E-Z File Manager

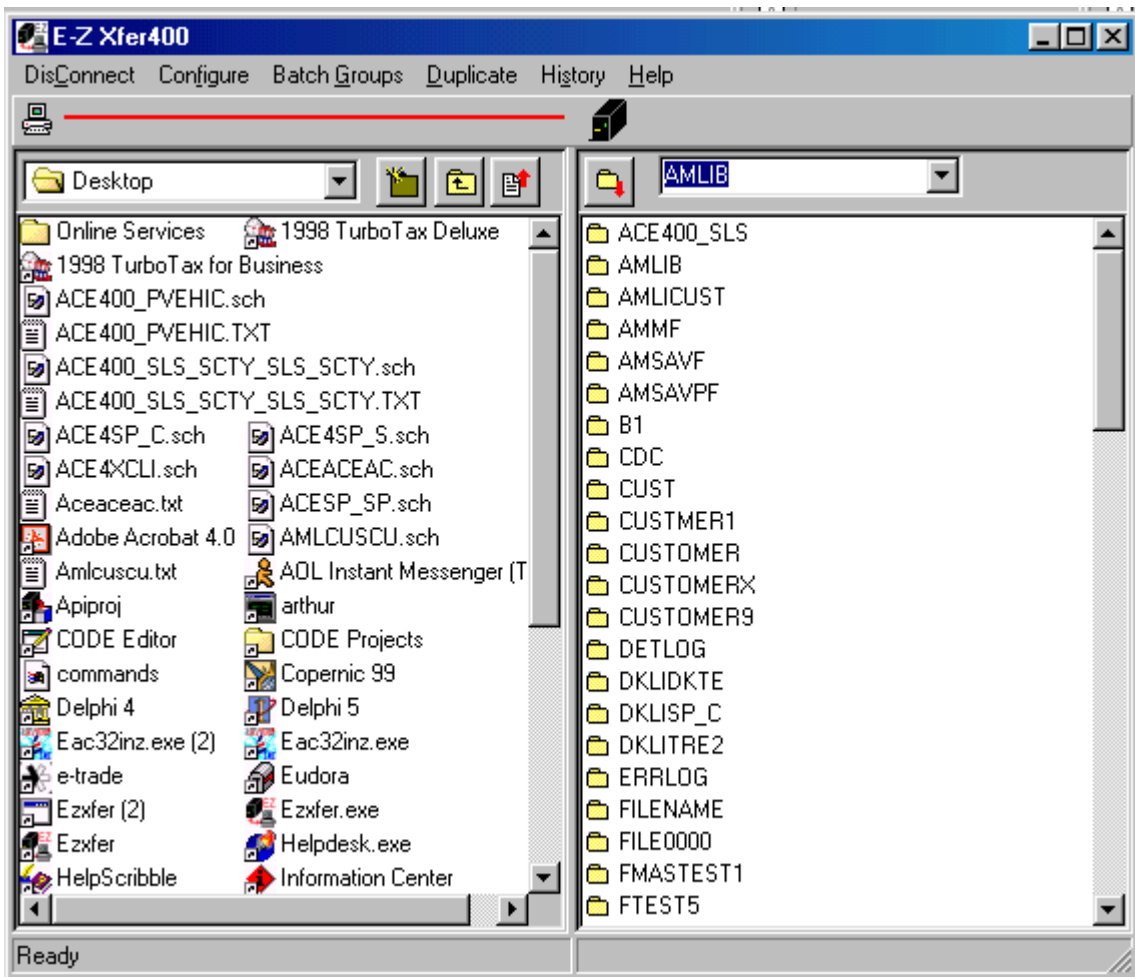**Introduction**

The E-Z File Manager is a power end user tool to access AS/400 data. It can be used to download, upload, display data, and display file descriptions. What is unique for this program is that the user can set-up batch groups, duplicate file structures, and grab samples from a file. All of the commands are available by right-clicking on the file.

EZ-File Manager can be used to clean data, accomplish data migration, EDI tasks, automate data transfers, and a very effective tool to manipulate files and generate simple reports.
The filtering capability is extensive, and it is designed to simplify end user interaction.

EZ-File Manger complies fully with the security attached to the AS/400 profiles, further you can narrow the security, and restrict it but not expand the security capability.

After a successful login in on the system, the following screen will be displayed. The default library will be opened and its files displayed in a list box.

The first task to make the EZFM/400 work appropriately is to select the configuration options.

Configure

   As with the File Manager, the configure window is set up to customize the program for the user's needs. One new feature is the AllowEdit. This prevent unwanted users from editing any files on the AS400. This feature is password protected.

Exercise: Set-up your user name, password, pc directory, and AS400 library defaults.
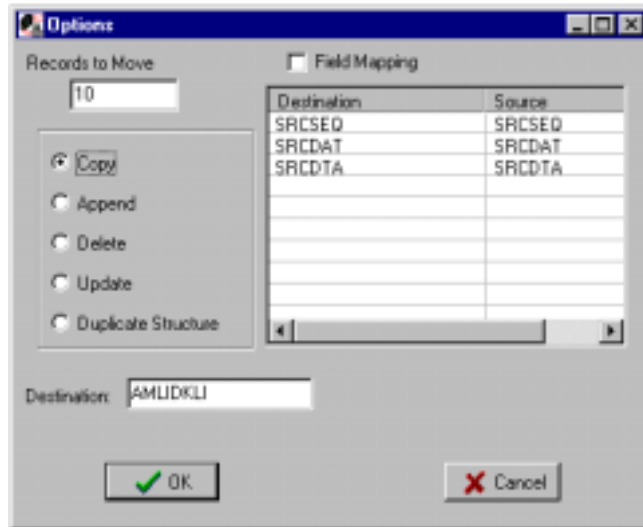
Connect

   The connect menu command, like the File Manager, is set to connect to the AS400 and then is set as a disconnect command.

Upload

This btton allows the user to upload a file from the pc to the AS400. The user is allowed to set the number of records to move, the move option, the file name, and file mapping. The move options are: Copy, move file to a new or over-written file; Append, appends a member onto an existing file; Delete, deltes records in the destination file that match the source file; Update, updates the records in destination file from the source file; Duplicate Structure, creates a file with the appropriate field descriptions and structure, but is empty.
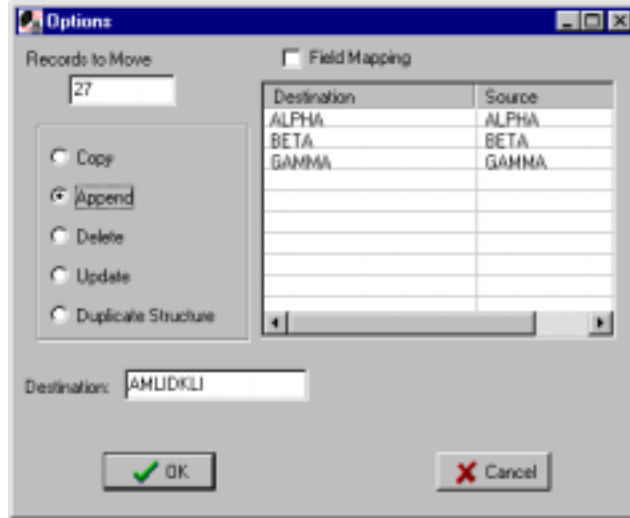
Drag-dropping from the pc area to the AS400 area will produce the same result.

Exercise: Upload a file. Set the record count to 50. The move option to Copy. And set the first field name to "First".

Download

Downloads a file from the AS400 to the pc. The options are the same in the Upload feature. Drag-dropping from the AS400 area to the pc area will produce the same result.

Exercise: Select the file from the upload exercise. Select the uploaded file on the AS400. Click on the download button. Set the move option to Append. Click on OK.

Batch Groups

Batch groups are a set of AS400 files that are set-up to be downloaded to the pc at one time. What is also available is to save the batch groups so that the user can re-use the group to download the group of files when ever he needs them.
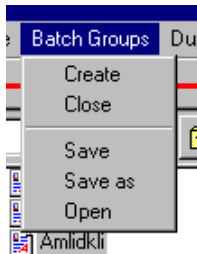
Create: Creates a new and empty batch group.
Close: Closes the opened batch group.
Save: Saves the batch group.
Save as: Saves the batch group to a desired name.
Open: Opens a saved batch group.
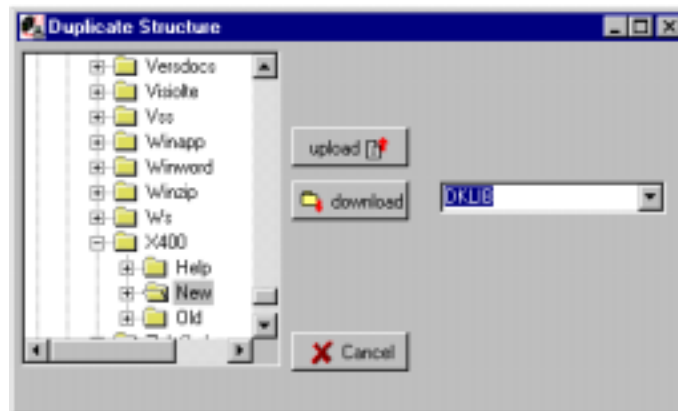

Download: Downloads the group to the pc.

Right-clicking on an AS400 file will bring up a menu that has an "Ass to Group" option. This will move the selected file to the batch group. If one isn't open, then a batch group is created.

The batch group is nothing more than a file with some file names stored in it. The actual AS400 files are not stored in the batch groups.

Exercise: Create a batch group. Add three (3) files to the batch group, they do not have to be from the same library. Save the batch group. Close it. Open it. Then download the group to the pc.

Duplicate

The duplicate file structure feature is designed to copy the file structures across platforms.   In this window, all the file structures in the designated library/directory are moved.

Exercise: Download all the file structures in your library to the pc.