



QAD Enterprise Applications  
Standard & Enterprise Edition

# Training Guide **QAD .NET UI**

70-3221-2012SE\_EE  
QAD 2012 Standard and Enterprise Edition  
Lab: Enterprise Edition 2012 r01 - Training  
March 2012

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# **About This Course**

## Course Description

QAD designed this course to cover the basics of using the QAD Enterprise Applications Standard Edition (SE) and Enterprise Edition (EE) using the QAD .NET UI.

The course includes:

- An introduction to the QAD .NET UI.
- Navigating the QAD .NET UI.
- Application help options.
- QAD .NET UI programs
- Basics of browses

Students will also learn by labs designed to reinforce concepts presented in this training guide.

### Objective

Learn how to navigate QAD Enterprise Applications using the QAD .NET UI. In addition, students will be able understand the help options, different programs and be able to use browses effectively.

### Benefits

Students will become more efficient in the use of QAD Enterprise Applications.

### Audience

- Implementation consultants
- Members of implementation teams
- Key users

### Prerequisites

- Some familiarity with Enterprise (EE) and Standard (SE) editions of QAD Enterprise Applications

### Course Credit and Scheduling

This course is designed to be taught in two days.

### Virtual Environment Information

The hands-on exercises in this book should be used with the “Enterprise Edition 2012 r01 - Training” environment, in the “10USA > 10USACO” workspace.

## QAD Resources

If you encounter questions or problems on QAD software that are not addressed in this book, several resources are available.

### Product Help

All QAD products ship with integrated help systems, including Character UI Help, .NET UI Help, QAD Assist, and QAD Guide Me help. In addition QAD has extensive Web Resources

The QAD Web site provides product and company overviews.

<http://www.qad.com/>

From QAD's main site, you can access QAD's Learning or Support sites.

### QAD Learning Portal for Training Opportunities

To view available training courses, locations, and materials, use the QAD Learning Portal. Choose Learning under the Global Services tab to access this resource.

### QAD Support for Product Documentation and the QAD Knowledgebase

To access release notes, user guides, installation and conversion guides by product and release, visit the Support Web site. Support also offers an array of tools depending on your company's maintenance agreement with QAD. These include the Knowledgebase and direct links to QAD Support experts.

### Choose Support under the Global Services Tab

Any QAD customer can register for a QAD Web account by accessing the Support Web site and clicking the Accounts link at the top of the screen. Your customer ID number is required. Access to certain areas is dependent on the type of agreement you have with QAD.



Chapter 1

# **Introduction to QAD .NET UI**

## Objective

### Chapter Objective

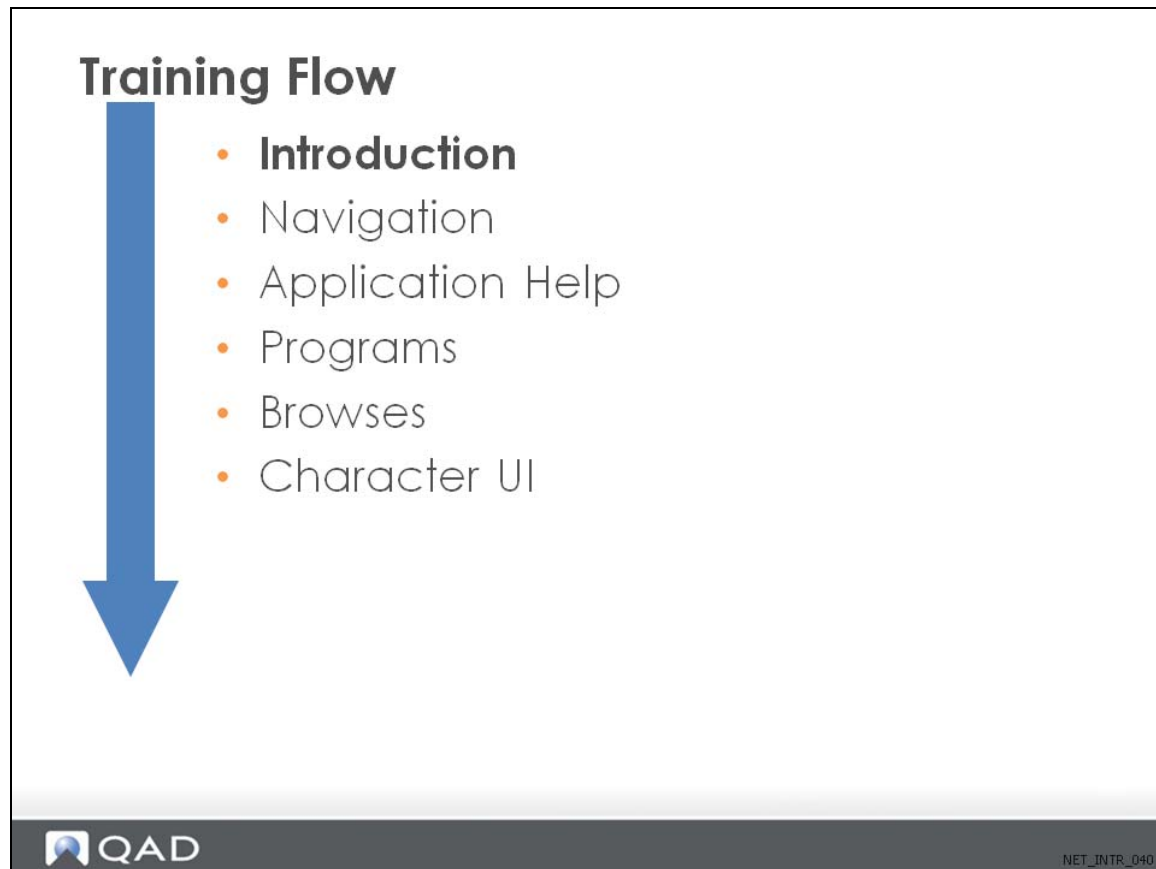
- Students will be introduced to the following in the QAD .NET UI:
  - The different types of UI mode in QAD Enterprise Applications
  - Attributes of component-based and non-component based programs
  - The QAD .NET UI Login window

## Benefits

### Chapter Benefits

- Students will understand the following in the QAD .NET UI:
  - The different UI modes available in QAD Applications
  - The different attributes of component-based and non-component based screens
  - How to log in to the QAD .NET UI

## Training Flow

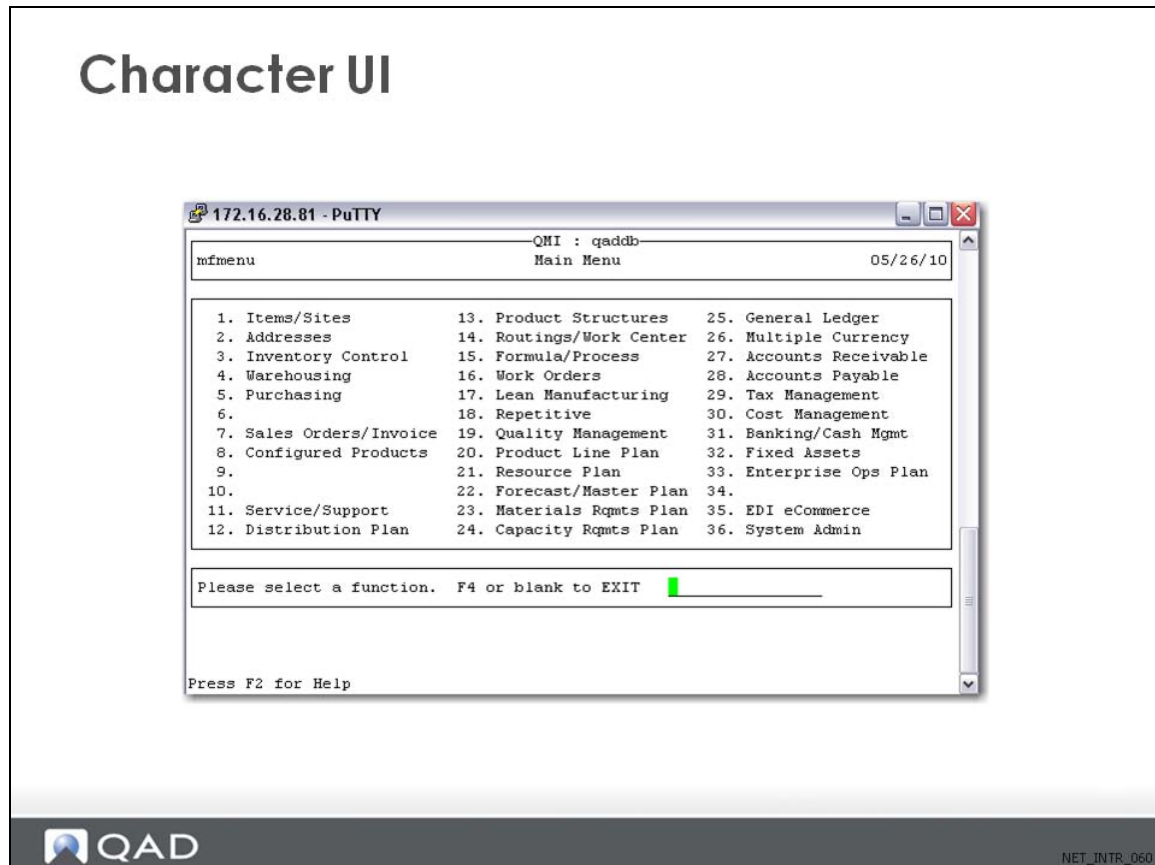


## Introduction — QAD .NET UI

### Introduction

- The QAD .NET UI
  - Microsoft Technology
    - Incorporates familiar UI features
    - Reduces learning effort by users
  - One interface, two modes
    - QAD .NET UI
    - Terminal Mode (rendering of Character UI)

## Character UI



Unlike the QAD .NET user interface, the character user interface depends completely on input from the keyboard. Because it is not a graphical user interface, all navigation is based on:

- A command-prompt interface to execute programs
- Combinations of keystrokes to issue commands within programs
- Navigation without use of a mouse through the UNIX character interface.

Component-based functions are accessible only through the QAD .NET UI. You cannot access any of these functions from the Character UI.

## Terminal Mode in the QAD .NET UI

### Terminal Mode in the QAD .NET UI

Item Master Maintenance x


Item Number: █	Description:
Unit of Measure:	

Item Data			
Prod Line:	Item Type:	Drawing:	
Added:	Status:	Revision:	
Design Group:	Group:	Drawing Loc:	Size:
Promo Group:	Price Break Category:		

Item Inventory Data			
ABC Class:	Average Interval:		
Lot/Serial Control:	Cycle Count Interval:		
Site:	Shelf Life:		
Location:	Allocate Single Lot: No		
Location Type:	Key Item: No		
Auto Lot Numbers: No	PO Receipt Status:	Active: No	
Lot Group:	WO Receipt Status:	Active: No	
Article Number:	Memo Order Type:		


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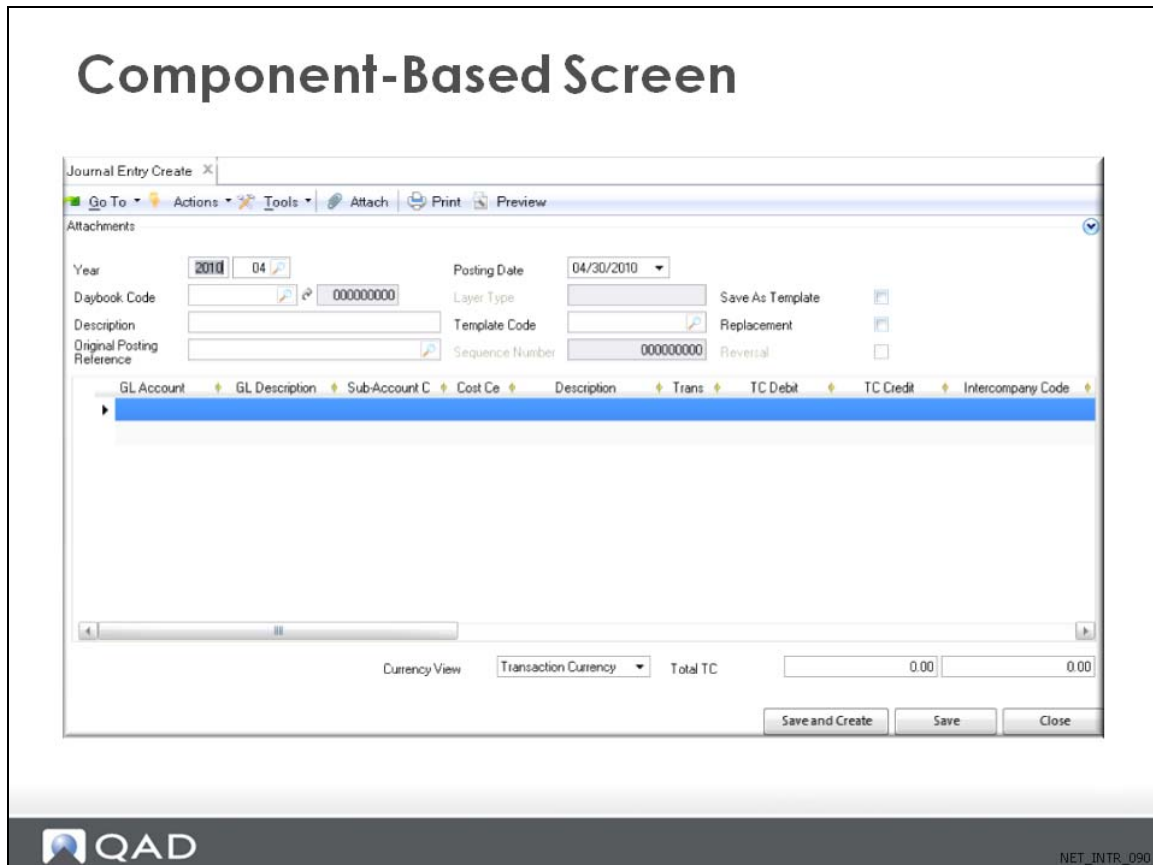
With the QAD .NET UI interface, you can still use non-component based programs in a CHUI interface. You do this by selecting Terminal Mode in the Program Properties option. This is described in the section on Programs.

## Attributes of Component-Based Programs

### Attributes of Component-Based Screens

- Underlying Microsoft.NET Technology
- Traditional Windows screen navigation
- Familiar click and point functions
- Right-click options

## Component-Based QAD .NET UI Screen



You use traditional mouse-clicks, tabs, and keyboard tabbing to navigate the component-based screen.

## Attributes of Non-Component Based Screens

### Attributes of Non-Component Based Screens

- A rendering of the Character UI for the .NET UI
- Similar tabbing and keyboard navigation
- Screen navigation bar for some non-component based screens
  - Enabled in Tools | Options



NET\_INTR\_100

Non-component based screens are based on traditional procedural-written Progress-based technology.

## Non-Component Based QAD .NET UI Screen

### Non-Component Based Screen

All Standard and Enterprise Edition programs are non-component based, except QAD Enterprise Financials.

## Login Menu



### Starting the QAD .NET UI

To launch the client, select the QAD Applications icon or Menu item under Programs on the Start Menu. Enter your assigned user and password if assigned. Select a system environment for which you have permissions from the drop-down menu.

## Summary

### Chapter Summary

- There are different types of UI mode within the QAD .NET UI
- Component and non-component based screens have different visual and navigation attributes
- You launch the QAD .NET UI from a menu option or desktop icon and select an environment from the drop-down menu



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## Exercise and Knowledge Check

- 1 You can use the mouse for certain functions in Terminal Mode. (T/F)
- 2 Some component-based functions are configurable in Terminal Mode. (T/F)
- 3 Which of the two interfaces depends completely on input from the keyboard?
- 4 Which Enterprise Edition application is component based?



Chapter 2

# **Navigating the QAD .NET UI**

## Objective

### Chapter Objectives

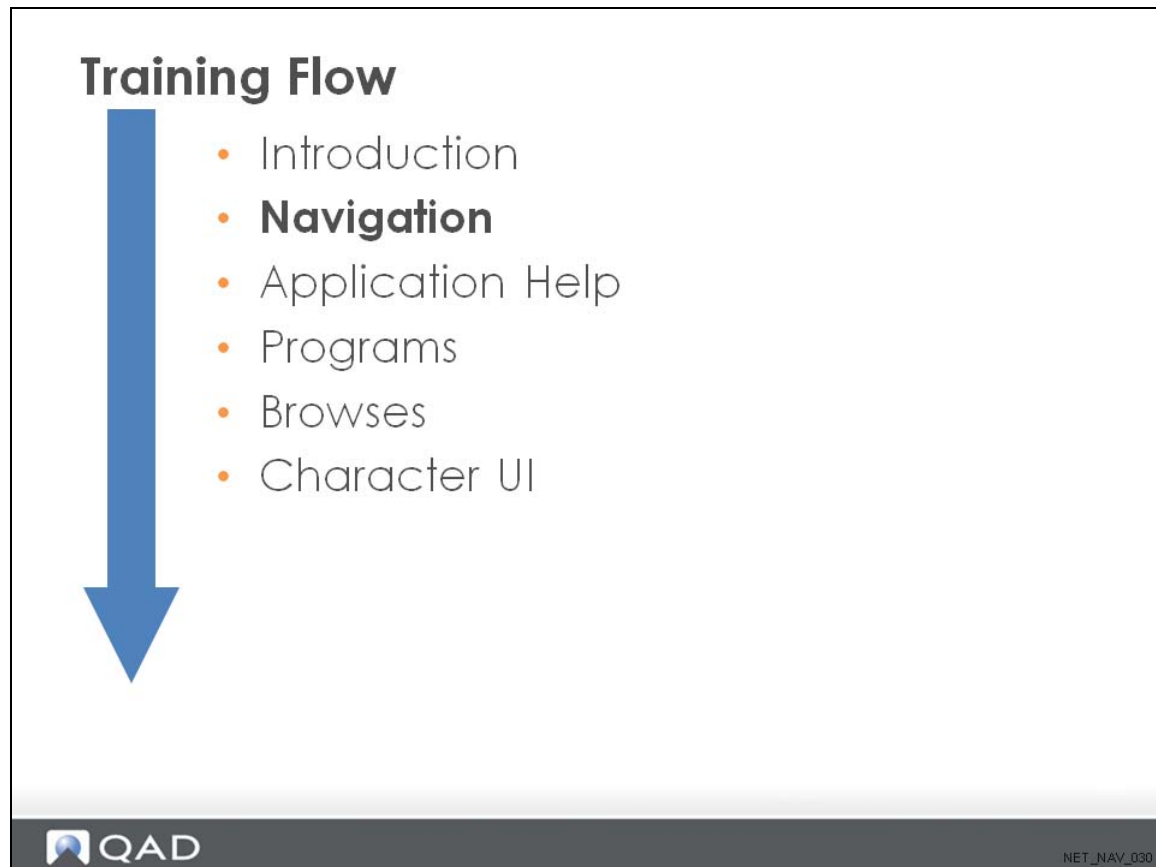
- Learn about the different ways of navigating in the QAD .NET UI.

## Benefits

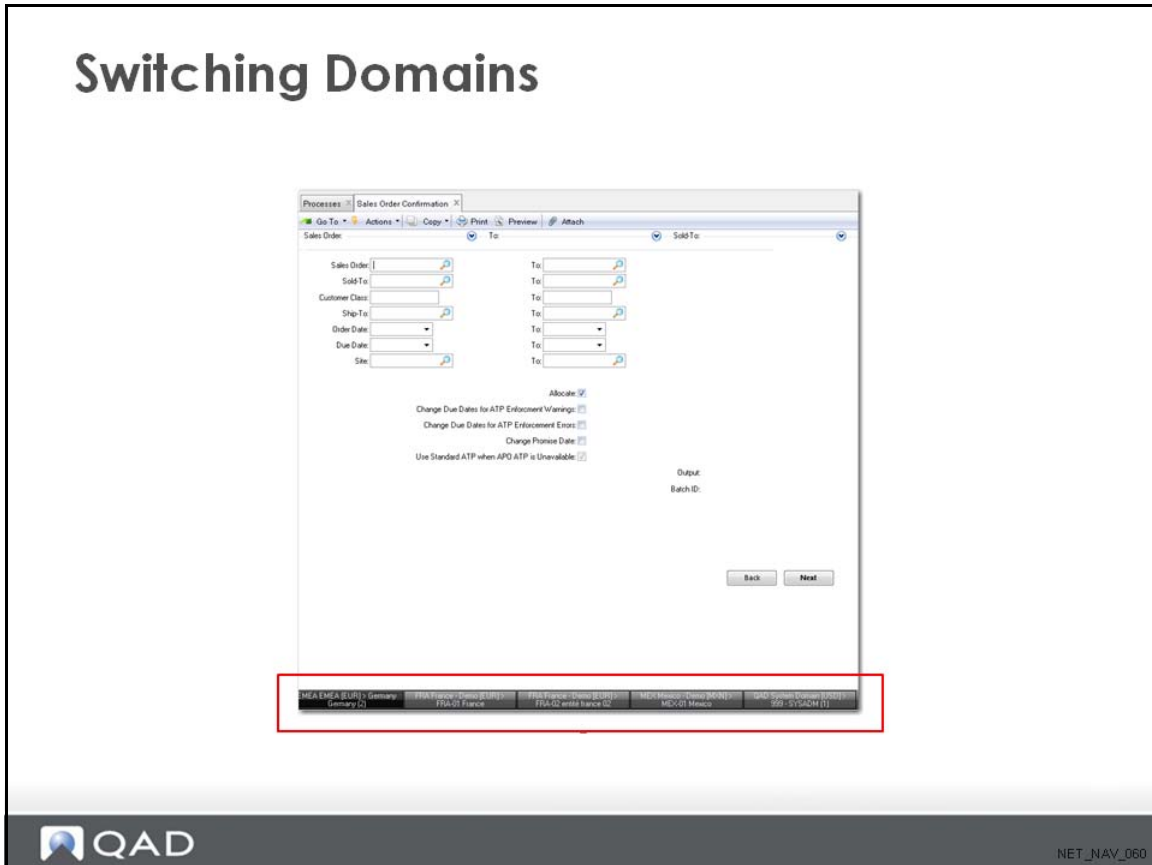
### Chapter Benefits

- You will be able to navigate the different types of screens and programs within Enterprise Applications.

## Training Flow



## Switching Domains



With the workspace selector toolbar along the bottom of the screen, you can quickly change workspaces and domains.

## Workspace Menu

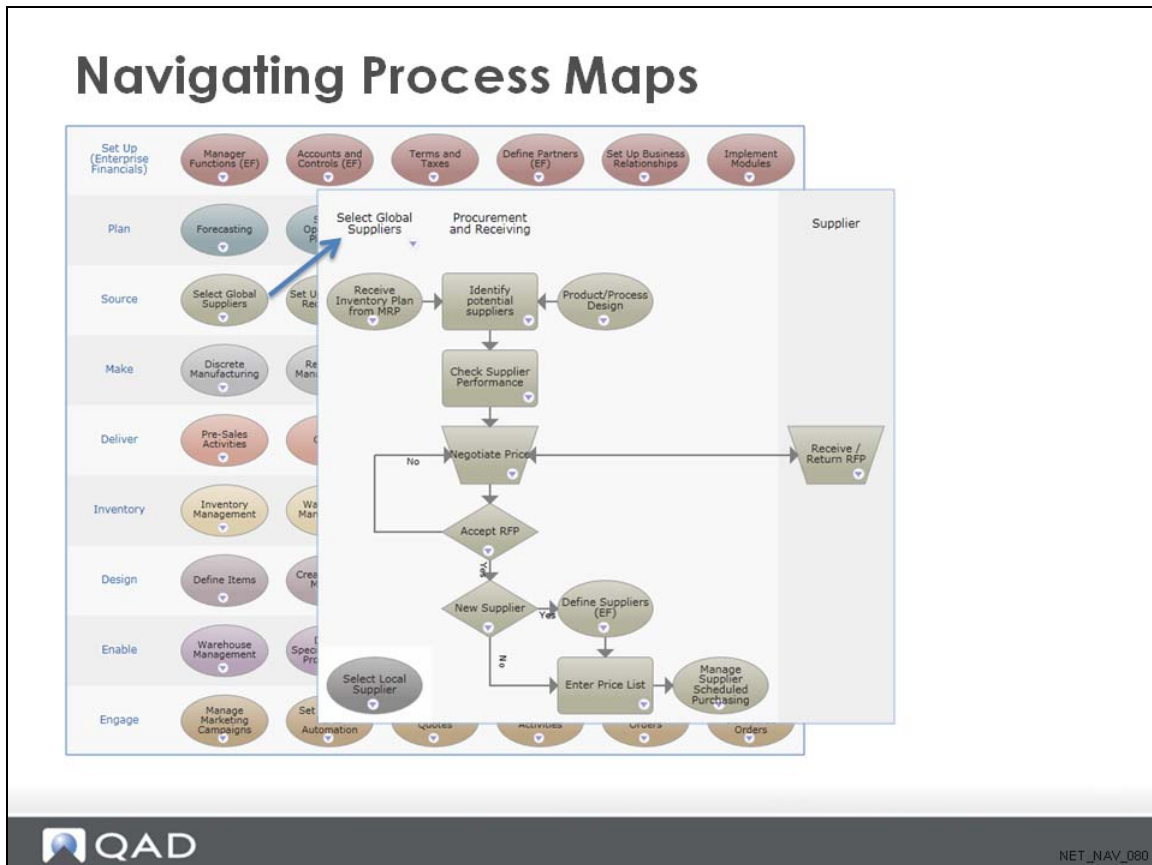


Manage Workspaces. Activate and deactivate workspaces from a list.

A workspace typically represents a domain. When you exit the QAD NET UI, the active workspace is saved and displays when you log in again. This lets you change domains by selecting from the list. The check mark signifies the domain that is currently active.

You can also change your workspace from the Workspace Selector along the bottom of the QAD NET UI window. In The SE edition you log in to the default domain as defined in User Maintenance.

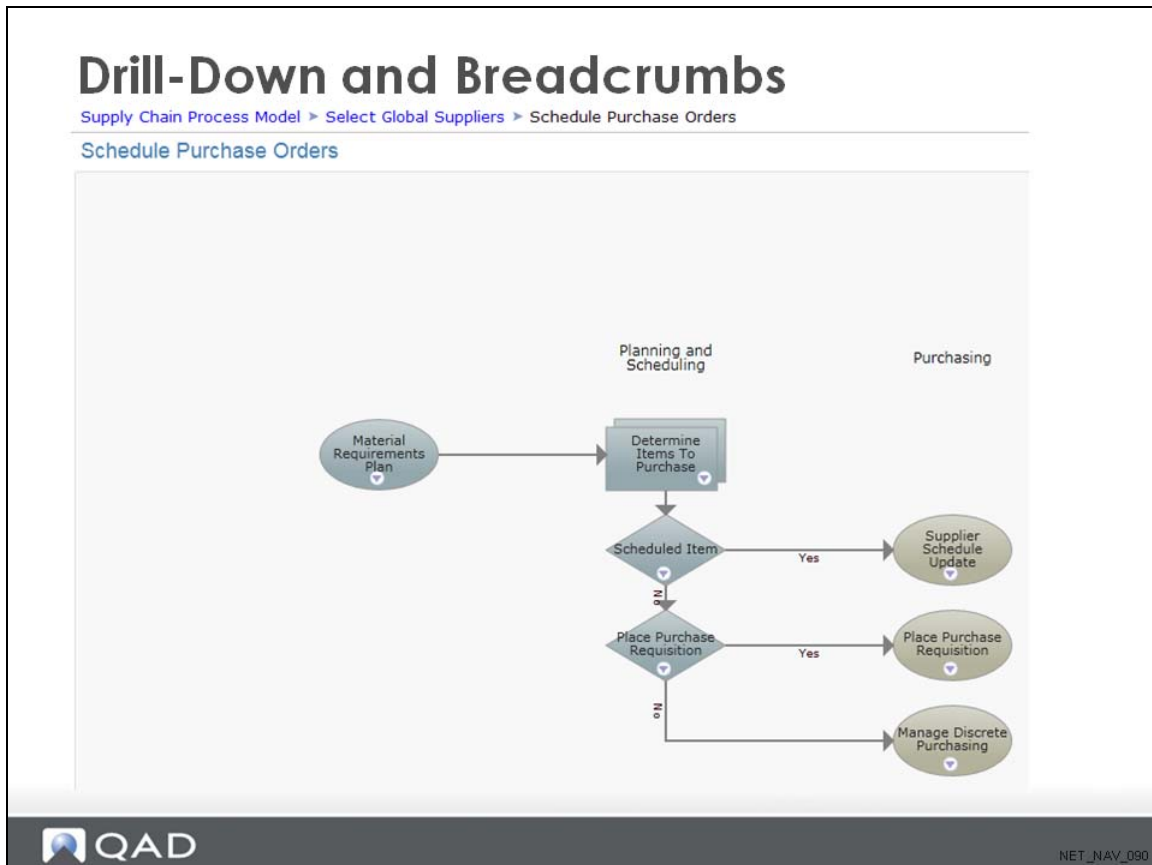
## Navigating Process Maps



Processes, or process maps, are graphical models of workflows that link to programs, browses, and other process maps using advanced features of .NET technology.

Process map nodes provide drill-down navigation to individual programs within process flows.

## Drill-Down and Breadcrumbs

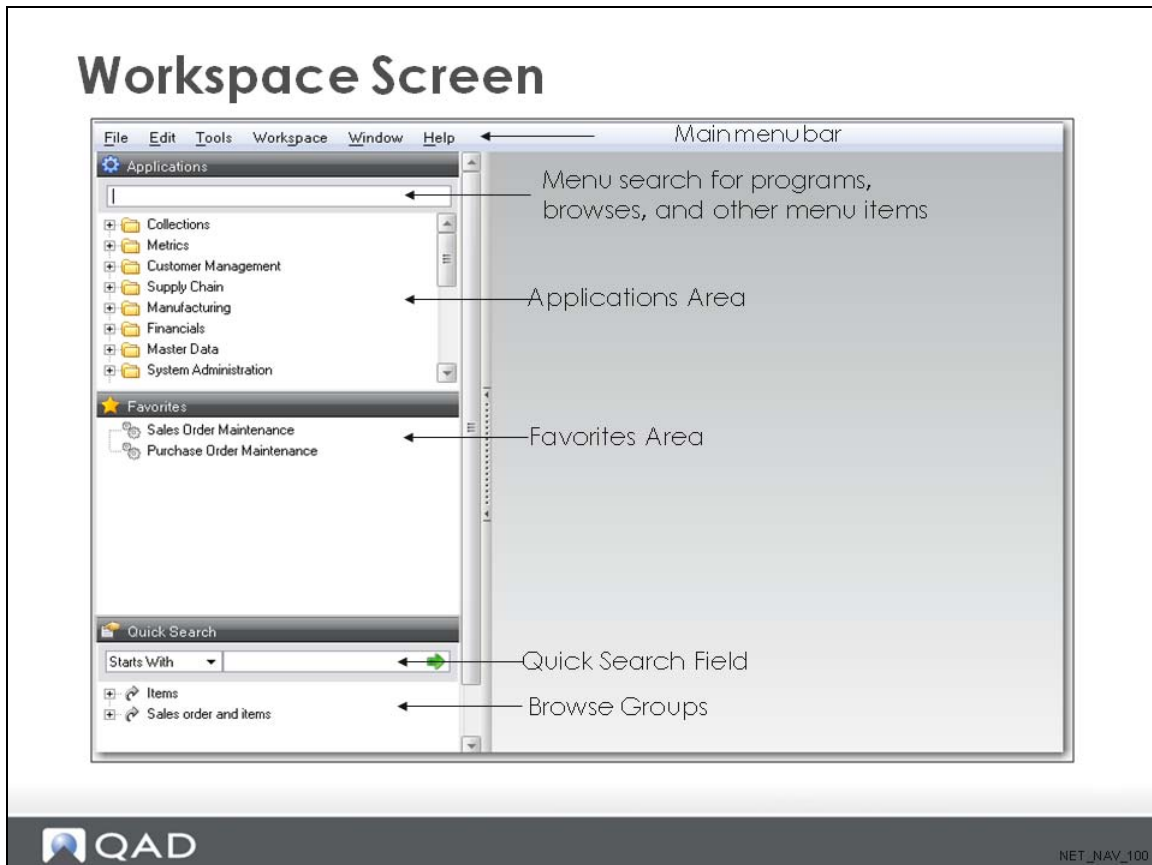


Processes are built with two basic components:

- Nodes are represented by various shapes and typically indicate a step within the process.
- Connectors are lines with arrows that indicate the direction of execution for the steps (nodes) within the process.

You navigate the process map using nodes, and can re-trace your steps using the hyperlinked breadcrumbs at the top of the screen.

## Workspace Screen

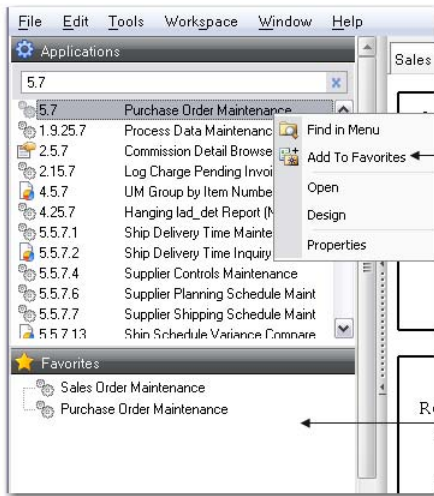


### Workspace Screen

- Use the Main menu bar to access menus for file, edit, tools, workspace, window, and help.
- Use Menu search to locate programs.
- The Application area displays the applications that are available in the QAD .NET UI.
- Favorites area lists frequently used programs.
- Use Quick search area top search for a value across all of the fields in a browse.
- Browse Groups group browses for quick search.

## Favorites

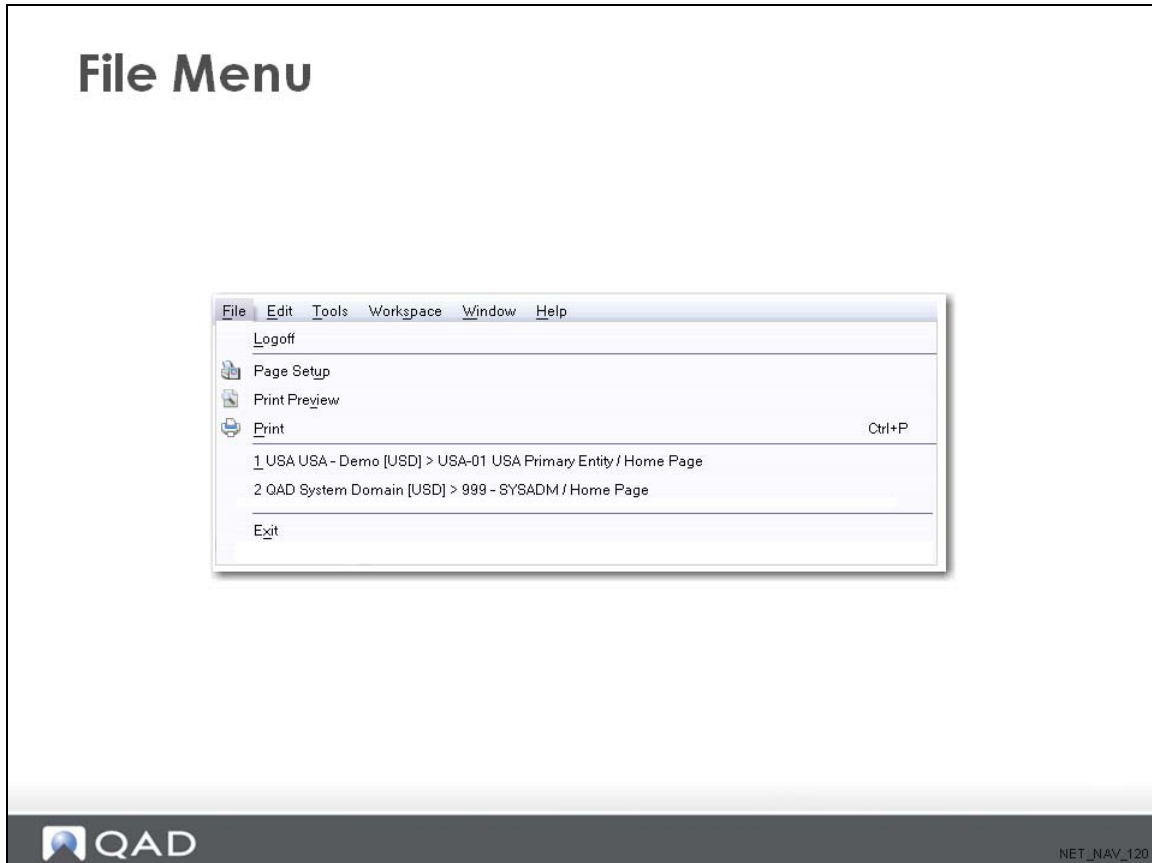
### Favorites



Right-click a program and select Add to Favorites, or drag and drop programs to the Favorites area

Programs that are used frequently so that a search is not required

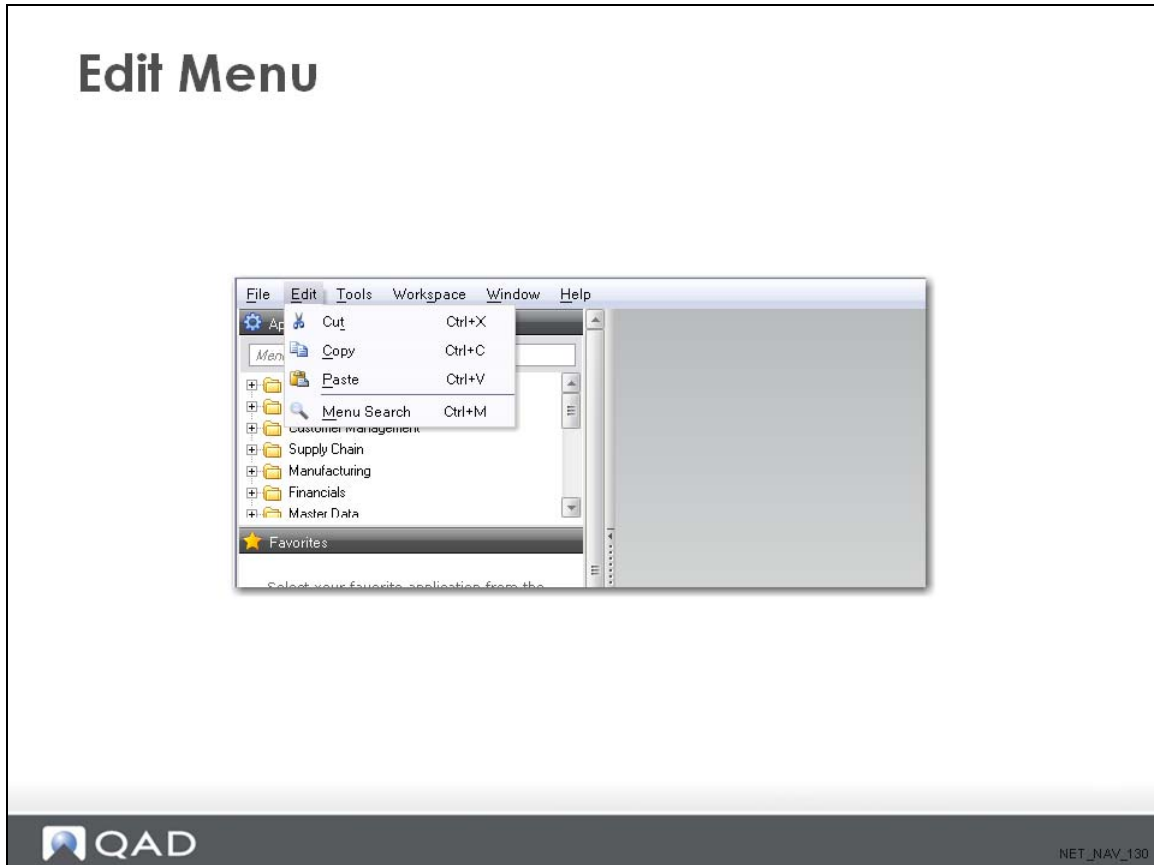
## File Menu



The File menu commands include:

- Logoff/Login. Log off from all applications running in the QAD .NET UI. You can log in as a different user if security allows.
- Page Setup. Defines print output for browses; this has no impact on maintenance programs.
- Print Preview. Generates a print preview of a browse prior to print.
- Print. Open the print dialog so that you can print the data for a browse or the screen for other programs.
- Program History. The section below Print displays the last six programs that you have opened. You can choose to open one of these programs directly from this pull-down menu.
- Exit. Close the QAD .NET UI and log off any open applications.

## Edit Menu



The Edit menu commands include:

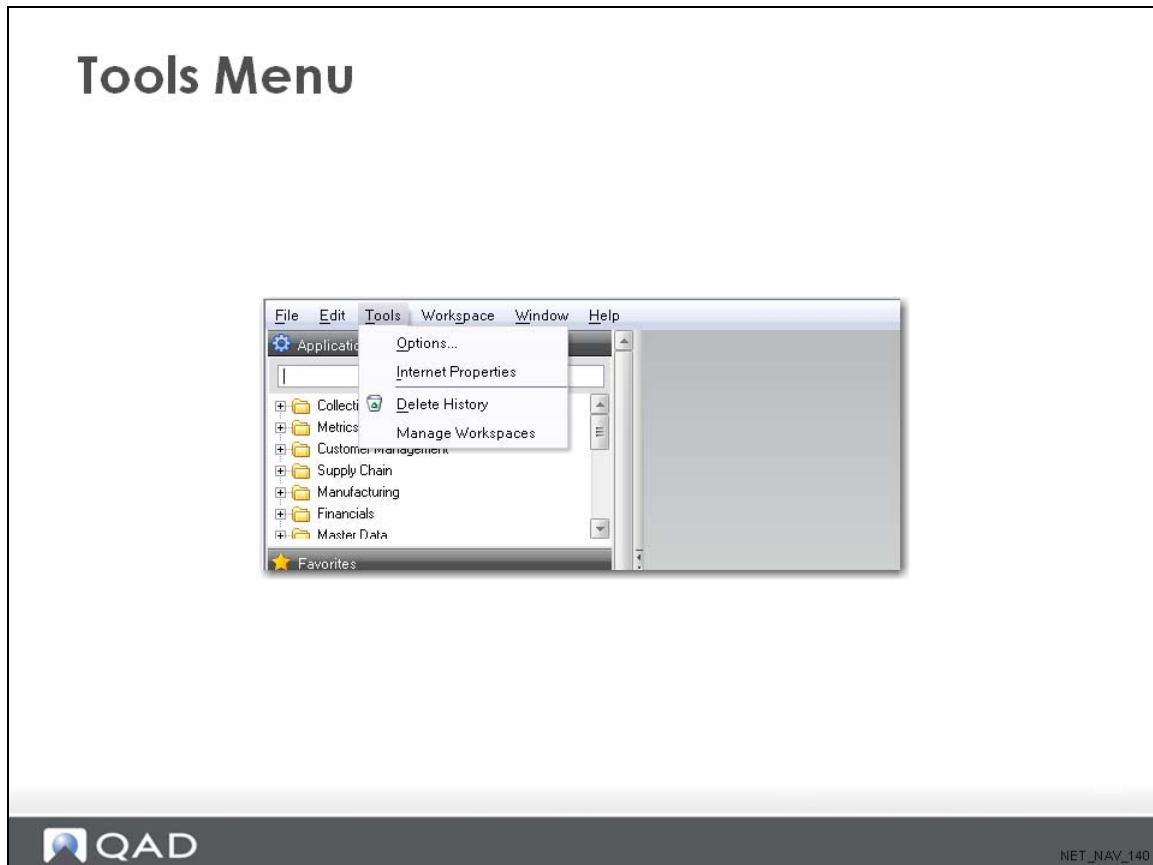
### Cut, Copy, and Paste

These are standard Microsoft commands. View associated shortcuts on the screen above.

### Menu Search

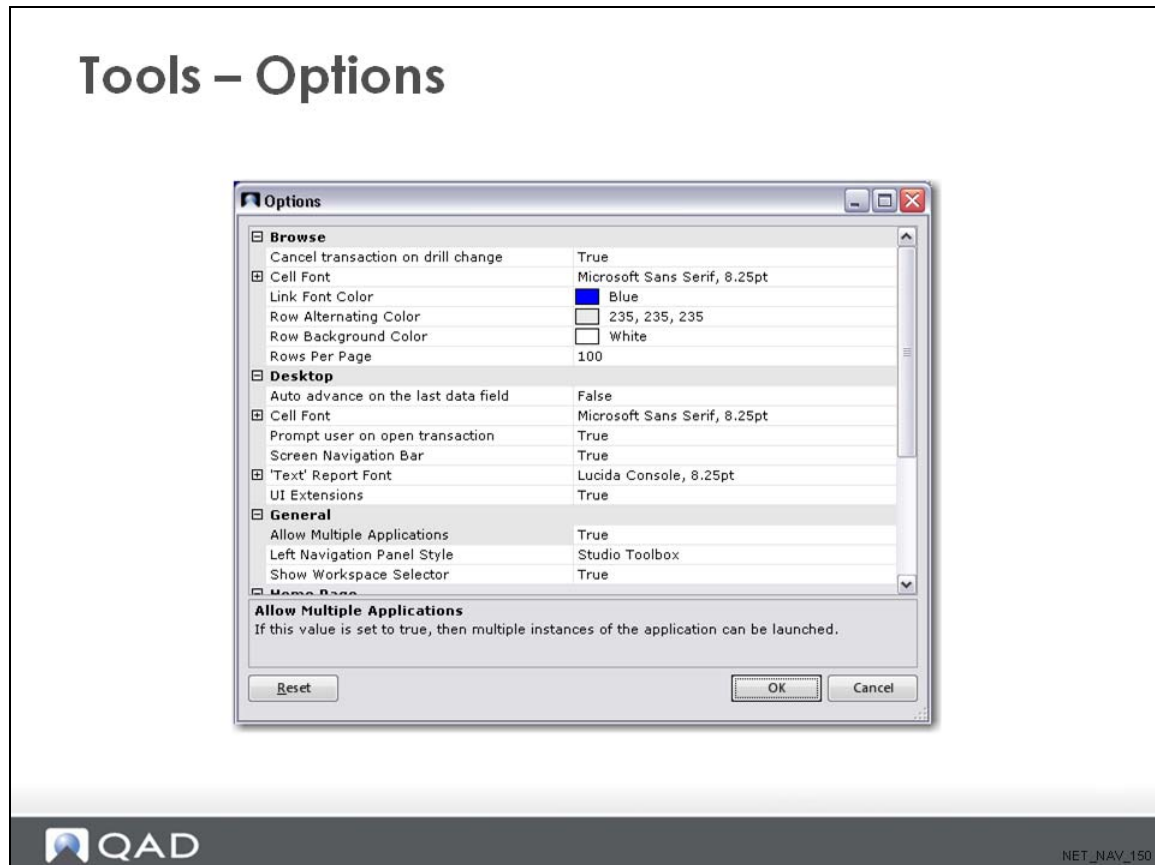
While In any screen you can immediately go to Menus search by using the shortcut Ctrl + M or select menu search.

## Tools Menu



- **Options.** View administrative information and set personal options for browses and other application settings. For more information, see next slide Settings the user cannot configure are viewable from Help| View Configuration.
- **Internet Properties.** Update the same settings that display when you select Internet Options from the Tools menu in Internet Explorer.
- **Delete History.** Delete the following data
  - Temporary files: Internet Explorer cache and IE cookies, and cached resources created for the current configuration.
  - Session information: the graphical state stored by the GUI persistence manager. Also deletes user input, such as last configuration, last workspace, most recently used menu items, and credentials.
- **Manage Workspaces.** Activate and deactivate workspaces from a list and reorder them.

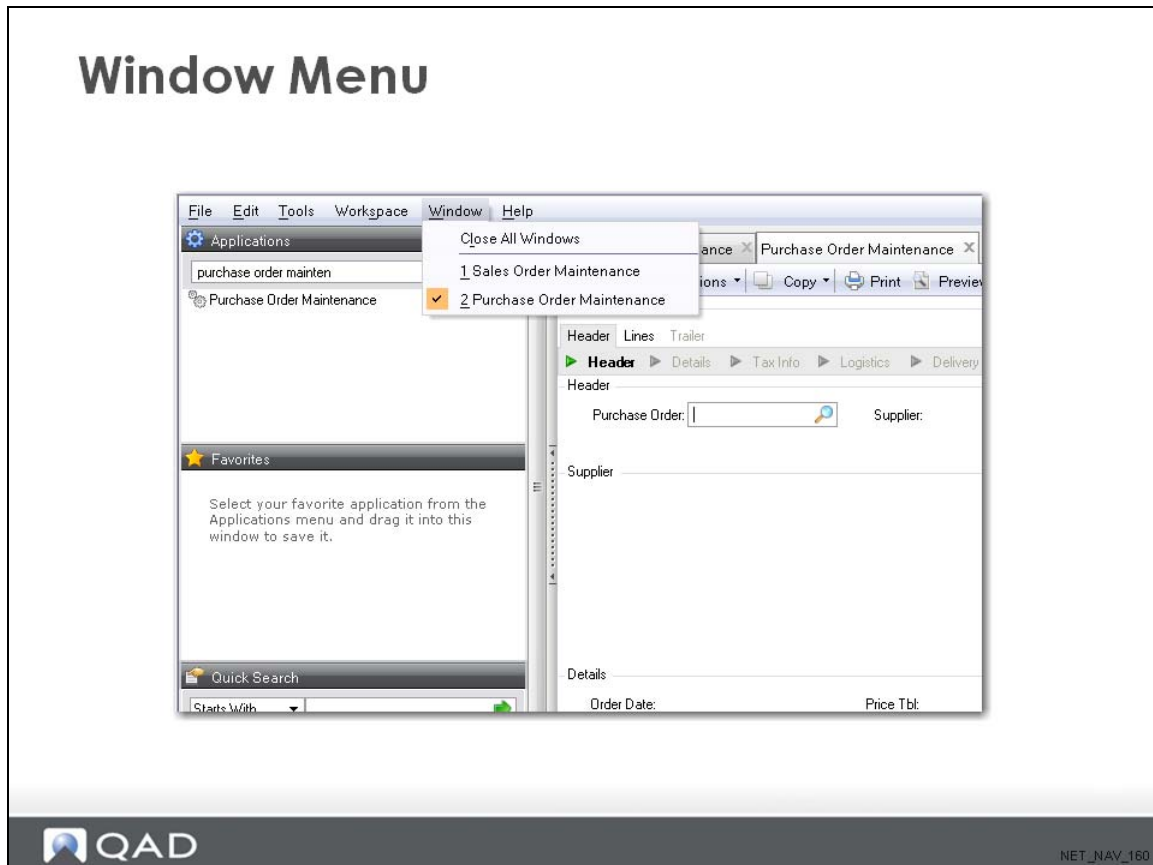
## Tools - Options



### Field Descriptions

- **Cancel transaction on drill change.** In a maintenance screen, you can then use the up and down arrows on the keyboard to select next item from an attached look-up browse.
- **Cell Font.** Specify standard windows font name, style, and size to use for cell data values.
- **Link Font Color.** Choose the color to use for hot-linked data values. You can choose system colors, Web colors, or custom colors from a color palette.
- **Row Alternating Color.** Specify the background color for every other row in the browse display.
- **Row Background Color.** Specify the background color for data rows in browses.
- **Rows Per Page.** Specify the number of data rows to retrieve for each browse page of data in the browse. The default is 100.
- **Desktop Auto advance on next data field.** Specify whether to go to the next frame after leaving the last field in the current frame.
- **Cell Font.** Specify the font name, style, and size to use for cell data values. This field displays a standard Windows font dialog where you can select a font, font style such as bold or italic, and font size.

## Window Menu




This menu displays the programs in the order in which they were opened. Close all windows shuts all screens on the workspace.

## Component and Non-Component Based Programs

### Component and Non-Component Based Programs

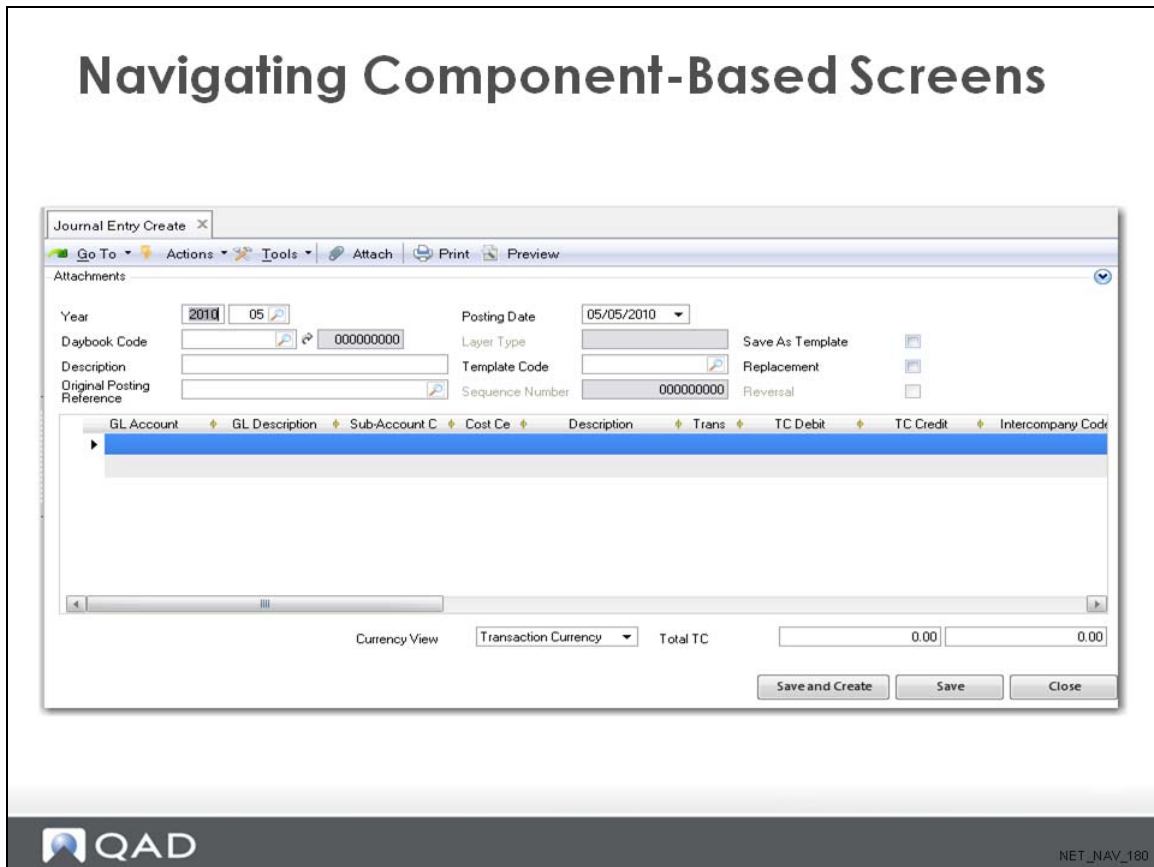
Enterprise Financials and System Administration programs only

All other programs are non-component based


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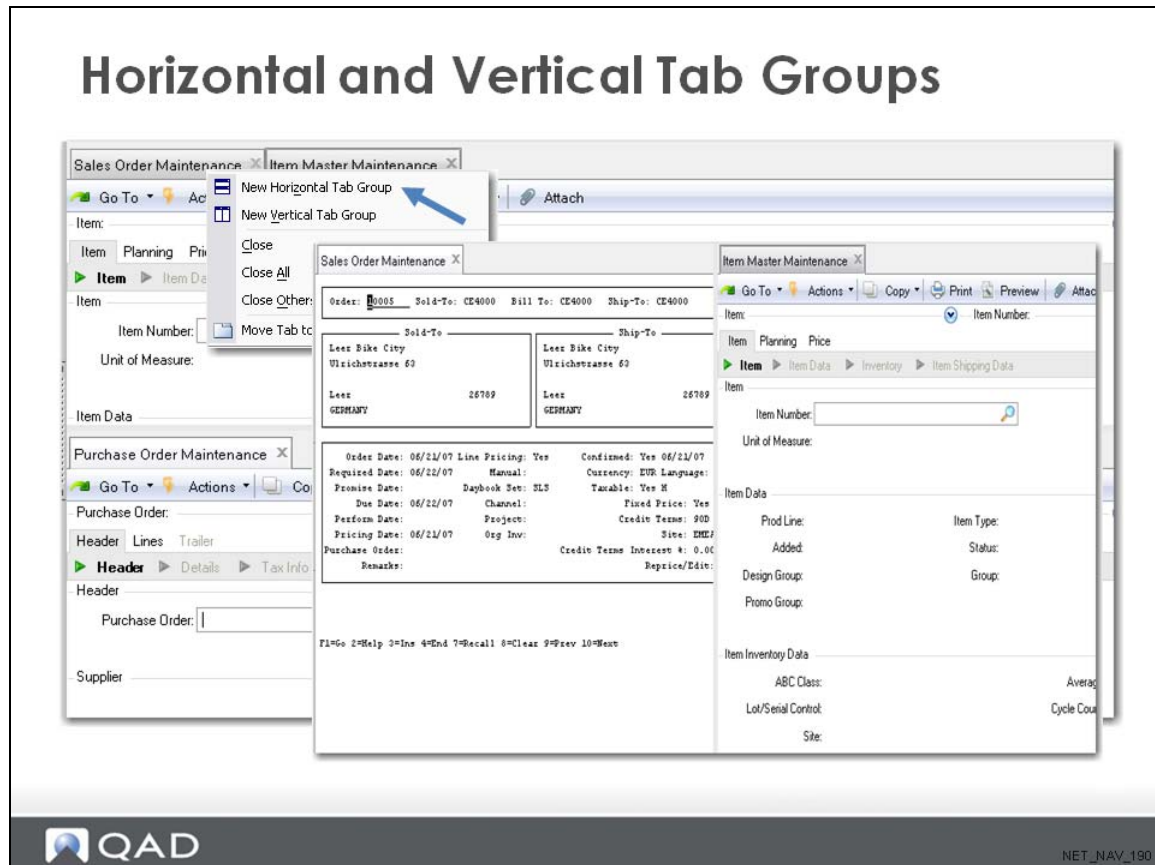
Only Enterprise Edition Financials and some System Administration programs are component-based. All other applications are non-component based, including Standard Edition Financials. Component-based programs have individual maintenance programs, such as Create, Modify, and Delete.

## Navigating Component-Based Screens



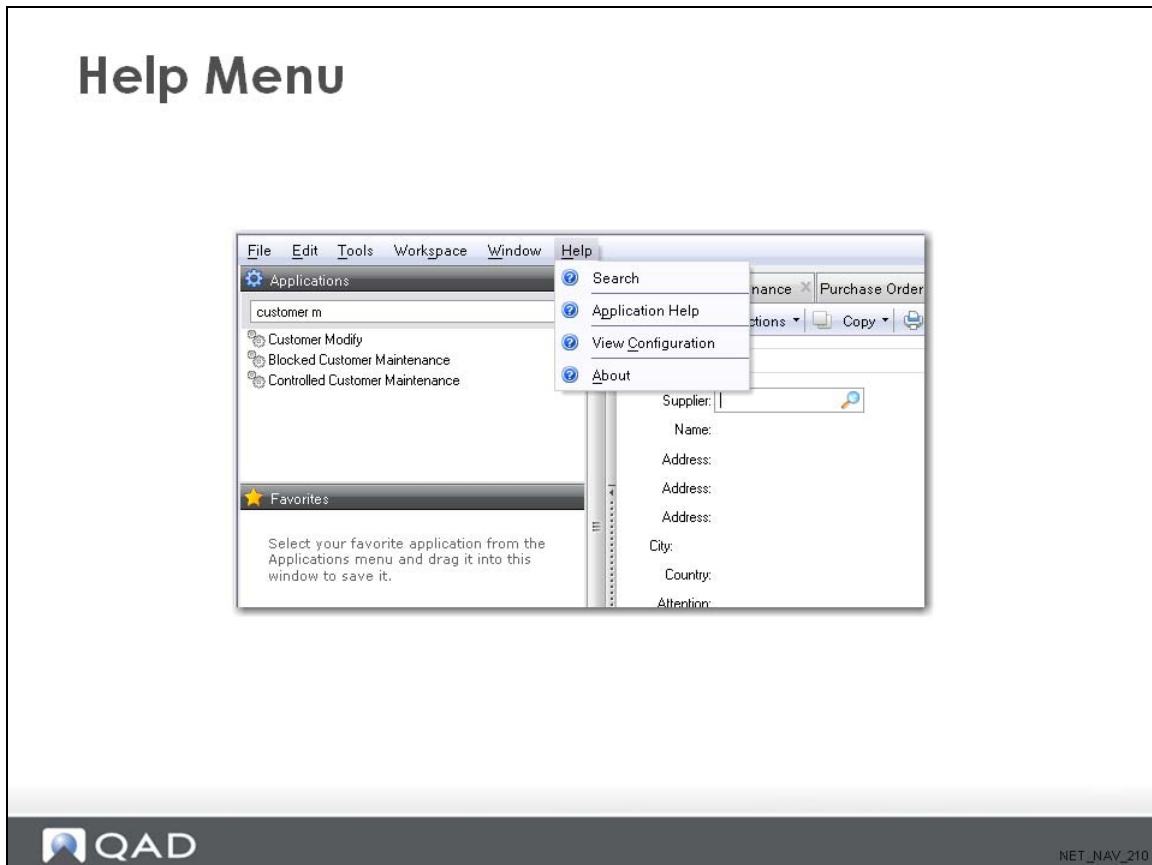
Because the component-based UI is based on Microsoft .NET technology, it incorporates familiar mouse, click and drag, and tabbing functions.

## Horizontal and Vertical Tab Groups



There are two methods or views of making multiple screens appear on the desktop. This works especially well with the QAD .NET UI browse programs.

## Help Menu



Use the Help menu to display Application and Program Help, and to view installation and application configuration details.

The Help menu commands include:

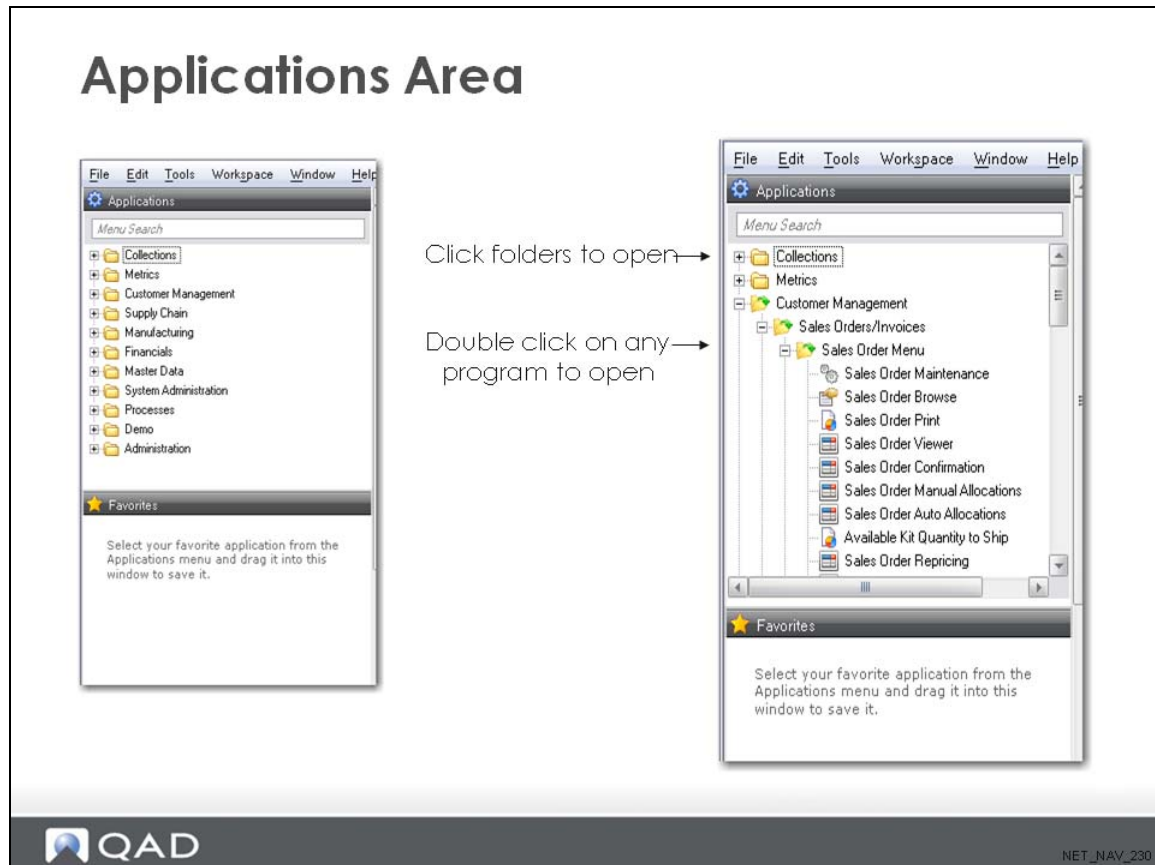
*Search.* This option displays the QAD Assist default search page.

*Application Help.* This option is available when your cursor is placed within a non-component based field or screen. When you then select Application Help, field or procedure help is displayed for the field or screen.

*View Configuration.* Opens a window that displays various configuration settings that cannot be directly changed by a user of the QAD .NET UI. These settings must be changed by a system administrator.

*About.* Display information about the version of QAD .NET UI that is running, the time the QAD .NET UI was started, and the total amount of physical memory the QAD .NET UI is using. (If N/A is displayed, the operating system is not giving the QAD .NET UI permission to access system information.)

## Applications Area

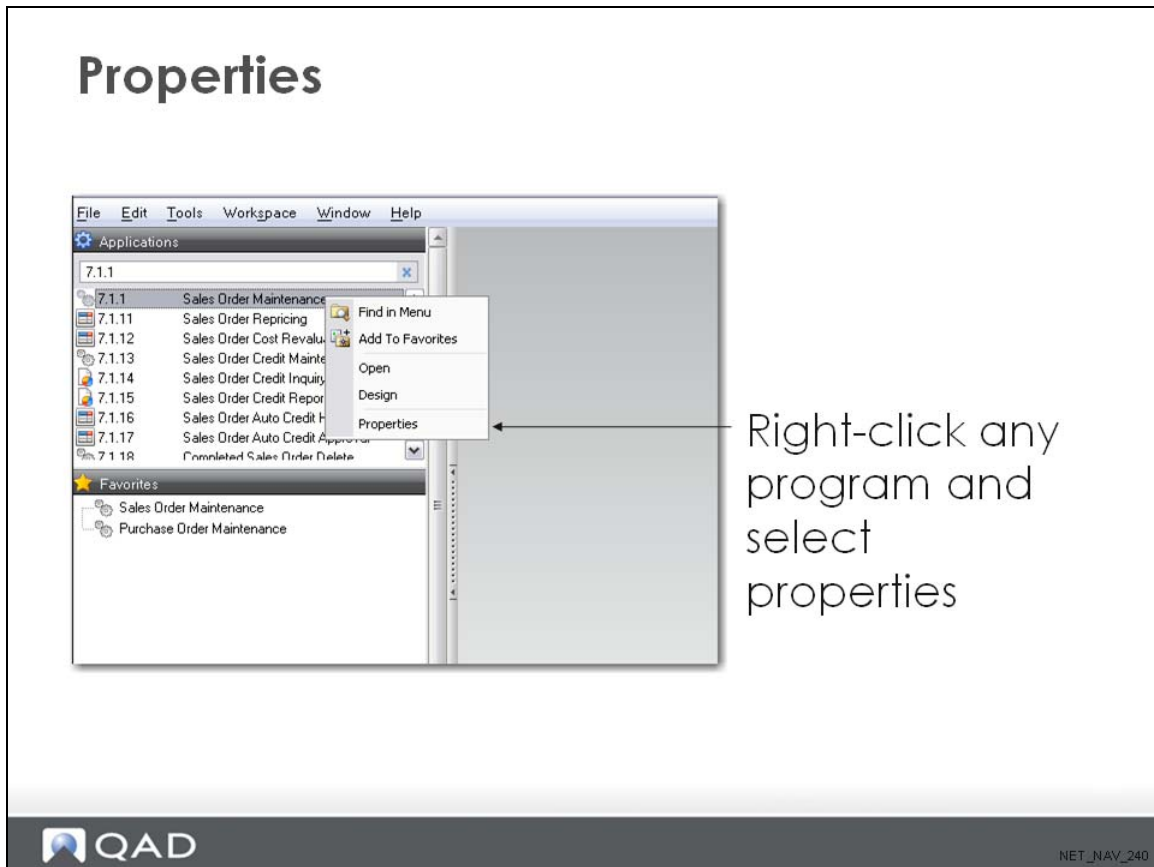


The Applications area displays the menu items for the QAD applications running in the QAD .NET UI. When the system is installed, the default menu organization is automatically loaded. Multiple screens can be open at any one time.

- Find programs based on one or more menu label keywords, program name, or menu number. For example, enter sales to display all menu labels that include the word sales.
- Execute a specific program based on full menu label, program name, or menu number. For example, enter Item Master Maintenance, pptmt.p, or 1.4.1 and then press Enter to display Item Master Maintenance.
- Execute a specific program based on a shortcut defined in the Name field of Menu System Maintenance.

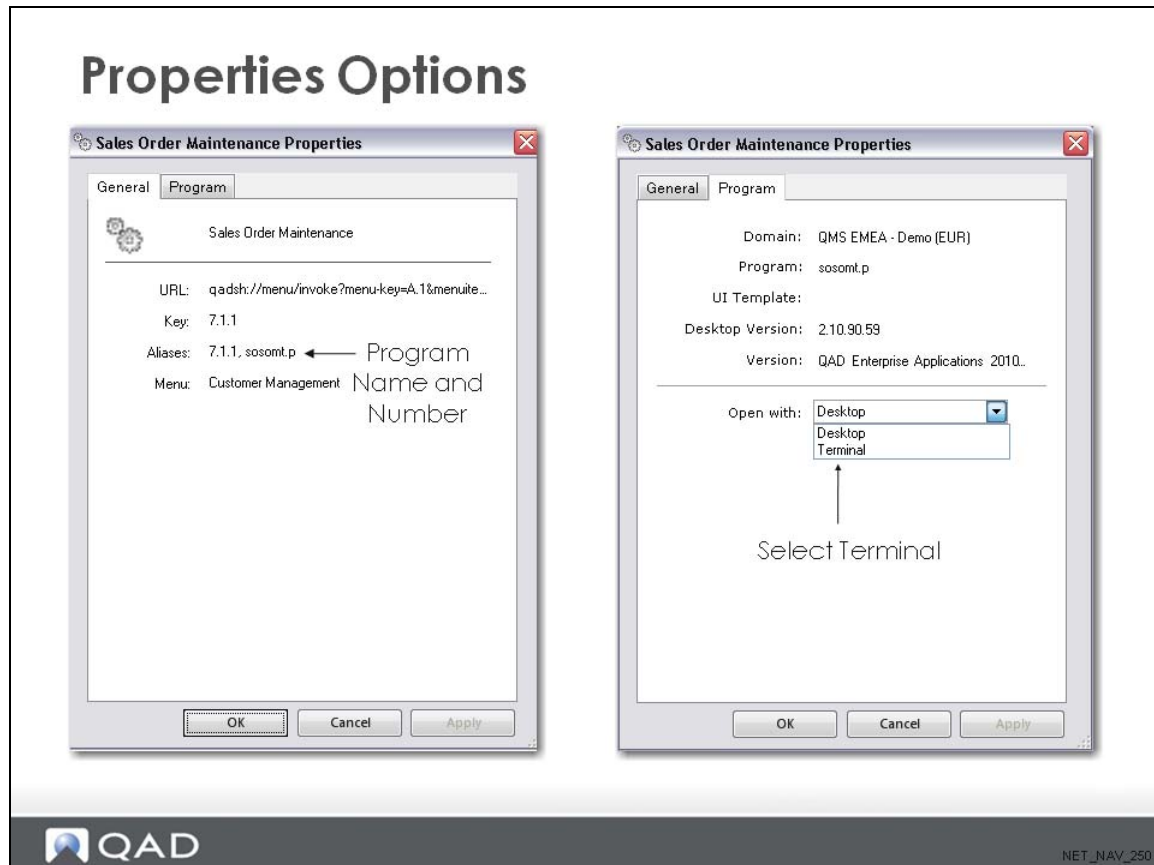
When typing in the menu search area, different screens appear as the typing continues until the proper screen is located. This is called predictive text.

## Properties



The Properties window includes two tabs, General and Program.

## Properties Options



### General:

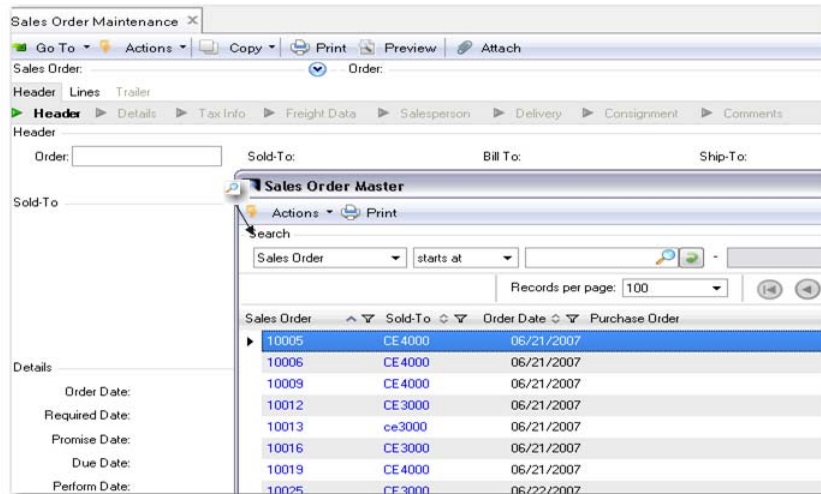
- URL. The QAD Shell URL for the program.
- Key. The program number. For example, 7.1.1 is the program number for Sales Order Maintenance.
- Aliases. The program number and name. For example, for Sales Order Maintenance, 7.1.1 is the program number and `sosomt.p` is the program name.
- Menu. The menu item folder location.

### Program:

- Domain. The current working domain and domain currency. If the specific program updates data that applies to all domains.
- Program. The program name. For example, `sosomt.p` is the program name for Sales Order Maintenance.
- UI Template. If the user executing the program has been assigned a Configurable Screens version of the program, the name of the assigned UI template displays.
- Desktop Version. Version details for Desktop.
- Version. Product system version details.
- Open with: Desktop or Terminal.

## Navigating Browsers

### Navigating Browsers



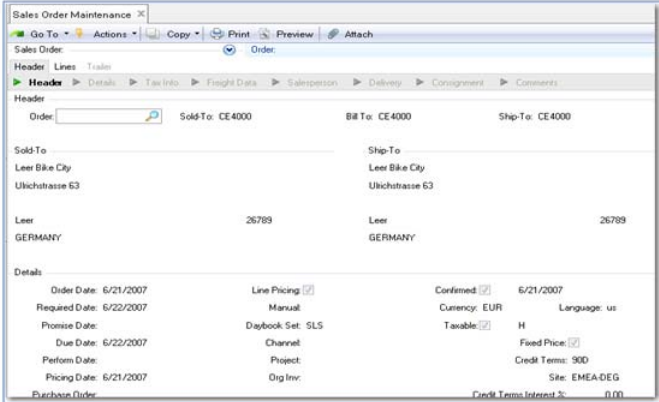
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Many fields display a small magnifying glass icon. This indicates that a lookup is associated with the field. Click the icon or use the Alt+L keyboard shortcut to display the lookup. The lookup lists valid values for the field.

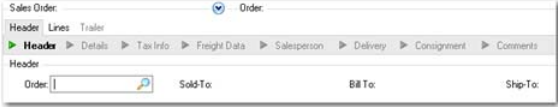
A drop-down list is displayed when only a few values apply to a field.


## Navigating Non-Component Based Programs

### Navigating Non-Component Based Programs



Screen Navigation Bar →



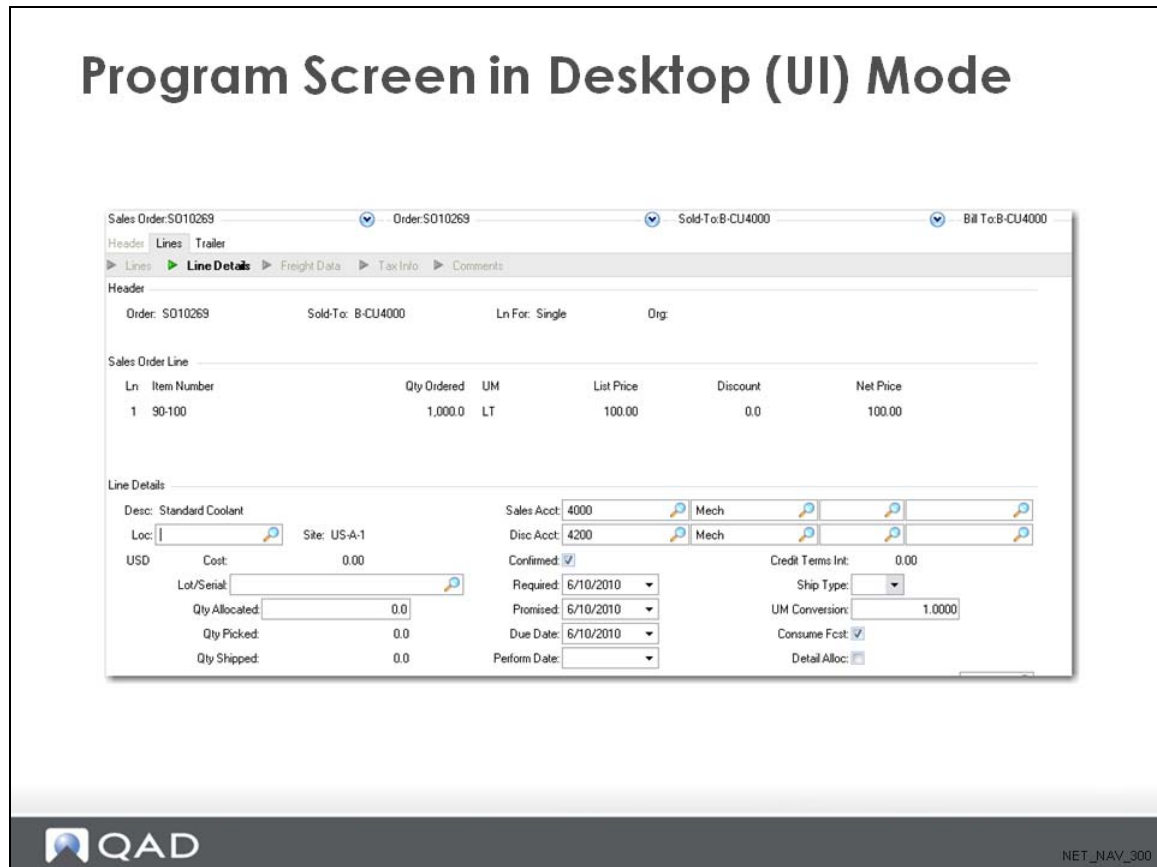

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Because non-component based screens are a rendering of the character UI, you can navigate these screens using the same keyboard commands. You can also use mouse clicks to select fields and enter data.

If the program opens in .NET User Interface mode, a navigation bar is displayed along the top of the screen indicating where you are as you proceed through the program screens. For example, the screen for Purchase Order Maintenance includes a navigation bar indicating the parts of a purchase order: Header, Tax Info, Lines, and Trailer.

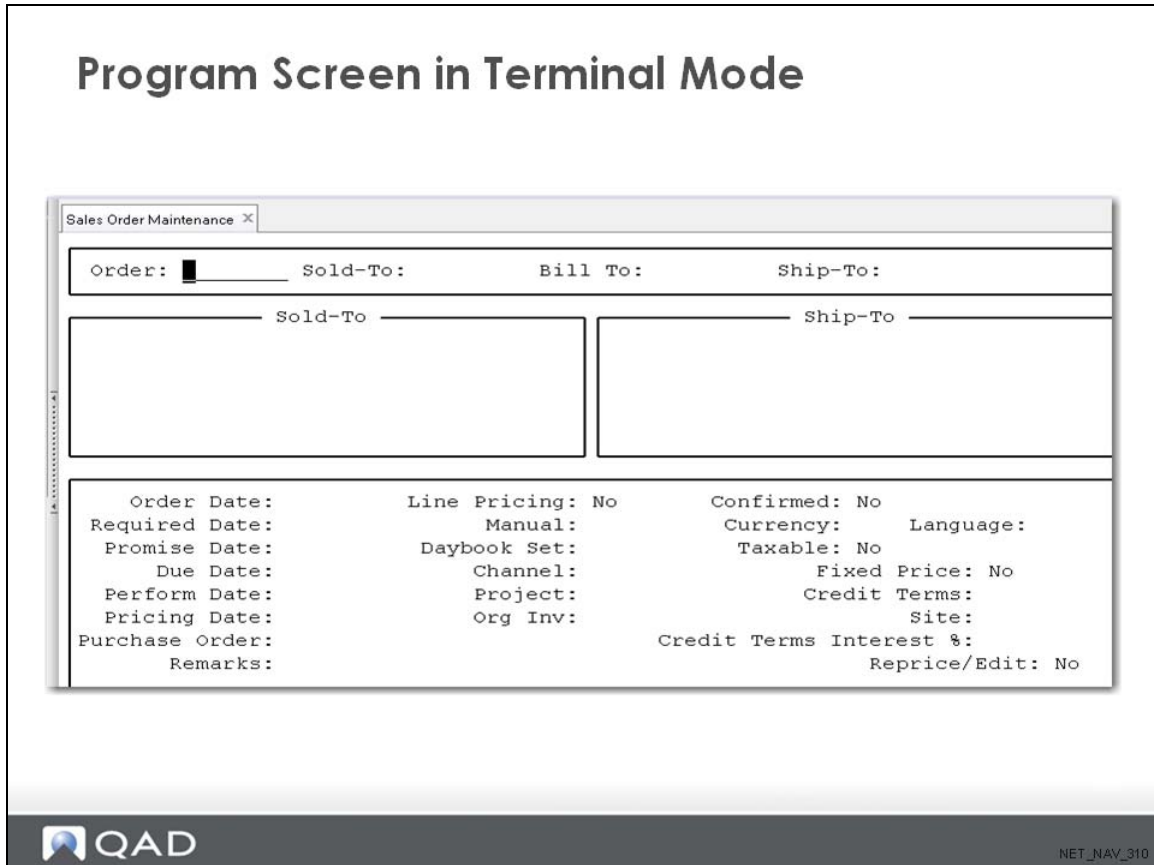
The Screen Navigation Bar option in the Desktop section of the Options menu (choose Tools|Options) specifies whether your QAD .NET UI client displays the navigation tool.

## Program Screen in Desktop (UI) Mode



Here we contrast the QAD .NET UI with the more traditional Terminal version in the prior screen. Use point and click, tab, Next, Back or Header, Lines and Trailer Tab to navigate in the non-component based QAD .NET UI.

## Program Screen in Terminal Mode



## Summary

### Summary

- You can display some non-component based programs in terminal or .NET UI mode
- Component-based programs display in .NET UI mode only
- A screen navigation bar is available for some programs
- Process maps let you drill-down on process flows



Chapter 3

# Help in the QAD .NET UI

## Objective

### Objective

- Learn about the extensive help capabilities of the QAD .NET UI:
  - Character UI Help
  - Application Help (F1 or Help > Application Help)
  - QAD Assist (Help > Search)
  - QAD Guide Me
  - QAD Document Library  
<http://www.qad.com/documentlibrary/>


## Benefits

### Benefits


- You will be aware of the different types of help and how they can be accessed.

## Training Flow

**Training Flow**



- Introduction
- Navigation
- **Application Help**
- Programs
- Browsers
- Character Version

 QAD

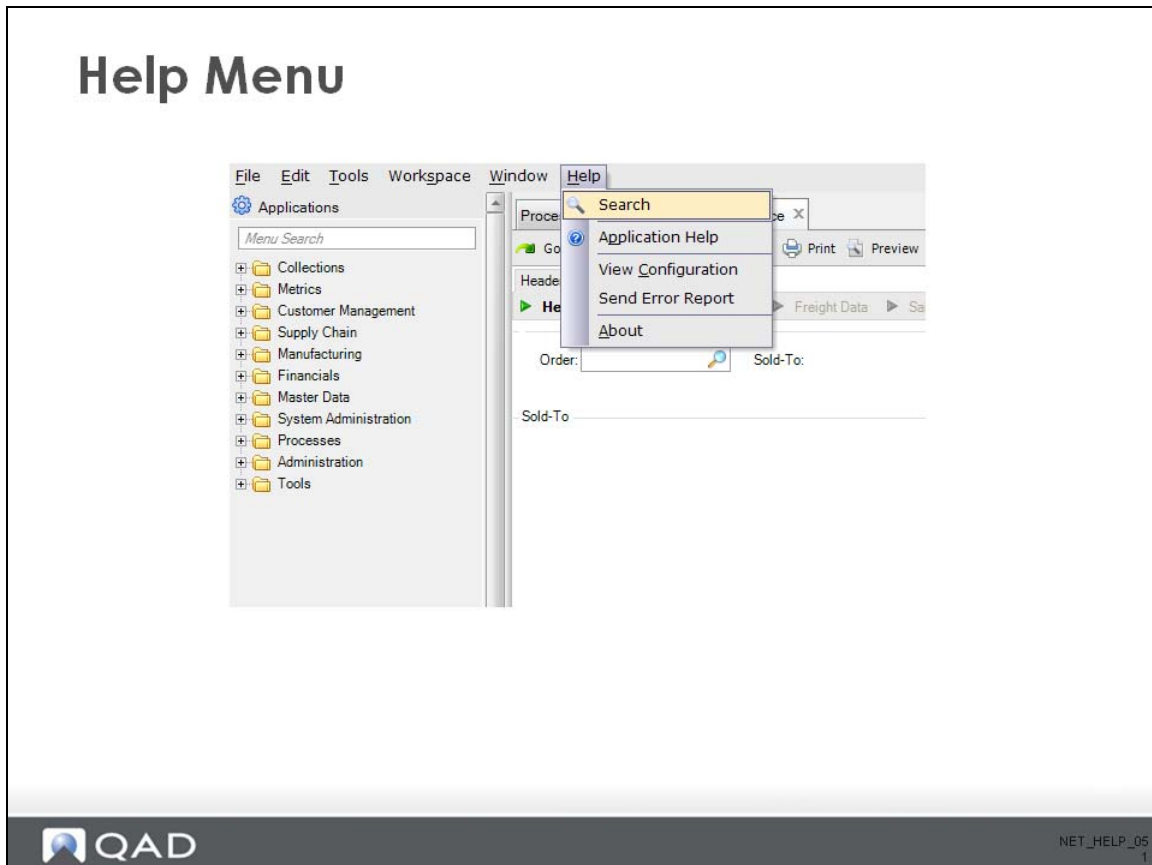
NET\_HELP\_04  
0

## Help in Terminal Mode

The screenshot displays the 'Purchase Order Maintenance' terminal window. At the top, the title bar reads 'Purchase Order Maintenance x'. Below it, there are input fields for 'Purchase Order:', 'Supplier:', and 'Ship-To:'. A 'Supplier' field is also visible. A 'Purchase Order' field is highlighted, and a 'Field Help : Purchase Order' window is open over it. The field help text reads: 'Enter a number identifying an order or leave blank for system-generated number. If blank, the system creates a number based on the purchase order prefix and next purchase order number maintained in Purchasing Control. The system displays a warning if:'. Below this, there are two bullet points: 'o You enter a purchase order that has already been processed. If you modify the order, it may no longer correspond to the one sent to the supplier. You can update the purchase order number to track additional changes.' and 'o The order you specify was created in Scheduled Order Maintenance. Since different data is maintained for scheduled orders, you should normally maintain them in their own program.' A 'Purchase Order' lookup browse is also visible, showing a list of records: '123', '20010601', 'abd', 'acmel', 'asc100', and 'fin'. The bottom of the terminal window contains the instruction 'Enter data or press F4 to end.' and the QAD logo is in the bottom left corner. The bottom right corner of the terminal window shows 'NET\_HELP\_05' and '0'.

- The first time you press F2, a lookup browse displays if one is attached. If not, field help displays first. Use lookup browses to view records available to specified fields. You can choose a record to enter in the field. If you enter a value and press Enter, the list in the bottom of the browse frame scrolls to the first record that matches that value. Use the arrow keys to scroll through the list, then select the record by pressing Enter.
- Press F2 again to display field help. It describes a specific field and how it is used in the program. Most updateable fields have field help. Display-only fields do not.
- Press F2 again to display procedure help. It describes the program and how it is used in the module. Procedure help is not generally provided for reports, inquiries, browses, or control programs.

## Help Menu

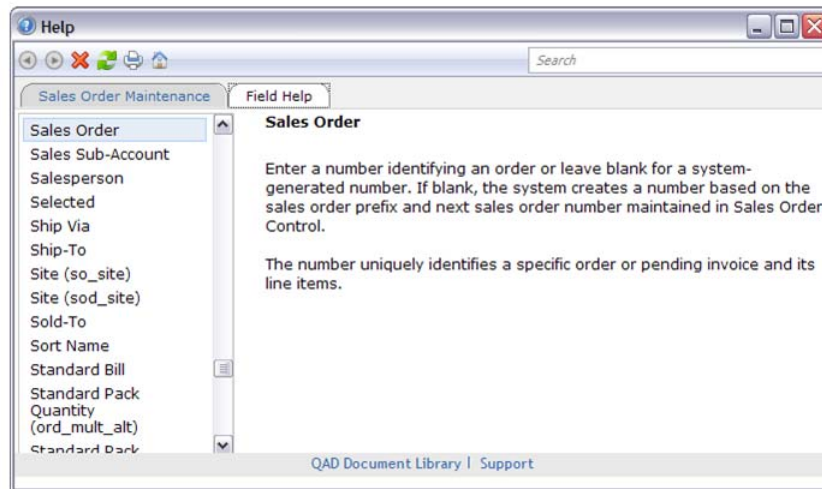


### Help

- **Search.** The Assistance Panel is available by selecting Search.
- **Application Help.** This option is available when your cursor is placed within a non-component based field or screen. When you then select Application Help, field or procedure help is displayed for the field or screen.
- **View Configuration.** Opens a window that displays various configuration settings that cannot be directly changed by a user of the QAD .NET UI. These settings must be changed by a system administrator.
- **About.** Display information about the version of QAD .NET UI that is running, the time the QAD NET UI was started, and the total amount of physical memory the QAD .NET UI is using.

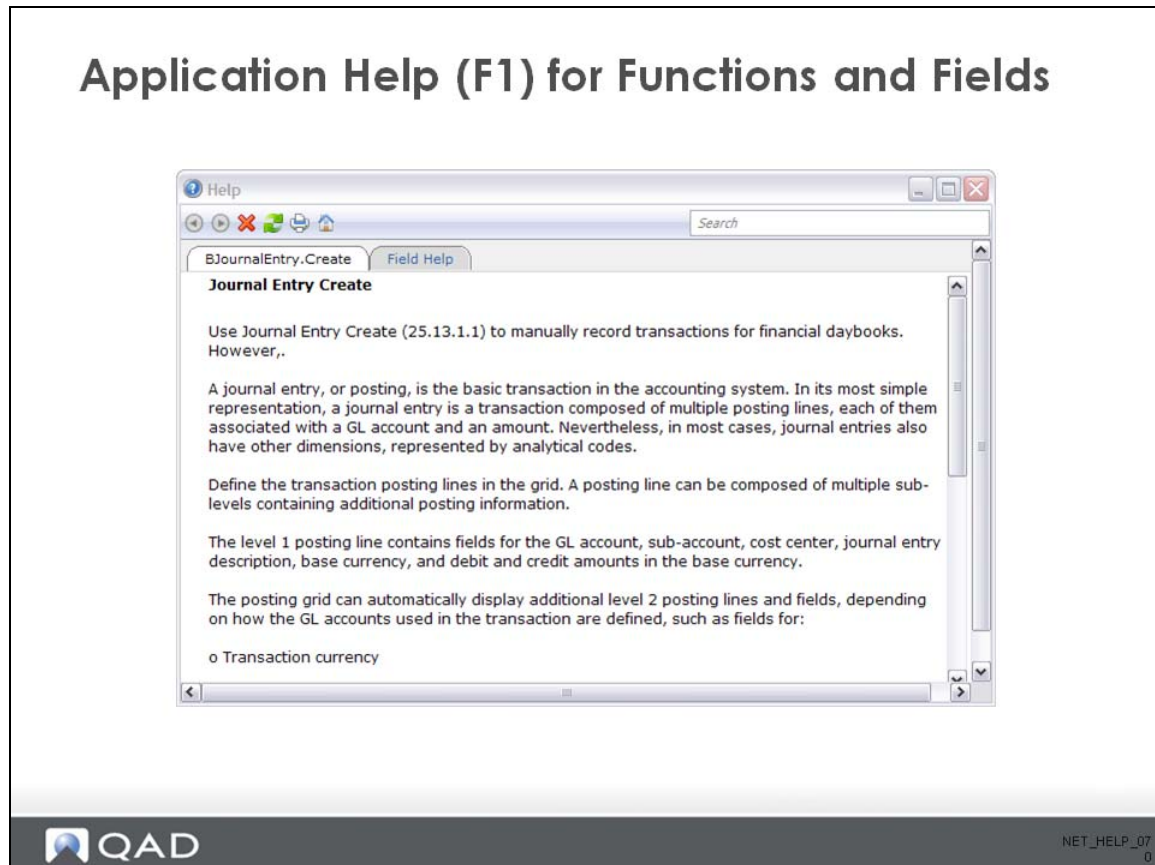
## Application Help (F1) for Programs and Fields

### Application Help (F1) for Programs and Fields



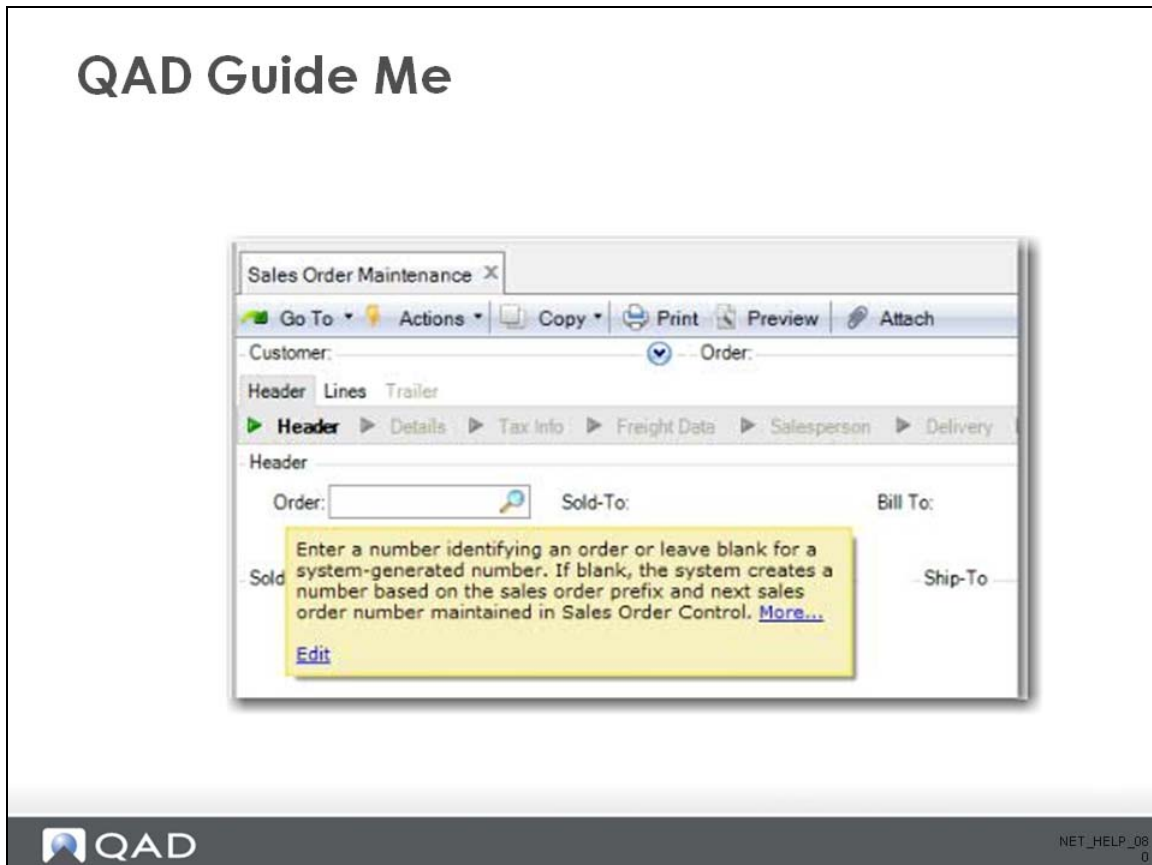
When your cursor is in a program field, press F1 or choose Help | Application Help.

## Application Help (F1) for Functions and Fields



When your cursor is in a component-based function field, press F1 or choose Help | Application Help.

## QAD Guide Me

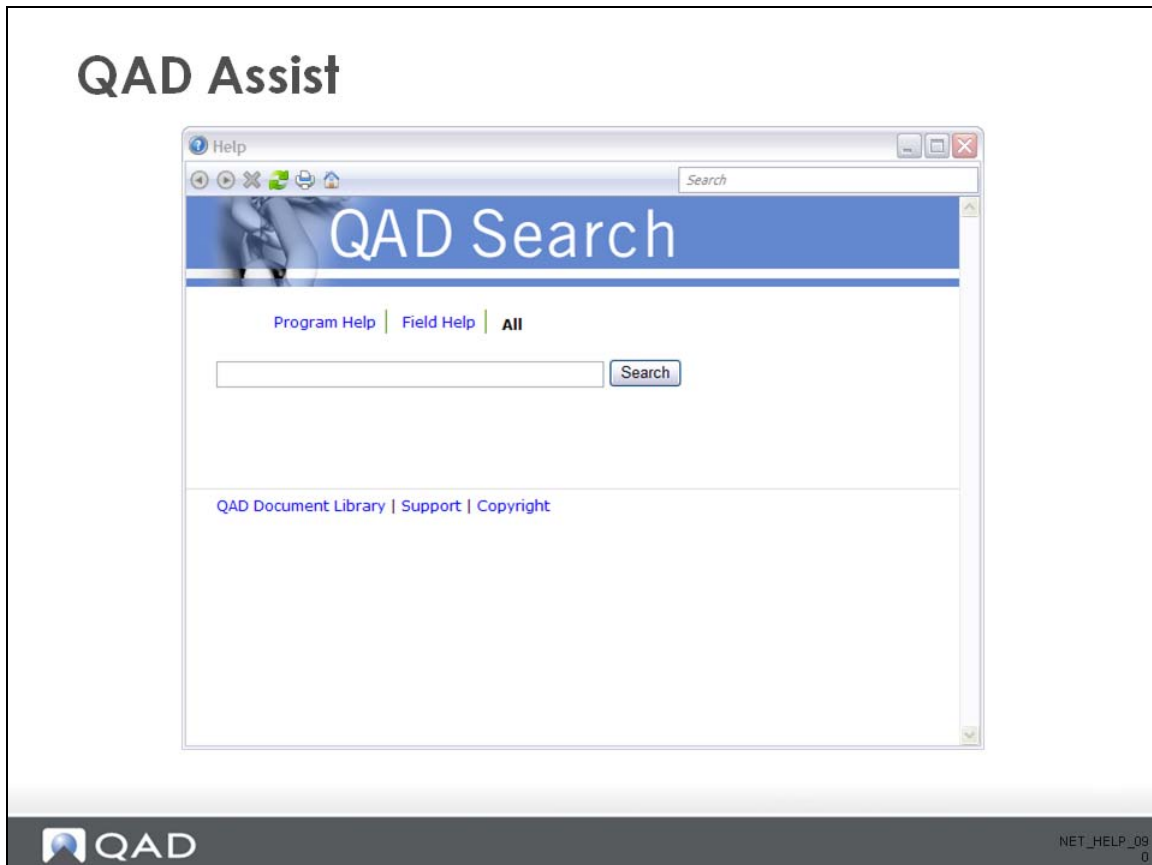


The QAD Guide Me feature provides immediate mouse-over descriptions of fields in both component and non-component programs. The feature is disabled by default.

**Note** Field help for non-component based programs is also displayed by pressing the F1 key when the cursor is positioned in the field. Click the More... link to display an extended description of the field, and the Edit link to edit this description in Field Help Maintenance.

**Note** The Edit option is only visible for users who have access to Field Help Maintenance.

## QAD Assist

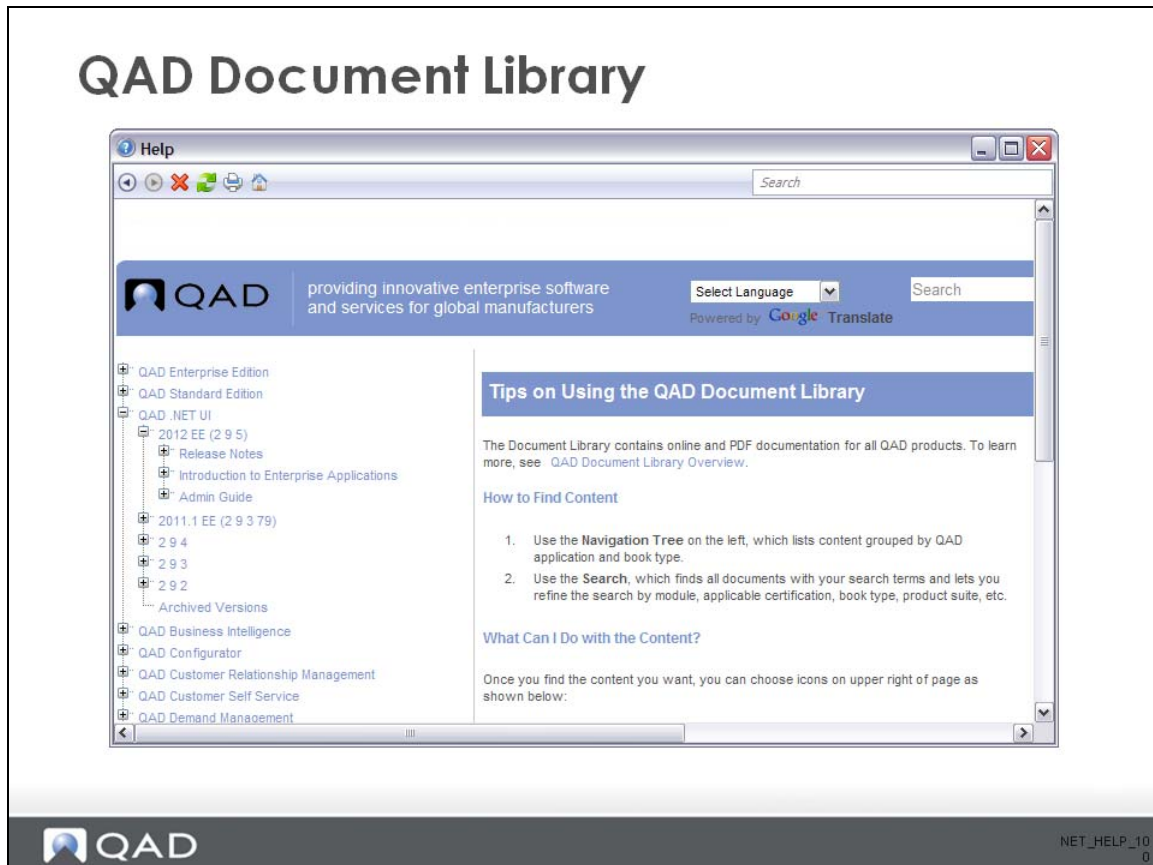


Choose Help | Search to use QAD Assist. QAD Assist provides a searchable HTML interface offering links to program help and field help.

You can search for single terms (such as 'Sales'), phrases (such as 'Sales Orders') or complex terms using operators (such as 'test AND system'). The panel stores default fields, which you define during deployment, which do not need to be specified when searching. The following operators are supported by the panel:

AND, +, OR, NOT, -

## QAD Document Library



The QAD Document Library (<http://www.qad.com/documentlibrary/>) includes QAD user guides, administration guides, installation guides, training guides, and other materials.

Click the QAD Document Library link in QAD Assist to access the library from within QAD Assist.

## Summary

### Chapter Summary

- Help includes the following features:
  - Character UI Help
  - Application Help (F1)
  - QAD Assist
  - QAD Guide Me
  - QAD Document Library  
<http://www.qad.com/documentlibrary/>

## Exercise and Knowledge Check

- 1 Launch Purchase Order Maintenance in terminal mode.  
Press F1 in the first field of the purchase order? What is displayed? Press F1 again. What is displayed this time?
- 2 Go to the Sales Order Maintenance screen and select Help | Search. What screen is displayed?
- 3 Do a search on the word Sales. Drill down on Sales analysis. What is displayed?
- 4 Go to Journal Entry Create and hit F1. What is displayed? Note the differences between a non-component based help and component based help.



Chapter 4

# **Programs In the QAD .NET UI**

## Objective

### Chapter Objectives

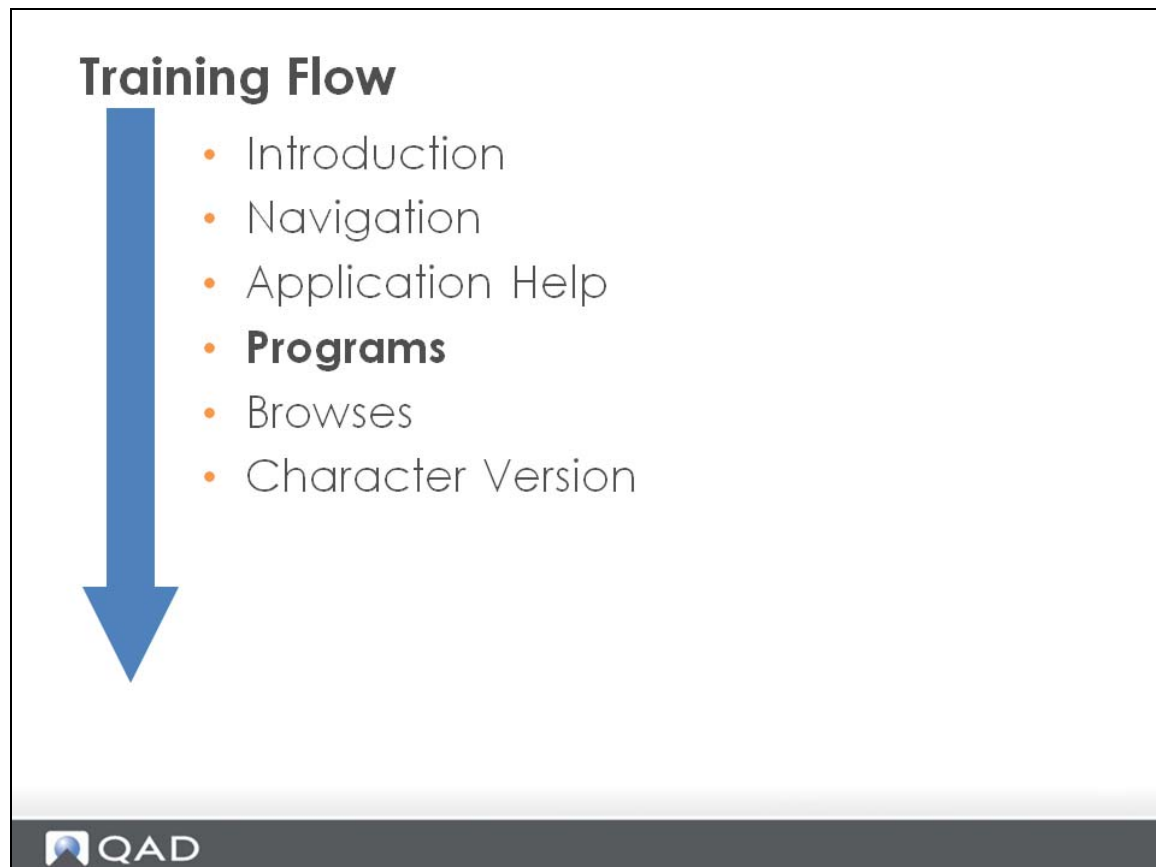
- The objective of this chapter is to describe program types and program features in QAD Enterprise Applications.

## Benefits

### Benefits

- You will be able to identify different program types and will be familiar with some basic Enterprise Applications program features.

## Training Flow

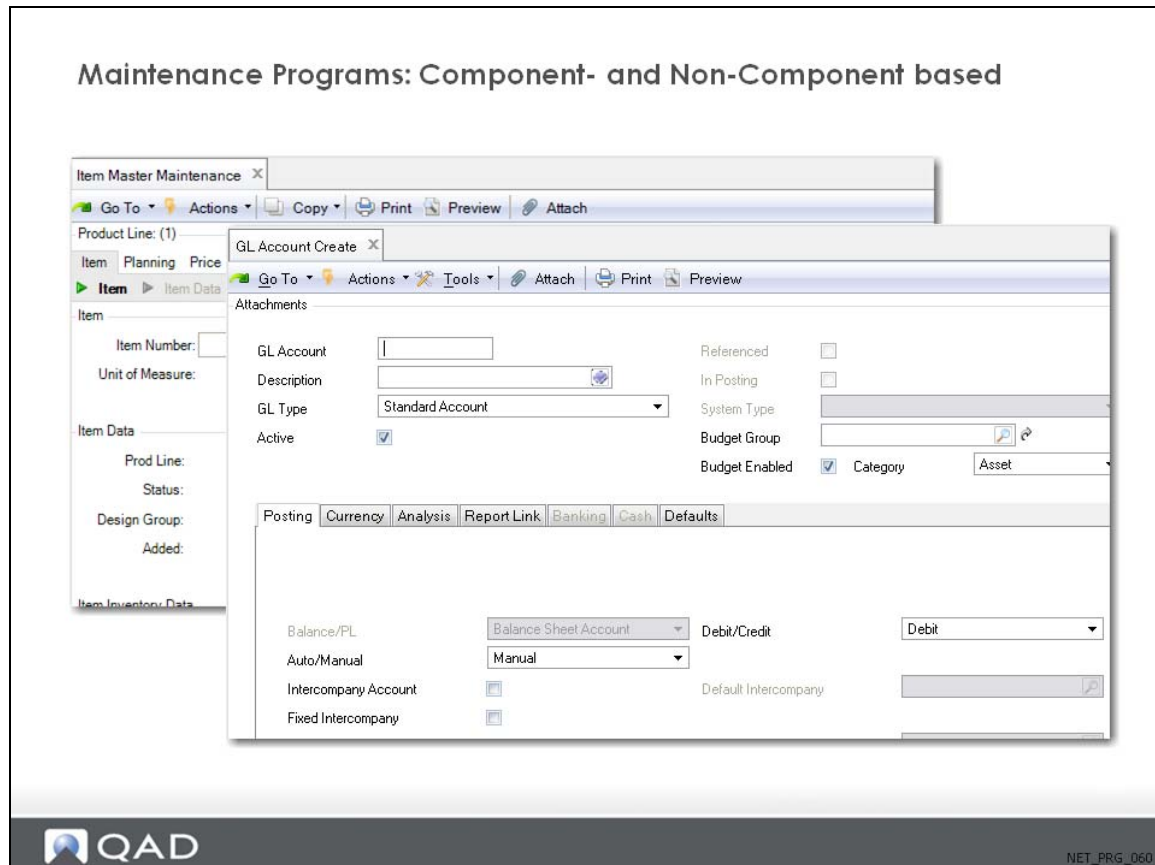


## Program Types

### Program Types

- Maintenance Programs
- Inquiry and Report programs
- Browse Programs
- Transaction Programs
- Utility Programs and Control programs

## Maintenance Programs



The Item Master Maintenance and GL Account Create Entry are examples of maintenance programs that update the database directly when the record is entered and saved.

In the case of non-component maintenance programs changes to the record will be made in the same maintenance screen, where as in component based maintenance programs changes are made in the Create, Modify, or Delete maintenance screens.

## Inquiry and Report Programs

### Inquiry and Report Programs

The screenshot displays the 'Item Master Inquiry' window in QAD. The window title is 'Item Master Inquiry - 5/24/2010...'. The main window title is 'Item Master Inquiry' with a date '05/24/'. There are two sub-windows: 'Item Cost Report' and 'Item Cost Report - 5/24/2010 1...'. The main window shows a table with columns: Site, Description, Line Description, Cost Set, Material, Labor, Burden, and Overhead. The table is divided into sections for different items and cost sets.

Site	Description	Line Description	Cost Set	Material	Labor	Burden	Overhead
10-10-100	Ultrasound Mfg Site	10 Finished Goods					
01010	EA Medical	Ultrasound					
	Current			225.71	19.34	0.28333	0.00
	Standard			225.71	19.34	0.28333	0.00
01011	EA Supplies Kit						
	Current			0.00	0.00	0.00	0.00
	Standard			0.00	0.00	0.00	0.00
01020	EA Implantable Ultrasound						
	Current			144.81516	25.09176	0.36372	0.00
	Standard			144.81516	25.09176	0.36372	0.00

NET\_PRG\_070

Inquiries and reports retrieve and display operational database records. Inquiries are primarily used to answer specific questions. Reports usually provide more detail and are printed for a range of data records. You select data by entering a specific range of criteria, such as item number or date.

Typically, inquiries are viewed online and reports are sent to a printer or file. However, you can also print inquiries and view reports. In addition, other output options, such as e-mail, are available.

## Component-Based Reports

# Component-Based Reports

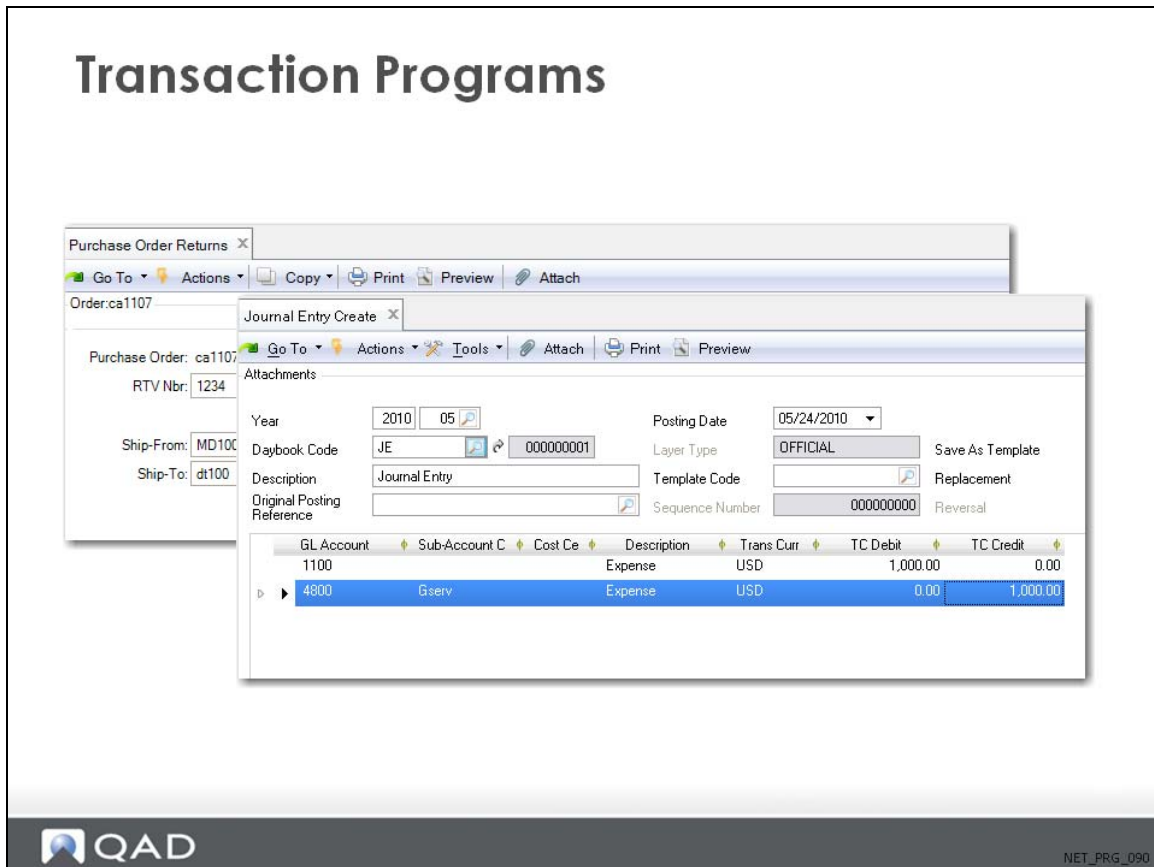
GL Account	COA Element	TySys	Type	Debit/Credit	Balance/P&L	Auto/Manual	Analysis Type
05000	STANDARD			DEBIT	BALANCE	MANUAL	None
05600	STANDARD			DEBIT	BALANCE	MANUAL	None
05610	SYSTEM	RESULT	CURRENTYEAR	CREDIT	BALANCE	AUTOMATIC	None
05620	SYSTEM	RESULT	PREVIOUSYEAR	CREDIT	BALANCE	AUTOMATIC	None
09000	STANDARD			CREDIT	BALANCE	MANUAL	None
09100	STANDARD			CREDIT	BALANCE	MANUAL	None
10000	DEBTORCONTROL			DEBIT	BALANCE	AUTOMATIC	None
10100	DEBTORDOCUMENT			DEBIT	BALANCE	AUTOMATIC	None
10200	OPENITEM			DEBIT	BALANCE	MANUAL	None
10500	DEBTORCONTROL			DEBIT	BALANCE	AUTOMATIC	None
10600	DEBTORDOCUMENT			DEBIT	BALANCE	AUTOMATIC	None
11300	STANDARD			DEBIT	BALANCE	MANUAL	None
12200	BANK			DEBIT	BALANCE	MANUAL	None
12201	BANK			DEBIT	BALANCE	MANUAL	None
13000	STANDARD			DEBIT	BALANCE	MANUAL	None

NET\_PRG\_080e

Component-based reports have multiple output options, including viewer, printer, and export to PDF, XLS, and DOC standards. The report output is easy to customize, and you can create an extensive set of reports with unlimited report variants for many output types.

You can run a report immediately, or choose to schedule it to run later. In this case, a pop-up window opens to let you enter details for running the report at a later date.

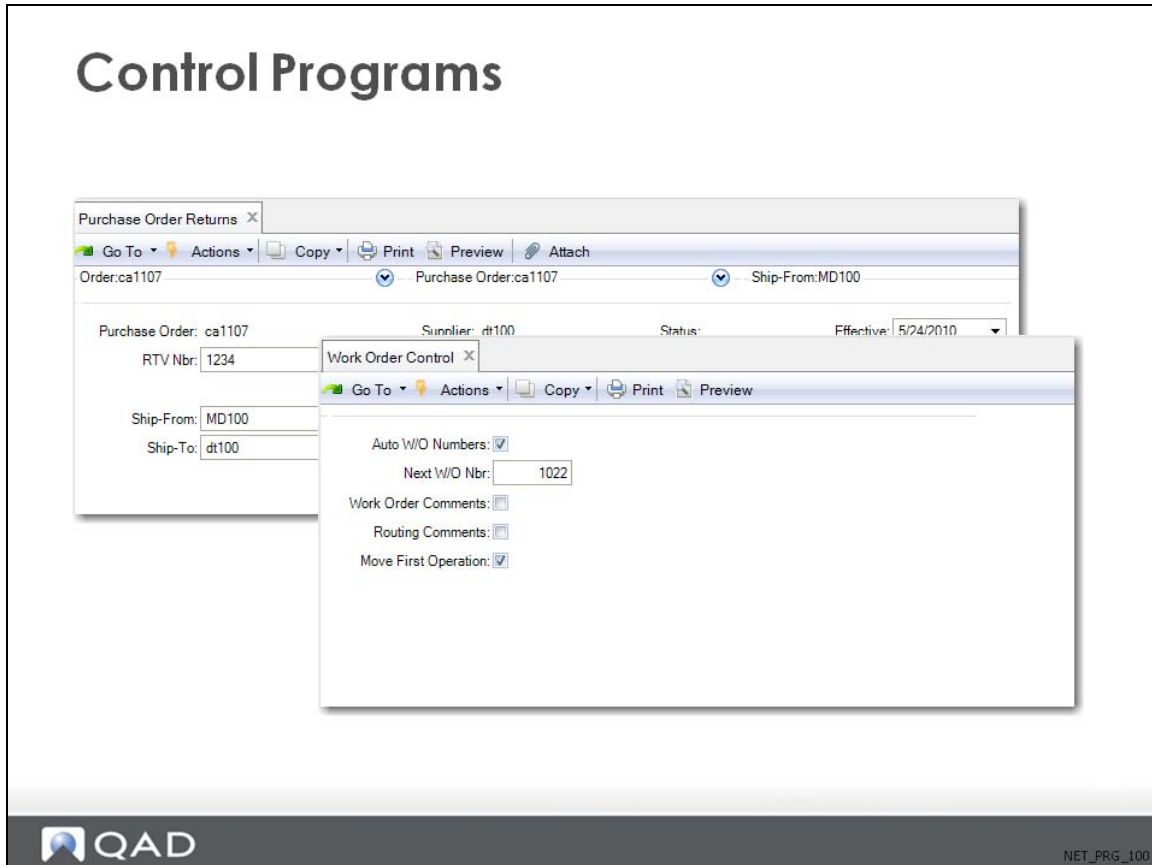
## Transaction Programs



Transactions programs control and record activities related to business documents such as sales orders and invoices. An example of a transaction is receipt of a shipment for a purchase order using Purchase Order Receipts or Returns. Enterprise Financials transactions programs include Customer and Supplier Invoice, and Journal Entry.

Most data in the database is transaction data. Every day, sales orders come in, purchase orders go out, and work orders make demands on and create material for inventory. These events result in transactions, which are stored in transaction tables. In contrast to control programs, transaction tables are constantly updated by users of the system.

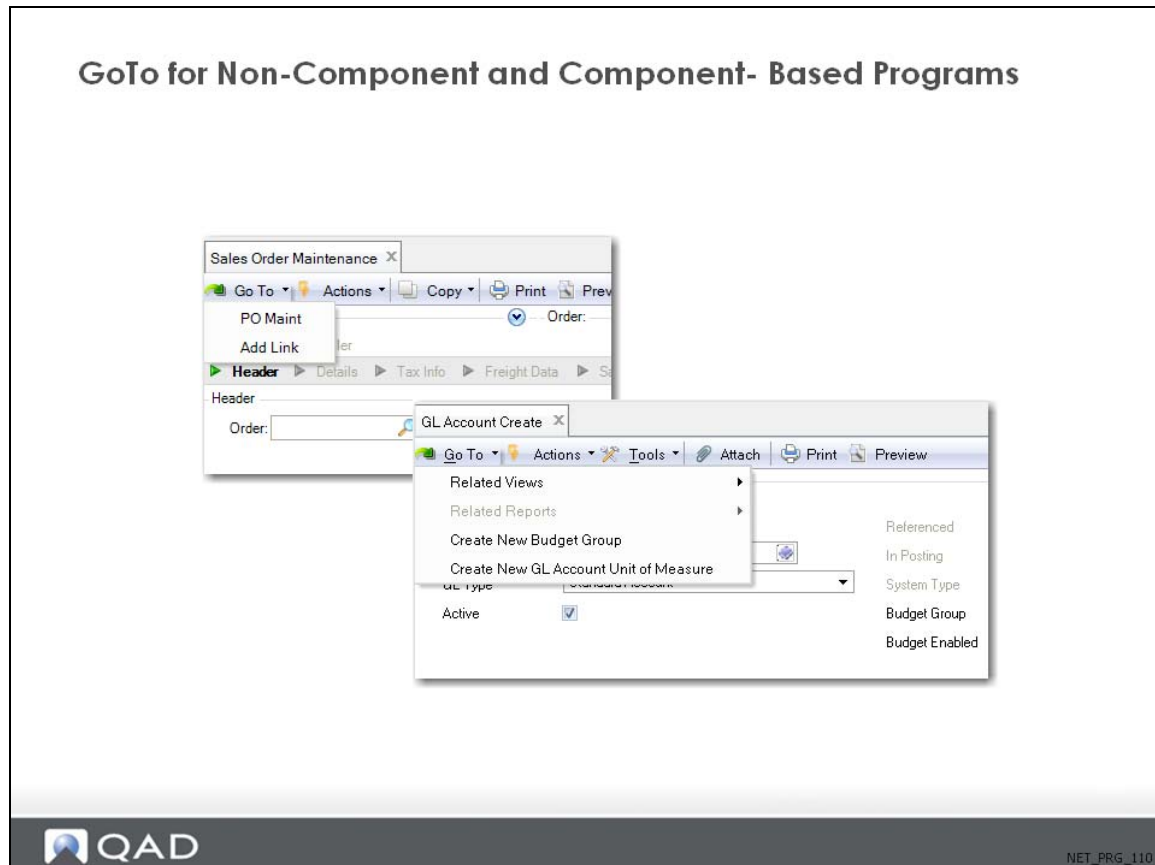
## Control Programs



### Control Data

When you implement a module, you enter data that the system uses later to control how the system interacts with users and with the database. This data is stored in control tables. Control tables enable you to adapt the system to your environment. The data and settings in these tables determine how certain programs are displayed, the numbers assigned to transactions, the GL accounts for particular transactions, and so on. When you can manage a typical manufacturing function in more than one way, control programs let you establish a preference.

## Go To Function



The Go To menu for non-component based programs such as Sales Order Maintenance displays the Add Link option. Use Add Link to create links to other programs using User Tool Maintenance (36.20.4). The links you add display on the Program Links drop-down

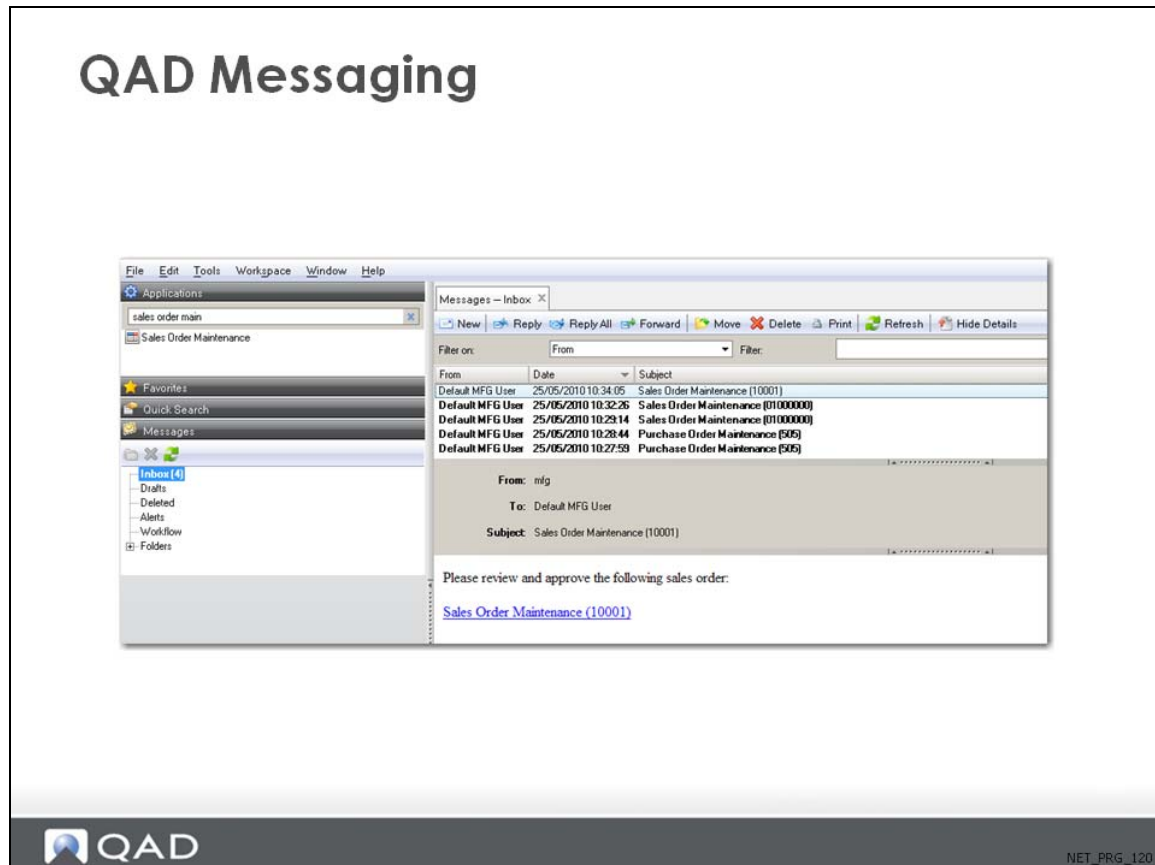
The Go To option for component-based programs displays Go To options and Related Views. Related Views are commonly used views and reports that apply to the record you are currently working with.

Go To behaves differently depending on whether the current field has data in it:

- If the field has a value, Go To invokes the View activity.
- If the field is blank, Go To invokes the Create activity.

All of the related views take the record you are currently using as the base for the information. You can simply click the Go To to see the Create New Budget Group or Create New GL Account Unit of Measure.

## QAD Messaging

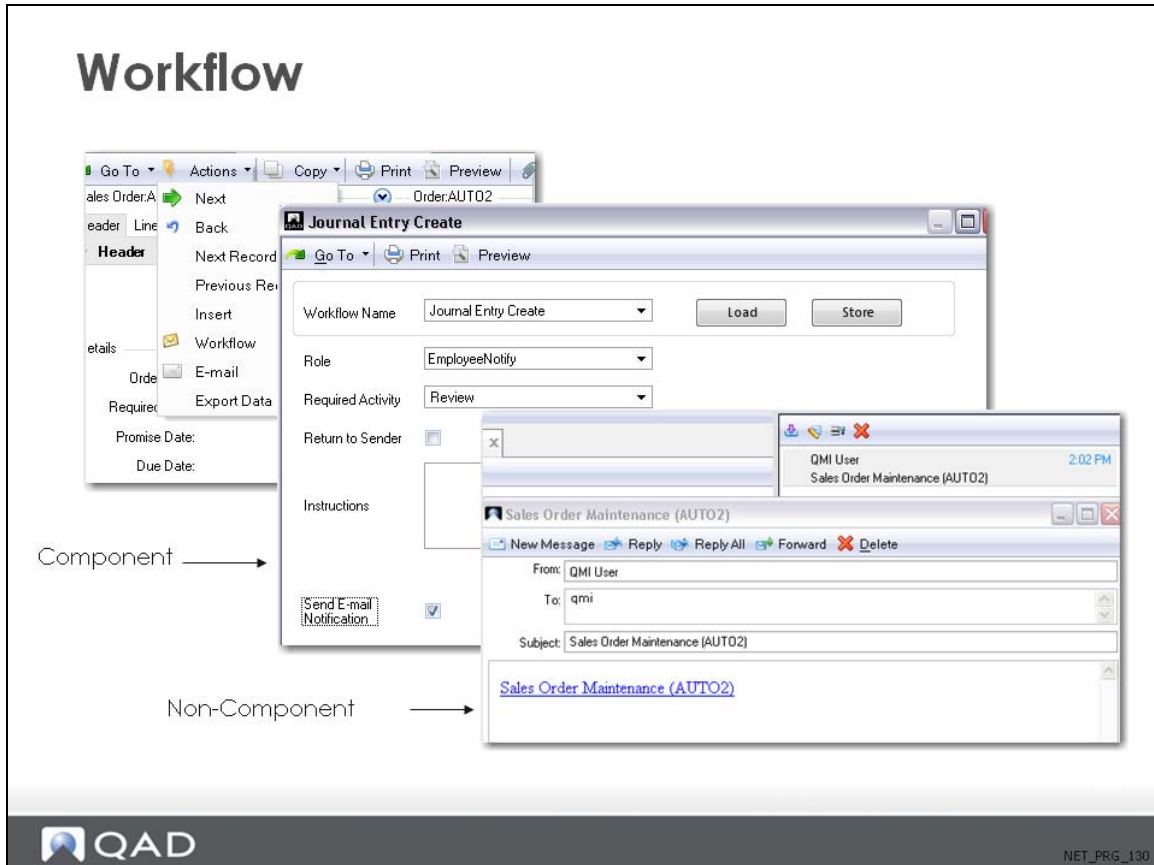


The QAD .NET UI includes a messaging capability so that you can send messages and workflow information to other users of the system. When using programs, browses, inquiries, and process maps, you have an Inbox on the Right side of the application area for sending and receiving messages. You can also send program or browse workflow messages, which include links to programs or browses, by choosing Actions|Workflow when using a program or browse

### To Send a Message

- Click the Compose Message icon.
- In the To field, enter the user IDs or names of the users to whom you want to send the message.
- In the Subject field, enter text indicating the subject of the message.
- In the content area, enter or paste message content.
- Click Send to send the message (or click Cancel to cancel it).

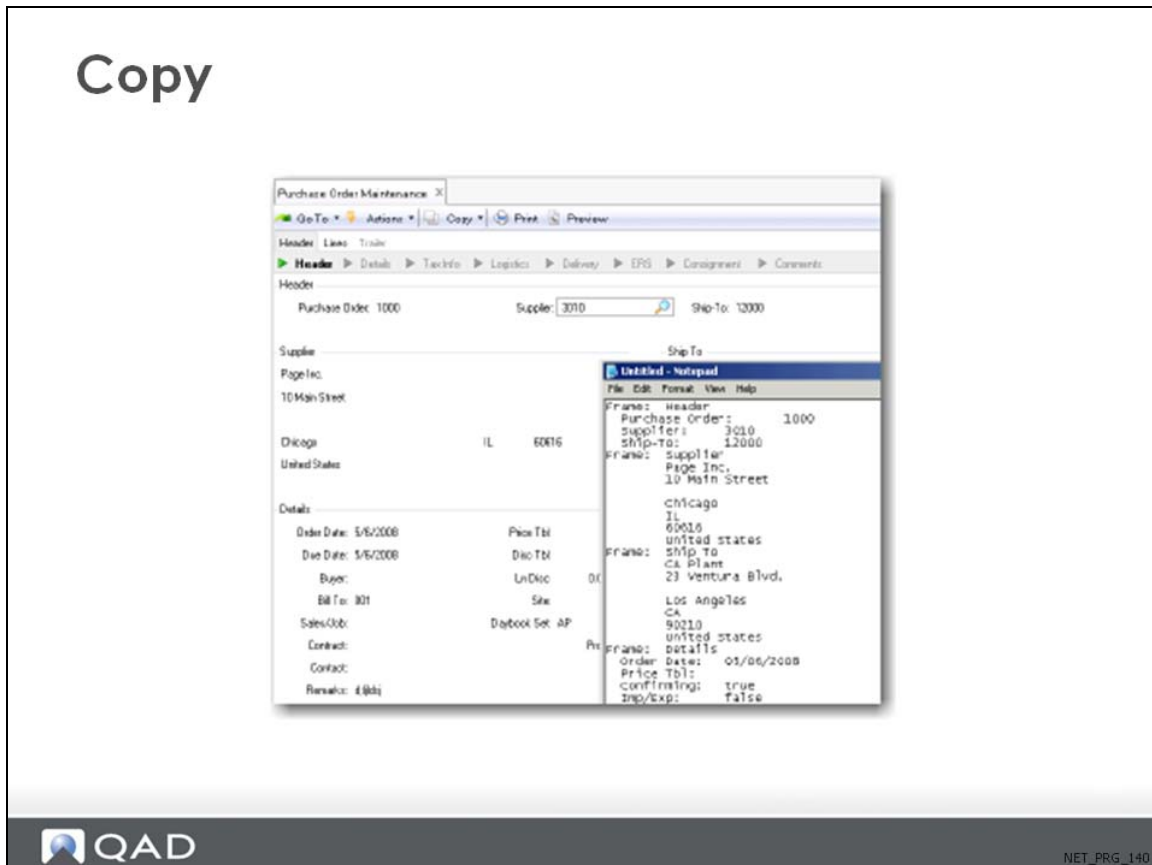
## Workflow



Workflow is available for both types of program and is visible as an Actions menu option for non-component based programs and as a Tools menu option for component-based programs. When you click Workflow in a non-component based program, the system creates an e-mail message for another system user, with the current screen as an attached link. This e-mail is then posted to the user's Inbox.

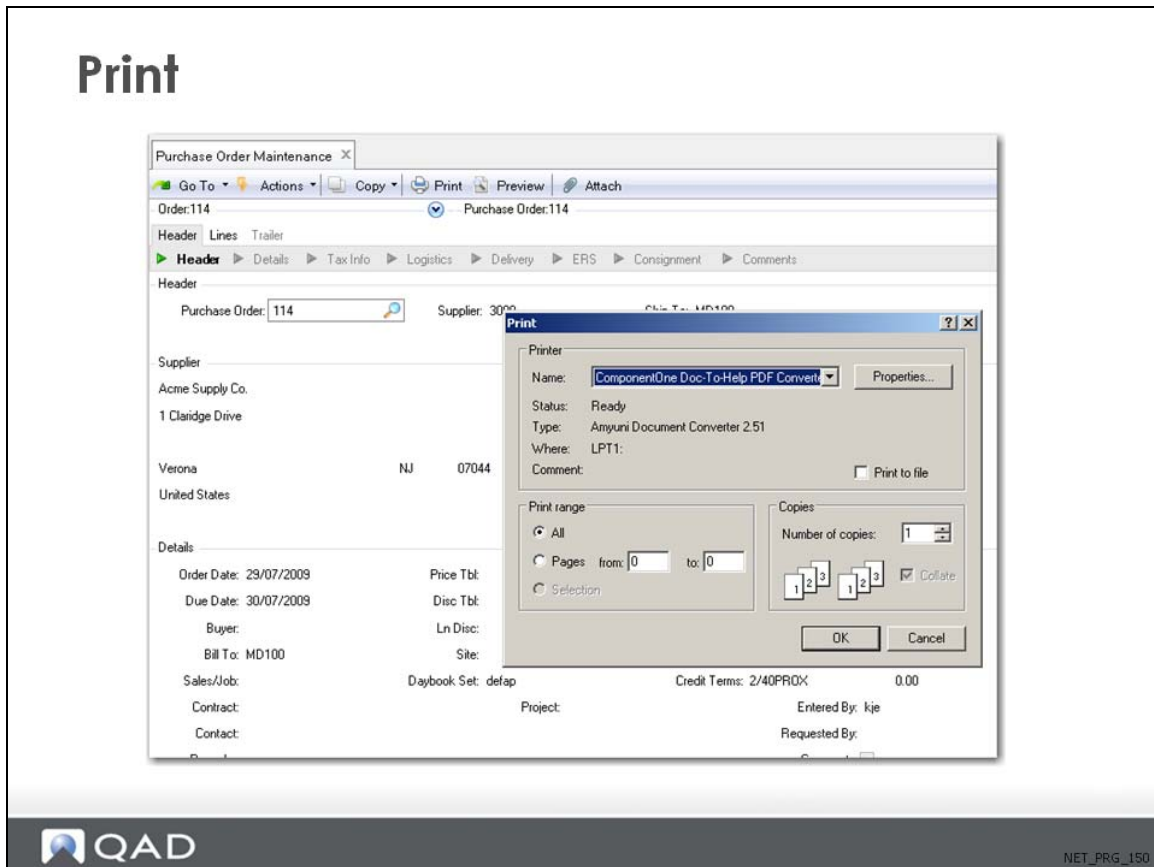
In a component-based program, you use the Workflow object dialog to specify the name of the workflow, the role of the recipient and activity they are required to perform on the link.

## Copy



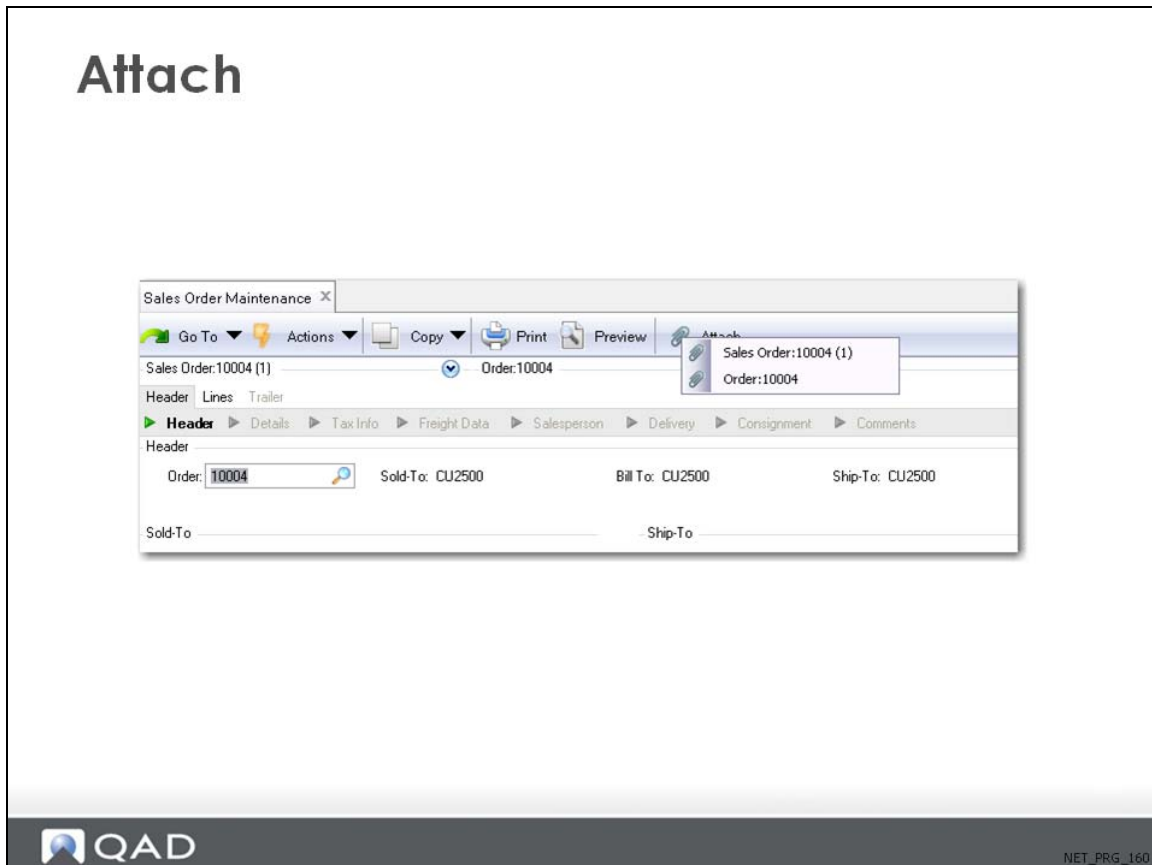
The Copy menu is only available for non-component based programs and lets you to copy the text of the current screen to the clipboard, or copy an image of the current screen to the clipboard.

# Print



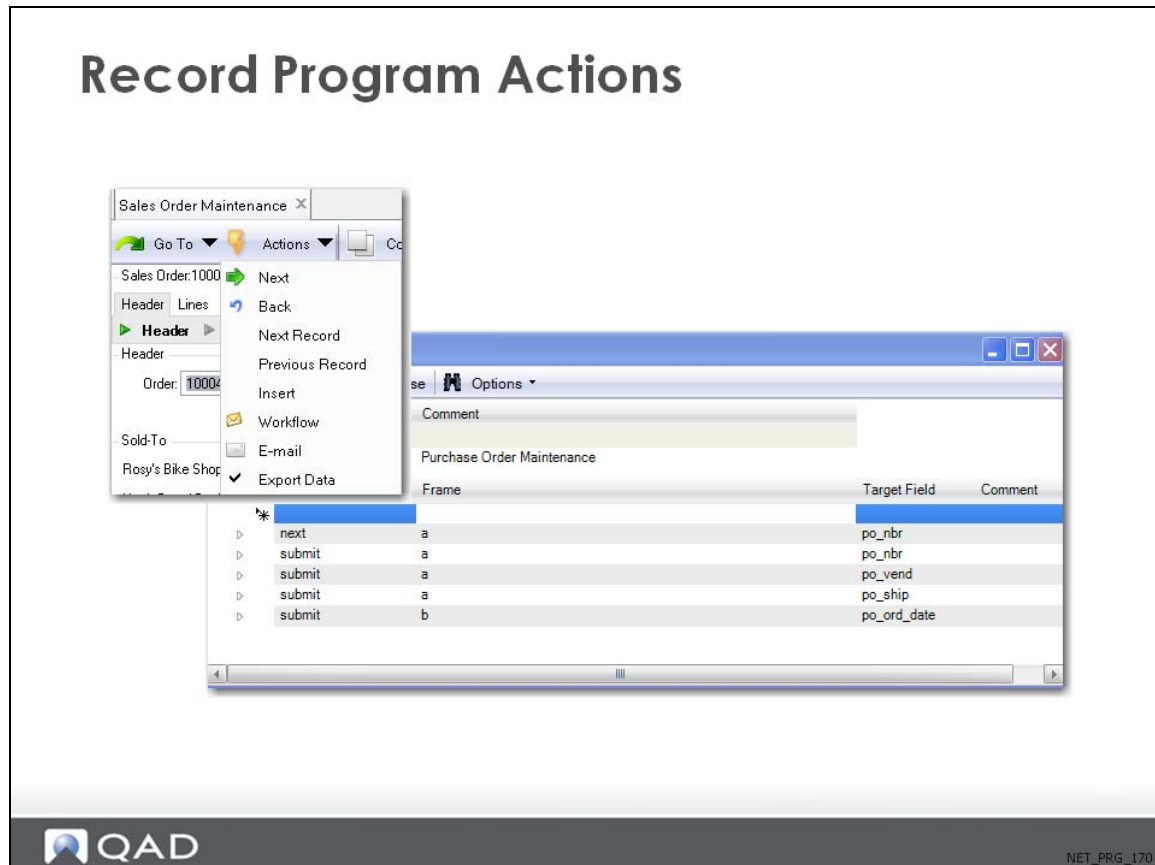
The Print menu is common to both types of program and prints the current screen to the default printer.

## Attach



Attach lets you attach any type of document—such as a Microsoft Word file, graphics file, or PDF—to a record within the application. This integration ensures that all required documentation is immediately accessible when needed. You can attach and view any type of file if the corresponding viewing software is available on the client. This is both applicable to component and non-component based programs.

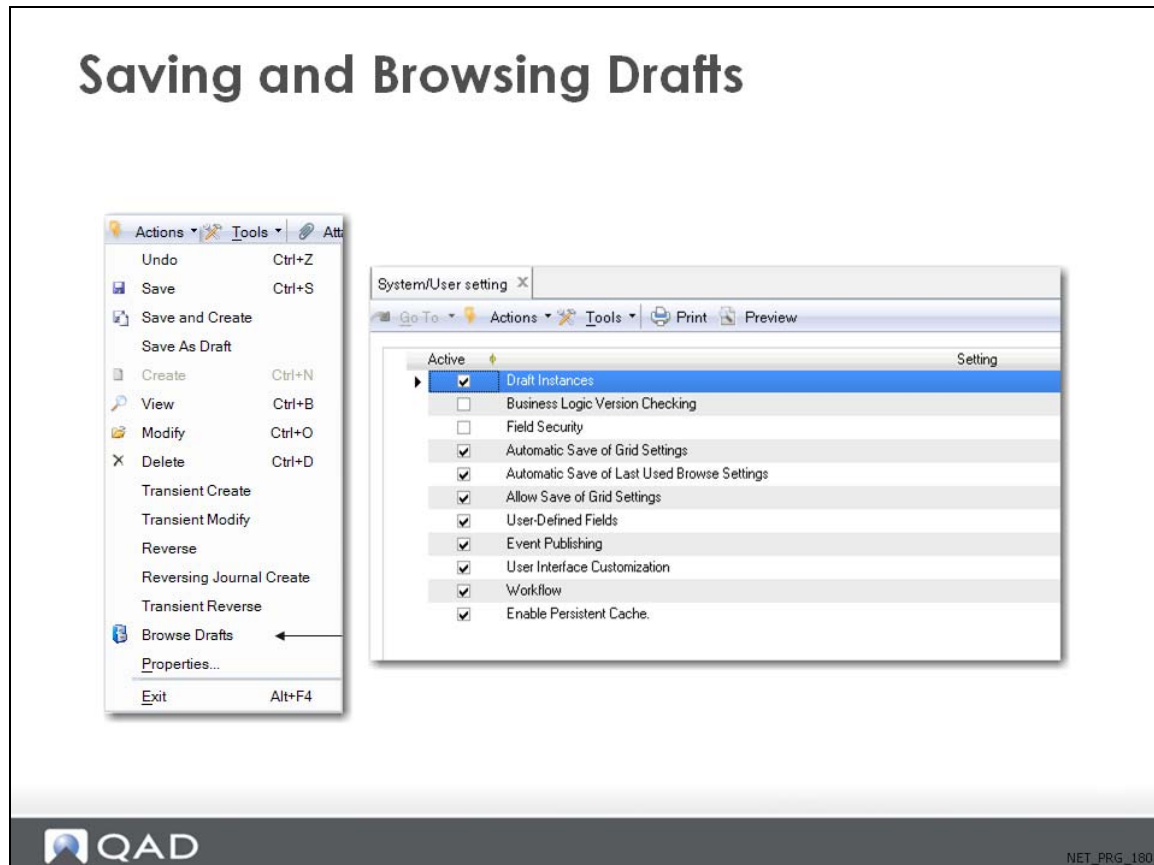
## Record Program Actions



The Program Export File function is a test utility in the QAD .NET UI and is available in the Actions menu for all non-component based programs. This function lets you record your actions as you complete an application process and save the recorded actions to an .XML or .XLS file that you store locally. You then execute the saved .XML or .XLS file in the Execute Document Import function to reproduce the recorded process on screen. Saved files can be exported for testing to another QAD .NET UI environment, or imported into the current environment.

- 1 Launch a program.
- 2 Choose Actions|Export Data. An Export Data screen is displayed (minimized) on the screen while the system is recording your user actions. Each user action is immediately listed in the Actions grid of this screen, and you can pause, name, and save the recording in this dialog
- 3 Enter a variety of actions for the program. These actions are now recorded. The Export Data dialog lists the actions, frames, and fields being recorded.

## Saving and Browsing Drafts



The Save as Draft and Browse Drafts options are available for component-based programs only and must be enabled in Change System Settings. When Save as Draft is enabled, you can save selected records without completing all the validations required to ensure that the record is complete. You can then finish adding data to the record at a later time by using the Browse Drafts option to find the incomplete record. Only the following subset of components provides the ability to save unfinished records as drafts to be completed and approved later.

- Banking Entry
- Business Relation
- Petty Cash
- Customer
- Customer Invoice
- Finance Charge
- Journal Entry
- Supplier Invoice
- Supplier

## Summary

### Chapter Summary

- In this section you learned about program types and menu features for both component and non-component programs.



NET\_PPG\_190

## Exercise and Knowledge Check

- 1 Sales Order Control is an example of what type of program?
- 2 In Sales Order Maintenance, select the GoTo function. Add a link to the Sales Order Browse program `sobr009.p`.  
Open up a sales order and GoTo the Sales Order Browse.
- 3 Display a completed sales order in Sales Order Maintenance and send the sales order to your User ID by using the workflow.
- 4 Create a document in MS Word. Save it to the `c:\` drive and attach the document to a purchase order.
- 5 Select GL Account List, run the report, and send the output to a printer.



Chapter 5

# **Browsets in the QAD .NET UI**

## Chapter Objectives

### Chapter Objectives

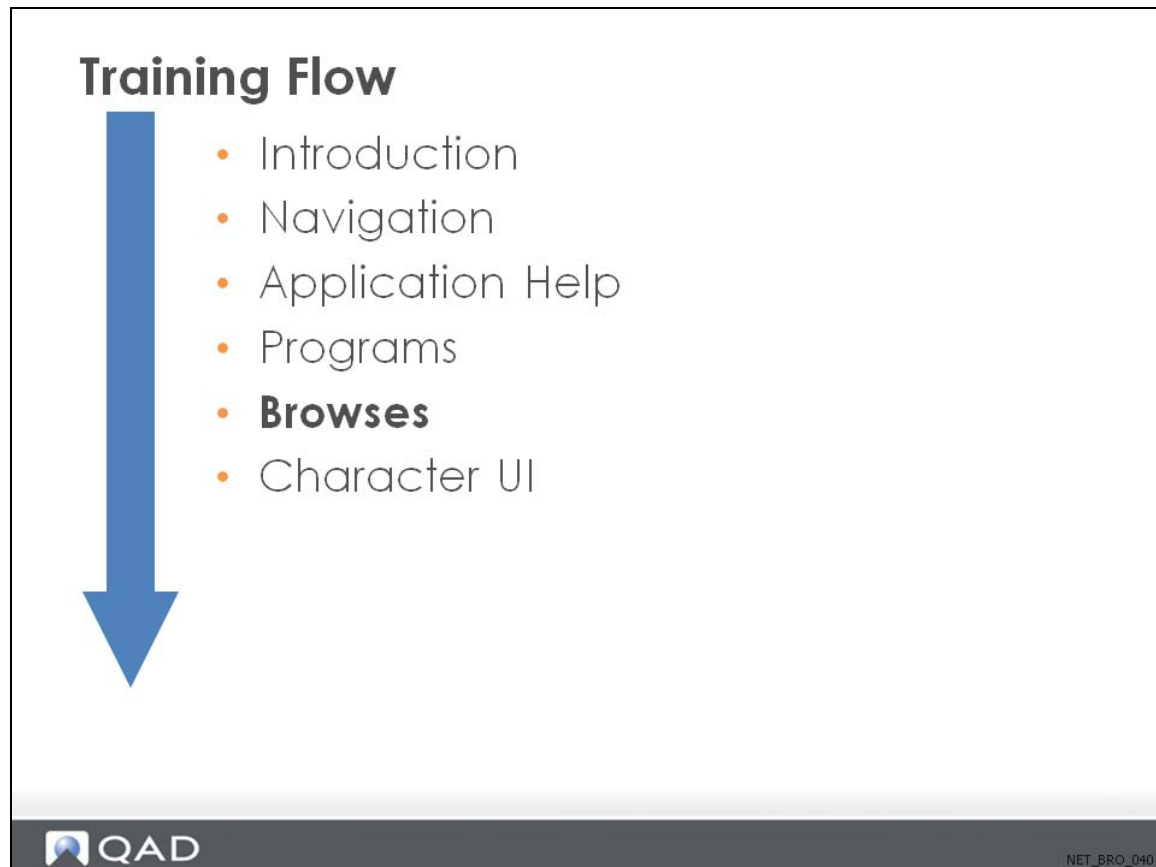
- The objective of this chapter is to introduce browses in the QAD .NET UI.

## Chapter Benefits

### Chapter Benefits

- You will be familiar with the different types of browses in the QAD .NET UI.

## Training Flow

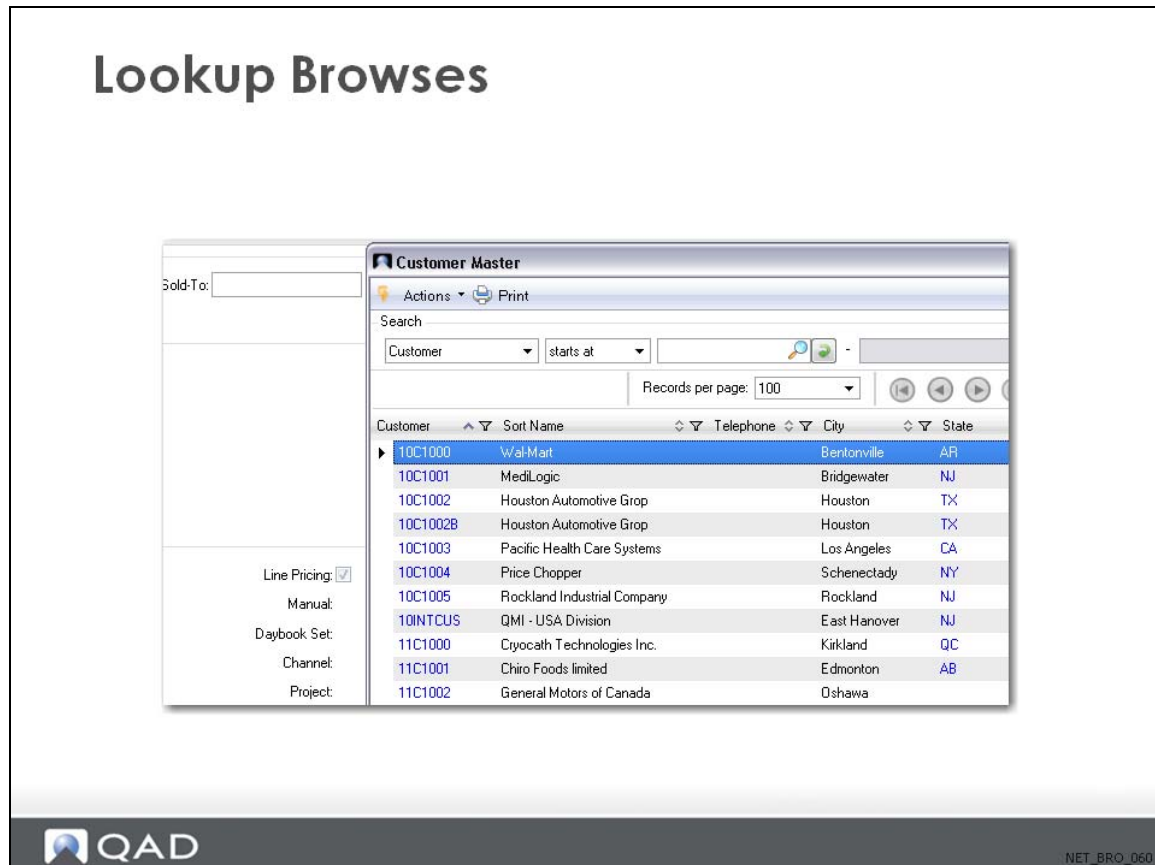


## Introduction — Browse Topics

### Introduction

- Browse Topics
  - Look-up Browses
  - Power Browses
  - Filters and Operators
  - Component-based Browses
  - Favorites
  - Grouping
  - Column Options
  - Managing Filter Fields
  - Browse Reports
  - Quick Search
  - Operational Metrics
  - Excel Integration and Browse Excel output
  - Using the Chart Designer

## Lookup Browsers



Return the value selected to the active field in a calling program. The lookup browse has limited functionality. Look-up browses cannot filter, graph, or print data

In the example, when you select the lookup Sold-To in Sales Order Maintenance, you launch a lookup browse of Customer master.

## Power Browsers

### Power Browsers

The screenshot displays the 'Sales Order Browse' window. The table contains the following data:

Sales Order	Sold-To	Quantity Open	Line	Item Number	Status	Unit of Measure	Quantity Ordered
10009	cu1500	10.0	1	10-10000-001		FT	10.0
10009	cu1500	-10.0	2	10-10000-001		FT	-10.0
10010	CU1500	2.0	1	10-10000-001		FT	2.0
10011	CU1500	2.0					
10012	CU1500	3.0					
10012	CU1500	2.0					
10004	CU2500	10.0					
10005	CU2500	10.0					
test10	CU2500	5.0					

The context menu options are:

- Export to CSV
- Export to Excel
- Export to PDF
- Workflow
- E-mail
- Report

A power browse can filter, sort, print, and graph data. Any column can be sorted. The first ten columns can be filtered.

### Navigation

- Use the navigation buttons in the top left (1) to move through the records. The buttons from left to right move to the first set, previous set, next set, last set.
- Use the Records per page drop-down to determine how many records display at one time in the browse. The default value can be set using the Rows Per Page setting in Tools|Options.
- The Max Browse Records field in User Options Maintenance does not apply to browses in the QAD .NET UI. Use Tools|Options in the .NET UI.
- Attempting to display a large number of records at once can adversely affect performance. Instead, use the Search conditions to focus on the specific records you want to review.
- Drag columns by their headings to rearrange the display.
- As a shortcut, instead of clicking Edit, you can double-click on the row that includes the item.

### Sorting

- Click Clear All to clear browse results.
- Any column in the title bar can be sorted.

- Click the heading to sort ascending order; click again to sort in descending order.
- Columns that cannot be sorted are generally non-indexed fields. Sorting by such fields degrades system performance.
- Blue underlined text indicates values for which you can drill-down.
- Use Browse Maintenance to set the default sort order for the multiple sort orders for the multiple columns in a browse
- Right-click any value to display associated links: either a more detailed browse, a related program, or an external Web page.

### Actions

By selecting the Action menu (2), you can export the browse to .CSV, Excel , PDF or a report. In addition you can email the browse or include it in a workflow.

## Filters and Operators

### Filters and Operators

The image shows two screenshots of the QAD Sales Order Browse interface. The top screenshot shows the search criteria dropdown menu with 'starts at' selected. The bottom screenshot shows the search results table with a dropdown menu open for the 'Sold-To' field, displaying various operators like 'equals', 'not equals', 'contains', 'range', 'starts at', 'greater than', 'less than', 'is null', and 'is not null'. Red numbers 1, 2, and 3 are overlaid on the screenshots to indicate specific actions: 1 points to the search criteria dropdown, 2 points to the operator dropdown, and 3 points to the plus and X buttons.

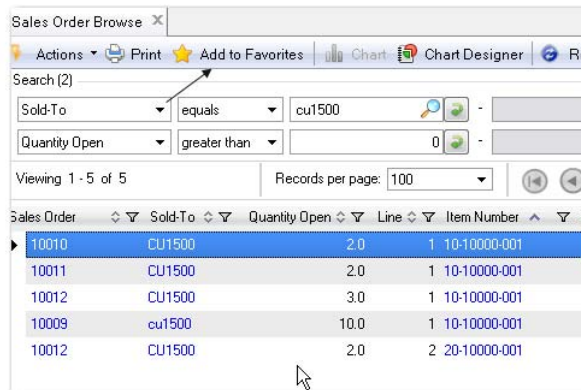
Sales Order	Line	Item Number	Status	Unit of Measure	Quantity Ordered
10009	10.0	1 10-10000-001		FT	
10009	-10.0	2 10-10000-001		FT	
10010	2.0	1 10-10000-001		FT	

- 1 Filtering. If stored search criteria exist, you can select one by name from the drop-down list at the top of the search criteria (1). This sets up the filter criteria (2) to produce preconfigured results. Otherwise, the search fields display with a default configuration. Refine the search using combinations of filters and wild cards (\*, and '.' for Financials browses). Click the + and X buttons (3) to add and remove search filters. Click Clear All to clear the browse results.
- 2 Search Operators. The various operators includes equals, not equals, contains, range, starts at, greater then, less than, is null, and is not null. When an equal sign is displayed next to the field, you enter an exact matching value.
- 3 To refine your search further, click the plus (+) icon to add another search row. You can add as many rows as needed, each with different search values and operators. If you choose the range search operator, the second search box is enabled for the ending value of the range.



## Browsers as Favorites

### Browsers as Favorites

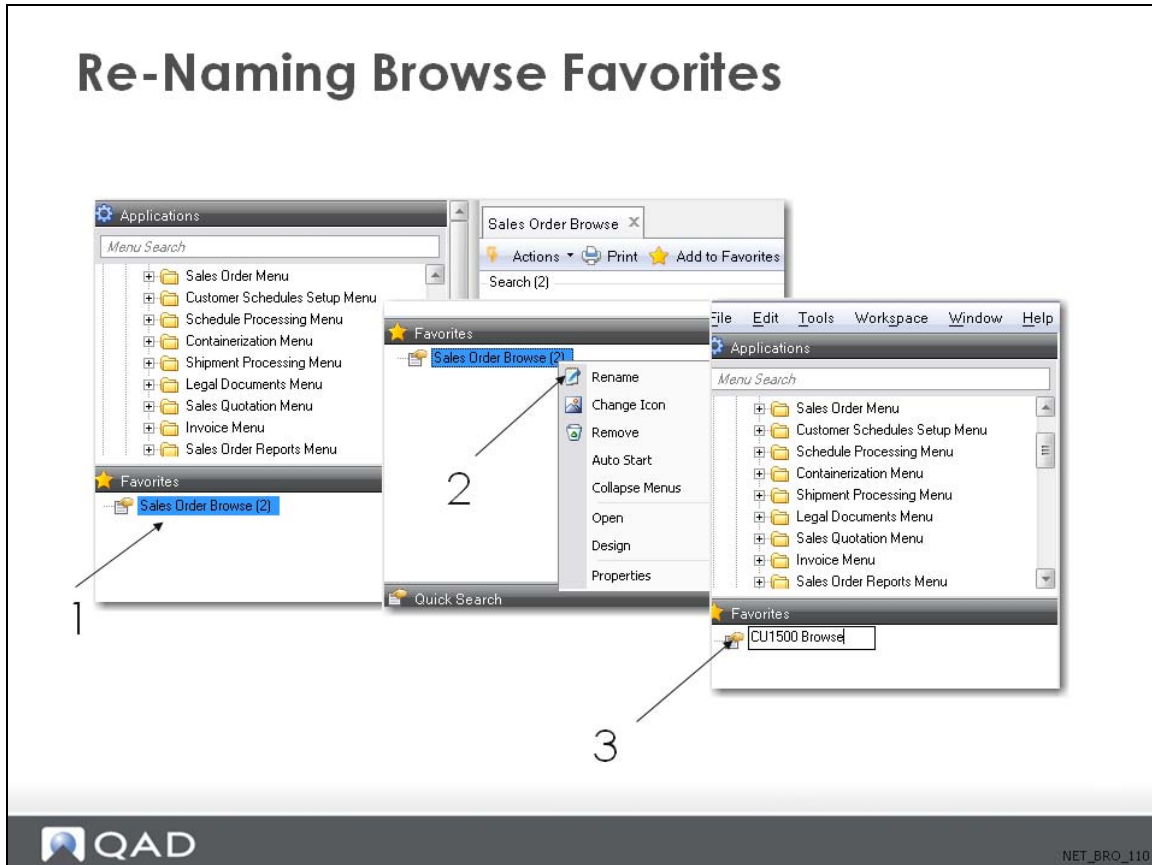


NET\_BRO\_100

### Saving to Favorites

Click the Add to Favorites button. The browse is saved to your Favorites area and named based on the name of the browse. If it is the first instance you have saved, the browse name in the Favorites area is the name of the browse. If you save the same browse again, a (2) is appended to the name in the Favorites area. Once you have saved the browse to the Favorites pane, you can rename the browse and organize it in the same way as other items saved in the Favorites pane.

## Re-Naming Browse Favorites



### Re-Naming a Browse


- 1 Right-click the browse.
- 2 Click on Rename.
- 3 Enter a new name for the browse.

## Grouping Results

### Grouping Results

Viewing 1 - 100 of 303
Records per page: 100

* Description:1000 (1 item)
- Description:1001 no sub-acct (1 item)
- GL Account:1001 (1 item)
* Sys Type: (1 item)
* Description:1044 Draft Accepted (1 item)
* Description:1044 Draft Allocated (1 item)
* Description:1044 Draft For Collectio (1 item)
* Description:Accounts Payable (1 item)
* Description:Accounts Payable DM (1 item)
* Description:Accounts Payable SPP (1 item)
* Description:Accounts Payables Acct (1 item)
* Description:Accounts Receivable (2 items)
* Description:Accounts Receivable Acct (1 item)
* Description:Accounts Receivable EUR (1 item)


NET\_BRO\_120

Right-click and select Group to group data by column type. The grid displays a summary of the column data, with the different elements sorted into groups. Each group in the list can be expanded using the plus sign next to the group.

Add other columns to the grid to create a group hierarchy. Group options are saved automatically in your last used settings, and can be reused when you open this browse again. You can also save these options as a stored search.


To remove the split, select the bar icon in the second panel and drag it back to its original position.

## Summarizing Results

### Summarizing Results

Role Name	BC Balance	Type	SubAcct	SC Balance
	-100.00	Invoice	10	-100.00
	-200.00	Invoice	10	-200.00
	-210.00	Invoice	10	-210.00
	-100.00	Invoice	10	-100.00
	-200.00	Invoice	10	-200.00
	-125.00	Invoice	10	-125.00
	-4,995.00	Invoice	10	-4,995.00
	-600.00	Invoice	10	-600.00
	-100.00	Invoice	10	-100.00
	-220.00	Invoice	10	-220.00
	-400.00	Invoice	10	-400.00
	-100.00	Invoice	10	-100.00
	-100.00	Invoice	10	-100.00
	-200.00	Invoice	10	-200.00
	-110.00	Invoice	10	-110.00
	-500.00	Invoice	10	-500.00
	-1,000.00	Invoice	10	-1,000.00

Sum = -9,260.00  
 Count = 17  
 Average = -544.71  
 Minimum = -4,995.00  
 Maximum = -100.00


NET\_BRO\_121

The Summary right-click option lets you display summary information, depending on the column header in which you have clicked.

You must be able to view all the records on the screen page to enable the Summary option. If there are more records than can be displayed, set the Records per Page field to All.

By right-clicking the BC Amount column in the results grid for Supplier Invoice Browse, you can display the following summary information:

*Sum.* Displays a total sum of the invoice amounts

*Count.* Displays the number of invoice records

*Average.* Displays the average of the invoice amounts.

*Minimum.* Displays the lowest invoice amount.

*Maximum.* Displays the maximum invoice amount.

**Note** You only see meaningful results if the operator you choose applies to the data type. For example, applying the average operator to a date column does not produce a meaningful result.

Minimum and maximum are useful with dates, and summary and average with numeric fields.

## Column Options

### Column Options

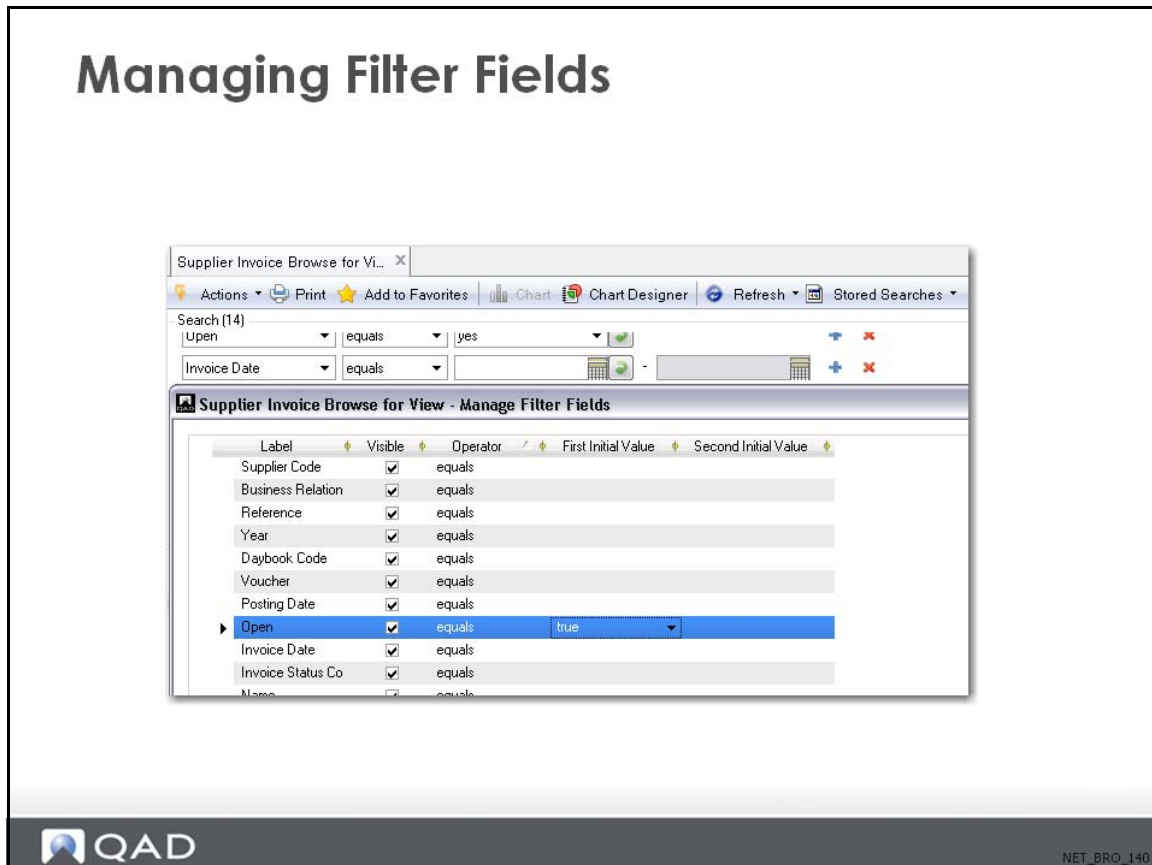
The screenshot shows the 'Sales Order Browse' window with a search filter applied to the 'Unit of Measure' column. The table displays the following data:

Sales Order	Sold-To	Status	Line	Item Number	Unit of Measure	Quantity Ordered
10019	CE4000				EA	-10.0
10005	CE4000				EA	10.0
					EA	10.0
					EA	10.0
					EA	2.0
					EA	2.0
					EA	10.0
					EA	40.0
					EA	40.0
					EA	10.0

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- 1 Change the column order by clicking the column header in the browse screen and dragging it to another position in the results list.
- 2 Adjust the column size by clicking on the border of the column header and dragging that border to the left or the right.
- 3 Click the column header to sort all data in the result list on any of the columns. Click the header again to sort the data in reverse order.
- 4 Each column header also features a drop-down filter option when all data has been retrieved. Click the icon to display the available filters

## Managing Filter Fields



This option displays all the search fields possible for this type of record. You can use the Manage Filter Fields tab to:

- Specify whether a filter field should appear on the Selection Criteria tab (Visible column).
- Specify in which order the filter fields should appear.
- Specify what operator to use when finding data to view.
- Define a persistent initial value or range of values for the filter field. The values for search criteria entered in the actual Search Panel are not saved with the stored search. However, the initial values entered in Manage Filter Fields are saved.
- You can refine the default search for GL accounts to retrieve only accounts with codes that are within a number range of 1000 to 5000.

# Reports

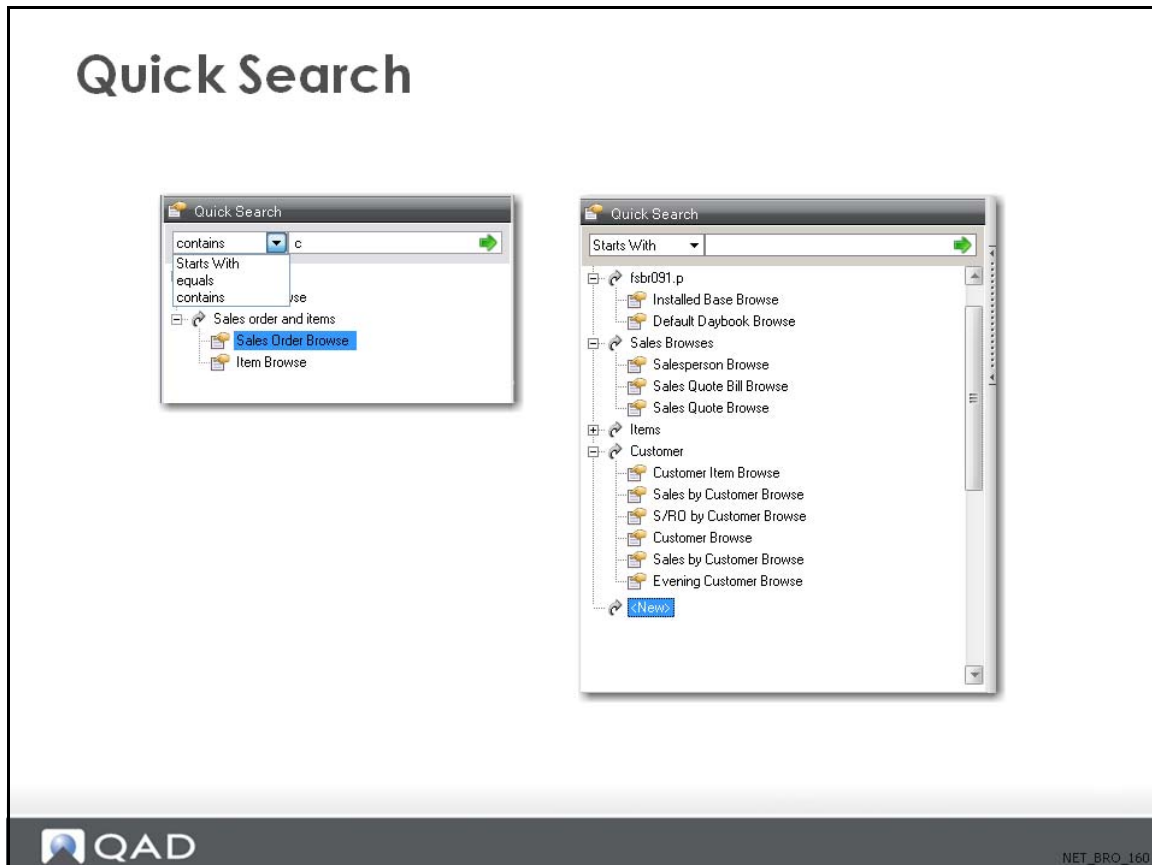
## Reports

The screenshot shows the 'Report' menu item selected in the left-hand navigation pane. The main content area displays the 'Default Daybook Browse' report for 'QMSUS USD'. The report includes a table with the following data:

Transaction Type	Document Type	From Entity	To Entity	Daybook
IC				USSYSDB
IC				ICDEFDB
IC	CST-ADJ			stdcost
IC	ISS-PRV			ISS-PRV
IC	ISS-SO			ISS-SO
IC	ISS-UNP			ISS-UNP
IC	ISS-WD			WQISS
IC	MATL-VAR			WQMVAR
IC	RCT-PO			RCT-PO

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## Quick Search



Search for a value across all of the fields in the browse.

Use the \*Search For option from the Search pull-down list to retrieve all the results that contain the search value in any of the columns. You can use this filter for all browses. Use the Contains, Starts With, or Equals operators with the Search For filter. This option searches integers and text strings only and does not retrieve dates. Available on the left-hand side of the panel

Create groups of browses for quick search purposes. By default, the browse groups area of the panel is empty. Create a new browse group by right-clicking on the panel and selecting New to create a new browse folder. Add individual browses or browse collections by selecting the folder and dragging and dropping browses from the Applications panel. Enter a search term in the Quick Search field and press Enter to search the browses contained in the folder for the term. Performance is affected when the browses have many fields with underlying joins.

## Operational Metrics

The screenshot displays the 'Operational Metrics' browser in the QAD .NET UI. On the left, a navigation pane shows a tree view with 'Metrics' expanded, listing various metrics such as 'Accounts Receivable', 'Accounts Receivable Analytics', 'Addresses', 'AP Operations', 'AR Operations', 'Banking/GL', 'Configurator Model Completeness', 'Configurator Operational Performance', 'Configurator Rules Completeness', 'Customer Data', 'DRP', 'Inventory Metrics', 'Inventory Turns', 'Item ABC Code Metrics', and 'Item Planning Data Integrity'. The main content area shows the 'Customer Credit Limits' browser. It features a table with columns for 'Name', 'Result', and 'Total'. Below the table are two pie charts: 'Total (Customer Credit Limits)' and 'Total (Accounts Receivable)'. The table data is as follows:

Name	Result	Total
Zero Credit Limit	18	119
Negative Credit Limit	0	119
Greater than 90% credit used	0	119
More than 90 days since last credit review	119	119

The progress bars and pie charts use a color scale from green (0%) to red (100%) to indicate the percentage of items meeting the criteria. The 'Zero Credit Limit' metric shows 15% (yellow), 'Negative Credit Limit' shows 0% (green), 'Greater than 90% credit used' shows 0% (green), and 'More than 90 days since last credit review' shows 100% (red). The 'Total (Customer Credit Limits)' and 'Total (Accounts Receivable)' pie charts show a mix of green and red segments.

The Browse Operational Metrics option lets you create a visible metric from browse data. Operational metrics provide you with a live snapshot of production data, which lets you monitor in real-time how the system is being used. You can use operational metrics to visually track any type of browse data, including data from customized browses created in Browse Maintenance.

A number of predefined metrics can be accessed under the Metrics folder. In this case, the Accounts Receivable metric displays different customer metric results.

## Creating Metric Collections



- Select Create Metric Collection from the Administration menu to create the initial metric collection. The system prompts you to name the collection.
- Right-click the collection title, or select Edit|Create Metric Group to create a metric group for the collection. You are prompted to select the parent browse for the group. Double-click the name of the browse to select it.

## Creating Metric Groups

### Creating Metric Groups

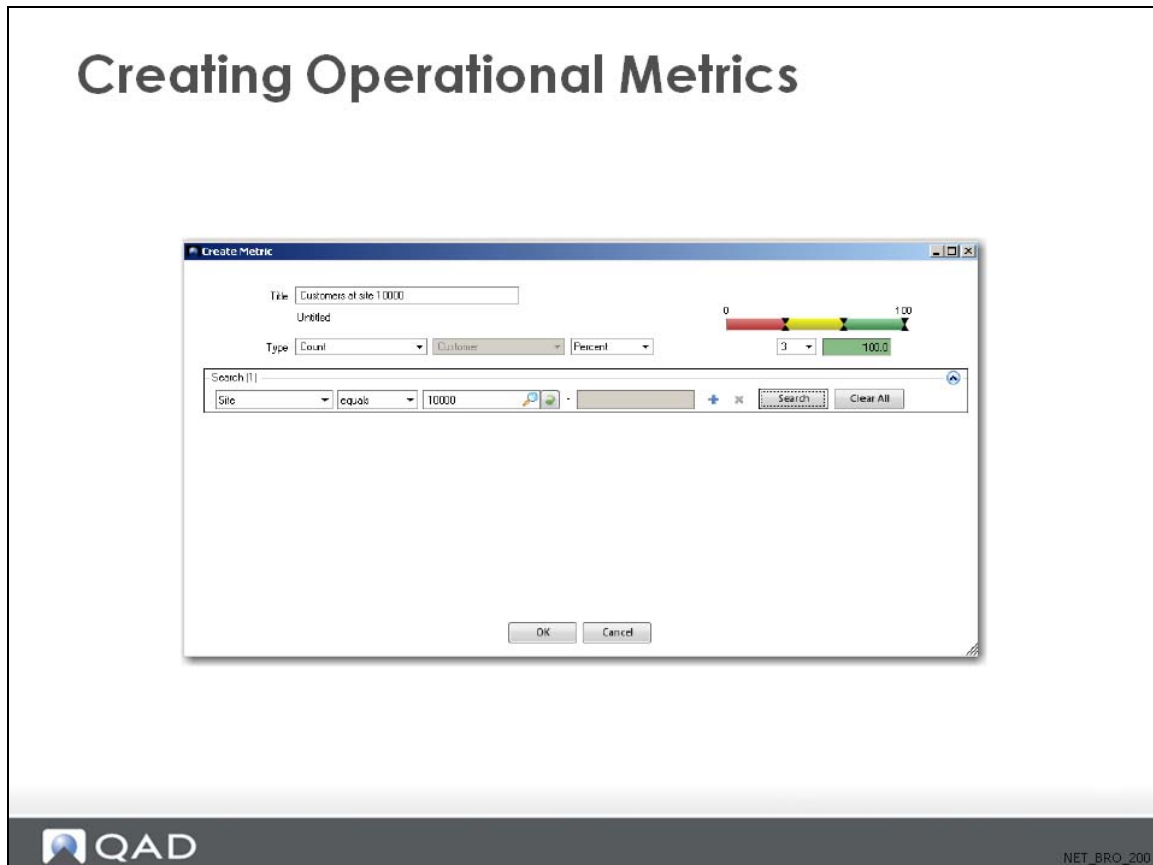
Name	Description	View	Power Browse	Look-up Browse	Sort Columns	Drag Back Column	User ID
4s999	4S999	__vw4s999	Yes	Yes			0 mfg
7r987	Dock Addresses	__vw7r987	Yes	Yes			0 mfg
7s199	7S199	__vw7s199	Yes	Yes			0 mfg
aa999	AA999	__vwaa999	Yes	Yes			0 mfg
ab001	Customer Order Processing	__vwab001	Yes	No			0 emb
ad001	Customers	cmmstr01	Yes	No			2 jpm
ad005	Dock Addresses	admstr06	Yes	No			2 mfg
ad006	Employees	emp_mstr	Yes	Yes			2 kbh
ad007	End User Addresses	__vwad007	Yes	Yes			0 mfg
ad008	Address List Types	__vwad008	Yes	Yes			0 emb
ad010	Salespersons	spmstr01	Yes	No			2 jpm
ad011	Commission Detail	spmstr02	Yes	No			2 kbh
ad014	Suppliers	vdmstr01	Yes	No			2 jpm
ad015	Country Codes	ctry_mstr	Yes	No			2 kbh



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Enter a name for the metric group (for example, Customers by Site) and click OK. Select a browse on which to base the first metric.

## Creating Operational Metrics



**Title.** Enter a title for the metric (for example, Customers at site 10000).

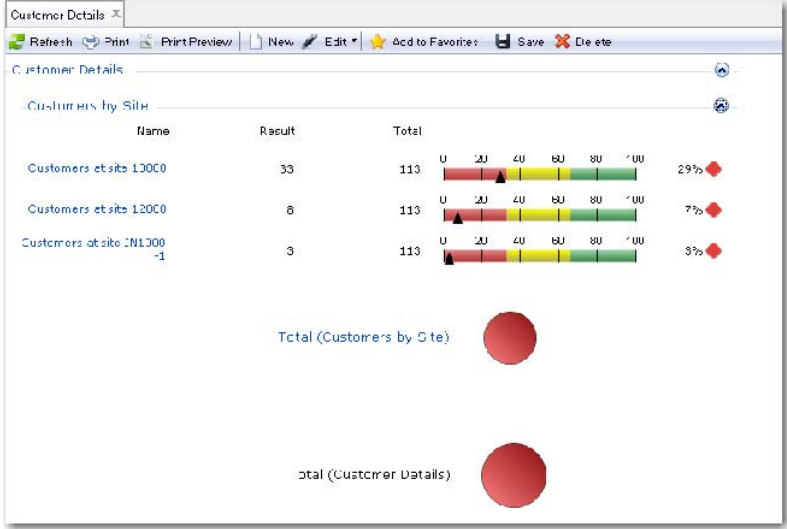
**Type.** The default type is Count. When you select the Count type, the browse filter drop-down is unavailable. Type options depend on the type of browse. For browses that produce numerical values as results, you can also choose Sum, Average, Maximum, or Minimum as the Type option. When you select a type other than Count, you can then select the value to which you apply the type.

**Percent/Range.** Select Percent to display the metric as a percentage of the browse total. Select Range to display the metric as a range of figures. This option lets you increase the granularity of the results.

**Search.** Select the browse filter, operator, and value to define the metric. For example, this metric is based on the number of customers in Customer browse whose site code equals 10000. You therefore select the site code filter to equal 10000. You can set multiple filters for the metric, as you do on a normal browse. Click Search to find out how many sites meet the criteria (in this case, the number is 33). This information is displayed as a percentage of the total (when you have selected the Percent display option). Use the slider controls on the percentage bar to set the color code for thresholds.

## Editing Operational Metrics


### Editing Operational Metrics



The screenshot shows a web browser window titled 'Customer Details'. The main content area displays a table titled 'Customers by Site' with the following data:

Name	Result	Total	Percentage
Customers at site 13000	33	113	29%
Customers at site 12000	8	113	7%
Customers at site 111000	3	113	3%

Below the table, there are two gauge charts. The first is labeled 'Total (Customers by Site)' and the second is labeled 'Total (Customer Details)'. Both gauges show a red needle pointing to the right, indicating a high value relative to the scale.


NET\_BRO\_210

You can edit metric details by right-clicking the metric name on the main screen and selecting Edit. Click on the Save button to save the operational metric to the Metrics folder, New to save the metric for the first time, and Replace to replace an existing metric. The metric is now available in the Metrics folder. You can add operational metrics to Favorites. To refresh the metric information, re-run the individual browses from within their metrics.

## Creating Excel Output From Browsers

### Creating Excel Output From Browsers

	A	B	C	D	E	F	G
1	Sales Order	Revision	Sold-To	Status	Line	Item Number	Unit of Measure
2	10116a	0	cli1-fr		1	a1-29759	EA
3	10116a	0	cli1-fr		2	1-BB	EA
4	10116d	0	cli1-fr		1		
5	10116e	0	cli1-fr		1	a1-29759	EA
6	10116e	0	cli1-fr		2	Config01	EA
7	114-002a	1	4000		1		
8	AD1S123	2	4000		1	1-BB	EA
9	AD1S123	2	4000		2	2-BB	EA
10	AD1S123	2	4000		3		
11	AD1S123	2	4000		4	{=A1&A***}<>	EA
12	AD1S123	2	4000		5	{=A3A?A?}<>	EA

Click the Actions Tab and Export to Excel button.

The export creates three worksheets in an Excel workbook, which is opened for display.

- **Data.** This page contains the actual data columns and headings from the printed browse.
- **Search Conditions.** This page displays any search conditions used to filter the printed data. The conditions listed are field name, operator, value, and, for a range operation, the ending value.
- **Info.** This page lists details about the report generation including the ID of the user generating the report, the date the report was generated, the name of the browse, and the browse program.

## Excel Integration

### Excel Integration

- Loading Data for Export to Excel for Maintenance
  - The Load option lets you retrieve all the records from the database and export them to Excel for maintenance.
  - Choose the Excel Integration activity from the menu and load data into the grid using the Load option (right-click the empty grid to select Load).
  - Export the data to a spreadsheet, open the data in Excel, and modify it.
  - Right-click the grid again to select Export to Excel.
  - Save your changes.
  - Import the modified data (right-click the empty grid to select Import from Excel, and click Save to create or update the data in the system database).



NET\_BRO\_220

Excel integration is a utility for component-based programs that lets you export data into Excel spreadsheets, create new data within Excel, and import it to the system database, where it is validated before being saved.

**Note** The more advanced bi-directional Excel integration is supported in only a subset of components.

This activity has multiple steps:

- Choose the Excel Integration activity such as Country Excel Integration.
- Load data into the grid using the Load option (right-click the empty grid to select Load). The Load option lets you retrieve all database records for a supported business component.
- Export the data to a spreadsheet, open the data in Excel, and modify it (right-click the grid again to select Export to Excel).
- Save the Excel file in a folder that can be accessed so that the Excel sheet can be modified.
- Modify the Excel file and save for import. Right click on the maintenance screen and select Import From Excel.
- Import the modified data (right-click the empty grid to select Import from Excel, and click Save to create or update the data in the system database).
- Notice the changes that were made.

## Using the Chart Designer

### Using the Chart Designer

The screenshot displays the 'Browse Chart Designer' dialog box on the left and the 'Item Browse' window on the right. The dialog box is configured with the following settings:

- X-Axis Label: Product Line
- X-Variable: Prod Line
- Y-Axis Label: Item Number
- Group By X Values:  Yes
- Y-Variables:
  - Item Number (selected)
  - Count

The 'Item Browse' window shows a 3D pie chart with four segments. The segments are labeled with their respective percentages: 21.00%, 12.00%, 25.00%, and 42.00%. A tooltip for the 42.00% segment indicates 'Prod Line: 20' and 'Item Number (Count): 42'. The x-axis is labeled 'Product Line'.

**QAD**

NET\_BRO\_250

Generate graphical representations of browse data.

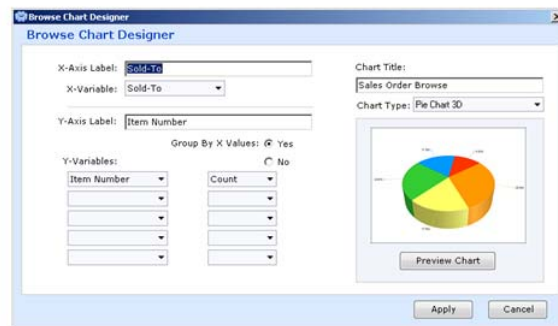
Toggle between the standard browse display (called the grid view) and the new chart view.

Use the chart view editor to select data in a browse and display the data as a pie chart or bar graph, for example.

## Creating Charts from Browsers

### Creating Charts from Browsers

1. Start a browse and click on the Chart Designer icon.
2. Design a chart using the Browse Chart Designer.
  - Set X- and Y-Axis labels
  - Set X and Y variables
  - Group By X Values
  - Chart Title
  - Chart Type
  - Preview



## Chart Options

### Chart Options

- Rotate and Zoom 3D Charts
- Search Charts
- Hide Titles and Legends

## Chart Options

### Chart Options

- Launch Chart in New Window.
- Copy Chart to Clipboard
- Edit Chart Design
- Interactive Charting
  - For any item that has a drill-down, a split-screen view of both the chart and the drill-down browse, which can also be displayed as a chart.
  - Click an item in the first chart, to automatically change the view to reflect the changed data for the drill-down. Click an item in the chart to select the associated row in the browse. Conversely, click a row in a browse to select the associated item in the chart

## Summary

### Summary

- Browsers let you to display selected data in different formats. You can also display browse data as charts or as operational metrics. Operational metrics can be used to display operational deficiencies in real time.

## Exercise and Knowledge Check

- 1 Open up the Sales Order Browse. Highlight any Sales Order and drill down by double-clicking a Sales Order number. In the Sales Order Maintenance screen that appears, click the Sold-To lookup.
- 2 Go to Supplier Invoice View and display a component-based browse.
- 3 Use Sales Order Browse and limit the output of the Sales Order Browse to orders for one specific customer.  
What filter did you use? What operator did you use? Send the output to an Excel sheet.
- 4 From the Metrics folder, display the Accounts Receivable metric.
- 5 Run Excel Integration for Country Browse. Delete a country and re-import the Excel sheet.
- 6 Run Sales Order Browse and rearrange the columns. Group the results by Sold-To.
- 7 Use Chart Designer to create a chart for Item Master Browse.  
Label the x axis Product Line and select the variable prod line.  
Label the y axis label Part Number and select the variable item number and group by count.  
Select a 3D pie chart and run the chart.



# Using the Character UI

## Chapter Objectives

### Chapter Objectives

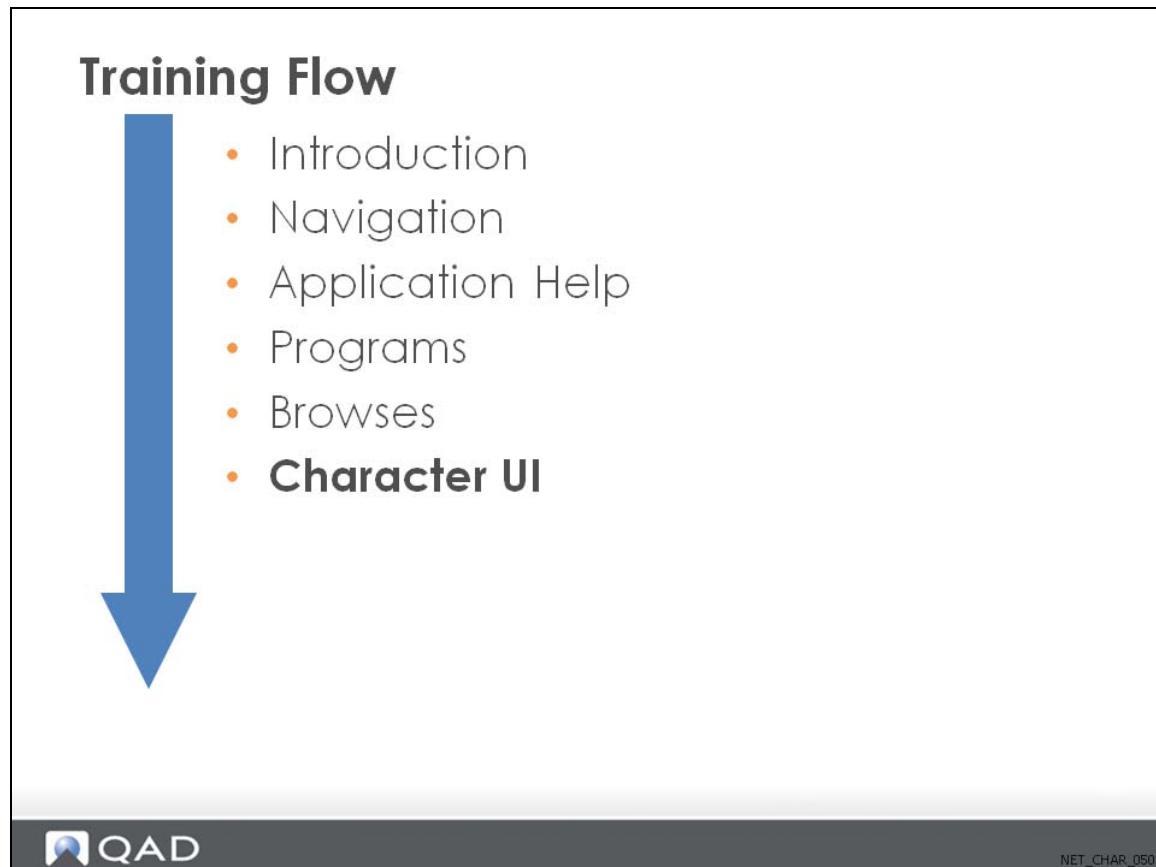
- The objective of this chapter is to introduce the functionality of Character User Interface (Character UI, or CHUI).

## Chapter Benefits

### Chapter Benefits

- The user will be able to use and navigate the Character UI of QAD Enterprise Applications.

## Training Flow

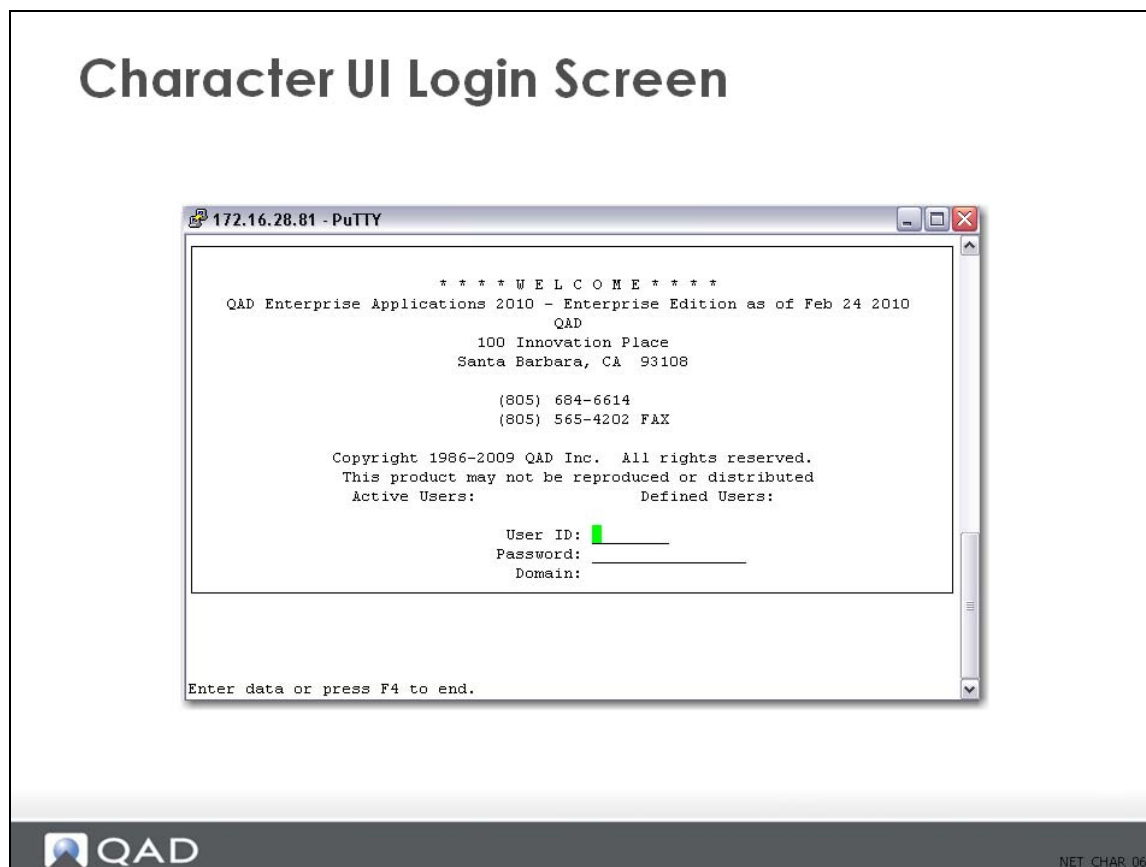


## Introduction to Character UI

### Introduction to Character UI

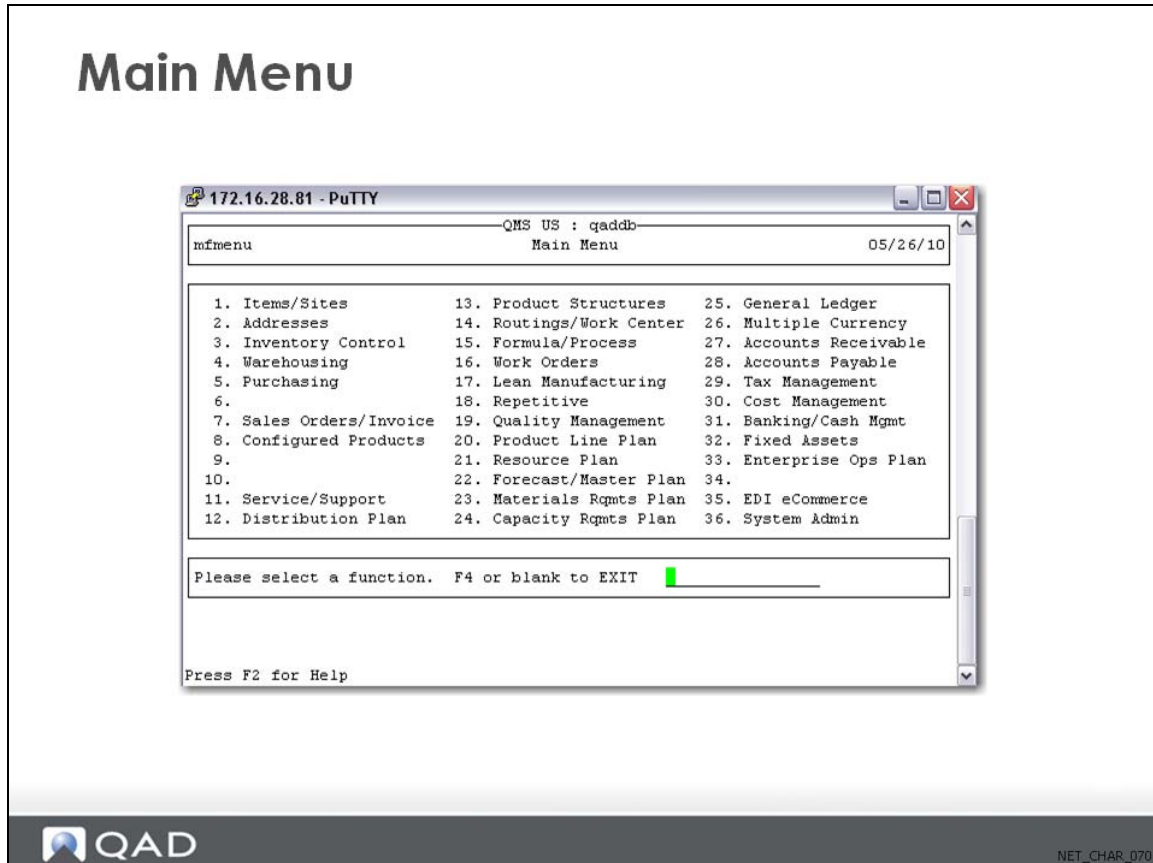
- Character UI depends on input from the keyboard.
  - A command-prompt interface to execute programs
  - Combinations of keystrokes to issue commands within programs
  - Navigation without use of a mouse through the UNIX character interface

## Character UI Login Screen



To start a character session, follow the procedures provided by your system administrator. The first screen you see after launching the system lets you log in to the system. Enter the login ID assigned by your system administrator and your password. If you have been given access to more than one domain in the system, enter its name in the Domain field. If you have access to only one domain, this domain displays in read-only mode. You must be a valid user to log in. Your password can be blank only if the password in your user record is blank.

## Main Menu



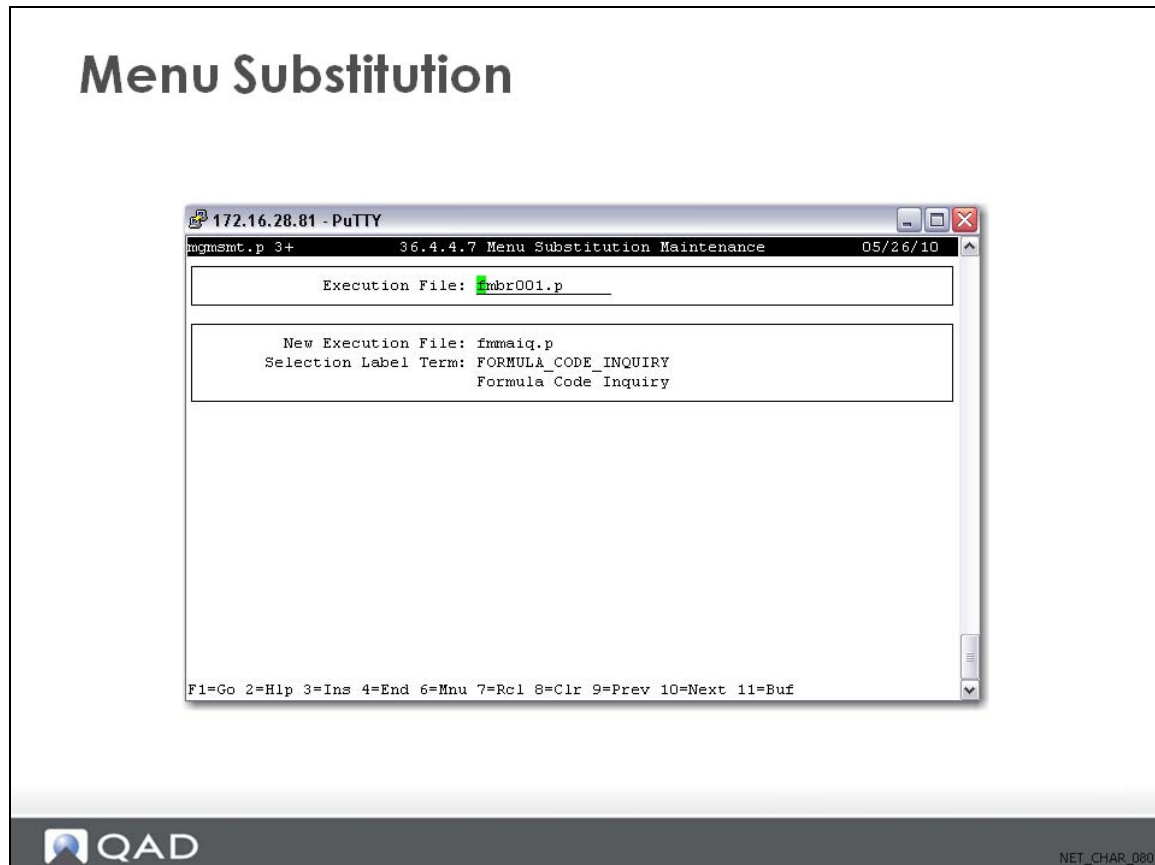
QAD Enterprise Applications has locations for 36 modules on the character-based Main Menu. In turn, each module has one or more menus attached to it. Menus are lists of programs you use to look up or input data.

The menus that you see depend on the security access that has been granted to your role. Only menus with programs that you have access to display. When you enter a menu number on the command line, the system either executes a program or displays a lower-level menu. You can keep drilling down through the menus until you reach the appropriate level. Alternatively, you can access a program directly by entering its Progress name—such as `ppptmt.p` for Item Master Maintenance—or number at the command prompt.

If the current menu displayed is System Admin (36), you can enter 24.1 to access Database Control (36.24.1). However, you must enter 1.4.1 to run Item Master Maintenance (1.1.4) because it is on a different submenu.

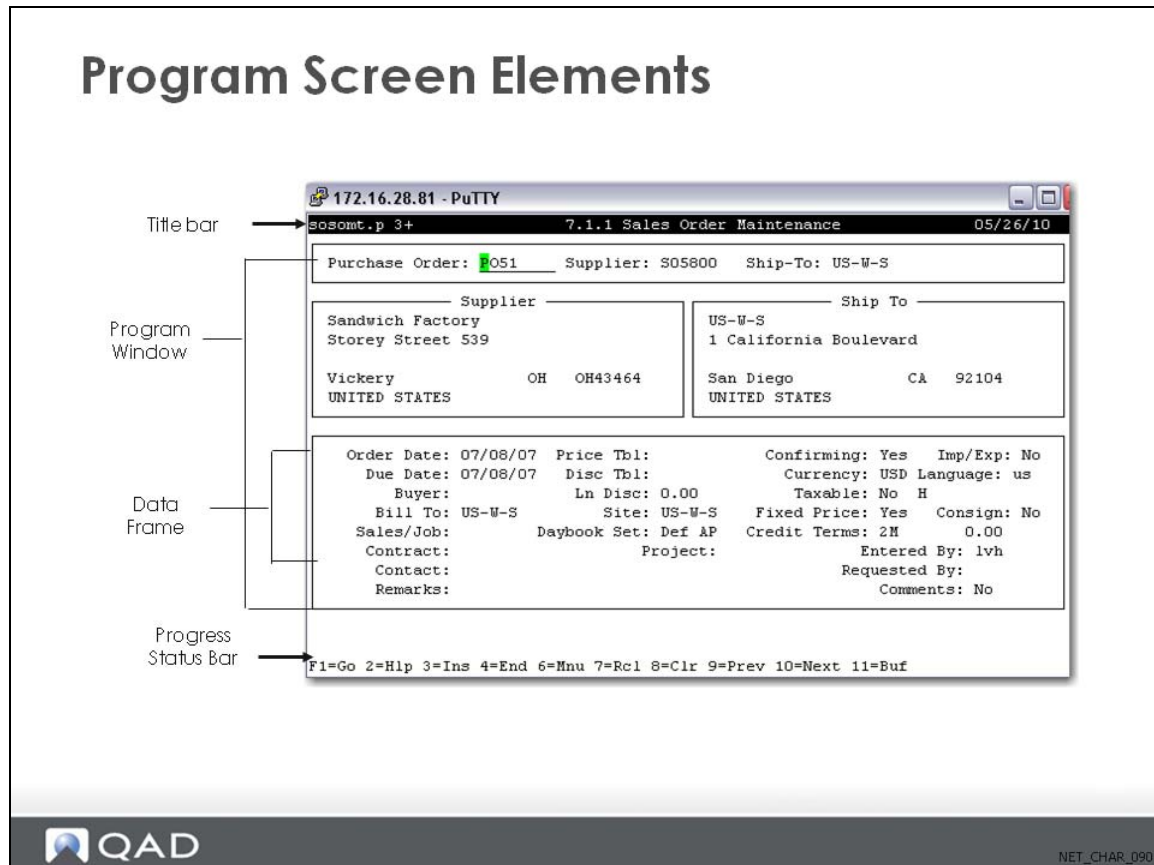
You can also use the arrow keys to move around the menu, then press Enter to execute the highlighted selection.

## Menu Substitution



Menu substitution lets you toggle between displaying browses and inquiries on the menu. You can also use it to switch between customized and non-customized versions of a program. The system administrator can use Menu Substitution Maintenance (36.4.4.7) to specify which programs are substituted for others when you select this option. By default menu substitution is disabled. It can be enabled for individual users in User Maintenance (36.3.1).

## Program Screen Elements



The title bar identifies the program currently running. What displays in the title bar depends on the Header Display Mode setting in Security Control (36.3.24). Based on that setting, you may see any of the following elements:

- The Progress program name, such as sosomt.p
- The program version, such as 99
- The menu number and title, such as 7.1.1 Sales Order Maintenance
- The current date

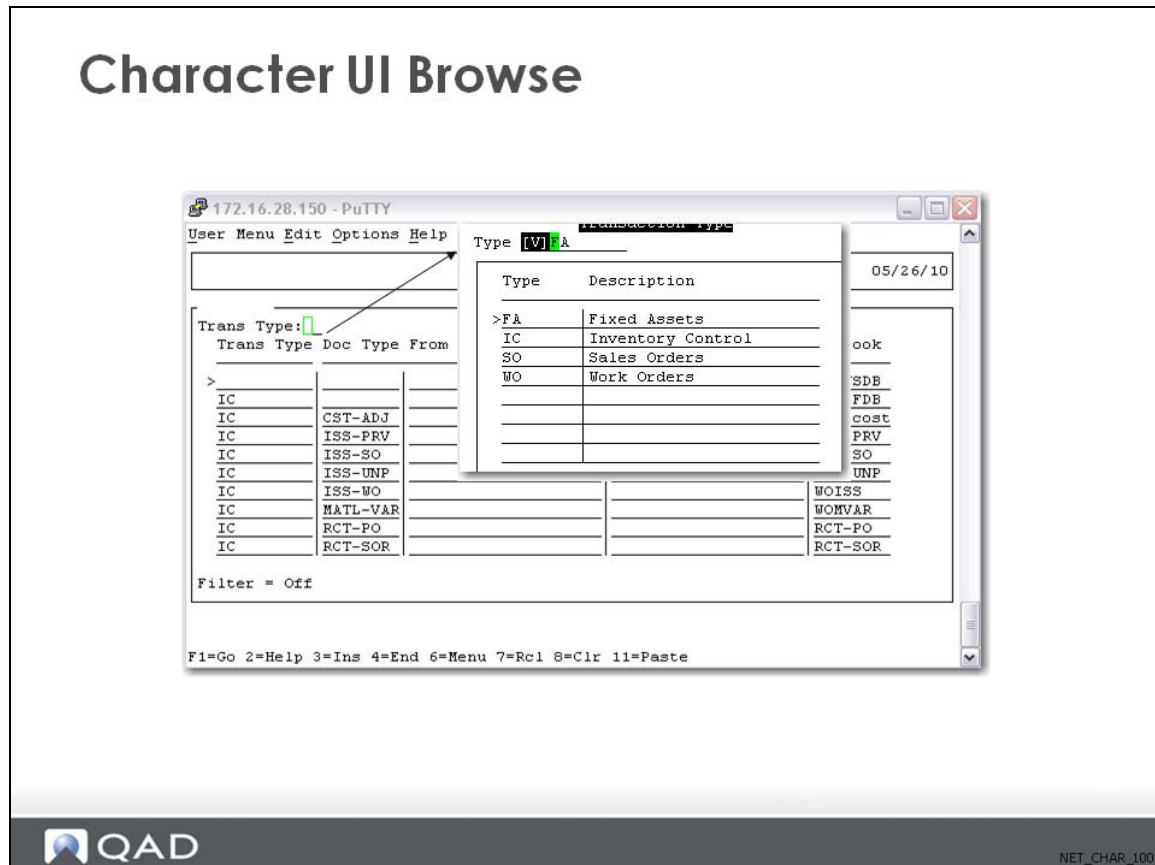
### Program Window

- The program window displays the frames and fields of the current program.

### Progress Status Bar

- The status bar shows the basic commands needed to navigate through the specific program currently displayed in the program window.

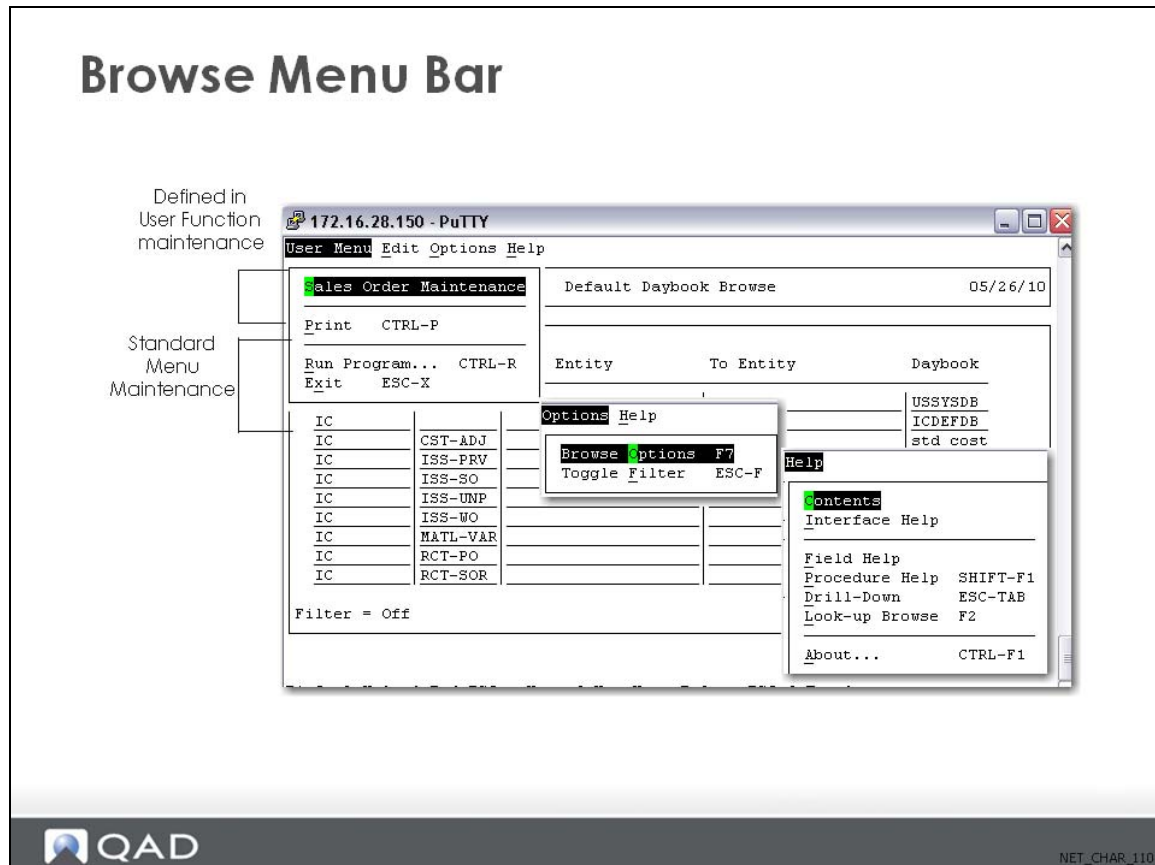
## Character UI Browse



Browsets display selected data in the form of a table. Browsets in the character UI are similar to those in the .NET UI, but have a simpler set of features. Two types of browsets are available:

- Look-up browsets return the value you select to the active field in the calling program.
- Drill-down browsets display, filter, or print data.

## Browse Menu Bar



To scroll through the records, use the Up and Down arrows.

The User Menu in the browse menu bar differs from the User Menu accessed by pressing F6. The User Menu in the browse menu bar provides access to:

- Print Options
- Run Program
- Exit

### Edit

Cutting text deletes it from its current location and copies it to the clipboard. Copying is similar, but it leaves the original text in place. In both cases, you can paste the text to another location, such as a field.

Choose the text to cut or copy.

### Display the Edit menu.

This menu choice is available only when text is selected.

- Choose Cut or Copy.
- Position the cursor in the new location.

- Display

### Options

Use this option to set up filter criteria for browses. The filter criteria limit the viewable records according to your specifications. For example, you can filter out product numbers or statuses that you do not want to view.

- Toggle Filter :Use the toggle filter setting to turn on and off the filter criteria set up in the browse filter options.

### Help

The fastest way to get help for the current field is by pressing F2 twice: press F2 once and, if available, a lookup browse displays), but you can also bring it up with the Help menu. With the cursor in the field, drop down the Help menu and choose Field Help and procedure help.

### Output Devices

You can send the output from reports, inquiries, and browses to a number of devices, including the following:

- Your terminal
- A server printer
- An e-mail message

However, the character user interface does not offer as many options as the QAD .NET UI. You can send output to Terminal or page, but not to Window. If you select Window, the system displays an error message. The Winprint option is designed only for Windows clients. If you select this option, the system displays an error message. Otherwise, the output options are the same in both interfaces. If you select a printer as the output device, be sure to use one that has been defined with a destination type of Default in Printer Setup Maintenance (36.13.2). Just as in the QAD .NET UI, you cannot use e-mail unless it has been set up properly.

## Summary

### Summary

- The Character UI is available for SE and EE.
  - In EE, component-based functions are accessible **only** through the QAD .NET UI.
  - Used mainly for highly repetitive heads-down operator transactions.

## Exercise

Is the .NET UI or the character version a better option for your company? Why Or why not?

Go to the sold-to field in Sales Order Maintenance and pull up the drill-down browse, field help, and procedure help. What key or keys did you hit?