

## **JD Edwards EnterpriseOne**

for iPad Quick Start Guide

Release 9.1.x

**E24266-09**

December 2014

Describes how to interact with JD Edwards EnterpriseOne applications using the iPad.

JD Edwards EnterpriseOne for iPad Quick Start Guide, Release 9.1.x

E24266-09

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# Preface

Welcome to the *JD Edwards EnterpriseOne for iPad Quick Start Guide*.

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**Note:** This guide has been updated for JD Edwards EnterpriseOne Tools Release 9.1 Update 5. For details on documentation updates, refer to the JD Edwards EnterpriseOne Tools Net Change for Tools Documentation Library.

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## Audience

This document is intended for users accessing JD Edwards EnterpriseOne web client using JD Edwards EnterpriseOne for iPad.

## Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

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## Related Documents

You can access related documents from the JD Edwards EnterpriseOne Release Documentation Overview pages on My Oracle Support. Access the main documentation overview page by searching for the document ID, which is 876932.1, or by using this link:

<https://support.oracle.com/CSP/main/article?cmd=show&type=NOT&id=876932.1>

To navigate to this page from the My Oracle Support home page, click the Knowledge tab, and then click the Tools and Training menu, JD Edwards EnterpriseOne, Welcome Center, Release Information Overview.

This guide contains several references to the set of JD Edwards EnterpriseOne Installation and Upgrade guides, which you can use the following link to access:

[http://docs.oracle.com/cd/E24902\\_01/index.htm](http://docs.oracle.com/cd/E24902_01/index.htm)

This guide contains references to server configuration settings that JD Edwards EnterpriseOne stores in configuration files (such as jde.ini, jas.ini, jdbj.ini, jdelog.properties, and so on). Beginning with the JD Edwards EnterpriseOne Tools Release 8.97, it is highly recommended that you only access and manage these settings for the supported server types using the Server Manager program. See the *JD Edwards EnterpriseOne Tools Server Manager Guide*.

## Conventions

The following text conventions are used in this document:

| <b>Convention</b> | <b>Explanation</b>  |
|-------------------|---|
| <b>Bold</b>       | Indicates field values.   |
| <i>Italics</i>    | Indicates emphasis and JD Edwards EnterpriseOne or other book-length publication titles.  |
| Monospace         | Indicates a JD Edwards EnterpriseOne program, other code example, or URL.   |
| <b>Tutorial</b>   | Indicates a link to a recording of the described feature. These recordings are in MP4 format so ensure that you have an appropriate player installed. Access to these recordings requires a valid Oracle account. |

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# Using JD Edwards EnterpriseOne for iPad

This document contains the following topics:

- [Section 1.1, "Overview"](#)
- [Section 1.2, "Prerequisites"](#)
- [Section 1.3, "User Interface"](#)
- [Section 1.4, "Using Context-Sensitive Keyboards for Entering Data"](#)
- [Section 1.5, "Third-Party Web Site and Google Maps Application Support"](#)
- [Section 1.6, "JD Edwards EnterpriseOne Features Not Supported on the iPad or in JD Edwards EnterpriseOne for iPad"](#)
- [Section 1.7, "Understanding JD Edwards EnterpriseOne for iPad"](#)
- [Section 1.8, "Using JD Edwards EnterpriseOne for iPad \(Release 9.1 Update 3\)"](#)
- [Section 1.9, "Using Media Objects \(9.1 Update 3\)"](#)
- [Section 1.10, "Understanding Send Email and Meeting Invite Options \(9.1 Update 5\)"](#)

## 1.1 Overview

Oracle supports JD Edwards EnterpriseOne Web client on the Apple iPad tablet through the Safari Web browser. This JD Edwards EnterpriseOne Tools Net Change for Tools Documentation Library availability through Safari Web browser on the iPad enables users in the field to access all of EnterpriseOne and to react quickly and efficiently to time-sensitive business tasks without having to download an application.

Oracle also supports an iPad application, JD Edwards EnterpriseOne for iPad, which maximizes screen real estate and provides a navigational user interface optimized for the smaller, touch-enabled screen of a tablet.

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**Note:** This guide has been updated for JD Edwards EnterpriseOne Tools Release 9.1 Update 5. For details on documentation updates, refer to the JD Edwards EnterpriseOne Tools Net Change for Tools Documentation Library

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## 1.2 Prerequisites

Before you access JD Edwards EnterpriseOne Web client on the iPad, make sure the following prerequisites are met:

- Verify supported releases of iPad and Safari Web browser for iOS. Access the JD Edwards EnterpriseOne Tools 9.1.x Minimum Technical Requirements for Clients on My Oracle Support. See document 745831.1 (JD Edwards EnterpriseOne Minimum Technical Requirements Reference) on My Oracle Support:

<https://support.oracle.com/epmos/faces/DocumentDisplay?id=745831>

- Disable the pop-up blocker in the iPad settings for Safari.

**To disable the Safari pop-up blocker on the iPad:**

1. On the iPad, tap the Settings button.
2. On Settings, scroll down and tap the Safari option.
3. On Safari, toggle the "Block Pop-ups" setting to the OFF position.

## 1.3 User Interface

On the Safari Web browser on the iPad, the appearance of the JD Edwards EnterpriseOne Web client applications is the same as how they appear in a Web browser on a desktop client. The difference between the two lies in how you navigate and interact with the JD Edwards EnterpriseOne application forms and features.

On the iPad, you use touch-screen gestures to navigate and interact with JD Edwards EnterpriseOne Web client applications. You can use gestures that are native to the iPad. For example, you can use a native gesture such as swiping your finger upward on the iPad screen to scroll down through a form. You can tap a field or a cell in the application grid to access a keyboard for entering data.

You also can use context-sensitive gestures designed specifically for JD Edwards EnterpriseOne Web client.

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**Note:** Some JD Edwards EnterpriseOne Web client features are not supported on the iPad. See ["JD Edwards EnterpriseOne Features Not Supported on the iPad or in JD Edwards EnterpriseOne for iPad"](#) for more information.

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### 1.3.1 Increasing the JD Edwards EnterpriseOne Menu Display Size

You can use the native iPad reverse-pinch gesture to zoom on the JD Edwards EnterpriseOne Menu. Alternatively, you can tap Preferences on the JD Edwards EnterpriseOne Menu and then tap the Zoom check box to increase the display size of the menu.

### 1.3.2 JD Edwards EnterpriseOne Context-Sensitive Gestures

Oracle provides context-sensitive gestures for working with the JD Edwards EnterpriseOne Web client. To perform a context-sensitive gesture, you must begin the gesture in a particular area in the Web client application, either in the menu area, the form area, or the grid area. For example, performing a context-sensitive gesture in the menu area at the top of a form closes a form; performing a context-sensitive gesture in the form area opens the Form Exit menu.



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**Note:** On the iPad, you can access a description of all JD Edwards EnterpriseOne context-sensitive gestures by tapping the "About(i)" link in the upper-right corner of any JD Edwards EnterpriseOne application.

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The following sections describe the JD Edwards EnterpriseOne context-sensitive gestures.

### Welcome Page Context-Sensitive Gestures

This table contains descriptions of context-sensitive gestures that you can perform starting in the welcome page:

| <b>Gesture</b>               | <b>Action</b>                 |
|------------------------------|-------------------------------|
| Three-finger, swipe right    | Access the next welcome page. |
| Double-tap (on welcome page) | Access an open application.   |

### Carousel Context-Sensitive Gestures




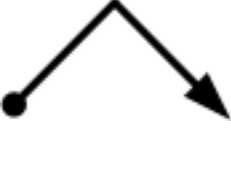

This table contains descriptions of context-sensitive gestures that you can perform in the carousel:

| <b>Gesture</b>                                 | <b>Action</b>  |
|--|--|
| Tap and drag carousel                          | Moves carousel to left, right, top, or bottom of the screen. |
| Tap and hold (extended press) tile in carousel | Enables you to swap tiles.                                   |
| Touch and drag tile in carousel                | Moves a tile.  |
| Tap tile in carousel                           | Opens a corresponding application, favorite, or report.      |
| Tap tile caption                               | Enables you to view alternate the description.               |
| Tap collapse or expand buttons in carousel     | Collapses or expands the carousel.                           |
| Double-tap                                     | Closes the carousel.   |

(Available in JD Edwards EnterpriseOne Release 9.1.0.1)

### Menu Context-Sensitive Gestures

This table contains descriptions of context-sensitive gestures that you can start from the navigation menu on the left side of the screen:

| Gesture  | Action  |
|--|---|
|  <p data-bbox="363 495 493 522">Cross swipe</p>   | <p data-bbox="906 239 1336 296">Performs a close or cancel if one of these operations is on the form.</p> |
|  <p data-bbox="363 753 534 781">L-shaped swipe</p>  | <p data-bbox="906 543 1336 600">Performs a close or cancel if one of these operations is on the form.</p> |
|  <p data-bbox="363 1058 501 1085">Swipe down</p>   | <p data-bbox="906 806 1276 863">Performs a find (search) if the Find operation is on the form.</p>        |
|  <p data-bbox="363 1320 493 1348">Caret swipe</p> <p data-bbox="363 1362 878 1419">(Available in JD Edwards EnterpriseOne Release 9.1.0.2 with iOS 5)</p> | <p data-bbox="906 1110 1336 1167">Performs an add if the Add operation is on the form.</p>                |
|  <p data-bbox="363 1541 566 1568">Check Mark swipe</p>  | <p data-bbox="906 1373 1308 1430">Performs a select or OK if one of these operations is on the form.</p>  |
| <p data-bbox="363 1583 1146 1610">Tap and hold (extended press) drop-down menu Displays context form.</p>  |   |

**Form Context-Sensitive Gestures**

This table contains descriptions of context-sensitive gestures that you can perform starting in the form area:

| <b>Gesture</b>            | <b>Action</b>  |
|---------------------------|--|
| Three-finger, swipe left  | If carousel is on the right side of the display, this opens the carousel.<br>If the carousel is on the left side of the display, this closes the carousel.   |
| Three-finger, swipe right | If the carousel is on the left side of the display, this opens the carousel.<br>If the carousel is on the right side of the display, this closes the carousel.   |
| Two-finger, single tap    | Opens the Form Exit menu on a form.  |
| Three-finger swipe right  | If the carousel is on the right side of the display and closed, this scrolls through the carousel.<br>If the carousel is on the left side of the display and open, this scrolls through open applications. |

### **Grid Context-Sensitive Gestures**

This table contains descriptions of context-sensitive gestures that you can perform starting in the grid area of a form:

| <b>Gesture</b>              | <b>Action</b>  |
|-----------------------------|--|
| Three-finger downward swipe | Performs a search if a Find button is available.   |
| Three-finger upward swipe   | After performing a find, you can use this gesture to perform the Next Page operation, which enables you to scroll through additional pages of records in the grid. |
| Two-finger single tap       | Opens the Row Exit menu.   |

## **1.4 Using Context-Sensitive Keyboards for Entering Data**

The JD Edwards EnterpriseOne Web client for iPad supports the iPad context-sensitive keyboard feature. A numeric keyboard appears when you tap a field that requires only numeric characters; an alpha keyboard appears when you tap a field that requires only alpha characters. If a field allows both alpha and numeric characters, you can toggle back and forth between the alpha keyboard and numeric keyboard to enter the data.

## **1.5 Third-Party Web Site and Google Maps Application Support**

JD Edwards EnterpriseOne Web client applications can contain URLs to third-party Web sites. If a user taps a URL on the iPad, the iPad opens another Safari browser window with the specified Web site address in the URL.

If a JD Edwards EnterpriseOne application contains a URL defined with a Google Maps Web site address, you can tap the URL and the iPad will launch the Google Maps application for iPad. For example, the following URL will take you to a map in the Google Maps application, showing the location of One Technology Way in Denver, Colorado:

<http://maps.google.com/?q=one+technology+way+80237>

The Google Maps application must be installed on the iPad to support this functionality.

See the following Web site for guidelines on how to properly form a URL that launches the Google Maps Web site:

## 1.6 JD Edwards EnterpriseOne Features Not Supported on the iPad or in JD Edwards EnterpriseOne for iPad

The following JD Edwards EnterpriseOne Web client features are not supported on the iPad:

- Maximize button on the JD Edwards EnterpriseOne Menu.
- New Window button.
- Import/Export Grid functions.
- Copy and paste feature in a grid.
- Drag and drop features.
- Hot key support.
- Media object download and saving capabilities.
- Accessibility.

JD Edwards EnterpriseOne applications on the iPad are not accessible for users with disabilities.

- Edit mode in Rich Text Editor.

You cannot edit content in Rich Text Editor.

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**Note:** The edit mode in Rich Text Editor is supported in JD Edwards EnterpriseOne Release 9.1.0.2 and iPad with iOS 5.

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- Object linking and embedding (OLE) feature in the Media Object Viewer.
- Some One View Reporting format outputs are not supported. The ones that are supported are as follows:
  - PDF
  - Interactive
  - Excel (xlsx)
  - CSV
  - PPT (pptx)

### 1.6.1 JD Edwards EnterpriseOne Features not Supported on JD Edwards EnterpriseOne for iPad (Release 9.1.3.4)

The items in this list are supported on the iPad, but not on the JD Edwards EnterpriseOne for iPad:

- Navigator menu

- Task Folders in Carousel
- Bread Crumbs

## 1.7 Understanding JD Edwards EnterpriseOne for iPad

JD Edwards EnterpriseOne for iPad is an application you use to maximize the functionality of EnterpriseOne on the iPad. It is a native application you download from the Apple App Store, free of charge for EnterpriseOne users.

JD Edwards EnterpriseOne for iPad maximizes screen real estate and provides a navigational user interface optimized for the smaller, touch-enabled screen of a tablet when using the iPad to run EnterpriseOne.

### 1.7.1 Logging into JD Edwards EnterpriseOne for iPad

This section discusses logging in to JD Edwards for EnterpriseOne for iPad directly, or by using shortcuts you have already created.

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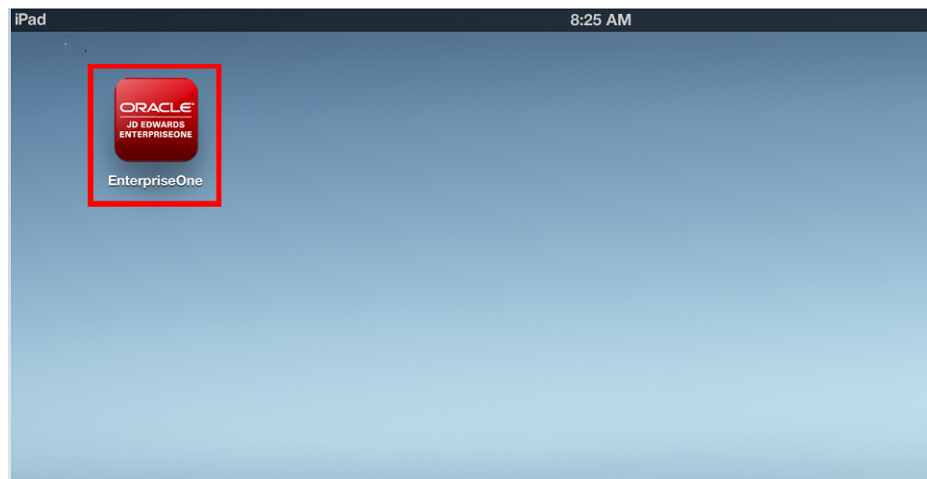
> **Tutorial:** [Click here to view a recording of this feature.](#)

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To login to JD Edwards EnterpriseOne for iPad directly, tap the EnterpriseOne button on your iPad.

**Figure 1–1 EnterpriseOne Button**



The first time you open JD Edwards EnterpriseOne for iPad, the Connect to Server screen displays, where you will be prompted to enter the EnterpriseOne web server URL from which you are accessing EnterpriseOne.

You open JD Edwards EnterpriseOne for iPad using a JD Edwards URL, if EnterpriseOne for iPad is installed. A URL uses the following syntax:

```
://<servername>:<portnumber>/
```

For example, `://denqas5:82/`

Oracle recommends that you bookmark URLs to conveniently access JD Edwards EnterpriseOne for iPad when you use multiple servers.

To access EnterpriseOne through EnterpriseOne for iPad, you type the beginning letters of your URL.

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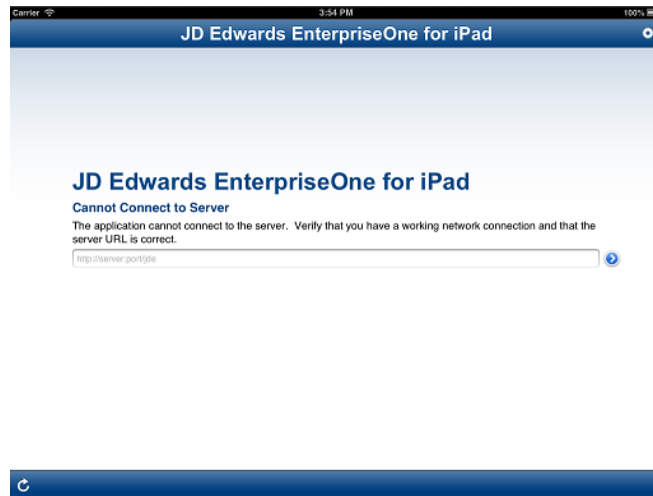
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**Note:** To access EnterpriseOne without EnterpriseOne for iPad, enter the EnterpriseOne server URL through a web browser, like Safari, without the letters.

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**Figure 1–2** *Connect to Server screen (Release 9.1 Update 4)*

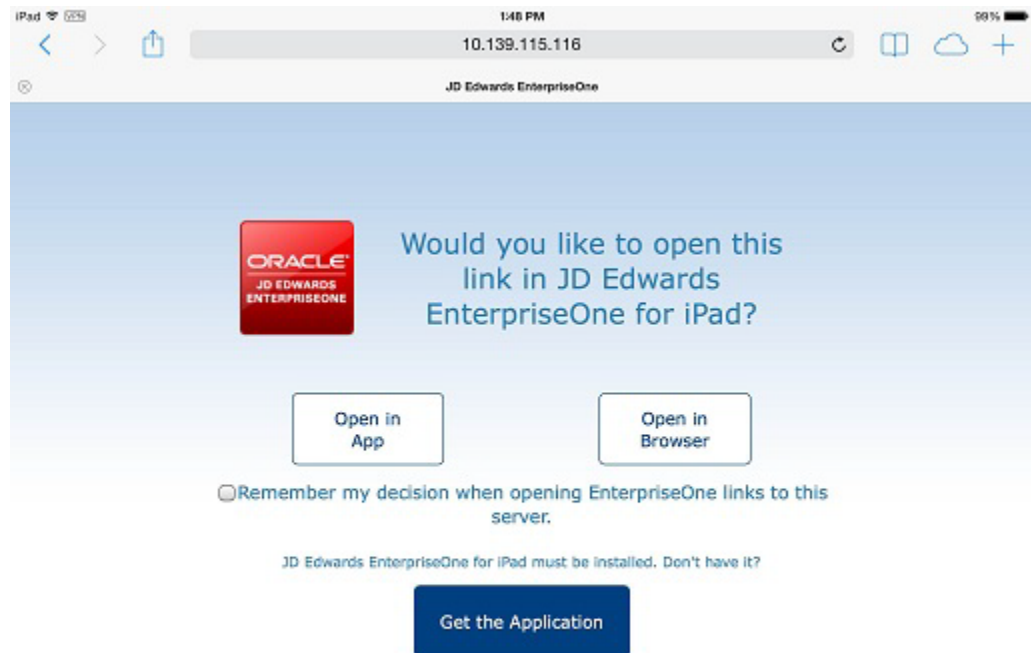


To access JD Edwards EnterpriseOne for iPad using a shortcut

1. Tap the shortcut you want to use.

Shortcuts can reside in documents, in URL drop-downs menus, etc.

The first time you use a shortcut to access JD Edwards EnterpriseOne for iPad, the following screen displays:

**Figure 1–3 Decision Screen Connect to Server screen (Release 9.1 Update 4)**

**2.** Choose one of the following options:

Open in App - Tap this option to open JD Edwards EnterpriseOne in JD Edwards EnterpriseOne for iPad.

Open in Browser - Tap this option to open JD Edwards EnterpriseOne in the iPad's web browser.

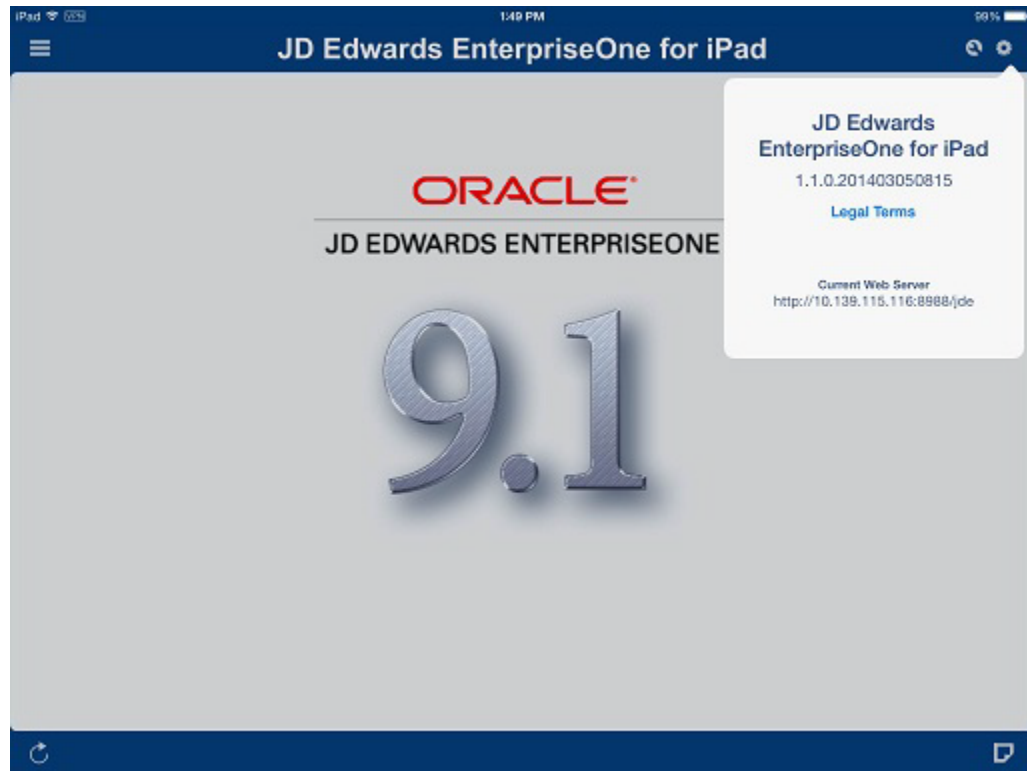
Get the Application - Tap this option to go to the Apple App Store to download JD Edwards EnterpriseOne for iPad.

**3.** Select the check box if you want the system to always open links to this EnterpriseOne server using the option selected on this screen.

## 1.7.2 Viewing the Server Location

You can view the server you are using to access JD Edwards EnterpriseOne anytime by tapping the Application button, located in upper right-hand corner of the screen, and then tapping the About button. The following graphic shows an example of the About information that displays:

**Figure 1–4 Server Information Shown in About Window (Release 9.1 Update 4**



You can also view the current Web server URL by tapping the Settings button on the desktop, and then tapping JD Edwards.

### 1.7.3 Bookmarking a Server

To bookmark a server

1. Open Safari.
2. Enter the URL into the address line.
3. Tap Go.
4. Tap Open from the Open this page in "JD Edwards" dialog box.

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**Note:** If you tap Cancel, then you must clear the Clear History and Clear Cookies and Data cache when you try to use the URL link again to connect to the server.

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5. To add the URL as a bookmark to Safari, type `http://<servername>:<portnumber>//owhtml`, or `E1Menu.maf` and tap Go.
6. Tap the button located directly to the left of the URL line.
7. Tap Bookmark.
8. Type the name you want to use for the bookmark.
9. Tap Save.
10. Tap the Open Book button.



11. Tap Edit to locate the URL you saved as a bookmark.
12. Tap the bookmark and change the URL address to the following syntax:  
://<servername>:<portnumber>/

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**Note:** If you change the URL to access a server that is different than the one listed in Settings, you will receive a message notifying you that the URLs are different. If you want the new URL to be saved as the default Settings address, tap Save to Settings. Otherwise, you can sign-in to EnterpriseOne and continue working.

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## 1.8 Using JD Edwards EnterpriseOne for iPad (Release 9.1 Update 3)

This section describes the JD Edwards EnterpriseOne iPad's interface, and describes enhancements to the web client interface when used for the JD Edwards EnterpriseOne for iPad.

### 1.8.1 Understanding JD Edwards for iPad Interface

(Release 9.1 Update 5) EnterpriseOne has two modes: Standard and Simplified. Your system administrator determines the mode assigned to you. The interface that you see in EnterpriseOne for iPad depends on the interface that is currently displayed on your JD Edwards EnterpriseOne desktop. If your system administrator has given you permissions to do so, you can choose to display Standard or Simplified mode.

Standard mode is for users who need access to the full range of EnterpriseOne actions. Simplified mode is a scaled-down interface that provides you with only the basic actions you need to perform your tasks in EnterpriseOne.

#### 1.8.1.1 Standard Mode (9.1 Update 5)

This section describes the Standard mode as it displays in EnterpriseOne for iPad.

The following graphic shows the EnterpriseOne interface in Standard mode. Each feature is numbered and described in the list that follows the graphic.

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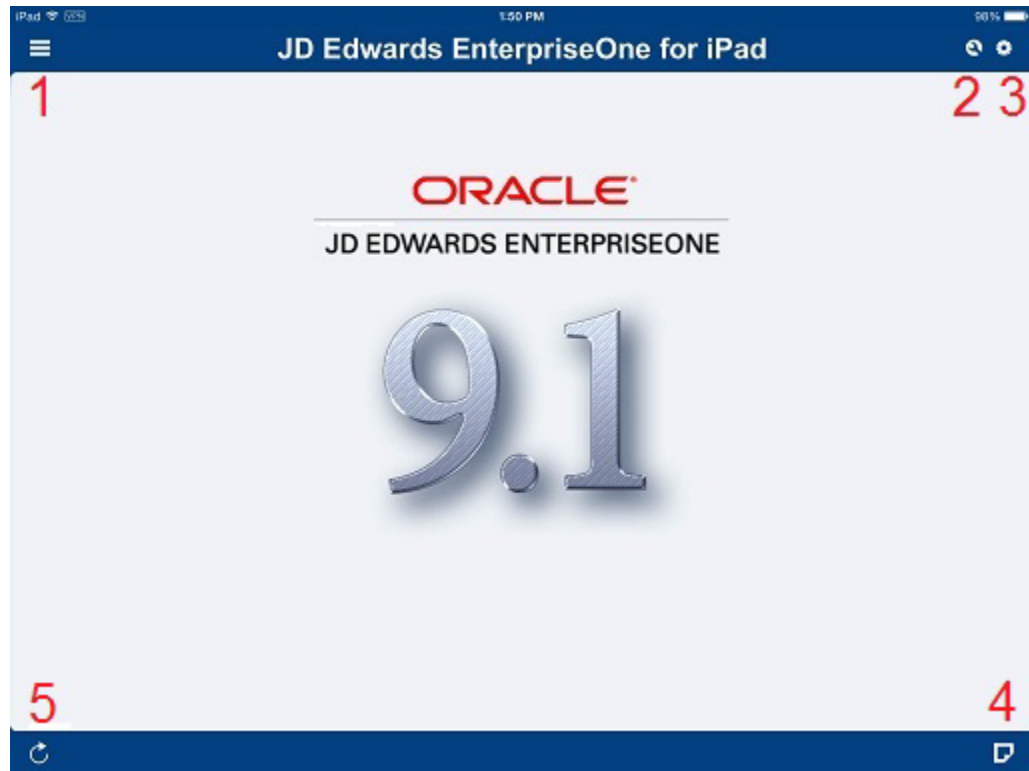
---

> **Tutorial:** [Click here to view a recording of this feature.](#)

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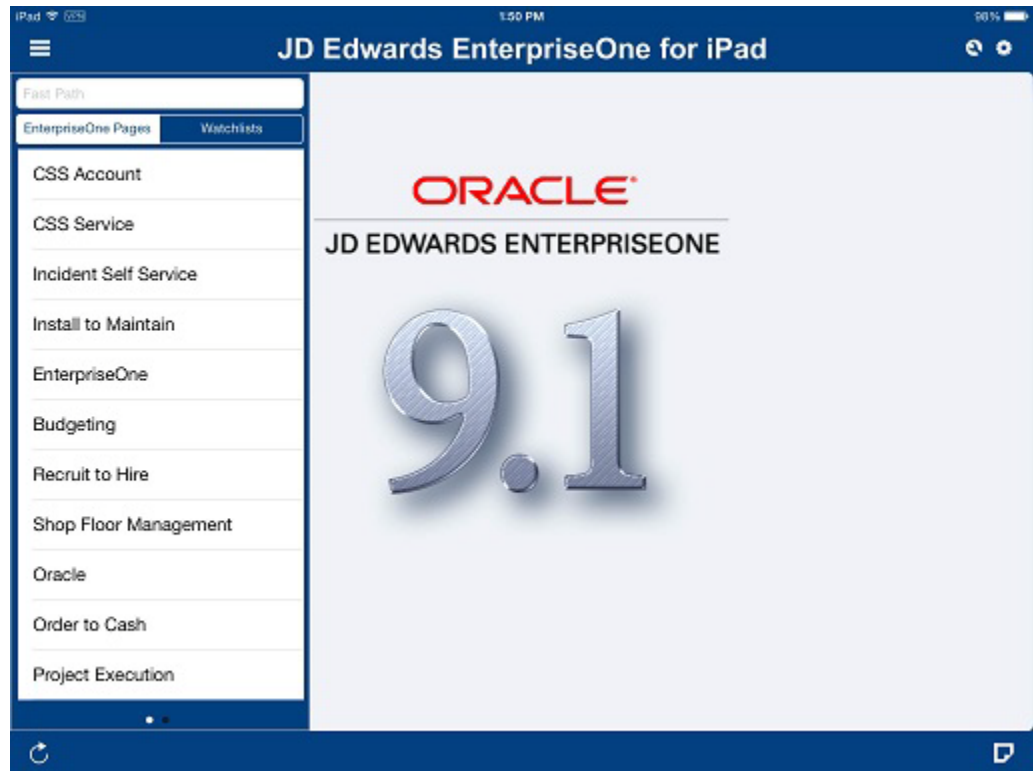
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**Figure 1-5 EnterpriseOne Main Page Standard Mode (Release 9.1 Update 4)**



1. Slide Out - Tap the Slide Out button in the upper left-hand corner to access the Fast Path, EnterpriseOne Pages, and Watchlists tabs.

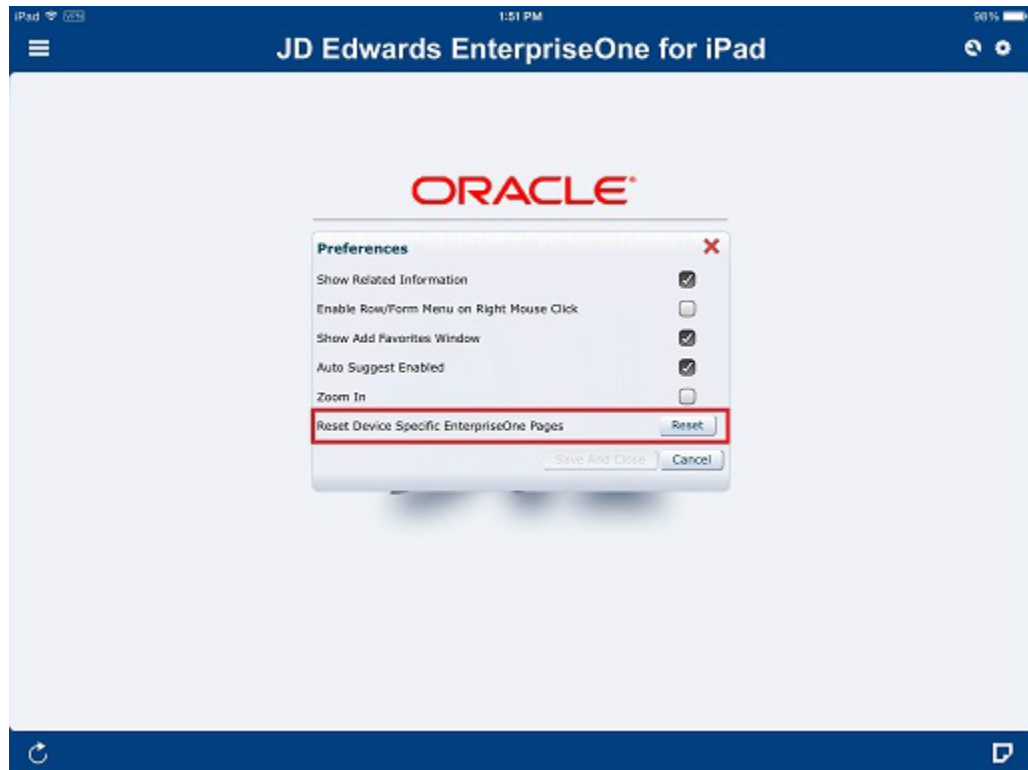
**(9.1 Update 4)** The EnterpriseOne Pages tab displays all of the EnterpriseOne Pages available to you in EnterpriseOne web client, as shown in the following graphic:

**Figure 1–6 EnterpriseOne Page Tab (Release 9.1 Update 4)**

When you select an EnterpriseOne page, it remains as the default when you logout and log back in.

You can also opt for JD Edwards EnterpriseOne for iPad to display the same EnterpriseOne page shown in the web client when you log in. To do so, tap the Personalization button, tap the Preferences button, and then tap the Reset Device Specific EnterpriseOne Pages Reset button. The same EnterpriseOne Page displays on both the iPad and Web client. If you change the EnterpriseOne Page in the iPad, it will remain as the default when you log out and log back in to the iPad. The following graphic shows the Reset Device Specific EnterpriseOne Page reset button:

**Figure 1–7 Reset Device Specific EnterpriseOne Pages Reset button (Release 9.1 Update 4)**



(Release 9.1 Update 4) The Watchlists tab displays all of the Watchlists available to you in EnterpriseOne, as shown in the following graphic:

**Figure 1–8 Watchlists Tab (Release 9.1 Update 4)**



Watchlists in JD Edwards EnterpriseOne for iPad reflect exactly their function in EnterpriseOne. You cannot edit Watchlists in JD Edwards EnterpriseOne for iPad, but you can filter on them using the following tabs:

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**Note:** Watchlists also display in the Page Flip section of the Carousel. Please see number 5 of this list for more information about the Watchlist features listed in the Page Flip section.

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All - Watchlists displayed in the web client drop-down menu.

Matches - Watchlists that have returned a value greater than zero.

Warnings - Watchlists that have returned a value greater than the "warning" threshold. This would include any Watchlists that are also greater than "critical," assuming the critical threshold is greater than the warning threshold.

Critical - Watchlists that have returned a value greater than the critical threshold.

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**Note:** The filters are only available for Watchlists on the Slide Out tab. They are not available for Page Flip.

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The Watchlists' refresh interval is dependant on a setting in the.ini file. The Slide Out refreshes the Watchlists when you login to JD Edwards EnterpriseOne for iPad. To manually refresh the Watchlists in the Slide Out, close the Slide Out and reopen it. The Watchlists are refreshed from top to bottom. You can refresh an individual Watchlist by tapping the Refresh button. The Slide Out also indicates the last time the Watchlists were refreshed.

2. Personalization - Tap the Personalization button located in the upper-right corner to access the System Options, System Profile, and Preferences options.
3. Application - Tap the Application button located in the upper-right corner to access About, Help, and Logout options.
4. Page Flip - Tap the Page Flip button located in the bottom-right corner of the screen to display the Carousel tabs. You can swipe either left or right to move the Carousel tiles, or you can tap the corresponding tab to access the tiles.

The Watchlists tab contains a replica of the Watchlists available to you in EnterpriseOne. They are separated into three categories: My Watchlists, Shared Watchlists, and Reserved Watchlists. The Watchlists' refresh interval is due to a setting in the .ini file. The Page Flip refreshes the Watchlists when you login to JD Edwards EnterpriseOne for iPad. To manually refresh the Watchlists in the Page Flip, close the Page Flip and reopen it. The Watchlists are refreshed from left to right, top to bottom.

See Accessing Carousel Container in the JD Edwards EnterpriseOne Tools Foundation Guide. Some functionality for the Carousel is not available for the iPad.

5. Refresh - Tap the refresh button to reload the screen contents.

### 1.8.1.2 Simplified Mode (Release 9.1 Update 5)

In Simplified mode, you navigate to and from applications by tapping the EnterpriseOne Page tabs located at the top of the screen.

For more information about EnterpriseOne Pages, see the Using the JD Edwards EnterpriseOne Web Application User Interface section in the JD Edwards EnterpriseOne Tools Foundation Guide.

Unlike the Standard mode, the Simplified mode does not contain the following features:

- Slide Out Menu (Watchlists tab, EnterpriseOne Page tab, Fast Path)
- Page Flip (Open Applications, Recent Reports, Favorites, Watchlists)

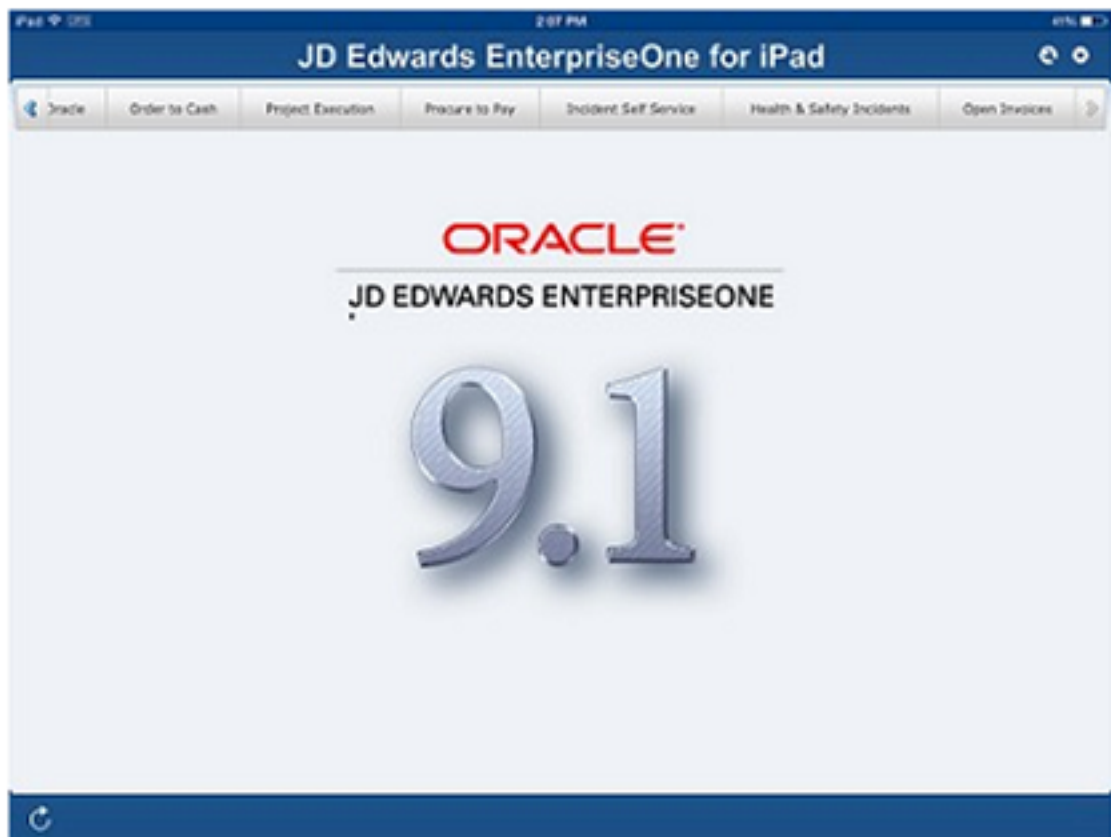
Like Standard mode, the Simplified mode contains the following features:

- Personalization and System Options
- Application
- Refresh

See [Section 1.8.1.1, "Standard Mode \(9.1 Update 5\)"](#) for information about the Standard mode features.

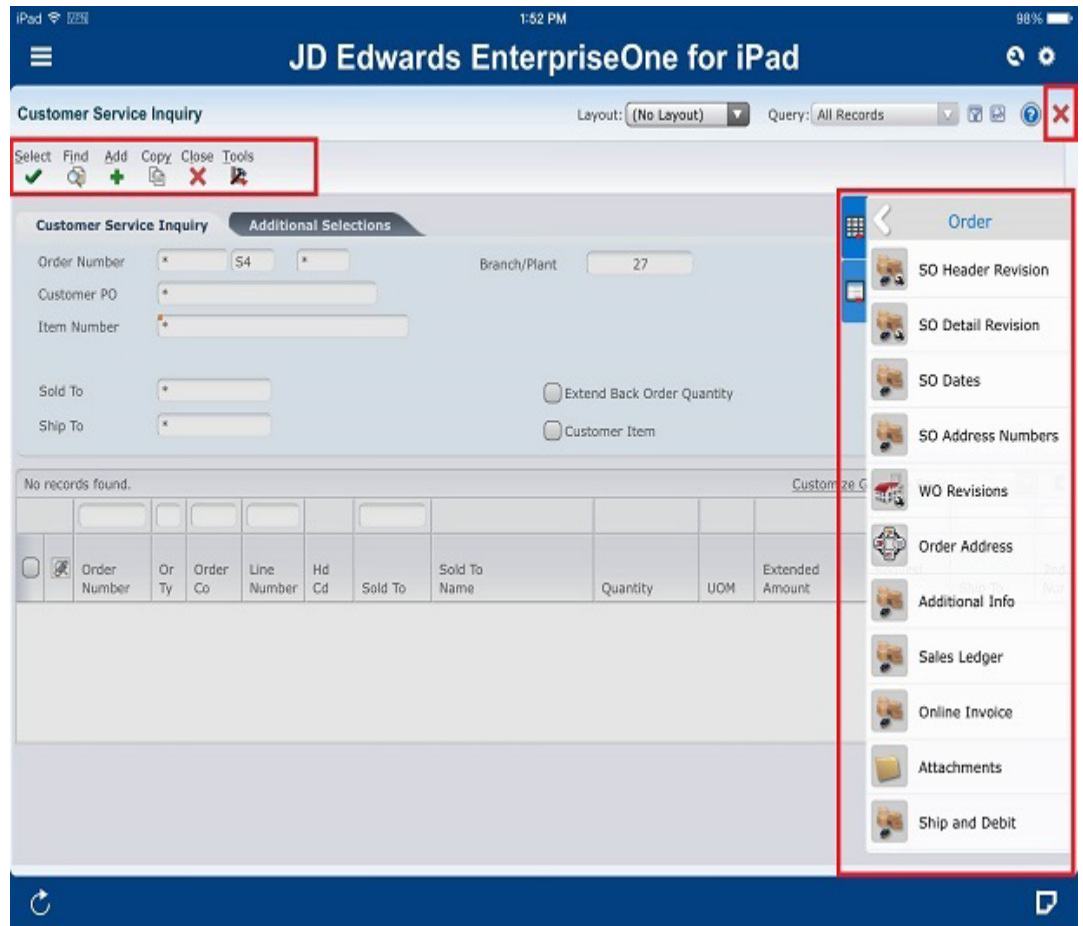
The following graphic shows the EnterpriseOne interface in Simplified mode:

**Figure 1–9 EnterpriseOne Simplified Mode**



## 1.8.2 Additional JD Edwards EnterpriseOne for iPad Enhancements (9.1 Update 4)

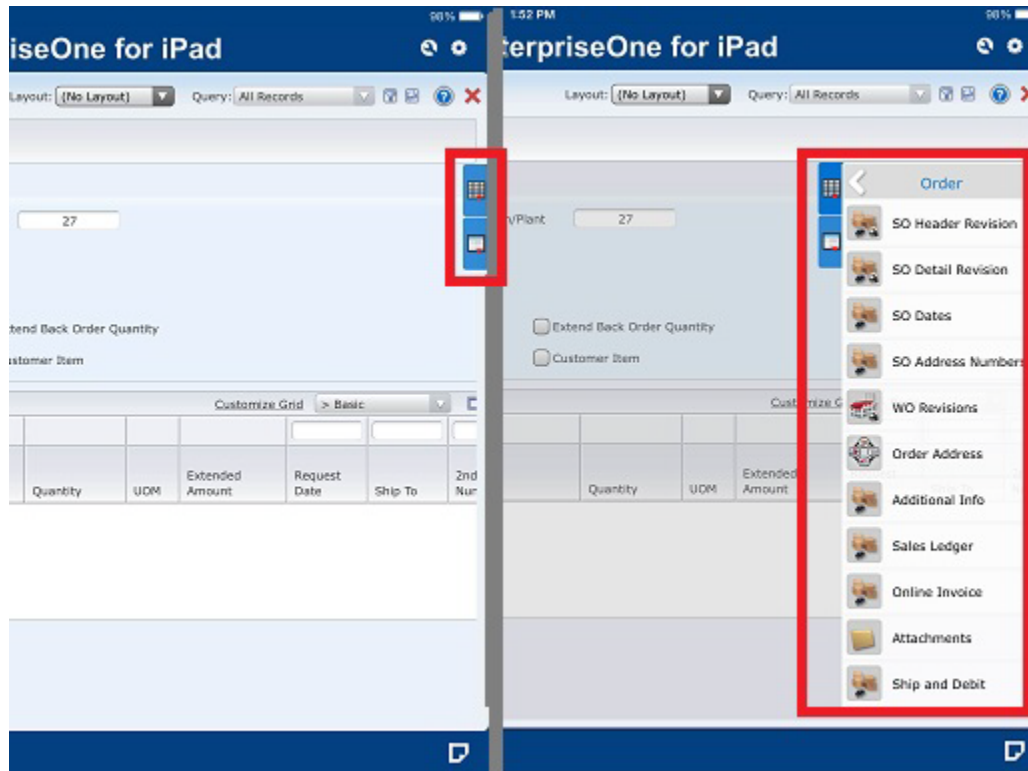
The following graphic shows additional JD Edwards EnterpriseOne for the iPad interface features:

**Figure 1–10 Interface Graphic (9.1 Update 4.4)**

The following list describes each feature:

1. Buttons - Buttons for JD Edwards EnterpriseOne for iPad are larger than those on the web client to provide a larger "tap area", and include the button name.
2. Red X in Upper-Right Corner - This button acts as either a Cancel or a Close button, depending on the form you are using.
3. Form and Row Exit Buttons - These buttons are part of EnterpriseOne applications. When closed, these Row and Form exits display as a colored tab on the right side of the screen.

When you tap this tab, a list of bars display with options relating to the active form or row. The functions on the Form and Row exits vary from form to form and row to row. For example, a Form or Row exit might open a data entry form or provide access to other forms that relate to the record you selected. You can move the tab up or down the right side of the screen by dragging it to a new location. The following graphic shows the Form or Row exit tab closed, and opened:

**Figure 1–11 Row/Form Exit - Closed and Opened (9.1 Update 4.4)**

## 1.9 Using Media Objects (9.1 Update 3)

You can use the Media Objects feature to add text, graphics, and other objects to forms and records. For example, you can attach drawings, animations, and other types of objects to forms and records.

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> **Tutorial:** [Click here to view a recording of this feature.](#)

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### 1.9.1 Adding Photos and Videos (9.1 Update 4)

You can upload existing photos to EnterpriseOne records, or take new ones using the Camera located in JD Edwards EnterpriseOne for iPad.

To add photos to a record:

1. Tap the EnterpriseOne button to open JD Edwards EnterpriseOne for iPad.
2. Open any application that supports media object by launching the application from the Fast Path, EnterpriseOne Page, or Carousel tile.
3. Select a record to which you want to add a media object.
4. From Row Exit, tap Attachments.

The Media Object Viewer form displays.

5. Tap the Camera.

You can select 2 options:

Photo Library - Select this option to open iPad's library and select an existing photo or video. To select an existing photo or video, tap it.



Camera - Select this option to open iPad's Camera application and take new photos or videos. To take a new photo, tap the Camera and then tap the Camera button on the right side of the iPad.

To take a new video, on the lower right-hand corner of the screen, slide the indicator so that it is under the video camera. The camera button located on the right-hand side of the screen changes to a circle with a red dot. Tap this button to begin recording a video, and tap it again to stop recording. Tap the Use button located on the bottom of the object. The photo or video is uploaded to the server and attached to the record in EnterpriseOne, but is not saved to the iPad.

After you record a new video, it displays on the left of the screen as MOV-today's date-minutes and seconds.mov, as shown below:

**Figure 1–12 Saved Video (9.1 Update 4)**



To view a video, tap it. A box surrounds the .mov file, and a yellow bar displays with the "Click here to view" link. Tap the link to load the video to the Queue, from where you run it. The Queue displays in the lower right-hand corner of JD Edwards EnterpriseOne for iPad.

This Queue contains the video that you have loaded to view. If the video is already in the Queue, the Queue turns blue to indicate its presence. Tap the Film button to display a list of videos. The Queue remains available until you sign out of JD Edwards EnterpriseOne for iPad. You can queue up to 20 videos at a time and can scroll the Queue popup to view the complete list. If you open other applications and load videos, they too will be added to the same Queue. Tap outside of the Queue to close the list. When you run a video and it completes, it is then deleted from the Queue.

To discard a video or cancel its download, in the Queue, swipe the video to the right. The Discard button displays. Tap it, and the video is deleted from the iPad, or the load is canceled.

6. In EnterpriseOne, tap Save to save your record with the media object. If you do not save it, then when you close Object Management Library, the video file will be deleted.

## 1.9.2 Adding Scratch Pad Drawing and Signature (9.1 Update 4)

Scratch Pad enables you to create drawings and save them to a record. You can use this feature to sketch graphs and charts, for example, and save them so they are available for future review. You can draw in multiple colors and line widths.

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> **Tutorial:** [Click here to view a recording of this feature.](#)

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1. Tap the EnterpriseOne button to open JD Edwards EnterpriseOne for iPad.
2. Open any application that supports media objects by launching the application from the Fast Path, EnterpriseOne Page, or Carousel tile.
3. Select a record to which you want to add a media object.
4. From Row Exit, tap Attachments.

The Media Object Viewer form displays.

5. Tap Scratchpad, as shown in the following graphic:

The following graphic shows the Scratch Pad interface.

**Figure 1–13 Scratchpad Icon (9.1 Update 4.4)**



The following list describes each feature:

1. **Name Your Drawing** - Tap this field to change the name of the drawing you are creating. When you tap Save, the drawing will be saved with this name.
2. **Color** - Tap this field to select the line color of your drawing. You can choose black, red, green, and blue.
3. **Line Width** - Tap this field to select how wide you want the lines to display for your drawing.
4. **Eraser** - Tap this button to manually "wipe" the areas of the drawing you want erased. With your hand on the area you want to erase, rub the area back and forth until it is deleted. To resume your work, tap Draw.
5. **Clear** - Tap this button to completely delete all contents of the screen. A pop-up window displays with a Cancel and an OK button. If you tap Cancel, the pop-up window will disappear and you can resume drawing. If you tap OK, your drawing is cleared.
6. **Cancel** - Tap this button or the red X located in the upper-right corner of the screen to cancel out of Scratchpad and return to Media Object Viewer.
7. **Add** - Tap this button to save your work. By default, the file name will have this naming convention:

DRAW-2013-06-13-02.27.png

If you have entered a name in the Drawing field, that name becomes the file name.

### 1.9.2.1 Adding Signature to PDF Document (9.1 Update 4)

You can add a signature to a PDF for electronic sign-off on a document. To do so, you must first upload an existing PDF file to the Media Object Library. The PDF file size can be up to 10MB. However, the signature you add might add size to the file. JD Edwards EnterpriseOne iPad Container will not save the file if it exceeds 10 MB.

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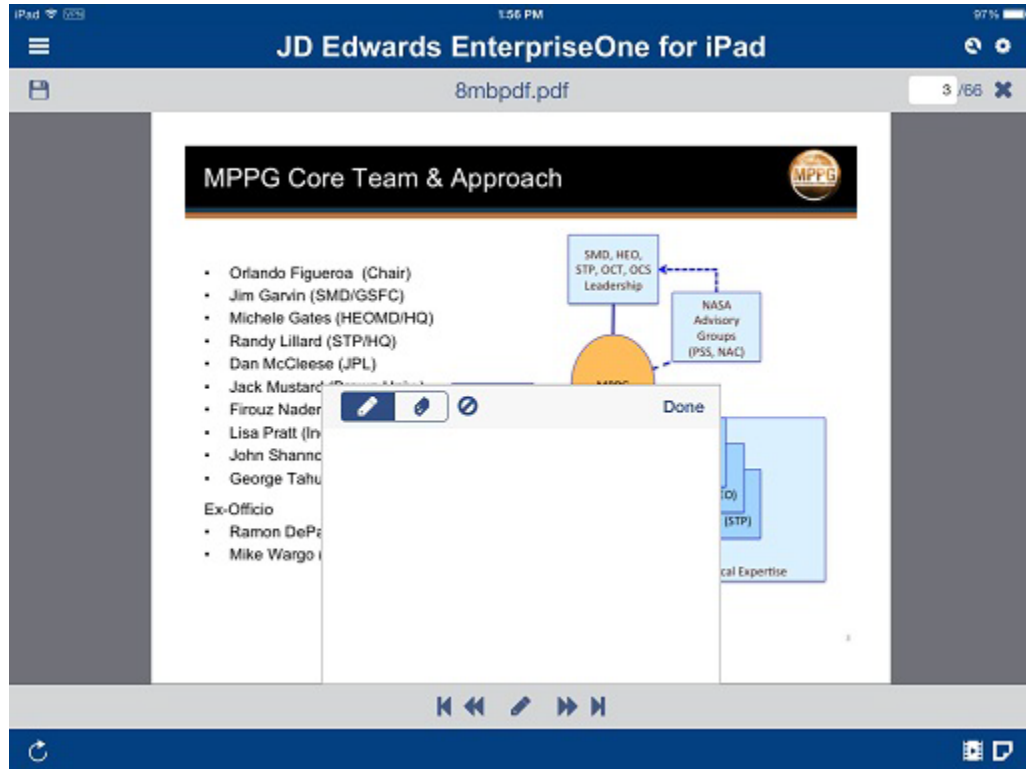
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> **Tutorial:** [Click here to view a recording of this feature.](#)

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The following graphic displays the Signature screen and provides information about its features:

**Figure 1–14 Signature Form (9.1 Update 4.4)**

1. Pencil - Tap this button to display the signature box. When the Signature box displays, use your finger to create a signature. You can resize the Signature box by stretching and pinching the box.
2. Erase - Tap this button to manually "wipe" the areas of the drawing you want erased. With your hand on the area you want to erase, rub the area back and forth until it is deleted. You must then tap Draw to resume your work.
3. Clear - Tap this button to completely delete all contents of the screen.
4. Done - Tap this button to finish your signature. You resize the signature image.
5. Double-Right and Double-Left - Tap these buttons to move to the next or previous pages, respectively. Use can place the signature box on any page in the .pdf file.
6. Right or Left Arrow with Bar - Tap these buttons to move to the last or first page, respectively. Use can place the signature box on any page in the .pdf file.
7. Save - Tap this button to save the PDF file. In the dialog box that displays, enter a new filename, and then tap the Save the PDF File button. The PDF file is saved as a separate media object with the new name. The original PDF file will remain and will not be replaced or deleted unless you manually delete it.

To save the file with a new name, tap Save. In the Save As dialog box that displays, enter a new filename, and then tap Save.

8. X - Tap this button to close the signature image, but not erase it. When you tap the Pencil button, the signature will display.
9. Number Field, top-right Corner - Tap this field, delete the existing page numbers, and type the new page numbers to which you want to go in the document. Tap Enter on the keyboard to move to the new page.

## 1.10 Understanding Send Email and Meeting Invite Options (9.1 Update 5)

JD Edwards EnterpriseOne enables users to collaborate with other users by using the Send Email and Send Meeting Invite options.

All JD Edwards EnterpriseOne forms except the message forms include a toolbar with the Collaborate submenu in the Tools menu. You can use the Collaborate submenu to access Send Email and Send Meeting Invite options.

Also, you can send email to the required recipients using the Send Email option from the Collaborate tab of the hover forms in the Address Book fields.

This section provides an overview of the Send Email and Meeting Invite options, and discusses how to:

- Access Send Email and Meeting Invite option from the Tools menu.
- Access Send Email option from the Data Dictionary items.

### 1.10.1 Accessing Send Email and Send Meeting Invite option from the Tools menu

To access the Send Email option from the Tools menu:

1. On the form with which you are working, tap the Tools menu.
2. Tap the Collaborate menu and then, tap the Send Email option as shown in the following screenshot.

**Figure 1–15 Tools Collaborate Menu**



3. The system displays the Message window of the iOS email client.

The subject of the email contains the title of the form. The body of the email contains the title of the form and the parameterized URL of the form. You can

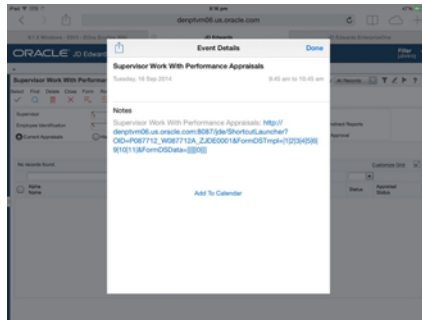
view the form or application by tapping the parameterized URL, and then entering your user ID and password.

4. Enter the recipient's email address in the empty Email Recipient field.
5. Tap the Send button.

To access the Send Meeting Invite option from the Tools menu:

1. On the form with which you are working, tap the Tools menu.
2. Tap the Collaborate menu and then, tap the Send Meeting Invite option.
3. The system displays the Add Event window of the calendar application of the iOS.
4. Specify the invitees for the event using the Invitees option in the Add Event window of the calendar application.
5. Tap on Add to Calendar and then tap on Done to add the event to the iOS Calendar.

**Figure 1–16 Event Details Window**



The subject of the meeting invite contains the title of the form. The body of the meeting invite contains the title of the form and the parameterized URL of the form. You can view the form or application by tapping the parameterized URL, and then entering your user ID and password.

### 1.10.2 Accessing Send Email option from the Data Dictionary items

Hover forms contain context-based information. The hover form is displayed when you tap the hover indicator in the hover-supported JD Edwards EnterpriseOne control.

See 26.1 Understanding Hover Forms in the Tools Foundation guide.

You can use the Collaborate tab in the hover form to send emails to the required recipients. Your system administration can enable the Collaborate tab in the following hover forms:

- Employee Information hover form (P080100)
- Address book Information hover form (P01700)
- Customer Information hover form (P03B700)
- Supplier Information hover form (P04700)

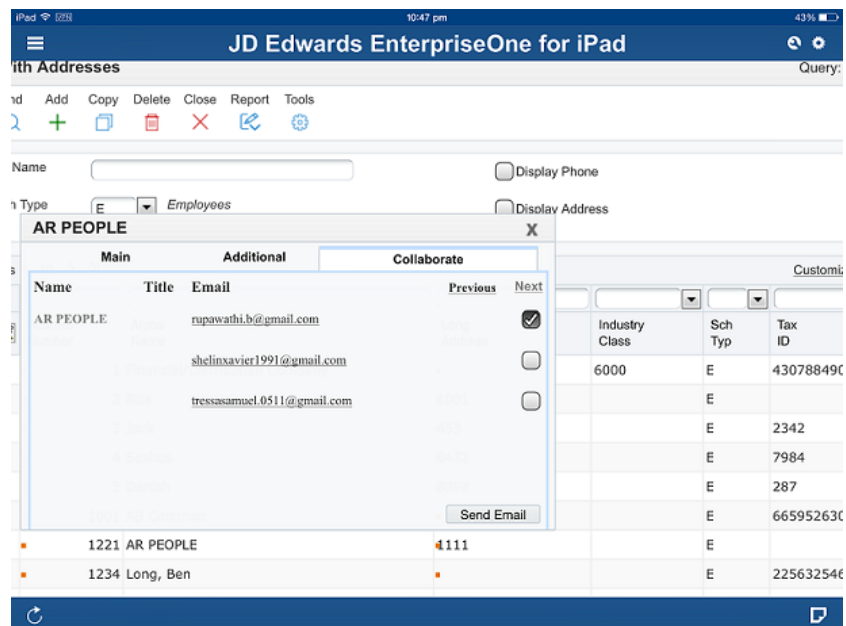
The Collaborate tab in the hover form is enabled by default for the Address Number (AN8) type hover forms listed above. You can disable this tab using Work with Feature Definitions (P958973) application.

See Enabling and Disabling Collaborate tab in the Hover Forms in System Administration Guide.

To access the Send Email option:

1. Enter a valid Address Book Number in the Address Book field.
2. Tap the orange dot indicator in the Address Book field. The orange dot indicator will turn into a clickable indicator.
3. Tap the clickable indicator. The hover form is displayed.
4. Tap the Collaborate tab. The Collaborate tab displays a list of email IDs associated with the Address Book number as shown in the following screenshot. The list of email IDs that appears in the Collaborate tab is configured for a particular address number in the Who's Who application. If an email ID is not configured for a particular address number, the Collaborate tab is empty and the Send Email and Send Meeting invite buttons are disabled.

**Figure 1–17 Collaborate Tab**



5. In the Collaborate tab, select the email ID as required. You can select multiple email IDs. A maximum of five email IDs are displayed per page in the Collaborate tab. You can tap the Next and Previous links in the Collaborate tab to navigate across the email IDs.
6. Tap the Send Email button.

---

**Note:** The Send Email button is disabled by default. It is enabled after you select an email ID.

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7. The Message window of the iOS email client is displayed.

The subject of the email contains the title of the form. The body of the email contains the title of the form and the parameterized URL of the form in the case of Employee and Address Book hover forms. You can view the form or application by tapping the parameterized URL, and then entering your user ID and password.

The body of the email is empty in the case of Customer and Supplier hover forms.

8. The recipient email address is populated based on your selection.
9. Tap the Send button.

See 3.11 Working with Send Email and Meeting Invite Options in the Foundation guide.