

Adaxia



Adempiere - User Interface

DOCUMENT SUMMARY SHEET

Document Type:	How To
Document Title:	User Interface
Document Summary:	This is the Adaxa HowTo Template which is used for the creation of HowTo documents. Proposals, white papers, reports, etc. will use the Adaxa Report Template
File Name:	
Created on:	Wednesday, 11 April 2012
Created by:	
Last Modified on:	
Last Modified by:	

NOTES

1. Responsibility is disclaimed for any loss or damage (including but not limited to damage resulting from the use by the client of the document) suffered by any other person for any reason at all including but not limited to negligence by ADAXA Pty Ltd (ADAXA).
2. Whilst this document is accurate to the best of our knowledge and belief, ADAXA cannot guarantee the completeness or accuracy of any description or conclusions based on the supplied information.
3. The recommendations contained in the document are advisory and ADAXA has no responsibility for the management or operation of any recommendations that may be implemented by the client.
4. This document is licensed under the terms shown at <http://creativecommons.org/licenses/by-nc-nd/3.0/au/legalcode>.

Table of Contents

User Interface

1.1	The Application Window.....	iii
1.1.1	The Header.....	iii
1.1.2	The Menu Bar.....	iii
1.1.3	The Tool Bar.....	iii
1.1.4	The Tab(s).....	iv
1.1.5	The Fields.....	iv
1.1.6	Data grid.....	ix
1.1.7	The Status Bar.....	ix
1.2	Preferences.....	ix

Adaxa's Offices and Contacts

2.1	Australia.....	X
2.2	New Zealand.....	X
2.3	United States of America.....	X

This gives an overview of the ADempiere User Interface for the Windows Interface and the HTML Interface.

1.1 The Application Window

The most important commands are available via Button, Menu, Function Key and Shortcut. Please note, that due to technology restrictions, the shortcuts and menus are not available in the HTML interface.

The main components of the user interfaces are:

1.1.1 The Header

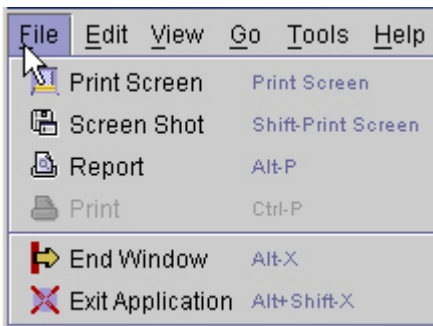


The Header lists the current window, the current user, the Client, the Organisation and the database.

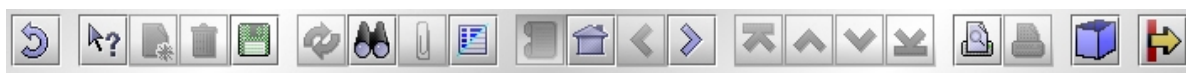
1.1.2 The Menu Bar



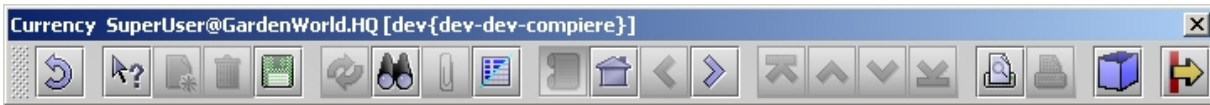
The Menu Bar lists all the tasks and commands available in the application window. If tasks are not available they are inactive (e.g. nothing was changed, so you can't select Save). You can use the operating system shortcuts to access the menu (e.g. Alt-F to open the File Menu in the Windows Interface). The menu bar is not available in the HTML interface.



1.1.3 The Tool Bar



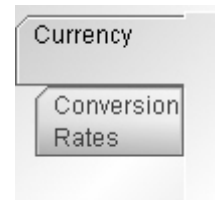
The Tool Bar is organised in a fashion similar to the keyboard function keys. All the tasks are accessible through the menu bar. You don't need to memorise the details, as tool tips are displayed when your cursor is over the button.



You can detach and relocate the toolbar by clicking on it and dragging it outside the window. You reattach it by closing it.

1.1.4 The Tab(s)

Tabs display data which contain dependencies. For example, you must define Currencies before you can define conversion rates. By clicking on the desired tab, you change to the targeted information.



1.1.5 The Fields

Client	<input type="text" value="GardenWorld"/>
ISO Code	<input type="text"/>
Symbol	<input type="text"/>

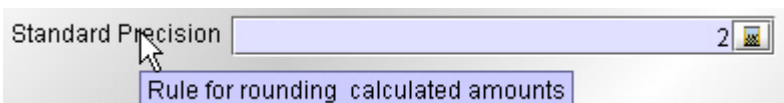
Fields are colour coded as follows:

- grey - read only
- light blue - mandatory fields
- white - normal fields

Some fields are Temporary (i.e. document numbers will display as temporary fields until the record is saved). Temporary fields will display enclosed in carets (<100003>)

Other fields are Inactive (i.e. price lists). Inactive fields will display enclosed in tildes (~1999PriceList~). These values will appear in the screen where they are referenced but will not appear in drop down lists.

Field Help is also available. When your cursor hovers over the label of the field a box with a short description is displayed.



In addition to the normal text fields, ADempiere has the following Special Fields. They are indicated by a marker on the right side of the field.

1.1.5.1 Account Field

Clicking on the icon opens the account dialog where you search and create your account combination.

Retained Earning Acct

Parameter

Alias

Organization

Product

Project

Combination

Account

Business Partner

Campaign

Alias	Combination	Description	Organization	Account	Product	Business Partner	Project	Campa
	HQ-32900-_-_-_-	HQ-Retained...	HQ-HQ	32900-R...				

AcctSchema[101-GardenWorld US/A/US Dollar]

If you place the cursor over the account field, the tool tip shows the description of each element of the account combination.

Retained Earning Acct

Intercompany Due To Acct

PPV Offset

Retained Earning Acct

Intercompany Due To Acct

PPV Offset

Retained Earning Acct

Intercompany Due To Acct

PPV Offset

1.1.5.2 Business Partner Field

You can enter the partial value (key) or name of your Business Partner and press enter. If there is more than one record that meets the data entered the Business Partner Search Window is opened. It will display a list of all records that met the search criteria. If no records matched the data entered then the Business Partner the Search Window would display allowing you to modify your search. Clicking on the icon opens the search window directly. To select a Business Partner navigate to the line and press OK or double click on the line. If there is only one record that matches the data entered then the Business Partner field is populated with that value (the Business Partner Search Window does not display).

Business Partner Info

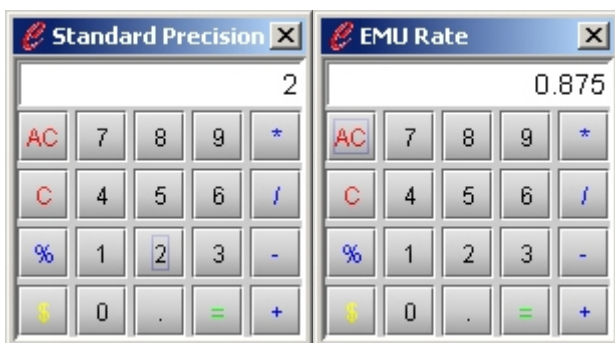
Key Name Contact ZIP Phone Customers only
 All / Any

Key	Name	Credit available	Credit Used	Contact	Phone	ZIP	City	Revenue
<input type="checkbox"/> 002	New Customer	0.00	0.00	Jane Doe	555-555-1234		San Francisco	23.75
<input type="checkbox"/> C&W	C&W Construction	9,805.49	194.51	Carl Boss		03323	Stamford	194.51
<input type="checkbox"/> C&W	C&W Construction	9,805.49	194.51	Carl Boss		00001	city	194.51
<input type="checkbox"/> GardenAdmin	GardenAdmin	0.00	0.00	Garden Admin		06488	Near Village	0.00
<input type="checkbox"/> GardenUser	GardenUser	0.00	0.00	Garden User		10002	Old York	0.00
<input type="checkbox"/> JoeBlock	Joe Block	9,383.62	616.38			04460	Hartford	616.38
<input type="checkbox"/> Landscape 1	Lansdcape 1	-41.57	41.57	contact name		zip01	city	41.57
<input type="checkbox"/> Patio	Patio Fun, Inc.	0.00	0.00			10009	New York	0.00
<input type="checkbox"/> SeedFarm	Seed Farm Inc.	0.00	0.00			06455	Small Village	0.00
<input type="checkbox"/> Standard	Standard	0.00	0.00				Monroe	151.05

10 Rows found - Enter query criteria (optionally with %) 10

1.1.5.3 Number Field

If an invalid number is entered or the icon is selected, the Calculator dialog box will open. Any standard calculations can be performed. Selecting the equals sign will return the current value to the main screen and close the calculator. Currencies can be converted by clicking the "\$" button in the calculator.



1.1.5.4 Date Field

If an invalid date is entered or the date icon selected, the Calendar dialog box will open. You can navigate to any date. Double clicking the desired day will return that date to the main screen. From any date clicking the asterisk will return the current date.



1.1.5.5 Location Field

Some records may have multiple locations (e.g. Business Partners). To enter addresses click on the icon. The format of the Location will vary based on the country chosen and its settings.

The screenshot shows a dialog box titled "Update Location/Address". It contains several input fields: "Address 1" with the text "123 Main St", "Address 2" (empty), "City" with "San Francisco", "State" with a dropdown menu showing "CA", "ZIP" (empty), and "Country" with a dropdown menu showing "United States". At the bottom right, there are two buttons: a red "X" button and a green checkmark button.

1.1.5.6 Warehouse Locator Field

Click on the icon to open the Warehouse Locator. You can search existing warehouse locators or create a new warehouse locator.

Locator [X]

Locator: Standard [v]

Create New Record

Warehouse / Service Point: Standard

Aisle (X): 0

Bin (Y): 0

Level (Z): 0

Key: Standard

[X] [✓]

1.1.5.7 Pick List

The Pick List allows you to select a value from a pre-defined list of choices

1.1.5.8 Product Field

You can enter the partial value (key) or name of the Product and press enter. If there is more than one record that meets the data entered the Product Search Window is opened. It will display a list of all records that met the search criteria. If no records matched the data entered then the Product Search Window would display allowing you to modify your search. Clicking on the icon opens the search window directly. To select a Product navigate to the line and press OK or double click on the line. If there is only one record that matches the data entered then the Product field is populated with that value (the Product Search Window does not display).

Product Info [X]



Key: [] Name: [] Warehouse: Standard - Standard [v] Pricelist Version: Standard 2001-01-01 - USD [v]

	D	Key	Name	Available	List Price	Standard Price	On Hand Quantity	Reserved Quantity	Ordered Quantity
<input type="checkbox"/>	<input type="checkbox"/>	Mary	Mary Consultant	99,999.0	100.00	90.00	99,999.0	0.0	0.
<input type="checkbox"/>	<input type="checkbox"/>	Planting	Planting Service	99,999.0	45.00	42.75	99,999.0	0.0	0.
<input type="checkbox"/>	<input type="checkbox"/>	Oak	Oak Tree	24.0	65.00	61.75	24.0	0.0	0.
<input type="checkbox"/>	<input type="checkbox"/>	Rose Bush	Rose Bush	21.0	30.00	28.50	21.0	0.0	0.
<input type="checkbox"/>	<input type="checkbox"/>	Plum Tree	Plum Tree	18.0	50.00	47.50	18.0	0.0	0.
<input type="checkbox"/>	<input type="checkbox"/>	Elm	Elm Tree	15.0	60.00	57.00	15.0	0.0	0.
<input type="checkbox"/>	<input type="checkbox"/>	Azalea Bush	Azalea Bush	14.0	25.00	23.75	14.0	0.0	0.
<input type="checkbox"/>	<input type="checkbox"/>	Grass	Grass Seed Container	12.0	80.00	76.00	12.0	0.0	0.
<input type="checkbox"/>	<input type="checkbox"/>	Holly Bush	Holly Bush	10.0	40.00	38.00	10.0	0.0	0.

[Refresh] [Print] [Search] [X] [✓]

9 Rows found - Enter query criteria (optionally with %) [9]

1.1.6 Data grid

All information can be displayed in a single row representation or in a data grid (multi-row) and you can switch between the representations via the  button. The button will change  to indicate the current state.

GardenWorld	HQ	Mulch	10# Mulch	10# Bag of Mulch
GardenWorld	HQ	Oak	Oak Tree	
GardenWorld	HQ	PChair	Patio Chair	Nice Chair for outdoors
GardenWorld	HQ	PScreen	Patio Sun Screen	Protect from UV
GardenWorld	HQ	PTable	Patio Table	Nice Table for outdoors
GardenWorld	HQ	PatioSet	Patio Furniture set	! table, 4 Chairs and 1 ...
GardenWorld	HQ	Planting	Planting Service	
GardenWorld	HQ	Plum Tree	Plum Tree	
GardenWorld	HQ	Rake-Bamboo	Rake Bamboo	4 Foot Bamboo Rake
GardenWorld	HQ	Rake-Metal	Rake Metal	4 Foot Metal Rake
GardenWorld	*	Rose Bush	Rose Bush	
GardenWorld	HQ	Seeder	Grass Seeder	Manual Grass Seeder

You can sort the records by clicking on the headers of the column you wish to sort on. A single click will sort the records in ascending order. A second click will reverse the sort to descending.

1.1.7 The Status Bar



The status bar gives feedback of the last action and shows how many records are available and where you are in this list (e.g. there are 15 records and you are viewing record 5). An asterisk "*" before the record number indicates that you have changed the record. If the record information is in brackets (e.g. [1/4]), this indicates that you are working in a subset of all records available (e.g. through search). When you click on the record field, you get more technical information like when the record was created and by whom and when/who changed it. The additional information is the name of the database table, the name of the primary key and the internal ID of this record.



1.2 Preferences

User Preferences can be accessed from Tools on any Menu Bar. Here you can select the design of the User Interface as well as options for Auto Commit and Print Preview. You can also select a new printer to be used for printing documents and reports.

2 Adaxa's Offices and Contacts

Information of a general nature about Adaxa and its services can be found at www.adaxa.com or obtained by sending an email to info@adaxa.com with a description of the information that you would like to receive. If you are an existing client and wish to initiate a request for software support please send an email to helpdesk@adaxa.com with as much detail as possible about the nature of your support request.

For all other information please contact the Adaxa office nearest to you.

2.1 Australia

Address: 10 Kylie Place, Melbourne, Victoria, 3192, Australia

Contacts: Office

- 1300 990 120 (Within Australia)
- +613 9510 4788 (Outside of Australia)

2.2 New Zealand

Address: 73 Boston Road, Mt Eden, Auckland, 1023, New Zealand

Contacts: Office

- 0800 232 922 (Within New Zealand)
- +649 9744 600 (Outside of New Zealand)

2.3 United States of America

Address: 4400 NE 77th Ave, Suite 275, Vancouver, WA 98662, USA

Contacts: Office

- +1 760 576 5115