

ADempiere User Manual

Chapter 1
Getting started with
ADempiere

First steps and basic functions

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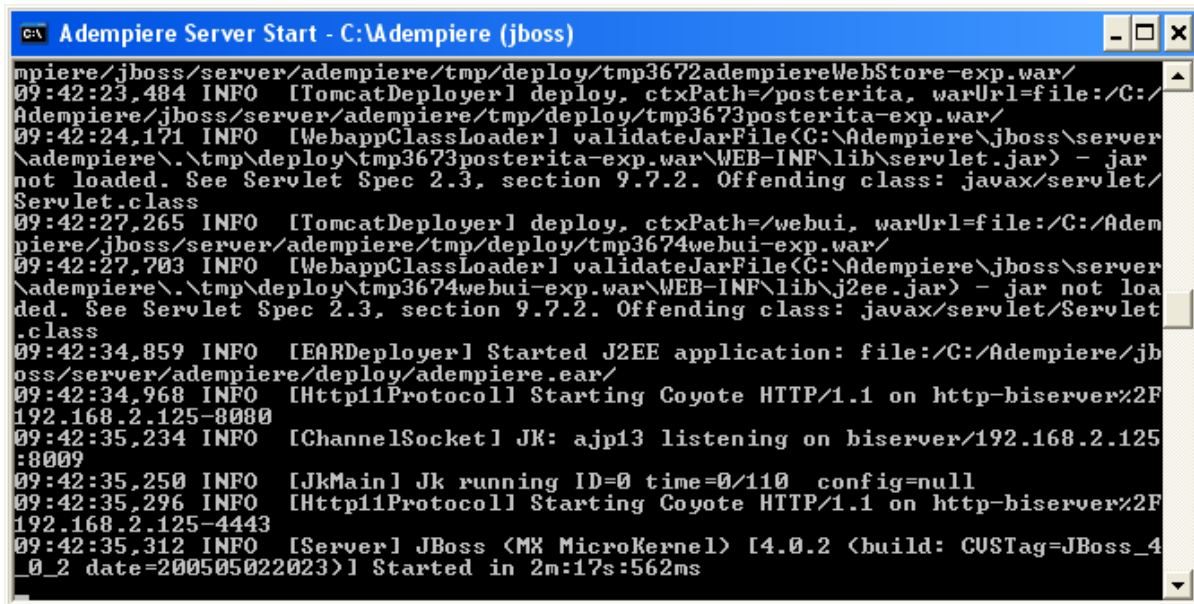
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1 - Running ADempiere

Running server with Windows XP

In order to run ADempiere server, open DOS prompt and run run_server2.bat command. After few tens of seconds the window will display the following information:

```
09:42:35,312 INFO [Server] JBoss (MX MicroKernel) [4.0.2 (build: CVSTag=JBoss_4_0_2
date=200505022023)] Started in 2m:17s:562ms
```



```
C:\Adempiere (jboss)
mpiere/jboss/server/adempiere/tmp/deploy/tmp3672adempiereWebStore-exp.war/
09:42:23,484 INFO [TomcatDeployer] deploy, ctxPath=/posterita, warUrl=file:/C:/
Adempiere/jboss/server/adempiere/tmp/deploy/tmp3673posterita-exp.war/
09:42:24,171 INFO [WebappClassLoader] validateJarFile(C:\Adempiere\jboss\server
\Adempiere\.\tmp\deploy\tmp3673posterita-exp.war\WEB-INF\lib\servlet.jar) - jar
not loaded. See Servlet Spec 2.3, section 9.7.2. Offending class: javax/servlet/
Servlet.class
09:42:27,265 INFO [TomcatDeployer] deploy, ctxPath=/webui, warUrl=file:/C:/Adem
piere/jboss/server/adempiere/tmp/deploy/tmp3674webui-exp.war/
09:42:27,703 INFO [WebappClassLoader] validateJarFile(C:\Adempiere\jboss\server
\Adempiere\.\tmp\deploy\tmp3674webui-exp.war\WEB-INF\lib\j2ee.jar) - jar not loa
ded. See Servlet Spec 2.3, section 9.7.2. Offending class: javax/servlet/Servlet
.class
09:42:34,859 INFO [EARDeployer] Started J2EE application: file:/C:/Adempiere/jb
oss/server/adempiere/deploy/adempiere.ear/
09:42:34,968 INFO [Http11Protocol] Starting Coyote HTTP/1.1 on http-biserver%2F
192.168.2.125-8000
09:42:35,234 INFO [ChannelSocket] JK: ajp13 listening on biserver/192.168.2.125
:8009
09:42:35,250 INFO [JkMain] Jk running ID=0 time=0/110 config=null
09:42:35,296 INFO [Http11Protocol] Starting Coyote HTTP/1.1 on http-biserver%2F
192.168.2.125-4443
09:42:35,312 INFO [Server] JBoss (MX MicroKernel) [4.0.2 (build: CVSTag=JBoss_4
_0_2 date=200505022023)] Started in 2m:17s:562ms
```

Figure: Adempiere server running

Running server with Linux

TODO

Running client with Windows XP

In order to run the client, double-click on ADempiere icon on the desktop

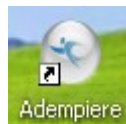


Figure: the ADempiere client icon on Windows desktop

Running client with Linux

TODO

Login

After ADempiere splash page



the ADempiere Login window will be displayed



Figure: The Login Window, Connection tab

Insert the value **SuperUser** into the field **User ID** and the value **System** into the field **Password**. Choose your preferred language for the user interface in the field **Language** and click on the confirm command button.

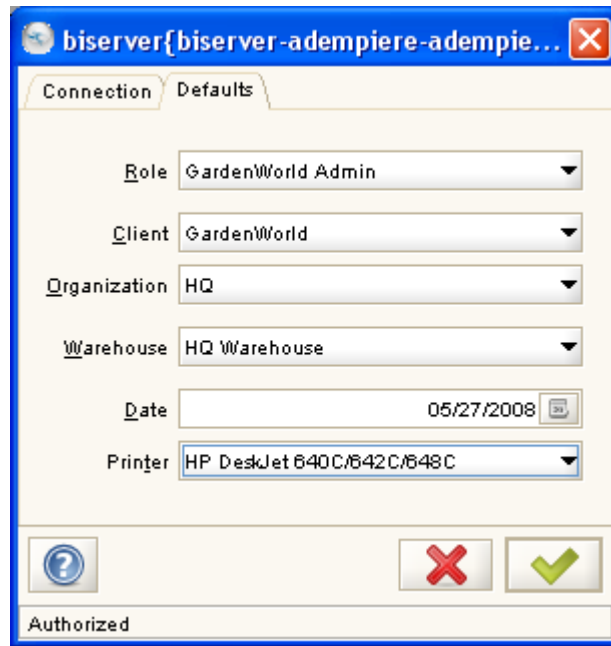


Figure: The Login Window, Defaults tab

In the tab Defaults we choose the **role** with whom we want login into ADempiere. For now we suppose to use the demo client **GardenWorld**, then we have the possibility to login as Administrator or as User of the client. For now we suppose to login as Administrator, then we chose **GardenWorld Admin** role.

In the field **Client** the value **GardenWorld** is automatically displayed.

We choose the organization (field **Organization**) with whom we want to work, in our case **HQ** (Headquarter). The field **Warehouse** automatically takes the value **HQ Warehouse**.

The field **Date** contains the system date and this date will be used in the documents we will input using the program. We can always choose to modify the default date inside the document.

The field **Printer** contains the default printer for the application.

Now we can click on the confirm button and access to the ADempiere main window.

2 – The Main Window

The Adempiere main window consists of the four tabs **Performance**, **Menu**, **Workflow Activities** and **Workflow**.

Performance Tab

The Performance tab contains indicators and graphs which give a quick overview of the client situation about some key values. This key indicators can be set during the implementation phase (see Administration and Implementation manual). We can see for example that for the client GardenWorld three charts of gauge type have been defined on the left side of the window. These gauges give us information on invoice revenue, open invoices and service requests.

On the right side two bar charts have been defined. They display respectively the invoices gross revenue for every month and the open invoice amounts for every month.

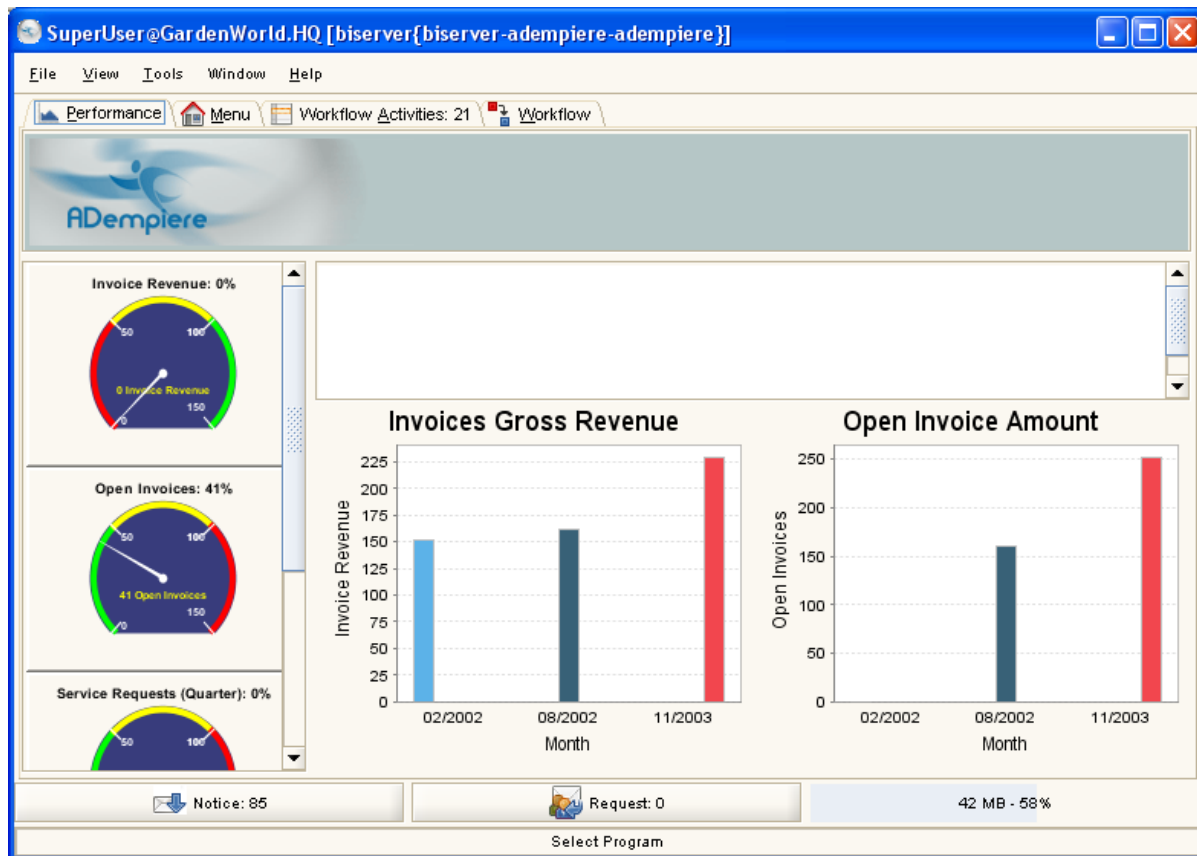


Figure: Main Window, Performance tab

The Main Menu

The Menu tab contains the application main menu. The menu has a tree structure and shows the commands we can use to access all ADempiere functionalities. The commands displayed inside the menu depend on the role with whom we login into ADempiere, for example if we login with GardenWorld User role, the System Admin sub-menu isn't displayed in the tree and we cannot consequently access that functionalities.

We can expand the menu structure if we click on the + symbol present on the left side or we can expand all the menu if we select the check control **Expand Tree** present on the bottom of the window.

We can define shortcuts on the left side of the window to access the commands we use more often. To add a shortcut we have to right-click a menu item and choose **Add to Bar** in the popup menu that will be displayed. To remove a shortcut we can right-click on the shortcut and choose **Remove from Bar**.

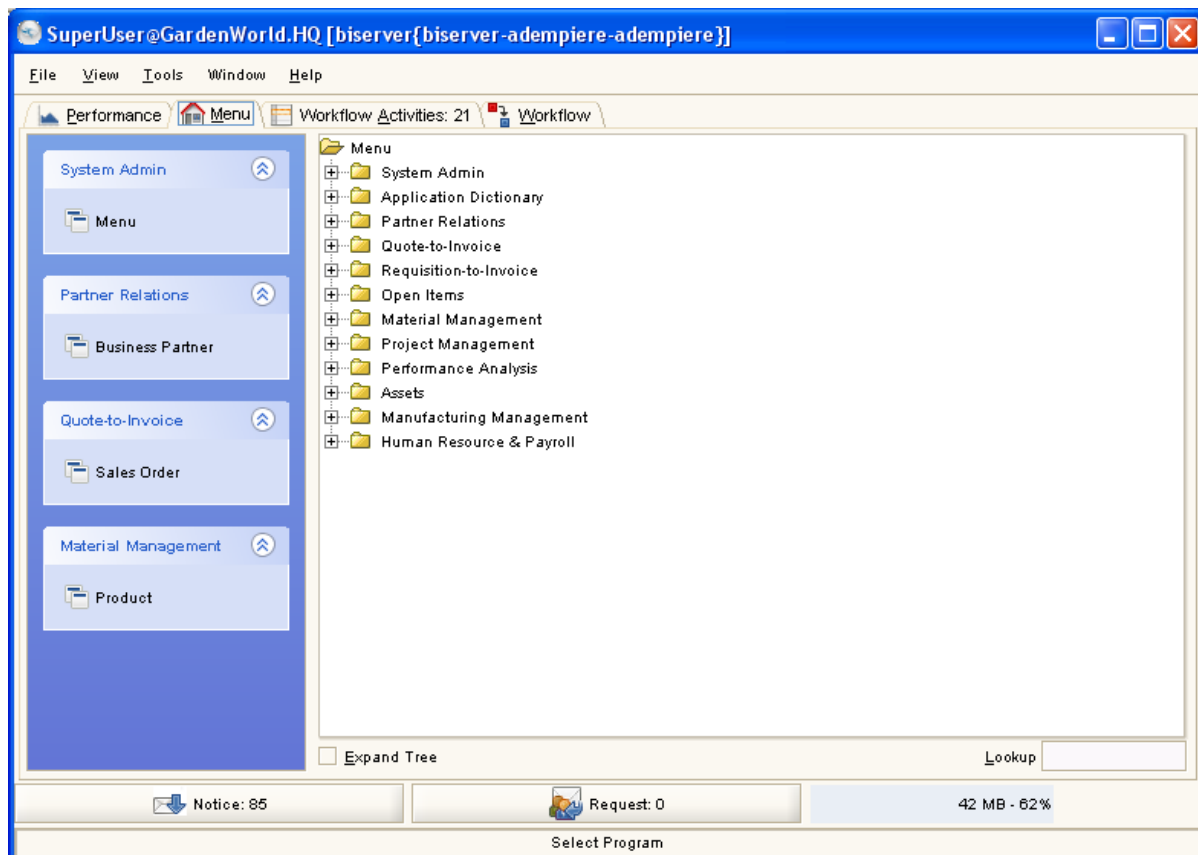


Figure: Main Window, Main Menu

In the bottom-right side of the window we can see the **Lookup** field which we can use to search a menu item in an easy way. We can enter the term to find and then press the **Enter** key on the keyboard.

For example we can try to enter the term **Product** and press Enter. We'll see that the **Import Product** menu item will be selected. We try to press the Enter key once again and we will have the **Monthly Invoice Product** menu item selected.

Workflow Activities Tab

The Workflow Activities tab...

TODD

Workflow Tab

The Workflow tab...

TODD

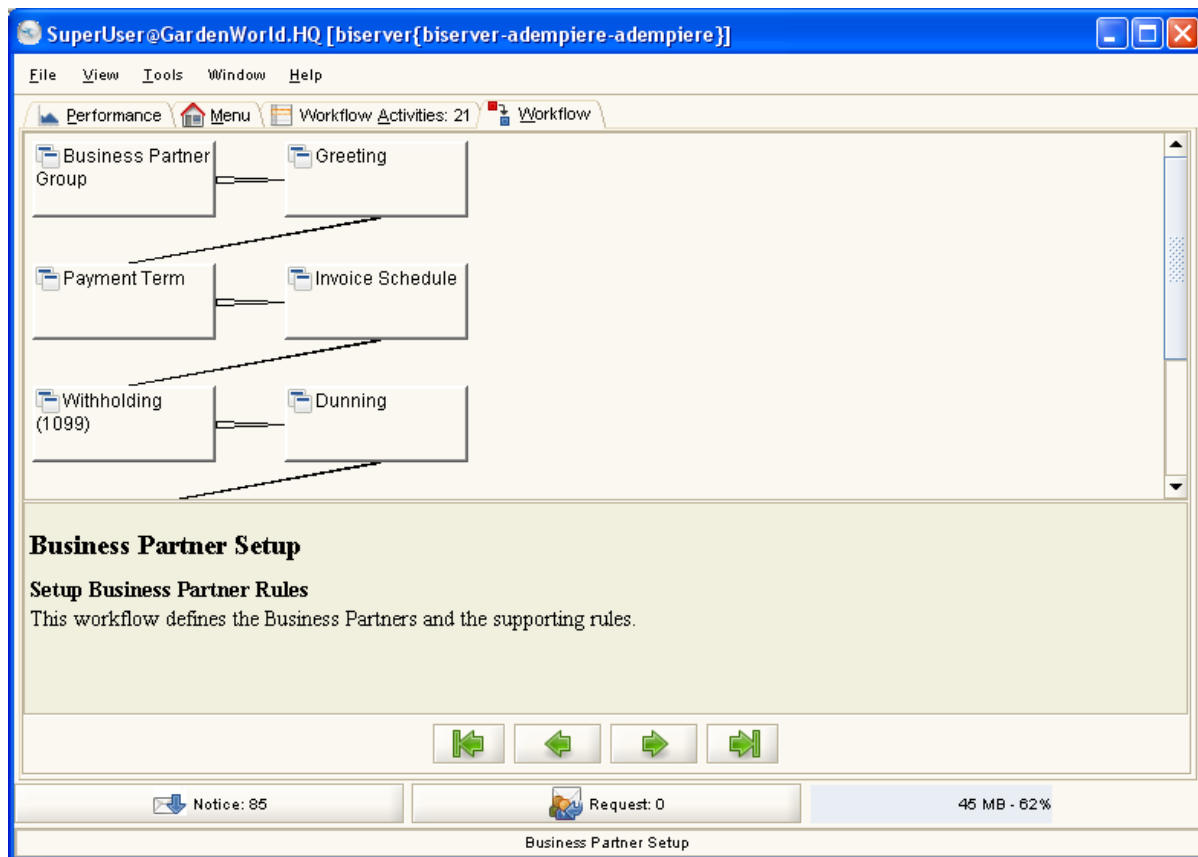


Figure: the Main Window, Workflow tab

3 – Basic functions

Scrolling the ADempiere menu we can find four different types of icon besides the folder icon which groups functions in a single menu or sub-menu.

With reference to the following figure:

- the icon associated to the **Business Partner** menu item identifies a **Window** or a **Form**
- the icon associated to the **Business Partner Detail** menu item identifies a **Report**
- the icon associated to the **Validate Business Partner** menu item identifies a **Process**
- the icon associated to the **Business Partner Setup** menu item identifies a **Workflow**

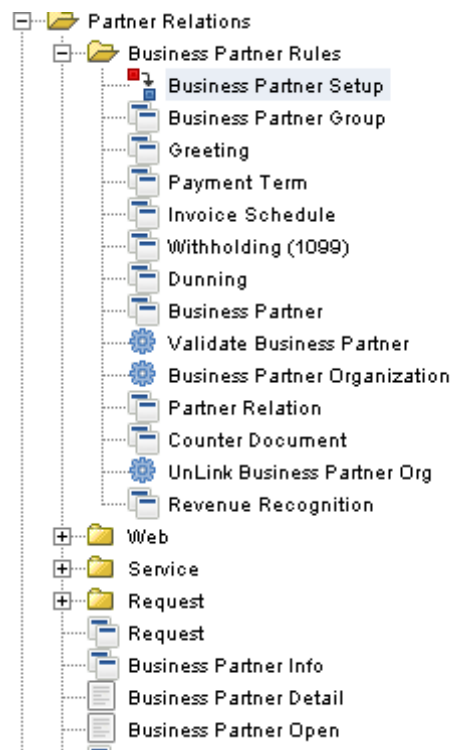


Figure: Menu icons

Windows

Windows in ADempiere have a common aspect and are used mainly to manage database tables. Windows have all a tab structure. To explain window structure we'll make reference to the Sales Order window.

We can observe on the left side of the window the tabs that constitute the window: the Order tab, the Order Line tab, and the Order Tax tab (see figure in the next page).

The first tab generally defines the main information on the entity represented (in our case the order). The other tabs usually make reference to entities related to the main entity by relations (in our case the order lines and the tax lines).

The relation between the order and the order lines is represented in a visual way by an indentation of the Order Lines tab. The indentation of the tab means that for every sales order we can have one or more order lines.

Accessing the Order tab we can go thru all the sales orders using the navigation buttons on the toolbar. If we stop on a sales order and access the Order Lines tab we can go thru the order lines that are part of the order on which we have stopped ourselves.

This concept of relation between entities represented in a window will be better understood when we'll go to use the application.

Figure: A Window (Sales Order)

Let's see the buttons on the window toolbar, displayed on top of the window.

In order to simplify the explanation we'll begin with the first group of seven command buttons:



Figure: Window Toolbar, first group of buttons

The first image makes reference to the situation in which we are entering a new record, as an example a customer. As it can be seen some buttons are not enabled. In the second image the situation refers to the simple displaying of records, for example when we are going through customers records.

The first button (Undo changes) serves to cancel modifications in a record and is enabled when we are entering a new record or modifying an existing one. Clicking on it we can go back to the starting situation, cancelling the modifications carried out in the fields or cancelling the insertion of a new record.

The second button (Help) displays the application's online help. A new window is opened and we can navigate thru the tabs and fields of the current window.

The third button (New Record) allows us to insert a new record. The fields in the window are emptied and are ready for the entering of new values.

The fourth button (Delete Record) allows us to delete the current record. A dialog window is displayed which asks to us to confirm deletion.

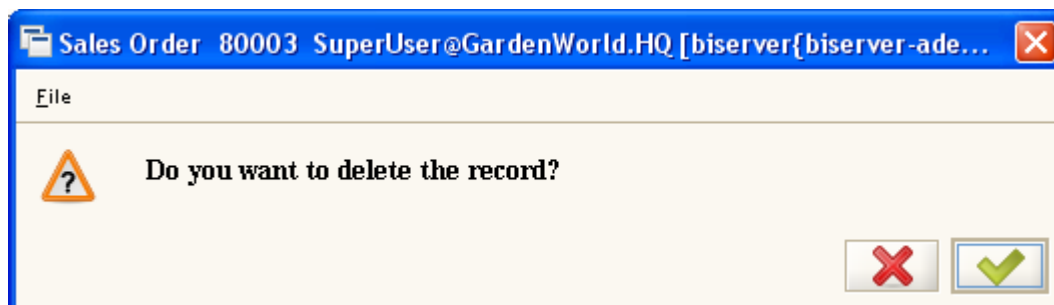


Figure: Confirm deletion window

The fifth button (Delete Selected Items) allows us to delete one or more records in a single shot. Clicking on it when we have accessed a sales order record for example, the following dialog window is displayed:

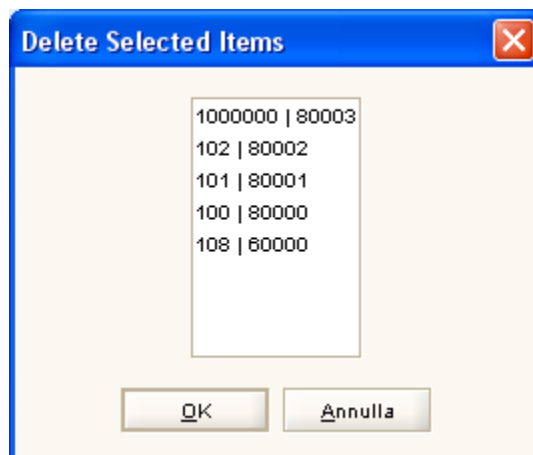


Figure: Delete selected items window

At this point we can select one or more sales orders (using the CTRL key or the Shift key), and click the button OK in order to proceed to the deletion.

Reports

TODO

Processes

TODO

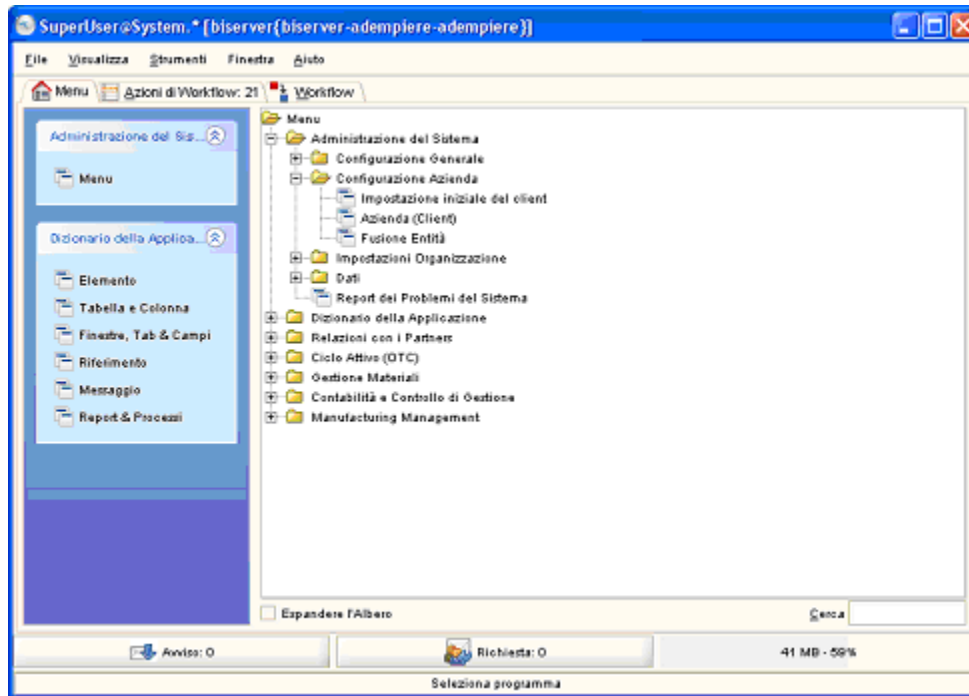
Workflows

TODO

4 - TODO

Appendix A – Creating a Client

Entrare in Adempiere come **SuperUser** con ruolo **System Admin** e aprire la finestra **Impostazione iniziale del client** (vedi figura)

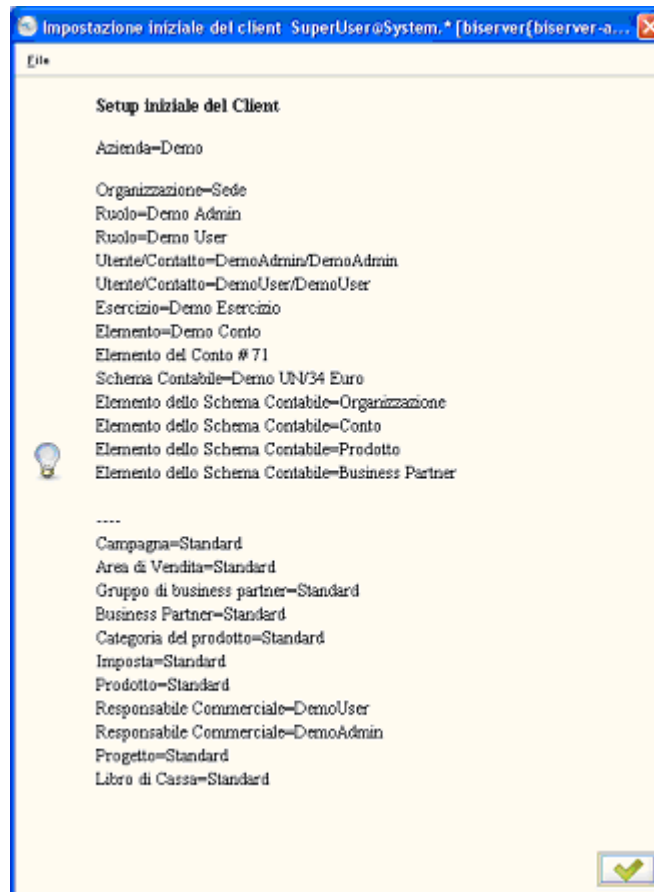


Sarà visualizzata la finestra **Impostazione iniziale del client**

Riempire i campi richiesti e cliccare sul pulsante presente nella parte inferiore. Si aprirà una finestra di dialogo che permette di selezionare il file csv contenente il piano dei conti (AccountingIT.csv).

Cliccare sul pulsante di conferma e attendere.

Dopo alcune decine di secondi comparirà la finestra che ci informa dell'esito della creazione.

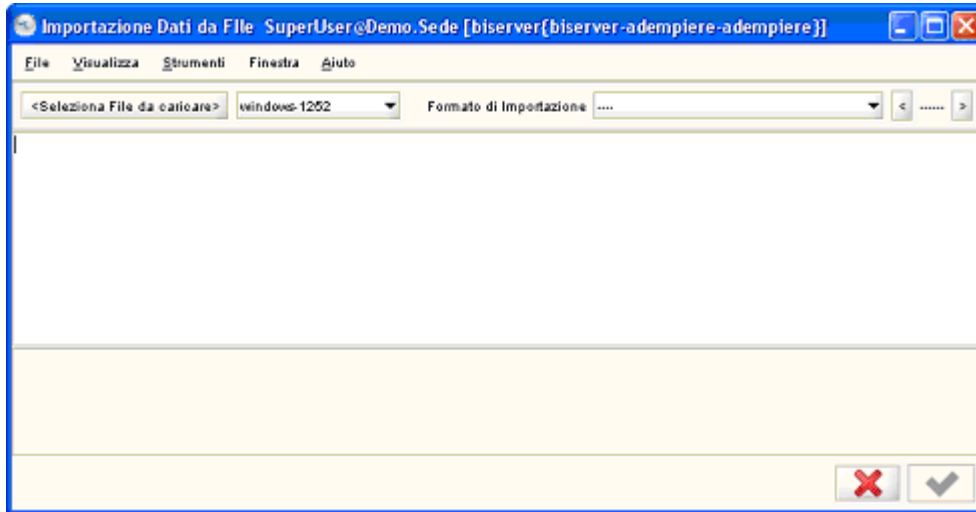


Cliccare sul pulsante di conferma.

A questo punto è necessario importare il piano dei conti.

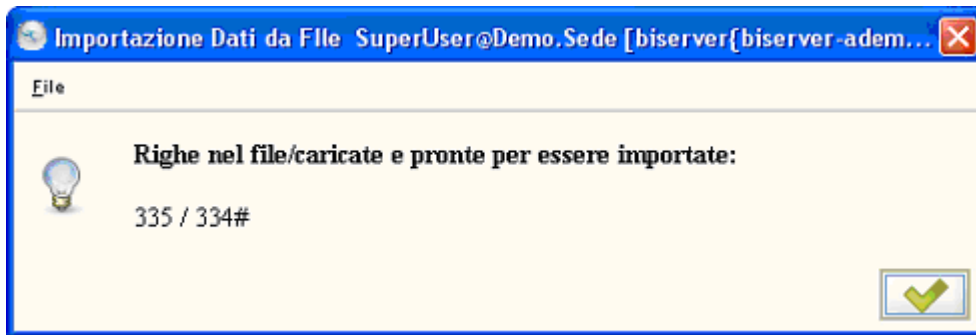
Chiudere il programma e rientrare come utente SuperUser e ruolo DemoAdmin.

Andare in **Amministrazione del sistema > Dati > Importazione Dati** e scegliere **Importazione dati da file**. Si apre la finestra visualizzata in figura.



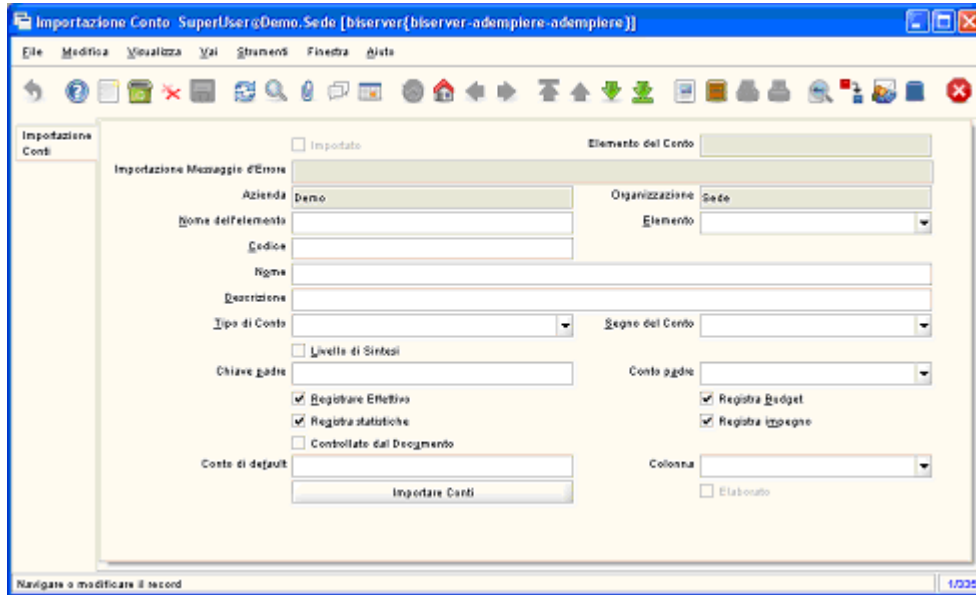
Cliccare sul pulsante Seleziona File da caricare e selezionare il file AccountingIT.csv. Nella listbox Formato di Importazione scegliere Accounting – Accounts e cliccare infine sul pulsante di conferma.

Attendere fino a quando comparirà la finestra seguente.

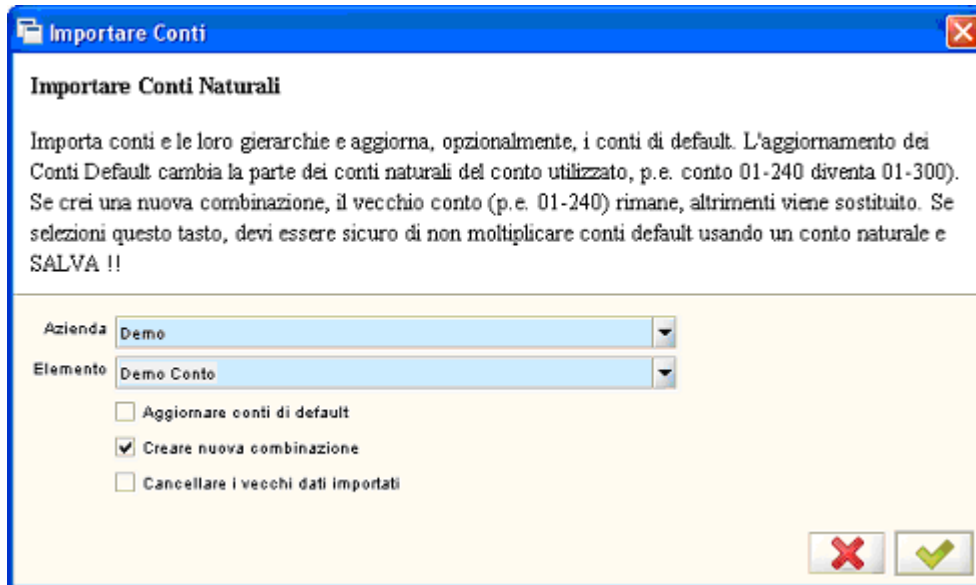


Cliccare sul pulsante di conferma.

Scegliere Importazione Conto nel menu. Si apre la Importazione Conto.finestra

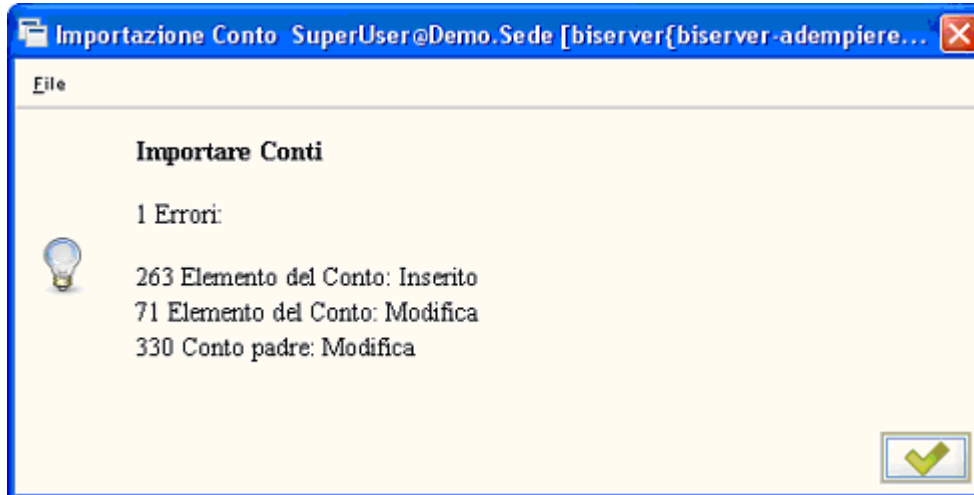


Cliccare sul pulsante Importare Conti. Si apre la finestra Importare Conti.



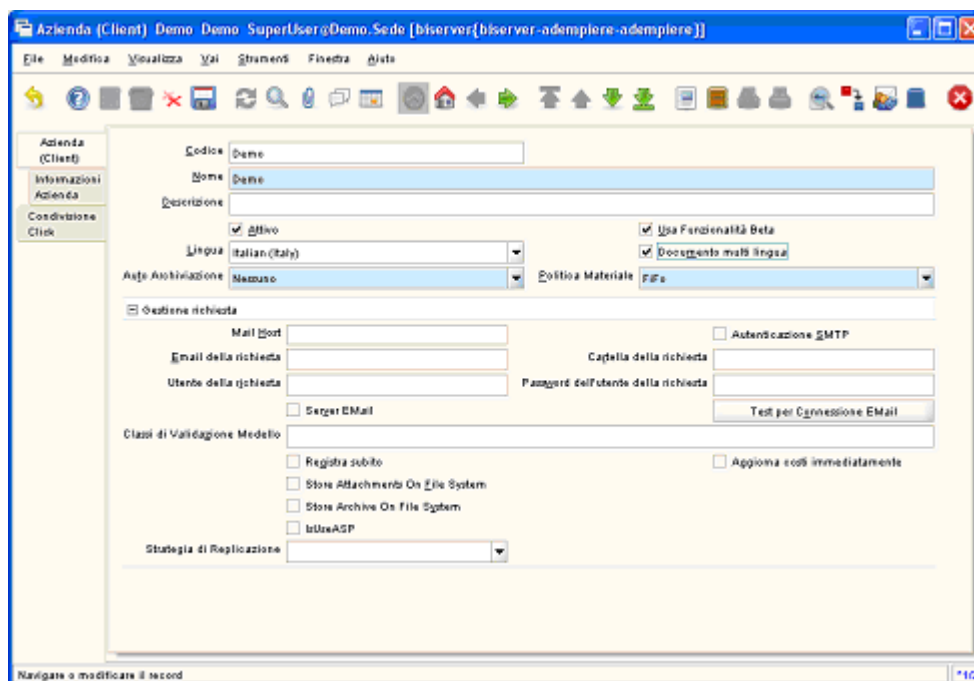
Nella listbox Elemento scegliere Demo Conto, assicurarsi che la casella di controllo Creare nuova

combinazione sia selezionata e cliccare sul pulsante di conferma.



Cliccare sul pulsante di conferma e chiudere la finestra Importazione Conto.

Andare in Amministrazione del sistema > Configurazione azienda e scegliere Azienda (Client). Si apre la finestra Azienda (Client).



Nella listbox Lingua, scegliere Italian (Italy), selezionare la casella di controllo Documento multi lingua e cliccare sul pulsante Salva. Chiudere la finestra Azienda (Client).

Possiamo vedere il piano dei conti andando in Contabilità e Controllo di Gestione > Impostazioni Contabilità > Piano dei Conti. Si apre la finestra Piano dei Conti. Cliccando sulla scheda Conti possiamo verificare il caricamento della struttura del piano dei conti.

