



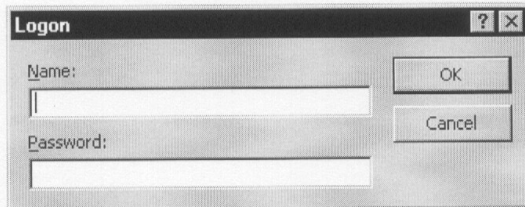
Telephone database user manual.

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Introduction

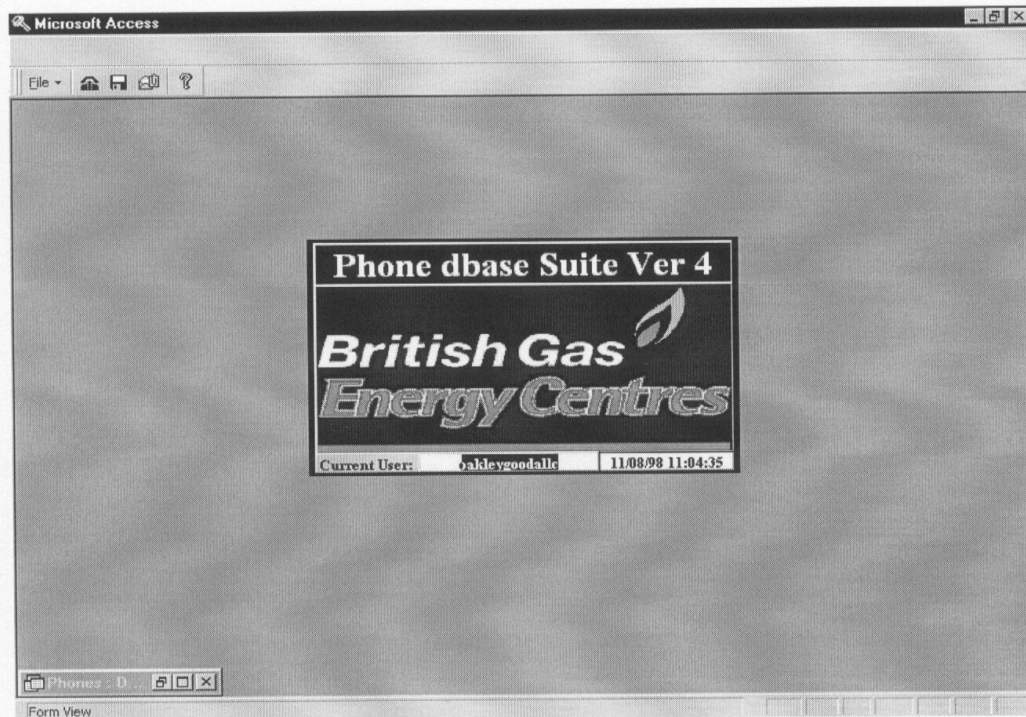
Introduction. To use the database program it is assumed that you are able to use a mouse and are able to use toolbars. With out these skills you may not be able to use the database program. It is essential for you also to have and account (username and password) to use the program please see the program administrator to arrange creation of an account for you.



login screen

The first screen you will be presented with when starting the database program is the main logon screen. Entrance to the program is gained by typing or confirming your name (it may already be filled in by the domain login) in the cell called 'Name'. Pressing the 'TAB' key will take you to the next cell called password, enter your password in this cell. You can now click on the 'OK' button or press the 'enter / return' key. If you do not have an account for access to the database the you will be logged out, please see the program administrator to have and account created.

If you have successfully entered your name and pass word you will see the screen below. This is the main hub for the program allowing access to the three main sections of the program and the help system; The main database, import data and report screens. Over the next few pages I will take you through some of the ways to navigate around the program and how to enter data in to the cells.

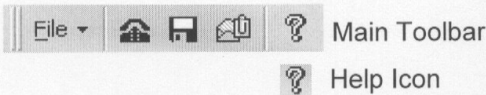


Introduction

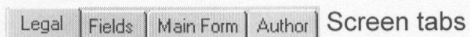
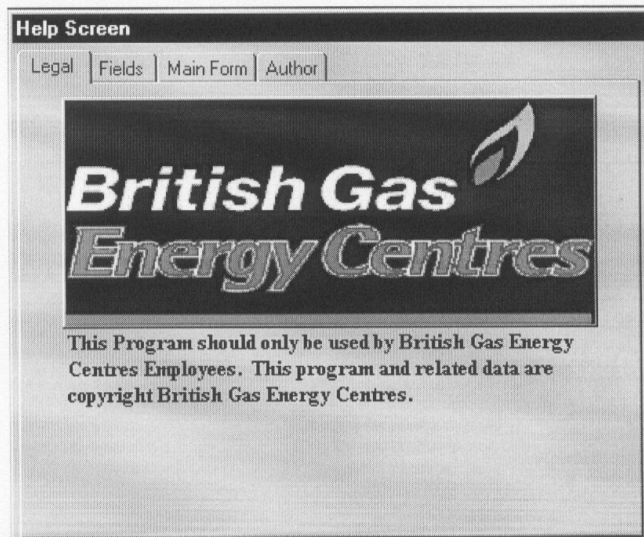
Exercise one: Accessing the example fields in the help facility.

Notes : Toolbars are used in the program to navigate between database records and functions; examples of this include; go to first record, previous record, next record, last record, open the search facilities and find records. Tab strips are used to display differing views of the database, helping you focus on different areas relating to that record i.e.. the user, address or equipment. Clicking on the tab strip label allows the user to change the view.

Step one : Using the mouse locate the toolbar at the top of the screen, and place over the yellow question mark. If you now click the left mouse button while hovering over the question mark you will open the help screen.



You should now have the help screen displayed as to the right, Now click on the tab labelled 'fields' to display the demo fields screen.



Introduction

You should now have the help screen displayed as to the right. Use the tab key, to cycle through the sample fields.

The greyed out field does not let the user type data into the field but allows data to be displayed. showing is the user currently logged in.

The white field allows the user to enter data in to the field to be stored with the record.

The combo field has a pull down that has stored values for the user to select from, you can also type and the field will complete the entry for you. Try typing 'Val'.

When you have finished look for the toolbar at the top of the screen and click on file, then click on close. (NB Exit closes the database).

Help Screen

Legal Fields **Main Form** Author

Press the tab key to go to cycle through the fields.

Data View Field	data view field allows the user to view data only no data may be entered. try typing.
Data Entry Field	data entry field allow the user to enter or update the field. try typing a value.
Combo Field	combo field allows the user to select from a predefined value or type a new value <click>

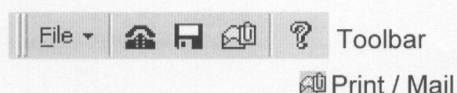
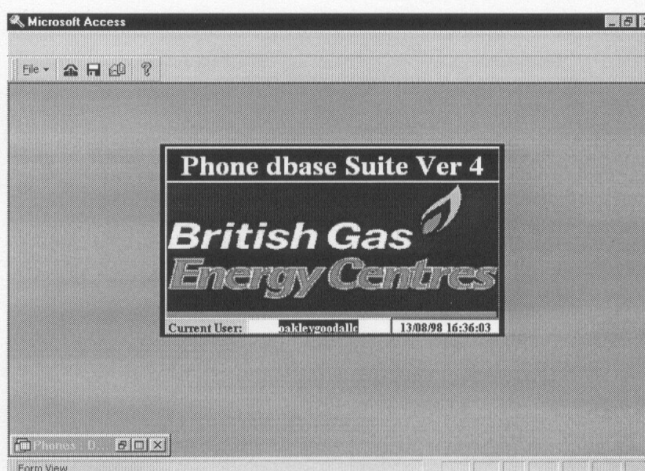


Toolbar

Print and MS Mail Screen

Exercise two: Printing a stored report.

Step one : Using the mouse locate the toolbar at the top of the screen, and place over the envelope button. If you now click the left mouse button while hovering over the button you will display the print / mail screen.



Follow the on screen instructions.

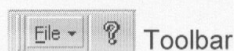
Report Screen

Select a report to print either by typing a report name or use the pull down then check the out put select checking the format you would like. Use click 'GO' to send.

Select Report

Output Select ☐ Mail ☐ Print

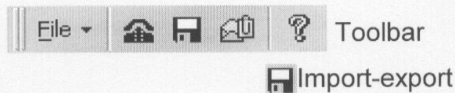
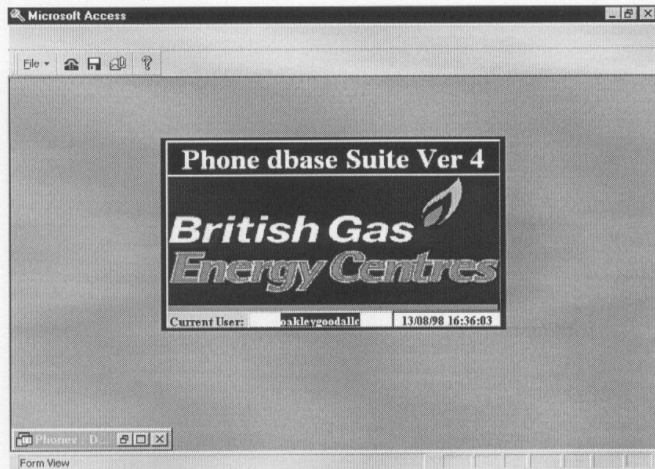
When you have finished look for the toolbar at the top of the screen and click on file, then click on close. (NB Exit closes the database).



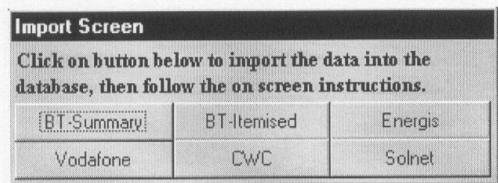
Import and export screen

Exercise three: Importing and exporting data.

Step one : Using the mouse locate the toolbar at the top of the screen, and place over the disk button. If you now click the left mouse button while hovering over the button you will display the import export screen.



Follow the on screen instructions.



When you have finished look for the toolbar at the top of the screen and click on file, then click on close. (NB Exit closes the database).



Logon Screen



A small dialog box titled 'Logon' with a question mark icon and a close button. It contains two text input fields: 'Name:' and 'Password:'. To the right of the 'Name' field is an 'OK' button, and to the right of the 'Password' field is a 'Cancel' button.

This is the main logon screen if you are not authorised to use this program then please press the 'ESC' button on the keyboard or click on 'Cancel'. If you are authorised to use this program and have a username and password entered them in the boxes and press 'Return' or click on 'OK'. You should then be presented with the screen below.

Main Screen



This is the main screen of the program and it acts as a hub to the main database used within the program. The toolbar (detailed below), has several icons and these are used to access to the main database and allow the user to exit the program, use the import and print facilities and to query the help facility.



File Exit program

Enter the Main database.

Use the Import / Export facility

Use the Print / MS Mail facility.

Use the Help facility

Main database screen

		Phone dbase Suite Ver 4 Copyright British Gas Energy Centres	
		Current Query Number in query	
Details Equipment Tracking			
Number		CWE	
Name		ID Code	▼
Usage		Service Type	▼ Status ▼
Notes			
Address			
		Post Code	▼

This is the Fixed telephony screen below is the toolbar displayed on the screen each icon has its description detailed next to it. the tabstrip on the form allows greater detail to be viewed if needed. If any of the billing tabscreens are blank it is because there is no data available for that line stored within the database.



Fixed Toolbar

-  File Exit database
-  First Record
-  Previous record
-  Next Record
-  Last Record
-  Add Record screen
-  Use search facility
-  Repeat search
-  Query search
-  Use the help facility

Query View (Forms & Reports)			
Phone Number	Name	Service type	Service provider

Query Search

This screen allows the user to search and print the database in predefined groups; Phone number, Name, Service type and Service Provider.

Find in field: 'Number'		?	X
Find What:		Find First	
Search:	All	☐ Match Case	Find Next
Match:	Whole Field	☐ Search Fields As Formatted	Close
		☒ Search Only Current Field	

Windows Search

This screen allows the user to search the current field for the text in the 'find what' cell you can use wild cards (*) to search for parts of a field.

Main database screen

Displayed to the right are tab screens available when using the tabstrip. Each tab has a label;

1. Details.
2. Equipment.
3. Tracking.

If you press on one of the titles you will notice that the screen changes to display one of the screens shown.

Details Equipment Tracking

British Gas Energy Centres		Phone dbase Suite Ver 4	
		Copyright British Gas Energy Centres	
Current Query			
Number in query			
Details Equipment Tracking			
Number		CWE	
Name		ID Code	
Usage		Service Type	Status
Notes			
Address			
Post Code			

British Gas Energy Centres		Phone dbase Suite Ver 4	
		Copyright British Gas Energy Centres	
Current Query			
Number in query			
Details Equipment Tracking			
Number		CWE	
Name			
Serial no.		SIM	
Update Date			
Provider		Contact	
Telephone		Other	
Fax Number			

British Gas Energy Centres		Phone dbase Suite Ver 4	
		Copyright British Gas Energy Centres	
Current Query			
Number in query			
Details Equipment Tracking			
Number		CWE	
Name			
Id Code		Name	
Usage		Post Code	
Status	Location	Provider	
Notes			
Update User		Update Date	
Record: 14 of 1			

Add record screen

Add a Record			
		Phone dbase Suite Ver 4 Copyright British Gas Energy Centres	
		N.B. This form adds a record to the database, remember to update the user record by clicking the 'Save Record' button.	
Phone Number	Status	Service Type	ID Code
01132380346	L		EC160
Surname		Address	
Leeds		Eastgate	
Leeds			
West Yorkshire			
		Post Code	LS27LY
Save Record			
Provider	ESN/IMEI		SIM
BT Fixed			
Network	Update User		Update Date
	oakleygoodallc		6/08/1998 11:22:58

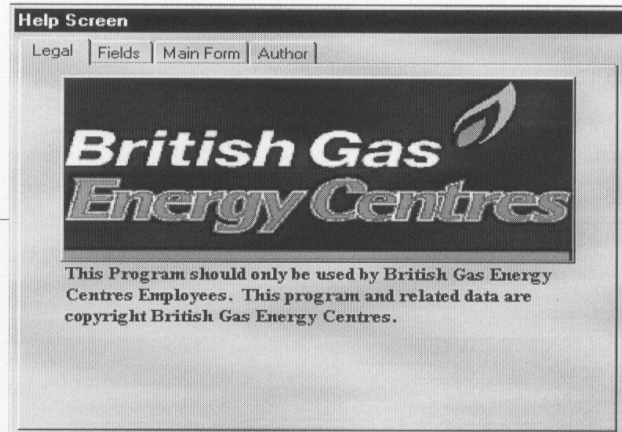
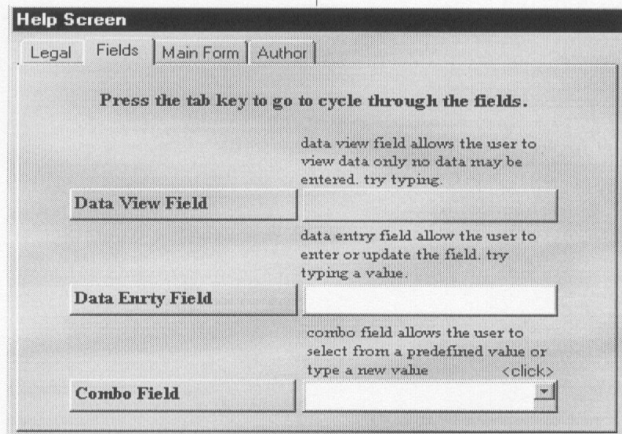
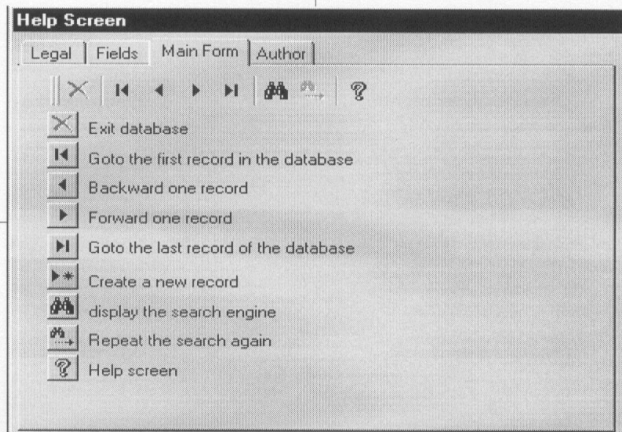
This Screen is used to add new users and mobiles half way down the screen there is a save record button, please use this to update the user database so that you can use the data in the fields at the bottom of the field. Please note the data needed to fill the screen before entering partial details.

Help screen

Displayed to the right are tab screens available when using the tabstrip. Each tab has a label;

1. Legal.
2. Fields.
3. Main menu.
4. Author.

If you press on one of the titles you will notice that the screen changes to display one of the screens shown.



Installation of the database.

Installation of the phones database on a MS Windows 95 machine.

1) On NT machines check that the computer swapfile is greater or equal to 200 megabytes.

2) Check that MS Access version 97 is installed.

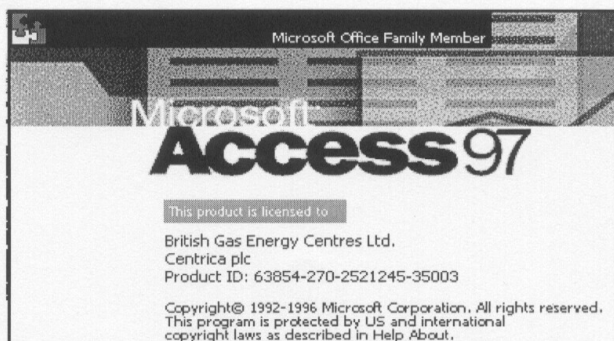
3) Right Click on Network Neighbourhood. Click on 'Map network drive' to display the dialogue to the right. Enter the details as shown.

4) Find and Install 'H:\dBase\support\setup.exe' to install support files on the host computer.

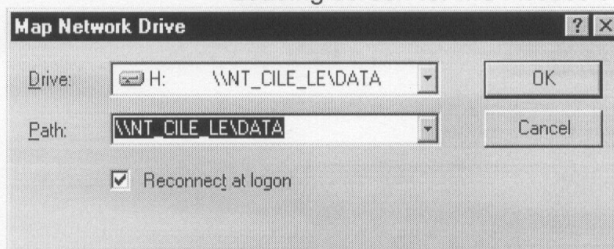
5) Using Explorer create 'C:\dBase\' and copy 'H:\dBase\Phones.mdb' into the new directory.

6) Using Explorer copy 'H:\dBase*.mdw' to the 'M:\' drive.

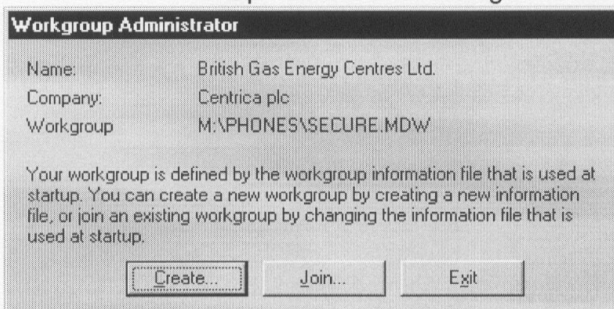
7) Find and run 'WRKGADM.EXE' change the workgroup to 'M:\secure.mdw', as shown in the screen to the right.



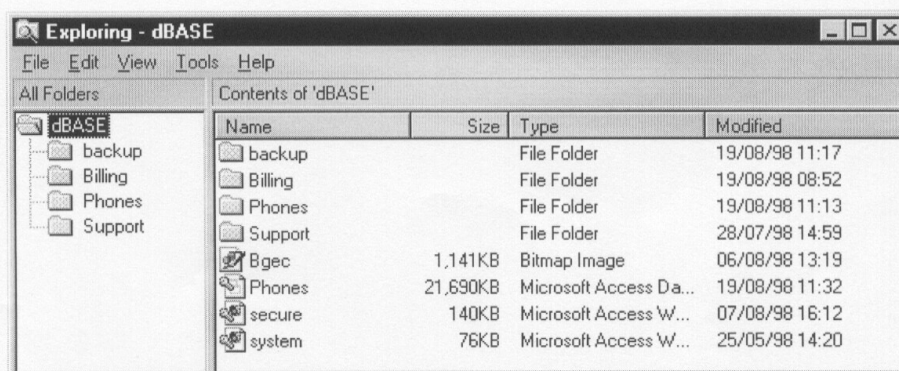
Loading screen for MS Access 97



Map network drive dialogue screen.



WRKGADM.EXE screen



Directory of H:\dBASE

Referential integrity for phone database.

