



Working with the Infor XA User Interface

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To the reader

This book tells MAPICS XA administrators and other expert users how to modify panels and various aspects of the MAPICS XA user interface, including help text, database lookups, notes, and application displays.

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

Before you begin

Note: Throughout this book, notes like these contain important notes or warnings.

Typefaces are also used to indicate various functions and settings in the shipped product. The notes printed in boldface identify settings which should not be changed because they are necessary for MAPICS XA to function properly:

- **Accept the default of...**
- **Reserved for....**
- **Not used by MAPICS XA.**
- **Not shipped with MAPICS XA.**
- **Do not change the setting of... for MAPICS XA.**
- **You cannot change...**
- **We do not recommend...**

Notes printed in italics identify default settings which you can change, unless otherwise noted:

- *The shipped defaults are...*
- *The MAPICS XA default is...*

Functions labeled “Protected” cannot be changed and are displayed for information only. Functions labeled **Not used by MAPICS XA** may be removed at a later date.

What this book contains

- Chapter 1 provides an overview of the user interface functions and the MAPICS XA User Interface menu.
- Chapter 2 shows how to configure your system and how to authorize users to make modifications.
- Chapter 3 shows how to configure and create help text, and, if you wish, display help text in additional windows.
- Chapter 4 shows you how to configure and create new database lookups, as well as calculator, calendar, and user program lookups.
- Chapter 5 shows how to redesign layouts for MAPICS XA application screens (displays) in a limited way.
- Chapter 6 shows how to set up a MAPICS XA Note system and then create and modify notes.
- Appendix A lists the parameters shipped with the product and shows you how to change them to suit the needs of your company.
- Appendix B tells how to use the various functions of the MUI main menu, accessed by a hot key.

Summary of changes

The following items have changed for MAPICS XA Release 6:

- Users configuration
- Lookup configuration
- Interface/Notes configuration
- Reorganizing files
- Tasks on the Lookup menu
- Using MAPICS XA Notes
- Changing MAPICS XA user interface commands

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Chapter 1. Introduction

This chapter provides an introduction to the MAPICS XA User Interface (MUI), a set of functions that allow you to modify various parts of the MAPICS XA user interface.

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- What you can modify..... 1-3
- Preparing for modification..... 1-3
- Tasks on the MAPICS XA User Interface Menu..... 1-5
- How to use MUI menus..... 1-5
- Common function keys..... 1-6

Read this chapter to understand the kinds of modifications you can make and how to begin setting up your system so you can make them.

Note: Many different terms have been coined to describe the images presented on the screen of a computer display device. Throughout this book and the MAPICS XA user interface, the terms panel, screen, and display are used interchangeably to refer to that image.

Overview

The MAPICS XA user interface (MUI) contains the following functions:

- Base** Base allows you to configure the MAPICS XA User Interface Menu, authorize users, and reorganize files. You control the functions that appear and which users can use them. You can even tailor functions for different groups.
- Help** Help allows you to configure and manage help text and define levels of help. You can add additional help text to that already provided in the product. Help text can be multi-level and context-sensitive.
- Lookup** Lookup allows you to configure and manage database lookups (queries) for various fields, as well as calculator, calendar and user program lookups. You can change the lookups already provided in the product, or you can create new ones. You can also define lookups that span multiple files.
- Interface** Interface allows you to modify MAPICS XA displays. You can make limited screen changes, such as moving or hiding fields and literals.
- Note** The Note function allows you to configure and manage notes which you attach to specific fields and field values. Notes are context-sensitive and valid for a specific number of days. You can choose whether notes appear automatically or only on demand. You can also choose whether notes are seen by all users or restricted only to certain users.

The following figure shows the relationship between MUI functions and application functions.

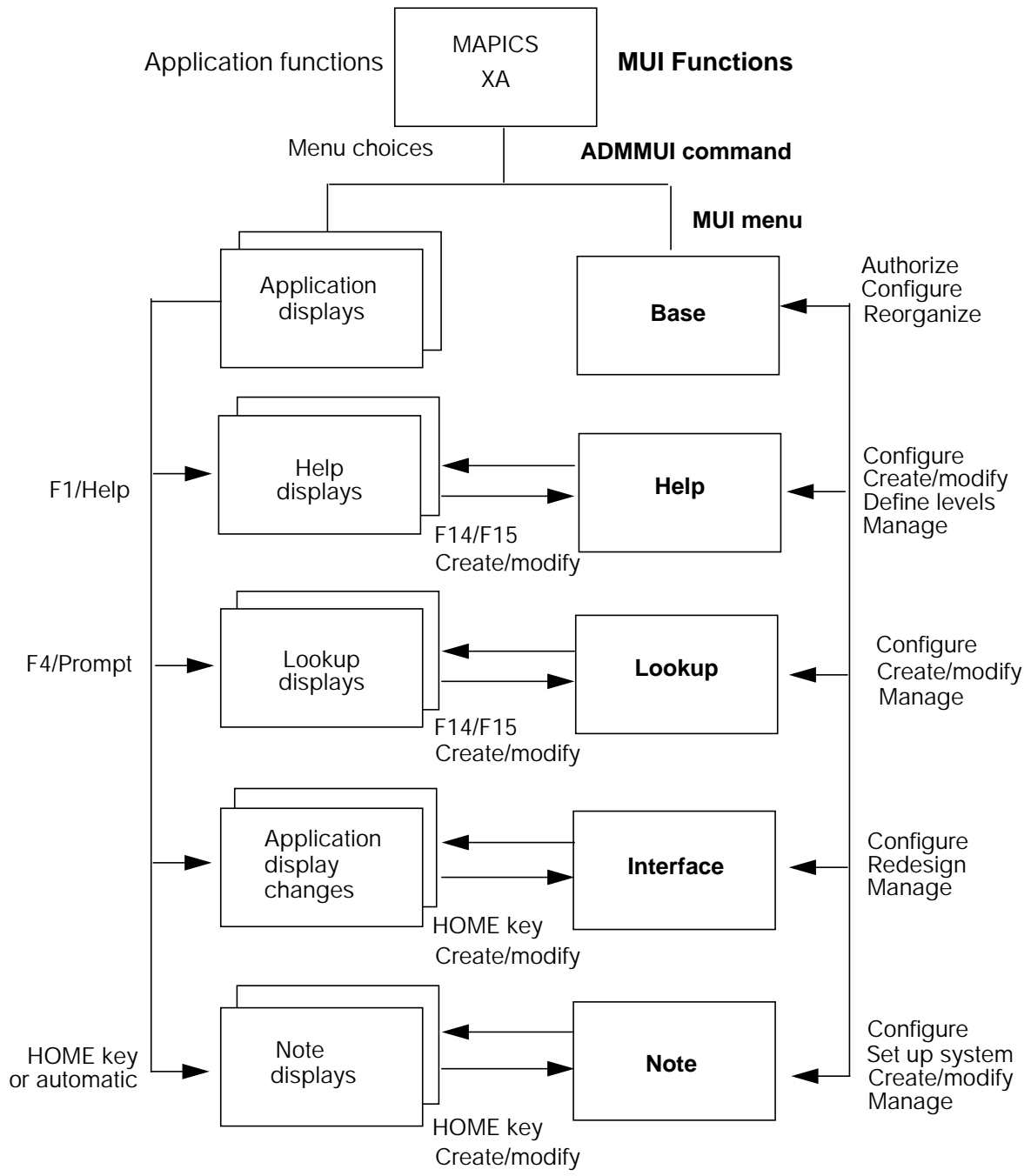


Figure 1-1. MAPICS XA user interface functions

What you can modify

You can make the modifications described in this book to most, but not all, of the applications which appear on the AS/400* MAPICS XA Application Selection menu. If a MAPICS XA application has a record in the application description file APPTXT with appropriate parameters for the STRMUI command (described further in "STRMUI command parameters" on page A-3), you can use MUI functions.

Function	What you can modify	What you cannot modify
Base	All applications	---
Help	Standard MUI help text, used in most MAPICS XA applications.	<p>Application menu help text, which is generic across MAPICS XA, and message help text.</p> <p>User Interface Manager (UIM) help text for:</p> <ul style="list-style-type: none"> - Customer Order Management (COM) - COM functions in other applications, such as Accounts Receivable <p>Help text for Work With functions in</p> <ul style="list-style-type: none"> - Cross Application Support (CAS) - Inventory Management (IM) - Purchasing (PUR) - Repetitive Production Management (REP) - Sales Analysis <p>Help text for:</p> <ul style="list-style-type: none"> - CAS security functions - International Financial Management (IFM) - Knowledge Based Configurator (KBC)
Lookup	Lookups for fields in most MAPICS XA applications.	COM and COM functions in other applications, where F4 accesses its own unique search function.
Interface	Displays in most MAPICS XA applications.	<p>MAPICS XA application menus.</p> <p>Text for literals in:</p> <ul style="list-style-type: none"> - COM and COM functions in other applications - CAS security functions - International Financial Management (IFM)
Note	All MAPICS XA application objects	---
Hot key menus	<p>Tasks used in all applications:</p> <ul style="list-style-type: none"> - Calculator - Calendar - Notes entry/display - Product status - Identifiers fields 	<p>Tasks with some restrictions:</p> <ul style="list-style-type: none"> - Screen design: see Interface - Display original screen: see Interface - Fields with/without help: see Help - Fields with/without lookups: see Lookup

Preparing for modification

When MAPICS XA applications are shipped to you, users can access help text for fields and panels by pressing the **Help** key or **F1 (Help)**. Users can also access database lookups by pressing **F4 (Prompt)**, where it is not being used by the application, on specific fields already linked to master file search. Users perform these tasks using the MUI Help and Lookup functions, as well as the underlying Base function.

You can use these and other MAPICS XA user interface functions to:

- Create and maintain new help text for fields and panels in the same window, or in new windows.
- Create and maintain database lookups for fields.
- Create and maintain new calculator, calendar, and user program lookups.
- Modify the associations (links) between either help text or lookup windows and the individual fields or displays where they appear.
- Modify application displays by a limited redesign of panel (screen) layout.
- Set up a note system and then create and maintain notes attached to fields and field values

Before any modifications can occur, you must:

- Authorize selected users to make modifications.
- Configure (set up) functions to suit your company's needs.

MUI is shipped with the following functions activated and displayed on its menu:

- Base
- Help
- Lookup
- Interface
- Notes

You perform the tasks to authorize and configure using the MAPICS XA User Interface Menu. This menu is accessed with the command ADMMUI, owned by AMAPICS. Only the AMAPICS and QSECOFR user IDs are authorized to use it.

This table outlines the tasks to authorize, configure, and modify MAPICS XA user interface functions.

Function name	How shipped	How to authorize and configure	Page	How to modify the user interface	Page
Base	Basic Configuration activates Base, Help, Lookup, Interface, and Notes.	Sign on as AMAPICS or QSECOFR to: Authorize user IDs. Configure Base. Reorganize files.	2	Not applicable.	---
Help	Users can view. Only AMAPICS and QSECOFR can modify.	Authorize users. Configure Help.	23	Create and modify new help text and help text windows. Manage help text.	3-24 3-7
Lookup	Users can view. Only AMAPICS and QSECOFR can modify.	Authorize users. Configure Lookup.	24	Create and modify database lookups. Manage lookups.	4-50 4-43
Interface	Only AMAPICS and QSECOFR can modify.	Authorize users. Configure Interface.	25A	Redesign application displays. Manage modifications.	5-6 5-2
Note	Only AMAPICS and QSECOFR can modify.	Authorize users. Configure Note.	26	Set up Note system. Create, modify, and manage notes.	6-4 6-12

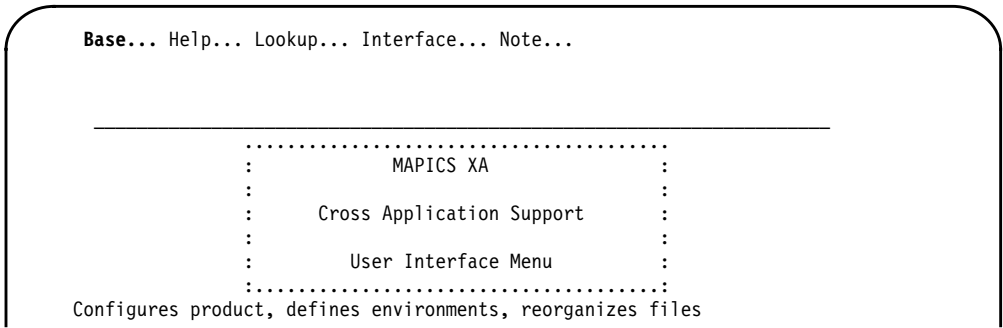
Tasks on the MAPICS XA User Interface Menu

To reach the MAPICS XA User Interface Menu:

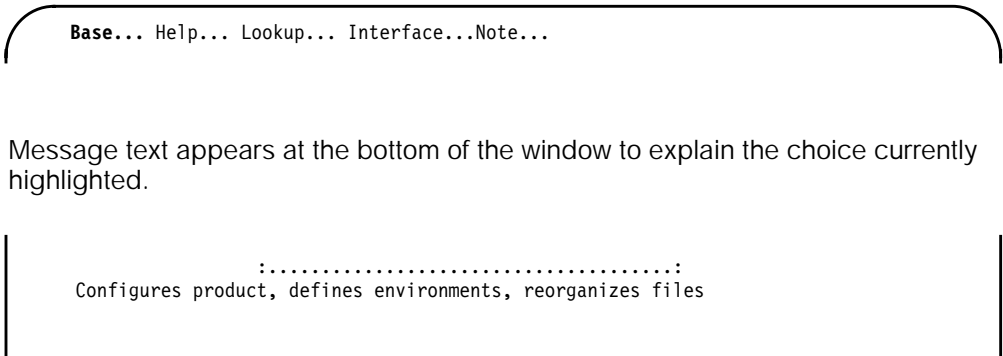
1. Sign on to the MAPICS XA environment for which you want to perform these tasks.
2. Once you have reached the Application Selection menu, type **ADMMUI** on the AS/400 command line, and press **Enter**.

Note: To use this command, AMALIB* must be in your library list. Calling MAPICS puts it there automatically for the rest of the session, whether you subsequently quit MAPICS or not.

3. The MAPICS XA User Interface Menu appears.



The choices shown on the menu bar are the user interface functions currently activated in this environment.



Message text appears at the bottom of the window to explain the choice currently highlighted.

How to use MUI menus

To make a choice on the menu bar, do any of the following:

- Press the **Spacebar** until your choice is highlighted, and then press **Enter**.
- Type the capital letter that appears somewhere within the choice (**B** for Base, **H** for **Help**, and so on). Do not press **Enter**.
- Type the number of your choice (**1** for the first option, **2** for the second option, and so on). Do not press **Enter**.
- You can also tab through the pull-downs on the MUI menu by pressing the greater than or less than keys (**<** or **>**).

Note: The cursor is normally positioned in a hidden entry field at the upper left. If you see a message that you have moved the cursor to a protected area, press the **Reset** key and then the **Tab** key to reposition the cursor back in the hidden entry field.

To back up one level as a time, press **F3 (Exit)** or **F12 (Cancel)**. To exit completely, press **F10 (Menu)**.

Common function keys

Throughout the rest of this book, you see images of screens with explanations of the function keys on them. To avoid unnecessary repetition, the list below explains the function keys common across multiple MAPICS XA user interface tasks. The function keys unique to each screen are explained with each screen.

F1=Help/Help key

Shows information about the current window or the fields on it. Pressing **F1** or pressing the Help key shows you the same information.

F2=General Help

On windows of field help text, press **F2** to go to general help for the entire display.

F3=Exit

Returns to the application display or menu from which you requested this function.

F4=Prompt (List)

Provides a list of choices for the option or options you selected.

F5=Refresh

Resets the menu, display, or window with the original defaults.

F6=Add

Displays additional blank lines for you to enter new data. If you are on a list, use this key to add new records to the list.

F10=Menu

Moves the cursor to the MUI menu bar, so you can make a selection. Or, from a MUI menu bar, exits completely back to the application.

F11=View n

Shows additional views of this window. The views are numbered. Press **F11** to see the next view in sequence.

F12=Cancel

Returns to the application display or menu from which you requested this function.

F19=Previous

Takes you to the previous record in a group of records.

F20=Next

Takes you to the next record in a group of records.

F21=Print

Prints the contents of the window.

F24=More keys

Shows additional function keys you can use on this window.

HOME key

If defined as a hot key on your system, displays the MAPICS XA user interface Main Menu or one of its submenus or commands.

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Chapter 2. Getting started

This chapter tells you about the Base function underlying the MAPICS XA users and interface and how to get started.

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Reorganization	2-19

You can learn how to get started by:

- Configuring the MAPICS XA User Interface Menu.
- Authorizing user IDs to make modifications.
- Assigning user IDs an interface code.
- Reorganizing files.

Read the individual chapters on each function before actually performing the tasks here. You need to understand:

- Which parts of the product you can change.
- How these functions appear to users.

Then you need to decide:

- Which users need authorization.
- Whether to reconfigure functions.

Overview

MAPICS XA is shipped with authority definitions for: the user IDs and groups *PUBLIC, AMAPICS, and QSECOFR.

- The user group *PUBLIC does not have authority to make any modifications. This restriction protects you from users making changes without your knowledge and authorization.
- The user IDs AMAPICS and QSECOFR are fully authorized to make modifications across the entire interface. Use one of these user IDs initially to perform the tasks below, or to authorize other user IDs to perform them.

You can authorize user IDs to modify all MAPICS XA user interface functions, or just specific functions such as Help or Lookup.

You can authorize user IDs to do any, or all, of the following actions:

- Create (append or add)
- Modify (change)
- Delete

If authorized, you can:

- Append, modify, and delete new help text created by your company.
- Modify database lookups shipped with the product.
- Create, modify, and delete lookups created by your company.
- Modify application screens (displays) shipped with the product by changing attributes and literals, moving or hiding fields, and protecting fields from input.
- Create, modify, and delete notes created by your company.

Note: Use care when using administrative functions to change or delete parts of the MAPICS XA user interface. **Particularly, do not change or delete the help text shipped with the product (license number A0001). Recovering from this error is time-consuming and difficult.**

Tasks on the Base menu in ADMMUI

Use the Base menu and its pull-downs to manage the overall MAPICS XA user interface.

```

Base... Help... Lookup... Interface... Note...
: Configuration... :
: Environment      :
: Reorganization  :
:.....:

```

```

Base... Help... Lookup... Interface... Note...
: Configuration... :
: E .....:
: R :      :
:   : Basic configuration :
:.. : Users configuration :
:.....:

```

This table shows the path to get to each menu choice. The sections that follow explain the windows that appear and what you do on them.

Task	Menu path	Window	Page
Configure the MAPICS XA User Interface Menu	Base Configuration, Basic Configuration	Basic Configuration	2-4
Authorize users, by function and assign users an interface code	Base Configuration, Users configuration	Users Configuration (Help, Lookup, Interface/Notes)	2-5
Manage interface environments	Base Environment	List of Environments Do not use for MAPICS XA.	2-18
Reorganize the physical interface files	Base Reorganization	Reorganization	2-19

Basic configuration

This menu choice lets you configure Base functions by specifying which functions appear on the MAPICS XA User Interface Menu and which text appears at the center of it.

Basic Configuration

```

Base... Help... Lookup... Interface... Note...
: Configuration... :
: E ..... :
: R : : : Basic Configuration :
: : Basic configuration : : Help option. . . . Y :
:.. : Users configuration : : Lookup option. . . . Y :
:..... : : Interface option . . Y :
: : : Notes option . . . . Y :
: : : Logo . . . . . :
: : : Border Text. . :
: : : MAPICS XA :
: : : :
: : : Cross Application Support :
: : : M :
: : : User Interface Menu :
: : Cross Ap : Running on system . . . . N :
: : Customiz : Change printer parameters . . . . . N :
: : : :
: : : F3=Exit F12=Cancel :
: : : ..... :
Customizes product

```

- Help option **Y** (yes) or **N** (no) to display the Help Function
- Lookup option **Y** (yes) or **N** (no) to display the Lookup function.
- Interface option **Y** (yes) or **N** (no) to display the Interface function.
- Notes option **Y** (yes) or **N** (no) to display the Notes function
- Logo 7-character field to enter a company name or logo to appear in the center of this menu.
- Border Text Bordered text. 5 lines of 35 characters each, for text to appear within the center of the window for the User Interface Menu.
- Running on system (Protected) **Do not change the default of N.**
- Change printer parameters (Protected) **Do not change the default of N.** Controlled within MAPICS XA by the printer override function in Cross Application Support (CAS).

Users configuration

This menu choice leads to a window with three views of user configurations, each with a different title (Help, Lookup, and Interface/Notes Configuration).

Each view, and its detail, is discussed separately.

Title	View	Purpose	Page
Help Configuration	1	To authorize user IDs to modify the Help function.	2-6
Lookup Configuration	2	To authorize user IDs to modify the Lookup function.	2-8
Interface/Notes Configuration	4	To authorize user IDs to modify the MAPICS XA user interface and the Notes function and assign users an interface code.	2-9
Help Configuration (details)	1	Detailed authorizations to modify the Help function.	2-11
Lookup Configuration (details)	2	Detailed authorizations to modify the Lookup function.	2-14
Interface Configuration/Note Configuration (details)	4	Detailed authorizations to modify the MAPICS XA user interface and the Notes function and assign users an interface code.	2-16

Use each of the views (or its detail) to add or authorize user IDs to make modifications to that function.

- Switch between Views 1-4 by using **F11 (View)**.
- Switch between the detail for Views 1-4 by using **Page Down** and **Page Up**.

*If users are not specifically shown in the list, their authorization defaults to that for *PUBLIC.*

Warning:

Although you can change the authorization for *PUBLIC, we recommend that you do not do so. Instead, select specific users and create authority definitions for their user IDs.

Help Configuration

```

Base... Help... Lookup... Interface...Note...

.....
: Co :                Help Configuration                :
: E  :                                                    :
: R  :                                                    :
:..  : Position to. . . . .                            :
      : 2=Modify  3=Copy  4=Delete  5=Display           :
      :                                                    :
      :   User      Start  Border  -- Authorizations --   :
      :           MUI   Type    Create Modify Delete   :
      :   _ *PUBLIC      S      N      N      N         :
      :   _ AMAPICS      S      Y      Y      Y         :
      :   _ QSECOFR      S      Y      Y      Y         :
      :                                                    :
      : F3=Exit  F5=Refresh  F6=Add  F11=View 2  F24=More keys :
      : F12=Cancel  F21=Print  F24=More keys           :
      :.....

```

The fields and function keys below are common to other views of this window.

Position to A value that allows you to skip to a particular entry in the list. Use it to quickly reposition the starting point of the list.

When you enter a string of characters (a full or partial name), the list begins with the first entry matching those characters. If no entry matches, the list begins with the one immediately preceding the characters.

(Option) A number for the action you want to do, entered to the left of any item on the list.

2 Modify To modify this user’s authorizations in detail. See “Users configuration” on page 2-5.

3 Copy To copy this user’s authorizations to create another user.

4 Delete To delete this user from the list.

5 Display To display this user’s authorizations in detail. See “Users configuration” on page 2-5.

User User ID for the user or user group whose authorizations appear here. Can be *PUBLIC or a specific user ID. *If a specific user ID is not listed here, its authorization defaults to that of *PUBLIC.*

Start MUI The default of blank or Y will start MUI. N will prevent MUI from starting.



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Border Type

A code for the character used for help window borders.

S Standard dashed border

N Solid colored border

Authorizations

Y (yes) and **N** (no). A summary of authorizations by user:

Create Authority to add new help text, either by appending to the current help window or by creating additional levels of help.

Modify Authority to change help text created by your company.

Delete Authority to delete help text created by your company.

Lookup Configuration

```

Base... Help... Lookup... Interface... Note...
: .....
: Co :                Lookup Configuration      :
: E :                :                          :
: R :                :                          :
:.. : Position to. . . . . :
: 2=Modify 3=Copy 4=Delete 5=Display          :
:                                             :
:   User      Border  -- Authorizations --    :
:             Type    Create Modify Delete   :
: _ *PUBLIC   S       N     N     N          :
: _ AMAPICS  S       Y     Y     Y          :
: _ QSECOFR  S       Y     Y     Y          :
:                                             :
:                                             :
: F3=Exit  F5=Refresh  F6=Add  F11=View 3  F24=More keys :
: .....
Sets the configuration for each user.

```

Authorizations **Y** (yes) and **N** (no). A summary of authorizations by user:

Create Authority to add new help text, either by appending to the current help window or by creating additional levels of help.

Modify Authority to change help text created by your company.

Delete Authority to delete help text created by your company.

Interface/Notes Configuration

```

Base... Help... Lookup... Interface... Note...
:
: .....
: Co :                Interface/Notes Configuration          :
: E  :                                                         :
: R  :                                                         :
:..  : Position to. . . . .                                     :
:    : 2=Modify  3=Copy  4=Delete  5=Display                   :
:    :                                                         :
:    : User          ----- Interface -----         ---- Notes ---- :
:    : Int code  Border Auth Other  Border  C  M  D          :
:    : _ *PUBLIC   PUBLIC   S   N   N   S     N  N  N          :
:    : _ AMAPICS   PUBLIC   S   Y   Y   S     Y  Y  Y          :
:    : _ QSECOFR   PUBLIC   S   Y   Y   S     Y  Y  Y          :
:    :                                                         :
:    : F3=Exit  F5=Refresh  F6=Add  F11=View 1  F24=More keys :
:    : .....
Sets the configuration for each user

```

Interface Choices to set up and authorize users to use Screen Design to modify the MAPICS XA user interface.

Note: If users are not specified in this list, the system uses:

- *The default user ID *PUBLIC*
- *The default interface code PUBLIC,*
- *No authorizations*

Int code Interface code. A code that controls which interface display files are viewed by users. You can create interface codes for specific user IDs, specific groups of users (such as departments, sites, or companies), or use the default interface code, PUBLIC.

The interface codes you define here are used in two ways:

- When a user selects a particular function, the interface code for *that user ID* determines which screen modifications he or she sees.
- When you create screen modifications, the interface code for *your user ID at that time* identifies the group or user who will see the screen modifications.

The important thing to remember is that although an interface code can be entered for more than one user ID, a user ID can only be linked to one interface code at a time. This means that you must enter all changes to be seen by a user or group while using that interface code.

For example, if some changes apply to a single department, such as Personnel, and other changes apply to all users, you must enter the changes for all users, as well as those for Personnel, for both sets of changes to be seen by Personnel.

See "Grouping changes" on page 5-14, for an example of how to create user groups and use this field when making screen modifications for more than one user or group. See "Interface Libraries" on page 5-12 for an explanation of how to use this field when creating interface libraries.

[Contents](#)[Index](#)[Exit](#)

Border Border Type. A code for the character used for Interface window borders.

S Standard dashed border

N Solid colored border

Auth Authorized. **Y** (yes) or **N** (no). Indicates whether the user is authorized to call the Screen Design task to make modifications corresponding to this interface code.

Other **Not used.** Authorization to another Interface code is controlled by changing the value in the Interface code field. itself.

Notes Choices to authorize use of the MAPICS XA Note function beyond merely viewing notes:

Border Border Type. A code for the character used for Notes window borders.

S Standard dashed border

N Solid colored border

C Create. **Y** (yes) or **N** (no) to indicate whether the user is authorized to create MAPICS XA notes.

M Modify. **Y** (yes) or **N** (no) to indicate whether the user is authorized to modify MAPICS XA notes.

D Delete. **Y** (yes) or **N** (no) to indicate whether the user is authorized to delete MAPICS XA notes.

Help Configuration (details) . When you enter option code **2 (Modify)** or **5 (Display)** next to a user ID, another set of windows appears, containing the detailed authorizations for that particular user. For each user ID, there are also three views (Help, Lookup, and Interface/Notes). Use **Page Down** and **Page Up** to scroll through them.

```

Base... Help... Lookup... Interface... Note...
: .....
: Co :                               Help Configuration                               :
: E :                               Page 1/4                                       :
: R : User. . . . . AMAPICS      Type of border. . S                               :
:   :                               Authorization                                   :
: .. : Create . Y   Modify . . . Y   Delete . . . Y                               :
:   :                               :                                               :
:   : Ask Questions?                Default Answers                               :
:   :                               (Y/N)      (Y/N)                               :
:   : Create help. . . . . Y          Y                                               :
:   : Associate help . . . Y          N                                               :
:   : Capture help . . . . N         N                                               :
:   : Scope of function. . Y          Y (Y=Specific)                               :
:   : Scope of screen. . . Y          N          "                                     :
:   : Scope of user. . . . Y          N          "                                     :
:   : Scope of content . . Y          N          "                                     :
:   :                               :                                               :
:   : Type of help . . . . N          *STD          More...                          :
:   :                               :                                               :
:   : F3=Exit  F12=Cancel                               :
: .....
Sets the configuration for each user
    
```

The top of the window summarizes the authorizations for this user.

The middle and bottom of the window determine the kinds of questions this user is asked when making modifications and what default answers appear. The questions appear when the user requests Help on a field or screen for which no help text currently exists or asks to append new help text. See "Help text" on page 3-17.

Some of the fields below are common to other views of this window.

- User** (Display only) User ID for the user or user group whose authorizations are shown.
- Type of border** (Display only) A code for the character used for help window borders.
 - S** Standard dashed border
 - N** Solid border
- Authorization** (Display only) **Y** (yes) and **N** (no). A summary of authorizations by user:
 - Create** Authority to create (add).
 - Modify** Authority to modify (change).
 - Delete** Authority to delete.
- Ask Questions?** **Y** (yes) and **N** (no) for each question. Indicates whether this user will be asked the questions that follow when no help text exists for a given field or screen.

*The defaults for *PUBLIC assume that the user will not be authorized to make modifications and will not see these questions. The defaults for AMAPICS and QSECOFR*

assume that the user has full authorization and will see all questions except for type of help.

For other authorized users, start with the answers for AMAPICS and answer **N** to any questions not needed by your site.

To modify, at least one **Y** must appear in either **Ask...** or **Default...** for the first three questions.

Create help Asks "Do you want to create help?" Should the user be asked if he or she wants to create new help text for this field or screen?

Associate help Asks "Do you want to associate existing help?" Should the user be asked if he or she wants to establish a link between this field or screen and other MUI help text?

Capture help Asks "Do you want to capture help?" Should the user be asked if he or she wants to copy some other type of help text?

Note: Since previous versions of help text have been incorporated and do not need to be captured, **this option is not used by MAPICS XA.**

Scope of function Asks "Is it specific to this function?" Should the user be asked whether help text appears only within this display file, or across all display files?

Scope of screen Asks "Is it specific to this screen?" Should the user be asked if help text appears only for this screen, or across all screens?

Scope of user Asks "Is it specific to this user?" Should the user be asked if help text appears only for his or her user ID, or for all users?

Scope of content (Field help text only) Asks "Does display depend on field content?" Should the user be asked if help text appears only for the current value in the field, or for all possible values?

Type of help **Y** (yes) or **N** (no). Indicates whether this user is asked what type of help he or she wants to define. If N, no question appears and the type of help defaults to whatever you select here. If Y, the user is presented with a window containing the following choices.

The shipped default is N (no) with the help type of *STD. You must change the answer to Y to create other types of help text.

Contents	Index	Exit
--------------------------	-----------------------	----------------------

- *STD** Used by MAPICS XA for standard MUI help text. Can be used for MUI help text created by you.
- *UIM** Native AS/400 User Interface Manager help text. Can be used only for UIM help text created by you.
- *NONE** Software help. Passes control of the **F1** and Help keys back to the application. Used by MAPICS XA for applications with non-MUI help text.
- *USRP** Calls user-defined program. Can be used for other help text display programs created by you. See step 10. on page 3-31.

Default Answers

The default answers to the questions for this user. The user can also can change the defaults when answering the questions.

Lookup Configuration (details).

```

Base... Help... Lookup... Interface... Note...
.....
: Ba :                               Lookup Configuration                               :
:   :                               Page 2/4                                       :
: Co : User. . . . . AMAPICS      Type of border. . S                               :
: E : Calendar                                                                :
: R :                               Authorization                                       :
:   : Create . Y   Modify . . . Y   Delete . . . Y                               :
:.. :                               :
:   : Ask Questions?                Default Answers                               :
:   :                               (Y/N)      (Y/N)                               :
:   : Create lookup. . . . Y          Y                                               :
:   : Associate lookup . . Y          N                                               :
:   :                               :
:   : Scope of function. . Y          Y (Y=specific)                               :
:   : Scope of screen. . . Y          N      "                                       :
:   : Scope of user. . . . Y          N      "                                       :
:   :                               :
:   : Type of lookup . . . N          *FILE      More...                               :
:   :                               :
:   : F3=Exit   F12=Cancel                                                    :
:   :                               :
:   :                               :
.....
Sets the configuration for each user

```

The questions at the bottom of the window appear when the user requests Lookup on a field for which no lookup currently exists or asks to add new lookups. See "Information on Association (lookup)" on page 4-47.

Calendar Two-word name of calendar record displayed in lookups. *No calendar records shipped with MAPICS XA.* If a name is specified here, displays that calendar. If blank, displays STANDARD CALENDAR, if one is defined by you. Otherwise, displays default current month calendar.

Ask Questions? **Y** (yes) and **N** (no). Indicates whether this user will be asked the following questions when no lookup exists for a given field:

- The defaults for *PUBLIC assume that the user will not be authorized to make modifications and will not see these questions.
- The defaults for AMAPICS and QSECOFR assume that the user has full authorization and will see all questions except for type of lookup.
- For other authorized users, we recommend that you start with the answers for AMAPICS and answer **N** to any questions not needed by your site.

To modify, at least one **Y** must appear in either Ask... or Default... for the first two questions.

Create lookup Asks "Do you want to create a window?" Should the user be asked whether he or she wants to create a new lookup for this field?

Associate lookup Asks "Do you want to associate existing window?" Should the user be asked if he or she wants to establish a link here to other lookups?

[Contents](#)[Index](#)[Exit](#)**Scope of function**

Asks "Is it specific to this function?" Should the user be asked if this lookup appears only in this display file or in all displays files?

Scope of screen

Asks "Is it specific to this screen?" Should the user be asked if this lookup appears only on this screen, or on all screens?

Scope of user

Asks "Is it specific to this user?" Should the user be asked if this lookup appears only for his or her own user ID, or for all users?

Type of lookup **Y** (yes) or **N** (no). Indicates whether this user is asked what type of lookup is being defined. If **N**, no question appears and the type of lookup defaults to whatever you select here. If **Y**, the user is presented with the choices below.

*The shipped default is **N** (no) with the default answer of *FILE. You must change the answer to **Y** to create other types of lookups.*

***FILE** Standard database lookup. Used for database lookups shipped by MAPICS XA. Can be used for database lookups created by you.

***CALC** Calculator lookup. *Calendar records not shipped by MAPICS XA.* Can be used for calculator records created by you.

***DATE** Calendar lookup. *Calendar records not shipped by MAPICS XA.* Can be used for calendar records created by you.

***USRP** Calls user-defined program. Can be used for other lookup programs created by you.

Default Answers

The default answers to the questions for this user. The user can also change the defaults when answering the questions.

Interface/Notes Configuration (details).

```

Base... Help... Lookup... Interface... Note...
:-----:-----:-----:-----:-----:-----:
: Ba :                               Interface Configuration           :
:   :                               Page 4/4                         :
: Co :                               :                               :
: E : User . . . . . AMAPICS      Type of border. . S              :
: R : Interface code . PUBLIC                                         :
:   : Author. design Y                                                :
:.. : Author. to another interface code Y                             :
:   :                               :                               :
:   :                               Notes Configuration                :
:   :                               :                               :
:   : User . . . . . AMAPICS      Type of border. . S              :
:   : Reception mode          *HOLD                                     :
:   :                               :                               :
:   :                               Authorization                        :
:   :                               :                               :
:   : Create . Y          Modify . . . Y          Delete      Y       :
:   :                               :                               :
:   : F3=Exit  F12=Cancel                                           :
:-----:-----:-----:-----:-----:-----:
Sets the configuration for each user
  
```

See "Interface/Notes Configuration" on page 2-9 for a fuller explanation of some of these fields.

Interface Configuration

Details about this user's authorization to modify the MAPICS XA user interface.

User (Display only) User ID for the user or user group whose authorizations are shown.

Type of border A code for the character used for Interface window borders.

- S** Standard dashed border
- N** Solid colored border

Interface code A code that controls which interface display files are viewed by users.

Author. design Authorized to design. **Y** (yes) or **N** (no). Indicates whether the user is authorized to call the Screen Design task to make modifications corresponding to this interface code.

Author. to another interface code Not used. Authorization to another Interface code is controlled by changing the value in the Interface code field itself.

Notes Configuration

Details about this user's authorization to use the MAPICS XA Note function.

User (Display only) User ID for the user or user group whose authorizations are shown.

Type of border

A code for the character used for Note window borders.

- S** Standard dashed border
- N** Solid colored border

Reception mode

How this user is notified about and views notes. The MAPICS XA default is *USRPRF. If notes are not automatically displayed, users must be able to press a hot key to reach the hot key menus.

- *SAME** When the system is restarted, the same key will be used as before.
- *USRPRF** The user will be notified about notes, based on settings in the AS/400 user profile for messages.
- *HOLD** The system will not issue a message saying that a note is available, but a note can be displayed. The note will not be displayed unless the user specifically requests it by pressing the hot key.
- *NOTIFY** The system will issue a message (and an optional sound alarm) saying that a note is available for a field. The note will not be displayed unless the user specifically requests it by pressing the hot key.
- *BREAK** The system will automatically interrupt the application to display notes without a request from the user.

Authorization A summary of authorizations for the Note function.

Create **Y** (yes) or **N** (no) to indicate whether the user is authorized to create MAPICS XA notes.

Modify Modify. **Y** (yes) or **N** (no) to indicate whether the user is authorized to modify MAPICS XA notes.

Delete Delete. **Y** (yes) or **N** (no) to indicate whether the user is authorized to delete MAPICS XA notes.

Environment

List of Environments

```

Base... Help... Lookup... Interface... Note...
: Configuration... :
: .....
: List of Environments :
: .....
: Position to. . . . . :
: ?=Modules 4=Delete :
: .....
: Library Text :
: .....
: F3=Exit F5=Refresh F6=Add F24=More keys :
: .....
Defines and Manages Environments
    
```

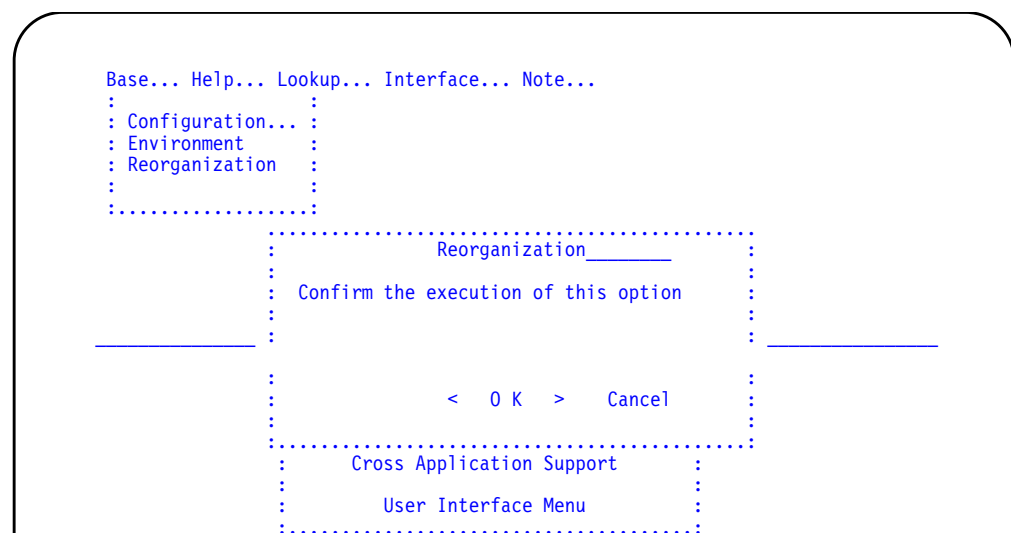
Note: Do not use this menu choice for **MAPICS XA**. The task reserves space for environments that can never be used by MAPICS XA, adversely affecting disk space.

Reorganization

This menu choice reorganizes fragmented physical files for MAPICS XA user interface functions, improving system performance and disk space. Unless your company extensively modifies the user interface, you should not normally need to perform this function.

Note: This task cannot be done if anyone is using the MAPICS XA user interface function (requesting help or lookups). Schedule it for a time when no one is using MAPICS XA.

Reorganization



Confirm... Confirm that you want to reorganize the files.

OK Reorganize the files.

Cancel Cancel this request and return to the menu.

The choice between the symbols < and > indicates what you are choosing. Use the Spacebar to move between the two choices. Make a selection, and press **Enter**.

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Chapter 3. Modifying help text

This chapter explains how to use the Help menu to configure the Help function and how to create and maintain new MUI help text from within an application.

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Before beginning these tasks, make sure that:

- Your user ID has been authorized to modify help text.
- You are creating or modifying MUI help text in an appropriate location. An easy rule of thumb is that an application function has MUI help when the help window looks like this, with a field called **Scan** at the top:

DATE **/**/**	ITEM MASTER FILE	SELECT	AMVC11 81	
ITEM				
<table border="1"> <tr> <td> <p>Scan _____</p> <p style="text-align: center;">ITEM</p> <p>Required. Type in the number of the item for inquiry.</p> <p style="text-align: right;">Bottom</p> <p>F2=General help F3=Exit F24=More keys</p> </td> </tr> </table>				<p>Scan _____</p> <p style="text-align: center;">ITEM</p> <p>Required. Type in the number of the item for inquiry.</p> <p style="text-align: right;">Bottom</p> <p>F2=General help F3=Exit F24=More keys</p>
<p>Scan _____</p> <p style="text-align: center;">ITEM</p> <p>Required. Type in the number of the item for inquiry.</p> <p style="text-align: right;">Bottom</p> <p>F2=General help F3=Exit F24=More keys</p>				

For this information...	See this topic:	Page:
Locations where you can modify help text.	What you can modify	1-3
How to authorize users and user groups.	Users configuration	2-5

Information on how users request and use help is also contained in the chapter "Learning the basics" in *Getting Started with MAPICS XA*.

Overview

Nearly all of the fields, screens (menus and displays), and messages in MAPICS XA already have some type of help text associated (linked) with them.

How to view MUI help

If you need help for a particular menu, display, field, or message, you can press **Help** or **F1**.

Help is cursor-sensitive. That means that the type of help you receive depends on the position of the cursor at the time you request help.

- If the cursor is within a field, you see a window showing information, called help text, for that field.
- If the cursor is anywhere else except the message area, you see a window of help text for that menu or display.
- If the cursor is on an error or warning message, you see help text for that message.

For fields

To see help text for a particular field, first move the cursor to that field and press **Help** or **F1**. A window of field help text appears.

The screenshot shows a terminal window with a header bar containing the text: "DATE **/**/**", "ITEM MASTER FILE", "SELECT", and "AMVC11 81". Below the header, the text "ITEM" is displayed. A help window is overlaid on the screen, positioned just below the "ITEM" field. The help window contains the following text: "Scan _____", "ITEM", "Required. Type in the number of the item for inquiry.", "Bottom", and "F2=General help F3=Exit F24=More keys".

Notice that the window appears just below the Item field, so you can see the original display while you are reading help text.

If you need to move the window, you can use **F18 (Move)**.

Move the cursor where you would like the top left-hand corner of the window to be. In this example, the window will move to the left and down one line.

```

DATE **/**/**          ITEM MASTER FILE          SELECT  AMVC11  81
ITEM
—
Scan _____
                ITEM
Required. Type in the number of the item for
inquiry.
                Bottom
F2=General help  F3=Exit  F24=More keys

```

Press **F18** to move the window to its new location.

```

DATE **/**/**          ITEM MASTER FILE          SELECT  AMVC11  81
ITEM
Scan _____
                ITEM
Required. Type in the number of the item for
inquiry.
                Bottom
F2=General help  F3=Exit  F24=More keys

```

If you place the cursor so that part of the window would fall outside the screen boundaries, the system moves the window as close as possible to the requested location. If the window becomes hidden behind another, just press **Enter** to move it to the top.

The field help text window contains:

- **Scan**. Field to search for text within this help window. To find a particular word or phrase, type it and press **F16**. To reach the top, type **T**, and press **Enter**. To reach the bottom, type **B** and press **Enter**.
- Name of the field
- Explanation of the field
- **More...** or **+** indicates there is more help text; **Bottom** indicates there is not.
- Press the roll keys or page keys to scroll up or down through this window of help text.

F13=Next level

Shows additional levels (windows) of help text, if any have been defined by your company. Press **F13** to go to the next lower level. Press **F3** or **F12** to exit and start over.

F16=Scan

Lets you search for text within the current help window. Type the text in **Scan**, press **F16**, and the window skips to the text.

F17=Information

Displays field characteristics (such as name, length, and description).

F18=Move (Move window)

Moves the current window to another part of the display so that you can see the application display underneath it. After pressing **F18**, move the cursor to the new location and press **Enter**.

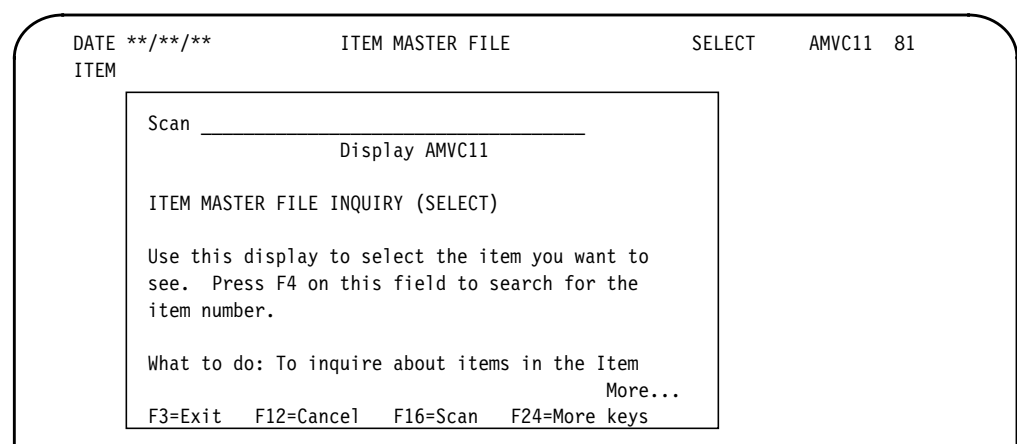
F22=Help (or Window)

Toggles between the Help and Lookup windows associated with a field. If you are viewing field help text, you can press **F22** to see the Lookup window for that field. If you are viewing a Lookup list of records, you can press **F22** to see field help text.

When you have finished reading field help text, press **Enter**, **F3**, or **F12** to return to the application display or menu.

For screens (menus and displays)

To see help text for the entire display or menu, move the cursor anywhere outside of a field and press **Help** or use **F1**. A window of help text for the display or menu appears.



The help window for displays or menus contains:

- **Scan**. Field to search for text within this help window. To find a particular word or phrase, type it and press **F16**. To reach the top, type **T**, and press **Enter**. To reach the bottom, type **B**, and press **Enter**.

- The identifier for the display or menu you came from.
- The name of the display or menu.
- Its purpose and how to use it.
- An explanation of the function keys on the menu or display.
- **More...** or **+** indicates there is more help text; **Bottom** indicates there is not.
- Press the roll keys or page keys to scroll up or down through this window of help text.

Press **Enter**, **F3**, or **F12** to return to the application display or menu.

For messages

To see help text for a particular error or warning message, first move the cursor to the message line and press **Help** or **F1**. A window of message help text appears.

```

AXZDAM01                Display Message Detail

Message ID . . . . . AMX4520
Message file . . . . . MESSGE____
Library . . . . . *LIBL____

Press Enter to continue.

                                  Lines 1 to 6 of 6
Message . . . . . : E AM-4520 ITEM MASTER RECORD NOT FOUND

Explanation . . . : The requested record was not found in the Item Master
                    (ITEMAS) file.

Your action . . . : Enter a valid item number.

F1=Help           F3=Exit           F5=Refresh       F7=Backward
F8=Forward        F10=Job log        F11=Job status  F12=Cancel
  
```

The help window for the message contains:

Message ID

The number of the current message. To see help for another message, enter its message ID here and press **Enter**.

Message file

The file in which this message is stored.

Library

The library in which the message file is stored.

Message

The text of the message.

Explanation

What the message means.

Your action

What action, if any, you should take.

F7=Backward

Shows the previous panel.

F8=Forward

Shows the next panel.

F10=Job log

Displays a screen with information about the current job.

F11=Job status

Shows a list of your current system and job information.

Press **Enter**, **F3**, or **F12** to return to the application display or menu.

What you can modify

The MAPICS XA user interface Help function allows you to append MUI help text for your company to:

- Fields
- Screens (displays)

There are some restrictions (listed in “What you can modify” on page 1-3):

- Help text for menus is generic across MAPICS XA and should not be modified.
- Help text for messages is handled differently and cannot be modified.
- Some applications do not have MUI help text.

You may, for example, want to:

- Add new lines or pages to an existing help text window
- Add new help text windows
- Change or delete the help text you create

The Help function allows authorized user IDs to create context-sensitive help text, giving you the flexibility to direct help text to specific users, screens, and functions. In creating your own help text, you may want to keep the current settings for who sees the help text and where they see it, or you may want to change them.

Before you create new help text, you need to make these decisions:

- Who should see the help text?
 - Is it specific to a particular user?
 - Is it specific to your site?
- Where should they see it?
 - Is it specific to a particular screen (display)?

- Is it specific to a particular MAPICS XA function (display file)?
- Is it available throughout the product?
- Will help text appear in a new window, or will it appear in the same window with help text already shipped with the product?
- If it does appear in the same window, will it appear at the top or at the bottom?

The Help function allows authorized users to perform the following tasks directly within an application or from the MAPICS XA User Interface Menu:

- Configure the Help function and manage help windows by accessing the MAPICS User Interface Menu (explained in "Tasks on the Help menu in ADMMUI" on page 3-10).
- Append to help text by accessing the field or screen and making changes (explained in "Modifying help text within an application" on page 3-24).

Example 1

Suppose that a company named Widget Manufacturing wants to append new paragraphs to the window containing help text for the field **Warehouse**.

```

DATE **/**/**      OPEN ORDERS INQUIRY      SELECT      AMI1D1 C8
ITEM _____    WHSE _____
: Scan _____ :
:                               WHSE :
:                               :
: If you have multiple warehouses defined in the :
: Warehouse Master file, type in the code of the :
: warehouse associated with the item. If you have :
: only one warehouse, the warehouse defined in the :
: Warehouse Master file appears in this field and :
: cannot be changed.                               :
:                               Bottom :
: F2=General Help   F3=Exit   F24=More keys :
:.....:

```

The paragraphs of help text look like this:

```

:.....:
: :
: Widget Manufacturing has only one warehouse: :
: :
:   WGT      Widget Manufacturing warehouse :
: :
: This field is display only and cannot be changed. :
:.....:

```

Widget wants this new help text to be seen by all users, anywhere in the open orders function (display file) where **Warehouse** appears. They want the text to appear after shipped help text, at the bottom of the same window. Widget's decisions are:

- Not specific to a user; specific to the site
- Not specific to a screen; specific to the function (display file)
- In the same window, after shipped help text.

Example 2

Widget also wants to add a new window of supplemental help text about its warehouse to be viewed anywhere that **Warehouse** appears within MAPICS XA.

```
.....  
:           WIDGET MANUFACTURING WAREHOUSE           :  
:                                                     :  
: The Widget Manufacturing warehouse is located      :  
: at 123 Main Street, Anytown GA 12345-6789.        :  
:                                                     :  
: Contact:  John Doe      (404) 555-4321            :  
:                                                     :  
: Hours:    Mon-Sat      6:00 am-6:00 pm            :  
:.....
```

Widget's decisions for the new window are:

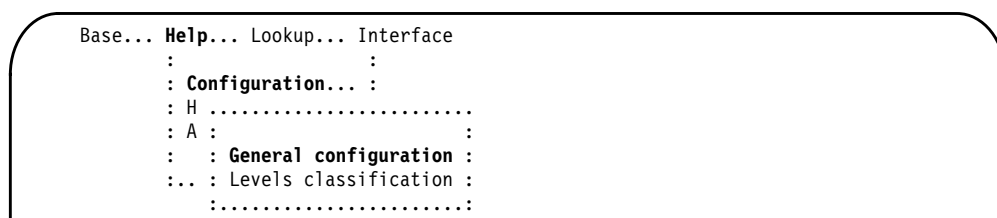
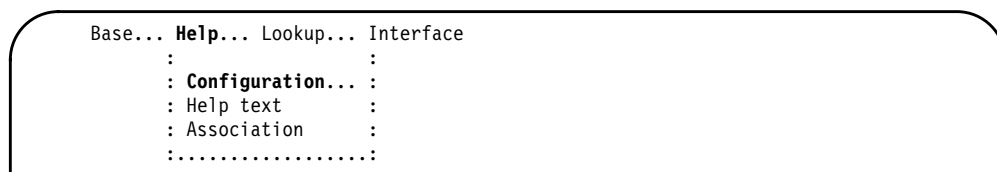
- Not specific to any user; specific to the site
- Not specific to a screen or function; used throughout the product
- Appears in a new window.

Widget creates these two type of help by:

- Setting up levels of help text (explained in "Examples 1 and 2" on page 3-15).
- Appending help text (explained in "Example 1" on page 3-35 and "Example 2" on page 3-38).

Tasks on the Help menu in ADMMUI

Use the Help menu and its pulldowns to configure and manage the Help function for your company.



Task	Menu path	Window	Page
Configure Help function	Help Configuration, General configuration	Help General Configuration	3-11
Define levels of help text	Help Configuration, Levels classification	Help Levels Classification	3-13
Manage help text records	Help Help Text	List of Help Text Displays	3-17
Manage help text association records (links)	Help Association	List of Help Associations Information on Association	3-19 3-21

General configuration

This menu choice configures the general settings for the Help function, using the Help General Configuration window.

Help General Configuration

```

Base... Help... Lookup... Interface
:
: Configuration... :
: H .....:
: A : :
: : General configuration :
:.. : Levels classification :
: : :
: .....:
: Help General Configuration :
: :
: Function definition *DSPF (*PGM/*DSPF) :
: :
: Use of REFFLD. . . . N :
: :
: F3=Exit F12=Cancel :
: .....:
Customizes help

```

Warning: The General Configuration defaults are required to display MAPICS XA help text. Do not change them, or you will not be able to display any help text for MAPICS XA. Recovering from this error is time-consuming and difficult.

Function definition

The specific user activity associated with help text, defined as a program (*PGM) or a display file (*DSPF).

(Protected) **Do not change the MAPICS XA default of *DSPF.**

Use of REFFLD

Whether help text defined for a REFFLD-defined field is stored at the level of the REFFLD field.

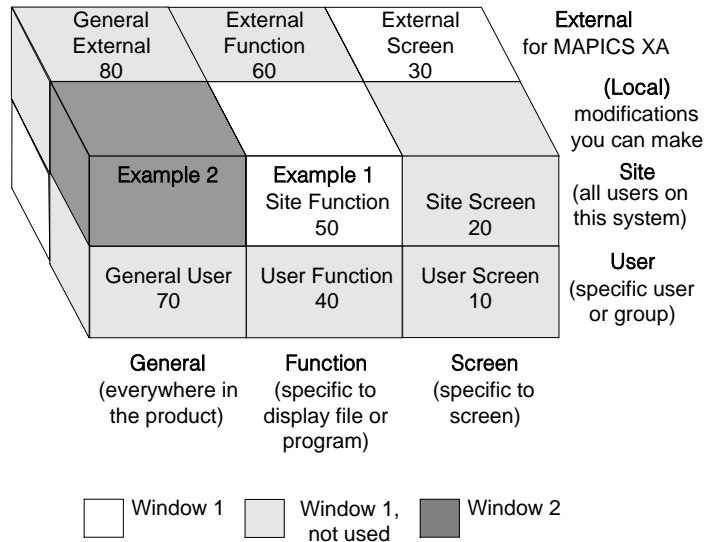
(Protected) **Do not change the MAPICS XA default of N.**

Levels classification

This menu choice defines the pattern of MAPICS XA help text across the AMALIB* library, using the window Help Levels Classification. When MAPICS XA is shipped, all levels of help appear in the same window. You can accept the default pattern or define a new one.

Here you tell the system the levels of help text and the sequence in which they will be displayed, even if you currently do not plan to use them all. Later, when you actually create help text, by answering questions about scope, you specify who sees it and the level in which it will appear.

You can have up to nine levels of help text. Three are reserved for MAPICS XA help text, and six are available to you. Think of these levels as choices in three dimensions.



First, you can define levels by where help text is seen:

- General** Available throughout the product, on any screen, within any function (display file).
- Function** Displayed only within a specific function.
- Screen** Displayed only on a specific screen.

Second, you can also define levels based on who sees help text:

- Site** All users at your site can access it.
- User** Only the user ID used to create the help text can access it.

Third, help text is either provided by MAPICS XA or modified by you:

- External** Reserved for MAPICS XA help text.
- (Local)** Modifications you can make.

The missing three choices in the bottom rear of the rectangular box (externally created user-specific help text) are logically impossible, since MAPICS XA would never be able to know the specific help text needs for users in your company.

Help Levels Classification

Use this window to define levels of help text for your company.

```

Base... Help... Lookup... Interface
.....
:               Help Levels Classification               :
:                                                       :
:                                                       :
: E=Exclude Level                                     :
:                                                       :
:   Window  Order  Help Level                          :
:   -----  -  -  -  -  -  -  -  -  -  -  -  -  -  -  :
:   _  1     10   User Screen                          :
:   _  1     20   Site Screen                          :
:   _  1     30   External Screen                      :
:   _  1     40   User Function                        :
:   _  1     50   Site Function                        :
:   _  1     60   External Function                   :
:   _  1     70   General User                        :
:   _  1     80   General Site                         :
:   _  1     90   General External                    :
:                                                       :
:                                                       : Bottom :
: F3=Exit  F5=Refresh  F12=Cancel                     :
:.....
Defines the order of help levels.

```

Accept these defaults, or type your changes and press **Enter**.

- (Option)** A number or character for the action you want to do, entered to the left of any item on the list.
- (blank)** Include this level and display it when users request help.
- E** Exclude this level and do not display it when users request help.

Warning: Do not change the shipped default of blank for Option. Excluding levels may cause unexpected results, such as blank help screens. You do not need to exclude levels since the system simply skips levels without help text.

- Window** A number between 1 and 9 for the window within which help text appears. The shipped default is 1, for a single window.
- If you define only one window, all levels of help text appear within it. The sequence is controlled by what you specify in **Order**. Users scroll within the window by pressing **Page Up** and **Page Down**.
 - If you define more than one window, the levels appear within multiple windows. The pattern and sequence are controlled by what you specify in **Window** and **Order**. Users navigate between windows by pressing **F13** (Next level) to go forward and **F12** (Cancel) to go backward by exiting and starting over.
 - If no help text is currently defined for a window number, the help text defined for the next higher window number appears. For example, if no help text is defined for Window 1, the help text for Window 2 appears, and so on.

Note: Because there is no facility to back up level by level, you may want to limit help text to one or two levels. If you do define more than one level, you may want to group your local modifications separately from shipped help text by putting them in a different window or by labeling them in some way, such as with your company name, department number, or the creator's user ID or initials.

Order A number to indicate the sequence of help text levels. Use this field to order levels *within a single window*. You can enter any digits in numeric order that fall within the range for choices for that window, and the system will renumber your choices **10, 20, 30**, and so on.

Help Level Nine possible types of help text. You can specify the pattern for all, whether or not you intend to use them.

User Screen	Help text specific to a user and a screen.
Site Screen	Help text for all users at a site but specific to a screen.
External Screen	Reserved for shipped MAPICS XA help text. Help text for all users at a site but specific to a screen.
User Function	Help text specific to a user and a function (display file).
Site Function	Help text for all users at a site, but specific to a function (display file).
External Function	Reserved for MAPICS XA. Help text for all users at a site, but specific to a function (display file).
General User	Help text specific to a user, available throughout the product.
General Site	Help text for all users at a site, available throughout the product.
General External	Reserved for MAPICS XA. Help text for all users at a site, available throughout the product.

This table shows the relationship between these help text levels and the answers you make to scope questions later when you are creating help text:

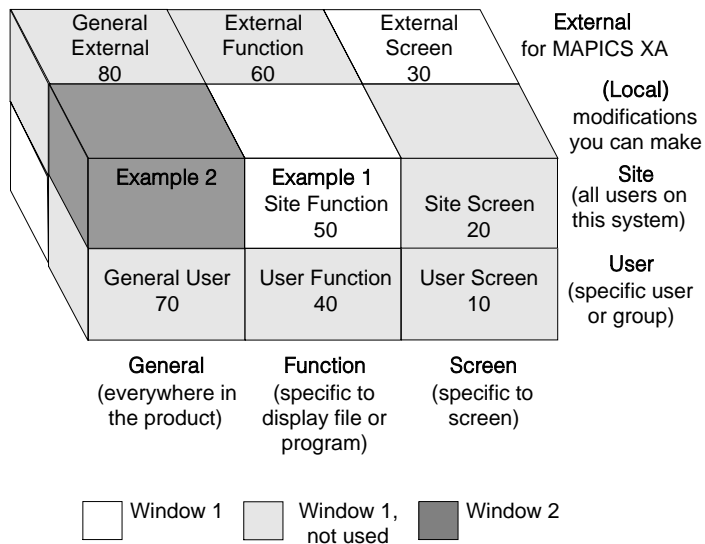
These help levels are produced ...	When you answer these scope questions Y or N:		
	...Specific to this function?	...Specific to this screen?	...Specific to this user?
User screen	N	Y	Y
Site Screen	N	Y	N
External Screen	N/A	N/A	N/A
User Function	Y	N	Y
Site Function	Y	n	N
External Function	N/A	N/A	N/A
General User	N	N	Y
General Site	N	N	N
General External	N/A	N/A	N/A

Examples 1 and 2

As you saw earlier, Widget Manufacturing has decided to define two windows of help text for the field **Warehouse**.

- The first window (Window 1) contains standard MAPICS XA help text, plus Widget's own appended help text about warehouse code WGT, which is to be site- and function-specific.
- The second window (Window 2) contains general site-specific information about the warehouse address and telephone number and is displayed wherever **Warehouse** appears throughout the product.
- Other levels of help text are defined for Window 1, but not used.

If you were to visualize Widget's choices, they would look something like this:



Window 1 contains these levels, in this order:

Level	Type of help
10	User screen. <i>Unused.</i>
20	Site Screen. <i>Unused.</i>
30	External Screen. <i>MAPICS XA shipped help text.</i>
40	User Function. <i>Unused.</i>
50	Site Function. <i>New field help for Example 1.</i>
60	External Function. <i>Reserved, but unused.</i>
70	General User. <i>Unused.</i>
80	General External. <i>Reserved, but unused.</i>

Following the warning not to exclude levels, Widget includes levels 10, 20, 40, and 70 in the pattern for Window 1, reserving them for future use. They also include the unused MAPICS XA levels 60 and 80. Widget elects to keep the levels in the sequence shipped. Since the system skips levels for which there is no help text, level 30 appears first and then level 50.

Window 2 contains only one level:

Level	Type of help
10	General Site. <i>New field help for Example 2.</i>

Widget's settings for Help Levels Classifications look like this:

```

Base... Help... Lookup... Interface
.....
:           Help Levels Classification           :
:                                                                 :
:                                                                 :
: E=Exclude Level                                     :
:                                                                 :
:   Window  Order Help Level                         :
:                                                                 :
:   _ 1      10   User Screen                         :
:   _ 1      20   Site Screen                         :
:   _ 1      30   External Screen                     :
:   _ 1      40   User Function                       :
:   _ 1      50   Site Function                       :
:   _ 1      60   External Function                   :
:   _ 1      70   General User                         :
:   _ 1      80   General External                    :
:   _ 2      10   General Site                         :
:                                                                 :
:                                                                 :
: F3=Exit  F5=Refresh  F12=Cancel                    :
:                                                                 :
:.....
Defines the order of Help levels

```

Widget's next step will be to create the new help windows, which you see in "Example 1" on page 3-35 and "Example 2" on page 3-38.

Help text

This menu choice lists all MAPICS XA help text records, both those shipped with the product (shown in lists as license number A0001) and those created by you (shown in lists as license number B0001). These records are stored in the file PLOREHT in the AMALIB* library.

Use the List of Help Text Displays to:

- View shipped help text records (license number A0001:)
- View, print, append, change, or delete your own help text records (license number B0001:)

Warning: Do not use the displays that appear using the ADMMUI command to modify or delete help text records shipped with the product (license number A0001). If you do so, the shipped help text records will be lost during PTF update. Recovering from this error is time-consuming and difficult.

Help text records shipped with the product (license number A0001) may be replaced, changed, or deleted by MAPICS XA PTF updates. Help text records created by you (license number B0001) are *not* changed by PTF updates.

The safest method is always to make changes using the steps in "Modifying help text within an application" on page 3-24.

List of Help Text Displays

The list has two views. View 1 shows a full description of each help text record.

```

.....
:                               List of Help Text Displays                               :
:                                                                                       :
: Position to. . . . . :                                                                                       :
: 2=Modify   4=Delete   5=Display :                                                                                       :
:                                                                                       :
: ----- Help ----- Description :                                                                                       :
:                                                                                       :
: -      AMEC4FM          Display AMEC40 :                                                                                       :
: -      AMEC4FM1        Display AMEC41 :                                                                                       :
: -      AMEC4FM2        Display AMEC42 :                                                                                       :
: -      AMEC5FM          Display AMEC51 / AMEC52 :                                                                                       :
: -      AMEC7FM         Display AMEC70 :                                                                                       :
: -      AMEC7FM1        Display AMEC71 :                                                                                       :
: -      AMEC7FM2        Display AMEC72 :                                                                                       :
:                                                                                       :
:                                                                                       More... :
: F3=Exit  F5=Refresh  F11=View 2  F12=Cancel  F21=Print :                                                                                       :
:.....
Displays help text.

```

Position to Value that allows you to skip to a particular entry in the list. Use it to quickly reposition the starting point of the list.

When you enter a string of characters (a full or partial name), the list begins with the first entry matching those characters. If no entry

matches, the list begins with the one immediately preceding the characters.

(Option)

A number or character for the action you want to do, entered to the left of any item on the list.

Note: Before modifying or deleting, change to view 2 to make sure you are affecting only license number B0001 records.

- 2 Modify.** Takes you to the help text record so you can append to it.
- 4 Delete.** Deletes the reference to the help text record from the list and the record from the database.
- 5 Display.** Displays the help text record for you to read.

Help

The internal name used to retrieve help text records. This name is automatically generated by the system when help text records are created. It is made up of two words of ten characters each. The first part is the field name; the second part is the screen name. The field name is blank for screen help.

Description

Title of the help text.

View 2 lists the license number for shipped help text records and whether you should modify the help text.

```

.....
:                               List of Help Text Displays
:                               :
: Position to. . . . .
: 2=Modify  4=Delete  5=Display
:                               :
: ----- Help ----- License Modify  Text
:                               :
: -          AMEC4FM   A0001  N                               Display AMEC40
: -          AMEC4FM1 A0001  N                               Display AMEC41
: -          AMEC4FM2 A0001  N                               Display AMEC42
: -          AMEC5FM   A0001  N                               Display AMEC51/AMEC52
: -          AMEC7FM   A0001  N                               Display AMEC71
: -          AMEC7FM1 A0001  N                               Display AMEC72
: -          AMEC7FM2 A0001  N                               Display AMEC73+
:                               :
: F3=Exit  F5=Refresh  F11=View 1  F12=Cancel  F21=Print
:                               :
.....
Displays all help texts

```

License

License number for help text records.

- A0001 for shipped MAPICS XA help text records.
- B0001 for help text records created by your company.

Note: A0001 help text records may be replaced, changed, or deleted by MAPICS XA PTF updates. B0001 association records are not changed by MAPICS XA PTF updates.

Modify

(Display only) Y (yes) or N (no) to indicate whether you should modify the help text record.

Text

Title of the help text.

Association

This menu choice shows all help text associations (links) between field or screen locations and help text records, both the links shipped with the product and those created by you. The links between help text records and individual fields and screens are association records: in the association file.

Associations allow a single help text record to be used in more than one location, saving disk space and the work of maintaining help text information.

Use the List of Help Associations as a shortcut to view association records, both those shipped with the product (license number A0001) and those created by you (license number B0001). Using option code **D** (Display), you can also display the help text records themselves. However, note the restrictions below:

- Do not add a new association record from this list. Instead, go to the location where you want the link to occur and use the Associate function within help text, explained in "Associating help text records" on page 3-40.
- Be aware that association records shipped with the product (license number A0001) may be replaced, changed, or deleted by MAPICS XA PTF updates. Association records created by you (license number B0001) are not changed by PTF updates.

Do not use the displays that appear using the ADMMUI command to modify or delete association records shipped with the product (license number A0001). Use these displays only to view them.

Although you can use option code 2 (Modify) and 4 (Delete) to modify or delete association records you create (license number B0001), **do so with caution, following a logical path, since incomplete or lost links may result.** If you change or delete association records manually and create errors, help text can still exist, but you will not be able to access it. A better method is to go to the location within the application and modify or delete the association record from there. That way, you can see the results of your actions immediately.

List of Help Associations

The list has two views. View 1 lists the association records by field, screen, function (display file), user, and description.

```

.....
:                                     List of Help Associations                                     :
:                                                                                             :
: Position to . . . . . Field . . . . . _____ Screen . . . _____ :
: D=Display Help      U=Modify Help      2=Modify      :
: 4=Delete            5=Display          6=Print      :
:                                                                                             :
: Field      Screen      Function      User      Description      :
: -          $SUBFIL    AMZSBFM      *ALL      OFFICE:          :
: -          $ZPCTL     AMZSCFM      *ALL      Display A:      :
: -          $ZPCTL     AMZSDFM      *ALL      DISPLAY AMZSD2  :
: -          $ZPCTL     AMZSLFM      *ALL      Display A:      :
: -          $ZPKEY     AMZSCFM      *ALL      Display A:      :
: -          $ZPKEY     AMZSDFM      *ALL      Display A:      :
: -          *ALL       AM901       *ALL      Display AM901   :
: -          *ALL       AM901       *ALL      :
: -          ALT16D1    AMV16FM      *ALL      INVOICE & CREDIT DETAI:
:                                                                                             :
:                                                                                             :
:                                                                                             :
: F3=Exit F5=Refresh F6=Add F11=View 2 F12=Cancel F24=More keys :
:                                                                                             :
: F13=Repeat F17=Sort F21=Print F24=More keys :
:                                                                                             :
.....

```

Position to When you enter a string of characters (a full or partial name), the list begins with the first entry matching those characters. If no entry matches, the list begins with the one immediately preceding the characters.

Values used to reposition the starting point of the list. You enter values from the first two columns in the list into **Field** and **Screen**. In the example shown, you can enter either a field name, a screen name, or both.

(Option) A number or character for the action you want to do, entered to the left of any item on the list.

Note: Before modifying or deleting, change to view 2 to make sure you are affecting only license number B0001 records.

- D Display Help.** To display the help text record.
- U Modify Help.** To modify the help text record.
- 2 Modify.** To modify the association record.
- 4 Delete.** To delete the association record from the list and from the database.
- 5 Display.** To display the association record. See "Information on Association (help)" on page 3-21.
- 6 Print.** To print the help text record and its association record.

Field Name of the field associated with this help text record. (Blank for screen help text.)

Screen Name of the screen associated with this help text record.
***ALL** Associated with all screens
(Name) Associated with this screen

Function Name of function associated with the help text record (typically equivalent to a display file). See "Help General Configuration" on page 3-11.

***ALL** Associated with all functions
(Name) Associated with this function

User Name of user associated with the help text record.

***ALL** Associated with all users
(Name) Associated with this user

Description Title of the help text record, as seen by users.

F13=Repeat

Repeats the option in Option from where the cursor is to the end of the list but ignores any other options typed for items earlier in the list.

F17=Sort

Lets you resort the records in a multi-column list. Place the cursor in the column you want to use for sorting and press **F17**. The list is resorted according the values in that column.

View 2 substitutes the internal name and license number for the description.

:	Field	Screen	Function	User	----- Help -----	Lic :
:	—	\$SUBFIL	AMZSBFM	*ALL	AMM68FM1	A0001:
:	—	\$ZPCTL	AMZSCFM	*ALL	Display A.....	A0001:
:	—	\$ZPCTL	AMZSDFM	*ALL	Display AMMZSD2	A0001:
:	—	\$ZPCTL	AMZSLFM	*ALL	Display A.....	A0001:
:	—	\$ZPKEY	AMZSCFM	*ALL	Display A.....	A0001:
:	—	\$ZPKEY	AMZSDFM	*ALL	Display A.....	A0001:
:	—	*ALL	AM901	*ALL	Display AM901..	A0001:
:	—	*ALL	AM901	*ALL		:
:	—	ALT16D1	AMV16FM	*ALL	INVOICE & CREDIT..	A0001:

Help Title of the help text record.

Lic License number for help text records. A0001 for shipped MAPICS XA help text; B0001 for help text created by your company.

Information on Association (help)

Use this window to display the association record for this help text record.

```

.....
:                               Information on Association                               :
:                                                                                       :
: Field . . . . . _____ :                                                                                       :
: Screen. . . . . *ALL_____ :                                                                                       :
: Function . . . . . AM901FM_____ :                                                                                       :
: User. . . . . *ALL_____ :                                                                                       :
: Association license A0001_____ :                                                                                       :
:                                                                                       :
: Type . . . . . *STD_____ :                                                                                       :
: Remote help . . . . . N_____ :                                                                                       :
: Help reference 1. . . . . _____ :                                                                                       :
:   reference 2. . . . . AM901FM_____ :                                                                                       :
: Name of help group _____ :                                                                                       :
: Text license . . . . . A0001_____ :                                                                                       :
:                                                                                       :
: Description . . . . . Display AM901_____ :                                                                                       :
:                                                                                       :
: F3=Exit  F12=Cancel_____ :                                                                                       :
.....

```

- Field** Name of the field associated with this help text record. (Blank for screen help text.)

- Screen** Name of the screen format associated with this help text record.
 - *ALL** Associated with all screens.
 - (Name)** Associated with this screen.

- Function** Name of function associated with the help text record (typically equivalent to a display file). See "Help General Configuration" on page 3-11.
 - *ALL** Associated with all functions.
 - (Name)** Associated with this function.

- User** Name of user associated with the help text record.
 - *ALL** Associated with all users.
 - (Name)** Associated with this user.

- Association license** License number of the association record for shipped help text.
 - A0001** Shipped MAPICS XA association records.
 - B0001** Association records created by your company.

Note: A0001 association records may be replaced, changed, or deleted by MAPICS XA PTF updates. B0001 association records will not be changed by MAPICS XA PTF updates.

- Type** Type of help. The shipped default is *STD.
 - *STD** Standard. Used by MAPICS XA for standard MUI help text. Can be used for MUI help text created by you.
 - *UIM** Native AS/400 User Interface Manager help text. Can be used only for UIM help text created by you.
 - *NONE** No MUI Help functions. Used by MAPICS XA for applications with non-MUI help text.

***USRP** Calls user-defined program. Can be used for other help text display programs created by you. See "To link your own user-defined help text programs:" on page 3-34.

Remote help **Y** (yes) or **N** (no). Whether help depends on the field contents.

Help reference 1 First part of the internal name for the help text record, generated automatically by the system. See the table below.

Help reference 2 Second part of the internal name for the help text record, generated automatically by the system. See the table below.

Name of help group Additional reference for the internal name of the help text record. See the table below.

Text license License number for help text records. A0001: for shipped MAPICS XA help text; B0001: for help text created by you.

Description Title of the help text.

For this type of help	Enter the following for these fields:		
	Help reference 1	Help reference 2	Help group
*NONE	Not applicable	Not applicable	Not applicable
*STD	Field name (or blank)	Screen name and, when necessary, format name suffix	(blank)
*UIM	Field name (or blank)	Panel name	Panel group
*USRP	Program name	Library name (or *LIBL)	(blank)

Modifying help text within an application

MAPICS XA provides shipped help text for nearly every field and screen in the product. You should not modify the shipped help text, but you can make other kinds of modifications.

This section tells you how to:

- Create new help text records and later modify them.
- Associate help text records with new locations.

It assumes that you have been given full authority to create, modify, or delete and that any configuration tasks have been completed.

Warning: We do not recommend allowing *PUBLIC to make these changes.

Do not try to do these tasks using the display lists that appear when you use the ADMMUI command. If you do so, the shipped help text records (license number A0001) will be lost during update. Recovering from this error is time-consuming and difficult.

The method described below in "Creating and modifying new help text records", performed from within an application, is the safest way to modify help text. These changes fall under license number B0001 and are not changed by PTF updates.

Creating and modifying new help text records

1. Sign into MAPICS XA environment and go to the application, function (display file), or screen where you want the help text record to appear.
2. Place the cursor on the field (for field help) or on another part of the screen (for screen help) and press the **Help** key or **F1 (Help)**.
3. What happens next depends upon whether help text has already been defined for this location:
 - If help text has already been defined, a window of help text appears. Go to step 7. on page 3-27.
 - If not, a window appears with questions about how you want to create the new help text. Answer **Y** to only one of the three questions.

```

.....
: There is no help associated with this field.      :
: Do you want to create help? (Y/N)                Y :
: or                                               :
: Do you want to associate existing help? (Y/N)    N :
: or                                               :
: Do you want to capture help? (Y/N)              N :
:                                                  :
: F3=Exit  F6=Add  F8=Capture  F24=More keys      :
:.....
: F12=Cancel  F15=Associate  F24=More keys       :
:.....

```

Note: Another way to tell if help text is linked to a field is to use the hot key menus. See "Fields with help" and "Fields without help" on page B-10.

Create... To enter new help text. This is the same as pressing **F6 (Add)**. Follow the steps beginning at step 4. on page 3-25.

Associate... To link to a window of help text that already exists somewhere within the Help system. Same as **F15 (Associate)**. Go to "Associating help text records" on page 3-40.

Capture... To copy portions of preexisting help text into this location. Same as **F8 (Capture)**. Not used by MAPICS XA.

F8=Capture
Not used by MAPICS XA.

F15=Associate
Lets you create an association record to link existing help text with a field, including changing answers to questions about scope.

4. To define help text scope:

A window appears with questions about scope for you to answer.

```

.....
:                               Help Scope                               :
:                               :                                         :
:   Is it specific to this function? (Y/N)   N :
:                               to this screen? (Y/N)   Y :
:                               to this user? (Y/N)     N :
: Does display depend on field content? (Y/N)   N :
:                               :                                         :
: F3=Exit   F12=Cancel                               :
.....

```

Note: The questions that appear here are determined by the **Ask questions?** column of User Configuration Detail window in ADMMUI. See "Help Configuration (details)" on page 2-11.

You can accept the defaults on this window or change them. Type any new values for Y (yes) or N (no) and then press **Enter**.

...Specific to this function? Does the help text for this field or screen appear only within this display file, or across all display files?

...Specific to this screen? Does the help text for this field or screen appear only on this screen or across all screens? A **Y** here implies a Y in **...Specific to this function?** MAPICS XA shipped MUI help text is defined as screen-specific.

...Specific to this user? Does the help text for this field or screen appear only for the user ID used to create it, or for all users?

...Depend on field content? (Field help text only) Does the help text for this field appear only for the current value in the field, or for all possible values? For example, help text about hazardous materials might only appear when certain item numbers are entered in Item Number.

This table shows the relationship between answers to these questions and the help text levels defined in "Help Levels Classification" on page 3-13:

These answers to the questions:			Produce help text at these levels:
...Specific to this function?	...Specific to this screen?	... Specific to this user?	
N	Y	Y	User Screen
N	Y	N	Site Screen
N/A	N/A	N/A	External Screen
Y	N	Y	User Function
Y	N	N	Site Function
N/A	N/A	N/A	External Function
N	N	Y	General User
N	N	N	General Site
N/A	N/A	N/A	General External

- If your user ID is configured to select the type of help text, continue on with step 5. on page 3-26.
- If you don't select the type of help text, but help text depends upon field content, skip to step 6. on page 3-26.
- Otherwise, skip to step 9. on page 3-29.

5. To select type of help:

The Help Type window appears.

```

:..... Help Type .....:
: 1=Select .....:
: Type Description .....:
: *NONE Application Help .....:
: 1 *STD Standard Help .....:
: *UIM Panel Group Help .....:
: *USRP User defined program .....:
: ..... Bottom .....:
: F3=Exit F24=More Keys .....:
: Choose a Help Type. ....:
:.....:

```

Select the type of help, and press **Enter**. The shipped default is *STD.

***NONE** No MUI Help functions. Used by MAPICS XA for applications with non-MUI help text. You cannot modify or append to this help text.

***STD** Standard. Use for standard MUI help text created by you.

- If help text depends upon field content, go to step 6. on page 3-26.
- Otherwise, skip to step 9. on page 3-29.

***UIM** Native AS/400 User Interface Manager help text. Use only for UIM help text created by you. Skip to step 11. on page 3-33.

***USRP** Calls user-defined program. Use for help text display programs created by you. Skip to step 10. on page 3-31

6. If help text depends on content:

- a. Before continuing, make sure that you are accessing help with the desired content already displayed in the field (or fields).

A window appears prompting you for the name or names of the fields.

```

.....
:           Field Name for Content           :
:                                           :
: First field name. . . . . _____ :
:                                           :
: Second field name . . . . . _____ :
:                                           :
: F3=Exit  F12=Cancel                      :
:.....

```

- b. Type the field names and press **Enter**.

First field name Name of the first field whose contents determine which help text appears.

Second field name (Optional) Name of the second field whose contents determine which help text appears.

If you don't know the name of the field, you can enter *DSP to go back to the application screen, place the cursor on the field, press **Enter** again, and the name is brought back for you. :

```

.....
:           Field Names for Content           :
:                                           :
: First field name. . . . . ITNBRX____ :
:                                           :
: Second field name . . . . . _____ :
:                                           :
: F3=Exit  F12=Cancel                      :
:.....

```

Then skip to step 9. on page 3-29.

7. To append to existing help text:

A window of help text appears

```

DATE **/**/**          OPEN ORDERS INQUIRY          SELECT  AMI1D1 C8
ITEM _____ WHSE ____
: Scan _____ :
:                :
:                :
: Type in the item number for which you want to :
: review open orders. Press F4 in this field to :
: search for the item number.                   :
:                :
:                : Bottom :
: F2=General Help  F3=Exit  F24=More keys      :
:                :
: F12=Cancel      F14=Modify  F24=More keys    :
:                :
: F15=Associate   F16=Scan   F24=More keys    :
:                :
: F17=Information F18=Move Window F24=More keys :
:                :
: F21=Print       F22=Window  F24=More keys    :
:                :
:                :
:                :

```

Decide whether you want the scope of the new help text (who sees it and where it will appear) to be the same or different from that of the window currently displayed.

- If the scope is the same, press **F14 (Modify)**. If a message appears that you are not authorized to these, use **F15 (Associate)**. Go to step 9. on page 3-29.
- If the scope is different, press **F15 (Associate)**. Go to step 8. on page 3-29.

F14=Modify

Displays the current help text and lets you add, change, or delete help text created by your company. To change text on another window for this field or screen, first go to that window and then press **F14**.

F15=Associate

Lets you create an association record to link existing help text with a field, including changing answers to questions about scope.

F16=Scan

Lets you search for text within the current help window. Type the text in Scan, press **F16**, and the window skips to the text.

F17=Information

Displays field characteristics (such as name, length, and description).

F18=Move (Move window)

Moves the current window to another part of the display so that you can see the application display underneath it. After pressing **F18**, move the cursor to the new location and press **Enter**.

F22=Help (or Window)

Toggles between the Help and Lookup windows associated with a field. If you are viewing field help text, you can press **F22** to see the Lookup window for that field. If you are viewing a Lookup search list of records, you can press **F22** to see field help text.

8. To change help text scope:

The List of Field Associations appears. (See step 1. on page 3-40 for an explanation of fields and function keys on this window.)

```

.....
:                               List of Field Associations                               :
:                                                                                       :
: Field . . . . . ITEM                                                               :
: 2=Modify   4=Delete   5=Display                                                    :
:                                                                                       :
: ----- Help ----- Lic  Description                                              :
:                                                                                       :
: _ ITEM     AMI1D1     A0001                Display AMI1D1                           :
: _                                                  :
: _                                                  :
: Position to. . . . . _____                                                  :
: 1=Select   5=Display                                                    :
: _          AMADKA     A0001                Display AMAKA1                           :
: _          AMADKA1    A0001                Display AMAKA2                           :
: _          AMADKC     A0001                Display AMAKC1                           :
: _          AMADKC1    A0001                :
: _ ITEM     AMQX3FM                Display AMQX3FM                               :
:                                                                                       :
:                                                                                       More... :
: F3=Exit   F5=Refresh   F6=Add   F11=View 2   F12=Cancel                          :
:                                                                                       :
.....

```

Press **F6 (Add)** to change the scope and add new help text. Go back to step 4. on page 3-25 and continue from there.

9. To enter standard MUI help text:

A text editor window appears.

- If you are modifying an existing help text record or appending to shipped help text, the window displays it.

```

.....
:                               Field Help Entering                               :
:                               ITEM                                               :
:                                                                                       :
: _____ :
: Type in the item number for which you want to _____ :
: review open orders. Press F4 in this field to _____ :
: search for the item number. _____ :
:                                                                                       :
:                                                                                       Bottom :
: F3=Exit   F5=Refresh   F6=Add   F24=More keys :
:                                                                                       :
: F12=Cancel   F14=Attribute   F24=More keys :
:                                                                                       :
: F15=Insert   F16=Line Deletion   F24=More keys :
:                                                                                       :
: F17=Information   F22=Help Deletion   F24=More keys :
:                                                                                       :
.....

```

- Place the cursor where you want to insert or change text, either before or after shipped help text. If you want to modify help text that appears in a second (or subsequent) help window, press **F13 (Next level)** to reach it.

- If you are adding a new help text record, the window contains blank lines, and you can type the text there. Use the **Page Down** and **Page Up** keys to enter additional lines.

```

.....
:           Field Help Entering
: ITEM_NUMBER _____ :
: _____ :
: _____ :
: _____ :
: _____ :
: _____ :
: _____ :
: _____ :
:                               More... :
: F3=Exit  F5=Refresh  F6=Add  F24=More keys :
: F14=Attribute  F15=Insert  F24=More Keys :
: F16=Line Deletion  F17=Information  F24=More Keys :
: F22=Help Deletion  F24=More Keys :
.....

```

Whether you are modifying or adding help text, type the new text or make your changes. Since the system deletes lines without entries, be sure to press the **Spacebar** at least once on any line you want to appear as a blank line.

When you are done, press **Enter**.

F14=Attribute

Lets you change the attributes (color, highlighting) of text. Go to step 10. on page 3-31

F15=Insert

Inserts blank lines above the current cursor position for you to enter additional text.

F16=Line Deletion

Deletes the line of help text where the cursor is placed.

F17=Information

Displays field characteristics (such as name, length, and description).

F22>Delete (Help Deletion)

Deletes current help text window from the database, after asking you to confirm that you do want to delete it.

This is an example of help text that has been appended to existing help text.


```

.....
:           Field Help Entering           :
:           ITEM                          :
:                                         :
: _____                             :
: Type in the item number for which you want to _____ :
: review open orders. Press F4 in this field to _____ :
: search for the item number. _____ :
:                                         :
: _____                             :
: Items numbers begin with the prefix WGT and _____ :
: any combination of letters and numbers. _____ :
:                                         :
: _____                             :
: F3=Exit  F5=Refresh  F6=Add  F24=More keys :
.....

```

This is an example of new help text that has been added. Note the blank space preserving the blank line between HAZARDOUS MATERIAL HANDLING INSTRUCTIONS and the number 1.

```

.....
:           Field Help Entering           :
: ITEM NUMBER _____                 :
:                                         :
: HAZARDOUS MATERIAL HANDLING INSTRUCTIONS: _____ :
:                                         :
: 1. _____                         :
: 2. _____                         :
: 3. _____                         :
: 4. _____                         :
: 5. _____                         :
:                                         :
: _____                             :
:                                         More... :
: F3=Exit  F5=Refresh  F6=Add  F24=More keys :
.....

```

10. How to change attributes:

Suppose you want to highlight a word in help text, such as the code WGT. To change its attributes, place the cursor in the space before where you want the highlighting to begin and press **F14 (Attribute)**.

```

.....
:           Field Help Entering           :
:           ITEM                          :
:                                         :
: Type in the item number for which you want to _____ :
: review open orders. Press F4 in this field to _____ :
: search for the item number. _____ :
:                                         :
: _____                             :
: Items numbers begin with the prefix WGT and _____ :
: any combination of letters and numbers. _____ :
:                                         Bottom :
: F3=Exit  F5=Refresh  F6=Add  F24=More keys :
.....

```

A list of choices appears. Select the attribute you want (for example, 22, high intensity or white) and press **Enter**.

```

.....
:           Attribute Selection           :
:                                       :
: 1=Select                               :
:                                       :
: _ 20 ABC grn                           :
: _ 21 ABC grn, reverse                   :
: 1 22 ABC high intensity or white      :
: _ 23 ABC high intensity, reverse       :
: _ 24 ABC grn, underl.                  :
: _ 25 ABC grn, underlined, reverse      :
: _ 26 ABC high intens., underlined     :
: _ 27 not display.                      :
: _ 28 ABC blink or red                  :
: _ 29 ABC blink or red, reverse        :
: _ 2A ABC blink, high intensity , red   :
:                                       :
:                                       More.. :
: F3=Exit  F12=Cancel                   :
: Select an attribute.                   :
.....

```

The window appears again with the new attribute. The attribute starts in the position after the cursor and continues through the end of the line.

```

.....
:           Field Help Entering           :
:           ITEM                          :
:                                       :
: Type in the item number for which you want to :
: review open orders. Press F4 in this field to :
: search for the item number.              :
:                                       :
: Items numbers begin with the prefix WGT and :
: any combination of letters and numbers.     :
:                                       Bottom :
: F3=Exit  F5=Refresh  F6=Add  F24=More keys :
.....

```

To highlight just the code WGT, change the attributes back to the old setting for the word and. Place the cursor in the space before where you want the old attributes to start, and press **F14** again.

```

.....
:           Field Help Entering           :
:           ITEM                          :
:                                         :
: Type in the item number for which you  :
: review open orders. Press F4 in this  :
: search for the item number.           :
:                                         :
: Items numbers begin with the prefix WGT and :
: any combination of letters and numbers. :
:                                         :
:                                         Bottom :
: F3=Exit  F5=Refresh  F6=Add  F24=More keys :
.....

```

This time you select normal emphasis (20, green) and press **Enter**. The window appears again with just the word **WGT** highlighted.

```

.....
:           Field Help Entering           :
:           ITEM                          :
:                                         :
: Type in the item number for which you  :
: review open orders. Press F4 in this  :
: search for the item number.           :
:                                         :
: Items numbers begin with the prefix WGT and :
: any combination of letters and numbers. :
:                                         :
:                                         Bottom :
: F3=Exit  F5=Refresh  F6=Add  F24=More keys :
.....

```

Return to step 9. on page 3-29 to enter more text, or press **Enter** and skip to step 13. on page 3-34.

11. To link your own UIM panel groups:

The Help Panel Reference window appears. Enter the name of the panel, its library, and module name. The panel group must already exist and be stored in that library.

```

DATE **/**/**           ITEM MASTER FILE MAINTENANCE    SELECT    AMVT01 NN

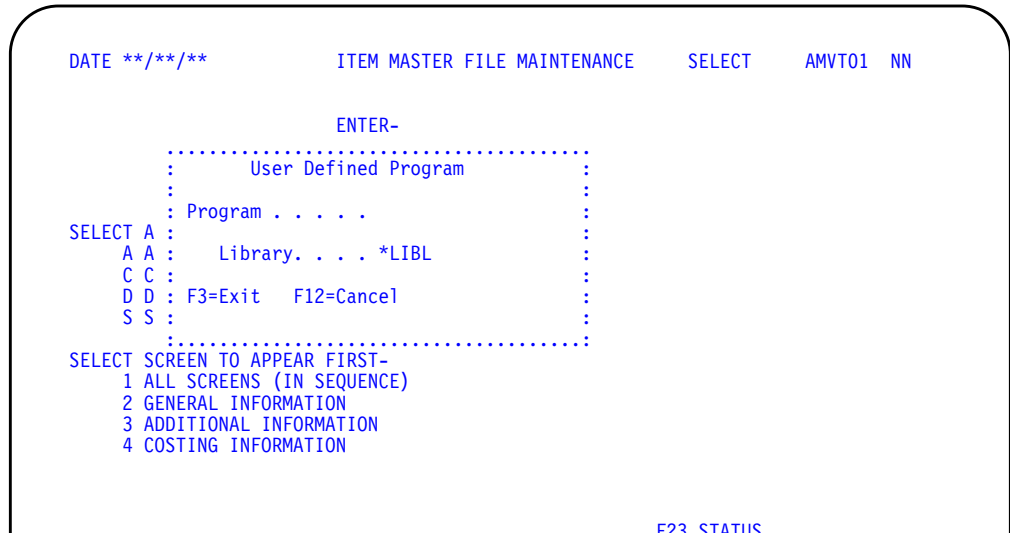
                                ENTER-
                                .....
                                Help Panel Reference
                                :
                                : Panel . . . . .
SELECT A :
  A A :   Library. . . . *LIBL
  C C :
  D D : Module name . . .
  S S :
    : F3=Exit  F12=Cancel
SELECT S :
  1 A : .....
  2 GENERAL INFORMATION
  3 ADDITIONAL INFORMATION
  4 COSTING INFORMATION

```

- Panel** Name of the UIM help text panel to be called.
- Library** Library where the panel resides.
- Module name** Module name (panel group) in which the panel resides.

12. To link your own user-defined help text programs:

The User Defined Program window appears. Enter the name of the user-defined program and its library. The program must already exist and be stored in that library.



Program Name of the user-defined program to be called to display and manage this help text.

Library Library where the program resides.

Note: A user-defined program for help text must receive the following five parameters, which may not be changed.

Parameter	Characters	Positions	Content	Length
P1	48	1-10	Display name	10
		11-20	Display library	10
		21-30	Field name	10
		31-32	Line and column	2
		33-33	Field type (I/O/B) I=Input, O=Output, B=Both	1
		34-35	Field length	4 binary
		36-36	Initial attribute	1
		37-38	Initial FFW	2
		39-48	Format name	10
P2	3566	1-2	Content length	2
		3-3566	Field contents	3564
P3	1	1	Flag	1
P4	1	1	Flag	1
P5	1	1	Flag	1

13. The system formats the paragraphs the way they will appear to users.

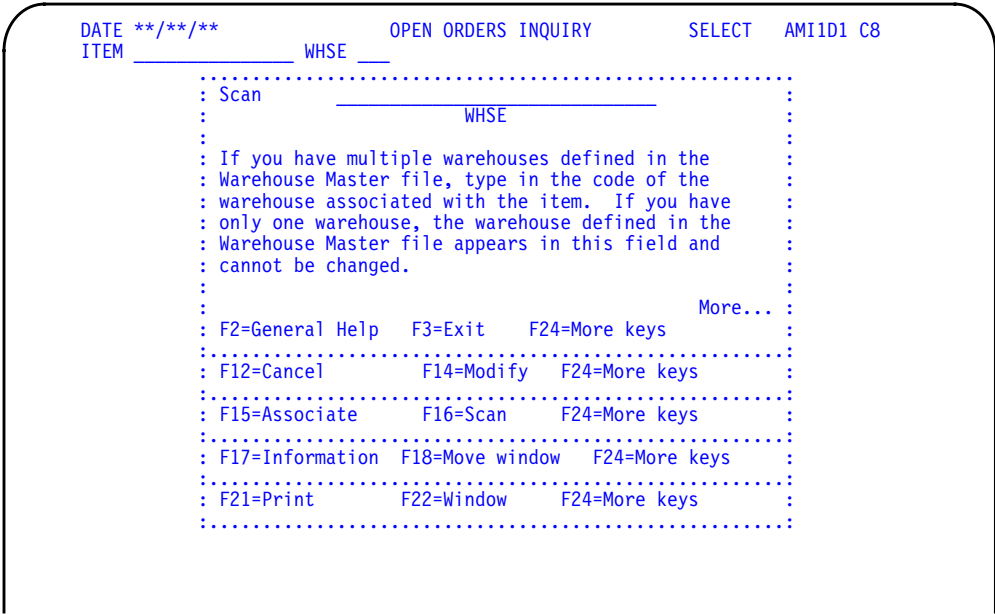
To make any further changes, repeat step 9. on page 3-29. Otherwise, press **Enter** to accept the modifications.

14. The Help window appears again, displaying the changes you made.

If the changes are defined as appearing within a second help window, press **F13 (Next level)** to see it.

Example 1

Let's return to the example of Widget Manufacturing. To create the first new window (site- and function-specific help for Warehouse), Widget first accesses the screen and presses **F1 (Help)** to display the shipped field help text.



Because they want to create help text at a different level from the shipped help text, they press **F15 (Associate)** to change the answers to questions about scope.

The List of Field Associations appears showing help text records linked to this location.

```

DATE **/**/**          OPEN ORDERS INQUIRY          SELECT  AMI1D1 NN
-----
:                               List of Field Associations
:
: Field . . . . . HOUSEX
: 2=Modify  4=Delete  5=Display
:
: ----- Help ----- Lic  Description
:
: HOUSEX    AMI1DFM1  B0001 WAREHOUSE
: HOUSEX    AMI1DFM  B0001 WAREHOUSE
: HOUSEX    AMI1BFM  A0001
:
: Position to. . . . .
: 1=Select  5=Display
:
:          AMADKA    A0001      Display AMAKA1
:          AMADKA1   A0001      Display AMAKA2
:          AMADKC    A0001      Display AMAKC1
:          AMADKD    A0001      Display AMAKD1
:
: F3=Exit   F5=Refresh F6=Add   F11=View 2  F12=Cancel
:
:-----
:                               F24 END OF JOB
  
```

They press **F6 (Add)** to change the scope for the new help text. The Help Scope window appears.

```

DATE **/**/**          OPEN ORDERS INQUIRY          SELECT  AMI1D1 C8
ITEM _____ WHSE ____
-----
:                               Help Scope
:
: Is it specific to this function? (Y/N)      N
:                               to this screen? (Y/N)      Y
:                               to this user? (Y/N)       N
: Does display depend on field content?      (Y/N) N
:
: F3=Exit   F12=Cancel
:
:-----
  
```

Since Widget defined the help text for Example 1 as Site Function, they answer **Y** to Function but **N** to Screen and User:

These answers to the questions:			Produce help text at these levels:
...Specific to this function?	...Specific to this screen?	... Specific to this user?	
Y	N	N	Site Function

```

:                               Help Scope
:
: Is it specific to this function? (Y/N)      Y
:                               to this screen? (Y/N)      N
:                               to this user? (Y/N)       N
: Does display depend on field content? (Y/N) N
:
: F3=Exit   F12=Cancel
:
:-----
  
```

The Help Type window appears. They choose *STD for standard MUI help text.

```

DATE **/**/**      OPEN ORDERS INQUIRY      SELECT      AMI1D1 NN
ITEM              WHSE B

:               Help Type               :
: 1=Select                               :
: Type Description                       :
: *NONE Application Help                 :
: 1 *STD Standard Help                   :
: *UIM Panel Group Help                  :
: *USRP User defined program             :
:                                         :
:                                         Bottom :
: F3=Exit   F24=More Keys                :
: Choose a Help Type.                    :
:                                         :
:-----:
F24 END OF JOB

```

A text editor window appears, and they enter the new help text.

```

DATE **/**/**      OPEN ORDERS INQUIRY      SELECT
ITEM _____ WHSE ____

:               Field Help Entering      :
: WAREHOUSE _____                  :
: Widget Manufacturing has only one warehouse:_____ :
: WGT   Widget Manufacturing Warehouse_____ :
: This field is display only and cannot be changed.____ :
: _____                             :
: _____                             :
: _____                             :
: _____                             More... :
: F3=Exit   F5=Refresh   F6=Add   F24=More keys :
:-----:

```

When they press **Enter**, the system formats the help text as it will be seen by users. They press **Enter** again and the new text is displayed in the same window as shipped help text, at the bottom.

```

: Scan   _____                  :
:               WHSE                  :
: If you have multiple warehouses defined in the :
: Warehouse Master file, type in the code of the :
: warehouse associated with the item. If you have :
: only one warehouse, the warehouse defined in the :
: Warehouse Master file appears in this field and :
: cannot be changed.                            :
: WAREHOUSE                                     :
: _____                             More... :
: F2=General Help   F3=Exit   F24=More keys :
:-----:

```

They can scroll down to see the rest.

```

: Scan
: Widget Manufacturing has only one warehouse:
:
:   WGT   Widget Manufacturing Warehouse
:
: This field is display only and cannot be changed
:
:
:
:
:                                     Bottom
: F2=General Help   F3=Exit   F24=More keys

```

Example 2

To create the second new window (the General Site help text for Warehouse), Widget again displays the shipped field help text and presses **F15 (Associate)**. Again, on the List of Field Associations, they press **F6 (Add)** to change the scope.

Since Widget defined the help text as general for the site, but not specific to a function, screen, or user, they answer **N** to all of the questions on the Help Scope window.

These answers to the questions:

...Specific to this function?	...Specific to this screen?	... Specific to this user?	Produce help text at these levels:
N	N	N	General Site

```

DATE **/**/**      OPEN ORDERS INQUIRY      SELECT  AMI1D1 C8
ITEM  _____  WHSE  _____

:                                     Help Scope
:
:   Is it specific to this function? (Y/N)      N :
:           to this screen? (Y/N)              N :
:           to this user? (Y/N)                N :
: Does display depend on field content? (Y/N)   N :
:
: F3=Exit   F12=Cancel

```

The Help Type window appears. They choose *STD for standard MUI help text.


```

DATE **/**/**      OPEN ORDERS INQUIRY      SELECT      AMI1D1 NN
ITEM                WHSE B

:                Help Type                :
: 1=Select                                :
: Type Description                        :
: *NONE Application Help                  :
: 1 *STD Standard Help                    :
: *UIM Panel Group Help                  :
: *USRP User defined program              :
:                                          : Bottom :
: F3=Exit  F24=More Keys                  :
: Choose a Help Type.                    :
:.....:
                                           F24 END OF JOB

```

The text editor window appears and they enter the help text.

```

DATE **/**/**      OPEN ORDERS INQUIRY      SELECT
ITEM _____ WHSE ____

:                Field Help Entering      :
: WAREHOUSE_____                        :
: WIDGET MANUFACTURING WAREHOUSE_____   :
: The Widget Manufacturing Warehouse is located_____ :
: at 123 Main Street, Anytown, GA 12345-6789._____ :
: Contact: John Doe (404) 555-4321_____   :
: Hours: Mon-Sat 6:00 am-6:00 pm_____   :
:                                          : More... :
: F3=Exit  F5=Refresh  F6=Add  F24=More keys :
:.....:

```

When they press **Enter**, the system formats the help text as it will be seen by users. They press **Enter** again and the help text (Window 1) appears again.

Here's how it looks when users actually request this help text:

```

DATE **/**/**          OPEN ORDERS INQUIRY          SELECT  AMI1D1 C8
ITEM _____  WHSE _____
: Scan _____  :
:                   WHSE :
:                   :
: If you have multiple warehouses defined in the :
: Warehouse Master file, type in the code of the :
: warehouse associated with the item. If you have :
: only one warehouse, the warehouse defined in the :
: Warehouse Master file appears in this field and :
: cannot be changed. :
: WAREHOUSE :
:                   More... :
: F2=General Help   F3=Exit   F24=More keys :
: .....

```

Since they defined the help text as appearing in Window 2, they press **F13 (Next level)** to see it.

```

: Scan _____  :
: WIDGET MANUFACTURING WAREHOUSE :
: The Widget Manufacturing Warehouse is located :
: at 123 Main Street, Anytown, GA 12345-6789. :
: : : : :
: Contact: John Doe (404) 555-4321 :
: : : : :
: Hours: Mon-Sat 6:00 pm-6:00 am :
: : : : :
: F2=General Help   F3=Exit   F24=More keys :
: : : : : Bottom : he :
: : : : : : have :
: : : : : : the :
: : : : : : :
: Warehouse Master file appears in this field and :
: cannot be changed. :
: : : : :
: : : : : More... :
: F2=General Help   F3=Exit   F24=More keys :
: .....

```

Associating help text records. Associating help text means to create a link (an association record) from a particular field or screen location to a help text record. You may find this method helpful to avoid duplicates of your own help text records used in more than one location, but **do not use it to modify the records for shipped MAPICS XA help text.**

1. When you answer **Y** to Associate existing help? or press **F15 (Associate)**, the List of Field Associations appears. This window lets you:
 - Select a help text record to link with this location, thereby creating a new field association.
 - Press **F6 (Add)** to create a new help text record to link with this location, with an opportunity to change the answers to questions about scope. In this case, you create both a new help text record and a new association record. Follow the steps shown in step 4. on page 3-25.

There are two views. The top part of View 1 identifies the field location and lists any association records already linked to it.

```

.....
:                               List of Field Associations
:
: Field . . . . . WKSID
: 2=Modify   4=Delete   5=Display
:
: ----- Help ----- Lic  Description
:
: -
: -
: -
:
    
```

For screen help text, the window is called the Associated screens list.

```

.....
:                               Associated screens list
:
: Screen . . . . . AMVT02
: 2=Modify   4=Delete   5=Display
:
: ----- Help ----- Lic  Description
:
:         AMVTOFM1  A0001                Display AMVT02
:
:
: Position to. . . . .
: 1=Select   5=Display
:
:         AMADKA   A0001                Display AMAKA1
:         AMADKA1  A0001                Display AMAKA2
:         AMADKC   A0001                Display AMAKC1
:         AMADKD   A0001                Display AMAKD1
:
: F3=Exit   F5=Refresh  F6=Add   F11=View 2  F12=Cancel
:
:
:                               Bottom
:
:                               More...
    
```

- Field** (Display only) The name of the field.
- (Option)** A number or character for the action you want to do, entered to the left of any item on the list.
- 2** Modify. Change the association record.
- 4** Delete. Delete the reference to the association record from the list and the record from the database.
- 5** Display. Display details about the association record.
- Help** Internal name of the help text record, made up of field name and/or screen name.
- Lic** License number for help text records. A0001 for shipped MAPICS XA help text; B0001 for help text created by your company.
- Description** Title of the help text.

The bottom part of View 1 lists existing help text records for which you can create association records, linking them to this location.

```

: Position to. . . . .
: 1=Select   5=Display
: -         AMADKA   A0001                Display AMAKA1
: -         AMADKA1  A0001                Display AMAKA2
: -         AMADKC   A0001                Display AMAKC1
: -         AMADKC1  A0001
: - WKSID   AMQX3FM                               WKSID
:
:                               More...
: F3=Exit   F5=Refresh  F6=Add   F11=View 2  F12=Cancel
:
:
:
    
```

- Position to** A value that allows you to skip to a particular entry in the list. Use it to quickly reposition the starting point of the list.
- When you enter a string of characters (a full or partial name), the list begins with the first entry matching those characters. If no entry matches, the list begins with the one immediately preceding the characters.
- (Option)** A number or character for the action you want to do, entered to the left of any item on the list.
- 1** Select. To select the help text record and include it within the list at the top, creating an association record.
 - 5** Display. To display the help text record.
- (Field)** Name of the field associated with this help text record. (Blank for screen help text.)
- (Screen)** Name of the screen associated with this help text record.
- *ALL** Associated with all screens
 - (Name)** Associated with this screen
- (Description)** Title of the help text record
- The top part of View 2 shows additional fields in place of Description.

```

.....
:                               List of Field Associations                               :
:                                                                                       :
: Field . . . . . WKSID                                                                :
: 2=Modify   4=Delete   5=Display                                                       :
:                                                                                       :
: ----- Help ----- Lic Type C Screen   Function   User                            :
:                                                                                       :
: -                                                                                       :
: -                                                                                       :
: -                                                                                       :

```

- Type** Type of help text linked to this location.
- *NONE** No MUI Help functions. Used by MAPICS XA for applications with non-MUI help text.
 - *STD** Standard. Used for standard MUI help text and MUI help text created by you.
 - *UIM** Native AS/400 User Interface Manager help text. Used only for UIM help text created by you.
 - *USRP** Calls user-defined program. Used for help text display programs created by you. See note about received parameters in "To link your own user-defined help text programs:" on page 3-34.
 - C** Content. Y (yes) or N (no). Whether help text depends upon field content.
- Screen** The screen where the help text record is linked.
- Function** The function (display file) where the help text record is linked.
- User** The user for whom the help text record is linked.

- Select the help text record you want to link, and press **Enter**. You can make more than one selection.

```

: Position to. . . . . _____ :
: 1=Select      5=Display :
: -            AMADKA   A0001      Display AMAKA1 :
: -            AMADKA1  A0001      Display AMAKA2 :
: -            AMADKC   A0001      Display AMAKC1 :
: -            AMADKC1  A0001      :
: | WKSID       AMQX3FM                WKSID :
: :                                     More... :
: F3=Exit  F5=Refresh  F6=Add  F11=View 2  F12=Cancel :
: .....:

```

- The screen appears again with your selections displayed in the list at the top. Press **Enter** to accept them.

```

: .....:
:                               List of Field Associations :
: :                               :
: Field . . . . . WKSID :
: 2=Modify      4=Delete      5=Display :
: :                               :
: ----- Help ----- Lic Description :
: :                               :
: | WKSID       AMQX3FM                WKSID :
: -            :                               :
: -            :                               :
: -            :                               :
: Position to. . . . . _____ :
: 1=Select      5=Display :
: -            AMADKA   A0001      Display AMAKA1 :
: -            AMADKA1  A0001      Display AMAKA2 :
: -            AMADKC   A0001      Display AMAKC1 :
: -            AMADKC1  A0001      :
: | WKSID       AMQX3FM                WKSID :
: :                                     More.. :
: F3=Exit  F5=Refresh  F6=Add  F11=View 2  F12=Cancel :
: .....:

```

- The help window appears, now associated with this location.

DATE **/**/**	OPEN ORDERS INQUIRY	SELECT	AMI1D1 C8
ITEM _____	WHSE ____		
: Scan _____ :			
: Workstation ID :			
: An identification number for the workstation :			
: environment. Use environment C8 for Widget :			
: Manufacturing Inventory Management. :			
: :			
: F2=General Help F3=Exit F24=More keys :			
::			

Contents	Index	Exit
--------------------------	-----------------------	----------------------

Chapter 4. Modifying lookup windows

MAPICS XA provides two ways to look up database (master file) information when searching for a record or a value to enter into a field:

- Master file search
- Lookup searches

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This chapter tells you how to configure the second of these, the MAPICS XA Lookup search function, and how to use it to create and modify additional field-related types of lookups.

Before beginning these tasks, make sure that:

- Your user ID has been authorized to modify lookups.
- You are modifying MUI lookups in an appropriate location.

For this information....	See this topic:	Page:
Locations where you can modify lookups.	"What you can modify"	1-3
How to authorize users and user groups.	"Users configuration"	2-5
How to tailor the shipped parameters in the APPTXT file for: - The Lookup function - The hot key and its menus.	"Changing MAPICS XA user interface commands"	A-1
Other ways to access calculator and calendar functions.	"Using the MUI hot key menus"	B-1
Note: The calculator and calendar available through the F4 Lookup function return values to fields, but the calculator and calendar available through the hot key menus do not.		

Information on how to use master file search and lookup search to query MAPICS XA files are also contained in the chapter "Using additional features" in *Getting Started with MAPICS XA*.

Overview

The MUI Lookup function provides four ways to look up or ask for information:

- Database lookups
- Calculator lookups
- Calendar lookups
- User-defined lookups

Suppose that you want to look up an item but can only remember that it is a finished item whose number begins with fin. Since a lookup search is shipped for **Item number**, you can easily find this information. You put your cursor within the field input area and press **F4 (Prompt)**. The Lookup dynamic selection window, Selections, appears.

```

DATE **/**/**          ITEM MASTER FILE          SELECT  AMVC11 C8
ITEM _____
:
:                      Selections                      :
:
:   And Description      Test  Value                  :
:   Or
:   ___ Description      ---  _____              :
:   and Item number     ---  _____              :
:   and Type            ---  _____              :
:   and Class           ---  _____              :
:   and Inv code       ---  _____              :
:
: F3=Exit  F5=Refresh  F12=Cancel                    :
: Enter your selection.                               :
:.....:

```

Item number and several other related fields have been defined for this lookup. The selection window lets you create as broad or narrow a search as you like, specifying a specific item description, a range of item numbers, or other combinations of related fields.

You say that you want Description to contain (ct) the word finished and Item number to contain (ct) the characters fin.

```

DATE **/**/**          ITEM MASTER FILE          SELECT  AMVC11 C8
ITEM _____

:-----:
:                Selections                       :
:                :                               :
:   And Description      Test Value              :
:   Or                  :                       :
:   ___ Description      ct   finished_____   :
:   and Item number     ct   fin_____         :
:   and Type            --- _____         :
:   and Class           --- _____         :
:   and Inv code        --- _____         :
:                :                               :
: F3=Exit  F5=Refresh  F12=Cancel               :
: Enter your selection.                         :
:-----:

```

Because you are able to specify values for more than one field at a time, you can find the information more quickly than you can with master file search.

Some fields that apply to different applications may have multiple lookups. You can delete any lookup associations you do not want.

A window appears containing a list of records in the Item Master File matching your search criteria.

```

DATE **/**/**          ITEM MASTER FILE          SELECT  AMVC11 C8
ITEM _____

:-----:
:                Selections                       :
:-----:
:                Item Master Search              :
:   Position to _____                       :
:   1=Select  5=Detail                           :
:   Item number  Description                      Type Class :
: 1 FINOCON     FINISHED ITEM ZERO                1           :
: _ FINOFOCON   FINISHED ITEM ONE                  1           :
: _ FINOFOUNC   FINISHED ITEM ONE                  1           :
: _ FINOUNC     FINISHED ITEM ZERO                 1           :
: F3=Exit  F12=Cancel  F14=Modify  F24=More keys   :
:-----:
: F15=Associate F17=Selection F18=Move F24=More keys :
:-----:
: F22=Help  F24=More keys                         :
:-----:

```

You then select the item record you want and bring its number back into the field.

DATE **/**/**	ITEM MASTER FILE	SELECT	AMVC11 C8
ITEM FINOCON _____			

How to view database lookups

Database lookups are queries specifically associated with, or linked to, input fields. You may also see them called lookup searches, lookups, or lookup windows because these queries are handled by the Lookup function and appear in windows within an application when users place the cursor in an input field and press **F4 (Prompt)**.

MAPICS XA provides database lookup windows for every field for which master file search is currently available. Lookups query the MAPICS XA database and return selected information to input fields. Database lookups are similar to the Query function on the AS/400.

Use the Lookup function by placing your cursor in a field and pressing **F4 (Prompt)**. Even though you may not always see **F4** listed on an application screen, you can use it with every field where you currently use master file search. You can also use it with other fields for which your company has defined new lookup searches.

Notes:

1. In Customer Order Management, **F4** accesses a unique search function. See the *Customer Order Management User's Guide* for details.
2. Depending on how your system is set up, some of the windows in this section may not appear, or may appear in a different order.

If more than one lookup exists for the field, the window, Available Windows, appears. Otherwise you skip this window and see the window Selections next.

```

DATE **/**/**          ITEM MASTER FILE          ADD          AMVT02 NN
                        -GENERAL INFORMATION-
ITEM AEG001            ENGR DRAWING            INVENTORY
DESCRIPTION

STOCKING UNIT OF .....
UNIT COST DEFAUL :      Available Windows      :
UNIT WEIGHT      :                               : URE
ORDER UNIT OF ME :      Select a window in the list : ATION
VENDOR-PRIMARY   :                               :
DEPARTMENT       :      1=Select                : SS
CARRYING RATE    :                               :
STD SETUP COST/L :      1 Item Search           :
STD BATCH QTY    :      Item Type Search        :
BILL OF LADING C :                               :
PURCHASE TAX IND :                               : Bottom :
SALES TAX INDICA :      F3=Exit   F5=Refresh   F24=More Keys :
PRINT ON SALES A :      F12=Cancel F15=Associate F23=Print  :
KIT EXTERNAL DOC :.....:
DATE LAST MAINTAINED          LAST MAINTAINED BY
                                F02 NEXT SCREEN
                                F15 NOTE TASKS
                                F18 REFRESH SCREEN
                                F19 RETURN TO SELECT

```

Select the lookup you want, and press **Enter**.

F15=Associate (Association)

Lets you create an association record to link an existing lookup record with a field, including changing answers to questions about scope.

F23=Print

Prints the contents of the window.

The Lookup dynamic selection window, Selections, appears.

```

DATE **/**/**          ITEM MASTER FILE          SELECT  AMVC11  CS
ITEM
.....
:                               Selections          :
:   And Description          Test  Value          :
:   Or                       :                   :
:   ___ Description          ___  _____      :
:   and Item number         ___  _____      :
:   and Type                 ___  _____      :
:   and Class                ___  _____      :
:   and Inv Code             ___  _____      :
:                               :                   :
:                               :                   :
: F3=Exit  F5=Refresh  F12=Cancel          :
: Enter your selection.                    :
:.....

```

Use the fields on this window to create as broad or as narrow a database search as you like. The more things you specify, the narrower the resulting list. The more things you leave blank, the broader the list. If you enter nothing, all records appear. Type any choices, and press **Enter**.

And/Or A code (and or or) used to combine search arguments. You can either search for instances where all search arguments are met (and) or search for instances where any one of the search arguments are met (or). The default is and.

Description (Display only) The names of the fields you can include in the search.

Test A code used in combination with Value to create a search query:

Enter this	...or this	Description
CT	blank	Contains (a value)
EQ	=	Equal to (a value)
NE	<>	Not equal to (a value)
GT	>	Greater than (a value)
LT	<	Less than (a value)
GE	>=	Greater than or equal to (a value)
LE	<=	Less than or equal to (a value)
RG	(no alternate)	Range of values (such as 1 17)
VL	(no alternate)	List of values (such as red green). If you need to group values as a single unit (such as 'light grey' 'dark green'), use either single (' ') or double quotes (" ") to show groupings.
WC	*	Wild card. What you enter in Value contains one or more wild card characters.

Value Text or values used in combination with Test to create a search query. Value can only be blank if Test is blank.

You can enter text in either lower case or upper case letters. You can enter blanks between two words by typing ' ' (singlequote blank

singlequote). You can also use either or both of these wild card characters:

- _ (Underscore) To replace a single character in a sequence.
- * (Asterisk) To replace more than one character in a sequence.

The system displays a list with the database records that match your search criteria.

```

DATE **/**/**          ITEM MASTER FILE          SELECT  AMVC11  CS
ITEM
:
: .....
: Position to          Item Master Search          :
: 1=Select  5=Detail          :
: Item number  Description          Type Class Inv Code :
: BRFLFT      BEDROOM FLOORING FEATURE          F  CI    1          :
: BTHFLFT     BATHROOM FLOORING FEATURE          F  CI    1          :
: KTLFT       KITCHEN FLOORING FEATURE          F  CI    1          :
: LIVFLFT     LIVING ROOM FLOORING FEATURE          F  CI    1          :
: F3=Exit  F12=Cancel  F17=Selection  F18=Move  F22=Help  +          :
: .....
:
: F24 END OF JOB

```

Use this list to select the information you want, or to see the record in greater detail. If the window blocks anything else you want to see on the original display, you can move the window by moving the cursor somewhere else and pressing **F18**.

Position to A field allowing you to skip down the list to a particular entry. Use it to quickly reposition the starting point of the list.

(Option) A number or character for the action you want to do, entered to the left of any item on the list.

1 Select. To select the record and bring its information back to the field on the original display.

5 Display. To display further details.

(Fields) Names of the fields in this lookup.

F17=Select (Selection)

Returns to the dynamic selection window for Lookup.

F18=Move (Move window)

Moves the current window to another part of the display so that you can see the application display underneath it. After pressing **F18**, move the cursor to the new location and press **Enter**.

If you don't find what you want on the list, press **F17** to return to the selection window and search further.

If you see **F6=Add**, someone in your company has created a function to add new records from this window. See "Characteristics" on page 4-33.

How to view other types of lookups

If other types of lookups have been defined for fields, you can select the one you want on the window, Available Windows.

Be aware, however, that the calculator and calendar available through the **F4 Lookup** function return values to fields, but the calculator and calendar tasks available through the hot key menus do not.

Calculator lookups

```

DATE **/**/**          ITEM MASTER FILE          ADD          AMVT02 NN
                        -GENERAL INFORMATION-
ITEM AEG001            ENGR DRAWING            INVENTORY
DESCRIPTION

STOCKING UNIT OF MEASURE          ITEM TYPE CODE
UNIT COST DEFAULT                .00000000    ITEM CLASS
UNIT WEIGHT
ORDER UNIT OF MEASURE CLASS      : R = Return of the value :
VENDOR-PRIMARY                   :                0       :
DEPARTMENT                        :
CARRYING RATE                     : MC   M+   M-   MR   :
STD SETUP COST/LOT                .0000 :
STD BATCH QTY                      1 : 7   8   9   /   Sqt : 1
BILL OF LADING COMMODITY CODE     :
PURCHASE TAX INDICATOR            : 4   5   6   X   %   : 0
SALES TAX INDICATOR               :
PRINT ON SALES ANALYSIS           : 1   2   3   +   sGn : 0
KIT EXTERNAL DOCUMENT PRINT OPTION :
DATE LAST MAINTAINED              : C   0   .   -   =   : 0
                        : F3=Exit  F24=More Keys :
                        : N
                        : ECT

```

To enter calculations, leave the cursor in the top left corner of the window and type any of the numbers or functions below. (Do not click on the calculator buttons in the window.) You can press the **Tab** key to return the cursor to the top left corner of the window.

0 through 9	Numbers 0 through 9
. (decimal point)	Decimal point
+ (plus sign)	Addition
- (minus sign)	Subtraction
x or * (asterisk)	Multiplication
/ (front slash) or : (colon)	Division
S	(Sqt) Square root
G	(sGn) Sign change
%	Percentage
M +	Memory plus
M -	Memory minus
MC	Memory clear
MR	Memory recall
= or Enter	To display the result

C	Clear. The first time C erases the previous entry. The second time C erases the current operation.
R	Return. Returns the displayed value to the input field on the display from which you requested the calculator function. Type R and then move the cursor to the displayed value and press Enter.

For example, when you type **10x20=** and press **Enter**, the result of your calculation (200) is displayed in the white area at the top.

The online calculator displays up to 20 digits: 11 integers and 9 decimals. If you enter more than 11 integers, a message warns you that the value is too large. If you calculate a value with more than 9 decimals, the additional decimal positions are truncated. If rounding is defined for this lookup, decimal values are rounded and returned, according to the decimal positions defined for the field.

Calendar lookups

```
DATE **/**/**          ITEM MASTER FILE          ADD          AMVT03 NN
                          -ADDITIONAL INFORMATION-
ITEM AEG001              INVENTORY
DESCRIPTION

MASTER SCHEDULE ITEM CODE          COMMISSION PERCENT          .000
RESOURCE NUMBER          RESOURCE PROFILE BUILD FLAG          N
PRODUCTION FAMILY PLANNER          DEMAND TIME FENCE          0
BASE PRICE EFFECTIVE DATE          07/25/95          BASE PRICE          .000

.....
:   JULY                1995          AUGUST                1995          SEPTEMBER              1995 :
:   M T W T F S S      M T W T F S S      M T W T F S S :
: 26                01 02 31      01 02 03 04 05 06 35      01 02 03 :
: 27 03 04 05 06 07 08 09 32      07 08 09 10 11 12 13 36      04 05 06 07 08 09 10 :
: 28 10 11 12 13 14 15 16 33      14 15 16 17 18 19 20 37      11 12 13 14 15 16 17 :
: 29 17 18 19 20 21 22 23 34      21 22 23 24 25 26 27 38      18 19 20 21 22 23 24 :
: 30 24 25 26 27 28 29 30 35      28 29 30 31                39 25 26 27 28 29 30 :
: 31 31
: F3=Exit   F12=Cancel   F13=Memo   F14=Modify   F24=More Keys
:
: F15=Associate   F19=Previous   F20=Next   F24=More Keys
:
: Place cursor on a date, then press ENTER
:
.....
                               F15 NOTE TASKS
                               F18 REFRESH SCREEN
                               F19 RETURN TO SELECT
```

Your calendar lookup may look different from the one shown here. This is because you can define calendar lookups in many different ways. For example, you can determine:

- The current year
- How many months appear at a time (one month, three months, and so on)
- Which days of the week appear (M-F, M-Sun, and so on)
- Which holidays are defined for your company and how they are highlighted
- Whether week numbers appear (shown here in the left-hand column)
- The increment of time to page backward and forward using **F19** and **F20** (one month, three months, and so on)

To select a date, move the cursor to the date you want and press **Enter**. The date is returned to the input field on the display from which you requested the calendar lookup.

F13=Memo

Allows you to enter a memo associated with a date. Place the cursor on the date and press **F13**. A window appears. Type the memo and press **Enter**. Press **F13** again to see the memo. You can enter memos from both calendar lookups and the hot key menus. However, each group of memos can only be viewed from the function in which it was created.

```

Basic functions... Utilities ....
:.....-ADDITIONAL INFORMATION-
: Basic functions : INVENTORY
: :
: Calculator :
: caLendar : CODE COMMISSION PERCENT .000
: : RESOURCE PROFILE BUILD FLAG N
: Notes entry : NNER DEMAND TIME FENCE 0
: noTes display : DATE 7/17/95 BASE PRICE .000
: :
: Product status : D :.....
: : : JULY 1995 :
: : : M T W T F S S : .0000
:.....
TAX C : Text of the Memo : .0000
SUPPL : Date: 17071995 :
: :
: Text : Holiday oserved locally :
DATE : :
: F3=Exit F12=Cancel F22=Delete :
: :
:.....
F15 NOTE TASKS
F18 REFRESH SCREEN

```

Displays calendar.

User program lookups

When you select *USRP (User-defined program), you see whichever non-MUI lookups have been defined by your company. See "User Lookup Programs" on page 4-43.

What you can modify

You can make these kinds of modifications to database lookup windows::

- Modify or delete the database lookups shipped with the product
- Create new database lookups
- Change which lookup window is first seen by users
- Change or delete the associations (links) between fields on application displays and the database lookup windows you create

In addition, you can create, modify, or delete your own::

- Calendar lookups
- Calculator lookups
- User program lookups
- Associations (links) between fields on application screens and the other types of lookup windows you create

When creating new lookups, you need to answer questions about scope similar to the ones you answer when you create help text:

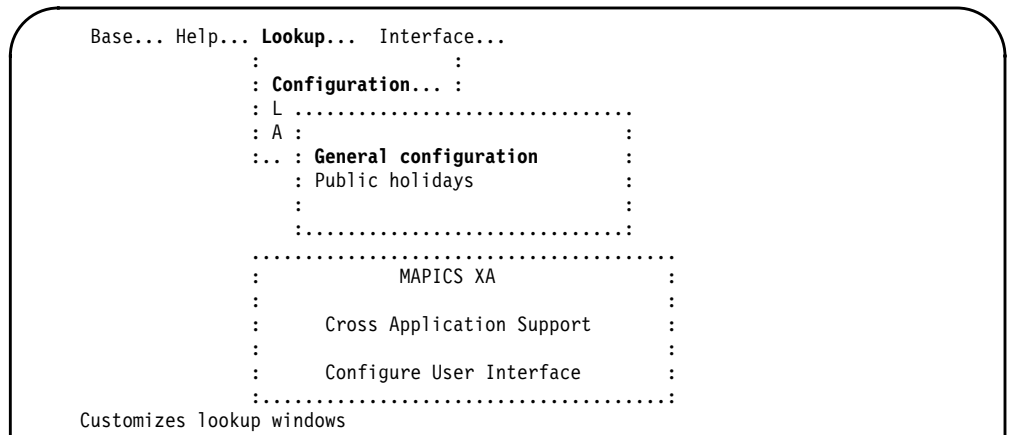
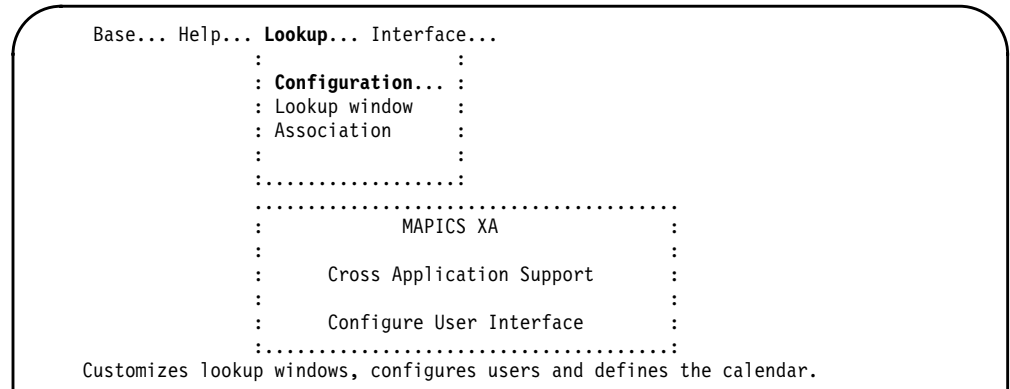
- What type of lookup is it (database, calculator, calendar, or user-defined program)?
- Who should see the lookup? Is it specific to a particular user?
- Where should they see it?
 - Is it specific to a particular display?
 - Is it specific to a particular MAPICS XA function (display file)?
 - Is it available throughout the product?

The Lookup function allows authorized users to perform these tasks directly within an application or from the MAPICS XA User Interface Menu. You can:

- Configure the Lookup function and manage lookup windows by accessing the MAPICS User Interface Menu (explained in "Tasks on the Lookup menu in ADMMUI" on page 4-13).
- Modify lookups by accessing the field and making changes (explained in "Modifying lookups within an application" on page 4-49).

| Tasks on the Lookup menu in ADMMUI

Use the tasks on the Lookup menu and its pulldowns to configure the Lookup function for your company.



Task	Menu path	Window(s)	Page
Configure Lookup function	Lookup Configuration General configuration	Lookup General Configuration	4-15
Define public holidays	Lookup Configuration Public holidays	Public Holidays Mgmt (code) List of Public Holiday codes Public Holiday Mgmt (list) Public Holiday Mgmt (detail) Confirm deletion	4-17 4-17 4-18 4-19 4-20
Manage lookup records	Lookup Lookup window	Choose a Window Type List of Windows Window Definition ...Menu bar ...Header information ...View 1 ...View 2 ...View 3 ...View 4 Window Definition (detail) ...View 1 ...View 2 Window Import Characteristics Join Files ...(Header) ...(List) ...(Fields) List of Fields Selections Association of the Window ...View 1 ...View 2 Window Copy Confirm deletion (field) Confirm deletion (lookup rec) Rename a Window Calculators Management Calendars Management User Lookup Programs	4-21 4-22 4-23 4-24 4-24 4-25 4-27 4-28 4-28 4-29 4-30 4-32 4-32 4-33 4-34 4-34 4-35 4-35 4-36 4-38 4-38 4-38 4-39 4-39 4-40 4-40 4-41 4-41 4-42 4-43
Manage association records (links)	Lookup Association	List of Lookup Associations Information on Association ...View 1 ...View 2 ...View 3	4-45 4-47 4-45 4-46 4-46

General Configuration

Use the menu choice General configuration to specify the general characteristics of lookup records using the Lookup General Configuration window.

Lookup General Configuration

```

Base... Help... Lookup... Interface...
:           :
: Configuration... :
: L ..... :
:           :
: .. : General configuration :
:     : Public holidays         :
:     :                           :
:     : ..... :
:           :
:           : Lookup General Configuration :
:           :                           :
:           : Function Definition *DSPF (*PGM/*DSPF) :
:           :                           :
:           : Selection Character for Windows . . . 1 :
:           :                           :
:           : Use of REFFLD. . . . N :
:           : Dynamic Selection : Default Value . . F :
:           :                           :
:           : Number of Lines by Default 22 :
:           :                           :
:           : Option Null Value *NONE_____ :
:           :                           :
:           : Edition Code by Default Z_____ :
:           :                           :
:           : F3=Exit F12=Cancel :
:           : ..... :
Customizes lookup windows

```

Warning:
The two settings you can change are **Selection character...** and **Dynamic selection...** **Do not change any of the other Lookup General Configuration settings. They are required to display MAPICS XA lookups.**

Function Definition (Protected) **Do not change the MAPICS XA setting of *DSPF.** The specific user activity associated with Lookup, defined as a program (*PGM) or a display file (*DSPF).

***PGM** Program
***DSPF** Display file

Selection Character... The code which users enter in the option code field on selection lists to make one or more selections. Users see the code displayed as x=Select, where x is the character you define here. The shipped default is 1 (1=Select), but you can change it.

Valid codes are the number 1, the letters A to Z, or blank. If the code is blank, no option code appears in the window,

and users can select only one choice by positioning the cursor on it and pressing **Enter**.

Use of REFFLD

(Protected) **Do not change the MAPICS XA setting of N.** Y (yes) or N (no). Whether lookups defined for a REFFLD-defined field are stored at the level of the REFFLD field.

Dynamic Selection...

A code to indicate how and when a dynamic selection window appears when users press **F4 (Prompt)**. The selection window (entitled Selections) allows users to tailor search queries. This code is the default only; you can choose another value when creating specific lookups. The shipped default is F (First), but you can change it.

F First. Users see the dynamic selection window first, allowing them to tailor their request.

Y Yes. Users see a list of records found first, but can access the dynamic selection window by pressing **F17 (Selection)**.

N No. No dynamic selection window appears. Users see only a list of records found.

Number of Lines...

(Protected) **Do not change the MAPICS XA setting of 22 for default number of lines.**

Option Null Value

(Protected) **Do not change the MAPICS XA setting of *NONE.**

Edition Code by Default

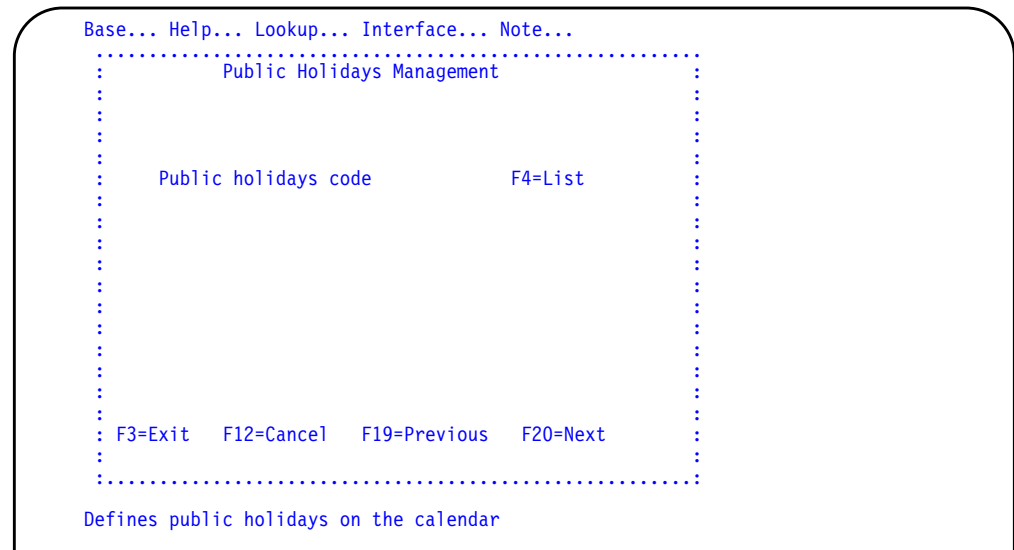
(Protected) **Do not change the MAPICS XA setting of Z.** Default edit code used in Lookup windows to display numeric fields without edit codes and edit words.

Public holidays

Use the menu choice Public holidays to set up a calendar with public holidays observed by your company. No public holiday codes are shipped, so you must create and define them for each country, company, or geographic area with unique holidays, as well as create individual holiday records for each calendar year.

Public Holidays Management (code)

Use this window to define codes for each group of public holidays. Enter a new code or press **F4** to select one from a list.



Public holidays code. A code for a group of holidays.

List of public holiday codes

This window appears when you press **F4** to see the list of existing public holiday codes. To select one, type **1** next to it and press **Enter**.

```

Base... Help... Lookup... Interface... Note...
:
:      Public Holidays Management
:
:      Public holidays code      List of public holiday codes
:      :      1=Select
:      :      Public Holidays Code
:      :      FRANCE
:      :      USA
:
:
:      Bottom
: F3=Exit  F12=Cancel  F19=P  F3=Exit  F24=More Keys
:
:      F5=Refresh  F12=Cancel
:
:
: Defines public holidays on the calendar

```

Public Holidays Management (list)

When you enter a new or existing public holiday code, the Public Holidays Management list appears. Use this list to maintain your lists of holiday records.

```

Base... Help... Lookup... Interface... Note...
:
:      Public Holidays Management
:
:      Public holidays code USA
:      Position to. . . . .
:      2=Modify  3=Copy  4=Delete  5=Display
:
:      Year  Day  Month  Name
:
:      20**  01  01  New Year's Day
:      20**  15  01  Martin Luther King's Birthday
:      20**  27  05  Memorial Day
:      20**  04  07  Independence Day
:      20**  02  09  Labor Day
:      20**  21  11  Thanksgiving Day
:      20**  22  11  Thanksgiving Friday
:      20**  25  12  Christmas Day
:
:      More...
: F3=Exit  F5=Refresh  F6=Add  F24=More Keys
:
: F12=Cancel  F19=Previous  F20=Next  F24=More Keys
:
: F21=Print  F24=More keys
:
:
: Defines public holidays on the calendar

```

- To add new holiday records, press **F6 (Add)**. A blank version of this list appears for you to enter records. After you type them and press **Enter**, the new records are added to the list.
- To modify existing records, enter one of the codes below in **(Option)**.
- To delete an entire public holiday code, delete all the dates within it.

Public holidays code (Display only) A three-position alphanumeric code standing for a group of holidays.

Confirm deletion

When you enter **4 (Delete)** next to holiday records, this window appears. Press **Enter** to confirm that you do want to delete the record or records, or press **F12** to cancel.

```
Base... Help... Lookup... Interface... Note...
: Confirm deletion :
: : :
: ENTER to confirm :
: F12 to cancel :
: Year Day Month Name :
: 4 20** 01 01 New Year :
: : :
: : :
: : :
: : :
: : :
: F12=Cancel :
: : :
```

Lookup Window

Use the menu choice **Lookup window** to perform administrative tasks on lookup windows.

```

Base... Help... Lookup... Interface...
:
: Configuration :
: Lookup window :
: Association :
:.....:
  
```

Choose a Window Type

Use this window to choose the window (lookup) type for which you want to perform administrative tasks.

```

Base... Help... Lookup... Interface...
:
: Configuration... :
: Lookup window :
:.....:
: Choose a Window Type :
: :
: 1=Select :
: :
: :
: *CALC Calculator :
: *DATE Calendar :
: 1 *FILE Database :
: *USRP User defined :
: :
: :
: F3=Exit F5=Refresh F24=More keys :
:.....:
Displays all lookup windows
  
```

(Option) A number or character for the action you want to do, entered to the left of any item on the list. Enter **1** to select a type of window. MAPICS XA ships *FILE database lookups only, but you can define other types.

- *CALC** Calculator lookup. Go to "Calculators Management" on page 4-41.
- *DATE** Calendar lookup. Go to "Calendars Management" on page 4-42.
- *FILE** Database lookup. Go to "List of Windows" on page 4-22.
- *USRP** User-defined program lookup. Go to "User Lookup Programs" on page 4-43.

List of Windows

This window lists all MAPICS XA lookup records, both those shipped with the product and those created by you. Each lookup has a header record and as many detail records as the fields defined in the lookup. The header records are stored in the file PLORXWF, and the detail records in file PLORXWD, in the AMFLIB* library.

Use this list as a shortcut to display, print, modify, or delete lookup records. If you want to create a new Lookup, or to create a new association to a Lookup, go to the display you want to associate and use **F4** to link the fields and display names.

```

.....
:                               List of Windows                               :
:                                                                           :
: Position to. . . . . _____ :                                       :
: ?=Description  A=Attach to *ALL  L=List of associations :                                       :
: 3=Copy  4=Delete  7=Rename      :                                       :
: ----- Window ----- Nr Lic      Title :                                       :
:                                                                           :
: _ ECPEDS    AMV77FM  A0001 EEC Delivery Terms code search_____ :                                       :
: _ EMPNO    AMPTUFM  A0001 Employee Master Search_____ :                                       :
: _ FMESS    AM65UFM  A0001 Standard Message Master Search_____ :                                       :
: _ GLANO    AMG50FM  A0001 General Ledger Master Search_____ :                                       :
: L ITNBR    AMVC1FM  A0001 Item Master File Search_____ :                                       :
: _ ITNBR1   AM603FM  A0001 Purchase Order Detail Search_____ :                                       :
: _ LCSTCX   AMV16FM  A0001 Landed Cost Master Search_____ :                                       :
:                                                                           :
:                                                                           : More... :
: F3=Exit  F5=Refresh  F6=Add  F12=Cancel  F24=More keys :                                       :
.....

```

Position to A value that allows you to skip to a particular entry in the list. Use it to quickly reposition the starting point of the list

(Option) A number or character for the action you want to do, entered to the left of any item on the list.

Note: Before modifying or deleting, make sure you are affecting only license number B0001 records.

- ?** Description. To display or modify the definition for this lookup record. Go to "Window Definition" on page 4-23.
- A** Attach to *ALL. To associate this lookup record with *ALL instances of the field. Takes you to "Window Definition" on page 4-23 with all fields blank and asks you to press **F8 (Field)** to select them.
- L** List of associations. To display a list of all association records for this lookup record. Go to "Association of the Window" on page 4-38.
- 3** Copy. To copy this lookup record to another. Go to "Window Copy" on page 4-39.
- 4** Delete. To delete this lookup record from the list and from the database. Go to "Confirm deletion (lookup record)" on page 4-40.
- 7** Rename. To change the name of this lookup record. Go to "Rename a Window" on page 4-41.

- Window** The field and display names associated with this lookup record.
- Nr Lic** License number. A0001: for shipped database lookups; B0001: for lookup records created by your company.
- Title** Title of the lookup window.
- F13=Repeat** Repeats the option in Option from where the cursor is to the end of the list but ignores any other options typed for items earlier in the list.

Window Definition

This window appears when you enter a **?** on the List of Windows or press **F14=Modify** within a lookup window. Use it view or define lookup records, both the basic header information, as well as details about the fields to be searched.

```

.....
: Window... Field...
:
: ITNBR AMVC1FM Window Definition
: File. . . ITEMAS Title . Item Master File Search_____
:
:
: 2=Modify 4=Delete 5=Display
:
:
: Sq Field List heading L D Entry Return Key :
: orde:
: _ 1 ITDSC Item description__ Y _ _____ :
: _ 2 ITNBR Item number_____ Y _ _____ Y _____ 1:
: _ 5 ITTYP Item type_____ Y _ _____ :
: _ 7 ITCLS Item class_____ Y _ _____ :
: _ 9 WHSLC Warehouse location__ Y _ _____ :
:
: F3=Exit F5=Refresh F8=File Fields F9=Cmd Line F24=More Keys :
:
: F10=Menu F11=View 2 F12=Cancel F13=Simulation F24=More Keys :
:
: F14=Dependent files F15=File F17=Fld F24=More Keys :
:
: F22=Delete Lines F24=More Keys :
:
.....

```

This window has a number of parts, which are discussed separately:

Area	Description	Page
Menu bar	Window and Field actions and their pulldowns	4-24
Header information	Identifies the record key	4-24
View 1	Basic definition	4-25
View 2	Positional data	4-27
View 3	Date formats, edit words, codes, and attributes	4-28
View 4	Order of key fields, options, and null values	4-28
Function keys	Explains the function keys	4-28

Scroll between Views 1-4 by pressing **F11**.

Menu bar. The menu bar on this window provides paths to additional functions. Choices are active only if a path is valid for a specific record.

Use the tasks on the Window pulldown to change defaults for the lookup record as a whole.

```

Window... Field...
.....
: Import      :
: Simulate    :
: _____ :
: Characteristics :
: Join        :
:.....

```

Import To replace the definition of this lookup record with that of another. See "Window Import" on page 4-32.

Simulate To display the lookup window as it will appear to users. When finished, press **F12**.

Characteristics To display or modify the characteristics of this lookup record. See "Characteristics" on page 4-33.

Joins To create join files, joining fields from more than one database file, by viewing a list and selecting the files to join. See "Join Files" on page 4-34.

Use tasks on the **Field** pulldown to change defaults for the fields within this lookup record.

```

Window... Field...
.....
: Choose fields :
: _____ :
: Selections    :
:.....

```

Choose fields To choose additional fields for this lookup record from a list of fields. See "List of Fields" on page 4-36.

Selections To subset the list of fields and then select additional ones for this lookup record. See "Selections" on page 4-38.

Header information. This area contains header information about the current lookup record.

```

: ITNBR      AMVC1FM  Title . Item Master File Search_____ :
: File. . . ITEMAS                                     :

```

- (Field)** (Display only) First part of the lookup record name, the name of the field associated with the lookup record.
- (Screen)** (Display only) Second part of the lookup record name, the name of the screen associated with the lookup record.
- Title** (Display only) Title of the lookup record window, as seen by users.
- File** Name of the database file to be searched by the lookup record. To change the file name, press **F4 (Prompt)** and select another file from the list of dependent files.

View 1. View 1 shows the basic definition of the lookup record.

```

: 2=Modify      4=Delete      5=Display      :
:
:   Sq  Field      List heading      L D Entry      Return      Key :
:
:   _   1 ITDSC      Item description__ Y _ _____ :
:   _   2 ITNBR      Item number_____ Y _ _____ Y _____ 1:
:   _   5 ITTYP      Item type_____  Y _ _____ :
:   _   7 ITCLS      Item class_____ Y _ _____ :
:   _   9 WHSLC      Warehouse location__ Y _ _____ :

```

- (Option)** A number or character for the action you want to do, entered to the left of any item on the list.

Note: Before modifying or deleting, make sure you are affecting only license number B0001 records.

2 Modify. To modify the parameters for this field. See "Window Definition (detail)" on page 4-29.

4 Delete. To delete this field from the lookup list. See "Confirm deletion (field)" on page 4-40.

5 Display. To display the parameters for this field. See "Window Definition (detail)" on page 4-29.

- Sq** Sequence number. A number showing the order that the fields are to be displayed within the lookup window.

Field Name of the field.

List heading A description of the field as it appears to users on lookup list windows. The name in the database file is the default, but you can change it here.

L List. Y (yes) or N (no). Whether the field appears on the list view of the lookup record.

D Detail. Y (yes) or N (no). Whether the field appears on the detail view of the lookup record. :

Entry Whether values from key fields are entered (imported) into the lookup from the application as input, and if so, from which sources they come.

Some examples:

- To find an employee number, import a specific company number to restrict the search to a particular company's employees.
- To find an item number, import the first few characters of an item to restrict the search to records beginning with those characters.

When more than one field is used for input (entry) parameters, the system combines all the characters of the values in a data string :sometimes called the data flow. The input (entry) data string is used to gather the values picked up from the application and bring them into the lookup. Only the key fields of the file can be used as input parameters.

Note: If the input data stream contains more characters than needed by the application screen, the characters are ignored.

Y Y (yes). Bring in the value currently in the field on the application display where the cursor is positioned.

Note: If you are bringing in values from more than one field, use the field names instead of Y, to be certain that characters from the desired fields are imported. Otherwise, the system imports the values from the fields after the current cursor position in the order indicated by the sequence number.

N or (blank) Do not bring in a value.

(Field name) Bring in the value currently in another field, whose internal name you enter here.:

Note: If you don't know a field name, enter ***DSP** in this field. The system returns you to the application display where you can position the cursor, press **Enter**, and have the field name returned here for you.

(Constant) Import a constant (absolute) value you enter here into the lookup from the key field where the cursor is currently positioned. May be up to 8 alpha- or 10 numeric characters. This value is added to the data flow regardless of the current cursor position.

***DTAnnn** Import data from the data area named in I/O DTAARA in View 2, starting with position nnn and continuing for the length of the field.

***LDAnnn** Import data from the local data area, starting with position nnn and continuing for the length of the field.

Return Whether field values are exported (returned or outputted) to the application from the lookup, and if so, which ones. Limited to 10 fields.

Some examples:

- When you select a particular invoice, return the amount of the invoice back to the corresponding field on the application display.
- When you select a customer record, return all components of its address back to the corresponding fields on the application display.

When more than one field is used for the output (return) parameters, the system combines all the characters of the values in another data string. The output data string is used to distribute the resulting values back to the application display. Because the fields are filled sequentially, you must define the fields in the lookup in the order you want to return them back on the application display.

Note: If the output data flow does not contain enough characters for fields on the application screen, blank or null characters are used. If more characters are used than needed, the extra characters are ignored. If the last character does not match with the last character of a field, the end is filled with blank or null characters.

Y Yes. Return the values to the field on the application display where the cursor is positioned.

N or (blank) No. Do not return values.

(Field name) Return the value to another field, whose internal name you enter here.:

Note: If you don't know the field name, enter ***DSP** in this field. The system takes you to the application display where you can position the cursor, press **Enter**, and have the field name returned here for you.

(Constant) Return a constant (absolute) value you enter here into the field on the application display where the cursor is currently positioned.

***DTAnnn** Export data to the data area named in I/O DTAARA in View 2, starting with position nnn and continuing for the length of the field.

***LDAnnn** Export data to the local data area, starting with position nnn and continuing for the length of the field.

Key order Whether a field is a key field and if so, the order in which it appears.

(Blank) Field is not a key field.

(Number) A number for the order in which the key field appears in relation to other key fields in the lookup record.

View 2. View 2 contains an additional definition of each field and any substrings, as well as the name of the data area referenced in View 1.

Sq	Field	Detail Heading	T	Len	D	Substring Pos	Len	DTAARA
1	ITDSC	Item description_____	A	7		2	6	_____
2	ITNBR	Item number_____	A	15		1	15	_____
5	ITTYP	Item type_____	A	3		1	3	_____
7	ITCLS	Item class_____	S	3	0	1	3	_____
9	WHSLC	Warehouse location__	A	2		1	2	_____

Detail heading A description of the field, as it appears to users on lookup detail windows.

T Type of field.

- A** Alphanumeric
- B** Binary
- P** Packed
- S** Signed

Lng Field length.

D If numeric, number of decimal positions.

Substring To use a substring of the field in this lookup, enter its internal database starting position and length here.

Pos Position within the field where the substring begins.

Lng Length of the substring.

DTAARA Name of the data area used in Entry and Return in View 1 for input or output parameters.

View 3. View 3 shows information about date formats, edit words, edit codes, and attributes.

Sq	Field	Date Format	Edit Word	Co	At
		Internal External			

Date format If a date field, the internal date format used by the system and the external date format seen by users. Choices are:

- *DMYY** 8 characters (4 for the year), Day, Month, Year
- *MDYY** 8 characters (4 for the year), Month, Day, Year
- *YYMD** 8 characters (4 for the year), Year, Month, Day
- *DMY** 6 characters (2 for the year), Day, Month, Year
- *MDY** 6 characters (2 for the year), Month, Day, Year
- *YMD** 6 characters (2 for the year), Year, Month, Day

Edit word AS/400 edit word of the field (numeric fields only).

Co AS/400 edit code of the field (numeric fields only).

At Field attributes. Press **F4** to see a list of valid codes. (See also step 9. on page 3-29).

View 4. View 4 shows information about order of key fields and options for null values.

Sq	Field	List Heading	Key	---- Option if Null Value ----
			Order	Option Value

Key order If there is more than one key field, a number for the sequence in which they appear. Blank if not a key field.

Option if Null Value What option and value to use if the field can sometimes be null, or not appear.

Function keys.

```

: F3=Exit    F5=Refresh    F8=File Fields    F9=Cmd Line    F24=More Keys    :
:.....:
: F10=Menu    F11=View 2    F12=Cancel    F13=Simulation    F24=More Keys    :
:.....:
: F14=Dependent files    F15=File    F17=F1d    F24=More Keys    :
:.....:
: F22=Delete Lines    F24=More Keys    :
:.....:

```

F8=Fields (File Fields)

Displays a list of fields in the file, from which you can make selections.

F9=Command line (Cmd Line)

Displays an AS/400 command line for you to enter commands.

F13=Simulation

Displays the lookup window as it will appear to users.

F14=Dependent files

Displays the Window Creation list of dependent files:

```

.....
: Window Creation:                               File selection      :
: Library:      *LIBL      Object VENNAM      Type: *FILE      :
:                               Number of selections allowed:      1 :
: 1=Select      5=Display      Number of selections realised:      :
: Object      Library      Type      Reduced text      :
:                               :                               :
: _ VENNAM      *LIBL      *FILE      M7X 03311 VENDOR MASTER      :
: _ VENNAMLO    AMFLIB8    *FILE      M7X 03311 VENDOR MASTER BY VEN :
: _ VENNAMS0    AMFLIB8    *FILE      M7X 03388 VENDOR MASTER UPDATE :
: _ VENNAMS1    AMFLIB8    *FILE      M7X 03388 VENDOR MASTER RETRIE :
: _ VENNAMS2    AMFLIB8    *FILE      M7X 03388 VENDOR MASTER BY VEN :
: _ VENNAMS3    AMFLIB8    *FILE      M7X 03388 VENDOR MASTER BY COU :
: _ VENNAMS4    AMFLIB8    *FILE      M7X 03388 VENDOR MASTER BY POR :
: _ VENNAMS5    AMFLIB8    *FILE      M7X 03388 VENDOR MASTER BY STA :
: _ VENNAMS6    AMFLIB8    *FILE      M7X 03388 VENDOR MASTER BY TRA :
:                               :                               :
: F3=Exit      F12=Cancel  F11=View 2      :
.....

```

F15=File

Allows you to change the name of the file to any of the following:

- (Name)** A specific file name.
- (generic name)** Part of a file name entered using asterisks (*) as wildcard characters.
- *ALL** Wildcard value to display all database files.
- *OPENED** Wildcard value to display all opened database files.

You can also press **F4 (Prompt)** with the cursor on this field to display the list of all dependent files.

F17=Fld (Field)

Displays information about the field.

F22=Delete (Delete Lines)

Deletes this lookup record from the database after asking you to confirm that you do want to delete it.

Window Definition (detail)

This window appears when you choose option 2 or 5 to display or modify details about a field within a lookup record on the Window Definition window.

It contains further details about the Window Definition window. There are two views. Scroll between them by pressing **Page Up** and **Page Down**.

See also "Window Definition" on page 4-23 for explanations of common fields.

View 1.

```

.....
:                               Window Definition                               :
:   Window ITNBR1   AM603FM           File. . . POITEM                       :
:   Title . Purchase Order Detail Search           Sequence. 2                 :
:   Field name . . . . ITNBR           Substring                               :
:   Field type A,B,P,S . A           Beginning pos. . . . 1                 :
:   Length . . . . . 15           Length . . . . . 15                       :
:   Number of decimals .           Apply the substring                       :
:   Seq. if key field. . 2           to parameters. . . . Y                 :
:                                                                           :
:                                                                           :
:   List: label. . . . Item           Display Y                             :
:   Detail: label. . . . Item         Display Y                             :
:   Input parameter. . . . . . . . . . . . . . . . . . . . . . . . . . . . :
:   Output parameter . . ITNBR1       I/O Dtaara                             :
:                                                                           :
:                                                                           :
:   F3=Exit   F12=Cancel               More ...                             :
:                                                                           :
:                                                                           :
:   .....
Configures all lookup windows.

```

- Window** (Display only) Name of the lookup record, consisting of the field and screen name.
- File** (Display only) Database file to be searched by the lookup record.
- Title** (Display only) The title of the lookup window, as seen by users.
- Sequence** Sequence number. A number showing the order that the fields are to be displayed within the lookup window. This number also controls the sequence of the input and output parameters.
- Field name** Field name as it appears in the file.
- Field type** Type of field.
 - A** Alphanumeric
 - B** Binary
 - P** Packed
 - S** Signed
- Length** Length of the field.
- Number of decimals** Number of decimals if the field contains a numeric number. Blank for non-numeric fields.
- Seq. if key field** Sequence if key field. If there is more than one key field, a number for the sequence in which they appear. Blank if not a key field.
- Substring** Whether a field substring is used in the lookup. Blank for no substring used.
 - Beginning position** Position within the field where the substring begins.
 - Length** Length of the substring.

Apply the substring to parameters Y (yes) or N (no).

Whether the substring will be applied as an input and/or output parameter.

List: label

Label when the field is displayed on list windows.

Display

Y (yes) or N (no). Whether or not the field is displayed on the list view of the lookup record.

Detail: label

Label when the field is displayed on detail windows.

Display

Y (yes) or N (no). Whether or not the field is displayed on the detail view of the lookup record.

Input parameter

Whether and how a key field is used as an input (entry) parameter from the application to the lookup.

Y The value in the field will be used as an input parameter.

(Field name) The value contained in the named field will be used as an input parameter.

(Constant) Import a constant (absolute) value you enter here into the lookup from the key field where the cursor is currently positioned.

***DTAnnn** Data from the data area named in I/O DTAARA will be used as an input parameter, starting with position nnn and continuing for the length of the field.

***LDAnnn** Data from the local data area will be used as an input parameter, starting with position nnn and continuing for the length of the field.: (You can also enter the value *DSP at execution time to select a field on the screen.)

Output parameter

Whether and how a key field is used as an output (return) parameter from the lookup back to the application display.

Y The value is returned to the field from which the window has been activated.

(Field name) The value is returned to the field whose name you specify here.

(Constant) A constant (absolute) value you enter here will be returned to the field on the application display where cursor is currently positioned.

***DTAnnn** The value will be returned to the data area named in I/O DTAARA, starting with position nnn and continuing for the length of the field.

***LDAnnn** The value will be returned to the local data area, starting with position nnn and continuing for the length of the field.

I/O DTAARA

The name of the data area to be used for Input parameter and Output parameter.

View 2.

```

.....
:                               Window definition                               :
:   Window ITNBR1      AM603FM      File. . . POITEM      :
:   Title . Purchase Order Detail Search      Sequence. 2      :
:   Field name . . . . . ITNBR      :
:   :
:   Selection : Convert min -> CAP . N      Include in the list? Y :
:   :
:   Internal date fmt      External date fmt      :
:   :
:   Edit word. . . . .      :
:   :
:   Edit code. . . . .      :
:   :
:   Attribute. . . . . 20 ABC      :
:

```

Selection...Convert min -> CAP Y (yes) or N (no). Whether lowercase letters are converted to uppercase at the selection level.

Include in the list Y (yes) or N (no). Whether the field is displayed on the dynamic selection window.

Internal date fmt If a date field, the internal date format used by the system. Choices are:

- *DMYY 8 characters (4 for the year), Day, Month, Year
- *MDYY 8 characters (4 for the year), Month, Day, Year
- *YYMD 8 characters (4 for the year), Year, Month, Day
- *DMY 6 characters (2 for the year), Day, Month, Year
- *MDY 6 characters (2 for the year), Month, Day, Year
- *YMD 6 characters (2 for the year), Year, Month, Day

External date fmt If a date field, the external date format seen by users. Same choices as Internal date format.

Edit word AS/400 edit word of the field (numeric fields only).

Edit code AS/400 edit code of the field (numeric fields only).

Attribute Field attributes. Press **F4** to see a list of valid codes. (See also step 9. on page 3-29).

Window Import

This window appears when you choose **Import** from the Window pulldown on the Window Definition window (shown in "Menu bar" on page 4-24).

Use it to replace the current window with another.

```

.....
:           Window Import           :
:                                     :
: From . . . . _____ A0001    :
:                                     :
:                                     :
: To . . . . . ECCUDS___ AMV77FM___ A0001 :
:                                     :
: F3=Exit  F12=Cancel              :
:                                     :
.....

```

The current field and display names are displayed in **To**. Enter the new names in **From**.

Characteristics

This window appears when you choose **Characteristics** from the Window pulldown on the Window Definition window (shown in "Menu bar" on page 4-24).

Use it to define characteristics not accessible from Views 1-4 of the Window Definition window.

```

.....
:           Characteristics           :
:                                     :
: Window VNDNR    AMV77FM  Vendor Master Search_____ :
:                                     :
: File   VENNAM   Member *FIRST  Library   *LIBL       :
:                                     :
: Fields number for positioning. . 1  Number of lines. . :
: Dynamic selection authorized .   F  Number of columns. :
:                                     Initial position:   Line number. . . :
: Type of presentation _           Column number. . .   :
:                                     :
: Adding command:                               :
: _____ :
: _____ :
:                                     :
: F3=Exit  F12=Cancel  F15=File                :
:                                     :
.....
Displays the characteristics of the lookup window

```

- Window** Name of the lookup record.
- (Title)** Title of the lookup record.
- File** Database file to be searched by the lookup record.:
- Member** Name of the file member to display in the window. MAPICS XA uses the default, *FIRST, for the first member.
- Library** Name of the library or *LIBL for the file in the library list to display in the window.
- Fields number for positioning** The number of fields making up **Position to** when displaying lookup records in the window. Typically this number is one,

but "List of Lookup Associations" on page 4-45 shows an example where two fields are used.

Number of lines The number of lines making up the lookup window. Must be from 1 to 22. Use this field to change window depth.

Dynamic selection authorized Whether users are able to use the dynamic selection window to limit a lookup search by entering various kinds of selection criteria. This parameter can also be set in the Lookup General Configuration window. The shipped default is F (First), but you can change it.

F First. Users see the dynamic selection window first, allowing them to tailor their request.

Y Yes. Users see a list of records found first, but can access the dynamic selection window by pressing **F17 (Selection)**.

N No. No dynamic selection window appears. Users see only a list of records found.

Number of columns The number of columns making up the lookup window. Must be from 40 to 70. Use this field to change window width.

Initial position Coordinates for the initial upper left corner of the lookup window.

Line number Line number for the upper left corner.

Column number Column number for the upper left corner.

Type of presentation An option to suppress blank lines.

C Compact. Window will be displayed in compact form, with blank lines deleted.

S Standard. Window will be displayed normally, retaining blank lines.

Adding command Command to be called when the user presses **F6 (Add)** to add a record. If a user searches for a particular record using the Lookup function and does not find it, you can use this field to link to a program created by your company to add it.

See step 14. on page 4-58 for the steps to define the parameters passed to and received by this program.

Join Files

This set of windows appear when you choose **Join** from the Window pulldown on the Window Definition window (shown in "Menu bar" on page 4-24).

The windows allow you to create a join file record, made up of joins between two database files and their fields.

Join Files (header). Use this window to specify header information about the join file.


```

.....
:           Join Files           :
:                               :
: Join file. . . . . _____ :
:                               :
: Library . . . . . _____  :
:                               :
: F3=Exit                       :
:                               :
.....

```

Join file Name of the join file to be created.

Library Name of the library in which the join file is to reside. For MAPICS XA, must be AMFLIB*.

Join Files (list). Use this window to define the two files to be joined.

```

.....
:           Join Files           :
:                               :
: Join file. . . . . CHJOIN     xxxxxx :
:                               :
: ?=Junction fields   4=Delete   :
:                               :
: File      Origin      :
:           file        :
: _ PCUST_____ :
: _ PINV_____ PCUST :
:                               :
: F3=Exit   F5=Refresh   F24=More keys :
:                               :
.....

```

Join file (Display only) Name of the join file to be created.

(Library name) (Display only) Name of the library in which the join file resides.

(Option) A number or character for the action you want to do, entered to the left of any item on the list.

? Junction fields. To select the field records for this join file from a list. Go to "(Join Fields)" on page 4-35.

4 Delete. To delete this field record from the list and from the database after confirming that you do want to delete it.

File Names of the files to be joined.

If you don't know the names, you can press **F4** to list all files in the library list. Enter XXX* to display a list of files beginning with XXX or enter *OPENED to display a list of all opened files.

Origin file If applicable, name of the origin file for the file listed at left.

(Join Fields). Use this window to define the fields in the join file. For each pair of files that will be joined, enter the field(s) common to the files. They do not need to have the same name, but they must have the same definition.

```

.....
:  CHJOIN                               :
:  PINV          PCUST                   :
:  Position to . . . . _____       :
:  4=Delete                               :
:                                         :
:  - Junction fields                     :
:                                         :
:  _ CSTNU_____ NUCLI_____          :
:  _____                             :
:  _____                             :
:  _____                             :
:                                         :
:  F3=Exit   F5=Refresh   F24=More keys :
.....

```

- (Join file)** Name of the join file to be created.
- (Library name)** Name of the library in which the joint file resides.
- (File 1)** First file to be joined.
- (File 2)** Second file to be joined.
- Position to** A value that allows you to skip to a particular entry in the list. Use it to quickly reposition the starting point of the list.
- Junction fields** Number of joined operations.
- (Option)** A number or character for the action you want to do, entered to the left of any item on the list.
 - 4** Delete. To delete this field record from the list and from the database after confirming that you do want to delete it.
- (Field 1)** First field to be joined.
- (Field 2)** Second field to be joined.

List of Fields

This window appears when you press **F8 (Fields)** or select **Choose fields** on the Field pulldown on the Window Definition window (shown in "Menu bar" on page 4-24).

Use it to select fields for the lookup from a list.

```

DATE **/**/**          ITEM MASTER FILE    SELECT    AMVC11 CO
.....
:                               List of Fields                               :
:                               :                                               :
: File. . . . . ITEMAS    Library . . . . *LIBL                               :
: Description . . ITEMASEC                                         :
:                               :                                               :
: 1=Select    5=Display                                           :
:                               :                                               :
: Format      Rcd Len Dec  Description                                         :
: / Field    / Key      Type                                                  :
: 1 ITNBR    K      15   A ITEM NUMBER                                         :
: RECID      1      1   A RECORD IDENTIFIER                                     :
: INVFG      2 0 S   2   S INVENTORY FLAG                                       :
: LOLEV      2 0 S   2   S LOW LEVEL CODE                                       :
: NOSLC      3 0 P   3   P NUMBER SINGLE LEVEL ASSEMBLY COMPONENTS           :
: NOPWU      5 0 P   5   P NUMBER OF PARENT ASSEMBLIES WHERE USE:           :
: NODET      7 0 P   7   P NUMBER OF ADD'L ROUTING DESCRIPTIONS             :
: NOROP      3 0 P   3   P NUMBER OF ROUTING OPERATIONS                     :
:                               :                                               :
:                               More...                                         :
: F3=Exit    F12=Cancel  F13=Repeat                                           :
.....

```

File Name of database file whose fields are displayed.

Library Name of library in which the file resides.

Description Description of the database file.

(Option) A number or character for the action you want to do, entered to the left of any item on the list.

- 1** Select. To choose the field.
- 5** Display. To display information about the field.

Format/Field Name of the field or record.

Rcd/Key The type of information in the previous column.

- R** Record in the file
- K** Key field to the file
- blank** A field which is not a key to the file

Len Field length.

Dec For numeric fields, the number of decimal positions. 0 for fields with no decimal positions. Blank for non-numeric fields.

Type Type of field.

- A** Alphanumeric
- B** Binary
- P** Packed
- S** Signed

Description Name of the field as seen by users.

F13=Repeat

Repeats the value in Option from where the cursor is to the end of the list but ignores any other options typed for items earlier in the list.

Selections

This window appears when you choose **Selections** on the Field pulldown on the Window Definition window (shown in “Menu bar” on page 4-24).

Use it to create a subset of the list of fields and then select additional ones for this lookup record.

```

.....
:                          Selections                          :
:                                                                :
: Equal keys number N      Unique Keys *NONE                   :
: Sq And Description      Test Value                           :
: Or                                                                :
:                                                                :
:                                                                :
:                                                                :
:                                                                :
:                                                                :
:                                                                :
:                                                                :
:                                                                :
:                                                                :
:                                                                :
:                                                                :
:                                                                :
:                                                                :
:                                                                :
:                                                                :
:                                                                :
: F3=Exit  F5=Refresh  F11=View 2  F12=Cancel                 :
:                                                                :
:                                                                :
.....

```

- Equal keys number** Number of equal keys to display in the lookup window.
- Unique keys** Number of unique keys.
- Sq** Sequence number. A number showing the order that the fields are to be displayed within the lookup window.
- And/Or** A code (and or or) used to combine search arguments.
- Description** The names of the fields you can include in the search.
- Test** A code used in combination with Value to create a search query.
- Value** Text or values used in combination with Test to create a search query.

Association of the Window

This list appears when you choose option L (**List of Associations**) on the List of Windows. The list shows lookup associations (links) for this field, both those shipped with the product and those created by you. Use this list to view associations you have already created. The list has two views.

View 1. View 1 lists the association records by screen, function, user, and license number.

```

.....
:               Association of the Window               :
:                                                       :
: Window ITNBR1   AM603FM   A0001                       :
:           Purchase Order Detail Search                :
:                                                       :
:  Field      Screen      Function  User      Lic.      :
:  _ ITNBR1   AM6031     AM603FM   *ALL      A0001      :
:                                                       :
:                                                       :
:                                                       :
:                                                       :
: F3=Exit    F5=Refresh  F11=View 2  F24=More keys  :
:                                                       :
.....
    
```

Window The lookup record for which associations are shown.

- (Field) Name of the field
- (Screen) Name of the screen
- (License) License number. A0001 for shipped database lookups. B0001 for lookups records created by your company.
- (Title) Title of the lookup record.

Field Fields associated with this lookup record.

Screen Screens associated with this lookup record.

Function Functions associated with this lookup record.

User User IDs associated with this lookup record.

Lic. License number for the field record associated with this lookup. A0001 for shipped database lookups. B0001 for lookup records created by your company.

F23=Print
 Prints the contents of the window.

View 2. View 2 lists conditions under which the association occurs.

```

:  Field      ----- Condition of display ----- :
:           Field      cd value                       :
:  _ ITNBR1                                       :
:
    
```

Condition of display If the association depends upon the contents of a field, list that information here.

- Field** Name of the field whose value is tested.
- cd** Code. Same as Test on the lookup dynamic selection window.
- value** Same as Value on the lookup dynamic selection window.

Window Copy

This window appears when you choose option 3 (Copy) on the List of Windows. Use it to copy one lookup record to another.

```

.....
:                               Window Copy                               :
:                               :                                         :
: From . . . . . ECCUDS___ AMV77FM___ A0001                             :
:                               :                                         :
:                               :                                         :
: To . . . . . _____ _____ A0001                               :
:                               :                                         :
: F3=Exit  F12=Cancel                                                  :
:                               :                                         :
.....

```

The current field and screen names are displayed in **From**. Enter the new names in **To**.

Confirm deletion (field)

This window appears when you enter option code 4 (Delete) next to one of the fields on the Window Definition window. Use it to confirm or cancel a request to delete a field from the lookup.

Press **Enter** to delete the field or **F12** to cancel and return to the previous window.

```

.....
:                               Confirm deletion                               :
:                               :                                         :
:                               :                                         :
: Press ENTER to confirm your choice to delete                          :
: Press F12 to modify your choice.                                       :
:                               :                                         :
:   Sq  Field      Detail Heading      T Len D  Substring  DTAARA  :
:                               Pos   Len   :                               :
: 4    7 VSTAC     Vendor state code    A    2    1     2    :
:                               :                                         :
:                               :                                         :
: F12=Cancel                                                            :
:                               :                                         :
.....

```

Confirm deletion (lookup record)

This window appears when you choose option 4 (Delete) on the List of Windows. Use it to confirm or cancel a request to delete a lookup record from the list and from the database.

Note: Before deleting, make sure you are affecting only license number B0001 records.

Press **Enter** to delete the record or **F12** to cancel and return to List of Windows.

```

.....
:                               Confirm deletion                               :
:                                                                           :
:                                                                           :
: Press ENTER to confirm your choice to delete                             :
: Press F12 to modify your choice.                                         :
: ----- Window ----- Nr Lic           T i t l e                       :
:                                                                           :
: 4 ECCUDS      AMV77FM      A0001 Transport Code Search                   :
:                                                                           :
:                                                                           :
: F12=Cancel                                                                :
:                                                                           :
.....

```

Rename a Window

This window appears when you choose option 7 (Rename). Use it to rename a lookup record.

```

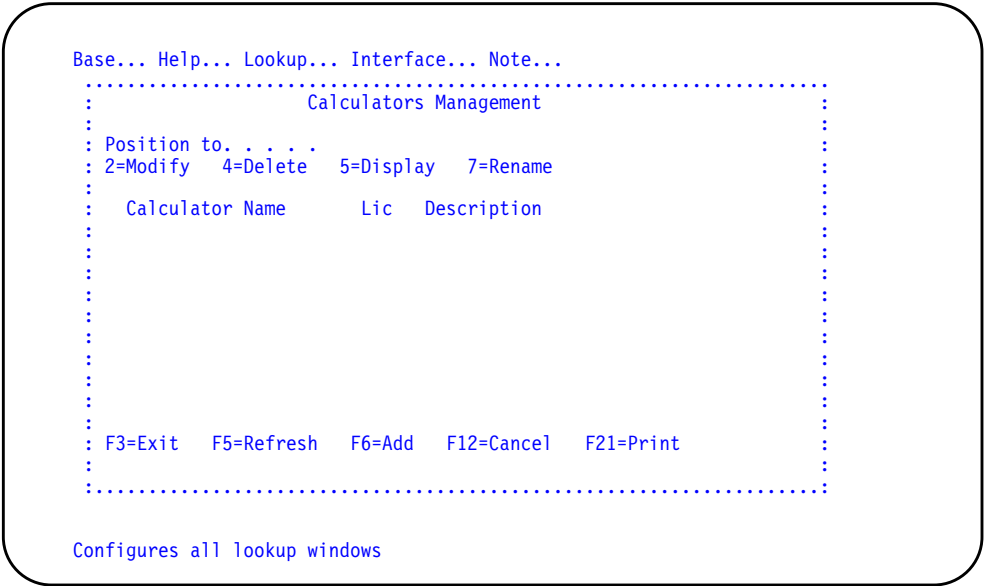
.....
:                               Rename a Window                               :
:                                                                           :
: From . . . . ITNBRI__ AM603FM__ A0001 :
:                                                                           :
: To . . . . . _____ _____ A0001 :
:                                                                           :
: F3=Exit  F12=Cancel                                                       :
:                                                                           :
.....

```

The current field and screen names are displayed in **From**. Enter the new names in **To**.

Calculators Management

This window appears when you choose *CALC on Choose a Window Type. Use to create and modify calculator lookups.



Position to A value that allows you to skip to a particular entry in the list. Use it to quickly reposition the starting point of the list.

(Option) A number or character for the action you want to do, entered to the left of any item on the list.

- 2** Modify. To modify this lookup record.
- 4** Delete. To delete this lookup record from the list and from the database.
- 5** Display. To display details for this lookup record.
- 7** Rename. To change the name of this lookup record.

Calculator Name Name of this calculator lookup record.

Lic License number. B0001 for lookup records created by your company.

Description Description of the calculator lookup record.

Calendars Management

This window appears when you choose *DATE on Choose a Window Type. Use to create or modify calendar lookups.

Note: If you want a standard calendar to appear when users request a calendar from the hot key menu, create one here called STANDARD CALENDAR. The program searches first for the calendar defined in the user's Lookup configuration (explained on page 2-14). If blank, it searches next for one called STANDARD CALENDAR. If that record does not exist, it uses the default current month calendar.


```

Base... Help... Lookup... Interface... Note...
      :
      : Configuration... :
      :
      :----- Calendars Management -----:
      : Position to. . . . .:
      : ?=Description  4=Delete  7=Rename   :
      :
      :   ---- Calendar  ---- Lic  Description :
      :   STANDARD CALENDAR  B0001 Standard Calendar :
      :
      :
      :
      : F3=Exit  F5=Refresh  F6=Add  F12=Cancel  F21=Print :
      :-----:

```

Position to A value that allows you to skip to a particular entry in the list. Use it to quickly reposition the starting point of the list.

(Option) A number or character for the action you want to do, entered to the left of any item on the list.

- ? Description. To display details for this lookup record.
- 4 Delete. To delete this lookup record from the list and from the database.
- 7 Rename. To change the name of this lookup record.

Calendar Two-word name of this calendar lookup record.

Lic License number. B0001 for lookup records created by your company.

Description Description of the calculator lookup record.

User Lookup Programs

This window appears when you choose *USRP on Choose a Window Type. Use it to create or modify the lookup records to call non-MUI user programs. View 1 lists the program name:

```

Base... Help... Lookup... Interface... Note...
      :
      : Configuration... :
      :
      :----- User Lookup Programs -----:
      : Position to. . . . .:
      : ?=Parameters  3=Copy  4=Delete  7=Rename:
      :
      :----- Window ----- Description           Display:
      :                                                                Program:
      :                                                                :
      :                                                                :
      :                                                                :
      :                                                                :
      :                                                                :
      : F3=Exit  F5=Refresh  F6=Add  F11=View 2  F12=Cancel  F21=Print:
      :
      :-----:
      : Configures all lookup windows
  
```

View 2 shows the license number:

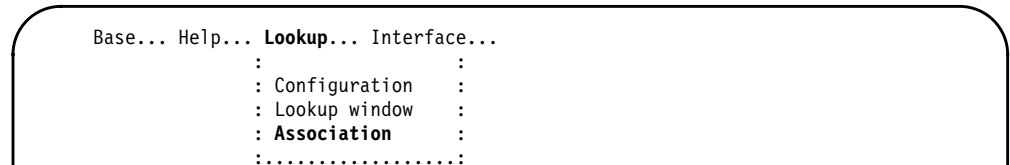
```

Base... Help... Lookup... Interface... Note...
      :
      : Configuration... :
      :
      :----- User Lookup Programs -----:
      : Position to. . . . .:
      : ?=Parameters  3=Copy  4=Delete  7=Rename:
      :
      :----- Window ----- Description           License:
      :                                                                :
      :                                                                :
      :                                                                :
      :                                                                :
      :                                                                :
      :                                                                :
      :                                                                :
      :                                                                :
      :                                                                :
  
```

- Position to** A value that allows you to skip to a particular entry in the list. Use it to quickly reposition the starting point of the list.
- (Option)** A number or character for the action you want to do.
 - ?** Parameters. To display or define parameters for this lookup record. See step 14. on page 4-58.
 - 3** Copy. To copy this lookup record.
 - 4** Delete. To delete this lookup record from the list and from the database.
 - 7** Rename. To change the name of this lookup record.
- Window** Name of this lookup record.
- Description** Description of this lookup record.
- Display Program** The program called to display and manage this lookup record.
- License** License number. B0001 for lookup records created by your company.

Association

Use the menu choice Association to maintain lookup associations.



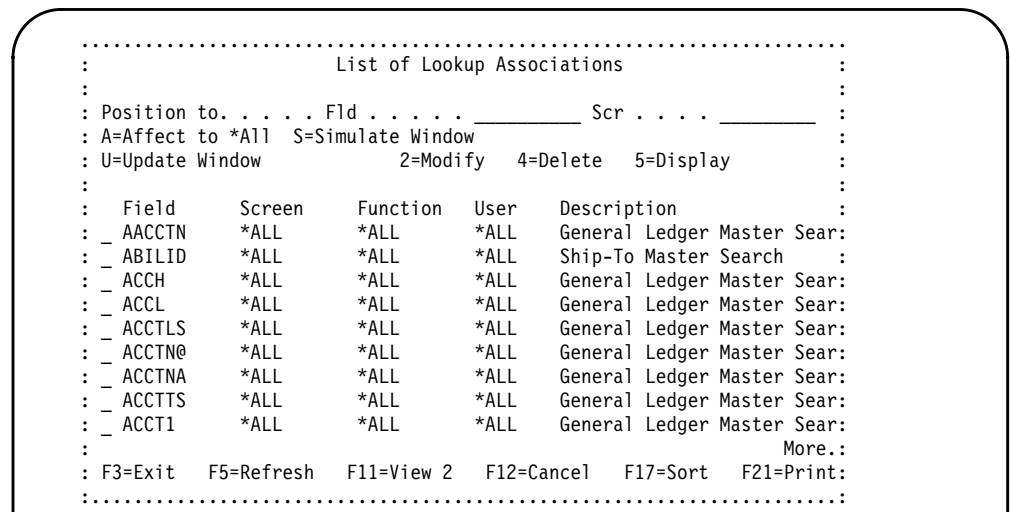
The links between lookups and individual field locations on application screens are records in the association file called PLORELA in the AMFLIB* library. Associations allow lookup records to be used in more than one location, saving disk space and the work of maintaining lookup information.

List of Lookup Associations

Use the List of Associations as a shortcut to view, modify, or delete associations you have already created. Using option codes, you can also access the lookup records themselves.

- You cannot use this list to create a new association record. To do that, go to the location where you want the link to occur, and create the association there.
- You should not use the list to delete association records for shipped lookups, but you can view them and modify the records.

View 1. View 1 shows the lookup associations and their descriptions.



Position to Values used to reposition the starting point of the list. You enter values from the first two columns into **Fld** and **Scr**. In the example shown, you enter either a field name, a screen name, or both.

(Option) A number or character for the action you want to do, entered to the left of any item on the list.

- A** Affect to *ALL. To associate the lookup window with all screens, functions, and users.
- S** Simulate Window. To simulate the lookup windows as seen by users.
- U** Update Window. To modify the lookup record and its association record. See "Window Definition" on page 4-23.
- 2** Modify. To modify the association record only. See "Information on Association (lookup)" on page 4-47.
- 4** Delete. To delete the lookup record and its association record from the list and from the database, after confirming that you really want to do it.
- 5** Display. To display the association record only. See "Information on Association (lookup)" on page 4-47.

Field Name of the field associated with this lookup record.

Screen Name of the screen associated with this lookup record.

- *All** Associated with all screens
- (Name)** Associated with this screen

Function Name of the function associated with this lookup record (typically equivalent to a display file).

- *All** Associated with all functions
- (Name)** Associated with this function

User Name of user associated with the lookup record.

- *All** Associated with all users
- (Name)** Associated with this user

Description Title of the lookup record, as seen by users.

F17=Sort

Lets you resort the records in a multi-column list. Place the cursor in the column you want to use for sorting and press **F17**. The list is resorted according the values in that column.

View 2. View 2 substitutes the internal name and license number for the description.

:	Field	Screen	Function	User	-----	Lookup	-----	Lic. :
:	_ AACCTN	*ALL	*ALL	*ALL	GLANO	AMG50FM	A0001:	
:	_ ABILID	*ALL	*ALL	*ALL	SHIPD	AM65FFM	A0001:	
:	_ ACCH	*ALL	*ALL	*ALL	GLANO	AMG50FM	A0001:	
:	_ ACCL	*ALL	*ALL	*ALL	GLANO	AMG50FM	A0001:	
:	_ ACCTLS	*ALL	*ALL	*ALL	GLANO	AMG50FM	A0001:	
:	_ ACCTN@	*ALL	*ALL	*ALL	GLANO	AMG50FM	A0001:	
:	_ ACCTNA	*ALL	*ALL	*ALL	GLANO	AMG50FM	A0001:	
:	_ ACCTTS	*ALL	*ALL	*ALL	GLANO	AMG50FM	A0001:	
:	_ ACCT1	*ALL	*ALL	*ALL	GLANO	AMG50FM	A0001:	
:								More.:

Lookup Two-part internal name of the lookup window.

Lic. License number. A0001 for shipped database lookup records. B0001 for lookup records created by your company.

Information on Association (lookup)

This window appears when you enter an option code to display or modify the association record for this lookup.

```

.....
:                                     Information on Association
:                                     :
: Fld . . . . . ITNRF _____ :
: Scr . . . . . *ALL _____ :
: Function . . . . *ALL _____ :
: User . . . . . *ALL _____ :
: Association license A0001      :
:                                     :
: Type. . . . . *FILE           :
:                                     :
: Lookup . . . . . ITNO_____ AMVC1FM__ :
:                                     :
:                                     :
: Lookup license . . A0001      :
:                                     :
: Description . . . . Item Master Search :
:                                     :
: F3=Exit  F12=Cancel          :
:.....

```

Fld Field. Name of the field associated with this lookup record.

Scr Name of the screen format associated with this lookup record.

***ALL** Associated with all screens
(Name) Associated with this screen

Function Name of function associated with the lookup record (typically a display file).

***ALL** Associated with all functions
(Name) Associated with this function

User Name of user associated with the lookup record.

***ALL** Associated with all users
(Name) Associated with this user

Association license License number of the association record for this lookup. A0001 for shipped database lookups. B0001 for lookup records created by your company.

Type Type of lookup

***CALC** Calculator lookup

***DATE** Calendar lookup

***FILE** Standard database lookup

***USRP** User-defined program lookup

Lookup Two-part internal name of the lookup window.

Lookup license License number. A0001 for shipped database lookups. B0001 for lookup records created by your company.

Description Title of the lookup record, as seen by users.

Modifying lookups within an application

MAPICS XA provides shipped database lookups for every field for which master file search is available. The Lookup function also enables you to create other types of lookups for any appropriate field. This section tells you how to:

- Create new lookups and later modify them
- Modify the lookups shipped with the product
- Associate lookup records with new locations

It assumes that you have been given full authority to create, modify, or delete and that any configuration tasks have been completed.

Creating and modifying lookup records

1. Sign on to the MAPICS XA application and go to the location (display file, screen, or field) where you want the lookup to occur.
2. Place the cursor on the input area and press **F4 (Prompt)**.
3. What happens next depends upon whether a lookup window or windows have already been defined for this location:
 - If more than one lookup has been defined, a selection list appears. Go to step 6. on page 4-52.
 - If only one lookup has been defined, the window for that type of lookup appears.
 - Database** Go to step 7. on page 4-52.
 - Calculator** Go to step 12. on page 4-55.
 - Calendar** Go to step 13. on page 4-56.
 - User Pgm** Go to step 14. on page 4-58.
 - Otherwise, a window appears with questions about how you want to create the new lookup.

```

.....
: There is no window associated with this field.      :
: Do you want to create a window? (Y/N)              Y :
: or                                                  :
: Do you want to associate existing window? (Y/N)    N :
:                                                    :
:                                                    :
:                                                    :
: F3=Exit  F6=Add  F12=Cancel  F15=Associate        :
.....

```

Note: Another way to tell if lookup windows are linked to a field is to use the hot key menus. See "Fields with lookup" and "Fields without lookup" on page B-11.

- Answer **Y** to one of the two questions. The shipped default is Y to create a window.

Create...

To define a new lookup window. This is the same as pressing **F6 (Add)**. Continue on to step 5. on page 4-51.

Associate...

To link to a lookup window that already exists (either a shipped lookup or one that you have created). Same as **F15 (Associate)**. Go to "Associating lookup records" on page 4-61.

F6=Add

Prompts you to add a new lookup, including letting you change the answers to questions about scope.

F15=Associate (Association)

Lets you create an association record to link an existing lookup record with a field, including changing answers to questions about scope.

4. To define lookup scope::

If your system is configured to define more than one type of lookup (Type of Lookup is Y on the User Configuration Detail window, as explained in "Lookup Configuration (details)" on page 2-14), the Choose Window Type window appears.

```

.....
:   Choose Window Type.           :
:   :                             :
: 1=Select                       :
:   :                             :
:   :                             :
:   :                             :
: _ *CALC Calculator              :
: _ *DATE Calendar               :
: 1 *FILE Database               :
: _ *USRP User program           :
:   :                             :
:   :                             :
:                               Bottom :
: F3=Exit  F5=Refresh  F24=More keys :
:.....

```

Enter **1** (Select) in Option to select one of the lookup types. The shipped lookups are *FILE database lookups only, but you can create and modify other types.

If multiple lookups exist, you see a selection list. Go to step 6. on page 4-52. Otherwise you see the window for that type of lookup:

- Database** Go to step 7. on page 4-52.
- Calculator** Go to step 12. on page 4-55.
- Calendar** Go to step 13. on page 4-56.
- User Pgm** Go to step 14. on page 4-58.

5. To define lookup scope:

A window appears with scope questions for you to answer.

```

.....
:                               Window Scope :
:   :                                       :
: Is it specific to this function? (Y/N)   Y :
:           to this screen? (Y/N)         N :
:           to this user? (Y/N)           N :
:   :                                       :
:   :                                       :
: F3=Exit  F12=Cancel                       :
:.....

```

Note: The questions that appear here are determined by the Ask questions? column of the detail window for Lookup Configuration in ADMMUI. See "Lookup Configuration (details)" on page 2-14 for details.

Most MAPICS XA shipped database lookups are defined as screen- and function-specific. The lookups you create can have any scope.

You can accept the defaults on this window or change them. Type any new values and then press **Enter**.

...Specific to this function? Should this lookup appear just in this display file, or in all display files?

...Specific to this screen? Should this lookup appear only on this screen, or on all screens? A Y here implies a Y in...Specific to this function?

...Specific to this user? Should this lookup appear only for the user ID of the person creating it, or for all users?

6. To select available lookups:

If more than one lookup window has been defined for this location, a list appears for you to make a selection.

```

.....
:           Available Windows           :
:                                       :
:   Select a window in the list         :
:                                       :
:   1=Select                             :
:                                       :
:   1 Item master search                 :
:   _ Item type search                   :
:                                       :
:   F3=Exit   F5=Refresh   F24=More keys :
:.....

```

Enter **1** (Select) next to the lookup you want. The window for that lookup appears:

Calculator Go to step 12. on page 4-55.

Calendar Go to step 13. on page 4-56.

Database Go to step 7. on page 4-52.

User Pgm Go to step 14. on page 4-58.

7. To create or modify a database lookup:

The Lookup dynamic selection window appears.

DATE **/**/**	ITEM MASTER FILE	SELECT	AMVC11 C8
ITEM _____			
.....			
:	Selections	:	:
:	And Description Test Value	:	:
:	Or	:	:
:	___ Description	_____	:
:	and Item number	_____	:
:	and Type	_____	:
:	and Class	_____	:
:		:	:
:		:	:
:	F3=Exit F5=Refresh F12=Cancel	:	:
:	Enter your selection.	:	:
.....			

Note: This is the default path for MAPICS XA. See "General Configuration" on page 4-15 for choices to change this sequence.

Since you are not searching for specific information at this time, just press **Enter** to see the list of all valid values for this lookup.

8. The lookup list appears.

```

.....
:
:                               Item master file search
:
: Position to _____
: 1=Select  5=Detail
: Item description           Item number   Item type Item class:
: _ FINISHED ITEM ZERO      FINOCON      1
: _ FINISHED ITEM ONE       FINOFOCON    1
: _ FINISHED ITEM ONE       FINOFOUNC    1
: _ FINISHED ITEM ZERO      FINOUNC      1
: _ ASSEMBLY ONE            FIN1A1       1
:
:
: F3=Exit  F12=Cancel  F14=Modify  F24=Other keys
:
: F15=Associate  F17=Selection  F18=Move  F24=Other keys
:
: F22=Help  F24=Other keys
:
.....

```

- To add a new lookup, press **F15 (Associate)**. The List of Associations appears (step 1. on page 4-61). Press **F6 (Add)** and go back to step 5. on page 4-51.
- To modify the lookup record, press **F14 (Modify)**. Continue on with step 9. on page 4-53

F14=Modify

Displays the Window Definition window and lets you modify the lookup.

F15=Associate (Association)

Lets you create an association record to link an existing lookup record with a field, including changing answers to questions about scope.

F17=Select (Selection)

Returns to the dynamic selection window for Lookup.

9. To define a database lookup:
The Window Definition window appears.

```

.....
: Window... Field... :
: : Window Definition :
: ITNBR AMVC1FM Title . Item Master File Search_____ :
: File. . . ITEMAS :
: :
: 2=Modify 4=Delete 5=Display :
: :
: Sq Field List heading L D Entry Return Key :
: : orde:
: _ 1 ITDSC Item description___ Y _ _____ :
: _ 2 ITNBR Item number_____ Y _ _____ Y_____ 1:
: _ 5 ITTYP Item type_____ Y _ _____ :
: _ 7 ITCLS Item class_____ Y _ _____ :
: :
: F3=Exit F5=Refresh F8=File Fields F9=Cmd Line F24=More Keys :
: :
: F10=Menu F11=View 2 F12=Cancel F13=Simulation F24=More Keys :
: :
: F14=Dependent files F15=File F17=Fld F24=More Keys :
: :
: F22=Delete Lines F24=More Keys :
: :
.....

```

See “Window Definition” on page 4-23 for an explanation of the fields on this window.

Define the lookup record by adding or deleting fields or by changing their parameters and then pressing **Enter**. In the example below, Warehouse location has been added.

```

: Sq Field List heading L D Entry Return Key :
: : orde:
: _ 1 ITDSC Item description___ Y _ _____ :
: _ 2 ITNBR Item number_____ Y _ _____ Y_____ 1:
: _ 5 ITTYP Item type_____ Y _ _____ :
: _ 7 ITCLS Item class_____ Y _ _____ :
: _ 9 WHSLC Warehouse location_ Y _ _____ :

```

F8=Fields (File Fields)

Displays a list of fields in the file, from which you can make selections.

F9=Command line (Cmd Line)

Displays an AS/400 command line for you to enter commands.

F13=Simulation

Displays the lookup window as it will appear to users.

F14=Dependent files

Displays the Window Creation list of dependent files.

```

.....
: Window Creation:                               File selection
: Library: *LIBL                               Object CUSMAS   Type: *FILE
:                                               Number of selections allowed: 1
: 1=Select 5=Display                            Number of selections effected:
: Object Library Type                          Reduced text
:
: MBBFREP AMFLIBN *FILE CUSTOMER PHYSICAL FILE
: CUSMAS AMFLIBN *FILE CUSTOMER MASTER LOGICAL FILE
: MBBFRELO AMFLIBN *FILE CUSTOMER BY NUMBER
: MBBFRESA AMFLIBN *FILE CUSTOMER BY ENTERPRISE
: MBBFRESB AMFLIBN *FILE CUSTOMER BY FIXED TRADE DISCOU
: MBBFRESC AMFLIBN *FILE CUSTOMER BY ITEM INDUSTRY CLAS
: MBBFRESD AMFLIBN *FILE CUSTOMER BY PROIRITY
: MBBFRESE AMFLIBN *FILE CUSTOMER BY SALE TERM FOR TRAN
: MBBFRESF AMFLIBN *FILE CUSTOMER BY TAX SUFFIX
: MBBFRESG AMFLIBN *FILE CUSTOMER BY CUSTOMER CLASS
: F3=Exit F12=Cancel F11=View 2
:
.....

```

F15=File

Allows you to change the name of the file to any of the following:

- (Name)** A specific file name
- (generic name)** Part of a file name entered using asterisks (*) as wildcard characters
- *ALL** Wildcard value to display all database files
- *OPENED** Wildcard value to display all opened database files

You can also press **F4 (Prompt)** with the cursor on this field to display the list of all dependent files.

F17=Fld (Field)

Displays information about the field.

F22=Delete (Delete Lines)

Deletes this lookup record from the database after asking you to confirm that you do want to delete it.

10. The system formats and displays the new database lookup window. To make any further changes, repeat step 9. on page 4-53. Otherwise, press **Enter** to accept the modifications.
11. The Lookup window appears again, displaying the changes you made.

```

.....
:                               Selections
: And Description              Test Value
: Or
: ___ Description              ___
: and Item number              ___
: and Type                      ___
: and Class                     ___
: and Inv code                   ___
: and Whs 1oc                    ___
:
:
: F3=Exit F5=Refresh F12=Cancel
: Enter your selection.
:
.....

```

12. To create or modify a calculator lookup:

The Calculator Definition window appears.

```

DATE **/**/**          ITEM MASTER FILE          ADD          AMVT02 NN
                        -GENERAL INFORMATION-
ITEM AEG001
DESCRIPT ..... INVENTORY
:           Calculator Definition                :
STOCKI :                                         :
UNIT C : WEGHT$  AMVTOFM                        :
UNIT W :                                         :
ORDER  : Description. . . . .                   :
VENDOR :                                         :
DEPART : Line position. . . .                   :
CARRYI :                                         :
STD SE : Column position. . .                   :
STD BA :                                         :
BILL 0 : Round the result                        :
PURCHA :                                         :
SALES  : F3=Exit  F12=Cancel  F22=Delete        :
PRINT  :                                         :
KIT EX : .....                                :
DATE LAST MAINTAINED          LAST MAINTAINED BY
                                  F02 NEXT SCREEN
                                  F15 NOTE TASKS
                                  F18 REFRESH SCREEN
                                  F19 RETURN TO SELECT

```

Type the information or make any changes, and press **Enter**. The application screen appears again for you to use the lookup.

(Field) (Display only) Name of the field associated with this lookup record.

(Function) (Display only) Name of function (display file) associated with the lookup record.

Description A name for the calculator lookup.

Line position For the lookup window, the line position of its top left corner.

Column position For the lookup window, the column position of its top left corner.

Round the result Y (yes) or N (no). Whether the calculated value will be rounded when returned to the input field, according to the field definition.

F22=Delete (Delete Lines)

Deletes this lookup record from the database after asking you to confirm that you do want to delete it.

13. To create or modify a calendar lookup:

The Calendar Definition window appears.

```

DATE **/**/**                ITEM MASTER FILE                ADD      AMVT03  NN
-----
:                               Calendar Definition           :
: Calendar Name. . . . . BPEdT$      AMVTOFM                   :
: Text . . . . .                               :
:
: Configuration                                             :
: Holidays entering. . Y                               Masked days entering Y :
: Date format. . . . . *SYSVAL           Masked days. . . . . 67 :
: Week number. . . . . Y                               Public holidays code   :
:
: Attribute
: Public holidays attr ABC F4=List           Today attr . . . . . ABC F4=List :
: Marked days attr . . ABC F4=List           Masked days attr . . ABC F4=List :
:
: Parameters
: Period . . . . . 1                               Increment. . . . . 1 :
: Line position. . . .                               Column position. . . . :
: Beginning date . . . .                               Week first day . . . 1 :
:
: F3=Exit  F12=Cancel  F13=Holidays  F22=Delete
:
:-----
: F19 RETURN TO SELECT

```

Type the information or make any changes, and press **Enter**. The application screen appears again for you to use the lookup.

Calendar Name Automatically generated internal name for the calendar lookup, consisting of the field and function associated with it.

Text A name for the calendar lookup.

Configuration Fields that control what information appears on the calendar.

Holidays entering Y (yes) or N (no). Whether public holidays dates defined for your company are returned to the input field.

Date format How dates are formatted and displayed on calendars:

- *SYSVAL System date format is used
- *DDMY 8 characters (4 for the year), Day, Month, Year
- *MDYY 8 characters (4 for the year), Month, Day, Year
- *YYMD 8 characters (4 for the year), Year, Month, Day
- *DMY 6 characters (2 for the year), Day, Month, Year
- *MDY 6 characters (2 for the year), Month, Day, Year
- *YMD 6 characters (2 for the year), Year, Month, Day

Week number Y (yes) or N (no). Whether week numbers (1-52) appear in the left column.

Masked days entering Y (yes) or N (no). Whether any days of the week are masked (do not appear).

Masked days If days of the week are masked, which ones do not appear. For example, entering **67** removes weekend dates from the calendar.

- 1 Monday
- 2 Tuesday
- 3 Wednesday
- 4 Thursday
- 5 Friday
- 6 Saturday
- 7 Sunday

Public holidays code If public holidays appear, the code for the list of holidays. See "Public holidays" on page 4-17.

Attribute Fields to define the appearance of the calendar. Press **F4** to select attributes from a list, explained further in step 10. on page 3-31.

Public holidays Attr How public holidays appear.

Marked days attribute How days with memos attached appear.

Today attr How today's date appears.

Masked days attr How masked days appear. (If you define any masked days, choose non-display for this attribute.)

Parameters Other parameters that control the calendar's appearance and behavior.

Period How many months appear in the calendar window.

Increment The time increment used when users scroll backward and forward. Use 1 for one month, 3 for three months, and so on. If this value is greater than one, make sure that Period also is greater than one.

Line position For the lookup window, the line position of its top left corner.

Column position For the lookup window, the column position of its top left corner.

Beginning date The first date in the period to be displayed.

Week first day The first day of the week, displayed in the left-most column.

- 1 Monday
- 2 Tuesday
- 3 Wednesday
- 4 Thursday
- 5 Friday
- 6 Saturday
- 7 Sunday

F13=Holidays

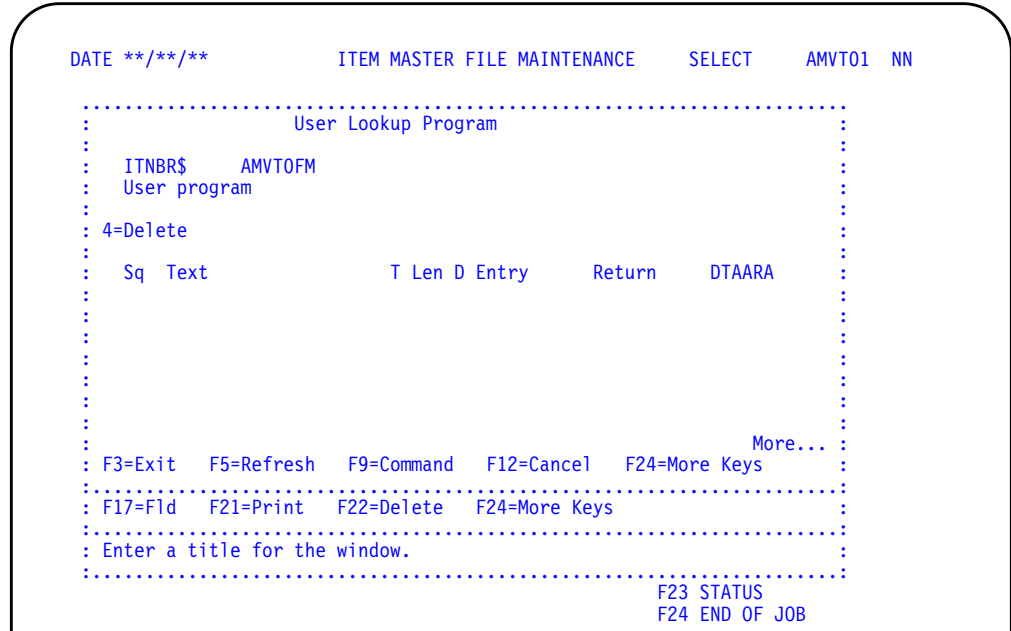
[Takes you to the window to define holidays.](#)

F22=Delete (Delete Lines)

Deletes this lookup record from the database after asking you to confirm that you do want to delete it.

14. To create or modify a user program lookup:

The User Lookup Program window appears. Use this window to define parameters to be passed to or returned by the non-MUI lookup. You do this the same way you do for any MUI database lookup, using the **Entry** and **Return** fields.



Type information or make any changes, and press **Enter**. The application screen appears again for you to use the lookup.

(Field) (Display only) Name of the field associated with this lookup record.

(Function) (Display only) Name of function (display file) associated with the lookup record.

(Description) A description for the lookup.

Program of Display The name of the program to be called.

Option code 4=Delete appears but cannot be entered on this window. Instead, you can use **F22 (Delete)** to delete the record.

The remaining fields are explained in views 1 and 2 of "Window Definition" on page 4-23.

Sq Sequence number (view 1).

Text List heading (view 1).

T Type of field (view 2).

Len Length (view 2).

D Decimal positions (view 2).

Entry Whether values from key fields are entered (view 1). Use this field to define parameters to be passed to the user program.

Return Whether field values are returned to the application (view 1). Use this field to define parameters to be returned from the user program.

DTAARA Data area (view 2).

F9=Command line (Cmd Line)

Displays an AS/400 command line for you to enter commands.

F17=Fld (Field)

Displays information about the field.

F22=Delete

Deletes current lookup window, after asking you to confirm that you do want to delete it.

Associating lookup records

Associating a lookup means to create a link (an association record) from a particular field location to a lookup record.

When the same lookup can be used across multiple fields, such as a company calendar lookup for multiple date fields, this method is the easiest and quickest way of linking them. The shipped MAPICS XA database lookups are already associated with many fields, but you can extend these associations to others, as well as associate the lookups you create.

1. When you answer **Y** to Associate existing window **?** or press **F15 (Associate)**, the List of Associated Windows appears. This list enables you to:
 - Select a lookup record to link with this location, thereby creating a new lookup association.
 - Press **F6 (Add)** to create a new lookup record to link to this location, with an opportunity to change the answers to questions about scope. In this case, you create both a new lookup record and a lookup association. Follow the steps shown in step 5. on page 4-51.

View 1. The top part of View 1 identifies the field location and lists any association records already linked to it.:

Field (Display only) The name of the field.

(Option) A number or character for the action you want to do, entered to the left of any item on the list.

- | | |
|----------|--|
| ? | Window Description. To modify the lookup records. Takes you to the Window Definition. |
| 2 | Modify. To modify the association record. Takes you to another version of the List of Associated Windows. |
| 4 | Delete. To delete the association record from the list and from the database after confirming that you do want to delete it. |
| 5 | Display. To display the association record. Takes you to another version of the List of Associated Windows. |

Sq Sequence number. A number showing the order that the fields are to be displayed within the lookup window.

Type Type of lookup.

- *FILE** Standard database lookup. Shipped by MAPICS XA, or created by you.
- *CALC** Calculator lookup. Created by you.
- *DATE** Calendar lookup. Created by you.
- *USRP** User-defined program. Non-MUI lookup created by you. See step 14. on page 4-58 for information about passed parameters.

Window Internal name of the lookup record, made up of field name and screen name.

(License) License number. A0001 for shipped database lookups. B0001 for lookup records created by your company.

Description Title of the lookup.

```

.....
:                               List of Associated Windows                               :
:                                                                                       :
: Field: ITNO                                                                    :
: ?=Window Description          2=Modify      4=Delete      5=Display :
:                                                                                       :
:   Sq Type ----- Window ----- Description :
: -                                                                                       :

```

The bottom of View 1 lists existing lookup records for which you can create association records, linking them to this location.

```

: Position to. . . . type. . ____ name . _____ :
: l=Select in the list :
: _ *FILE ITNO AMIXXXX A0001 Item Number :
:                                                                                       :
: F3=Exit F5=Refresh F6=Add F11=View 1 F12=Cancel F24=More ke:
: .....

```

Position to Values to reposition the starting point of the list. You can enter either lookup Type, Name, or both.

(Option) A number or character for the action you want to do, entered to the left of any item on the list.

(Type) Type of lookup. See list above. Select. To select the lookup record and include it within the list at the top, creating an association record.

(Window) Internal name of the lookup record, made up of field name and screen name.

(License) License number. A0001 for shipped database lookups. B0001 for lookup records created by your company.

(Description) Title of the lookup.

F22=Delete (Delete Lines)

Deletes this lookup record from the database after asking you to confirm that you do want to delete it.

F23=Print

Prints the contents of the window.

```

:   Sq Type ----- Window ----- ----- Display Condition :
:                                                                                       :
:   _ *FILE ITNO AMIXXXX A0001 _____ _ _____ :

```

Display Condition Conditions under which the lookup is displayed.

Field Name of the field whose value is tested.

Cd Code. Same as Test on the lookup dynamic selection window.

Value Same as Value on the lookup dynamic selection window.

View 3. View 3 shows information about the scope of the lookup.

```

: Sq Type ----- Window ----- Scope -----:
:                                     Screen   Function  User   :
: _  *FILE ITNO      AMIXXXX   A0001 *ALL    AMV73FM *ALL  :

```

- Scope** Scope of the lookup record
- Screen** Whether specific to a screen.
- *ALL** (Screen)
- Associated with all instances of the screen.** Associated with a specific screen.
- Function** *ALL
- Associated with all instances of the function.** Whether specific to a function (display file).
- (Function)** Associated with a specific function.
- User** Whether specific to a user.
- *ALL** Associated with all users.
- (Use)** Associated with a specific user.

2. Select the lookup record you want to link, and press **Enter**. You can make more than one selection.

```

: Position to. . . . type. . ____ name . _____ :
: 1=Select in the list :
: _ *FILE ITNO      AMIXXXX   A0001                Item Number :
:                                     More... :
: F3=Exit  F5=Refresh  F6=Add  F11=View 1  F12=Cancel  F24=More :
: .....:

```

3. The window appears again with your selections displayed in the list at the top. Press **Enter** to accept them.

Chapter 5. Modifying MAPICS XA displays

This chapter tells you how to use the Interface function to modify the application displays shipped with MAPICS XA.

Overview.....	5-2
What you can modify.....	5-2
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Screen modification.....	5-6
List of Screen Modifications (selection).....	5-6
List of Screen Modifications (list).....	5-6
List of Screen Modifications (detail).....	5-8
Interface Library.....	5-10
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Interface Libraries.....	5-12
Modifying MAPICS screens.....	5-14
Grouping changes.....	5-14
Using Screen Design.....	5-15

The Interface function consists of:

- Tasks on the Interface menu, accessed by means of the ADMMUI command.
- Tasks, such as Screen Design, accessed by means of a hot key.

The chapter assumes that you use the default hot key, **HOME**, and that this key directly accesses the MUI Main Menu.

These instructions apply to all MAPICS XA application displays, with a few exceptions listed in "What you can modify" on page 1-3.

Notes:

1. Because MAPICS XA menus use subfiles and the Interface function does not support changes to subfiles, **MAPICS XA does not support changes to MAPICS XA application menus.**
2. Although the Interface function provides the means for you to swap function keys, function key assignments in MAPICS XA vary so widely and changing them could produce such unpredictable results that **MAPICS XA does not recommend, nor supports, changes to function keys.**

Before beginning, make sure you, or whoever will be making the modifications, has been authorized to do so.

For this information....	See this topic:	Page:
Locations where you can modify displays.	"What you can modify"	5-2
How to authorize users and user groups.	"Basic Configuration"	2-5
How to tailor the shipped parameters in the APPTXT file for: - The Interface function - The hot key and its menus.	"Changing MAPICS XA user interface commands"	A-1
Other tasks on the MUI hot key menus.	"Using the MUI hot key menus"	B-1

Widget hides the product cost fields to all users except the Costing department. To general users, the screen now looks like this without any data shown in the cost fields.

```

DATE **/**/**          ITEM MASTER FILE          INQUIRY          AMVC14 NN
                        -COSTING INFORMATION-          INVENTORY
ITEM A10001            ITEM TYPE CODE 1          RECAST FLAG          B
DESCRIPTION 25GM AUTO INFLATOR RED          CUR COST STATUS
CUR UNIT COST          STD COST STATUS
STD UNIT COST          COST TECH CODE          R
CUR SETUP COST/LOT    CUM F/O COST ROLL FACTOR .0000
STD LOT SIZE          LABOR HOURS
---CURRENT--- TBL          THIS LEVEL          LOWER LEVELS          LAST MAINT
PUR CONTENT          *****
PUR OVERHEAD
OUTSIDE OPER
LAB CONTENT          *****
LAB OVERHEAD
---STANDARD--- TBL          THIS LEVEL          LOWER LEVELS          LAST MAINT
PUR CONTENT          *****
PUR OVERHEAD
OUTSIDE OPER
LAB CONTENT          *****
LAB OVERHEAD
                                F02 GENERAL INFO
                                F03 ADDITIONAL INFO
                                F15 NOTE TASKS

```

Widget uses one interface code to make the changes for the users in the Costing department and another to make the changes for general users.

In your company, you can use interface codes to:

- Control access to specific fields
- Customize an application to meet the needs of different:
 - Countries
 - Industries
 - Users.

Sequence of tasks

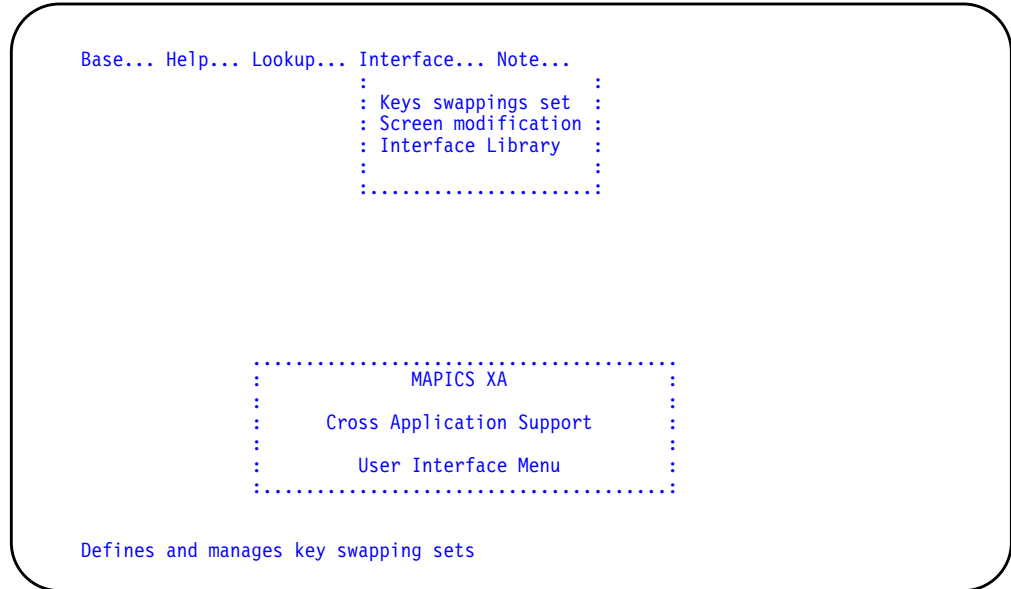
The tasks to modify application displays are normally done in this order:

1. Determine whether you need to change defaults. See "Changing MAPICS XA user interface commands" on page A-1 for the defaults shipped for the Interface function and ways that you can tailor these choices.
2. Determine how to group changes to application displays. See "Grouping changes" on page 5-14 for an example of how to make screen modifications for more than one user or user group.
3. Use interface codes to control whether your changes are seen by all users or just by selected users. See "Interface/Notes Configuration" on page 2-9 for the steps to define additional interface codes.
4. If necessary, authorize any other users or user groups to make screen changes. See "Users configuration" on page 2-5 for the steps to do this.
5. Within an application, access the display you want to modify and make your changes. See "Using Screen Design" on page 5-15.

6. Once your changes are made, manage them using the lists on the Interface menu. See "Screen modification" on page 5-6.
7. If desired, create and define Interface libraries. See "Interface Library" on page 5-10 for the advantages and disadvantages of doing this.

Tasks on the Interface menu in ADMMUI

Use this menu to manage modifications to MAPICS XA displays.



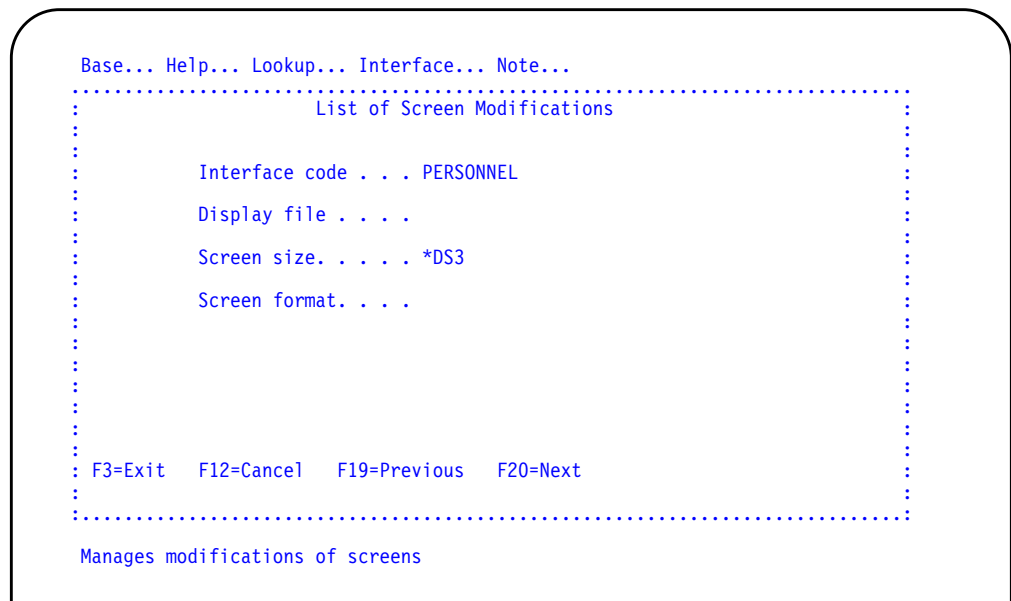
Task	Menu path	Window	Page
Swap sets of function keys	Interface Keys swappings set	Do not use for MAPICS XA	---
Manage modifications	Interface Screen Modification	List of Screen Modifications (selection) (list) (detail)	5-6
Manage libraries for modifications	Interface Interface Library	Interface Libraries	5-10

Screen modification

Once you have modified screens, use the Screen Modification windows to manage your changes or reverse them. This function also allows you to make administrative changes without having to access individual screens within an application.

List of Screen Modifications (selection)

Use this window to select the group of screen modifications you want to work with. Enter your selection criteria (interface code, file, and format), and press **F20 (Next)**. If you leave all fields blank, you will see the complete list of all MAPICS XA screen modifications.



Interface code The name of the interface code associated with the screen modifications.

Display file The name of the display file where the screens are stored.

Screen size The size of the display.

***DS3** 24 x 80
***DS4** 27 x 132

Screen format The name of the screen format.

List of Screen Modifications (list)

Use this window to display and manage screen modifications. You can access it from the Interface menu or from within an application by pressing **F14 (Modify)** while using the Screen Design task to make modifications. Except for the option field, all fields are display only.

The window lists modifications corresponding to the values you entered on the previous window, or according to your current cursor location within an application.

This particular example matches the screen modifications shown in "Using Screen Design" on page 5-15.

There are two views. View 1 shows the original text.

```

Base... Help... Lookup... Interface... Note...
:-----:
:                               List of Screen Modifications          :
:                               :                                       :
: Interface code . . . PERSONNEL  Screen size . . . . . *DS3        :
: Display file . . . . AMVC1FM   Screen format . . . . AMVC14      :
:      5=Display                                                     :
:                               :                                       :
: Field      Lic.  Text                                           Seq  D P L. Col Attrib :
:                               :                                       :
:                               B0001 ITEM                        1          22 ABC :
:                               B0001 ITEM MASTER FILE          1          :
:                               B0001 COST TECH CODE            1      6 64 :
: CURUC      B0001                                           Y          :
: ITNBR      B0001                                           Y          :
:                               :                                       :
:                               :                                       :
:                               :                                       :
:                               Bottom                               :
: F3=Exit   F5=Refresh  F11=View 2  F12=Cancel  F24=More Keys      :
: F19=Previous  F20=Next  F21=Print  F22=Delete all  F24=More Keys :
:-----:

Manages modifications of screens

```

View 2 shows the new text.

```

Base... Help... Lookup... Interface... Note...
:-----:
:                               List of Screen Modifications          :
:                               :                                       :
: Interface code . . . PERSONNEL  Screen size . . . . . *DS3        :
: Display file . . . . AMVC1FM   Screen format . . . . AMVC14      :
:      5=Display                                                     :
:                               :                                       :
: Field      Lic.  New text                                           Seq  D P L. Col Attrib :
:                               :                                       :
:                               B0001                               1          22 ABC :
:                               B0001 Item Master File           1          :
:                               B0001                               1      6 64 :
: CURUC      B0001                                           Y          :
: ITNBR      B0001                                           Y          :
:                               :                                       :
:                               :                                       :
:                               :                                       :
:                               :                                       :
:                               :                                       :

```

If the window initially is blank, press **F20 (Next)** to see the first group of records. You can display details about each change, or press **F22 (Delete all)** to undo all of your changes by deleting them. (You cannot delete individual changes.)

Interface code The name of the interface code associated with the screen modifications.

Display file The name of the display file where the screens are stored.

Screen size The size of the display.

- *DS3 24 x 80
- *DS4 27 x 132

Screen format The name of the screen format.

- (Option)** A number or character for the action you want to do, entered to the left of any item on the list.
- 5** Display. Display the modification detail. See "List of Screen Modifications (detail)" on page 5-8.
- Field** Name of the field to be modified.
- Lic** License number of the screen modification. A0001: for shipped MAPICS XA screens and B0001: for your modifications.
- Text** (View 1) The original text for this field literal.
- New Text** (View 2) The new text for this field literal, if it has been modified.
- Seq** Sequence number.
- D** Deleted? Y (yes), N or blank (no). Whether the field has been deleted.
- P** Protected? Y (yes) or N or blank (no). Whether the field is protected.
- L** Line or row of the screen where the field is located.
- Blank** The literal is at its original position.
- (Value)** Line where literal has been moved.
- Col** Column location of the field. Blank if the field has not been moved.
- Attribute** Attribute for text in the field.
- N or blank** The original attribute value.
- (Value)** If the field attribute has been modified.

F22=Delete all

Deletes all records from the list and from the database after confirming that you really want to delete them.

List of Screen Modifications (detail)

This screen displays complete detail for one modification, including both old and new text for a field. It is for display only.

```

.....
:                               List of Screen Modifications                               :
: Display file . . . . AMVC1FM      Screen format. . . . AMVC14      :
: Interface code . . . PERSONNEL    License. . . . . B0001      :
: Screen size. . . . *DS3          - Deleted .      - Attribute   :
: Data name. . . . .                - Line. . .      - Column. .   :
: Sequence . . . . . 1              - Protected      :
: Data text. . . . .                :
:      ITEM MASTER FILE                :
:                                     :
:                                     :
: New data text . . . . . :
:      Item Master File                :
:                                     :
: F3=Exit  F12=Cancel                :
:                                     :
.....

```

Manages modifications of screens

Display file The name of the display file where the screens are stored.

Screen format The name of the screen format.

Interface code The name of the interface code associated with the screen modifications.

License License number of the screen modification

Screen size The size of the display.

***DS3** 24 x 80

***DS4** 27 x 132

Data name Name of the field to be modified.

Deleted Y (yes), N or blank (no). Whether the field has been deleted.

Attribute AS/400 field attribute

Line Line (row) of the screen where the field is located.

Column Column location of the field. Blank if the field has not been moved.

Protected Y (yes) or N or blank (no). Whether the field is protected.

Sequence Sequence number.

Data text The original text for this field literal.

New data text The new text for this field literal if it has been modified.

Interface Library

Interface Library is an optional function used to assign screen modifications to specific AS/400 libraries. For each interface code, you can create an interface library record, consisting of an interface code and the name of the AS/400 library where you want to store the corresponding screen modifications.

The shipped default for MAPICS XA is not to use interface libraries. Read “Why use interface libraries?” to determine whether or not you want to use this function.

Why use interface libraries?

Interface libraries provide certain advantages, as well as certain disadvantages, to you when:

- Modifying screens
- Displaying screens to users
- Applying PTFs

Modifying screens. When you use the Interface Screen Design task to modify screens, the system stores and manages the changes differently, depending on whether you are using interface libraries or not.

- If you do not use interface libraries: The system saves changes for each modified field in a file in AMALIB*. The changes are linked to the default interface code PUBLIC, or to the one you used while making changes. Modified display files are not created until individual users access the display file.
- If you do use interface libraries: The system stores modified display files permanently in the interface library corresponding to the interface code you used while making changes. The system makes the changes available simultaneously to all users with that interface code.

Displaying screens to users. Differences also occur at run-time when users view the modified screens:

- If you do not use interface libraries: The first time a modified display file is used in a session, the system builds a copy of the display file in the user's QTEMP library and modifies it.
- If you do use interface libraries: The system checks the appropriate interface library for a modified screen. If one exists, it enables the appropriate users to access it.

Applying PTFs. Differences also occur when you apply PTF updates:

- If you do not use interface libraries: The system automatically handles PTF updates and builds copies of the modified screens as usual at run-time.
- If you use interface libraries: Two copies of the display files exist—the original shipped version and the modified version. If you apply PTFs and load new levels of display files into AMALIB*, discrepancies may occur, with the possibility of a level check.
- If a level check does occur, delete the copy of the modified display file in the interface library. The next user of that display file will automatically create a modified copy of the display file in the interface library, as long as the original changes were made in the current environment.

- Whenever you apply PTFs or PCMs to multiple systems, delete and update interface libraries from the master system. Records containing MUI changes are kept on the master system and not moved with the interface libraries.

Because of these differences, you should decide which method is best for you. The advantage of the default method (no interface libraries) is:

- Easier PTF handling

The advantages of using interface libraries are:

- Possible improvement in performance
- Possible disk space savings

A good rule of thumb is to use the default method (no interface libraries) unless you experience problems with performance of functions using modified screens.

Interface Libraries

Use the Interface Library window to define and manage interface library records for screen modifications.

Before beginning this task, make sure that you have created a new AS/400 library for each interface library record you plan to define. You can give the library any unique name, as long as it is not already assigned to an existing MAPICS library.

Warning:

For security reasons and to prevent conflicts, create a different library for each interface code.

- The library must be owned by **AMAPICS**.

- The name of the new library must not be the same as any other name in the MAPICS library list. (This is to prevent you from altering or destroying the display file records shipped with the product.)

- Do not add the names of the new libraries to the **MMLIST** library list.

```

Base... Help... Lookup... Interface... Note...
:
: Keys swappings set :
: Screen modification :
: Interface L :
: ..... :
: Interface Libraries :
: :
: Position to. . . . :
: 4=Delete :
: :
: Interface Library :
: Id. :
: PERSONNEL WIDGET1 :
: COSTING WIDGET2 :
: :
: MAPICS X :
: Cross Applicatio :
: :
: User Interfac :
: ..... :
: F3=Exit F24=More Keys :
: F5=Refresh F24=More Keys :
: F6=Add F24=More Keys :
: F12=Cancel F24=More Keys :
: F21=Print F24=More Keys :
: ..... :
Libraries of the interfaces

```

Define one record per interface code. Create new interface library records by pressing **F6 (Add)**. Delete them by typing option code **4 (Delete)** next to the records you want to delete.

Position to A value that allows you to skip to a particular entry in the list. Use it to quickly reposition the starting point of the list.

(Option) A number or character for the action you want to do, entered to the left of any item on the list. This field appears after you enter a record.

- 4** Delete. Deletes the interface record from the list and from the database, after asking you to confirm that you want to delete it. (It does not delete the AS/400 interface library itself.)
- Interface Id.** (Same as Interface Code). The interface code associated with the screen modifications. The code can represent a single person or a group of users. The MAPICS XA default is PUBLIC.
- Library** The corresponding AS/400 library where the screen modifications for the interface code are to be stored.
- Note:** See warnings above about library names.

Modifying MAPICS screens

This section tells you how to make modifications to application screens (displays) from within an application. It assumes that you have been given authority to modify the MAPICS XA user interface (using the command ADMMUI to access the Interface function). It also assumes that the **HOME** key is defined as your hot key and that it accesses the Screen Design task from the MUI Main Menu (hot key menu).

Grouping changes

Your first task is to understand which screen modifications need to be made and which users should see them. You may want to make some modifications that are seen by all users and others that are seen by just a few. The way you control this is to use interface codes to define each group of modifications.:

For example, suppose your company has two special groups of users, Personnel and Costing.

- Users in the Personnel group have authorization to see personnel information, such as salaries.
- Users in the Costing group have authorization to see product cost information.
- General users in your company have no authorization to see either set of information.

To control who sees what, you define two interface codes, in addition to the default, PUBLIC:

- PERSONNEL
- COSTING

Using the steps in "Users configuration" on page 2-5, you add the user IDs for the members of each group to the user configuration list. Using the steps in "Interface/Notes Configuration" on page 2-9, you enter interface codes for each of these new user IDs on the user configuration list:

- PERSONNEL for each user ID in the Personnel group
- COSTING for each user ID in the Costing group

Since general users are not specifically listed, they fall under the default user ID *PUBLIC, controlled by the default interface code PUBLIC and thus do not need to be added.

Now you are ready to make your screen modifications, using these groups. You are going to:

- Hide personnel salary fields from all but PERSONNEL
- Hide product cost information from all but COSTING
- Hide both types of information from PUBLIC.

Here's how you use the interface codes to make these modifications:

- You change the interface code for your user ID to PERSONNEL. Then you sign on to the costing jobs and hide the product cost fields.
- You change the interface code for your user ID to COSTING. You sign on to the personnel jobs and hide the salary fields.

- You change the interface code for your user ID to PUBLIC. You sign on to both the costing and personnel jobs, and hide both sets of fields.

Suppose that you, as AMAPICS or QSECOFR, want to view the base set of display files as shipped. You can still do this by changing your own interface code to something not previously used. Since no changes have been made for that code, you'll see the original displays without modifications.

Using Screen Design

- Sign on as AMAPICS or QSECOFR.
- Using the ADMMUI command ("Tasks on the MAPICS XA User Interface Menu" on page 1-5), change the interface code for your user ID to the one for which you wish to make changes. In this example, you change it to PERSONNEL to make changes to the inquiry screen for Item Costing Information.
- Sign on to the MAPICS XA application and go to the function (display file) screen where you want to make changes.

```

DATE **/**/**          ITEM MASTER FILE          INQUIRY          AMVC14 NN
                        -COSTING INFORMATION-          INVENTORY
ITEM A10001          ITEM TYPE CODE 1          RECAST FLAG          B
DESCRIPTION 25GM AUTO INFLATOR RED          CUR COST STATUS
CUR UNIT COST          31.38626235          STD COST STATUS
STD UNIT COST          .00000000          COST TECH CODE          R
CUR SETUP COST/LOT          .00000000          CUM F/O COST ROLL FACTOR .0000
STD LOT SIZE          1.000          LABOR HOURS
---CURRENT--- TBL          THIS LEVEL          LOWER LEVELS          LAST MAINT
PUR CONTENT          26.26468400          .00000000          *****
PUR OVERHEAD          .00000000          .00000000
OUTSIDE OPER          .00000000
LAB CONTENT          2.33918465          .00000000          *****
LAB OVERHEAD          2.80631984          .00000000
---STANDARD--- TBL          THIS LEVEL          LOWER LEVELS          LAST MAINT
PUR CONTENT          26.26468400          .00000000          *****
PUR OVERHEAD          .00000000          .00000000
OUTSIDE OPER          .00000000
LAB CONTENT          2.32830765          .00000000          *****
LAB OVERHEAD          2.79327070          .00000000
                                                F02 GENERAL INFO
                                                F03 ADDITIONAL INFO
F15 NOTE TASKS

```

- Press the **HOME** key (or whichever key is defined as the hot key).
- The MUI Main Menu appears. Press **U** for **Utilities**.

```

Basic functions... Utilities ....
                        -COSTING INFORMATION-          INVENTORY
ITEM A10001          ITEM TYPE CODE 1          RECAST FLAG          B
DESCRIPTION 25GM AUTO INFLATOR RED          CUR COST STATUS
CUR UNIT COST          31.41018849          STD COST STATUS
STD UNIT COST          31.38626235          COST TECH CODE          R
CUR SETUP COST/LOT          .00000000          CUM F/O COST ROLL FACTOR .0000
STD LOT SIZE          1.000          LABOR HOURS

```

- The Utilities Tools pulldown menu appears. Press **S** for **Screen design**.

```

Basic functions... Utilities ....
ITEM A10001 : Tools : ECOST FLAG INVENTORY
DESCRIPTION 25GM A : : UR COST STATUS B
CUR UNIT COST : Screen design : TD COST STATUS
STD UNIT COST : Display original screen : OST TECH CODE R
CUR SETUP COST/LOT : : UM F/O COST ROLL FACTOR .0000
STD LOT SIZE : Identifiers fields : ABOR HOURS
---CURRENT--- TBL : : LOWER LEVELS LAST MAINT
PUR CONTENT : Fields with help : .00000000 *****
PUR OVERHEAD : fields without help : .00000000
OUTSIDE_OPER : fields With lookup :
LAB CONTENT : fields without lookup : .00000000 *****
LAB OVERHEAD : : .00000000
---STANDARD--- TBL : : LOWER LEVELS LAST MAINT
PUR CONTENT : 26.26468400 : .00000000 *****
    
```

7. See step 11. on page 5-21 and "Utilities menu" on page B-7 for more about the other tasks on this menu.

The original screen appears again with fields in reverse white and literals (constants) in black on reverse green. This shows that the Screen Design task is active and you are now able to make changes.

Fields may also be filled with the following characters to indicate field types:

- I** Input
- O** Output
- B** Both input and output

Even though they are not displayed, these function keys are active within Screen Design:

F13=Functions

Selects the field or literal on which the cursor is positioned and displays the list of modification functions available.

F14=List of updates (modifications)

Displays the current list of screen modifications and lets you add, change, or delete any of the items listed. Go to step 9. on page 5-20

F15=Modify all

Lets you modify all literals on the screen without having to press **F13** repeatedly and make choices from the menus. After making your changes, press **Enter** to save them, or **F3** or **F12** to discard them.

F22=Visualization

Lets you visualize modifications to a screen as users would see them. Toggles back and forth between the user and the Screen Design view.

Note: While you are in the user's view, Screen Design function keys are still active and you can make modifications.

8. To change a field or a literal (constant):

Position the cursor on the field or literal, and press **F13 (Functions)**. The function menu appears, either for fields:

```

DATE **/**/**          ITEM MASTER FILE          INQUIRY          AMVC14 NN
                        -COSTING INFORMATION-          INVENTORY
ITEM A10001          ITEM TYPE CODE 1          RECAST FLAG          B
DESCR .....          CUR COST STATUS
CUR U :              Functions          : 9          STD COST STATUS
STD U :              : 5          COST TECH CODE          R
CUR S : Make a choice          : 0          CUM F/O COST ROLL FACTOR .0000
STD L :              : 0          LABOR HOURS
---CU : 1. Attribute          :          LOWER LEVELS          LAST MAINT
PUR C :              :          .00000000          *****
PUR O : 3. Move          :          .00000000
OUTSI : 4. Delete          :
LAB C : 5. Protect          :          .00000000          *****
LAB O :              :          .00000000
---ST : F3=Exit F12=Cancel          :          LOWER LEVELS          LAST MAINT
PUR C :              :          .00000000          *****
PUR O :              :          .00000000
OUTSIDE OPER          .00000000
  
```

or for literals:

```

DATE **/**/**          ITEM MASTER FILE          INQUIRY          AMVC14 NN
                        -COSTING INFORMATION-          INVENTORY
ITEM A10001          ITEM TYPE CODE 1          RECAST FLAG          B
.....          CUR COST STATUS
:              Functions          : 1018849          STD COST STATUS
:              : 8626235          COST TECH CODE          R
: Make a choice          : 0000000          CUM F/O COST ROLL FACTOR .0000
:              : 1.000          LABOR HOURS
: 1. Attribute          : EVEL          LOWER LEVELS          LAST MAINT
: 2. Change          : 8400          .00000000          *****
: 3. Move          : 0000          .00000000
: 4. Delete          : 0000
:              : 8465          .00000000          *****
:              : 1984          .00000000
: F3=Exit F12=Cancel          : EVEL          LOWER LEVELS          LAST MAINT
:              : 8400          .00000000          *****
:              : 0000          .00000000
OUTSIDE OPER          .00000000
  
```

Enter your choice on the menu, and press **Enter**. The table below shows the choices for both fields and literals.

Choice	Name	Description	Fields	Literals	Explained in
1	Attribute	Changes the attributes of a field or a literal	Yes	Yes	Step "Modifying attributes:"
2	Change	Changes (updates) the text for a literal	N/A	Yes	Step "Changing (updating) literals:"
3	Move	Moves a field or literal within the screen	Yes	Yes	Step "Moving fields or literals:"
4	Delete	Deletes (hides) a field or literal from view on the screen	Yes	Yes	Step "Deleting (hiding) fields or literals:"
5	Protect	Protects a field so that it is for display only and no input can be made	Yes	N/A	Step "Protecting fields from input:"

Note: If you want to change many literals on a screen, you can also press **F15 (Modify all)**. **F15** unlocks all literals for update at one time. Then, after making

your changes, press **Enter** to save them, or **F3** or **F12** to discard them. The changes take effect after you reselect the function.

a. Modifying attributes:

The Attribute Selection window appears. Make your choice and press **Enter**. In this example, the literal for Item is being changed to choice 22, high intensity or white.

```

DATE **/**/**          ITEM MASTER FILE          INQUIRY          AMVC14 NN
                        -COSTING INFORMATION-
ITEM A .....
DESCRIP :              Attribute Selection          :
CUR UNI :              :                          :
..... : 1=Select          :                          :
:      :              :                          :
:      : 20 ABC grn      :                          :
: Make : 21 ABC green, reverse          :          LAST MAINT
:      : 22 ABC high intensity or white          :          *****
: 1 1. : 23 ABC high intensity, reverse          :
: 2.   : 24 ABC grn, underl.          :
: 3.   : 25 ABC grn, underlined, reverse          :          *****
: 4.   : 26 ABC high intens., underlined          :
:      : 27 not display.          :          LAST MAINT
:      : 28 ABC blink or red          :          *****
: F3=Ex : 29 ABC blink or red, reverse          :
:      : 2A ABC blink, high intensity , red          :
:..... :              More...          :          *****
LAB OVE : F3=Exit F12=Cancel          :
:      : Select an attribute.          :          INFO
:..... :              :          :          NAL INFO
:..... :              :          :          F05 PURCHASING INFO
:..... :              :          :          F24 END OF JOB
  
```

The screen appears again with the new attributes for the field or literal. :

b. Changing (updating) literals:

The application screen appears again with the cursor positioned on the literal. Make your changes, and press **Enter**. Make sure that the new text does not overlay any other field or literal on the screen and does not cause lines to wrap.

In this example, the screen title, ITEM MASTER FILE, has been changed from all caps to mixed case, Item Master File.

```

DATE **/**/**          Item Master File          INQUIRY          AMVC14 NN
                        -COSTING INFORMATION-
  
```

c. Moving fields or literals:

The application screen appears again with the cursor positioned on the literal. In this example, the literal COST TECH CODE is being moved several positions to the right.


```

DATE **/**/**          ITEM MASTER FILE          INQUIRY    AMVC14 NN
                        -COSTING INFORMATION-      INVENTORY
ITEM A10001           ITEM TYPE CODE 1    RECAST FLAG      B
DESCRIPTION 25GM AUTO INFLATOR RED      CUR COST STATUS
CUR UNIT COST          31.41018849      STD COST STATUS
STD UNIT COST          31.38626235      COST TECH CODE   R
CUR SETUP COST/LOT    .00000000      CUM F/O COST ROLL FACTOR .0000
  
```

At the bottom of the screen, a message prompts you.

```

Position cursor on destination and press Enter.          F05 PURCHASING INFO
                                                         F12=Cancel
  
```

Move the cursor to the new starting position of the field or literal.

```

DATE **/**/**          ITEM MASTER FILE          INQUIRY    AMVC14 NN
                        -COSTING INFORMATION-      INVENTORY
ITEM A10001           ITEM TYPE CODE 1    RECAST FLAG      B
DESCRIPTION 25GM AUTO INFLATOR RED      CUR COST STATUS
CUR UNIT COST          31.41018849      STD COST STATUS
STD UNIT COST          31.38626235      COST TECH CODE   R
CUR SETUP COST/LOT    .00000000      CUM F/O COST ROLL FACTOR .0000
  
```

When you press **Enter**, the field or literal moves to its new location.

```

DATE **/**/**          ITEM MASTER FILE          INQUIRY    AMVC14 NN
                        -COSTING INFORMATION-      INVENTORY
ITEM A10001           ITEM TYPE CODE 1    RECAST FLAG      B
DESCRIPTION 25GM AUTO INFLATOR RED      CUR COST STATUS
CUR UNIT COST          31.41018849      STD COST STATUS
STD UNIT COST          31.38626235      COST TECH CODE R
CUR SETUP COST/LOT    .00000000      CUM F/O COST ROLL FACTOR .0000
  
```

d. Deleting (hiding) fields or literals:

The application screen appears again with the cursor positioned on the field or literal. In this example, the field for CUR UNIT COST is being hidden.

```

DATE **/**/**          ITEM MASTER FILE          INQUIRY    AMVC14 NN
                        -COSTING INFORMATION-      INVENTORY
ITEM A10001           ITEM TYPE CODE 1    RECAST FLAG      B
DESCRIPTION 25GM AUTO INFLATOR RED      CUR COST STATUS
CUR UNIT COST          31.41018849      STD COST STATUS
STD UNIT COST          31.38626235      COST TECH CODE   R
CUR SETUP COST/LOT    .00000000      CUM F/O COST ROLL FACTOR .0000
  
```

Press **Enter** again, and the literal disappears (is hidden). To undo your changes, see step 9. on page 5-20.

```

DATE **/**/**          ITEM MASTER FILE          INQUIRY    AMVC14  NN
                        -COSTING INFORMATION-
ITEM A10001           ITEM TYPE CODE 1          RECAST FLAG          B
DESCRIPTION 25GM AUTO INFLATOR RED           CUR COST STATUS
CUR UNIT COST                               STD COST STATUS
STD UNIT COST                               COST TECH CODE          R
CUR SETUP COST/LOT        31.38626235         CUM F/O COST ROLL FACTOR .0000
                                .00000000

```

e. Protecting fields from input:

The application screen reappears with the cursor positioned on the field. In this example, the field for item number is being protected.

```

DATE **/**/**          ITEM MASTER FILE          INQUIRY    AMVC14  NN
                        -COSTING INFORMATION-
ITEM A10001           ITEM TYPE CODE 1          RECAST FLAG          B
DESCRIPTION 25GM AUTO INFLATOR RED           CUR COST STATUS
CUR UNIT COST                               31.41018849           STD COST STATUS
STD UNIT COST                               31.38626235           COST TECH CODE          R
CUR SETUP COST/LOT        .00000000           CUM F/O COST ROLL FACTOR .0000

```

Press **Enter** again and the field is protected. When you try to enter input the following message appears.

```

Cursor in protected area of display.
F19 RETURN TO SELECT

```

9. To see a list of modifications:

To see a list of all the changes for the current cursor position, press **F14 (List of updates)** while on the "reverse imaged" screen.

```

DATE **/**/**          Item Master File          INQUIRY    AMVC14  NN
: ..... List of Screen Modifications ..... :
:                                     :
: Interface code . . . PUBLIC   Screen size. . . . . *DS3          :
: Display file . . . . AMVC1FM  Screen format. . . . . AMVC14     :
: R=Relocate  2=Modify    4=Delete  5=Display                    :
:                                     :
: Field      Lic. Text                                             Seq  D P L. Col Attrib  :
:                                     :
:           B0001 ITEM                                             1          22 ABC          :
:           B0001 ITEM MASTER FILE                               1          :
:           B0001 COST TECH CODE                                1          6 64          :
: CURUC      B0001                                             Y          :
: ITNBR      B0001                                             Y          :
:                                     :
:                                     :
:                                     : Bottom :
: F3=Exit  F5=Refresh  F11=View 2  F12=Cancel  F21=Print  F24=More Keys :
: F22=Delete all  F24=More Keys                                     :
: ..... :

```

See "List of Screen Modifications (list)" on page 5-6 for an explanation of Views 1 and 2 of this list. Here, when you access the list using **F14**, additional option codes appear:

(Option) A number or character for the action you want to do, entered to the left of any item on the list.

- R** Relocate. Relocate (restore) modification detail that has been deleted or moved.
- 2** Modify. Change the modification detail.
- 4** Delete. Delete the modification detail.
- 5** Display. Display the modification detail.

Use the option codes to undo any individual deletions or moves you have made. You do this by entering the option code **R (Relocate)** next to any deleted or moved fields you want to restore back on the application screen. In this example the Cur Unit Cost field is being restored:

```

DATE **/**/**          Item Master File          INQUIRY    AMVC14  NN
-----
:                               List of Screen Modifications :
:                               :                               :
: Interface code . . . PUBLIC   Screen size. . . . . *DS3      :
: Display file . . . . AMVC1FM   Screen format. . . . AMVC14   :
: R=Relocate  2=Modify  4=Delete  5=Display                :
:                               :                               :
: Field      Lic. Text                               Seq  D P L. Col Attrib :
:                               :                               :
:           B0001 ITEM                               1           22 ABC :
:           B0001 ITEM MASTER FILE                   1           :
:           B0001 COST TECH CODE                     1           6 64 :
: R CURUC    B0001                                     Y           :
: ITNBR     B0001                                     Y           :
:                               :                               :
:                               :                               :

```

The application screen appears again for you to position the cursor where you want the field to be.

```

DATE **/**/**          ITEM MASTER FILE          INQUIRY    AMVC14  NN
-----
:                               -COSTING INFORMATION-      INVENTORY
ITEM A10001          ITEM TYPE CODE 1    RECAST FLAG          B
DESCRIPTION 25GM AUTO INFLATOR RED    CUR COST STATUS
CUR UNIT COST                               STD COST STATUS
STD UNIT COST          31.38626235    COST TECH CODE          R
CUR SETUP COST/LOT    .00000000    CUM F/O COST ROLL FACTOR .0000

```

Press **Enter**, and the field appears again on the screen.

```

DATE **/**/**          ITEM MASTER FILE          INQUIRY    AMVC14  NN
-----
:                               -COSTING INFORMATION-      INVENTORY
ITEM A10001          ITEM TYPE CODE 1    RECAST FLAG          B
DESCRIPTION 25GM AUTO INFLATOR RED    CUR COST STATUS
CUR UNIT COST          31.41018849    STD COST STATUS
STD UNIT COST          31.38626235    COST TECH CODE          R
CUR SETUP COST/LOT    .00000000    CUM F/O COST ROLL FACTOR .0000

```

10. When you have completed your changes to this display, press **F3** to exit from the Screen Design task.
11. The Utilities menu appears again.

```
Basic functions... Utilities ....
: Tools :
:      :
: Screen design :
: Display original screen :
:      :
: Identifiers fields :
:      :
: Fields with help :
: fields without help :
: fields With lookup :
: fields wiThout lookup :
:      :
```

From this menu you can press **F3** to exit, or do other tasks. See "Utilities menu" on page B-7.

For example, if you want to view the original (unmodified) screen, choose Display original screen. The screen will be redisplayed as shipped to you. Any fields or literals that have been deleted or moved are displayed in their original state. Any data originally within fields will be displayed as asterisks (*).

You may only view the original screen. To undo changes, see step 9. on page 5-20 and "Screen modification" on page 5-6.

12. When you exit, the MUI Main Menu appears again. Press **F3** again to exit.
13. The application display appears again. Your changes will be displayed the next time you access this function.
14. Repeat these steps for each display and interface code for which you want to make changes.

Chapter 6. Using MAPICS XA notes

This chapter tells you how to first set up the MAPICS XA Note function and then create, view, and modify notes attached to specific application fields and values.

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Note: The MUI Note function applies to all MAPICS XA applications. It is different from the note function that appears within individual applications such as Inventory Management.

Before beginning this task, make sure that:

- Whoever will be setting up the Note function, has been authorized to do so.
- The parameters in the APPTXT file for the MUI command STRMUI define a hot key to access the MUI Main Menu. This chapter assumes that the **HOME** key accesses the MUI Main Menu.

For this information....	See this topic:	Page:
Locations where you can link MUI notes.	"What you can modify"	1-3
How to authorize users and user groups.	"Users configuration"	2-5
How individual users or user groups are notified about notes.	"Interface/Notes Configuration"	2-9

For this information....	See this topic:	Page:
How to tailor the shipped parameters in the APPTXT file for: - The Note function - The hot key and its menus.	"Changing MAPICS XA user interface commands"	A-1
Other tasks on the MUI hot key menus.	"Using the MUI hot key menus"	B-1

Overview

Notes are paragraphs of text that you can link to various kinds of MAPICS XA application objects.

For example, suppose that:

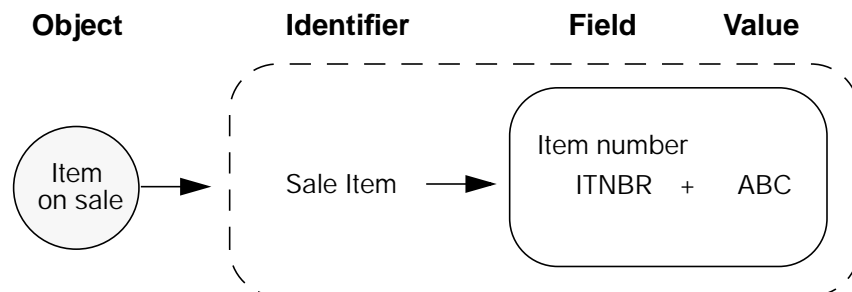
- A particular item is on sale until a certain date.
- Another item has special hazardous material handling instructions.
- One of your vendors is slow to deliver.
- Several of your customers have poor credit.

You can create notes for users to see whenever they encounter these particular items, vendors, or customers within MAPICS XA.

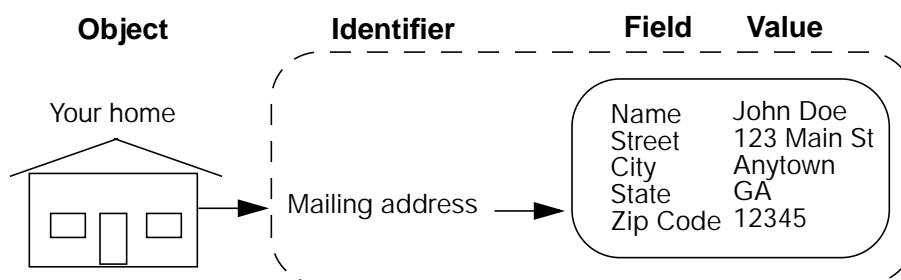
Objects, identifiers, and fields

In the MAPICS XA Note function, the items, vendors, and customers are called Note objects. Objects are generic things or concepts known to end-users. They are linked to particular fields, such as item number, vendor number, and customer number, as well as to particular values in those fields, such as item number ABC, vendor number 123, and customer number 456. The collection of links between objects, fields, and field values is a record called an identifier.

In the example below, the object is an item on sale. The identifier Sale Item stands for a collection of items on sale and is linked to a specific instance of a sale item by the field ITNBR and the value within it, ABC.



To use another example, your home is an object. It can be linked to fields representing your name, street address, city, state, and ZIP code, as well as to values such as John Doe, 123 Main Street, and so on. An identifier for this collection of data could be called Mailing address.



In the example above, an identifier enables multiple fields and field values to be linked together. Although most of the time you need only one field to identify an object, such as customer number for the object customer, other times you may need several fields. For example, if you have multiple companies, you identify customers both by customer number and company number. Or, if the object is a line item, you identify both the line item number and the order number.

Here are other examples of objects and identifiers with multiple fields and values:

Object	Identifier	Fields	Values
Account	Company/GL Account	Company number GL Acct number	1 01234567
Automobile	Tag	Tag number Serial number	ABC123 A1B2C3D4
Lawnmower	Model/Serial	Bill of Material number Serial number	WGT56789 E5F6G7H8

What you can modify

When the MAPICS XA user interface is shipped to you, no Note objects, identifiers, or fields are pre-defined. You, or someone acting as a Note administrator, must set them up before users can create or view notes.:

Since nothing is pre-defined, you can set up and modify your system as you wish. You can define:

- The objects, identifiers, and fields for notes
- The content of notes
- How notes are displayed to end-users
- Whether a note is seen by all users (addressees) or only by specific users
- How long a note is valid and remains in the system

The Note function allows users with ADMMUI authority to perform these tasks from the MAPICS XA User Interface Menu and hot key menus. As an administrator, you can:

- Set up the Note function (explained in "How to set up the Note system" on page 6-4).
- Configure and manage the Note function (explained in "Tasks on the Note menu in ADMMUI" on page 6-11).

As an authorized user, you can:

- Create and modify notes from within an application (explained in “Creating and modifying notes” on page 6-23).

Once the Note system is set up and notes are created, any user can view notes.

How to set up the Note system

Before you begin, make sure you have authorized whoever will act as the administrator to configure the Note function. You must also authorize all users who add, change, or delete notes. You do not need to authorize users to view notes.

1. **Configure each user or user group** for the method of notification, explained in “How to view notes” on page 6-8 and “Interface/Notes Configuration (details)” on page 2-16.

For example, the Widget Notes administrator decides that instead of automatically displaying notes, users will be notified that notes exist by means of a message. So the administrator enters ***NOTIFY** for **Reception mode**.

```

Base... Help... Lookup... Interface... Note...
:
: Co :-----: Interface Configuration :-----:
: E :                                     Page 4/4 :
: R :
:
:.. : User . . . . . AMAPICS   Type of border. . S
:   : Interface code . PUBLIC____
:   : Author. design   N
:   : Author. to another interface code N
:
:                                     Notes Configuration
____ : User . . . . . AMAPICS   Type of border. . S
:   : Reception mode. . *NOTIFY
:
:                                     Authorization
:   : Create . N      Modify . . . N      Delete      N
:   : F3=Exit   F12=Cancel
:-----:
Sets the configuration for each user.

```

2. **Configure the Notes function** for the default number of days that notes remain valid and the appearance of the notification message, explained in “Notes General Configuration” on page 6-12.

In this example, the Widget administrator decides that notes remain valid for 180 days. Since **Reception mode** is *NOTIFY, the administrator decides that the text Note will appear in the upper left corner of the screen to notify users, but no audible alarm will sound. The administrator also uses **F14 (Attribute)** to define the color red for the text Note.


```

Base... Help... Lookup... Interface... Note...
                                     :
                                     : Configuration :
                                     : Object       :
:-----:
:               Notes General Configuration               :
: Default Validity . 180                                 :
: Use of REFFLD. . . . N                                 :
: Running on Subfile . . . . N                           :
: Message if *NOTIFY                                     :
: Line Number 2 Column Number 72                         :
: Text. . Note                                           :
: Sound Alarm . N                                         :
: F3=Exit F12=Cancel F14=Attribute                       :
:-----:

```

3. **Define Note objects**, explained in "Object" on page 6-13.

The Widget administrator defines three objects to which notes will be linked.

```

Base... Help... Lookup... Interface... Note...
                                     :
                                     : Configuration :
:-----:
:               Notes - Objects               :
: Position to. . . . .                               :
: I=Identifiers 4=Delete                             :
: Object          Lic Validity/Dft                 :
: _ Customer      B0001 80                          :
: _ Item          B0001 80                          :
: _ Vendor        B0001 80                          :
: Bottom                                                 :
: F3=Exit F5=Refresh F6=Add F24=More Keys           :
: F12=Cancel F21=Print F24=More Keys                :
:-----:
Defines and manages objects.

```

To each of these objects, the administrator can link multiple identifiers and fields.

4. **Define Note identifiers**, explained in "Identifiers" on page 6-16.

For the object Item, the Widget administrator defines an identifier called Sale Item:

```

Base... Help... Lookup... Interface... Note...
:
: Configuration :
: .....
: List of identifiers :
: .....
: Position to. . . . . :
: F=Fields 4=Delete :
: Identifier License :
: Sale Item B0001 :
: .....
: Bottom :
: F3=Exit F5=Refresh F6=Add F24=More Keys :
: F12=Cancel F21=Print F24=More Keys :
: .....
Defines and manages identifiers.

```

To each identifier, the administrator can link multiple fields and values.

- 5. Link the identifiers to specific fields and field values.** You can point to fields within application, or you can use F on the list above to enter internal field names, if known. This task is explained in "Identifiers fields" on page B-7 and in "Notes - Fields" on page 6-15.

In our example, the Widget administrator now locates the application screen and field where the note is to appear, the file maintenance record for item ABC.

```

DATE **/**/**          ITEM MASTER FILE MAINTENANCE      SELECT      AMVT01 NN

ENTER-
ITEM      ABC
ACTION   C
SCREEN    1

SELECT ACTION-
A ADD
C CHANGE
D DELETE
S SET DEFAULTS FOR SESSION

SELECT SCREEN TO APPEAR FIRST-
1 ALL SCREENS (IN SEQUENCE)
2 GENERAL INFORMATION
3 ADDITIONAL INFORMATION
4 COSTING INFORMATION

```

Using the hot key and the task **Identifiers fields**, the administrator links the field ITMBR to the identifier Sale Item.

How to view notes

Once the Note system has been set up and notes have been created, you can view notes from within a MAPICS XA application. How you view them depends on the parameters set for your system, user ID, or user group. The choices are:

- You see notes automatically
- The system notifies you
- The system holds notes, but does not notify you
- The system uses whatever method is stored in your AS/400 user profile

You can also change parameters temporarily for this session. See “Changing command parameters temporarily” on page A-10.

Note: Notes are not like AS/400 messages. They must be viewed in the locations where they are linked. They are not saved in a group for later viewing.

The example below shows the different ways of viewing a note attached to item ABC on the file maintenance screen.

You see notes automatically

If the system automatically displays notes, notes appear without your having to ask for them. Whenever you reach a location linked to a note, the system displays it. View the note and then press **F3** or **F12** to cancel.

```

DATE **/**/**          ITEM MASTER FILE          CHANGE          AMVT02  NN
.....
ITEM A :                      Note                      : VENTORY
DESCRIP :                      :
: Object Item                      :
STOCK : Value ABC                      :          1
UNIT : Author C$AGILES                :
UNIT : Creation date 1995/07/24 Validity days nbr 180 :
ORDER : Subj. Discount on Item ABC    :
VENDO :
DEPAR :                      Content of the Note      :
CARRY :          Item ABC, Widget Assembly, is on sale at a :
STD S :          50% discount until 10/01/95              :
STD B :                      :                      1
BILL  :                      :                      0
PURCH :                      :                      0
SALES :                      :                      0
PRINT :                      :                      0
KIT E :                      :                      0
DATE  :                      :                      0
: F3=Exit  F5=Refresh  F12=Cancel  F24=More Keys      Bottom : GILES
:                      :                      :                      EN
:                      :                      :                      F19 RETURN TO SELECT
.....

```

F17=Addresses (Addressees)

Displays information about the recipients of the note.

See “Addresses (Addressees)” on page 6-18 for details.

If more than one note is linked to a location, you first see a list of notes, the Notes Management window. Select the note you want by entering **1 (Select)** next to it.

```

Basic functions... Utilities ....
.....
: Basic :                               Notes Management          : INVENTORY
:      :                               :
: Calcul :                               :
: caLend : 1=Select                               : 1
:      :                               :
: Notes : Object                               :
: noTes : / Value                               :
:      : 1 Item                               :
: Produc : ABC                               :
:      : Item type                               :
:..... : 1                               :
STD BAT :                               : 1
BILL OF :                               : 0
PURCHAS :                               : 0
SALES T :                               : 0
PRINT O :                               : 0
KIT EXT :                               : 0
DATE LA :                               Bottom : C$AGILES
:      : F3=Exit F5=Refresh F12=Cancel F24=More Keys : EN
:.....
Displays notes
  
```

The note you selected appears. You then view it and press **F3** or **F12** to cancel.

The system notifies you

If the system only notifies you that a note exists, you see a written message, an audible one, or both, at the location where the note is linked. In this example, the message is the word **Note** in the upper right corner of the display for item ABC.

```

DATE **/**/**          ITEM MASTER FILE          CHANGE      A Note  NN
                        -GENERAL INFORMATION-
ITEM ABC                ENGR DRAWING          INVENTORY
DESCRIPTION WIDGET ASSEMBLY
STOCKING UNIT OF MEASURE EA ITEM TYPE CODE          1
UNIT COST DEFAULT .00000000 ITEM CLASS
UNIT WEIGHT .000 WEIGHT UNIT OF MEASURE
ORDER UNIT OF MEASURE CLASS WAREHOUSE STOCK LOCATION
VENDOR-PRIMARY
DEPARTMENT ITEM ACCOUNTING CLASS
CARRYING RATE .000 VALUE CLASS
STD SETUP COST/LOT .00000000 PACKING CODE
STD BATCH QTY 1.000 INVENTORY CODE          1
BILL OF LADING COMMODITY CODE QC CONTROL          0
PURCHASE TAX INDICATOR SHELF LIFE          0
SALES TAX INDICATOR BATCH/LOT CTL          0
PRINT ON SALES ANALYSIS 0 INSPECT ON RCPT          0
KIT EXTERNAL DOCUMENT PRINT OPTION 0 DISCRETE ALLOC          0
DATE LAST MAINTAINED **/**/** LAST MAINTAINED BY C$AGILES
                                           F02 NEXT SCREEN
                                           F15 NOTE TASKS
                                           F18 REFRESH SCREEN
                                           F19 RETURN TO SELECT
  
```

To view the note, press **HOME** (or whatever key has been defined as the hot key). A menu bar (called the MUI Main Menu) is displayed at the top of the display. Select *Basic function* and then the task *noTes display*.

```

Basic functions... Utilities ....
-----
: Basic functions :                               INVENTORY
: : SSEMBLY                                ENGR DRAWING
: Calculator      :                               EA
: caLendar       : ASURE                               ITEM TYPE CODE      1
: :              : .00000000                          ITEM CLASS
: Notes entry    :              : .000                          WEIGHT UNIT OF MEASURE
: noTes display  : RE CLASS                               WAREHOUSE STOCK LOCATION
: :
: Product status :                               ITEM ACCOUNTING CLASS
: :              : .000                          VALUE CLASS
: :              : .00000000                          PACKING CODE
: :              : 1.000                          INVENTORY CODE      1
STD BATCH QTY   :                               QC CONTROL          0
BILL OF LADING COMMODITY CODE :                               SHELF LIFE          0
PURCHASE TAX INDICATOR :                               BATCH/LOT CTL       0
SALES TAX INDICATOR :                               INSPECT ON RCPT    0
PRINT ON SALES ANALYSIS : 0                          DISCRETE ALLOC     0
KIT EXTERNAL DOCUMENT PRINT OPTION : 0                          LAST MAINTAINED BY C$AGILES
DATE LAST MAINTAINED : 7/20/95                      F02 NEXT SCREEN
                                                                F15 NOTE TASKS
                                                                F18 REFRESH SCREEN

Displays calculator.
  
```

If more than one note exists, you see the Notes Management list for you to select the note you want. If not, the note appears. View it and then press **F3** or **F12** to cancel.

```

Basic functions... Utilities ....
-----
: Basi :                               Note                               VENTORY
: : :                               :                               :
: Calc : Object Item                               :                               :
: caLe : Value ABC                               :                               : 1
: : Author C$AGILES                               :                               :
: Note : Creation date 1995/07/24 Validity days nbr 180 :                               :
: noTe : Subj. Discount on Item ABC                               :                               :
: : :                               :                               :
: Prod :                               Content of the Note           :                               :
: : Item ABC, Widget Assembly, is on sale at a :                               :
: : 50% discount until 10/01/95                               :                               :
: : :                               :                               :
STD B :                               :                               : 1
BILL :                               :                               : 0
PURCH :                               :                               : 0
SALES :                               :                               : 0
PRINT :                               :                               : 0
KIT E :                               :                               : 0
DATE :                               :                               :
: : F3=Exit F5=Refresh F12=Cancel F24=More Keys Bottom : GILES
: : :                               :                               : EN
-----
Displays notes
  
```

The system holds notes

If the system holds notes but does not notify you, you can only guess whether a note exists for a particular location. To check whether a note exists, follow the steps above to press the **HOME** key, display the MUI Main Menu, and then select **Basic functions** and **Notes display**. If a note exists, it will be displayed. If not, a message will tell you that none exists.

```

Basic functions... Utilities ....
.....
: Basic functions :          -GENERAL INFORMATION-
:                : 0 INFLATOR BLUE          ENGR DRAWING          INVENTORY
: Calculator      : ASURE                    EA   ITEM TYPE CODE          1
: caLendar       :          .00000000      ITEM CLASS              IN
: Notes entry    : ..... URE              EA
: noTes displa  : ..... ATION
: Product stat  : There is no note on this screen : SS
:               :
:               :
: STD BATCH QTY : ..... 1
: BILL OF LADIN : ..... < O K > .....
: PURCHASE TAX  : ..... 0
: SALES TAX IND : ..... 0
: PRINT ON SALES ANALYSIS  1  INSPECT ON RCPT          0
: KIT EXTERNAL DOCUMENT PRINT OPTION  0  DISCRETE ALLOC          0
: DATE LAST MAINTAINED  **/**/**  LAST MAINTAINED BY  *****
:               : F02 NEXT SCREEN
:               : F15 NOTE TASKS
:               : F18 REFRESH SCREEN

Displays notes

```

The system uses your user profile

If you see notes based on the setting in your user profile for AS/400 messages, one of the three choices above will occur. Follow whichever of these choices applies to you.

Tasks on the Note menu in ADMMUI

Use this menu to configure and manage the Note function.

```

Base... Help... Lookup... Interface... Note...
: Configuration :
: Object       :
: Identifiers  :
: Note        :
:             :
:             :

-----
: MAPICS XA   :
: Cross Application Support :
: User Interface Menu :
:             :

Customizes notes

```

Task	Menu path	Window	Page
Configure Note function.	Note Configuration	Notes General Configuration	6-12

Task	Menu path	Window	Page
Define note objects.	Note	Notes - Objects	6-13
Link them to identifiers and fields.	Object	Notes - Identify an Object	6-14
		Notes - Fields	6-15
Define note identifiers.	Note	List of Identifiers	6-16
Link them to fields.	Identifiers		
Manage and modify notes.	Note	Notes Management	6-17
	Note	Addresses	6-18
		Note Entering	6-19
		Note	6-20

Note: To set up the Note system, you must run the command PREMUI after defining note objects, identifiers, and fields. See “Using the PREMUI command” on page 6-21.

Configuration

This menu choice configures the general settings for the Note function.

Notes General Configuration

Use this window to determine how notes will be displayed on your system.

```

Base... Help... Lookup... Interface... Note...
                                     :
                                     : Configuration :
                                     : Object       :
-----:-----:-----:-----:-----:-----:
:           Notes General Configuration           :
: Default Validity . 180                          :
: Use of REFFLD. . . N                            :
: Running on Subfile . N                          :
:           Message if *NOTIFY                     :
: Line Number 2 Column Number 72                  :
: Text. . Note                                     :
: Sound Alarm . Y                                  :
: F3=Exit F12=Cancel F14=Attribute                 :
-----:-----:-----:-----:-----:

```

Default validity The number of days before the note expires. After this period the note will be automatically deleted.

Use of REFFLD (Protected) **Do not change the MAPICS XA default of N.** Y (yes) or N (no). Whether notes defined for a REFFLD-defined field are stored at the level of the REFFLD field.

Running on Subfile (Protected) **Do not change the MAPICS XA default of N.** Y (yes) or N (no). Whether notes will display when the object is in a subfile.

Message if *Notify If the parameter for RECEPTION MODE is *NOTIFY and users are notified of messages, how the notice appears:

Line Number The line number for the notice.

Column Number The column number for the notice.

Text The text of the notice. You can also press **F14 (Attributes)** to change the color and highlighting of text.

Sound Alarm: Y (yes) or N (no). Whether an audible alarm also sounds.

F14=Attribute

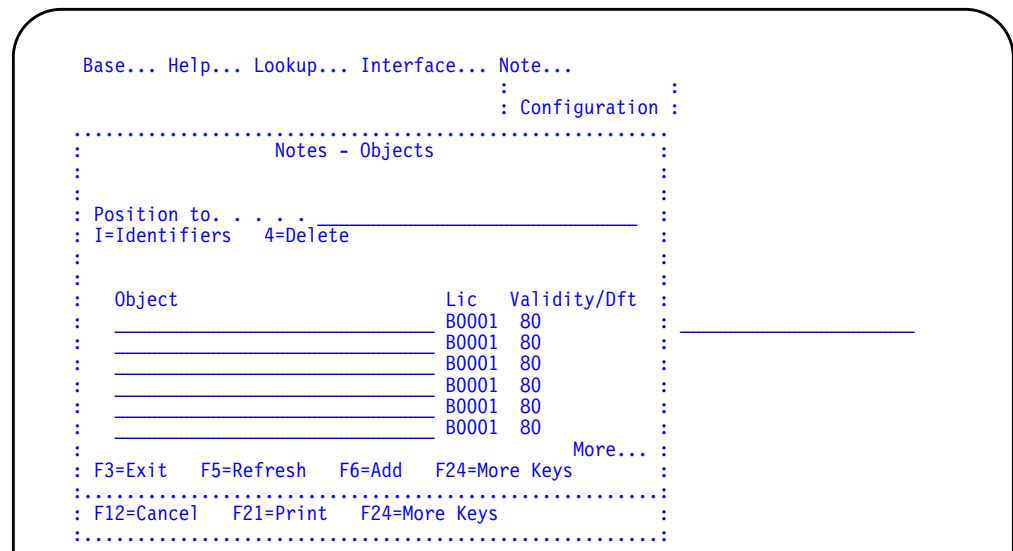
Lets you change the attributes (color, highlighting) of text.

Object

Use these windows to define Note objects and link them to identifiers and fields.

Notes - Objects

Use this window to create or delete Note objects.



Type information and press **Enter** twice to confirm. Press **F6** to add additional objects.

Position to A field allowing you to skip down the list to a particular entry. Use it to quickly reposition the starting point of the list.

(Option) A number or character for the action you want to do, entered to the left of any item on the list.

I Identifiers. Takes you to the identifiers for this object. Go to "Notes - Identify an Object" on page 6-14.

4 Deletes this object from the list and from the database after asking you to confirm that you really want to delete it.

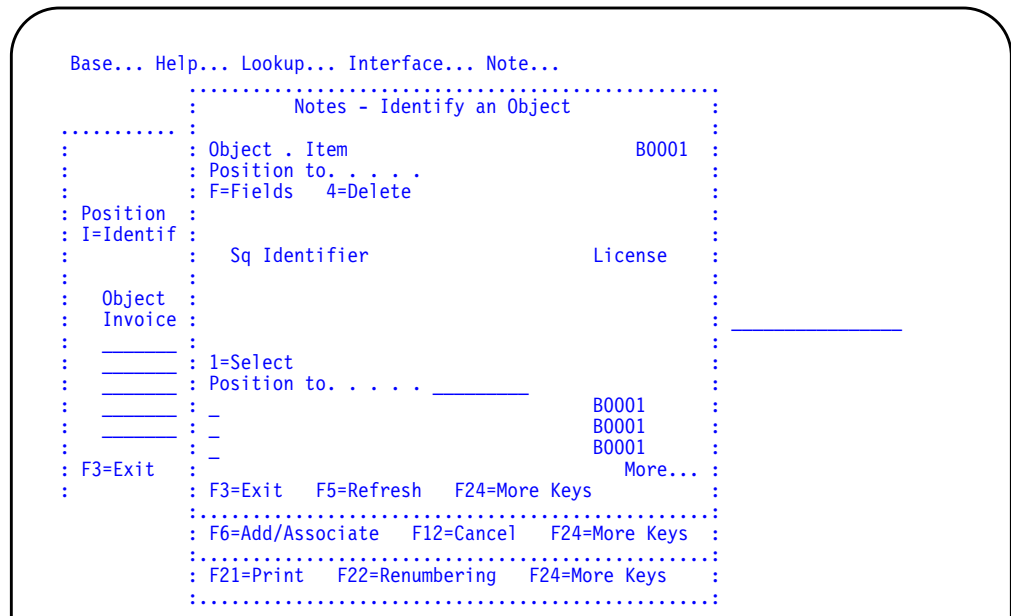
Object The name of a Note object. Maximum of 20 characters, including embedded blanks.

Lic License number. B0001: for Note objects created by you.

Validity/Dft: Default validity period (in days). At the end of this period, notes linked to this object are automatically deleted from the system.

Notes - Identify an Object

Use this window to define or delete identifiers for a particular object. You can select from the list of available identifiers or create new ones.



The fields at the top list the identifiers already linked to the object:

Object (Display only) The name of the object.

(License number) (Display only) License number. B0001 for objects created by you.

Position to A field allowing you to skip down the list to a particular entry. Use it to quickly reposition the starting point of the list.

(Option) A number or character for the action you want to do, entered to the left of any item on the list.

F **Fields.** Takes you to "Notes - Fields" on page 6-15 to define fields for this identifier.

4 **Delete.** Deletes this identifier from the list and from the database after asking you to confirm that you really want to delete it.

Sq Sequence Number. A number specifying the order in which the system lists the identifiers attached to this object. Enter sequential numbers in this field and the system rennumbers your choices 2, 4, 6, and so on.

Identifier (Display only) Identifiers linked with this object.

License (Display only) License number. B0001 for identifiers created by you.

The fields at the bottom list all identifiers currently in the environment. Enter **1** next to an identifier to add it to the list at the top, or press **F6 (Add)** to create new ones. Then press **Enter** to return to the previous window.

- Position to** A field allowing you to skip down the list to a particular entry. Use it to quickly reposition the starting point of the list.
- (Option)** A number or character for the action you want to do, entered to the left of any item on the list.
- 1** **Select.** Selects the identifier and adds it to the list at the top of identifiers linked to this object.
- Identifier** (Display only) All identifiers currently defined.
- License** (Display only) License number. B0001 for identifiers created by you.

F6=Add/Associate

Displays a window to add new identifiers for a Note object.

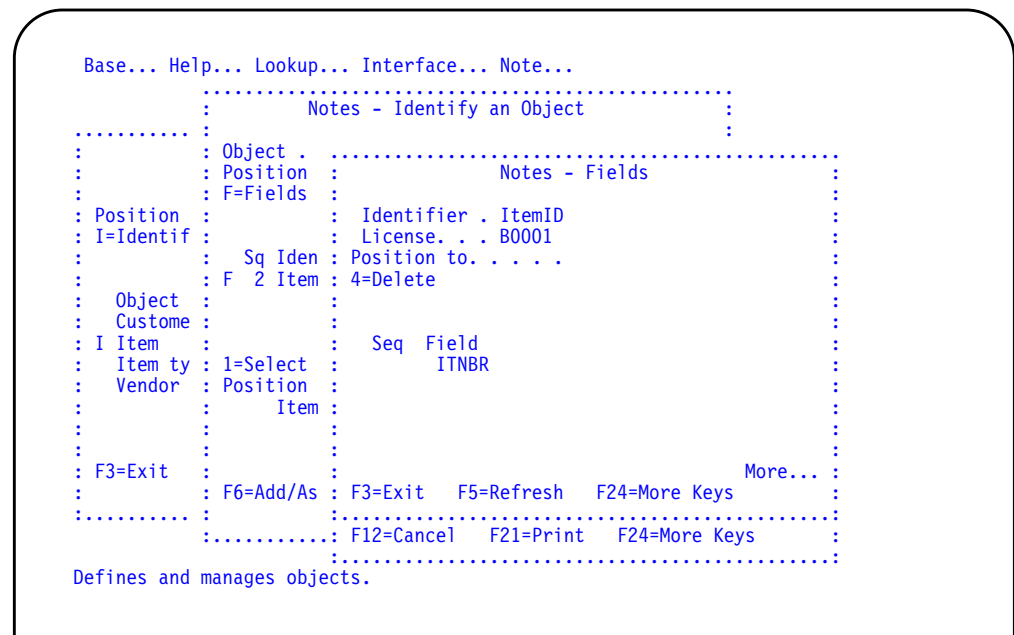
F22=Renumbering

Renumbers the sequence numbers for this record.

Notes - Fields

Use this window to enter or delete fields linked with a particular identifier.

Note: To use this window, you must know the internal name of the fields you want to link. An easier way to link fields with identifiers is to define them by cursor position within an application. See "Identifiers fields" on page B-7.



Type information and press **Enter** twice to confirm.

- Identifier** (Display only) The name of the identifier.
- License** (Display only) License number. B0001 for identifiers created by you.
- Position to** A field allowing you to skip down the list to a particular entry. Use it to quickly reposition the starting point of the list.
- (Option)** A number or character for the action you want to do, entered to the left of any item on the list.

4 Delete. Deletes this field from the list after asking you to confirm that you really want to delete it.

Seq Sequence. Used to control the order fields are used in the note identifier.

Field The internal name of the field linked to this identifier.

Identifiers

Use these windows to manage Note identifiers and link them to fields.

List of Identifiers

Use this window to add or delete identifier records, as well as define fields for identifier records.

```

Base... Help... Lookup... Interface... Note...
                                         : Configuration :
-----:-----:-----:-----:-----:-----:
: List of identifiers :
: : : : : :
: Position to. . . . . :
: F=Fields 4=Delete :
: Identifier License :
: ItemID B0001 :
: : : : :
: : : : :
: : : : :
: F3=Exit F5=Refresh F6=Add F24=More Keys Bottom :
: F12=Cancel F21=Print F24=More Keys :
-----:-----:-----:-----:-----:
Defines and manages identifiers.

```

Type information and press **Enter**.

Position to A field allowing you to skip down the list to a particular entry. Use it to quickly reposition the starting point of the list.

(Option) A number or character for the action you want to do, entered to the left of any item on the list/

F Fields. Takes you to “Notes - Fields” on page 6-15 to define fields for this identifier.

4 Delete. Deletes this identifier from the list and from the database after asking you to confirm that you really want to delete it.

Identifier (Display only) A name for the identifier record.

License (Display only) License number. B0001 for identifiers created by you.

Note

Use these windows to manage and modify notes already created on your system.

Notes Management

Use this window to select notes to view or modify. Type information and press **Enter**.

```

Base... Help... Lookup... Interface... Note...
:
:           Notes Management
: Selections (1=Previous   2=Equal   3=Later)
:   Creation Date . . . 1996/05/01 _
:   Expir. Date . . . 1996/05/01 _
: Position to. . . . .
: A=Addresses  2=Modify  4=Delete
: 5=Display  6=Print
: Object
: / Value
: 2 Item
: ABC
: _ Item type
: 1
: -
:
:                                     More...
: F3=Exit  F5=Refresh  F11=View 2  F24=More Keys
: F12=Cancel  F13=Repeat  F21=Print  F24=More Keys
:
:
: Defines and manages notes.

```

There are two views. Toggle between views by pressing **F11**. View 1 displays notes identified by object and field value:

Creation Date A search field allowing you to search by the date a note was created.

Expir. Date Expiry Date. A search field allowing you to search by the date a note expires (the end of its validity period).

(Selections) A search field used with Creation and Expir. Date to narrow the list of notes.

1 Previous. Displays notes previous to these dates.

2 Equal. Displays notes equal to these dates.

3 Later. Displays notes later than these dates.

Position to A field allowing you to skip down the list to a particular entry. Use it to quickly reposition the starting point of the list.

(Option) A number or character for the action you want to do, entered to the left of any item on the list.

A Addresses. Displays a list of users authorized to see the note. Go to "Addresses (Addressees)" on page 6-18.

2 Modify. Lets you modify the note. Go to "Note Entering" on page 6-19.

4 Delete. Deletes the note from the list and from the database after asking you to confirm that you really want to delete it.

5 Display. Displays the note. Go to "Note" on page 6-20.

Press **F6** to add addressees or enter option 4 to delete them.

(Option) A number or character for the action you want to do, entered to the left of any item on the list.

4 Delete. Deletes this address(ee) record from the list and from the database after asking you to confirm that you really want to delete it.

Address Addressee. A person who will view, or not view, the note. Must match a user ID already defined in the Base function, User Configuration. The MAPICS XA default is *PUBLIC.

Note: You do not have to define specific users, but if you do, you must define all whom you wish to see the note. Otherwise the default *PUBLIC displays notes to all users.

Note Display Y (yes) or N (no). Whether the addressee will see the note. Answer N if you want specific users not to see a note. The MAPICS XA default is Y.

Note Entering

Use this window to modify a note. To create or modify a note from within an application, see "Creating and modifying notes" on page 6-23. Make any changes and press **Enter**.

```

Base... Help... Lookup... Interface... Note...
:
:                                     Note Entering
:
: Selec : Object Item                      Audible alarm . N
: Cr    : Value ABC
: Ex    : Author C$AGILES                    Automatic display
: Posit : Creation date 1995/07/24          Days of validity . . 100
: A=Add : Subj. Discount on Item ABC
: 5=Dis :
: Obj   :                                     Content of the Note
:       : Item ABC, Widget Assembly, is on sale at a
: 2 Ite : 50% discount until 10/01/95
: ABC   :
:
:
:
: F3=Ex :                                     Bottom
:       : F3=Exit  F5=Refresh  F6=Add  F24=More Keys
:
:-----:-----
:       : F12=Cancel  F14=Attribute  F15=Insert  F24=More Keys
:       : F16=Line Deletion  F17=Addressees  F24=More Keys
:       : F18=Do not display the Note  F24=More Keys
:       : F19=Display the Note  F22=Note Deletion  F24=More Keys
:-----:-----
:
: Defines and manages notes.

```

Object (Display only) The name of the object associated with this note.

Audible alarm: Y (yes) or N (no). Whether an audible alarm sounds to notify users that this note exists. Overrides the current setting for the user or user group.

Value (Display only) The field value associated with this note.

Author (Display only) The author of this note, your user ID or user group.

Automatic display Y (yes) or N (no). Whether the note will display automatically or must be requested by the user. Overrides the current setting for the user or user group.

Creation date (Display only) The date the note was created.

Days of validity Validity period: (in days). At the end of this period, this note will be automatically deleted from the system.

Subject The subject of the note.

Content The text of the note.

F14=Attribute

Lets you change the attributes (color, highlighting) of text.

F15=Insert

Inserts blank lines above the current cursor position for you to enter additional text.

F16=Line Deletion

Deletes the line of note text where the cursor is placed.

F17=Addresses (Addressees)

Let you specify information about the recipients of a note.

F18=Do not display the note

The note will be hidden, not displayed to anyone.

F19=Display the note

After you press **F18** to hide a note, pressing **F19** causes it to be displayed again.

F22=Note Deletion

Deletes this note from the database after asking you to confirm that you do want to delete it.

Note

Use this window to view a note without changing it. The fields are the same as those in the Note Entering window, but for display only.


```

Base... Help... Lookup... Interface... Note...
:
:                                     Note
:
: Selec : Object Item
:   Cr  : Value ABC
:   Ex  : Author C$AGILES
: Posit : Creation date 1995/07/24 Validity days nbr 180
: A=Add : Subj. Discount on Item ABC
: 5=Dis :
:   Obj :                                     Content of the Note
:       : Item ABC, Widget Assembly, is on sale at a
: 5 Ite : 50% discount until 10/01/95
:   ABC :
:
:
:
: F3=Ex :
:       : F3=Exit   F5=Refresh   F12=Cancel   F24=More Keys
: .....
:
: Defines and manages notes.

```

Using the PREMUI command

Use this command to process Note objects, identifiers, and fields you have already defined. You must run the PREMUI command each time you define new ones, before creating notes linked to them.

Normally when you exit the Note function, the system prompts you to run the PREMUI command with the following prompt:

```

:                                     Notes : screen analysis
:
: Screen analysis is necessary because
: some note definitions have changed.
: Should this be prepared now ?
:
:           <  O K  >   Cancel
:
:
:                                     Cross Application Support
:
:                                     User Interface Menu
:
:

```

To run the command now, choose **OK**. To run it later, choose **Cancel** and all of your choices are saved for later processing.

In certain circumstances, such as a rapid exit from MUI menus using **F10**, the prompt may not appear. If so, enter **PREMUI** on an AS/400 command line and press **F4 (Prompt)**.

The MUI Preparation window appears. Type information and press **Enter**.

```

                                MUI Preparation (PREMUI)

Type choices, press Enter.

Library      . . . . . Name,*NONE
              + for more values
File         . . . . . *ALL      Name, generic*, *ALL, *NONE
Batch       . . . . . *YES      *YES, *NO

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

```

- Library** The name of the program libraries (AMALIB*) containing files named below.
- File** The files containing the application functions where the notes were created, such as *ALL, AMI*, or AMVTOFM.
- Batch** *Yes or *No. Whether or not to run the job in batch.

For an explanation of the function keys, see AS/400 documentation.

When the system finishes processing, the application display appears again. You can now create notes for the objects, identifiers, and fields you have just defined.

Note: If you try to create a note for a field that has not yet been defined, or whose definitions have not yet been processed, you see the following message:

```

Basic functions... Tools...
: Basic functions :
: Calculator      :
: caLendar       :
: Notes entry    :
: noTes displa  :
: Product stat  :
: .....: Fields associated to identifiers
:         defining the object are blank.
:
: < OK >
: .....

```

This means that no link currently exists between the field and any Note object or identifier. To fix the problem:

- Make sure you have defined the link (explained in "How to set up the Note system" on page 6-4).
- Run the PREMUI command to process your definitions.

Creating and modifying notes

This section explains the tasks to create and modify MAPICS XA notes from within an application.

Before beginning any of these tasks, make sure that a Note system has already been set up in ADMMUI. See "How to set up the Note system" on page 6-4.

- Note objects and identifiers must be defined.
- Identifiers must be linked to fields.
- The PREMUI command must have been run.

For details, see "How to set up the Note system" on page 6-4.

Creating a note can only be done from within an application. Using cursor position and the hot key menu, you locate the field and the appropriate value. Then you create a note linked to them.

Modifying existing notes can be done in either of two ways:

- From within an application: Once a note exists and you view it from an application screen, you can modify it using **F14 (Modify)**.
- From the Note menu (on the MAPICS XA User Interface Menu): Once a note exists and you view it from the Notes Management list, you can select and modify it. See "Note Entering" on page 6-19.

Both methods of modifying notes are equally easy. Which you use depends upon whether you are an authorized user working from within an application or an administrator working from administrative lists.

Creating notes

1. Within a MAPICS XA application, locate the field for which you wish to create a note. Locate (or enter) the specific field value to which the note is linked. In the example below, the cursor is in the field Item with the value ABC displayed.
2. Make sure the field has been linked to an identifier. Use the steps in "Identifiers fields" on page B-7 to check whether the field has been linked and, if not, to create the link.
3. Position the cursor in the field and press **HOME** (or whatever hot key has been defined) until the MUI Main Menu (hot key menu) appears. Choose **Basic functions**. From the Basic functions menu, choose **Notes entry**.

```

Basic functions... Utilities ....
.....
: Basic functions :
:               : ENTER-
: Calculator      : ITEM   ABC
: caLendar       : ACTION C
:               : SCREEN 1
: Notes entry    :
: noTes display  :
:               :
: Product status :
:               :
:.....: OR SESSION

SELECT SCREEN TO APPEAR FIRST-
1 ALL SCREENS (IN SEQUENCE)
2 GENERAL INFORMATION
3 ADDITIONAL INFORMATION
4 COSTING INFORMATION

```

4. The Notes Management list appears. In this case, the list show objects with existing links to this application location, for which notes may be created. In our example, the object is Item and the value is ABC.

The list may also show objects with existing notes that you can modify.

```

Basic functions... Utilities ....
.....
: Basic : Notes Management
:       :
: Calcul :
: caLend : 1=Select
:       :
: Notes : Object
: noTes : / Value
:       : 1 Item
: Produc : ABC
:       : -
:..... :
:
SELECT SC :
1 AL :
2 GE :
3 AD :
4 CO :
:       : Bottom
:       : F3=Exit F5=Refresh F12=Cancel F24=More Keys
:..... :
Enable to enter notes

```

Select an object, and press **Enter**.

If you do not see the object you want:

- A link may be missing. Follow the steps in "Identifiers fields" on page B-7 to check whether the field has been linked and, if not, to create the link.
- A note object and identifier may be missing. Follow the steps in "How to set up the Note system" on page 6-4 to create them.

5. The window, Notes Entering, appears.

```

Basic functions... Utilities ....
: Basi :                               Note Entering                               :
:      :                               :                                       :
: Calc : Object Item                               Audible alarm . :
: caLe : Value ABC                                       :
:      : Author C$AGILES                               Automatic display :
: Note : Creation date 1996/07/24           Days of validity . . 180 :
: noTe : Subj.                                       :
:      :                               :                                       :
: Prod :                               Content of the Note                               :
:      :                               :                                       :
:..... :                               :                                       :
SELECT :                               :                                       :
  1    :                               :                                       :
  2    :                               :                                       :
  3    :                               :                                       :
  4    :                               :                                       :
:      :                               :                                       :
:      :                               More... :
:      : F3=Exit F5=Refresh F12=Cancel F24=More Keys :
:      : F14=Attribute F15=Insert F24=More Keys :
:      : F16=Line Deletion F17=Addressees F24=More Keys :
:      : F18=Do not display the Note F24=More Keys :
:      : F19=Display the Note F22=Note Deletion F24=More Keys :
:      : Note text entry. :
:      :                               :                                       :
Enable to enter notes

```

This window includes defaults configured for the entire Note system (see "Notes General Configuration" on page 6-12), but you can override them for this note.

Type information for the note. To display additional lines, press **Page Down**. When complete, press **Enter**.

the note for confirmation appears again. Continue pressing **Enter** until the Basic functions menu reappears.

- Object** (Display only) The name of the object associated with this note.
- Audible alarm** Y (yes) or N (no). Whether an audible alarm sounds to notify users that this note exists. Overrides the current setting for the user or user group.
- Value** (Display only) The field value associated with this note.
- Author** (Display only) The author of this note, your user ID or user group.
- Automatic display** Y (yes) or N (no). Whether the note will display automatically or must be requested by the user. Overrides the current setting for the user or user group.
- Creation date** (Display only) The date the note is created (today's date).
- Days of validity** Validity period (in days). At the end of this period, this note will be automatically deleted from the system.
- Subject** The subject of the note.
- Content** The text of the note.

F14=Attribute
Lets you change the attributes (color, highlighting) of text.

F15=Insert

Inserts blank lines above the current cursor position for you to enter additional text.

F16=Line Deletion

Deletes the line of note text where the cursor is placed.

F17=Addresses (Addressees)

Displays information about the recipients of the note.

F18=Do not display the note

The note will not be displayed to anyone.

F19=Display the note

After you press **F18** to not display a note, pressing **F19** causes it to be displayed again.

F22=Note Deletion

Deletes this note after asking you to confirm that you do want to delete it.

Modifying notes

- To modify an existing note from within a MAPICS XA application, locate the field and specific field value to which the note is linked.
- Display the note in the usual way. Then press **F14 (Modify)**.

Note: Pressing **F14** is the easiest way to modify a note. You can also press the **HOME** key to display the MUI Main Menu, select **Basic functions** and then **Notes entering** to display the Notes Management window, and then select the note you want to modify.

- The Note Entering window appears.

```

DATE **/**/**          ITEM MASTER FILE          CHANGE          AMVT02 NN
-----
ITEM A :                Note Entering                : VENTORY
DESCRIP :                :
: Object Item                :
STOCK : Value ABC                : 1
UNIT : Author C$AGILES                :
UNIT : Creation date 1996/07/24 Validity days nbr 100 :
ORDER : Subj. Discount on Item ABC                :
VENDO :                :
DEPAR :                Content of the Note                :
CARRY : Item ABC, Widget Assembly, is on sale at a                :
STD S : 50% discount until 10/01/96.                :
STD B :                : 1
BILL :                : 0
PURCH :                : 0
SALES :                : 0
PRINT :                : 0
KIT E :                : 0
DATE :                Bottom :
: F3=Exit F5=Refresh F6=Add F24=More keys                :
: F12=Cancel F14=Attribute F15=Insert F24=More Keys                :
: F16=Line Deletion F17=Addressees F24=More Keys                :
: F18=Do not display the Note F24=More Keys                :
: F19=Display the Note F22=Note Deletion F24=More Keys                :
-----

```

This is the same window explained in "Creating notes" on page 6-23, but **F6 (Add)** also appears for you to add additional lines of text.

4. Type information and press **Enter** until the Note window appears again with your changes.

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Appendix A. Changing MAPICS XA user interface commands

When MAPICS XA is shipped to you, the Base, Help, Lookup, Interface, and Note functions are activated, and the Menu function is not. The HOME key has been set up as a "hot key" to access the Screen Design tool within the Interface function.

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Note: The term Interface in this appendix refers specifically to MAPICS XA application screens (displays). The function to change application screens is called the Interface function. Other aspects of the user interface, such as help, lookup, and note windows, are controlled by the Help, Lookup, and Note functions.

This appendix tells about the MAPICS XA user interface commands and explains how to change (override) parameters permanently within the MAPICS XA APPTXT file, or temporarily using the command CHGMUI.

The defaults shown in this appendix apply to most MAPICS XA applications. For exceptions, see "What you can modify" on page 1-3.

MAPICS XA user interface commands

The MAPICS XA user interface commands are:

Command	Description	Change parameters?	Effect	To change, see page
ADMMUI	Accesses MAPICS XA User Interface Menu	No	---	---
STRMUI	Starts MAPICS XA User Interface function	Yes (within APPTXT)	Permanent	A-8
ENDMUI	Ends MAPICS XA user interface function	No	---	---
CHGMUI	Changes MAPICS XA user interface parameters	Yes	Temporary	A-10
PREMUI	Prepares MAPICS XA Note function	Yes	Temporary	6-21

You have already seen the first command, ADMMUI, in “Getting started” on page 2-1. You do not need to change parameters for it.

STRMUI and ENDMUI are commands that, under normal operation, run for you in the background when you start and exit MAPICS XA. You do not need to be aware of them unless you want to change the parameters for the MAPICS XA user interface.

To do that, you change (override) the parameters for STRMUI in the application description file, APPTXT, within the MAPICS XA database. The APPTXT file contains one record for each MAPICS XA application, so you can restrict parameter changes to specific applications. You do not need to change the parameters for ENDMUI.

CHGMUI enables you to make changes to MUI command parameters, as if you had changed them for STRMUI, but the changes are effective for the current session only or until ENDMUI occurs.

PREMUI prepares the Note function by processing the objects, identifiers, and fields you set up. You change parameters to specify libraries and processing mode.

STRMUI command parameters

This section explains the STRMUI command parameters. Use the information here to understand your choices. Use the steps in “Changing command parameters permanently” on page A-8 or “Changing command parameters temporarily” on page A-10 to change them.

- The parameters for the Help and Lookup (Window) functions determine which keys access the functions and how the keys behave.
- The parameters for the Interface function and hot keys determine which keys access the Interface function and how the keys behave.
- The parameters for the Notes function determine how users are notified of notes.

Note: The defaults listed here are those in the APPTXT file. If no APPTXT parameter exists, then the defaults for the system STRMUI command apply.

Help function

How and when the Help function is accessed. **Most MAPICS XA applications access MUI help text via F1 (as well as the Help key), if F1 is not being used by the application.**

Function keys The function key which users press to see help text. **The MAPICS XA default is F1.**

***NONE** The Help function is inactive.

***SAME** When the system is restarted, the same key will be used as before.

HELP The Help key on the keyboard is the only key that starts Help.

F1-F24 Name of specific function key to start Help.

Intervention How the key specified above works. **The MAPICS XA default for most applications is *UNUSED.**

***ALWAYS** The key always accesses Help. The application never uses this key for anything other than Help.

***FIELDS** The key only accesses Help when the cursor is placed on a field. Then it processes it as *ALWAYS. If the cursor is not on a field, it processes it as *NONE.

***UNUSED** The key accesses Help only if the key is not being used by the application.

Intervention condition Help How the Help key on the keyboard is processed. **The MAPICS XA default is *ALWAYS.**

***KEY** The Help key and the selected function key work the same way.

***ALWAYS** The Help key always accesses Help. The application never uses this key for anything else.

***FIELDS** The key only accesses Help when the cursor is placed on a field. Then it processes it as *ALWAYS. If the cursor is not on a field, it processes it as *NONE.

***UNUSED** The key accesses Help only if the key is not being used by the application.

Note: If you are planning to use the capture (copy) feature of the Help function, you must set either Intervention or Intervention condition Help to ***ALWAYS**.

Window function

The term window is used here to refer to the various types of Lookup windows available for selected fields. MAPICS XA accesses Lookup via the F4 key, if F4 is not being used by the application.

Function keys The function key which users press to see database lookups. The shipped default is **F4**.

***NONE** The Lookup function is inactive.

***SAME** When the system is restarted, the same key will be used as before.

F1-F24 Name of specific function key to start Lookup.

Intervention How the key specified above works. The shipped default is ***UNUSED**.

***ALWAYS** The key always accesses Lookup. The application never uses this key for anything other than Lookup.

***FIELDS** The key only accesses Help when the cursor is placed on a field. Then it processes it as ***ALWAYS**. If the cursor is not on a field, it processes it as ***NONE**.

***UNUSED** The key accesses Lookup only if the key is not being used by the application.

Manager interface function

How and when users can access the Interface function to modify application displays. MAPICS XA activates the Interface function, but does not use Keys Swapping Set.

Function use The MAPICS XA default is ***YES**.

***NONE** The Interface function is inactive. Users can neither modify panels nor change function key sets.

***SAME** When the system is restarted, the same key will be used as before.

***YES** The Interface function is active. Users can both modify displays and change function key sets.

***NO** Users can not modify displays, but they can change function key sets.

Keys swapping set Do not change the MAPICS XA default of ***NONE**.

Name The name of the function key set to be swapped with (used in place of) the current set.

***NONE** The current set of function keys cannot be changed.

Notes receipt mode

How users are notified to view notes or lists of notes. The shipped default is *USRPRF, but you can change it. The value you enter in the APPTXT file applies to all users, but you can override it for individual users or user groups. See "Interface/Notes Configuration (details)" on page 2-16.

- *SAME** When the system is restarted, the same key will be used as before.
- *USRPRF** Users will be notified about notes, based on settings in the AS/400 user profile for messages.
- *HOLD** The system will not issue a message saying that a note is available and the note will not be displayed unless the user specifically requests it by pressing a function key.
- *NOTIFY** The system will issue a message (and an optional sound alarm) saying that a note is available for a field. The note will not be displayed unless the user specifically requests it by pressing a function key.
- *BREAK** The system will automatically interrupt the application to display notes without requests from users.

Hot key function

How and when a hot key is used to access a command function, such as Screen Design or Note tasks. The shipped default is HOME for the hot key and *MAIN-MENU for the function to execute. Change these parameters to use another hot key or to access other functions.

Function keys The hot key which users press to access the function. The MAPICS XA default is HOME.

- *NONE** The hot key function is inactive.
- *SAME** When the system is restarted, the same key will be used as before.
- HOME** The HOME key acts as a hot key.
- F1-F24** Name of a specific function key to act as a hot key.

Function to execute What function is called when users press the hot key. You can specify a group, such as *MAIN_MENU, *BASE_MENU, or *TOOLS_MENU, or an individual function, such as *DESIGN or *IDENTIFIER, if that is the only function you want to use. **The shipped default is *MAIN-MENU.**

Note: Change this parameter to *MAIN_MENU if you want to use all of the functions on the hot key menus.

- *CMD** Used in combination with Hot key associated command to start other commands not listed under the Main Menu, Base Menu, or Tools Menu.
- *BASE_MENU** To call the Base Menu with the following functions:
 - *Calculator
 - *Calendar
 - *NOTE_INQUIRY
 - *NOTE_MAINTENANCE

*MAIN_MENU	To call the Main Menu, containing: <ul style="list-style-type: none"> • *BASE_MENU • *TOOLS_MENU
*TOOLS_MENU	To call the tools (Utilities) menu with the following functions: <ul style="list-style-type: none"> • *CHECK_HELP • *CHECK_LOOKUP • *CHECK_NO_HELP • *CHECK_NO_LOOKUP • *DESIGN • *DISPLAY ORIGINAL SCREEN • *IDENTIFIER
*CALCULATOR	To call the calculator.
*CALENDAR	To call the calendar.
*CHECK_HELP	To highlight the fields that have Help windows attached.
*CHECK_LOOKUP	To highlight the fields that have Lookup windows attached.
*CHECK_NO_HELP	To highlight the fields that do not have Help windows attached.
*CHECK_NO_LOOKUP	To highlight the fields that do not have Lookup windows attached.
*DESIGN	To display the Interface Screen Design tool.
*IDENTIFIER	To display the Identifier function used within Note.
*NOTE_MAINTENANCE	To display the windows for creating and maintaining notes.
*NOTE_INQUIRY	To display available notes.
*STATUS	To call the status window.

Hot key associated command

A field used in combination with the *CMD parameter of Function to execute to specify a command to be executed when the user presses the hot key. If you have set up the hot key to access another command, type its name here. Not used by MAPICS XA. The MAPICS XA default is blank.

Other parameters

Do not use for MAPICS XA.

Value of the menu variables Optional parameter used with the Menu function to pass a single alphabetic character (letter) to be used as a menu choice.

Variable name Any one of the 26 letters of the alphabet.
Value The value of the variable.

Special options Parameter to use in non-MAPICS XA environments. The format is *LXXYYYYZZZ, where

- L** Location of the window.
- XXYY** Coordinates of the upper left-hand corner of the window. The height is defined by the default in the window attribute.
- ZZZ** The width of the window.

Changing command parameters permanently

This section tells you how to change (override) command parameters permanently by editing the application description file, APPTXT, within the MAPICS XA database. Because the APPTXT file contains STRMUI parameters for each MAPICS XA application, you need to decide whether you want to make changes for all applications, or only for certain ones. Your changes apply to all users of each application.

Note: See “What you can modify” on page 1-3 for restrictions by function and application. For example, you cannot change the Lookup parameters for Customer Order Management (COM) because COM uses **F4** for its own prompt function

Note: Whenever you migrate to a new release level of MAPICS XA, a new copy of the APPTXT file replaces the previous one. If you have changed any STRMUI parameters, remember to change them again in the new release of the APPTXT file.

1. Using an appropriate database tool, edit and update the application description file, APPTXT.
2. By application, edit the field WZDC for the MAPICS XA user interface commands. Locate the field in the record for each application you have installed.
3. Find STRMUI and the keywords for each function. Two examples using different database tools are shown below.

```

XXX                                     Mode . . . . : CHANGE
Format . . . . : APPTXTAA              File . . . . : APPTXT

APPL PROGRAM NUMBER:                   5733M7N
INSTALLABLE FLAG:                       1
APP INSTALLED FLAG:
APP ID:                                  5
APPLICATION NAME:                       International Financial Management
XMREPS LETTER ARRAY POS:                26
XMREPS FLAG ARRAY POS:                  26
ADLLC:                                  AM5998   P08 AM5999   P01

SEL MENU OPT:                            15
MAIN MENU NAME:                          AM5M00
APP ACRONYM:                              IFM
MAPICS USER INTERFACE COMMAND: STRMUI HELP(F1 *UNUSED *ALWAYS) INTERFACE(*YES)
HOTKEY(HOME *MAIN_MENU) MENU(*NONE)

```

F3=Exit
F9=Insert

F5=Refresh
F10=Entry

F6=Select format
F11=Change


```

**/**/** File AMFLIB3/APPTXT APPTXT 30 QPADEV0007
Control Scan: Location Found R-length RRN#
                1      2      3      4
                : 0      : 0      : 0      : 0      :
IM STRMUI HELP(F1 *UNUSED *ALWAYS) INTERFACE(*YES
201 4CD44EEDDEC4CCDD4CF45EDEECC45CDECEE54CDECDCCC45EC 250
    0940023944908537D610C4542540C136182D0953596135DC85

S) HOTKEY(HOME *MAIN_MENU) MENU(*NONE)
251 E54CDEDCE4CDDC45DCD6DCDE54DCDE45DDDC54444444444444 300
    2D0863258D86450C4195D4554D04554DC5655D0000000000000

301 44444444444444444444444444444444 325
    00000000000000000000000000000000

F2=Display character F3=Exit F4=Field prompt F5=Refresh
F6=Add a record F7=Scan forward F8=Scan backward F24=More keys

```

4. By application and by keyword, edit the appropriate parameter values. For example:

To do this...	Add or change these keywords (parameters)
Use *NOTIFY as the Notes receipt mode for all users.	NOTE(*NOTIFY)
Use HOME as the hot key to display notes	HOTKEY(HOME *NOTE_INQUIRY)
Use HOME as the hot key to access the MUI Main Menu.	HOTKEY(HOME *MAIN_MENU)
Use HOME as the hot key to access another command, XYZ.	HOTKEY(HOME *CMD) HOTKEYCMD(XYZ)

Changing command parameters temporarily

This section tells you how to use the CHGMUI command to override the STRMUI parameters in the APPTXT file and the system STRMUI command. This change is temporary, for the current application and session only—until you switch applications, end MAPICS XA, or until the ENDMUI command takes effect.

1. Sign on to MAPICS XA and select the application whose parameters you want to change.
2. On the command line for that application, type CHGMUI and press **F4 (Prompt)**. The Change MUI parameter screen appears.

```

Change MUI                (CHGMUI)

Type choices, press Enter.

Initial menu:
  Name . . . . . *NONE      Name,*NONE,*USRPRF
  License Number . . . . . *PROD   Alpha value, *PROD
Help function:
  Function keys . . . . . F1      *NONE, *SAME, HELP, F1, F2...
  Intervention condition . . . *UNUSED *ALWAYS, *FIELDS, *UNUSED
  Intervention condition help *ALWAYS *KEY, *ALWAYS, *FIELDS...
Window function :
  Function keys . . . . . F4      *NONE, *SAME, F1, F2, F3...
  Intervention condition . . . *UNUSED *ALWAYS, *FIELDS, *UNUSED
Menu function:
  Function keys . . . . . *NONE    *NONE, *SAME, F1, F2, F3...
  Intervention condition . . . *UNUSED *ALWAYS, *UNUSED
  Default Menu Name . . . . . Name,*NONE,*USRPRF
  License Number . . . . . Alpha value, *PROD

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

```

```

Change MUI                (CHGMUI)

Type choices, press Enter.

Manager interface function:
  Function use . . . . . *YES      *NONE, *SAME, *YES, *NO
  Key Swapping Set . . . . . *NONE Name,*NONE
  Notes receipt mode. . . . . *BREAK *SAME, *USRPRF, *HOLD...
Hot key function:
  Function keys . . . . . *NONE    *NONE, *SAME, HOME, F1, F2...
  Function to Execute . . . . .
Hot key associated command

```

3. Type your changes and press **Enter**. The application screen or menu appears again. Your changes are in effect for the rest of this session within that application. Repeat steps 1-3 to change parameters temporarily within other applications.

Appendix B. Using the MUI hot key menus

This chapter explains how to do the tasks on the MUI hot key menus.

Tasks on the MUI Main Menu	B-2
Basic functions menu	B-3
Calculator	B-4
Calendar	B-5
Notes entry	B-6
Notes display	B-6
Product status	B-6
Utilities menu	B-7
Screen design	B-7
Display original screen:	B-7
Identifiers fields	B-7
Fields with help	B-10
Fields without help	B-10
Fields with lookup	B-11
Fields without lookup	B-11

The MUI Interface function allows you to define a key, known as a hot key, to access a number of menus with useful tasks. The tasks on these menus are context-specific. You always press the hot key within a MAPICS XA application screen, and most of the tasks are linked to a specific cursor position on that screen.

This chapter assumes that the **HOME** key has been set up as the hot key and that you have changed the parameters in the APPTXT file for each application to access the highest-level menu, called the MUI Main Menu. (The name Main Menu does not appear on it, but *MAIN_MENU is the name of its parameter in the STRMUI command.)

Since STRMUI parameters are defined by application, anyone using the application can access the hot key menus. However, some of the tasks require that you have special authorization either to the Interface or to the Note functions.

These instructions apply to tasks you can do from most MAPICS XA applications.

For this information....	See this topic:	Page:
Locations where you can use hot key tasks.	"What you can modify"	1-3
How to authorize users and user groups.	"Users configuration"	2-5
How to tailor the shipped parameters in the APPTXT file for: - The Interface function - The hot key and its menus.	"Changing MAPICS XA user interface commands"	A-1

Tasks on the MUI Main Menu

You access the hot key menus within MAPICS XA applications by pressing **HOME**, or whichever key has been defined as the hot key.

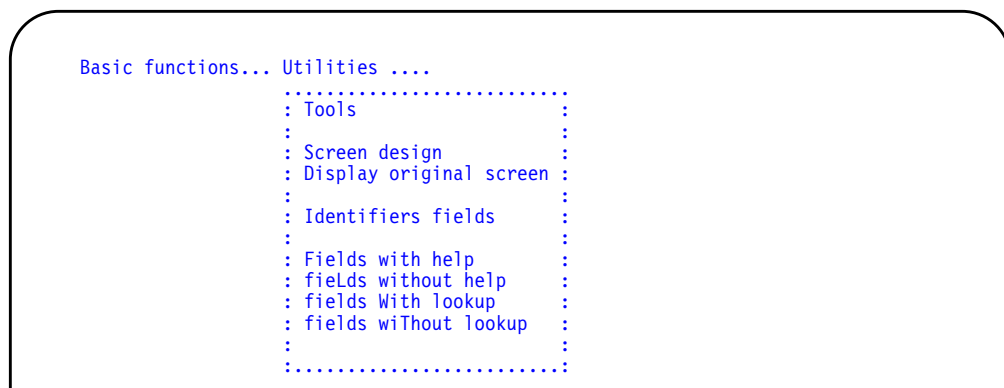
The MUI Main Menu appears.



Use this menu to choose either of two submenus, the Basic functions menu...



...or the Utilities (Tools) menu:



The following table shows the path to get to each task and whether you need special authorization to do it. The sections that follow explain the windows that appear and what you do on them.

Task	Menu path	Authorization needed?	Page:
Use calculator	Basic functions Calculator	No	B-4
View calendar	Basic functions Calendar	No	B-5
Create notes	Basic functions Notes entry	Yes - Notes	6-23
Display notes	Basic functions Notes display	No	B-6

Task	Menu path	Authorization needed?	Page:
Display product status	Basic functions Product status	No	B-6
Modify screens	Utilities Screen design	Yes - Interface	B-7
Display original screen	Utilities Display original screen	Yes - Interface	B-7
Define note identifiers	Utilities Identifiers fields	Yes - Note	B-7
Determine fields with help	Utilities Fields with help	No	B-10
Determine fields without help	Utilities Fields without help	No	B-10
Determine fields with lookup	Utilities Fields with lookup	No	B-11
Determine fields without lookup	Utilities Fields without lookups	No	B-11

Most of the tasks on the hot key menus are also parts of larger functions on the MAPICS XA User Interface Menu:

These hot key tasks...	Are part of these functions	For related information, see:
Calculator	Lookup	"Calculator lookups" on page 4-9.
Calendar	Lookup	"Calendar lookups" on page 4-10.
Notes entry	Note	"Creating and modifying notes" on page 6-23.
Notes display	Note	"How to view notes" on page 6-8.
Product status	All	"Tasks on the MAPICS XA User Interface Menu" on page 1-5 and "Tasks on the Base menu in ADMUI" on page 2-3.
Screen design	Interface	"Modifying MAPICS screens" on page 5-14.
Display original screen	Interface	"Modifying MAPICS screens" on page 5-14.
Identifiers fields	Note	"Creating and modifying notes" on page 6-23.
Fields with help	Help	"Modifying MAPICS screens" on page 5-14.
Fields without help	Help	"Modifying MAPICS screens" on page 5-14.
Fields with lookup	Lookup	"Modifying lookup windows" on page 4-1.
Fields without lookup	Lookup	"Modifying lookup windows" on page 4-1.

Basic functions menu

The Basic functions menu contains a number of basic tasks for general users.

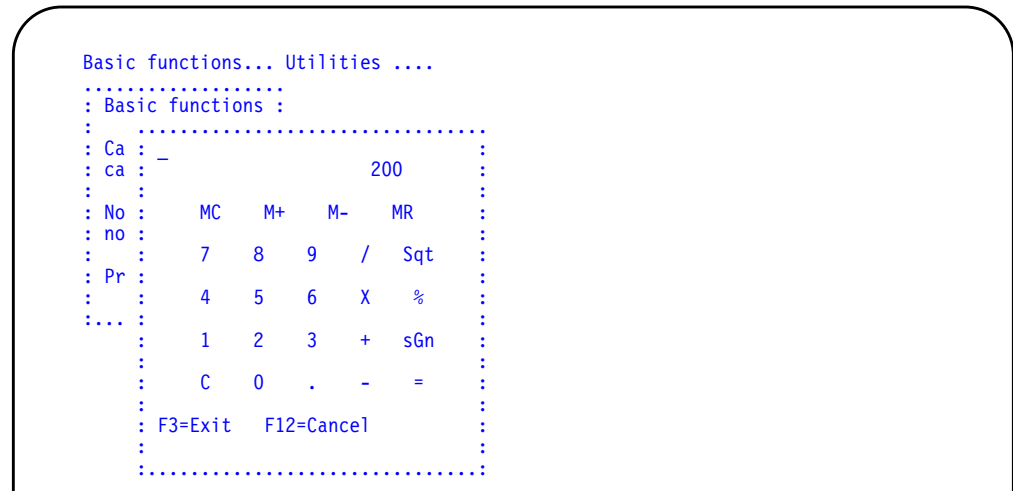
- Calculator

- Calendar
- Notes entry
- Notes display
- Product status

All of the tasks except Notes entry can be done by users without special authorization. The calculator and calendar tasks are similar to those available through the F4 Lookup function, but they do not return values to fields.

Calculator

The Calculator task displays a calculator with numbers and function symbols.



Note: Use the calculator on this menu simply to compute calculations. The Return function is not available (and no **R** is displayed) to return a value to an input field.

To enter calculations, leave the cursor in the top left corner of the window and type any of the numbers or functions below. (Do not click on the calculator buttons on the screen.) You can press the **Tab** key to return the cursor to the top left corner of the window.

0 through 9	Numbers 0 through 9
. (decimal point)	Decimal point
+ (plus sign)	Addition
- (minus sign)	Subtraction
x or * (asterisk)	Multiplication
/ (front slash) or : (colon)	Division
S	(Sqt) Square root
G	(sGn) Sign change
%	Percentage
M +	Memory plus
M -	Memory minus
MC	Memory clear
MR	Memory recall
= or Enter	To display the result.
C	Clear. The first time C erases the previous entry. The second time C erases the current operation.

For example, when you type **10x20=** and press **Enter**, the result of your calculation (200) is displayed in the white area at the top.

The online calculator displays up to 20 digits: 11 integers and 9 decimals. If you enter more than 11 integers, a message warns you that the value is too large. If you calculate a value with more than 9 decimals, the additional decimal positions are truncated.

Calendar

The Calendar task displays a calendar for the current month, with the current day of the month highlighted.

```

Basic functions... Utilities ....
.....-ADDITIONAL INFORMATION-
: Basic functions :                               INVENTORY
: :
: Calculator      :
: caLendar       : CODE                      COMMISSION PERCENT .000
: :              :                      RESOURCE PROFILE BUILD FLAG  N
: Notes entry    : NNER                      DEMAND TIME FENCE    0
: noTes display  : DATE                      7/17/95  BASE PRICE      .000
: :              :
: Product status : D
: :              :
: .....,.....:
TAX COMMODITY CODE .00
SUPPLEMENTAL WEIGHT .00
DATE LAST MAINTAINED
Displays calendar.

: JULY 1995 :
: M T W T F S S :
: 26 : 01 02 :
: 27 03 04 05 06 07 08 09 :
: 28 10 11 12 13 14 15 16 :
: 29 17 18 19 20 21 22 23 :
: 30 24 25 26 27 28 29 30 :
: 31 31 :
: F3=Exit :
: .....,.....:
F15 NOTE TASKS
F18 REFRESH SCREEN

```

Notes:

1. The only way to change the appearance of this calendar is to define a calendar called STANDARD CALENDAR (explained in "Calendars Management" on page 4-42). If a calendar exists by that name, the system will display that calendar instead of the default one-month calendar shown here.
2. Use the calendar on this menu simply to look up dates. It will not return a value to an input field.
3. Also note that the memos you enter here are not displayed when you view calendar lookups using **F4**.

F13=Memo

Allows you to enter a memo associated with a date. Place the cursor on the date and press **F13**. A window appears. Type the memo and press **Enter**. Press **F13** again to see the memo.

```

Basic functions... Utilities ....
:-----:
: Basic functions :                               INVENTORY
: Calculator      :
: caLendar       : CODE                                COMMISSION PERCENT .000
: Notes entry    : NNER                                RESOURCE PROFILE BUILD FLAG N
: noTes display  : DATE                                DEMAND TIME FENCE      0
:                : 7/17/95                                BASE PRICE              .000
: Product status : D                                     : JULY 1995 :
:                :                                     : M T W T F S S : .0000
:-----:
TAX C : Text of the Memo : .0000
SUPPL : Date: 17071995
: Text : Holiday observed locally
DATE  :
: F3=Exit F12=Cancel F22=Delete
:-----:
: F15 NOTE TASKS
: F18 REFRESH SCREEN

Displays calendar.

```

Notes entry

The Notes Entry task allows authorized users to create and modify notes from within an application. This task is explained in "Creating and modifying notes" on page 6-23.

Notes display

The Notes Display task allows all users to display MAPICS XA notes. This task is explained in "How to view notes" on page 6-8.

Product status

Use this task to display the parameters for MAPICS XA user interface functions.

```

Basic functions... Utilities ....
:-----:
:                Status
: Help          Active  Function key:      F1
:                Intervention cond.: *UNUSED
:                Help interv. cond.: *ALWAYS
: Lookup        Active  Function key:      F4
:                Intervention cond.: *UNUSED
: Interface     Active  Keys swapping set : *NONE
:                Swapping on Screen: N
:                Design on screen: N
: Note          Active  Reception mode:   *BREAK
: Hot key       Active  Function key:
:                Function to execute:
: F3=Exit F12=Cancel
:-----:

Displays status of the product.

```

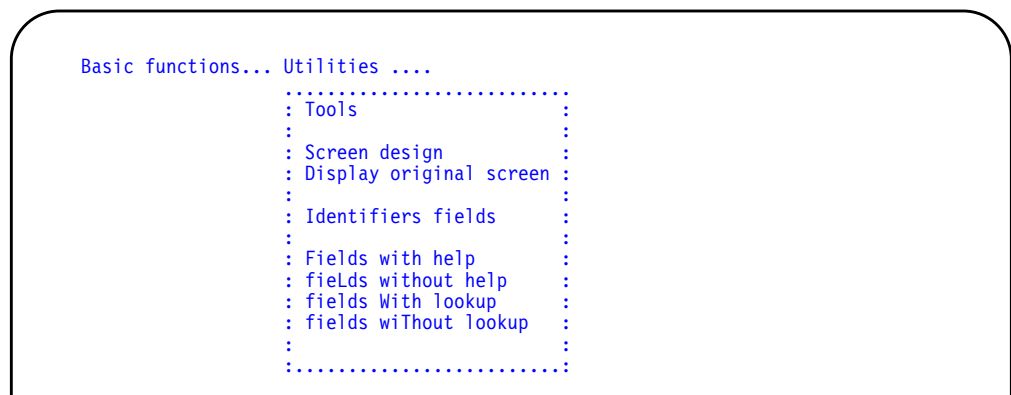

The parameters are based on:

- Which functions are active on your system (the Base configuration on the MAPICS XA User Interface Menu.
- How each function (Help, Lookup, Interface, and Note) is configured.
- The settings for the STRMUI command in the APPTXT file for the current application.
- Any changes for the current application session you entered using the CHGMUI command.

You cannot change these parameters here. Only authorized users can change them, using the tasks on the MAPICS XA User Interface Menu.

Utilities menu

The Utilities menu contains a number of useful tasks related to the Interface, Note, Help, and Lookup functions. The last four tasks can be done by users without special authorization.



Screen design

The Screen Design task allows authorized users to modify MAPICS XA displays. This task is explained in "Using Screen Design" on page 5-15.

Display original screen:

This task allows authorized users who are modifying MAPICS XA displays to display the original version of the screen currently being viewed. The screen appears unmodified, as originally shipped. Any fields or literals that have been deleted or moved are displayed in their original state. Any data originally within fields is displayed as asterisks (*).

Press **F3** or **F12** to exit. You may only view the original screen. To undo any changes, see step 9. on page 5-20 and "Screen modification" on page 5-6.

Identifiers fields

Use this task when setting up a Note system to link fields to identifiers. In addition, you can use it to determine:

- The internal names of fields
 - Whether a field is currently linked to an identifier
1. From an application display, position the cursor in a field. In this example the field is **Item** with the field value **ABC**.

```

DATE  **/**/**          ITEM MASTER FILE MAINTENANCE      SELECT  AMVT01  NN

                                ENTER-
                                ITEM   ABC
                                ACTION C
                                SCREEN 1

SELECT ACTION-
A ADD
C CHANGE
D DELETE
S SET DEFAULTS FOR SESSION

SELECT SCREEN TO APPEAR FIRST-
1 ALL SCREENS (IN SEQUENCE)
2 GENERAL INFORMATION
3 ADDITIONAL INFORMATION
4 COSTING INFORMATION

```

Note: If you want to define identifiers for fields that are currently not input-capable, such as the key fields of existing records, position the cursor on any input-capable field, press the hot key twice, and follow steps 2. through 4. below until a message prompts you to place the cursor on the field. You can then identify the non-input-capable field to the system.

2. Press the hot key to display the MUI Main Menu and then the Utilities menu. Select Identifiers fields.

```

Basic functions... Utilities ....
                                : Tools
                                :
                                : Screen design
                                : Display original screen
                                :
                                : Identifiers fields
                                :
SELECT ACTION-                  : Fields with help
A ADD                          : fields without help
C CHANGE                        : fields With lookup
D DELETE                        : fields wiThout lookup
S SET DEFAULTS                  :
                                :
SELECT SCREEN TO AP .....:
1 ALL SCREENS (IN SEQUENCE)
2 GENERAL INFORMATION
3 ADDITIONAL INFORMATION
4 COSTING INFORMATION

```

3. The screen appears again with a message that all fields in reverse highlight are linked to identifiers.

```

                                THE STATUS
                                The reverse fields are identifiers. ENTER to continue or F13=Add

```

- If the field is linked, press **Enter** and the Utilities menu appears again. To identify more fields, go to a new application location and start again at step 1.
 - If nothing has been linked yet, or you want to link additional fields at this location, press **F13 (Add)** to add a new link. Go to step 4.
4. The screen appears again with a message asking you to identify the field. Position the cursor on the field and press **Enter**.

```

DATE **/**/**          ITEM MASTER FILE MAINTENANCE    SELECT    AMVT01 NN

                        ENTER-
                        ITEM    ABC
                        ACTION  C
                        SCREEN  1

SELECT ACTION-
A ADD
C CHANGE
D DELETE
S SET DEFAULTS FOR SESSION

SELECT SCREEN TO APPEAR FIRST-
1 ALL SCREENS (IN SEQUENCE)
2 GENERAL INFORMATION
3 ADDITIONAL INFORMATION
4 COSTING INFORMATION

Place the cursor on the field then press ENTER

F23 STATUS
F24 END OF JOB

```

5. The List of Identifiers appears, showing all identifiers currently defined. The list also shows the field's internal name. In our example the name is ITNBR. This window is explained further in "List of Identifiers" on page 6-16.

```

DATE **/**/**          ITEM MASTER FILE MAINTENANCE    SELECT    AMVT01 NN

.....
:                               List of identifiers      :
:                               :                          :
:                               ITNBR                     :
: Position to. . . . .      :                          :
: 1=Select                  :                          :
:                               :                          :
: Identifier                 License                     :
: 1 Sale Item                B0001                      :
:                               :                          :
:                               :                          :
:                               :                          :
:                               Bottom                    :
: F3=Exit  F5=Refresh  F6=Add  F24=More Keys           :
:                               :                          :
:                               :                          :
.....

Place the cursor on the field then press ENTER

F23 STATUS
F24 END OF JOB

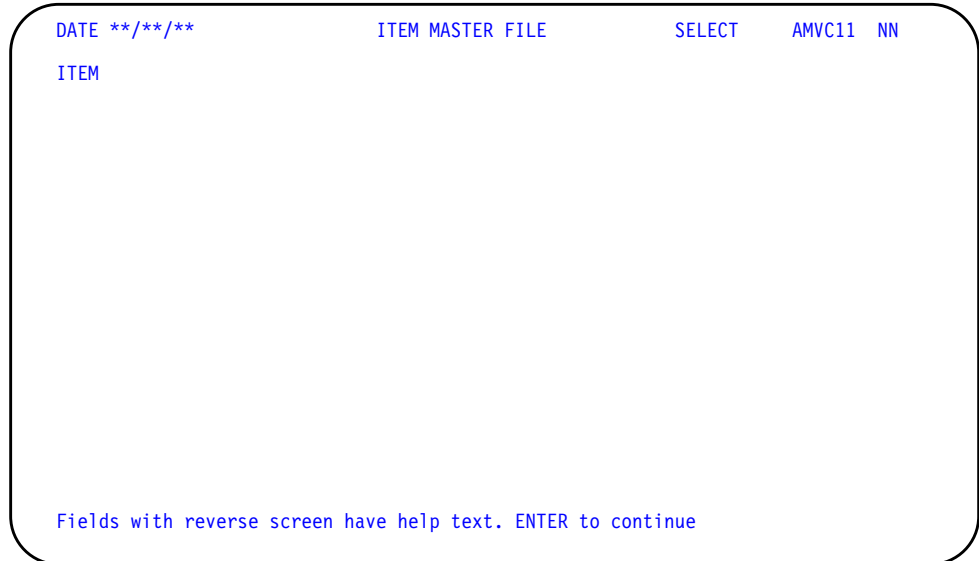
```

Select the identifier you want to link to this field. In our example, the identifier is Sale item.

- The application screen reappears with the new field now highlighted. Repeat steps 1 through 6 to identify other fields, or press **Enter** to return to the Utilities menu.

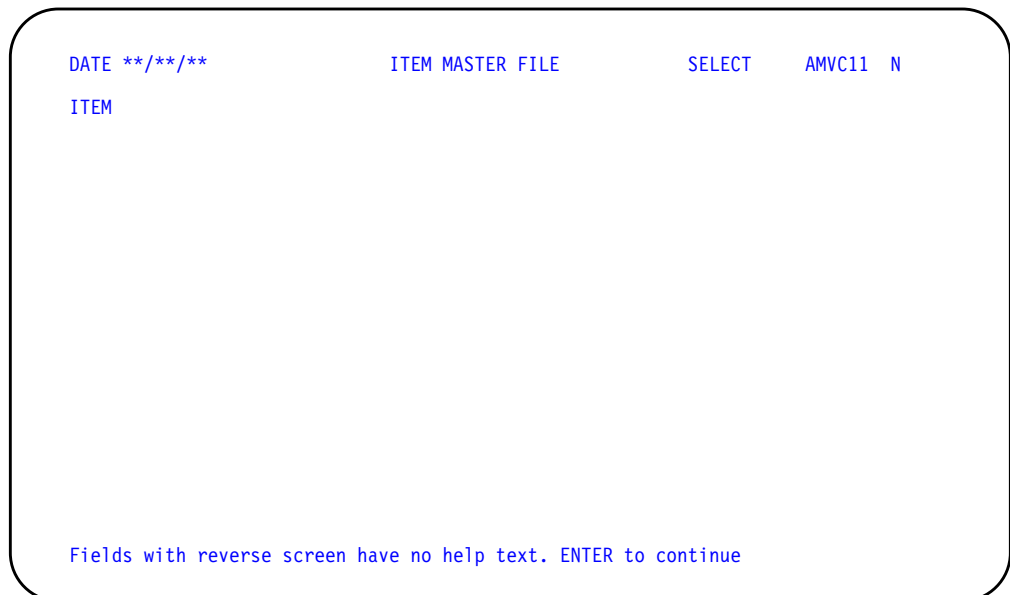
Fields with help

Use this task to determine quickly which fields on the current screen are linked to help text. When the screen is redisplayed, fields with help text are shown in reverse image (black on white). Press **Enter** to exit.



Fields without help

Use this task to determine which fields on the current screen have no help text. In this case, fields without help text are shown in reverse image (black on white). Press **Enter** to exit.



Fields with lookup

Use this task to determine quickly which fields on the current screen are linked to lookup windows. When the screen is redisplayed, fields with lookups are shown in reverse image (black on white). Press **Enter** to exit.

```
DATE **/**/**          ITEM MASTER FILE          SELECT          AMVC11 NN  
ITEM
```

Fields with reverse screen have windows. ENTER to continue

Fields without lookup

Use this task to determine which fields on the current screen have no lookup windows. In this case, fields without lookups are shown in reverse image (black on white). Press **Enter** to exit.

```
DATE **/**/**          ITEM MASTER FILE          SELECT          AMVC11 NN  
ITEM
```

Fields with reverse screen have no window. ENTER to continue

Contents	Index	Exit
--------------------------	-----------------------	----------------------

Glossary

This glossary defines terms that are important for this book. It does not include all MAPICS 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 MAPICS 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.

activate To make active, or turn on, a function already present in the product but not yet available to users.

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

application The use to which a data processing system is put; for example, keeping a record of a company's inventory.

application program A program that performs a particular data processing task; for example, one that provides an inventory report or payroll checks.

AS/400 password The string of characters known to the AS/400 system and to a user, who must specify it to gain access to the AS/400 system. Synonymous with AS/400 user password.

association The process of linking help text or a lookup window to a particular application location : a field or screen.

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

call To indicate that a program or MAPICS procedure is to begin execution. The call specifies the program or MAPICS procedure name and required parameters.

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)

CL See control language.

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.

configure To set up or choose settings for a function to suit the needs of a company.

configuration The group of machines, devices, and programs that make up a data processing system.

control language A programming language that identifies processing requirements to OS/400.

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

cursor-sensitive Determined by cursor-position, as in cursor-sensitive help. The result of an action depends on the position of the cursor at the time you request it.

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)

data area An object that is used to communicate data, such as CL variable values, between the programs within a job and between jobs. The system-recognized identifier is *DTAARA.

data class A functional grouping of database objects, or files for use by CIM Series/400 applications. The files in a data class are related to each other by one or more fields that are common to each file.

data description specifications (DDS) A description of the user's database or device files, that is entered using a fixed-form syntax. The description is then used to create files.

data file A collection of related data records organized in a specific manner. For example, a payroll file (one record for each employee, showing rate of pay, and so on) or an inventory file (one record for each inventory item showing the cost, selling price, number in stock, and so on.)

database A collection of stored data.

database file An organized collection of related records in the database.

DDS See data description specifications.

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.

disk storage Direct access storage that uses one or more magnetic disks to store data files and programs.

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.

DTAARA See data area.

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

enhanced menus MAPICS XA menus that allow you to use function keys to perform various tasks in addition to the usual menu tasks. Enhanced menus may have more than one panel.

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 MAPICS 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 MAPICS, 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. MAPICS 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.

help text Panels or windows of information, displayed online within an application.

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.

hot key In the MAPICS XA user interface, a key that can be defined to display any one of several menus or commands.

ID Identifier.

identifier In the Note function of the MAPICS XA user interface, a record linking user objects with specific fields and field values.

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.

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.

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 MAPICS 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.

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.

library list (*LIBL) An ordered list of library names used to find an object. The library list indicates which libraries are to be searched and the order in which they are to be searched. *LIBL specifies to the system that a job's current library list is to be used to find the object.

load (1) To enter data or programs into storage; for example, to load a master file. (2) The amount of capacity requirements for manufacturing facilities (usually by time period) based on the master production schedule, the material requirements plan, and standard operating times.

lookup A function to search for database or master file information.

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

MAPICS XA Manufacturing Accounting and Production Information Control System Extended Advantage.

master file A file that is used as an authority in a given job and that is relatively permanent, even though its contents may change. (I) (A)

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.

MUI MAPICS XA user interface. The set of functions providing help text, lookup windows, screen redesign, and notes for MAPICS XA applications.

note In the MAPICS XA user interface, paragraphs of text attached to application objects such as customers, vendors, and items.

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 MAPICS XA user interface, something to which notes can be attached. Examples of note objects are customers, vendors, and items.

online Pertaining to equipment or devices under direct control of the processing unit.

open To prepare a file for processing.

OS/400* The system support licensed program for the IBM as/400 system. It provides many functions that are fully integrated in the system, such as work management, database, data management, job control, message handling, security, programming aids, and service.

panel In MAPICS, 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 AS/400 password.

procedure (1) Loosely, a function or set of functions to be performed. (2) In MAPICS, procedure refers to one or more CL programs that cause a specific function or set of functions to be performed.

program An object that contains a set of instructions that tells a computer where to get input data, how to process it, and where to put the results. A program is created as a result of a compilation.

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.

queue (1) A waiting line or list formed by items in a computer system waiting for service; for example, jobs to be performed. (2) To arrange in or form a queue. (3) In manufacturing planning systems, the backlog of work waiting to be processed at a work center.

record (1) A collection of related data that is treated as a unit. For example, one line of an invoice could constitute a record. (2) To store data on a reusable input/ output medium, such as a disk, diskette, or punched cards.

record key A field in a record that identifies the record in a file.

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

session The period of time during which a user of a terminal can communicate with an interactive system, usually, elapsed time between logon and logoff. See job.

session date The date associated with a session. If a session date is not entered, the session date becomes the same as the system date.

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.

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

user group An identifier for a group of user IDs.

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 password A string of characters known to a system and a user to allow access to a system. See AS/400 password.

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.

window An area of the screen with visible boundaries through which panel information is displayed. A window can be smaller than or equal in size to the screen. Windows can overlap on the screen and give the appearance of one window being on top of another.

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

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