



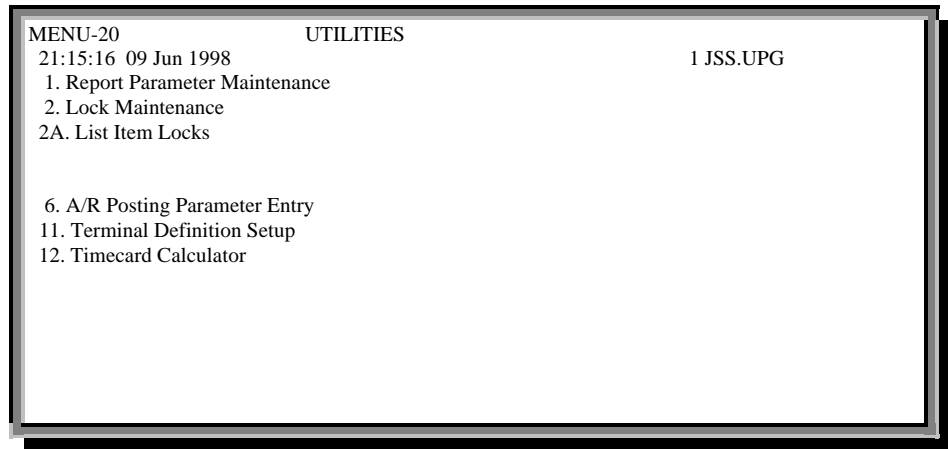
Menu 20: Utilities

Contents**MENU 20: UTILITIES**

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Menu 20**Utilities****Figure 20-1. Main menu of Utilities****Purpose**

Menu 20, Utilities, is rarely used anymore. Once in a while you may need to use some of these utilities: Menu 20.2, Lock Maintenance, Menu 20.2A, List Item Locks, Menu 20.11, Terminal Definition Setup, and possibly Menu 20.12, Timecard Calculator.



DO NOT use Menus 20.1 and 20.6.

20.1 Report Parameter Maintenance

Once widely used, this menu provided parameter maintenance for numerous reports. Now this menu is obsolete and, in fact, discouraged since it may create undesirable results. **DO NOT ACCESS THIS MENU.**

20.2 Lock Maintenance

Lock or unlock records with this menu. A locked PO record generally displays as "PO record XXXXXXXX locked." To unlock a record, record this number and unlock it from a *different* terminal.



This menu is identical to Menu 12.6, Lock Maintenance.

Step 1

Enter PO number to unlock.

Step 2

Enter a record key from the following list:

<u>FILE</u>	<u>Record Key</u>
PO	8 digits
ORDER	8 digits
RELEASE	11 digits
CUST.MAST	6 digits
CUST.DET	8 digits
PROD.MAST	6 digits
PROD.DET	9 digits

Step 3

A status message displays "PO Record XXXXXXXXX Unlocked" or "Invalid Record Key for PO."

20.2A List Item Locks

When two terminals attempt to update the same record simultaneously, both terminals lock and beep. To find out which other terminal—and who—is accessing the same record, run this menu from another terminal. A locked file displays a message such as

PORT	LOCATION	FILENAME	RECORD KEY
14	JEFF SUPPORT TELNET	CUST.MAST	121925
34	TSA TAMMY TELNET	CUST.MAST	

Locks occur when a user leaves a product or customer record open in maintenance mode (see Menu 12.3.2.3 for an example) or in forecasting, and another user attempts to update the same record through Order Entry/Invoicing.



This feature is very useful during end-of-day reporting when a terminal is locked and beeping because another terminal is still logged on in maintenance mode.

20.6 A/R Posting Parameter Entry

Like Menu 20.1, we highly discourage using this menu. This program controls input stops and defaults in the A/R posting program of Menu 4.1.3. It is rarely used since files are converted from other systems. **DO NOT ACCESS THIS MENU.**

20.11 Terminal Definition Setup

Use this screen to label ports on the system.

Step 1

Enter port number or **Enter** for next number in sequence.

Step 2

Label the port ("Left Counter," "Jim's Terminal," "Main Office Printer"). There is no limit to the name given to the port.

DO NOT ALTER LINE 2: port will not perform if changed in any way.

```

PORT NUMBER: ##

1.  DESCRIPTION:
2.....TERM:

ENTER: port # -OR- <CR> (for the next port # in sequence) -OR- 'END'

```

Figure 20-2. Terminal Definition Setup

20.12 Timecard Calculator

For timecard purposes, this menu merely calculates the number of hours worked in a day by a single employee: time in minus time out.

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TIMECARD CALCULATOR

THIS PROCESS ALLOWS YOU TO ENTER TIME CARD ENTRIES FOR A TOTAL TIME
WORKED.
YOU CAN ENTER TIMES USING A PERIOD (.) FOR THE HOUR/MINUTE SEPARATOR.
FOR PM TIMES (ie 1:00PM - 11:59PM) USE A DASH AFTER THE TIME. (2:45PM = 2.45-).
AFTER EACH TIME-OUT ENTRY, THE PROGRAM WILL DISPLAY A SUBTOTAL TIME
FOR THE
CURRENT IN-OUT CYCLE. TO GET A GRAND TOTAL AND RESET THE TIME
ACCUMULATOR, HIT
THE RETURN KEY AT THE TIME-IN PROMPT.  TO END THE SESSION, ENTER 'END' AT
THE
TIME-IN PROMPT.
*****
TIME IN >>

```

Figure 20-3. Timecard Calculator