IFAS System Navigation Guide and Overview
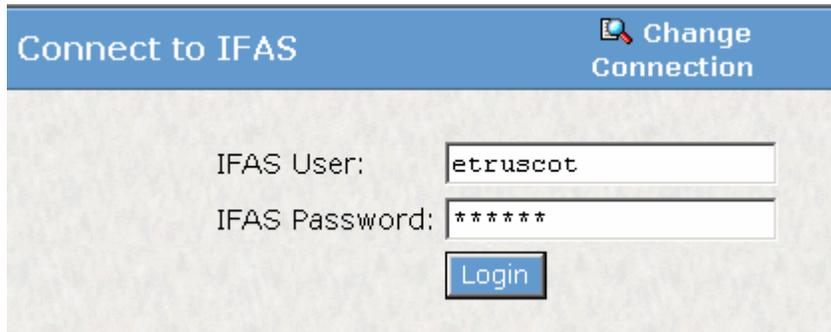
Entry into IFAS System from Internet Explorer (*not Netscape*)

Access Internet Explorer from your desktop or toolbar. Enter the URL for Internet Entry into IFAS System ifas.wsd.net and enter or click on login. The following screen will pull up.
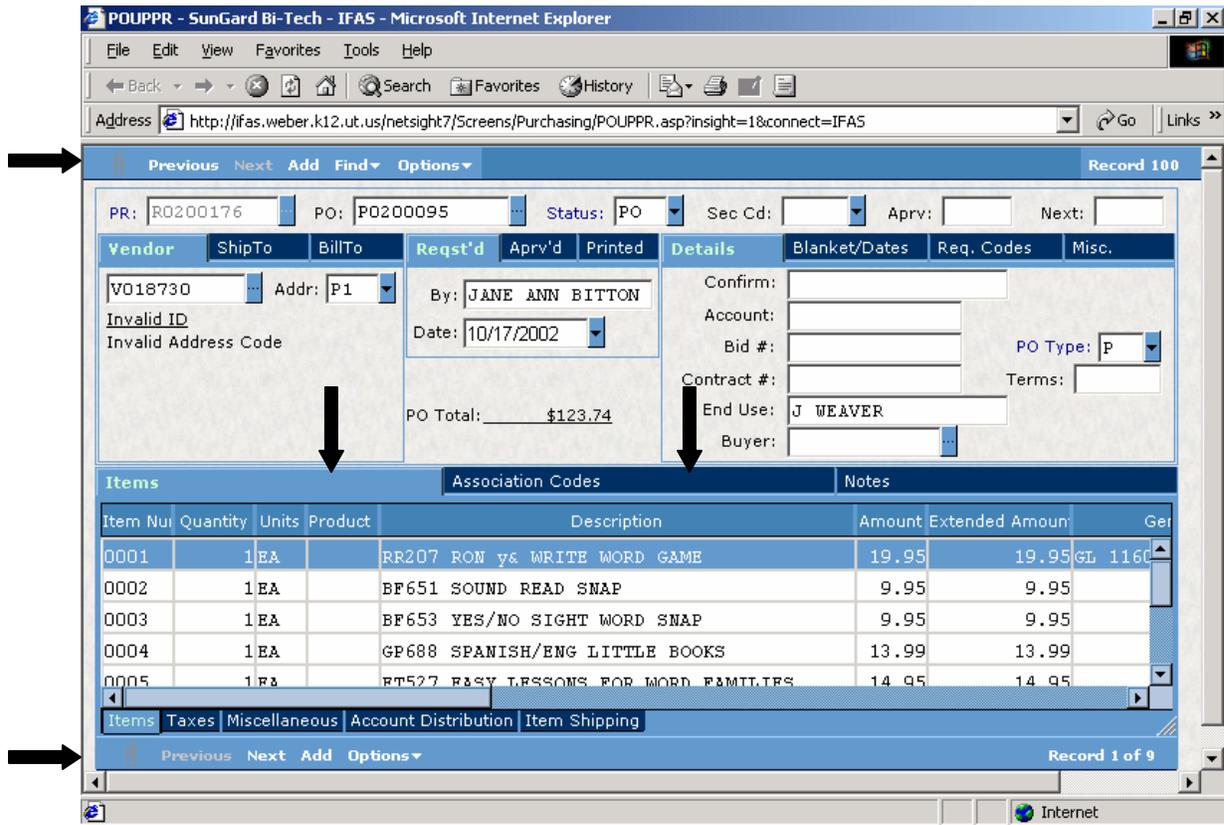
Password Entry – User name and password entered in *lower case*. The system will show an error message if any upper case characters are used. Your password consists of your first initial and up to seven letters of your last name. Your will be required to update your password every quarter.

Always maximize your screen in each mask you enter. This will allow optimum viewing and help as you navigate the system.
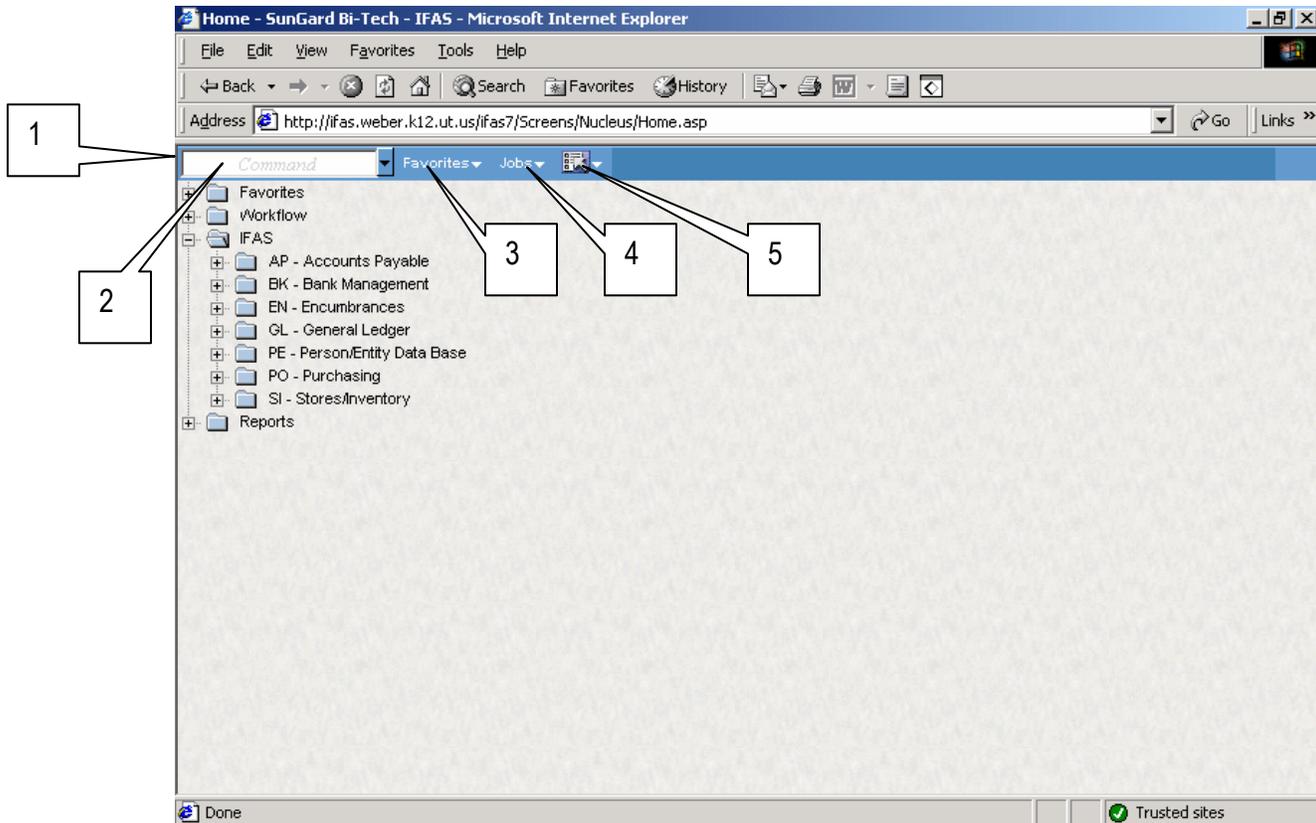
1. Tool bar at IFAS menu
2. Type ahead box for mask for module to be accessed
3. Favorites tab - This is where favorites for each module are located. There are public favorites as well as private favorites you can set up.
4. Jobs tab - A list of past jobs assigned during the session are stored here
5. Options Icon – Logout, Settings (change password) and HELP menu located here

IFAS Menu
- a. Click on + next to each menu item to open up more choices as shown by arrows above.
- b. Double click on description of menu item to access screen
6. MASK – Each screen in the IFAS System has a "MASK" that can be keyed in to the type-ahead box at the top of the screen. The mask is created by using the two characters at each level of the menu. The MASK for the Purchasing Requisition/Purchase Order is:
- a. PO = Purchasing
- b. UP = Update Data Base
- c. PR = Purchase Requests   to become "POUPPR"
7. Enter a screen one of three ways
- a. Enter MASK in type-ahead box and <ENTER>
- b. Enter using Favorites
- c. Double click on icon or underlined menu item

Each screen in the IFAS System has two (2) toolbars—one for the header portion of the screen and one for the details portion.

Within the header or details portion of the screen, may be several tabs. If the tab is light blue, it is active. If the tab is dark blue, it is inactive. You may toggle between the active and inactive tabs by clicking on the tab you want to select.
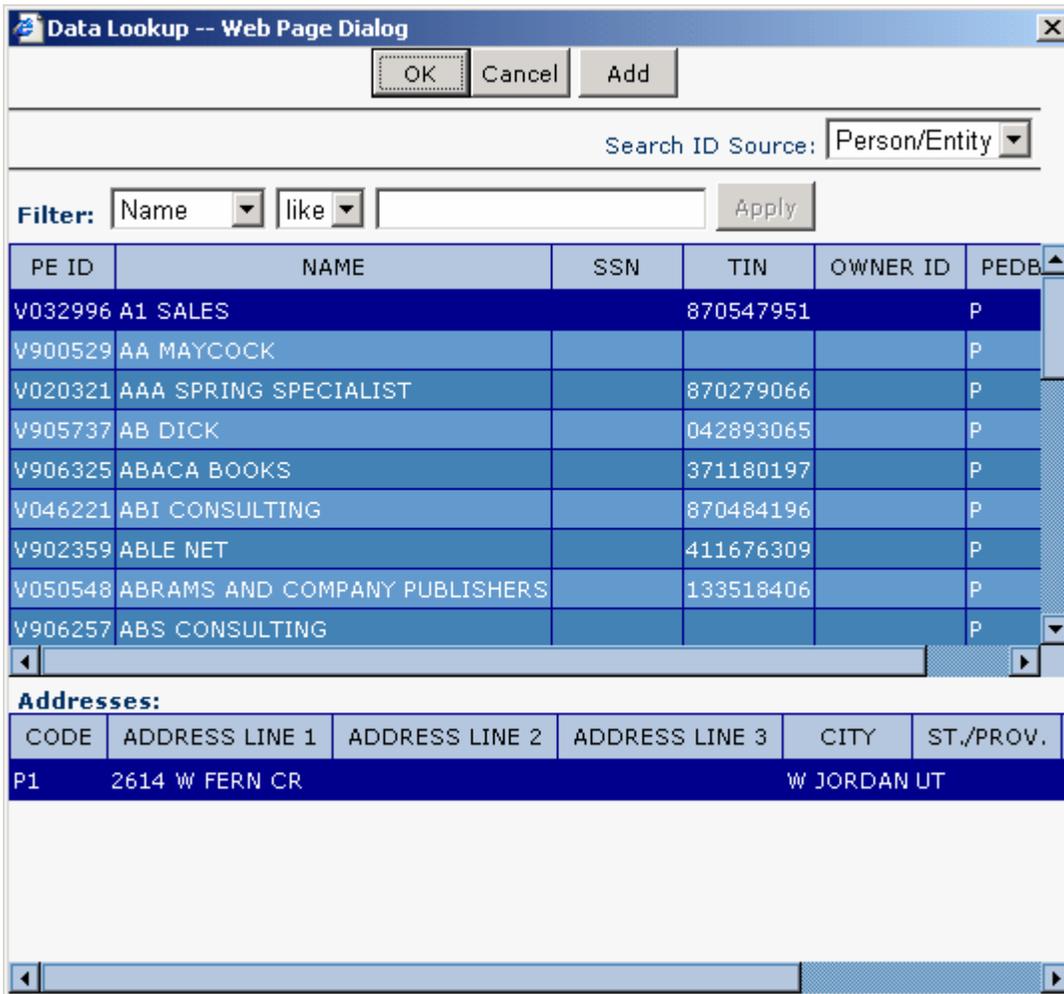
Previous: Moves to the previous record. The button is disabled when at the first record. You may also press CTRL+P.

Next: Moves to the next record. The button is disabled when at the last record. You may also press CTRL+N.

Add: This allows you to create new records.

Find: Use to select records and enter Query By Example mode. If "No Records Found" is displayed, and you want to add a record, you must select "Cancel Find" to enter Add Mode

Options: Use to access options listed.

Show Grid (CTRL+G)	Toggle to and from grid mode and single record view
Delete Record (CTRL+D)	Deletes the current record or line item detail.
	DO NOT USE THIS OPTION WITHOUT CLEARING THIS WITH PURCHASING/WAREHOUSE, etc.

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Selecting Options for Screen Fields

Some fields on the screen have list pull-down boxes that will drop down from the field when you press the arrow or ellipse to the right of the field. The arrow indicates a list of options available for the field. Press the arrow or select Lookup (CTRL+L) and a drop-down box of options will appear. The ellipse indicates options that are auto-generated seeds values.

Data Lookup -- Web Page Dialog

| OK | Cancel | Add |

Search ID Source: Person/Entity

Filter: Name | like | | Apply

PE ID	NAME	SSN	TIN	OWNER ID	PEDB
V032996	A1 SALES		870547951		P
V900529	AA MAYCOCK				P
V020321	AAA SPRING SPECIALIST		870279066		P
V905737	AB DICK		042893065		P
V906325	ABACA BOOKS		371180197		P
V046221	ABI CONSULTING		870484196		P
V902359	ABLE NET		411676309		P
V050548	ABRAMS AND COMPANY PUBLISHERS		133518406		P
V906257	ABS CONSULTING				P

Addresses:

CODE	ADDRESS LINE 1	ADDRESS LINE 2	ADDRESS LINE 3	CITY	ST./PROV.
P1	2614 W FERN CR			W JORDAN UT	8

Using the Lookup (CTRL+L) command in an ellipse field will bring up a data lookup box as shown above. To create a filter to search for data in the lookup Dialog box, enter information on the three fields in the box. The first field is to select the type of information you want to search by. In the second field select the qualifier (i.e. "=", "<", etc.) In the third field enter the data that you want to find. Then press the apply button. Below is a list of qualifiers you can use.

Qualifiers List:		**Example**	
=	Equal to	abc	equal to abc
>	Greater than	>abc	greater than abc
>=	greater than or equal to	>=abc	greater than or equal to abc
<	less than	<abc	less than abc
<=	less than or equal to	<=abc	less than or equal to abc
<>	not equal to	<>abc	not equal to abc
*	wildcard symbol	abc*	all records beginning with abc

When using Lookup, the entries are case sensitive. Org and Obj codes are found in mixed case, product codes are upper case. The vendor field will find in either upper or lower case.

Keyboard Commands

CTRL+D	Delete a record
CTRL+F	Find/Search and then Apply Search
CTRL+G	Toggle to and from the grid view and single record view
CTRL+L	View the list box attached to a field with an arrow
CTRL+T	Display the last used auto-generated seed value for a field
CTRL+N	Move to the next record
CTRL+P	Move to the previous record

To move from field to field, use the TAB key to move forward and Shift/TAB to move back one field.

In the Item/Description portion of the IFAS screens, you can customize the way fields are used. Click on the field you want to move and drag it to the location you want to view it on the blue bar below the tab. This change will be saved upon exiting the system modules; however, when a system upgrade is performed, your favorites and customization will need to be re-set.

Press ENTER to save the information in each screen. ENTER will also access additional lines to enter data in the item description portion of the screen.

To REFRESH the screen, press the F5 key on your keyboard or click on the icon (see arrow) in the gray toolbar at the top of the screen. This will not save any changes made to the screen since that last time information was entered.