Using The Dallas System

This section discusses functions that allow you to maintain database information. These functions include adding, deleting and modifying records, as well as browsing and displaying records for viewing.

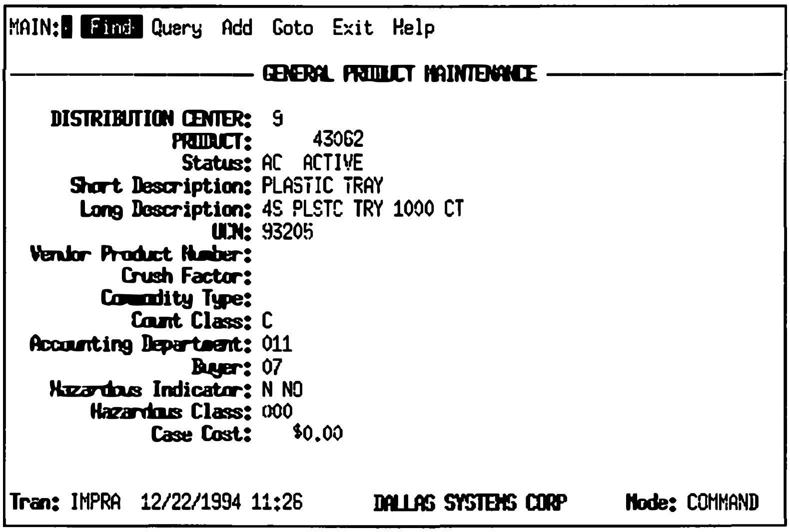
Editing Records

Records are the increments of data that contain information to be used by the Dallas System. System transactions allow you to pull up records based upon the selection criteria you specify, such as distribution center, warehouse, product ID and dates.

Once you have pulled up a series of records, you can browse the record, add data to a record, modify certain portions of a record, and delete a record. The following section describes these operations.

Ring Menus

You can begin editing a record once you have pulled up the transaction screen. Below is a sample of the General Product Maintenance screen. Note the ring menu items at the top of the screen.


MAIN: Find Query Add Goto Exit Help

GENERAL PRODUCT MAINTENANCE

DISTRIBUTION CENTER: 9
PRODUCT: 43062
Status: AC ACTIVE
Short Description: PLASTIC TRAY
Long Description: 4S PLSTC TRY 1000 CT
UCN: 93205
Vendor Product Number:
Crush Factor:
Commodity Type:
Count Class: C
Accounting Department: 011
Buyer: 07
Hazardous Indicator: N NO
Hazardous Class: 000
Case Cost: $0.00

Tran: IMPRA 12/22/1994 11:26 DALLAS SYSTEMS CORP Mode: COMMAND

General Product Maintenance

This ring menu is one of the most common ring menus on the system. It provides basically the same functionality system-wide. This includes providing the capability to:

- Find a record
- Query the database for a record or group of records
- Add a record
- Goto the Navigator window directly from a transaction
- Exit a transaction
- Invoke the online Help system

For example, when you perform the Find or Query ring menu option, a different ring menu displays, often including a Modify option. You must perform a Find or Query on a record before you can Modify or Delete it. For example, the following General Product Maintenance screen displays when you select the Find menu item from the Main ring menu.

```
FIND:  Modify  Goto  Exit  Help
---------------- GENERAL PRODUCT MAINTENANCE ----------------

   DISTRIBUTION CENTER: S
               PRODUCT:     43062
                Status: AC  ACTIVE
     Short Description: PLASTIC TRAY
      Long Description: 4S PLSTC TRY 1000 CT
                   UCN: 93205
 Vendor Product Number:
          Crush Factor:
        Commodity Type:
           Count Class: C
 Accounting Department: 011
                 Buyer: 07
   Hazardous Indicator: N NO
       Hazardous Class: 000
             Case Cost:    $0.00

Tran: IMPRA  12/22/1994 11:27      DALLAS SYSTEMS CORP      Mode: COMMAND
```

General Product Maintenance

Procedures for selecting a ring menu option are similar to those for choosing a selection menu item. You may:

- Highlight the option and press Enter, or
- Press the selection letter for the option. The first letter of the option is usually the selection letter.

Use the tab key, arrow keys, or space bar to highlight the options on the ring menu.

Occasionally, two ring menu options start with the same letter. When this happens, use the first capitalized letter in the option to select the option. For example, if two ring menu options are eNable and Exit, press N to select the eNable option and E to select the Exit option.

If there are more ring menu options than can fit on the top line of the screen, you see "..." to the right of the last option displayed. Press the arrow keys or the space bar past the last option displayed to view the remaining options. The "..." is now to the left of the first option displayed.

Reminders

When editing system records, the following information is helpful to know:

- Some fields may have default values displayed. A *default* is a value the system assumes for a field, and is the usual value for the field. If you wish to enter a value other than the default, just type over it.

- The field names of record keys are in capital letters, making it easy for you to know which are the key fields. Key fields are required when you add a record or display a record (using Find), and cannot be modified.

- The data entry area is displayed in reverse video as you move the cursor to each field on the screen. This helps you to know the size of the field.

Listing Field Values

Some fields have values that are pre-defined. In these instances you can press F2 to select a *list box* or window of options that can be selected as data for that field. To select a field value from a list box, simply highlight it and press Enter. The value then displays in the field.

- Using list boxes makes data entry faster and easier.

- If the list is longer than the space available in the display window, use the arrow keys to scroll up and down through the list.
- If you enter an invalid value in a field that has a list, an error message is displayed. When you press Enter to clear the error message, the list of valid values is automatically displayed.
- You may press the Delete key to exit the list without making a selection.

Adding Records to the System

The process for adding a record in the receiving portion of the system is consistent from transaction to transaction. To do so:
» Access the desired transaction screen.
» Use the tab or arrow keys to highlight the Add ring menu item, and press Enter.

-or-

» Access the desired transaction screen.
» Press **A** for add.

You are now in Add mode; this is noted in the lower right-hand corner of the screen.
» Type in the information for the record you are adding. Use the tab or arrow keys to move to each field.
» To add the information to create a record, press Enter.
» If you change your mind and decide you do not wish to add the record, press the Delete key to cancel the add operation.

If the information you added is valid and all the required fields are complete, a message such as "Record Added" is displayed.

➥ **Note:** Occasionally, the system provides an Add function from a Modify ring menu item. This will always be noted in the description of the transaction.

Reminders

- If required information is missing, or invalid data is entered, the system knows this as you type each field. You cannot move from one field to the next until the information is valid and entered if required.

- Certain fields (such as record keys) are required when you add a record. You must fill in these fields before the Add is accepted.

- If you have done some other work with this transaction screen (for example, added some other records), the screen may display some field values from the last record you used.

Browsing Records

The Browse operation allows you to review data assigned to a record in the system. To browse a record:

» Access the desired transaction screen.
» Use the tab or arrow keys to highlight the Browse ring menu item, and press Enter.

-or-

» Access the desired transaction screen.
» Press **B** for browse.

Before you can browse records, you must enter some selection information. You are now in Select mode, which is displayed in the lower right-hand corner of the screen. The browse select window is displayed.

» Type in the information for the records you wish to browse. Use the tab or arrow keys to move between fields. Some fields may be required, such as distribution center and warehouse; others are optional. Use the optional fields to make your selection more specific.
» To browse the records, press Enter.

The requested records are displayed for you to browse. You may use the arrow keys to move up and down within the list, and the Page Up and Page Down keys to scroll up and down a screen.

A message at the bottom of the screen tells you how many total records are available to browse. For example, on the Available Locations Browse screen, the message is "Number of available locations:," followed by the number.

If a large number of records are selected, they are displayed to the screen in smaller groups, usually 50 records. The number of records message displays ">50." This tells you that there are more than 50 records to browse.

To browse the next group of 50 records, select the Browse option as described above. When the selection window displays, the information is already filled in to select the next group of records. Press Enter and the next 50 records are displayed to the screen.

After you are finished browsing the records, press Enter to end the browse and return to the ring menu options.

