IBM

IBM EDMSuite OnDemand

Getting Started with the User Interface for Windows 3.1

Version 2.2

IBM

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Version 2.2

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About this publication

IBM EDMSuite OnDemand Version 2.20 provides an easy-to-use graphical user interface that runs under Windows 3.1. This book gives you an overview of OnDemand and how to use it to search for and view documents.

Who should use this publication

This book is of primary interest to the end-users who use the graphical user interface (GUI) to search for, view, and print documents. This book introduces you to the basic features of OnDemand. For more information, please see the OnDemand Windows 3.1 Help when you are using the product.

How this publication is organized

This book contains the following sections:

- "OnDemand documentation" on page xii contains a list of books you might find helpful when working with OnDemand.

- "Chapter 1. Introducing OnDemand" on page 1 contains an overview of OnDemand and the Server operating environment.

- "Chapter 2. Taking a test drive with OnDemand" on page 7 describes the basic tasks associated with OnDemand.

- "Glossary" on page 29 contains a glossary of terms used in OnDemand.

- "Readers' Comments — We'd Like to Hear from You" on page 35 contains an index of the information contained in this book.

Product support

The IBM Support Center maintains current information about IBM EDMSuite OnDemand, including program temporary fixes (PTFs).

Before you install OnDemand, contact the IBM Support Center or your IBM software service representative to obtain the latest maintenance level of OnDemand.

If you encounter problems or errors running any of the OnDemand programs, you can call the IBM Support Center to obtain software problem and defect

support. The phone number for the IBM Support Center is 1-800-237-5511. The
IBM EDMSuite OnDemand, Version 2 Release 2 program number is 5622–662
for AIX and –E12 for NT

Our use of typefaces

Throughout this book you will see words and phrases that appear in **Bold**,
Italic, and other fonts. The following table explains our convention for using
these fonts.

Bold	Used for commands and PF keys. Also for **Note** paragraphs that call attention to especially relevant information about a topic or command.
Italic	Used for book titles and to emphasize concepts and terms.
`Monospace`	Used for the screens, output of commands, and programs in examples.
"Quoted word or phrase"	Used for references to other parts of the book.

OnDemand documentation

The following publications contain information about OnDemand Version 2.2:

Introduction and Planning Guide, G544–5281

Installation and Configuration Guide for AIX, G544–5280

Installation and Configuration Guide for NT, G544–5526

Installation Guide for OnDemand Clients, G544–5527

Administrator's Reference, S544–5293

Indexing Reference, S544–5489

Getting Started with the User Interface for OS/2, S544–5510

Getting Started with the User Interface for Windows 3.1, S544–5509

Getting Started with the User Interface for Windows NT and Windows 95,
S544–5469

*Getting Started with the Administrator Interface for Windows NT and Windows
95*, S544–5463

Chapter 1. Introducing OnDemand

Welcome to IBM EDMSuite OnDemand—a system designed to help you get control of information. You can use OnDemand for almost any process that can benefit from hard copy or microfiche replacement and fast access to information. OnDemand manages electronic archives of documents and searches for and retrieves documents. You use OnDemand to view documents, print and fax copies of documents or pages, and attach notes to documents.

This publication explains how to use the OnDemand Windows 3.1 Client to quickly find the documents you need and the standard features you have for working with documents. [1]

Overview

OnDemand supports any organization that can benefit from hard copy or microfiche replacement and instant access to information. An OnDemand system can support small office environments as well as large enterprise installations with hundreds of system users. OnDemand can dramatically improve productivity and customer service in many businesses by providing fast access to information contained in archived documents.

OnDemand processes the output of application programs, extracts index fields, stores index information in a relational database, such as DB2, and archives documents in ADSTAR Distributed Storage Manager. OnDemand's storage management system supports archiving newly created and frequently accessed documents on high speed, magnetic storage volumes and can automatically migrate documents to other types of storage volumes as files age.

OnDemand fully integrates the capabilities of Advanced Function Presentation (AFP), including management of resources, indexes, and annotations, and supports full fidelity reprinting and faxing of documents on devices attached to a PC, LAN, and server.

OnDemand provides the administrator with management programs, including the OnDemand administrator interface, to manage OnDemand servers, maintain OnDemand applications, archive documents, authorize end-users to access OnDemand servers, and back up critical files and databases.

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1. In this publication, the term 'document' includes report files and line data.

OnDemand provides end-users the ability to view documents, print or fax copies or pages of documents, and attach electronic notes to archived documents.

Some of the advantages OnDemand offers over data archiving and retrieval methods you may have used include the ability to:

- Retrieve the section of the document that you need without processing the entire document.
- Easily locate data without knowing the individual document or cycle date.
- Print or fax a replica of the original document.

OnDemand provides you with an information management tool that can increase your effectiveness when working with customers.

OnDemand does the following:

- Integrates data created by application programs into an online, electronic information archive and retrieval system.
- Provides access to millions of reports at near real-time speeds.
- Retrieves the data you need when you need it.
- Provides capabilities to view, annotate, print, and fax documents.

These features mean that OnDemand can help you quickly retrieve the specific page of a document that you need to provide fast customer service.

OnDemand documents

OnDemand documents represent indexed groups of pages. Typically an OnDemand document is a logical section of a larger report, such as an individual customer statement within a report file of thousands of statements. An OnDemand document can also represent a portion of a larger report file. For report files that do not have logical groups of pages, such as transaction logs, OnDemand can divide the report file into 100 page objects. The 100 page objects are individually indexed and can be retrieved to the client workstation much more efficiently than the entire report file. Documents are usually identified by name, for example, BANKSTMT, and date.

The OnDemand system

An OnDemand system consists of client programs and server programs that communicate over a network running the TCP/IP communications protocol and storage and database management programs that provide support for various types of storage devices.

Figure 1 shows an example of a typical OnDemand system. In the example, OnDemand client programs communicate with the OnDemand servers over a network running the TCP/IP communications protocol. Another OnDemand client program communicates with OnDemand over telephone lines using modems, also supported by TCP/IP. The OnDemand library server manages a database of information about the users of the system and the documents archived in OnDemand. An OnDemand object server, residing on a different server connected to the network, manages the documents that reside on magnetic and optical storage devices.

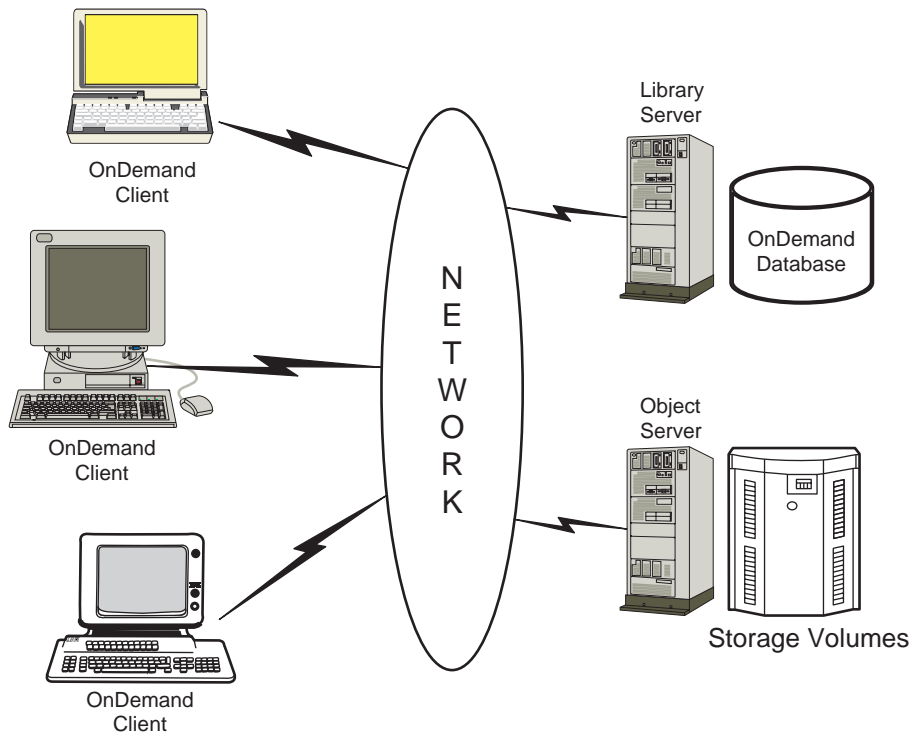OnDemand client programs operate on personal computers running OS/2 or

Figure 1. The OnDemand System.

Windows. The client program is your gateway to documents archived in OnDemand. Using the client program, you can construct queries and search for documents, retrieve items from OnDemand, view, print, and fax copies or pages of documents, and attach electronic notes to document pages.

OnDemand servers manage control information and index data; store and retrieve report files, resource group files, and documents; and process query requests from OnDemand client programs. Documents can reside on magnetic

and optical storage volumes. New documents can be archived in OnDemand every day. That way, OnDemand always retrieves the latest information generated by application programs.

OnDemand client programs and servers communicate over a computer network supported by TCP/IP. When you search for documents, OnDemand sends a search request to the OnDemand library server. The library server returns the list of items that satisfy your search request. When you select an item for viewing, the client program retrieves a copy of the item from the object server where the item resides, opens a viewing window, and displays the item.

How to use this guide

This *User's Guide* introduces you to the standard features of OnDemand. To use OnDemand, your PC must communicate with a server over a network. Please see your OnDemand administrator for information about the server that contains the documents you need. Your OnDemand administrator can also verify that you have the correct operating environment and other information needed to use OnDemand.

About Windows

To gain the full benefits of OnDemand, first familiarize yourself with Windows. This publication assumes you know how to use Windows and uses Windows specific terminology. For help with Windows, refer to your Windows documentation.

Before you begin working with OnDemand

Before starting OnDemand and working with documents, we recommend the following:

- Familiarize yourself with Microsoft Windows programs and using a pointing device.
- Familiarize yourself with the OnDemand work space. When you start OnDemand, the main window appears. The main window is where you open folders, search for documents, and work with documents.
- Review "Chapter 2. Taking a test drive with OnDemand" on page 7. It contains information about tasks you can perform with OnDemand. A glossary of definitions of terms you will encounter using OnDemand can be found on page 29.

Install the OnDemand Client program. For more information about hardware and software requirements and installing the Client, refer to *IBM EDMSuite OnDemand: Installation Guide for OnDemand Clients.*

- Find the name of the OnDemand Server, your User ID and Password.
- Find the name of the folder that contains the documents you need.
- Locate the OnDemand program group and its icon in Program Manager:

Chapter 2. Taking a test drive with OnDemand

This section covers OnDemand essentials:

Note: OnDemand processes documents and report files similarly. Therefore, when this guide refers to documents, the information also applies to report files.

Starting the OnDemand Windows 3.1 client

To start the OnDemand Windows 3.1 client, follow these steps:

1. Open the OnDemand group.
2. Double-click the OnDemand icon. The OnDemand application window appears in the background. The Logon to a Server dialog box appears in the foreground.

OnDemand needs to know certain information to begin communicating with a server. OnDemand collects this information in the Logon to a Server dialog box. For more information about logging on, see "Logging on to a server".

Note: If you want to start OnDemand each time you start Windows, you can include the OnDemand program icon in the Startup program group. If you want to start Windows each time you power on your system, you can include a start command for windows in the AUTOEXEC.BAT file. For more information about starting programs, ask your OnDemand administrator.

Logging on to a server

To logon to an OnDemand server, follow these steps:

1. Select **Logon...** from the File menu. The Logon to a Server dialog box appears.
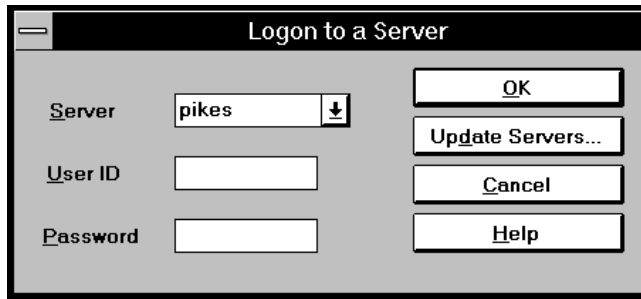
2. If your OnDemand administrator has set up default servers, the names of the default servers are listed in the pull-down list on the **Server** entry field. To access the pull-down list, click the arrow to the right of the **Server** entry field and select a name from the list. If you cannot find the server listed, choose the **Update Servers...** command button. The Update Servers dialog box appears. See "Updating server information" on page 10 for more information on adding a server to the list in the Logon to a Server dialog box or changing information for a server that is listed.

3. Type your OnDemand User ID and Password into the fields provided. Press the Tab keyboard key to move from one field to another or use the mouse to select them.
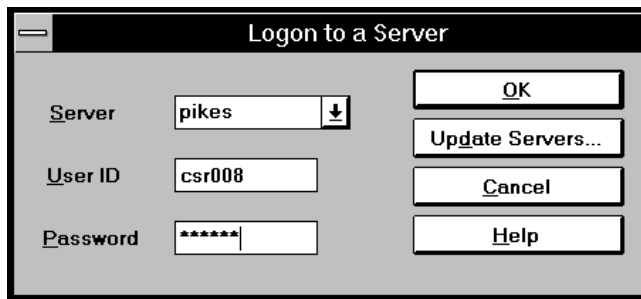

Figure 2. Logon to a Server with all entry fields filled out

4. Choose **OK** or press the Enter keyboard key to complete the log on process. OnDemand verifies your OnDemand User ID and Password on the Server. When your OnDemand User ID and Password are verified, the Open a Folder dialog box appears. See "Opening folders" on page 15 for information on opening folders.

Note: The **Logon...** command is only available when you are not currently logged on.

Updating server information

You use the **Update Servers...** command button on the Logon to a Server dialog box to add a server to the list of servers you can access, to change information for a server that you can access, or to delete a server from the list of servers that you can access. You can change information for TCP/IP servers and Local servers.

The first time that you start OnDemand, the **Server** entry field and the pull-down list may not contain any entries. Check with your OnDemand administrator for a list of servers that you need to enter for your use.

Updating information for TCP/IP servers

This section covers information about TCP/IP servers.

To add the name of a TCP/IP server to the list of servers:
1. Choose the **Update Servers...** command button on the Logon to a Server dialog box. The Update Servers dialog box appears.
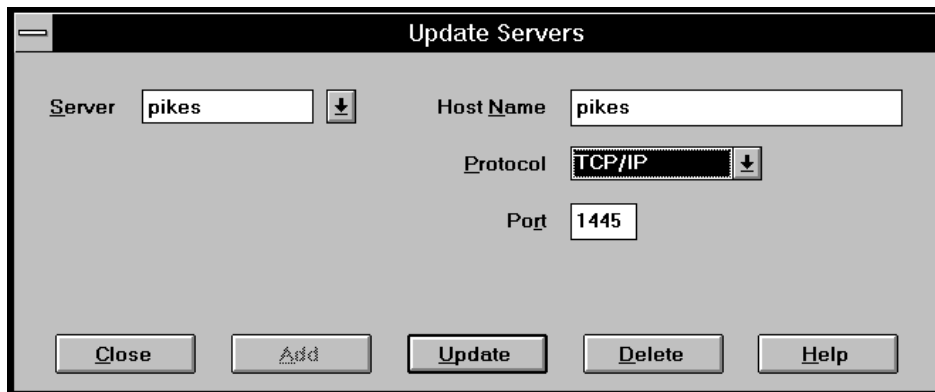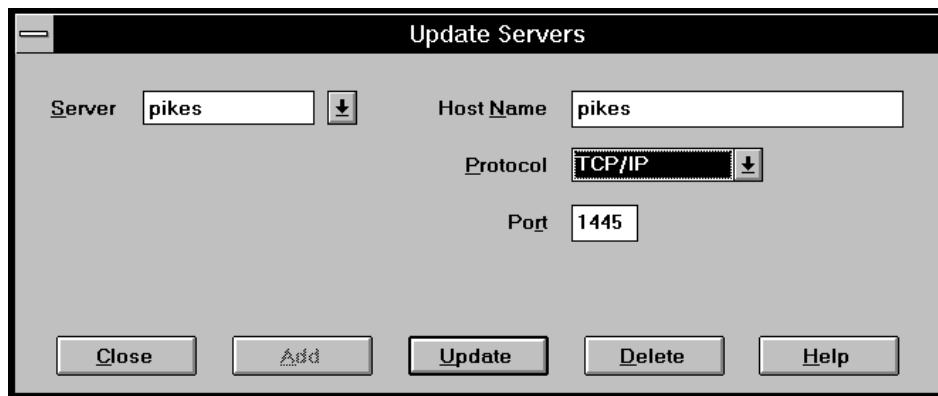

2. To add the name of a server to the list of available servers, type the name of the OnDemand library server in the **Server** entry field. The server name can be a TCP/IP host name alias, fully-qualified host name, or IP address.
3. Optionally, enter the TCP/IP host name alias, fully-qualified host name, or IP address of the OnDemand library server in the **Host Name** entry field. By default, **Host Name** contains the same value as **Server**.
4. Select TCP/IP as the **Protocol**, if it isn't already selected. There are two choices: TCP/IP and Local.
5. Verify the port number. This is the TCP/IP port number that the server program monitors for client program requests.

The default value, **0** (zero), means that OnDemand uses the default port number of the OnDemand service. For more information about port numbers, ask your system administrator.

6. Choose the **Add** command button to include the server in your list of server choices. If you don't want to add the server, choose the **Close** command button instead to return to the Logon to a Server dialog box.

7. Choose the **Close** command button to close the Update Servers dialog box and return to the Logon to a Server dialog box.

To change information for an existing TCP/IP server:

1. Choose the **Update Servers...** command button on the Logon to a Server dialog box. The Update Servers dialog box appears.

```
┌─────────────────────────────────────────────────────────────┐
│ ▬                      Update Servers                        │
├─────────────────────────────────────────────────────────────┤
│                                                              │
│  Server   [pikes        ] [▼]    Host Name  [pikes        ]  │
│                                                              │
│                                   Protocol  [TCP/IP    ] [▼] │
│                                                              │
│                                       Port  [1445 ]          │
│                                                              │
│                                                              │
│                                                              │
│   [  Close  ]   [  Add  ]   [ Update ]   [ Delete ]  [ Help ]│
│                                                              │
└─────────────────────────────────────────────────────────────┘
```

2. Select the server name from the **Server** pull-down list.

3. Make changes to the Host Name by typing over the name in the **Host Name** entry field. By default, the **Host Name** contains the same value as **Server**.

4. Make changes to the Port number by typing over the number in the **Port** entry field.

   The default value, **0** (zero), means that OnDemand uses the default port number of the OnDemand service. For more information on port numbers, ask your system administrator.

5. Choose the **Update** command button to change the information for the server you selected on this dialog box. If you don't want to change anything for the Server named in the **Server** entry field, choose the **Close** command button before you use the **Update** command button to return to the Logon to a Server dialog box.

6. When you have finished making changes for the server you are working with, choose the **Close** command button to return to the Logon to a Server dialog box and continue with the Logon task.
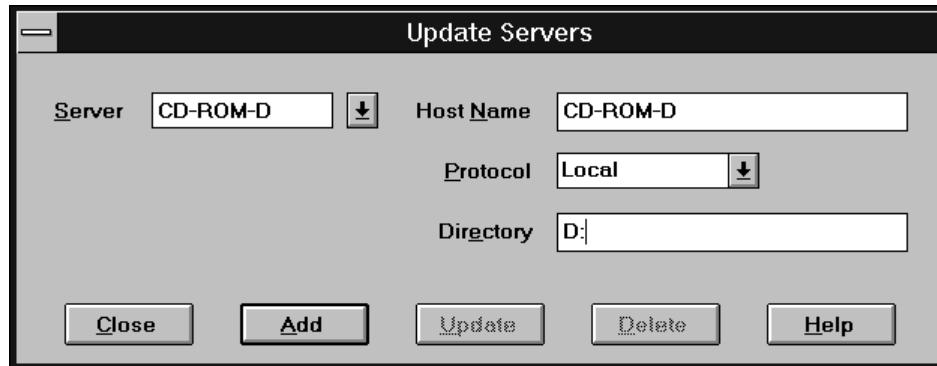
Chapter 2. Taking a test drive with OnDemand   **11**

Updating information for local servers

There are three kinds of local servers:
- CD-ROM
- Network
- Hard Drive

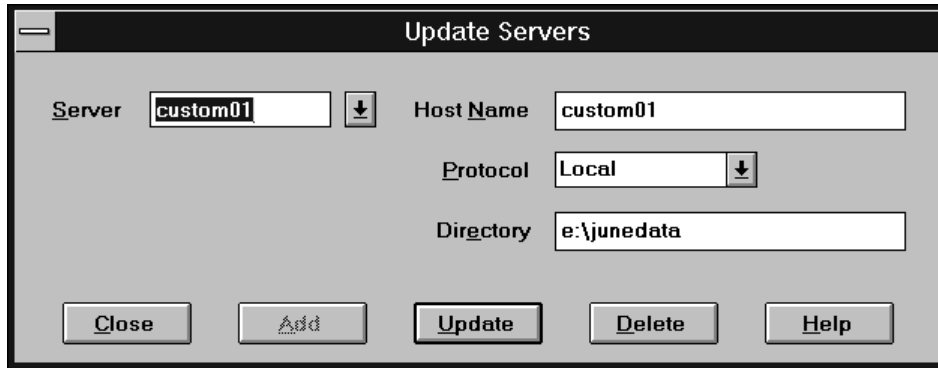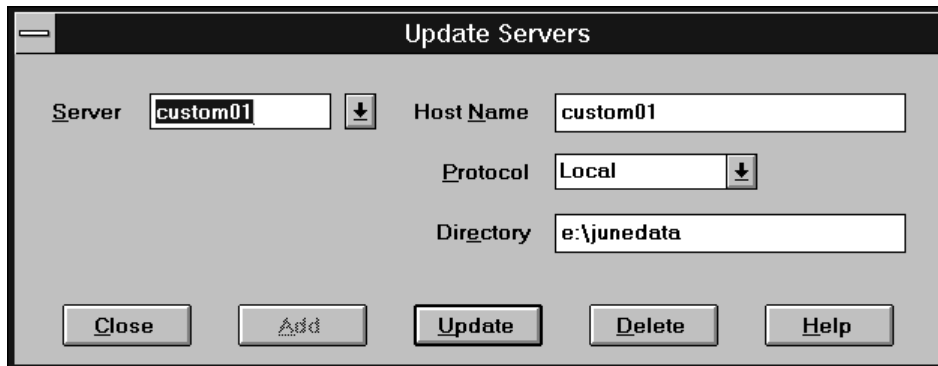**To add your CD-ROM to the list of OnDemand servers:**
1. Choose the **Update Servers...** command button on the Logon to a Server dialog box. The Update Servers dialog box appears.

```
┌───────────────────────────────────────────────────────────────┐
│ ▬                        Update Servers                        │
├───────────────────────────────────────────────────────────────┤
│                                                                │
│  Server   [CD-ROM-D      ] ▼   Host Name  [CD-ROM-D         ]  │
│                                                                │
│                                 Protocol  [Local      ] ▼      │
│                                                                │
│                                Directory  [D:            ]     │
│                                                                │
│    [  Close  ]   [   Add   ]   [ Update ]   [ Delete ]   [  Help  ]  │
│                                                                │
└───────────────────────────────────────────────────────────────┘
```

2. Type the name into the **Server** entry field that will be used to select the CD-ROM drive (for example, suppose the drive letter of your CD-ROM is d:, a name for your server could be *CD-ROM-D*). When you have more than one CD-ROM drive, you need to be able to distinguish between the drives.
3. Select Local from the **Protocol** pull-down list.
4. Enter the drive letter associated with your CD-ROM (for example, d:) in the **Directory** entry field.
5. Choose the **Add** command button to include the server in your list of server choices. If you don't want to add the server, choose the **Close** command button before you use the **Add** command button to return to the Logon to a Server dialog box.
6. Choose the **Close** command button to close the Update Servers dialog box and return to the Logon to a Server dialog box.

To add your Network drive or Hard drive to the list of OnDemand servers:
1. Choose the **Update Servers...** command button on the Logon to a Server dialog box. The Update Servers dialog box appears.

Update Servers

Server	custom01 ▼	Host **N**ame: custom01
		Protocol: Local ▼
		Dir**e**ctory: e:\junedata

Close | **A**dd | **U**pdate | **D**elete | **H**elp

2. Type the name of the Network drive or Hard Drive server that you want to use as an OnDemand server (for example, `netusers` or `hdusers`) in the **Server** entry field.

3. Select Local from the **Protocol** pull-down list.

4. When you add a Network drive or a Hard Drive as an OnDemand server, you must enter the directory or directory path to the server files in the **Directory** entry field.

5. Choose the **Add** command button to include the server in your list of server choices. If you don't want to add the server, choose the **Close** command button before you use the **Add** command button to return to the Logon to a Server dialog box.

6. Choose the **Close** command button to close the Update Servers dialog box and return to the Logon to a Server dialog box.

To change information for an existing Local server:

1. Choose the **Update Servers...** command button on the Logon to a Server dialog box. The Update Servers dialog box appears.

Update Servers

Server	custom01 ▼	Host **N**ame: custom01
		Protocol: Local ▼
		Dir**e**ctory: e:\junedata

Close | **A**dd | **U**pdate | **D**elete | **H**elp

2. Select the server name from the **Server** pull-down list.

3. Make changes to the appropriate information for the server you are working with.

4. Choose the **Update** command button to change the information for the server you selected on this dialog box. If you don't want to change anything for the Server named in the **Server** entry field, choose the **Close** command button before you use the **Update** command button to return to the Logon to a Server dialog box.

5. When you have finished making changes for the server you are working with, choose the **Close** command button to return to the Logon to a Server dialog box and continue with the Logon task.

Deleting a server from the list of servers

To delete a server from the list of servers that you can access, follow these steps:

1. Choose the **Update Servers...** command button on the Logon to a Server dialog box. The Update Servers dialog box appears.
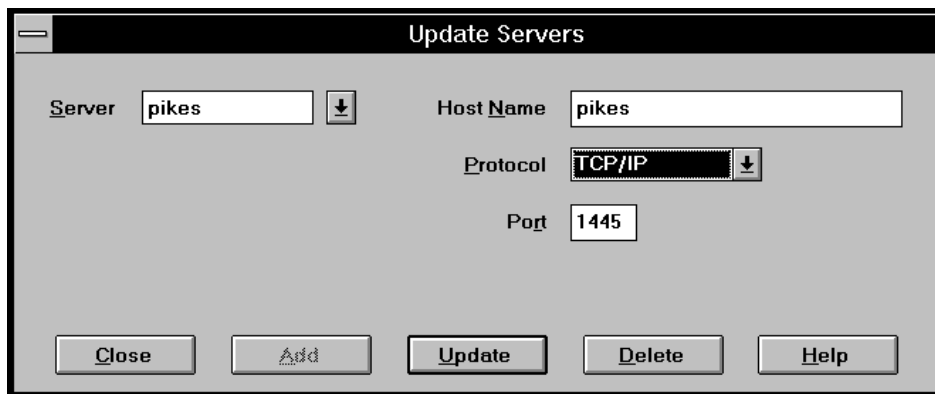
2. Select the server name that you want to delete from the **Server** pull-down list.

3. Choose the **Delete** command button on the Update Servers dialog box. OnDemand removes the server from the list of servers that you can access. If you don't want to delete the server, choose the **Close** command button before you use the **Delete** command button to return to the Logon to a Server dialog box.

4. Choose the **Close** command button to close the Update Servers dialog box and return to the Logon to a Server dialog box.

Opening folders

Your OnDemand administrator stores information in related collections called folders. Think of a folder as a container for related information, such as statements, invoices, or correspondence, just like a manila folder is used in a metal filing cabinet. When you open a folder, you have access to the information contained in that folder. For example, a billing folder could contain the reports for customer transactions over the past two years.

Note: OnDemand displays the Open a Folder dialog box only if there is more than one folder from which to choose. Otherwise, OnDemand displays the Search Criteria and Document List dialog box immediately after logging on the server. If you do not have to choose folders, skip the following steps and go to "Searching for documents" on page 18.

To open a folder on your OnDemand client, follow these steps:

1. Select **Open Folder...** from the File menu or choose the

   toolbar button to display the Open a Folder dialog box.

   The folders you can access appear in the Open a Folder dialog box.
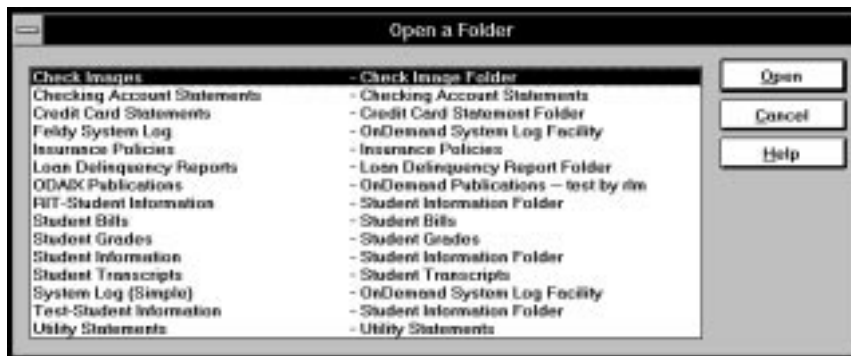
2. To open a folder, double-click a folder name or choose a folder name and then choose **Open.** The Search Criteria and Document List dialog box appears.

   See Figure 3 on page 17 for an example of the Search Criteria and Document List dialog box.

Note: You can have more than one folder open at a time. When you are working with multiple folders, OnDemand lists the folders you have open in the Window menu.
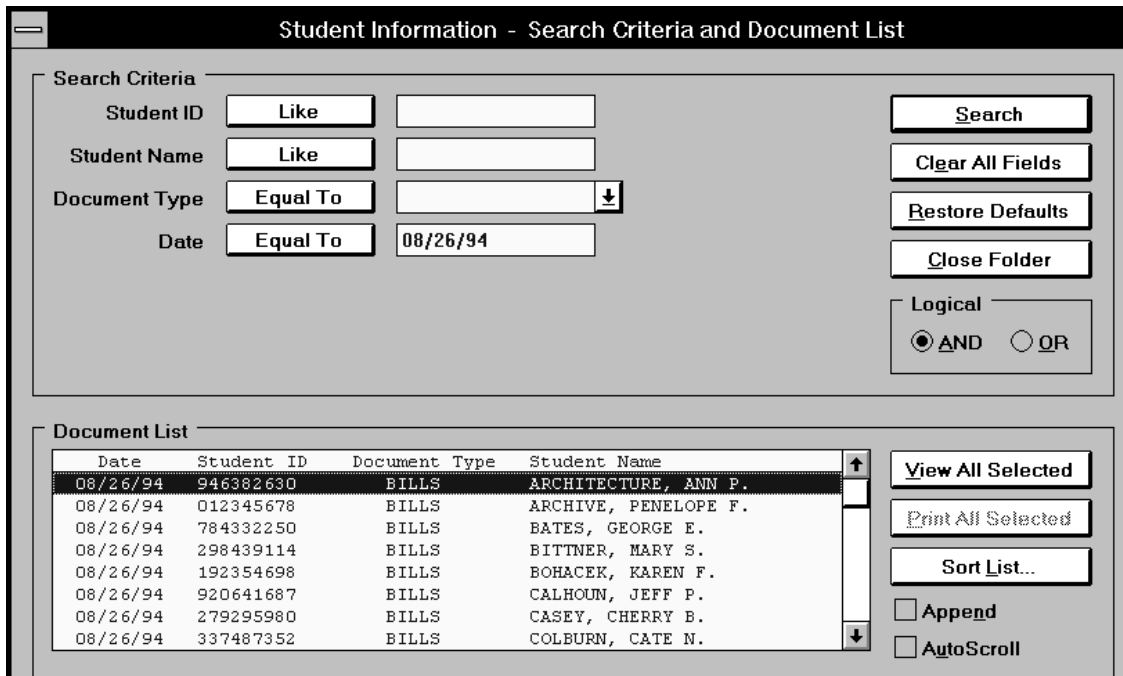
Figure 3. Description of the Search Criteria and Document List dialog box.

- Title Bar: The name of the folder you selected appears here. In this figure, it is Student Information.
- Search Criteria: The field names, operators, and entry fields are contained in this section.
- Search Criteria command buttons: Choose a command button to perform the action suggested by the caption.
- Logical operators performed on search entry fields. AND means the search must satisfy all search criteria. OR means the search must satisfy at least one of the search criteria.
- Document List: OnDemand lists the documents that satisfy your search criteria here. Select the documents you want to view or print from this list box.
- Document List command buttons: After completing a search, use these buttons to work with the documents listed in the Document List.
  - View All Selected: Choose this command button to view the documents you selected. OnDemand displays each document in a separate display window.
  - Print All Selected: Choose this command button to print the documents you selected.
  - Sort List: Choose this option to resequence the documents in the Document List.
  - Append: Check this item to place new search results after those already in the Document List.
  - AutoScroll: Check this item to automatically scroll the Document List as search results are found.

  Note: The AutoScroll check box is not included in the Search Criteria and Document List dialog box when the documents in the **Document List** are generated in sorted order.

Searching for documents

Search for documents using the Search Criteria and Document List dialog box. The name of the folder you selected appears in the title bar of the Search Criteria and Document List dialog box.

To search for documents using the Search Criteria and Document List dialog box, follow these steps:

1. Choose the

   toolbar button or select **Open Folder...** from the File menu, if necessary, to select a folder and display the Search Criteria and Document List dialog box.

   Figure 4 on page 19 is an example of the Search Criteria section of the dialog box.

Figure 4. Search Criteria section of the Search Criteria and Document List dialog box.

- Search field names: The number and names of the fields vary by folder. In this example, there are 4 search fields.
- Search operators: OnDemand uses the standard search operators to search for documents. Click the search operator button and OnDemand displays the Select Operator dialog box. The dialog box lists the search operators available for the selected field. Figure 5 shows the Select Operator dialog box for the Student ID search field.

  Note: The specific operators available are set by the OnDemand administrator and will vary by folder and search field.

- Search entry fields: Type text and numbers in these entry fields. When a search entry field has a ↓, click the ↓ to select from pre-set choices.
- Search Criteria command buttons: Choose a command button to perform the action suggested by the caption.
- Search logical operators: AND means the search must satisfy all search criteria. OR means the search must satisfy at least one of the search criteria.

Figure 5. Select Operator dialog box for Student ID search field

2. Enter search criteria for OnDemand by typing text (for example, a student's name) and numbers (for example, a student's ID number) into search entry fields and selecting search operators.

   - Press the Tab keyboard key to move from one entry field to another. You do not have to type a value in every entry field. However, you may

need to type a value in at least one entry field. Check with your OnDemand administrator about required values in the folders that you access.

- Use wildcards with the **Like** and **Not Like** search operators to represent other letters, numbers, or special characters. OnDemand uses two wildcards. The _ (underscore) character matches any single letter, number, or other special character. For example, if you type 1_0 in a string field, OnDemand will find 100, 110, 120...190. The % (percentage) character matches zero or more letters, numbers, or other special characters. For example, if you type MARS% in a string field, OnDemand will find MARS, MARSCH, MARSHELL, MARSTEENS, and so forth.
- Choose search operator buttons to display the full range of operators available for each field. Select a search operator for a field by choosing one of the buttons in the Select Operator dialog box.

3. Choose **Search**. OnDemand fills the Document List with the documents that satisfy your search criteria and updates the status bar with a count of the number of documents. OnDemand lists the documents in the order they occur on the server or the order chosen by the OnDemand administrator.

4. OnDemand displays the following message in the first section of the OnDemand status bar when it is searching the database:

`Search is proceeding ... nnn documents have been selected.`

where *nnn* is the number of documents that have satisfied the search criteria.

If you need to stop a search, click the

toolbar button or press the space bar. OnDemand stops the search.

Most search requests will process quickly. It is possible for complex search requests to take several minutes. The more specific the search criteria you use, the less time OnDemand requires to complete a search. For example, searching using the Equal operator (that is, Equal MARSHAL) takes less time than searching using the Like operator (that is, Like MARSHAL).

Note: If you selected the **AutoView** command on the Options menu with the **First Document** choice, OnDemand automatically displays the first document from the list of documents that satisfies your search criteria; if you selected the **AutoView** command on the Options menu with the

Single Document choice and OnDemand finds only one document that satisfies your search criteria, OnDemand automatically displays the document for you.

Please see "Selecting and viewing documents" for information about selecting and viewing documents.

Selecting and viewing documents

Select documents for viewing using the **Document List** section of the Search Criteria and Document List dialog box.

Figure 6 is an example of the Document List section of the Search Criteria and Document List dialog box. Note the multiple document selection.
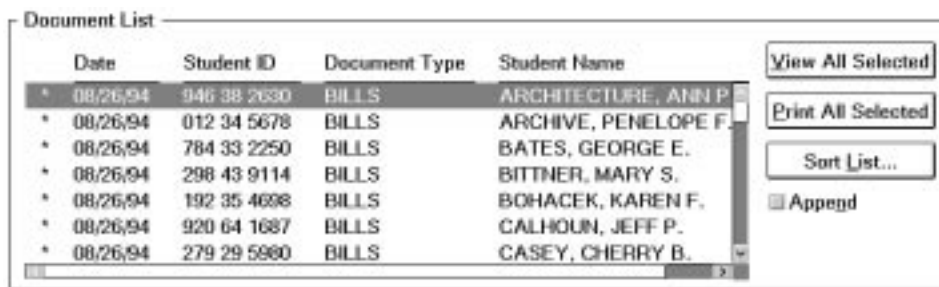
Figure 6. Example of Document List when selecting and viewing documents.

- Field names for the folder you selected appear along the top of the Document List.
- Documents that satisfy the search criteria appear here. If necessary, use the horizontal scroll bar to see the right-most fields and use the vertical scroll bar to scroll through the Document List.
- Use these Document List command buttons after selecting documents.
  - View All Selected: Choose this command button to view the documents you selected. OnDemand displays each document in a separate display window.
  - Print All Selected: Choose this command button to print the documents you selected.
  - Sort List: Choose this option to resequence the documents in the Document List.
  - Append: Check this item to place new search results after those already in the Document List.
  - AutoScroll: Check this item to automatically scroll the Document List as search results are found.

  Note: The AutoScroll check box is not included in the Search Criteria and Document List dialog box when the documents in the Document List are generated in sorted order.

The number of documents that you can view concurrently is determined by the availability of system resources and the type of document. Typically fewer AFP formatted documents can be displayed at one time, while a larger

number of line data documents can be displayed at one time. Experiment to determine how many documents you can display at one time. OnDemand displays each document you select in a separate window.

If you selected the **AutoView** command on the Options menu, you have the following choices when viewing documents:

None   **AutoView** is not enabled; OnDemand does not automatically display a document found by a search.

First Document
> OnDemand automatically displays the first document from the list of documents that satisfy the search criteria.

Single Document
> When OnDemand finds only one document that satisfies the search criteria, OnDemand automatically displays the document for you.

Selecting documents for viewing

To select documents for viewing, follow these steps:

1. Select documents from the **Document List** on the Search Criteria and Document List dialog box using one of the following methods.
   - Choose a single document you want to view.
   - Place the pointer on the first document you would like to view. Click the mouse button. Move the pointer to the next document you would like to view. Hold down the Ctrl key and click the mouse button. Release the Ctrl key. Repeat to select additional documents.
   - Place the pointer on the first document you would like to view. Click and hold down the mouse button. Drag the pointer to select a group of documents. Release the mouse button.
   - Place the pointer on the first document you would like to view. Click the mouse button. Move the pointer to the last document you would like to include in the group. Press and hold down the Shift key. Click the mouse button. Release the Shift key.

2. Choose **View All Selected**. OnDemand displays the selected documents, each in a separate window.

   When you are selecting multiple documents for viewing, OnDemand displays the following message in the first section of the status bar:

   `Document retrieval is proceeding for `*`document name`*`.`

   Note: Choose the

toolbar button or press the space bar to cancel the document retrieval for the current document and any remaining documents that you selected before choosing **View All Selected**.

Figure 7 shows a displayed document in a window after you have chosen the **View All Selected** command button on the Search Criteria and Document List dialog box.
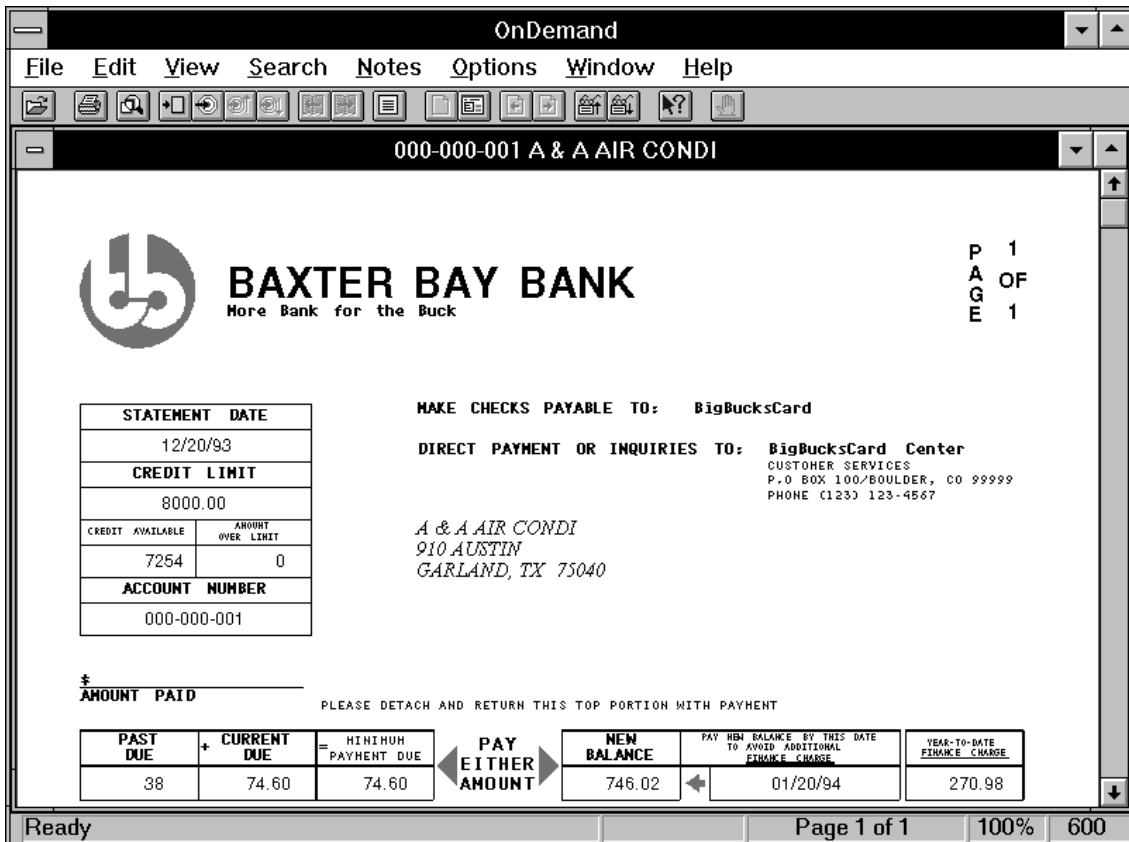
Figure 7. Example of displayed document in a window

Using the OnDemand toolbar

When you select **Show Toolbar** on the Options menu, OnDemand displays a toolbar across the top of the application window, below the menu bar. Several of the OnDemand toolbar buttons can help you display pages and quickly navigate your way through documents. Figure 7 shows the OnDemand toolbar above the displayed document.

Note: When the toolbar buttons are active, they are displayed in colors; otherwise, they are grayed out.

Table 1. Description of OnDemand toolbar buttons

Choose	To
	Open an OnDemand folder. Choose this toolbar button and the Open a Folder dialog box appears.
	Print the page or pages you are viewing. Choose this toolbar button and the Print dialog box appears.
	Enlarge or reduce the image of the page you are viewing. Choose this toolbar button and the Set Zoom Percent dialog box appears.
	Navigate within the document you are viewing to a specific page. Choose this toolbar button and the Go To dialog box appears.
	Locate information in the document you are viewing. Choose this toolbar button and the Find dialog box appears.
	Locate a previous occurrence of the search string.
	Locate the next occurrence of the search string.
	Display the previous page of the document you are viewing.
	Display the next page of the document you are viewing.
	Add or view notes about the document you are viewing. Choose this toolbar button and the Add a Note dialog box appears if there are no notes saved for the document you are viewing or the Notes dialog box appears with the notes saved for the document you are viewing.
	Return to document. Choose this toolbar button to return to the document you were viewing. This button is inactive when no documents have been selected for viewing.
	Return to the Search Criteria and Document List dialog box. Choose this toolbar button to return to the Search Criteria and Document List dialog box when you are viewing documents.

Table 1. Description of OnDemand toolbar buttons (continued)

Choose	To
	Display the previous document you selected for viewing. Choose this toolbar button to display the previous document when you are viewing multiple documents.
	Display the next document you have selected for viewing. Choose this toolbar button to display the next document you have selected when you are viewing multiple documents.
	Retrieve and display the previous document in the **Document List** on the Search Criteria and Document List dialog box. Choose this toolbar button to display the previous document in the **Document List** for the folder you are working with. OnDemand closes the document you are viewing before opening the previous document.
	Retrieve and display the next document in the **Document List** on the Search Criteria and Document List dialog box. Choose this toolbar button to display the next document in the **Document List** for the folder you are working with. OnDemand closes the document you are viewing before opening the next document.
	Display help for the topic or area of the screen you are pointing to. This tool lets you explore the OnDemand window and get information about OnDemand commands. When you choose this toolbar button, the pointer changes to an arrow and question mark (like the icon on the toolbar button). Move this arrow and question mark to a command or region of the OnDemand work place that you want more information on, click once, and OnDemand displays information about the item in the help window.
	Stop the current operation. Choose this toolbar button to stop an operation, such as a search, document retrieval, or find operation.

Ending your OnDemand session

This section describes the things you need to do when you are ready to close documents or folders and to logoff the OnDemand server.

Closing documents

There are several ways to close documents:

- Select **Exit OnDemand** from the File menu to close the document you are viewing and exit OnDemand. OnDemand asks you to confirm this choice. Choose **Yes** in the dialog box to continue.
- Select **Close Document** from the File menu or press F3 to close one document.
- Select **Close All Documents** from the File menu or press Alt + F3 to close all open documents.

- Select **Close Folder** from the File menu or choose the **Close Folder** command button in the Search Criteria and Document List dialog box to close the folder and all open documents. OnDemand asks you to confirm this choice. Choose **Yes** in the dialog box to continue.
- Select the

  button and then select the **Close** command or press Ctrl + F4 to close the documents, close the Search Criteria and Document List dialog box, and exit OnDemand. OnDemand asks you to confirm this choice. Choose **Yes** in the dialog box to continue.

- Select the

  button to close the document you are viewing and open the previous document in the Document List.

- Select the

  button to close the document you are viewing and open the next document in the Document List.

Closing folders

Use one of the following methods to close a folder without exiting OnDemand or logging off a server:

- Choose the **Close Folder** command button on the Search Criteria and Document List dialog box.
- Select **Close Folder** from the File menu.
- Select **Close All Folders** from the File menu.

With these methods, OnDemand asks you to confirm before closing any open documents. Choose **Yes** in the dialog box to continue.

Note: If you have more than one folder open and you select **Close Folder** from the File menu, OnDemand closes the current folder. (OnDemand places a check next to the current folder in the Window menu.)

Logging off a server

To log off a server, follow these steps:

1. Select **Logoff** from the File menu. OnDemand asks you to confirm before closing any open documents.
2. Choose **Yes** in the dialog box to continue. OnDemand closes any open documents and folders.
3. Select **Exit OnDemand** from the File menu. OnDemand logs off the OnDemand server and ends your session.

    Note: The **Logoff** selection is only available when you are logged on to a server.

Stopping OnDemand

To stop OnDemand, follow these steps:

1. Select **Exit OnDemand** from the File menu, double-click the system menu icon, or press Alt + F4. OnDemand asks you to confirm before closing any open documents and logging off the server.
2. Choose **Yes** in the dialog box to continue. OnDemand closes any documents, closes the folder, closes the Search Criteria and Document List dialog box, logs off the server, and exits the program.

Glossary

ACIF. AFP Conversion and Indexing Facility.

Advanced Function Presentation (AFP). A set of licensed programs that use the all-points addressable concept to print data on a wide variety of printers. AFP also includes creating, formatting, archiving, viewing, retrieving, and distributing information.

Advanced Function Presentation Application Programming Interface (AFP API). An AFP program shipped with PSF/MVS 2.1.1 and PSF/VM 2.1.1 that creates the AFP data stream from the COBOL and PL/1 high-level programming languages.

AFP Conversion and Indexing Facility (ACIF). An AFP program you can use to convert a print file into a MO:DCA–P document, to retrieve resources used by the document, and to index the file for later retrieval and viewing.

AFP. Advanced Function Presentation.

AFP API. Advanced Function Presentation Application Programming Interface.

application. Within OnDemand, an application is a definition for a specific type of document or report, including the format of the pages, the datastream, and logical view characteristics. There is usually a direct correlation between an OnDemand application and the host application that produces output for OnDemand.

BookMaster. A powerful text-processing program that uses DCF's Generalized Markup Language (GML) tags, the SCRIPT/VS text formatter, plus additional tags, attributes, and predesigned style files, all designed to create complex documents.

client. A personal computer connected to a network that requests documents from an OnDemand server.

copy group. A portion of a form definition that defines a set of modifications that can be used when viewing a page. Modifications can include text suppression, form flash, overlays, etc.

DCF. Document Composition Facility.

default. A value, attribute, or option that is assumed when no alternative is specified by the user.

default value. A value stored in the system that is used when no other value is specified. See also default.

dialog box. An application window on the display that requests information from the user.

Document Composition Facility (DCF). An IBM licensed program used to prepare printed documents.

double-click. To rapidly press mouse button 1 twice while pointing to an object.

drag. To hold down mouse button 1 while moving the mouse.

enter. (1) An instruction to type specific information using the keyboard. (2) A keyboard key that, when pressed, confirms or initiates the selected command.

entry field. The place in a dialog box where you type text and numbers. Use entry fields in OnDemand to type search criteria.

folder. A folder is a container for related information, such as statements, invoices, or correspondence, just like a manila folder is used in a metal filing cabinet. When you open a folder, you have access to all the information contained in that folder. For example, a billing folder could contain all of the reports for all customer transactions over the past two years.

font. A family of characters of a given size and style. For example, 10-point Helvetica.

icon. A 32 by 32 pixel bitmap used in Windows to represent an application or other window.

LAN. Local area network.

line data. Data prepared for printing on a line printer, such as an IBM 3800 Model 1 Printing Subsystem. Line data is usually characterized by carriage-control characters and table reference characters.

line-data print file. A file that consists of line data, optionally supplemented by a limited set of structured fields.

local area network (LAN). A computer network located on a user's premises within a limited geographical area. Communications within a local area network is not subject to external regulations; however, communication across the LAN boundary may be subject to some form of regulation.

menu bar. The area at the top of a window that contains choices that give a user access to actions available in that window.

mouse. A hand-held locator that a user operates by moving it on a flat surface. It allows the user to select objects and scroll the display screen by pressing buttons.

named query. A set of entry field values on the Search Criteria and Document List dialog box that a user has named and saved for selection as search criteria at a future time.

network. A collection of data processing products that are connected by communication lines for information exchange between locations.

notes. Comments, clarifications, and reminders that can be attached to a document or report.

PC. Personal Computer.

Pitch. A unit of width of type, based on the number of characters that can be placed in a linear inch. For example, 10-pitch type has ten characters per inch.

point. (1) To move the mouse pointer to a specific object. (2) In measuring type, a unit of about 1/72 of an inch. Characters in 72 point type are one inch tall.

press. To touch a specific key on the keyboard.

Print Services Facility (PSF). An IBM program product that manages printers and supports printing AFP files and line data.

radio button. Round option buttons grouped in dialog boxes; one is pre-selected. Like a radio in an automobile, select only one button ("station") at a time.

select. To pick a menu command or other object with a single click of the mouse.

server. A workstation connected to a network that runs OnDemand programs. An OnDemand server retrieves documents for client personal computers.

string. A series or set of alphabetic or numeric characters. A string can be composed of letters, numbers, and special characters.

toolbar. The region directly beneath the menu bar of the main window.

toolbar button. A small bitmap on the toolbar that represents OnDemand commands. Click a toolbar button to quickly access a command.

typeface. A specific style of type, such as Helvetica or Times New Roman. See also Font.

type. To enter specific information using the keyboard, typing characters exactly as given.

type size. A measurement in pitch or point of the height and width of a graphic character in a font. See also Pitch and point.

type style. Attributes of a font such as weight (bold) or posture (italic).

user. In OnDemand, a person authorized to access applications on the server.

viewing window. The window in OnDemand where you look at or browse documents.

wildcard. Search characters that represent other letters, numbers, or special characters. In OnDemand, the % (percentage) and the _ (underscore) are wildcard characters that can only be used with the LIKE and NOT LIKE search operators.

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Readers' Comments — We'd Like to Hear from You

IBM EDMSuite OnDemand
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Version 2.2

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