

Query Selection Criteria

The Query option allows you to supply an exact value, a range of values, or a list of values. Additionally, Query selection criteria screens allow you to specify wildcard characters as part of the selection criteria.

Symbol	Use in Query to specify:
>	Greater than
<	Less than
>=	Greater than or equal
<=	Less than or equal
<>	Not equal
=	Empty field (Use = by itself in the field)
:	A range between (1:7 means 1 through 7)
	Or (2 4 9 means 2 or 4 or 9; use to list values)
*	More than one-character wildcard
?	One-character wildcard
[]	List character values ([Hh] means H or h)

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Customer Support

Customer support is available 24 hours a day, seven days a week. A customer service representative from the IT help desk responds to your calls. If necessary, customer service representatives can initiate involvement from your account team. To ensure quality service, the progress of each call is monitored until the issue is resolved.

The toll free customer support number is 1-888-304-6804.

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Navigation Quick Reference Card



Hand-held Login Procedure

To log in to a hand-held terminal:

1. On your login screen, enter your **user ID** and **password**. Once your user ID and password are validated, the Terminal Select Menu displays.
2. If you use different types of terminals, the Terminal Select Menu asks which type of terminal you are logging on to. Select the type of terminal you are using from a list of terminal types and press Enter.

Fork Mount Terminal Login Procedure

To log in to a hand-held terminal:

1. On your login screen, enter your **user ID** and **password**. Once your user ID and password are validated, the Main Menu displays.
2. If you use different types of terminals, the system asks you to select the type of terminal you are logging in to. The hand-held Terminal Select Menu displays.
3. The Terminal Select Menu offers a list of numbered choices, which can be slightly different depending on the type(s) of terminal(s) you usually use. At Pick a terminal, type the number of the Fork-mounted option and press Enter.

Logoff Procedure

Logging out of Infor SCM Warehouse Management 2000 is done by clicking the Logout icon at the top of the tree menu.

1. Click **Logout**. The logout confirmation message appears.
2. Click Y to logout of the system; click N to stayed logged in.

NOTE: In a web browser, it is possible to close the browser by clicking the red X. It is also possible to leave the browser open and close the application tab for WM2000. Both of these methods should be avoided because neither is a clean logout from the system. The WM2000 processes that had been open will continue to run for some time in the background before they time out.

Browse Records

The Browse option allows you to review data assigned to a record in the system. To browse a record:

1. Access the transaction screen.
2. Click Browse. The records you requested display for browsing. Navigate through the records using the scroll arrows on the right side of the screen.
3. After you finish browsing the records, click Accept to end the browse and return to the primary command buttons.

Find Records

1. Access the transaction screen.
2. Click Find and type the key information about the record you want to browse, using the Tab key or Arrow keys to move between fields. The names of required fields are shown in capital letters. All key fields are required.
3. Certain fields, such as Distribution Center, display default values. If you want to change the value, type over the default.
4. Display the record by clicking Accept.

Command Functions

To:	Click:
Save and accept adds, updates, or deletes	Accept
Add details	Add
Review data assigned to a record in the system	Browse
Cancel the current function without saving	Cancel
Change your current password	Change Password
Delete one item in a list of detail items	Delete
Exit the transaction screen	Exit
Locate a specific record matching specified search criteria	Find
Navigate to the first record	First
Go to a specific record	Go To
Navigate to the highest menu level	Go to Top Menu
Switch between Header and Detail area of the screen	Header/Detail
View Help Information	Help
View Last Modified information	Last Modified
Navigate to the last record	Last
Logout of application	Logout
List values for a field	Lookup
Modify or update a record	Modify
View additional details for the screen	More Details
Navigate to a transaction	Navigate
Go to the next record	Next
Go to the previous record	Previous
Print screen details	Print
Zoom a field	Zoom