

Barista Document Management



Introduction

Barista® Application Framework provides a quick and simple method to get your reporting data in many different formats without the need for third party reporting tools. Reports may be printed on paper, viewed on the screen, or saved in various formats such as Portable Document File (.pdf), Excel (.xls), web page (.htm), XML (.xml), comma separated text (.csv) and tab delimited text (.txt).

With the multitude of document output options available with AddonSoftware by Barista, dealing with the setup issues can be confusing. The purpose of this document is to help you determine how to output forms and reports in various ways.

Usually when a user runs a report it is first displayed in a preview window on the screen. The user then has various options including the following: finding the pertinent information on the screen and then closing the print preview window, printing all or part of the report to a printer, saving the report in a document directory or a combination of these options.

First, we will define the two types of reports available with AddonSoftware® by Barista. Then we will review the software elements that control the outputs for these two types of reports. After that we will look at how these elements can be configured to obtain the various outputs. Then we will look at sample setups for users with a variety of document output requirements.

Report Types

Documents created by AddonSoftware may be classified as either Reports or Forms.

AddonSoftware Reports include financial statements, open order reports, price lists, trial balances, open order reports, sales registers and many more. All Reports are handled using the AddonSoftware Document Output Manager (DocOut).

Forms include invoices, picking lists, customer statements, accounts payable checks and ten other relatively complex reports. All AddonSoftware Forms were developed using either Jasper or BBJ Form development tools and are handled outside of the DocOut system.

User IDs and Security Roles

A User ID is required for anyone to login to AddonSoftware by Barista. For example, in the demonstration data ADMIN and GUEST User ID's are setup.

Each User ID is associated with one or more Security Roles as shown in Figure 1. The permissions a user has is based on the Security Role (or Roles) associated with their User ID. User ID's and Security Roles are setup from the Security Menu in Barista Administration.

For example, the ADMIN and GUEST User ID's that come with the AddonSoftware demonstration data have different Security Roles. An ADMIN user can see and change Document Print Settings for individual documents but a GUEST user cannot. Also, from the Document Inquiry application menu in Barista Administration, an ADMIN user can see more details about documents than a GUEST user can. These are just two examples of how the Security Role or Roles associated with a User ID control printing and document management permissions.

Security Roles may be setup to control which users can print certain reports. For example, users with STAFF Security Roles may be restricted from printing financial statements and users with MANAGEMENT Security Roles may be able to print all reports including financial statements.

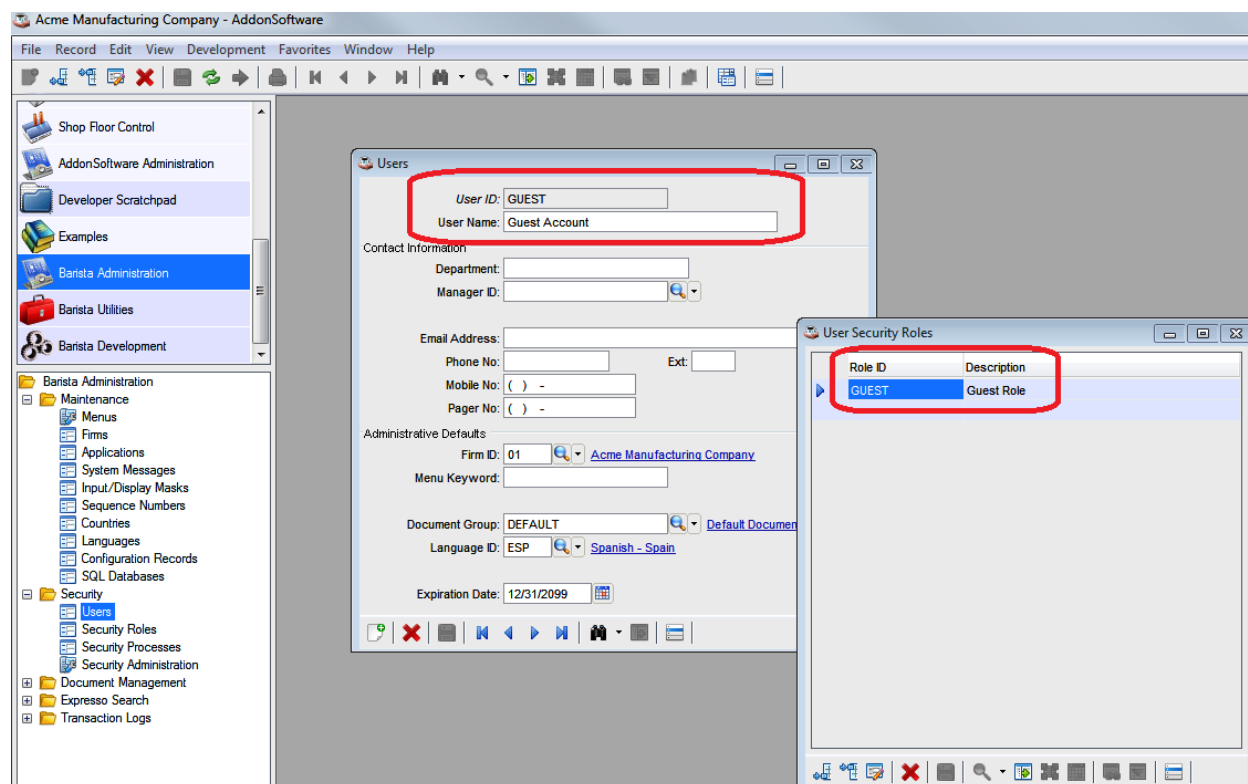


Figure 1. The above screen shows a User ID GUEST with a Security Role of GUEST.

AddonSoftware DocOut Reports

Elements that Control Printing and Document Management Document Groups:

One Document Group, and only one Document Group, may be assigned to each User ID as shown in Figure 2. Multiple User ID's can share the same Document Group and a User ID might not have a Document Group at all.

Document Groups are setup from the Document Management menu in Barista Administration. The Document Group assigned to a User ID controls the output options for that user.

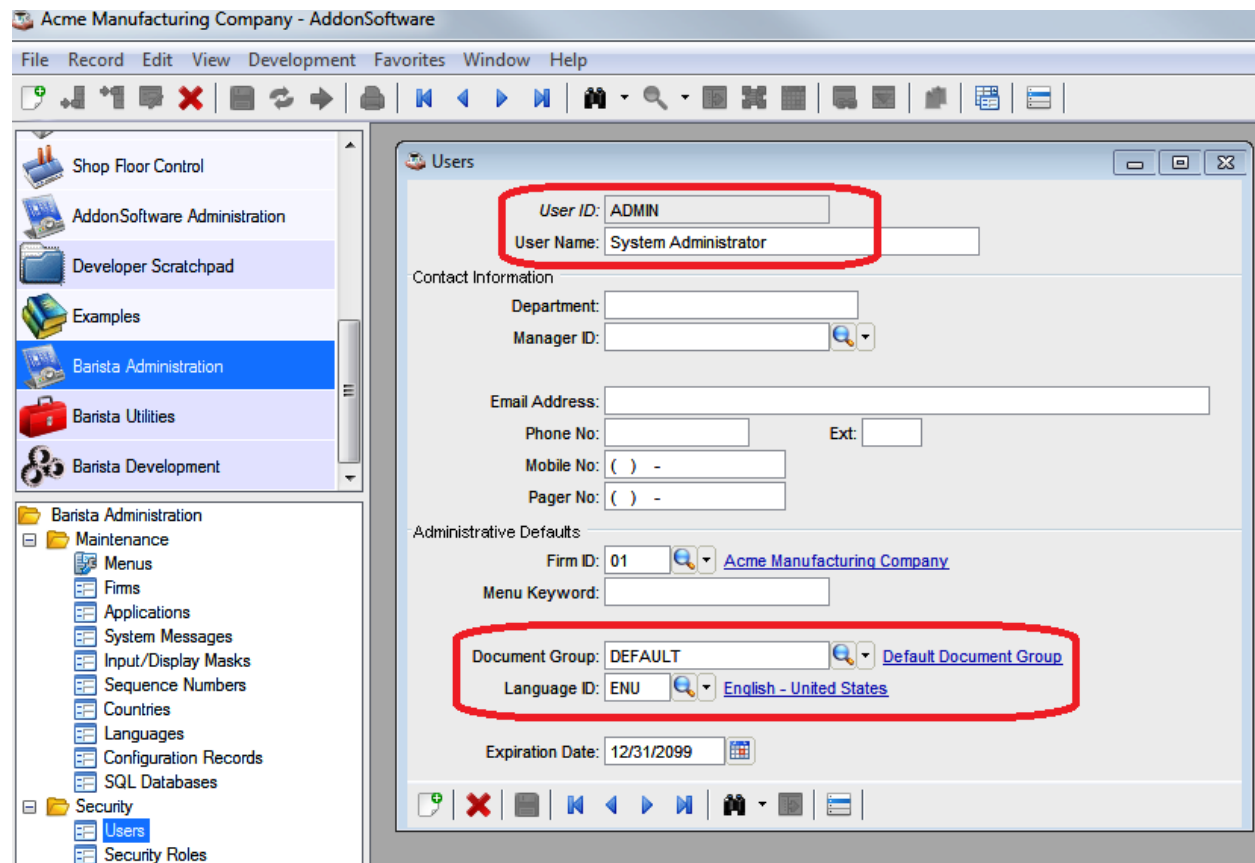


Figure 2. The DEFAULT Document Group is assigned to the User ID ADMIN in the above example.

In the Document Type Paths section as shown in Figure 3 on the Document Groups screen as many as eight (8) document types may be entered. The Document Types that may be specified with a path are: System Printer, Portable Document File (pdf), Excel Document, Tab Delimited, Comma Separated Text, XML Document, Web Page and Google Document. If a Document Type is selected, the Path for that Document Type may be entered or left blank (if left blank, the Default Document Path is used).

The only mandatory fields on the Document Group screen are Document Group name and Description. All other fields are optional.

On the Document Groups setup screen, a Document Group name and description are entered on the top of the screen. In the Group Defaults section of the screen, a Default Document Path can be entered. The Default Document Path determines where reports are saved if there is no entry for a document type in the Document Type Paths section in the bottom of the Document Group screen.

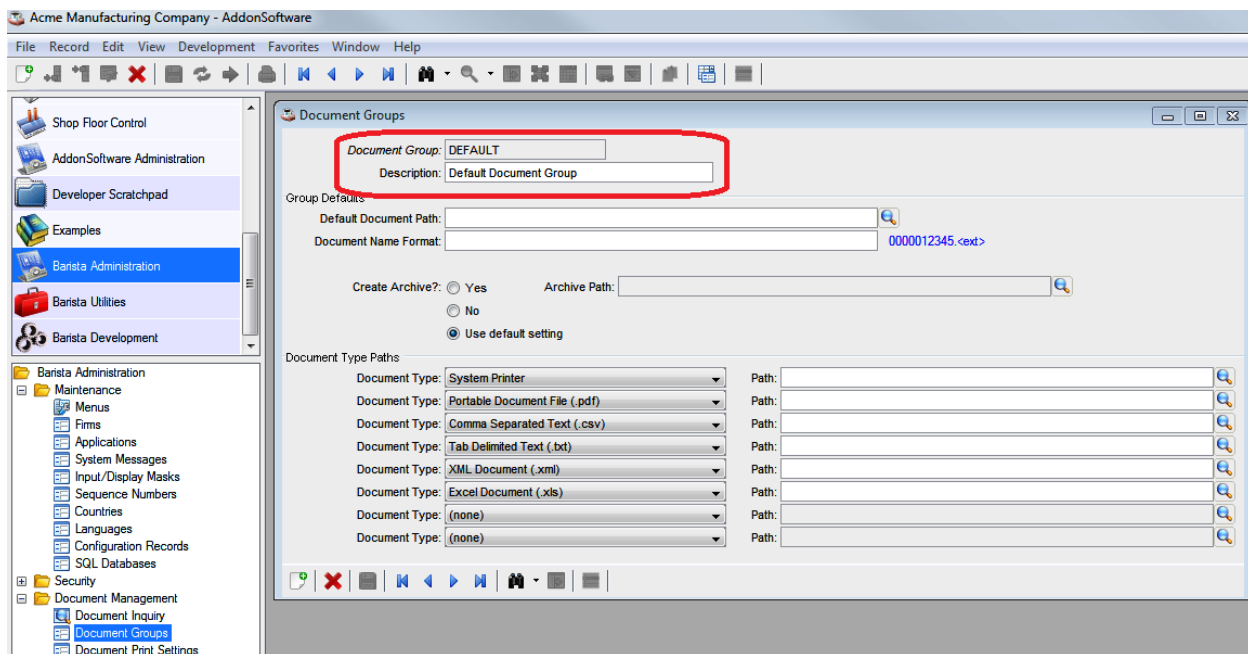


Figure 3. Document Groups such as the one above are setup from the Document Management area in Barista Administration.

A User ID may be created without an assigned Document Group. A user without a Document Group will be unable to view or print any Reports. If a user without Document Group attempts to run a Report, they will see a warning that reports “No Document Group has been assigned to this user.”

A user with an assigned Document Group will always have more document management options than a user without an assigned Document Group. For example, a Document Group could be created with only a Document Group name and description (with no selections made for a Default Document Path, Archive or Document Type Paths). A user with this Document Group would be able to view all reports in the Preview window but would have no ability to print or save the reports. In addition, this user would have the ability to do everything that a user without an assigned Document Group could do.

The Group Defaults section of Document Group setup screen allows for the designation of a Default Document Path where all documents for a user with that Document Group assigned will be saved by default regardless of the Document Type. Optionally, a Document Name Format mask may be designated.

If the Default Document Path is left blank for a Document Group, the path name on the Default Document Group Setting will be used as is shown in Figure 4. This is the [DEF_GRPSETTING] Document Group that is included with the standard release of AddonSoftware. Though this Document Group can be edited, the "factory settings" are [+DOC_DIR_DEFAULT] for Default Document Path and %i_%n_%d%t for the Document Name Format which results in a file name consisting of Doc ID number, Document Name, Date and Time. The Default Archive Path is set for [+DOC_DIR_ARCHIVE] and the path names for the Document Type Paths are blank in the "factory settings."

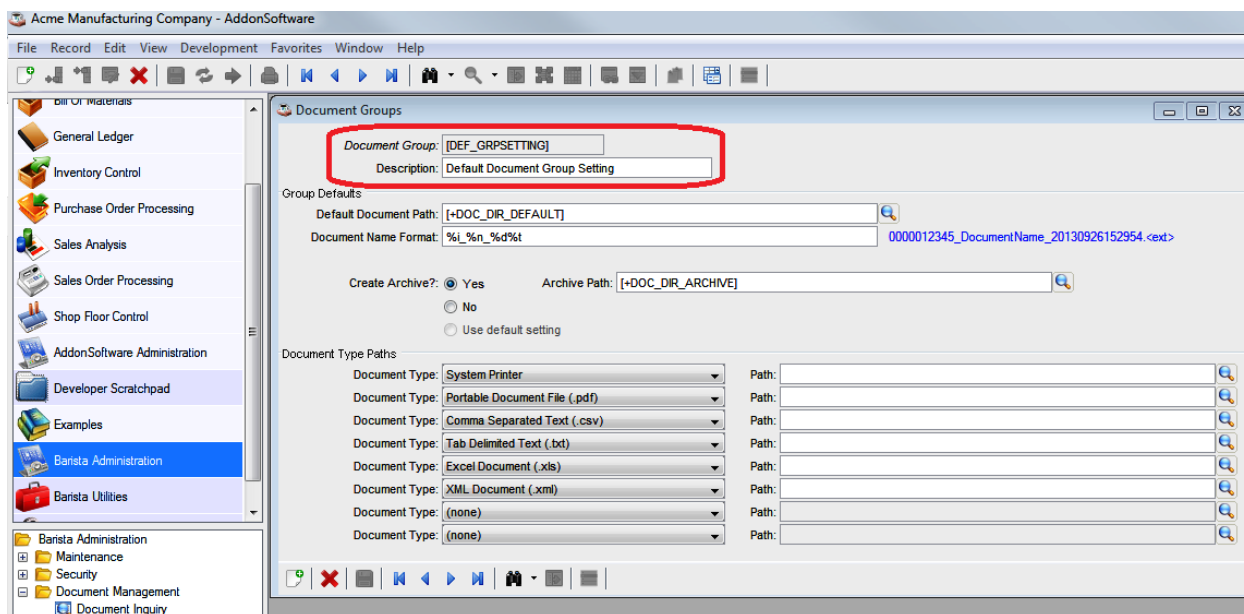


Figure 4. [DEF_GRPSETTING] Is the name of the Document Group with the description Default Document Group Setting that is the "factory setting" for default outputs.

Eight Document Type Paths may be set on the bottom of the Document Group screen. If a Document Type (such as pdf or xls) is selected and a path specified, this will override the Default Directory Path.

The Document Types selected in the Document Group will determine the options a user assigned to that Document Group will have in the Document Output Selection screen. For example, if the Portable Document File (.pdf) option is selected, the user with that Document Group will have a pdf option on the Document Output Selection screen for any report.

After a Document Type is selected in the Document Type Paths area, the Path name field to the right is optional. If the path name is field is left blank, the Default Document Path will be used.

Also, unless the System Printer "Document Type" is selected, the System Printer option will be unavailable on the Document Output Selection screen and the user will not be able to print the report.

Duplicate copies of saved documents may be created automatically using the Archive option on the Document Groups screen. If the "Create Archive?" option is answered Yes, a path name for the archive (duplicate) document is entered. If the "Use default setting" is selected, the duplicate documents will be stored in \Archive below the default directory. No duplicate documents will be created if the No option is selected.

Document Group settings control all reports that use the DocOut functionality but have no impact whatsoever on Forms such as Invoices and Purchase Orders that operate outside of the DocOut framework that will be discussed in following section of this document.

Document Print Settings:

The Document Print Settings screen for a DocOut report is displayed if the Document Settings icon shown in Figure 5 on the top of the report Preview window is clicked. Document Print Settings can also be viewed in Barista Administration from the Document Management menu.

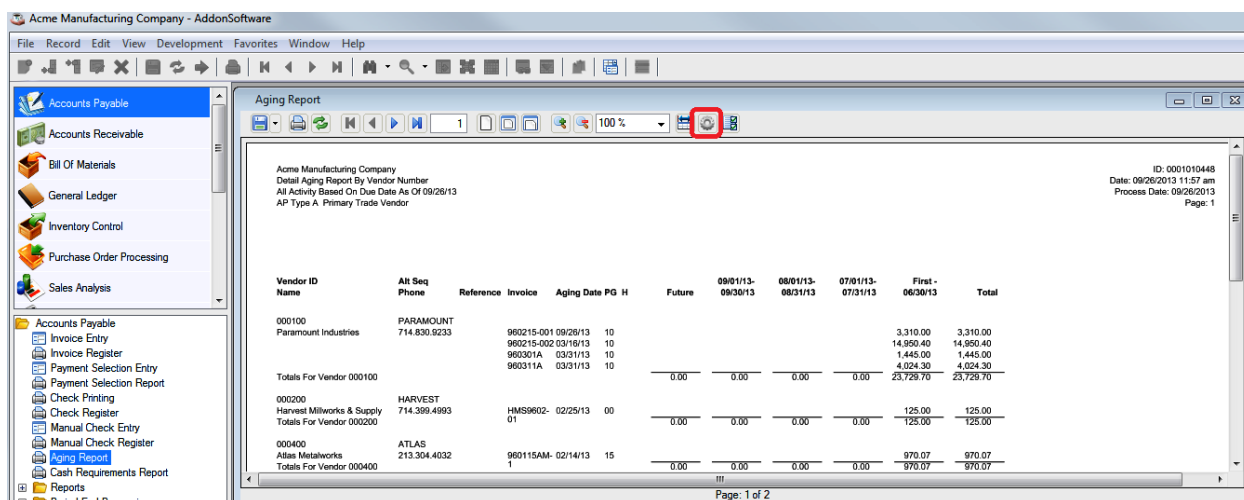


Figure 5. The Document Print Settings icon is displayed in the print preview window.

A Document Print Setting record is associated with all AddonSoftware Reports that use DocOut.

Each DocOut Report is associated with one Document Print Settings record that will be used by all users regardless of Security Role or Document Group assignment. For reports without an assigned Document Print Settings record, the default [DEF_GRPSETTING] will be used.

The Document Print Settings record for each report controls margins, fonts, document orientation and other output details.

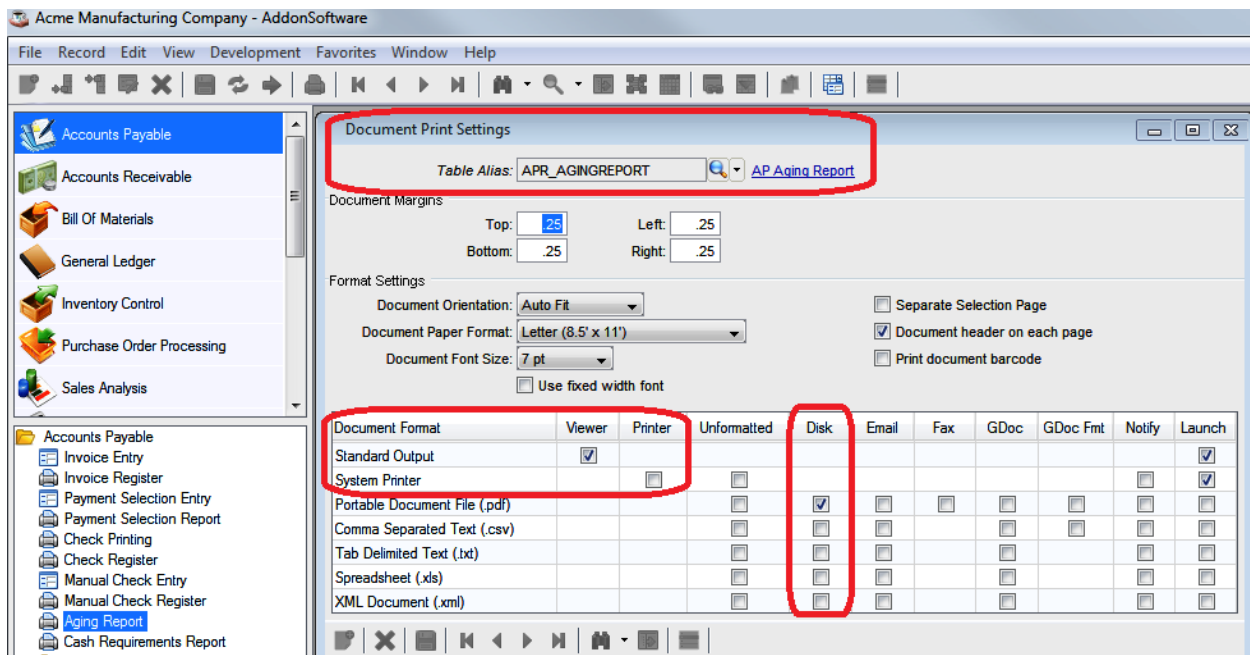


Figure 6 Document Print Settings screen for the Accounts Payable Aging Report with default settings for Viewer, System Printer, PDF to Disk and Spreadsheet to Disk.

Checkboxes on the Document Print Settings shown in Figure 6 control the default output for a document. When a report is in preview mode and the Save icon is clicked, the outputs selected will be executed if allowed by the Document Group assigned to the user. For example, if the System Printer, Spreadsheet (.xls) to Disk and Portable Document File (.pdf) to Disk boxes are checked, the user will be prompted for a System Printer and the report will be saved in both pdf and xls format based on the Document Group of the user.

The various checkbox options on a Document Print Settings record for a report are default settings only, not permission settings. Regardless of which checkboxes are selected, a user can use the Document Output Selection option to save or print a report in any manner allowed by the Document Group assignment.

The "factory setting" for most AddonSoftware reports is to use the default [DEF_DOCSETTING] Document Print Settings shown in Figure 7 with the Viewer box and the pdf to disk checkboxes both checked. If print setting changes are made to a report that uses the default Document Group Settings, then a new Document Print Settings record is created for that document. Changing margins or fonts, for example would create a new, unique Document Print Settings record for a report that had been using the default record.

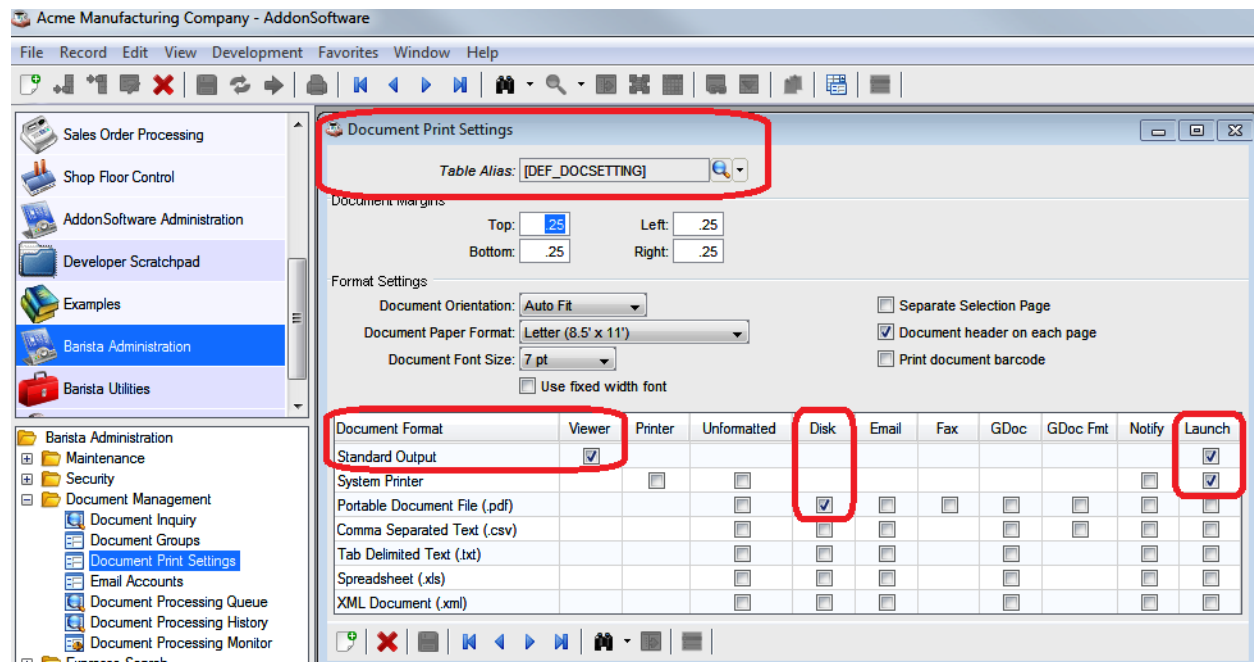


Figure 7. The [DEF_DOCSETTING] Document Print Settings record can be viewed and edited from the Document Management area in Barista Administration.

It is important to note that if the Standard Output Viewer box is unchecked, then that report will not display in the Preview window when the report is run. To make the report visible again in the print preview window, the Viewer box must be checked. This can be done by going to Document Management in Barista Administration and finding the report (using the query on Table analysis is one way to find the report). After the Viewer box is checked, the record should then be saved.

For a report with the Viewer box checked, nothing happens except for a report preview when the report is run.

Once a DocOut report is in preview mode, it may then be printed and saved in various formats using the Document Output Selection screen. The options available to a user in the Document Output Selection screen are based on the Document Group assigned to the user.

From the preview screen, one option is to use the printer icon to print the report to a printer (the File/Print and Control-P options are unavailable from the print preview screen). When the report prints, it will not be saved at the same time even if there are save checkboxes checked on the Document Print Settings record. It will only be printed.

Multiple output tasks can be done at the same time from the print preview screen if multiple Document Print Settings checkboxes are checked for that report as is shown in Figure 8. When the Save icon is clicked, all of the selected output options will be executed as permitted by the Document Group assigned to the user. The save and display processes will be displayed in the progress bar on the bottom left of the application menu.

Note: If the global +DOC_SAVE_ON_EXIT in the barista.cfg file is set to YES, then if the DocOut viewer window is closed without first clicking the Save icon, all of the selected output options will be automatically executed. This is a safeguard to ensure that reports are processed according to the output options, even if the user forgets to click the Save icon. If the global is undefined or set to NO, then attempting to leave the viewer without saving will display a dialog with the error message "Exit without saving the following suggested default documents?" Be aware that with this configuration, it is possible to exit the viewer without ever saving the report.

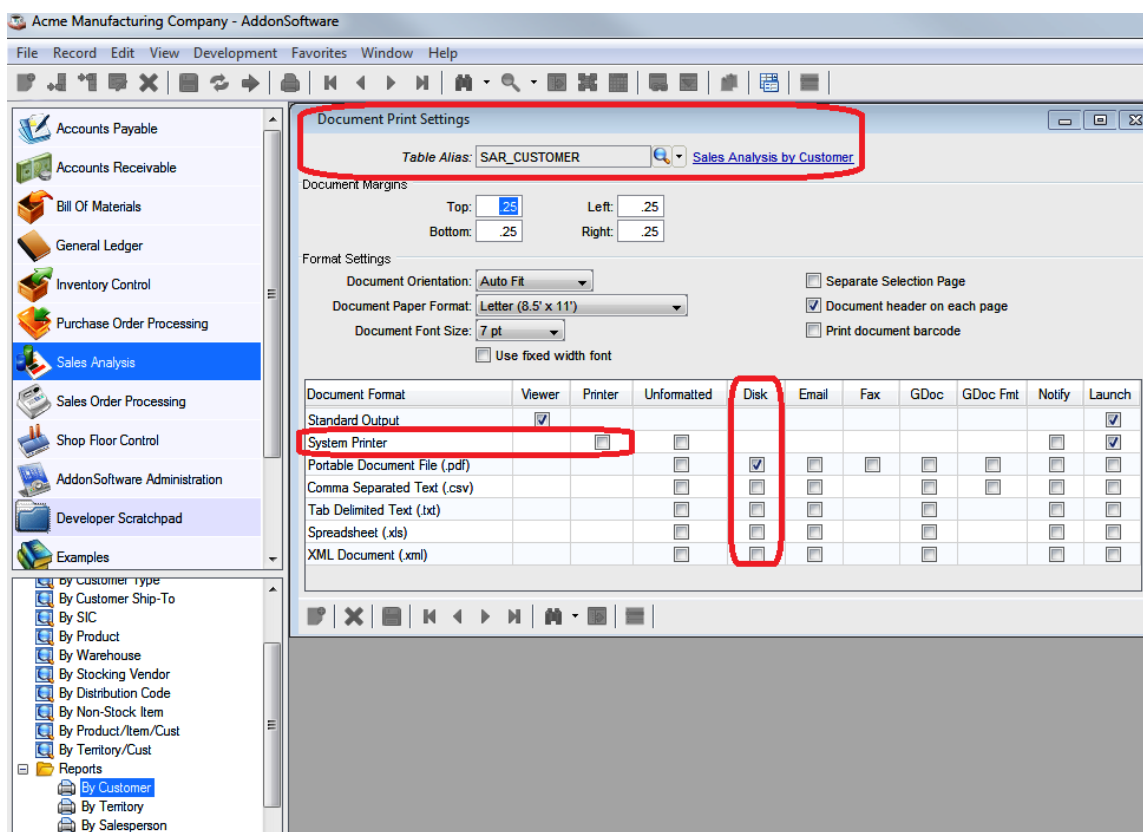


Figure 8. Document Print Settings for the Sales Analysis by Customer Report.

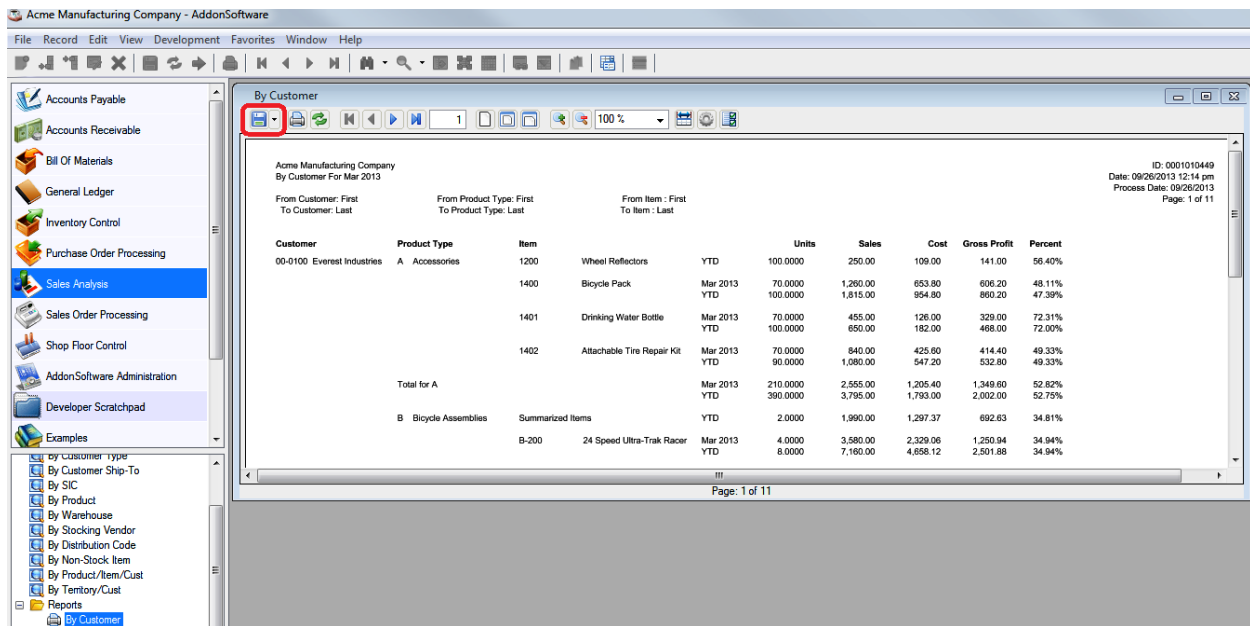


Figure 9. Clicking the Save Icon on this print preview window with the Document Print Settings from the previous screenshot prompts the user for a printer and when the print job is started, the document will be saved in txt, csv, and xls formats if allowed by the Document Group assigned to the user. If the cancel print job button is clicked, the document will still be saved in any additional formats specified.

If the System Printer is one of the output options that is checked on the Document Print Settings record for the report that is being previewed, when the Save icon shown in Figure 9 is clicked the user will be prompted for a printer. After the printer is selected, then the report will print at the same time as the document is saved in the formats specified with the Document Print Settings.

If both the Viewer and System printer boxes are unchecked on the Document Print Settings, when the report is run it will be saved in the formats checked on the Documents Print Settings record and saved in directories specified by the Document Group assigned to the user.

Document Output Selection:

From a print preview window, the Document Output Selection screen may be viewed by clicking on the icon labeled Output Selection on the top of the print preview window as is shown in Figure 10.

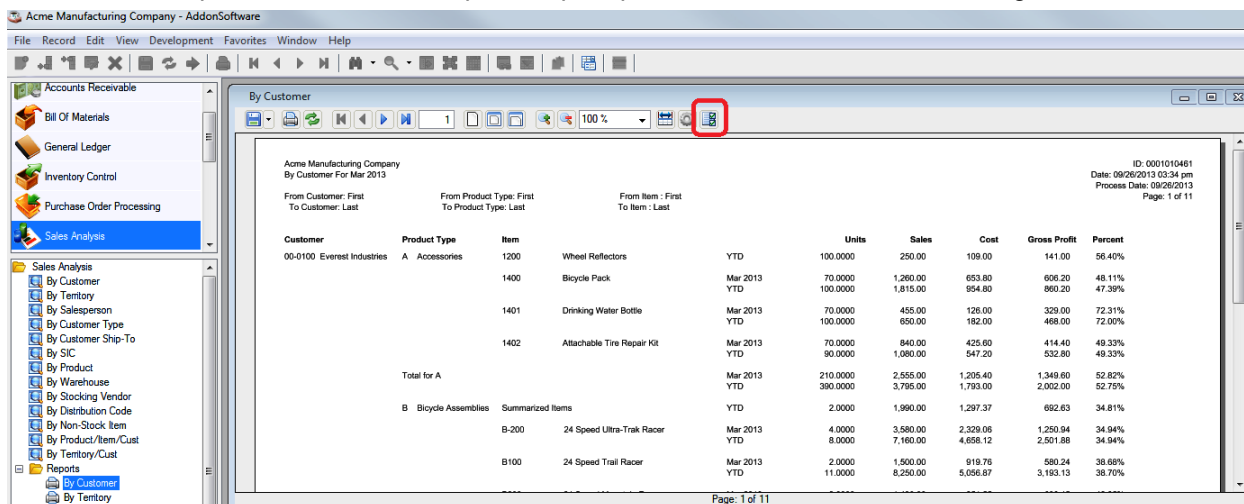


Figure 10. Clicking on the icon with the label Output Selection will bring up the Document Output Selection screen.

A user can click on any combination of checkboxes on the Document Output Selection screen and then click on the Create button in the bottom right of screen to simultaneously run all of the tasks. If the System Printer is one of the output options that is selected, then all of the output processes will start when the System Printer job is started or canceled.

Checkboxes on the Document Output Selection screen are highlighted in green as is shown in Figure 11 if that option is one of the defaults for that report on the Document Print Settings record for that report. This may be helpful for a user without a Security Role that permits access to the Document Print Settings record.

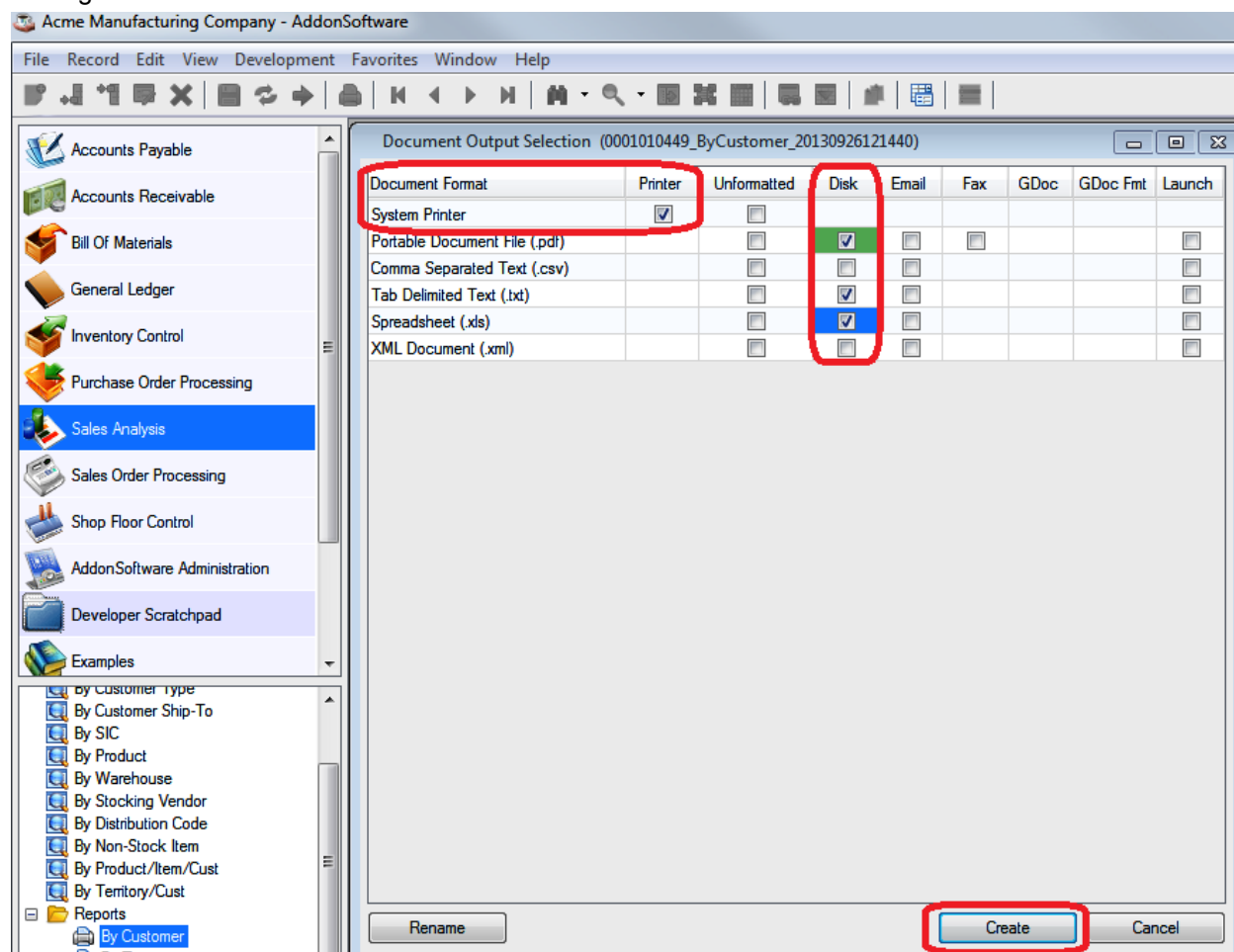


Figure 11. The above Document Output Selection screen shows the user output options for the Accounts Payable Aging Report. The System Printer, Portable Document File (pdf) to Disk and the Spreadsheet (xls) to disk checkboxes are highlighted in green because they are defaults on the Document Print Settings record for that report. The Tab Delimited Text (txt) checkbox is highlighted in blue because it was the last box checked on this screen.

Document Inquiry:

Document Inquiry, which is located in the Document Management section of the Barista Administration menu, may be used to find and view Reports and Forms (including Forms such as Invoices and Purchase Orders) that were previously saved. All documents in the Document Inquiry screen can be sorted by Document ID, Document Description and Date/Time.

Also, by right clicking on a document in the Document Inquiry screen and selecting Display Master Record, the Document Path name can be found. The Document Inquiry screen is for display only-the documents shown may not be moved to different directories or deleted from this screen. And if by using another program a document is deleted or moved, the Document Inquiry screen will error out when an

attempt is made to view the moved or deleted document.

The Document Inquiry window as shown in Figure 12 will display all reports that were viewed, printed or saved (with multiple entries with the same Report ID Number if the report was saved in various formats). By default, users will only see documents for their assigned Document Group. Even though a user can belong to only one Document Group, it is possible to allow users to view documents from more than one group. This is accomplished by launching the Document Groups grid from the Additional Options menu on the User form and entering any other Document Groups that the user is allowed to view.

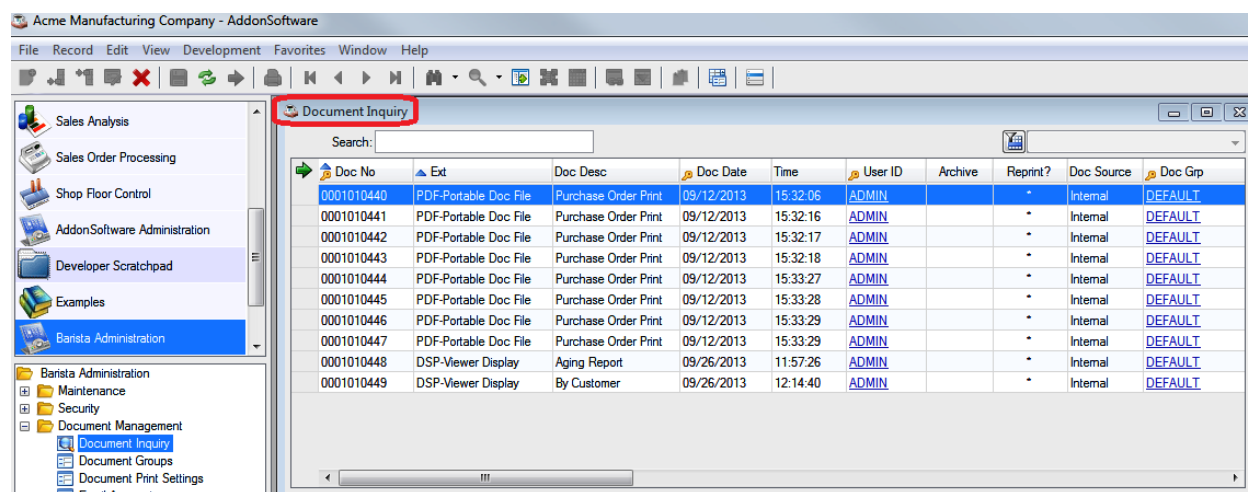


Figure 12. The Document Inquiry screen is found on the Document Management menu in Barista Administration.

Document ID:

A Sequence Number ID is assigned to all reports and documents. All Reports include a Report ID Number in the upper right corner on each page of the Report. If multiple output formats are used for the same Report run, they will all have the same Report ID Number. For example, if a Report is printed on paper, saved in Excel and saved in pdf, all three documents will share the same ID Number.

Sequence numbers and masks may be viewed and edited in the Maintenance area of Barista Administration as shown in Figure 13. The DOC_NO record controls the numbering sequence and masks for the DocOut Report ID's as shown in Figure 14 and Figure 15 on the following pages.

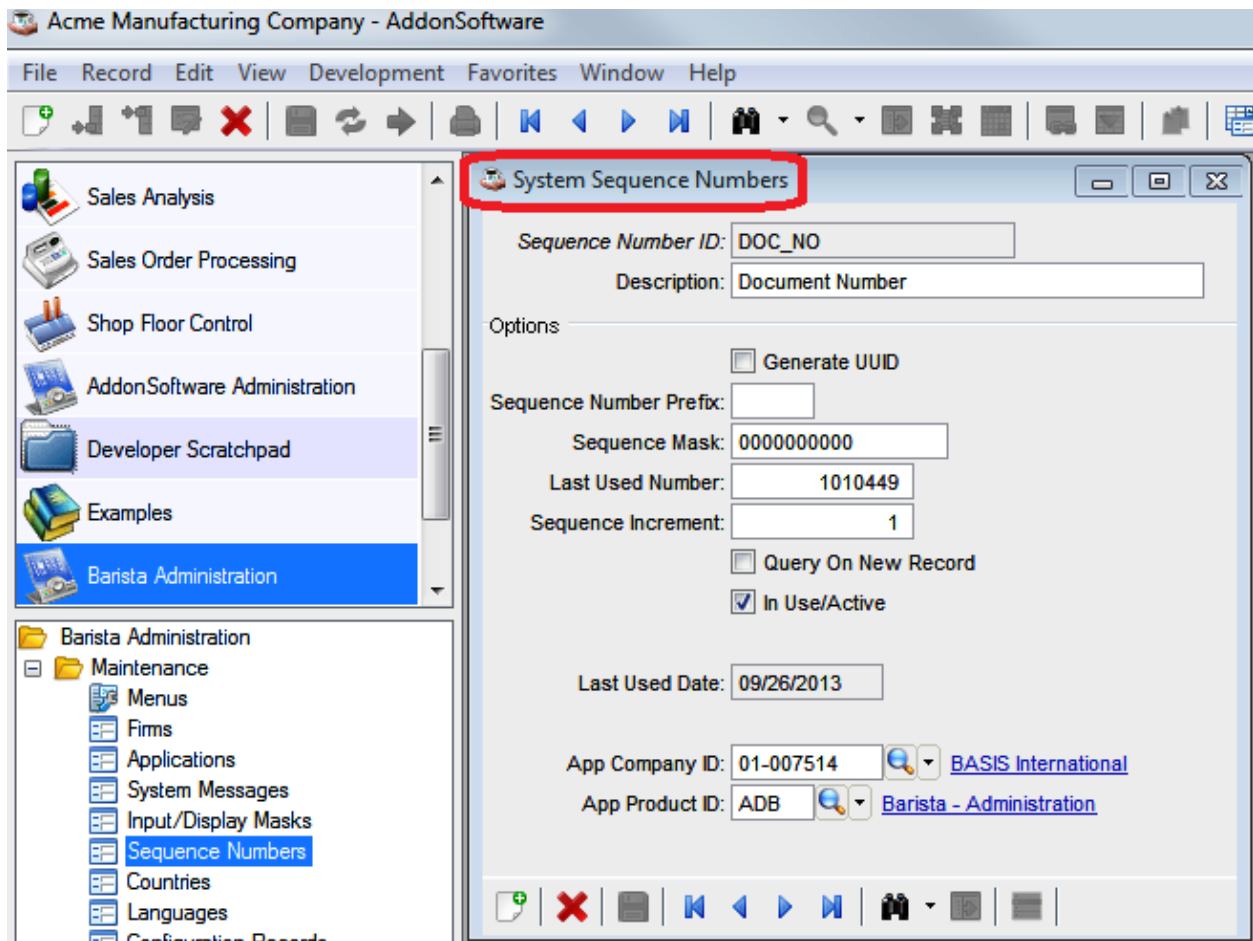


Figure 13. Output sequence number and mask information may be found in Barista Administration.

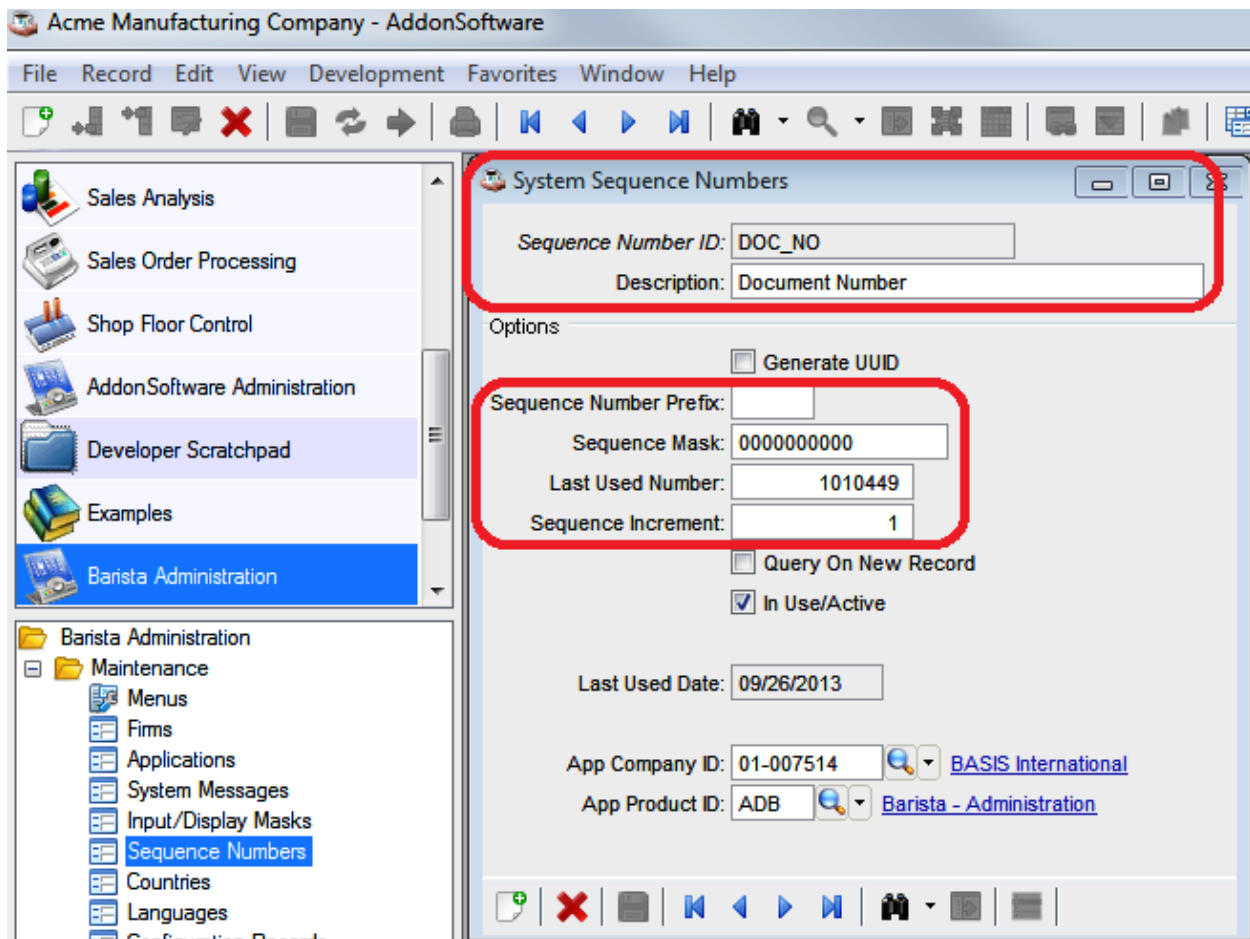


Figure 14. The DOC_NO record controls the number sequence and masks for DocOut Report ID's.

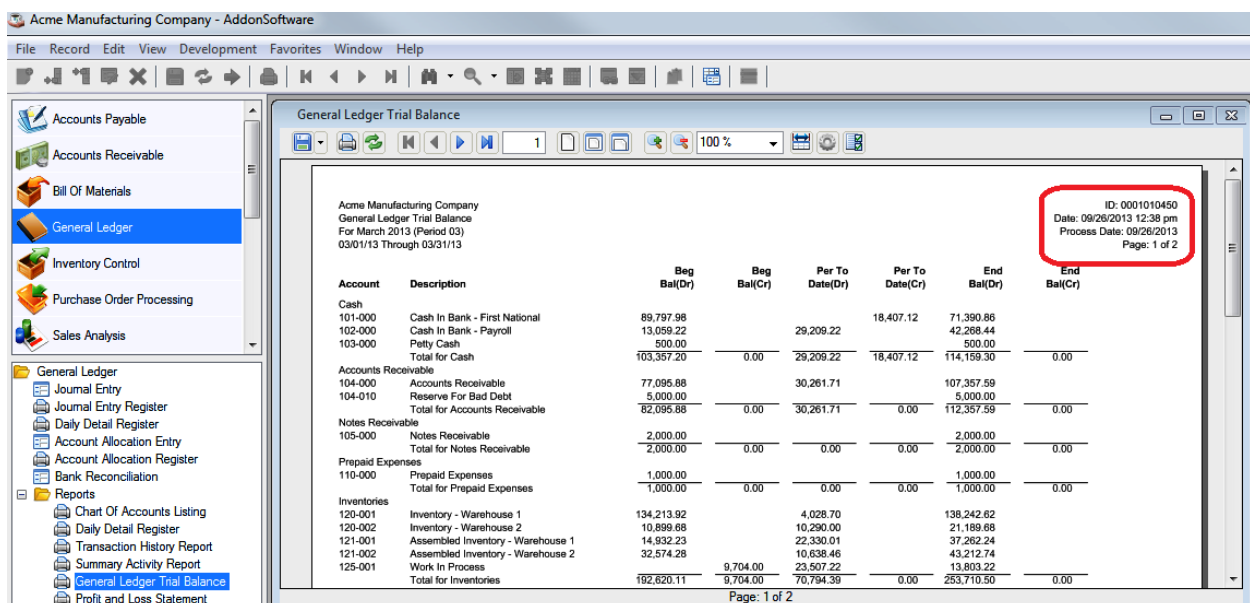


Figure 15. On DocOut reports, the Report ID is always printed in the top right corner.

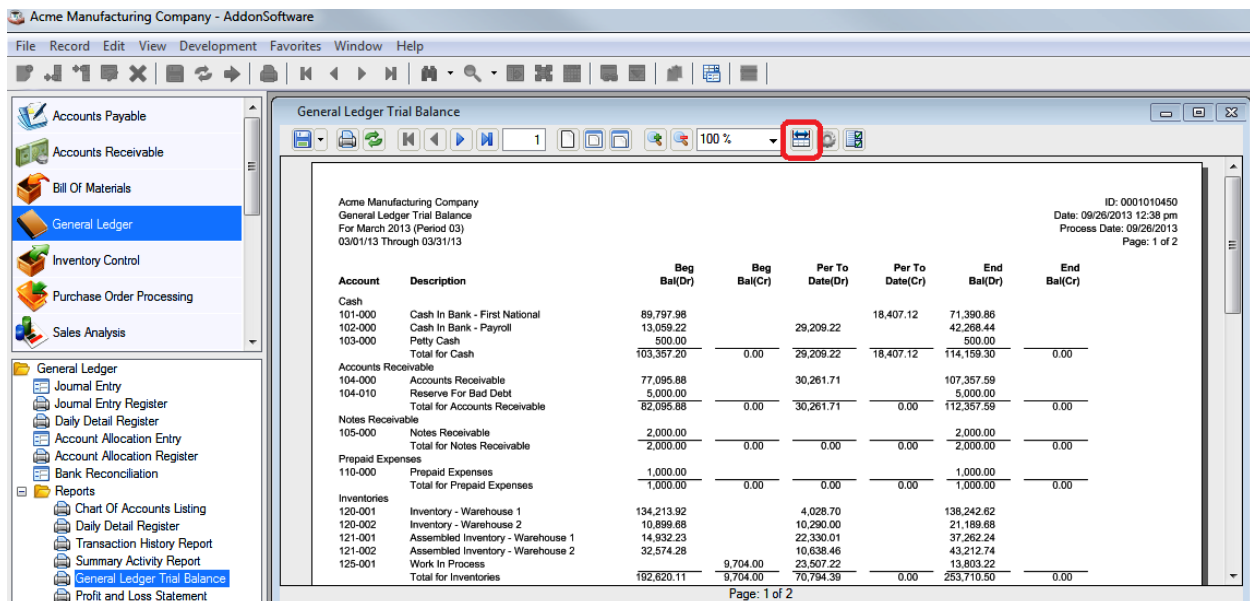


Figure 16. Clicking on the icon with the Adjust Columns brings up the Document Output Column Adjustment screen. Saving changes made on the Column Adjustment screen changes the Document Print Settings for that document for all system users.

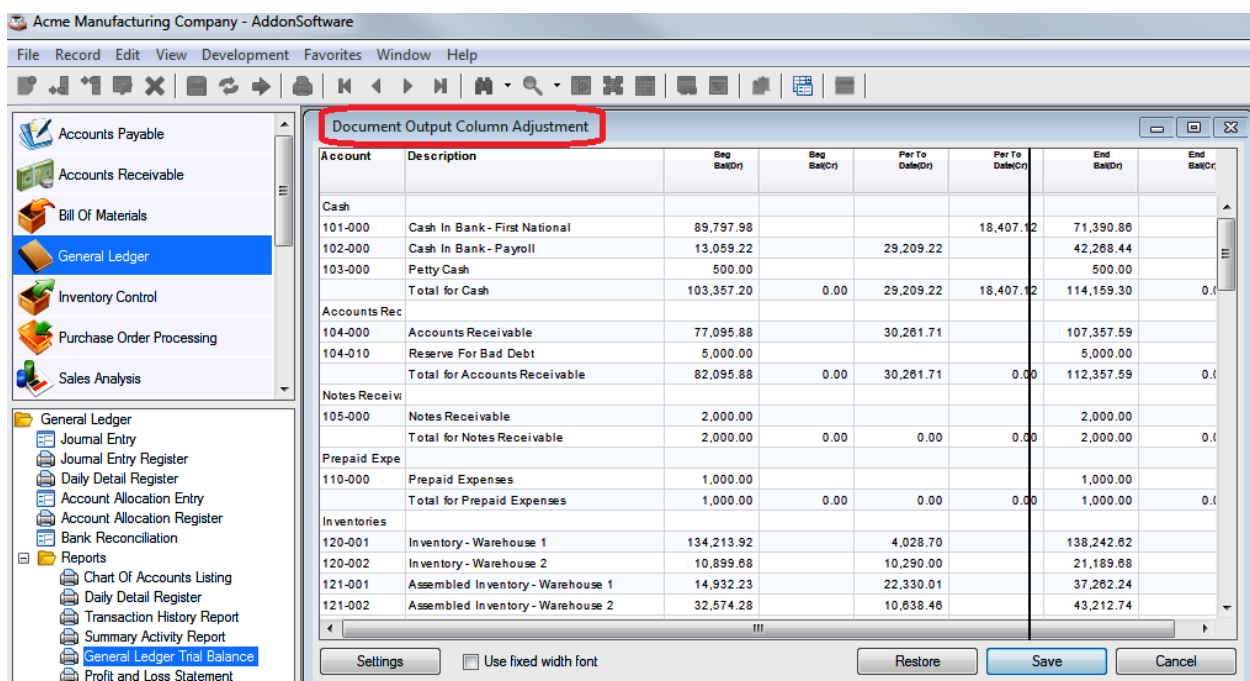


Figure 17. The Document Output Column Adjustment screen allows for column widths on a report to be changed. Changes made and saved from this screen will apply to all users.

AddonSoftware Forms

Forms include invoices, picking lists, customer statements, accounts payable checks and ten other relatively complex reports. All AddonSoftware Forms were developed using either Jasper or BBJ Form development tools and are handled outside of the DocOut system.

There are no Document Print Settings associated with Forms and the Document Group of the user has no impact on how Forms are handled.

For example, a user without an assigned Document Group will be able to view, print and save Forms such as Invoices, Picking Lists, Purchase Orders, Statements, Accounts Payable Checks and Work Order Travelers And a GUEST user with no Document Group assigned will have the same ability to view, save and print these non-DocOut Forms as any other user regardless of Security Role or Document Group assignments.

Forms such as invoices and picking lists are automatically saved in pdf format at the same time as the Preview window is displayed. The directory that a form is saved in is determined by code that is included in that form (either a BBJ Form or a Jasper Form). For example, in the demonstration data the following code is included in all forms that a user without an assigned Document Group can run: "rem --- Set Print Path docdir\$=stbl("+DOC_DIR_PDF",err=*next) which will save the document in a folder with a path such as C:\bbj\apps_\aon\documents.

Settings for Forms are unavailable in Barista Administration for a user with the ADMIN security role. The chart on the following page shows the settings for the 15 Forms included with AddonSoftware Ver. 12.22 with information about the properties associated with each Form.

<u>Name</u>	<u>Program</u>	<u>Ext *</u>	<u>Directory</u>
OP Invoice Printing	OPR_INVOICE	PDF	Saved in C:\bbj\apps_\aon\documents
Each individual invoice saved as a pdf file with sequence# as file name such as 0001010564.pdf			
Invoice preview window is displayed behind the Multiple Document Interface (MDI) (NEED Cust ID)			

AR Invoice Printing	ARR-INVOICES	PDF	Saved in C:\bbj\apps_\aon\documents
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Order Picking List	OPR_ODERPICKLST	PDF	Saved in C:\bbj\apps_\aon\documents
Each individual picking list saved as a pdf file with sequence# as file name such as 0001010564.pdf			
Picking List preview window is displayed behind the MDI (NEED Cust ID)			

Customer Statements	ARR_STATEMENTS	PDF	Saved in C:\bbj\apps_\aon\documents
Each individual statement saved as a pdf with sequence# and customer number as file name.			
For example, 000101055_CustomerStatement_001000.			
Also, a pdf file is saved with all statements with a name such as 0001011056_StatementMaster Statement			
preview window is displayed behind the MDI			

Accounts Payable Check Printing	APR_CHECKS	N/A	Viewer Only- Manual Save or Print
Accounts payable checks are displayed in the viewer but not automatically saved.			

When checks are printed no files are automatically saved and no Document Inquiry record is made

Check preview window is displayed behind the MDI

Pick List Printing	SFR_PICKLIST	PDF	Saved in C:\bbj\apps_\aon\documents
All shop floor picking lists printed in a batch are saved in a single pdf file with sequence# as file name.			
Shop floor picking list preview window is displayed behind the MDI (NEED WO No.)			

Customer Detail Listing	ARR_DETAIL	JAS	Viewer Only - Manual Save or Print
Item Detail Listing	IVR_ITEMDETAIL	JAS	Viewer Only - Manual Save or Print
Vendor Detail Listing	APR_DETAIL	JAS	Viewer Only - Manual Save or Print
Traveler Printing	SFR_WOTRAV	JAS	Viewer Only - Manual Save or Print
Work Order Detail	SFR_WODETRPT	JAS	Viewer Only - Manual Save or Print
Calendar Print	SFR_CALEDAR	JAS	Viewer Only - Manual Save or Print
Print Purchase Calendar	POR_CALEDAR	JAS	Viewer Only - Manual Save or Print
BOM Costing Report	BMR_COSTING	JAS	Viewer Only - Manual Save or Print
Bill of Materials Detail Listing	BMR_DETALLIST	JAS	Viewer Only - Manual Save or Print
Bill of Materials Masters (Hard Copy)	BMR_BILLMAST	JAS	Viewer Only - Manual Save or Print

* Ext. is the Extension displayed in Document Inquiry

Since a Form contains code that control where it is saved, the code could be changed so that invoices are saved in an invoice directory and statements in a statement directory.

"Autopilot" Print Example

With the settings set as shown in Figure 18 and Figure 19 on the next page, the GUEST user running the Sales Register report will automatically save the report in the C:\CompanyDocs\Basic\pdf directory (which is the Document Type Path for pdf documents on the BASIC Document Group) and be prompted for a printer. The GUEST user will have no options except for selecting the printer as is shown in Figure 20.

In Barista Administration security, the BASIC Document Group is assigned to the GUEST user. In the BASIC Document Group, the fields are left blank on top of the form for the default options. In the Document Type Paths section on the bottom of the form, the System Printer and pdf options are selected with a hard path name for pdf documents.

The OPR_SALESREG Sales Register Document Print Settings form is found in Barista Administration > Document Management > Document Print Settings. The only boxes checked are System Printer and pdf. The Viewer box is left unchecked.

The Document Print Settings for each document are global and apply to all users regardless of the Security Roles and the Document Group assigned to a user. In this example, with the Viewer box unchecked on the Document Print Settings form, no one will be able to Preview the report on the screen until someone with Barista Administration permissions checks the Viewer checkbox.

For users with higher Security Roles, the Document Print Settings for every report in the system may be changed by going to Document Management under the Barista Administration menu. Another option is to click on the icon with the Document Settings label above a report that is in Preview mode. Also, by clicking on the icon labeled Adjust Columns that is also displayed above reports in Preview mode, changes to some of the Document Settings for that report can be made.

The "factory settings" for most Reports in the system are to be saved as pdf in the default directory and to Preview on the screen. This is true because most of the reports have no Document Print Settings record and use the [DEF_DOCSETTING] record which is initially set with the System Printer and pdf to Disk boxes checked.

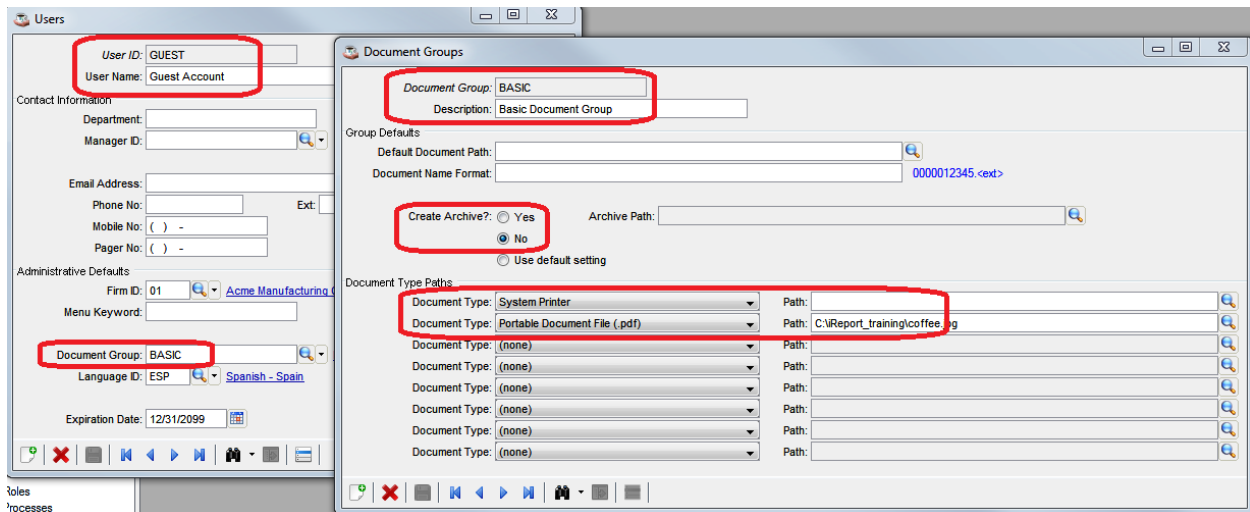


Figure 18. Document Group is assigned to the GUEST User ID in Barista Administration.

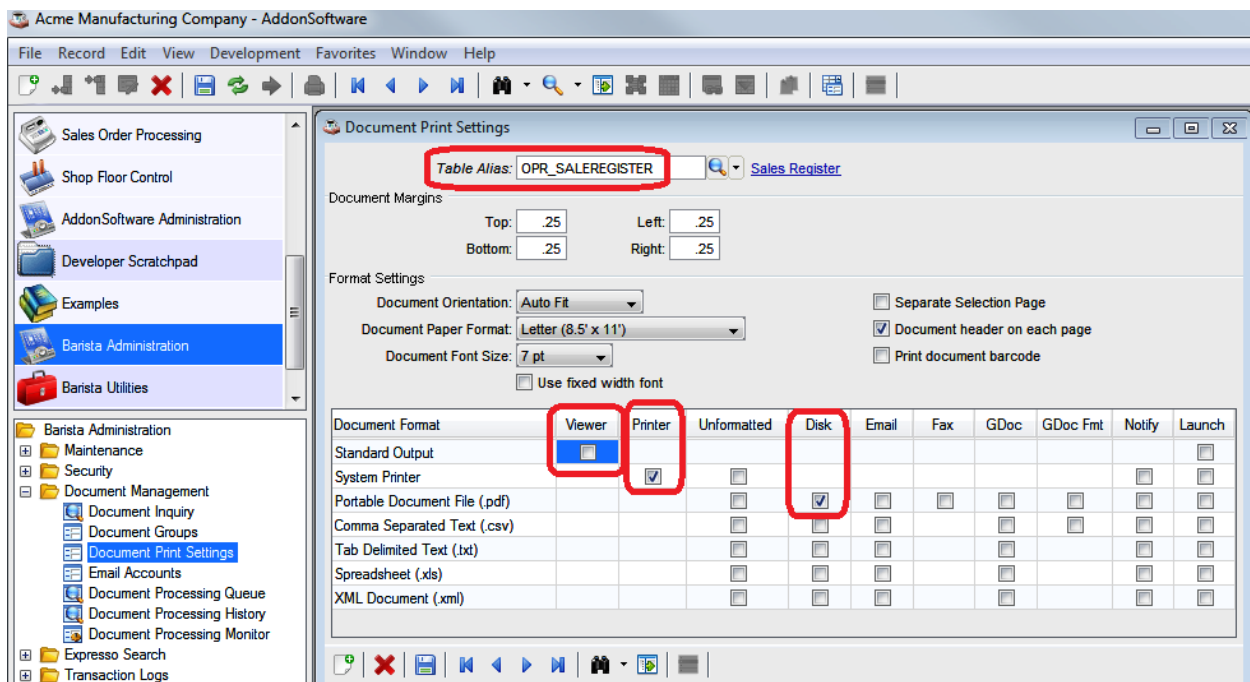


Figure 19. System Printer and pdf save to disk are the only boxes checked on the Print Settings record for the OPR SALEREGISTER Sales Register.

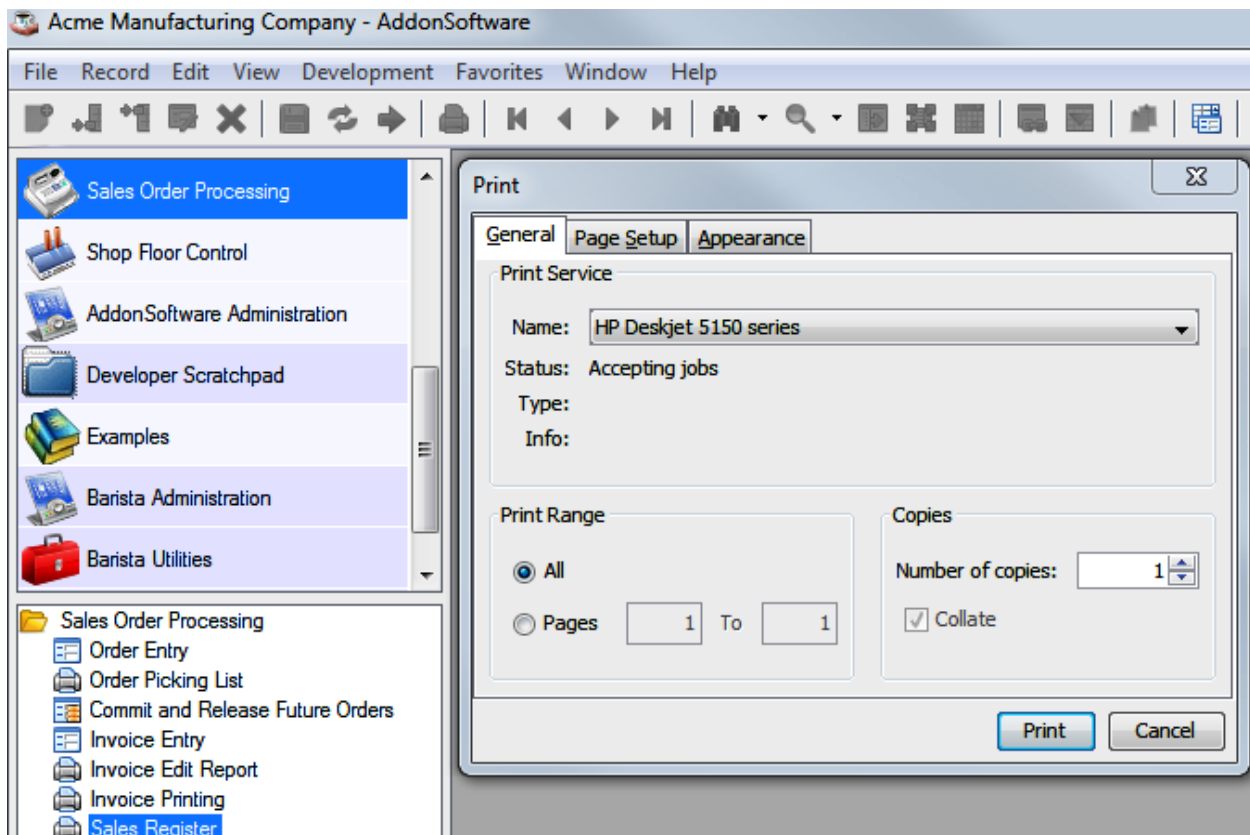


Figure 20. When the GUEST user assigned to the BASIC Document Group runs the Sales Register, the prompt to select a printer displays on the screen. When the register is printed it is also saved in pdf format with no options available to the GUEST user.

Print Example with More Options

As shown in Figure 21 and Figure 22 on the next page, the only change made to the previous "Autopilot" example was to check the Viewer box on the Document Print Settings screen for the Sales Register report. No changes were made to the GUEST user or the BASIC document group linked to the Guest user.

Now when the report runs, a preview is displayed on the screen with three icons above the report to the right. The icon above the preview report on the right is labeled Output Selection. When the GUEST user clicks on this icon the Document Output Selection screen is displayed providing options to print the report and/or do various other things with it in pdf format.

The GUEST user will get an "Access to this function is restricted" message if the Document Settings icon (just to the left of the Output Selection icon) is clicked. Though the GUEST user is unable to view the Document Print Settings, by looking at the boxes highlighted in green on the Output Selection box the GUEST user can know what the default settings are for that report. The GUEST user may not change these default settings.

The GUEST user can also click on the Adjust Columns icon above the preview and change column widths, but this GUEST user does not have permission settings to save the changes and therefore cannot print the adjusted format.

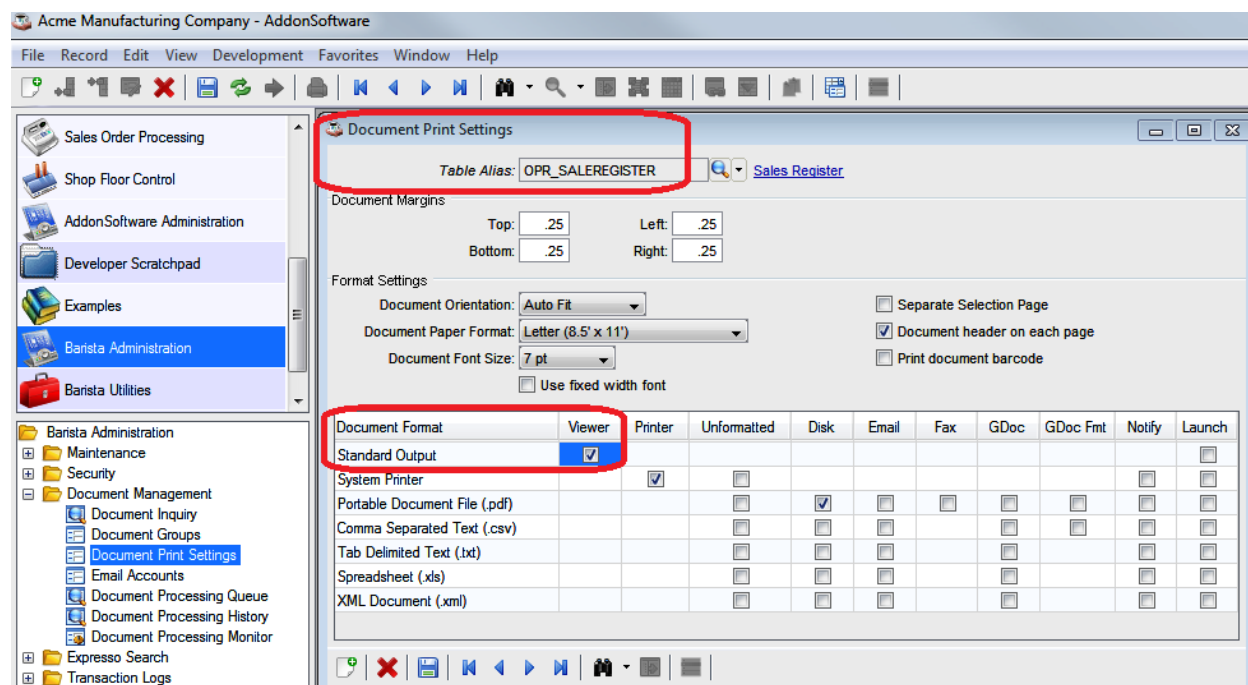


Figure 21. The Viewer box is checked for the Sales Register report.

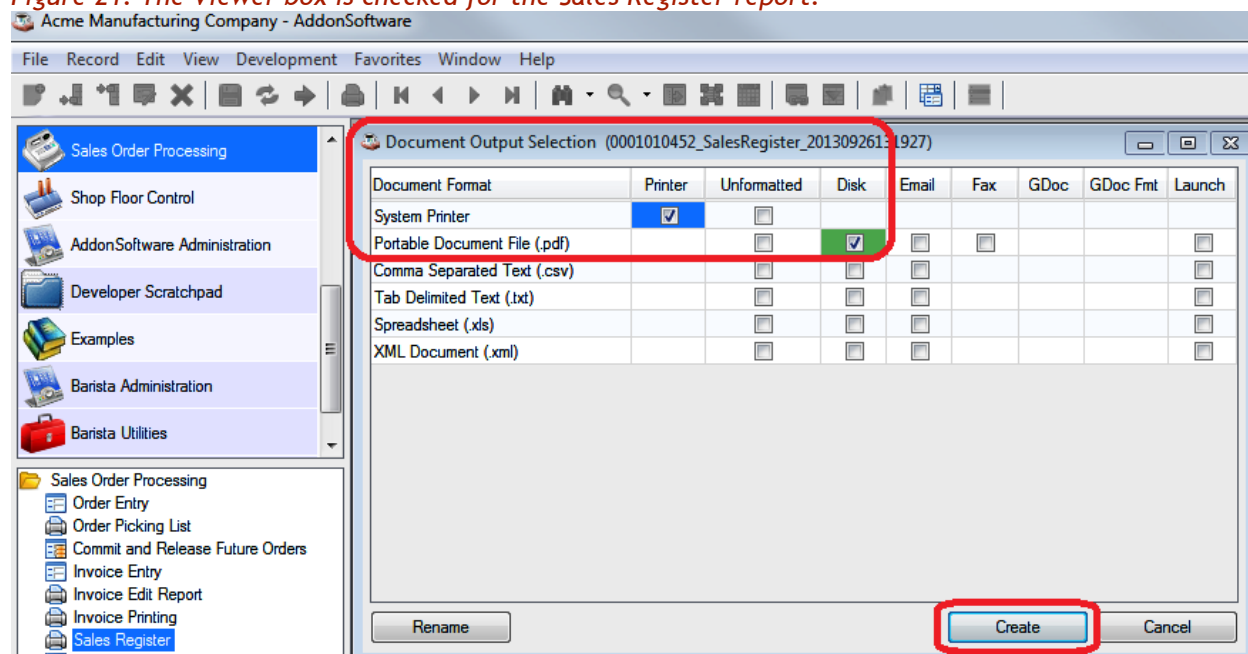


Figure 22. The GUEST user has options to print and or save the Sales Register after the Viewer box on the Document Print Settings for the Sales Register was selected.

The Document Output Selection screen shown in Figure 22 on the previous page displays the output options that become available to the GUEST user after the Viewer box was checked on the Document Print Settings record. After the desired outputs are checked, the Create button on the bottom right of the screen is clicked to execute the job. The documents and reports are saved in directories based on the Document Group assigned to the GUEST user.

Print Example with Even More Options

As shown in Figure 23, the only change from the previous example is in the BASIC Document Group assigned to the GUEST user. In the Document Type Paths area on the bottom of the BASIC Document Group, two more document types were selected: Tab Delimited Text (txt) and XML Document (xml). No changes were made to the Document Print Settings for the Sales Register report .

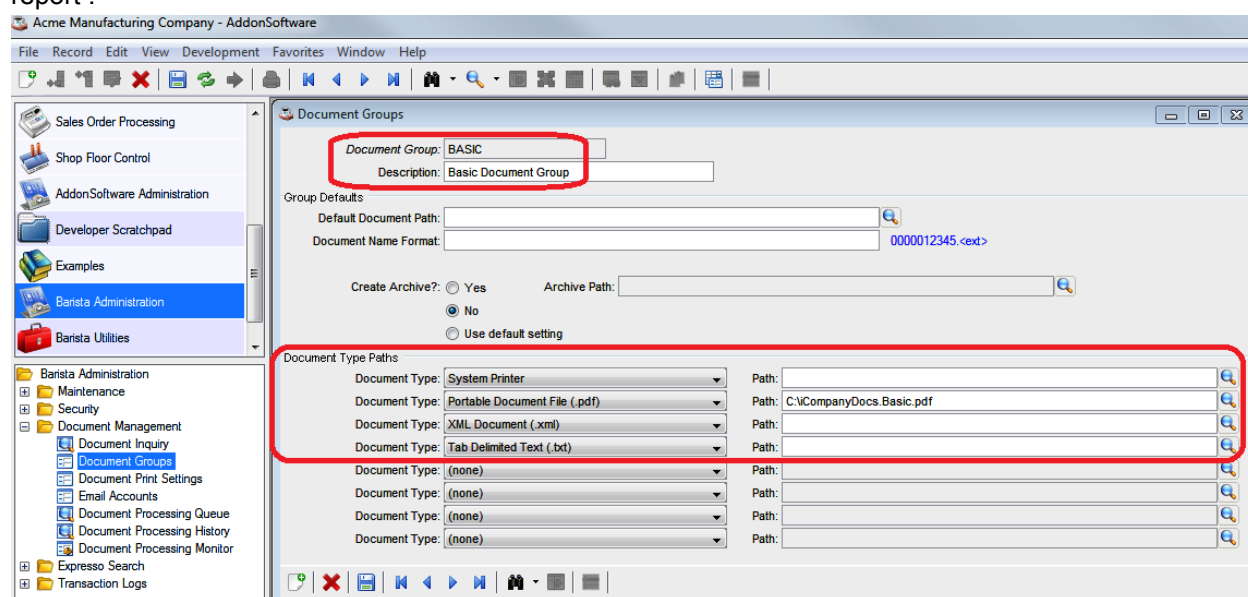


Figure 23. Two additional Document Type Paths were added to the BASIC Document Group displayed above: XML Documents (xml) and Tab Delimited Text (txt). Since no path names were specified for xml and txt documents, they will be saved in the Default Document Path directory.

The results of this example are the same as in the previous one except that more options are available with Document Output Selection as is shown in Figure 24.

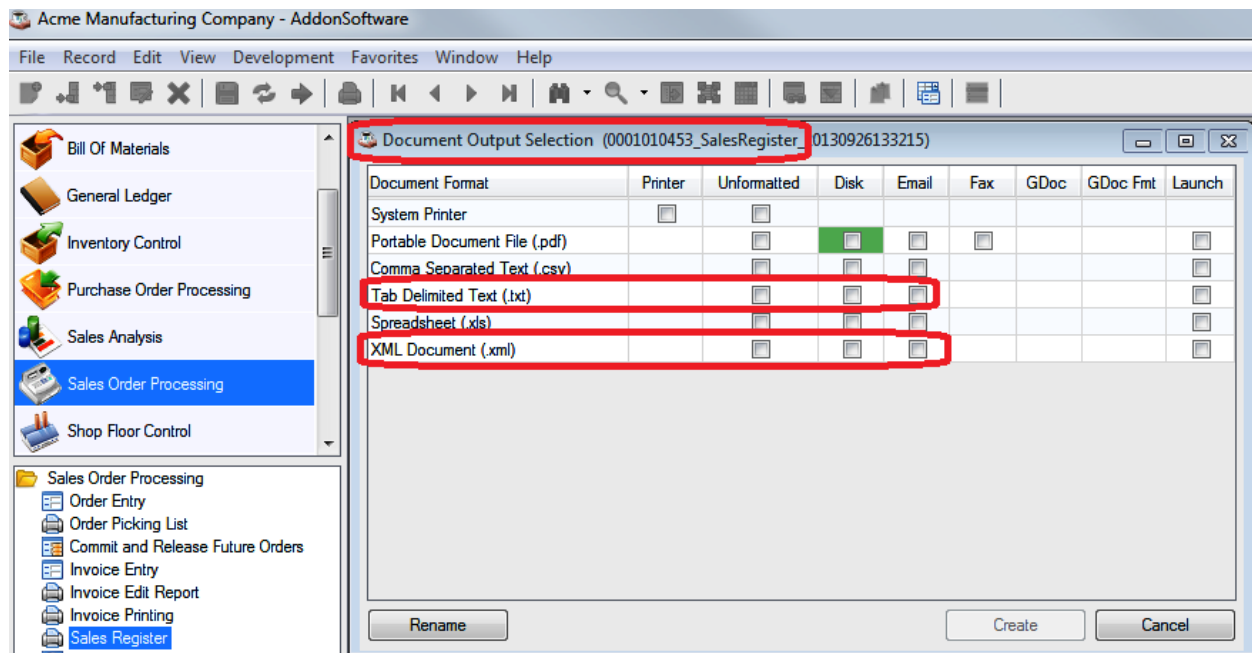


Figure 24. Tab Delimited Text (txt) and XML Document (xml) options became available to the GUEST user after changes were made to the BASIC Document Group that is assigned to the GUEST user.

Restricted User Example

In the following example, the GUEST user is assigned the RESTRICTED Document Group as is shown in Figure 25. With this Document Group, the Default Document Path and all of the Document Type Paths are left blank. The No option is selected for the "Create Archive?" option.

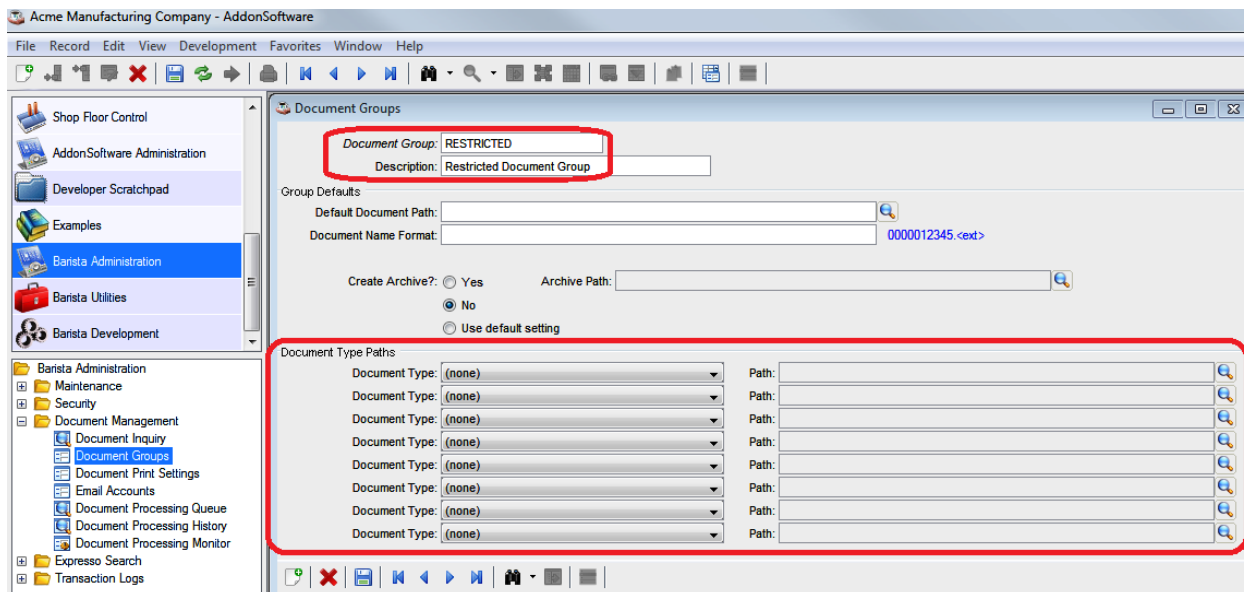


Figure 25. No options are selected for the RESTRICTED Document Group. The Archive is set to No, all Document Type Paths are left blank as is the Default Document Path.

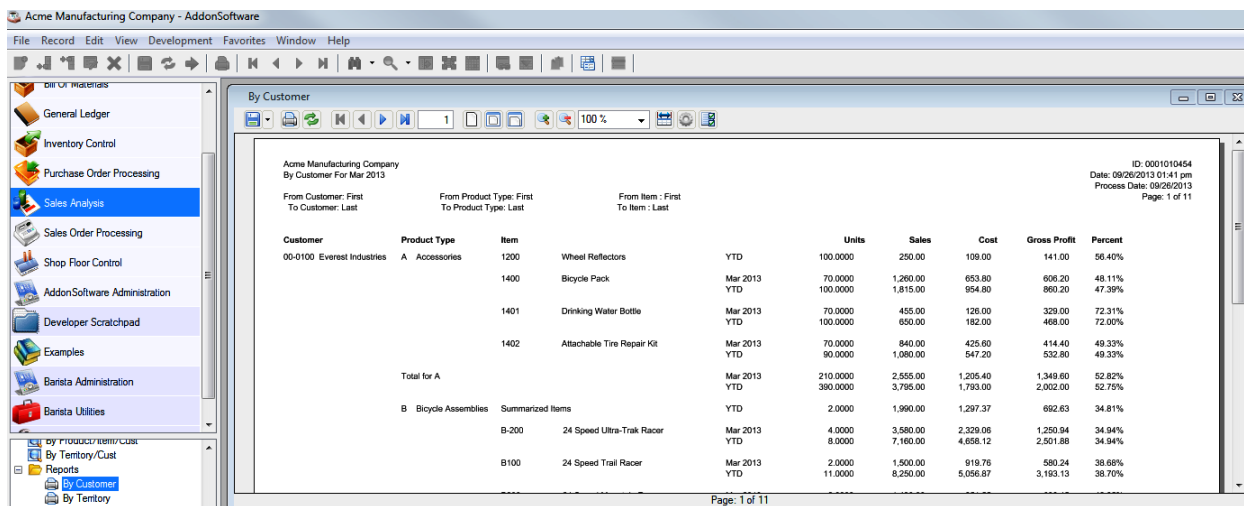


Figure 26. The GUEST user assigned the RESTRICTED Document Group is able to Preview reports.

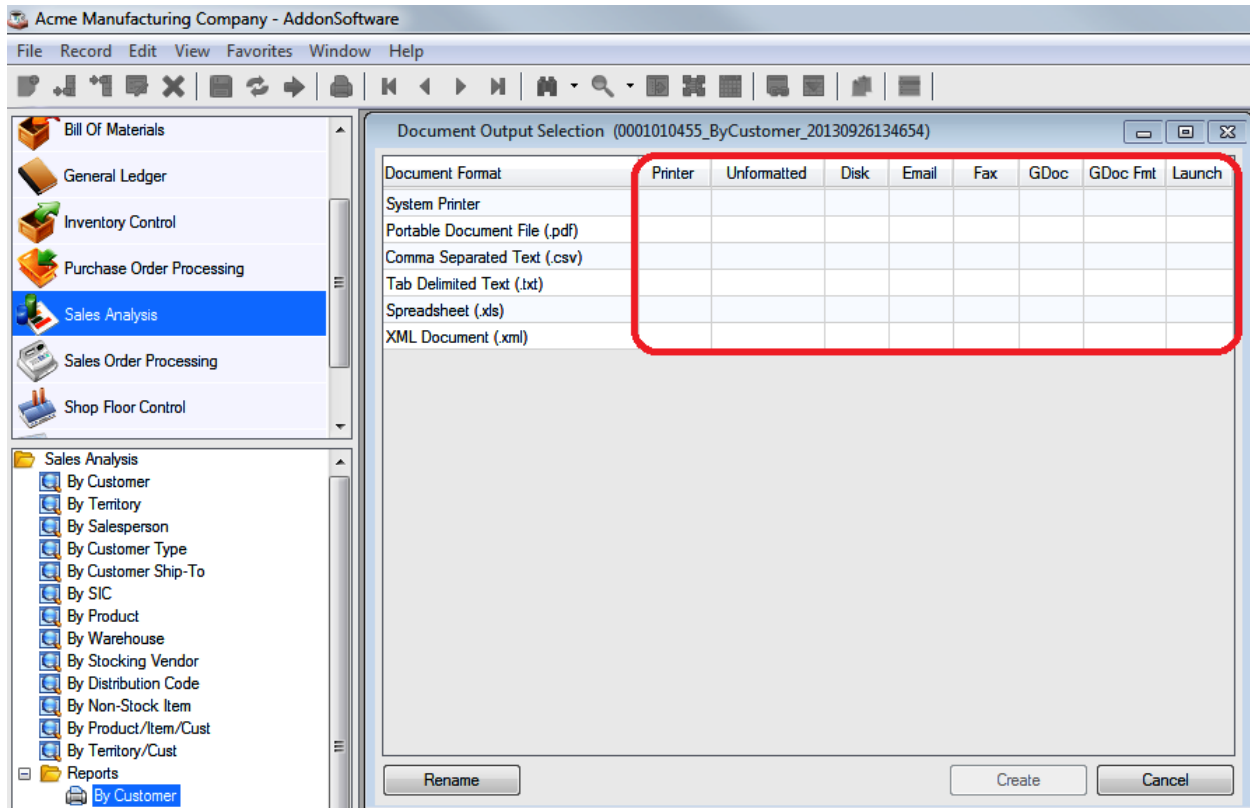


Figure 27. When this user goes to the Document Output Selection screen, no options are available.

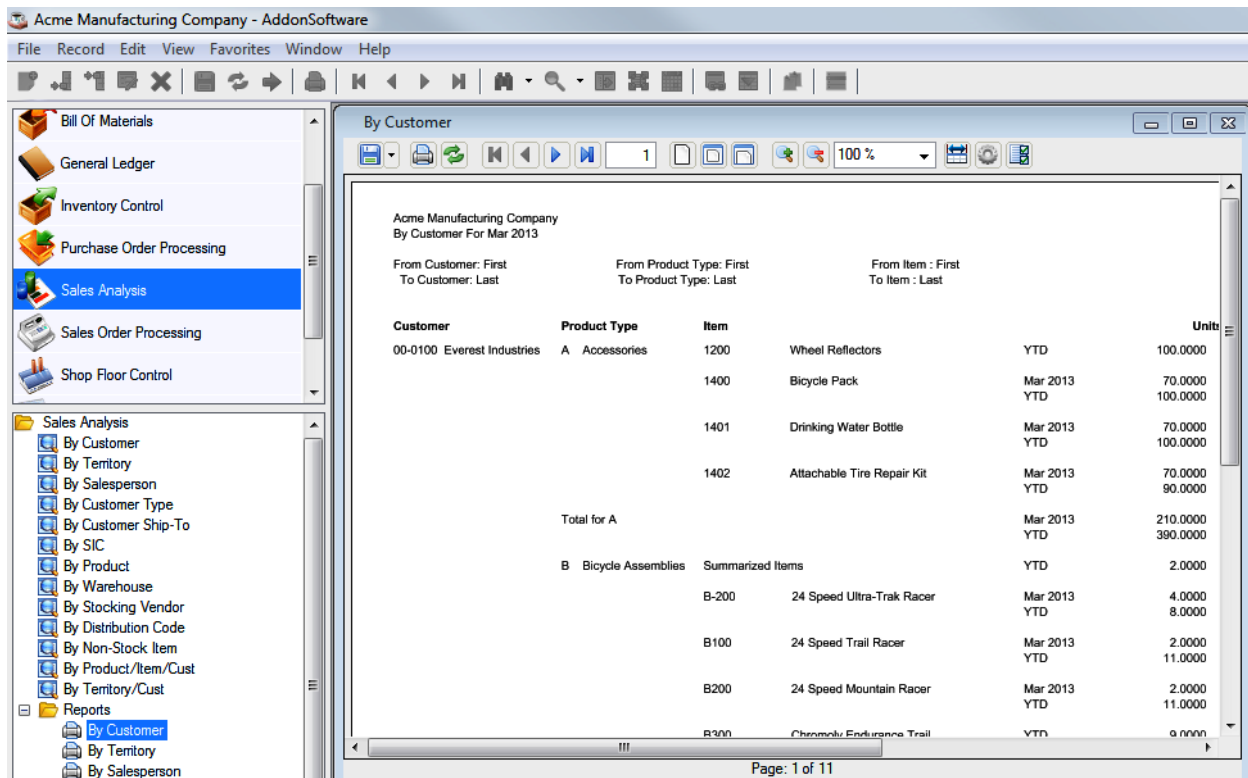


Figure 28. A GUEST user assigned to the RESTRICTED Document group sees the message "At least one output destination type is required" if attempting to Save the document by clicking on the Save icon or attempting to Print the document by clicking on the Print icon.

Summary

Many Report and Forms output options are available with AddonSoftware by Barista users. Most Reports and Forms display first in a preview window that provides the user with a plethora of output options.

For Reports, Security Role, Document Group and Document Print Settings may be changed with Barista Administration to expand or limit the user options. For example, it is possible to change the settings for all register reports so that they run, save and print automatically with no user options.

For Forms, code associated with a particular Form may be changed to control outputs. For example, code in the invoice printing form could be changed so that invoices are automatically stored in an invoice directory.