



HanDBase[®]
for
Windows Mobile Classic/Professional (Pocket PC)
Version 4
Manual

Revision Date 12/05/2007

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Using the HanDBase Application

Introduction

What is HanDBase?

HanDBase is a mobile relational database application for the Palm OS powered handhelds, Pocket PC/Window Mobile handhelds, Symbian Series 60(S60) Smartphones, Windows Mobile Smartphones, Windows Desktop computers and Macintosh Desktop computers. This application enables you to create databases on your handheld while you are on the go. You can also use the Desktop components to create databases or convert data from another format into HanDBase so you can bring your existing data with you.

NOTE: This particular manual currently covers the programs for Windows Mobile Classic/Professional (Pocket PC) handhelds. Separate manuals are available for the HanDBase Desktop, Palm OS, Symbian S60 Smartphones, Windows Mobile Standard (Smartphone) devices, Symbian UIQ and Macintosh Desktop computers.

System Requirements

Pocket PC

Windows Mobile Classic/Professional (Pocket PC) Device
Windows CE 4.0 or higher OR Windows Mobile 2003SE, 5 or 6
800 KB of available memory for the HanDBase application.
Microsoft ActiveSync 4.0 or higher
Windows Mobile Device Center 6.0 or higher (Windows Vista users)

Note: If you are using HanDBase Forms please see the requirements for that application in the HanDBase Forms Manual.

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.

Note: There is a separate version of HanDBase for Windows Mobile Smartphones. While some vendors refer to any PDA type device that is also a phone as a Smartphone these are not always considered Windows Mobile Smartphones, according to Microsoft’s definition. At the time of this revision a Windows Mobile Smartphone does not have a Touchscreen. If you are using a device running Windows Mobile and it has a Touchscreen you will need this, the Pocket PC, version of HanDBase.

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

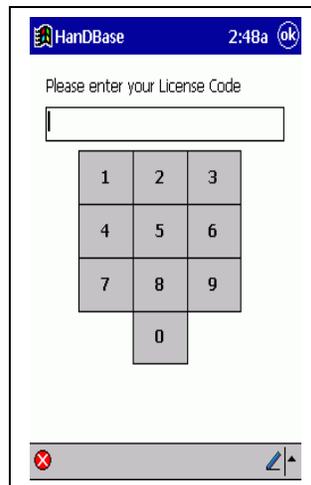
In order to use your registered version of HanDBase you will need to enter your 16 digit License Key.

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 ran, 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

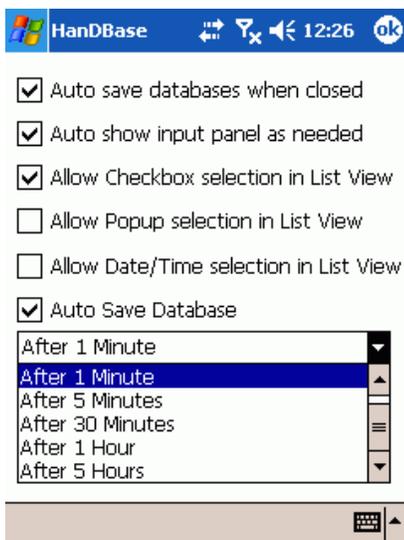
Pocket PC

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

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!

Auto Save Database...

Check this option if you wish your Database files to be automatically saved after the time period specified. Due to the nature of the Pocket PC/Windows Mobile platform and the (X) button not actually exiting the application we have added this feature. You can specify how often you wish to have your database files saved. If you do not wish to have your database files automatically saved then uncheck this option. This option is enabled by default and set to save *After 1 minute*. You can change the time to any of the following:

After 30 Seconds

After 1 Minute

After 5 Minutes

After 10 Minutes

After 30 Minutes

After 1 Hour

After 5 Hours

Database Installation

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.

HanDBase Interface

Main Screen

Pocket PC



On this screen you will find the following two 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 "New" menu item. 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 'Open' menu item. 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 the option for Sending the data via Infrared. When you select this, 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 menu option will give you a menu 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.

Info:

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.

Delete:

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.

Browse:

If you wish to locate a Database file on your Pocket PC/Windows Mobile handheld that is not stored in the HanDBase3 folder in My Documents you can select this option to browse all folders on your handheld to open that file.

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* menu 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* menu. To delete an item from the list, select the item, and press the *Delete* menu. 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.

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

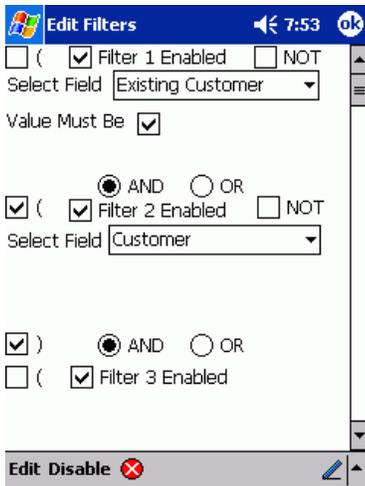
HandBase Views is a feature that enables you to have different saved ways of viewing your data in the List View and in the Edit Record Screen. This enables you to Show or Hide certain fields from the List View or Edit Record Screen. You also have the ability to set different Sorting or Filtering options 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.

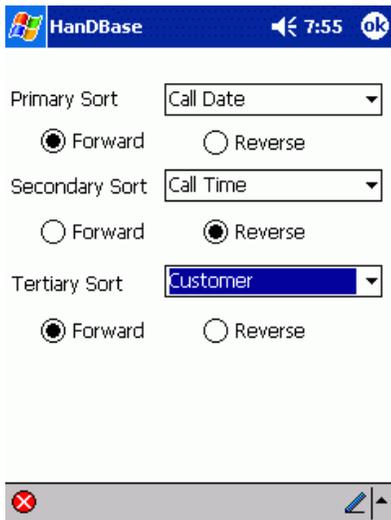
Keyboard (Palm OS only)

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.

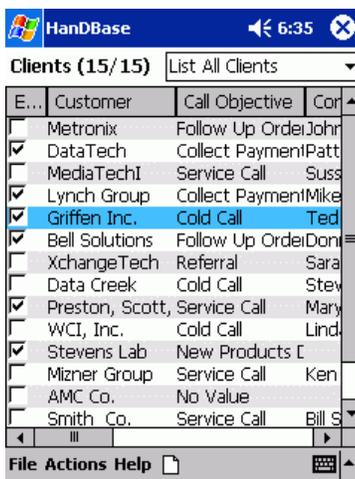
Paste

Paste text from clipboard to current field

Select All

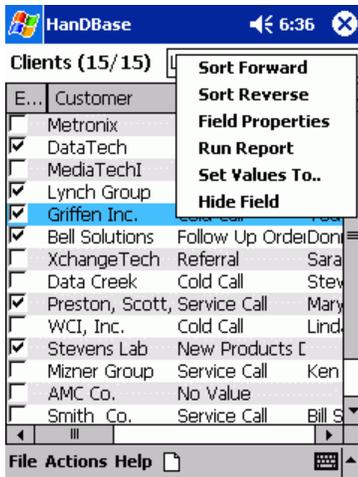
Select/Highlight all text in the current field.

Pocket PC



E...	Customer	Call Objective	Cor
<input type="checkbox"/>	Metronix	Follow Up Order	Johr
<input checked="" type="checkbox"/>	DataTech	Collect Payment	Patt
<input checked="" type="checkbox"/>	MediaTechI	Service Call	Suss
<input checked="" type="checkbox"/>	Lynch Group	Collect Payment	Mike
<input checked="" type="checkbox"/>	Griffen Inc.	Cold Call	Ted
<input checked="" type="checkbox"/>	Bell Solutions	Follow Up Order	Don
<input type="checkbox"/>	XchangeTech	Referral	Sara
<input type="checkbox"/>	Data Creek	Cold Call	Stev
<input checked="" type="checkbox"/>	Preston, Scott,	Service Call	Mary
<input type="checkbox"/>	WCI, Inc.	Cold Call	Lind
<input checked="" type="checkbox"/>	Stevens Lab	New Products	C
<input type="checkbox"/>	Mizner Group	Service Call	Ken
<input type="checkbox"/>	AMC Co.	No Value	
<input type="checkbox"/>	Smith Co.	Service Call	Bill S

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.

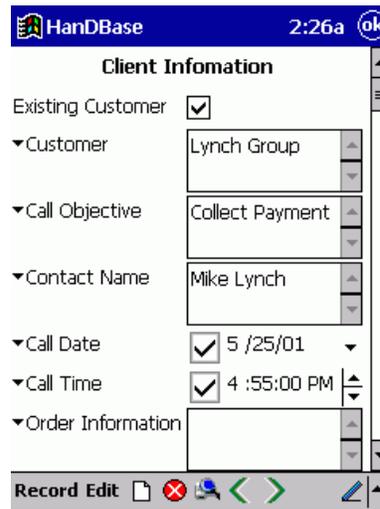
NOTE: If you have enabled Live updating of the currently selected View then changes made to these settings will affect your current View.

Help

About

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

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 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.

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 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.

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 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.

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 it 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



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'.



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.

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 HandDBase 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.

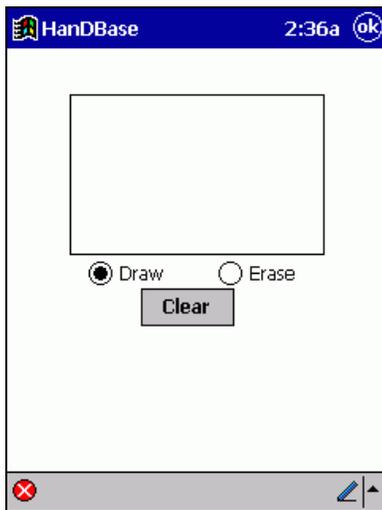
Graffiti Help (Palm OS only)

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

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

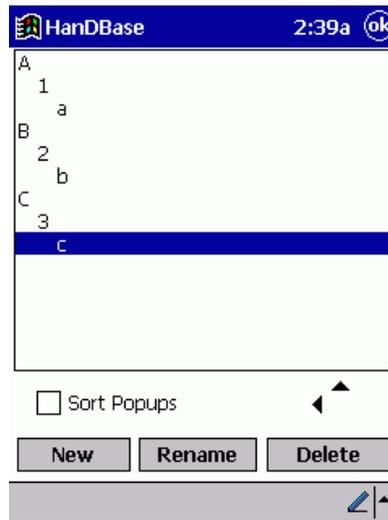
Tap this button to delete the current record. You will be prompted asking if you are sure.

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.

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.

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.

Pocket PC

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

Edit an Existing Database

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

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



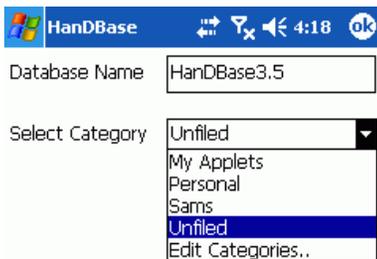
Security - This section enables you to set the Security Settings for the database, including Encryption and what access to allow or disallow.

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.

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.

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.

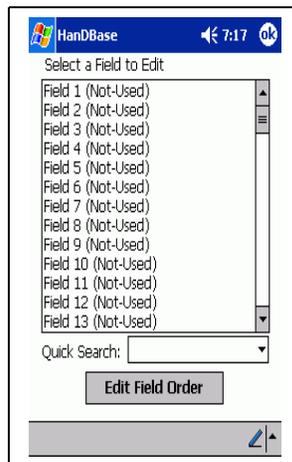
Keyboard (Palm OS only)

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

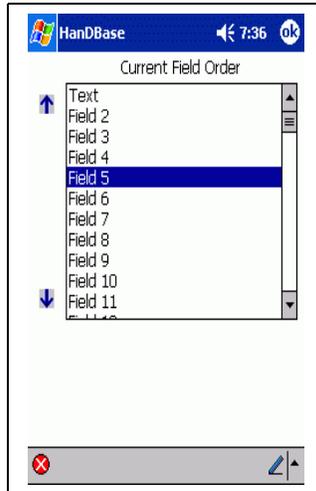
On this screen you will find a list box containing the 100 fields allowed in a database. Select the field you wish to edit and you will be taken to the Edit Field Screen, where you can edit that field's properties. For more information on editing field properties see the *Edit Field Properties* section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

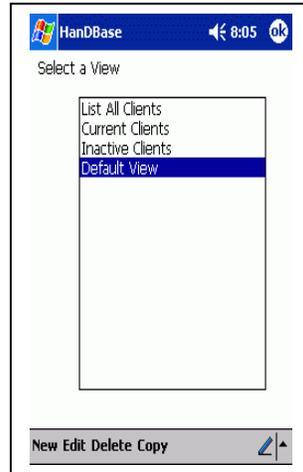
HanDBase Views

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

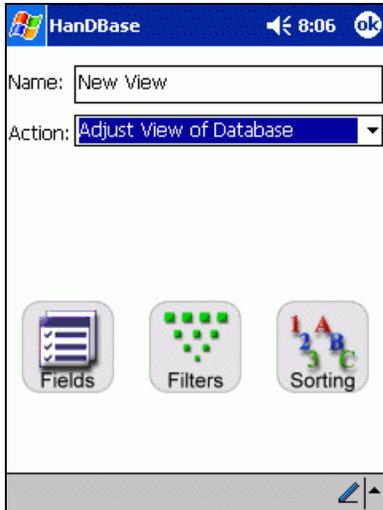
To make a copy of an existing view, select the view from the list above and then tap the Copy button or menu item. This will make an exact duplicate of the View selected so you can modify the specifics of that view.

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.

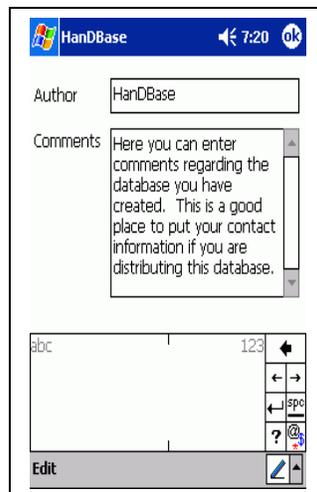
Show which two fields in reminder

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.

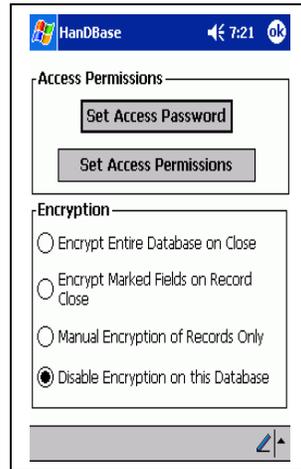
Graffiti Help (Palm OS only)

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

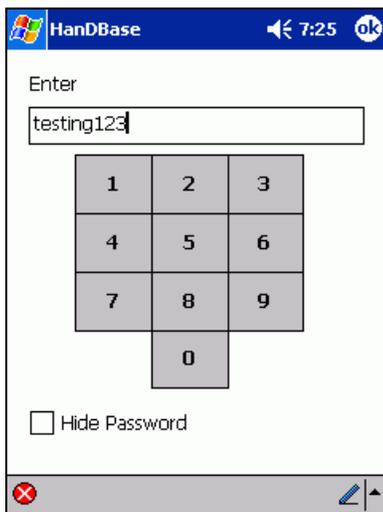


This screen will let you or the database administrator view and specify permissions for various actions performed on this database. This screen also allows the user or administrator to enable or disable Encryption.

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

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

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(Pocket PC/Windows Mobile)

Encrypt marked fields on DB Close(Palm OS/Windows Desktop)

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. This function will encrypted all the fields you have enabled encryption on all at once when you close the database.

NOTE: This option will not encrypt the entire database automatically. You must, as indicated above, mark the fields you wish to encrypt when you close the database in the Field Properties.

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 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.

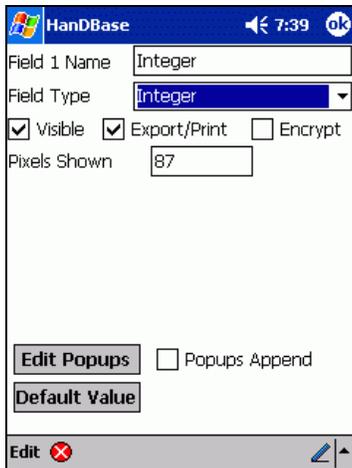
Uncheck this box if you'd rather the popup value replace the current text value.

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



The screenshot shows the HanDBase configuration interface for an Integer field. The title bar reads 'HanDBase' with a back arrow, the time '7:39', and an 'ok' button. The configuration options are as follows:

- Field 1 Name: Integer
- Field Type: Integer (dropdown menu)
- Visible: (checked)
- Export/Print: (checked)
- Encrypt: (unchecked)
- Pixels Shown: 87
- Buttons: 'Edit Popups' and 'Default Value'
- Checkbox: Popups Append
- Bottom bar: 'Edit' with a red 'X' icon and navigation arrows.

Numerical 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 Popups

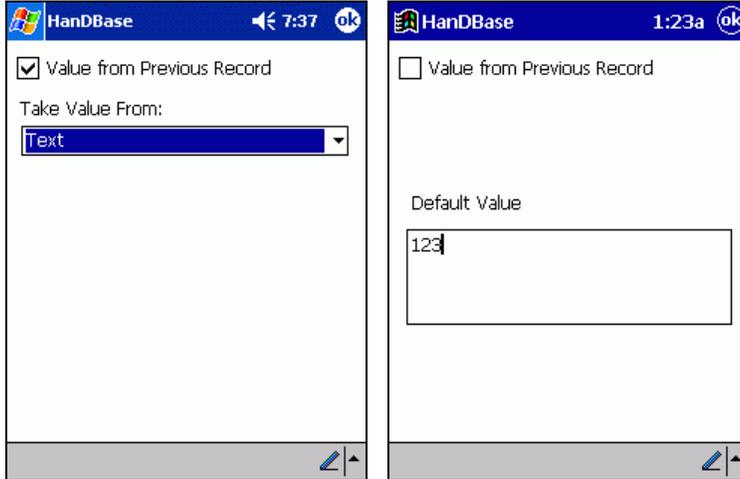
Here you will be brought to the Edit Popup List screen where you can choose the possible values for this field.

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.

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

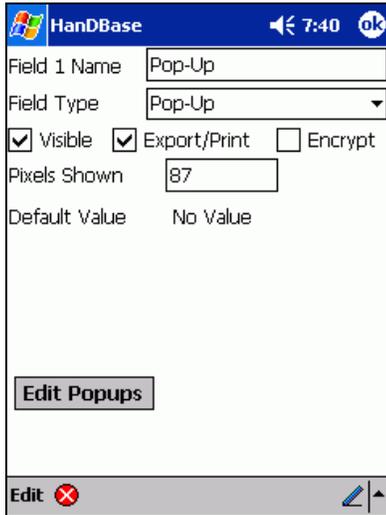
Check this box if you'd like for the values selected from the popup list for this field to append to the end of any existing value.

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.

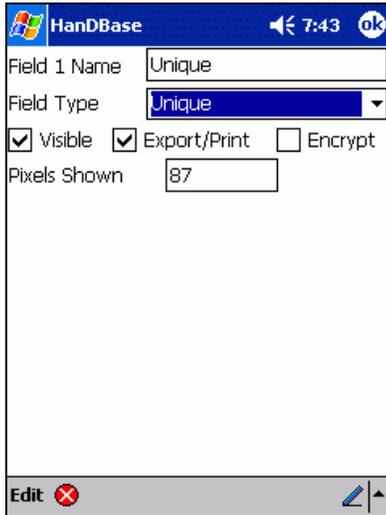
Pixels Shown

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



The screenshot shows a dialog box titled 'HanDBase' with a status bar at the top showing '7:43' and 'ok'. The dialog contains the following fields and options:

- Field 1 Name: Unique
- Field Type: Unique (dropdown menu)
- Visible:
- Export/Print:
- Encrypt:
- Pixels Shown: 87

At the bottom, there is an 'Edit' button with a red 'X' icon, and a blue pencil icon with a right arrow.

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



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.

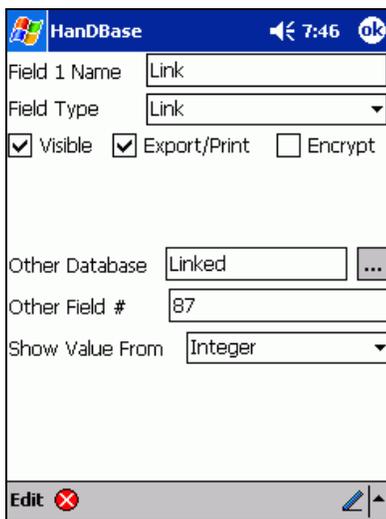
Time Record Added

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



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 HandDBase 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

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.

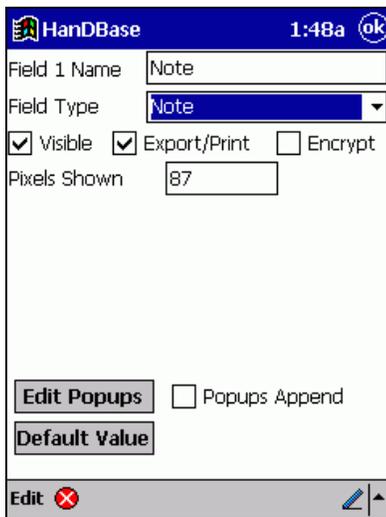
NOTE: If you have not yet created the first/parent database when you create this Linked field you won't be able to select the Link Field. You will need to create the first database with the Link field and then come back to finish setting up this field.

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.

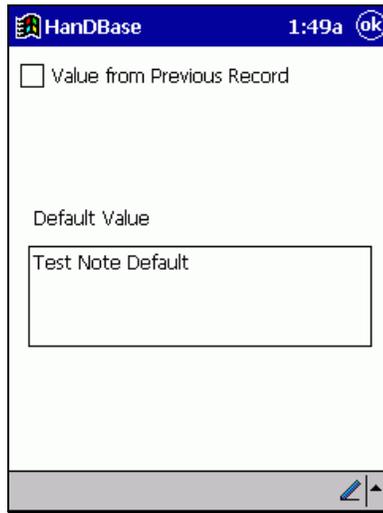
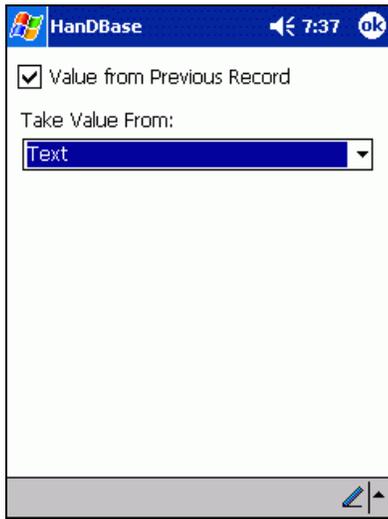
Pixels Shown

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

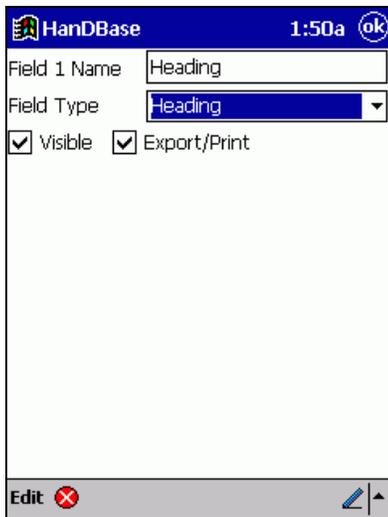
Check this box if you'd like for the values selected from the popup list for this field to append to the end of any existing value. Uncheck this box if you'd rather the popup value replace the current value.

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)

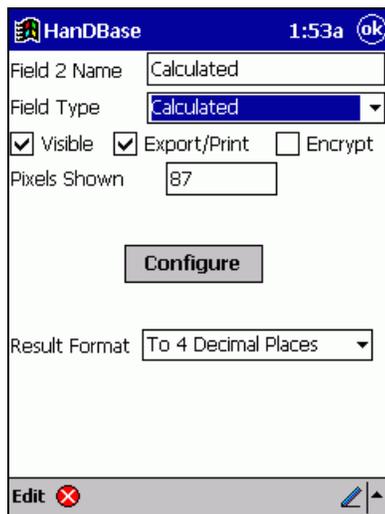
By setting this value to something other than 0 (0 disables this feature), you can assign multiple DB Popups, up to 10, to the same group. Then, whenever any of the DB Popups in a group are selected and a record in the other database is selected, all items in the same group will be filled out automatically.

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.

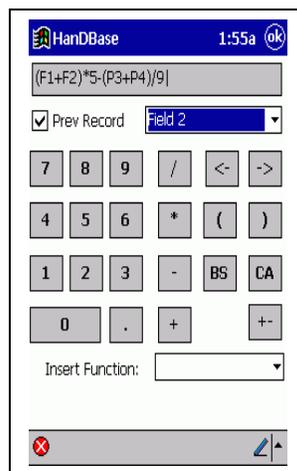
To 1 Decimal Place

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.:

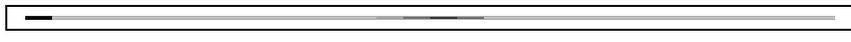


Tapping this button will move the cursor to the left one Operand or Operator at a time.



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 is 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: $\text{Log}(20) = 1.3010$ (approx), $\text{Log}(750/5) = 2.1761$ (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
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:

$x \text{ Mod } y$
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:

$x < y$
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:

$x > y$
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:

$x \leq y$
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>=y

Example: 17>=12 = 1; 3>=51 = 0; 64>=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!=y

Example: 7!=10 = 1; 5<=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 and 2 = 1; 0 and 9 = 0; 0 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 sides does then a 1 (one) will be returned.

In HanDBase this is expressed as:

x or y

Example: 4 OR 2 = 1; 0 OR 9 = 1; 0 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 XOR 2 = 0; 0 XOR 9 = 1; 12 XOR 0 = 1; 0 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: NOT2 = 0; NOT0 = 1; 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 Fields' configuration screen in HandBase. The title bar reads 'HandBase 2:23a OK'. The form contains the following fields and values:

- Field 3 Name: Conditional
- Field Type: Conditional
- Visible:
- Export/Print:
- Encrypt:
- Pixels Shown: 87
- If Field: Paid
- Is: Equal To
- Field: Due
- Output Is: No Field
- Else: Name

At the bottom, there is an 'Edit' button 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 HandDBase. These can be things like retrieving data from the Palm Address Book and having it fill in fields in your HandDBase 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 HandDBase 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 HandDBase.

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 fo 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.

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

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.

Alarms

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

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

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.