

## Key Terms

The following terms are introduced in this chapter and are used throughout this and other related guides. Please become familiar with these terms before you start to use any of the instructions in this guide.

<b>Application window</b>	All DataLoad windows except for the first window that appears. Application windows are used for specific functions and purposes, such as adding users to DataLoad or viewing batches.
<b>Expandable Lists</b>	This refers to the way information is displayed on the DataLoad User Maintenance and Voyager windows. Information is displayed in lists similar to a directory structure in Windows Explorer, and you double-click on an item to view its contents.
<b>Application</b>	This refers to the target application, or the application that receives the data that DataLoad processes. This is the first level in the expandable list on the Voyager window.
<b>Extension</b>	This is a subset of an application, and usually describes the type of data that is being processed. An application can include several extensions, each containing business rules that apply to different types of data, but to the same target application. This is the second level in the expandable list on the Voyager window.
<b>Module</b>	This is a subset of an extension, and further narrows down the type of data to process. An extension can include several modules, each containing business rules that apply to smaller sets of similar data. This is the third level in the expandable list on the Voyager window.
<b>Configuration</b>	This is a template that you create within a specific module. The rules of each configuration are based on the predefined business rules of the module in which it is created. This is the fourth level in the expandable list on the Voyager window.
<b>Batch</b>	A batch is a processing job within a specific module. Each batch is based on a configuration that you create in that module. Batches appear in the detail information on the right side of the Voyager window.

<b>Entity Type</b>	An object of interest about which data can be collected. In DataLoad, entity types include Users, User Groups, Applications, Modules, and so on.
<b>Entity</b>	A specific instance of an entity type. For example, information about John Smith is a specific instance (an entity) within a set of users (entity type).
<b>Field</b>	Any area on a DataLoad window that contains information. Most field types contain text or numerical information. Some fields require you to select a predefined value.
<b>Default</b>	A value that is automatically entered into a specific field. For example, if you create a batch in a specific configuration, the default values from the configuration are automatically entered. You can modify these fields as is necessary.

# Learning About the DataLoad Interface

## Overview

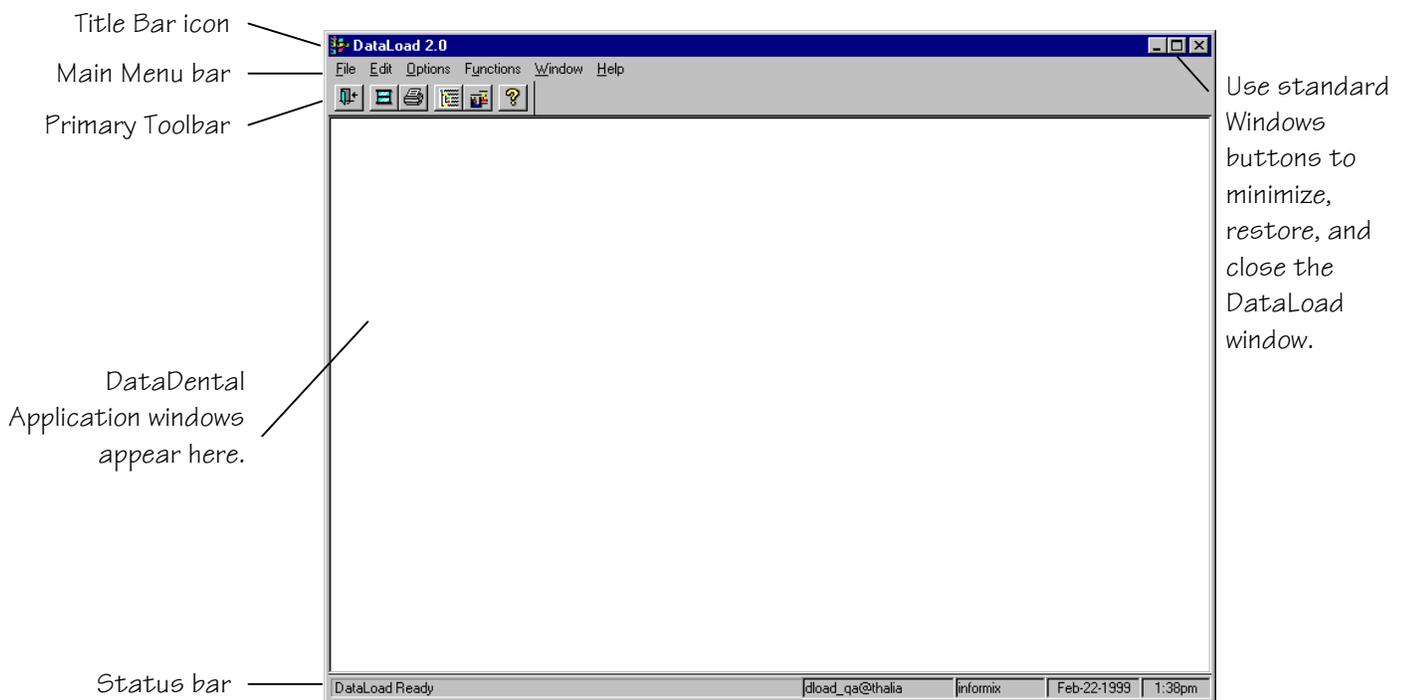
A *user interface* is set of objects and devices you use to interact with a computer program. This section of the chapter identifies and describes the primary elements of the DataLoad interface.

## What is the DataLoad Interface?

The DataLoad interface is the set of windows, menus, buttons, and other elements you use to assign user profiles and to transfer information from a data file to the target application. DataLoad has a *graphic user interface (GUI)*. With GUI windows, you use your mouse to select commands from menus, click buttons, expand and collapse lists, and so on. The next part of this chapter defines the elements of the DataLoad GUI.

## What is the DataLoad Window?

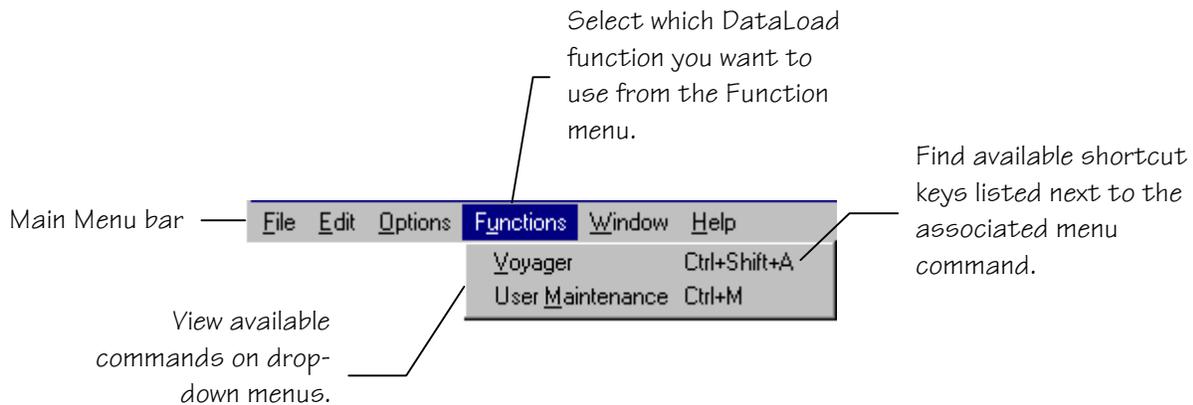
The DataLoad Window is the first window that appears when you log on to DataDental. This window consists of the DataLoad Main Menu bar, the Primary Toolbar, the Status Bar, and several standard Windows graphic elements.



## About the Main Menu

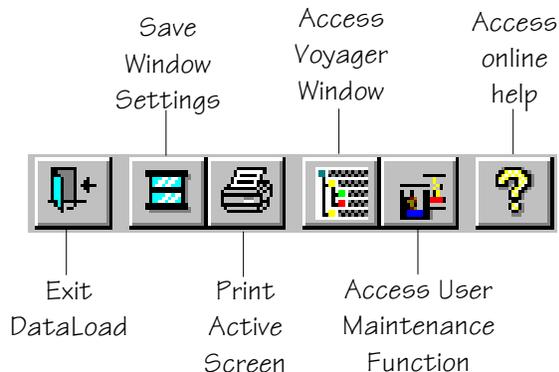
The Main Menu bar lists the names of six drop-down menus (File, Edit, Options, Functions, Window, and Help) from which you can perform a variety of functions. When you select a menu from the Main Menu bar, the available commands appear on drop-down lists. The Options command displays sub-menus, which list additional commands. The Options menu displays different commands depending upon the current application window. The Functions menu, where you can choose which DataLoad function to use, is used most frequently.

Some menu commands have associated *shortcut keys*, which are combinations of keys you press on your computer keyboard. You can either use shortcut keys or choose menu commands to perform many DataLoad functions. For your convenience, shortcut keys are listed next to the associated command on menus.



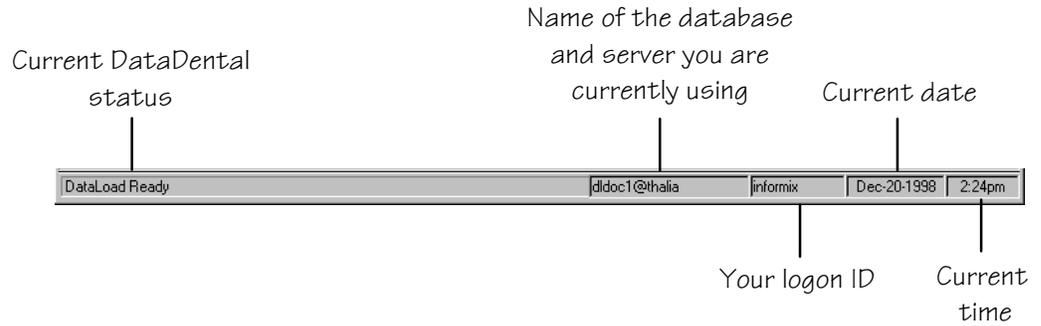
## About the Primary Toolbar

The Primary Toolbar is located just below the Main Menu bar. This toolbar includes a set of buttons, or *tools*, to help you quickly access frequently used functions, such as User Maintenance, Voyager, and Exit. Since this toolbar is visible at all times, you can access these tools at any time.



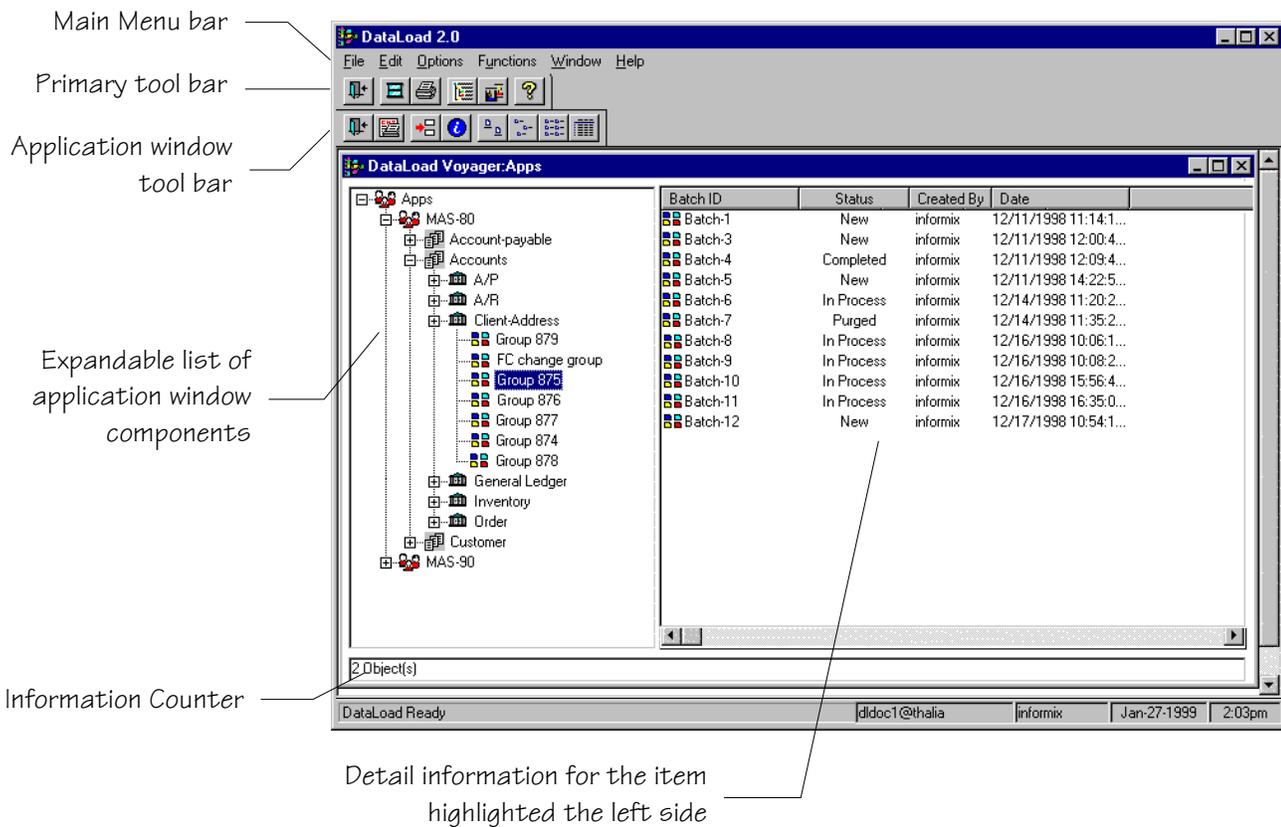
## About the Status Bar

The Status Bar is located at the bottom of the DataLoad window. It is visible at all times and contains system information, such as the current status of DataDental, the names of the database and server you are connected to, and the current date and time.



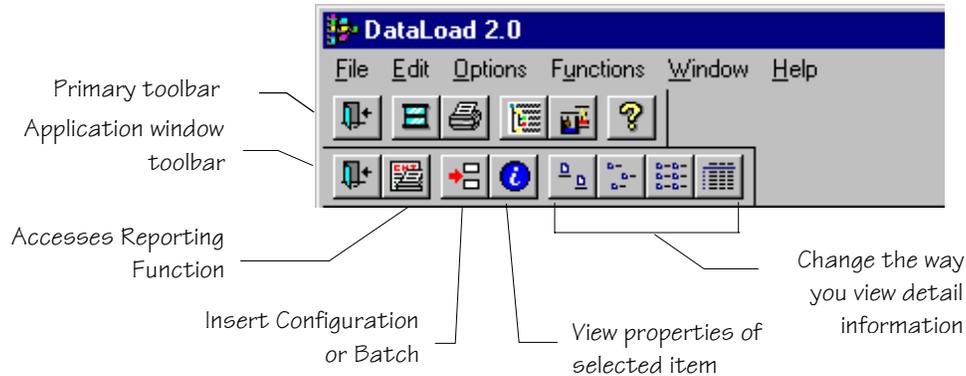
## What are Application Windows?

There are two primary *application windows* in DataLoad that you can use to perform specific functions, the Voyager window and the User Maintenance window. For example, you can display the Voyager window to view the expandable list of applications, extensions, modules, and configurations. You can then display another window to add and modify information about configurations or batches.



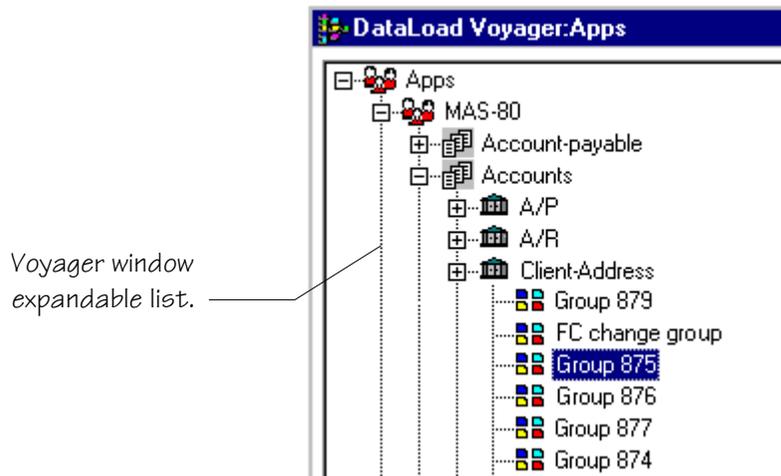
## About Application Window Toolbars

Each DataLoad application window has a unique toolbar, which is located directly below the DataDental primary toolbar. Application Window toolbars contain tools for various functions you can perform against the highlighted item on the active application window. The available tools differ depending on the Voyager level of the item you have highlighted. These tools generally include functions from the current Options menu, as well as a Reports tool and tools that allow you to alter your view.



## About Application Window Expandable Lists

Both the Voyager window and the User Maintenance window present information in expandable lists. These lists appear similar to the folder lists you find in your Windows Explorer application. You can expand and collapse each row as needed for you to view and access information. A plus sign next to an item indicates that the row can be expanded. A minus sign indicates that the row can be collapsed.



## About Application Window Detail Information

The right side of the Voyager window lists detailed information regarding the highlighted item in the expandable list on the left side. The detailed information displayed changes depending on the Voyager level of the selected item in the expandable list. For example, if you select a module from the expandable list, then information about the configuration associated with that module appear in the detailed list. If you select a configuration, then detail information about the batches associated with that configuration appears.

View detail information about the highlighted item on the right side of the application window.

Batch ID	Status	Created By	Date
Batch-1	New	informix	12/11/1998 11:14:1...
Batch-3	New	informix	12/11/1998 12:00:4...
Batch-4	Completed	informix	12/11/1998 12:09:4...
Batch-5	New	informix	12/11/1998 14:22:5...
Batch-6	In Process	informix	12/14/1998 11:20:2...
Batch-7	Purged	informix	12/14/1998 11:35:2...
Batch-8	In Process	informix	12/16/1998 10:06:1...
Batch-9	In Process	informix	12/16/1998 10:08:2...

## About Information Counters

When you display an expandable list on a primary application window, an information counter appears in the lower left portion of the screen. This counter indicates the number of rows that are included under the highlighted item in the expandable list.

The counter indicates that there are six items under the selected item.

Module Name	Created By	Date
Balance Forward	informix	08/20/1998 15:37:0...
Facility Module	informix	08/20/1998 15:37:0...
Group Module	informix	08/20/1998 15:37:0...
Member Module	informix	08/20/1998 15:37:0...
Producer Module	informix	08/20/1998 15:37:0...
Provider Module	informix	08/20/1998 15:37:0...

6 Object(s)

## What are Secondary Windows?

Secondary windows allow you to create configurations and batches, and to add users, user groups, and security permissions. These windows are accessed from the application windows. Most secondary windows contain tabbed windows that allow you to view and add additional information.

Use the tabbed windows on the secondary windows to add and modify information.

The screenshot shows a 'New Configuration' dialog box with five tabs: General, Detail, Parameter, Support, and Security. The 'General' tab is active. The form contains the following fields:

Configuration Name	Module Name	Job Definition	
UT_CT 5	Utilization Module	Utilization Job	
Description Transfers information from provider 5 into DataDental database.		Status Active	
Created By informix	Created Time 02/23/1999 16:20:18.09	Icon Name SOFTWARE.BMP	
Last Name Martin	First Name Mary	Phone (555) 555-5555	Ext. 55
Email mmartin@awt.com			

At the bottom of the dialog are buttons for OK, Cancel, Apply, and Help.

## About Secondary Window Fields

Information that you work with in DataLoad secondary windows is contained in *fields*. There are several different types of fields, and some are automatically populated by DataLoad. The field types are entry, display, drop-down list, and browse. You cannot change or enter information into display fields, which are shaded gray. You can type information into entry fields, select values from a list in fields with drop-down lists, and browse directories for the value to enter into browse fields.

