Core Information System

Run Time

Users' Guide



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1 Introduction

Welcome	The <u>Users' Guide to the Run Time Module</u> is divided into 4 chapters.
	Chapters 3 cover each of the module's run applications, and their sub-
	menu options, in point form. Chapter 4 demonstrates the basic tasks
	involved in setting up and maintaining your Core Information System.
Conventions	Following this brief discussion of the different sections, there are some

Following this brief discussion of the different sections, there are some important comments about the formatting and function key conventions used throughout the Core Information System.

1.1 How This Book Is Organized

Chapter 2	Chapter 2, Run Time Overview, gives a brief description of this module and how the components work together. This provides users with a useful reference and encourages them to take advantage of the many different features available in the Run Time module.
Chapter 3	The options and functions available from all of the Run Time utilities are covered in this chapter.
Chapter 4	The basic tasks involved in setting up your Core Information System are demonstrated here.

1.2 What You Should Know About The Text

Text Formatting	To make the text easier to read, several formatting conventions have been used throughout the step-by-step instructions:		
Bold	Aside from the headings, and the text highlighted in the displays, bold text is used to describe the use of keyboard keys. Example: Press Enter .		
Italics	<i>Italics</i> are used in the "Display Pointers" which can be seen on the left side of each display figure in Chapters 3 and 4.		
Bold Italics	Bold Italics are used for anytime the user is meant to key in a stream of text. Whenever bold italics are used, the characters are meant to be keyed as shown, using the same capitals or lower case letters as written in the instruction. Example: Key in ABC		
Courier Font	Courier Font is used to describe text found in the displays. This font is used as a substitute for quotation marks because sometimes there can be some confusion as to whether the quotation marks are included as part of the example or not. Example: Work With AR Customer.		

1.3 How To Use The Function Keys

Function Keys	This is a discussion of some of the function keys and their uses. If the users have older terminal, the function keys may be labeled as Cmd such as Cmd1 or Cmd3 . In most cases they are labeled as F1 and F3 .					
F1 = Help	F1 will always bring up the on-line help displays.					
F3 = Exit	F3 always lets the user exit out the current display.F3 is used at the User Application Menu, to sign off.					
F5 = Refresh	F5 will update the display if the user has made a change to the data.					
F7 = Scroll Up	F7 lets the users scroll upwards through lists.					
F8 = Scroll Down F8 lets the users scroll down through lists.						
Other F Keys	There are other F keys used for different purposes and their uses are displayed at the bottom the displays where they are active.					
F13 Through F24	On a PC keyboard, F13 is activated by holding down the Shift key and pressing F1 . F14 = Shift + F2 , and so on. Below is a chart showing how to activate the higher numbered F keys:					
These F Keys = Shift+	F13 F14 F15 F16 F17 F18 F19 F20 F21 F22 F23 F24 F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12					

1.4 How To Use Some Of The Other Keys

Field Exit	This key appears as the right-hand Ctrl key on the PC keyboard. The Field

Exit key is familiar to AS/400 users as a means of clearing a field to the

right of the cursor location.

Reset This key appears as the left-hand **Ctrl** key on the PC keyboard. **Reset** is

the normal response to many system error messages. Consult with the

installing programmer for clarification.

Escape

The Esc key brings down the Attention Key Menu which offers

short cut access to commonly used functions such as Work With Addresses, and Price And Availability. The Attention

Key Menu is maintained with the Run Time Application.

The Attention Key Menu also has a Display Message option which allows the users to work with any system messages that be holding

up their printing or processing jobs.

Print Screen

The Print Screen key is useful for making hard copies of static displays.

After each screen print, the message Print operation complete to the default printer device file appears, notifying the user that the screen print was successful. This message must be removed,

using the **Reset** key, before the user can continue with their task.

2 Overview

Chapter 2, Run Time Overview, gives a brief description of this module and how the components work together. This provides users with a useful reference: encouraging them to take advantage of the many different features available in the Run Time module.

2.1 Navigation Terms

The Main
Starting Point
The display that begins and ends each task.

The Scenario

A description of the task being demonstrated in each section and

subsection.

Your Choices Shows the users the results of each step and their available choices.

Usually, towards the end of the demonstrations, the choices listed are those that would lead directly to completing the task in progress. At any time before confirming their choices, the users can press **F3** to abandon the

task.

The Result A recap of the accomplished task.

2-2 Overview

2.2 Document Terms

Display When used as a noun, it refers to *the full screen image*.

When used as a verb, it means to show.

FunctionsThe function keys listed at the bottom of the displays and windows. The

functions are explained in Section 1.3., How To Use The Function Keys.

Notes Shared, brief comments, attached to data records, used to enhance

workplace communications.

Options The horizontal menu options, these usually range from 1 to 9, and may

include letters such as P for Posting.

Window A bordered image that partially covers the full screen image.

2.3 User Tips

Number Searches

When searching from a Number search field, such as Address Number, press **Field Exit**, then **Enter** to activate the search. Most of the Number search fields do not allow an **Enter** key stroke from within the field.

If the **Enter** key is pressed while the cursor is inside a Number search field, the message Enter key not allowed in field will appear. Press **Reset** to remove the message, then press **Field Exit**, and then **Enter**, to submit the search.

Scan Limit Reached

In searches made through large files, the search range is restricted to avoid system congestion. If the Scan Limit Reached message appears in the bottom left, it means that the search target was not found within the immediate search range, and, the search range did not cover the entire file. Press the **Page Down** key to search the next file portion.

If the search target does not exist in the file, the message, No data to display will appear.

Tabbing

When the cursor is in the first search field, and the documentation instruction says, "Tab across, then down to..." use the cursor arrow to drop one space below the search field line, then press **Tab** once.

The phrase "Tab across, then down to..." is used in the documentation because it is the easiest instruction to teach new users how to work with the system.

2-4 Overview

3 Menu Options

This Chapter

The options available from the Run Time Application Menu are covered in this chapter.

3.1 Introduction To The Run Time Menu

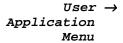
Getting There

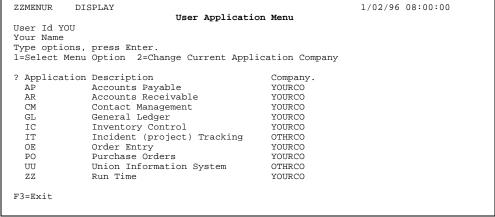
Signing On

The following shows you how to get to the Run Time menu:

Sign on, and you will see the User Application Menu, as shown in Figure 1.

Figure 1





The Applications

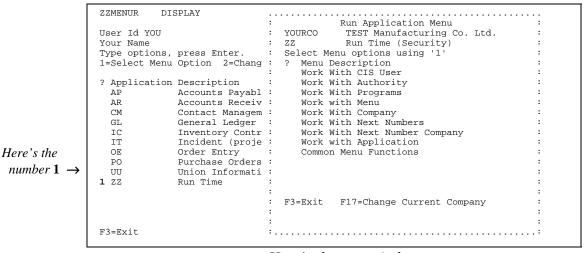
Here is a display of the applications you have been given to work with.

- In this display, YOURCO is short for Your Company, and OTHRCO is short for Other Company.
- The Other Company would be one that your company owns or is affiliated with.
- In Figure 1, option number 1 lets you select an application.

Selecting An Application

We are going to work with the Run Time application. Tab across then down to ZZ, key in a *1*, as shown in Figure 2, and press **Enter**.

• If you tab too far by mistake, use the \(\bar\) to take you back up. **Figure 2**



Run Time

Here's the new window

The Run Time Application has several utilities which can be used to control the security globally, or specifically down to the User/Program level.

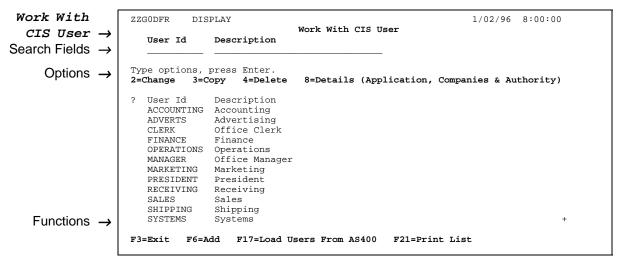
The Utilities	Their Purpose				
CIS User	Users can be added or deleted to the system, and Applications, Companies, and Authority can be individually assigned to each User. See Section 3.2.				
Authority Codes and Descriptions are added and maintained here Section 3.3.					
Programs	Program Codes and Descriptions are added here. CL commands can be made into programs by creating a new program ID and assigning the command string to the program details. See Section 3.4				
Menu	System and personal menus are added and maintained here. The Personal Menus are displayed when the user presses their Esc key. See Section 3.5				
Company Codes and Descriptions are added and maintained here Section 3.6.					
Next Numbers	Record numbers for deposits, general ledger items and all other recorded transactions at the Organization level are maintained here. See Section 3.7.				
Next Number Company	Transactions at the Company level are maintained here. See Section 3.8.				
Applications	The applications and the programs within them are maintained, and can be assigned or removed from the User's access list. See Section 3.9.				

3.2 How To Work With CIS Users

The Main Starting Point

Figure 1 shows the Work With CIS User display.

Figure 1



Functions

Their Purpose

Adding

Loading Users From The AS/400

Clate way add nam Haan ID's and their description

F6 lets you add new User ID's and their descriptions.

F17 lets you bring an existing list of AS/400 user profiles into the Core Information System.

Options

Their Purpose

Working With Details

Option $8\ \mathrm{brings}\ \mathrm{up}\ \mathrm{the}\ \mathrm{Work}\ \mathrm{With}\ \mathrm{User}\ \mathrm{Applications}\ \mathrm{display}.$

• This display lets you grant Application Authority to the User.

From the Work With User Applications display, selecting any of the Applications with option 8 brings up the Work With User Application Company display.

• This display lets you grant Company authority to the User + Application.

From the Work With User Application Company display, selecting any of the Companies with option 8 brings up the Work With User Application Authority display.

• This display lets you grant Program Authority to the User + Application + Company.

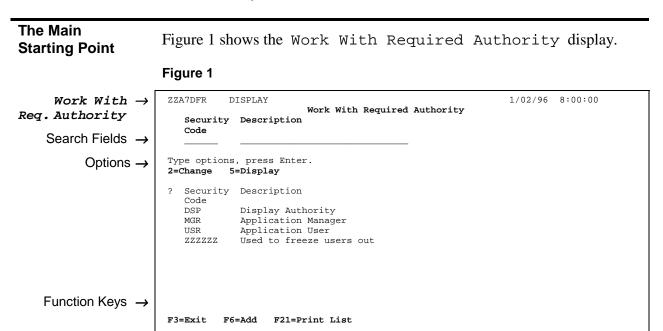
Changing Option 2 lets you change the User Descriptions.

Copying Option 3 lets you copy User Authorities to other User ID's.

Deleting Option 4 lets you remove User ID's from the system.

Menu Options

3.3 How To Work With Required Authorities



Functions Their Purpose

F6 lets you create new Security Codes and their Descriptions.

Options Their Purpose

Displaying Option 5 lets you display the Authority Descriptions.

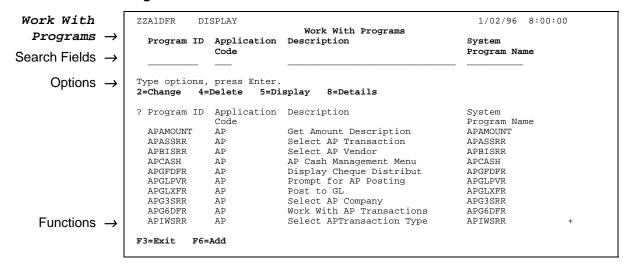
Changing Option 2 lets you change the Authority Descriptions.

3.4 How To Work With Programs

The Main Starting Point

Figure 1 shows the Work With Programs display.

Figure 1



Functions

Adding

Their Purpose

F6 lets you either create new programs or add existing programs to the list.

- The Program ID is your choice but it must be unique. The ID normally matches the System Program Name.
- The Description is your choice but normally the Description matches the display/window header.
- The Application Code can be prompted with **F4**; this links the program to the appropriate application.
 - Applications are maintained through Work With Application.
 - System programs for personal menus should be linked to ZZ, the Run Time Application.
 - Users are given access to the Applications through option 8 on the Work With CIS User display.
- The Security Code can be prompted with **F4**; this helps you control access to the program.
 - Security Codes are maintained through Work With Required Authority.
- The System Program Name cannot be prompted; this is the program name as it appears in the System.

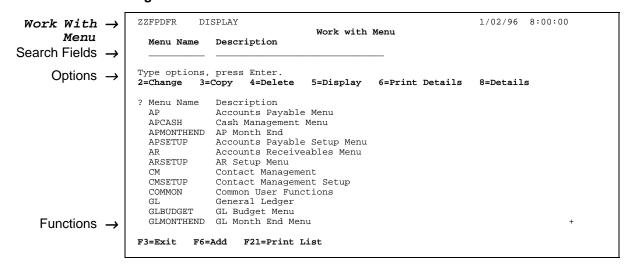
Options	Their Purpose			
Working With Details	 Option 8 lets you assign a Command / Program to the Program ID. This utility lets you add simple commands to the menus without having to write compiled CL programs. If you wanted to add the Work With All Printers command to a personal menu, you would add WRKWTR as a new Program ID, then select it with option 8 and fill the Command / Program field with the CL, wrkwtr. If you wanted to give a user access to the active jobs in QINTER, you would add WRKACTJOB as a new Program ID, then select it with option 8 and fill the Command / Program field with wrkactjob sbs(qinter). Other programs may require longer command strings or no command strings at all. 			
Displaying	Option 5 lets you display the Descriptions, Application Codes, Security Codes and System Program Names.			
Changing	Option 2 lets you make changes to the Descriptions, Application Codes, Security Codes and System Program Names.			
Deleting	Option 4 lets you remove programs from the list.			

3.5 How To Work With Menus

The Main Starting Point

Figure 1 shows the Work With Menu display.

Figure 1



Functions

Their Purpose

Adding

F6 lets you create new Security Codes and their Descriptions.

Options

Their Purpose

Displaying Details

_ ...p...y...g _ c......

Printing Details

Working With Details

men Furpose

Option 5 lets you display the Menu Name and Description.

Option 6 lets you print the Menu Details.

Option 8 lets you maintain the Menu Details.

- Programs can be added as Menu Options, or removed, if required.
- The menu options can be arranged in a custom sequence.
- The Program ID's are maintained through the Work With Programs display.
 - When the Menu Options are either added or changed, the Program ID field can be prompted with **F4**.
- The choices available for the Menu Types are the following:
 - Program: The option is a compiled program.
 - Menu: The option is a sub-menu.
 - Text: The option is information only or for creating blanks.
 - Command: The option is a command such as wrkwtr.

Changing

Option 2 lets you change the Description.

Copying Option 3 lets you copy a Menu with a new Menu Name. A different Description may be used if desired.

Deleting Option 4 lets you delete Menus.

3.6 How To Work With Companies

The Main Figure 1 shows the Work With Company display. **Starting Point** Figure 1 ZZCVDFK 1/02/96 8:00:00 DISPLAY Work With → Work With Company Company Company Description Search Fields → Type options, press Enter. Options → 2=Change 7=Rename Company Description Code New Sales Division TEST Kobelt Development Inc. TEST Manufacturing Co. Ltd. NTRKOB OTHRCO YOURCO Functions →

F21=Print List

Functions Their Purpose

F6=Add

F3=Exit

F6 lets you create new Companies and their Descriptions.

Options Their Purpose

Changing Option 2 lets you change the Description.

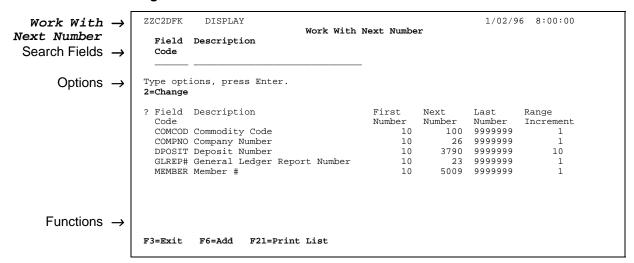
Renaming Option 7 lets you change the Company Code.

3.7 How To Work With Next Numbers At The Organization Level

The Main Starting Point

Figure 1 shows the Work With Next Number display.

Figure 1



Functions

Their Purpose

Adding

F6 lets you create new Fields for the entire organization:

- The Field Code is your choice but it must be unique. This code is used by the related programs to provide your users with the next available record number.
- The Description is your choice.
- The First Number is normally set at 1 or 10.
- The Next Number can be manually changed but is normally set at the First Number and left to the programs to increment it upwards.
- The Last Number is normally set at 9999999.
- The Increment is normally set at 1 but may be set at 10 for accounting purposes.

Options

Their Purpose

Changing

Option 2 lets you change the Description, First Number, Next Number, Last Number, and/or Increment.

3.8 How To Work With Next Numbers At The Company Level

The Main Starting Point	Figure 1 shows the Work With Next Number - Company Level display. Figure 1				
Work With → Next Number Search Fields →	ZZDUDFK Company Code	DISPLAY Field Code	Work With Next Number - Con Description		02/96 8:00:00
Options →	Type opti 2=Change		s Enter. e request		
	? Company Code	Field Code GLJENO	Description	Next Number in Range 20	Range Increment 10
	OTHRCO OTHRCO OTHRCO	ADRESS APTRAN GLJENO	Address Number	8 380 40 90	1 10 10
	OTHRCO OTHRCO YOURCO YOURCO		Inventory Item Surrogate Address (contact) number AP transaction	71 1524 60018	10 1 1 1
Functions →	YOURCO YOURCO	ARTRAN GLJENO	AR Transaction GL Journal Entry Number F21=Print List	32277 315	1 +

Functions

Their Purpose

Adding

F6 lets you create new Fields at the Company Level:

- To change Companies, return to the Run Time Menu and press **F17**.
- The Field Code is your choice but it must be unique. This code is used by the related programs to provide your users with the next available record number.
- The Description is your choice.
- The First Number is normally set at 1 or 10.
- The Next Number can be manually changed but is normally set at the First Number and left to the programs to increment it upwards.
- The Last Number is normally set at 9999999.
- The Increment is normally set at 1 but may be set at 10 for accounting purposes.

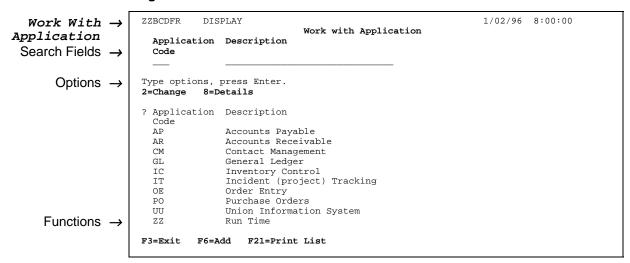
Options	Their Purpose				
Changing	Option 2 lets you change the Description, First Number, Next Number, Last Number, and/or Increment.				
Deleting	Option 4 lets you delete any of the records.				

3.9 How To Work With Applications

The Main Starting Point

Figure 1 shows the Work With Application display.

Figure 1



Functions

Their Purpose

Adding

F6 lets you create new Applications:

- There is an Application Code and a Description.
- The Application Code must be unique.
- You cannot load programs into new applications, that is done from the Work With Program display.

Options

Their Purpose

Working With Details

Option 8 brings up the Work With Application Programs display.

- The Program Details can be edited, the same way as from the Work With Program display.
- Programs cannot be added or removed from the Work With Application Programs display, this type of maintenance must be done from the Work With Programs display.

Changing

Option 2 lets you change the Description.

4 Practical Tasks

This ChapterThis chapter takes the utilities discussed in Chapter 3 and shows you how

to work with them in practical situations.

Core Elements

The Codes and Descriptions for the Applications, Companies and

Authorities, must exist before the Programs, Users and Menus can be

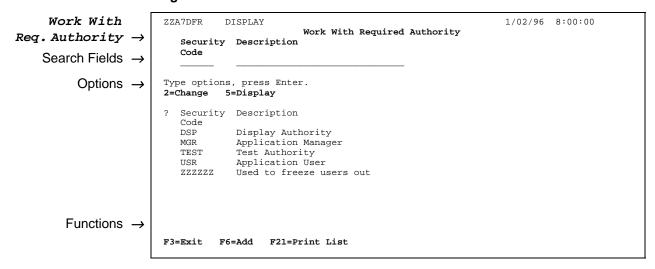
completely set up.

4.1 How To Add And Set Up Authorities

The Main Starting Point

Figure 1 shows the Work With Required Authority display.

Figure 1



Authority

From the Run Time menu, select Work With Authority, and the display shown in Figure 1 will appear.

Security Code

Press **F6** and a Security Code: prompt will appear, key in a new Code, then press **Enter**.

Description

A Description: prompt will appear, key in a Description, then press **Enter**.

Processing

The CONFIRM: Y prompt will appear,

- If you are happy with your Code and Description, press **Enter**, and the Authority will appear on the list.
- If you want to change the Description, press **N** then change the Description and press **Enter**, then **Enter** again to confirm.
- If you want to remove the Code and Description, press N then F3.

Changing

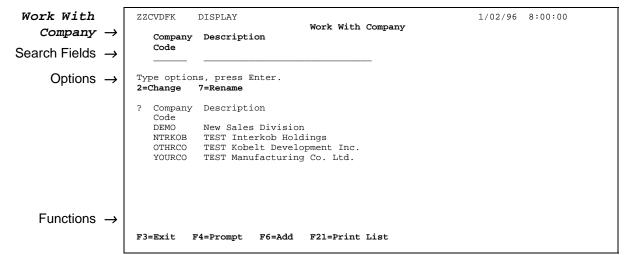
Once an Authority has been added to the list, its Description can be changed with option 2.

4.2 How To Add And Set Up Companies

The Main Starting Point

Figure 1 shows the Work With Company display.

Figure 1



Companies

From the Run Time menu, select Work With Company, and the display shown in Figure 1 will appear

Code & Description

Press **F6**, then fill in the Company Code and Description fields and press **Enter**.

Processing

The CONFIRM: Y prompt will appear,

- If you are happy with your Code and Description, press **Enter**, and the Company will appear on the list.
- If you want to change the Description, press **N** then change the Description and press **Enter**, then **Enter** again to confirm.
- If you want to remove the Code and Description, press N then F3.

Changing

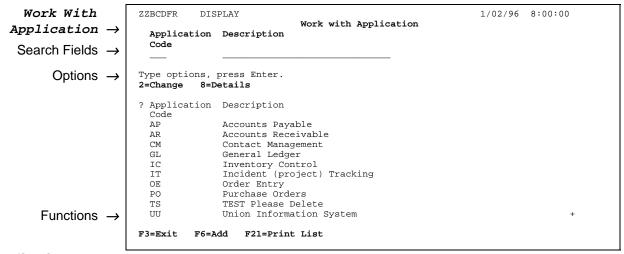
Once a Company has been added to the list, its Code can be changed with option 7, and its Description can be changed with option 2.

4.3 How To Add And Set Up Applications

The Main Starting Point

Figure 1 shows the Work With Application display.

Figure 1



Applications

From the Run Time menu, select Work With Application, and the display shown in Figure 1 will appear.

Code

Press **F6**, an Application Code: prompt will appear, key in a new Code, then press **Enter**.

Description

A Description: prompt will appear, key in a Description, then press **Enter**.

Processing

The CONFIRM: Y prompt will appear,

- If you are happy with your Code and Description, press **Enter**, and the Application will appear on the list.
- If you want to change the Description, press **N** then change the Description and press **Enter**, then **Enter** again to confirm.
- If you want to remove the Code and Description, press N then F3.

Changing

Once an Application has been added to the list, its Description can be changed with option 2.

Details

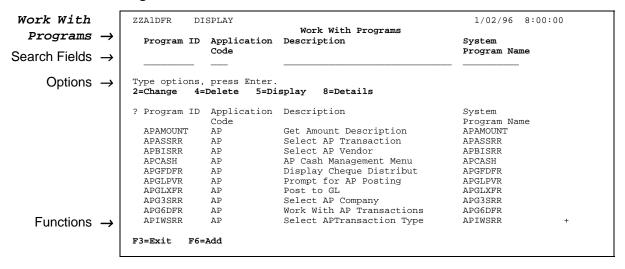
Option 8 brings up Work With Application Programs which lets you see the programs attached to any of the Applications, but the Programs cannot be added or deleted from this display: they are maintained in Work With Programs.

4.4 How To Add And Set Up Programs

The Main Starting Point

Figure 1 shows the Work With Programs display.

Figure 1



Adding A Program

From the Run Time menu, select Work With Programs, and the display shown in Figure 1 will appear.

Press F6 and a Program ID: prompt will appear.

Fill in an ID, normally the same as the System Program Name, and press **Enter**, and the display shown in Figure 2 will appear.

Figure 2 shows the Add Program Details display.

Figure 2

Add Program →	ZZAZE1R ADD Add Program Details	1/02/96	8:00:00
Details	Program ID : AATEST		
Fields →	Description		
	Application Code		
	Security Code		
	System Program Name		
Functions →			
	F3=Exit F4=Prompt F12=Key screen		

The Fields

Description

The Description is your choice, make it meaningful for future editing.

Application Code

This Code comes from the Work With Applications utility. **F4** lets you prompt this field.

Comments

Security Code

This Code comes from the Work With Authority utility. **F4** lets you prompt this field as well.

System Program Name

Normally, the System Program Name and the Program ID are the same, but sometimes, when programs are under development, the System Program Name may be changed to Not In Use. Programs that are not in use will show the User a display message informing them that the Program is not available.

When the program does become available, its System Program Name can be changed to match the Program ID.

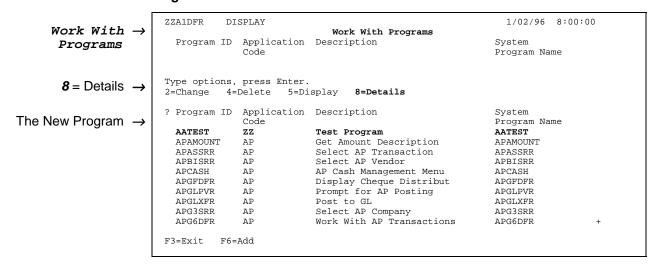
The Task

Processing

Once the fields are filled, press **Enter**, then **Enter** again to confirm the new Program.

New Program

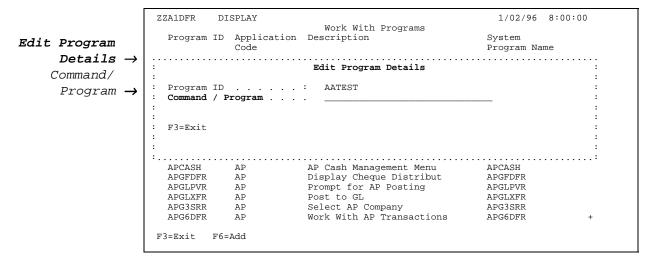
Figure 3 shows the new program, AATEST, added to the list. **Figure 3**



Working With Details

Once the new Program has been added, its details can be worked with. Select the program with option 8 and the display shown in Figure 4 will appear.

Figure 4



Command/ Program

This field represents what a user would have to key into a command line to call the program if the menus were not available. This line might be as simple as call AATEST, or a longer command string. With many Programs, this field will remain blank.

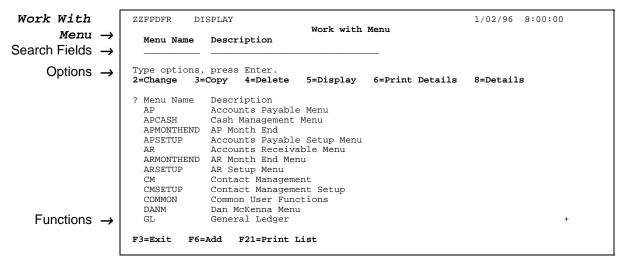
Your installer can clarify any program requirements for you.

4.5 How To Add And Set Up Menus

The Main Starting Point

Figure 1 shows the Work With Menu display.

Figure 1



Adding A Menu

From the Run Time menu, select Work With Menu, and the display

shown in Figure 1 will appear.

Press **F6** and the Add Menu KEY SCREEN display will appear.

Menu Name

Fill in the Menu Name field and press **Enter**.

Description

The Add Menu Details display will appear with a Description

field.

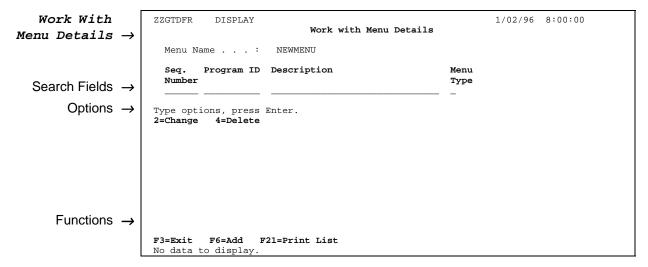
Fill in a Description, press **Enter**, then press **Enter** again to confirm.

Processing

Details

Tab down to your new menu and select it with an 8. Your display will look like Figure 2.

Figure 2



Adding Details

Press F6 and the Add Menu Item KEY SCREEN display will appear.

Sequence Number

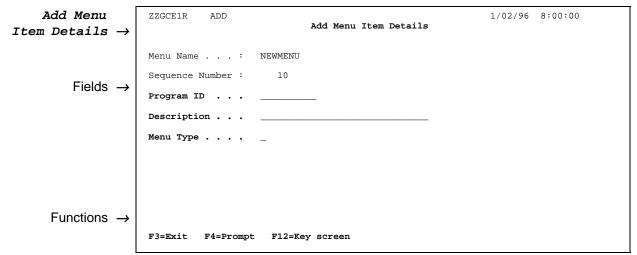
If this is a new menu, fill in the sequence number field with 10, then press **Field Exit** then **Enter**.

If you are working with a menu that already contains program options, use the sequence number to place the new option at the beginning, between other program listings, or at the end, depending on your needs. The sequence number can be changed later with option 2.

Adding Item Details

Once you have entered a sequence number, the Add Menu Item Details display will appear, as shown in Figure 3.

Figure 3



The Fields

Comments

Program ID

The Program ID comes from the Work With Programs utility. **F4** brings up the Select Program window.

Description

The Description is your choice, this how the option will appear on the menu.

Menu Type

Prompting the Menu Type field brings up a drop box with four choices:

Program: A CIS program, such as ZZA1DFR Work With

Programs .

Menu: A CIS menu, such as APCASH AP Cash

Management Menu.

Text: Free form text which may be a group heading, or an

apostrophe used to create a blank space.

Command: An AS/400 command such as wrkwtr. This would be

used for a personal menu which the users access through

their **Attn** or **Esc** key.

The Task

Processing

Fill in the fields as desired, then press **Enter** and **Enter** again to confirm.

Changing

Once the menu item has been added, you can change the Program ID,

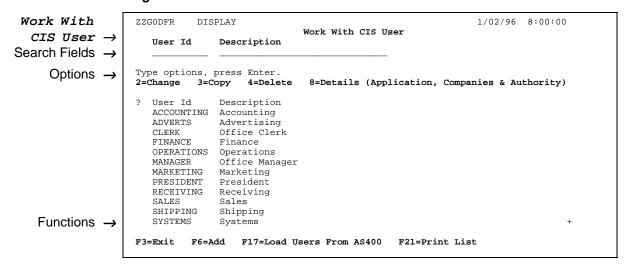
Description and Menu Type, by selecting it with option 2.

4.6 How To Add And Set Up Users

The Main Starting Point

Figure 1 shows the Work With CIS User display.

Figure 1



Adding A User

From the Run Time menu, select Work With CIS User, and the

display shown in Figure 1 will appear.

User ID

Press F6 and the Add CIS User KEY SCREEN display will appear

with a User Id field. Fill in this field and press Enter.

Description

The Add CIS User Details display will appear, fill in the

Description field, then press **Enter** and press **Enter** again to confirm.

Some Options

Once a new user has been added, option 2 lets you change their

Description, option 3 lets you copy their attributes to a new User ID, and

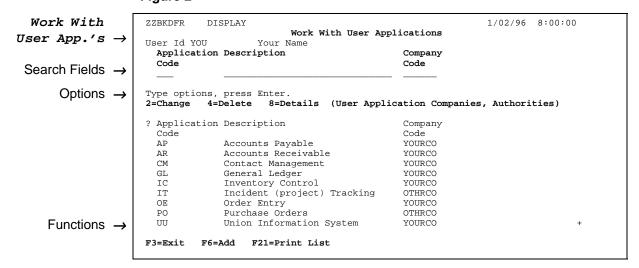
option 4 lets you delete the users from the system.

Option 8 lets you assign applications, companies and authority to the

users.

User Applications

Select one of the users with option 8 and the following display will appear. Figure 2



Adding An Application To The CIS User

Press $\mathbf{F6}$ and the Add User Application KEY SCREEN display will appear.

Application Code

The Application Code comes from the Work With

Application utility.

Prompt this field with **F4**, or fill it in without prompting, and press **Enter**. The Add User Application Details display will appear.

Company Code

The Company Code comes from the Work With Company utility.

Prompt this field with **F4**, or fill it in without prompting, and press **Enter**

then **Enter** again to confirm.

Changing

Details

Option 2 lets you change only the Company Code for each application.

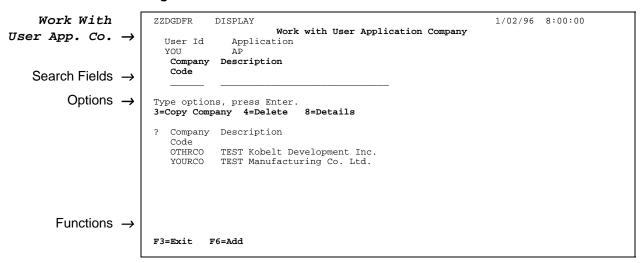
Option 8 brings up the Work With User Application Company

display.

User Application Companies

Select one of the users with option 8 and the following display will appear.

Figure 3



Adding A Company To A CIS User's Application

Press **F6** and the Add User Application Company display will appear.

Company Code

The Company Code comes from the Work With Company utility.

Prompt this field with **F4**, or fill it in without prompting, and press **Enter**

then Enter again to confirm.

Copying Option 3 lets you create a new company by copying one one of the existing

ones.

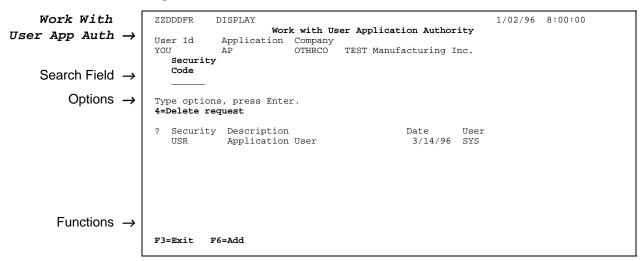
Option 8 brings up the Work With User Application

Authority display.

User Application Companies

Select one of the users with option 8 and the following display will appear.

Figure 4



Adding An Authority To A CIS User's Application/ Company

Press **F6** and the Add User App. Authority window will appear.

Security Code

The Security Code comes from the Work With Authority utility.

Prompt this field with **F4**, or fill it in without prompting, and press **Enter** then **Enter** again to confirm.

Deleting

Option 4 lets you delete authorities.

Completing

Once you have added the first few users, you may copy them from the Work With CIS User display, and then use the other utilities to set up whatever differences you may need in Applications, Companies or Authority.

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