

# HanDBase<sup>®</sup> for iPad

## User Guide



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# Introduction

## What is HanDBase?

HanDBase is a mobile relational database application for mobile devices and Smartphones. The functionality of the application differs depending on the platform, but on all platforms it enables you to view and edit databases on your mobile device while you are on the go. You can also use optional desktop components to convert data from another format into HanDBase so you can bring your existing data with you.

HanDBase databases are often called applets, as they are more than just simple documents. In combination with the HanDBase application, many database designs create or replace fully functional programs.

## What is a Database?

A database is simply a collection of data records. In most database managers a database consists of multiple database tables, each with their own data records. In those systems you typically define your database by defining the relationship between those tables. In HanDBase, we use the term table and Database synonymously because HanDBase can interrelate any database table with any other database table installed, not just those that reside in the same 'collection'.

If a database is a collection of data records, what is a data record? A data record is a collection of data fields! These data fields are points of information about some entity. For example, a database could be designed to track Wedding anniversary dates for your friends and coworkers. The data record would contain a number of fields:

Wedding Date  
Name  
Spouses Name

Each record would contain one set of the above information and there can be multiple records in the database.

All this being said, HanDBase is a tool that lets you create and manage collections of information, ranging to the subtle (like a wedding anniversary reminder database) to the sublime (tracking patients while on-call in a Hospital setting). Obviously the latter typically involve more than one database table, and the database manager must handle how these database records all relate to one another in an intelligent way, and provide you, the user, with a way to intuitively access your important information. That, precisely, is the goal of HanDBase, and we hope to deliver on that goal with all our products!

## How Do I Contact DDH Software?

If you need to contact DDH Software, here's how:

### Web Page:

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

### Email:

Sales: [sales@ddhsoftware.com](mailto:sales@ddhsoftware.com)

Support: [support@ddhsoftware.com](mailto:support@ddhsoftware.com)

### Mailing Address:

DDH Software, Inc  
13833 Wellington Tr Suite E4-425  
Wellington, FL 33414

## System Requirements

### Mobile Phone

iPad running OS 3.2 or higher  
3 MB of available memory for the HandBase application

### Desktop Machine

Any computer with a standards based web browser. To access the databases stored on your iPad via desktop connect, you'll need a wifi network running with both the desktop machine and the iPad connected to the same network.

You can also access the databases via iTunes when connected via a cable in the event that you prefer this method or that you don't have a wifi setup that meets the above requirement.

## Getting Started

This Quick Start Guide for HanDBase for iPad will help you discover the basics of using HanDBase on your iPad. It discusses the basic installation and functionality of HanDBase as well as more detailed information on creating your own databases.

## Installation

HanDBase for iPad is sold exclusively through Apple's App Store. You purchase and download the application through the App Store. Once purchased, the icon will be visible on your Home screen alongside any other applications you have installed.

Please note that we offer many desktop tools for HanDBase including conduits to synchronize your data with your desktop and many popular third party applications, as well as our HanDBase Desktop application for creating and editing databases on your computer . Check our website for more details on these products: <http://www.ddhsoftware.com/iPad/>



## Installing Databases

There are different methods for installing HanDBase database files to your iPad. Listed below are some of the common methods.

## ***Email***

You can install a database received in the Mail program if sent as an attachment in HanDBase PDB file format. When you open the message you should see the HanDBase icon for the attachment and when clicked, you'll be prompted to open the file with HanDBase. If you choose to do so, it will install the file to HanDBase and open it directly.

If the database already exists on your device, instead of simply overwriting the existing file, we will synchronize the files. That is, new records from the incoming file are added to the existing file, modifications made to records are brought over and deleted records are also deleted in your existing database

## **Desktop Connect**

*This method will work for Windows, Mac, and Linux users.*

The easiest way to install HanDBase database .PDB files that you have on a desktop computer is through the Desktop Connect mode. This is a mode built into the HanDBase for iPad application which turns the iPad into a mini web server to send and receive files over a local wifi connection. This capability has a hardware requirement: a wifi network adaptor on your desktop or notebook. In addition, if the desktop computer and the iPad are connecting to the same router, the process is made even easier.

### ***If connected to the same wifi router:***

- Launch HanDBase on the iPad.
- Verify that you have a wifi connection via the status icon at the top



- Select the Desktop Connect icon from the choose database screen.



- You will be given a web address to type in on your desktop/laptop's web browser.



Type this address into your web browser  
You are connected!

***If unable to connect to the same wifi router:***

When you cannot connect to the same wifi router, the next best option is to use AdHoc mode. What this does is make a local network connection between the Wifi wireless adaptor of the iPad and the Wifi wireless adaptor of the desktop/laptop. This process takes more configuration time but also has the advantage of being the more secure method of transmission.

*To set up AdHoc between your iPad and your Windows computer:*  
Windows XP:

- Select the start menu, Control Panel, then Network Connections.
- Right click on the icon for Wireless Network Connection and select Properties.
- Select the Wireless Networks tab, and then under Preferred networks, click Add.
- Enter a network name for this pseudo network.
- Check the box labelled "This is a computer-to-computer (ad-hoc) network"
- Select "OK" to close the settings.
- Connect your iPad to this "pseudo" network. On the iPad, go to Settings, then Wi-Fi, select the network and enter the password you chose.
- Wait a few seconds for this connection to fully resolve.

Windows Vista:

- Right click on the network tray icon (bottom of screen).
- Choose "Connect to a network", and then "Set up a connection or network".
- Select "Set up a wireless ad hoc network"
- Click "Next"
- Enter a network name for this pseudo network.
- Check the box to 'Save this network'.
- Connect your iPad to this "pseudo" network. On the iPad, go to Settings, then Wi-Fi, select the network and enter the password you chose. Wait a few seconds for this connection to fully resolve.

*To set up AdHoc between your iPad and your Mac:*

- Click on the AirPort icon in the menu bar (upper-right hand side of the menu bar)
- Choose "Create network" and enter a network name and a password (if you want added security, check the appropriate options).
- Connect your iPad to this "pseudo" network. On the iPad, go to Settings, then Wi-Fi, select the network and enter the password you chose. Wait a few seconds for this connection to fully resolve.

Once resolved using any of the above methods, you can then follow the normal instructions for connecting via desktop connect:

- Launch HandBase on the iPad.
- Verify that you have a wifi connection via the status icon at the top

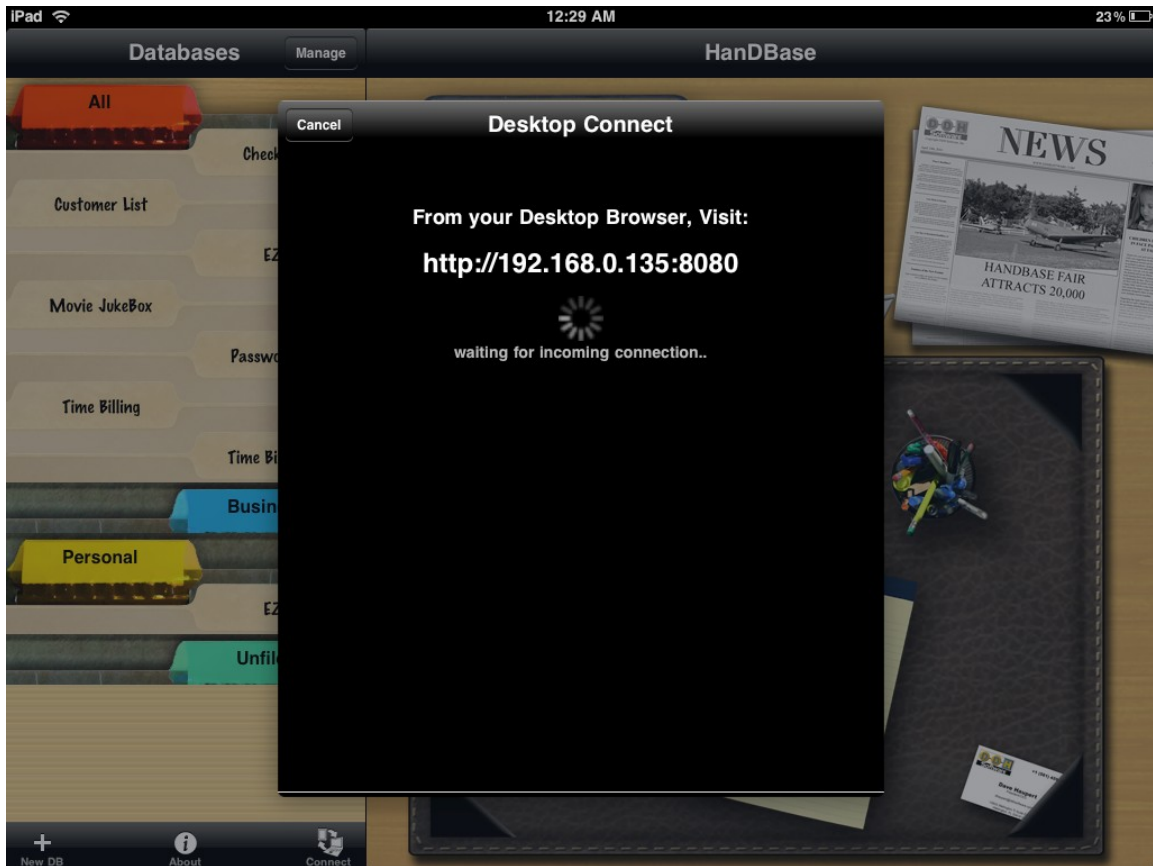




- Select the Desktop Connect icon from the choose database screen.



- You will be given a web address to type in on your desktop/laptop's web browser.



- Type this address into your web browser
- You are connected!

## Transferring files to your iPad via Desktop Connect



The screenshot shows the HanDBase for iPad interface. At the top, the logo "HanDBase for iPad" is displayed. In the top right corner, it says "Last Login: Never". Below the logo is a table with the following columns: Database, Date/Time, File Size, Records, and Download. The table lists several databases with their respective details. To the right of the table are two panels: "Upload CSV Data" and "Upload HanDBase Database". Both panels have a "File:" label, a "Browse..." button, and an "Add" button.

Database	Date/Time	File Size	Records	Download
Checkbook v3	Apr 16, 2010 6:50:42 PM	40 KB	0	
Customer List	Apr 16, 2010 6:50:42 PM	39 KB	1	 
EZShop	Apr 16, 2010 11:44:11 PM	49 KB	61	 
Movie JukeBox	Apr 16, 2010 6:50:42 PM	68 KB	171	 
Password Keeper	Apr 16, 2010 6:50:42 PM	42 KB	0	 
Password Mgr	Apr 20, 2010 12:34:39 AM	107 KB	531	 
Time Billing Detail	Apr 16, 2010 6:50:42 PM	39 KB	2	 
Time Billing	Apr 16, 2010 6:50:42 PM	39 KB	1	 

Once desktop connect is running, you can select the browse button in the option labelled 'Upload HanDBase Database' and choose the PDB file you wish to send to your iPad. Once selected, choose the 'Add Database' option. Assuming the transfer is accepted, you will see the screen refresh with the name of the database you uploaded in the list of databases along the left side.

### HanDBase Desktop Install

*This method will work for Windows and Macintosh users that are using the optional Conduit software*

A simpler way to install databases is one that requires the optional (and sold separately) conduit. When the conduit is installed, a set of folders is created to handle the files as they sync between the desktop and the iPad. The HanDBase Desktop software offers the tools to configure these user partnerships and folders. Once the partnership is set up, then installing a database is quite easy:

From the HanDBase Desktop:

Open the PDB file you wish to install

Choose File, Install to Smartphone/handheld

Choose the user name from the list of available iPhones/iPod touches, or iPads

On the next synchronization, that file will be automatically installed.

### Website Install

With HanDBase for iPad, you can now download HanDBase PDB files right from the iPad's mail app or Safari into HanDBase. When you click a link of a PDB file, it will ask you if you'd like to open the file with HanDBase. If you choose to do so, it will install the file to HanDBase and open it directly.

If the database already exists on your device, instead of simply overwriting the existing file, we

will synchronize the files. That is, new records from the incoming file are added to the existing file, modifications made to records are brought over and deleted records are also deleted in your existing database.

## Itunes Install

With HanDBase for iPad, you can now transfer databases to and from HanDBase via the cable connection and iTunes application on your Mac or Windows desktop. Here's how:

Connect your device to the computer with it's USB connection cable.

Open iTunes

Click on the Device Name listed as connected in iTunes:



Click on the Apps Tab along the top tabs:



Now below the list of apps you should see a prompt to share files with applications. Choose HanDBase from the list and you can now see a list of your databases. You can save that file by clicking the button at the bottom to save, or can install a new PDB file by choosing the option to install a new file.

# Using HanDBase on your iPad

To use HanDBase on your iPad, simply touch it from the Home screen and it will launch.

## HanDBase Preferences

HanDBase has a few available options for customizing the look of HanDBase. You can access these Preferences by going to the Settings for your device.



From there scroll down and select the option for HanDBase. In the Preferences you will find the following options.

## Application Preferences

### Theme



This option lets you change the Theme or Skin of HanDBase. The default Theme is Carbon Fiber. Currently the only other Theme is Classic, which reverts HanDBase back to the color scheme prior to version 4.5.0.

## Choose Database Screen Preferences

### Style



This option lets you choose the Style of the Choose Database screen. The default is the File Cabinet Style, new to version 4.5.0. The Classic option lets you revert back to a look similar to the style prior to version 4.5.0.

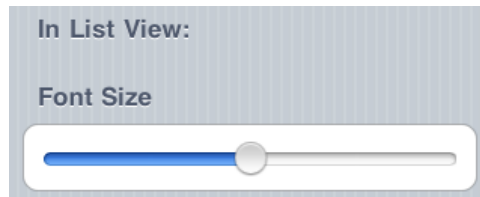
## Font



This option lets you choose the Font type of the Choose Database screen. The default is Marker Felt. The Standard option lets you revert back to the font used prior to version 4.5.0.

## List View Preferences

### Font Size



This option lets you control the size of the Fonts in the List View, when you open a database. Use the slider to make the font smaller or larger.

## View/Edit Record Screen Preferences



### Font Size

This option lets you control the size of the Fonts in the View/Edit Record screen. Use the slider to make the font smaller or larger.

### Field Name Position

This option lets you position the Field Name either to the Left of Field Value or Above Field Value.

The default is Left of Field Value. To change this option tap on the > to the far right for this option.

### Field Name Justification

This option lets you change the justification of the field name so you can Center it, Left Justify it or Right Justify it. The default is Center. To change this option tap on the > to the far right for this option.

### Field Value Justification

This option lets you change the justification of the field Value so you can Center it, Left Justify it or Right Justify it. The default is Center. To change this option tap on the > to the far right for this option.

## Welcome and Choose Database Screen



The first screen you will see is the Welcome screen. In landscape view, you'll also see the Choose Database screen along the left side. In portrait to get to the Choose Database screen select Databases along the top left .

The Welcome screen contains a visual representation of a desk and the various items on the desk get you to certain modes of the program:

Yellow Pad- Create a New Database.

Business Card- About screen.

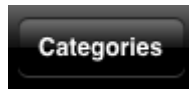
Monitor – Desktop Connect mode.

Newspaper – Show the latest in HandBase for iPad news

Folders along top- will show the last two databases you accessed, tapping the folder tab will open them directly.

For the Choose Database screen, there is a list of Categories and Databases shown, in a File Cabinet format, and some icons to perform specific actions. HandBase comes preinstalled with a few sample databases. You can delete them if you desire, or use them and/or learn from them how to design your own solutions.

If you are only seeing the colored Category tabs, tap the appropriate tab to view the databases in that Category, or tap All to see all of your databases.

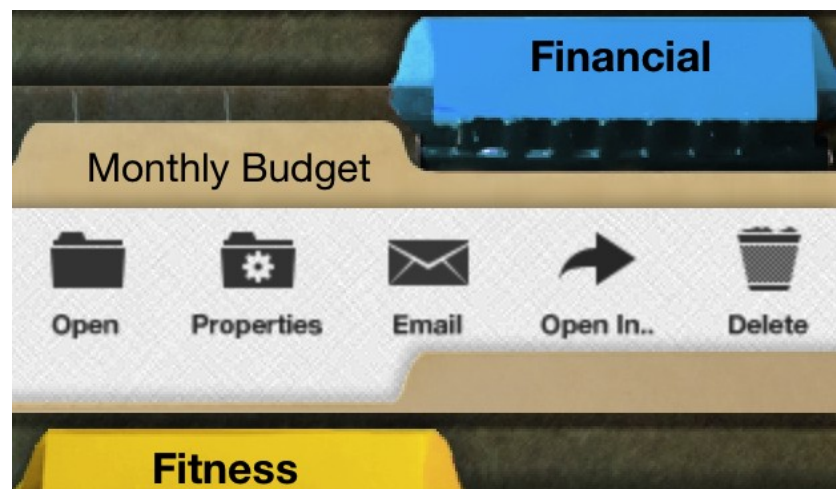


The Categories button will only show if you have set the Style for the Choose Database screen to be Classic.

Tapping this button will take you to the Category list where you can select a specific category and only display the databases in that category.

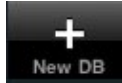


Switches the mode of this screen to allow for managing databases. In this mode you can tap on any database name to access the different options.



From the popup bubble you will be able to Open the database, access the Database Properties, Send the full database file attached to an email or Delete the Database. If you select the Open In.. option, you can select another program to receive the database file. Only apps that are designed to accept PDB files will be shown in the list. If you select the option to Email the database you will be able to create an email to send the database. If you select the Delete option you will be prompted asking if you are sure you want to delete the database.





Create a New Database for this device. When selected you are presented with 3 options:



- Download a New Template – This option connects to the online HanDBase Gallery where you can browse through thousands of Database template designs and download them right to your iPad.
- Choose Existing Template – Choose a database design already installed on this device as a starting point. Creates a new database with the structure of an existing database.
- Create from Scratch – Start with a blank slate and create your fields, field settings, views, security settings, etc to form your own solution. This is covered in more detail later.

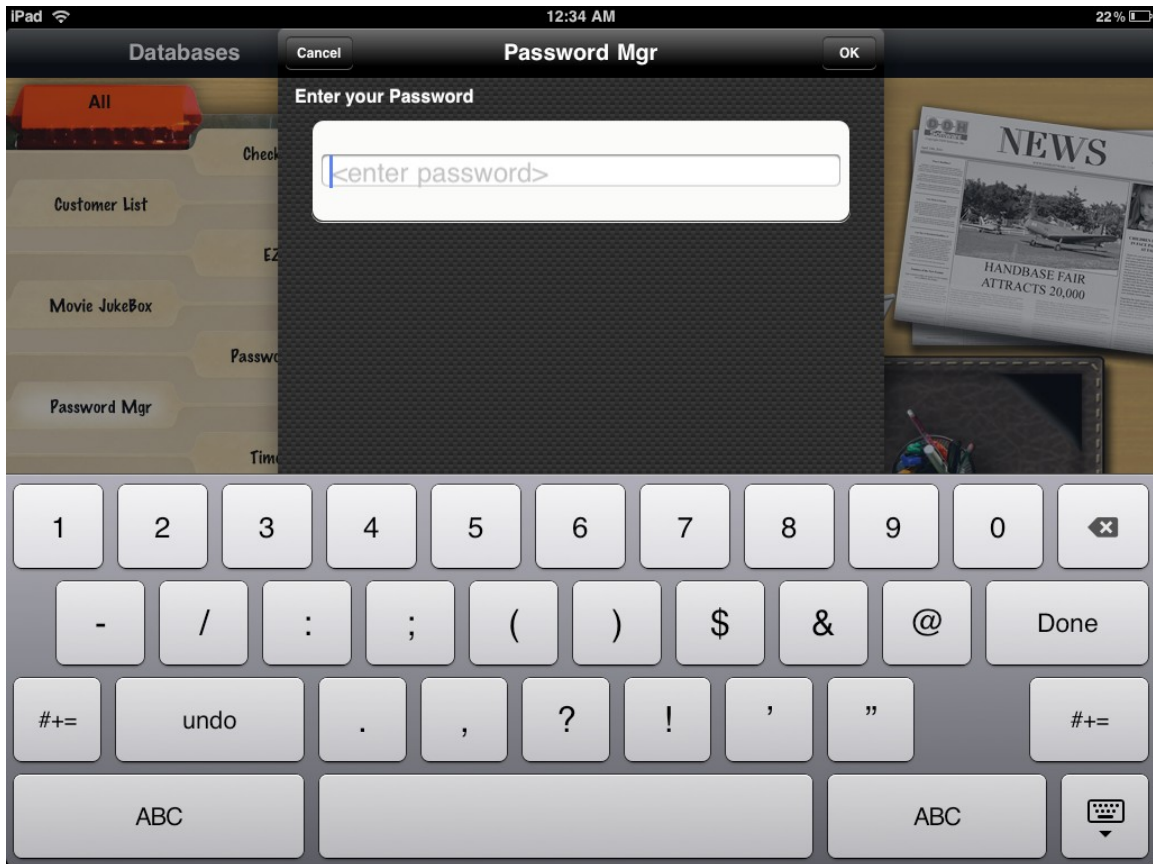


Show the About screen for this application.



Desktop Connect Mode – This mode turns HanDBase for iPad into a mini web server where you can use your desktop computer's browser to access your data, import and export data, and more. This mode is covered in the Section titled "**Desktop Connect Mode**".

To open a database for viewing/editing, simply tap it from the list. If there is a password setting on the database, or if the database is encrypted, you will be prompted before the database is opened:



Simply enter the password for the database and tap OK to continue. If it's an encryption prompt, it will attempt to decrypt the marked fields of the database at this point. If you have Encryption enabled and Password protection enabled you will be prompted for both passwords. The Decryption password will be second.

When you do successfully open a database from the Choose Database screen, where it goes is dependent on that database's Startup Modes (covered later in the section on Database Properties). Most of the time, the database will open to the List View.

Databases

# Movie JukeBox

Search Title..

Title	Genres	Starring	Director	Rating	Seen	
D						#
Honey	Drama	Jessica Alba...	Billie Woodruff	PG-13	Rented	A
Monster's Ball	Drama	Billy Bob Thornton	Marc Forster		Rented	B
Murder By	Drama	Sandra Bullock	Barbet Schroeder		Rented	C
One Hour Photo	Drama	Robin Williams,...	Mark Romanek	R	Rented	D
Philadelphia	Drama	Tom Hanks, De...	Jonathan Demme	PG-13	Rented	E
Phone Booth	Drama	Colin Farrell, Ki...	Joel Schumacher	R	Rented	F
Road to Perdition	Drama	Tom Hanks, Pa...	Sam Mendes	R	Rented	G
Schindler's List	Drama	Liam Neeson,...	Steven Spielberg	R	Rented	H
Secondhand Lions	Drama	Michael Caine,...	Tim McCanlies	PG	Rented	I
Sling Blade	Drama	Billy Bob Thornt...	Billy Bob Thornton	R	Rented	J
The Hours	Drama	Nicole Kidman,...	Stephen Daldry	PG-13	Rented	K
The Ring	Drama	Naomi Watts,...	Gore Verbinski	PG-13	Rented	L
The Rookie	Drama	Dennis Quaid,...	John Lee Hancock	G	Rented	M
The Talented Mr. Ripley	Drama	Matt Damon,...	Anthony Minghella	R	Rented	N
Unfaithful	Drama	Diane Lane, Ric...	Adrian Lyne	R	Rented	O
White Oleander	Drama	Alison Lohman,...	Peter Kosminsky	PG-13	Rented	P
H						Q
Final Destination	Horror	Devon Sawa, Al...	James Wong	R	Rented	R
						S
						T
						U
						V
						W
						X
						Y
						Z
						?

**Director**

36% of List View

1 2 3 Sort Forward

3 2 1 Sort Reverse

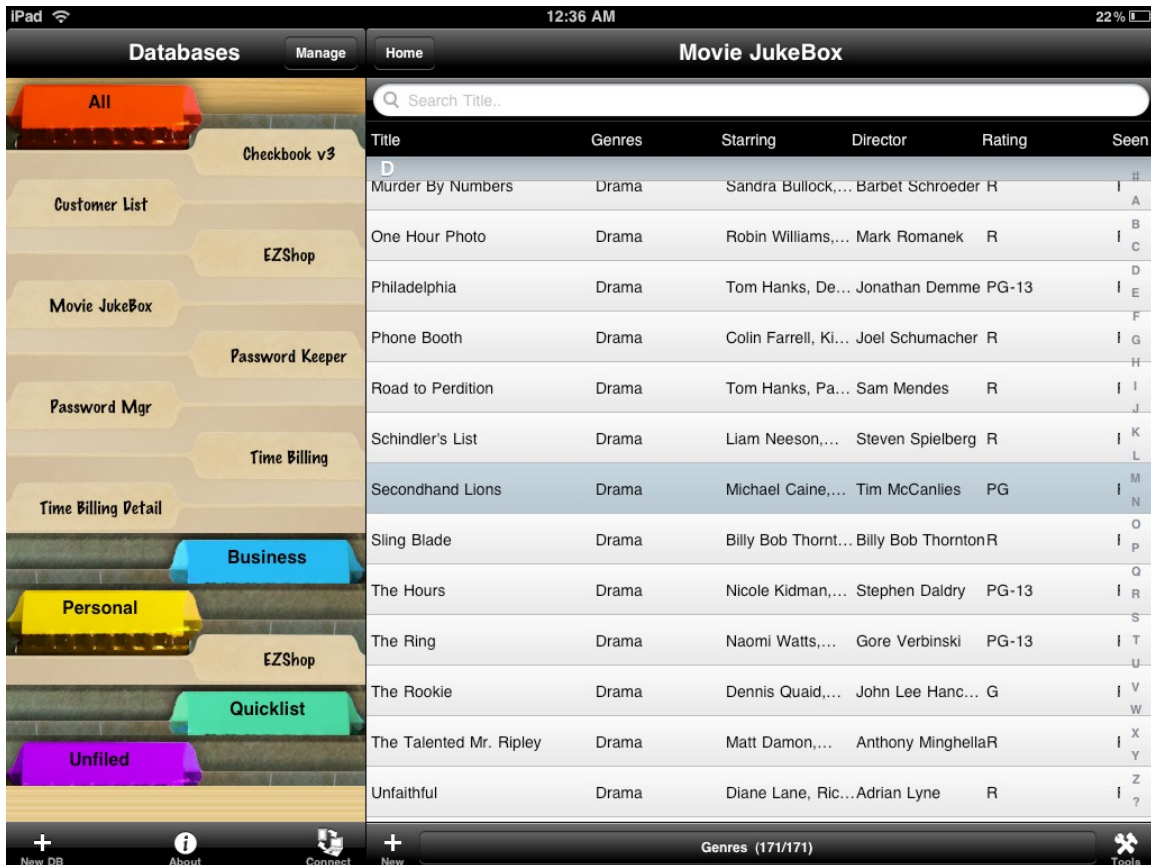
Run Report

Set Value To

# List View

This is the view that will show all of the records in the currently loaded database in a row/column type format. The amount of records and fields shown is dependent on the many settings for controlling the view of a database. More on that later..

To switch to landscape, simply tilt the device to the left and it will detect this and switch to landscape automatically:



The following gestures are available to you:

- Two Finger Swipe Up. Swiping on the screen with two fingers in the up direction will scroll to the bottom of the list of records.
- Two Finger Swipe Down. Swiping on the screen with two fingers in the down direction will scroll to the top of the list of records. You can also just touch the time at the top of the screen to do the same.
- One Finger Swipe Left. Swiping left with one finger will scroll the fields shown in the list view by one field to the left. If you have no additional fields visible to the right, this will do nothing.
- One Finger Swipe Right. Swiping right with one finger will scroll the fields shown in the list view by one field to the right. If you already are viewing the leftmost fields, this will do nothing.
- Two Finger Swipe Left. This will close all open databases and return to the Choose

Database screen/Welcome screen.

If you drag your finger along the Field Name bar in the list view you can scroll your fields right and left depending on your database field setup.

If you tap on a Field Name in the List View there are a few different options available in the popup bubble.

**% of List View** – Drag this to adjust the width of the field in the List View. This functions the same as the option in the Edit Field screen.

**Sort Forward** – Tapping this icon will sort the database forward, eg A-Z or 1-10, using the field you selected.

**Sort Reverse** – Tapping this icon will sort the database in reverse, eg Z-A or 10-1, using the field you selected.

**Run Report** – Tapping this icon will run a Report on the field you selected. This option will only work for certain field types. Those field types are: Popup, Integer, Float, Checkbox, Date, Time, and Calculated. The report output varies depending on what type of field you are running the report on. The inclusion of a graph or pie chart will vary as well.

Below is an example of a report done on a Popup Field. The report output for Popup fields shows to total Number of Entries and how many times that popup was selected and then color codes those on a Pie Chart.



The report output for Float Fields, Integer Fields, and Calculated fields contains the following values:

- Number of Entries - Number of entries included in this report.
- Minimum Value - Minimum value of the entries included in the report.
- Maximum Value - Maximum value of the entries included in the report.
- Sum - Total of the entries included in the report.
- Minimum Total - Lowest value of the running Sum in the report.
- Maximum Total - Highest value of the running Sum in the report.
- Average - Average value of the entries (Sum/Num Entries)
- Graphical Display - Graph showing the progression of values from the first record to the last, based on the Sort Order.

The report output for Checkbox fields contains the following values:

- Number of 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.
- Graphical Display – Pie chart with color coded indicators for the number of item Checked and Not-Checked.

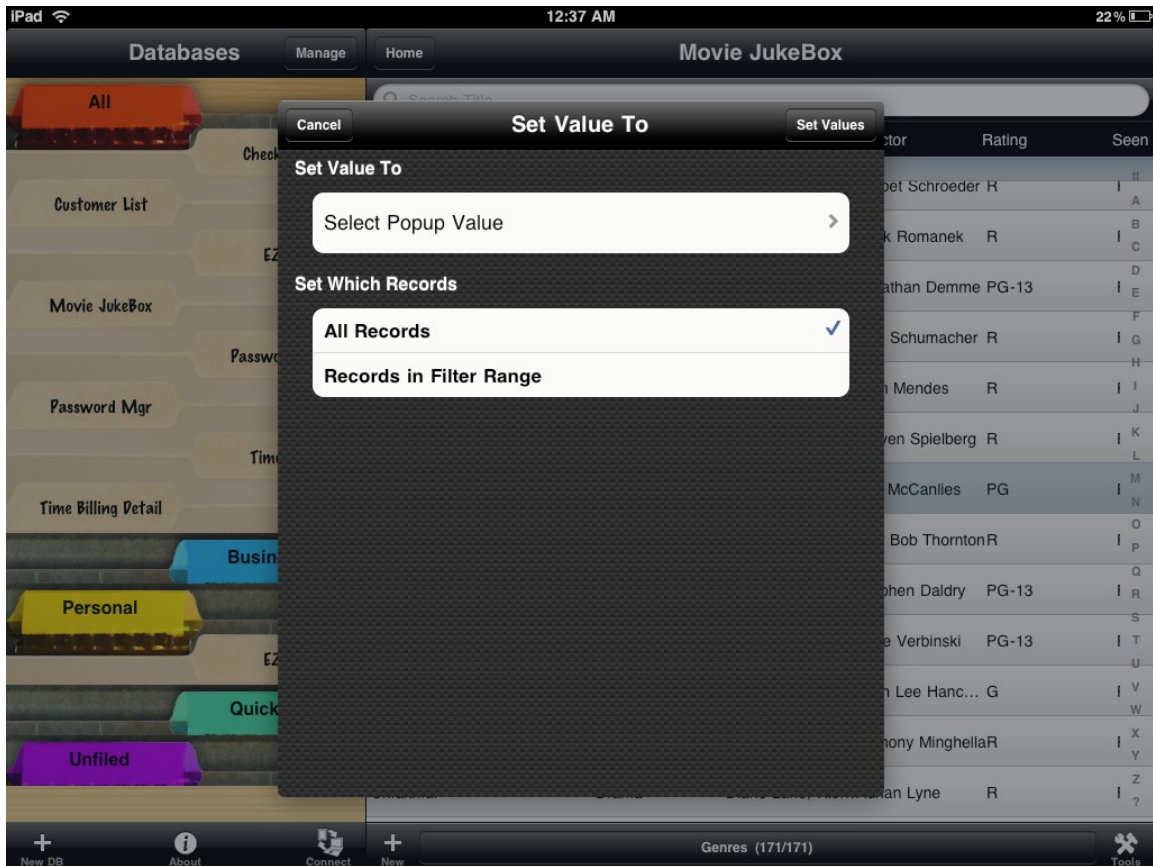
The report output for Date fields contains the following values:

- Num Entries - Number of entries included in this report.
- Minimum Value - Earliest date included in this report.
- Maximum Value - Latest date included in this report.
- Days Spanned - Number of days spanned in this report.
- Graphical Display - None

The report output for Time fields contains the following values: Num Entries -

- Number of entries included in this report.
- Minimum Value - Earliest time included in this report.
- Maximum 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.
- Graphical Display - None

**Set Value To** – Tapping this icon will bring up the Set Value To screen. Using this you can set the value of this field to the same value. You can choose to either do this for All the records in the database or just the ones in the current filter range. Depending on the field type the Set Value To option will vary. Below you see the options for Text fields and Checkbox fields. If the field were a Date or Time field that option would be different.



This option can be useful in a number of scenarios. One popular one is if you have a checkbox field in a database where you repeat checking that on a regular basis. For example to indicate that you purchased something at the grocery store for that week or that you finished that ToDo item for today. The next week, or day, you can use the Set Value To option to re-set that checkbox field.

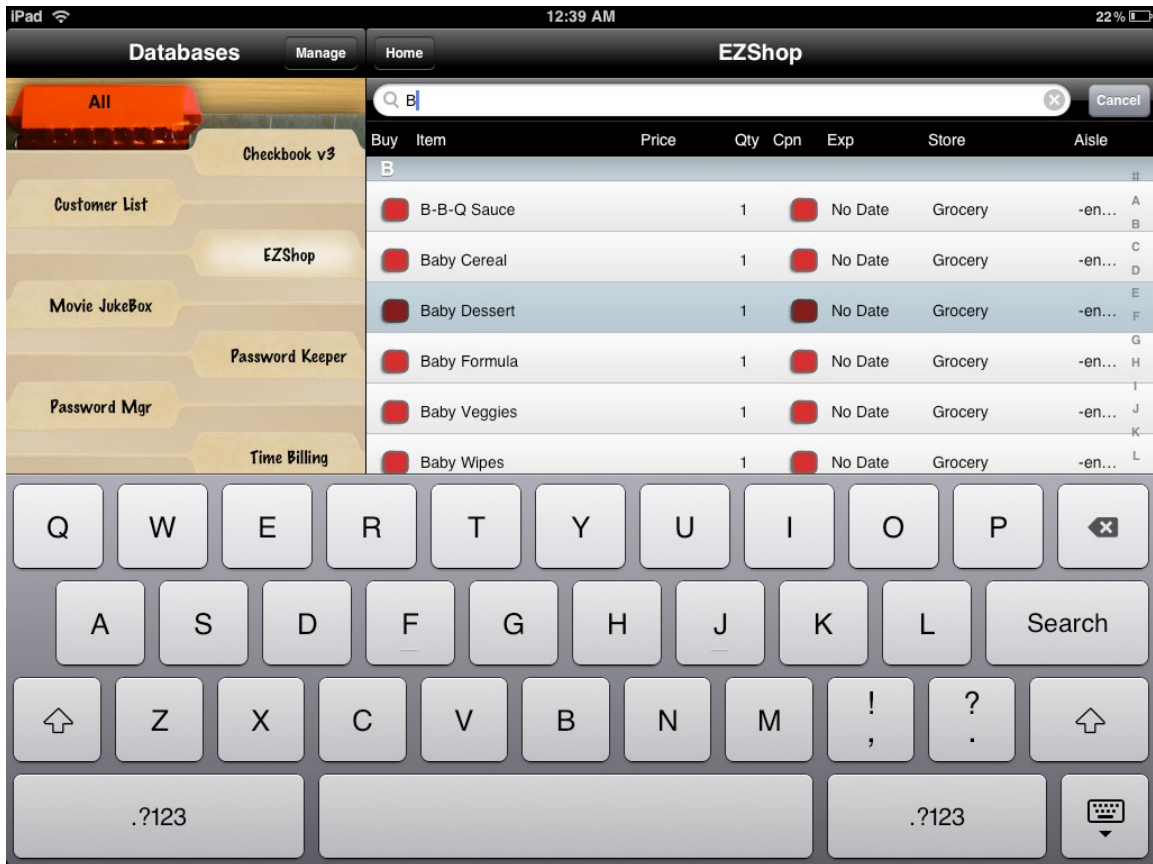
To set the value for the records enter or select the option you want to set the values to and then choose whether you are doing this for All Records or just the Records in Filter Range. Then tap the Set Values button to proceed.

The List view may show as above at the beginning of this section with a search box, or it may show without a search box.



This is dependent on whether there is a quick search field defined in the DB Properties, Change Field Order section of the program. If there is a quick search field selected, you can tap the search box and start typing. As you type the view is limited automatically to show only those records where there is a match for the search you have given.





You can scroll around the list view with your finger:

Dragging your finger up and down will scroll through the visible rows.  
Tapping the Status bar of the iPad will scroll to the top of the list.

Tapping and dragging on the Field Name row, eg selecting Price in the above screenshot, to the left or right, will traverse left or right through the fields. The leftmost column will stay stationary if that field is visible in this view.

The following buttons are visible on this screen:

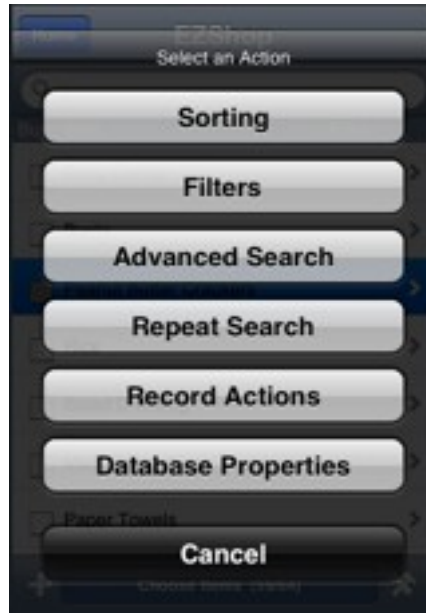
This button will read 'Home' if this is the top database table open, otherwise it will read 'Back'. Tapping this button will close and save the database and return to the previous screen.

Add a new record to the database. Jumps right to the Edit Record screen for a new record.

Choose View selector. This shows the currently selected View and the number of records visible vs the number of records total (eg, 2/10 means there are 2 records visible within the 10 total records of the database). When you tap this selector, the Select View dialog comes up where you can choose a new selection.

The tools button opens up a menu with several choices:





**Sorting**- Opens the Sorting dialog, where you can define how the list of records is sorted.

**Filters**- Opens the Filters dialog, where you can define which records to include in the list based on field value criterion.

**Advanced Search**- the Advanced Search screen opens and lets you search for an individual record based on several criterion.

**Repeat Search**- Since the Advanced Search simply highlights the selected record in the List View, you select this option to search the list again and highlight the next match in the list view.

**Record Actions**- Opens a menu with the following choices:

**Email Records**- Email all the records within the current filter range by opening up a dialog in the mail application.

**Delete Records**- Delete a group of records. You are asked whether to delete:

**Within Filter Range**: Only the records that are currently visible in the list screen's view.

**Outside Filter Range**: The exact opposite- only the ones that are outside the current filter range and thus not visible in the list view.

**All Records**: All the records in this database.

**Copy Records To..**- This option will let you choose another database to copy all the records in this database to. The database you are copying to must have the same structure as the current one.

**Move Records To..**- This option will let you choose another database to move all the records in this database to. The database you are copying to must have the same structure as the current one.

**Database Properties**- Opens the section of the program where you

can define the parameters for this database, such as the security settings, database name, and field settings.

## View Record Screen



When a record is opened from the List View, you are taken to a View Record screen. This shows the selected record in more detail. The default alignment of the Field Name and Field value is shown above, on the left. In the Settings for your Device you can adjust this, as well as other properties for viewing your records. The image above, on the right, shows these settings altered. See the HandDBase Settings section above for more details. With a record open there is some useful functionality, depending on your field types:

Tapping a text field which begins with `http://` will launch that link in the Safari web browser.

Tapping a text field which contains an `@` symbol will open the mail dialog addressed to that field's address

Tapping a text field with an all numeric value will dial that value in the Phone's dialer, assuming that the number is in the proper format. To check the format for your locality and language go to the device Settings, select General, select International. At the bottom of that screen the

recognized format will be shown. (iPad Only)

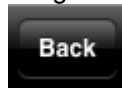
Some field types such as the Link field type will show a small > symbol to the right side. When pressed they will automatically jump to the related database and show the list view containing all related records.

If you use External Fields the following options are available as well.

Tapping a Phone Dialer Field will dial that number in the Phone's dialer. (iPad Only)

Tapping a Web Link field will launch the link in the Safari web browser.

The following buttons are available on the screen:



Return to the List View.



Switch to Edit Mode where you can edit the record values. This takes you to the Edit Record screen, outlined below.



Add a new record.



Move to the Previous Record in the Database. If you have filtered the records the Filter will be observed.



Delete the Current Record. When you tap this Option you will be prompted to confirm that you wish to delete the current record.



Move to the Next Record in the Database. If you have filtered the records the Filter will be observed.



Shows a menu with a few available record actions:

**Email Record:** Email the current record in text format by opening up a dialog in the mail application.

**Copy Record to New:** This option will save the current record and then create a new record with the exact same field values of that current record.

**Copy Record To..:** This option will let you choose another database to copy the current record to. The database you wish to copy to must have the same structure as the current database.

**Move Record To..:** This option will let you choose another database to move the current record to. The database you wish to copy to must have the same structure as the current database.

**Encrypt Record:** If encryption is enabled, encrypt the marked fields of this record.

# Edit Record Screen



The screen you see now is called the Edit Record screen. This is the screen that lets you edit or create a new record. You can scroll through the fields and make changes by tapping on each field value. Some values like checkboxes are edited just by tapping on the value in this scrollable list. Others automatically open a screen for editing the field in more detail. For example, tapping a Date field will bring up a date picker with quick select options for Today, Tomorrow, etc.

The following buttons are visible on the screen:



Cancel any changes made to this record and return to previous screen.



Save changes to the record and return to the previous screen.



Add a new record to the database. Will first save the changes to this record.



Move to the Previous Record in the Database. If you have filtered the records the Filter will be observed.



Delete the Current Record. When you tap this Option you will be prompted to confirm that you wish to delete the current record.



Move to the Next Record in the Database. If you have filtered the records the Filter will be observed.



Shows a menu with a few available record actions:

**Email Record:** Email the current record in text format by opening up a dialog in the mail application.

**Copy Record to New:** This option will save the current record and then create a new record with the exact same field values of that current record.

**Copy Record To..:** This option will let you choose another database to copy the current record to. The database you wish to copy to must have the same structure as the current database.

**Move Record To..:** This option will let you choose another database to move the current record to. The database you wish to copy to must have the same structure as the current database.

**Encrypt Record:** If encryption is enabled, encrypt the marked fields of this record.

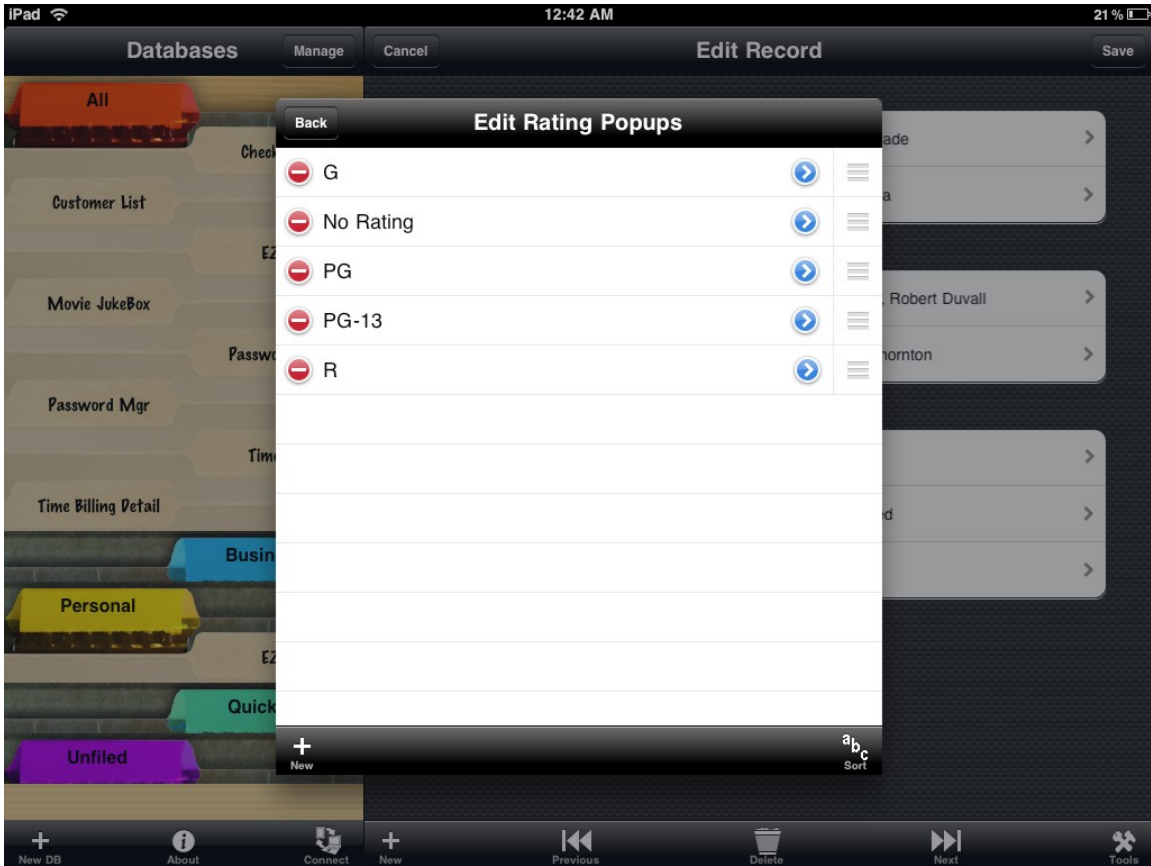


Fields with the small symbol to the left (see above) have popup lists associated with them. To choose from the popup list, select the icon and the Select Popup Bubble will display. You will be given a list of the Popup choices:



Tapping a value will select it and populate the field with that value.

To Edit the existing list of Popups or to Add new Popups to the list, scroll to the bottom of the list and tap the Edit Popups button.



From here you can add, rename and delete popup list items. HandBase also supports hierarchal popup lists. So you can move items to the right or left to demote or promote them and this will be reflected when you are selecting popup items from the list. The buttons:



And



Are visible as relevant along the bottom to make this possible.

You can additionally manually sort the items by dragging rows up and down in the list as well. To do so, drag the icon on the right of each row that looks like this:



To rename and existing popup, tap the icon:



The following additional buttons are visible on the screen:



Saves the changes and returns to the previous screen.



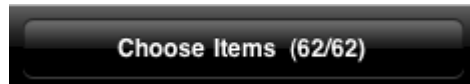
Sort the Popup list alphabetically



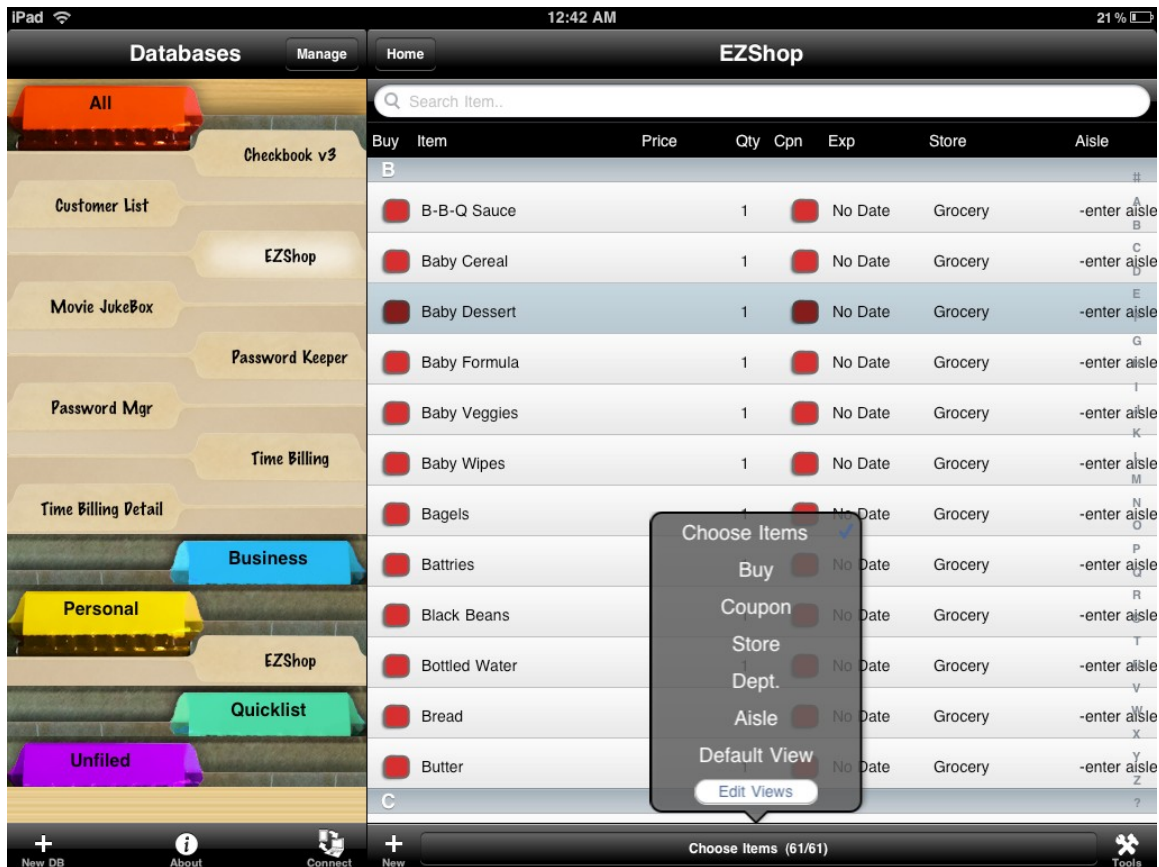
Add a new popup item. The position of this will be one below the currently selected item.

## Views

HandBase supports a concept of Views. Views are a named set of Filter and Sort settings along with a custom fields order. These views can be called up by name from the List view via the View selector along the bottom:



When you tap this you're taken to the Select View screen:

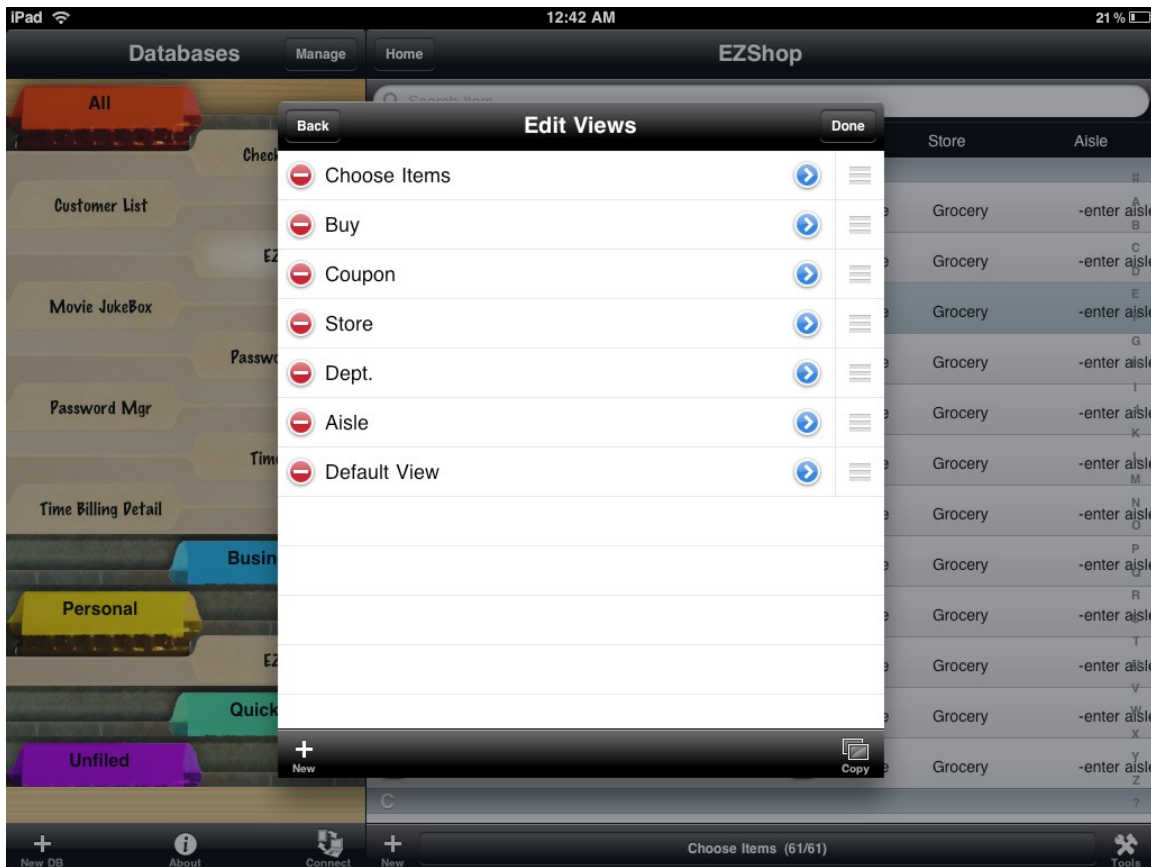


Tapping a view in the list will apply the settings for that view and return to the List View screen.

To cancel selecting a new View tap on the View Selector button again or tap anywhere outside the Popup Bubble.

To Edit existing Views or Add a new View scroll to the bottom of the list of Views and tap the Edit Views button.

## Editing Views



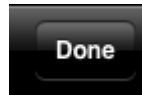
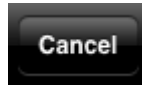
There are a maximum of 20 views available per database. When you are editing views, you can reorder the views so they show in the preferred order within the list. You can do this by dragging the icon on the right edge of each view in the list:



You can delete a view by tapping on the button that looks like this:



Other buttons on this screen:



Cancel any changes made to the view settings in these screens.

Save changes made to the view settings in these screens.

Add a new view.

Add a new view with the settings of the currently highlighted view in the list above. In other words, creating a copy of that view.

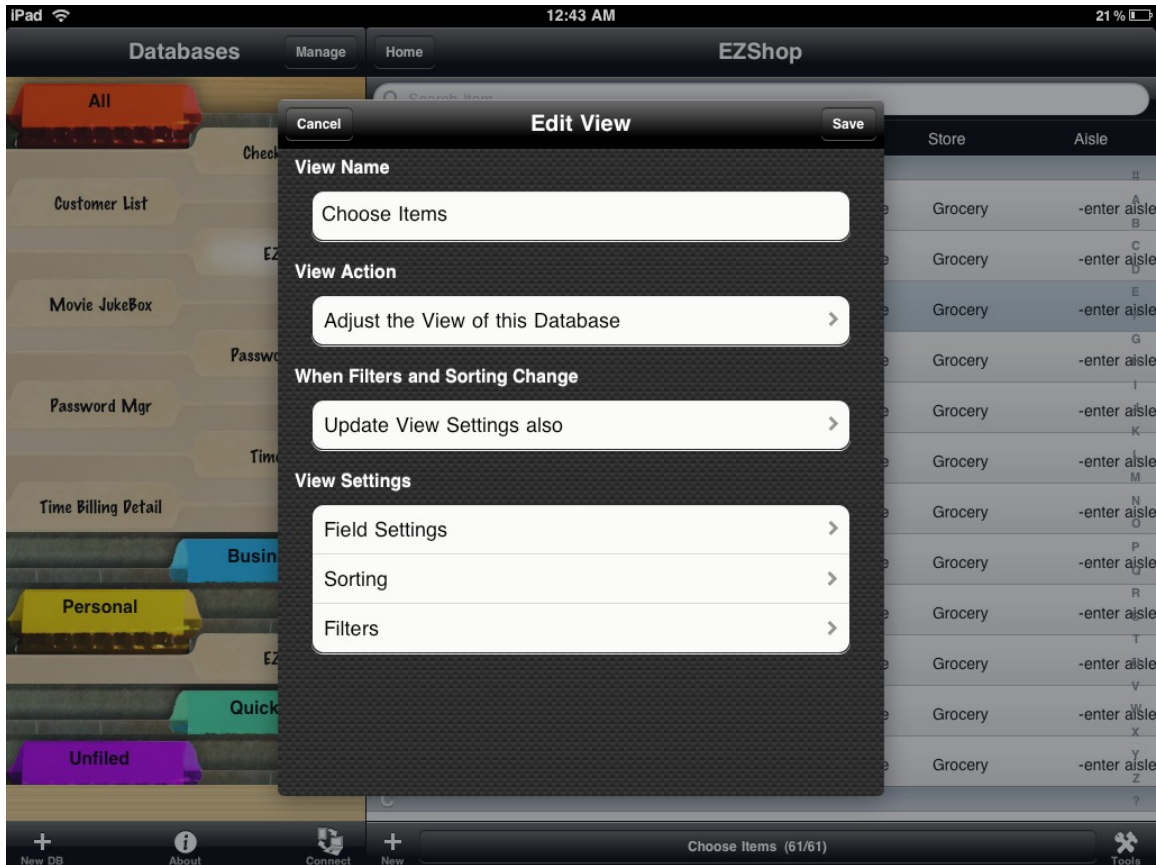
To edit an existing view, simply tap the button:



You will be taken to the Edit View screen where you can define the settings for that view.

# Edit View

On this screen, the settings for a particular view are shown. The following Parameters can be adjusted:



**View Name** Define a name for this view. This is the name that will show up in the Select View screen.

**View Action** There are two possible actions for a view which toggle when selected:  
**Adjust the View of this Database:** When this view is selected, the field settings, sorting, and filters set below will be applied to the database to limit the view and control what fields are shown.

**Switch to another Database:** The current database will be saved and closed and the other database will open. This option is rarely used, but is a way to make a short cut from one database to another. When this option is set, the Filters, Sorting and Field Settings are hidden and only a single choice for the name of the database to switch to is presented.

**When Filters and Sorting Change** Two possible options which toggle when selected:  
**Update View Settings also:** When selected, any change you make in the Filter and Sorting screens within the List View

screen will be saved to this view if this view is the currently selected view at the time.

**Do Not Update View:** The changes made to the filters and sorting in the List View are to be considered temporary and thus not saved back into the view for later recall.

Field Settings

Jumps to the Field Settings screen for this view. This is where you can control which fields are shown and in which order. See next section for more details.

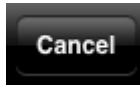
Sorting

Jumps to the Sorting screen where you can define the order the records will be shown.

Filters

Jumps to the Filters screen where you can define which records will be shown.

There are two buttons available on this screen:

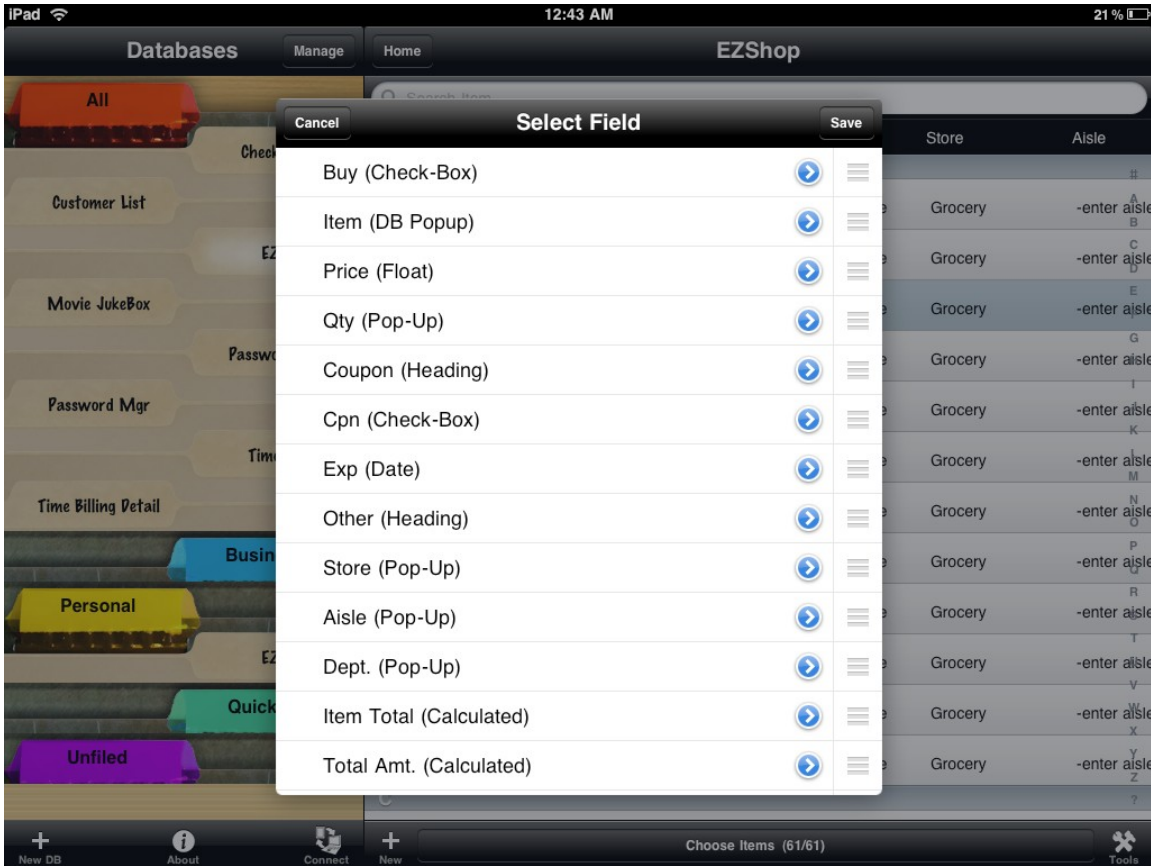


Don't save the changes made on this form, but return to the previous screen.



Save the changes made on this form and return to the previous screen.

## Edit View: Fields Settings



This screen shows a list of all the fields in the database. You can control whether each field is shown in the List View and the View/Edit Record screens, and can control the order they are shown. To change the field order simply drag the field to it's position, by dragging the icon along the right:



There are two buttons available on this screen:



Don't save the changes made on this form, but return to the previous screen.

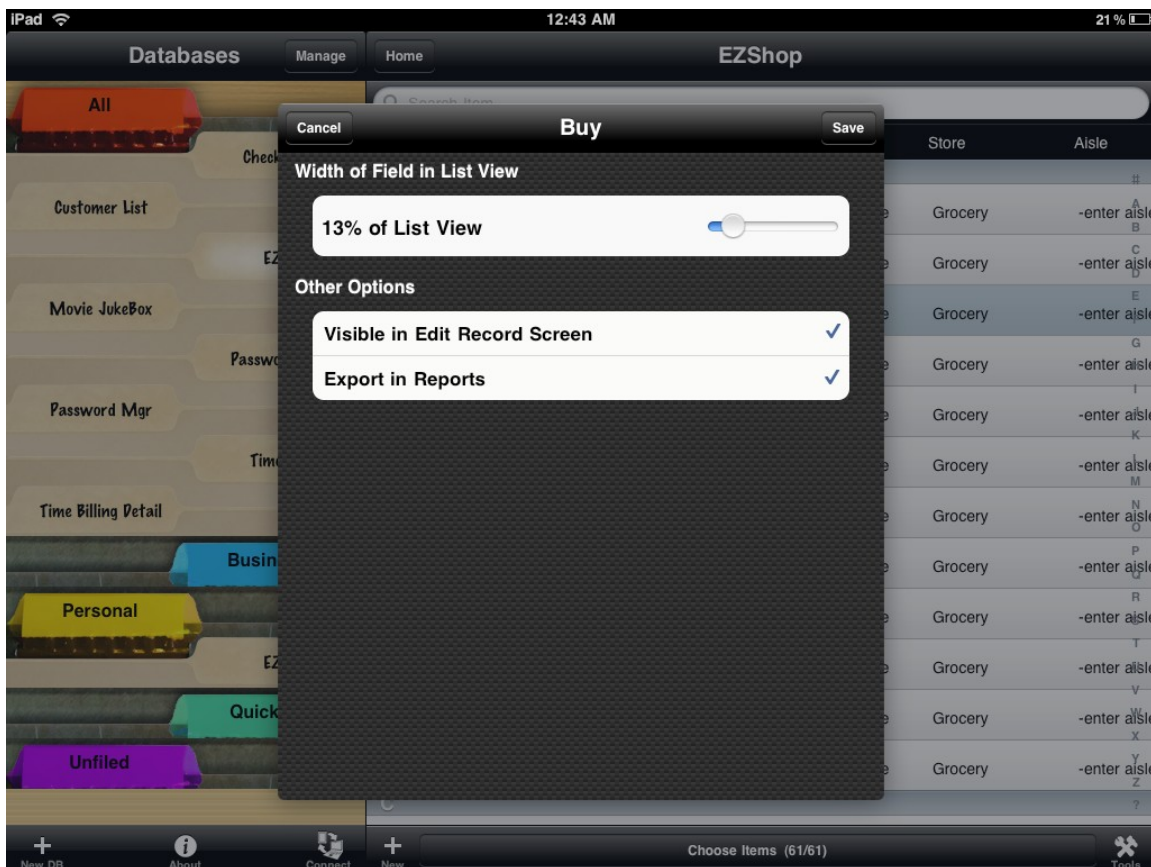


Save the changes made on this form and return to the previous screen.

To change the visibility settings for a Field, tap the button in that field's row:



When you do, you're presented with the Field Settings for that particular field only:



There are just three parameters shown on this screen:

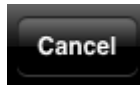
**Width of Field in List View** Drag the slider to adjust the width shown in the List View. If dragged all the way across, it should fill the width of the screen in portrait mode. If you don't wish to see this field in the list view, drag the width all the way left and it will be hidden from that screen.

**Visible in Edit Record Screen** When checked, this field will be visible within the View Record and

## Export in Reports

the Edit record screen. Unchecked, the field will not be visible. When checked, this field will be included in any sort of reporting operation on this database. On the iPad app, this generally is limited to the Email Record and Email Records options from the View record/Edit Record and List View, respectively.

There are two buttons available on this screen:

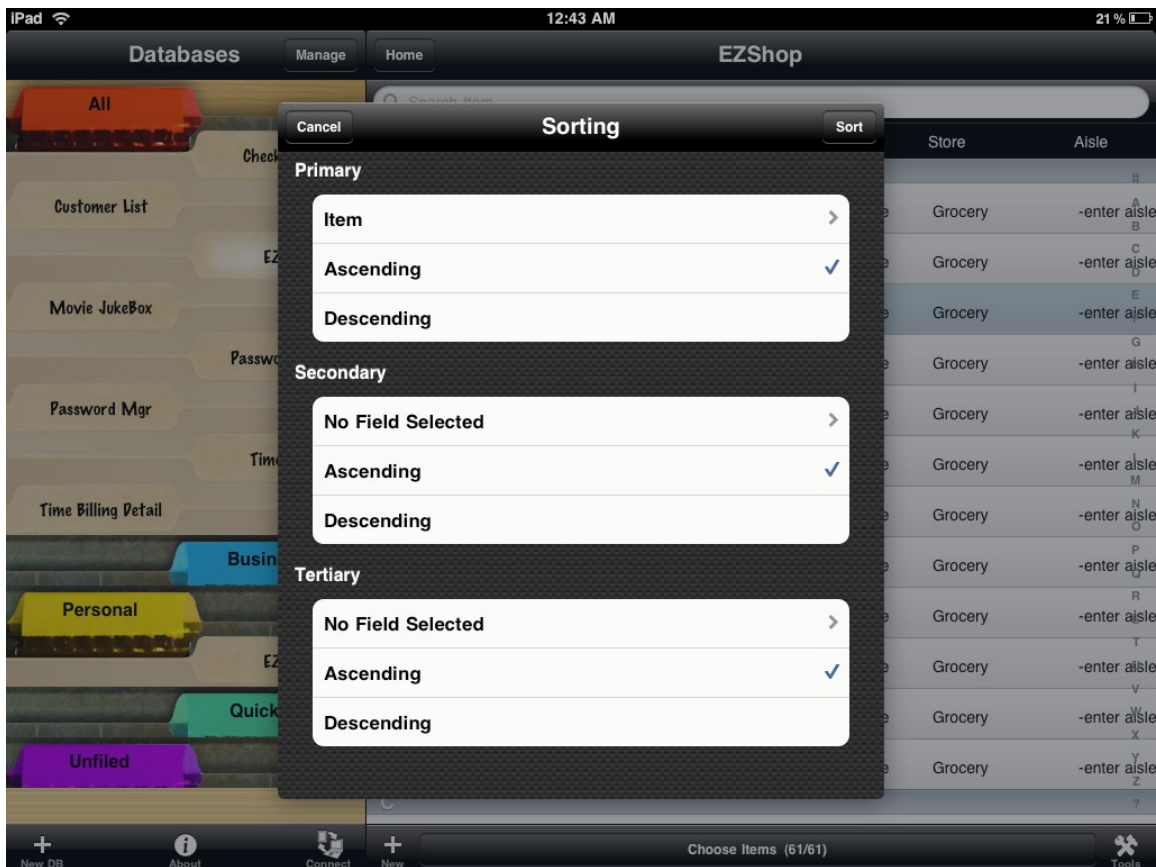


Don't save the changes made on this form, but return to the previous screen.



Save the changes made on this form and return to the previous screen.

## Sorting Screen



This simple screen contains parameters for controlling the order the records in the database are shown. There are three sort criteria, Primary, Secondary, and Tertiary. The Primary sort will define how records are sorted, and HanDBase will compare the field specified in the Primary Item field to determine where it should be placed. In the event of a tie between two records, (eg, two records with the same value in this field), the secondary sort field is evaluated as the tie breaker.

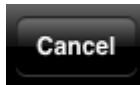


Again, in the event of a tie in that field, then the Tertiary sort field is evaluated.

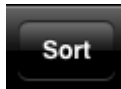
For each of the three sort criteria, there are several options:

- |              |  |
|--------------|--|
| <field name> | Select the field that is going to be compared for this sort criteria. A screen with a list of fields is shown when this row is tapped on the screen. If you don't need this criteria to be used in your sort, select 'No Field'. |
| Ascending    | Means that the comparisons will be such that the data will sort low to high (for example, A-Z on a text field)   |
| Descending   | Means that the comparisons will be such that the data will sort high to low (eg, Z-A on a text field)  |

There are two buttons available on this screen:

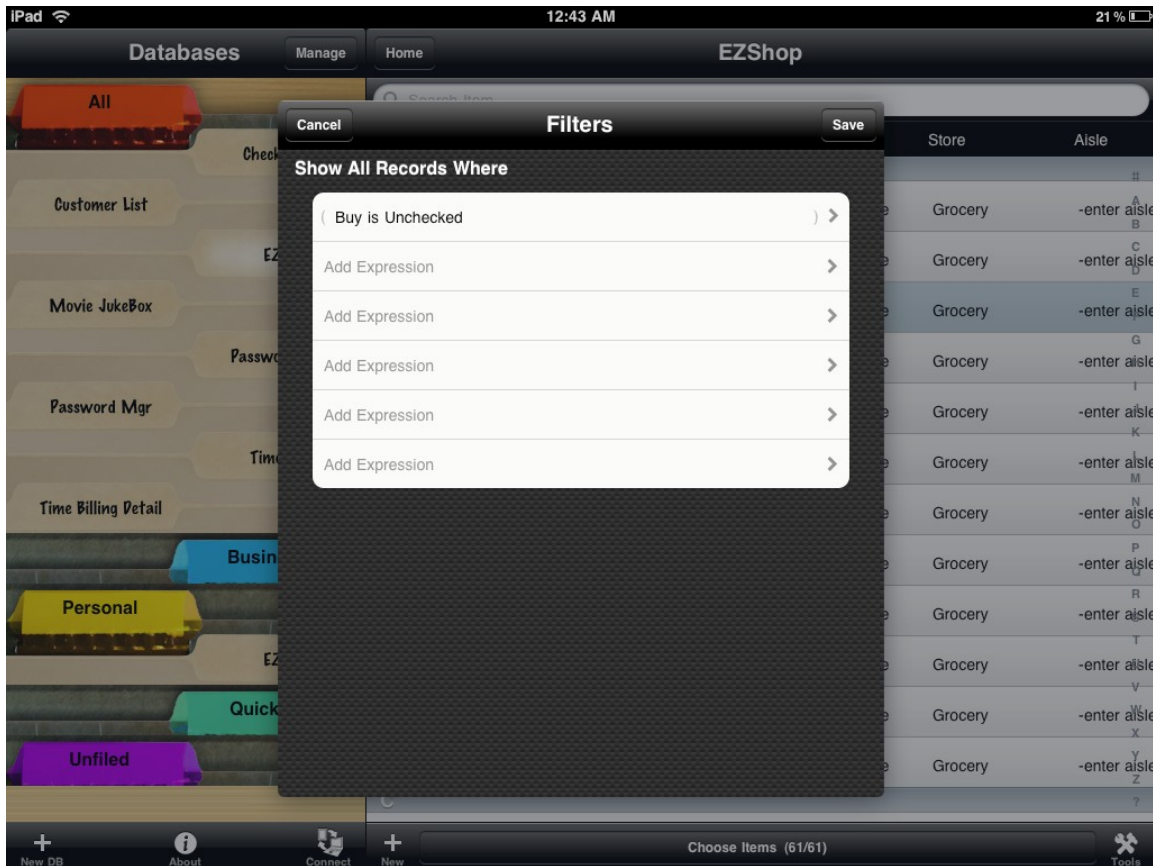


Don't save the changes made on this form, but return to the previous screen.



Save the changes made on this form, apply the sort settings, sort the database, and return to the previous screen.

## Filters Screen



The filters screen shows an overview of the settings of each of the 6 filters that can be set for a database. The filters are evaluated sequentially and if a record meets all criteria it is included in the list of records shown.

As multiple filters are enabled, you will see additional parameters of AND and OR between them. This is how you can specify that two successive items both need to be true or whether only one needs to be true. Simply tapping that row will toggle between AND and OR.

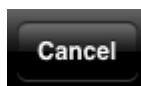
To the left and right of each filter you can see a small parenthesis. This is used to control the grouping of filters. For example, if you wanted to show all items in a shopping list where the item was a Fruit and required refrigeration or a Dinner item that required freezing, you would set up filters like this:

Show all records where:

( Item Type is Fruit AND Requires Refrigeration is Checked) OR (Item Type is Dinner item AND requires Freezing is Checked)

To select a parenthesis, simply tap on the parenthesis and if grey will become bold black meaning it's enabled. To unselect, just tap the parenthesis again and it will turn back to grey.

There are two buttons available on this screen:



Don't save the changes made on this form, but return to the previous screen.

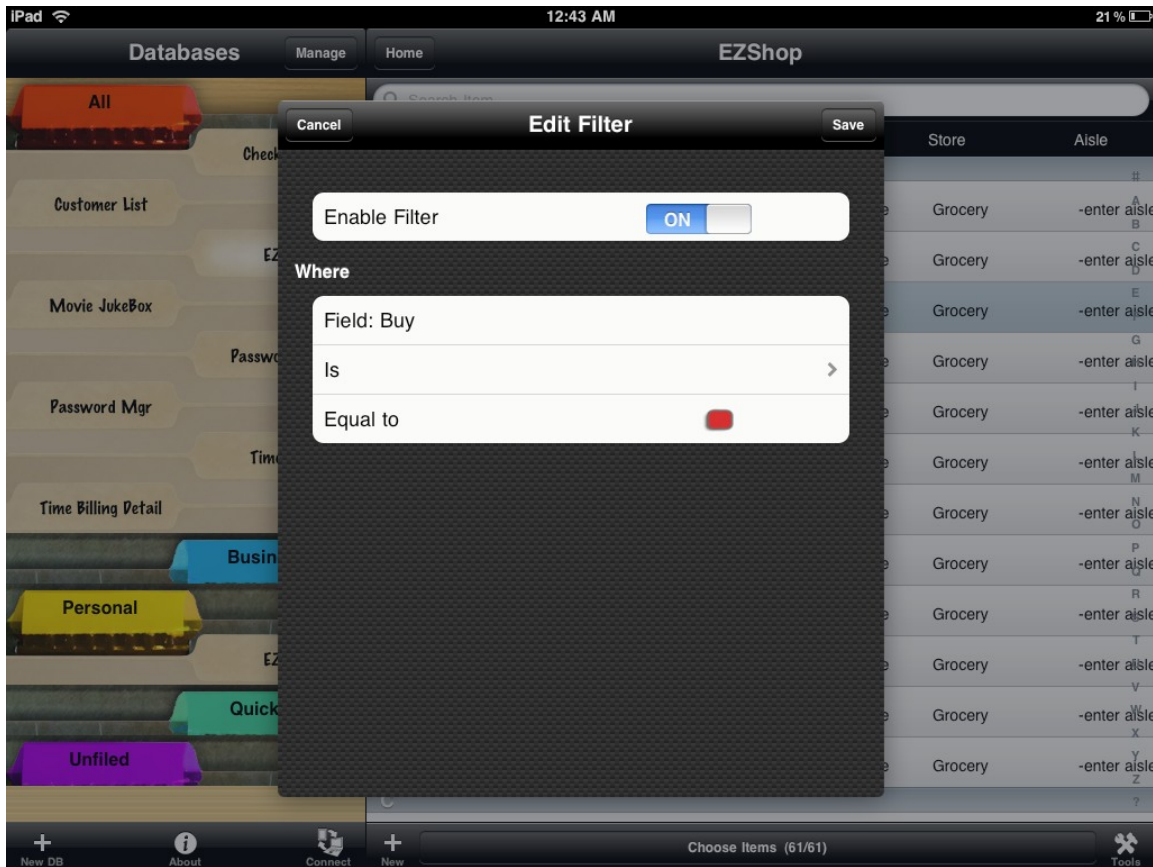


Save the changes made to the filters, and return to the previous screen.

To edit a filter criteria, select the item from the list and it will open the Edit Filter screen:

Here you will control the settings for that individual filter.

To enable or disable the filter, toggle the On/Off switch at the top. If enabled, several other options will show on the screen as they relate to the field you are filtering. For example, on a checkbox field, you will be shown:



Where Field:

Here's where you will see the name of the currently selected field, and if you tap this, you can assign this filter to a different field.

Is/Is Not

Toggles whether the field is or is not equal to the value below.

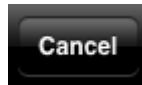
Equal To

The value the field above must be (or not be, depending on the previous setting) for this filter to pass.

Other field types will show different criteria. For example a date field will show options to set the date range, or choose an option where the date value is a variable. For example, you can

choose a date of 'This Month to Date' to get all the record where the date is set between the first of the current month through today. In all cases, you select the relevant options and apply to change the value of this filter.

There are two buttons available on this screen:

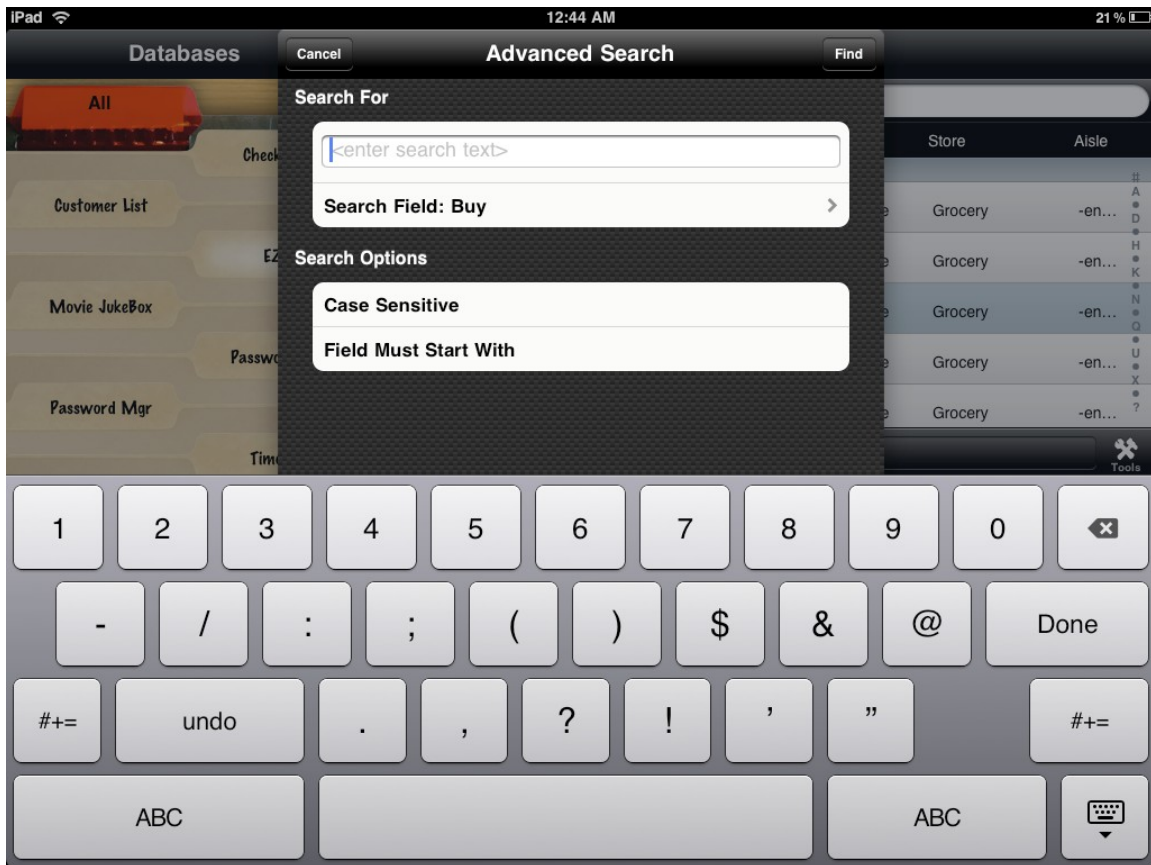


Don't save the changes made on this form, but return to the previous screen.



Save the changes made to the filter, and return to the previous screen.

## Advanced Search



The Advanced Search differs from a quick search in that you can search any one field, or search all fields for a specific value. To adjust this tap on the Search Field row and select either a field from your database, or the "No Field" option to search all fields.

You can also choose from several search options. These are:

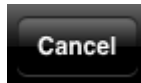
Case Sensitive

When checked, the search you are performing is case sensitive. That is, if you enter 'House', it will pass over a field which contains the word 'house'. If it's not checked, the search for 'House' would result in a match with a field with value 'house'.

Field Must Start With

This means that the field must have the search for text at the beginning of it's value. For example, if you are searching for 'house' and the field contains 'my house needs painting' it will not result in a match because 'my house needs painting' does not begin with 'house'. If unchecked searching for 'house' in the above statement would result in a match.

There are two buttons available on this screen:



Don't save the changes made on this form, but return to the previous screen.



Perform a search based on the criterion set in this screen. Returns to the List View and highlights the first match if any.

To perform an additional search from the position of the last search, choose the tools button again and select "Repeat Search"

## Desktop Connect

Desktop connect is a mode where your HanDBase for iPad application acts like it's own mini web server over a local wifi network. This gives you the ability to connect to HanDBase from any other computer or even another iPad to manage the databases on your device.

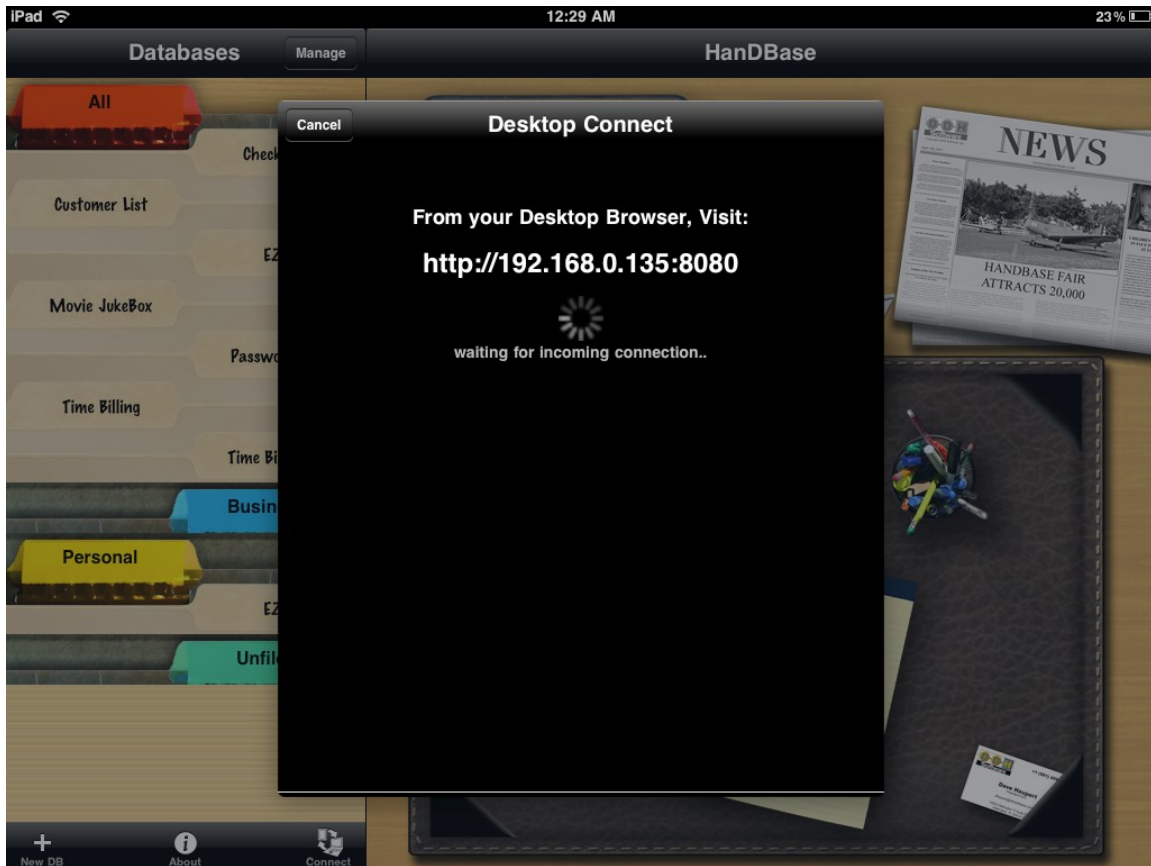
If you do not have the HanDBase Plus, Professional or Enterprise Add-on for your computer or don't currently have access to that same computer, you can use Desktop Connect to back up your databases to your computer either for archival purposes or to use with the HanDBase Desktop.

To start Desktop Connect mode, first make sure you are connected to a local Wifi router, and not simply relying on the EDGE or 3G connection of your cell phone.



Then from the 'Choose Database' screen, tap the icon:

You will see a connection screen like this:



The screen will show a web address you use to access your phone. Be careful to note exactly what this reads as it may change as your device gets a new address on the network from time to time. Then from a web browser such as Internet Explorer, Safari, Firefox, or Google Chrome, type the address in the address bar and click Go. In this example, you would type in: <http://192.168.0.141:8080>

Assuming a good connection is made, your web browser will show a screen like this:

Last Login: Never

# HandBase<sup>®</sup> for iPad

Database	Date/Time	File Size	Records	Download
Checkbook v3	Apr 16, 2010 6:50:42 PM	40 KB	0	
Customer List	Apr 16, 2010 6:50:42 PM	39 KB	1	C,S,V
EZShop	Apr 16, 2010 11:44:11 PM	49 KB	61	C,S,V
Movie JukeBox	Apr 16, 2010 6:50:42 PM	68 KB	171	C,S,V
Password Keeper	Apr 16, 2010 6:50:42 PM	42 KB	0	C,S,V
Password Mgr	Apr 20, 2010 12:34:39 AM	107 KB	531	C,S,V
Time Billing Detail	Apr 16, 2010 6:50:42 PM	39 KB	2	C,S,V
Time Billing	Apr 16, 2010 6:50:42 PM	39 KB	1	C,S,V

**Upload CSV Data**

Applet Name:\*

File:

**Upload HandBase Database**

File:

This screen shows a list of all the databases installed on your iPad. It also provides boxes for uploading new data. Here's a breakdown:

Next to each database listed, you'll see icons to download:



Downloads the database listed in that row to your desktop in it's native format. This format is a PDB (for Portable Database) file and can be read by the various HandBase desktop and data conversion conduits and applications and/or installed to other HandBase mobile database applications for other smartphones and PDAs.



Downloads the database listed in that row to your desktop in a Comma Separated Values (CSV) file format. This is a text readable format that can be read into third party database, spreadsheet and mail merge applications for whatever needs you desire. The first line of the CSV file will include the field names for each field.




If you see the Lock icon then the security settings for this database have the Share Database option set to Not Permitted and you won't be able to download this database through Desktop Connect.



This icon will only be visible if you connect via the iPad Safari browser on another iPad, iPhone, or iPod Touch device. Unlike the first icon above, this icon enables downloading the database from this iPad into another iPad, iPhone, or iPod Touch device. If you select this option, HandBase on the receiving end will be launched and the database will be received. If it's a new database file to that device, it will be added to the list. If there is one already existing with that database name, it will synchronize the files together resulting in a single database with the merged database records, popups, etc. If the two databases have the same name but are of a different format, it will rename the incoming database to a unique name and receive it.

If you have an Image associated with your records, using the Photo Picker External Field or Take Picture External field there will be an additional Available Archive Files section on this page.

Available Archive Files				
File	Date/Time	File Size	Records	Download
Images Archive			1	

This option gives you the ability to download all image files associated with your HanDBase records as a ZIP file. You can then extract that ZIP file to have access to the images.

Along the right side of the web page, you will see two additional blocks with upload functionality within them:

### Upload CSV Data

Applet Name: \*

File:

Within this box you can specify a CSV file residing on your desktop to upload to the iPad. HanDBase for iPad will accept the file, and then convert it to a HanDBase database. The CSV file must contain field names as the first line of the file.

In the Applet Name box you should give the applet a name. Make sure to enter no more than 19 characters in this box.

Select 'Browse' to browse your computer for the CSV file.

When you click the 'Add CSV Data' button the CSV file will be uploaded to the iPad. The HanDBase application will then determine if the data sent is valid, and if so, if the database Applet Name already exists. If the database already exists, the field values in the CSV file will be appended to the existing data. If the database does not already exist, the database will be created with text fields as the field type for each field by default. You can then go into the DB properties section later and convert the field types to whatever format you desire.





Perhaps you received this database from another user via email, downloaded it from the web, or even created this on the desktop using the HandBase Desktop program (available separately). Within this box you can specify the HandBase database file in PDB format to upload/add to your iPad.

Choose the Browse button and select the PDB file from your computer. Then click the 'Add Database' button to upload this file to your iPad.

If it's a new database file, it will be added to the list. If there is one already existing with that database name, it will synchronize the files together resulting in a single database with the merged database records, popups, etc. If the two databases have the same name but are of a different format, it will rename the incoming database to a unique name and receive it.

If you are using the Photo Picker External Field in one of your databases you can also use this to upload JPG or PNG files to also be used in your databases. Use the Upload HandBase Database box and choose the JPG or PNG file you wish to upload. Click the Add Database button to upload this file. The page will refresh but you will not see the file listed on that page, as it only lists Databases. However the log on your device should indicate Received PNG/JPG file OK. Then you only need to reference that file name in the appropriate field of your database for it to be viewable.

## Creating New Databases

You can create new databases from the Choose Database screen by pressing the + button or selecting the notepad on the Welcome screen. When pressed, you are given 3 options:



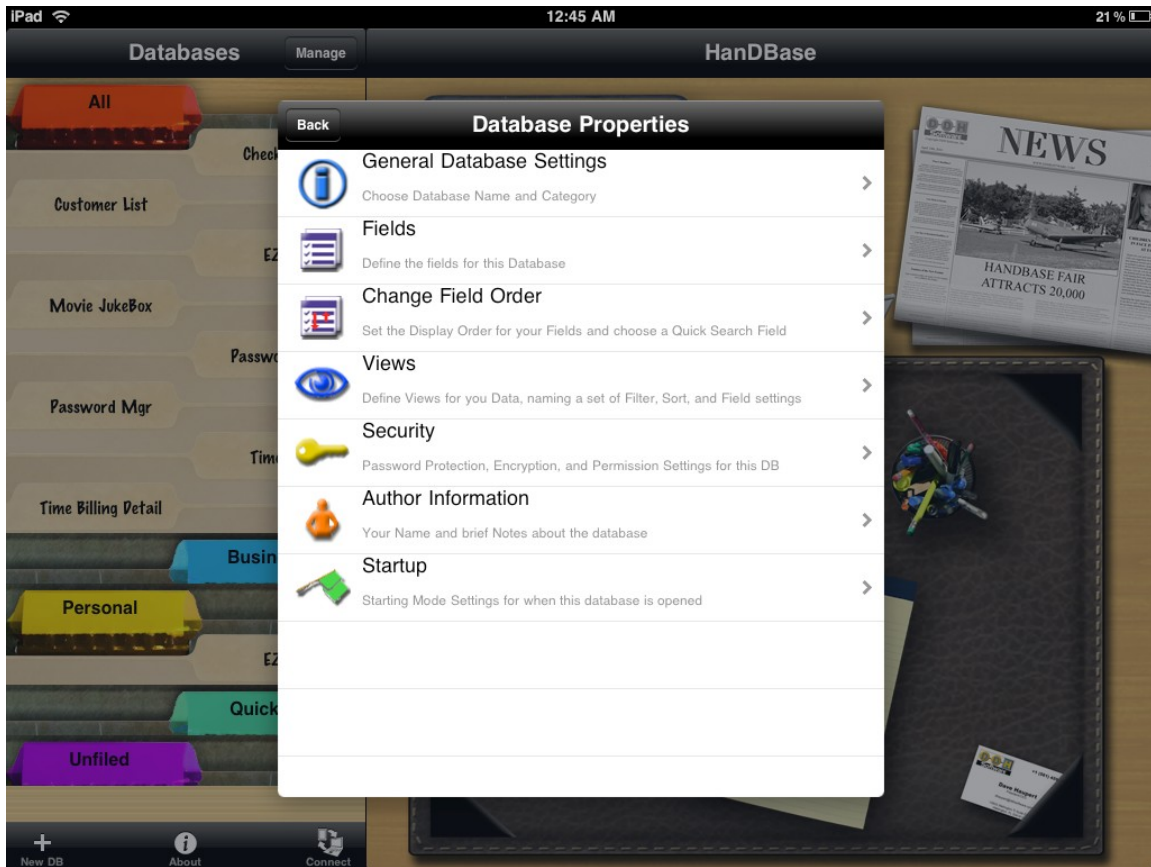
- Download a New Template – This option connects to the online HandBase Gallery where

you can browse through thousands of Database template designs and download them right to your iPad.

- Choose Existing Template – Choose a database design already installed on this device as a starting point. Creates a new database with the structure of an existing database.
- Create from Scratch – Start with a blank slate and create your fields, field settings, views, security settings, etc to form your own solution

When you select Choose Existing Template or Create from Scratch, you are taken to the Database Properties screen. This is the same as the screen you are shown when you select Database Properties from within a database in the List View and covered in the next section.

# Database Properties Screen



This screen lets you control many aspects of the database. Each button takes you to a different set of screens related to those settings.



General Settings for the database. Define the name of the database and the category the database resides in.



Field Settings for the database. Define what fields to include in the database, and choose their field types and options from here.



Field Order Settings. Define the order in which fields are shown. This defaults to the order they were created in, but if you add a field later you can easily use this to move it into position.

You can also specify the quick search field from this screen.



Views settings. These screens match those that you get when you select a view and then hit 'Edit'. Here you create named sets of filters, sorting and field settings to be called up easily later.



Security Settings. Define a password to block access to certain parts of the database (for example, adding records, deleting records, etc). Here is where you also set your encryption settings for the database.

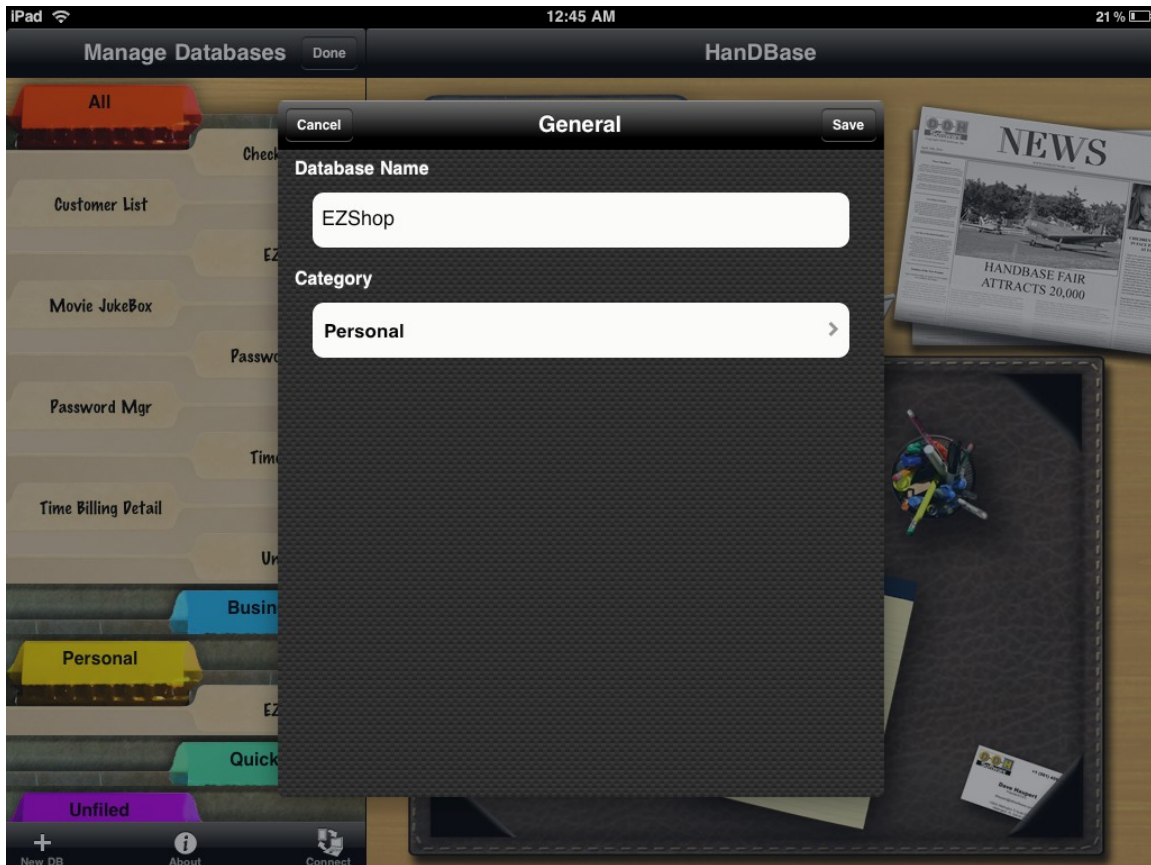


Author information. Simply a place to read or edit the information provided by the author of the database.



Startup Modes settings. You can control which screen and which records are shown when you first open this database from the 'Choose Database' screen by editing the settings here.

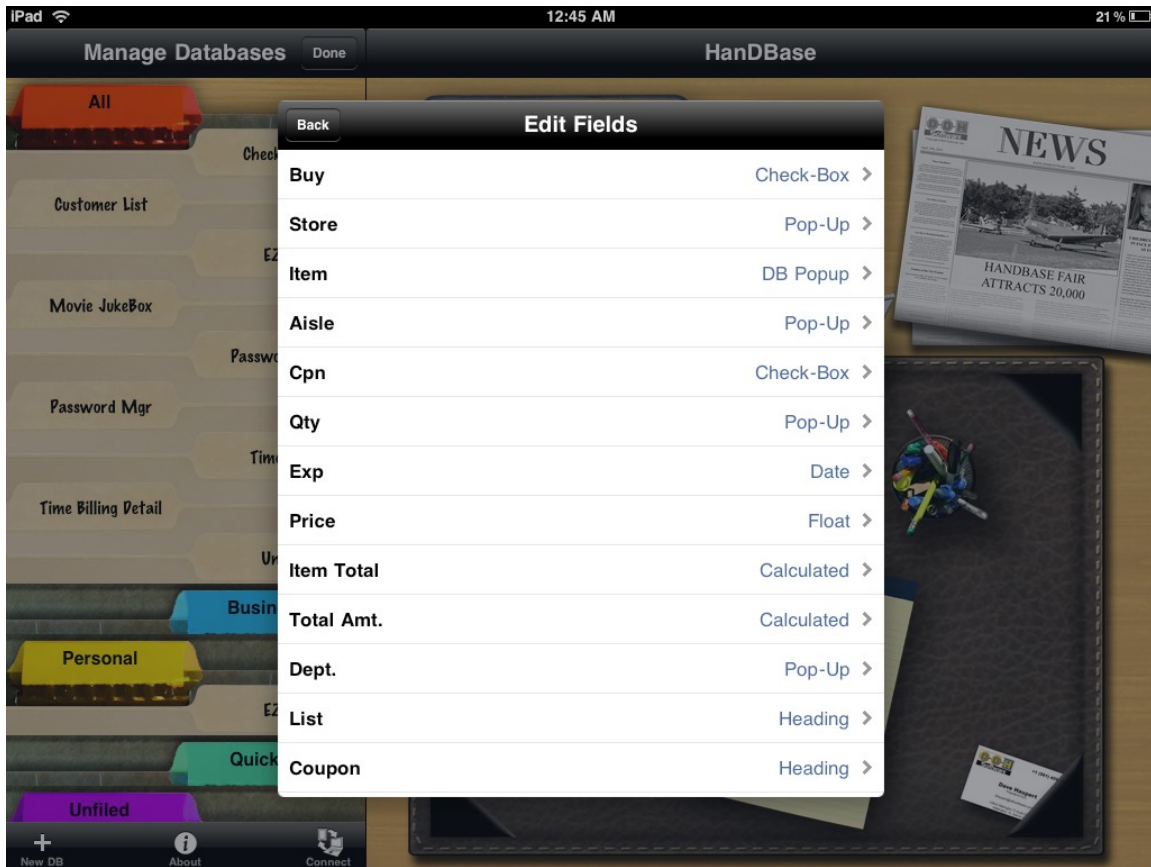
## General Settings



This is the screen where you select the name for your database and choose the category it will be listed under. To change the name, simply tap the field and type in your new database name.

To change the category, simply tap the category field and you will be shown the list of categories. There is an Edit button available when selecting the list of categories which will let you rename and define new categories for selecting for your database designs.

# Edit Fields Settings



Here's where you can choose fields to edit. Simply select a field name, and the properties for that field will show on the Edit Field screen:



This screen is dynamic and adjusts what is visible depending on the field type selected. The first two parameters are always the same:

**Field Name:** Enter a name for your field here.

**Field Type:** Choose the field type. The following field types are available:

## 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 in Edit Record Screen/Not Visible in Edit Record Screen.*

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

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

*Included in Exports/Not Included in Exports*

Check if you want this field to be exported when you select Email Record from the View/Edit

Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

### ***Encrypt this Field/Do Not Encrypt this Field***

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.

### ***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of the List View (in Portrait mode).

### ***Maximum Characters Allowed***

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 Popup List***

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

### ***Popups Append to Value/Popups Replace Value***

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

Otherwise set to Popups replace value 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 Value: Use Static Default Value/Use Previous Record's Value***

Tap this row to toggle between the two default setting options. The first is to use a static value for each and every record. The following screens show these different options. The second is to use the value from a specific field from a previous record. Depending on the selection, the row below will give an option to enter a static value or to choose a field to take the value from.

## **Integer Fields**

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

### ***Visible in Edit Record Screen/Not Visible in Edit Record Screen.***

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

### ***Included in Exports/Not Included in Exports***



Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

### ***Encrypt this Field/Do Not Encrypt this Field***

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.

### ***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of the List View (in Portrait mode).

### ***Edit Popup List***

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

### ***Popups Append to Value/Popups Replace Value***

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

Otherwise set to Popups replace value 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 Value: Use Static Default Value/Use Previous Record's Value*

Tap this row to toggle between the two default setting options. The first is to use a static value for each and every record. The following screens show these different options. The second is to use the value from a specific field from a previous record. Depending on the selection, the row below will give an option to enter a static value or to choose a field to take the value from.

### ***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 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:

#### ***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.

#### ***Visible in Edit Record Screen/Not Visible in Edit Record Screen.***

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

#### ***Included in Exports/Not Included in Exports***

Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

#### ***Encrypt this Field/Do Not Encrypt this Field***

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.

#### ***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of the List View (in Portrait mode).

#### ***Edit Popup List***

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

#### ***Popups Append to Value/Popups Replace Value***

Set this to Popups append to Value if you'd like for the values selected from the popup list for this field to append to the end of any existing value. Otherwise set to Popups replace value 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 Value: Use Static Default Value/Use Previous Record's Value***

Tap this row to toggle between the two default setting options. The first is to use a static value for each and every record. The following screens show these different options. The second is to use the value from a specific field from a previous record. Depending on the selection, the row below will give an option to enter a static value or to choose a field to take the value from.

## ***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 in Edit Record Screen/Not Visible in Edit Record Screen.***

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

### ***Included in Exports/Not Included in Exports***

Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

### ***Encrypt this Field/Do Not Encrypt this Field***

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.

### ***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of the List View (in Portrait mode).

### ***Edit Popup List***

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

### ***Default Value***

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

## ***CheckBox Fields***

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

### ***Visible in Edit Record Screen/Not Visible in Edit Record Screen.***

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

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

#### ***Included in Exports/Not Included in Exports***

Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

#### ***Encrypt this Field/Do Not Encrypt this Field***

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.

#### ***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of the List View (in Portrait mode).

#### ***Default Value: Use Static Default Value/Use Previous Record's Value***

Tap this row to toggle between the two default setting options. The first is to use a static value for each and every record. The following screens show these different options. The second is to use the value from a specific field from a previous record. Depending on the selection, the row below will give an option to enter a static value or to choose a field to take the value from.

### ***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 and most likely will not be. To generate a unique value that is unique across multiple devices, use the Link Field type explained below.

When selected, the following options appear:

#### ***Visible in Edit Record Screen/Not Visible in Edit Record Screen.***

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

#### ***Included in Exports/Not Included in Exports***

Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

#### ***Encrypt this Field/Do Not Encrypt this Field***

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.

#### ***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of

the List View (in Portrait mode).

## ***Image Fields***

Capture a finger-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 their fingertip. When selected, the following options appear:

### ***Visible in Edit Record Screen/Not Visible in Edit Record Screen.***

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

### ***Included in Exports/Not Included in Exports***

Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

### ***Encrypt this Field/Do Not Encrypt this Field***

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.

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

### ***Visible in Edit Record Screen/Not Visible in Edit Record Screen.***

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

### ***Included in Exports/Not Included in Exports***

Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

### ***Encrypt this Field/Do Not Encrypt this Field***

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.

### ***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of the List View (in Portrait mode).

### ***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.

When selected, the following options appear:

***Visible in Edit Record Screen/Not Visible in Edit Record Screen.***

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

***Included in Exports/Not Included in Exports***

Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

***Encrypt this Field/Do Not Encrypt this Field***

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.

***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of the List View (in Portrait mode).

***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 Back 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 in Edit Record Screen/Not Visible in Edit Record Screen.***

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

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

#### ***Included in Exports/Not Included in Exports***

Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

#### ***Encrypt this Field/Do Not Encrypt this Field***

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.

#### ***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of the List View (in Portrait mode).

#### ***Other Database Name***

Choose 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***

Tap the row 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.

### *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 in Edit Record Screen/Not Visible in Edit Record Screen.*

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

### *Included in Exports/Not Included in Exports*

Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

### *Encrypt this Field/Do Not Encrypt this Field*

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.

### *Width in List View*

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of the List View (in Portrait mode).

### *Other Database Name*

Select from the current existing databases by pressing the trigger to the right.

### *Other Field Name*

Tap the row 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.



## **Note Fields**

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

### ***Visible in Edit Record Screen/Not Visible in Edit Record Screen.***

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

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

### ***Included in Exports/Not Included in Exports***

Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

### ***Encrypt this Field/Do Not Encrypt this Field***

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.

### ***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of the List View (in Portrait mode).

### ***Edit Popup List***

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

### ***Popups Append to Value/Popups Replace Value***

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

Otherwise set to Popups replace value 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 Value: Use Static Default Value/Use Previous Record's Value***

Tap this row to toggle between the two default setting options. The first is to use a static value for each and every record. The following screens show these different options. The second is to use the value from a specific field from a previous record. Depending on the selection, the row below will give an option to enter a static value or to choose a field to take the value from.

## **Heading Fields**

Organize sections of your database with a bold heading. This field actually doesn't hold any value, but is used for organizational purposes only, when in the Edit Record screen. On the iPad, this field type is much more useful than other platforms as it serves to group sections in the Edit Record screen as well. When selected, the following options appear:

***Visible in Edit Record Screen/Not Visible in Edit Record Screen.***

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

***Included in Exports/Not Included in Exports***

Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

***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 in Edit Record Screen/Not Visible in Edit Record Screen.***

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

***Included in Exports/Not Included in Exports***

Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

***Encrypt this Field/Do Not Encrypt this Field***

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.

***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of the List View (in Portrait mode).

***Maximum Characters Allowed***

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.

***Popups Append to Value/Popups Replace Value***

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

Otherwise set to Popups replace value 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 Value: Use Static Default Value/Use Previous Record's Value***

Tap this row to toggle between the two default setting options. The first is to use a static value for each and every record. The following screens show these different options. The second is to use the value from a specific field from a previous record. Depending on the selection, the row below will give an option to enter a static value or to choose a field to take the value from.

### ***Other Database Name***

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.

## ***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 in Edit Record Screen/Not Visible in Edit Record Screen.***

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

### ***Included in Exports/Not Included in Exports***

Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

### ***Encrypt this Field/Do Not Encrypt this Field***

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.

### ***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of

the List View (in Portrait mode).

### *Edit Formula*

Select this button to be taken to the Calculated Field Configuration Screen where you can enter and edit formulas for your calculation. See the next section entitled *Edit Formula Screen for more details*.

### *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.

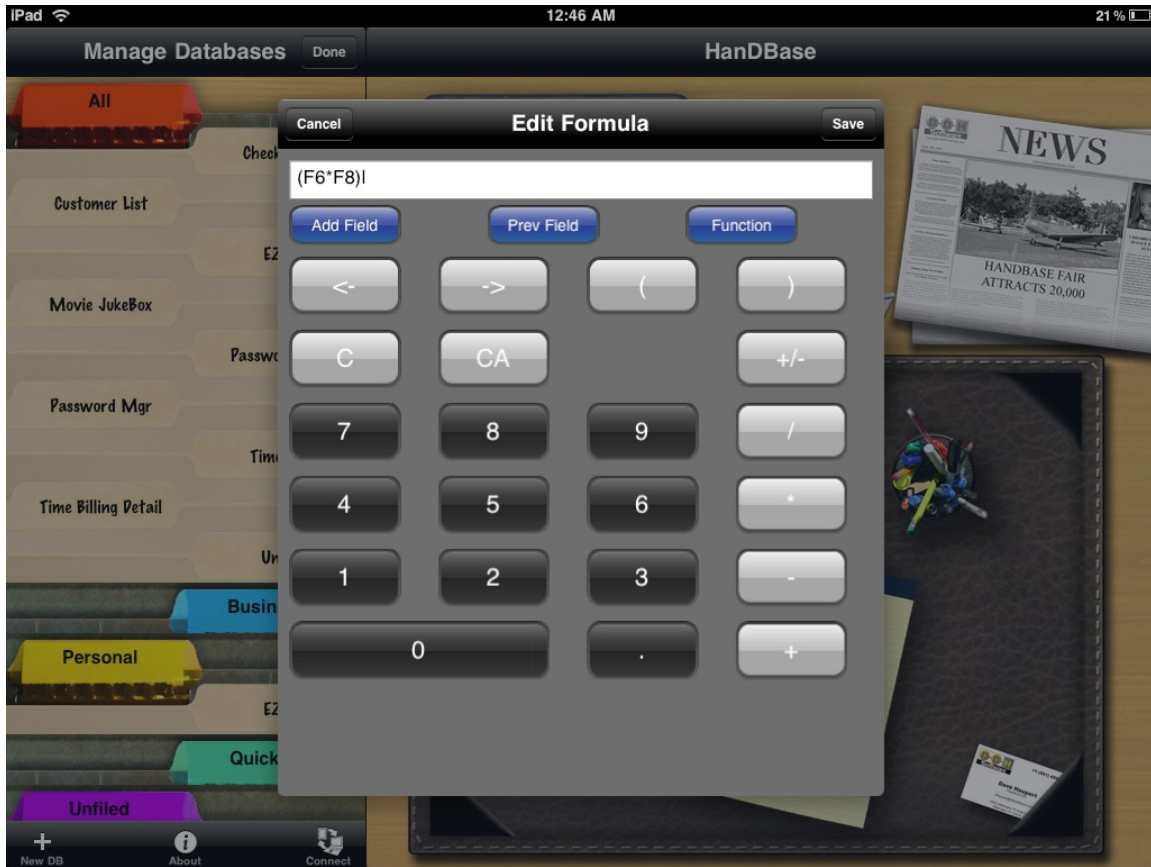
#### **To 2 Decimal Places**

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.

## Edit Formula Screen



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

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



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



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



Tapping this button will insert a Left Parentheses, (, where the cursor currently is. You can use this, in combination with the Right Parentheses, to group parts of the formula together.



Tapping this button will insert a Right Parentheses, ), where the cursor currently is. You can use this, in combination with the Left Parentheses, to group parts of the formula together.



Tapping this button will backspace the cursor one space from it's current position erasing the Operand or Operator to the left of the cursor.

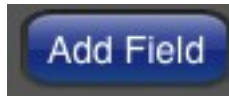


Tapping this button will clear all Operands and Operators from the Formula bar.



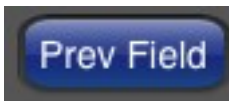
Tapping this button toggle the Numeric Value to the Left of the cursor between a Positive and a Negative number. Negative numbers will be indicated by a - sign, ie -15. This option will have no effect on Field indicators.

HandBase supports the following values as Operands:



#### *Fields from the Current Record*

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

#### *Constant Numbers*

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

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



#### *Addition*

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



#### *Subtraction*

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



### *Multiplication*

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



### *Division*

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

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

### *Min*

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

In HanDBase this would be expressed as:

**x Min y**

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

### *Max*

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

In HanDBase this would be expressed as:

**x Max y**

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

### *Avg*

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

In HanDBase this would be expressed as:

**x Avg y**

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

### *Floor*



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

In HanDBase this would be expressed as:

**floor(x.x)**

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

### *Ceil*

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

In HanDBase this would be expressed as:

**Ceil(x.x)**

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

### *Sqrt (Square Root)*

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

In HanDBase this would be expressed as:

**Sqrt(x)**

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

### *Sin*

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

HanDBase currently only supports Radian values for this function.

In HanDBase this would be expressed as:

**sin(x)**

*Example: sin(0.1920) = 0.1908*

### *Cos*

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

HanDBase currently only supports Radian values for this function.

In HanDBase this would be expressed as:

**cos(x)**

*Example: cos(0.7505) = 0.7314*

### *Ln (Natural Logarithm)*

Selecting this Operand will place the Operand Ln in the Formula followed

by parentheses, ( ). Any values entered in the parentheses will be calculated by getting the Natural Logarithm of the number or calculated result. The Natural Logarithm uses a Base of e. Where e is (= 2.71828...). In HanDBase this would be expressed as:

**Ln(x)**

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

*Log (Logarithm)*

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

In HanDBase this would be expressed as:

**Log(x)**

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

*^ Power*

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

In HanDBase this is expressed as:

**x^y**

*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 multiple relationships that display multiple fields from another database that are all based on the relationship you establish.

### ***Visible in Edit Record Screen/Not Visible in Edit Record Screen.***

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

### ***Included in Exports/Not Included in Exports***

Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

### ***Encrypt this Field/Do Not Encrypt this Field***

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.

### ***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of the List View (in Portrait mode).

### ***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.

### ***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 in Edit Record Screen/Not Visible in Edit Record Screen.***

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

***Included in Exports/Not Included in Exports***

Check if you want this field to be exported when you select Email Record from the View/Edit Records screens or Email Records from the list view. Uncheck if you don't wish to export or print this field.

***Encrypt this Field/Do Not Encrypt this Field***

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.

***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of the List View (in Portrait mode).

***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 below 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 bottom 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 below.

***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 below.

## ***External Fields***

This field type is used to access, display, or manipulate data that is stored externally, either in another field (eg, a phone number in a text field), or within an external file (eg, an image file). When selected an option to choose the behavior of this external field type is shown. Depending on the type of external field selected, the options below will change accordingly. The one option that is always visible is:

### ***External Field Type***

Use the selector to indicate what type of external data you will be wanting to work with. The choices are:

#### **Photo Picker**

Choose and display a photo from your photo library. The photo selected is then saved into the HandBase program, as an external file, and the file name is saved in a field you specify in the following choice..

##### ***Store Image File Name In Field:***

Use the selector to select a field type that can store the file name. For example, you can choose a text field, note field, or db popup field. Make sure that field has enough characters to store a file name (typically about 40 characters or less).

##### ***Visible in Edit Record Screen/Not Visible in Edit Record Screen.***

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

##### ***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of the List View (in Portrait mode). Note: Images are drawn after the rest of the list view is drawn for performance reasons.

#### **Take Picture**

Use the built in camera to take a picture. NOTE: Requires device with built in camera to function. The photo taken is then saved into the HandBase program, as an external file, and the file name is saved in a field you specify in the following choice..

##### ***Store Image File Name In Field:***

Use the selector to select a field type that can store the file name. For example, you can choose a text field, note field, or db popup field. Make sure that field has enough characters to store a file name (typically about 40 characters or less).

##### ***Visible in Edit Record Screen/Not Visible in Edit Record Screen.***

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

##### ***Width in List View***

Drag to adjust the width that will be shown on the List View Screen. Pulling all the way to the left means it will not be shown and pulling all the way to the right means it will fill the entire width of the List View (in Portrait mode). Note: Images are drawn after the rest of the list view is drawn for performance reasons.

## Dial Number

Launch the Phone dialer with the numbers within a field you specify in the following choice..

### *Field Containing Phone Number:*

Use the selector to select a field type that will store the phone number. You should not choose an integer or float value for this field type because typically their max value can be less than the length needed for a full phone number. Instead, you should choose a text field, note field, popup, or db popup field. If the field contains numbers and text, the phone dialer will only be passed the portion of the field up to the first non-numeric value.

### *Visible in Edit Record Screen/Not Visible in Edit Record Screen.*

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

## Web Link

Launch Safari with a web page using the web page address within a field you specify in the following choice..

### *Field Containing Web Address:*

Use the selector to select a field type that will store the web page address. The field value should be in this format: <http://websitelink> where websitelink is the address of the page you wish to visit. When selecting the field type, you should choose a text field, note field, popup, or db popup field.

### *Visible in Edit Record Screen/Not Visible in Edit Record Screen.*

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



# Field Order Settings



This screen provides two basic parameters to control:

Choosing the Quick Search field: The top row in this screen gives you the option to choose a field that will be searched from the quick search box in the List View. If No Field is selected, there is no Quick Search box shown on the screen.

Adjusting the field order. You can change the field order of the database by dragging the fields up or down in the list. To do this, simply grab the field's row by touching the icon to the right:



# Security Settings



Here is where you control various security settings for the current database. There are two sections to this screen- Access Permissions and Encryption. Access Permissions use a static password stored in plain text within the database itself to limit access to portions of the functionality in HandDBase. This is not meant as a way to truly secure data or your database, but as a tool to prevent users of databases you design from doing things like deleting records, editing records in a read-only database, etc. Encryption on the other hand offers far better protection for your database as the password is never stored within the database and used to encrypt and decrypt data fields marked for encryption so that prying eyes can't see the data therein.

Access Permissions:



There are two parameters on this screen for Access Permissions:

**Set Access Password:** Let's you set the static password used to lock out certain portions of the database.

**Set Access Permissions:** Choose which actions will be allowed, not allowed, or require a password. When selected, you are taken to another screen:

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.

#### *Share Database*

Specify whether a user can share this entire database, either with or without a password, or not at all. This applies when Copying or Moving records, Emailing a database or individual records or downloading the database via Desktop connect.

### **Encryption Options:**

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 marked fields on DB Close*

When this option is selected you will be prompted to enter a password to encrypt the database when you close the database. Additionally, when you open a Database you will be prompted to enter the Password previously entered so the database can be decrypted. When you close this database after entering a decryption password, it will cache this password in memory and use it to re-encrypt when closing. This is done for two reasons:

1. When you press the Home button on the bottom of your phone, applications cannot prompt and wait for a response as the iPad itself forces the application to close immediately at this point.
2. This is a much more convenient way of encrypting- that is, not requiring a password prompt every time you close a database, which gets quite tedious!

This function will encrypt 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 by pressing the Home button, one

of two things will happen:

1. If the database was recently decrypted and you had entered your password to decrypt, the data will be automatically re-encrypted before saving and closing.
2. If you had never encrypted the database before, it will not have the encryption password 'on file' to use, so will skip encrypting the data records all together. This will happen only on the first time you exit a database after enabling encryption, thereafter it will contain the password it needs to encrypt automatically on close.

*Encrypt marked fields on record close:*

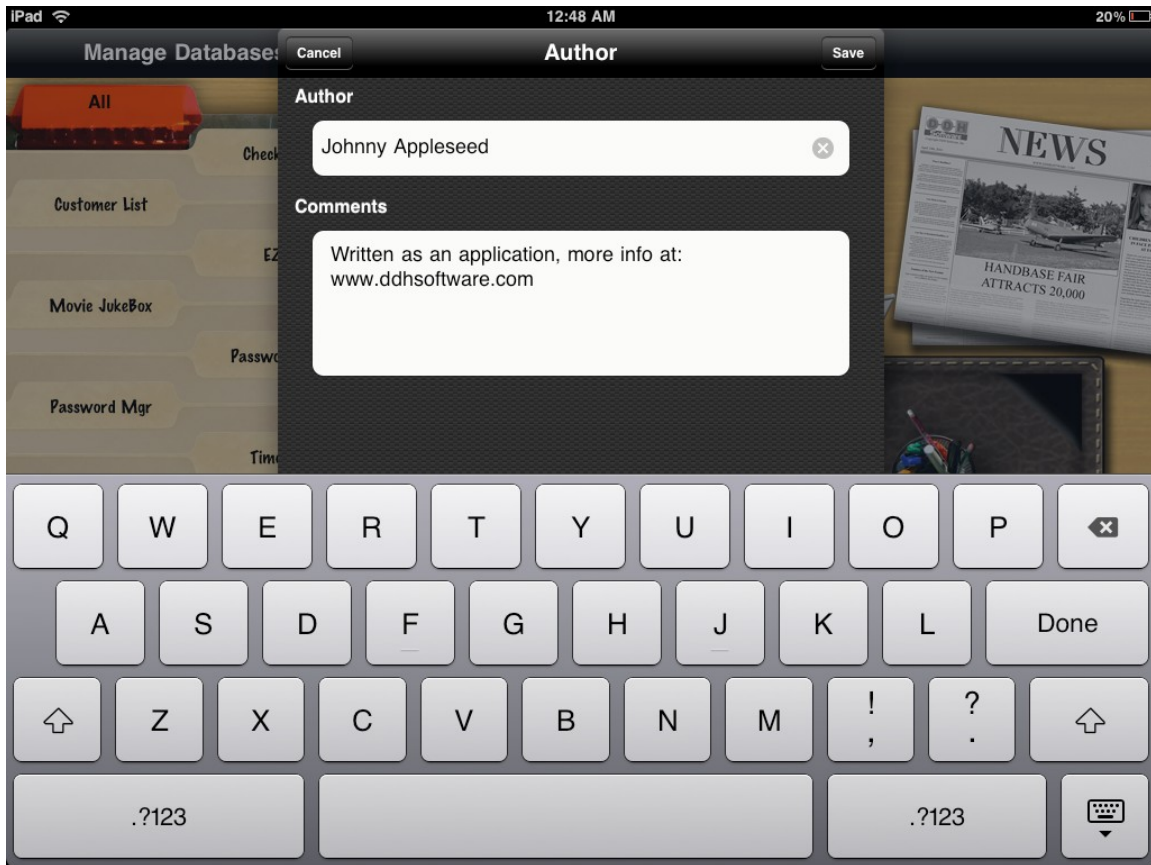
In each field in a database is a checkbox selector of whether to encrypt that field. In this mode, only the fields that have their 'Encrypt' checkbox set will be encrypted, and this will happen on each save of a record. If you attempt to open a record for editing that has encrypted fields, you will be 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 can view the unencrypted data fields. At any time, you can tap that lock icon that appears for all encrypted fields, and enter your decrypt password and the key will be replaced with the unencrypted 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:*

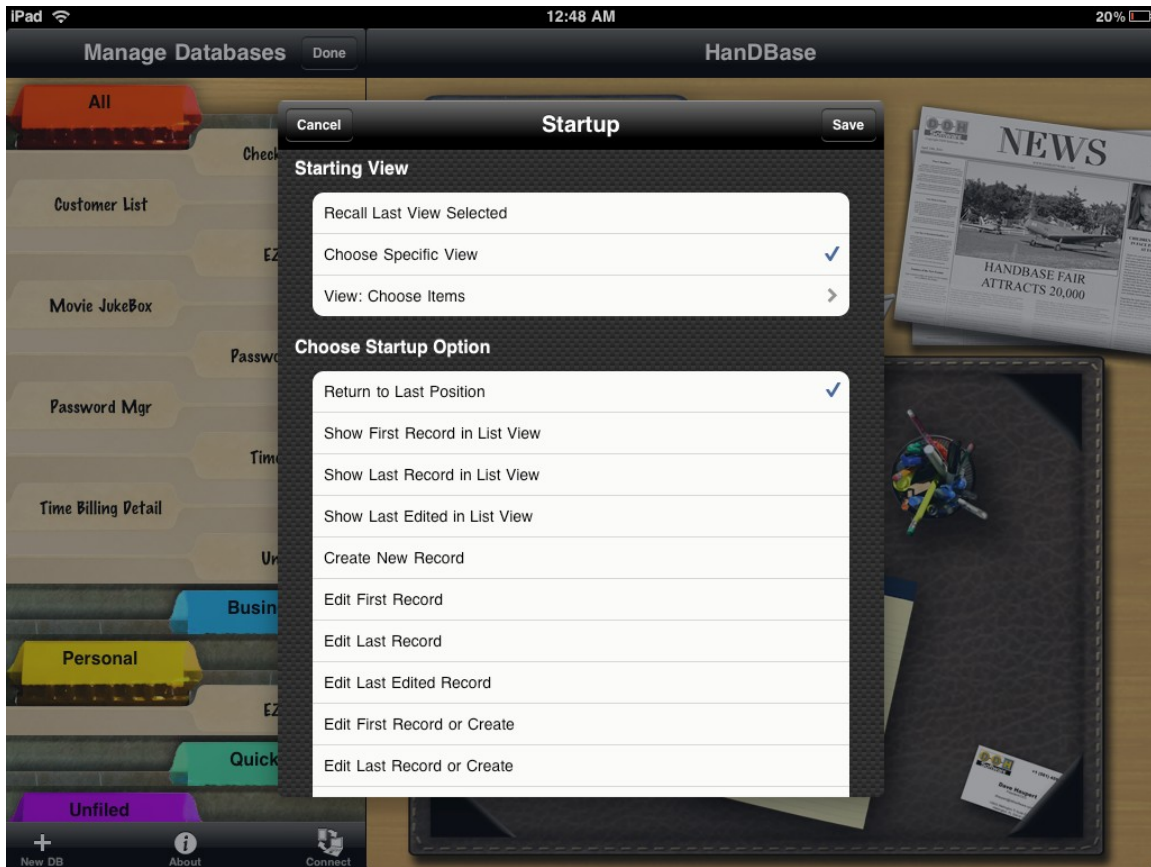
This method is very similar to the 'Encrypt marked fields on record close' but the encryption/decryption is only performed if the user manually selects it. This is done by opening a record, and selecting the 'Tools' button. If the data is currently not encrypted, there will be an option on the bottom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

# Author Screen



This screen is a simple way to embed basic information about a database within the database. There is a place for entering the Author's name and an additional place for any comments. You can use this for copyright information, links to help or advertising for other products you offer.

# Startup Settings



This screen lets you set options for what happens when you open/startup your database. Changing these can make your database easier to use by remembering common items.

## **Recall Last View Selected**

This option is enabled by default. When enabled the view you selected most recently in your database will be remembered so when you return to the database it will go back to that view. You can choose either this option or the Choose Specific View, described below.

## **Choose Specific View**

If you enable this option you can have the database always open to one specific view regardless of which view you changed it to while using the database the previous time.

## **Choose Startup Option**

You can select from the following Record options when you open the database. The Default is to Return to the last position in the database.

### *Return to last position*

If this option is selected the Database will open and highlight the record you were at last when

you last edited the database. This is the default option.

*Show First Record in List View*

If this option is selected when you open the database the first record will be highlighted.

*Show Last Record in List View*

If this option is selected when you open the database the last record will be highlighted.

*Show Last Edited Record in List view*

If this option is selected when you open the database the last record you edited record will be highlighted.

*Create New Record*

If this option is selected then every time you open the database a new record will be created, meaning you will skip past the List View and go into the Edit Record screen for a new record.

*Edit First Record in List View*

If this option is selected then every time you open the database it will automatically open the first record, meaning you will skip past the List View and go into the Edit Record screen for the first record.

*Edit Last Record in List view*

If this option is selected then every time you open the database it will automatically open the last record, meaning you will skip past the List View and go into the Edit Record screen for the last record.

*Edit Last Edited Record in List View*

If this option is selected then every time you open the database it will automatically open the last record you edited the last time you were working in this database, meaning you will skip past the List View and go into the Edit Record screen for the last record you edited.

*Edit First Record in List View or Create New Record*

If this option is selected then every time you open the database it will automatically open the first record, meaning you will skip past the List View and go into the Edit Record screen for the first record, or if there are no records currently listed, possibly based on a View that you open to every time, it will create a new record and skip past the List View and go into the Edit Record screen for a new record.

*Edit Last Record in List View or Create New Record*

If this option is selected then every time you open the database it will automatically open the last record, meaning you will skip past the List View and go into the Edit Record screen for the last record, or if there are no records currently listed, possibly based on a View that you open to every time, it will create a new record and skip past the List View and go into the Edit Record screen for a new record.

*Edit Last Edited Record in List View or Create New Record*

If this option is selected then every time you open the database it will automatically open the last record you edited, meaning you will skip past the List View and go into the Edit Record screen for the last record you edited, or if there are no records currently listed, possibly based on a View that you open to every time, it will create a new record and skip past the List View and go into the Edit Record screen for a new record.



# Sample Databases

## HanDBase for iPad Sample Applets

This release version of HanDBase for iPad includes some sample applets to get you started using HanDBase. Below you will find some basic instructions for using these sample Applets. Always remember you can browse the HanDBase Gallery right from your HanDBase application on the iPad and choose from thousands of other database designs to download right into your device. And of course, you can create your own from scratch- these samples are just some ideas to get you started!

## Time Billing, Time Billing Detail, Customer List

These three database tables combine to form an applet to track task, time and simple billing data. This database is useful for tracking jobs around the home, home-business, work tasks, entertainment, school, church or other projects you want to track over a short period of time (i.e. over five day period).

A billing section has been added for those that charge for work they have performed for a client/customer. This is a simple billing program that include some common items, but feel free to modify this database to better suit your needs. The outline of the database is as follows:

**Customer List:** A separate table listing all your customers and contact information. This is normalized to a separate database so it can be shared by multiple database designs you may create on your iPad.

**Time Billing:** The top level database you'd open to add a new time log entry. Here you would create a new record for a new job, then choose the popup selectors for the customer information. If a customer needs to be added, you'd select new from the Customer List's List View and fill in all information. You can then select the Customer from the list and all information will be copied back to the Time Billing table.

To add an hourly billing item, you would select the Time Billing field within a record, and be taken to the Time Billing detail database where you can add one or more related records. The time is automatically calculated based on start and stop times and a running total is kept. Then when you return to the main Time Billing database you will see the total for that customer and their dollar amount total.

## EZShop

Opening the EZShop database takes you to the "List View." Here you will see several common grocery items already listed in alphabetical order. You can easily add a new item that isn't on the list by pressing the + (Add record button), and completing the fields in the record view. When the data has been entered for the new item, simply save the record. This will add the new item to your shopping list, and sort it alphabetically.

### Views

EZShop uses a default "List View" titled *Choose Items*. You'll see this View displayed at the bottom of the screen, along with a record count.. The *Choose Items* View shows all items without an (x) in the first column *Buy*. The concept is when before you go to the store, you'll go over the *Choose Items* list and check-off each item you need using the Buy check box. These items are then stored in the *Buy View*.

Once you are finished selecting which items you need to purchase on this visit to the store, you then toggle to the *Buy View*. Tap the current view, then select the *Buy View* from the list.

The *Buy View* will only show / display the items that you chose to purchase on this visit to the store. Now as you get the items as you shop, simply uncheck the items, and the list will automatically remove the item from the *Buy View*.

The Idea is as you shop and put the items you need in your cart, you uncheck the item, and the list will down to eventually show zero items left.

There are Four other Views, Store, Dept., Aisle, and Coupon that you can use to help you stay organized. Store, Dept. and Aisle are set to also show only the items you need to Buy. Play around with these, too, by selecting the View you wish to display. Happy Shopping!

## Movie JukeBox

This database will allow you to record your movie viewing history. This includes genre, rating, critic, starring, and director, along with cross-referencing. In developing this I found that I was able to look for movies that have been directed by the same directors of movies I had previously rated high and so on. This has saved me time and money in my movie experience by recalling my memory on the past experience of a said film.

To use the software simply choose from the list of Views. To add your own history from the List View simply press + (Add Record). Once you have added a movie and it's information simply press the Save button and the movie will be added to your database. To edit a movie's information, simply select that movie name in the database, Tap Edit to switch to edit mode, make the necessary changes, then press the Save button when done.

## Checkbook V3

This applet is a simple replacement for your paper checkbook. You can enter the same information you would in your checkbook and the applet will calculate your balance for you automatically.

Start by pressing the + button to Add a Record. The date will automatically default to the Current Date. You can select that field to change the date. From there enter the *Description* for the transaction. Write that in, or select from some pre-defined popups. You can select Edit if you want to add your own as well.

From there enter the transaction *Amount*. The Amount field will default to Number Mode and is set up for decimal values using two decimals.

The *Adjustment* field is probably the most important. Here you select whether this transaction is a Debit from your account or a Credit to your account . This field is used to determine how to calculate the balance.

If this is a check you can enter the *Check #* in the next field. Then you can enter an optional *Category*, in case you wish to be able to Filter or Sort the data later. There are already two predefined views that Filter based on the Category, Business and Entertainment. You can access those by pressing the View option at the bottom and selecting the View you wish to display.

The *Check/ATM* field let's you specify whether the transaction was one or the other. You can also edit the popup list and then selecting and enter your own transaction types, ie Debit Card.

The *Cleared* field is used when you reconcile your account. From the List View select Options/Views and choose Balancing Mode. The Cleared field will be the first when you open the record, making it easy to check off the ones that have cleared. The only other editable field is *Notes* where you can enter any type of note about the transaction. The *Balance* field will be filled in automatically.

## Program Specifications

Maximum Number of Databases: depends on system memory limitations  
Maximum Number of Categories: depends on system memory limitations  
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  
Maximum number of Views: 20

## **Where Do I Find Out More?**

All of the HanDBase Documentation is available online at:

<http://www.ddhsoftware.com/knowledgebase.html?read=95>

This manual is in PDF (Adobe Reader) format and contains instructions for many of the components available in the HanDBase product catalog. This includes the desktop application, which is not a part of the iPad Release, and the other handheld (Palm OS and Windows Mobile) applications. By consulting this, it's easy to learn the in's and out's of the various field types, as well as see the information in this user guide discussed in more detail.

In addition, the DDH Software support site contains different tutorials: step-by-step instructions guiding you to create some simple, yet useful databases. You will also find tips and tricks and answers to frequently asked questions (FAQs) on the web site:

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