

# TRACK IT! Videos Index

TRACK IT! Videos is designed to let you catalog, organize and track your video collection.

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## **View Box**

The View Box consists of several descriptive fields of the current highlighted video on the main window. The View Box is located at the top of the main window and consists of the following descriptive fields: Title, Category, Rating, Personal Rating, Year and Description.

## Video List Box

This lists a portion of the videos that have been entered and recorded. You may scroll through these at will to find, view, change or delete the desired video. The active video will be highlighted and information pertaining to it will appear above in the **View Box**. The Video List Box displays the video title. You may double click on a video to edit it or you may select the **Edit Button** to edit the highlighted video.

## **Add**

Selecting the Add Button takes you to the **Video Input Dialog**. All fields will be set to their initial default values (mostly blank). Information can now be entered about a video.

## **Edit**

Selecting the Edit Button takes you to the **Video Input Dialog**. All fields will be set to the values entered previously for the particular video selected. Information can now be modified if desired.

## Video Input Dialog

This allows you to enter all the information about a particular video. Information includes the Title, Content, Stars, Producer, Director, Released By, Year, Category, Rating, Personal Rating, Format, Tape Number, Counter Start, Counter End, Record Speed, Sound, Picture, Description and Miscellaneous items. These characteristics can be cleared for an easy start-over of entering the video information as well as cancelling the whole input.

## **Delete**

Selecting the Delete Button allows you to remove the selected video from the data base. You will be prompted to make sure that you want to delete the video before actual deletion takes place.



## **Close**

Selecting the Close Button terminates the program.

## Search

Selecting the Search Button activates the **Search Dialog**. You may enter a variety of search information to locate the desired video. After a search has been initiated and a match has been found, the **Next Button** will become enabled. You may then use the Next Button to find subsequent matches of the same search criteria that you had previously entered.

## **Next**

The Next Button is only available after an initial search has been performed. Selecting the Next Button tells the program to search for the next occurrence of the prior search criteria. You may continue to use the Next Button to keep finding additional occurrences until all have been found.

## **Help**

Selecting the Help Button activates the help system. The help system displays the main topic of the area from where help was selected.

## Report

Selecting the Report Button activates the Report Dialog. You may view and print a variety of reports.

## Search Dialog

The Search Dialog allows you to enter search criteria to locate a given video. The following information can be searched upon: **Title**, **Producer**, **Director**, **Released By**, **Year Released**, **Category**, **Rating** and/or **Personal Rating**. You may select to search on one item or multiple items. For example, if you want to search for all 1990 videos, then enter 1990 in the Year field. If you wanted to search for all 1990 videos that were released by Disney, then enter 1990 in the Year field and enter Disney in the Released By field. Where text is entered, you need only enter that portion of the text that you want a search to take place on. For example, under title, you could enter "flower" to find all videos that had the word "flower" in the title. This would find all titles with "flower" and "flowers". If you just wanted to find "flowers", then you would enter "flowers".

Once the search criteria has been entered, you select the OK Button and the search immediately takes place. If for some reason you decide that you do not want to perform a search after all, then you may select the Cancel Button. The Clear Button is available as a tool to quickly clear all the search fields so different search criteria can be entered. Once search criteria has been entered, it is remembered so that the next time you want to perform a search, the last search criteria used will be present.

## Report Dialog

The Report Dialog allows you to view or print a variety of reports. The report type is determined by selecting a Sort Order, the Contents, and a Report Style.

## **Add (Menu)**

Selecting Add from the Menu performs the same operation as the **Add Button**.



## **Edit (Menu)**

Selecting Edit from the Menu performs the same operation as the **Edit Button**.

## **Delete (Menu)**

Selecting Delete from the Menu performs the same operation as the **Delete Button**.

## **Maintenance (Menu)**

Selecting Maintenance from the Menu activates the **Maintenance List Dialog**. Here you may maintain a list of Categories and Personal Ratings for your videos. The software comes with predefined categories and ratings. You may however, at your discretion, add new categories and ratings or remove them. If you are only collecting certain types of movies, then you may wish to list just those categories as all others will have no meaning. You may also set up your own rating system and enter any descriptive words you like (ie Bogus, Excellent, etc).

## **Exit (Menu)**

Selecting Exit from the Menu terminates the program.

## **Report (Menu)**

Selecting Report from the Menu performs the same operation as the **Report Button**.

## **File (Menu)**

Selecting File from the Menu brings up a submenu consisting of **Add**, **Edit**, **Delete**, **Maintenance** and **Exit**.

## Help (Menu)

Selecting Help from the Menu brings up a submenu consisting of [Contents](#) and [About](#).

## **Contents (Menu)**

Selecting Contents from the Menu invokes the help system and brings you to the Index within it.



## **About (Menu)**

Selecting About from the Menu displays the version number of the program and the copyright notice.

## **Maintenance List Dialog**

The Maintenance List Dialog allows you to maintain a list of Categories and Personal Ratings for your videos. The software comes with predefined categories and ratings. You may however, at your discretion, add new categories and ratings or remove them. If you are only collecting certain types of movies, then you may wish to list just those categories as all others will have no meaning. You may also set up your own rating system and enter any descriptive words you like (ie Bogus, Excellent, etc).

You may add a category by filling in the category edit box and then selecting the Add Button. To delete a category, you highlight the desired category inside the list box and then select the Delete Button. If you wish to modify a category, you will need to first delete it, then add it back in with the correct spelling. You may add, remove and modify personal ratings in the same manner.

## **Video Cancel**

Selecting the Cancel Button aborts any changes you have made regarding the video. You are returned to the main window.

## **Video Update**

Selecting the Update Button saves all the information about the video and returns you to the main window.

## **Video Clear**

Selecting the Clear Button removes all information about the video that may have been entered and sets all values to the initial default values.

**Title**

This is the title of the movie or video.

## **Starring**

This is for entering the major stars of a movie. Up to four stars may be entered.

## **Producer**

This is the producer of the movie.



## **Director**

This is the director of the movie.

## **Released By**

This is the name of the company which released the movie.

## **Year Released**

This is the year that the movie was released.

## **Content**

This specifies the type of material on the video. You may enter a movie, a television show or home video.

## Category

The category describes the type of video. There are many different possibilities for video categories. These may include such things as Western, Drama, Science Fiction, etc. A predefined list of categories is provided with the software. However, you are given flexibility over what you would like to appear in this list. You may add, remove and modify the categories by selecting the **Add Button**.

## Personal Rating

The personal rating describes how you personally feel about the video. There are many different possibilities for personal ratings. A predefined list of ratings is provided with the software. However, you are given flexibility over what you would like to appear in this list. You may add, remove and modify the ratings by selecting the **Add Button**.

## **Rating**

For movies, this is the official rating given to the movie. (ie PG - parental guidance, etc)

## **Format**

This is the media on which the video is found. You may specify VHS format, BETA format or a Laser Disc format.



## **Tape Number**

This is a number or lettering scheme that you have set up to catalog your videos. Enter the number associated with this video here.

## **Counter Start**

For those videos on tape, this is the tape counter number for the starting position of the movie.

## **Counter End**

For those videos on tape, this is the tape counter number for the ending position of the movie.

## **Record Speed**

For those videos on tape, this is the speed at which the tape was recorded. These include SP (Standard Play), LP (Long Play) and SLP (Super Long Play).

## **Sound**

This is the sound capabilities of the video. Most older videos are in mono while most newer videos are in stereo or hifi stereo.

## **Picture**

This is the for indicating whether the movie is in color or black and white.

## **Add Lists**

Selecting the Add Button brings up the Maintenance List Dialog and allows you to modify the category and personal rating lists.

## **Miscellaneous**

These are miscellaneous items that may be available on the movie. These include noise reduction (for better stereo sound), surround sound and close caption.



## **Run Time**

This is the amount of time in minutes that the video takes to play.

## **Description**

This is any additional description or comments you may want to make in regards to the movie.

## Sort By

You may have your reports sorted in one of five ways. These are as follows:

### Title

This will generate a report where the videos are sorted alphabetically by title.

### Author

This will generate a report where the videos are grouped by the Year Released. A subheading consisting of the year the video was released will appear above all videos of the given year.

### Category

This will generate a report where the videos are grouped by category. A subheading consisting of the category of the video will appear above all videos found in that category. A list box is available so that you can print out the videos for a single category if desired. You may wish to do this after updating videos in a category instead of printing the entire list out again. To print an entire list, you would select the **ALL CATEGORIES** choice in the list box.

### Rating

This will generate a report where the videos are grouped by its rating. A subheading consisting of the rating of the video will appear above all videos with that rating. A list box is available so that you can print out the videos for a single rating if desired. You may wish to do this after updating books in a rating instead of printing the entire list out again. To print an entire list, you would select the **ALL RATINGS** choice in the list box.

### Personal Rating

This will generate a report where the videos are grouped by your personal rating. A subheading consisting of the rating of the video will appear above all videos with that rating. A list box is available so that you can print out the videos for a single rating if desired. You may wish to do this after updating videos in a rating instead of printing the entire list out again. To print an entire list, you would select the **ALL RATINGS** choice in the list box.

## Style

The style of the report determines the amount of information you want printed about each book. This consists of three different options.

### **1 Line Description**

This will generate a report where there is only one line of data for each video. The information included is the Video Title, Tape Number, Rating and Year Released.

### **2 Line Description**

This will generate a report where there are two lines of data for each video. The information included is the Video Title, Category, Rating, Personal Rating, Year Released, Tape Number, Content, Run Time and the Main Star of the movie.

### **Full Description**

This will generate a report where all the information about an item is printed. This requires 6 lines of data for each item.

## **Print**

Selecting the Print Button generates the desired report and sends it to the printer.

## **View**

Selecting the View Button generates the desired report and sends it to the screen to be viewed.

## **Contents**

You can narrow down your report to contain only certain video contents. You may specify to have the report to include just movies, just television shows, just home videos or you may elect to include them all in the report.

## Support

### Registration

Registration of **Track It! Videos** will bring you the latest version of the program, a printed manual and removal of shareware screens and watermarks.

### Support

Insight Software Solutions offers a three month period during which any reported major problems with the software will be updated for free. If a major problem cannot be resolved, then a refund of money will be made. Support is offered through the following channels:

Mail:

Insight Software Solutions  
P.O. Box 354  
Bountiful, UT 84011-0354

Phone: 801 295-1890

Fax: 801 299-1781

CIS: [71672,3464] (Compuserve)

BBS: 801 963-8721 (Join Conference 4)

Note: CIS & BBS are usually monitored daily.





