



HanDBase®

Version 3.0
Comprehensive Manual

Revision Date 10/1/2002

HanDBase® is a Registered Trademark of DDH Software, Inc.

All information contained in this manual and all software applications mentioned in this manual are
Copyright 1997-2002 DDH Software, Inc.

Part I – The HanDBase Application.....	1
Using HanDBase.....	1
Introduction.....	1
What is HanDBase?	1
How do I contact DDH Software?	1
License Agreement	1
System Requirements.....	2
Palm OS	2
Pocket PC	2
Windows Desktop	3
Macintosh Desktop	3
Program Specifications	3
Getting Started	3
Program Registration	3
Program Installation.....	4
Palm OS	4
Pocket PC	5
Program Preferences	5
Palm OS handheld application	5
Pocket PC handheld application	7
HanDBase Desktop for Windows	8
HanDBase Desktop for Macintosh	12
Database Installation	13
Palm OS	13
Pocket PC	14
Updating Older HanDBase databases	15
Palm OS	15
Pocket PC	15
HanDBase Desktop for Windows	16
HanDBase Interface	17
Main Screen	17
Palm OS	17
Pocket PC	19
HanDBase Desktop for Windows	19
List View.....	23
Common Interfaces	23
Palm OS	28
Pocket PC	31
HanDBase Desktop for Windows	33
Edit Record View.....	34
Editing Data in Fields	36
Palm OS	43
Pocket PC	45
HanDBase Desktop	45
HanDBase Desktop for Macintosh	46
Main Screen	46
Palm to Desktop	47
Desktop to Palm	48
View/Edit Data.....	49
HanDBase Desktop for Macintosh Tips	50
Menu Functions.....	50
Creating Databases.....	51
DB Properties.....	51
General Settings Screen	52
Edit Fields Screen	53
HanDBase Forms	54
HanDBase Views	54

Alarms Settings Screen	57
Author Screen	59
Extras	59
Security Screen	60
Editing Field Properties	62
Advanced Features	84
Run Report Screen	84
Encrypting Records	85
External Fields	86
Get data into HanDBase	86
Use HanDBase data in another Application	86
Sending Data via Infrared or Bluetooth	87
Synchronization via Beaming	87
Palm OS	87
Pocket PC	88
Printing Records	89
Palm OS	89
Pocket PC	89
HanDBase Desktop for Windows	90
Alarms	93
Palm OS	93
Pocket PC	93
Bar Code Scanning	94
Palm OS	94
Pocket PC	95
Memory Card Support	95
Palm OS VFS Support	95
Pocket PC	95
Importing Data	96
Exporting Data	97
Export to a .CSV file	98
Export to a Microsoft Excel file	99
Export to a Microsoft Word file	99
Export to an .XML file	100
Export to an HTML (web) file	100
Command Line Options	101
Convert a CSV file to a HanDBase Database	102
Convert a HanDBase PDB file to a CSV file	102
Convert a HanDBase PDB file to a Microsoft Excel file	103
Convert a HanDBase PDB file to a Microsoft Word file	104
Convert a HanDBase PDB file to an XML file	104
Convert a HanDBase PDB file to an HTML file	105
Examples of Using Command Line Options	105
Part II – HanDBase Add-on Programs	107
HanDBase Conduit for Windows	107
Introduction	107
What is the HanDBase Conduit?	107
What packages include the HanDBase Conduit?	107
System Requirements	108
Getting Started	108
Program Registration	108
Installation	108
Palm OS	108
Pocket PC	108
Settings	109
Common Settings	109
Palm OS	110

Pocket PC	111
How it Works	112
Introduction	112
How to Synchronize	112
Palm OS	112
Pocket PC	112
How Data is Synchronized	114
Data Changes	114
Field Type Information	114
Master Record Changes	115
Structure Changes	115
Backups	116
Backup	116
Restore	116
Archiving	117
Archive	117
Restore	117
HanDBase Forms	118
Introduction	118
What is HanDBase Forms?	118
What packages include HanDBase Forms?	118
System Requirements	118
Getting Started	118
Program Registration	118
Installation	119
Using HanDBase Forms	120
Introduction	120
HanDBase Forms Interface	120
Palm OS Handheld Interface	120
Windows Desktop Interface	121
Creating Forms	123
General Information	123
Form Details	124
Form Controls	126
Button	127
Checkbox	130
Text Entry	131
Image	132
Label	132
List	133
Popup	134
Tab	135
Shape	138
HanDBase Sync Exchange Conduit for Filemaker for Macintosh	140
Introduction	140
What is the HanDBase Sync Exchange Conduit for Filemaker?	140
What packages include the HanDBase Sync Exchange Conduit for Filemaker?	140
System Requirements	140
Getting Started	140
Installation	140
Sync Exchange Settings	141
How It Works	143
Introduction	143
OS X Support	143
Synchronization	144
Data Changes	144
Field Property Information Changes	144

Master Record Changes	144
Structure Changes	145
Backups	145
Backup	145
Restore	145
Archiving	145
FileMaker Overview	146
Field Types.....	146
Layouts.....	146
Field Mapping	147
Scripts.....	148
Limitations	148
Un-Supported Field Types.....	148
Un-Supported Field Properties	149
HanDBase Limitations.....	149
HanDBase Sync Exchange Conduit for Windows.....	150
Introduction.....	150
What is HanDBase Sync Exchange?	150
What packages is HanDBase Sync Exchange included with?.....	150
System Requirements.....	150
Getting Started	150
Program Registration	150
Installation.....	150
Setup.....	151
Accessing Sync Exchange	151
Palm OS Users	151
Pocket PC Users.....	151
Sync Exchange Options	151
Select Users for Synchronization.....	152
Merge Configuration.....	153
How It Works.....	157
Standard Synchronization	157
Multi-User/ODBC Synchronization	157
HanDBase Data Exchange for Windows	158
Introduction.....	158
What is HanDBase Data Exchange?.....	158
What packages is HanDBase Data Exchange included with?	158
System Requirements.....	158
Getting Started	158
Registration	158
Installation.....	158
Data Type Conversion	159
Introduction.....	159
Conversion of HanDBase Types to ODBC Types.....	159
Conversion of HanDBase Types to Access Types	160
Conversion of ODBC Types to HanDBase Types.....	161
Conversion of Access Types to HanDBase Types	162
HanDBase Desktop Plug-ins.....	162
Introduction	162
Data Exchange for Microsoft Access	163
Data Exchange for ODBC	164
Interface.....	164
Options	164
HanDBase Options.....	165
Data Source Options	165
Menu Functions.....	166
Exporting a HanDBase Database.....	167

Introduction	167
How to export a HanDBase Database	167
Enter a HanDBase Database to Export	167
Select the Type of Data Source for the exported data	167
Choosing the ODBC Data Source for the exported data	168
Choosing a Microsoft Access database for the exported data	168
Enter the name of the Destination Table	169
Selecting Fields to Export	170
Using the Column Mapping feature when Exporting	170
Exporting the Data	171
Importing data to a HanDBase Database	171
Introduction	171
How to Import data to a HanDBase Database	171
Select the type of data source to import from	172
Choosing the ODBC Data Source to Import from	172
Choosing the Microsoft Access database to Import from	173
Select the Table to Import	173
Using the Filter Feature	173
Enter a Destination HanDBase Database	175
Selecting Columns to Import	176
Using the Column Mapping Feature	177
Importing the Data	177
Advanced Options	177
Command Line Options	177
Introduction	177
Converting from HanDBase to ODBC	178
Converting from ODBC to HanDBase	181
Examples of converting using the Command Line Options	184
HanDBase to ODBC Data Source Table Examples	184
ODBC Data Source Table to HanDBase Examples	184
HanDBase to MS Access Examples	184
MS Access to HanDBase Examples	184
HanDBase ODBC Driver for Windows	185
Introduction	185
What is the HanDBase ODBC Driver?	185
What packages is the HanDBase ODBC Driver included with?	185
System Requirements	185
Getting Started	185
Registration	185
Installation	185
Creating HanDBase ODBC Data Sources	185
Introduction	186
Creating an ODBC Data Source	186
Starting the ODBC Data Source Admin	186
Adding an ODBC Data Source for a HanDBase PDB	187
Configuring a HanDBase ODBC Data Source	188
Using the HanDBase ODBC Driver with MS Access	189
Linking to HanDBase PDB files in MS Access	189
How to create a Link Table in MS Access	189
HanDBase Linked fields in MS Access	192
Introduction	192
Defining Relationships in MS Access	193
Building Queries in MS Access	195
Editing Data	197
Introduction	197
Conversion of HanDBase Types to ODBC Types	198
Data Editing Issues	199

Part I – The HanDBase Application

Using HanDBase

Introduction

What is HanDBase?

HanDBase is a mobile relational database application for the Palm OS powered handhelds and Pocket PC handhelds. This application enables you to create databases on your handheld while you are on the go. You can also use the Desktop components to convert data from another format into HanDBase so you can bring your existing data with you.

How do I contact DDH Software?

If you need to contact DDH Software you can do so via the following methods.

Web Page:

<http://www.ddhsoftware.com/>

Email:

Sales:

sales@ddhsoftware.com

Support:

support@ddhsoftware.com

Mailing Address:

DDH Software, Inc

PO Box 970971

Boca Raton, FL 33497-0971 USA

Phone:

Our staff is available to help you via phone Monday through Friday, 9am until 5pm Eastern Standard Time.

Sales:

1-877-DDH-4608 (Toll Free in US)

or +1 (561)967-3668

Support:

+1 561-253-2225 option 5

License Agreement

1. Restrictions.

Licensee shall not modify, copy, duplicate, reproduce, license or sublicense the Software, or transfer or convey the Software or any right in the Software to anyone else without the prior written consent of Developer; provided that Licensee may make one copy of the Software for backup or archival purposes. Licensee shall not attempt to reverse-engineer the product for any reason.

A. Handheld License: Licensee is granted the right to install the handheld software version of HanDBase, if purchased, onto one handheld device.

B. Desktop Software License: Licensee is granted the right to install one copy of the HanDBase Desktop for Windows OR one copy of the HanDBase Desktop for the Mac, if purchased, onto any SINGLE Desktop computer.

2. Fee.

In consideration for the grant of the license and the use of the Software, Licensee agrees to pay Developer the current license fee for the Software, as priced on the www.ddhsoftware.com web site. Price is subject to change without notice.

3. Warranty of Title.

Developer hereby represents and warrants to Licensee that Developer is the owner of the Software or otherwise has the right to grant to Licensee the rights set forth in this Agreement. In the event of any breach or threatened breach of the foregoing representation and warranty, Licensee's sole remedy shall be to require Developer or to either: i) procure, at Developer's expense, the right to use the Software, ii) replace

2

the Software or any part thereof that is in breach and replace it with Software of comparable functionality that does not cause any breach, or
iii) refund to Licensee the full amount of the license fee upon the return of the Software and all copies thereof to Developer.

4. Warranty of Functionality.

A. For a period of twelve (12) months following delivery of the Software to Licensee (the "Warranty Period"), Developer warrants that the Software shall perform in all material respects according to the Developer's specifications concerning the Software when used with the appropriate computer equipment. In the event of any breach or alleged breach of this warranty, Licensee shall promptly notify Developer and return the Software to Developer at Licensee's expense. Licensee's sole remedy shall be that Developer shall correct the Software so that it operates according to the warranty. This warranty shall not apply to the Software if modified by anyone or if used improperly or on an operating environment not approved by Developer.

5. Software Maintenance.

A. Standard maintenance. During the Warranty Period,

Developer shall provide to Licensee any new, corrected or enhanced version of the Software as created by Developer. Such enhancement shall include all modifications to the Software, which increase the speed, efficiency or ease of use of the Software, or add additional capabilities or functionality to the Software, but shall not include any substantially new or rewritten version of the Software.

B. Optional maintenance. After expiration of the Warranty Period,

Licensee may continue to receive maintenance support for successive twelve (12) month periods. The charge for such optional maintenance support shall be Developer's regular list price for maintenance and support for the Software as published from time to time by Developer. Licensor shall notify Developer in writing if it desires to receive optional maintenance. If Licensee fails to take optional maintenance and later elects to receive it, Developer reserves the right to charge Licensee its maintenance fees for the period of the lapse in maintenance. Developer may elect to discontinue maintenance at any time upon notice to Licensee, and refund of any then unearned maintenance fees.

6. Warranty Disclaimer.

DEVELOPER'S WARRANTIES SET FORTH IN THIS AGREEMENT ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

7. Limitation of Liability.

Developer shall not be responsible for, and shall not pay, any amount of incidental, consequential or other indirect damages, whether based on lost revenue or otherwise, regardless of whether Developer was advised of the possibility of such losses in advance. In no event shall Developer's liability hereunder exceed the amount of license fees paid by Licensee, regardless of whether Licensee's claim is based on contract, tort, strict liability, product liability or otherwise.

8. Governing Law.

This Agreement shall be construed and enforced in accordance with the laws of the state of Florida.

9. No Assignment.

Neither this Agreement nor any interest in this Agreement may be assigned by Licensee without the prior express written approval of Developer.

10. Final Agreement.

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

11. Severability.

If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

12. Headings.

Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent.

System Requirements

Palm OS

Palm OS 3.0 or higher

475 KB of available memory for the HanDBase application

NOTE: If you are using HanDBase Forms please see the requirements for that application in the HanDBase Forms section below.

Pocket PC

Pocket PC or Pocket PC 2002 handheld device

Windows CE 3.0 or higher

(**NOTE:** HanDBase will not run on handhelds using earlier versions of Windows CE. Additionally, HanDBase will not run on "Handheld PCs", that have keyboards, at this time.)

Windows Desktop

4 MB of available hard drive space
 64 MB of RAM is recommended
 Windows 95, 98, 98 SE, ME, NT 4.51, 2000 or XP
 Palm Desktop and HotSync Manager version 3.0 or higher

Macintosh Desktop

Computer with a Power PC, G3 or G4 processor
 Mac OS 8.6 or higher, including OS X
 CarbonLib 1.2 or higher
 2 MB of available hard drive space

Program Specifications

Maximum Number of Databases: 200 (depending on memory limitations)
 Maximum Number of Categories: 20
 Maximum number of characters in a Database name: 19
 Maximum Number of Fields per database: 100
 Maximum Number of Records per database: 65000
 Maximum size of a Text or DB Popup field: 254
 Minimum number in an Integer field: - (negative) 2147483647
 Maximum number in an Integer field: 2147483647
 Minimum number in a Float field
 (depending on number of decimal places set by user): - (negative) 2147483647.9999
 Maximum number in a Float field
 (depending on number of decimal places set by user): 2147483647.9999
 Minimum Date possible in a Date field: 1/2/1904
 Maximum Date possible in a Date field: 12/31/2031
 Maximum size of a note field: 2000 characters
 Maximum number of Popup Items per field: 60
 Maximum number of characters in a Popup Item description: 80
 Maximum number of levels deep links can follow: 4 Databases
 Maximum number of DB popups in a group: 10
 Maximum number of Filters: 6

Getting Started

Program Registration

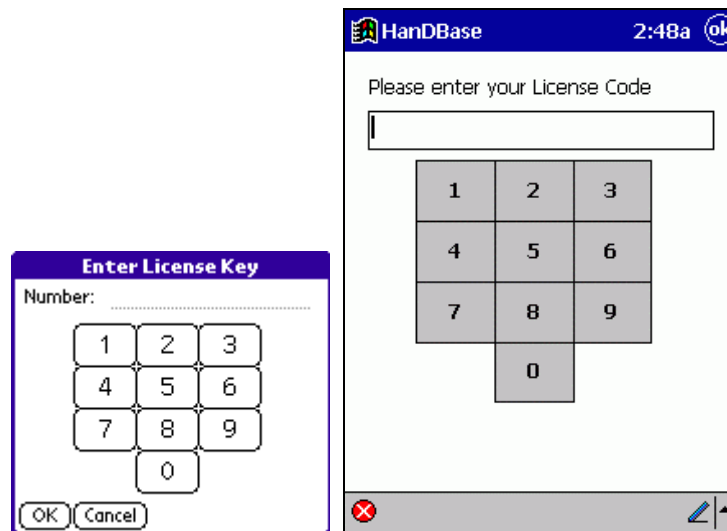
In order to use your registered version of HanDBase you will need to enter your 16 digit License Key.

If you purchased this software online or directly from DDH Software then this License Key is found by logging into the DDH Software website using the email address you registered with and the password you were provided when you registered.

If you purchased this software in a retail outlet then this License Key is printed on the insert to the package for the software. Be sure to use the correct code for your handheld and desktop platforms. You will also want to follow the instructions for registering the software so that you can download future updates and receive Technical Support.

If you are a Windows user you will be prompted to enter your License Key during the installation process. Once entered you will be able to use the Windows Desktop components you are registered for.

All users will be required to enter the License Key in the handheld application, when first run, in order to be able to use the application there. Below is the screen you will see when prompted to enter your License Key on your handheld. When entering the License Key use the Number Key Pad, do not try entering any spaces or dashes.



Program Installation

Palm OS

First, make sure you have the appropriate space available on your handheld. The space required for the program itself is approximately 475K. The databases you install or create will take up additional space as well. To see if you have enough memory, access the Applications menu on your Palm OS powered handheld and then access the Menu. Select Info from the App menu. Then, if not highlighted, select the Size button at the bottom. At the top of your screen it will indicate the Total amount of memory and how much is available. If you do not have at least the appropriate amount free, you will either have to choose to delete apps, or choose to not install this program until you have that amount of free memory.

Windows

The HanDBase application will be automatically installed when you run the desktop installation program that you download from the DDH Software website or that you have been provided on a CD. During the installation process you will be prompted to select the handheld user you would like to install the application to. If you have more than one handheld user be sure to select the correct one.

If you have a problem with the installation you can attempt to re-install just the handheld application by selecting the "Re-install HanDBase to Pocket PC" option from the HanDBase 3.0 folder on your Start Menu under Programs/All Programs.

Macintosh

1. From the Instant Palm Desktop menu, choose HotSync Manager. The HotSync Manager screen appears.
2. From the HotSync menu, choose Install. A dialog box appears, showing all the software you've scheduled for installation. Use the pop-up menu at the top of the screen to specify which handheld you want to install onto (if you use more than one with this Macintosh).
3. Drag-and-drop method: Click the Desktop. Locate the HANDBASE3.PRC file, depending on the version you have, and simply drag the icon into the Install Handheld Files window.
4. Dialog box method: Click Add to List. You're shown the usual Macintosh Open File dialog box. Find the HANDBASE3.PRC file, depending on the version you have, then double-click.
5. When you're finished choosing files to install, close the window and quit HotSync Manager.

Pocket PC

First, make sure you have the appropriate space available on your handheld. The space required for the program itself is approximately 800K. The databases you install or create will take up additional space as well. A portion of the memory (RAM) available on your Pocket PC is allocated for storage and a portion for the running of programs. The storage memory is used to store the programs that you install on your Pocket PC, such as HanDBase 3.0 for the Pocket PC, and also the databases that you install or create in HanDBase. To see if you have enough memory, select the Start Menu on your handheld and select the Settings option. On the Setting screen is a System tab, select that and then select the Memory item from that list. You will need to make sure the "Storage" memory is sufficient to install this software. If you do not have at least the appropriate amount free, you will either have to choose to delete apps, or choose to not install this program until you have that amount of free memory. The HanDBase application for your Pocket PC will be installed during the installation process for the software you download. During this process you will need to select your user name from the list. If your device is connected at that time the application will be installed immediately. If your device is not connected then you will be notified that the next time you connect your device that it will be installed.

If you have a problem with the installation you can attempt to re-install just the handheld application by selecting the "Re-install HanDBase to Pocket PC" option from the HanDBase 3.0 folder on your Start Menu under Programs/All Programs.

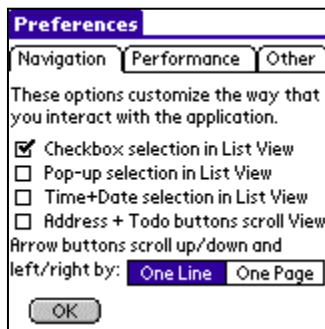
Program Preferences

Palm OS handheld application

From the List View Screen's pulldown menu, you can bring up the Preferences choice, which will allow you to set various options that effect the entire application.

When you access the Preferences there will be three tabs to choose from. They are Navigation, Performance and Other. Following is a description of each option within the different Tabs.

Navigation



These options allow you to customize the way you interact with and navigate within the HanDBase application.

Checkbox selection in List View

Check this option if you would like to edit a checkbox in place in the List View Screen. If this is checked, touching any Checkbox field while in the Main Screen will toggle the checkbox value without going into the Edit Record screen.

NOTE: Remember, though, if you have sorting or filtering turned on, and the sorting or filtering settings are dependent on this field, then the record you have just edited in place, may move or even seem to disappear!

Pop-up selection in List View

Check this option if you would like to edit popup fields in place in the List View Screen. If this is checked, touching any Popup field while in the Main Screen will bring up the popup list for that field, and allow adjusting without going into the Edit Record screen.

NOTE: Remember, though, if you have sorting or filtering turned on, and the sorting or filtering settings are dependent on this field, then the record you have just edited in place, may move or even seem to disappear!

Time/Date selection in List View

Check this option if you would like to edit date and time fields in place in the List View Screen. If this is checked, touching any Date or Time field while in the List View Screen will bring up the date calendar, or time picker for that field, and allow adjusting without going into the Edit Record screen.

NOTE: Remember, though, if you have sorting or filtering turned on, and the sorting or filtering settings are dependent on this field, then the record you have just edited in place, may move or even seem to disappear!

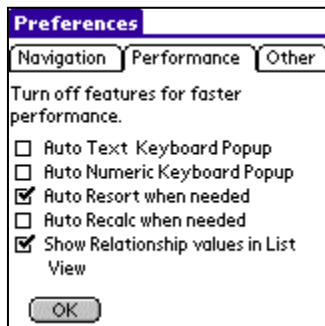
Address + ToDo buttons scroll view

Check this box if you would like to have the hardware buttons that normally switch to the Address Book application and the To-Do List application be used as left and right scroll buttons in the Main Screen., and to previous and next records in the Edit Record screen. If you set this, however, you won't be able to switch directly to the Address Book or To-Do list applications when in the Main Screen or the Edit Record screen.

Arrow buttons scroll up/down and left/right by:

Select whether the on-screen up, down, right, and left buttons scroll up, down, right, and left, by one entry or one page of entries. The hardware buttons always scroll up and down by one page, but the on-screen buttons are configurable by this setting.

Performance



These options enable you to turn off certain features to enable faster performance within the application or to turn on features to enable alternate data entry methods or more accurate viewed data.

Auto Text Keyboard popup

Select whether the on-screen keyboard will automatically appear when editing a Text field or DB Popup field. This is useful for those who prefer the keyboard to the Graffiti handwriting system.

Auto Numeric Keyboard popup

Select whether the on-screen keyboard will automatically appear when editing an Integer field or Float field. This is useful for those who prefer the keyboard to the Graffiti handwriting system.

Auto Resort when Needed

Select whether the program will resort the database whenever it deems necessary based on the sort settings and the changes made to the data. Most likely, you will want to keep this on, unless you are dealing with a very large database and don't want to wait for it to resort as necessary.

Auto Recalc when Needed

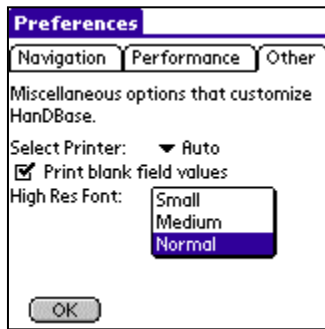
Select whether the program will recalculate the calculated fields in the database whenever it deems necessary based on which fields were changed in the database. If this is not turned on, and the program feels a recalculation is necessary, a small 'calculator' icon will appear in the lower right hand corner of the screen in the center of the directional arrows, in the List View Screen. By pressing this 'calculator' button, a recalculation will be performed and the icon will disappear until necessary again. This lets the user have manual control over when to recalculate the records, and is useful if you are adding a number of transactions to a large database, and would just like to recalculate once all records have been added.

NOTE: If this option is turned off, any calculated fields that use the 'Previous Record' option may have the wrong value unless this 'calculator' icon is NOT present!

Show Relationship values in List View

Enabling this option will show the correct Values in your Relationship fields when you are in the List View. If you have a large number of records or, more importantly, numerous Relationship fields, then enabling this option will likely make the display of your records significantly slower. Additionally scrolling, Filtering and Sorting will be slower. This is due to the fact that, when enabled, HandBase will actually populate those fields dynamically, because no values are actually stored in the Relationship field.

Other



These are miscellaneous options to enable customization of HanDBase and it's functionality.

Select Printer

This option allows you to select which default Print Application you want to use to print your data.

Print Blank Field Values

If you enable this option then when you Print or Export your data all fields will be printed or exported regardless of whether you have data in those fields or not. If you disable this option then when you print or export your data only fields that have valid data in them will be printed or exported.

High Res Font

This option enables users with Sony Clie handheld devices that support High Resolution to take advantage of that feature in the HanDBase List View. You can select from one of these three Font options.

Normal

This is the default font and will display the data in the standard screen resolution.

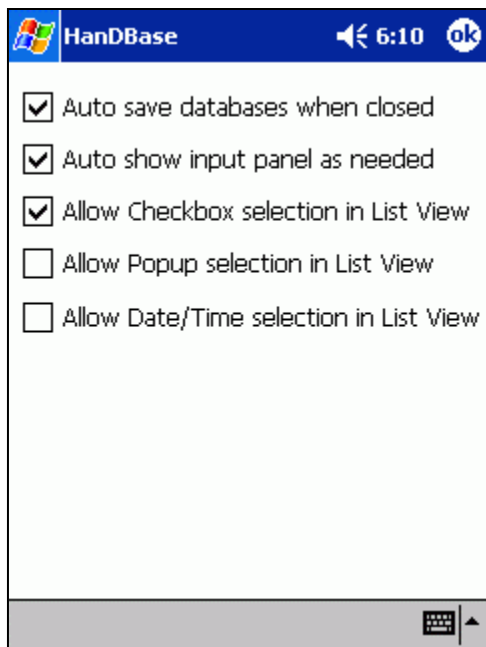
Medium

This Font will display the data smaller enabling more records to be displayed on the List View screen.

Small

This Font will display the data using the smallest font, enabling the most records to be displayed on the List View screen.

Pocket PC handheld application



From the File Menu, you can bring up the Preferences choice, which will allow you to set various options that effect the entire application.

Auto save databases when closed

If this option is checked, which is the default, then when you close your database, by using the Close option on the File Menu, or if you Exit the application, by using the Exit option on the File Menu, your database will automatically be saved.

NOTE: On the Pocket PC platform tapping the (X) in the upper right hand corner will NOT actually exit the application the way it does in Windows on a desktop computer. Therefore your changes are not saved. If your handheld has to be reset at any point and your database has NOT been closed you will lose your changes. Additionally, if you are using this in conjunction with the HanDBase Conduit you will likely experience data loss if you do not save your database before Synchronizing. We recommend you close the database, or even the application, before Syncing to avoid problems and possible data loss.

Auto show input panel as needed

Select whether the on-screen input panel will automatically appear when you access any text entry option in the application, including when you edit a Text field, DB Popup field, Integer field or Float field in the Edit Record

View or when you edit the Database Properties.

NOTE: If you will not be editing data in your databases but only viewing the data it may be helpful to disable this option so the input panel does not appear every time you open a record.

Allow Checkbox selection in List View

Check this option if you would like to edit a checkbox in place in the List View Screen. If this is checked, touching any Checkbox field while in the Main Screen will toggle the checkbox value without going into the Edit Record screen.

NOTE: Remember, though, if you have sorting or filtering turned on, and the sorting or filtering settings are dependent on this field, then the record you have just edited in place, may move or even seem to disappear!

Allow Pop-up selection in List View

Check this option if you would like to edit popup fields in place in the List View Screen. If this is checked, touching any Popup field while in the Main Screen will bring up the popup list for that field, and allow adjusting without going into the Edit Record screen.

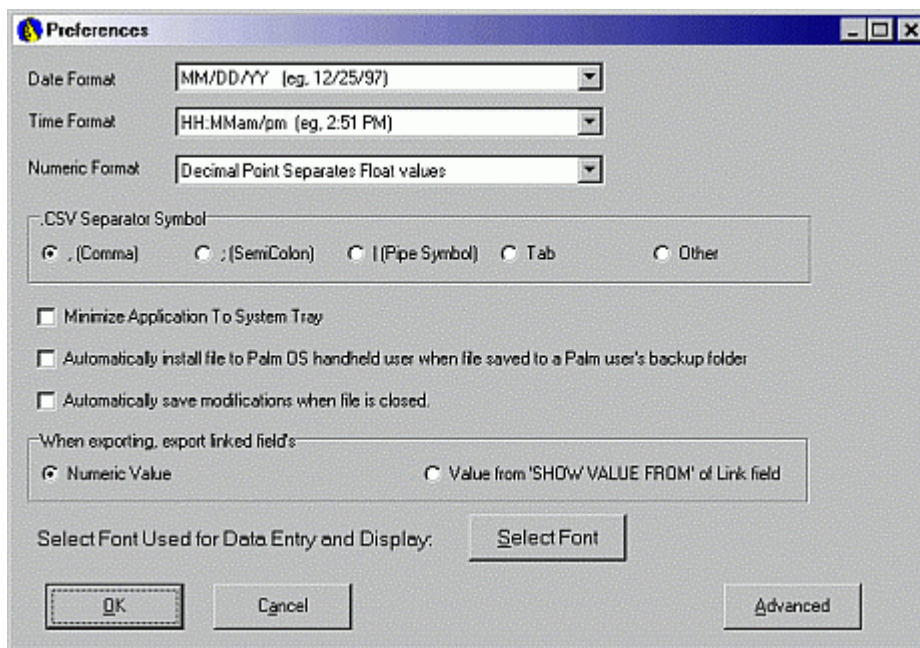
NOTE: Remember, though, if you have sorting or filtering turned on, and the sorting or filtering settings are dependent on this field, then the record you have just edited in place, may move or even seem to disappear!

Allow Date/Time selection in List View

Check this option if you would like to edit date and time fields in place in the List View Screen. If this is checked, touching any Date or Time field while in the List View Screen will bring up the date calendar, or time picker for that field, and allow adjusting without going into the Edit Record screen.

NOTE: Remember, though, if you have sorting or filtering turned on, and the sorting or filtering settings are dependent on this field, then the record you have just edited in place, may move or even seem to disappear!

HandBase Desktop for Windows

**Date Format**

Choose the format that the dates are in when converting to and from .CSV files.

Time Format

Choose the format that the times are in when converting to and from .CSV files.

Numeric Format

Select the format of float fields. While most countries use the decimal point, some use a comma to separate the whole and fractional parts of a decimal number.

CSV Separator Symbol

Select the separator used for CSV files. Choosing “Other” allows you to define a separator, if not listed here.

Minimize Application To System Tray

If this option is checked, the HandBase Desktop application will not minimize to the task bar at the bottom, but rather as a small icon in the bottom right of your screen. Double clicking the application will bring it back into view.

Automatically install file to Palm OS handheld user when file saved to a Palm user's backup folder

If this option is checked, then the application will automatically queue for install a file saved to a user's backup folder. If unchecked, the user will be prompted for whom to install each file to when saved.

Automatically save modifications when file is closed.

When checked, the program will automatically save files that have been modified without first prompting to save.

When exporting, export Linked field's

When 'Numeric Value' is selected then the Unique number assigned by HanDBase that maintains the links is put in the exported file.

When 'Value from SHOW VALUE FROM' of Link Field' is selected then the value that is displayed in the Linked field, based upon the Show Value From setting in the Link field, is exported.

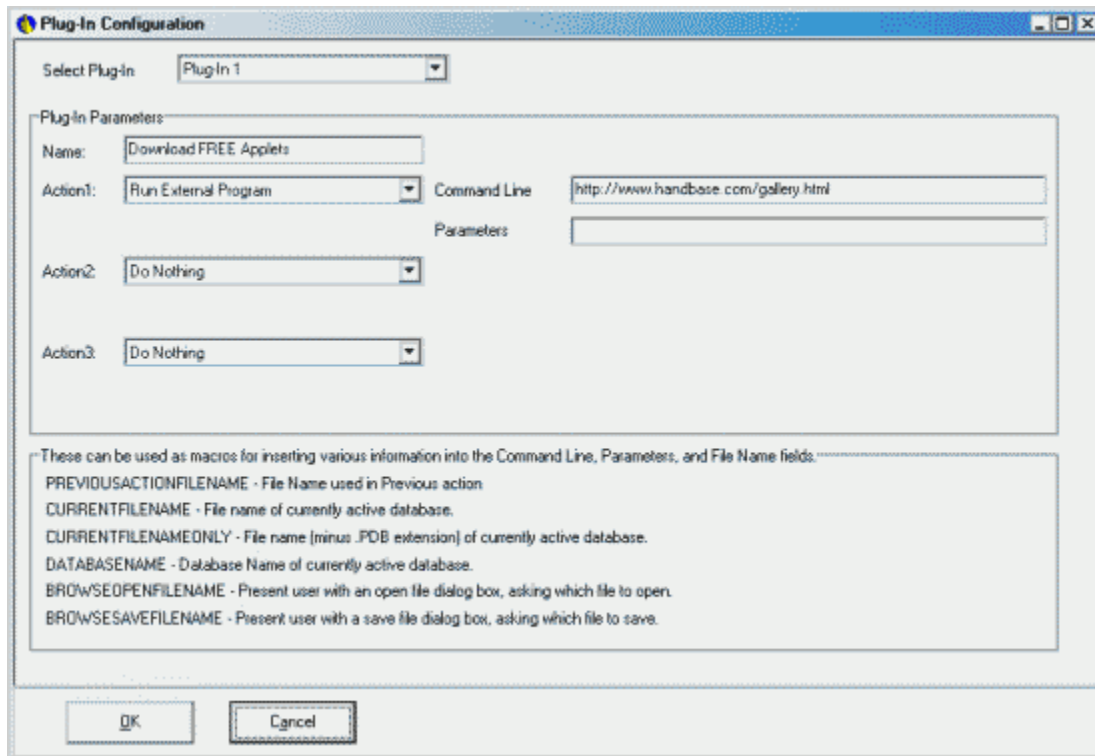
Select Font Used for Data Entry and Display

You are able to select the Default font that is used for displaying data and for Data Entry. This Font will NOT be reflected when you Print, you will need to set that there as well. See the List View Format Printing section for more info on those settings. This is mainly intended so that users who use NON-English/Roman characters are able to see and enter data that was entered on their handheld.

Advanced HanDBase Desktop for Windows Preferences

Click the [Advanced] button to access the advanced settings, including plug-in configuration.

Plug-in Configuration



Plug-Ins are used to run commands directly from the File pull down menu. They appear as built-in options in this menu, and can be used to launch commands often performed or third party programs, or a combination thereof. These plug-ins are used by the HanDBase Data Exchange program for easier access to that program and it's tools.

Select Plug-In

Select from the list of available plug-ins.

Plug-In Parameters*Name*

Give this Plug-In a name here.

Action 1:, Action 2:, Action 3:

First action to run for this plug-in. Choose which action to take first. Exporting, Importing, Running an external command, Saving the current file, or doing nothing.

The following actions are available. If there are any options or additional parameters for the action they are listed below the appropriate action.

Do Nothing

Skip this step.

Export Records

Export records from the current database to a .CSV file.

Field Names

If checked, the field names will be imported/exported in the first line of the file.

Filtered Only

If checked, use the filtered list of records only.

Physical Order

Choose whether the data is saved in the field order it was created in. If unchecked, it will use the 'Edit Field Order' screen's settings for this.

Quotes

If checked, quotes are/will be placed around each field type.

File Name

Select the file name to export to. Please see below for a list of MACRO options that apply to this field.

Import Records

Import records from a .CSV file.

Field Names

If checked, the field names will be imported in the first line of the file.

Physical Order

Choose whether the data is saved in the field order it was created in. If unchecked, it will use the 'Edit Field Order' screen's settings for this.

Quotes

If checked, quotes are/will be placed around each field type.

Import Options

Choose what to do with the existing records in this file.

Into New Database - Create a new database to import to.

Replacing Records - Replace the existing records in the current database.

Appending Records - Append the new records on to the records already existing in the current database.

File Name

Select the file name to import from. Please see below for a list of MACRO options that apply to this field.

Run External Program

Launch a command line with custom parameters.

Command Line

Select your command line to run. Please see the description below for a list of MACROS relating to this.

Parameters

Select any command line parameters for this action. Please see below for more details.

Save Current File

Save the Current PDB File.

File Name

Select the file name to save to. Please see below for a list of MACRO options that apply to this field.

Load File

Loads a HanDBase database file

File Name

Select the file name to load. Please see below for a list of MACRO options that apply to this field.

Reload Current File

Reloads the currently opened database file. This option is useful if you use another action to work with the records and then need to update the current file to see any changes.

Close Current File

Closes the currently opened database file.

Macros

The following items can be used as macros for inserting various information into the Command Line, Parameters, and File Name fields.

PREVIOUSACTIONFILENAME - File Name used in Previous action

CURRENTFILENAME - File name of currently active database.

CURRENTFILENAMEONLY - File name (minus .PDB extension) of currently active database.

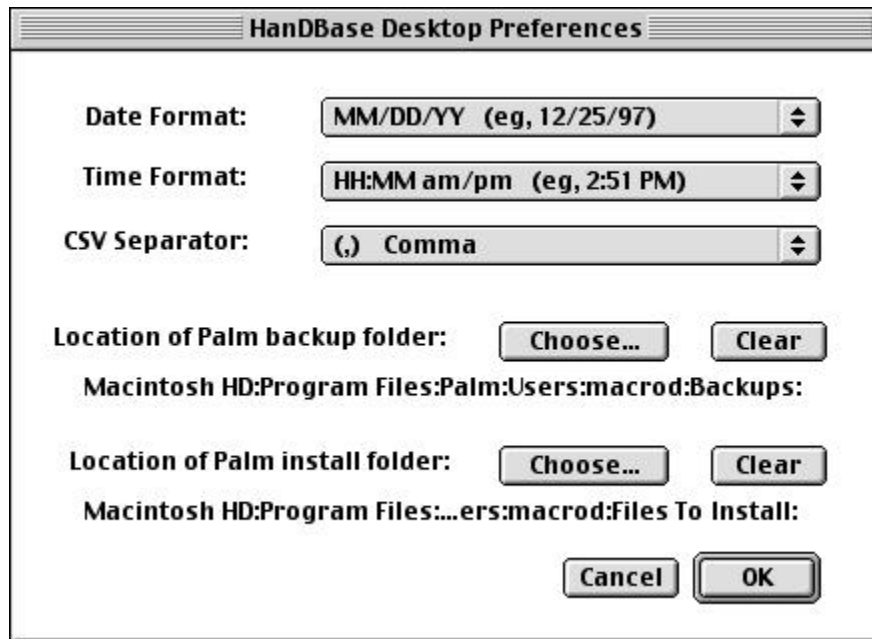
DATABASENAME - Database Name of currently active database.

BROWSEOPENFILENAME - Present user with an open file dialog box, asking which file to open.

BROWSESAVEFILENAME - Present user with a save file dialog box, asking which file to save.

HandBase Desktop for Macintosh

The Preference screen is accessed via the 'Edit' menu.



Date Format

Choose which date format you use for representing dates. These choices are similar to the Palm OS handheld 'Prefs' application's formats section. Choose the format that dates will be when converting to a .PDB file, and also when saving a HandBase database to a .CSV file for viewing and using on your PC.

Time Format

Choose which time format you use for representing times. These choices are similar to the Palm OS handheld 'Prefs' application's formats section. Choose the format that times will be when converting to a .PDB file, and also when saving a HandBase database to a .CSV file for viewing and using on your PC.

.CSV Separator Symbol

Choose which character will separate entries on your .CSV files. This is usually a comma (,), but in some areas of the world, and in some alternative programs, other characters may be used, such as a semi-colon (;).

NOTE: On the Macintosh platform the Tab Delimited file (.TSV) is more of a standard than a Comma Separated file. Most Macintosh applications, such as AppleWorks and FileMaker, will default to saving the data with a Tab Delimiter. You will therefore need to change this preference to indicate a Tab for those files to be imported correctly.

Location of Palm backup folder

Specify the Palm backup folder by clicking on 'Choose'. The Palm backup folder is usually located under the Palm:Users:Your user name: directory. Once the backup folder is set, future references to PDB files will default to this folder. For instance, when converting from a PDB to CSV file clicking on "Choose..." will automatically default to your backup folder that houses all you PDB file.

When using the 2.6.1 version of the Palm Desktop this location is usually:
Macintosh HD:Applications OS 9:Palm:Users:USERNAME:Backup

When using the 4.0 version of the Palm Desktop this location is usually:
Macintosh HD:Documents:Palm:Users:USERNAME:Backup

Location of Palm install folder

Specify the Palm install folder by clicking on 'Choose'. The Palm install folder is usually located under the Palm:Users:Your user name: directory. Once the install folder is set, converting CSV files to PDB files will automatically install the newly created PDB file on your Palm organizer during the next HotSync.

When using the 2.6.1 version of the Palm Desktop this location is usually:
Macintosh HD:Applications OS 9:Palm:Users:USERNAME:Files to Install

When using the 4.0 version of the Palm Desktop this location is usually:
Macintosh HD:Documents:Palm:Users:USERNAME:Files to Install

Database Installation

Palm OS

There are different methods for installing HanDBase database files to your Palm OS handheld device. Listed below are some of the common methods.

Double Click

This method will work for Windows and Macintosh users.

The easiest way to install HanDBase database .PDB files, if you have downloaded them from the DDH Software website Gallery or if a friend or colleague has given you a file, is to simply double click that .PDB file. This action will launch the Palm Install Tool. If you have multiple users on this computer you will first need to select the user you want to install the file to. Then, after you have selected a user, or if you only have one user, that file will be listed in the Install Tool. You then only need to click the [Done] button to close the Install Tool. The next time you HotSync that file will be installed to your handheld device.

Palm Install Tool

This method will work for Windows and Macintosh users.

The second way to install HanDBase database .PDB files, if you have downloaded them from the DDH Software website Gallery or if a friend or colleague has given you a file, is to open the Palm Install Tool. Windows users can open the Palm Install Tool by clicking the icon within the Palm Desktop or by selecting Install Tool from the Palm Desktop folder on the Start Menu. Macintosh users can open the Install Tool by selecting "Install Handheld Files from the HotSync Menu in the Palm Desktop or from their user's sub-menu on the Instant Palm Desktop Menu. Once the Install Tool is open you can drag and drop the HanDBase database .PDB files you want to install onto the window and they will then be listed for installation. You can also click the [Add] button and then navigate to the folder where the files are located and select them to be installed. Those files will then be listed for installation. Then click the [Done] button to close the Palm Install Tool. The next time you HotSync any files you chose to Install will be installed to your handheld device.

HanDBase Desktop - Windows Users

This method of installation is best used when you are creating or editing HanDBase databases with the HanDBase Desktop application on your PC. With the Windows version of the HanDBase Desktop when you create a database and save it you are prompted to select handheld user you would like to install this file to. You can even select multiple users if you want to install to more than one. To select multiple users, hold down the Control (CTRL) key on the keyboard while you select the users. When finished selecting users click the [OK] button. You will receive confirmation that the files will be installed the next time you Synchronize. If you are using the Standard version of HanDBase, without a Conduit, you will also be prompted to install your database files any time you edit an existing database with the HanDBase Desktop. That way your changes will be re-installed to the handheld, overwriting your existing file there.

NOTE: If you are using a version of HanDBase that includes a Conduit, HanDBase Plus, Professional or Enterprise, when you make changes to an existing database, which is in the HanDBase Synchronization folder, you will NOT be prompted to install/re-install your database because the conduit enables a 2-way Synchronization between the handheld and desktop files. Database Creation **NOTE:** When you first create a database using the HanDBase Desktop we recommend you save your initial file to a temporary location and NOT to the HanDBase Synchronization Folder or the Palm Backup Folder. That way you will avoid conflicts if you are using the HanDBase Conduit. However, when you want to re-open that database you will need to do so by selecting Open from the File menu and choosing from that list. That way you ensure you are opening the one that was Backed-up or Synchronized.

HandBase Desktop - Macintosh Users

This method of installation is the easiest to use if you are importing data from a CSV file into the HandBase Desktop. You will want to first set the Preferences for the "Location of Palm Backup Folder" and "Location of Palm Install folder" in the HandBase Preferences. You can access these by selecting Preferences from the Edit Menu. Once those have been set then when you import data the HandBase database file that is created during the import will automatically be saved to that user's "Files to Install" folder. Then, after you convert your data you will only need to do a HotSync to install the files to your handheld device.

Pocket PC

There are different methods for installing HandBase database files to your handheld device. Listed below are some of the common methods.

Synchronize Files Method

The easiest way to install HandBase database .PDB files, if you have downloaded them from the DDH Software website Gallery or if a friend or colleague has given you a file, is to copy them to your HandBase3 sub-folder of your "Pocket_PC" My Documents folder, where Pocket_PC is the name assigned to your handheld device. This folder is created when you enable Microsoft ActiveSync to Synchronize Files. Follow these steps to enable this option:

1. Open open Microsoft ActiveSync.
2. From the File Menu select Mobile Devices.
- (**NOTE:** if you device is currently connected skip to step 4)
3. Select the Mobile Device you wish to configure
4. From the Tools Menu select Options.
5. On the Sync Options tab scroll through the list in the lower section until you see Files.
6. Check the box next to Files.
7. A message will appear indicating that a folder has been created on your desktop. Once Files is enabled for Synchronization you will find the Pocket_PC My Documents folder on the Desktop. If you open that you will see a HandBase3 folder. If you want to install databases to your handheld, copy them to that folder. Then when you Synchronize those files will be copied to your handheld device.

Direct Copy Method

Another option for install HandBase database .PDB files, if you have downloaded them from the DDH Software website Gallery or if a friend or colleague has given you a file, is to directly copy them to your handheld device. To do this you will need to connect your device to your computer. Once connected double-click the My Computer icon on your desktop. In that window you will see an item called Mobile Device. Double-click this icon. This will open a direct connection to your handheld device. Generally you are placed in your My Documents folder. You should see a HandBase3 folder, if the application has been installed properly. Double-click the HandBase3 folder. To install files, simply copy them into this folder. Those databases will then be available within the HandBase application on your handheld device.

HandBase Desktop - Windows Users

This method of installation is best used when you are creating or editing HandBase databases with the HandBase Desktop application on your PC. With the Windows version of the HandBase Desktop when you create a database and save it you are prompted to select handheld user you would like to install this file to. You can even select multiple users if you want to install to more than one. To select multiple users hold down the Control (CTRL) key on the keyboard while you select the users. When finished selecting users click the [OK] button. You will receive confirmation that the files will be installed the next time you Synchronize. If you are using the Standard version of HandBase, without a Conduit, you will also be prompted to install your database files any time you edit an existing database with the HandBase Desktop. That way your changes will be re-installed to the handheld, overwriting your existing file there.

NOTE: If you are using a version of HandBase that includes a Conduit, HandBase Plus, Professional or Enterprise, when you make changes to an existing database, which is in the HandBase Synchronization folder, you will NOT be prompted to install/re-install your database because the conduit enables a 2-way Synchronization between the handheld and desktop files. Database Creation **NOTE:** When you first create a database using the HandBase Desktop we recommend you save your initial file to a temporary location and NOT to the HandBase Synchronization Folder or the Pocket PC My Documents HandBase3 Folder. That way you will avoid conflicts if you are using the HandBase Conduit. However, when you want to

re-open that database you will need to do so by selecting Open from the File menu and choosing from that list. That way you ensure you are opening the one that was Backed-up or Synchronized.

Updating Older HanDBase databases

Palm OS

In learning from past experiences with updates, we've made v3.0 run in tandem with the previous version, so you can have both installed and use them separately with their own databases. So be aware that when you install HanDBase 3.0, it will not overwrite your existing HanDBase and databases. The Format of the HanDBase 3.0 Databases has changed. This is due to a number of changes made to the structure of the databases to support the new fields, the additional fields, the encryption capabilities, the HanDBase Views and other new features. Therefore your older databases will not automatically appear in the new version. Follow the instructions below for updating your older databases to the new version.

NOTE: Before proceeding we recommend you HotSync your handheld device with your computer to ensure you have a backup copy of each of your databases. You can however easily convert your databases from the older format to the newer format so they can be used in HanDBase 3.0. On your Palm OS handheld this is started automatically. When you first launch HanDBase 3.0 you will be prompted asking if you would like to update your databases. You will have three options:

Yes - If you choose this option HanDBase 3.0 will begin updating your older databases.

No - If you choose this option HanDBase 3.0 will not update your older databases at this time.

Never Again - If you choose this option HanDBase 3.0 will not update your older databases AND you will never be prompted to update them again, when the application is first started.

If you selected Yes when prompted to update your databases then HanDBase 3.0 begins updating all of your databases to the new format. You will see a dialog indicating which database is being updated. When each is finished updating you will see the dialog, to the left, letting you know that the update of that database was successful and asking if you would like to Delete the older copy of the database. If you select Yes then the older copy will be deleted from your handheld and you will not be able to use that older copy again. If you select No then the older copy will be renamed with -Old at the end of the Database name and you will be able to continue using it in the older version of HanDBase while it is still installed.

NOTE: HanDBase 3.0 databases will take up more memory than the older versions of your databases. Generally they take up 40Kb extra to begin with and then each record will take up an additional 20 bytes, over the older version.

Additionally, if you decide to keep the older versions of your databases you will need more than double the memory to do so. Therefore, before you begin updating be sure you have enough memory available to convert the new DBs as well as keep the older ones, if you choose to do so.

NOTE: If you have the HanDBase Conduit and choose to delete the older databases after converting them then the older versions will be moved to the HanDBase Archive folder on the desktop, if you need to retrieve them. However if you do not have the HanDBase Conduit and are relying on the Palm System or Backup Conduit to back up your databases then, after updating, you will completely lose the older versions of your databases the next time you HotSync. You will therefore, before HotSyncing, want to make a manual backup of your Palm User's folder on the desktop in case you decide at some point you would like to revert to the older version databases.

When all of your databases have been updated you will see the dialog to the left indicating how many were updated and if there were any errors.

Pocket PC

In learning from past experiences with updates, we've made v3.0 run in tandem with the previous version, so you can have both installed and use them separately with their own databases. So be aware that when you install HanDBase 3.0, it will not overwrite your existing HanDBase and databases.

The Format of the HanDBase 3.0 Databases has changed. This is due to a number of changes made to the structure of the databases to support the new fields, the additional fields, the encryption capabilities, the HanDBase Views and other new features. Therefore your older databases will not automatically appear in the new version. Follow the instructions below for updating your older databases to the new version.

NOTE: Before proceeding we recommend you Synchronize your handheld device with your computer to ensure you have a backup copy of each of your databases. It is fairly easy to convert your older databases to the new format. One step is required however to make the process easier and to avoid the possibility of data loss. You will first want to open the file Explorer Application, accessible from the Start Menu or from the Programs option available on the Start Menu. Once open you will want to use it to make copies of all your existing HanDBase databases. To do this, navigate to the HanDBase folder in the My Documents folder. Scroll to the bottom of the list of databases. Then tap and hold your stylus below the last item in the list. Drag your stylus to the top of the screen and continue holding until all the files in that folder are selected. Then tap and hold your stylus in the middle of the screen. A menu will appear. Select Copy from that menu. Then navigate to the HanDBase3 folder in the My Documents folder. Tap and hold the stylus there and then select Paste from the menu. All your older databases will now be in the HanDBase 3 folder as well.

NOTE: The above process is necessary so that any databases you have with Link or Linked fields will be able to be updated properly. After you have copied your databases into the HanDBase3 folder you can begin to open them one by one to update them. Simply select Open from the file menu to do this. You will then see the dialog to the left asking if you would like to update this database. If you select Yes then this database will be updated and if it is successful in updating this database a "Conversion Successful" message will appear. Tap OK to close that dialog. You will then need to save this converted database so select Save from the File menu. Leave everything as it is and click the Save button. If you are asked if you want to replace an existing file click Ok/Yes. You can then proceed to update the rest of your databases.

NOTE: HanDBase 3.0 databases will take up more memory than the older versions of your databases. Generally they take up 40Kb extra to begin with and then each record will take up an additional 20 bytes, over the older version. Additionally, if you decide to keep the older versions of your databases you will need more than double the memory to do so. Therefore, before you begin updating be sure you have enough memory available to convert the new DBs as well as keep the older ones, if you choose to do so.

NOTE: If you have the HanDBase ActiveSync Conduit and decide to delete the older databases after converting them then the older versions will be moved to the HanDBase Archive folder on the desktop, if you need to retrieve them. However if you do not have the HanDBase Conduit and are relying on the ActiveSync Files Synchronization to back up your databases then, after updating, you will completely lose the older versions of your databases the next time you Synchronize. You will therefore, before Synchronizing, want to make a manual backup of your Pocket PC My Documents folder on the desktop in case you decide at some point you would like to revert to the older version databases.

HanDBase Desktop for Windows

In learning from past experiences with updates, we've made v3.0 run in tandem with the previous version, so you can have both installed and use them separately with their own databases. So be aware that when you install HanDBase 3.0, it will not overwrite your existing HanDBase and databases.

The Format of the HanDBase 3.0 Databases has changed. This is due to a number of changes made to the structure of the databases to support the new fields, the additional fields, the encryption capabilities, the HanDBase Views and other new features. Therefore your older databases will not automatically appear in the new version. Follow the instructions below for updating your older databases to the new version.

NOTE: Before proceeding we recommend you Synchronize your handheld device with your computer to ensure you have a backup copy of each of your databases.

It is fairly easy to convert your older databases to the new format. One step is required however to make the process easier and to avoid the possibility of data loss. You will first want to create a Temporary folder somewhere on your computer. Once created, then open the older 2.7x version of the HanDBase Desktop. Open each file, one at a time, and then choose Save As from the File Menu. Choose to save them to the Temporary folder you created. If you are prompted to install that database click the Do Not Install button.

NOTE: The above process is necessary so that any databases you have with Link or Linked fields will be able to be updated properly.

After you have copied your databases into a temporary folder you can begin to open them one by one to update them. Simply select Open from the File Menu of the HanDBase 3.0 Desktop to do this. You will then see the dialog to the left asking if you would like to update this database. If you select Yes then this database will be updated and if it is successful in updating this

database a "Conversion Successful" message will appear. Click OK to close that dialog. You will then need to save this converted database so select Save from the File menu. leave everything as it is and click the Save button. If you are asked if you want to replace an existing file click Ok/Yes.

You can then proceed to update the rest of your databases.

NOTE: HanDBase 3.0 databases will take up more memory than the older versions of your databases. Generally they take up 40Kb extra to begin with and then each record will take up an additional 20 bytes, over the older version. Additionally, if you decide to keep the older versions of your databases you will need more than double the memory to do so. Therefore, before you begin updating be sure you have enough memory available to convert the new DBs as well as keep the older ones, if you choose to do so.

HanDBase Interface

Main Screen

Palm OS

From the screen titled 'Choose Database', you will find the following options:

Selecting a Category

HanDBase has the ability to have up to 20 categories that you can create or customize. There are also up to three static categories; All, Unfiled and [Card]. You will see the currently selected category in the Upper Right corner of the Main Screen. If you tap the selector there you will be able to select a different category to display. If you select All a list of all the currently installed databases will be presented. If you select Unfiled you will see a list of all databases that have not been assigned to a category. If you are using a handheld device that supports storing files to a memory card using VFS then selecting the [Card] category, where "Card" is the actual name of your Memory Card, will display any HanDBase databases you have stored on the card. For more information on using a Memory Card with HanDBase see the VFS Support section below. The final option on the Category Menu is Edit Categories. If you select this option you will be able to add New categories, Edit existing categories, or Delete existing categories.

Creating a New Database



To create a New database, tap the button labeled "New". You will be taken into the DB Properties for that new database and be able to begin the creation of your new database. For more detailed information on this option see the Creating/Editing a Database section below.

Opening a Database



To open an existing database, you can either double tap the database in the list you would like to open or you can select the database in the list and then tap the 'Open' button. HanDBase will remember where you left off when last viewing or editing the database, and your sorting and filtering settings will be restored. If you don't see the database you want in the current list, it may reside under a different category. See above for more information on accessing the Categories.

Sending a Database



To send a database to another HanDBase, select the Database in the list that you would like to send and then tap the

'Beam' button. You will then be given two options for Sending the data, either via IR (Infrared)  or BT



(Bluetooth). The Bluetooth option will only work on devices that have this capability built in or added. When you select the method you wish to use HanDBase will send this database to another HanDBase user. For the other user to receive the database, he or she must also have HanDBase installed on their system.

Changing the Properties of an Existing Database



To change the properties of an existing database, select the database in the list that you would like to change and then tap the 'Details' button. From here, you will be taken to the DB Properties screen, which is identical to the New Database screen, with the exception that you are editing an existing database.

Other Tools



Tapping this option will slide a graphical menu on the screen with the following options for working with your database. You will first need to select the database you want to work with before tapping this Tools Menu.



To delete an existing database, select the database in the list that you would like to delete, tap the Tools button and then tap the 'Delete' button. You will be asked to confirm deletion of this database, and if confirmed, the database will be deleted.



This option enables you to Move a database to a memory card that supports VFS. When moved it will be automatically placed in the correct folder so that HandBase can correctly access it. To Move a database, select the database in the list that you would like to move, tap the Tools button and then tap the 'Move' button.

NOTE: For more details on VFS Support see the VFS Support section below.



This option shows details about the database including the following:

- Database Name
- Database Size
- Number of Records
- Created On
- Last Modified
- Author
- Author Comments

To get the Info on a database, select the database in the list that you would like Info on, tap the Tools button and then tap the 'Info' button.

Menu Functions

Help

About

Go to the About screen to get version details, registered status, etc. Options

Update Old Databases

This option enables you to update any databases you have in an earlier HandBase format, ie 2.7x. By default, when you Open HandBase you will be given the option to update all of your older databases. If you select "No" at that time or if at some point you select "Never Again" you will be able to update older databases by selecting this option.

NOTE: For more details on updating older databases see the Updating Older Databases section above.

Edit Categories Screen

The Edit Categories screen comes up whenever the 'Edit Categories' popup choice is chosen from within the program. This screen is used to define the 20 different categories a database can reside in.

Categories are added by pressing the (New) button along the bottom. You will then be prompted to enter the Category value, after which you should choose the (OK) button in that prompt to return to this list. To rename an item in the list, select the item with the stylus and press the (Rename) button. To delete an item from the list, select the item, and press the (Delete) button. When you are finished editing the categories, press the (OK) button to save your changes and return to the previous screen.

NOTE: If you add a database to your handheld that already has a category assigned, that category will be added to your list, if you have not reached the maximum of 20 already, and that database will be available in that category. This applies if you install a database from the desktop or if you have a database sent to you via Infrared or Bluetooth.

Menu Functions

(This menu is available when you are adding a New category or Renaming an existing one.)

Edit

Undo

Undo last text edit function.

Cut

Move selected text to clipboard.

Copy

Copy selected text to clipboard.

Paste

Paste text from clipboard to current field

Select All

Select/Highlight all text in the current field.

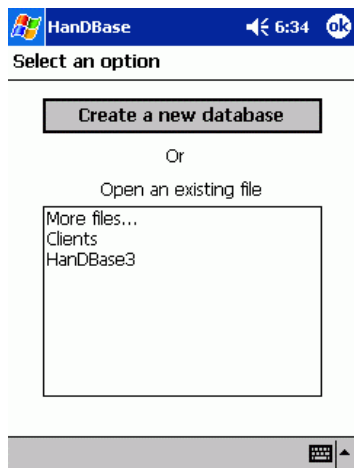
Keyboard

Bring up popup keyboard for typing.

Graffiti Help

Brings up the Graffiti Cheat Sheet for determining the proper strokes.

Pocket PC



On this screen you will find the following two options:

Creating a New Database

To create a New database, tap the button labeled "Create a New Database". You will be taken into the DB Properties for that new database and be able to begin the creation of your new database. For more detailed information on this option see the Creating/Editing a Database section below.

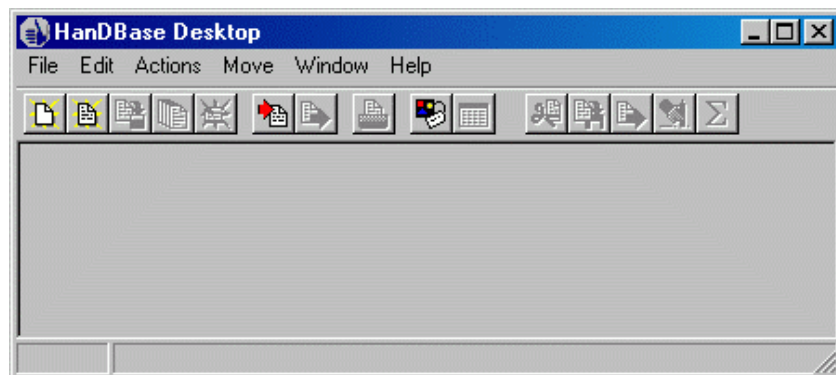
Opening a Database

To open an existing database, you can either tap the database name in the list you would like to open or you can tap More files... to be taken to the standard Windows CE Open file dialog where you can select from any HanDBase database currently installed to your handheld device. When you select More files... the program will, by default, look in the HanDBase3 folder for databases you have installed there.

HanDBase will remember where you left off when last viewing or editing the database, and your sorting and filtering settings will be restored.

HanDBase Desktop for Windows

When you open the HanDBase Desktop you will see the following screen. From this screen you can use the menus or the toolbar items to create a new database, open an existing database, re-open an existing database or access the program Preferences. You can also access the Help Documentation and the About screen from the *Help* menu.



Menu Functions

Please note, some menus may not be available within certain screens.

File

New

Create a new Database file.

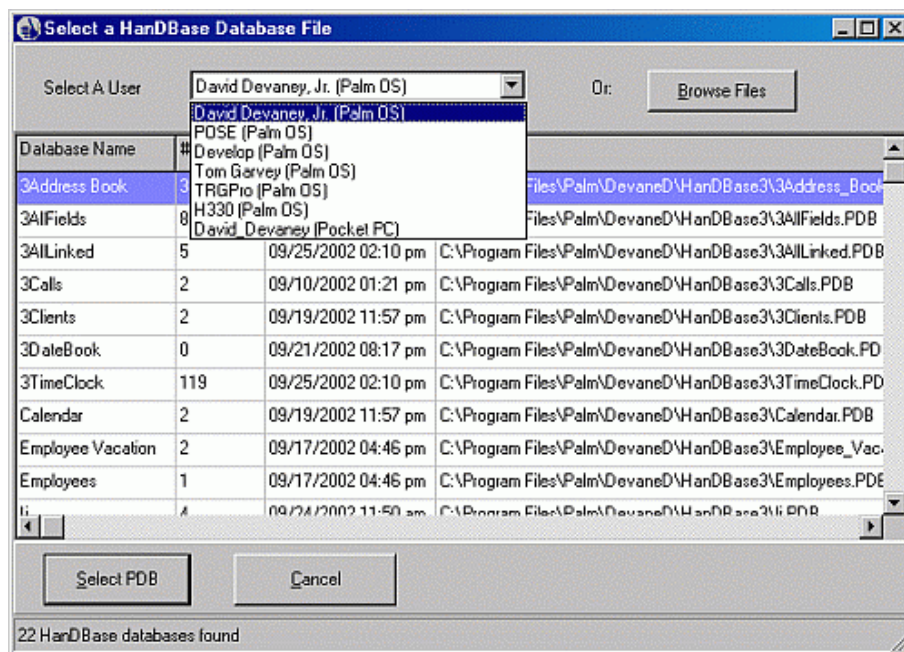
Toolbar Icon: 

Open

Open an existing HanDBase Database file.

Toolbar Icon: 

When you select the *Open* option you will see the following dialog. From here you can select the user whose files you would like to see. You can then select the database file you would like to open. You can also click the *Browse Files* button to navigate your hard drive to open database files that are stored in a different location.



Reopen

Reopen a file that was previously open. HanDBase Desktop remembers the last 5 files opened, and will let you choose one of these to reopen.


Save

Save the currently selected database.

Toolbar Icon: 


Save As

Save the currently selected database under a different name.

Toolbar Icon: 

Close

Close the currently selected database.

Toolbar Icon: 


Import

Import data from a Comma Separated Value file.

Toolbar Icon: 

Export

Export data from the currently selected database to a variety of formats.

Toolbar Icon: 

Merge Database

Merge data from an identically structured database into the current database. This function will actually Synchronize the data into the currently opened Database. This enables multiple users to intelligently merge their data, avoiding duplicates. Additionally changes made to individual records will be reflected after the Merge.

Plug-In 1

This menu function can have any name, as given in the 'Advanced Plug-In Configuration' section of the preferences, and will call the functions defined in Plug-In 1 of this section.

Plug-In 2

This menu function can have any name, as given in the 'Advanced Plug-In Configuration' section of the preferences, and will call the functions defined in Plug-In 2 of this section.

Plug-In 3


This menu function can have any name, as given in the 'Advanced Plug-In Configuration' section of the preferences, and will call the functions defined in Plug-In 3 of this section.

Plug-In 4

This menu function can have any name, as given in the 'Advanced Plug-In Configuration' section of the preferences, and will call the functions defined in Plug-In 4 of this section.

Print

Print the current database. After selecting this, you are given numerous options for printing your data. Refer to the Printing Records section for printing Options.

Toolbar Icon: 

Preferences

Adjust the preferences for this program.

Toolbar Icon: 

DB Properties

Adjust the settings, field types and properties, etc., for the current database.

Toolbar Icon: 

Exit

Exit the program. You will be prompted to save any databases that have been changed.

Edit*Undo*

Undo the last change made to any text typed within the program.

Cut

Remove the currently selected text and copy it to the clipboard.

Copy

Copy the currently selected text to the clipboard.

Paste

Paste the text currently in the clipboard to the field that has the current focus.

Select All

Select all of the text in the field with the current focus.

*Actions**Move Record(s) To..*

If in the Edit Record Screen, move the current record to another database, which has the same structure as this database. If in the List View, move all records within the current filter range to another database with the same structure as this database.

ToolBar Icon: 

Copy Record(s) To..

If in the Edit Record Screen, copy the current record to another database, which has the same structure as this database. If in the List View, copy all records within the current filter range to another database with the same structure as this database.

ToolBar Icon: 

Copy Record To New..

Copy the current record to a new record.


Export Record(s) To Text

If you are in the Edit Record Screen, selecting this option will save the current record to a text file. If you are in the List View, selecting this option will save all records within the current filter range to a text file. You will be prompted for the file name of the text file to save this to.

ToolBar Icon: 


Delete Record(s)

If in the Edit Record Screen, delete the current record. If in the List View, you are prompted to delete either all records within the filter range, outside the filter range, or all records.

ToolBar Icon: 

Run Report

Run a report on a field in this database. You will be prompted to choose a field to run the report on.

ToolBar Icon: 

Move*To Top*

Move to the top of this database.

To Bottom

Move to the bottom of this database.

Window*Tile Vertically*

Arrange the windows such that all are visible and arranged in a vertical row.

Tile Horizontally

Arrange the windows such that all are visible and arranged in a horizontal row.

Cascade

Arrange the windows such that all are visible and arranged in a staggered, cascaded view.

Minimize All

Minimize all windows.

Help*Help Topics*

Choose from various help topics.

About

About the HanDBase Desktop program.

List View

Common Interfaces

The following screens, or interfaces, are the same among the Palm OS, Pocket PC and HanDBase Desktop for Windows applications. The way the screen looks will vary some but all of the available options are the same.

Edit Records

To edit a record tap somewhere in the row that the record resides and this will open the Edit Record screen. Some fields, however, may allow editing-in-place on your handheld. For example, you can edit date, time, popups, and checkboxes just by pressing on that particular field if you have enabled those preferences. Please see the Preferences section of this manual for information on enabling or disabling these features.

NOTE: HanDBase Desktop users will not be able to edit data in the list view, at this time.

HanDBase Views

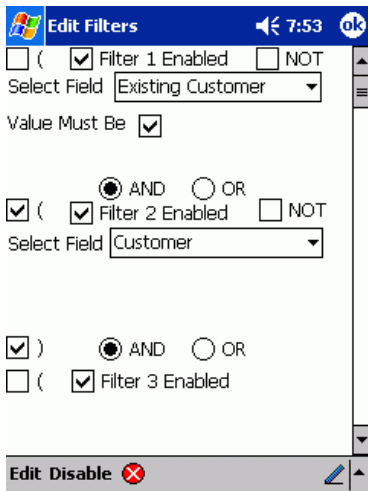
HanDBase Views is a feature that enables you to have different saved ways of viewing your data in the List View and in the Edit Record Screen. This enables you to Show or Hide certain fields from the List View or Edit Record Screen. You also have the ability to set different Sorting or Filtering options on a Per View basis. HanDBase Views are helpful when you need to quickly switch between different filters or sorting. You do not need to set these options manually each time.

For Example: You might want to create an Address Book replacement database. Once you have this database established, you will want to create categories to put the records in, ie Personal, Business, or Family. Using HanDBase Views you can set up different views for each category. At a basic level you could set them each to filter on a Category field so when you select say Family you only see the records for your family. However you can even go so far as to have it show only the Home Address in the records when you select Personal but show the Work Address in the records when you select Business.

Edit Filters Screen

This screen is used to set the filtering parameters for the database. There can be up to six filtered fields. To enable a filter, check the filter's checkbox labeled 'Filter 1 Enabled', 'Filter 2 Enabled', etc. This will enable choices for which field to field and the filter parameters. When you begin to enable the filters you will notice that in the Title Bar area the grouping of the Filters will be shown. This gives you an easy way of seeing which filters are being used, designated by F1, F2, F3, F4, F5 and F6, as well as how the filters will be evaluated, based on the AND &, OR |, NOT !, and Parenthetic () operators.

The filter parameters depend on what field type is being filtered. Some fields can't be filtered at all. The following list outlines what the ranges for each field type do:



Text Fields

There is one filter parameter, which is labeled Must Contain. In the field, enter the text that must be present in this Text Field in order to be shown in the List View Screen. You can also press the Must Contain label to access the items in the Text Fields popup.

Integer Fields

There are two filter parameters, the low range and the high range of the field. In each field enter the minimum and maximum value, respectively, for which this field's value must fall in order to be shown in the Main Screen. You can also press the Must Contain label to access the items in the Integer Fields popup.

Float Fields

There are two filter parameters, the low range and the high range of the field. In each field enter the minimum and maximum value, respectively, for which this field's value must fall in order to be shown in the Main Screen. You can also press the Must Contain label to access the items in the Float Fields popup.

Date Fields

There are two filter parameters, the low range and the high range of the field. In each field select the minimum and maximum date, respectively, for which this field's date must fall in order to be shown in the Main Screen.

Time Fields

There are two filter parameters, the low range and the high range of the field. In each field enter the minimum and maximum time, respectively, for which this field's time must fall in order to be shown in the Main Screen.

Popup Fields

There is one filter parameter, the value of the popup. In order to be shown in the List View Screen, a record must have the same value as this popup, in this Popup field.

CheckBox Fields

There is one filter parameter, the value of the checkbox. In order to be shown in the List View Screen, a record must have the same value as this checkbox, in this field.

Note Fields

There is one filter parameter, which is labeled Must Contain. In the field, enter the text that must be present in this Note in order to be shown in the List View Screen. You can also press the Must Contain label to access the items in the Note Fields popup label.

Image Fields

Cannot be filtered.

Calculated Fields

The parameters depend on the Result Format of the calculated field. If the result format is a float, for example, the filter will behave like a Float field's filter would.

Unique Field

There are two filter parameters, the low range and the high range of the field. In each field enter the minimum and maximum value, respectively, for which this field's value must fall in order to be shown in the Main Screen.

Heading Field

Cannot be filtered.

Link Fields

Cannot be filtered.

Linked Fields

There is one filter parameter, which is labeled Must Contain. In the field, enter the text that must be present in this Linked Field in order to be shown in the List View Screen.

DB Popup Fields

There is one filter parameter, which is labeled Must Contain. In the field to the right, enter the text that must be present in this field in order to be shown in the List View Screen.

Relationship Fields

There is one filter parameter, which is labeled Must Contain. In the field, enter the text that must be present in this Relationship Field in order to be shown in the List View Screen.

Conditional Fields

There is one filter parameter, which is labeled Must Contain. In the field, enter the text that must be present in this Conditional Field in order to be shown in the List View Screen.

External Fields

Cannot be filtered.

There are also [NOT] mode buttons along the right side of the screen, one for each filter. Pressing these buttons reverses the appropriate filter. For example, if you are filtering a text field, and have a value of 'Must Contain': HanDBase, then pressing the [NOT] mode button will be interpreted by HanDBase as Must Not Contain: HanDBase. In addition, if the second filter is enabled, two more mode buttons [AND] and [OR], will be visible. Selecting [AND] means that both Filter requirements must pass for a record to be shown. Selecting [OR] means that either requirement must pass for a record to be shown/included in the list view.

Additionally, there are now parenthetic operators, [(] and [)], you can select for each field to evaluate the Filters in different ways. You can use these to evaluate fields together or separate from each other. You can even evaluate multiple groups of filters.

Once your filters are set, press the (OK) button to save your changes. Pressing (Cancel) will ignore the changes, and pressing (Disable) will un-check All the Filter Enabled options, as a quick way to disable all filters, and return to the List View Screen.

Menu Functions (handheld)**Edit***Undo*

Undo last text edit function.

Cut

Move selected text to clipboard.

Copy

Copy selected text to clipboard.

Paste

Paste text from clipboard to current field

Select All

Select/Highlight all text in the current field.

Keyboard (Palm OS only)

Bring up popup keyboard for typing.

Graffiti Help (Palm OS only)

Brings up the Graffiti Cheat Sheet for determining the proper strokes.

Sort Database Screen

This screen is used to set the sorting parameters for the database. There can be a primary, secondary, and tertiary sort field, and each can be sorted in ascending (forward), and descending (reverse) order. Certain field types are not sortable as they do not contain any sortable data. They are Link Field, Heading Field, Image Field, and the External Field. Once your sorting parameters are set, Tap the (OK) button to save your changes. Tapping (Cancel) will ignore the changes. Both buttons will return to the List View Screen once tapped.

Search Database Screen

This screen is used for searching for a specific value in the database. You can specify a string to search for, whether to search all or one field, whether the search will be case sensitive or not, and whether the field(s) being searched must start with this value to be matched. Pressing the (Go) button will begin the search, pressing (Cancel) will return to the List View Screen.

Menu Functions (handheld) Edit

Undo
Undo last text edit function.

Cut
Move selected text to clipboard.

Copy
Copy selected text to clipboard.

Paste
Paste text from clipboard to current field

Select All
Select/Highlight all text in the current field.

Keyboard (Palm OS only)
Bring up popup keyboard for typing.

Graffiti Help (Palm OS only)
Brings up the Graffiti Cheat Sheet for determining the proper strokes.

Set Value To Screen

This screen enables you to set the value of a group of fields to a specific value. The option you will have for setting the value will vary depending on the type of field you are trying to set the value for. The screen to the Left shows the option for a Text field. Below is a list of what you will see for each supported field.

Text

Multi-line Text entry area. Field name can be tapped to select from this fields popup list.

Integer

Single line data entry area. Field name can be tapped to select from this fields popup list.

Float

Single line data entry area. Field name can be tapped to select from this fields popup list.

Pop-up

Popup list selector to choose from items in this popup list.

Check-box

Checkbox that can either be checked or un-checked.

Date

Popup list selector to choose from Today, Tomorrow, One Week, No Date, or Choose Date. If you select Choose Date a calendar will be presented for you to select the date from.

Time

Popup list selector to choose from Current Time, No Time or Choose Time. If you select Choose Time the HanDBase time picker will be presented for you to set the specific time.

Note

Multi-line Text entry area. Field name can be tapped to select from this fields popup list.

DB Popup

Multi-line Text entry area. Field name can be tapped to select from the database that this DB Popup field would normally select from.

The following fields do not have the ability to have their values re-set so if the Set Value To.. menu item is selected you will not see any option to enter a value to set to.

- Unique
- Image
- Link
- Linked
- Heading
- Calculated
- Relationship
- Conditional
- External

Menu Functions

Edit

Undo

Undo last text edit function.

Cut

Move selected text to clipboard.

Copy

Copy selected text to clipboard.

Paste

Paste text from clipboard to current field

Select All

Select/Highlight all text in the current field.

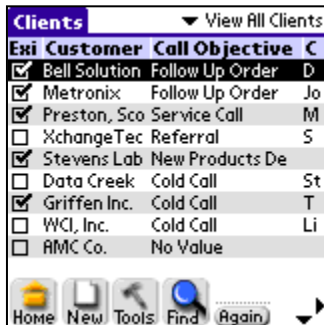
Keyboard (Palm OS only)

Bring up popup keyboard for typing.

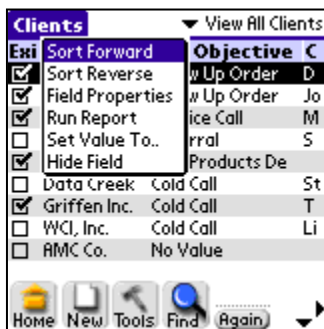
Graffiti Help (Palm OS only)

Brings up the Graffiti Cheat Sheet for determining the proper strokes.

Palm OS



The List View Screen contains a scrollable list view of all of the records for the currently loaded database. You can use the arrow buttons to scroll in any of the four directions if they are visible along the bottom of the screen. Scrolling right and left will show the various fields for each record and scrolling up and down will go through the various records in the database. The top right corner of the screen shows the current view and allows you to select from other views you have created. For more information on Views see the HandBase Views section of this documentation.



You can choose to perform various actions on a field by pressing the field name along the top, and a popup menu will appear, letting you sort by that field in ascending or descending order, adjust that field's properties, run a report on that field, set the values in that field to something specific or hide the field from this list view. To resize a column, select the white line separating the field names and drag the stylus to the right or left to resize. A line will appear down the screen, which will let you judge the new approximate size before lifting the stylus from the screen. You may also resize a column by editing the Pixels Shown property within the Edit Field Screen.

Buttons

There are buttons along the bottom that perform various functions:



Home Close the database and return to the Main Screen.



New Add a new record. Brings you to the Edit Record Screen.



Tools Activates the Tools menu so Sort and Filter options can be selected.



Sort Brings you to the Sorting screen, where you can set parameters for sorting the data on the List View Screen.

NOTE: If you have enabled Live updating of the currently selected View then changes made to these settings will affect your current View.



Filter. Brings you to the Filters screen, where you can set filters for limiting the scope of the List View Screen.

NOTE: If you have enabled Live updating of the currently selected View then changes made to these settings will affect your current View.



Find Brings you to the Search screen where you can search the current database for a specific value.



Again Repeat last search.

In addition to the above mentioned buttons you will also see some items to the right of those buttons. There are directional arrows that allow you to navigate through the database, up, down, left and right. Additionally, if you do not have the Preference for automatically recalculating enabled and you have calculations in your database you will see the calculator icon, in the middle of the directional arrows, indicating that a recalc is needed.

Moving Records

If you Tap and Hold down your stylus on a particular record you will be able to drag that record to move it to an order in the database you desire. This is useful if you need to re-order records but the Sorting options are not able to sort them the way you want specifically.

NOTE: If you drag records to re-locate them Sorting will be turned off automatically.

Menu Functions

Options

Preferences

Bring up Preferences screen.

DB Properties

Bring up Edit/New Database screen.

Actions

Move Records To

Move all records within the filter range to another database. The program will prompt for which database to move the records to. **NOTE:** The database you are moving records to must have the same field structure as this database.

Copy Records To

Copy all records within the filter range to another database. The program will prompt for which database to copy the records to. **NOTE:** The database you are copying records to must have the same field structure as this database.

Export Records

Export all records within filter range to the MemoPad built-in application. Record(s) will be named and dated appropriately, and filed under the 'Unfiled' category of the MemoPad application..

Print Records

Print all records within filter range to one of the supported printer drivers, Stevens Creek's PalmPrint or SCS Print Server, ISComplete's IRPrint or Bachmann Software's PrintBoy Deluxe or PrintBoy Anywhere, if installed. See the Printing Records section for more details on Printing.

Beam Records

Beam all records within filter range to another HanDBase user. Please be aware, the user you are beaming to must have the same database installed on his/her system for this to function properly. **NOTE:** If the user has a database with the same name, but a different structure, unexpected results may occur.

Delete Records

This option will ask you whether you would like to delete all records within filter range or all records outside the filter range. By answering 'inside', all records currently within the set filter ranges will be deleted. By answering 'outside', all records not currently within the set filter ranges will be deleted. If you have any databases linked to this database, the program may ask you whether you'd like to delete all linked records from the linked databases as well. By answering 'yes' to that question, data from these other databases that belong to these records via a link, and all related data for several levels below will be deleted as well.

Run Report

Go to the Run Report screen where you may choose a field to run a report on..

Copy Template

Create a new database with the field parameters from this database. Please note that this now copies the Popup data for each field over to the new database as well as the structure.

Delete Database

Delete the current database after prompting for confirmation.

Move

To Top

Go to the top record in this database.

To Bottom

Go to the bottom record in this database.

Page Right

Page right one page of fields in this database.

Page Left

Page left one page of fields in this database.

Help

About

Go to the About screen to get version details, registered status, etc.

Quick Search

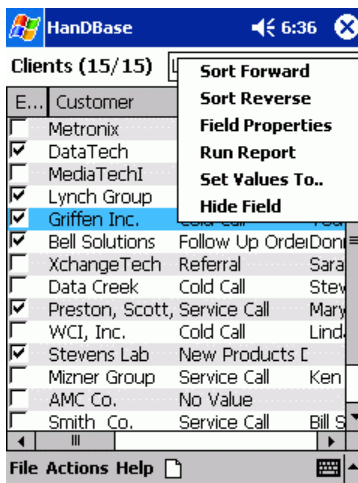


Also at the bottom of the screen is the Quick Search option. Simply begin writing characters in the Graffiti area when you are in the List View and if you have specified a field for Quick Search in the Edit Fields Screen of the DB Properties the database will automatically be searched for the values you are entering. Quick Search will only search the first word in the field you have specified. See the Quick Search section below for more details on setting up and using Quick Search.

Pocket PC



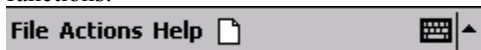
The List View Screen contains a scrollable list view of all of the records for the currently loaded database. You can use the scroll bars to the Right and along the Bottom of the screen to scroll in any of the four directions. Scrolling right and left will show the various fields for each record and scrolling up and down will go through the various records in the database. The top right corner of the List View shows the current View and allows you to select from other views you have created. For more information on Views see the HanDBase Views section of this documentation. The top left corner of the List View shows the current database name as well as the number of records currently displayed out of the total number of records. Additionally there will be an *, indicating that this database has been modified, if appropriate.





You can choose to perform various actions on a field by pressing the field name along the top, and a popup menu will appear, letting you sort by that field in ascending (Forward) or descending (Reverse) order, adjust that field's properties, run a report on that field, set the values in that field to something specific or hide the field from this list view. To resize a column, select the black line separating the field names and drag the stylus to the right or left to resize. You may also resize a column by editing the Pixels Shown property within the Edit Field Screen

Toolbar and Buttons

There are menus and buttons along the bottom of the HanDBase List View screen that enable you to perform various functions:



 Add a new record. Brings you to the Edit Record Screen.

 Brings up the input panel for entering text or numbers into your database. In the List View this can be accessed to be able to do a Quick Search.

Quick Search

If you specify a field to be used for Quick Search in the DB Properties, Edit Fields screen then you can either just begin writing text in the Input Panel or typing with a keyboard while in the List View and the program will automatically search for the values you enter. Additionally as you continue to write the List view will scroll through the records above to find the best match and highlight it. Quick Search will only search the first word in the field you have specified.

NOTE: This feature is best utilized if you Sort on the Field you have specified for the Quick Search.

Menu Functions

File

New

Create a New HanDBase Database

Open...

Open an existing Database.

Reopen >

Reopen a previously opened database.

Save

Saves changes made to the currently open database.

Save As

Save the currently open database as a new file.

Close

Close the currently open database.

Preferences

Bring up Preferences screen.

DB Properties

Bring up Edit/New Database screen.

Exit

Exit the HanDBase Application.

Actions

Move Records To...

Move all records within the filter range to another database. The program will prompt for which database to move the records to. **NOTE:** The database you are moving records to must have the same field structure as this database.

Copy Records To...

Copy all records within the filter range to another database. The program will prompt for which database to copy the records to. **NOTE:** The database you are copying records to must have the same field structure as this database.

Export Records...

Export all records within filter range to a Text File which can be opened in Pocket Word. Record(s) will be named and dated appropriately.

Print Records...

Print all records within filter range to one of the supported printer drivers, Field Software's Print Pocket CE or Bachmann Software's PrintBoy Deluxe, if installed. See the Printing Records section for more details on Printing.

Infrared >

Selecting this gives you additional menu options:

Beam Records...

Beam all records within filter range to another HanDBase user. See the Beaming section for more info on this function. Please be aware, the user you are beaming to must have the same database installed on his/her system for this to function properly.

NOTE: If the user has a database with the same name, but a different structure, unexpected results may occur.

Beam Database...

Beam the entire database to another HanDBase user. See the Beaming section for more info on this function.

Receive Via Infrared...

Enables you to receive data or databases from another HanDBase user. See the Beaming section for more info on this function.

Delete Records...

This option will ask you whether you would like to delete all records within filter range or all records outside the filter range. By answering 'inside', all records currently within the set filter ranges will be deleted. By answering 'outside', all records not currently within the set filter ranges will be deleted. If you have any databases linked to this database, the program may ask you whether you'd like to delete all linked records from the linked databases as well. By answering 'yes' to that question, data from these other databases that belong to these records via a link, and all related data for several levels below will be deleted as well.

Run Report...

Select this option to go to the Run Report screen where you may choose a field to run a report on.

Find...

Select this option to go to the Search Database screen where you may choose a field to run a report on.

Find Again

Select this option to Repeat the Last Search.

Sort...

Select this option to go to the Sorting screen where you can set the sorting options for this database.

NOTE: If you have enabled Live updating of the currently selected View then changes made to these settings will affect your current View.

Filter...

Select this option to go to the Edit Filters screen where you can set the filtering options for this database.

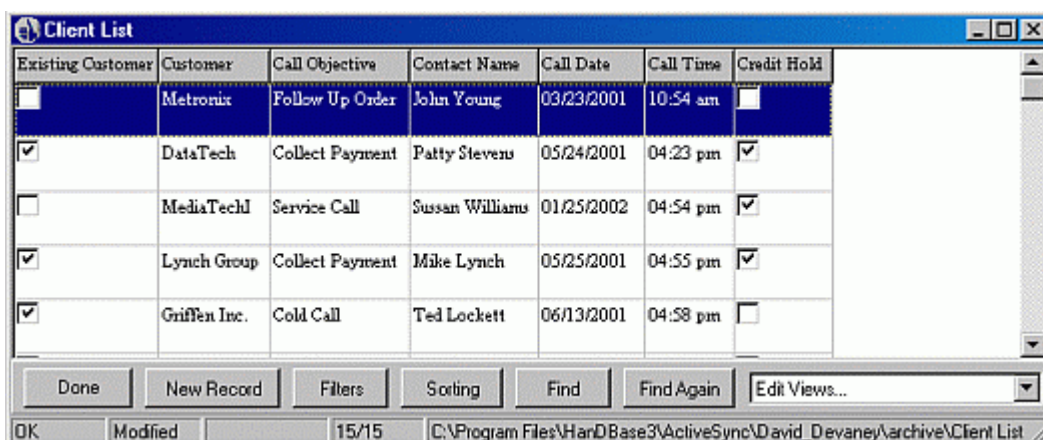
NOTE: If you have enabled Live updating of the currently selected View then changes made to these settings will affect your current View.

Help

About

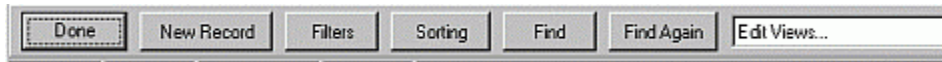
Go to the About screen to get version details, registered status, etc.

HanDBase Desktop for Windows



Buttons

When you open a database in the HanDBase Desktop you will see buttons and a drop down selector along the bottom of the screen that enable you to perform certain functions.



The following list describes what each button or function does.

Done – Click this button to close the currently open database. If you have made changes you will be prompted to save them.

New Record – Click this record to be taken to the Edit Record screen where you can enter data for a new record.

Filters – Click this button to access the Edit Filters screen.

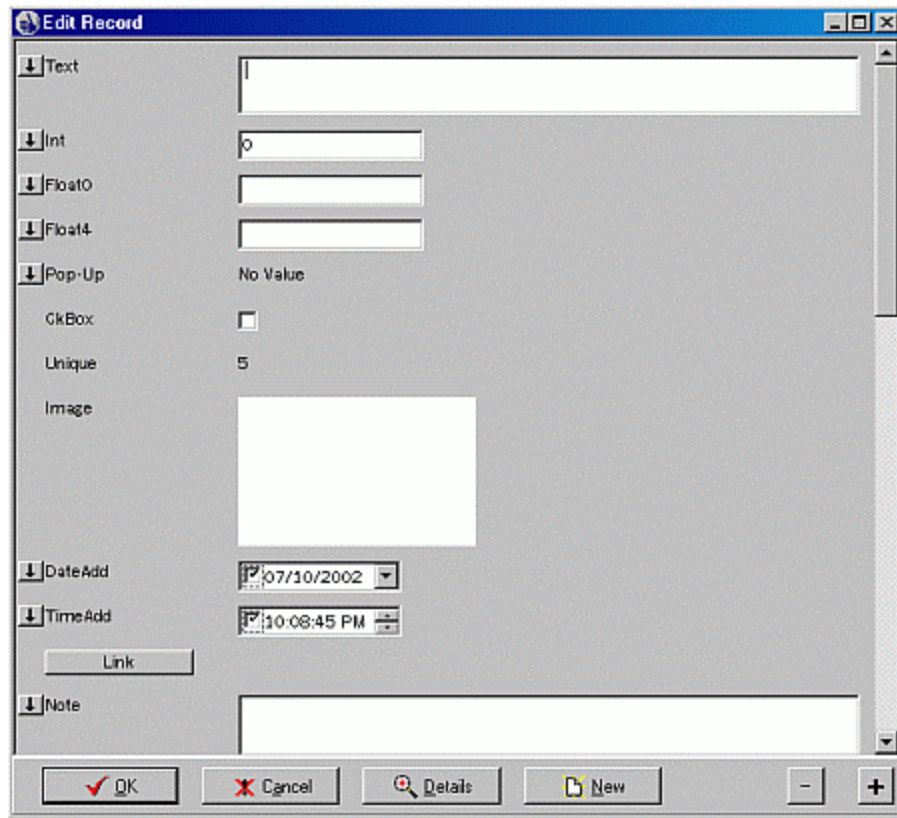
Sorting – Click this button to access the Edit Sorting Settings screen.

Find – Click this button to open the Search Database screen.







Find Again – Click this button to automatically search for the last value you searched for.

Views – The drop down list to the right of the buttons enables access to the HanDBase Views. Select Edit Views to create new views of your data or edit existing views. See the DB Properties section of this manual for more information on editing views.

Edit Record View



This is the screen where you actually can fully see and edit the values of each field in a record. On a Palm OS handheld a maximum of 10 fields can be visible on the screen at once. On a Pocket PC handheld and in the HanDBase Desktop the number of fields that can be visible depends on the field types used. The rest of the fields can be viewed by pressing the up and down arrows at the bottom right corner of the screen, on a Palm OS handheld, or using the Scrollbar, on a Pocket PC handheld or in the HanDBase Desktop. You can also press the up and down buttons or use the directional pad on your handheld device, or use the Jog Wheel if equipped, to scroll up or down a page at a time. In addition, if your Preference screen, on a Palm OS handheld has the Arrow buttons scroll up/down and left/right by 'one page', the Address Book and Todo list buttons will take you back and forward one record when pressed.

From this screen you may press the (OK) button, Palm OS and HanDBase Desktop, or the  button, Pocket PC, to save the current record and return to the List View Screen. Press the (Cancel) button, Palm OS and HanDBase Desktop, or the  button, Pocket PC, to ignore any changes made, and return to the List View Screen. Press the (Details) button, Palm OS and HanDBase Desktop, or the  button, Pocket PC, to be taken to the Details Screen where you can view the creator of this record as well as the date and time it was created and last modified, delete the current record, set an Alarm for this record, if enabled in the Alarm Settings of the DB Properties for this database, add an entry regarding this record to the Datebook (Palm OS only), Encrypt this record manually, if enabled in the Security Settings of the DB Properties for this database or Decrypt the record, if already encrypted manually. Pressing the (New) button, Palm OS and HanDBase Desktop, or the  button, Pocket PC, to save this record and add a new record for you to edit. Palm OS and HanDBase Desktop users can use the (-) and (+) buttons, which will display in the top right corner of the Palm OS handheld screen and in the lower right corner of the HanDBase Desktop to move to the Previous or Next record, respectively. Pocket PC users can use the  and  buttons to move to the Previous or Next record, respectively. You will see these buttons only if there are any previous or next records.

By pressing these buttons, the current record will be saved and the previous or next record will be displayed for you to edit.

Editing Data in Fields

Different field types can be edited in different ways. This section outlines the ways to edit a particular field:

Text Fields

Multi-line text input fields with popups for your most common values. To edit a field, press the portion of the screen to the right of the field name, and begin writing your text. As mentioned in the setup for Text Fields these can have a maximum of 254 characters depending on what was set in the field properties. You will then be taken into the Edit Popup screen. If in the Text Field Properties you have specified a Default Value, that value will be automatically entered here.

To set the field to a pre-defined value, press the field name to the left. You will be presented with a popup list of your most common values for this field. In addition, if this field has the popups append checkbox set in its properties, the popup value will append to the end of the current value of the field. To add, edit, or delete items from this list, choose the Edit Popup List option. You will then be taken into the Edit Popup screen. If you have cascading popups then when you select your first item the list of sub-items will be presented. If you have multiple sub-items then you can continue selecting until you get to the lowest level that will allow you to actually select an item. Once selected, that item will show in the Popup field. If when navigating the Popup list you select the wrong sub-item you can tap the Back item to return to the previous list.

Integer Fields

Numeric values with popups for your most common values. This is different from the Text field mainly in the sorting of entries. To edit a field, press the portion of the screen to the right of the field name, and begin writing your number. HanDBase can support whole numbers from - (negative) 2147483647 to + (positive) 2147483647. Negative numbers are indicated by the - (minus) symbol. Positive numbers have no symbol. If a number larger or smaller than the allowed number is entered you will be notified that it will be set to the greatest or smallest number available. If in the Integer Field Properties you have specified a Default Value, that value will be automatically entered here.

To set the field to a pre-defined value, press the field name to the left. You will be presented with a popup list of your most common values for this field. In addition, if this field has the popups append checkbox set in its properties, the popup value will append to the end of the current value of the field. To add, edit, or delete items from this list, choose the Edit Popup List option. You will then be taken into the Edit Popup screen. If you have cascading popups then when you select your first item the list of sub-items will be presented. If you have multiple sub-items then you can continue selecting until you get to the lowest level that will allow you to actually select an item. Once selected, that item will show in the Popup field. If when navigating the Popup list you select the wrong sub-item you can tap the Back item to return to the previous list.

NOTE: If you need to enter values larger or smaller than the maximum or minimum allowed for an Integer field you will need to use a Text field. While you will be unable to sort properly you will be able to display and calculate the values properly.

Float Fields

Floating point values with popups for your most common values. This is different from the Integer field in that the numbers can have a decimal point in them. This field is commonly used for monetary amounts. To edit a field, press the portion of the screen to the right of the field name, and begin writing your number value. HanDBase can support decimal numbers from - (negative) 2147483647.9999 to + (positive) 2147483647.9999. Negative numbers are indicated by the - (minus) symbol. Positive numbers have no symbol. If a number larger or smaller than the allowed number is entered the user will be notified that it will be set to the greatest or smallest number available. The number of places after the decimal point is determined by the settings for the field in the Float Field Properties. If in the Float Field Properties you have specified a Default Value, that value will be automatically entered here.

To set the field to a pre-defined value, press the field name to the left. You will be presented with a popup list of your most common values for this field. In addition, if this field has the popups append checkbox set in its properties, the popup value will append to the end of the current value of the field. To add, edit, or delete items from this list, choose the Edit Popup List option. You will then be taken into the Edit Popup screen. If you have cascading popups then when you select your first item the list of sub-items will be presented. If you have multiple sub-items then you can continue selecting until you get to the lowest level that will allow you to actually select an item. Once

selected, that item will show in the Popup field. If when navigating the Popup list you select the wrong sub-item you can tap the Back item to return to the previous list.

Popup Fields

This field type will pop up a list of choices when selected. This differs from the other fields that have popup lists in that the value can only be one of the popup choices. If you have cascading popups then when you select your first item the list of sub-items will be presented. If you have multiple sub-items then you can continue selecting until you get to the lowest level that will allow you to actually select an item. Once selected, that item will show in the Popup field. If when navigating the Popup list you select the wrong sub-item you can tap the Popup Field Properties you have specified a Default Value, that value will be automatically selected and displayed here.

CheckBox Fields

Has a checkbox for its value, which can be checked or unchecked. If in the Checkbox Field Properties you have specified a Default Value, this field will be automatically checked, or left unchecked, depending on the Default Value setting.

Unique Fields

Unique fields are automatically filled with a value unique to that record. This field type cannot be edited.

NOTE: Although you can use a Unique Field to produce an autonumbering field it may not work best in all situations. This would be due to the fact that if you delete a record that Unique Number will NOT be re-used.

Additionally if you edit data on the handheld and in the HanDBase Desktop application, for Windows users, the numbering sequence will be different in order to guarantee the uniqueness of the number. In some situations you may want to consider using a Calculated field to produce your autonumber field.

Image Fields

Capture a pen-drawn image, or handwritten signatures using this field type. When selected, the user is taken into a canvas-type Edit Image screen where they may sketch out their image with the stylus. See the section below on Editing Image fields for more details on how to use this screen.

Date Fields



To edit a Date field Palm OS users can tap the field value to pop up a calendar for choosing the date.



Pocket PC and HanDBase Desktop users can tap or click the drop down selector to the Right of the field value to pop up a calendar for choosing the date.

Pressing the field name will give you a list of common options including 'Today', 'Tomorrow', 'One Week', 'No Date', and 'Choose Date'.

The 'Choose Date' option will only be seen by Palm OS users. If you select Choose Date from the popup menu you will edit the date in a different manner than the popup calendar in that you can write values into the Month, Day, and year field, and use the (-) and (+) buttons to adjust each value. This screen is more efficient at entering birthdates, for example, since the year is usually fairly far away from the current date.

Pocket PC and HanDBase Desktop users can modify the date by tapping or clicking in the section of the date you wish to edit and then typing or writing in the value. If the date value is currently set to No Date the checkbox next to the Date value will not be checked. Modifying the Date value will automatically check this box. You can also manually check this box to have the value be set to a specific date rather than 'No Date'. HanDBase Desktop users can also use the Tab key to move between the different sections of the Date and use the Up and Down arrows to modify the values.

NOTE: The date range in HanDBase is from 1/2/1904 to 12/31/2031. If the date is set to 1/1/1904(the oldest allowed) the value No Date will be displayed.

Time Fields

Pocket PC and HanDBase Desktop users can modify the time by tapping or clicking the portion of the Time you wish to modify and then either typing or writing in the value desired or using the up and down arrows to the right to increase or decrease the value. HanDBase Desktop users can also use the Tab key to move between the different portions of the time. You can also use the Up and Down keys to increase or decrease the values.

Palm OS users will only be able to modify the time by tapping the field value. HanDBase will pop up the time picker, displayed to the Left, for choosing a time.

Pressing the field name will give you a list of options including, 'Current Time', 'No Time', and 'Choose Time'. Only Palm OS users will be able to select 'Choose Time' which will also pop up the time picker.

Link fields

This serves as the starting point for linking two databases together. The Link field will display a button with the field name in it. When pressed, the program will switch to the specified database. The database, however, will only show the records that were added through pressing this button, in this current record. When you are finished editing, the child database, press the button at the bottom of the screen, where you will be returned to this record.

Linked fields

This value will show the value of the field specified to carry over in the Link Field Properties, that this is joined to, on the right side of the screen. In addition, pressing the field name will take you to the parent database, where you can see which record this is assigned to, and optionally assign it to a different record.

NOTE: The value stored in this field is NOT what you see displayed. It is a value, created by HanDBase, to maintain the relationship with the Parent record. Therefore if you display values from fields such as Date or Time, functions like Sorting, Filtering and Calculating may not produce the same results.

Note Fields

Allows for memopad-type notes (up to 2000 characters in length). When selected, the screen will switch to the Edit Note screen where you can enter your data. The first line of data in the note field will be displayed in this Edit Record screen. If in the Note Field Properties you have specified a Default Value, that value will be automatically entered here.

To set the field to a pre-defined value, press the field name to the left. You will be presented with a popup list of your most common values for this field. In addition, if this field has the popups append checkbox set in it's properties, the popup value will append to the end of the current value of the field. To add, edit, or delete items from this list, choose the Edit Popup List option. You will then be taken into the Edit Popup screen. If you have cascading popups then when you select your first item the list of sub-items will be presented. If you have multiple sub-items then you can continue selecting until you get to the lowest level that will allow you to actually select an item. Once selected, that item will show in the Popup field. If when navigating the Popup list you select the wrong sub-item you can tap the Back item to return to the previous list.

Heading fields

Organize sections of your database with a bold, centered, heading. This field actually doesn't hold any value, but is used for organizational purposes only. This field cannot be edited.

DB Popup fields

Similar to a Text field, except the popup choices come from a field of another database. When you select the Popup list for this field, by pressing the bold-text field name to the left of the field, you will be taken to the database specified in the properties. From there you can choose a record by selecting it. Once selected, the user will be returned to the first database and this field will be filled with the value of the field specified in the Other Field Name property of the DB Popup field parameters from the second database. If this field is part of a DB Popup group, other fields may be filled out automatically as this one is selected. The limit of characters is the same as that of a Text field, 254, and is set by the user in the setup of the Field. If in the Note Field Properties you have specified a Default Value, that value will be automatically entered here.

NOTE: Although you can bring over values from fields such as Date and Time fields, the DB Popup field will not have the same properties so functions such as Sorting and Calculating will not produce the same results.

NOTE: If you know that a value, or part of one, exists in the field you will be retrieving data from and you want to find that value quickly you can enter that value, or part of it, in the DB Popup field before tapping the Field Name. Then when you are taken to the other database it will do an immediate search for that value.

Calculated fields

Lets you perform operations on other fields or constant numbers. When you configure the Calculated field in the Calculated Field Properties you can calculate up to 6 operands/fields using simple math as well as more complex mathematic formulas. This field is not editable, but rather is calculated when any dependent field is modified.

NOTE: The order of fields is VERY important to producing the correct calculated result. You may need to Edit the Field Order to put all the fields that are part of your calculation in an order conducive to calculating.

Relationship fields

This field can function in different ways depending on what relationships you have established. This field may or may not display data from the related database next to the field name. If you have set this up to display a value from the other database then you will see the value from either the first or last related record in the other database, depending on which option you have chosen in the field's properties. This field can also function as the starting point of "Linking" to another database. If you tap the field name you will be taken to the other database, specified in the field's properties and the list of related records in that other database will be displayed. What is actually displayed is dependent on the type of relationship you have established.

Conditional fields

This field is similar to the Calculated field. This field lets you evaluate values in other fields and produce results based on that evaluation. This field is not editable but rather is evaluated and the value you will see displayed in this field will be the result of your conditional statement.

NOTE: The order of fields is VERY important to producing the correct conditional result. You may need to Edit the Field Order to put all the fields that are part of your conditional statement in an order conducive to evaluating.

External fields

External fields are not directly editable. However depending on how the Plug-in functions you may be able to edit data by tapping the field name to launch the plug-in. This field is also able to display a value returned by the plug-in. Generally you will tap the plug-in field name to access it's features or to launch another application to view related data.

Menu Functions**Record***Export Record*

Export current record to the MemoPad built-in application. Record will be named and dated appropriately, and filed under the 'Unfiled' category. Any link fields set to export will also allow the export to include the linked data as well.

*Print Record***Palm OS users**

Print current record to one of the supported printer drivers, Stevens Creek's PalmPrint or SCS IRPrint, ISComplete's IRPrint or Bachmann Software's PrintBoy Deluxe or PrintBoy Anywhere, if installed. See the Printing Records section for more details on Printing.

Pocket PC users

Print the current record to one of the supported printer drivers, Field Software's PrintPocketCE or Bachmann Software's PrintboyCE

Beam Record

Beam current record to another user via the IR Port. Please note that the other user must also be using the same database under their HanDBase program.

NOTE: This option is only available on the Palm OS or Pocket PC handhelds at this time. Windows Desktop users will not be able to beam records directly to a handheld user.

Copy Record To New

Save this record and then copy this current record's values to a new record.

Copy Record To..

Copy this current record's values to a different database on this same handheld. You will be prompted to choose a database to copy to.

NOTE: the database you copy to must have the same field structure as this database in order to perform this operation.

Move Record To..

Move this current record to a different database on this same handheld. You will be prompted to choose a database to move to.

NOTE: the database you move to must have the same field structure as this database in order to perform this operation.

New Record

Functions the same as the New button. This would go to a new Edit Record Screen automatically saving the existing record.

Delete Record

This functions the same as the Delete button in the Details screen. This would delete the current record and return the user to the List View Screen.

Increase Field Width

Increase the width of the data fields (the right side of the screen), and decrease the width of the field names. This setting will be preserved for all records in this database. This is useful when you would like to see more data on a screen, and your field names are relatively short.

Decrease Field Width

Decrease the width of the data fields (the right side of the screen), and increase the width of the field names. This setting will be preserved for all records in this database. This is useful when you would like to see more of the field names on the screen, and your data values are relatively short.

Edit*Undo*

Undo last text edit function.

Cut

Move selected text to clipboard.

Copy

Copy selected text to clipboard.

Copy Record as Text

Copy current records values as a text item to the clipboard for pasting into other applications, etc.

Paste

Paste text from clipboard to current field

Select All

Select/Highlight all text in the current field.

Keyboard (Palm OS only)

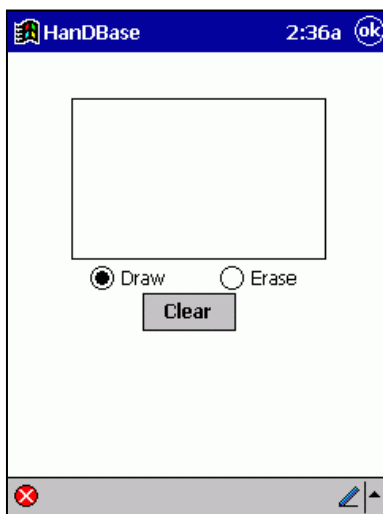
Bring up popup keyboard for typing.

Graffiti Help (Palm OS only)

Brings up the Graffiti Cheat Sheet for determining the proper strokes.

Phone Lookup (Palm OS only)

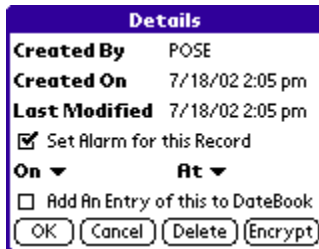
Bring up built-in Address book and let the user select an entry. Upon selection, the name and phone number will be pasted into the currently highlighted field.

Edit Image Screen


This screen is accessed when editing an image field type on a Palm OS handheld or a Pocket PC handheld. When editing an image, you can select either Draw or Erase to adjust your pen. Pressing the (OK) button saves your drawing, (Cancel) ignores the changes you have made, and (Clear) gives you a clear screen to work with. Images created will be 160 x 160 pixels in Black and White.

NOTE: HanDBase Desktop users will be able to edit and add images directly within the Edit Record screen.

Details Screen



The Details Screen, accessible by tapping the [Details] button, Palm OS and HanDBase

Desktop, or the  button, Pocket PC, from within the Edit Record Screen for that record, will display the screen shown to the Left. On this screen you will see the following items:

Created by

This information indicates what user/device created this record. This is useful when you are synchronizing or sharing data with multiple users.

Created On

This indicates the Date and Time this record was created.

Last Modified

This indicates the Date and Time this record was last modified.

Set alarm for this record

If Manual Alarms are enabled, in the Alarm Settings Screen, and if you check this item two additional options, On and At, will appear below. These will enable you to set an alarm Manually for this record. The alarm that is set will be based on the Date and Time you select from the options below.

On

Tap the popup selector for this option to set the Date for the Manual Alarm.


At

Tap the popup selector for this option to set the Time for the Manual Alarm

Add An Entry of this to DateBook (Palm OS only)

If you check this item then when you tap OK to save the details an alarm will be set in HanDBase and an entry for this item will also be put into the built in Palm DateBook application.

Encrypt

If you have set the Encryption Level, in the Security Settings Screen, to Manual Encryption of Records Only, then you will enable encryption for this record in this Details Screen. To enable Encryption tap the (Encrypt) button. You will be prompted to enter an Encryption password. When you tap Ok on the Password screen the fields you have marked to be Encrypted, in the DB Properties, will be encrypted and show the encryption icon, , for those fields.

Decrypt

If you have set the Encryption Level, in the Security Settings Screen, to Manual Encryption of Records Only, then you will be able to Decrypt any encrypted records from this Details Screen. To Decrypt the fields you have marked to be encrypted tap the Decrypt button. You will be prompted for the Encryption password. Once entered the fields will be decrypted.

Delete

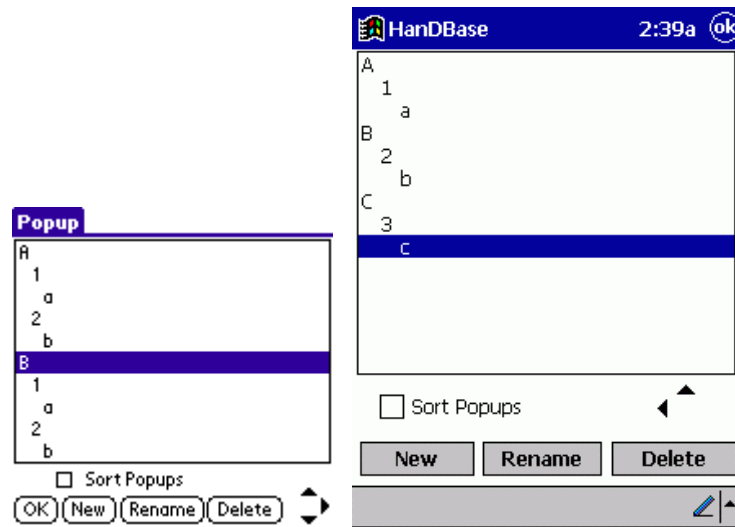
Tap this button to delete the current record. You will be prompted asking if you are sure.

NOTE: There is no way to reverse this process once you confirm you want to delete the record.

Edit Popup List Screen

The Edit Popups screen comes up whenever the 'Edit Popup List' popup choice or 'Edit Popups' button is chosen from within the program. This screen is used to define the popup choices for a given field. There is currently a limit of 60 popup items with a maximum of 80 characters each for.

Popup items are added by pressing the (New) button along the bottom. You will then be prompted to enter the Popup value, after which you should choose the (OK) button in that prompt to return to this list. To rename an item in the list, select the item with the stylus and press the (Rename) button. To delete an item from the list, select the item, and press the (Delete) button. When you are finished editing the popup values, press the (OK) button to save your changes and return to the previous screen.



HanDBase now supports Cascading Popups, which make it possible to categorize your popup items into smaller lists. To create cascading popups you create the popup items in the same way you would any other popups. However after creating them you can use the arrows in the lower right hand corner of the Edit Popup List Screen to move those items to the left or right, making the item above the parent of that popup item. You can see an example of this in the image above. These arrows also make it possible to manually re-order your popup lists to get them in an order you desire. You can also use the "Sort Popups" checkbox to sort your popup list manually.

Menu Functions

Edit

Undo

Undo last text edit function.

Cut

Move selected text to clipboard.

Copy

Copy selected text to clipboard.

Paste

Paste text from clipboard to current field

Select All

Select/Highlight all text in the current field.

Keyboard (Palm OS only)

Bring up popup keyboard for typing.

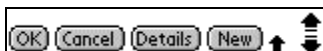
Graffiti Help (Palm OS only)

Brings up the Graffiti Cheat Sheet for determining the proper strokes.

Palm OS

Buttons

When you open an existing record or create a new record you will see buttons at the bottom of the screen that enable you to perform certain functions.



The following list describes what each button does.

OK – Click this button to save any changes to the current record and return to the List View.

Cancel – Select this button to discard any changes made to the currently open record and return to the List View.

Details – Select this button to access the Details for this record including who created the record, when it was created, and when it was last modified. You will also be able to set an alarm if Manual Alarms are enabled. You can also Encrypt and Decrypt the record if Manual Encryption is enabled. This screen will also allow you to Delete this record.

New – Select this button to save the currently open record and begin editing a new record.

Next to these buttons, on the right, you will see the Palm OS Caps indicator, if “Shift” is enabled. This indicates whether the next character you write will be capital, or if Caps Lock is on. If you have entered the punctuation stroke you will instead see the Punctuation dot.

To the far right of these buttons you will also see an up arrow and a down arrow. These let you navigate through your record to see all of the fields.

Edit Note Field Screen



The Edit Note Screen is used when editing Note Field types on Palm OS powered handhelds. There is currently a maximum of 2000 characters per note. This maximum may increase in the future. The Note screen functions similarly to the MemoPad built-in app. You can also paste in common words and phrases by pressing the trigger near the top of the screen labeled 'Paste Common Phrases'. To add items to this list, choose the Edit Popup list and follow the instructions for the Edit Popups Screen.

When finished editing, press the (OK) button to save your changes. Pressing (Cancel) will ignore the changes made, and pressing the (Delete) button will delete the entire contents of the note.

Menu Functions

Edit

Undo

Undo last text edit function.

Cut

Move selected text to clipboard.

Copy

Copy selected text to clipboard.

Paste

Paste text from clipboard to current field

Select All

Select/Highlight all text in the current field.

Keyboard (Palm OS only)

Bring up popup keyboard for typing.

Graffiti Help (Palm OS only)

Brings up the Graffiti Cheat Sheet for determining the proper strokes.

Pocket PC

Toolbar and Buttons

The Edit Record screen on the Pocket PC has a toolbar at the bottom of the display to enable access to common functions.



The following functions are available on this toolbar.



New Record – Select this button to save the currently open record and begin editing a new record.



Cancel – Select this button to discard any changes made to the currently open record and return to the List View.



Details – Select this button to access the Details for this record including who created the record, when it was created, and when it was last modified. You will also be able to set an alarm if Manual Alarms are enabled. You can also Encrypt and Decrypt the record if Manual Encryption is enabled. This screen will also allow you to Delete this record.



Previous – Select this button to save the currently open record and move to the Previous record in the database.



Next – Select this button to save the currently open record and move to the next record in the database.



Input Panel – By default the Input Panel will show when you access certain fields. However if it is not showing or if you have disabled automatically showing this you can select this button to bring up the Input Panel. You can also use this button to change the method of input.

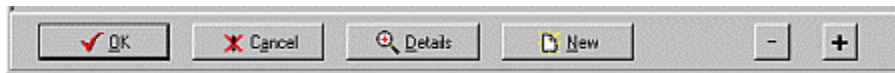
Menu Functions

The Record View menus for the Pocket PC are described in the Common Interface section above.

HandBase Desktop

Buttons

When you open an existing record or create a new record you will see buttons along the bottom of the screen that enable you to perform certain functions.



The following list describes what each button does.

OK – Click this button to save any changes to the current record and return to the List View.

Cancel – Select this button to discard any changes made to the currently open record and return to the List View.

Details – Select this button to access the Details for this record including who created the record, when it was created, and when it was last modified. You will also be able to set an alarm if Manual Alarms are enabled. You can also Encrypt and Decrypt the record if Manual Encryption is enabled. This screen will also allow you to Delete this record.

New – Select this button to save the currently open record and begin editing a new record.

Previous (-) – Select this button to save the currently open record and move to the Previous record in the database.

Next (+) – Select this button to save the currently open record and move to the next record in the database.

Menu Functions

The Record View menus for the HanDBase Desktop are the same as those described in the Main Screen section of this manual. However there are the following differences.

File Menu

Print

If you select this option while you have a single record opened then the record will begin the print process immediately, skipping the prompt to select what view you would like to print. When you print an individual record it will automatically print in the Record View Format.

Actions Menu

On this menu the *Copy Record to New* option will be come available. Additionally the other menu items will change to reflect that when you select them it will only pertain to the currently opened record. This is designated by the fact that they indicate the word “Record” rather than “Records”.

HanDBase Desktop for Macintosh

The HanDBase Desktop for Macintosh is a conversion utility that enables you to convert your HanDBase database files to Comma Delimited, CSV, files. Through the Preferences you can also convert them to Tab Delimited Files, which are more common on the Macintosh platform.

This application is capable of running on Mac OS 8.6 or higher, including OS X. However, you must have Apple's Carbon Library for this to function properly on Mac OS 8.6 - 9.2. The following article in the DDH Software Knowledgebase has more information on this with links to Apple's Web Site.

<http://www.ddhsoftware.com/knowledgebase.html?read=106>

Main Screen

There are currently four main tabs on the screen:



Palm to Desktop

Convert a HanDBase database (pdb file) to a .CSV file. A .CSV file is a comma-separated-value file, which is commonly used by PC database and spreadsheet programs. By converting to this file type, you can now edit your HanDBase data in popular programs such as Microsoft Excel, Filemaker Pro, etc.

Desktop to Palm

Convert a .CSV file into a HanDBase database to install to your Palm OS powered handheld.

View/Edit Data

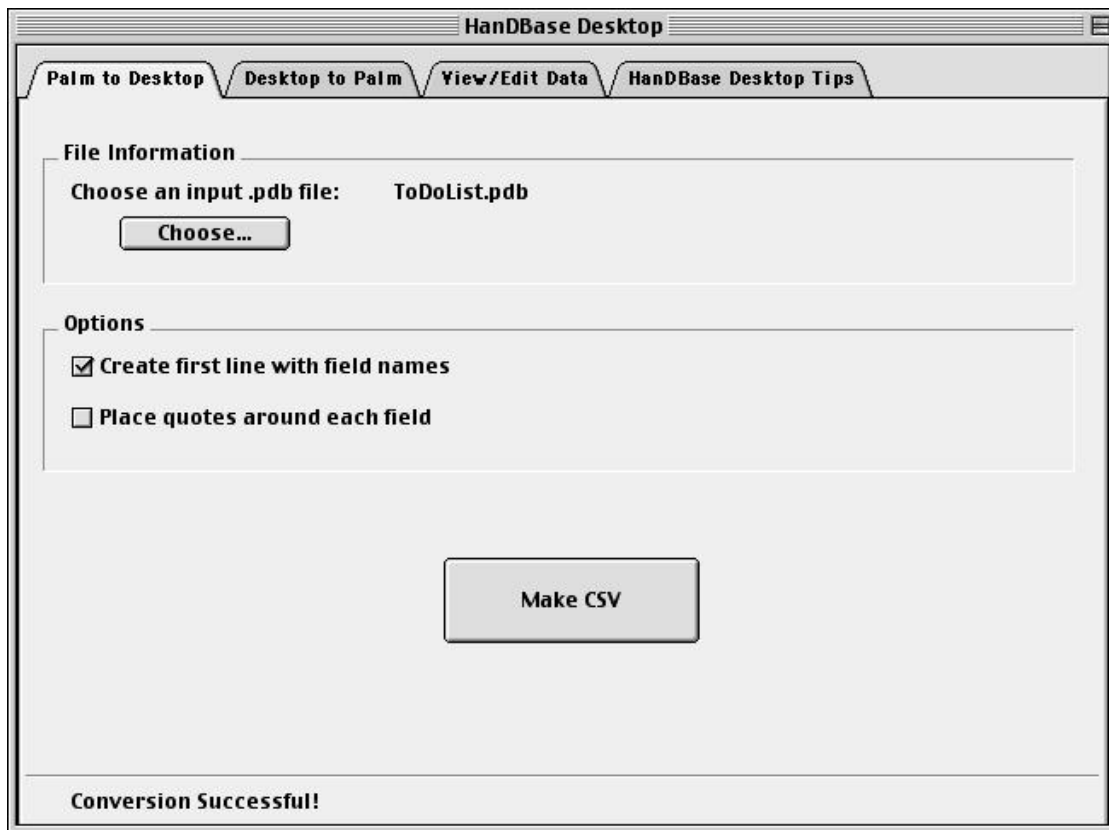
Automatically launch Excel, FileMaker, AppleWorks or BBEdit with a .CSV file to view or edit its data

HanDBase Desktop Tips

general suggestions and tips to the HanDBase desktop application

Select the tab you want to access by clicking on it.

Palm to Desktop



Press this tab to convert a HandBase database (.PDB file) to a .CSV file. You can then open this file using other PC programs that support Comma-Separated-Value (.CSV) files. Support has been added to view .CSV files in Excel, FileMaker, AppleWorks and BBEdit. Choose an input file by clicking on the "Choose..." button and navigating to the desired directory and folder. Once a .PDB file has been selected the "Make CSV" button will become active and when clicked will display a "Save Dialog" box.

NOTE: If the HandBase database is password protected, you will be prompted and will need to enter the password before the conversion can proceed.

File Information

Input File (.PDB)

Use the "Find Dialog" to search your computer for the desired file.

Options

Place quotes around each field

Check this option if you would like each entry in the output .CSV file to have a set of quotes around it (").

Create first line with field names

Check this option if you would like the first line of the output .CSV file to have a line preceding the actual data containing the Names of each field.

When you have completed your setup, press the <Make CSV> button to create a Comma Separated Value File (.CSV) from the input file specified above.

Desktop to Palm

Press this Tab to create a HanDBase database (.PDB) file to install to your Palm OS powered handheld. Choose an input file by clicking on the "Choose..." button and navigating to the desired directory and folder. Once a .CSV file has been selected the "Make PDB" button will become active and when clicked will display a "Save Dialog" box.

File Information

Input File (.CSV)

Use the "Find Dialog" to search your computer for the desired file.

Options

Input file has field names as first line of file

Check this box if the input (.CSV) file has the database field names as it's first line. Un-Check the box if it does not.

Database Name

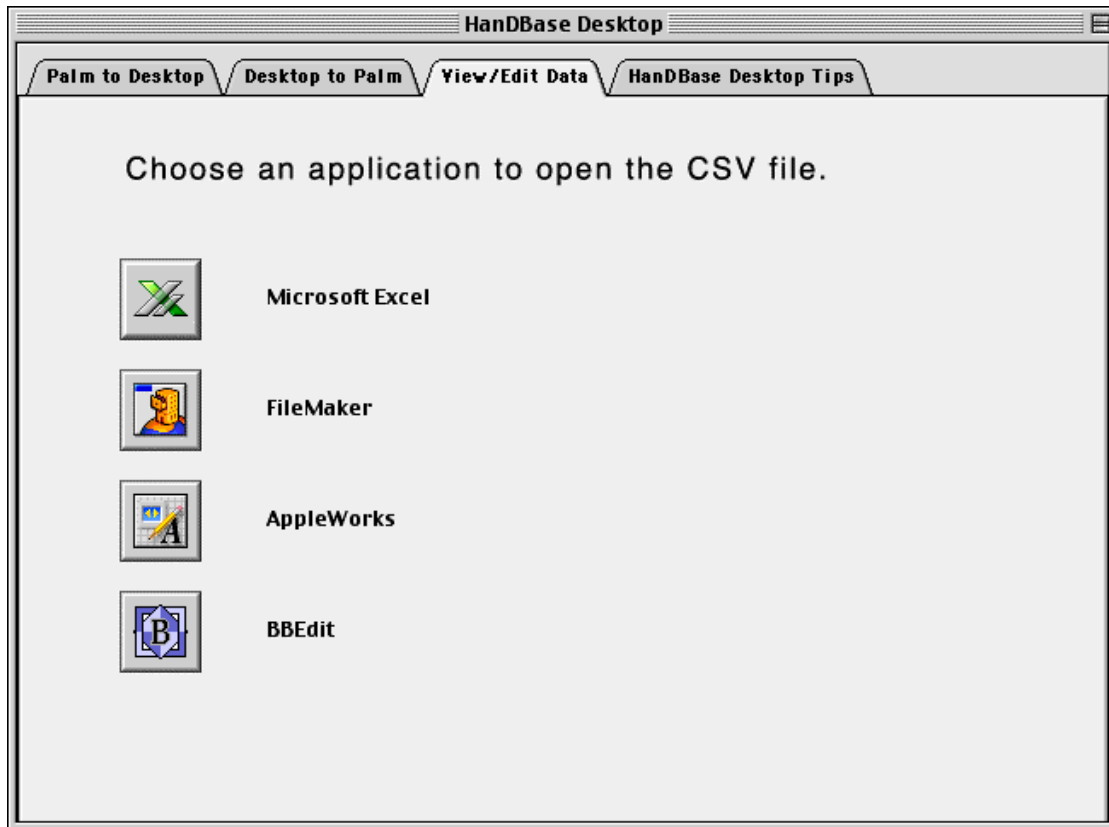
Enter the name you would like shown for the Database when viewed under HanDBase on your Palm OS powered handheld. Be careful not to accidentally choose a name that will overwrite a database or program on your handheld

When Creating Database...

Select whether to create a new database from scratch (ie, all fields default to Text field types, with no popups, etc) by selecting the 'Create all fields as Text Fields' option, or choose an existing HanDBase database to take the structure from via the 'Create field types from an existing PDB file' option. If you select the use existing .PDB file option, you will have to provide a valid .PDB file. You can click "Choose..." to browse for the desired HanDBase database. Please note that you should only choose a .PDB file that will match the structure of the .CSV file being converted. If, for example, you were to choose a random .PDB file, which had a certain field set to be a date field, and the data in the .csv file doesn't have dates in that field position, you will obviously get strange results. This option is mainly used for converting a .CSV file created by the Palm to Desktop option back to .PDB with the Desktop to Palm option without losing it's field type information or popup lists.

When you have finished setting the above parameters, press the <Make PDB> button to create a HanDBase Database (.PDB) file from the input data (.CSV). You will need to select this file using the Palm install tool in order to have it installed to your handheld if you did not specify an Install folder via the Preferences. Either way, you will have to HotSync your handheld to have the file installed to it.

View/Edit Data



Press this tab to view or print a HanDBase database file (.PDB) that is backed up on your PC in one of the supported applications. Selecting one of the following buttons will, in fact, first convert the database into a comma or tab delimited file and then open that in the selected application. After opening the file in the selected application you can edit the data there, if the program supports doing so. Then, if you save the file back to the same file name and as a CSV file you can click the *Desktop to Palm* tab and just click the [Make .PDB] button to import that data into the existing PDB file. Then the next time you HotSync the database on the handheld will be overwritten with the updates you have made on the desktop.

Microsoft Excel



Press this Button to view and edit a converted HanDBase database file (.PDB) using the popular spreadsheet program Excel. Your data will automatically be opened and ready for viewing and editing.

(**NOTE:** This option has been tested with Excel 98 and 2001. Other versions may not work properly.)

FileMaker



Press this button to view and edit a converted HanDBase database file (.PDB) using the popular database program FileMaker.

NOTE: This option has been tested with FileMaker 4.0, 5.0 and 5.5 with no problems. Other versions may not work properly.

NOTE: Currently the method by which this type of file is opened/imported by FileMaker, through AppleScript, does not provide for a way to create the field names properly. Therefore after opening this file in FileMaker you will need to use the

“Define Fields” option to appropriately designate the field names. Additionally, to preserve existing field names, you will want to not use this button option but rather import the file manually into your FileMaker database.

AppleWorks



Press this button to view and edit a converted HanDBase database file (.PDB) using the Spreadsheet of the popular office suite AppleWorks.

NOTE: In order to be able to open the file in AppleWorks the file delimiter must be a Tab. You will therefore need to change the Preferences so that the “CSV Separator” is a Tab character, rather than a Comma.

BBEdit



Press this button to view and edit a converted HanDBase database file (.PDB) using the popular text editor BBEdit.

NOTE: You will need a licensed copy of these programs in order to launch/use them.

HanDBase Desktop for Macintosh Tips

This tab displays some basic tips for converting your HanDBase databases back and forth on the Macintosh platform.

Menu Functions

File (OS X)

About HanDBase Desktop 3.0

This option will show you the about screen for the HanDBase Desktop application where you will find info about the program including the version and the registration details.

Apple Menu (OS 9 or lower)

About HanDBase Desktop 3.0

This option will show you the about screen for the HanDBase Desktop application where you will find info about the program including the version and the registration details.

Edit

Preferences

Select this option to access the Preferences for this application.

Creating Databases

DB Properties

The HanDBase for Palm OS, HanDBase for Pocket PC and HanDBase Desktop for Windows applications enable you to create databases.

Create a New Database

To create a new database, follow the instructions below for your platform.

Palm OS

Press the new button at the bottom of the Main Screen. When you choose to create a new database you will be automatically placed in the General Settings screen where you can edit those options. When you tap OK there you will be automatically taken to the Fields screen to begin editing your fields.

Pocket PC

You can either select the *Create a New Database* option from the Main Screen or select New from the File menu.

HanDBase Desktop for Windows

You can either select New from the File Menu or click the New Database icon on the Toolbar.

Edit an Existing Database

To edit the structure of an existing database, follow the instructions below for your platform.

Palm OS

You can either select that database from the Main Screen and then tap the Details button, or you can Open the Database and from the Options menu select DB Properties.

Pocket PC and HanDBase Desktop

You will need to first Open your database. Then select DB Properties from the File menu.

When you create a new database or edit the properties of an existing database you will use the DB Properties screen. The DB Properties screen has the eight different options for modifying the structure of your database. From here, you will be able to select from the 8 options so you can define your database properties. Some options may not be available to you, depending on what HanDBase products you have purchased.

Following is a list of the different sections of the DB Properties. You can tap the appropriate icon to be able to access that section. The following sections, accessible from the below links, describe these sections in more detail.



General - This section allows you to set the General settings of the Database.



Fields - This section allows you to set up the fields in your database.



Forms - Tapping this button will open the HanDBase Forms Designer, if you have purchased this Add-on.



Views - This section allows you to set up different views of your database.



Alarms - This section enables you to set the preferences for setting alarms within this database.



Author - This section allows you to enter information about yourself, the author of the database, as well as comments.



Extras Extras - This section allows you to set the preferences for extra features.



Security Security - This section enables you to set the Security Settings for the database, including Encryption and what access to allow or disallow.

Once finished, press the (OK) button at the bottom of the screen, and your database will be created or modified. From this point on you can start adding records. Because the changes you make are saved when you tap the (OK) button within each section there is no way to cancel changes at this point.

General Settings Screen

General Database Properties

This screen enables you to set up the general database properties.

Database Name

Here you can give a name to the database. Make sure not to name your database the same as any other databases you may have, whether in HanDBase, or in any other program on the handheld. The name can be up to 19 characters long.

Backup Database on HotSync

This option selects whether this database should be backed up on every hotsync. If the checkbox is checked, a backup of the entire database will be placed in the Backup folder of your Palm User Name's folder each time you HotSync and there have been changes to the Database.

For example:

If your Palm User Name was David Hauptert, and the Palm Desktop was installed in your C:\Palm folder, then your backup folder would be located at:
C:\Palm\Hauptert\Backup

NOTE: This option only applies to Palm OS handheld users and will only be able to be set on that platform or in the HanDBase Desktop.

Search this DB on Global Finds

This option selects whether this database should be searched by the global find button. This is the button to the bottom right of the Graffiti area on the handheld. If the checkbox is checked, this entire database will be searched for matches when performing a Global find. If you have no plans on searching this via the Global Find, you should uncheck this box, as this will speed up your searches.

NOTE: This option only applies to Palm OS handheld users and will only be able to be set on that platform or in the HanDBase Desktop for Windows.

Category

Press the popup trigger to choose a category for this database. If you wish to edit or create your categories, press the Edit Categories choice. After choosing a category, this database will reside under that category setting in the Main Screen portion of the program.

NOTE: This option currently applies to Palm OS handheld users only and will only be able to be set on that platform.

Pressing (OK) will save these settings and return to the Database Properties screen.

Menu Functions

Edit

Undo

Undo last text edit function.

Cut

Move selected text to clipboard.

Copy

Copy selected text to clipboard.

Paste

Paste text from clipboard to current field

Select All

Select/Highlight all text in the current field.

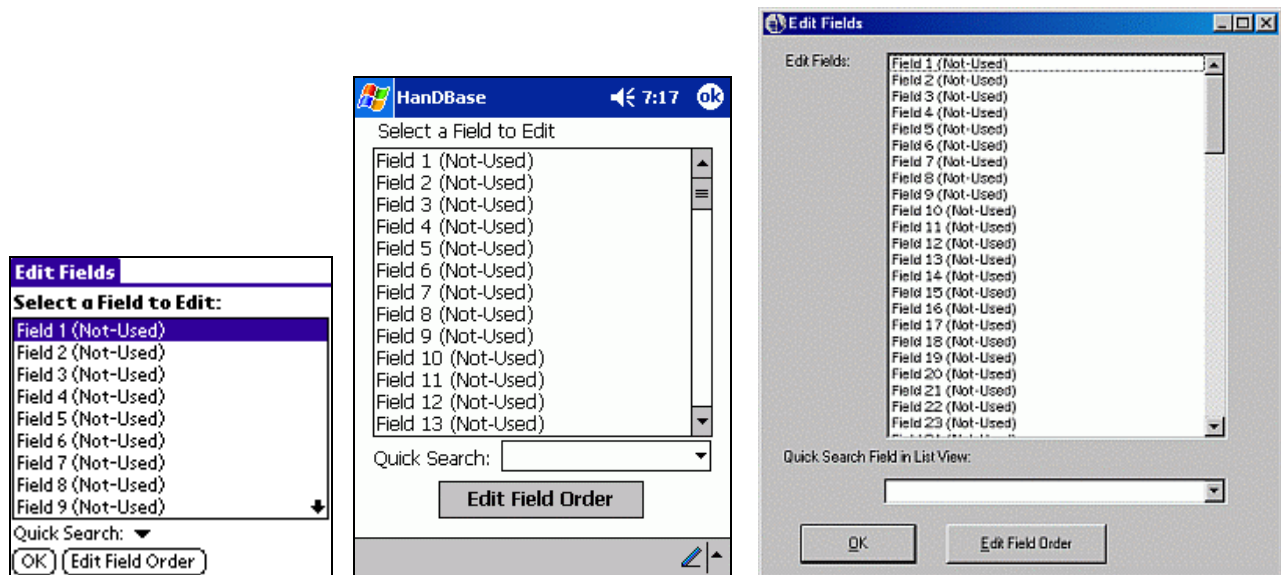
Keyboard (Palm OS only)

Bring up popup keyboard for typing.

Graffiti Help (Palm OS only)

Brings up the Graffiti Cheat Sheet for determining the proper strokes.

Edit Fields Screen



Edit Fields

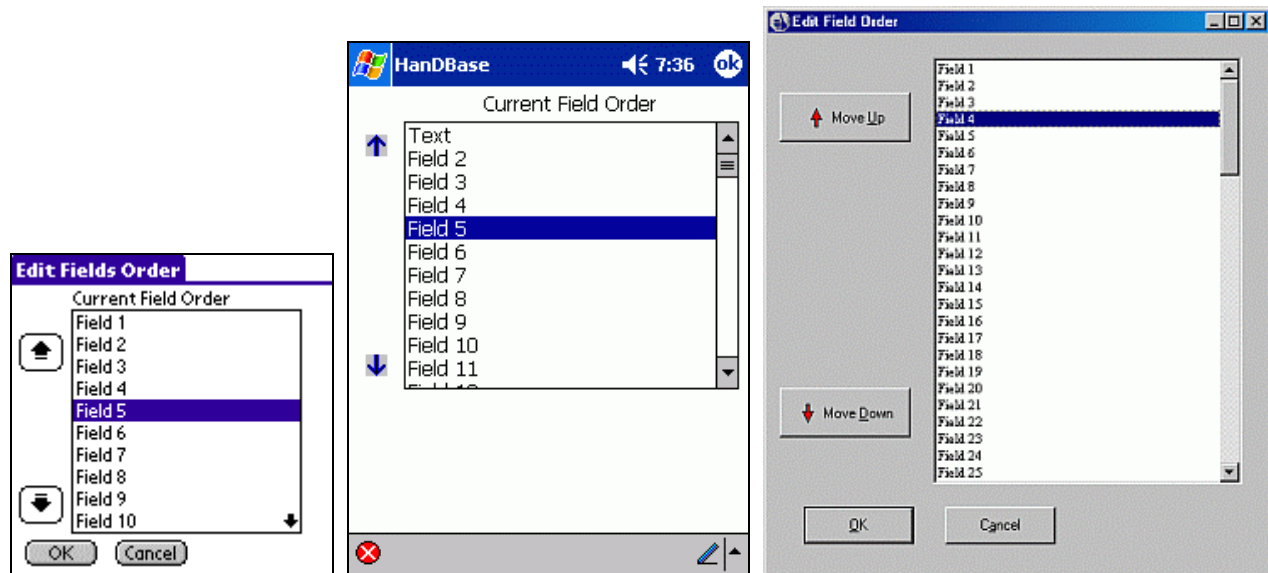
On this screen you will find a list box containing the 100 fields allowed in a database. Select the field you wish to edit and you will be taken to the Edit Field Screen, where you can edit that field's properties. For more information on editing field properties see the *Edit Field Properties* section below.

Edit Field Order

Pressing [Edit Field Order] button on the Edit Fields screen will take you to this Edit Field Order screen. This is where you can re-arrange the order of the fields you have defined. To change a particular field's position, select that field from the list and use the up and down arrow buttons to the left to move the field up or down. When you are finished, you can press the (OK) button to save your changes, or the (CANCEL) button to exit this screen without saving your changes. This will be the initial field order but can be modified by the different Views you set up. See the Edit Views section for more details.

NOTE: You are rearranging the order these fields are shown on both the List View screen and the Edit Record View screen. This does not change the actual structure of the database.

NOTE: If you have enabled Live updating of the currently selected View then changes made to these settings will affect your current View.



Quick Search

You can tap/click the popup list/dropdown selector to choose which field you would like to enable this Quick Search feature on. Then the field you select will be automatically searched when you are in the List View of the program, if you begin writing or typing data.

Pressing (OK) will save these settings and return you to the Database Properties screen.

HanDBase Forms

When you tap/select the Forms button from the DB Properties the HanDBase Forms application, if licensed and installed, will be launched so that you can create or edit custom Forms for your database.

NOTE: HanDBase Forms is available separately or as part of some more advanced HanDBase packages, such as HanDBase Professional. This add-on tool will allow you to create custom forms for use within HanDBase. However the HanDBase Forms application is NOT required to be able to view or use Forms that another person has designed. As long as the Forms file is installed those forms will open as needed.

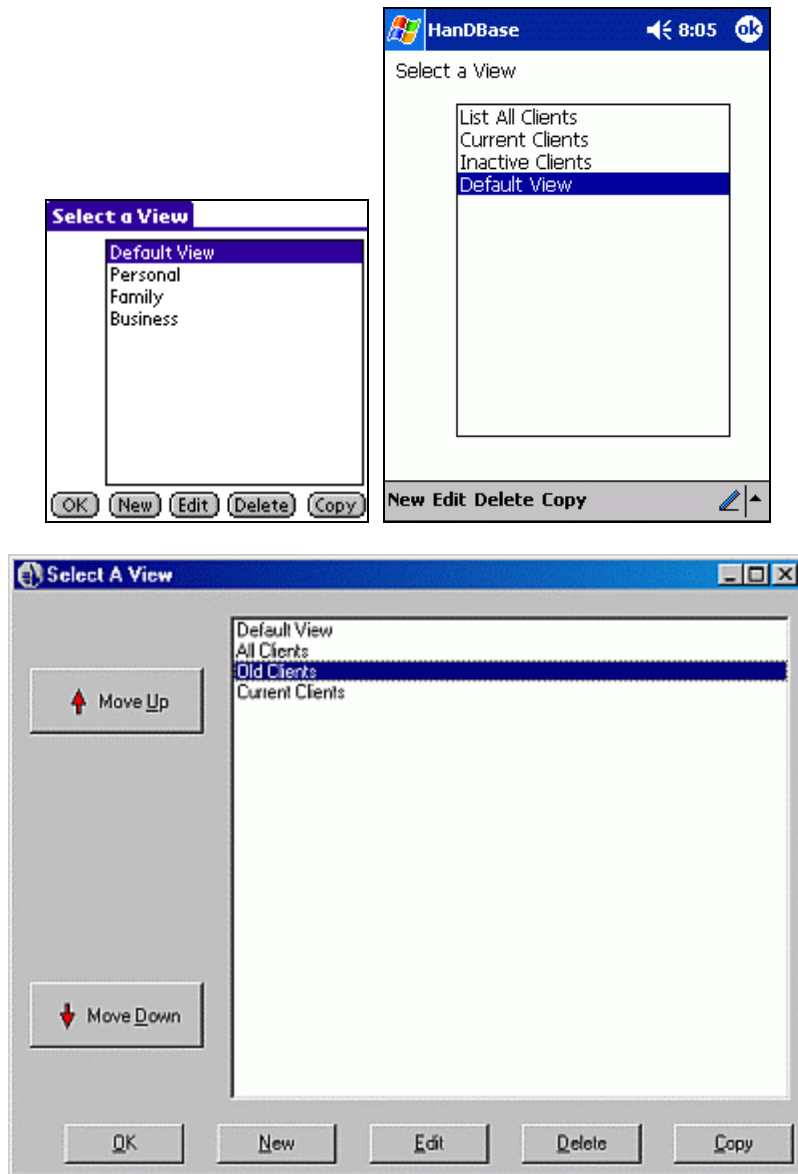
NOTE: At the time of this writing the HanDBase Forms Designer application was not available on the Pocket PC platform. You will need to design your forms using the HanDBase Forms Desktop. Those forms, once installed to your handheld, will be accessible in the applicable database.

HanDBase Views

Selecting this option will take you to the Select a View screen where you will be able to create new Views of your database or edit Views you have previously created. HanDBase Views enables you to set up alternate ways to view the data in your database. See the HanDBase Views section for more details on how to use the views.

Below is information on how to set up HanDBase Views. You can access this section by selecting the Views button from the DB Properties screen or by selecting Edit Views from the View menu on the List View Screen. When you first enter the Edit Views screen a Default View, based on the current Field setup, Sorting and Filters will be created. You can keep this view to be able to always revert to your original view. You can also modify this view to have a specific Default View or you can Delete that View if you do not need it.

Select View



This screen allows you to Select the View you would like to edit, Create a New view, Delete an existing view or make a Copy of an existing view. You will see the following buttons at the bottom of the screen. Select the appropriate one to perform the indicated action.

Ok

Tapping this button will save all changes and return you to the previous screen you can from.

New

Tapping this button or menu item will create a New View you can edit.

Edit

To Edit an existing view select the view from the list above and then tap the Edit button or menu item.

Delete

To Delete an existing view, select the view from the list above and then tap the Delete button or menu item.

Copy

To make a copy of an existing view, select the view from the list above and then tap the Copy button or menu item. This will make an exact duplicate of the View selected so you can modify the specifics of that view.

Change View Order

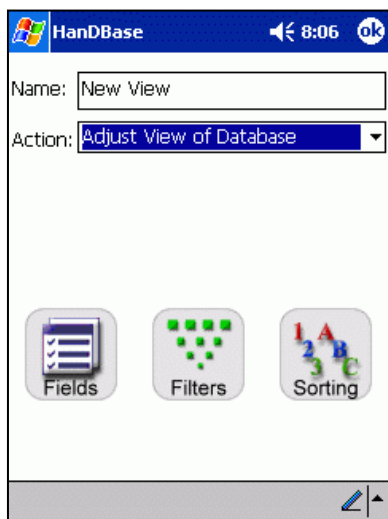
It is possible, using the HanDBase Desktop for Windows, to adjust the order of your views in the list. On the Select View screen when you select a view Up and Down arrow buttons will appear to the Left. You can use these to adjust the order that the views appear in.

Edit View

This screen enables you to set the specific options for this View you are creating or editing. There are two different Actions that can be performed when this view is selected from the from the Views menu in the List View Screen, *Adjust view of database* and *Switch to other database*. Following are the different options on this screen and what functions they perform.

Adjust view of Database

If you select this action then when this view is selected the way the database is displayed will change. These changes can be by Filtering, Sorting or even displaying or not displaying certain fields in the List View or Edit Record view.



Name:

Enter the name you would like to give to this View here.

Action:

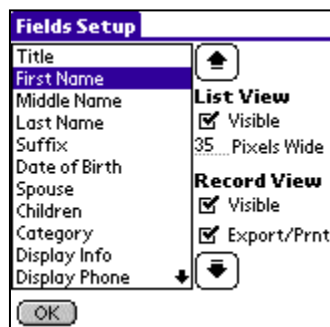
If you select this Action then when this view is selected the data displayed in the List View Screen will be modified to match the settings in this view.

Live Update settings when active

If you check this option then any changes you make to the Field View Properties, Sorting, or Filtering screens, while you have this view, will be applied back to this view. This can be useful if you need to frequently change filters and want them to stick.

For example, if you wish to change the size of a field's column in the list view by dragging the field separator then this change will stick if you enable this option. This way while a view is active you can make changes to it using the standard Fields, Filters and Sorting screens and those setting will stick.

Fields



When this button is selected you will see the screen to the left. There are various options you can set or change so this View displays the data the way you want it to. Following is a list of the available options on this screen.

Fields List

This box lists the fields in your database. You will use this list to select the field you would like to modify, using the options to the Right of the list. These additional options are described below.

Move Up

Use this arrow to change the field order of the selected field. This arrow will move the field upward in the list, making it appear closer to the beginning of the database.

Move Down

Use this arrow to change the field order of the selected field. This arrow will move the field downward in the list, making it appear closer to the end of the database.

List View Options

Visible

Check this box if you want the selected field to be visible in the List View of the Database.

Pixels Wide

Enter the number of pixels wide you would like the selected field to be in the List View. If you are using this database on a Palm OS handheld the maximum will be 160, if you are using this database on a Pocket PC handheld the maximum will be 240. The HanDBase desktop will be proportional to the value you enter here.

Record View Options

Visible

Check this box if you want the selected field to be visible in the Edit Record screen of this database.

Export/Prnt

Check this box if you want to selected field to be exported or printed, if you perform one of those functions, when this is the selected view.

Sort

When this button is selected you will see the standard HanDBase Sort Screen. For details on setting Sort options go to the Sort Database Screen section.

Filter

When this button is selected you will see the standard HanDBase Filter Screen. For details on setting Filter options go to the Edit Filters Screen.

Switch to other Database

If you select this action then when this view is selected you will be taken to the other database, specified in this view's properties.

Name:

Enter the name you would like to give to this View here.

Action:

If you select this Action then when this view is selected from the Views menu in the List View Screen you will be switched to the database specified in the option below.

To Database:

Palm OS users can either write or type the name of the other database you would like to switch to or you can use the popup indicator to the right to select the Database, from your list of existing databases. Pocket PC users will need to write

or type the Database name of the other database you would like to switch to. HanDBase Desktop for Windows users can either type in the Database Name of the other database you would like to switch to when this view is selected or you can use the Browse button to select a PDB file that resides on your computer.

Alarms Settings Screen

This option makes it possible to enable HanDBase to set an Alarm for records in your database. There are three different options for setting alarms in your Database: Disabled, Automatic and Manual. See the Alarms section below for more details on how to use this feature.

Disabled Alarms

If the "Allow alarms to be set in database" option is un-checked you will not be able to set any alarms from within your database.

Manual Alarms

The default option for Alarms is the Manual setting. This option gives you the ability to set an alarm manually, from within the Details Screen of your record. See the Details Screen section for more details. Following are the options available for Manual Alarms.

Alarms are

This option needs to be set to Manual.

Show which two fields in reminder

When the alarm goes off a reminder screen will appear. Using these options you can specify which two fields you wish to show in that reminder so you know what record this is in reference to.

Snooze Time

When the alarm goes off a reminder screen will appear. On that screen will be a Snooze option. When you tap the Snooze button that alarm will "snooze" for the amount of time you have specified in this option. The default is 1 (one) Minute.

Automatic Alarms

An alternative to setting Alarms manually is to have the set automatically. When you select this option you will need to have enabled a Date and Time field within your database structure. You will then specify the Date and Time fields you wish this Alarm to be based on. Following are the options available for Automatic Alarms:

Alarms are

This option needs to be set to Automatic.

Date

Use this option to select the Date field you have set up in your database that you would like these alarms based on.

Time

Use this option to select the Time field you have set up in your database that you would like these alarms based on.

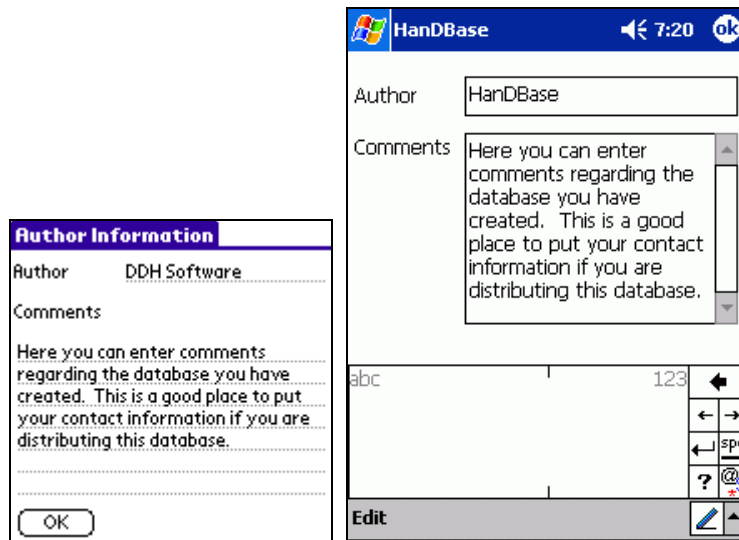
Show which two fields in reminder

When the alarm goes off a reminder screen will appear. Using these options you can specify which two fields you wish to show in that reminder so you know what record this is in reference to.

Snooze Time

When the alarm goes off a reminder screen will appear. On that screen will be a Snooze option. When you tap the Snooze button that alarm will "snooze" for the amount of time you have specified in this option. The default is 1 (one) Minute.

Author Screen



This screen will let you view and specify the author of the database, as well as any comments about the database. You can enter up to 39 characters in the Author field and up to 299 characters in the Comments field. Pressing (OK) will return to the Database Properties screen.

Menu Functions

Edit

Undo

Undo last text edit function.

Cut

Move selected text to clipboard.

Copy

Copy selected text to clipboard.

Paste

Paste text from clipboard to current field

Select All

Select/Highlight all text in the current field.

Keyboard (Palm OS only)

Bring up popup keyboard for typing.

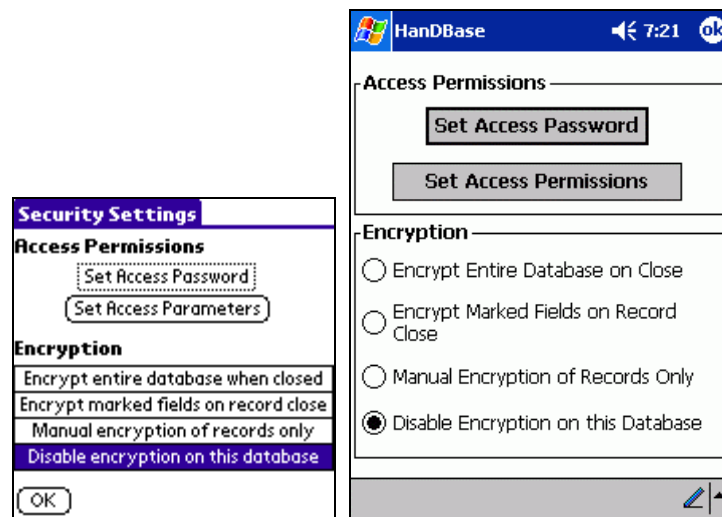
Graffiti Help (Palm OS only)

Brings up the Graffiti Cheat Sheet for determining the proper strokes.

Extras

Currently there are no Extras available. This feature will be used to add additional functionality, to be available on a Database level, in future versions of HanDBase.

Security Screen

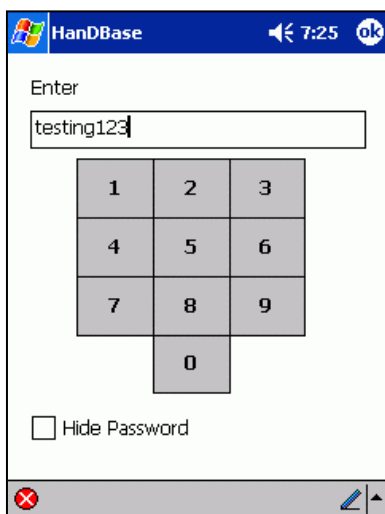


This screen will let you or the database administrator view and specify permissions for various actions performed on this database. This screen also allows the user or administrator to enable or disable Encryption.

You will find the following options on this screen:

- Set Access Password*
- Set Access Parameters*
- Encrypt entire database when closed*
- Encrypt marked fields on record close*
- Manual encryption of records only*
- Disable encryption on this database*

Set Password



This screen enables you to enter the password you wish to use when you select "Password Required" for the options in the Security Access screen. You can either use the Number Pad to enter a numeric or you can write in the Graffiti or Input area, enabling you to enter alphanumeric combinations.

Hide Password

You can check the "Hide Password" checkbox to have the password displayed as asterisks (*). That way on this screen as well as the Get Password screen, when you are prompted to enter a password, the actual password is not displayed.

NOTE: We recommend that when you are first entering a Password to protect the different levels of access to your database that you do so in a private secure area with the "Hide Password" option unchecked. This way you can ensure that what is actually entered is what you think is entered. With the password hidden it will be difficult to verify that there were no mistakes in entering the password.

NOTE: This password will NOT apply to Encryption. You will be prompted to enter a password when the Database or parts of it are encrypted. See the Encryption section

below for more details.

Security Access

Security Access

- Open Database ▼ Full Access
- Add Records ▼ Full Access
- Edit Records ▼ Full Access
- Delete Record Full Access
- Edit Popups Password Required
- DB Properties No Access
- Delete Database ▼ Full Access
- Beam Database ▼ Full Access

OK

This screen allows you to control each of the following actions:

Open Database

Specify whether a database can be opened, either with or without a password, or not at all.

Add Records

Specify whether a user can add records to this database, either with or without a password, or not at all.

Edit Records

Specify whether a user can edit existing database records, either with or without a password, or not at all. There is also an option ('View Records Only') to allow viewing of the Edit Record screen, but no changes will be saved.

Delete Records

Specify whether a user can delete existing database records, either with or without a password, or not at all.

Edit Popups

Specify whether a user can edit popups for various fields containing popup values, either with or without a password, or not at all.

DB Properties

Specify whether a user can modify the Database properties of this database, including these security settings, either with or without a password, or not at all.

NOTE: If 'No Access' is selected this database can never be modified again, so only set this if you are sure you will never change these properties again! You may consider using the Copy Template option from the List View's menu options, to copy the current database schema to another database name before turning off access to this, just in case you ever feel you need to access these properties again in the future.

Delete Database

Specify whether a user can delete this entire database, either with or without a password, or not at all.

Beam Database

Specify whether a user can beam this database, either with or without a password, or not at all.

Pressing (OK) will save these changes and return to the Edit Database screen.

Set Encryption

Encryption

- ☐ Encrypt Entire Database on Close
- ☐ Encrypt Marked Fields on Record Close
- ☐ Manual Encryption of Records Only
- ☒ Disable Encryption on this Database

These options allow you to enable different levels of Encryption for your database. This section gives a brief overview of setting these options. Encryption is discussed in more detail in the Encrypting Records section below.


Disable encryption of this database

This option is selected by default. When selected no encryption will be enabled on this database.

Encrypt entire database when closed

When this option is selected you will be prompted to enter a password to encrypt the database when you tap the [Home] button. Additionally, when you open a Database you will be prompted to enter the Password previously entered so the database can be decrypted.

NOTE: If you attempt to switch to another application, or to the Application, Home, Menu while in a database with this option enabled you will be prompted for a password to Encrypt this database before being able to Switch to another application.

WARNING (Pocket PC Users)!!! Because of the way the Pocket PC 2002 OS functions if you only tap the  button in the upper right hand corner of the screen, if applicable, the application is not actually Exited but just suspended in memory. Therefore, since it is NOT Exited, the database, at that time, is also NOT closed and is therefore NOT Encrypted. To ensure proper protection of your data you MUST select either Close or Exit from the File menu in order to properly Encrypt the database, if this option is selected.

Encrypt marked fields on record close:

In each field in a database is a checkbox selector of whether to encrypt that field. In this mode, only the fields that have their 'Encrypt' checkbox set will be encrypted, and this will happen on each save of a record. If you attempt to open a record that has encrypted fields, you will be prompted to decrypt the data. Decrypting the data is not required in this mode, as you are permitted to select 'Cancel', in which case you encrypted data will be represented with a key icon. At any time, you can tap that key icon and enter your decrypt password and the key will be replaced with the encrypted data. In addition, you are permitted to select Cancel when encrypting the record, which will result in a record fully unencrypted.

This mode is practical in cases where you would like to be able to browse the list view of the other non-encrypted fields without having to decrypt the entire database. An example would be a Hospital Patients database- the patients name and other personal information could be encrypted, but the room number and lab information can be freely viewable from the list view.

Manual encryption of records only:

This method is very similar to the 'Encrypt marked fields on record close' but the encryption/decryption is only performed if the user manually selects it. This is done by opening a record, and selecting the 'Details' button. If the data is currently not encrypted, there will be an option on the bottom of the details screen to encrypt the fields that are marked. If the data is currently encrypted, there will be a button at the bottom of the details screen to decrypt the data.

In most cases this mode and the previous are more practical on a handheld than encrypting the entire database. For example, there is no need to encrypt the entire contents of a password database, when really only the passwords themselves need to be encrypted. Setting the Password field to be encrypted and leaving the others open means faster access, and the ability to search for the existence of a password entry without having to decrypt the entire database, which can be time consuming on a large database running on a slower handheld.

Editing Field Properties

This screen is used for selecting the field type information for each individual field. The Edit Field screen is a dynamic screen where options will come and go as you switch among field types. The following options are always present, however:

Field Name - Select a name for this field. A field name can have a maximum of 20 characters.

Field Type - Selects what type of field this will be. Depending on this setting, the rest of the screen will contain various options, explained along with each field type below.

When finished with choosing the field type values, press (OK) to accept your changes, or (Cancel) to ignore the changes made.

Menu Functions

The following Menu functions are available in all Edit Fields screens, regardless of the field type selected.

Edit

Undo

Undo last text edit function.

Cut

Move selected text to clipboard.

Copy

Copy selected text to clipboard.

Paste

Paste text from clipboard to current field

Select All

Select/Highlight all text in the current field.

Keyboard (Palm OS Only)

Bring up popup keyboard for typing.

Graffiti Help (Palm OS Only)

Brings up the Graffiti Cheat Sheet for determining the proper strokes.

Not Used Fields

Set to Not-Used if you do not wish for any data to be stored in this field. It will not be visible in either the List View Screen, or the Edit Record screen. If you have existing fields that you no longer want to use and don't want the data in those fields retained you can set them to Not-Used. This will delete any existing data in those fields.

Text Fields

Multi-line text input fields with popups for your most common values. This is probably the most common type of field. When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen.

Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View screen., respectively.

Uncheck if you don't wish to export or print this field.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like, in the Security Settings, before this will be active.

Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Max Characters

Choose the maximum number of characters allowed for this field. The range is from 1 to 254. This will limit the size of the string allocated for this string when editing it in the [Edit Record] screen. **NOTE:** This can be changed at a later time if you feel you need more room. It only affects the RAM requirements during the editing of a field.

Edit Popups

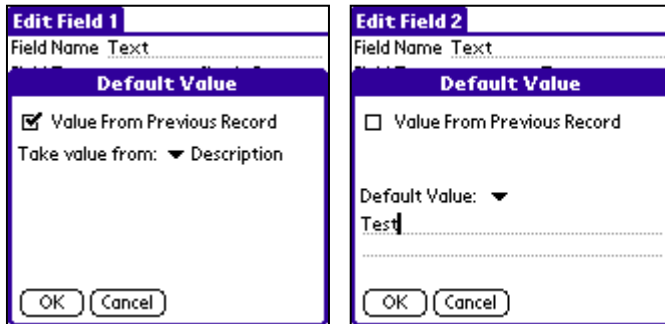
Here you will be brought to the Edit Popup List screen where you can choose the possible values for this field.

Popups Append

Check this box if you'd like for the values selected from the popup list for this field to append to the end of any existing value.

Uncheck this box if you'd rather the popup value replace the current text value.

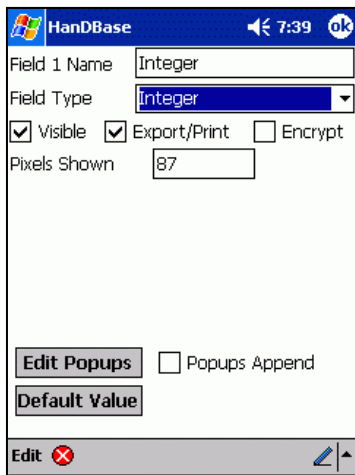
Checking this option is useful if you'd like to allow multiple popup values in a text field. An example of this may be a link to a web site, where you could have `http://`, `www.`, and `.com` as popup values, and you would be able to add these on, one by one to the existing field.



Default

Tap this button to be able to set a default value for this field when a new record is created. There are two options. The first is to use the value from a specific field from a previous record. The second is to use a static value for each and every record. The following screens show these different options.

Integer Fields



Numeral values with popups for your most common values. This is different from the Text field mainly in the sorting of entries, and that it's popups can be numerically sorted. HandBase can support whole numbers from - (negative) 2147483647 to + (positive) 2147483647. Negative numbers are indicated by the - (minus) symbol. Positive numbers have no symbol. If a number larger or smaller than the allowed number is entered the user will be notified that it will be set to the greatest or smallest number available. When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen. Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively.

Uncheck if you don't wish to export or print this field.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like, in the Security Settings, before this will be active.

Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Edit Popsups

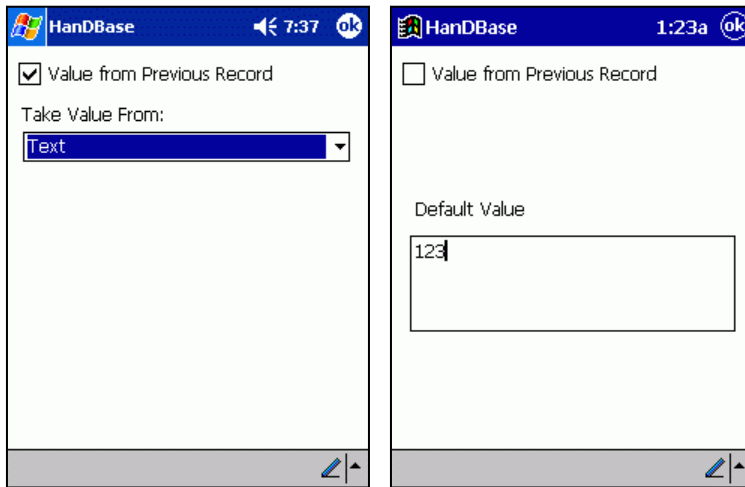
Here you will be brought to the Edit Popup List screen where you can choose the possible values for this field.

Popups Append

Check this box if you'd like for the values selected from the popup list for this field to append to the end of any existing value.

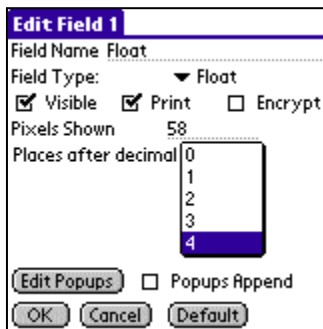
Uncheck this box if you'd rather the popup value replace the current value.

Default



Tap this button to be able to set a default value for this field when a new record is created. There are two options. The first is to use the value from a specific field from a previous record. The second is to use a static value for each and every record. The following screens show these different options.

Float Fields



Floating point values with popups for your most common values. This is different from the Integer field in that the numbers can have a decimal point or comma in them. The handheld Operating System preferences are used to determine what decimal indicator is used. Palm OS users will find this under the Numbers setting in the Palm OS system Prefs, under Formats. Pocket PC users will find this on the System tab of Settings by selecting Regional Settings. The HandBase Desktop has it's own preference for this, in order to properly support the handheld. This option is available by selecting Preferences from the File menu in the HandBase Desktop application.

This field is commonly used for money amounts. HandBase can support whole numbers from - (negative) 2147483647.9999 to + (positive) 2147483647.9999. Negative numbers are

indicated by the - (minus) symbol. Positive numbers have no symbol. If a number larger or smaller than the allowed number is entered the user will be notified that it will be set to the greatest or smallest number available. The number of spaces after the decimal point or comma is determined by the settings for the field. When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen.

Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively.

Uncheck if you don't wish to export or print this field.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like, in the Security Settings, before this will be active.

Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Places after decimal

Choose the number of places after the decimal point to show. For example, a monetary amount may use 2 places, whereas for a low-level calculation you may want to use all 4 decimal places available.

Edit Popups

Here you will be brought to the Edit Popup List screen where you can choose the possible values for this field.

Popups Append

Check this box if you'd like for the values selected from the popup list for this field to append to the end of any existing value.

Uncheck this box if you'd rather the popup value replace the current value.

Default

Tap this button to be able to set a default value for this field when a new record is created. There are two options. The first is to use the value from a specific field from a previous record. The second is to use a static value for each and every record. The following screens show these different options.

Popup Fields

This field type will pop up a list of choices when selected. This differs from the other fields that have popup lists in that the value can only be one of the popup choices (ie, the user cannot write in any value). When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen.

Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively.

Uncheck if you don't wish to export or print this field.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before

this will be active.

Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Default Value

Select the default value for this popup. New records will default this field to the value you select here.

Edit Popups

Here you will be brought to the Edit Popup List screen where you can choose the possible values for this field.

CheckBox Fields

Has a checkbox for its value, which can be checked or unchecked. When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively.

Uncheck if you don't wish to export or print this field.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Default

Tap this button to be able to set a default value for this field when a new record is created. There are two options. The first is to use the value from a specific field from a previous record. The second is to use a static value for each and every record. The following screens show these different options.

Unique Fields

Automatically filled with a value unique to that record, on this handheld.

NOTE: If you are using a database that contains a unique field in a Multi-User environment, with the HanDBase Sync Exchange add-on or in a single user Desktop/Handheld solution this value is not guaranteed to be unique.

When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen, respectively.
Uncheck if you don't wish to export or print this field.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Image Fields

Capture a pen-drawn image, or handwritten signatures using this field type. When selected, the user is taken into a canvas type Edit Image screen where they may sketch out their image with the stylus. When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.

Uncheck if you do not wish to enable Encryption for this field.

Date Fields

HandBase 7:44 ok

Field 1 Name: Date

Field Type: Date

☒ Visible ☒ Export/Print ☐ Encrypt

Pixels Shown: 87

Behavior: Date Record Added

Ask User for Date

Date Record Added

Date Record Modified

Current Date

Edit

This field type enables you to enter a date. The format of the date on the handheld is dependent on the operating system preferences. Palm OS handheld users will find this under the Prefs tool by selecting Formats. Pocket PC users will find this under the Settings Tools by selecting Regional Settings from the System tab. The format of the date in the HandBase Desktop for Windows is set in the preferences, to ensure compatibility with the handheld. These settings are accessed by selecting Preferences from the File menu in the HandBase Desktop.

Date fields in HandBase can have a Minimum date of 1/2/1904 and a Maximum date of 12/31/2031. If the date is set to 1/1/1904 a value of No Date will be displayed. When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen.

Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen, respectively. Uncheck if you don't wish to export or print this field.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.

Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Date Behavior

Choose whether this field will default to one of the following:

Ask User for Date

This field will default to No Date and require the user to change it to the date desired.

Date Record Added

This field will default the date to be the date when the record was created. Further modifications to the record will not affect the value, unless set manually by the user.

Date Record Modified

This field will set the date to be the date when the record was last modified. Each time the record is modified or saved, the date will adjust accordingly.

Current Date

This field will set the date to be the current date whenever the Edit Record screen is called upon for a particular record.

Time Fields

This field type enables you to enter a time. The format of the time is dependent on the handheld operating system preferences. Palm OS handheld users will find this under the Prefs tool by selecting Formats. Pocket PC users will find this under the Settings Tools by selecting Regional Settings from the System tab. The format of the time in the HanDBase Desktop for Windows is set in the preferences, to ensure compatibility with the handheld. These settings are accessed by selecting Preferences from the File menu in the HanDBase Desktop.

When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen. Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively. Uncheck if you don't wish to export or print this field.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active. Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Time Behavior

Choose whether this field will default to one of the following:

Ask User for Time

This field will default to 'NO TIME', and require the user to change it to the time desired.

Time Record Added

This field will default the time to be the time when the record was created. Further modifications to the record will not affect the value, unless set manually by the user.

Time Record Modified

This field will set the time to be the time when the record was last modified. Each time the record is modified or saved, the time will adjust accordingly.

Link Fields

The screenshot shows the HanDBase interface for configuring a 'Link' field. The 'Field 1 Name' is 'Link' and the 'Field Type' is 'Link'. The 'Visible' checkbox is checked, 'Export/Print' is checked, and 'Encrypt' is unchecked. The 'Other Database' is set to 'Linked' and the 'Other Field #' is '87'. The 'Show Value From' is set to 'Integer'. At the bottom, there is an 'Edit' button with a red X icon.

This serves as the starting point for linking two databases together. The Link field will display a button with the field name in it. When pressed, the program will switch to the database specified below. The database, however, will only show the records that were added through the current record in the first (linking) database. This is useful to add sub-records of a different type to individual records. When you are finished adding or editing these linked records you can tap the button to return to the previous database. For example, a doctor may have a database of Patient info, which would include a link field that linked to a Visits database. When the 'Visits' link button is pressed under a patient record in the 'Patient' database, the Visits database would be switched to, and would only show the visits that Patient had made. When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen. Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively. Uncheck if you don't wish to export or print this field. **NOTE:** By checking this option for this field type, you are telling HanDBase to follow this link and Print all linked records' data that has the Print option set.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active. Uncheck if you do not wish to enable Encryption for this field.

Other Database Name

Write in the name of the database to link to, or select from the current existing databases by pressing the trigger to the right.

Other Field Name/Number

Palm OS handheld and HanDBase Desktop users

Tap the Popup selector to show a list of the Linked Fields that are in the database you entered or selected in the Other Database Name parameter.

NOTE: If you have not yet created the second/child database when you create this Link field you won't be able to select the Linked Field. You will need to create the second database with the Linked field and then come back to finish setting up this field.

Pocket PC handheld users

Enter the field number of the Linked field in your Child database here in order to establish a relationship.

NOTE: If you have not yet created your Child database you can put any number here. Just be sure to remember to assign that field as the Linked field when you do create the other database.

Show Value From

Select a field to show the value from inside the linked field that this relates to. Using the above example, the doctor can bring over the patient's name along with the link info, and this value will show up as part of the linked field for all records belonging to that patient. This makes it easier to remember what link record each linked record belongs to when opening the linked databases up directly.

Linked Fields

Edit Field 1

Field Name: Linked

Field Type: ▼ Linked

☒ Visible ☒ Print ☐ Encrypt

Pixels Shown: 58

Other DB Name: LinkDB ▼

Other Field Name: ▼ Link

OK Cancel

This serves as the landing point for linking two databases together. The Linked field is the field in the second database that will link the two databases together. This field is required in a database that is linked by another database via the Link Field. When a Linked Field is pressed in the Edit Record Screen, the record in the Other Database Name that it belongs to will show on the screen highlighted. You can reassign this record to another record by selecting another record, or just return without selecting another by pressing the button. In addition, when the linked field is visible it will now show the field specified in the other database's link field's Show Value From setting. When this field is selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively.
Uncheck if you don't wish to export or print this field.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Other Database Name

Write in the name of the database that this database is Linked from. You can also select from the current existing databases by pressing the trigger to the right.

Other Field Name/Number

Palm OS handheld and HandBase Desktop users

Tap the Popup selector to show a list of the Link Fields that are in the database you entered or selected in the Other Database Name parameter.

NOTE: If you have not yet created the first/parent database when you create this Linked field you won't be able to select the Link Field. You will need to create the first database with the Link field and then come back to finish setting up this field.

Pocket PC users

Enter the field number of the Link field in your Parent database here in order to establish a relationship.

NOTE: If you have not yet created your Parent database you can put any number here. Just be sure to remember to assign that field as the Link field when you do create the other database.

Note Fields

Allows for memopad-type notes (up to 2000 characters in length) and a Popup to insert common phrases, words, etc. When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen. Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively. Uncheck if you don't wish to export or print this field.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.

Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

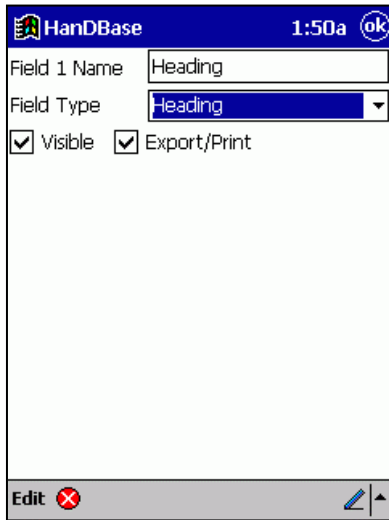
Popups Append

Check this box if you'd like for the values selected from the popup list for this field to append to the end of any existing value. Uncheck this box if you'd rather the popup value replace the current value.

Default

Tap this button to be able to set a default value for this field when a new record is created. There are two options. The first is to use the value from a specific field from a previous record. The second is to use a static value for each and every record. The following screens show these different options.

Heading Fields

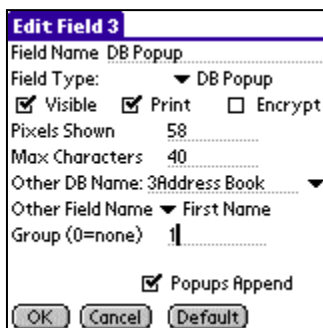


Organize sections of your database with a bold, centered, heading. This field actually doesn't hold any value, but is used for organizational purposes only, when in the Edit Record screen. When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen. Uncheck if you wish to hide it on the Edit Record Screen.

DB Popup fields



Similar to a Text field, except the popup choices come from a field of another database. When you select the Popup list for this field by pressing the field name to the left of the field, you will be taken to the other database, where you can choose a record by selecting it. Once selected, you will return to the first database and this field will be filled with the text value of the field specified below in the second database. When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen. Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of the following options are selected: Export Record or Records-Print Record or Actions-Print Records, from the Edit Record or the List View Screen, respectively. Uncheck if you don't wish to export or print this field.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active. Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Max Characters

Choose the maximum number of characters allowed for this field. The range is from 1 to 254. This will limit the size of the string allocated for this string when editing it in the Edit Record screen.

NOTE: This can be changed at a later time if you feel you need more room. It only affects the RAM requirements during the editing of a field.

Other Database Name

Write in the name of the database to jump to when you select the Field Name for this DB Popup field in the Edit Record Screen. You can also select from the current existing databases by pressing the trigger to the right.

Other Field Name

If you tap the popup selector you will be presented with a list of the field names from the other database you specified in Other Database Name. Select the field name you wish to have data filled from in this DB Popup field.

Group (0 = none)

By setting this value to something other than 0 (0 disables this feature), you can assign multiple DB Popups, up to 10, to the same group. Then, whenever any of the DB Popups in a group are selected and a record in the other database is selected, all items in the same group will be filled out automatically with their appropriate field values. An example of this would be to grab a customer's name, company name, and pricing level at the same time for an order taking database. The customer's name, company name, and pricing level would all reside in the same database, and each item in the calling database would have the group value set to the same (non-zero) value, ie 9. Selecting any of the three field names in the calling database will take the user to the other database where they can choose the customer. At that point, all three values would be copied over into their appropriate fields.

Default

Tap this button to be able to set a default value for this field when a new record is created. There are two options. The first is to use the value from a specific field from a previous record. The second is to use a static value for each and every record. The following screens show these different options.

Calculated Fields

Lets you perform operations on other fields or constant numbers, Operands, using different mathematical functions, Operators. The operation can be various combinations of [Operand] and [Operator] depending on the Fields you use and the type of operation you would like to perform on that data. The result of the calculation will be put into this field in the format specified by the Result Format option. When selected, the following options appear:

Visible

Check if you want this field to be visible on the Edit Record Screen. Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively. Uncheck if you don't wish to export or print this field.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active. Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Configure

Select this button to be taken to the Calculated Field Configuration Screen where you can enter and edit formulas for your calculation.

Result Format

Choose the output format of the calculation result. The current choices are:

To 4 Decimal Places

The output is a floating point value, showing 4 decimal places.

Integer

The output is a whole number.

Time

The output is a time in the format HH:MM:SS.

NOTE: The translation to time is the number of seconds into the day from 12:00:00 am or 00:00:00.

Date

The output is a time of the format MM/DD/YY.

NOTE: The translation to date is the number of days since January 1st, 1904.

To 3 Decimal Places

The output is a floating point value, showing 3 decimal places.

To 2 Decimal Places

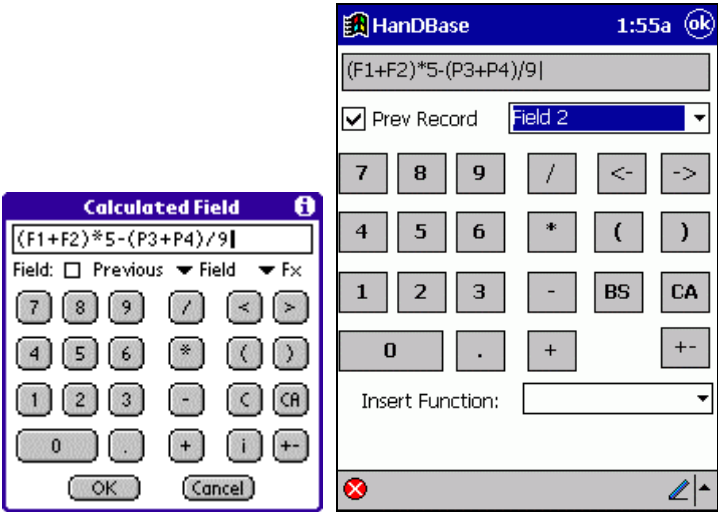
The output is a floating point value, showing 2 decimal places.

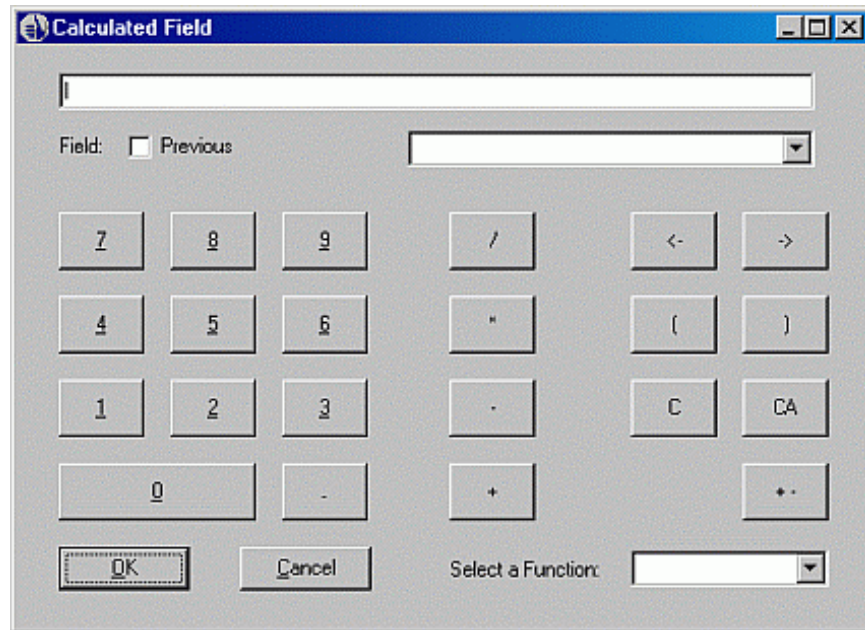
To 1 Decimal Place

The output is a floating point value, showing 1 decimal place.
















Calculated Field Configuration Screen

This screen enables you to build the formula that will be used to perform the calculation for this field. As mentioned above HandBase uses Operands and Operators to build this formula. You can have up to 6 Operands and 5 Operators in your formula.





The following standard functions/actions are available when in this configuration screen.:

-   Tapping this button will move the cursor to the left one Operand or Operator at a time.
-   Tapping this button will move the cursor to the Right one Operand or Operator at a time.
-   Tapping this button will insert a Left Parentheses, (, where the cursor currently is. You can use this, in combination with the Right Parentheses, to group parts of the formula together.
-   Tapping this button will insert a Right Parentheses,), where the cursor currently is. You can use this, in combination with the Left Parentheses, to group parts of the formula together.
-   Tapping this button will backspace the cursor one space from it's current position erasing the Operand or Operator to the left of the cursor.
-   Tapping this button will clear all Operands and Operators from the Formula bar.
-  This option is currently only available on the Palm OS handhelds. Tapping this button will bring up an Info Dialog indicating how many Operands and Operators you have left to use.
-   Tapping this button toggle the Numeric Value to the Left of the cursor between a Positive and a Negative number. Negative numbers will be indicated by a - sign, ie -15. This option will have no effect on Field indicators.

HandBase supports the following values as Operands:

Fields from the Current Record

Fields from the Current Record are indicted by the letter F followed by the actual Field Number, ie F1, F59, F100, etc. These values are entered by tapping the Field Popup indicator and selecting your field from the list presented.

Fields from Previous Records

Fields from the Previous Record are indicated by the letter P followed by the actual Field Number, ie P2, P47, P99, etc. These values are entered by first checking the Previous checkbox and then tapping the Field Popup indicator and selecting your field from the list presented.

Constant Numbers

Constant numbers are indicated by actual numeric values, integers or floating point (decimal) numbers. These numbers are entered using the Numeric Keypad on this screen. You can make the number entered Negative by tapping the +/- button after entering your number.

HanDBase supports the following standard Operators. These are entered using the applicable buttons.



Addition

Selecting this button will enter an addition, +, sign into the formula. This will make it so that the number(s) or field(s) prior to the sign is/are added to the number(s) or field(s) after the sign.



Subtraction

Selecting this button will enter a subtraction, -, sign into the formula. This will make it so that the number(s) or field(s) after the sign is/are subtracted from the number(s) or field(s) prior to the sign.



Multiplication

Selecting this button will enter a multiplication, *, sign into the formula. This will make it so that the number(s) or field(s) prior to the sign is/are multiplied by the number(s) or field(s) after the sign.



Division

Selecting this button will enter a division, /, sign into the formula. This will make it so that the number(s) or field(s) prior to this sign is/are divided by the number(s) or field(s) after the sign.

HanDBase also supports the following advanced Operators. These are entered into the formula by selecting the appropriate one from the Fx or Select a Function popup list.

Min

Selecting this Operand will place the Operand Min in the formula. Then the numbers or calculated values surrounding the Min Operand will be calculated by determining which is the smaller of the two values.

In HanDBase this would be expressed as:

x Min y

*Example: 5 Min 4 = 4, (9-5) Min (1*2) = 2*

Max

Selecting this Operand will place the Operand Max in the formula. Then the numbers or calculated values surrounding the Max Operand will be calculated by determining which is the smaller of the two values.

In HanDBase this would be expressed as:

x Max y

Example: 15 Max 24 = 24, (81/9) Max 56 = 56

Avg

Selecting this Operand will place the Operand Avg in the formula. Then the numbers or calculated values surrounding the Avg Operand will be calculated by determining which is the average of the two values basically by adding them together and dividing by 2.

In HanDBase this would be expressed as:

x Avg y

Example: 5 Avg 9 = 7, (24-6) Avg (10+18) = 23

Floor

Selecting this Operand will place the Operand Floor in the Formula followed by parentheses, (). Any values entered in the parentheses will be calculated by Rounding the number or calculation result to the nearest lower integer.

In HanDBase this would be expressed as:

floor(x.x)

Examples: Floor(6.8) = 6, Floor(5.3+2.6) = 7

Ceil

Selecting this Operand will place the Operand Ceil in the Formula followed by parentheses, (). Any values entered in the parentheses will be calculated by Rounding the number or calculated result to the nearest higher integer.

In HanDBase this would be expressed as:

Ceil(x.x)

Examples: Ceil(6.3) = 7, Ceil(1.6+2.7) = 5

Sqrt (Square Root)

Selecting this Operand will place the Operand Sqrt in the Formula followed by parentheses, (). Any values entered in the parentheses will be calculated by getting the square root of the number or calculated result.

In HanDBase this would be expressed as:

Sqrt(x)

Examples: Sqrt(4) = 2, Sqrt(147-47) = 10

Sin

Selecting this Operand will place the Operand Sin in the Formula followed by parentheses, (). Any values entered in the parentheses will be calculated by getting the sine of the number or calculated result. HanDBase currently only supports Radian values for this function.

In HanDBase this would be expressed as:

sin(x)

Example: sin(0.1920) = 0.1908

Cos

Selecting this Operand will place the Operand Cos in the Formula followed by parentheses, (). Any values entered in the parentheses will be calculated by getting the cosine of the number or calculated result. HanDBase currently only supports Radian values for this function.

In HanDBase this would be expressed as:

cos(x)

Example: cos(0.7505) = 0.7314

Ln (Natural Logarithm)

Selecting this Operand will place the Operand Ln in the Formula followed by parentheses, (). Any values entered in the parentheses will be calculated by getting the Natural Logarithm of the number or calculated result. The Natural Logarithm uses a Base of e. Where e is (= 2.71828...).

In HanDBase this would be expressed as:

Ln(x)

*Examples: Ln(10) = 2.3026 (approx), Ln(5*10) = 3.9120 (approx)*

Log (Logarithm)

Selecting this Operand will place the Operand Log in the Formula followed by parentheses, (). Any values entered in the parentheses will be calculated as the Logarithm of the number or calculated result with a base of 10.

In HanDBase this would be expressed as:

Log(x)

Examples: Log(20) = 1.3010 (approx), Log(750/5) = 2.1761 (approx)

^ Power

Selecting this Operand will place the Power Operand sign, ^, in the Formula followed by parentheses, (). Any values entered in the parentheses will be calculated as X to the Power of Y.

In HanDBase this is expressed as:

$$x^y$$

$$\text{Example: } 2^4 = 16, (3+7)^3 = 1000$$

Mod

Selecting this Operand will place the Mod Operand sign in the formula. Any values entered will return the modulus of a division operation, also known as the leftover.

In HanDBase this is expressed as:

$$x \text{ Mod } y$$

$$\text{Example: } 10 \text{ mod } 3 = 1$$

< (Less Than)

Selecting this Operand will place the < Operand in the formula. The expression will then be evaluated to determine if it is True or False. True is represented as a 1 (one) and False is represented as a 0 (zero). If the value to the Left of the Operand is Less than the one on the right then a 1 (one) will be returned.

In HanDBase this is expressed as:

$$x < y$$

$$\text{Example: } 7 < 10 = 1; 19 < 5 = 0$$

> (Greater Than)

Selecting this Operand will place the > Operand in the formula. The expression will then be evaluated to determine if it is True or False. True is represented as a 1 (one) and False is represented as a 0 (zero). If the value to the Left of the Operand is Greater than the one on the right then a 1 (one) will be returned.

In HanDBase this is expressed as:

$$x > y$$

$$\text{Example: } 10 > 7 = 1; 5 > 19 = 0$$

<= (Less Than or Equal To)

Selecting this Operand will place the <= Operand in the formula. The expression will then be evaluated to determine if it is True or False. True is represented as a 1 (one) and False is represented as a 0 (zero). If the value to the Left of the Operand is Less than or Equal to the one on the right then a 1 (one) will be returned.

In HanDBase this is expressed as:

$$x \leq y$$

$$\text{Example: } 7 \leq 10 = 1; 19 \leq 5 = 0; 5 \leq 5 = 1$$

>= (Greater Than or Equal To)

Selecting this Operand will place the >= Operand in the formula. The expression will then be evaluated to determine if it is True or False. True is represented as a 1 (one) and False is represented as a 0 (zero). If the value to the Left of the Operand is Greater than or Equal to the one on the right then a 1 (one) will be returned.

In HanDBase this is expressed as:

$$x \geq y$$

$$\text{Example: } 17 \geq 12 = 1; 3 \geq 51 = 0; 64 \geq 64 = 1$$

!= (Not Equal To)

Selecting this Operand will place the != Operand in the formula. The expression will then be evaluated to determine if it is True or False. True is represented as a 1 (one) and False is represented as a 0 (zero). If the value to the Left of the Operand is Not Equal to the one on the right then a 1 (one) will be returned.

In HanDBase this is expressed as:

$$x \neq y$$

$$\text{Example: } 7 \neq 10 = 1; 5 \leq 5 = 0$$

== (Equal To)

Selecting this Operand will place the == Operand in the formula. The expression will then be evaluated to determine if it is True or False. True is represented as a 1 (one) and False is represented as a 0 (zero). If the value to the Left of the Operand is Equal to the one on the right then a 1 (one) will be returned.

In HanDBase this is expressed as:

X==y

Example: $10=10 = 1$; $13==24 = 0$

AND

Selecting this Operand will place the AND Operand in the formula. The expression will then be evaluated to determine if it is True or False. True is represented as a 1 (one) and False is represented as a 0 (zero). AND is used to determine if BOTH sides have a value other than 0 (zero). If both sides do then a 1 (one) will be returned.

In HanDBase this is expressed as:

x and y

Example: $4 \text{ and } 2 = 1$; $0 \text{ and } 9 = 0$; $0 \text{ and } 0 = 0$

OR

Selecting this Operand will place the OR Operand in the formula. The expression will then be evaluated to determine if it is True or False. True is represented as a 1 (one) and False is represented as a 0 (zero). OR is used to determine if EITHER side has a value other than 0 (zero). If either side does then a 1 (one) will be returned.

In HanDBase this is expressed as:

x or y

Example: $4 \text{ OR } 2 = 1$; $0 \text{ OR } 9 = 1$; $0 \text{ OR } 0 = 0$

XOR (Exclusive Or)

Selecting this Operand will place the XOR Operand in the formula. The expression will then be evaluated to determine if it is True or False. True is represented as a 1 (one) and False is represented as a 0 (zero). XOR is used to determine if EITHER side has a value other than 0 (zero) but NOT both sides. If either side does have a value other than 0 (zero) and the other side does have a value of 0 (zero) then a 1 (one) will be returned.

In HanDBase this is expressed as:

x XOR y

Example: $4 \text{ XOR } 2 = 0$; $0 \text{ XOR } 9 = 1$; $12 \text{ XOR } 0 = 1$; $0 \text{ XOR } 0 = 0$

NOT

Selecting this Operand will place the NOT Operand in the formula. The expression will then be evaluated to determine if it is True or False. True is represented as a 1 (one) and False is represented as a 0 (zero). NOT is used to INVERT the truth value for the expression.

In HanDBase this is expressed as:

NOTx

Example: $\text{NOT}2 = 0$; $\text{NOT}0 = 1$; $\text{NOT}(12) = 0$

Relationship Fields

This field enables you to display data from another database within this field, or to Link to records in a separate database based on a specific value in another field of the database. This value can be anything including text or integers. This field enables much more advanced Linking/Relationships in HanDBase. You can even establish relationships that display multiple fields from another database that are all based on the relationship you establish.

Visible

Check if you want this field to be visible on the Edit Record Screen.

Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View screen., respectively.

Uncheck if you don't wish to export or print this field.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.

Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Related Field in this DB

Use the selector to choose the Field in this current database that contains the value you would like to base this relationship on.

Other DB Name

Use the selector to choose the Other Database you want to establish a relationship with. You can also use Graffiti or the Keyboard to enter the name of the other database.

Other Field Name

Use the selector to choose the Field from the Other Database that contains the value you are basing this relationship on.

NOTE: The values that will be in this field must match that of the data in the field selected for 'Related Field in this DB' for there to be a relationship between the two records.

Show From Other DB

Use the selector to choose the field from the Other Database that contains the value you would like to display in this main database once the relationship has been established.

From Which Record

Tap the button to indicate which record value you would like displayed from the field specified in "Show From Other DB" if there are multiple records. You can choose the First Record or the Last Record.

Conditional Fields

The screenshot shows the 'Conditional' field configuration in HanDBase. The title bar says 'HanDBase' and '2:23a'. The form contains the following elements:

- Field 3 Name: Conditional
- Field Type: Conditional
- Visible: ☒ Visible, ☒ Export/Print, ☐ Encrypt
- Pixels Shown: 87
- If Field: Paid
- Is: Equal To
- Field: Due
- Output Is: No Field, Yes
- Else: Name
- Bottom bar: Edit (with a red X icon) and a blue pencil icon.

This field allows you to evaluate the values in fields using a Conditional statement. This enables a single IF THEN ELSE condition. The result can be a static value or the value from another field.

Visible

Check if you want this field to be visible on the Edit Record Screen.

Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View screen., respectively.

Uncheck if you don't wish to export or print this field.

Encrypt

Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before

this will be active.

Uncheck if you do not wish to enable Encryption for this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

If Field

Use the selector to choose the first field you want to compare in this conditional statement. You can also select No Field to enter a Static Value to compare. If you select No Field a Text line will appear to the right for you to enter a value in.

Is

Choose how you want to compare the two values. Following are the available options.

Equal To
Not Equal To
Less Than
Less Than or Equal To
Greater Than
Greater Than or Equal To

Field

Use the selector to choose the second field you want to compare in this conditional statement. You can choose "No Field" if you want to compare the first value to a static value. If you select No Field a Text line will appear to the right for you to enter a value in.

Output Is

Use the selector to indicate what the Output for this field will be if the condition evaluates to True. This will be the value actually displayed in the Conditional field in the Edit Record or List View Screen. This value can be the value from another field, which you select. Or, you can choose, "No Field" and specify a static value on the Text Line that will appear to the Right.

Else Output

Use the selector to indicate what the Output for this field will be is the condition evaluates to False. This will be the value actually displayed in the Conditional field in the Edit Record or List View Screen. This value can be the value from another field, that you select. Or, you can choose, "No Field" and specify a static value on the Text Line that will appear to the Right.

External Fields

This field allows you to setup Plug-ins that you have obtained to add more functionality to HanDBase. These can be things like retrieving data from the Palm Address Book and having it fill in fields in your HanDBase Database, reading a GPS location, dialing a phone number, etc.

Visible

Check if you want this field to be visible on the Edit Record Screen.
Uncheck if you wish to hide it on the Edit Record Screen.

Print

Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View screen., respectively.

Uncheck if you don't wish to export or print this field.

Pixels Shown

Choose the number of pixels in width that will be shown on the List View Screen. There is a maximum of 160 pixels in width on the screen for Palm OS handheld users and a maximum of 240 pixels for Pocket PC users. Setting to 0 will hide this field on the List View Screen. The desktop will display the fields in proportion to the size that is set.

Application Name

Enter the name of the Plug-in Application in this space. You must enter it exactly as you see it in the Applications Menu, or as specified by the developer of the Plug-in.

Configure

Click this button to configure the Plug-in you specified in the Application Name space. Each plug-in will be different. In this regard, you will need to consult the documentation that came with the Plug-in or contact the developer of the Plug-in for details on configuring this.

Advanced Features

Run Report Screen

The HandBase reports give some commonly needed calculations for specific field types. Currently, Integer, Float, Checkbox, Date, Time, and Calculated fields can have a report run on them. The report is run only on the fields that fit within the Filter settings. There are two ways to run a report in HandBase.

The first is to press the field name at the top of the List View Screen. Choose the option Run Report.

The other way is to press the [Palm Menu] button at the bottom in the Graffiti area of the screen, and select Actions, Run Report. From here you will be prompted to select a field to run the report on.

Then press the <Go> button.

The report output for Float Fields, Integer Fields, and Calculated fields contains the following values:

- Num Entries - Number of entries included in this report.
- Min Value - Minimum value of the entries included in the report.
- Max Value - Maximum value of the entries included in the report.
- Sum - Total of the entries included in the report.
- Min Total - Lowest value of the running Sum in the report.
- Max Total - Highest value for the running Sum in the report.
- Average - Average value of the entries (Sum/Num Entries)

The report output for Checkbox fields contains the following values:

- Num Entries - Number of entries included in this report.
- Items Checked - Number of entries included in this report that have this value checked.
- Items not-Checked - Number of entries included in this report that do not have this value checked.
- Percentage Checked - Percentage of entries included in this report that have this value checked.
- Percentage not-Checked - Percentage of entries included in this report that do not have this value checked.

The report output for Date fields contains the following values:

- Num Entries - Number of entries included in this report.
- Min Value - Earliest date included in this report.
- Max Value - Latest date included in this report.
- Days Spanned - Number of days spanned in this report.

The report output for Time fields contains the following values: Num Entries -

Number of entries included in this report.

Min Value - Earliest time included in this report.

Max Value - Latest time included in this report.

Average Time - Average value of the time in this report.

Total Time - Total sum of the times in this report.

From this screen you may press the (Done) button to return to the List View Screen. The (Export) button will export the report results to the unfiled category of the MemoPad built-in application. The (New Report) button will let you start a new report on a different field.

Encrypting Records

HandBase v3.0 supports various modes of encryption all using the Safer-SK algorithm. Information on this algorithm can be found at: <http://www.rsasecurity.com/rsalabs/faq/3-6-7.html>

Encryption is limited to 64 bits for the release version of all HandBase products, but a 128 bit version can be made available to US corporations that contact DDH Software and can verify their place of business.

It is important to note that this capability is in addition to the Access password protection offered, and that one can quite easily set a password for accessing a database in addition to a password for decrypting the data, though it most likely would not be necessary.

There are four basic modes of encryption. The modes are set in the Security Settings Screen of the Database Properties.

Encrypt entire database when closed:

When this mode is selected, all records in the database will be encrypted automatically whenever the database is closed. When an encrypted database is opened, you will also be prompted to decrypt it before it can be opened.

Encrypt marked fields on record close:

In each field in a database is a checkbox selector of whether to encrypt that field. In this mode, only the fields that have their 'Encrypt' checkbox set will be encrypted, and this will happen on each save of a record. If you attempt to open a record that has encrypted fields, you will be prompted to decrypt the data. Decrypting the data is not required in this mode, as you are permitted to select 'Cancel', in which case you encrypted data will be represented with a key icon. At any time, you can tap that key icon and enter your decrypt password and the key will be replaced with the encrypted data. In addition, you are permitted to select Cancel when encrypting the record, which will result in a record fully unencrypted.

This mode is practical in cases where you would like to be able to browse the list view of the other non-encrypted fields without having to decrypt the entire database. An example would be a Hospital Patients database- the patients name and other personal information could be encrypted, but the room number and lab information can be freely viewable from the list view.

Manual encryption of records only:

This method is very similar to the 'Encrypt marked fields on record close' but the encryption/decryption is only performed if the user manually selects it. This is done by opening a record, and selecting the 'Details' button. If the data is currently not encrypted, there will be an option on the bottom of the details screen to encrypt the fields that are marked. If the data is currently encrypted, there will be a button at the bottom of the details screen to decrypt the data.

In most cases this mode and the previous are more practical on a handheld than encrypting the entire database. For example, there is no need to encrypt the entire contents of a password database, when really only the passwords themselves need to be encrypted. Setting the Password field to be encrypted and leaving the others open means faster access, and the ability to search for the existence of a password entry without having to decrypt the entire database, which can be time consuming on a large database running on a slower handheld.

Disable encryption on this database:

In this mode, there is no encryption available for the database.

Important notes

The nature of encryption is top-notch protection of your private data, and by that nature it would therefore not be secure if there were a backdoor password to override the encryption. Because of this, it's the responsibility of the user to make sure they know the password to decrypt any data that is encrypted as there is no way to get the data back if the password was misplaced. For security reasons we don't store the password around for prying eyes to find, and therefore we cannot prevent you from entering different passwords for different records. We can warn you that the password does not appear to match the previously entered password, by trying it on the previously encrypted record to make sure it decrypts it correctly, and we do so. But the freedom is there to create different passwords for different records in either of the marked fields modes. Beware of the potential dangers of this!

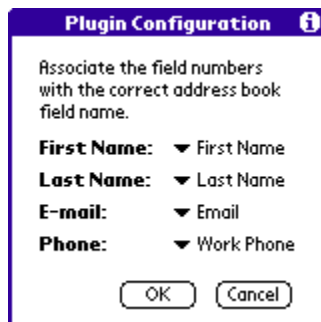
Because the data is encrypted, it cannot be used for the basis of a sort or filter setting. If you have a filter setting set on a field, and a record is encrypted, it will automatically be excluded from the current view.

If the data is encrypted, it is not possible to make changes to fields settings or encryption modes. For this reason before making any changes to field types, encryption settings, etc., you must first decrypt all of your data for this database.

External Fields

External Fields in HanDBase enable you to many different things in terms of entering or collecting data. One example, you can obtain data through a plug-in to another application so the information can be stored in your HanDBase Database. Another example, you can view data in another application that is related to data in your HanDBase Database. A third example, would just be working with the data in the current record of your database.

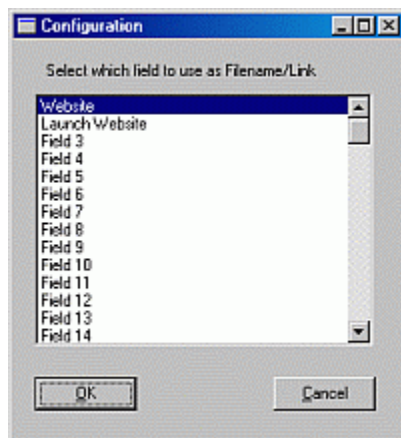
Get data into HanDBase



To the left is an example of a plug-in that gets data from another application and stores it in your HanDBase Database. This plug-in allows you to specify fields in your Palm Address Book application that you want to pull into your HanDBase Database. In this example the plug-in is hard-coded to retrieve the First Name, Last Name, Email address and Phone (Work) number. You then use the Popup selectors to the Right to specify which fields in your HanDBase that you want to insert this data. Once configured, when you add or edit a record in your database you will now see a field with the name you give this external field. When you tap that field it will allow you to select a record from your Address Book and the data from the specified fields will be inserted into your HanDBase fields.

This option opens up many possibilities. From getting Address Book data, as in this simple example, to retrieving GPS or other scientific data through attached hardware.

Use HanDBase data in another Application



This example, to the left, is an External Plug-in for the HanDBase Desktop for Windows. This demonstrates how you can use data from a field in your HanDBase database to view data in another application. This plug-in will launch a program, open a file or open a webpage when you click the External Field button within the record. This screen shows the configuration where you select which field you want to base the "launch" on. In this example it will open the webpage indicated in the Website Field when you click the Launch Website button in the record.

The option opens up many more possibilities. From Dialing a Phone Number indicated in a HanDBase field on your handheld to opening an image file for viewing or editing.

Work with HanDBase Data

This option gives you the ability to work with the data in your HanDBase record in different ways. At this time there are no example plug-ins but the possibilities are endless. From concatenating data from other HanDBase fields into this one field to performing advanced calculations on data from other HanDBase fields.

If you are a developer who would like to create plug-ins or work with DDH Software, Inc. to create plug-ins please contact us at plugins@ddhsoftware.com. Or visit the Developer section of our website, www.ddhsoftware.com/developers

Sending Data via Infrared or Bluetooth

Synchronization via Beaming

It is now possible to Synchronize data by beaming through Infrared, or Bluetooth on an equipped Palm OS handheld. Basically, when you choose to Beam a Database, if that database already exists you will be prompted, on the receiving end, for what action to take. You will have the following three choices.

Overwrite

If you choose to overwrite then the copy of the database on the receiving handheld will be completely overwritten by the one from the Sender.

Sync

If you choose to Sync the databases then any new records added to the Sender's database will now be added to the recipient's copy of that database and any records deleted from the Sender's database will now be deleted from the recipient's copy of that database. Additionally, if prior to Syncing some of the same records existed and changes were made to any of those records on the sender's database then those changes will be reflected in the recipient's database now. The Infrared connection is not a two-way connection so if the recipient had added or modified records then those do not automatically appear on the sender's handheld. However, after the recipient has Synced the database with his or her database then they can become the sender and simply beam the database back and let the original sender choose to Sync and then all changes made on the original recipient's handheld will be Synced with the original sender's data.

NOTE: This synchronization is a RECORD Level synchronization. Therefore if both users had modified the same exact record then whichever copy of that record was modified more recently will take priority.

For Example, if User A modified a record and ten minutes later User B modified the same record, when User A beams his/her copy of the database to User B then User B's record will take priority and his/her changes will remain intact. Then when User B beams the database back to User A, the changes User B made to that record will again take priority and the record in User A's database will be changed to match User B's.



Cancel


If you choose to Cancel then the database that was received will be discarded and NO changes will be made to the recipients handheld.

Palm OS

There are three different ways to send data in HanDBase. Beaming a Database, Beaming a Record or Beaming a Group of Records. You will be able to send complete databases either via InfraRed (IR) or via Bluetooth (BT). You will be able to send individual records or groups of records via InfraRed (IR) only, at this time. Both Sender and Recipient will need to have the same Transfer capabilities, either IR or Bluetooth, if applicable. In addition, each user must have his or her own registered copy of HanDBase in order to properly use this functionality.


Beaming a Database

From the Main Screen, first select the database, from the list, that you would like to send. Then select the  button at the bottom of the screen. You will then see the buttons for selecting your Send method appear. Select either the  button, to

send the database via InfraRed, or select the  button, to send the database via Bluetooth. If you have created or installed Forms that go with this database you will be prompted to send the Forms as well. If you tap Ok, then the forms file will be sent first. Once the user has accepted the Forms file the actual Database file will be sent. The user will need to choose to accept both files. You can continue this process by selecting as many databases as you would like to beam one by one and having it sent to the user via IR or Bluetooth.


Beaming a Record



From the Edit Record screen, select the built-in Palm OS Menu button, , and then from the Record menu select the Beam Record option. This will save the current changes and send the current record via IR to the other user. The other user must have the same database for this record to be successfully beamed over. If he or she doesn't have this database, you can beam the entire database first to him/her by using the Beam Database method above.

Beaming a Group of Records



From the List View Screen, select the built-in Palm OS Menu button, , and then from the Actions menu select the Beam Records option. This will send all of the records within the current filter ranges via IR to the other user. The other user must have the same database for these records to be successfully beamed over. If he or she doesn't have this database, you can beam the entire database first to him/her by using the Beam Database method above.

Pocket PC

Pocket PC users will only be able to send and receive data via Infrared at this time.

Receiving data via Infrared

HandBase currently does not support the standard beaming functions of the Pocket PC for receiving data. This is due to the special handling required by HandBase of your data and due to the need to be able to receive data from Palm OS handheld users, if you are sharing data with a Palm OS handheld user. You will therefore need to use the function within the HandBase application to receive data.

NOTE: If you are using a Pocket PC 2002 handheld you will need to disable the Automatic Receiving of Data via IR in order to be able to receive data within HandBase.

To receive data within HandBase select the Actions Menu at the bottom of the Screen. Then select the Infrared option. Finally, select Receive Via Infrared. That will open a dialog to enable you to receive HandBase data from another HandBase user, regardless of whether they are using a Pocket PC or Palm OS handheld. Once open that dialog will look for sending devices and then show you the progress of the Beaming.

Sending data via Infrared

There are three different ways to Beam data in HandBase. Beaming a Database, Beaming a Record or Beaming a Group of Records. You will be able to send complete databases, individual records or groups of records via InfraRed (IR) to either other Pocket PC users or even to Palm OS handheld users. Both Sender and Recipient will need to have the same IR support on their handhelds. In addition, each user must have his or her own registered copy of HandBase in order to properly use this functionality.

Beaming a Database

First open the database that you would like to beam. Then select the Actions menu at the bottom of the screen and choose Infrared from that menu. Then from the Infrared menu select Beam Database.... This will begin beaming the database to the recipient.

Beaming a Record

From the Edit Record screen, select the Record Menu, and then from the Record menu select the Beam Record option. This will save the current changes and send the current record via IR to the other user. The other user must have the same database for this record to be successfully beamed over. If he or she doesn't have this database, you can beam the entire database first to him/her by using the Beam Database method above.

Beaming a Group of Records

From the List View Screen, Actions Menu select Infrared. Then from the Infrared menu select the Beam Records... option. This will send all of the records within the current filter range via IR to the other user. The other user must have the same database for these records to be successfully beamed over. If he or she doesn't have this database, you can beam the entire database first to him/her by using the Beam Database method above.

Printing Records

Palm OS

The Print records option in this application requires one of the supplemental third-party printing program. The following printer driver programs are currently supported by HanDBase:

PrintBoy Deluxe or PrintBoy Anywhere, by Bachmann Software.

You will need to purchase this separately either from the DDH Software Website or from the developer.

Their website address is: <http://www.bachmannsoftware.com>

PalmPrint or SCS Print Server, by Stevens Creek Software

You will need to purchase this separately from the developer.

Their web site address is: <http://www.stevenscreek.com>

IrPrint, by IS Complete.

You will need to purchase this separately from the developer.

Their web site address is: <http://www.iscomplete.com>

Printing a Record



From the Edit Record screen, one can select the built-in button, and then from the Record menu select the Print Record option. This will save the current changes and then format the current record to be sent to the Printer driver program where it will be printed either via IR or a serial connection to a printer. Only fields that have the Print option set in the Edit Field screen for that field will be printed. Any link fields that have the Print option set will print the linked records that belong to this record based on the appropriate Print settings for that database. If you have the option in the "Other" Preferences for Print Blank Field Names checked then all fields will be printed. If you un-check that option then only fields that have data in a record will be printed.

Printing a Group of Records



From the List View Screen, one can select the built-in button, and then from the Actions menu select the Print Records option. This will send all of the records within the current filter ranges to the Printer driver program where it will be printed either via IR or a serial connection to a printer. Only fields that have the Print option set in the Edit Field screen for that field will be printed. Any link fields that have the Print option set will print the linked records that belong to these records based on the appropriate Print settings for that database. If you have the option in the "Other" Preferences for Print Blank Field Names checked then all fields will be printed. If you un-check that option then only fields that have data in a record will be printed.

Print Driver Differences

The way your data is printed will differ depending on which Print Driver you use. You can have more than one installed and in the "Other" Preferences you can either select the one you want to use in HanDBase or you can set the option to Auto and HanDBase will select the driver for you when you print.

PrintBoy

If you choose to print with PrintBoy your data will be printed in a Table view, where the Fields are columns and the Records are rows.

PalmPrint/SCS Print Server or IRPrint

If you choose to print with PalmPrint/SCS Print Server or IRPrint your data will be printed in a Record view, similar to how you see the data on the Edit Record screen.

Pocket PC

The Print records option in this application requires one of the supplemental third-party printing program. The following printer driver programs are currently supported by HanDBase:

PrintBoyCE, by Bachmann Software.

You will need to purchase this separately either from the DDH Software Website or from the developer.
Their website address is: <http://www.bachmannsoftware.com>

PrintPocketCE, by Field Software

You will need to purchase this separately from the developer.
Their web site address is: <http://www.fieldsoftware.com>

Printing a Record

From the Edit Record screen, select the Record Menu, and then from the Record menu select the Print Record option. This will save the current changes and then format the current record to be sent to the Printer driver program where it will be printed via whatever method the Print Driver supports and is currently enabled. These methods may include InfraRed, Serial, Bluetooth, or some other method. Only fields that have the Print option set in the Edit Field screen for that field will be printed. Any link fields that have the Print option set will print the linked records that belong to this record based on the appropriate Print settings for that database.

Printing a Group of Records

From the List View Screen, select the Actions Menu, and then from the Actions menu select the Print Records option. This will send all of the records within the current filter ranges to the Printer driver program where it will be printed via whatever method the Print Driver supports and is currently enabled. These methods may include InfraRed, Serial, Bluetooth, or some other method. Only fields that have the Print option set in the Edit Field screen for that field will be printed. Any link fields that have the Print option set will print the linked records that belong to these records based on the appropriate Print settings for that database.

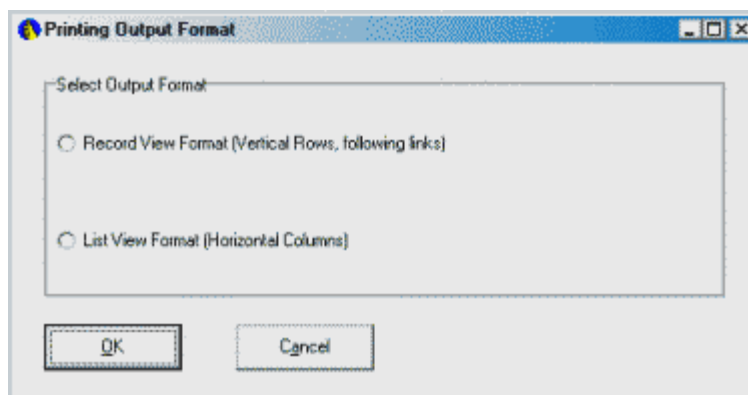
HandBase Desktop for Windows

Printing Individual Records

To print a single record, open that record and select Print from the File menu. It will be printed in the Record View Format Printing.

Printing Multiple Records

When the 'Print' option is selected, the program will either print all records within the current filter range if currently in the 'List View', or print only the current record, if in the 'Edit Record' screen. If in the 'List View' you are also presented with two print options: Record View Format Printing and List View Format Printing. When you select Print from the File menu you will be presented with the following dialog that will allow you to select which format you wish to print in.



Record View Format

This option will print out the data, record by record, and with one line per field, similar to the 'Edit Record' screen's View. This option matches that of the printout on the handheld, and also has the capability of nesting into Linked databases and printing the related data. Only fields with the 'Print/Export' option checked are printed, and images are also printed in this view.

List View Format

This option will print out the database records in a columnar view, which matches the look of the List View screen. There are many customization options for this view. After you select your Printer and click Print or OK you are presented with a screen that contains the Print Settings options on separate tabs. The section below describes the Print Settings

Print Settings

When you print the List View format you will have the ability to set options for the way you would like the data to be printed. The following sections describe these setting in more detail.

Headers/Footers

Suffix - Prints after the total pages column.

Date/Time

Date Position - Position on each page where Current Date should be printed.

Date Format - Format of the Date printed on each page, as above.

Time Position - Position on each page where the Time should be printed.

Title

Title Position - Position on each page where the title should be printed.

Title Text - Title to be printed on each page, as above.

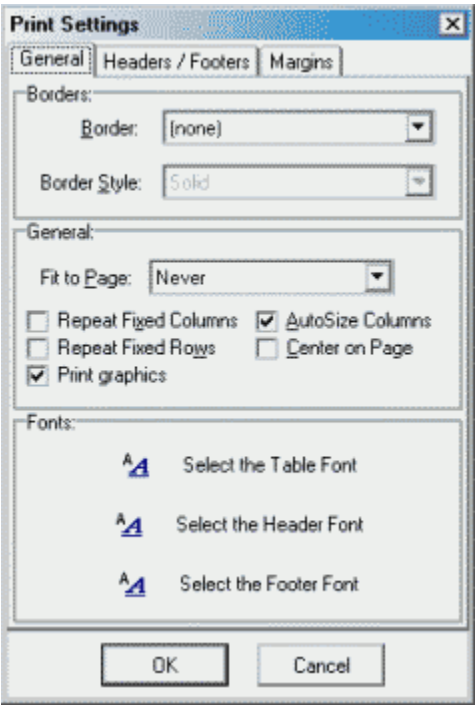
Page Numbers

Pages Position - Position on each page where the Page number should be printed.

Prefix - Prints before the page number.

Separator - To separate the page and total number of pages (eg, 2 / 3 where '/' is the separator).

General



Borders

Border - Choose a type of border to print surrounding the data on each page in either the horizontal, vertical, or both directions.

Border Style - Choose a look for the actual border that is drawn above.

General

Fit to Page - Let's you choose whether the data will adjust it's width to fit the page. Otherwise, your data may print several pages wide.

Repeat Fixed Columns - If Fit to Page is not selected, you may reprint the first column on each page in width of the database.

AutoSize columns - If selected, the column widths will be adjusted so that the data will not be cut off.

Repeat Fixed Rows - Does not apply to this program.

Center on Page - If selected, the table will be centered on each page.

Print Graphics - If selected, image fields and checkboxes will be printed graphically.

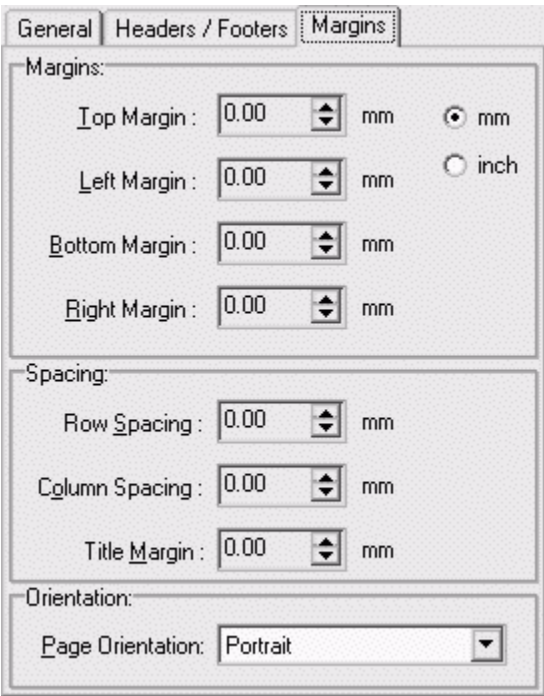
Font

Select the Table font - Select the font style, color, and size used for the data in the database.

Select the Header font - Select the font style, color, and size used for the header on each page.

Select the Footer font - Select the font style, color, and size used for the footer on each page.

Margins



Margins

Top Margin - Select the spacing used before printing the header along the top.

Left Margin - Select the leftmost indentation for each page.

Bottom Margin - Select the spacing left along the bottom after printing the header.

Right Margin - Select the rightmost indentation for each page.

Spacing

Row Spacing - Select the spacing left between each row in the printed table.

Column Spacing - Select the spacing left between each column in the printed table.

Title Margin - Select the space between the title on each page.

Orientation

Page Orientation - Select the orientation of the page. If Landscape is selected the page will be printed sideways, and take advantage of the extra width allowed. Selecting Portrait will print in the standard format.

Alarms

Palm OS

HanDBase supports the creation of Alarms from a record in your database. The Alarms Settings Screen describes how to enable and setup alarms to be used in your database. This section describes how they work and how they can be used.

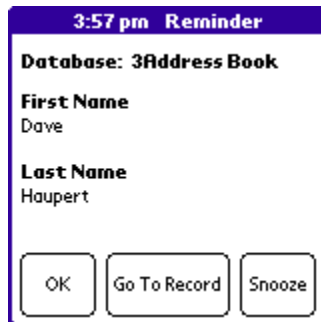
Automatic Alarms

If you enable Automatic Alarms in your database then when you create a record an alarm will automatically be set to go off based on the Date and Time fields you specify in the Alarm Settings Screen. If you create a lot of records you will want to be careful using this feature because many alarms could potentially be set.

Manual Alarms

If you enable Manual Alarms in your database then when you create a record you can go into the Details Screen to set a manual alarm. To set an alarm check the box labeled Set Alarm for this Record. Then tap the popup indicator to select the Date. You will see a calendar displayed that you can select the date of this alarm from. Then tap the popup indicator to select the time. You will be taken to a screen to enter the time for this alarm. Additionally, if you like you can check the option to Add an Entry of this to Datebook. Then when you tap Ok an entry will be placed in your Datebook.

Alarm Reminder



When your alarm goes off you will hear the standard Alarm sound as an indicator. Additionally, the screen to the Left will appear. At the top of the screen it will indicate the Time the alarm was scheduled to go off. This screen also shows which database this alarm is for. It will also show you the two fields you specified to show, in the Alarm Screen Settings. There will also be three buttons on this screen [OK], [Go To Record] and [Snooze]. If you tap the [Ok] button this reminder will be dismissed. If you tap the [Go To Record] button you will be taken to the database this alarm is for and the specific record it was set for will be displayed. If you tap the [Snooze] button the alarm will "Snooze" for the time specified in the Alarm Settings Screen for this database.

Pocket PC

HanDBase supports the creation of Alarms from a record in your database. The Alarms Settings Screen describes how to enable and setup alarms to be used in your database. This section describes how they work and how they can be used.

Automatic Alarms

If you enable Automatic Alarms in your database then when you create a record an alarm will automatically be set to go off based on the Date and Time fields you specify in the Alarm Settings Screen. If you create a lot of records you will want to be careful using this feature because many alarms could potentially be set.

Manual Alarms

If you enable Manual Alarms in your database then when you create a record you can go into the Details Screen to set a manual alarm. To set an alarm check the box labeled Set Alarm for this Record. Then tap the popup indicator to select the Date. You will see a calendar displayed that you can select the date of this alarm from. Then tap the popup indicator to select the time. You will be taken to a screen to enter the time for this alarm.

Alarm Reminder

When your alarm goes off you will hear the standard Alarm sound as an indicator. Additionally, the screen to the Left will appear. At the top of the screen it will indicate the Time the alarm was scheduled to go off. This screen also shows which database this alarm is for. It will also show you the two fields you specified to show, in the Alarm Screen Settings. There will also be three buttons on this screen [OK], [Go To Record] and [Snooze]. If you tap the [Ok] button this reminder will be dismissed. If you tap the [Go To Record] button you will be taken to the database this alarm is for and the specific record it was set for will be displayed. If you tap the [Snooze] button the alarm will "Snooze" for the time specified in the Alarm Settings Screen for this database.

Bar Code Scanning

Palm OS

HanDBase supports the reading of barcodes with the Symbol SPT1500, SPT1700, SPT1740 handheld devices using the Palm OS. It supports the 1700 and 1740 with 1 dimensional barcodes only, at this point. It will also work with the PSC Momentum (1) Scanner Module and the Symbol CSM 150 Scanner Module, both for Handspring devices. There is no additional hardware or software required for this functionality other than having HanDBase installed to your handheld.

NOTE: We have tested HanDBase using the Socket In-Hand Scan Card Type I CF card on a Handera TRGPro device. However the way this device works it requires the BarScan.PRC application, available from Handera. That application allows you to map the scanner to a button and basically copies the scanned bar code to the clipboard and Pastes it in to the Active field. Because of the way this works, none of the added functionality built into HanDBase will work if you are using that device.

Activating the Bar Code Scanner:

To scan a barcode using one of the Symbol devices with the built in scanner press the Green scanner buttons at the top of your Symbol unit. If you are using the Momentum Scanner Module you can write/draw an upstroke from the bottom of the Graffiti area toward the top of the screen to activate the scanner. If you are using the Symbol CSM150 Scanner Module you will need to assign scanning to a button using the application provided by Symbol, on the device, and then you can use that button within HanDBase to activate the scanner.

Scanning a Bar Code into a field:

To scan a barcode you need only select a text field and use the correct option to activate the scanner. The bar code will be read directly into that field.

Searching for a Bar Code:

From the 'list view', you can search for a bar-code automatically by scanning the barcode. The program will do a search for that barcode in the database, and, if found, will automatically open that record up for editing/viewing. You may also search for a specific code by pressing the find button, and scanning into the 'search for' field.

Setting a Bar Code filter:

In the 'Filters' screen, you can set a filter to only show records containing a bar code in a specific field. Just select the field to filter on, and then select the underlined text next to the 'must contain' words, and scan the bar code directly into it.

Using a separate product/bar code database:

Often, users will want to have a separate database for product information, and use DB Popup fields to look up this information from another database. One can also use the grouping feature of the DB Popups to receive multiple fields back

from the product database, such as price, quantity, description, barcode, etc., all with one lookup. This is a great implementation, and there are a few ways to automate the selection:

1. Tap the field name of the DB Popup field for the barcode. Now scan the barcode. The record matching the bar code will be selected, and all appropriate data will be brought back to the calling database.
2. While in the 'Edit Record' screen of the database you want to scan, select the text to the right of the DB Popup field pointing to the barcodes of the products/bar codes database. Now scan the bar code directly into this text field. Now when you press the field name, you will be shown a match for this bar code, and given the option of selecting it or choosing another.

Pocket PC

HanDBase supports the reading of barcodes with the Socket Communications Compact Flash Bar Code scanner. Once configured properly any bar code that is scanned while HanDBase is open will be pasted into the currently selected field. There are currently no other special features enabled in HanDBase with Bar Code Scanning.

NOTE: The Bar Code scanning on the Pocket PC handheld devices is generally handled by a driver, of some sort, therefore bar codes can generally be scanned into any application. Based on that fact it may be possible to use some other, untested, bar code scanner to "Paste" Bar Code data into HanDBase fields.

Memory Card Support

Palm OS VFS Support

HanDBase supports storing databases on external memory cards such as CompactFlash, SD or Memory Stick, if the handheld supports the Palm OS VFS file storage system.

This functionality makes it possible to store HanDBase Databases on an external memory card and have them accessible from within the HanDBase application. If your handheld supports External Memory cards and if you have a memory card installed when you run HanDBase a HanDBase folder will be created within the PALM folder under Programs. Any databases you move or install to that HanDBase folder will be accessible within the HanDBase application.

If you have a memory card installed with HanDBase Databases in the appropriate folder when you go to the Main Screen of HanDBase then when you select the Category from the Upper Right hand corner you will see a new Category that has the name of your memory card, if it has been named, surrounded by brackets, eg [My MS]. If your handheld supports more than one external memory card you will then see [Ext Cards] as a category.

When you switch to your "Card" category, all the databases in the HanDBase folder on your card will be listed. You can perform all the standard functions on these databases, including Opening, Editing Properties, Deleting and Sending, via IR or Bluetooth. The way that HanDBase currently supports VFS is by copying the database from the card, when you select an action, to the Main Memory of your device. Then, if you make changes, when you close the database or exit the application that database will be moved back to the memory card, overwriting the copy that is currently there.

NOTE: Databases that are stored on a memory card will currently NOT be Synchronized with the desktop computer if you are using the HanDBase Conduit. The HanDBase application is also able to be installed to your memory card and run from there. The method for doing this varies depending on the handheld you are using so you will want to refer to your handheld's documentation for the steps to enable this.

NOTE: If the HanDBase Application is installed to a Memory Card then the HanDBase Conduit, if purchased and installed, will NOT function. The HanDBase Application must be installed to the Main Memory in order for the Conduit to be able to Synchronize your databases with the desktop.

Pocket PC

HanDBase supports storing databases on external memory cards such as CompactFlash, SD or MMC. HanDBase is able to see these databases because the Windows CE operating system makes these visible to applications. This functionality makes it possible to store HanDBase Databases on an external memory card and have them accessible from within the HanDBase application. If your handheld supports External Memory cards and if you have a memory card installed you will be able to access databases from that card.

HanDBase will not be able to see databases stored just anywhere on your memory card. You will first need to set up the card to enable HanDBase to see the databases. To do this you will first need to create a new My Documents folder on the card. Then in that My Documents folder you will need to create a HanDBase3 folder.

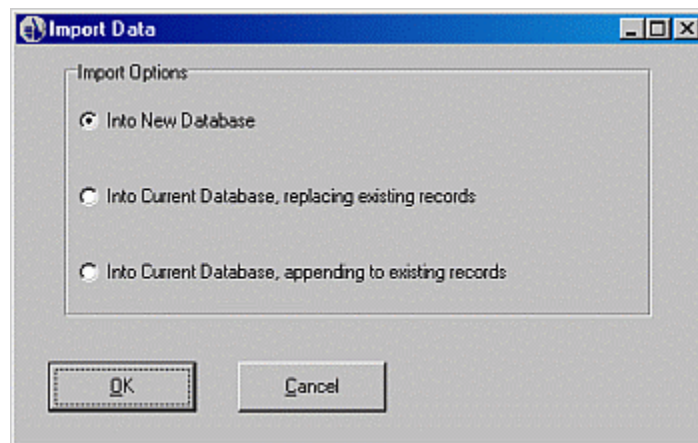
Any databases you put in the HanDBase3 folder of the My Documents folder on the memory card will be listed with your other databases when you select Open from the File Menu. The databases that are on the card will have a modified icon so that you can tell which ones are on the memory Card.

NOTE: Databases that are stored on a memory card will currently NOT be Synchronized with the desktop computer if you are using the HanDBase Conduit. The HanDBase application is also able to be installed to your memory card and run from there. This is done during the installation process. When you are prompted to install HanDBase 3.0 to the default location choose No. You will then be able to select either the Main Memory or a Memory Card.

Importing Data

You can use the HanDBase Desktop to import data from a Comma Delimited, CSV, file. This option enables you to quickly get large amounts of data into your database. You can also import data that is delimited by something other than a comma. If you do you will need to edit the program Preferences to indicate what character is the delimiter. In this screen, you can import data from a comma separated file directly into a HanDBase database.

If you have an existing database open then when you access the Import Records screen the following options are given. Select the appropriate option for how you would like to import your data.



Into New Database:

Create a new database and place the records into it. Each field will be assumed as a text field, or a note field, for fields longer than 255 characters. You can then use the 'DB Properties' option to change the field types for each field accordingly.

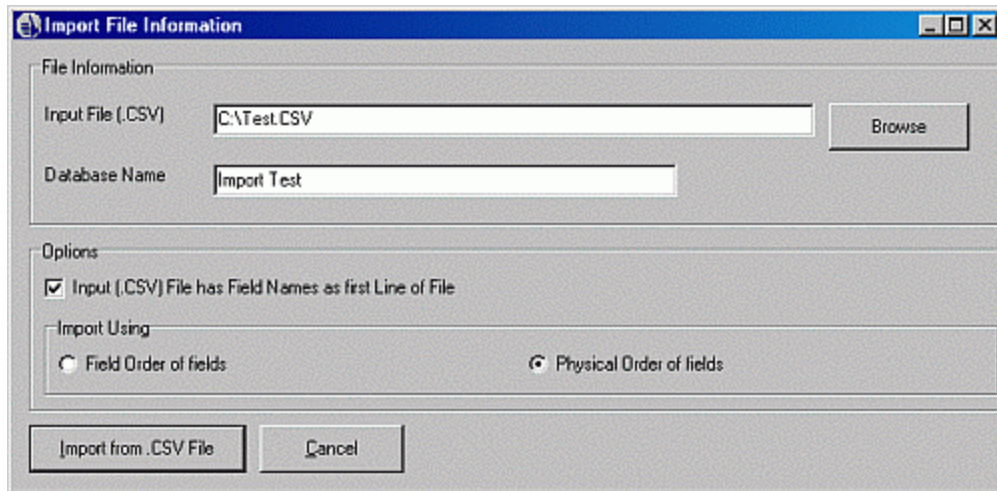
Into Current Database, Replacing current records:

Use the structure of the current database, but replace all existing records with those in the comma-separated file.

Into Current Database, Appending to existing records:

Use the structure and records of the current database, and append the records in the comma-separated file to this database.

If you do not have a database open or once the appropriate option above is chosen, you will be presented with the following dialog where you can enter or select the appropriate options for importing your data.



Input File (.CSV)

Type the Input File name here (the file you wish to convert), or press the Browse button to the right to search your computer for the file name.

Database Name

Enter the name you would like for the Database as viewed under HanDBase. **NOTE:** If you are using a Palm OS Powered handheld, be careful not to accidentally choose a name that will overwrite a database or program on your Palm OS Powered handheld!

Options

The following items do not have to be changed or set. Generally you will want to leave these as the default options.

Input (.CSV) File has field names as first line of file

Check this box if the input (.CSV) file has the database field names as it's first line. Uncheck the box if it does not.

Import using Field Order of Fields

Select 'Field Order of fields' to import the data based on the order as specified in the 'Edit Field Order' screen.

Physical Order of Fields

Select 'Physical Order of fields' if the data is in the field order that the fields were created, as in the 'DB Properties' screen.

Import from .CSV File

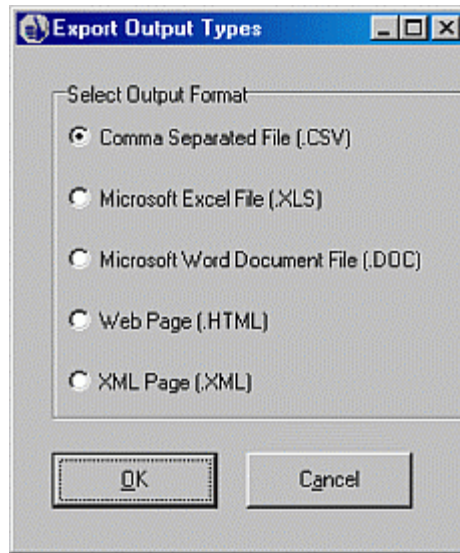
Choosing this option will perform the import operation.

How to Import data into Image Fields

It is possible to "Automatically" import images into an existing database that has image fields. You can set up your CSV file so that in the field where the image will be you can put the full path to a bitmap file and it will import those images for you. This is only possible if you import into the Current Database as importing into a New database will only import text. Your image field must already be set up. Please see the limitations discussed in the Editing Data in Image Fields topic.

Exporting Data

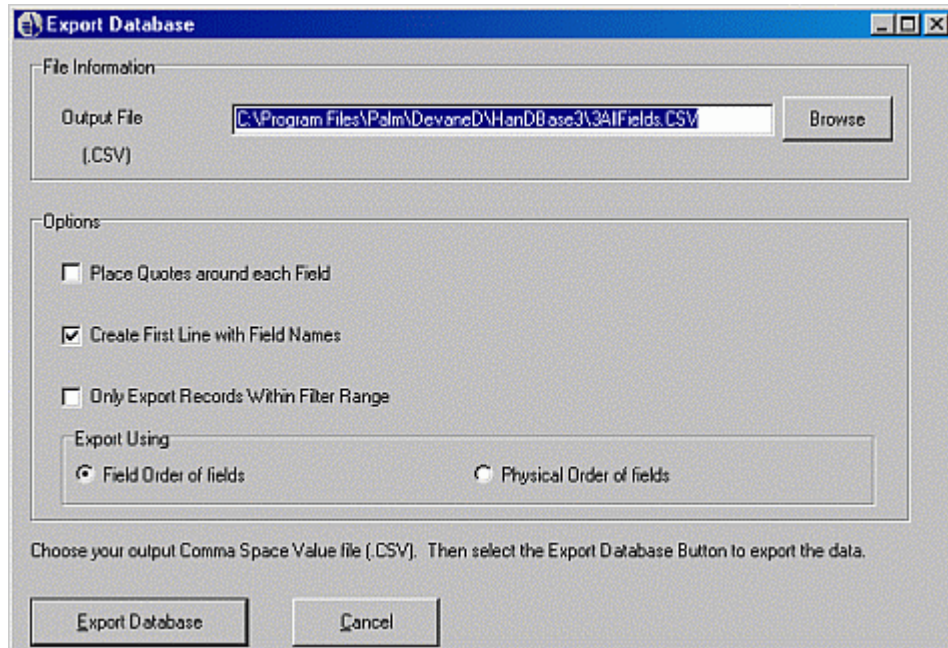
When you choose to export data from the HanDBase Desktop you will be able to choose which format to export to from the following dialog. CSV or Comma Separate Values is a standard that most other applications, including Excel, Access, Filemaker and Approach, are able to understand and import. Therefore most times you export you will be exporting to a CSV file.



Export to a .CSV file

A CSV file, also known as a comma-separated values file, is a text file containing the field information and records in a format where each value is separated by a comma (or other designator, as specified in the Preferences section). This is the most common format for sharing data with other applications. Nearly every application you would want to import this data into supports the CSV file format.

When you choose to export to a CSV file you will see the following dialog. The information below describes what each of these options means.



NOTE: If you have a database with a Linked field and you want to Export that there is a preference that can be set which will determine if the Value that is Exported in the Linked field is either the Unique number assigned by HandBase, which would enable you to re-establish the links in another program, or the value specified in the 'Show Value From' setting in the Link field. You can set this option in the Preferences.

Exporting Image Fields

If you export a database that has image fields to CSV the images will be saved as individual bitmap images and in the space where the image would go in the CSV file will be the path to that bitmap file. The image files will be saved to the same directory where the CSV file is saved. Depending on the number of records you may want to create a separate directory to save this CSV and the associated BMP files to.

When you access this Export to CSV file screen the following options will be available

Output File

Specify the name of the output CSV file to be created. Type the Output File name here (the file you wish to create), or press the Browse button to the right to search your computer for the file name.

Options

The following items do not have to be changed or set. You will generally want to leave them as the default.

Place Quotes around each field

Check this option if you would like each entry in the output .CSV file to have a set of quotes around it ("")

Create first line with field names

Check this option if you would like the first line of the output .CSV file to have a line preceeding the actual data containing the Names of each field.

Only export Records within Filter Range

If Checked, only those records within the current filter range will be exported.

Export Using...

Select the order you wish the fields to export in.

Field Order of fields

If you select 'Field order of fields', than they will be exported based on the current order as set in the 'Edit Field Order' screen.

Physical Order of fields

Setting it to 'Physical order of fields' will use the original order the fields were created in.

Export to a Microsoft Excel file

This option will export your data to a Microsoft Excel File Spreadsheet. MS Excel must be installed in order to convert to this format. The data will be exported in the Field Order of the fields only.

When you select this option a Save dialog box will appear allowing you to enter the name of the Excel, .XLS, file you wish to export this data to. When the Excel file is created the sheet created will have the name of your database.

NOTE: If you have a linked database and you want to Export that there is a preference that can be set which will determine if the Value that is Exported in the Linked field is either the Unique number assigned by HanDBase, which would enable you to re-establish the links in another program, or the value specified in the 'Show Value From' setting in the Link field. You can set this option in the Preferences.

Please note that only fields with the 'Export/Print' option checked will be exported and if filters are set this will only export the items within the filter.

Export to a Microsoft Word file

This option will export your data to a Microsoft Word file. Please note that MS Word must be installed in order to convert to this format. The resulting output is a table within a Microsoft Word file. Please note that if there are many fields in the database, the resulting table in MS Word will most likely be scaled to fit on a page, and therefore you would need to resize the columns and/or adjust the layout of the page. The data will be exported in the Field Order of the fields.

When you select this option a Save dialog box will appear allowing you to enter the name of the Word, .DOC, file you wish to export this data to.

NOTE: If you are exporting a database that contains a Linked field then you will want to set the option in the Preferences for *When Exporting, export Linked field's to Value from 'SHOW VALUE FROM' of Link field*. This way the data exported in the Linked field will be useable in your exported file.

Please note that only fields with the 'Export/Print' option checked will be exported and if filters are set this will only export the items within the filter.

Export to an .XML file

This option will export your data to an XML, Extensible Markup Language, file. This format is used for posting on the web, importing into an ODBC data source and more. The descriptor is named with the Database name. The data will be exported in the Field Order of the fields.

When you select this option a Save dialog box will appear allowing you to enter the name of the XML, .XML, file you wish to export this data to.

NOTE: If you are exporting a database that contains a Linked field then you will want to set the option in the Preferences for *When Exporting, export Linked field's to Value from 'SHOW VALUE FROM' of Link field*. This way the data exported in the Linked field will be useable in your exported file.

Please note that only fields with the 'Export/Print' option checked will be exported and if filters are set this will only export the items within the filter.

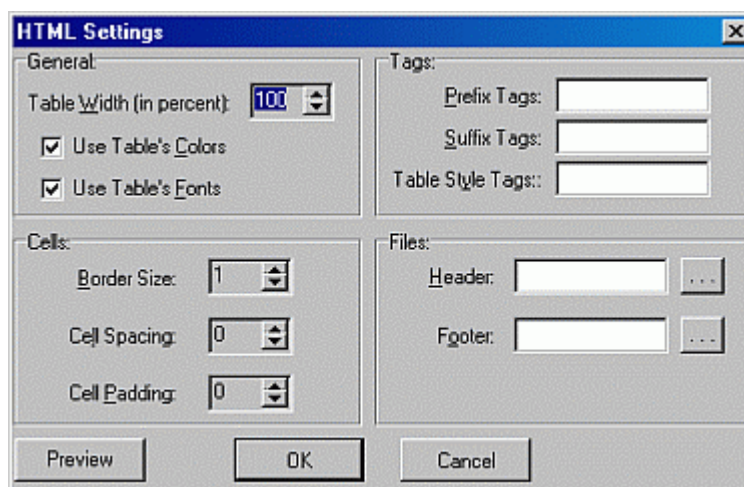
Export to an HTML (web) file

This option will export your data to an HTML, Hyper-text Markup Language, file. This will create a file in a format suitable for posting as a web page. The data will be exported in the Field Order of the fields.

NOTE: If you are exporting a database that contains a Linked field then you will want to set the option in the Preferences for *When Exporting, export Linked field's to Value from 'SHOW VALUE FROM' of Link field*. This way the data exported in the Linked field will be useable in your exported file.

Please note that only fields with the 'Export/Print' option checked will be exported and if filters are set this will only export the items within the filter.

When you choose to export to an HTML file you will see the dialog below that will give you options for how to export the data. These options are described below.



Percentage of Table width

Specifies the width the resulting table will be relative to the size of the HTML page.

Use Table's Colors

Leaving this checked will include the default colors HanDBase uses for the Table/Grid.

Use Table's Fonts

Because it is not possible to change the font of the actual data in HanDBase, un-checking this or leaving it checked will have no effect on the export.

Border Size

Specifies the size of the border in the resulting table. A setting of 0(zero) will have no border.

Cell Spacing

Specifies the Cell Spacing, the white space in between the cells, in the resulting tables

Prefix Tags

Allows you to add small amounts of optional HTML code before the table content.

Suffix Tags

Allows you to add small amounts of optional HTML code after the table content.

Table Style Tags

Allows you to add optional Table style tags such as align or cellpadding manually

Header File

Lets you choose an HTML file to place in front of the outputted table. This, in combination with the footer file, lets you create a fully formatted web page that can immediately accessed, or loaded to a web page. Pressing the '...' button to the right will let you browse for the file.

Footer File

Lets you choose an HTML file to place after the outputted table. This, in combination with the header file, lets you create a fully formatted web page that can immediately accessed, or loaded to a web page. Pressing the '...' button to the right will let you browse for the file.

Preview

Lets you see how the HTML page will be rendered using the data, and the above settings, without actually performing the final conversion. This will open in your default browser.

Command Line Options

The HanDBase Desktop can be called from the command line with various arguments passed to it, making it useful for calling from within a batch or script file. This file could automatically convert a series of .CSV files to .PDB files and automatically set the file to install on the next HotSync. Likewise, you could make a batch file that will convert certain HanDBase files to convert to .CSV files called after each HotSync, and then be able to access them via other programs for editing.

The following information describes how to use the Command Line Options of the HanDBase Desktop. There are also some examples to help you get started.

Here is the format for calling HanDBase Desktop from the command line:

```
handdbasedesktop argument1 argument2 argument3 ...
```

NOTE: Where COMMAND/CONVERT is indicated below you can use either COMMAND or CONVERT, one is required. For Example: COMMAND:TOPDB and CONVERT:TOPDB will both work. Certain Windows platforms may not support the COMMAND option so you will want to use CONVERT.

Convert a CSV file to a HanDBase Database

COMMAND/CONVERT:TOPDB

Do a conversion from .CSV file to .PDB file. The following other arguments relate to this mode:

INFILE:{filename}

where filename is the path and filename of the input .CSV file to convert.. The parameter must be within { and } brackets.

OUTFILE:{filename}

where filename is the path and filename of the output .PDB file to create. The parameter must be within { and } brackets.

DBNAME:{dbname}

where dbname is the name of the database to create. The parameter must be within { and } brackets.

AUTOINSTALL:{username}

where username is the name of the Palm user to automatically install to.

NOTE: If you do not wish to automatically install this file, then leave this argument out of your command line. If you wish to install the file to all users set up for Palm Hotsync, specify {ALL USERS} as the option, and the program will install it to every user in the Hotsync directory. The parameter must be within { and } brackets.

USEEXISTING:{filename}

where filename is the path and filename of an existing .PDB file to use the field information from. If this argument is not present, then the fields will all be initialized to be text fields. The parameter must be within { and } brackets.

PDB:APPEND

If you include this argument in conjunction with USEEXISTING the PDB file that is created will include the existing records in the PDB specified by the USEEXISTING argument as well as the records in the CSV file.

HASQUOTES

Include this argument in your command line if the input .CSV file has quotes around each field value.

FIELDNAMES

Include this argument in your command line if the input .CSV file has a first line identifying the field names.

PHYSICALORDER

This parameter is used in conjunction with the USEEXISTING parameter. By default the data in your CSV file will be imported based on the Field Order of the database you specify with USEEXISTING. However, if you include this argument the import will be based on the Physical Order of the database you specify with USEEXISTING.

OVERWRITE

Include this argument if you would like to overwrite the .PDB file if another with the same name and path exists already. If you do not specify this argument, the program will pause and prompt you whether or not to overwrite.

PASSWORD:{password}

This option would be used in conjunction with the USEEXISTING parameter. If the PDB file you have specified with the USEEXISTING option has a password set for Open Database you can include this argument and enter that password in the brackets so that you will not be prompted when converting. This is especially useful if you are using a Batch file for your conversions.

Convert a HanDBase PDB file to a CSV file

COMMAND/CONVERT:TOCSV

Do a conversion from a .PDB file to a .CSV file. The following other arguments relate to this mode:

INFILE:{filename}

where filename is the path and filename of the input .PDB file to convert. The parameter must be within { and } brackets.

OUTFILE:{filename}

where filename is the path and filename of the output .CSV file to overwrite. The parameter must be within { and } brackets.

PLACEQUOTES

Include this argument in your command line if the output .CSV file should have quotes around each field value.

FIELDNAMES

Include this argument in your command line if the output .CSV file should have a first line identifying the field names.

OVERWRITE

Include this argument if you would like to overwrite the .CSV file if another with the same name and path exists already. If you do not specify this argument, the program will pause and prompt you whether or not to overwrite.

PHYSICALORDER

By default the export will export the fields in the Field Order. If you include this argument the exported fields will be in the Physical Order.

SHOWVALUEFROM:{0 or 1}

Include this argument if you wish to specify how you want to export the data in a Linked field. There is a Preference that can be set. By default it will export the Unique number. If you omit this argument it will go by how that Preference is set. If you wish to modify it or make sure you are getting the correct data you can use this argument. If you indicate 0 the export will include the Unique number generated by HanDBase that maintains the links. You can use this to re-establish the links in the another Desktop program. If you set this to 1 it will export the actual value that is displayed in the Linked Database based on the Show Value From setting in the Link field.

PASSWORD:{password}

If the PDB file you are converting from has a password set for Open Database you can include this argument and enter that password in the brackets so that you will not be prompted when converting. This is especially useful if you are using a Batch file for your conversions.

Convert a HanDBase PDB file to a Microsoft Excel file

COMMAND/CONVERT:TOXLS

Do a conversion from a HanDBase file to an Excel file (.XLS) file. The following other arguments relate to this mode:

INFILE:{filename}

where filename is the path and filename of the input .PDB file to convert. The parameter must be within { and } brackets.

OUTFILE:{filename}

where filename is the path and filename of the output .XLS file to overwrite. The parameter must be within { and } brackets.

OVERWRITE

Include this argument if you would like to overwrite the .XLS file if another with the same name and path exists already. If you do not specify this argument, the program will pause and prompt you whether or not to overwrite.

SHOWVALUEFROM:{0 or 1}

Include this argument if you wish to specify how you want to export the data in a Linked field. There is a Preference that can be set. By default it will export the Unique number. If you omit this argument it will go by how that Preference is set. If you wish to modify it or make sure you are getting the correct data you can use this argument. If you indicate 0 the export will include the Unique number generated by HanDBase that maintains the links. You can use this to re-establish the links in the another Desktop program. If you set this to 1 it will export the actual value that is displayed in the Linked Database based on the Show Value From setting in the Link field.

PASSWORD:{password}

If the PDB file you are converting from has a password set for Open Database you can include this argument and enter that password in the brackets so that you will not be prompted when converting. This is especially useful if you are using a Batch file for your conversions.

Convert a HanDBase PDB file to a Microsoft Word file

COMMAND/CONVERT:TODOC

Do a conversion from a HanDBase file to a Microsoft Word file (.DOC) file. The following other arguments relate to this mode:

INFILE:{filename}

where filename is the path and filename of the input .PDB file to convert. The parameter must be within { and } brackets.

OUTFILE:{filename}

where filename is the path and filename of the output .DOC file to overwrite. The parameter must be within { and } brackets.

OVERWRITE

Include this argument if you would like to overwrite the .DOC file if another with the same name and path exists already. If you do not specify this argument, the program will pause and prompt you whether or not to overwrite.

SHOWVALUEFROM:{0 or 1}

Include this argument if you wish to specify how you want to export the data in a Linked field. There is a Preference that can be set. By default it will export the Unique number. If you omit this argument it will go by how that Preference is set. If you wish to modify it or make sure you are getting the correct data you can use this argument. If you indicate 0 the export will include the Unique number generated by HanDBase that maintains the links. You can use this to re-establish the links in the another Desktop program. If you set this to 1 it will export the actual value that is displayed in the Linked Database based on the Show Value From setting in the Link field.

PASSWORD:{password}

If the PDB file you are converting from has a password set for Open Database you can include this argument and enter that password in the brackets so that you will not be prompted when converting. This is especially useful if you are using a Batch file for your conversions.

Convert a HanDBase PDB file to an XML file

COMMAND/CONVERT:TOXML

Do a conversion from a HanDBase file to an XML file (.XML) file. The following other arguments relate to this mode:

INFILE:{filename}

where filename is the path and filename of the input .PDB file to convert. The parameter must be within { and } brackets.

OUTFILE:{filename}

where filename is the path and filename of the output .XML file to overwrite. The parameter must be within { and } brackets.

OVERWRITE

Include this argument if you would like to overwrite the .XML file if another with the same name and path exists already. If you do not specify this argument, the program will pause and prompt you whether or not to overwrite.

SHOWVALUEFROM:{0 or 1}

Include this argument if you wish to specify how you want to export the data in a Linked field. There is a Preference that can be set. By default it will export the Unique number. If you omit this argument it will go by how that Preference is set. If you wish to modify it or make sure you are getting the correct data you can use this argument. If you indicate 0 the export will include the Unique number generated by HanDBase that maintains the links. You can use this to re-establish the links in the another Desktop program. If you set this to 1 it will export the actual value that is displayed in the Linked Database based on the Show Value From setting in the Link field.

PASSWORD:{password}

If the PDB file you are converting from has a password set for Open Database you can include this argument and enter that password in the brackets so that you will not be prompted when converting. This is especially useful if you are using a Batch file for your conversions.

Convert a HanDBase PDB file to an HTML file

COMMAND/CONVERT:TOHTML

Do a conversion from a HanDBase file to an HTML file (.HTML) file. The following other arguments relate to this mode:

INFILE:{filename}

where filename is the path and filename of the input .PDB file to convert. The parameter must be within { and } brackets.

OUTFILE:{filename}

where filename is the path and filename of the output .HTML file to overwrite. The parameter must be within { and } brackets.

OVERWRITE

Include this argument if you would like to overwrite the .HTML file if another with the same name and path exists already. If you do not specify this argument, the program will pause and prompt you whether or not to overwrite.

SHOWVALUEFROM:{0 or 1}

Include this argument if you wish to specify how you want to export the data in a Linked field. There is a Preference that can be set. By default it will export the Unique number. If you omit this argument it will go by how that Preference is set. If you wish to modify it or make sure you are getting the correct data you can use this argument. If you indicate 0 the export will include the Unique number generated by HanDBase that maintains the links. You can use this to re-establish the links in the another Desktop program. If you set this to 1 it will export the actual value that is displayed in the Linked Database based on the Show Value From setting in the Link field.

PASSWORD:{password}

If the PDB file you are converting from has a password set for Open Database you can include this argument and enter that password in the brackets so that you will not be prompted when converting. This is especially useful if you are using a Batch file for your conversions.

Examples of Using Command Line Options

In all of the below examples, the actual command line must be entered on one line if used in a Batch file. Additionally if you wish to call multiple conversions in a single Batch file we recommend using the built in Windows command, START with the Wait parameter. You would use this so that the conversions would not overlap and cause memory errors or other problems. It is used like this:

NOTE: In the examples below you may see breaks in the command line. However when you actually type this you must NOT enter any Hard Returns, especially if you are using a Script or Batch File. The entire command line must technically be on one line.

START /w handbasedesktop COMMAND:TOCSV.....

1. Converting a .CSV file to a HanDBase file (.PDB) with all fields as text fields:

```
handbasedesktop COMMAND:TOPDB INFILE:{C:\temp\Databases\customers.csv} OUTFILE:{c:\temp\customers.pdb} DBNAME:{Customers DB}
```

The program would assume that there should be no quotes around the input .CSV file's fields, or first line with field names. It also would not auto-install this to any user.

2. Converting a .CSV file to a HanDBase file (.PDB) with all fields as text fields, quotes around field values, and first line with field names:

```
handbasedesktop COMMAND:TOPDB INFILE:{C:\temp\customers.csv} OUTFILE:{c:\temp\customers.pdb} DBNAME:{Customers DB} HASQUOTES FIELDNAMES
```

The program would not auto-install this to any user.

3. Converting a .CSV file to a HanDBase file (.PDB) with field information from an existing pdb file, quotes, and first line with field names. Also, automatically install this to the first user in the user name list.

```
handbasedesktop COMMAND:TOPDB INFILE:{C:\temp\Databases\customers.csv} OUTFILE:{c:\temp\customers.pdb} DBNAME:{Customers
DB} USEEXISTING:{c:\temp\customers.pdb} HASQUOTES FIELDNAMES AUTOINSTALL:{1}
```

4. Converting an existing HanDBase (.PDB) file to a .CSV file:

```
handbasedesktop COMMAND:TOCSV INFILE:{C:\temp\customers.pdb} OUTFILE:{c:\temp\customers.csv}
```

The program would assume that there should be no quotes around the output .CSV file's fields, or first line with field names.

5. Converting an existing HanDBase (.PDB) file to a .CSV file with quotes around each field, and first line with field names:

```
handbasedesktop COMMAND:TOCSV INFILE:{C:\temp\customers.pdb} OUTFILE:{c:\temp\customers.csv} PLACEQUOTES FIELDNAMES
```

6. Converting an existing HanDBase (.PDB) file to an Excel file, and overwrite if it already exists:

```
handbasedesktop COMMAND:TOXLS INFILE:{C:\temp\customers.pdb} OUTFILE:{c:\temp\customers.xls} OVERWRITE
```

This would assume that Microsoft Excel is installed on the system running the conversion.

7. Converting an existing HanDBase (.PDB) file to a Microsoft Word file, and overwrite if it already exists:

```
handbasedesktop COMMAND:TODOC INFILE:{C:\temp\customers.pdb} OUTFILE:{c:\temp\customers.doc} OVERWRITE
```

This would assume that Microsoft Word is installed on the system running the conversion.

8. Converting an existing HanDBase (.PDB) file to an XML file, and overwrite if it already exists:

```
handbasedesktop COMMAND:TOXML INFILE:{C:\temp\customers.pdb} OUTFILE:{c:\temp\customers.xml} OVERWRITE
```

9. Converting an existing HanDBase (.PDB) file to an HTML file, and overwrite if it already exists:

```
handbasedesktop COMMAND:TOHTML INFILE:{C:\temp\customers.pdb} OUTFILE:{c:\temp\customers.html} OVERWRITE
```


Part II – HanDBase Add-on Programs

HanDBase Conduit for Windows

Introduction

What is the HanDBase Conduit?

The HanDBase Conduit is an Add-On utility that works with the HanDBase application for your handheld device.

There are, in fact, three separate editions of the HanDBase Conduit.

Plus edition Conduit

The Plus edition conduit enables synchronization between individual user's handhelds and a Windows desktop. While multiple users can synchronize with the same desktop computer the data is synchronized to individual user's folders and no data sharing is possible.

Professional edition Conduit

The Professional edition conduit enables synchronization between individual user's handhelds and a Windows desktop computer. This enables multiple user's to Synchronize with their own set of databases but also enables groups of users to synchronize with a single copy of a database on that desktop computer. Additionally this conduit makes it possible to Synchronize a single user or group of users with a Microsoft Access Database. Details on the Multi-user Synchronization and Synchronization with MS Access are discussed in the Sync Exchange section of this manual.

Enterprise edition Conduit

The Enterprise edition conduit enables synchronization between individual user's handhelds and a Windows desktop computer. This enables multiple user's to Synchronize with their own set of databases but also enables groups of users to synchronize with a single copy of a database on that desktop computer. Additionally this conduit makes it possible to Synchronize a single user or group of users with a Microsoft Access Database or any other ODBC Data Source. Details on the Multi-user Synchronization and Synchronization with MS Access or ODBC are discussed in the Sync Exchange section of this manual.

What packages include the HanDBase Conduit?

The Plus edition of the HanDBase Conduit is available separately as well as part of the following packages.

HanDBase Plus for Palm OS
HanDBase Plus for Pocket PC

The Professional edition HanDBase Conduit is available as part of the following packages. It is not available separately.

HanDBase Sync Exchange for MS Access, Palm OS edition
HanDBase Sync Exchange for MS Access, Pocket PC edition
HanDBase for Palm OS Professional edition
HanDBase for Pocket PC Professional edition

The Enterprise edition HanDBase Conduit is available as part of the following packages. It is not available separately.

HanDBase Sync Exchange for ODBC, Palm OS edition
HanDBase Sync Exchange for ODBC, Pocket PC edition
HanDBase for Palm OS Enterprise edition
HanDBase for Pocket PC Enterprise edition

System Requirements

Following are the system requirements for the Standard edition HanDBase Conduit. The additional requirements for the Professional and Enterprise editions are available in the Sync Exchange section of this manual.

Microsoft Windows 95, 98, ME, NT 4.51, 2000, XP
 HanDBase and HanDBase Desktop version 3.0 or greater
 2MB of hard drive space

Getting Started

Program Registration

In order to use your registered version of the HanDBase Conduit you will need to enter your 16 digit License Key.

If you purchased this software online or directly from DDH Software then this License Key is found by logging into the DDH Software website using the email address you registered with and the password you were provided when you registered.

If you purchased this software in a retail outlet then this License Key is printed on the insert to the package for the software. Be sure to use the correct code for your handheld and desktop platforms. You will also want to follow the instructions for registering the software so that you can download future updates and receive Technical Support.

You will be prompted to enter your License Key during the installation process. Once entered you will be able to use the HanDBase Conduit you are registered for.

Installation

Palm OS

The HanDBase conduit is installed when you run the Installation program that you downloaded from the DDH Software website. You can verify that it is installed by accessing the HotSync manager. HanDBase will be listed in addition to the standard Palm Conduits (Date Book, Address Book, etc) and any other Conduits you have installed.

If the "HanDBase 3.0" Conduit is not listed or if you need to re-install it you will need to re-do the installation for the software you have downloaded.

During the standard install process, when you run the Installation program, any HanDBase databases that you currently have in your User Backup folder (ie C:\Palm\hauperd\backup\) will be moved to the HanDBase Backup folder (ie C:\Palm\hauperd\HanDBase\Backup). When the file is moved it will be renamed and the new filename will be preceeded by 'original'. For example if you had a database file called Test.PDB, after it is moved it will be called 'original - Test.PDB'.

There are a few reasons for this to happen:

1. It avoids confusion if you were to try to open files you previously opened from the Backup folder, since the only files Synchronized are those in the HanDBase folder.
2. If for some reason you had you System conduit set to Desktop Overwrites Handheld then if there were HanDBase files still in the Backup folder then after the HanDBase Sync anything you changed would be replaced with an older version of the Database.
3. If you have to do a Hard Reset, or you lose all your data in some other way, when the HotSync manager restores your data, if there is anything in that Backup folder it will be restored over top of what was restored from your HanDBase folder. This will most likely cause data loss because the data in the Backup folder is usually much older than what is in the HanDBase folder.

Pocket PC

The HanDBase ActiveSync Conduit is installed when you run the Installation program that you downloaded from the DDH Software website. The HanDBase ActiveSync Conduit is not the same as the Built in ActiveSync Conduits. You will not see it listed as an option in the ActiveSync program and the Synchronization is not controlled by ActiveSync. During installation

you will be given the option to Synchronize your HanDBase Databases automatically. If you leave this option enabled then when you connect your device the HanDBase ActiveSync Conduit will run automatically. If you disable this option then you will need to Manually run the Conduit to get your databases Synchronized.

During the standard install process, when you run the Installation program, any HanDBase databases that you currently have in your Pocket_PC_My_Documents folder (ie C:\My Documents\Pocket_PC_My_Documents) will be moved to a HanDBase sub-folder of your Pocket_PC_My_Documents folder (ie C:\My Documents\Pocket_PC_My_Documents\HanDBase). When these files are moved it will affect the handheld as well moving the Database files to that same Sub-Folder of My Documents on your Pocket PC. From this point on you will want to access your Database files from that HanDBase Sub-folder when you are using your Pocket PC. However on the Desktop it will default to a different folder that has been created. You will NOT want to edit databases from within the Pocket_PC_My_Documents folder that you will find on your Desktop. Editing these files will cause conflicts and possible loss of data on the handheld.

NOTE: Because the HanDBase ActiveSync Conduit Synchronizes simultaneously with the standard ActiveSync Conduits and Installs, the first time you install the latest version of HanDBase to your Pocket PC your data files may not Synchronize. You will want to verify that they are visible in the HanDBase Desktop after you have run the installation to the Pocket PC. If they are not you will want to Synchronize again. For details on how to Synchronize please see the How to Synchronize your Data section.

Settings

Common Settings

Backup Settings

By default the HanDBase conduit will make a backup of your databases each time you make a change so that if you need to you can restore a previous version. This setting determines how many backups of each database will be kept. The default is 10 (ten). You can set it to be anywhere between 1 and 10. If you do not want any backups kept then un-check the box next to Save Backups.

NOTE: If you have a lot of databases, keeping the maximum number of backups will take up space on your harddrive. For example if you have 100 databases that will store a total of 1000 files in your backup folder.

Verbose Logging:

This option is disabled by default. If you enable it, by checking this box, then the messages you see in the HotSync Log will have more detail, indicating the exact databases that were Synchronized and if there were any special conditions when Syncing.

Sync Exchange (Button):

This option will ONLY be available if you have HanDBase for Palm OS Professional or Enterprise, OR if you have the purchased the HanDBase Sync Exchange for MS Access or ODBC separately. You can find more detailed instructions on this function in the Sync Exchange section of this manual.

Before Sync/After Sync Settings

Setting these options allows you to run a command, such as a batch file, or a program either before or after the HanDBase portion of the HotSync. This is ideal for converting files before or after the HotSync in order to get the data to or from other programs. These settings each have the following options:

Do Nothing - When this option is selected no action is performed.

Perform command before/after sync - When this option is selected the "Command" is performed either before the entire HanDBase Sync takes place or after the entire HanDBase Sync takes place. This is as opposed to before or after an individual database.

Perform command before/after each db sync - When this option is selected the "Command" is performed either before each and every database that has been modified is Synchronized or after each and every database that has been modified is Synchronized. This means that if you have 5 databases the command will be performed 5 times. This option can come in handy if you pass the database name to the command or program so it can perform a specified function on that file only. Additionally this option will only be performed if any of your databases have

been modified. If no databases were changed it will not be performed. As opposed to the "Perform command before/after sync" which will perform it regardless of whether any DBs have been modified.

The *Perform Command Before/After each DB Sync* options also has three possible parameters. These options enable you to pass these parameters to your command or program.

CURRENTFILENAME is replaced with the complete PC file name (drive, path, name, extension). You can put this string anywhere, and more than once.

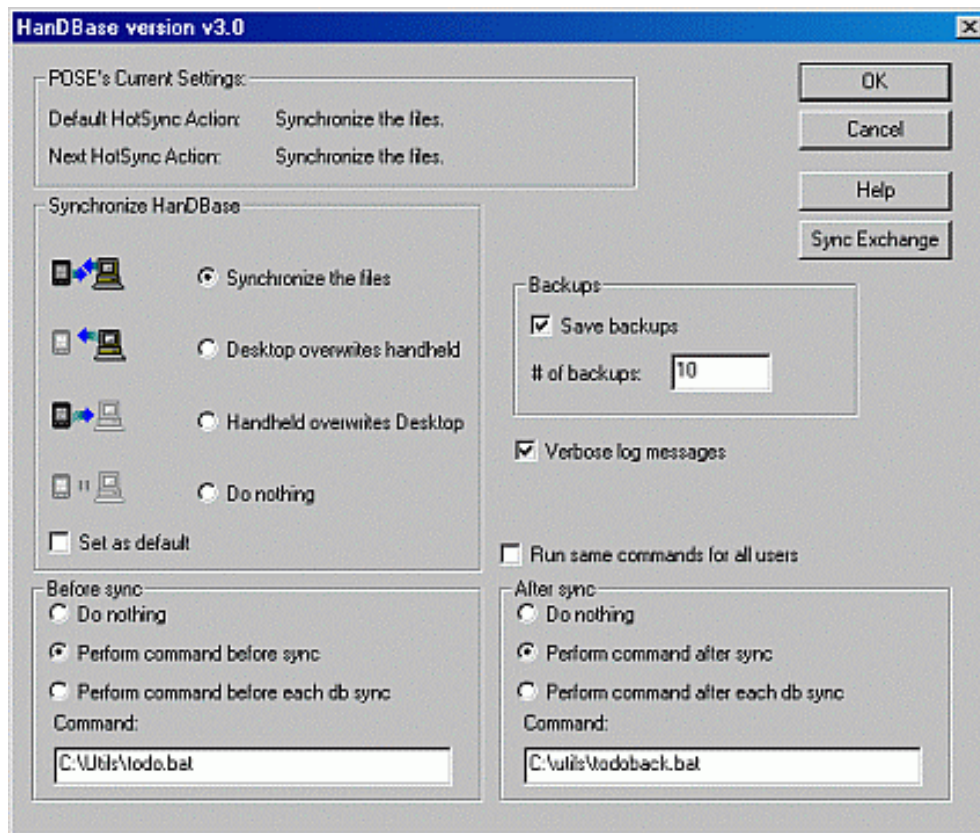
DATABASENAMEONLY is replaced with the complete handheld database name. You can put this string anywhere, and more than once.

PALMUSERNAME is replaced with the user name of the Palm which that Database is synchronized with. You can put this string anywhere, and more than once.

Run same commands for all users

If this option is checked then the same Before sync and After sync commands will be used for all Palm users on that desktop computer. If you have a command already entered for a user and check that box then that command will be used for all other users. If you have no commands entered then when you check that box you will be able to enter commands that will apply to all users.

Palm OS



You can change the following settings for the HandBase conduit. You will need to access the Custom option for the HotSync Manager. Then select the HandBase Conduit and click the Change button.

Synchronization Settings:

Synchronize the Files - Selecting this option will synchronize the data between your handheld and desktop so the information matches after a HotSync.

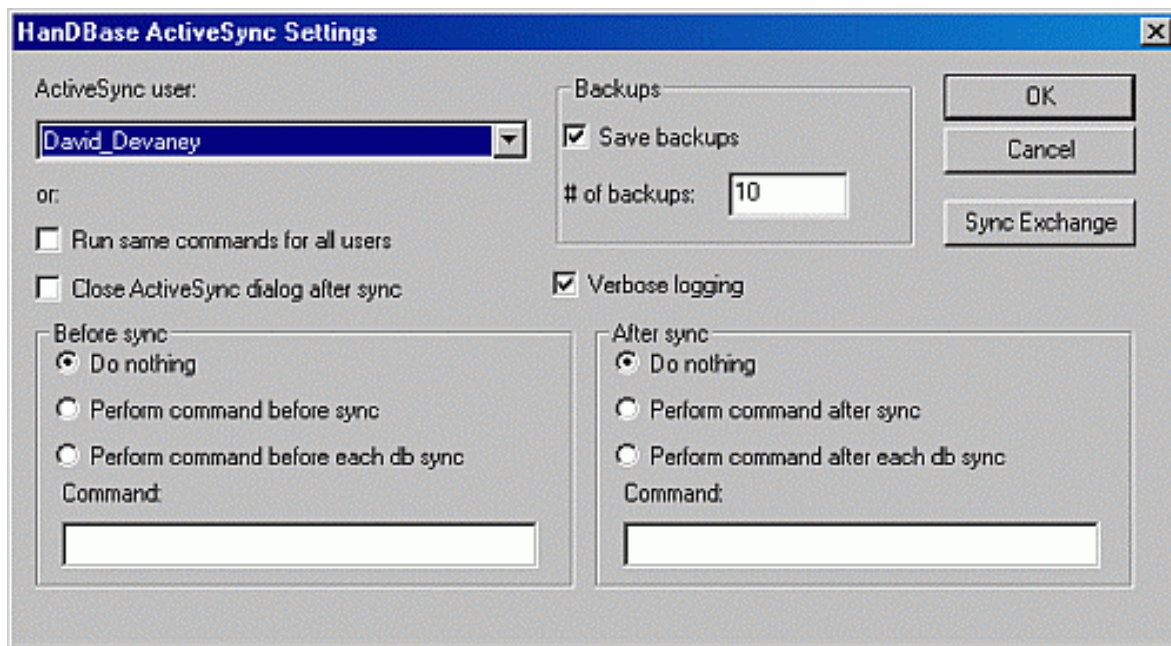
Desktop Overwrites Handheld - Selecting this option will make the data that is stored in the HanDBase folder overwrite what is on the handheld.

Handheld Overwrites Desktop - Selecting this option will make the data that is on the Handheld overwrite what is in the HanDBase folder on the Desktop. This is equivalent to simply backing up your files.

Do Nothing - Selecting this option will make it so that no action is performed when a HotSync is done.

NOTE: If you make a change to the synchronization settings and want that to happen each time you HotSync you will need to check the "Set As Default" box before you click OK. If you do not do that then the change will only apply to the next HotSync you do.

Pocket PC



You can change the following options for the HanDBase ActiveSync® Conduit. To access these options you can either select the ActiveSync Conduit Settings option from the HanDBase menu on the Start Menu under programs or when you Synchronize and the HanDBase ActiveSync Conduit progress dialog comes up you can select Options from there.

Synchronization Settings:

ActiveSync® user:

Here you can select the ActiveSync® user whose settings you would like to change. These changes will apply the next time that user Synchronizes with this particular Desktop computer.

Close ActiveSync dialog after sync

Checking this option will automatically close the Progress dialog after a Sync is complete. This option also appears on the Progress dialog. If you check the option there it will be checked here as well. Additionally if you wish to have the dialog Not close after a Sync and you have checked that option you will be able to uncheck it here so it is continuously displayed.

How it Works

Introduction

Be sure to read this Synchronization section in full so you are aware of any limitations in the Synchronization.

The HanDBase Conduit enables users to Synchronize their data between a handheld and a Windows desktop computer. There are different editions of the conduit that enable certain features in terms of Single User synchronization versus Multi User synchronization. The standard HanDBase Conduit, included with HanDBase Plus, is a Single User Conduit. This means that when users synchronize they are synchronizing with a set of their own data on that computer. Multiple users can synchronize with the same computer but NOT with the same set of data. If you want to be able to Synchronize multiple users with the same set of data you will need the conduit available as part of the HanDBase Professional or Enterprise edition. You can also purchase that conduit separately as the HanDBase Sync Exchange Conduit for MS Access or ODBC. The reason the conduit name mentions MS Access and ODBC is because, in addition enabling Multi User synchronization you can also Synchronize directly with MS Access or ODBC, depending on the edition or Conduit you purchase.

By default the HanDBase conduit will synchronize the data between your handheld and the desktop. This will enable you to enter or edit data on the desktop and the handheld at the same time and when you HotSync the data will match. In the following sections we describe the specific information that pertains to what happens during a HotSync and how certain Data changes, Fields Types, Master Record changes, and Structure Changes are handled.

IMPORTANT!! - For the Synchronization to work properly the times on your handheld and desktop computer must be as close as possible in order to avoid any conflicts. If you are a Palm OS handheld user then there is no way built into the Palm Desktop or HotSync manager to keep these in Sync but there are 3rd party programs available that can do this. If you are a Pocket PC handheld user then by default ActiveSync® will synchronize the times between the handheld and desktop. If you have disabled this option we recommend you Open ActiveSync®, click the Options button and check this option to re-enable it.

NOTE: If you are a Palm OS handheld user then HanDBase MUST be installed in the Internal/Main Memory of your handheld in order for the Synchronization to occur. Currently installing it on a supplemental storage medium such as a CF card, SD Card or Springboard Flash Module is NOT supported.

NOTE: If you have stored databases on an external memory card of some type those databases will currently not be able to be Synchronized.

How to Synchronize

Palm OS

Palm OS users will not need to do anything special to Synchronize your HanDBase databases. The Synchronization is controlled by the HotSync process. When you press the HotSync button all Palm OS related conduits, including HanDBase, will synchronize.

HotSync Log

When the Synchronization process is complete you will be able to view the HotSync log to see what happened during the Synchronization process. Here you will be able to find things such as which version of the HanDBase Conduit is running, how many HanDBase databases were Synchronized and if there were any Warnings or Errors during the Synchronization. Additionally, if you have Verbose Logging enabled you will see exactly which HanDBase databases were synchronized.

Where there may possibly be different Warning or Error messages in the HotSync log you will consistently see the following type of message indicating how many databases were synchronized, which version of the HanDBase Conduit is running and when the synchronization took place, in that order. The version number is in parentheses.

17 HanDBase databases synchronized (v3.0f) 09/20/02 15:40:19

Pocket PC

Automatic Synchronization

The HanDBase ActiveSync® Conduit is set up to Synchronize your Databases every time you connect your Pocket PC to your Desktop Computer by default. However if during Installation you un-checked this option then the ActiveSync Conduit

will NOT automatically Sync and you will need to follow the instructions below for Manual Synchronization. At this time it will not continuously Sync if you remain connected. If you make changes while connected and you wish those changes to be Synchronized you can either follow the instructions below for Manual Synchronization or you can simply disconnect your Pocket PC and then re-connect it. That will initialize an automatic Sync.

NOTE: The Automatic Synchronization occurs as soon as you connect your handheld to your Desktop computer. Because it functions this way it will run simultaneously with the Standard ActiveSync® Conduits.

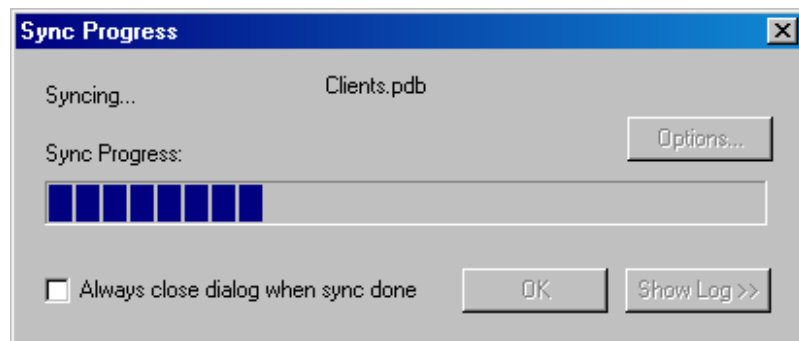
Manual Synchronization

If you keep your Pocket PC device connected to your desktop continuously the HanDBase ActiveSync® Conduit will not automatically continue to Synchronize any changes. Therefore you will need to manually Sync your handheld and desktop. To do this you will need to use the Option installed in the HanDBase folder on the Start Menu under Programs. There you will find an option to "Synchronize HanDBase with Pocket PC". By selecting this option it will manually Sync any changes you have made.

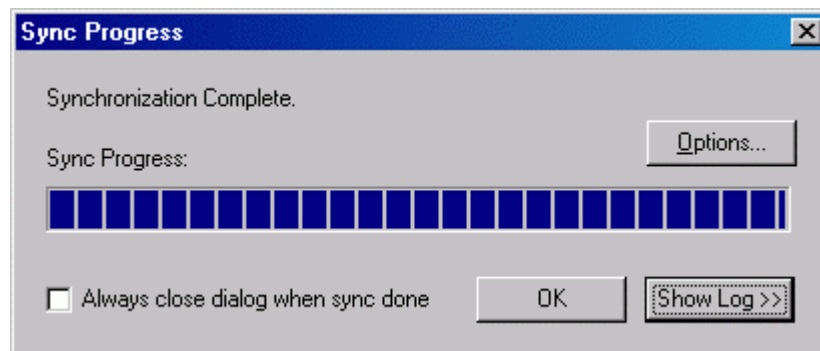
NOTE: When you make changes on either the handheld or the desktop make sure you Save those changes before connecting your Pocket PC to the desktop. Otherwise you may lose one of the changes you have made. It is best to have all Databases closed on the Desktop and Handheld when you Synchronize.

Sync Progress

During the Synchronization the following dialog will be present showing you the progress of the Synchronization and indicating the files that it is currently Synchronizing.



By default this dialog will remain open after the Synchronization is complete and it will look like the following image.



At that time you would click the Ok button to close this. If, however, you do not want to have to close this dialog after each and every Sync you can first check the option, "Always close dialog when sync done". From that point on you will not have to close this dialog manually.

You will also have the option, when the Sync is complete to Access the Options. Simply Click the Options button to do this. For more details on the Options see the HanDBase ActiveSync Conduit Options section.

NOTE: Because the HanDBase Databases that Synchronize with the Desktop are stored in a sub-folder of the My Documents folder on the handheld you may see the Standard ActiveSync® dialog indicate that it is Syncing Files at the same time the HanDBase ActiveSync® Conduit is running. This is in fact Synchronizing the files back to the Pocket_PC_My_Documents folder on your desktop (ie. C:\My Documents\Pocket_PC_My_Documents). However as long as you do not edit those files with the HanDBase Desktop then the handheld will always overwrite those desktop copies of the databases, essentially making a backup copy.

Sync Log

Once the Synchronization is done, if you choose to not automatically close the Progress dialog, you will have the option of viewing the latest Synchronization Log. This will indicate which user this Sync was for and how many Databases were Synchronized. It will also indicate if there are any problems with the Sync and if any Databases were Archived because of deletion from the handheld. When you click the View Log button you will see the following.

This dialog will only show the log for the most recent Sync operation. However all logs are stored for future reference. If you wish to view the complete log you can access it from the HanDBase folder on the Start Menu under Programs. You will simply select "View ActiveSync Log". This will open the Log in the default Text editor for viewing.

How Data is Synchronized

Data Changes

Generally when you change data in HanDBase on the handheld or on the desktop the data will be synchronized and after you HotSync the data in both places will match. Please read the other sections under Synchronization for further details and limitations. The following information gives details on how the standard Synchronization works.

Records are never duplicated when there are conflicts.

If a record is deleted in one location and modified in the other the modification will win out and after the next HotSync the record will NOT have been deleted and the modification will be present in both locations. For example, if you delete a record on the desktop and forget you deleted it, and then modify that same record on the handheld, after the next HotSync the record will re-appear on the desktop with the modification.

If you edit a record on both the handheld AND the desktop, whichever database was modified last will win out. For example if you change the last name of someone named 'Smith' to 'Smyth' on the handheld, and then change it to 'Smythe' on the desktop, after the next HotSync both locations will reflect the change made to the desktop because that change was made last. **NOTE:** This is dependent on the clock on your handheld and desktop being in Sync. If they are off then this may not work as documented.

If you edit a record on the handheld OR the desktop, after the next HotSync that change or addition will be reflected in both locations.

If you add a record on the handheld OR the desktop, after the next HotSync that change or addition will be reflected in both locations.

If you edit or add one record on the handheld OR the desktop, and a second record in the other location after the next HotSync both changes or additions will be reflected in both locations.

Field Type Information

Text, Integer, Float and Popup fields popup items:

If you add a popup item to the database on the handheld OR the desktop that change will appear on both after the next HotSync.

If you edit a popup item on the handheld OR the desktop that change will appear on both after the next HotSync.

If you edit the same popup value on both the handheld AND the desktop, whichever Database was changed last will be the one that prevails. For example if you have a popup value of Smith and you change it to Smithe on the

Handheld first and then change it to Smyth on the Desktop when you HotSync both will now indicate Smyth because the desktop was changed last.

Master Record Changes

The following items can be changed and the changes will be Synchronized and appear on both the handheld and desktop after the HotSync.

- Sort Order
- Field Filtering
- Field Order
- Database Category
- Search String
- Database Author/Comment
- Adding Views

If you change any data in one the above items on the handheld OR the desktop, the change will appear on both after the next HotSync.

If you change any data in one the above items on both the handheld AND the desktop, whichever set of parameters that was changed last will be the one that prevails. For example, if you change the Author name from Dave to David on the desktop and from Dave to Dave D on the handheld, the change made on the handheld will be on both after the next HotSync.

If you change data in MORE than one of the above items on the handheld AND/OR the desktop whichever was changed last will be the one that prevails. For example, if you change the Author on the handheld, and the Sort Order on the desktop, the change to the Author name will be lost after the next HotSync and the Sort Order change will appear on both after the next HotSync.

Structure Changes

The design of the HanDBase Conduit is sensitive to changes to the structure of the database. A change to the structure is defined as changing one of the following items in your database either on the desktop or on the handheld:

Change to a Field Type, including adding a new field to the database or making an existing field not used.

If you change any of the above items, whichever database was most recently changed will prevail. In other words the data and structure will be taken from the most recently changed database. The older or unchanged database is backed up if you have that option enabled. **NOTE:** This is dependent on the clock on your handheld and desktop being in Sync. If they are off then this may not work as documented.

Example 1: If you "Add" a field on the handheld by changing it from Not-Used and then add a record on the desktop the handheld addition will be lost and the added record will appear on both meaning, the desktop, which was changed most recently, overwrote the handheld where a field type change was made.

Example 2: If you change a Field Type from integer to text on the handheld and then add a record on the handheld, making no changes on the desktop, the Field Type change and record addition will appear on both after the next HotSync.

Example 3: If you add a record on the handheld and then change a field type from Not-Used to Float, adding a field, the Field Type change will appear on both after the next HotSync and the record addition will be lost.

NOTE: There is a greater chance of lost data when you are changing the Structure of a database even with the HanDBase Conduit. Please be aware of these limitations and make sure that you if you make changes to the structure on one end, the handheld, for example, DO NOT make changes to your data or add new records on the other end, the desktop in this example, if you are Changing the structure of the database. However if your data is lost it will be retained in a backup if you have that option enabled. Please see the Backup section for more information.

Backups

Backup

By default, the HanDBase Conduit will backup up to 20 total copies of each of your databases in a Backup folder within your HanDBase Synchronization folder. This means 10 each of the Desktop copy and the Handheld copy. You can change this to be anywhere from 1 to 10 sets of backups or disable it entirely in the HanDBase Conduit Options, as described above.

This feature makes it possible to restore a previous copy of your database if a change is made to one of your databases that was not supposed to be or was accidental.

The file names of these backups is modified slightly. It contains the name of the database but also includes whether it was the desktop copy or handheld copy. It also includes the date and time that the file was backed up. For example:

Test desktop # 2002-09-15 18-27-06.PDB
OR
Test handheld # 2002-09-15 18-27-06.PDB

The first part is the name of your database followed by the indicator as to where the file originated, either handheld or desktop, and then a #. You will then see the date the backup was created separated by dashes, 2001-02-24, followed by the time, in 24 hour time, separated by dashes, 18-27-06 (6:27:06PM) and then .PDB, depending on the configuration of your computer, some computers do not display the .PDB.

The way this function works is as follows. When you synchronize, the conduit determines if any changes have been made to a particular database. If it determines that no changes were made to either side then it will be skipped and no backups will be made. However if it determines that a change has been made to either side it will first make a backup copy of the handheld copy of the database and the desktop copy of the database and put it in this folder. Then the conduit will merge the two original databases together so the changes made are reflected on both sides.

Restore

If you need to restore a database open the HanDBase Desktop and choose Open from the File menu. Then click the Browse Files button. Navigate to the HanDBase Synchronization backup folder, usually:

Pocket PC
C:\Program Files\HanDBase3\ActiveSync\<username>\Backup
Palm OS
C:\Palm\<username>\HanDBase3\Backup

Then select the file with the name of your database that has the most recent date and time and click the Open button. You will however want to determine if you want to restore the original handheld copy or the original desktop copy so you will likely want to open both of those files to determine which you would like to restore, unless you are already sure.

For example if you database was named Customers the standard file name would be Customers.PDB. If you had just done Synchronized and it had been backed up it would have a current date and time, 2002-09-15 12-15-05. The backup file name would be *Customers desktop # 2002-09-15 12-15-05.PDB* or *Customers handheld # 2002-09-15 12-15-05.PDB*.

After you verify that the data you want is intact choose Save As from the File menu. You will want to change the file name to not include the date and time. The location where you save it is not important. Then when you are prompted to Install it, select the correct user name and click the OK button.

To avoid any conflicts when you Sync you will then want to navigate to your HanDBase Synchronization folder, usually:

Pocket PC
C:\Program Files\HanDBase3\ActiveSync\<username>
Palm OS
C:\Palm\<username>\HanDBase3

and Delete the existing copy of your database from the that folder. If you do not then when the handheld Syncs with this file it may create duplicate copies of records or delete records that should not have been deleted.

When you Synchronize the next time that copy of the database will be installed, overwriting what is on your handheld, and then Synchronizing it back to your desktop replacing the copy in your HanDBase folder.

Archiving

Archive

A standard feature of the HanDBase Conduit is to automatically archive your databases if they are deleted from the Handheld. This is done automatically.

Therefore if you delete a Database from the handheld, the next time you Synchronize, it will be moved to the Archive Folder within the HanDBase Synchronization folder. This way it can be restored if necessary. This archiving will be indicated in the HanDBase ActiveSync Conduit Log, Pocket PC, or HotSync Log, Palm OS, as well.

Restore

If you need to restore a database that was previously Deleted from your handheld, open the HanDBase Desktop and choose Open from the File menu. Then click the Browse Files button. Navigate to the HanDBase Synchronization Archive folder, usually:

Pocket PC

C:\Program Files\HanDBase3\ActiveSync\<username>\Archive.

Palm OS

C:\Palm\<username>\HanDBase3\Archive

Then select the file with the name of your database. Then click the Open button.

After you verify that the data you want is intact choose Save As from the File menu. Change the location where the file is to be saved to a different location. Then when you are prompted to Install it, select the correct user name and click the OK button. When you Synchronize the next time that copy of the database will be installed back to your handheld and then Synchronized back to your desktop putting a copy in your HanDBase Synchronization folder.

NOTE: If you have a database on your Pocket PC handheld with the same file name as the one you are restoring or on your Palm OS handheld with the same database name then when you install the Archived copy it will overwrite the one on your handheld. To avoid this change the actual name of the database in the HanDBase Desktop before you save it and the filename as you save it.

HandBase Forms

Introduction

What is HandBase Forms?

HandBase Forms is an Add-On utility that works with the HandBase application for your handheld device and the HandBase Desktop for Windows.

This tool makes it possible to create custom forms to replace the New/Edit Record screen.

At this time of this writing there are two available versions of HandBase Forms. One that runs on a Palm OS handheld device and one that runs on the Windows Desktop. The Desktop application will run under Windows 95, 98, ME, 2000 and XP.

What packages include HandBase Forms?

HandBase Forms is available as part of the following packages. If you are a Pocket PC user, at this time you will only get the HandBase Forms Desktop if you purchase one of these packages. However when HandBase Forms is available for the Pocket PC you will be entitled to a Free upgrade. Also, if you are a Palm OS user the handheld application is available separately if you use a Macintosh or Other desktop OS. Palm OS users that purchase the HandBase Forms for Palm OS separately and use Windows will get the handheld and desktop applications.

- HandBase for Palm OS Professional edition
- HandBase for Pocket PC Professional edition (Desktop only)
- HandBase for Palm OS Enterprise edition
- HandBase for Pocket PC Enterprise edition (Desktop only)

System Requirements

Palm OS

- Palm OS 3.0 or higher
- 75 Kb of available memory (550 if used with the HandBase 3.0 application)
- HandBase application version 3.0 or higher (recommended)

Windows Desktop

- 2 MB of available hard drive space
- 64 MB of RAM is recommended
- Windows 95, 98, 98 SE, ME, NT 4.51, 2000 or XP
- Palm Desktop and HotSync Manager version 3.0 or higher
- HandBase Desktop version 3.0 or higher (recommended)

Getting Started

Program Registration

In order to use your registered version of HandBase Forms you will need to enter your 16 digit License Key.

If you purchased this software online or directly from DDH Software then this License Key is found by logging into the DDH Software website using the email address you registered with and the password you were provided when you registered.

If you purchased this software in a retail outlet then this License Key is printed on the insert to the package for the software. Be sure to use the correct code for your handheld and desktop platforms. You will also want to follow the instructions for registering the software so that you can download future updates and receive Technical Support.

You will be prompted to enter your License Key during the installation process. Once entered you will be able to use the HandBase Forms you are registered for.



If you have a Palm OS powered handheld you will also be required to enter your registration code in the handheld application in order to be able to use it there. Below is the screen you will see when prompted to enter your registration code on your handheld. When entering use the Number Key Pad, do not try entering any spaces or dashes.

Installation

The desktop application is installed when you run the installation program you downloaded from the DDH Software, Inc. Website.

For the Palm OS handheld application you will first want to make sure you have the appropriate space available on your handheld. The space required for the program alone is approximately 70K. The database forms you install or create will take up additional space as well. Additionally, this program requires that you have HanDBase 3.0 installed also. The combination of this with HanDBase 3.0 is approximately 540Kb.

To see if you have enough memory, access the Applications menu on your Palm OS powered handheld and then access the Menu. Select Info from the App menu. Then, if not highlighted, select the Size button at the bottom. At the top of your screen it will indicate the Total amount of memory and how much is available. If you do not have at least the appropriate amount free, you will either have to choose to delete apps, or choose to not install this program until you have that amount of free memory.

If HanDBase Forms was not installed to your handheld automatically you can install HanDBase Forms onto your Palm OS powered handheld device manually. Follow the instructions below for your desktop platform:

WINDOWS

NOTE: If you have run the Installation program, selected your user name during installation, HotSync'd and HanDBase is showing on your handheld then the following steps are not necessary.

1. From the Start Menu choose Programs then Palm Desktop and then choose Install Tool. The Install Tool screen appears.
2. Use the pop-up menu at the top of the screen to specify which handheld you want to install onto (if you use more than one with this PC).
3. Drag-and-drop method: Locate the HBForms.PRC file, and simply drag the icon into the Install Tool window.
4. Dialog box method: Click Add.... You're shown the usual Windows Open File dialog box. Find the HBForms.PRC file, then double-click.
5. When you're finished choosing the files to install, Click the "Done" button. On the next window that comes up click "OK" and the windows will close.

MACINTOSH

1. From the Instant Palm Desktop menu, choose HotSync Manager. The HotSync Manager screen appears.
2. From the HotSync menu, choose Install. A dialog box appears, showing all the software you've scheduled for installation. Use the pop-up menu at the top of the screen to specify which handheld you want to install onto (if you use more than one with this Macintosh).
3. Drag-and-drop method: Click the Desktop. Locate the HBForms.PRC file, and simply drag the icon into the Install Handheld Files window.
4. Dialog box method: Click Add to List. You're shown the usual Macintosh Open File dialog box. Find the HBForms.PRC file, then double-click.

5. When you're finished choosing files to install, close the window and quit HotSync Manager.

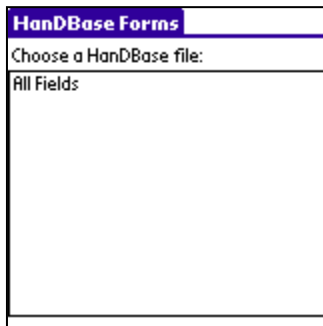
Using HanDBase Forms

Introduction

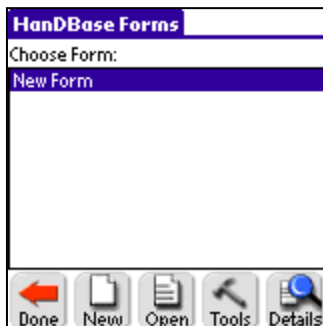
The following sections describe how to use the HanDBase Forms application to create custom forms for your databases. Because the majority of the steps and settings are the same between the Palm OS handheld application and the HanDBase Forms Desktop the information has been combined. Where there are differences they are noted.

HanDBase Forms Interface

Palm OS Handheld Interface



If you open HanDBase Forms directly you will see the screen to the left which will enable you to Select a HanDBase database to create or edit forms for.



Once you have selected a database you will see this screen which will enable you to select a Form. The following options are available from this screen.

NOTE: If you select the Forms button from the DB Properties of the HanDBase database you will be brought directly to this screen.



Select this button to return to the Choose Database screen, or if you entered this form from your database you'll be taken back to your Database in HanDBase.



Select this button to create a New Form.



Select this button to open the currently selected form so you can edit that form.



When you select this button three additional options will become available.



Select this button to Delete the currently selected database.



Select this button to Beam the currently selected database, via Infrared, to another user.

NOTE: The recipient must have HanDBase 3.0 or higher in order to view the forms you are beaming. If they wish to edit the Forms you beam them must also have the HanDBase Forms application installed.

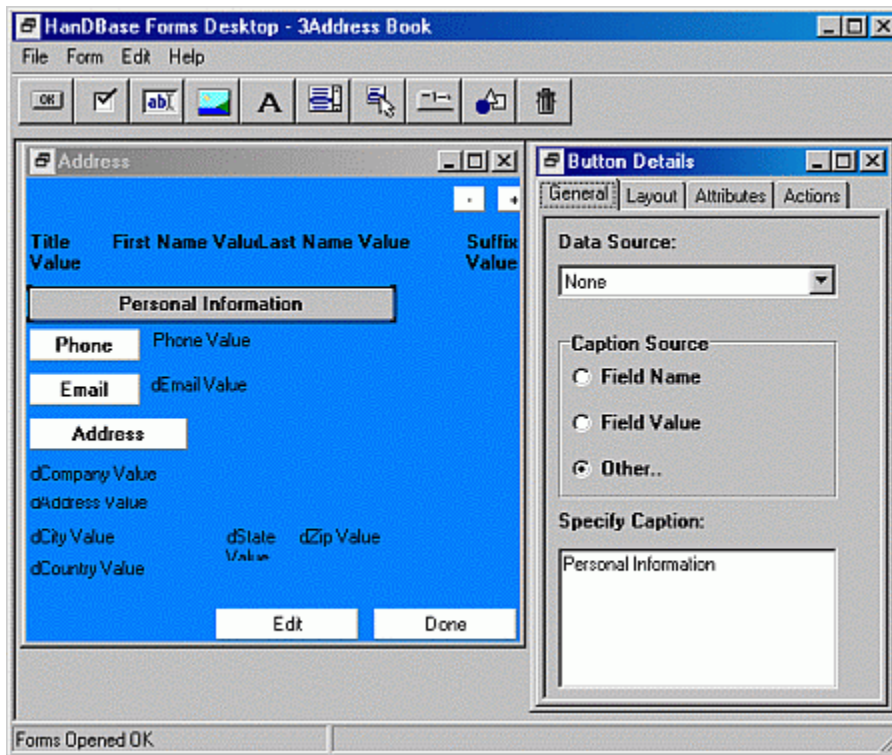


Select this button to make an Exact Copy of the currently Selected form. This will enable you to then make slight modifications to an existing Form. This is especially useful if all your Forms screens are the same and you just need to change a few items.



Select this button to see the Form Details.

Windows Desktop Interface



To the left you see the standard HanDBase Forms Desktop interface. The window to the left shows the Forms Designer. The window to the right shows a Details dialog. The Details dialog will change depending on what item is highlighted, the form or a specific control on the form. At the top of this window you see the ToolBar with all the available Controls that you can add to your form shown. Below is a list of the available controls you see on this toolbar.



Button Control

Select this item to add a Button to your Form.



Checkbox Control

Select this item to add a Checkbox to your form.



Text Entry Control

Select this item to add a Field, to enter data, to your form.



Image Control

Select this item to add a box to display or capture an image in to your form.



Label Control

Select this item to add a Label that can display a static value, like a field name, or display data from a field in your database, but not be editable, to your form.



Listbox Control

Select this to add a List, that will allow you to select items from popup lists and choose dates and times, to your form.



Popup Control

Select this to add a Popup control, which will allow you to select from popup lists and choose dates or times, to your form.



Tab Control

Select this to add a Tab control, which enables you to create a tabbed interface, to your form.



Shape Control

Select this to add a Line shape or Box shape to your form.



Delete Control Button

Select this to delete the currently selected control from your form.

Menu Functions

File

Open

Select this option to Open a set of Database Forms to Edit. When selected you'll be presented with a list of the HanDBase Databases that have been backed up or Synchronized with your computer.

Save

Select this option to Save changes to the currently open database.

Close

Select this option to Close the currently open database. If you have made changes you will be prompted to save those changes before the Forms file is closed.

Exit

Select this option to Exit the HanDBase Forms Designer

Form

New

Select this option to create a New Form.

Open

Select this option to display a dialog which will allow you to open a form previously designed in this Forms file.

Create Copy

Select this option to create an exact duplicate of the currently open, and highlighted, form. A dialog will be displayed allowing you to name this copy.

Delete

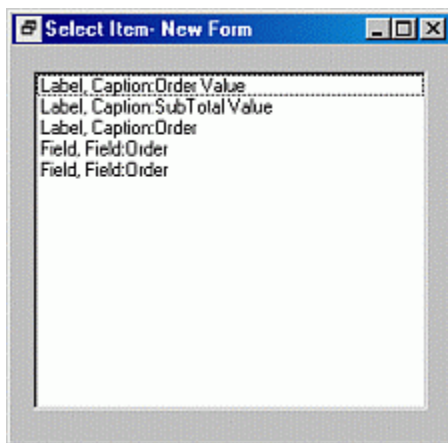
Select this option to Delete the currently opened, and highlighted, form. A dialog will be displayed asking you to confirm this deletion.

Edit*Cut*

Select this option to Cut the currently selected Control, on the form, and place it on the Windows Clipboard.

Copy

Select this option to Copy the currently selected Control, on the form, to the Windows Clipboard. *Paste*
Select this option to Paste a Control, previously placed on the Windows Clipboard, to the currently selected form.

Select Item

When you select this option the dialog to the left will be displayed. This enables easy selection of a particular control for moving or editing. You can leave this dialog open on the screen to make selecting a control, for editing, easier.

Creating Forms

General Information

To create a new form either select New from the Form menu in the HanDBase Forms Desktop or from the Select Form screen on the handheld tap the New button. This will open a blank canvas for you to begin adding Controls to. See the [Form Controls](#) section below for details on adding controls. Additionally, although it may be hard to tell you can create Multiple forms in this "Forms file". You can then use different features to jump between them making it possible to create a tabbed interface or even a wizard that walks the user through entering data. You can even create different sets of forms to be used on the different supported platforms.

Form Details

The images to the left show the Forms Details screens for the Forms Desktop and Palm OS handheld HanDBase Forms. These details enable you to set the basic options for the form.

Following is a list of their available properties for setting the basic options for your Forms. Some properties are only applicable on the Desktop and are so indicated by *(Desktop)* indicated following the property.

Form Name:

Specify the Name you would like to give this form. You can then have this name displayed as the Form Title, in the following option, if you desire. Otherwise this will only be a reference point when editing your forms.

Title:

User the selector to specify what you want to see as the Form Title when you are creating a New Record or Editing an existing Record in HanDBase. Following are the options available.

No Title

Select this to display No Title.

NOTE: Selecting this option will give you more room to put controls at the top of the screen.

Form Name

Select this to have the Form Name, specified in the above option, be the Form Title.

HanDBase

Select this to have the application name, HanDBase, displayed as the Form Title.

Record Y of X

Select this to have the Record Number of the total number of records displayed as the Form Title. For Example, *Record 13 of 345*

Other

Select this to be able to specify another name for the Form Title. If you select this option another option will appear for you to enter the Other Form Title.

Form Title: (Desktop)/Title Text: (Palm OS)

Enter the "Other" name you would like to specify as the Form Title.

Start Form Options

The following options enable you to specify which form is displayed first either when you create a New Record or Edit an existing Record. You can have both use the same form or you can use different forms for each. Additionally, because of the different resolutions available on the different platforms, we made it possible to specify a different Start Form for each option on each platform. This means you could have a large form that has more fields in the HanDBase Desktop but have a smaller form for the handheld platform.

NOTE: If you do not specify ANY form for these Start Form options then the standard HanDBase screens will be displayed. However if you do not specify anything then you will not have any way to access the forms you created. It can however be

useful to not specify one for both. For example, you may want the standard HanDBase form for entering a new record but then want a custom form for viewing your records.

Start Form (on Palm OS handhelds):

This option, available in the Forms Desktop as well as on the Palm OS handheld Forms designer, enables you to specify which Start Form to use on the Palm OS handheld. The following two options are available.

New Record

Select this to specify that this form it to be used when creating a New Record on the Palm OS handheld.

Edit Record

Select this to specify that this form it to be used when you Edit a Record on the Palm OS handheld.

Start Form on Pocket PCs:(Desktop)

This option, only available when designing on the desktop, enables you to specify which Start Forms to use on the Pocket PC handheld. The following two options are available.

New Record

Select this to specify that this form it to be used when creating a New Record on the Pocket PC handheld.

Edit Record

Select this to specify that this form it to be used when you Edit a Record on the Pocket PC handheld.

Start Form on Desktop PCs:(Desktop)

This option, only available when designing on the desktop, enables you to specify which Start Forms to use in the HanDBase Desktop. The following two options are available.

New Record

Select this to specify that this form it to be used when creating a New Record in the HanDBase Desktop.

Edit Record



Select this to specify that this form it to be used when you Edit a Record in the HanDBase Desktop.

Form Color:

Select this button/icon to be able to set the background color of the form you are designing. Currently, on the handheld, it is possible to select from a palette of 256 colors, if your device supports color. On Palm OS devices that only support Black and White or Greyscale you'll only be able to pick from a palette of up to 16 shades of grey when designing your form, depending on how many shades your handheld actually supports. Some older Palm OS devices may only support 4 shades of grey. If you design the Form with colors on the Desktop or on a handheld that supports color and then install or beam that form to a Palm OS or Pocket PC handheld that only supports Black and White or Greyscale then when the form is opened on the handheld HanDBase will approximate the color to the nearest "Grey".

NOTE: On the Palm OS, when designing a form, you can also switch from the palette to an RGB selector screen. This makes it easier to set the color if you know the RGB values.

Show Buttons:

Use this option to specify whether you want the standard buttons, listed below, to be either Text or Graphical buttons on a Palm OS handheld. Text buttons are simply text with a thin border around them, ie , or a more three dimensional button, ie .

NOTE: In the HanDBase desktop these buttons will always be graphical, like all standard Windows buttons. On the Pocket PC there are no actual buttons but simply the standard ones in the toolbar or the Ok button in the upper righthand corner.

Ok (Button):

If this option is checked the (Ok) button will be displayed at the bottom of the Form screen when viewing or creating a record in HanDBase. This button will enable you to Save any changes you've made to your record and return you to the List View.

Cancel (Button):

If this option is checked the (Cancel) button will be displayed at the bottom of the Form screen when viewing or creating a record in HanDBase. This button will enable you to Cancel any changes you've made to your record and return you to the List View.

Details (Button):

If this option is checked the (Details) button will be displayed at the bottom of the Form screen when viewing or editing a record in HanDBase. This button will enable you to access the details of the record allowing you to do things like Set Alarms, Delete the Record or Encrypt the Record manually, if enabled in the Database properties.

New (Button):

If this option is checked the (New) button will be displayed at the bottom of the Form screen when viewing or creating a record in HanDBase. This button enables you to tap it to create a New Record.

Form Height(Desktop)

In this option you can specify the height, in pixels, of the Form. Currently the max that can be set for a Palm OS handheld device is 160 pixels. See the NOTE below for details on resolution for the Pocket PC and Windows Desktop.

Form Width(Desktop)

In this option you can specify the width, in pixels, of the Form. Currently the max that can be set for a Palm OS handheld device is 160 pixels. See the NOTE below for details on resolution for the Pocket PC and Windows Desktop.

NOTE: Regarding the Form Height and Form Width options, currently on the Pocket PC handhelds and in the HanDBase Desktop the forms is scaled. This makes it possible to create forms that will work well on all platforms by specifying the resolution to the lowest common denominator, Palm OS's 160 x160. The Pocket PC is scaled by a factor of 1.5 and the HanDBase Desktop is scaled by a factor of 2. Therefore, if you try to create a form specifically for the Desktop or Pocket PC, using the supported resolutions there, some of your controls may not show. HanDBase will not scale your form down on the handhelds.

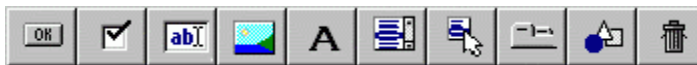
If you design a form for the Palm OS platform, 160 x 160, that form will be scaled up to the 320h x 240w resolution for a Pocket PC device. This means you will not see the form in just corner of the screen with a large amount of "White Space".

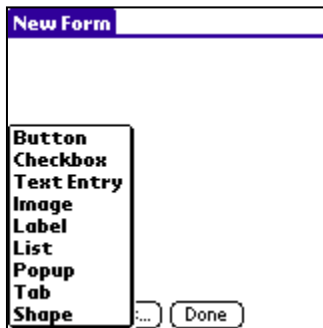
Form Controls

Form Controls are what make the forms you create useable. They enable you to view data in a particular way, enter data in a different way than the standard HanDBase form and basically create an interface that is more "User Friendly".

Following is a list of the Controls available in HanDBase Forms. The settings will be the same regardless of whether you are designing on the Desktop or the Palm OS handheld.

On the Desktop you add controls by selecting the appropriate control from the Toolbar at the top of the application, see below.





On the handheld you add controls by tapping the (New) button in the lower lefthand corner. A menu will pop up allowing you to select the control you wish to add to this form. On the handheld you will also see buttons for (Details) and (Done). Selecting (Details) will display the details screen for the currently selected Control. If no control is selected you will see the details for the Form itself. If you tap the (Done) you will be returned to the Select Form Screen.

When you select from the Toolbar or from the Menu a control will be placed on the form for you to begin editing.

In the Forms Desktop the Control Details dialog will automatically display the options available to you to modify while at the same time showing the form. The changes are made to the Control as you make them in the Details dialog so there is no need to save them and no way to cancel any changes you do make.

On the Palm OS handheld the Control Details screen will automatically open when you select a new control. After you are done editing the Control Details on the handheld you can tap the (Ok) button to save the changes to that control. You can tap (Cancel) to discard your changes and return to the Form Design screen. You can also tap the (Delete) button to delete that control.

After you have added controls and, on the handheld modified the parameters, you can then drag the control to the location on the screen you want it placed, if desired. On the Desktop you can also move the controls around by selecting then and then using the "ALT" Key Plus the "Arrow" keys on your keyboard to move them. This allows for more precise positioning.

NOTE: If you do not want to drag and drop to position your controls you can specify the *Left Origin* and *Top Origin* parameters on the Layout tab. That also allows for more precise positioning of the controls.

Following is a list of all the supported Controls in HanDBase Forms. The available options for each control are explained below. Some options will only apply or be available on either the Desktop or Palm OS handheld. Those options will be designated by either (Desktop) or (Palm OS) respectively. Additionally, the HanDBase fields that the control will work with are specified. Some controls cannot have certain field types associated with them.

Button

Buttons can be used in a number of ways. They can be associated with a field so that a particular action performed, described below, will modify data in a field in your database. Buttons can also be used to Jump to Other forms or to even, simply close the record, create a new record, access details or delete a record, if you do not want to use the standard buttons and position these yourself.

Supported Field Types

Text, Integer, Float, Popup, Unique, Date, Time, Link, Linked, DB Popup, Calculated, Relationship, Conditional, External

General Options

Data Source

This option specifies the Field from your HanDBase database you want to associate with this control.

Caption Source

Select which of the following you want as the "Caption" for this control.

Field Name

Select this to specify the Field Name, of the field specified as the Data Source, as the Caption.

Field Value

Select this to specify the Field Value, of the field specified as the Data Source, as the Caption.

Other

Select this to specify some other value as the Caption. This is useful if you do not specify a Data Source and want this to be a simple label. If you select this an additional option, *Caption:* will appear.

Caption

If you selected Other as the Field Name then you will specify your other value here.

Layout Options

Left Origin

Specify the position, from the left side of the form, you want this control to be placed.

Top Origin

Specify the position, from the top side of the form, you want this control to be placed.

Width

Specify the Width, in pixels, of this Button.

Height

Specify the Height, in pixels, of this Button.

Attributes Options

Font

Specify which Font you want to use for this Button's Caption. There is a selector to the Right that allows you to also set the Color for this Text.

Type(Palm OS)

Specify the Type of button you wish to use. Following are the available types:

Button - This is a standard button type.

Push Btn - This button type will stay selected when tapped.

Color

Use this option to specify the Background color of this button.

Frame

Use this option to specify the type of Frame you want for your button. The following options are available.

None - Selecting this will have NO frame around your button but you will still be able to tap the Text to select this button.

Standard - Selecting this will, on the Palm OS platform, display a standard, rounded, button.

Bold - Selecting this will, on the Palm OS platform, display a rounded button with a thicker line.

Rectangle - Selecting this will display a Rectangular button.

Actions

Buttons are one of two controls that can have Actions associated with them. There are two possible Actions. Meaning, when you tap this button it will first perform Action 1 and then perform Action 2. Using both Actions is useful if you want to do something like Saving an Closing the Record but then going to the next record automatically.

Action 1

This is the First Action that will be performed. See the list of available Actions below.

Action 2

This is the Second Action that will be performed. See the list of available Actions below.

Available Actions

Do Nothing - When this control is selected NO action will be performed.

Jump to Form - When this control is selected, on the form, you will jump to the form specified.

Return to Form - When this control is selected, on the form, you will be returned to the form you were previously on.

Create Record - When this control is selected a New Record will be created, saving changes in the current record first. This is similar to tapping the New button in the standard HanDBase interface.

Delete Record - When this control is selected the current record will be deleted and you will be returned to the HanDBase List View screen.

Go to First Record - When this control is selected the first record in this database will be displayed.

Go to Last Record - When this control is selected the Last record in this database will be displayed.

Go to Previous Record - When this control is selected the record Prior to this one in the database will be displayed. This has the same functionality as tapping the - indicator in the upper right hand corner of the standard HanDBase Interface. This is useful for creating you own controls to move back and forth among records.

Go to Next Record - When this control is selected the record After this one in the database will be displayed. This has the same functionality as tapping the + indicator in the upper right hand corner of the standard HanDBase Interface. This is useful for creating you own controls to move back and forth among records.

Follow Link/Rel/External - This control can be associated with a Link, Linked, DB Popup Relationship or External field from your database. If associated with a Link, Linked or Relationship field then selecting this control will follow the appropriate Link or Relationship to the database specified in that field's setup. If associated with a DB Popup field it will take you to the associated database where you can select a record to bring data back from. If this is associated with an External field then selecting this control will launch tha external plugin in the same way it would if you had tapped that field in the standard HanDBase interface.

Clear - When this control is selected it will Clear the value from the field you have associated with this control using the Data Source option.

Set Value to Caption - When this control is selected it will set the value of the field you have associated with this control, using the Data Source option, to whatever the Caption for this control is.

Append Caption to Value - When this control is selected it will append whatever the caption of this control is to the value of the field you have associated with this control, using the Data Source option.
An example of using this function would be to create a number keypad and set the caption of each to a different number. Then when tapped it would set the value of that field to a that number. If you use a Field or Label field to also display that same field's value you'll see the updates you make automatically.

Save and Close - When this control is selected it will Save the current record and close this New or Edit Record form screen.

Goto Details - When this control is selected it will display this record'd Details screen. From there you can set manual alarms, enable manual encryption or delete this record.

Print Record - When this control is selected it will Print the current record.

Export Record - When this control is selected it will export this record to the MemoPad, on the Palm, or to a Text file on the Desktop or Pocket PC.

Copy Record to New - When this control is selected it will save the current record and create a New record with the same values as the record you were in.

Copy Record to... - When this control is selected it will display a dialog enabling you to Copy this record to another database

NOTE: The database you want to copy to must have the Same database structure as the one you are copying from.

Move Record to... - When this control is selected it will display a dialog enabling you to Move this record to another database

NOTE: The database you want to move to must have the Same database structure as the one you are moving from

Select Date - When this control is selected it will display the standard HanDBase Choose Date Screen so you can select a Date to be entered in the field you have associated with this control.

Select Time - When this control is selected it will display the standard HanDBase Choose Time Screen so you can select the Time to be entered in the field you have associated with this control.

Increment Value - When this control is selected it will increment the numeric value in the field associated this control.

Decrement Value - When this control is selected it will decrement the numeric value in the field associated this control.

Checkbox

This control enables you to Check or Un-check Checkboxes. If you associate this control with a Field in your database then changes made will be reflected there also. You can also use this to ONLY display the value of a checkbox but not make it editable.

Supported Field Types

Checkbox

General Options

Data Source

This option specifies the Field from your HanDBase database you want to associate with this control.

Caption Source

Select which of the following you want as the "Caption" for this control.

Field Name

Select this to specify the Field Name, of the field specified as the Data Source, as the Caption.

Field Value

Select this to specify the Field Value, of the field specified as the Data Source, as the Caption.

Other

Select this to specify some other value as the Caption. If you select this, an additional option, *Caption:* will appear.

Caption

If you selected Other as the Field Name then you will specify your other value here.

Layout Options

Left Origin

Specify the position, from the left side of the form, you want this control to be placed.

Top Origin

Specify the position, from the top side of the form, you want this control to be placed.

Width

Specify the Width, in pixels, of this Control.

Height

Specify the Height, in pixels, of this Control.

Attributes Options

Font

Specify which Font you want to use for this CheckBox's Caption. There is a selector to the Right that allows you to also set the Color for this Text.

Editable

If you leave this item checked, which is the default, then you will be able to make changes to this control, checking it or un-checking it as necessary. The "data" will be reflected in the specified field. You can also un-check this option so that it can only be used to View data and not to modify the record.

Actions

None Available

Text Entry

The Text Entry Control is used to be able to enter textual or numeric data into any of the supported field types through a form. You can also use this to view existing data in a record and have the ability to modify it if necessary.

Supported Field Types

Text, Integer, Float, Note, DB Popup

General Options

Data Source

This option specifies the Field from your HanDBase database you want to associate with this control.

Layout Options

Left Origin

Specify the position, from the left side of the form, you want this control to be placed.

Top Origin

Specify the position, from the top side of the form, you want this control to be placed.

Width

Specify the Width, in pixels, of this control.

Lines

Specify the number of Lines you want displayed. This makes it possible to enter a large amount of text, possibly to be stored in a Text or Note field, in this Control.

Attributes Options

Font

Specify which Font you want to use for this data entered into this control. There is a selector to the Right that allows you to also set the Color for this Text.

NOTE: Currently the font color is not supported on the Palm OS or Pocket PC handhelds. If you set this color it will only appear in that color in the HanDBase Desktop.

Editable

If you leave this item checked, which is the default, then you will be able to make changes to this control, checking it or unchecking it as necessary. The "data" will be reflected in the specified field. You can also un-check this option so that it can only be used to View data and not to modify the record.

Justify

Use this option to specify the "Justification" of the text in this field. Following are your options.

Left - Select this option to Justify the text to the Left.

Center - Select this option to Justify the text in the Center of the field

Right - Select this option to Justify the text to the Right.

Underline

If you leave this option checked, which is the default, then this field will have the dashed lines to indicate each line of this Field. If you un-check this option then your Field will not have the dashed line indicators, enabling a cleaner interface for data entry.

Auto Shift

If you leave this option checked, which is the default, then when you set focus to this field the first letter you enter will be capitalized. Additionally the Shift Indicator will be displayed in the Lower Right corner.

NOTE: This option only applies to the Palm OS handhelds. Setting or unsetting this option will have no effect on the Pocket PC or in the HanDBase Desktop.

Scroll Bar

If you enable this option, it is unchecked by default, then your Field will have a scroll bar. This makes it possible to keep the number of Lines set to a smaller number so the field does not take up much screen space but still be able to enter large amounts of text.

Actions

None Available

Image

This control enables you to display or capture an image in your form. This is used in the same way as the standard Image field. It is a 100 x 100 pixel box. This is useful for capturing Signatures.

Supported Field Types

Image

General Options

Data Source

This option specifies the Field from your HanDBase database you want to associate with this control.

Layout Options

Left Origin

Specify the position, from the left side of the form, you want this control to be placed.

Top Origin

Specify the position, from the top side of the form, you want this control to be placed.

Attributes Options

None Available

Actions

None Available

Label

The Field Control is used as a "Display" control. It will either display a static value, similar to the Field Name or Heading field in the standard HanDBase interface, or it can display a value from a field. Using it for the latter makes it possible to View data but NOT make any changes to that data.

Supported Field Types

Text, Integer, Float, Popup, Unique, Date, Time, Link, Linked, Heading, DB Popup, Calculated, Relationship, Conditional, External

General Options

Data Source

This option specifies the Field from your HanDBase database you want to associate with this control.

Caption Source

Select which of the following you want as the "Caption" for this control.

Field Name - Select this to specify the Field Name, of the field specified as the Data Source, as the Caption.

Field Value - Select this to specify the Field Value, of the field specified as the Data Source, as the Caption.

Other - Select this to specify some other value as the Caption. This is useful if you do not specify a Data Source and want this to be a simple label. If you select this an additional option, *Caption:* will appear.

Caption

If you selected Other as the Field Name then you will specify your other value here.

Layout Options

Left Origin

Specify the position, from the left side of the form, you want this control to be placed.

Top Origin

Specify the position, from the top side of the form, you want this control to be placed.

Width

Specify the Width, in pixels, of this Button.

Lines

Specify the number of lines, high, you want this Label to be. Setting it to a higher amount makes it possible to see more data, possibly from a Text or Note field, in this Label.

Attributes Options

Font

Specify which Font you want to use for this Label's Caption. There is a selector to the Right that allows you to also set the Color for this Text.

Actions

None Available

List

This control is used to create a List box that will make it possible to select an item from a popup list defined for the field specified as your Data Source. For the Date and Time fields you will see the popup list you would normally see in the standard HanDBase interface with these options:

Date: *Today, Tomorrow, One Week, No Date and Choose Date.* Selecting Choose Date will bring up the standard HanDBase Choose Date Screen.

Time: *Current Time, No Time, and Choose Time.* Selecting Choose Time will bring up the standard HanDBase Time Picker Screen.

Supported Field Types

Text, Integer, Float, Popup, Date, Time, Note

General Options

Data Source:

This option specifies the Field from your HanDBase database you want to associate with this control.

Layout Options

Left Origin

Specify the position, from the left side of the form, you want this control to be placed.

Top Origin

Specify the position, from the top side of the form, you want this control to be placed.

Width

Specify the Width, in pixels, of this Control.

Visible Items

Specify the number of items you want to see in this list. The minimum is 2. If you enter less than 2 you will not be able to scroll to see additional items. If you enter 2 or more and there are more items in the list than the number you specify as visible then scrolling arrows will be shown to the Right of the List to allow for scrolling through your items.

Attributes Options*Font*

Specify which Font you want to use for this control. There is a selector to the Right that allows you to also set the Color for this Text.

Editable

If you leave this item checked, which is the default, then you will be able to make changes to the data associated with this control, ie picking items from the list. If you uncheck this option then if this control is associated with a field, the this control will simply highlight which item in the list is already selected for the record.

Color

Use this option to specify the Background color of this List Box.

Actions

None Available

Popup

This control is used to create a Popup list that will make it possible to select an item from a popup list defined for the field specified as your Data Source. If you specify the Field Value for the Caption of this control then when you select from the Popup list the item selected will be displayed for that control. For the Date and Time fields you will see the popup list you would normally see in the standard HanDBase interface with these options. If you specify the Field Value to be the Caption then when you select a Date or Time that will be displayed for that control.

Date: *Today, Tomorrow, One Week, No Date and Choose Date.* Selecting Choose Date will bring up the standard HanDBase Choose Date Screen.

Time: *Current Time, No Time, and Choose Time.* Selecting Choose Time will bring up the standard HanDBase Time Picker Screen.

If you specify the Data Source for this control to be a DB Popup field then when you tap this field you will be taken to the other database specified for that field so you can select your item to be brought back and stored in this database.

Supported Field Types

Text, Integer, Float, Popup, Date, Time, Note, DBPopup

General Options*Data Source*

This option specifies the Field from your HanDBase database you want to associate with this control.

Caption Source

Select which of the following you want as the "Caption" for this control.

Field Name - Select this to specify the Field Name, of the field specified as the Data Source, as the Caption.

Field Value - Select this to specify the Field Value, of the field specified as the Data Source, as the Caption.

Other - Select this to specify some other value as the Caption. This is useful if you do not specify a Data Source and want this to be a simple label. If you select this an additional option, *Caption:* will appear.

Caption

If you selected Other as the Field Name then you will specify your other value here.

Layout Options

Left Origin

Specify the position, from the left side of the form, you want this control to be placed.

Top Origin

Specify the position, from the top side of the form, you want this control to be placed.

Width

Specify the Width, in pixels, of this Button.

Height

Specify the Height, in pixels, of this Button.

Attributes Options

Font

Specify which Font you want to use for this Popup's Caption. There is a selector to the Right that allows you to also set the Color for this Text.

Editable

If you leave this item checked, which is the default, then you will be able to choose from the Popup list of the Field this control is associated with. You can also un-check this option so that it can only be used to View data, if you have this control's Caption set to display the Field Value for the field it is associated with, and not to modify the record.

Actions

None Available

Tab

Tabs are one of the more advanced Control types. They are generally used in Groups and you will also be using Multiple Forms to make them work. When you add a Tab control selecting it in the designer will NOT show multiple screen views depending on which you select on that form. However the end result will appear to be this way. What you will do is create multiple forms, using the same sets of Tabs.

NOTE: You can use the Copy option to make exact duplicates of a single form you create so the tabs are in the exact same position.

You will then make the Action for the Tab(s) to be that they Jump to Another form. Then when you tap the Tab you are actually taken to another of your exact same forms but one that has data below, above, to the left or right, that is different and specific for each tab.

Supported Field Types

Text, Integer, Float, Popup, Unique, Date, Time, Link, Linked, DB Popup, Calculated, Relationship, Conditional, External

General Options

Data Source

This option specifies the Field from your HanDBase database you want to associate with this control.

Caption Source

Select which of the following you want as the "Caption" for this control.

Field Name - Select this to specify the Field Name, of the field specified as the Data Source, as the Caption.

Field Value - Select this to specify the Field Value, of the field specified as the Data Source, as the Caption.

Other - Select this to specify some other value as the Caption. This is useful if you do not specify a Data Source and want this to be a simple label. If you select this an additional option, *Caption:* will appear.

Caption

If you selected Other as the Field Name then you will specify your other value here.

Layout Options

Left Origin

Specify the position, from the left side of the form, you want this control to be placed.

Top Origin

Specify the position, from the top side of the form, you want this control to be placed.

Width

Specify the Width, in pixels, of this Button.

Height

Specify the Height, in pixels, of this Button.

Attributes Options

Font

Specify which Font you want to use for this Tab's Caption. There is a selector to the Right that allows you to also set the Color for this Text.

Active

This option is used to specify whether this tab is the "Active" one on this form. When enabled the tab will NOT have a lower line so it looks like a standard Tab, indicating that the data below it is associated with this tab. You will only want to have ONE Active Tab per Tab Group, per Form

Color

Use this option to specify the Background color of this Tab.

Direction

This option enables you to specify the "Direction" of the tab. This makes it possible to position the Tab practically anywhere on the screen. Following are the directions supported and how they affect the way the tabs are displayed.

North - These tabs would have the rounded edge facing the top of the form. These tabs would generally be used at the the top of the form with the other fields below them.

South - These tabs would have the rounded edge facing the bottom of the form. These tabs would generally be used at the the bottom of the form with the other fields above them.

East - These tabs would have the rounded edge facing the right side of the form. These tabs would generally be used at the the right side of the form with the other fields to the left of them. Additionally these tabs are better used for fitting More tabs on the form because they can be easily "stacked" on top of each other, taking up less room.

West - These tabs would have the rounded edge facing the left side of the form. These tabs would generally be used at the the left side of the form with the other fields to the right of them. Additionally these tabs are better used for fitting More tabs on the form because they can be easily "stacked" on top of each other, taking up less room.

Actions

Tabs are one of two controls that can have Actions associated with them. There are two possible Actions. Meaning, when you tap this button it will first perform Action 1 and then perform Action 2. Using both Actions is useful if you want to do something like Saving an Closing the Record but then going to the next record automatically.

Action 1:

This is the First Action that will be performed. See the list of available Actions below.

Action 2:

This is the Second Action that will be performed. See the list of available Actions below.

Available Actions

Do Nothing - When this control is selected NO action will be performed.

Jump to Form - When this control is selected, on the form, you will jump to the form specified.

Return to Form - When this control is selected, on the form, you will be returned to the form you were previously on.

Create Record - When this control is selected a New Record will be created, saving changes in the current record first. This is similar to tapping the New button in the standard HanDBase interface.

Delete Record - When this control is selected the current record will be deleted and you will be returned to the HanDBase List View screen.

Go to First Record - When this control is selected the first record in this database will be displayed.

Go to Last Record - When this control is selected the Last record in this database will be displayed.

Go to Previous Record - When this control is selected the record Prior to this one in the database will be displayed. This has the same functionality as tapping the - indicator in the upper right hand corner of the standard HanDBase Interface. This is useful for creating you own controls to move back and forth among records.

Go to Next Record - When this control is selected the record After this one in the database will be displayed. This has the same functionality as tapping the + indicator in the upper right hand corner of the standard HanDBase Interface. This is useful for creating you own controls to move back and forth among records.

Follow Link/Rel/External - This control can be associated with a Link, Linked, DB Popup Relationship or External field from your database. If associated with a Link, Linked or Relationship field then selecting this control will follow the appropriate Link or Relationship to the database specified in that field's setup. If associated with a DB Popup field it will take you to the associated database where you can select a record to bring data back from. If this is associated with an External field then selecting this control will launch tha external plugin in the same way it would if you had tapped that field in the standard HanDBase interface.

Clear - When this control is selected it will Clear the value from the field you have associated with this control using the Data Source option.

Set Value to Caption - When this control is selected it will set the value of the field you have associated with this control, using the Data Source option, to whatever the Caption for this control is.

Append Caption to Value - When this control is selected it will append whatever the caption of this control is to the value of the field you have associated with this control, using the Data Source option. An example of using this function would be to create a number keypad and set the caption of each to a different number. Then when tapped it would set the value of that field to a that number. If you use a Field or Label field to also display that same field's value you'll see the updates you make automatically.

Save and Close - When this control is selected it will Save the current record and close this New or Edit Record form screen.

Goto Details - When this control is selected it will display this record'd Details screen. From there you can set manual alarms, enable manual encryption or delete this record.

Print Record - When this control is selected it will Print the current record.

Export Record - When this control is selected it will export this record to the MemoPad, on the Palm, or to a Text file on the Desktop or Pocket PC.

Copy Record to New - When this control is selected it will save the current record and create a New record with the same values as the record you were in.

Copy Record to... - When this control is selected it will display a dialog enabling you to Copy this record to another database

NOTE: The database you want to copy to must have the Same database structure as the one you are copying from.

Move Record to... - When this control is selected it will display a dialog enabling you to Move this record to another database

NOTE: The database you want to move to must have the Same database structure as the one you are moving from

Select Date - When this control is selected it will display the standard HanDBase Choose Date Screen so you can select a Date to be entered in the field you have associated with this control.

Select Time - When this control is selected it will display the standard HanDBase Choose Time Screen so you can select the Time to be entered in the field you have associated with this control.

Increment Value - When this control is selected it will increment the numeric value in the field associated this control.

Decrement Value - When this control is selected it will decrement the numeric value in the field associated this control.

Shape

The shape control enables you to draw a shape on your form. This shape could be used to group or separate sections of data on your form.

Supported Field Types

None

General Options

Shape:

Currently there are two possible shapes to select from for this control.

Line - Draws a line on the form. Depending on the Layout Options that are set this line can be Horizontal, Vertical or even Diagonal.

Rectangle - Draws a standard rectangle, or square on the form.

Layout Options

These options will differ depending on whether you select the Line or Rectangle shape. Below are listed both sets of options.

Line

To create a Horizontal Line you will want to specify the SAME point for the Start Y and End Y options.

To create a Vertical Line you will want to specify the SAME point for the Start X and Enc X options.

To create a Diagonal Line you will use different combinations of these depending on which direction you want it to go in.

Start X

Specifies the starting position of the Line on the X axis

Start Y

Specifies the starting position of the Line on the Y axis

End X

Specifies the ending position of the Line on the X axis.

End Y

Species the ending position of the Line on the Y axis.

Rectangle

To create a Rectangle make sure your Width and Height options have different values.

To create a Square make sure your Width and Height options have the same values.

Left Origin

Specify the position, from the left side of the form, you want this control to be placed. This will place the Upper Left corner of the control at that point.

Top Origin

Specify the position, from the top side of the form, you want this control to be placed. This will place the Upper Left corner of the control at that point.

Width

Specify the Width, in pixels, of this Shape.

Height

Specify the Height, in pixels, of this Shape.

Attributes Options*Color*

Use this option to specify the color of this Shape.

Actions

None Available

HandBase Sync Exchange Conduit for Filemaker for Macintosh

Introduction

What is the HandBase Sync Exchange Conduit for Filemaker?

Welcome to the HandBase Sync Exchange FileMaker Conduit for Macintosh (Sync Exchange) application. Sync Exchange is designed to synchronize data between the award winning HandBase application for Palm OS handhelds and the industry standard FileMaker Pro application for Macintosh.

What packages include the HandBase Sync Exchange Conduit for Filemaker?

In addition to being available separately, the HandBase Sync Exchange Conduit for Filemaker, for Macintosh, is available as part of the following package.

HandBase for Palm OS Professional edition (Mac Users only)

System Requirements

To install and use Sync Exchange you need the distribution files and the following minimum equipment and software:

Software

Macintosh System 8.6 or higher (Sync Exchange will work under OS X in classic mode.)

Palm's HotSync Manager v2.6.1 or 2.6.3

FileMaker Pro v4.0 or later

NOTE: The Sync Exchange conduit will work with the Palm Desktop and HotSync Manager 2.6.1 or 2.6.3 under Mac OS 8.6 - 9.2.2 or under Mac OS X when using Classic Mode.

Hardware

A Mac OS computer with a PowerPC processor or higher

At least 64 MB of RAM

A hard disk with at least 100 MB of free space

NOTE: The system requirements for the actual Sync Exchange conduit are much less than what is listed; however, due to the nature of this application and its dependence on both the Palm HotSync Manager and FileMaker Pro, the requirements above are necessary.

Getting Started

Installation

The Sync Exchange distribution package is in a self-extracting MacBinary format, .Hqx. When double clicked this file will open with Stuffit Expander and then automatically extract to a folder that will contain all the Sync Exchange files. Once extracted you will find the Sync Exchange Conduit Installer in that folder. To start the Sync Exchange Conduit Installer follow the following steps:

1. Double-click the file named 'Sync Exchange Conduit Installer'
2. You see the welcome screen.
3. Click Continue
4. You see the software license agreement.
5. Click Accept if you accept the terms of the license agreement.
6. The HandBase conduit will be installed in your Palm:Conduits folder. You see a thank you message.

7. Click OK

NOTE: If you wish to move the 'HanDBase Sync Exchange for FM Folder', which includes files containing documentation and samples to another location, simply click and drag the file to the desired location.

Sync Exchange Settings

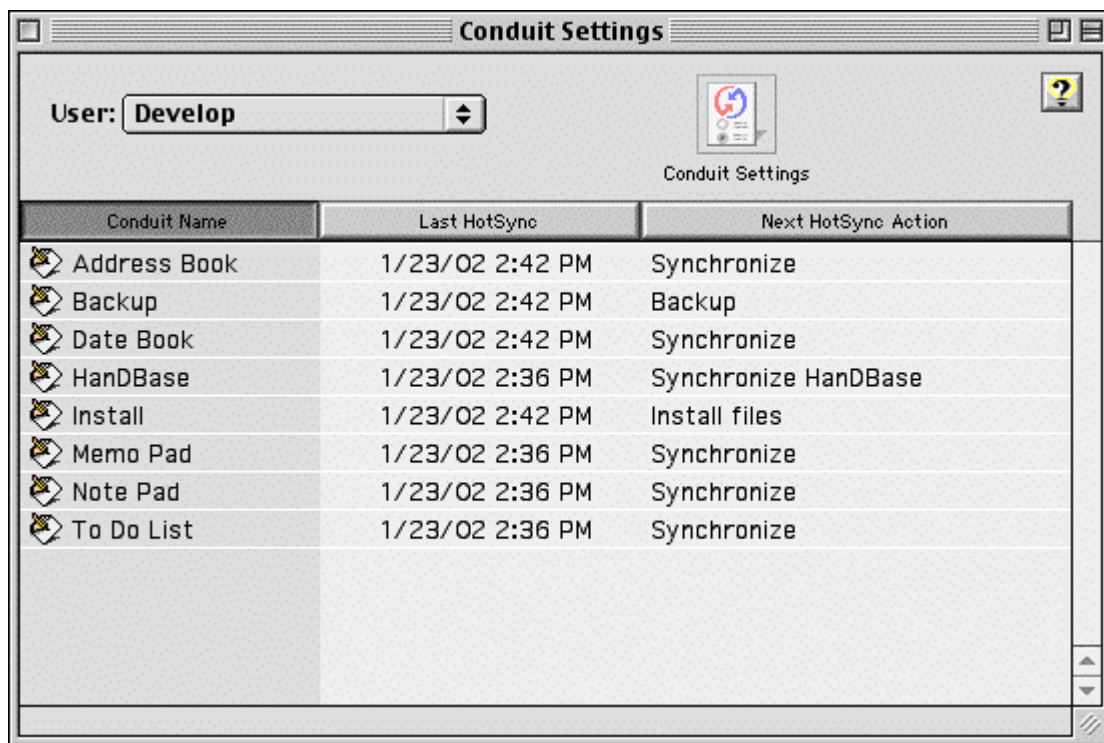
Before attempting to set up your FileMaker database to Sync there are a couple preliminary steps you will have to take.

You will first need to make sure that the fields in the Layout you wish to Synchronize are supported by the HanDBase Sync Exchange Conduit for FileMaker. The Field Types Section of the FileMaker Overview below discusses what fields are supported.

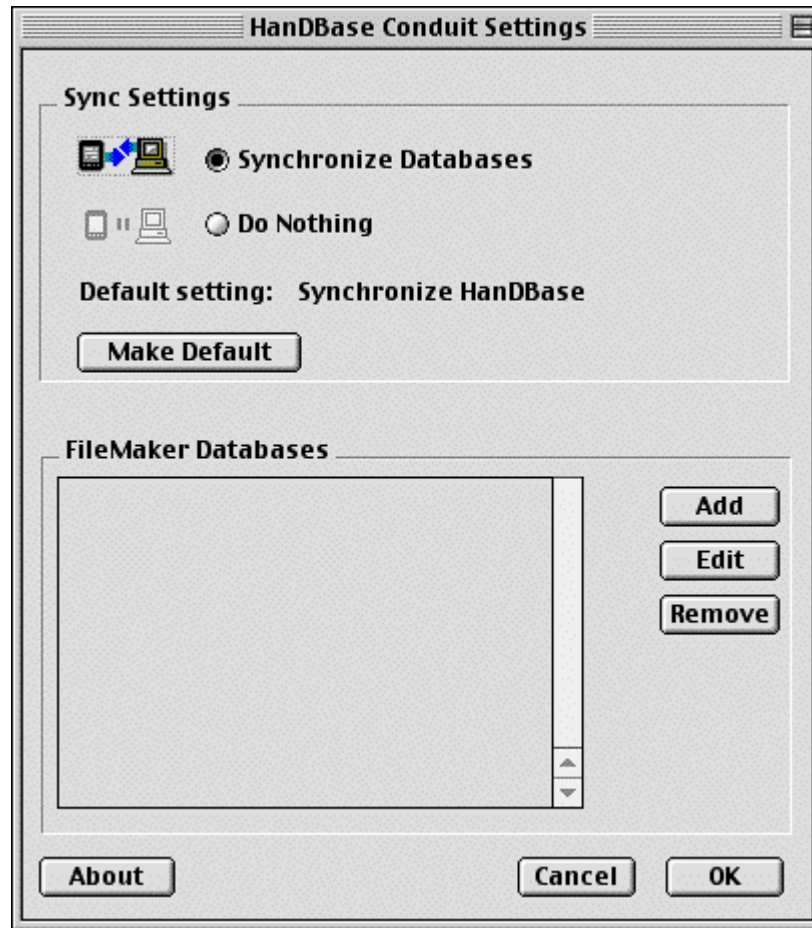
You will then need to add another field to your database and to the Layout you want to Synchronize in order for the Synchronization to be possible. This field must be called **UID** and will need to be a Text type field. After you add this field to your database and to the Layout you do not need to do anything else with it.

WARNING: Do not enter any values in the UID field AND, after you have Synchronized, **Do Not** modify the values in that field. If you modify those values the data will NOT properly Synchronize.

The HanDBase Conduit provides a handful of options to assist during the HotSync process and provides some control when interfacing with FileMaker. These settings can be reached by opening the Conduit Settings in the HotSync Manager and double-clicking on the HanDBase conduit.



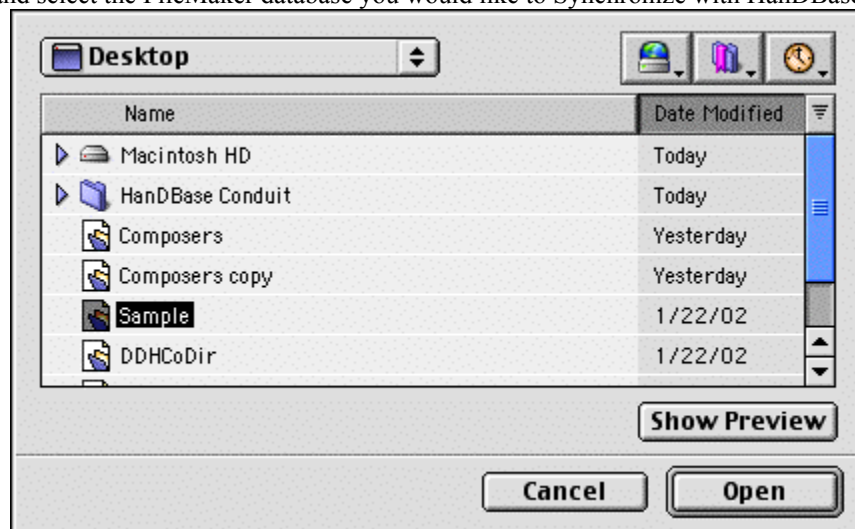
The first group box seen in the image below are the setting options for the actual synchronization process. There are radio buttons for 'Synchronize databases' and 'Do Nothing'. Only one of these options can be selected at a time. If you temporarily wish to suspend the HanDBase conduit from synchronizing your FileMaker databases, simple select the 'Do Nothing' radio button and make it the default value by clicking on the 'Make Default' button. If you simply wish to bypass the HanDBase conduit for the next HotSync only, select the 'Do Nothing' radio button but DO NOT make it the default value by clicking the 'Make Default' button. You can always determine what the default synchronization option is by the text caption in the Sync Settings group box.



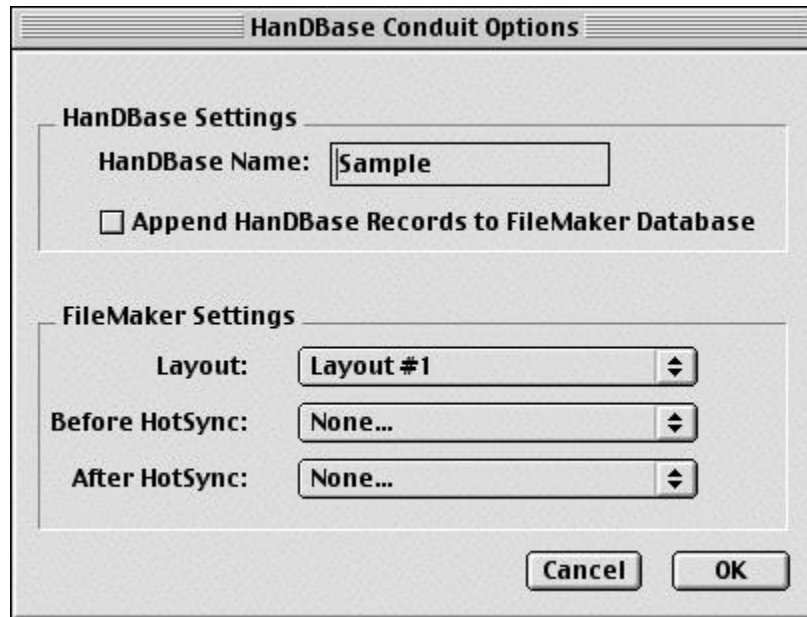
Under normal circumstances you will want to have the 'Sync Databases' radio button selected and made the default value. This will ensure that any databases you have added to the FileMaker Databases list box will be synchronized during the next HotSync operation.

NOTE: The Sync Exchange FileMaker Conduit for Mac will backup all the HandBase files on the Palm organizer even if there is no associated FileMaker database.

To add new FileMaker databases to the list, simply click on the 'Add' button. The following dialog will be presented allowing you to find and select the FileMaker database you would like to Synchronize with HandBase.



After selecting the desired FileMaker file, a dialog to configure the individual database will be shown. The Database Settings dialog allows for individual configuration of how the HanDBase conduit and FileMaker will interact. The 'HanDBase Settings' group box allows you to specify the desired HanDBase database name that will be shown in the list view of HanDBase databases on your handheld. The checkbox option to append HanDBase records to FileMaker records is provided in cases where you do not wish for the HanDBase conduit to replace a FileMaker record but instead append the merged records into FileMaker leaving the existing records in tact.



The Database Settings dialog also contains a group box with FileMaker settings that specify which FileMaker layout you wish the HanDBase conduit to use when synchronizing databases. You can also choose to run a FileMaker script before and/or after the synchronization process. All these choices are easily selected by using the drop-down menus and selecting the desired option.

How It Works

Introduction

The HanDBase Sync Exchange FileMaker Conduit for Macintosh is a Single-User Two-Way Synchronization Conduit. This will allow a user to Synchronize their data between a handheld and FileMaker on a Macintosh desktop computer.

Sync Exchange allows for synchronizing between the successful HanDBase Palm application and FileMaker Pro. This means that with a press of a button, you can manage your data anywhere, anytime. Sync Exchange can not only copy all your important FileMaker data onto your Palm OS powered handheld organizer, it allows for complete synchronization between FileMaker and HanDBase. That means that if you enter, edit or delete data in HanDBase, while on the go, the changes will be transferred into FileMaker. Likewise, if you enter, edit or delete data in FileMaker, the changes will be transferred to your Palm OS powered handheld during the next HotSync.

OS X Support

The HanDBase Sync Exchange FileMaker Conduit for Macintosh has been tested under the Macintosh OS X operating system. This Conduit will run in *Classic Mode* with no known problems if you are using the Palm Desktop 2.6.1 or 2.6.3 software. Currently the Conduit will not work with the 4.0 version of the Palm Desktop software when running under OS X.

NOTE: Due to the average delay in Classic Mode loading when an Application is first run we do recommend that you Start Classic Mode prior to beginning a Synchronization. This is recommended because it could be possible for the HotSync Manager to Time Out while Classic Mode is loading. To start Classic Mode manually, select System Preferences from the Apple Menu and then select the Classic Mode option. Click the Start Button to start Classic Mode.

If you have any problems running the Conduit in Classic Mode under OS X please contact DDH Software, Inc.'s Technical Support and we will look into any problems reported.

Synchronization

IMPORTANT!! - For the Synchronization to work properly the times on your handheld and desktop computer must be as close as possible in order to avoid any conflicts.

The HanDBase Conduit for Mac is unique in that it operates as a three-way synchronization conduit allowing DDH Software to introduce future applications that can read and write HanDBase files without altering the synchronization process. When the HotSync operation begins, the HanDBase conduit builds a HanDBase file out of the specified FileMaker database. After this HanDBase file is merged with the HanDBase file found in the users HanDBase backup folder, it is saved to the local hard drive. The HanDBase conduit then takes this saved HanDBase file and synchronizes it with the HanDBase file on the Palm organizer storing the merged file in the HanDBase backup folder. Finally this merged HanDBase file is uploaded to the specified FileMaker Pro database leaving a perfect mirror image between the data in the HanDBase application on the Palm organizer and FileMaker Pro on the desktop.

In the following sections we describe the specific information that pertains to what happens during a HotSync and how certain Data changes, Fields Type changes, Master Record changes, and Structure changes are handled.

Data Changes

Generally when you change data in HanDBase on the handheld or on the desktop the data will be synchronized and after you HotSync the data in both places will match. Please read the other sections under Synchronization for further details and limitations. This conduit does not behave exactly like the built in application conduits, like AddressBook. The following information gives details on how the standard Synchronization works.

- Records are never duplicated when there are conflicts.
- If a record is deleted in one location and modified in the other the modification will win out and after the next HotSync the record will NOT have been deleted and the modification will be present in both locations. For example, if you delete a record on the desktop and forget you deleted it, and then modify that same record on the handheld, after the next HotSync the record will re-appear on the desktop with the modification.
- If you edit a record on both the handheld AND the desktop, whichever database was modified last will win out. For example if you change the last name of someone named 'Smith' to 'Smyth' on the handheld, and then change it to 'Smythe' on the desktop, after the next HotSync both locations will reflect the change made to the desktop because that change was made last. **NOTE:** This is dependent on the clock on your handheld and desktop being in Sync. If they are off then this may not work as documented.
- If you edit a record on the handheld OR the desktop, after the next HotSync that change or addition will be reflected in both locations.
- If you add a record on the handheld OR the desktop, after the next HotSync that change or addition will be reflected in both locations.
- If you edit or add one record on the handheld OR the desktop, and a second record in the other location after the next HotSync both changes or additions will be reflected in both locations.

Field Property Information Changes

If you change information in any of the following options it will in no way affect your FileMaker database as these options are not able to be Synchronized between HanDBase and FileMaker.

Text, Integer, Float and Popup field popup items:

Master Record Changes

If you change information in any of the following options it will in no way affect your FileMaker database as these options are not able to be Synchronized between HanDBase and FileMaker.

- Sort Order
- Field Filtering
- Field Order
- Database Category
- Search String
- Database Author/Comment

Structure Changes

The design of the HanDBase Conduit is sensitive to changes to the structure of the database. A change to the structure is defined as changing one of the following items in your database on the handheld. However due to the 3 way Synchronization in place and due to this information not being stored in the FileMaker database you will NOT want to edit data in the FileMaker database while you make changes to the following items on the handheld:

Change to a Field Type, including adding a new field to the database or making an existing field not used.

If you change any of the above items, The handheld database will prevail. In other words the data and structure will be taken from the handheld database.

NOTE: This is dependent on the clock on your handheld and desktop being in Sync. If they are off then this may not work as documented.

Example 1: If you change a Field Type from integer to text on the handheld and then add a record on the handheld, making no changes on the desktop, the Field Type change and record addition will appear on both after the next HotSync.

Example 2: If you add a record in FileMaker and then change a field type from Integer to Float the Field Type change will appear on both after the next HotSync and the record addition will be lost.

NOTE: There is a greater chance of lost data when you are changing the Structure of a database especially with Sync Exchange. Please be aware of these limitations and make sure that you if you make changes to the structure on the handheld that you DO NOT make changes to your data or add new records on in the FileMaker database on the desktop.

Backups

Backup

Currently Sync Exchange will make a backup copy of the Merged Desktop PDB Database file prior to actually Synchronizing with the handheld. This way if a change made on the handheld prevails, mainly due to Structure changes, but also possibly due to Data changes, you will be able to restore the data from the desktop.

Restore

To restore a backed up database you will need to navigate to the HanDBase Sync folder, Usually Macintosh HD:Applications(OS 9):Palm:User:Backups:HanDBase:Backup and either Double Click that file to launch the Palm Install Tool or drag that file to your User's Files to Install folder. Doing so will replace the database on the handheld with the one from the desktop.

NOTE: Please be aware that the standard HotSync Manager Backup Conduit will not automatically STOP handling HanDBase databases. This is not something we currently have any control over. Therefore you will always want to make sure the Backup conduit is set to "Handheld Overwrites Desktop" so that it simply does an additional backup of the just Synchronized HanDBase Database. You can set it to "Do Nothing" as well but then other data files, and applications, that do not have their own Conduit will not get backed up. If you have it set to Desktop Overwrites Handheld though you will, most likely, continue losing data everytime you HotSync because after Sync Exchange synchronizes everything the Backup Conduit will simply restore an older copy of the Database. We are continuing to look into ways around this.

Archiving

A standard feature of the HanDBase conduit is to automatically archive your databases if they are deleted from the Handheld. Similar to the Palm software, however, you are not prompted asking if you want to archive them. This is done automatically.

Therefore if you delete a Database from the handheld on the next HotSync it will be moved to the Archive Folder within the HanDBase folder. This way it can be restored if necessary. This archiving will be indicated in the HotSync Log as well.

NOTE: This feature will not function as described if the Database you delete is one that you have set to Synchronize with a FileMaker database. If you have defined a FileMaker database to Synchronize, in the Conduit Settings, you will need to Remove that database in addition to deleting it from your handheld. Otherwise the database will simply be restored to the handheld the next time you Synchronize.

FileMaker Overview

Field Types

FileMaker Pro supports a handful of field types that are used when designing databases. The supported field types found in FileMaker include: text, number, date, time, summary, calculation and container. Although these FileMaker field types can accommodate most types of information, HanDBase provides several more options when defining field types. As stated in the HanDBase manual, the supported field types in HanDBase include: text, integer, float, pop-up, check-box, unique, image, date, time, link, linked, note, heading, db popup and calculated. Because of the differences between the way HanDBase and FileMaker represent their internal field types, the HanDBase conduit makes every effort to 'intelligently' determine the best match when initially converting a FileMaker database into a HanDBase database. This means that it is possible to take an existing FileMaker Pro solution and generate an equivalent HanDBase applet via the HanDBase conduit. Once the HanDBase Applet has been created and is available on the handheld you can change some of the field types and they will continue to Synchronize. See the Field Mapping section for details

Certain FileMaker field types do not map over well to HanDBase field types and are not supported in this release of the HanDBase conduit. These field types include: container, summary, calculation and global. Although these field types can be defined in a FileMaker Pro solution that you are currently using, they can not be present in the FileMaker layout that is scheduled to synchronize with HanDBase.

Following is a list of supported FileMaker fields and what HanDBase field type they are converted to on the Initial Synchronization.

FileMaker	Initial HanDBase Field
Text (254 or less characters)	Text
Text (255 to 2000 characters)	Note
Number	Float
Date	Date(Date record Added) NOTE: See the Limitations section below for details on the supported date format.
Time	Time (Time record Added)
Calculated	Not Supported NOTE: You cannot use an actual FileMaker Calculated field but you can use a Number field with the Auto-Enter option set to be a Calculated Value.
Container	Not Supported
Summary	Not Supported
Global	Not Supported
The Repeating Property of any of the above field types is currently NOT supported.	

NOTE: Due to some incompatibilities between FileMaker Pro databases and HanDBase databases, it is required that a 'supported' FileMaker layout be defined as the layout that the HanDBase conduit will attempt to synchronize with. There are additional limitations regarding the layout you can use and what data gets Synchronized. Please see the Limitations section below.

Layouts

According to the FileMaker Pro User's Guide, "layouts determine how information is organized for viewing, printing, reporting, finding, and entering data. Database files can have many different layouts, which display data in a variety of ways. Within one database file, you can design separate layouts for entering data, reporting summaries, printing mailing labels, publishing a database on the Web, and so on."

In order to have Sync Exchange create and subsequently Synchronize a FileMaker Database with HanDBase the Layout you use must have 30 or less fields in your layout and one of those fields MUST be a UID field. Generally you will need to add the UID field to your database. You will need to use the Define Fields option on the File menu to Add another field called UID. This field must be a Text type field. After you create another Text field called UID there must be NO data in the UID field in your records. That value will be assigned when you synchronize and MUST NOT ever be changed.

WARNING: Do not enter any values in the UID field AND, after you have Synchronized, Do Not modify the values in that field. If you modify those values the data will NOT properly Synchronize.

Field Mapping

The following table lists how HanDBase fields map back to FileMaker fields. Based on this list, after the initial conversion you can change your fields in HanDBase to one of these types and the Databases will continue to Synchronize. You can also use this as a basis for setting up your FileMaker database. Using this you will know what field type in FileMaker you need to use if you want a specific field in HanDBase.

HanDBase Field	FileMaker Field
Text	Text (254 or less characters)
Integer	Number
Float	Number
Pop-Up	Text (The actual values stored in a Pop-up field are not what you would see. However the data converted back to FileMaker is the shown value. Therefore if you try to edit data in a field that corresponds to a Popup field in HanDBase the Data will not Synchronize. If you wish to use the a Pop-list simply leave this as a Text field in HanDBase assign popup items to that field.)
Check-Box	Number (Check-box fields are simply Boolean storing 0 or 1. Therefore the corresponding FileMaker field should be a Number field. If you wish to add data into this field in FileMaker simply use 0 for Un-checked and 1 for Checked.)
Unique	Number
Image	Text (Currently, data in HanDBase Image fields cannot be transferred from HanDBase into FileMaker. However, if you add an extra Text field to your FileMaker layout you can convert that to an Image field in HanDBase and those images will be retained in the HanDBase database. There will be no data stored in that field it is simply used as a placeholder.)
Date	Date NOTE: See the Limitations section below for details on the supported date format.
Time	Time
Link	Number (The value stored in the Link field is simply an Integer/Number. If you wish to have Link fields in HanDBase you will need to have a Number field in the FileMaker layout so the values can be synchronized.)
Linked	Number (The value stored in the Link field is simply an Integer/Number. If you wish to have Linked fields in HanDBase you will need to have a Number field in the FileMaker layout so the values can be synchronized.)
Note	Text (Note fields in HanDBase simply correspond to Text fields in FileMaker. During the initial conversion if you have fields with more than 254 characters they will be converted to Note fields in the HanDBase Database. However you can also convert a Text field to Note if you anticipate adding more than 254 characters worth of data.)
Heading	Text (There is no data actually stored in a Heading field. However if you wish to be able to have a Heading field in your HanDBase Database you will need to have a corresponding Text field in the FileMaker layout. There will be no data stored in that field it is simply used as a placeholder.)
DB Popup	Text (After the initial conversion you can convert a Text field to a DB Popup and the data will continue to Sync normally.)
Calculated	Number (Even though you cannot use a FileMaker Calculated field, because data cannot be written to that field during the Sync, you can still use a HanDBase Calculated field. You will need to have a Number field in the layout to correspond to the calculated field in HanDBase. After the initial conversion you can

	convert that Float field to a calculated field and the data displayed in that field both on the handheld and in FileMaker will be the calculated value. You will not want to modify this value as it will just be recalculated by HanDBase. You can even set the Auto-Enter options for this number field to be a calculated value, that is the same as what you set up in HanDBase. That way any records you add in FileMaker will have the correct calculated value.)
Relationship	Text (There is no data actually stored in a Relationship field. However if you wish to be able to have a Relationship field in your HanDBase Database you will need to have a corresponding Text field in the FileMaker layout. There will be no data stored in that field it is simply used as a placeholder.) NOTE: Do not attempt to convert any field that contains data into a Relationship field. This includes what you might consider to be your Key field in the Filemaker database. This field will be used to establish the relationship between two other fields.
Conditional	Text
External	Text (There is no data actually stored in an External field. However if you wish to be able to have an External field in your HanDBase Database you will need to have a corresponding Text field in the FileMaker layout. There will be no data stored in that field it is simply used as a placeholder.)

Scripts

As referenced in the Sync Exchange Settings section, this Conduit has the ability to Run a FileMaker script before and after the actual Synchronization takes place. If you have set up Scripts in your FileMaker database then these will be listed as possible options in the Settings. What this function enables you to do is perform certain functions prior to the actual Merge and Synchronization takes place and also after the Merge and Synchronization takes place.

One possible use for this might be to workaround the limitation of wanting to use an existing database that contains Un-Supported field types. Because, as mentioned previously, the data in those fields will be lost when you Sync, at this time, you may want to create scripts that do something like export the data from just the fields you want to another FileMaker database, then have Sync Exchange synchronize with that Database, then after the Sync have a script from that import/merge the data back into your master database.

Limitations

There are currently a few limitations with the HanDBase Sync Exchange for FileMaker conduit. You will want to read this section through so you are aware of these limitations before you begin Synchronizing. Because of some of these limitations there is a chance of data loss. Therefore, we also recommend you initially use a Copy of your database when setting up the Synchronization so you are sure everything works as expected before you use your actual data.

Un-Supported Field Types

The following field types are currently Not supported:

- Calculated
- Container
- Global
- Summary

Due to this limitation, the Layout you choose may not contain any of these field types. Generally you will want to create a new layout that only contains the Fields that are supported. However because of the way the Conduit functions, and due to limitations of the way we can handle FileMaker data, when the Merged HanDBase PDB file is synched back to FileMaker the records in that entire database are Deleted. Therefore the data in those unsupported fields is deleted as well. We are currently looking into ways around this limitation. In the meantime please contact DDH Software's Technical Support team for a workaround to this limitation so there is no Data Loss.

Un-Supported Field Properties

The following field "Properties" is currently Not supported:

Repeating data in Text, Number, Date and Time fields

Currently you cannot have Fields with the Repeating Data Storage Option enabled in the Layout you wish to Synchronize. This is handled the same way as an unsupported field type. Please refer to the above information regarding the way the data is Synchronized for Un-supported fields.

Date formats other than MM/DD/YYYY

Currently the only supported Date format is MM/DD/YYYY. This is to ensure compatibility and to ensure that the Synchronization will not have any problems. However, that Date format is ONLY required on the Layout you are setting up to Sync with your handheld. You can have another layout for viewing the data on your desktop that has a different date format. Additionally there will be NO problems if the date format on your handheld is something different.

HanDBase Limitations

HanDBase fields have the following limitations:

- Maximum number of characters in a Database name: 19
- A HanDBase Database can have a maximum of 100 Fields.
- A HanDBase Database can have a maximum of 65000 Records.
- Text fields can have a maximum of 254 characters.
- DB Popup fields can have a maximum of 254 characters.
- Note fields can have a maximum of 2000 characters.
- Link field data must be Unique.
- Link field data must be between 0(zero) and 2147483647(positive)
- Unique field data must be Unique.
- Checkbox field data must be either 0(Unchecked) or 1(Checked).
- Integer field data must be between -2147483647(negative) and 2147483647(positive).
- Float field data must be between -2147483647.999(negative) and 2147483647.9999(positive).
- Float fields can have a maximum of 4(four) places after the decimal.
- Date field data/values must be between 1/2/1904 and 12/31/2031.
- A value of 1/1/1904 in a Date field will convert to No Date in HanDBase, as will no value.

If you decide you would like to change the Structure of the database in HanDBase, ie field types, you must NOT edit the data in FileMaker until after you have made those changes and Synchronized. Please see the Structure Changes section of How It Works, above for more details on this limitation.

Some of these limitations can be addressed by simply setting up your FileMaker fields to have the same limitations. This way you would not be able to enter data in FileMaker that would not be valid. For example in the Properties for a Text field you would set the Validation option for "Maximum Number of Characters" to 254. Another example would be Date Fields, you would set the Validation option for "In Range" to be 1/1/1904 to 12/31/2031. We have included a Database in the Samples sub-folder of the HanDBase Sync Exchange for FileMaker folder called All Supported Fields.fp5. In this database we have created a field for each HanDBase field type and set the Validation and Auto-Enter options for these fields so they match as closely to HanDBase as possible.

HandBase Sync Exchange Conduit for Windows

Introduction

What is HandBase Sync Exchange?

HandBase Sync Exchange is an Add-On utility that works with the HandBase application for your handheld device.

Sync Exchange enables two unique functions that can be used separately or in combination. You can use Sync Exchange to set up Multi-User synchronization to a single HandBase Database on a desktop computer or server. You can also use Sync Exchange to synchronize your handheld HandBase database with a Microsoft Access database or ODBC Data Source on a desktop computer or backend server, depending on which version of Sync Exchange you have.

There are two separate versions of the HandBase Sync Exchange, Sync Exchange for MS Access and Sync Exchange for ODBC. The version for MS Access will only be able to Synchronize with MS Access while the ODBC version will be able to Synchronize with MS Access and other ODBC compliant applications.

As mentioned previously you can use the functions mentioned above, in combination. This means you can, for example, set up a database that multiple users will synchronize with that will also synchronize with an MS Access table.

What packages is HandBase Sync Exchange included with?

HandBase Sync Exchange for MS Access is available separately and is also included in the following packages.

- HandBase for Palm OS Professional Edition
- HandBase for Pocket PC Professional Edition

HandBase Sync Exchange for ODBC is available separately and is also included in the following packages.

- HandBase for Palm OS Enterprise Edition
- HandBase for Pocket PC Enterprise Edition

System Requirements

Microsoft Windows 95, 98, ME, NT 4.51, 2000, XP

Microsoft Access 97, 2000 or XP(2002) required for synchronization with Microsoft Access

ODBC-enabled product required for synchronization with an ODBC data source

HandBase and HandBase Desktop version 3.0 or greater

2MB of hard drive space

Getting Started

Program Registration

In order to use your registered version of HandBase Sync Exchange you will need to enter your 16 digit License Key.

If you purchased this software online or directly from DDH Software then this License Key is found by logging into the DDH Software website using the email address you registered with and the password you were provided when you registered.

If you purchased this software in a retail outlet then this License Key is printed on the insert to the package for the software. Be sure to use the correct code for your handheld and desktop platforms. You will also want to follow the instructions for registering the software so that you can download future updates and receive Technical Support.

You will be prompted to enter your License Key during the installation process. Once entered you will be able to use the HandBase Sync Exchange you are registered for.

Installation

This application is installed when you run the installation program you downloaded from the DDH Software, Inc. Website.

Setup

Accessing Sync Exchange

Palm OS Users

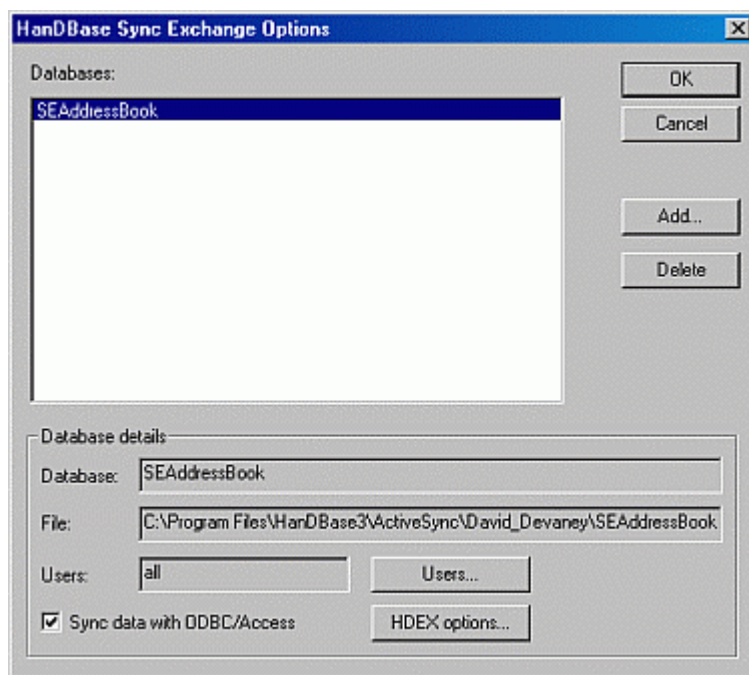
To access HanDBase Sync Exchange for ODBC you will need to Launch the Palm Desktop software. Once opened you will need to select Custom from the HotSync Menu. This will open the Custom screen. Here you will see a HanDBase 3.0 Conduit listed. Click to Highlight this and then click the Change button. This will open the HanDBase Conduit Settings Screen. On this screen you will see a Sync Exchange Button. The functions behind this button enable the Multi-User Sync between multiple Handheld users, Palm or Pocket PC, to a single Desktop databnase, as well as Synchronization with an ODBC database table, also amongst Multiple Users, Palm or Pocket PC.

Pocket PC Users

To access HanDBase Sync Exchange for ODBC you will need to locate the HanDBase 3.0 folder on your Start Menu under Programs/All Programs. There you will find the HanDBase ActiveSync Conduit Options. Select this item. This will open the HanDBase Conduit Settings Screen. On this screen you will see a Sync Exchange Button. The functions behind this button enable the Multi-User Sync between multiple Handheld users, Palm or Pocket PC, to a single Desktop databnase, as well as Synchronization with an ODBC database table, also amongst Multiple Users, Palm or Pocket PC.

NOTE: You can also access these settings by running a Synchronization and then when it is complete click the Options button on the Sync Progress Screen.

Sync Exchange Options



This screen is the starting point for setting up databases to Synchronize with multiple users will through the HanDBase Conduit. This makes it possible to set up a master database on the computer, or even a server, and then have Multiple Handheld users, Palm or Pocket PC, synchronize with that database. That is the basic functionality of this tool. However this software adds an even more advanced feature. This screen is also the starting point for setting up databases to Synchronize directly with an ODBC or MS Access table. Once configured properly, any changes you make on your handheld or in the selected table in the ODBC data source or in MS Access will be Synchronized. You can even combine these two options to make it possible to Synchronize multiple handheld users with a single ODBC or MS Access database table.

When you click the *Sync Exchange* button you will see the screen pictured to the left. On this screen are a number of options. Following is a list of these options and what functions they perform.

Databases List

This list shows the databases that are currently set up to Synchronize with Multiple Users or with ODBC. You will see this same list regardless of which user you access this screen from as it is universal among all handheld users.

Ok Button

Clicking this button saves any changes and exits this window, returning you to the HanDBase Conduit Settings Window.

Cancel Button

Clicking this button discards any changes and exits this window, returning you to the HanDBase Conduit Settings Window.

Add Button

Clicking this button will open a File Open Dialog where you can choose a HanDBase Database file to Add for Multi-User Synchronization or Synchronization with an ODBC database. You will also use this dialog to type in a NEW HanDBase PDB file name if you will be Synchronizing with an existing ODBC data source or MS Access table which does not yet have a corresponding HanDBase database.

Delete Button

Clicking this button will Delete the currently selected database in the Databases list to the Left. This will remove it from Multi-User Synchronization and Synchronization with ODBC. *Database Details*

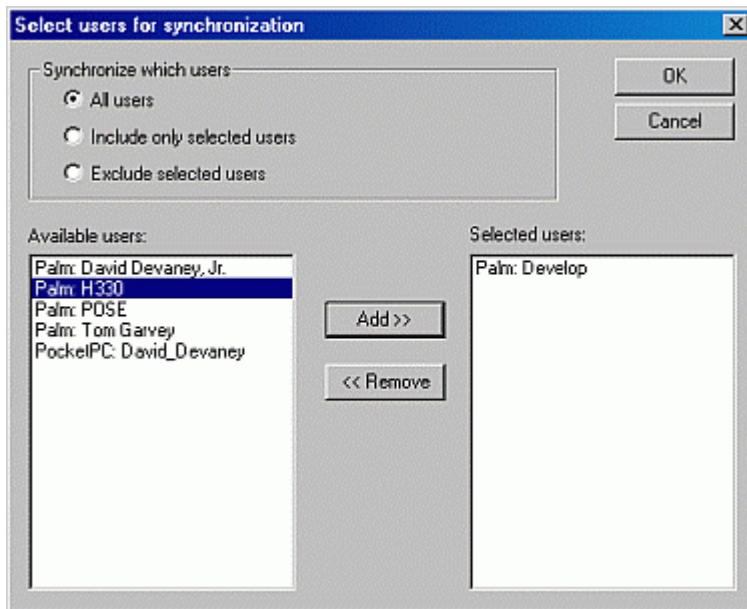
This section lists the details about the currently selected database in the Databases List. Following are the items shown here.

Database:

Displays the name of the HanDBase database that is set up to Synchronize.

File:

This option displays the Path and FileName of the HanDBase database you are Synchronizing.

*Users:*

This field displays the Users Sync Option. It will either display **All**, indicating that all users the Sync with this computer will be Synchronized with this database, **include**, indicating that only the users in the Selected Users list on the Select Users screen will be synchronized with this database, and **exclude**, indicating that all users in the Selected Users list on the Select Users screen will NOT be synchronized with this database.

Users... Button

Clicking this button will take you to the *Select Users for Synchronization Screen*. The options on this screen will be described below in the Select Users section.

Sync Data with ODBC/Access

If you check this option you will be able to access the HDEX Options... screen so that you can

configure this database to Synchronize with ODBC, including MS Access.

HDEX Options...

Clicking this option will take you to the *HanDBase Data Exchange for ODBC database Merge configuration Screen*. Here you will be able to set up the options for Synchronizing this database with ODBC. The options on this screen will be described below in the ODBC Database Configuration Screen section.

Select Users for Synchronization

This configuration screen enables you to select the users that you want to Synchronize with this HanDBase database, if doing a Multi-User Sync, or with ODBC if using the Sync Exchange Options. This screen has the following options and sections, which are described below.

Synchronize Which Users

From these options you select which "Groups" of users you want to Synchronize. Following are your choices.

All Users

If you leave the default option of All selected then Every user who Synchronizes with this computer will have this particular database Synchronized in a Multi-User fashion.

Include only selected Users

If you select this option then ONLY the users added to the "Selected Users" list, below, will be Synchronized with this database, in a Multi-User fashion.

Exclude selected users

If you select this option then the users added to the "Selected Users" list, below, will be the only ones that do NOT Synchronize with this database, in a Multi-User fashion.

Available Users:

This list represents all the handheld users that Sync, or have Synced in the past, with this computer.

Selected Users:

This list represents the handheld users that you would like to include or exclude from a Multi-User Synchronization

NOTE: If you leave the All Users option selected above then even if you move users to the Selected Users list they will ALL still be Synchronized.

Add >> Button

Use this button to move users from the *Available Users* list to the *Selected Users* list. Simply highlight the name of the user you would like to move and then click this Add>> button to move that user.

< < Remove Button

Use this button to remove users from the *Selected Users* list and back to the *Available Users* list. To move a user simply highlight the name of that user in the righthand list and then click the < < Remove button to move that user.

Ok Button

Click this button to save any changes you have made and return to the Sync Exchange Options screen.

Cancel Button

Click this button to discard any changes you have made and then return to the Sync Exchange Options screen.

Merge Configuration

This screen enables you to configure an ODBC database to Synchronize with your HanDBase database. This advanced feature makes it possible to Synchronize directly with an ODBC table. This means that, once configured properly, any changes you make in your ODBC Data Source, including an MS Access database, or in HanDBase will be Synchronized, or Merged, together when you Synchronize. Following are the options you be able to set in this screen to enable the Synchronization with ODBC.

Enter a HanDBase database

When configuring the Synchronization with ODBC this option will already be filled out based on the Database you chose to Sync for this option.

Apply active HanDBase filters to records being exported

If you check this option then ONLY the records that are in the current filter range will be Synchronized with the HanDBase database.

Select the type of data source to merge to

NOTE: This option is only available in the ODBC version of Sync Exchange. If you have the MS Access only version then you will only see the option, below, to *Enter an MS Access (.mdb) database*.

Merge with an ODBC Data Source

Select this option if you would like to Synchronize with an ODBC Data Source. You can click the ODBC Administrator button to view the existing data sources and to add additional ones. Use the drop down selector under *Select an ODBC data source* to choose which ODBC Data Source you want to Sync with.

Merge with an MS Access database

Select this option if you would like to Synchronize directly with an MS Access database file. To select an existing MDB file click the **Browse** button to the right and then navigate to the location where your Access database is. Then select that database and click Open. You can also type in the path to a new Access database file you want to create and then Synchronize with. HanDBase Sync Exchange has the ability to create a new MS Access database from scratch, if you choose that option.

Table Name:

Here you can select an existing table you want to Synchronize with, if you have selected an ODBC Data Source or an existing MDB file. Otherwise you can type in a new name for the table you want to create. Additionally, if you have selected an existing ODBC Data Source or MDB file you can still type in a New Table name to Synchronize with.

Filter

This feature enables you to enter parameters to filter the data you are importing. This feature is currently designed to be used by users who are familiar with SQL queries and statements. The parameters you will enter are basically what you would enter as part of a WHERE clause in an SQL query or statement. We use the ANSI SQL Syntax for these parameters so you will need to use the same for the portion of the clause you will be entering.

Warning: If you are not familiar with SQL queries or statements we do not recommend you use this feature at this time as there is a chance of data loss if the filter is not set up properly.

To access the Filter screen click on the Filter button below the Table name. You will need to enter/select your ODBC or MS Access database and Table before you can use this option.

After you click the Filter button you will be presented with the Filter dialog, shown below.

Filter

Enter the selection criteria to be used as a filter on fetching the incoming database records. The available columns and their datatypes are displayed below for reference.

Selection criteria should follow standard ANSI SQL format and can be combined using the SQL keywords AND and OR.

Examples:
integer_column = 123
float_column <> 1234
text_column = 'abc'
date_field >= '2001-01-01'
time_field < '13:00:00'

Note : The text will be appended as is as a "where clause" to the generated select statement.

Column Name	Column Type
Text	VARCHAR
Integer	INTEGER
Float	DECIMAL

OK Cancel

In the lower section of this dialog is where you will enter the parameters you wish to base the filter on.

If you double click the column name in the upper section it will put the column name in the lower section where the cursor currently is. That way you do not have to type your field names.

Examples are given in the area above the Column List.

Parameter Details:

Please be aware of the following items and known limitations for your parameters/expressions.

You do not need to put in the WHERE portion of the clause. That will be pre-pended by the program. All you need to enter is something like the following example:

text_value = 'test'

Data Exchange would automatically turn that into:

WHERE text_value = 'test'

If you use the WHERE clause your Filter will fail.

You can use AND and OR in your parameters to perform more complex filtering. Following is an example of a parameter using AND and OR:

text_value = 'test' AND integer_value = 12 OR text_value = 'notest'

Numeric Values in the condition portion of the parameter must NOT be surrounded by quotes. An example of a correct parameter is as follows:

integer_value = 123

float_value = 123.4567

Non-numeric values, including Text, Date and Time, MUST have the condition portion of the parameter surrounded by SINGLE quotes. Examples of correct parameters are as follows:

```
text_value = 'test'
date_value = '2002-03-20'
time_value = '21:40:01'
```

The format of the Date condition portion of the parameter is dependent on the ODBC Driver that is being used to perform the conversion. The HanDBase Data Exchange has no control over whether a date format is supported. However there is one format that is supported by all applications that support ODBC standards. If you use the following format there should be no problems with the Filter.

```
date_value = 'yyyy-mm-dd'
```

The format of the Time condition portion of the parameter is dependent on the ODBC Driver that is being used to perform the conversion. The HanDBase Data Exchange has no control over whether a time format is supported. However there is one format that is supported by all applications that support ODBC standards. If you use the following format there should be no problems with the Filter.

```
time_value = 'hh:mm:ss'
```

You can use braces/parentheses around your parameters to group them together. Following is an example of a parameter using braces:

```
(Text = 'test' AND Date < '2000-01-01') OR (Text = 'test2' AND Date > '2001-01-01')
```

The following are supported ways of evaluating the parameter so your filter produces the correct result.

```
= (Equal To)
> (Greater Than)
< (Less Than)
>= (Greater Than or Equal To)
<= (Less Than or Equal To)
<> (Not Equal To)
```

Data Handling

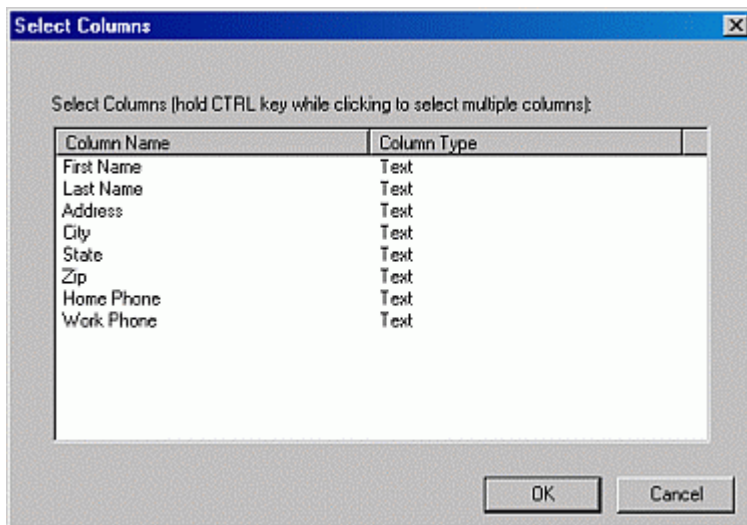
There are three possible ways for handling your data. Following is a list of those options and what you can do with them.

Merge All Columns

If you leave this default option enabled then all Columns/Fields in these databases will be Synchronized.

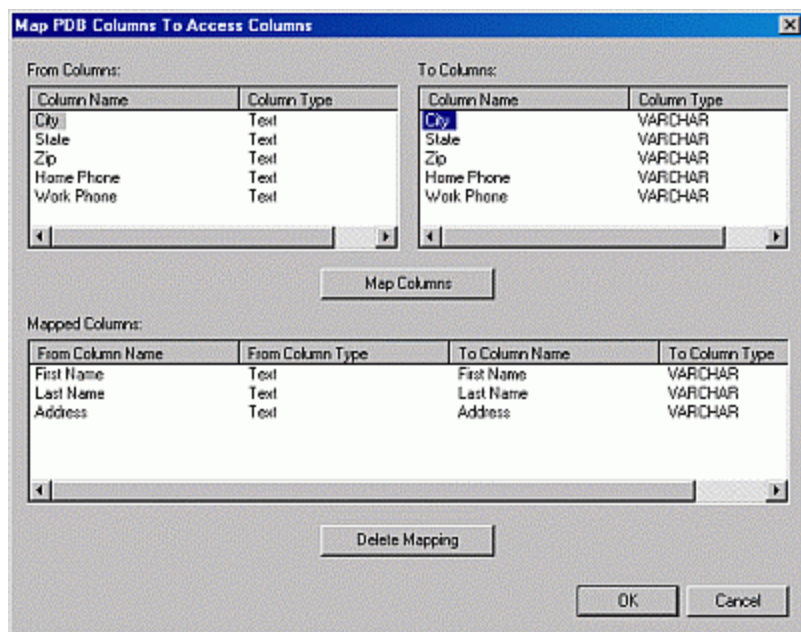
NOTE: If you choose this option then either you must let Sync Exchange create this table for you so the Fields properly match up, or, if you already have an existing table, the Fields must match up exactly for them to be able to Sync. This includes Field/Column Names as well as the Data Types.

Merge Selected Columns



If you choose this option then only the columns you select to be Merged will be Synchronized. This option is most useful when you are creating the DB from scratch as this allows you to specify which fields you want to be created, and subsequently synchronized. When you select this option and click the "Select Columns" button you will see the screen to the Left. To select your columns click on them in the list. To select more than one hold the CTRL(Control) key on your keyboard down while you select the columns.

NOTE: If you try to Synchronize with an existing MDB file using this option you must make sure that the Fields match up completely, this includes the Field/Column Names as well as the Data Types.



Merge Mapped Columns

If you choose this option then you will have the ability to Synchronize more completely with an existing MDB file. Using this option you can map specific fields from your HanDBase database with specific fields from your ODBC Data Source or MS Access Table. This is the best option to use if you have an existing ODBC Data Source or MS Access MDB file as it will let you match up columns even if they do not have the same field names. When you select this option and click the "Map Columns" button you will see the screen to the left. On this screen you will need to select the HanDBase field from the lefthand list and then select the ODBC/Access Field from the righthand list. After you have selected the appropriate columns click the "Map Columns" button to add that mapping to the lower section. If you have added a mapping and later wish to remove it simply select that

mapping from the Lower section and then click the "Delete Mapping" button. When you are finished Mapping columns click the OK button to save your changes and return to the Sync Exchange Options screen. Or, to discard any changes and return to the Sync Exchange Option screen click the Cancel button.

How It Works

Standard Synchronization

HanDBase Sync Exchange, while enabling advanced Syncing options, still performs as a standard Synchronization Conduit as well. This functionality is described in detail in the HanDBase Conduit sections.

Multi-User/ODBC Synchronization

The Synchronization capabilities of this software work the same as the standard HanDBase Conduit. Since that conduit is included with this package the documentation describing its uses and how exactly it Synchronizes are in the Documentation for that. See the Standard Synchronization section above for more details.

To put this in simple terms, if you add, edit or delete records on your handheld or in your ODBC table, those changes will be reflected on both sides when you Synchronize.

HanDBase Data Exchange for Windows

Introduction

What is HanDBase Data Exchange?

HanDBase Sync Exchange is an Add-On utility that works with the HanDBase application for your handheld device.

This add-on makes it possible to convert data from Microsoft Access to HanDBase and vice versa or from an ODBC data source to HanDBase and vice versa, depending on the version of Data Exchange you are using.

There are two separate versions of the HanDBase Data Exchange, Data Exchange for MS Access and Data Exchange for ODBC. The version for MS Access will only be able to do conversions with MS Access while the ODBC version will be able to Synchronize with MS Access and other ODBC compliant applications.

What packages is HanDBase Data Exchange included with?

HanDBase Data Exchange for MS Access is available separately and is also included in the following packages.

- HanDBase for Palm OS Professional Edition
- HanDBase for Pocket PC Professional Edition

HanDBase Data Exchange for ODBC is available separately and is also included in the following packages.

- HanDBase for Palm OS Enterprise Edition
- HanDBase for Pocket PC Enterprise Edition

System Requirements

Microsoft Windows 95, 98, ME, NT 4.51, 2000, XP

Microsoft Access 97, 2000 or XP(2002) required for conversion to and from Microsoft Access

ODBC-enabled product required for conversions to and from an ODBC data source

HanDBase and HanDBase Desktop version 3.0 or greater

4 MB of hard drive space

Getting Started

Registration

In order to use your registered version of HanDBase Data Exchange you will need to enter your 16 digit License Key.

If you purchased this software online or directly from DDH Software then this License Key is found by logging into the DDH Software website using the email address you registered with and the password you were provided when you registered.

If you purchased this software in a retail outlet then this License Key is printed on the insert to the package for the software. Be sure to use the correct code for your handheld and desktop platforms. You will also want to follow the instructions for registering the software so that you can download future updates and receive Technical Support.

You will be prompted to enter your License Key during the installation process. Once entered you will be able to use HanDBase Data Exchange you are registered for.

Installation

The installation of the HanDBase Data Exchange program is handled by the installation program that you download from the DDH Software website or receive on a CD or Disk via mail. When you run this installation file the program will be installed automatically.

Once installed you will be able to find the application and documentation on your Start Menu under Programs in the Data Exchange sub-folder of the HanDBase 3.0 folder.

During installation you will be given the opportunity to integrate the Data Exchange application with the HanDBase Desktop for Windows application as Plug-ins. You can choose to add the available Plug-ins at this time or cancel, if you prefer. The plug-ins are described in more detail in the *HanDBase Desktop Plug-ins* section below.

Data Type Conversion

Introduction

When you export a HanDBase database to an ODBC data source, the data types you choose for the fields in your database are converted to ODBC data types. Similarly, when a table is imported from an ODBC data source into a HanDBase database, the data types of the columns in the table are converted into HanDBase field types. The following sections explain the data type conversions made by the HanDBase Data Exchange program.

Conversion of HanDBase Types to ODBC Types

For each HanDBase field type, the corresponding ODBC data type that it is converted to is described below.

Text

A HanDBase Text field type is converted to an ODBC varchar type. The "Max Characters" setting for the HanDBase field is used as the column width in the column type definition. For example, if your text field was created with "Max Characters" set to 40, the ODBC column type definition will be varchar(40) NULL. The NULL allows for the case where your Text field is not defined.

Integer

A HanDBase Integer field type is converted to an ODBC integer type. The ODBC column type definition will be integer NULL. The NULL allows for the case where your Integer field is not defined.

Float

A HanDBase Float field type is converted to an ODBC double type. The ODBC column type definition will be double NULL. The NULL allows for the case where your Float field is not defined.

Pop-Up

A HanDBase Pop-Up field type is converted to an ODBC varchar type. The text representing the popup choice is converted into the column data. The ODBC column type definition will be varchar(40) NULL. The NULL allows for the case where your Pop-up choice is not defined.

CheckBox

A HanDBase CheckBox field type is converted to an ODBC bit type. The ODBC column type definition will be bit NOT NULL. In the case of a CheckBox, NULL is not allowed since the CheckBox is defined as either checked or unchecked.

Unique

A HanDBase Unique field type is converted to an ODBC integer type. The ODBC column type definition will be integer NULL.

Date

A HanDBase Date field type is converted to an ODBC date type. The ODBC column type definition will be date NULL. The NULL allows for the case where your Date field is not defined.

Time

A HanDBase Time field type is converted to an ODBC time type. The ODBC column type definition will be time NULL. The NULL allows for the case where your Time field is not defined.

Link

A HanDBase Link field type is converted to an ODBC varchar type. The Link represents a column in another database. When converted, the integer representing the column number of the field from the other database becomes the column data. The ODBC column type definition will be varchar(40) NULL.

Linked

A HanDBase Linked field type is converted to an ODBC varchar type. The Linked field contains the value (as text) from the 'Show value from' field. When converted, that text becomes the column data. The ODBC column type definition will be varchar(40) NULL.

Note

A HanDBase Note field type is converted to an ODBC varchar type. The ODBC column type definition will be varchar(40) NULL. The NULL allows for the case where your Note field is not defined.

DBPopup

A HanDBase DBPopup field type is converted to an ODBC varchar type. The DBPopup field contains the text value for the popup selection. When converted, that text becomes the column data. The ODBC column type definition will be varchar(40) NULL.

Calculated

A HanDBase Calculated field type is converted to an ODBC varchar type. The ODBC column type definition will be varchar(40) NULL. A varchar type is used because some calculations are not numeric. Hence, the result is not always numeric.

Conditional

A HanDBase Conditional field type is converted to an Access Text type.

Unsupported Field Types

The HanDBase Heading, Image, Relationship and External field types are currently not supported by the Data Exchange program.

Conversion of HanDBase Types to Access Types

For each HanDBase field type, the corresponding Access data type that it is converted to is described below.

Text

A HanDBase Text field type is converted to an Access Text type.

Integer

A HanDBase Integer field type is converted to an Access Number type.

Float

A HanDBase Float field type is converted to an Access Currency type.

CheckBox

A HanDBase CheckBox field type is converted to an Access Yes/No type.

Date

A HanDBase Date field type is converted to an Access Date/Time type.

Time

A HanDBase Time field type is converted to an Access Date/Time type.

Pop-Up

A HanDBase Pop-Up field type is converted to an Access Text type. The text representing the popup choice is converted into the column data.

Note

A HanDBase Note field type is converted to an Access Memo type.

Unique

A HanDBase Unique field type is converted to an Access AutoNumber type.

Link

A HanDBase Link field type is converted to an Access Text type. The Link represents a column in another database. When converted, the integer becomes the column data.

Linked

A HanDBase Linked field type is converted to an Access Text type. The Linked field contains the integer value that maintains the relationship in HanDBase. When converted, that integer becomes the column data.

DBPopup

A HanDBase DBPopup field type is converted to an Access Text type.

Calculated

A HanDBase Calculated field type is converted to an Access Text type. A Text type is used because some calculations are not numeric. Hence, the result is not always numeric.

Conditional

A HanDBase Conditional field type is converted to an Access Text type.

Unsupported Field Types

The HanDBase Heading, Image, Relationship and External field types are currently not supported by the Data Exchange program.

Conversion of ODBC Types to HanDBase Types

For each SQL Data Type defined by ODBC, the corresponding HanDBase field type that it is converted to is described below.

Integer, Bookmark, Smallint, Tinyint, and Bigint

The SQL data types INTEGER, BOOKMARK, SMALLINT, TINYINT, and BIGINT are converted to HanDBase integer fields.

Real, Float, Double Precision, and Numeric

The SQL data types REAL, FLOAT, DOUBLE PRECISION, and NUMERIC are converted to HanDBase float fields.

Bit

The SQL data type BIT is converted to a HanDBase checkbox field.

Date

The SQL data type DATE is converted to a HanDBase date field.

Time

The SQL data type TIME is converted to a HanDBase time field.

Timestamp

The SQL data type TIMESTAMP is converted to two HanDBase fields: a date field for the date portion of the timestamp and a time field for the time portion of the timestamp

Char

The SQL data type CHAR is converted to a HanDBase text field. The width of the column becomes the "Max Characters" value of the text field in HanDBase.

Varchar

The SQL data type VARCHAR is converted to a HanDBase text field if the width of the column is less than 255 characters. In this case, the width of the column becomes the "Max Characters" value of the text field in HanDBase. If the width of the column is greater than or equal to 255 characters, it is converted to a HanDBase note field.

Long Varchar

The SQL data type LONG VARCHAR is converted to a HanDBase note field.

Unsupported Field Types

The ODBC Interval data types, Unicode character types, BINARY and GUID types are currently not supported by the Data Exchange program.

Conversion of Access Types to HanDBase Types

For each Access data type, the corresponding HanDBase field type that it is converted to is described below.

AutoNumber

The Access data type AutoNumber is converted to a HanDBase integer field.

Currency

The Access data type Currency is converted to a HanDBase float field.

Date/Time

The Access data type Date/Time is converted to two HanDBase fields: a date field for the date portion of the date/time and a time field for the time portion of the date/time.

Memo

The Access data type Memo is converted to a HanDBase note field.

Number

The Access data type Number is converted to a HanDBase integer field.

Text

The Access data type Text is converted to a HanDBase text field.

Yes/No

The Access data type Yes/No is converted to a HanDBase checkbox field.

Unsupported Field Types

The Access OLE Object and Hyperlink data types are currently not supported by the Data Exchange program.

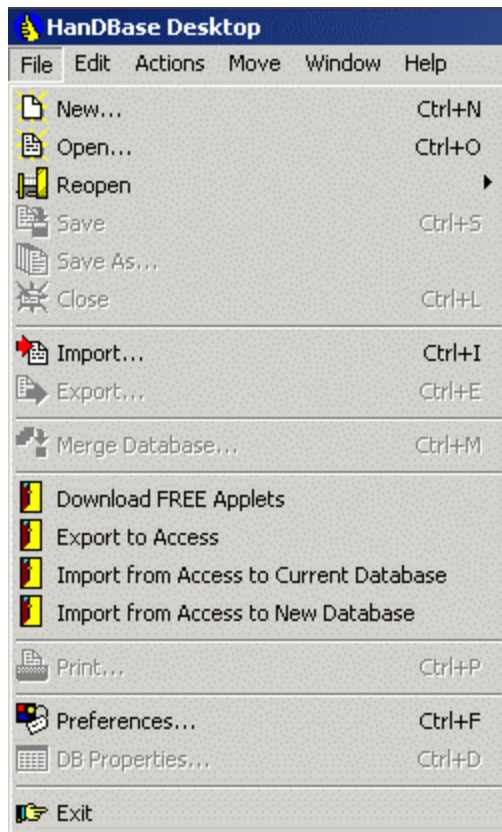
HanDBase Desktop Plug-ins

Introduction

When you install the HanDBase Data Exchange application you are given the option to install Plug-ins into the HanDBase Desktop application, if the desktop application is installed. You can use these Plug-ins to more easily access functions of the Data Exchange program to make conversions easier. You will find these Plug-ins on the File menu of the HanDBase Desktop application. The images below show what this will look like. The one on the left shows the Data Exchange for Microsoft Access Plug-ins and the image on the right shows the Data Exchange for ODBC Plug-ins.

Following are descriptions of the applicable plug-ins that are installed along with what they do and any special steps you need to take to have them function properly.

Data Exchange for Microsoft Access



The options below will be available if you have the Data Exchange for MS Access version of the software.

Export to Access

Selecting this Plug-in will first Save the HanDBase database that is currently open and then take the information about that database and fill in the HanDBase Data Exchange parameters automatically. The file name will be the same as the current HanDBase Database but with the .MDB extension. The Table name will default to the name of the HanDBase Database. All you will have to do is click the Export Data button to perform the export. You may want to change the location where the MDB file will be saved in so it is easier to locate. You can also change any other settings that you wish to.

Import from Access to Current Database

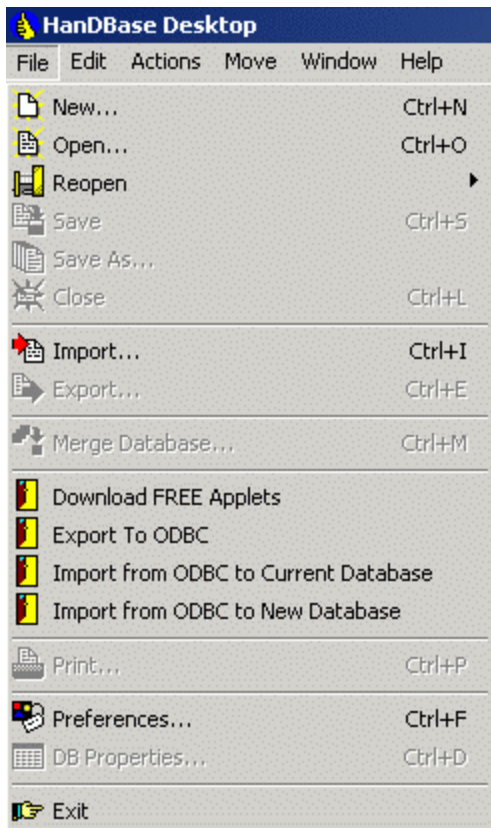
Selecting this option will first Save the HanDBase database that is currently open and will then take the information about that database and fill in the HanDBase Data Exchange parameters automatically. It will base the MDB file name off that of the HanDBase Database. If the file is not present in the default folder you will need to navigate to where you have stored the Access database. Additionally, the Import Table name will default to the name of the HanDBase Database. If a table exists with that name and the file is in the default location then the table name will automatically be selected. However if the file is not in that location or if you have a different Table name you will need to manually select it. You then only have to click the Import button to perform the Import. You can change any of the other options if you wish. After the file is imported you will be returned to the

HanDBase Desktop and the HanDBase Database will be Re-loaded to reflect the changes.

Import from Access to New Database

This option simply makes a call to the HanDBase Data Exchange so you can import an Access Table. When you select this option you will first be prompted to enter a new HanDBase .PDB file name. You will need to type in what you want to call the file after it is imported. Be sure to specify the .PDB portion, ie Test.PDB. The Data Exchange program will then load with the Destination HanDBase Database info already filled out. You will then need to select the Access .MDB database file you wish to import from. After selecting that you will need to select the Table you wish to import. You then only have to click the Import button to perform the Import. You can change any of the other options if you wish. After the file is imported you will be returned to the HanDBase Desktop and the New HanDBase Database will be loaded for you to view.

Data Exchange for ODBC



The options below will be available if you have the Data Exchange for ODBC version of the software.

Export to ODBC

Selecting this Plug-in will first Save the HanDBase database that is currently open and then take the information about that database and fill in the HanDBase Data Exchange parameters automatically. Unless you have an ODBC Data Source with the EXACT same name as the HanDBase Database then you will need to select the Data Source when Data Exchange opens. The Table name will default to the name of the HanDBase Database. If you wish to export to a different table then you can change this. All you will have to do then is click the Export Data button to perform the export. You can change any other settings that you wish to.

Import from ODBC to Current Database

Selecting this option will first Save the HanDBase database that is currently open and will then take the information about that database and fill in the HanDBase Data Exchange parameters automatically. It will attempt to find an ODBC Data Source with the same name as that of the HanDBase Database. If nothing is found you will need to select the Data Source when Data Exchange opens. Additionally, the Import Table name will default to the name of the HanDBase Database. If a table exists with that name and a Data Source with the same name is found then the table name will automatically be selected. However if the Data Source is not found then you will need to manually select it. You then only have to click the Import button to perform the Import. You can change any of the other options if you wish. After the file is imported you will be returned to the HanDBase

Desktop and the HanDBase Database will be Re-loaded to reflect the changes.

Import from ODBC to New Database

This option simply makes a call to the HanDBase Data Exchange so you can import a Table from an ODBC Data Source. When you select this option you will first be prompted to enter a new HanDBase .PDB file name. You will need to type in what you want to call the file after it is imported. Be sure to specify the .PDB portion, ie Test.PDB. The Data Exchange program will then load with the Destination HanDBase Database info already filled out. You will then need to select the ODBC Data Source you wish to import from. After selecting that you will need to select the Table you wish to import. You then only have to click the Import button to perform the Import. You can change any of the other options if you wish. After the file is imported you will be returned to the HanDBase Desktop and the New HanDBase Database will be loaded for you to view.

Interface

Options

In order to make your conversions go more smoothly or to be able to convert to certain versions of MS Access there are now options available. These can be accessed by clicking the Options button on the interface, after selecting whether you want to Export or Import. When selected you will see the interface below. The options available are described below. These options are especially useful when you save a configuration to be used again. These options will be saved there as well so they do not continually have to be re-entered.

The screenshot shows a standard Windows-style dialog box titled "Options". It is divided into two main sections. The first section, "HanDBase Options", contains two text input fields labeled "Password:" and "Decryption Password:". The second section, "Data Source Options", contains two text input fields labeled "User ID:" and "Password:", followed by two radio button options: "Use single quotes to denote identifiers" (which is selected) and "Use double quotes to denote identifiers". At the bottom right of the dialog are "OK" and "Cancel" buttons.

HanDBase Options

Password

If you have a password set to protect access to your database you can enter it here so it is automatically passed to the database when you attempt to Export or Import data.

Encryption Password

If you have enabled encryption on this database you can enter the encryption password here so it is automatically passed to the database when you attempt to Export or Import data.

NOTE: Entering a password here will only work if you have encrypted the entire database using that option or, if you chose to encrypt marked records when closed or to manually encrypt records and then used the same exact password to encrypt the data in those fields.

Data Source Options

User ID

If your database contains security restrictions that limit access to a specific user you can enter the appropriate User ID here so it is automatically passed to the database when you attempt to Import or Export data. You will use this in combination with the Password option below.

Password

If your database contains security restrictions that limit access to a specific user you can enter the appropriate Password here so it is automatically passed to the database when you attempt to Import or Export data. You will use this in combination with the User ID option above.

Certain database applications are not fully ODBC compliant and may not be able to handle data that is passed to it, through it's ODBC Driver, unless that data is surrounded by specific quotes. You can use these options to select whether you want, or need, to use single quotes or double quotes to denote the identifiers to that program's ODBC Driver.

Use single quotes to denote identifiers

Use double quotes to denote identifiers

Menu Functions

File

Save Configuration

Use this option to save the current configuration to an .HDE file. Using this option you can save the configuration so you don't have to manually enter all the settings each time you want to convert the same files. This is particularly helpful when using the command line options so you don't have figure out and type out all the arguments into the command line or batch/script file. See the Using HanDBase Data Exchange from a Command Line section for more info on using this.

Load Configuration

Use this option to load a previously saved .HDE configuration file. Using this you will not have to enter all the settings for a previously used conversion.

Exit

Exits the application. This can also be accomplished but clicking the standard Windows close button, [X], in the upper right hand corner of the application.

Mode

There are two modes in the HanDBase Data Exchange. You generally select the mode when you first start the application. However, this menu will allow you to switch between the modes. This menu item will change depending on which Mode you are currently in. However one mode will always be available on this menu if you wish to switch.

Export HanDBase to Access

Selecting this Mode enables you to select the options and settings for converting a HanDBase Database into an Access Table.

Import Access to HanDBase

Selecting this Mode enables you to select the options and settings for converting an Access Table into a HanDBase Database.

Help

Help Topics

Selecting this option will open this Help file. It will default to the Overview screen but you can click the Contents button to be taken to the Table of Contents.

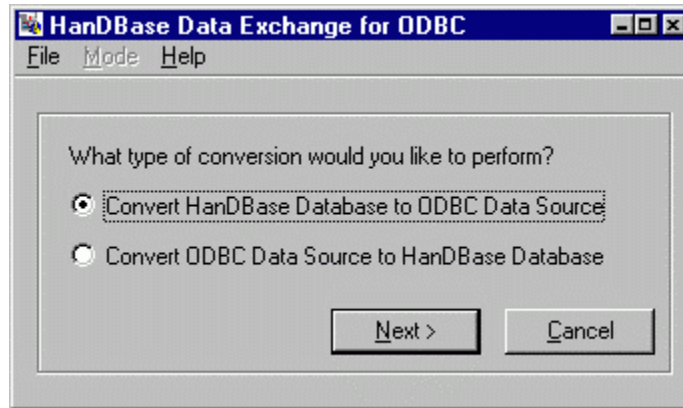
About

This option will open the HanDBase Data Exchange for Microsoft Access About screen where you will find the Program version as well as DDH Software, Inc. contact information.

Exporting a HanDBase Database

Introduction

To export data from a HanDBase database to an MS Access database or an ODBC data source, run the HanDBase Data Exchange program, select Convert HanDBase Database to ODBC Data Source or Convert HanDBase Database to Access, depending on the version of Data Exchange you have, and click Next.



How to export a HanDBase Database

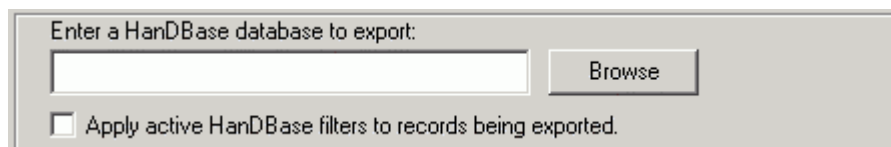
You will need to select the HanDBase database you want to export the data from. You will also need to select the ODBC data source to export the data to, and the table within that data source that you wish to receive the data. The following sections explain how to provide this information to the HanDBase Data Exchange program.

NOTE: If the number of fields you are exporting from your HanDBase database is not the same as the number of columns in the table you are exporting to, or if the fields and columns have different names, you should use the column mapping feature described below.

Enter a HanDBase Database to Export

Type in the full pathname of the HanDBase database that you want to export, or use the Browse button to locate it.

If you wish to only export data based on the filter(s) currently set in the HanDBase database then check the option box for: Apply active HanDBase filters to records being exported.



Select the Type of Data Source for the exported data

You can choose to export the data to be an ODBC data source, or to export the data directly to a Microsoft Access database.

If you want to export data to an ODBC data source, click the radio button labeled Export to an ODBC Data Source.

Alternately, if you want to export data directly to a Microsoft Access database, click the radio button labeled Export Directly to MS Access Database.

NOTE: If you are using the Data Exchange for MS Access version then you will only see an option to *Enter the destination MS Access (.mdb) database to export to.*

Select the type of data source to export the data:

☒ Export to an ODBC data source:
Select an ODBC data source to export to:
[Empty Dropdown] ODBC Administrator

☐ Export directly To MS Access database:
Enter an MS Access (.mdb) database to export to:
[Empty Text Box] Browse

Choosing the ODBC Data Source for the exported data

To select the ODBC data source to receive the exported data, select it from the combo box.

Select the type of data source to export the data:

☒ Export to an ODBC data source:
Select an ODBC data source to export to:
[Dropdown Menu with 'Access Test' selected] ODBC Administrator

☐ [Unselected]

aliases
dBASE Files
Excel Files
FoxPro Files - Word
HDB Palm user: Bob
HDB Palm user: David Devaney J

Browse

To add or administer ODBC data sources, including adding new ones, click the ODBC Administrator button at the right of the dialog.

Select the type of data source to export the data:

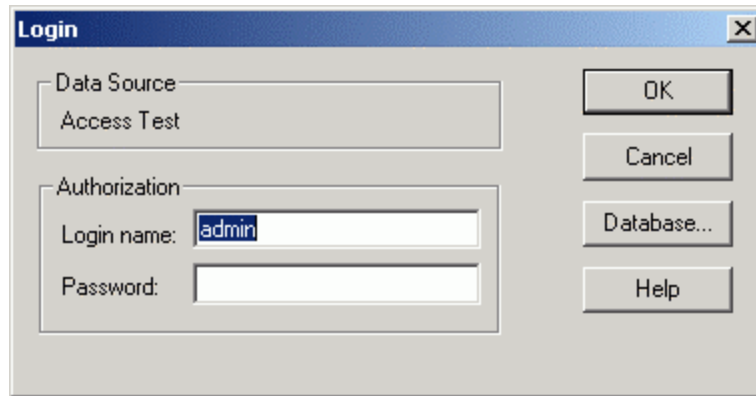
☒ Export to an ODBC data source:
Select an ODBC data source to export to:
Access Test ODBC Administrator

Choosing a Microsoft Access database for the exported data

To select a Microsoft Access Database to receive the exported data, type in the full pathname of the .MDB file, or use the Browse button to locate it.

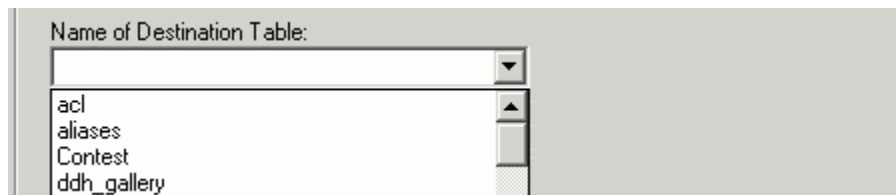
☒ Export directly To MS Access database:
Enter an MS Access (.mdb) database to export to:
C:\Test\Test.MDB Browse

Some data sources may ask you for a login and password, depending on how they are configured. The following screen shot shows an example of the Login dialog for a Microsoft Access Database.

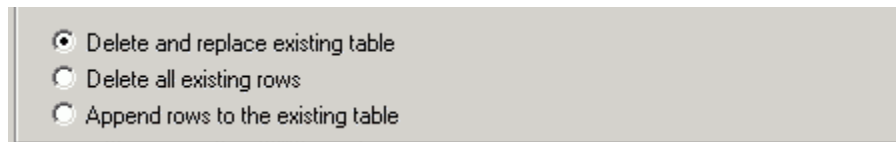


Enter the name of the Destination Table

With an ODBC Data Source or if choosing an Access database and the Access Database already exists you will be able to select an existing table to convert to from the drop down. If you wish to create a New Table, if your database permissions support that function, then type in the name of the table that will receive the exported data.



You have three options for how the table and data are managed when Exporting.



Delete and replace existing table

This is the default option and if selected it will first delete the existing table from the ODBC Data Source or Access Database and then create a new table, with the Table Name you selected or specified, based on the HandBase Database Structure. The data will then be added to that table.

NOTE: If you use this option any special settings or field options you have in your ODBC Data Source or Access table will be lost. If you do not want to lose any settings you will want to use the Delete all existing rows option below.

Delete all existing rows

If you use this option the ODBC Data Source or Access table structure you have will be retained. No settings or options will be lost. The existing data in that table will be replaced with this data that is being exported.

NOTE: You will lose all existing records in your Access Table. If you do not want to lose any records consider using the Append rows to existing table option below.

Append rows to existing table

If you use this option the ODBC Data Source or Access table structure you have will be retained. No settings or options will be lost. Additionally, your existing data will remain intact and this new data that is being exported will be appended to the existing records. This option is useful if you have multiple users collecting data and you want to be able to merge all the user's data into a single Access table for reporting.

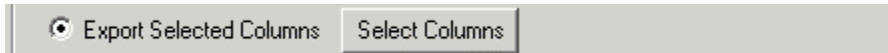
NOTE: If you use this option you could wind up with duplicate records if all the data is coming from the same source each time. However you can always run Queries to find and then delete duplicates.

Selecting Fields to Export

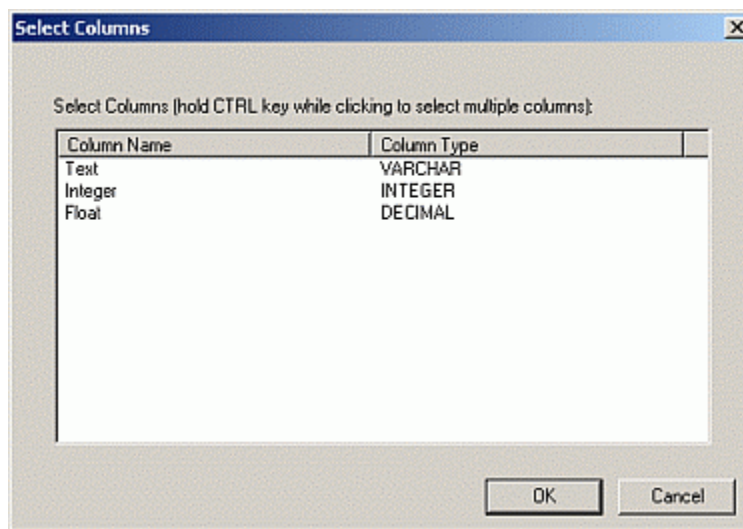
By default when you Export the Export All Columns option will be selected.



You can however select a different option. The first option would be to Export Selected Columns or Fields ONLY. Using this option you can select individual columns to export. This is useful if you only want a subset of your HanDBase Data converted to the ODBC Data Source or Access Table. To do this, click the Export Selected Columns radio button, then click on the Select Columns button to the left.



The Select Columns Dialog will be presented. You can select multiple individual columns by holding down the Ctrl key on your keyboard as you click the column names. When you are done, click the OK button to save these changes.

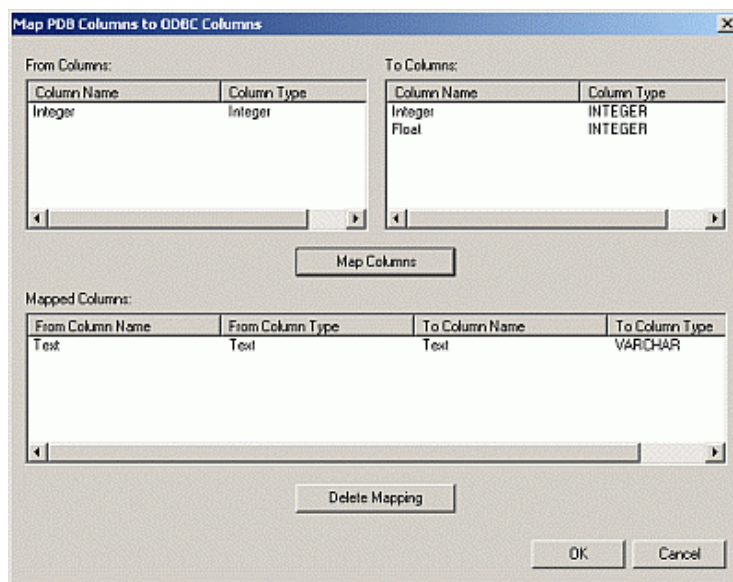


Using the Column Mapping feature when Exporting

If you do not want to Export all Columns or Selected columns you can use the final option of Export Mapped Columns or Fields ONLY. If the number of fields you are exporting from your HanDBase database is not the same as the number of columns in the table you are exporting to, or if the fields and columns have different names you will want to use this option. After selecting the Export Mapped Columns option click the Map Columns button.



You will be presented with a Column Mapping dialog. To map a HanDBase field to an ODBC or MS Access column, click the HanDBase field you wish to map from the list on the left. Next, click the ODBC or MS Access column you wish to map it to on the right. Finally, click the Map Columns button. You will see the column mapping appear in the Mapped Columns list in the lower part of the dialog. To delete a column mapping, select the column mapping you wish to delete from Mapped Columns list in the lower part of the dialog, then click the Delete Mapping button to remove the mapping. When finished mapping the columns you wish to map click the OK button to save these changes.



Exporting the Data

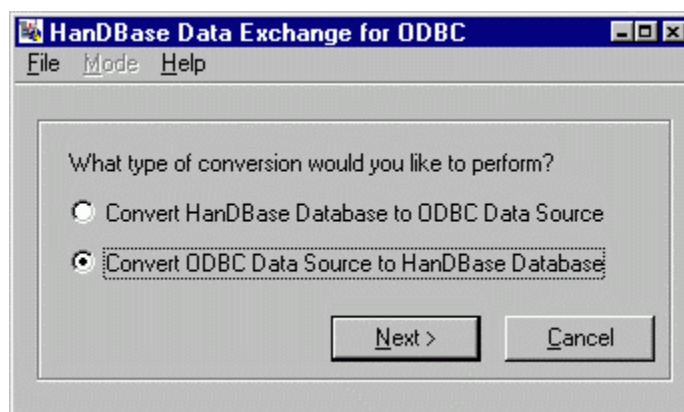
When you have entered the HanDBase database to export, selected the data source or Access table, specified the destination table, and chosen any options you wish to use click the Export Data button to export your data.



Importing data to a HanDBase Database

Introduction

To import data from an MS Access database or an ODBC data source into a HanDBase database, run the HanDBase Data Exchange program, select *Convert ODBC Data Source to HanDBase Database* or *Convert HanDBase Database to Access*, depending on the version of Data Exchange you have, and click Next.



How to Import data to a HanDBase Database

You will need to select the data source you want to import the data from, the table within that data source, and those columns from the table that you wish to import. In addition, you will need to provide the name of the destination HanDBase database. The following sections explain how to provide this information to the HanDBase Data Exchange program.

NOTE: If the number of fields you are importing to your HandBase database is not the same as the number of columns in the table you are importing from, or if the fields and columns have different names, you should use the column mapping feature described below.

Select the type of data source to import from

You can choose to import data from an ODBC data source, or import data directly from a Microsoft Access database.

If you want to import data directly from a Microsoft Access database, click the radio button labeled Import Directly from an MS Access Database. If you want to import data from an ODBC data source, click the radio button labeled Import from an ODBC Data Source.

NOTE: If you are using the Data Exchange for MS Access version then you will only see an the option to *Enter an MS Access (.mdb) database to import from.*

Choosing the ODBC Data Source to Import from

To select the ODBC data source to receive the exported data, select it from the combo box.

Some data sources may ask you for a login and password, depending on how they are configured. The following screen shot shows an example of the connection dialog for the Visual FoxPro Database data source.

To add or administer ODBC data sources, including adding new ones, click the ODBC Administrator button at the right of the dialog.

Choosing the Microsoft Access database to Import from

To select a Microsoft Access Database to receive the exported data, type in the full pathname of the .MDB file, or use the Browse button to locate it.

Some data sources may ask you for a login and password, depending on how they are configured. The following screen shot shows an example of the Login dialog for a Microsoft Access Database.

Select the Table to Import

With an ODBC Data Source or if choosing an Access database and the Access Database already exists you will be able to select an existing table to import from, from the drop down.

Using the Filter Feature

This feature enables you to enter parameters to filter the data you are importing. This feature is currently designed to be used by users who are familiar with SQL queries and statements. The parameters you will enter are basically what you would enter as part of a WHERE clause in an SQL query or statement. We use the ANSI SQL Syntax for these parameters so you will need to use the same for the portion of the clause you will be entering.

Warning: If you are not familiar with SQL queries or statements we do not recommend you use this feature at this time as there is a chance of data loss if the filter is not set up properly.

To access the Filter screen click on the Filter button below the Table name. You will need to enter/select your ODBC or MS Access database and Table before you can use this option.

Specify a filter for the incoming records.	Filter
--	--------

After you click the Filter button you will be presented with the Filter dialog.

Enter the selection criteria to be used as a filter on fetching the incoming database records. The available columns and their datatypes are displayed below for reference.

Selection criteria should follow standard ANSI SQL format and can be combined using the SQL keywords AND and OR.

Examples:
integer_column = 123
float_column <> 1234
text_column = 'abc'
date_field >= '2001-01-01'
time_field < '13:00:00'

Note : The text will be appended as is as a "where clause" to the generated select statement.

Column Name	Column Type
Text	VARCHAR
Integer	INTEGER
Float	DECIMAL

OK Cancel

In the lower section of this dialog is where you will enter the parameters you wish to base the filter on.

If you double click the column name in the upper section it will put the column name in the lower section where the cursor currently is. That way you do not have to type your field names.

Examples are given in the area above the Column List.

Parameter Details:

Please be aware of the following items and known limitations for your parameters/expressions.

You do not need to put in the WHERE portion of the clause. That will be pre-pended by the program. All you need to enter is something like the following example:

text_value = 'test'

Data Exchange would automatically turn that into:

WHERE text_value = 'test'

If you use the WHERE clause your Filter will fail.

You can use AND and OR in your parameters to perform more complex filtering. Following is an example of a parameter using AND and OR:

text_value = 'test' AND integer_value = 12 OR text_value = 'notest'

Numeric Values in the condition portion of the parameter must NOT be surrounded by quotes. An example of a correct parameter is as follows:

```
integer_value = 123
float_value = 123.4567
```

Non-numeric values, including Text, Date and Time, MUST have the condition portion of the parameter surrounded by SINGLE quotes. Examples of correct parameters are as follows:

```
text_value = 'test'
date_value = '2002-03-20'
time_value = '21:40:01'
```

The format of the Date condition portion of the parameter is dependent on the ODBC Driver that is being used to perform the conversion. The HanDBase Data Exchange has no control over whether a date format is supported. However there is one format that is supported by all applications that support ODBC standards. If you use the following format there should be no problems with the Filter.

```
date_value = 'yyyy-mm-dd'
```

The format of the Time condition portion of the parameter is dependent on the ODBC Driver that is being used to perform the conversion. The HanDBase Data Exchange has no control over whether a time format is supported. However there is one format that is supported by all applications that support ODBC standards. If you use the following format there should be no problems with the Filter.

```
time_value = 'hh:mm:ss'
```

You can use braces/parentheses around your parameters to group them together. Following is an example of a parameter using braces:

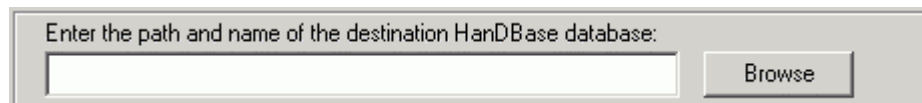
```
(Text = 'test' AND Date < '2000-01-01') OR (Text = 'test2' AND Date > '2001-01-01')
```

The following are supported ways of evaluating the parameter so your filter produces the correct result.

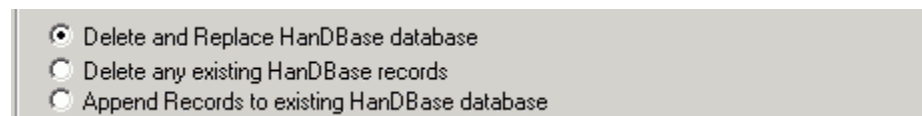
```
= (Equal To)
> (Greater Than)
< (Less Than)
>= (Greater Than or Equal To)
<= (Less Than or Equal To)
<> (Not Equal To)
```

Enter a Destination HanDBase Database

Type in the full pathname of the destination HanDBase database that you want to import the data to, or use the Browse button to locate it.



You have three options for how the table and data are managed when Exporting.



Delete and replace HanDBase database

This is the default option and if selected it will first delete the existing HanDBase Database and then create a new database with the Name of the table you selected based on the Access Table Structure. The data will then be added to that table.

NOTE: If you use this option any special settings or field options you have in your HanDBase database will be lost. If you do not want to lose any settings you will want to use the Delete any existing HanDBase records option below.

Delete any existing HanDBase records

If you use this option the HanDBase database structure you have will be retained. No settings or options will be lost. The existing data in that table will be replaced with this data that is being imported.

NOTE: You will lose all existing records in your HanDBase database. If you do not want to lose any records consider using the Append rows to existing HanDBase database option below.

Append rows to existing HanDBase database

If you use this option the HanDBase database structure you have will be retained. No settings or options will be lost. Additionally, your existing data will remain intact and this new data that is being imported will be appended to the existing records.

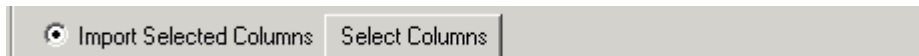
NOTE: If you use this option you could wind up with duplicate records if all the data is coming from the same source each time.

Selecting Columns to Import

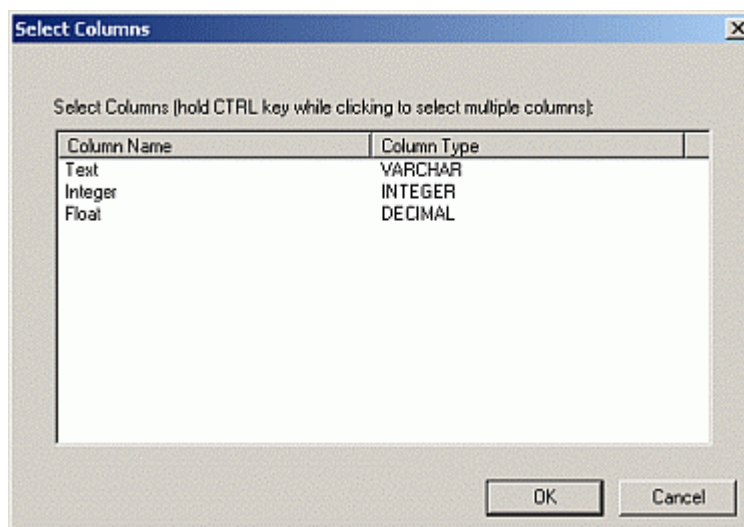
By default when you Export the Import All Columns option will be selected.



You can however select a different option. One option would be to Import Selected Columns or Fields ONLY. Using this option you can select individual columns to import. This is useful if you only want a subset of your ODBC Data Source Data or Access Table Data imported to the HanDBase Database. To do this, click the Import Selected Columns radio button, then click on the Select Columns button to the left.

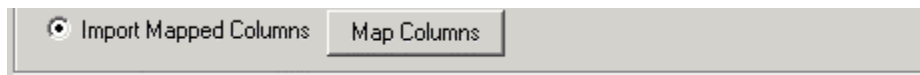


The Select Columns Dialog will be presented. You can select multiple individual columns by holding down the Ctrl key on your keyboard as you click the column names. When you are done, click the OK button to save these changes.

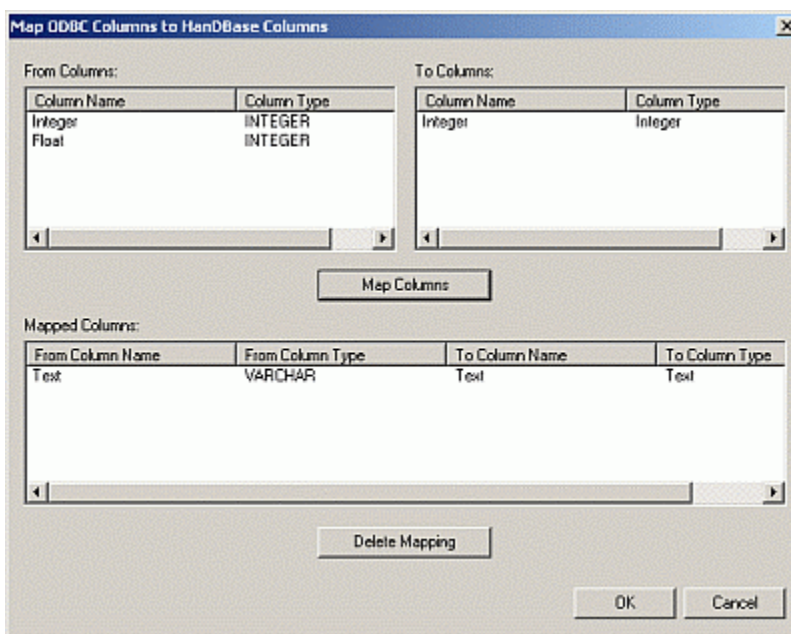


Using the Column Mapping Feature

If you do not want to Import all Columns or Selected columns you can use the final option of Import Mapped Columns or Fields ONLY. If the number of fields you are importing to your HanDBase database is not the same as the number of columns in the ODBC Data Source or Access table you are importing from, or if the fields and columns have different names, select the Import Mapped Columns radio button and then click the Map Columns button to the right.

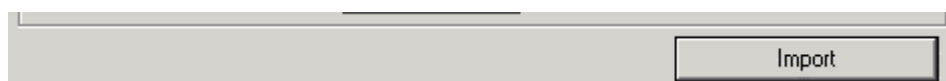


You will be presented with a Column Mapping dialog. To map a column to a HanDBase field to a Data Source or Access field, click the Access field/column you wish to map from the list on the left. Next, click the HanDBase field you wish to map it to on the right. Finally, click the Map Columns button. You will see the column mapping appear in the Mapped Columns list in the lower part of the dialog. To delete a column mapping, select the column mapping you wish to delete from Mapped Columns list in the lower part of the dialog, then click the Delete Mapping button to remove the mapping. When finished mapping the columns you wish to map click the OK button to save these changes.



Importing the Data

When you have selected the data source, specified the table and columns you want to import, entered the destination HanDBase database, and chosen any options you wish to use import the columns by clicking the Import button at the bottom of the dialog.



Advanced Options

Command Line Options

Introduction

HanDBase Data Exchange can be called from the command line with various arguments passed to it, making it useful for calling from within a batch or script file. This file could automatically convert a series of HanDBase .PDB Database files to your ODBC Data Source or MS Access database. Likewise, you could make a batch file that will convert a series of tables from your ODBC Data Source or MS Access tables to HanDBase.

Converting from HanDBase to ODBC

Here is the format for calling HanDBase Data Exchange from the command line to convert from HanDBase to an ODBC Data Source or MS Access database.

hdeodbc argument1 argument2 argument3 ...

NOTE: In the following information the arguments are in all Uppercase letters. This is simply to distinguish the Argument from any other data. The actual arguments are NOT case sensitive and you can enter them in either upper or lower case.

For quick access to the Command Line Options you can type `C:\Temp\hdeodbc /?`, where `C:\Temp` is the location of the Data Exchange program, this will bring up a window with all the Command Line Options. Following is what this will look like.



Required Arguments

The following arguments are necessary for this conversion to be possible.

PDBTOODBC

Using this argument enables a conversion from HanDBase to your ODBC Data Source or MS Access

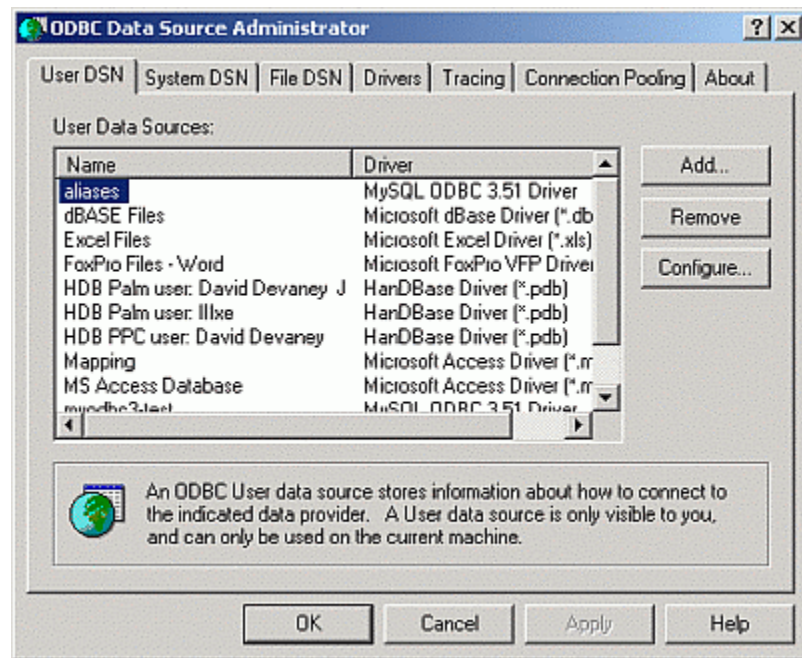
PDBFILE:{filename}

The parameter for this argument is used to indicate the HanDBase, .PDB, file you wish to convert, and it's location if applicable.

For example - `PDBFILE:{C:\Test\MyDB.PDB}`

ODBCSOURCE:{ODBC Data Source Name}

The parameter for this argument is used to indicate the ODBC Data Source. You will need to specify the Data Source "Name" as it is seen the ODBC Administrator (see example below).

**MDBNAME:{filename}**

The parameter for this argument is used to indicate the Access, .MDB, file you wish to convert to, and it's location if applicable.

For example - *MDBNAME:{C:\Test\MyConvertDB.MDB}*

TABLE:{table name}

The parameter for this argument is used to indicate the name of the ODBC Data Source or MS Access Table. If you want to create a New Table in your ODBC Data Source or if you are converting to a new Access Database you would specify the name you wish to call the table when converted. If you are converting to an existing ODBC or Access Table you would specify the Table you wish to convert into.

DELETETABLE:{*SEE BELOW***}**

The DELETETABLE argument has three possible parameters that can be used. Which one you use depends on what you are trying to do with the data.

DELETETABLE:{DELETETABLE} - This option will delete the existing Table and create a new one based on the structure of the HanDBase Database you have selected and then export the records.

DELETETABLE:{DELETEROWS} - This option will maintain the existing structure of your ODBC Data Source or MS Access Table and just replace all the existing records.

DELETETABLE:{APPENDROWS} - This option will maintain the existing structure of your ODBC Data Source or MS Access Table and will append the records in the HanDBase Database to the existing records in the ODBC Data Source or MS Access Table.

EXPORTCOLUMNS:{*SEE BELOW***}**

The EXPORTCOLUMNS argument has three possible parameters that can be used. Which one you use depends on what you are trying to do with the data.

EXPORTCOLUMNS:{ALL} - This option will export all columns in the HanDBase Database to your ODBC Data Source or MS Access.

EXPORTCOLUMNS:{SELECTED} - This option will export only the columns you specify from HanDBase to your ODBC Data Source or MS Access. Following is the syntax for exporting Selected columns.

SELECTEDCOLUMNS:{HDBFIELDNAME1;HDBFIELDNAME2;HDBFIELDNAME3}

You will want this option to follow the EXPORTCOLUMNS: {SELECTED} parameter in the command line. Where you see HDBFIELDNAME# is where you would put the name of the HanDBase fields you wish to export to your ODBC Data Source or MS Access table. Be sure to separate multiple ones with a semi-colon (;) but with NO spaces.

NOTE: The easiest way to set up the selected columns option is to save the configuration you set up in the graphical interface and then use the SAVEFILE argument, see below, to convert exactly how you have set it up.

EXPORTCOLUMNS:{MAPPED} - This will export only columns you map between HanDBase and your ODBC Data Source or MS Access. Following is the syntax for exporting Mapped columns

MAPPEDCOLUMNS:{HDBFIELDNAME1,ODBCFIELDNAME1;HDBFIELDNAME2,ODBCFIELDNAME2}

You will want this option to follow the EXPORTCOLUMNS: {MAPPED} parameter in the command line. The HDBFIELDNAME# indicates the field name in HanDBase you wish to export. It is followed by the ODBCFIELDNAME# which indicates the field in the ODBC Data Source or Access Table you wish to map to. These must be separated by a comma (.). If you have multiple fields you wish to Map then each "Set" must be separated by a semi-colon (;). Be sure there are NO spaces in between any of those options.

NOTE: The easiest way to set up the Mapped columns option is to save the configuration you set up in the graphical interface and then use the SAVEFILE argument, see below, to convert exactly how you have set it up.

Optional Arguments

The following arguments are optional in this conversion.

USEFILTERS:{*SEE BELOW***}**

The USEFILTERS argument has two possible options that can be used. Which one you use depends on what you are trying to do with the data.

USEFILTERS:{TRUE} - Using this option will make the conversion observe any filters you currently have set up in your HanDBase Database. This means that only the filtered records will be exported.

USEFILTERS:{FALSE} - Using this option will export all records from the HanDBase Database NOT observing any filters you may have set.

NOTE: If you do not specifically use this argument then Data Exchange will assume a FALSE value and will import all records.

SAVEFILE:{filename}

The parameter for this argument is used to indicate the HanDBase Data Exchange, .HDE, configuration file you wish to use for the command line arguments, and it's location if applicable. This file is created by filling in all the parameters in the Graphical Interface and then choosing Save Configuration from the File Menu. Using that function makes it possible to set up all parameters, including Column Mapping, Filters, etc, without having to type everything into the command line or batch/script file. If you use this option then the Required PDBFILE, ODBC SOURCE, MDBNAME, TABLE, DELETETABLE and EXPORTCOLUMNS arguments, as well as the Optional USEFILTERS argument, are NOT required. See the File Menu section above for more info on creating the .HDE file.

For example - *SAVEFILE:{C:\Test\MyDBConfig.HDE}*

AUTORUN:{*SEE BELOW***}**

The AUTORUN argument has two possible options that can be used.

AUTORUN:{TRUE} - Use this option to run your command line without receiving any messages or errors. Using this would also make it so the user does not have to click the Export button to complete the conversion.

AUTORUN:{FALSE} - Use this option if you want your command line to launch the program but fill in all the parameters. The user would still have to click the Export button to complete the conversion.

NOTE: This option is best used in conjunction with the AUTOEXIT argument.

AUTOEXIT:{*SEE BELOW***}**

The AUTOEXIT argument has two possible options that can be used.

AUTOEXIT:{TRUE} - Use this option to automatically exit the Data Exchange application after performing the Export or Import of data, using the Command Line Options.

AUTOEXIT:{FALSE} - Use this option if you do NOT want to automatically exit the Data Exchange application after performing the Export or Import of data, using the Command Line Options.

NOTE: This option is best used in conjunction with the AUTORUN argument.

Converting from ODBC to HanDBase

Here is the format for calling HanDBase Data Exchange from the command line to convert from an ODBC Data Source or MS Access database to HanDBase.

hdeodbc argument1 argument2 argument3 ...

NOTE: In the following information the arguments are in all Uppercase letters. This is simply to distinguish the Argument from any other data. The actual arguments are NOT case sensitive and you can enter them in either upper or lower case.

Required Arguments

The following arguments are necessary for this conversion to be possible.

ODBCTOPDB

Using this argument enables a conversion from your ODBC Data Source or MS Access table to HanDBase.

ODBCSOURCE:{ODBC Data Source Name}

The parameter for this argument is used to indicate the ODBC Data Source. You will need to specify the Data Source "Name" as it is seen the ODBC Administrator.

MDBNAME:{filename}

The parameter for this argument is used to indicate the Access, .MDB, file you wish to convert, and it's location if applicable.

For example - *MDBNAME:{C:\Test\MyConvertDB.MDB}*

TABLE:{table name}

The parameter for this argument is used to indicate the name of the Table in your ODBC Data Source or MS Access Database. You would specify the name of the Table you wish to convert. Be sure to specify the name exactly as it appears in your Access Database.

PDBFILE:{filename}

The parameter for this argument is used to indicate the HanDBase, .PDB, file you wish to convert to, and it's location if applicable.

For example - *PDBFILE:{C:\Test\MyDB.PDB}*

DELETEDPDB:{*SEE BELOW***}**

The DELETEDPDB argument has three possible parameters that can be used. Which one you use depends on what you are trying to do with the data.

DELETEDPDB:{DELETETABLE} - This option will delete the existing HanDBase PDB file and create a new one based on the structure of the ODBC Data Source or MS Access table you have selected.

DELETEDPDB:{DELETEROWS} - This option will maintain the existing structure of your HanDBase PDB Database file and just replace all the existing records.

DELETEDPDB:{APPENDROWS} - This option will maintain the existing structure of your HanDBase PDB Database file and will append the records in the ODBC Data Source or MS Access table to the existing records in the HanDBase Database.

IMPORTCOLUMNS:{*SEE BELOW***}**

The IMPORTCOLUMNS argument has three possible parameters that can be used. Which one you use depends on what you are trying to do with the data.

IMPORTCOLUMNS:{ALL} - This option will import all columns in the ODBC Data Source or MS Access table to your HanDBase Database.

IMPORTCOLUMNS:{SELECTED} - This option will import only the columns you specify from your ODBC Data Source or MS Access table to the HanDBase database.
Following is the syntax for importing Selected columns.

SELECTEDCOLUMNS:{ODBCFIELDNAME1;ODBCFIELDNAME2;ODBCFIELDNAME3}

You will want this option to follow the IMPORTCOLUMNS:{SELECTED} parameter in the command line. Where you see ODBCFIELDNAME# is where you would put the name of the field in your ODBC Data Source or MS Access table you wish to import to HanDBase. Be sure to separate multiple ones with a semi-colon (;) but with NO spaces.

NOTE: The easiest way to set up the selected columns option is to save the configuration you set up in the graphical interface and then use the SAVEFILE argument, see below, to convert exactly how you have set it up.

IMPORTCOLUMNS:{MAPPED} - This will import only columns you map between your ODBC Data Source or MS Access table and your HanDBase database.
Following is the syntax for importing Mapped columns.

MAPPEDCOLUMNS:{ODBCFIELDNAME1,HDBFIELDNAME1;ODBCFIELDNAME2,HDBFIELDNAME2}

You will want this option to follow the IMPORTCOLUMNS:{MAPPED} parameter in the command line. The ODBCFIELDNAME# indicates the field name in your ODBC Data Source or MS Access table you wish to import. It is followed by the HDBFIELDNAME# which indicates the field in the HanDBase Database you wish to map to. These must be separated by a comma (.). If you have multiple fields you wish to Map then each "Set" must be separated by a semi-colon (;). Be sure there are NO spaces in between any of those options.

NOTE: The easiest way to set up the Mapped columns option is to save the configuration you set up in the graphical interface and then use the SAVEFILE argument, see below, to convert exactly how you have set it up.

Optional Arguments

The following arguments are optional in this conversion.

PASSWORD:{HanDBasePassword}

Use this argument if you re choosing an existing PDB file to Import to and have set a password on that Database. You will need to specify the password for this database. You are not required to use this argument and may not want to in a batch or script as it will be displayed in Plain Text. If you do not use this argument and there is a password you will be prompted to enter the password for the database in order for the conversion to continue. However if you wish to use the AUTORUN and AUTOEXIT arguments you will want to use this because the password prompt will be suppressed by those arguments and the conversion will FAIL.

WHERECLAUSE:{WhereClauseFilter}

Use this option to specify the parameters of a WHERE clause that you wish to use to filter the data that is being imported.

The "WhereClauseFilter" is exactly the same "String" that you would have in the Graphical Interface. See the Using the Filter Feature section for more information on how the "WhereClauseFilter" is defined.

NOTE: The easiest way to set up the WHERECLAUSE option is to save the configuration you set up in the graphical interface and then use the SAVEFILE argument, see below, to convert exactly how you have set it up.

SAVEFILE:{filename}

The parameter for this argument is used to indicate the HanDBase Data Exchange, .HDE, configuration file you wish to use for the command line arguments, and it's location if applicable. This file is created by filling in all the parameters in the Graphical Interface and then choosing Save Configuration from the File Menu. Using that function makes it possible to set up all parameters, including Column Mapping, Filters, etc, without having to type everything into the command line or batch/script file. If you use this option then the Required ODBC SOURCE, PDBFILE, MDBNAME, TABLE, DELETEPDB and IMPORTCOLUMNS arguments, as well as the Optional WHERECLAUSE argument, are NOT required. See the File Menu section for more info on creating the .HDE file.

For example - *SAVEFILE:{C:\Test\MyDBConfig.HDE}*

AUTORUN:{*SEE BELOW***}**

The AUTORUN argument has two possible options that can be used.

AUTORUN:{TRUE} - Use this option to run your command line without receiving any messages or errors. Using this would also make it so the user does not have to click the Export button to complete the conversion.

AUTORUN:{FALSE} - Use this option if you want your command line to launch the program but fill in all the parameters. The user would still have to click the Export button to complete the conversion.

NOTE: This option is best used in conjunction with the AUTOEXIT argument.

AUTOEXIT:{*SEE BELOW***}**

The AUTOEXIT argument has two possible options that can be used.

AUTOEXIT:{TRUE} - Use this option to automatically exit the Data Exchange application after performing the Export or Import of data, using the Command Line Options.

AUTOEXIT:{FALSE} - Use this option if you do NOT want to automatically exit the Data Exchange application after performing the Export or Import of data, using the Command Line Options.

NOTE: This option is best used in conjunction with the AUTORUN argument.

Examples of converting using the Command Line Options

In all of the below examples, the actual command line must be entered on one line if used in a Batch file. Additionally if you wish to call multiple conversions in a single Batch file we recommend using the built in Windows command, START with the Wait parameter. You would use this so that the conversions would not overlap and cause memory errors or other problems. It is used like this:

START /w hdeodbc argument1 argument2 etc.....

NOTE: In the following examples the arguments are in all Uppercase letters. This is simply to distinguish the Argument from any other data. The actual arguments are NOT case sensitive and you can enter them in either upper or lower case. Additionally these examples Wrap to fit this screen but if you enter this at a command prompt you will not want any line breaks. Additionally, if you use this in a Batch or Script file the entire command must be on one line with NO line breaks.

HandBase to ODBC Data Source Table Examples

This is an example of converting all fields of a HandBase Database to your ODBC Data Source database and creating a new table with NO options.

*hdeodbc PDBTOODBC PDBFILE:{c:\test\test.PDB} ODBCSource:{Data Source Name} TABLE:{Test}
DELETETABLE:{deletetable} EXPORTCOLUMNS:{all}*

This is an example of converting all fields of a HandBase database to your ODBC Data Source database and replacing the records in an existing Table.

*hdeodbc PDBTOODBC PDBFILE:{c:\test\test.PDB} ODBCSource:{Data Source Name} TABLE:{Test}
DELETETABLE:{deleterows} EXPORTCOLUMNS:{all}*

ODBC Data Source Table to HandBase Examples

This is an example of converting all fields in your ODBC Data Source database table to a New HandBase Database with NO options.

*hdeodbc ODBCTOPDB ODBCSource:{Data Source Name} TABLE:{Test} PDBFILE:{c:\test\test.PDB}
DELETEPDB:{deletepdb} IMPORTCOLUMNS:{all}*

HandBase to MS Access Examples

This is an example of converting all fields of a HandBase Database to a New Access database and creating a new table with NO options.

*hdeodbc PDBTOODBC PDBFILE:{c:\test\test.PDB} MDBNAME:{c:\test\test.MDB} TABLE:{Test}
DELETETABLE:{deletetable} EXPORTCOLUMNS:{all}*

This is an example of converting all fields of a HandBase database to an existing Access database and replacing the records in an existing Table.

*hdeodbc PDBTOODBC PDBFILE:{c:\test\test.PDB} MDBNAME:{c:\test\test.MDB} TABLE:{Test}
DELETETABLE:{deleterows} EXPORTCOLUMNS:{all}*

MS Access to HandBase Examples

This is an example of converting all fields of an Access Table to a New HandBase Database with NO options.

*hdeodbc ODBCTOPDB MDBNAME:{c:\test\test.MDB} TABLE:{Test} PDBFILE:{c:\test\test.PDB}
DELETEPDB:{deletepdb} IMPORTCOLUMNS:{all}*

HanDBase ODBC Driver for Windows

Introduction

What is the HanDBase ODBC Driver?

HanDBase ODBC Driver is an Add-On utility that works with the HanDBase application for your handheld device.

This application makes it possible to retrieve data from a HanDBase PDB database file from another application that supports ODBC. To accomplish this you use this driver to set up your HanDBase database as an ODBC Data Source. Then other applications can make calls or query that database for information. Additionally, in an application like MS Access you can create a “Link” table where you can actually see and edit the data in that HanDBase database through MS Access, or another application that supports similar functionality.

What packages is the HanDBase ODBC Driver included with?

In addition to being available separately, the HanDBase ODBC Driver is included in the following packages.

- HanDBase for Palm OS Enterprise Edition
- HanDBase for Pocket PC Enterprise Edition

System Requirements

- 2 MB of hard drive space
- Microsoft Windows 95, 98, ME, NT 4.51, 2000, XP
- HanDBase and HanDBase Desktop version 3.0 or greater (recommended)
- Application that supports ODBC to access data
(currently supported applications include MS Access, Crystal Reports, Clarion, JDBC and Oracle)

Getting Started

Registration

In order to use your registered version of the HanDBase ODBC Driver you will need to enter your 16 digit License Key.

If you purchased this software online or directly from DDH Software then this License Key is found by logging into the DDH Software website using the email address you registered with and the password you were provided when you registered.

If you purchased this software in a retail outlet then this License Key is printed on the insert to the package for the software. Be sure to use the correct code for your handheld and desktop platforms. You will also want to follow the instructions for registering the software so that you can download future updates and receive Technical Support.

You will be prompted to enter your License Key during the installation process. Once entered you will be able to use the HanDBase ODBC Driver you are registered for.

Installation

The installation of the HanDBase ODBC Driver program is handled by the installation program that you download from the DDH Software website or receive on a CD or Disk via mail. When you run this installation file the program will be installed automatically.

Once installed you will be able to find the documentation on your Start Menu under Programs in the ODBC Driver sub-folder of the HanDBase 3.0 folder. Because this is a Driver application there is no interface. You will be able to access the properties for this through the ODBC Administrator. The steps for doing this are described below.

Creating HanDBase ODBC Data Sources

Introduction

ODBC Data Sources provide an independent interface to databases and other data sources installed on a Microsoft Windows computer. Using Structured Query Language (SQL), software applications can read and write data to any ODBC compliant database or data storage system installed on the local computer. These data sources can be accessed using the associated Data Source Name (DSN) assigned when the ODBC Data Source interface is created.

If you would like to view a beginner's tutorial, FAQ, or a list of databases supporting SQL, visit the online resources page at SQL.ORG: http://www.sql.org/online_resources.html

Creating an ODBC Data Source

When the HanDBase ODBC Driver is installed on a Microsoft Windows computer, HanDBase Databases (PDBs) can be accessed using the industry standard SQL language. Furthermore, the HanDBase PDBs can be linked to from database applications such as Microsoft Access.

Before the information in a PDB can be accessed, though, a HanDBase ODBC Data Source must be created. To create an ODBC Data Source for one or more HanDBase PDB files, you need to complete the following steps, described in detail below.

Starting the ODBC Data Source Administrator
Creating an ODBC Data Source for a HanDBase PDB
Configuring a HanDBase ODBC Data Source

NOTE: More than one HanDBase PDB file can be accessed through an ODBC data source if they are all located in the same file folder. Each HanDBase PDB file is treated as a separate table.

Starting the ODBC Data Source Admin

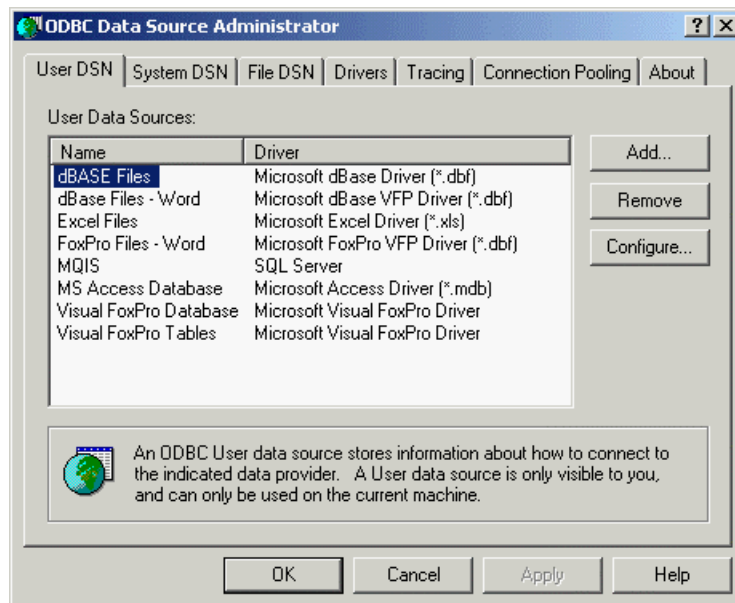
To open the ODBC Data Source Administrator on a Microsoft Windows computer follow these steps

Click on the Start button, point to the Settings menu item, and then click on the Control Panel menu item.

For Windows 2000 computers, double-click on the Administrative Tools icon in the Control Panel pane and then double-click on the Data Sources (ODBC) icon.

For previous versions of Microsoft Windows, double-click on 32-bit ODBC or ODBC in the Control Panel pane.

The ODBC Data Source Administrator panel will open. The panel should look similar to the figure below:



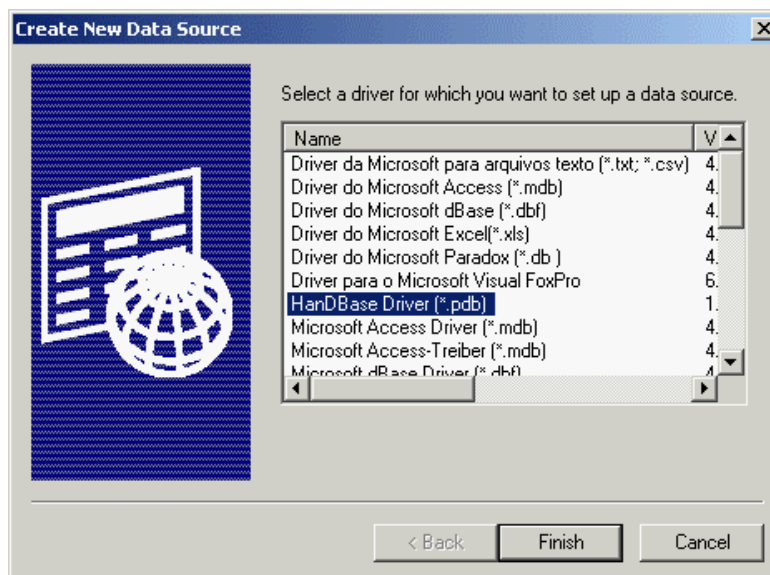
Adding an ODBC Data Source for a HanDBase PDB

From the Data Source Administrator screen (shown in figure above):

Select the tab that corresponds to the type of ODBC data source you would like to create. The choices are User DSN, System DSN or File DSN.

NOTE: A User DSN is visible only to the user profile that created the data source, while a System DSN is visible to all user profiles on the local computer. A File DSN allows the data source configuration to be copied and installed on other computers.

- Press the Add button on the right hand side of corresponding pane. This will open the Create New Data Source window:



- Select HanDBase Driver (*.pdb) from the list in the Create New Data Source window.

- Press the Finish button. The ODBC HanDBase Setup screen will open, see below.

To complete the creation of a HanDBase ODBC data source, follow the instructions describing how to configure a HanDBase ODBC data source.

Configuring a HanDBase ODBC Data Source

To configure the HanDBase ODBC data source, fill in the fields in the ODBC HanDBase Setup screen (see figure above) as follows:

- Provide an identification string for the HanDBase PDB file(s) in the Data Source Name field. The Data Source Name will be used to uniquely identify the HanDBase PDB file(s) from other applications.
 - Provide a brief statement about the HanDBase data source in the Description field.
 - Identify a folder containing PDB files or an individual HanDBase PDB file using the Default Path and Default File fields. Use the Browse buttons to navigate to a particular file or folder.
 - If you have your security settings in the HanDBase database set to Password Required you can provide the password for the HanDBase PDB file in the Database password field. Then when you access this database through ODBC you will not be prompted for the password. Additionally, if you have encrypted the entire database or if you have encrypted individual records with the same password you can provide that password in the Database password field also, so you are not prompted when you access the database.
- NOTE:** If you use both of the security functions mentioned above and you use the same password in both instances then you can provide that password here so you are not prompted. However if the password is different you will still be prompted for at least one of the passwords, depending on how the other application handles Passwords.
- Close the screen by pressing the OK button.

NOTE: The Default Path and Default File fields follow a set of conventions outlined below. Disregarding these conventions may result in improper performance of the ODBC Driver.

Conventions for Default Path and Default File Fields

The HanDBase ODBC Driver applies the information submitted in the Default Path and Default File fields in the following order:

- If the Default File field provides the full path to an existing file, then only the PDB file identified in the Default File field is accessible through the data source. Information in the Default Path field is ignored.

- If the Default File field provides the name of a file, without the full path, and the Default Path field provides the path to an existing folder, then only the PDB file created by appending the file name in the Default File field to the folder in Default Folder field is accessible through the data source.

- If the Default Path field provides the path to an existing folder and the Default File field is empty, then all the HanDBase PDB files in the identified folder are accessible through the data source.

Using the HanDBase ODBC Driver with MS Access

Linking to HanDBase PDB files in MS Access

Microsoft Access databases are able to link to HanDBase PDB files providing direct access from your Microsoft Access application. Each HanDBase PDB file is treated as a single table in the Microsoft Access database.

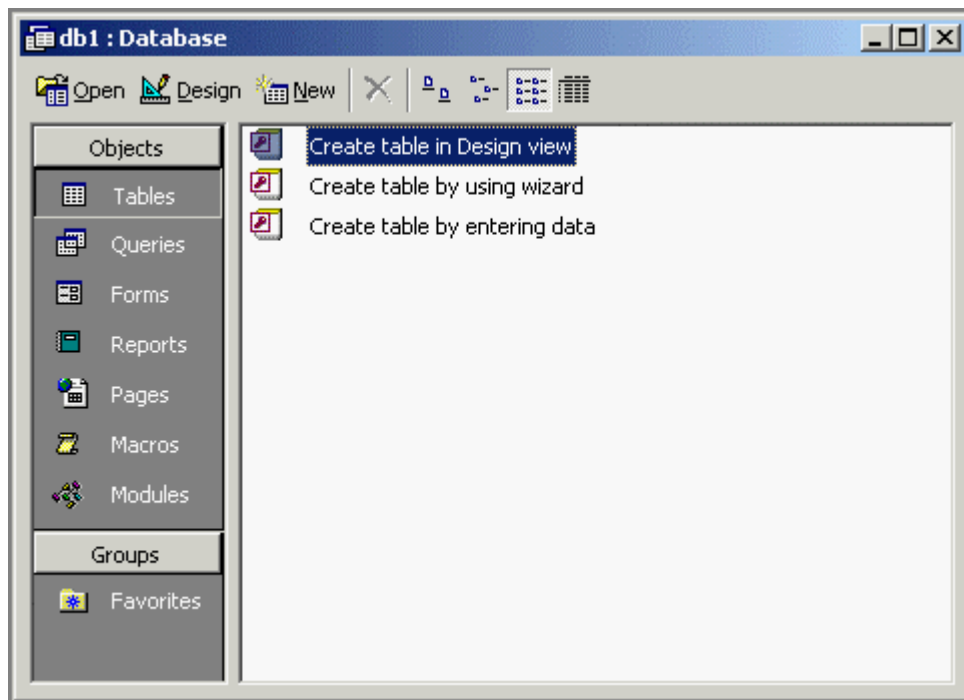
It may be possible to use other ODBC-enabled database applications. Contact your DDH Software representative for a list of supported database applications. If you would like to use an unsupported database application, please consult the respective product's documentation for instructions on how to link to ODBC data sources.

For directions on linking a HanDBase PDB file into Microsoft Access read:

How to create a Link Table in MS Access

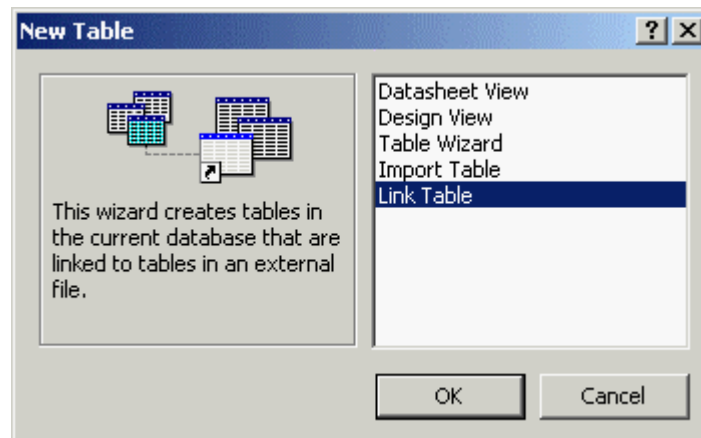
Follow these steps to Link to a HanDBase PDB file into a Microsoft Access database.

- In Microsoft Access, open the database that the HanDBase PDB file is to be linked into.

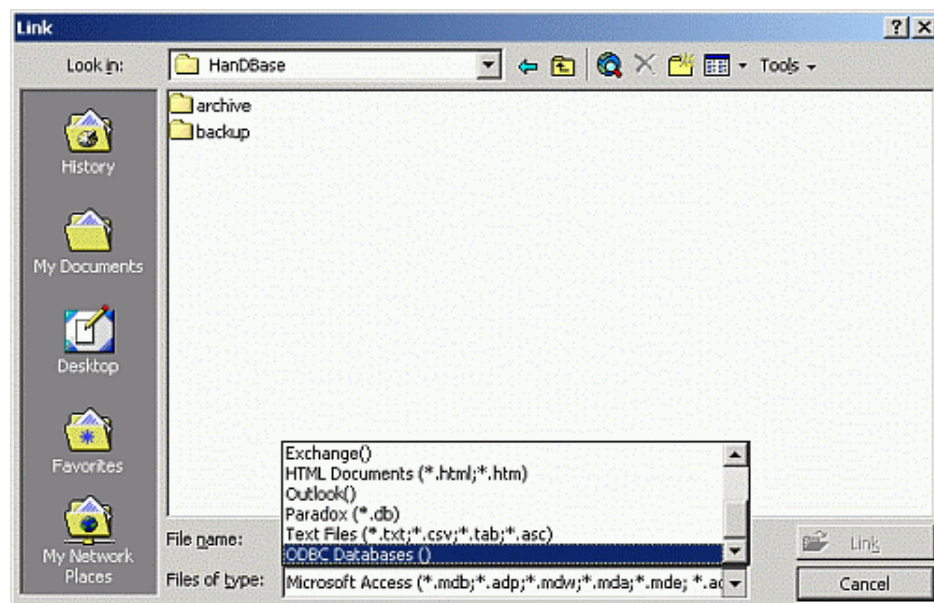


- Press the New button location on the panel displaying a view of the database (see figure above). This will open the New Table window seen in the figure below.

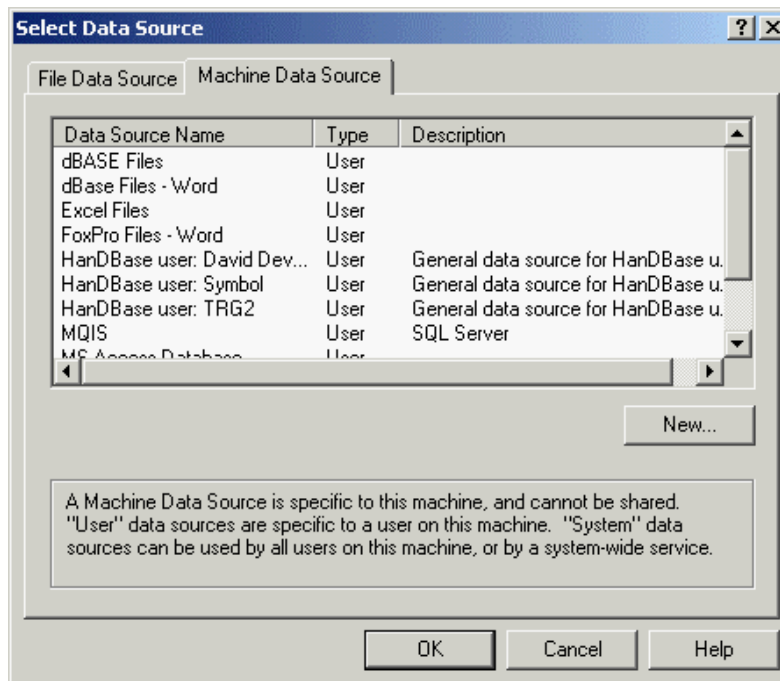
- Select Link Table from the list in the New Table screen.



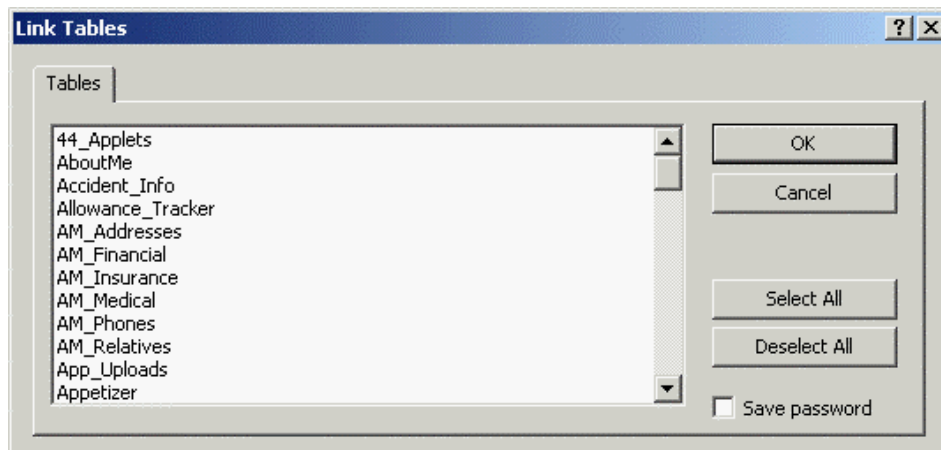
- Select ODBC Databases from the Files of type pull-down menu in the Link screen.



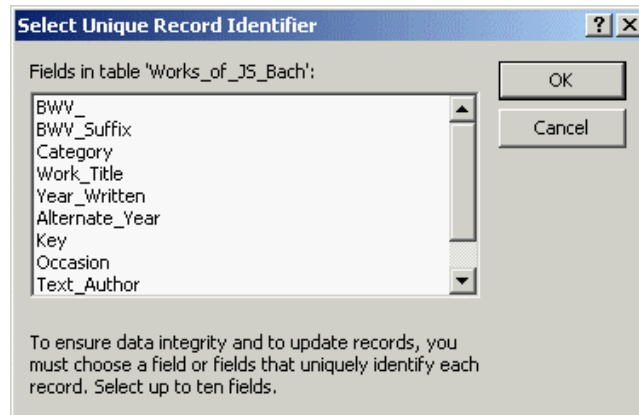
- Click on the Machine Data Source tab in the Select Data Source screen.



- Select the data source from the list that contains the desired HanDBase PDB file.
- From the list in the Link Tables screen, select the HanDBase PDB file that is to be linked into the database.



From the Select Unique Record Identifier, select one or more fields of the HanDBase PDB file that will uniquely identify each record in the HanDBase PDB file. Alternatively, press the Cancel button to link the PDB file in read-only mode.



NOTE: In order to edit data in the HanDBase PDB file from Access, fields from the PDB file must be selected that can be used to uniquely identify every record in the PDB file. If no such field exists, you may want to consider adding a 'unique' HanDBase field type to the PDB file in question.

The HanDBase PDB file will be listed in the Tables tab of the database view in Microsoft Access. Double-clicking on the linked table will open a view of the data in the table. The information in the table can be edited if one or more unique identifiers were selected for the PDB file during setup.

Date	Type	Credit	Amt
9/6/2001	Credit	-1	379.31
9/7/2001	566	0	200.00
9/7/2001	CkCard	0	21.15
9/8/2001	CkCard	0	21.19
9/8/2001	CkCard	0	6.00
9/8/2001	Debit	0	22.27

HanDBase Linked fields in MS Access

Introduction

The relationships created between two HanDBase databases using the link/linked or relationship fields are not operational through the HanDBase ODBC driver. However, if you are linking to HanDBase databases from Microsoft Access, it is possible to reconstruct the relationship.

Defining the relationship in Microsoft Access will allow you to construct queries in Microsoft Access that include JOIN statements.

There are two important restrictions concerning Microsoft Access defined relationships for HanDBase databases:

- When linking the two HanDBase files into Microsoft Access, each HanDBase database must be from a different DSN. See the 'Creating HanDBase Data Sources' section for more details. Otherwise Microsoft Access assumes that the HanDBase ODBC driver will handle the JOIN, which is not the case.
- You cannot modify the HanDBase link/linked relationships within Access or through the HanDBase ODBC driver. You must do this within the HanDBase Desktop application.

To build and use Microsoft Access defined relationships with HanDBase databases you will need to follow the steps in the following, Define Relationships in Microsoft Access, section.

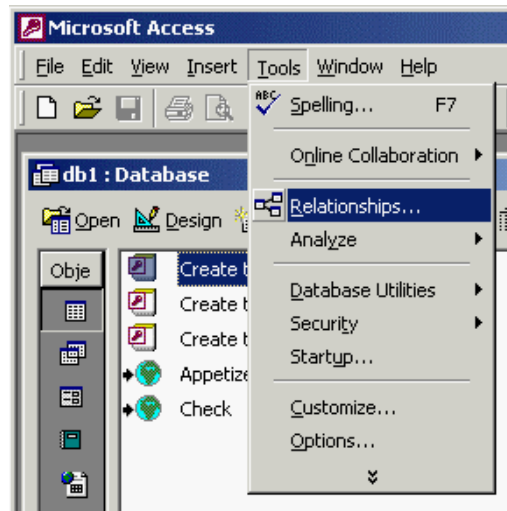
Defining Relationships in MS Access

To define relationships between HanDBase tables in Microsoft Access follow these steps.

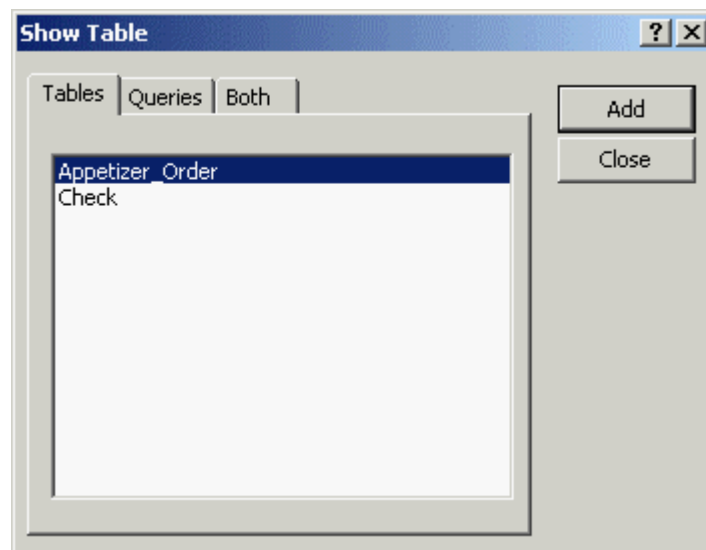
- Open an existing database in Microsoft Access or create a new one
- If you have not already done so, link the two HanDBase PDB files into Microsoft Access

NOTE: Remember to make sure that each HanDBase PDB file is given a different DSN in the ODBC Data Source Administrator.

- Select the Relationships menu item from the Tools menu.



- The Show Table window will open (seen below). If the Show Table window does not open, select the Show Table menu item from the Relationships menu. This will also open the window.

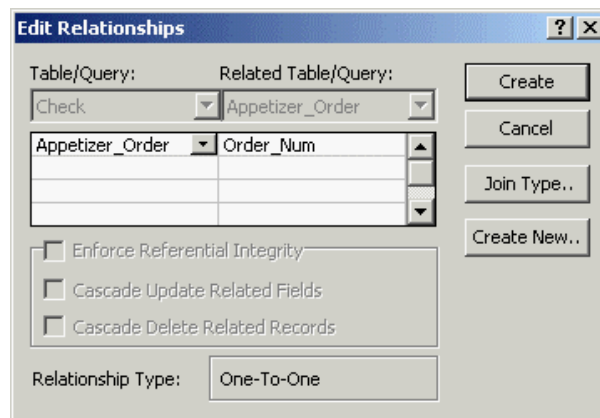


- Click on the Tables tab in the Show Tables window.
- Select the tables from the list that represent HanDBase databases for which you would like to define field relationships and press the Add button.
- Press the Close button when you are done.

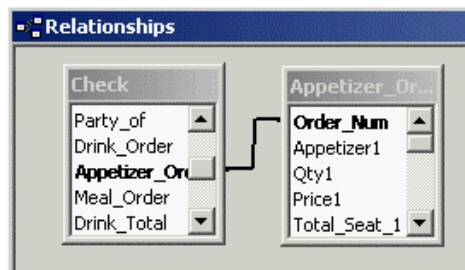
- From the Relationships pane select the field that is of type Link in the linking HanDBase database, or is the “key” field in the parent database, as defined by the Relationship field being used. With the mouse button still pressed, drag the mouse to the field that is of type Linked in the linked HanDBase database or is the “key” field in the child database, as defined by the Relationship field being used. Release the mouse button.



- The Relationships configuration screen will then open. Press the Create button on the Relationships configuration window.



The Relationships configuration window will close and a line will be drawn between the Link and Linked fields or the two “key” fields in the two HanDBase databases.



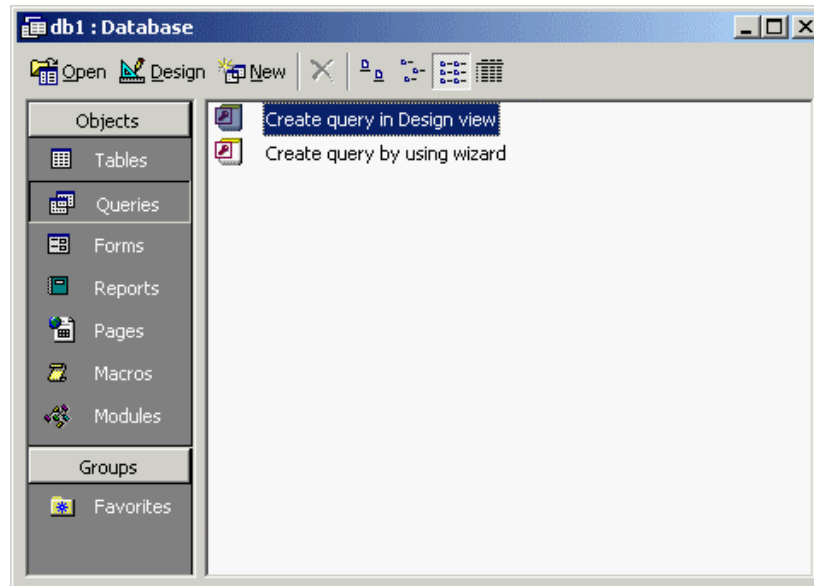
- Close the Relationships pane. Click Yes if prompted to save changes.

The relationship between the two HanDBase databases has now been manually reconstructed within Microsoft Access. Learn how to build queries in Microsoft Access in order to utilize the relationship definition.

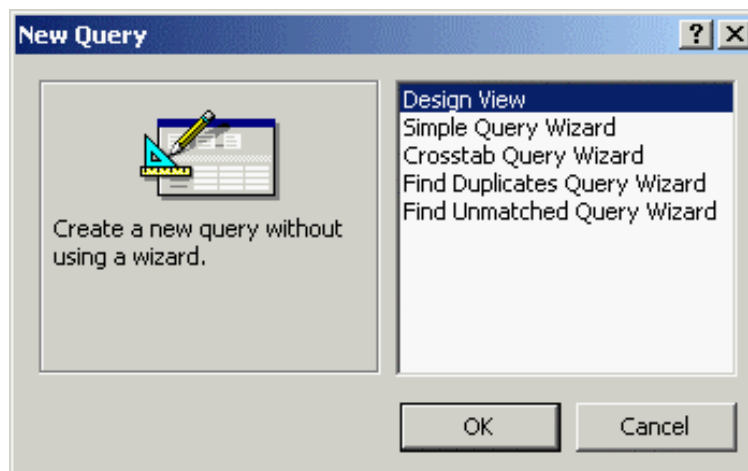
Building Queries in MS Access

Follow the steps below to build a query in Microsoft Access

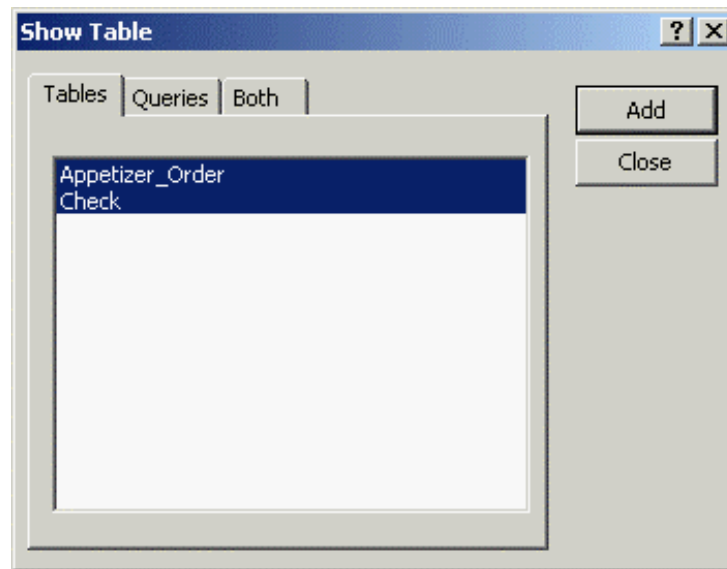
- Select the Queries tab in the database pane in Microsoft Access for the Access database that the query is to be built for.



- Press the New button on the right hand side of the database pane. The New Query window will open.
- Select Design View from the list of options in the New Query window.



- Press the OK button at the bottom of the New Query window. The Show Table window will open.

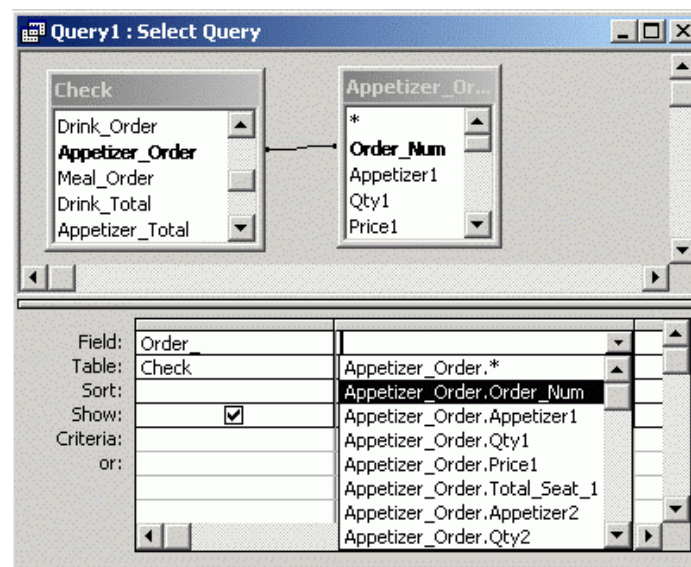


- Select the tables that contain fields that you would like to display in the query.

- Press the Add button on the right hand side of the Show Table window.

- Press the Close button on the right hand side of the Show Table window.

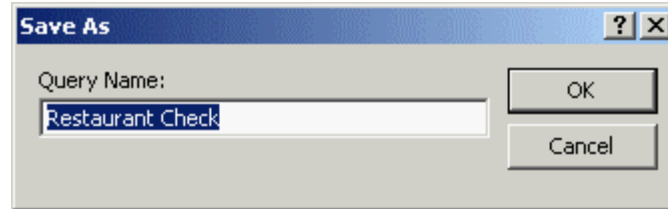
- Clicking on cells in the Field row of the table in the Select Query pane, select table fields that you would like displayed in the query.



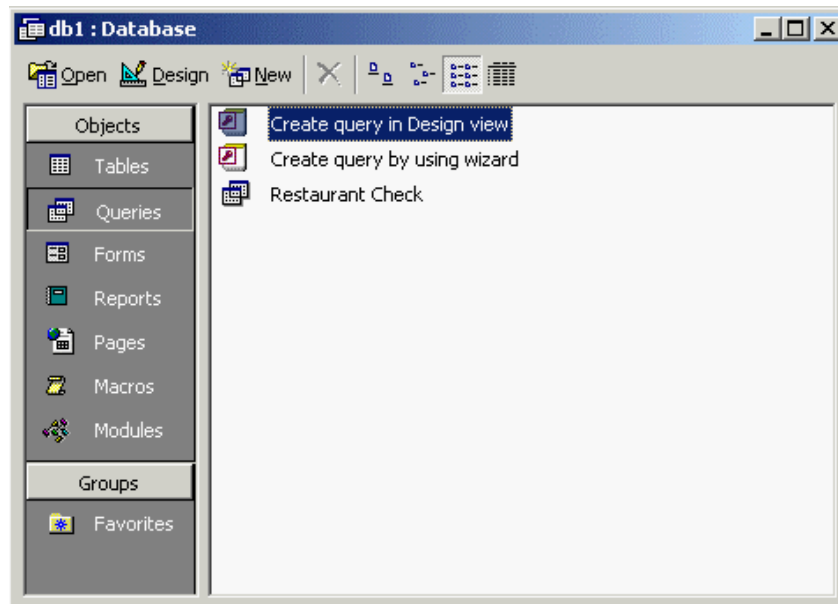
NOTE: With a Microsoft Access relationship defined, the query will be able display results from the multiple related tables without duplicating table entries. In other words Microsoft Access will automatically execute a JOIN across the databases.

- Close the Select Query pane once the all the desired fields have been selected.

- Click Yes if prompted to save the changes. A Save As dialog box may open. If the Save As dialog opens and you wish to provide a name for the new query, enter the new title in the Query Name field and press the OK button.



The new query has been created. To execute the query, double-click on the name of the query from the Queries section of the Database pane.



The results of the query will be displayed in the Select Query pane. You will notice that if query contains fields from the two HanDBase databases for which a Microsoft Access relationship has been defined, the query will do an automatic JOIN of the two tables.

Restaurant Check : Select Query				
	Order_	Date	Server	Appetizer_Total
▶ 1		7/27/2001	Mary	6.00
2		7/27/2001	Bob	7.50
3		7/27/2001	Mary	6.50
3		7/27/2001	Mary	6.50
3		7/27/2001	Mary	6.50
*				
Record: 1 of 5				

Editing Data

Introduction

When you access a HanDBase database using the HanDBase ODBC Driver, the data types in the HanDBase database are converted to ODBC data types. The following sections explain the data type conversions made by the HanDBase ODBC Driver and issues that arise when editing converted data.

Conversion of HanDBase Types to ODBC Types

For each HanDBase field type, the corresponding ODBC data type that it is converted to is described below.

Text

A HanDBase Text field type is converted to an ODBC varchar type. The "Max Characters" setting for the HanDBase field is used as the column width in the column type definition. For example, if your text field was created with "Max Characters" set to 40, the ODBC column type definition will be varchar(40) NULL. The NULL allows for the case where your Text field is not defined.

Integer

A HanDBase Integer field type is converted to an ODBC integer type. The ODBC column type definition will be integer NULL. The NULL allows for the case where your Integer field is not defined.

Float

A HanDBase Float field type is converted to an ODBC double type. The ODBC column type definition will be double NULL. The NULL allows for the case where your Float field is not defined.

Pop-Up

A HanDBase Pop-Up field type is converted to an ODBC varchar type. The text representing the popup choice is converted into the column data. The ODBC column type definition will be varchar(254) NULL. The NULL allows for the case where your Popup choice is not defined.

CheckBox

A HanDBase CheckBox field type is converted to an ODBC bit type. The ODBC column type definition will be bit NOT NULL. In the case of a CheckBox, NULL is not allowed since the CheckBox is defined as either checked or unchecked.

Unique

A HanDBase Unique field type is converted to an ODBC integer type. The ODBC column type definition will be integer NULL.

Date

A HanDBase Date field type is converted to an ODBC date type. The ODBC column type definition will be date NULL. The NULL allows for the case where your Date field is not defined.

Time

A HanDBase Time field type is converted to an ODBC time type. The ODBC column type definition will be time NULL. The NULL allows for the case where your Time field is not defined.

Link

A HanDBase Link field type is converted to an ODBC varchar type. The resulting integer is a unique value representing the current record in the database with the Link field. The ODBC column type definition will be integer NULL.

Linked

A HanDBase Linked field type is converted to an ODBC varchar type. When converted, the integer represents the unique record in the linking database that the current record is linked to. The ODBC column type definition will be integer NULL.

Note

A HanDBase Note field type is converted to an ODBC longvarchar type. The ODBC column type definition will be varchar(2000) NULL. The NULL allows for the case where your Note field is not defined.

DB Popup

A HanDBase DBPopup field type is converted to an ODBC varchar type. The DBPopup field contains the text value for the popup selection. When converted, that text becomes the column data. The ODBC column type definition will be varchar(254) NULL.

Calculated

A HanDBase Calculated field type is converted to an ODBC varchar type. The ODBC column type definition will be varchar(254) NULL. A varchar type is used because some calculations are not numeric. Hence, the result is not always numeric.

Conditional

A HanDBase Conditional field type is converted to an ODBC varchar type. The ODBC column type definition will be varchar(254) NULL.

Unsupported Fields Types

The HanDBase Heading, Image, Relationship and External field types are currently not supported by the ODBC Driver program.

Data Editing Issues

Since the ODBC data type corresponding to a HanDBase field type is not always an exact match, there are several issues that arise when data is edited in a HanDBase database using the ODBC driver. The issues associated with different HanDBase field types are discussed below.

Pop-Up

Data in a HanDBase Pop-Up field is converted into text. Editing the text will result in the new string replacing the current selection. Furthermore, the new string will be added to the Popup List of that Pop-Up field in the HanDBase database.

CheckBox

A HanDBase CheckBox field type is converted to an ODBC bit type. Thus, users editing this field through the ODBC driver will provide values of 0 or 1 where 0 represents unchecked and 1 represents checked.

Unique

A HanDBase Unique field type is converted to an ODBC integer type. If a field that is a unique type in the corresponding HanDBase database is changed through the ODBC driver, the HanDBase database will NOT confirm that the value is unique. If you must edit a field that is a unique type, take great care to ensure the value is not already present in a different cell in that column!

Link

A HanDBase Link field type is converted to an ODBC varchar type. The integer has a value that uniquely represents the current record in the database. Editing the value of a field of type link will destroy relationships between the record in the linking database and the connected records in the linked database.

Linked

A HanDBase Linked field type is converted to an ODBC varchar type. Editing the value of a linked field will destroy the relationship between the record in the linked database and the associated record in the linking database.

DBPopup

A HanDBase DBPopup field type is converted to an ODBC varchar type. The DBPopup field contains the text value for the popup selection. Editing the value of a DBPopup field will destroy the link to the record in the other database.

Calculated

A HanDBase Calculated field type is converted to an ODBC varchar type. If the value is changed, the data is updated. However, the value is not displayed in the HanDBase table. The value is properly recalculated when the HanDBase database record is opened and changes accepted.