
APPGEN EASY QUERY

REFERENCE MANUAL

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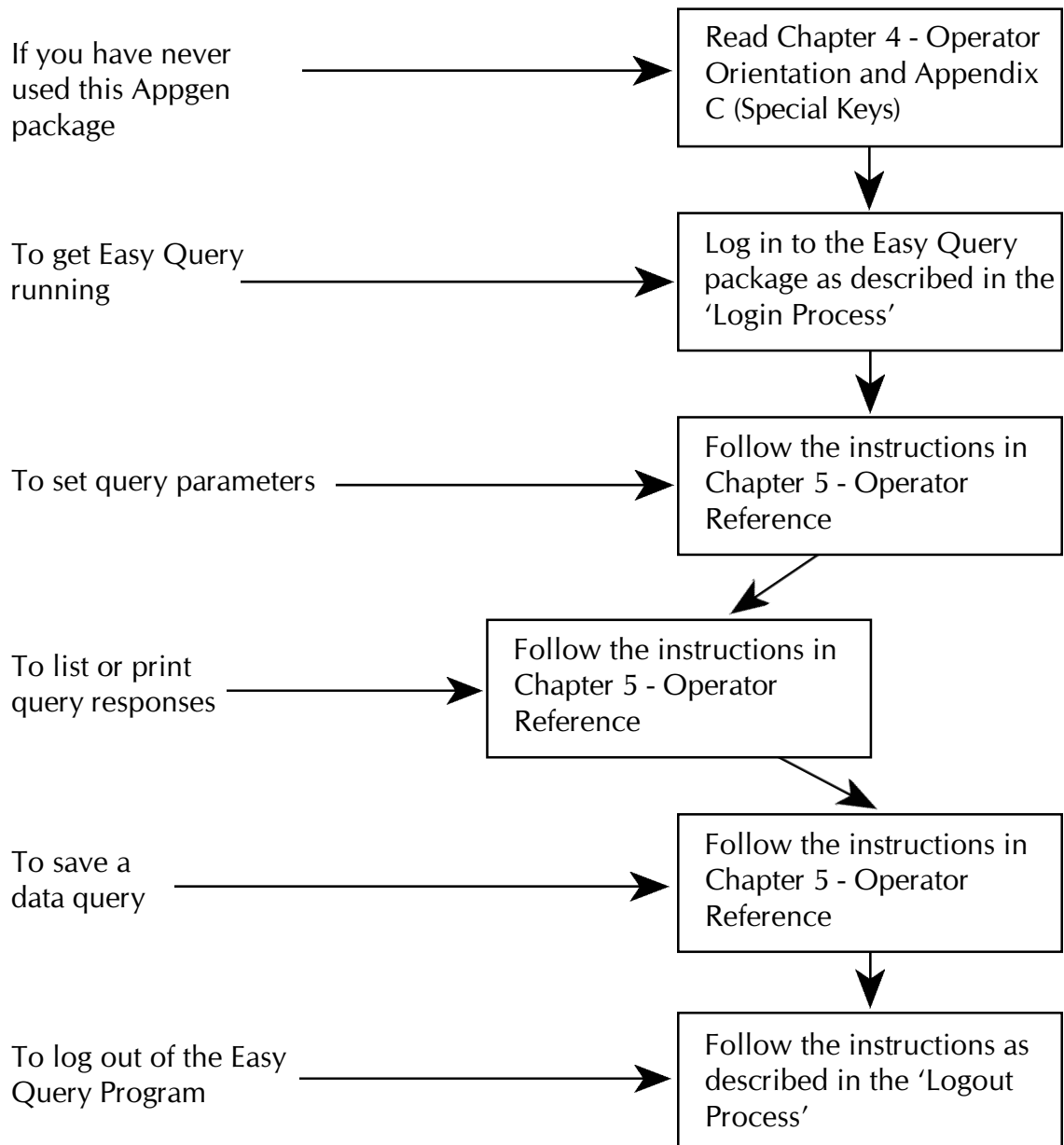
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GETTING STARTED

Before you can get started using your Appgen Easy Query, the software must be properly installed. See Appendix A in this manual for installation instructions.

If you are familiar with the operations of Appgen software and want to get working right away, turn to the Quick Start chapter. This section provides a quick overview of Easy Query functions and features using a practical example. For more detailed information on performing a query, refer to the Operator Reference section.

From this point on in this manual, it is assumed that the software is installed.



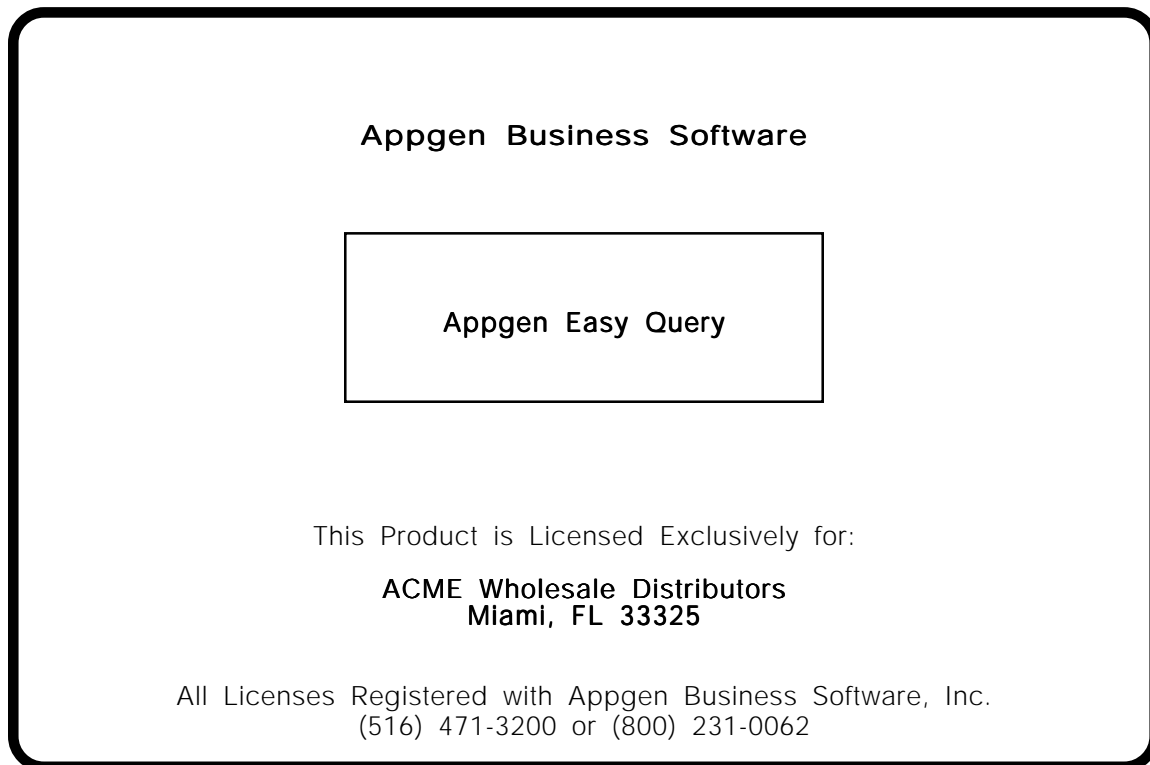
THE LOGIN/LOGOUT PROCESS

The Login Process

The actual login process is customized for each individual site based on the type of processor (computer) and the combination of standard and customized software packages on the system.

This section will cover the login steps for your system and will indicate when you need additional specific instructions from the personnel who installed your system.

You will have successfully logged into Easy Query when you see the introduction screen as shown below. Notice the package name, "Appgen Easy Query" in the center of the screen.



Login Steps

1. Follow your dealer/installer's instructions to start your system:

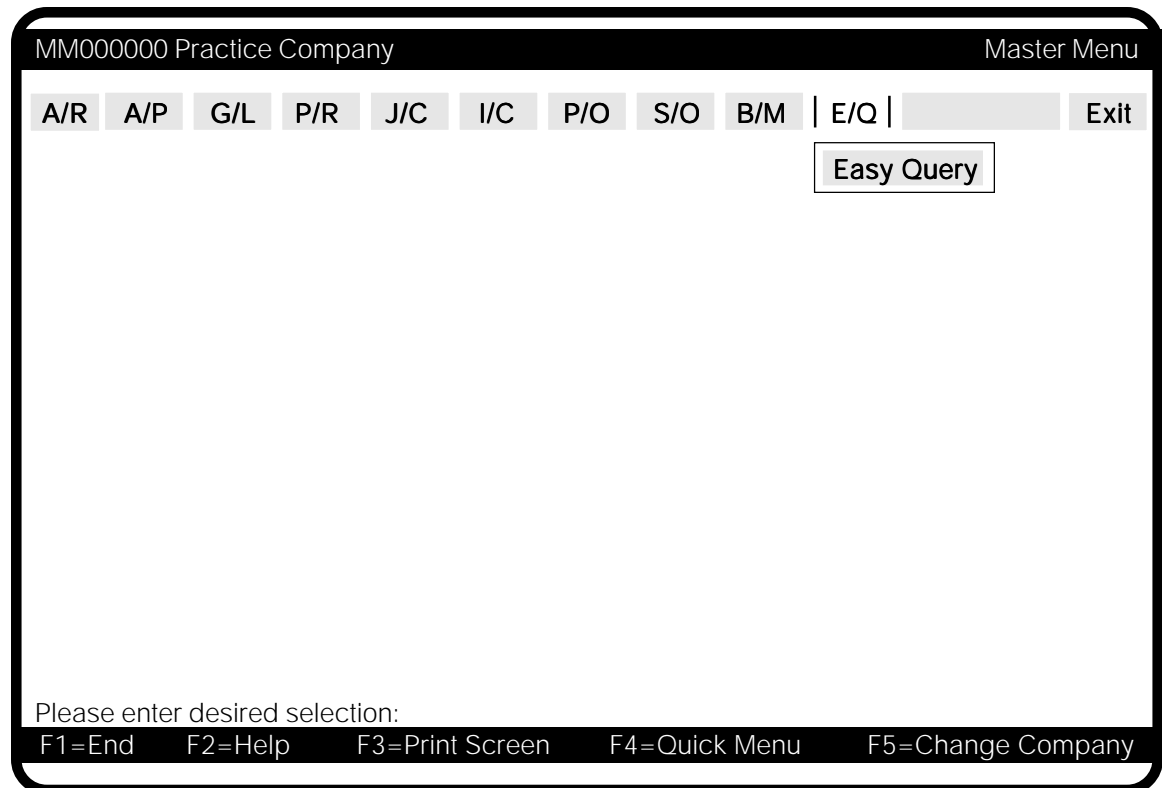
- Power up the processor, printer, and terminals.
- Complete the "booting" procedures.

When you have completed these tasks, the "login" prompt appears on your terminal screen.

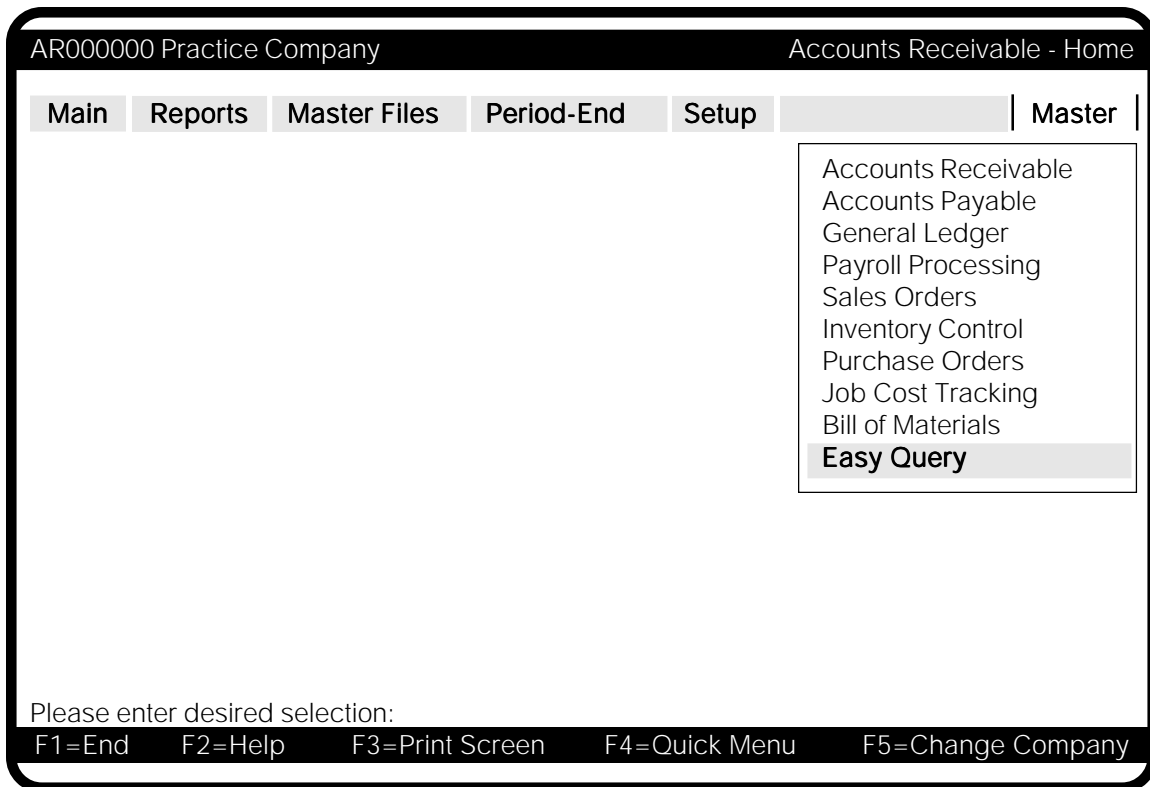
2. Enter the login code and password to start Easy Query. Your system administrator or dealer/installer will know this code and password.

3. Based on the customized login process for your particular site, you will then encounter one of four situations. These situations and the remaining steps to complete the login process for each situation are as follows:

- a. The "Appgen Easy Query" introduction screen appears. You are now logged into Easy Query.
- b. A "Master Menu" screen similar to that shown below appears, listing Easy Query as one of the menu choices. Select the Easy Query menu choice; the "Appgen Easy Query" introduction screen appears. You are now logged into Appgen Easy Query.



- c. A customized menu screen appears. Follow the instructions provided by your dealer/installer to reach the "Appgen Easy Query" introduction screen.
- d. One or more UNIX login messages will appear followed by a UNIX "shell prompt". This prompt is a single character (either % or \$) appearing in the first column of your screen underneath the login messages. In response to the UNIX shell prompt type: appgen eq. The "Appgen Easy Query" introduction screen appears, and you are logged into the Easy Query program
- e. Easy Query may be accessible on the Master Menu of each application. This is the way most dealers set up Appgen systems. When accessed from this menu, all of the current application files are accessible to Easy Query. However, when you enter Easy Query, the Company Number will be "0", the practice company. You will need to press **F5** (function key number five) to change to the desired company. Please refer to Chapter 2: Easy Query Concepts, for further information on choosing a company number.



The Logout Process

To log out of Easy Query, enter 'END' to all menu choices until you see either the "login" prompt or the UNIX shell prompt (% or \$). If you see the "login" prompt, you are now logged out.

If you see the UNIX shell prompt, enter a control-D; control-D is entered by first holding down the CNTL (or CTRL) key as if it were a shift key and pressing the "D" key (either upper case or lower case "D" will work). The "login" prompt should appear indicating that you are now logged out.

If the control-D key does not log out your particular system, type "exit" or "logout"; one of these actions should cause the logout to occur.

CHAPTER 1: EASY QUERY PROGRAM FEATURES

Appgen Easy Query was specifically designed to meet the growing demands of businesses to easily and instantly access key information from various data files. This graphical-based program allows you to access and generate reports from your Appgen data files by selecting criteria via menu prompts and then specifying sorting fields (or attributes).

With Appgen Easy Query, there is no writing of command lines; the program builds them for you transparently. Easy Query can directly access all Appgen relational data base files built by your Appgen application modules. As a result, Appgen Easy Query generates reports in a fraction of the time it would take to write code, and output can range from simple listings or mailing labels to elaborate reports.

The ease and speed of Appgen Easy Query is ideal for use by all levels of the corporate structure. No programming or data processing experience is necessary; use of Appgen Easy Query does not add to, change, or delete from the files being accessed. Nor is it required to understand either the application software modules or the computer's operating system in order to use Easy Query for report generation. The query process features a prompt-driven criteria set up with an optional "guided" feature to lead you through each step. The resulting output from your query may be directed either to the screen, to a file, or to the printer. Additionally, query and mailing label commands may be saved for loading into the program or as command line executables.

Summary of Features

- Intuitive, graphical, prompt-driven program functions
- Transparent building of query command lines
- Full report formatting of headers, footers, columns, and rows
- Generate and save standard or custom mailing label formats
- Create command line executable queries
- Preview the number of records fitting specified criteria
- Load and modify existing text-based query files
- "Guided Mode" option for response only query selections
- Run the program from the application menu or the Unix shell. The program may also be configured for access from other Appgen applications.

PROGRAM FEATURES

CHAPTER 2: EASY QUERY CONCEPTS

The purpose of this chapter is to acquaint you with the underlying concepts and capabilities of Appgen Easy Query. This chapter is primarily conceptual. Step-by-step procedures for using Easy Query are found in Chapter 5 of this manual.

The main purpose of Appgen Easy Query is to provide a simple, yet comprehensive, interface to Appgen Query Language (AQL) in order to access information and generate reports from Appgen data files. Based on user-specified criteria and sorting options, Easy Query transparently builds AQL command lines and produces customizable reports. Easy Query's plain-English, intuitive structure allows users of all levels to utilize the functions of AQL. Please consult your AQL Reference Manual or your system administrator for further information about AQL.

2.1 CHOOSING AND CHANGING THE COMPANY NUMBER

Your Appgen system is set up for a multi-company environment, even if you are going to operate as a single-company installation. When you complete the E/Q login process from anywhere in the system, the designated company number will automatically be '0' (zero), the practice company. Unless you wish to work with the practice company, another company must be selected to access the appropriate data files for your query.

The steps to choose or change the company number are as follows:

1. Complete the Easy Query login process for your particular installation. The E/Q Home Screen appears.
2. Choose **F5** (function key number five) from the Easy Query Home Screen. You will then be prompted with a company number selection screen.
3. Enter the company number of the company for which you wish to perform your query. The company name and a prompt message "Confirm ?" now appear on the "Company Number" selection screen.
4. Answer the "Confirm ?" prompt. Entering an N will return you to the "Company Number" prompt and allow you to enter another company number; entering a Y returns you to the E/Q Home Screen for the selected company.

Note: The company name of the selected company appears on the title bar of the Easy Query Home Screen.

2.2 PERFORMING A QUERY

A query allows you to extract particular information from Appgen data files in a manner that is meaningful and concise. Your reports may be viewed on screen or in printed form, or saved to a file for future use. A query can provide quick access to past or current sales, active customers, outstanding purchase orders, inventory analysis, and much more. If the information is contained in your data files, Appgen Easy Query can extract it quickly and easily, using prompt driven, plain-English commands. Because Easy Query produces reports with as much or as little information as the user defines, it saves both programming and analysis time.

2.3 SAVING AND LOADING QUERY COMMANDS

Easy Query allows previously built query commands to be saved to a file for future use. This is especially useful for complex queries, or queries that will be run routinely. Saved queries can be loaded and modified before running, or simply run from the command line. Easy Query can also load previously created Appgen AQL queries.

2.4 PREVIEWING RECORD COUNT

To assist in the viewing and printing of reports and mailing labels, users may preview "Record Count" by pressing function key number seven (F7). The Record Count window will appear indicating the number of records that fit the current criteria of your query. Use this function from either the main menu or from the 'Output Options' menu.

2.5 GENERATING AND FORMATTING REPORTS

Reports may be output to the screen, a file, or a printer. Easy Query automatically labels all column headings. Customize and clarify output by adding labeling text to: header/title, footer, subtotal and total lines, and breaks. Also, add "current value" items such as time and date. Easy Query supports output page sizing options with a user-definable number of columns and number of lines per page.

2.6 USING THE "BREAK-ON" CONCEPT

Easy Query reports may be separated into sections; first by sorting using data values of a specific field, then requesting a "break", or blank line, in the report whenever the data value for that field changes. For example, if you elect to sort your customer file by city, breaks can be performed whenever the city field changes. This results in a grouping of records by city.

If the "break" feature is assigned to a numeric value which is also designated to "Total", a subtotal will appear at each break. This subtotal represents the subtotal since the last break.

2.7 PRODUCING MAILING LABELS

Easy Query provides both standard and custom mailing label options. There are three (3) preset, standard mailing label selections. Or, produce custom mailing labels with format options specifying the number of labels across the page, number of lines in the label, amount of blank lines between labels, as well as complete column information. Mailing label formats may be saved for use with other label query command lines.

2.8 GUIDED MODE

Easy Query's response only "Guided Mode" makes complex querying accessible to all user levels. This optional mode automatically guides users through the query process by consecutively selecting the first five prompts of the Easy Query main menu (Select Data File, Select Fields to Display, Choose Records With..., Sort By..., and Produce Report).

Easy Query allows you to select the "Guided Mode" in the "Other Query Options" selection on the main menu.

Easy Query
QUICK
START

An Example of
Functions & Features
to Get You Started
Right Away

This chapter is designed to demonstrate how quickly and easily you can take advantage of the Easy Query package to extract key information with just a few keystrokes. Using a practical example, we will define criteria, run a report, and save the query for future use. You can use this example as a guide to creating your own queries.

Though many of the steps will be illustrated here, working through the steps on your own terminal will better familiarize you with the menus and functions of the E/Q system.

For our example, we will use Accounts Receivable to produce a list important to any business:

all customers who owe money to the company.

Although this information may also be compiled with an Aged Receivables report, there are times when a quick, short list of balances may be preferred.

START THE E/Q SYSTEM

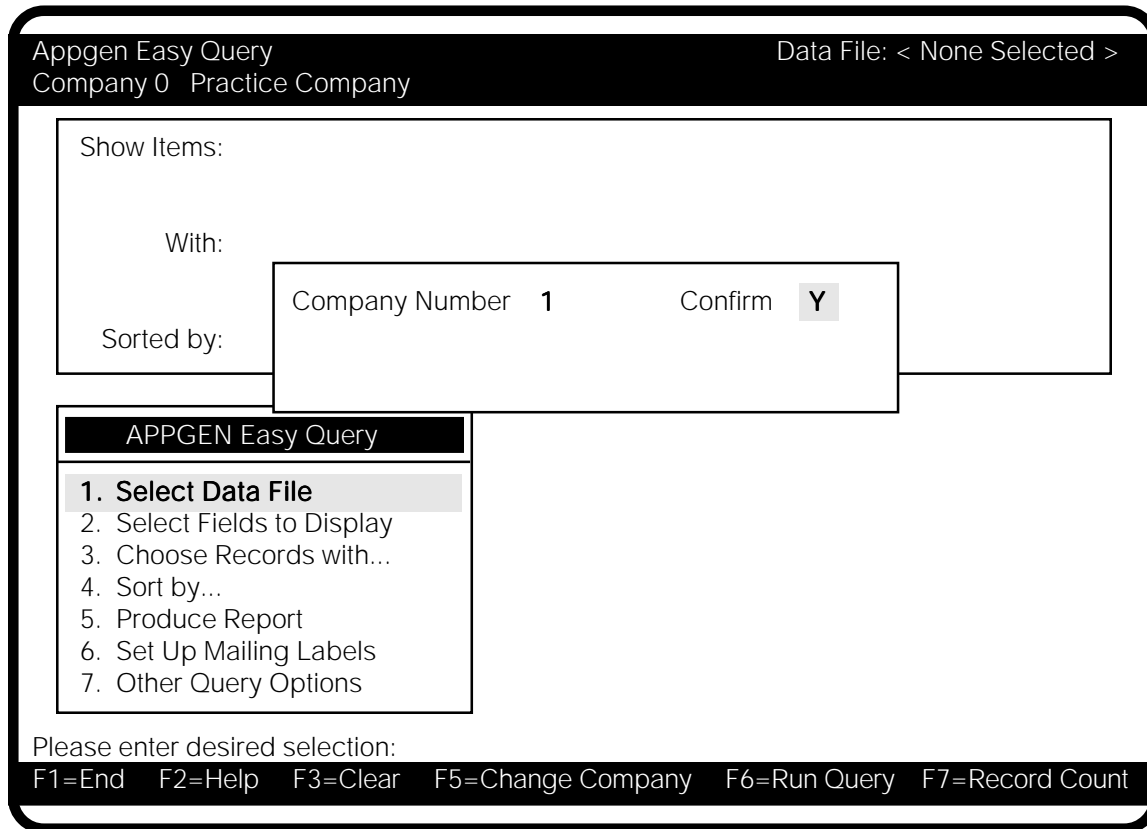
We'll start by entering into the Easy Query system from the Accounts Receivable package. Opening the Master Menu will make all of our applications accessible. We'll simply highlight the Easy Query selection and press <return>.

AR000000 Practice Company					Accounts Receivable - Home	
Main	Reports	Master Files	Period-End	Setup	Master	
					Accounts Receivable Accounts Payable General Ledger Payroll Processing Sales Orders Inventory Control Purchase Orders Job Cost Tracking Bill of Materials Easy Query	
Please enter desired selection:						
F1=End		F2=Help		F3=Print Screen		F4=Quick Menu
					F5=Change Company	

E/Q Home Screen - Choosing the Company

We now see the Easy Query Home Screen. Whenever we enter Easy Query, the company number will be zero. If we want to work with company number 1, pressing F5 will allow us to designate a new company.

Entering '1' at the prompt, and then confirming our selection will result in E/Q accessing only the data for 'Company 1'.



Selecting a Data File

The first step in creating our list of customers who owe money is to select a data file from which to extract the data. Because we entered E/Q from the Accounts Receivable package, all of the A/R data files are readily accessible to us.

Since the home screen highlights our first step, pressing <return> instantly opens a window that displays all the data files in the Accounts Receivable System.

We want to see a list of customers, so we'll use the arrow keys to scroll through the menu and choose the A/R Customer Master File (AR-CUSMAS.1).

Once we make our selection, the file name is conveniently indicated in the top right corner of the home screen.

Appgen Easy Query
Company 1 Appgen Business Software
Data File: < None Selected >

Show Items:

With:

Sorted by:

Select Data File

Directory: [/u/appgen/AR]

1	/..	<DIR>
2	AR-ARTEMP.1	A/R Temporary Work File
3	AR-ATRANS.1	A/R Apply Open Credits File
4	AR-BUYPROF.1	A/R Customer Buying Profiles
5	AR-COMDUE.1	A/R Commissions due File
6	AR-COMPNY.1	A/R Master Company File
7	AR-CUSMAS.1	A/R Master Customer File
8	AR-FINCHG.1	A/R Finance Charge File
9	AR-GLCHART.1	A/R - G/L Chart of Accounts
10	AR-GLDIST.1	A/R - G/L Distribution File

APPGEN Easy Query

1. **Select Data File**
2. Select Fields to Display
3. Choose Records with...
4. Sort by...
5. Produce Report
6. Set Up Mailing Labels
7. Other Query Options

Please enter desired selection:

F1=End F2=Help F3=Clear F5=Change Company F6=Run Query F7=Record Count

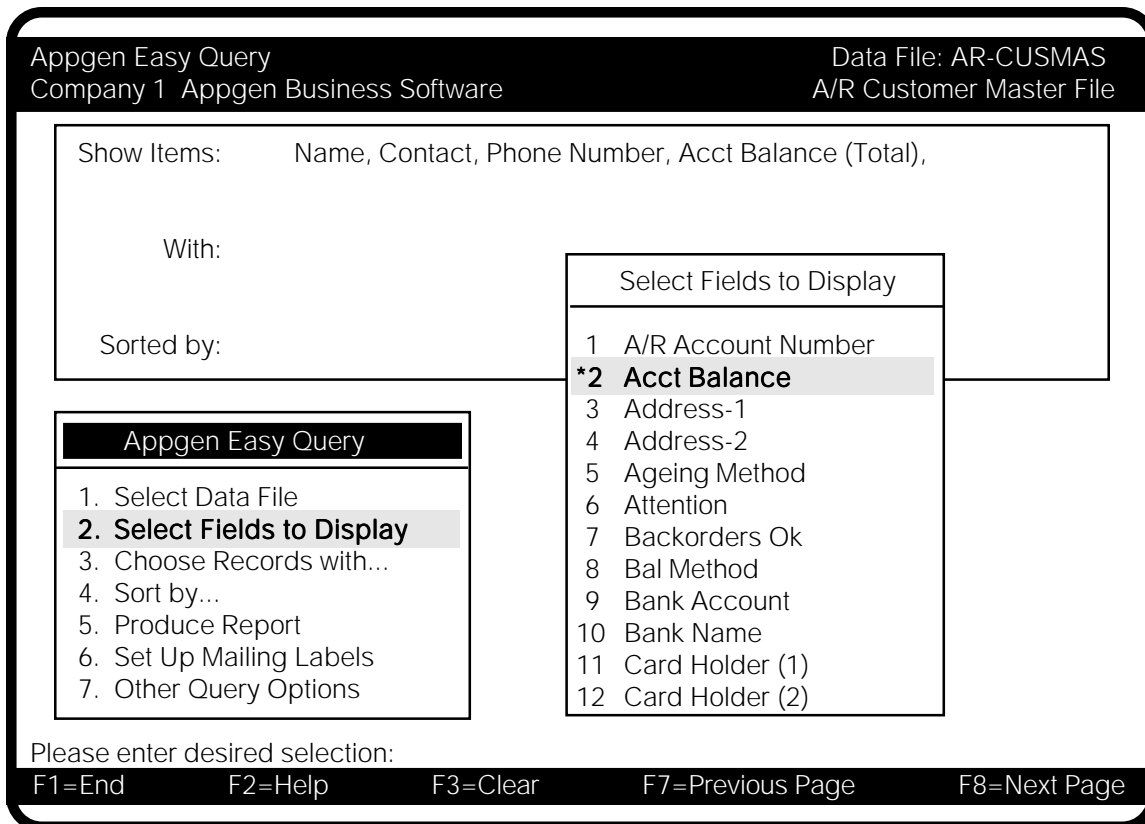
Selecting Criteria - Fields to Display

The home screen indicates our second step as 'Select Fields to Display'. Choosing this selection opens a window to show us all the fields, or pieces of information, contained in the Customer Master File. Because we are building a list of people who owe us money, the first thing we'd like to see (criteria we'll specify) is their name.

We can use the arrow keys to scroll through the menu, highlight the 'Name' selection, and press return.

Or, since we know exactly what we want, we can make our selection more quickly by typing in the beginning letters of the selection, rather than repeatedly pressing the arrow keys. Typing 'N' or 'na' will automatically move the highlight bar to the first selection in the menu that matches this criteria.

Press <return> and an asterisk (*) will appear next to the item to indicate that it has been selected. Additionally, the field name is immediately displayed next to "Show Items:" on the home screen.



Now, we'll continue selecting additional fields to display in the same manner. Let's get their phone number in case we would like to call them. And, we'll also need a contact name to know who to call. The 'Phone Number' and 'Contact' selections appear under "Show Items:" as we select them.

Finally, of course, we do want to see their account balance. So, we go right to 'Acct Balance' and make our selection. We are automatically asked if we want a total on that field. Yes, we'd like a total. When we produce our report, we'll not only get account balances on our customers, but we'll also get a total of the amounts due. Again, our selection and option to 'Total' is added to the "Show Items:" list.

That is all we need to see on our report. 'End' (or **F1**) closes the 'Fields to Display' window.

Choosing Records With...

The third step to which we are directed is 'Choose Records With...'. Again, this selection opens a window to show us all the fields of the A/R Customer Master File.

For our purposes, we only want to see customers with an outstanding balance. We'll choose all records with an account balance *greater than* zero (0).

After selecting 'Acct Balance' from the menu (using either the highlight bar or by keying in the first few letters), we receive a prompt and select *greater than* ('GT >'). Next, we're prompted to enter a constant. Enter zero ('0') for all account balances greater than zero.

Appgen Easy Query
Company 1 Appgen Business Software
Data File: AR-CUSMAS
A/R Customer Master File

Show Items: Name, Contact, Phone Number, Acct Balance (Total),

 With: Acct Balance > '.00'

 Sort:

Choose Records With...

1	Acct Balance
2	Address
3	City, State, Zip
4	Contact
3	Customer Name
4	Customer Code
5	Dunning Call Back
6	Dunning Notes
7	Fax Number

1	GT	>
2	GE	>=
3	EQ	=
4	NE	<>
5	LT	<
6	LE	<=

Enter a Constant:

Please enter desired selection:

F1=End
F2=Help
F3=Clear
F7=Previous Page
F8=Next Page

Additional "and" and "or" criteria may be added, but they are unnecessary in this case. Pressing **F1** ends us out of this function.

Sort By...

The fourth step indicated on the home screen is "Sort By...". Do we want our list of customers sorted in any specific fashion? Yes, it would be helpful to have it organized. Let's sort by account balance and put the customers who owe the most money at the top of the list.

We'll select the "Sort By..." function and choose account balance. At the prompt, we'll enter 'D' for a descending sort. The selection and descending option are automatically displayed on the home screen.

We are now prompted with the question: Do we want a break on this field? That would give us a blank line after each instance that the account balance changes. We don't need that for our list. And, since we do not need any other 'sort by' criteria, we can end out of this function.

Appgen Easy Query
Company 1 Appgen Business Software
Data File: AR-CUSMAS
A/R Customer Master File

Show Items: Name, Contact, Phone Number, Acct Balance (Total),

With: Acct Balance > '.00'

Sorted by: Acct Balance (Dsn)

APPGEN Easy Q

Break on this field? (Y/N)

1. Select Data File
2. Select Fields to Display
3. Choose Records with...
- 4. Sort by...**
5. Produce Report
6. Set Up Mailing Labels
7. Other Query Options

- *1 Acct Balance**
- 2 Address
- 3 City, State, Zip
- 4 Contact
- 5 Customer Name
- 6 Customer Code
- 7 Dunning Call Back

Please enter desired selection:

F1=End F2=Help F3=Clear F5=Change Company F6=Run Query F7=Record Count

Produce Report

We are ready to produce our report, so we'll select the "Produce Report" option. We can output to a file or a printer, but first let's take a look at it right on the screen.

Appgen Easy Query
Company 1 Appgen Business Software
Data File: AR-CUSMAS
A/R Customer Master File

Show Items: Name, Contact, Phone Number, Acct Balance (Total),

 With: Acct Balance > '.00'

 Sorted by: Acct Balance (Dsn)

APPGEN Easy Query	<ol style="list-style-type: none"> 1. Select Data File 2. Select Fields to Display 3. Choose Records with... 4. Sort by... <li style="background-color: #eee;">5. Produce Report 6. Set Up Mailing Labels 7. Other Query Options
--------------------------	--

Output Options
<ol style="list-style-type: none"> <li style="background-color: #eee;">1. Output to Screen 2. Output to File 3. Output to Printer 4. Report Format Options

Please enter desired selection:

F1=End F2=Help F5=Change Company F7=Record Count

QUICK START

-----Name-----	-----Contact-----	--Phone Number--	---Acct Bal---
Riverhead Supply, Inc.	James Carter	516-323-5100	26,300.00
Darien Computers & Office	Al Gorey	203-671-7777	5,393.00
Bundy Office Systems, Inc.	Roger Rabatt	708-546-0000	3,052.00
The Hart Company	Jessie Hahn	914-463-6300	1,308.00
American Computer Supply	George Bushel	516-987-0777	723.11
Ajax Office & Computer Supply	Herbert Jameson	212-551-1231	639.84
Peele & Compton, Inc.	Ramon Sanchez	916-788-5000	523.20
Ace Systems Company	Edward Scissorhans	212-363-3000	354.25
Pacific Office & Home	Bernard Abbot	916-941-3200	272.50
Blue Point Office Supply, Inc.	Greg Lake	914-566-9000	110.19
Dial Office Supply	Slip Mohoney	212-786-4000	61.04
Patchogue Office & Stationary	John Carson	516-312-5544	52.32
Rialto Office	Cary Granite	916-677-7000	51.01

			38,840.46

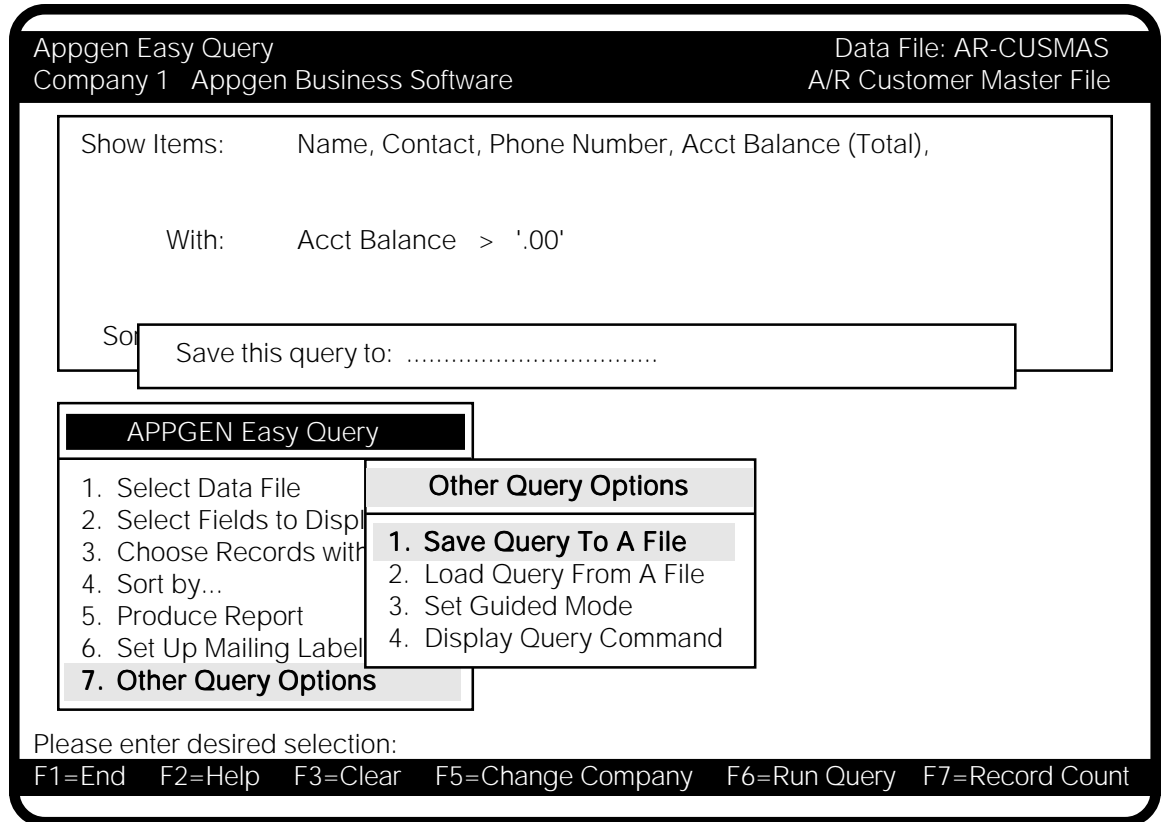
Press <return> to end.

We now have a list of all the customers that owe money; their names, phone numbers, and contacts. Those who owe the most money top the list. The bottom line shows the total of account balances. This represents our total receivables. Among other things, this can be used as a quick and easy dunning list. It took only minutes to create this useful report, and it was so simple that no programming skills at all were required.

Save Query

Because the report is so helpful, it is likely that we'll want to use this query again. Even though it only took a few minutes to produce, saving our query can save time and allow others to use it in the future as well.

By selecting "Other Query Options" from the main menu, we access the 'Save Query To A File' function. We are then asked to name the file. Let's save it as 'quickdunn'. The file will automatically be saved in the A/R directory (our current working directory).



We are finished working with our query for today, so we will end out of the E/Q program by pressing **F1** until we return to the A/R Home Screen.

Loading a Previously Saved Query

A day or two after creating our list of customers who owe us money, we know that much of the information has changed; we have collected a lot of money and sent out a number of invoices. So, we will want to run our query again to create a new, updated list.

We'll go back into Easy Query under A/R. We do not need to reconstruct the query again because we saved it to a file. This time, we can go right into "Other Query Options" and select 'Load Query From A File'.

We simply highlight "quickdunn.eq" (all query command files are automatically saved with the ".eq" extension) from the menu and press <return>.

Appgen Easy Query Company 1 Appgen Business Software	Data File: AR-CUSMAS A/R Customer Master File						
Show Items: Name, Contact, Phone Number, Acct Balance (Total), With: Acct Balance > '.00' Sorted by: Acct Balance (Dsn)							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #333; color: white; text-align: center; padding: 2px;">APPGEN Easy Query</td> <td style="background-color: #eee; text-align: center; padding: 2px;">Other Query Options</td> </tr> <tr> <td style="padding: 2px;"> 1. Select Data File 2. Select Fields to Display 3. Choose Records with 4. Sort by... 5. Produce Report 6. Set Up Mailing Label 7. Other Query Options </td> <td style="padding: 2px;"> 1. Save Query To A File 2. Load Query From A File 3. Set Guided Mode 4. Display Query Command </td> </tr> </table>	APPGEN Easy Query	Other Query Options	1. Select Data File 2. Select Fields to Display 3. Choose Records with 4. Sort by... 5. Produce Report 6. Set Up Mailing Label 7. Other Query Options	1. Save Query To A File 2. Load Query From A File 3. Set Guided Mode 4. Display Query Command	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #eee; text-align: center; padding: 2px;">Select Query File</td> </tr> <tr> <td style="padding: 2px;"> Directroy: [/u/appgen/AR] 1. /.. <Dir> 2. quickdunn.eq </td> </tr> </table>	Select Query File	Directroy: [/u/appgen/AR] 1. /.. <Dir> 2. quickdunn.eq
APPGEN Easy Query	Other Query Options						
1. Select Data File 2. Select Fields to Display 3. Choose Records with 4. Sort by... 5. Produce Report 6. Set Up Mailing Label 7. Other Query Options	1. Save Query To A File 2. Load Query From A File 3. Set Guided Mode 4. Display Query Command						
Select Query File							
Directroy: [/u/appgen/AR] 1. /.. <Dir> 2. quickdunn.eq							

Please enter desired selection:

F1=End F2=Help F3=Clear F5=Change Company F6=Run Query F7=Record Count

Instantly, our query criteria is filled out on the screen. If we choose, we may edit the query criteria at this time.

All we have to do at this point is run the query. We can go back to the main menu and select "Produce Report" or we can press **F6** to select our output options.

As we view the report on the screen, we can see the changes in individual customer's status and in our total receivables.

Appgen Easy Query
Company 1 Appgen Business Software
Data File: AR-CUSMAS
A/R Customer Master File

Show Items: Name, Contact, Phone Number, Acct Balance (Total),

With: Acct Balance > '.00'

Sorted by: Acct Balance

Output Options

1. Output to Screen
2. Output to File
3. Output to Printer
4. Report Format Options

APPGEN Easy Query

1. Select Data File
2. Select Fields to Display
3. Choose Records with
4. Sort by...
5. Produce Report
6. Set Up Mailing Label
- 7. Other Query Options**

Ot

1. Save Query To A File
- 2. Load Query From A File**
3. Set Guided Mode
4. Display Query Command

Please enter desired selection:

F1=End F2=Help F3=Clear F5=Change Company F6=Run Query F7=Record Count

This *Quick Start* example shows just how simple it is to access your data, using the quick, convenient, and straightforward manner of the Easy Query package.

CHAPTER 4: OPERATOR ORIENTATION

When the Easy Query program is selected, all of the Easy Query functions are accessible from the main menu as follows:

Appgen Easy Query Data File: < None Selected >
Company 0 Appgen Business Software

Show Items:
With:
Sorted by:

APPGEN Easy Query

- 1. Select Data File**
2. Select Fields to Display
3. Choose Records with...
4. Sort by...
5. Produce Report
6. Set Up Mailing Labels
7. Other Query Options

Please enter desired selection:
F1=End F2=Help F3=Clear F5=Change Company F6=Run Query F7=Record Count

All interaction with the system is accomplished by selecting functions from the menu option and through direct operator responses to screen prompting. This technique ensures that complete and consistent procedures are performed even though multiple operators have system access.

Easy Query functions are selected by moving the highlight bar to the desired option, or by entering the corresponding number of the desired function. Entry functions display an input screen template with a moving pointer (cursor), where appropriate, to prompt and guide the operator through the entry of data.

4.1 FUNCTIONAL OPERATION INFORMATION

This section describes in detail how to add, change, view, delete, and execute query command lines in the Easy Query program.

Getting to Work

In order to get started in using Appgen Easy Query, you must first boot up your computer and log in. Please refer to the 'Introduction' portion of this manual for a complete description of this process.

Getting Out

The word 'END' is the exit term in all Appgen software. Depending on where you are, continually typing 'END' will back you out of a window, then out to the main screen, and finally out of the application. Since 'END' is used so frequently, it is mapped to your terminal function key number one. The process of typing 'end' or pressing function key number one to back out of a function is frequently referred to as 'Ending Out'.

Moving Through Menus

The Appgen Easy Query, like other Appgen modules, uses menus to specify the tasks and options available. When you start the Appgen Easy Query program, you will first see an introduction screen followed by the Easy Query Main Menu. When a menu first appears, the first menu selection is highlighted. Using the arrow keys, you can change which selection is highlighted, then simply press <return> to branch to that function. In menu screens, you may also choose a desired selection by entering its number and pressing <return>. In selection screens, you may use arrow keys or type the first letter or letters of the selection you desire and the highlight bar will move to the next selection that fits your criteria.

To go back to the previous screen or to close a window, 'end out' by pressing function key number one or typing 'E' or 'END'.

Typing 'END' at the Main Menu exits the Easy Query program and returns you either to your starting menu or the UNIX shell prompt.

Special Keys

All normal entries into the program must be signified as complete by pressing the RETURN key after the entry.

Erroneous keystrokes may be corrected by using the erase key. This is usually the backspace or delete key on your keyboard.

There are several keys on your keyboard that have special meaning to your Appgen programs. Please consult Appendix C for a full description of these keys. It would be a good idea to keep a copy of those pages handy until you become completely familiar with them.

Throughout this manual, certain conventions will be used to illustrate special keys.

When you see:

<return>

this refers to the key on your keyboard that is labeled RETURN, or RTN, or NEWLINE. Sometimes the key labeled 'ENTER' performs the same function.

Occasionally, you will need to press the key labeled 'CONTROL', or 'CTL', or 'CNTL' and hold it down (like a shift key) as you press another key.

In this manual, if you see:

Control D
Control_D
CTL_D
CNTL_D
^D

these all mean the same thing: hold the control key down while pressing the 'D' key.

Throughout this manual you will see keystrokes enclosed in single quotes, such as 'END', '^', etc. These quotes are used to set the actual keystrokes apart in the sentence; do not type them.

Getting Help

At any prompt or menu screen throughout the Easy Query program, you can get on-line help by simply pressing the function key two (or typing '?' <return>). A window will then pop open on the bottom half of the screen to display the same 'help' text as contained in the 'Operators Reference' section of this manual.

Note: The 'Help' screens are context sensitive, therefore, you will want to use the up and down arrow keys to highlight the selection for which you need help before pressing function key number two.

You may scroll through long help text, line by line, by using the cursor (arrow) up and down keys. You may also scroll by page using function key number seven (previous page) and function key number eight (next page) or, if your keyboard has them, the page-up and page-down keys.

Shell Escapes

You may execute any operating system command from any Appgen menu by typing !command <return>.

Examples:

!sh <return> gives you the Unix shell prompt.
!mail <return> reads your mail.

Type ^D (control D) to exit the shell and return to the Appgen menu.

Entering and Editing Data

When entering a new field, a default value may appear. This is in anticipation of the most likely answer to the prompt. If it is right for you, just press <return> and the default will be recorded. If it is not right, type the correct entry over it. To edit a field you must be familiar with the functions and keys used to edit fields in Appgen. Please refer to Appendix C.

Printing the Screen Image

At any time you can have an image of your screen printed or saved to a file. Simply type '^R' (Control R), and printer prompts will appear on the screen.

Checking the Date and Calendar

At any time within any Appgen Application you can bring up a calendar and time display by typing ^D (Control D). The display appears in a pop-up window and does not affect data on the screen. When you press any key, the window closes.

Printing on Other Printers

NOTE: This section about printing on other printers is for those who are versed in the concepts of Unix, including 'piping' and 'spooling'. You may want to consult your system administrator or dealer if you require use of this feature.

If you want to print on a printer other than the default printer, you must change the name of the spooler (see Operator Reference - Report Format Options, page 5-16).

Example:

Spooler: lp2

In the example above, we piped the output through a program named lp2 which may control jobs headed for the second system printer.

Example:

Spooler: lp -dlaser

In this example, we invoked the Unix command 'lp' with an option to direct printing to a printer called 'laser'.

Example:

Spooler: pyramid > /usr/gus/py

Here is a compound usage in which you select processing by some program and then direct the output to a file. Specifically, the data streams through an in-house formatting program named 'pyramid', then goes into a user's directory under the name 'py' for word processing.

CHAPTER 5: OPERATOR REFERENCE

Easy Query

This is the master menu for the Easy Query program.

Appgen Easy Query Data File: < None Selected >
Company 0 Appgen Business Software

Show Items:

With:

Sorted by:

APPGEN Easy Query

1. **Select Data File**
2. Select Fields to Display
3. Choose Records with...
4. Sort by...
5. Produce Report
6. Set Up Mailing Labels
7. Other Query Options

Please enter desired selection:
F1=End F2=Help F3=Clear F5=Change Company F6=Run Query F7=Record Count

Select the function you desire by entering the appropriate number or using the arrow key to highlight your selection and press <return>. Type 'E' or 'END' to quit the program.

1. **Select Data File** - Use this function to select a data file to query. A data file must be specified in order to perform your query. If the desired file is not in the current directory, you may move about the directory structure by highlighting appropriate directories and pressing <return> until the desired data file is selected.
2. **Select Fields to Display** - Use this function to specify the data fields (attributes) from the selected data file that are to be generated in the report. The Easy Query program automatically displays all data fields available from the selected data file, as defined in the data dictionary. The order in which the fields (attributes) are selected is the order in which the fields will be displayed. If you do not select any fields to display, only the record keys will be displayed.

3. **Choose Records with...** - Use this function to select only those records with certain characteristics to be included in your report. For example: to see how many customers spent more than \$10,000 in the past month, and your data file has a field containing total monthly sales, you can select only records with total monthly sales greater than \$10,000. If you do not specify any such criteria, all records are displayed.
4. **Sort by...** - Use this function to specify one or more data fields (attributes) by which to sort your report. Sorting can be specified in ascending or descending orders. The "Sort by" feature also allows you to specify a 'Break', or the insertion of a blank line, when there is a change in the attribute upon which you are sorting. If no sorting method is specified, records will be displayed in the order that they appear in the data file.
5. **Produce Report** - Use this function to automatically generate reports based on the specified attributes, criteria, and sorting method. This option also allows you to create custom report formats. Generate reports on the screen, to a file, or to a printer.

Easy Query's report format options allow you to add headers, footers, and specify page size for the generation of reports. You can also include embedded values, such as date, time, or the name of the data file from which information is extracted, into your header or footer.

While developing a report, you may want to first output to the screen to verify your criteria. If you intend to format the output of the report with a word processor, you will probably choose to save the output to a file. Another check you may make before running your report is to press **F7** (function key number seven). This will display the number of records included in the report.

6. **Set Up Mailing Labels** - This function allows you to create mailing labels from your existing data files. This Mailing Label utility provides the ability to save and load mailing label commands, and to save and load different printer formats. As with a report query, a data file must be selected and attributes and criteria may be specified.

7. Other Query Options - This selection provides access to additional Appgen Easy Query functions, including:

-Save Query to a File

Once a query has been created, Easy Query allows you to save the query command to a file for future use. The saved query is in a format that can either be run at any Unix prompt or loaded into Easy Query for execution or editing. The user specifies the query file name.

-Load Query from a File

Easy Query allows you to load a previously saved query command. The criteria (command) information contained within the file will be displayed on the screen. At this point, the information is fully editable, and is treated as if it were entered.

-Set Guided Mode

The Easy Query Guided Mode will lead you through all possible choices in generating a query; selecting a data file, selecting the fields to be displayed, specifying criteria, and indicating a sorting method - up to the report generating option menu. This is a response-only mode in which the program automatically brings you through each consecutive step of entering your query.

-Display Query Command

This option shows you the actual AQL command line that is generated by Easy Query. This is the same command line that is called when a query is run through Easy Query or is saved to a file.

Use the "Select Data File" function to indicate a data file to query. A data file must be specified in order to perform a query.

Appgen Easy Query
Company 0 Appgen Business Software
Data File: < None Selected >

Show Items:

With:

Sorted by:

Select Data File

Directory: [/u/appgen/AR]

1	/..	<DIR>
2	AR-ARTEMP	A/R Temproary Work File
3	AR-ATRANS	A/R Apply Open Credits File
4	AR-BUYPROF	A/R Customer Buying Profiles
5	AR-COMDUE	A/R Commissions due File
6	AR-COMPNY	A/R Master Company File
7	AR-CUSMAS	A/R Master Customer File
8	AR-FINCHG	A/R Finance Charge File
9	AR-GLCHART	A/R - G/L Chart of Accounts
10	AR-GLDIST	A/R - G/L Distribution File

APPGEN Easy Query

1. **Select Data File**
2. Select Fields to Display
3. Choose Records with...
4. Sort by...
5. Produce Report
6. Set Up Mailing Labels
7. Other Query Options

Please enter desired selection:

F1=End F2=Help F3=Clear F5=Change Company F6=Run Query F7=Record Count

1. Select Data File - Select a data file by using the arrow keys to highlight your choice and pressing <return>. As an alternative, you may type in the first few letters or the entire name of the desired files and the highlight bar will move to the first selection that fits your criteria. If the desired file is not in the current directory, you may move about the directory structure by highlighting the appropriate directory and pressing <return>. To move to the directory directly above the current directory, select the "/.." entry from the menu.

Note: All entries within the Select Data File Window are sorted in alphabetical order, with directories listed first. (All files in the current directory may not appear for selection while some may require a password before you are allowed to select it. See your System Administrator for more information).The first entry in the data file window will always be "/.."

IMPORTANT: Your Appgen applications are set up for a multi-company environment. Only the data files for the selected company, indicated on the title bar at the top of your screen, are accessible through the Easy Query (E/Q) package.

When you enter into the Easy Query package, the designated company number will be "0" (zero - usually designated as the practice company). The selected company must be changed in order to work with the data files of another company. Press **F5** (function key number five) to change the selected company. You will be prompted with a company number window.



Company Number ..

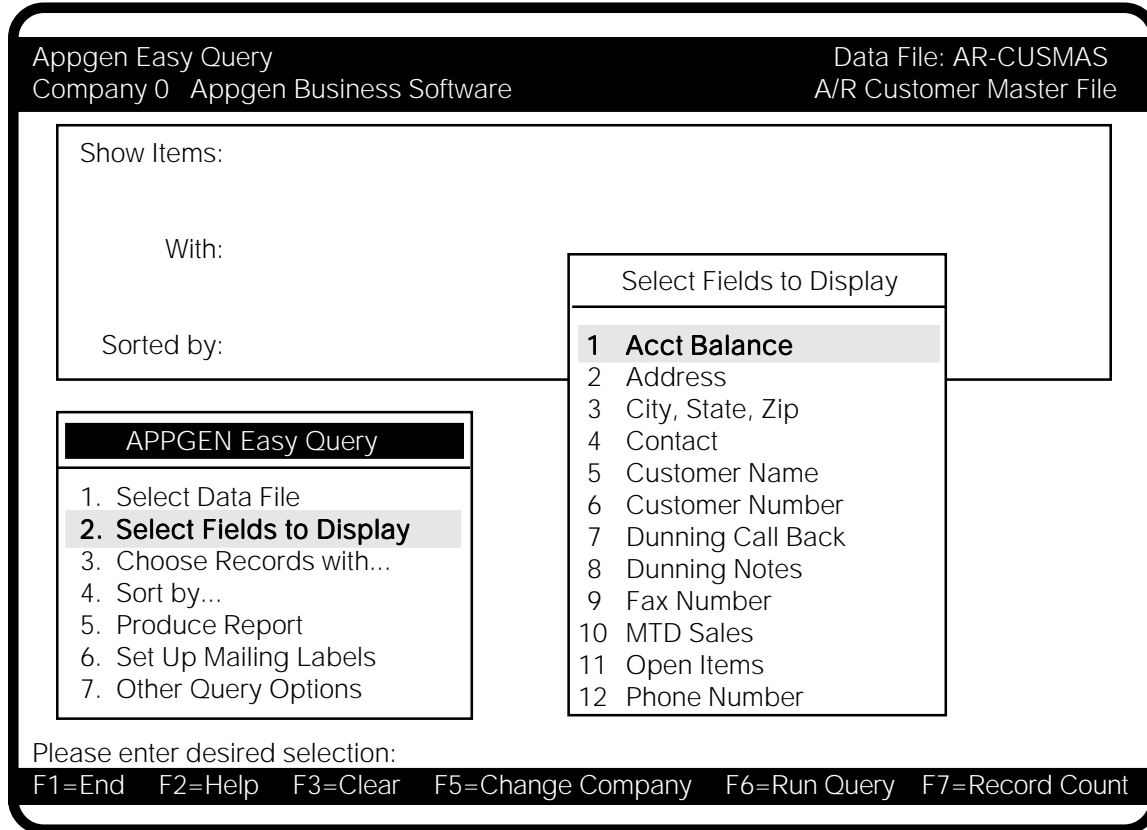
This allows you to enter the number of the company for which your query is to be performed.

Once a data file has been selected, you will automatically return to the Easy Query Main Menu. Your selected company name and data file are then indicated on the title bar.

After the first time you select a data file, pressing **F5** (function key number five) to change the company number will pop open a lookup window allowing you to choose the desired company from those that are available. The lookup window will appear similar to the following:

Select Company		
1	Practice Company	: 0
2	Acme Wholesalers, Inc.	: 1
3	Specialty Distribution	: 2

Use the “Select Fields to Display” function to specify data file attributes to be included in the report. If no field attributes are selected for display, the key fields will be displayed.



2. Select Fields to Display - To create a report with specific attributes from your data file, you must select the fields to be displayed. Choosing this option automatically displays a ‘Select Fields to Display’ menu with all possible attributes available from the selected data file. Attributes are displayed in alphabetical order by description. (If no description is available, the attribute's dictionary name is displayed.)

- a. Highlight and select attributes by using the number keys, the arrow keys, or typing in all or part of the selection, then pressing <return> . The order in which attributes are selected is the order in which the fields will be displayed in the report. As attributes are chosen, the field description will appear on the main screen (in order) under “Show Items”. They will also be identified with a star in the “Select Fields to Display” menu.

Note: Numeric attributes, such as Monthly Sales, may be totaled on your report. Easy Query automatically asks if you want a total on any attribute where a total is possible.

Appgen Easy Query
Company 0 Appgen Business Software

Data File: AR-CUSMAS
A/R Customer Master File

Show Items: Customer Name,Contact, Phone Number, Acct Balance (Total),

With:

Sorted by:

APPGEN Easy Query

1. Select Data File
- 2. Select Fields to Display**
3. Choose Records with...
4. Sort by...
5. Produce Report
6. Set Up Mailing Labels
7. Other Query Options

Select Fields to Display

- *1 Acct Balance**
- 2 Address
- 3 City, State, Zip
- *4 Contact
- *5 Customer Name
- 6 Customer Code
- 7 Dunning Call Back
- 8 Dunning Notes
- 9 Fax Number
- 10 MTD Sales
- 11 Open Items
- *12 Phone Number

Please enter desired selection:
F1=End F2=Help F3=Clear F5=Change Company F6=Run Query F7=Record Count

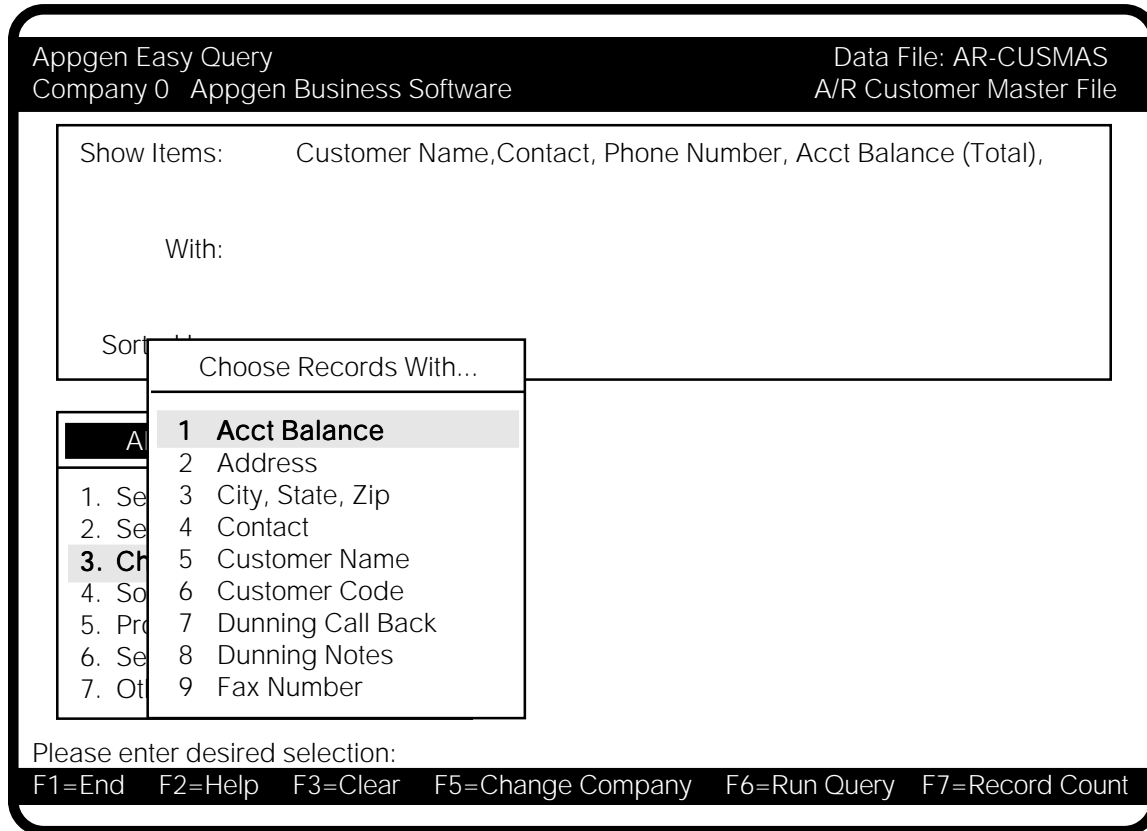
- To remove an attribute from the query command, re-select the attribute.
- To change the order of selected attributes, remove and re-select them in the desired order.
- To accept the selected fields and return to the Easy Query main menu, press the 'F1' key or type 'end' or 'e' then <return> .

Note: You may clear all of the selected data fields right from the Easy Query main menu by pressing function key number three (F3). You will be given a "Clear" menu where you can choose from five clear options; Items to Display, Selection Criteria, Sorting Specifications, Report Format, or All. Choosing 'All' will not affect your selected Data File.

OPERATOR REFERENCE

Choose Records With...

Use the "Choose Records With..." option to include records with certain characteristics. By choosing one or more attributes and assigning relational factors such as greater-than, less-than, equal-to, etc., you can produce targeted queries of your data. If no criteria is selected, all records are displayed.



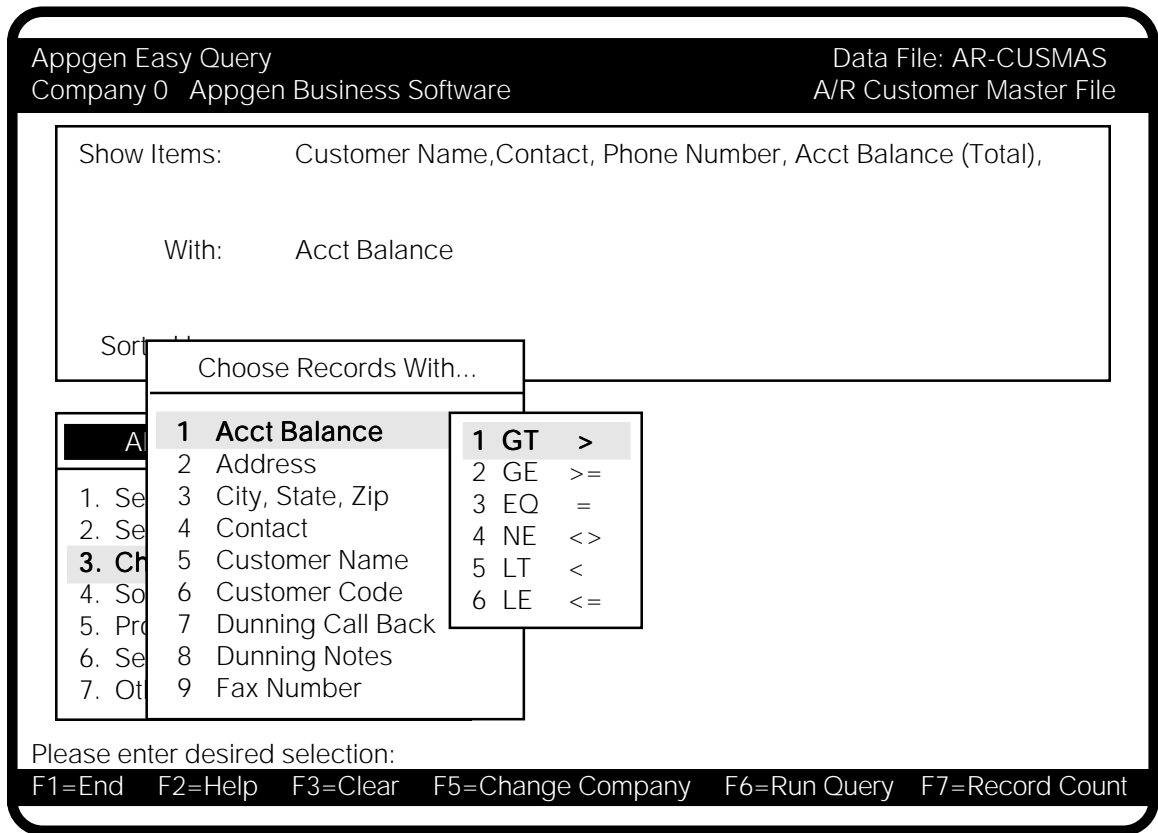
3. Choose Records With... - To create a report with a specific range of records, indicate the limiting attribute. You will then be prompted for a relational operator and a constant. Choosing this option automatically displays a "Choose Records With.." menu containing all fields available from the selected data file. Attributes are displayed in alphabetical order by description. (If no description is available, the attribute's dictionary name is displayed.)

For Example:

To display all companies with **Account Balance over \$2,500**

Select the limiting attribute -	Acct Balance	(Account Balance)
Indicate the relational operator -	GT >	(greater than)
Enter the constant -	2500.00	

Additional "and/or" factors may also be included.



- Select the desired attributes using either the number or the arrow keys, then press <return>. As you choose different attributes, their field descriptions will appear on the main menu under "With:".
 - As each attribute is selected, a menu of relational operators will appear. Choose the desired operator; greater-than (GT), greater-than or equal-to (GE), equal-to (EQ), not equal-to (NE), less-than (LT), or less-than or equal-to (LE).
 - Upon selecting a relational operator, you will be prompted to enter the relational constant. Enter the constant and press <return>. Your selection criteria will appear on the main menu.
- Numeric values must be entered using only numbers and decimals. Do not use commas, monetary symbols, or any other characters.
 - Alphabetic constants may be entered as a single letter or a string. Constants are evaluated based on the sorting sequence of the computer. Most often this will be the ASCII character set in which numbers are considered less than letters of the alphabet, and uppercase letters are considered less than lowercase letters.

OPERATOR REFERENCE

Choose Records With...

- An asterisk (*) wildcard may be entered to signify any character or series of characters within your criteria. Because the asterisk (*) signifies the acceptability of all possible characters or character combinations within your criteria, its use may save time consuming steps.

For example:

Here are two ways to display:

all records with a customer name beginning with the letter "A"

(without using a wildcard)

Choose Records With...

Select the limiting attribute -	Customer Name
Indicate the relational operator -	GT > (greater than)
Enter the constant -	'A'
Enter the "and/or" factor -	AND
Select next limiting attribute -	Customer Name
Indicate the relational operator -	< = (less than or equal to)
Enter the constant -	'AZZZ'

produces: Customer Name > 'A' AND Customer Name < = 'AZZZ'

(using the wildcard)

Choose Records With...

Select the limiting attribute -	Customer Name
Indicate the relational operator -	EQ = (equal to)
Enter the constant -	'A*'

produces: Customer Name = 'A*'

Note: Both sets of criteria selection will render the same results.

d. If your query requires a single criteria, press 'F1' when you see the Logical Operands window. This will return you to the Easy Query main menu. To include additional criteria, select either "AND" or "OR" from the Logical Operands window and repeat steps "a" through "c".

- To change the entered selection criteria, clear and reenter the information.

Note: To clear the chosen criteria, press 'F3'. From the "Clear" menu, choose the Selection Criteria option to clear the "Choose Records With" criteria, or the ALL option to clear all entered specifications.

- Preview the "Record Count" meeting your criteria by pressing function key number one (F1) to return to the main menu, and then pressing function key number seven (F7) to display the "Record Count" window. Press function key number one (F1) to return to the main menu.

Sort By...

Use the "Sort by..." function to select fields by which to sort your report. If no sorting method is specified, records may not be displayed in a useful order.

Appgen Easy Query
Company 0 Appgen Business Software
Data File: AR-CUSMAS
A/R Customer Master File

Show Items: Customer Name,Contact, Phone Number, Acct Balance (Total),

With: Acct Balance > '2500.00'

Sorted by:

APPGEN Easy Query

1. Select Data File
2. Select Fields to Display
3. Choose Records with...
- 4. Sort by...**
5. Produce Report
6. Set Up Mailing Labels
7. Other Query Options

Sort By...

- 1 Acct Balance**
- 2 Address
- 3 City, State, Zip
- 4 Contact
- 5 Customer Name
- 6 Customer Code
- 7 Dunning Call Back

Please enter desired selection:
 F1=End F2=Help F3=Clear F5=Change Company F6=Run Query F7=Record Count

4. Sort by... - To generate and organize reports based on certain fields, select one or more fields and indicate if they are to be displayed in an ascending or descending order. This feature also allows you to add "Breaks", or blank lines, when there is a change in an indicated sorting attribute. Any field from within the selected data file may be used for sorting; it does not need to be on the "Show Items" or the select criteria ("With") list.

Choosing the "Sort by..." option opens the "Sorting Criteria" menu. Attributes are displayed in alphabetical order by description. If no description is available, the attribute's dictionary name is displayed.

- a. Select the desired attribute using either the number or the arrow keys, then press <return>.
- b. At the prompt, choose Ascending ('A') or Descending ('D').

Appgen Easy Query
Company 0 Appgen Business Software
Data File: AR-CUSMAS
A/R Customer Master File

Show Items: Customer Name, Contact, Phone Number, Acct Balance (Total),

With: Acct Balance > '2500.00'

Sorted by: Acct Balance (Dsn)

APPGEN Easy Query

1. Select Data File
2. Select Fields to Display
3. Choose Records with...
- 4. Sort by...**
5. Produce Report
6. Set Up Mailing Labels
7. Other Query Options

Sort By...

- *1 Acct Balance**
- 2 Address
- 3 City, State, Zip
- 4 Contact
- 5 Customer Name
- 6 Customer Code
- 7 Dunning Call Back

Please enter desired selection:

F1=End F2=Help F3=Clear F5=Change Company F6=Run Query F7=Record Count

- c. Using the "Break-On" feature allows you to separate your report into sections; first by sorting using data values of a selected field, then requesting a "break" in the report whenever the data value for that field changes. For example, if the customer file is first sorted by city, breaks can be performed whenever the city changes. This results in an output report with groupings of records by city. You may specify breaks only after selecting your sorting criteria and indicating Ascending or Descending. Then, answer 'yes' to the "Break on this field? (Y/N)" prompt. The field name associated with the break does not appear as a column on the output report unless it is specified in the 'fields to display' criteria.

If a TOTAL is also included in the 'field to display criteria', breaks add vertical space to the report and also perform a subtotal at the breakpoint for all columns being totaled.

Note: The subtotal value(s) produced at each break is the subtotal of amounts SINCE the last break occurred, not a running subtotal from the beginning of the report.

Sort By...

To effect a subtotalling, you must specify three elements: 1) a sort by the appropriate attribute, 2) a "BREAK" to cause a break when the value of that field changes, and 3) a "TOTAL" to produce a grand total at the end of the report, as well as a subtotal at each break point.

"Breaks" should match the sorting sequence. A report that is sorted by customer number with a break on city would probably be meaningless; a break might occur after every record or two.

For examples of reports using the "Break" feature, refer to Appendix B.

Note: As you choose attributes, the sorting criteria will appear on the main menu under "Sorted by...". Selected attributes will also be indicated by a star in the "Sorting Criteria" menu.

- To remove an attribute from your current selections, just re-select the attribute.

- d. To accept the selected field(s) and return to the Easy Query main menu, press the 'F1' key or type 'end' or 'e' then <return>.

Note: You may clear all of the selected sorting criteria right from the Easy Query main menu by pressing 'F3'. You will be given a "Clear" menu where you can choose from five clear options; Items to Display, Selection Criteria, Sorting Specifications, Report Format, or All.

Use the “Produce Report” function to create custom report formats and to generate output for the selected data. Easy Query allows you to output reports to the screen, a file, or a printer.

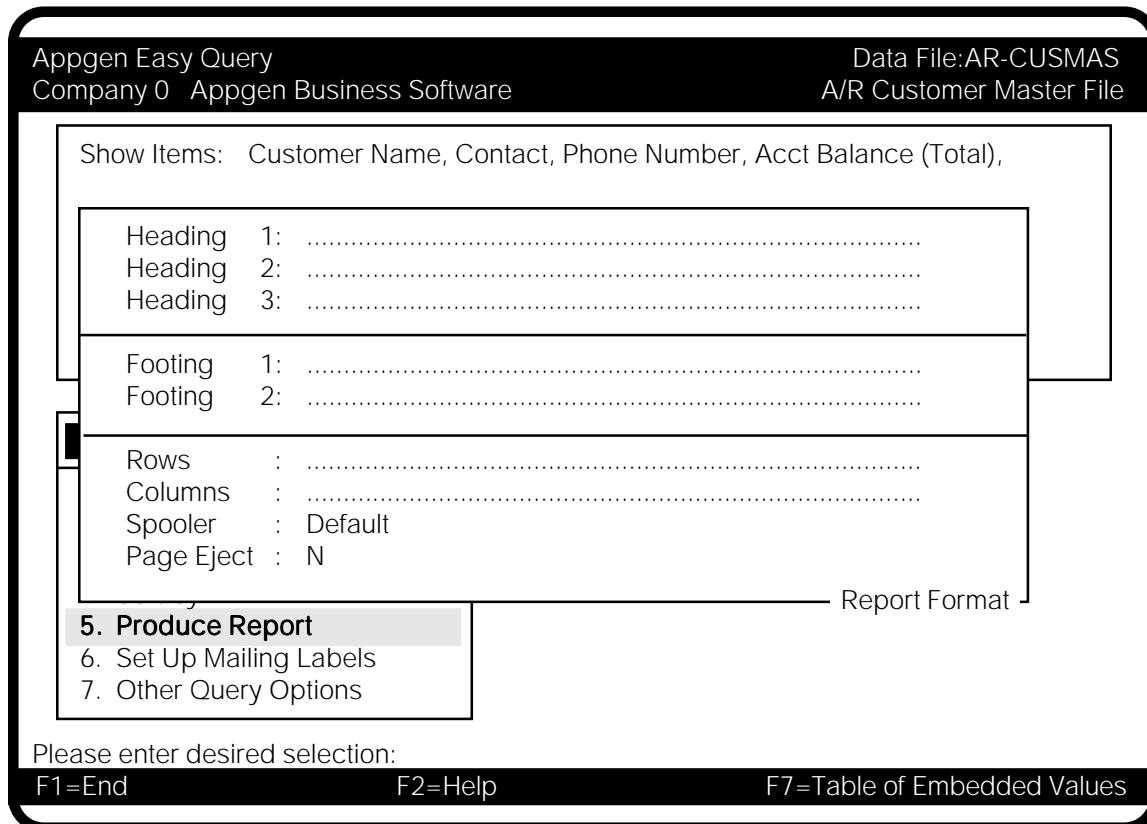
Appgen Easy Query Company 0 Appgen Business Software		Data File: AR-CUSMAS A/R Customer Master File																
<p>Show Items: Customer Name, Contact, Phone Number, Acct Balance (Total),</p> <p>With: Acct Balance > '2500.00'</p> <p>Sorted by: Acct Balance (Descend)</p>																		
	Output Options																	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0; text-align: center; padding: 2px;">APPGEN Easy Query</td> <td style="padding: 2px;">1. Output to Screen</td> </tr> <tr> <td style="padding: 2px;">1. Select Data File</td> <td style="padding: 2px;">2. Output to File</td> </tr> <tr> <td style="padding: 2px;">2. Select Fields to Display</td> <td style="padding: 2px;">3. Output to Printer</td> </tr> <tr> <td style="padding: 2px;">3. Choose Records with...</td> <td style="padding: 2px;">4. Report Format Options</td> </tr> <tr> <td style="padding: 2px;">4. Sort by...</td> <td></td> </tr> <tr> <td style="background-color: #e0e0e0; padding: 2px;">5. Produce Report</td> <td></td> </tr> <tr> <td style="padding: 2px;">6. Set Up Mailing Labels</td> <td></td> </tr> <tr> <td style="padding: 2px;">7. Other Query Options</td> <td></td> </tr> </table>		APPGEN Easy Query	1. Output to Screen	1. Select Data File	2. Output to File	2. Select Fields to Display	3. Output to Printer	3. Choose Records with...	4. Report Format Options	4. Sort by...		5. Produce Report		6. Set Up Mailing Labels		7. Other Query Options	
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7. Other Query Options																		
Please enter desired selection:																		
F1=End F2=Help F3=Clear F5=Change Company F6=Run Query F7=Record Count																		

5. Produce Report - Reports can be generated with automatic or custom formatting and output to the screen, a file, or a printer. For custom formatting, select “Report Format Options” to set your desired report specifications. If you elect automatic formatting, just select the desired output destination using the arrow keys, or by entering the appropriate number.

OUTPUT OPTIONS

1. **OUTPUT TO SCREEN** - This option will search through the specified data file, select records that meet your selection criteria, sort the items in accordance with the sorting specifications, and display the resulting items as a report on the screen.

2. **OUTPUT TO FILE** - This option will search through the specified data file, select records that meet your selection criteria, sort the items in accordance with the sorting specifications, and save the resulting report to a file. You will be prompted to enter a file name to which the output will be saved. Files will be saved in the current directory. You may specify paths and use environmental variables to save files in a different directory (consult your system administrator for more information about environmental variables and directory structures). If a file already exists, you will be notified and asked if you want to overwrite the existing file.
3. **OUTPUT TO PRINTER** - This option will search through the specified data file, select records that meet your selection criteria, sort the items in accordance with the sorting specifications, and send the resulting report to the system default printer. Easy Query automatically prints to your default printer. To select a different print spooler, the desired output location must be specified in the "Report Format Options" window before outputting to the printer.
4. **REPORT FORMAT OPTIONS** - This option allow you to add header and footer information, specify page size, and include embedded values such as date, time, or the data file from which the report originated.



- Headers and Footers:

To include descriptive headers and footers in your report, type the desired text at the appropriate prompt. Heading 1 will be the first line (or top) of the heading. Heading 2 will be the second line of the heading, etc. Similarly, Footing 1 will be the first line of the footer, and Footing 2 will be the second line.

Embedded values may be added to headers and footers. For a menu listing of possible values as shown below, press **F7** (function key number seven). Select the desired value from the menu by highlighting it and pressing <return> .

Embedded Values		
1	%c<n>	Begin Following Text in Column 'n'
2	%d	Print Current Date (eg. Aug 24, 1995)
3	%t	Print Current Time and Date in Format: hh:mm:ss mmm dd, yyyy
4	%%	Prints a Percent Sign
5	%bO	Causes a Page Break whenever a Break Occurs

Example:

Heading 1: Sales Report for %d
Heading 2: from file %f10

will print a heading consisting of two lines which will be:

Sales Report for <today's date >
from file <data file name, justified within 10 spaces >

- Rows and Columns:

Here you can customize the size of the generated report. Specify the width of your report in columns and the number of rows per page.

- Spooler:

To generate a report to a printer other than the default printer, enter the name of the desired spooler.

Examples: lp -dLaserjet
 print lp5
 labels

Refer to Operator Orientation, page 4-5, for more information about printing on other printers.

Note: Unpredictable results can occur by specifying a non-valid spooler.

- Page Eject:

Set the page eject to 'N' ("No") to print continuous forms with no page ejects.

Use the “Set Up Mailing Labels” option to prepare and print mailing labels or rotary file cards from your data files. As with a report query, a data file must be selected and attributes and other criteria may be specified. This utility also provides the ability to save and load previously created mailing label commands. Additionally, print format options may be set manually, or loaded from a previously saved format file. Easy Query also includes a selection of standard mailing label format files for your convenience.

Appgen Easy Query		Data File: AR-CUSMAS
Company 0 Appgen Business Software		A/R Customer Master File
Show Items:	Customer Name, Contact, Phone Number, Acct Balance (Total),	
With:	Acct Balance > '2500.00'	
Sorted by:	Acct Balance (Dsn)	
APPGEN Easy Query		
1. Select Data File		
2. Select Fields to Display		
3. Choose Records with...		
4. Sort by...		
5. Produce Report		
6. Set Up Mailing Labels		
7. Other Query Options		
Please enter desired selection:		
F1=End F2=Help F3=Clear F5=Change Company F6=Run Query F7=Record Count		

- 6. Set Up Mailing Labels** - Choose this option after selecting a data file. To create a new command line, you will need to select fields for display and specify other criteria prior to choosing this option. To load a previously saved Label Command file, select this option to open the “Mailing Label Options” window. This pop-up menu enables you to specify custom format options, print labels, save and load Command files, and save and load label format files.

Appgen Easy Query Company 0 Appgen Business Software	Data File: AR-CUSMAS A/R Customer Master File				
Show Items: Customer Name, Contact, Phone Number, Acct Balance (Total), With: Acct Balance > '2500.00' Sorted by: Acct Balance (Dsn)					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: black; color: white; padding: 2px;">APPGEN Easy Query</th> </tr> <tr> <td style="padding: 2px;"> <ol style="list-style-type: none"> 1. Select Data File 2. Select Fields to Display 3. Choose Records with... 4. Sort by... 5. Produce Report <li style="background-color: #e0e0e0;">6. Set Up Mailing Labels 7. Other Query Options </td> </tr> </table>	APPGEN Easy Query	<ol style="list-style-type: none"> 1. Select Data File 2. Select Fields to Display 3. Choose Records with... 4. Sort by... 5. Produce Report <li style="background-color: #e0e0e0;">6. Set Up Mailing Labels 7. Other Query Options 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #e0e0e0; padding: 2px;">Mailing Label Options</th> </tr> <tr> <td style="padding: 2px;"> <ol style="list-style-type: none"> <li style="background-color: #e0e0e0;">1. Format Options 2. Print Labels 3. Save Label Command to a File 4. Load Label Command File 5. Save Label Format to a File 6. Load Label Format File </td> </tr> </table>	Mailing Label Options	<ol style="list-style-type: none"> <li style="background-color: #e0e0e0;">1. Format Options 2. Print Labels 3. Save Label Command to a File 4. Load Label Command File 5. Save Label Format to a File 6. Load Label Format File
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Please enter desired selection: F1=End F2=Help F3=Clear F5=Change Company F6=Run Query F7=Record Count					

MAILING LABEL OPTIONS

1. **FORMAT OPTIONS** - Use this selection to enter custom label format options. The information within this template specifies exactly how the mailing labels will be printed. All fields must be filled in to successfully print labels. Label formats created here may be saved with the "Save Label Format to a File" option.
 - Labels Across Page:
Enter the number of labels to be printed across the form being used. Once a label size has been totally defined, the same size label can be used on different forms simply by changing this value to correspond with the form.
 - Columns Per Label:
Enter the width, in columns, of each label. This should be determined by the total number of columns that could be printed on an individual label.

Appgen Easy Query Company 0 Appgen Business Software		Data File: AR-CUSMAS A/R Customer Master File												
Show Items: Customer Name, Contact, Phone Number, Acct Balance (Total), With: Acct Balance > '2500.00'														
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Labels Across Page</td> <td style="padding: 5px;">.....</td> </tr> <tr> <td style="padding: 5px;">Columns Per Label</td> <td style="padding: 5px;">.....</td> </tr> <tr> <td style="padding: 5px;">Lines Per Label</td> <td style="padding: 5px;">.....</td> </tr> <tr> <td style="padding: 5px;">Columns Between Labels</td> <td style="padding: 5px;">.....</td> </tr> <tr> <td style="padding: 5px;">Lines Between Labels</td> <td style="padding: 5px;">.....</td> </tr> <tr> <td style="padding: 5px;">Column For Left Margin</td> <td style="padding: 5px;">.....</td> </tr> </table>			Labels Across Page	Columns Per Label	Lines Per Label	Columns Between Labels	Lines Between Labels	Column For Left Margin
Labels Across Page													
Columns Per Label													
Lines Per Label													
Columns Between Labels													
Lines Between Labels													
Column For Left Margin													
Print Spooler		Default												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">6. Set Up Mailing Labels</td> <td style="padding: 5px;">5. Save Label Format</td> </tr> <tr> <td style="padding: 5px;">7. Other Query Options</td> <td style="padding: 5px;">6. Load Label Format File</td> </tr> </table>		6. Set Up Mailing Labels	5. Save Label Format	7. Other Query Options	6. Load Label Format File	Mailing Labels								
6. Set Up Mailing Labels	5. Save Label Format													
7. Other Query Options	6. Load Label Format File													
Please enter desired selection:														
F1=End	F2=Help	F3=Clear												

- Lines Per Label:
Enter the number of lines in each label.

Example:

Coastal Flyer
101 Aero Blvd.
Atlanta, GA
11790

equals four (4) lines in the label

- Columns Between Labels:
Enter the width, in columns, of the blank space between the labels running across the page.
- Lines Between Labels:
Enter the number of blank lines between each label.
- Column For Left Margin:
Enter the number of the column that will represent the left margin. This is the point from where you would align the labels on the page.

- Print Spooler:

This is normally set to the system's default printer. To print labels on a printer other than the default printer, enter the name of the desired spooler. Consult your system administrator for more information on the print spooler and default printer.

Note: Unpredictable results may occur by specifying a non-valid spooler.

2. PRINT LABELS - Use this selection to output your mailing labels to the specified printer. All necessary information, including the desired attributes and criteria, and all prompts within the "Format Options" window, must be completed for the proper printing of mailing labels.

Note: It is suggested that before printing long runs of labels, you first view your criteria specification on the screen. Do this by going back to the Easy Query Main Menu and pressing F5. Select Output to Screen to view your criteria. It is also advisable to test any new label formats by first printing a small group of records. For example, if you have only a handful of customers whose names begin with "D", set your criteria for only those customer names equal to (=) "D*". (The asterisk '*' wildcard signifies that any character or character sequence in this position is acceptable.) Now print labels using the entered format options. The resulting output will confirm your specifications.

3. SAVE LABEL COMMAND TO A FILE - If you will be generating mailing labels from the same data file, with the same selection and sorting criteria, and the same printer and label format specifications on a regular basis, use this function to save the label command line. Upon entering this selection, you will be prompted for a file name. You may include paths and environmental variables when saving. All Mailing Label Command Files will be saved with a ".lq" extension appended to the name. The saved files can be run from the Unix command line or loaded into Easy Query for execution or editing.
4. LOAD LABEL COMMAND FILE - Previously saved label command files can be loaded into Easy Query for execution or editing. Select the desired file from the 'Label File' window by moving the menu bar to the file and pressing <return>. If the desired file is not in the current directory, you may move about the directory structure by highlighting the appropriate directory and pressing <return>. To move to the directory directly above the current directory, select the "/.." entry from the menu.

Note: Only files with a ".lq" extension will appear in the selection window. To load a file of another type, select the "Other..." option and enter the file name which may include paths and environmental variables.

The label command specifications from the loaded file may be verified and edited from the main menu. Editing the specifications will not alter the saved label command file.

5. **SAVE LABEL FORMAT TO A FILE** - This function will allow you to save the current printer and label format options. Upon entering this selection, you will be prompted for a file name. You may include paths and environmental variables when saving. All "Mailing Label Format" files will be saved with a ".lq.fmt" extension appended to the name. The saved format files can be loaded into Easy Query for printing with any label command.
6. **LOAD LABEL FORMAT FILE** - The supplied standard label formats and your previously saved Label Format files can be loaded into the program to save time and reduce errors. Select the desired file from the Format File window by moving the menu bar to the file and pressing <return>. If the desired file is not in the current directory, you may move about the directory structure by highlighting the appropriate directory and pressing <return>. To move to the directory directly above the current directory, select the "/.." entry from the menu.

SUPPLIED STANDARD LABEL FORMATS

<u>Format</u>	<u>File Name</u>
$2\frac{3}{4}$ " x $1\frac{5}{16}$ "	2.75.lq.fmt
3" x $1\frac{15}{16}$ "	3.0.lq.fmt
$3\frac{1}{2}$ " x $1\frac{5}{16}$ "	3.5.lq.fmt

All of the supplied label formats are set for three (3) labels across the page. You may change number of labels across the page to suit your needs.

The default location for these format files is the Appgen Home Directory. See your system administrator for further information on the Appgen Home Directory.

Note: Only files with a ".lq.fmt" extension will appear in the selection window. To load a file without the standard extension, select the "Other..." option and enter the file name which may include paths and environmental variables.

The label format specifications from the loaded file may be verified or edited in the format options window. Editing will not alter the saved label format file.

Use this selection to access additional Easy Query functions, including: Save Query to a File, Load Query from a File, Set Guided Mode, and Display Query Command.

Appgen Easy Query
Company 0 Appgen Business Software
Data File: AR-CUSMAS
A/R Customer Master File

Show Items: Customer Name, Contact, Phone Number, Acct Balance (Total),

With: Acct Balance > '2500.00'

Sorted by: Acct Balance (Descend)

APPGEN Easy Query

1. Select Data File
2. Select Fields to Display
3. Choose Records with...
4. Sort by...
5. Produce Report
6. Set Up Mailing Labels
7. Other Query Options

Please enter desired selection:

F1=End F2=Help F3=Clear F5=Change Company F6=Run Query F7=Record Count

7. **Other Query Options** - Choosing this selection will open the "Other Query Options" menu. To perform one of the four functions displayed, highlight the selection and press <enter>.

OTHER QUERY OPTIONS

1. **SAVE QUERY TO A FILE** - Use this function to save a query command for future use. Your saved query may be run directly from a Unix prompt or loaded into Easy Query for modifications or execution.
 - You must first have a data file specified and your selection criteria entered.
 - Upon selecting this option, you will be prompted for a file name. You may include paths and environmental variables when saving. All query command files will be saved with a ".eq" extension appended to the name.
 - To return to the Easy Query main menu, press function key number one (F1).

Appgen Easy Query
Company 0 Appgen Business Software
Data File: AR-CUSMAS
A/R Customer Master File

Show Items: Customer Name, Contact, Phone Number, Acct Balance (Total),

With: Acct Balance > '2500.00'

Sorted by: Acct Balance (Descend)

APPGEN Easy Query	Other Query Options
<ol style="list-style-type: none"> 1. Select Data File 2. Select Fields to Display 3. Choose Records with 4. Sort by... 5. Produce Report 6. Set Up Mailing Label <li style="background-color: #eee;">7. Other Query Options 	<ol style="list-style-type: none"> <li style="background-color: #eee;">1. Save Query To A File 2. Load Query From A File 3. Set Guided Mode 4. Display Query Command

Please enter desired selection:

F1=End F2=Help F3=Clear

2. **LOAD QUERY FROM A FILE** - Use this function to load a previously saved query command into Easy Query. All of the information from the file will be displayed on the Easy Query main menu and may be edited. Editing will not alter the saved file.

- Upon selecting this option, a "Select Query File" window will open. Select the desired file by moving the menu bar to the file and pressing <return>. If the desired file is not in the current directory, you may move about the directory structure by highlighting the appropriate directory and pressing <return>. To move to the directory directly above the current directory, select the "/.." entry from the menu.

Note: Only files with a ".eq" extension will appear in the selection window. To load a file of another type, select the "Other.." item and enter the file name which may include paths and environmental variables.

- To return to the Easy Query main menu, press function key number one (F1).

Note: If there is already criteria specified when you attempt to load a query file, you will be prompted with a save option for the current criteria. The command file will clear the criteria on the Easy Query main menu before loading.

3. SET GUIDED MODE - Use this function to change between Guided and normal modes from within the Easy Query program. Selecting this option opens the "Mode" window which indicates the current mode and prompts you with a change mode option. The Guided Mode will lead you through all possible choices in generating a query; selecting a data file, selecting the fields to be displayed, specifying criteria, indicating sorting criteria, and conclude at the report generating option menu.
4. DISPLAY QUERY COMMAND - This is a "Show" option that displays the AQL command line generated by Easy Query based on the current criteria. This is the same command line that is called when a query is run through Easy Query or is saved to a file.
 - To return to the "Other Query Options" window, press function key number one (F1).

To close the "Other Query Options" window and return to the Easy Query main menu, press function key number one (F1).

APPENDIX A: HOW TO INSTALL THE APPGEN PACKAGE

Please refer to the **Installing & Configuring the Applications** manual for complete instructions on installation and post installation procedures.

APPENDIX B: SAMPLE REPORTS USING "BREAKS"

Criteria: *Show Items:* Customer Name, City
With:
Sorted by: City (Asc & Break)

Results: The customer records are sorted by city and grouped by city on the output report.

Display:

-----Customer Name-----	-----City-----
GEORGIA AMALGAMATED	ATLANTA
THE FASTER COMPANY	ATLANTA
JASPER ELECTRONICS	ATLANTA
AMERICAN GRAPHICS	ATLANTA
STANDBY SUPPLY CO.	ATLANTA
MUTUAL OF GEORGIA	ATLANTA
DONNER PAPER CO.	ATLANTA
COASTAL FLYER	ATLANTA
HERCULES LIFTERS	ATLANTA
STATOR MACHINE WORKS	DALLAS
GOLIATH	DALLAS
EASTERN SALES	DALLAS
CROSSCUT SUPPLY	DALLAS
DYNAMIC VENTURES INC.	DALLAS
TELEPORT INC	DALLAS
STANDARD ENGINE	DALLAS
BEST CHEMICALS	HOUSTON
MOORE WIRING	HOUSTON
THE HOUSTON COMPANY	HOUSTON
NEW DIRECTION CO.	HOUSTON
JOHN STEADY AND COMPANY	HOUSTON
U.S. OFFICE FURN.	HOUSTON
AMERICAN DIODE	HOUSTON
AMERICAN GROUP	HOUSTON
M. J. ROTH AND CO.	NEW ORLEANS
THE HELIX CONSORTIUM	NEW ORLEANS
FREIGHTWAYS	NEW ORLEANS
BINDER PRINTING	NEW ORLEANS
UNITED METALS	NEW ORLEANS
PACER AIRWAYS	NEW ORLEANS
CONCOURSE ENTERPRISES	NEW ORLEANS
HUGHES AND DRYDEN	SAN ANTONIO
WESTERN TIMBER	SAN ANTONIO
BESTWAYS COMPANY	SAN ANTONIO
HIGHLAND FREIGHT	SAN ANTONIO
LOEB INSURANCE CO.	SAN ANTONIO
OCEAN TESTING	SAN ANTONIO
LEISURE SPORTS INC.	SAN ANTONIO

APPENDIX B

Criteria: *Show Items:* Salesperson, Customer Name, YTD Sales (Total)
With:
Sorted by: Salesperson (Asc & Break)

Results: Displays all customer records grouped by sales rep with a subtotal sales amount for each sales rep and a grand total at the end.

Display:

Salesperson	-----Customer Name-----	YTD Sales
RD	HUGHES AND DRYDEN	31,450.00
RD	WESTERN TIMBER	17,340.00
RD	BESTWAYS COMPANY	12,400.00
RD	HIGHLAND FREIGHT	27,900.00
RD	LOEB INSURANCE CO.	17,200.00
RD	OCEAN TESTING	112,370.00
RD	LEISURE SPORTS INC.	<u>71,300.00</u>
		289,960.00
JW	BEST CHEMICALS	7,280.00
JW	MOORE WIRING	9,600.00
JW	THE HOUSTON COMPANY	63,205.00
JW	NEW DIRECTION CO.	84,220.00
JW	JOHN STEADY AND COMPANY	91,050.00
JW	U.S. OFFICE FURN.	94,670.00
JW	AMERICAN DIODE	2,700.00
JW	AMERICAN GROUP	<u>21,500.00</u>
		374,225.00
LL	M. J. ROTH AND CO.	6,350.00
LL	GEORGIA AMALGAMATED	28,650.00
LL	THE HELIX CONSORTIUM	102,500.00
LL	FREIGHTWAYS	44,280.00
LL	THE FASTER COMPANY	72,780.00
LL	BINDER PRINTING	6,200.00
LL	JASPER ELECTRONICS	6,310.00
LL	AMERICAN GRAPHICS	4,820.00
LL	STANDBY SUPPLY CO.	81,050.00
LL	UNITED METALS	4,380.00
LL	PACER AIRWAYS	22,170.00
LL	MUTUAL OF GEORGIA	19,430.00
LL	DONNER PAPER CO.	82,225.00
LL	COASTAL FLYER	77,250.00
LL	CONCOURSE ENTERPRISES	22,110.00
LL	HERCULES LIFTERS	<u>53,500.00</u>
		634,005.00
SE	STATOR MACHINE WORKS	28,500.00
SE	GOLIATH	18,200.00
SE	EASTERN SALES	92,510.00
SE	CROSSCUT SUPPLY	1,800.00
SE	DYNAMIC VENTURES INC.	.00
SE	TELEPORT INC	14,250.00
SE	STANDARD ENGINE	<u>19,300.00</u>
		174,560.00
		1,472,750.00

APPENDIX C: SPECIAL KEYS

NOTE: There are several conventions used to denote the simultaneous depression of the keyboard 'control' key and another key:

`^D`
`control D`
`CTL_D`

The above three examples all mean the same thing: the simultaneous depressing of the 'control' key and the 'D' key.

Other special characters are denoted as such:

`\r` or `\n` - <return> key
`\t` - tab key
`\E` - escape key

Appgen Editing Keys

At any prompt in Appgen, a default entry value may be displayed and it, or the user's entry, may be edited using the following conventions.

- When <return> is pressed, the value stored is everything between the beginning of the entry and the cursor.
If the down arrow (↓) cursor motion key is pressed, everything that appears in the entry field is stored.
Note: Trailing spaces are never stored and leading zeroes in numeric fields are stripped before the number is stored.
- erase character (from stty, usually DEL or Back Space)
Deletes the character before the cursor, just like normal.
- kill character (as defined by stty)
Starts you over at beginning of the current line.
- ^F (control F) or the right arrow (→) cursor motion key
Moves cursor one character forward (to the right).
- ^B (control B) or the left arrow (←) cursor motion key
Moves cursor one character backward (to the left).

- ^T (control T)
Transposes the previous two characters to correct a very common typo in one keystroke.
- ^E (control E)
Moves the cursor to the end of the current line to append text.
- ^P (control P)
Enters insert mode - all printing characters and spaces are inserted. Press <return> to stop inserting.
- ^X (control X)
Deletes the character at the cursor - deletes to the right where the erase character deletes from the left
- " " (a blank space)
Entering a blank space at the beginning of a field, and pressing <return>, removes (clears) any data previously keyed in that field.

Other Special Keys

- ^L (control L) (^N on Wyse 50 terminals)
Redraws the screen.
- up arrow (↑) cursor motion key
While in a menu, pressing this key causes your cursor (highlight bar) to move up to the previous selection. Pressing this key while at the first, or number 1 selection causes the cursor to move to the last selection in the menu.
Pressing this key while at a help message will cause the message to scroll up, one line at a time.
- down arrow (↓) cursor motion key
While in a menu, pressing this key causes the cursor (highlight bar) to move down to the next consecutive selection. Pressing this key while at the last selection on a screen causes the cursor to move to the first selection in the menu.
Pressing this key while viewing a help message will cause the message to scroll down, one line at a time.

- Page Up & Page Down

These keys can be used to scroll help messages one page at a time.

- ^R (control R)

This causes the current screen image to be dumped to the printer or to a file.

- ^D (control D)

This will cause the current month's calendar and time to display in a pop-up window. Any subsequent keystroke makes it disappear.

- ^V (control V)

This opens a window in the center of the screen, showing the release number, and serial number of the installed Appgen software. Any subsequent keystroke will make it disappear.

- END <return>

At the main menu, this would cause Easy Query to terminate. At any other menu this would cause the program to return to the next higher level menu.

- ? <return>

This would cause the help window to pop open and any help text associated with the prompt will appear.

Terminal Function Keys

To make applications more user friendly, the terminal's function keys are programmed to perform the data editor and other functions described above.

At any point of operator entry in any Appgen application, the function keys are assigned the following default values:

Function Key #1 - END <return>

This causes the program to enter the 'END' mode, as described above.

Function Key #2 - ? <return>

This causes the help messages to display in a pop-up window.

All other uses of the terminal's function keys are noted in the bottom line of the screen (function key label line).