



# Working with Infor XA

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## To the reader

This book contains the information you need to understand and run this application. The information in this book applies only to XA.

For a complete list of the books in the XA library, see the bibliography included on the XA documentation CD.

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## Before you begin

If you are unfamiliar with computers or the IBM System i, you need to know the following definitions:

- An application consists of computer programs that perform tasks in a particular business area. For example, Inventory Management is an application.
- XA is a group of applications designed for a wide range of manufacturing industries. For example, the Inventory Management application is a part of XA.
- Cross Application Support is an application in XA that you use to support and maintain all of the XA applications. For example, you use Cross Application Support to back up (save) your company's business files from the system onto tape.

Before you use this book, complete the System i education for the basic operating concepts of the System i.

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## What this book contains

This handbook has three chapters and an index:

- Use Chapter 1 to understand how to use list and information panels in XA, called work with and display detail panels.
- Use Chapter 2 to understand how to create, change, delete or display user options.
- Use Chapter 3 to practice using the Work With panels, display detail panels, and function keys.

This book introduces you to the keyboard, menus, and panels used by XA. The information in this book applies only to the Work With functions used in the following applications:

- Customer Order Management (COM)
- Inventory Management (IM)
- Materials Requirements Planning (MRP)
- Purchasing (PUR)
- Repetitive Production Management (REP)

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## Summary of changes

There are no technical changes for this release.

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## Chapter 1. Working with application information

Before you begin using the Work With menu options, read the information in this chapter. The information applies only to Work With options in COM, IM, MRP, PUR and REP applications. It covers the following topics and concepts you need to understand.

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To understand how to create, change, delete, or display user options, be sure to read Chapter 2.

After you finish reading this chapter, review Chapter 3.

The sample panels in this book use the Inventory Management Work With panels to illustrate Work With concepts.

### Work with panel

The “first” panel you see when you select a work with menu option is a work with panel. “First” is in quotations because for some menu options, you need to specify which object you want first. After you identify the object on the specify panel you see the work with panel.

The work with panel is your starting point. It’s a list. The list contains entries, also called objects, such as: items, warehouses, warehouses that stock a particular item, and so on. For example, you see a list of items or a list of warehouses. If you select the menu option to Work with Item Warehouses, you see the Work with Item Warehouses panel after you identify the item you want. The Work with Item Warehouses panel shows a list of all the warehouses that stock that item.

The list contains columns of information about the warehouses to help you identify which warehouse you want to work with. For example, from the Work with Item Warehouses panel, you can choose to display detail for a warehouse that stocks this item, work with the warehouse locations, or work with discrete allocations.

You can also narrow the list of entries to a smaller subset by entering search arguments on the subset list panel. Making a smaller subset of the list can be very helpful when your list is very long. For example, you could narrow the list shown on the Work with Items panel because it shows all the items in your inventory. See “Subset list panel” on page 1-14.

The options on the panel show you what you can choose to do. See “Options” on page 1-7.

Work with panels have more function keys than can fit on one panel. To see the other function keys available on this panel, press **F24 (More keys)**. A valid function key does not have to appear on the panel before you can use it.

F6=Cursor F9=Retrieve F10=Header options F11=Job status  
F12=Cancel F13=Repeat F16=User options F24=More keys

F17=Subset F18=Change defaults F19=Left F20=Right  
F22=Messages F23=More options F24=More keys

## Views

Many of the work with panels have more than one view, each view showing different columns of information about the objects in the list. Use the views to help you identify which entry you want and then use option **5=Display** to see all data fields for a record. For example, the Work with Item Warehouses list has two views. Press **F20 (Right)** to see the columns shown in the second view.

```
AMIWIW01          Work with Item Warehouses
Item number . . . . . aaaaaaaaaaaaaA15 ****
Position to . . . . . aaA4
Type options; then press Enter.
 5=Display    10=Locations    30=Allocations
View 2 of 2 MORE: < +
Option    Whs      On-hand      On-order      Allocated      Available
A2        aA3
A2        ***      *****.***    *****.***    *****.***    ****.***
A2        ***      *****.***    *****.***    *****.***    ****.***
```

**More <, More >, or More <>** appears in the upper right of the panel to indicate that the list contains more columns than can fit horizontally across the panel.

```
View 1 of 2 MORE: + >
Option    Whs      Description      Type      Planner
A2        aA3
A2        ***      ****.*****      *      ****
```

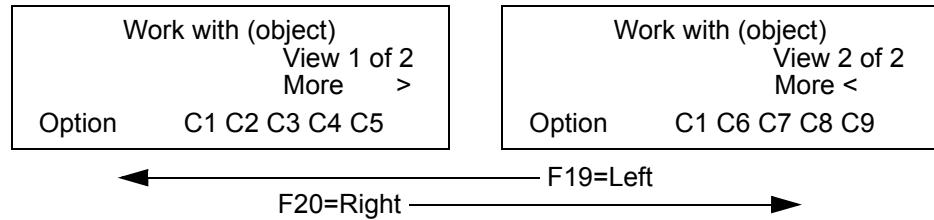
The additional columns can help you identify which object you want to work with.

Work with (object)

Option C1 C2 C3 C4 C5 C6 C7 C8 C9

Too many columns  
for one panel.

The panel is split into views, each view showing some of the columns.



**More <** means there's more information to the left. **More >** means there's more information to the right. Press **F19 (Left)** or **F20 (Right)** see the information to the left or right of the view you currently see. Or, you can move the cursor to **View** and type in the number of the view you want to see. For example, when you see View 1 of 2, you can change it to show View 2 of 2 by typing **2** over the **1**.

Option	Whs	On-hand	On-order	Allocated	View 2 of 2	MORE: < +	Available
A2	aA3	***** , ***	***** , ***	***** , ***			***** , ***
A2	***						

Use the Change Defaults panel to set which view you see first. See “Change defaults for a work with panel” on page 1-13 for a description.

Always check for **More < >** on your panel to make sure you're not missing anything horizontally across the views.

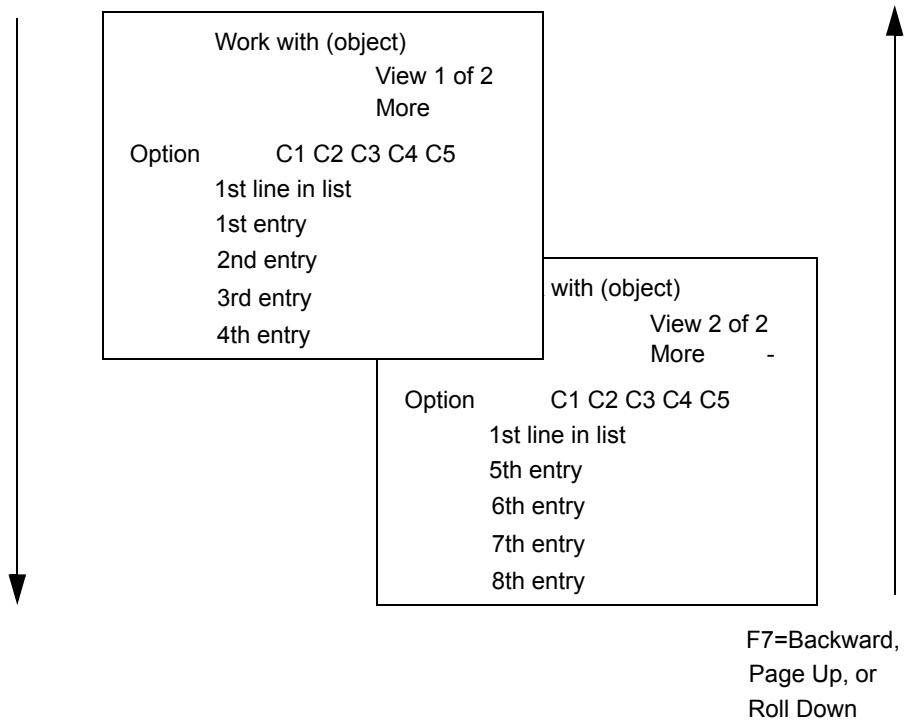
## Scrolling a work with panel

**More -**, **More - +**, or **More +** appears in the upper right of the panel to indicate that a list contains more entries than can fit vertically on a single panel.

Option	Whs	Description	View	1 of 2	MORE:	-	+	>
A2	aA3	*****	Type	Planner	*	*****		
A2	***	*****						

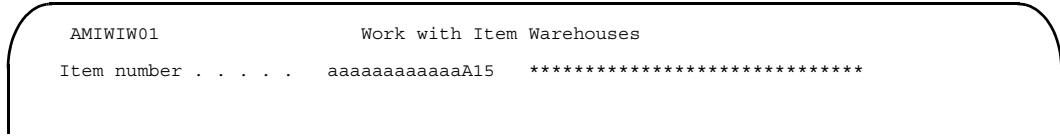
Press the roll keys, page keys, **F7 (Backward)**, or **F8 (Forward)** to move forward and backward through the list.

F8=Forward, or  
Page Down, or  
Roll Up



## Position to field

You can skip to a particular entry in the list by using **Position to**, shown at the top of the panel. Press **F6 (Cursor)** to move the cursor up to **Position to**.



```
AMIWIW01          Work with Item Warehouses
Item number . . . . aaaaaaaaaaaaA15 ****
```

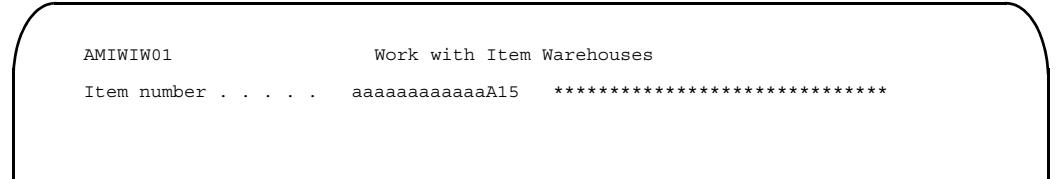
Type the ID of the entry you want to skip to in the list. You can type the full ID or part of it. The list starts with the first entry that begins with the string of characters or numbers you typed. If no entry matches the string, the list begins with the entry immediately preceding the position you want.

Type **\*TOP** to go to the top of the list, or **\*BOT** to go to the bottom of the list. The asterisk (\*) is used to distinguish between a command to go to the top or bottom of the list and an object that has “top” or “bot” as part of its ID.

Be sure to include the asterisk (\*) if you want to go to the top or bottom of the list.

## Header

The header is an area located just above **Position to**. The header contains an object identified by one or more fields. On the Work with Item Warehouses panel, the object in the header is **Item number**.



```
AMIWIW01          Work with Item Warehouses
Item number . . . . aaaaaaaaaaaaA15 ****
```

Press F10 (Header Options) to see a window showing all the valid options for the object in the header. See “Header options window” on page 1-22.

## Options

To the left of each entry in the list is a column, called **Option**, where you can type an option number. Option numbers are listed in the upper part of the panel and vary depending on the purpose of the panel, such as these used for Work with Item Warehouses:

```
Type options; then press Enter.  
5=Display      10=Locations      30=Allocations  
View 1 of 2 MORE: + >
```

Press **Field Advance**, **Field Backspace**, or cursor movement keys to move up and down the **Option** column.

Option	WHS	Description	View 1 of 2 MORE: + >
A2	aA3	Type Planner	

If you already know which entry you want, type the option number and ID of that entry on the first line of the list. For example, you could type **5** for **Option** and **A02** for **warehouse** to display detail for warehouse A02. The application processes the first line in the list first.

### Shortcuts

You can process a number of options in a row without first returning to the work with panel each time.

You can type the same option number next to more than one list entry. You can also type different options next to different list entries. When you press **Enter**, the application processes the list entries for which you typed option numbers in top-to-bottom order.

You can also type an option number next to a list entry and press **F13 (Repeat)**. Pressing **F13 (Repeat)** repeats the option identified by the cursor to the end of the list.

## Command line

Experienced users may find the command line useful. If you are new to the System i or unfamiliar with the command line, you can skip this section.

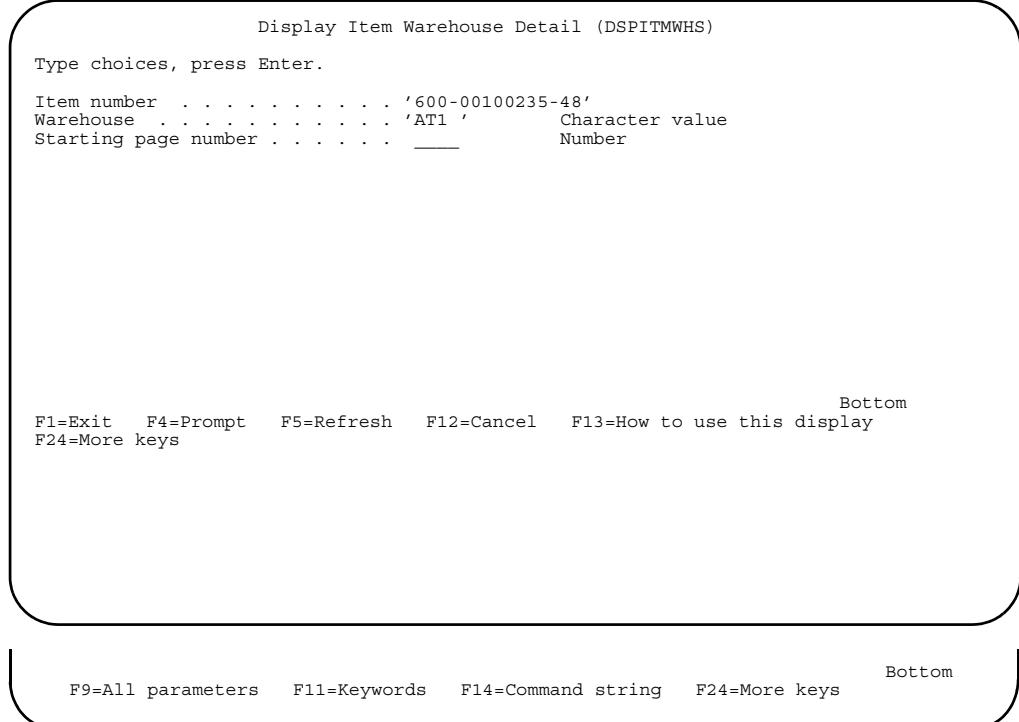
At the bottom of the work with panel is a command line where you can type an XA command and press **Enter**. However, you cannot type options in the **Option** column and type a command on the command line at the same time.

```
Command ==>aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA65
F6=Cursor      F9=Retrieve      F10=Header options  F11=Job status
F12=Cancel     F13=Repeat       F16=User options   F24=More keys
```

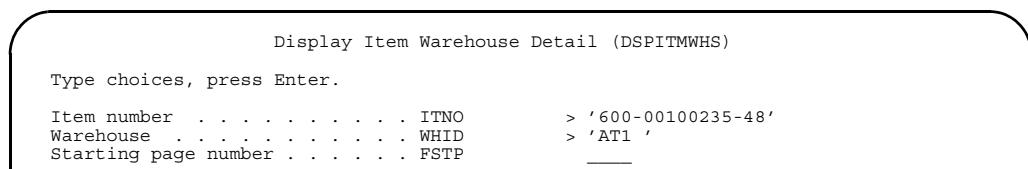
Following is a sample list of some of the commands to work with a particular object:

Command	Object
WRKASN	Advance Shipping Notices
WRKBYR	Buyers
WRKBYRACT	Buyer Activity
WRKITM	Items
WRKRCA	Receiving Advices
WRKSOR	Schedules
WRKWHS	Warehouses

The option you typed, 5, identifies the command to display detail for a warehouse that stocks the item in the header. After you press **F4 (Prompt)**, the system displays a panel.



Press **F11 (Keywords)** to see the keywords associated with each parameter.



You can use these keywords on the command line. For example, suppose you want to see only page 3 of Display Warehouse Detail panel for a number of entries in the list. You could type 5 next to the warehouses you want to display and before you press **Enter**, also type **FSTP(3)** on the command line.

```
AMIWIW01          Work with Item Warehouses

Item number . . . . . 600-00100235-48  PROF GRADE LAWN MOWER: 48-INCH
Position to . . . . .       

Type options; then press Enter.
 5=Display    10=Locations    30=Allocations

      Option    Whs    Description          View    1 of 2    MORE:    + >
                                         Type    Planner
                AT1    SOUTHEAST REGION WAREHOUSE 01    1    20550
                AT2    SOUTHEAST REGION WAREHOUSE 02    2    20600
                CH1    GREAT LAKES WAREHOUSE 01    1    48000
      5    Ch2    GREAT LAKES WAREHOUSE 02    2    75300
      5    Ch3    GREAT LAKES WAREHOUSE 03    2    75300
                DE1    EASTERN ROCKIES WAREHOUSE 01    1    98111
                DE2    EASTERN ROCKIES WAREHOUSE 02    2    98111
                HA1    NEW ENGLAND WAREHOUSE 01    1    10320
      5    Ha2    NEW ENGLAND WAREHOUSE 02    2    10320

Command ===> FSTP(3)
F1=Help          F3=Exit          F4=Prompt          F5=Refresh
F7=Backward      F8=Forward      F23=More options  F24=More keys
```

FSTP means “starting page number.” Now you see Page 3 of the Display Warehouse Detail panel for every warehouse you typed 5 next to on the work with panel.

## Summary

The work with panel is your starting point.

```

AMIWIW01          Work with Item Warehouses

Item number . .[1] . . aaaaaaaaaaaaaA15 ****
Position to . .[2] . . aaaA4

Type options; then press Enter. [3]
 5=Display    10=Locations   30=Allocations
[4]          (Subsetted list active) [5]          [6]
          OPD          Description          View 1 of 2    MORE: < - + >
Option  Whs          Description          Type    Planner
A2 [7] ***          ****          *      ****
A2 ***          ****          *      ****
[8]A2 ***          ****          [9] *      ****
A2 ***          ****          *      ****
[10] Command ==> [11]aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaA65
F1=Help          F3=Exit          F4=Prompt          F5=Refresh [12]
F7=Backward      F8=Forward      F23=More options  F24=More keys

```

F6=Cursor F9=Retrieve F10=Header options F11=Job status [13]  
 F12=Cancel F13=Repeat [14] F16=User options F24=More keys  
  
 F17=Subset F18=Change defaults F19=Left F20=Right  
 F22=Messages F23=More options F24=More keys

From here you can display detail for an entry in the list, or work with objects, such as locations and allocations, associated with an entry.

### How to get here

You can see the Work With panel after you choose a work with menu option, type a command on the command line, or type an option on another work with panel.

### How to use this panel

You can ask for help about the panel, a particular field, or function keys by pressing **Help** or **F1 (Help)**. See “Help text” on page 1-26.

- [1] Type a new value in the header to see a new list for that object. Press **F10 (Header options)** to see a window showing all the valid options for the object identified by the field or fields in the header. See “Header options window” on page 1-22.
- [2] Press **F6 (Cursor)** to move the cursor to **Position to**. Type the full or partial ID of the entry you want to skip to in Position to. Or, type **\*TOP** or **\*BOT**.

- [3] The options identifier associated with this user option. All user options must start with a letter.
- [4] (Subsetted list active) appears when the list you see is a subset you created. To narrow the list of entries to a subset, press **F17 (Subset)**. On the subsequent Subset List panel, enter the search arguments you want the application to use to narrow your list; see “Subset list panel” on page 1-14.
- [5] To see the view to the left, press **F19 (Left)**. To see the view to the right, press **F20 (Right)**. Or, move the cursor to **View** and type the number of the view you want to see. To change which view you want to see first, press **F18 (Change defaults)**; see “Change defaults for a work with panel” on page 1-13.
- [6] **More** – + appears when the list contains more entries than can fit vertically on a single panel. Press **F7 (Backward)**, **F8 (Forward)**, roll keys, or page keys, to scroll through the list. **More** < > appears when the list contains more columns than can fit horizontally across the panel. Press **F19 (Left)** or **F20 (Right)** to see the information to the left or right of the view you currently see.
- [7] If you know which list entry you want, type the option number and ID of the entry on the first line of the list. The application processes this line first.
- [8] Press **Field Advance**, **Field Backspace**, or cursor movement keys to move up and down the **Option** column. You can type the same option number next to more than one list entry or different options next to different list entries. The application processes the list in top-to-bottom order.  
Type an option number next to a list entry and press **F13 (Repeat)** to repeat that option from that point in the list through to the end. The application ignores options you typed earlier in the list.
- [9] You can see views to the right or left and page forward or backward through the list as described in [6]. You can also narrow the list of entries to a smaller subset as described in [4].
- [10] Messages appear on this line. To see more online text that describes the messages, press **F22 (Messages)** to work with messages or move the cursor to this line and press **Help** or **F1 (Help)**. See “Application messages panels” on page 1-23.
- [11] Use the command line to type XA commands and parameters. To see the last command you entered on the command line, press **F9 (Retrieve)**. For help with parameters, type the command name and press **F4 (Prompt)**. See “Command line” on page 1-8.  
You cannot type an option and a command to run at the same time. But you can type parameters on the command line for the application to use with the command you type or the command identified by the option.
- [12] Press **F5 (Refresh)** to remove any information you typed into a field or to get a fresh snapshot of information in the system.
- [13] Press **F11 (Job status)** to see a window showing system and job information, such as: system date, job name, workstation ID. See “Job status window” on page 1-23.
- [14] Press **F16 (User options)** to create, display, change, or delete any user options you or other users have defined for this work with list. See Chapter 2.

## How to return

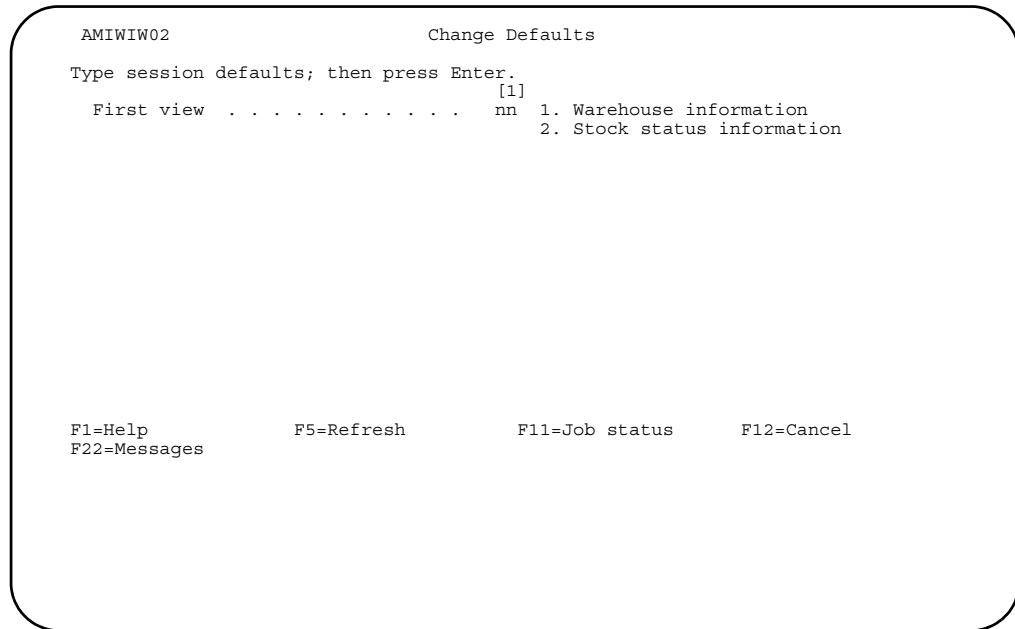
You can leave a Work With panel in more than one way. Press **Enter** without changing anything, or press **F12 (Cancel)** to return to the previous panel. Or, press **F3 (Exit)** to leave the function.

It is easy to confuse **F3 (Exit)** with **F12 (Cancel)**. Remember, **F3 (Exit)** takes you completely out of a situation.

---

## Change defaults for a work with panel

Use the change defaults panel to select which view you want to see first on the Work With panel.



For example, you could decide you want to see stock status information, View 2, when you first see the Work With Item Warehouses panel.

## How to get here

Press **F18 (Change defaults)** on any work with panel that has more than one view.

## How to use this panel

[1] Indicate which view you want to see first when you use the Work With panel. When you press **Enter**, a window appears with a prompt asking you whether you want to save your default. Answer yes to the prompt to save your choice. Your saved choice applies only to your user ID and stays until you change it.

If you answer no to the prompt, your changes are in effect only for this session. The next time you sign on, the previous defaults are in effect.

## How to return

Press **F12 (Cancel)** to return to the previous panel without saving any change to the defaults. Press **Enter** to return to the work with panel.

---

### Subset list panel

Use the subset list panel to specify search arguments, such as a specific value, a range, all, or a string. These search arguments can shorten a long list on a Work With panel to the subset you want. Only entries that meet all the criteria you enter appear on the list.

Every time you press **F17 (Subset)** on a work with panel, you start the subset from the complete list. You can't create a subset from a subset.

## Search arguments

You can specify arguments to narrow the list down to a subset. Some arguments appear on the panel for each field. An ellipsis (...) indicates there are others, too. All the search arguments for a field appear in help text, even when they don't appear on the panel. To see all the arguments you can use for a particular field, move the cursor to the field and press **Help** or **F1 (Help)**.

Type the following reserved words exactly as shown in order to use them. The asterisk (\*) for these search arguments is used to distinguish between a reserved word and an object that might have the same series of characters as part of its ID.

Be sure to include the asterisk (\*).

- \*ALL** To include all list entries for this field (default).
- \*BLANK** To include only list entries whose value for this alphanumeric field is blank.
- \*LIST** To include only list entries matching specific values in this field.
- \*RANGE** To include only list entries with a value that falls in the range you enter.
- \*ZERO** To include only list entries whose value for this numeric field is zero.

In addition to the reserved words, you can type a value or character string.

- \*generic\*** To include only list entries that match the partial name, qualified by an asterisk (\*), such as: JAM\* for entries whose first characters are JAM, \*A\* for entries with the character A anywhere in the name, \_A\* for entries whose second letter is A.

Be sure to include the asterisk (\*) if you need to use it.

- specific** To include only list entries that match a specific value.
- string** To include only list entries that match the partial description of an alphanumeric field, such as: HEX BOLT for entries that contain the string of characters HEX BOLT in the description.

## Subset panel with list values

If you type **\*LIST** and press **Enter**, you can enter your specific values in the input areas shown on the panel. For example, if you type **\*LIST** for **Warehouse or Planner** on the Subset Item Warehouse List panel, a line appears for you to type specific values.

Be sure to include the asterisk (\*) if you need to use it.

```
AMISIW00          Subset Item Warehouse List
Type choices; then press Enter.

Warehouse . . . . . [1]*LIST          *ALL, *LIST, *RANGE ...
                           Values . . aA3 , aA3 , aA3 , aA3
Description . . . . . aaaaaaaaaaaaaaaaaaaaaaaA30

Warehouse type . . . aaA4          *ALL, 1=Controlled, 2=Uncontrolled

Planner . . . . . [1]*LIST          *ALL, *LIST, *RANGE ...
                           Values . . nnnnn , nnnnn , nnnnn , nnnnn
```

## Subset panel with range values

If you type **\*RANGE** and press **Enter**, you can enter your range in From and To. For example, if you type **\*RANGE** for **Warehouse or Planner** on the Subset Item Warehouse List panel, a line appears for you to type From and To values for the range.

Be sure to include the asterisk (\*) if you need to use it.

```
AMISIW00          Subset Item Warehouse List
Type choices; then press Enter.

Warehouse . . . . . [2]*RANGE          *ALL, *LIST, *RANGE ...
                           From . . aA3   To . . aA3
Description . . . . . aaaaaaaaaaaaaaaaaaaaaaaA30

Warehouse type . . . aaA4          *ALL, 1=Controlled, 2=Uncontrolled

Planner . . . . . [2]*RANGE          *ALL, *LIST, *RANGE ...
                           From . . nnnnn   To . . nnnnn

[3]
F1=Help          F5=Refresh          F7=Backward          F8=Forward
F11=Job status  F12=Cancel          F22=Messages
```

The range starts with and includes the value you type in **From**; it ends with and includes the value you type in **To**. If you do not enter a value for **From**, the list starts

with the first value for this field. If you do not enter a value for To, the list ends with the highest value for this field.

## Summary

### How to get here

Press **F17 (Subset)** on any work with panel.

### How to use this panel

Type the search arguments you want to use to create a subset of the Work With list.

- [1] Type **\*LIST** and press **Enter** to be able to type specific values to use in matching records for your list.
- [2] Type **\*RANGE** and press **Enter** to be able to type a range of values to use in matching records for your list.
- [3] Move the cursor to the field and press **Help** or **F1 (Help)** to see all the arguments you can use for a particular field.

After you type the search arguments you want to use to create your subset, press **Enter** to see your new list on the work with panel.

### How to return

Press **Enter** to create a new list. Or, press **F12 (Cancel)** to cancel without creating a subset of the list.

---

## Display detail panel

Display detail panels are inquiry panels containing groups of related information about a particular object.

The Display Item Warehouse Detail panel is an example of an inquiry panel. The display detail panel shows groups of related information about the entry you selected on the work with panel. The information may come from more than one application

```
AMIDIW01          Display Item Warehouse Detail      New mail waiting
Item number . . . . . aaaaaaaaaaaaA15  ****a30
Warehouse . . . . . aA3  *****a30
To select a page, type page and press Enter, or press Enter to continue.
                                (User paging active)  Page  1 of 12
Item characteristics
  Planner . . . . . : *****
  Item type (all warehouses) . . . : *
  Item class . . . . . : *****
  Lead time code . . . . . : *
  Default stock location . . . . . : *****
  Stocking unit of measure . . . . : **
  Floor stock code . . . . . : *
  Backflush code . . . . . : *
  Item reschedule code . . . . . : *

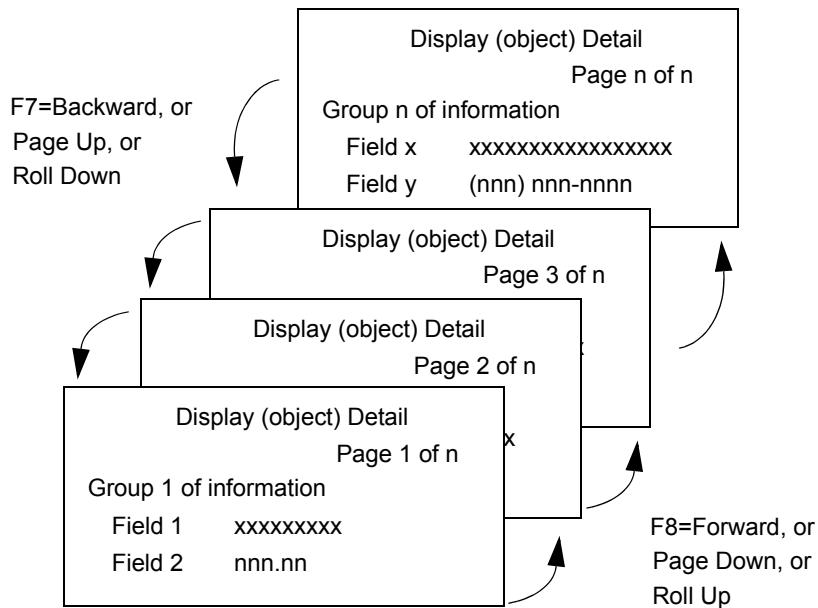
Date last maintained . . . . . : **/**/**
F1=Help          F3=Exit          F5=Refresh
F7=Backward      F8=Forward       F12=Cancel      F24=More keys
```

```
F10=Header options  F11=Job status      F18=Change defaults  F22=Messages
                                         F24=More keys
```

Detail panels have more function keys than can fit on one panel. To see the other function keys available on this panel, press **F24 (More keys)**. A valid function key does not have to appear on the panel before you can use it.

## Scrolling a display detail panel

Detailed information may span a number of pages. For example, the Display Item Warehouse Detail panel has 12 pages. In that case, Page 1 of n appears in the upper right of the panel.



## Pages

Press the roll keys, page keys, **F7 (Backward)**, or **F8 (Forward)** to move forward and backward through the pages.

You can move the cursor to Page and type in the number of the page you want to see. For example, when you see Page 1 of 12, you can change it to show Page 4 of 12 by typing 4 over the 1.

```
To select a page, type page and press Enter, or press Enter to continue.  
Page 1 of 12
```

You can also use the Change Defaults panel to set which pages you want to see and in what order you want to see them. See "Change defaults for a display detail panel" on page 1-20 for a description.

## Header

The header is located at the top of the panel and contains an object identified by one or more fields. On the Display Item Warehouse Detail panel, the object in the header is the object identified by Item number and Warehouse.

AMIDIW01 Display Item Warehouse Detail

Item number . . . . .	aaaaaaaaaaaaA15	*****
Warehouse . . . . .	aA3	*****

Press **F10 (Header options)** to see a window showing all the valid options for the object in the header. See “Header options window” on page 1-22.

## Summary

The display detail panel shows groups of related information about the list entry you selected on the work with panel.

## How to get here

You can see a display detail panel after you type a command on the command line, or type an option on a work with panel. Display detail panels may have multiple pages of information.

## How to use this panel

You can ask for help about the panel, a particular field, or function keys by pressing **Help** or **F1 (Help)**. See “Help text” on page 1-26.

- [1] Type a new value in the field or fields to see detail for a different object. Press **F10 (Header options)** to see a window showing all the valid options for the object identified by the field or fields in the header. See “Header options window” on page 1-22.
- [2] **(User paging active)** appears when the sequence of pages shown is the one you defined. To create the sequence of pages you want to see, press **F18 (Change defaults)**. On the subsequent Change Defaults panel, type the sequence you want.
- [3] Press **F7 (Backward)**, **F8 (Forward)**, roll keys, or page keys, to scroll through the pages. Or, move the cursor to **Page** and type in the number of the page you want to see. To change which page you want to see first and the sequence of pages you want to see, press **F18 (Change defaults)**; see “Change defaults for a display detail panel” on page 1-20.
- [4] Page of related, detailed information. You can page forward or backward through the pages as described in [3].
- [5] Messages appear on this line. To see more online text that describes the messages, press **F22 (Messages)** to work with messages or move the cursor to this line and press **Help** or **F1 (Help)**. See “Application messages panels” on page 1-23.
- [6] Press **F5 (Refresh)** to remove any information you typed into a field or to get a fresh snapshot of information in the system. Press **F11 (Job status)** to see a window showing system and job information, such as: system date, job name, workstation ID. See “Job status window” on page 1-23.

## How to return

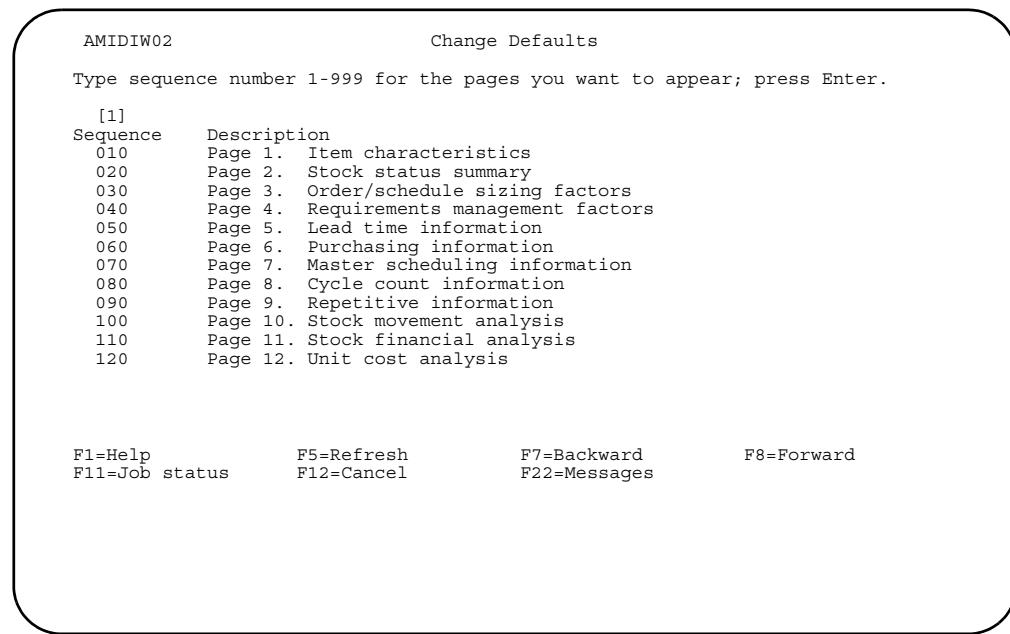
You can leave a display detail panel in more than one way. Press **Enter** without changing anything, or press **F12 (Cancel)** to return to the previous panel. Or, press **F3 (Exit)** to leave the function.

It is easy to confuse **F3 (Exit)** with **F12 (Cancel)**. Remember, **F3 (Exit)** takes you completely out of a situation.

---

## Change defaults for a display detail panel

Use the change defaults for display detail panels to set which pages you want to see and in what order.



For example, to see only purchasing information, stock status information, and stock financial analysis and to see them in that order, type:

- 1 next to Page 6 Purchasing information
- 2 next to Page 2 Stock status summary
- 3 next to Page 11 Stock financial analysis, and
- 0 for the pages you don't want to see.

Or, type **10**, **20**, and **30**. The page with the lowest sequence numbers appears first. Press **Field Exit** to put zeroes in **Sequence** for pages you don't want to see.

## How to get here

Press **F18 (Change defaults)** on any display detail panel with more than one page.

## How to use this panel

- [1] Type the sequence in which you want to see the pages. When you press **Enter**, a window appears with a prompt asking you whether you want to save your defaults. Answer yes to the prompt to save your choice. Your saved choice applies only to your user ID and stays until you change it.

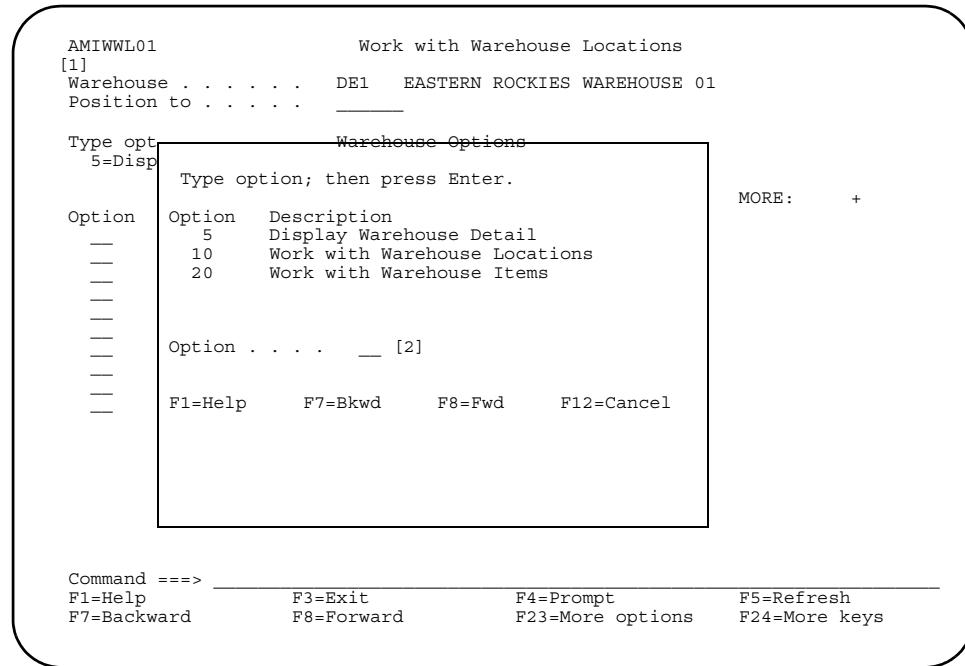
If you answer no to the prompt, your changes are in effect only for this session. The next time you sign on, the previous defaults are in effect.

## How to return

Press **F12 (Cancel)** to return to the previous panel without saving any change to the defaults. Press **Enter** to return to the display detail panel.

## Header options window

You can press **F10 (Header options)** on work with and display detail panels to see options for the object identified in the top, or header of this panel. A window then appears showing all the valid options for the object identified in the header.



For example, if you press **F10 (Header options)** on the Work with Item Warehouses panel, you see the options that are valid for items. The options in the window are the same as the options available on the Work with Items panel. Press **F7 (Backward)** or **F8 (Forward)** to move forward and backward through the list, when **More +** appears in the window.

### How to get here

Press **F10 (Header options)** on any work with or display detail panel.

### How to use this panel

- [1] The field or fields at the top of the panel identify the object in the header.
- [2] Type the option you want to run for the object identified in the header. When you finish the job started by the option you type in the window, you return to the panel where you pressed **F10 (Header options)**.

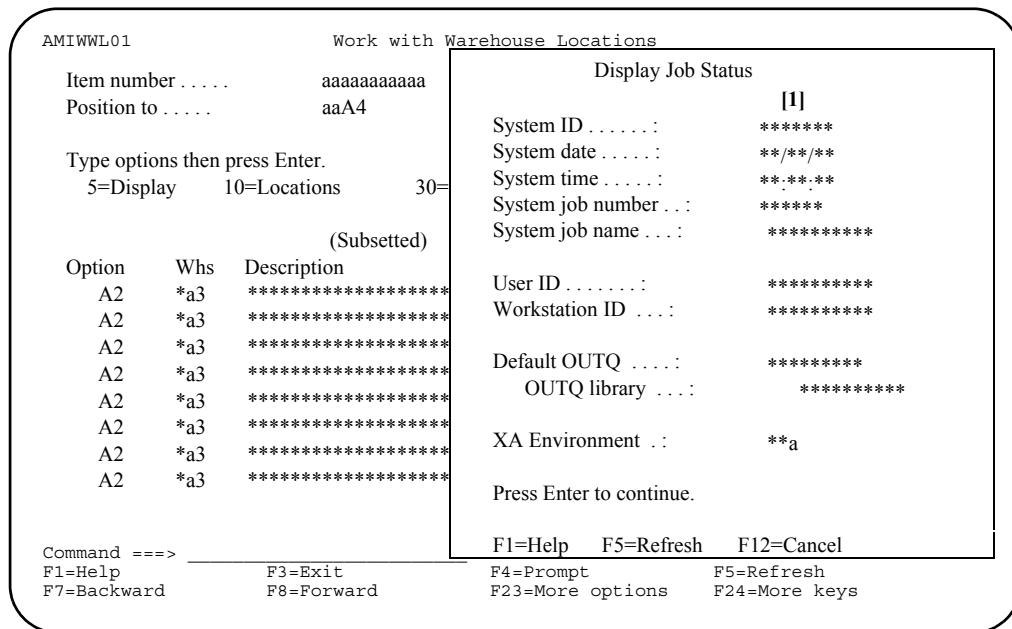
### How to return

Press **Enter** without changing anything to leave, or press **F12 (Cancel)** to return to the previous panel.

## Job status window

You can press **F11 (Job status)** on work with and display detail panels to see the status of your current job. A window appears showing a list of system and job information. The list includes: system ID, date, job number, and job name; your ID and your workstation ID; the default output queue and output queue library; and the XA environment.

## Summary chart



You can request to see job status at any time.

### How to get here

Press **F11 (Job status)** on any panel to see system and job information.

### How to use this panel

[1] Find the information you need and return to your job.

### How to return

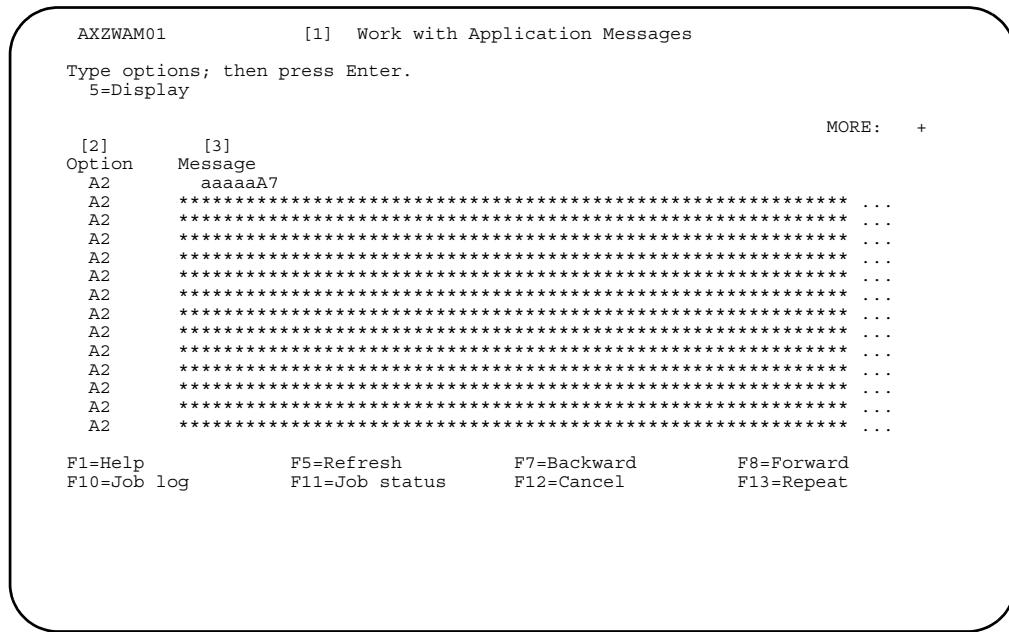
Press **Enter** or **F12 (Cancel)** to return to the previous panel.

## Application messages panels

Use the Work With Application Messages panel when you want to see which messages are currently being sent to your work station. Use the Display Message

Detail panel to see the second-level message text for a particular message. Second-level message text is additional text about the message that you can see online. This panel shows all the XA messages that have second-level message text.

## Work with Application Messages panel



On the panel, identify which message you want to work with by typing an option number in the column next to it. From the list, you can choose to see the additional text for any message that has second-level message text.

## How to get here

Press **F22 (Messages)** on any panel to see the list of messages currently sent to your work station.

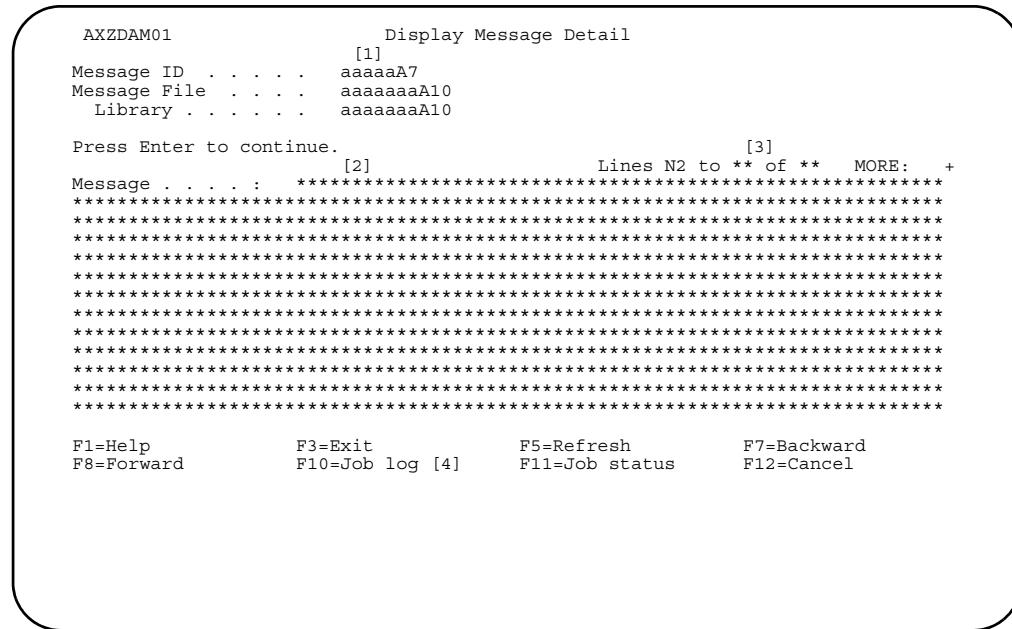
## How to use this panel

- [1] Options and scrolling work the same way for the Work with Application Messages panel as any other work with panel. See “Work with panel” on page 1-1 for a general description of work with panels.
- [2] Type 5 in the Option column to display the second-level message text. The second-level message text appears on the Display Message Detail panel.
- [3] The list entry shows the first-level message text.

## How to return

Press **Enter** on a work with panel without changing or typing anything to return to the previous panel, or press **F12 (Cancel)**.

## Display Message Detail panel



Now you can see an explanation for why the message occurred.

### How to get here

You can see the Display Message Detail panel after you type a command on the command line, or type an option on the Work with Application Messages panel.

### How to use this panel

- [1] Type new values in these fields to see second-level message text for other messages with second-level message text.
- [2] Second-level message text for the message you selected.
- [3] Press **F7 (Backward)**, **F8 (Forward)**, roll keys, or page keys, to scroll through the second-level message text. Or, move the cursor to Lines and type in the number of the line you want to see.
- [4] Press **F10 (Job log)** to see the job log which shows information about errors that have occurred, including: user ID, job name, and function name. The job log may be useful in determining the cause of some errors.

### How to return

Press **Enter** without changing anything to leave, or press **F12 (Cancel)** to return to the previous panel. Or, press **F3 (Exit)** to leave the function.

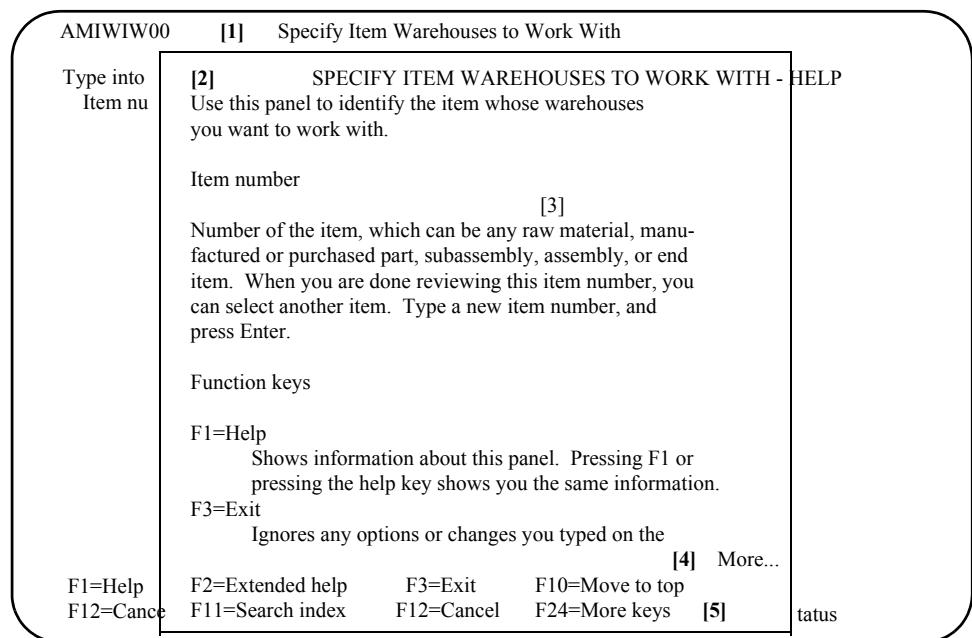
It is easy to confuse **F3 (Exit)** with **F12 (Cancel)**. Remember, **F3 (Exit)** takes you completely out of a situation.

## Help text



**Help or F1 (Help)** shows you additional information about the panel you are using. Press **Help** or **F1 (Help)** to see help text about the panel, fields, and function keys you see on the current panel.

The System i User Interface Manager (UIM) displays help text for the work with panels. UIM overlays the panel where you requested help with a window containing the help text.



UIM help text is cursor-sensitive. You can request to see help for only part of the panel. To see help text for the entire panel, move the cursor to the top of the panel before you press **Help** or **F1 (Help)**. To see help text for a particular field, first move the cursor to that field and press **Help** or **F1 (Help)**. You can also position the cursor under the message line, command line, or function keys before you press **Help** or **F1 (Help)**.

UIM help text panels have similar information shown at certain places to guide you as you look at them:

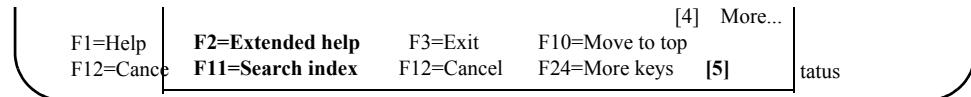
**[1]** Shows you the name of the panel you came from, visible above the help text window.

- [2] The window shows the name of the function called UIM help text panel.
- [3] Shows you what you do with the panel or gives information about the field.
- [4] Tells you if there is more help text. Press the roll keys or page keys to scroll through the help text.
- [5] Shows you function keys you can use inside help text in addition to the ones shown to see extended help, search index, or to leave help.

## Extended help and search index

You can choose to see help text for the entire panel after you've asked for help for a specific part of the panel. User interface manager (UIM) displays function keys in the window that are only active inside help.

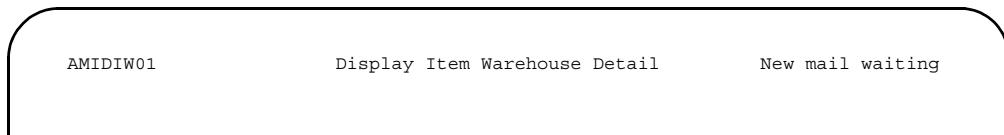
Press **F2 (Extended help)** to go to the top of the help text associated with this panel. For example, after you request help for a particular field you can press **F2 (Extended help)** to review general help about the panel. You can ask for extended help on any UIM help text panel.



You can also search for help text topics. Some topics are not available to a specific panel because they are general in content. Press **F11 (Search index)** on any UIM help text panel. On the help text panel that appears, you can enter search words or choose to see a list of all help text topics.

## OfficeVision/400\* mail

While you are using the work with menu options, you can be notified of OfficeVision/400 mail.



New mail waiting appears in the upper right of the panel to indicate that you have new mail. You can see the mail using OfficeVision/400.

---

## Security

The work with menu options use the same security already set up for your XA applications. For example, if you are not authorized to inquire into Inventory Management information, then you will not be able to display that information from the Work With list. On the other hand, if you are authorized to inquire into any information except for costing, pricing or finance information, you see blanks in the fields on the panels where that data would appear. The work with interface does not have its own security.

---

## Chapter 2. Working with user options

*Options* on a Work With list identify an action you can take on an entry in the Work With list. XA-supplied options always start with a number.

Work with User Options panel .....	2-2
Create User Option Detail panel.....	2-4
Change User Option Detail panel.....	2-8
Confirm Delete of User Options panel.....	2-9
Display User Option Detail panel.....	2-10

User options are options that you or someone else in your company created. User options must start with a letter. User options are not displayed on the work with list for which they are defined. To see the user options available for use with a particular work with list, press **F16 (User options)**. The Work with User Options panel appears.

## Work with User Options panel

Use the Work with User Options panel when you want to create, change, delete, or display the user options you or other users have defined for a particular Work With list. When you press **F16 (User options)** on a work with list, you see the Work with User Options panel. For example, if you pressed **F16** on the Work with Items list, you would see the Work with User Options panel showing only those user options that are already defined for the Work with Items list.

AXZWU001 [1] Work with User Options New mail waiting

Function name . . . : \*\*\*\* Position to . . . . . : aaA4

Type options; then press Enter.  
1=Create 2=Change 4=Delete 5=Display

[2]	User	(Subsetted list active)	View	1 of 2	MORE: < - + >
Option	Option	Description			
A2	A2		[3]		
A2	*a	*****			
A2	*a	*****			
A2	*a	*****			
A2	*a	*****			
A2	*a	*****			
A2	*a	*****			
A2	*a	*****			
A2	*a	*****			
A2	*a	*****			
A2	*a	*****			
A2	*a	*****			
A2	*a	*****			

Command ==>aaA65  
 F1=Help F3=Exit F4=Prompt F5=Refresh  
 F7=Backward F8=Forward F23=More options F24=More keys

F6=Cursor F9=Retrieve F11=Job status  
 F12=Cancel F13=Repeat F24=More keys

F17=Subset F18=Change defaults F19=Left F20=Right  
 F22=Messages F24=More keys

View 1 shows operator information. View 2 shows programmer information.

On the panel, identify which user option you want to work with by typing an option number in the column next to it.

## How to get here

Press **F16 (User options)** on any work with panel to see the user options currently defined for that work with list.

## How to use this panel

- [1] Options and scrolling work the same way for the Work with User Options panel as any other work with panel with one exception: you cannot subset the Work with User Options list. See Work with panel on page 2-2 for a general description of work with panels.
- [2] Enter an option number in this column to indicate the action you want to take:
  - Type **1** in the first line only of the **Option** column to create a new user option for use with this work with list. Optionally, you can also type the two-character identifier of the user option you want to create. The Create User Option panel appears.
  - Type **2** in the **Option** column to change an existing user option defined for this work with list. This option could be one you created or one someone else created. The Change User Option panel appears.
  - Type **4** in the **Option** column to delete an existing user option defined for this work with list. This option could be one you created or one someone else created. The Confirm Delete of User Options panel appears.
  - Type in the **Option** column to display an existing user option defined for this work with list. This option could be one you created or one someone else created. The Display User Option panel appears.
- [3] The list entry shows you the description of the user option in View 1 and the command string associated with it in View 2.

## How to return

Press **Enter** on a Work With panel without changing or typing anything to return to the previous panel, or press **F12 (Cancel)**.

## Security

Anyone can see the list of user options shown on the Work with User Options panel. However, the way your company sets up security establishes whether you can create, change, delete, or display user options. See the *CAS User's Guide* for detailed information about establishing security.

## Create User Option Detail panel

AXZAU001	Create User Option Detail	New mail waiting
Function name . . . . . : *****		
User option . . . . . : A2 aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA40		
[1] [2]		
Type information; then press Enter.		
Page 1 of 1		
Option Details [3]		
Command string . . . . . aaaaaaaaaaaaaaaaaaaaaaaaaaaaaA80		
aaaaaaaaaaaaaaaaaaaaaaaaaaaaA80		
Date created . . . . . : **/**/**		
Created by . . . . . : *****		
Date last maintained . . . . . : **/**/**		
Maintained by . . . . . : *****		
F1=Help F7=Backward		F3=Exit F8=Forward
		F5=Refresh F22=Messages
F24=More keys		

### How to get here

You can see the Create User Option Detail panel after you type option **1** on the Work with User Options panel.

### How to use this panel

Create the user option by identifying the following:

- [1] The option identifier associated with this user option. All user options must start with a letter.
- [2] The description associated with this user option.
- [3] The command string associated with this user option. Follow these guidelines when you define the command string in your user option:
  - The command can be any System i command that is supplied by XA or defined on your system.
  - In general, the command string contains: command or command keyword1(value1) keyword2(value2).
  - For example, the command string could be: **WRKWHs** or **WRKITMWHS ITNO('&ITNO') WHID('P01')**. The command does not have to include keywords and values.
  - The keywords for XA commands are based on the internal field names defined in the XA database. For example, the keyword for item number is ITNO.

- The value to be assigned to the keyword can be a substitution variable or a constant. For example, ITNO('&ITNO') shows a keyword with a substitution variable. WHID('P01') shows a keyword with a constant.
- Substitution variables are used when you need to pass data from the Work With list line to the command defined in your user option.
- Substitution variables, like keywords, are based on the internal field names defined in the XA database, but are prefixed with "&." For example, the substitution variable for item number is &ITNO.
- Use single quotes around substitution variables for alphanumeric fields. For example, ITNO('&ITNO') could be resolved by an item number that contains mathematical symbols, such as item 99001-01. If you did not use single quotes around &ITNO, the System i tries to subtract 01 from 99001.
- You do not need to use single quotes around substitution variables for numeric fields.
- Use the search index in help to find which substitution variables are defined for each work with function. Possible search arguments are "substitution" and "variable."

Keep these rules in mind regarding security:

- If you use commands that are not XA commands, you are responsible for security.
- When you use XA commands, you are always protected by XA security. For example, suppose you created a user option to work with customers from a work with list in Inventory Management. A user who types in your user option can only see customer information if that user is already authorized by XA security to see customer information.

After you create this user option, the history area shows that you created it and when you created it.

## How to return

Press **Enter** to create the user option, or press **F12 (Cancel)** to return to the previous panel. Or, press **F3 (Exit)** to leave the function.

It is easy to confuse **F3 (Exit)** with **F12 (Cancel)**. Remember, **F3 (Exit)** takes you completely out of a situation.

## How to create a user option

Suppose you wanted to define a user option for use with the Work with Items panel. Perhaps you want a shortcut way to see the item balance information for an item, in warehouse P01, from the Work with Items panel.

```
AMVWIM01          Work with Items          New mail waiting
Position to . . . . .
Type options; then press Enter.
 5=Display    10=Warehouse
          (Subsetted list active)  View 1 of 2  MORE: < - + >
Option   Item          Description          Type   Class
_____
 001-HOME455E-24    ELEC PUSH MOWER MOTOR 24-INCH    1    HOME
```

On the Work with Items list, press **F16 (User options)**. You see the Work with Users panel.

```
AXZWU001          Work with User Options      New mail waiting
Function name . . . : WRKITM  Work with Items
Position to . . . . .
Type options; then press Enter.
 1=Create   2=Change   4=Delete   5=Display
          (Subsetted list active)  View 1 of 2  MORE: < - + >
Option   User          Option          Description
 1       BL
 [4]      [5]
```

Indicate that you want to create a user option for the Work with Items list and the two-character ID you want to use, such as BL for balance information.

- [4] The option identifier to create a user option is 1.
- [5] The two-character ID to associate with this user option is BL. All user options must start with a letter.

Press **Enter**. The Create User Option Detail panel appears.

```
AXZAU001          Create User Option Detail      New mail waiting
Function name . . . : WRKITM  Work with Items
User option . . . . : BL    Item balance information for warehouse 1
                      [6]
Type information; then press Enter.
          Page 1 of 1
Option Details          [7]
Command string . . . . . : DSPITMWHS ITNO('&ITNO') WHID('P01')
```

Enter the description and command string for your user option.

- [6] The description of the user option appears on the Work with User Options panel, view 1.
- [7] The command string that is executed when you type this user option on the Work with Items panel is shown in view 2 of the Work with User Options panel.

The command string, shown in the example as

DSPLITMWHIS ITNO('&ITNO') WHID('P01')

is an System i command string containing a command, DSPLITMWHIS and two keywords: ITNO and WHID. When you type **BL** in the **Option** column on the Work with Items list, the item on that line is used to resolve the substitution variable, '&ITNO'. The warehouse used is P01. You see the first page of the Display Item Warehouse Detail panels for that item in warehouse P01 which shows you detailed information about that item's balance.

Use the search index in extended help to see which substitution variables are defined for each work with function. Possible search arguments include the words "substitution" and "variable."

Press **Enter** to return to the Work with User Options panel. You have created a user option, BL, for use with the Work with Items list. You could not type this user option on a different work with panel unless you also defined it for that other work with list.

## Change User Option Detail panel

## How to get here

You can see the Change User Option Detail panel after you type option **2** on the Work with User Options panel.

## How to use this panel

Make the change you need to make:

- [1] The option identifier associated with this user option. All user options must start with an alphabetic character.
- [2] The description associated with this user option.
- [3] The command string associated with this user option.

See “Create User Option Detail panel” on page 2-4 for an example of a command string and the rules for creating it.

After you change this user option, the history area shows that you maintained it and when you maintained it.

## How to return

Press **Enter** to make the change, or press **F12 (Cancel)** to return to the previous panel. Or, press **F3 (Exit)** to leave the function.

It is easy to confuse **F3 (Exit)** with **F12 (Cancel)**. Remember, **F3 (Exit)** takes you completely out of a situation.

## Confirm Delete of User Options panel

You have a chance to change your mind before deleting a user option.

## How to get here

You can see the Delete User Option Detail panel after you type option 4 on the Work with User Options panel.

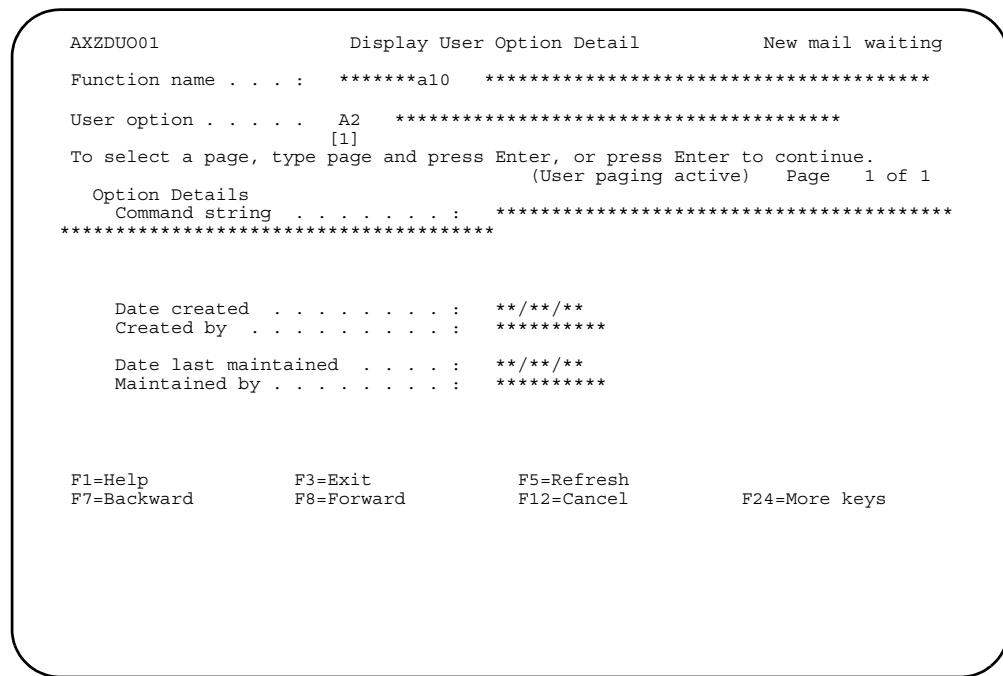
## How to use this panel

[1] Press **Enter** to accept the option 4 displayed for deleting the user option.

## How to return

Press **Enter** to confirm the deletion, or press **F12 (Cancel)** to return to the previous panel.

## Display User Option Detail panel



Now you can see the detail about the user option and its maintenance history.

### How to get here

You can see the Display User Option Detail panel after you type option **5** on the Work with User Options panel.

### How to use this panel

[1] Type a new value in the user option field to see this information for another user option defined for this work with list.

### How to return

Press **Enter** without changing anything to leave, or press **F12 (Cancel)** to return to the previous panel. Or, press **F3 (Exit)** to leave the function.

It is easy to confuse **F3 (Exit)** with **F12 (Cancel)**. Remember, **F3 (Exit)** takes you completely out of a situation.

---

## Chapter 3. Practicing with the panels

Before you “practice” with the panels, read the information in Chapter 1, “Working with application information”. It introduces topics and concepts you need to understand.

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## Scenario

This chapter demonstrates how to use the panels to find the information you want. This is not a reference chapter; please read it from start to finish. As you read, you'll follow this scenario:

- You, as planner 80032, want to know the on-hand, available, and safety stock quantities for the items in warehouse P01 for which you're responsible.
- Your company uses multi-warehouse support.

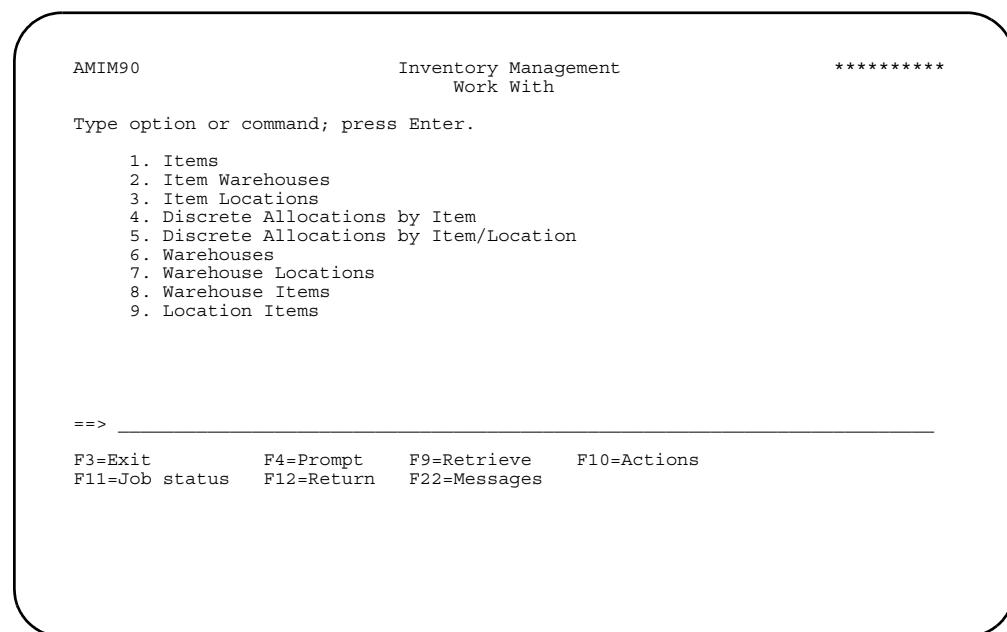
Basically, you do three tasks within the scenario:

1. Find the warehouse
2. Find your items in that warehouse
3. Find the quantities for those items.

The panels in this chapter show imaginary data for demonstration purposes. Read along, or substitute choices that work with your data base and actually do the tasks as shown.

### Find the warehouse

Start by selecting option 8 on the Work with Inventory Management menu. **Warehouse Items** shows all the items for a particular warehouse. This option is not the same as **Item Warehouses** which shows all the warehouses that stock a particular item.



The next panel asks you to identify which warehouse you want. For this scenario, type **P01** and press **Enter**.

AMIWII00 Specify Warehouse Items to Work With  
Type information; then press Enter.

Warehouse . . . . .	P01
---------------------	-----

Now you see the first view of the Work with Warehouse Items panel.

Only one of your items, identified with planner 80032, appears on the panel out of the thousands of items in the list.

## Find the items

You need to narrow the list down to a subset that only includes the items that you plan for warehouse P01. Press **F24 (More keys)** to see the other function keys.

F6=Cursor  
F12=Cancel

F9=Retrieve  
F13=Repeat

F10=Header options  
F16=User options  
F11=Job status  
F24=More keys

Press **F24 (More keys)** again to see the rest of the function keys.

F17=Subset  
F21=Print list

F18=Change defaults  
F22=Messages

F19=Left  
F23=More options

F20=Right  
F24=More keys

Press **F17 (Subset)** to see the panel where you can narrow this list to a subset. If you already knew that **F17 (Subset)** is a valid function key on the Work With list, you could have pressed it without first pressing **F24 (More keys)**. A valid function key does not have to appear on the panel before you can use it.

AMISWI00

Subset Warehouse Items List

Type choices; then press Enter.

Item number . . . .	*ALL_____	*ALL, *RANGE . . .
Description . . . .	*ALL_____	
Planner . . . . .	*ALL_____	*ALL, *LIST, *RANGE . . .
Item class . . . .	*ALL_____	*ALL, *LIST, *RANGE . . .
Cycle count code .	*ALL_____	*ALL, *LIST . . .
Next count . . . .	*ALL_____	*ALL, *RANGE . . .
Last count . . . .	*ALL_____	*ALL, *RANGE . . .

F1=Help  
F22=Messages

F5=Refresh

F11=Job status

F12=Cancel

Type your planner ID, 80032, as the search argument for **Planner**.

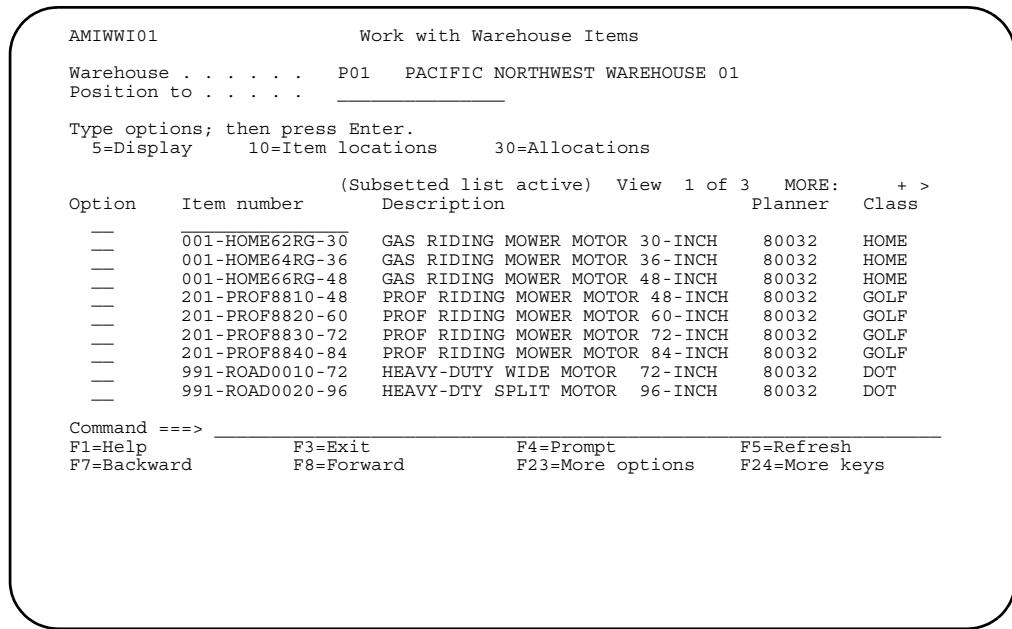
AMISWI00

Subset Warehouse Items List

Type choices; then press Enter.

Item number . . . .	*ALL_____	*ALL, *RANGE . . .
Description . . . .	*ALL_____	
Planner . . . . .	80032_____	*ALL, *LIST, *RANGE . . .

The application assumes **\*ALL** for any fields you leave blank. After you press **Enter**, the Work with Warehouse Items panel appears including only those entries that match **80032** for **Planner**.



Now you have a subsetted list of your items. Notice that **(Subsetted list active)** appears above the list next to **View 1 of 3**.

According to this scenario, you are responsible for the motors stocked in warehouse P01 that are used in lawn mowers of different sizes and commercial grades.

## Find the quantities

Next, you need to see the detailed information about each item to find its on-hand, available, and safety stock quantities. Let's look at one item. Type **5** next to the first item to display detail for it.

The first page of detailed information about that item appears.

AMIDIW01 Display Item Warehouse Detail

Item number . . . . . 001-HOME62RG-30 GAS RIDING MOWER MOTOR 30-INCH  
 Warehouse . . . . . P01 PACIFIC NORTHWEST WAREHOUSE 01

To select a page, type page and press Enter, or press Enter to continue. Page 1 of 12

Item characteristics

Planner . . . . .	:	80032
Item type (all warehouses) . . . . .	:	1
Item class . . . . .	:	HOME
Lead time code . . . . .	:	M
Default stock location . . . . .	:	AA0137
Stocking unit of measure . . . . .	:	EA
Floor stock code . . . . .	:	C
Backflush code . . . . .	:	0
Item reschedule code . . . . .	:	0

Date last maintained . . . . .: 09/30/9n

F1=Help F3=Exit F5=Refresh F12=Cancel F24=More keys  
 F7=Backward F8=Forward

But you haven't seen the quantities yet. Press **F8 (Forward)** to see the next page.

AMIDIW01 Display Item Warehouse Detail

Item number . . . . . 001-HOME62RG-30 GAS RIDING MOWER MOTOR 30-INCH  
 Warehouse . . . . . P01 PACIFIC NORTHWEST WAREHOUSE 01

To select a page, type page and press Enter, or press Enter to continue.  
 Page 2 of 12

Stock status summary	
Quantity on-hand . . . . .	122.000
Quantity on-order . . . . .	10.000
Production . . . . .	10.000
Purchase . . . . .	0.000
Quantity allocated . . . . .	60.000
Production . . . . .	52.000
Customer orders . . . . .	8.000
Quantity available . . . . .	102.000
Quantity pending allocation . . . . .	8.000
Pending IM release . . . . .	8.000
Pending MRP release . . . . .	0.000
Safety stock . . . . .	10.000

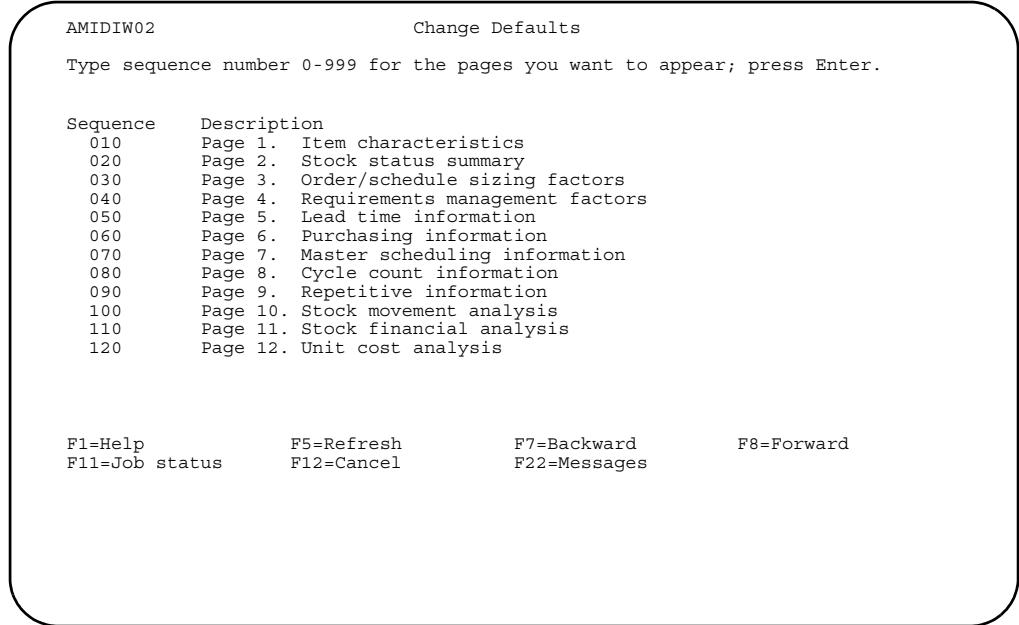
F1=Help F3=Exit F5=Refresh  
 F7=Backward F8=Forward F12=Cancel F24=More keys

Page 2 shows the on-hand, available, and safety stock quantities you need in this scenario. However, you need to see these quantities for all your items stocked in warehouse P01. You could type over the item number shown in the header (top of the panel) with the next item number, if you remembered it from the work with list. But there's another way.

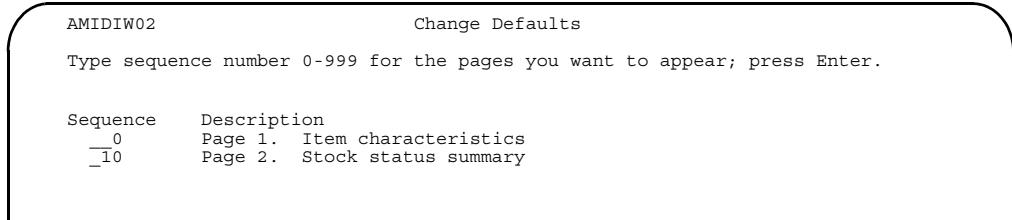
First, tailor this series of pages so that you only see the pages you want to see. Press **F24 (More keys)** to see the other function keys.

F10=Header options F11=Job status F18=Change defaults F22=Messages  
F24=More keys

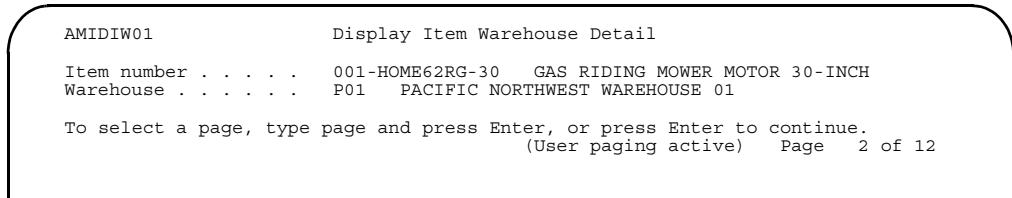
Press **F18 (Change defaults)** to see the Change Defaults panel. On this panel, you choose which pages of item warehouse detail you want to see and in what order you want to see them.



To see Page 2 first, type your lowest sequence number next to that line. Press **Field Exit** to put a zero in **Sequence** for each page you don't want to see. In this scenario, Page 2 contains all the information you want so you only need to type a sequence number for that page.



Press **Enter**. Answer yes to the window to indicate you want to save these defaults, and press **Enter** again. The Display Item Warehouse Detail panel appears.



Notice that **(User paging active)** appears above the page of detail to indicate that you are using the defaults you just saved.

Then, return to the list on the Work with Warehouse Items panel by pressing **Enter** again.

```
AMIWWI01          Work with Warehouse Items
Warehouse . . . . . P01  PACIFIC NORTHWEST WAREHOUSE 01
Position to . . . . .
Type options; then press Enter.
 5=Display    10=Item locations    30=Allocations
          (Subsetted list active)  View  1 of 3  MORE:  + >
Option    Item number    Description    Planner    Class
—5      001-HOME62RG-30  GAS RIDING MOWER MOTOR 30-INCH  80032  HOME
—      001-HOME64RG-36  GAS RIDING MOWER MOTOR 36-INCH  80032  HOME
```

You could type **5** next to every item on the Work with Warehouse Items panel to display Page 2 for every item. A quicker way is to type **5** next to the first item in the list and press **F13 (Repeat)**.

**Note:** If you didn't remember which function key repeats the option typed in the **Option** column, press **F24 (More keys)** to see the other function keys.

Move the cursor to the line containing the option number you want to repeat before you press **F13 (Repeat)**.

F6=Cursor  
F12=Cancel

F9=Retrieve  
F13=Repeat

F10=Header options  
F16=User options  
F11=Job status  
F24=More keys

After you press **F13 (Repeat)**, the work with panel appears showing that option number repeated from the cursor to the end of the list.

```
AMIWWI01          Work with Warehouse Items
Warehouse . . . . . P01  PACIFIC NORTHWEST WAREHOUSE 01
Position to . . . . .
Type options; then press Enter.
 5=Display      10=Item locations      30=Allocations
(Subsetted list active)  View 1 of 3  MORE: + >
Option  Item number  Description          Planner  Class
_____
-5    001-HOME62RG-30  GAS RIDING MOWER MOTOR 30-INCH  80032  HOME
-5    001-HOME64RG-36  GAS RIDING MOWER MOTOR 36-INCH  80032  HOME
-5    001-HOME66RG-48  GAS RIDING MOWER MOTOR 48-INCH  80032  HOME
-5    201-PROF8810-48  PROF RIDING MOWER MOTOR 48-INCH  80032  GOLF
-5    201-PROF8820-60  PROF RIDING MOWER MOTOR 60-INCH  80032  GOLF
-5    201-PROF8830-72  PROF RIDING MOWER MOTOR 72-INCH  80032  GOLF
-5    201-PROF8840-84  PROF RIDING MOWER MOTOR 84-INCH  80032  GOLF
-5    991-ROAD0010-72  HEAVY-DUTY WIDE MOTOR 72-INCH  80032  DOT
-5    991-ROAD0020-96  HEAVY-DTY SPLIT MOTOR 96-INCH  80032  DOT
_____
Command ===> F1=Help      F3=Exit      F4=Prompt      F5=Refresh
               F7=Backward   F8=Forward   F23=More options  F24=More keys
```

When you press **Enter**, Page 2 of the detail display panel appears for the first item in the list. Press **Enter** on the display detail panel and Page 2 for the second item appears. Continue until you finish reviewing all the items. Now you have completed the scenario.

Read the rest of the chapter to find other hints and shortcuts that might help you do a job faster or easier.

---

## Variations on the scenario

The scenario started from the Work with Inventory Management menu. Are there other ways to start the scenario? Yes, there are. In fact, you could have made other choices throughout the scenario. In the scenario this time you're interrupted with an urgent request.

- You, as planner 80032, are interrupted by someone who wants to know as soon as possible the on-hand, available, and safety stock quantities for the items in warehouse P01 for which you're responsible.
- Your company uses multi-warehouse support.

You need to do the same tasks.

1. Find the warehouse
2. Find your items in that warehouse
3. Find the quantities for those items.

At the point where the steps you take are the same as those described earlier in this chapter, you see: "Now you can continue with the rest of the original scenario." Again, read along, or try the tasks with your own data.

## Find the warehouse

Suppose you were already at work when someone walked up with this urgent request. You don't want to quit what you're doing but you do need to answer the request right away. This section starts you from several starting points and shows you how to answer the urgent request.

- You were using the Work with Warehouses panel.
- You were looking at the locations within a particular warehouse the Work with Warehouse Locations panel.
- You were looking at orders that have allocations for an item in a particular warehouse on the Work with Item Allocations panel.

The following examples show how to complete the scenario from these starting points.

## Starting from the Work with Warehouses panel

AMIWWM01		Work with Warehouses									
Position to . . . . .											
Type options; then press Enter.											
5=Display 10=Locations 20=Items											
Option	WHS	Description	Type	View 1 of 2	MORE: + >	Primary					
—	AT1	SOUTHEAST REGION WAREHOUSE 01	1	CONTROLLED	AT1						
—	AT2	SOUTHEAST REGION WAREHOUSE 02	2	UNCONTROLLED	AT1						
—	CH1	GREAT LAKES WAREHOUSE 01	1	CONTROLLED	CH1						
—	CH2	GREAT LAKES WAREHOUSE 02	2	UNCONTROLLED	CH1						
—	CH3	GREAT LAKES WAREHOUSE 03	2	UNCONTROLLED	CH1						
—	DE1	EASTERN ROCKIES WAREHOUSE 01	1	CONTROLLED	DE1						
—	DE2	EASTERN ROCKIES WAREHOUSE 02	2	UNCONTROLLED	DE1						
—	HA1	NEW ENGLAND WAREHOUSE 01	1	CONTROLLED	HA1						
—	HA2	NEW ENGLAND WAREHOUSE 02	2	UNCONTROLLED	HA1						

You could press **F8 (Forward)** until you find warehouse P01. Then you could type **20** in the **Option** column to work with items in warehouse P01.

There's another way. Because you know which warehouse you want, type **20** and **P01** on the very first line of the list to work with warehouse items.

Either way, you see the Work with Warehouse Items panel next.

Now you can continue with the rest of the original scenario.

## Starting from the Work with Warehouse Locations panel

```
AMIWWL01          Work with Warehouse Locations
Warehouse . . . . .  DE1  EASTERN ROCKIES WAREHOUSE 01
Position to . . . . .  _____
Type options; then press Enter.
 5=Display  10=Location items
View 1 of 1  MORE:  +
Option  Location  Type  Multiple items  Multiple lots
____  200-10E  MAIN  Y  Y
____  200-10W  MAIN  Y  Y
____  200-20E  MAIN  Y  Y
____  200-30W  MAIN  Y  N
____  700-111  SUB  N  N
____  700-211  SUB  N  N
____  WC-0010  LINE  Y  N
____  WC-0015  LINE  Y  N
____  WC-0025  LINE  Y  N
Command ===>  _____
F1=Help  F3=Exit  F4=Prompt  F5=Refresh
F7=Backward  F8=Forward  F23=More options  F24=More keys
```

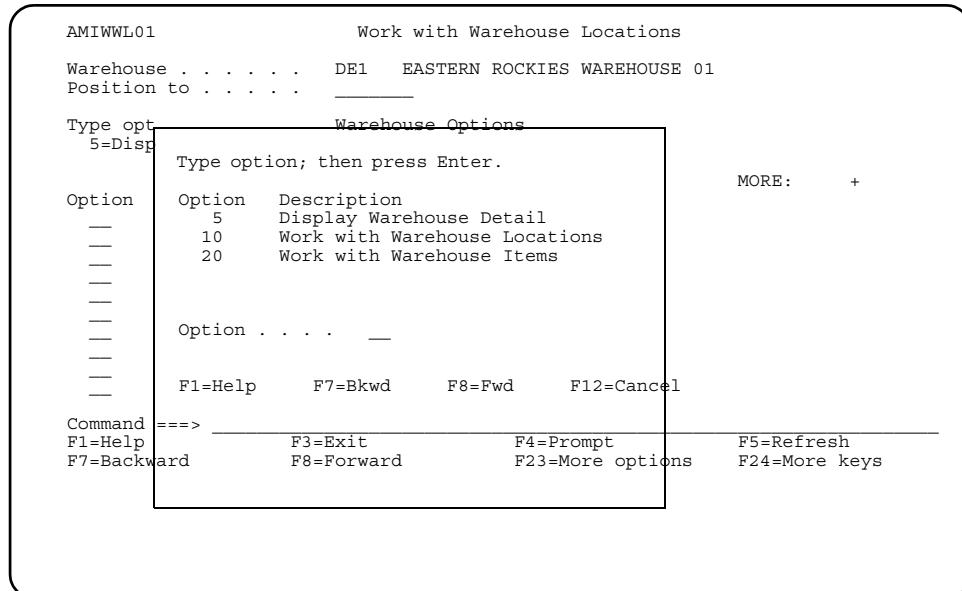
You can't see the items for a warehouse from this panel. But you can make a request from here to work with warehouses. First, change the warehouse by typing **P01** in Warehouse in the header.

```
AMIWWL01          Work with Warehouse Locations
Warehouse . . . . .  P01  EASTERN ROCKIES WAREHOUSE 01
```

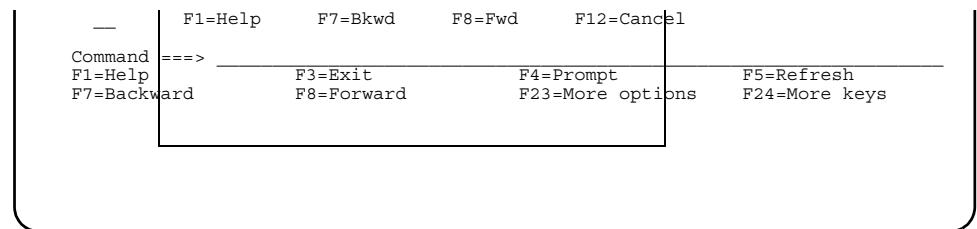
After you press **Enter**, the application displays the name of warehouse P01.

```
AMIWWL01          Work with Warehouse Locations
Warehouse . . . . .  P01  PACIFIC NORTHWEST WAREHOUSE 01
```

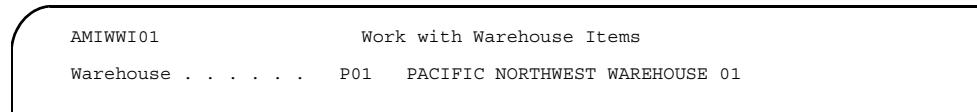
Press **F10 (Header options)** to see the options you can select for the object in the header, in this case: warehouse P01.



In the window, type **20** in **Option** to work with items in warehouse P01.



You see the Work with Warehouse Items panel next.



Now you can continue with the rest of the original scenario.

## Starting from the Work with Discrete Allocations panel

You can't see the items for a warehouse from this panel. But you can type a command on the command line to go to the Work with Warehouse Items panel. Type **WRKWHSLTM** on the command line.

Command ==> WRKWHSTIM  
F1=Help F3=Exit F4=Prompt F5=Refresh  
F7=Backward F8=Forward F23=More options F24=More keys

You see the Specify Warehouse Items to Work With panel next. Type **P01** in Warehouse.

AMIIWWI00 Specify Warehouse Items to Work With  
Type information; then press Enter.  
Warehouse . . . . . P01

Press **Enter**. The Work with Warehouse Items panel appears.

Now you can continue with the rest of the original scenario.

## Find your items

Let's start on the Work with Warehouse Items panel. This time the scenario is slightly different: you want to see only those motors used in mowers aimed at the golf course market.

```

AMIWWI01          Work with Warehouse Items
Warehouse . . . . . P01  PACIFIC NORTHWEST WAREHOUSE 01
Position to . . . . .

Type options; then press Enter.
 5=Display    10=Item locations    30=Allocations

View 1 of 3  MORE: + >
Option  Item number  Description  Planner  Class
--- 001-HOME455E-24  ELEC PUSH MOWER MOTOR 24-INCH  30300  HOME
--- 001-HOME45ME-24  ELEC POWER MOWER MOTOR 24-INCH  30300  HOME
--- 001-HOME465G-24  GAS POWER MOWER MOTOR 24-INCH  30300  HOME
--- 001-HOME46MG-24  GAS POWER MOWER MOTOR 24-INCH  30300  HOME
--- 001-HOME515E-30  ELEC PUSH MOWER MOTOR 30-INCH  30300  HOME
--- 001-HOME51ME-30  ELEC POWER MOWER MOTOR 30-INCH  30300  HOME
--- 001-HOME525G-30  GAS POWER MOWER MOTOR 30-INCH  30300  HOME
--- 001-HOME52MG-30  GAS POWER MOWER MOTOR 30-INCH  30300  HOME
--- 001-HOME62RG-30  GAS RIDING MOWER MOTOR 30-INCH  80032  HOME

Command ===> F1=Help  F3=Exit  F4=Prompt  F5=Refresh
F7=Backward  F8=Forward  F23=More options  F24=More keys

```

First, narrow the list down to a subset that only includes the mowers aimed at the golf course market. Press **F17 (Subset)** to see the panel where you can narrow this list to a subset.

```

AMISWI00          Subset Warehouse Items List
Type choices; then press Enter.

Item number . . . *ALL_____ *ALL, *RANGE ...
Description . . . *ALL_____
Planner . . . . . *ALL____ *ALL, *LIST, *RANGE ...
Item class . . . . *ALL____ *ALL, *LIST, *RANGE ...
Cycle count code . *ALL____ *ALL, *LIST ...
Next count . . . . *ALL____ *ALL, *RANGE ...
Last count . . . . *ALL____ *ALL, *RANGE ...

F1=Help  F5=Refresh  F11=Job status  F12=Cancel
F22=Messages

```

Depending on how your data is set up, you might enter more than one search argument. If you know that any item whose number starts with "201" is an item aimed at the golf course market, type a generic search argument of **201\*** in **Item number**. If you know that any item for the golf course market has the string "Prof" in the description, type a string search of **PROF** in **Description**. You already know you want to type **80032** in **Planner**. If you know that item class for items aimed at the golf course market is "Golf," type a specific search of **GOLF** in **Class**.

If you type all these search arguments at once, the entries in the list must match all the restrictions you entered.

```
AMISWI00          Subset Warehouse Items List
Type choices; then press Enter.
Item number . . . . . 201* _____ *ALL, *RANGE ...
Description . . . . . PROF _____
Planner . . . . . 80032 *ALL, *LIST, *RANGE ...
Item class . . . . . GOLF _____ *ALL, *LIST, *RANGE ...
```

Any one of these search arguments might be enough to create the subset you want. Type as few search arguments as you think are needed. In this example, use one or two search arguments instead of all the ones as shown. Press **Enter** to see the subsetted list.

```
AMIWWI01          Work with Warehouse Items
Warehouse . . . . . P01  PACIFIC NORTHWEST WAREHOUSE 01
Position to . . . . .
Type options; then press Enter.
5=Display    10=Item locations    30=Allocations
Option     Item number     Description     (Subsetted list active)  View 1 of 3  MORE: >
                                                Planner     Class
____  201-PROF8810-48  PROF RIDING MOWER MOTOR 48-INCH  80032  GOLF
____  201-PROF8820-60  PROF RIDING MOWER MOTOR 60-INCH  80032  GOLF
____  201-PROF8830-72  PROF RIDING MOWER MOTOR 72-INCH  80032  GOLF
____  201-PROF8840-84  PROF RIDING MOWER MOTOR 84-INCH  80032  GOLF

Command ===> _____
F1=Help          F3=Exit          F4=Prompt        F5=Refresh
F7=Backward      F8=Forward       F23=More options  F24=More keys
```

Now you can continue with the rest of the original scenario.

## Find the quantities

Let's start on the Work with Warehouse Items panel. Again, the scenario is slightly different: you only need to see on-hand quantities.

```

AMIWWI01          Work with Warehouse Items
Warehouse . . . . . P01  PACIFIC NORTHWEST WAREHOUSE 01
Position to . . . . .
Type options; then press Enter.
  5=Display    10=Item locations   30=Allocations
View 1 of 3  MORE: + >
Option  Item number  Description          Planner  Class
—  001-HOME455E-24  ELEC PUSH MOWER MOTOR 24-INCH  30300  HOME
—  001-HOME45ME-24  ELEC POWER MOWER MOTOR 24-INCH  30300  HOME
—  001-HOME465G-24  GAS POWER MOWER MOTOR 24-INCH  30300  HOME
—  001-HOME46MG-24  GAS POWER MOWER MOTOR 24-INCH  30300  HOME
—  001-HOME515E-30  ELEC PUSH MOWER MOTOR 30-INCH  30300  HOME
—  001-HOME51ME-30  ELEC POWER MOWER MOTOR 30-INCH  30300  HOME
—  001-HOME525G-30  GAS POWER MOWER MOTOR 30-INCH  30300  HOME
—  001-HOME52MG-30  GAS POWER MOWER MOTOR 30-INCH  30300  HOME
—  001-HOME62RG-30  GAS RIDING MOWER MOTOR 30-INCH  80032  HOME
Command ===> F1=Help  F3=Exit  F4=Prompt  F5=Refresh
F7=Backward  F8=Forward  F23=More options  F24=More keys

```

First, narrow the list down to a subset that only includes your items. Press **F17 (Subset)** to see the panel where you can narrow this list to a subset. Type **80032** in **Planner**.

```

AMISWI00          Subset Warehouse Items List
Type choices; then press Enter.
Item number . . . . *ALL_____ *ALL, *RANGE . .
Description . . . . *ALL_____
Planner . . . . . 80032_ *ALL, *LIST, *RANGE...

```

Press **Enter**. The Work with Warehouse Items panel appears with just your items.

Above the columns in the list is a line that includes **View 1 of 3**. What are those other views? Press **F20 (Right)** to see View 2. Or move the cursor to View 1 and type **2** over the number. View 2 of the Work with Warehouse Items panel appears.

AMIWWI01		Work with Warehouse Items										
Warehouse . . . . .		P01	PACIFIC NORTHWEST WAREHOUSE 01									
Position to . . . . .												
Type options; then press Enter.												
5=Display 10=Item locations 30=Allocations												
(Subsetted list active) View 2 of 3 MORE: < + >												
Option	Item number	On-hand	On-order	Allocated								
—	001-HOME62RG-30	122.000	40.000	60.000								
—	001-HOME64RG-36	67.000	25.000	67.000								
—	001-HOME66RG-48	44.000	30.000	44.000								
—	201-PROF8810-48	84.000	10.000	80.000								
—	201-PROF8820-60	23.000	20.000	23.000								
—	201-PROF8830-72	40.000	10.000	39.000								
—	201-PROF8840-84	78.000	12.000	77.000								
—	991-ROAD0010-72	35.000	6.000	31.000								
—	991-ROAD0020-96	22.000	12.000	22.000								
Command ==>												
F1=Help	F3=Exit	F4=Prompt	F5=Refresh									
F7=Backward	F8=Forward	F23=More options	F24=More keys									

You can find on-hand quantities for your items on the work with panel without going any further. If you knew that you wanted to check on-hand quantities regularly, you could press **F18 (Change defaults)** to see the Change Defaults panel. On this panel, you choose which view of warehouse items you want to see first.

AMIWWI02		Change Defaults			
Type session defaults; then press Enter.					
First view . . . . . — 1. Item characteristics 2. Stock status information 3. Cycle count information					
F1=Help	F5=Refresh	F11=Job status	F12=Cancel		
F22=Messages					

To see View 2 first, type **2** in First view. Press **Enter**. Answer yes to the window to indicate you want to save these defaults. The Work with Warehouse Items panel appears.

Now you can continue with the rest of the original scenario.

## Glossary

This glossary defines terms that are important for this book. It does not include all XA terms nor all terms established for your system. If you do not find the term you are looking for, refer to the Index in this book or to glossaries in other XA publications.

This glossary includes definitions from:

- The *American National Dictionary for Information Processing Systems*, copyright 1982 by the Computer and Business Equipment Manufacturers Association (CBEMA). Copies may be purchased from the American National Standards Institute, 1430 Broadway, New York, New York 10018. Definitions are identified by symbol (A) after definition.
- The *ISO Vocabulary – Information Processing and the ISO Vocabulary – Office Machines*, developed by the International Organization for Standardization, Technical Committee 97, Subcommittee 1. Definitions of published sections of the vocabulary are identified by symbol (I) after definition; definitions from draft international standards draft proposals, and working papers in development by the ISO/TC97/SC1 vocabulary subcommittee are identified by symbol (T) after definition, indicating final agreement has not yet been reached among participating members.

**alphanumeric.** Consisting of both letters and numbers and often other symbols, such as punctuation marks and mathematical symbols.

**authorization.** The process of giving a user either complete or restricted access to an object, resource, or function.

**cancel.** To end the current job before it is completed.

**character.** A member of a set of elements that is used for the representation, organization, or control of data. Characters may be letters, digits, punctuation marks, or other symbols. (T)

**command.** A request for the performance of an operation or the execution of a particular program. A command consists of the command name, which identifies the requested function, and parameters.

**command line.** A line reserved near the bottom of work with lists for the user to type an XA command

**command string.** A command or command with keywords used to define a user option. See user option.

**cursor.** A movable character (underscore) on a display screen that indicates where the next character typed by the operator will appear.

**data.** A representation of facts, concepts, or instructions in a formalized manner suitable for communication, interpretation, or processing by human or automatic means. (I) (A)

**default.** An alternative attribute, option, or value that is assumed when none has been specified.

**delete.** To remove a unit of data such as a character, field, file, or record.

**display.** (1) A visual presentation of data. (I) (A) (2) To present an image on the screen of a display device. (3) The part of a workstation on which data, messages, or other information is displayed.

**display detail panel.** An inquiry panel showing complete records or groups of related information for individual objects. The user can type an option on a work with list to display the detail for an entry in that list. See also work with list.

**edit.** To verify the form or format of data; for example, to test a data field such as customer number.

**enter.** To send coding, data, or a message to a computer from a keyboard.

**entry.** (1) An element of information in a table, list, queue, or other organized structure of data or control information, such as the record of a financial transaction in its appropriate book of account or master file. (2) The act of recording a transaction in the book of account or master file.

**error message.** An indication that an error has been detected. (A). Contrast with informational message and warning message.

**execute.** To cause an instruction, program, procedure, or other machine function to be performed.

**field.** In a form, display, or record, a specified area used for a particular category of data. For example, the area on a display that is regularly used to show an item number.

**file.** An organized collection of related records treated as a unit.

**file maintenance.** The online process of updating XA application master files.

**file name.** An arbitrary symbol created by the programmer or program to identify and refer to a collection of related records.

**function.** In XA, a type of work with activity. Work with functions create lists of objects. Subset functions narrow lists of objects by selection criteria you enter. Display detail functions show you complete records for individual objects. Confirm functions allow you to specify reports for printing. XA user interface functions allow you to modify aspects of the user interface.

**function key.** One of the keys of the workstation keyboard to request specific functions from the system or application program.

**header.** A set of related fields that appear at the top of work with lists and display detail panels.

**hexadecimal.** Pertaining to a numbering system with a base of 16; valid numbers use the digits 0 through 9 and characters A through F, where A represents 10 and F represents 15.

**ID.** Identifier.

**immediate update.** The process of updating master files immediately upon receiving a transaction from a work station. Contrast with batch update.

**informational message.** A message that is not the result of an error condition. Normally, an informational message gives the status of a job or operation. Contrast with error message and warning message.

**inquiry.** (1) A request for information stored in, or calculated from, one or more data files. (2) A request for information that puts the system into inquiry mode.

**interactive data entry.** A method of entering data in which the computer carries on a dialog with a work station operator alternately accepting entries and responding to them.

**interface.** (1) The hardware and programs that permit exchange of information between computer systems or among devices. (2) The facility to allow information to pass from one application to another. (3) In the XA user interface, a function (Interface) that allows limited redesign of displays.

**job.** (1) A single identifiable sequence of processing actions that represents a single use of the system. A job is the basic unit of work that is identified to the system. (2) The period of time between sign on and sign off at a workstation or the system console is also referred to as a job. See session.

**job queue.** A list of jobs waiting to be processed by the system.

**keyboard.** An assemblage of systematically arranged keys by which a machine is operated and from which data is entered.

**library.** An object that is a directory to other objects. A library is used to group related objects and to find objects by name when they are used. Libraries can contain data files, source files, and program objects; the files can also contain members.

**main menu.** The first or primary menu in a series of menus. See also secondary menu.

**menu.** A displayed list of items from which the operator makes a selection.

**message.** A series of words or symbols, appearing on the display screen or printed output, that convey information. See also error message, informational message, and warning message.

**message identifier.** The leading part of a message that contains information such as its source and an identification number.

**numeric.** Pertaining to the digits 0 through 9.

**object.** (1) An entry in a work with list. (2) A named unit that consists of a set of descriptive characteristics (that describe the object) and data. An object is anything that exists and occupies space in storage, and on which operations can be performed. Some examples of objects are programs, files, and libraries. (3) In the Note function of the XA user interface, something to which notes can be attached. Examples of note objects are customers, vendors, and items.

**option.** An action you can take on an entry in a work with list. XA-supplied options always start with a number. See also user options, work with list.

**paging.** Displaying the records in a file in sequence on a work station. Using this facility, an operator can read through an entire file rather than seeing one record, as when using inquiry.

**panel.** In XA, a work with display. The types of panels are: Specify, which allows you to enter a type of object to work with; Work With, which shows a list of objects; Subset, which allows you to narrow a work with list; Change Defaults, which allows you to sequence panels in a function; Confirm, which allows you to select a report for printing; Display Detail, which shows you the complete record for a particular object.

**parameter.** (1) A variable that is assigned a particular value for a specific purpose or process. (2) A value that is specified in a command. (3) Data passed to or received from another program or procedure.

**password.** An alphanumeric security code that allows access to a set of computer operations or data. See also System i password.

**prompt.** (1) A symbol or message to an operator requesting information or describing an action that is needed to continue processing. (2) To issue a message to an operator requesting information or describing an action that is needed to continue processing.

**search arguments.** Values the user can type on the subset list to limit the size of the work with list. Examples include: \*all, \*blank, \*list, \*range, \*generic, a specific value, or a character string. See also subset list.

**search index.** An index available in help text displayed through the user interface manager (UIM) that points to a list of additional help topics.

**secondary menu.** A menu showing an expanded list of options for an item that appears on a Main Menu. See also main menu.

**sign off.** To end a session at a workstation.

**sign-off.** The procedure by which an operator ends a workstation session.

**sign on.** To begin a session at a workstation.

**sign-on.** The procedure by which an operator begins a workstation session.

**subset list.** A panel showing the column fields from the corresponding work with list. The user can type limits or other subsetting words to narrow the work with list to a smaller list. See also search arguments, work with list.

**system date.** The date assigned by the system operator during initial program load. Generally, the system date is the same as the actual date.

**System i password.** The string of characters known to the System i system and to a user, who must specify it to gain access to the System i. Synonymous with System i user password.

**update.** To modify a file with current information according to a specified procedure.

**user ID.** A special value assigned to an operator and typed in when the operator signs on. The system uses the value to determine whether the operator is authorized to use the system or requested function.

**user option.** An action you can take on an entry in a work with list. User options always start with a letter and are created by you or someone in your company for use on a particular work with list. See also user options, work with list.

**view.** A related panel of information on work with lists. When the work with list has more columns of information than can fit on one panel, the rest of the information is available to the user in other views, such as view 2 and view 3. See also work with list.

**warning message.** An indication that an error has been detected. (A) You do not have to correct the error before you continue. Contrast with error message and informational message.

**work with list.** A panel of entries, called objects, from which the user can choose which one to take action on. For example, the Work with Items list shows a list of all items. The user can take an action on any item in the list by typing the option number on the line containing that item. See also subset list.

**workstation.** An input/output device that contains a display on which data is shown and an attached keyboard through which data is entered.

**XA password.** The password that allows a user to access an XA function. The XA password is the same as the user profile name assigned to a user profile on the System i. Formerly known as MAPICS user password.

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