HanDBase®

for
Palm OS
Version 4
Manual

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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 Palm OS handhelds. Separate manuals are available for the Windows Mobile Classic/Professional (Pocket PC) devices, Symbian S60 Smartphones, Windows Mobile Standard (Smartphone) devices, Symbian UIQ, BlackBerry and Macintosh Desktop computers.

System Requirements

Palm OS

> Palm OS 4.0 or higher
> 600 KB of available memory for the HanDBase application
> Palm Desktop and HotSync Manager 4.0 or higher

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

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

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
Palm OS

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

Windows

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

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

Macintosh

1. From the Instant Palm Desktop menu, choose HotSync Manager. The HotSync Manager screen appears.

2. From the HotSync menu, choose Install. A dialog box appears, showing all the software you've scheduled for installation. Use the pop-up menu at the top of the screen to specify which handheld you want to install onto (if you use more than one with this Macintosh).

3. Drag-and-drop method: Click the Desktop. Locate the HANDBASE3.PRC file, depending on the version you have, and simply drag the icon into the Install Handheld Files window.

4. Dialog box method: Click Add to List. You're shown the usual Macintosh Open File dialog box. Find the HANDBASE3.PRC file, depending on the version you have, then double-click.

5. When you're finished choosing files to install, close the window and quit HotSync Manager.

Program Preferences

Palm OS handheld application

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

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

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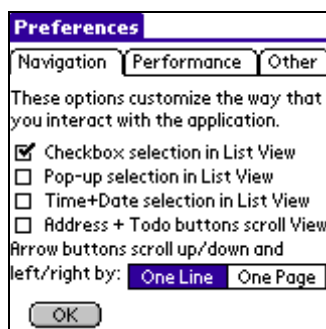
These options allow you to customize the way you interact with and navigate within the HanDBase application.

Checkbox selection in List View
Check this option if you would like to edit a checkbox in place in the List View Screen. If this is checked, touching any Checkbox field while in the Main Screen will toggle the checkbox value without going into the Edit Record screen.
NOTE: Remember, though, if you have sorting or filtering turned on, and the sorting or filtering settings are dependent on this field, then the record you have just edited in place, may move or even seem to disappear!

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

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

Time/Date selection in List View
Check this option if you would like to edit date and time fields in place in the List View Screen. If this is checked, touching any Date or Time field while in the List View Screen will bring up the date calendar, or time picker for that field, and allow adjusting without going into the Edit Record screen.
NOTE: Remember, though, if you have sorting or filtering turned on, and the sorting or filtering settings are dependent on this field, then the record you have just edited in place, may move or even seem to disappear!

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

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

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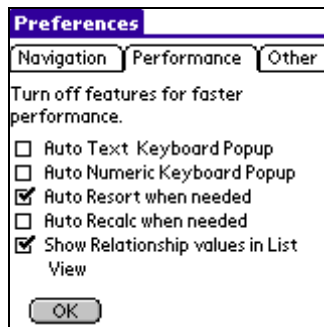
These options enable you to turn off certain features to enable faster performance within the application or to turn on features to enable alternate data entry methods or more accurate viewed data.

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

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

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

Auto Recalc when Needed
Select whether the program will recalculate the calculated fields in the database whenever it deems necessary based on which fields were changed in the database. If this is not turned on, and the program

feels a recalculation is necessary, a small 'calculator' icon will appear in the lower right hand corner of the screen in the center of the directional arrows, in the List View Screen. By pressing this 'calculator' button, a recalculation will be performed and the icon will disappear until necessary again. This let's the user have manual control over when to recalculate the records, and is useful if you are adding a number of transactions to a large database, and would just like to recalculate once all records have been added. **NOTE:** If this option is turned off, any calculated fields that use the 'Previous Record' option may have the wrong value unless this 'calculator' icon is NOT present!

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

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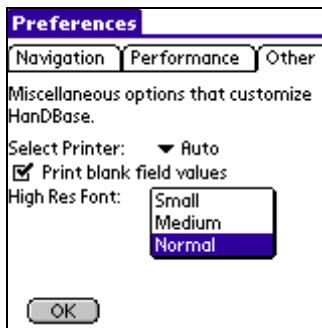
These are miscellaneous options to enable customization of HanDBase and it's functionality.

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

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

High Res Font
This option enables users with Sony Clie handheld devices that support High Resolution to take advantage of that feature in the HanDBase List View. You can select from one of these three Font options.
> *Normal*
> This is the default font and will display the data in the standard screen resolution.
> *Medium*
> This Font will display the data smaller enabling more records to be displayed on the List View screen.
> *Small*
> This Font will display the data using the smallest font, enabling the most records to be displayed on the List View screen.

Database Installation
Palm OS

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

Double Click

This method will work for Windows and Macintosh users.

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

Palm Install Tool

This method will work for Windows and Macintosh users.

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

HanDBase Desktop - Windows Users

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

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

Backup Folder. That way you will avoid conflicts if you are using the HanDBase Conduit. However, when you want to re-open that database you will need to do so by selecting Open from the File menu and choosing from that list. That way you ensure you are opening the one that was Backed-up or Synchronized.

HanDBase Desktop - Macintosh Users

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

HanDBase Interface

Main Screen

Palm OS

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

Selecting a Category

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

Creating a New Database

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

Opening a Database

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

Sending a Database

 To send a database to another HanDBase, select the Database in the list that you would like to send and then tap the 'Beam' button. You will then be given two options for Sending the data,

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

Changing the Properties of an Existing Database
![Details] 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

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

![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.

![Move] This option enables you to Move a database to a memory card that supports VFS. When moved it will be automatically placed in the correct folder so that HanDBase can correctly access it. To Move a database, select the database in the list that you would like to move, tap the Tools button and then tap the 'Move' button.
NOTE: For more details on VFS Support see the VFS Support section below.

![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.

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

    Update Old Databases
    This option enables you to update any databases you have in an earlier HanDBase format, ie 2.7x. By default, when you Open HanDBase you will be given the option to update all of your

older databases. If you select "No" at that time or if at some point you select "Never Again" you will be able to update older databases by selecting this option.

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

Edit Categories Screen

The Edit Categories screen comes up whenever the 'Edit Categories' popup choice is chosen from within the program. This screen is used to define the 20 different categories a database can reside in. Categories are added by pressing the (New) button along the bottom. You will then be prompted to enter the Category value, after which you should choose the (OK) button in that prompt to return to this list. To rename an item in the list, select the item with the stylus and press the (Rename) button. To delete an item from the list, select the item, and press the (Delete) button. When you are finished editing the categories, press the (OK) button to save your changes and return to the previous screen.

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

Menu Functions

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

Edit

Undo

Undo last text edit function.

Cut

Move selected text to clipboard.

Copy

Copy selected text to clipboard.

Paste

Paste text from clipboard to current field

Select All

Select/Highlight all text in the current field.

Keyboard

Bring up popup keyboard for typing.

Graffiti Help

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

Common Interfaces

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

Edit Records

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

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

HanDBase Views

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

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

Edit Filters Screen

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

Text Fields

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

Integer Fields

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

Float Fields

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

Date Fields

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

Time Fields

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

Popup Fields

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

CheckBox Fields

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

Note Fields

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

Image Fields

Cannot be filtered.

Calculated Fields

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

Unique Field

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

Heading Field
Cannot be filtered.

Link Fields
Cannot be filtered.

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

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

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

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

External Fields
Cannot be filtered.

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

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

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

Menu Functions (handheld)
Edit
      Undo

Undo last text edit function.

Cut
Move selected text to clipboard.

Copy
Copy selected text to clipboard.

Paste
Paste text from clipboard to current field

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

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

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

Sort Database Screen

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

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

Menu Functions (handheld)
Edit
Undo
Undo last text edit function.

Cut
Move selected text to clipboard.

Copy
Copy selected text to clipboard.

Paste
Paste text from clipboard to current field

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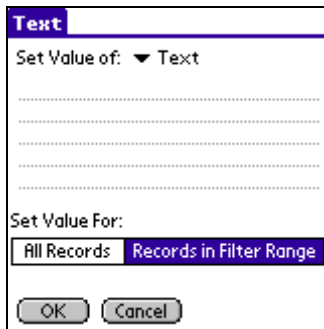Select/Highlight all text in the current field.

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

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

Set Value To Screen

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

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

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

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

Pop-up
Popup list selector to choose from items in this popup list.

Check-box
Checkbox that can either be checked or un-checked.

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

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

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

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

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

Unique
Image
Link
Linked
Heading
Calculated
Relationship
Conditional
External

Menu Functions
Edit

Undo
Undo last text edit function.

Cut
Move selected text to clipboard.

Copy
Copy selected text to clipboard.

Paste
Paste text from clipboard to current field

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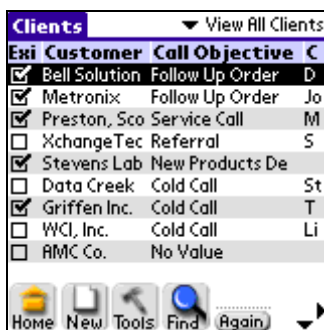Select/Highlight all text in the current field.

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

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

Palm OS

The List View Screen contains a scrollable list view of all of the records for the currently loaded database. You can use the arrow buttons to scroll in any of the four directions if they are visible along the bottom of the screen. Scrolling right and left will show the various fields for each record and scrolling up and down will go through the various records in the database. The top right corner of the screen shows the current view and allows you to select from other views you have created. For more information on Views see the HanDBase Views section of this documentation.
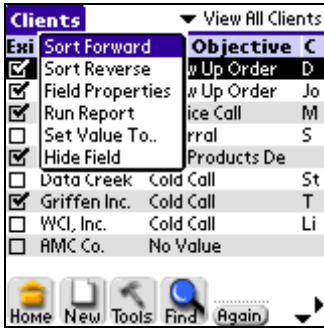
You can choose to perform various actions on a field by pressing the field name along the top, and a popup menu will appear, letting you sort by that field in ascending or descending order, adjust that field's properties, run a report on that field, set the values in that field to something specific or hide the field from this list view. To resize a column, select the white line separating the field names and drag the stylus to the right or left to resize. A line will appear down the screen, which will let you judge the new approximate size before lifting the stylus from the screen. You may also resize a column by editing the Pixels Shown property within the Edit Field Screen.

Buttons

There are buttons along the bottom that perform various functions:

Close the database and return to the Main Screen.

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

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

Brings you to the Sorting screen, where you can set parameters for sorting the data on the List View Screen.
NOTE: If you have enabled Live updating of the currently selected View then changes made to these settings will affect your current View.

Brings you to the Filters screen, where you can set filters for limiting the scope of the List View Screen.
NOTE: If you have enabled Live updating of the currently selected View then changes made to these settings will affect your current View.

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

    Repeat last search.

In addition to the above mentioned buttons you will also see some items to the right of those buttons. There are directional arrows that allow you to navigate through the database, up, down, left and right. Additionally, if you do not have the Preference for automatically recalculating enabled and you have

calculations in your database you will see the calculator icon, in the middle of the directional arrows, indicating that a recalc is needed.

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

Menu Functions
Options
Preferences
Bring up Preferences screen.

DB Properties
Bring up Edit/New Database screen.

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

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

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

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

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

Delete Records
This option will ask you whether you would like to delete all records within filter range or all records outside the filter range. By answering 'inside', all records currently within the set filter ranges will be deleted. By answering 'outside', all records not currently within the set filter

ranges will be deleted. If you have any databases linked to this database, the program may ask you whether you'd like to delete all linked records from the linked databases as well. By answering 'yes' to that question, data from these other databases that belong to these records via a link, and all related data for several levels below will be deleted as well.

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

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

Delete Database
Delete the current database after prompting for confirmation.

Move

To Top
Go to the top record in this database.

To Bottom
Go to the bottom record in this database.

Page Right
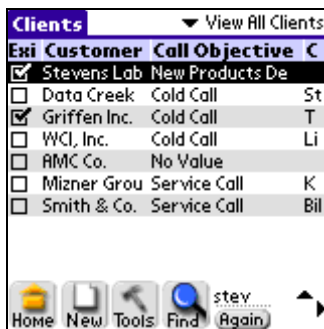Page right one page of fields in this database.

Page Left
Page left one page of fields in this database.

Help

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

Quick Search

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

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 and 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

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

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

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

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

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

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

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

Linked fields
This value will show the value of the field specified to carry over in the Link Field Properties, that this is joined to, on the right side of the screen. In addition, pressing the field name will take you to the parent database, where you can see which record this is assigned to, and optionally assign it to a different record.
Note: The value stored in this field is NOT what you see displayed. It is a value, created by HanDBase, to maintain the relationship with the Parent record. Therefore if you display values from fields such as Date or Time, functions like Sorting, Filtering and Calculating may not produce the same results.

Note Fields
Allows for memopad-type notes (up to 2000 characters in length). When selected, the screen will switch to the Edit Note screen where you can enter your data. The first line of data in the note field will be displayed in this Edit Record screen. If in the Note Field Properties you have specified a Default Value,
that value will be automatically entered here.
To set the field to a pre-defined value, press the field name to the left. You will be presented with a popup list of your most common values for this field. In addition, if this field has the popups append checkbox set in it's properties, the popup value will append to the end of the current value of the field. To add, edit, or delete items from this list, choose the Edit Popup List option. You will then be taken into the Edit Popup screen. If you have cascading popups then when you select your first item the list of sub-items will be presented. If you have multiple sub-items then you can continue selecting until you get to the lowest level that will allow you to actually select an item. Once selected, that item will show in the Popup field. If when navigating the Popup list you select the wrong sub-item you can tap the Back item to return to the previous list.

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

DB Popup fields
Similar to a Text field, except the popup choices come from a field of another database. When you select the Popup list for this field, by pressing the bold-text field name to the left of the field, you will be taken to the database specified in the properties. From there you can choose a record by selecting it. Once selected, the user will be returned to the first database and this field will be filled with the value of the field specified in the Other Field Name property of the DB Popup field parameters from the second database. If this field is part of a DB Popup group, other fields

may be filled out automatically as this one is selected. The limit of characters is the same as that of a Text field, 254, and is set by the user in the setup of the Field. If in the Note Field Properties you have specified a Default Value, that value will be automatically entered here.
Note: Although you can bring over values from fields such as Date and Time fields, the DB Popup field will not have the same properties so functions such as Sorting and Calculating will not produce the same results.
Note: If you know that a value, or part of one, exists in the field you will be retrieving data from and you want to find that value quickly you can enter that value, or part of it, in the DB Popup field before tapping the Field Name. Then when you are taken to the other database it will do an immediate search for that value.

Calculated fields
Lets you perform operations on other fields or constant numbers. When you configure the Calculated field in the Calculated Field Properties you can calculate up to 6 operands/fields using simple math as well as more complex mathematic formulas. This field is not editable, but rather is calculated when any dependent field is modified.
Note: The order of fields is VERY important to producing the correct calculated result. You may need to Edit the Field Order to put all the fields that are part of your calculation in an order conducive to calculating.

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

Conditional fields
This field is similar to the Calculated field. This field lets you evaluate values in other fields and produce results based on that evaluation. This field is not editable but rather is evaluated and the value you will see displayed in this field will be the result of your conditional statement.
Note: The order of fields is VERY important to producing the correct conditional result. You may need to Edit the Field Order to put all the fields that are part of your conditional statement in an order conducive to evaluating.

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

Menu Functions
Record
Export Record

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

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

Beam Record
Beam current record to another user via the IR Port. Please note that the other user must also be using the same database under their HanDBase program.
Note: This option is only available on the Palm OS or Pocket PC handhelds at this time. Windows Desktop users will not be able to beam records directly to a handheld user.

Copy Record To New
Save this record and then copy this current record's values to a new record.

Copy Record To..
Copy this current record's values to a different database on this same handheld. You will be prompted to choose a database to copy to.
NOTE: the database you copy to must have the same field structure as this database in order to perform this operation.

Move Record To..
Move this current record to a different database on this same handheld. You will be prompted to choose a database to move to.
NOTE: the database you move to must have the same field structure as this database in order to perform this operation.

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

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

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

Decrease Field Width
Decrease the width of the data fields (the right side of the screen), and increase the width of the field names. This setting will be preserved for all records in this database. This is useful when

you would like to see more of the field names on the screen, and your data values are relatively short.

Edit

Undo
Undo last text edit function.

Cut
Move selected text to clipboard.

Copy
Copy selected text to clipboard.

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

Paste
Paste text from clipboard to current field

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

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

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

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

Edit Image Screen
This screen is accessed when editing an image field type on a Palm OS handheld. When editing an image, you can select either Draw or Erase to adjust your pen. Pressing the (OK) button saves your drawing, (Cancel) ignores the changes you have made, and (Clear) gives you a clear screen to work with. Images created will be 160 x 160 pixels in Black and White.
Note: HanDBase Desktop users will be able to edit and add images directly within the Edit Record screen.

Details Screen
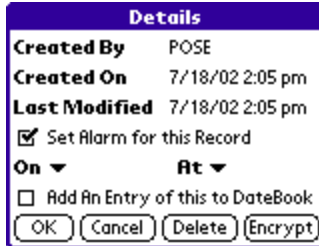
The Details Screen, accessible by tapping the [Details] button, Palm OS and HanDBase Desktop, or the 🔍 button, Pocket PC, from within the Edit Record Screen for that record, will display the screen shown to the Left. On this screen you will see the following items:

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

Created On
This indicates the Date and Time this record was created.

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

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

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

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

Add An Entry of this to DateBook (Palm OS only)
If you check this item then when you tap OK to save the details an alarm will be set in HanDBase and an entry for this item will also be put into the built in Palm DateBook application.

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

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

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

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

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

Popup items are added by pressing the (New) button along the bottom. You will then be prompted to enter the Popup value, after which you should choose the (OK) button in that prompt to return to this list. To rename an item in the list, select the item with the stylus and press the (Rename) button. To delete an item from the list, select the item, and press the (Delete) button. When you are finished editing the popup values, press the (OK) button to save your changes and return to the previous screen.
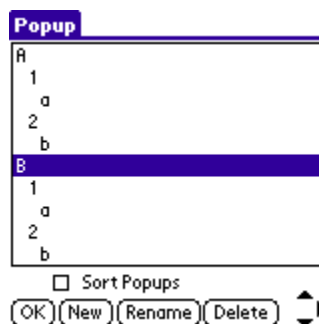
HanDBase now supports Cascading Popups, which make it possible to categorize your popup items into smaller lists. To create cascading popups you create the popup items in the same way you would any other popups. However after creating them you can use the arrows in the lower right hand corner of the Edit Popup List Screen to move those items to the left or right, making the item above the parent of that popup item. You can see an example of this in the image above. These arrows also make it possible to manually re-order your popup lists to get them in an order you desire. You can also use the "Sort Popups" checkbox to sort your popup list manually.

> **Menu Functions**
> **Edit**
>> *Undo*
>> Undo last text edit function.
>>
>> *Cut*
>> Move selected text to clipboard.
>>
>> *Copy*
>> Copy selected text to clipboard.
>>
>> *Paste*
>> Paste text from clipboard to current field
>>
>> *Select All*
>> Select/Highlight all text in the current field.

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

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

Palm OS

Buttons

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

The following list describes what each button does.

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

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

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

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

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

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

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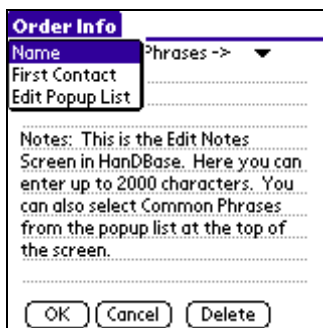
The Edit Note Screen is used when editing Note Field types on Palm OS powered handhelds. There is currently a maximum of 2000 characters per note. This maximum may increase in the future. The Note screen functions similarly to the MemoPad built-in app. You can also paste in common words and phrases by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

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

Menu Functions
Edit

> *Undo*
> Undo last text edit function.
>
> *Cut*
> Move selected text to clipboard.
>
> *Copy*
> Copy selected text to clipboard.
>
> *Paste*
> Paste text from clipboard to current field
>
> *Select All*
> Select/Highlight all text in the current field.
>
> *Keyboard (Palm OS only)*
> Bring up popup keyboard for typing.
>
> *Graffiti Help (Palm OS only)*
> Brings up the Graffiti Cheat Sheet for determining the proper strokes.

Creating Databases

DB Properties

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

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

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

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

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

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 Haupert, and the Palm Desktop was installed in your C:\Palm folder, then your backup folder would be located at:
C:\Palm\Hauperd\Backup
Note: This option only applies to Palm OS handheld users and will only be able to be set on that platform or in the HanDBase Desktop.
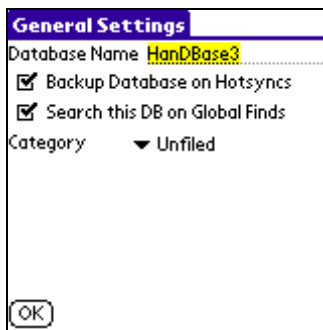
Search this DB on Global Finds
This option selects whether this database should be searched by the global find button. This is the button to the bottom right of the Graffiti area on the handheld. If the checkbox is checked, this entire database will be searched for matches when performing a Global find. If you have no plans on searching this via the Global Find, you should uncheck this box, as this will speed up your searches.
Note: This option only applies to Palm OS handheld users and will only be able to be set on that platform or in the HanDBase Desktop for Windows.

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

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.
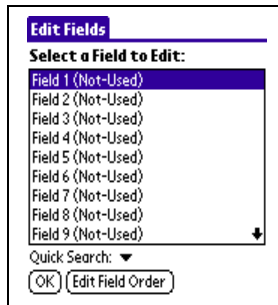
   Keyboard (Palm OS only)

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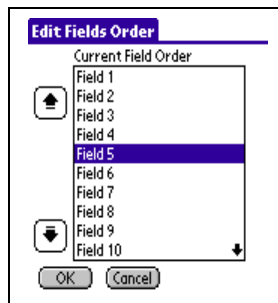
Quick Search
You can tap/click the popup list/dropdown selector to choose which field you would like to enable this Quick Search feature on. Then the field you select will be automatically searched when you are in the List View of the program, if you begin writing or typing data.

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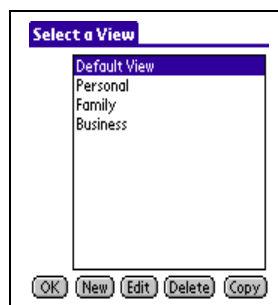
This screen allows you to Select the View you would like to edit, Create a New view, Delete an existing view or make a Copy of an existing view. You will see the following buttons at the bottom of the screen. Select the appropriate one to perform the indicated action.

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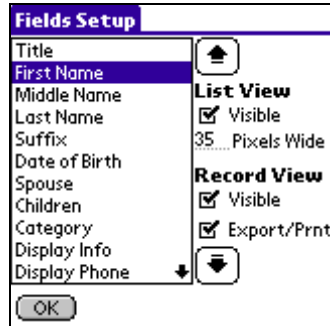Enter the name you would like to give to this View here.

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.
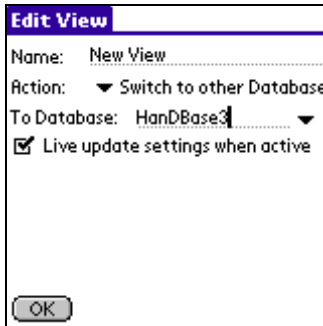
Fields

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.
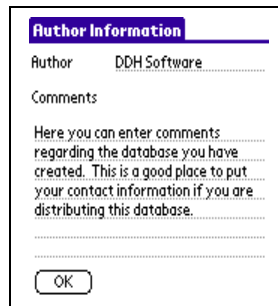
Show which two fields in reminder

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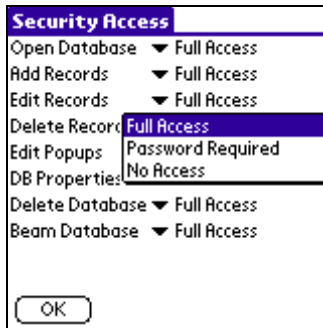
This screen allows you to control each of the following actions:

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.

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)*
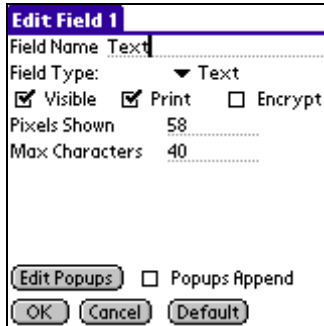> Bring up popup keyboard for typing.

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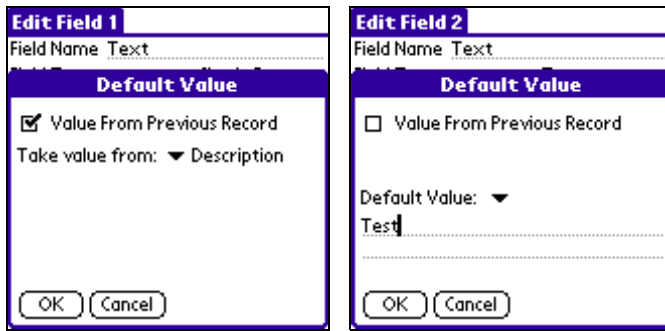
Default
Tap this button to be able to set a default value for this field when a new record is created. There are two options. The first is to use the value from a specific field from a previous record. The second is to use a static value for each and every record. The following screens show these different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

Integer Fields

Numeral values with popups for your most common values. This is different from the Text field mainly in the sorting of entries, and that it's popups can be numerically sorted. HanDBase can support whole numbers from - (negative) 2147483647 to + (positive) 2147483647. Negative numbers are indicated by the - (minus) symbol. Positive numbers have no symbol. If a number larger or smaller than the allowed number is entered the user will be notified that it will beset 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
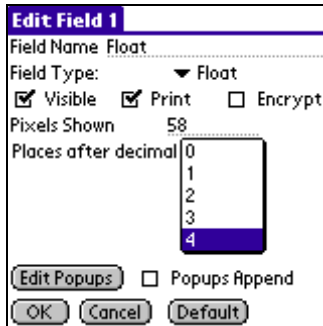
Floating point values with popups for your most common values. This is different from the Integer field in that the numbers can have a decimal point or comma in them. The handheld Operating System preferences are used to determine what decimal indicator is used. Palm OS users will find this under the 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.
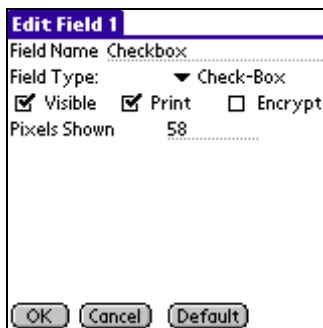
Default Value
Select the default value for this popup. New records will default this field to the value you select here.

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 it value, which can be checked or unchecked. When selected, the following options appear:

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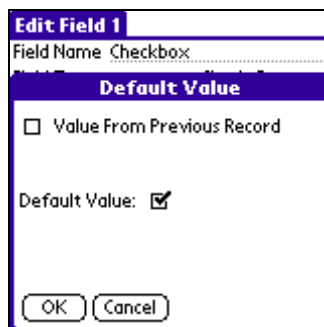
Print
Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen., respectively.
Uncheck if you don't wish to export or print this field.

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

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

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

Unique Fields

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

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

When selected, the following options appear:

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

Print
Check if you want this field to be exported to the memo pad or printed when any of these options are selected: Export Record or Records, Print Record or Records, from the Edit Record or the List View Screen, respectively.
Uncheck if you don't wish to export or print this field.
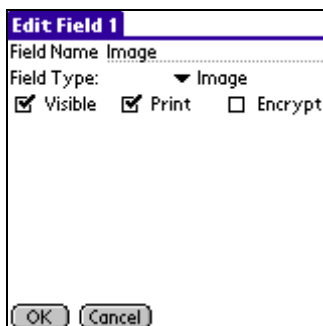
Encrypt
Check this option if you want the ability to Encrypt this field specifically. You will need to specify what level of Encryption you would like in the Security Settings before this will be active.
Uncheck if you do not wish to enable Encryption for this field.

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

Image Fields

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

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

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

Date Fields

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 Mimimum 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 HanDBase to follow this link and Print all linked records' data that has the Print option set.

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

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

Other Field Name/Number
Palm OS handheld and HanDBase Desktop users
Tap the Popup selector to show a list of the Linked Fields that are in the database you entered or selected in the Other Database Name parameter.

NOTE: If you have not yet created the second/child database when you create this Link field you won't be able to select the Linked Field. You will need to create the second database with the Linked field and then come back to finish setting up this field.
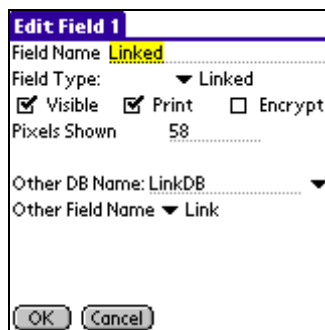
Pocket PC handheld users
Enter the field number of the Linked field in your Child database here in order to establish a relationship.
NOTE: If you have not yet created your Child database you can put any number here. Just be sure to remember to assign that field as the Linked field when you do create the other database.

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

Linked Fields

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.
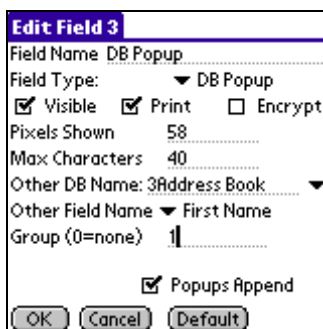
Heading Fields

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.
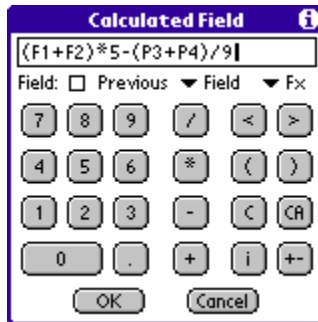**To 1 Decimal Place**
The output is a floating point value, showing 1 decimal place.

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.

[<] [BS] 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.

[CA] [ ] Tapping this button will clear all Operands and Operators from the Formula bar.

[i] 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: Log(20) = 1.3010 (approx), Log(750/5) = 2.1761 (approx)

^ Power
Selecting this Operand will place the Power Operand sign, ^, in the Formula followed by
parentheses, ( ). Any values entered in the parentheses will be calculated as X to the Power of Y.
In HanDBase this is expressed as:
x^y
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 Mod y
Example: 10 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<=y
Example: 7<=10 = 1; 19<=5 = 0; 5<=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

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

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

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

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

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

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

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

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

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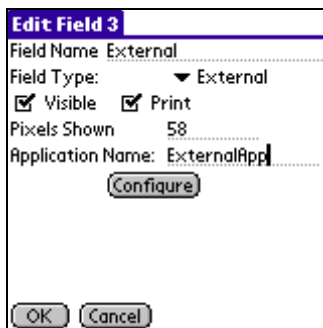
Output Is
Use the selector to indicate what the Output for this field will be if the condition evaluates to True. This will be the value actually displayed in the Conditional field in the Edit Record or List View Screen. This value can be the value from another field, which you select. Or, you can choose,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

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

External Fields

This field allows you to setup Plug-ins that you have obtained to add more functionality to HanDBase. These can be things like retrieving data from the Palm Address Book and having it fill in fields in your HanDBase Database, reading a GPS location, dialing a phone number, etc.

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

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

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

Application Name
Enter the name of the Plug-in Application in this space. You must enter it exactly as you see it in the Applications Menu, or as specified by the developer of the Plug-in.

Configure
Click this button to configure the Plug-in you specified in the Application Name space. Each plug-in will be different. In this regard, you will need to consult the documentation that came with the Plug-in or contact the developer of the Plug-in for details on configuring this.

Advanced Features

Run Report Screen

The HanDBase reports give some commonly needed calculations for specific field types. Currently, Integer, Float, Checkbox, Date, Time, and Calculated fields can have a report run on them. The report is run only on the fields that fit within the Filter settings. There are two ways to run a report in HanDBase.

The first is to press the field name at the top of the List View Screen. Choose the option Run Report.

The other way is to press the [Palm Menu] button at the bottom in the Graffiti area of the screen, and select Actions, Run Report. From here you will be prompted to select a field to run the report on.

Then press the <Go> button.

The report output for Float Fields, Integer Fields, and Calculated fields contains the following values:
  Num Entries - Number of entries included in this report.
  Min Value - Minimum value of the entries included in the report.
  Max Value - Maximum value of the entries included in the report.
  Sum - Total of the entries included in the report.
  Min Total - Lowest value of the running Sum in the report.
  Max Total - Highest value 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 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
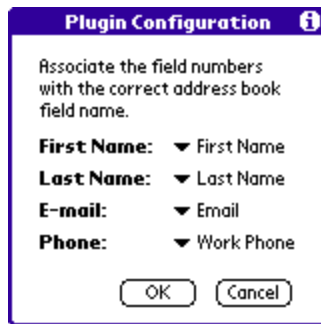
To the left is an example of a plug-in that gets data from another application and stores it in your HanDBase Database. This plug-in allows you to specify fields in your Palm Address Book application that you want to pull into your HanDBase Database. In this example the plug-in is hard-coded to retrieve 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 Synched 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 Synched with the original sender's data.
Note: This synchronization is a RECORD Level synchronization. Therefore if both users had modified the same exact record then whichever copy of that record was modified more recently will take priority.

> For Example, if User A modified a record and ten minutes later User B modified the same record, when User A beams his/her copy of the database to User B then User B's record will take priority and his/her changes will remain intact. Then when User B beams the database back to User A, the changes User B made to that record will again take priority and the record in User A's database will be changed to match User B's.

Cancel
If you choose to Cancel then the database that was received will be discarded and NO changes will be made to the recipients handheld.

Palm OS

There are three different ways to send data in HanDBase. Beaming a Database, Beaming a Record or Beaming a Group of Records. You will be able to send complete databases either via InfraRed (IR) or via Bluetooth (BT). You will be able to send individual records or groups of records via InfraRed (IR) only, at this time. Both Sender and Recipient will need to have the same Transfer capabilities, either IR or Bluetooth, if applicable. In addition, each user must have his or her own registered copy of HanDBase in order to properly use this functionality.

Beaming a Database
From the Main Screen, first select the database, from the list, that you would like to send. Then select

the button at the bottom of the screen. You will then see the buttons for selecting your Send method

appear. Select either the button, to send the database via InfraRed, or select the button, to send the database via Bluetooth. If you have created or installed Forms that go with this database you will be prompted to send the Forms as well. If you tap Ok, then the forms file will be sent first. Once the user has accepted the Forms file the actual Database file will be sent. The user will need to choose to accept both files. You can continue this process by selecting as many databases as you would like to beam one by one and having it sent to the user via IR or Bluetooth.

Beaming a Record

From the Edit Record screen, select the built-in Palm OS Menu button, , and then from the Record menu select the Beam Record option. This will save the current changes and send the current record via IR to the other user. The other user must have the same database for this record to be successfully beamed over. If he or she doesn't have this database, you can beam the entire database first to him/her by using the Beam Database method above.

Beaming a Group of Records

From the List View Screen, select the built-in Palm OS Menu button, , and then from the Actions menu select the Beam Records option. This will send all of the records within the current filter ranges via IR to the other user. The other user must have the same database for these records to be successfully beamed over. If he or she doesn't have this database, you can beam the entire database first to him/her by using the Beam Database method above.

Printing Records
Palm OS

The Print records option in this application requires one of the supplemental third-party printing program. The following printer driver programs are currently supported by HanDBase:

> PrintBoy Deluxe or PrintBoy Anywhere, by Bachmann Software.
> You will need to purchase this separately either from the DDH Software Website or from the developer.
> Their website address is: http://www.bachmannsoftware.com
>
> PalmPrint or SCS Print Server, by Stevens Creek Software
> You will need to purchase this separately from the developer.
> Their web site address is: http://www.stevenscreek.com
>
> IrPrint, by IS Complete.
> You will need to purchase this separately from the developer.
> Their web site address is: http://www.iscomplete.com

Printing a Record

From the Edit Record screen, one can select the built-in button, and then from the Record menu select the Print Record option. This will save the current changes and then format the current record to be sent to the Printer driver program where it will be printed either via IR or a serial connection to a printer. Only fields that have the Print option set in the Edit Field screen for that field will be printed. Any link fields that have the Print option set will print the linked records that belong to this record based on the appropriate Print settings for that database. If you have the option in the "Other" Preferences for Print Blank Field Names checked then all fields will be printed. If you un-check that option then only fields that have data in a record will be printed.

Printing a Group of Records

From the List View Screen, one can select the built-in button, and then from the Actions menu select the Print Records option. This will send all of the records within the current filter ranges to the Printer driver program where it will be printed either via IR or a serial connection to a printer. Only fields that have the Print option set in the Edit Field screen for that field will be printed. Any link fields that have the Print option set will print the linked records that belong to these records based on the appropriate Print settings for that database. If you have the option in the "Other" Preferences for Print Blank Field Names checked then all fields will be printed. If you un-check that option then only fields that have data in a record will be printed.

Print Driver Differences
The way your data is printed will differ depending on which Print Driver you use. You can have more than one installed and in the "Other" Preferences you can either select the one you want to use in HanDBase or you can set the option to Auto an HanDBase will select the driver for you when you print.

> *PrintBoy*
> If you choose to print with PrintBoy your data will be printed in a Table view, where the Fields are columns and the Records are rows.

> *PalmPrint/SCS Print Server or IRPrint*
> If you choose to print with PalmPrint/SCS Print Server or IRPrint your data will be printed in a Record view, similar to how you see the data on the Edit Record screen.

Alarms
Palm OS

HanDBase supports the creation of Alarms from a record in your database. The Alarms Settings Screen describes how to enable and setup alarms to be used in your database. This section describes how they work and how they can be used.
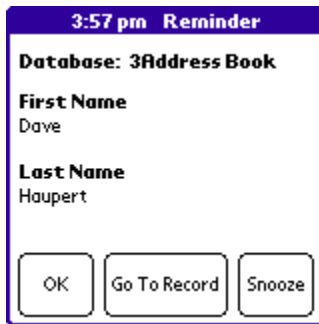
Automatic Alarms
If you enable Automatic Alarms in your database then when you create a record an alarm will automatically be set to go off based on the Date and Time fields you specify in the Alarm Settings Screen. If you create a lot of records you will want to be careful using this feature because many alarms could potentially be set.

Manual Alarms
If you enable Manual Alarms in your database then when you create a record you can go into the Details Screen to set a manual alarm. To set an alarm check the box labeled Set Alarm for this Record. Then tap the popup indicator to select the Date. You will see a calendar displayed that you can select the date of this alarm from. Then tap the popup indicator to select the time. You will be taken to a screen to enter the time for this alarm. Additionally, if you like you can check the option to Add an Entry of this to Datebook. Then when you tap Ok an entry will be placed in your Datebook.

Alarm Reminder

```
 3:57 pm  Reminder
Database: 3Address Book

First Name
Dave

Last Name
Haupert


 OK   Go To Record  Snooze
```

When your alarm goes off you will hear the standard Alarm sound as an indicator. Additionally, the screen to the Left will appear. At the top of the screen it will indicate the Time the alarm was scheduled to go off. This screen also shows which database this alarm is for. It will also show you the two fields you specified to show, in the Alarm Screen Settings. There will also be three buttons on this screen [OK], [Go To Record] and [Snooze]. If you tap the [Ok] button this reminder will be dismissed. If you tap the [Go To Record] button you will be taken to the database this alarm is for and the specific record it was set for will be displayed. If you tap the [Snooze] button the alarm will "Snooze" for the time specified in the Alarm Settings Screen for this database.

Bar Code Scanning
Palm OS

HanDBase supports the reading of barcodes with the Symbol SPT1500, SPT1700, SPT1740 handheld devices using the Palm OS. It supports the 1700 and 1740 with 1 dimensional barcodes only, at this point. It will also work with the PSC Momentum (1) Scanner Module and the Symbol CSM 150 Scanner Module, both for Handspring devices. There is no additional hardware or software required for this functionality other than having HanDBase installed to your handheld.
Note: We have tested HanDBase using the Socket In-Hand Scan Card Type I CF card on a Handera TRGPro device. However the way this device works it requires the BarScan.PRC application, available from Handera. That application allows you to map the scanner to a button and basically copies the scanned bar code to the clipboard and Pates it in to the Active field. Because of the way this works, none of the added functionality built into HanDBase will work if you are using that device.

Activating the Bar Code Scanner:
To scan a barcode using one of the Symbol devices with the built in scanner press the Green scanner buttons at the top of your Symbol unit. If you are using the Momentum Scanner Module you can write/draw an upstroke from the bottom of the Graffiti area toward the top of the screen to activate the scanner. If you are using the Symbol CSM150 Scanner Module you will need to assign scanning to a button using the application provided by Symbol, on the device, and then you can use that button within HanDBase to activate the scanner.

Scanning a Bar Code into a field:
To scan a barcode you need only select a text field and use the correct option to activate the scanner. The bar code will be read directly into that field.

Searching for a Bar Code:
From the 'list view', you can search for a bar-code automatically by scanning the barcode. The program will do a search for that barcode in the database, and, if found, will automatically open that record up for editing/viewing. You may also search for a specific code by pressing the find button, and scanning into the 'search for' field.

Setting a Bar Code filter:
In the 'Filters' screen, you can set a filter to only show records containing a bar code in a specific field. Just select the field to filter on, and then select the underlined text next to the 'must contain' words, and scan the bar code directly into it.

Using a separate product/bar code database:
Often, users will want to have a separate database for product information, and use DB Popup fields to look up this information from another database. One can also use the grouping feature of the DB Popups to receive multiple fields back from the product database, such as price, quantity, description, barcode, etc., all with one lookup. This is a great implementation, and there are a few ways to automate the selection:

1. Tap the field name of the DB Popup field for the barcode. Now scan the barcode. The record matching the bar code will be selected, and all appropriate data will be brought back to the calling database.

2. While in the 'Edit Record' screen of the database you want to scan, select the text to the right of the DB Popup field pointing to the barcodes of the products/bar codes database. Now scan the bar code directly into this text field. Now when you press the field name, you will be shown a match for this bar code, and given the option of selecting it or choosing another.

Memory Card Support
Palm OS VFS Support
HanDBase supports storing databases on external memory cards such as CompactFlash, SD or Memory Stick, if the handheld supports the Palm OS VFS file storage system.

This functionality makes it possible to store HanDBase Databases on an external memory card and have them accessible from within the HanDBase application. If your handheld supports External Memory cards and if you have a memory card installed when you run HanDBase a HanDBase folder will be created within the PALM folder under Programs. Any databases you move or install to that HanDBase folder will be accessible within the HanDBase application.

If you have a memory card installed with HanDBase Databases in the appropriate folder when you go to the Main Screen of HanDBase then when you select the Category from the Upper Right hand corner you will see a new Category that has the name of your memory card, if it has been named, surrounded by brackets, eg [My MS]. If your handheld supports more than one external memory card you will then see [Ext Cards] as a category.

When you switch to your "Card" category, all the databases in the HanDBase folder on your card will be listed. You can perform all the standard functions on these databases, including Opening, Editing Properties, Deleting and Sending, via IR or Bluetooth. The way that HanDBase currently supports VFS is by copying the database from the card, when you select an action, to the Main Memory of your device. Then, if you make changes, when you close the database or exit the application that database will be moved back to the memory card, overwriting the copy that is currently there.

Note: If the HanDBase Application is installed to a Memory Card then the HanDBase Conduit, if purchased and installed, will NOT function. The HanDBase Application must be installed to the Main Memory in order for the Conduit to be able to Synchronize your databases with the desktop.