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Reference

Introduction

Welcome to Household Register for Windows (HRW). HRW is an easy to use full featured program that permits you to maintain a detailed inventory of your possessions.

If you are typical, you do not have an accurate inventory of your household or office possessions. HRW is designed to easily remedy the problem.

Customer Support

Note: Customer support is only provided to registered users. We will provided limited support to unregistered users such as helping to resolve installation problems.

We have made the program as easy to use as possible. However, if you have a problem and find the documentation and help inadequate, we would like to here from you. We reserve the right to end free customer support six months following the purchase date. We reserve the right to terminate customer support for any person who uses profane abusive or harassing language. You can reach us by mail at:

TurboSystemsCo
P.O. Box 965368
Marietta, GA 30066-0007

You will get faster service from us via electronic mail or FAX.

Compuserve ID: 72427,1603
Prodigy ID: RXJX53A.
GENIE ID: L.TURNER1
FAX: 404-591-4988

As a registered user of Household Register, you are entitled to telephone support. Fill free to call us with your questions at 404-516-8575. Telephone support hours are 10am-4pm eastern time Monday-Friday.

Satisfaction Guarantee

If you register Household Register for Windows, TurboSystemsCo provides a 90 day no questions asked   money back guarantee. If not satisfied with the program or service for any reason, just return the complete program package within 90 days of the invoice date for a full refund less shipping and handling fees.

Data Operations

Data operations allow you to add, edit, delete, undelete, copy and save records. All the operations are selectable from the tool bar or <u>main menu</u>.

Click the Add Button on the tool bar to create a blank record to type in your information. You can move from field to field by using the [Tab] key or buy using the mouse. Press the Save Button to save the information to disk.

The Delete Button marks the currently displayed record as deleted. The record is no longer displayed, but is stored on disk. Prior to packing the database, the record can be restored by use of the Undelete Button.

The Undelete Button is used to undelete a record previously marked for deletion. This must be used in conjunction with the View Menu item on the <u>Main Menu</u>.   Select View Menu then Deleted Records. The records previously marked for deletion can be undeleted.

The Copy Button makes a duplicate record of the displayed information. This is useful when adding records where the information is almost identical.

The Save Button writes the displayed record to disk. After adding, editing or copying, the button must be clicked to save the data.

Editing a Record

To edit a record use the mouse to place the cursor in the field you want to change, make the changes then click the save button. You can also use the [Tab] key to move to the field you want to change.

Browse Query

Several ways are provided to browse and query your database. Four Button Keys are provided to allow you to browse from the data entry screen.   The Find Button is used to search for information on one of the index fields (Item#, Item, Location, Category or Owner). The Query Button allows you to perform complex searches on all fields.

Browsing

Moves the database to the first record in the database based on the primary index selected.

Moves the database to the last record in the database based on the primary index selected.

Moves the database to the previous record in the database based on the primary indexed selected.

Moves the database to the next record in the database basedon the primary index selected.

Find A Record

Click the <u>Find Button</u> to locate an item by RECORD#, CATEGORY, LOCATION, OWNER or ITEM. When the button is clicked the Find Window is displayed.

Enter the value you want to search for in the Text Box. If an exact match is found, the item is displayed in the Inventory Entry Window

If multiple matches are found, a pop up Browse/Choose Window is displayed with the cursor placed on the first item that matches. If no match is found the cursor is placed on the item that is the nearest match.

The Browse/Choose allows you to browse through the database and choose any item for display in the Inventory Entry Window

Query

While the <u>Find Button</u> can only search on one index field, the <u>Query Button</u>   allows you to perform complex searches on any combination of fields. When the button is clicked the Query Window is displayed.   The Query Window allows you to enter various selection criteria which will create a subset of the main database. To return operations to the full database press the **Reset Button**.

Reports

Select Reports from the Main Menu to display the Reports Menu. Reports can be displayed on the screen or printer

Printer Reports

If you select one of the printer reports, the report is generated and sent directly to the printer.

Screen Reports

If you select one of the screen reports from the menu, it is generated and displayed in a window. You can page through the report using the arrow keys displayed at the bottom of the window.

You can also send the report to the printer by selecting the printer icon at the bottom of the window.

The Zoom Button (button with 3 rectangles) allows you to zoom the report. The first click gives you a full page view. The second click gives you a magnified view. The third click returns the view to the original size.

Report Types

There are multiple reports that can be listed.   Refer to the printed manual for information on each of the report formats.

Main Menu

The <u>Main Menu</u> provides a means to access and perform all functions required by the program. Most of the functions can be performed from the Toolbar.   To access the <u>Main Menu</u> without a mouse, press the F10 function key. To select a menu item without a mouse, press ALT+ the underlined letter. There are a few fucntions such as ReIndex that can only be accessed from the <u>Main Menu</u>.

File Menu

The **Open** Menu displays Inventory | Category | Location | Owner.   These items open the applicable data entry window.

Edit Menu

The **Edit** Menu displays the standard windows items for copying, pasting and cutting information to and from the clipboard. Highlight a field and select the appropiate item.

Record Menu

The Record Menu provides the same functions that can be accessed from the Toolbar.

Tools Menu

The ReIndex | Pack menu items displays the ReIndex Window that allows you to select the files you want to reindex. In addition to rebuilding the index files, the Pack item removes the records marked for Deletion Button from the database.

Once the database is packed, the records previously marked for deletion cannot be Undeleted. You should reindex the database if you notice that records are not being displayed in the correct order.

The Calculator and Calendar menu items access the standard window's Calculator and Calendar programs.

View Menu

The **Index Order** allows you to select the index order that the items are displayed when the First, Last, Next and Previous keys are accessed.

Natural Order displays the record in the order that they were entered in the database.

Query Order displays the items in the order selected on the Query Screen when building the Query.

Deleted Records displays the records marked for deletion by the Delete Button. The records displayed can be Undeleted so they can be displayed normally again.

REPORTS

Windows

Allows you to arrange the displayed windows in standard windows formats.

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