

WAY4 Manager Manual

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Introduction

The client application WAY4 Manager is a WAY4™ component and is used to provide access to WAY4 resources, as well as to configure the system.

While working with this document, it is recommended that users refer to the following reference material from OpenWay's documentation series:

- WAY4™ User Management

The following conventions are used in the help system:

- Field labels in screen forms are typed in *italics*.
- Button labels used in screen forms are placed in square brackets, such as [Approve].
- Menu selection sequences are shown with the use of arrows, such as Issuing → Contracts Input & Update.
- Item selection sequences, in the system menu, are shown with the use of different arrows, such as Database => Change password.
- Key combinations used while working with WAY4 Manager are shown in angular brackets such as <Ctrl>+<F3>.
- The names of directories and/or files that vary for each local instance of the program are also displayed in angular brackets, like <OWS_HOME>.
- Warnings of possible erroneous actions are marked with the  sign.
- Messages marked with the  sign contain information about important features, additional facilities, or the optimal use of certain functions of the system.

Chapter 1. Starting WAY4 Manager

WAY4 Manager is started by running an executable file from the standard system directory <OWS_HOME> (see section "Standard WAY4 Directories" in the WAY4™ User Management Administrator Manual):

```
<OWS_HOME>\client\way4manager\dbmanager\way4manager.exe
```

Java machine parameters (Java Virtual Machine, JVM) can be specified when starting WAY4 Manager: "-Xmx" (maximum memory that can be used by WAY4 Manager) and "-Xms" (memory allocated for WAY4 Manager when it is started). To do so, set these parameters in the command line in the format "-JVM:Xmx<value>" и "-JVM:Xms<value>". For example:

```
<OWS_HOME>\client\way4manager\dbmanager\way4manager.exe -JVM:Xms512M -JVM:Xmx1024M
```

In this case when WAY4 Manager is started, 512 MB will be allocated for JVM and 1024 MB for the entire application.

When the program is started, the sign-on dialogue box will be displayed (see Fig. 1).



Fig. 1. Dialogue box displayed at WAY4 Manager start

The *Application* field is used to select from a drop-down list the name of the database for connection.

Fields *UserName* and *Password* are used to enter a username and a password. The fields are mandatory. If they are not filled in, the corresponding warning will appear (see Fig. 2).

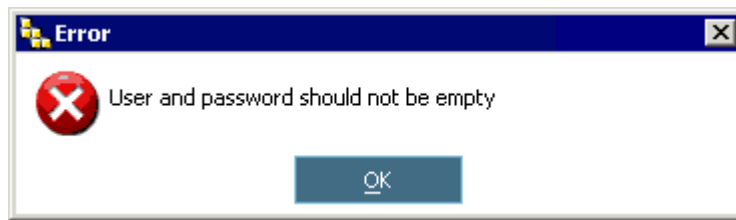


Fig. 2. Message reminding that a username and a password must be entered

If an invalid username or password is entered, an error message will be displayed (see Fig. 3).

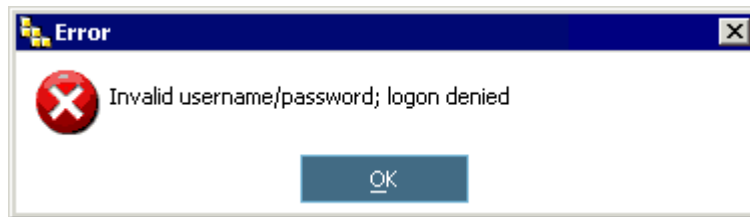


Fig. 3. Error message displayed after entering an invalid username or password

According to WAY4 data security principles, each user is granted system access privileges according to a set schedule. Therefore, if a user attempts to access the system during an unauthorised time period, it will be considered an unauthorised access attempt, access will be denied, and the system will display the corresponding message (see Fig. 4).

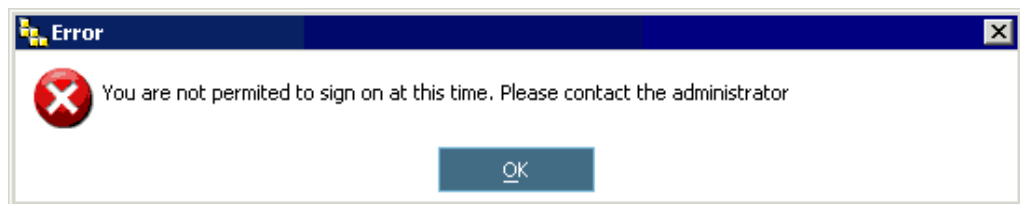


Fig. 4. Message showing that access is denied because it was attempted during an unauthorised time period

WAY4 Manager Setup

WAY4 Manager is started in setup mode by running an executable file with the "setup" parameter from the standard system directory <OWS_HOME> (see section "Standard WAY4 Directories" in the WAY4™ User Management Administrator Manual):

```
<OWS_HOME>\client\way4manager\dbmanager\way4manager.exe setup
```

This will open the window for configuring database connection parameters (see Fig. 5).

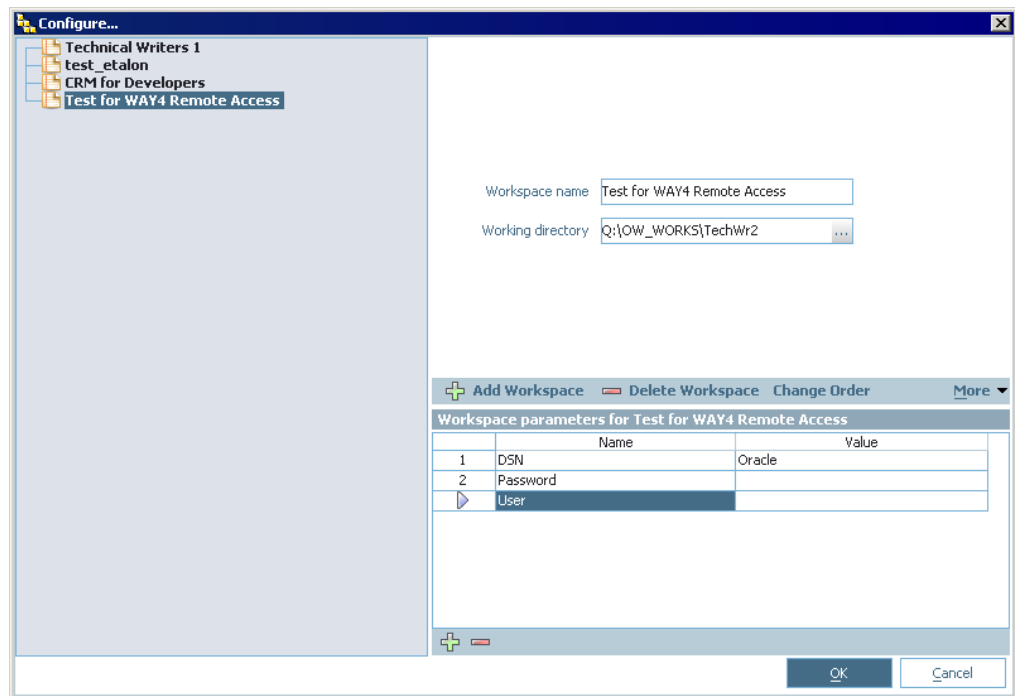







Fig. 5. Window for configuring database connection parameters

In the window, specify a database name in the *Name* field and select the <OWS_WORK> work directory> (see section "Standard WAY4 Directories" in the WAY4™ User Management Administrator Manual) in the *Work* field by clicking .

In the lower right-hand section of the window, users can specify connection parameters, such as username and password, for each database. To add a parameter, click the  button in the lower section of the window and specify the parameter name in the *Name* field and its value, in the *Value* field. To delete a parameter record, click the  button.

To add a new database to the list or delete a database, use buttons  **Add Workspace** and  **Add Workspace** found in the upper right-hand section of the window.

To copy a registered database and its parameters, use the [Clone] button.

To reorder the list of registered databases found in the left-hand section of the configuration window, use the **Change Order** button. Clicking this button will open the "Set node order" dialogue box (see Fig. 6).

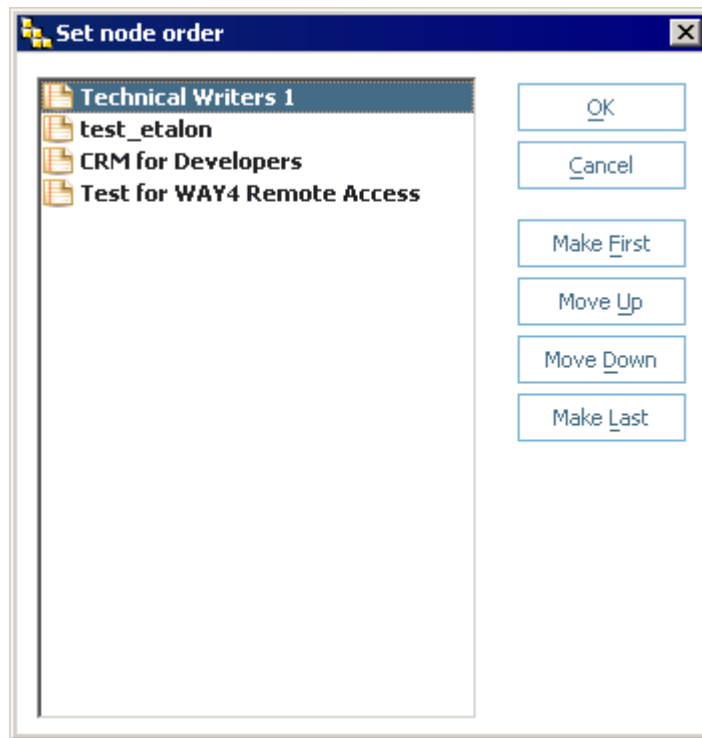




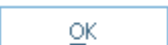



Fig. 6. Dialogue box for reordering the list of registered databases

To change the order of list elements, use buttons  (move to the first position),  (move up),  (move down), and  (move to the last position).

After reordering the list, click ; to cancel the procedure, press <Esc> or click .

Chapter 2. User Interface

When working with WAY4 Manager, the following controls are used (see Fig. 7):

- System menu (see "System Menu")
- Toolbar (see "Toolbars")
- User menu (see "Special Application Windows")
- Screen forms (see "Forms")
- Status bar (see "Using Status Bar")

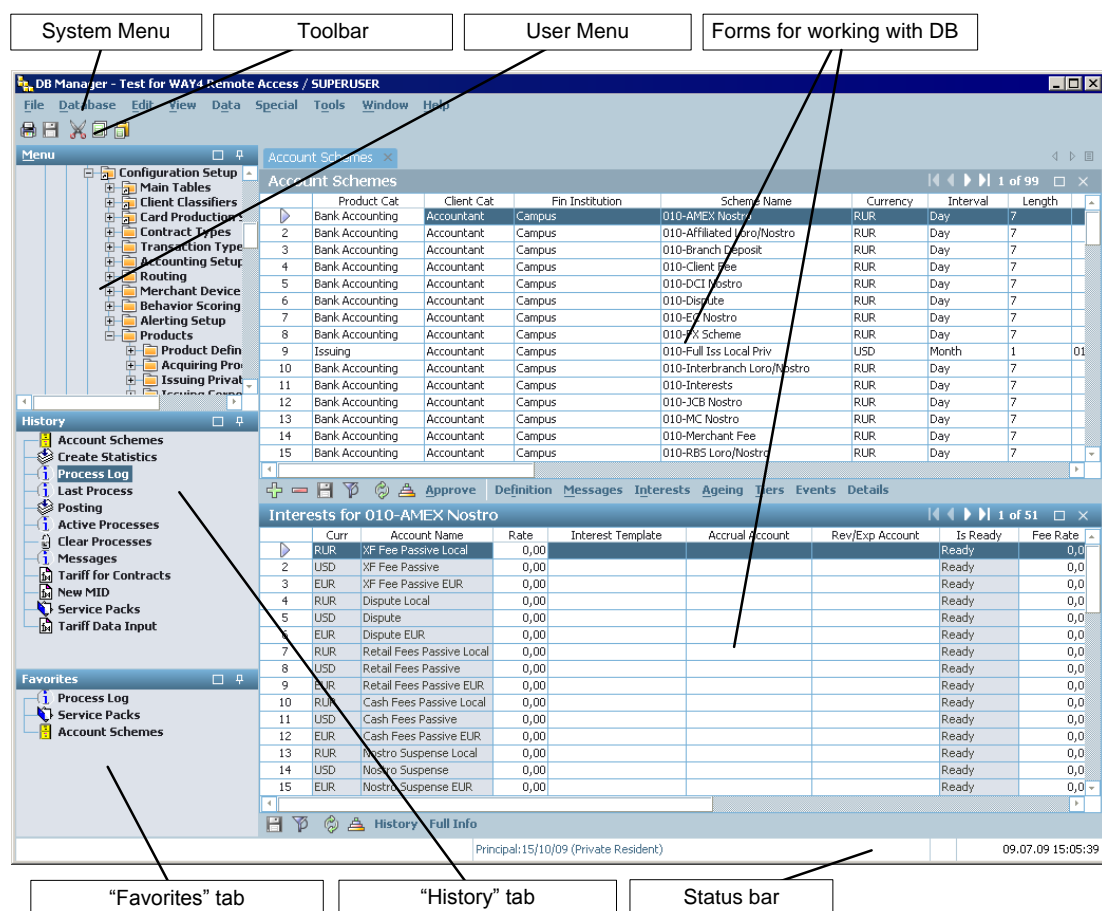


Fig. 7. Elements of the WAY4 Manager user interface

System Menu

The WAY4 Manager system menu provides additional capabilities when working with forms and the user menu.

To access drop-down lists of system menu elements and execute commands, click the necessary menu title and then click a command title in the list, or use the <Alt>+<letter underlined in the title> key combination.

Different sets of system menu items are available while the program is in different modes of operation.

The following system menu items are available in various modes of operation:

- [File](#)
- [Database](#)
- [Edit](#)
- [View](#)
- [Data](#)
- [Special](#)
- [Tools](#)
- [Window](#)
- [Help](#)

File Item

This system menu item contains the following commands:

- "Save" (<Ctrl>+<S>) – save the data entered by users in the form fields
- "Print" (<Ctrl>+<P>) – print the selected data(see "Printing and Exporting Data")
- "Exit" – exit the program

If the *Confirm exit* box is checked in the program settings (see "Tools Item"), a prompt to confirm the application exit will be displayed after executing the command.

Database Item

This system menu item contains the "Database => Change password" sub-item used to open the window for changing the password (see Fig. 8). To change the password, specify the old password in the *Old Password* field of the window, a new password, in the *New Password* field, and verify the new password in the *Verify new password* field.



Fig. 8. Dialogue box for entering a new password

Edit Item

Commands from this menu item are available when working with forms (see "Using System Menu in Forms").

View Item

This menu item is used to work with application windows. The item contains the following commands:

- Reset layout to default – restore the default size and location of application windows
- Find in menu (<Alt>+<F1>) – go to the user menu item that opened the current form
- Menu (<Ctrl>+<M>) – go to the user menu window (see "User Menu")
- History – go to the history window (see "History")
- Favourites – go to the "Favourites" window (see "Favourites")

Data Item

Commands from this menu item are available when working with forms (see "Using System Menu in Forms").

Special Item

Commands from this menu item are available when working with forms (see "Using System Menu in Forms").

Tools Item

This system menu item contains the "Preferences" sub-item used to open the dialogue box for configuring the application and the "Execute SQL" sub-item (<Shift>+<F8>) used to open the SQL Executer window.

After executing the "Preferences" command, the "Preferences" window (see Fig. 9) will be displayed.

General for Preferences

General Edit Log

User interface settings (need restart)

Keep position and size ☐ Bold fonts ☐

Large fonts ☐ Use OS UI ☐

User interface settings

Enable mouse rollover in menu ☐ Use Regional Settings ☒

Confirm exit ☒ Wait before lock (min)

Query settings

Always show column list ☐

OK Cancel Apply to all profiles

Fig. 9. Tab containing main preferences of the application

The "Preferences" tab in the window is used to specify the main parameters of the program. It contains the following fields:

User interface setup:

- *Keep position and size* – keep the position and size of the main application window and the popup editor window for text fields
- *Large fonts* – large font
- *Bold fonts* – bold font
- *Use OS UI* – the appearance of the user interface is determined by operating system configurations
- *Enable mouse rollover in menu* – when enabled, the minimised user menu, history and "Favourites" windows will open when users roll over with the mouse
- *Confirm exit* – switch on exit confirmation mode (see "File Item")
- *Use regional settings* – switch on support of regional data formats (numbers, dates, time, etc.)

Parameters of the query window (see "Preliminary Record Selection by Arbitrary Criteria"):

- *Always show query with column list* – switch on the mode in which form fields are displayed in the query window

The "Preferences Edit" tab in the program settings window (see Fig. 10) is used to configure database record edit parameters.

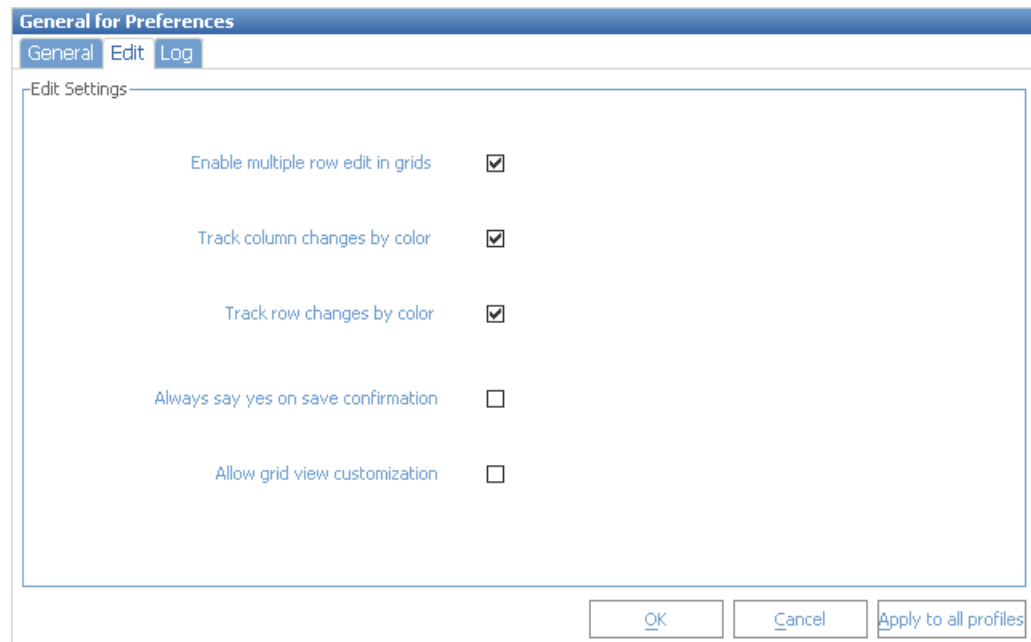


Fig. 10. Tab for configuring edit parameters

This tab contains the following fields:

- *Enable multiple row edit in grids* – allow data in several rows of a grid form to be edited at the same time. If the mode is switched off, changes made to the current row must be saved before going to another row.
- *Track column changes by colour* – highlight cells that have been edited
- *Track row changes by colour* – highlight the numbers of rows that have been edited
- *Always say yes on save confirmation* – switches on the mode for saving changed data in a form without displaying the corresponding confirmation message on the screen
- *Allow grid view customization* – switches on the mode for custom configuration of how grid form fields will be displayed. If this flag is set, when working with a grid form a context menu (see Fig. 11) will be available that is opened by right-clicking on the name of the grid form column.

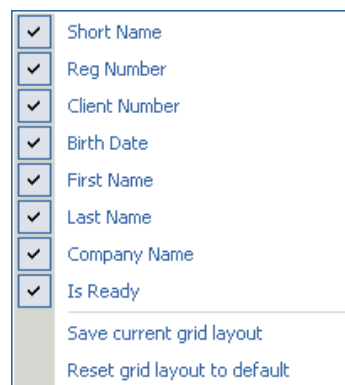


Fig. 11. Context menu for configuring how a form is displayed

This context menu contains the following items:

- Grid form field names. If the flag next to a name is set, the corresponding column will be shown in the form, otherwise, the column will not be show
- *Save current grid layout* – save the current configuration for displaying the grid form
- *Reset grid layout to default* – restore the original version for displaying the grid form

Moreover, if the *Allow grid view customization* flag is set, it is possible to change the order in which form columns will be displayed.

The "Log settings" tab of the "Preferences" window is intended for use by the system administrator.

To save the chosen configurations for the current database, click [OK] in the "Preferences" window; to cancel, click the [Cancel] button. If it is necessary to save the configuration for all registered databases (see Fig. 5 of the section "WAY4 Manager Setup"), click the [Apply to all profiles] button.

Window Item

The number of commands in each system menu item depends on what application window is active at the moment.

The following commands are available in all operation modes:

- Close – close the current form. When the command is executed, users must confirm that it is necessary to save changes.
- Close All – close all opened forms. When the command is executed, users must confirm that it is necessary to save changes.
- Focus next window (<Ctrl>+<Alt>+<Tab>) – go to the next opened screen form

If a form window is active, additional commands are available in the menu item (see "Using System Menu in Forms").

The lower section of the "Window" menu item window contains the name of the currently active form and all open main and subordinate forms.


Help Item

In the current application version, this menu item contains the following commands:

- Send feedback with debug info – open the window to enter information on application bugs to be sent to the vendor (see Fig. 12).

Fig. 12. Dialogue box for sending a message on application bugs

In the *Problem explanation* field, enter application operation data. When this menu item is started for the first time, the dialogue box contains fields for configuring message e-mailing parameters. They must be filled in by the system administrator. After the first message is sent, the displayed box will not contain fields for configuring the parameters.

 Note that error reports can be generated automatically in case of application errors. In this case, the "Application error" window will be displayed (see Fig. 13).

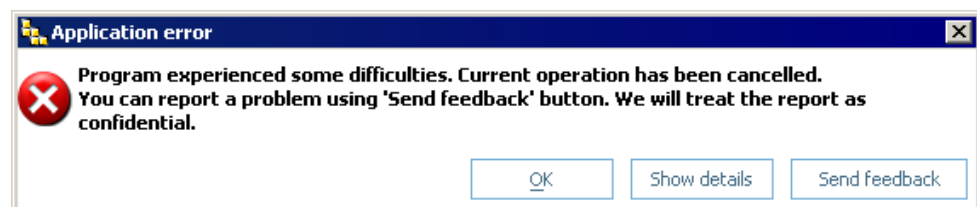




Fig. 13. Error message window

When the  button in the window is clicked for the first time, a prompt to enter message e-mailing parameters will be generated, as shown in the figure of the dialogue box for sending messages (Fig. 12). After entering necessary parameters and clicking [OK], the error report will be sent to the application vendor. Later, messages will be sent automatically after the  button is clicked and no parameters will be prompted for.

- About... – display the application version

Toolbars

Toolbars (see Fig. 14) are WAY4 Manager window elements that contain buttons corresponding to some of system menu commands.



Fig. 14. WAY4 Manager toolbar

In the current application version, toolbars corresponding to specific menu commands can be used (see "File Item" and "Edit Item").

Toolbar representation mode is configured through the context menu (see "Context Menu in Toolbars").





The current operation mode of the application (in particular, the active window type) determines what toolbar buttons are active, as well as what system menu items are available.

Special Application Windows

Alongside with forms for working with the database (see "Entering and Editing Data"), WAY4 Manager also provides special user menu windows, "History" and "Favourites".

While working with the special windows, users can use the keyboard: when a string of characters (case-sensitive) is entered on the keyboard, the application automatically goes to the tree element whose name starts with the entered characters.


Each of the windows contains the following buttons:

-  – maximise to the size of the application window
-  – restore the default window size
-  – switch on auto-hide mode; in this mode, a window automatically hides when another window is active
-  – switch off auto-hide mode

User Menu

The user menu consists of folders and menu items (see Fig. 15).

The set of available folders and menu items depends on data access privileges of a specific user.

Menu items are used to open forms and start processes. Menu folders are used to group menu items and are marked with the  sign.

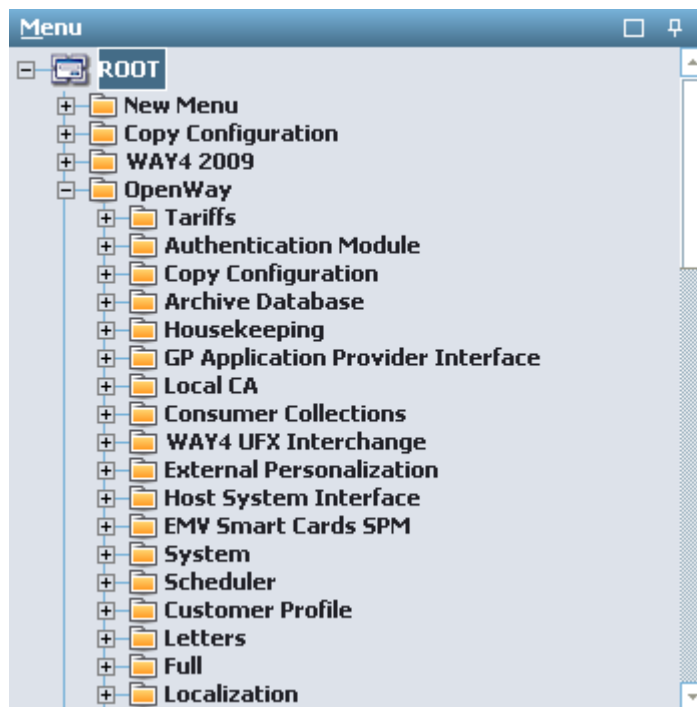


Fig. 15. User menu

To open a menu folder or start a menu item, double-click it or select it and press <Enter>.

On the context menu use, see "Context Menu in Special Application Windows".

History

The history window (see Fig. 16) is used to store the list of menu items executed by users.



Fig. 16. History

A menu item can be executed directly from this window by double-clicking its name.

Elements are added to the list automatically. To edit the list (delete elements, copy elements to "Favourites"), use the context menu (see "Context Menu in Special Application Windows").

Favourites

The window is used to quickly access frequently used user menu items (see Fig. 17).

Users can add menu items to "Favourites" directly from the menu window or from the history window.

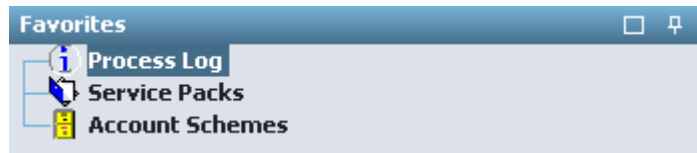


Fig. 17. "Favourites" window

A menu item from the "Favourites" list is executed by double-clicking it.

To edit the "Favourites" list, use the context menu (see "Context Menu in Special Application Windows").

Using Context Menu

When working in various WAY4 Manager windows, users can use the context menu opened by right-clicking the mouse.

The context menu contents are determined by the properties of the window from which it is opened.

Context Menu in Special Application Windows

The context menu opened in the user menu window contains the following items:

- Find – find in the user menu. After selecting this command, enter the first letters of the name of a folder or menu item.
- Copy path to clipboard – copy the name of a folder or menu item and its path to the clipboard
- When opened on a menu folder:
 - Expand all – maximise the menu folder
 - Collapse all – minimise the menu folder
- When opened on a menu item: Add to Favourites

The context menu opened in the "History" window contains the following items:

- Find – find in the history. After selecting this command, enter the first letters of the name of a folder or menu item.
- Copy path to clipboard – copy the name of a folder or menu item and the path to it to the clipboard
- Delete Row – delete the element from the list
- Row Order – open the dialogue box to reorder the history
- Add to Favourites – add to "Favourites"

The context menu opened in the "Favourites" window contains the following items:

- Find – find in "Favourites". After selecting this command, enter the first letters of the name of a folder or menu item.
- Copy path to clipboard – copy the name of a folder or menu item and the path to it to the clipboard
- Delete Row – delete the element from the list
- Row Order – open the dialogue box to reorder the "Favourites" list

Context Menu in Toolbars

The context menu opened from the toolbar contains a list of checkboxes used to configure representation of toolbars in the application window.

The upper section of the context menu contains checkboxes corresponding to toolbars used in the application. Unchecking a checked box switches off the corresponding toolbar (if the "Hidable" box in the lower section of the menu is checked).

If the "Rearrangible" box is checked, users can rearrange toolbars by dragging them.

If both "Floatable" and "Rearrangible" boxes are checked, toolbars can be placed to any position, not only at the window borders.

Context Menu in Forms

Two types of context menu are used to work with forms. The first one is opened from a tab title, the second, directly from a form.

The context menu opened from a tab title contains the following items:

- Close – close the current form
- Close Others – close the other opened forms
- Close All – close all forms
- Next – go to the next form
- Previous – go back to the previous form
- New Horizontal Group – move the form to a new form group with horizontal group division
- New Vertical Group – move the form to a new form group with vertical group division

The context menu opened from a form contains the following items:

- Record → Copy Row – copy the current record to the clipboard
- Data – open the context menu containing the same items as the system menu item of the same name (see "Data Item")
- Special – open the context menu containing the same items as the system menu item of the same name (see "Special Item")

- Design – display parameters of the current form
- Approve/Check/... – execute an associated procedure
- Links – open the context menu with the list of subordinate forms
- Window – open the context menu containing the same items as the system menu item of the same name when working with forms (see "Using System Menu in Forms").

The context menu opened from a form field also contains the following items:

- Cut – cut
- Copy – copy to the clipboard
- Paste – paste from the clipboard
- Select All – select the field contents
- Popup Editor F9 – open the popup editor for a text field

Using Status Bar

The status bar is located in the lower section of the WAY4 Manager window and is used to show the most critical parameters and the system status. The status bar usually contains the following elements (see Fig. 18):

- Application status, e.g. the name of the form that is being opened or names of subordinate forms shown when the mouse rolls over a button
- Banking date
- Financial institution
- Client type
- System date and time

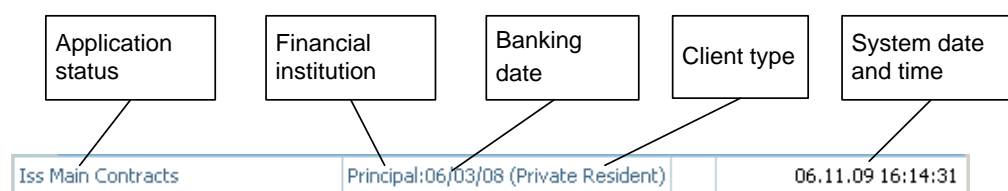


Fig. 18. Status bar elements

Using Keyboard in WAY4 Manager

In all WAY4 Manager operation modes, the following key combinations can be used:

- <Alt> – go to the system menu
- <Ctrl>+<M> – go to the user menu window
- <Alt>+<F4> – exit the program

When working with forms, other key combinations are also available (see "Using Keyboard in Forms").

Chapter 3. Entering and Editing Data

In WAY4 Manager, data is entered and edited through forms (see "Forms").

Forms can be opened by selecting a user menu item or, from an upper-level window, by clicking a button or selecting a system menu item.

How a form opens from the user menu depends on the kind of menu item selected. Forms may open as follows:

- The form is opened immediately.
- Before the form is displayed, users can specify arbitrary criteria for preliminary data selection.
- Before the form is displayed, users can select a query from the list.

Preliminary Record Selection by Arbitrary Criteria

In this case, the "Set query" dialogue box (see Fig. 19) for entering preliminary data selection criteria is displayed before a form opens.

Users can:

- Start editing without preliminary selection. For this, click [OK] without specifying selection criteria.
- Cancel the request to open the form by clicking [Cancel]
- Specify preliminary data selection criteria

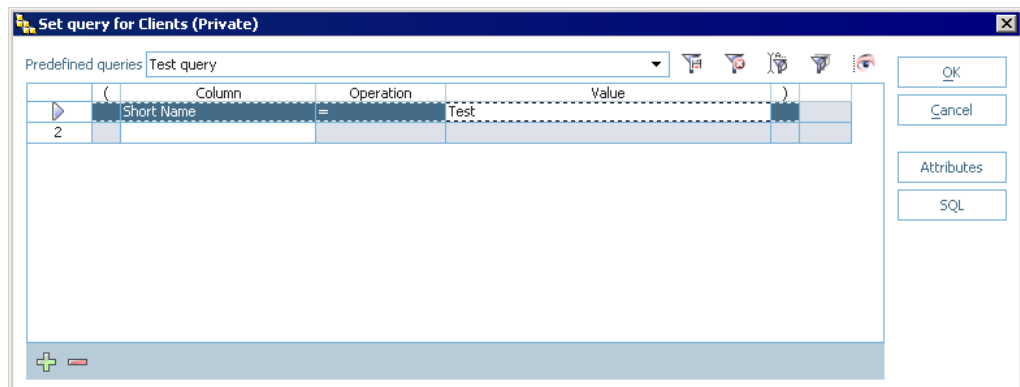



Fig. 19. Dialogue box for preliminary data selection

Clicking the  button opens in the left-hand section of the "Set query ..." window the list of fields included in the form to be opened (see Fig. 20).

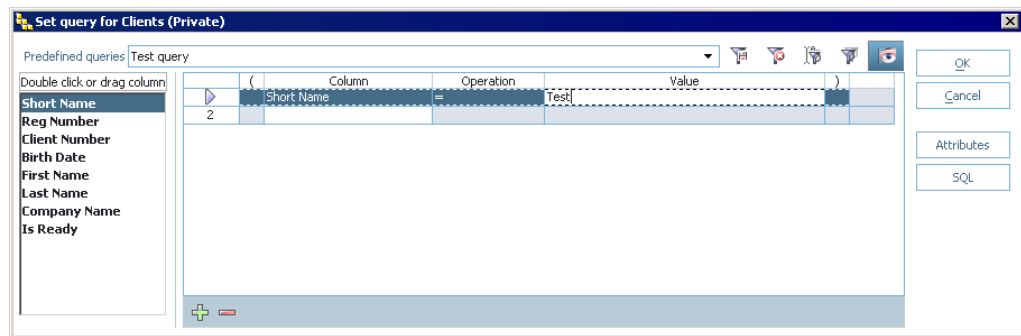


Fig. 20. Preliminary data selection window with a list of fields

If the *Always show query with column list* box is checked in the application settings window (see "Tools Item"), the list of fields of the form to be opened will be available in the "Set query" dialogue box by default.

Users can select fields for preliminary data selection from the list in the *Column* field, or by double-clicking a field name in the list of fields in the left-hand section of the "Set query" box, or by dragging the necessary name from the list.

Entering Simple Data Selection Criteria

To enter a simple criterion:

- Select a field by whose value data will be selected.
- Select a selection condition from the drop-down list in the *Operation* field.
- Enter the necessary value in the *Value* field.
- Click [OK].

WAY4 Manager supports the following selection conditions:

- For all fields, condition = is supported, that is, a field value must be equal to the value specified in the *Value* field.
- For all fields except for attributes (see "Using Additional Fields (Attributes)"):
 - <>, >, >=, <, <= – "not equal", "more", "more or equal", "less", and "less or equal" respectively
 - IS NULL – search for empty (not filled in) fields
 - IS NOT NULL – search for not empty (filled in) fields
- For strings, including those in attributes (see "Using Additional Fields (Attributes)"):
 - BEGINS – search for the same value at the beginning of a field
 - CONTAINS – search for fields containing the value specified in the *Value* field
 - NOT CONTAINS – search for fields not containing the specified value
- For dates:
 - >= TODAY – search for records whose field value is more or equal to the system date minus the number of days specified in the *Value* field

- < TODAY – search for records whose field value is less than the system date minus the number of days specified in the *Value* field
- LAST MIN – search for records whose field value is less or equal to the system time minus the number of minutes specified in the *Value* field
- For attributes only (see "Using Additional Fields (Attributes)"):
 - SET – an attribute value is set
 - SET AFTER – an attribute value is set after the date and time specified in the *Value* field
 - NOT SET – an attribute value is not set


Clicking the [Attributes] button in the preliminary data selection dialogue box will add the names of attributes, if used in the form (see "Using Additional Fields (Attributes)"), to the list of fields by which data can be selected.

Entering Complex Data Selection Criteria

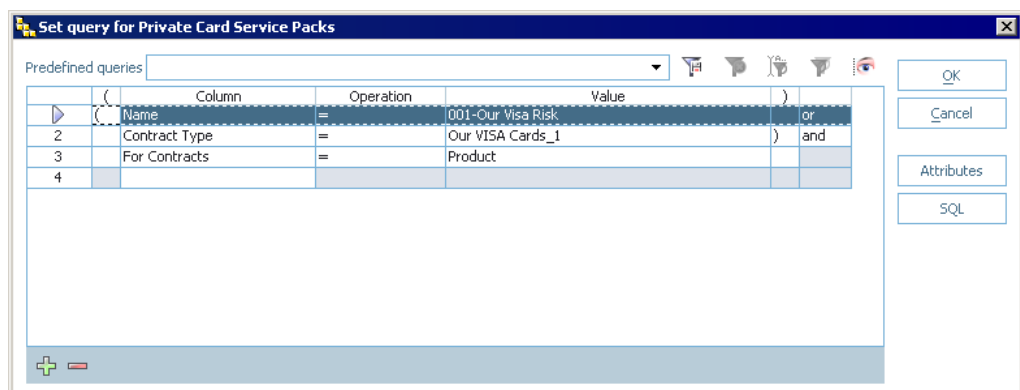
Simple data selection criteria can be combined using conditions "AND" and "OR".

To create a complex criterion:

- Enter the first criterion.
- Enter the second criterion.
- Select "and" or "or" in the rightmost field of the criteria table.

 Users can enter complex criteria including both "AND" and "OR" conditions. In this case, when selecting data, "AND" conditions are considered first, and "OR" conditions are considered next.

To set operation priorities in complex criteria, use symbols "(" and ")" (statement parentheses), for example: "(<condition A>OR<condition B><condition C>". In this case, conditions within parentheses are considered first. When creating criteria, enter parentheses using the columns titled "(" and ")" (see Fig. 21).




	Name	Column	Operation	Value	
1	(Name	=	001-Our Visa Risk	or
2		Contract Type	=	Our VISA Cards_1	and
3		For Contracts	=	Product	
4					

Fig. 21. Preliminary data selection window when entering a complex criterion

Using Queries

For subsequent use, users can save complicated or frequently used selection criteria as queries.

To save a query, enter a criterion and click the  button. Then, specify the necessary name in the *Enter query name* field of the "Input" window. If a query with the entered name already exists in the list of saved queries, a warning will be displayed (see Fig. 22).

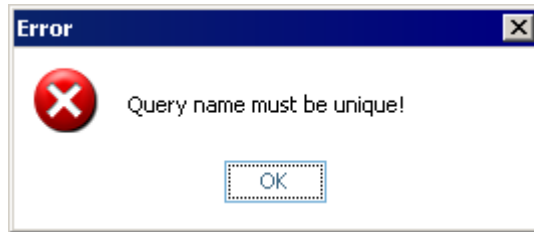




Fig. 22. Warning displayed when saving a query with a duplicate name

To use an existing query, select its name from the drop-down list in the *Predefined queries* field opened by clicking the  button or pressing <F4>. If necessary, users can also change selection criteria in a query and save it afterwards.

To delete a query from the list, select its name in the *Predefined queries* field and click the  button. Then, confirm the deletion in the "Query Editor" dialogue box (see Fig. 23).

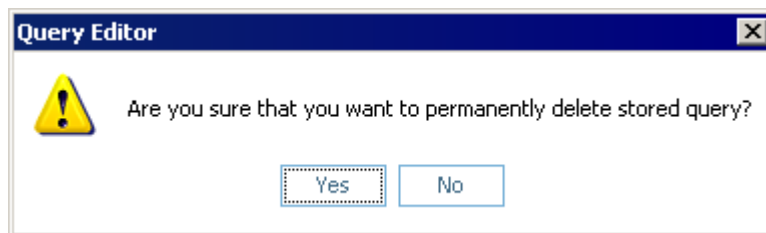




Fig. 23. Window for confirming that the query must be deleted

To rename a query, select its name from the drop-down list in the *Predefined queries* field, click the  button, and change the name in the *Enter query name* field of the "Input" window.

To create a new query based on an existing one, first copy the query by clicking the  button, specify a new name, then edit and save it.

Forms

In WAY4 Manager, data is entered and edited through forms.

Forms are displayed in groups (see Fig. 24). To navigate between forms in a group, use tabs that correspond to the forms included in the group.

	Scheme Name	Currency	Interval	Length	Interest Contract	Parent Scheme	Code
1	001-Credit Card	RUR	Month	1	001-INTERESTS	010-Full Iss Local Priv	FLOC
2	001-Credit Card USD	USD	Month	1	001-INTERESTS		DEMO_CR_
3	001-Debit Card USD	USD	Month	1	001-INTERESTS		DEMO_DEB
4	001-Debit Iss Local Priv	EUR	Month	1	001-INTERESTS		DLOC
5	001-Debit Iss USD Priv	USD	Month	1	001-INTERESTS		DUSD
6	001-Deposit Card USD	USD	Month	1	001-INTERESTS		DEMO_DEP
7	001-Events Test	RUR	Month	1	001-INTERESTS		EVNTTST
8	001-Full Iss USD Priv	USD	Month	1	001-INTERESTS		FUSD
9	001-Inst Advance Repayment	RUR	Month	1	001-INTERESTS		ADV
10	001-Interest Tariffs Testing	RUR	Month	1	001-INTERESTS		INTTRFTST
11	001-NINA From Fixed Date 01 Test	RUR	Month	1	001-INTERESTS		N_TST
12	001-NINA From Fixed Date 05 Test	RUR	Month	1	001-INTERESTS		N_TST
13	001-NINA From Fixed Date 31 Test	RUR	Month	1	001-INTERESTS		N_TST
14	001-NINA From Open Date Test	RUR	Month	1	001-INTERESTS		N_TST
15	001-Revolving Priv Simple	RUR	Month	1	001-INTERESTS		DLOC
16	001-Tariffs Testing	RUR	Month	1	001-INTERESTS		TRETST

Fig. 24. Group of forms

If a group consists of a great number of forms whose tabs cannot be displayed simultaneously, users can select necessary tabs using buttons . To close a form, use button on its tab.

To reorder tabs, click a tab title and, holding down the mouse button, drag the title to the necessary position.

Form Types

To enter, display and edit database records, two types of forms are used in WAY4 Manager:

- Grid forms (see Fig. 25) where records are presented as table rows, records fields, as columns. In forms of this type, the current record is marked with the sign in the column containing row numbers.
- Free forms (see Fig. 26) corresponding to one database record each

	Category	Institution	Client	Contract Type	Name	Code	For Contracts	Parent Pack
1	Account	Branch	Accountant	Bank Account	003-Bank Account		Product	001-Bank Account
2	Account	Branch	Accountant	Bank Account	003-RBS Bank Account		Product	001-RBS Bank Account
3	Account	Branch	Accountant	Bank Account	003-RBS Teller		Product	001-RBS Teller
4	Account	Branch	Accountant	Bank Account	003-Teller		Product	001-Teller
5	Account	Branch	Accountant	Client Account	003-Branch Client		Product	001-Branch Client
6	Account	Branch	Accountant	Client Account	003-RBS Client		Product	001-RBS Client
7	Account	Branch	Accountant	Client Account	003-Unknown Accounting Contract		Product	001-Unknown Accounting C
8	Account	Branch	Commercial	Client Account	003-Acq Accounting Commercial	CAA	Product	001-Acq Accounting Comm
9	Account	Branch	Commercial	Client Account	003-Iss Accounting Commercial	CIA	Product	001-Iss Accounting Comm
10	Account	Branch	Private	Client Account	003-Accounting Private	PIA	Product	001-Accounting Private
11	Account	Branch	Accountant	Nostro	003-AMEX Nostro		Product	001-AMEX Nostro
12	Account	Branch	Accountant	Nostro	003-Affiliated Nostro		Product	001-Affiliated Nostro
13	Account	Branch	Accountant	Nostro	003-DCI Nostro		Product	001-DCI Nostro
14	Account	Branch	Accountant	Nostro	003-EC Nostro		Product	001-EC Nostro
15	Account	Branch	Accountant	Nostro	003-MC Nostro		Product	001-MC Nostro
16	Account	Branch	Accountant	Nostro	003-VISA Nostro		Product	001-VISA Nostro
17	Card	Branch	Accountant	AMEX Cards	003-AMEX Issuer		Product	001-AMEX Issuer
18	Card	Branch	Accountant	AMEX Cards	003-AMEX Issuer		Risk Rule	001-AMEX Issuer
19	Card	Branch	Accountant	Cirrus/Maestro	003-CM Intracountry Iss		Product	001-CM Intracountry Iss
20	Card	Branch	Accountant	Cirrus/Maestro	003-EC Cirrus/Maestro Iss		Product	001-EC Cirrus/Maestro Iss
21	Card	Branch	Accountant	Cirrus/Maestro	003-MC Cirrus/Maestro Iss		Product	001-MC Cirrus/Maestro Iss
22	Card	Branch	Accountant	DCI Cards	003-DCI Issuer		Product	001-DCI Issuer
23	Card	Branch	Accountant	Electron/Plus	003-EI/Plus Intracountry Iss		Product	001-EI/Plus Intracountry Iss

Fig. 25. Grid form

The screenshot shows a web-based form titled "Client - New (Private)". The form is organized into several panels. The top-left panel contains fields for "Short Name", "Registration #", "Reg # Type", "Registration Dtls", "Security Name", and "Language". The top-right panel contains "Institution" (set to "Principal"), "Client Number", "Client Category" (set to "Private"), "Branch", "Client Type" (set to "Private Resident"), "Country", and "Service Group". The bottom-left panel, titled "Client Details", includes "Gender", "Salutation", "Last Name", "First Name", "Middle Name", "Birth Name", "Marital Status", "Date of Birth" (with a default value of "00.00.0000"), "Place of Birth", "Position", "Company Name", and "Individual Nuber". The bottom-right panel, titled "Base Address", contains a "Mailing Address" section with "Phone", "Fax", "Mobile", "Phone (home)", "Fax (home)", "ZIP", and "City". Below this is a "Delivery Type" dropdown and an "E-mail" field. At the bottom right, there is an "Embossing" section with a dropdown for "Title", and input fields for "First Name", "Last Name", and "Company Name". A "Date Open" field is set to "12.11.2009".

Fig. 26. Free form

Form Fields

Fields are a form property and are used to enter, display and edit data.

In WAY4 Manager, the following field types are distinguished:

- Text field – used to enter both textual and numerical data (empty by default)
- Numeric field – used to enter numbers only (contains a default figure)
- Date field – used to enter numerical data in the date format only (contains a default zero date "00/00/0000"); fields of this type can be filled in by directly entering a value or through a special dialogue box opened by pressing <F9> (see Fig. 27)

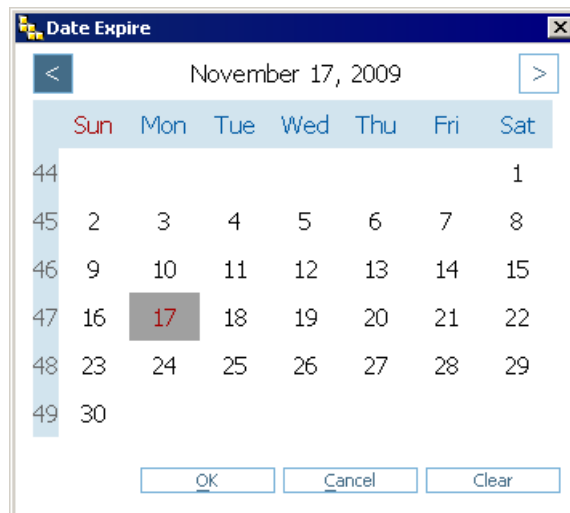


Fig. 27. Dialogue box for entering a date

In this dialogue box, click the required day and select the required month and year using the and buttons; to confirm the entered data, click [OK], to cancel the action, click [Cancel], to enter a zero date, click [Clear].

- Drop-down list – used to select a value from a predefined list (when the mouse rolls over a field, the sign appears in the field)

Form Controls


When working with forms, users can use the following controls:


- Button for sorting data (see "Sorting Data in Forms")
- Button for refreshing form data
- Buttons for navigating through selected data: to the first record (), to the previous record (), to the next record (), to the last record ()
- Button for inserting new records
- Button for deleting selected records. After clicking this button, a prompt to confirm deletion will be displayed.
- Button for saving changes
- Data selection button for changing data selection criteria for the form (see "Preliminary Record Selection by Arbitrary Criteria")
- Buttons for executing associated procedures (e.g. **Approve**) that are present not in all forms and are usually used to check entered data for correctness or approve changes
- Button for closing the window (the same as in MS Windows)
- Buttons for opening subordinate windows (e.g. **Accounts**) used to enter additional information on the selected record (for example, to view and edit information on the selected client's contracts). If the form is too small to display all buttons for opening subordinate forms, button **More** appears in

the corner of the form. Clicking the button opens the buttons that are not displayed in the form.

Subordinate Forms

Subordinate forms can be opened from the current form by clicking on corresponding buttons located in the lower section of the window, by selecting the "Data => Links => <name>" system menu item, or through the context menu (see "Context Menu in Forms").

 Note that the number of buttons used to open subordinate forms depends on the screen resolution of the computer. If there are a great number of subordinate forms (elements contained in the "Links" system menu item) and the screen resolution is low, not all buttons for opening subordinate forms will be displayed in the form. In this case, it is recommended that subordinate forms be opened through the [More] button (see "Form Controls") or the "Links" system menu item.

 To go back to the main form from a subordinate one, use <Esc>.

Using System Menu in Forms

The following system menu items are available when working in form windows:

- Edit
 - Edit => Cut (<Ctrl>+<X>) – cut
 - Edit => Copy (<Ctrl>+<C>) – copy to the clipboard
 - Edit => Paste (<Ctrl>+<V>) – paste from the clipboard
 - Edit => Select All (<Ctrl>+<A>) – select the entire field contents
 - Edit => Popup Editor (F9) – open the pop-up editor window
- Data
 - Data => Insert Row – add a row to the table, if allowed
 - Data => Delete Row – delete a row from the table, if allowed
 - Data => Retrieve All (<Ctrl>+<Shift>+<A>) – refresh all data in the form regardless of selection criteria
 - Data => View Attributes (<Ctrl>+<Shift>+<M>) – display the tabs containing form attributes (see "Using Additional Fields (Attributes)")
 - Data => Refresh (<Ctrl>+<R>) – refresh data in the form considering selection criteria
 - Data => Auto Refresh – switch on auto-refresh mode; when switching on the mode, the refreshing frequency in seconds must be specified
 - Data => Sort – sort data (see "Sorting Data in Forms")
 - Data => Save Data – save changes in the database
 - Data => Links – display the list of subordinate forms
- Special


- Special => Copy With Children – copy the record and all its subordinate records
- Special => Insert Many – add the specified number of records
- Special => Delete All – delete all selected records (this action must be confirmed in an additional dialogue box)
- Special => Change Downwards – replace the value of the field in all records following the current record with the field value of the current record (this action must be confirmed in an additional dialogue box)
- Special => View Hidden Fields – display hidden fields
- Special => View Deleted – display the table of deleted records; to restore a deleted record, select the necessary row in the table and click [Undelete]
- Special => View Record History – display a table whose columns correspond to the current form fields and the number of rows corresponds to the number of changes made to the field values
- Window
 - Window => Cascade – display open windows in cascade view (overlapping)
 - Window => Tile – display windows in tile view (not overlapping)
 - Window => Arrange Two – display two open windows
 - Window => Layer – switch on full-screen mode for the active window
 - Window => Restore – restore the default size and location of the active window
 - Window => Restore All – restore the default size and location of all open windows
 - Window => <name of window> – switch between open windows

Field Editing Methods

To navigate between record fields, use the mouse or the <Tab> key (<Shift>+<Tab>).

Editable fields have a white background; not editable fields have a grey background.

In forms for entering textual and numerical data and dates (see "Form Fields"), information is keyboarded.

In fields containing drop-down lists, values are entered by clicking an element in the list that opens after the user clicks the  button or presses the <F4> key.

To fill in specific fields containing drop-down lists, users are shown a dialogue box for selecting a field value (see Fig. 28).

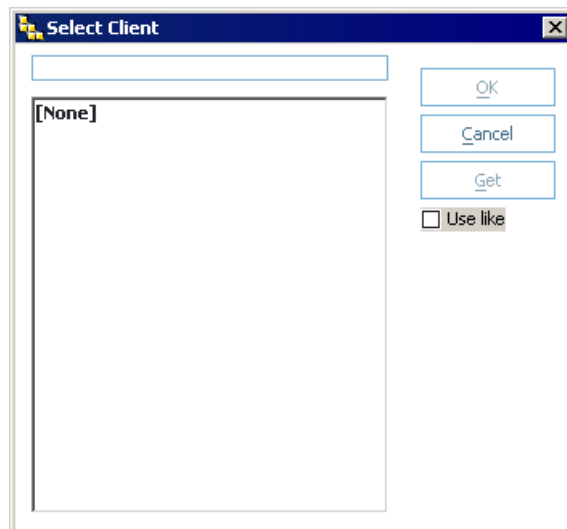


Fig. 28. Dialogue box for selecting a field value

The dialogue box is used to select a value from long lists, such as the client list.

To select a value:

- Enter the first letters of the required value in the upper field of the form.
- Click [Get].
- Click a suitable value in the list opened in the lower field.
- Click [OK].

In the dialogue box, users can search for fields containing a specified string of symbols. For this:

- Check the *Use Like* box.
- In the upper field of the window, enter the necessary value between two symbols %, like "%ABC%".
- Click [Get].
- Click a suitable value in the list opened in the lower field.
- Click [OK].

For all elements of the list to be displayed in the dialogue box:

- Enter symbol % in the upper field.
- Click [Get].

Using Keyboard in Forms

When working with forms, users can use the following keys and key combinations:

- <Tab> or <Enter> – go to the next field
- <Shift>+<Tab> – go to the previous field
- <Shift>+<←>, <Shift>+<→> – select a piece of text
- <Ctrl>+<C> – copy the selected text to the clipboard

- <Ctrl>+<X> – cut the selected text to the clipboard
- <Ctrl>+<V> – paste the text from the clipboard


The following keys and key combinations can also be used in grid forms:

- <Tab> or <Enter> (when in the last field) – go to the next record (row)
- <Shift>+<Tab> (when in the first field) – go to the previous record (row)
- <PgUp>, <PgDn> – go one screen up/down

The following keys can also be used in free forms:

- <PgUp> – go to the previous record (form)
- <PgDn> – go to the next record (form)
- <Esc> – from a subordinate form, go back to the main form (from which the subordinate form was opened)
- <Enter> (when in the last field) – go to the next record (form)

Sorting Data in Forms

When working with forms, users can sort data by selecting the "Data => Sort" system menu item, or selecting the menu item of the same name from the context menu, or clicking the  button. When this command is selected, the dialogue box for sorting data (see Fig. 29) appears.

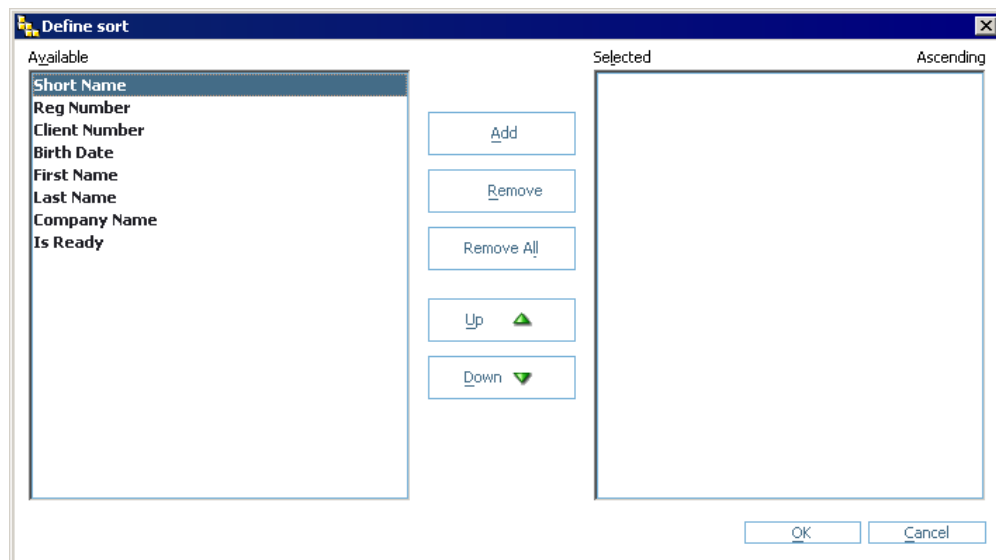







Fig. 29. Dialogue box for sorting data

The left-hand section of the sort window contains the list of form columns (fields) by which data can be sorted. The right-hand section of the window contains fields selected for sorting.

To specify the sort order:

- In the left-hand section of the window, select the field by which data must be sorted and click .
- If necessary, repeat the operation for other columns (fields).

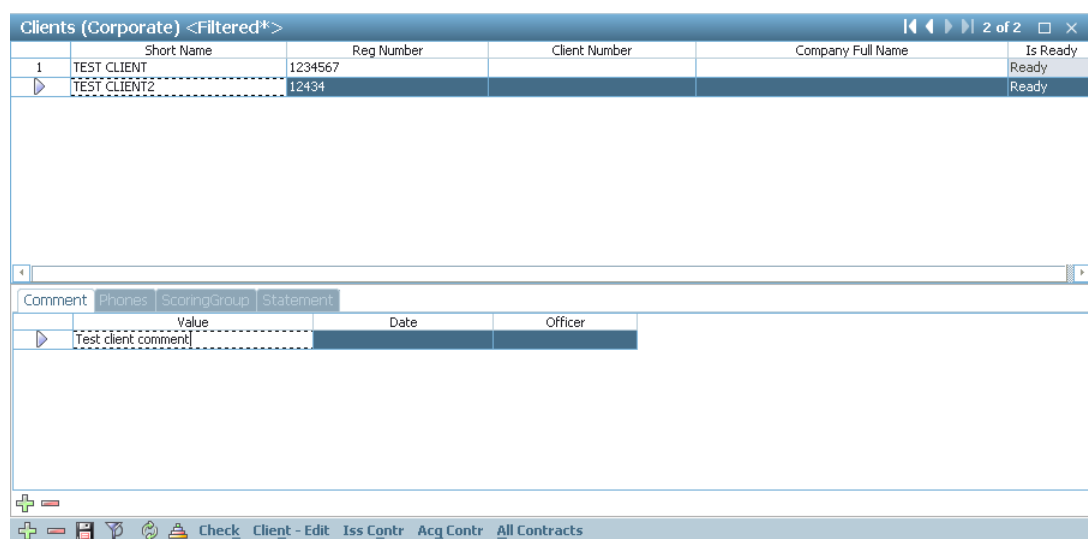
- Specify the sort order. For this, move the names of the fields selected for sorting along the list by clicking  and .
- Specify the sort direction by checking the *Ascending* box for the necessary field (column) in the list of sorting criteria. If the box is checked, ascending sorting will be used, if not, descending one.
- Click [OK].

To exclude a field from the list of fields used for sorting, select its name in the right-hand section of the window and click . To cancel sorting altogether, remove all field names from the right-hand section of the window by clicking .

Using Additional Fields (Attributes)

In WAY4 Manager, forms can have additional fields (attributes). The number and names of attributes are specified by users with administrator privileges. Attributes are used to enter additional data necessary when working with specific forms.

Attributes look like tabs located in the lower section of the window (see Fig. 30). To open them, select the "Data => View Attributes" system menu item or use the <Ctrl>+<Shift>+<M> key combination.





The screenshot shows a window titled "Clients (Corporate) <Filtered*>". It contains a table with the following data:

	Short Name	Reg Number	Client Number	Company Full Name	Is Ready
1	TEST_CLIENT	1234567			Ready
	TEST_CLIENT2	12434			Ready

Below the table, there is a section for additional fields (attributes). It has tabs for "Comment", "Phones", "ScoringGroup", and "Statement". The "Comment" tab is active, showing a table with columns "Value", "Date", and "Officer". The "Value" column contains the text "Test client comment".

At the bottom of the window, there is a toolbar with icons for adding (+) and deleting (-) attributes, and a menu bar with options: "Check", "Client - Edit", "Iss Contr", "Acq Contr", and "All Contracts".

Fig. 30. Form with additional fields (attributes)

To add an attribute value, click the upper  button and specify the necessary value in the *Value* field. To delete old values, use the upper  button. Apart from a set value, each row in the window for specifying attribute values contains the date the value was set and the name of the user who set it.


The tab of an attribute with a set value is marked with a special sign.

To add attributes to forms, select the "Full → DB Administrator Utilities → System Utilities → Additional Fields" user menu item.


As a result, the "Additional Fields" window (see Fig. 31) will appear. It contains the list of forms with attributes.

The image shows two overlapping windows from a software application. The top window, titled 'Additional Fields', has a toolbar with navigation icons and a '1 of 4' indicator. It contains a table with a 'Table' dropdown menu and four rows of data: 'Client', 'Contract', 'Contract SubType', and 'TEST_DATA'. The bottom window, titled 'Columns for Client', also has a toolbar and a '1 of 4' indicator. It contains a table with two columns: 'Column Name' and 'Picture File'. It lists four columns: 'Comment' (with picture file 'foldmark.bmp'), 'Phones', 'ScoringGroup', and 'Statement' (with picture file 'fire.bmp').


Fig. 31. Selecting forms with attributes


To enter a new name, click on the  button and select the necessary name from the drop-down list of forms in the added empty field.

To open a subordinate window containing a list of form attributes, click the [Columns] button.

To add new attributes to a form, click the  button and enter a name in the *Column Name* field. In the *Picture File* field, users can specify the name of the file containing a picture that will be used in the attribute tab to show that the field value is set. The picture file must be located in the "<OW_Home>\Client\Shared\Bmp" directory.

Printing and Exporting Data

To print a form, select the "Data => Print/Export" system menu item (<Ctrl>+<P>) or click  on the toolbar. As a result, a preview window will appear (see Fig. 32).

In the window, information is presented as a multipage report. Users can preview every report page using toolbar buttons .

Printed by SUPERUSER - Interests for 010-Full Iss Local Priv

Curr	Account Name	Rate	Interest Template	Accrual Account	Rev/Exp Account	Is Ready
USD	Dispute	0,00				Ready
USD	CD Deposit Int	0,00				Ready
USD	Reserving Accrual	0,00				Ready
USD	Reserving Expense	0,00				Ready
USD	CD Deposit	8,00	CD Deposit Int	Deposit Int Accrual USD	Deposit Int Exp USD	Ready
USD	CD Loan	12,00	CD Loan Int	Loan Interest Accrual USD	Loan Int Fut Revenue USD	Ready
USD	CD Paym Due	12,00	CD Loan Int	Loan Interest Accrual USD	Loan Int Fut Revenue USD	Ready
USD	CD OVL	30,00	CD Loan Int	Loan Interest Accrual USD	Loan Int Fut Revenue USD	Ready
USD	CD OVL	30,00	CD Loan Int	Loan Interest Accrual USD	Loan Int Fut Revenue USD	Ready

Fig. 32. Print preview window

The preview window contains the following menu items:

- Report
 - Go to Page – go to the necessary report page
 - Page Setup – set up page parameters
 - Print – print the report
 - Close – exit the preview window
- File – menu item containing commands for printing and export:
 - Save As PDF – save as a PDF file
 - Save as text file – save as a text file
 - Export to Excel – export to an MS Excel file
 - Export to RTF – export to an RTF file
 - Export to CSV – export to a text file with delimiters
 - Export to HTML – export to an HTML file
- View – menu item used to scale the report preview

Chapter 4. WAY4 Manager Processes

Classification of Processes

In addition to opening various forms, user menu items are also used to start various processes.

From the viewpoint of user control, WAY4 Manager processes fall into:

- Uninterruptible processes – processes that cannot be stopped by users. During process execution, the screen displays its start time and elapsed time (see Fig. 33). When a process finishes, a completion message or an error message is displayed.

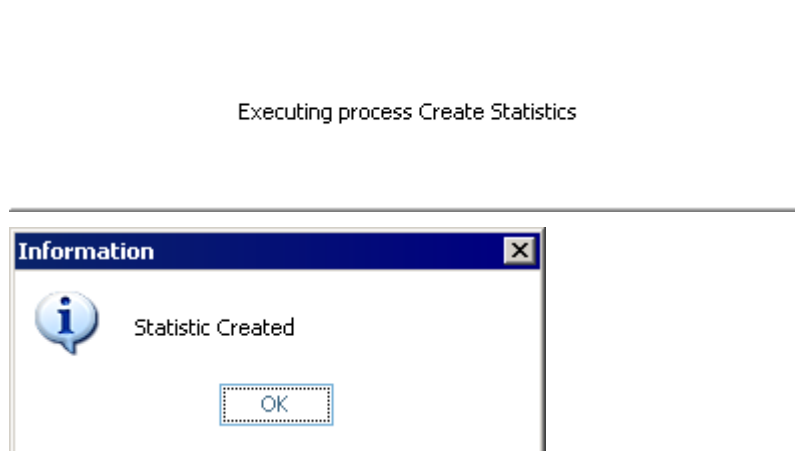


Fig. 33. Uninterruptible process progress window

- Interruptible processes – processes accompanied by a dialogue box with a progress bar and the [Cancel] button for stopping the process (see Fig. 34)

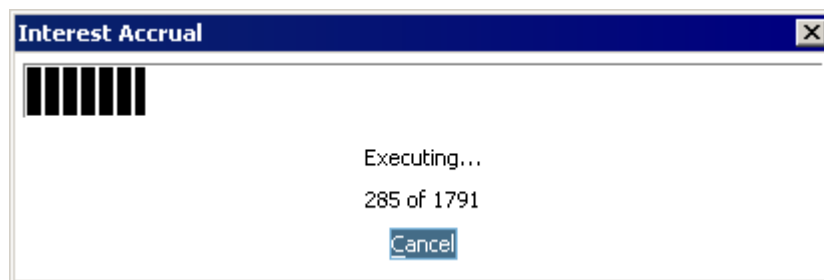


Fig. 34. Interruptible process progress window

From the viewpoint of program execution, WAY4 Manager processes fall into

- Independent processes run as standalone Windows tasks so that all WAY4 Manager functions are available during their execution
- Child processes whose execution blocks WAY4 Manager functions

Process Log

Forms used to work with the process log are located in the "Full → Process Log" user menu folder (see Fig. 35).

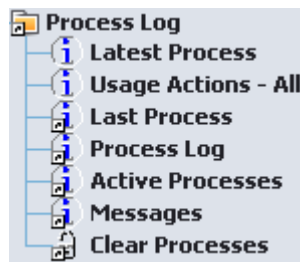


Fig. 35. User menu folder for accessing the process log

Process Log Menu Item

The form containing data on all processes executed in the system since the last housekeeping (see the Housekeeping Administrator Manual) is accessed through the "Full → Process Log → Process Log" user menu item (see Fig. 36).

	Process Name	Started	Finished	Status	Parameters	Bank Date	Started By	Stop
1	Posting	25.06.09 16:07	25.06.09 16:07	Closed		15.10.2009	SUPERUSER	
2	Apply Tariff	25.06.09 15:59	25.06.09 15:59	Closed	3210	15.10.2009	SUPERUSER	
3	Apply Tariff	25.06.09 15:34	25.06.09 15:34	Closed	3207	15.10.2009	SUPERUSER	
4	DB Manager	25.06.09 14:53		Active	OFFICER_NAME=SUPERUSER;...	15.10.2009	SUPERUSER	
5	DB Manager	25.06.09 14:24		Active	OFFICER_NAME=SUPERUSER;...	15.10.2009	SUPERUSER	
6	DB Manager	25.06.09 14:24		Active	OFFICER_NAME=SUPERUSER;...	15.10.2009	SUPERUSER	
7	Apply Tariff	25.06.09 12:30	25.06.09 12:30	Closed	3166	15.10.2009	SUPERUSER	
8	DB Manager	24.06.09 18:33		Active	OFFICER_NAME=SUPERUSER;...	15.10.2009	SUPERUSER	
9	DB Manager	24.06.09 18:32	24.06.09 18:57	Closed	OFFICER_NAME=SUPERUSER;...	15.10.2009	SUPERUSER	
10	DB Manager	24.06.09 18:30	24.06.09 18:32	Closed	OFFICER_NAME=SUPERUSER;...	15.10.2009	SUPERUSER	
11	DB Manager	24.06.09 18:24	24.06.09 18:34	Closed	OFFICER_NAME=SUPERUSER;...	15.10.2009	SUPERUSER	
12	DB Manager	24.06.09 14:47	24.06.09 18:21	Closed	OFFICER_NAME=SUPERUSER;...	15.10.2009	SUPERUSER	
13	DB Manager.Deleting record.	24.06.09 13:51	24.06.09 13:51	Closed	Tab=TARIFF_DATA,ID=3347	15.10.2009	SUPERUSER	
14	DB Manager.Deleting record.	24.06.09 13:51	24.06.09 13:51	Closed	Tab=TARIFF_DATA,ID=3345	15.10.2009	SUPERUSER	
15	DB Manager.Deleting record.	24.06.09 13:50	24.06.09 13:50	Closed	Tab=TARIFF_DATA,ID=3338	15.10.2009	SUPERUSER	
16	DB Manager.Deleting record.	24.06.09 13:32	24.06.09 13:32	Closed	Tab=TARIFF_DATA,ID=3336	15.10.2009	SUPERUSER	
17	Apply Tariff	24.06.09 12:35	24.06.09 12:35	Closed	3112	15.10.2009	SUPERUSER	
18	Apply Tariff	24.06.09 11:58	24.06.09 11:58	Closed	3150	15.10.2009	SUPERUSER	
19	Apply Tariff	24.06.09 11:56	24.06.09 11:56	Closed	3148	15.10.2009	SUPERUSER	
20	DB Manager.Deleting record.	24.06.09 11:54	24.06.09 11:54	Closed	Tab=TARIFF,ID=3146	15.10.2009	SUPERUSER	
21	DB Manager	24.06.09 11:24		Active	OFFICER_NAME=SUPERUSER;...	15.10.2009	SUPERUSER	
22	DB Manager	24.06.09 11:22	24.06.09 11:49	Closed	OFFICER_NAME=SUPERUSER;...	15.10.2009	SUPERUSER	
23	Apply Tariff	24.06.09 11:14	24.06.09 11:14	Closed	3116	15.10.2009	SUPERUSER	

Fig. 36. "Process Log" form

This form contains parameters of each process, such as process name, start date and time, end date and time, if the process was completed or stopped, and its current status.

In the system, a process may have one of four statuses:

- "Active" – the process is running
- "Closed" – the process has been completed successfully
- "Rejected" – the process has been rejected (not finished) because of errors that occurred during its execution
- "Stopped" – the process has been stopped (cancelled) by a system administrator; a process is not considered successfully completed until it is assigned the "Closed" status; if a process operates correctly, the "Closed" status will be assigned to it automatically.

To stop a process that is being executed, select the necessary row in the table and click [Stop].

The [Messages] button is used to access messages generated by the system during process execution, including error messages (see "Messages Menu Item").

If a process cannot be stopped correctly by clicking the [Stop] button, users can stop it by changing its status to "Closed". For this, click the [Clear] button (see "Clear Processes Menu Item").



Before stopping a process through the [Clear] button, a system administrator must make sure that the process cannot be stopped through administrative tools of the operating system.

Last Process Menu Item

The "Last Processes" menu item available through "Full → Process Log → Last Process" (see Fig. 35) provides information on the latest process started during the current WAY4 Manager session (see Fig. 37).

Process	Posting	Local Date	15.10.2009
Parameters			
Status	Closed	Started	25.06.09 16:07
		Current Number	0
		Finished	25.06.09 16:07
		Number Of	0

Fig. 37. Information on the latest process started during the current WAY4 Manager session

The [Stop] button is used to stop a process that is being executed.

The [Messages] button is used to access messages generated by the system during process execution, including error messages (see "Messages Menu Item").

Active Processes Menu Item

The "Active Processes" menu item available through "Full → Process Log → Active Process" (see Fig. 35) provides information on all processes that are being executed by the system (see Fig. 38).

	Process Name	Started	Finished	Status	Parameters	Started By	Current #	#
1	DB Manager	25.06.09 14:53		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
2	DB Manager	25.06.09 14:24		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
3	DB Manager	25.06.09 14:24		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
4	DB Manager	24.06.09 18:33		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
5	DB Manager	24.06.09 11:24		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
6	DB Manager	23.06.09 9:30		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
7	DB Manager	18.06.09 15:37		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
8	DB Manager	15.06.09 14:13		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
9	DB Manager	10.06.09 15:44		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
10	DB Manager	08.06.09 14:53		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
11	DB Manager	04.06.09 12:24		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
12	DB Manager	02.06.09 11:18		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
13	DB Manager	01.06.09 9:57		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
14	DB Manager	25.05.09 9:42		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
15	DB Manager	18.05.09 9:37		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
16	DB Manager	15.05.09 15:08		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
17	DB Manager	15.05.09 12:59		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
18	DB Manager	14.05.09 15:45		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
19	DB Manager	12.05.09 11:21		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
20	DB Manager	07.05.09 13:12		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
21	Report	30.04.09 13:03		Stopped	Cardholder Contract Statement		0	0
22	DB Manager	30.04.09 12:33		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0
23	DB Manager	30.04.09 11:20		Active	OFFICER_NAME=SUPERUSER;...	SUPERUSER	0	0

Fig. 38. Information on active system processes

Functions of the [Stop], [Messages] and [Clear] buttons are described in section "Process Log Menu Item".

Messages Menu Item

The "Messages" menu item available through "Full → Process Log → Messages" is used to access messages generated by the system during process execution, including error messages (see Fig. 39).

ID	Message Title	Type	Date
1	USAGE_IS_ACTIVE:TR_RES;Template Status=A;USG_PRIORITY_MODE=25	Debug	26.03.09 15:11
2	PROCESS_USAGE:UsageTmpl.Usage_Code=TR_US_ACT;UsageTmpl.id=9028;Usage.ID=;Usage.current_status=A	Debug	26.03.09 15:11
3	USAGE_IS_ACTIVE:TR_US_ACT:USAGE_CONDITION=N;vice versa_tag=	Debug	26.03.09 15:11
4	USAGE_CONDITION:TR_US_ACT;Stop by SIC:UsageTmpl.sic_group=31;CDoc.sic_code=3390	Debug	26.03.09 15:11
5	USAGE_IS_ACTIVE:TR_US_ACT: Usage.current_status=A	Debug	26.03.09 15:11
6	USAGE_IS_ACTIVE:TR_US_ACT: After GET_USAGE_LIMITER: Usage.current_status=A;UsageDate=2007-10-01 00:00:00	Debug	26.03.09 15:11
7	RENEW_LIMIT_DATE:TR_US_ACT; New Date Range:Usage.start_date=2007-10-01 00:00:00;Usage.end_date=20...	Debug	26.03.09 15:11
8	RENEW_LIMIT_DATE:TR_US_ACT;UsageDate=2007-10-01 00:00:00 is not between Usage.start_date() and Usage...	Debug	26.03.09 15:11
9	USAGE_IS_ACTIVE:TR_US_ACT:Template Status=A;USG_PRIORITY_MODE=25	Debug	26.03.09 15:11
10	PROCESS_USAGE:UsageTmpl.Usage_Code=TR_US_HIER_C;UsageTmpl.id=9027;Usage.ID=;Usage.current_status=A	Debug	26.03.09 15:11
11	USAGE_IS_ACTIVE:TR_US_HIER_C:USAGE_CONDITION=N;vice versa_tag=	Debug	26.03.09 15:11
12	USAGE_CONDITION:TR_US_HIER_C;CDoc.TransCondition=POS;UsageTmpl.trans_condition=POE	Debug	26.03.09 15:11
13	USAGE_IS_ACTIVE:TR_US_HIER_C: Usage.current_status=A	Debug	26.03.09 15:11
14	USAGE_IS_ACTIVE:TR_US_HIER_C: After GET_USAGE_LIMITER: Usage.current_status=A;UsageDate=2007-10-01 ...	Debug	26.03.09 15:11
15	RENEW_LIMIT_DATE:TR_US_HIER_C; New Date Range:Usage.start_date=2007-10-01 00:00:00;Usage.end_date=...	Debug	26.03.09 15:11
16	RENEW_LIMIT_DATE:TR_US_HIER_C;UsageDate=2007-10-01 00:00:00 is not between Usage.start_date() and Usa...	Debug	26.03.09 15:11
17	USAGE_IS_ACTIVE:TR_US_HIER_C:Template Status=A;USG_PRIORITY_MODE=25	Debug	26.03.09 15:11
18	PROCESS_USAGE:UsageTmpl.Usage_Code=TR_US_HIER_P;UsageTmpl.id=9026;Usage.ID=;Usage.current_status=A	Debug	26.03.09 15:11
19	USAGE_IS_ACTIVE:TR_US_HIER_P:USAGE_CONDITION=N;vice versa_tag=	Debug	26.03.09 15:11
20	USAGE_CONDITION:TR_US_HIER_P;CDoc.TransCondition=POS;UsageTmpl.trans_condition=POE	Debug	26.03.09 15:11
21	USAGE_IS_ACTIVE:TR_US_HIER_P: Usage.current_status=A	Debug	26.03.09 15:11
22	USAGE_IS_ACTIVE:TR_US_HIER_P: After GET_USAGE_LIMITER: Usage.current_status=A;UsageDate=2007-10-01 ...	Debug	26.03.09 15:11
23	RENEW_LIMIT_DATE:TR_US_HIER_P; New Date Range:Usage.start_date=2007-10-01 00:00:00;Usage.end_date=...	Debug	26.03.09 15:11

Fig. 39. Process execution message log

The [Doc - Brief] button is used to open the form containing information on the document whose processing generated the message.

The [Msg Desc] and [Full Info] buttons are used to display detailed message data.

Clear Processes Menu Item

If a process cannot be stopped correctly, users can change its status to "Closed" in the form for stopping processes (see Fig. 40). For this, click the [Clear] button.

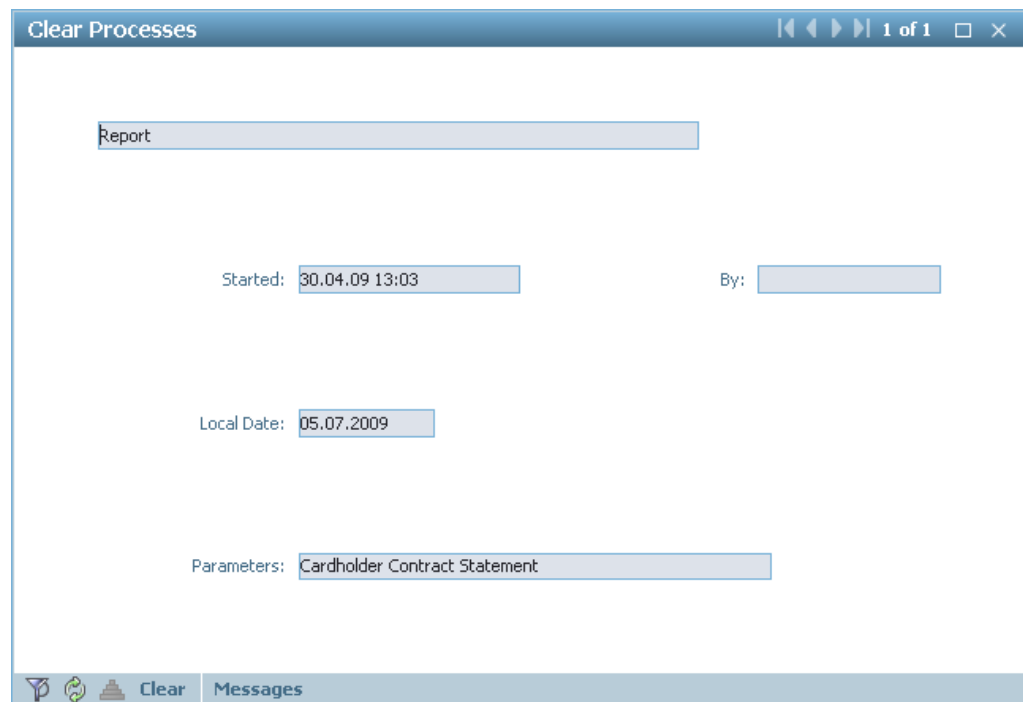



Fig. 40. Form for stopping processes

 Before stopping a process through the [Clear] button, a system administrator must make sure that the process cannot be stopped through administrative tools of the operating system.

Use Actions – All Menu Item

The "Full → Process Log → Use Actions – All" user menu item is used to access the process log for a contract.

Stopping WAY4 Manager Processes

If a WAY4 Manager process must be stopped, click the [Cancel] button for an interruptible process (see "Classification of Processes") or press <Alt>+<F4> for an uninterruptible process. Processes can also be stopped through the [Stop] and [Clear] buttons in process log forms (see "Process Log").

Temporary File Directory

The standard directory "<...>\Documents and Settings\<user name>\.OWS\<name of database>" is used in WAY4 to store temporary files.

The "temp" subdirectory of this directory contains files of logs of errors that occur during system operation and temporary files (files that only exist until WAY4 Manager is successfully shut down), e.g. "message.pkm", "pipe.tmp", or "pipe.err".

The hierarchy must also include the "log" directory containing log files with information about various processes, e.g. generation of reports, execution of pipes, and information about errors that occur during execution of these processes or when forms and menu items are started.

Chapter 5. Report Generation Principles

Report Generation Principles are described in the document "Generating Reports in WAY4™".