also not white-listed by your System Administrator, you will see the following error message...



If you attempt to enter an attachment to a local file, UNC path or URI file path, you will be prompted with the following message...




Click **Cancel** to abort.

Click **Confirm** to add the supplied attachment.

Caution: Infor recommend that you do not use local file, UNC path or URI file paths for your attachments as most modern Web Browsers do not support them without making client-side changes to the Web Browser or client operating system.

You may also enter a relative path into this field (e.g., omit the `https://my-server.domain.com` and any context). Against each Infor System i Workspace AnyWhere environment, your System Administrator can define an Attachment Document Root which will automatically be appended to any relative paths. You can enter the initial forward slash (e.g., `/myfolder/myfile.txt`), or omit it (e.g., `myfolder/myfile.txt`).

You can remove an attachment added manually (e.g., not part of the original Business Process definition) by clicking the  icon next to the attachment link.

Chapter 4 Keyboard shortcuts

Keyboard shortcuts within Infor System i Workspace AnyWhere

Like many Windows applications, Infor System i Workspace AnyWhere can be operated from the keyboard. This chapter provides details of the most useful shortcuts available.

| Key Sequence | Description |
|----------------|--|
| Alt + 1 | Switch focus to Quick Launch box |
| Alt + 2 | Switch focus to Favorites box |
| Alt + 3 | Switch focus to Search box |
| Alt + 4 | Switch focus to Current Menu box |
| Alt + 5 | Switch focus to Search Results box |
| Alt + N | Switch the display to the active tab to the right of the current tab |
| Alt + P | Switch the display to the active tab to the left of the current tab |
| Alt + ` | Toggle back to tab that last had the focus |
| Alt + M | Open the Application Menu |
| Alt + X | Close the Application Menu |
| Alt + C | Switch focus to the Si Home tab and open the Change Company dialog |
| Ctrl + Alt + Q | Initiate Sign Out sequence |

Caution: In some web browsers, you may need to press ALT + SHIFT + {key} instead of just ALT + {key} to access the shortcuts listed above.

Here are some examples of common operations which use these shortcuts:

| Operation | Example Key Sequence |
|----------------------|---|
| Launch menu option | Press Alt + 1, type 1/OEE and press Enter |
| Launch web site URL | Press Alt + 1, type http://www.infor.com and press Enter |
| Search for a task | Press Alt+3 enter a search phrase and press Enter |
| Toggle between tasks | Press Alt +1, type 1/OEE and press Enter. When task has loaded, press Alt + 1 and type 1/ARE and press Enter. When task has loaded press Alt + P to switch to 1 st task tab, then use Alt + ` to toggle between the two task tabs. |

Chapter 5 Substitution parameters

Available substitution parameters

URLs launched from the Quick Launch box support variable substitution. In other words, you can use dynamic information (such as the current company or username) as part of the URL which you wish to run.

The following substitution parameters are available:

| Parameter | Description |
|-------------------------|--|
| company | Company code |
| company_description | Company description |
| environment | Environment code |
| environment_description | Environment description |
| iseries | IBM i server name |
| locale | Locale (for example, en_GB) |
| pool | Database pool name |
| profile_description | Profile description |
| s21lang | User's System Manager language code |
| user | Username (IBM i user profile) |
| user_description | Full username (IBM i user profile description) |

| Parameter | Description |
|-----------------|--|
| pass | Password for user profile. Caution: If Use System i user token for Passwords is enabled for the current Infor System i Workspace AnyWhere Profile, then this value will contain an IBM i Profile Token, otherwise it will contain an unencrypted password. |
| ids | The current Infor Design UI Version value (either <code>classic</code> or <code>new</code>) |
| theme | The current Infor System i Workspace AnyWhere theme (<code>light</code> , <code>dark</code> or <code>high-contrast</code>) |
| personalisation | The current Infor System i Workspace AnyWhere personalization color (HTML RGB color value or <code>default</code> – see Caution below) Caution: If the System Administrator has set the <i>Infor Design UI Version</i> option to New , and the user has elected to set their personalization color value to Alabaster , then the value passed in this substitution parameter will be <code>default</code> . |
| siwurl | The URL, with the port number, but without the web context, for the current Infor System i Workspace AnyWhere server (for example, <code>https://myserver.company.com</code>) |
| iosurl | The Infor LTR OS Portal URL, as defined in the <code>com.infor.siw.cloud.mingle.url</code> property of the <code>system.properties</code> file. Caution: See the appropriate Infor LTR OS Portal Integration Guide for your product for more information on this property. |

To use one of these variables as part of a URL, type **%{parameter}** wherever you want the value to be substituted.

For example, to run a URL supplying the name of the current IBM i as the first parameter, you could use the following command:

```
http://%{iseries}.infor.com/home
```

Note: When substituting variables as part of URL parameters, you may prefer to use the uppercase syntax (which forces the variable to be encoded for use as a URL parameter). For example:

```
http://somewebsite.com/home?n=%{USER}&c=%{COMPANY}
```