

# ShareBiz V1.0 for Windows™ 95

Business application for Shareware Authors

## User manual

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### **1. Overview**

#### **1.1 General view**

ShareBiz includes three main notebooks :

The Sales notebook affords day-to-day management: registration in the database, computing of registration keys with functions that you provide, production of envelopes, diskettes, invoices, automatic answer to e-mail registrations ...

The Distributors notebook affords maintaining a base of Shareware distributors, and handling mailings to these distributors.

The Parameters notebook includes the information you have to provide in order to fully customize ShareBiz.

#### **1.2 ShareBiz Main Characteristics**

ShareBiz was realized with two main goals:

- Maximum performance during use
- Maximum adaptation to your specific needs

Printing uses your own document models in your own Word Processor, which is launched on your behalf when necessary, and with which ShareBiz communicates using DDE. On the concrete side, ShareBiz gives your Word Processor a DDE instruction line to open a document model that includes an automatic open macro (for Word 7, AutoOpen). This macro takes its current data from an intermediate data file (Xexport.db), then launches the printing. The last part of the DDE instruction line is a statement to close the document model. Various models are provided for use with Word 7.

ShareBiz uses some specific functions that you provide in a DLL named Function.DLL. These functions regard the computing of registration keys for your programs, the computing of a new invoice number from the last one known,

the recognition of various e-mail registration messages formats. ShareBiz dynamically opens Function.DLL, finds the names of the functions to use in its parameters, and calls these functions on your behalf. **These function MUST use the cdecl convention for their code generation.**

Electronic business : ShareBiz uses the exchange framework. It gets the messages from Exchange Inbox, answers automatically to these messages (you provide functions for e-mail formats recognition. Defaults functions are provided for CompuServe and the PsL), and then moves these messages to a storing folder. The unrecognized messages are left unchanged. You normally access to these using the Exchange client. Of course, your messaging provider has to provide a module dedicated to Exchange. So does CompuServe (Go Csmail to download this module).

## **2. The Sales Notebook**

### **2.1 The data**

All sales data is stored in a unique table named Xsale.db. The number of fields used is kept to a minimum, both for display size and minimal typing considerations.

Both a billing and delivery address may be specified. The delivery address has to be specified only if it is different from the billing address. No phone field is provided (rarely used). However, a FaxOrEMail field affords quickly communicating with customers.

Concerning the product, the box on the right side affords selecting the language. The license owner box has its default value obtained by concatenating the title and the person. The key is computed after a function that you provide in Function.DLL («template» empty function provided). Known bug: during the first display of the ShareBiz window, the key of the first record is not displayed.

Order date: by default, the current date.

Origin: affords easily finding the original registration (the paper order, the message ...)

Customer reference: useful for companies, that don't pay the day of the order ...

Tax: uncheck this box if no tax is applicable.

### **2.2 The tools**

Actions on the table are effected with the database navigator, or with the toolbar tools :



Moves to the first, previous, next, last record ...



Adds an uninitialized record to the database.



Deletes the current record. ShareBiz asks you a confirmation.



Updates the current record.



Validates the current update.



Cancel the current update.



Displays the current record again.



Displays the ShareBiz license owner name. Don't forget to register if you wish to see new versions of ShareBiz in the future ...



Shows the sales table in a grid. The field names appear in the column headings.



Launches the Windows calculator.



Adds a record to the database. The order date, number of licenses, and invoice number are initialized. You provide the invoice number computation function in Function.DLL (Example provided in Function.cpp).



Adds as many records to the database as there currently are active registration messages in your Exchange Inbox. The entry of records is handled with an interactive dialog. You must provide the e-mail registration messages recognition functions in Function.DLL (template models are provided in Function.cpp for CompuServe and the PsL). You can also add more functions for new distributors .



Print diskette labels (Word 7 example provided).



Prints an envelope at the current user address. (Word 7 example provided).



Simultaneously launches the printing of an invoice and the production of a diskette. (Word 7 example provided).



Launches the edition of a free format mail, opening a mail model in your Word Processor. (Word 7 example provided).



Selects all records having a given person name.



Selects all records having a NetAmount, but no PaymentDate. This concerns the users that directly ordered your product to you, but who didn't pay yet. Normally, the users having ordered your product to distributors won't have any NetAmount, as they don't have to give money to you, but to the distributor.



Affords an SQL selection with your own criteria. The field names are given hereafter, but can also be seen using the grid view form column headings.



Prepares an accounting board between two dates. The data of the first two boards may serve as a basis for your tax computations, as they give the amounts of taxes by currency. Ideally, you should have only one line (corresponding to your own currency) in the first board. Instead, you will receive some few payments that are subject to taxes and that are not specified in your own currency... This board will afford knowing that these payments exist, so that you could find them again, convert them to your own currency, sharing their amount in NetAmount and Taxes, and last, to (manually) add them to the amounts in your own currency.

Last important point, the date used for records selection is the payment date and not the order date. Here are the SQL instructions used to produce these boards :

1 - Select Currency, Sum(NetAmount), Sum(Tax), Sum(NumberOfLicenses) From Xsale.db

Where (:datei <= PaymentDate and PaymentDate <= :datef) and (Tax IS NOT NULL and Tax <> 0)  
Group By Currency;

2 - Select Currency, Sum(NetAmount), Sum(NumberOfLicenses) From Xsale.db  
Where (:datei <= PaymentDate and PaymentDate <= :datef) and (Tax IS NULL or Tax = 0)  
Group By Currency;

### **3. The Distributors Notebook**

#### **3.1 The data**

All distributor data are stored in a single table called Xdistributor.db. This table is indexed by language. For a given language, the records are stored sequentially. The distributor data are essentially address data plus a License owner name data affording generating keys for free licenses of your products to distributors.

#### **3.2 The tools**

Actions on the table are effected with the database navigator, or with the toolbar tools :



Moves to the first, previous, next, last record ...



Adds an uninitialized record to the database.



Deletes the current record. ShareBiz asks you a confirmation.



Updates the current record.



Validates the current update.



Cancel the current update.



Displays the current record again.



Displays the ShareBiz license owner name. Don't forget to register if you wish to see new versions of ShareBiz in the future ...



Adds a record to the Distributor database.



Prints an envelope at the current distributor address. (Word 7 example provided).



Launches the edition of a free format mail, opening a mail model in your Word Processor. (Word 7 example provided).



Prepares a mailing for a given product and language. Exports in the Xexport.db table all the address data of distributors speaking a given language, then launches a document model merging this data ... The mailing text must be externally prepared in your Word processor. (Word 7 example provided).

## **4. The Parameters Notebook**

Includes the information for ShareBiz customization. It includes the following notebooks :

### **4.1 The Scrolling lists Notebook**

The data on this notebook feed the Languages, Origins, Payment means, and Titles scrolling lists. The title table also contains a politeness word (Dear, Cher, Chère, ...) that will be used in the mails.

### **4.2 The Products, Currencies, Prices Notebook**

The data on this notebook feed the Products, Currencies and Prices scrolling lists. The price data is used in the Sales notebook, when entering the price edit box.

### **4.3 The Printing, Batches Notebook**

The first panel includes data for launching, communicating with and stopping your Word Processor. (Examples provided for Word 7).

The second panel affords giving DDE command lines used for each document type, or Diskette production command line. For a record to be effective, both a Product and a Language must be specified. Producing records for all possible couples is strongly recommended. If a document model or diskette production program is used in several cases, enter the same command line for these several cases.

All document models may access to a table provided for Exchanging data with ShareBiz (Xexport.db). The field list is given hereafter. All fields are not used in all situations. In fact, only the Invoice/Diskette tool sets up all these fields. The other tools set up only the address fields, and the labels tool does not set up nothing.

"Batch" includes the executable file name used when you click the Invoice/Diskette tool. The command line includes two arguments : the license owner name (between double quotes) and the registration key.

Here is the Xexport.db field list :

<u>Name</u>	<u>Size</u>	<u>Comment</u>
Date		
Person	32	
Name	32	Last word of the person name
Politeness	8	Cher, Chère, ...
Title	8	
Company	48	
Address	40	crLf's between the address lines
FaxOrEMail	40	
Product	32	
Language	2	Language code
Licensee		64 License owner
Key	16	Registration key
Reference	32	Customer reference
NumberOfLicenses		
Currency	3	Currency
PaymentMeans	16	Check, Visa, ...
PaymentDate		
InvoiceNumber	16	
NetAmount		Net amount
Tax		
Total		Total amount
DeliveryCompany	48	Delivery company

DeliveryPoliteness	8	...
DeliveryTitle	8	
DeliveryPerson	32	
DeliveryName	32	
DeliveryAddress	255	
DeliveryFaxOrEMail	40	

#### **4.4 The Messaging Notebook**

The first panel affords giving some general parameter for Exchange use. The after processing storing folder is the one where ShareBiz will store the recognized e-mail registrations. **You have to create this folder manually.**

(To be able to use Exchange, you have to have a subscription to a messaging service such as CompuServe, but this service also has to provide a module dedicated to Exchange. So does CompuServe. To download this module, Go Csmail).

The second panel affords specifying the format recognition functions for each origin (CompuServe, the PsL ...). These functions should exist in Function.DLL. You may have several records for a single origin, if you have several products at this same origin. In all cases, you will have to specify the product identifier by the distributor, and the corresponding product name in ShareBiz.

Last point : **the template e-mail answer model is a simple text file named register.txt.** This file must exist in your installation directory. Of course, a default model is provided. This file includes the answer model used for all e-mail registrations, in which the following keywords are replaced by their corresponding field counterpart :

\$Person, \$Title, \$Company, \$Address, \$FaxOrEMail, \$Product, \$Language, \$Licensee, \$Key, \$Reference, \$NumberOfLicenses, \$Currency, \$PaymentMeans, \$NetAmount, \$Tax, \$DeliveryCompany, \$DeliveryTitle, \$DeliveryPerson, \$DeliveryAddress, \$DeliveryFaxOrEMail

#### **4.5 The tools**

The Parameter notebook tools afford exchanging information between ShareBiz and text files.



Imports data from a text file. Each record is composed of the 23 fields of the Xsale.db table, delimited by tab characters (#09, \t, ...) and followed by a crlf (#13#10, \r\n, ...). The number of lines occupied by a record is not known *a priori*, as the address fields may contain crlf's. Here is the fields detailed list :

<u>Name</u>	<u>Size</u>	<u>Comment</u>
OrderDate		
Person	32	
Title	8	
Company	48	
Address	255	maxcrlf's between address lines
FaxOrEMail	40	
Product	32	
Language	2	Language code
Licensee	64	License owner
Origin	16	Order origin
Reference	32	Customer reference
NumberOfLicenses		
Currency	3	Currency
PaymentMeans	16	Check, Visa, ...
PaymentDate		
InvoiceNumber	16	
NetAmount		Net amount
Tax		
DeliveryCompany	255	maxDelivery company
DeliveryTitle	255	max

DeliveryPerson	255 max
DeliveryAddress	255 max
DeliveryFaxOrEMail	255 max



Exports the data to a text file. Each record exported is composed of the 23 fields of the Xsale.db table, delimited by tab characters (#09, \t, ...) and followed by a crlf (#13#10, \r\n, ...). The number of lines occupied by each record is not known *a priori*, as the address fields may contain crlf's.