

MFG/PRO® eB



eB Manager Functions

TRAINING GUIDE



70-2821A
MFG/PRO eB
April 2001

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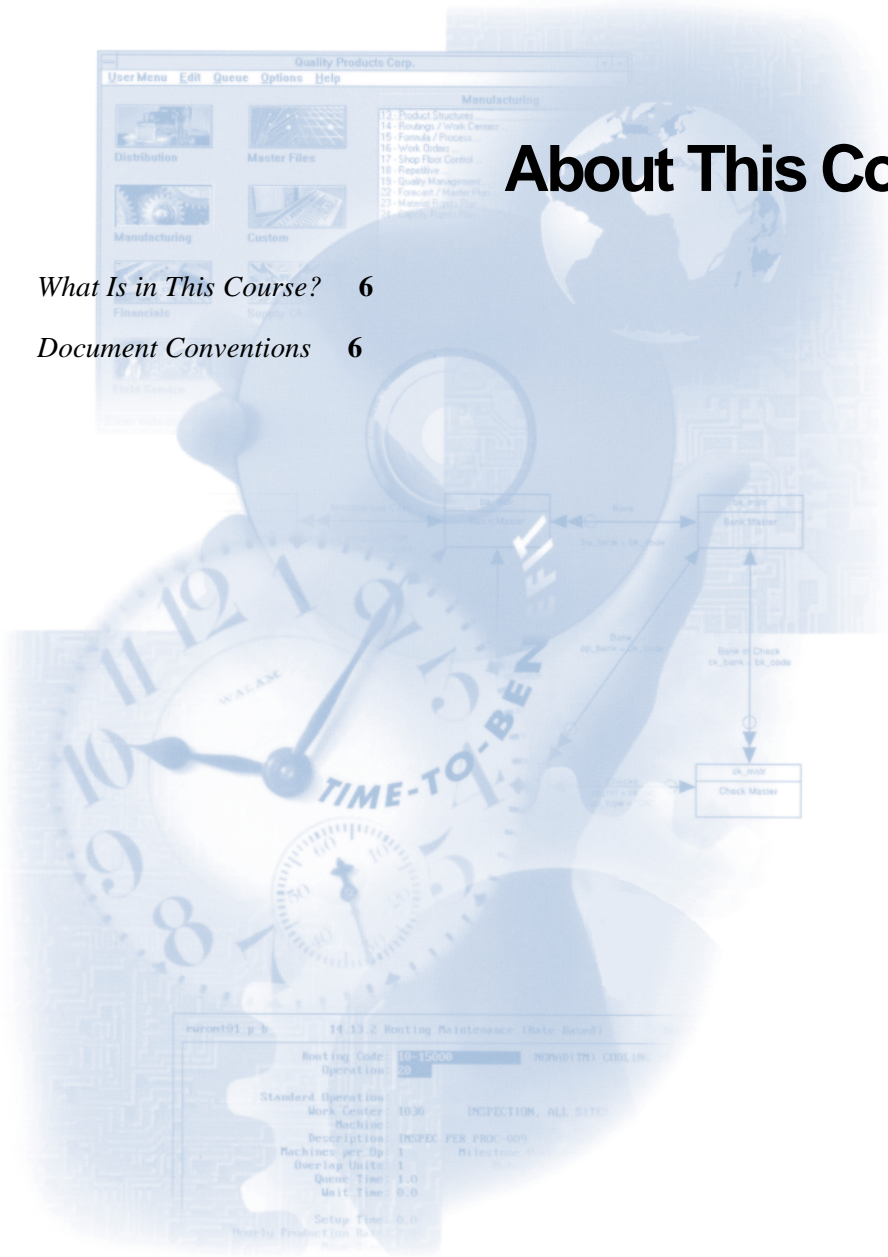
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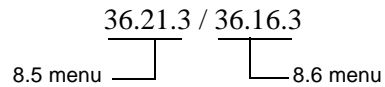


What Is in This Course?

This training covers the system administration tasks available within MFG/PRO. Most of these tasks are located on the Manager Functions menu.

Document Conventions

Because this guide covers both Versions 8.5, 8.6, 9.0 and eB of MFG/PRO, you may see two menu numbers separated by a slash. The first number is always Version 8.5 and the second is Version 8.6 and beyond.



Command prompts use the conventions listed in the following table.

If you see:	It means:
monospaced text	A command or file name.
<i>italicized monospaced text</i>	Italicized monospaced text indicates a variable name for a value you enter as part of an operating system command. For example, <i>YourCDROMDir</i> .
indented command line	A long command that you enter as one line (although it appears in the text as two lines).

Overview of Manager Functions

This chapter introduces the Manager Functions capabilities within MFG/PRO.

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Routing Maintenance (Date Based)	
Routing Code:	10-15000
Operation:	20
Description:	INSPEC PER PROC 00%
Machines per Sp:	1
Overlap Units:	1
Queue Time:	1.0
Wait Time:	0.0
Setup Time:	0.0

Manager Functions–Overview

- **Control Files (i.e., System/Account Control File)**
- **Security: User/Group, Entity/Account, Menu/Field (Menu Modifications)**
- **Audit Trails**
- **Printers**
- **Batch Processing**
- **Data Loading: CIM**
- **Data Transfer: Backups, Archive/Delete, Dump/Load**
- **Sequencing**

MgrFunc2

Course Overview



See *MFG/PRO Manager Functions* in *Introduction to Manager Functions of the User Guide, Manager Functions for your specific MFG/PRO Version*.

Main Menu—Character

```

mfmenu          QAD Inc - United States          06/01/98
                Main Menu

  DISTRIBUTION  MANUFACTURING  FINANCIAL
  1. Items/Sites  13. Product Structures  25. General Ledger
  2. Addresses/Taxes  14. Routings/Work Center  26. Multiple Currency
  3. Inventory Control  15. Formula/Process  27. Accounts Receivable
  4. Physical Inventory  16. Work Orders  28. Accounts Payable
  5. Purchasing  17. Shop Floor Control  29. Payroll
  6. Sales Quotations  18. Repetitive  30. Cost Management
  7. Sales Orders/Invoice  19. Quality Management  31. Cash Management
  8. Configured Products  20. Product Line Plan  32. Fixed Assets
  9. Sales Analysis  21. Resource Plan  33. Operations Plan
  10. Service/Repair Order  22. Forecast/Master Plan  34. Multiple Database
  11. Field Service  23. Materials Rqmts Plan  35. PRT
  12. Distribution Plan  24. Capacity Rqmts Plan  36. Manager Functions

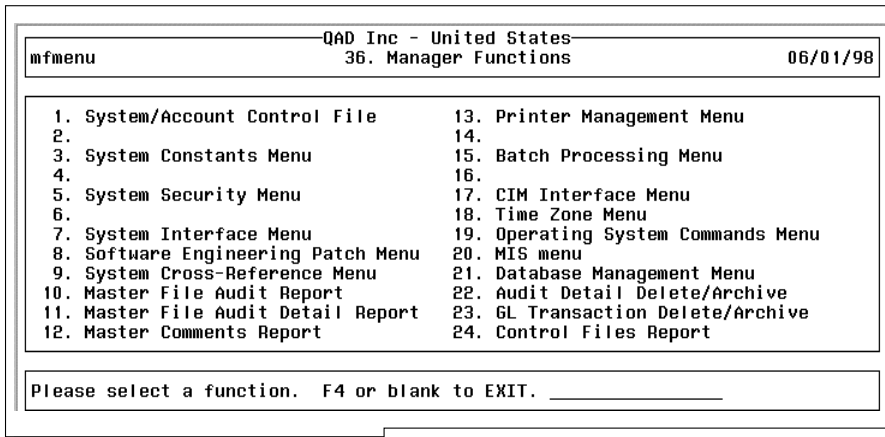
Please select a function. F4 or blank to EXIT. █
Enter data or press PF4 to end.
    
```

MgrFunc3

MFG/PRO Main Character Menu

See *MFG/PRO Manager Functions* in *Introduction to Manager Functions of the User Guide*, *Manager Functions* for your specific *MFG/PRO* Version.


Manager Functions—Character



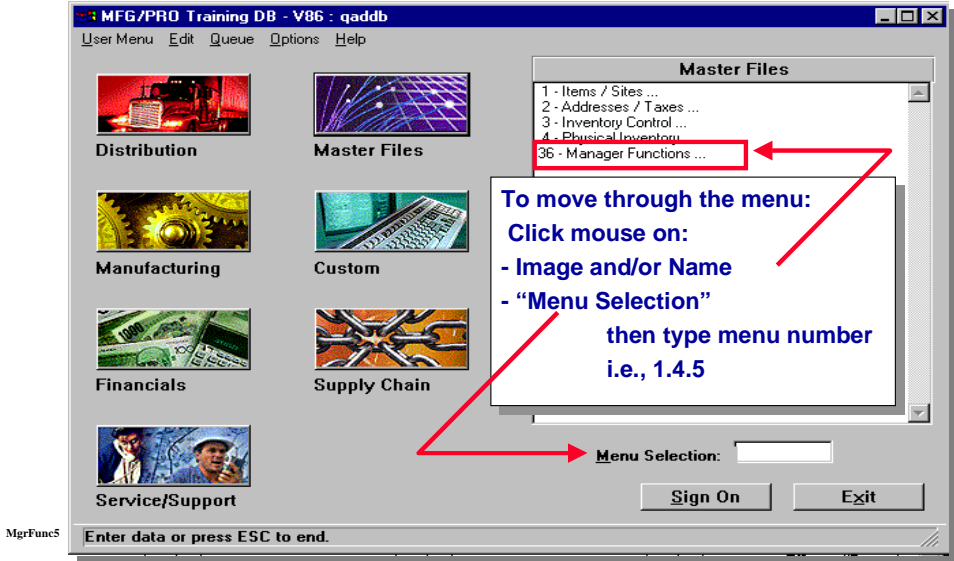
Note: menu numbering is Version 8.5

MgrFunc4

MFG/PRO Manager Functions Menu

 See *MFG/PRO Manager Functions* in *Introduction to Manager Functions of the User Guide, Manager Functions for your specific MFG/PRO Version.*

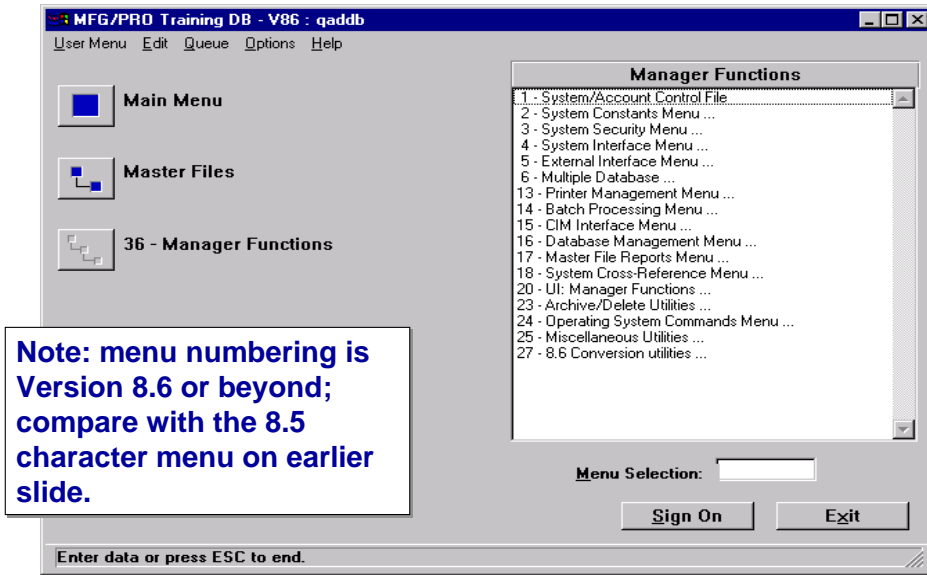
Main Menu–Graphical



MFG/PRO Main GUI Menu

See *MFG/PRO Manager Functions* in *Introduction to Manager Functions of the User Guide*, *Manager Functions* for your specific MFG/PRO Version.

Manager Functions—GUI



MgrFunc6

See *MFG/PRO Manager Functions* in *Introduction to Manager Functions of the User Guide*, *Manager Functions* for your specific MFG/PRO Version.

Control Files

- **Control files are a feature of MFG/PRO that allows for high level control of systems**
- **Control files exist for many modules in MFG/PRO and are usually number 24 on the module menu**
- **Run Master Files–Control Files Report to list all Control File settings in MFG/PRO**
- **The System/Account Control File and the Security Control File are on the Manager Functions menu 36**

MgrFunc7

Control Files



See *MFG/PRO Manager Functions* in *Introduction to Manager Functions of the User Guide, Manager Functions for your specific MFG/PRO Version*

System/Account Control File



The screenshot shows a window titled "System/Account Control File" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area contains the following settings:

Verify GL Accounts:	yes		
Verify Projects:	no		
Sub-Module Sub-Account Length:	2		
Base Currency:	USD	Rounding Method:	2
Entity:	1000		
Canadian Tax:	no		
Value Added Tax:	no		
Use Tax Management:	no		
Bank Acct Validation:			
Default System Language:	US		
Audit Trail:	yes		

The System/Account Control File is a Finance responsibility, but is so important that it and Audit Control (the bottom field) reside in Manager Functions.

Note: if Audit Trail = [Yes] then you can run Audit Reports.

MgrFunc8

System/Account Control File



See *MFG/PRO Manager Functions* in *Introduction to Manager Functions of the User Guide, Manager Functions for your specific MFG/PRO Version*

System/Account Control File MFG/PRO eB

System/Account Control File

User Menu Edit Queue Options Help

System/Account Control File

Verify GL Accounts:

Base Currency:

Entity:

Bank Acct Validation:

Default System Language:

Audit Trail:

The System/Account Control File is a Finance responsibility, but is so important that it and Audit Control (the bottom field) reside in Manager Functions.

Note: if Audit Trail = [Yes] then you can run Audit Reports.

MgrFunc8a

System/Account Control File — MFG/PRO eB



See *MFG/PRO Manager Functions* in *Introduction to Manager Functions of the User Guide*, *Manager Functions for your specific MFG/PRO Version*

Generalized Code Example

Item Data Maintenance

User Menu Edit Queue Options Help

Item Number: 01-0001 Description: PLANNING ITEM

UM: EA

Item Data

Prod Line: 1000 Item Type: Family Drawing: [empty]

Added: 05/14/91 Status: [empty] Rev: [empty]

Design Group: [empty] Group: CARDED Drawing Loc: [empty] Size: [empty]

Promo Group: [empty] Price Break Cat: [empty]

Generalized Codes are a feature of MFG/PRO that allow you to customize the way you want to use certain fields:

- Defining the acceptable values in the field (Generalized Codes Maint.)
- Displaying a list of acceptable values for the field (Window Help Maint.)
- Defining the field values as validated by the database entry (.v file)

Control-F (^F) on Field for Field Name & Field Validation Info

Field name is pt_part_type.
Password and Generalized Codes Validation against field: pt_part_type.
Press space bar to continue.

MgrFunc9

Generalized Codes



..See *MFG/PRO Manager Functions* in *Introduction to Manager Functions* of the *User Guide, Manager Functions for your specific MFG/PRO Version*

Adding Generalized Codes

Generalized Codes Maintenance

User Menu Edit Queue Options Help

Field Name:

Value: FM

Comments: Full-Month

Enter the Field Name and acceptable Value with Comment.

Not all fields in MFG/PRO allow for Generalized Codes.

Validation Program of “Generalized Codes” is gpcode.v.

All such fields are set up appropriately in the database with gpcode.v.

MgrFunc10



.See *MFG/PRO Manager Functions* in *Introduction to Manager Functions* of the *User Guide, Manager Functions for your specific MFG/PRO Version*



Complete the following Labs: “Checking Fields for Validation,” and “Setting Up Generalized Codes.”

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CHAPTER 2

Security

This chapter covers security in MFG/PRO.

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Menu Security **6**

Users and Groups **8**

Field Security **10**

Site Security **11**

Entity Security **12**

Account Security **13**

Audit Trails **14**

The screenshot displays a window titled "Routing Maintenance (Date Based)". It shows a table of routing data for a specific operation. The data includes a routing code, operation number, standard operation, work center, machine, description, machines per stop, overlap units, queue time, wait time, and setup time.

Routing Code	Operation	Standard Operation	Work Center	Machine	Description	Machines per Stop	Overlap Units	Queue Time	Wait Time	Setup Time
10-15000	20	INSPECTION, ALL SITS	1030		INSPEC PER PROC 00%	1	1	1.0	0.0	

Security–Overview

Security Types

- Menu Security
- Field Security
- Entity Security
- GL Account Security
- Site Security
- Inventory Movement Code Security

Security Setup Issues

- Security Control File
- User/Group Setup
- Security Restrictions

Audits

- Master File Audit

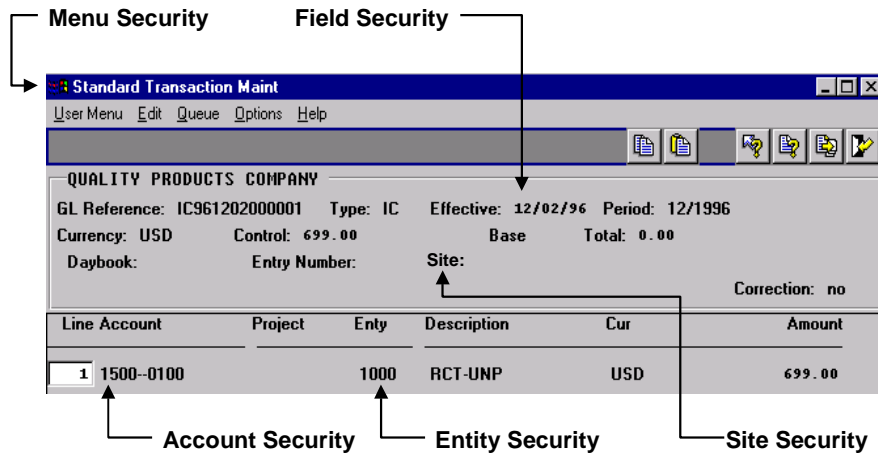
MgrFunc11

Security Overview



See *MFG/PRO Security Overview* in *Users and Security of the User Guide, Manager Functions* for your specific *MFG/PRO* Version.

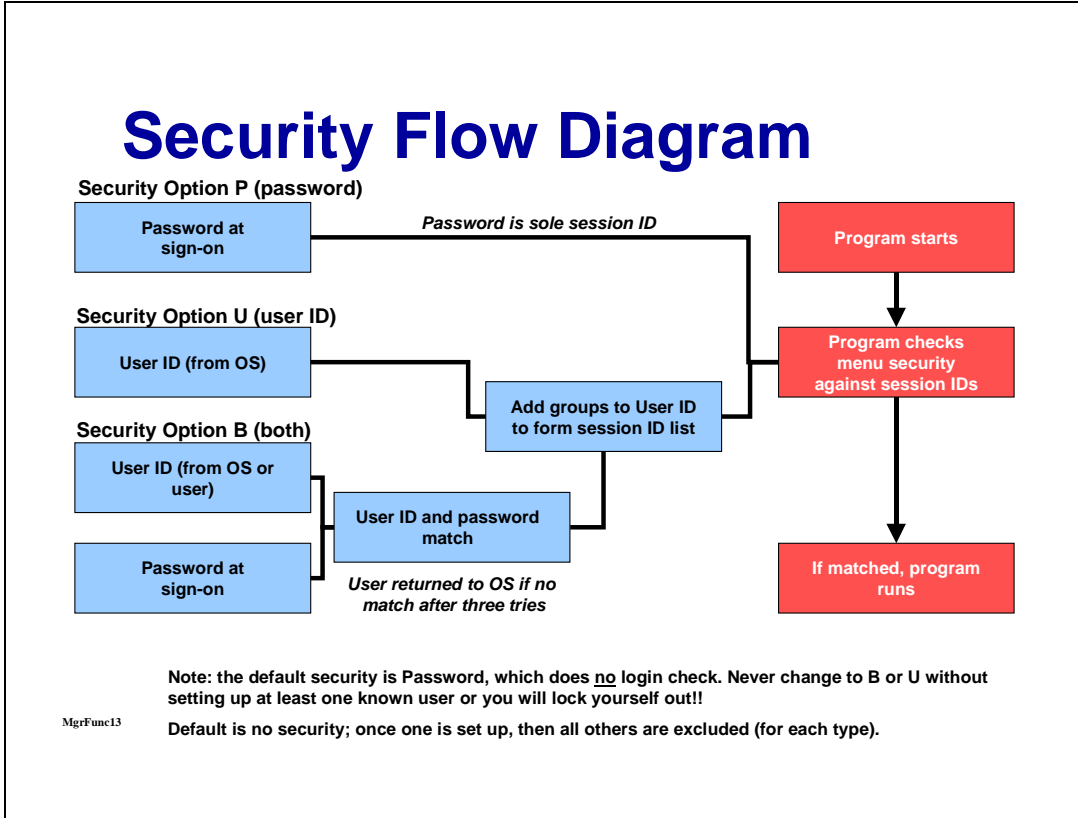
Overview of Security Types



MgrFunc12

Inventory Movement Code Security

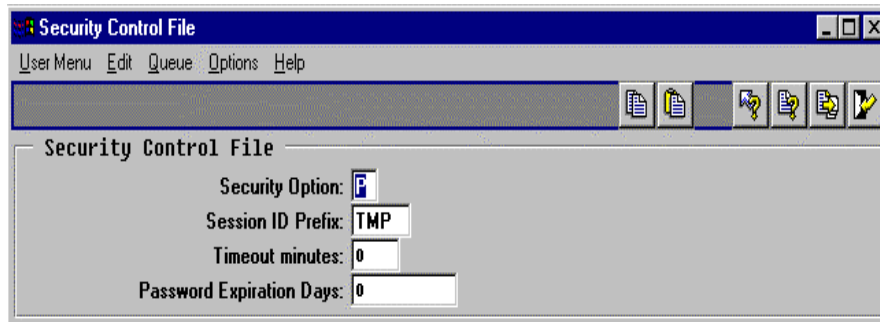
See *MFG/PRO Security Overview* in *Users and Security* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.



Security Flow by Types

See *MFG/PRO Security Overview* in *Users and Security* of the *User Guide, Manager Functions* for your specific *MFG/PRO* Version.

Security Control File



Note: Timeout minutes is how long the user can sit at a menu without being logged off. A user can sit indefinitely at a screen.

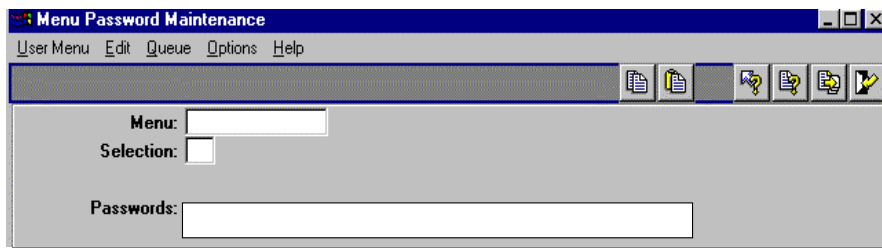
MgrFunc14

Security Control File



See *Setting Up the Security Control File* in *Users and Security* of the *User Guide*, *Manager Functions* for your specific *MFG/PRO* Version.

Menu Security



As with all Passwords, user names or groups can be listed here.

* is a wild card (example ad* to allow admin1, admin2, etc.).

! is an exclude symbol (!admin excludes the admin group).

MgrFunc15

Menu Security



See *Using Menu Security* in *Users and Security* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.



Complete the following Lab: “Setting Up P Security.”

Type B and U Security

- When using type P security, MFG/PRO interprets the access term in menu security as a literal password, matched to the login password.
- When using type B or U securities, MFG/PRO interprets the access term as a user/group ID. The password used in B is the password in the User Maintenance screen.

MgrFunc16



See *Defining Users and Groups* in *Users and Security* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.

User/Group Access Issues

- A user can belong to several groups and a group can contain several users, (no max).
- Group access allows for easy setup of many similar users.
- Group names can contain letters, numbers, and some special characters. Not * ! or ,
- Suggested group names reference sites or roles: site100, site200, admin.
- Enter multiple groups, separating by (,).
- The system does not validate group names when entered.

MgrFunc17

Users and Groups

NOTE: When setting group security, to exclude a specific userID from that group, you use the following syntax (order is critical):

admin, !tph

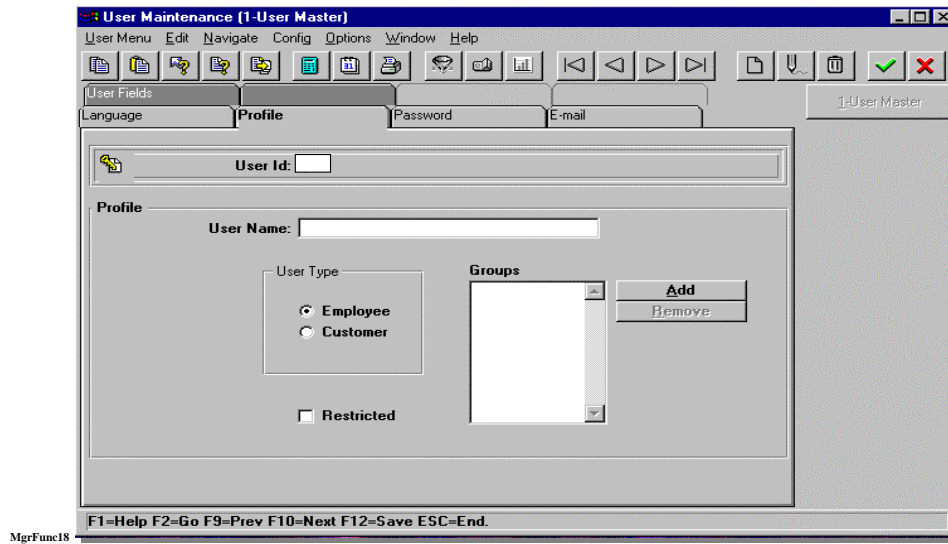
!tph, admin


Where tph is the userID and admin the group.



See *Defining Users and Groups* in *Users and Security of the User Guide, Manager Functions* for your specific MFG/PRO Version.

User/Group Setup

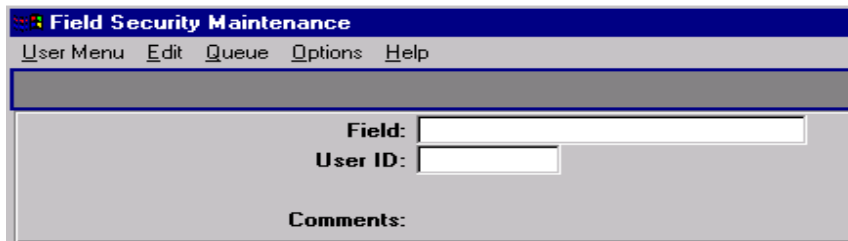


 See *Defining Users and Groups* in *Users and Security* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.



Complete the following Lab: “Setting Up a User and Group.”

Field Security Detail



Field Security Maintenance

User Menu Edit Queue Options Help

Field:

User ID:

Comments:

Using Field Security:

- Activated Field Security Report lists all the secured fields.
- Dictionary Field Security Report lists all fields that can be secured.
- Field Security by Groups adds a group of users to the list of authorized users for a field.

MgrFunc19

Field Security

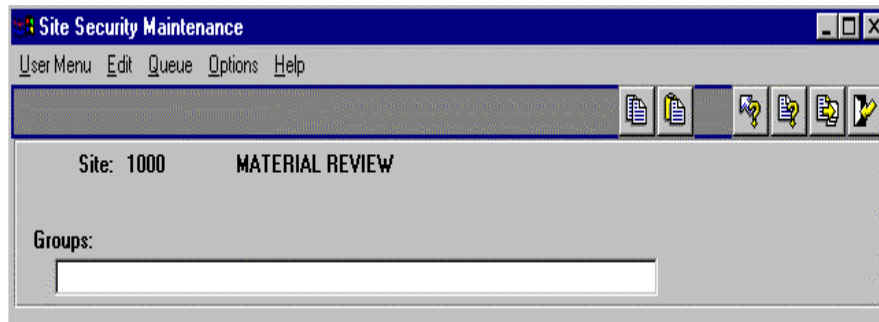


See *Using Field Security* in *Users and Security of the User Guide, Manager Functions* for your specific MFG/PRO Version.



Complete the following Lab: “Setting Up Field Security.”

Site Security



Site Security:

- Works on all programs that change data by the Site field.
- Checks ranges of sites on batch update programs, i.e., MRP.
- Does not block inquiries or reports.
- Does not block Archive/Delete programs.

MgrFunc20

Site Security



See *Using Site Security* in *Users and Security of the User Guide, Manager Functions* for your specific MFG/PRO Version.



Complete the following Lab: “Setting Up Site Security.”


Entity Security Detail


Entity Security Maintenance			
User Menu Edit Queue Options Help			
User ID: db			
Description: Authorized Entities-db			
Authorized Entities for User			
Line	Ent	Description	
1	1000	QUALITY PRODUCTS CO	
2			

Using Entity Security:
 Entity Security is only validated in the General Ledger module (i.e., Transaction Maintenance, Posting, Consolidations, Budget & Fiscals).

MgrFunc21

Entity Security

 See *Using Entity Security in Users and Security of the User Guide, Manager Functions for your specific MFG/PRO Version.*

 Complete the following Lab: “Setting Up Entity Security.”

GL Account Security

GL Account Security Maintenance

User Menu Edit Queue Options Help

Account: 1040 CASH

Security Groups:

admin, gl, mgr, is

Using Account Security:

- Verify GL Accounts must be set to Yes in 36.1.
- You must use Security Option U or B (Security Control File).
- Account security groups are validated against user groups (User Security Maint.).

MgrFunc22

Account Security



See *Using GL Account Security* in *Users and Security* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.



Complete the following Labs: “Setting Up GL Account Security,” and, “Setting Up Inventory Movement Code Security.”

Audit Trails

Using Audit Trails:

- Set Audit Trail to Yes in System/Account Control File.
- Tracks changes to the following files:

ac_mstr (Accounts)	ad_mstr (Addresses)
cm_mstr (Customer Info)	flpw_mstr (Field Security)
gl_ctrl (Account Control)	mnd_det (Menu System)
usr_mstr (User Info)	vd_mstr (Supplier Info)
- Use the Audit Trail Reports to view audit trails.
- Use Audit Trail Delete/Archive for existing audit trails.

There is also an audit trail of all Inventory Type Transactions in the Transaction History Menu (3.21...).

MgrFunc23

Audit Trails

System Interface Module

- **Menu Execution**
- **Adding Menu Items**
- **Adding Custom Help**
 - **Field Help**
 - **Procedure Help**
 - ******User Function Maintenance**
 - ******Scrolling Windows Setup**

MgrFunc24

System Interface Menu Overview

Menu Execution Options

- Type full menu number at any prompt (1.4.5).
- Type program name at menu prompt (apvomt.p).
- Type partial menu number at a submenu (6.12 at the 36 menu or “.” to start from main).
- Type string from the Name field in Menu System Maintenance at any menu prompt.
- Select program from the User Function Menu.

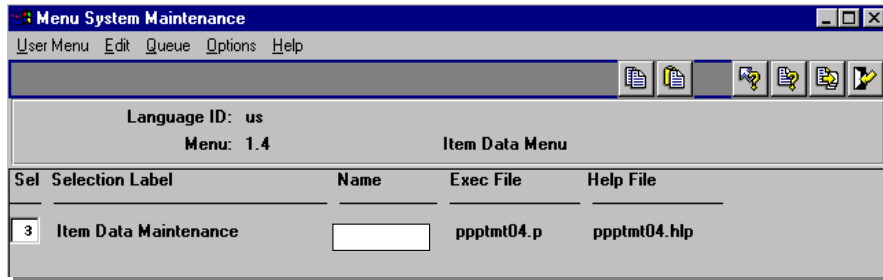
MgrFunc25

Menu Execution



See *Customizing Menus and Function Keys* in *System Interface* of the *User Guide*, *Manager Functions* for your specific MFG/PRO Version.


Menu System Maintenance




The Name field lets you enter a string that you can enter in the command line of any MFG/PRO menu to run the program.

MgrFunc26

Menu Maintenance

 See *Customizing Menus and Function Keys in System Interface* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.

 Complete the following Lab: “Using Menu System Maintenance.”

User Menu Setup (Hot Keys)

The screenshot shows a window titled "User Function Maintenance" with a menu bar containing "User Menu", "Edit", "Queue", "Options", and "Help". Below the menu bar is a toolbar with several icons. The main area contains the following fields:

- User ID:
- Function Key:
- Sequence:
- Menu: 25.13
- Selection: 13
- Execution File: glutriq.p
- Label: Unposted Transaction Inquiry

A callout box on the right contains the following text:

Once set up, users execute these programs by:

- Press F6 (char) or select the User Menu pulldown (GUI) for a list of user menu selections, OR
- Press the assigned function key (> F12)

Note: These are best for inquiries, since layering update programs gets confusing.

MgrFunc27

See *Customizing Menus and Function Keys* in *System Interface* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.



Complete the following Lab: "Setting Up Hot Keys."

Adding Your Own Field and Procedure Help

1. In User Interface Profile (36.20.4), verify that Windows Help is inactive
2. Determine the field name (Ctl^F) and/or the procedure name.
(Click Help in the Menu Bar, then click About.)
3. Go to Field Help Maintenance.
 - Calling Field: This is the Field name from step 1.
(To add Procedure Help, leave Calling Field blank.)
 - Calling Proc: This is the procedure name from step 1.
 - Enter the Help Text.

Note: The text entered in Field Help Maintenance appears above and before the field and procedure help supplied by QAD.

MgrFunc28

Adding Custom Help



See *Customizing Menus and Function Keys in System Interface* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.



Complete the following Lab: “Creating Custom Field Help.”

Adding Window Help

Blank to include all instances

**Or swcode.p
For Scrolling Window in
Character Mode**

**These programs create the pop-up windows with field values (Eye-Box).
Scrolling Windows display the acceptable input values.
Define by program in Calling Procedure.
Can be setup for each field.**

MgrFunc29

See *Adding User Help* in *System Interface* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.

Complete the following Labs: “Creating Custom Procedure Help,” and, “Setting Up A Scrolling Window Display.”

40 EB MANAGER FUNCTIONS

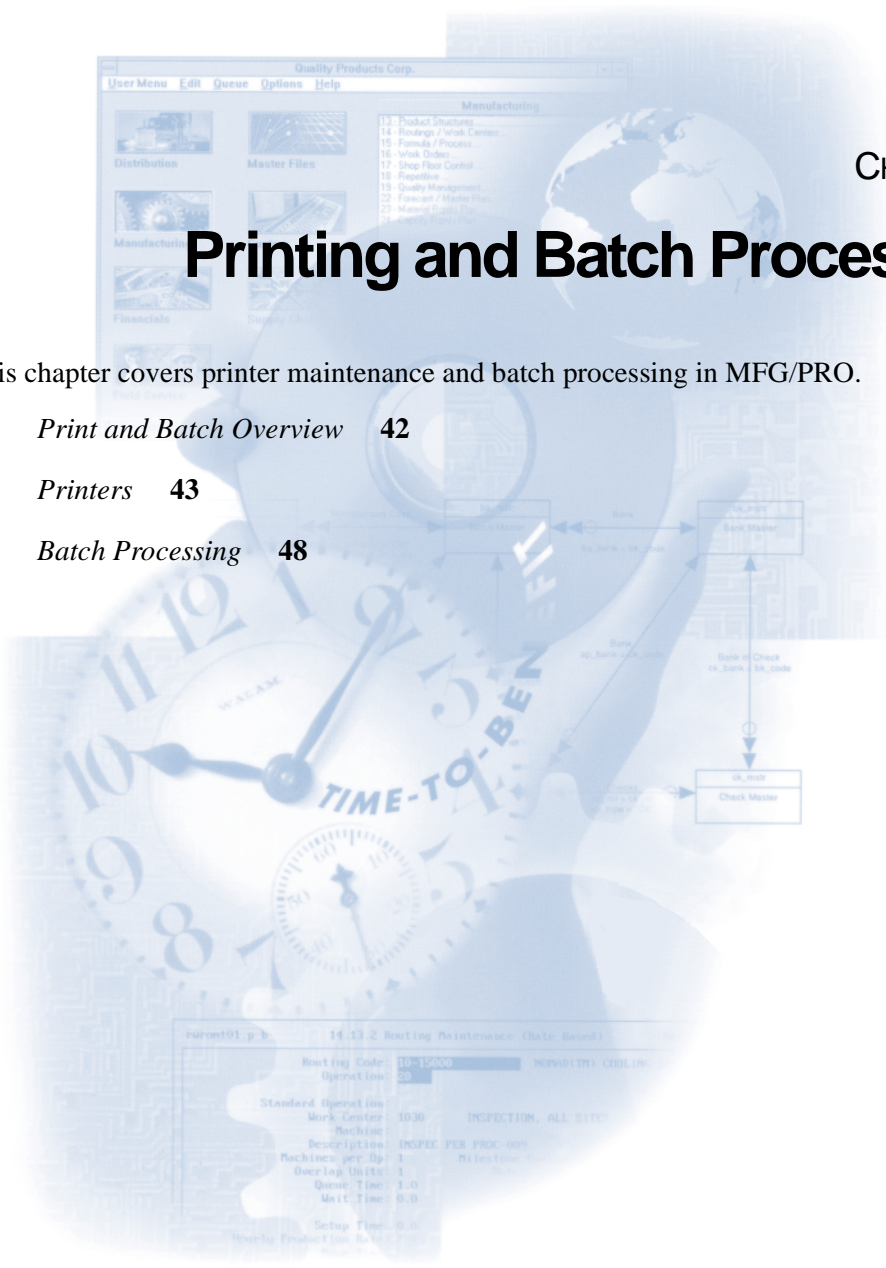
Printing and Batch Processing

This chapter covers printer maintenance and batch processing in MFG/PRO.

Print and Batch Overview 42

Printers 43

Batch Processing 48



Printing and Batch Processing

- Printing
- MFG/PRO Batch Processing

MgrFunc30

Print and Batch Overview

Printer Setup

- **MFG/PRO facilitates 80 & 132 character-width and bar code printing on most standard printer types.**
- **Verify that your printer type is defined in Printer Type Maintenance, or define control sequences appropriate to your printer.**
- **Associate a unique Printer Name in Printer Setup Maintenance to the Printer Type. Other fields are optional.**
- **Assign Printers to Users/Menus (Printer Default Maint.).**

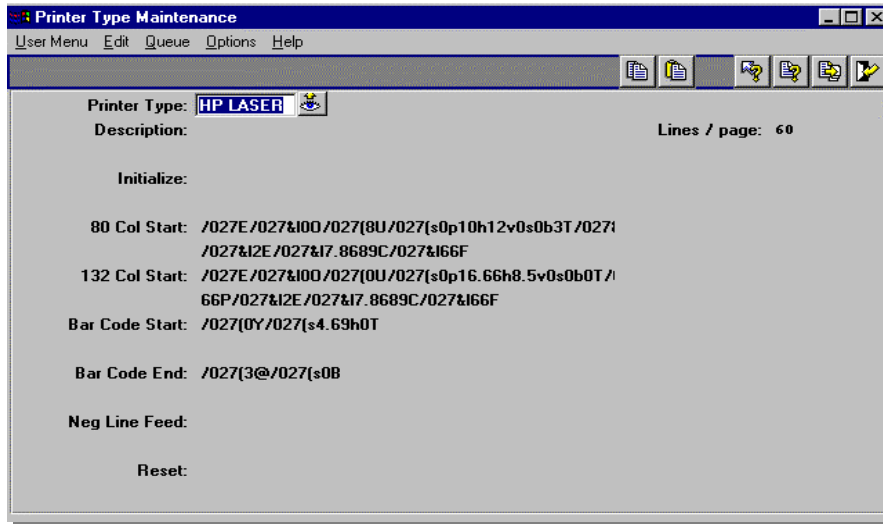
MgrFunc31

Printers




See *Setting Up Printers* in *Printers and Batch Processing* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.

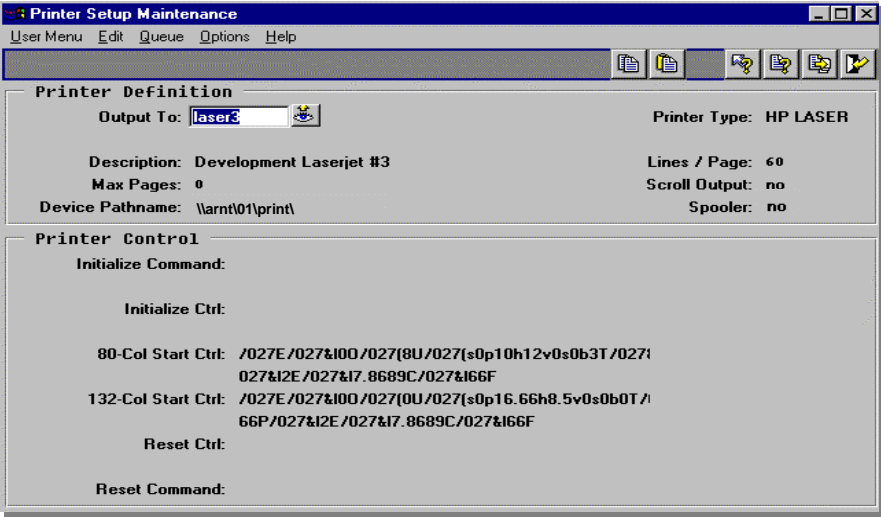
Printer Type Maintenance




MgrFunc32

 See *Setting Up Printers* in *Printers and Batch Processing* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.

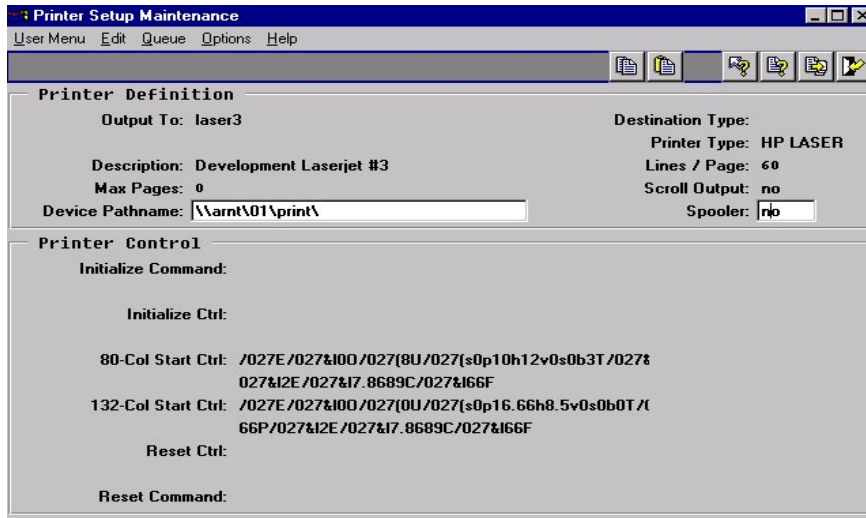
Printer Setup




MgrFunc33

 See *Setting Up Printers* in *Printers and Batch Processing* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.

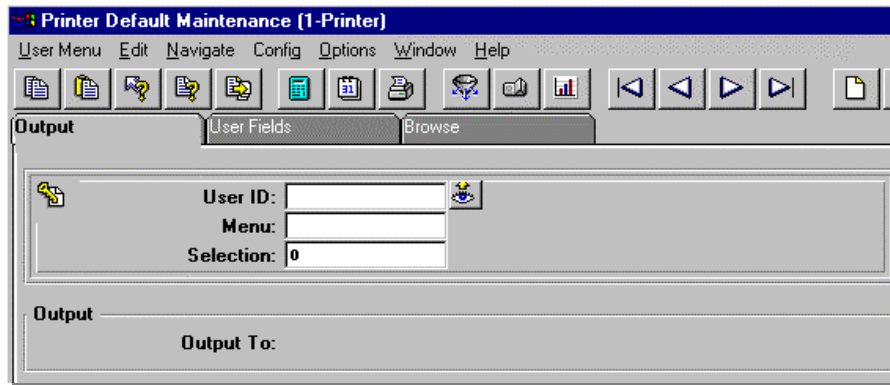
Printer Setup – MFG/PRO eB



MgrFunc33a

 See *Setting Up Printers* in *Printers and Batch Processing* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.

User Default Printer



You can associate a printer or output device with each user and menu.

MgrFunc34

See *Setting Default Printers* in *Printers and Batch Processing* of the *User Guide*, *Manager Functions* for your specific MFG/PRO Version.



Complete the following Lab: “Setting Up a Printer.”

Batch Processing

- **Create a Batch ID.**
- **Execute MFG/PRO reports (and some other programs) in batch by entering the Batch ID in the output field rather than a printer.**
- **Batch Request Detail to monitor.**
- **Use the Batch Request Processor to run batch processes.**

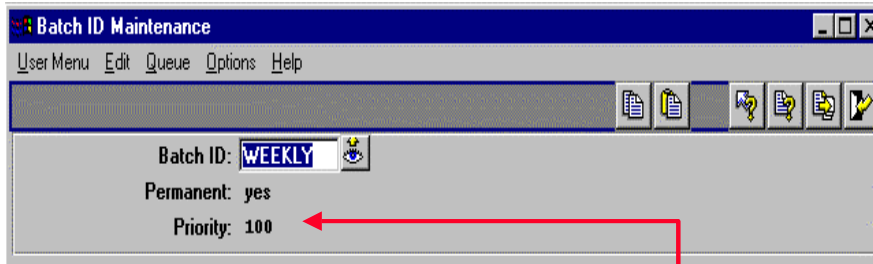
MgrFunc35

Batch Processing




See *Running Batch Processes in Printers and Batch Processing* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.

Batch ID Maintenance

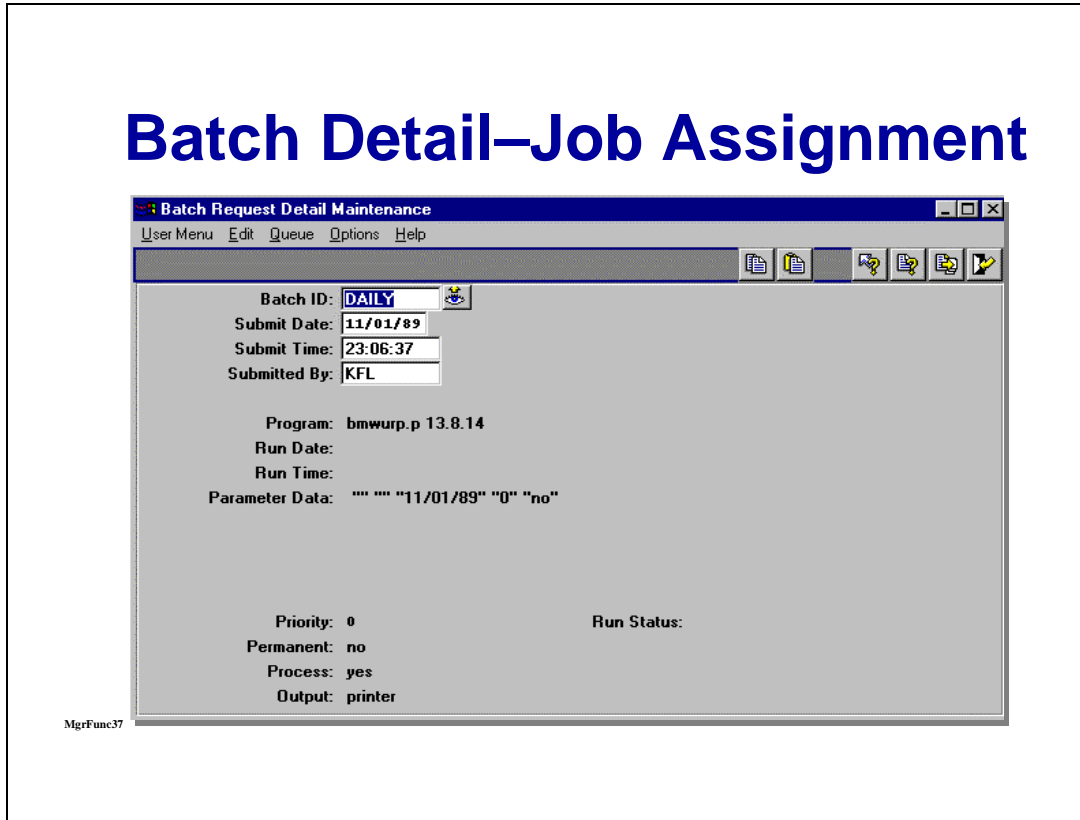



Batch ID Order among IDs is controlled by Priority.

MgrFunc36

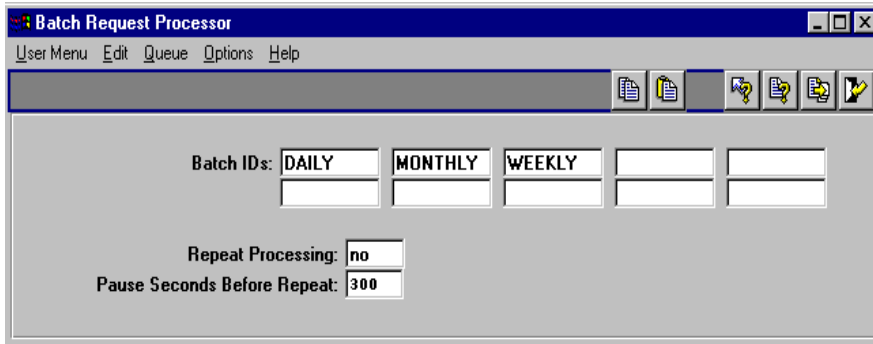
 See *Running Batch Processes in Printers and Batch Processing of the User Guide, Manager Functions for your specific MFG/PRO Version.*

Batch Detail–Job Assignment



 See *Running Batch Processes in Printers and Batch Processing* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.

Batch Request Processing



You can process up to 10 batch IDs at once.
Items in each Batch ID processed in the order requested within each ID.
You can setup batch jobs to run automatically.

MgrFunc38



See *Running Batch Processes in Printers and Batch Processing of the User Guide, Manager Functions for your specific MFG/PRO Version.*



Complete the following Lab: “Creating and Running a Batch Job.”

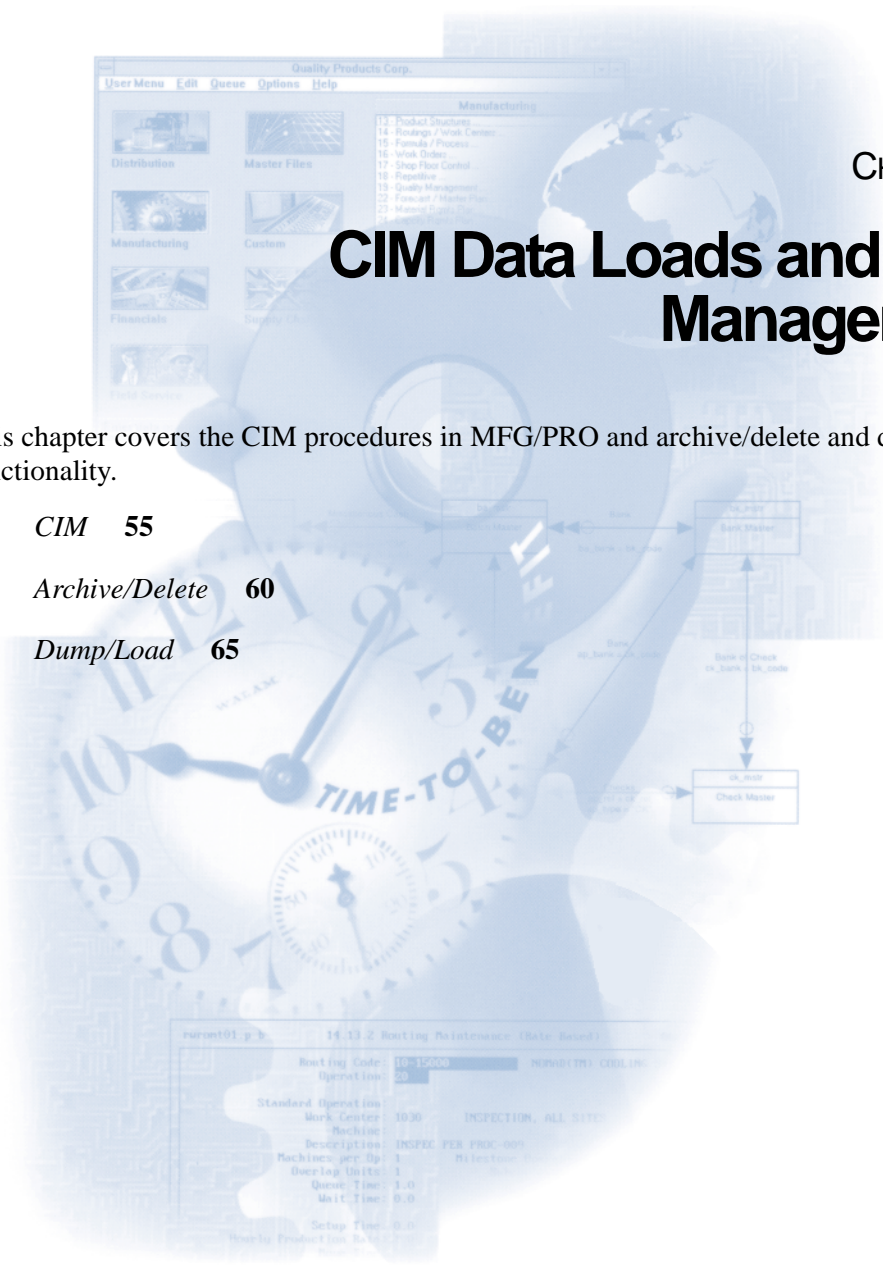
CIM Data Loads and Data Management

This chapter covers the CIM procedures in MFG/PRO and archive/delete and dump/load functionality.

CIM 55

Archive/Delete 60

Dump/Load 65



parent01 p 14.13.2 Routing Maintenance (Date Based)

Routing Code:	10-15000	NONAUT(TN) COOL-INS
Operation:	20	
Standard Operation:		INSPECTION, ALL SITE
Work Center:	1030	
Machines:	1	
Description:	INSPEC PER PROC-00%	
Machines per Op:	1	Reflection %
Overlap Units:	1	
Queue Time:	1.0	
Wait Time:	0.0	
Setup Time:	0.0	

View by Product Line &...

CIM Loads & Data Management

- **CIM pulls data into MFG/PRO from other sources**
- **Delete/Archive programs remove old data from your system**
- **Dump/Load programs reduce the disk fragmentation resulting from delete/archives**

MgrFunc39

CIM Overview

- **CIM (Computer Interface Module) is a utility to import data into MFG/PRO through system modules, maintaining data integrity and file relationships, without having to key it in.**
- **CIM requires a flat ASCII file for input that contains each input data field necessary for the input screen CIMing through.**
- **The first/last line of the CIM file are:**
`@@batchload <programname>.p`
`@@end`

MgrFunc40

CIM



See *Using the CIM Interface* in *Cim Interface* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.

CIM Data Rules

Input Data Rules

- **EOL (End of Line) represents a “Commit”.**
 - Used to commit an entire update frame
- **A space represents an “Enter Key”.**
 - Used to move through empty field in an update frame
- **A hyphen and a space represent a “Tab Key”.**
 - Used to move through populated fields without change
- **A period represents an “End”.**
- **Quotes (“text”)** surround all character fields.
- **A tilde (~) continues a line past 256 chars.**
- **Data should be formatted as entered.**
- **Skip to end of update group with end-of-line.**
- **Enter date fields in quotes in mm/dd/yy.**

MgrFunc41




See *Using the CIM Interface* in *Cim Interface of the User Guide, Manager Functions* for your specific MFG/PRO Version.

Sample CIM Input File

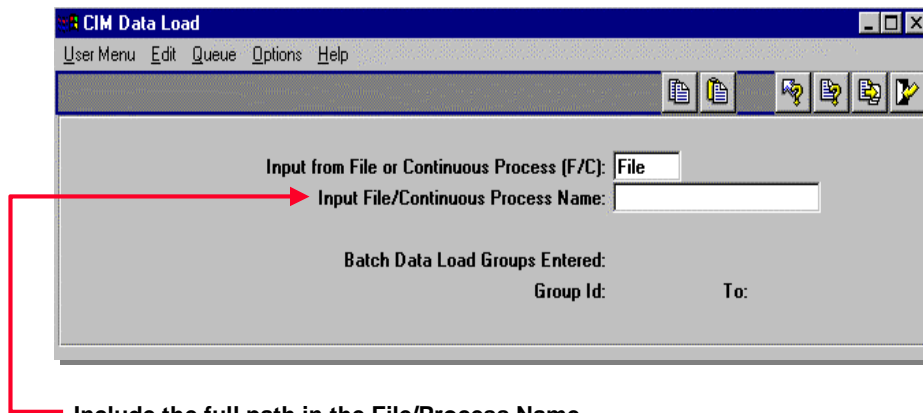
Each cursor block becomes a line in the CIM file separated by a [return], with each field entry contained within quotes.

```
@@batchload pptmt04.d
"01-0001"
"EA" "PLANNING ITEM"
"1000" --- "Family" - "CARDED"
@@end
```

MgrFunc42

 See *Input File Formatting Rules* in *Cim Interface* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.


CIM Loading



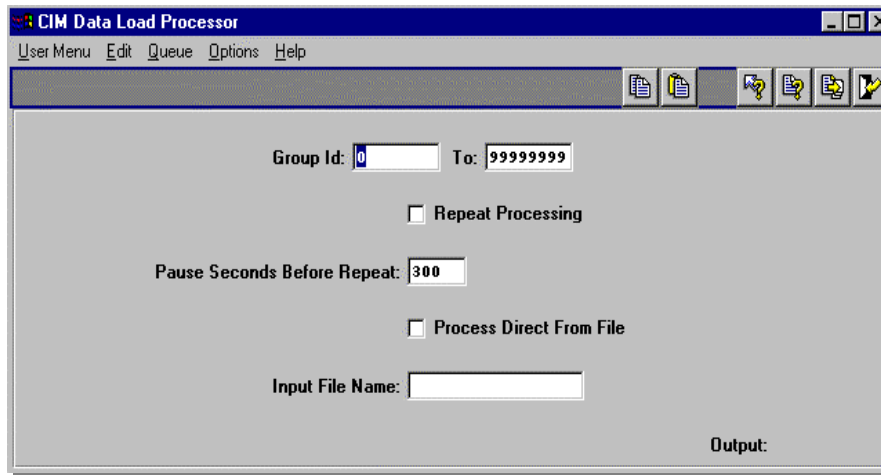
Include the full path in the File/Process Name.

The CIM loader will run and give a Group ID for the Processing Screen, or you can skip this screen and the file name and start in the Processing Screen.

MgrFunc43 This screen lets you break the process into two steps, if wanted.

 See *Using the CIM Interface* in *Cim Interface of the User Guide, Manager Functions* for your specific MFG/PRO Version.

CIM Processing



MgrFunc44

See *Using the CIM Interface* in *Cim Interface* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.



Complete the following Lab: “Using the CIM Data Load.”

Archive/Delete in MFG/PRO

- **MFG/PRO includes delete/archive functionality throughout the system.**
 - Delete/archive records across the system, not isolated modules.
- **Delete/Archive functions use criteria to identify which records to delete.**
- **Result:**
 - Deletes the data from the database.
 - Produces a flat ASCII history file containing the raw data that was deleted.

MgrFunc45

Archive/Delete



See *Deleting and Archiving Data in Database Management* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.

Archive/Delete (Cont.)

- **Archive/Delete should be run to trim excess data to specific history retention period.**
 - **Contact users to determine what to delete.**
- **Always run delete/archives in report mode first to verify proper deletion.**
 - **For a report, set Delete/Archive flag to No.**
- **You can reload data into the database using Archive File Reload.**
- **Mass deletes cause database fragmentation.**

MgrFunc6



See *Deleting and Archiving Data in Database Management of the User Guide, Manager Functions for your specific MFG/PRO Version.*

Archive/Delete Decisions

When to Archive and Delete

1. Run the Database File Size Report monthly.
2. Determine from reports which files are candidates for delete/archive.
3. Contact users to determine data available for delete/archive.
4. Execute plan.
5. Delete/Archive exists for:

Zero Inventory Balances	Service/Repair Orders	Product Structures
Physical Inventory Tags	Work Orders	Repetitive History
Closed Purchase Orders	Accounts Receivable	Quality Orders
Closed PO Receipts	Accounts Payable	GL Transactions
Expired Quotes	Closed Payroll	Window Help
Sales Analysis	Supplier Schedules	Service Requests
Transaction History	Invoice History	Service Contracts
Customer Schedulers	Closed Calls	Quality Test Results
RMA History	Intersite Requests	Routings
Operation History	Uninvoiced Receipts	Audit Detail
Shippers		

MgrFunc47



See *Deleting and Archiving Data in Database Management* of the *User Guide, Manager Functions* for your specific MFG/PRO Version..

Archive/Delete Procedures

1. Back up the database.
2. Run historical reports.
3. Archive/Delete selected data.

Note: Process creates `xyymmdd.hst` file on disk in default directory.

4. Verify deletion of records in database.

Note: For records resistant to deletion, resolve problem and then A/D.

5. Verify contents of `.hst` file using `|more`, `pg`, or `cat` or type for DOS.

6. Back up `.hst` file on disk to tape, and then delete off disk from system.

Note: Archive/Delete does not reduce `.db` size. Only with dump/load.

7. To recover archived data, use Archive File Reload.

Note: Before reloading data from earlier versions of the software, the data must be converted to latest release.

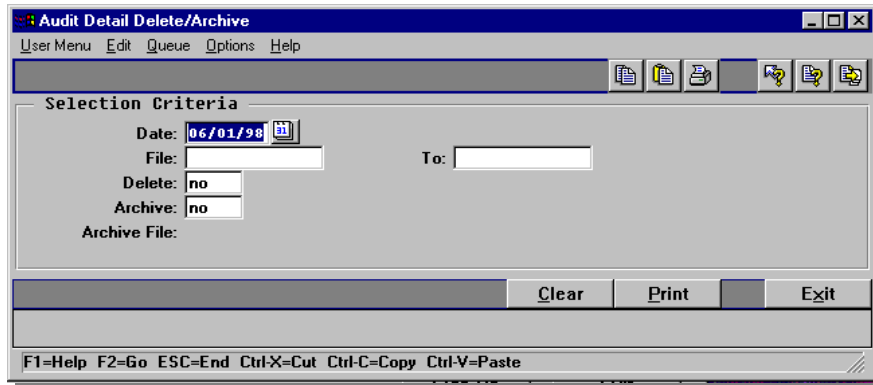
MgrFunc48

Run the report first to check records to be cleared out.




See *Deleting and Archiving Data in Database Management of the User Guide, Manager Functions for your specific MFG/PRO Version.*

Delete/Archive



All Delete/Archive screens have the same basic look and functionality.
Date is date of records *before which* to Archive/Delete, usually 6mth-1yr+ prior.
In the case of Audit, there are a list of files that may be Archive/Deleted.
Always archive when deleting, otherwise data is *gone*.

MgrFunc49

 See *Audit Detail Delete/Archive* in *Database Management* of the *User Guide*, *Manager Functions* for your specific MFG/PRO Version.



Complete the following Lab: “Delete and Archive.”

Dump/Load Types and Methods

Database Dump Methods

- MFG/PRO Dump/Load program
- PROGRESS Data Dictionary Dump/Load
- Progress Binary Dump (Individual Table)
- MFG/UTIL (eB and beyond)

Database Load Methods

- MFG/PRO Dump/Load program
- PROGRESS Data Dictionary Dump/Load
- PROGRESS Bulk Load utility (proutil)
- Progress Binary Load (Individual Table)
- MFG/UTIL Data Load

MgrFunc50

Dump/Load



See *Dumping and Loading Data* in *Database Management of the User Guide, Manager Functions* for your specific MFG/PRO Version.

MFG/PRO Dump/Load

1. Ensure you are the only user logged into MFG/PRO.
2. Back up the old database.
3. Run MFG/PRO Dump/Load.
4. Reload data into the desired database.
 - Usually a copy of mfgempty.

You should perform dump/loads in Host mode for UNIX, and in batch mode on the character admin client in NT.

MgrFunc51



See *Dumping and Loading Data in Database Management of the User Guide, Manager Functions* for your specific MFG/PRO Version.

Load Procedure Notes

- *Loading into database with existing data is not recommended.*
- **If reloading onto a database with data in it, .d records will not overwrite existing records for files with unique indexes.**
- **Duplicate records can occur in files with no unique indexes.**
- **Errors in loading a file are recorded in .e files.**
- **PROGRESS bulk load is faster, but requires an index rebuild.**

MgrFunc52



See *Dumping and Loading Data in Database Management of the User Guide, Manager Functions for your specific MFG/PRO Version.*

MFG/PRO Load Procedure

1. Place .d files in load directory.
2. Run Database File Dump/Load w/ Batch choosing LOAD.
3. Check dumpload.e, dumpload.log.

There is no performance advantage to performing a multi-stream load.

MgrFunc53



See *Dumping and Loading Data in Database Management of the User Guide, Manager Functions* for your specific MFG/PRO Version.



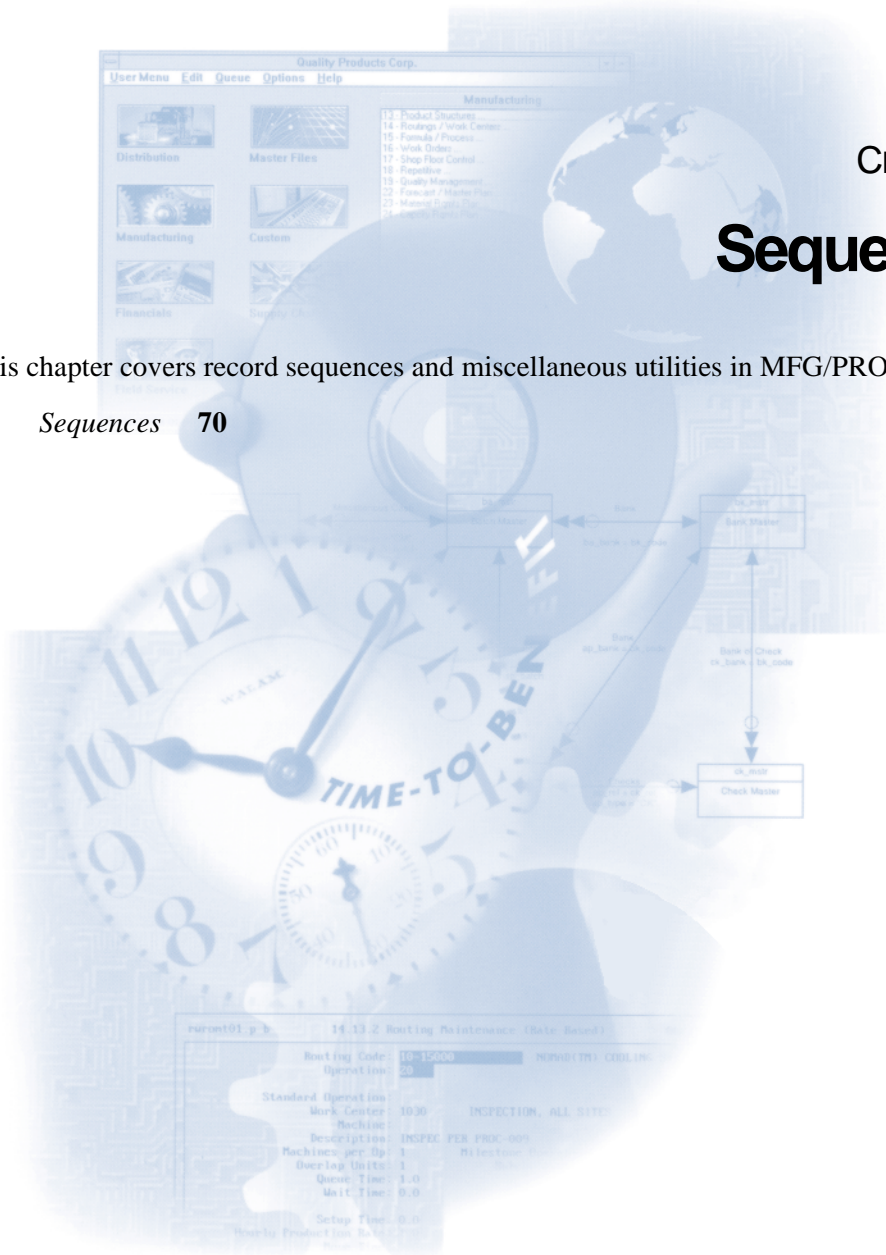
Complete the following Lab: “Dumping and Loading Data in MFG/PRO.”

CHAPTER 6

Sequences

This chapter covers record sequences and miscellaneous utilities in MFG/PRO.

Sequences 70



Sequences

- **Sequences are a data structure in Progress 7+**
- **Sequences generate a value for records to be uniquely identified.**
- **Sequences are faster than recids, reducing validation.**
- **MFG/PRO 8.5+ uses sequences on several files.**
- **In general, Sequences are self-maintained. However, you may need to update sequences when you perform delete/archives, dump and loading.**

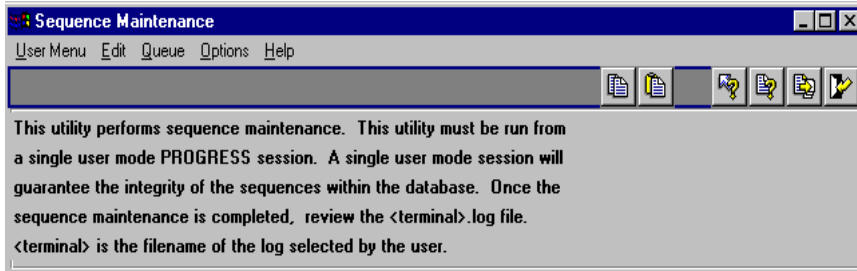
MgrFunc54

Sequences



See *Setting Up Sequences in Number Range Management* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.

Sequence Maintenance



To guarantee the integrity of the database, run Sequence Maintenance in single-user mode PROGRESS.

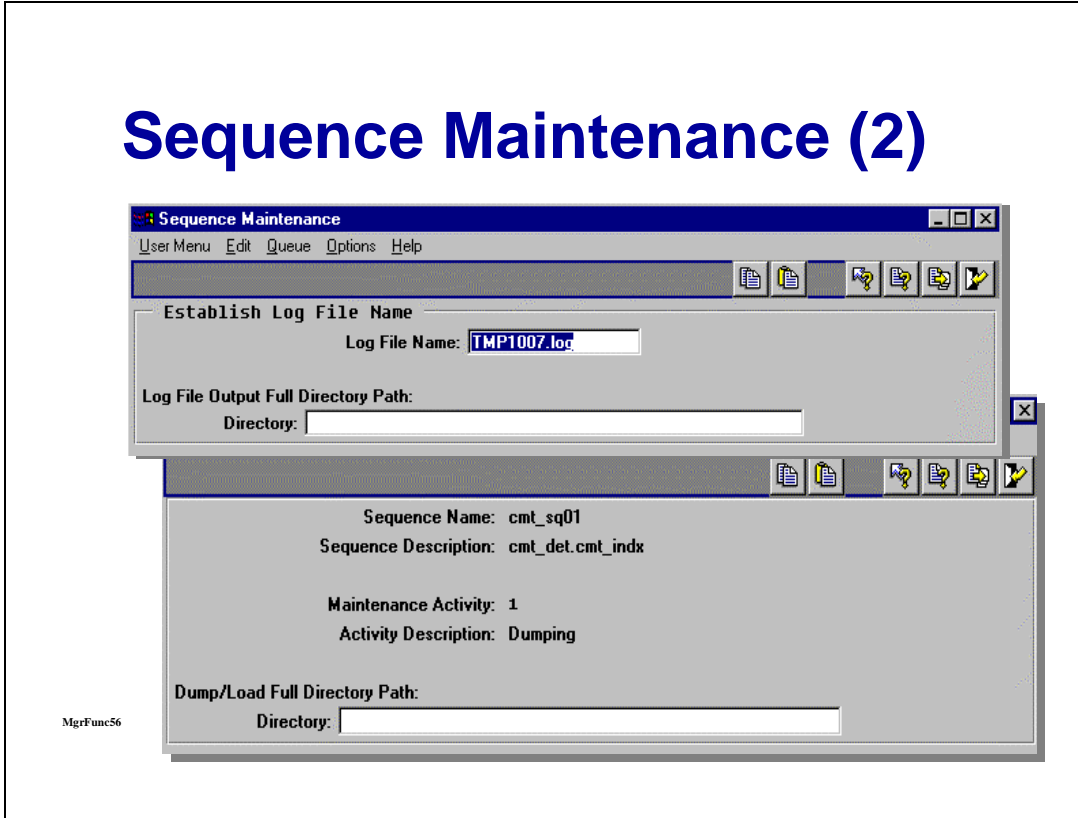
1. Enter an error log name and output directory.
2. Enter the Sequence Name to be maintained (blank = all) and the maintenance activity, dumping, loading, manual maintenance.
3. For manual maintenance, another screen appears where you define values.


MgrFunc55



See *Setting Up Sequences in Number Range Management of the User Guide, Manager Functions* for your specific MFG/PRO Version.

Sequence Maintenance (2)



 See *Setting Up Sequences in Number Range Management* of the *User Guide, Manager Functions* for your specific MFG/PRO Version.



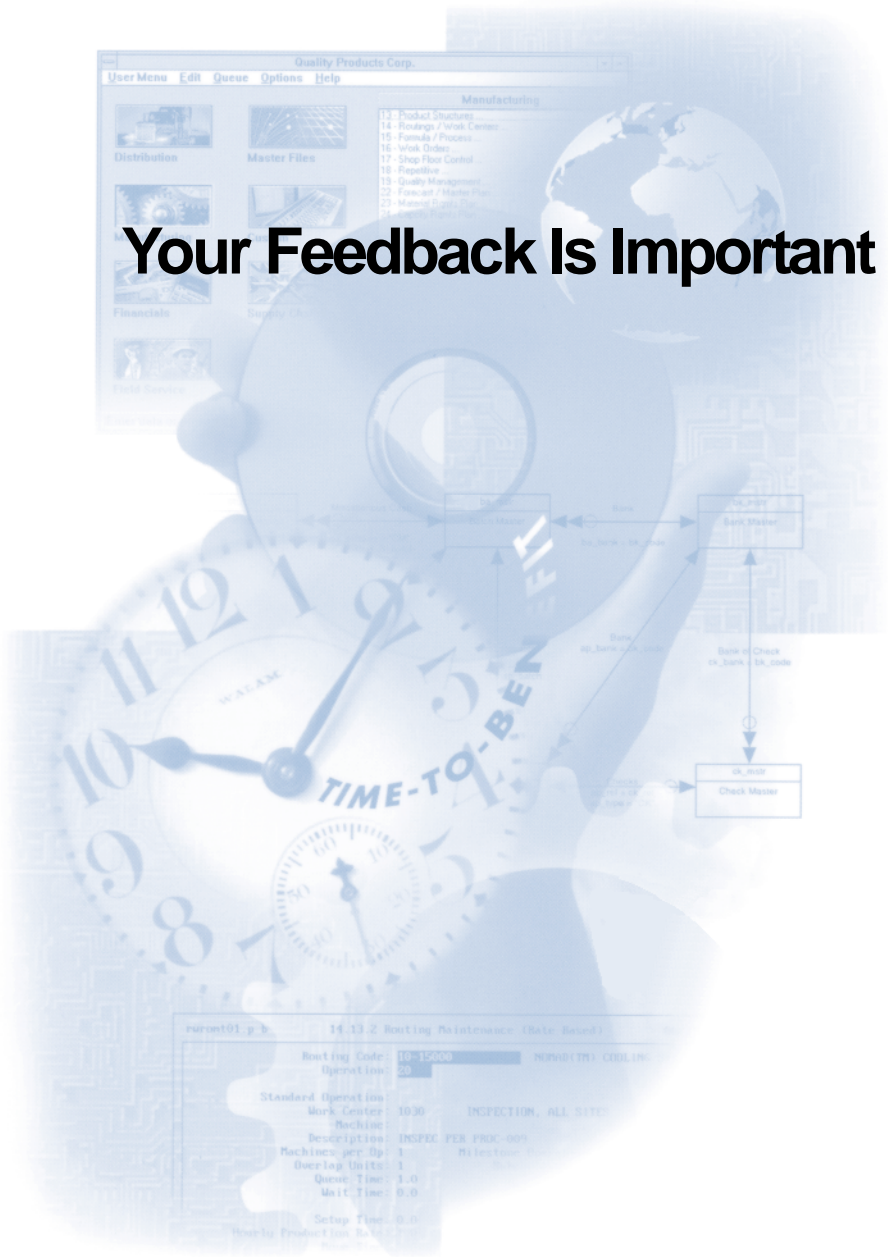
Manager Functions

- ✓ Overview of Manager Functions
- ✓ Security
- ✓ System Interface Menu
- ✓ Printing and Batch Processing
- ✓ CIM Data Loads and Data Management
- ✓ Sequences

MgrFunc57

74 EB MANAGER FUNCTIONS

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