eNsite Pro: A Guided Tour

eCommerce Industries, Inc.

ddms distribution software

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*e*Nsite Pro: A Guided Tour

In talking with customers using text-based versions of the DDMS software about our *e*Nsite Pro™ graphical product, we've heard some interesting things. It seems there are a lot of misconceptions about the software and its capabilities. We'd like to set the record straight and offer some good reasons why, if you aren't already using the graphical software, you should be.

Speed

Users tell us they're hesitant to move to graphical because they have heard about speed issues. Is there any truth to it? Yes, there were issues—primarily in order entry and earlier in the development cycle. In response to user feedback, our programming department put a lot of effort into optimizing, not just order entry, but all of the graphical applications. The result was performance improvements throughout the system, especially order entry. If you haven't tried the graphical software, or haven't tried it lately, you will be surprised.

We also discovered that the short delay during initial application loads contributed to users' impressions of speed problems. When you start an application like A/R or order entry, the system not only loads the programs into memory, but also retrieves customized preferences for each user. While this delay occurs only when you log on and go into an application for the first time during a session, it creates an expectation of poor performance for some users.

So is graphical as fast as the text based software? It depends. Some tasks may always be faster in text based, especially for people who have been using the software so long that they have memorized the keystrokes. Other tasks are clearly faster and easier in graphical. Also, graphical is much more hardware-dependent; the amount of RAM in the server and workstations and the speed of your hubs have a tremendous impact on system performance. For more information on system requirements, go to www.ddms.com/products/win_requirements.htm

Order Entry

Many criticisms of the graphical software's speed centered on order entry. That's not surprising, given this application's importance in the typical dealer's business flow. Text based order entry may be faster for entering simple orders. On the other hand, the graphical software includes many time-saving features that are not available in text based. That's why you can run text based order entry from within the graphical order entry window: you get maximum efficiency for entering basic orders without the need for an additional user license, and you have the graphical version of order entry for viewing history, drilling down to item or order information, and so on. For additional advantages of graphical order entry, see **Why Go Graphical?** below.

Text AND Graphical

The choice of text or graphical has as much to do with personal preference as actual software performance. That's why the graphical software gives you both, and not just in order entry. Almost every graphical application gives you the option of using the text screens if you prefer…while still having the convenience and ease-of-use offered by the Windows environment.

Why Go Graphical?

"Okay," you say. *"You convinced me that any speed issues with graphical have been resolved. As long as I have the right hardware, it should perform fine. But I'm happy with the text based software I have now. Why go to the trouble of installing and learning graphical? Does it really offer me any advantages?"*

Yes, there are definite advantages to graphical, and we believe the increased efficiency will more than offset the transition costs over the long term. Here are a few of them.

Legibility

With the graphical software, data is contained in defined fields. It's easier and faster to find and read information.

Training

The graphical software reduces training time. You can get new employees up and running much more quickly in the Windows environment.

Using Keyboard or Mouse /It's Your Choice

Many users told us they didn't want to move to graphical because they didn't want to use a mouse to move around the window; a keyboard is faster, they said. Again, this is a matter of preference. For an experienced user, a keyboard can be faster. That's why our graphical windows support keyboard shortcuts for navigation and most system functions.

If you prefer to use the mouse, it's your choice! You can use your mouse to move around in any of the windows.

One User—Multiple Sessions

The graphical software allows you to work in multiple applications at the same time. You can review a customer's A/R history in one window while entering a new order in another, for example. While our text based software for the Microsoft® Windows and UNIX platforms allow this type of multi-tasking, each open program (session) requires one user license. With graphical, you only need one license per user, regardless of the number of applications.

Cutting and Pasting

The Windows environment lets you cut, copy and paste data from one field to another. This saves time in creating records. For example, when creating a customer ship-to record, you can copy relevant information like city or state from the billing record instead of re-keying it.

Smart Windows

When using multiple applications, changes in one window can affect related information displayed in another. For example, suppose you open a customer's master record in one window and the account history in another. Change to a different customer record, and the history window automatically displays the new customer's account.

User Preferences

Each graphical user can set his / her own preferences. If you have a furniture operation and an office products operation, your order entry personnel can view furniture order entry information or hide it from view.

You can add and remove buttons from the toolbars in the databases and applications.

You can also customize grids in almost every database or application. For example, in A / R History in the A / R Detail tab, click the Set Grid Options button. You customize your grid by simply clicking the options you want to set.

Look-ups

Many of your operators probably have keystrokes and other information memorized. But imagine the ease of looking up a salesperson's number or a tax district, without having to remember it or look it up on a list that may or may not be handy. See Figure 1.

You can look up information using almost any field in the system. You can view history data and other detailed data from all the databases at the same time.

Also, you can re-sort the information as needed. You can click on the button that you want the information to sort by.

Drill-down menus are available throughout the system. For example, in Order Entry, you select the action from a drill-down menu.

Scrollable Data Windows

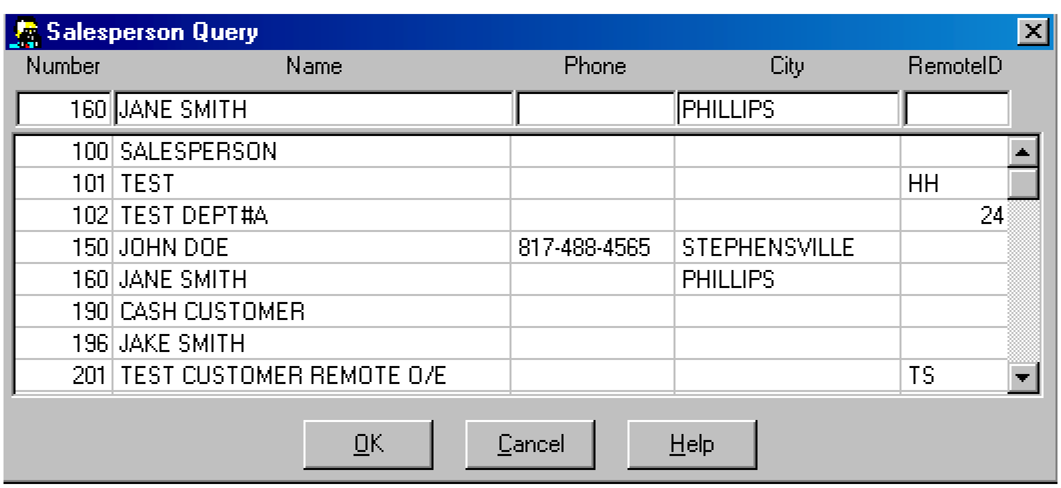
Scrollable data windows means fewer errors and less to memorize.

You can scroll forwards and backwards through information.

Pop-up Windows

Pop-up windows display available choices for things like salesperson numbers, customer information, item information, and almost any other type of data.

Figure 1: Salesperson Query



Ease-of-Use

Ease-of-use was a major factor in developing the graphical software. It offers a simpler, more consistent interface. The order entry window is a perfect example. Changing a setting in the Global tab always affects the entire order, while changes in the Item Detail tab affect only the selected line item.

Database Management

Creating and maintaining database records—customers, vendors, inventory, etc.—is simply faster and easier in the graphical software. There's no more switching screens and tabbing through fields. Just click the box you want to change, enter the data, and click "save." Even if you keep on using text based screens for everything else, the database management features justify the switch to graphical.

Order Entry

Order Entry allows you to find information without ever leaving the application. You can make changes quickly while online. You can quickly scan back and forth during an order by simply clicking the tabs. When entering an order, you can quickly change the salesperson or even the customer. Even if you've entered several items on an order, you can still make global or line item changes, such as changing the tax, for the entire order or for a line that has been previously entered.

When you retrieve a customer in order entry, settings for that customer display at the top of the window. In this example, this customer is set up for summary billing. See Figure 2. You can access item detail or order totals at any time while placing an order.

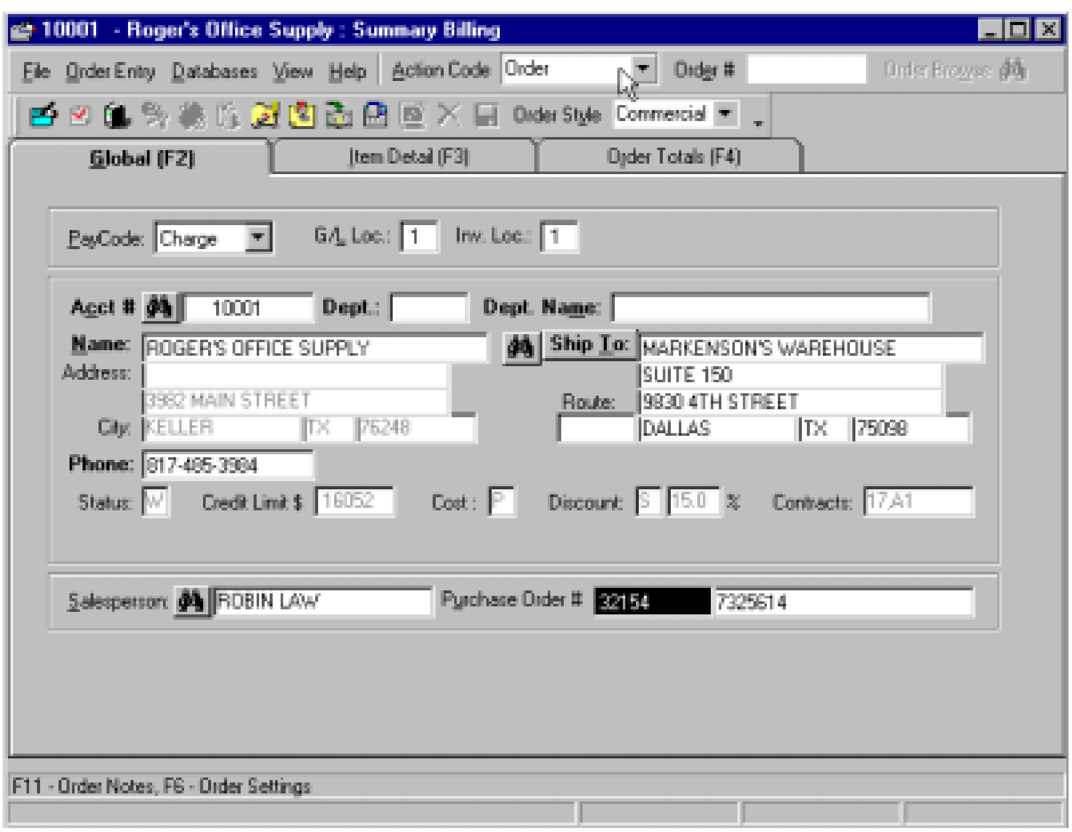


Figure 2: Customer Settings

You can quickly look up customer item history without ever leaving your order; just right-click on an item and view its history for this customer. You can enter order notes and change order settings by simply pressing a function key. Also, when changing or verifying items on an order, you can re-sort the information as needed. You can sort by item description or company name, for example.

You can release a quote in one easy step. You have the ability to view all orders or quotes without having to know which number to query.

There are several ways you can move through the order entry fields. Pressing Enter, Tab, or using your mouse will move you through the order entry screens. Function keys and access keys are also available. For example, in the Order Entry Global tab, type Alt + M to move the cursor directly to the Dept Name field.

There are several ways to access order entry history. You can view customer order history without ever leaving order entry simply by pressing F5. You can view order entry history by clicking on the button at the top of the order entry tab or by using access keys.

Multiple Order Entry Styles

DDMS software has always supported multiple types of order entry—commercial, point-of-sale, furniture, machines, and so on. With the text based software, this means switching between different screens. With our graphical software, you're always working in the same window. Just select the order type from the drop-down menu, as shown in Figure 3, and the appropriate fields and options for the selected order type open.

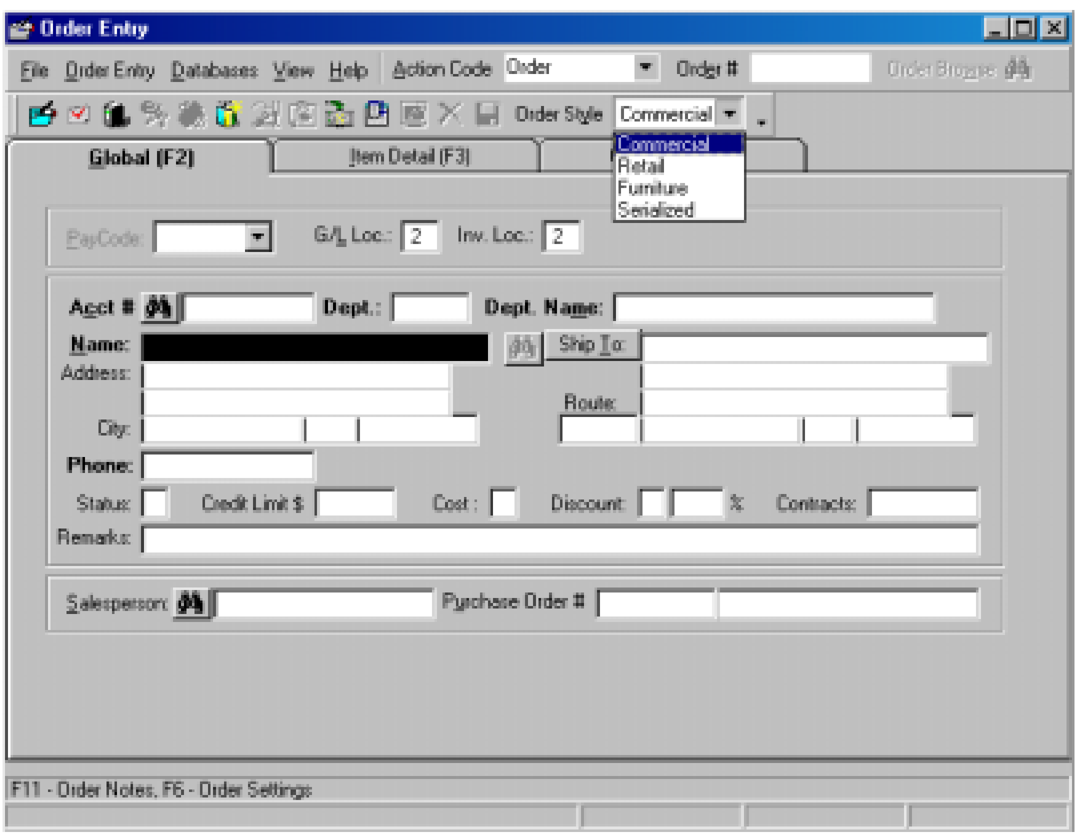


Figure 3: Selecting Order Entry Type

Change, Verify, Delete Orders

In the Order Entry window, you can change, verify, and delete orders.

You can click on the Order Browse button to access all tickets that are available to be verified, changed, or deleted, without having to perform a query. Press the F11 key to display the Order Notes Window as you browse through the tickets.

Order Changes

Our graphical software lets you easily change almost any component of an order, including things that are impossible in text based. For example, suppose you are ready to end the order and realize you retrieved the wrong departmental account. With graphical, you simply retrieve the correct department record, then continue with the order. You can change line items by double-clicking or by highlighting the item and pressing Enter. You can also scroll up or down by clicking on the up or down arrow keys to access a line. Once the item is highlighted, press Enter to change the item.

Customer Deposits

The graphical software allows you to accept a deposit with the order. Deposits are treated as liabilities for accounting purposes, and you have complete control over their management and application.

Third Party Billing

Third party billing allows you to bill a third party such as a leasing company, while tying all order information to the actual end user for accurate management and tracking of sales and customer history.

Order Settings Window

This window is easy to use and easy to understand. Simply press F6 and the Order Settings dialog box opens. In this window, you can enter discount types, who called, price breaks, contracts, and much more.

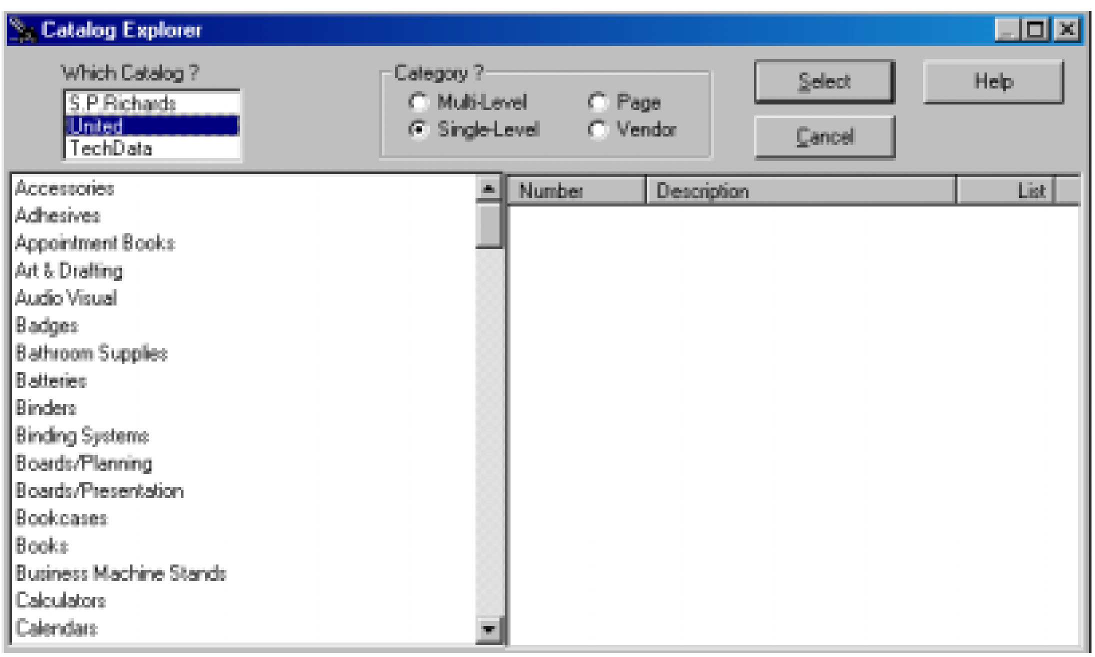


Figure 4: Catalog Explorer

Order Notes Window/Entering Specials

Order entry specials have never been easier. With the graphical software, all you have to do is press the F11 key to display the Order Notes Window. Separate fields let you enter text for beginning, ending, and line item specials. No more special commands to remember and type. You can even select whether the special text displays on the ticket, short-buy, backorder, or purchase order.

Ship-to Lookup

Looking up multiple shipto addresses and attentions is easier than ever. In order entry, select the query button to display the complete list of shipto addresses. For a list of attentions for this customer, press Ctrl + A.

Catalog Search

The graphical software includes CD-ROM catalogs provided by major wholesalers; such as United, SP Richards, and Techdata. See Figure 4. You can search for items by item categories, wholesaler categories or catalog page numbers in both order entry and purchasing. Click the desired item to add it to the order or P / O. If the item is not in your inventory database, you have the option to add it to your order as uncataloged.

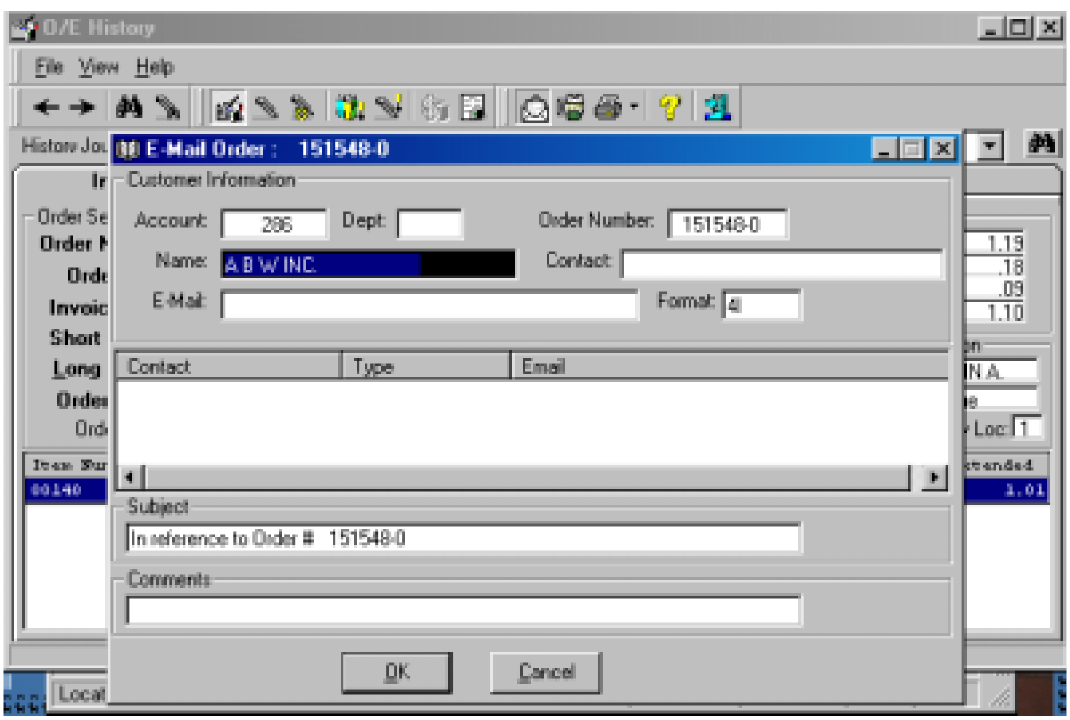
Create P/Os from Order Entry

You can create purchase orders online with selected vendors directly from order entry. This feature is available for dealers purchasing from a variety of trading partners through thier private supply network (PSN). This feature allows you to create and transmit the purchase orders automatically after the order is entered.

Faxing and E-mailing

One button faxing and e-mailing is available from order entry and order entry history. See Figure 5.

Figure 5: The O/E History E-mail Order Window



Inventory

The Item database is easier than ever to use. You can view item pictures at the click of a button. You can add manufacturers and wholesalers easily and quickly. You no longer have to memorize keystrokes. Simply right-click on the item in the Vendors tab, as shown in Figure 6, and all the information can be entered in one screen. Purchasing vendors are changed just as easily.

You can view item history from the Item database.

Vendors

*e*Nsite Pro makes it quick and easy to add vendors in the Vendor window. You can also add vendors during purchase order entry and accounts payable posting.

Salespersons

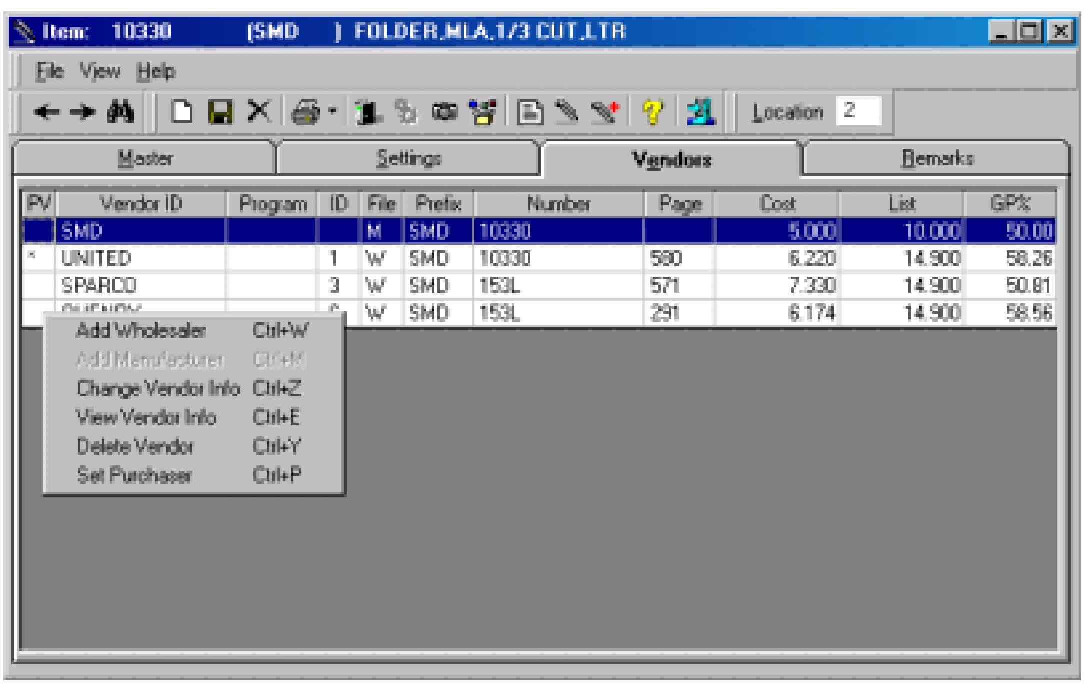
There are new functions available in the Salesperson database. You can choose by salesperson whether to use text based or graphical for order entry, purchasing, accounts receivable, and accounts payable, as shown in Figure 7.

Maintaining your salesperson database is now much easier. With one click, you can limit your salesperson to only have access to view database screens or to only have the ability to process orders in order entry. See Figure 8.

Purchasing

In the Purchasing module, you can now run the short-buy report on screen. You can view a list of items by vendor or change the vendor with one simple click. You can change cost on-line and use all the purchasing functions from one window.

Figure 6: Adding Wholesalers and Manufacturers



A/R Posting

In the Accounts Receivable Posting window, you can easily mark and unmark invoices when applying payments. You can view credits separately, and apply or suppress credit amounts when applying payments. You can also suppress

Figure 7: Restricting the Salesperson to Text Based

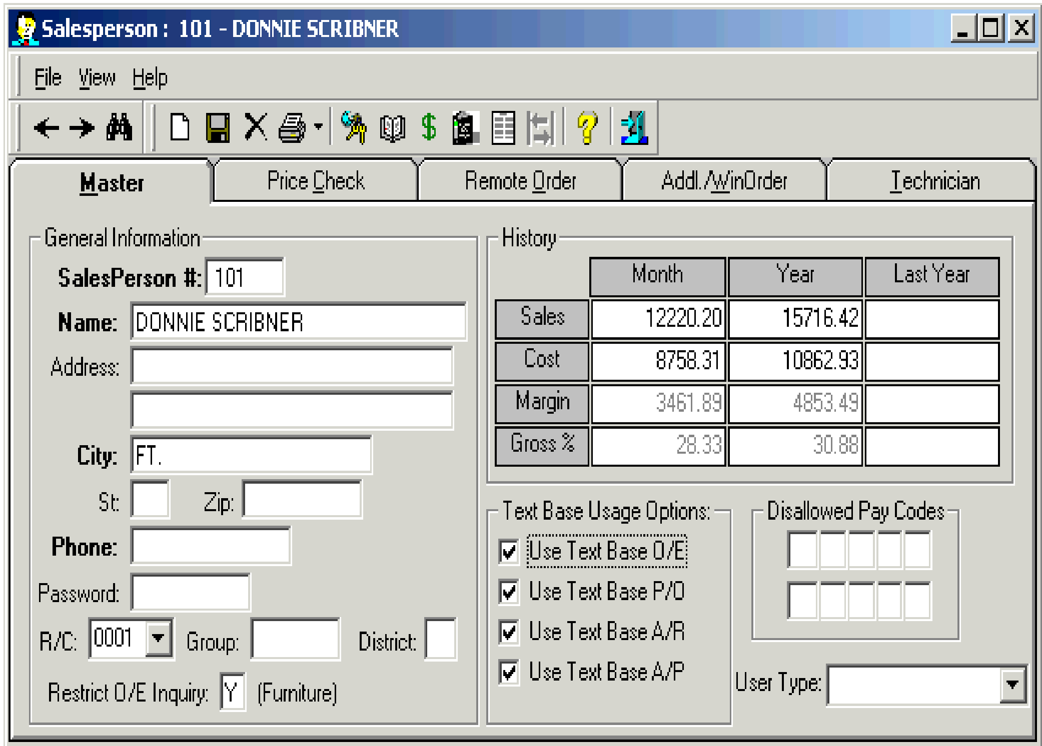
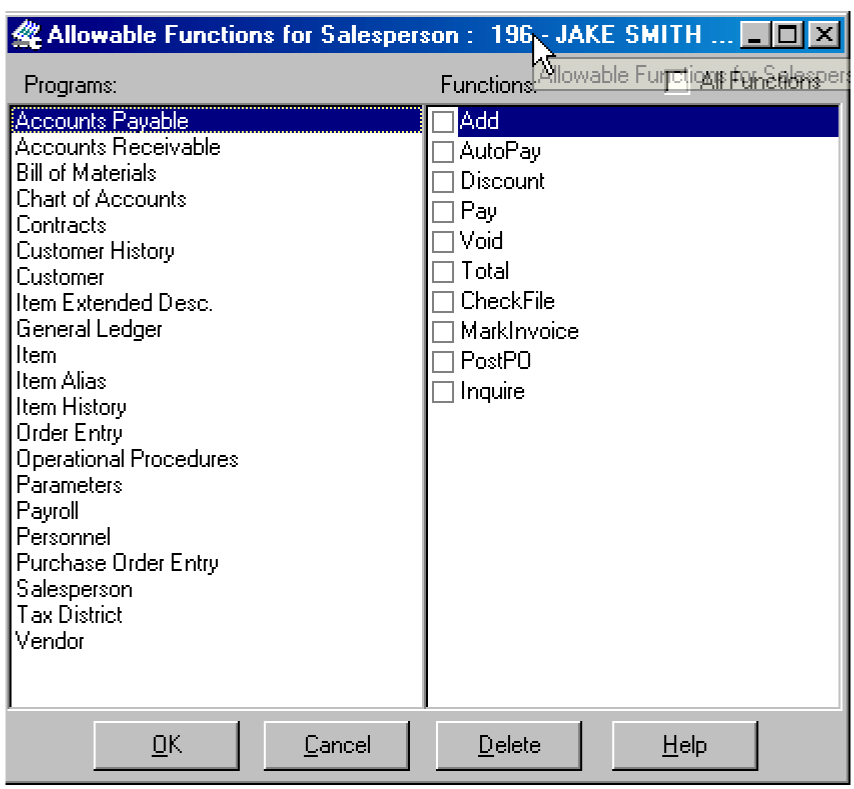


Figure 8: Salesperson Allowable Functions



zero balance invoices with just a click. When you apply checks to invoices, you can let the system automatically mark the invoices based on department, date of the statement, a range of pay dates, and long and short purchase order numbers.

Postings are not made to accounts receivable until you click the Post button. This lets you mark the invoices, verify that all payments are correctly applied, and make any necessary adjustments before posting. The A/R Invoice Selection dialog box is shown in Figure 9.

Another new feature lets you mark invoices that have been disputed. This allows your A/R clerk to be aware of any invoices that are being disputed before ever making a collection call.

What's more, you can view and verify your A/R batch totals in the window without the necessity of creating a report. From within the A/R window, you can right-mouse-click on any invoice to view additional customer information, order entry history, and accounts receivable history.

Once you open the invoice in order entry history, you can also view purchase order entry history.

A/R History

The Accounts Receivable History window lets you easily view customer and department information. You can see at a glance the customer's invoices, check numbers, payment dates and amounts, or any debit amounts. Since the information is shown in columns, you can click the column heading to resort the data, allowing you to easily find the information you need. For example, if you click the Invoices column, you can sort invoices by invoice number, from highest to lowest. Similarly, by clicking the Payments column, you can sort the data by payment amount.

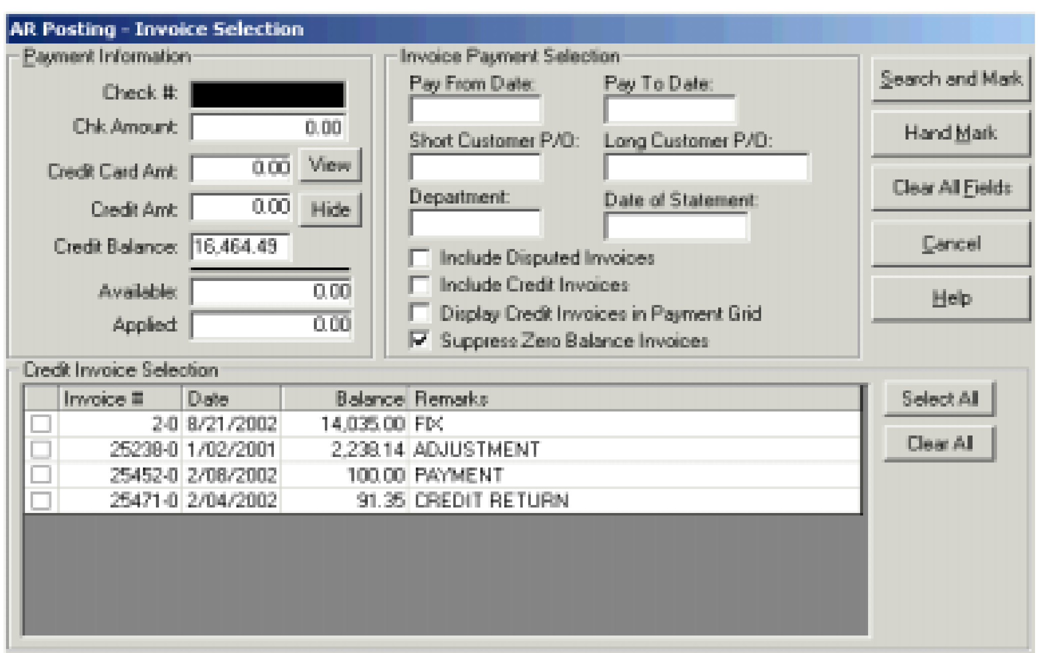


Figure 9: The A/R Invoice Selection Dialog Box

A/P Posting

Since you can mark and unmark invoices for payment, accounts payable postings are easier than ever. Previously, you ran the To-Be-Paid report and reviewed it before applying changes. Now changes are made before the checks are released.

In the Accounts Payable Posting window, you can set limits for the vendors whose invoices you want to pay. When you do, you can append and update the AP-PAY file directly through the A/P window. You can even delete it, if necessary.

Through the A/P Payment Limits dialog box, you can limit by vendor account number, name, code, location, and date. See Figure 10. After the invoices are displayed, you simply click the invoices you want to pay. You can also click Recap by Vendor to verify the invoices you've marked.

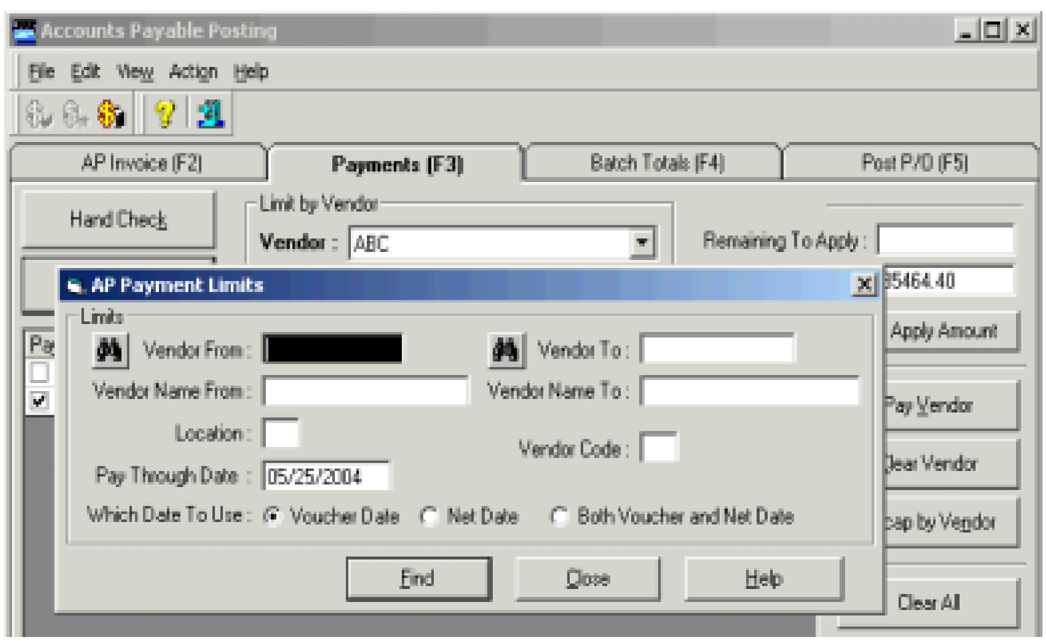
Paying invoices by hand-written check is also much easier. You simply click the Hand Check button and enter the vendor information, including the check number. Then mark the invoices you want to pay. Postings are not made to accounts payable until you are ready. If you change your mind, you can cancel the transaction without posting anything.

Posting purchase orders has been made easier then ever by the addition of the A/P Post P/O tab. You can use this tab to see every line item that has been purchased but not posted against. You can also change the purchase order and the invoice cost without leaving the A/P window.

While in the A/P window, you can also view additional vendor information, purchase order entry history, and accounts payable history. Once you access the P/O History window, you can view order entry history.

The Accounts Payable window lets you easily view A/P history information. You can see at a glance the vendor's invoices; payments and charges; invoice, voucher, and net dates; check numbers; purchase order numbers; and much

Figure 10: The A/P Payment Limits Dialog Box



more. Since the information is shown in columns, you can click the column heading to resort the data, allowing you to easily find the information you need. For example, if you click the Invoice # column, you can sort the displayed invoices by invoice number, from highest to lowest. Likewise, by clicking the Charges column, you can sort the data by charge amount. You can also exclude zero balance invoices with a single click.

History

You can view all journals quickly and easily in O/E history, A/P history, A/R history, and P/O history.

O/E History gives you online access to invoice history and item history. You can view this information based on order number, dates, customer number, department, order-writer, salesperson, status, pay codes, back orders, and purchase orders (short, long, or vendor). You can also look up various information on items such as item number, description, company, quantity, sales, cost, or margin.

In A/R and A/P History, you can easily access data by invoice number, purchase order number, check number, date, payment amount or debit amount.

P/O History allows you to access purchasing information by vendor number, name, purchase order number, acknowledgment number, location, due date, order date, and item number.

Graphical Status

As you know, we have been releasing graphical versions of our applications as they are completed. Development began with the most frequently used applications, with more specialized modules coming later.

Online Help

Did you know that *e*Nsite Pro both has complete online help? Help is always at your fingertips. You can simply click the Help button at the top of each window or press F1 at any time. Besides the general help menu, you can also get context sensitive help by placing your cursor in the box that you want a definition for, then press F1.

Cross Reference of Text Based Screens To Windows

You may find that older documentation refers to text based screens, such as the (E) screen, for example, which performs the same function as its graphical counterpart, the Item window. Or, you may find that you're referenced to the (AT) Tax Districts Tables screen, which in graphical software is located in the View menu of the Customer window. The following reference list is designed to help you find the right graphical software window when all you have is a set of keystrokes for a text based screen name. For each text based screen name, we list the screen title, and the directions to the equivalent graphical software window. While there may be more than one way to get to a screen, this table details the most common method.

Code	Text Screen Title	Accessing the Graphical Equivalent
*	Editor	Text Based Only
!	Word Processor	Text Based Only
+	Specials	Keyop Menu Icon > Specials icon (text based)
?	Planner	Text Based Only
@	Printer Setup	Text Based Only
&	Faxing Program	Faxing Icon
"	Contact Fax & E-Mail	Customer Icon > View Menu > (Customers)
"	Contact Fax & E-Mail	Salesperson Icon > View Menu > (Salesperson)
"	Contact Fax & E-Mail	Vendor Icon > View Menu > (Vendors)
A	Customer Master (main)	Customer Icon > Master Tab
A	Customer Master (credit limit & start limit)	Customer Icon > Credit Tab
A	Customer Master (shipping address)	Customer Icon > Shipto/Attention Tab
AB	Customer Monthly Budgets	Customer Icon > View Menu > History > Monthly Budgets Tab
AF	Customer Credit Cards	Customer Icon > View Menu > Credit Card
AG	Customer Auto Billing	Customer Icon > View Menu > Auto Bill
AH	Customer History (A/R Information)	Customer Icon > Credit Tab
AH	Customer History (MTD & YTD Sales)	Customer Icon > View > History > Total Sales Tab
AL	Customer Buyers List	Customer Icon > Buyers/Manifest Tab
AQ	Customer Service Quality	Customer Icon > View Menu > History> Service Quality Tab
AQ	Shipping Manifest	Customer Icon > Buyers/Manifest Tab
AQ	Summary Billing	Customer Icon > Credit Tab
AQ	E-Mail Category, Region, & Area	Customer Icon > Master Tab
AQ	Exp. Sales $, of Emp. #, Exp. Margin $, Exp. G.P.%	Customer Icon > View Menu> History > Total Sales Tab
AR	Customer Master Reindex	Text Based Only
AS	Customer Sales History	Customer Icon > View Menu > History > Group Sales Tab
AT	Tax Districts Tables	Customer Icon > View Menu > Tax District
AX	Customer Attentions Cross Reference (Attention & Shipto)	Customer Icon > Shipto/Attention Tab
AX	Customer Attentions Cross Reference (Credit Cards)	Customer Icon > View Menu > Credit Cards
B	Accounts Receivable Posting	Accounts Receivable Icon
BA	Bad Account Number File	Text Based Only
BB	Batch	Accounts Receivable Icon > Batch Totals
BC	A/R Posting Change	Accounts Receivable Icon > Post/Change Tab

Code	Text Screen Title	Accessing the Graphical Equivalent
BE	A/R E-Mail Statements	A/R History Icon > Retrieve Customer > File > EMail
BF	A/R Fax Statements	A/R History Icon > Retrieve Customer > File > Fax
BI	A/R Inquiry	A/R History Icon
BO	A/R Inquiry by PO #	Accounts Receivable Icon > Post Change Tab
BP	A/R Posting	Accounts Receivable Icon > Post Change Tab
BQ	A/R Check Posting	Accounts Recievable Icon > Payments Tab
C	Vendor Master	Vendor Icon > Master/RemitTo/Account Status Tabs
CE	Vendor EDI Parameters	Text Based Only
CP	Vendor Electronic Invoicing	Vendor Icon > View Menu > Electronic Invoicing
CR	Vendor Re-Indexing	Text Based Only
CS	Vendor PSN	Vendor Icon > View Menu > Supply Options
CV	Vendor Alias	Vendor Icon > View Menu > Vendor Alias
CX	Vendor Private Communication Network	Vendor Icon > View Menu > PCN
DA	Accounts Payable	Accounts Payable Icon > AP Invoice Tab
DB	A/P Auto Pay	Text Based Only
DD	A/P Discount	Accounts Payable Icon > AP Invoice Tab > Retrieve Invoice and Change Disc % > Post
DE	Checks File	Accounts Payable Icon > Action Menu > Post to Check File
DI	Accounts Payable Inquiry	Accounts Payable History Icon
DM	Accounts Payable Mark Invoices to Be Paid	Accounts Payable Icon > Payments Tab > Setting Limits
DO	Accounts Payable Post P/O	Accounts Payable Icon > Post P/O Tab
DP	Accounts Payable Pay (Handcheck)	Accounts Payable Icon > Payments Tab > Handcheck
DT	A/P Batch Totals	Accounts Payable Icon > Batch Totals Tab
DV	A/P Void Check	Accounts Payable Icon > Action Menu > Void
E	Inventory Master (Master Record & Pricing Record Fields)	Item Icon > Master or Settings Tabs
E	Inventory Master (Direct Buy, Primary Wholesaler, Purchasing Vendor)	Item Icon > Vendors or Master Tab
E	Inventory Master (Usage Record)	Item Icon > View Menu > History > Inventory Tab
E	Inventory Master (Mult Units of Measure)	Item Icon > Settings Tab
EB	Bill of Materials Link	Item Icon > View Menu > Bill of Materials (text based)
EG	Multiple Bins	Item Icon > View Menu > Item Bins
EH	Inventory History	Item Icon > View Menu > History > History Tab
EK	Bulk Item Update Screen	Text Based Only
EL	Customer Item Price Check	Text Based Only
EN	Inventory Remarks	Item Icon > Remarks Tab
ER	Inventory Re-Index	Text Based Only

Code	Text Screen Title	Accessing the Graphical Equivalent
ES	Inventory Alias Item	Databases > Item Alias
ET	Inventory Contract Price	Item Icon > View Menu > Inventory Contract (text based)
EV	Vendor Contracts	Item Icon > View Menu > Vendor Contracts (text based)
EX	Item SIC Extended Desc	Text Based Only
EZ	Serialized Inventory	Serialized Icon (text based)
E+/SPE	Special Item Screen	Keyop Menu Icon > Specials Icon > E (text based)
FC	Purchase Order Change	Purchase Order Entry Icon > Change Action Code
FD	Purchase Order Delete	Purchase Order Entry Icon > Delete Action Code
FE	E-Mail Purchase Order	P/O History Icon > Email P/O Icon
FF	Fax Purchase Order	P/O History Icon > Fax P/O Icon
FI	P/O Inquiry	P/O History Icon
FM	Debit Memo	Text Based Only
FO	Purchase Order Entry	Purchase Order Entry Icon > Order Action Code
FP	Print Purchase Order	P/O History Icon > Print Icon
FR	Receive P/O (Pre-Receive & Final)	Purchase Order Entry Icon > Pre-Receive or Final Receive Action Code
FS	Purchase Order Short Buy	Purchase Order Entry Icon > Short-Buy Action Code
FT	Purchase Order Transfer	Purchase Order Entry Icon > Transfer Action Code
GA	Order Entry (Auto Bill)	Order Entry Icon > Auto Bill Action Code
GC	Order Entry Change	Order Entry Icon > Change Action Code
GD	Order Entry Delete	Order Entry Icon > Delete Action Code
GE	EDI Release	Text Based Only
GF	Order Entry Fax	O/E History Icon > Retrieve Invoice > File > Fax
GG	Order Entry E-Mail	O/E History Icon > Retrieve Invoice > File > Email
GI	Order Entry Inquire	O/E History Icon
GJ	Journal Functions	Text Based Only
GL	Customer Price Check	Text Based Only
GM	Modify Quotes	Order Entry Icon > Change Action Code
GO	Order Entry (commercial)	Order Entry Icon
GP	Order Entry (retail)	Order Entry Icon > Order Style > Retail
GQ	Quotes	Order Entry Icon > Pay Code > Quote
GR	Order Entry Release	Order Entry Icon > Release Action Code
GS	Drop Ship Order Entry	Text Based Only
GU	Furniture Order Entry	Order Entry Icon > Order Style > Furniture
GUT	Furniture Project Management	Furniture Project Management Icon
GV	Order Entry Verification	Order Entry Icon > Initial or Final Verify Action Code
GX	Credit Returns	Order Entry Icon > Credit Action Code
HY	Salesperson Master	Salesperson Icon
HYF	Salesperson Allowable Functions	Salesperson Icon > View Menu > Functions
HYL	Salesperson Price Check Parameters	Salesperson Icon > Price Check Tab
HYP	Remote Order Entry Parameters	Salesperson Icon > Remote Order Tab

Code	Text Screen Title	Accessing the Graphical Equivalent
HYP1	Remote Order Entry Parameters	Salesperson Icon > Addl./WinOrder Tab
HYR	Salesperson Re-Index	Text Based Only
HN	Personnel Master	Personnel Icon (text based)
I	Payroll Update	Personnel Icon (text based)
J	Chart of Accounts Master	General Ledger Icon > Chart of Accounts Icon
K	General Ledger Posting	General Ledger Icon > GL Posting Icon
L	Parameters	Keyop Menu Icon > Parameters Icon (text based)
M	Operational Procedures	Keyop Menu Icon > Operational Procedures Icon (text based)
N	Custom Customer Reports	Reports Menu Icon > Custom Customer (text based)
NR	Standard Customer Reports	Reports Menu Icon > Standard Customer (text based)
O	Custom A/R Reports	Reports Menu Icon > Custom A/R (text based)
OR	Standard A/R Reports	Reports Menu Icon > Standard A/R (text based)
P	Custom Vendor Reports	Reports Menu Icon > Custom Vendor (text based)
PR	Standard Vendor Reports	Reports Menu Icon > Standard Vendor (text based)
PD	President's Screen	General Ledger Icon > President's Screen Icon (text based)
Q	Custom A/P Reports	Reports Menu Icon > Custom A/P (text based)
QR	Standard A/P Reports	Reports Menu Icon > Standard A/P (text based)
R	Custom Inventory Reports	Reports Menu Icon > Custom Inventory (text based)
RR	Standard Inventory Reports	Reports Menu Icon > Standard Inventory (text based)
S	Custom P/O Reports	Reports Menu Icon > Custom P/O (text based)
SG	EDI Communication	Text Based Only
SM	Distribution Specialist Custom Platform	Text Based Only
SR	Standard P/O Reports	Reports Menu Icon > Standard P/O (text based)
T	Custom O/E Reports	Reports Menu Icon > Custom O/E (text based)
TD	Print Shipping Labels	Text Based Only
TM	Picking Manifest	Warehouse Icon > Picking Manifest Icon (text based)
TR	Standard O/E Reports	Reports Menu Icon > Standard O/E (text based)
TS	Shiping Manifest	Warehouse Icon > Shipping Manifest Icon (text based)
U	Custom Sales Reports	Reports Menu Icon > Custom Sales (text based)
UR	Standard Sales Reports	Reports Menu Icon > Stadard Sales (text based)
V	Personnel/Payroll	Reports Menu Icon > Personnel Reports (text based)
W	General Ledger Reports	Reports Menu Icon > G/L Reports (text based)
X	Program Security	Keyop Menu Icon > Program Security Icon (text based)
Z	System Utilities	Keyop Menu Icon > System Utilities Icon (text based)

What's an Icon?

In graphical user interfaces, an icon is a small picture with a label. In these instructions, an icon is in the master menu or application menus of your *e*Nsite Pro software.

When you double-click an icon, it launches a program. For instance, when you are in the *e*Nsite Pro master menu, and double-click the Reports Menu icon, the Reports Menu appears. When you then click the Standard Customer Reports icon, a new screen appears with a selection of standard customer reports.

What's a Tab?

A tab may be a keystroke to take you to the next data field. However, in these instructions, a tab is a clickable region of the screen that contains a screenful of data fields or reports. It's a way to conserve screen space within an application, or to indicate the next stage in a task. For example, in Order Entry, there are tabs for Global, Item Detail, and Order Totals, in the exact sequence you must do to complete an order.

Where is View?

Menu bars are found along the top of DDMS *e*Nsite Pro windows, between the title bar and the toolbar row of buttons. When you click the menu name, a list of options opens. Click the option you want and the appropriate action takes place.

View is the title of one of these menus. For example, when you are in the Item application, and click View on the menu bar, and select Item Bins, the Item Bins window appears.

File and Action are other examples of menu titles.

What's an Action Code?

In text-based software, most modules allow you to make some action (add a record, inquire, change data, print, or view a related report etc.) by selecting a single-letter code. This code is called the Action code. In these instructions, you will often select the proper action code to take you to a specific screen or begin a specific task.

Why is this marked *(Text Based)*?

Some features are available by going through the graphical software interface, but actually open a terminal emulator window where you access text-based software and interact with it using just the keyboard. For example, all Parameters are accessible by double-clicking Keyop Menu icon, then double-clicking the Parameters icon, and typing the letters of the screen name.

Text Based Only

We have excluded directions where no equivalent graphical software window exists. Some DDMS features are only available on the Text-Based platform. For instance, the (!) Word Processor is a word processing application, like the Microsoft Windows® Notepad. The functionality was not necessary to duplicate in graphical software.

Parameters Menu

In text based you can find all of the parameters in the (L) Parameters screen.Parameters have not yet been programmed in graphical, but are accessible from graphical screens in *e*Nsite Pro.

To get to any parameter screen through graphical software, simply click the Keyop Menu icon, then the Parameters icon. This will open up a text based window and take you to the (L) Parameters screen, where you can type the parameter screen code you wish to go to.

For example: If you wanted the (LG5) Commercial Order Entry Parameters, you would click on the Keyop Menu icon and the Parameters icon. In the Parameters screen, you would type G5.

Reports

Like Parameters screens, DDMS reports also have not been programmed in graphical. However, you can get to any report through graphical screens in *e*Nsite Pro. There are two types of reports.

There is what we call Custom reports (or customizable) which are in screens (N) through (U) — note the single-letter codes.

Each custom report screen has a corresponding Standard report screen of hard coded reports. Standard reports are in screens (NR) through (UR) — note the two-letter codes.

You also have (V) Personnel / Payroll and (W) G/L reports.

To get to these screens in *e*Nsite Pro, you would double-click the Reports Menu icon and then the icon for the Custom or Standard report you wanted to go to.

For example, if you wanted to go to the (NR) Customer Standard Reports you would double-click the Reports Menu icon and then the Standard Customer icon.

If you wanted to go to (N) Custom Customer Reports, you would double-click the Reports Menu icon and then the Custom Customer Reports icon.