

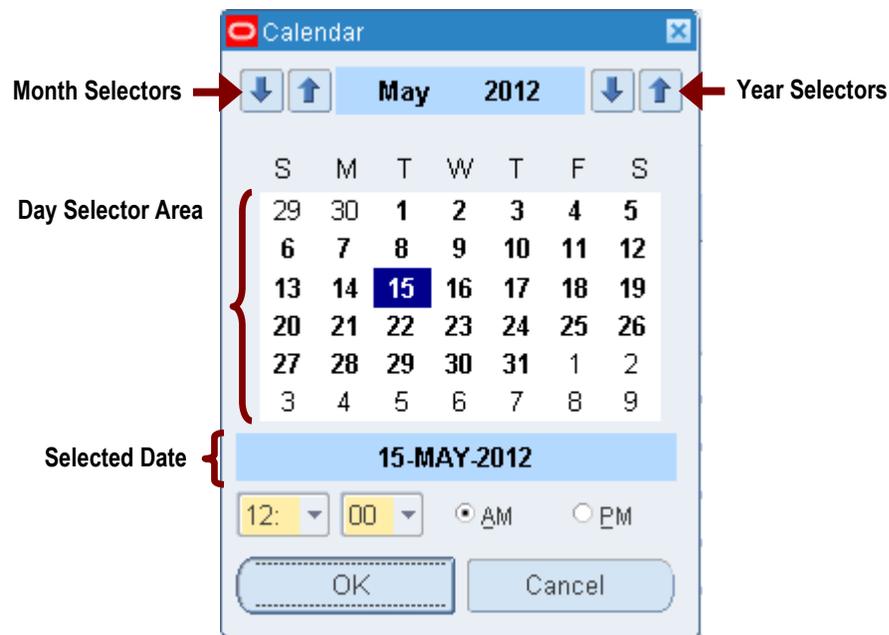
Entering Data: Common Windows-based Functionality

There are several features common to most Windows-based applications that you will use to enter data into Oracle forms. Common Windows-based features introduced below are:

- Using a calendar to select dates to populate fields in **Oracle Date Format**.
- Various ways to **Save** data.

Oracle's Calendar Feature

- When entering dates on a data entry form in Oracle, the date must be entered in **Oracle Date** format.
 - You can manually enter the date in Oracle's date format (**DD-MMM-YYYY** or **DD-MON-RRRR**).
 - Or, invoke the **Calendar** feature from the date field and use that to enter the date. This calendar works like most other Windows-based calendars.
 - When three dots appear in a date field, clicking on it displays Oracle's Calendar.



- The **Selected Date** is the current date or the date displayed in the active field.
- The **Day Selector Area** displays six rows of days.
 - Days in bold are in the displayed month, in this example, for November.
 - Days in normal print are in the previous and/or next month.
 - Days blocked in gray are days that cannot be selected for this field.
- To select a different month:
 - Click the arrow buttons in the **Month Selectors** area or press the [↓] and [↑] on the keyboard.
 - Down arrow displays previous months.
 - Up arrow displays future months.
- To select a different year:
 - Click the in the **Year Selectors** area.
- As you select different months, years, and days, the display in the **Selected Date** area changes accordingly.
- Clicking will populate the date field with the settings you selected using the Calendar feature.
- Clicking will clear any settings selected and will exit the Calendar feature.

Saving Data in Oracle

Oracle usually offers several ways to perform the same task. There are three ways to save data in a form:

- Press **Ctrl + S** on the keyboard.
- Click the **Save** icon  on the Toolbar.
- Select **Save** from the **File** Menu.



- Once you begin working in the applications, use whichever method you prefer.

Entering Data: Oracle Specific Functionality

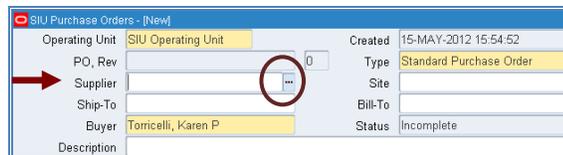
Functionality that will be introduced in the following sections are specific to Oracle Applications. That functionality includes:

- List of Values (LOV)
- Descriptive Flexfields (DFF)
- Editor Window

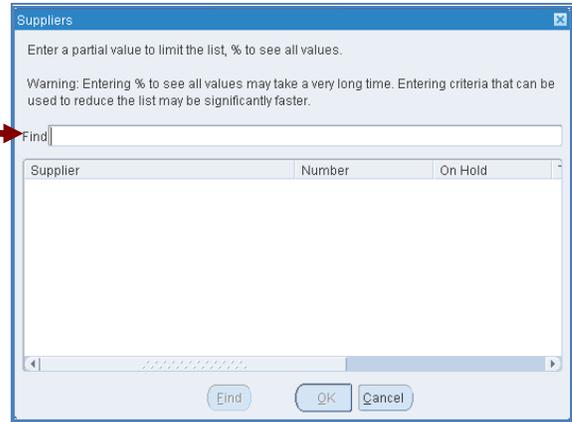
List of Values (LOV)

- The **List of Values (LOV)**, sometimes called a pick list, is a list of all valid values for a field.
- The LOV provides an easy way to enter values.
- There is no need to memorize values or spend time looking up values from books or lists.
- There are three ways you can use the LOV.
- Using the LOV works the same in all applications.

- If you click in a field and three dots (...) appear at the end of the field, the three dots indicate that a List of Values (LOV) is available for that field.
- You can click the LOV indicator to open the **entire** list for the field.

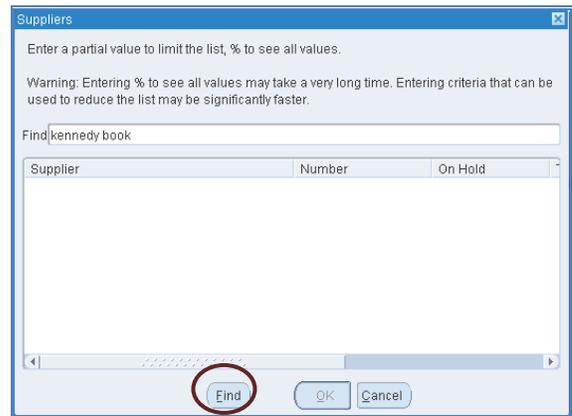


- If the LOV is a long list, you will get an intermediate window like the one on the right.
- You must type part of what you are looking for in the **Find** field to retrieve a short list.

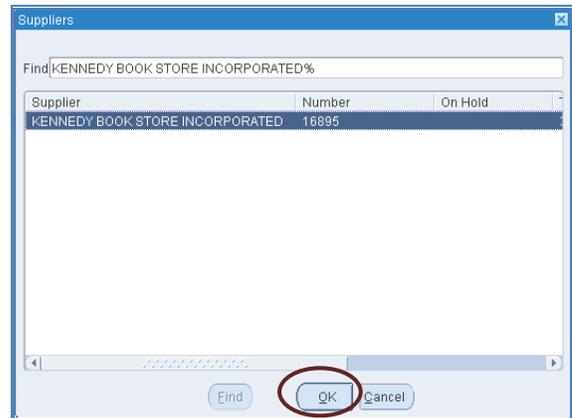


- In this example, we looked for the Supplier, Kennedy Book Store, so we entered part of the supplier name into the **Find** field to shorten the list.
- After entering the partial value, "kennedy book", we clicked the **Find** button.

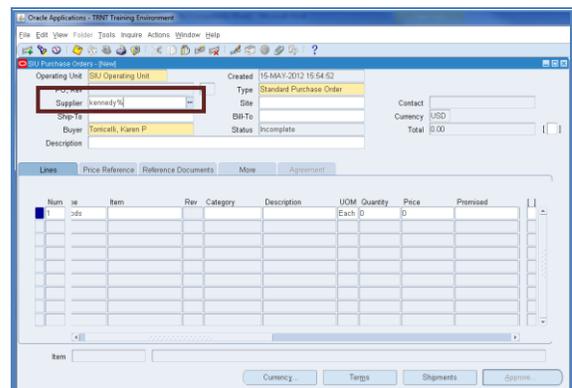
Note: The wildcard character “ % ” can be used at the beginning and the end of the entry.



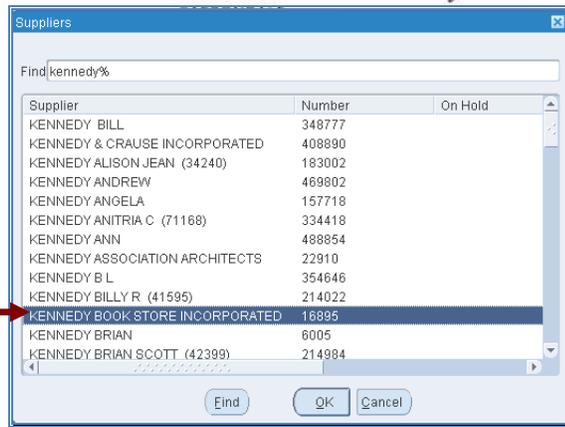
- A short list was returned – in this case, our list only had one match that met the criteria we entered.
- You can make your selection from the list by double-clicking on it.
- Another way is to highlight your selection by single-clicking on it and then, clicking the **OK** button located at the bottom of the window.
- You would return to the original window.
 - The field where you invoked the LOV would be populated with your selection.



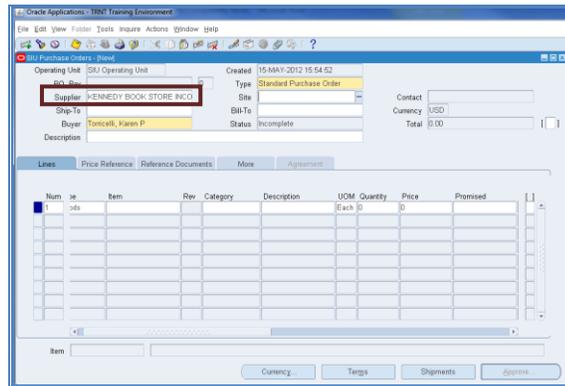
- Another way to use the LOV is to type part of what you are looking for directly into the field.
- Remember, the field must have the LOV indicator for this to work.
- In this example, we typed part of the supplier's name in the **Supplier** field, with a % sign at the end (e.g. *Kennedy%*).



- Pressing the "Tab" key will display a short list of values that start with what we typed.
- Make your selection.



- The original window returns and the Supplier field is populated with the selection.

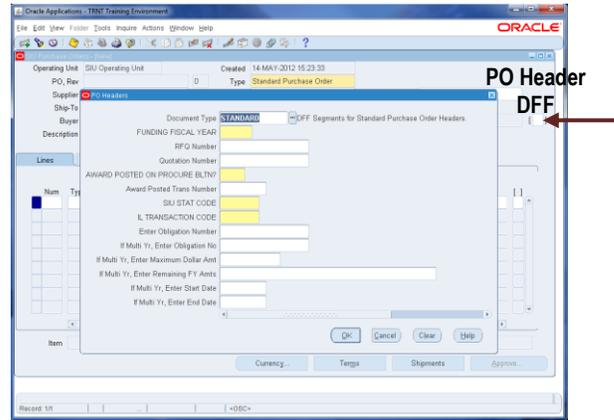


- The third way to use the LOV is called LOV "AutoSelection".
- If you type enough letters of what you are looking for into the field to make it unique, the field will populate automatically after you press the "Tab" key on your keyboard.
- You don't need to type a "%" sign with this method. Oracle knows to only look for anything that starts with what you type in the field.
- When you press the "Tab" key, Oracle will automatically populate the field because you typed in enough letters to make it unique.

Descriptive Flexfields (DFFs)

- The DFF is a means to collect and/ or display additional data beyond what is visible on the window.
- Many DFFs are created by SIU to collect additional information beyond what is collected by basic Oracle applications.
- Descriptive Flexfields are actually separate, pop-up windows, invoked from a basic Oracle window.
- They are designated on the windows by a single-character field surrounded by brackets .
- You can tab to the DFF or click in it to open it.
- Not all windows have DFFs and not all DFF's are used in the application.
- In many of the Oracle applications, SIU-designed DFF windows use field labels in ALL CAPS to indicate that the field is required. Conversely, DFF field labels in Mixed Case are optional.
- When you navigate to this field, the descriptive flexfield window automatically pops up for review or entry.
 - If you never navigate to the DFF on the basic window, you will never see the pop-up window.
 - If the DFF contains required fields, you will get an error message when you try to save.

- This is an example from the Purchasing application of the PO Headers window.
- We were able to open it by clicking in the DFF  in the Header Region.

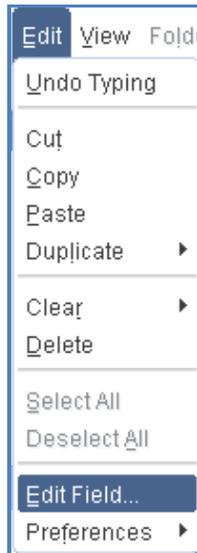


Editor Window

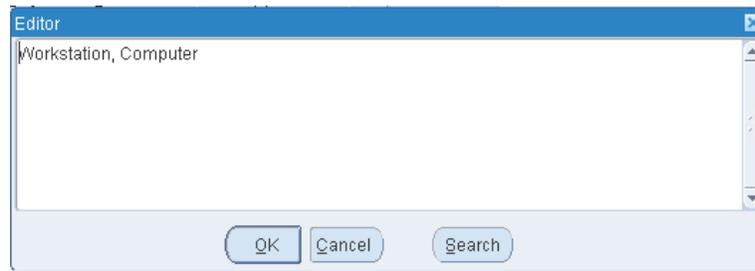
- The Editor Window allows you to easily enter or view values that are too long to be completely displayed in a field.
- You may also use the Editor Window to open flexfields.

Oracle usually offers several ways to perform the same task. Once you have clicked in the field you wish to view or enter information into, there are three ways to open the Editor Window:

- Press **Ctrl + E** on the keyboard.
- Click the **Edit Field** icon  on the Toolbar.
- Select **Edit Field...** from the Edit Menu.



- Once you perform one of the above actions, a window like the one below opens.



- If you have data entry capability, you may type your text directly into the Editor window.
 - When you have entered everything that you need, click the OK button.
 - The Editor window closes and you return to the original window.
 - The field will contain all of the information you entered, even though all of it may not be visible.
- If you have viewing capability you may still use the Edit Field feature to:
 - View the contents of a field where you cannot see all of the text.
 - View the contents of an Accounting Flexfield.
- The Editor Window works the same in all applications.