DataDex/3D Version 2.1 From: <u>*Great Looking Software*</u>
USA and Canadian Version

Any Questions or Problems Contact
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<u>Files included with this program are;</u>

datadex.exe = Main Program File
datadex.dbf = Main Screen database - **MUST** reside with datadex.exe
datadex.mdx = Main Screen database dBaseIV Index File - **MUST** reside with datadex.exe
datadex.dbt = DataDex/3D Memo File - **MUST** reside with datadex.exe
datalog.dbf = DataDex/3D Phone Log - **MUST** reside with datadex.exe
datalog.dbt = DataDex/3D PhoneLog Notes field - **MUST** reside with datadex.exe
datadate.dbf = Dates database- **MUST** reside with datadex.exe
datadate.mdx = Dates Index File - **MUST** reside with datadex.exe
dataappt.dbf = DateBook Database- **MUST** reside with datadex.exe
dataappt.dbt = DateBook Database Memo Field- **MUST** reside with datadex.exe
datatodo.dbf = ToDo Database - **MUST** reside with datadex.exe
datatodo.mdx = ToDo Index File - **MUST** reside with datadex.exe
datactry.dbf = Country and Country Code Database - **MUST** reside with datadex.exe
datadex.wri = This File - **MUST** reside with datadex.exe
datebook.exe = StandAlone Appointment Program - **MUST** reside with datadex.exe
datalog.exe = StandAlone PhoneLog Program - **MUST** reside with datadex.exe
datatodo.exe = StandAlone ToDo Program - **MUST** reside with datadex.exe
datadate.exe = StandAlone Important Dates Program - **MUST** reside with datadex.exe
NOTE: The Four StandAlone Programs included will not run until this program is registered.

<u>The following files MUST reside in the Windows/System Directory</u>
ss3d.vbx , ss3d2.vbx and ss3d3.vbx = 3D library - **MUST** be in the **Windows System** **Directory**
agigrid.vbx = 3D Browse Grid - **MUST** be in the **Windows System Directory**
agitext.vbx = dBase Text Boxes - **MUST** be in the **Windows System Directory**
agivb001.dll = Database Engine - **MUST** be in the **Windows System Directory**
agidbase.dll = DataBase Library - **MUST** be in the **Windows System Directory**
agidlg.dll = Database Library **(MUST reside in the Windows\System Directory**
vbcomm.vbx = **(MUST reside in the Windows\System Directory**
cmdialog.vbx **(MUST reside in the Windows\System Directory**
commdlg.dll **(MUST reside in the Windows\System Directory**
btool.vbx **(MUST reside in the Windows\System Directory**

The following MUST reside in the Windows Directory
agility.ini = dBase Engine ini file - **MUST** be in the **Windows Directory**

NOTE: "c:\windows\system" directory must be in your PATH statement
          in your autoexec.bat file
If "c:\windows\system" directory doesn't exist then you must edit the
"agility.ini" file with a text editor and change the line that reads
dBASEengine=C:\WINDOWS\SYSTEM\agidbase.dll
to the appropriate name of your windows\system directory

Please make sure that all the dbf , mdx and dbt files are located in the
same directory with the DATADEX.EXE File and the vbx , and dll files are
located in your Windows System Directory.The agility.ini file MUST pe
placed in the Windows Directory

Main Screen

NOTE: Dates should always be entered in the following format;
Three Letter Month (Jan, Feb, Mar... etc) and Two number date (01 , 02 , etc...) with a space
in between the month and date...
Example: Dec 25   or   Jul 04
Do **not** include the Year when entering Birthday and Anniversary dates , besides this program
will not allow it so you can't anyway   :)
In the Appointments (DateBook) Screen you need to add the Dates as Dec 25, 1993 with a a comma after the day add a space and then type the year...If the Appointment is for
the current year , then you can omit the year and just enter Jul 04   (no comma, no year).
NOTE: The Home , End , PageUp , PageDown keys are functional and the Grey Plus and Minus
keys selects the next or previous record as long as the Horizontal Scroll Bar is blinking (has focus).

Menu Commands
1- *File Menu*
          A- **3D** = Toggles the Text Fields Visibility
          B- **BackUp** = Backs Up All Database Files to the BackUp Drive to Selected on StartUp   C- **Windows Calendar** = Brings-up the Windows calendar Program.
          D- **DataDex Calendar** = Brings-up Datadex Calendar - If your system is low on resources
                    then you might want to use the Windows Calendar instead. The Datadex Calendar
                    uses up more resources.
          E **Control Panel** = Brings up the Windows Control Panel Program.
          F-**Save** = Saves the current Settings and Font Attributes and Database Field Label captions.
          F- **Save & Exit** = Saves the Current Settings and Font Attributes and

Database Field Labels   caption and then exits program.

      H- **Exit** = Exits program.

2-*AlphaSet Menu*

Controls the behavior ot the Alpha Command Bar.

Initially , clicking a letter will query all records **Where** the **LastName** begins with the letter you clicked. After clicking the following SubMenu item clicking a Alpha Command Bar Letter will

will search for the FirstName begins with , LastName begins with City begins with ...etc

the Alpha Command Letter Clicked...

SubMenu Consists of:

First Name - Clicking this will Query All Records WHERE FirstName Begins With the Letter Clicked.

LastName - Clicking this will Query All Records WHERE LastName Begins With the Letter Clicked

Address1 - Same as above but uses the Address1 Field as the criteria

Address2 - Uses the Address2 as criteria

City - Uses the City Field as the criteria

State - Uses the State Field as the criteria

Country Code - Here the Alpha Command Bar changes to show the numbers 0 thru 9 and uses Country Code Field as criteria

Country - Uses the Country Field as the criteria

Home AreaCode   - Same as ZIP but uses Home AreaCode Field as the criteria

Notes - Same as LastName but uses Notes Field as the criteria

KeyWord - Same as LastName but uses KeyWord Field as the criteria

Goto - Here instead of quering specific records as above , it only moves to the first record that

      begins with the letter clicked.

      This same function can be performed while the **Horizontal ScrollBar** at the bottom of   the screen has the focus (blinking) and you type a letter in the keyboard. This however will

      only use the LastName Field as the criteria.

3-*Database Menu*

     1- **Pack Database** = When you Delete a Record the record is merely marked for deletion.

                 When you use this Command , the record is physically removed

                 from the Database thus freeing up disk space.

     2- **First Record =** Goes to First record   **(Ctrl F)**

     3- **Last Record** = Goes To Last record.   **(Ctrl L)**

     4- **Next Record** = Goes To Next Record. **(Ctrl N)**

     5- **Previous Record** = Goes to Previous Record.   **(Ctrl P)**

3- *Print Menu*

     A- **Choose Font** = Prints the Summary report with the font and fontsize that you select .

        Only applies to Summary Reports...

     B- **Summary Report** = Prints a report on 8 1/2 X 11 Paper - **All Printers**

     C- **Summary Report with Notes**= Prints a report on 8 1/2 X 11 Paper - **All Printers**

     D- **Index Cards =** Prints 3X5 or 2 1/6X4 Rotary Index Cards - **Dot Madrix Printers**   **Only**

     E- **Labels** = Diaplays The Following...

Avery 3 1/2 X 15/16 = Prints 15/16 X 3 1/2 Mailing Labels - **Dot Matrix Printers   Only**

Avery 4 X 1 1/2 = Prints 1 1/2 X 4 Mailing Labels **- Dot Matrix Printers Only**

Batch = First Enter You Name and Address into the Database and then Make Your
record the current record displayed. Then click **Batch** and you will be prompted for
the number of labels to be printed... This only prints the currently displayed
record so you could print any record as many times as you want...Prints on
3 1/2 X 15/16   Or   4 X 1 1/2   labels. **Great for Return Address Labels!!**

F- **Printer Setup** = Brings up the Printer Setup Dialog Screen. Where you acn select the
Printer and the Paper Size... SEE BELOW.

G- **Quit Printing** = Cancels Printing... Press < Ctrl Q > to cancel printing.

NOTE: You can only Print the Summary Report until the program is registered...

4- *Query Menu*

A predefined list of Query Conditions specifying **TYPE** as the Condition and queries
all records that are equal to "yes" or true.

All Records = Queries All Records... Also click this command if you need to **Cancel**

a **New , Modify or QBE Record Command Operation**

The following pre-defined queries can be duplicated by clicking the QBE Button and then
clicking the appropriate checkbox....and then clicking the QueryQBE Button.

Business = Where **TYPE   "Business"** = Yes (or true)

Friend = Where **TYPE   "Friend"** = Yes (or true)

Other = Where **TYPE   "Other"** = Yes (or true)

Service = Where **TYPE   "Service"** = Yes (or true)

Relative = Where **TYPE   "Relative"** = Yes (or true)

Mail = Where **TYPE   "Mail"** = Yes (or true)

Exclude TYPE = This is where you enter via an InputBox the **TYPE** that you want
to exclude from a query... so if you want to query all records except those that are TYPE
business , just type in **Business** into the InputBox and click OK... This function **cannot**
be duplicated via QBE...

Reminders = Will Query All records whose birthday or anniversary falls in the current
month and Appointments for the current date......

KeyWord = Allows you to Query via an InputBox a valid KeyWord Field String...

5- *Settings Menu*

ComPort = Allows you to select and save the comport your modem uses.

BaudRate = Allow you to select and save your modem baud rate.

Prefix = Allows you to select and save your **DialOut** prefix if you need one.
Local Area Code = Allows you to change and save your **Local Area Code**
Direct IAC = Allows you to change and save your International Direct Access Code
(011) for the USA and Canada
Collect IAC = Allows you to change and save your International Collect Access Code
(01) for the USA and Canada.
Country Code = Allows you to change and save your Telephone Country Code
(1) for the USA and Canada
Country = Allows you to change and save your the Country where you live.
NOTE: The Value in the Country Field determines the format in which the Print Procedures
Print Labels, Index Cards and Summary reports... Please make sure that every   record has the proper Country entered into the Country Field by selecting the
country from the dropdown listbox...SEE VIEW MENU Below

Justify Text = Allows you to Justify the 3D Text Panels to Left , Right or Center.

Reminders...
Yes = Setting this command to Yes will automatically remind you of
Important Dates for the Current Month for the current date on program start-   up.
No = Will not remind you on program start-up. You can however Click Reminders in
the QUERY Menu. Also at every change of month the reminders will
automatically be reset to YES in case you forget to remind yourself that the
Reminders were turned off...
You will always be reminded of Appointments for the current date.

6-*Sort By Menu*
Allows you to Sort the Database by the following Fields..
Home AreaCode, Business AreaCode, , City, FirstName, LastName, State and Postal   Code.
7-*View Menu*
A- **Browse Table = Toggles the Size of the Browse Table Grid**
B- **Countries** = Brings up the Country Edit Screen. Here you can add or remove Country
Names and Telephone Country Codes
C- **Dates** = Brings up the Dates Database Screen for keeping track of Birthdays
and Anniversaries.
D- **Fonts =** Brings up the Font Style Selection Screen.
E- **ToDo's** = Brings up the ToDo Screen

8- *Help Menu*
About = Brings up the About Screen with information about how to register this program.
Register = Brings up the Registration Entry TextBox.
Help Text = Brings up this Document.

Command Buttons

1-**New Button**   = Clears and readies the Fields for a New Record and changes its color

to **red** and its caption to **Insert.** Once you have filled in the Fields you then press the same button again which physically **inserts** the new record into the database. When done inserting new records the caption

returns to **New.**
The KeyWord Field TextBox is for you to use as you wish and enables you to query records by your KeyWord entry. For example   you may type "Employee" to denote that the record is for an   employee.. etc Then you could Click the KeyWord Command In the Query Menu
< Ctrl W > and enter "Employee" in the InputBox.. Another Example is if you register this program , I enter your name ,   address etc.. and I would enter in the KeyWord Field "DataDex" so   I could Query all my DataDex registered users simply by entering
"DataDex" after clicking the User Command. This can also be accomplished very simply via QBE Mode.....

The <u>State/Prov</u> Field contains a Drop Down List of all the two letter State
Abbreviations as well as all the Abbreviations for Canadian Provinces   and Territories... Selecting a two letter State Code will automatically   insert "USA"   in the Country Field and a "1" in the C.C (Country Code)   Field. Selecting a three letter Canadian Province or Territory code will
automatically insert "Canada" in the Country Field and a "1" in the C.C   (Country Code) Field. The   P.C   (Postal Code) Field is for entering the   Postal Code or Zip Code.

The <u>Country</u> Field contains a Drop Down List of Most of the European   Countries and the USA and Canada. Selecting a Country from the Drop   Down List will automatically enter the corresponding Country Code in the   C.C (Country Code) Field... The DropDown List can be modified by   selecting "Countries" in the View Menu...

NOTE: <u>The Value in the Country Field determines the format in which the Print Procedures</u>
<u>Print Labels, Index Cards and Summary reports... Please make sure that every   record has the proper Country entered into the Country Field...</u>

The Field immediately after the Home # Label is for entering the   Home AreaCode. The Cellular Phone Number Field uses the Home   AreaCode Number when Auto Dialing The Field immediately after the Bus # Label is for entering a Business   AreaCode. The Fax Number uses the Business AreaCode Number when   Auto Dialing which you probably wont want to AutoDial. You may Instead   Click the Fax Label and

change the Labels Caption to "Pag" for Pager or
            Bpr for Beeper Number

2-**Modify Button =** Makes the Field text boxes visible to allow for updating a record.
                    Same as the **3D button** on the toolbar or pressing the **F3**
function key.
                    Its caption turns to **Update** and its color turns to **red**.
                    Pressing this button while its caption is **Update** , records any
                    modifications made to any of the Fields and updates the
database.
3-**Delete Button =** Marks a record for deletion and the record becomes unreadable .
                    Using the **Pack Database** command in the **Database Menu**
                    physically removes the marked records from the databse thereby
                        freeing disk space.
4-**QueryALL Button** = Queries All Records according to the current Sort Order .

                    When the **QBE Button** is clicked its caption reads "Query
QBE"
                    When you click this button when its caption reads QueryQBE then
your Example
                    will be queried and the buttons caption will once again read
QueryAL
5-**QBE Button**   = Enters **Q**uery **B**y **E**xample Mode. Clears all the fields to allow user
to
                    enter a particular example to query. Once and example has been
entered
                    press the **Query** button whose caption now reads (**QueryQBE**) to
query all
                    records that match the example. Anytime you do a specific query as in
QBE, you
                    create a **Database Set** and any subsequent queries will be performed
on the
                    Database Set on not on the whole database... this is useful for further
narrowing
                    your search criteria..
                    EXAMPLES:
                    Click The QBE Button First
                    Clicking the **Business Type** would Query Business Type Only..
                    Clicking Business and MailingList would Query just those Records..
                        Typing and AreaCode in the AreaCode Text Box would query just
those
                    AreaCodes... If you click the Business Type CheckBox and Type an
AeraCode
                        in the AreaCode Field TextBox then just those matching records
are queried.
                    Typing " Support " in the User Field would query my record...
                    Typing " 702 " in the Work AreaCode Field would also query my record
and any
                        other record where the Work AreaCode is 702..
                    Typing   " NV " in the State Field would query my record and any other
record where
                        the State is NV ...
                    You Must type in a full value in a field unless you use a
Relational or   special String Operator described below...

Quering Ranges

Lets say you have a AreaCode Range from 212 thru 809 and want to print
a range from say 504 thru 702 you would need to use
Relational Operators... which are:
=   Which means naturally **Equals**
>   Which means **Greater Than**
>= Means **Greater Than or Equal To**
<   Means **Less Than**
<= Means **Less Than or Equal To**
~ (tilde) Means **Not Equal To**
Click the QBE Button and then type   <=702   in the AreCodeField and then
click the QueryQBE Button... This will create a **Database Set** and query all the
records whose AreaCode is **Less Than or Equal To** 703.
Next click QBE Button again and this time type   >=504   and now click the
QueryQBE Button again and now you have a new **Database Set** within the range   504 thru 702... You can apply the   same technique to ZipCodes...
Lets say you want every record queried except those records whose
AreaCode is 702... Just click The QBEButton and type   ~702   in the
AreaCode Field...or type   ~Lucio   in the LastName Field and every record except
mine will be queried....

Special String Operators

They are:
\b   means **Records Beginning With**
         (a space must separate the operator from the letter) **like "\b S"**
\w   means **Records Containing** (must also use a space separator)
Example Of Using the Special String Operators...
First of course you must click the **QBEButton** and then you could type
\b L in the LastName Field and then click the QueryQBE button and this would
query just those records where the LastName **Begins** with the letter **L**...
like Gene Lucio, Robert Lewis...etc. Typing **\b Le** would only query those records
like Robert Lewis and this time not Gene Lucio...
Typing   **\w Luc**   would query just
those records where the LastName **Contains Luc**... like Gene **Luc**io
and Lucky **Luc**iano...etc
Whenever you Query a database other than when you <u>**Query All**</u>
then the records displayed becomes a <u>**Database Set**</u> **and any**
further queries will perform its query on the <u>**Database Set**</u> **and**
not on all the records in the database. This will further limit your   **search criteria**. **Remember... QBE IS CASE SENSITIVE.**
6-**Ascending**   = Allows you to toggle the Database Sort from Ascending to Descending and
vice-versa.

TYPE FIELD CheckBoxes

BU = Business........ You could denote the Record as a Business Contact by clicking this checkbox.
RE = Relative......... You could denote the Record as being a Relative by clicking this checkbox.
FR = Friend......... You could denote the Record as being a Friend by clicking this checkbox.
SV = Service......... You could denote the Record as a Service Contact (Pool Man, Gardner, Plummer,
                              Electrician..etc) by clicking this checkbox.
OT = Other......... You could denote the Record as being Whatever ? by clicking this checkbox.
ML = Mailing List......... You could denote the Record as being a Record that you want on
                your mailing list (Christmas..etc) by clicking this CheckBox.

In this display the **"Other" TYPE** Checkbox is **Checked** and the Record now contains the value of **"Yes"** an **UnChecked** CheckBox contains the value of **"No"**

Alpha Command Buttons

These Buttons **A** Thru **Z** act like the tabs on a Rolodex File Holder.
Selecting a letter will Query all Records Where the LastName begins with the letter you selected.
That letters Color turns to RED. Clicking the same letter again will ReQuery All Records and the
letter Color will return to BLACK.
The Field it searches on depends on the **AlphaSet** item selected ...see above

Dial Options
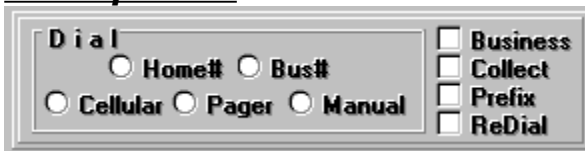
When Adding New Records **Do NOT** include a 1 or 0 to the phone number. The program knows wether or not the phone number is local or long distance or International when you entered your Local AreaCode and Country Code (1) when the program first started up... When adding a local phone number you may add your local areacode in the areacode field box or leave it blank... Adding your
local areacode though, will sort your areacode in order numerically , leaving it blank will place your local areacode at the top of the Sort Order.

Dial Options - Option Buttons

Clicking **Home** will Dial the HomePhone Number of the Currently displayed record.
Clicking **Business** will Dial the WorkPhone Number of the currently displayed record.
Clicking **Cellular** will Dial the Cellular Number of the currently displayed record.
Clicking **Pager** will Dial the Pager Number of the currently displayed record.
Dial Options - CheckBoxes

Clicking **Manual** will bring up a Manual Dial Screen where you enter the number to

dial.

Clicking **Collect** will add a "0" to the number being dialed for a collect call. Leaving the checkbox
       unchecked will automatically add a "1" making the call a direct call.

Clicking **Prefix** will automatically add the DialOut prefix you selected in the **Settings Menu**
       (8 , 9 or 0) to the Home or Business Number you dial if you need an Outside Line.

Clicking **ReDial** will dial the last number dialed...

Clicking **Business** will add a "Y" (for Yes) to the PhoneLog **"B"** (Business Type) Field thus enabling   you to query all your Tax Deductable Calls for the year...

Leaving this CheckBox Unchecked   will insert an "N" (for No) to the PhoneLog **"B"** Field...

NOTE:

After Selecting a Dial Option , the **Response Panel** becomes visible and here you would click either **Answered** , **No Answer** or **Busy** . Clicking Answered causes the Name , Number Dialed , Date , StartTime ,and Response to be added to the **PhoneLog Database** and
brings up the **PhoneLog Database** Screen.... Clicking **No Answer** or **Busy** will perform the same as Clicking **Answered** except the **PhoneLog Database** Screen will not be brought up

Database Field Labels

Clicking a label to the left of a database field brings up an InputBox where you can change the
caption of the label... In order to save the label changes you must click **<u>Save</u>** or **<u>Save and Exit</u>**
under the **<u>File Menu...</u>**

For Instance you might want to change the **"Fax"** Label to read **"Pag"** ... When you do that the DialOption Label for **Fax** will also change to **"Pager"**

The Database Browse Table Field Heading will also change according to the changes you make to the Database Field Labels.

NOTE: You cannot change the "State/Prov" Database Label...

The Horizontal ScrollBar

When the Horizontal ScrollBar has the focus (is blinking) the the following keys apply...

Home Key   = First Record.
End Key   =   Last Record.
Minus(-) Key   (Gray Numeric KeyPad)   =   Previous Record.
Plus(+) Key   (Gray Numeric KeyPad)   =   Next Record.

PageUp Key and PageDown Keys will scroll up or down depending on the size of the Grid by either
by the number of lines displayed...and works **best** when the **<u>Browse Table</u> <u>Grid</u>** has the focus...

Typing a letter while the Horizontal ScrollBar has the focus will automatically
Sort the Database by LastName and Goto the first record where the LastName begins with the letter pressed...
The same could be accomplished by clicking the AlphaSet Menu Item and then clicking " GoTo " and then you could use the Alpha Command Buttons

**to GoTo the record where the LastName begins with the Alpha Button Clicked
instead of typing a letter via the keyboard...**

View Grid Command Button
Enlarges or Reduces the Browse Grid... .
The Grid is very powerful and allows you to modify and update any database field ....
A Grid Row represents a Record in the Database...
A Grid Column represents Fields in the Database...
To modify a field cell in the Grid all you have to do is select it by clicking it or moving to it via
the keyboard arrow keys and starting typing... To permanently update the field all you have to do
is move to another cell by clicking or moving via the arrow keys...
Note The Birthday and Anniversary Cells in the Grid cannot be modified except via the
Record Fields , this is because when you modify these fields via the Records Fields and
Click Modify / Update this will modify an invisible field which the program uses to properly
sort the database by Birthday and Anniversary......

Brings up the Appointment Database Screen...
See the Notes Field For more information...

Brings up the PhoneLog Database Screen.
Read The Notes Field for more Information...

Exit the Program... Always use the button to exit the program or System Resources
will not be returned...

The Grid (Browse Table)
**Be Careful when the grid has the focus for typing a letter will edit the current cell
and you might accidentally update the database with erroneous**

information!!!

The Grid is totally customizable...
Click on a colunm heading and you could drap an reposition a column whereever you like.
Clickling on a row selects that record ... clicking on a cell also selects that record and you could
begin typing right in that cell and modify its contents on the fly... any changes you make will
automatically and permanently be updated in the database.
While the Grid has the focus (the column heading text color is white) the **page up**
and **page down** keyboard buttons will scroll the database up or down. Pressing the
keyboard **Home** Button will bring the first column into view and pressing the **End**
Keyboard button will brings the Last column into view
.
If you have any problems or questions or suggestions, I'd appreciate hearing from
you via E-Mail or by telephone.

All registered users recieve free telephone support , FREE UPGRADES and
Support.

To register this program , Send a Check or Money Order for $25.00 to:

Gene Lucio
P.O.Box 11081
Las Vegas, NV 89111
Telephone Support - (702) 367-0326

Thank You for your interest and I hope you find it useful .
Sincerely
Gene Lucio...