

Welcome to OneWorld Documentation

J.D. Edwards OneWorld is a robust software system that helps you manage the information assets throughout your enterprise. OneWorld provides applications that address your general business requirements, as well as specialized applications like manufacturing, distribution, and supply chain management. Because OneWorld is flexible and configurable, it enables customers to change technology or business practices while reducing costs and business interruptions.

The OneWorld documentation provides conceptual information, examples, and step-by-step instructions to help you use the OneWorld applications and tools. Documents are grouped by product suite (for example, General Business) and then organized into product guides (for example, the *General Accounting Guide*). The documentation is available in seven languages and through various media, including:

- Online guides, on CD-ROM, in Portable Document Format.
- Printed guides, which you can order from J.D. Edwards
- Windows online help, which is integrated with the software

Who Should Use These Guides?

The OneWorld documentation addresses the needs of the following audiences:

- End users of OneWorld applications
- Students learning to use OneWorld
- Managers and consultants who need to make decisions about implementing OneWorld
- Technical personnel responsible for installing, configuring, and maintaining OneWorld
- Developers of OneWorld reports and applications

The documentation generally assumes that you are familiar with basic Windows concepts and terminology, such as using a mouse and a graphical user interface.

If you are unfamiliar with OneWorld, start with the *Foundation Guide*, which will help you become familiar with the basic OneWorld concepts, such as:

- Accessing OneWorld menus

- Using forms to add, change, and delete information
- Running versions of applications and reports
- Using processing options and user defined codes
- Accessing online help

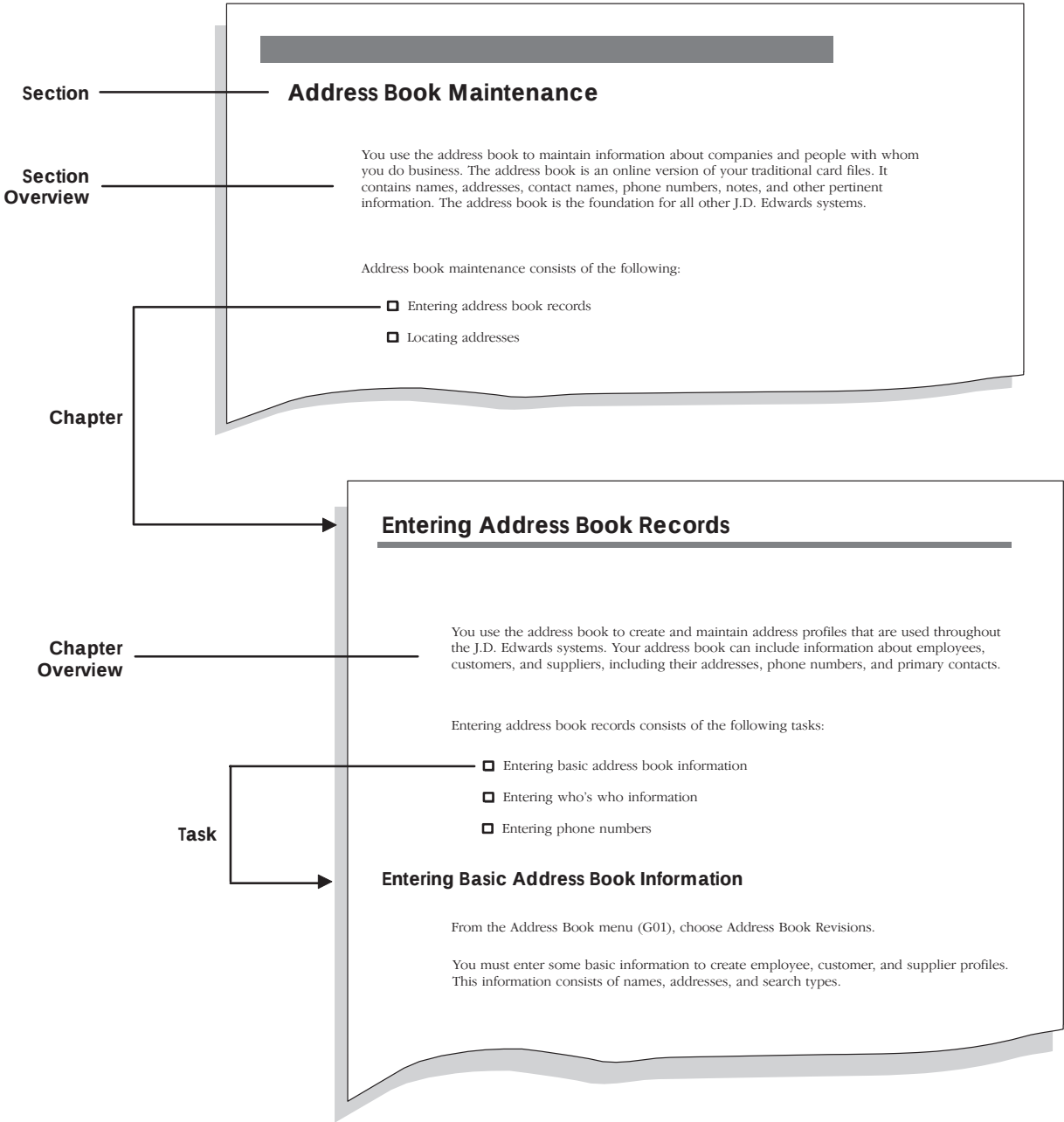
When you are familiar with the concepts in the *Foundation Guide*, proceed to the application guides, which will help you accomplish your day-to-day tasks. The application guides assume you understand the terminology and procedures that are common to your industry. The online help will also assist you in accomplishing your tasks.

The application guides also include information about setting up and maintaining OneWorld applications, which require a thorough understanding of OneWorld, and possibly system administration skills.

The OneWorld technical guides describe how to configure and administer OneWorld and how to build custom applications using the OneWorld tools. To accomplish these tasks, you need a thorough understanding of OneWorld and system administration skills.

Organization and Conventions

Most J.D. Edwards software guides have a standard organization and employ specific terminology conventions, as shown in the following illustration.



Sections

Guides are typically divided into sections. Each section begins with an overview that provides high-level conceptual information about a set of processes that are described within the section. These processes correspond to chapters within the section. The section overview also introduces new terms and concepts.

Chapters

The chapters within each section contain information about groups of related tasks. Each chapter overview summarizes the processes in the chapter and lists the related tasks. Each task in the list corresponds to a heading within that chapter.

Chapters also provide conceptual information. Conceptual chapter titles begin with the word *understanding*, such as “Understanding Currency Restatements.”

Chapters typically contain the following topics:

Before You Begin	This topic identifies information that you need to know or preparatory work you must complete before you begin the current task.
See Also	This topic provides cross-references to related information about the task. Within Windows help, you can jump directly to the related information by clicking the cross-reference.
Processing Options	This topic provides a list of the processing options for a specific program.
What You Should Know about Processing Options	This topic provides additional information about processing options.

Tasks

Each task within a chapter includes a task summary. The task summary provides the following information:

- Purpose of the task
- Results and consequences of performing the task
- How the system processes information
- Where the system stores information
- How the task fits in the larger process

- Related topics
- Examples, graphics, and case studies, when applicable

Most tasks provide step-by-step instructions. You can quickly locate the instructions for a task by looking for the chevron. Typically, a list of applicable field descriptions follows the step-by-step instructions, as shown in the following illustration. These descriptions are also available as field-sensitive online help.

Task

Menu Navigation

Task Summary

Chevron

Fields

Field Descriptions

Entering Who's Who Information

From the Address Book menu (G01), choose Address Book Revisions.

For each address, you can identify a list of associated contacts. This list of contacts is considered "who's who" information. You can enter names, phone numbers, and other information about people whom you contact for sales, billing and collections, and ordering.

▶ To enter who's who information

On Work with Addresses

1. Choose the appropriate address book record.
2. From the Row menu, choose Who's Who.
3. On Who's Who, complete any of the following fields in the detail area and click OK:
 - Title
 - Remark
 - Salutation Name
 - Given Name
 - Surname

Field	Explanation
Title	The professional title of the contact person.
Remark	A 40-character field that you can use to enter text.
Salutation Name	The name you would use to address the individual in written correspondence.
Given Name	The first name of an individual.
Surname	The surname of an individual.

Icons

The following icons provide visual cues to the content of a topic or paragraph.



The Note icon identifies helpful information, such as a hint or a suggestion that might help you better perform your job. The Note icon also alerts you to unexpected results or implications.



The Caution icon identifies critical consequences of which you need to be aware. The Caution icon might also alert you to circumstances in which a given action has serious implications, such as irrecoverable loss of data. For example, a Caution icon might remind you to verify information that affects the outcome of a process.

Finding Information Electronically

J.D. Edwards provides documentation in electronic format. The information found on your documentation CD-ROM is similar to the information you will find in OneWorld's online help system.

Online Help provides task-level procedures for a specific task. This help provides brief conceptual information and the steps that you must perform to successfully complete a task. In OneWorld, you can right-click on a form and then choose How To to access tasks associated with that form. You can also navigate through the help system using the contents, index, and search tabs to pinpoint the information you need.

You can access field-level help by right-clicking in a field and then choosing What's This? to see a detailed description about that field. These descriptions include a definition and list any allowable values and variables. You can also press the F1 key to view these field descriptions.

When using the documentation CD-ROM, you can use the tree structure to help you navigate to a particular product guide. From this tree structure, you can view documents online or print them from the CD-ROM. You can search for specific information within the document repository using the search tools provided by the Adobe® Acrobat® Reader.

Contacting J.D. Edwards

For information about our company, our products, and our services, please visit our Web site at:

<http://www.jdedwards.com>

We appreciate any feedback about our product documentation. If you have comments or questions, please send them to:

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