



# User Interface Guide



78-0446A  
MFG/PRO Version 9.0  
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# Contents

<b>ABOUT THIS GUIDE</b> .....	<b>1</b>
What Is in This Guide? .....	2
Other 9.0 Documentation .....	2
Online Help .....	2
QAD Web Site .....	3
Conventions .....	3
Windows Keyboard Commands .....	3
Character Keyboard Commands .....	5
<b>CHAPTER 1 WINDOWS CONVENTIONS</b> .....	<b>7</b>
Introduction .....	8
Using the Mouse .....	8
Mouse Pointer .....	8
Clicking, Double-Clicking, and Dragging .....	9
Keyboard Actions .....	10
<b>CHAPTER 2 SCREENS AND MENUS</b> .....	<b>11</b>
Starting MFG/PRO for Windows .....	12
Screen Elements .....	13
Title Bar .....	14
Menu Bar .....	15
User Menu .....	15
Edit Menu .....	17
Navigate .....	20

## IV MFG/PRO USER INTERFACE GUIDE

Config .....	20
Options Menu .....	23
Window Menu (OBCM Program Only) .....	26
Help Menu .....	27
Tool Bar .....	30
Customizable Buttons .....	31
Copy/Paste .....	32
Field Help .....	34
Procedure Help .....	35
Drill Down .....	36
Return .....	36
Program Window .....	37
Message Bar .....	38
PROGRESS Status Bar .....	38

## CHAPTER 3 MAINTENANCE, REPORT, AND INQUIRY PROGRAMS ..... 39

Maintenance Programs .....	40
Starting the Program .....	40
Entering Key Data .....	41
Moving Around on the Screen .....	42
Report Programs .....	44
Selection Criteria .....	44
Using Printers and Terminals .....	45
Printing to a File .....	46
Viewing Reports in a Window .....	47
Inquiry Programs .....	50

## CHAPTER 4 BROWSES ..... 51

Introduction .....	52
Look-Up Browsers .....	52
Power Browsers .....	54
Filtering and Sorting Browsers .....	56
Browse Graphing .....	57
X-Axis Data .....	58

Y1-Axis Data .....	58
Y2-Axis Data .....	58
Total, Count, Average, Minimum, and Maximum .....	59
Type of Graph .....	60
3-D, 2-D .....	60
Filtered Data/Unfiltered Data .....	60
Using Graph Browsing .....	60
Graphing Examples .....	62
<b>CHAPTER 5 INTERFACE MANAGEMENT .....</b>	<b>65</b>
Introduction .....	66
Maintaining Drill Downs .....	66
Wildcards in Drill Down Maintenance .....	67
Drilling Down on Drill Downs .....	68
Assigning Buttons to the Tool Bar and User Menu .....	69
Setting Up Menu Substitutions .....	70
Setting Up User Interface Profile .....	71
Selecting Auto Go .....	72
Selecting a Menu Style .....	73
Icon Menu Style .....	73
Tear-Off Menu Style .....	75
Character-Based Menu Style .....	77
Assigning Security to OBCM Programs .....	77
Security Levels .....	78
Setting Window Read-Only or Write Access .....	79
Creating Views .....	82
Creating Browsers .....	86
<b>CHAPTER 6 USING MFG/PRO IN CHARACTER MODE .....</b>	<b>91</b>
How MFG/PRO Is Organized .....	92
Program Interface Elements .....	93
Title Bar .....	94
Program Window .....	94
Menu Bar .....	95

## VI MFG/PRO USER INTERFACE GUIDE

Edit Menu .....	97
Config .....	98
Help Menu .....	102
PROGRESS Status Bar .....	103
Moving Between Menus and Programs .....	104
Moving Around Programs .....	105
Getting Help .....	106
Online Help .....	106
Data Entry .....	106
Key Data .....	106
Common Commands .....	107
Character Mode Keyboard Commands .....	107
User Interface Manager Functions .....	108

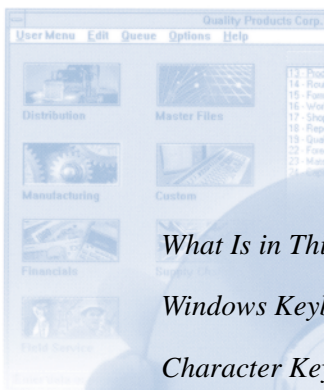
## CHAPTER 7 INITIALIZATION FILES ..... 109

CharWidth .....	110
Frame Spacing .....	110
Use_3D-Size .....	110
Probuild .....	110
Spin .....	111
Graph .....	111
Paint .....	111
Fonts .....	112

## GLOSSARY ..... 113

## INDEX ..... 117

# About This Guide



*What Is in This Guide?* 2

*Windows Keyboard Commands* 3

*Character Keyboard Commands* 5



Routing Maintenance (Date Based)

Routing Code:	10-15000	MANUFACTURING
Operation:	20	
Standard Operation:		
Work Center:	1030	INSPECTION, ALL SITES
Machines:		
Description:	INSPEC PER PROC-000	
Machines per Op:	1	
Overlap Units:	1	
Queue Time:	1.0	
Wait Time:	0.0	
Setup Time:	0.0	

## What Is in This Guide?

This document describes the interface to MFG/PRO in character mode and for Windows. It also discusses navigation in programs built using the Object-Based Component Model (OBCM).

This guide teaches you how to move around in the interfaces and how to use the programs. It does not explain MFG/PRO functionality.

In MFG/PRO Version 9.0, MFG/PRO programs can also be accessed using the Network User Interface (NetUI) for the Java platform. The user interface for Web-enabled MFG/PRO is described in the *Network User Interface Guide*.

### Other 9.0 Documentation

- For an overview of new features and software updates, see the *9.0 Release Bulletin*.
- For software installation instructions, refer to the *9.0 Installation Guides*.
- For instructions on accessing MFG/PRO programs with a Web browser over the Internet or an intranet, refer to the *Network User Interface Guide*.
- For information on using MFG/PRO, refer to the *9.0 User Guides*.
- For technical details, refer to the *9.0 File Relationships* and *9.0 Database Definitions*.
- To review MFG/PRO program screens, refer to the *Screen Book, Volumes 1–3*.
- To view documents online in PDF format, see the *9.0 Documents on CD*.

### Online Help

MFG/PRO has an extensive online help system. Help is available for most fields found on a screen. Procedure help is available for most programs that update the database. Most inquiries, reports, and browses do not have procedure help.

## QAD Web Site

For MFG/PRO users with a QAD Web account, MFG/PRO documentation is available for viewing or downloading at:

<http://support.qad.com/documentation/>

To obtain a QAD Web account, go to:

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

The QAD Web site also has information about training classes and other services that can help you learn about MFG/PRO.

## Conventions

MFG/PRO is available in several interfaces: Windows, character, Web browser, and an interface for object-oriented programs. To standardize presentation, the documentation uses the following conventions:

- MFG/PRO screen captures reflect the Windows interface.
- References to keyboard commands are generic. For example, choose Go refers to F2 in the Windows interface and to F1 in the character interface. The following tables identify the keyboard commands for the Windows and character interfaces.

## Windows Keyboard Commands

Navigation Commands	Keyboard Entry	Description
Go	F2	Moves to next frame.
End	Esc	Exits a frame, program, or menu.
Previous	F9 or up arrow	Retrieves previous record in a key data field.
Next	F10 or down arrow	Retrieves next record in a key data field.
Enter	Enter	Moves to next field within a frame.
Tab	Tab	Moves to next field within a frame.
Back Tab	Shift+Tab	Moves back one field within a frame.
Exit	Alt+X	Closes a program.

## 4 MFG/PRO USER INTERFACE GUIDE

<b>Navigation Commands</b>	<b>Keyboard Entry</b>	<b>Description</b>
Run	Ctrl+R	Starts a program by name.
Save (object)	F12	In a key frame, moves to data entry; in data entry, saves and returns to key frame.
Print (object)	Ctrl+P	Prints browse or maintenance information.

<b>Help Commands</b>	<b>Keyboard Entry</b>	<b>Description</b>
Field Help	F1	Opens help on current field.
Procedure Help	Shift+F1	Opens help on current program.
Browse	Alt+F1	Displays choice of records.
Look-Up Browse	Alt+F2	Displays choice of records.
About	Ctrl+F1	Displays the program name.
Browse Options	F7	Opens the browse options window.
Browse Options Toggle	Alt+F	Turns the browse options on and off.
Browse Graph	Shift+F11	Opens the browse graphing window.
Field Name	Ctrl+F	Displays the field name.

<b>Edit Commands</b>	<b>Keyboard Entry</b>	<b>Description</b>
Delete Record	F5	Deletes an open record.
Cut	Ctrl+X	Cuts a field or selection to clipboard.
Copy	Ctrl+C	Copies a field or selection to clipboard.
Paste	Ctrl+V	Pastes data from the clipboard.

## Character Keyboard Commands

<b>Navigation Commands</b>	<b>Keyboard Entry</b>	<b>Control Key Entry</b>	<b>Description</b>
Go	F1	Ctrl+X	Moves to next frame.
End	F4	Ctrl+E	Exits a frame, program, or menu.
User Menu	F6	Ctrl+P	Displays list of user-selected programs.
Previous	F9 or up arrow	Ctrl+K	Retrieves previous record in a key data field and scrolls up in look-up browses.
Next	F10 or down arrow	Ctrl+J	Retrieves next record in a key data field and scrolls down in look-up browses.
Enter	Enter		Moves to next field within a frame.
Tab	Tab		Moves to next field within a frame.
Back Tab	Shift+Tab	Ctrl+U	Moves back one field within a frame.
Menu Bar (object)	Esc, M		Accesses the menu bar.
Save (object)	F12		In a key frame, moves to data entry; in data entry, saves and returns to key frame.
Print (object)	Ctrl+P		Prints browse or maintenance information

<b>Help Commands</b>	<b>Keyboard Entry</b>	<b>Control Key Entry</b>	<b>Description</b>
Field Help	F2	Ctrl+W	Opens help on current field.
Procedure Help	F2	Ctrl+W	Opens help on current program.
Look-Up Browse	F2	Ctrl+W	Displays choice of records.
Browse Options	F7		Opens the browse options window.
Browse Options Toggle	Alt+F		Turns the browse options on and off.
Field Name	Ctrl+F	Ctrl+F	Displays the field name.

<b>Edit Commands</b>	<b>Keyboard Entry</b>	<b>Control Key Entry</b>	<b>Description</b>
Insert	F3	Ctrl+T	Enables text insertion.
Delete Record	F5	Ctrl+D	Deletes an open record.
Recall (standard)	F7	Ctrl+R	Recalls last saved value in a field.
Cut	F8		Clears a field.
Copy	F11	Ctrl+B	Copies a field.
Paste	F11	Ctrl+B	Inserts value that you copied.
Multiple Copy (standard)	F12	Ctrl+A	Copies values from one or more fields and pastes them into the same fields of another record.
Clear Date	Shift+?		Clears the value in date fields.

# Windows Conventions

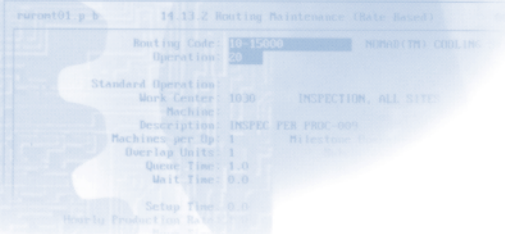
MFG/PRO for Windows is a Graphical User Interface (GUI). You can interact with it by using pictures or icons instead of typing commands at a keyboard. This chapter introduces you to some basic Windows conventions.

This chapter covers the following topics:

*Introduction*    **8**

*Using the Mouse*    **8**

*Keyboard Actions*    **10**



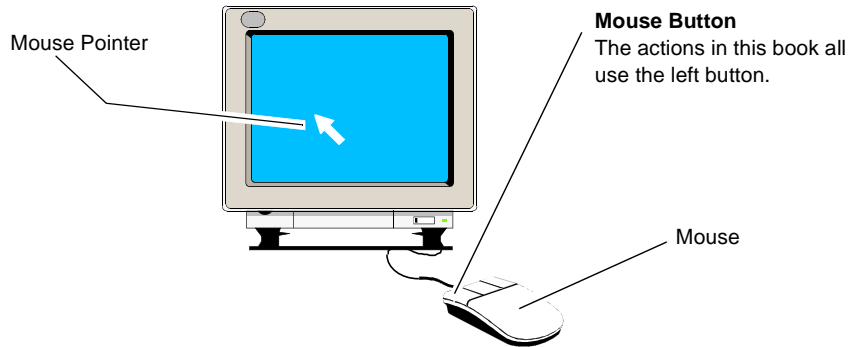
## Introduction

In this chapter you will become familiar with using the mouse to navigate through MFG/PRO for Windows. You can use the keyboard as well as the mouse to navigate.

## Using the Mouse

The mouse is a pointing device for showing the computer what you want to do. You roll the mouse on a mouse pad to move a pointer on the screen. When the pointer is on an icon or a task you want to do, you click the mouse button.

**Fig. 1.1**  
Mouse and  
Mouse Pointer



## Mouse Pointer

The mouse pointer changes depending on the software you are using and the task you are performing, but on most systems it has three basic shapes.

**Fig. 1.2**  
Mouse Pointers and  
Cursors



This insertion point is used for text and shows where your next keystroke will go.



This pointer is used for graphics and for pointing at Windows objects on the screen.



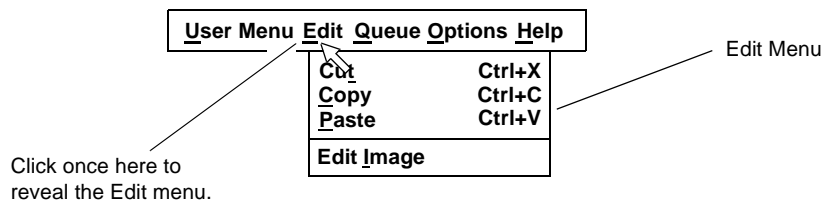
This hourglass shows that the computer is processing. While the hourglass is visible, you wait.

## Clicking, Double-Clicking, and Dragging

Clicking once on the mouse button sends a different message than two brief clicks in quick succession (double-clicking).

### Clicking

The menu bar at the top of most Windows screens contains the names of several task menus. To open a menu and read its contents, you click once on the name.



**Fig. 1.3**  
Clicking

### Double-Clicking

Double-clicking normally causes an action to occur, such as starting or ending a program. For example, double-clicking the MFG/PRO desktop icon starts MFG/PRO.

### Clicking and Dragging

Dragging is accomplished by clicking on what you want to select and holding down the mouse button and moving the mouse. You might do this for any of the following reasons.

- You can reposition screens on your terminal. For example, you can move a message pop-up to better see the screen below it.
- QAD has enhanced some maintenance programs by rewriting them to run under the Object-Based Component Model (OBCM). Figure 1.5 on page 10 shows an example of such a program. In OBCM programs, you can reconfigure a folder by dragging its tab to a new position.

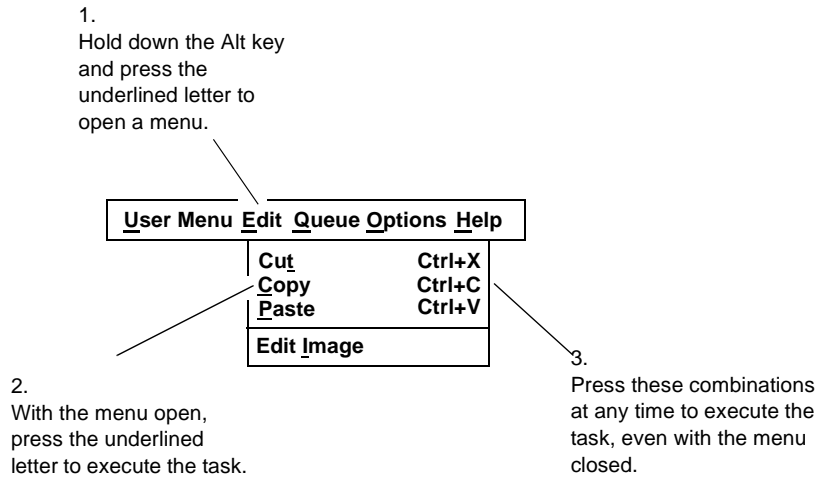
▶ See “Config” on page 20.

- You click and drag to select items such as text. Selecting means to highlight items for a desired operation. For example, to delete or copy a block of text, you must indicate which text.

## Keyboard Actions

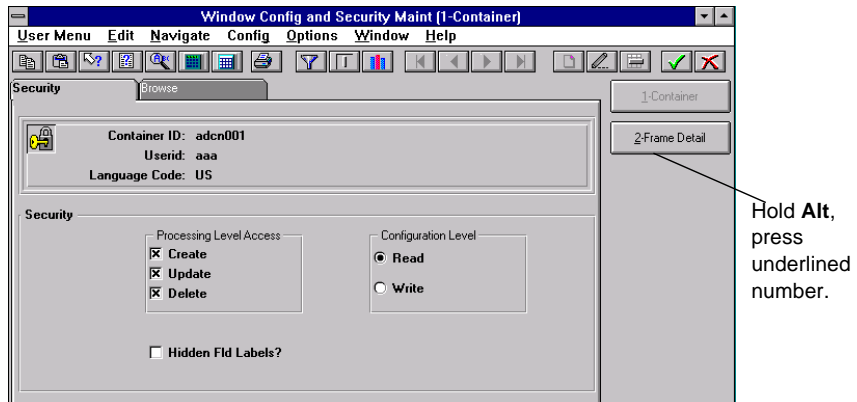
You can use the keyboard equivalents to accomplish many of the same actions as the mouse. In many cases, this is faster and more convenient.

**Fig. 1.4**  
Keystroke  
Equivalents



In OBCM programs, hold down the **Alt** key and press the underlined number to open an application.

**Fig. 1.5**  
OBCM Program  
Keyboard  
Equivalents



# Screens and Menus

This chapter gives you a tour of the various screen elements and menus in MFG/PRO for Windows, including:

*Starting MFG/PRO for Windows*    **12**

*Screen Elements*    **13**

*Title Bar*    **14**

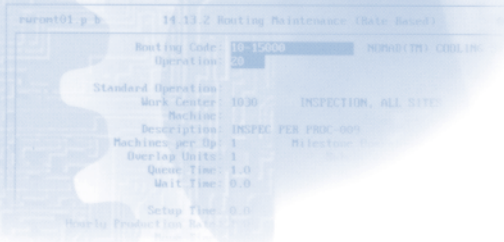
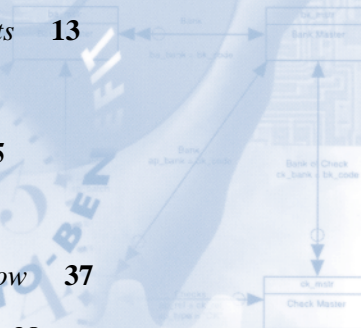
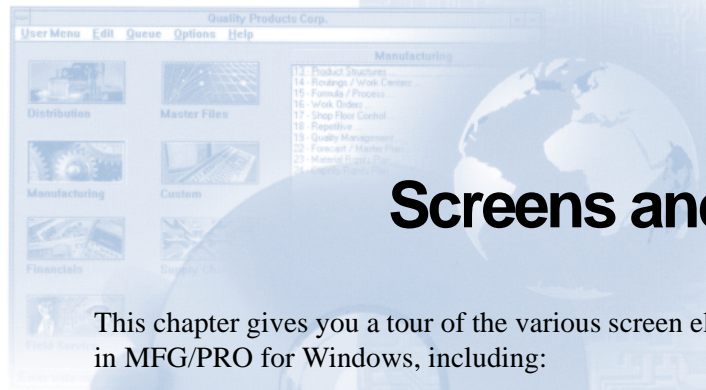
*Menu Bar*    **15**

*Tool Bar*    **30**

*Program Window*    **37**

*Message Bar*    **38**

*PROGRESS Status Bar*    **38**



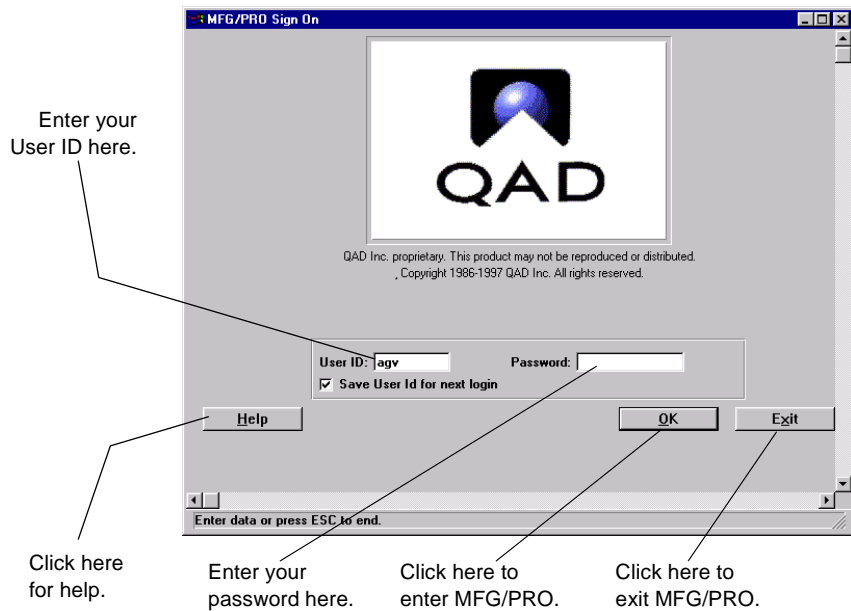
## Starting MFG/PRO for Windows

Start MFG/PRO by choosing the option from the Windows Start menu, or by double clicking on its icon on the desktop or in a program group.

The sign-on screen is the first screen you see when you run MFG/PRO. From it, you can:

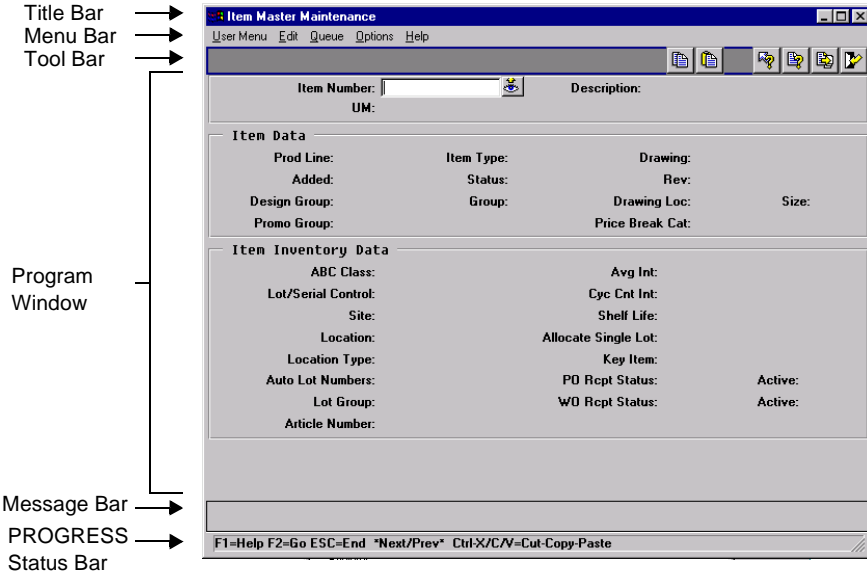
- Enter your user ID
- Enter your password
- Get help about signing on
- Sign on to MFG/PRO
- Exit MFG/PRO

**Fig. 2.1**  
MFG/PRO Sign-On  
Screen



# Screen Elements

The MFG/PRO for Windows screen is divided into discrete sections. Figure 2.2 shows the standard MFG/PRO program interface.

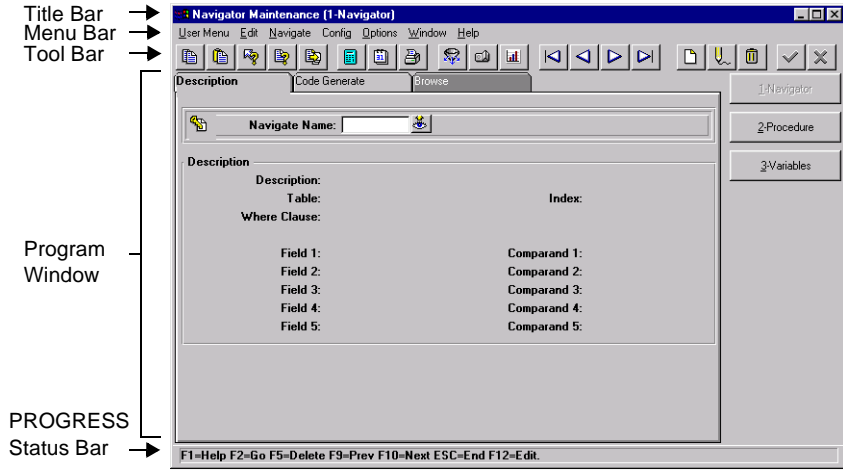


**Fig. 2.2**  
Standard  
MFG/PRO for  
Windows Screen

QAD has enhanced some of the maintenance programs by rewriting them to run under the Object-Based Component Model (OBCM). These programs have a different interface than the standard Windows programs.

Using the Navigator Maintenance screen as an example, Figure 2.3 shows the screen elements in an MFG/PRO OBCM program.

**Fig. 2.3**  
OBCM Program for  
Windows Screen



The following pages explain each screen element:

- Title Bar
- Menu Bar
- Tool Bar
- Program Window
- Message Bar
- PROGRESS Status Bar

## Title Bar

The title bar describes the program you are running. You can also exit the program and minimize or maximize the screen from the title bar.

**Fig. 2.4**  
MS-Windows 95,  
98, and NT Title  
Bar



From the left, click the first button to minimize, the second button to maximize, and the third button to close the program.

## Menu Bar

You can perform various tasks by clicking the items on the menu bar. The drop-down menus associated with each one are described in detail in this section. Click on the drop-down menu, and choose an option by clicking it or pressing the underlined letter. Where possible, selections have accelerator key method access.

### Standard Program



User Menu Edit Queue Options Help

### OBCM Program



User Menu Edit Navigate Config Options Window Help

**Fig. 2.5**  
Menu Bars  
in Windows

## User Menu

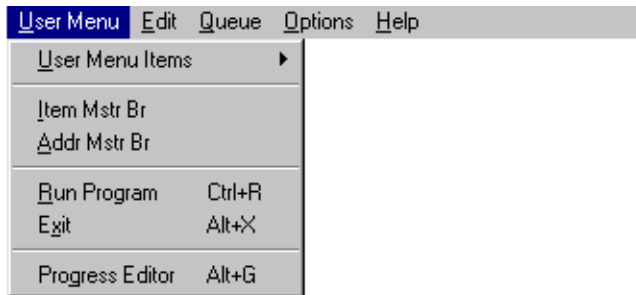
The User Menu provides access to:

- User Menu Items
- User Tool Bar Items
- Run Program
- Exit
- PROGRESS Editor

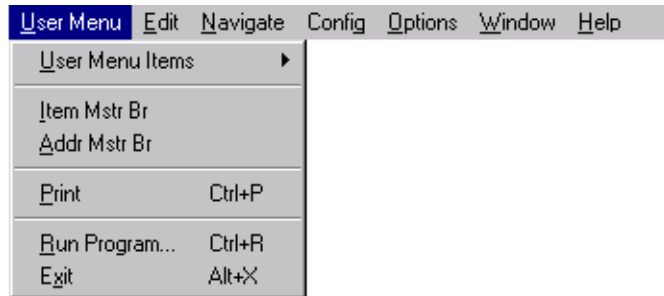
The User Menu Items and User Tool Bar Items are user defined. You can use them to jump to other programs.

Fig. 2.6  
User Menu

**Standard Program**



**OBCM Program**

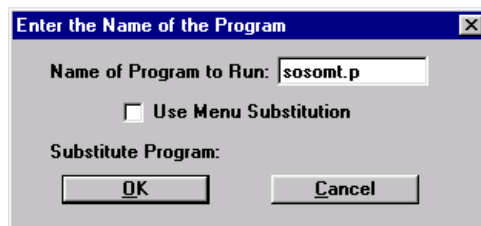


**Running a Program from the User Menu**

Run PROGRESS programs with this option.

- 1 Select the drop-down User Menu, and choose **R**un Program.
- 2 In the pop-up window, type the program name or its full option number (for example, 1.4.1).

Fig. 2.7  
Running a  
Program from  
the User Menu



- 3 Choose **O**K, or press **Enter**.

## Exit

You can exit the current program from the User Menu. From a menu screen, this option exits MFG/PRO. You can also exit a program by either of the following methods:

- Press **Alt + X**.
- Click on the close menu box, which is in the upper right corner of every program window.

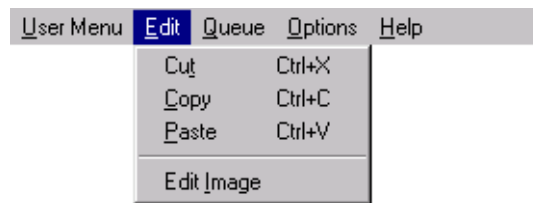
## PROGRESS Editor

You can access the PROGRESS editor from the User Menu while on menu screens by choosing **PROGRESS Editor**.

**Tip**  
The PROGRESS editor is not accessible in some programs.

## Edit Menu

This drop-down menu offers standard Windows editing tasks: cut, copy, and paste text.



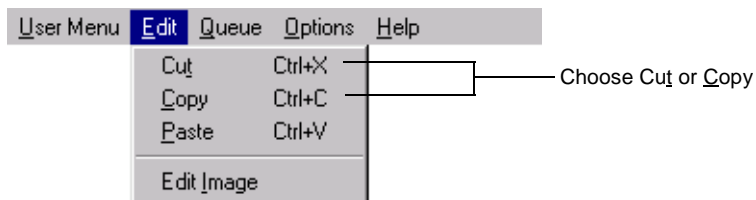
**Fig. 2.8**  
Edit Drop-Down Menu

## Cutting, Copying, and Pasting with the Edit Menu

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

- 1 Select the item to cut or copy.
- 2 Pull down the Edit Menu, and choose **Cut** or **Copy**.

**Fig. 2.9**  
Cutting, Copying,  
and Pasting



- 3 Position the cursor at the new location.
- 4 Pull down the Edit Menu, and choose **Paste**.

**Important** You cannot enter pasted elements through the Edit menu in Master Comment Maintenance (gpcmmt.p) or any of the transaction comment screens. You can, however, use the Cut (**Ctrl + X**), Copy (**Ctrl + C**), and Paste (**Ctrl + V**) keyboard shortcuts to a maximum of 76 characters. You can also use the Copy and Paste icons in the tool bar.

### Cutting, Copying, and Pasting (keyboard shortcut)

Cutting, copying, and pasting can be performed at the keyboard. Use the following procedure:

- 1 Select the item to cut or copy.
- 2 Press **Ctrl + X** to cut or **Ctrl + C** to copy.
- 3 Position the cursor at the new location.
- 4 Press **Ctrl + V** to paste.

### Editing Images with the Edit Menu

With the Edit Image option on the Edit menu, you associate images with information in your database. For example, if you have an item number 1000, you can associate an image, 1000.bmp, with the item. Then, with your cursor in the Item Number field and 1000 appearing in the field, you click on Edit Image to go into Microsoft Paint (or some other imaging application) to view or edit the image.

For example, you can associate items with their pictures or purchase orders with scanned images of the orders. The imaging application stores these images in the working directory.

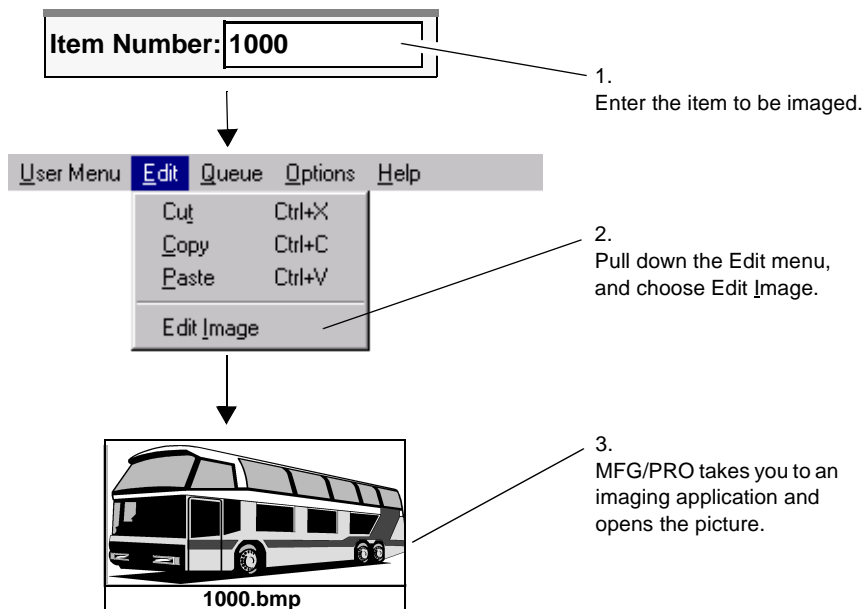
This feature requires that the each code with which you associate an image is a legal DOS name. DOS allows a maximum of eight characters preceding a period and a maximum of three characters after. The characters before the period are referred to as the file name in the DOS environment; the period is the divider; the characters after the period are the extension. For example, auto1000.bmp is a legal DOS name.

The .bmp extension is always assumed.

To use an imaging application other than Microsoft Paint, specify it in your PROGRESS initialization file.

▶ See Chapter 7 for details.

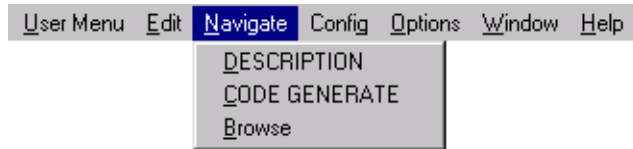
**Fig. 2.10**  
Editing Images



## Navigate

The Navigate menu is only available in OBCM programs. Use it to access OBCM program folders instead of clicking on the folder tabs. Which options display on this menu depend on the particular program you are executing.

**Fig. 2.11**  
Sample Navigate  
Menu

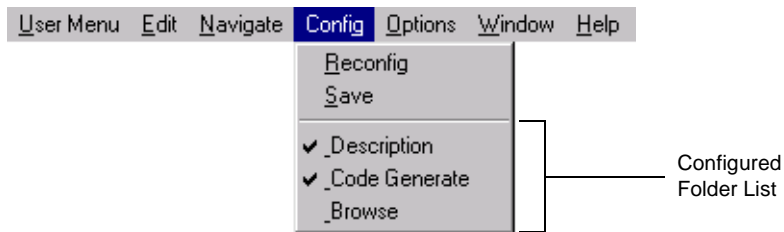


## Config

The Config menu is available only in OBCM programs. It enables you to change the folder sequence and limit the folders that automatically display. You can use the menu in two ways:

- Select folders by name to add or delete them from the configured folder list. Folders that appear in the configured folder list are automatically displayed when tabbing through a program. Choose **Save** to preserve the configuration.
- Choose the **Reconfig** submenu to add and delete folders from the configured list and change the sequence in which they appear.

**Fig. 2.12**  
Config Menu



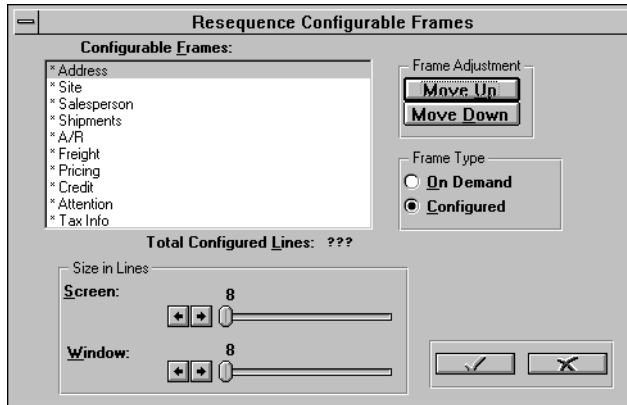
## Reconfiguring Folders with the Reconfig Submenu

You can change the sequence and configuration of folders in two ways:

- From the **Reconfig** submenu
- By clicking and dragging the folder tabs with your mouse

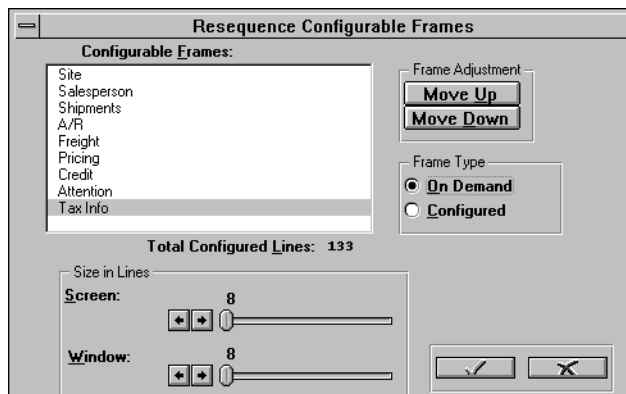
To resequence folders from the menu:

- 1 Choose the **Reconfig** submenu.
- 2 The Resequence Configurable Frames screen appears.



**Fig. 2.13**  
Changing Folder  
Order

- 3 In the Configurable Frames window, highlight the folder you want and choose **Move Up** or **Move Down**. The folders display in the selected order in the OBCM program window.
- 4 To take folders out of the configuration sequence, select them and change the Frame Type to **On Demand**. The asterisk by the folder name is deleted.

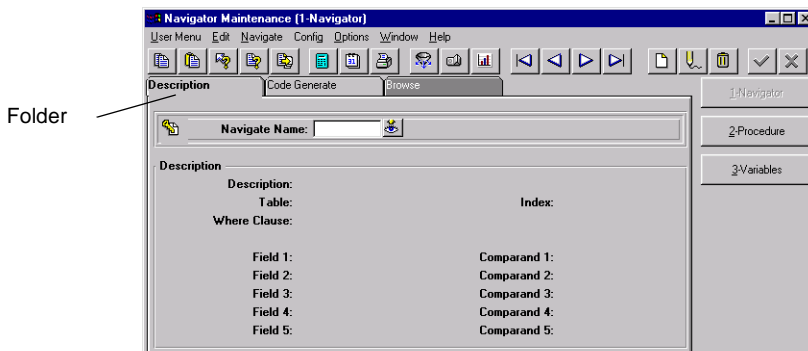


**Fig. 2.14**  
Reconfiguration On  
Demand

- 5 Choose **Save** to save the configuration for the next MFG/PRO session.
- 6 Choose: 

The OBCM program appears and the folders to which you gave the On Demand setting are grayed out (Figure 2.15).
- 7 You can open folders by single-clicking on the folder tab, but MFG/PRO does not automatically open them as it does a configured folder when you tab through the folders.

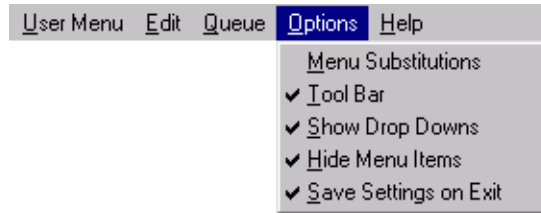
**Fig. 2.15**  
Configured Folders



## Options Menu

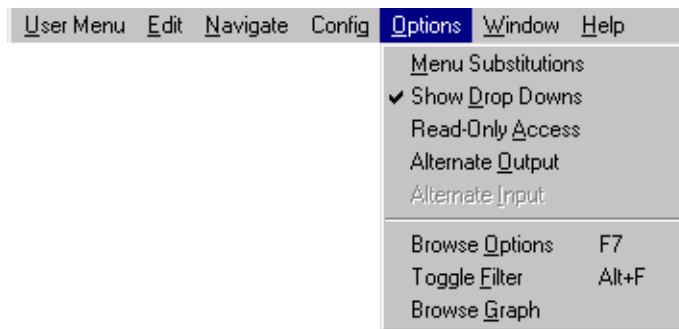
The content of the Options menu varies according to the type of program you are using. To turn an option on or off, pull down the menu and choose the option (or type its first letter). A check mark next to an option shows that it is on. If an option is grayed out, the option is unavailable.

### Standard Program



**Fig. 2.16**  
Example Options  
Menus

### OBCM Program



## Menu Substitutions

This option enables you to toggle between MFG/PRO browses and inquiries. You can also use it to switch between customized and non-customized versions of a program.

## Tool Bar

This option turns the Tool Bar on or off. The Tool Bar appears below the menu bar and contains buttons to run programs.

▶ See “Tool Bar”  
on page 30

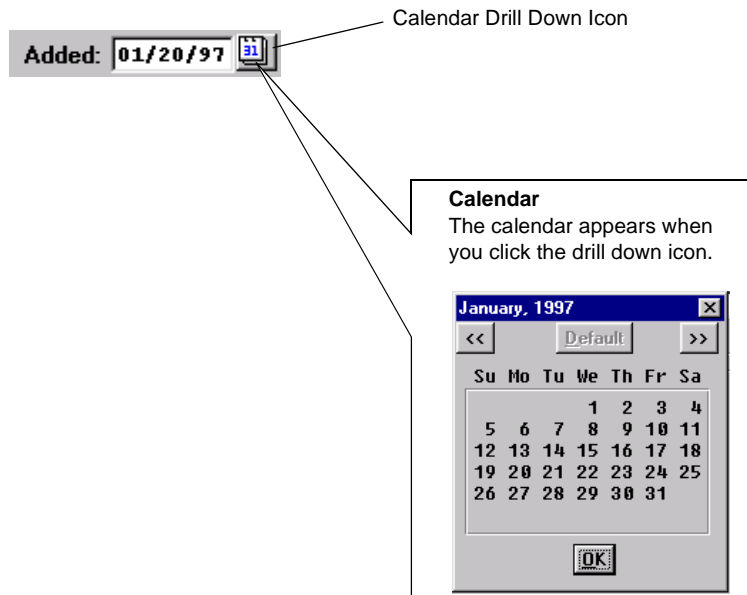
## Show Drop Downs

Show Drop Downs refers to icons for drill downs (browses), calculators, and calendars, which appear next to fields.

- Calendars are attached to date fields.
- Calculators are attached to numeric fields.
- Drill downs (browses) are attached to specified fields.

For example, if a calendar drill down is attached to a field, a small icon appears next to the field to indicate this. If Show Drop Downs is off, the drill down icons do not appear.

**Fig. 2.17**  
Calendar Drill  
Down



## Hide Menu Items (Standard Program Only)

When menu securities have been set for a particular user, the Hide Menu Items option removes all menu items to which the user does not have access.

### Save Settings on Exit (Standard Program Only)

This option stores your final menu location when you exit the current session. When you restart MFG/PRO, you return to that menu, skipping the Main menu and all intermediate menus (unless you change your menu style when you enter MFG/PRO).

This option also stores your settings for the following:

- Menu Substitution
- Tool Bar
- Show Drop Downs
- Hide Menu Items

### Read Only Access (OBCM Program Only)

This option gives you read-only access to the database record; you cannot make any changes. If you are updating a record when you choose Read Only Access, the change cannot be saved.

**Note** You do not lock the record when you use the Read Only Access option. A locked record can only be modified by the person who locked it.

### Alternate Output (OBCM Program Only)

Use this option to direct the output of the program to a file, another application, or directly into the MFG/PRO database. When you choose Alternate Output a pop-up window display, which contains the following options:

- No External Output—to turn off continuous output
- CIM Flat File—for CIM load
- ADI Defaults File—for alternate input, which determines default values
- CIM Direct Data Load—for direct load of data to CIM database tables
- User Defined—for loading data to programs other than MFG/PRO
- If you select User Defined, fill in Output File Name and Program Name

This pop-up window also contains settings for Output Interval:

- One Time Only—for one screenful
- Individual Transactions—for processing larger amounts of data one screenful at a time
- Continuous—for processing larger amounts of data as a block (use for interdependent data)
- Process Data Interactively—if not checked, the software displays an alert if there is not an update

Choose **OK** or Cancel.

### Alternate Input (OBCM Program Only)

This option is not active.

### Toggle Filter (OBCM Program Only)

▶ See “Filtering and Sorting Browsers” on page 56.

Use the toggle filter setting to turn on and off the filter criteria set up in the browse filter options. The filter can also be turned on and off by selecting the Filter On/Off button in the Tool Bar.

### Browse Graphing (OBCM Program Only)

▶ See “Browse Graphing” on page 57.

Choose Browse Graphing to graph the contents of a browse. This option is also available by clicking the Graph button on the Tool Bar in OBCM programs and in the browse window.

### Window Menu (OBCM Program Only)

The Window menu lists the detail applications associated with the currently running program. Select the detail application from the Window menu as an alternative to clicking on one of the numbered buttons to the right of the screen.

## Help Menu

This menu gives you help on the user interface, fields, and programs. It also lets you view browses on selected fields.

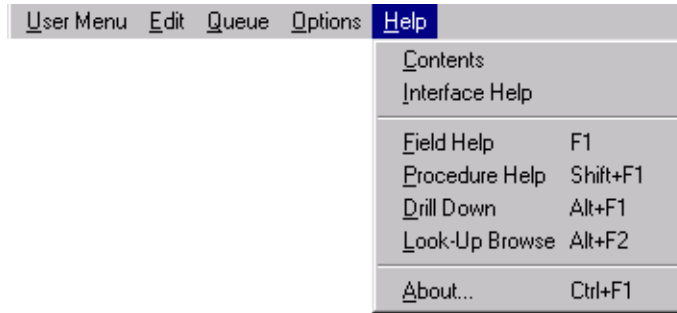


Fig. 2.18  
Help Menu

### Contents

This help file covers the contents of Field Help and Procedure/Program Help.

### Interface Help

This help file covers the Windows interface for MFG/PRO for Windows.

### Field Help

The fastest way to get help for the current field is by pressing **F1**, 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**.

### Procedure Help

While in a procedure, drop down the Help menu and choose **Procedure Help**.

## Drill Down

Drill downs are browses accessed by clicking the drill-down button or by pressing **Alt + F1**. You use drill downs to view records available to specified fields; you then select a record to drag back into the field.

▶ For more information, refer to “Browses” on page 51.

With the cursor in the field, drop down the Help menu and choose **Drill Down**. You can select and double-click on a record in the drill-down browse to include it in your current program.

## Look-Up Browse (OBCM Program Only)

You use look-up browses to view records available to specified fields; you then select a record to drag back into the field. They are similar to other browses, but contain less detail. With the cursor in the field, drop down the Help menu and choose **Look-Up Browse**.

**Fig. 2.19**  
Look-Up Browse



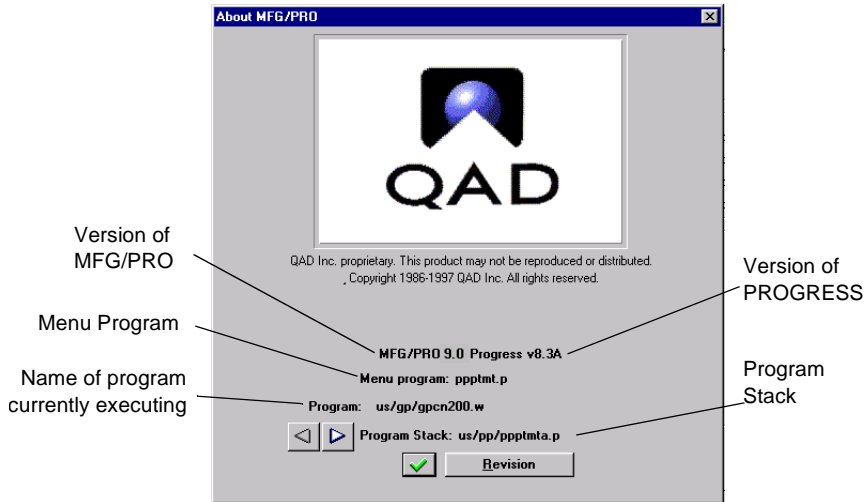
The screenshot shows a window titled "Customer Master Browse" with a search field for "City" containing "Paris". Below the search field is a table with the following data:

Customer	Sort Name	Telephone	City	State
3001000	Bureau de Fournir	33-45 20 47 59	Paris	
1012000	Products Warehouse	602-759-0293	Phoenix	AZ
1008000	Custom Homes and Buildings	602-265-5656	Phoenix	AZ
1502000	Carlesi Company	39-06-99775	Rome	
1009000	EnviroCar		San Diego	CA
10010004	Gateway Reliable	714-293-0293	San Francisco	CA
1503000	Systems, Inc.		Tel Aviv	
2011000	King Street Supply	416-982-2732	Toronto	ONT

To select the field you want to sort by, arrow through the choices in the upper field. As with drill-down browses, you can select and double-click on a record to include it in your current program.

## About...

This option gives you technical information about MFG/PRO. You can display the same information by pressing **Ctrl + F1**.



**Fig. 2.20**  
Help About...  
Screen















## Program Stack








You can use the program stack to display the names of the programs used to call the current program. Click on the right arrow to move up the stack, or toward the MFG/PRO main menu. The left arrow moves down the stack. When you reach either the top or the bottom of the stack, the appropriate arrow is disabled.

## Tool Bar

The Tool Bar contains buttons to launch programs and tools. If you do not see the tool bar on your screen, choose **Tool Bar** from the Options drop-down menu.

**Table 2.1**  
Tool Bars in  
MFG/PRO

Description	Standard Icon	OBCM Icon
Copy		Same
Paste		Same
Field Help		Same
Procedure Help		Same
Drill-Down		Same
Return		Same
Calculator	N/A	
Calendar	N/A	
Print	N/A	
Browse Options	N/A	
On/Off	N/A	
Graph	N/A	
First	N/A	
Previous	N/A	

Description	Standard Icon	OBCM Icon
Next	N/A	
Last	N/A	
Clear	N/A	
Edit	N/A	
Delete	N/A	
OK	N/A	
Cancel	N/A	

Not all buttons appear on all screens. Each MFG/PRO program controls which ones to display. For example, the print icon is not relevant to some programs and does not appear in them.

### Customizable Buttons

There can be up to four buttons on the left side of the tool bar in a standard MFG/PRO program. In OBCM programs you can define up to eight buttons, which appear on their own tool bar. In Figure 2.21, there are two buttons:

- Item Master Browse
- Address Master Browse

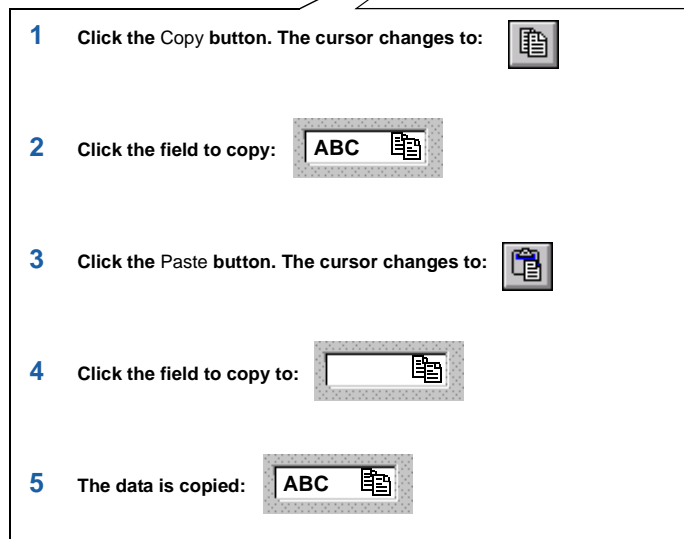
You set up these buttons with the User Tool Maintenance (36.20.2) program described on page 69.

Launch a program by clicking its button.

## Copy/Paste

Use these buttons to copy data between fields, in the same program or different programs.

**Fig. 2.21**  
Copying from One  
Field to Another


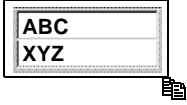

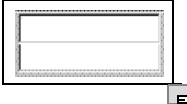
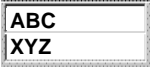


**Important** All transaction comment screens, including Master Comment Maintenance (`gpcmmt.w`), accept a maximum of 76 characters pasted into a line.

You can copy from and to multiple fields in one pass, as shown in Figure 2.22.





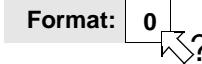
**Fig. 2.22**  
Copying Multiple Fields

- 1 Click the Copy button. The cursor changes to: 
- 2 Click and drag around the fields to copy: 
- 3 Click the Paste button. The cursor changes to: 
- 4 Click and drag around the fields to copy to: 
- 5 The data is copied: 

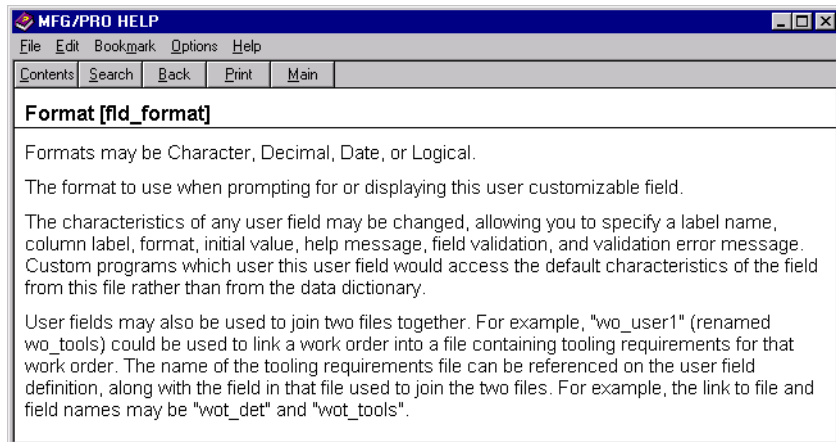
**Important** All transaction comment screens, including Master Comment Maintenance (gpcmmt .w), accept a maximum of 76 characters pasted into a line.

## Field Help

You can display help for any field on the screen by pressing F1. Choose the Field Help button to display help for any field not in a pop-up box.


- 1 Click the **Field Help** button on the tool bar: 
- 2 The cursor changes to: 
- 3 Click a field for information. For example: 
- 4 The Field Help screen appears.

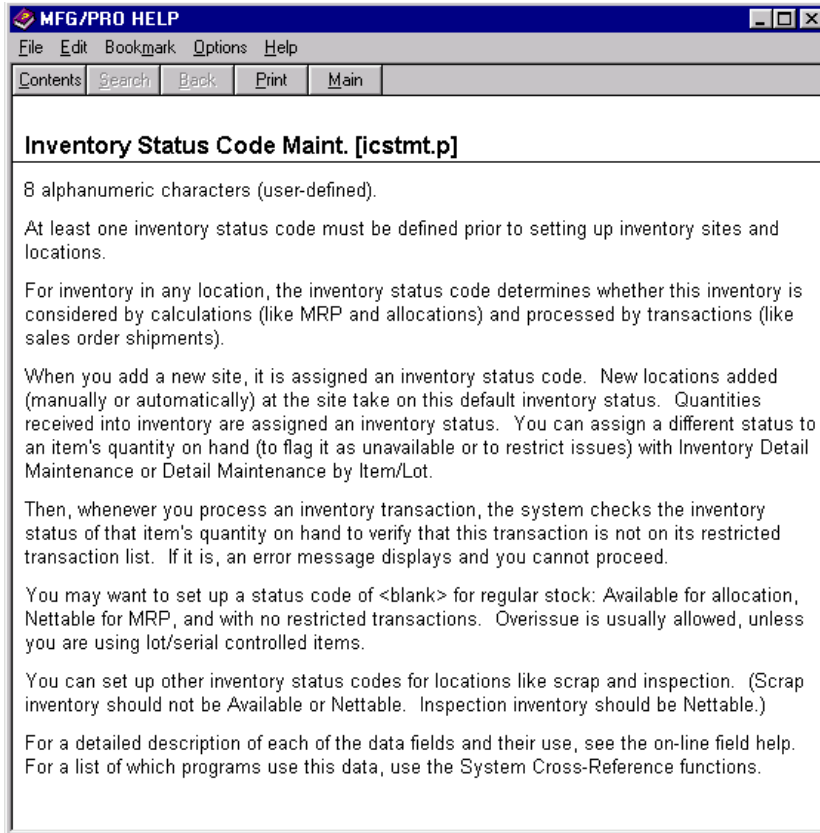
**Fig. 2.23**  
Displaying  
Field Help



## Procedure Help

You can display Procedure Help from anywhere within the program.

- 1 Click the **Procedure Help** button on the tool bar: 
- 2 The Procedure Help screen appears.






**Fig. 2.24**  
Displaying  
Procedure Help

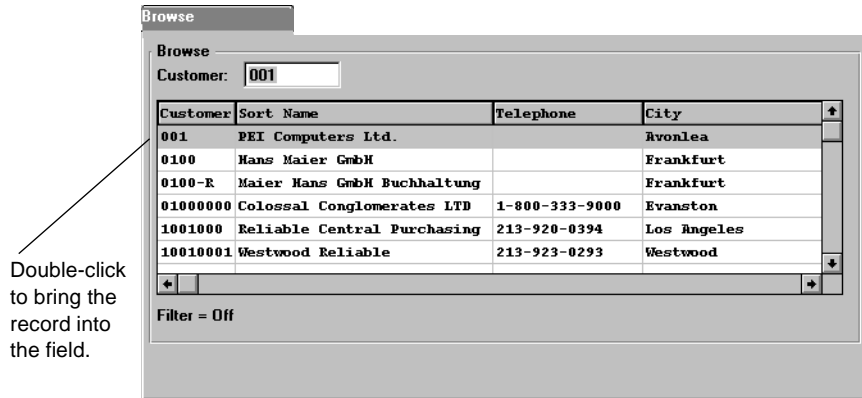
**Note** You can also display Procedure Help by pressing **Shift + F1**.

## Drill Down

You use drill downs to view records available to specified fields, then select a record to enter into the field.

- 1 Click the **Drill-Down** button on the tool bar: 
- 2 The cursor changes to: 
- 3 Click on a field. For example: **Customer:**  
- 4 The drill down displays.

**Fig. 2.25**  
Drill Downs



## Return

Click the Return button to end the program and go back to the menu.

**Fig. 2.26**  
Return Button



# Program Window

The program window displays the frames (in standard programs) or folders (in component programs) and fields of the current program. Frames are grouped in boxes, which are organized into folders in OBCM programs. Some programs contain more folders than can fit on the screen at one time; they appear one after another.

See “Maintenance, Report, and Inquiry Programs” on page 39.

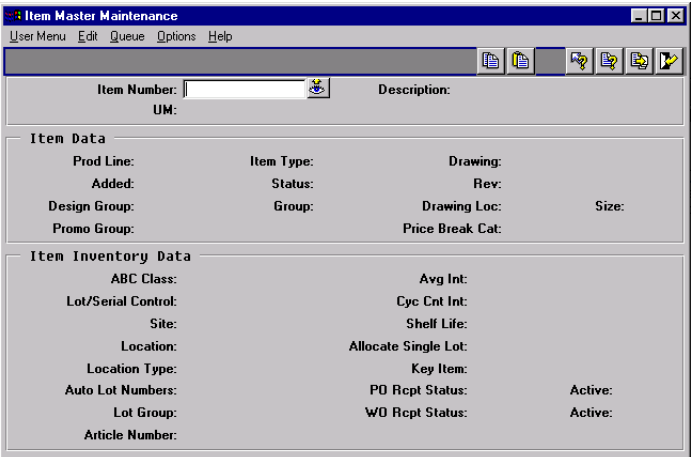


Fig. 2.27 Standard Program Window

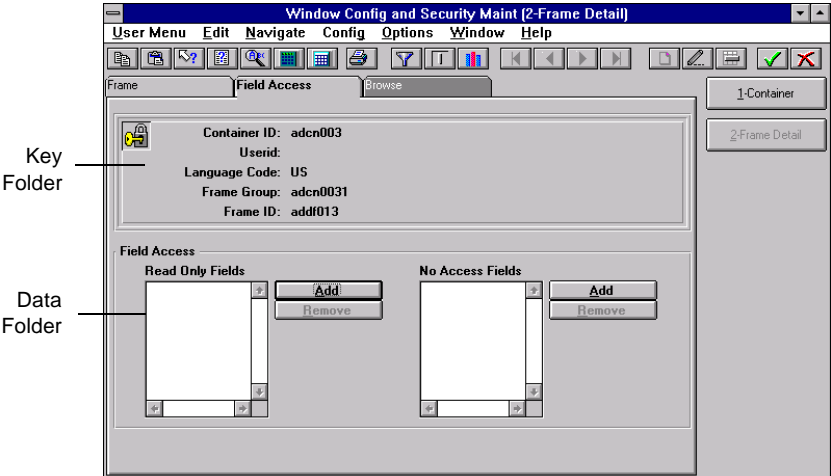
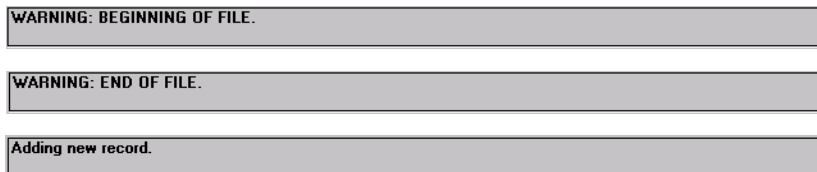


Fig. 2.28 OBCM Program Window

## Message Bar

The message bar contains messages issued by each PROGRESS program. Figure 2.29 shows some sample messages.

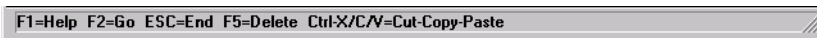
**Fig. 2.29**  
Message Bar  
(Standard Program)



## PROGRESS Status Bar

The status bar contains helpful messages to guide you through your work. All of the options it displays can also be accessed through the User Menu.

**Fig. 2.30**  
PROGRESS  
Status Bar



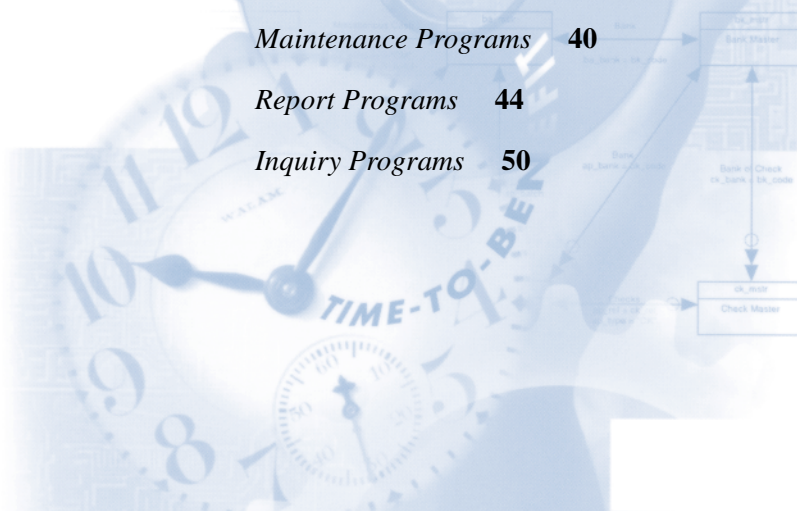
# Maintenance, Report, and Inquiry Programs

This chapter covers maintenance, report, and inquiry programs. It includes the following topics.

*Maintenance Programs*    **40**

*Report Programs*    **44**

*Inquiry Programs*    **50**



Routing Maintenance (Main Screen)

Routing Code:	10-15000	MANUFACTURE COBLIN
Operation:	20	
Standard Operation		
Work Center:	1030	INSPECTION, ALL SITE
Machines:		
Description:	INSPEC PER PROC-000	
Machines per Op:	1	
Overlap Units:	1	
Queue Time:	1.0	
Wait Time:	0.0	
Setup Time:	0.0	

## Maintenance Programs

With maintenance programs, you review, add, modify, and delete database records.

### Starting the Program

You can start a program in a number of different ways:

- Double-click the program option on its menu. On the tear-off menus, a single click is sufficient.
- Click the menu selection box, type the program number, and press **Enter**. If the program appears on the current menu, simply type its number.

**Fig. 3.1**  
Menu Selection  
Box: Option  
Number



If the program appears on a different menu, call up that menu, then the program. For example, to run the Customer Maintenance program from the Main Menu:

- 1 Type 2, and press **Enter**. The Address/Taxes menu appears.
- 2 From the Address/Taxes menu, type 1, and press **Enter**. The Customer menu appears.
- 3 From the Customer menu, type 1, and press **Enter**. The Customer Maintenance screen appears.

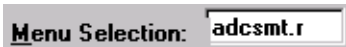
**Note** To save time, type 2.1.1 directly in the Main Menu selection box, and then press **Enter**.

If you are currently on another branch of the menu tree (for example the 1.4 menu), enter a period before the menu number (.36.4.4).

If you want to call up a program located on a different submenu, type a period (.), then type the series of menu option numbers. For example, you can type .5.7 to switch from the Customers Menu (2.1) to program 5.7, Purchase Order Maintenance.

**Note** In the Windows environment, the destination must be a program, not another submenu.

You can also click the menu selection box, type the program name, and press **Enter**. In the example shown below, `adcsmt.r` is the program name for Customer Maintenance.



**Fig. 3.2**  
Menu Selection  
Box: Program  
Name

**Note** To learn a program's name, click the Help drop down from within the program and choose **A**bout.

## Entering Key Data

The program appears with the cursor in the first field. You enter the key data in this field (in some programs, in more than one field). The key data identifies the record you want. All other fields are inaccessible until you enter the key data. If you are creating a new record, you enter the new key data and then go on to the other fields to complete the record.

Type the key data, and press **Enter**.

**Note** If you are using an OBCM program, the functionality of **Enter** depends on the setting of Auto-Go.

▶ See "Selecting Auto Go" on page 72.

If you do not know which record you want, you can search through the database in three ways:

- Press the up and down arrows to cycle through the records.
- Access the look-up browse through the Help menu.
- Drill down on the field. Drill downs are powerful tools for finding and analyzing data.

▶ See Chapter 4, "Browses," on page 51, for more details.

## Moving Around on the Screen

Selecting a record fills in the fields on the screen. For new records, these fields are empty and ready for your input. You advance through the fields with mouse clicks or keystrokes.

**Fig. 3.3**  
Moving Around  
on a Maintenance  
Screen

**Mouse**  
Click any field  
in the open  
frame.

**Keyboard**  
This message  
bar defines the  
keystrokes.

The program opens one frame of data at a time. The fields in disabled frames are gray.

There are differences in navigating and saving data between OBCM and standard programs. Table 3.1 is a detailed list.

**Note** Windows and Character conversion tables can also be found in “About This Guide” on page 1.

▶ See “Selecting Auto Go” on page 72.

In OBCM programs, some function key behavior is determined by the Auto-Go setting.

**Table 3.1**  
Accelerator Keys  
in Windows

Action	Standard and OBCM Windows Programs	Standard Character-Based
<i>Help</i>		
Procedure Help	Shift + F1	
Program name	Alt + A	
Field Help	F1	F2
Field name	Ctrl + F	Ctrl + F
<i>Navigation</i>		
Forward one field	Tab	
Forward one field and accept input	Enter	
Back one field	Shift + Tab	
Clear field	Ctrl + X	F8
Next frame or folder	F2	F1
Open a browse drill down	Alt + F1	
Open a look-up browse	Alt + F2	
Open Window	Alt + #, where # is the underlined number on the window button	
Exit the program ( <i>from a menu, this ends MFG/PRO</i> )	Alt + X	
End or Exit	Esc	F4
Jump to program	Alt + U	F6
Run program by name or number	Ctrl + R	
Stop program	Ctrl + Break	Ctrl + C
Menu	F6 <i>standard</i> , Alt <i>OBCM</i>	F6
Open detail application (OBCM only)	Alt + number on button	
<i>Editing</i>		
Add or insert record	Insert, F3	F3
Delete record	F5	F5
Forward one field and accept input	Enter	
OBCM: commit changes (OBCM)	F12	F2
Commit changes in last frame	Enter, F2, F12	
Copy/paste	Ctrl + C / Ctrl + V	F11

## Report Programs

In this discussion, we use the Customer Master Report as our example, but the principles apply to all report programs. You produce a report in three steps:

- 1 Specify the report contents.
- 2 Select a printing device (printer, terminal, or file).
- 3 Print the report.

### Selection Criteria

The report programs request input to select the report contents. You print selected records, based on your criteria. For example, you can print out customers for a specified salesperson or in a specified area.

**Fig. 3.4**  
Customer Master  
Report: Entering  
Selection Criteria

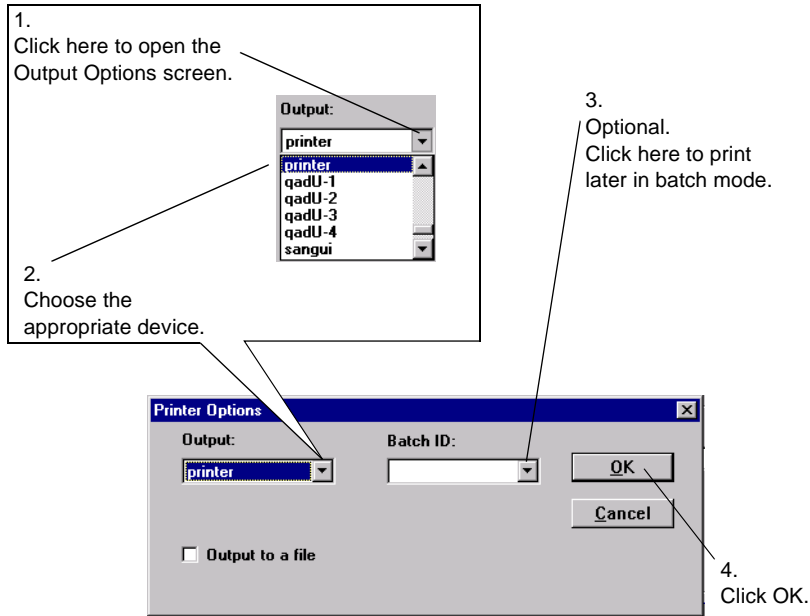
The screenshot shows a window titled "Customer Master Report" with a menu bar (User Menu, Edit, Queue, Options, Help) and a toolbar. The main area is titled "Selection Criteria" and contains two columns of input fields. The left column has fields for Customer, Name, Post (containing "123456"), Type, Region, and Salespsn. The right column has three "To:" fields, with the top one containing "123456". A mouse cursor is hovering over the "123456" in the top right field. Below the fields are "Clear", "Print", and "Exit" buttons. At the bottom, a status bar shows keyboard shortcuts: F1=Help, F2=Go, ESC=End, Ctrl-X=Cut, Ctrl-C=Copy, Ctrl-V=Paste.

This sample input produces a report on all customers with a post code of 123456.

You can produce a variety of reports depending on your needs. Leaving all fields blank produces a report on all records.

## Using Printers and Terminals

You can output reports to a printer, to your terminal, or to a file. If you output to file, you can open the file with a word-processing application for editing.



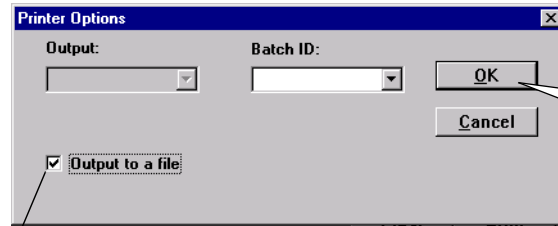
**Fig. 3.5**  
Printing to Printers and Terminals

**Note** The devices listed in your Output Options screen may vary, depending on your system configuration.

## Printing to a File

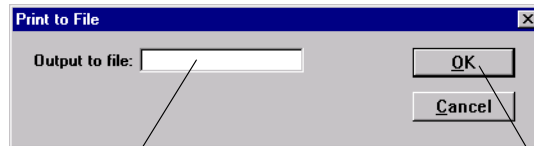
You can output the report to a file. You can then import this file to a word-processing application for reformatting or incorporation into another report.

**Fig. 3.6**  
Printing to a File



1.  
Click here.

2.  
Click OK to open the Print to File screen.

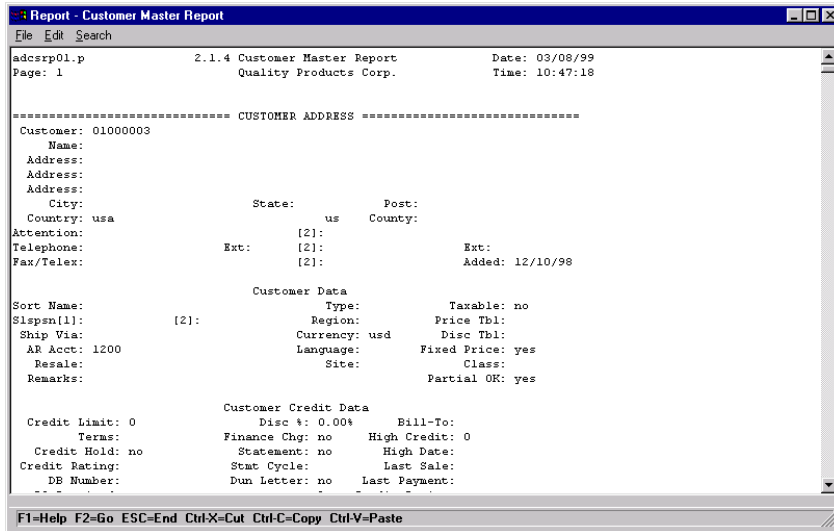


3.  
Type a file name here.

4.  
Click OK.

## Viewing Reports in a Window

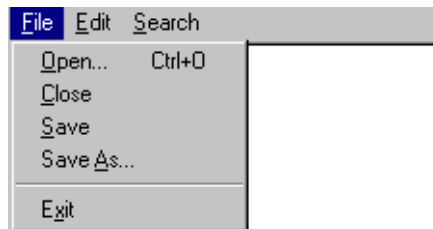
Use the arrows or scroll bars to scroll through the reports in your window. You can edit and search through the reports, as required.



**Fig. 3.7**  
Scrolling Through  
a Report

## Opening and Saving Reports

You can open existing reports and save new ones for future reference or editing. Choose **F**ile from the menu bar. Open and save reports from the File drop down menu.



**Fig. 3.8**  
Opening and  
Saving Reports

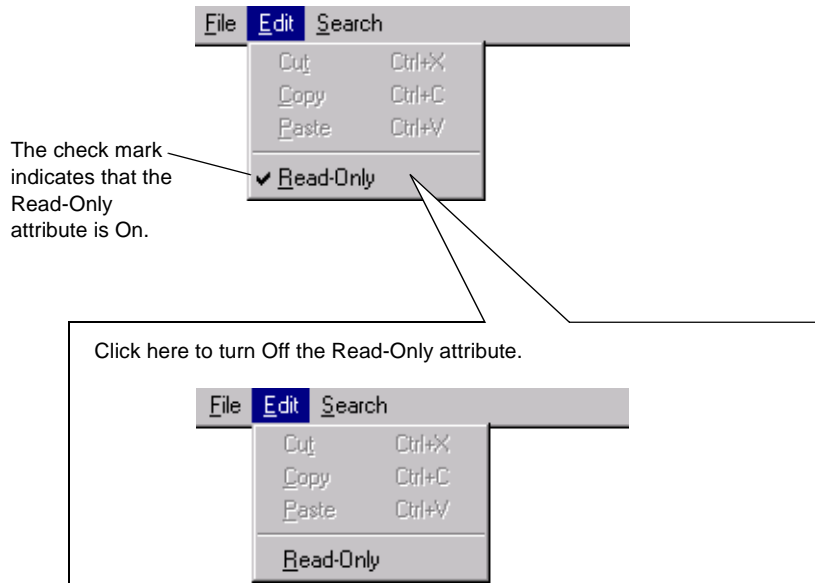
### Editing a Report

By default, reports are read-only, meaning that you cannot edit them (although you can copy text from reports to paste in other documents or reports).

To edit a report:

- 1 Turn off the read-only attribute.

**Fig. 3.9**  
Editing a Report

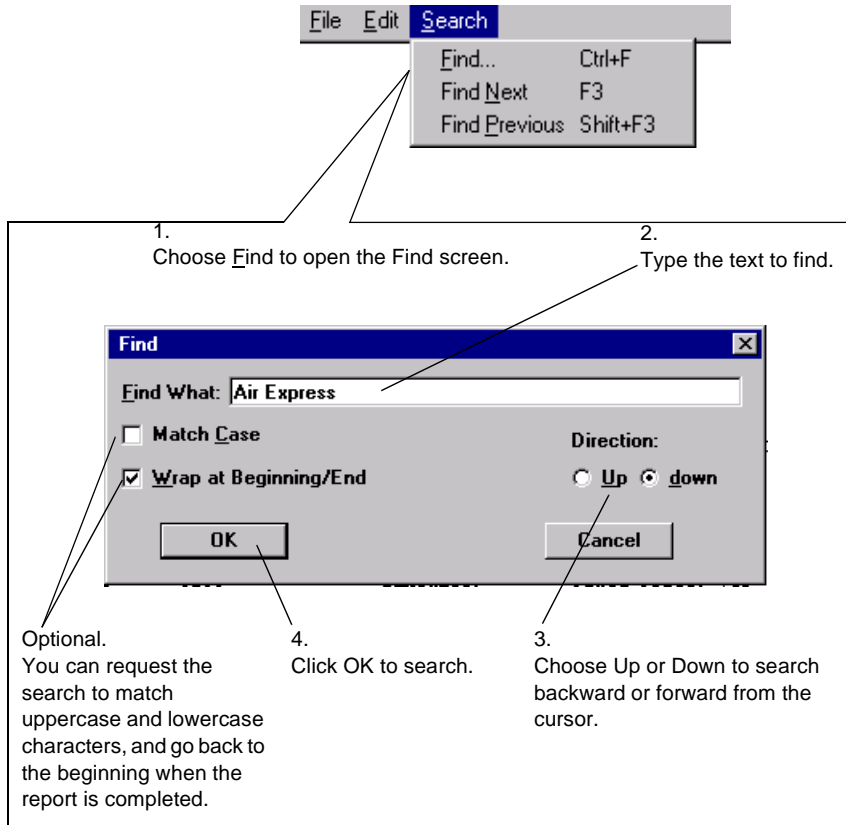


- 2 When the read-only attribute is turned off, you can enter text and edit the report.
- 3 To cut or copy text, select the text by clicking at the start of the text block and dragging the cursor to the end of the text block. Choose **Cu**t or **C**opy to capture the selected text on the clipboard. Move the cursor to the new position, and choose **P**aste to cut or copy the text at the new position.

### Searching Through a Report

To search through reports at your terminal:

- 1 Choose **S**earch from the menu bar.



**Fig. 3.10**  
Searching Through a Report

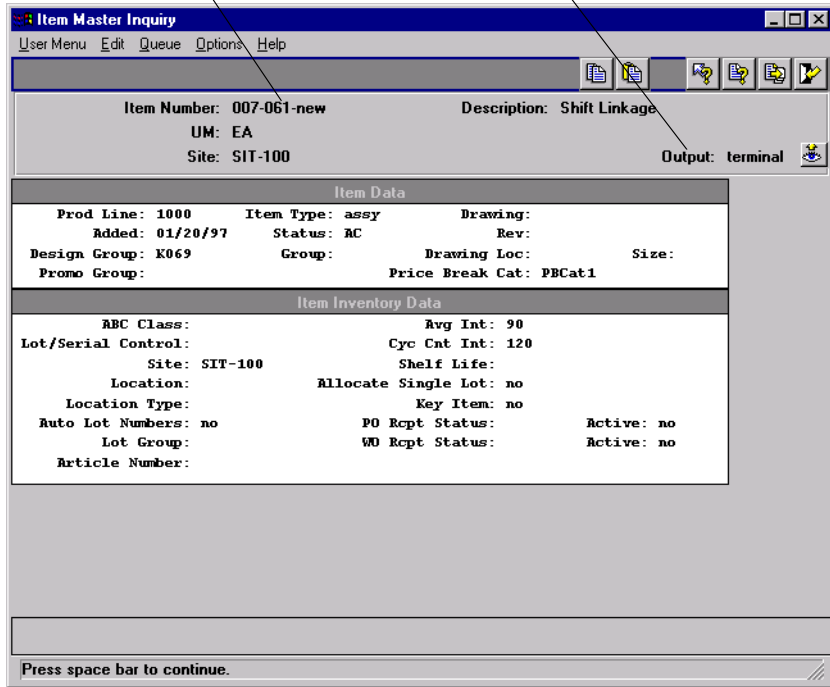
- 2 You can choose the **F**ind Next and **F**ind Previous options after you enter the search object.

## Inquiry Programs

Inquiry programs give you a quick look at a well-defined set of data. This example uses the Item Master Inquiry.

**Fig. 3.11**  
Item Master Inquiry  
(1.4.2)

1. Select the data to view in these fields. Use the up and down arrow keys to scroll through the data.
2. Select the output device. Use the up and down arrow keys to scroll through the available devices.



3. Press the spacebar to page through the inquiry.

# Browsets

This chapter covers the following topics:

*Introduction*    **52**

*Look-Up Browsets*    **52**

*Power Browsets*    **54**

*Filtering and Sorting Browsets*    **56**

*Browse Graphing*    **57**

*Using Graph Browseting*    **60**

Routing Maintenance (Date Based)

Routing Code:	10-15000	MANUFACTURE COIL LINE
Operation:	20	
Standard Operation		
Work Center:	1030	INSPECTION, ALL SITE
Machines:		
Description:	INSPEC PER PROC-000	
Machines per Op:	1	
Overlap Units:	1	
Queue Time:	1.0	
Wait Time:	0.0	
Setup Time:	0.0	
Ready to Production:		

## Introduction

You must have the Query version of PROGRESS to access browses.

There are two types of browses: look-up browses and power browses.

Access a look-up browse from the Options or Help menu, click on its icon next to the field that it is attached to, or press **Alt + F2**.

Access the functions of a power browse from the Options menu, click a function's icon on the tool bar, or press **Alt + F1**. In OBCM programs, you can also select the Browse folder tab.

Browses display selected data in the form of a table. Look-up browses return the value you select to the active field in the calling program. Use power browses to display, filter, graph, or print data.

The field values in the browse can come from a table or a view. A view is a table that has selected values from one table or several joined tables.

Look-up and power browses display several records at a time. To scroll through the records, click the down arrow of the scrollbar. (In a character interface, press page down or the down arrow.) A message occasionally displays, telling you that the browse is getting the next group of records.

▶ For information on components in the browse screen, see "Screen Elements" on page 13.

## Look-Up Browses

A look-up browse displays valid field values for the field the browse is attached to. It can display and sort up to seven columns of fields. A look-up browse cannot filter, graph, or print data. Access a look-up browse from the Options (OBCM programs) or Help menu, click on its icon next to the field that it is attached to, or press **Alt + F2**. Attach a look-up browse to a field with Window Help Maintenance (36.4.21).

To enter the cell contents of the browse in the active field of the calling program:

- Triple click on a browse cell (that is, one click to select the cell, two clicks to enter the cell data in the field)
- Select a cell, and press **Enter** or **OK**.

Browses accept wildcards (\*) as a search criterion. For example, if you enter AD\* in the field of the calling program or in the browse, it displays only values beginning with AD.

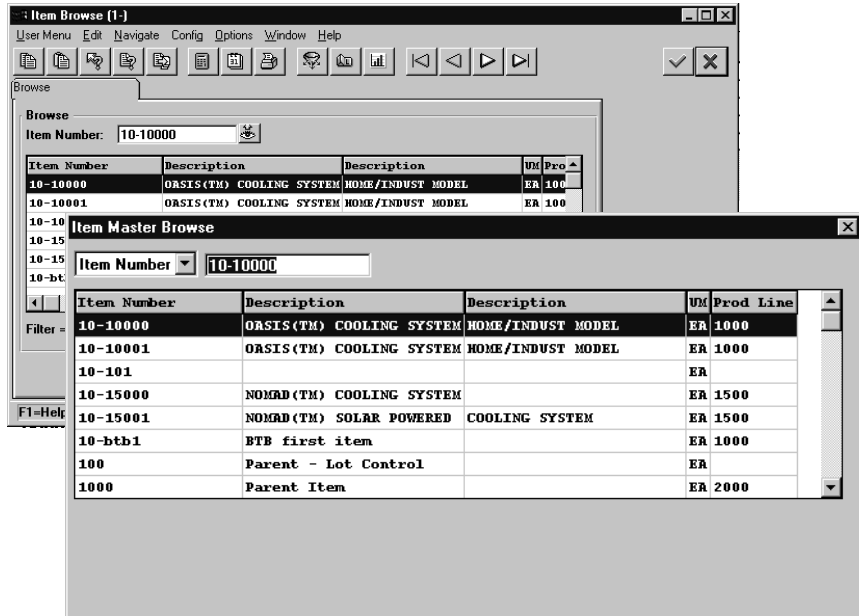
**Important** You could incur a serious loss of performance when you use wildcards to search for non-indexed fields. The browse searches the entire database; while it is searching, your MFG/PRO session is unavailable for other processing.

Users have several options for filtering look-up browses.

- If you type one or more characters in the field of the calling program and access the look-up browse, its display begins at the record starting with those characters.
- When the browse is the active window, you can type one or more characters in its entry field, press Enter, and the browse display begins at the record starting with those characters.
- When the browse is the active window, you can click on an unsorted column heading (one that is in the sort-columns selection list but is not the current sorted column) and then type one or more characters. When you pause in your typing, the browse begins the search. It re-sorts on the column heading you clicked on and redisplay, beginning with the record that matches your criterion.

Figure 4.1 shows the Item power browse and the look-up browse that is attached to the Item Number field.

**Fig. 4.1**  
Item Power Browse  
and Look-Up  
Browse



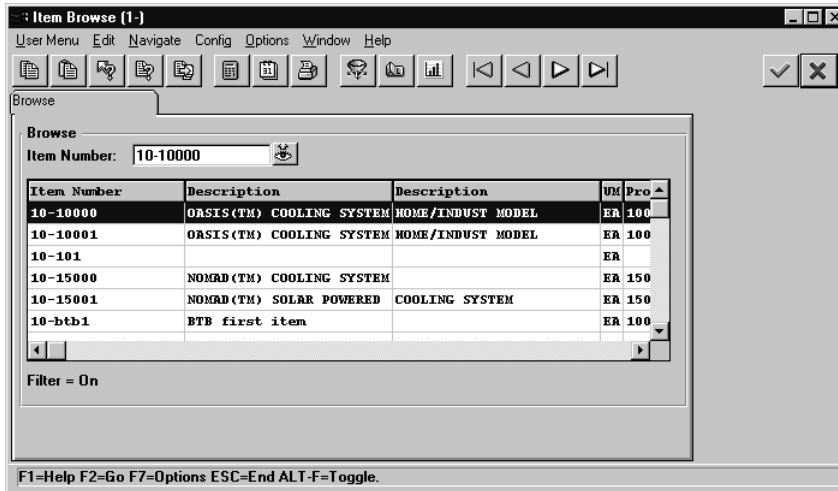
## Power Browsers

▶ See Figure 4.2

Power browsers display up to 20 columns of fields (a maximum of 330 characters); the first 7 columns can be sorted, the first 10 columns filtered. Column headings in a browse display are the field labels; rows are field values. Print a browse by choosing the print button on the tool bar. A dialog box displays where you set your output device (such as a printer or your monitor screen) and print to it. As with other MFG/PRO programs, printing cannot be canceled from MFG/PRO, but does appear in the Windows Print Manager, where the initiator of the print job can cancel it.

▶ See "Tool Bar" on page 30.

Access these functions in the Browse Options menu or click a function's icon on the tool bar.



**Fig. 4.2**  
Power Browse for  
Item Master

You can put a power browse on the tool bar as a button, assign it a menu number to replace an existing menu item or add a new menu item, embed it in an OBCM maintenance application as a Browse folder, or attach it to a field as a drill down.

If one is available, you access a drill-down browse by placing the cursor in the field and using any of the following methods:


- Press **Alt + F1**.
- Select the Help menu, and then select **Drill Down**.
- Click the drill-down icon, and then click the field.

## Filtering and Sorting Browses

Power browses have a Browse Options button on the tool bar for accessing filter and sort options.

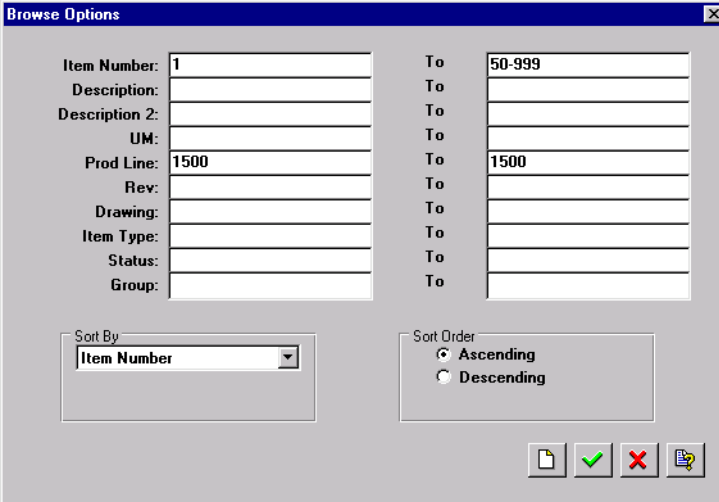
Filters limit the viewable records according to your specifications. For example, you can filter out product numbers or statuses that you do not want to view. In your selection criteria, you can filter for a range of values.

You can alphabetically or numerically sort the fields in the first column of a browse. Select the field you want to be the first column in the Sort By field.

- 1 Choose Browse Options on the tool bar: 

MFG/PRO displays the Browse Options window.

**Fig. 4.3**  
Browse Options  
Window



- 2 Enter criteria in any of the fields. You can enter exact criteria on both the right and left sides, or you can use wildcards (\*) in the left column for character fields. You cannot use wildcards for numeric fields. When you use a wildcard in a field in the left column, the corresponding To field is disabled. The To fields do not accept wildcards.

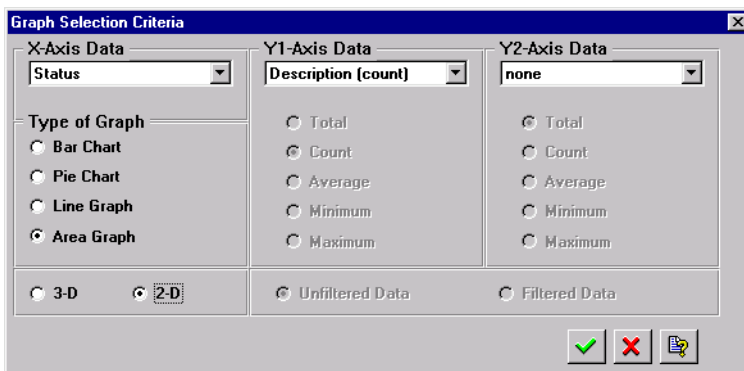
**Important** You could incur a serious loss of performance when you use wildcards to search for non-indexed fields. The browse searches the entire database; while it is searching, your MFG/PRO session is unavailable for other processing.

- 3 In the fields on the left side of the Browse Options window, the default is the *lowest* number or first alphabetical selection. In the fields on the right side of the Browse Options window, the default is the *highest* number or last alphabetical selection.
- 4 In the Sort By field, choose a field (column) from which the records will be sorted.
- 5 In the Sort Order field, choose Ascending or Descending.
- 6 Choose  to create the filtered browse.  
The filtered browse becomes active in the browse window.
- 7 You can toggle between the filtered and unfiltered browse by clicking the Filter On/Off button. Changing the sort affects filtered and unfiltered browses.

The status of your filter selection is displayed in the Message Bar.

## Browse Graphing

You can make graphs of browse data on the screen and print them. Browse graphing is available only in MFG/PRO for Windows.



**Fig. 4.4**  
Graph Selection  
Criteria

## X-Axis Data

Select a field from the X-Axis Data box whose data you want to use as the tick marks on the x-axis of the graph. Click on the down arrow to see all of the field names.

## Y1-Axis Data

Select a field from the Y1-Axis Data box that you want to use as the Y-axis of the graph. Click on the down arrow to see all of the field names. Fields that are not numeric appear with the word *count* in parentheses following the field name. Only non-numeric data can be counted.

For example, if you select Region in the X-Axis Data box and Customer (count) in the Y1-Axis Data box, the graph displays the total count of all customers per region.

**Note** The fields that appear in the selection lists depend on the program selected.

## Y2-Axis Data

This is identical to Y1-Axis Data, except that it includes an entry for None. Select a field from the Y2-Axis Data box if you want to display two sets of data on the Y-Axis. For example, if you select Customer from X-Axis Data, Balance from the Y1-Axis Data, and Credit Limit from Y2-Axis Data, the resulting graph shows the customers on the X-axis with a graph of their balance versus their credit limit. If None is selected in Y2-Axis Data, only one set of data appears on the Y-axis.

**Note** Pie charts can be displayed with only one set of data. Therefore, if Pie Chart is selected in Types of Graphs, Y2-Axis Data is disabled.

## Total, Count, Average, Minimum, and Maximum

Under the selections for Y1-Axis Data and Y2-Axis Data, a radio set lists Total, Count, Average, Minimum, and Maximum. One selection can be made for the Y1-Axis Data and one for the Y2-Axis Data. If a non-numeric field is selected in either radio set, the associated radio set is disabled. The selections are as follows.

### Total

Adds up all of the values for the selected Y-Axis Data field in the browse for each X-Axis field. For example, if Region is selected in X-Axis Data and Balance is selected Y1-Axis Data, the data represents the total balance of all customers in that region. If Customer is selected for X-Axis Data and Balance is selected for Y1-Axis Data, the data represents each individual customer's balance.

### Count

This is used primarily for non-numeric fields. It counts the number of occurrences of y-axis data for each x-axis field. For example, if Region is selected for X-Axis Data and Customer (count) is selected for Y1-Axis Data, the data represents the total number of customers in each region.

### Minimum

Reads through all of the values for Y-Axis Data in the browse for each X-Axis Data and selects the lowest value. For example, if Region is selected for X-Axis Data and Balance is selected for Y1-Axis Data, the data represents the lowest customer balance in the region.

### Maximum

Reads through all of the values for Y-Axis Data in the browse for each X-Axis Data and selects the highest value. For example, if Region is selected for X-Axis Data and Balance is selected for Y1-Axis Data, the data represents the highest customer balance in the region.

### Average

Adds up all of the values for this Y-Axis Data in the browse for each X-Axis Data and divides by the total number of occurrences of the Y-Axis Data. For example, if Region is selected for X-Axis Data and Balance is selected for Y1-Axis Data, the data represents the average balance of all customers in that region.

### Type of Graph

This is a radio set for selecting the type of graph format you want displayed. The choices are Bar Chart, Pie Chart, Line Graph, and Area Graph.

### 3-D, 2-D

This radio set enables you to select either a three-dimensional or two-dimensional display.

### Filtered Data/Unfiltered Data

▶ See “Filtering and Sorting Browsers” on page 56.

This radio set lets you choose to graph just the data that was previously filtered in the browse or all of the records. If you want to change the filter criteria, you first must cancel out of this dialog box and make the changes.

## Using Graph Browsing

To make a graph, do the following:

▶ See “Tool Bar” on page 30, for more information.

- 1 Access the graphing tool by selecting the **Graph** button on the browse window.  
MFG/PRO displays the Graph Selection Criteria window.
- 2 Select the information you want for the X-axis, Y1-axis, and Y2-axis.  
The graph you create displays X-axis data by evaluating it with the Y-axis criteria. To display the list of possible selections, click the down arrow next to this field.
- 3 Select the type of graph. Pie charts support a single y-axis.

- 4 Select either a three-dimensional or two-dimensional display.
- 5 Select either Unfiltered Data or Filtered Data.
- 6 Choose  to display the Graph window.

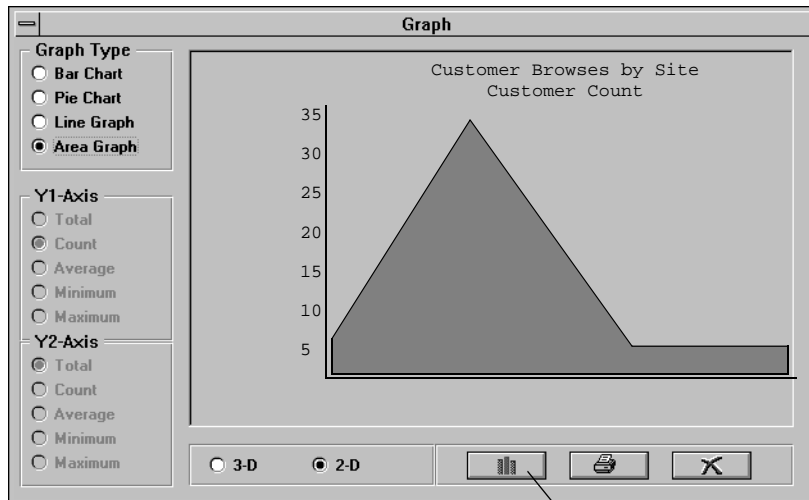


Fig. 4.5  
Graph Window

- 7 If you want to redraw the graph in another format or change the Y1-axis or Y2-axis information, make those changes and click on the **Redraw** button on the Graph window. The graph does not refresh automatically.
- 8 Choose the **Printer** button if you want a printed copy of the graph.
- 9 To return to Graph Selection Criteria, choose the **Cancel** button.
- 10 If you move or cover the window, choose the **Redraw** button to redisplay the graph.
- 11 If there are too many data points to graph, the labels do not appear across the X-axis. All of the data points are plotted, but the labels do not appear (just tick marks).

## Graphing Examples

Four examples are presented here to give you some ideas for using Browse Graphing. Which fields appear in the selection lists depends on the program selected.

### Example 1

- 1 Select the following:  
X-Axis Data: Region  
Y1-Axis Data: Customer (count)  
Y2-Axis Data: Salesperson[01]  
Type of Graph: Bar Chart  
3-D  
Unfiltered Data
- 2 After making your selections, click **OK** and the graph displays each Customer Region across the x-axis.  
The red bars represent the Customer Count, and the blue bars represent the Salesperson Count.
- 3 Click **Cancel** to return to the Graph Selection Criteria dialog box.

### Example 2

- 1 Select the following:  
X-Axis Data: Customer  
Y1-Axis Data: Balance  
Type of Data: Total  
Y2-Axis Data: Credit Limit  
Type of Data: Total  
Type of Graph: Bar Chart  
2-D  
Filtered Data

- 2 After making your selections, click **OK** and the graph displays each Customer across the x-axis.  
The red bars represent the Customer's Balance, and the blue bars represent the Customer's Credit Limit.
- 3 Change the Bar Graph to a Line Graph in the Graph Type radio-set.
- 4 Click the **Graph** button again.  
The same information redisplay in a Line Graph format. The solid red line represents the Balances and the dotted blue line represents the Credit Limits.
- 5 Click **Cancel** to return to the Graph Selection Criteria dialog box.

### Example 3

- 1 Select the following:  
X-Axis Data: Salesperson[01]  
Y1-Axis Data: Customer (count)  
Type of Data: Count  
Y2-Axis Data: None  
Type of Graph: Pie Chart  
3-D  
Unfiltered Data
  - 2 After making your selections, click **OK** and the graph displays a Pie Chart with each piece of the pie representing the Total Number of Customers per Salesperson.  
The Salesperson's code and the total count per Salesperson display beside each piece. The percentage that each slice represents is displayed inside the pie.
- Note** Pie Charts only work if Y2-Axis Data is set to None and there are fewer than 12 values to display.
- 3 Click **Cancel** to return to the Graph Selection Criteria dialog box.

#### Example 4

- 1 Select the following:  
X-Axis Data: Salesperson[01]  
Y1-Axis Data: Balance  
Type of Data: Total  
Y2-Axis Data: Credit Limit  
Type of Data: Total  
Type of Graph: Bar Chart  
3-D  
UnFiltered Data
  - 2 After making your selections, click **OK** and the graph displays each Salesperson across the x-axis.  
  
The red bars represent the total of all of the Customer's Balances for each Salesperson, and the blue bars represent the total of all of the Customer's Credit Limits for each Salesperson.
  - 3 Change the Data Type from Total to Average, Minimum, or Maximum on both Y1-Axis Data and Y2-Axis Data.
  - 4 Click the **Graph** button again.  
  
Note how the x-axis stays the same while the values on the y-axis change.
  - 5 Click the **Print** button to print the graph.
- Note** Graphs are printed using the normal Windows printers, rather than the MFG/PRO printers.
- 6 After printing, click **Cancel** to return to the Graph Selection Criteria dialog box.

# Interface Management

This chapter deals with programs devoted to interface management, and covers the following topics:

*Introduction*    **66**

*Maintaining Drill Downs*    **66**

*Assigning Buttons to the Tool Bar and User Menu*    **69**

*Setting Up Menu Substitutions*    **70**

*Setting Up User Interface Profile*    **71**

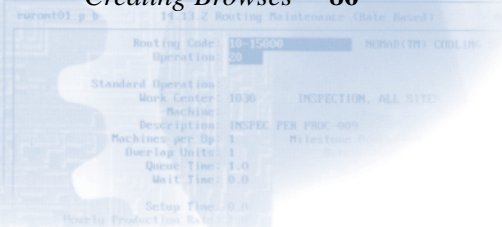
*Selecting Auto Go*    **72**

*Selecting a Menu Style*    **73**

*Assigning Security to OBCM Programs*    **77**

*Creating Views*    **82**

*Creating Browses*    **86**



## Introduction

With MFG/PRO for Windows, you have a broader range of control over the user interface (UI) than with the character-based product. The interface control is located in the UI: Manager Functions menu (36.20).

▶ See the *Network User Interface Guide* for details.

**Note** If you are using the Network User Interface for the Java platform, additional programs support customizing the Web interface (36.20.10).

## Maintaining Drill Downs

Drill Down Maintenance (36.20.1) is the first option on the UI: Manager Functions menu.

You can assign drill downs to fields that do not have a drill-down browse, replace a browse, or delete one.

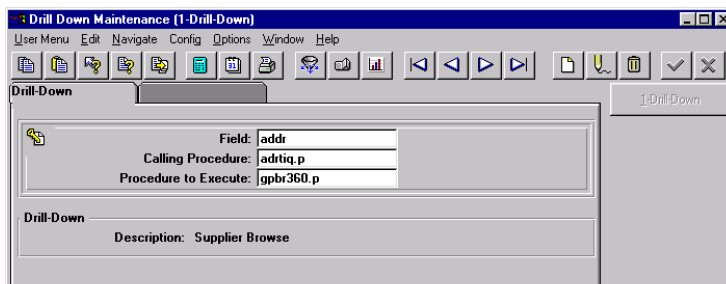
Drill downs are power browses attached to fields. Drill downs quickly access greater detail on valid entries for the fields, like master file items or generalized codes. If more than one browse is attached to a field, a small menu of browses appears.

Before you can use this program, you need to know the name of the field to attach the browse to, the name of the field's program, and the program name of the browse to attach.

▶ See "Creating Browses" on page 86, for details on creating browses.

To determine the name of the field and program, run the program. Select About... from the Help menu. The dialog box gives you the program name. Return to the program and click on the field that you want to attach the browse to. Press **Ctrl+F** and note the field name.

**Fig. 5.1**  
Drill Down Maintenance (36.20.1)



You can assign more than one drill down to the same field. A menu of drill downs appears when you request the drill down.

You can attach browses to fields in any program, including another browse. Drill downs can be nested: a field can call a browse that can call another browse that can call another browse, and so on.

Follow these steps to use Drill Down Maintenance to associate a drill down with a field or program.

- 1 Enter a field name to associate with the drill down in Field. Leave it blank to associate it with all fields.
- 2 Enter the program containing the field in Calling Procedure.
- 3 Enter the browse name in Procedure to Execute.
- 4 Enter a description. Use a hyphen (-) as a qualifier. Do not use commas.
- 5 Choose  to save.

You can access drill downs in four ways:

- Select Drill Down from the Help menu and click on the field.
- Select the Drill Down icon on the tool bar and click on the field.
- Double-click on the field in the browse.
- Select the field and press **Alt+F1**.

## Wildcards in Drill Down Maintenance

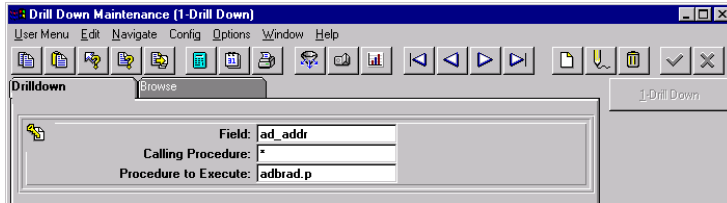
Use wild cards to attach browses to fields in multiple programs. For example, `pp*.p` attaches the drill down to the specified field in all programs starting with `pp` and ending with a `.p` extension.

Possible entries to Drill Down Maintenance:

Field	ad_addr	ad_addr	ad_addr
Calling Procedure	*	so*	soivmt.p
Procedure to Execute	adbrad.p	adbrcs.p	arbrbl.p

When you drill down on `ad_addr` in `soivmt.p`, a menu shows all three browses: `adbrad.p`, `adbrcs.p`, `arbrbl.p`. When you drill down on `ad_addr` in a program other than `soivmt.p` but beginning with the letters `so`, a menu shows two browses: `adbrad.p` and `adbrcs.p`. When you drill down on `ad_addr` anywhere else, the browse `adbrad.p` opens.

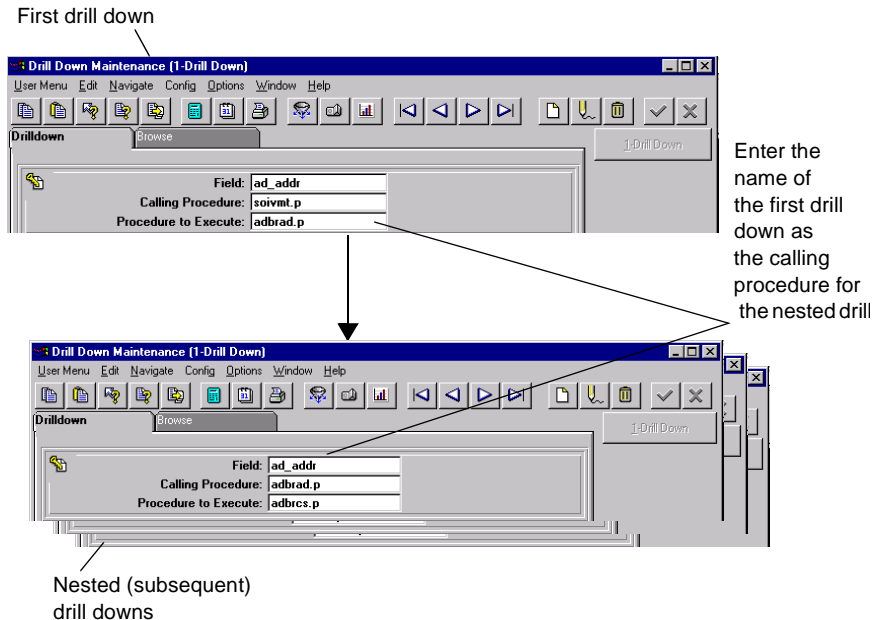
**Fig. 5.2**  
Wildcards in Drill Down Maintenance



### Drilling Down on Drill Downs

You can nest drill downs. In other words, one drill down can call another, which can call another, and so on. After creating the first drill down, you can assign the others to the same field. Enter the name of the first drill down as the calling procedure for the nested drill down.

**Fig. 5.3**  
Nested Drill Downs

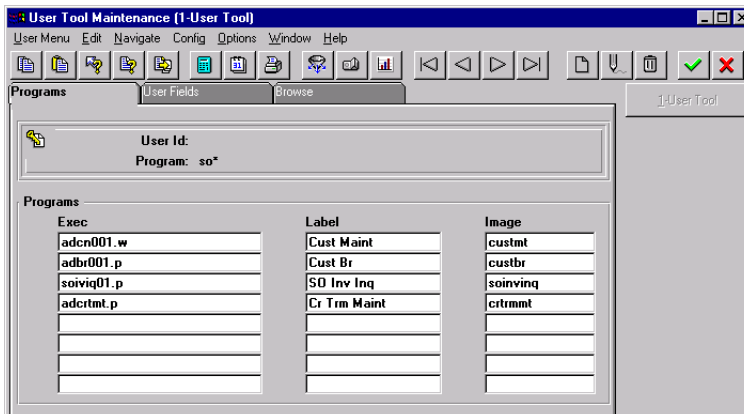


## Assigning Buttons to the Tool Bar and User Menu

With User Tool Maintenance (36.20.2), you can create tool bar buttons to run programs. This makes it easier for you to run frequently used programs.

MFG/PRO is delivered with buttons on the tool bar in each program. With most programs, you can assign up to four buttons and four User Menu items to launch programs of your choice. In OBCM programs, you can assign up to eight buttons and eight User Menu items. The buttons are included in the tool bar on standard MFG/PRO programs and on a separate bar in OBCM programs. Any standard and configured browses are suitable.

You assign programs to buttons by user and program. You can change the buttons for all users or only some. By default, programs assigned to buttons are also assigned to the User Menu.

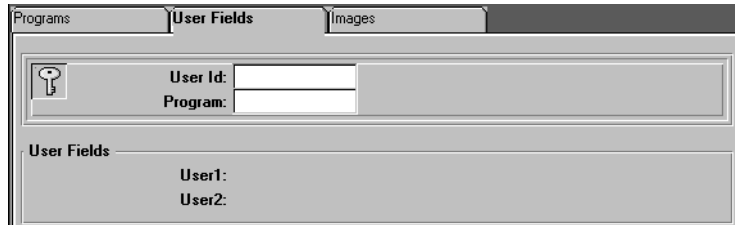


**Fig. 5.4**  
User Tool  
Maintenance  
(36.20.2), Programs  
Folder

- 1 Enter a user ID or leave the field blank to assign to all users.
- 2 Enter a program name or leave the field blank to assign to all programs.
- 3 In the Exec fields, enter the program names (for example, adcn001) for the buttons to launch.

- 4 In the Label fields, enter the button labels, which you can write as abbreviated program names (for example, Cust Maint).
- 5 In the Image fields, enter the bitmap image file names. The image file must be in the user's PROPATH.
- 6 Choose the User Fields folder.

**Fig. 5.5**  
User Tool  
Maintenance, User  
Fields Folder



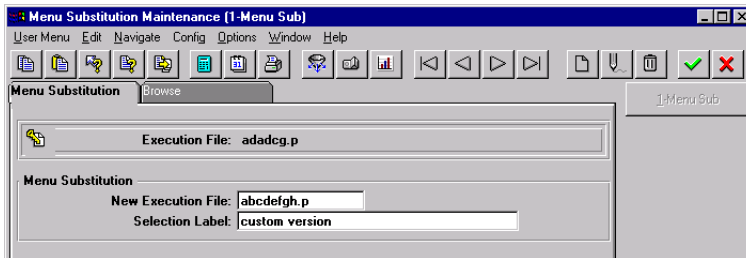
- 7 User fields are customizable fields. MFG/PRO logic does not refer to these fields.
- 8 Choose  to save.

## Setting Up Menu Substitutions

Use Menu Substitution Maintenance (36.20.3) to set up a link between two programs so that when users select one from a menu, they get the other. This is useful for substituting custom versions of existing programs.

Each user can turn menu substitution on or off in the Options menu or from User Interface Profile (36.20.4).

Menu substitution also toggles browse and inquiry programs. If you have not purchased PROGRESS Query, you cannot execute the browse programs. In this case, you must use menu substitution to invoke the equivalent inquiry programs.



**Fig. 5.6**  
Menu Substitution  
Maintenance  
(36.20.3)

- 1 Enter the program name in Execution File. Users selecting this program from a menu will actually be running the one entered into the New Execution File field.
- 2 Enter the substitute program name in New Execution File. This is the name of the program to replace the one entered in Execution File. Users will run this program when they select the one entered in the Execution File field. You can use wild cards. For example, if you want to replace all inquiry programs with the browse versions, you enter \*i<sub>q</sub>\* in the Execution File field and \*br\* here.
- 3 Enter the label for the substitute program to display in Selection Label.
- 4 Choose  to store.

## Setting Up User Interface Profile

Use User Interface Profile (36.20.4) to define default values for each user.

In Userid, select a user or group of users, or leave blank for all users. For that user or users, select:

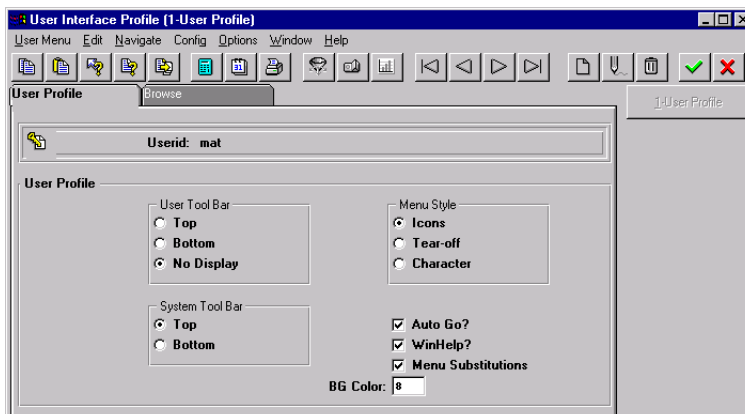
- System tool bar position
- User tool bar position and whether to display it
- Menu style
- Background window color
- Auto Go setting
- Appearance of online help. Select WinHelp? for Windows-style help files. The default is the standard format.

▶ See “Selecting a Menu Style” on page 73.

▶ See “Selecting Auto Go” on page 72.

- Whether menu substitution is enabled or disabled
- Choose  to save.

**Fig. 5.7**  
User Interface  
Profile (36.20.4)



## Selecting Auto Go

Select Auto Go? to change the actions of some navigation keys in OBCM programs (see Table 5.1 and Table 5.2).

**Table 5.1**  
Auto Go Selected

	<b>F2</b> (Windows) <b>F1</b> (Character)	<b>Enter</b>	<b>F12</b>
<b>Key folder</b>	edit	edit	edit
<b>Data folder</b>	next folder	next folder	commit
<b>Last folder</b>	commit	commit	commit

**Table 5.2**  
Auto Go  
Not Selected

	<b>F2</b> (Windows) <b>F1</b> (Character)	<b>Enter</b>	<b>F12</b>
<b>Key folder</b>	next folder	—	edit
<b>Data folder</b>	next folder	next folder	commit
<b>Last folder</b>	next folder	next folder	commit

## Selecting a Menu Style

There are three menu styles you can use with MFG/PRO:

- The icon menu style has large buttons that lead you into the different parts of the system and show you a hierarchy of your location in a submenu.
- The tear-off menu style enables you to choose your menu layout.
- The character-based menu style emulates the traditional character terminals.

### Icon Menu Style

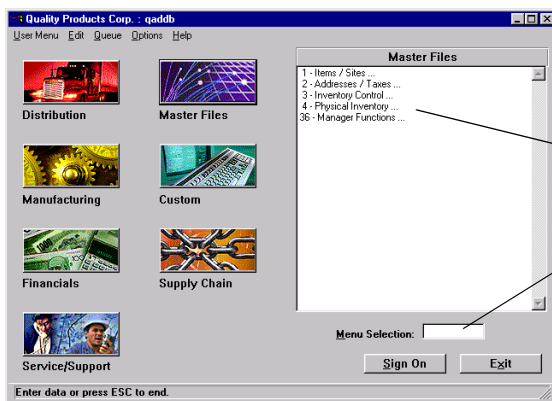
This is the default style. It has seven large buttons, each with a graphic image of the functional area it represents:

Distribution	Master Files
Manufacturing	Custom
Financials	Supply Chain
Service/Support	

**Tip**  
The Custom button has no programs; it is for programs you write.

Click a button to display its associated menu items. As you select menus from this screen and options from those menus, the menu screen displays your progress.

Clicking on the Master Files button displays these options.



Double-click the options to run the programs, or type the option number here and press Enter.

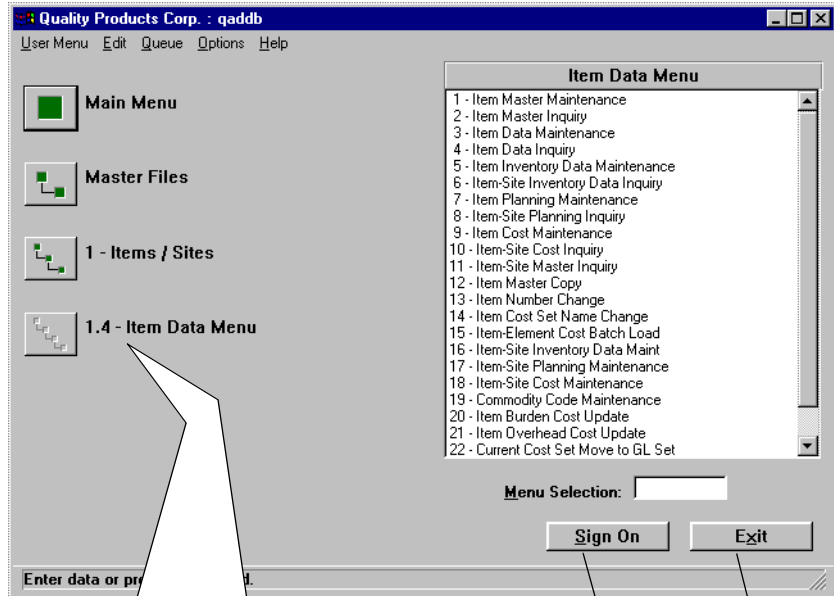
**Fig. 5.8**  
Selecting Options on the Icon Style Main Menu

### Icon Menu Style Submenus

The icon-style submenus give you a map of your location in the system and show how you arrived there.

The buttons on the left show how you arrived where you are. Click them to retrace your steps.

**Fig. 5.9**  
Icon-Style  
Submenus



These buttons show you how you got there. Click these buttons to retrace your steps.

At the Main Menu you selected Master Files.		<b>Main Menu</b>
From Master Files you selected Items/Sites.		<b>Master Files</b>
From Items/Sites you selected Item Data.		<b>1 - Items/Sites</b>
This button is grayed-out because it shows the current screen.		<b>1.4 - Item Data Menu</b>

Click here to exit MFG/PRO.

Click here or press Esc to return to the Sign-On screen.

### Tear-Off Menu Style

The tear-off Main Menu displays buttons for each functional area of MFG/PRO.

Click an option to display it. Once in a submenu, you can also type the option number in the menu selection box and press **Enter**.

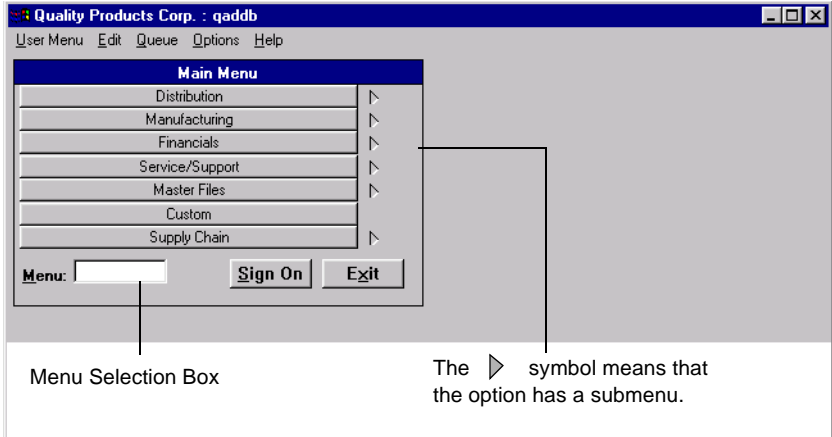
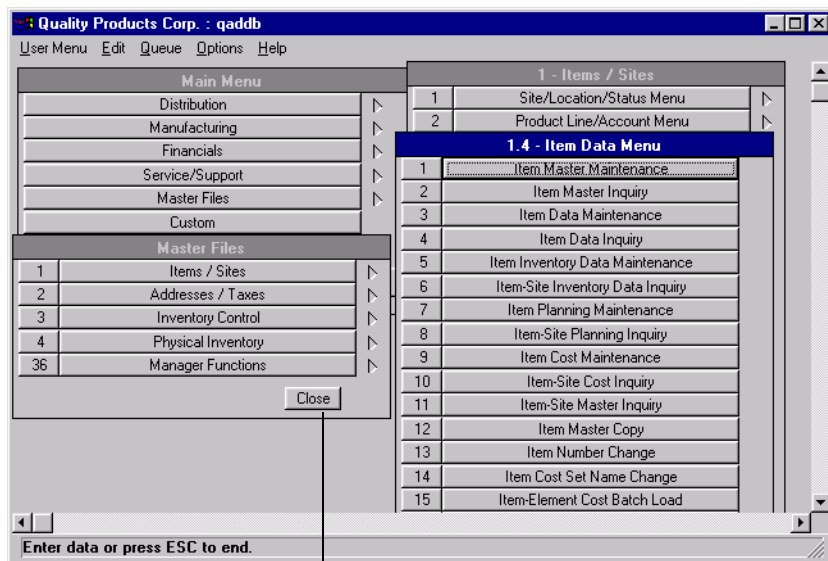


Fig. 5.10  
Tear-Off Menu

### Tear-Off Submenus

Each tear-off menu remains on the screen as you select submenus. This means that you can choose any option from any menu on the screen.

**Fig. 5.11**  
Tear-Off Style  
Submenus

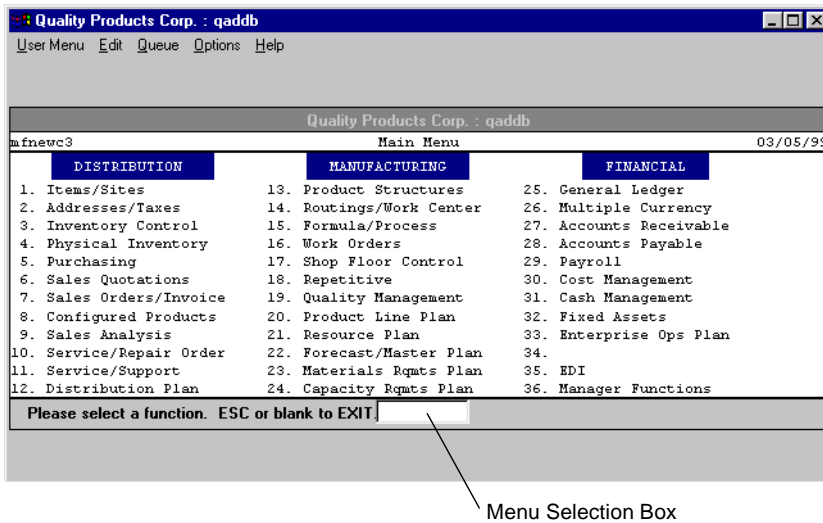


Click here to close the menu. or Press Esc to return to the Sign-On screen.

## Character-Based Menu Style

MFG/PRO for Windows retains a character-based version of its traditional menu system.

To select an option, double-click it or enter the option number in the menu selection box and press **Enter**.



**Fig. 5.12**  
Character-Based  
Main Menu

From the character-based main menu, press **Esc** to return to the sign-on screen.

## Assigning Security to OBCM Programs

Use Window Config and Security Maint (36.20.5) to set user access to the OBCM programs, folders, and fields. You can set program security to a level lower than the initial definition, change folder tab labels, and determine the sequence in which folders appear.

Window Config and Security Maint cannot increase a user's access level; it can only decrease access levels. Access, folder tab labels, and folder sequence are initially defined when the program is developed, either the original program developed by QAD or a program developed or modified by the customer. Programs are developed and modified using the Component Configurator tool set (36.20.13).

To determine the components and other information of a currently running OBCM application, choose **About...** from the Help menu and select the Revision button. The OBCM Diagnostic Dashboard displays. If you have the advanced tool set available, choose the Advanced button to see information on the internal components of the current application. To make the advanced diagnostics tool set available, go to the MFG/PRO section of the Windows-client `MFG/PRO.ini` file and set `dashboard=yes` prior to running MFG/PRO.

## Security Levels

There are three levels of user access:

- Write access allows a user to update fields (this is the default level for most programs).
- Read-only access allows a user to see the program's fields but not update them.
- No access denies the user the ability to update or see the fields.

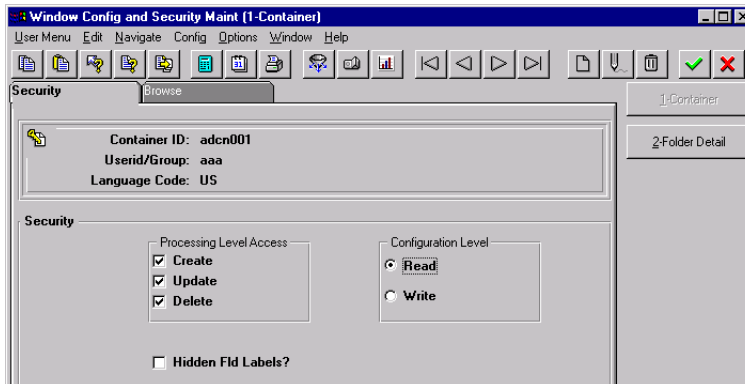
For read-only and no-access levels, security is downward effective. For example, if a program has read-only access, then all folders and fields within that program are also read only. Write-access security can be overridden at a lower level so that users have read-only or no access to fields within a write-access folder.

You set write or read-only access for programs with Window Config and Security Maint. To give a user a no-access security level to a program, use Menu Password Maintenance (36.3.1).

Folders and fields can have write, read-only, or no-access security.

## Setting Window Read-Only or Write Access

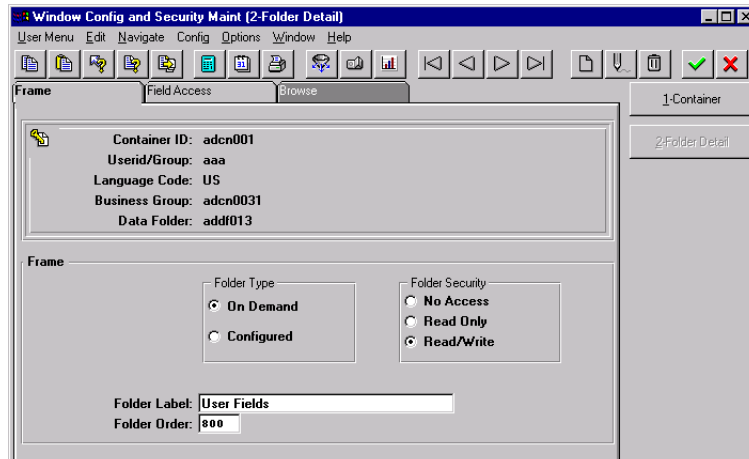
- 1 In the Security folder, enter the container ID (the program name) whose access you want to set for the user you enter in Userid/Group. The user can be an individual or group. Leave the field blank to apply the security setting to all users.



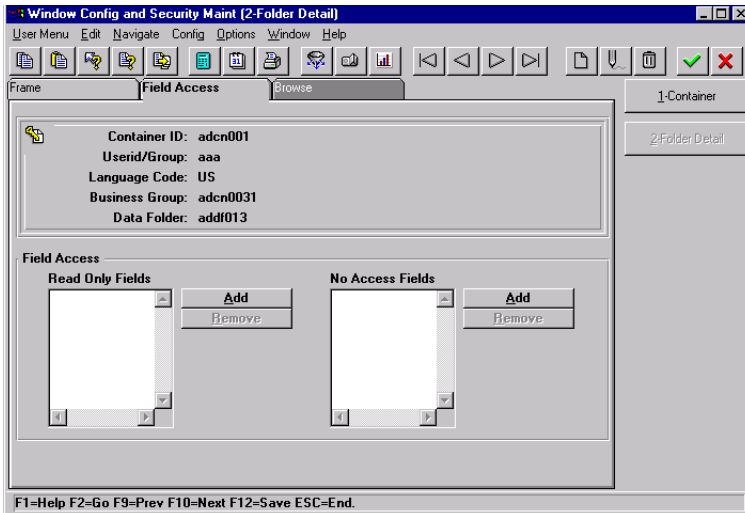
**Fig. 5.13**  
Window Config  
and Security Maint  
(36.20.5), Security  
Folder

- 2 Enter the language code.
- 3 Select the processing-level access. Choose whether the user can update or delete records. If you do not select any access, the user has read-only access.
- 4 Select a Read or Write configuration level. Selecting Write lets a user configure an individual version of the program.
- 5 Check Hidden Fld Labels? to hide from users the fields they cannot access.
- 6 Select 2-Folder Detail to set security at the folder level.

**Fig. 5.14**  
Window Config  
and Security Maint,  
Frame Folder



- 7 Enter the Business Group, which is a set of related folders within a program. Business groups control the initial definition of access levels. They are defined in the Groups application of Container Maintenance (36.20.13.13).
- 8 In Data Folder, enter the file name of the OBCM data folder whose access you want to restrict.
- 9 For Folder Type, select Configured for folders that you want to automatically display when users cycle through folder tabs. Select On Demand for folders that you want users to select for themselves by clicking on the tab or by selecting them from the Navigate menu. For example, in Figure 5.14, the Browse folder is an on-demand folder, which is indicated by its dark gray tab.
- 10 Select the level of folder security.
- 11 In Folder Label, enter or edit a folder label, which can be up to 24 characters. This appears on the folder's tab and the Navigate menu.
- 12 For Folder Order, enter an integer value greater than 10 for the order in which you want this folder to appear in relation to the other folders in the program. The value of 10 is assigned to the key folder, which must appear first.



**Fig. 5.15**  
Window Config  
and Security Maint,  
Field Access Folder

- 13 Select the Field Access folder of 2-Folder Detail to set security at the field level.
- 14 To enter all the field names you want to be read-only, select the Add button to the right of the Read Only Fields list and enter the field names in the Add List Item dialog box, separating them with commas.
- 15 Choose  to add them to the list.
- 16 To enter all the field names you want to be no-access, select the Add button to the right of the No Access Fields list and enter the field names in the Add List Item dialog box, separating them with commas.
- 17 Choose  to add them to the list.

## Creating Views

Use View Maintenance (36.20.13.12) to create or modify views.

A view is a display of some or all of the fields from one or more tables. You join two or more tables for a view by specifying the relationships (in other words, the linking comparisons) between fields in different tables.

Views are used in browses, which display the fields gathered using views. By choosing which fields to include (or exclude) in a view, you control which fields are available for a browse to display. By putting password security on the view, you can allow users to modify browses, knowing that they can access only those fields that you have authorized.

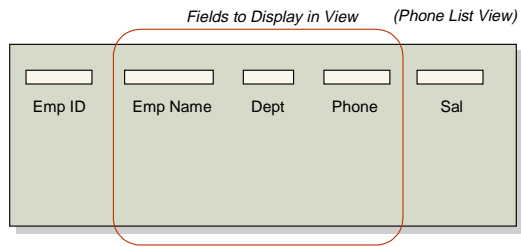
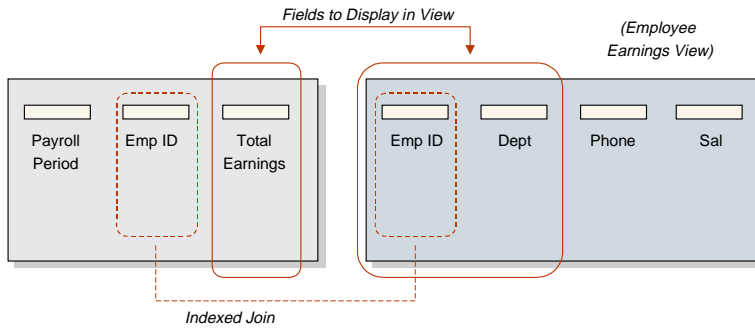
You use some PROGRESS syntax in creating or modifying views. You must also understand MFG/PRO table and field relationships.

To create or modify a view:

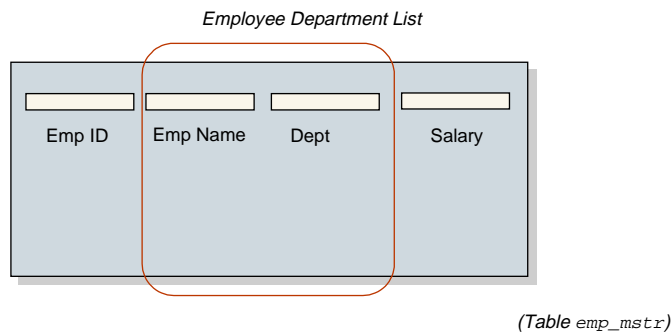
- 1 Select the table or tables to include in the view.
- 2 Join the tables using PROGRESS logic.
- 3 Select fields from the tables.
- 4 Save the view.

Figure 5.16 and Figure 5.17 display graphic examples of how to create a view of selected fields from one table or two.

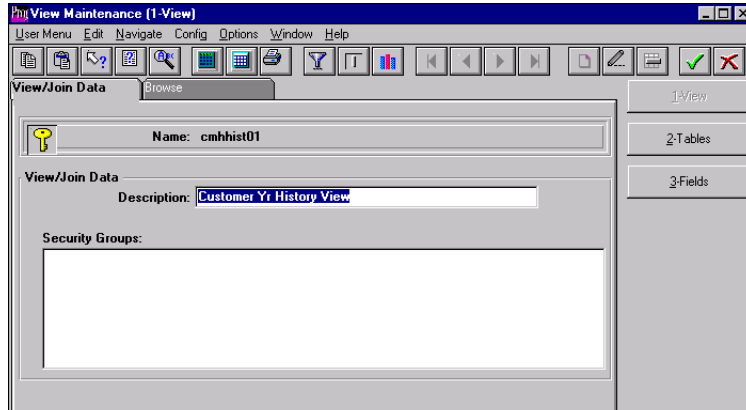
**Fig. 5.16**  
Creating a View by  
Joining Two Tables



**Fig. 5.17**  
Creating a View  
from One Table

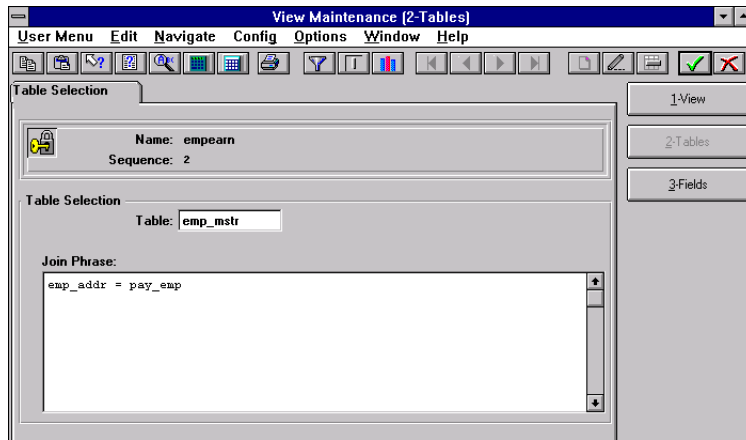


**Fig. 5.18**  
View Maintenance  
(36.20.13.12),  
View/Join Data  
Folder



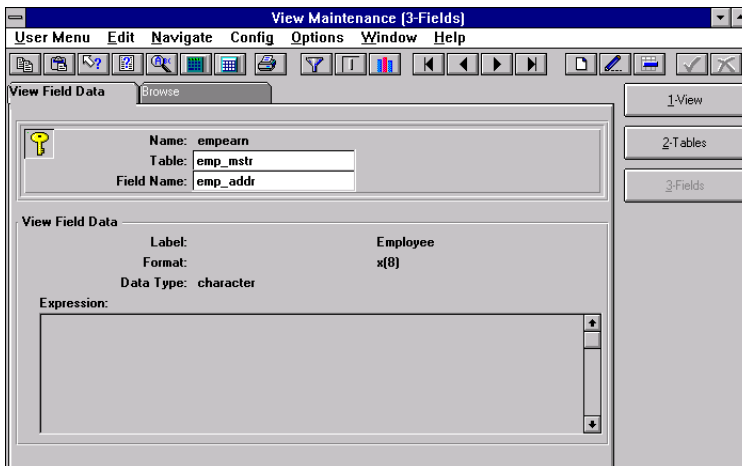
- 1 In the first window, 1-View, select or enter a view name in Name.
- 2 Press **Go**.
- 3 Enter a description of the view.
- 4 In Security Groups, enter a user ID to limit user access to the view (optional). You can enter multiple user IDs by separating them with commas.
- 5 Select the 2-Tables button.

**Fig. 5.19**  
View Maintenance,  
Table Selection  
Folder



- 6 The number you enter in Sequence controls the order in which the table defined in Table is joined to the view.

- 7 Press **Go**.
- 8 Enter or edit the phrase to join the tables. Use proper PROGRESS syntax. Do not include a Where verb. Join phrases express the field relationships between tables (see Figure 5.16). For a faster display of fields, use indexed fields in the Join Phrase.
- 9 Select the 3-Fields button.



**Fig. 5.20**  
View Maintenance,  
View Field Data  
Folder

- 10 In Field Name, enter a field from one of the tables in the view or enter a local variable. When entering a local variable, name it `local-varnn`, where `nn` is a number incremented by one from the last defined variable. For example, you see from the look-up browse that the last local variable was `local-var05`; you name your local variable `local-var06`. Use local variables when you want to return a value resulting from an operation on two fields; for example, the quantity required minus the quantity open. Define the operation in Expression.
- 11 If you entered a local variable in Field Name, enter its Label, Format, and Data Type.

**12** If Field Name is a local variable, you can enter PROGRESS syntax in Expression to define the local variable. Valid expressions include:

- `field1 + field2` (computation, where `field1` and `field2` are fields within the record).
- `>`, `<`, `>=` (operands that perform comparisons).
- PROGRESS functions, such as `substring (field1,1,4)` or `round (field1,1)`.

Incorrect syntax terminates your MFG/PRO session if you attempt to use the view.

**13** Choose  to save your changes.

## Creating Browses

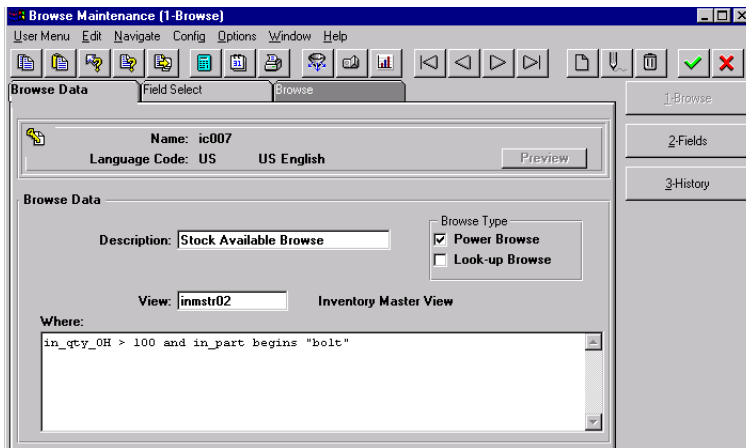
▶ See “Browses” on page 51.

Use Browse Maintenance (36.20.13.10) to create browses, which display selected data in the form of a table.

When you create a browse, it is saved in your working directory as a source-code file whose name is the first two characters of the name you entered, then the letters `br` or `lu` (depending on whether you selected power or look up), then any remaining letters from your name, then the extension `.p`. For example, you create a power browse and name it `123456`; the system names the code `12br3456.p`. If you selected both power and look-up browses, the system generates two source-code files: `12br3456.p` and `12lu3456.p`.

Although you do not need to compile the source code of the browse, you should for better performance. If other users on your network want to use your browse, you must compile it and move it to the network directory. Select the PROGRESS editor from the user menu to compile the browse.

**Note** You can access the PROGRESS editor from the user menu only if your `propath` is correctly set up to access source files.



**Fig. 5.21**  
Browse  
Maintenance  
(36.20.13.10),  
Browse Data Folder

To create or modify a browse:

- 1 In the fields of the Browse Data key folder, name the browse and select a Language Code. To name the browse, enter two letters and press **Enter**. The system gives the browse a name that increments by one the number in the file name of the last browse created.
- 2 Press **Go** or select the edit icon to navigate to the data folder.
- 3 Enter a description. This description appears above the browse window, at the top of the on-demand report window, in the Drill Down description, and in the Menu Substitution label.
- 4 In View, enter the name of an existing view or a primary table whose data the browse displays. You can see only those views you have access to (views where your user ID is in the password list). If a view exists for a table and the view name is the same as the table name, you have access to only those fields that are available in the view.

**Note** You must have already defined in View Maintenance the view name you enter in View, or you must enter a primary table name.

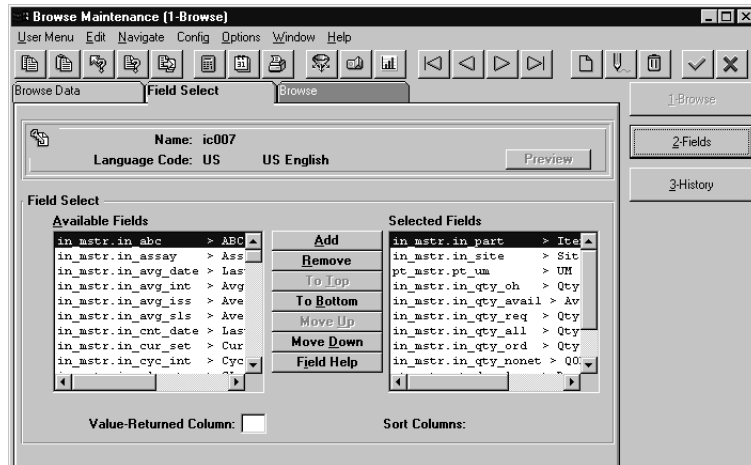
- 5 In the Where field, type the selection criteria (optional) to limit the browse's search to records that meet a certain condition. The criteria in Figure 5.21 would display only inventory balances of bolts greater than 100. Do not put a period (.) at the end of the criteria, because the system adds a no-lock no-error statement to the criteria.

If you are using MFG/PRO in character mode, go to step 13.

**Tip**  
Use existing  
MFG/PRO module  
mnemonics or  
make up your own.

## 6 In MFG/PRO for Windows, select the Field Select folder.

**Fig. 5.22**  
Browse Maintenance, Field Select Folder



- 7 Fields from the view or primary table, which you entered in the Browse Data folder, appear in Available Fields. Include up to 20 fields in your new browse by clicking on fields and choosing the **Add** button.
- 8 If you want to remove a field from the Selected Fields list, select it and choose the **Remove** button.
- 9 You can use the **To Top**, **To Bottom**, **Move Up**, and **Move Down** buttons to arrange the fields in the Selected Fields list or you can order the fields using the Value-Returned Column. Use the Value-Returned Column to enter the column number whose field value you want entered in the active field of the calling program. It must be a number from 1 through 7. The default is the first column of the browse. When you have arranged the fields in the order you want, press **Go**.
- 10 The Sort Columns field is enabled only for look-up browses.
- 11 In the Sort Columns field (in the Field Select folder), enter the columns that you want to have available to sort on. Enter the columns as a comma-delimited list of up to seven numbers. The first field name in the Selected Fields list is column 1, the second is column 2, and so on.

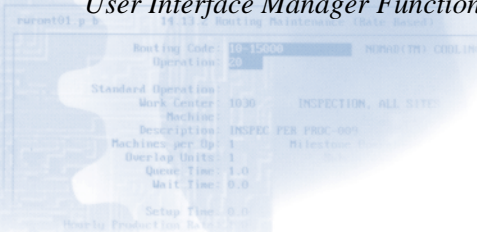
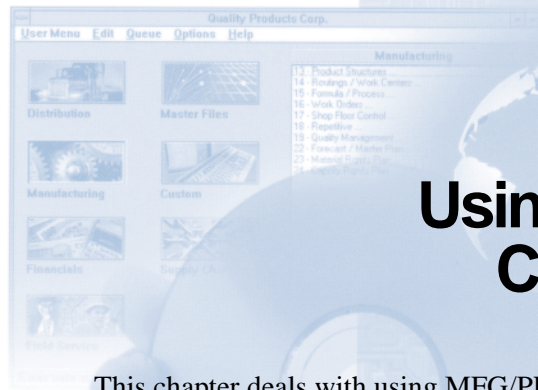


- 17 If the fields, column labels, and data of the browse are acceptable, press Go. If the browse is not acceptable, return to the Field Select folder or 2-Fields application to rearrange the fields.
- 18 Choose  to save.

# Using MFG/PRO in Character Mode

This chapter deals with using MFG/PRO in character mode and covers the following topics:

<i>How MFG/PRO Is Organized</i>	<b>92</b>
<i>Program Interface Elements</i>	<b>93</b>
<i>Moving Between Menus and Programs</i>	<b>104</b>
<i>Moving Around Programs</i>	<b>105</b>
<i>Getting Help</i>	<b>106</b>
<i>Data Entry</i>	<b>106</b>
<i>Common Commands</i>	<b>107</b>
<i>Character Mode Keyboard Commands</i>	<b>107</b>
<i>User Interface Manager Functions</i>	<b>108</b>



## How MFG/PRO Is Organized

MFG/PRO has 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.

Module menus are usually nested. In other words, they contain one or more lower-level menus. Three kinds of programs display on menus.

- *Maintenance.* These programs enable you to add, delete, or change data.
- *Inquiry.* These programs enable you to select individual records and review them on the terminal.
- *Report.* These programs enable you to select ranges of records and send them to a printer or file.

You cannot change information from an inquiry or report program.

You can send all inquiries to a printer or file. You can also view most reports on your terminal. However, reports are often too wide to display properly on your screen.

**Fig. 6.1**  
Main Menu in  
Character Mode

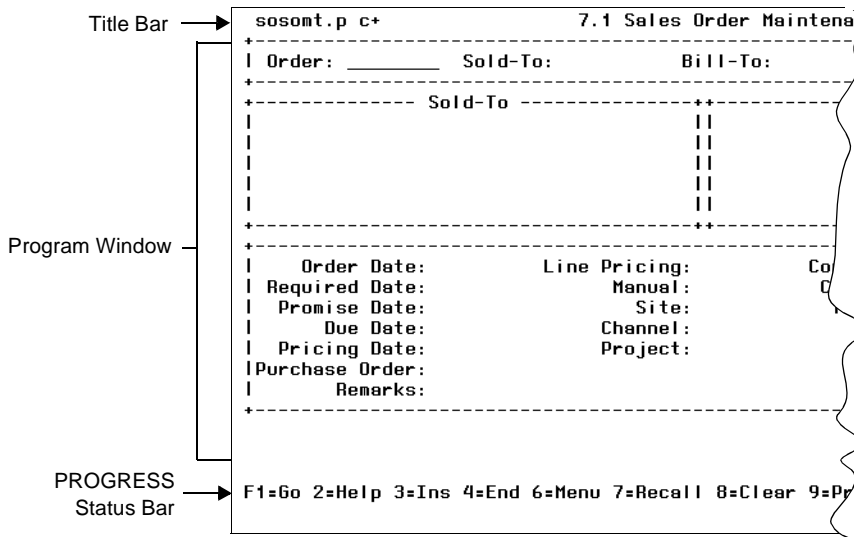
```

+-----Quality Products Corp. : qaddb-----+
|mfmenu                               Main Menu                               03/05/99|
+-----+
|
|  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. Enterprise Ops Plan
| 10. Service/Repair Order      22. Forecast/Master Plan       34.
| 11. Service/Support           23. Materials Rqmts Plan       35. EDI
| 12. Distribution Plan         24. Capacity Rqmts Plan        36. Manager Functions
|
+-----+
|Please select a function. F4 or blank to EXIT. █|
+-----+
    
```

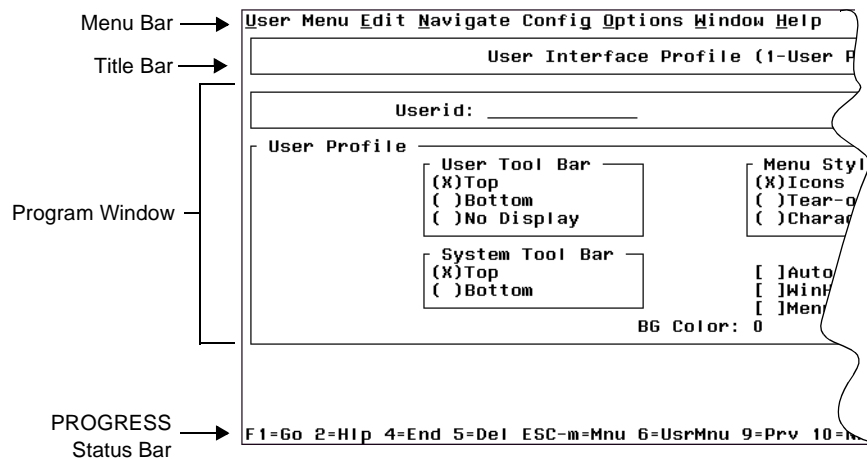
Press F2 for Help

## Program Interface Elements

The following figures are examples of MFG/PRO programs in character mode, using OBCM and standard programs. The OBCM programs are MFG/PRO maintenance programs that have been enhanced by rewriting them with object-oriented technology.



**Fig. 6.2**  
Standard Program  
in Character Mode



**Fig. 6.3**  
OBCM Program in  
Character Mode

The content of the user interface is explained in the following sections:

- Title Bar
- Program Window
- Menu Bar
- PROGRESS Status Bar

## Title Bar

The title bar describes the program you are running. Standard programs include their menu numbers in the title bars, but OBCM programs do not.

## Program Window

The program window displays the folders and fields of the current program. Programs are your bridge to the MFG/PRO database. MFG/PRO programs contain the following interface elements.

### Fields

A field is a piece of data that is stored discretely in the database. The system expects you to enter a certain kind of data in the field. For example, a field labeled Customer would store only codes for customer address records. Usually, you can enter or change data in a field, but sometimes the field displays system-generated data. If the system administrator has secured a field (that is, restricted user access) and you do not have access, you can see the field value but cannot update it or position the cursor in that field.

## Frames and Folders

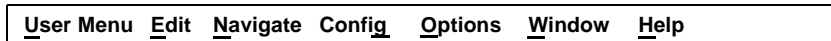
When you look at a program screen, you will see a group of fields. Fields are highlighted in color (lighter or darker), in reverse video, or underlined, depending on your terminal. This group of related fields is called a frame in a standard program. In an OBCM program, it is called a folder. You can enter or change data only when you are in that frame or folder.

You can configure OBCM programs to display the folders in the order that best serves your needs. In some programs, there are more folders than can fit on the screen at one time. Folders that cannot fit on the screen appear one after another. If all the fields in a folder are secured and you do not have access privileges, the cursor cannot enter the folder.

## Menu Bar

In character mode, OBCM programs have a menu bar that you can use to perform various tasks.

The drop-down menus associated with each item are described in detail in this section. Choose the drop-down item, and choose an item by pressing the arrow keys, or press the underlined letter and **Enter**. For example, pressing **N + Enter** calls up the Navigate menu.



User Menu Edit Navigate Config Options Window Help

**Fig. 6.4**  
OBCM Program  
Menu Bar

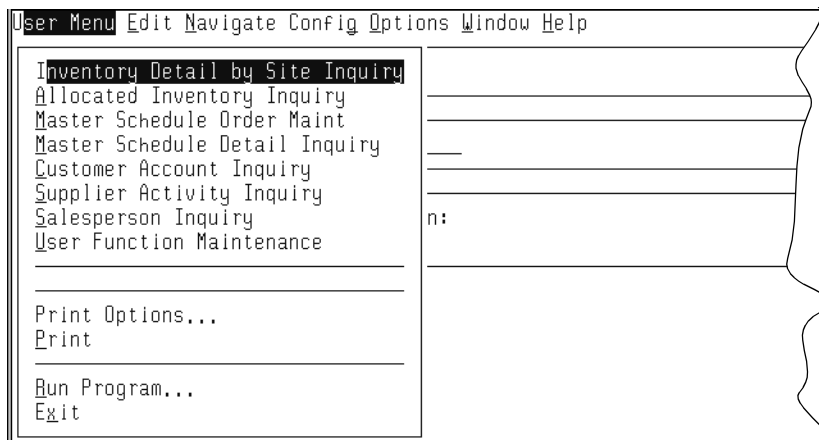
## User Menu

The User Menu provides access to:

- User Menu Items
- User Tool Bar Items
- Print Options
- Run Program
- Exit

User Menu items (for example, Item Master Browse and Address Master Browse) are user defined; you can use them to jump to other programs.

**Fig. 6.5**  
User Menu in  
Character Mode



### Running a Program from the User Menu

Run PROGRESS programs with this option.

- 1 Choose the drop-down User Menu, and choose **R**un Program.
- 2 In the pop-up window, type the program name or its full option number (for example, 1.4.1).
- 3 Press **Enter**.

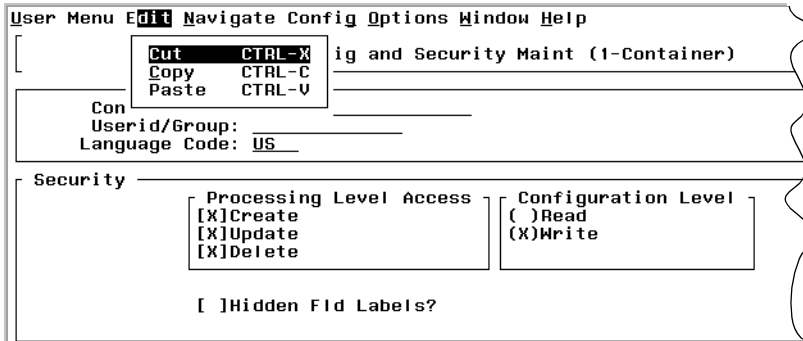
### Exit

You can exit the current program through the User Menu. From a menu screen, this option exits MFG/PRO. You can also exit programs by either of the following methods.

- Press **F4**
- Press **Ctrl + E**

## Edit Menu

This drop-down menu enables you to cut, copy, and paste text.



**Fig. 6.6**  
Edit Drop-Down  
Menu

Cutting text deletes it from its current location and copies it to the clipboard. Copying is similar, but it leaves the original item in place. In both cases, you can paste the item to another location, in the same file, or another file.

- 1 Choose the item.
- 2 Display the Edit Menu.
- 3 Choose **Cu**t or **Co**py.
- 4 Put the cursor in the new location.
- 5 Choose **P**aste.

**Important** You cannot enter pasted elements through the Edit menu in Master Comment Maintenance (gpcmmt.p) or any of the transaction comment screens. You can, however, use the Paste (**Ctrl + V**) keyboard shortcut to a maximum of 76 characters.

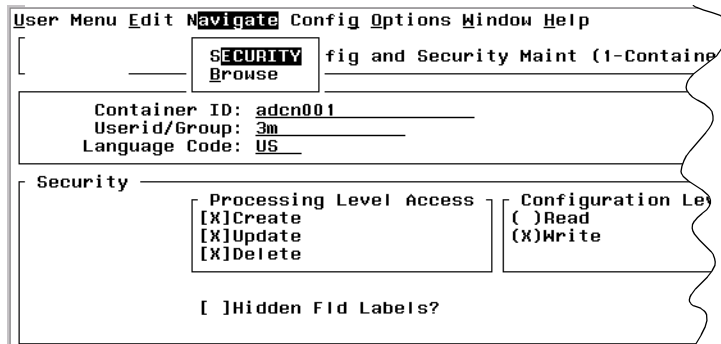
### Navigate

Navigate provides an alternative way of accessing an OBCM program's folders of information, instead of cycling through the folders with **F1**.

Folder names that are all uppercase are configured.

Folder names that have initial capitals only are on demand. Folders that are on demand can only be accessed through the Navigate menu.

**Fig. 6.7**  
Example Navigate  
Menu in Character  
Mode



### Config

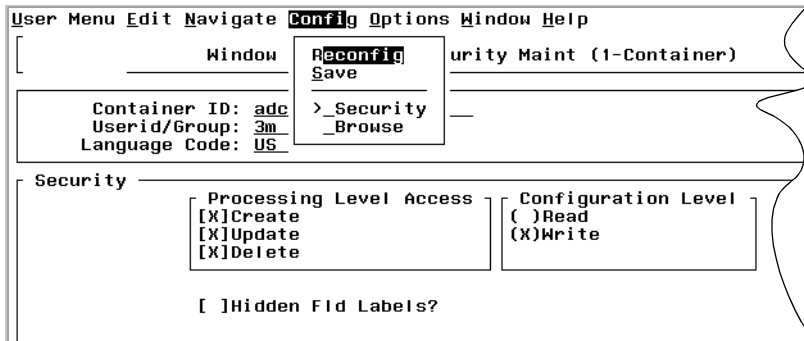
The Config menu enables you to change the folder order and limit the folders that are automatically displayed. You can use the menu in two ways:

- Choose folders by name to add them to or delete them from the configured folder list, then choose **Save** to preserve the configuration.

**Note** Use **F1** to display the configured folders in a program.

- Choose the **Reconfig** submenu to add and delete folders from the configured list, and change their order.

▶ See “Using the Reconfig Submenu” below.



**Fig. 6.8**  
Example Config  
Menu

### Using the Reconfig Submenu

To change the order and configuration of folders, do the following:

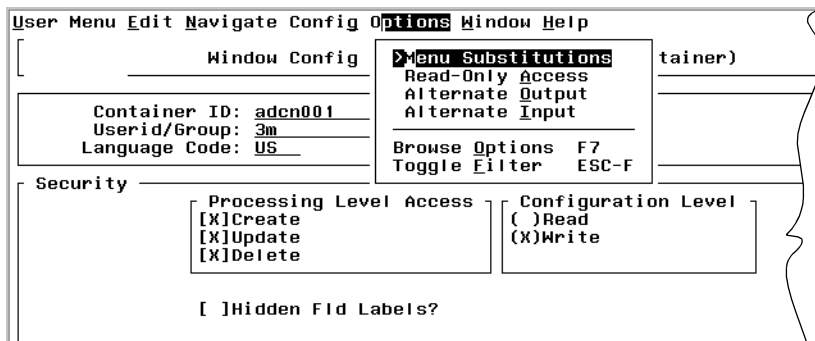
- 1 Choose the **Reconfig** submenu.
- 2 In the Resequance Configurable Frames window, highlight the folder you want and choose **Move Up** or **Move Down**. The folders are arranged in the selected order in the OBCM program window.
- 3 To take folders out of the configuration, select them, and change the Frame Type to **On Demand**. (The asterisk by the folder name is deleted.)
- 4 Choose **Save** to save the configuration for the next MFG/PRO session.
- 5 Choose **OK**.

The OBCM program appears and the folders to which you gave the On Demand setting are not checked. You can access On-Demand folders only through the Navigate menu and not by cycling through the program with **F1**.

### Options Menu

The contents of the Options menu varies according to the type of program you are using. To turn an option on or off, pull down the menu and click the option, or type its first letter. A checkmark next to an option shows that it is active.

**Fig. 6.9**  
Options Menu in  
Character Mode



### Menu Substitutions

This option enables you to toggle between customized and non-customized versions of a program.

### Read-Only Access

This option gives you read-only access to the file. In other words, you do not lock the file. If you are updating a record when you select Read-Only Access, the program cancels the update.

### Alternate Input

Not active.

## Alternate Output

Use this option to direct the output of the program to a file, another application, or directly into MFG/PRO. When you select this option a pop-up window is displayed, which contains the following options.

- No External Output—to turn off continuous output
- CIM Flat File—for CIM load
- ADI Defaults File—for alternate input, which determines default values
- CIM Direct Data Load—for direct load of data to CIM database tables
- User Defined—for loading data to programs other than MFG/PRO
- If you select User Defined, fill in Output File Name and Program Name

▶ See *User Guide Volume 11: Manager Functions* for details on CIM.

This pop-up window also contains settings for Output Interval.

- One Time Only—for one screenful
- Individual Transactions—for processing larger amounts of data one screenful at a time
- Continuous—for processing larger amounts of data as a block (use for interdependent data)
- Process Data Interactively—if not checked, the software displays an alert if there is not an update

Press **Enter** to save the settings, or **F4** to cancel.

## Toggle Filter

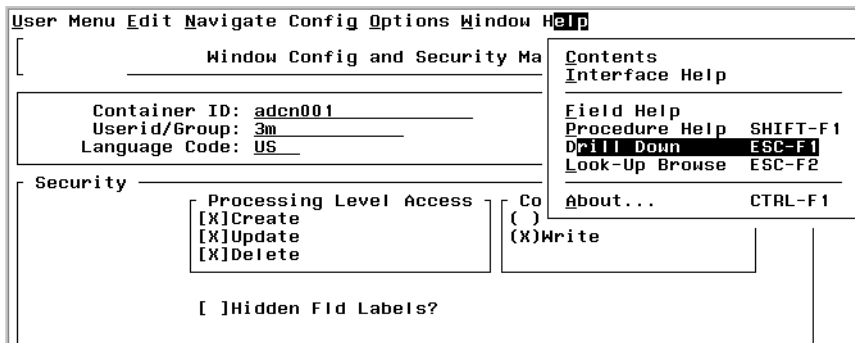
Use the toggle filter setting to turn on and off the filter criteria set up in the browse filter options. Remember to substitute the character mode function keys for the Windows buttons.

▶ See “Filtering and Sorting Browsers” on page 56.

## Help Menu

This menu gives you help on procedures and fields, and enables you to display drill downs and scrolling windows on selected fields.

Fig. 6.10  
Help Menu



**Note** Although **Contents** and **Interface Help** appear on the Help menu, they are not available in character mode.

## Field Help

The fastest way to get help for the current field is by pressing **F2** twice (press **F2** once and, if available, a look-up 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 **F**ield **H**elp.

## Procedure Help

While in a procedure, drop down the Help menu and choose **P**rocedure **H**elp. You can also press **F2** again when field help is displayed.

## Drill Down

Drill downs are browses accessed by choosing **D**rill Down on the menu. You use drill downs to view records available to specified fields. You then choose a record to enter in the field.

With the cursor in the field, drop down the Help menu and choose **D**rill Down.

Highlight the record you want by pressing the up and down arrow keys. Select the record by pressing **Enter**. Remember to substitute the character mode function keys for the Windows buttons.

▶ For more information, see “Browses” on page 51.

## Look-Up Browse

You use look-up browses to view and sort records available to specified fields. You then choose a record to enter in the field. With the cursor in the field, drop down the Help menu and choose **L**ook-Up Browse.

To select the field you want to sort by, arrow through the choices in the upper field. Select the record by pressing **Enter**.

## About...

This option gives you technical information about MFG/PRO. You can display the same information by pressing **Esc+M, H, A**.

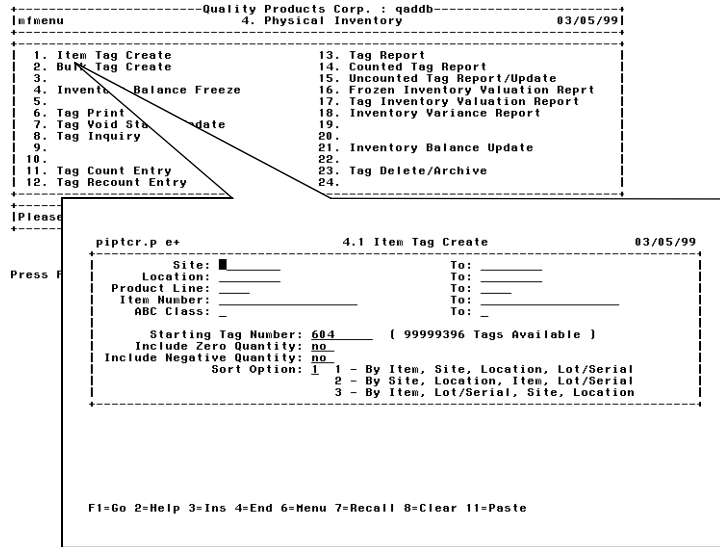
## PROGRESS Status Bar

The status bar contains helpful messages to guide you through your work. In OBCM programs, all of the options it displays can also be accessed through the User Menu.

## Moving Between Menus and Programs

MFG/PRO is organized by menu and program. For example, Figure 6.11 shows where the Item Tag Create program is located on the Physical Inventory menu.

**Fig. 6.11**  
Submenu and Program



Near the bottom of every menu screen, you will see a menu command prompt:

Please select a function.  
F4 or blank to EXIT. \_\_\_\_\_

Table 6.1 shows the commands you can enter in this prompt to move between menus and programs.

**Table 6.1**  
Navigating Menus  
and Programs in  
Character Mode

Action	Command	Example
Go to a menu.	Enter the menu number.	4 for Physical Inventory Menu.
Go to a program.	Enter the program number. <i>If an error displays, enter a period in front of the program number. The period is necessary if you are accessing an item from a different submenu.</i>	1 for Item Tag Create (4.1).
	Use the arrow keys to highlight the program, then press <b>Enter</b> .	From menu 4, use the arrow to highlight Item Tag Create, then press <b>Enter</b> .
	Enter the PROGRESS program name. The .p is optional.	piptcr.p or piptcr for Inventory Tag Create.
Return to the last menu level.	End. Press <b>F4</b> or <b>Ctrl + E</b> .	From 4.1, you return to either the Physical Inventory menu or the Main Menu, depending on where you started.

## Moving Around Programs

Table 5.1 and Table 5.2 on page 72 list the commands for working with fields and folders in programs. For many actions, there are two sets of keys available. For example, for function key **F1**, press **Ctrl + X**.

At any given time, only certain commands work. The status line at the bottom of the program screen displays all active function keys for a highlighted field. For example, when you are in a field from which you can delete an entire record, the **Delete** command is displayed at the bottom of your screen.

On terminals that do not have function keys, use the equivalent control key combinations.

**Note** To permanently save data in an MFG/PRO OBCM program in character mode, press **F12** or **F1** (when in the last folder of the program).

## Getting Help

MFG/PRO provides two help tools.

- Scrolling Windows
- Online Help

You access all help by pressing **F2** successively. First, a look-up browse appears (if there is one), then the field help, and then the procedure help.

### Online Help

Procedure help describes the program and how it is used in the module. Field help describes a specific field and how it is used in the program. Currently, procedure help is generally available only for maintenance programs. Field help is generally available for input fields but not display-only fields.

## Data Entry

You enter data in maintenance programs. When you open a maintenance program, the cursor appears in the first field. You enter the key data in this field (in some programs, in more than one field).

### Key Data

The key data, such as customer number, identifies a new record or an existing record. All other fields are inaccessible until you enter the key data.

- If you are creating a new record, either type a new key value or, in some programs, leave the first field blank and press **Enter** so that MFG/PRO assigns a value automatically.
- If you are modifying or deleting an existing record, type the key data for that record in the first field and press **Enter**. In most programs, you can also search for an existing record by pressing the up or down arrow keys in the first field.

## Common Commands

The most common commands are:

- **F1** = Go (moves to the next folder)
- **F2** = Help (opens field help, procedure help, and look-up browses)
- **F4** = End (exits a folder or program)
- **F5** = Delete (deletes a record you have selected)
- **F7** = Page Up (scrolls up in browses)

For a complete list of commands, refer to:

- Table 6.2, “Accelerator Keys in Character Mode,” on page 107
- “Character Keyboard Commands” on page 5

## Character Mode Keyboard Commands

MFG/PRO OBCM programs running in character mode behave similarly to the procedural programs, but some of the keyboard commands have changed. The following table shows some differences in keystrokes between the OBCM programs and other MFG/PRO programs.

Navigation	Commands
Move to next folder	F1
Move forward one field	Tab or Enter
Move between key and data folders; accept (OBCM)	F12
Move forward and accept	Enter (last field of group), F1
Move back one field	Shift + Tab, Ctrl + U
End/Exit from folder	F4
User choice of programs (standard)	F6
Go to User Menu (OBCM)	Esc – m
Go to previous record	F9
Go to next record	F10
Help	
Field help	F2
Procedure help	F2

**Table 6.2**  
Accelerator Keys in  
Character Mode

Navigation	Commands
Help browse	-
Help look up windows	F2 (if software is available)
Find field name	Ctrl + F
Edit	Command
Delete	F5
Clear	F8
Copy/paste	F11, Ctrl + B

## User Interface Manager Functions

▶ See “Interface Management” on page 65 for details.

MFG/PRO includes several user interface management programs.

- Drill Down Maintenance (36.20.1)
- User Tool Maintenance (36.20.2)
- Menu Substitution Maintenance (36.20.3)
- User Profile Maintenance (36.20.4)
- Window Configuration and Security Maintenance (36.20.5)
- View Maintenance (36.20.13.12)

Remember to use the character mode function keys instead of Windows conventions.

# Initialization Files

This chapter covers the elements of the PROGRESS initialization file having a direct bearing on MFG/PRO for Windows. This file is created during MFG/PRO installation. The file has an extension of .vga or .svg—`progress.vga` or `progress.svg`, for example—depending on the display resolution of the user's computer.

The chapter covers the following:

*CharWidth* 110

*Frame Spacing* 110

*Use\_3D-Size* 110

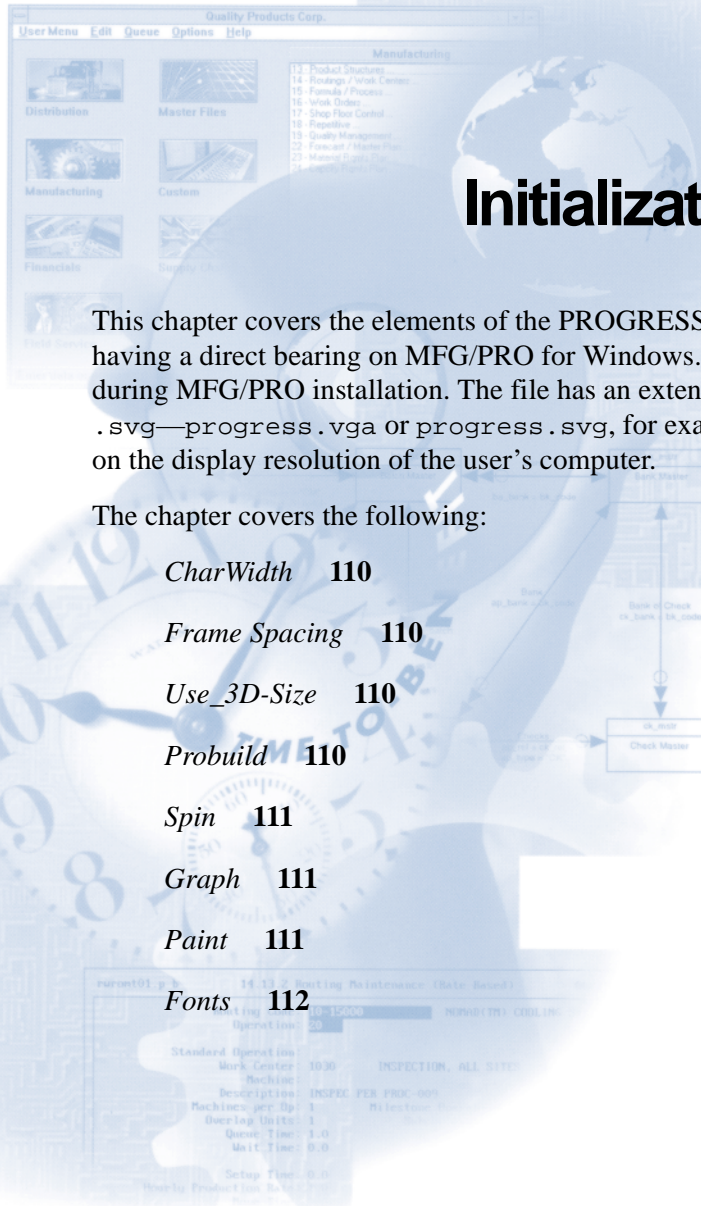
*Probuild* 110

*Spin* 111

*Graph* 111

*Paint* 111

*Fonts* 112



## CharWidth

You can change these font settings, but you must use only fonts with the same metrics.

```
CharWidth=8
```

```
DefaultFont=MS Sans Serif, size 8 bold
```

```
DefaultFixedFont=Courier New, bold, size=8
```

## Frame Spacing

Leave this setting as it is.

```
;* New frame spacing parameter from PROGRESS -  
required for legacy code
```

```
FrameSpacing=1
```

## Use\_3D-Size

This setting determines the three-dimensionality of the field in MFG/PRO for Windows. Leave this setting as it is.

```
Use-3D-Size=no
```

## Probuild

Leave these settings as they are.

```
PROBUILD=C:\DLC\PROBUILD
```

```
;PROPATH=.,C:\DLC\PROBUILD\EUCAPP,C:\DLC\PROBUILD\  
EUCAPP\EUC.PL
```

```
propath=c:\mfgpro9,c:\mfgpro9\img\images.pl,r:\90\us
```

## Spin

This setting determines whether or not you can spin the globe on the MFG/PRO for Windows Sign-On screen.

If you set it to Yes, you can spin the globe by clicking it. Double-click the globe to stop it from spinning.

```
spin=no
```

## Graph

This setting allows graphing and points to the GRAFSMAN™ directory.

```
graph=yes
```

```
grafpath=c:\qad\grafsmn
```

## Paint

This setting determines which imaging program you use when you edit graphics associated with the field. The default setting is Microsoft Paintbrush®. The images you create and edit are stored in the working directory.

```
paint=pbrush.exe
```

**Note** Some versions of Windows and Windows NT include Microsoft® Paint rather than Paintbrush. If this is true of your computer, use a text editor to change this setting to `paint=mspaint.exe`.

▶ For details on using this feature, refer to “Editing Images with the Edit Menu” on page 18.

## Fonts


You should leave the font section as it is.

```
[fonts]
;*****
; THE DEFINITION OF FONT 0 THROUGH 7 IS PRIVATE TO THE PROGRESS ADE.
; MODIFYING FONTS 0 THROUGH 7 MAY PREVENT THE PROGRESS ADE FROM RUNNING.
; The following fonts definitions correspond to the ADE standards.
;      ? - Note choice of DefaultFont above (=FixedSys)
;      0 - Fixed System Font (1 char per PPU)
;      1 - Proportional System Font
;      2 - Editor Font for 4GL program entry
;      3 - TTY Simulator (should be fixed)
;      4 - Desktop Font
;      5 to 7 - Reserved
font0=Fixedsys
      .
      .
      .
font30=System
font31=System
```

# Glossary

**Accelerator Keys.** Keystroke equivalents to mouse actions. For example, you can exit a program by clicking the exit button or by pressing **Alt + X**. During typing, or for people who remember keystrokes, accelerator keys can save time.

**Browse.** An inquiry program to display specific data, such as item or customer records. Browsers are attached to many fields for use as drill downs. Browsers also appear in the menus.

**Button.** An item on the screen that you click to initiate some action. For example, with the Windows interface, you click the  button to accept your input.

**Calendar Button.** A button attached to date fields and the object program tool bar, allowing you to view a calendar and select a date from it.

**Character Programs.** Refers to MFG/PRO programs running in Character User Interface, which displays only keyboard characters on the screen rather than icons and forms. Sometimes abbreviated as CUI or ChUI.

**Click.** The action of pressing the left mouse button while pointing at an object with the mouse. You do this to indicate an object to the computer. For example, you point to an icon and click the mouse button to initiate an activity. See also *Double-Click*.

**Click and Drag.** See *Dragging*.

**Combo Box.** A program attached to a field to show you the valid entries for that field, such as codes.

**Control Menu Box.** In Windows, a box on the left of the title bar that you double-click to close the program.

**Copy.** A command that duplicates selected items into the Windows clipboard; you then paste the items.

**Cursor.** A graphic showing where your next keystroke will appear on the screen. You reposition the cursor by pointing and clicking with the mouse. See also *Pointer*.

**Cut.** A command that removes selected items by placing them in the Windows clipboard. You can paste the items from the clipboard, if you choose.

**Device.** Any piece of hardware available to the computer, such as a disk or a printer.

**Double-Click.** Clicking the mouse button twice in rapid succession. This normally results in a computer action. For example, you start MFG/PRO by double-clicking its icon.

**Dragging.** The action of pointing with the mouse, holding down the mouse button, and moving the pointer to another location. You do this to move (drag) an item on the screen, or to include an area in your selection, such as dragging over several fields to copy their contents.

**Drill Down.** A browse program attached to a particular field, such as the Customer field. Drill downs display records in the database. You use such programs to find needed data. For example, the number of a customer whose name you remember.

**Drop-Down Menus.** Menus of common tasks, such as copying and cutting. Drop-down menus are available from the menu bar at the top of most Windows screens.

**Field.** A space on the screen to display or to accept data, or data values stored in the database.

**File.** A set of data, such as a master file, stored on disk. In PROGRESS terms, a file is also called a table.

**Filter.** A method for narrowing the data to be displayed in browses. For example, you may want to display item records in product line 1500 only. A filter enables you to do this by entering selection criteria.

**Frame.** A group of fields, delimited by a box.

**Function Key.** A key located above the alphabetic keyboard to which functions can be assigned. For example, in MFG/PRO for Windows, **F1** invokes field help.

**Graphical User Interface (GUI).** A method of presenting computer actions and options as pictures, buttons, and icons to users, rather than requiring typed commands. You interact with the computer by pointing and clicking with the mouse. The most common example of a Graphical User Interface is Microsoft Windows.

**Grayed out.** A formatting appearance applied to menu items and buttons when they are not available. For example, if nothing has been copied or cut to the clipboard, the Paste function is shown in gray.

**Highlight.** A display formatting appearance applied to selected items. For example, clicking on a menu topic causes it to display in reverse video.

**Icon.** A graphic representing a computer program or action. For example, the MFG/PRO for Windows globe is an icon.

**Interface.** The method of communication between humans and machines. For example, the steering wheel in a car is an interface between the driver and the car. MFG/PRO for Windows has a graphic interface. See *Graphical User Interface (GUI)*.

**Join.** A relation between data in two or more tables expressed through fields that the tables have in common.

**Key Data.** The identifying field in a record: for example, the item number.

**Keystroke Equivalents.** Keystrokes that perform activities normally executed with the mouse. For example, pressing **Alt + X** is the same as clicking **Exit** on the User Menu.

**Launch.** To call up a program. For example, buttons on the tool bar launch programs.

**Local Variable.** A variable, created with PROGRESS syntax, to contain the relationship or derived value from one or more fields in one or more tables. For example, a local variable can contain a total derived from the quantity and the unit price.

**Maximize.** The process of enlarging a program window. You do this by clicking the maximize button in the upper right corner of most Windows screens.

**Menu.** A list of options available to you at a given moment. MFG/PRO for Windows has program menus to take you through its suite of programs. The programs have drop-down menus for common activities, such as copying and accessing help.

**Menu Bar.** A space across the top of the program window containing the names of the various drop-down menus.

**Menu Style.** A type of menu. In MFG/PRO there are three menu styles: Icon, Tear Off, and Character.

**Menu Substitution.** Replacing one program with another on the menu. For example, you can set up the menu so that when users select a particular program, they get a customized version of it instead of the one delivered with MFG/PRO.

**Message bar.** An area at the bottom of MFG/PRO screens containing messages to guide you through your work.

**Minimize.** The process of decreasing the size of a program window. You do this by clicking the minimize button in the upper right corner of most Windows screens.

**Mouse.** A pointing device for indicating objects to the computer. For example, to run MFG/PRO, you use the mouse to point to the MFG/PRO icon, then double-click the mouse button.

**Mouse Button.** The button on the mouse you click to select items on the screen. Most mice have two buttons. Normally, you press the left button, but you can configure the mouse to accept input from the right button; this is especially useful for left-handed people.

**Mouse Pad.** A soft pad on which to move your mouse.

**Mouse Pointer.** A graphic on the screen showing what you are pointing at.

**Navigation.** Any method to move around the screen and through the programs. In MFG/PRO for Windows, you normally do this with mouse clicks. Within programs, such as Customer Maintenance, you also often use **Tab**.

**Nesting.** Setting a series of objects containing one another. For example, a drill down can drill down on another drill down, which can drill down on another, and so on.

**No Access.** A security level prohibiting access to data.

**Object Programs.** Programs that are written in the object-oriented style. This programming approach ties an object, such as an on-screen button that you press, to an action, such as exiting the program. Also called object-oriented programs.

**Paintbrush.** An imaging program included with MS-Windows, available from the Accessories program group. This is the default program used for editing images attached to specific objects in your database.

**Paste.** Inserting a previously copied or cut item at a specified location.

**Pointer.** The icon that moves across the screen when you move the mouse across the mouse pad. It may appear as an arrow, hourglass, or text cursor. See also *Mouse Pointer* and *Cursor*.

**Program Name.** The technical program name, as opposed to the description that appears in the title bar. For example, Customer Maintenance is the description of a program called `adcsmt.p`.

**Program Window.** The area on the screen used by a program. You can have more than one window open at a time. The window you are currently using is the active window.

**PROGRESS Status Bar.** An area at the bottom of the MFG/PRO screen containing information on available options. Also called, Status bar.

**Read-Only Access.** Access to data that is restricted to reading. Modifying read-only access data is prohibited. See *Write Access* and *No Access*.

**Scrolling.** Moving up and down and from side to side in a data representation (such as a report) that is too long or wide to fit on the screen. You use scroll bars or arrow keys to do this.

**Selecting.** Designating an item for action by the computer. For example, you select text and then direct the computer to delete it or make it boldface. You can select items with the mouse or the keyboard.

**Selection Criteria.** Data used to include or exclude records and other data from the screen display. For example, you can direct the system to display only those items in product line 1500.

**Sorting.** Arranging data in ascending or descending sequence. You can specify the field to be used for the sort, such as customer number or customer name.

**Standard Programs.** Programs that are written with a procedural and/or structured approach. These programs are called standard in MFG/PRO, because their numbers far exceed the number of object programs.

**Store.** To save changes made to data. If you do not do this, your changes are lost.

**Table.** A PROGRESS term for a file. See *File*.

**Terminal.** The computer screen.

**Title Bar.** The bar at the top of the screen showing a description of the current program. The description is not the same as the program name. For example, Customer Maintenance is the description of a program called `adcn015.w`.

**Tool Bar.** The area at the top of the screen containing buttons and icons for common activities such as accessing help and printing reports.

**Undo.** Reversing an action. For example, if you inadvertently delete something you want to keep, you can get it back if you undo the action immediately. This is available from the Edit menu or by pressing **Ctrl + Z**.

**View.** A logical entity showing data from two tables. It may show relationships between the tables in a local variable.

**Wildcard.** A symbol denoting multiple values. For example, `cs*` indicates all files starting with `cs`.

**Window.** The area on the screen taken up by a program. You can have more than one window open. The window you are currently using is the active window.

**Write Access.** Full access to data. Modifying the data is allowed.

# Index

## A

about... 29, 103  
ADI  
    in character mode 101  
    in Windows 25  
assigning buttons to tool bar and user menu 69  
Auto Go 72

## B

Browse Graphing 57  
Browse Maintenance 86  
browses 51  
    filtering in Windows 56  
    graphing 57–61  
    maintenance 86  
buttons  
    assigning 69  
    creating 69

## C

character-based menu 77  
CIM load  
    character mode 101  
    in Windows 25  
clicking, double-clicking, and dragging 9  
Component Configurator 77  
Config  
    in object programs in character mode 98  
    in object programs in Windows 20  
control menu box 14  
conventions  
    Windows 7  
copy/paste buttons 32  
copying 17, 97  
    multiple fields 32  
Copying and pasting with the Edit menu 17, 18  
customizable buttons 31  
cutting 17, 97

## D

Diagnostic Dashboard, OBCM 78  
double-clicking 9  
Drill Down Maintenance 66  
drill downs 28, 36, 103  
    drilling down on 68  
    maintaining in Windows 66  
drop down  
    menus 15  
    menus in character mode 95  
    show 24

## E

editing 17, 97  
    images 18  
    in character mode 97  
    reports 48  
entering key data 41  
exiting MFG/PRO 17, 36  
    from character mode 96

## F

field help  
    in character mode 102  
    in Windows 27, 34  
filtering browses  
    in Windows 56  
folder and field security 79  
frames  
    changing order in character mode 98  
    changing order in Windows 20

## G

gpcmmt.w (Master Comment Maintenance) 18, 97  
    in Windows 32, 33  
graphing browses 57–61  
GUI  
    interface management 65

**H**

- help
  - field in character mode 102
  - field in Windows 27
  - menu in character mode 102
  - menu in Windows 26
- hide menu items 24

**I**

- icon menu style 73
  - submenus 74
- images
  - editing 18
- initialization file 109
- inquiry
  - programs 39
- interface management 65

**K**

- key data
  - entering 41
- keyboard actions 10

**L**

- look-up browse 28, 103

**M**

- maintaining
  - drill downs in Windows 66
- maintenance programs
  - starting 40
- maintenance, report, and inquiry programs 39
- Master Comment Maintenance 18, 97
  - in Windows 32, 33
- Menu Bar 13
  - in Windows 15
- menu style
  - tear-off 75
- menu styles
  - character-based 77
  - icon 73
  - selecting 73
  - tear-off submenus 76
- Menu Substitution Maintenance 70
- Menu Substitutions 23, 100
- menu substitutions
  - setting up 70
- menus
  - drop down 15
  - drop down in character mode 95
- Message Bar 38

**MFG/PRO**

- signing on to 12
- mouse
  - clicking 9
  - clicking and dragging 9
  - double-clicking 9
  - dragging with 9
  - pointer 8
- moving
  - around on the screen 42
  - through character-mode menus and programs 104

**N**

- Navigate
  - in object programs in character mode 98
  - in object programs in Windows 20
- no access 78

**O**

- OBCM Diagnostic Dashboard 78
- opening and saving reports 47
- Options Menu
  - in character mode 100
  - in Windows 23

**P**

- pasting 17, 97
  - limitations in Master Comment Maintenance 32, 33
- printers 45
- printing
  - to a file 46
- procedure help
  - in character mode 102
  - in Windows 27
- program
  - moving around in 42
  - report 44
  - window 13, 37
- program security 79
- PROGRESS
  - PROGRESS initialization file 109
- PROGRESS Status Bar 13, 38

**R**

- read access
  - setting 79
- read-only access 78
- reconfiguring
  - object programs in character mode 98
  - object programs in Windows 20
- report programs 39, 44

- printing to a file 46
- printing to the terminal 47
- selection criteria 44
- using printers and terminals 45
- reports
  - editing 48
  - opening and saving 47
- return 36
- running a program 16, 96

**S**

- save settings on exit 25
- saving reports 47
- security levels 78
- selecting a menu style 73
- selection criteria
  - for reports 44
- setting
  - menu styles 73
  - menu substitutions 70
  - read/write access 79
- show drop downs 24
- sign-on screen 12
- Status Bar 38
- Status Bar, PROGRESS 13
- submenus 74
  - icons style 74
  - tear-off style 76

**T**

- tear-off
  - menu style 75
  - submenus 76
- terminals 45
- Title Bar 13
  - in character mode 94

- in Windows 14
- Tool Bar 13, 30
  - making visible 23
- tool bar
  - assigning buttons to 69
  - customizable buttons on 31

**U**

- User Interface Profile 71
- User Menu
  - in character mode 95
  - in Windows 15
  - running a program from 96
- user menu
  - assigning buttons to 69
  - running a program from 16
- User Tool maintenance 69

**V**

- view maintenance 82
- viewing reports on the terminal 47
- views 82
  - maintaining 82

**W**

- wildcards in Drill Down Maintenance 67
- window
  - configuration and security maintenance 77
  - program 13, 37
- Window Configuration and Security Maintenance 77
- Windows
  - conventions 7
  - editing 17
  - screen 11
- write access 78
  - setting 79

