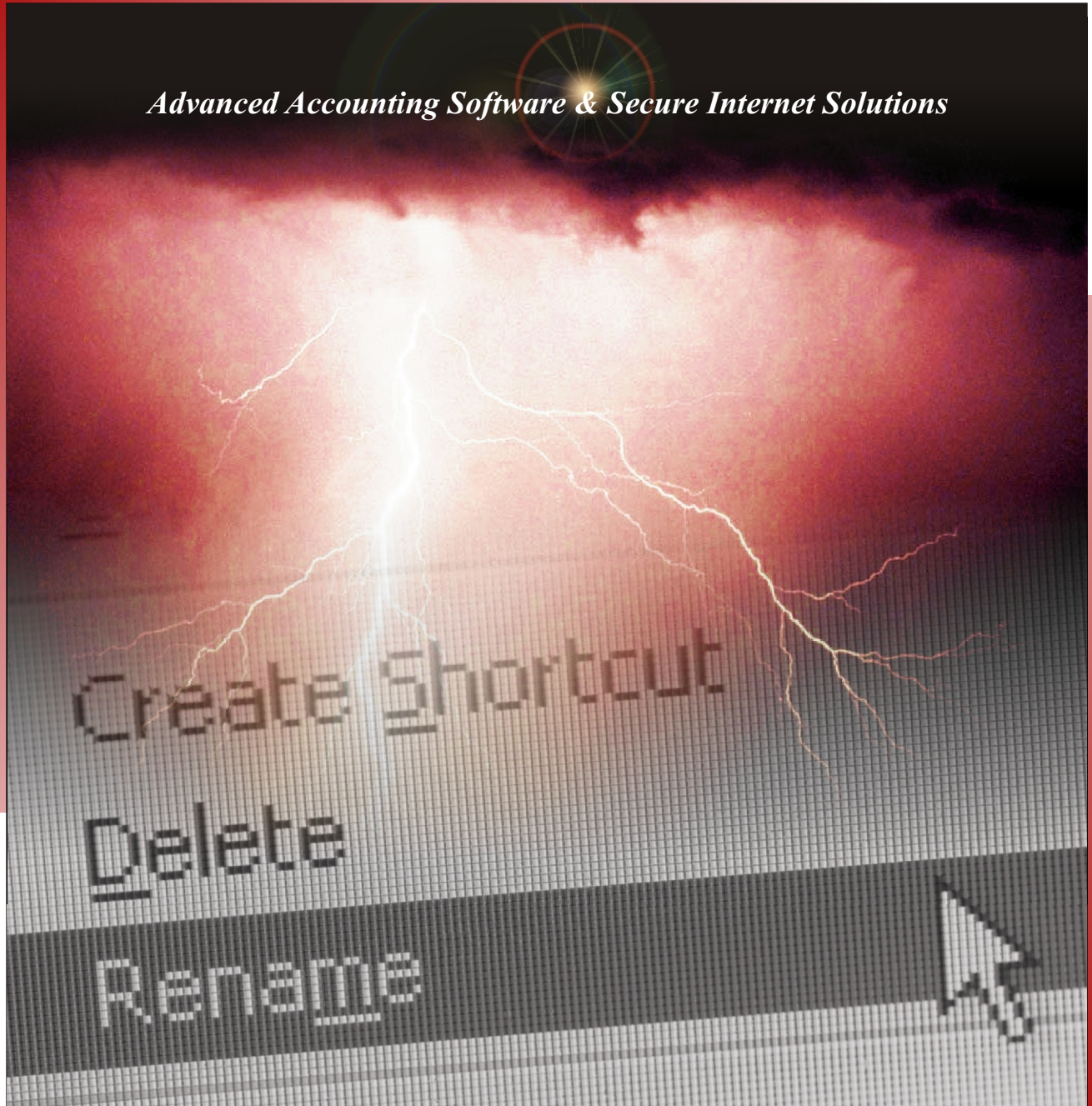


**DATA PRO
ACCOUNTING
SOFTWARE, INC.**

Advanced Accounting Software & Secure Internet Solutions



**Menu Editing Tool
Reference Manual**



Version 7.63

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CHAPTER 1 INTRODUCTION

The **Infinity POWER Menu Editing Tool** provides a method to create or change the menu file of the **Infinity POWER Windows GUI** programs. The menu file name is "**DPWIN.MNU.**" This menu editing utility may be used to modify the menu structure to accommodate a wide range of user needs by:

Customizing the menu:

- Removal of menu Option ID's that are restricted to certain employees.
- Simplify the menu to include only those options that your company needs.
- Change the terminology of the options to suit your needs.
- Change the descriptions of the options to clearly define your company's needs.
- Create menus combining options from several different modules.

Invoking other programs from menus:

- Access other programs and/or options automatically from the menu (*e.g., other Infinity POWER programs, third party spreadsheets, data base managers or word processors, etc.*).
- Invoke custom programs from menus.

NOTE

If you want to use this utility to create a custom installation for a group of users, install the modules that will be used in another **Infinity POWER** subdirectory, edit the menus for this "**custom**" install, and execute the **SETUP** (Windows GUI), **DSETUP** (Character-based Windows) command to complete the install. Each user in the group would then execute **Infinity POWER** from this "**custom**" directory (*e.g., C:\dp.cust*) and set the user's data path to the original **Infinity POWER** data directory (*e.g., path: \power\data*).

The next section, "**Terminology**" is a glossary of terms used throughout this manual. The remainder of the manual provides a detailed description of the menu editing utility, which will be referred to as "**the editor.**" To enhance your understanding of this editing tool, it is recommended that the steps described in this manual be simultaneously performed on a test menu file.

TERMINOLOGY

The following terms are used in describing the **editor**:

Data Item	Description
Help ID	This is an internal link option that connects this MENU ITEM with the On-Line WinHelp Manual.
Help Information	This is text that describes a MENU ITEM .
Item	Synonym for MENU ITEM .
Main Menu	The MENU that is the topmost MENU in the menu hierarchy.

Data Item	Description
Menu	A list of choices (see " MENU OPTION ") that may be selected. (See also " SUBMENU ")
Menu File	The data file containing the menu information for an Infinity POWER module. The file is created or changed by personnel using the Menu Editing Tool utility.
Menu Item	A MENU OPTION that represents an Infinity POWER function (e.g., " <i>Write Invoices & Credit Memos</i> ") or other program (e.g., <i>operating system command, application program</i>) to be executed. Synonym for ITEM .
Menu Option	A choice that can be selected from a MENU . A MENU OPTION may lead to either another MENU (see " SUB ITEM ") or represent a MENU ITEM to be executed. (See " MENU ITEM ")
Sub Item	An ITEM other than the MAIN MENU ; in other words, an ITEM that is referenced by a MENU ITEM in a higher-level MENU .
System ID	Up to three characters that identify the Infinity POWER module that the MENU ITEM is designed for.
Task ID	Identifies the program that will be run that the MENU ITEM is designed for.
Title	The description associated with a SYSTEM ID and that appears as the title of the MAIN MENU . The description is assigned at the time the MENU FILE is created, and can later be changed.

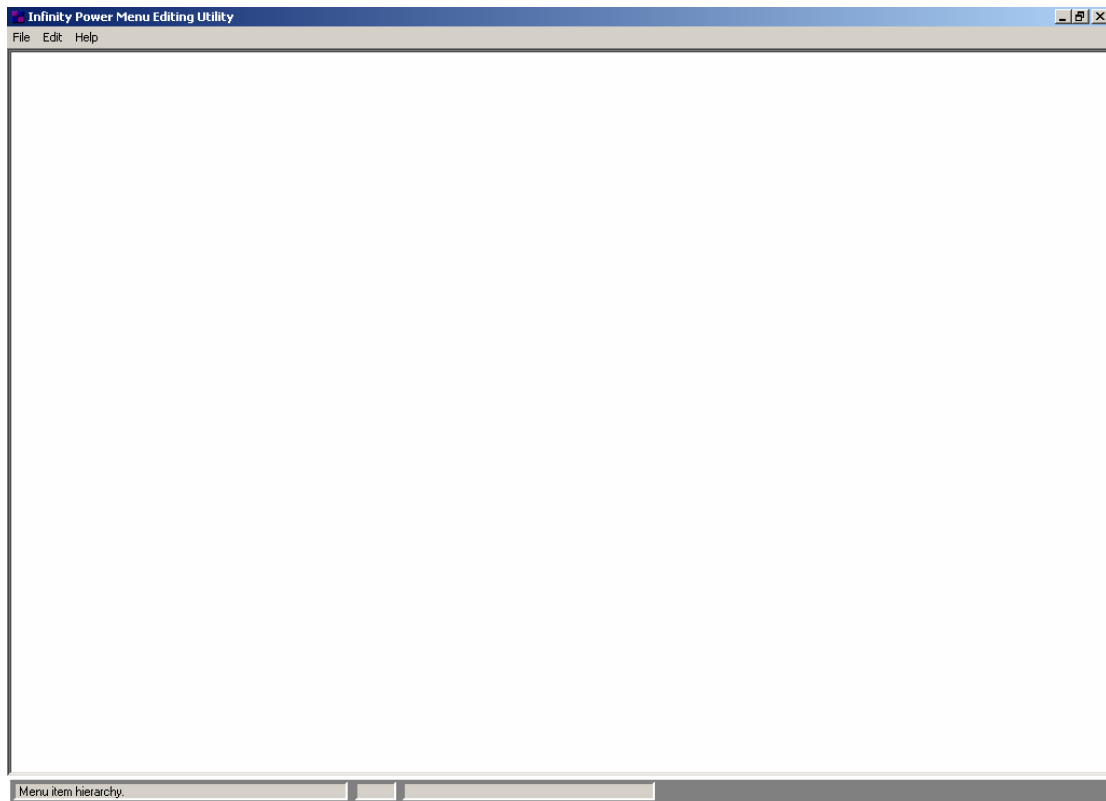
CHAPTER 2 MENU EDITING PROCEDURES

This section will discuss how to modify or create new menus and incorporate other programs and/or options into your menus. This application is a utility that is installed with your **Infinity POWER Windows GUI** modules. This application can be found in the Program Group you used when installing the programs. An icon will be installed within this group. It is called the “**Dpwin Menu Editor.**”

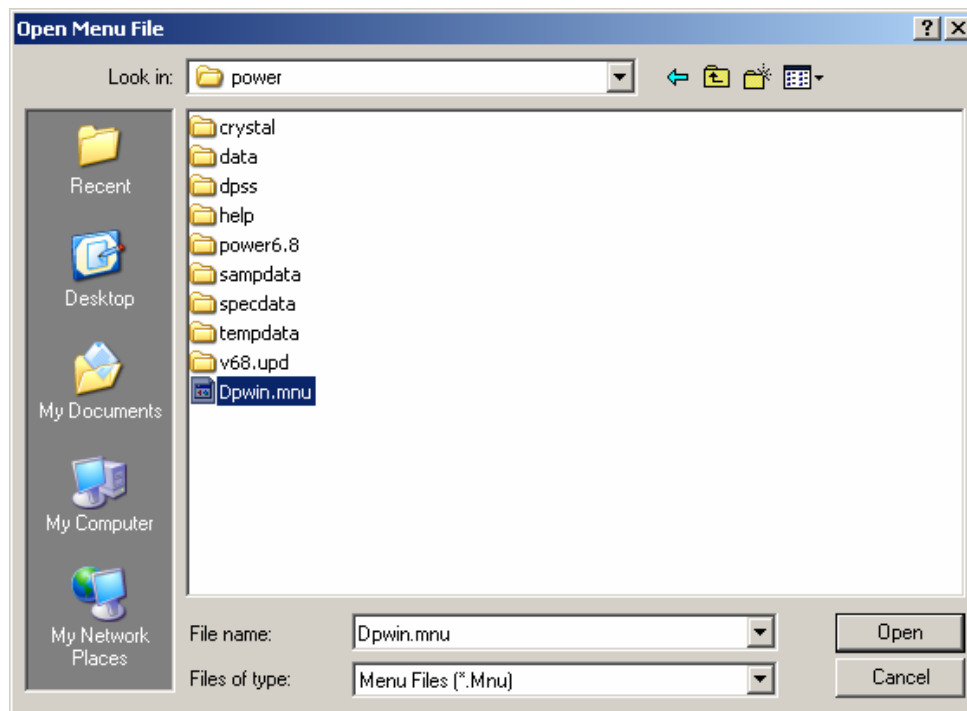
OVERVIEW

When you create or change a menu file, the following is an overview of the sequence of activities that would be performed:

1. From the Program Group where your **Infinity POWER Windows GUI** programs were installed, <click> on the **Dpwin Menu Editor** icon and the program will open a new window for this application.



2. Next, you will need to open the “**menu file**” of the **Infinity POWER Windows GUI** programs. To do this, simply click on “**File**” and then on “**Open**” and browse your **Infinity POWER Windows GUI** program directory (*i.e.* **C:\POWER**) for the “**DPWIN.MNU**” file. Select this file and then click on the “**Open**” button as depicted in the screen following.

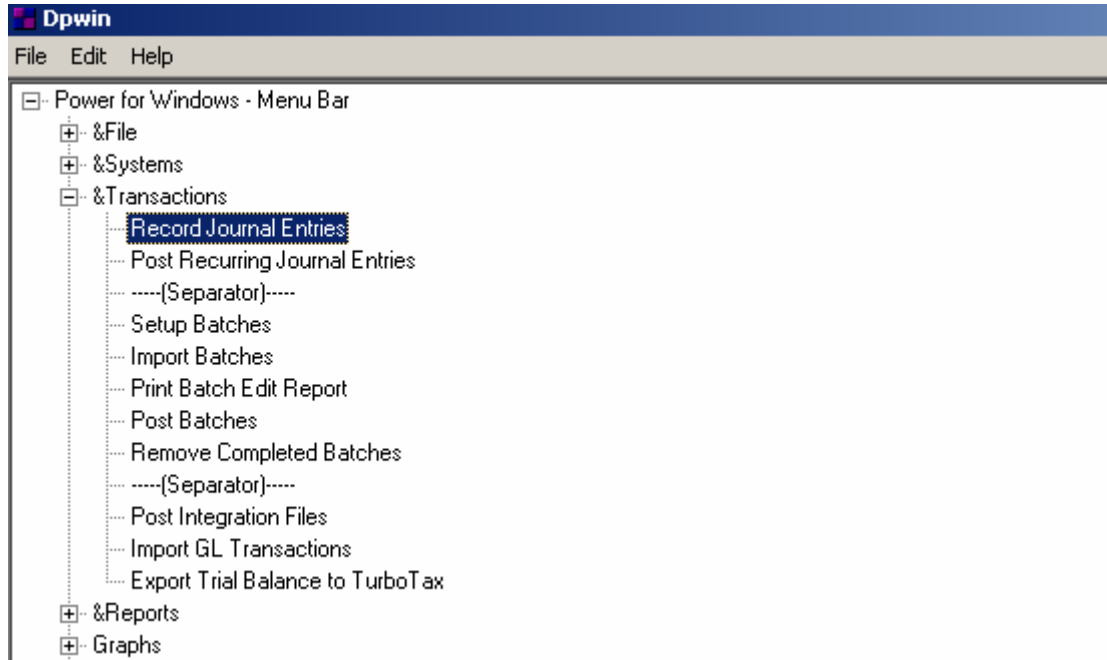


NOTE

We highly suggest making a backup copy of this file before any changes are made to it. This way you can restore the file back if the changes you have made are not what you intended.

Also, once you have made changes to this menu file and are happy with the results, we suggest a backup copy is made. If you upgrade to a new version in the future, you will need to evaluate the new changes to the programs. The **DPWIN.MNU** file will be overwritten with an upgrade procedure. Therefore, the restoration of this file will be necessary after an upgrade.

Once you have opened this file, the following screen will appear:



This screen displays all of the menu hierarchy for all the **Infinity POWER Windows GUI** programs. It is broken down into several levels. They consist of the following levels:

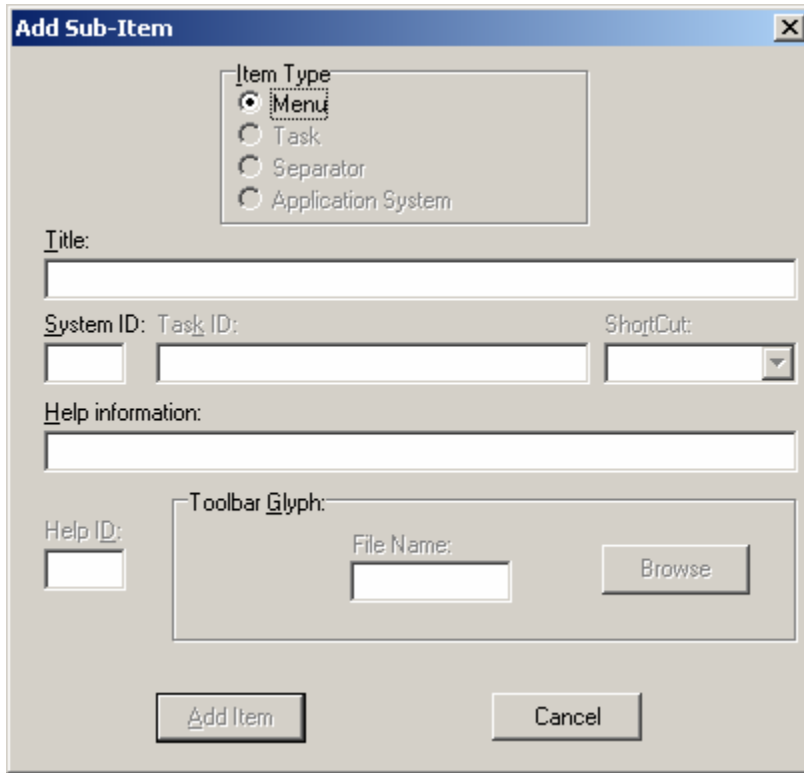
- File (options found under the “**File**” menu option)
- Systems (the programs found under the “**System**” menu option)
- * Transactions (transaction options for each individual system)
- * Reports (report options for each individual system)
- * Setup & Maintenance (maintenance options for each individual system)
- * The levels of “**Transactions**,” “**Reports**” and “**Setup & Maintenance**” are found for each of the “**Systems**” (i.e. *General Ledger, Accounts Payable, etc.*)

ADDING A NEW ITEM/SUB ITEM

To add a new menu item, task, separator or application system:

1. Highlight the menu option that this new option will fall beneath.
2. Next, right mouse click on this option or click on “**Edit**” at the top menu bar. Then, select either “**Add Item**” or “**Add Sub Item.**” The difference between an “**item**” and a “**sub item**” is that an “**item**” adds this new item to the current level of hierarchy whereas a “**sub item**” will add the new item beneath it’s hierarchy.

Once you have selected to add an Item the following screen will appear:



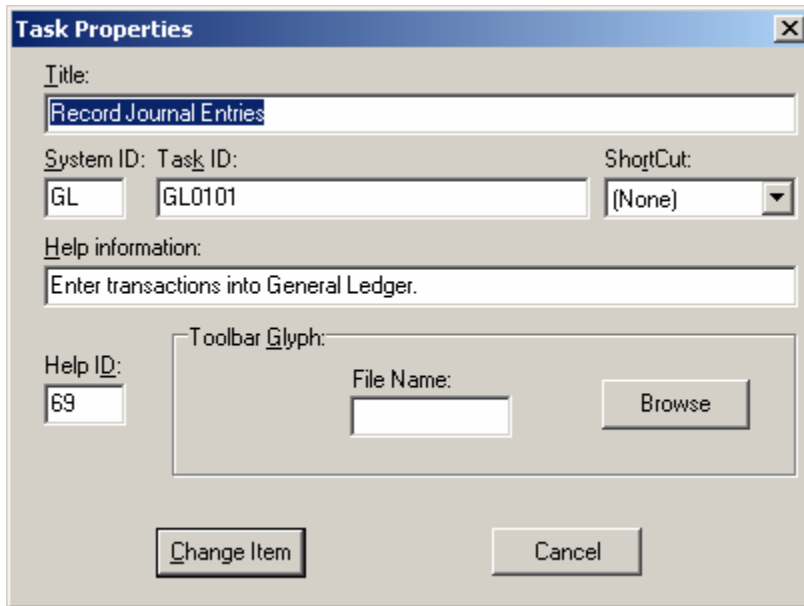
If you are adding a “**Menu**” type item, then the system will need to have the following fields defined:

DATA ITEM	DESCRIPTION
Title	This is the Title or name of the Menu Item you are adding.
System ID	<p>This is the System ID that corresponds to this Menu Item. This is optional on a “Menu” type item. System ID’s are the two or three character identifier for the Infinity POWER Windows GUI module. This must be defined so that the system will place this new item in the appropriate module or system. If this item is left blank or if the DPW System ID is used, this new item will be available in all modules or systems.</p> <p>The following is a list of the System IDs used within Infinity POWER.</p> <p>DPW File System Menu Items GL General Ledger AP Accounts Payable PO Purchase Order Entry AR Accounts Receivable IM Inventory Management SO Sales Order Entry PS Point of Sale PR Payroll JC Job Cost Main Module TE Time Sheet Entry CR Check Reconciliation RWR Report Writer Runtime SD Customer Support Management FG Forms Generator</p>

DATA ITEM	DESCRIPTION
	FC POWER Upgrade Utility SSA Advanced Security Administrator IP POWERServer Module XX Productivity Tools/Global Functions
Help Information	This is any help information that you wish to be displayed on the bottom status bar when this option is selected.
Task ID	If the item type is a “Task” Item Type, then you must also include the following fields of information: This is the ID of the task to be performed for this menu item. This task ID is telling the system what function to perform. All Task IDs that access external applications should begin with “RUN:” followed by a particular command. For Infinity POWER operations, you must define the Task ID for that option. Task IDs are found in each of the module’s documentation as tags under the title of each option (<i>i.e. GL0101, AP0401</i>).
Shortcut	This is an optional feature where you can assign a “combination key stroke” for this item. Any item that is on the Dpwin.mnu file that contains an “&” denotes that it has been assigned a “shortcut.”

CHANGING PROPERTIES OF AN EXISTING ITEM

Changing the properties of an existing item can be accomplished by highlighting that item and right mouse clicking on it. Choose **“Properties”** from the list and a similar screen to the one below will appear. This example is listing a **“task”** type menu item.

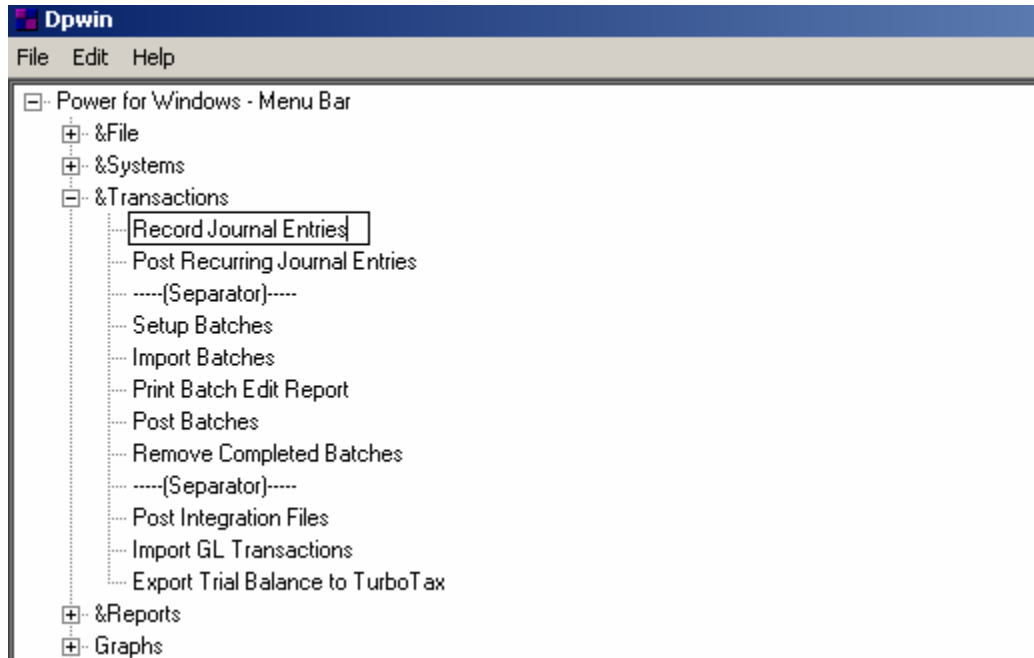


You may change any of the fields, as defined in the **“Add Item/Sub Item”** section, earlier in this manual. Make your changes and then click on the **“Change Item”** button. We highly suggest that you leave the **Help ID** as it is defined. This **Help ID** is an internal link to the **On-Line Help Manual** for this option. Presently, the **Toolbar Glyph** options are not utilized by the **Infinity POWER Windows GUI** programs.

OTHER EDITING FEATURES

There are several other features included in this product to help with the editing of the **DPWIN.MNU** file. They are described below:

Data Item	Description
Insert Item	This edit function will allow you to insert a new item before the item you currently have highlighted.
Change Title	This edit function will allow you to rename the Title of an Item on the DPWIN.MNU file. Highlight an item and right mouse click or choose “Edit” from the top menu bar and then select “Change Title.” This will change the item into a mode, which will allow you to change the title of this item.



Data Item	Description
Delete	This edit function will delete an item from the DPWIN.MNU file. Highlight the item you wish to delete and right mouse click or choose “Edit” from the top menu bar and then select “Delete.” The item will be removed immediately.
Cut Item	This edit function will allow you to “Cut” an item and store it in memory, until another item is “cut” or “copied.” This is like the Window’s cut routine.
Copy Item	This edit function will allow you to “Copy” an item and store it in memory, until another item is “cut” or “copied.” This is like the Window’s copy routine.
Copy Branch	This edit function will allow you to “Copy” a branch or part of the hierarchy and store it in memory to use with the “Paste” function in another area of the DPWIN.MNU .

Data Item	Description
Paste After	This edit function will allow you to “Paste” an item that you have “Cut” or “Copied” after the item that you currently have highlighted or selected.
Paste Before	This edit function will allow you to “Paste” an item that you have “Cut” or “Copied” <u>before</u> the item that you currently have highlighted or selected.
Paste Sub Item	<p>This edit function will allow you to “Paste” an item that you have “Cut” or “Copied” <u>as</u> a sub item to the item that you currently have highlighted or selected.</p> <p>Once all changed are made to the DPWIN.MNU file, it is necessary to “Save” your changes. To do this, simply select “File” and then “Save” or “Save As” and name the file accordingly.</p> <p>If you exit the system without saving your changes, the Dpwin Menu Editor will ask, “Do you wish to discard your changes?” before exiting the system.</p>

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