

Welcome

The Keyboard and PRMS

From the Beginning
The Critical Keys
Command Keys
Miscellaneous Keys
Summary of Keys

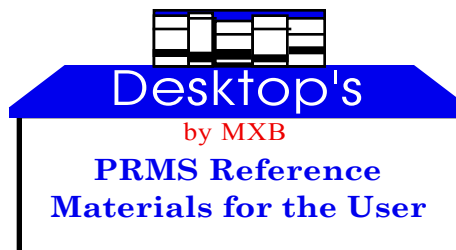


Navigating Your Way Through PRMS

Signing On
What is a Menu?
The PRMS Menu Set
Menu Organization
Putting It All Together
Advanced Topics

to PRMS'

Version 8.4 and Beyond!



Welcome to PRMS

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Welcome to PRMS

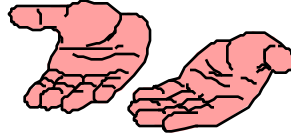
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Getting to Know PRMS

In order to use PRMS, you must touch it.



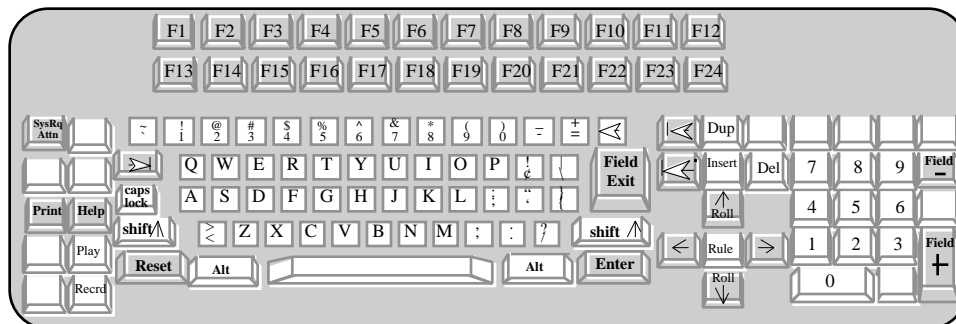
For the uninitiated, the keyboard and the AS/400 interface can be quite intimidating.



This presentation will teach you the use of the keyboard with PRMS and will save you hours of frustration.

The Keyboard

Even though your keyboard may look a bit different, the functions of keys are the same.



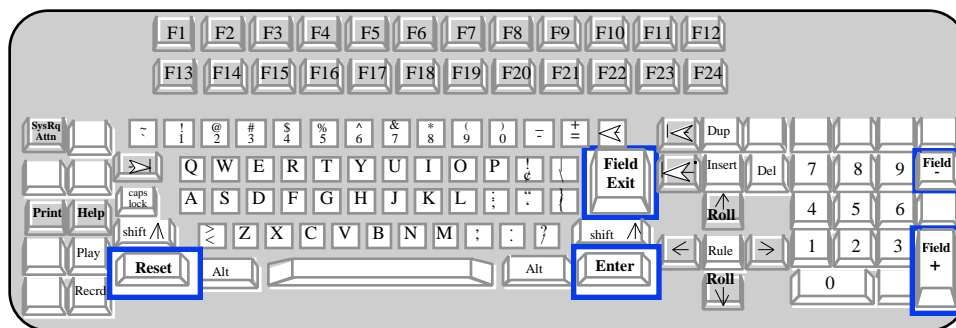
If you are using a Personal Computer to access the AS/400, you may find it beneficial to have handy the template that maps the PC's keys to the AS/400 keys, although you will find this presentation valuable even without it.

The Keyboard - The Critical Keys

Specifically, this presentation will cover 4 groups of keys and their functions.

The Keyboard

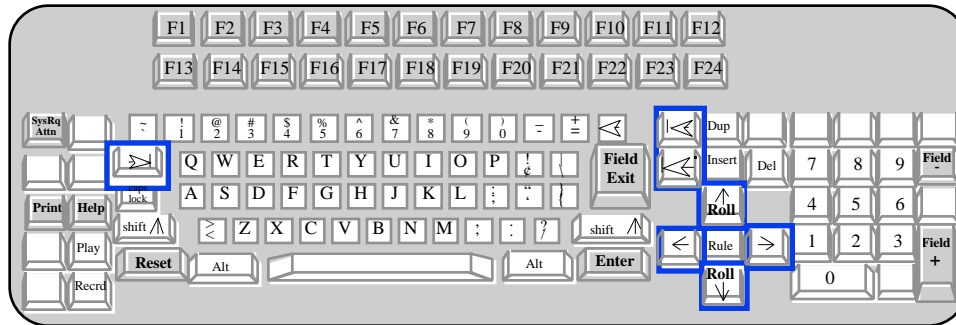
Keys that you use to input data.



Enter, Field Exit+, Error Reset, Field-

The Keyboard

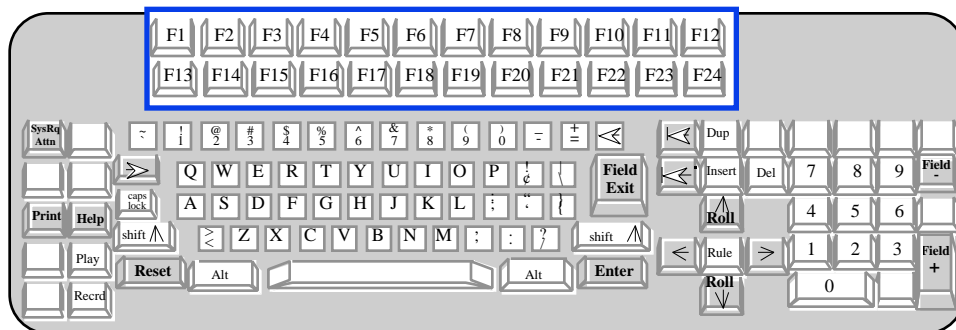
Keys that get you around.



Tab, Back Tab, Elbow Tab, Cursor Arrows, Roll Up and Roll Down

The Keyboard

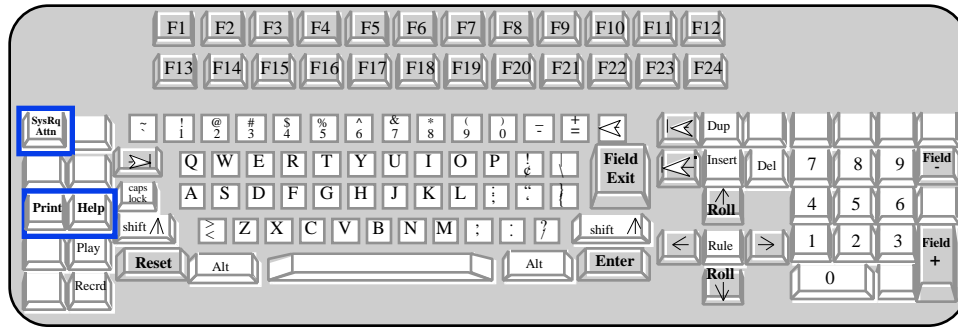
Keys that command the system to do something.



Function Keys 1 through 24

The Keyboard

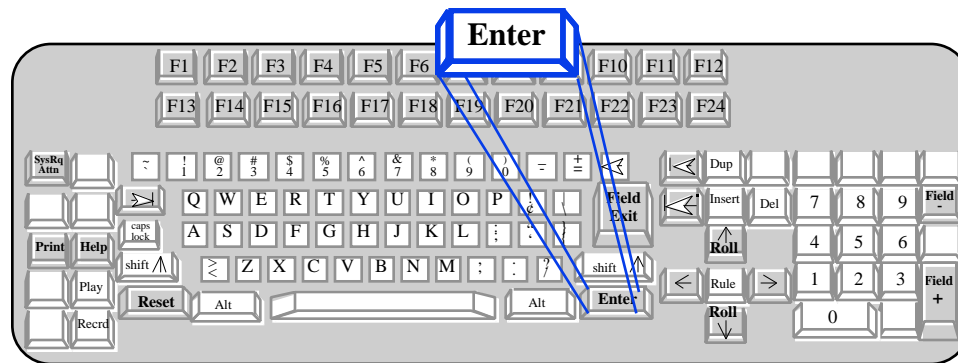
And keys that do special things.



Sys Req/Attn., Print and Help.

enter

This key is like a gas pedal, it makes you go.
Specifically, it will move you from screen to screen as well as invoke editing commands.



enter

It will be your most frequently used key.

Whenever you need to proceed or wish to edit the information you have entered, hit enter.

For personal computer users, the enter is usually the *return* key...



Or the *control* key.

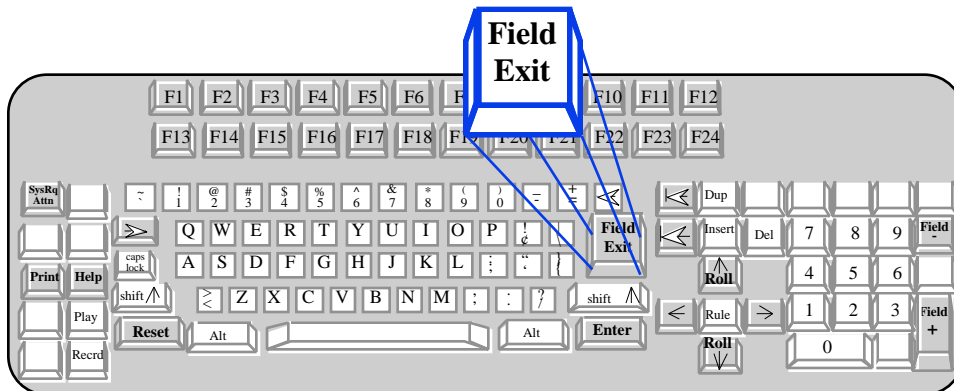


field exit

Computers aren't so smart after all.

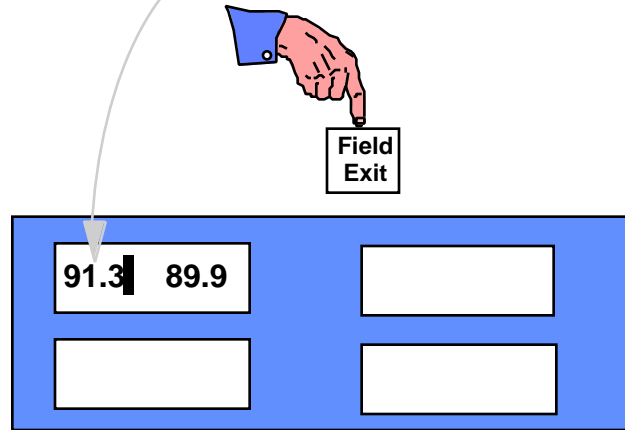
Whenever you enter a numeric value, it must be right justified in the field (you would think the computer could know this).

The field exit will do just that.



field exit

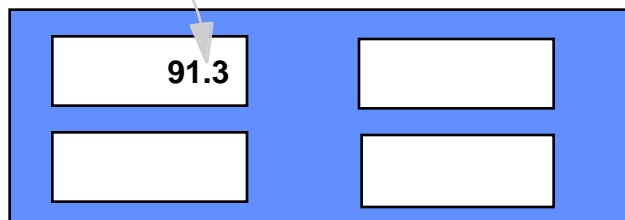
When you input a number, follow that entry by hitting the field exit.



field exit

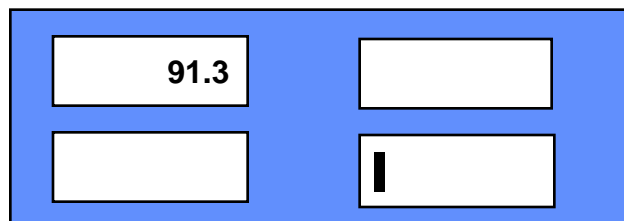
When you input a number, follow that entry by hitting the field exit.

Anything to the right of the cursor will be erased and the furthest right position of the value entered will be moved to the right of the field.



field exit

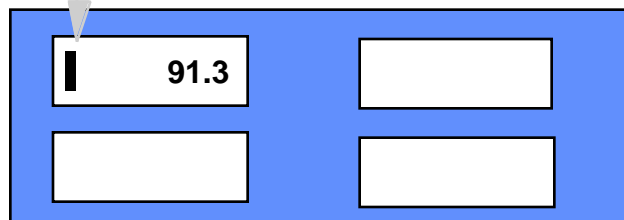
It also works as a great erase key.



field exit

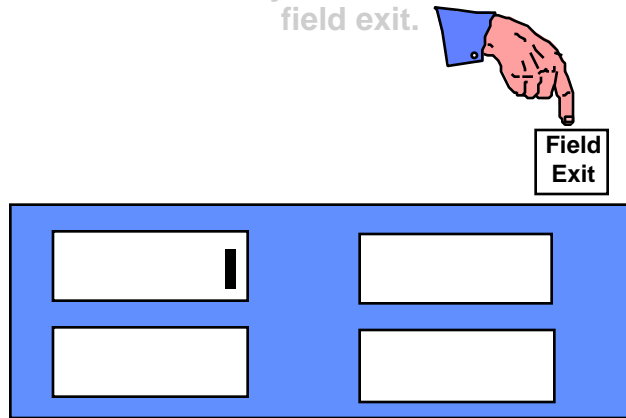
It also works as a great erase key.

If you have entered information into a field and want to erase it, just tab to that field and hit field exit.



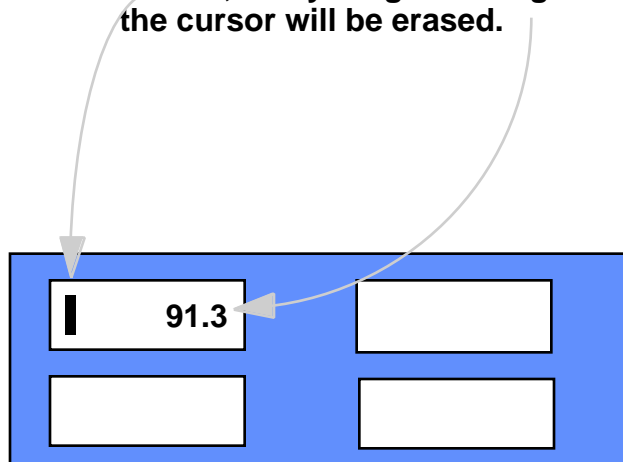
field exit

It also works as a great erase key.
If you have entered information into a field and want to erase it, just tab to that field and hit field exit.



field exit

Because your cursor is positioned at the left of the field, everything to the right of the cursor will be erased.



field exit

The use of this key is usually the most difficult keyboard activity to master.

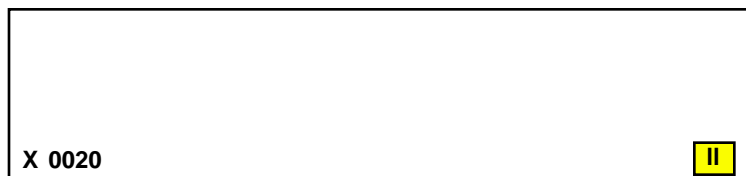
For personal computer users, the *field exit* is often the *return* key (if not already used as *enter*) and the enter key on the numeric pad of the keyboard

error reset

Sometimes you will hit enter and your cursor is not in the proper place or you will hit enter and a numeric value was not right justified (you forgot to use the field exit key).

At the bottom left of your screen, an X will appear, probably accompanied by a flashing 0020.

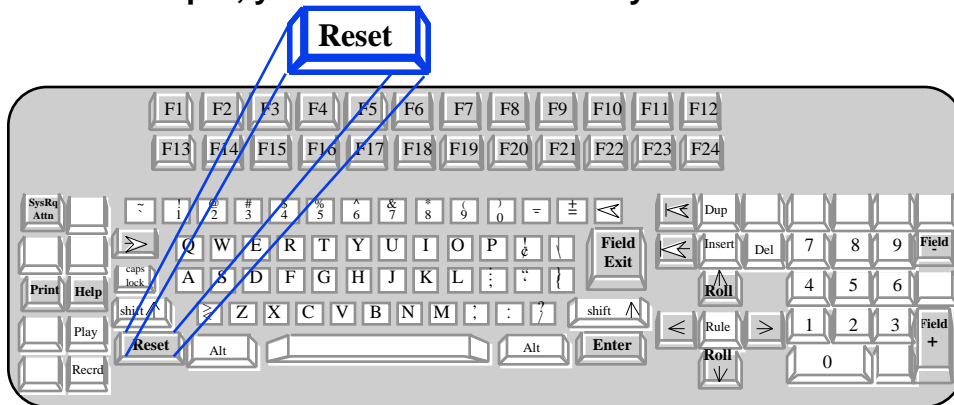
On the bottom right of your screen, the "II" will be highlighted.



error reset

This means that further input to the screen is inhibited (Input Inhibited on your display).

To get rid of the message and regain control of input, you hit the error reset key.



error reset

It is not unusual to find yourself staring at the screen expecting something to happen only to realize that you must first hit error reset.



It happens to even the most seasoned of us!

error reset

Because of the training curve in using the field exit key, you will probably find this the second most often and frustrating keyboard activity.

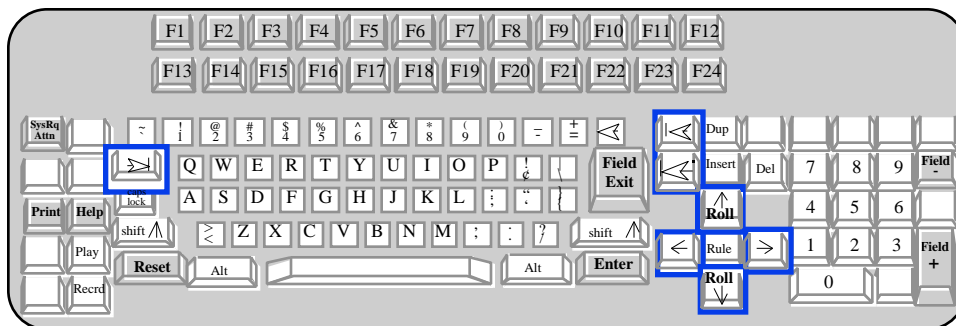


But it will soon become rote.

tab

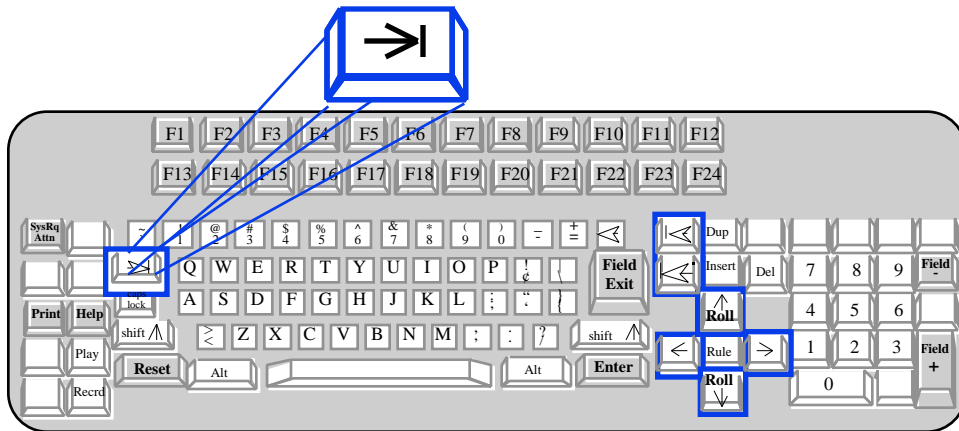
Navigation within a screen in PRMS is field to field.

Often these fields are far apart and moving the cursor space by space is too slow.



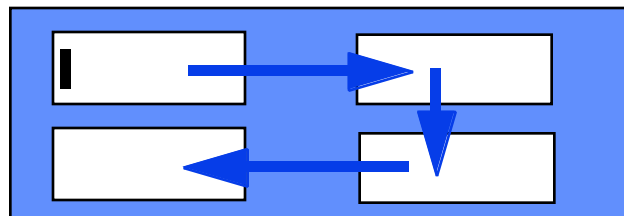
tab

The tab key will move you from input field to input field throughout the screen.



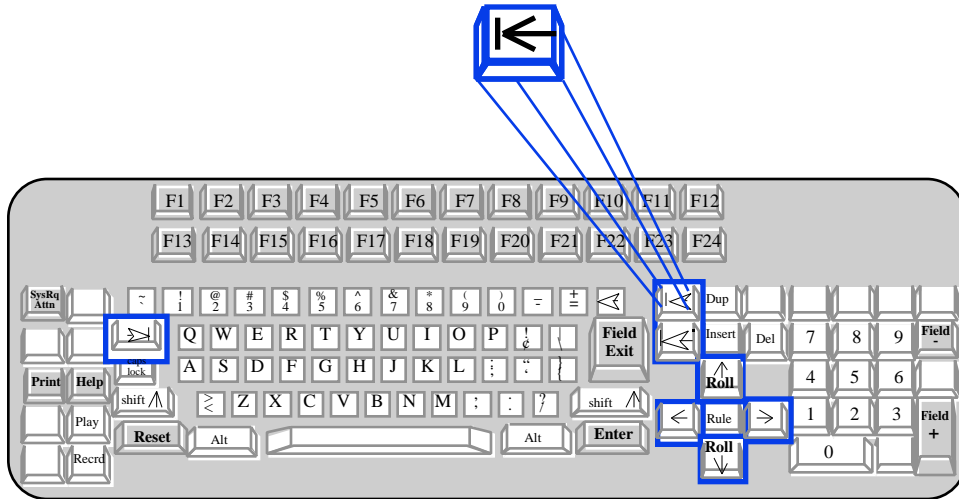
tab

It moves left to right, top to bottom.



back tab

The back tab does just the opposite of the tab key.



back tab

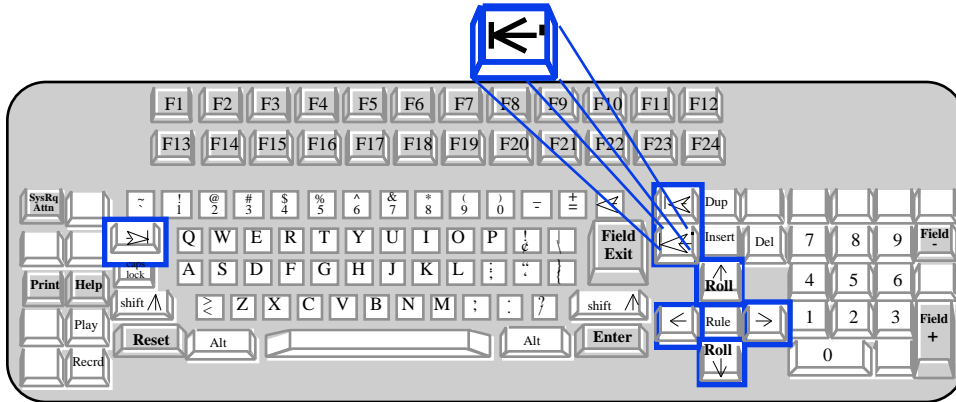
For those of you using PC's to converse with the AS/400, the back tab is normally a shift plus the tab key.



You probably won't remember this now but when you begin using PRMS and you find yourself tabbing through every field on the screen just to get to the field that you just passed by...

elbow tab (new line)

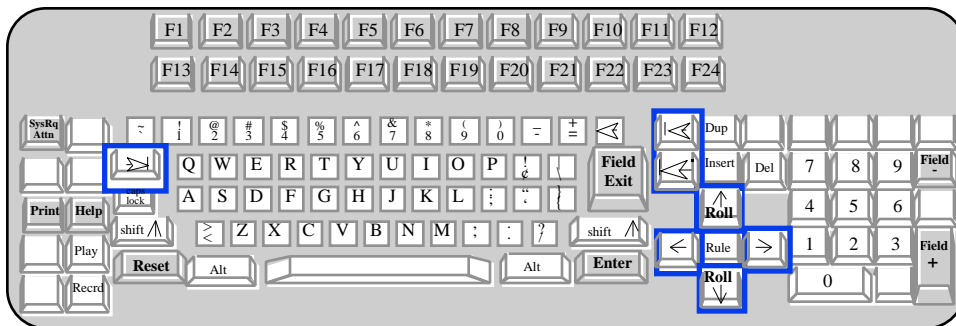
You will find this tab key very useful if you have a screen of input fields and you want to move the cursor down the left side of the input fields without having to tab through the input fields on the right of the screen.



elbow tab (new line)

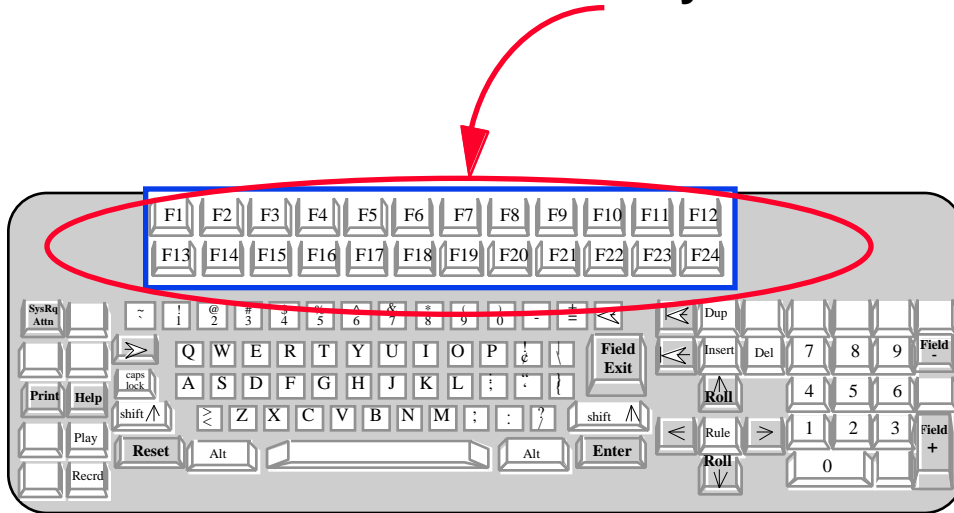
You will find this tab key very useful if you have a screen of input fields and you want to move the cursor down the left side of the input fields without having to tab through the input fields on the right of the screen.

This is another one of those keys that is difficult to remember, but maybe...



F1 through F24

These are function keys.



F1 through F24

At the bottom of most screens in PRMS, you will find directions such as F12 to Bypass or F5 to Accept.



What Function Keys Do

Function Keys invoke action, they cause a program to execute.

When you are maintaining a product in Product Master Maintenance (MS0825), you will be prompted to F5 to Accept or F12 to Cancel.

These functions are invoking the program to do something.

Keyboard Variations

Some of you may have keyboards that do not have the 24 function keys across the top, but instead have F1 through F12

F1 F2 F3 F4 F5 F6 F7 F8 F9 F10 F11 F12

If this is the case, to invoke F13 you will use the shift key plus the F1.



F20 will be the shift key plus the F8.



General Standards of Function Key Usage

You will find that generally, PRMS uses the following keys for the same function throughout the programs.

F1 through F24

F2 List data in file on the screen

For instance, you may be in Warehouse Master Maintenance and want to see a list of warehouses already created.

F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12
F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24

F1 through F24

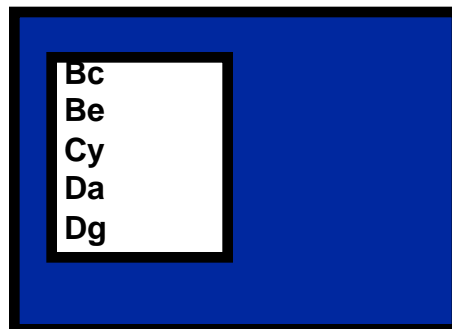
Try the F2, it may list all the warehouses so you don't have to remember all the specific codes.



F1 through F24

A special note when using the F2 to list.

If you enter a value into the input field of the program and then hit F2, the list that is displayed to you will normally start at the value you entered into the field.



F1 through F24

Using Warehouse Master Maintenance as our example once again, if you input FG into the warehouse ID field and hit F2 to List, the list will begin at warehouse FG and display all subsequent records.

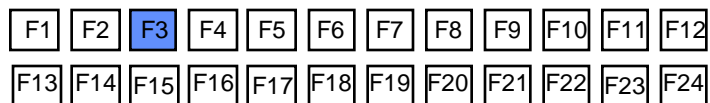
If there was a warehouse AG, it would not be displayed.



F1 through F24

F3 End the Program

This will take you out of the program you are working with and back to a menu.



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PRMS Overview	199.00	349.00	Manufacturing Planning	199.00	349.00
Version 9 Enhancements	99.00	199.00	Shop Floor Control	199.00	349.00
'Canned' Reports & Inquiries	99.00	199.00	Router Training	149.00	299.00
Distribution			Inventory		
Forecasting Workbench	149.00	299.00	Inventory Control	99.00	199.00
Customer Order Processing	199.00	349.00	Cycle Count & Phys. Inv.	99.00	199.00
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