

Record

| |
|----------------------|
| COLLABORATORS |
|----------------------|

| | | | |
|---------------|--------------------------|------------------|------------------|
| | <i>TITLE :</i> Record | | |
| <i>ACTION</i> | <i>NAME</i> | <i>DATE</i> | <i>SIGNATURE</i> |
| WRITTEN BY | | November 2, 2024 | |

| |
|-------------------------|
| REVISION HISTORY |
|-------------------------|

| | | | |
|--------|------|-------------|------|
| NUMBER | DATE | DESCRIPTION | NAME |
| | | | |

Contents

| | | |
|----------|---|----------|
| 1 | Record | 1 |
| 1.1 | Datastore: Record Menu Contents | 1 |
| 1.2 | Datastore: `Insert Record` command | 1 |
| 1.3 | Datastore: Delete command | 2 |
| 1.4 | Datastore: Duplicate command | 2 |
| 1.5 | Datastore: Previous command | 2 |
| 1.6 | Datastore: Next command | 2 |
| 1.7 | Datastore: First command | 3 |
| 1.8 | Datastore: Last command | 3 |
| 1.9 | Datastore: Query command | 3 |
| 1.10 | Datastore: `New Query` Requester | 4 |
| 1.11 | Datastore: Report command | 6 |
| 1.12 | Datastore: `New Report` Requester | 7 |
| 1.13 | Datastore: `Report Titles` Requester | 8 |
| 1.14 | Datastore: Sort command | 8 |
| 1.15 | Datastore: Browsing Through The Records | 9 |
| 1.16 | Datastore: Changing A Record | 10 |
| 1.17 | Datastore: Manoeuvring Around A Record | 10 |

Chapter 1

Record

1.1 Datastore: Record Menu Contents

Record Menu Contents

The Record menu is only available when in Edit Record mode as all of the commands are only used for manipulating record data:

- 'Insert Record' command
- Delete command
- Duplicate command

- Previous command
- Next command
- First command
- Last command

- Query command
- Report command
- Sort command

Other tasks are also discussed in this section:

- Browsing Through The Records
- Changing A Record
- Manoeuvring Around A Record

1.2 Datastore: 'Insert Record' command

Insert Record

Choose "Insert Record" to insert a blank record at the end of the database. Alternatively, press Right Amiga- 'R'.

This command is only available in Edit Records mode.

You can also use the Record Browser floating palette to insert records using an icon.

The 'Insertion Cursor' will appear in the first field ready for data input.

To manoeuvre through the fields on the record use the Tab key or click in the appropriate field with the mouse.

1.3 Datastore: Delete command

Delete Record

Choose "Delete" to delete the current on-screen record from the database.

Beware, this command cannot be undone.

1.4 Datastore: Duplicate command

Duplicate Record

Choose the "Duplicate" command to duplicate the data within the current record.

The new record data will be inserted into a blank record at the end of the database.

1.5 Datastore: Previous command

Previous~Record

Choose Previous to move to the previous record in the database. Alternatively, press Right Amiga-`,` (Right Amiga-comma).

This command will not be available if the first record is on-screen.

Use the Record Browser floating palette to manoeuvre through the records using icons.

1.6 Datastore: Next command

Next Record

Choose Next to move to the next record in the database. Alternatively, press Right Amiga-`.` (Right Amiga-full point).

This command will not be available if the last record is

on-screen.

Use the Record Browser floating palette to manoeuvre through the records using icons.

1.7 Datastore: First command

First Record

Choose First to move to the first record in the database. Alternatively, press Right Amiga-`<' (Right Amiga Shift-comma).

This command will not be available if the first record is on-screen.

Use the Record Browser floating palette to manoeuvre through the records using icons.

1.8 Datastore: Last command

Last Record

Choose Last to move to the last record in the database. Alternatively, press Right Amiga-`>' (Right Amiga Shift-full point).

This command will not be available if the last record is on-screen.

Use the Record Browser floating palette to manoeuvre through the records using icons.

1.9 Datastore: Query command

Query

Choose Query to display the Query requester. Alternatively, press Right Amiga-`Y' or use the toolbar.

Use a Query to create a subset of records matching defined search criteria. For example, just people who have not paid all of their account, or all of the people living in a particular town.

The Query requester displays a list of previously created queries with the default query "Show All Records" at the top. The default query cannot be Edited, Deleted or Duplicated.

Use the query "Show All Records" to come out of a subset of records and return back to view the full database.

When a subset of records is being viewed, you can export the subset of records as an ASCII file or create a new Datastore file.

Buttons

| | |
|-----------|---|
| New | Creates a new query and displays the New Query requester. |
| Edit | Displays the New Query requester for the selected query. |
| Delete | Deletes the selected query from the list. |
| Duplicate | Duplicates the selected query. |

Exit Buttons

| | |
|------|---|
| Use | Applies the selected query and creates a subset of records matching the query criteria. |
| Done | Closes the requester without applying a query. |

1.10 Datastore: 'New Query' Requester

New Query Requester

The "New Query" requester is used for creating the search criteria for the query.

For example, the following criteria would only show records of people who lived in Exmouth and were not called Smith:
Town contains like Exmouth AND Surname does not equal Smith

If the New button is clicked from the Query requester, no search criteria appears and a default Query name will be shown.

If the Edit button is clicked from the Query requester, the search criteria for the selected query is displayed in the requester.

Query Name: Type the name for the query into this gadget.

First Condition

- 1st Popup: The Field popup gadget displays a list of all the fields in the record.
- 2nd Popup: The Comparison popup gadget displays all of the conditions that can be used for the selected field.
- Text, Boolean, Picture or Preset List fields only:-
Contains If contents of field specified in

Field popup contains any of the text in the following text gadget. Case Sensitive.

Contains Like As above but case insensitive. For example, the text gadget contents do not have to match exactly (upper and lower case).

Begins With If contents of Field begins with the contents of following text gadget.

Begins With Like As above but case insensitive.

All types of field:-

Is Equal To If the contents of the field specified in Field popup is the same as the text in the text gadget.

Does Not Equal If the contents of the field specified in Field popup is not the same as the text in the text gadget.

Less Than If the contents of the field specified in Field popup is less than the text in the text gadget.

Greater Than If the contents of the field specified in Field popup is greater than the text in the text gadget.

Less Than or Equals If the contents of the field specified in Field popup is less than or equal to the text in the text gadget.

Greater Than or Equals If the contents of the field specified in Field popup is greater than or equal to the text in the text gadget.

Text gadget: Type the text to compare with the selected field.

Operator

The 'First Condition' and the 'Second Condition' can be combined together to create a more complex condition by using And or Or in this popup.

And: This will AND the two conditions together. For example, AGE 'is greater than' 10 And AGE is less than 50 - will allow any number from 11 to 49.

Or: This will OR the two conditions together. For example,

AGE 'is less than' 10 Or AGE is greater than 50 - will allow numbers 0 - 9 or numbers 51 onwards.

Second Condition

This group is only available if an Operator is selected.

1st popup: As 'First Condition'

2nd popup: As 'First Condition'

Text gadget: As 'First Condition'

1.11 Datastore: Report command

Report

Choose Report to display the Report requester. Alternatively, press Right Amiga-'T' or use the toolbar.

Use a Report to display the current subset of records. You can attach a query to the report. For example, you may wish to only view particular fields for one subset of records and different fields for another subset.

The Report requester displays a list of previously created reports with the default report "Database Statistics" at the top. The default report cannot be Edited, Deleted or Duplicated.

The report "Database Statistics" lists useful information about the current database file:

- \textdegree{} The date and time that the report was viewed
- \textdegree{} The database name
- \textdegree{} The field names and types
- \textdegree{} The number of records in the current subset
- \textdegree{} The number of records in the database

Once created, a report can be displayed on screen and then, either printed to a printer, or output to a file.

A report file can be useful for importing into a word processor, like Digita Wordworth.

Stopping The Creation Of A Report

To stop a report while it is being created, press the Escape key. Alternatively, press Ctrl-'C'.

Buttons

New Creates a new report and displays the New Report requester.

Edit Displays the New Report requester for the selected report.

Delete Deletes the selected report from the list.

Duplicate Duplicates the selected report.

Exit Buttons

View Views the selected report in a report window which can be printed, or closed like any other window.

Done Closes the requester without viewing a report.

1.12 Datastore: 'New Report' Requester

New Report Requester

The "New Report" requester is used for creating the report which you wish to view.

You can define what fields are used in the report, what query to apply before the report and what page headings should be used.

The number of characters that can be displayed on each line of a report, and the number of lines on each page are defined in the Workbench Printer Preferences program.

Report Name: The name given to the report for the Report requester list should be typed into this text gadget.

Available Fields: Select a field and click the >> button to move it into the "Chosen Fields" list.

Chosen Fields: All fields in this list will appear in the report. Select a field and click the << button to remove it from the list.

Move Before: Select a field in the "Chosen Fields" list and click this button to move it before the previous field.

Move After: Select a field in the "Chosen Fields" list and click this button to move it after the next field.

Include Field Headings: Shows the field names above each column in the report.

Spaces Between: Specify the number of spaces between each field column in the report.

Buttons

OK Closes the requester, remembering any changes.

- Query Displays the Query requester for choosing a query to link with the report. This query is applied on the database before the report is compiled.
- Titles Displays the Report Titles requester for specifying the page headers and footers.
- Cancel Closes the requester and cancels any changes.

1.13 Datastore: 'Report Titles' Requester

Report Titles Requester

Specify the text to be used at the top and bottom of each report page from this requester.

Page Header

Text: Type the text to be placed at the top of each report page into this gadget.

Special Codes: Some special codes can be inserted into the header text for certain items:-

| | |
|--------------|---------------------------|
| Page Number | Alternatively, type "\pn" |
| Page Count | Alternatively, type "\pc" |
| Current Date | Alternatively, type "\cd" |
| Current Time | Alternatively, type "\ct" |
| New Line | Alternatively, type "\n" |

Justify: Select the justification of the text on the page, either aligned to the Left, to the Right or Centred.

Page Footer

Text: Type the text to be placed at the bottom of each report page into this gadget.

Special Codes: Some special codes can be inserted into the footer text for certain items:-

| | |
|--------------|---------------------------|
| Page Number | Alternatively, type "\pn" |
| Page Count | Alternatively, type "\pc" |
| Current Date | Alternatively, type "\cd" |
| Current Time | Alternatively, type "\ct" |
| New Line | Alternatively, type "\n" |

Justify: Select the justification of the text, either aligned to the Left of the page, to the Right or Centred.

1.14 Datastore: Sort command

Sort Record

Choose Sort to display the Sort requester. Alternatively, click the icon in the toolbar.

The Sort requester can sort up to three levels. This means that if you have several entries the same, these entries are sorted on the next level.

For example:

| Name | Town/City | Country |
|-------|-----------|-------------|
| Smith | Portland | US |
| Blogs | Newcastle | England |
| Smith | Exmouth | England |
| Smith | New York | US |
| Smith | Portland | England |
| Jones | Geneva | Switzerland |
| Smith | London | England |

Sorted on Name, then Town/City then Country (three levels):

Sort on first level

| | | |
|-------|-----------|-------------|
| Blogs | Newcastle | England |
| Jones | Geneva | Switzerland |

Many Smiths so sort on second level

| | | |
|-------|---------|---------|
| Smith | Exmouth | England |
| Smith | London | England |

Two Smiths in Portland, so sort on third level

| | | |
|-------|----------|---------|
| Smith | Portland | England |
| Smith | Portland | US |

For each level

Field: Select the field to be sorted from the popup

Ascend: Select the order to sort the field. Either Ascend (A..Z) or Descend (Z..A).

1.15 Datastore: Browsing Through The Records

Browsing Through The Records

Use the 'Record Browser' floating palette to move forward and backward through the records in the database using icons.

Alternatively, use the menu commands:

- Previous command
- Next command
- First command
- Last command

1.16 Datastore: Changing A Record

Changing A Record

To change a record, first display the record you wish to amend by either using the Go To or Find commands from the Edit menu.

Then move the cursor into the field you wish to change and ammend the contents.

The record data in the database will be amended automatically.

1.17 Datastore: Manoeuvring Around A Record

Manoeuvring Around A Record

There are two ways to move from field to field on a record:

Using Keyboard

Press the Tab key to move onto the next field and Shift-Tab to move back to the previous field.

If you press Tab in the last field, the Insertion Cursor will move back to the first field. Shift-Tabbing from the first field will move you to the last field.

Tabbing around the record moves the cursor horizontally from top to bottom, like a book.

Using Mouse

Click in the field you wish to edit by moving the Arrow Pointer over the field data entry area (you will notice the pointer changes to an I-Beam) and press the Selection button (left mouse button).
