New and Changed Features in
Enterprise V4

Activity Manager

The Activity Manager has been completely redesigned for V4. All major features have been retained, and most have been improved. New design features have been implemented to simplify scheduling tasks for all users.

Activity Manager Interface

The Activity Manager window can be configured with up to four frames, each containing a different view. There are five views available: Day, Week, Month, To-Do, and Detail. When the user clicks on a frame, it becomes active. When a change is made, it will be made to the active frame. If more than one view is displayed, they can be synchronized to show the same time frame. When frames are synchronized, changes will be immediately displayed in all views. Multiple copies of the same view can be displayed at the same time. For example, two Week views can be displayed side-by-side. If this configuration is selected, and views are not synchronized, two different weeks can be compared directly. Users can drag and drop items between the views.

Activity and To-Do Dialog Boxes

The dialog boxes for creating and editing activities and To-Dos have been improved. The new dialog boxes organize the available options on separate pages which are accessed by clicking their respective tabs. The Activity dialog box includes a page for setting general parameters for the activity such as the name, time, duration, and so forth. The remaining pages are optional. There are pages for linking the activity to contacts, adding comments, assigning the activity to other users, assigning resources to the activity, checking the availability of assigned users and resources, and establishing the activity as a recurring activity.
The To-Do dialog box is similar, but only provides a general page, link page, comment page, and assignment page.

Availability Checking

Availability checking is now accessible directly from the Activity and To-Do dialog boxes. Availability checking can now be used when setting an activity for a single user.

Deleting and Editing Activities from Time Slots with Multiple Activities

A popup menu will open when the user clicks either the Delete or Edit button and the current time slot contains multiple activities. This works with any view that may contain multiple activities, including Month view.

Hide Activities

There is now an option to hide activities. When an activity is hidden, it is only visible on the browse view. This option is marked by default for TeleMagic-generated activities of the following types: letter, mail merge, e-mail, and fax.

Letter Activity Type

The Letter activity type is no longer hidden.

Number of Activities/Day Indicated

The number of activities scheduled for each day is indicated on the Month View.

Pending Activity List

You can now leave the Pending Activity List open while using other areas of TeleMagic. The Pending Activity List will not retain its position if it is closed and reopened during the same session.

Resource Scheduling Conflicts

If you attempt to assign a resource to an activity and there is a conflict, the Activity Scheduling Conflict dialog box will open when you save the activity rather than when you first assign the activity as in earlier versions. The activity will not be scheduled until you either resolve the conflict, or you choose to schedule the activity with the resource anyway.

Toolbars

Most Activity Manager functions can be accessed using the two Activity Manager Toolbars. One toolbar contains the Activity Manager Tools which are used to navigate the Activity Manager, add and edit activities, and select other user's calendars for viewing and editing. The other toolbar contains the Open View Layout Tools which are used to control how the calendar is displayed.

Undo

There is now an Undo tool for removing the activity that was just added.

Add/Edit Fields

Template Lengths

When the field length is changed, the template will be resized automatically to accommodate.

New Field Types

Several new, communications-related field types have been added. Each of the new field types has an associated icon which, when clicked, will launch the appropriate application. For example, the Web Address icon, when clicked, will launch the browser to the URL indicated in the field. The following types have been added: Wireless Messaging, Web Address, E-mail Address, FTP Address, and Newsgroup.

Automation Server

Modem Selection

Modem selection and configuration has been improved. The Modem Configuration dialog box is now arranged in pages. There are separate pages for Fax, Wireless Messaging, E-mail, and DSS E-mail. Available modems are listed on each page, where relevant options are available for configuring each modem.

Processing Pause Type

Each queue can be set to pause between each item, or to pause only when idle.

Queued E-mail

E-mail queues are supported. Single e-mail can be queued as well as filtered e-mail. E-Mail can be given hold times and will not be sent until the specified time, regardless of its position in the queue. The Automation Server will perform any merge operations on merge documents attached to queued e-mail.

Unique Queue Names

To prevent confusion, duplicate queue names are not allowed.

Word Processor Selection

Word processor selection has been improved. Supported word processors are presented on a list. Simply mark the checkbox for each desired word processor. Command lines can be automatically generated for OLE word processors.

Branch Scripting

Branch Scripting has been significantly changed for V4. The new interface is designed to make script design and implementation easier for all users who deal with scripts.

RTF Controls

RTF (Rich Text Formatting) controls are now included in Branch Scripting to improve the readability and presentation of your scripts.

User Interface

The user interface has been redesigned. The user can display either the tree view of the script, which indicates the history of the call, or any fields that have been associated with the current level of the script. The desired view is selected using tabs. The amount of space allocated to the text and Branch/Fields areas is adjustable by the user with sizing arrows.

Contact Manager

Add Note Dialog Box

There is now a checkbox that allows the user to choose a split-screen view on the Add Note dialog box. When the split-screen is selected, the upper-half of the text field will become a read-only view of the existing contents of the notepad.

Database Usage

A Database Usage dialog box has been added which will hold notes pertaining to the database's function, design philosophy, or any other relevant information. Access the Change the Database Name dialog box by selecting **Select Database** from the **File** menu and clicking **Usage**. This information can be viewed, but not edited, on the Database page of the System Information dialog box.

Deleting Activities

Linked activities can be completed or deleted from the Activities List.

Fully Customizable Toolbars

The Toolbar has been enhanced. The Control Bar has been replaced with a toolbar, and a third toolbar can be added. All toolbars are dockable with docking ports on each side of the Contact Manager screen. They can also "float" anywhere on the screen. There are separate tools available for the original toolbar (now called the System Toolbar) and the other two toolbars (the Primary and Secondary Toolbars, respectively).

The following tools have been added for the Contact Manager Toolbars:

Go to Last Record Added	Changes the current record to the last record added in the current database
Paste Contact Info to Clipboard	Places current contact information on the Windows clipboard
Quick Add	Adds a new record on the current level
View Linked TeleMagic E-mail Messages	Opens a list of linked TeleMagic e-mail messages
Sales Forecasting Rollup	Displays Sales Forecasting information linked to the current record
Search for the currently typed text	Searches for the text entered in the associated text field

The following tools have been added for the System Toolbar:

Launch TeleMagic Internet Mail	Opens Internet Mail
Add a Tack-It	Opens a new Tack-It
Message Taker	Opens the Message Taker

The following button have been replaced:

The Day, Week, and Month buttons have been replaced by View Your Schedule
The Notepad Only Records button has been replaced by the Notebook button

The appearance of the following buttons has changed:

Security
Spell Check
Dial
Set Recall
Calculator
Contact Manager
Exit
Pending Activities
Page Up
Page Down

All toolbar controls are identified by graphics and ToolTips.

Linked Documents Dialog Box

The Linked Documents dialog box has been improved. The functions of this dialog box are now divided between two pages, the Linked Documents page and the Document Management page. The Linked documents page lists all of the linked documents and provides access to the History dialog box and the Word Processing feature, while the Document Management page provides access to the linked documents for editing.

Recovering Orphan Records

To prevent the creation of orphan records, level 2 and level 3 records cannot be recovered unless their parent is available.

See Only

When a See Only option is selected, it will be indicated on the Status Bar.

Stamping the Notepad

The Add Notes and Notepad dialog boxes now have **Stamp** buttons. Clicking the **Stamp** button will add date, time, and user ID information to the Notepad of the current record.

ToolTips

To simplify identifying them, all Contact Manager tools have ToolTips. To see the ToolTip for any tool, momentarily rest your cursor over the tool and the name of the tool will appear. There are two exceptions to this: the ToolTips for the Filter and Index drop-down lists indicate the current filter and index, respectively.

Main Menu

The Contact menu has been divided into Contact Manager and Current Record menus. The Contact Manager menu contains options used for moving through the database, as well as sub-menus used to change level, views, pages, filters, and indexes. The Current Record menu contains options used to add, edit, copy, and delete records, and provides access to the current record's notepad and rollups.

Data Synchronization Server

Interface

The interface for Central and Satellite sites is now menu-based. This provides more direct access to all functions.

Options Dialog Box

The Options dialog box has been changed to a tab format. Options are now divided among five pages: Server, Security, Global File Sets, Scripting, and Miscellaneous.

Packet Transfer Options

Packets can be transferred three ways: manually, via FTP, or via e-mail. When transferring by e-mail, the option is available to use the Automation Server. When using e-mail to transfer packets, the packets will automatically be transferred to a directory where they will remain until processed. The Automation Server can be set to send, receive, or send and receive packets.

Rebuild Dialog Box

Radio buttons are now used to determine which transactions should be deleted.

Site Preferences Dialog Box

The Site Preferences dialog box has been changed to a tab format. Options are divided among five pages: Site Preferences, Initialization, Initialization Opts, File Sets, and Transaction. Initialization Security has been added to the Initialization Opts page, and has been changed to radio buttons to prevent ambiguity.

Transport Options at the Satellite and Remote Sites

Transport options can be set at the Satellite and Remote sites. When a packet is received, the transport option will be changed to that specified at the Central site.

E-mail
E-mail has been completely redesigned for V4. TeleMagic E-mail has been replaced with TeleMagic Internet Mail. Due to this radical change, even features that did exist in TeleMagic E-mail have been dramatically enhanced.

Addressing Messages

The TeleMagic Internet Mail Select Recipients dialog box can contain up to five pages:

TeleMagic Users	Consists of all TeleMagic users at the installation who have entered an e-mail address in TeleMagic Preferences.
Internet	A personal address book which can contain e-mail addresses for anyone the user may need to contact. Also holds notes, and address and phone information. Entries in this book can be organized into groups.
MAPI	The address book established for the user's MAPI mail program. This is only available if the user is logged onto MAPI.

Contacts	This page allows the user to search any accessible database for addressees.
Contacts With Merge Option	This page allows the user to address the message to the current contact, search any accessible database for the addressee, or select a filter. Addressees must be selected using this page in order to be able to use recipient's data for merge fields on merge documents. (When addressees are selected elsewhere, data for the merge fields is taken from the linked contact record.)

Addressing Messages

The title of each address line (To, CC, and BCC) are buttons. When one of these buttons is clicked, the Select Recipients dialog box is opened from which the user can select the addressee. Alternately, the user can enter the address directly in the address field. Internet addresses use the standard protocol, and TeleMagic users use the user name and ID.

Attachments

TeleMagic Internet Mail supports two kinds of attachments, standard and merge. Standard attachment can be any file. Merge attachments can be any merge document. When sending a merge attachment, the merge is performed as the document is being sent. E-mail with merge documents attached must be sent via the Automation Server.

Automatic Spell Check

There is an option to automatically spell check all messages before sending them.

E-mail Key Field

There is now an E-mail Key Field. This allows e-mail messages to be sent to the current contact, or contacts in a filter.

E-mail Status

Each message can be assigned one of five statuses: New, Opened, Sent, Queued Local, or Queued Server.

Encrypted Storage

There is an option to store e-mail messages encrypted. This will prevent messages from being read from outside of TeleMagic.

Include Original Message in Reply

There is an option to include the text of the original message as part of any reply to that message.

Independant Operation

TeleMagic Internet Mail can operate independently of TeleMagic Enterprise. When TeleMagic Internet Mail is launched externally to TeleMagic Enterprise, a login is required. When launched from Enterprise, no login is required.

Link Incoming Mail

The user can choose to have TeleMagic Internet Mail search available databases for matching e-mail addresses and link the mail to that contact.

Linking Messages to Contacts

Messages can be linked to contacts. When a message is linked to a contact, the information on that contact can be displayed from TeleMagic Internet Mail. The user can also open the Contact Manager to the linked contact from TeleMagic Internet Mail. E-mail Rollup lists can be added to the database from which linked e-mail messages can be accessed.

Mail Folders

There are six pre-defined folders in TeleMagic Internet Mail: Inbox, Outbox, Deleted, Sent, On Hold, and Undeliverable. The user can define additional folders, or subfolders for any of the pre-defined folders.

MAPI Support

TeleMagic Internet Mail allows the user to interface with their MAPI mail program. TeleMagic Internet Mail messages can be sent via the MAPI program, and can use addresses in the MAPI address book.

Multiple Accounts

TeleMagic Internet Mail allows users to create as many profiles as they may require. This can be useful if the user has several Internet accounts. Once established, mail can be retrieved from any account by selecting the appropriate account from a menu.

Password Protection

E-mail messages can be password protected. When received, the message will only open when the recipient's TeleMagic password is presented. If the recipient does not have a password, the message will open automatically. This feature is only available for messages to TeleMagic users.

Paste Contact Information

Contact information can be stamped into the text of a message if the message is linked.

Receiving Messages

The interval between checking for messages can be set by the user. Maximum size of incoming messages can be specified. The user can choose whether or not to be notified. E-mail notification can be visual, audible, or both.

Stamping the Notepad

There is an option to stamp the Notepad when sending linked e-mail to contacts. When selected this will stamp the Notepad with the text of the message as well as the file names of any attachments.

Support for Data Synchronization Server

Packets can now be sent as attachments to e-mail messages. DSS packets will be delivered to a directory where they are stored until processed.

Support for Standard Mail Protocols

TeleMagic Internet Mail supports POP3 and SMTP for local e-mail.

E-mail Preferences
E-mail Preferences are now separate from TeleMagic Preferences. The Preferences dialog box for TeleMagic Internet Mail is divided into nine pages:

General

The General preferences page includes settings which allow the user to determine when messages are permanently deleted, how to handle replies, whether to use Rich Text by default, whether to use encryption, the Mailbox name and password, whether to make TeleMagic Internet Mail the default mail client, and where to store attachments.

Display

Display preferences determine which sections of the main TeleMagic Internet Mail screen will be visible. There are four sections which are optional: the Toolbar, the Status bar, the Folders section, and the Message Body section. The Message Information section is always displayed. Also on this page, the user can define what font effects to use when displaying messages. For example, new messages can be indicated in bold face and deleted messages can be indicated in strike-through.

Servers

All established e-mail accounts for the user are indicated on this page. Existing accounts can be modified, and new ones created, from this page. This page is also used to select whether to log on to MAPI.

Delivery

Options on this page determine how often to check for new messages, the maximum acceptable size for any message, and how to notify the user when new messages are received.

Spelling

This page offers various options related to spell checking e-mail messages. TeleMagic Internet Mail can automatically check all messages before they are sent, and can be set to ignore unrecognized words based on a number of factors.

TeleMagic

To use certain TeleMagic Internet Mail functions, the user must be logged into TeleMagic. There are options on this page which allow the user to determine when to log onto TeleMagic, where the TeleMagic installation is located, whether to link incoming mail to contacts, where to search for contacts based on e-mail addresses, whether to stamp the Notepad, and whether to create activities based on e-mail messages.

Automation Server

All existing Automation Server accounts are listed on this page. New accounts can be added, and existing ones created, from this page. The user can also choose whether to be notified in the event of failure, and whether to fail messages due to invalid fields. The Automation Server can be used to send, receive, or both send and receive e-mail. The user can choose to stamp the contact's notepad and/or create an activity when mail is sent using the Automation Server.

Filters

TeleMagic Internet Mail can use filters to determine how to handle incoming messages based on the contents of certain fields. All such filters which have been created are listed on this page. Existing filters can be modified, and new filters created, from this page.

Addresses

This page provides several options for how names should be displayed in the address book.

New Message Options

Four options are available when a new message is created:

Queue to Automation Server

Messages can be sent to any available Automation Server queue. When a message is sent to the queue, it will be moved to the Sent folder with the status of "Queued Server". The status will change to "Sent" when the Automation Server informs TeleMagic Internet Mail that the message was sent.

Queue Message Locally

When a message is queued locally, it is placed in the Outbox with the status "Queued". It will remain in the Outbox until the user processes the Outbox. When the Outbox is processed, any messages queued there will be sent to their recipients, and sent to the Sent folder with the status of "Sent".

Send Immediately

When a message is sent immediately, it will be sent to the recipient via the method chosen. It will be sent using Dial Up Networking (DUN), or the proxy server. In either case, the message will be transferred to the Sent folder with a status of "Sent".

Place On Hold

When a message is placed On Hold, it is transferred to the On Hold folder with a "Pending" status.

Functions

CHILDMEMO( )
Sums the contents of lower-level memo fields on the parent's memo field.

DTSTAMP( )
Returns the string used to stamp memo fields. This consists of the date, time, and User ID, seperated by dashes.

GETDISTANCE( )
Returns the straight-line distance between the center point of two ZIP codes. This function requires the ZIP Code Lookup add-on.

GETZIPCODE( )
Returns the ZIP code for a specified city. This function requires the ZIP Code Lookup add-on.

GETZIPINFO( )
Returns the area code, city, county, and/or state based on ZIP code.This function requires the ZIP Code Lookup add-on.

HASACTIVITY( )
New parameters have been added to this existing function. A date range and search string can now be specified.

HASEVENT( )
Finds records which have fields containing a significant date that occurs from the current   date to some number of days in the future or past.

NPDMERGE( )
Combines the contents of two memo fields, sorted by date.

TXTMERGE( )
Merges and sorts the contents of two text expressions, and eliminates any duplicates.

VERIFYZIPINFO( )
Validates a combination of city, state, and ZIP code. This function requires the ZIP Code Lookup add-on.

Import

The Import feature has been significantly changed for V4. Most apparent is the new wizard format, designed to simplify the process of importing data to your TeleMagic databases.

Duplicate Records

There are now three options available when a record being imported is a duplicate. The record can be added as a new record, merged with the existing record, or rejected. The check for whether a record is a duplicate is based on existing duplicate record check indexes, an individual index, or an expression.

Express Import Format

When importing a flat (one-level) file, the Express Import Format can be used. This format requires only the minimum information from the user, and accepts all defaults. This import will execute faster than others.

Field Assignment

Field assignment is now accomplished through the use of a two-sided list. On the left side of the list, source fields are displayed. This column can be toggled between field name and prompt. The right side of the list is initially blank. When the user clicks on one of the spaces, a drop-down list will open containing all available fields in the target database. When one of the fields is available, it will be entered into the selected space on the list. The list toggles between Field Name and Sample Data.

An expression can be created which will allow the user to specify what information from the source database should be included in the target field. Parts of fields, multiple fields, variables, and literals can be used in the expression.

Field Calculations

Import can perform field calculations during the import. This option will increase the time required for the import, but will eliminate the need to perform the calculations after the import.

Import Field Rules

Field rules can be used to filter data based on the selected criterion.

Import Progress Indicator

The Import Progress Indicator now includes information concerning how many records have been imported, how many records were merged, as well as other pertinent statistical data. The update rate of this indicator can be set in the Import definition. The speed of the import can be improved by increasing the amount of time between updates.

Notepad Stamp

The Notepads of imported records can be stamped with the time and date of the import, the user ID of the person performing the import, and any text the user wishes to include. For example, the phrase "Imported from Jennifer Cram's laptop" could be stamped to help identify the source of the record.

SDF File Parser

The Standard Data Format file parser now consists of a ruler across the top of the window. Data is listed across the window with rows for sample records. Clicking on the window will insert a field break. Lines can be dragged to new locations, or removed as required. There is an indication of field length.

Single-User and Multi-User Modes

There are now two import modes available: Single-user and Multi-user. The Single-user mode is faster and allows more options, but requires that all users be out of TeleMagic. Multi-user does not require exclusive use of TeleMagic.

Supported Import Formats

In addition to TeleMagic and dBase III, the following formats are supported for import:

System (Standard) Data Format	SDF	
Comma Delimited Format	DLM	
Tab Delimited Format	TAB	
Microsoft Multiplan® version 4.01	MOD	
Lotus 1-2-3® version 2.x		WK1
Lotus 1-2-3® version 1a	WKS	
Lotus Symphony® versions 1.1, 1.2	WR1	
Lotus Symphony® versions 1.0	WRK	
Microsoft Excel® Worksheet	XLS	
Microsoft Excel® version 5.0	XL5	
Microsoft Excel® 97	XLS	
User Defined Delimited	UDD	
RapidFile V 1.2	PDO	
Paradox V3.5	MOD	
Paradox V4.0	MOD	
Framework II	DIF	

Updating Indexes

Indexes can be rebuilt either during the import or after the import, during rebuild. This option can noticeably reduce the time required for large imports.

Validation of Incoming Data

If your target database has fields which are validated, based on list boxes or expressions, Import can be set to ignore data that does not meet the validation requirement and import it anyway, or reject this data. In the event that the data should be rejected, either the entire record can be rejected, or only the fields containing the data. Rejected data is stored in a rejected record file.

Wizard Interface

A wizard is used to create new import formats. After a format is created, it can be edited using a dialog box containing pages which correspond to the steps performed in the wizard.

Miscellaneous

Bulletin Board

The Bulletin Board contains messages written on Tack-Its. (See the Tack-Its topic for more information on Tack-Its.) Tack-Its that appear on the Bulletin Board are similar to other Tack-Its in most respects, except that anyone with access to the Bulletin Board will be able to view these notes. Right-Clicking on the Bulletin Board opens a floating menu which contains most available options.

Cross Level Indexes

Cross level indexes are no longer allowed. When upgrading an installation that includes cross level indexes, those indexes will be removed. The rebuild report will indicate any indexes which were removed.

Database Utility

Template Maker is now part of the DBUTIL suite of utilities.

Goto

The Goto feature no longer requires an index to be selected. If a multiple index is available, it will be used. When a multiple index is used, the current level will be searched first, followed by the parent level.

Key Fields

The Key Fields list now consists of two parts. The left side of the list is a scrolling list of the names of the key fields. To assign a field to a key field, click on the space to the right of the key field. A drop-down list containing eligible fields will open. Select the desired field and the name of the field will be inserted to the space associated with the selected key field.

Login

There is a password confirmation field on the first-time login dialog box.

Message Taker

The TeleMagic Message Taker is based on the "While you were out" note pads. TeleMagic users are selected from a drop-down list, and the date and time of the message are entered automatically. There are fields for the name and phone number of the caller, who they represent, the subject of the message, and the message text. There are checkboxes for the expected response (Please Call Back, Wants to See You, etc.). Messages can be linked and password protected. There are page and notify options.

Notebook

Notepad Only records have been replaced by the Notebook. The Notebook has two index options available, Note ID and Description. Notebook records can be personal or database. The Notebook can use any available font and includes RTF controls.

Pending Activities List

Position is maintained in the Pending Activities list. If a date for an activity is changed, the position in the list will not go to the new date.

Rebuild Options

Data Synchronization Server and Automation Server tables can now be rebuilt as part of the TeleMagic Enterprise rebuild. When rebuilding these tables from Enterprise, defaults will be used for the rebuild options.

Sales Forecasting Dialog Box

The Sales Forecasting dialog box has been changed to a tab format. There are five pages: Forecast, Contact Link, Sales Progress, Closed Sale, and Reports. Some of the new pages entirely replace dialog boxes which were previously accessed from buttons. Others divide functions which had been located entirely on the main Sales Forecasting dialog box. Contact information can be pasted into the memo field using the Paste Contact Information button.

Send Fax Dialog Box

The Send Fax dialog box has been redesigned. All options are divided among five pages:

Fax

The Fax page includes information concerning who is sending the fax, who is receiving it, the receiving fax number, the subject, and the path to the cover sheet (if any). Also, several options are set on this page, including notification, activity creation, stamp options, and which queue to use.

Docs

The Docs page allows the user to specify up to ten documents to accompany the fax.

Options

The Options page contains controls which allow the user to delay transmission of the fax to a later date and time, specify notification options, specify stamping options, specify merge options, and specify the filter to be used (if any).

External Docs

Externally produced documents can be captured for faxing from this page. Captured documents and reports, both Standard and Custom, can be selected for transmission with the fax.

Comments

Comments to be included on the cover page of the fax can be entered on this page.

Spell Checker

The Spell Checker has been replaced. Changes to the custom dictionary in the new Spell Checker are all user-specific. The new Spell Checker has a different interface and an improved missed-word suggestion function.

Tack-Its

Tack-Its are small notes that can be placed anywhere on the Contact Manager screen. Tack-Its can be attached to specific records, one particular database, or be global. Tack-Its can be visible to all users who have access to the database they are attached to, or only to the author. Tack-Its come in a variety of colors, can be resized, and can be spell checked. There is no specific limit to how many Tack-Its can be created. Right-clicking on a Tack-It opens a floating menu which contains most available options.

Update/Upgrade Report

There is an option to review and print the Upgrade report after the Update or Upgrade rebuild is performed. The report is viewed in WordPad and can be printed from there.

User Groups

Member lists for User Groups are now in alphabetical order.

Wireless Messaging

The area code "800" is no longer required for paging.

Workstation Setup

All files are copied to a node when it is first set up, rather than when it is first launched. There is a check to verify that the files were copied the first time the node is launched, and they are copied if necessary.

Preferences

Century Rollover

Century Rollover is included under System Preferences. Enter a number in this field and that will become the date used as a cut-off for the twentieth century. For example, if 95 is set as the Century Rollover, any year entered as a two-digit number that is equal to or lower than 95 will be recorded as being in the twenty-first century (20*xx*). Any year entered as a two digit number that is greater than 95 will be recorded as twentieth century. In this example, if the user entered "95", the year would be recorded as "1995", while entering "94" would be recorded as "2094".

E-mail Address

Users can have their e-mail address included along with other user information. This address will be used by TeleMagic Internet Mail.

Preferences Dialog Box

The Preferences dialog box now uses a page format. All preference sets are represented on the fourteen pages of this dialog box. All preference sets previously included in the Preferences dialog box have been retained except E-mail. E-mail preferences have been moved to TeleMagic Internet Mail. The tab for any preference sets not available to the current user are grayed out.
The preference category of the current page (user, database, or global) is indicated in the title bar of the dialog box. For example, if the currently open preference set is Activity (and Jennifer Cram is the current user), the title bar will say "Activity Preferences for Jennifer Cram". If Toolbar preferences are set to Database (under Directory Preferences), Documentation is the current database, and Toolbar is the open page, the title bar will say "Toolbar Preferences for Documentation", and so forth.

Toolbar Configuration

The Toolbar Configuration screen is now a mover dialog. The toolbar being edited is selected from a drop-down list, the desired tool is selected from a scrolling list, and the tool is added to the toolbar by clicking **Add**.

User Setup

When adding a new user, or changing an existing user, the information is now entered on a dialog box. A field has been added for the user's e-mail address.

Reports

Custom Reports

The interface for the Report Generator has changed. Improvements include floating toolbars, simplified dialog boxes, and more direct control over what data is used in the report.

User List

A new report has been added to the System Reports, User List. This is a compact list of users for the current installation.

Screen Designer

Dockable Control Bar

The Control Bar is now dockable. It will dock to any of the four sides of the screen, or can "float" anywhere on the design field.

Overiding Checkbox Prompts

There is now a prompt field in Field Properties for checkboxes. This entry will override the prompt entered when the checkbox field was defined.

Rollup Lists

There are two new rollup lists, E-mail and Sales. The E-mail rollup is similar to the Document rollup but lists linked e-mail messages. The Sales rollup displays linked Sales Forecasting information. The Rollup List has been renamed Contact List. There is now only one tool for all rollup lists. When this tool is active and placement is set for the new field, a selection box will open from which the user selects the type of rollup list they want to add.

Word Processing

Document Organization

Word processor documents are now organized into a tree view. There are separate folders for documents and templates. Each of these folders has subfolders for user, database, and global documents.

OLE Word Processors

The path and filename required to access certain word processors can now be determined automatically.

Save Merged Documents

There is an option to save merged documents. When this option is selected, a document file will be generated for each recipient of a merge document. The file will contain the exact information that was sent to the contact and will be accessible as a linked document.