



**ProData DBU RDi for IBM i**  
User Manual

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# 1. Welcome

Thank you for choosing DBU RDi for IBM i! This manual is intended to guide you through the installation, set-up, and use of DBU RDi. While we do our best to provide a comprehensive and up-to-date resource in this guide, you may encounter a situation that requires additional assistance. If so, please don't hesitate to contact ProData Customer Support - we're happy to help.

## ProData Customer Support

Online: <http://dodbu.com/support.shtml>  
Toll Free: 800.228.6318  
Fax: 402.697.7576

## 2. Quick-Start Guide

View/download the DBU RDi Quick-Start Guide here:

<http://dodbu.com/dbu-rdi/docs/DBURDi-QuickStartGuide.pdf>

## 3. Exploring the Interface

### The Interface

The main DBU RDi interface consists of four main sections (*Figure 4*).

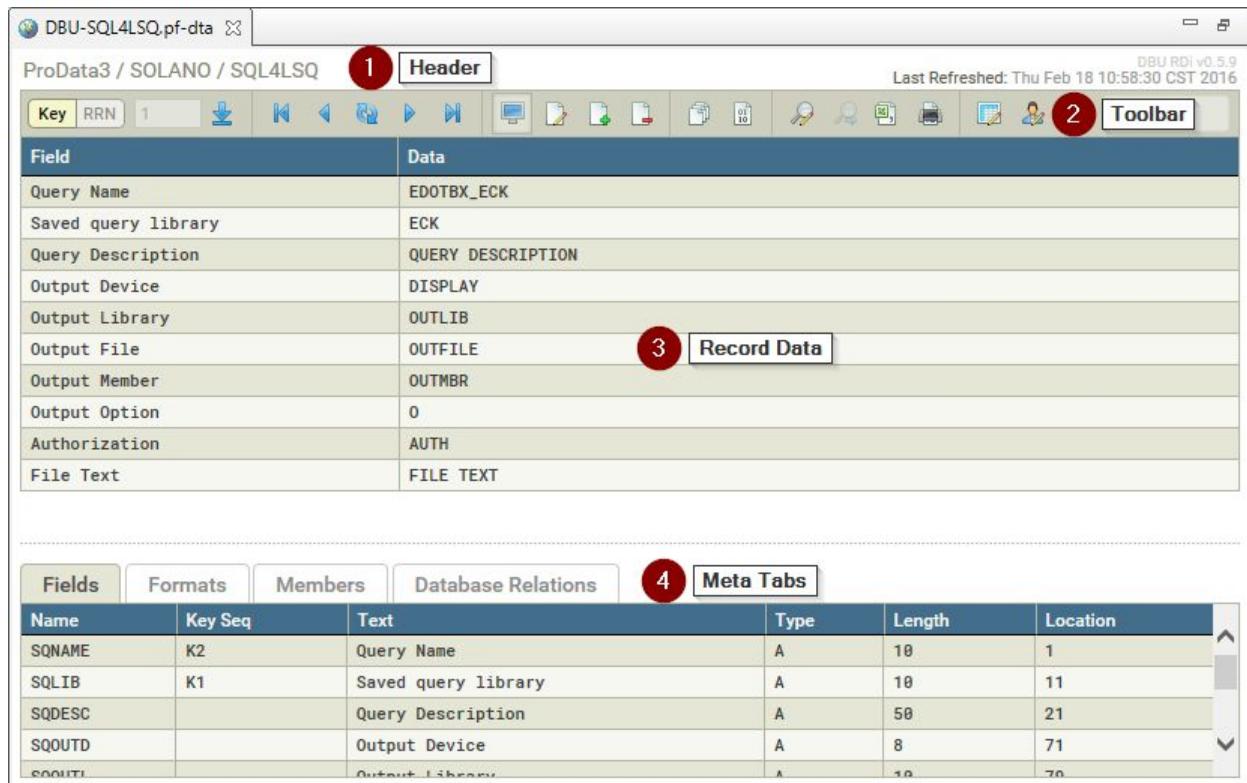
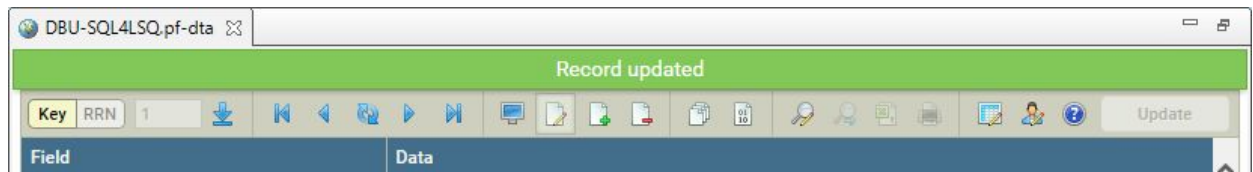


Figure 4 - Interface Overview

## Header

This section is mainly used for informational purposes, such as referencing the location of the current file and the date/time it was last refreshed. System messages are also displayed in this section.

Given its informational nature, almost no user interaction will take place in the header. The one exception is when system messages are displayed. For non-critical messages, you can click within the message banner area (green box in *Figure 5*) to hide the message. Otherwise, these messages will hide automatically after a few seconds.



**Figure 5** - DBU RD i Header with system messaging

## Toolbar

The DBU RD i toolbar is where most user interactions will take place: navigating between records, changing modes, searching, exporting data, printing, and more (*Figure 6*).



**Figure 6** - DBU RD i Toolbar

The toolbar consists of up to 22 buttons and a text input field (depending on file type and user permissions). Simply point and click to activate a button's functionality. While the function of each button should be fairly intuitive, just hold your mouse cursor over a button to see a brief description of what it does. More details about each button's functionality are covered in later sections of this manual.

## Record Data

This section displays the data contained within each record. Data can be displayed in a variety of ways by changing a record's format and mode combinations. Records can be displayed in Single/Multiple Record Format, and Display, Edit, Add, Delete, or Hexadecimal mode. More details about each record mode are covered in future sections of this manual.

## Meta Tabs

The Meta Tabs section provides access to lower-level file data. Each tab is described in more detail below.

## Fields

Displays the field name and attributes for the currently selected file (*Figure 7*).

Fields	Formats	Members	Database Relations		
Name	Key Seq	Text	Type	Length	Location
SQNAME	K2	Query Name	A	10	1
SQLIB	K1	Saved query library	A	10	11
SQDESC		Query Description	A	50	21
SQOUTD		Output Device	A	8	71
SQOUTL		Output Library	A	10	70

Figure 7 - Fields View Tab

## Formats

Displays the record format information for the currently selected file (*Figure 8*).

Fields	Formats	Members	Database Relations		
Format		File	Library	Rcd Len	# of Flds
SQREC		SQL4LSQ	SOLANO	169	10

Figure 8 - Formats View Tab

## Members

Displays the member information for the current file. For files with multiple members, you may switch members on-the-fly by double-clicking on the desired member (*Figure 9*).

Fields	Formats	Members	Database Relations		
Member		# of Rcds	Dlt Rcds	Data Size	Text
<u>GARRISON</u>		798	253	792	
GRAY2		46	0	3080	
HARTLEY		76	0	36	
HARTLEYR		1	0	40	
OLIVERA		0	0	0	

Figure 9 - Members View Tab

## Database Relations

Displays database relations and associated information for the selected file. All of the access paths built over the physical file are listed. For files with multiple relations, you may switch files on-the-fly by double-clicking on the desired file name (highlighted in yellow) (*Figure 10*).

Fields	Formats	Members	Database Relations
File			Text
DBPLPRDT SOLANO			DBU LPR Detail File
Format: DBRLPRDT			Key: Arrival Sequence
			Records: 9782 Last Used: 02/18/2016
DBLLPRDT SOLANO			LPCUST LPSRLN LPSFTW
Format: DBLLPRDT			Key: LPCUST LPSRLN LPSFTW

Figure 10 - Database Relations View Tab

## The Toolbar

Below is a brief description of the various toolbar sections and the functionalities each section contains.

### Record Navigation

Use this section of the toolbar to navigate between records (*Figure 11*).



**Figure 11 - Record Navigation**



### **Toggle Access Mode**

Toggle the record access mode. This will enable/disable RRN Input, Position To Record, and Toggle RDR (available for keyed files only). See the Functional Reference in this guide for details.



### **RRN Input**

Jump to a specific record by RRN (Relative Record Number). Enter the desired number in this field and press the Enter key.



### **Position To Record**

Jump to a specific record by key (available for keyed files only)



### **First Record/Page**

Jump to the first record or page.



### **Previous Record/Page**

Load the previous record or page.



### **Reload Record/Page**

Reload the current record or page.



### **Next Record/Page**

Load the next record or page.



### **Last Record/Page**

Jump to the last record or page.

## **Change Record Modes**

Use this section of the toolbar to change record modes (*Figure 12*).



**Figure 12 - Change Record Modes**



### **Display Mode**

Load the current file in Display Mode. No data manipulation is available (i.e. read-only).



### **Edit Mode**

Load the current file in Edit Mode. This mode allows the user to edit record data.



### **Add Mode**

Load the current file in Add Mode. This mode allows the user to create a single new record.



### **Delete Mode**

Load the current file in Delete Mode. This mode allows the user to delete individual records.



### **Toggle Multiple Record Format**


Load the current file in Single or Multiple Record Format. Single Record Format displays one record at-a-time. Multiple Record Format displays up to 50 records at once, depending on the user's preferences.

#### **Toggle Hex Mode**

Load the current file in Hex or Non-Hex mode. Record data will converted to or from the hexadecimal equivalent.

#### **Toggle RDR Mode**

Load the current file with RDR (Retrieve Deleted Records) on or off. This mode allows the user to retrieve deleted records (RDR may not be available with all installations).

 **Note:** *Single/Multiple Record, Hex, and RDR modes can be used in combination with Display, Edit, Add, and Delete modes (with some exceptions). For example, you can edit data (Edit Mode) in Single/Multiple Record Format, and display data (Display Mode) in Hex or Non-Hex Mode.*

## Search, Export, Print

Use this section of the toolbar to search, export, and print (*Figure 13*).



**Figure 13** - Search, Export, and Print

#### **Define Search/Replace**

Define search parameters and option replace values for a search within the current file.

#### **Next Search Result**

Load the next result for the current search.

#### **Export Data**

Export data from the current view in CSV or XML format.

#### **Print**

Print a single record or multiple records, depending on current mode.

## Preferences, Help, & Submit

Use this section of the toolbar to view/change layout and user preferences, and to get help (*Figure 14*).



**Figure 14** - Preferences, Help, Submit

#### **Layout Preferences**

Alter the way data is presented in the main layout.

#### **User Preferences**

Alter preferences for the current user such as default record quantity and mode.



## Help

Launch this user manual.

**Update**

### **Update/Add/Delete/Reactivate**

This button will be in one of 5 possible states (*Figure 15*), depending on the action currently being performed.



**Figure 15** - Submit button states

In Display Mode, the button is inactive and labeled "Display"; in Edit Mode (when data has been altered) the button is blue and labeled "Update"; in Add Mode, the button is green and labeled "Add"; in Delete Mode, the button is red and labeled "Delete"; when RDR is active and a deleted record is selected, the button is orange and labeled "Reactivate".

## Helpful Tips

### Moving Between Records & Fields

Below are some alternatives to using a mouse when navigating between records and fields:

#### Display/Delete Mode

Click to select a row, then in:

##### **Single Record Format**

Use the up/down arrow keys to move between fields.

##### **Multiple Record Format**

Use the up/down arrow keys to move between records. Use the left/right arrow keys to move between fields.

#### Edit/Add Mode

Click on an input field, then in:

##### **Single Record Format**

Use the up/down arrow keys to move between fields.

##### **Multiple Record Format**

- Press **Tab** to move the to the next field.
- Hold **Shift**, then press **Tab** to move to the previous field.
- Use the up/down arrow keys to move between records (not available within text areas).

## Dialog Boxes

Dialog boxes are the small pop-up style windows that open over the top of the main layout and other dialog boxes (*Figure 16*). Clicking the following buttons will launch dialog boxes: Position To Record, Define Search, Export Data, Print, Layout Preferences, and User Preferences.



**Figure 16** - Sample dialog box

Most dialog boxes have the following features:

**Draggable**

To drag a dialog box, click and hold near the top, then drag to the desired location and release.


**Minimize/Maximize/Close**

Click on the yellow (minimize), orange (maximize), or red (close) icon in the upper right corner.

## 4. Functional Reference



In this section we'll dive deeper into the individual tools and functionalities of DBU RDi. Each sub-section below details a specific piece for the DBU RDi application, though some elements are excluded due to their self-explanatory nature (i.e. First Record, Next Record, etc.). While reading all the way through this section is recommended, it's likely to be most useful as an ad-hoc reference.

### **Toggle Access Mode**



 Available for keyed files only. Keyed files will display in Keyed Access Mode by default.

Click either side of the Access Mode toggle to switch access modes. **Key** will switch the record to keyed access mode. **RRN** will switch to non-keyed access mode.


### **Keyed Access Mode**

In keyed access mode, records are ordered according to the value of predefined keys. Note that in this mode the RRN Input Field is disabled, the Position To Record  button is enabled, and the Toggle RDR  button is no longer available. This occurs because, in this access mode, you are able to position to records by key only, not by RRN, and RDR is not allowed.

### **Non-Keyed (RRN) Access Mode**


In non-keyed access mode, records are ordered by RRN (Relative Record Number). Note that in this mode the RRN Input Field is enabled, the Position To Record  button is disabled, and the Toggle RDR  button is available. This occurs because, in this access mode, you are able to position to records by RRN only, not by key, and RDR is allowed.

### **RRN Input Field**

 Available for non-keyed files, or keyed files in non-keyed access mode only.

Key in the desired RRN in the input field and press Enter. The record with the specified RRN (if found) will be positioned to the top.

### **Position To Record**

 Available for keyed files in keyed access mode only.

Click to launch the Position To Record dialog box (Figure 17). Update the desired fields and click **Go**. If a matching record is found, the file will be re-positioned to that record.

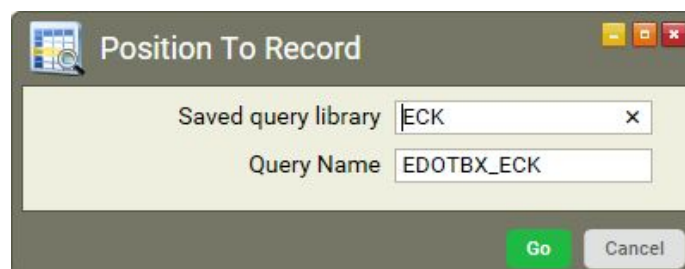


Figure 17 - Position To Record dialog

## Display Mode

As the name suggests, Display Mode is useful for browsing records when no data manipulation is required.

## Edit Mode

In Edit Mode, the Record Data area is updated to display input fields (*Figures 18-19*) in place of static record data, enabling the user to alter data and submit changes.

### Navigating Input Fields

Navigating between fields is very simple. Several methods are available for ease-of-use:

**Point-and-Click** - use your mouse to click within the field you'd like to edit.

**Tab** - press the Tab key to target the next available input field.

**Shift + Tab** - hold Shift, then press the Tab key to target the previous input field.

**Up Arrow** - press the up arrow to target the input in the previous row/record, same column/field.

**Down Arrow** - press the down arrow to target the input in the next row/record, same column/field.

Field	Data
Query Name	EDOTBX_ECK
Saved query library	ECK
Query Description	QUERY DESCRIPTION
Output Device	DISPLAY
Output Library	OUTLIB
Output File	OUTFILE
Output Member	OUTMBR
Output Option	0
Authentication	AUTH

Figure 18 - Single Record Edit Mode

Record #	Query Name	Saved query library	Query Description	Output Device	Output Libra
1	EDOTBX_ECK	ECK	QUERY DESCRIPTION	DISPLAY	OUTLIB
2	A	GARRISON	TESTING	DISPLAY	
3	MG15050501	GARRISON	testing SAVED query	DISPLAY	
4	MG15062302	GARRISON	TESTING 2	DISPLAY	
5	MG15062303	GARRISON	TESTING 3	DISPLAY	
6	MG15062304	GARRISON	TESTING 04	DISPLAY	
7	MG15062306	GARRISON	TESTING 06	DISPLAY	
8	MG15062307	GARRISON	TESTING 07	DISPLAY	

Figure 19 - Multiple Record Edit Mode

## Add Mode

 *New records are added in Single Record Format (i.e. one at-a-time)*

Add Mode is very similar to Edit Mode in Single Record Format (*Figure 18*), except the inputs are usually empty. To add a new record, simply provide data for the desired inputs and click the **Add**.

## Delete Mode


In Single Record Format, navigate to the record you wish to delete, and click the **Delete**. In Multiple Record Format, select a record to delete by clicking within the record's row, then click **Delete**.

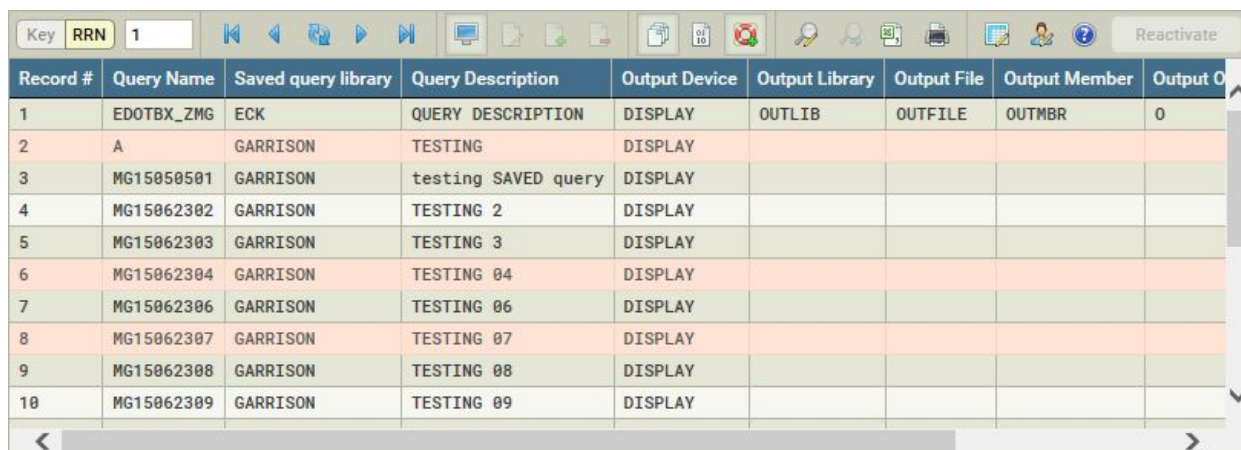
## Toggle Multiple Record Format

Click to enable/disable Multiple Record Format. Multiple Record Format is enabled when the button is in a depressed state and multiple records are displayed in the Record Data area.

## Toggle RDR Mode

Click to enable/disable RDR (Retrieve Deleted Records). RDR is enabled when the button is in a depressed state, at which time any available deleted records for the current view will be highlighted in red (*Figure 20*).

 **Note:** *Some deleted records may be empty, depending on the method with which the file was originally created.*



Record #	Query Name	Saved query library	Query Description	Output Device	Output Library	Output File	Output Member	Output 0
1	ED0TBX_ZMG	ECK	QUERY DESCRIPTION	DISPLAY	OUTLIB	OUTFILE	OUTMBR	0
2	A	GARRISON	TESTING	DISPLAY				
3	MG15050501	GARRISON	testing SAVED query	DISPLAY				
4	MG15062302	GARRISON	TESTING 2	DISPLAY				
5	MG15062303	GARRISON	TESTING 3	DISPLAY				
6	MG15062304	GARRISON	TESTING 04	DISPLAY				
7	MG15062306	GARRISON	TESTING 06	DISPLAY				
8	MG15062307	GARRISON	TESTING 07	DISPLAY				
9	MG15062308	GARRISON	TESTING 08	DISPLAY				
10	MG15062309	GARRISON	TESTING 09	DISPLAY				

**Figure 20** - RDR enabled with deleted records present

## Reactivating Deleted Records

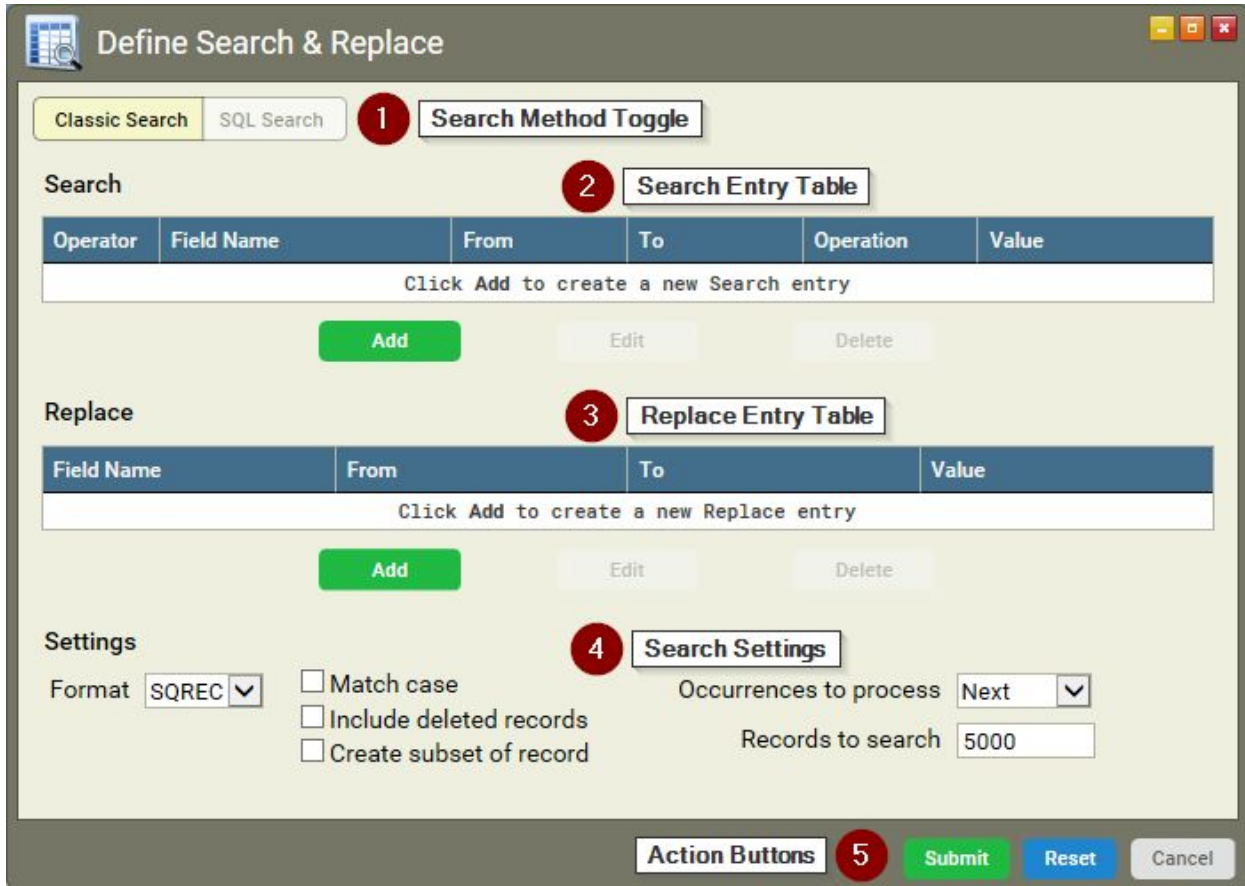
To retrieve a deleted record:

1. Ensure RDR is enabled.
2. Navigate to, or click on, the record you wish to reactivate.
3. Click the "Reactivate" button.

If successful, the selected record will no longer be highlighted in red.

## Define Search & Replace

Click to launch the Search & Replace dialog box (*Figure 21*) and define search & replace parameters and execute a search/replace on the current file.



The dialog box is titled "Define Search & Replace" and contains several sections:

- Search Method Toggle:** A button labeled "Search Method Toggle" with a red circle 1 next to it.
- Search Section:**
  - A button labeled "Search Entry Table" with a red circle 2 next to it.
  - A table with columns: Operator, Field Name, From, To, Operation, Value.
  - A text prompt: "Click Add to create a new Search entry".
  - Buttons: Add (green), Edit (grey), Delete (grey).
- Replace Section:**
  - A button labeled "Replace Entry Table" with a red circle 3 next to it.
  - A table with columns: Field Name, From, To, Value.
  - A text prompt: "Click Add to create a new Replace entry".
  - Buttons: Add (green), Edit (grey), Delete (grey).
- Settings Section:**
  - A button labeled "Search Settings" with a red circle 4 next to it.
  - Format: SQREC (dropdown).
  - Match case: ☐.
  - Include deleted records: ☐.
  - Create subset of record: ☐.
  - Occurrences to process: Next (dropdown).
  - Records to search: 5000 (text input).
- Action Buttons:** A button labeled "Action Buttons" with a red circle 5 next to it, followed by Submit (green), Reset (blue), and Cancel (grey).

Figure 21 - Define Search & Replace dialog

## Search Method Toggle

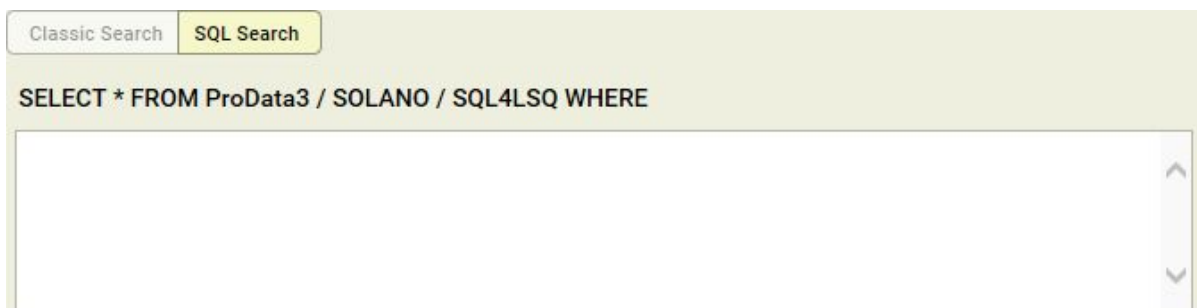
Click either side of the Search Method Toggle to change the search method.

### Classic Search

Add search entries (parameters) one at-a-time; the query will be built dynamically when the search is submitted.

### SQL Search

Build your own custom SQL statement (*Figure 22*).

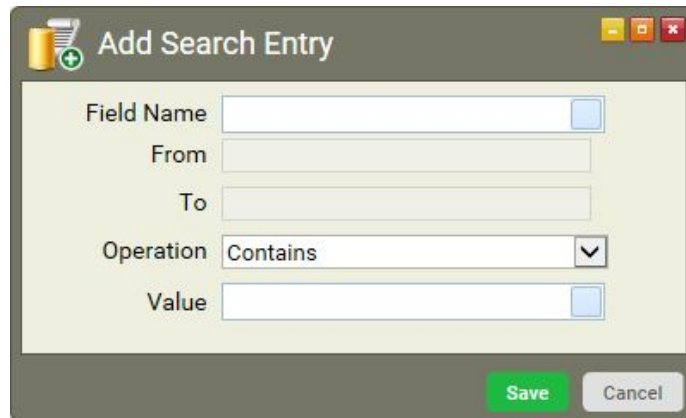


The dialog box shows the "SQL Search" method selected. It contains a text input field with the SQL statement: `SELECT * FROM ProData3 / SOLANO / SQL4LSQ WHERE`. Below the input field is a vertical scrollbar.

Figure 22 - SQL Search method

## Add/Edit Search Entry

Click the **Add** or **Edit** button below the Search entry table to launch the Add/Edit Search Entry dialog box (*Figure 23*). Complete the desired fields and click **Save** - the entry will be added to, or modified in, the entry in the Search entry table.

The image shows a dialog box titled "Add Search Entry". It has a title bar with a document icon and standard window controls (minimize, maximize, close). The main area contains five labeled input fields: "Field Name", "From", "To", "Operation", and "Value". The "Operation" field is a dropdown menu currently showing "Contains". At the bottom right, there are two buttons: "Save" (green) and "Cancel" (grey).

**Figure 23** - Add/Edit Search Entry dialog

Following is a brief overview of the available fields:

### Field Name

The name of the field in which to search. Aside from the actual record field names, available values include:

- \*RCD** - Search the entire file for Decimal Data Errors
- \*RRN** - Search based on a specified RRN (Relative Record Number)
- \*STRPOS** - Used to search for a value within the specified start position range (From/To)

### From/To

The beginning/ending start position within which to search for a given value.

💡 Available when **Field Name** is set to **\*STRPOS** only

### Operation

The desired operation with which to compare values. In each case, the "specified value" referenced below is the value selected or defined in the Value field. In most cases, this value is compared to the value of the field corresponding to the selected Field Name.

Available operations are:

- Contains** - Find records that contain the specified value.
- Equal To** - Find records equal to the specified value.
- Greater Than** - Find records greater than the specified value.
- Greater Than or Equal To** - Find records greater than or equal to the specified value.
- Less Than** - Find records less than the specified value.
- Less Than or Equal To** - Find records less than or equal to the specified value.



**Does Not Contain** - Find records that do not contain the specified value.

**Not Equal To** - Find records not equal to the specified value.

**Not Greater Than** - Find records not greater than the specified value.

**Not Less Than** - Find records not less than the specified value.

## Value

The value on which to execute a search. This can also be set to another record field name. Aside from a custom user-defined value and the record field names, available values include:

**NULL** - Search for fields with NULL values

**Decimal Data Error** - Search for fields with decimal data errors

## Replace Entry Table

Click the **Add** or **Edit** button below the Replace entry table to launch the Add/Edit Replace Entry dialog box (*Figure 24*). Once the desired fields are completed, click the "Save" button to add/modify the entry in the Search entry table.

💡 *See descriptions for the Search Entry Table fields above - they are very similar to the Replace Entry Table fields.*

The image shows a dialog box titled "Add Replace Entry". It has a standard Windows-style title bar with minimize, maximize, and close buttons. The dialog contains four text input fields: "Field Name", "From", "To", and "Value". Each field has a small blue square button to its right. At the bottom right of the dialog are two buttons: a green "Save" button and a grey "Cancel" button.

**Figure 24** - Add/Edit Replace Entry

## Search Settings

Following are the available search settings:

### Format

Select the format, if multiple available, for the current record (logical files only).

### Match case

If selected, a case-sensitive search is performed. Otherwise, searches are case-insensitive by default.

### Include deleted records

If selected, RDR is enabled when the search is executed. Any available deleted records will be included in the search results.



## Create subset of records

If selected, the currently displayed data will be replaced by a subset of records containing only those records that match the provided search criteria. This can be undone by clicking the blue **Reset** button in the main search dialog box.

## Occurrences to process

Dictates how the search is executed. Available values are:

### Next

Search progresses forward from current record up to the number of records specified in the **Records to search** field or the end of the file (whichever is less). The next record to satisfy the search criteria is displayed.

### Replacing Data

If a Replace entry is defined, a confirmation dialog box (*Figure 25*) will appear for each matching result. In the dialog, click **Replace** to replace data in the target field with the specified replacement value; click **Skip** to continue to the next matching record; or click **Cancel** to cancel the search/replace process.

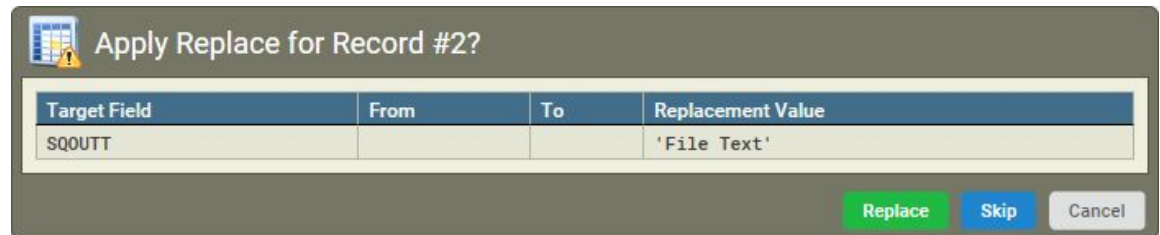


Figure 25 - Replace Confirmation dialog

### All

Search progresses forward from the current record to the end of the file. If used in conjunction with the replace function, all records which satisfy the search criteria will have the replace function performed without any prompting from the user.

**USE WITH CAUTION!**

### Previous

Similar to "Next", except the search moves backward through the file to previous records.

## Records to search

Specifies the quantity of records to search when **Occurrences to process** is "Next" or "Previous".

## Actions

Aside from the standard **Submit** and **Cancel** actions, you are able to reset or clear a search.

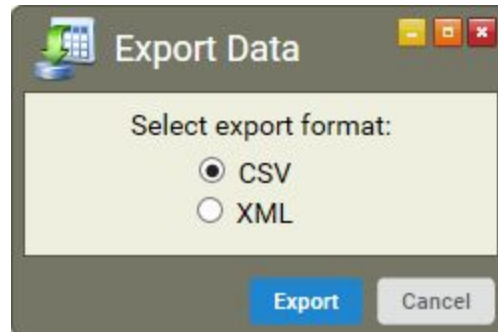
### Reset

Reset the search/replace parameters and settings and clear any existing search results, including a created subset. This basically allows you to revert the file to its pre-search state.

## **Export Data**

Click to launch a the Export Data dialog box (*Figure 26*) and export the displayed record(s) in CSV or XML format.

After selecting the desired format, click **Export**. At this point you'll be prompted to select a destination to save the file. Follow the system prompts to complete the export.



**Figure 26** - Export Data dialog

## **Print**

Click to launch a Print Preview to view and print the displayed record(s). In Single Record format, the displayed record will be printed (*Figure 27*). In Multiple Record format, single records can be printed by clicking to select the desired record; otherwise, all displayed records will be printed (*Figure 28*).

### **Print Preview**

Aside from being able to preview the data set to be printed, you are able to select the desired printing destination:

#### **PC Printer**

Launches the default print dialog on your local machine, where you can then select a local or network printer.

#### **System i**

Creates a spool file on the IBM i, containing the number of records specified in the **Qty of records** field (*Figure 28*).

**Print Preview**

Print to: ☒ PC Printer ☐ System i

Tue Feb 16 14:35:23 CST 2016 # of Fields: 10

**System:** ProData3    **Library:** SOLANO    **Type:** Physicals    **File:** SQL4LSQ    **Member:** \*FIRST

Field	Data
Query Name	EDOTBX_ECK
Saved query library	ECK
Query Description	QUERY DESCRIPTION
Output Device	DISPLAY
Output Library	OUTLIB
Output File	OUTFILE
Output Member	OUTMBR
Output Option	0
Authorization	AUTH
File Text	FILE TEXT

**Print** **Cancel**

**Figure 27** - Single Record print preview

**Print Preview**

Print to: ☐ PC Printer ☒ System i    Qty of records:

💡 When printing records with many columns, print using "Landscape" mode to yield best results.

Tue Feb 16 15:17:20 CST 2016 # of Records: 10

**System:** ProData3    **Library:** SOLANO    **Type:** Physicals    **File:** SQL4LSQ    **Member:** \*FIRST

Record #	Query Name	Saved query library	Query Description	Output Device	Output Library	Output File	Output Member	Output
1	EDOTBX_ECK	ECK	QUERY DESCRIPTION	DISPLAY	OUTLIB	OUTFILE	OUTMBR	0
2	A	GARRISON	TESTING	DISPLAY				
3	MG15050501	GARRISON	testing SAVED query	DISPLAY				
4	MG15062302	GARRISON	TESTING 2	DISPLAY				
5	MG15062303	GARRISON	TESTING 3	DISPLAY				
6	MG15062304	GARRISON	TESTING 04	DISPLAY				
7	MG15062306	GARRISON	TESTING 06	DISPLAY				
8	MG15062307	GARRISON	TESTING 07	DISPLAY				
9	MG15062308	GARRISON	TESTING 08	DISPLAY				
10	MG15062309	GARRISON	TESTING 09	DISPLAY				

**Print** **Cancel**

**Figure 28** - Multiple Record print preview

## Layout Preferences

Click to launch the Layout Preferences dialog box (*Figure 29*). Changes made in this dialog will affect the display of fields in the Record Data area.

**Layout Preferences**

**Settings**

Position to Field: First Table Header Labels: Field Text Format: SQREC

**Table Layout** [Show Hints](#)

Field Text	Field Name	Key Seq	Select/Omit	Read-Only	Auto Dup	Upper Case	Type	Length	Dec	Loc	Column
Query Name	SQNAME	2		✓		✓	A	10		1	Query
Saved query library	SQLIB	1		✓		✓	A	10		11	Saved
Query Description	SQDESC		⊖			✓	A	50		21	Query
Output Device	SQOUTD					✓	A	8		71	Output
Output Library	SQOUTL					✓	A	10		79	Output
Output File	SQOUTF					✓	A	10		89	Output
Output Member	SQOUTM					✓	A	10		99	Output
Output Option	SQOUTO					✓	A	1		109	Output
Authorization	SQOUTA			✓		✓	A	10		110	Autho
File Text	SQOUTT		⊖			✓	A	50		120	File

Create Field Remove Field Sort by Key

Submit Cancel

Figure 29 - Layout Preferences dialog

## Settings

### Position to Field

Jump to (highlight) the first or last field/row in the Table Layout.

### Field Labels

Determines the source for field labels (column/row headers) when records are displayed in the main Record Data area.

**Field Text** - Use the field text (i.e. "Query Name").

**Field Name** - Use the field name (i.e. "SQNAME").

**Column Headings** - Use the column headings (i.e. "Query Name")

**Alias** - Use a user-defined alias.

### Format

Select the format, if multiple available, for the current file (logical files only).

## Table Layout

### Columns

**Field Text** - Text defined for the field in DDS. Click and drag on this column within any row to change its position.

**Field Name** - Name of the field as described in DDS.

**Key Sequence** - Denotes the order of any keys that may exist in the file.

**Select** - Determines whether to select/show ✓ or omit/hide ✖ a field.

- If this column is blank for all fields then all fields are shown by default.
- If this column has ✓ in one or more fields, only those selected fields are shown.
- If this column has ✖ in one or more fields, those fields are omitted (hidden) and all others are shown.
- If this column has both ✓ and ✖ for different fields, only the omit ✖ selection will go through and any ✓ selections will be reverted to blank cells.

**Read-Only** - Determines whether the field should be read-only (non-editable).

**Auto Dup** - Determines whether this field may be duplicated.

**Upper Case** - Determines whether field input is limited to upper-case characters only.

**Type** - Displays the field type (numeric, alpha, etc).

**Length** - Displays the field length.

**Dec** - Displays the decimal position for numeric fields.

**Loc** - Displays the position of a field's starting character within the file.

**Column Headings** - Displays the field's column headings.

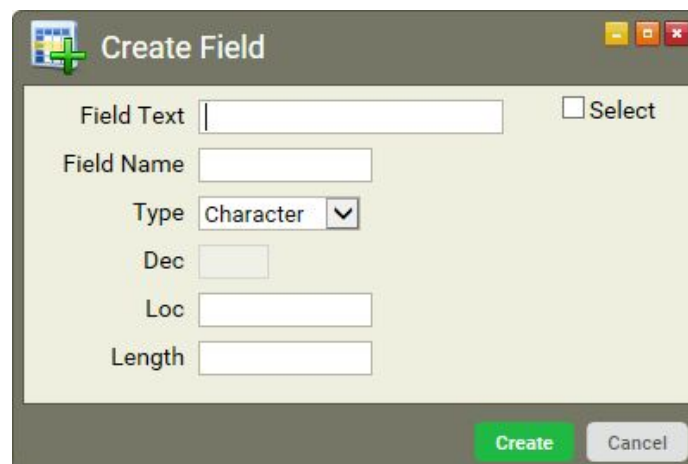
**Alias** - Displays the field's alias, if defined.

## Actions

### Create Field

Click to create a new custom field - a dialog window will appear (*Figure 30*). This functionality is typically used to break fields non-packed fields up into smaller fields, or to merge smaller contiguous fields into larger fields.

When the form is complete, click **Create** and the new field will be added to the top of the **Table Layout** table.

The image shows a 'Create Field' dialog box with a title bar containing a plus icon and standard window controls. The dialog has a light beige background. It contains several input fields: 'Field Text' with a text box and a 'Select' checkbox; 'Field Name' with a text box; 'Type' with a dropdown menu showing 'Character'; 'Dec' with a small text box; 'Loc' with a text box; and 'Length' with a text box. At the bottom right, there are two buttons: 'Create' (green) and 'Cancel' (grey).

**Figure 30** - Layout Preferences Create Field dialog

Following is a brief overview of the available fields:

**Field Text** - Text for the new field.


**Field Name** - Name of the new field (must be unique).

**Type** - The new field's data type


**Dec** - Number of decimal places for numeric data types (i.e. Zoned or Float)

**Loc** - Position within the file where the new field should begin.

**Length** - Desired length of the new field.


**Select** - If checked, a  will appear in the Select/Omit column for the new field.

## Remove Field

 *Only available when a custom user-created field is highlighted.*

Click to remove the selected user-created field (created using the **Create Field** button).

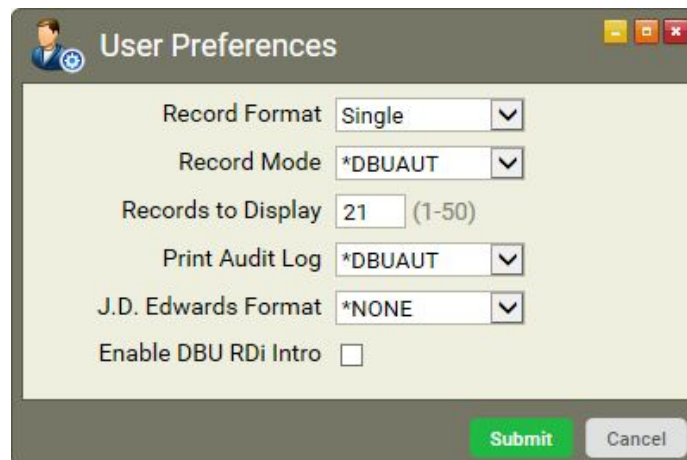
## Sort By Key

 *Only available for keyed files.*

Click to sort the fields in ascending key order.

## User Preferences

Click to launch the User Preferences dialog (*Figure 31*) and customize user preferences such as default record modes and quantity of records per page.

The image shows a 'User Preferences' dialog box with a title bar containing a user icon and standard window controls. The dialog has a light green background and contains several settings: 'Record Format' is a dropdown menu set to 'Single'; 'Record Mode' is a dropdown menu set to '\*DBUAUT'; 'Records to Display' is a text input field with '21' and a range '(1-50)' in parentheses; 'Print Audit Log' is a dropdown menu set to '\*DBUAUT'; 'J.D. Edwards Format' is a dropdown menu set to '\*NONE'; and 'Enable DBU RDi Intro' is an unchecked checkbox. At the bottom right, there are two buttons: a green 'Submit' button and a grey 'Cancel' button.

**Figure 31** - User Preferences dialog

Following is a brief overview of the available fields:

## Record Format

**Single** - Opens records in Single Record Format

**Multiple** - Opens records in Multiple Record Format

## Record Mode

**\*DBUAUT** - Opens records in the mode set within DBUAUT on the IBM i.

**Add** - Opens records in Add Mode.

**Edit** - Opens files in Edit Mode.



**Display** - Opens files in Display Mode.

## Records to Display

Quantity of records to display when in Multiple Record Format.

## Print Audit Log

**\*DBAUT** - Use the setting from DBUAUT on the IBM i.

**Off** - Turn off the print log.

## J.D. Edwards Format

**\*NONE** - Do not apply J.D. Edwards format.

**\*PRV** - Apply the previous J.D. Edwards format.

**World** - Use the J.D. Edwards World format.

**OneWorld** - Use the J.D. Edwards OneWorld format.

## Enable DBU RDi Intro


When checked, the DBU RDi Intro tutorial will launch the next time a file is opened. Since the file is reloaded by default when User Preferences are submitted, the tutorial will launch by default.

## Members Meta Tab

Members

Click the Members tab to view and access file members (*Figure 32*). From this view you can see details about a file's members, with the currently displayed member highlighted in blue.

If multiple members exist, you can switch to another member by double-clicking on the desired member's row. This will load the record data for that member in the Record Data area.

 **Note:** Switching members will replace the currently displayed record data with the selected member's record data.

Fields	Formats	Members	Database Relations			
Member			# of Rcds	Dlt Rcds	Data Size	Text
GARRISON			798	253	792	
GRAY2			46	0	3080	
HARTLEY			76	0	36	
HARTLEYR			1	0	40	
OLVERA			0	2	80	
QPGMR			724	0	24672	
QSECOFR			751	0	24676	
SMOLSKY			0	0	8	
SQLHSTP (current member)			9	42	84	SQL Statement History file
SQL4LHQ			0	0	8	
THELEN			10	0	520	
WEBSTER			2	0	72	


**Figure 32** - Members View tab

## Database Relations Meta Tab

### Database Relations

Click the Database Relations tab to view and access a file's database relations (*Figure 33*). From this view you can see details about a file's relations, with the currently displayed file highlighted in blue.

If multiple relations exist, you can switch to another relation by double-clicking on the desired relation's row. This will load the record data for that relation in the Record Data area.

 **Note:** Switching relations will replace the currently displayed Record Data with the selected relation's record data.

Fields	Formats	Members	Database Relations
File	Text		
DBPLPRDT SOLANO	DBU LPR Detail File		
Format: DBRLPRDT	Key: Arrival Sequence		
	Records: 9782 Last Used: 02/18/2016		
DBLLPRDT SOLANO	LPCUST LPSRLN LPSFTW		
Format: DBRLPRDT	Key: LPCUST LPSRLN LPSFTW		
	Records: 3372 Last Used: 02/18/2016		
	S/O: *SELECT LPPRNT EQ 'P'		
DBLLPR03 SOLANO	LPCUST		
Format: DBRLPRDT	Key: LPCUST		
	Records: 9782 Last Used: 02/01/2016		
DBLLPR06 SOLANO (current file)	LPCUST LPSERL PSFTW		
Format: DBRLPRDT	Key: LPCUST LPSRLN LPSFTW		
	Records: 9782 Last Used: 02/18/2016		
DBLLPR08 SOLANO	LPPRNT		
Format: DBRLPRDT	Key: LPPRNT		
	Records: 9782 Last Used: 01/29/2016		
DBLLPR09 SOLANO	LPCUST LPSRLN LPSFTW LPPRNT		
Format: DBRLPRDT	Key: LPCUST LPSRLN LPSFTW LPPRNT LPPRMM LPPRDD		
	LPPRY		
	Records: 9782 Last Used: 12/23/2015		

**Figure 33** - Database Relations View tab