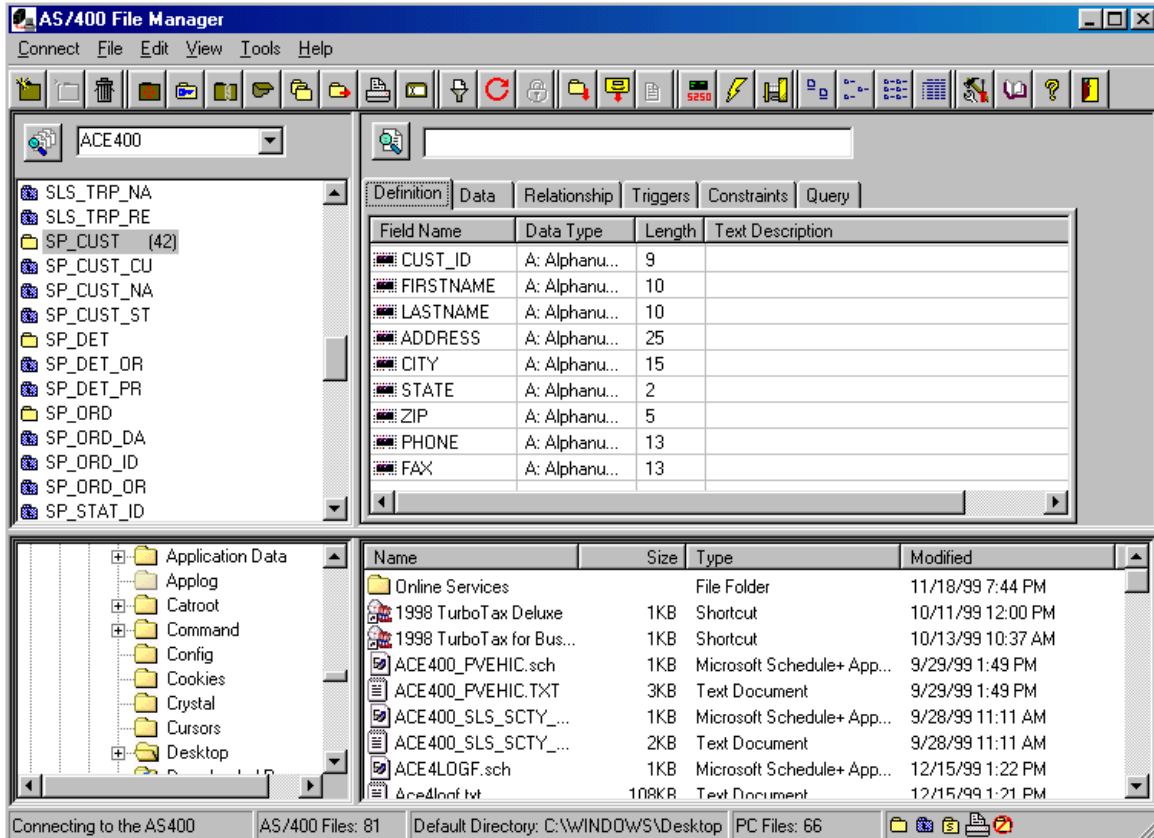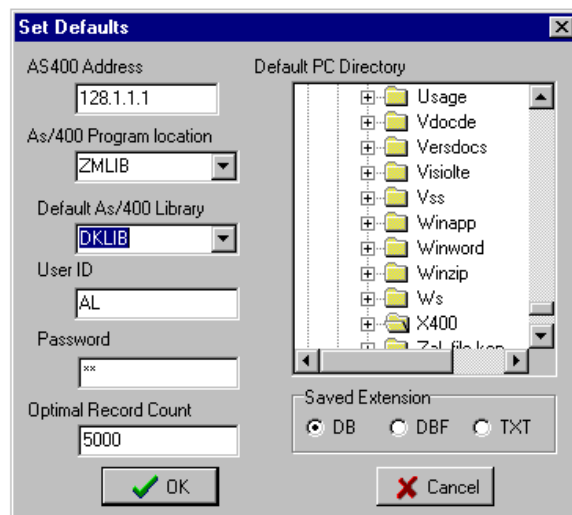# File Manager Trainer

The File Manager is designed to be used as a tool to help the user to manipulate AS400 files as easily as if they were on their PC. The File Manager can be very easy to use.

The following is to help users understand some of the commands and capabilities the File Manager has to offer. It is not intended to be a help document, but more of a training document. If more detailed help is needed, please refer to the on-line help.

Configure

        The configure window allows the user to personalize the application to better suite his needs. These include setting up default libraries, directories, location of the AS400 program, entering his user name and password for automatic log-ons, and which AS400 platform he is using.

Set Defaults

AS400 Address
`128.1.1.1`

As/400 Program location
`ZMLIB`

Default As/400 Library
`DKLIB`

User ID
`AL`

Password
`xx`

Optimal Record Count
`5000`

✓ OK

Default PC Directory

- Usage
- Vdocde
- Versdocs
- Visiolte
- Vss
- Winapp
- Winword
- Winzip
- Ws
- X400
- Zal file kan

Saved Extension
⦿ DB   ○ DBF   ○ TXT

✗ Cancel

Exercise: Set up your user name and password for automatic log-on, set up a default library and directory.

Connect

The connect also doubles as a disconnect button once the user has connected to the AS400.

Filter 🎨

The Filter allows the user to view those file types that he or she wants to see. They are Physical, Logical, Saved, Printer, and others (those file types that have not been listed). To filter out the file types, hit the Filter button and uncheck the types. To view them, check the boxes next to the file types.
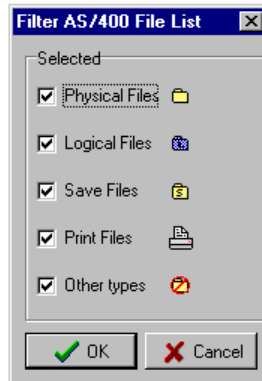
Exercise: Filter out the Saved, Printer, and other file types so that only the physical and logical files will show.

Search Libraries 🔍

Sometimes a user forgets which library the file he needs is located. The Search Library button allows the user to search all the libraries on the AS400 for a file. Full or partial names are allowed. The Window that appears will show all file matches of the file name in their libraries.
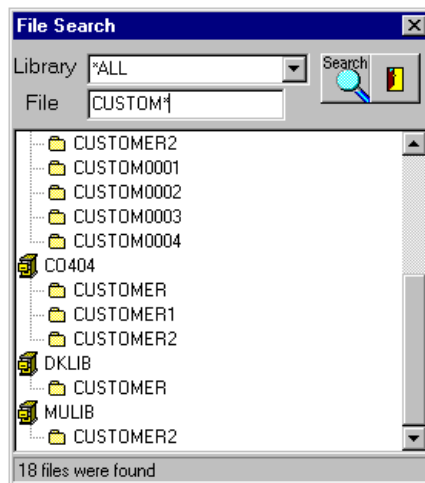
Exercise: Search for the file "CUSTOMER", then search for "CUST*".

Create Library 🏛️

        The Create Library Button allows the user to create a library on the AS400. The user only needs to enter a name.

Exercise: Create your own library, give it a name with 10 characters or less, then set your default library to your library.
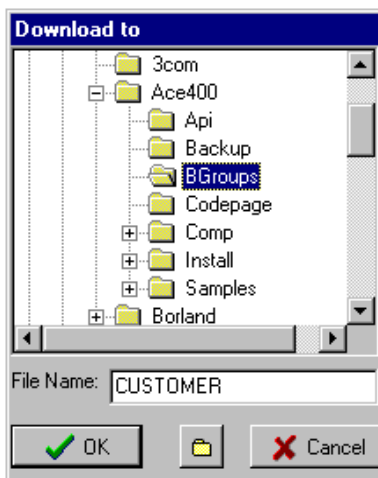
Upload a File 📄

        Sometimes a user needs to upload a file to the AS400. It is easily done in the File Manager. Left-click on the file in the PC area, next hit the *upload button*. A dialog box will appear requesting a library (defaulted to current library), a file name, and a member name (optional). If a member name is not given, then the file is overwritten, otherwise, it is appended to.

Exercise: Upload a file from your PC into your library. Give it a file name. Do not give it a member name.

DownLoad a File 📁

        The main purpose of the File Manager is to give the user a reliable and quick download of files. This is started by either dragging-dropping the files from the AS400 area to the PC area or clicking the *download button*. This brings up a dialog box, which will have a directory list and a file name editor with a default name. A create directory box is also available. Once a file name has been chosen, the file is ready to be downloaded.

Exercise: Download a file from your library to the PC. Put it in the ACE400 directory.
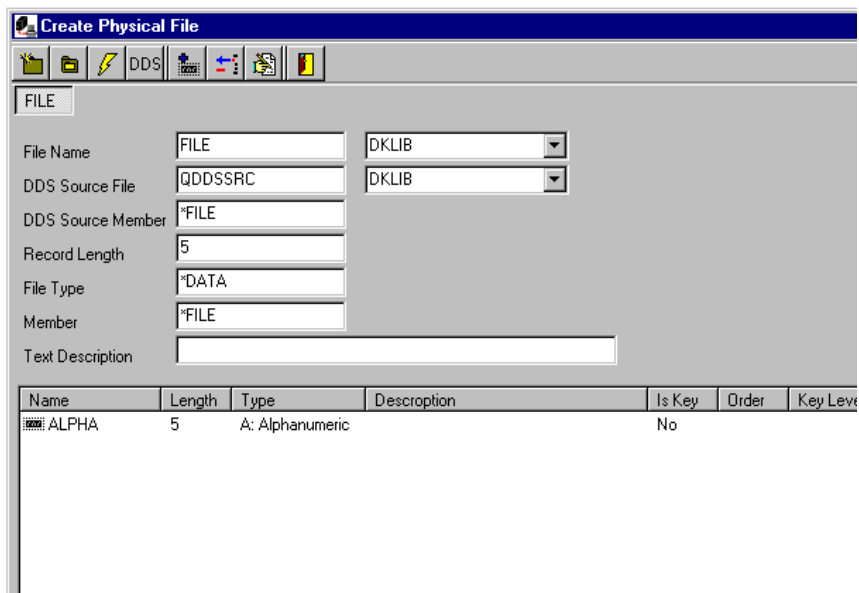
Download a Library

It becomes necessary to download a whole library at a time. With the File Manager, this is easily handled. Click on the *Download Library button*. A Dialog box will appear that allows the user to choose the destination directory. A create directory button is available. Once the directory has been chosen, the files begin being downloaded.

<u>Note</u>: This currently works only for the Physical and Logical files.

<u>Exercise</u>:   Download all the files in your library into the ACE400 directory on the PC.
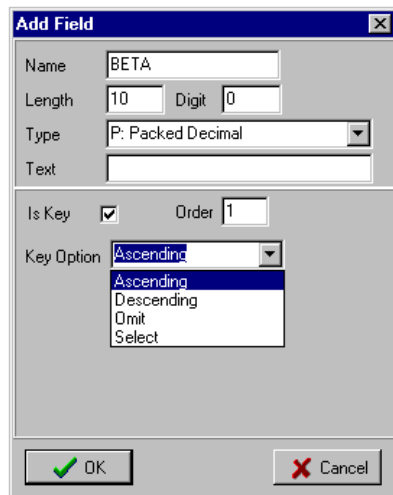
Create Physical File

Creating a physical file on the AS400 can be very troublesome. It requires creating a member in the DDS source, putting in the description of the fields in the appropriate context, and then sending the command to create the file. The File Manager has been designed to take care of all the steps necessary to create a file. All that is needed is to enter the name of the file, the library it is to be placed in, the DDS source and location to store the field descriptions, and at least one field. However, other options have been added to allow the user greater control over the creation process.


First, the user is allowed the ability to turn any fields he is using into key fields. In the fields dialog box, which appears when the user is adding or editing a field description, there is an IsKey option which is unchecked by default. Checking this will turn the selected field into a key field. Also, the order (ascending or descending) can be set. If the user so chooses, he may also set it as an omit or select field. This gives the user greater control on how the data will be displayed.

Another feature is the ability to "borrow" field descriptions from another file. To do this, the user must click on the Borrow button ▣. The window that appears will allow the user to pick a file and the fields from the file he wants to use. However, if the field is a key field is not carried over. This prevents the user from having to retype the same fields over and over again.
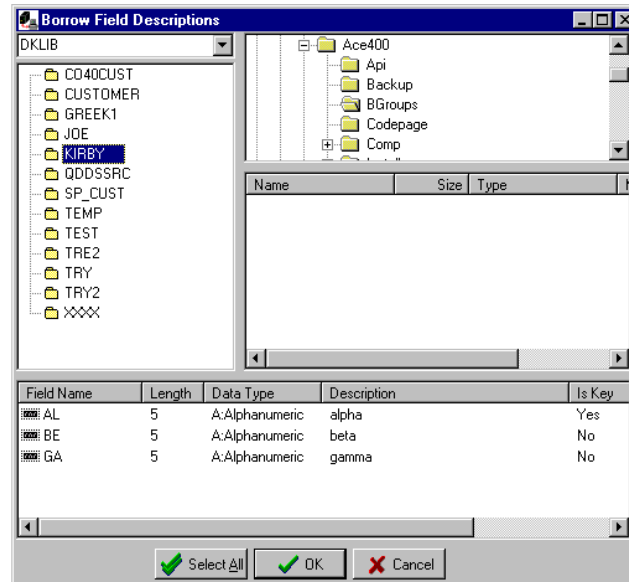
A third feature is the choice of saving the field descriptions in the DDS source without creating the file. This allows the user to move the DDS source to a desired location and then create the file from the DDS source.

Exercise: Create a file with three fields, one must be a decimal (packed or zoned), and one must be a key field. Put it in your library.

Edit Data

Editing the data in a file is often needed. Either adding, deleting or changing the data, it can be easily done. The user clicks on the file to be edited. Then he must click on the "Data" tab on the right-hand side. The data from the file is displayed. From here the user can do what he needs to the data in the file as he sees necessary.

Note: Currently only works for the Physical and Logical Files.

Exercise: Add about five records to the file you recently created.

Add Constraint ▣

Add Trigger

A trigger is a set of flags that tell the AS400 what program must run when the file is being edited. They set up to be before or after the editing, and can append, update, or delete to the file. To add a trigger, select a Physical file. Then hit the Add Trigger button. A window will appear that displays the file name and library. The time and event must then be chosen. The program and the library must be given. Once done, the trigger is added.

Exercise: Add a trigger to a file that you created.

Clear File

At times, it becomes necessary to clear a file or a member in a file. This is easily done with the Clear File button. Choose either a file or a member.

Exercise: Clear a file from your library.

Copy File

Allows the user to copy a file from one library to another, or into another file as a member.

Exercise: Copy a file from the ACE400 Library to your library.

Move File

Allows the user to move a file from one library to another.

Exercise: Move a file from your library to the ACE400 library, and then back to your library.

Print File

Prints the contents of the selected file.

Rename File

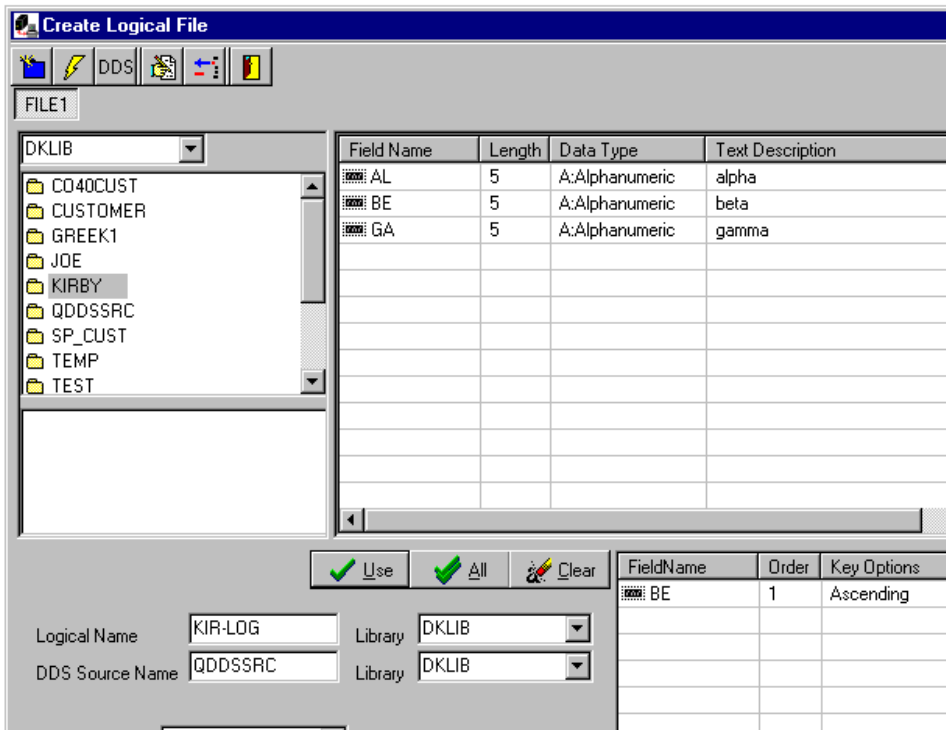Allows the user to rename a file or a member in a file.

Exercise: Rename a file in your library.

Delete File

Deletes a file or a member in the file.

Create Logical File

   Creating a logical file is just as troublesome as creating a physical file, Specifically the syntax that is required by the DDS source. The process on the File Manager is relatively easy. First choose a physical file to create the logical of. Next, choose the fields that are to be created into key fields. As with the create physical file, the fields can be ascending, descending, omit, or select. Check the order of the fields so that they are satisfactory to what you need. Last, choose either to create the file or just save the field descriptions to the DDS source.
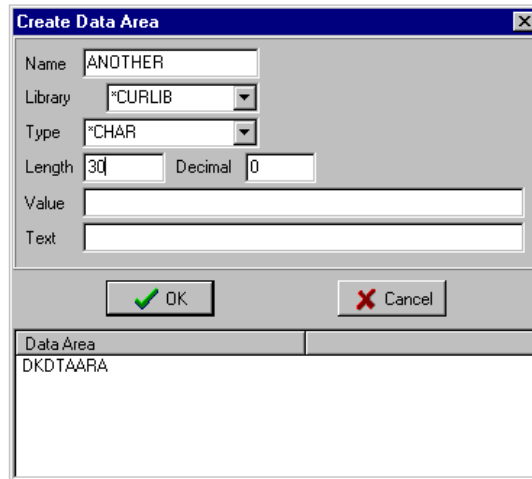
Exercise: Create a logical from the physical file you created in your library.

Create Data Area 📄

        A data area is a small space of memory allocated to hold data. Though the File Manager cannot access them, it still can create them for later use by the user. A dialog box appears that requires a name, library, data type, and the length of the data area. The data value and the text description for the data area may also be added. On the bottom is a list of data areas in the current library.
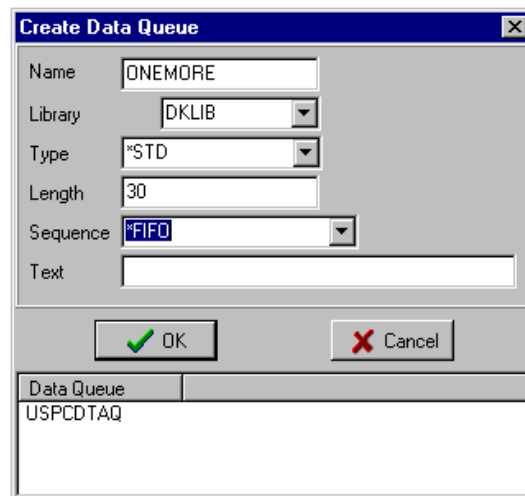
Exercise: Create a data area in your library.

Create Data Queue 📄

        A Data Queue is an area of memory that can store multiple forms of data. It can be written to or read from when necessary. This allows programs to interact with each other without the need to be synchronized. The dialog box requires the name, library, data type, length, and order of operations. The text description is optional. On the bottom is a list of data queues in the current library.

Exercise: Create a data queue in your library.

Simple Search

Sometimes it is necessary to look up some information about a particular field. A large search paradigm is not needed for something of this nature. Instead a small search engine will work better. Thus the simple search on the main window. To accomplish this, a value must be entered into the edit box, and the field to be searched must be highlighted. Upon hitting the search button, it will go through the records until a match is found. If no match is found, it will stop on the last record.

Full Search

A full search is needed to do more complicated searches. To get here, hit the data tab and then the full search button. What will appear is a window that has a viewer at top and a docked list of fields. Drag-dropping field names onto the viewer will bring up a window that will allow the user to define his search parameters. Each of the fields chosen can be integrated with one another to create a complex search algorithm or to have the view on.
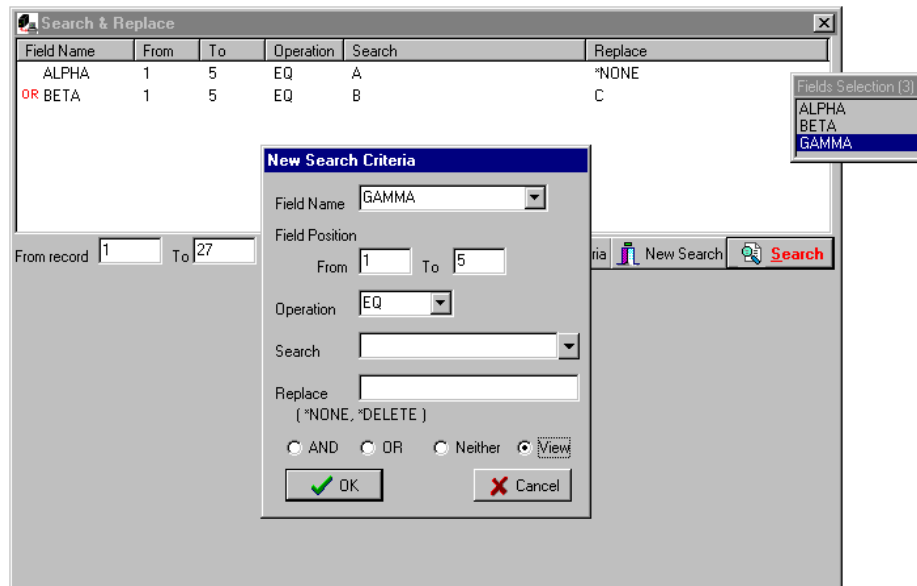
While the search is running, the user has a number of choices. He may replace one criteria found at a time, replace all found criteria, skip current criteria found, count all criteria found, or stop the search.
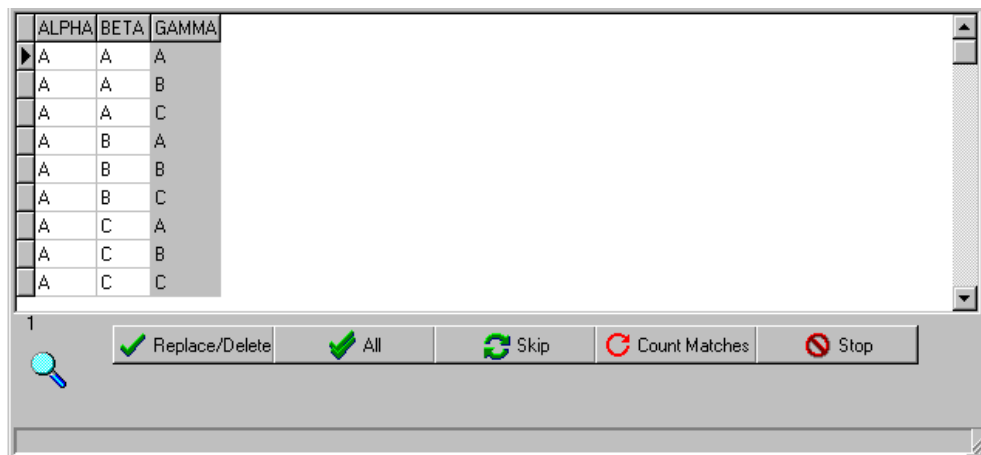
Full Edit

        The full edit capability of the File Manager allows the user not only to edit his data but also to arrange the fields into an ordered pattern without the need of index fields or logicals. All that needs to be done is to drag-drop the field column onto the group box above the field names.
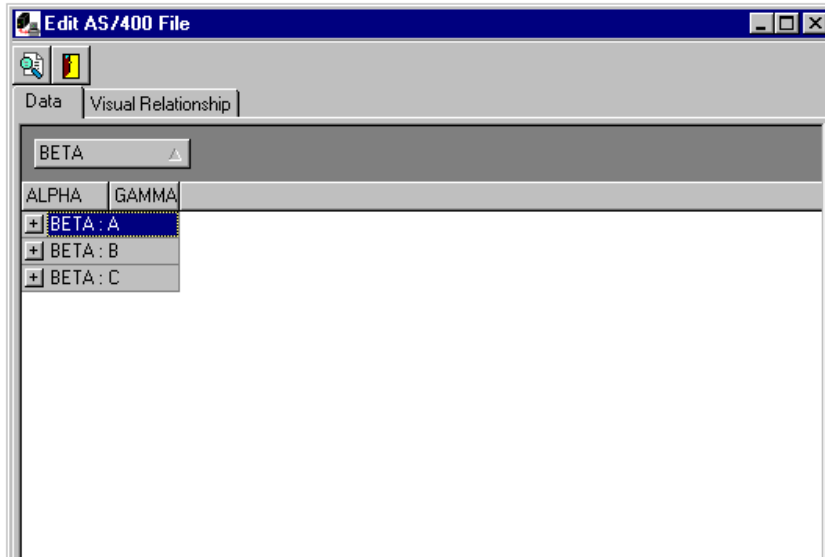
Note: In this mode, the data cannot be edited.