Administrator

Version 11

TRAVERSE®

TRAVERSE ®

Administrator's Guide

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This document has been prepared to conform to the current release version of TRAVERSE. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Contents

Chapter 1:
Administrator's Guide

The Administrator's Guide provides information about the following functions for customizing, setting up, and maintaining your TRAVERSE® system:

Server Manager Installation

This chapter covers the system requirements for TRAVERSE Server Manager as well as the required steps for installing TRAVERSE Server Manager.

Database Setup

This chapter describes the required steps for setting up the System Database (**SYS**) and the Payroll (**ST**) Database.

Databases

This chapter covers the database creation (including the **ST** database) and maintenance functions such as how to add a new company database, copy data from an existing company database, and backup a database. It also includes the steps for viewing database properties, attaching, detaching, deleting, and restoring databases, how to add and remove applications from a database, and how to generate scripts from the objects within an existing database. Instructions for adding payroll years to company databases are also included in this section.

Login & Security

This chapter describes how to create logins, change login properties, and how to delete a login. This chapter also covers how to copy security information from one company to another as well as how to define group and user access to TRAVERSE data and the functionality groups and users will have within the system. Steps for defining permissions for groups and users within specific databases are also included.

Updates

This chapter covers the required steps for performing TRAVERSE maintenance updates and for updating Product IDs.

Design Studio

This chapter introduces you to the TRAVERSE Design Studio, a set of tools that allows you to make many kinds of customizations to your TRAVERSE applications.

About Server Manager

The TRAVERSE Server Manager main window appears when you start up TRAVERSE Server Manager.
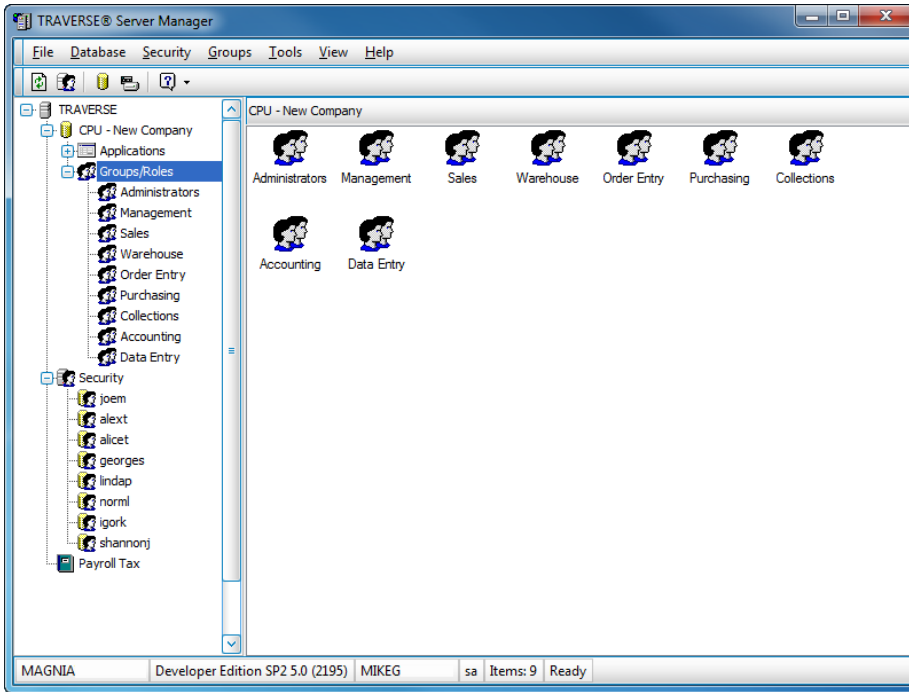
The main window has two columns. The left column contains a list of the databases you have created. Double-click an item to expand and contract the list (you can also click the + and - in front of items to expand and contract the menu list). When you select a database, the Applications and Groups/Roles icons appear below the database and in the right column.

Selecting Items

To select an item, use the mouse or use arrow keys to highlight it.

Right-Click Mouse Menu

All of the functions within Server Manager are accessed using the right-click mouse menu.

Menu Bar

All functions available when you use the right-click menu and the toolbar are also available from within the menus in the menu bar. See the tables below for an explanation of the menu items.

File Menu

Name	Description
Login	Select to open the Login dialog box in order to change what Microsoft SQL Server you are logged into or to switch to a different login username.
Disconnect	Select to release your connection to the server without closing Server Manager. This function is useful when you are managing several servers or when you want to release all the resources (connections, locks, and so on) that the Server Manager is using temporarily, especially for trouble-shooting purposes.
Exit	Select to exit Server Manager

Database Menu

Name	Description
Properties	Select to view database information in the right column of the main window.
System Properties	Select to view system (SYS) database properties.
Add Company	Add a company for which the company database has already been created.
Remove Company	Remove a company from the Server Manager list without deleting or detaching its database.

New Database	Select to create a new company database. The New Company Database dialog box appears.
New Payroll Year	Select to add a new payroll-year database to a company database. The Add Payroll Year dialog box appears.
Attach Database	Select to attach a company database. The Attach Company Database dialog box appears.
Maintenance Update	Select to perform a maintenance update of server objects. The Maintenance Update dialog box appears, allowing you to search for and install available updates.
Backup Database	Select to backup a database. The Database Backup dialog box appears.
Restore Database	Select to restore a database. The Database Restore dialog box appears.
Detach Database	Select to detach a database.
Delete Database	Select to delete a database.
Generate Scripts	Select to generate scripts from the objects in an existing database. In effect, this re-creates the whole database structure and any individual database objects. The Script Database dialog box appears.
Generate System Scripts	Select to generate scripts from the objects in the SYS database. In effect, this re-creates the whole database structure and any individual database objects. The Script Database - SYS dialog box appears.
Business Rules	Select to view the SM Business Rules function. This function centralizes options and interfaces for all installed TRAVERSE applications.

Security Menu Name	**Description**
Properties	Select to change login properties. The Login Properties dialog box appears.
New Login	Select to create a new login. The Login Properties dialog box appears.

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Delete Login	Select to delete an existing login.
Copy Security	Copy groups and users from one company to another. Groups and users retain their associated security settings.
Permission Report	Use this function to generate a report that lists the menu functions a group has permission to access for each company.

Applications Menu

The Applications menu appears when you select the Applications icon or when you right-click on an application in the Server Manager window.

Name	Description
Add/Remove Applications	Select to define which applications each company database uses.
Add Year	Select to add tax tables and formulas for a new payroll year and copy the information from an existing payroll year. This menu item appears when you select the Payroll application.
Attach Database	Select to attach a payroll database. The Attach Payroll Database dialog box appears. This menu item appears when you select the Payroll application.
Refresh	Select to refresh all levels and collapse the tree down to TRAVERSE level.

Groups Menu

The Groups menu appears when you select the Groups/Roles icon or a group within Groups/Roles.

Name	Description
Properties	Select to define permissions for a group using the Group/Role Properties dialog box.
Permissions	Change the TRAVERSE application access for the members of the group.

New Group	Select to create a new group. The Group/Role Properties dialog box appears.
Delete Group	Select to delete an existing group.
Refresh	Select to refresh all levels and collapse the tree down to TRAVERSE level.

Tools Menu

Name	Description
Master Login	Modify the master login for the TRAVERSE system. You can select the databases for which you would like to alter the master password.
Project Costing Migration	Select to migrate data from TRAVERSE 10.5 Project Costing tables.
Date Change	Modify the dates on sample data relative to the date you specify.

View Menu

Name	Description
Large Icons	Displays the contents of the right panel in large icons.
Small Icons	Displays the contents of the right panel in small icons.
List	Displays the contents of the right panel in a summary list.
Detail	Displays the contents of the right panel in a detailed list.
Font Size	Displays the contents of the right and left panel in the font size you select.

Help Menu

Name	Description
About	Select to view TRAVERSE version and product ID information as well as system information.
Maintenance History	Select to view a list of the Maintenance Updates for the system.
Check for Updates	Select to access the Open Systems website and view the available updates. You must have an active Internet connection, a user name, and a password.

Customer Support

Open Systems, Inc. has a strong commitment to customer service and product quality. If you need help using any Open Systems, Inc. product, follow these procedures:

- Consult the TRAVERSE Help system by pressing **F1**.

- If you need additional information and are currently a subscriber to the TRAVERSE customer support program, consult your customer support representative.

Chapter 2:
Server Manager Installation

TRAVERSE uses SQL databases to store data using a separate database for each company. Because TRAVERSE uses Microsoft® SQL Server® as a backend database, you must install Microsoft SQL Server before installing TRAVERSE. Next, follow the steps to install and set up TRAVERSE Server Manager before installing the TRAVERSE Client.

If your installation includes a limited number of users, you can save money by using a runtime version of SQL Server instead of Microsoft SQL Server. Open Systems provides this runtime version, which is called SQL 2008 R2 Express.

SQL 2008 R2 Express is a fully functional database engine. The TRAVERSE Server Manager is designed to give you the ability to perform application-level data management in SQL databases.

If you require more in-depth management of SQL information or tables, use the SQL Management Studio (available on the TRAVERSE DVD) to interface with the data. It is available free of charge on the TRAVERSE DVD.

System Requirements

Hardware and software requirements are constantly changing. Current hardware and software requirements can be found on our website at www.osas.com.

At publication time, the requirements listed below are the minimum requirements. Open Systems recommends using as fast a processor as possible. Please remember that RAM requirements increase with the number of users.

The system requirements for installing TRAVERSE are as follows:

Hardware Requirements

	Workstation	Dedicated SQL Server
Recommended	Processor: 2 GHz or higher RAM: 2 GB (base) to 4+ GB (power user) Display: XGA (1024x768) or better	Processor: 2 Ghz or higher multicore 64-bit processor RAM: 4 GB**

Thin Client Servers (Such as Terminal Services or Citrix)	**Processor: 2 GHz or higher multicore 64-bit processor** **RAM: 1-2 GB per user** **20-50 users per machine**

Where the software is deployed to local workstations, power users will benefit from the use of contemporary, dual-core processors, increased memory, and wide-screen display resolutions (whether doing heavy data entry or frequent analytics).

SQL Server Software

Supported Editions				
Version	**Express**	**Standard**	**Workgroup**	**Enterprise**	**Developer**
2005	**X**	32 or 64 bit	**X**	32 or 64 bit	32 or 64 bit
2008	**X**	32 or 64 bit		32 or 64 bit	32 or 64 bit
2008 R2	Included with TRAVERSE	32 or 64 bit		32 or 64 bit	32 or 64 bit

Different SQL Server versions and editions have various limitations on maximum database size, and CPU/RAM utilization. Visit Microsoft's **Hardware and Software Requirements for Installing SQL Server** site to determine the appropriate operating system and edition of SQL Server for your application.
(http://msdn.microsoft.com/en-us/library/ms143506(v=SQL.105).aspx)

Workstation Software

| Supported Editions				
Operating System	**Professional**	**Business**	**Enterprise**	**Ultimate**
Windows XP	**X**			
Windows Vista		**X**		**X**
Windows 7	**X**		**X**	**X**

Install TRAVERSE Server Manager

Note: When available during the installation process, you can click **Cancel** to exit the procedure or **Back** to return to the last window.

1. Put the TRAVERSE DVD into your CD drive. The following window appears.
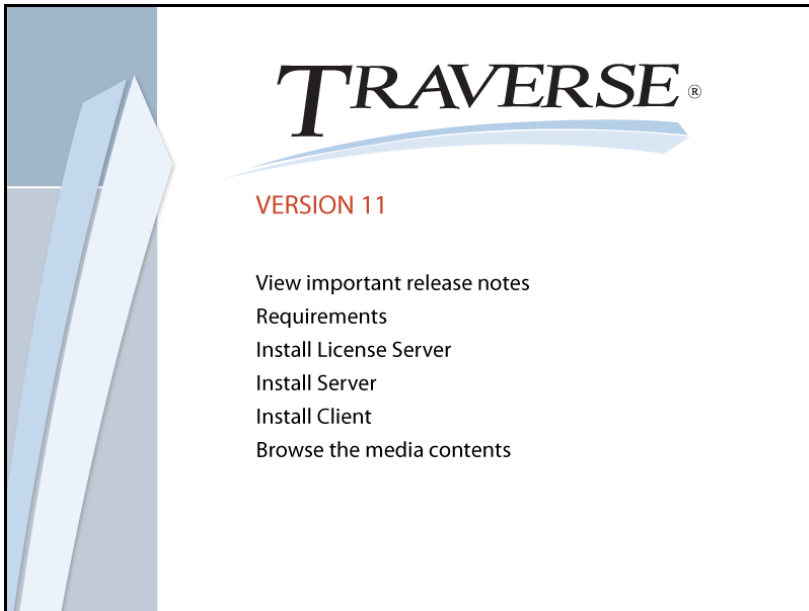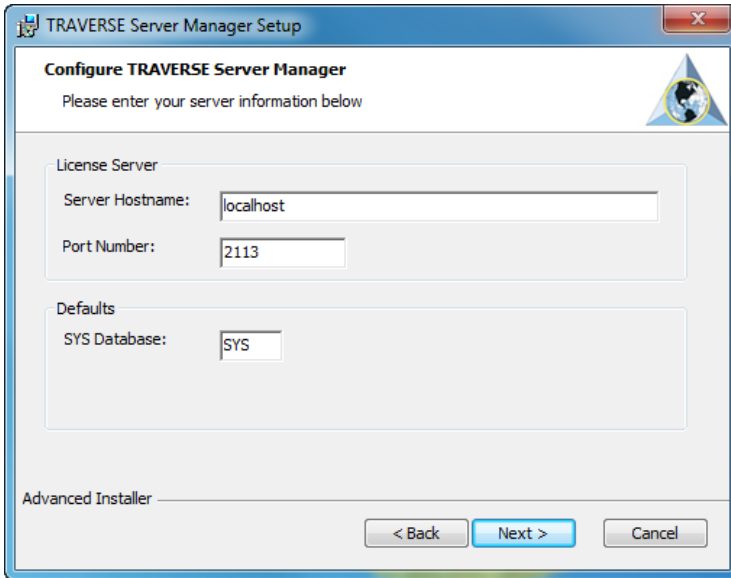

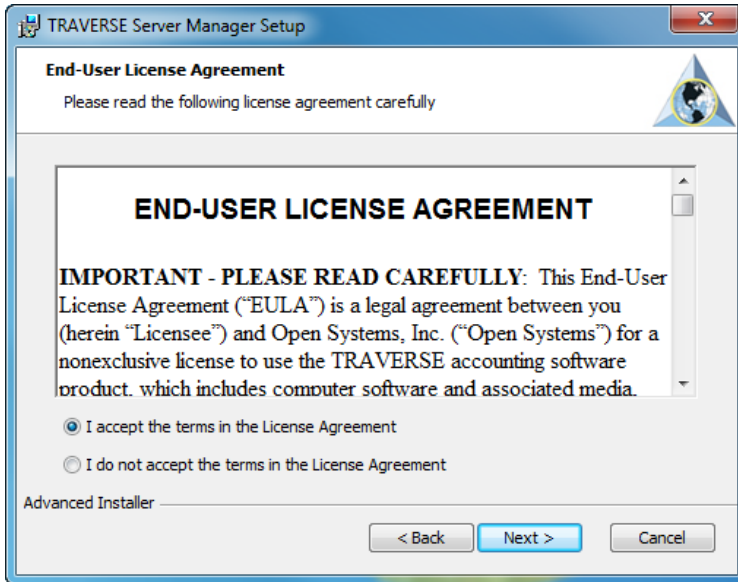2. Click **Install Server**.

The installation wizard appears.
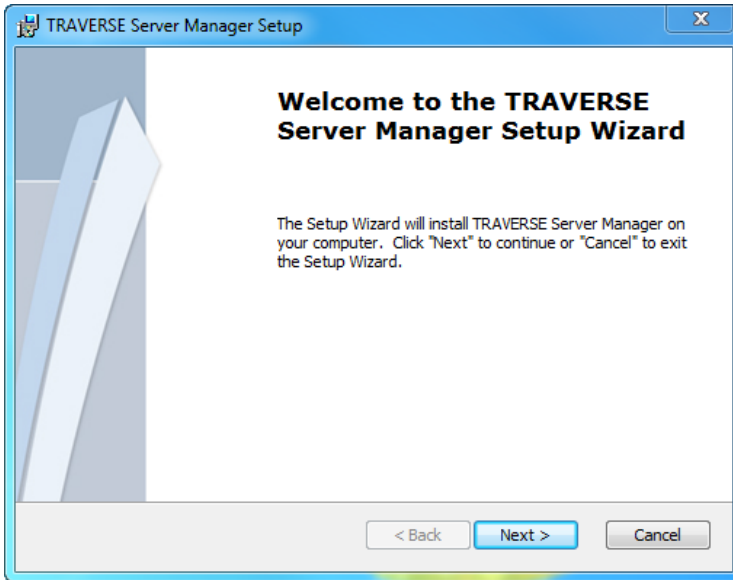
3. Click **Next** to install TRAVERSE Server Manager on your machine.
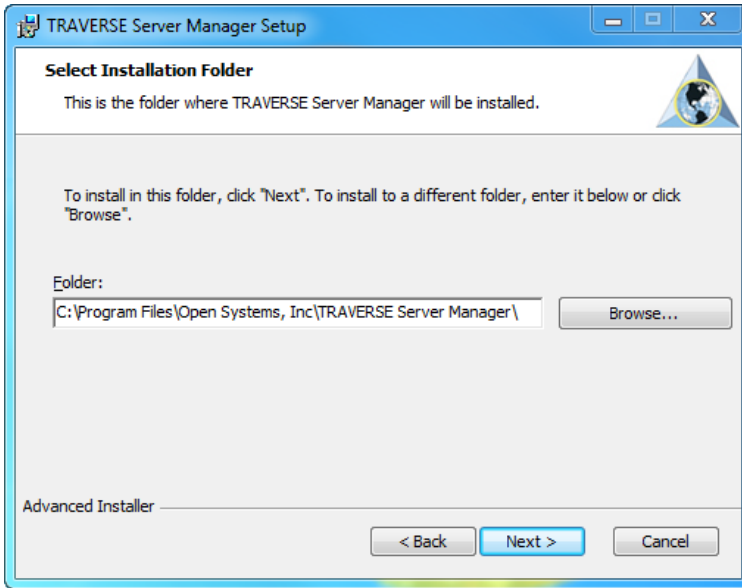
The Configure Server Manager window appears.

4. Enter the **Server Hostname**, **Port Number**, and default **SYS** Database for the TRAVERSE Server Manager, or leave the defaults. Click **Next** to continue.

The License Agreement window appears.

5. Review the license agreement and click **I accept...** to accept the terms, or **I do not accept...** to exit setup.
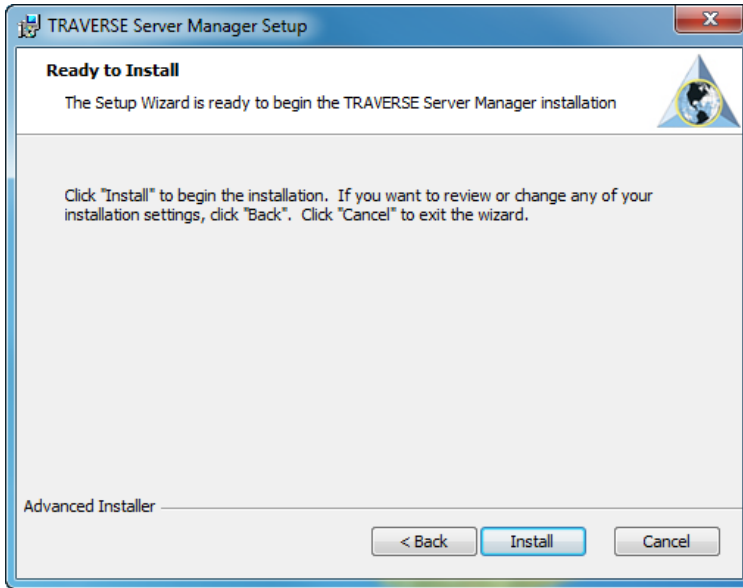
The Destination Location window appears.

6. Click **Next** to use the default path for the Server Manager. To use a different path, enter a new path for the Server Manager, or click Browse... to search for and select a new folder. Click **Next** to continue.

The Ready to Install window appears.

7. Review the information. If necessary, click **Back** to go back and make any changes. When you finish, click **Install**.

When the installation finishes, the following window appears:

8. Click **Finish** to exit the wizard.
   Note: After you install TRAVERSE Server Manager, use the rest of the chapters in this guide to set it up and configure it. Then, install the TRAVERSE Client on workstations that connect to the TRAVERSE server.
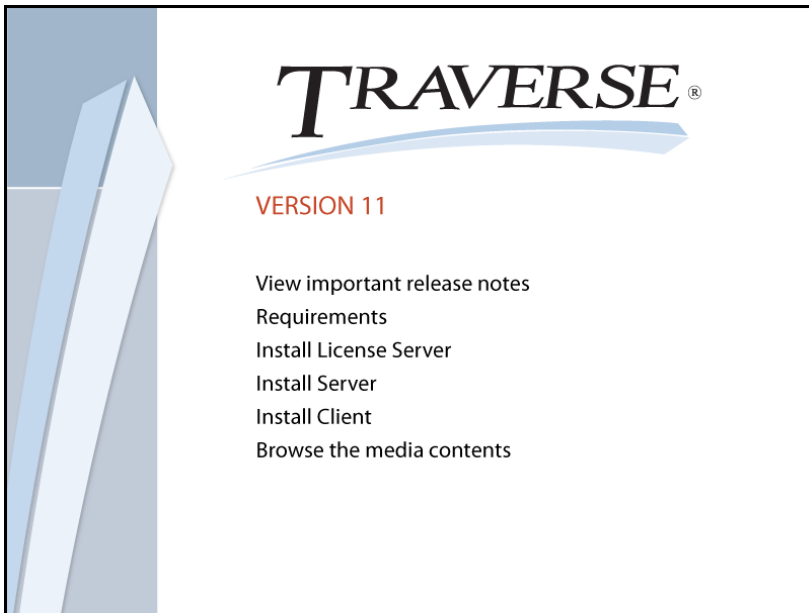
Install License Server

In order to run TRAVERSE, the TRAVERSE License Server must be running as a service on your server. TRAVERSE Workstation installations can be networked to reference the Server's instance of TRAVERSE License Server.

The TRAVERSE License Server keeps track of registration and application information.
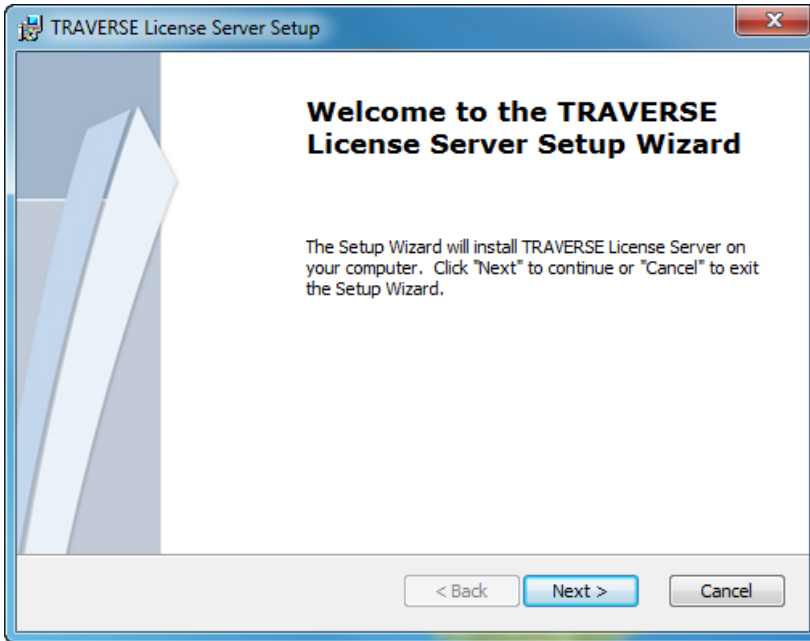
To install the TRAVERSE License Server, follow these steps:

1. Insert the TRAVERSE DVD into your drive.
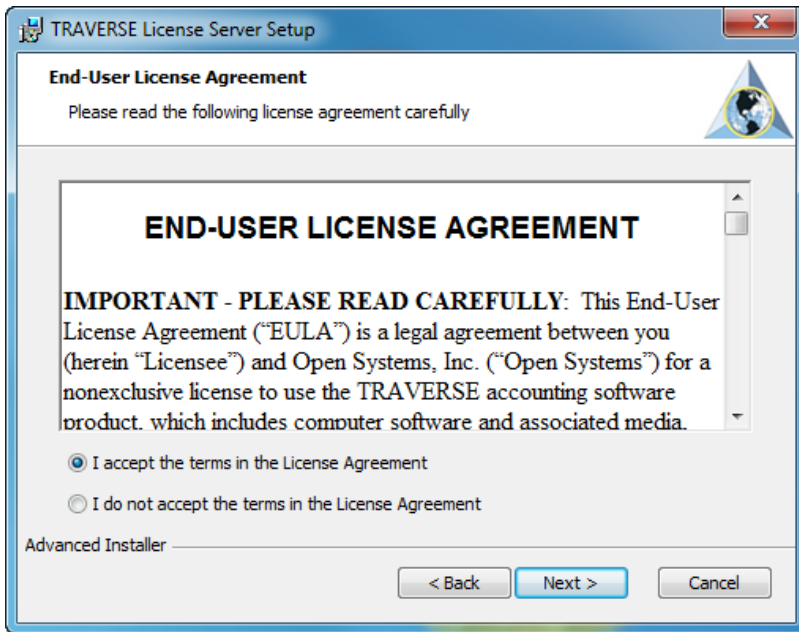

2. Choose **Install License Server** from the menu.

3. The License Server Wizard appears. Click **Next** to proceed with installation.

4. The End User License Agreement appears. Review the license agreement and choose **I accept the terms in the License Agreement** to proceed with the installation, or **Cancel** to stop the installation.

5. Click **Next** to proceed.

6. The screen for configuring the default **TCP Port Number** appears. Accept the
   default **TCP Port Number**, or enter a different port number.

   Enter the **SQL Server Service** name where TRAVERSE 11 is installed. If it's a
   named instance, be sure to use the correct naming convention (for example,
   MSSQL$TRAVERSE).
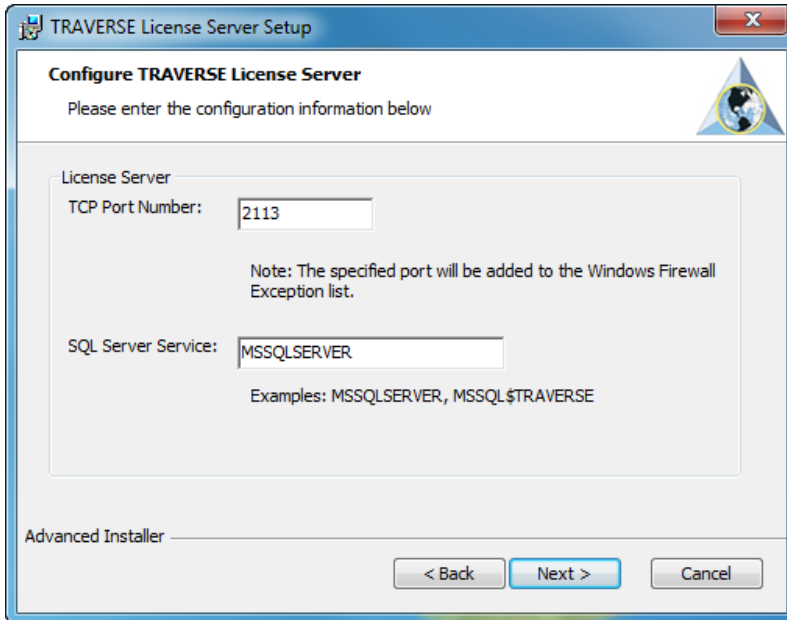
7. Click **Next** to proceed.

8. The Select Installation Folder screen appears. Accept the default installation path, or enter an alternate path.
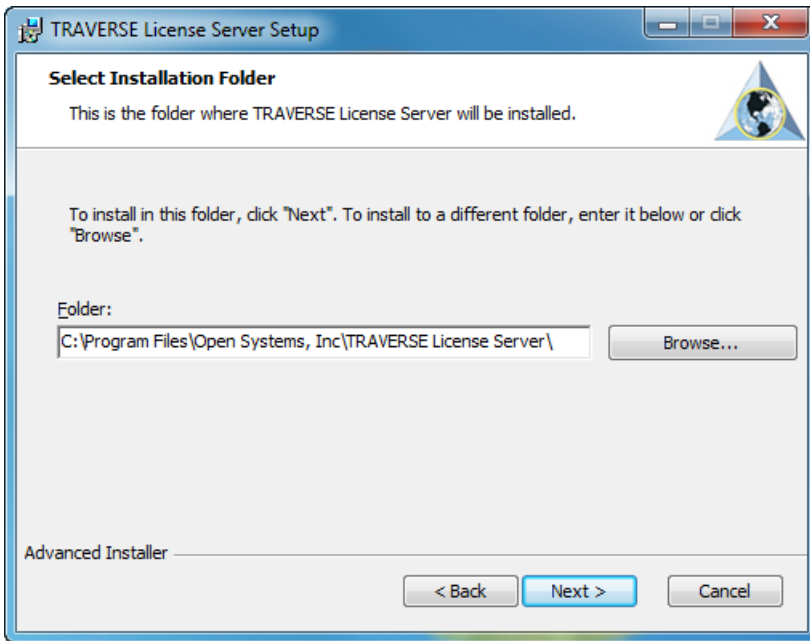
9. Click **Next** to proceed.

10. Click **Install** in the Ready to Install screen to begin the TRAVERSE License Server installation, or **Cancel** to halt the installation.
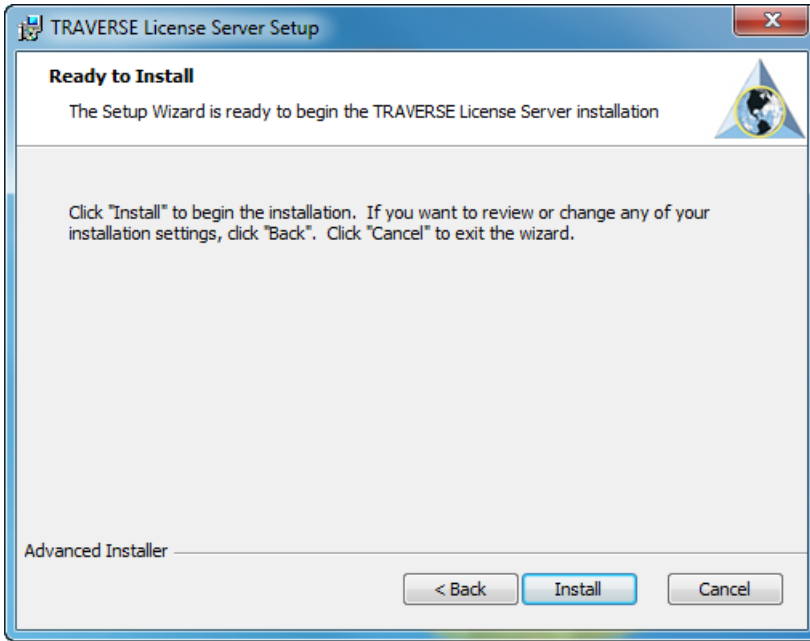
When the installation is complete, the following window appears:
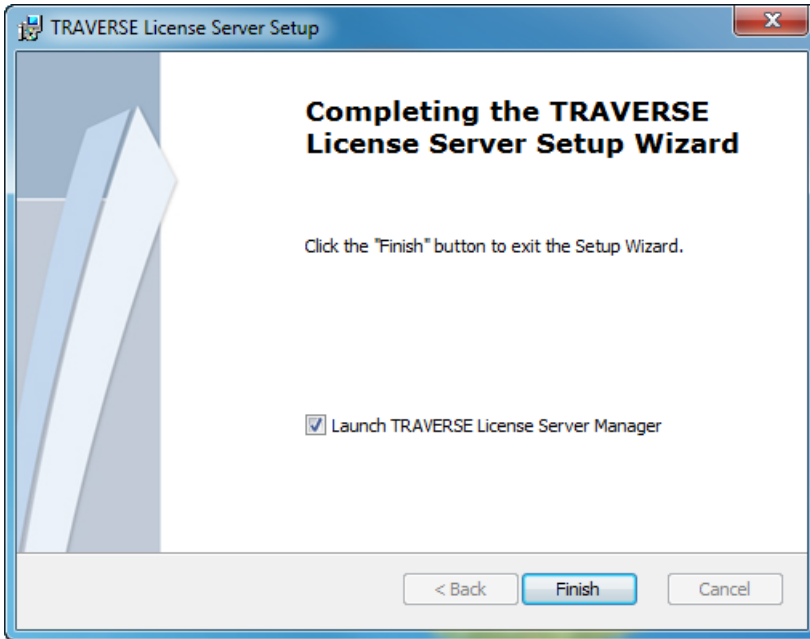
11. Check the **Launch TRAVERSE License Server** box, and click **Finish** to continue to the TRAVERSE License Server setup.

The License Server Configuration window appears.

12. In the **TRAVERSE Database** section, enter the name of the SQL server in the **Sql Server** field. Enter the TRAVERSE master login and password in the Login and Password fields.

13. In the **Membership Database** section, complete the **Sql Server**, **Login**, and **Password** fields if your system uses a different server for the membership database. Otherwise, check the **Use TRAVERSE Credentials** checkbox.

14. In the **Others** section, enter the default company database name in the **Default DB** field.

15. The TCP port configured earlier in the installation will appear in the Tcp Port field. Change it if necessary.

16. Enter the TRAVERSE product ID in the **Product ID** field. Click **Activate Product** to validate your TRAVERSE installation. A Site ID dialog box will appear. Enter your TRAVERSE **Site ID** in the box, and click **OK**.

17. When you have finished configuring the TRAVERSE License Server, click **Update Configuration**, click **Start Service**, and then **Close** to activate the TRAVERSE License Server.

Chapter 3:
Database Setup

After you install TRAVERSE Server Manager on the server, you must set up the databases TRAVERSE uses to store and access system data and payroll tax information.

The system database contains information about TRAVERSE companies, security, menus, user settings, currency, exchange rates, and language. Generally, the information stored in these tables apply to all companies you manage in TRAVERSE; company-specific information is stored in separate tables. The payroll tax database contains routines and data to correctly calculate and track federal and state withholding and associated payroll taxes.

System and Security Database Setup

After you install the TRAVERSE Server Manager, you must set up the System (SYS) and Security databases. The **SYS** database contains information about TRAVERSE companies, security, menus, user settings, currency, exchange rates, and language. The Security database contains information about companies, users, groups, and the associated security settings and permissions for the TRAVERSE system.

Note: You may be required to enter a valid Product ID when you log in to TRAVERSE Server Manager for the first time.

To set up the **SYS** database, follow these steps:

1. Open TRAVERSE Server Manager. The Login dialog box appears.

2. In the **SQL Server** field, enter the SQL or SQL Express server where you want to load TRAVERSE or select the server from the list.

3. Enter a **Login** name. It is good practice to use a login name with administrator rights as you will be doing database operations such as setting up users and

creating databases, which require an administrator level login.

Note: If you use a trusted connection for your login and password, both the **Login** and **Password** fields are disabled. If you do not use a trusted connection, you must enter a login name. If a password is set up on the server for the login you entered, you must enter the password.

4. Select **Use Trusted Connection** if you plan to use your Windows login and password for access to TRAVERSE Server Manager.

5. Select **Start server if stopped** if the Microsoft SQL Server has been stopped for some reason.

6. Click **OK** to log in. The TRAVERSE Server Manager main window appears.

   Note: If you click **Cancel**, the TRAVERSE Server Manager main window appears with blank panels. If you are already logged into a Microsoft SQL Server, the Server Manager main window displays information for the Microsoft SQL Server you are currently logged into.
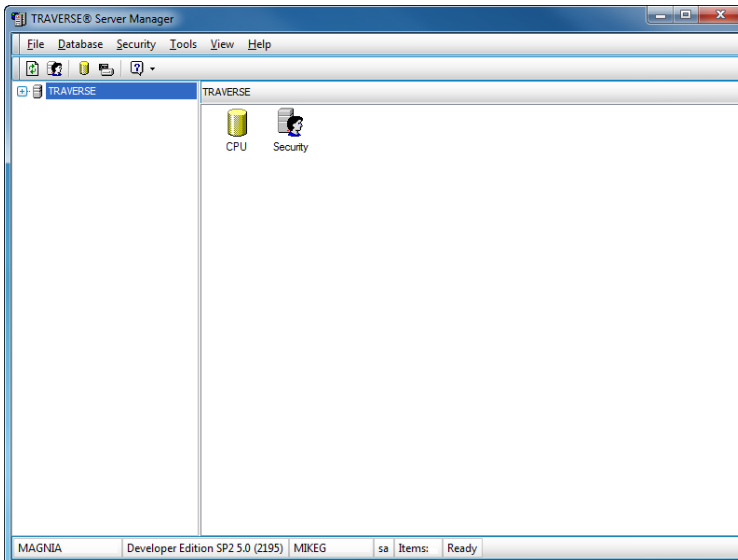
7. Expand **TRAVERSE** in the left column. The Install System Database dialog box appears.
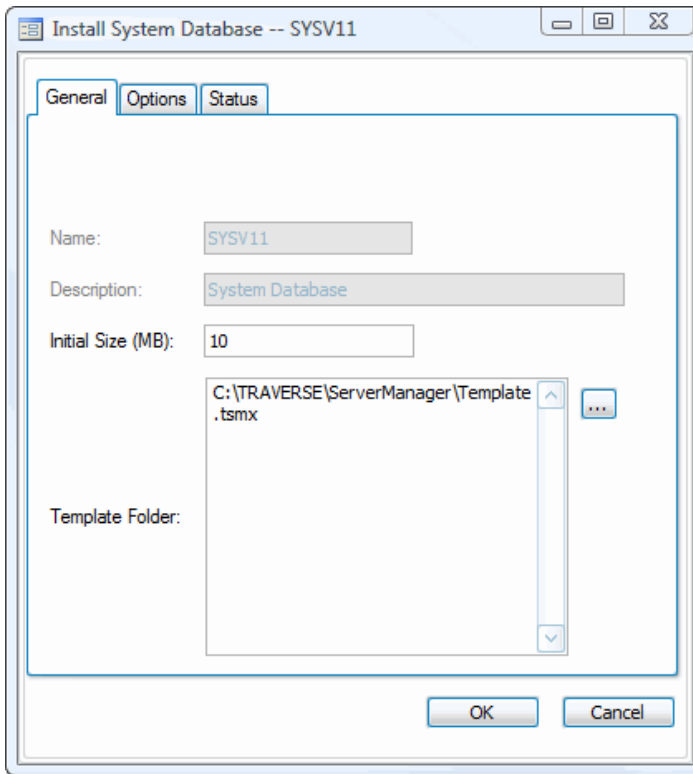
8. When you create the **SYS** database, accept the default of 10 MB in most cases. If the initial size that appears in the **Initial Size** field is not large enough for what your database requires, change the number.
   Note: The **Name** and **Description** fields are unavailable. Once created, the database size automatically grows as you add information. To change how the database grows (whether it be by megabytes or by percentages), use Microsoft SQL Server Enterprise Manager. Microsoft SQL Server Enterprise Manager is installed with Microsoft SQL Server.

9. The **Template Folder** field displays the default path where the TRAVERSE Server Manager template file is installed. Should you need to locate the **Template.tsmx** file, use the **Browse...** button to search it.

10. Click **OK**. The **Status** tab appears showing TRAVERSE Server Manager's progress as it creates tables, views (queries for tables), and stored procedures for the **SYS** database.

    If you have not created a Master Login, the **Create Master Login** dialog box appears.
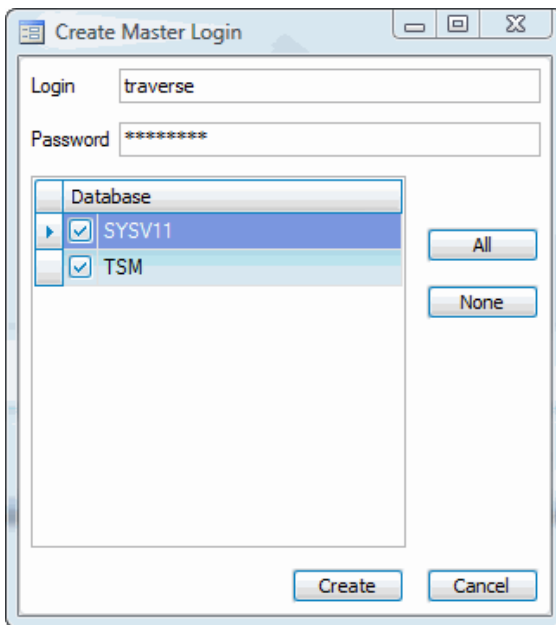
11. Enter a login and password for the **SYS** database. Click **Create**. A **Login Successfully Created** message appears. Click **OK**.

12. When you finish with System database setup, the message **TRAVERSE System Database Created** appears.

13. Click **OK**, and then **Close** on the **Status** tab to continue to Security database creation.

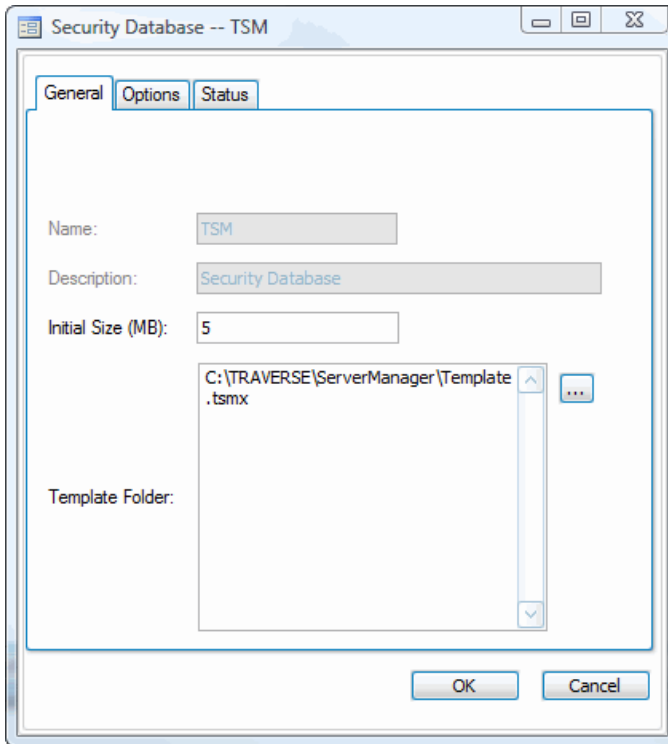The Install Security Database dialog box appears.

14. When you create the Security database, in most cases you can accept the default of 5 MB. If the initial size that appears in the **Initial Size** field is not large enough for what your database requires, change the number.
    Note: The **Name** and **Description** fields are unavailable. Once created, the database size automatically grows as you add information. To change how the database grows (whether it be by megabytes or by percentages), use Microsoft

SQL Server Enterprise Manager. Microsoft SQL Server Enterprise Manager is installed with Microsoft SQL Server.

15. The **Template Folder** field displays the default path where the TRAVERSE Server Manager template file is installed. Should you need to locate the **Template.tsmx** file, use the **Browse** (...) button to search for the file.

16. To change the path for the data or log folders, click the **Options** tab.

17. Click **OK**. The **Status** tab appears, showing Server Manager's progress as it creates tables, views (queries for tables), and stored procedures for the **TSM** database.

18. When finished with Security database setup, you will see a **TRAVERSE Security Database Created** message. Click **OK**. Click **Close** on the Status tab to complete the Security database creation.
Note: The Payroll Tax database is created automatically, but will not be used without the Payroll application.

Viewing System Database Properties

1. Right-click on the company database in the left column of the TRAVERSE Server Manager main window.

2. Select **System Properties** to view information about the system database.
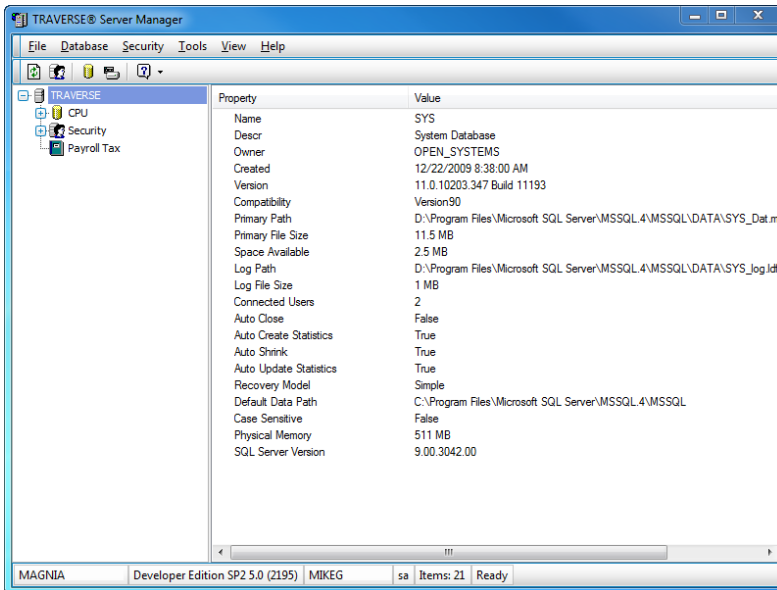
Payroll Database Setup

If you use the Payroll application, you must next install the Payroll Tax database. Right-click the **Payroll Tax** icon in the Server Manager main window and select **Install**.
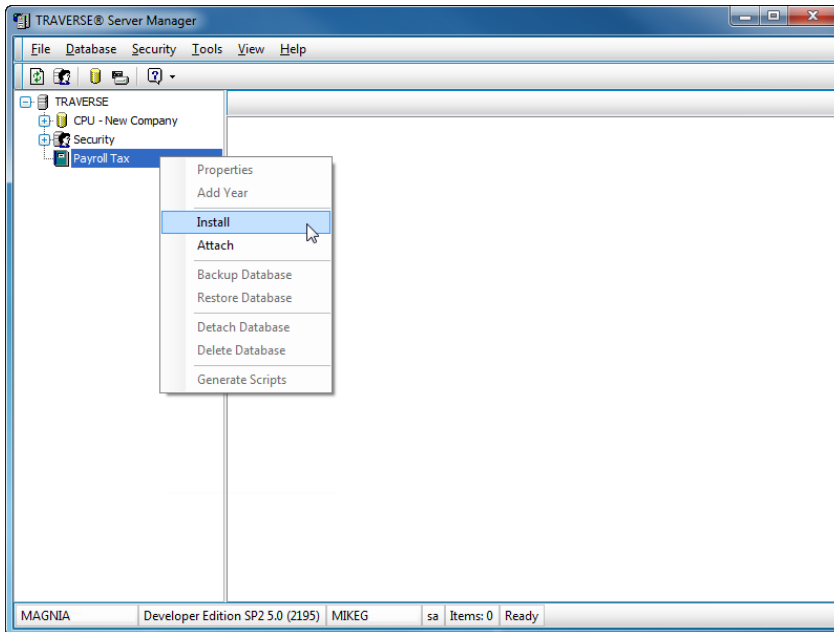
Use the Install Payroll Tax dialog box to set up the Payroll (ST) database.

The Name and Description fields are automatically filled and cannot be changed.

1. When you create the ST database, you specify the default **Initial Size** for the database. Once created, the database size automatically grows as you add information. To change how the database grows, use Microsoft SQL Server Management Studio.

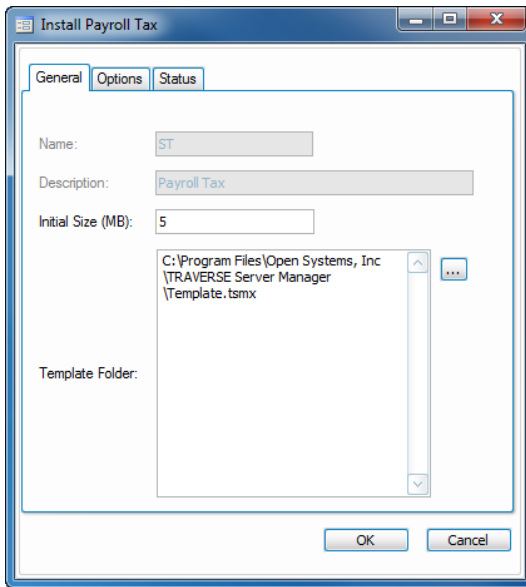2. The **Template Folder** box displays the default path where the Server Manager template file is installed. Should you need to locate the Template.tsmx file, use the browse button to search for the file location.

3. Click **OK**. The **Status** tab appears and displays Server Manager's progress as it creates tables for the ST Database.

When the tables are created, **Completed** appears on the Status tab and the "Payroll Tax Routines created" message box appears. Click **OK**.

Click **Close** to exit the Install Payroll Tax dialog box and return to the Server Manager main window.

Add Year

In most cases, a maintenance update is used to create the new payroll tax year. To manually create a new year for payroll taxes and copy the information from an existing payroll year, follow these steps:

1. Right-click the **Payroll Tax** icon in the Server Manager screen's left column.

2. Select **Add Year** from the menu to open the Payroll Tax dialog box.
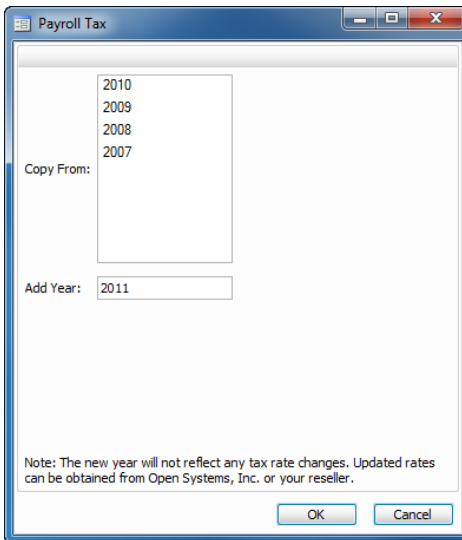
3. In the **Copy From** box, select the year from which to copy payroll tax information.

4. Type the year you are creating in the **Add Year** text box and click OK.

Chapter 4:
Databases

After you set up the system and the security databases that TRAVERSE uses internally to manage system settings, you can set up databases for the companies you use with TRAVERSE.

Use the information in this chapter to set up a new company database; delete, attach or detach, back up, and restore databases; define which applications are available to each database; and maintain payroll year and tax databases.

The final section in this chapter describes how to use scripts to re-create the whole database structure and any individual database objects, if needed.

Adding a Company

Use the New Database function to create a new company database.

To create a new company database, right-click on **TRAVERSE** or any company database and select **New Database**. The New Company Database dialog box appears.

General Tab

1. Enter a three-character ID for the new company in the **Name** field.
   Note: Only numbers and the capital letters A-Z are allowed.
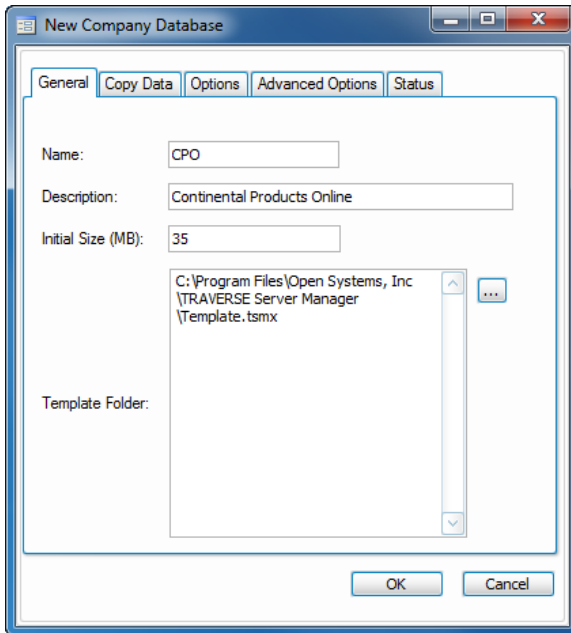
2. Enter a description of the company in the **Description** field.

3. Accept the default setting of 35 MB in the **Initial Size** field. Once created, the database size automatically grows as you add information. To change how the

database grows, use Microsoft SQL Server Enterprise Manager. The database limit when using SQL 2005 Express is 4 GB per database.

4. Click the **Browse (...)** button, if applicable, to browse and select the Template.tsm file from the **Template Folder** section.

Copy Data Tab

Use this tab to copy data from an existing company. You can use this tab to add a second company, to split one company into two, to create a test company, or to copy sample data.
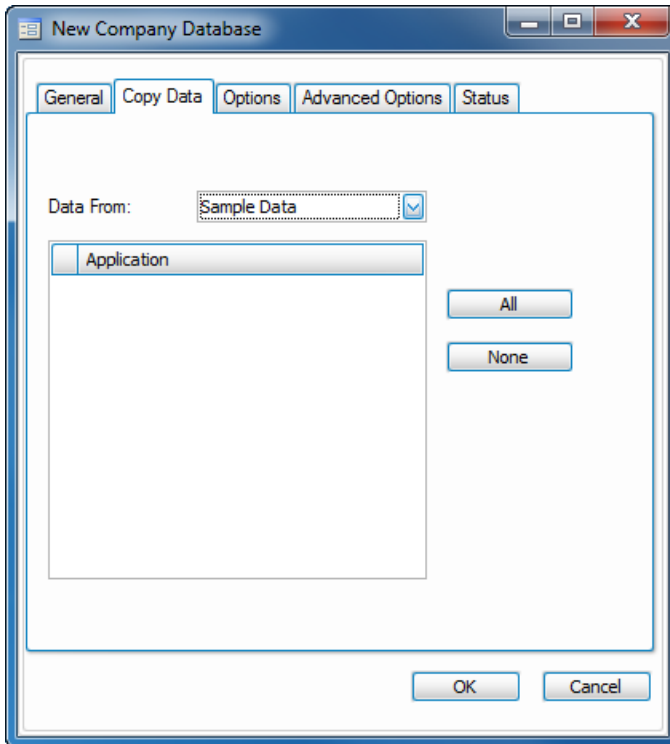
TRAVERSE Server Manager copies only the setup information, not data such as open invoices and history.

Note: If there is an existing company with permissions you want for the company you just created, use the Copy Security function to quickly copy the permissions from the existing company to your new one.

1. Select the data from which you want to copy in the **Data From** field. If you are copying sample data, select **Sample Data** in this field.

2. Select the applications from which you want to copy data in the **Application** table, or click **All** to select all applications or click None to clear any applications already selected.

Options Tab

Use this tab to specify where databases are created. The default path for the data and log folders appear.
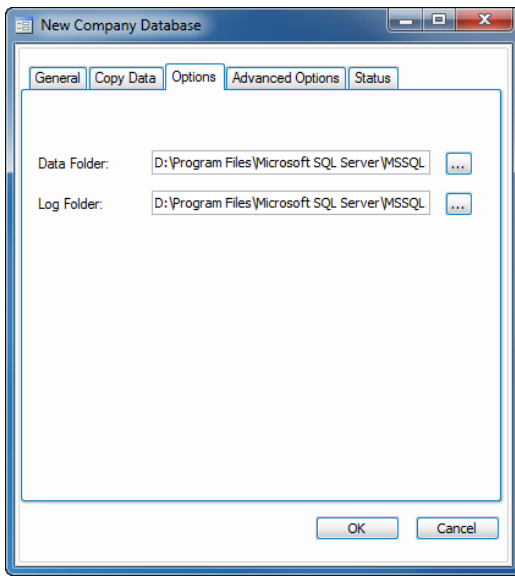
1. Select the **Browse (…)** button adjacent to the **Data Folder** field, if applicable, to change the data folder location.

2. Select the **Browse (…)** button adjacent to the **Log Folder** field, if applicable, to change the log folder location.

Advanced Options Tab

Use this tab to specify the default base currency, country, and language to use when creating the new company.
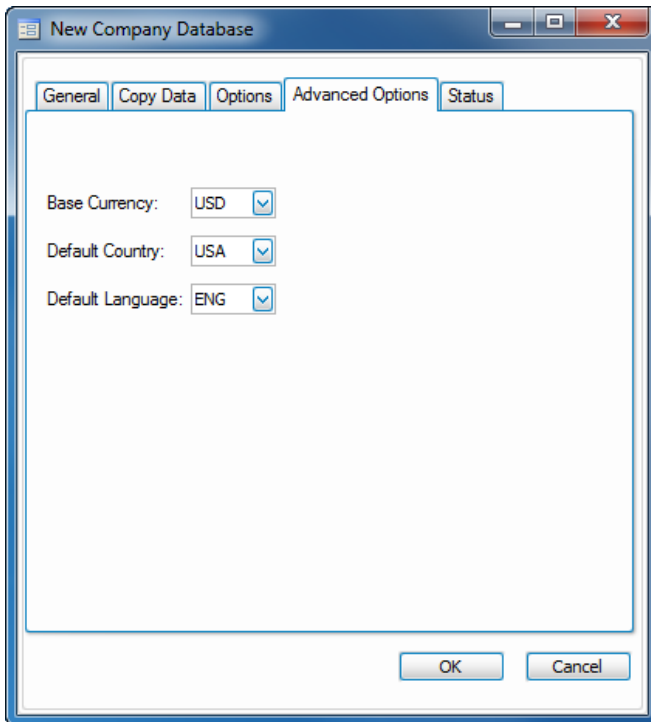
1. Select the base currency for the company in the **Base Currency** field.

2. Select the default country for the company in the **Default Country** field.

3. Select the default language for the company in the **Default Language** field.

After you enter the applicable information into the New Company Database tabs, click **OK**. The **Status** tab appears showing Server Manager's progress as it creates the new company database.

Viewing Database Properties

1. Right-click on the database in the left column of the Server Manager main window.

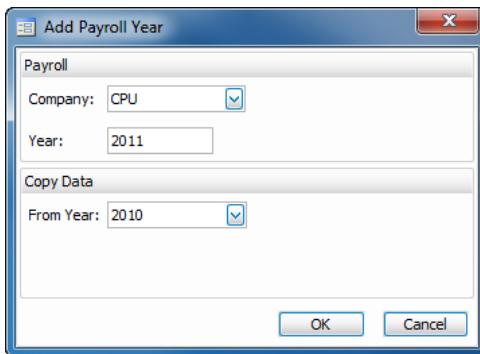2. Select **Properties** to view information about the database.

Payroll Maintenance

This section covers the functions you use to copy employee records for the new payroll year.

New Payroll Year

This function allows you to copy employees when adding a new payroll year. To start the new year without any earnings, the earnings and tax amounts are cleared for the new year. To create a new year for employee records, copy the information from an existing payroll year, and clear the tax withholdings and earnings, follow these steps:

1. Right-click the name icon in the main screen's left column for the company for which you intend to add a new payroll year.

2. Select **New Payroll Year** from the right-click menu. The Add Payroll Year dialog box appears.

3. Enter the new Payroll year you want to create in the **Year** field.

4. In the **Copy Data** box, select the year from which you want to copy employee records.

5. Click **OK**. A "New Payroll Year created" message appears.

Delete a Year

To delete a payroll year, follow these steps:

1. Open the applications list for the company whose payroll year you would like to delete, and click the plus sign next to the payroll (**PA**) application. Right-click the year you would like to delete, and choose **Delete Year**.
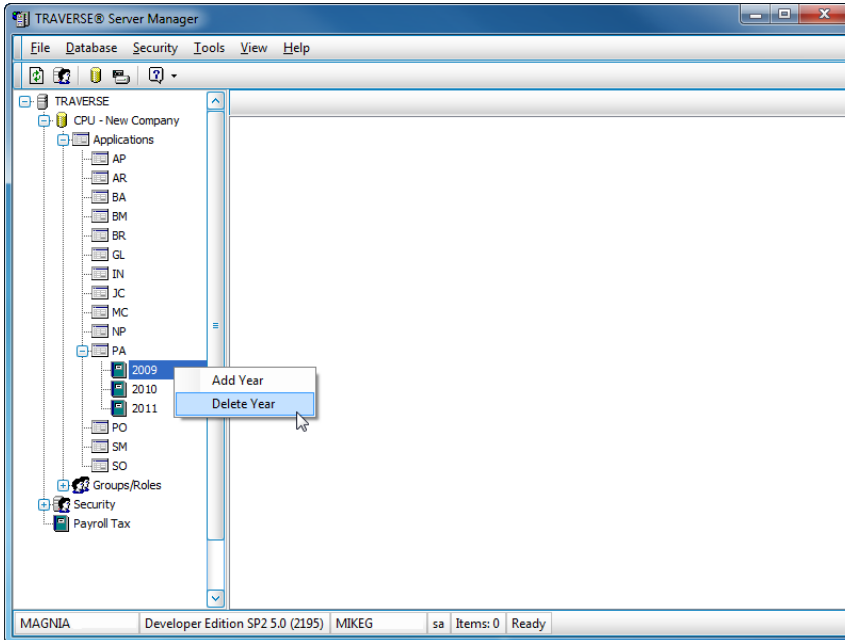
2. The last chance prompt appears.

3. Click **Yes** to delete the selected payroll year.

Database Maintenance

There are several functions on the right-click menu for maintaining databases, including deleting databases, attaching and detaching databases, and backing up and restoring databases.
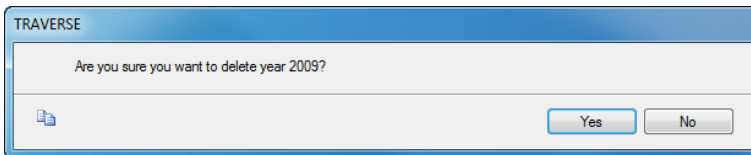
You can use TRAVERSE Server Manager to delete a nonsystem database when it is no longer needed or if it is moved to another database or server. When you delete a database, the files and their data are permanently deleted from the disk on the server, and cannot be retrieved without using a previous backup.

You can attach and then reattach data and transaction log files for a database to another server or even to the same server. Detaching a database removes the database from Microsoft SQL Server but leaves the database intact within the data and transaction log files that compose the database. You can attach these data and transaction log files to any instance of Microsoft SQL Server, including the server from which the database was detached. This makes the database available in exactly the same state it was in when it was detached.

Detaching and attaching databases is useful if you want to move a database:

- From one computer to another without having to re-create the database and then restore the database backup manually.

- To a different physical disk, for example, when the disk containing the database file has run out of disk space and you want to expand the existing file rather than add a new file to the database on the other disk.

To move a database, or database file, to another server or disk, you must detach the database, move the database files to another server or disk, and then attach the database specifying the new location of the moved files.

When you attach a database, you must specify the name and physical location of the primary data file. The primary file contains the information needed to find the other files comprising the database unless one or more of those files have changed location since the database was detached.

The **Backup** and **Restore** functions provide an important safeguard for protecting critical data stored in Microsoft SQL Server databases.

With proper planning, you can recover from many failures, including:

- Media failure

- User errors

- Permanent loss of a server

Additionally, backing up and restoring databases is useful for other purposes, such as copying a database from one server to another. By backing up a database from one computer and restoring the database to another, you can make a copy of a database quickly and easily.

In order to develop a successful backup and restore plan, you must understand when your data needs to be accessible and the potential impact of data loss on your business. Your overall backup strategy defines the type and frequency of backups and the nature and speed of the hardware required for them.

You should test your backup and recovery procedures regularly and thoroughly. Testing helps to ensure that you have the required backups to recover from various failures, and that your procedures can be executed smoothly and quickly when a real failure occurs.

Delete a Database

1. Right-click on the database you want to delete.
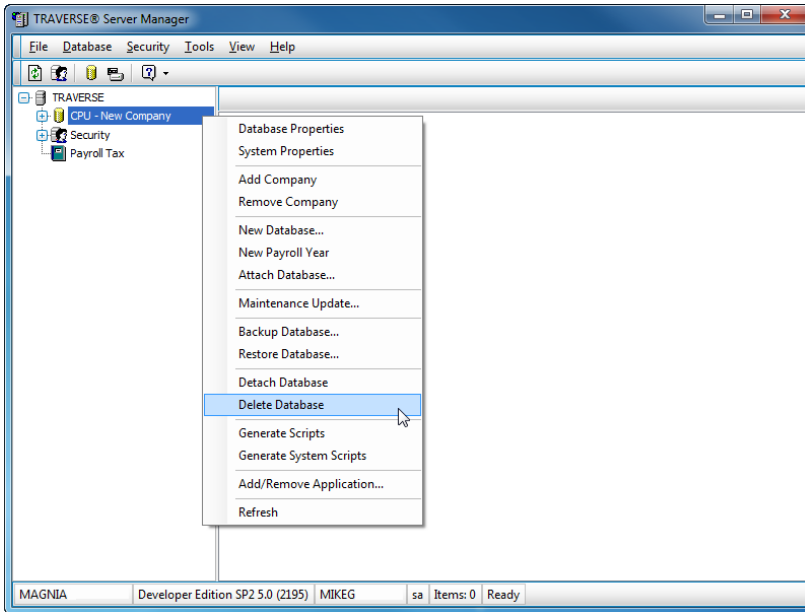
2. Select **Delete Database**.

3. Click **Yes** to delete the selected database.
    Note: The database will be removed as will any associated Payroll Year
    databases that exist for the company.

Detach a Database

1. Right-click on the database you want to detach.

2. Select **Detach Database**.

3. Click **Yes** to detach the selected database.
   Note: Company information and options associated with the database are saved
   before it gets detached.

Attach a Database

1. Right-click on the database you want to attach.

2. Select **Attach Database**.
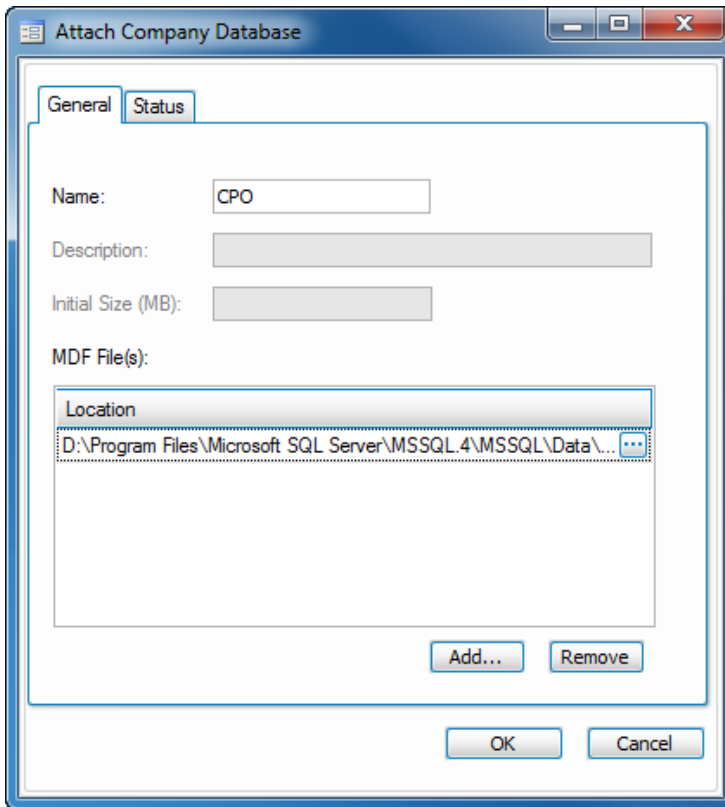
3. Enter the name of the database in the **Name** field. The database name must not
   match any currently attached database names.

4. Select the path of the master data file to use from the **MDF File(s)** section.
   Note: Click **Add...** to add additional master data files. Select an MDF file and click **Remove** to remove the selected MDF file from the database.

5. Click **OK**. The **Status** tab appears showing TRAVERSE Server Manager's progress as it attaches the database.
   Note: Company information and options related to the database are restored in the **SYS** database.

Backup a Database

1. Right-click on the database you want to backup.

2. Select **Backup Database**.
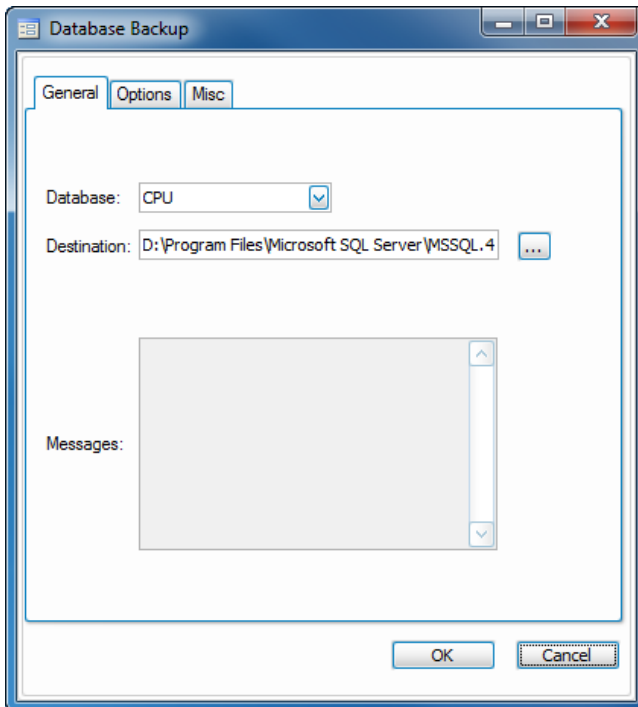
3. Select the database to backup from the **Database** field. You can select any company database, company payroll database, System (**SYS**) database, or main Payroll (**ST**) database.

4. Select the location for storing the backup file from the **Destination** field.
   Note: A default backup file name appears, **CompanyID_bak.dat**. You should establish a naming convention for your backup files, however, and change the file name as needed.

5. Once the backup is initiated, system messages relating to the progress of your backup will appear in the **Messages** section.

6.   Select the **Options** tab.
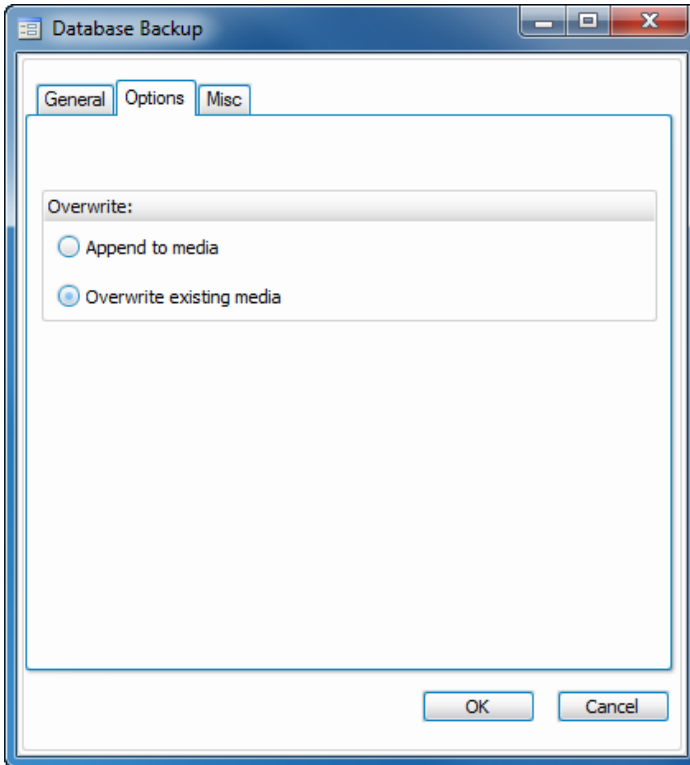
7.   In the **Overwrite** section, select whether to append the backup, leaving the previous backup intact, or overwrite the existing backup.

8. Select the **Misc** tab to view detailed content of backup media if applicable.

Note: If you elected to append your media on the **Options** tab, you can use this tab to view cumulative backup information.

9. Click **OK** to create the database backup.
   Note: For advanced topics such as scheduling backups, refer to Microsoft SQL Server Books Online.

Restore a Database

1. Right-click on the database you want to restore.
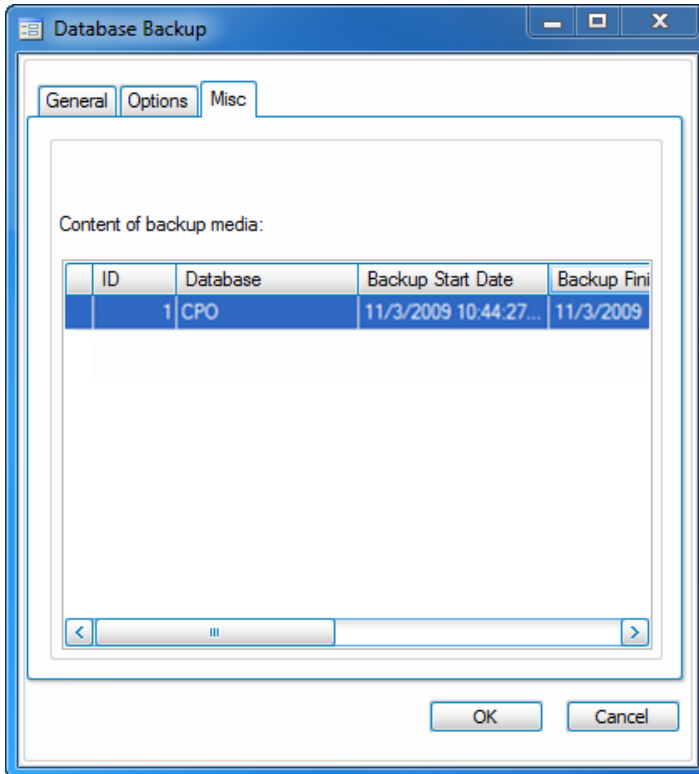
2. Select **Restore Database**.
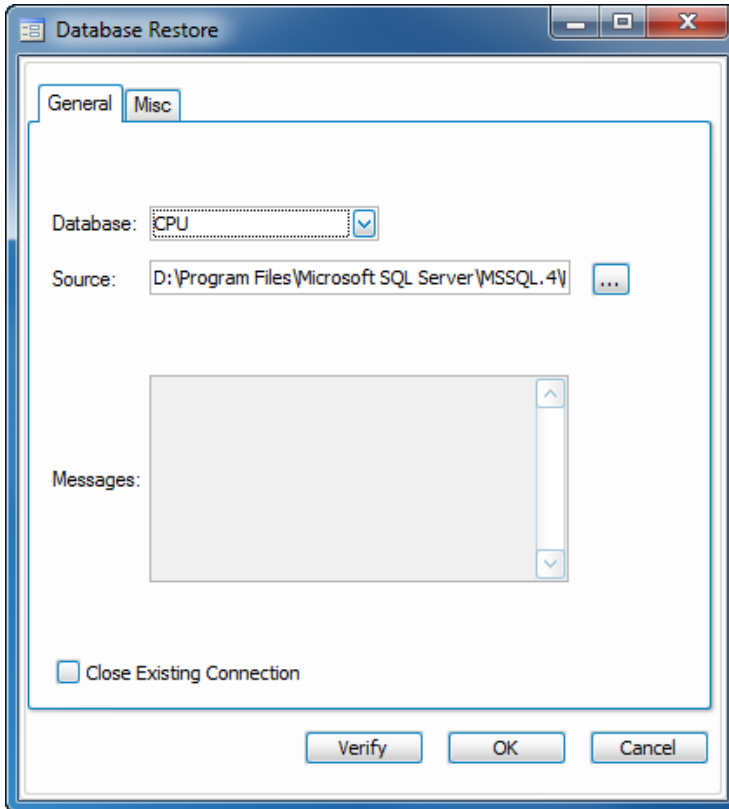
3. Select the database to restore from the **Database** field.
   Note: You can select any company database, company payroll database, System (**SYS**) database, or main Payroll (**ST**) database.

4. Select the location where the backup file is stored from the **Source** field.

> **Note:** Click **Verify** to have TRAVERSE Server Manager check the file to make sure it is a valid backup file. If the file is not a valid backup file, and you do not verify prior to clicking **OK**, an error message appears and the restore stops.

5. If applicable, select the **Close Existing Connection** check box to terminate any connection that exists for the database.
   Note: By default, existing connections prevent the database from being restored, because you cannot delete a database that is in use.

6. Select the **Misc** tab to view detailed content of backup media if applicable.
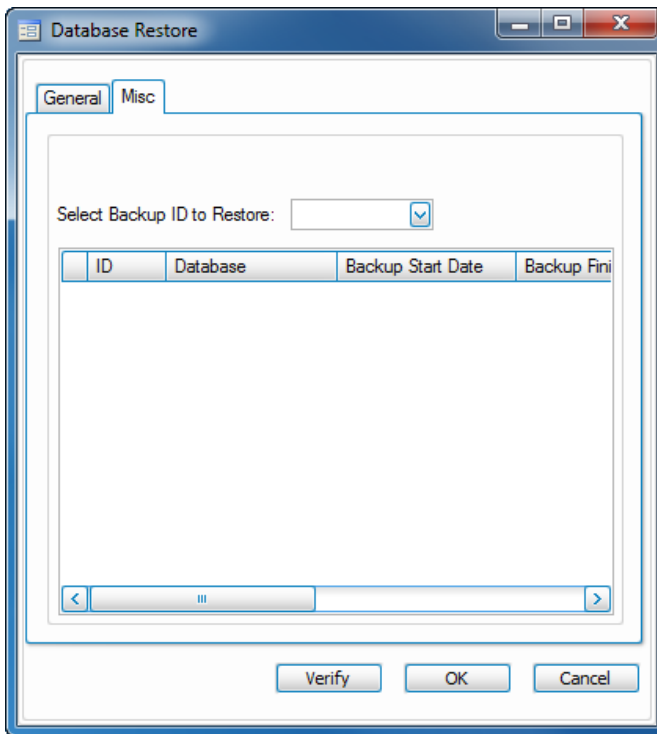
> **Note:** If you elected to append your media on the **Options** tab when backing up a database, you can use this tab to view cumulative backup information, as well as to select a backup ID to restore if applicable.

7. Click **OK** to perform a complete database restore. System messages relating to the progress appear in the **Messages** section.

Add/Remove Applications

Use this function to add and remove applications for TRAVERSE workstations. Applications are added to TRAVERSE through the company databases.

To add an application to or remove an application from a company database, follow these steps:

1. Right-click the **Applications** icon within a database, or expand Applications and select an individual application icon.

2. Select **Add/Remove Applications** from the menu that appears. The Applications dialog box appears showing the applications currently selected for the database.
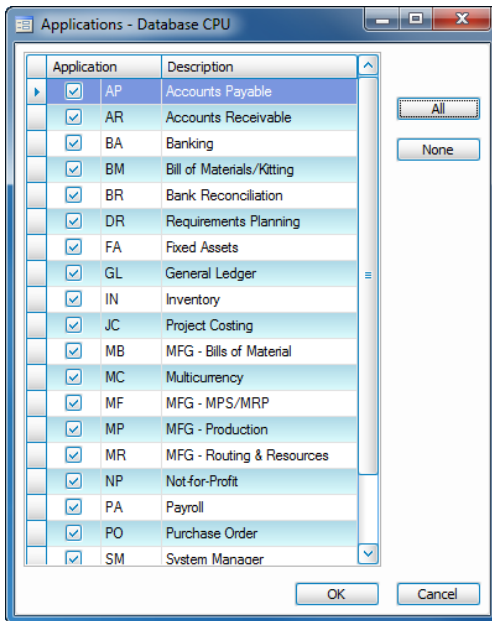
3. Add or remove applications by selecting or clearing the application check boxes, or click **All** to select all applications or click **None** to clear any applications already selected.

4. Click **OK** to save your changes and return to the main window, or click **Cancel** to exit the dialog box without saving your changes.

5. In the left column of the main window, expand the database, select the **Applications** icon, or an individual application icon and select **Refresh** from the right-click menu to view your changes.

Generate Scripts

Use the Generate Scripts function to generate scripts from the objects in an existing database. In effect, this re-creates the whole database structure and any individual database objects.

When you generate scripts, TRAVERSE Server Manager looks within Microsoft SQL Server for objects you specify. This script can be used later to create another SQL database or to send information to Open System support for help with a problem.

For example, if you create modifications for TRAVERSE, you can generate scripts so that you can use these modifications when installing TRAVERSE elsewhere. Using the scripts, you can set up new databases based on the modifications.

To generate scripts for a company database, follow these steps:

Note: To generate scripts for the System (**SYS**) database, select **Generate System Scripts** from the right-click menu. The rest of the steps are the same for both functions.

1. Right-click on the database from which you want to generate scripts.

2. Select **Generate Scripts** or **Generate System Scripts**.
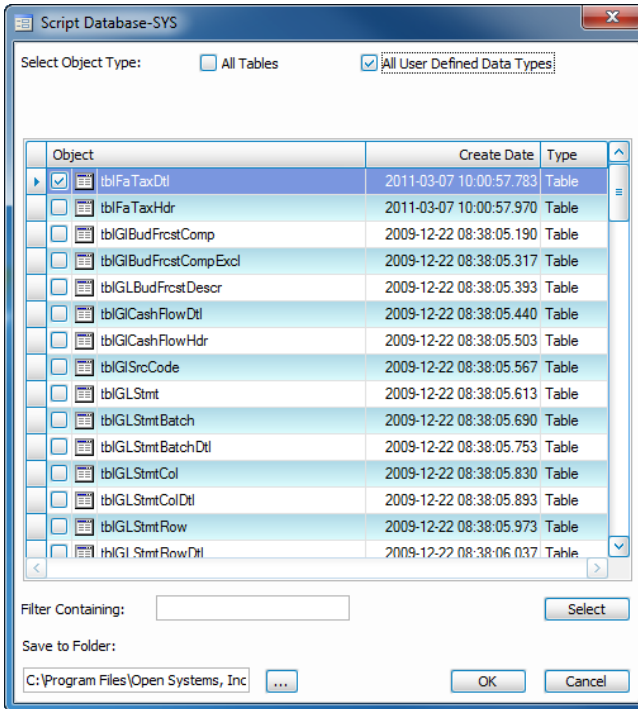
3. Select the objects to include when generating scripts. There are several ways to select objects:

    - In the **Select Object Type** section of the dialog box, select an object type such as **All Tables** and checks appear next to those items in the list section of the dialog box.

    - Use the list section of the dialog box to select individual objects, such as tables, stored procedures, views, and user-defined data types.

    - Select a range of items in the list section by holding the **Shift** key down, clicking the object names, and then clicking **Select**.

- Select objects scattered throughout the list by holding down the **Ctrl** key, clicking the object names, and then clicking **Select**.

- Use the **Filter Containing** text box to search for specific text included within an object name. For example, enter **tmp** and press **Tab** to bring to the top of the list all objects containing the letters **tmp** in the object name.

4. Select the location in which you want to save the scripts file in the **Save to Folder** field.
   Note: The default file name is **DDD_Script.tsm** where **DDD** is the database you select.

5. Click **OK** to generate the scripts, or click **Cancel** to exit the dialog box.

Chapter 5:
Login and Security

Once you successfully create your company databases, the next step is to define the groups and users that can access the TRAVERSE data and the functionality they will have within the TRAVERSE accounting system.

TRAVERSE manages permissions by allowing an administrator to assign application and function access by groups. Users can then be assigned to groups, making it easy for the administrator to manage access based upon roles. You can then move users between groups and roles rather than having to manage the permissions for each individual user. If the function of a job changes, it is easier to change the permissions once for the group and have the changes apply automatically to all group members.

Login Creation and Maintenance

When you create a login, the new login is added to two lists: the login list that appears when you expand the Security heading, and the company database groups you select when you create the login.

To create a login, follow these steps:

1. Select **New Login** from the **Security** menu. The **User** dialog box appears.
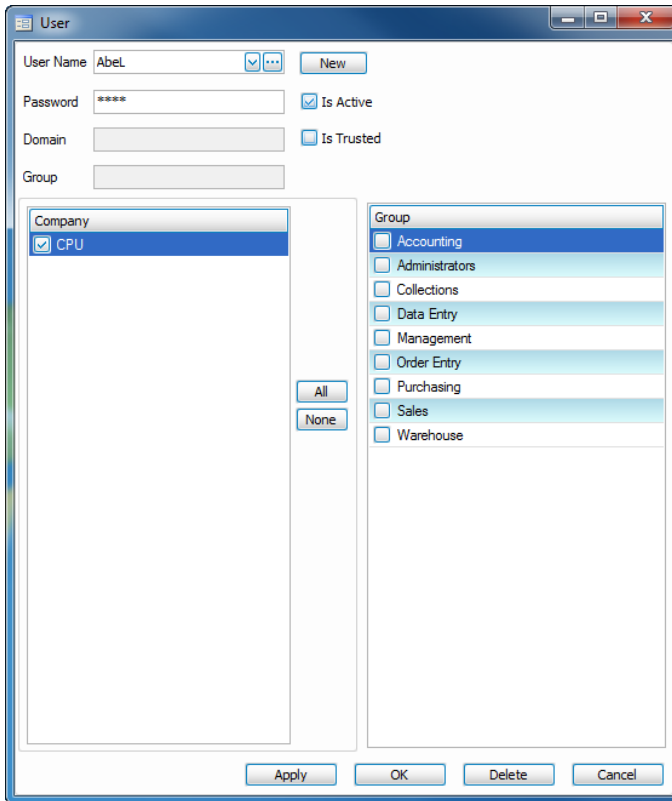
2. Enter a login name in the **User Name** field and then a **Password**.

3. If the user is currently active and should have access to TRAVERSE, check the Is **Active** box. Unchecking the box will block the user's access to the TRAVERSE system.

4. If the user is using Windows authentication, check the **Is Trusted** box, click the browse ( ) button in the **User Name** field, then choose the Windows login name or group from the Users and Groups dialogue box. You can also enter the Windows login in the **User Name** field (you need not enter the domain name in the field).

5. In the left-hand column, select the companies the user can access.

6. In the right-hand column, select the groups of which the user is a member.

7. Click **OK**. The group or group member you selected appears in the **Name** field on the Login Properties dialog box. To cancel your entries and start over, click **New**.

Change Login Properties

To change login properties, follow these steps:

1. In the left column of the main window, expand **Security** and right-click the login for which you want to view or change properties.
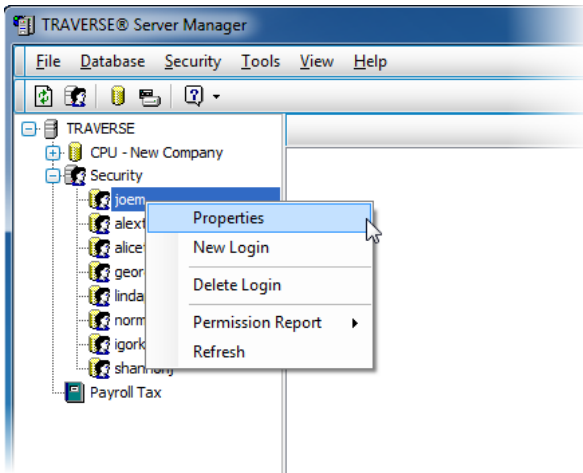
2. Select **Properties** from the right-click menu. The **User** dialog box appears.

3. Make changes as needed.

4. Click **OK** to save your changes. You are returned to the main window.

Delete a Login

1. To delete a login, right-click on the login you want to remove.

2. Select **Delete Login** from the right-click menu. A message box appears asking if you are sure you want to delete the login.

3. Click **Yes** to delete the login or **No** to cancel the action. You are returned to the main window.

Permission Report

Use the Permission Report function to generate a report that lists the menu functions a group has permission to access for each company. After setting up permissions, use this report to review security so that you can revise or add to it, if necessary.

Follow these steps to view the Permission Report:

1. Select **Permission Report** from the **Security** menu.
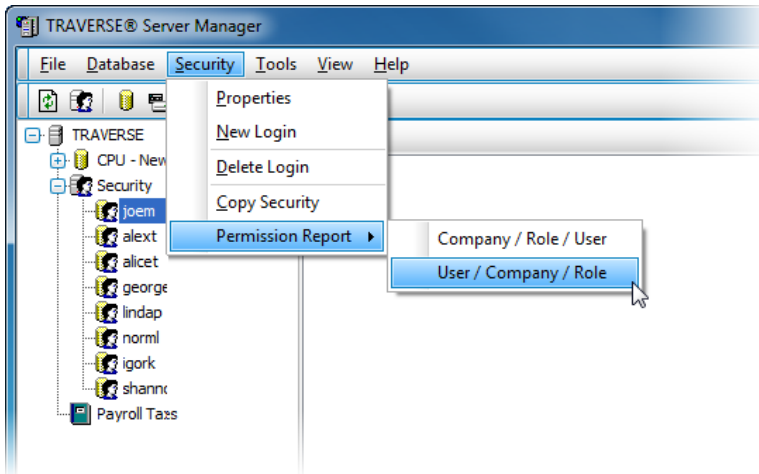
Alternately, you can also right-click **Security** in the left column and select **Permission Report** from the menu that appears.

2. Select **Company/Role/User** or **User/Company/Role**, depending upon the order in which you would like the permissions listed. The **Permission Report** window appears.
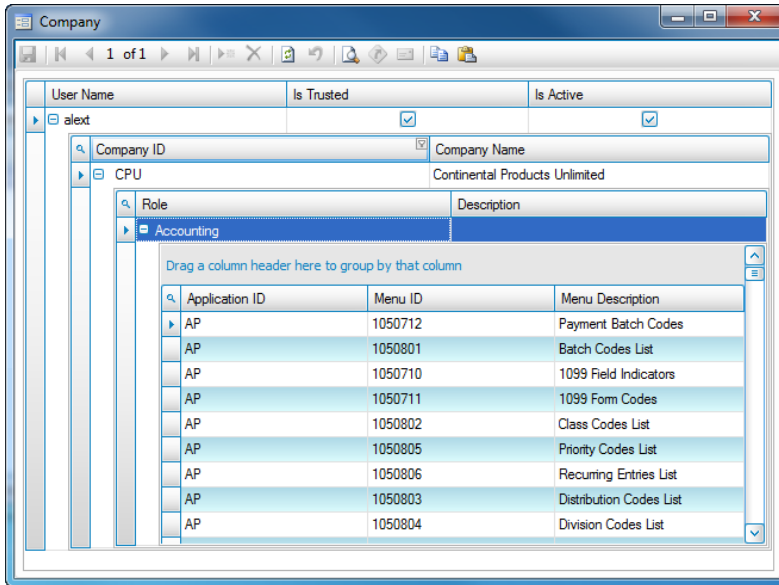
3. Expand the user, company ID, or role-level information to view the permissions for each group and user. You can click on column headers to reorder the report by that column, or drag columns into different orders to arrange the report to your needs.

4. Close the Permissions report when finished.

Chapter 6:
Updates

Open Systems is continually developing TRAVERSE applications to better serve our customers. Product updates help ensure these improvements are put to use in a timely manner. These improvements are distributed to our partners through a private section of our web site or by CD for major updates or version changes.

Maintenance Updates

The **Maintenance Updates** function updates server objects within TRAVERSE databases.

Check for Updates – TRAVERSE Server Manager

Updates for the TRAVERSE client must be first detected and downloaded by the TRAVERSE Server Manager to a client-accessible folder.

**Check for Updates – TRAVERSE Client**

The **Check for Updates** function in the TRAVERSE Client checks the server for updated program files, and applies them.

Maintenance Updates

The maintenance updates function updates server objects within TRAVERSE databases.

To apply a maintenance update to your server, follow these steps:

1. On the main window, right-click on **TRAVERSE** or any company database.

2. Select **Maintenance Update** from the menu that appears. The Maintenance
    Update dialog box appears.
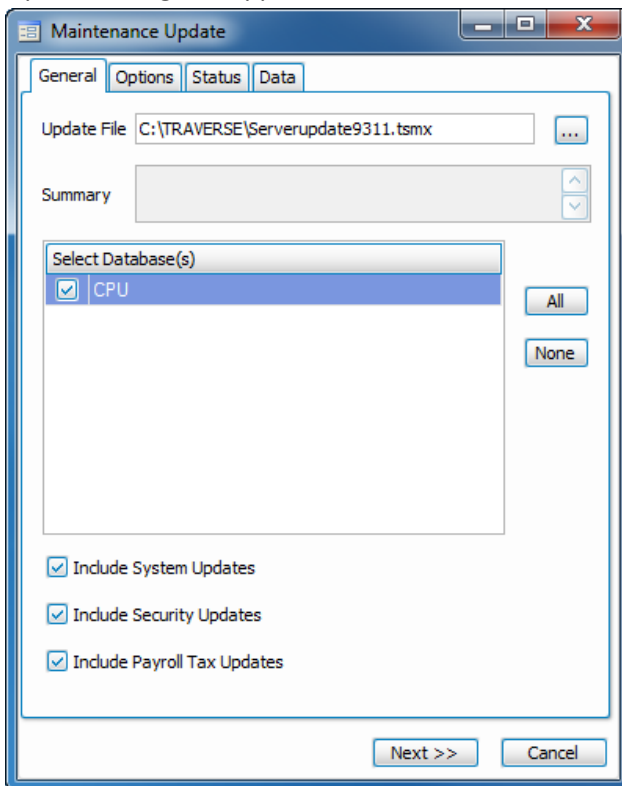
3. The **Update File** field displays the default path where the update file resides. If
    you do not know the path, use the **Browse (...)** button to locate the file.

4. The **Summary** section of the dialog box displays a description of what is included in the update.

5. Select the company databases to which you want to apply the maintenance update changes.

6. Click **All** to select all listed databases or **None** to clear databases already selected.

7. Select the **Include System Updates** check box to include updates for the System (**SYS**) database.

8. When finished, click **Next**. The **Options** tab appears.
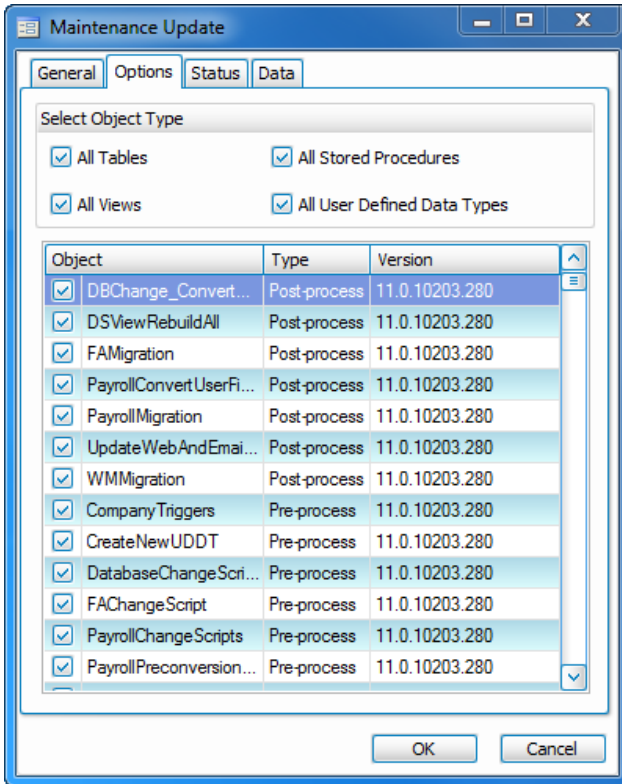
CAUTION: You should always update all objects unless you have made modifications to the underlying TRAVERSE source code or stored procedures.

Clear the check boxes for the objects you do not want to update.

9. There are several ways to select objects:

    •   In the **Select Object Type** section of the dialog box, select an object type such as **All Tables** and checks appear next to those items in the list section of the dialog box.

    •   Use the list section of the dialog box to select individual objects, such as tables, stored procedures, views, and user-defined data types.

    •   Select a range of items in the list section by holding down the **Shift** key, clicking the object names, and then clicking **Select**.

    •   Select objects scattered throughout the list by holding down the **Ctrl** key, clicking the object names, and then clicking **Select**.

10. If there is data included in the maintenance update, click the **Data** tab. In the middle of the dialog box, the system lists any available updates made to data that represent menus, language, payroll, 1099 tax reporting, and so on.
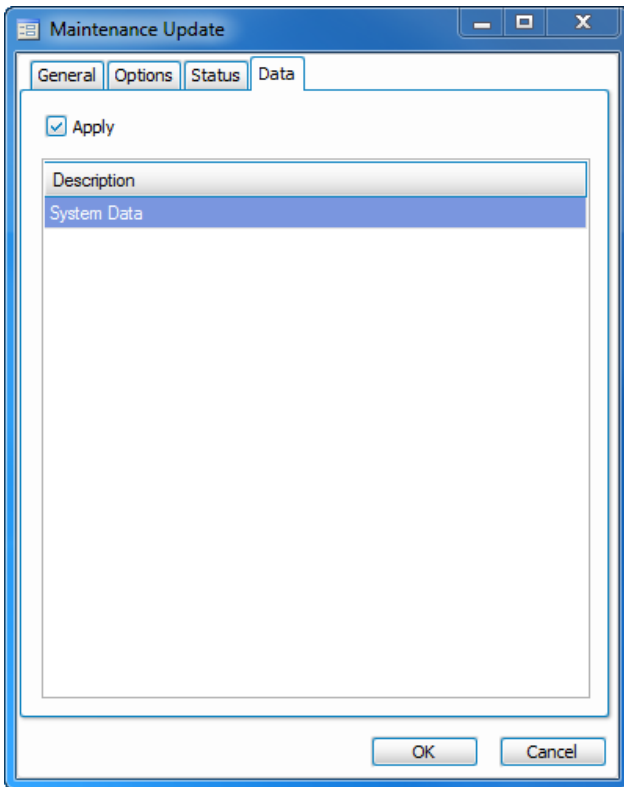
11. Click **OK** to begin the maintenance update. The **Status** tab appears and displays Server Manager's progress as it updates the objects you selected.

12. When the update is finished, **Completed** appears on the **Status** tab and the following message appears: **Maintenance Update Completed**. Click **OK**.

Check for Updates - TRAVERSE Server Manager

Updates for the TRAVERSE client must be first detected and downloaded by the TRAVERSE Server Manager to a client-accessible folder. The TRAVERSE client can then take the updates from the server and install them (see **Check for Updates - TRAVERSE Client** in the next section for more information).

Follow these steps to check for TRAVERSE Client Updates.

1. Click **Check for Updates…** in the TRAVERSE Server Manager Help menu, or execute the **TRAVERSE Updater** application in the Start Menu under the TRAVERSE Server Manager group. The TRAVERSE Updater dialog box appears.
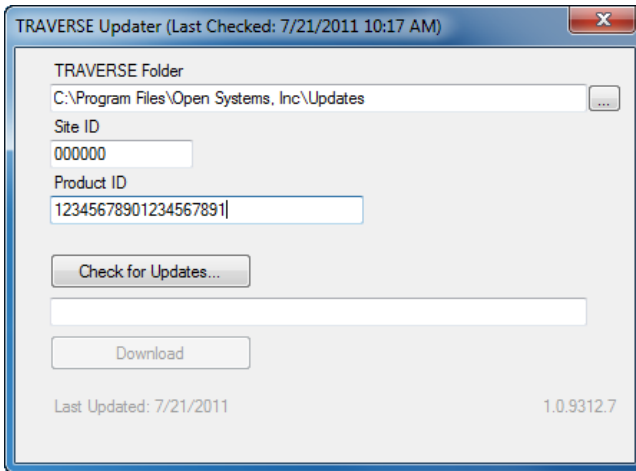

2. Enter the file location of the networked folder with which you will share the updates with the TRAVERSE client computers in the **TRAVERSE Folder** field (this folder will need to have proper Windows sharing permissions). The TRAVERSE Client must be installed in the same folder.

3. Click **Check for Updates…**. A message will appear if updates are available.
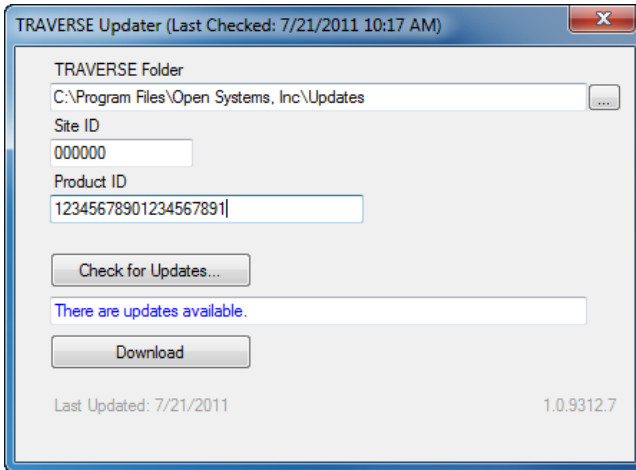
4. Click **Download**. TRAVERSE will prompt you for a download folder. Choose the same folder listed in the **TRAVERSE Folder** field. Proceed with the download.
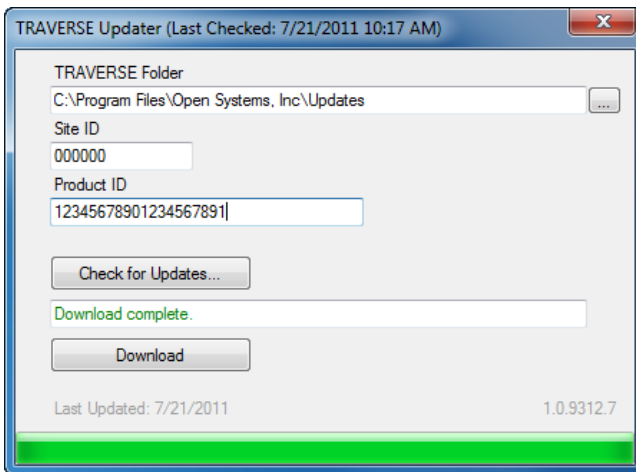

5. When the **Download complete** message is displayed, close the TRAVERSE Updater dialog box. Updates are now available for download by TRAVERSE clients.

Check for Updates - TRAVERSE Client

The following steps need to be performed on TRAVERSE client computers to install client updates. The **Check for Updates** function updates TRAVERSE program files if there are updates available in the updates folder on the server. See the previous section **Check for Updates - TRAVERSE Server Manager** for information about downloading so they are available to the TRAVERSE clients.

1. Run TRAVERSE on the client machine. If you did not specify an updates folder during the installation process, TRAVERSE will prompt you for an updates folder location. If updates are available, you will be prompted to run the **TRAVERSE Client Updater**. Select **Check for Updates...** from the **Help** menu in TRAVERSE Server Manager and TRAVERSE client. The **TRAVERSE Client Updater** dialog box appears.
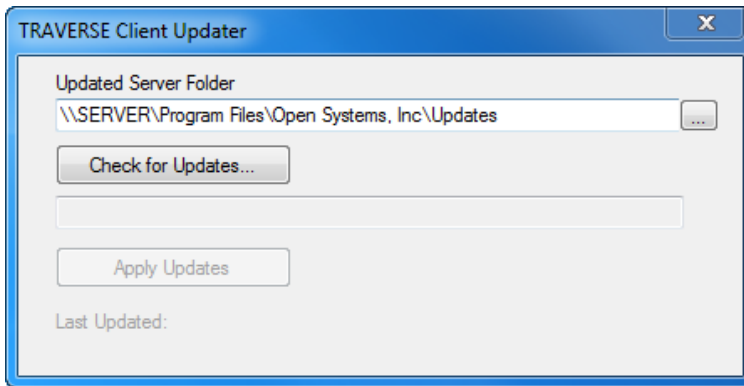

2. The **Updated Server Folder** location must be the same folder as the shared TRAVERSE Updates folder for the TRAVERSE Server Manager (see previous section Check for Updates – TRAVERSE Server Manager). If you skipped entering an updates folder during client installation or need to change the folder location, enter the correct folder location in the **Updated Server Folder** field.

3. Click **Check for Updates...** on the TRAVERSE Client Updater dialog box. If there are no updates available, the dialog box will display the message **The current version is up to date**. If so, you can close the dialog box.

    If there are updates available, the dialog box will display the message **Updates available**. Close the TRAVERSE client (without closing the TRAVERSE Client Updater dialog box) and follow the instructions below.
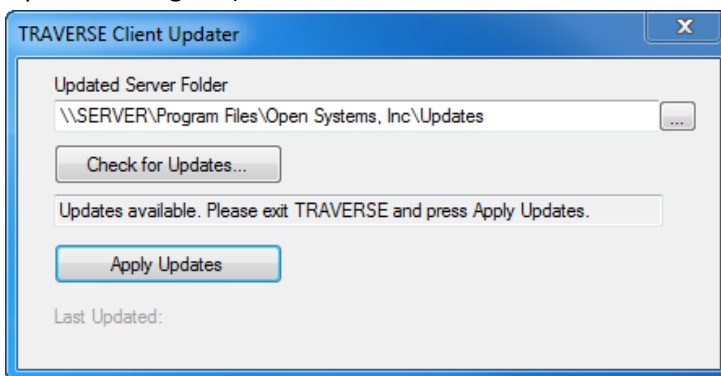
4. Click the **Apply Updates** button to download and install the available updates.
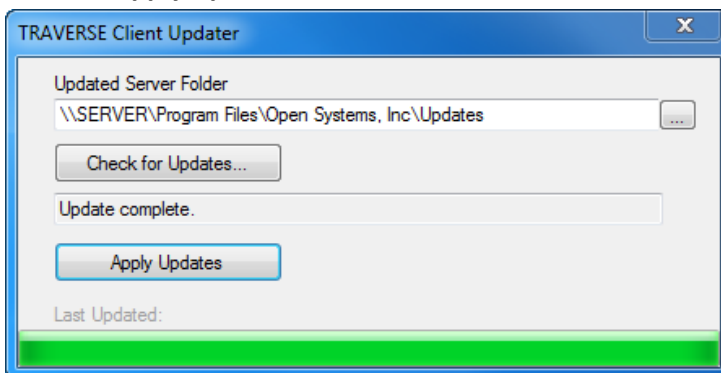
    When the update is complete, the **Update complete** message appears.

5. Close the **TRAVERSE Client Updater** to complete the update process.

Chapter 7:
Installing the TRAVERSE Client

TRAVERSE uses an SQL database to store data. There is one database that stores all the data for each company. Because TRAVERSE uses Microsoft SQL Server as a backend database, Microsoft SQL Server must be installed before TRAVERSE is installed.

Make sure that you follow the steps to install Server Manager (see "Install TRAVERSE Server" for more information) and set up Server Manager before installing TRAVERSE Client.

After you have installed and setup Server Manager, use this section to install TRAVERSE Client.
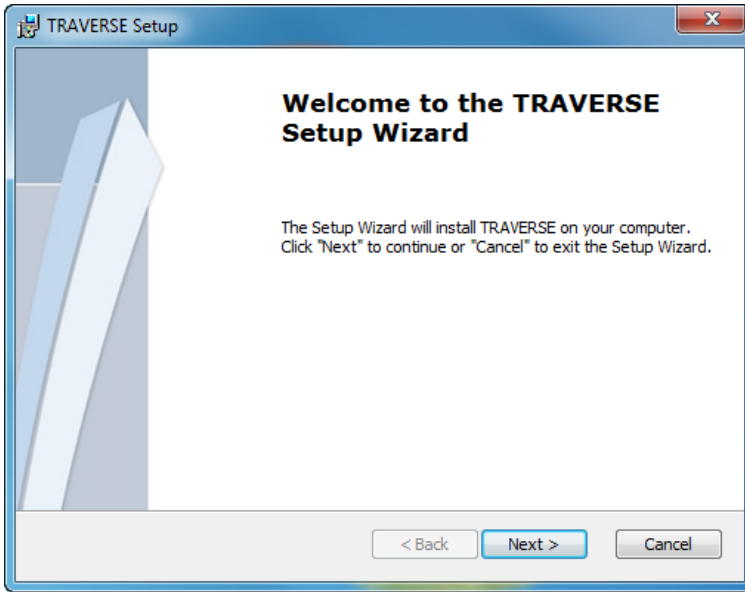
Follow these steps to install the TRAVERSE Client:

1. Put the TRAVERSE DVD into your drive. The following window appears.
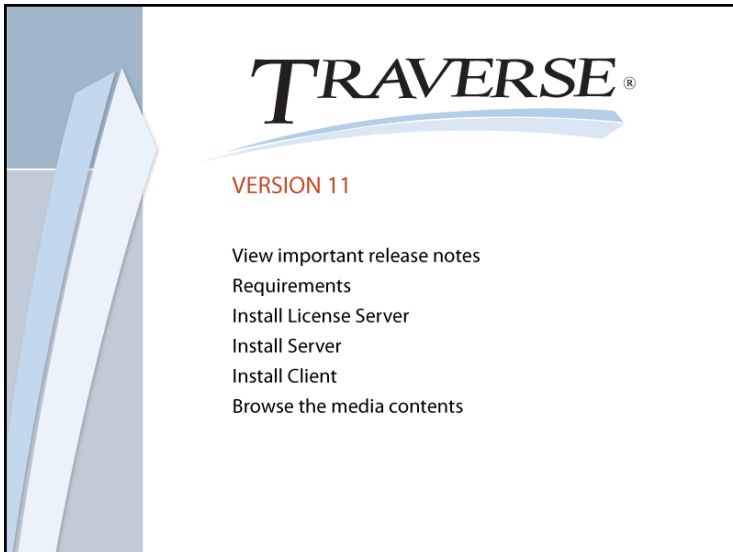
2. Select **Install Client**.

The TRAVERSE installation wizard appears.
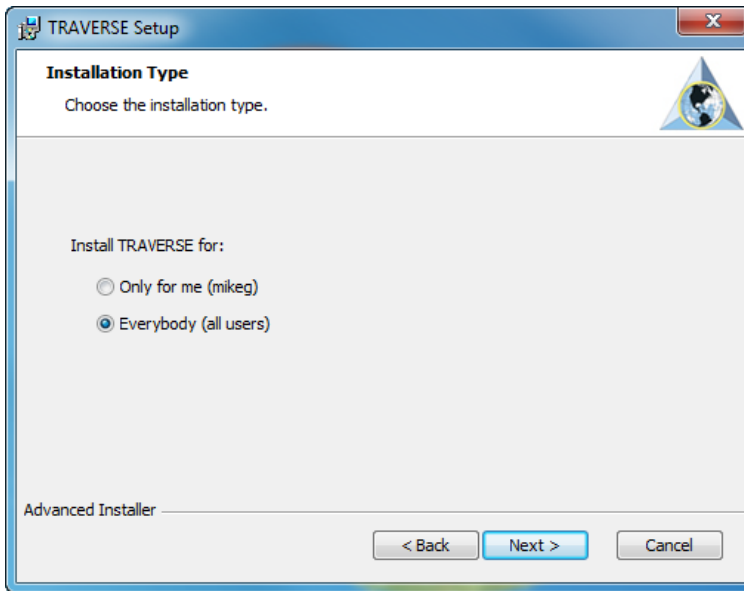

3. Click **Next** to begin the installation.
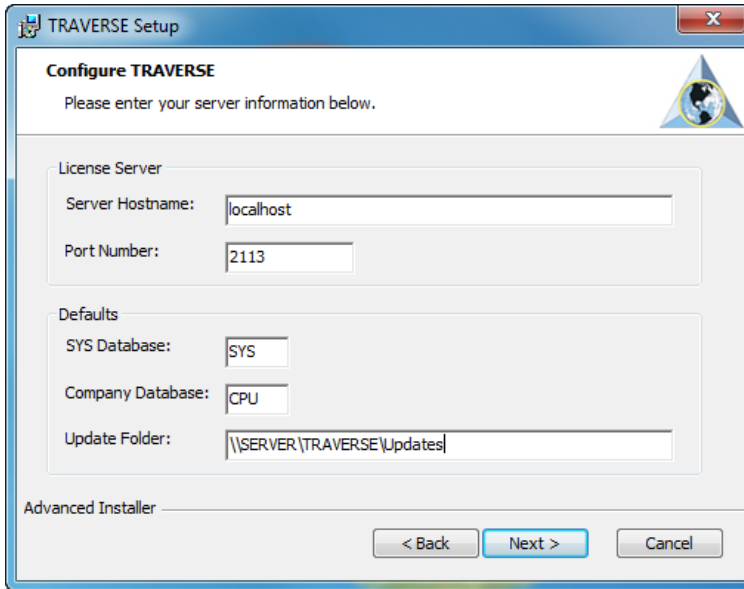
The installation Type window appears.

4. Select whether you want anyone who uses the computer (all users) to be able to access TRAVERSE or just you. Click **Next**.

The License Agreement window appears.

5. Review the license agreement and click **I accept...** to accept the terms, or **I do not accept...** to exit setup.

The Configure TRAVERSE window appears.

6. Enter the **Server Hostname**, **Port Number**, default **SYS Database**, and default **Company Database** for the TRAVERSE Client. Enter the Update Folder location for installing TRAVERSE Updates (if you do not enter an update folder, TRAVERSE will prompt the user for one when needed). Click **Next** to continue.

The Choose Setup Type window appears.
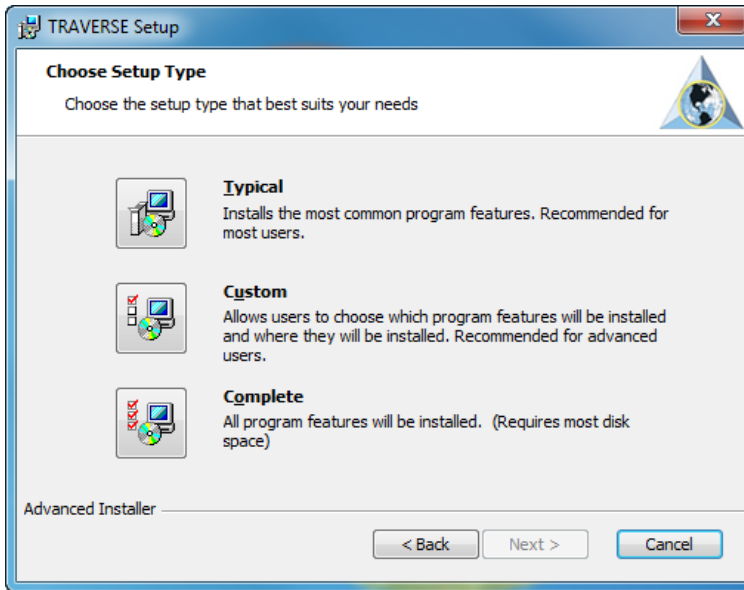
7. Select the type of TRAVERSE client installation you want:

   - Select **Typical** to install the client to the default **C:\Program Files\Open Systems, Inc\TRAVERSE** directory.

   - Select **Custom** to choose which program features you want installed and where they will be installed.

   - Select **Complete** to install all optional components to the default directory.

8. Click **Next** to continue.

The Ready to Install screen appears.
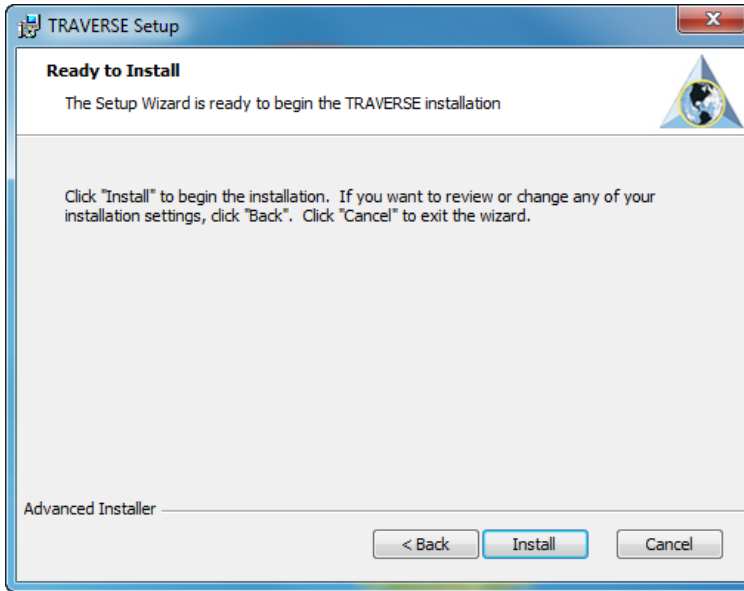
9. Click **Install** to proceed with the TRAVERSE client installation. If necessary, click **Back** to make changes to the client installation, or press **Cancel** to stop the installation.

When the installation is finished, the final setup window appears.
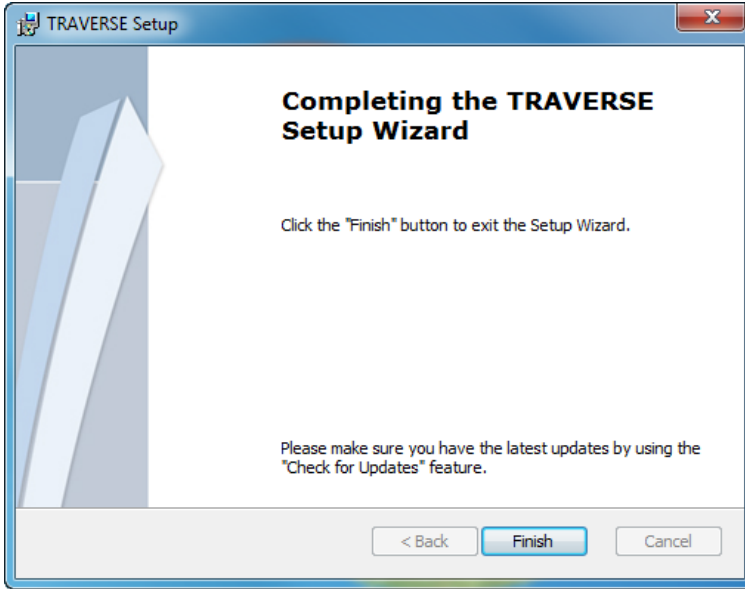
10. Click **Finish** to complete the installation.

Chapter 8:
Introduction to TRAVERSE Design Studio

The TRAVERSE Design Studio is a set of tools that allows you to make many kinds of customizations to your TRAVERSE applications. Though the tools vary in function and use, the goal is the same: to empower you to adapt the TRAVERSE software to your business needs.

The TRAVERSE Design Studio includes the following tools:

Custom Fields

Use the Custom Fields function to create, edit, and save specialized TRAVERSE fields. You can choose from a wide variety of field types, and assign the field to virtually any function in TRAVERSE.

Screen Layout

Use the Screen Layout function to move fields—including custom fields—within many TRAVERSE screens.

System Data

Use the System Data function to change the TRAVERSE lookup tables. These tables control the information that appears in the lookup windows within TRAVERSE.

Form Layout

Use the Form Layout function to change the appearance of forms such as picking slips, statements, invoices, and checks.

The TRAVERSE Design Studio Main Screen

The main screen of the TRAVERSE Design Studio gives you access to each of the design tools on the **Tasks** menu on the left side of the screen:
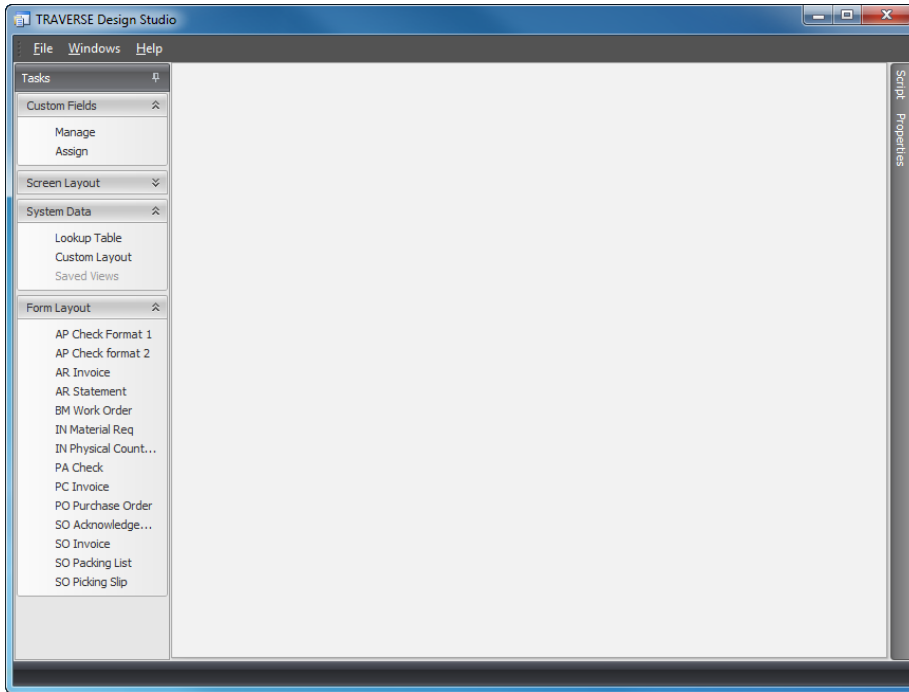
Click on one of the options under the Tasks menu to open the associated TRAVERSE Design Studio tool.

The Menu Bar

Click **File** to change TRAVERSE companies or to exit the TRAVERSE Design Studio.

Click **Windows** to view a list of the open windows.

The Script Window

Scripts are a specific type of programming that can be used to add functionality to the software without making changes to the source code of the program. Scripts can be used to add validations, restrictions, calculations and otherwise modify the behavior of the software.

In TRAVERSE, scripts are stored in files outside of the core software. This allows you to receive updates and enhancements to your software while generally leaving your customizations intact.

Click **Script** on the right side of the screen to open the Script window.

Using the Script Window, you can apply a script to a form, function, or field to modify its behavior.

The Properties Window

Click **Properties** on the right side of the screen to open the properties window. This will display the properties of the active element within the TRAVERSE Design Studio screen.

Properties are not currently implemented in this build of TRAVERSE.

Custom Fields

The Custom Fields functions in TRAVERSE Design Studio allow you to create and assign fields to maintenance and transaction forms. This capability replaces the user-defined field functions found in previous versions of TRAVERSE, and expands the functionality throughout the applications.

The Custom Fields section of the TRAVERSE Design Studio contains two functions:

- **Manage**—Use the Manage Custom Fields function to create, edit, and delete custom fields.

- **Assign**—Use the Assign function to add, move, or remove custom fields in application tables. Once you assign a field to an application table, you can use the field in the related TRAVERSE function.

After you assign a custom field to an application table, you can use the tools in the Screen Layout section of the TRAVERSE Design Studio to place the field where you want it on the associated form. See the "Screen Layout" section for more details.

Create a Custom Field

To create a custom field, click **Manage** under the Custom Fields heading in the TRAVERSE Design Studio Tasks window. The custom fields window appears.
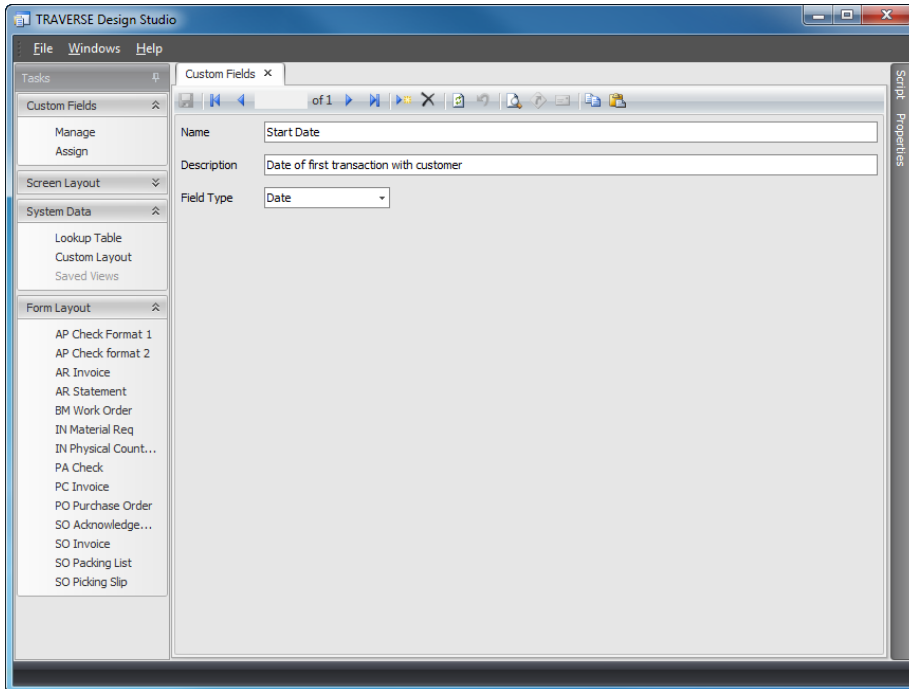
1. Click the **New Record** button to create a new custom field.

2. Enter the name of the custom field in the **Name** field.

3. Enter a **Description** for the custom field. When you add the field to the form, the contents of the Description field appear in a pop-up box when any user hovers the mouse over the custom field in TRAVERSE.

4. Choose a **Field Type**. Depending on the field type, parameter fields will appear which allow you to further define the custom field. See "Field Types" below for a description of each of the field types.

5. Click the **Save** button. You can create another custom field by clicking the **New Record** button.

Field Types

Here are brief descriptions for each of the field types, including parameter fields required to set up the field:

Text

Use the **Text** field type to create a custom field that allows users to enter numbers, letters, and other characters in a form. This field type does not provide verification or have any interactive capability beyond text entry.

Parameters:

- **Text Length**—Choose the number of characters users may enter in this custom text field.

Number

Use the **Number** field type to create a field that allows users to enter only numbers within a range you specify.

Parameters:

- **Maximum Value**—Choose the highest allowable number for this custom field.

- **Minimum Value**—Choose the lowest allowable number for this custom field.

Date

Use the **Date** field type to create a custom field that allows users to enter or choose a date. Date fields will include a standard calendar control to help users select a date.

There are no other parameters to select for the date field type.

YesNo

Use the **YesNo** field type to create a check box that users can check or clear.

There are no other parameters to select for the **YesNo** field type.

List

Use the **List** field type to create a field with a list of values from which users can choose. You can enter the possible values, or use a preset Lookup ID to use values from an established TRAVERSE list field.

Parameters:

- **Lookup ID**—Select a Lookup ID if you would like your this field to list values found in a table. Otherwise, leave the Lookup ID blank.

- **Display Values**—Use the **Display Values** field to enter specific values for the list field, separating each value with a semicolon.

- **Limit to List**—Check the **Limit to List** box to allow users to select only the values you have specified in the **Display Values** field or defined by the Lookup ID field. Leave the **Limit to List** box unchecked to allow users to enter their own value into the list field.

Color

Use the **Color** field to assign a color to the field.

Entity

Use the **Entity** field type to create an entity field with multiple values to choose from. You can enter the possible values for the user to choose, or use a preset Lookup ID to use values from an established TRAVERSE list field.

Parameters:

- **Lookup ID**—Select a Lookup ID if you would like your list field to offer the same possible values as a TRAVERSE list field. Otherwise, leave the Lookup ID blank.

- **Display Values**—Use the Display Values field to enter your own possible values for the list field, separating each value with a semicolon (;).

- **Limit to List**—Check the Limit to List box to only allow the user to select the values you have chosen in the Display Values field or defined by the Lookup ID field. Leave the Limit to List box unchecked to allow the user to enter their own value into the list field.

Delete a Custom Field

1. In the Custom Fields window, scroll to the desired custom field with the **Previous Record** and **Next Record** buttons.

2. Click the **Delete Record** button.

3. A message will appear asking you if you're sure you want to delete the custom field. Click **Yes** to proceed or **No** to cancel the action.

Edit a Custom Field

1. In the Custom Fields window, scroll to the desired custom field with the **Previous Record** and **Next Record** buttons.

2. Make changes to the name, description, type, or type parameter fields as necessary.

3. Click the **Save** button to save the changes to the custom field..

Assign Custom Fields to Application Tables

To use your custom fields in TRAVERSE functions, you must first assign them to the TRAVERSE application tables. Follow these steps to assign custom fields:

1. Click **Assign** in the Task window of TRAVERSE Design Studio. The Custom Field Entity window appears:

2. In the **Custom Fields** column, choose the custom field you want to assign. Click the **Add** button. The Sys Tables dialog box appears.
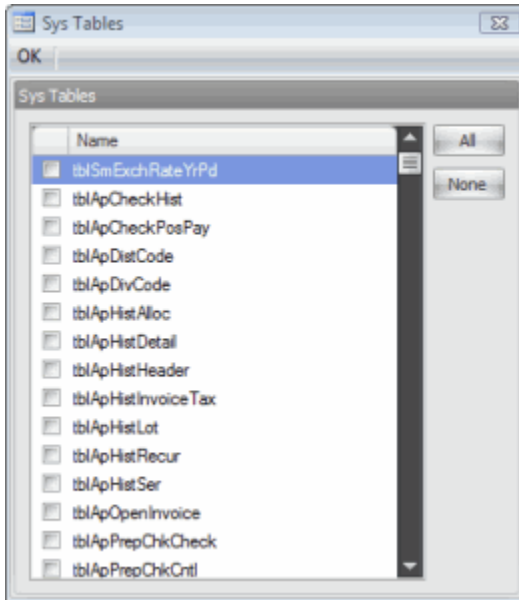
3. Check the table or tables to which you would like to assign the highlighted custom field, or click **All** to assign the custom field to all tables, and **None** to clear the check marks you've made.

4. When you finish assigning the field, click **OK** to close the Sys Tables dialog box.

5. In the Custom Field Entity window, the table to which you've chosen to assign the custom field appears in the Assigned Tables column.
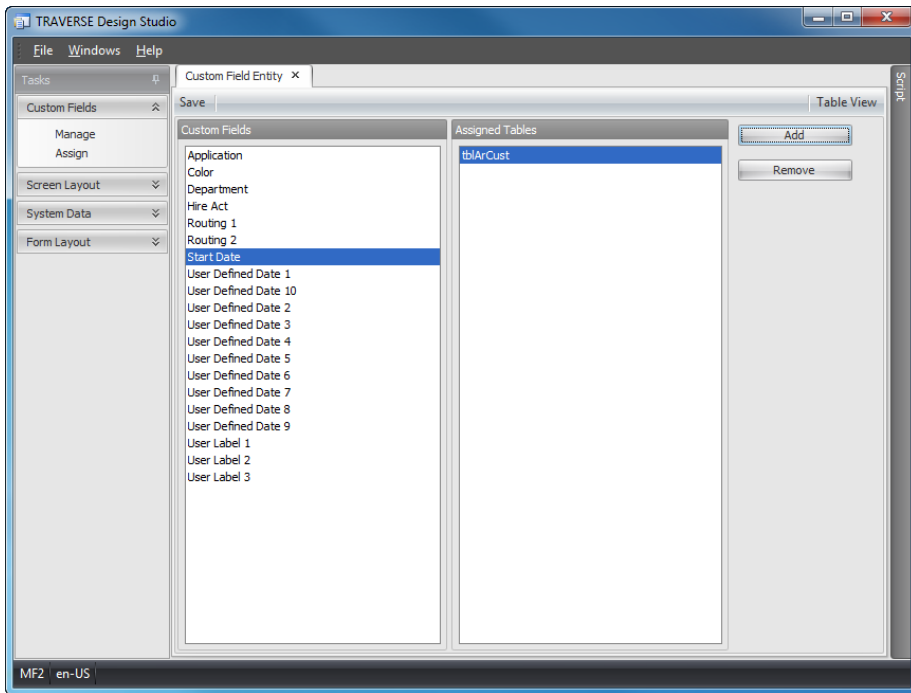
6. Click **Save** to assign the field to the tables you chose.

7. To remove a custom field from a table, highlight the table and click **Remove**.

After you assign a custom field to an application table, it appears in the associated TRAVERSE function in a section called **Custom Fields**.

Custom fields will automatically become available in the Lookup controls for key fields on forms and in the Column Chooser or Field List of any related Interactive Views, allowing you to include that field in the views as if it were one of the standard TRAVERSE fields.

For example, here is the customer form with custom fields appearing at the bottom of the screen:


You can move the custom field to a different place on the screen, as well as implement the custom fields in a specific workstation. See the "Screen Layout" section for instructions.

Screen Layout

The TRAVERSE Design Studio Screen Layout functions allow you to relabel, reorganize, or hide fields on forms to best suit your workflow. If you add custom fields, you can also move those on the screen.

Screen Layout Menu

The **Screen Layout** menu in the Tasks window of TRAVERSE Design Studio lists all of the available functions for which you can adjust the field layout.
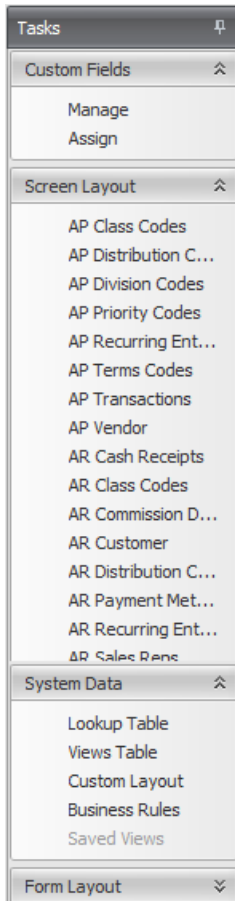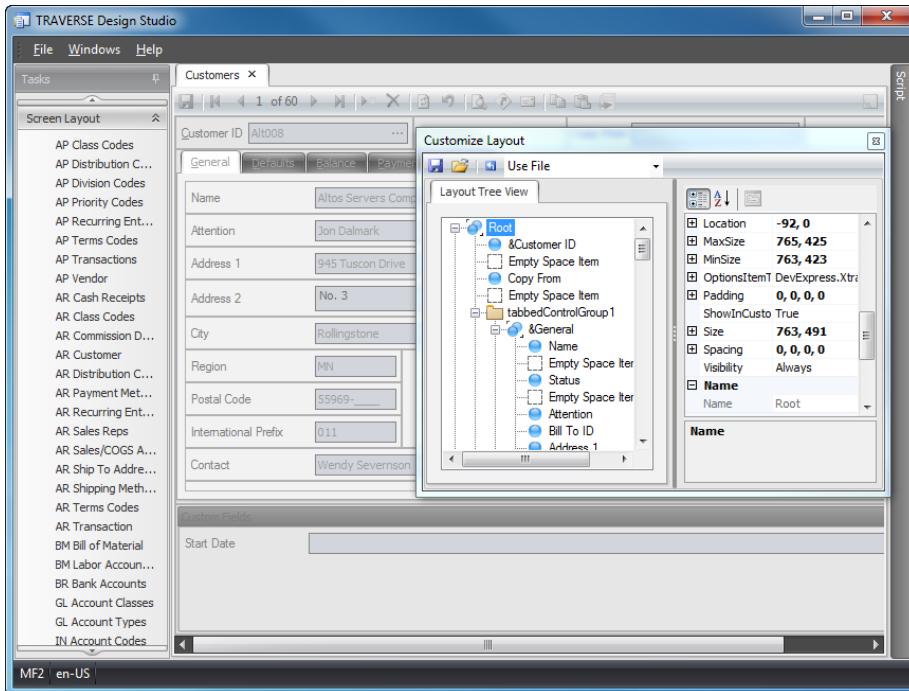
To edit a function's screen, choose that function from the list.

Screen Layout Editing Screen

The function you chose to edit appears in the TRAVERSE Design Studio window, and the fields will appear to be partially greyed-out.

The Customize Layout dialog box appears over your chosen function.

The Customize Layout dialog box

Use the Customize Layout dialog box to perform several screen editing tasks in the Screen Layout function.
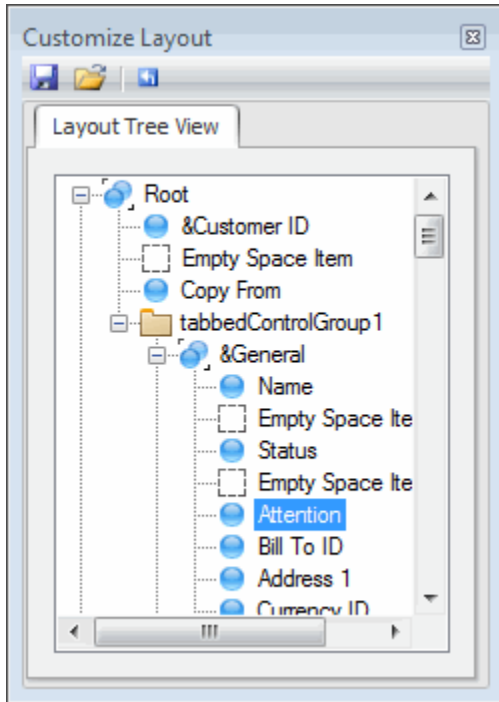
Use the **Save Layout** button and **Open Layout** button to save and open the screens you customize. Use the **Reset Layout** button to return the screen to the original settings. Because you can return the screen to the original state at any time by clicking the **Reset Layout** button, you can experiment with the screen layout safely.

The Customize Layout dialog box also contains a Layout Tree View of the fields on the screen. In addition to the drag-and-drop method of moving fields described below, you can grab and move fields within the Tree View to alter the screen.

Move a Field Within a Screen

To move a field within a screen, simply point to the field, hold down the mouse button, and drag it to the desired location on the screen. In the illustration below, the **Region** field will be positioned between the **Attention** and **Address 1** fields.
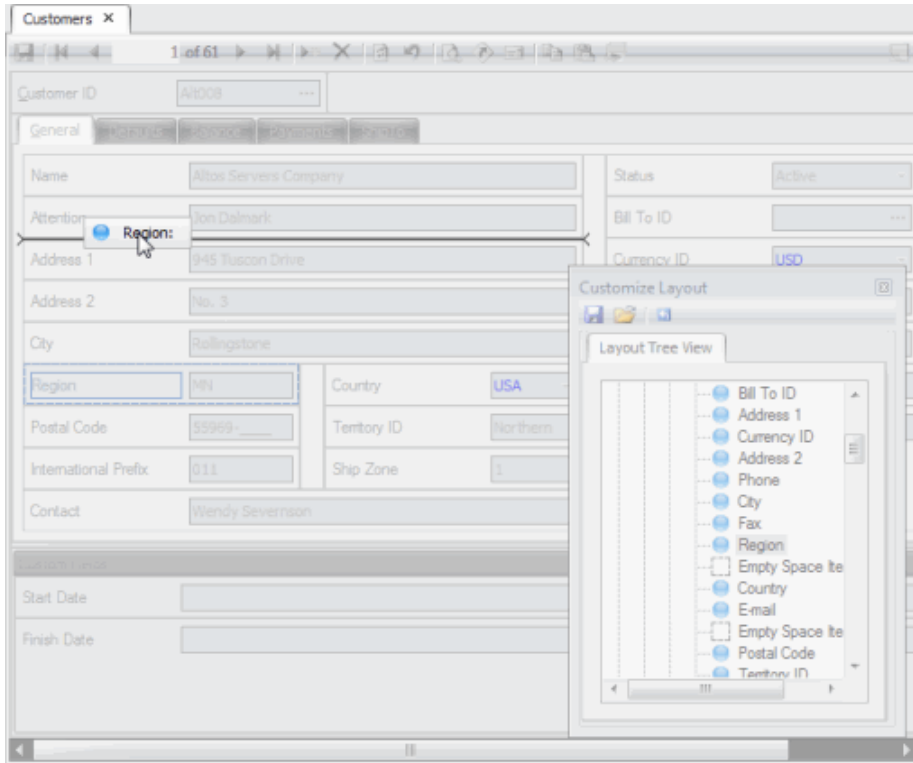

When you release the mouse button, the field is placed in the selected position, and the other fields are adjusted accordingly.

Move a Field from One Tab to Another

To move a field from one screen tab to another, point to the field you want to move, hold down the mouse button, and drag it to the tab heading on the screen to which you

want to move the field. The associated tab layout appears, on which you can then place the field.
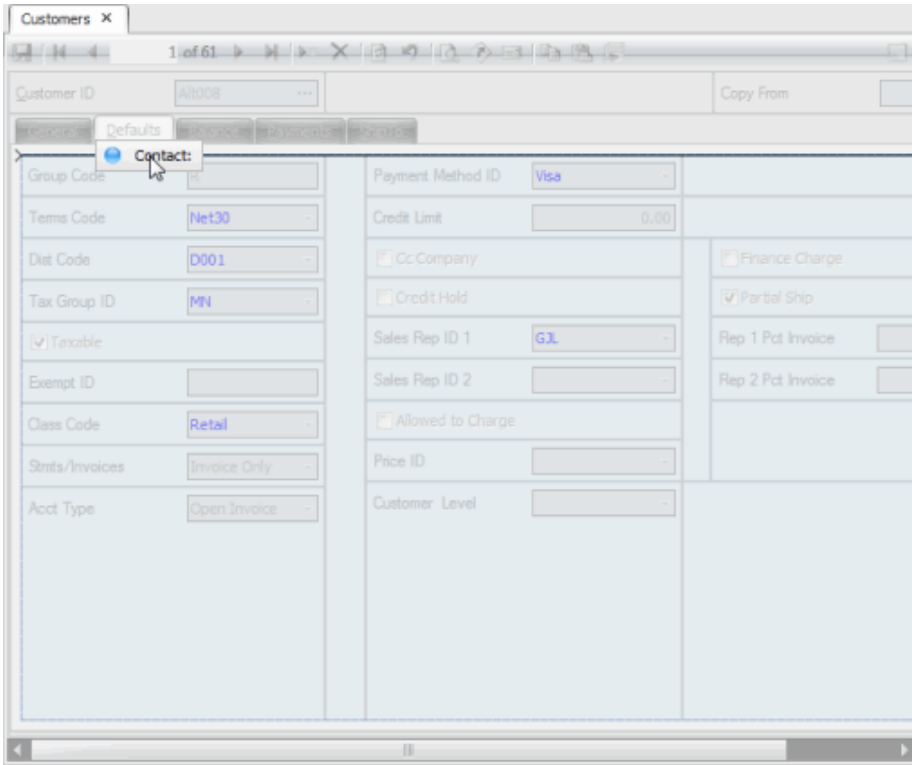
Test a Screen Layout Within TRAVERSE Design Studio

Once you have finished making field changes to the screen, you can test the functionality of the rearranged screen by closing the Customize Layout dialog box. The screen appears to function as it will within TRAVERSE, displaying your company data.

Note: Changes made to your company data while testing screens within TRAVERSE Design Studio are not written to the database, and therefore will not affect the company data.

To return to the Customize Layout dialog box, right-click anywhere within the testing screen and choose **Customize Layout**.
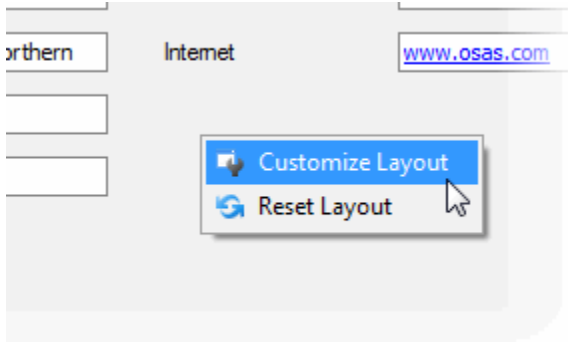
The Customize Layout dialog box reappears, and you can continue making changes to the screen.

You can also right-click anywhere in the screen and choose **Reset Layout** to return the form to its original state.

Save a Screen Layout

Once you are satisfied with the screen layout, you can save it for use within TRAVERSE on one or more workstations. To save a screen layout for a specific workstation:

1. Click the **Save** button on the Customize Layout dialog box.

2. Choose a location to save the **.FRM** file which contains the modified layout.

3. After you have saved the file, copy the **.FRM** file to the TRAVERSE root folder on each workstation you want to modify. When you subsequently open the function on the workstation, the modified screen will appear.

Deployment

You may want certain users to work with different screen layouts; perhaps hiding certain fields for some users or changing the layout to optimize it for a user's role. You can achieve this by saving different layouts of a screen using unique filenames.

For example, the default file name for a customized Customer screen is CustomerControl.FRM. You could change the name of the file when you save it to CustomerControl_Acct.FRM for an accounting user, then make other changes to the form and save it again using the name CustomerControl_Sale.FRM for a user in sales.

After saving the files, simply copy the appropriate file to each user's workstation, renaming it to the standard CustomerControl.FRM name on that user's workstation.

System Data

Use the Lookup Table function to define column heading names, whether you want a field to appear as search criteria, the order in which items appear in the **Look By** field, the order in which fields appear in the results area of the Search screen, and so on.

Use the Views Table function to edit and update data that defines Interactive Views. If you choose to create custom copies of interactive views you can ensure that they are not overwritten by software updates.

Use the Custom Layout function to copy custom layouts from another company, assign custom layouts to specific users, and delete custom layouts saved to the database.

Use the Business Rules function to add, change, and manage the dependencies for the business rules metadata.

Note: Do not modify these fields unless you have knowledge of database design and administration. If you have any questions about data structures in TRAVERSE, please contact your TRAVERSE software provider for assistance.

Lookup Table

To define what appears when you use the Lookup command, select **Lookup Table** from the **System Data** menu in TRAVERSE Design Studio. The Lookup screen appears.

It is recommended to not make modifications to existing standard definitions. Standard definitions will be overwritten by subsequent software updates. If you want to create a new definition, it is suggested to create the new definition and use the **Replaced ID** field to redirect the standard definition.
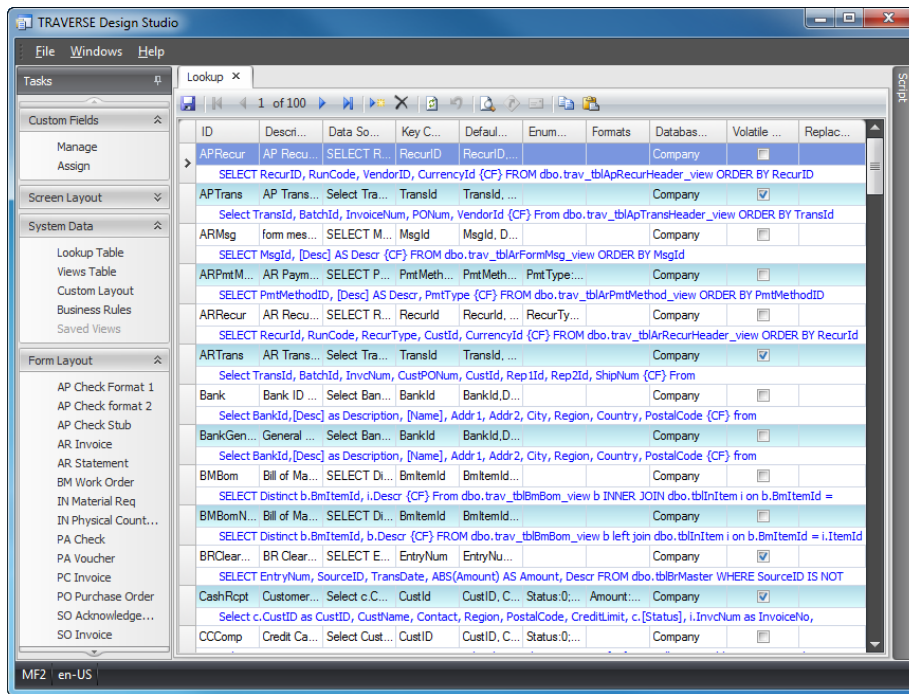
Modify the lookup data as needed. Note that changes are not recommended to any columns except the **Data Source** and **Default Columns**. Changes to other columns could cause the lookup to not function properly. The column definitions are:

ID

The number assigned to the field within that Lookup ID.

Description

The actual column heading name in the results section of the Search.

Data Source

The SQL query that the system uses to retrieve the data for this lookup ID.

Key Column

Defines the leading column in the lookup display, independent of user input or changes.

Default Columns

Names of the columns that you want displayed by default, independent of user input or changes.

Enumerated Columns

Provides an alternative description of the numeric values stored in a table. For example, TRAVERSE stores the inventory item status as 1, 2, 3 or 4. You may want to view these values as Active, Discontinued, Superseded, and Obsolete.

Formats

This field is reserved for future use.

Database Type

Describes the database from which that lookup's information is taken (e.g. Company, System, Payroll).

Volatile Data

Use to select whether the data in the lookup changes frequently. If there are records being added and/or deleted frequently from the lookup (such as a Transactions function), select the check box.

Replace ID

Use to enter the ID of the lookup definition you want to replace.

When you finish making changes to the Lookup Table, click the **Save** button to save your changes. Close the Lookup screen without saving to abandon changes.

Views Table

To define the metadata to associate with the different Interactive Views, select **Views Table** from the **System Data** menu in TRAVERSE Design Studio. The System Views Metadata screen appears.

It is recommended to not make modifications to existing standard definitions. Standard definitions will be overwritten by subsequent software updates. If you want to create a new definition, it is suggested to create the new definition and use the **Replaced ID** field to redirect the standard definition.
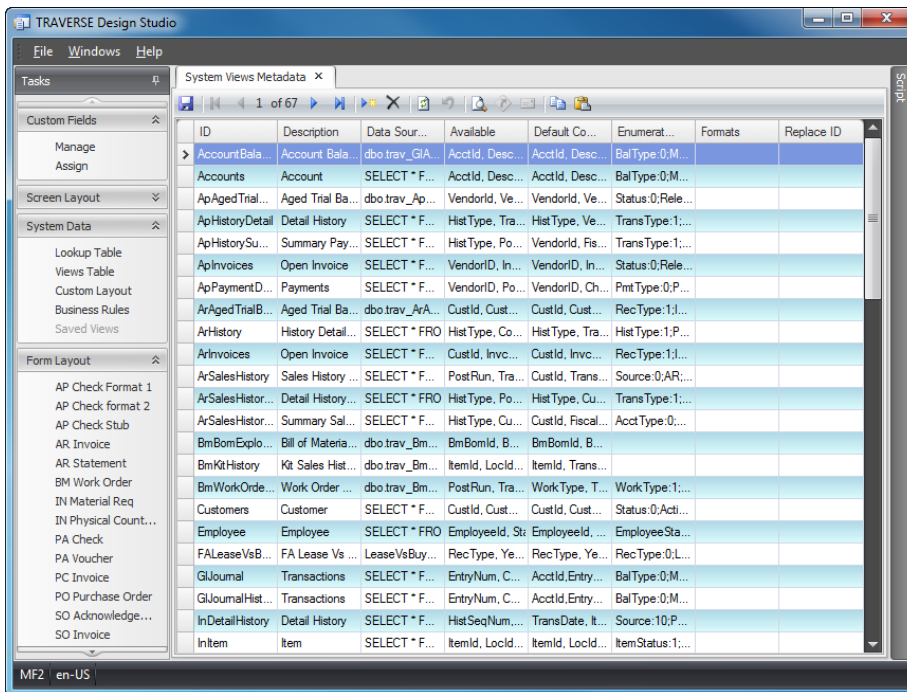
Modify the interactive view data as needed. Note that changes are not recommended to any columns except the **Data Source** and **Default Columns**. Changes to other columns could cause the interactive view to not function properly. The column definitions are:

ID

The identification assigned to the interactive view.

Description

The actual name of the interactive view.

Data Source

The SQL query that the system uses to retrieve the data for this interactive view.

Available

Defines the columns available to use when using the interactive view.

Default Columns

Names of the columns that you want displayed by default, independent of user input or changes.

Enumerated Columns

Provides an alternative description of the numeric values stored in a table. For example, TRAVERSE stores the inventory item status as 1, 2, 3 or 4. You may want to view these values as Active, Discontinued, Superseded, and Obsolete.

Formats

This field is reserved for future use.

Replace ID

Use to enter the ID of view definition you want to replace.

When you finish making changes to the Views Table, click the **Save** button to save your changes. Close the System Views Metadata screen without saving to abandon changes.

Custom Layout

To copy, assign, and delete custom layouts for specific users, select **Custom Layout** from the **System Data** menu in TRAVERSE Design Studio. The Custom Layout screen appears.
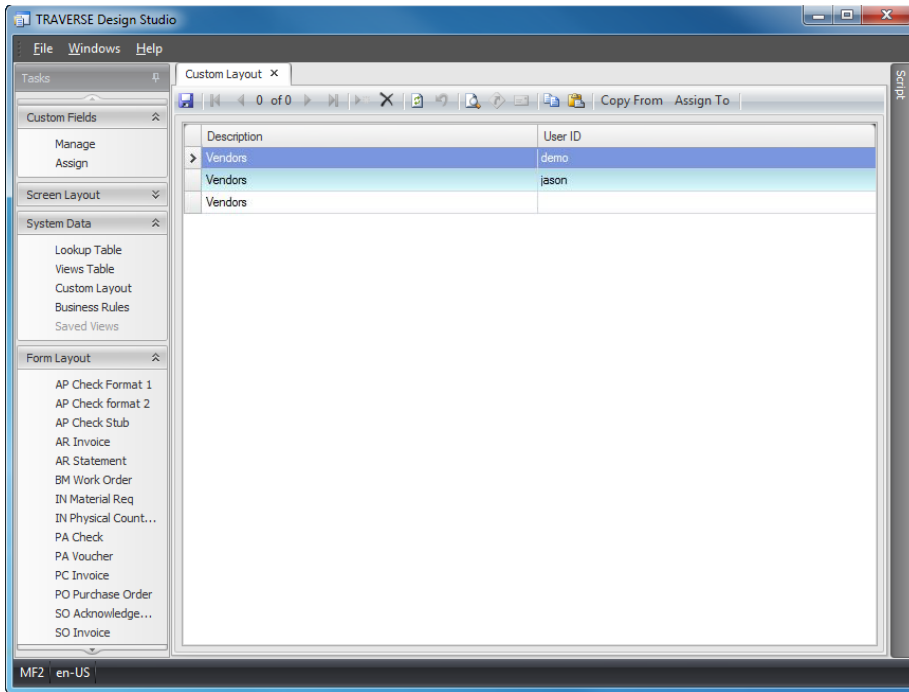
Modify the layout as needed. The column definitions are:

Description

Enter or change the description for the Custom Layout.

User ID

Enter the User ID for which to assign the custom screen layout. Leaving this field blank assigns the layout to all users.

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Copy From

Use to copy saved layouts to the currently selected company from a different company database.

Assign To

Assign the selected layout to users.

When you finish making changes to the Custom Layout, click the **Save** button to save your changes. Close the Custom Layout screen without saving to abandon changes.

Business Rules

To manage the dependencies for business rules metadata, select **Business Rules** from the **System Data** menu in TRAVERSE Design Studio. The Business Rules Editor screen appears.
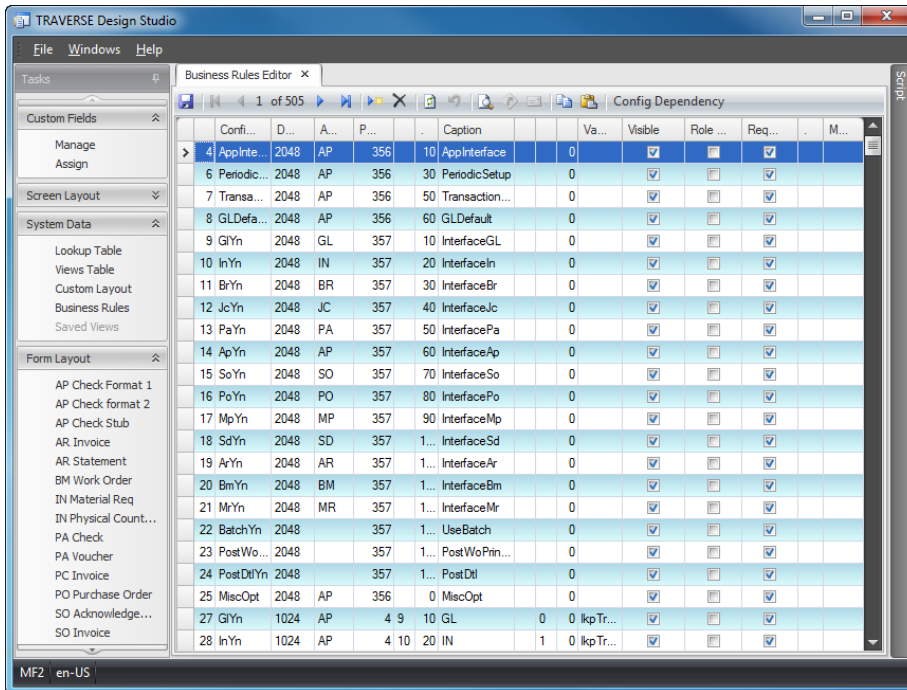
Modify the business rules as needed. The column definitions are:

Ref

A unique numeric ID for each rule. If you are creating new rules, enter a number above 5000.

Config ID

A unique ID that is used to identify the rule from programs.

Data Type

Select a data type for the rule from the drop-down menu.

App ID

The ID of the application associated with the rule. The ID must match one of the applications defined in the system.

Parent Ref

Select the ID of the parent rule from the available options in the drop-down menu.

Group Ref (Optional)

Select the value that indicates that the rule belongs to a group from the available options in the drop-down menu.

Display Seq

Enter a number to signify the sequence position for the rule within the group.

Caption

Use the caption ID, if one exists, or enter the text you want to appear in business rules function.

Lookup ID (Optional)

Select the ID of the lookup definition from the available options in the drop-down menu.

Default Value (Optional)

Enter the default value for this rule.

Max Characters (Optional)

Enter the maximum number of characters allowed for rules defined as text.

Value List (Optional)

Enter values for enumerated types, e.g. "0;False;1;True" to specify true/false choice.

Visible

Use to specify if the rule is visible.

Role Configurable

Use to specify if the rule is role based.

Required

Use to specify if the rule must have a value.

Min Value (Optional)

Enter, for numeric types, the minimum values allowed.

Max Value (Optional)

Enter, for numeric types, the maximum values allowed.

When you finish making changes in the Business Rules Editor, click the **Save** button to save your changes. Close the Business Rules Editor screen without saving to abandon changes.
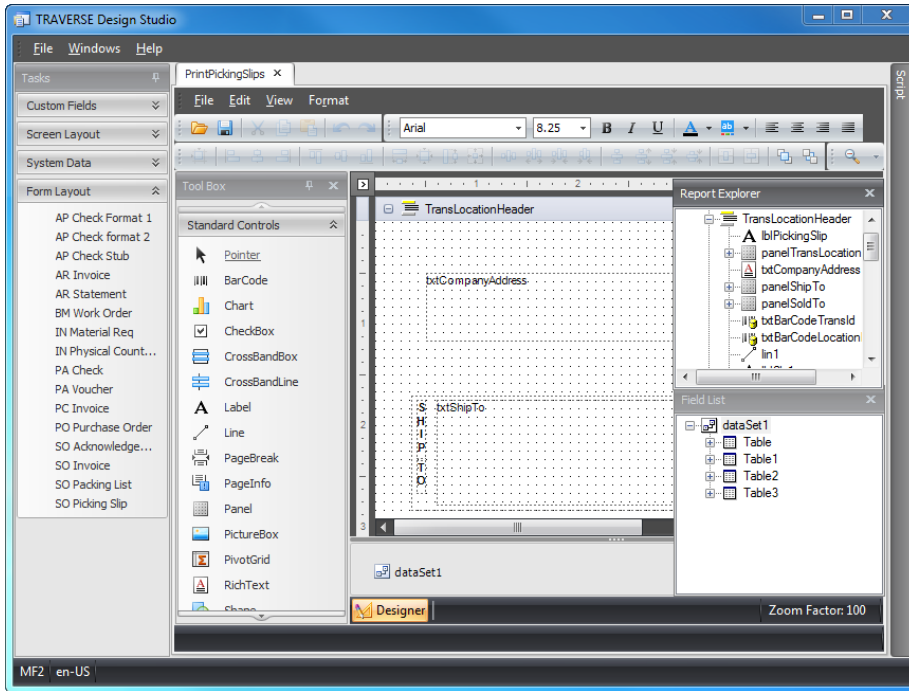
Form Layout

Use the Form Layout tool of TRAVERSE Design Studio to edit the appearance of TRAVERSE forms such as invoices, statements, checks, picking slips, and more.

Form Layout Menu

The **Form Layout** menu in the Tasks window of TRAVERSE Design Studio lists all of the available functions for which you can adjust the field layout.
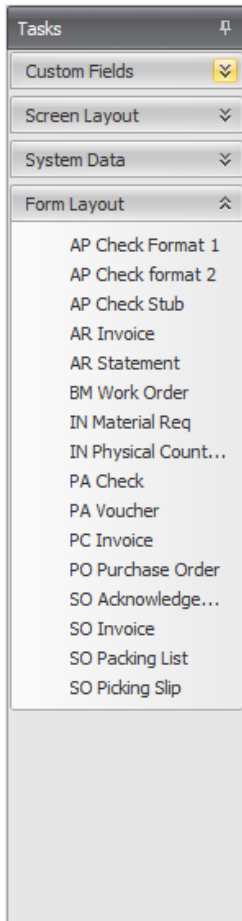
To edit the layout of a form, choose the form from the list. The Form Layout window opens with the form you've chosen to edit displayed in the window.
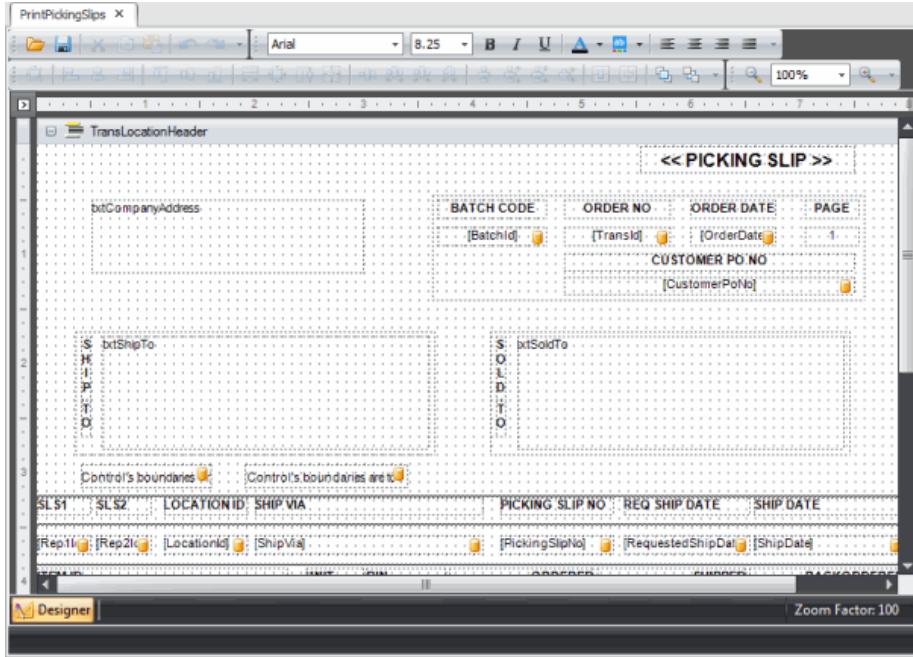

You can change the layout of the forms using the sections of the Form Layout window. You can drag, resize, or dock any section in or outside the main form at your discretion.

Designer

The designer section of the Form Layout function displays the elements of the form and their location within the form.

Report Explorer

The Report Explorer provides easy navigation through report elements. You can use the explorer when you build a form to quickly access all the elements of a report and their properties, and to see the whole form's structure.
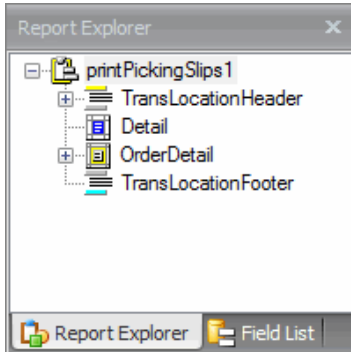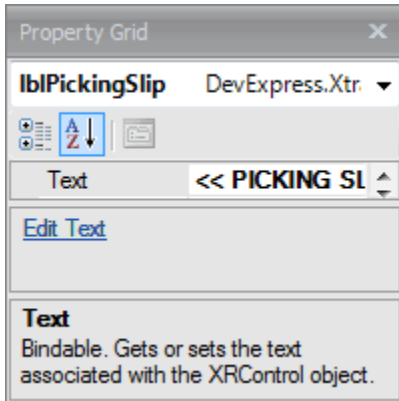
Tool Box

The Tool Box displays report elements that you may be drop into the form. To do so, select a Tool Box item and drop it onto one of the report bands.
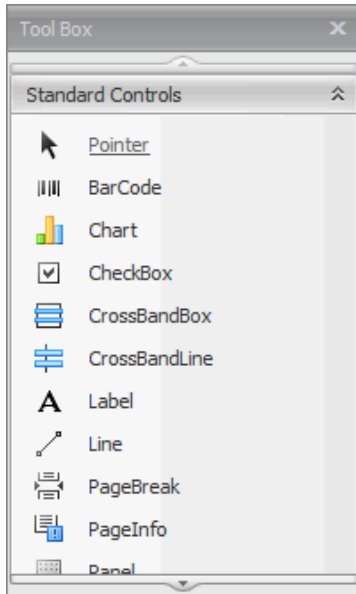
Property Grid

The Property Grid displays the property values of any element you highlight in the form.

Toolbar

Use the toolbar buttons to change the font properties of text elements within the form, or to zoom in or out on the form. You can also use any of a number of element alignment options when selecting one or more elements in the Designer section.

Saving Form Changes

To save your form changes, click Save in the Form Layout toolbar.