Database Version 3.01 Help Contents

Help Contents for the Willow Vale Database. To learn how to use Help Press F1. See the <u>notes</u> file for information on how to configure the database.

<u>Register this copy</u> **with us to ensure continued upgrades (Account Holders Only).**

- **Product Options** <u>click here</u>

- **Quick Start Guide** <u>click here</u>

- **Menu Options**

<u>File Menu</u>
<u>Edit Menu</u>
<u>Database Menu</u>
<u>Product Menu</u>
<u>Coplink Menu</u>   **(See Coplink Help)**
<u>Window Menu</u>
<u>Help Menu</u>

- **Toolbar Options**

<u>Notes</u>   **Technical notes - problem solving**

14/03/97

File Menu

Version 3.xx

The load , save and new order options are no longer required

The file menu options are :-

Run Update
Copy Update to Hard Disk
Repair Database

Printer Setup
Print Order

Control Panel
Preferences

Exit

Run Update

Allows updates to be run from floppy or <u>hard disk</u>, to add to or update the database files.

**Some options are not available when using CD-ROM database files .*

Version 3.xx

Support for hard disk databases is discontinued - updates will no longer be supplied.

There are six types of update :-

Stock Update	**Updates WVE ordercodes**	**Hard Disk only ***
Description Update	**Updates Product descriptions**	**Hard Disk only ***
Partnumber Update	**Updates Partnumbers**	**Hard Disk only ***
Price Update	**Updates prices**	**Hard Disk only ***
Discount Table	**Complete Database**	**HD or CD**

NB   *The Discount table   database is not freely distributed. Supplied to qualifying accounts only.*

The database program will normally run all updates present on the disk, but any update may be cancelled using the <u>update dialog</u> 'cancel' button. When an update is run from hard disk, there is an option to delete the source files after use. It is recommended that this option is used to prevent needless updating from previously used files, and to release hard disk space.
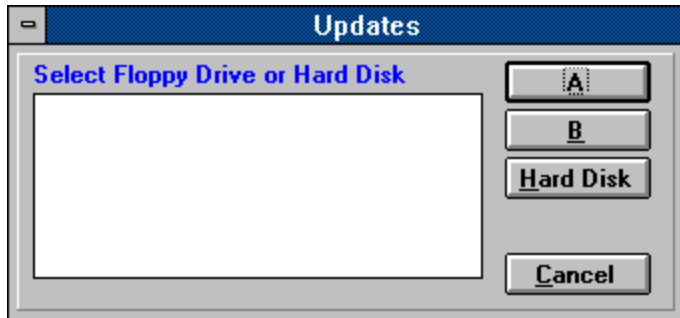
The <u>run update dialog</u> controls the drive from which the source files are loaded. Status of a running update is displayed by the <u>update dialog</u>.

▣ Run Update Dialog

Version 3.xx

Support for update files is discontinued

The dialog allows the source drive to be selected :-

Clicking on a drive button shows the list of files available for that drive. Providing that files are available, the 'Cancel' button will change to 'Update' . clicking 'Update' will run the <u>update</u> using the displayed list of files. Clicking on 'Cancel' will exit the update. The 'Hard Disk' option is available when <u>copy update to hard disk</u> has been used, or when previous update files still exist on the hard disk. Use the 'remove source files' option when you have updated from hard disk to free the space used by the update files.

CD-ROM   Updates are only possible for those files held on the hard disk

▣ Update Dialog

Version 3.xx

Updates for hard disk databases are no longer supplied

The status of an update is shown using this dialog. The data currently being read is displayed, along with a bar gauge which gives an approximate indication of progress. A running update may be cancelled using the 'Cancel' button, but if other updates are pending they will be processed next.
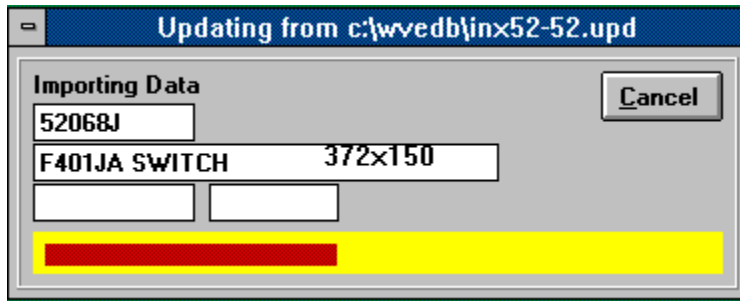
The computer may be used to perform other tasks while the update is running but the update speed will suffer. In the example above a description update is being run from hard disk.

Version 2.10R

It is not possible to update a CD-ROM, when the CD-ROM database is in use only the discount database and the changes database may be updated.

🖫Copy Update to Hard Disk
Version 3.xx

Support for hard disk databases is discontinued

This option allows floppy-based <u>updates</u> to be copied to hard disk for later updating.
This option is not available when using CD-ROM database files.
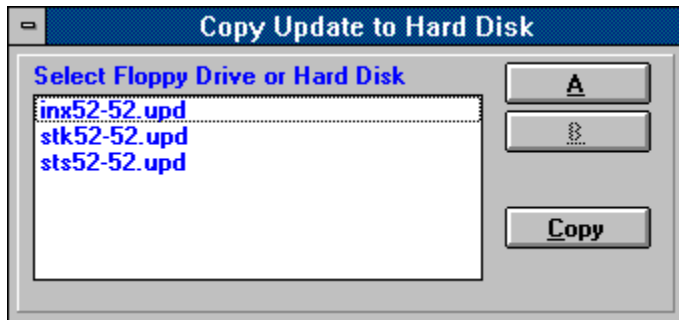
In the example above drive B: contains 3 files, clicking copy will enable the files to be placed on the hard disk for later updating. This option requires *all update floppy disks to be copied* if a multi-disk set. You will need to select this option and copy the contents of all disks to hard disk in turn. Files are placed in the same directory as the databases.

Repair Database
Version 3.xx

No repairable databases will be installed on your hard disk - see note below

In the unlikely event that one of the databases becomes corrupted, this option will allow repair/recovery. The database to be repaired is selected from the <u>dialog</u> list shown. Repairs can take several hours, depending on the size of the database to be repaired, and prevent the computer from running other programs while running.

This option is not available when using CD-ROM database files.

If one of the hard disk databases associated with the product category index becomes corrupted - re-install the package from the original CD.

Important Note !

The database to be repaired must *not* be in use. The database program will close the database to be repaired if it is one of its own, but will generate an error message if the database is being used on a network (see <u>notes</u>) or by another program.

Some information may be lost in the repair process.

Customer Database

Since this database contains only 1 record, no facility exists to repair it. Delete the database from file manager and the program will create a new one when next run. You will have to re-type your account details when the program is re-started. The files to delete are called **"customer.mdb" and "customer.ldb"**

Printer Setup

Displays the common dialog associated with selection and setup of printer devices. Please note that whichever printer is selected by this option becomes the <u>default</u> Windows printer. This is, however, a quick and convenient way of re-directing print output between printers and/or fax drivers. See <u>print order</u> .

The form of the printer setup dialog varies according to the printer used.

Print Order

The print order option allows orders created with the database to be printed to the <u>default printer</u>. The order is printed in a format which allows for easy faxing, when printed on A4 paper.

If the default printer is a ***fax driver*** (such as Winfax or Microsoft at Work Fax) , then the order may be faxed directly to the order processing desk.

Fax Numbers

Reading	0118-986-7188
Manchester	0161-682-9031

The default printer may be changed or setup using the <u>printer setup</u> option on the file menu. The selected printer or fax driver will become the default when 'OK' is clicked.

Please ensure you have filled out your name and address details before faxing your order.

The fax option has been tested with Winfax and Windows Microsoft at Work Fax.

The number of lines printed on each page is controlled by the "printerlines=" setting in the wvedb.ini file. The default setting is now 37 per page.

Preferences

Options are :-

Heading Colour	**Allows customisation of heading colour used in product panels**
Price Box Colour	**Allows customisation of price box colour used in product panels**
Windows (Max)	**Sets the limits for open product panels**
	Click +1 to increase by 1, click -1 to decrease by 1 (default 20)
Magnification	**Sets the magnification used with the left and right buttons when viewing diagrams. Options are 1.5/3 2/4 2.5/5 with left and right mouse buttons depressed respectively.**

The maximum number of windows available on screen depends on the computer's memory (RAM). You should set the figure to one that is suitable for your computer

Control Panel
**Invokes the Windows Control Panel, allowing changes to be made to general Windows settings.
See** Control panel help **for more information.**

Control panel help

 Exit File Menu Option

Closes all open windows and databases and exits the program. This is the only safe way to quit the database.

Version 2.21 onwards will prompt to save the contents of the Coplink enquiry form before closing the program

Edit Menu

The edit menu options are :-

Name and Address

Show Order Form

Add Line to Order

Edit Order

Enter Access Code

Name and Address

When the database is first used the name and address dialog will be displayed allowing you to enter your account details. Failure to do so will make delivery of your order impossible !

By default all fields are filled with asterices "*"

Enter your account details and normal delivery address for orders. Please ensure that you enter your *correct delivery code*, if you have one. If you wish to use COPLINK then be sure to enter your COPS password in the COPLINK Logon Setup dialog.

NB   In retail mode the account number will be "CARD". Do NOT change unless you have a valid trade account with Willow Vale.

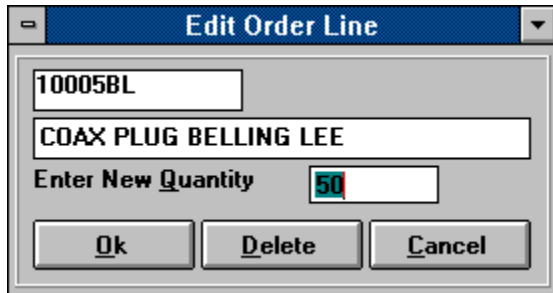**Add Line to Order / Find Product**
Shows the find product dialog. Equivalent to clicking the Find button or database find product option.

See find product dialog

Edit Order

This option will display the orderform if not already visible. The message "Double Click on the Line to Edit" will be displayed. Move the mouse pointer to the line you wish to edit and double-click the left mouse button.

The following dialog will be shown :-

Enter the new quantity required or click "Delete" to delete the line. Click "Ok" to accept or "Cancel" to clear any change.

Version 3.00

Deleting a line does not remove the line from the orderform.

Tip - double-click on the line to be edited directly.

Any line may have a note attached to it using the 'Edit/View Notes' button

Entering Access Codes

Access codes are required for certain product groups before details of products in these groups are available.
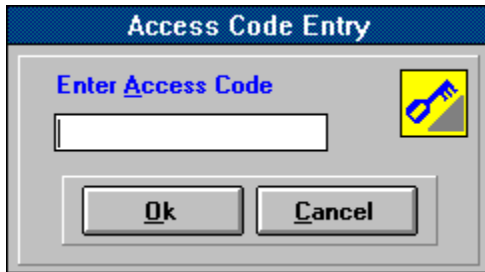
Restricted Spares Groups are :-

28   **Sharp Consumables**
30   **Sharp Copier**

Authorised dealers may obtain an access code by phoning **0118-9-860158** and asking for the Database Access Code department. Do **NOT** attempt to alter the supplied code unless you have a valid replacement.

See Access Code Form

Access Code Form

Enter the code you've been given in the field provided

Click "Ok" to save the code or "Cancel" to abort.

NB   Access codes are checked against an algorithm - if incorrect you will not be able to save the code.

Database Menu

The database menu options are :-

Find Product
Orderbook

Add or Edit Stock Line

Encryption
Discount Table   If checked table loaded and in use
Sound   If checked sound prompts on otherwise messages on

Normally only the Encryption and Sound options will be visible.

Find Product

The **find product** (Database Search) dialog allows searches by WVE ordercode, manufacturers part number or description.

TIP   To order multiple items from the description list, use the filing cabinet as a temporary store.

See Entering Ordercodes Entering Partnumbers and Entering Descriptions

To add the displayed product click the 'Add to Order' button.

Local filing cabinet feature

Extended CD-ROM Product Buttons

The Button Bar

| Add to Order | Find Item | Alt Line | New | View | Exit |
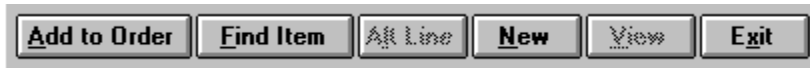
Alternative lines are indicated by the Alt Line button being enabled.

Lines with product info available are indicated by the ''View' button being enabled.

- **Extended** Options **CD-ROM Only**

Add to Order

- **Add to Order**
  Enabled when valid data is present and an order quantity has been entered. The order quantity must be a multiple of the displayed pack quantity or a warning message will be displayed and the quantity will have to be re-entered.

Enter Order Quantity [1]

Items NOT in the Database should be typed in th

NB - Coplink will only try to match part number

Add to Order | Find Item | All Line

- **Add to order clears the search form description list. To order more than one item from the description list, use the** <u>filing cabinet</u> **to hold each line, then recall and add to order.**
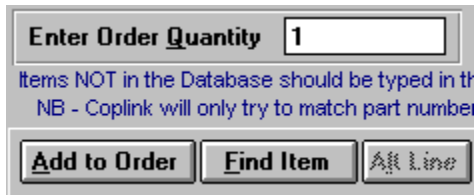
Find Item

- **Find Item**

  Enabled when one or more of the three text boxes contains a valid search string. Clicking on the button starts a database search. It is possible that a stock record for a valid part number or description may not be in the stock database. The part may still be ordered but price information will not be displayed.

In the event more than one box contains text, the the program will use the boxes in the following order :-

Order Code
Part Number
Description

The first non-blank box will be used.

Hitting carriage return will also start the find routine.

Prev

- **Prev**

  Enabled when a description search has been made - displays the previous descriptions in the database in *reverse* order.

Next

- **Next**
  Enabled when a description search has been made - displays the next descriptions in the database in *ascending* order.

Alt Line

- **Alt Line**
  Alternate line button, when enabled goes to previously advised alternate line.

New

- **New**

  Clears all fields and sets the dialog for a new search.

View

- **View**
  When visible the view button shows one of the product forms

Exit

- **Exit**
  Closes the Database Find Dialog. All locally filed items will be lost

Entering Ordercodes

Willow Vale ordercodes (WVE Code) may be entered in the first text box. Searches are not case sensitive so 27353m and 27353M are eqivalent. When you have entered an ordercode press enter or carriage return or click on the 'Find item' button.

Provided that the code you entered is in the database the price, pack quantity and description fields will be filled in, and focus set to the quantity box.

If the ordercode is not in the database a suitable warning will be issued. Codes may be added to the database using the database Add or Edit Stock Line option.

Ordercodes not in the database may still be ordered, but no price information will be shown. Type the ordercode in the ordercode field

To order a partnumber that isn't in the database, type it in in the description field.
If Coplink is used to place the order the system will attempt to match your typed information.

Entering Partnumbers

Version 3.00

Adding partnumbers or ordercodes to the CD database is not possible

Manufacturers partnumbers may be entered in the second text box. Searches are not case sensitive so nidl-0005gezz and NIDL-0005GEZZ are eqivalent. When you have entered a partnumber press enter or carriage return or click on the 'Find item' button.

Provided that the partnumber you entered is in the database the ordercode, price, pack quantity and description fields will be filled in, and focus set to the quantity box.

If the partnumber is not in the database a suitable warning will be issued. Partnumbers may be added to the database using the database Add or Edit Stock Line option. Invalid partnumbers may still be requested / ordered, re-type the partnumber in the description field and enter a quantity in the quantity box.

NB ! You must know the Willow Vale ordercode for the part in order to add the partnumber to the database.

Version 3.00
Part number retry
A pattern matching routine similar to that used on COPS has been added to the partnumber search routine. Partnumbers that are unrecognised are checked against a lookup list and re-tried in modified form.

Entering Descriptions

Descriptions may be entered in the third text box. Searches are not case sensitive. When you have entered a description press enter or carriage return or click on the 'Find item' button.

Provided that the description you entered is in the *description* database, the first description displayed in the description list will match your description. You will however, be shown several more descriptions. You may chose any of the displayed descriptions by 'clicking' on the description in the list. The ordercode, price and pack quantity fields will be filled in, and focus set to the quantity box. You may compare items by choosing another description, the ordercode, price and pack quantity will be updated to the new record.

You may view another page of descriptions by clicking the 'Next' button or go back a page by clicking 'Prev' .

HD ONLY
Descriptions may be added to the database using the database Add or Edit Stock Line option. Select the ordercode to add a description to and change the displayed description to one of your choice.

NB
Use the description box to enter items not in the database, when ordering.

Example Descriptions

See also <u>Entering Descriptions</u> and <u>Description Display</u>

Brand Name

ANTEX
WELLER

NB Not used for specific spares - model number

Model Related :-

DC560 BELT   *Note no 22 before model type

PRD800 TUNER
VCH81 MOTOR   *Lists all motors used in model
VCM20 HEAD   *Lists video head and audio/control

Device Type

BC337
BUT11A
TDA8180
TMP47C800   *Care needed to check exact program number suffix

FAT30003   *Could also be used as a part number

Class

PLUG PHONO
SOCKET COAX

All descriptions are similar to those used on COPS

Description Display

The results of a search using **XLR** as a description :-

<u>Description</u>

```
XLR 5PIN FEMALE PLUG NICKEL
XLR 4PIN MALE SOC CHAS SQ
XLR 4PIN MALE SOC CHAS RND
XLR 4PIN FEMALE SOC CHAS SQ
XLR 4PIN FEMALE SOC CHAS RND
XLR 4PIN FEMALE PLUG NICKEL
XLR 3PIN MALE SOCKET GOLD
```

To select a description click on the required line with the mouse. The ordercode and price / pack quantity details for the selected line will be displayed. Repeat this process as required.

See also <u>Entering Descriptions</u> and <u>Example Descriptions</u>

To keep several items from the list add them to the <u>filing cabinet</u> and recall them when you want to order. This avoids the list being cleared when <u>add to order</u> is selected.

Filing Cabinet

 The filing cabinet controls allow up to 99 order codes to be saved and recalled. The number of stored items is indicated by an number displayed on the button.

To save the currently shown code click on the filing cabinet. To view any of the saved items in sequence, click on the previous (**<**) or next (**>**) button.

NB
The filing cabinet contents are *emptied* when the database search form is closed.

The filing cabinet is useful for holding parts to be ordered later, freeing the search screen for another search.
When using the description search several items for the same model may be stored and recalled. This saves the problem of the description list being cleared when 'Add to Order' is clicked.

⊞ Orderbook

The orderbook dialog enables the list of orders to be maintained :-

Order Book	▼

Please ensure you select the correct order when adding lines or sending to COPLINK

test:1	05/08/95	Placed by CD-ROM Generated Order	**O**
louise:1	07/10/95	Placed by Louise Prior	
fred1.ord	14/06/96	Placed by	
fred2.ord	16/07/96	Placed by	
dja	18/11/96	Placed by	**D**

Order Lines on Order No:- [   ]   **placed by** [   ]

OrderCode	Description	Qty	Price	Status	Notes	↑
						↓

Lines [   ]   **Order Value £** [   ]

New	Delete	Update Header	Edit/View Notes	Save Status	Send Order

Clicking on the orderbook entry enables the 'Delete' and 'Update Header' buttons.

To place a new order:-
Click on 'New' then enter your order number in the box provided. ***Duplicate order numbers are not allowed.***

To select the current order:-
Click on the required order in the list. The buttons to the right of the list of orders change the order in which records are displayed :-

Button O   Display in order number order
Button D   Display in date order (as shown in example)

To delete an order :-
Select the order from the list, confirm the lines on the order are to be deleted, then click on the 'Delete' button.

To change the 'placed by'   field
Select the order from the list and type in the required information in the placed by box.
Click on 'Update Header' to save.

To edit an order line:-
Double-click on the line to be edited, the Edit Order dialog will be shown allowing the line to be changed or deleted.

To add a note to an order line:-
Click on the required line in the list, the 'Edit/View Notes' button will be enabled. Click this button to edit the notes. There is one note for each order line.

To save the status information for the current order:-
When an order has been placed or checked for availability on Coplink, the status column contains the current availability. This may be permanenty saved using the 'Save Status' button

To Send the order Via COPLINK
Click on the 'Send Order' button - You will be asked to confirm the request to connect to COPLINK. If the order defaults are set , confirmation of these will be asked for also.

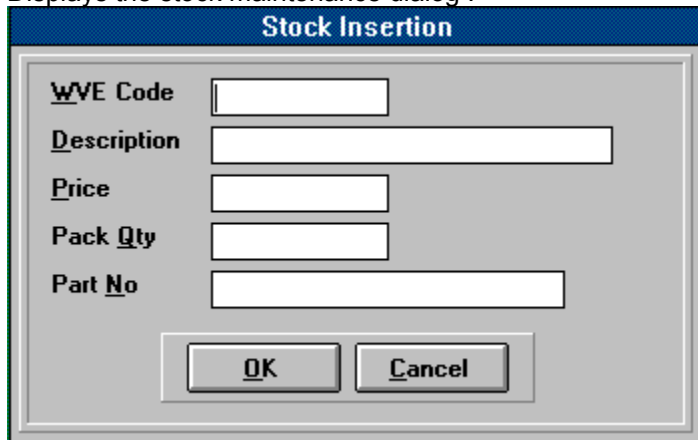**To Print the Order**
Use the File menu Print Order option

Old style orders may be added to the version 3 orderbook using the order convertor utility.

Add or Edit Stock Line
Version 3.00

Support for hard disk files discontinued

Displays the stock maintenance dialog :-

This option is not available when using CD-ROM database files.

Enter the **WVE ordercode** for the product, if the code already exists then the other fields will be updated. Change or add data as required and click "OK" to save or "Cancel" to abort. Clicking "OK" adds or modifies the record in the database. Any changes made *may* be lost when running an update.

Encryption
When checked, encryption is used when product is added to the database and decryption is used when records are read. Only valid when building new databases from scratch or when using databases supplied with the CD-ROM.

Window Menu

The window menu options are :-

Cascade

Select

Close All Products   Closes all product windows

Minimise All Products   Minimises all product windows

Maximise All Products   Maximises all product windows

Toolbar   Turns the toolbar (buttons) on or off. When the bar is off there is more room for product panels before scrollbars are shown.

- **Minimised Windows (iconic) may also be resized by 'Double Clicking' on the icon. The window will be resized to normal.**

- **The Willow Vale Database program uses the Windows "MDI" - multi-document interface.**

- **See** The Desktop **for info on forms**

Cascade
Arranges all visible child windows in a descending order with the window title bar visible.

- **The active window in a cascade may be selected by clicking on the window's *title bar*.**

- **If there are more windows open than will fit in the area available on screen, scroll bars will be seen, allowing windows to be scrolled into view. To prevent this, close all windows that are no longer required.**

Select

Displays a list of currently open windows (even if iconic) and allows a window to be selected. The selected window is resized and made the active or "top" window

- **Selecting certain windows changes the main menu bar options. See** <u>CD-ROM Options</u>

- **To return to the normal menu, select one of the following windows :-**

  order form, order book, database find.

Help Menu

The help menu options are :-

About
Contents
Search for Help On
What's New in Version 3
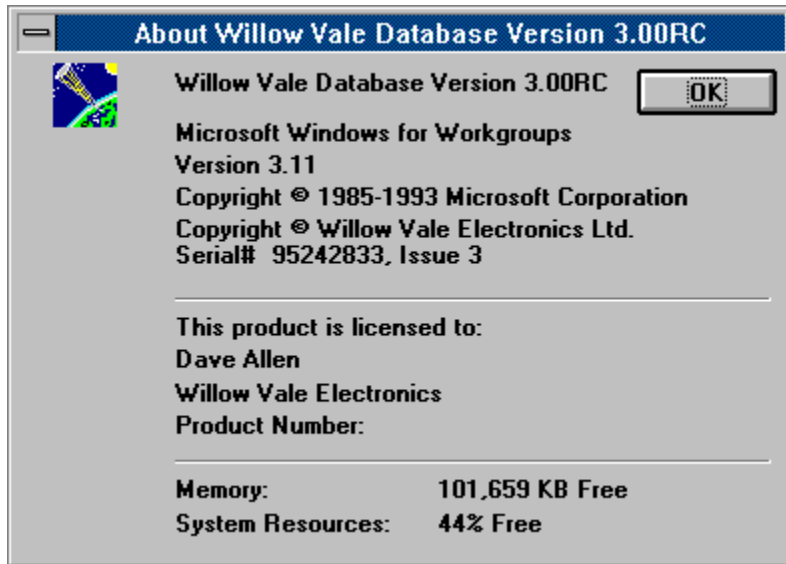Coplink Help Contents   Displays contents for Coplink Help

The other options call up our trading terms and conditions, details of our branches, details of sales areas and other services we provide.

About

Displays the version number and serial number of the database program. The version number is 3.XX, where xx is a 2 digit number.
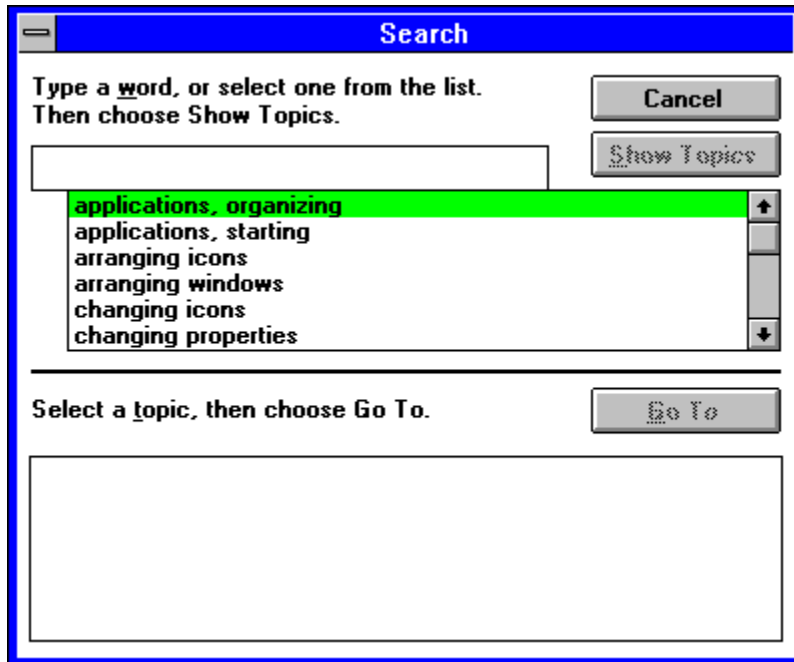

The serial number is generated when the customer database is created. This number must be quoted when returning the registration form supplied with the CD. The registration number is also printed on any order generated by the program.

Contents Help Menu
Displays the Contents page of this help file

Search For Help On

Displays the Windows Help File Search Dialog :-

Select a topic from the list or type in a keyword.

CD-ROM Options

The database program configures itself to work with a **CD-ROM** when installed from the Willow Vale CD-ROM catalogue.

Extra Facilities Available over Version 2.00

Product Menu

Product Viewer

Shows a picture and textual description of a product in the product database.

Text Viewer

Shows Text files

Picture Viewer

Shows Exploded Views in a scrollable window.

Product Viewer

When an item is selected that has an entry in the product database, the **View** button on the database find form is available. Clicking on this button will display a picture and description of the product.
Colour pictures require a 256 colour SVGA monitor for best results.

When the product viewer is active the menu bar changes to the following :-

File

Print	Prints the current product form contents	
Exit	Closes the product window	F12

Order

This Item	Shows the <u>database find form</u> and allows the item to be ordered	F8

Window

Price Box	On off toggle for pricing box - when checked box displayed	
Cascade	Arranges all open windows in a "<u>cascade</u>"	F6
Database Search	Provides a quick way of returning to the search dialog	F3
Select	Lists all open windows from which the new "<u>top</u>" window may be selected	
Font		
Increase Size	Increases the size of text in the product description box	shift+F1
Reduce Size	Reduces the size of text in the product description box	shift+F2

The order option is visible only for "orderable" products.

The main menu may be restored by clicking on the Database Find Button.

There may be reference to **related products** within the descriptive text. These are marked as hypertext <u>thus</u> (this example selects the product viewer help page). Clicking on the hypertext will initiate a search on whatever code is refered to.

The **keyboard** may be used to close the window (F12) , cascade all open windows (F6), increase the text fontsize (shift + F1), decrease the fontsize (shift + F2), scroll the description text (cursor up and cursor down keys). The home, end, page up and page down keys also allow the text to be scrolled.

Text Viewer

The product text viewer displays multi-colour text descriptions/specifications of product. The window may be resized to full screen or minimised to an icon.

When the text viewer is active the menu bar changes to the following :-

File

Save	Saves the current text to disk	
Load	Load text file from disk	
Print	Prints the ***currently visible*** text	
Exit	Closes the text window	F12

Window

Cascade	Arranges all open windows in a "cascade"	F6
Select	Lists all open windows from which the new "top" window may be selected	

To restore the main menu bar click on the database find button or select one of the standard forms in the Window Select menu.

There may be reference to related products within the text. These are marked as hypertext <u>thus</u> (this example selects the product viewer help page). Clicking on the hypertext will initiate a search on whatever code is refered to.

The cursor up and down keys may be used to scroll text within the window.
The home, end, page up and page down keys also allow the text to be scrolled in larger chunks.

Additionally F11 maximises the text viewer window

Picture Viewer

This viewer is used for large bitmap diagrams and exploded views, and is loaded automatically as required. The window may be resized to full screen or minimised to an icon.

When the picture viewer is active the menu bar changes to the following :-

File

Print	Prints the currently visible area	
Exit	Closes the picture window	F12

Parts Listing

When active calls up the parts list window with an index of parts for the current diagram.

Window

Cascade	Arranges all open windows in a "cascade"	F6
Select	Lists all open windows from which the new "top" window may be selected	

To restore the main menu bar click on the database find button or select one of the standard forms in the Window Select menu, or press F6 and click on the window you require.

The cursor keys may be used to scroll the picture within the window.
The home, end, page up and page down keys also allow the picture to be scrolled.

Additionally F11 resizes this window to maximum size.

Magnification
Magnification is available for diagrams/views. Click on the area to be magnified with the left or right mouse button. Results depend on the amount of memory fitted to the computer.

NB   Certain types of printer may not be able to render the contents of the window.

Parts Listing

The parts listing form is used as an index to exploded views where the reference number on the exploded view may be looked up in the list provided. Selections may be saved for later viewing or seen immediately using the goto selection button. Multiple selections may be made and viewed in turn using the extended options on the database find form.

Some common parts may have extra information available, which may be seen using the view option from the database search form.

To choose the parts you require select the reference number from the parts list and click on save selection. Repeat the process for any other parts you require, then click on goto selection. Multiple selections may be made from the list as one operation.

The database search form will be shown, from which all selections may be checked and ordered.

The parts listing form automatically closes when the picture viewer is closed.

The Desktop

Minimised windows on the desktop have individual icons and titles to help identify them. The types of forms are listed below :-

All Versions

 Database find form

 Orderbook form

 Name and Address form

 Category Index form

 Database update in progress

 Product text view

 Circuit diagram or exploded view

 Product catalogue view

 Product keyword search form

Windows 95 - The icons are shown to the left of the minimised window launch bar with caption centre and control boxes to the right.

Product Menu

The product menu is only visible when the program is being used with the CD-ROM database.

The available options are :-

Index

Search for Keyword(s)

Category Index

Search for keywords and Category Index options are also available from the toolbar.

Index

The product **index** option shows an alphabetical index listing (0 - 9) and (A - Z). Selecting a letter or number from the index produces a list of products whose descriptions *start* with the selected number or letter. Specific spares are *not* generally in the product index, see the Find Product option from the Database Menu for comprehensive database search options.

The catalogue index form product list is an extended listbox. Multiple products may be selected using a combination of mouse clicks and keyboard control :-

Click on an entry - hold down shift - click on another entry - all entries between the two selections will be highlighted.

Click on an entry - hold down ctrl - click on another entry - both selections will be highlighted. Repeat until all required items highlighted.

Click on *save selection* to save the highlighted lines.
Cliick on *goto selection* to view highlighted or saved lines.

The database find form's caption changes to show any selections made in the format :-

Database Search (**x** of **y**) where **x** is the current selection and **y** is the last selection.

To view the selected products see Viewing Selections

The maximum number of selections is 100

The vast majority of product database entries are accompanied by pictures and textual descriptions.

See the Search For Keywords Product Menu option for a powerful and flexible search tool.

Catalogue Index Form CD-ROM Only

Select the index letter 0 to Z. A list of entries will be shown along with a count of entries.
Multiple selections may be made and saved for later viewing. See also <u>Index</u> and <u>Viewing Selections</u>

The Goto and Save Selection buttons will be enabled when items are selected from the list.

Viewing Selections

When multiple selections have been made using the catalogue index form, products selected may be viewed using the extended controls on the database find (search) form.

The extra controls are as follows :-

View previous product selection

View next product selection

Filing cabinet

Reset to last viewed product

Show Product Data **(Viewer) Form.   Alternatively you may use the "View" button.   *The actual form shown may be any of the 3 types available, se*** CD-ROM Options

Using the next/previous buttons positions the find form at the relevant selection. To view the product use the view button. Many viewer forms may be open at the same time, allowing products to be compared before ordering. A product may be ordered by making its window the "top" window and selecting Order from the product viewer's menu.

The reset button restores the last viewed product from a product search (if any) using the product index of keyword search.

The find form caption bar indicates which of the saved selections you are viewing in the format **"Database Search (x of y)".**

Search For Keywords

This dialog allows the typing of descriptive keywords either alone or combined via operators **(& and , | or, ! not)** to qualify a search of the *product database*. See also Example Keywords. The description database is *NOT* searched. See Entering Descriptions

Single Keywords

Separated by commas   **Plug,Coax**

Operators **:-**

&   AND Operator.

Example :-   plug&coax

Will find all products with plug and coax in their description, but will not list phono plugs or coax sockets.

| OR Operator.

Example :-   plug|socket

Will find all products that have the word plug or the word socket in their description.

!   NOT Operator.

Example :-   plug!coax

Will find all plugs except for those with coax in the description.

NB   With this operator coax!plug is *NOT* equivalent. The order of the keywords is important.
        This search is not case sensitive.

Keyword Search Dialog

Enter the keywords to be found in the box provided and click **"Find".** The listbox will be updated with the results of the search. To stop a search click on **"Stop"**. To start a new search click on **"New Search"**, the list will be cleared. Click **"Add Search"** to add to the current list. To view an item or items in the list, click on the line(s) required and click on **"Goto Selected"**. See <u>Search For Keywords</u> for a description of operators. See <u>Product Index</u> for extended list box properties.

The search form remains on the desktop as an icon when **"Goto Selected"** is chosen, allowing further items to be selected at a later time. To close the seach form click **"Exit"**

Seach text - Omit text.
This button toggles the search mode.
When **Omit Text** is shown the search routine will search the descriptive text for products as well as the header reocrds.
When **Search Text** is shown the search is restricted to header records.

Example Keywords

Some examples of keywords that may be used to find products via the Search For Keywords option.

Adaptor, Aerial, Amplifier, Belt, Cable, Coax, Connector, Kit, Lamp, Lopt, PIR, Plug, Remote, Socket, Transformer

Additionally manufacturers brand names may be used.

Do **NOT** use this facility for specific *model item* searches - far more success will be had using the database find form and Entering Descriptions

Example database find form descriptions

Category Index

The category index option shows the following form :-

In the example above "Adaptor" has been selected in the Main category and "D Type" in the Sub Category.

The Products list lists those items that match the selected categories.

To view a product :- click on the line required and click the "view" button. If the button is not active then there is no product panel, click "Goto Selected" instead for price information.

Multiple choices may be made using the mouse and either shift or ctrl keys.

Notes

Willow Vale Database Version 3.XX

Product support number : 0161-684-8441
Support will be given to account holders only.
Please ensure you have used the available help in this file before using product support

V3.00/3.01
March 1997
Current version - new and revised features as per What's new help menu option
Revised orderbook with integral order form.   Changes database deleted.

V2.20R
Category index option added. Coplink comms module added. Extra ini file settings.
Preferences menu added. Cops module options deleted. Support for movie (avi) files.

V2.10R
This version is tuneable to work as a stand alone hard disk based system *or* for use with a
CD-ROM. Various *ini file* settings may be changed to reflect the data source.
Extra code added over Version 2.00 to cover pictures/text/exploded views, product database + index,
changes and discount database.
Bug fix to database open / orderbook - orderbook form was opened before database producing
empty orderbook listing. Bug fixes to installation program. Auto ini file creation.

V2.00
Revamped forms and database handling. Updates possible in background. Added create routines
for customer file to correct "faulty installation" message. Changed database open code. Reports of
slow update speed - machine dependent ?

V1.XX
Released early 1994

Network Use
The database will work on network (ie Windows for Workgroups or LAN). One copy of the database
should be installed on a **shared drive** and the program installed on each PC. The **drive** and **directory**
entries should point to the **shared copy** of the **database files** (which may be a network Hard Disk). The
working directory entries in program properties should point to the local drive and directory.

**NB - The database files (ending in *.mdb) should have read/write permission. This can be
changed using File Manager**

**In this configuration each PC will have its own copy of the wvedb.ini, orderbook and customer
files since these must be writable.**

WVEDB.INI File
Entries in this file control where the program looks for its databases :-

**The orderbook and customer databases will always be created in the same directory as the
program file.**

Typical entry
drive=d: **CD-ROM or shared disk**
directory=   **\ for CD or directory on shared disk**
restrict=   **On request to qualifying accounts**
encrypted=-1   **don't change**

exclusive=-1	network hard disk = 0
readonly=-1	network hard disk = 0
fontsize=14	change using shift F1 or F2 when in product viewer
sound=-1	menu selectable
welcome=0	-1 only when program first run
copsmodule=cops.exe	not supported in version 3.00
cdrom=-1	network use 0
toolbar=-1	menu selectable
headcolour=33023	menu selectable
pricecolour=8454143	""
magx=125	""
magy=125	""
localindex=-1	network use 0
windows=20	menu selectable
password=	required by Coplink - same as Cops password but held encrypted
modem=	name of current modem
port=com4	change using Coplink Modem Setup modem port in use range com1
to com4	
speed=19200	"" for fax/modems etc
"phone=01189-313460"	""
dprefix=ATD	""
init=AT&F|	""
mailbox=2	program maintained
postbox=4	program maintained
statusx=7620	Position of Status Window when last used
statusy=1275	"" ""
lastnews=960820	last downloaded news date
slow=0	change to 1 at your peril
timeout=25	See Coplink modem setup 15-30 typical
printerlines=37	Adjusts the number of lines per page on orders

For CD-ROM use exclusive = true (-1), readonly = true, for hard disk use both settings false (0).

System Requirements

Minimum Recommended :-

386SX33 processor 4MB ram, hard disk with 10MB free. The CD-ROM database was tested using a 486SX33 with 4MB ram and dual speed CD-ROM drive and proved satisfactory. CD version requires SVGA 256 colour monitor/driver for best picture quality.

Suggested Specification
Pentium 133 16Mb RAM

CD-ROM version space on hard disk approx. 10MB required for programs.

Willow Vale provide a range of computers to suit all budgets - please call for details.

Terminology

cascade
windows are arranged with their title bars visible, and in a descending order.

child window
A window belonging to an MDI form, and closed when the MDI form is closed.

focus
The window or object which currently has control is said to have 'focus'

ini file
The file in which the start-up options for a program are held (see notes)

MDI Interface
Windows 3.XX is an example of an MDI interface. The main window can have many child windows, which may in turn have their own menus (as used in the database) and appear on the parent form's desktop as icons when minimised.

Multiselect
The ability to select more than one item in a list by using keyboard combinations. See Product Index for a full description.

toolbar
An object with pictorial buttons providing links to program functions. See Help Contents for a view of the toolbar used in the database.

top window
In MDI interfaces the active window ie the window which you can control. The top window may have a menu, which will replace the main menu when it has focus.

Common Dialogs

Below is an example of a Windows Common File Dialog.
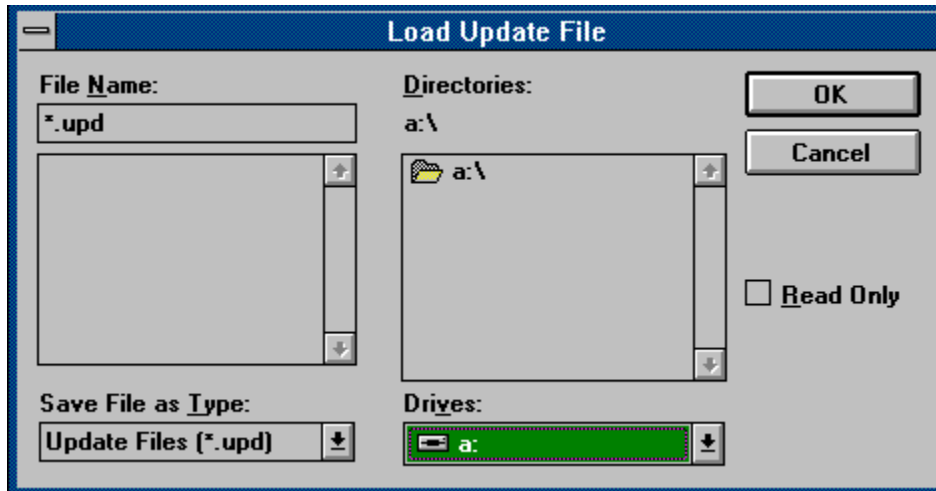
The drive and file type may be selected from the drop-down lists. Directories and file names are selected by double-clicking on their entries in the listboxes. The dialog's caption or title will change to indicate the current function.

Software Registration

COPYRIGHT MATERIAL

Willow Vale Electronics Ltd reserves ownership and all rights to the software package "Willow Vale Database" and the information supplied therein. Copyright is claimed for the software, data and all ancillary parts of this package. No part of this package may be reproduced, modified or distributed to a third party without the express permission of Willow Vale Electronics Ltd.

ACKNOWLEDGEMENTS

Parts of this database are used by kind permission of the manufacturers or suppliers concerned, their involvement and assistance is duly acknowledged.

WARRANTY

No warranty is given or implied for any part of the software. The package is supplied "as is" and no liability will be accepted for damage, consequential loss or injury sustained directly or indirectly from the use of this package. If you do not agree with this statement, do not use the software.

LIABILITY

Is restricted to the replacement of faulty media, on which the package was supplied, **only.**

SOFTWARE REGISTRATION

Please print the <u>registration form</u> and return to our Reading Head Office. We will then be able to keep you informed of any upgrades as and when available.

Registration Form
WILLOW VALE DATABASE USER REGISTRATION FORM

Return to:-   **Willow Vale Electronics Ltd**
Database Registrations Dept.,
11 Arkwright Road
Reading
RG2 0LU

Account Number   _____
Delivery Code   _____   *if applicable*

Name   _____

Address   _____
_____
_____
_____

Postcode   _____

Version Number   **V3.01T**   **Issue 4 May 1997**
Serial Number   _____ (from Help About dialog)

Date Installed   ____/_____/_____

Equipment :-   _____

Make   _____

Specification :-   _____
_____

Signature :-   _____

Print Name:-   _____

I/We agree to be bound by the terms of the software licence agreement, and understand that I/we will be eligable for upgrades to this program as and when available.

CD Only
I/we understand that upgrades are available *only* on return of the old version to Willow Vale Electronics Ltd., Head Office, address as above.

Sound Prompts

When the <u>database menu</u> sound option is checked, and suitable sound drivers are present, message box prompts are replaced by sound prompts. If using the Microsoft PC speaker driver, only the preset number of seconds of the message will be played. (See speaker driver setup)

Sound Name

altline   - Advises when an alternative line is available

exit   - Database exit message

intro   - Introductory message played when the database is run

mustuse
       - Mandatory alternative message

nla   - No longer available message

order   - Request for order number

prodinf - Advises when extended product information is available

quant   - Order quantity not a multiple of pack quantity message

welcome
       - Introductory welcome when database first run.

These prompts may be sampled by searching for ordercode **SOUNDS** in the database. The product window contains links to all the available sound messages.

Playing Movies

The database is capable of playing AVI type movie files.

Movie clips are provided for training tapes etc.
(No sound track)

Windows '95 has drivers built-in to play these files but Windows 3.1X requires 'Video for Windows' drivers. We suggest you try playing a movie, and if an error message suggests drivers are required, you may install the drivers (version 1.10e) in the vfw110 directory on the CD (run the setup program present in this directory).

Please Note
The drivers are supplied by Microsoft, Willow Vale cannot give any assistance if problems are encountered using these drivers.

Windows 95

Although this program was not written for Windows 95, it has been installed and tested (but not exhaustively), under Windows 95. The look and feel of the interface is somewhat changed and the free screen area is reduced by the Launch bar at the bottom of the screen. This can be compensated for by switching the <u>toolbar off</u>**, releasing more screen area for product windows.**

It is hoped to produce a 32 bit Windows '95 version sometime in 1997

Quick Start Guide

NB   *Always place the CD in the CD-ROM drive before running the database program.*

When first run the program will ask you to fill in your account details   <u>click here</u>

A copyright notice will be displayed for 3 or 4 seconds

The <u>database search form</u> is now the only visible window. This allows you to find items by one of three methods :-

Willow Vale <u>Ordercode</u> , manufacturers <u>part number</u> or <u>description</u> .

Products with descriptions may be viewed using the <u>Product Menu</u> options. These allow for alphabetical and keyword search of the product database. **NB** Specific spares are *not* listed in this database.

To order an item with the *product information displayed* press **F8** and enter the quantity you require.

If the database search form is the current window, enter the quantity you require and click on :-

"<u>Add to Order</u>".

If you have not entered an order number on the <u>orderform</u>, you will be prompted to do so and repeat the "Add to Order" operation.

Your order number is held in an orderbook file. The <u>orderbook</u> may be amended by clicking on the relevant entry and changing the data as required.

A completed order may be   <u>printed or faxed</u> as required. The printed/faxed output contains your name and address details and all relevant information from the order form. The order may also be sent via COPLINK using the Send button on the orderbook.

Further information is available via the <u>help menu</u>

Order Convertor

The order convertor is a stand-alone program designed to import old order text files and output the records to the new database (ordfile.mdb) which holds header and order line data in one file.
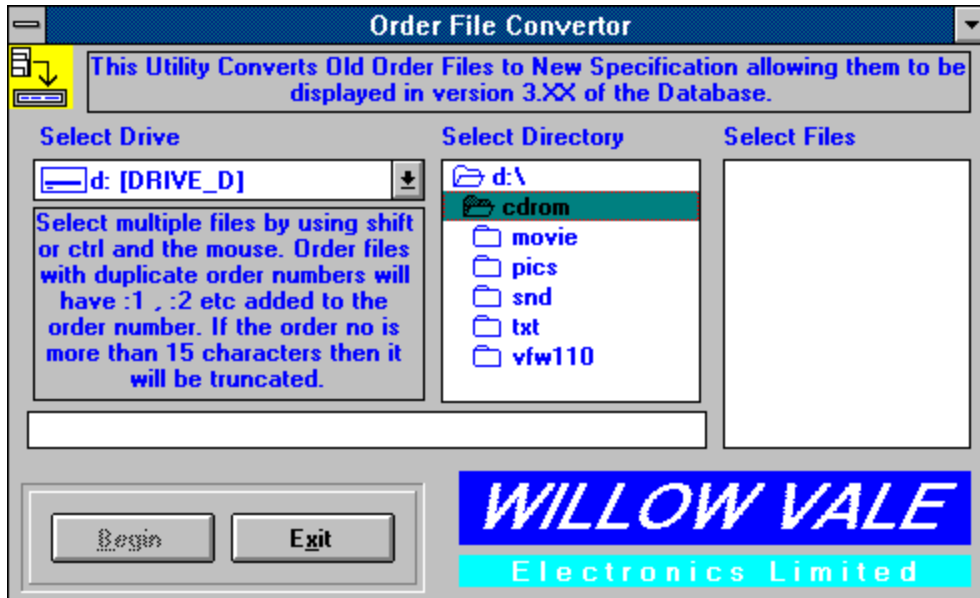
To use the order convertor run the program from the toolbar icon and select the drive and directory the files have been saved to. Select one or more files by using the mouse combined with either the shift or ctrl keys to select a range of files. Click on 'Begin' to import the data.

When all required files have been imported, click 'Exit' to return to the database. The orderbook will be updated with the new records.
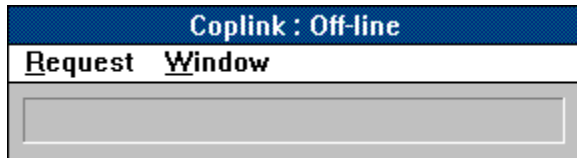
Coplink

Coplink is the built-in communications module which allows orders to be sent to our mainframe computer. Account status, stock enquiries, backorders and full mail facilities are also provided.

Order lines are processed "live" with availability being returned as each line is processed.

Full help is provided in the <u>Coplink Help</u> **file .**

Most facilities are available from the floating Request window :-

Prices charged on Coplink are the same as on the COPS viewdata service.

NB   In retail mode certain options will not be available and prices shown will be Willow Vale retail price.

Whats New

This document is part of the Help Menu