WhatPill 1.2, Tutorial 8 - Menu Functions
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(tutorial 8 of 10)

Topics covered:

- General info
- All Menu Options
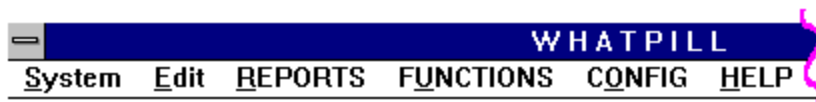
General Info on WhatPill's menus

WhatPill's top-bar menu varies somewhat depending on where you are in the program. In some sections, for instance, the Functions menu is absent. In others, the Reports menu is gone. All sections have a Config menu pad, but the Config menu is limited in what it has on it in all places except WhatPill's main display screen. This tutorial will be showing you the menu as it is from WhatPill's main display screen, unless specified otherwise.

I'm assuming you know how to use the mouse to go to menu options and make selections. But there are ways to operate the menus from the keyboard that can be nice to know. You see that certain letters are underlined on WhatPill's menu: the "S" in System, the "E" in Edit, the "R" in REPORTS, etc. You can open each menu pad's menu from the keyboard by keying the ALT-shifted underlined letter. For example, keying ALT-R (hold ALT key down like it was a shift key and type "r") will open up the REPORTS submenu. You can also just hold the ALT key down for half a second, all by itself, and let go. This activates the system menu -- you'll see "System" become highlighted. Then you can use the **left-** and **right-arrow** keys to highlight the desired menu pad and hit **Enter** to select it.

Once the menu has been opened up, you can use the **up-** and **down-arrow** keys to highlight a selection and hit **Enter** to select that option. You can instantly select a menu option by keying just that letter that you see underlined in the option (<u>not</u> an Alt-shift this time, but just the letter by itself).

Prep screens: By the way, most every menu function in WhatPill always has a small "prep screen" or information prompt which tells you what the function is going to do before it does it. So you can safely explore the various functions by selecting them and reading the prep screens and not have to worry about the function running off and doing itself on you with no warning.

Here's a screen shot of WhatPill's main menu:

WhatPill's main menu bar

Note that all options are in CAPs except the first two, **System** and **Edit**. This is because the **System** and **Edit** menus are not menus so directly connected with WhatPill's functionality as the other options are. The **Edit** menu is there primarily to provide cut-and-paste operations with the mouse and to define hot keys for the same (**Ctrl-X** cuts, **Ctrl-C** copies, **Ctrl-V** pastes). I venture to say that you will never have a reason to manually go to the **Edit** menu in WhatPill unless, like me, you are sometimes too lazy to take your hand from the mouse and move it to the keyboard to do a hot-key for cut or paste. You can ignore it. (It does help remind you what the hot keys for the various operations are, if you don't know these yet.) All the **System** menu has on it is access to special little "app-lets" that you may or may not have occasion to use in WhatPill: a calculator, a calendar/diary, a little puzzle, and a conversions application. You can also quit WhatPill from the **System** menu.

We'll now take up each of WhatPill's six submenus in order and go over all the options. In many cases, the on-screen help is sufficient for explaining how to use the function associated with a menu option and you will be referred to it instead of duplicating the instructions in this tutorial.

System menu

Here you can see how "hot keys" are assigned to some of the menu functions. The Calculator has an **Alt-C** for a hot key, and the Quit function has an **Alt-Q**. Hot keys allow you to activate that menu's option without having the open up the menu. For instance, you can bring up the calculator anywhere in WhatPill by simply hitting **Alt-C**...

All four of the little "sub-apps" you see on this menu are made non-modal with WhatPill's screens, which means you can bring them up "on top" of any other screens you may have up in WhatPill and use them, switching back and forth between the sub-app and other windows on screen. You can bring as many as you want up at any time, in fact. You can quit any of the sub-apps by hitting **esc** or **Ctrl-F4** when they are the current window, or double-clicking on their upper-left "minus" menu control, or going to the same control and selecting "Close" from it's drop-down menu.

When you click on a window behind a sub-app, that window will come "forward" and perhaps overlay the app. Don't freak out at this -- you can bring the app back up on top (when you need it again) by just clicking on any part of it you can still see, or by going to the System menu again and selecting it once more.

Calculator

Frankly, you'll rarely need the calculator in WhatPill because the principle input fields all accept arithemetic expressions. But I use it all the time when I'm balancing my checkbook -- I like the way it works better than the calculator that comes with Windows - it works easier from just keyboard input, for example, where the Windows calculator seems to demand a mouse for some operations. It's simple enough to work, so I'm not going to explain much about it other than to say that you can copy a result that is showing in the calculator's register by hitting **Ctrl-C**, and then returning to a field in WhatPill and pasting the result into the field (with **Ctrl-V**).

Calendar/Diary

Another freebie that comes with the FoxPro RAD system (WhatPill is a Foxpro application). This is a nice calendar plus diary - you can type anything you want under any day. You can type in as much as you want under as many days as you want (although there is no way you can get a "report" of what you've entered -- in this version of WhatPill). The data is saved in the same file WhatPill uses to save all browse preferences, but you don't have to worry about losing what you've entered by a "Regen of Browse Prefs" (qv below under Config menu options) because Diary items are saved and added back into the regenerated file when this is done. Play with it a little and you'll be able to figure it all out. Note that there is a "Diary" and "Text" menu pads added to WhatPill's main menu when this function is up. From the "Diary" menu pad, there is a "Delete..." option which allows you to zap any entries you've made prior to the currently-selected date.

Puzzle

I just threw this in. You've seen this kind of puzzle before. Play it once and forget it.

Conversions

This was a sample application which came with the Foxpro RAD system, which they allow to be distributed with developed applications. Since WhatPill does all it's own conversions automatically, and since you can enter new measures yourself into WhatPill's configuration (see below topic "Measures Configuration" under the Config menu), you don't need it for working with WhatPill. But I find it handy when I'm cooking and need a reminder about how many tablespoons are in a fluid ounce, for example. It has some measurement categories not used in WhatPill (speed, temperature, area, and time) too. It's too simple to need any explanation here -- just play with it some and read it's

short Help button text. This is one app that has a "Close" button on it's screen that gives you an additional way to close it after use.

Quit - Alt+Q

You can exit WhatPill by clicking on the Exit button from WhatPill's main control screen, but if you're not at the main control screen, and you want to quit fast, you can exit by selecting Quit from the **System** menu or hitting Quit's hot-key, **Alt-Q**. You'll be prompted if you want to quit to the O/S (operating system), and upon answering "yes" to this, you do indeed exit.

Edit menu

WhatPill's EDIT menu

As said before, the Edit menu is present primarily to provide the cut, copy, paste functions and their hot-keys. You can use the "Undo" function to get back a text deletion (and only a text deletion -- this has nothing to do with recovering records that have been deleted!), provided you do it immediately after the deletion was made. The other functions we'll not discuss here, since you won't have occassion to use them in WhatPill -- most of them are obvious anyway.

REPORTS menu

WhatPill's REPORTS menu

You already know all about these menu options from the previous tutorials, so nothing to say here!

FUNCTIONS menu

WhatPill's FUNCTIONS menu

Reopen Files

Selecting this function will close and reopen the current data set. There are only two reasons you'd ever have of doing this:

> 1) you were playing around and somehow lost (closed) a browse window in the main display. The only way to get it back is to use this function (or quit WhatPill and restart it).

> 2) you have "Auto-Alerts" enabled and you want it to run its check again. You'll find out all about Auto-Alerts when we get to the Config menu options, but we can say here that it looks at your data when the data set is originally opened.

Pack & Reindex Databases

"Pack" re-creates all three of the current data set's databases (for Vitamins, Brand-Prices, and Purchase History records) by copying over all non-deleted records. When you delete a record in WhatPill, the record is really just marked for deletion and then is screened out of all subsequent operations. This operation will really zap it (thus freeing up some diskspace).

"Reindex" re-creates the index files for all the current data set's databases. The index files tell WhatPill how to find records and how to sort them in the display. It's possible for index files to become corrupt (if you have a power failure or your system crashes while WhatPill is running, for example). If an index file becomes corrupt, strange things can happen. One thing is that an immediate exit to the operating system can happen the instant WhatPill reads over the corrupted area. Another is that your data won't sort the right way, or reports will be missing records that should be in them. If bizarre things are happening, the first thing you should do is Pack & Reindex -- this will likely fix the problem.

Adjust INV for Missed Days

Here's a copy of the first paragraph of this function's **?-Help** button text:

> Let's say you go on vacation and forget to take your vitamins with you. Six days go by with your inventory remaining idle. You get back and naturally you want to adjust your inventory for the missed days so WhatPill's calculations of runout dates, etc is still valid. This routine is what you use.

This is a very handy function to have in these circumstances. It's own **?-Help** text topic will explain it well enough for you.

Global Source Adjustments

Here's a copy of the first paragraph of this function's **?-Help** button text:

> Use this function to make changes to many records at once, based on the source. WhatPill makes it easy for you to adjust the tax amount, delete suppliers you no longer want to do business with, set or clear the tax deductability of stock based on source, and change the source abbreviation you want to use for any source.

Another handy work-saving function -- it's own **?-Help** text tells you how to use it.

Delete Expired Sale Prices

Remember the "Sale Terminates" field in brand-price entry? Here's the function that makes use of it. It will prompt you with an information screen telling you that it will, if you proceed, delete all brand-prices with a Sales Terminates field that is now past (i.e., earlier than today's date). You should always make use of the Sales Terminates field for when you're entering brand-prices that represent a short-term sale for which you know the end date for. This makes it easy to keep your comparison prices trimmed down (if you're using WhatPill for doing comparison pricing).

Backup Data to folder...

This function will copy the current data set's database files into a folder of your choosing. If you're not making regular backups of your system's data via some other means (like a tape backup), then you can (and should) use this function for creating backups of your own WhatPill data sets. {Create a folder someplace on a different drive if you have one, or copy onto a floppy. If copying onto a floppy, don't bother to create a folder on it -- this function will backup to the root of any drive too.}

After an information screen, if you proceed, you'll get a dialogue for choosing the destination to copy the current data set to. Use the dialogue to select your destination. If there happens to be a data set (or even part of a data set) already in the destination you choose, you will be asked if you want to overwrite the existing data. Do this regularly (after making a lot of entries or edits is the most logical time), and you will be safe if, because of a crash or power failure, your current data-set becomes corrrupted. All you'll have to do is "Restore Data from folder" (see next function) to get all your data back in the state it was when you last backed it up. (see related topic "Auto-Backups" under Config menu too).
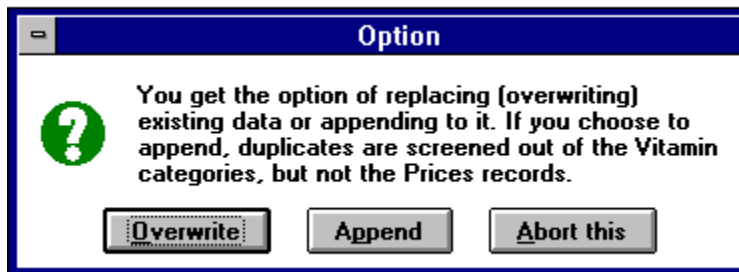
By the way, you can directly hookup to the data set you save by this method with the "Hook up to Alternate Data Set" option under the Config menu.

Restore Data from folder...

This does the reverse of the previous Backup function, except that it allows you to choose between overwriting (replacing) the current data set's data with the data you're restoring from or to append the data you're restoring from to the current data set. If you were recovering from corruption, you would choose to overwrite the existing data, of course.

An example of a time when you would want to append instead is when using this function to import data from another data set. The first tutorial (Introduction) mentioned this in regard to importing sample data into the default data set. If you wish to do this, follow the steps below:

1. Hookup to the normal default data set (if you're not already hooked up to it) from the menu option for doing so on the Config menu at WhatPill's main display screen. If this is the first time since installation that you've done this, you will see that there are no records at all in the data set, and most of the main control screen's button functions will be disabled.

2) Come to this function and proceed to the folder dialogue prompt.

3) Use the dialogue to locate and select folder SAMPLE, found in WhatPill's home folder. You will get the following prompt:

Of course, if you have no data yet in your default data set, it makes no difference if you Overwrite or Append, but if you do have some brand-prices that you've entered and don't want to lose, be sure to choose "Append" here.

The data will be brought in and you'll then be able to edit pertinent sample data into your own data

records and, afterwards, quickly delete all remaining sample records (see topic about "Delete Sample Records" under Config menu).
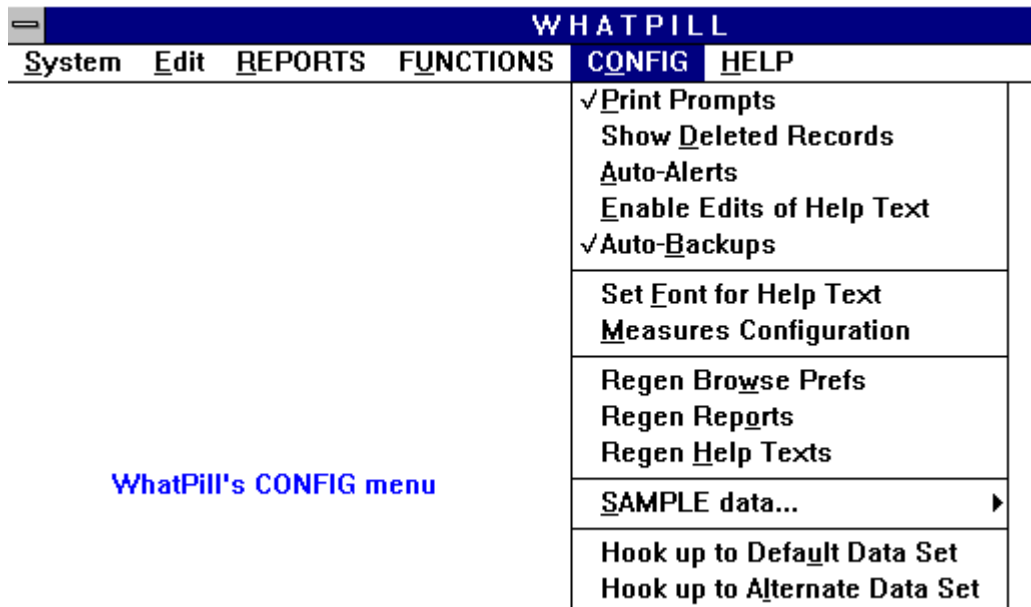
Delete/Recall ALL Data

Gives you a quick way of clearing everything out and starting over. The only reason the "Recall ALL" option is included is so you can reverse yourself if you realized you blundered when you Deleted ALL. Note that you would <u>not</u> use this function to get back just a record or two that you mistakenly delete - see topic under "Show Deleted Records" function under the Config menu. This function's **?-Help** button text explains itself well, and there's nothing to add here.

Recalc, General Cleanup

You won't normally need to ever use this, but I left it in because one thing it does do is check the current data set for "orphan" records. Orphan records are records that should be linked to some parent database (the brand-prices need a category, for instance) but which aren't. This function will automatically delete the orphans. You might want to run it sometime when you suspect that your data has been corrupted. It's always safe to run.

CONFIG menu

WhatPill's CONFIG menu

The top 5 items of the Config menu are On/Off settings: a check mark shows next to the item if it is currently set <u>on</u>. This screen shot shows the default settings immediately after installation.

Print Prompts

Having this set on (checked) will cause a print options screen to come up after you click on "Print" from any Print/Preview screen. The option screen allows you to set a range of pages to print out or to switch to a different Window's printer. If you're not likely to ever need to do these two things, you can have this option set off and save yourself the extra step in getting a printout of any of WhatPill's reports. For my money, it's worth it to always have it set on.

One warning: if you do have it set on and you should ever use the prompt that comes up to switch printers, beware that upon doing so the print orientation will go to it's default of Portrait. If the report you're printing has a landscape orientation (several of WhatPill's reports do), then you have to remember to reset the page orientation to landscape after selecting the different printer or it will print out in Portrait orientation and you will lose the right half of the report. You can see what orientation your report is in by the setting shown when the print-selection dialogue first comes up, by the way. Just watch what it does when you select the different printer, and if it changes, reset it back to the way it was.

Show Deleted Records

This is how you get back a record you've gone and deleted in too much haste. Read the prep screen

on the function -- it pretty much tells the story. If you want to see how this works by example, do the following: In the sample data, select category Ginkgo Biloba. Then select the single brand-price, brand "Tom's Son" with source "Raleys", so it's the current brand-price. Click on the Trash can to delete it -- click on the top button from the delete screen (you just want to delete the single brand-price) -- and when you get back, you will see that it's gone from the Prices browse window. Now go to this Config menu option, and set "Show Deleted Records" <u>on</u>. As soon as you do, you will see in the Prices browse window, the "Tom's Son" brand-price again, but this time with it's left-most line end blackened:

note how deleted records now show up in the browse windows

The blackened rectangle at the start of the brand-price record is the record's "delete flag". When it's dark, it means the record is deleted. Note the title of the PRICES browse window -- the "see deletes" will always be present when "Show Deleted Records" is set on. Deleted records show the same way in the Vitamins and Purchase History browse windows. To recall the record, click on the darkened rectangle with your mouse (or you can make the record the current record in the browse window and do a **Ctrl-T** from the keyboard). This will toggle it's state to undeleted, which is shown as a grey rectangle, like the rest of the records. Click it again and it goes back to deleted. Using "Show Deleted Records" is not only the way to recall hastily deleted records, but it's also good for when you want to make several deletions quickly (that you could not effect via the other quick deletion routines such as "Global Source Adjustments" or "Delete/Recall ALL", etc).
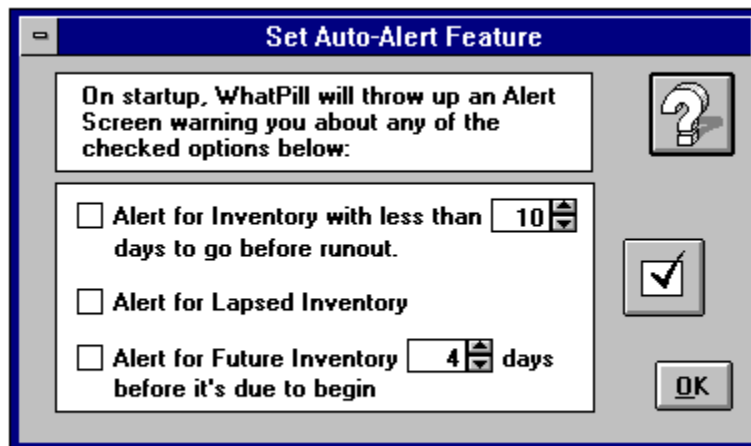
For this example, leave the record recalled. Then it's important to remember to go right back to the Config menu and set this option to its normal state, <u>Off</u>. Normally you do want all records that have been marked for deletion to be screened out of all operations, of course.

In connection with this topic, it may be mentioned here that once you "Pack & Reindex", it's too late to get back any records that were deleted before you packed, since packing permanently removes them from WhatPill's databases.
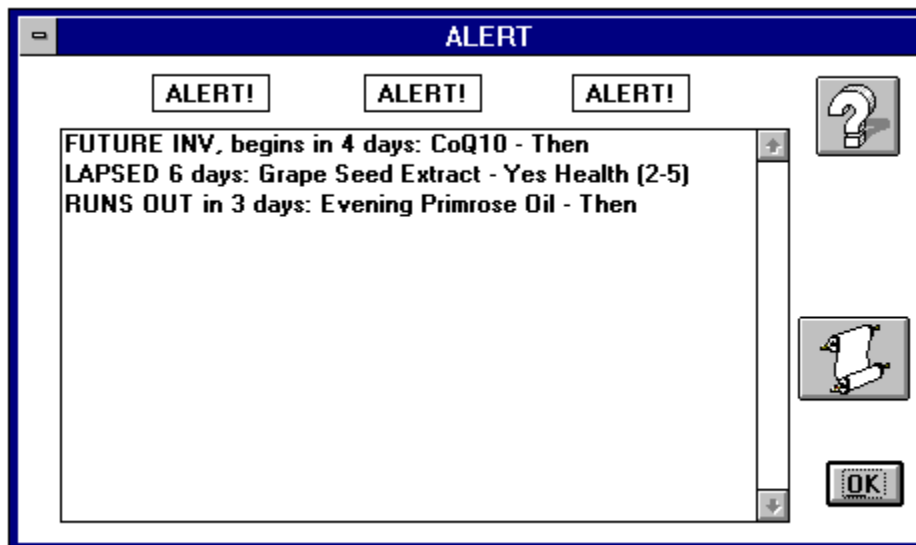
Auto-Alerts

This is a nice feature that will alert you to when it's getting close to re-order time for any of your vitamins you keep inventory on. The function can be run manually at your discretion, but you can also set it to automatically do its check on start up of WhatPill (the check is done any time a data set

is opened, in fact, if this function is enabled). Selecting this option will bring up the below options screen:

Set Auto-Alert Feature

On startup, WhatPill will throw up an Alert Screen warning you about any of the checked options below:

☐ Alert for Inventory with less than `10` days to go before runout.

☐ Alert for Lapsed Inventory

☐ Alert for Future Inventory `4` days before it's due to begin

WhatPill's Auto-Alert Options Screen

For the start-up check, only the options you have checked on this option screen are looked for. By clicking on the "Check" button at right, you can run the check manually. All three options are tested for, regardless if you have their option boxes checked at left, in this case. If you try it with the days set as in the above screen shot on freshly-generated sample data, you should get all three types of errors in a big red alert box:

ALERT

ALERT!   ALERT!   ALERT!

FUTURE INV, begins in 4 days: CoQ10 - Then
LAPSED 6 days: Grape Seed Extract - Yes Health (2-5)
RUNS OUT in 3 days: Evening Primrose Oil - Then

Alerts resulting from freshly-generated Sample data

Printout of these alerts is provided for -- just click on the paper scroll "print" button.

Enable Edits of Help Text

If you want to improve WhatPill's on-screen help text (the **?-Help** buttons), you can. Just turn this option on and you can edit any of the help topics that come up, just by typing right in the window. The normal cut, copy and paste operations are all available, of course. Be aware that there is a function that will undo all your handiwork, however: the "Regen Help Texts" (see below).

Auto Backups

This comes set on after installation and I recommend you leave it that way. When it's set on, WhatPill automatically creates specially-named backups of the database files anytime you change data sets or exit the program. WhatPill is set up to automatically restore from the specially-named backup files during initial hookup to the databases, if she finds a corrupt database file in the process. This protects you against the number one reason a database file gets corrupted: a power failure or system crash while WhatPill is running (and in the process of updating a file).
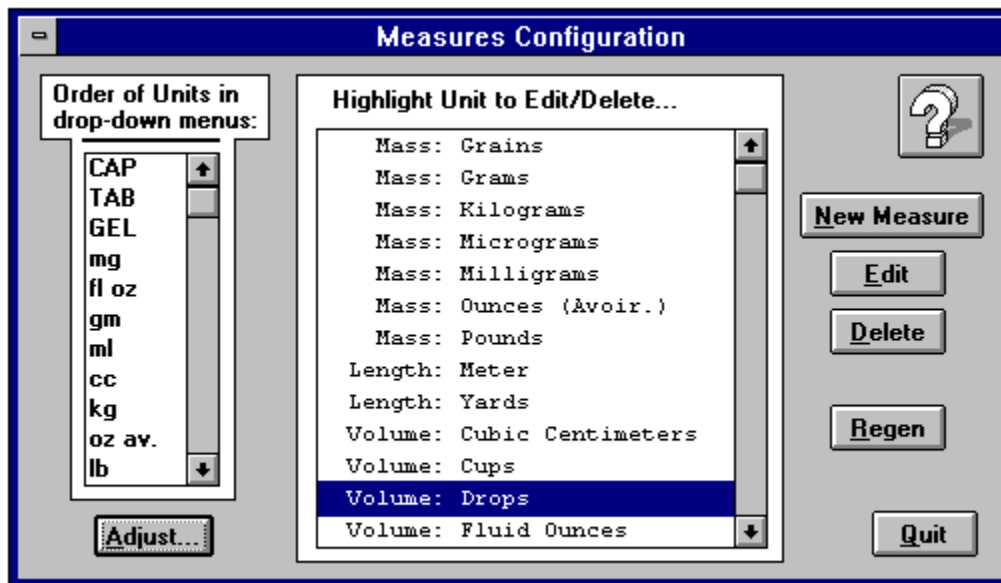
You might think that having Auto-Backups set on makes it unnecessary to do other kinds of back ups: not so. This feature is only meant to provide an easy recovery from the most-likely-to-occur kind of file corruption, and for that particular happenstance, it works very well. In fact, there's no way but this automatic process on hookup of restoring from the auto backup files: unless the original database file is physically corrupted so that WhatPill can't recognize it as a database file, it won't be restored. Use the "Backup Data to folder..." option for your "real" backups.

Set Font for Help Text

Installation default for the Help text font is MS Sans Serif, 8pt, Bold. You no like? You get to change! Select this option and a font dialogue screen will pop up. This screen allows you to choose any of your Windows installed fonts. It will come up with the font currently in use for the help screens. There's a sample window in the font dialogue which gives you a "preview" of your choices before you click on **OK** to make your choice. Try the same font only un-bolded (regular style) -- you might like it.

Measures Configuration

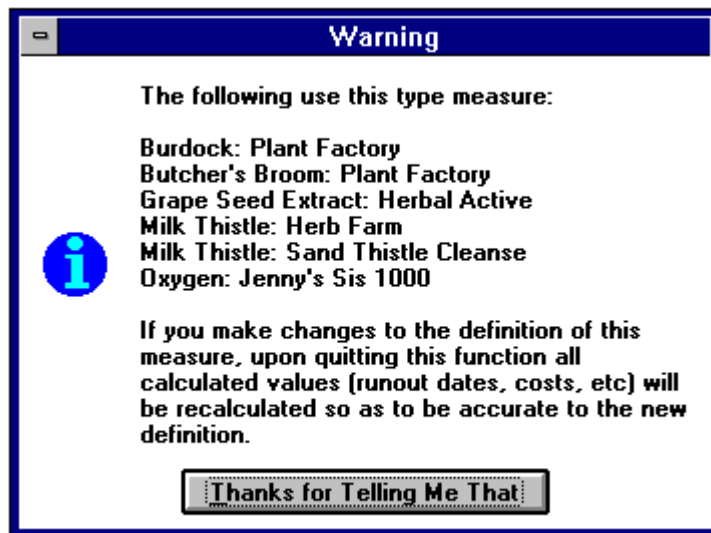Select this option and the below screen will come up:

WhatPill's Measures Configuration Screen

From this screen you can see all the different types of measurements WhatPill can handle. You can add new measures, edit existing measure's names, abbreviations, and even definitions, or delete measures you figure you'll never need (some measures WhatPill won't let you delete, however). You can also adjust the order that you want the different units to appear in the units drop-down controls in WhatPill's entry screens.

Notice the **Regen** button -- this will regenerate all units just as they were immediately after installation. In case you get them all messed up playing with them, you have an easy way to recover.
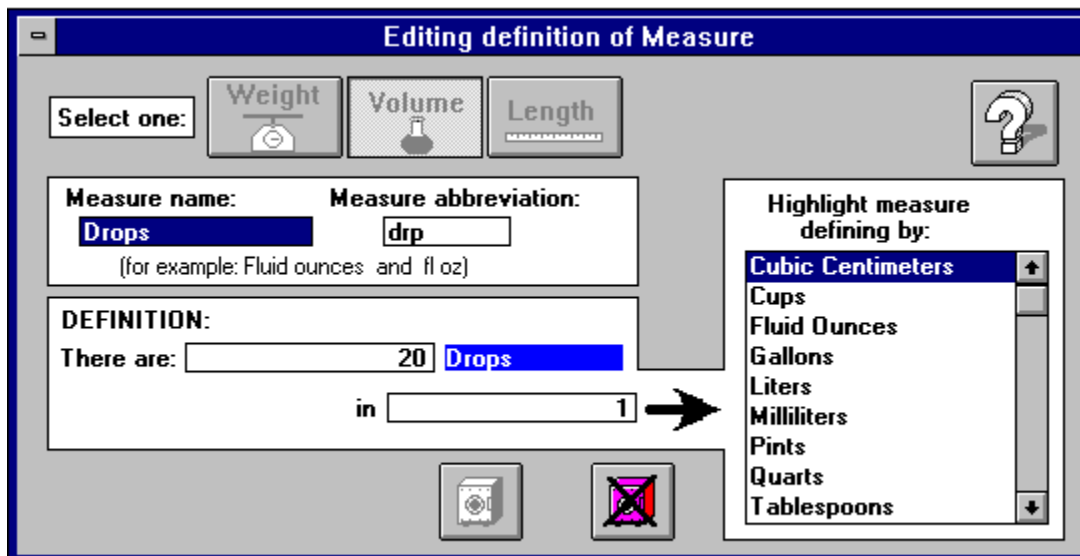
The **Adjust...** button takes you to a screen where to can set the order of units in drop-downs: this is very simple and it's help text covers it well, so we won't go into it in this tutorial.

Highlight the Drops units as you see in the above screen shot and click on the **Edit** button. The following will come up:

pre-measurement Edit warning message

Normally, you'd never want to edit the definition of a measurement, but just its name or abbreviation. However, you might want to edit the definition for drops, since this isn't all that much a "standard". Get past this warning screen and the main edit screen will appear:

WhatPill's main edit screen for measurements

Note that the type of measurement control (weight, volume, length) is disabled -- you can't edit an existing measurement into a different type of measurement. Note also that the measure name should be capitalized and be a plural, while the abbreviation should be uncapitalized and singular (a reminder of this is in the parenthetical below the fields). You see all the other same-type measurements (Volume in this case) in the right-hand scroll box. By clicking on any one of these, you see in the DEFINITION fields numbers that relate those two measurements (these are multiplicative factors that WhatPill keeps in a definitions table). You can define Drops in terms of any other measurement that you please (you normally pick one close to the unit's size, of course). 20 drops per cc is the normal definition for drops. Note that you can have any numbers you please in the two definition fields -- WhatPill will convert one of them to "1" upon saving, but for the purposes of entry, you don't have to have "1" in either field.

The **Save** button (pink safe) won't become enabled until you alter either the name field, abbreviation

field, or a definitions field. Upon saving, if you altered the definition, all multiplicative factors for the other same-type measurements will be calculated and stored in WhatPill's measurements table.

Abort this screen and return to the first. From there, click on **New Measurement**. This will bring this same edit screen up, only this time the type control will be enabled. The screen shot below shows a definition for a new measurement (volume) called "Swig" being entered. We're pretending that we take some product out of a bottle by just taking a "swig" of it morning and night. We''ve gone through one 16 oz bottle, noting that we got a total of 28 swigs to empty the bottle. Note how it's defined:

Defining new measurement "Swigs"

Click on **Save** and you've added a new measurement to WhatPill! The abbreviation "**swg**" will appear in the bought units and all volume drop-downs in WhatPill from now on.

Regen Browse Prefs

This little life-saver will regenerate the file that WhatPill uses to "remember" the state of any browse window used in WhatPill's displays so that it's at its installation default. Since you can adjust the browse windows in hundreds of ways (see next tutorial), a way to quickly return to the installation defaults can be a real time saver in case you're just beginning and you get your windows looking pretty awful and want to get them back to the way they were before you started to experiment.
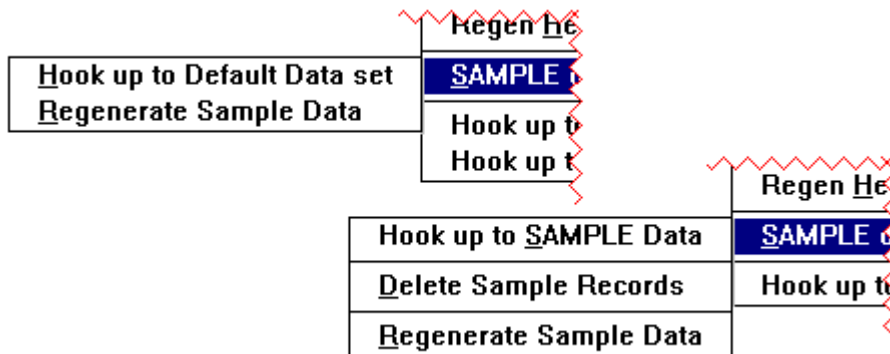
Regen Reports

We haven't discussed it yet, but you can edit certain things to do with WhatPill's reports (margins, fonts, even field positions -- see tutorial 10, tech stuff). This option relieves you of the possible worry that might attend such an undertaking, since it gives you an easy way to return any of WhatPill's reports back to their "after installation" states. It's own help text is clear enough.

Regen Help Texts

Since I give you the ability to edit the on-screen help texts, I have to give you the ability to recover from totally botching up. This option does it. All help texts for all screens in WhatPill are restored to their installation defaults if you do this. Of course, you lose any edits you may have made to them.

SAMPLE data...

This option opens a sub-menu displaying up to three other menu options, all to do with sample data. If you're hooked up to SAMPLE data when you invoke it, the submenu will look like below at left; otherwise like below at right:

We'll talk about the "Hook up to Default Data Set" after discussing the three sample-related menu options of this sub-menu:

Hookup to Sample Data

(Only available if you're not currently hooked up to sample data.) Opens up sample data. You may want to use "Regenerate Sample Data" (see below) instead, which insures the sample data is the way it should be for the way these tutorials reference it.

Delete Sample Records

(Not available if you're currently hooked up to Sample data.) You can import the Sample data into the default data set (see the discussion under "Restore Data from folder...", which is found under the Functions menu). Now, you'd only do this to save yourself time in entering your categories and as a guide in filling out the fields, since it's easiest for a beginner to WhatPill to edit an existing brand-price's fields so they match some "real" data of his own, rather than starting from scratch and filling in all those empty fields. Once you get all your real data in, you'd need to delete all the brand-prices (and history records) that weren't edited into "real" data. There's a hidden field in the brand-prices and history records that makes this very easy. Sample data has this field "set". The only thing that will clear it is when the source or brand field of a record is changed. Therefore, all the "real" data will have the field cleared, since real data would have had to have the bogus brand or source fields edited into something else. This function deletes all brand-prices which still have this hidden field "set". Just a fast way to clear out the remaining sample records after an import and conversion of some of the records into "real" data.

Regenerate Sample Data

This restores the sample data to what it was immediately after installation, and adjusts all dates around today's date so inventory runout dates, etc, correspond to the tutorial examples. If you have any doubt at all about the state of the sample data and you want it to look as referenced in these tutorials, you should always do a fresh "regen" of it -- this ensures that all brand-prices are present and the dates will work as they should.

Continuing with the Config menu now...
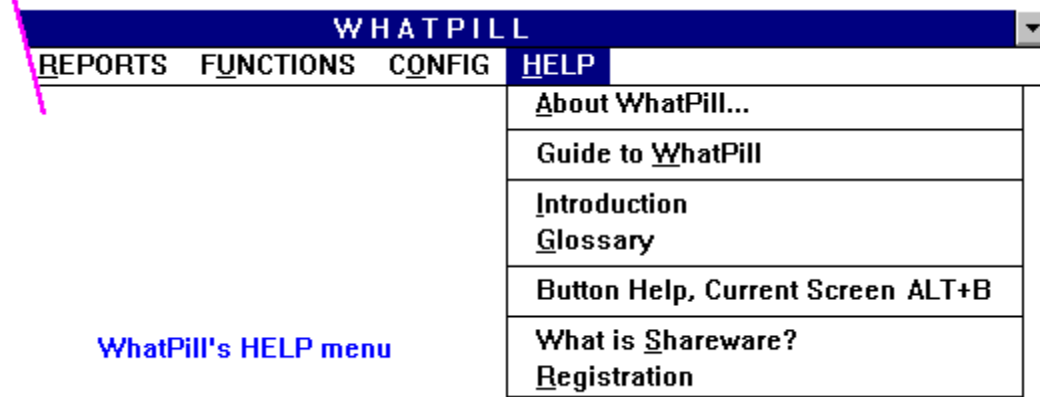
Hookup to Default Data Set

(If you are currently hooked up to the Default Data Set, this option will not be present on the config menu).

Use this option to hook up to the normal, default data set. The default data set is "your" data. As opposed to Sample data or an alternate data set, where someone else is independantly tracking their supplements. The Default data set is located in WhatPill's DATA folder, which is located in WhatPill's home folder (this is how WhatPill knows what data set is hooked up -- by it's path). You can always tell if you're hooked up to the Default Data set by the title of WhatPill's main control screen: it will have today's date displayed if you are.

Hookup to Alternate Data Set

You use this option to open (or create) an alternate data set. There is a large prep screen to this menu option. Read it -- it tells the whole story. When creating a folder to hold someones vitamins remember to give it a name representing who will be using the alternate data set, since the path to the data set will show in WhatPill's main control screen's title bar when it's hooked up.

HELP menu

About WhatPill...

Typical "About screen", giving version level of program and registration status information.

Guide to WhatPill

You read this the first thing after installation (I hope). Guides you in using these tutorials and learning how to use WhatPill.

Introduction

Quickly deliniates just what this program can do for you. It's text is duplicated in the first tutorial (Introduction tutorial)

Glossary

Handy for questions about the terms WhatPill uses to refer to things throughout the program.

Button Help, Current Screen

This is here solely for programming reasons. Selecting it from the menu is something you'll never have to do. If you do ever do it, it's just the same as clicking on the current control screen's **?-Help** button (or hitting the **F1** key).

What is Shareware?

Read this if you don't know what shareware is.

Registration

Come here to register your copy of WhatPill. If you've already registered, this option brings up a registration status screen showing register owner, when you registered, and total number of times the program has been run since installation.

End, tutorial 8