QAD Enterprise Applications
Standard & Enterprise Edition

Training Guide

Manager Functions

70-3048C
QAD 2011 Standard & Enterprise Edition
Database: 2010 SE R01
Workspace: Training
March 2011

ManagerFunctions_TG_v2011SE_EE.pdf/mdf/mdf

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Contents

About This Course

Course Description

This course provides training on Manager Functions in QAD Enterprise Applications, Standard and Enterprise Editions.

- Certification Preparation
- Other QAD Documentation
- Online Help
- QAD Website
- Conventions

We have provided a QAD on-demand environment to enhance QAD training guide materials. Please read these instructions to launch an environment to use with your QAD product training guide.

Course Objectives

By the end of this class, students will understand Manager Functions concerning:

- Security
- System Interface
- Printer and Batch Processing
- CIM Data Loads and Data Management
- Sequences

Audience

System Administrators

Prerequisites

Basic knowledge of QAD Enterprise Applications Standard Edition

Course Credit and Scheduling

This course is valid for 6 credit hours.

This course is typically taught in one day.

Virtual Environment Information

The hands on exercises should be used with “Standard Edition 2010 R01” environment and “Training” workspace.

QAD Web Resources

The QAD website provides product and company overviews.

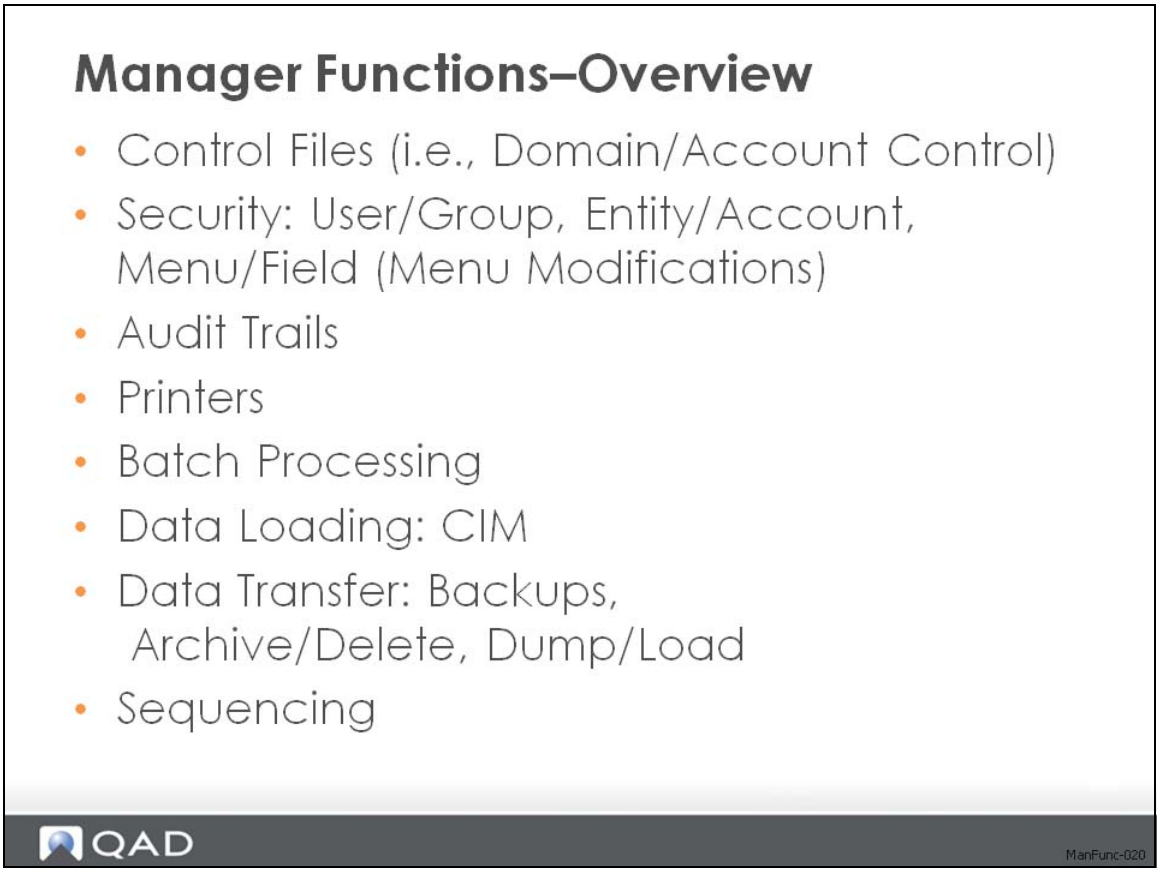
http://www.qad.com/

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

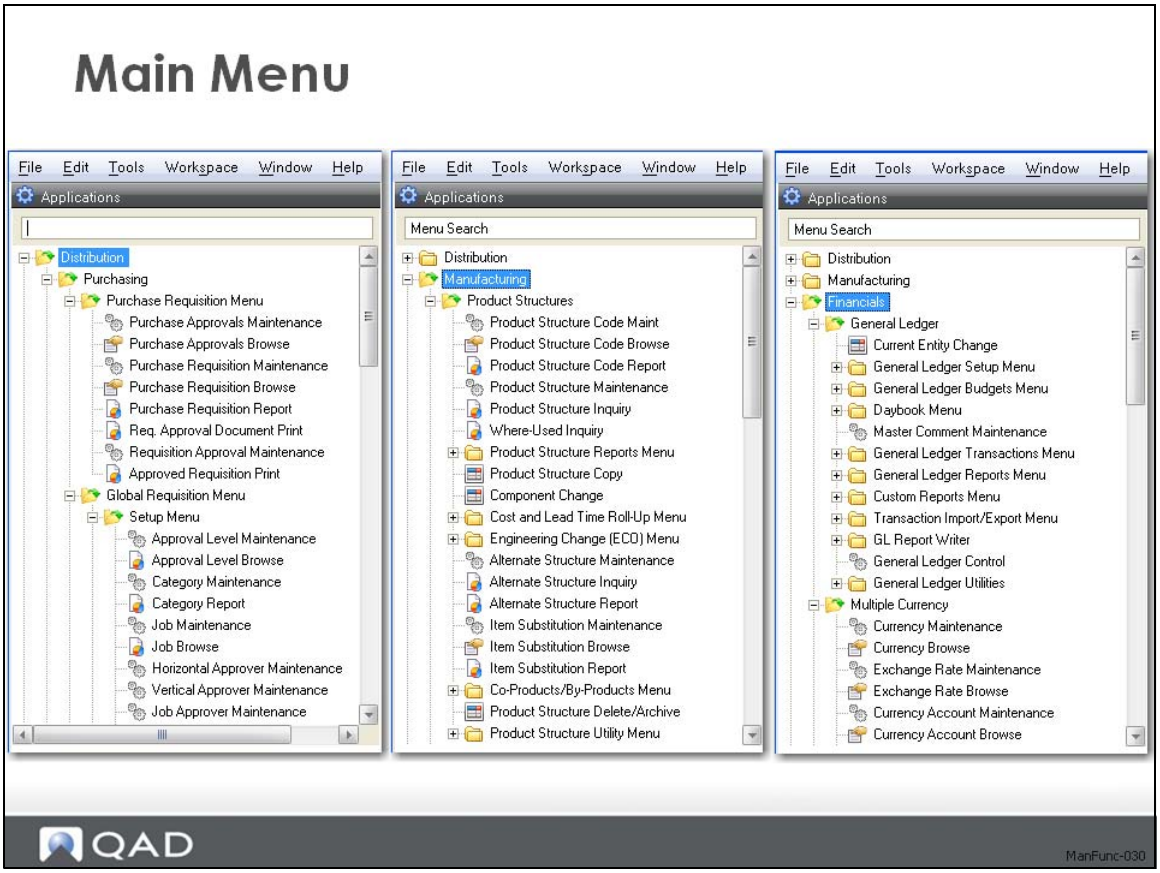
Chapter 1

Overview of Manager Functions

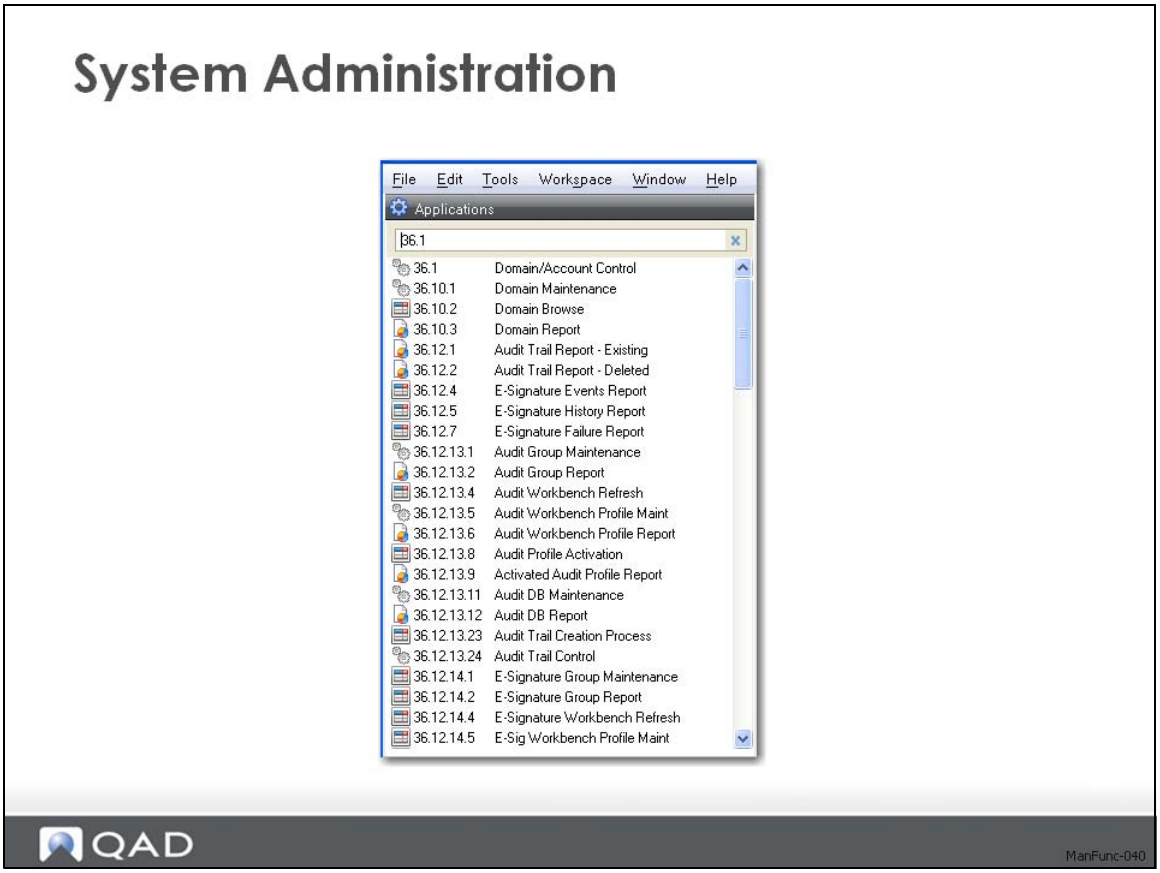
Course Overview



QAD Enterprise Applications Software Main Menu

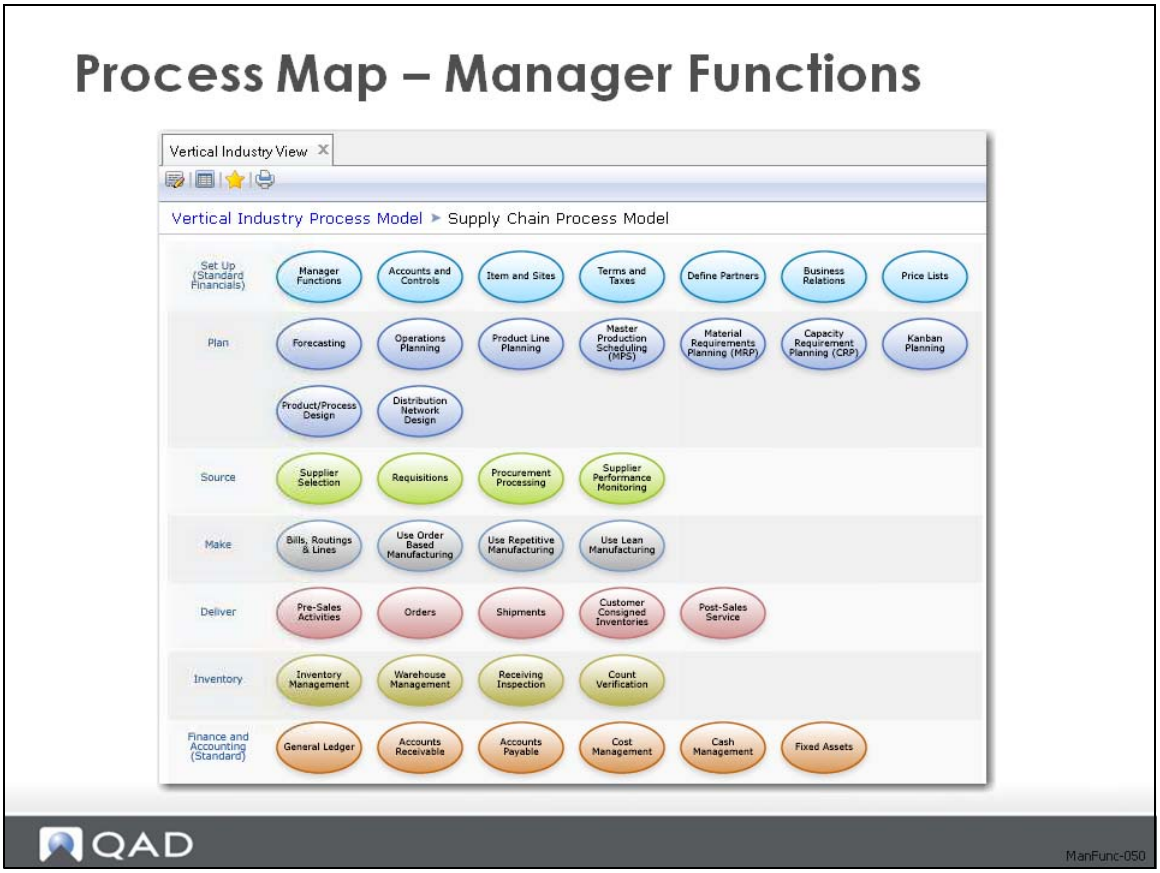


System Administration Menu



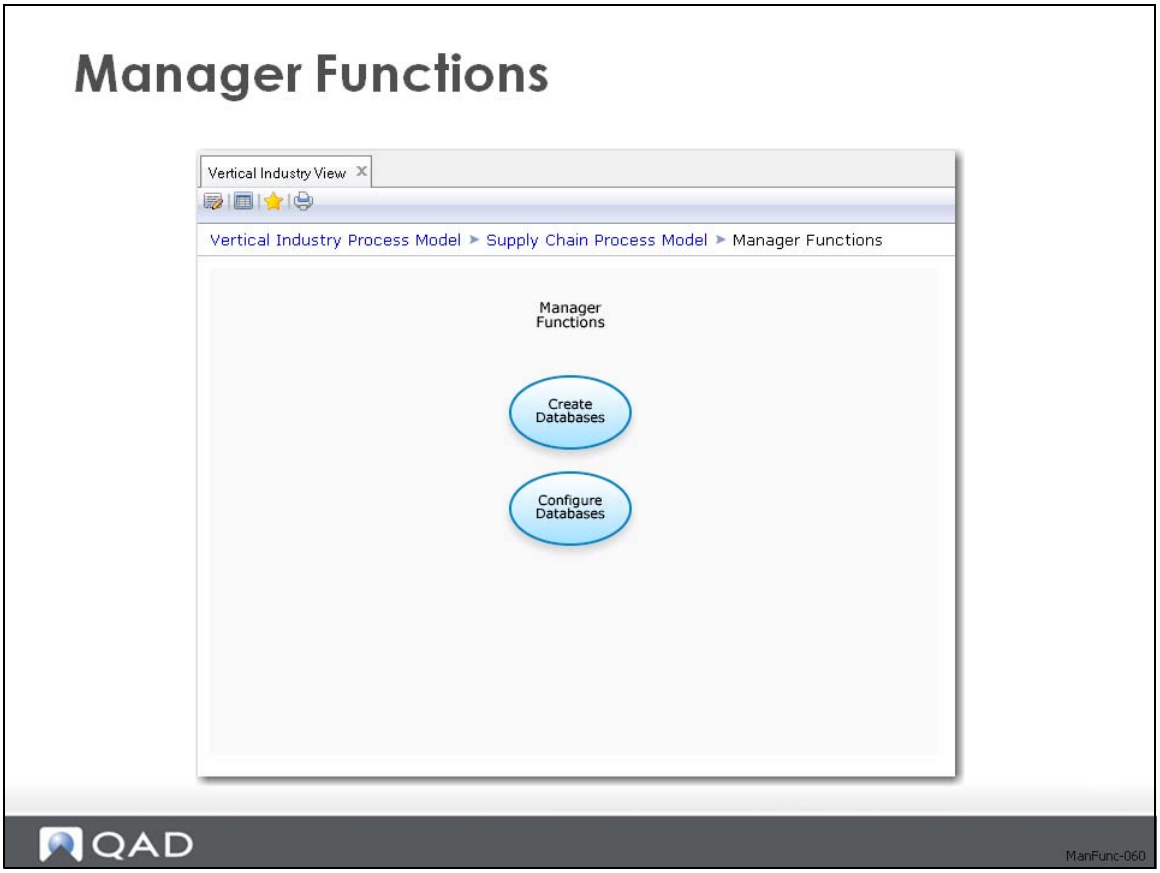
Not all programs are shown, prefix 36. denotes Manager Functions.

QAD Enterprise Applications Main GUI Menu.

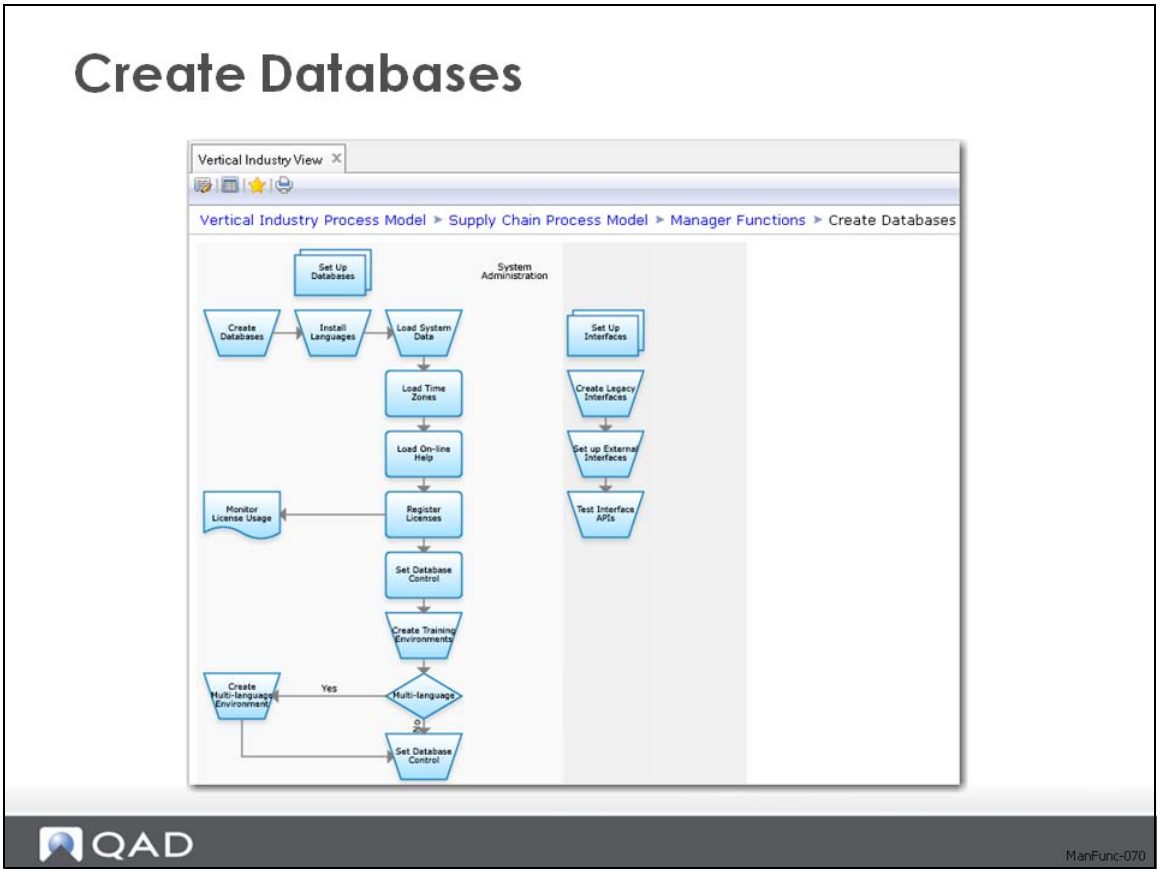


Note Manager Functions in upper left hand corner of Icons.

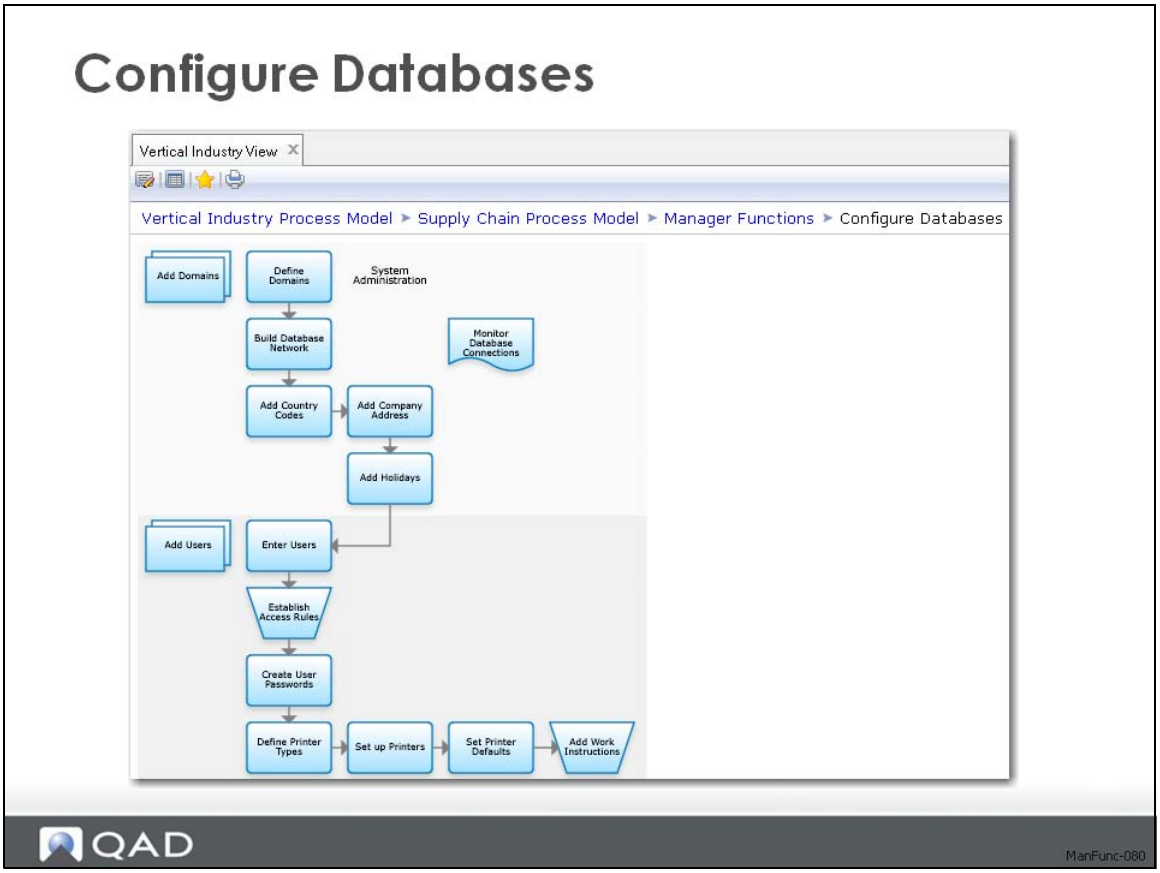
Manager Functions - Vertical Industry View



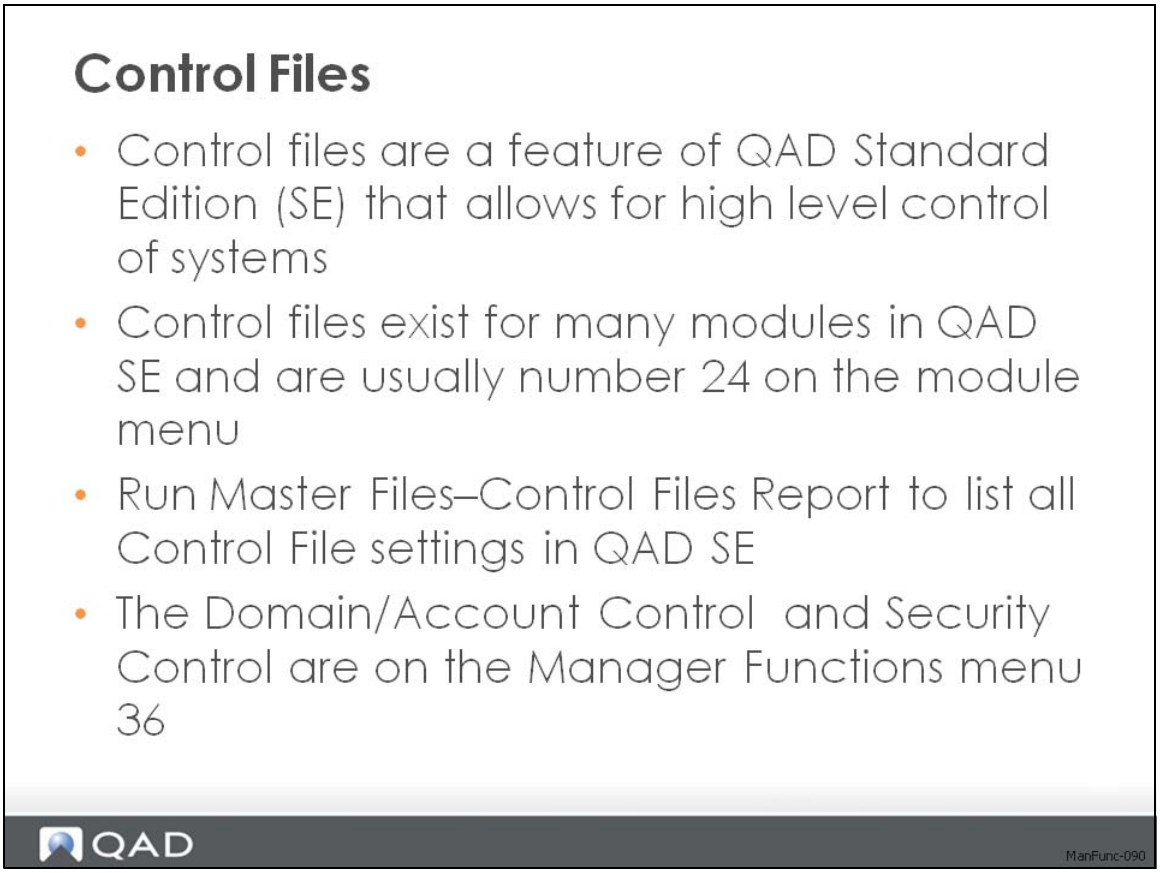
Manager Functions - Create Databases



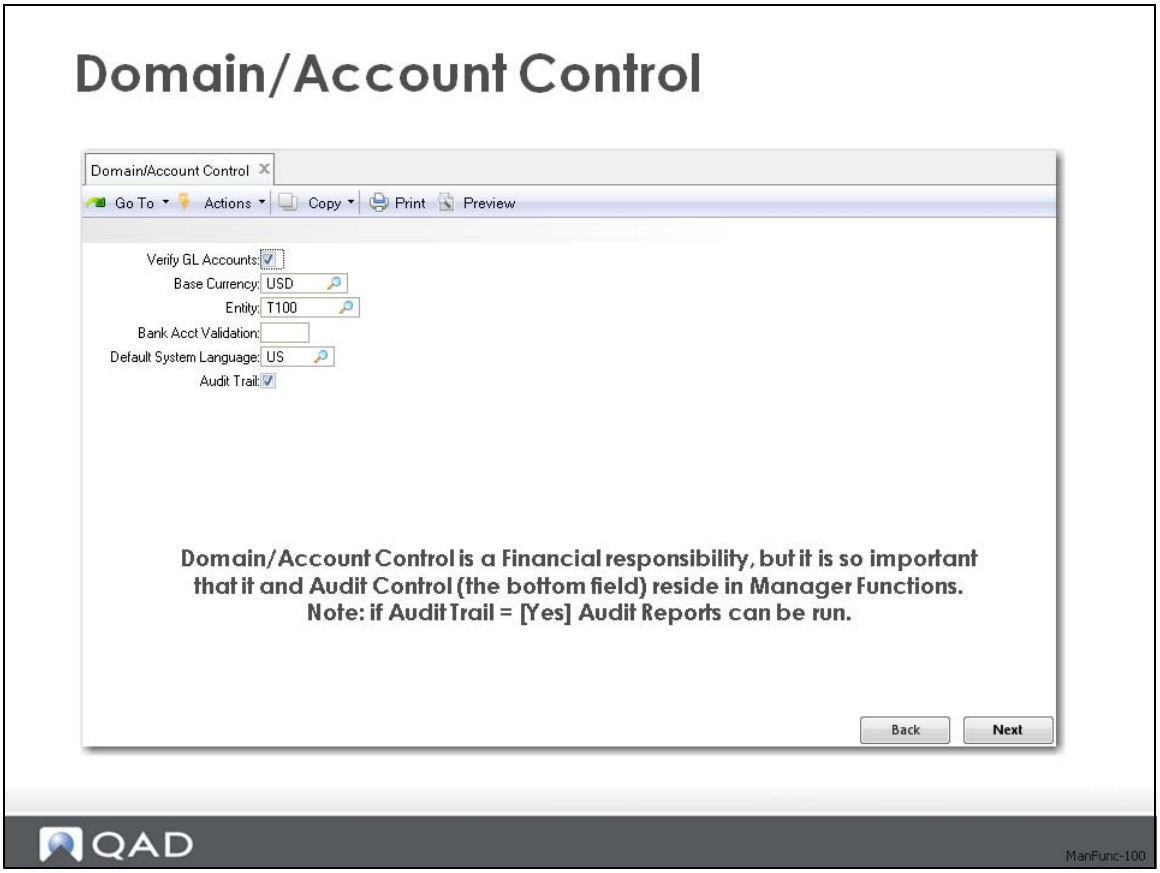
Manager Functions - Configure Databases



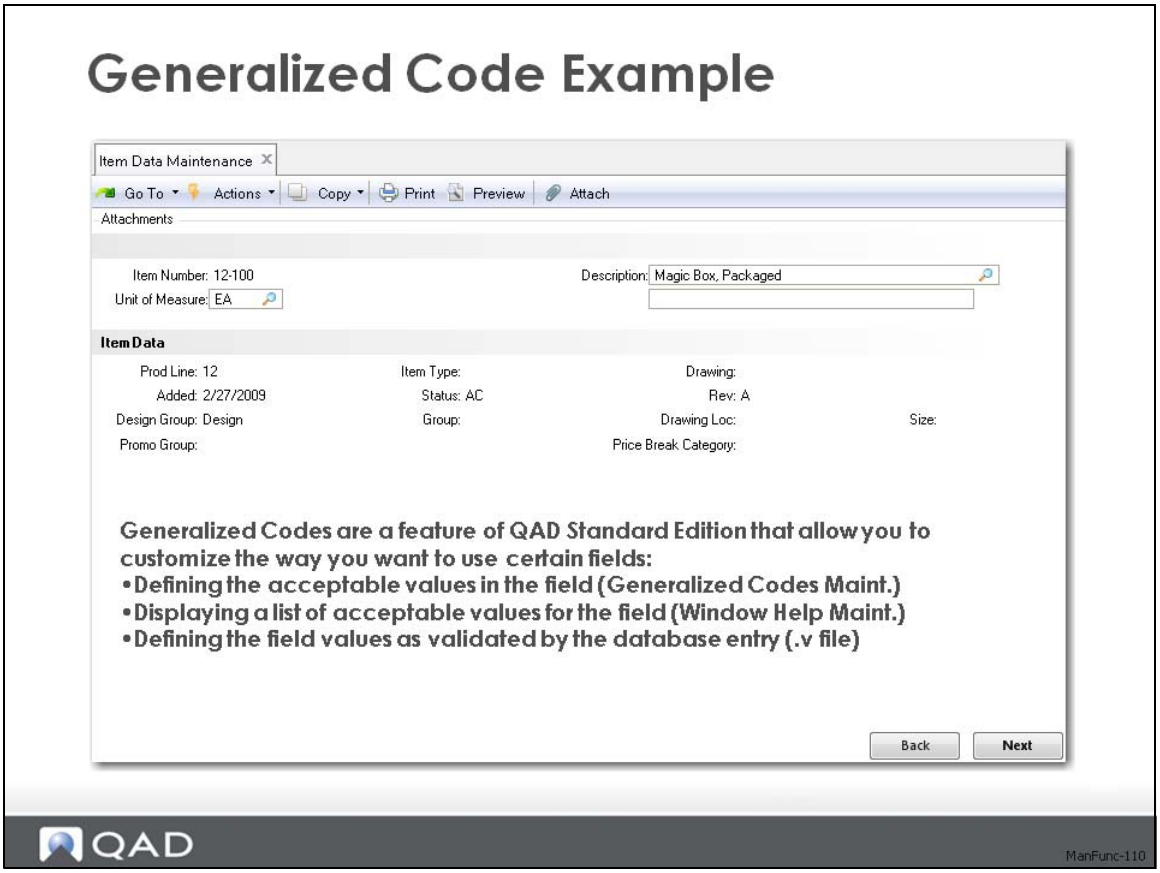
Control Files



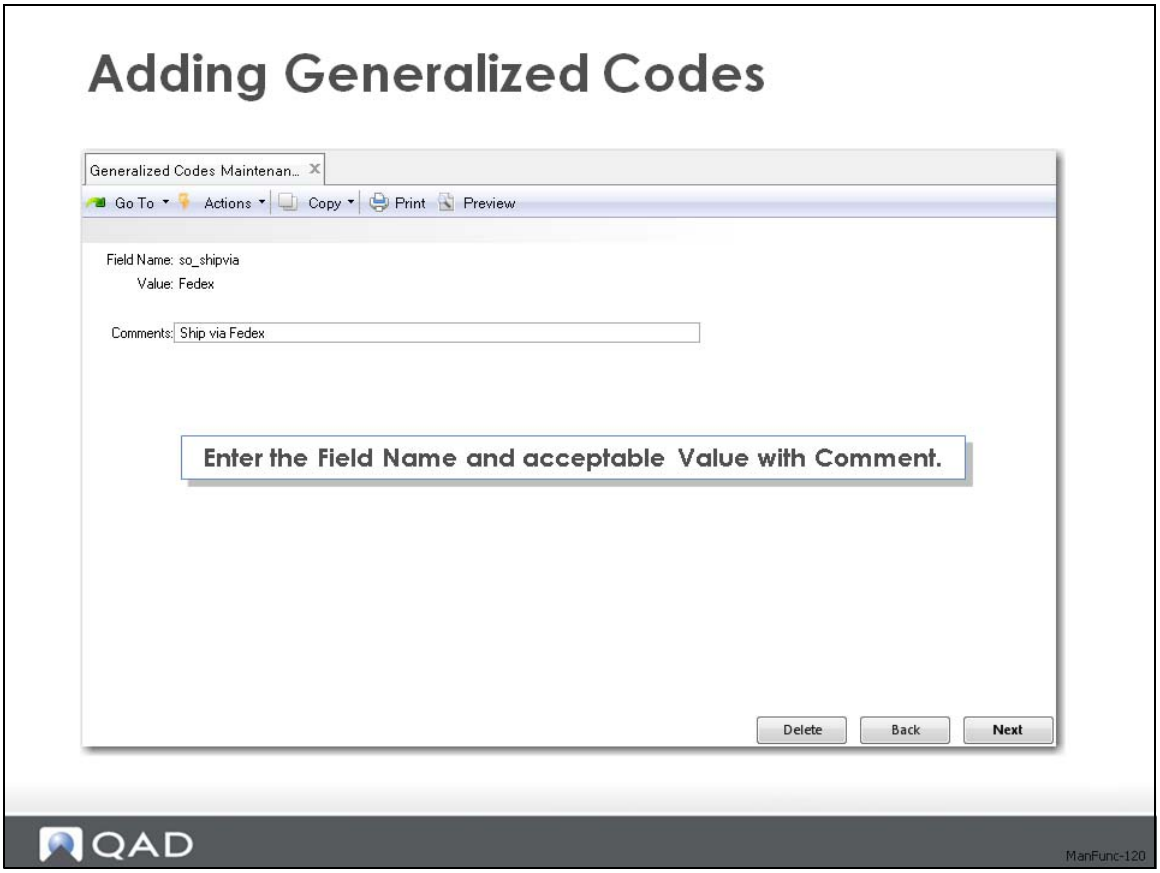
Domain / Account Control



Generalized Code Example - Item Data Maintenance (1.4.3)



Generalized Codes Maintenance (36.2.13)



Not all fields in QAD SE allow for generalized codes. Validation Program of Generalized Codes is gpcode.v. All such fields are set up appropriately in the database with gpcode.v.

Exercise: Checking Fields for Validation

In this activity, you will test field validation.

1 Select Item Master Maintenance (1.4.1). With your cursor in the Item Number field, select a record by pressing the Down Arrow key. After selecting a record, press Ctrl-F. The message bar displays:

Field name is pt_part. Click OK to continue.

This is the name of the field, as defined by the database definition. Since this message does not contain a line indicating validation, there is no association between this field and a validation program.

2 Click Next twice to continue. Move your cursor to the Added field, and press Ctrl-F. The message bar displays:

Field name is pt_added. Password Validation. Press OK to continue.

The second line shows an association between the field pt_added and the program gppswd.v. The login of the person attempting to modify the date (the pt_added field) is checked against a list of logins allowed to update this field.

Note Originally, everyone has access to this field. Once one record is created showing an acceptable login, all other logins are disallowed automatically.

3 Move your cursor to the Item Type field, and press Ctrl-F. The message bar displays:

Field Name is pt_part_type. Password and Generalized Codes Validation against field: pt_part_type. Press OK to continue.

This shows the field is tied to multiple validation programs, and the logic of each is ended together to determine a user's field update capability.

4 Press Next to continue. Move your cursor to the ABC Class field, and press Ctrl-F. The message bar displays:

Field Name is pt_abc. Generalized Codes Validation against field: pt_abc. Click OK to continue.

5 Type g in the ABC class field, and click Next. The following message appears:

ERROR: VALUE MUST EXIST IN GENERALIZED CODES. Please re-enter.

In the next activity, you will make g a valid ABC Class entry.

Exercise: Setting Up Generalized Codes

In this activity, you will set up generalized codes for the ABC Class field.

1 Select Generalized Code Maintenance (36.2.13), and enter the following

Field	Enter
Field Name	pt_abc
Value	g
Comments	Optional

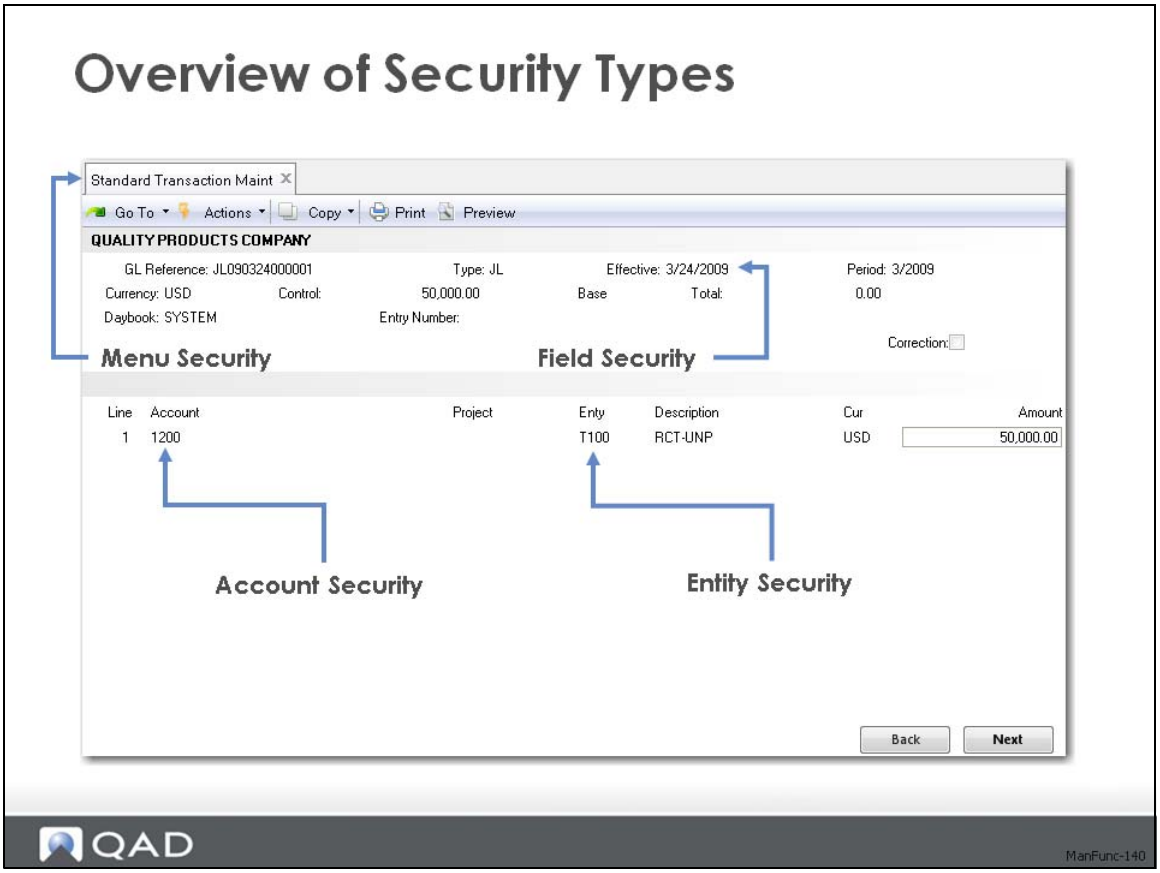
2 Select Item Master Maintenance (1.4.1), and place your cursor in the ABC Class field. Type g, then press Next; g is now a valid entry for the ABC Class field.

Chapter 2

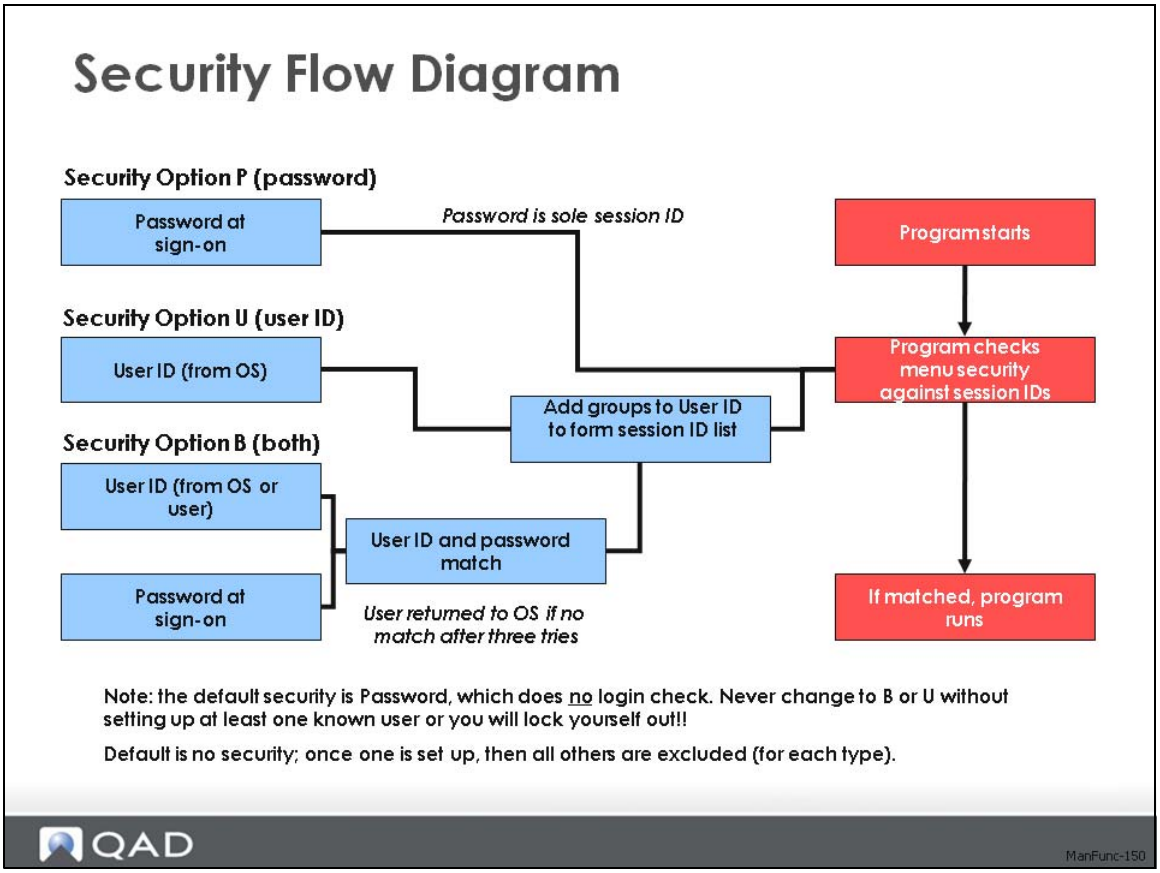
Security


Security Overview
Security Types
Menu Security
Field Security
Entity Security
GL Account Security
Site Security
Inventory Movement Code Security
Security Setup Issues
Security Control
User/Group Setup
Security Restrictions
Audits
Master File Audit
QAD
ManFunc-130

Overview of Security Types



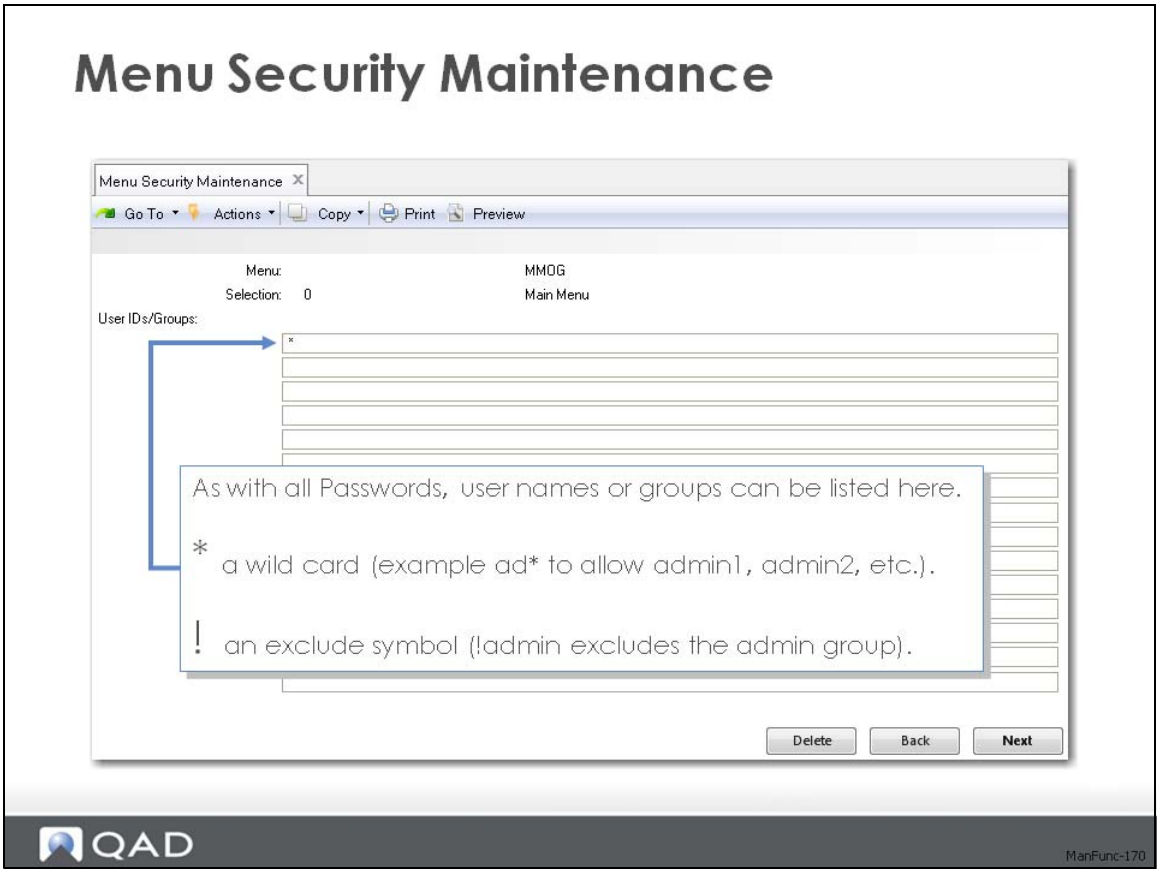
Security Flow Diagram



No security is the Default setting; once one option is set up, then all others are excluded.

Security Control (36.3.24)

Menu Security Maintenance (36.3.10)



- QAD SE interprets the access term in menu security as a literal password, matched to the login password.
- QAD SE interprets the access term as a user/group ID. The password used is the password in the User Maintenance screen.

Exercise: Setting Up Password Security

In this activity, you will establish the parameters for the system to use for password security.

1. Select Security Control File (36.3.24).
2. Enter a three-character prefix in the Session ID Prefix field. Progress uses this prefix when creating and naming temporary files. Progress creates and uses temporary files for many of its internal operations. These temporary files get created in the directory where you started QAD SE. This is the directory where the client startup script was run from (character) or the working directory on the icon used to start QAD SE (Windows). These temporary files can be redirected if the -T startup parameter was used. Wherever these temporary files are created, they have the prefix specified in this field, followed by a number.

   Since all the databases are copies of mfg (mfgtrain, mfgdemo, production, etc.), they all have the same prefix, and use a number from an internal counter, which is initialized at the same value on each. As this may imply, if multiple QAD SE sessions are started against different databases, but from the same directory, temporary file name conflicts can overwrite or corrupt other sessions' temporary files. For this reason, you should make the Session ID Prefix unique in each database.
3. In the Timeout minutes field, enter the number of minutes a user's screen can sit idle (without keyboard interaction) before being automatically logged off. If set to 0 (zero), this option is not activated.
4. In the Password Expiration Days field, enter the number of days a user can use the same password before being prompted to change to a new one. If set to 0 (zero), this option is not activated.
5. The system prompts is all of the information correct? Answer Yes.

Note Password security rarely keeps a user out of QAD SE. Password security is only as good as the individual menu, account, field, or entity security that you set up.

Test Menu Security

In this activity you will test menu security.

1. Select Item Inventory Data Maintenance (1.4.5).Can you access the screen?
2. Select Menu Security Maintenance (36.3.10), and enter the following

Field	Enter
Menu	(1.4)
Selection	5
Login IDs	(For example, if your login is MFG you enter MFG)

3. Press Next to accept.
4. Select Item Inventory screen (1.4.5). Can you Log in?
5. Use User Maintenance (36.3.1) to set up the following ID:

Field	Enter
Your initials	Your initials
User Name	Your Name
language	Us
Country	USA
User Type	Employee
Access Location	Train
Active Reason	Qad_Def
Password	Blank
Domain	Train
Group	User (clickBack)
Authorize user all licences	Yes (click back)
Is all information correct	Yes

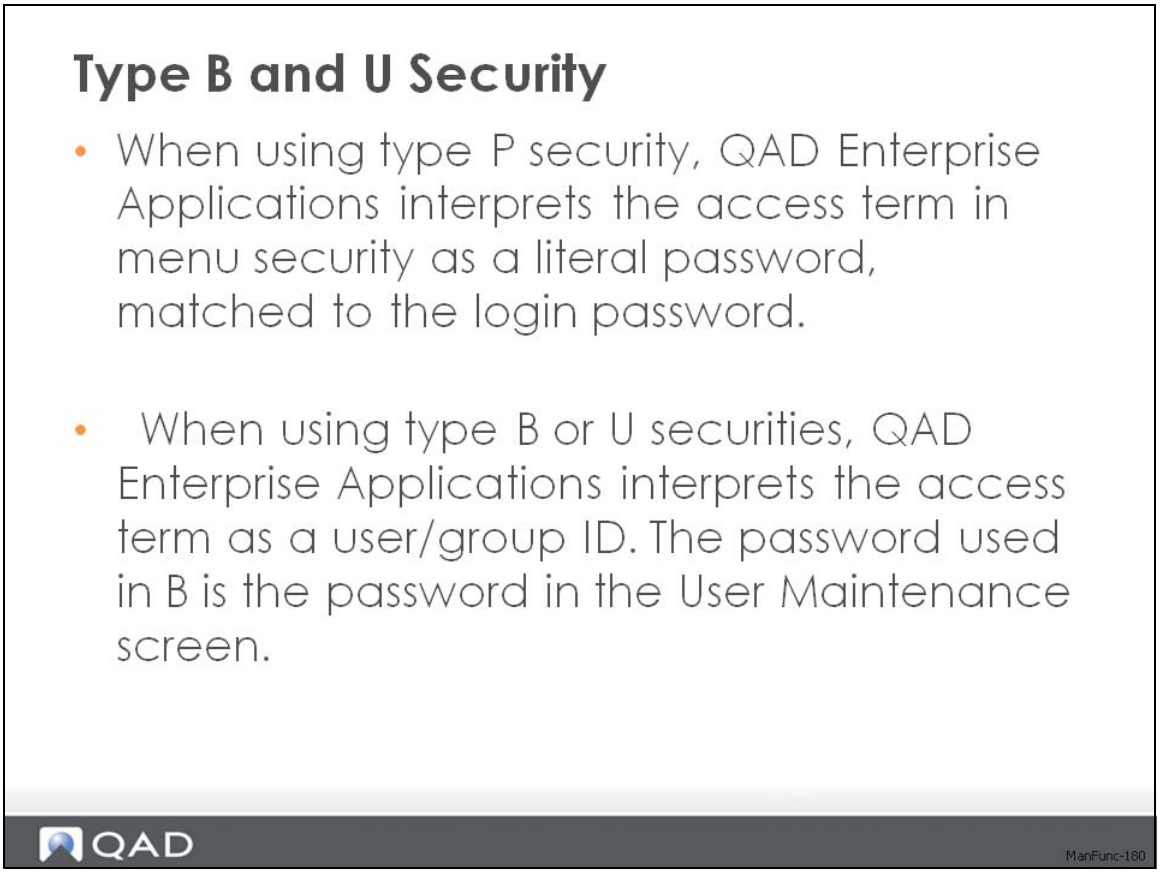
6 Return to the QAD SE login screen. Press Back, and choose Sign On at the Main Menu.

7 Log in with your User ID (your initials).

8 Select Item Data Menu (1.4.5). Does selection (Item Inventory Data Maintenance) show up?

9 Go back to the login screen and login with your original login ID.

User Group Maintenance (36.3.4)



Users and Groups

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

Note When setting up group security, to exclude a specific userID from that group, you use the following syntax (order is critical) admin, !tph where tph is the userID and admin is the group.

Exercise: adding a user User to a Group

QAD SE allows users to be defined, and when these users successfully log in, they become members of a group. You enter the name of the group in the Passwords field on Menu Password Maintenance (36.5.1).

In the previous activity, for menu 1.4, selection 5, you entered the original login and password. You verified that logging in with this password granted you access to Item Inventory Data Maintenance (1.4.5), and logging in without it denied you access.

If you switch to type B, the entry of your login password is automatically viewed as a group name. You will then have access to Item Inventory Data Maintenance (1.4.5) if your user ID, and/or password, has been set up in User Maintenance and this login causes you to become a member of the group yourloginpw.

In this activity, you will set up a user to be part of a group.

1 Select User Maintenance (36.3.1).

Enter:

Field	Enter
User ID	Your three initials
Language	US
User Name	Your Name
User Type	Employee
Restricted	Make sure it is unselected (deactivated)
Access Location	TRAIN

2 Press Next to accept the information.

Field	Enter
Active Reason	QAD_DEF
Password	Your three initials plus pw (For example, blank)

3 Press Next to accept the password.

Field	Enter
Domain	TRAIN
Update Groups	Yes (checked)

4 Press Next

Field	Enter
Group Name	qadadmin
Authorized?	Yes

5 Press Next, then Back to Exit.

Setting up a second user in User Maintenance in 36.3.1

Field	Enter
Your initials	Your initials2
User Name	User 2

Field	Enter
language	Us
Country	USA
User Type	Employee
Access Location	Train
Active Reason	Qad_Def
Password	Blank
Domain	Train
Group	User (clickBack)
Authorize user all licences	Yes (click back)
Is all information correct	Yes

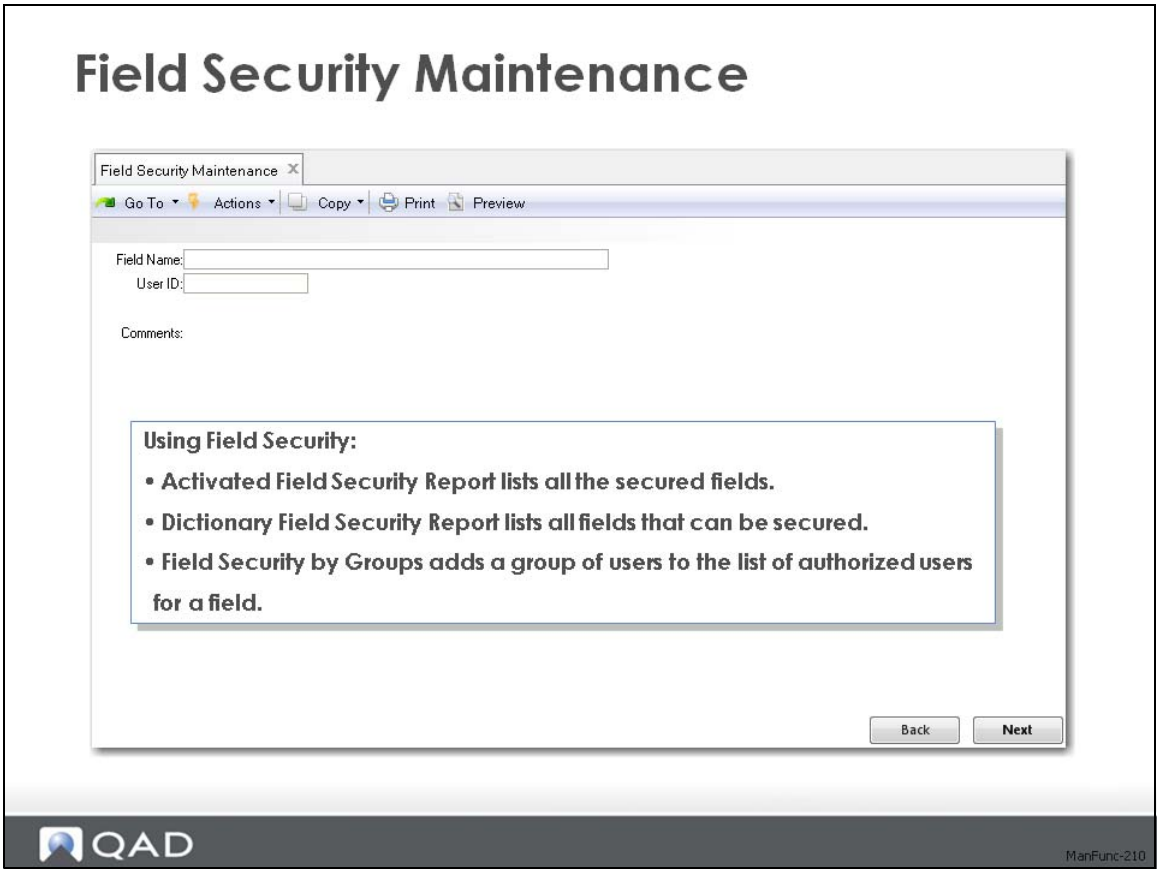
6 Return to the QAD SE login screen. Press Back, and choose Sign On at the Main Menu.

7 Log in with your User ID (your initials).

8 Select Item Data Menu (1.4.5). Does selection (Item Inventory Data Maintenance) show up?

9 Go back to the login screen and login with your original login ID.

Field Security Maintenance (36.3.19)



Exercise: Setting UP Field Security

In this activity, you assign field security.

Logout/login as User1 (your-three-initials, your-three-initials-pw).

1. Select Item Master Maintenance (1.4.1).
2. With your cursor in the Item Number field, use the Down Arrow key to select a record.
3. Move the cursor to the Added field, and press Ctrl-F. A message displays, showing you the field name is pt_added and it is password validated.
4. Select Field Security by Group (36.3.20). Field Security by Group simply finds all the members of a group and makes individual records for each member. You could choose to do it individually by using Field Security Maintenance (36.3.19).
5. Enter the field name, pt_added.
6. In the Group Name field, enter the group name, qadadmin. Members of this group will be allowed to update the field. It is the group you are assigned to as User2. Currently, you are logged in as User1, so you should not be able to update the pt_added field.

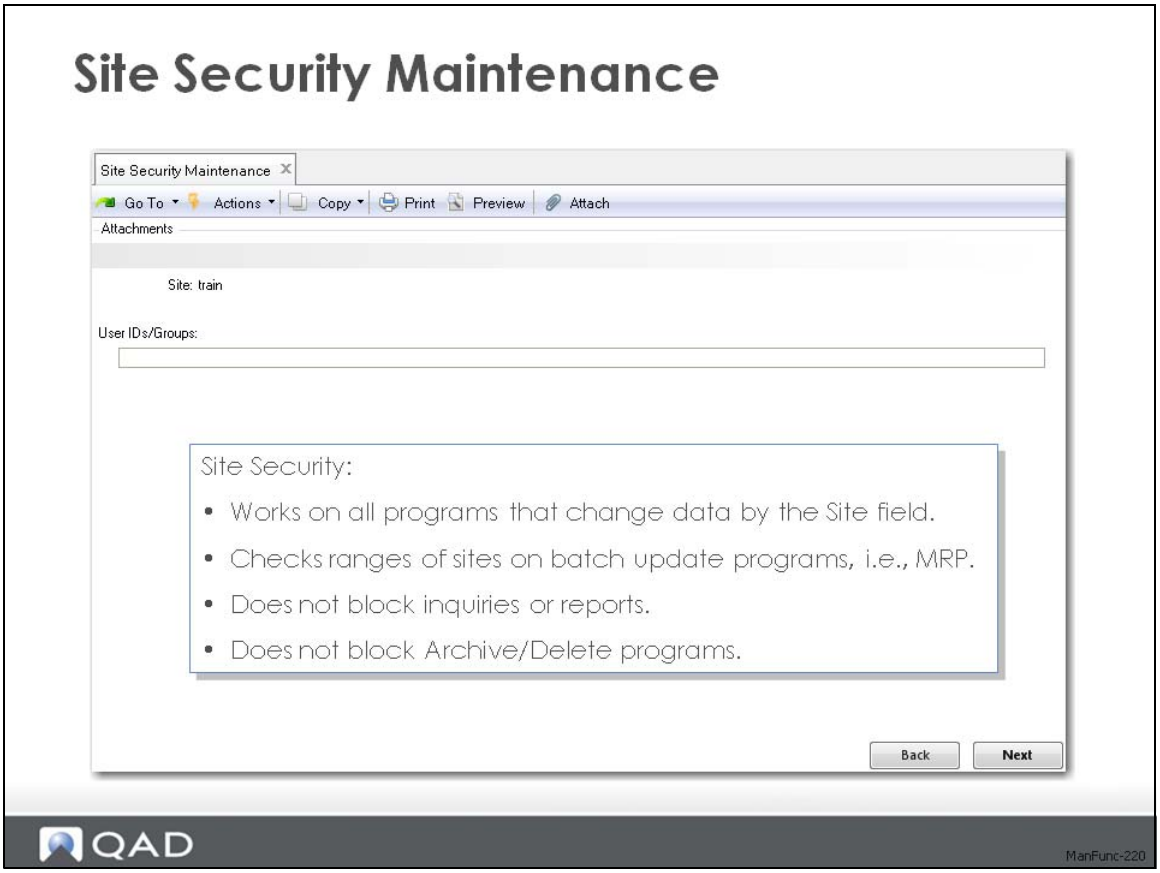
Note If using Field Security Maintenance (36.3.19), enter user ID.

Checking Field Security

In this activity, you will test the field security you just assigned.

1. Select Item Master Maintenance (1.4.1).
2. With your cursor in the Item Number field, use the Down Arrow key to bring up a record.
3. Move your cursor to the Added field and change the date. Are you able to make the change?
4. Logout/Login as User2 and repeat steps 1-3. Are you able to make the change?

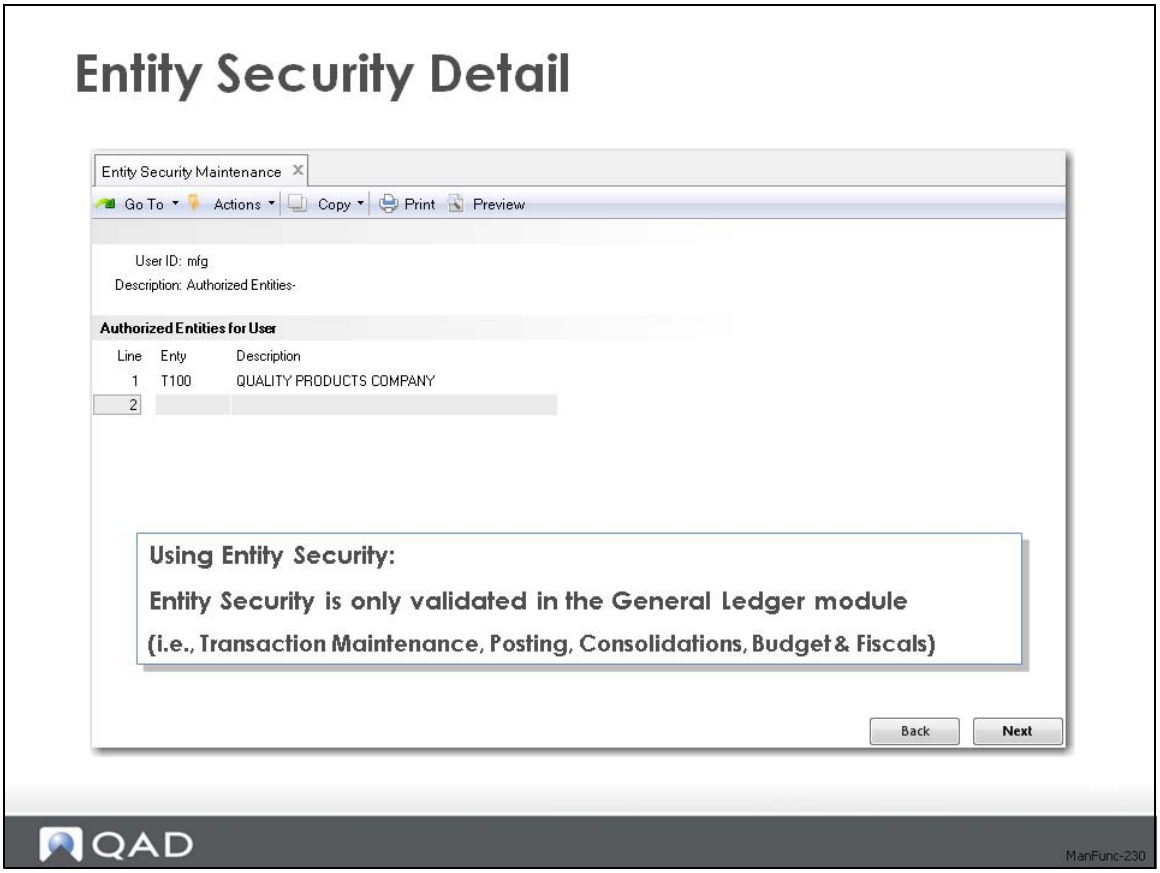
Site Security Maintenance (36.3.15)



Exercise: Site Security

1. Log in as User1 who belongs to qadadmin- (your-three-initials, your-three-initials-pw).
2. Select Site Maintenance (1.1.13).
3. With your cursor in the Site field, use the Down Arrow key to bring up site Train.
4. Modify the Description field.
5. Press Next to accept changes.
6. Press Esc to return to the Main Menu.
7. Select Site Security Maintenance (36.3.15).
8. With your cursor in the Site field, use the Down Arrow key to bring up site Train.
9. Enter qadadmin in the Groups field. You are logged in as a member of qadadmin.
10. Press Next to accept changes.
11. Press Back to return to the Main Menu.
12. Select Site Maintenance (1.1.13), and bring up site Train. Are you allowed to modify this site?
13. Logout/login as User2 (your-three-initials-2,
14. Select Site Maintenance (1.1.13), and bring up siteTrain. Are you allowed to modify this site now?
15. Select Site Security Report (36.3.23.15).
16. Leave all fields blank, click on Print, and enter Terminal as the Output device. Can you find this site? Is it secured?

Setting Up Entity Security



Exercise: Verifying Entities

Note Before we begin, make sure you are logged in as user 1 (your-three-initials). If you are not, exit to the login screen and re-login using your-three-initials, with the password (e.g., your-three-initials-pw).

By default, all users have access to all entities. In this activity, you will see what entities are available to you. To do this, first verify at least three entities exist on your system.

1. Select Entity Code Maintenance (25.3.1.1).
2. In the Entity field, do a lookup browse to display a list of entities.
3. Choose one of the following:
   - If there are at least three entities, make note of the entities here
   - If there are less than three entities, create new entities until you have three (named T100 to T500,). For each new entity, enter the following

Field	Enter
Description	Optional
Primary Entity	No
Currency	USD
Post Translation Adj to (BM)	Bal Sheet
Posting Audit Trail Page Nbr	0

4. Press Next to accept the data.

Verifying Access

In this activity you verify your access to the three entities.

1. Select Current Entity Change (25.1).
2. In the Change Default Entity To field, enter an entity different from the entity shown in the Current Default Entity field (located in the top frame). For example, your five entities are T100 toT500. If Current Default Entity is T100 you would enter T200 in the Change Default Entity To field.
3. Press Next to accept the entity change. If your change was accepted, the current default entity switches to the newly entered entity.
4. Repeat steps 2 and 3 with another entity.
5. Change the current entity back to the original entity, T100.

   Entity security is only validated in the General Ledger module.

Securing Entities

In this activity, you secure the entities.

1. Select Entity Security Maintenance (36.3.13).
2. Enter your-three-initials in the User ID field. Note the description defaults to Authorized Entities—your-three-initials. As this description indicates, you enter the names of the entities to which you are allowed access.
3. Press Next to advance to the next window.
4. Starting on line 1, in the Ent field, enter the entity you want to access. Start with your current default entity (T100). Notice the entity description displays. The cursor moves to the next line.
5. Repeat step 4 for the second entity (T200). Make no authorization entry for the third entity (T300). Remember, you are logged in as User1 (your-three-initials).
6. Press Back to return to the top window.
7. Press Back to exit.

Determining Access

In this activity, you determine what you can access.

1. Select Current Entity Change (25.1).
2. Switch from your Current Default Entity (e.g., T100) to the second entity (e.g., T200). Did the system allow the switch?
3. Switch from the second entity (e.g., T200) to the third entity (e.g., T300). Did the system allow the switch?

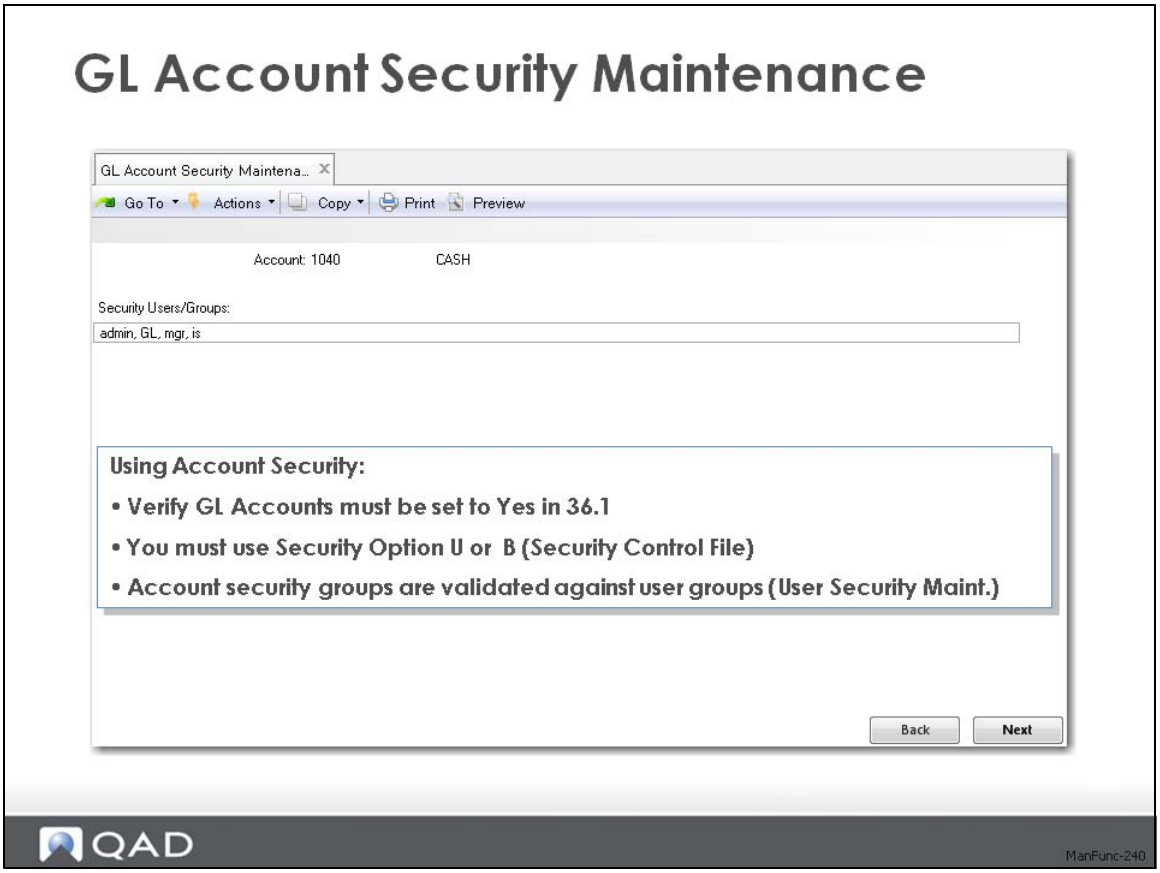
Determining Access as a Different User

In this activity, you logout/login as User2 (your-three-initials-2).

1. Return to the QAD SE login screen. Press Back and choose Sign On.
2. Log in as user 2 (your-three-initials-2, your-three-initials-2-pw). This user does not have any entity security set up.
3. Select Current Entity Change (25.1).
4. Switch from the current entity to another entity. Does the system allow the change?

Note Entity security is not started for any user until the first authorized entity record is created for a user (User1). Once one record is created, all other users are denied access until a specific authorization entity is created for all other users.

GL Account Security Maintenance (36.3.9)

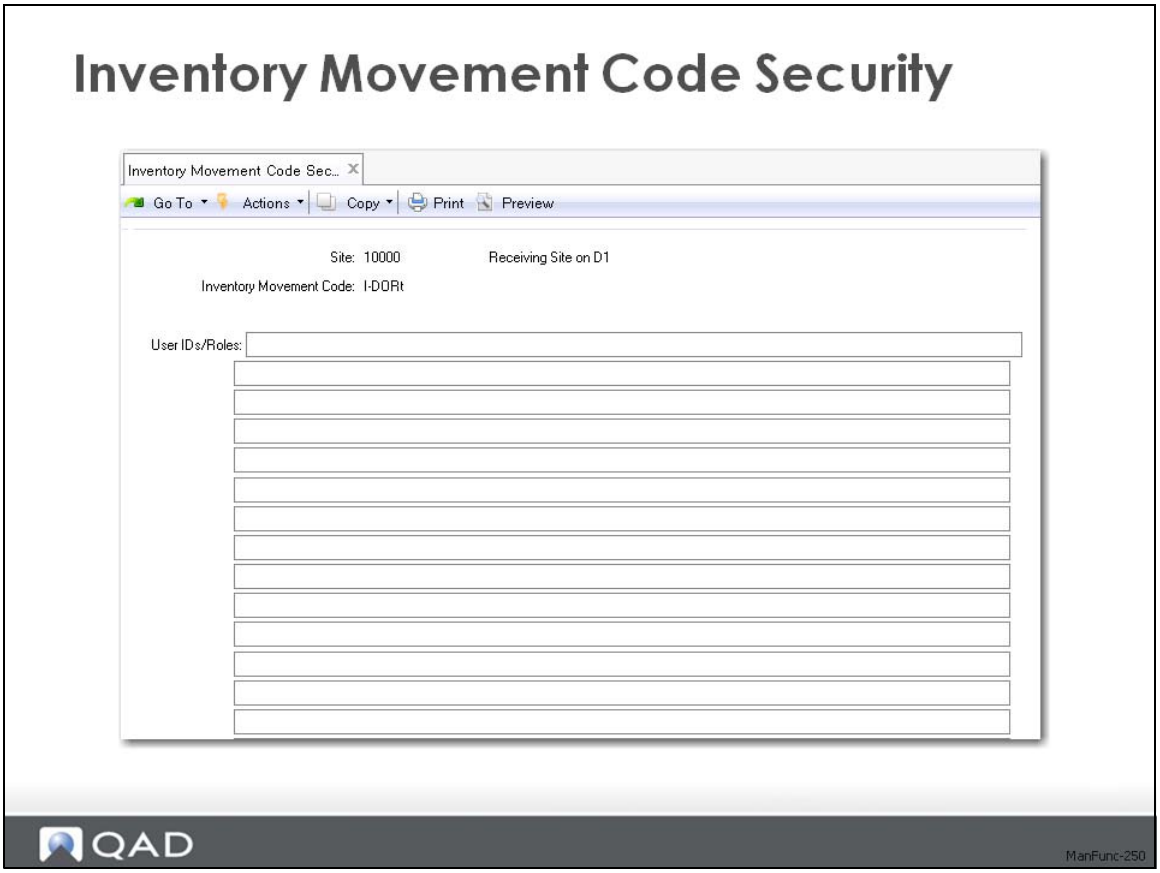


Exercise: Setting Up GL Account Security

In this activity you check account security.

1. Verify you are logged in as User1 (your-three-initials, your-three-initials).
2. Select GL Account Security Maintenance (36.3.9).
3. In the Account field, enter 1040.
4. In the Security Groups field, enter qadadmin Members of this group can use the account code entered in step 3. Remember you are logged in as User1, a member of group qadamin.
5. Press Next to accept data.
6. Press Back until you reach the Main Menu.
7. Select Domain/Account Control (36.1). Verify GL Accounts should be set to Yes. If it is not, set to Yes.
8. Press Next until the Sales Account screen appears.
9. Change the Receivables account code to 1040, as well as any blank account fields.
10. Press Next to accept changes.
11. Logout/login as User2.
12. Select Domain/Account Control (36.1). Verify GL Accounts should be set to Yes.
13. Press Next. The second window appears.
14. Change the Sales account code to 1040. Did it accept the change?

Inventory Movement Code Security (36.3.13.13)



Exercise: Inventory Movement Code Security

1 Choose Inventory Movement Code Security (36.3.17).

2 Assign or modify access rights to users/groups by entering the appropriate data in the following fields.

Site. This field is used in conjunction with the Inventory Movement Code field to determine whether a given user (defined in the Groups field) has access to the specified inventory movement code at the site entered. Enter an existing site code, up to eight alphanumeric characters.

Inventory Movement Code. Enter a valid inventory movement code to be secured at the defined site. It is used in combination with the Site field to determine whether a given user has access to the inventory movement at the site.

Groups field. specify the users/groups who are granted or denied access.

[user/group name}	Grants access to the individual or group. Separate multiple entries with a comma. For example, User1, User2, Group1.
(Exclamation point)[user/group name]	(Exclamation point)[user/group name]: Denies access to an individual or group. Separate multiple entries with a comma. For example, !User1, !User2, !User3.
	A blank entry grants access to all users.
An asterisk (*)	Can be used as a wildcard for group selections. For example, Group* selects all user groups that begin with Group.
	If a user belongs to both a group granted access and a group denied access, the user is denied access.

3 To delete a user/group, select the appropriate user/group and press Delete.

4 Save your changes.

Deleting Inventory Movement Code Records

1 Choose Inventory Movement Code Security (36.3.17).

2 Enter the site and inventory movement code combination you want to delete in the Site and Inventory Movement Code fields, and press Next.

3 Press Delete. The selected inventory movement code security record is deleted.

Audit Trials

Using Audit Trails:

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

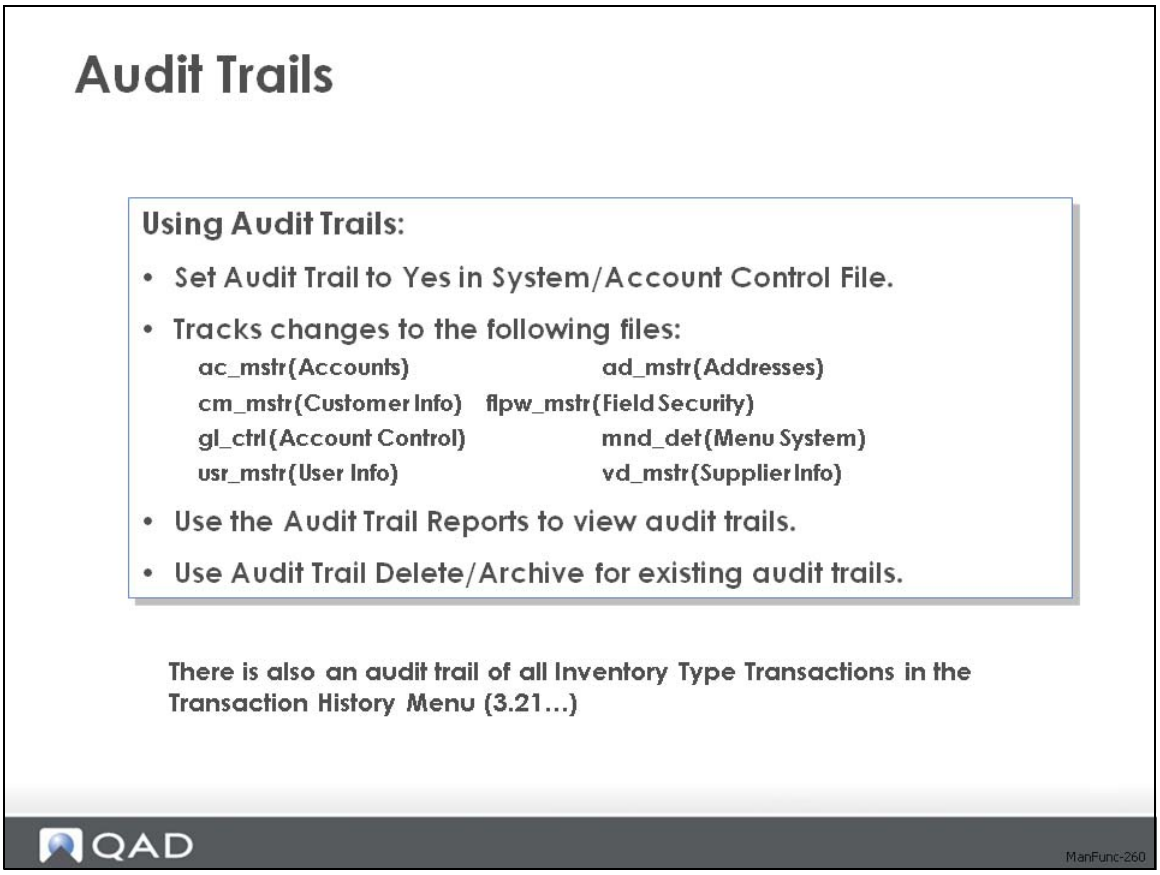
ac_mstr (Accounts)	ad_mstr (Addresses)
cm_mstr (Customer Info)	flpw_mstr (Field Security)
gl_ctrl (Account Control)	mnd_det (Menu System)
usr_mstr (User Info)	vd_mstr (Supplier Info)

- Use the Audit Trail Reports(36.12.1)to view audit trails.
- Use Audit Trail Delete/Archive for existing audit trails.

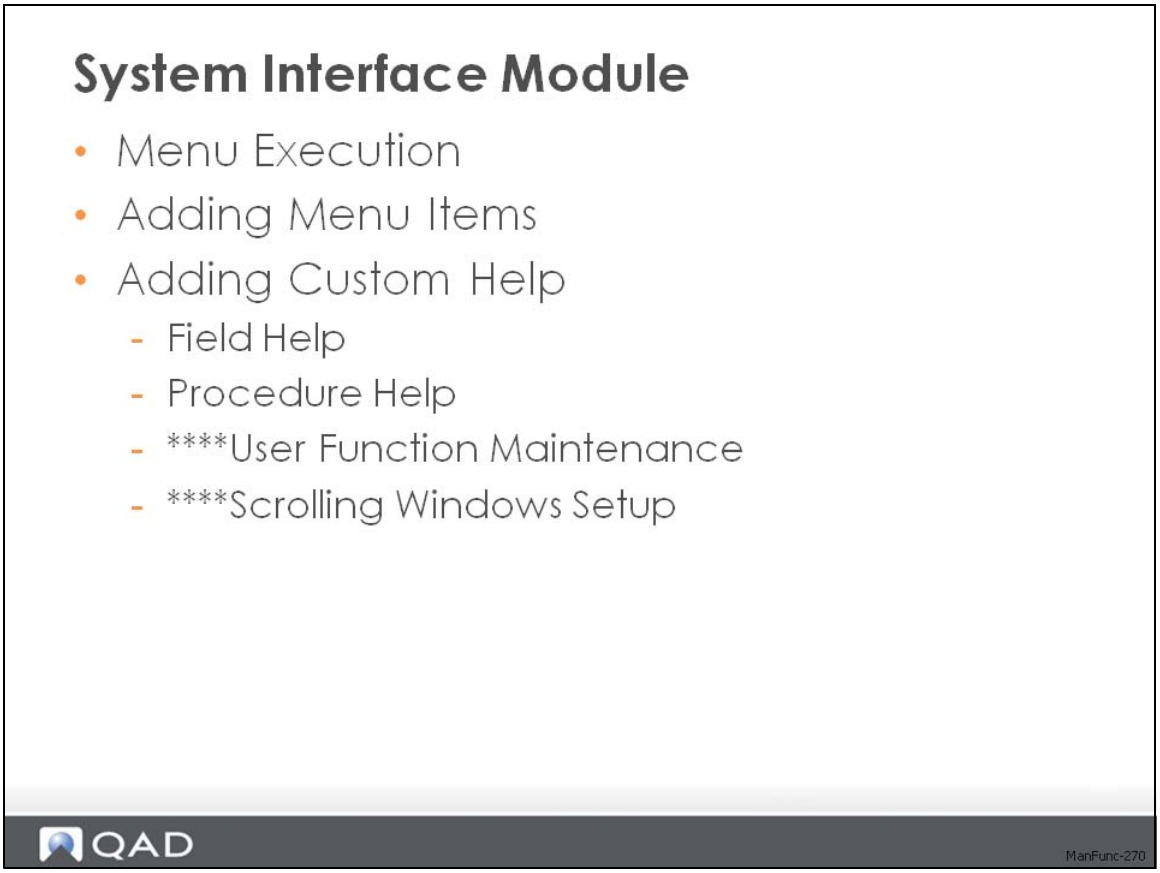
There is an audit trail of all Inventory Type Transactions in the Transaction History Menu (3.21.*).

Chapter 3

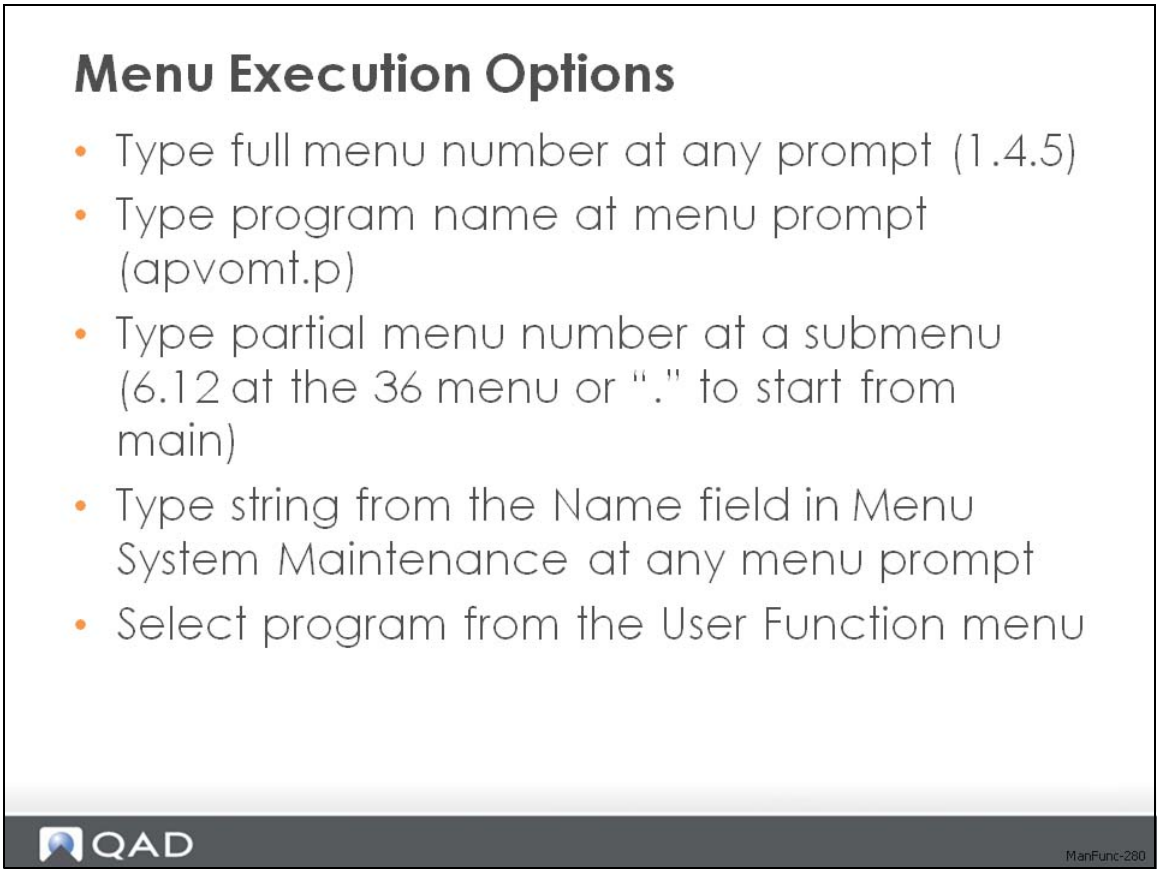
System Interface Menu


Audit Trails
Using Audit Trails:
• Set Audit Trail to Yes in System/Account Control File.
• Tracks changes to the following files:
ac_mstr(Accounts)
ad_mstr(Addresses)
cm_mstr(Customer Info)
flpw_mstr(Field Security)
gl_ctrl(Account Control)
mnd_det(Menu System)
usr_mstr(User Info)
vd_mstr(Supplier Info)
• Use the Audit Trail Reports to view audit trails.
• Use Audit Trail Delete/Archive for existing audit trails.
There is also an audit trail of all Inventory Type Transactions in the Transaction History Menu (3.21...)
QAD
ManFunc-260

Menu Execution Options



Menu System Maintenance (36.4.4)



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

Exercise: Using Menu System Maintenance

In this activity, you customize a menu by adding a new menu item.

1 Select Menu System Maintenance (36.4.4), and enter the following:

Field	Enter
Language ID	A language code, or accept the default
Menu	36

2 Press Next to advance to the next window.

3 Enter the following

Field	Enter
Sel	8 (Version 8.5) or 9 (Version 8.6 and beyond)
Selection Label	Your three initials - Test Menu Item. The description also appears of the program heading
Name	Your three initials
Exec File	ppptmt.p
Help File	ppptmt.hlp

4 Press Next, then press Back until you exit.

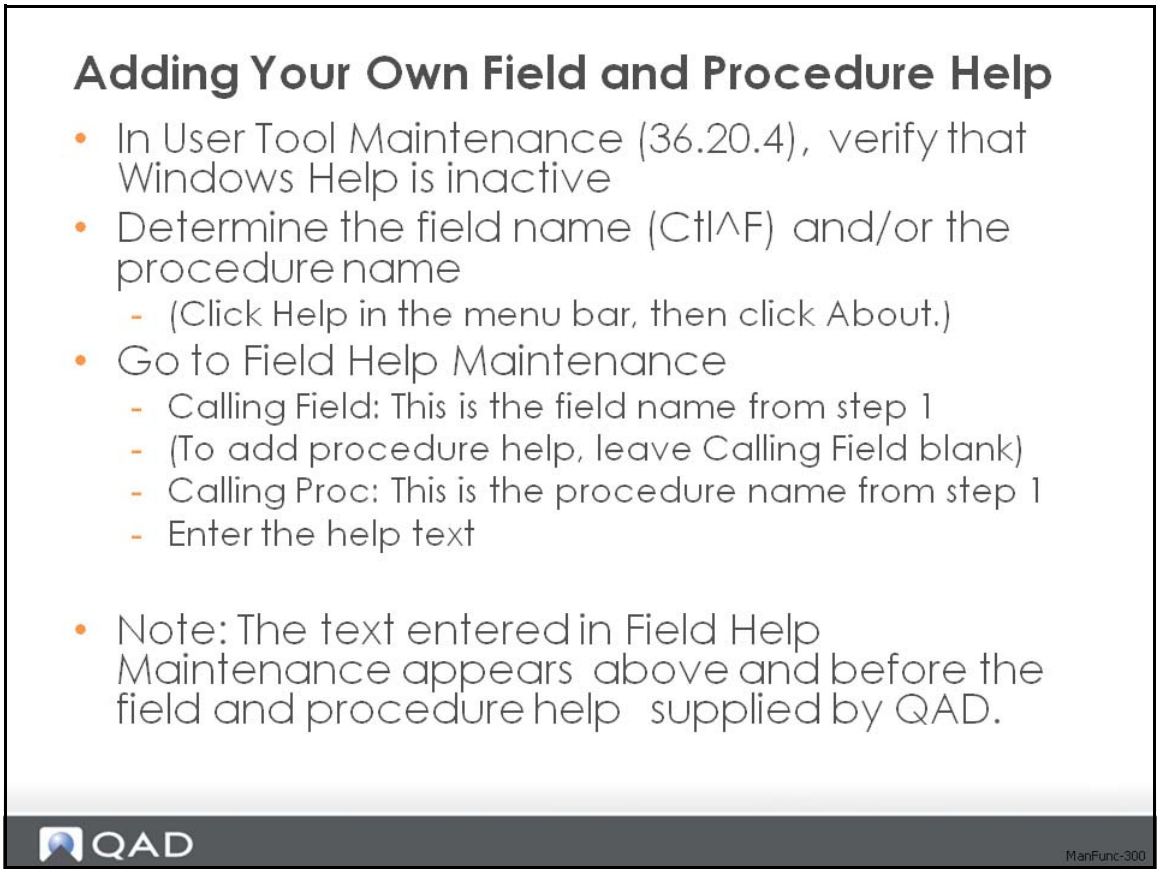
5 Select Manager Functions menu (36). Does your label appear?

6 Select your newly added item. Does Item Master Maintenance display?

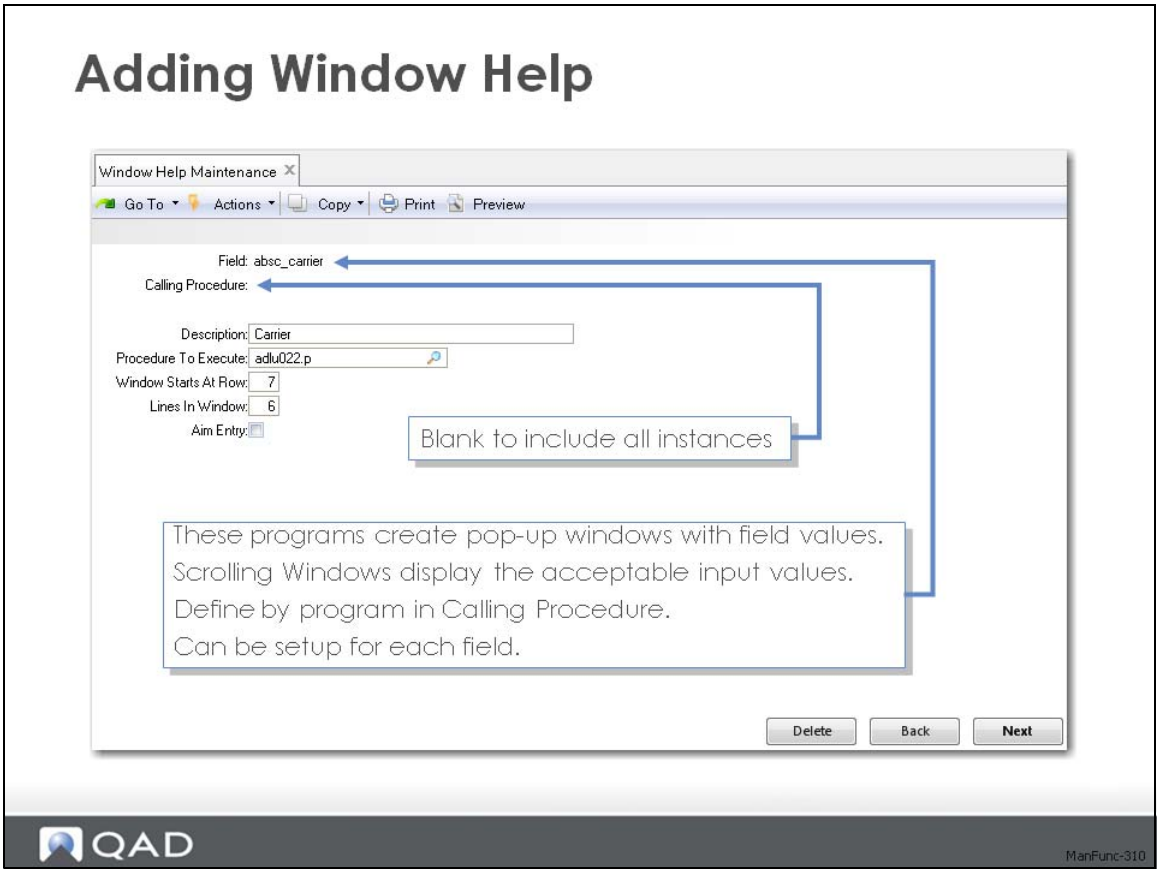
7 Press Back to exit.

8 On the menu line, type your-three-initials. Does the same program run? This is because you entered your-three-initials in the Name field (step 2) of the menu entry. This is a shortcut name that you can use to call this program.

Adding Custom Help



Windows Help Maintenance (80.24.21.2)



Exercise: Creating Custom Field Help

Identify the Field and Procedure Names

In this activity you get the field name and procedure name to use in creating custom help. All students can perform this activity.

1 Select Item Master Maintenance (1.4.1). Move your cursor to the UM field.

2 Press Ctrl-F to see the field name for the UM field. The message bar displays: Field name is pt_um.

3 Click OK to continue.

4 Request procedure help Click Help and the Application help. Note the how the text starts.

5 Click ok continue.

6 To get the program name, do one of the following:

- Ctrl-F.

7 The program name and its sub-directory is shown on the display. Record the program name here: _____ The .r file is the compiled counterpart of the .p program. The system always searches the entire propath to find a .r file before it resorts to run-time compiling the .p program. (Propath is the list of directories searched to find Progress programs.) The .r code is maintained in a sub-directory named using the first two letters of the .r program. This sub-directory is under a language sub-directory (for example, us) if the system is post-8.5 or is a multi-language release.

Entering Custom Field Help

In this activity, you create custom field help. Only one student can perform this activity if the help database is shared.

Note Use User Interface Profile (36.20.4) to turn Windows help off.

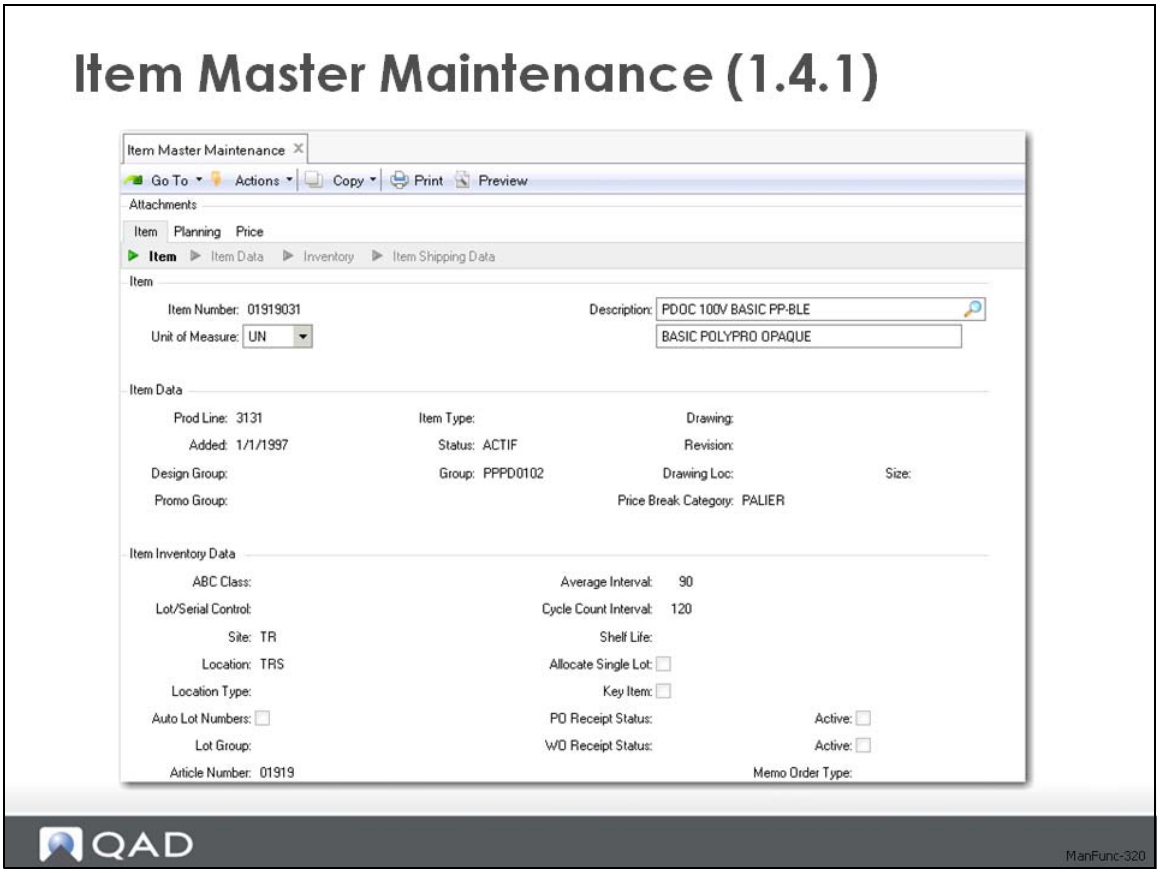
1 Select Field Help Maintenance (36.4.13), and enter the following

Field	Enter
Language	A language code or accept the default (on single language systems)
Calling Field	pt_um
Calling Proc	Leave blank
Text	This is test field help

2 Press Next to process the update. Then press Back to exit.

3 With the cursor on the um field click help and then application help and view the modification to field help.

Item Master Maintenance (1.4.1)



Exercise: Setting Up A Scrolling Window Display

In this activity, you set up a scrolling window display.

1 Select Item Master Maintenance (1.4.1).

2 Select a record, and press Next three times until the cursor is on the field ABC Class.

3 Press Ctrl-F on the field value and write down the field name displayed in the message lineat the bottom of the screen.

4 Select Window Help Maintenance (80.24.21.2). In Field, type pt_abc. This is the name of the field you want to display the scrolling window you are creating. Calling Procedure field is to be left blank.

Note In the Calling Procedure field, type the calling procedure you must be in for the scrolling window to display. By completing both the Field and Calling Procedure fields, you are stipulating that the procedure generating the display only runs for that field (Field) when it is called from within a certain program (Calling Procedure). For example, the field pt_abc is used in several QAD SE programs. By stipulating the calling procedure, you can create individual scrolling windows for the pt_abc field. Which scrolling window displays depends on the program you are in when you call the scrolling window.

5 Complete the remaining fields by entering the following:

Field	Enter
Description	Description you want to use as the header of the scrolling window
Procedure to Execute	swcode.p
Window Starts At Row	Accept the default of 7
Lines In Window	Accept the default of 6

6 Press Next to commit.

7 Select Item Master Maintenance (1.4.1). With your cursor in the Item Number field, use the Down Arrow key to select a record.

8 Move your cursor to the ABC Class field.

9 Press Alt-F2. A scrolling window displays, listing all the values set up in generalized codes for this field. Does it have the description you entered in step 5? If the ABC Class field contained a value, the value at the top of the scrolling window will be as close as possible (alphabetically) to the value in the field when you pressed Alt-F2. Scroll up/down; there may be more values above or below what is in view.

Note Window help Maintenance(80.24.21.2) may not be loaded in all test dadatbases. This exercise can not be completed if the

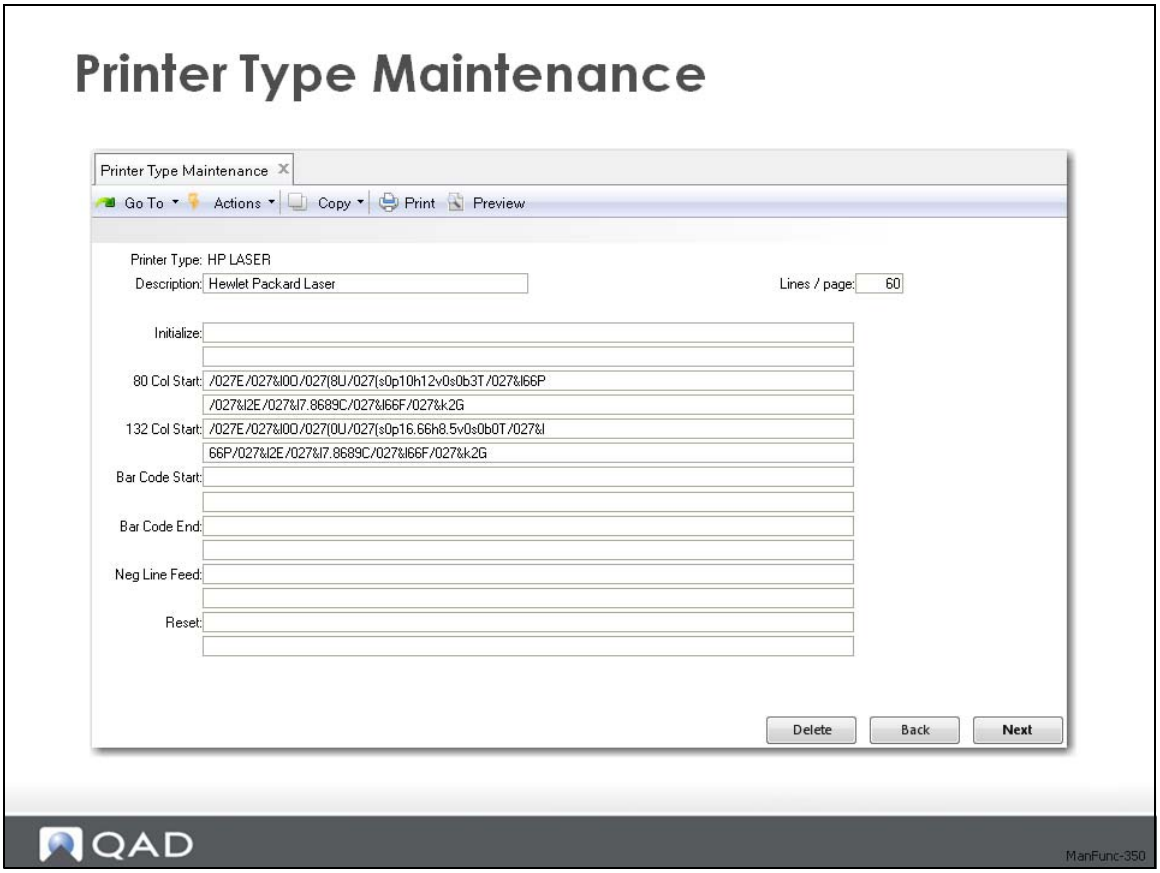
Chapter 4

Printing and Batch Processing

Printer Setup

Printer Type Maintenance (36.13.1)

Printer Setup Maintenance (36.13.2)



Exercise: Setting Up a Printer

In this activity you set up a basic Hewlett-Packard printer.

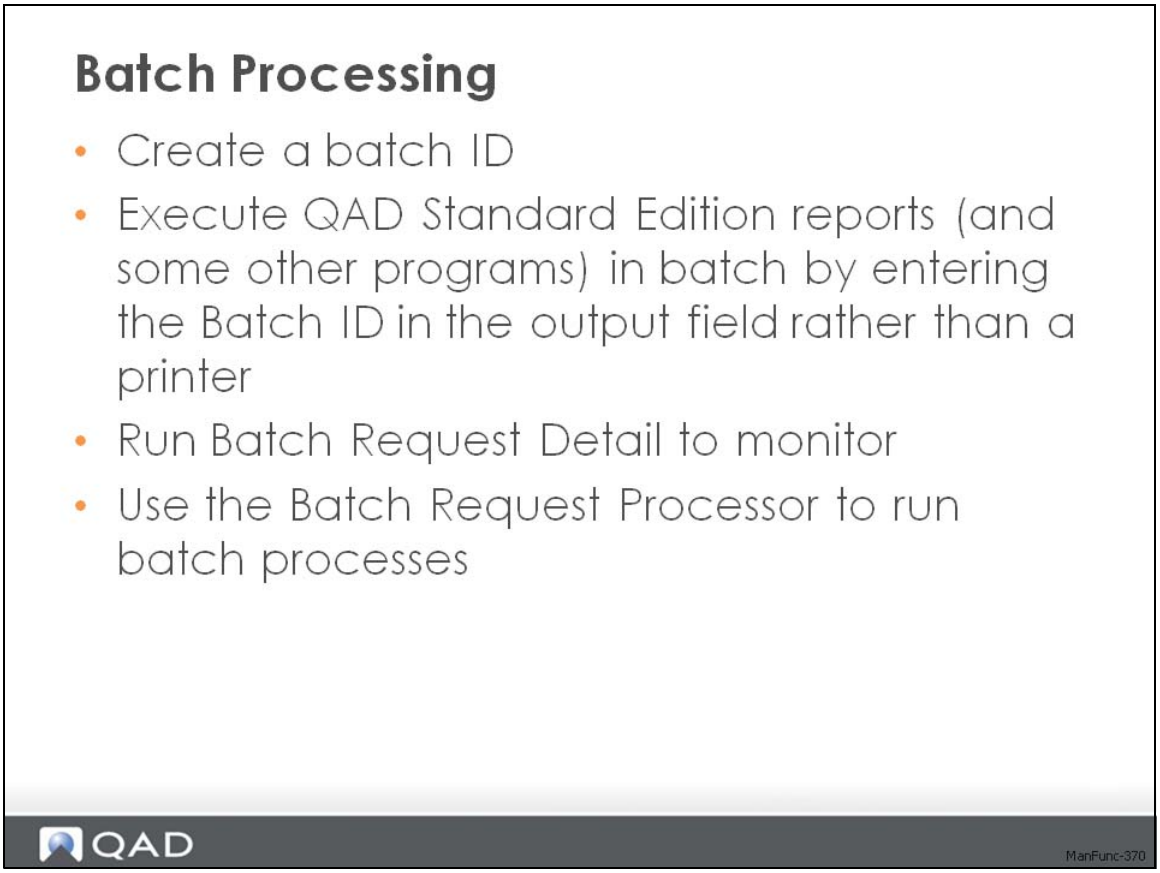
1 Verify that your printer type is defined in Printer Type Maintenance.

2 Select Printer Setup Maintenance (36.13.2), and enter the following:

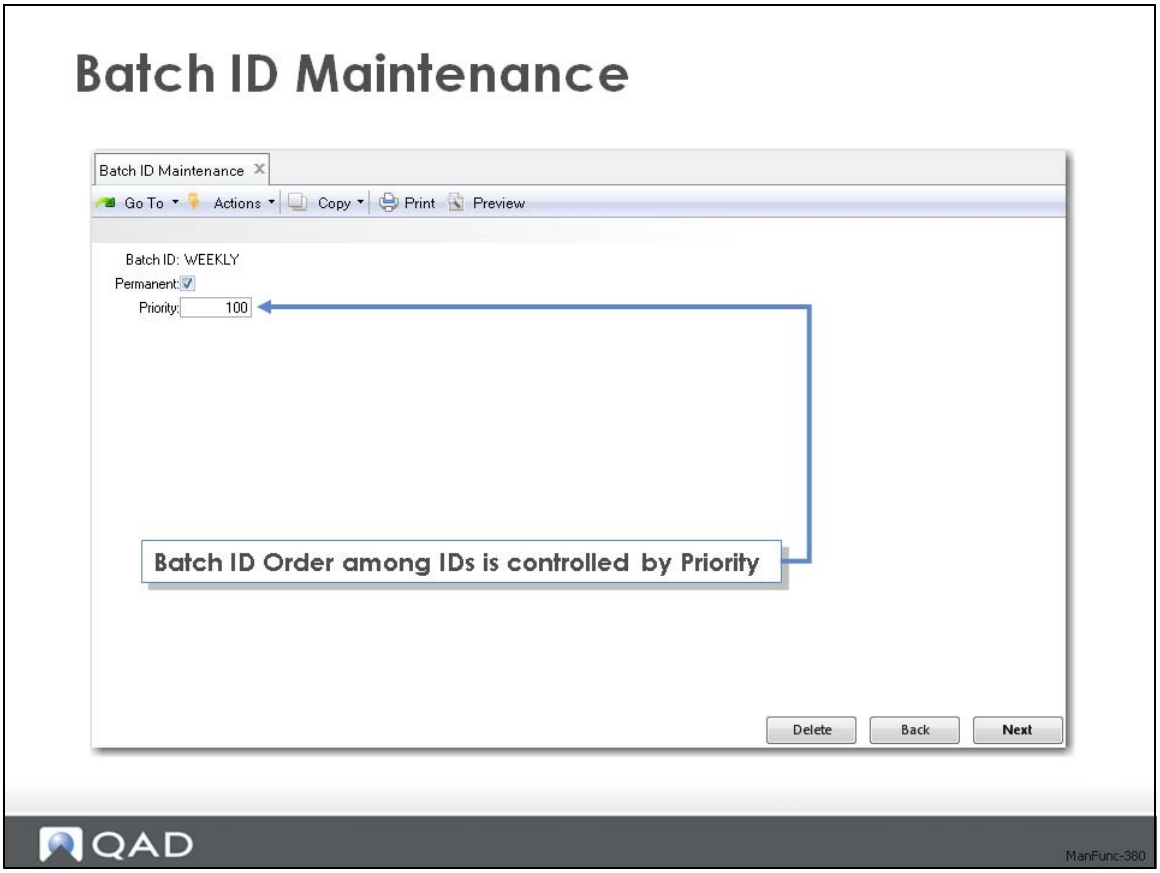
Field	Enter
Output to	Your three initials
Destination Type (eb or later)	<blank>
Printer Type	HP Laser
Device Pathname	(Supplied by instructor)

3 Press Next to finish.

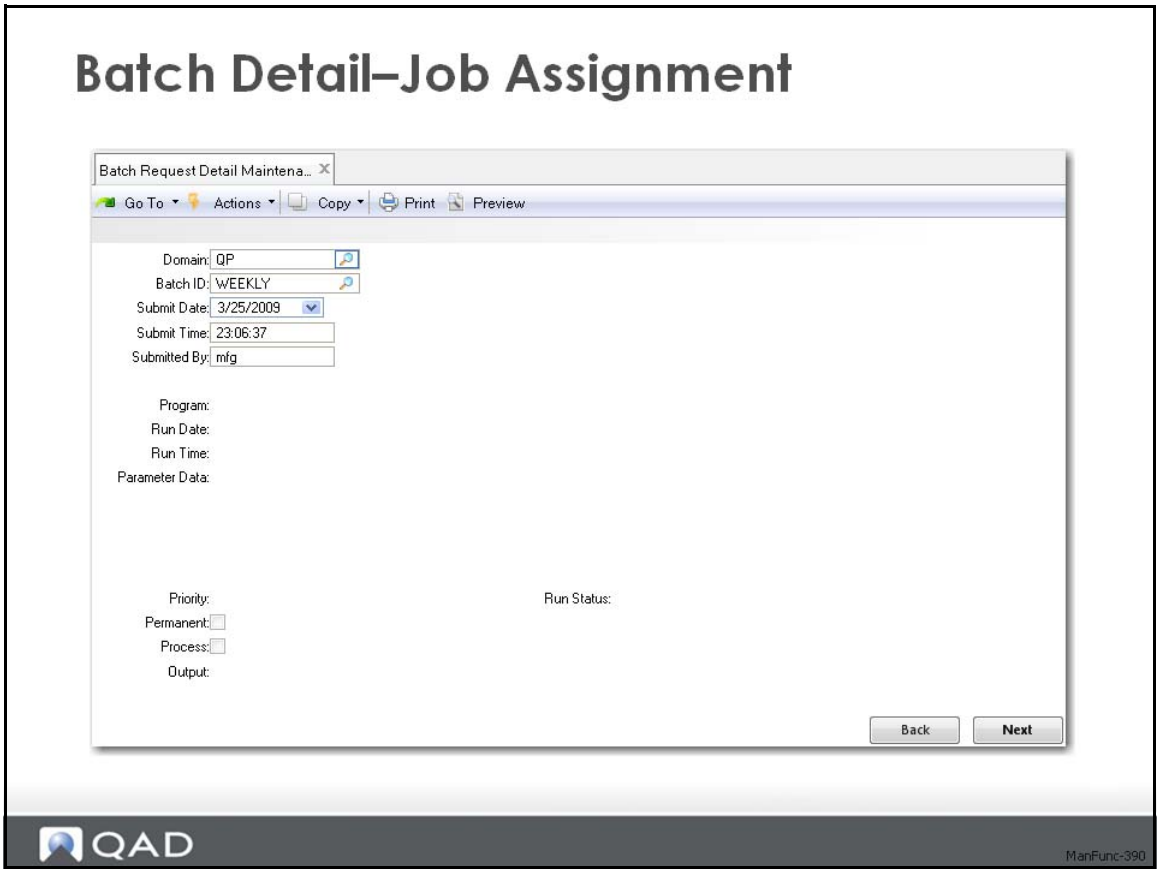
Batch Processing



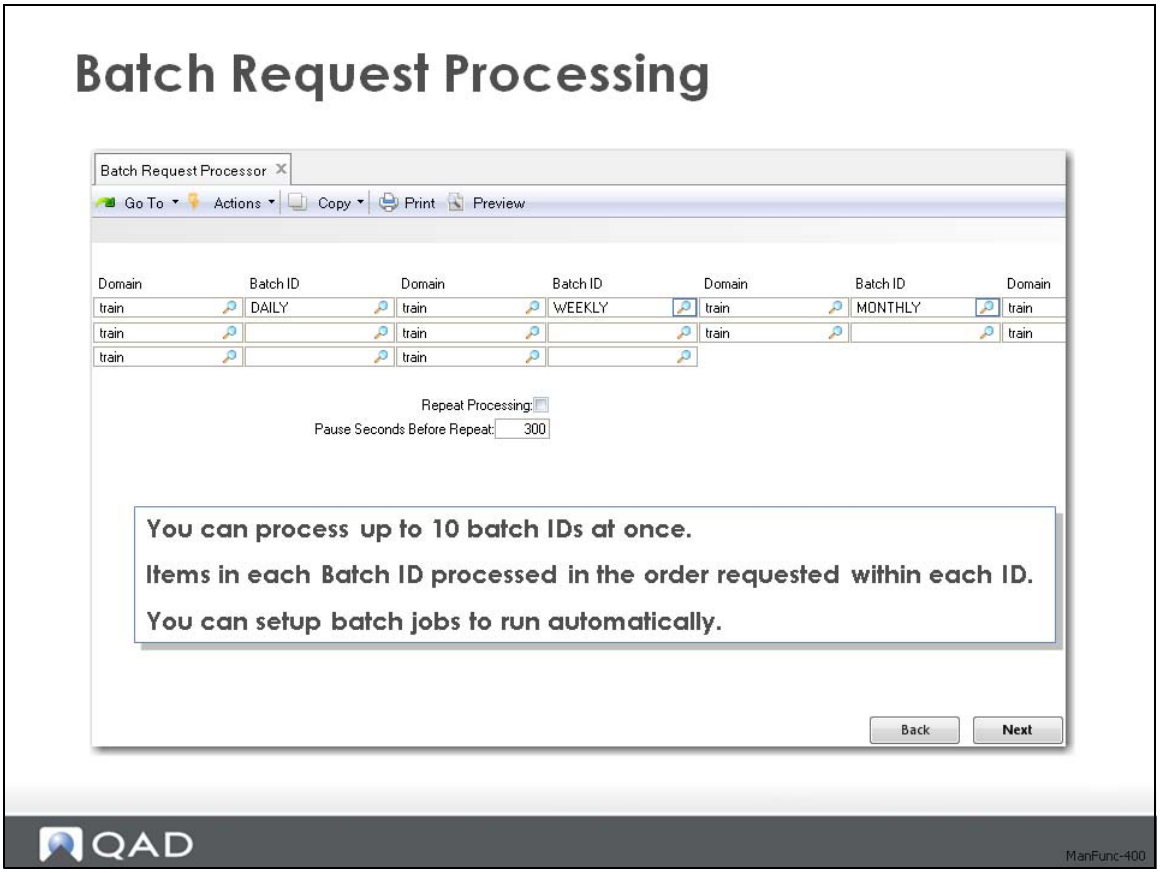
Batch ID Maintenance (36.14.1)



Batch Request Detail Maintenance (36.14.3)



Batch Request Processor (36.14.13)



Exercise: Creating and Running A Batch

In this activity, you will process a batch job that begins with setting up a batch ID and goes through processing the batch reports.

1 Select Batch ID Maintenance (36.14.1), and enter the following:

Field	Enter
Batch ID	YourNameID
Permanent	Yes
Priority	0

Note Setting Permanent to yes means the batch ID is reusable.

Priority controls when this batch ID process runs, compared to other batch ID processes you have scheduled. Requests with a priority of 0 (zero) are executed last.

2 Press Next, and Back to exit.

3 Select Batch Request Detail Browse (36.14.4), and enter the following:

Field	Enter
Batch ID	Daily
To	Weekly

4 Click on the Print button, and select the Output to File box.

5 Select the batch ID yournameid.

6 Press OK and specify the output file name. Press OK.

7 The job displays queued for batch processing. Select Exit.

8 Select Master Table Audit Detail Report (36.17.2), and enter the following:

Field	Enter
Table	mnd_det
To	mnd_det

9 Click on the Print button and select the Output to File box.

10 Select the batch ID yournameid.

11 Press OK, and specify a different output file name. Press OK.

12 The job displays queued for batch processing. Select Exit.

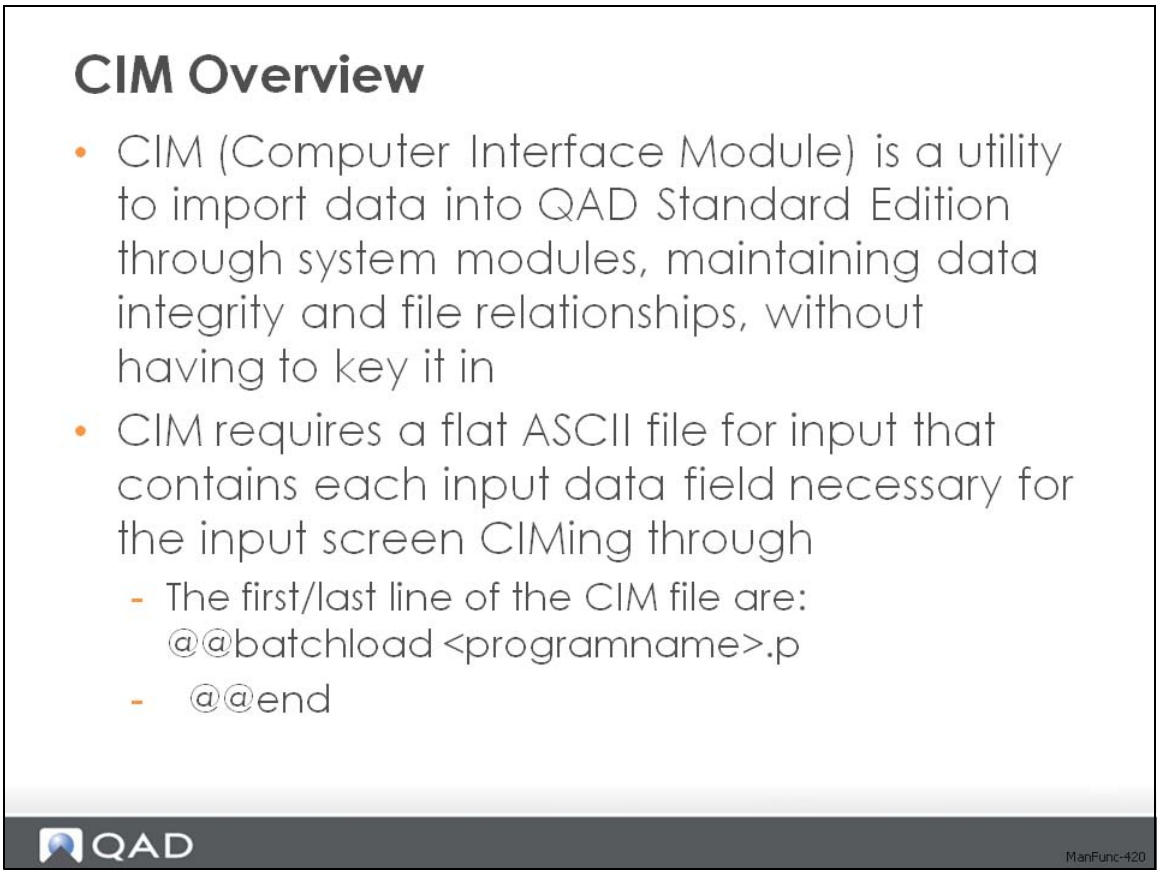
13 Select Batch Request Detail Maintenance (36.14.3). With your cursor in the Batch ID field, use the arrow keys to scroll through the batch requests you created under the batch ID yournameID. You can change the remaining fields if needed. The Run Date and Run Time fields are blank because no processes have been run. The batch requests you queued display.

14 Select Batch Request Processor (36.14.13). To execute the batch process, in the Batch ID field, enter your batch ID, and yournameID. Press Next. The report criteria window appears as QAD SE runs the reports. Afterward, the Batch Request Processor window reappears.

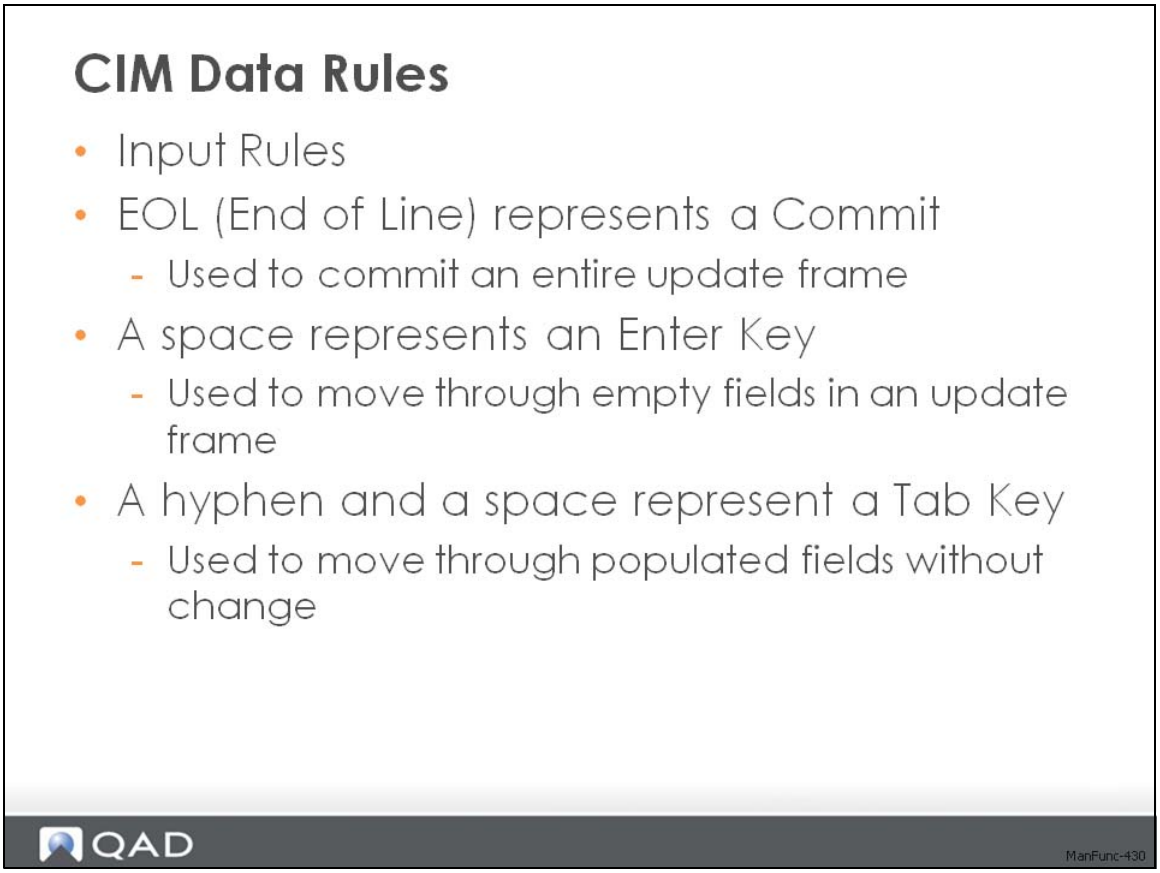
15 Select Exit to Operating System (36.22.1). To verify the reports were processed, list the files in the working directory. Look for the report files you just created, including yourname1.prn and yourname2.prn.

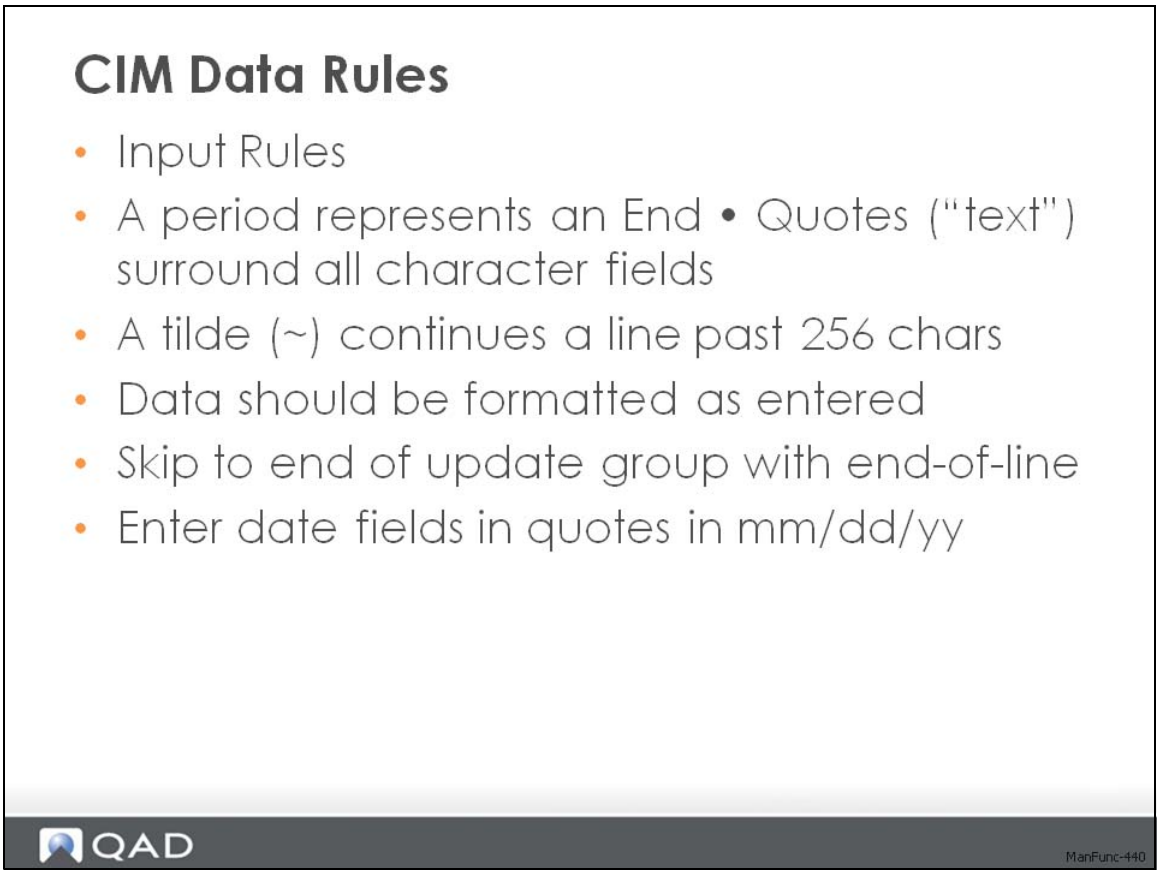
Chapter 5

CIM Data Loads and Data Management

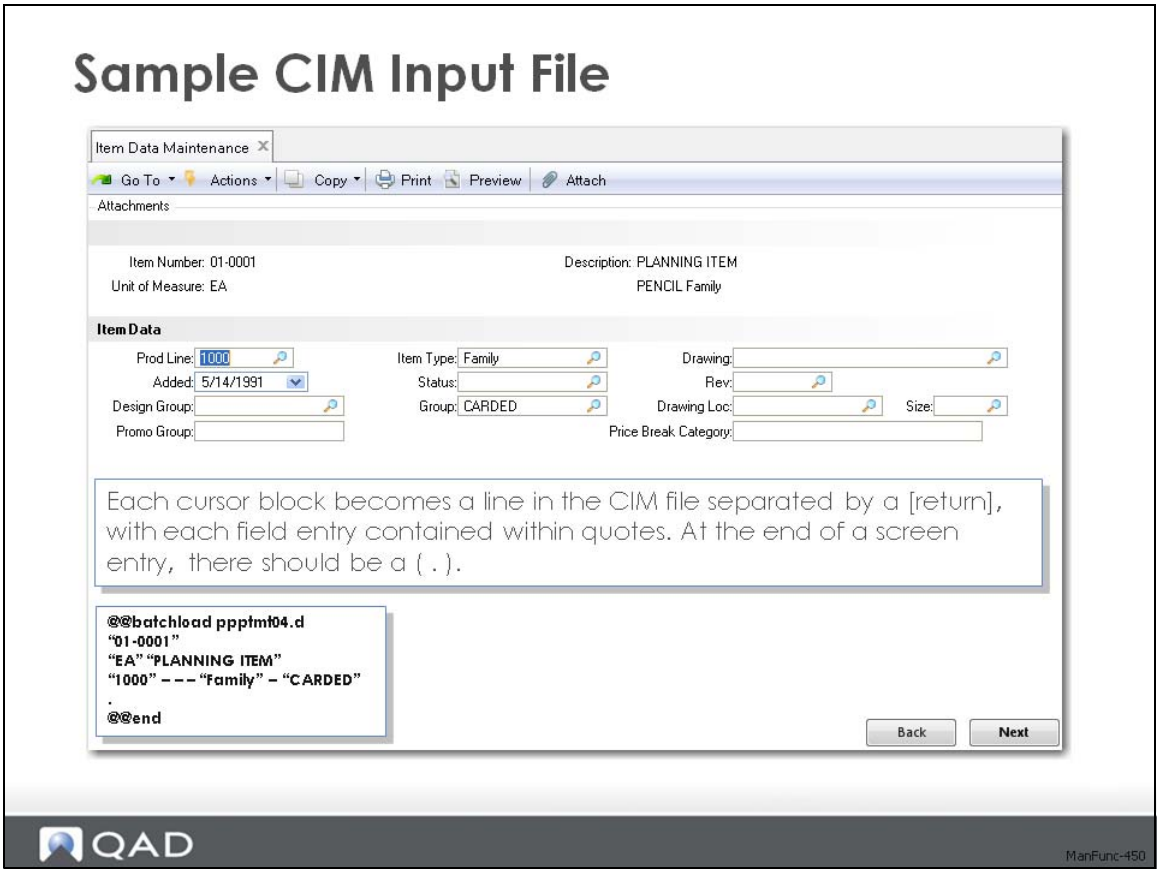

CIM Overview
• CIM (Computer Interface Module) is a utility to import data into QAD Standard Edition through system modules, maintaining data integrity and file relationships, without having to key it in
• CIM requires a flat ASCII file for input that contains each input data field necessary for the input screen CIMing through
- The first/last line of the CIM file are: @@batchload <programname>.p
- @@end
QAD
ManFunc-420

CIM Data Rules

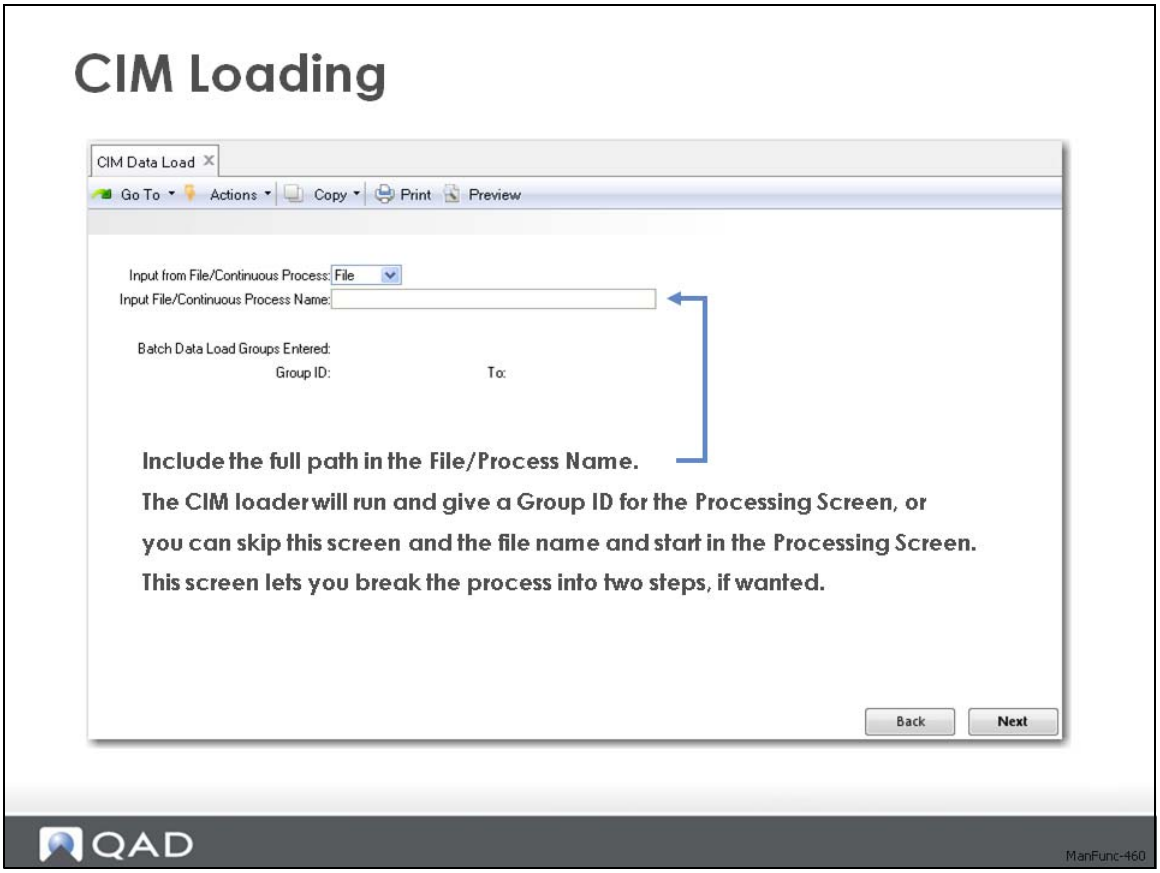



CIM Data Rules
• Input Rules
• A period represents an End • Quotes ("text") surround all character fields
• A tilde (~) continues a line past 256 chars
• Data should be formatted as entered
• Skip to end of update group with end-of-line
• Enter date fields in quotes in mm/dd/yy
QAD
ManFunc-440

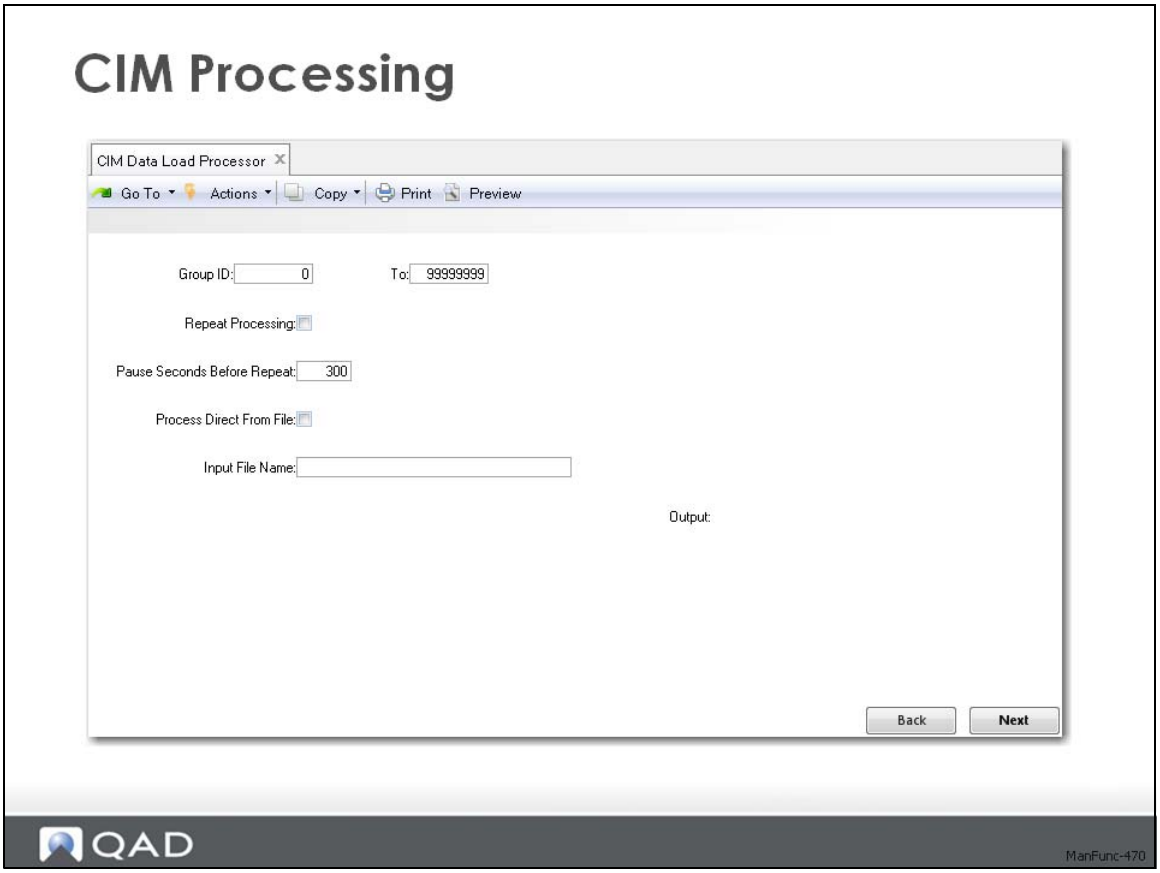
Sample CIM Input File



CIM Data Load (36.15.1)



CIM Data Load Processor (36.15.2)



Exercise: Using The CIM Data Load

Creating CIM Input File Template

In this activity, you select a program and determine which fields you want to use as input data for a CIM input file.

1 Select Item Master Maintenance (1.4.1).

2 Determine the following:

- Which fields are required. You must include at least the required fields in your input file to create a valid record according to the ppptmt04.p program. Of course, you can update other fields.
- Which fields must be followed by Next.
- Which field(s) are validated against generalized codes. If they are, what is a valid value? For example, in the second window, press Next before you enter any data. The system displays:

  ERROR: PRODUCT LINE MUST EXIST IN pl_mstr. Please re-enter.

  This error message tells you the Product Line field is required. Your CIM input file must contain a valid value for this field. (You can use a look-up browse to see a list of values.)

3 Continue creating the test record using this process, recording your findings, and creating a template of how the actual CIM file will be structured. For example, you may determine the CIM file will look like:

@@batchload ppptmt04.p

“999”

“EA” “CIM Test Item”

“1000” “01/01/99” - “process”

@@End

This file is one record, in one group. The following file contains two records, in one group:

@@batchload ppptmt04.p

“999”

“EA” “CIM Test Item”

“1000” “01/01/99” - “process”

“333”

“EA” “CIM Test Item”

“1000” “01/01/99” - “process”

@@End

This last file creates three records, using two groups:

@@batchload ppptmt04.p

“999”

“EA” “CIM Test Item”

“1000” “01/01/99” - “process”

“333”

“EA” “CIM Test Item”

“1000” “01/01/99” - “process”

@@End

@@batchload ppptmt04.p

“555”

“EA” “CIM Test Item”

“1000” “01/01/99” - “process”

@@End

Once your template is complete, you can create the CIM input file, and load and/or process the records.

Creating a CIM Input File

In this activity, you create a CIM input file.

1 Select Exit to the Operating System (36.19.1/36.24.1), and press Next.

2 Edit a new file named cim.dat in your working directory.

3 Create a CIM input file containing the following criteria:

One Group

One Record

Populate All Mandatory Fields

Populate First Description Line

Populate Status

Populate Drawing

Populate Revision

4 Save the file, and return to QAD SE by typing: exit

Loading the CIM Input File

In this activity, you load the CIM input file you just created.

1 Select CIM Data Load (36.15.1), and enter the following:

Field	Enter
Input from File or Continuous Process (F/C):	File
Input File/Continuous Process Name:	cim.dat

2 Press Next.

The system loads the input file. The number of records/groups appears in the Batch Data Load Groups Entered field. A system-assigned group ID appears in the Group ID field. (A group is defined by a set of @@batchload and @@end in the input file.)

Note the group ID(s). _____

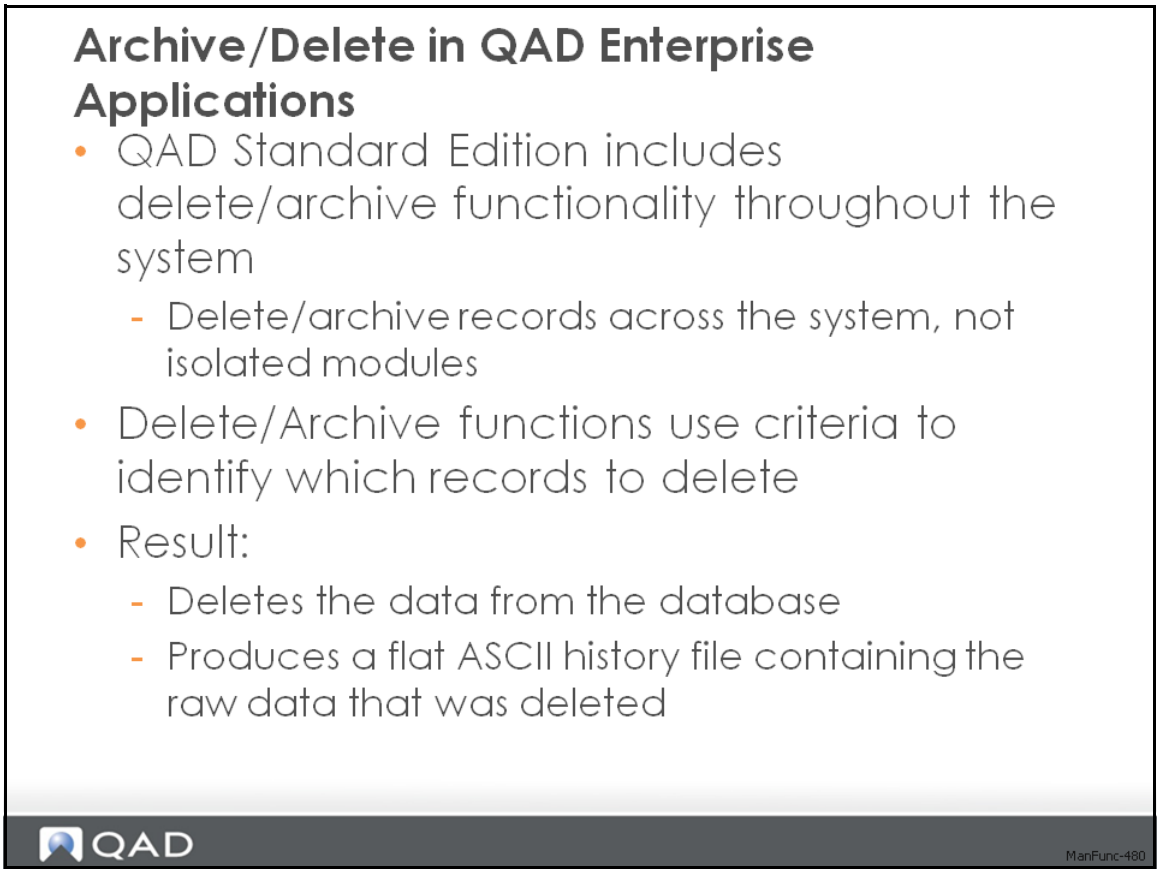
Note Note In post-version 8.5 systems, loading can be accomplished using CIM Data Load Processor (36.15.2). There is an option that processes directly from the file, skipping the need to load the file separately.

Processing the Input Data

In this activity you process the input data you just loaded.

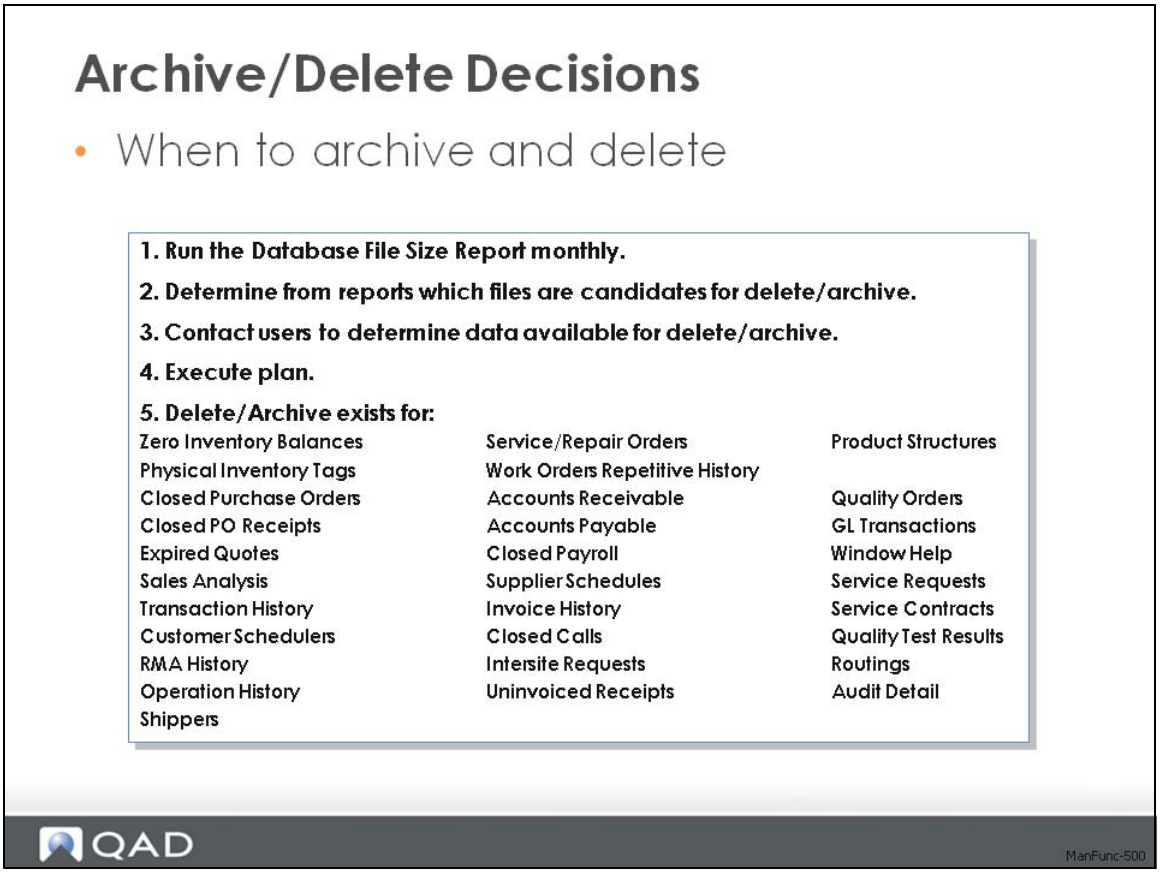
1. Select CIM Data Load Processor (36.15.2).
2. Specify the group ID number in the Group ID and To fields. (If you loaded a CIM file with multiple groups, specify a range.) Skip the remaining fields. In the Output field, specify a file name (for example, cimout). The system appends a .prn extension and displays the warning: The output device is not a defined printer.
3. Press Next, and review the CIM data load report output file (cimout.prn).
4. Open Item Master Maintenance (1.4.1), and find the item number(s) you loaded. Verify that the data appears in the correct fields, as specified in the same CIM input file.

Archive/Delete

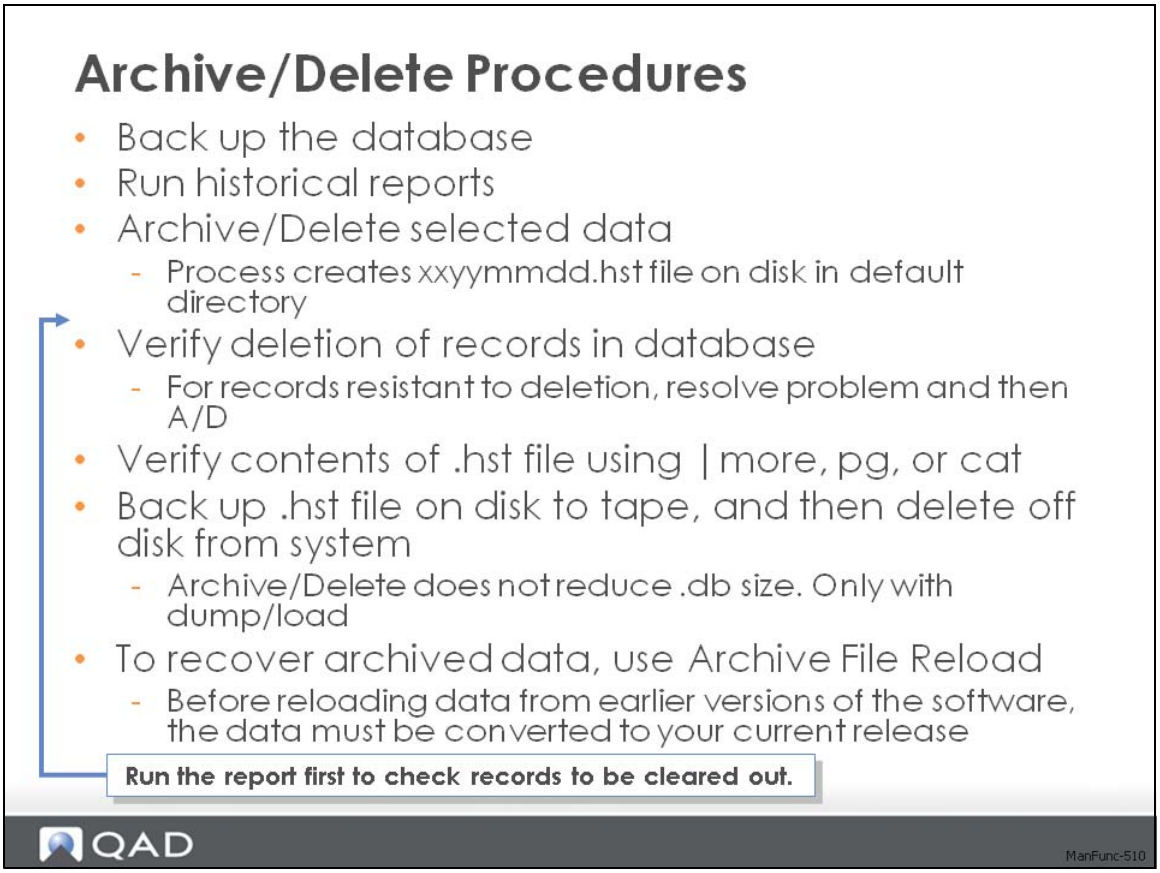



Archive/Delete
To determine candidates for delete/archive, run the Database File Size Report
Contact users to determine what to delete
Always run delete/archives in report mode first to verify proper deletion
For a report, set Delete/Archive flag to No
You can reload data into the database using Archive File Reload
Mass deletes cause database fragmentation
QAD
ManFunc-490

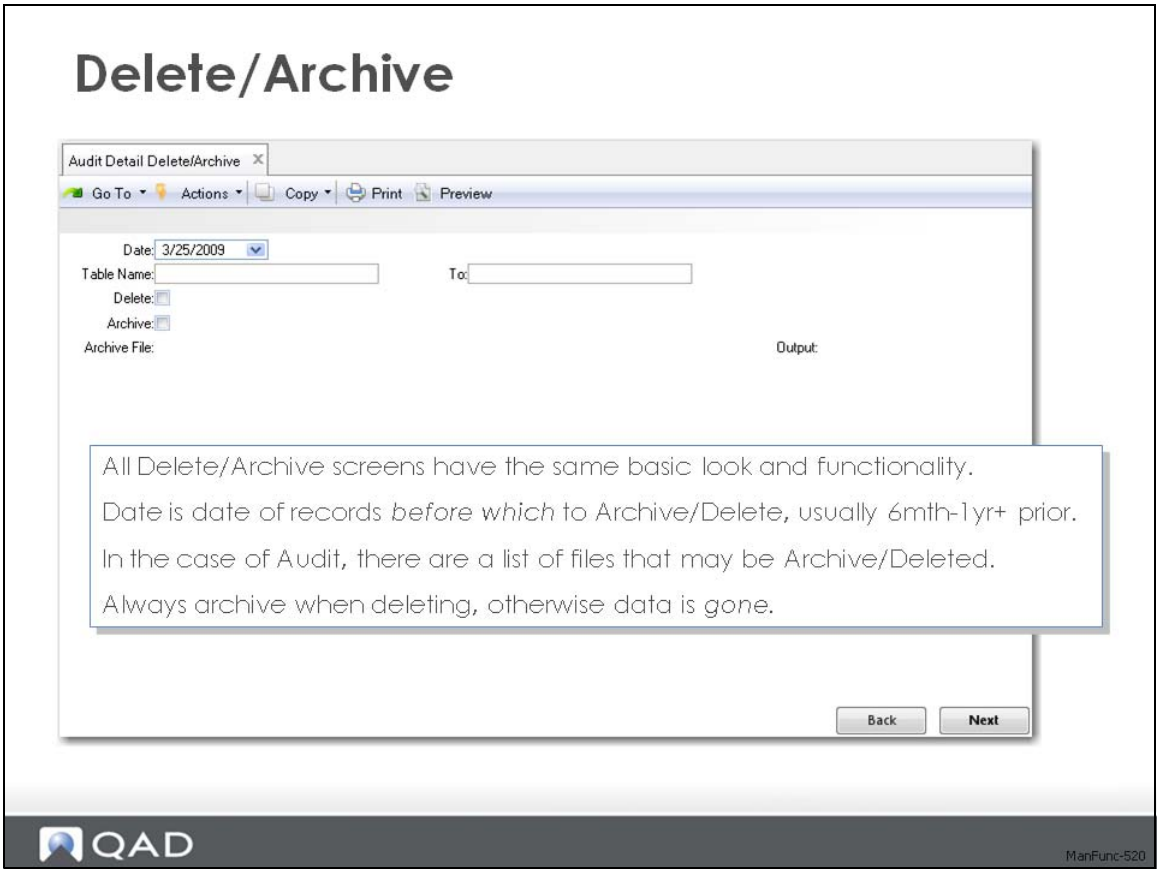
Archive/Delete Decisions



Archive/Delete Procedures



Audit Detail Delete/Archive (36.23.1)



Exercise: Delete and Archive

Deleting and Archiving an Item Record

In this activity, you delete and archive an item record.

1 Select Product Structure Delete/Archive (13.23).

2 In the Product Structure Delete/Archive window, enter the following:

Field	Enter
Parent Item	01-0001
Delete	No
Archive	No

3 Press Print.

4 In the Printer Options window, select window in the Output field and press OK. The report shows that parent item 01-0001 and its component items would have been deleted.

5 Press Esc.

6 In the Product Structure Delete/Archive window, set the Delete and Archive fields to Yes.

7 In the Archive File field, note the name of the .hst file where your information will be archived. For example, ps090727.hst.

8 Press Print. Set the Output field to window, and press OK. The report shows that item 01-0001 and its component items have now been deleted.

9 Press Esc, and return to the QAD SE Main Menu.

Verifying a Delete and Archive

In this activity, you examine the .hst file you created and verify the delete and archive process for item 01-0001.

1 Select Exit to Operating System (36.24.1), and press Next.

2 Examine the .hst you created in the previous activity.

3 Return to an QAD SE session, and select Manufacturing from the Main Menu.

4 Select Product Structure Code Maint (13.1).

5 Press the look-up button attached to the BOM Code field.

6 In the BOM Code Browse, search for item 01-0001.

Note Item 01-0001 has been deleted and is no longer present in the BOM Code Browse. The corresponding .hst file should now be backed up and deleted from your system. If the information is needed, restore the .hst file and load it into QAD SE using Archive File Reload (36.16.5).

Note Before reloading, client dump and load procedures must be created.

Creating Client Dump and Load Procedures

In this activity, you create the client dump and load procedures necessary to reload archived files into QAD SE.

1 At any QAD SE menu selection line, type: utmkdl

Two procedure files, dmprocs (dump procedures) and ldprocs (load procedures), are created under your working directory.

Reloading Archived Data

In this activity, you reload archived data into QAD SE.

1 Select Archive Reload File (36.16.5), and enter the following:

Field	Enter
Database Name	Accept the default database
Archive File Name	Your .hst file name
Allow Errors	No

2 Press Next.

Your .hst file records are reloaded into the database.

Verifying an Archived Data Reload

In this activity, you will verify the reload process by checking for the presence of item 01-0001.

1 Return to an QAD SE session, and select Manufacturing from the Main Menu.

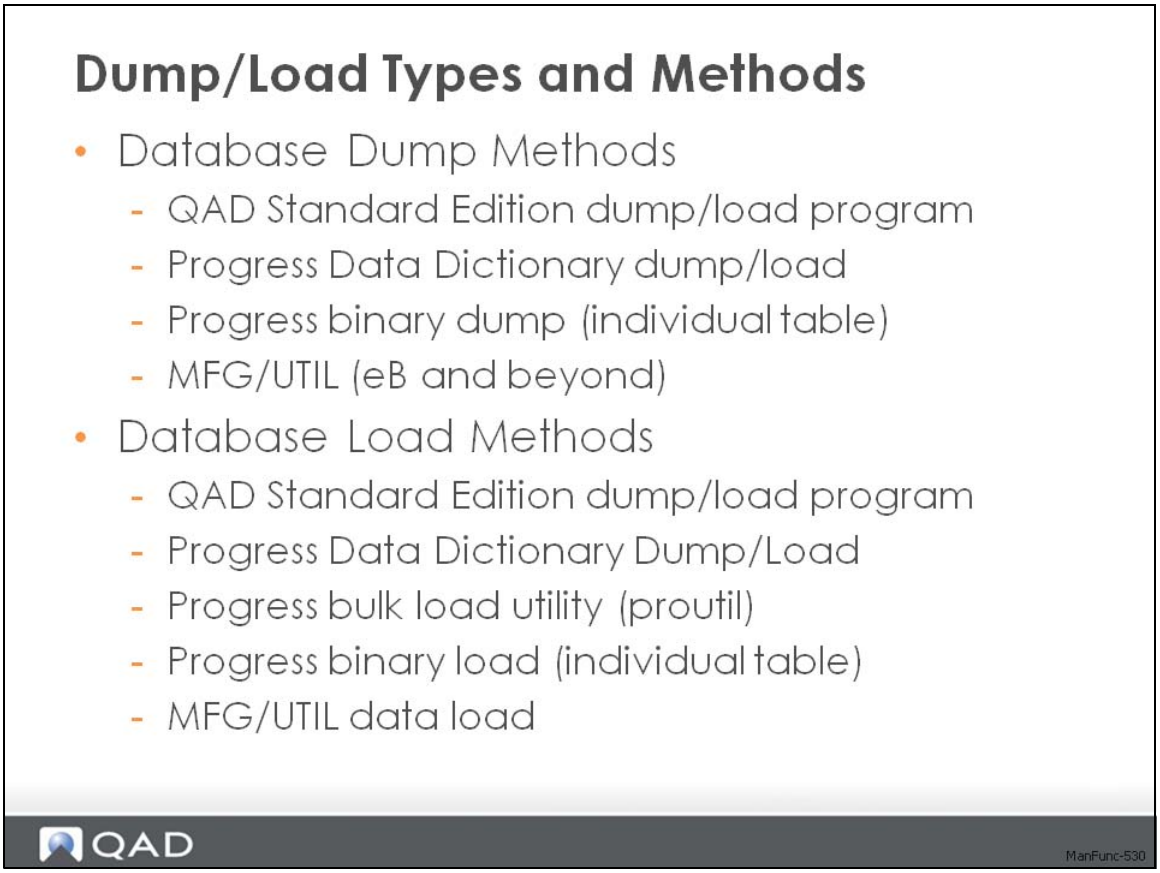
2 Select Product Structure Code Maint (13.1).

3 Press the look-up button attached to the BOM Code field.

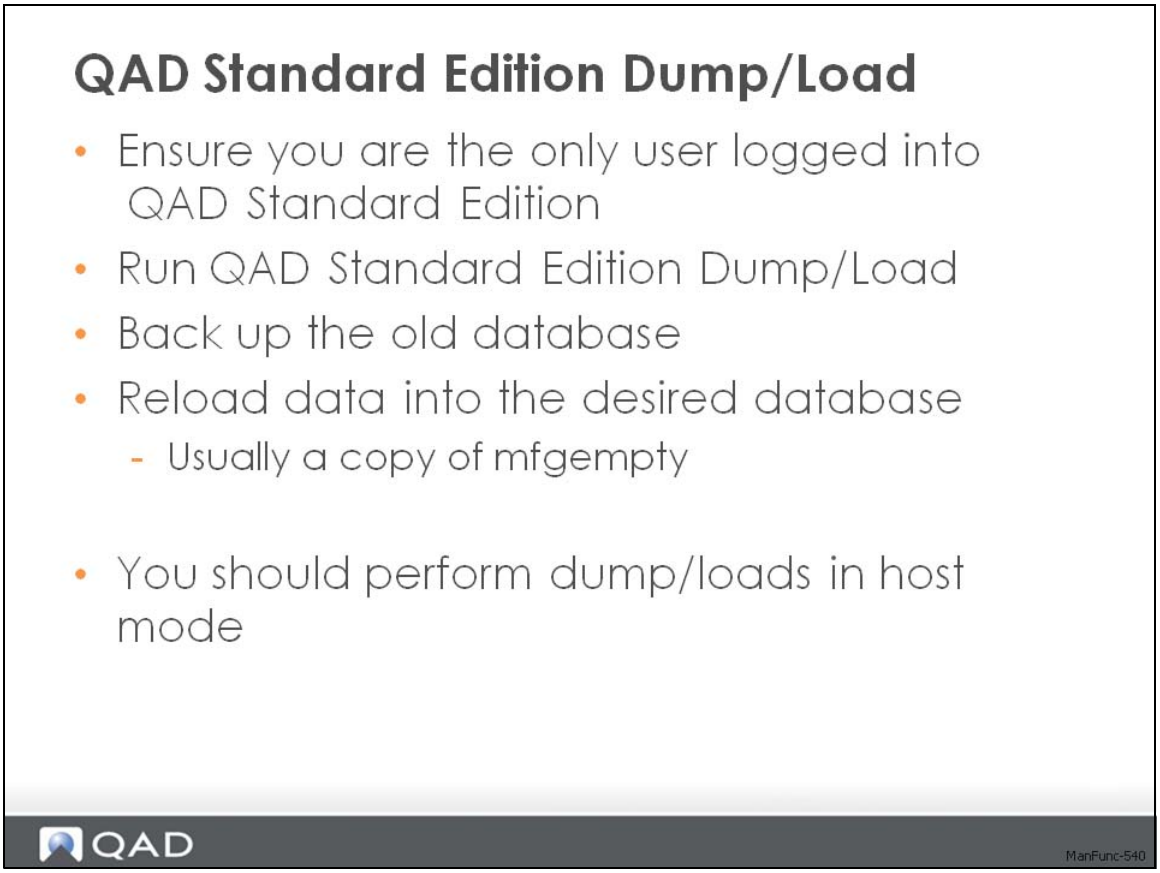
4 In the BOM Code Browse, search for item 01-0001.

Notice that item 01-0001 is again present in the BOM Code Browse.

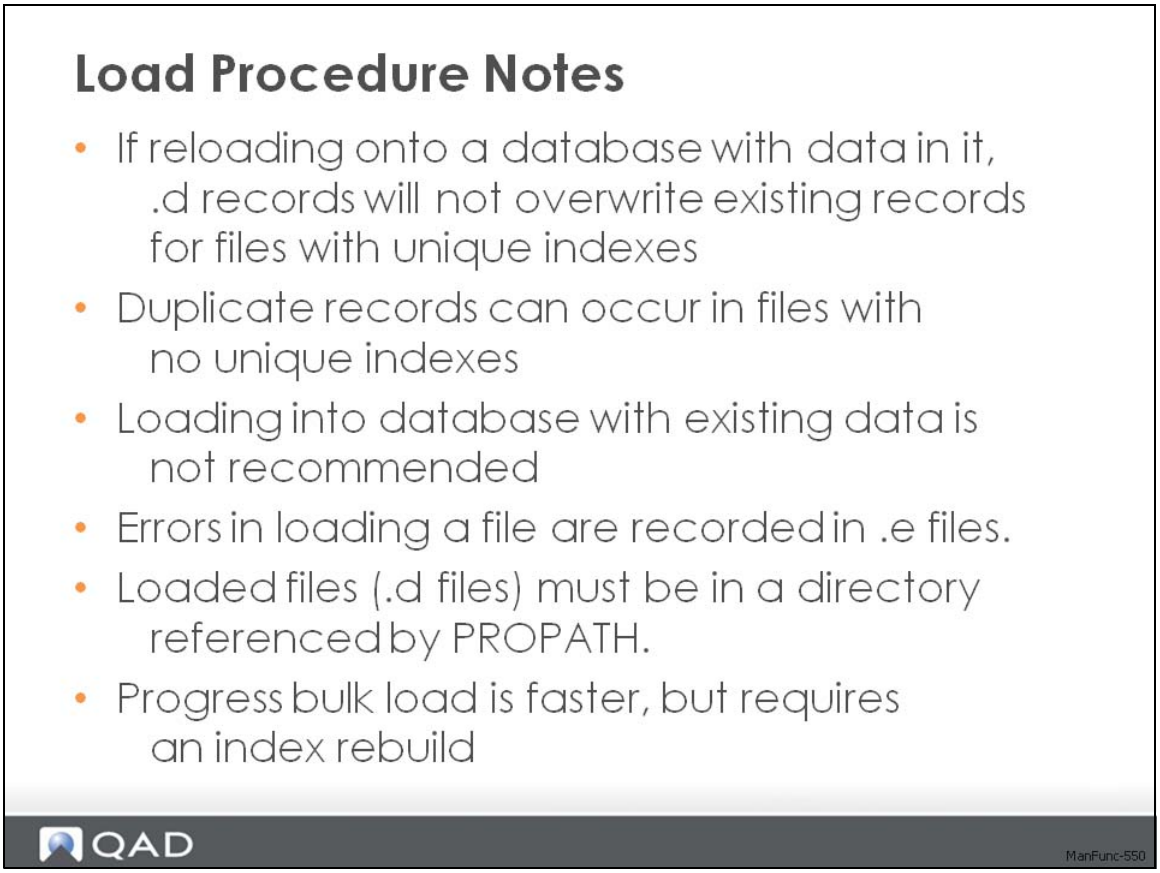
Dump/Load Types and Methods



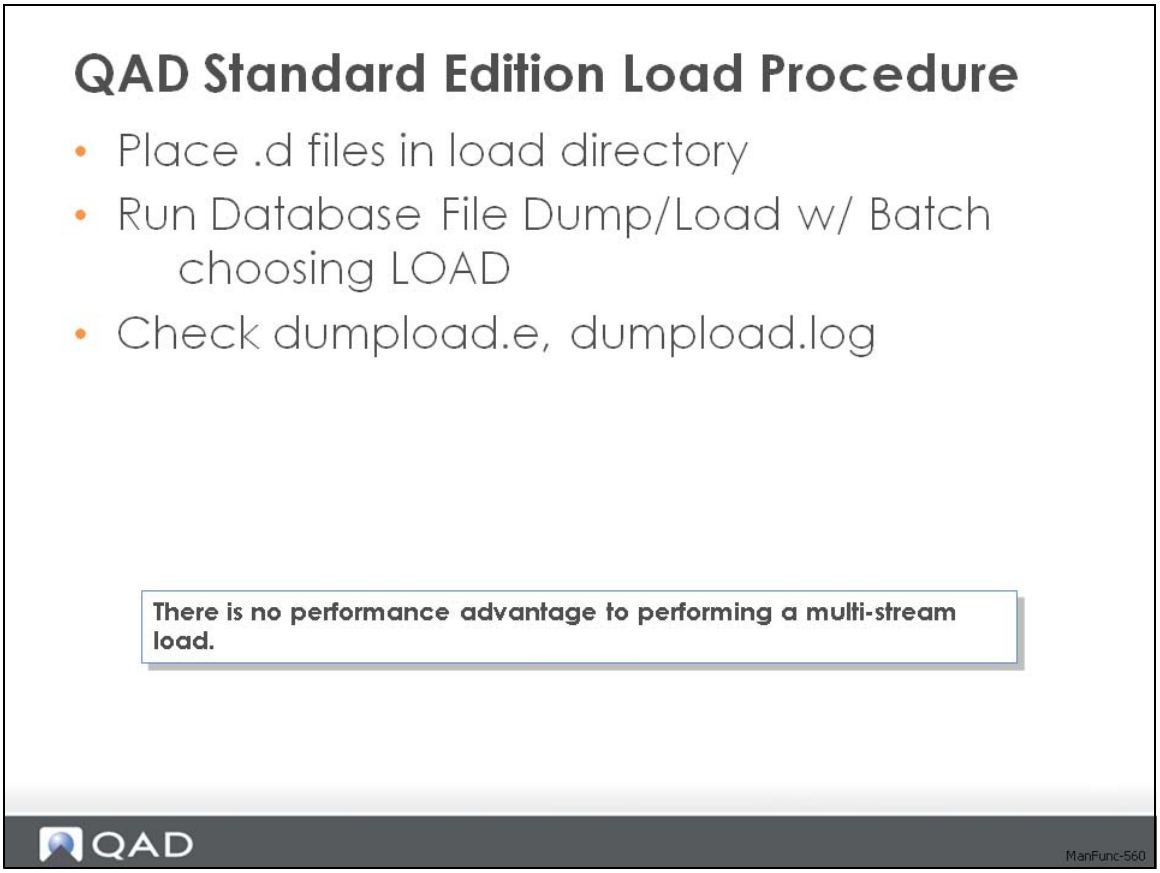
QAD Enterprise Applications Dump/Load



Load Procedure Notes



Load Procedures



Exercise: Dumping and Loading Data in QAD SE & EE

Dumping Through QAD SE

In this activity, you dump a single table, prd_det, using the dump/load program in QAD SE.

Prerequisites:

- If you have not done so, you must build the dump/load procedures for the Windows client PC. (Dump/load procedures are delivered pre-built with the server media, but they are only used for dumping through a noninteractive batch process.) To create the dump/load procedures, run utmkdl from any QAD SE menu. This step takes several minutes.

1 View the output to be deleted.

- Select Printer Setup Maintenance (36.13.2).
- Press the look-up button attached to the Output To field.

2 Select Table Dump/Load w/Batch (36.16.4), and enter the following:

Field	Enter
Database Name	Defaults to physical name of primary database
Dumpfile Directory	. (YourWorking Dir)*
Dump/Load	Dump
File Name	prd_det
To	prd_det
Allow Errors, Log File	These fields are display only

* This program attempts to append a forward slash (/) to the end of the directory entered here. This is a problem on Windows where a backslash is expected (\). Using your working directory for this class will get around this issue.

3 Press OK at the Continue with Dump/Load prompt, and enter the following:

Field	Enter
Output	Window
Batch ID	Leave this field blank

4 Choose Next when ready.

Note The report displays the number of records dumped and dump data file name. To view this file, exit to the operating system and check your working directory.

Preparing the Training Database for Load

For purposes of this training only, follow these steps to delete the standard printer records from your training database.

Warning Do not perform these steps under normal circumstances. They are only applicable to this training activity.

1 If not start started already, open the Progress Procedure Editor against your training database. To do so, start an QAD SE session, select the User Menu, and choose Progress Editor.

2 In the Procedure Editor, type the following program to delete the printer records.

3 For each prd_det:

4 delete prd_det.

5 Press Next to run the program.

6 When the program completes, exit the Procedure Editor and return to QAD SE.

7 Verify the printer record deletes.

- Select Printer Setup Maintenance (36.13.2).
- Press the look-up button attached to the Output To field.

Note All the printer records are no longer present.

Loading Through QAD SE

In this activity you will load the prd_det table using the dump/load program in QAD SE.

Prerequisites:

- Your dump directory must be created and contain prd_det.d.

1 Select Database File Dump/Load w/Batch (36.16.4), and enter the following:

Field	Enter
Database Name	Defaults to physical name of primary Database
Dumpfile Directory	. (YourWorkingDir)
Dump/Load	Load
File Name	prd_det
Allow Errors	Yes
Log File	This field is display only

2 Press Next at the Continue with Dump/Load prompt, and enter the following:

Field	Enter
Output	dlout
Batch ID	Leave this field blank

3 Choose Next when ready.

4 Press the Spacebar to acknowledge the warning that occurs.

A file named dlout is created. This file contains any load output.

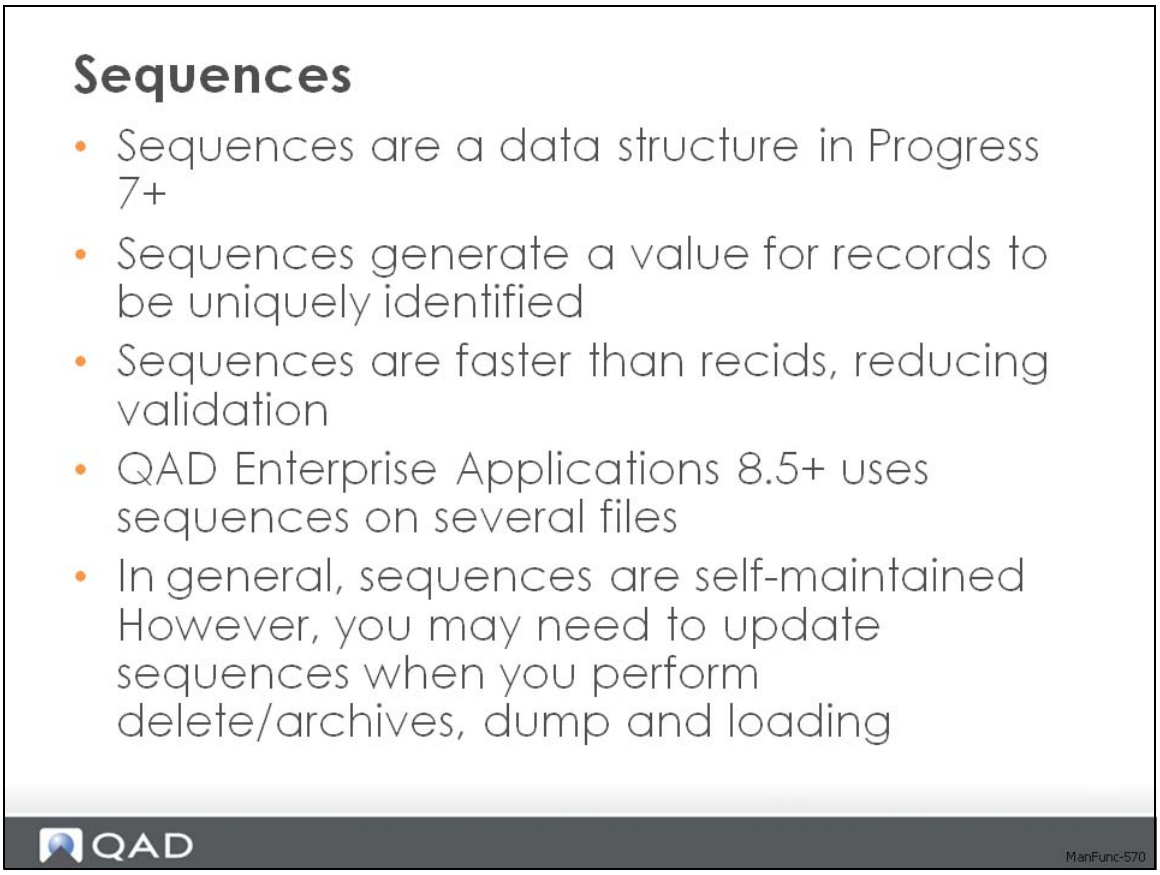
5 Verify the printer records load.

- Select Printer Setup Maintenance (36.13.2).
- Press the look-up button attached to the Output To field.

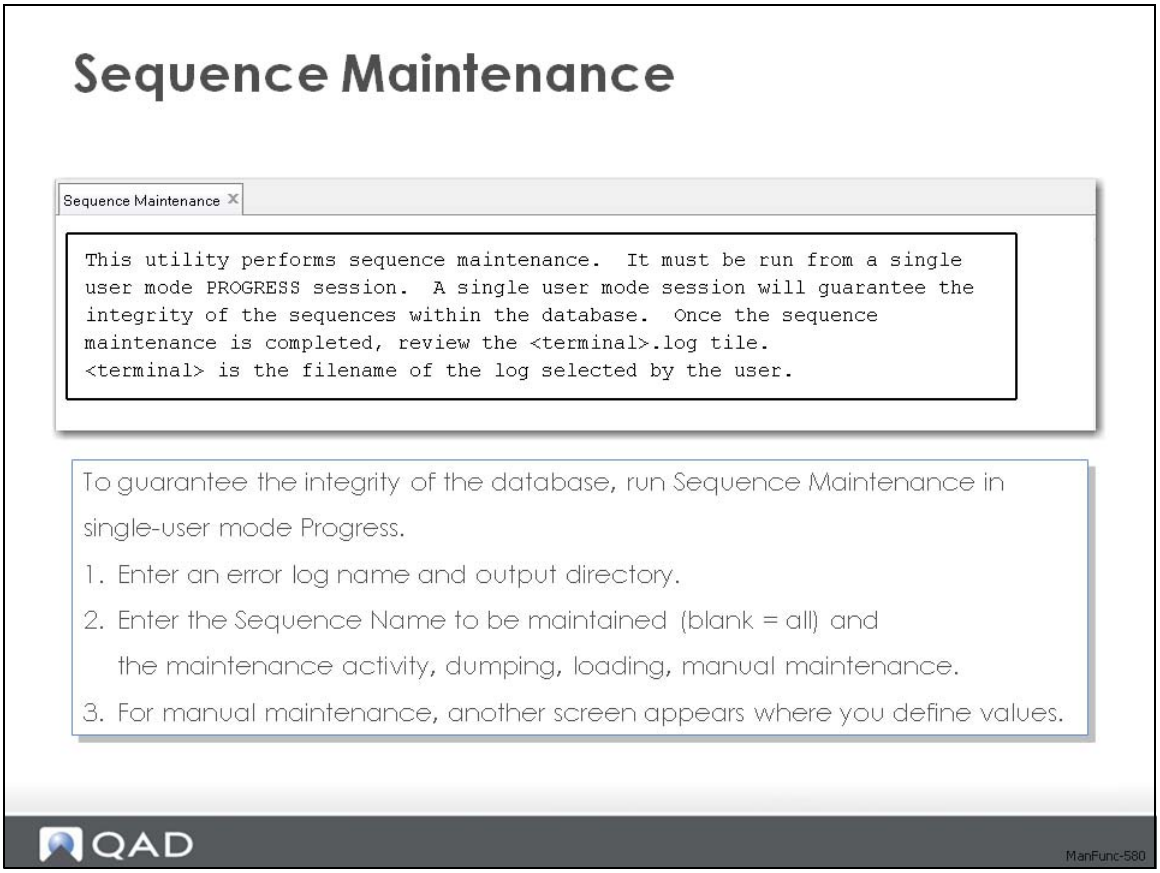
Notice that the printer records are again available.

Chapter 6

Sequences


Sequences
• Sequences are a data structure in Progress 7+
• Sequences generate a value for records to be uniquely identified
• Sequences are faster than recids, reducing validation
• QAD Enterprise Applications 8.5+ uses sequences on several files
• In general, sequences are self-maintained However, you may need to update sequences when you perform delete/archives, dump and loading
QAD
ManFunc-570

Sequence Maintenance



Establish Log File Name