EasyManager™ Help

Table Of Contents

Overview	Introduction to EasyManager
Features	Salient features of EasyManager
Objects	Introduction to Objects
EasyList™	View/edit objects as lists and only the attributes you want to
EasyEditor™	View/edit all the attributes of an object
EasyLabel™	View, Edit and Print Labels - fully customizable
EasyLook™	Easily and quickly look up information on objects
EasyFilter™	Filter objects on any attribute and any criteria you want to - and use the Filter in any EasyList(s) and Easylabel(s)
EasySort™	Sort Objects on any attribute, define the criteria once, and use it in any EasyList(s) and EasyLabel(s)
EasyFill™	Automatic completion to help you do your job conveniently
EasyExport™	Export data to text files and other applications
EasyImport™	Import data from text files and other applications
Printing	Print EasyLists and EasyLabels
Future	Features coming up in future releases
Commands	Menu commands
Keyboard	Keyboard shortcuts
How To	How to perform common tasks
Getting Started	Guide to quickly start using EasyManager
Feedback	How to report problems, comments, suggestions
Registration	How to register your copy of EasyManager
TekFocus Corporation	About the company, and contact address for consulting services

EasyManager™ Features

EasyManager™ assists you to easily manage personal information including internet addresses, and export/import the relevant information between other software programs. Some of the salient features of EasyManager are as follows:

- Manages information on people including family relationships, postal addresses, unlimited telephone/fax numbers, unlimited electronic mail and url/web addresses, date of birth, anniversaries and more. You also get reminders of birthdays and marriage anniversaries in the ToDo list [referred as Person Object].
- Lets you share home addresses and home telephone and fax numbers. You enter or update the home addresses or telephone numbers only once and EasyManager manages the consistency. See **Living With** and **Working With** attributes of Person Object for more information.
- Manages information on businesses including address, unlimited telephone/fax numbers, unlimited electronic mail and url/web addresses, and more [referred as Business Object].
- Manages information on all your accounts (subscriptions, credit cards, bank cards, etc.) including address, unlimited telephone/fax numbers, account numbers, access code, unlimited electronic mail and url/web addresses, and more [referred as Account Object].
- Manages ToDo lists. You can give any priority to ToDo objects, and also categorize them in any number of categories (groups) you want to [referred as ToDo Object].
- Manages Reminders. You can enter things that you want to be reminded of regularly, or only once. You can decide how many days early you want to be reminded. When it is time to remind, it appears in the ToDo list [referred as Reminder Object].
- Lets you group Person, Business, Account and ToDo objects. You can make groups that contain other groups. A object can be part of many different groups [referred as Group Object].
- EasyList™ lets you view and edit objects as lists. You can create your own lists or modify existing lists so you can view and edit **only** the attributes of the objects that you want to. You can filter and sort the lists anyway you want to.
- EasyEditor™ lets you view and edit all the attributes of one object at a time. This is the ultimate place to view and edit all the attributes of any Object.
- EasyLabel™ lets you create your own custom labels, view the label data, and print them on any size paper. You can also generate custom address books by simply printing the labels on plain sheet of paper. You can filter (EasyFilter) and sort (EasySort) the labels anyway you want to.
- EasyFill™ lets you enter information by completing the partially entered information depending on the context.
- EasyLook™ lets you quickly find objects and lookup information on any object without having to search for it in EasyLists or in the EasyEditor.
- EasyFilter™ lets you filter Objects in almost anyway way you want to in any EasyList and EasyLabel.
- EasySort™ lets you sort Objects using unlimited number of keys (primary and secondary keys). You can use any and all attributes as keys to sort on. The keys dont have to be displayed to sort.
- EasyExport™ lets you export data to ASCII files and to programs like on-line services

including CompuServe, Spreadsheets, etc. If you have a favorite program that you want to export to and we don't yet support let us know. Go to feedback on how to contact us.

- EasyImport™ lets you import data from ASCII files and other applications. If you have a favorite program that you want to import data from and we don't yet support let us know. Go to feedback on how to contact us.
- Printing lets you print the data in any open EasyList or EasyLabel.
- Dialer, Send Email, Open URL/Web and Copy Postal Addresses: You can dial phone numbers directly from EasyManager under Windows 95 and Windows NT. You can send Email, open URL/Web addresses, and copy postal addresses to clipboard from within EasyManager.
- Right click context sensitive menus to access important information like phone numbers, email addresses, urls, and postal addresses from anywhere.

Overview of EasyManager

EasyManager assists you in managing personal information in many different ways. Before reading this section, please read the EasyManager Features.

Following are different types of objects that you can directly create, modify, view and delete.

- Person Object
- Business Object
- Account Object
- ToDo Object
- Reminder Object
- Group Object

An object consists of many different pieces of information associated with the given object. Each piece of information is considered as an **attribute** (sometimes referred as **field**) of the object. For example, every object has a *name* by which it is identified. Thus the object is said to have a **name** attribute.

In general, you may not be interested in viewing all the attributes of the objects at one time. In fact, you may want to group certain pieces of information (attributes) and view particular information of a particular type of object all at once. EasyLists let you view only the desired attributes of particular types of objects. For example, **Person Tel/Fax List** displays only the home and work Tel/fax numbers of Person objects.

A number of EasyLists have been pre-defined for your convenience to begin with. You may create new list definitions, may modify the definition of existing lists, or delete them if you do not need them. See Customizing EasyList for details.

You may edit any attribute that you can view in any EasyList. If a given attribute appears in more than one list, it is automatically updated to maintain consistency.

You may select any one object in any EasyList. The selected object appears as a highlighted object within all the EasyLists/EasyLook that display it. The selected object is also displayed within the EasyEditor if the editor is open. See Selecting An Object on how to select any object.

By default, a given EasyList displays all the objects of a given type that the list is designed to display. You may choose to filter the objects that you view in the list by specifying a filter criteria by defining an EasyFilter. and associating it with the EasyList.

The list by default is sorted by the first column. You can sort the objects in the list in any way you want to by defining an EasySort, and associating it with the EasyList.

EasyEditor allows you to view and edit all the attributes of a given object. It changes its form depending on the type of object that is being edited.

You may create new objects either from within the EasyEditor, or within any EasyList. See Creating An Object on how to create new objects.

You may delete any object by first selecting an object and then either selecting the delete menu item from the Edit menu, or by pressing **Ctrl+D**. Only a selected object can be deleted. See Deleting An Object on how to delete an object.

To improve user productivity, you may only enter partial information for many of the attributes, and the EasyFill facility will automatically complete the value. If the partial information that you enter does not resolve to any possible value, or resolves to more than one possible value, then you will be given a set of possible choices to select from.

EasyManager maintains significant amount of information on a given object. You may export a portion of the information to other programs by invoking EasyExport. The number of programs that you can export information to keeps on growing. Currently, you may export relevant attributes of all objects in the database or only the objects in a given EasyList to CompuServe Address Book, and List Data as Tab or Comma separated text file (which you can then export to many other programs like Spreadsheets and databases).

You may Print any EasyList. The list will be printed exactly the way you see it on the screen.

There are times when you want to quickly and easily see a particular information on a given object quickly. This is specially true of postal addresses, telephone numbers, and electronic mail addresses. You can do this easily by invoking EasyLook. EasyLook allows you to enter a name pattern, and it displays the requested information of all the objects that match the name.

EasyLabel allows you to create, view and print the labels. You can also print address books by simply printing the labels on a plain sheet of paper. You can filter and sort the objects the same way you filter and sort EasyLists.

For added productivity, you can popup a context dependent menu by right clicking in the desired cell in EasyList and EasyLook. It also provides you with Dial and Email features.

Future Features Coming Soon

EasyManager is being enhanced continuously to do many more things. The idea is to make EasyManager as your preferred software for managing information and from which you can export it to other applications. This way you maintain consistency of data across many applications and the data is always available when you need it.

The following features are planned. If you would like to have a particular feature that is not mentioned here, let us know. See feedback on how to contact us.

- Calendar: To help you view important dates, birthdays, anniversaries, todo, reminders, etc. and to print calendar by month, year, and day.
- Envelope Printing: To print envelope with To/From addresses.
- Export objects to many other applications like On-line Services, Fax, Electronic mail, Mail Merge, Calendar and Label Generator programs. If you use a favorite program which you want to export data to, let us know. See feedback on how to contact us.

Introduction To Objects

In general terms, an **Object** is an encapsulation of certain pieces of related data and a certain behavior associated with that data. Human thinking and approach is object-oriented. We see things in terms of objects and associate certain characteristics and/or behavior with these objects.

EasyManager also models objects. There are six primary objects that you have direct control over their creation, deletion, modification and selection. These objects are:

- Person Object
- Business Object
- Account Object
- ToDo Object
- Reminder Object
- Group Object

Each of these objects represent an entity in our day-to day lives. Person object represents certain data of a person, and certain behavior is associated with it. For example, A Person may live with another person, persons have names, they are related to other persons, have a home and work address, and so on. Person objects are used to save personal information of friends, relatives, acquaintances, and so on.

Similarly, Business object represents an organization which has a postal address, phone number, electronic mail address. Business objects are used to store information on businesses. For example, you may want to store business information for your local drug store, shops, and so on.

Account objects represents the many accounts we have with different companies like newspaper and magazine subscription accounts, credit card accounts, bank accounts, services accounts (telephone, gas and electricity, garbage) and the like.

ToDo objects represents tasks that you need to do. The tasks can be anything, like call mom on a certain day, pickup dad from airport on a certain day, post rent. You can categorize the things to do into as many categories as you want to - like Work, Social, Household, and the like. You decide the categories and you create these categories. Some ToDo objects are created automatically, like from Reminder objects when it is time to remind of a given event, and from Person objects when a birthday or a marriage anniversary is approaching.

Reminder objects represent events that you want to be reminded of a few days before they occur. Events can be regularly recurring, or could be just a one-time event. Reminder objects track the event and when they will occur, and when you want to be reminded of. When it is time to remind, the reminders are entered into the ToDo lists as a ToDo object.

In our day-to-day lives, we group set of related objects. The objects can be related in many ways. For example, we may group persons who live in a particular state - like all friends who live in California. The Group object is used to group Person, Business, Account, ToDo and other Group objects together.

There are many other objects within EasyManager that you do not directly have control over. That is, you cannot independently refer to these objects. They exist only in the context of a primary object as mentioned above. These objects exists as long as the primary object to which they belong also exists. These objects are:

- Postal Address Object
- Electronic Mail Address Object
- Phone Object

Postal address object has the street address, city, state, zip and country attributes. A postal address object is used to keep home and work address for Persons and address for Businesses.

Electronic Mail address object is used to keep electronic mail address, address type and additional comments. This object is used to keep electronic mail address of Persons and Businesses.

Phone object is used to keep phone numbers. It is used for home and work phone numbers and fax numbers of Persons, and phone and fax numbers of Businesses.

Person Object

Person object is designed to keep personal information of a person. The following information can be stored for any person. The names in parenthesis are the internal names used to refer the attributes internally.

Id (id)

Title (title)
Name (name)
Last Name (lastName)
First Name (firstName)
Middle Name (middleName)
Alias (alias)

Living With (livingWith)
Home Address (homeAddress)
Home Telephone Number (homeTelSet)
Home Fax Number (homeFaxSet)

Working With (workingWith)
Company Name (companyName)
Work Address (workAddress)
Work Telephone Number (workTelSet)
Work Fax Number (workFaxSet)

Alternate Address (altAddress)

Email Addresses (emailSet)
Url/Web Addresses (urlSet)

Sex (sex)
Birth Date (birthDate)
Marriage Date (marriageDate)

Father (father)
Mother (mother)
Spouse (spouse)
Children (children)
Belongs To Groups (groupSet)
Text1...N (text1, ...textN)
Num1...N (num1, ...numN)
Date1...N (date1, ...dateN)

Person: Id

Every object is identified internally by EasyManager with an id. Person objects also are assigned an id automatically as soon as the object is created. The id of an object is unique within a database.

See Also

Person Object.

Person: Name (name)
Person: Last Name (lastName)
Person: First Name (firstName)
Person: Middle Name (middleName)

Name is the primary attribute that is used to identify the person. You can define more than one person with the same name, but it is not advisable to do so as it may create confusion while exporting the object to other applications. When creating an object, if another object by the same name already exists, EasyManager will give you a warning.

You must enter the name with first name first, then the middle name if any, and then the last name.

The name is internally split up into three parts - **Last Name**, **First Name** and **Middle Name**. The first word in a name is taken as the first name, the last word is taken as the last name, and the rest is taken as the middle name.

See Also

Person Object.

Person: Title (title)

Title is the salutation that should be used for the particular person. Some examples of salutations are: Mr., Mrs., Miss, Dr., and Prof. This field is useful while printing address labels.

See Also

Person Object.

Person: Alias (alias)

Alias is another name of the person by which the person may be identified. Normally alias is used to identify persons while exporting data to other applications. For example, when exporting electronic mail addresses in the UNIX .mailrc format, alias of the person is used to identify the person by default. If alias of the person is not specified, then the Name is used for identification.

See Also

Person Object.

Person: Birth Date (birthDate)

This is the date the person was born. You enter the date using Windows date format settings. Remember to enter the year with the century (e.g.: 1996 is correct, whereas 96 is not). See Editing Date Value on various ways to enter date values.

See Also

Person Object
Editing Date Value

Person: Marriage Date (marriageDate)

This is the date the person was married. You enter the date using Windows date format settings. Remember to enter the year with the century (e.g.: 1996 is correct, whereas 96 is not).. Editing Date Value on various ways to enter date values.

See Also

Person Object
Editing Date Value

Person: Sex (sex)

This attribute specifies the sex of the person. There are two possible choices, **Male** and **Female**.

You can use the EasyFill feature to enter the value. i.e. you only need to type enough number of character to identify the value uniquely. In this case, you need to only type ***f*** or ***F*** and press return for **Female** and type ***m*** or ***M*** and press return for **Male**.

See Also

Person Object
EasyFill

Person: Living With (also Share Home Address With) (livingWith)

This attribute is used to denote if the given person is living with another person. A person is said to be living with another person if he/she shares the home address with that person.

If the person is living with another person, then you may want to specify the name of the person with whom this person is living with. This way the home address and (optionally home telephone and fax numbers depending on the **Preferences**) are shared between all the persons **living together**. When you change the home address of one, the change is reflected for all the persons living together. This helps in eliminating redundancy in information, and at the same time automatically maintain data consistency.

EasyFill feature is active for this attribute. You need to only type in enough number of characters to identify the name uniquely. The EasyFill feature will be complete the name for you. If you type in the name which matches more than one person's name or does not match any name at all, a selection box will be displayed for you to make a choice.

Detailed Explanation

Normally, at a given home address, there is one person who is designated as the primary person who is said to be living there. Rest of the persons live with the primary person. You would select **any** one person amongst all the person who are living at the given home address to be the primary person. Typically, the head of the household will be the primary person with whom rest of the persons (like spouse, and children) will be **living with**. So the head of the household does not live with anyone, but others live with him or her.

You can change the primary person with whom rest of the people are living with by making the primary person live with someone else who is living there.

For example, lets say Jane, Bill and Mike were living with Joe. That means that Joe is the primary person living at the given home address, and the **Living With** attribute is empty for Joe. Now, lets say you make Joe live with Jan. Then automatically Bill and Mike will also be updated to live with Jane and Jane will become the primary person living at the given home address.

As another example, lets say Jane, Bill and Mike were living with Joe at a given home address. Now, if Joe is then edited such that Joe now lives with Andy the following action will take place.

- If Andy was already living at a given address, then Joe, Jane, Bill and Mike will also have the same home address as Andy.
- If Andy's home address was not yet specified but you have already specified the address of Joe (or Jane or Bill or Mike), then Andy will also share the same home address as Joe, and will also become the primary person living at that home address.

See Also

Person Object
Person: Living Together

EasyFill
Preferences Dialog

Person: Living Together (livingSet)

This is a read-only attribute which is automatically updated to show who all are living with the given person. This attribute is obsolete, and cannot be viewed or accessed by the user.

See Also

Person Object
Person: Living With

Person: Home Address (homeAddress)

This attribute specifies the home address of the person. See description of Postal Address to understand different attributes that completely specify a home address.

See Also

Person Object
Postal Address

Person: Home Telephone Numbers (homeTelSet)

This is a set of telephone numbers of the person. You may specify as many telephone numbers as you need to. See description of Phone Object to understand different attributes that completely specify a telephone number.

See Also

Person Object
Phone Object

Person: Home Fax Numbers (homeFaxSet)

This is a set of fax numbers of the person. You may specify as many fax numbers as you need to. See description of Phone Object to understand different attributes that completely specify a fax number.

See Also

Person Object
Phone Object

Person: Working With (also Share Work Address With) (workingWith)

This attribute is used to denote if the given person is working at the same place as someone else. A person is said to be working at the same place as another person if he/she is working for the same company, and has the same work address.

If the person is working at the same place with another person, then you may want to specify the name of the person with whom this person is working with. This way the work address and (optionally work telephone and fax numbers depending on your **Preferences**) are shared across all the persons **working together.** When you change the address of one, the address change is reflected for all the persons working together. This helps in eliminating redundancy in information, and at the same time automatically maintain data consistency.

EasyFill feature is active for this attribute. You only need to type in enough number of characters to identify the name uniquely. The EasyFill feature will complete the name for you. If you type in the name which matches more than one person's name or does not match any name at all, a selection box will be displayed for you to make a choice.

Detailed Explanation

Normally, at a given work address, there is one person who is designated as the primary person who is working there. Rest of the person **work with** the primary person. You can choose any one person to be the primary person who is working at the given address, and the rest of the persons share the company name and work address with this person.

You can change the primary person with whom rest of the people are working with by making the primary person work with someone else.

For example, lets say Jane, Bill and Mike were working with Joe. That means that Joe is the primary person working at the given work address, and the **Working With** attribute is empty for Joe. Now, lets say you make Joe work with Jan. Then automatically Bill and Mike will also be updated to work with Jane and Jane will become the primary person working at the given work address.

As another example, lets say Jane, Bill and Mike were working with Joe at a given work address. Now, if Joe is then edited such that Joe now works with Andy the following action will take place.

- If Andy was already working at a given company and work address, then Joe, Jane, Bill and Mike will also have the same company name and work address as Andy.
- If Andy's company name and work address was not yet specified but you have already specified the company name and work address of Joe (or Jane or Bill or Mike), then Andy will also share the same company name and work address as Joe, and will also become the primary person working at that work address.

See Also

Person Object
Person: Company Name
Person: Working Together

EasyFill
Preferences Dialog

Person: Working Together (workingSet)

This is a read-only attribute which is automatically updated to show who all are working with the given person, .i.e. sharing the same company name and the work address as the given person.

See Also

Person Object
Person: Company Name
Person: Working With

Person: Company Name (companyName)

This attribute specifies the company name where the person is working. If the person is working (sharing work address) with some other person or other persons are working with this person, then changing the company name will change the company name of all the persons working together.

See Also

Person Object
Person: Working With
Person: Working Together

Person: Work Address (workAddress)

This attribute specifies the work address of the person. See description of **Postal Address** to understand different attributes that completely specify a work address.

If the person is working (sharing work address) with some other person or other persons are working with this person, then changing the work address will change the work address of all the persons working together.

See Also

Person Object
Person: Working With
Person: Working Together
Postal Address

Person: Work Telephone Numbers (workTelSet)

This is a set of telephone numbers of the person. You may specify as many telephone numbers as you need to. See description of Phone Object to understand different attributes that completely specify a telephone number.

See Also

Person Object
Phone Object

Person: Work Fax Numbers (workFaxSet)

This is a set of fax numbers of the person. You may specify as many fax numbers as you need to. See description of Phone Object to understand different attributes that completely specify a fax number.

See Also

Person Object
Phone Object

Person: Working At

This is the place of work of the person. You can specify one work address of a person. The work address is another object called the Business Object. You specify an already existing business object name as the place of work or you can create a new business object. Business objects are separate objects that can exist on their own once created. Also, more than one person could be working at the same place, thus you can share the same business object. This way you eliminate redundant specification of business address etc. and at the same time maintain consistency automatically.

See description of Business Object for details. You specify Business Object by Company Name. You only need to type enough characters to identify the business company name uniquely. EasyFill feature will complete the name for you.

See Also

Person Object
Business Object
EasyFill

Person: Alternate Address (altAddress)

This attribute specifies an alternate address of the person. This is provided to keep an additional address associated with the person other than home and work addresses. See description of **Postal Address** to understand different attributes that completely specify alternate address.

Alternate addresses are not shared by other people.

See Also

Person Object
Postal Address

Person: Email Addresses (emailSet)

This is a set of electronic mail addresses of a person. You can specify as many electronic mail addresses of a person as you need to. See description of Email Address Object to understand different attributes that specify the electronic mail address.

See Also

Person Object
Email Address Object

Person: Url/Web Addresses (urlSet)

This is a set of internet addresses commonly known as the URL (Uniform Resource Locator) addresses, also called the Web addresses of a person. You can specify as many URL/Web addresses of a person as you need to. See description of Url Address Object to understand different attributes that specify the Url address.

See Also

Person Object
Url Address Object

Person: Father (father)

This is another Person Object who is the father of the person. You specify the father by typing the name of the father.

You only need to type as many characters as to uniquely specify the name. EasyFill feature will complete the rest of the name for you.

See Also

Person Object
EasyFill

Person: Mother (mother)

This is another Person Object who is the mother of the person. You specify the mother by typing the name of the mother.

You only need to type as many characters so as to uniquely specify the name. EasyFill feature will complete the rest of the name for you.

See Also

Person Object
EasyFill

Person: Spouse (spouse)

This is another Person Object who is the spouse of the person. You specify the spouse by typing the name of the spouse.

You only need to type as many characters so as to uniquely specify the name. EasyFill feature will complete the rest of the name for you.

See Also

Person Object
EasyFill

Person: Children (children)

This is a set of Person Objects who are children of the person. Child/parent relationship is automatically set when you either set the father, mother or children attributes.

See Also

Person: Father
Person: Mother
Person Object

Belongs To Groups (groupSet)

This is a set of Group Objects to which the Person belongs. A person can belong to as many groups as you desire.

See Also

Group Object
Person Object

Person: Text1...N (text1,...textN)

There are Text1 to TextN attributes of a Person that can be used to store any information that you wish to keep along with the Person Object.

See Also

Person Object

Person: Num1...N (num1,...numN)

There are Num1 to NumN attributes of a Person that can be used to store any integer valued information that you wish to keep along with the Person Object.

See Also

Person Object

Person: Date1...N (date1,...dateN)

There are Date1 to DateN attributes of a Person that can be used to store any additional dates that you wish to keep along with the Person Object.

See Also

Person Object

Business Object

Business Object is designed to keep information of businesses, may it be a place of work, place where you go out to eat, a travel agency, entertainment company, or anything else which is an organization. A business object has the following attributes that you can specify. The names in parenthesis are the internal names used to refer the attributes internally.

Id
Company Name (businessName)
Additional Name (additionalName)
Address (address)
Telephone Numbers (telSet)
Fax Numbers (faxSet)
Email Addresses (emailSet)
Url/Web Addresses (urlSet)
Comments (comments)
Belongs To Groups (groupSet)
Text1...N (text1,...textN)

Business: Id

Every object is identified internally by EasyManager with a id. Business objects also are assigned an id automatically as soon as the object is created. The id of an object is unique within a database.

See Also

Business Object

Business: Company Name (businessName)

Company Name is the primary attribute that is used to identify a business. You can define more than one business with the same company name, but it is not advisable to do so as it may create confusion while exporting the object to other applications. When creating an object, if another object by the same name already exists, EasyManager will give you a warning.

See Also

Business Object

Business: Additional Name (additionalName)

This attribute can be used to specify a division, a department etc. that identifies a part of the company. For example, you may want to keep two different business objects one for the Technical Support, another for the Sales Department of one company because they are located on different street address.

If the only thing that you want to store for a company is telephone and fax numbers, and/or electronic mail addresses then you can just have one business and store many telephone or fax numbers or electronic mail addresses each one with a specific comment which department it is for.

See Also

Business Object

Business: Address (address)

This specifies the postal address of the business. See description of Postal Address to understand different attributes that completely specify the street address.

See Also

Business Object
Postal Address Object

Business: Telephone Numbers (telSet)

This is a set of telephone numbers of the business. You may specify as many numbers as you need to. See description of Phone Object to understand different attributes that completely specify a telephone number.

See Also

Business Object
Phone Object

Business: Fax Numbers (faxSet)

This is a set of fax numbers of a business. You may specify as many fax numbers as you need to. See description of Phone Object to understand different attributes that completely specify a fax number.

See Also

Business Object
Phone Object

Business: Email Addresses (emailSet)

This is a set of electronic mail addresses of a business. You can specify as many electronic mail addresses of a business as you need to. See description of Email Address Object to understand different attributes that specify the electronic mail address.

See Also

Business Object
Email Address Object

Business: Url/Web Addresses (urlSet)

This is a set of internet addresses of a business, known as URL (Uniform Resource Locator) or Web addresses. You can specify as many Url/Web addresses as you need to. See description of Url Address Object to understand different attributes that specify the url/web address.

See Also

Business Object
Url Address Object

Business: Comments (comments)

This attribute can be used to store any other information that could not be stored in any of the attributes explicitly.

See Also

Business Object

Business: Belongs To Groups (groupSet)

This is a set of Group Objects to which the Business Object belongs. A business can belong to as many groups as you desire.

See Also

Business Object
Group Object

Business: Text1...N (text1,...textN)

Attributes Text1 to TextN can be used to store any other information that you desire, but could not be stored in any of the other attributes explicitly.

See Also

Business Object

Account Object

An Account object is used to store information related to an account. An account can be anything including, but not limited to a bank, credit card, subscription or club account. This object provides special attributes that store account specific information like account number, access code, etc.

There is very little difference between a business object and an account object except that account object is designed to store account specific information also.

The following attributes are defined for the Account objects. The names in parenthesis are the internal names used to refer the attributes internally.

Id
Account Name (accountName)
Description (description)
Account Type (accountType)
Account Number (accountNumber)
Access Code (accessCode)
Expiration Date (expirationDate)
Customer Service Telephone Numbers (custSrvTelSet)
Automated Access Telephone Numbers (autoAccessTelSet)
Fax Numbers (faxSet)
Address (address)
Email Addresses (emailSet)
Url/Web Addresses (urlSet)
Comments (comments)
Belongs To Groups (groupSet)
Text1...N (text1,...textN)

Account: Id

Every object is identified internally by EasyManager with a id. Account objects also are assigned an id automatically as soon as the object is created. The id of an object is unique within a database.

See Also

Account Object

Account: Account Name (accountName)

Account Name is the primary attribute that is used to identify an account. You can define more than one account with the same account name, but it is not advisable to do so as it may create confusion while exporting the object to other applications. When creating an object, if another object by the same name already exists, EasyManager will give you a warning.

See Also

Account Object

Account: Description (description)

This attribute can be used to describe the account.

See Also

Account Object

Account: Account Number (accountNumber)

This attribute can be used to store the account number of the given account.

See Also

Account Object

Account: Access Code (accessCode)

This attribute can be used to store the access code of the given account.

See Also

Account Object

Account: Account Type (accountType)

This attribute can be used to store the type of account. Currently, the account types can be of the following:

- **Bank** Use this type if you are creating an bank account
- **Credit Card** Use this type if you are creating a credit card account
- **Check Card** Use this type if you are creating a check card account
- **Debit Card** Use this type if you are creating a debit card account
- **Subscription** Use this type if you are creating a subscription account
- **Investment** Use this type if you are creating a investment account
- **Pay By Phone** Use this type if you are creating a pay-by-phone account
- **Login/Web** Use this type if you are creating a login/web account
- **Calling Card** Use this type if you are creating a calling card account
- **Membership** Use this type if you are creating a membership account
- **Insurance** Use this type if you are creating a insurance account
- **Other** Use this type if you are creating an account that does not fall in any other category

You only need to enter enough number of characters to uniquely specify the type. **EasyFill** feature will complete rest of the type name for you.

See Also

Account Object
EasyFill

Account: Expiration Date (expirationDate)

This is the date the account expires. You enter the date using Windows date format settings. Remember to enter the year with the century (eg: 1996 is correct, whereas 96 is not).. See **Editing Date Value** on various ways to enter date values.

See Also

Account Object
Editing Date Value

Account: Address (address)

This specifies the postal address of the account. See description of Postal Address to understand different attributes that completely specify the street address.

See Also

Account Object
Postal Address Object

Account: Customer Service Telephone Numbers (custSrvTelSet)

This is a set of customer service telephone numbers of the account. You may specify as many numbers as you need to. See description of Phone Object to understand different attributes that completely specify a telephone number.

See Also

Account Object
Phone Object

Account: Automated Access Telephone Numbers (autoAccessTelSet)

This is a set of automated access telephone numbers of the account. You may specify as many numbers as you need to. See description of Phone Object to understand different attributes that completely specify a telephone number.

See Also

Account Object
Phone Object

Account: Fax Numbers (faxSet)

This is a set of fax numbers of a account. You may specify as many fax numbers as you need to. See description of Phone Object to understand different attributes that completely specify a fax number.

See Also

Account Object
Phone Object

Account: Email Addresses (emailSet)

This is a set of electronic mail addresses of the account. You can specify as many electronic mail addresses as you need to. See description of Email Address Object to understand different attributes that specify the electronic mail address.

See Also

Account Object
Email Address Object

Account: Url/Web Addresses (urlSet)

This is a set of internet addresses of the account, also known as URL (Uniform Resource Locator) addresses or Web addresses. You can specify as many url/web addresses as you need to. See description of Url Address Object to understand different attributes that specify the url/web address.

See Also

Account Object
Url Address Object

Account: Comments (comments)

This attribute can be used to store any other information that could not be stored in any of the attributes explicitly.

See Also

Account Object

Account: Belongs To Groups (groupSet)

This is a set of Group Objects to which the Account Object belongs. A account can belong to as many groups as you desire.

See Also

Account Object
Group Object

Account: Text1...N (text1,...textN)

Attributes Text1 to TextN can be used to store any other information that you desire, but could not be stored in any of the other attributes explicitly.

See Also

Account Object

ToDo Object

ToDo object is used to track things to do, commonly known as ToDo list. You create ToDo objects to track almost anything that you need to remember to do or to keep your list of things to do organized.

Following attributes are defined for ToDo Objects:

Id
Description (description)
Priority (priority)
ToDo On Date (toDoOnDate)
Status (status)
Date Completed (dateCompleted)
Belongs To Groups (groupSet)
Comments (comments)
Text1...N (text1,...textN)

ToDo: Id

Every object is identified internally by EasyManager with a id. ToDo objects also are assigned an id automatically as soon as the object is created. The id of an object is unique within a database.

See Also

ToDo Object

ToDo: Description (description)

This is the primary attribute that is used to identify a ToDo object. You can define more than one ToDo object with the same description but it is not advisable to do so as it may create confusion while exporting the object to other applications. When creating an object, if another object by the same description already exists, EasyManager will give you a warning.

See Also

ToDo Object

ToDo: Priority (priority)

This attribute is used to denote the priority of the task represented by the ToDo object. A priority is denoted by a positive number. By default every task is assigned a priority of zero. You can specify any priority number you want to. This attribute is useful in sorting the tasks by priority so you can concentrate on the high priority tasks first.

See Also

ToDo Object

ToDo: ToDo On Date (toDoOnDate)

This is the date to do the task on. You enter the date using Windows date format settings. Remember to enter the year with the century (eg: 1996 is correct, whereas 96 is not).. See **Editing Date Value** on various ways to enter date values.

See Also

ToDo Object
Editing Date Value

ToDo: Status (status)

This attribute is used to denote the status of the task represented by the ToDo object. Status can be one of the following:

- **Pending** Denotes the task is pending
- **In Progress** Denotes the task is in progress
- **On Hold** Denotes the task is on hold
- **Completed** Denotes the task has been completed

Setting the status to **Completed** also sets the **Date Completed** attribute to the current date (the date when the task was completed).

You only need to enter enough number of characters to uniquely specify the status. **EasyFill** feature will complete rest of the status name for you.

See Also

ToDo Object
EasyFill

ToDo: Date Completed (dateCompleted)

This is the date the task was completed. This attribute is set automatically when the task status changes to **Completed**. If the status is not completed, and a date is entered for this attribute, the status is changed to **Completed**.

You enter the date using Windows date format settings. Remember to enter the year with the century (eg: 1996 is correct, whereas 96 is not).. See **Editing Date Value** on various ways to enter date values.

See Also

ToDo Object
ToDo: Status
Editing Date Value

ToDo: Belongs To Groups (groupSet)

This is a set of Group Objects to which the ToDo Object belongs. This is used to categorize the tasks (ToDo objects) into different categories. For instance you could define groups (categories) like Work, Social, School, etc. and assign ToDo objects to these groups (categories). A ToDo object can belong to as many categories as you want to.

See Also

ToDo Object
Group Object

ToDo: Comments (comments)

This attribute can be used to store any other information that is associated with the ToDo object.

See Also

ToDo Object

ToDo: Text1...N (text1,..., textN)

Attributes Text1 to TextN can be used to store any other information that you desire, but could not be stored in any of the other attributes explicitly.

See Also

ToDo Object

Reminder Object

Reminder objects are used to track tasks to remind at a predetermined date. The tasks can be anything, and you create a reminder object for each task you want to be reminded of. Tasks can be recurring (ie.e they repeat every fixed internal like every week, month, year), or occur once only. Some example of tasks are - like Attend Seminar on Jan 20, 1996, or Mail Rent On 1st of every month, or Pay Gardener every week.

When the time comes near for the task to do, EasyManager automatically creates a ToDo object to represent the task, so you can see it in the ToDo list alongwith other tasks. EasyManager also updates the **Next Date** attribute of the Reminder object to be the next date depending on the frequency.

Following attributes are defined for Reminder Objects:

Id
Description (description)
Next Date (nextDate)
Frequency (frequency)
Days Before To Remind (numDaysBefore)
Comments (comments)
Text1...N (text1,...textN)

Reminder: Id

Every object is identified internally by EasyManager with a id. Reminder objects also are assigned an id automatically as soon as the object is created. The id of an object is unique within a database.

See Also

Reminder Object

Reminder: Description (description)

This is the primary attribute that is used to identify a Reminder object. You can define more than one Reminder object with the same description but it is not advisable to do so as it may create confusion while exporting the object to other applications. When creating an object, if another object by the same description already exists, EasyManager will give you a warning.

See Also

Reminder Object

Reminder: Next Date (nextDate)

This is the date the task is to be performed. The date to remind is computed as this date minus the number of **Days Before To Remind** attribute value.

You enter the date using Windows date format settings. Remember to enter the year with the century (eg: 1996 is correct, whereas 96 is not).. See **Editing Date Value** on various ways to enter date values.

See Also

Reminder Object
Editing Date Value

Reminder: Frequency (frequency)

This attribute is used to denote how often the task needs to be reminded, i.e. how often does the task repeat. Frequency can be one of the following:

- **Never** Denotes the task is not to be reminded.
- **Once** Denotes the task is to be reminded only once. After reminding, EasyManager changes the Frequency to **Never**.
- **Every Day** Denotes the task is to be reminded every day. After reminding, EasyManager changes the **Next Date** to one day after the current date.
- **Every Week** Denotes the task is to be reminded every week. After reminding, EasyManager changes the **Next Date** to one week after the current date.
- **Every Two Weeks** Denotes the task is to be reminded every two weeks. After reminding, EasyManager changes the **Next Date** to two weeks after the current date.
- **Twice A Month** Denotes the task is to be reminded twice every month. After reminding, EasyManager changes the **Next Date** to remind 15 days (adjusted according to number of days in a month) after the current date.
- **Every Month** Denotes the task is to be reminded every month. After reminding, EasyManager changes the **Next Date** to one month after the current date.
- **Every Quarter** Denotes the task is to be reminded every quarter. After reminding, EasyManager changes the **Next Date** to three months after the current date.
- **Every Year** Denotes the task is to be reminded every year. After reminding, EasyManager changes the **Next Date** to one year after the current date.

You only need to enter enough number of characters to uniquely specify the Frequency. **EasyFill** feature will complete rest of the status name for you.

See Also

Reminder Object

Reminder: (Number Of) **Days Before To Remind** (numDaysBefore)

This attribute is used to denote the the number of days before the task is to be done, you would like EasyManager to remind you of the task. EasyManager creates a ToDo object corresponding to the task to remind on the date which is the **Next Date** the task is due minus the number of days before you want to be reminded.

See Also

Reminder Object

Reminder: Comments (comments)

This attribute can be used to store any other information that is associated with the Reminder object.

See Also

Reminder Object

Reminder: Text1...N (text1,..., textN)

Attributes Text1 to TextN can be used to store any other information that you desire, but could not be stored in any of the other attributes explicitly.

See Also

Reminder Object

Group Object

A Group Object is designed to organize individual objects like Person, Business, Account, ToDo and Reminder, in specific purpose groups.

For example, you may want to define a group for friends in California. Any object can be a member of the group. An object can be part of any number of groups. A group can contain other groups as long as the groups do not form a cycle. This allows you to organize your groups hierarchically. For example you could have a group of fax numbers for each state in USA, and then have a group of fax numbers for the all of USA.

Following attributes are defined for Group Objects:

Id
Name (name)
Members (members)
Comments (comments)
Text1...N (text1,...textN)

See Also

Person Object
Business Object
Account Object
ToDo Object
Reminder Object

Group: Id

Every object is identified internally by EasyManager with a id. Group objects also are assigned an id automatically as soon as the object is created. The id of an object is unique within a database.

See Also

Group Object

Group: Name (name)

This is the primary attribute that is used to identify a group. You can define more than one group with the same name but it is not advisable to do so as it may create confusion while exporting the object to other applications. When creating an object, if another object by the same name already exists, EasyManager will give you a warning.

See Also

Group Object

Group: Members (members)

This is a set of objects that constitute the group. The objects can be of any type. Currently, objects of type Person, Business or Group can be members of the group. A object can be a member of many groups.

A group can be a member of another group as long as the group does not form a cycle. For example, If Group A contains Group B, and Group B contains Group C. Then if Group C or Group B contains group A a cycle will be formed.

See Also

- Group Object
- Person Object
- Business Object
- Account Object
- ToDo Object
- Reminder Object

Group: Comments (comments)

This attribute can be used to store any other information that is associated with the group.

See Also

Group Object

Group: Text1...N (text1,..., textN)

Attributes Text1 to TextN can be used to store any other information that you desire, but could not be stored in any of the other attributes explicitly.

See Also

Group Object

Postal Address Object

Postal Address object is used to keep the street address. The street address can be shared by many different types of objects that have a postal address. Currently, objects of type Person and Business have a postal address. The following components of the address can be stored.

Street (street)
Street2 (street2)
City (city)
State (state)
Zip (zip)
Country (country)
Directions (directions)

See Also

Person Object
Business Object
Account Object

Postal Address: Street (street)

This is the first line of street name and number. You may include the suite or apartment number in this attribute. You may want to follow a convention of specifying the suite or apartment number by preceding the number by a '#' sign.

See Also

Postal Address Object

Postal Address: Street2 (street2)

This is the 2nd line for specifying the street. You may include the suite or apartment number in this attribute. You may want to follow a convention of specifying the suite or apartment number by preceding the number by a '#' sign.

See Also

Postal Address Object

Postal Address: City (city)

This is the city part of the postal address.

See Also

Postal Address Object

Postal Address: State (state)

This is the state part of the postal address. Normally, you may want to follow a convention on how to enter state names. For example, if you decide you use CA as the sate name for California, then use it everywhere you want to specify California.

See Also

Postal Address Object

Postal Address: Zip (zip)

This is the zip code of the postal address. You can use any characters to represent the zip code. Some countries have zip codes containing digits only, others have a combination of letters and digits.

See Also

Postal Address Object

Postal Address: Country (country)

This is the country of the postal address.

See Also

Postal Address Object

Postal Address: Directions (directions)

This attribute can be used to keep the directions on how to get to the given postal address.

See Also

Postal Address Object

Electronic Mail Address Object

Electronic Mail Address or Email address is the electronic address that is used to send and receive electronic mail. Depending on what electronic mail service you use, you would have a different format of specifying the address. Electronic Mail Address Object has the following attributes:

Address (emailAddress)
Type (emailType)

See Also

Person Object
Business Object
Account Object

Email Address: Address (emailAddress)

Attribute is used to keep the electronic mail address in the native form.

For example, if the person has a CompuServe address, specify the address as a CompuServe address and not as an internet address. This is important so that you can export the addresses to different applications more easily. For example, if you export the addresses to CompuServe Information Manager, then EasyManager will export the CompuServe address as a CompuServe address, if you export the addresses to be used with UNIX mailer, then EasyManager will correctly translate the CompuServe address to an equivalent internet form.

See Also

Email Address Object

Email Address: Type (emailType)

This attribute represents the type or format in which the electronic mail address is specified. Currently the following types are valid types.

- **Internet** Use this type if you are specifying an internet address
- **CompuServe** Use this type if you are specifying a CompuServe address
- **MCI Mail** Use this type if you are specifying a MCI Mail address
- **America Online** Use this type if you are specifying America Online address
- **Prodigy** Use this type if you are specifying Prodigy address

If the address type you have is not supported, then specify it as an internet address. Most mailers support sending mail to an internet address.

You only need to enter enough number of characters to uniquely specify the type. **EasyFill** feature will complete rest of the type name for you.

See Also

Email Address Object
EasyFill

Url Address Object

Url or Web Address is the internet address used to open up web addresses in the Web browsers. Url Address Object has the following attributes:

Address (urlAddress)
Comments (comments)

See Also

Person Object
Business Object
Account Object

Url Address: Address (urlAddress)

Attribute is used to keep the url/web address in the native form. Specify complete url address.

See Also

Url Address Object

Url Address: Comments (comments)

This is used to specify a comment. You can write any comment associated with the Url Address. It is specially useful if you have more than one url address and you want to note down what each address is for.

See Also

Url Address Object

Phone Object

Phone object is used to store a phone number, may it be a telephone number, fax number, or automated information numbers. The following details can be stored for a phone:

Number (phoneNumber)
Country Code (countryCode)
Area Code (areaCode)
Local Number (localNumber)
Extension (extension)
Comments (comments)

See Also

Person Object
Business Object
Account Object

Phone: Number (phoneNumber)

This is used to specify the number. The number can be entered as digits, or as a combination of digits and alphabets. You can use any character as a separator except **[] ()**. Commonly used separators are dash '**-**', dot '**.**' and space. Normally you may want to reserve a comma '**,**' for denoting a pause.

You may directly enter the phone number in the following format:

[countryCode**] (**areaCode**)** localNumber **x** extension

EasyManager automatically splits the phone number and assigns it as different components of the phone. You may also enter the phone number components individually using the **Country Code**, **Area Code**, **Local Number**, and **Extension** attributes.

Do not enter dialing prefix with the phone number.

See Also

- Phone Object
- Country Code
- Area Code
- Local Number
- Extension

Phone: Country Code (countryCode)

This is used to specify the country code part of the phone number. You should not enclose the country code within square brackets when entering. EasyManager will add the appropriate parenthesis as needed.

The country code should be entered as digits.

You may also enter the complete phone number using the **phoneNumber** attribute.

See Also

Phone Object
Phone Number

Phone: Area Code (areaCode)

This is used to specify the area or city code part of the phone number. You should not enclose the area code within parenthesis when entering. EasyManager will add the appropriate parenthesis as needed.

The area code could be entered as digits or alphabets.

You may also enter the complete phone number using the **phoneNumber** attribute.

See Also

Phone Object
Phone Number

Phone: Local Number (localNumber)

This is used to specify the local number (wthin your local dialing area) part of the phone number. You should not specify the area code as part of the local number.

The local number can be entered as digits or alphabets.

You may also enter the complete phone number using the **phoneNumber** attribute.

See Also

Phone Object
Phone Number

Phone: Extension (extension)

This is used to specify the extension (if any) part of the phone number. Extension can be entered as digits or alphabets.

You may also enter the complete phone number using the **phoneNumber** attribute.

See Also

Phone Object
Phone Number

Phone: Comments (comments)

This is used to specify a comment. You can write any comment associated with the number. It is specially useful if you have more than one number and you want to note down what each number is for.

See Also

Phone Object

Creating An Object

You create an object either in a EasyList or within the EasyEditor.

Creating Object Within EasyList

Within EasyList, you can only create an object of the type that the list handles. For example, *Home Telephone Numbers List* shows attributes of **Person** object. Thus you can only create objects of Person type in this list.

The last row of any editable EasyList is always empty. Entering the name in the name column of the last row automatically creates an object of the given type.

Creating Object Within EasyEditor

To create an object from the EasyEditor, follow these steps:

1. Make sure that no object is currently selected. EasyEditor always displays the selected object if there is a selected object. If there is no currently selected object, you can skip this step. Pressing the "New Object" button clears the selection if any and grays out all the attributes except the first attribute.
2. Press the "Type" button. This will give you a choice of the type of objects that you can create. If the type of object you want to create is already being displayed in the editor, then you can skip this step. Select the type of object you want to create.
3. Enter the name of the object. Entering a name automatically creates an object of the given type. Also, all other attributes will also become available for editing.

Note, that this style of creating an object is very different than other software where you have to press an "Apply" or a "Create" button to create an object.

See Also

Person Object
Business Object
Account Object
ToDo Object
Reminder Object
Group Object

Selecting An Object

You may select an Object from any EasyList or from the EasyEditor. An object once selected, appears selected wherever it is displayed.

Selecting Object Within EasyList

From the EasyList, clicking on the left most cell of a row will select that object. This cell displays the **Id** of the object.

Or

You may also select by clicking right mouse button within the row of the object that you want to select, and choosing the Select menu item from the context dependent popup menu that pops up.

Selecting Object Within EasyEditor

From the EasyEditor, you can select an object by following the steps below:

1. Choose the type of object you want to select. If the type of object you want to select is already displayed in the editor, you can skip this step. Press the "Type" button, and it will display a selection box with a list of all the possible types of objects. Double click on the type you want, or click once, and then press the OK button.

2. Press the "Sel... " button at the bottom of the editor. This will display a selection box with the name of all the objects of the given type. Click on the object you want to select, and then press OK. Double clicking on the object you want to select is equivalent to clicking once and then pressing OK button.

   Or

3. Press the First (<<), Last (>>), Next (>) or Previous (<) buttons. This will select the first, last, next or previous object as appropriate.

   Or

4. Enter the name that you want to select in the Find box and press return. You may enter only partial name. If the name matches an object uniquely, that object will be selected. If the name matches more than one object or if it does not match any object, a selection box will be displayed to select from.

See Also

Person Object
Business Object
Account Object
ToDo Object
Reminder Object
Group Object

Editing An Object

You can edit an object anywhere it is displayed. All the attributes of an object can be edited in the EasyEditor. You can also edit any attribute of the object from any EasyList that displays that attribute.

Editing Object In EasyList

To edit an attribute from within an EasyList, simply double click in the cell which you want to edit and type the new attribute value and press return. For many attributes, you may use the EasyFill feature to enter the value partially and let EasyFill feature complete the value for you. Refer to individual attributes help to see if EasyFill feature can be used for the given attribute.

Editing Object In EasyEditor

To edit an object within the EasyEditor, you need to first invoke the editor. You can invoke the EasyEditor in any of the following ways:

1. From an EasyList by double clicking on the left most cell (that displays the Id) of the object you want to edit. This selects the object, and invokes the EasyEditor with the selected object ready for editing.
2. From the Edit menu, by selecting the Editor menu item.
3. By pressing the keyboard shortcut Ctrl-E. Press the "Ctrl" key and the "E" key simultaneously.

Next, you would need to select the object that you want to edit, if the object is already selected, you can skip this step. If not, then follow the steps on Selecting An Object to select an object.

Now, edit the desired attribute. See EasyEditor details on different ways to edit attributes.

See Also

Person Object
Business Object
Account Object
ToDo Object
Reminder Object
Group Object

Jump To Object

You can jump to an object from EasyEditor and EasyLists. You can jump to object in one of the following ways:

1. Go the attribute that is displaying the object name that you want to jump to.
2. Press the keyboard shortcut **Ctrl+J** Press Ctrl Key and J key simlutaneously. or
3. Select **Jump To Object** from the **Edit** menu.

Or

In EasyList, you can also right click in the cell where the object is being displayed as an attribute of an object. This will popup the context dependent menu. Choose the **Jump To** menu item.

EasyEditor

Within EasyEditor, you can jump to an object that is being referred to by an attribute of the currently displayed object. By jumping to the object also selects the object.

Example

If the EasyEditor is displaying a Person Joe. The name of his father is Bill. To display Bill, you can simply go to the father attribute, and then Jump To Bill by pressing Ctrl+J.

EasyList

Within EasyList, jump to implies scroll to object. You can scroll to an object that is being referred to by its name in one of the columns except for the first column.

Example

Lets say one of the columns of EasyList displays Living With attribute of Person objects. Each row displays attributes of one object that is identified by its id in the Id column and by its name in column one. Lets say Joe is displayed in one of the rows and Joe is living with Sue. To scroll to Sue, go to the Living With attribute of Joe, and press Ctrl+J. The list will scroll to the row where Sue object is displayed in the list.

See Also

Person Object
Business Object
Account Object
ToDo Object
Reminder Object
Group Object

Deleting An Object

To delete an object the object must first be selected. See Selecting An Object to select an object. You can delete a selected object by any of the following ways :

1. Select the **Delete Object** menu item from the **Edit** menu.
2. Press the keyboard shortcut **Ctrl+D**. Press Ctrl Key and the "D" key simultaneously.
3. Popup the context dependent menu by clicking the right mouse button in EasyList. Choose the **Delete Object** menu item.

Viewing An Object

You may view objects in many ways. You may:

- View (and Edit) In EasyList
- View (and Edit) In EasyEditor
- View In EasyLook

Viewing In EasyList:

There are times when you want to view only some of the attributes of a given type of objects. For example, you may want to view only the telephone numbers of all Business objects. The best place to view only specific attributes of all or some objects of **one** type is EasyList.

EasyLists help you to view only the information that you want to. EasyManager comes with some predefined EasyLists. You may create new EasyLists, modify existing EasyLists or delete them altogether. See Customizing EasyList on how to create new or modify or delete existing EasyLists.

Furthermore, you may filter objects to view withtin EasyList/EasyEditor by associating a **filter** with the EasyList. You can also view the objects in any order by associateing a **sort** (EasySort) criteria with the EasyList.

Viewing In EasyEditor:

EasyEditor is the best place to view all the attributes of one object. You may view any object of any type in EasyEditor, but only one object at a time. EasyEditor is also one of the windows to edit any attribute of the object you are viewing.

Viewing In EasyLook:

If you want to look at some standard information quickly without having to search through the EasyLists or going through the EasyEditor, then EasyLook is the place. You cannot edit any of the attributes that you see, but it is very convenient place to lookup information like home address, telephone number, fax number and the like.

Viewing In EasyLabel:

EasyLabel is designed to display information as labels, by allowing you to format the way you want to present the information. There is nothing sacred about EasyLabels that you should use it only for making labels. You can view objects attributes in EasyLabels also. However, you cannot edit any of the attributes that you see. Apart from using EasyLabels for printing labels, you can print Address books, save the address book in file, and view attributes the way you want to.

See Also

Person Object
Business Object
Account Object
ToDo Object

Reminder Object
Group Object

Filtering Objects

Objects are filtered using a filter criteria that you define. Once you have defined the filter criteria, you can use the filter criterias to filter objects that you want to view in EasyLists and EasyLabels.

To Define Filter Criteria

1. Select **Define Filter** from the **Edit** menu. A dialog will be displayed showing all the currently defined filters. You can also get to this dialog from other dialogs like **Edit EasyList Definition** dialog, and **Edit EasyLabel Definition** dialog.
2. Click on **Edit** button to edit and redefine an existing filter, or **New** button to define a new filter criteria. An **Edit EasyFilter Definition** dialog will be displayed.
3. Define the filter criteria, and click on **OK** button.

To Apply Filter Criteria To EasyList

1. Open the **Edit EasyList** Definition dialog. You can do this by selecting the EasyList definition by either clicking on the **Define EasyList** from the **EasyLists** menu, or by clicking on **Define...** button on the EasyList itself.
2. Select one of the defined EasyFilter criteria to use with the EasyList. You can also define a new filter criteria by clicking on the **Define EasyFilter** button and following the steps above.
3. Click on **OK** button.

Or

1. Popup the context dependent popup menu by clicking anywhere within the EasyList. Choose the **Filter By** menu item, and then choose the desired filter object.

To Apply Filter Criteria To EasyLabel

1. Open the **Edit EasyLabel** Definition dialog. You can do this by selecting the EasyLabel definition by either clicking on the **Define EasyLabel** from the **EasyLabels** menu, or by clicking on **Define...** button on the EasyLabel itself.
2. Select one of the defined EasyFilter criteria to use with the EasyLabel. You can also define a new filter criteria by clicking on the **Define EasyFilter** button and following the steps above.
3. Click on **OK** button.

See Also

Person Object
Business Object
Account Object
ToDo Object
Reminder Object
Group Object

Sorting Objects

Objects are sorted using a sort criteria that you define. Once you have defined the sort criteria, you can use the sort criterias to sort objects in the order you want to view in EasyLists and EasyLabels.

To Define Sort Criteria

1. Select **Define EasySort** from the **Edit** menu. A dialog will be displayed showing all the currently defined sort criterias. You can also get to this dialog from other dialogs like **Edit EasyList Definition** dialog, and **Edit EasyLabel Definition** dialog.
2. Click on **Edit** button to edit and redefine an existing sort criteria, or **New** button to define a new sort criteria. An **Edit EasySort Definition** dialog will be displayed.
3. Define the sort criteria, and click on **OK** button.

To Apply Sort Criteria To EasyList

1. Open the **Edit EasyList** Definition dialog. You can do this by selecting the EasyList definition by either clicking on the **Define EasyList** from the **EasyLists** menu, or by clicking on **Define...** button on the EasyList itself.
2. Select one of the defined EasySort criteria to use with the EasyList. You can also define a new sort criteria by clicking on the **Define EasySort** button and following the steps above.
3. Click on **OK** button.

Or

1. Popup the context dependent popup menu by clicking anywhere within the EasyList. Choose the **Sort By** menu item, and then choose the desired sort object.

To Apply Sort Criteria To EasyLabel

1. Open the **Edit EasyLabel** Definition dialog. You can do this by selecting the EasyLabel definition by either clicking on the **Define EasyLabel** from the **EasyLabels** menu, or by clicking on **Define...** button on the EasyLabel itself.
2. Select one of the defined EasySort criteria to use with the EasyLabel. You can also define a new sort criteria by clicking on the **Define EasySort** button and following the steps above.
3. Click on **OK** button.

See Also

Person Object
Business Object
Account Object
ToDo Object
Reminder Object
Group Object

EasyList: Adding Multi-valued Attribute Values

EasyManager allows having unlimited number of phone/fax numbers, email addresses, and so on. Objects attributes can further refer to more than one object. For example, **Belongs To Groups** attribute of Person and other objects can refer to more than one group object.

In EasyLists, you can enter a value of any given attribute by simply going to the appropriate cell, and typing the value into the cell. For attributes that can have multiple values like phone numbers, you can enter multiple values as follows:

1. Go to the appropriate cell where you want to add another value. If the cell is empty, then type the value in.
2. If the cell is not empty, press the right mouse button while keeping the mouse pointer in the cell where you want to add another value. A context dependent popup menu is displayed. The menu contains the menu items **Add: <Col Title>.**. Choose this menu item.
3. An empty row will be added at the end of the row in which the object is displayed in the EasyList. For example, if an object X uses rows 2 to 5, a new row will be added after row 5. You can now type in the appropriate value.

EasyList: Removing Multi-valued Attribute Values

EasyManager allows having unlimited number of phone/fax numbers, email addresses, and so on. Objects attributes can further refer to more than one object. For example, **Belongs To Groups** attribute of Person and other objects can refer to more than one group object.

In EasyLists, you can remove a value of the set of values tha any given attribute as follows:

1. Go to the appropriate cell where you want to remove an existing value.
2. If the cell is not empty, press the right mouse button while keeping the mouse pointer in the cell where you want to remove an existing value. A context dependent popup menu is displayed. The menu contains the menu items **Remove: <Col Title>.**. Choose this menu item.
3. The value is removed.

Dialing Phone Numbers

To dial a phone number associated with any attribute of a given object, follow the steps below.

1. Currently you can only dial by using the right button popup menu from within EasyList and EasyLook. So open an EasyList, or find the object in EasyLook.
2. Goto the row where the desired object is displayed. Click the right mouse button. A context dependent menu will be displayed.
3. Goto the **Dial** sub-menu. A submenu will be displayed with a list of all the phone numbers associated with the given object.
4. Choose a phone number from the submenu. The number is dialed for you if you have a modem and the dialer support.

Sending Email

To send an electronic mail to an address associated with any attribute of a given object, follow the steps below.

1. Currently you can only send email by using the right button popup menu from within EasyList and EasyLook. So open an EasyList, or find the object in EasyLook.
2. Goto the row where the desired object is displayed. Click the right mouse button. A context dependent menu will be displayed.
3. Goto the **Email** submenu. A submenu will be displayed with a list of all electronic mail address associated with the given object.
4. Choose an electronic mail address from the submenu. The electronic mail program is invoked and the To is set to the email address of the person.

How To...

Objects

Create An Object
Edit An Object
Delete An Object
Select An Object
View An Object
Filter Objects
Sort Objects
Export Objects
Import Data

EasyList

Create A New EasyList
Edit An Existing EasyList Definition
Delete An Existing EasyList
Choose Fonts of EasyLists
Print An EasyList
Add More Than One Value of a Multi-Valued Attribute (example: phone numbers)
Remove A Value of a Multi-Valued Attribute (example: phone numbers)

Other

Dial A Phone Number
Send An Electronic Mail

Obtain Help Anytime
Register EasyManager
Provide Feedback

Getting Started

The first important information is to remember that you can get help by simply pressing **F1** Key from anywhere in the program. You can also obtain context-sensitive help by pressing **Shift+F1** Key at anytime.

After you have successfully installed EasyManager, read the following topics first.

Readme.txt file for the latest information and general advice on using EasyManager.
Features for the features of EasyManager.
Overview for an overview of EasyManager.
Objects for an introduction to the concept of objects.

After that, the first thing you would do is open a new document. Select **New...** menu item from the **File** menu to create a new document. You may also open an existing document if you have any, by selecting the **Open...** menu item from the **File** menu.

Open the EasyEditor by selecting the **EasyEditor...** menu item from the **Edit** menu or by pressing the **Ctrl+E** key, or by clicking on the in the toolbar.

Now you are ready to create/edit/delete objects. See help on the following topics:
Create An Object for steps on how to create objects
Edit An Object for steps on how to edit objects.
Delete An Object for steps on how to delete objects.
Select An Object for steps on how to select an object.
View An Object for steps on how to view objects.

After creating a few objects, open a pre-defined EasyList. Select any EasyList that interests you by selecting the appropriate menu item from the **EasyLists** menu. You can view, create, edit, and delete objects from any EasyList also. See the topics above for help.

You can save the file with all the changes by selecting the **Save...** menu item from the **File** menu. You will be prompted for a file name if you opened a new file.

By now, you can open a file, create, edit and delete objects, view objects and save the file.

The next step, is to learn to create or modify the pre-existing EasyList(s) to meet your needs. Select the **Define EasyLists...** menu item from **EasyLists** menu. See help on following topics for details:

Create A New EasyList for steps on how to create a new EasyList.
Edit An Existing EasyList Definition for steps on how to edit an existing EasyList.
Delete An Existing EasyList for steps on how to delete an existing EasyList.

For other advanced topics, ask for help under the appropriate index in the Table Of Contents.

Getting Help

When running EasyManager, help is always at hand whenever you need it. You can ask for help in any of the following ways:

At any time in the program, Press F1 Key. This brings up the help window with the help for the last active window. It could be a message box, EasyEditor, EasyList, or anything else.

You can get context sensitive help for menu commands and toolbars by pressing Shift-F1, and then clicking on the menu item, or the toolbar button.

You can go to the top level help by selecting the Help Index menu item from the Help menu.

Overview Of EasyExport

One of the advantage of using EasyManager is to help you manage information at one common place, and then allow you to easily export the Object to other applications.

When you export the desired objects to other programs the following points are worth knowing:

- Only the data relevant to that application is exported.
- All data that is exported is uniquely identified by the name of the object.
- EasyExport never deletes the old information that was not exported before by EasyManager.
- While exporting, if a record/object already exists in the application database but does not exist in the EasyManager database (identified by name), than that record is untouched during the export.

  The only time the record will be deleted from the application database is if (1) the record was previously exported by EasyManager, (2) the object has not been chosen to be exported or has since been deleted from EasyManager database, and (3) you have explicitly asked to delete previously exported data by checking the check box in the export dialog box.
- If a record/object exists both in the application database and in the EasyManager database (identified by name), than that record is updated with the relevant data that exists in EasyManager database.
- If a record/object does not exists in the application database, but exists in the EasyManager database (identified by name), than a new record is created in the application database and the relevant data exported from EasyManager database.

Currently, you can export relevant data of the desired objects to following applications.

- CompuServe Information Manager Address Book (Versions 1.x and 2.x)
- EasyList Data To Comma/Tab Separated Text File that can then be exported to other Spreadsheet, Database and many other applications that read comma/tab separated data.

This is an area where support for more applications are being developed. Make sure you have registered EasyManager so that you get new updates with support for exporting data to more applications. See Registering EasyManager on how to register.

If you have a favorite application that you would like to export data to, let us know. See Feedback on how to contact us.

For step by step instructions on exporting objects of your choice, see Exporting Objects.

EasyExport - Exporting Objects

To export relevant attributes of objects to other programs you invoke the EasyExport in one of the following ways:

1. Select the **EasyExport** menu item from the **File** menu.
2. Press Keyboard shortcut **Ctrl + X** - Press X key while holding down the Ctrl key.

This will invoke the **EasyExport Dialog**. Follow the steps below to export the objects:

1. Select the objects you want to export. You can choose to export all objects of one or more types in the database, or all objects that you can view in any of the open EasyLists, or any combination of these.
2. Select the target application/destination where you want the relevant attributes of the objects to be exported by selecting one of the items in the **Target** list box. The contents of the list box displays only the relevant targets to which you can export depending on the objects that you have chosen to export.
3. Select the data that you want to export from the **Data To Export** list box. The contents of the list box displays only the data that you can export, relevant to the target that you have chosen.
4. Modify the export file name if necessary to specify the file where the data should be exported into.
5. Check the **Delete Previously Exported Data** check button if you want to delete the data that you had exported before (if any). This should generally be checked if you are exporting all the objects in the database.
6. Click OK.

Also See

EasyExport
EasyExport Dialog

EasyExport Dialog

This dialog allows you export the desired data of desired objects to the desired target.

Objects To Export

All Person Objects: Check this box to export the relevant data of all the **Person** objects in the database.

All Business Objects: Check this box to export the relevant data of all the **Business** objects in the database.

All Group Objects: Check this box to export the relevant data of all the **Group** objects in the database.

Objects In List: Check this box and select a EasyList to export the objects that you view in the chosen EasyList.

Export Target

DosCIM 1.x or DosCIM 2.1.x: Select this target to export the relevant data to CompuServe Information Manager Address Book for DosCIM versions 1.x or 2.1.x.

DosCIM 2.2.x or WinCIM 2.x: Select this target to export the relevant data to CompuServe Information Manager Address Book for DosCIM version 2.2.x or WinCIM 2.x.

Tab Separated Text File: Select this target to export all the data in the selected EasyList as a tab separated text (ASCII) file. This data can then be read by many spreadsheets, databases and word processor programs. This option is available only if you select the **Objects In List** option in the **Objects To Export** section.

Comma Separated Text File: Select this target to export all the data in the selected EasyList as a comma separated text (ASCII) file. This data can then be read by many spreadsheets, databases and word processor programs. This option is available only if you select the **Objects In List** option in the **Objects To Export** section.

Data To Export

Email Address: Select this choice to export the electronic mail addresses of the desired objects to the desired target. This choice is available only if it is relevant for the selected target.

Fax Numbers: Select this choice to export fax numbers of the desired objects to the desired target. This choice is available only if it is relevant for the selected target.

Telephone Numbers: Select this choice to export telephone numbers of the desired objects to the desired target. The choice is available only if is relevant for the selected target.

Postal Address: Select this choice to export postal address of the desired objects to the desired target. The choice is available only if is relevant for the selected target.

Email Address And Fax Number: Select this choice to export electronic mail address and fax numbers of the desired objects to the desired target. The choice is available only if it is relevant for the selected target.

List Data: Select this choice to export the EasyList data to the desired target. The choice is available only if its relevant for the selected target.

Delete Previously Exported Data

Select this option to delete any information that was previously exported from EasyManager. EasyManager puts a tag wherever possible for all information that it exports. This way if an object or the data is deleted, that data is also deleted from the target when exporting the current information.

Export To File

Specify the file name with full path or relative path from the current working directory. When you choose a target, the default file name is filled.

Browse Button

Click on this button to browse the file directory on the disk to choose a file name where to export.

Export Button

Click this button to export the relevant information from the selected objects.

Cancel Button

Click on this button if you want to cancel the export process.

See Also

Exporting Objects

EasyImport - Importing Data

EasyImport imports data from text files and from other applications. Currently, it supports importing from the following sources:

- Character Separated Text files
- CompuServe Information Manager Address Book

In future, more sources will be supported for import. If you have a favorite program, and would like to import information directly from that application, please let us know. Go to feedback on how to contact us.

Follow the steps below to import data:

1. Select the **EasyImport** menu item from the **File** menu, or Press keyboard shortcut **Ctrl + I.** This will invoke the EasyImport Dialog.
2. Select one of the sources from the list of possible import sources either by clicking on the desired source, and pressing **Import** button, or by double clicking on the desired source.
3. This will display the appropriate dialog box. You can change the default values in the dialog box to customize the import behavior. Press Import button to import relevant data from the chosen source.

Also See

Importing From Text File
Import Text File Dialog
Import CompuServe Address Book Dialog

Importing From Text File

EasyImport can import any data that you desire from character (comma, tab, semicolon, etc.) separated text files. Each record represents an Object within EasyManager. Records in the text file should be separated by new line, while fields or attributes should be separated by a single character specified in the dialog box. The first field in the record should be the **name** attribute of the object. If a field value is empty for any record, the particular field value is not modified while importing.

Follow the steps below to import data:

1. Create or modify an existing EasyList such that each of the columns in the EasyList represents a field in the text file. If you want to ignore a field, define the corresponding column as empty column.
2. Select the **EasyImport** menu item from the **File** menu, or Press keyboard shortcut **Ctrl + I.** This will invoke the EasyImport Dialog.
3. Select **Character Separated Text File** as the import source by either doubling clicking on the import source, or by clicking on the import source once, and pressing **Import** button. This will display the dialog box for importing from Character separated text file. Enter/change the default values, and press **Import**. This will import the data from the specified text file.

Also See

Import Text File Dialog
EasyImport - Importing Data

Import Text File Dialog

The following options allow you to specify what data to import:

Import From File

Enter the name of the file (data source) from which the data is to be imported. You may use the **Browse** button to browse the files.

EasyList That Represents Column Format

Select an EasyList whose column definition matches the column definition of the text file from which data is to be imported.

Has Row Headers

Check this box if the first field of each record represents the record header. For example, the first record could represent a record Id. Checking this box simply ignores the first column of every record.

Has Column Headers

Check this box if the first record in the text file represents the column (field) headers. Checking this box simply ignores the first record.

Column Delimiter

Select or enter a column delimiter. A column delimiter is a one character separator that is used to separate column (field) entries.

Append To Existing Data

This option affect only attributes that can have multiple values. Check this box if the previous attribute values of a multiple-valued attribute should not be deleted before importing data. For example, a Person object can have multiple home telephone numbers. If you were importing home telephone numbers, the numbers being imported can be added to the list of existing telephone numbers for a given Person, or the existing numbers can first be deleted before importing a telephone number for a given Person. Checking this box will not delete the existing numbers before importing.

Also See

Importing From Text File
EasyImport - Importing Data

Import CompuServe (CIM) Address Book Dialog

The following options allow you to specify what data to import:

Import From Address Book [File]

Enter the name of the file (data source) from which the data is to be imported. You may use the **Browse** button to browse the files.

Normally, it is C:\CSERVE\support\addrbook.dat for WinCIM and for DosCIM versions 2.2.x. For DosCIM versions 1.x and 2.1.x, the path is C:\CSERVE\addrbook.dat. If CIM is installed in a directory other than C:\CSERVE, then replace C:\CSERVE with the directory where CIM is installed.

Type of object to create If Name does not exist

Select the type of object to create for names that do not exist in the database. This information is used only for non-group records. Group objects are created for group records.

When importing from the address book, EasyManager attempts to find an existing Object by the name of the record that is being imported from the address book. If it cannot find a Person or a Business object by name, it will create a new object. You can decide what type of object to create in such cases.

Do not import previously exported records

Check this box if you do not want re-import records that were previously exported from EasyManager. A record exported by EasyManager is identified by the **{{EasyManager Exported Data}}** string as the comments for that record.

Append To Existing Addresses

Check this box if you want to append the addresses being imported to the existing electronic mail addresses/fax numbers for the objects being imported. Uncheck this box if you want to delete the existing addresses before importing addresses for the objects being imported.

While importing addresses, even if this box is checked, it will not create duplicate address if the address already exists for the object being imported.

Also See

EasyImport - Importing Data

EasyLabel Window Layout

EasyLabel window displays the labels by evaluating the label format specification. Labels are displayed the way they will be printed. If the label format is defined as simple or advanced format, one label is displayed for each object of the specified type.

EasyLabels can also be used to print Address Books, and other books that represent the data of your choice. Define the label format specification appropriately using the **Define EasyLabel...** menu item from EasyLabel menu.

EasyLabels can also be used to print from address labels. Use the fixed label format and enter your address as the label specification.

You can modify the contents of the label (after label format specification has been evaluated) before printing or exporting by editing the label data directly.

You can also change the label width, height, and horizontal and vertical spacing between labels by dragging the edge of the label in the row or column headers. Changing the size in this way does not save the page setup for the label for later use.

Buttons

Export...
Press this button to export the label data to a text file. Note that labels are always exported as one column even if the labels are displayed in more than one column.

Print...
Press this button to print the labels on plain paper or on label forms.

Page Setup...
Press this button to change the page setup for the labels. This invokes the EasyLabel Page Setup Dialog.

Update
Press this button to refresh the labels. This is useful if you modify objects after opening the EasyLabel window, and you need to update the labels.

Define...
Press this button to edit the definition of the EasyLabel.

Close
Press this button to close the label window.

See Also

EasyLabel Page Setup Dialog
EasyLabel Editor
Define EasyLabel...

EasyLabel Editor

EasyLabel Editor presents the following options to define labels:

EasyLabel Name

Specify the name of the EasyLabel. This is the name that will appear under the EasyLabel menu. The name should not be the same as another EasyLabel name.

EasyLabel Format

Select a format for the contents of the EasyLabel.

Fixed Format: Select fixed format to create an label with no variables. This format is useful for printing your own from address labels. You must also specify the **Number of Labels** that you want to print.

Simple Format: Select this format if you want to define a label with embedded object attributes. You must also select the **Type** of object for which you want to define the label.

Advanced Format: Select this format if you want to define a label with embedded object attributes. This format requires the understanding of the internal data model, and hence is not advised for users. You must also select the **Type** of object for which you want to define the label.

Type

Specify the type of objects for which this label is being defined. You must select a type if you are defining a simple or advanced format labels.

Use EasyFilter

Specify the EasyFilter criteria to use. If a filter criteria is specified, then only the objects that satisfy the criteria will be displayed in the Easylabel. Otherwise, all objects will be displayed.

Use EasySort

Specify the EasySort criteria to use. If a sort criteria is specified, then the objects will be sorted and displayed in the specified order. Otherwise, the objects will be displayed in no particular order.

EasyLabel Format Specification

Specify the label definition. The label can contain normal text, and attribute variables. To insert a attribute variable, position the cursor where you want to insert the variable, and then double click the desired variable from the **Attribute Choices List**. The variable will appear within enclosed angle parenthesis.

Number of Labels (fixed format)

Specify the number of labels to print for fixed format labels. For simple and advanced format labels, the number of labels is determined by the number of objects of the chosen type.

Attribute Choice List

This presents a list of all possible attributes for a given **Type** of objects. You can insert an attribute in the label format specification by simply double clicking any of the attribute choice.

Define Filter...

Click this button to invoke the EasyFilter Editor to define a new Filter criteria, or to edit an existing filter criteria.

Define Sort...

Click this button to invoke the EasySort Editor to define a new Sort criteria, or to edit an existing Sort criteria.

Page Setup...

Click this button to display EasyLabel Page Setup Dialog. Use the page setup dialog to specify the page layout for printing labels

OK

Click this button to save the EasyLabel definition and close the EasyLabel Editor.

Cancel

Click this button to ignore any modifications made to EasyLabel definition and close the EasyLabel Editor.

See Also

EasyLabel Page Setup Dialog
EasyFilter Editor
EasySort Editor

EasyLabel - Page Setup Dialog

The following options allow you to specify the page setup for printing labels:

Label Style
Select a pre-defined label style if one exists, or select custom style.

Paper Size
Specify the width and height of the paper in inches.

Margins
Specify the left, right, top and bottom margins in inches.

Column Parameters - Width
Check the Max Fit box if you want the program to determine the maximum label width that will fit all the text or else specify a fixed label width in inches

Column Parameters - Number of columns
Specify number of columns i.e. number of labels to be printed across on a page.

Column Parameters - Space between columns
Specify the space between columns in inches if the number of columns is more than one.

Row Parameters - Height
Check the Max Fit box if you want the program to determine the maximum label height that will fit all the text or else specify a fixed label height in inches

Row Parameters - Space between rows
Specify the space between label rows in inches.

See Also

EasyLabel Editor

EasyFilter Editor

EasyFilter Editor presents the following options to define filter criteria:

EasyFilter Name

Specify the name of the EasyFilter. This is the name that will be used to refer to the filter criteria you define. It will appear in the **Use EasyFilter** drop-down box in EasyList Editor and EasyLabel Editors and other places as necessary. The name should not be the same as another EasyFilter name.

Type

Specify the type of objects for which this filter is being defined. You must select a type before defining the filter criteria.

Ignore Case

Check this button if you want to ignore case when comparing string values. Uncheck this button if you want to take case into consideration when comparing string values.

Filter Criteria

This is where you define the filter criteria. You can define as many criteria you want to, and AND/OR them together. You can also use parenthesis to club expressions together.

(Column: In this column you enter the open parenthesis if you need to enclose expressions within parenthesis. You can enter multiple open parenthesis if you need to.

Attribute Column: In this column you enter the attribute name you want to use to evaluate if the object meets the filter criteria. The valid attributes are displayed in the **Choice List**. You can simply single click on the choice, and it will be entered in the attribute column. Note that the choices presented are sufficient for most filter needs. You can specify more combinations. See help on filter expression for more details.

Operator Column: In this column you enter what kind of comparison you want to do. The valid choices are displayed in the **Choice List**. You can simply single click on the choice, and it will be entered in the operator column.

Value Column: In this column you enter the value you are comparing against the value of the attributes. You specify the value depending on the type of the attribute. For certain attributes the valid choices are also displayed in the **Choice List**. One of the common choices is **EMPTY** which means compare if the value is empty.

Choice List

This provides a list of valid choices for the given cell that is currently active in the **Filter Criteria**. You can simply select the choice you want to enter by clicking on the item in this list, and the item will be entered into the currently active filter criteria cell.

Insert Row After

To insert a new row after a given row, click on the row after which you want to insert a new row. Press the **Insert Row After** button. A new row will be inserted just after the current row.

Insert Row Before

To insert a new row before a given row, click on the row before which a new row is to be inserted. Press the **Insert Row Before** button. A new row will be inserted before the current row.

Delete Row

To delete a given row, simply click on the row you want to delete, and then press the **Delete Row** button. The row will be deleted.

Revert

Click this button to restore the previously saved definition of the EasyFilter. The current modifications will be lost.

Clear

Click this button to clear the filter criteria, and start over.

OK

Click this button to save the EasyFilter definition and close the EasyFilter Editor.

Cancel

Click this button to ignore any modifications made to EasyFilter definition and close the EasyFilter Editor.

See Also

Overview Of EasyFilter
EasyFilter Expression

EasySort Editor

EasySort Editor presents the following options to define sort criteria:

EasySort Name

Specify the name of the EasySort. This is the name that will be used to refer to the sort criteria you define. It will appear in the **Use EasySort** drop-down box in EasyList Editor and EasyLabel Editors and other places as necessary. The name should not be the same as another EasySort name.

Type

Specify the type of objects for which this sort is being defined. You must select a type before defining the sort criteria.

Descending

Check this button if you want to sort in descending order. Uncheck this button if you want to sort in ascending order.

Ignore Case

Check this button if you want to ignore case when comparing string values. Uncheck this button if you want to take case into consideration when comparing string values.

Sort Keys

This is where you define the sort keys, i.e. keys to use to sort objects. You can define as many sort keys as you want. The first key is the primary key, the rest are secondary keys.

Attribute Column: In this column you enter the attribute name you want to use to sort the objects. The valid attributes are displayed in the **Choice List**. You can simply single click on the choice, and it will be entered in the attribute column. Note that the choices presented are sufficient for most sorting needs. You can specify more combinations. See help on filter expression for more details.

Choice List

This provides a list of valid choices for the given cell that is currently active in the **Sort Keys**. You can simply select the choice you want to enter by clicking on the item in this list, and the item will be entered into the currently active sort keys cell.

Insert Row After

To insert a new row after a given row, click on the row after which you want to insert a new row. Press the **Insert Row After** button. A new row will be inserted just after the current row.

Insert Row Before

To insert a new row before a given row, click on the row before which a new row is to be inserted. Press the **Insert Row Before** button. A new row will be inserted before the current row.

Delete Row

To delete a given row, simply click on the row you want to delete, and then press the **Delete Row** button. The row will be deleted.

Revert

Click this button to restore the previously saved definition of the EasySort. The current modifications will be lost.

Clear

Click this button to clear the sort keys, and start over.

OK

Click this button to save the EasySort definition and close the EasySort Editor.

Cancel

Click this button to ignore any modifications made to EasySort definition and close the EasySort Editor.

See Also

Overview Of EasySort
EasyFilter Expression

Editing Date Attribute

Any attribute that represents a date, can be edited as follows:

1. Double click in the cell you want to edit.
2. Press F2 to clear the date value.
3. Press F3 to enter today's date.
4. Press F4 to pop-up a calendar to choose a date.
5. Use the spin buttons to increment or decrement the date values.
6. Type in the date in the current date format. This is the same format as the Windows settings. The date separators appear automatically as you type each component of date.

NOTE:

Make sure you enter year with the century, i.e. year 1996 is correct but just 96 is not correct. This is to avoid the confusion when we get to the next century.

Valid values for month are 01 to 12

Valid values for day are 01 to 31

Valid values for year are 1800 to 2100

Overview Of EasyFill

EasyFill feature boosts your productivity by completing partially filled values for many of the attributes of Objects. When editing an attribute that supports EasyFill feature, simply type in a few characters and press return. EasyFill feature will takes the following action:

- If you typed in enough number of characters to uniquely identify the value to complete, it will do so.
- If the number of characters you typed in, matches more than one possible values that could be used for completion, a selection box will be displayed with the set of possible value choices that match the characters that you typed in.
- If the number of characters you typed in does not match any of the possible values that could be used for completion, a selection box will be displayed with all the possible value choices
- You then make a selection of the value you want by double clicking on one of the items in the selection box, or by clicking once to select the item and pressing OK.

To find out if a given attribute supports the EasyFill feature, see the help on the individual attribute.

In general, all attributes that refer to other objects like Person, Business and Groups support the EasyFill feature. Also, if there was only a pre-defined and discrete set of choices that can be entered for a particular attribute, than that attribute also supports the EasyFill feature. An example of such an attribute is Sex in Person Object.

Overview Of EasyList

EasyList is a powerful way to view and edit the desired attributes of a specific type of object. An EasyList specifies a set of attributes in a particular order that is convenient to you. For example, you may want to define a EasyList to view and/or edit person home telephone numbers only and not have to worry about other attributes or Person Object.

EasyLists provide a consistent view of the Objects across all EasyLists and all other ways that you view the Objects. See Viewing An Object on different ways to view any Object.

You use EasyLists for the following activities:

1. **Create** an object. See Creating An Object on how to create objects in a EasyList.
2. **Delete** an object. See Deleting An Object on how to delete objects using EasyLists.
3. **Modify** attributes of the objects that you view. See Editing An Object on how to modify objects in a EasyList.
4. **Select** an object. See Selecting An Object on how to select an object that you see in a EasyList.
5. **Define filter** criteria on what objects you want to view. See Filtering Objects on how to define filters so that you only view objects that meet the filter criteria.
6. **Export** only the objects that you view (filtered by the filter criteria). See Exporting Objects on how to export objects in a EasyList.

EasyManager comes with a set of pre-defined EasyLists that you can access from the **EasyList** menu as mentioned below.

Person Home Address List
Display and edit home address of Person objects

Person Work Address List
Display and edit work address of Person objects

Person Telephone List
Display and edit home and work phone number of Person objects

Person Email List
Display and edit electronic mail addresses of Person objects

Person Birthday/Anniversary List
Display and edit birthday and anniversary dates of Person objects

Family Relations
Display and edit parent and spouse relationship between Person objects

Business Address List
Display and edit postal address of Business objects

Account List
Display and edit account details and telephone numbers of Account objects

ToDo List
Display and edit ToDo objects

Reminder List

Display and edit reminder objects

You can create your own EasyLists and add them to or remove them from the **EasyList** menu using the Define EasyList command.

See Also

EasyList Layout
Customizing EasyList
Overview of EasyEditor
Overview of EasyLook

Overview of Objects
Creating An Object
Editing An Object
Deleting An Object
Viewing An Object
Filtering Objects
Sorting Objects
Selecting An Object

EasyList Layout

The EasyList window displays the desired attributes of the objects of a given type as lists.

The name of the EasyList is displayed as the title of the window. The title will also display a number if more than one EasyList window with the same title is open. A new EasyList with the same title can be opened by clicking on the **New** menu command from the **Window** menu.

The list of objects and their desired attributes are displayed as follows:

- Each row starts with a row header. Row headers display the **Id** of the object being displayed in that row.
- Each column starts with the column header. Each column header displays the column title. The title can be customized by you. Each column displays the value of the attribute of the object that is identified by the object Id in the row header.
- The first column always displays the **name** of the object.
- The rest of the columns display the desired attributes of the object. Each column displays only one attribute of the object.

You can perform the following actions on the list:

Scroll
Use the scroll keys to scroll the list.

Edit Attribute
To edit an attribute, double click in the cell you want to edit. You will enter the edit mode. Modify the value and press return or press one of the arrow or tab keys to end edit mode. The attribute value is automatically updated in all other EasyLists and EasyEditor where the attribute is displayed.

To cancel the edit mode, press **Esc**.

Select Object
You can select an object by clicking on the object Id cell which is displayed in the row header. The selected object appears in reverse video.

Deselect Object
Click anywhere in the list except the row header, and the selected object (if any) will be deselected.

Delete Object
Select the object that you want to delete, and press **Ctrl+D**, or select the Delete Object command from the Edit menu.

Create New Object
Go to the first column of the last row. Enter the name of the object you want to create. The object is automatically created, and is displayed in all the open EasyLists.

Invoke EasyEditor
Double click on the object Id of the object you want to edit. EasyEditor will be displayed.

Jump/Scroll To Object
Go to the cell in which the object is being displayed. Press **Ctrl+J**. The EasyList will be scrolled to the object that is being referred to in the cell.

Invoke Context Dependent Right Button Popup Menu

Go to the cell for which you want to popup the context dependent menu. Click on the right mouse button. A context dependent menu will be displayed. This has menu items to do things quickly - like selecting, deselecting, adding/removing one value of a multi-valued attribute (like phone numbers), dialing and sending electronic mails.

Dial/Email

To dial a phone number of a given object (like home number of Person object) or to send an electronic mail, simply click the right button in any cell of the row which displays the object. A context dependent menu will be displayed. Choose **Dial** or **EMail** menu item, and select the number to dial or electronic mail address to send mail.

Buttons

Editor...

Press this button to invoke the EasyEditor.

Update

Press this button to re-filter and resort the EasyList. Normally, when creating and modifying the objects, the objects are not automatically filtered or sorted. To filter and sort the objects, press this button.

Find...

Press this button to find an object by name within the EasyList.

Define...

Press this button to edit the definition of the EasyList.

Close

Press this button to close the EasyList.

See Also

Overview of EasyList
Customizing EasyList
Overview of EasyEditor
Overview of EasyFilter
Overview of EasyLook

Customizing EasyList

You can do the following basic operations in order to define and customize EasyLists.

1. **Create** a new EasyList
2. **Modify** the definition of an existing EasyList
3. **Delete** an existing EasyList
4. **Choose a font** in which to display all EasyLists

Creating a New EasyList

1. Select the **Define EasyList** menu item from the **EasyLists** menu. Define EasyList dialog will be displayed.
2. Click on the **New** button to define a new EasyList. The **EasyList Editor** will be displayed.
3. Define the title, the object type, and the columns.
4. Press **OK**.

Modifying Definition of An Existing EasyList

1. Select the **Define EasyList** menu item from the **EasyLists** menu. Define EasyList dialog will be displayed.
2. Select the EasyList which you want to modify and press the **Edit** button. or double-click on the EasyList. The **EasyList Editor** will be displayed with the existing definition of the selected EasyList.
3. Modify the EasyList as desired.
4. Press **OK**. The EasyList definition will be updated and the **EasyList Editor** dialog will be closed.
5. Press **Close**.

You can also invoke the EasyList Editor of an open EasyList by clicking on the **Define...** button.

Deleting An Existing EasyList

1. Select the **Define EasyList** menu item from the **EasyLists** menu. Define EasyList dialog will be displayed.
2. Select the EasyList which you want to delete and press the **Delete** button. The EasyList will be deleted.
3. Press **Close**.

Selecting EasyList Font

1. Select the **EasyList Font** menu item from the **EasyLists** menu. **EasyList Font** dialog will be displayed.

2. Choose the desired font, and press **OK**.
3. All the EasyLists will be updated to use the chosen font.

See Also

Overview of EasyList
EasyList Editor
EasyList Layout
Printing EasyList

EasyList Editor

EasyList editor is used to define a new EasyList or to modify the definition of an existing EasyList. An EasyList is fully defined when the following components are defined:

EasyList Name

Specify the (unique) name of the EasyList. This is the name that will appear under the EasyList menu. The name should not be the same as another EasyList name.

Type

The type of object that is to be displayed in the EasyList. Only one type of object can be displayed in a given EasyList.

Use EasyFilter

Specify the EasyFilter criteria to use. If a filter criteria is specified, then only the objects that satisfy the criteria will be displayed in the EasyList. Otherwise, all objects will be displayed.

Use EasySort

Specify the EasySort criteria to use. If a sort criteria is specified, then the objects will be sorted and displayed in the specified order. Otherwise, the objects will be displayed in no particular order.

Columns

You must define all the columns of an EasyList. A column is defined by specifying the **attribute** to display in the given column, the **column title**, and the **column width**. The list of attributes that can be displayed depends on the type of object.

Column Attribute: Select the attribute to display by selecting one of the item in the combo-box for the column.

Column Title: Specify the title of the column that should appear at the top of the column. By default it is the same as the name of the attribute.

Column Width: Specify the width of the column by dragging the anchor at the top right of the desired column. You may also change the width of the column later from the EasyList directly.

Insert Column After

To insert a new column after a given column, select the column after which you want to insert a new column. Press the **Insert Column After** button. A new column will be inserted just after the current column.

Insert Column Before

To insert a new column before a given column, select the column before which a new column is to be inserted. Press the **Insert Column Before** button. A new column will be inserted before the current column.

Delete Column

To delete a given column, simply select the column by clicking anywhere in the column, and then press the **Delete Column** button. The column will be deleted.

Define Filter...

Click this button to invoke the EasyFilter Editor to define a new Filter criteria, or to edit an existing filter criteria.

Define Sort...

Click this button to invoke the EasySort Editor to define a new Sort criteria, or to edit an existing Sort criteria.

OK

Click this button to save the EasyList definition and close the EasyList Editor.

Cancel

Click this button to ignore any modifications made to EasyList definition and close the EasyList Editor.

See Also

Overview of EasyList
Customizing EasyList
EasyFilter Editor
EasySort Editor

Printing EasyList

EasyLists can be printed on any Windows compatible printer. The EasyList is printed exactly the way you see on the screen. If you want to hide a particular column, simply resize the column to zero width. You may customize the printing by selecting or deselecting the print options in the **EasyList Print Dialog**.

To print an EasyList, follow the steps below:

1. Open the EasyList that you want to print by selecting the desired EasyList menu item from the **EasyLists** menu.
2. Select the **Print EasyList** menu item from the **File** menu or the **Print EasyList** button on the toolbar or press the **Ctrl+P** keyboard shortcut. The Print EasyList dialog will be displayed

   Or

   Right click the mouse button within the EasyList. A context dependent menu will be displayed. Choose the **Print EasyList...** menu item. The Print EasyList dialog will be displayed.
3. Customize by choosing the desired print options.
4. Press **OK**.

See Also

EasyList Print Dialog
Overview of EasyList
EasyList Editor

EasyList Print Dialog

The Print dialog is used to customize EasyList printing. Following options can be customized:

Header	The text to print at the top of each page. Click on Header to view details on customizing it.
Footer	The text to print at the bottom of each page. Click on Footer to view details on customizing it.
Margins	Specify the size of top, bottom, left, and right margins in inches.
Grid	Select to print grid.
Border	Select to print border around the EasyList.
Color	Select to print colors, deselect to print in gray scale.
Column Headers	Select to print column headers, deselect to not print column headers
Row Headers	Select to print row headers (object ids), deselect to not print row headers.
Header Shadows	Select to print a shadow effect on column and row headers. This option has no effect if both **Column Headers** and **Row Headers** are deselected.
All Pages	Select to print all the pages of the EasyList. The **From** and **To** are ignored if this option is selected.
From	Enter the first page to print if **All Pages** is not selected.
To	Enter the last page to print if **All Pages** is not selected.
Smart Print	Select to fit the EasyList on the page as best as possible. Click on Smart Print to view rules that are used to print if this option is selected.

See Also

Printing EasyList

EasyList Print Dialog: Header/Footer

Specifies the text to be printed as the header at the top of each page, and as the footer at the bottom of each page.

The default header prints the Title of EasyList and the default footer prints the page number. You can however, customize the textual contents as well as the format of header/footer the way you want to. Following control characters are available to format the header/footer.

Escape code	Description
/n	New line
/l	Left justify text
/r	Right justify text
/c	Center text
/p	Insert page number
//	Print '/'
/fn	Font name followed must be enclosed in quotes "".
/fz	Font size must be enclosed in quotes "".
/fb0	Font bold off.
/fb1	Font bold on.
/fi0	Font italics off.
/fi1	Font italics on.
/fu0	Font underline off.
/fu1	Font underline on.
/fk0	Font Strike through off.
/fk1	Font Strike through on.
/fs1	Save the current font configuration as configuration 1.
/fs2	Save the current font configuration as configuration 2.
/fs3	Save the current font configuration as configuration 3.
/fs4	Save the current font configuration as configuration 4.
/fs5	Save the current font configuration as configuration 5.
/fs6	Save the current font configuration as configuration 6.
/fs7	Save the current font configuration as configuration 7.
/fs8	Save the current font configuration as configuration 8.
/fs9	Save the current font configuration as configuration 9.
/f0	Reset the font to the spreadsheet.
/f1	Recall font configuration 1.
/f2	Recall font configuration 2.
/f3	Recall font configuration 3.
/f4	Recall font configuration 4.
/f5	Recall font configuration 5.
/f6	Recall font configuration 6.
/f7	Recall font configuration 7.
/f8	Recall font configuration 8.
/f9	Recall font configuration 9.

Header Examples:

/fb1 /l Title Of EasyList\n	Prints in EasyList font name and font size, bold and left justified.
/fb1 /fi1 /c Title Of EasyList\n	Prints in EasyList font name and font size, bold, italic, and center justified
/fn"Arial" /fz"14" /fb1 /c Title Of EasyList\n	Prints in Arial font, in font size 14, bold and center justified.

Footer Example:

/fb1 /l Page /p	Prints in EasyList font name and font size, bold and left justified, inserts current page number while printing.

Note 1: The default font is the same as the EasyList font.

Note 2: You can override the default font by explicitly specifying the name, size, and other font attributes explicitly.

Note 3: You can use any font name that you can choose for EasyList. To see all the available fonts on your system, select the **EasyList Font** menu item from the EasyLists menu.

Note 4: You can use any font size that you can choose for EasyList for a given font. To see all the available font sizes for the given font name n your system, select the **EasyList Font** menu item from the EasyLists menu.

EasyList Print Dialog: Smart Print

Selecting Smart Print option prints the EasyList to best possible fit on a page. The following rules are used to determine the best fit:

1. If the number of columns are wider than a portrait page, the EasyList will print in landscape mode.
2. If the information still will not fit, but will fit in landscape mode if the EasyList is reduced up to 60% its original size, the EasyList will be scaled to fit within the page.
3. If the information is still too wide, the last attempt is to reduce the column widths to accommodate the widest string within each column.
4. If all attempts at trying to make the EasyList print within one page have failed, printing will resume normally in the current printer orientation with no reductions.

Overview Of EasyEditor

EasyEditor is the window where you can view and edit **all** the attributes of one object at a time. EasyEditor complements the EasyList in the sense that EasyList is the place where you see the desired attributes of all (filtered using the filter criteria) the objects of a given type at one time, whereas in EasyEditor you see all the attributes of one object at one time. Both have their usefulness. You can choose to view and edit in any of the EasyLists or the EasyEditor. depending on your need and convenience.

You use EasyEditor for the following activities:

1. **Create** an object. See Creating An Object on how to create objects of any type in EasyEditor.
2. **Delete** an object. See Deleting An Object on how to delete objects of any type using EasyEditor.
3. **Modify** attributes of the object. See Editing An Object on how to modify object in EasyEditor.
4. **Select** an object to edit. See Selecting An Object on how to select an object to view in the EasyEditor.

To view and edit an object in the EasyEditor, you first select the object you want to view and/or edit. Once you select the object, it will be displayed in the editor. You can then view and modify the individual attributes as you desire.

As soon as you modify a value of the attribute, the modified value is immediately visible everywhere the attribute is displayed including all the open EasyLists.

The EasyEditor changes its form depending on the type of object. The different types of objects that you can directly create, delete and modify are Person, Business and Group.

The editor window layout is explained in EasyEditor Layout.

See Also

EasyEditor Layout
Overview of EasyList
Overview of EasyLook

Overview of Objects
Creating An Object
Editing An Object
Deleting An Object
Viewing An Object
Selecting An Object

EasyEditor Layout

The EasyEditor window is divided into three distinct areas.

1. **Title Area**. This is the title of the window itself.
2. **Object Display Area**: This is the area that displays all the attributes of the chosen type of object.
3. **Button Area**: This is the bottom area of the editor where all the buttons are located.

Title Area

The title of the editor displays information of the current status of the editor

The title is continuously updated to reflect the current status of the editor. The title has the following format:

EasyEditor: <Edit Status> <Object Type>

The edit status is either "Editing" or empty.

The Object Type is the type of the object that is displayed in the Object Display Area. For example, Person is an object type. Business is another object type.

Object Display Area

This is the area where you view and edit all the attributes of a given type of object. This area changes its form depending on the currently chosen type of object. If an object is currently selected , then the type of object is the type of the selected object, otherwise the type of the object is the type of object that you choose by pressing the **Type...** button (see below).

Each attribute of the object is displayed in one line as follows:

Attribute Name Attribute Value Box [<Attribute Buttons>]

Attribute Name is the name of the attribute that is displayed in that row

Attribute Value Box is the value of the attribute if an object is being displayed, or empty if no attribute is being displayed. The value box is white if you can edit the value of the attribute. It is gray if you can only read the value, but not edit it.

For attributes, that can have multiple values, the value box is a drop down list box capable of displaying multiple values of the attribute. If the attribute is a date, then the value box displays date spin buttons. Otherwise, the value box is a simple edit box where you can type the value or modify the old value.

Attribute Buttons are buttons that further help in editing the attribute values. Different buttons appear and disappear depending on the attribute

The following attribute buttons may appear at various times:

New *Attribute Button*: This button appears only for attributes that specify postal address, electronic mail address or phone numbers. Pressing this button will pop up a window to define a new value of the attribute.

Del*ete Attribute Button*: This button appears only for attributes that specify postal address, electronic mail address or phone numbers. Pressing this button will delete the existing value of the attribute. If the attribute can have multiple values, than a selection box will be displayed first for you to choose which

particular value you want to delete.

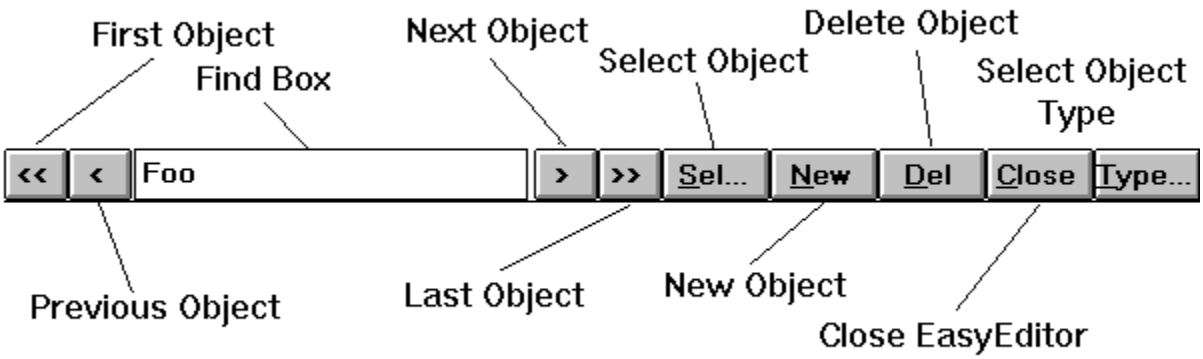
***Edit** Attribute Button*: This button appears only for attributes that specify postal address, electronic mail address or phone numbers. Pressing this button will pop-up a window to edit the existing value of the attribute. If the attribute can have multiple values, than a selection box will be displayed first for you to choose which particular value you want to edit.

***Add** Attribute Button*: This button appears only for multi-valued attributes. Pressing this button will pop-up a selection box for you to select one of the possible values to add to the attribute.

***Rem**ove Attribute Button*: This button appears only for multi-valued attributes. Pressing this button will pop-up a selection box of all the current values of the attribute for you to choose to remove from the set of attribute values.

***Sel**ect Attribute Button*: This button appears only for attributes whose value can only be the name of another object, or if the attributes can only have one of the pre-defined values defined by EasyManager.

Buttons



First Button (<<)

Press this button to select the first object of the type for which the form is displayed. For example if the Editor is currently displaying the form for Person objects, then the first object (determined by sorting all Person objects by **name** attribute) is selected and displayed.

Previous Button (<)

Press this button to select the previous object of the type (for which the form is displayed) with respect to the object being edited currently. The previous object is determined by sorting all the objects of the type that is being edited by **name** attribute, and then selecting the object that is before the object that is currently being edited. If no object is being edited currently, then the first object is selected and displayed.

Next Button (>)

Press this button to select the next object of the type (for which the form is displayed) with respect to the object being edited currently. The next object is determined by sorting all the objects of the type that is being edited by **name** attribute, and then selecting the object that is after the object that is currently being edited. If no object is being edited currently, then the last object is selected and displayed.

Last Button (>>)

Press this button to select the last object of the type for which the form is displayed. For example if the Editor is currently displaying the form for Person objects, then the last object (determined by sorting all Person objects by **name** attribute) is selected and displayed.

Find Box

This is a box where the name of the object being edited currently is displayed. You can select an object directly by simply entering the name and pressing return. You may enter only partial name. If more than one object match the name, then you will be given a selection box to make further selection.

Select Button (Sel...)

Press this button to select a object of the type that is displayed in the Object Display Area that you want to view or edit.

New Button (New)

Press this button to create a new object of the type that is currently displayed. Pressing this button deselects any object that was selected before. This clears and grays out all the attribute value boxes except the Name attribute in the Object Display Area. This button does not actually create an object. The object is created as soon as you specify the name and press return or tab.

Delete Button (Del)

Press this button to delete the object that is currently displayed in the editor. The object that is currently displayed, is always the currently selected object.

Close Button (Close)

Press this button to close the EasyEditor. You can also double click on the window's system menu in the upper left corner of the window.

Type Button (Type...)

Press this button to change the type of object that you want to view, create, edit or delete from the editor. This will display a selection box of all the possible types. Choose a type by double clicking on one of the selections or clicking once and than clicking the OK button.

See Also

Overview of EasyEditor
Overview of Objects

Overview of EasyLook

EasyLook allows you to view certain information on all Objects quickly and easily without having to search within one or more EasyList and/or EasyEditor. You can also search incrementally by the objects key by activating the incremental search.

You can invoke the EasyLook feature by one of the following ways:

1. Select EasyLook menu item from the **Edit** menu.
2. Use keyboard shortcut Ctrl+L.
3. Click on the EasyLook icon on the toolbar

To lookup the desired information, you need to do the following:

1. Select what kind of information you want to lookup. You do this by pressing the **Setup...** button.
2. Enter the search string (partial or full string) that is part of the name of the object. You select the search criteria to use for searching within the EasyLook Setup Dialog.
3. Press Enter or click on the **Look** button.

The result is displayed in the result area.

Once the result of your search is displayed, EasyLook does not automatically update the result information if you later create, modify or delete objects which can affect the result. This is done purposely for performance reasons. You can update the result by redoing the search by simply pressing the **Look** button.

You can also right click in the row to display a context dependent menu that will allow you to dial and send email to the object that is being displayed.

See Also

EasyLook Layout
EasyLook Setup Dialog
Overview of EasyEditor
Overview of EasyList

EasyLook Layout

EasyLook window has the following components:

Result

This is a read-only scrolling area where the result of the lookup is displayed. You can scroll up and down the result, select and copy the text to clipboard. You can also select objects, and popup right button context dependent menu from within the result area.

String To Search

Enter the search string that you want to lookup. Search string is used in conjunction with the search criteria that you select from the EasyLook Setup Dialog, to look up the desired information only of the objects whose **name** attribute matches the search string.

Incremental

This is a check box, which when checked enables the incremental searching of objects by the key value. Checking this check box automatically searches for all the objects starting with the given string.

Look

Press this button to look up desired information of objects that satisfy the search string using the selected search string criteria.

Setup...

Press this button to display the EasyLook Setup Dialog. Use this dialog box to specify the information you want to lookup, and the search criteria to use for filtering objects whose information should be displayed.

Close

Press this button to close the EasyLook window.

See Also

Overview of EasyLook
EasyLook Setup Dialog

EasyLook Setup Dialog

EasyLook Setup Dialog is used to customize information you want to look up of a given object, and the criteria to use to search for objects for which you want to lookup the desired information.

What To Look

You may look up one or more of the following information on objects:

Postal Address: Select this to lookup Person's home and work address, and Business's postal address.

Telephone Number: Select this to lookup Person's home and work telephone numbers, and Business's telephone number.

Fax Number: Select this to lookup Person's home and work fax number, and Business's fax number.

Email Address: Select this to lookup Person's electronic mail address, and Business's electronic mail address.

Birth Date: Select this to lookup Person's birth date.

Marriage Date: Select this to lookup Person's marriage date.

Relationships: Select this to lookup Person's father, mother, spouse and children.

Account Details: Select this to lookup Account number, type, access code, and expiration date.

Search Criteria To Search For Objects

You specify how to match the search string with the name of the object (**Name** attribute for Person Object, **Business Name** for Business Object, **Account Name** for Account Object, and **Group Name** for Group Object). Information is looked up only for the objects that match the search string using the criteria you specify

You can specify one of the following match criteria:

Contains: This criteria matches all objects whose name contains the search string.

Begins With: This criteria matches all objects whose name starts with the search string.

Exact: This criteria matches all objects whose name is the same as the search string.

In addition to the above search criteria, you can also choose to ignore case or not ignore case while matching the search string. To ignore case, select the ***Ignore Case*** option.

See Also

Overview of EasyLook
EasyLook Layout

Person Object
Business Object
Account Object
Group Object

Overview Of EasyFilter

EasyFilter feature allows you to filter objects such that you view only those objects that meet the filter criteria you define. To filter objects in any EasyList or EasyLabel, you need to do two things:

1. Define Filter Criteria
2. Associate Filter Criteria with one or more EasyList(s) and EasyLabel(s).

A filter criteria is defined for a given type of Object. Once defined it can be associated with any number of EasyLists and EasyLabels that are also defined for the same type of Object. Thus you define a filter criteria once, and then use it over and over again.

You can define any filter criteria you like. You can use AND/OR expression and use parenthesis if you like. A simply expression is simply **Attribute *operator* Value** Two simple expressions can be **AND**ed or **Or**ed together two form a compound expression. The compound expression can also use parenthesis to decide the order in which AND/OR expressions will be evaluated. See **Filter Expression** for more details.

See Also

EasyFilter Editor
EasyFilter Expression

EasyFilter Expressions

EasyFilter expression consist of a combination of one or more simple expressions ANDed/ORed together. Expressions can also be enclosed within parenthesis. A simple expression consists of **Attribute *operator* Value**.

Attribute

An attribute of an object is specified by enclosing the internal name of the desired attribute within **$( )**. If an attribute of an object points to another object, then a list of attributes can be specified separated by spaces and enclosed within the **$( )**.

Examples of attributes of Person object are:

$(name) : this refers to the name of the object.
$(father) : this refers to the father of the object.
$(birthDate) : this refers to the birth date of the object.

$(father sex) : this refers to the sex of the father.
$(spouse birthDate) : this refers to the spouses birth date.

Note that an attribute specification can be made to traverse many object starting from the given object. For instance in the example above, the value of $(spouse birthDate) is the birth date of the spouse. Thus, the EasyManager starts with a given object, goes to the spouse object of the given object and then gets the value of birthDate attribute of the spouse object.

One can imagine an attribute specification such as:$(father father birthDate), which would refer to grand fathers birthDate.

Operator

An operator is used to decide what kind of comparison must be done between the value of the attribute of the object and the value specified in the filter expression. The following operators are recognized. However, not all operators can be used to compare different date types of attributes.

Equal to (=)
Not equal to (!=)
Greater than or equal to (>=)
Less than or equal to (<=)
Greater than (>)
Less than (<)
Contains (CN)
Does not contain (NCN)
Begins With (BW)
Does not begin with (NBW)
Ends with (EW)
Does not end with (NEW)

Value

This is the value that is used to compare against the attribute value of the object. The value is enclosed within quotes for string attributes, and enumerated attributes. The value can also have a special value of **EMPTY**, which implies that the attribute value must be zero.

Examples:

To view only the Person objects whose spouses were born before 01/01/1925, the filter string would be **$**

(spouse birthDate) < 01/01/1925.

To view only the Person objects who are head of household, the filter string would be **$(livingWith) = EMPTY**.

To view only the Person objects who are Female or single, the filter string would be **$(spouse) = EMPTY Or $(sex) != Male**.

See Also

Overview Of EasyFilter
EasyFilter Editor

Overview Of EasySort

EasySort feature allows you to sort objects so you view objects in the order you desire. You can define as many sort keys as you want. Moreover, the sort keys need not be the same as the attributes you are viewing in EasyLists or EasyLabels. To sort objects in any EasyList or EasyLabel, you need to do two things:

1. Define Sort Criteria
2. Associate Sort Criteria with one or more EasyList(s) and EasyLabel(s).

You define the sort criteria, by invoking the EasySort Editor (Select **Define EasySort...** menu item from **Edit** menu. You associate EasySort criteria with one or more EasyLists by invoking the EasyList Editor. You associate EasySort criteria with one or more EasyLabels by invoking the EasyLabel Editor.

See Also

EasySort Editor
EasyFilter Expression

Selection Dialog

Selection Dialog is a common dialog that displays a list of choices that you choose from. The list of choices displayed in the selection dialog box depends on the context. Depending on the context, it will display one of the following:

1. Names of the objects i.e. **Name** attribute of Person object, **Business Name** attribute of the Business object, and/or **Group Name** of the Group object.
2. Type of object. Currently, there are three type of objects:. **Person**, **Business**, and **Group**.
3. Discrete choices for attributes that accept only a pre-defined values, like choices **Male** and **Female** for **Sex** attribute of Person object.

To make a selection

1. Double click on the desired selection, or
2. Click once on the desired selection and then press **OK** button, or
3. Click once on the desired selection and press **Return/Enter** button.

To scroll through the list of choices:

1. Scroll using scroll keys (Page Up, Page Down, Arrow Up, Arrow Down, Home and End), or
2. Press the alphabet key to jump to the next selection that starts with the desired alphabet.

To cancel the selection:

1. Press **Cancel** button, or
2. Press **Esc** button.

See Also

Overview of Objects
Person Object
Business Object
Account Object
ToDo Object
Reminder Object
Group Object

Overview of EasyList
Overview of EasyEditor

Keyboard Shortcuts

There are many keyboard shortcuts that are defined in EasyManager to improve your productivity. The following table lists all of them.

Commands

Key	Action
Ctrl+N	Open A New Document
Ctrl+O	Open An Existing Document
Ctrl+S	Save An Open Document
Ctrl+D	Delete Selected Object
Ctrl+J	Jump To Object
Ctrl+E	Open EasyEditor
Ctrl+L	Open EasyLook
Ctrl+P	Print Active EasyList
Ctrl+I	Open EasyImport
F1	Help
Shift F1	Context Sensitive Help
Ctrl+X	Cut current selection and copy to Clipboard
Ctrl+C	Copy current selection to Clipboard
Ctrl+V	Paste from Clipboard

EasyList and EasyEditor

Key	Action
Up Arrow	Activate the cell above the current active cell
Down Arrow	Activate the cell below the current active cell
Right Arrow	Activate the cell right of the current active cell
Left Arrow	Activate the cell left of the current active cell
Page Up	Move the active cell one page up
Page Down	Move the active cell one page down
Ctrl + Page Up	Move the active cell one page to the left
Ctrl + Page Down	Move the active cell one page to the right
Home	Move the active cell to the first cell in the row
End	Move the active cell to the last column that has data, staying within the current row
Ctrl + Home	Move the active cell to row one, column one
Ctrl + End	Move the active cell to the last column that has data, staying within the current row
Tab	Move to the next cell that can be edited from the current active cell, the order is right, then down

Shift-Tab	Move to the previous cell that can be edited from the active cell, the order is left, then up
Ctrl + X	Cut the current selection or cell's data to the clipboard
Ctrl + C	Copy the current selection or cell's data to the clipboard
Ctrl + V	Paste the clipboard into the current cell location
Enter	If editing a cell, signal the end of edit, and move to the next cell that can be edited, the order is right, then down
Esc	If editing a cell, cancel the editing and restore the old cell value
F2	If editing a cell, clear the cell value
F3	If editing a date cell value, the current date will be placed in the cell
F4	If editing a date cell value, a pop-up calendar will be displayed for choosing a date

Feedback

We wish to thank you for using EasyManager For Windows. We at TekFocus Corporation are committed to make EasyManager For Windows the product of your choice to manage your personal information and export the information to other applications as and when you need it.

Please let us know if you have any problems with the current version of EasyManager, or comments or suggestions on how to further improve the product. You can contact us in any of the following ways:

1. Send us an electronic mail, our Internet Address is **vivek@tekfocus.com**. From CompuServe the address is **internet:vivek@tekfocus.com**. This is the most preferred way.
2. Fax us. Our fax number is **408.452.0440**.
2. Call us by phone. Our phone number is **408.452.0110**. Please leave a message at the voice mail.
3. Send us a US Mail letter. Our postal address is :

   TekFocus Corporation
   1578 Theo Drive
   San Jose, CA 95131

Please include your name, daytime phone number, electronic mail address if any, product version, and the problem, suggestions, or comments that you want to share with us.

Thank you for taking the time to talk to us.

Registering EasyManager

To register EasyManager For Windows, simply fill out the registration form. Registration form is provided as a **WRITE** document which you can view by clicking on the **Registration Form** icon in the EasyManager For Windows Program Group or by simply opening the **register.wri** using the **WRITE** program, or by simply printing the **register.txt** file directly. Both these files appear under the installation directory for EasyManager For Windows.

Alternatively, you can also register by simply following the instructions below:

To register your copy of EasyManager For Windows, send a check for $17.00 payable to **TekFocus Corporation** at the following address:

TekFocus Corporation
1578 Theo Drive
San Jose, CA 95131.

Please include the following information along with your payment:

1. Name
2. Company Name
3. Postal Address
4. Day Time Phone
5. Day Time Fax
6. Electronic Mail Address (important for email notification for upgrades)

When you register you get a number of benefits.

- You will get new capabilities as they become available.
- You will also receive free updates of the software as they are released for at least one year.
- Registration is required if you continue to use EasyManager after 30 days from the date of installation.

About TekFocus Corporation

TekFocus Corporation is the developer of EasyManager For Windows. TekFocus Corporation specializes in consulting and contracting in all aspects of software development including:

- Client/Server Applications
- Object Oriented Databases (ObjectStore)
- Object Technology Re-engineering
- Software Architecture
- Class Libraries
- Localization
- VLSI CAD (Physical)
- UNIX and MS-Windows Platforms
- Offshore & Offsite Development
- C++, C, Visual Basic, PostScript

Please contact TekFocus Corporation for your consulting needs as follows:

TekFocus Corporation
1578 Theo Drive
San Jose, CA 95131.

Tel: 408.452.0110
Email: vivek@tekfocus.com

EasyManager Commands Index

Commands

File menu
Edit menu
View menu
EasyList menu
EasyLabel menu
Window menu
Help menu

File menu commands

The File menu offers the following commands:

New	Creates a new document.
Open	Opens an existing document.
Close	Closes an opened document.
Save	Saves an opened document using the same file name.
Save As	Saves an opened document to a specified file name.
Print EasyList	Prints currently active EasyList.
Print Setup	Selects a printer and printer connection.
EasyExport	Displays the EasyExport Dialog to export data to other applications.
EasyImport	Displays the EasyImport Dialog to import data from other applications.
Exit	Exits EasyManager.

Edit menu commands

The Edit menu offers the following commands:

Undo	Reverse previous editing operation.
Cut	Deletes data and moves it to the clipboard.
Copy	Copies data to the clipboard.
Paste	Pastes data from the clipboard.
Delete Object	Deletes the selected object from database.
Jump To Object	Jumps to the object that is being referred to in the active cell in the EasyEditor or EasyList.
EasyEditor	Invokes EasyEditor to create, modify and delete objects
EasyLook	Invokes EasyLook to quickly lookup specific information
EasyEditor Font	Invokes Font Dialog to customize EasyEditor Font
Define EasyFilter	Invokes Define EasyFilter dialog to create new filters, edit/delete existing filters
Define EasySort	Invokes Define EasySort dialog to create new sort criteria, edit/delete existing sort criteria.
Edit Preferences	Invokes Preference Dialog to edit your preferences to customize certain aspects of application

View menu commands

The View menu offers the following commands:

Toolbar	Shows or hides the toolbar.
Status Bar	Shows or hides the status bar.

EasyList menu commands

The EasyList menu offers the following commands:

Lists	Displays the names of the currently defined EasyLists that can be opened to view, create, modify and delete objects.
Define EasyList	Displays the dialog box to define a new EasyList and to modify or delete one of the existing EasyList.
EasyList Font	Displays the font dialog box to chose a font in which all EasyLists will be displayed.

EasyLabel menu commands

The EasyLabel menu offers the following commands:

Labels,...	Displays the names of the currently defined EasyLabels that can be opened to view, create, modify and print labels.
Define EasyLabel	Displays the dialog box to define new EasyLabels and to modify or delete existing EasyLabels.
EasyLabel Font	Displays the font dialog box to chose a font in which all EasyLabels will be displayed.

Window menu commands

The Window menu offers the following commands, which enable you to arrange multiple views of multiple documents in the application window:

New Window	Creates a new EasyList window that displays the same list as the currently active EasyList.
Cascade	Arranges windows in an overlapped fashion.
Tile	Arranges windows in non-overlapped tiles.
Arrange Icons	Arranges icons of closed windows.
Window 1, 2, ...	Goes to specified window.

Help menu commands

The Help menu offers the following commands, which provide you assistance with this application:

Index	Offers you an index to topics on which you can get help.
Using Help	Provides general instructions on using help.
Getting Started	Offers instructions to quickly learn to start using EasyManager.
Registering EasyManager	Displays help on how to register your copy of EasyManager.
About EasyManager	Displays the version and registration information of this application.
About Vivek Technologies	Displays contact information about the company.

New command (File menu)

Use this command to create a new document in EasyManager.

You can open an existing document with the Open command.

Shortcuts

Toolbar:
Keys: CTRL+N

Open command (File menu)

Use this command to open an existing document . You can have only one open document. If a document is already open, that document will first be closed and then the requested document opened. You specify the file to open in the File Open dialog box

You can create new documents with the New command.

Shortcuts

Toolbar:
Keys: CTRL+O

File Open dialog box

The following options allow you to specify which file to open:

File Name

Type or select the filename you want to open. This box lists files with the extension you select in the List Files of Type box.

List Files of Type

Select the type of file you want to open:
You can only open files with *exc* extension

Drives

Select the drive in which EasyManager stores the file that you want to open.

Directories

Select the directory in which EasyManager stores the file that you want to open.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Close command (File menu)

Use this command to close all windows containing the active document. EasyManager suggests that you save changes to your document before you close it. If you close a document without saving, you lose all changes made since the last time you saved it. Before closing an untitled document, EasyManager displays the Save As dialog box and suggests that you name and save the document.

You can also close a document by using the Close icon on the document's window, as shown below:

Save command (File menu)

Use this command to save the active document to its current name and directory. When you save a document for the first time, EasyManager displays the Save As dialog box so you can name your document. If you want to change the name and directory of an existing document before you save it, choose the Save As command.

Shortcuts

Toolbar:
Keys: CTRL+S

Save As command (File menu)

Use this command to save and name the active document. EasyManager displays the Save As dialog box so you can name your document.

To save a document with its existing name and directory, use the Save command.

File Save As dialog box

The following options allow you to specify the name and location of the file you're about to save:

File Name

Type a new filename to save a document with a different name. A filename can contain up to eight characters and an extension of up to three characters. EasyManager adds the extension you specify in the Save File As Type box.

Drives

Select the drive in which you want to store the document.

Directories

Select the directory in which you want to store the document.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

1, 2, 3, 4 command (File menu)

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed. Choose the number that corresponds with the document you want to open.

Exit command (File menu)

Use this command to end your EasyManager session. You can also use the Close command on the application Control menu. EasyManager prompts you to save documents with unsaved changes.

Shortcuts

Mouse: Double-click the application's Control menu button.

Keys: ALT+F4

Undo/Can't Undo command (Edit menu)

Use this command to reverse the last editing action, if possible. The name of the command changes, depending on what the last action was. The Undo command changes to Can't Undo on the menu if you cannot reverse your last action.

Shortcuts

Toolbar:

Keys: CTRL+Z or
ALT-BACKSPACE

Redo command (Edit menu)

This feature not yet available.

Cut command (Edit menu)

Use this command to remove the currently selected data from the document and put it on the clipboard. This command is unavailable if there is no data currently selected.

Cutting data to the clipboard replaces the contents previously stored there.

Shortcuts

Toolbar:
Keys: CTRL+X

Copy command (Edit menu)

Use this command to copy selected data onto the clipboard. This command is unavailable if there is no data currently selected.

Copying data to the clipboard replaces the contents previously stored there.

Shortcuts

Toolbar:
Keys: CTRL+C

Paste command (Edit menu)

Use this command to insert a copy of the clipboard contents at the insertion point. This command is unavailable if the clipboard is empty.

Shortcuts

Toolbar:
Keys: CTRL+V

EasyEditor Font (Edit menu)

Use this command to select the font to use when displaying the data in the EasyEditor. This command displays the Choose font dialog box.

Shortcuts

None

Define EasyFilter (Edit menu)

Use this command to define a new EasyFilter, modify the definition of the existing EasyFilter or delete the definition of an existing EasyFilter. This command displays the Define EasyFilter dialog box.

Shortcuts

None

Define EasySort (Edit menu)

Use this command to define a new EasySort, modify the definition of the existing EasySort or delete the definition of an existing EasySort. This command displays the Define EasySort dialog box.

Shortcuts

None

Edit Preferences (Edit menu)

Use this command to specify your preferences to customize certain aspect of application behavior. This command displays the Edit Preferences dialog box.

Shortcuts

None

Edit Preferences Dialog

The following preferences can be set to customize the application behavior.

Open Last Opened File On Startup

Check this box if you want EasyManager to automatically open the data file that you had opened last time when you ran EasyManager For Windows. If you generally work with just one file, than it is convenient to check this option.

Share Home Telephone Numbers When Living Together

Check this box if you want EasyManager to automatically share the home telephone numbers amongst persons living together.

If this option is checked, when you change the home telephone numbers of a person, the change is reflected for all the persons living together. If the option is unchecked, for all persons that are living with another person, will not share the telephone numbers.

Share Home Fax Numbers When Living Together

Check this box if you want EasyManager to automatically share the home fax numbers amongst persons living together.

If this option is checked, when you change the home fax numbers of a person, the change is reflected for all the persons living together. If the option is unchecked, for all persons that are living with another person, will not share the home fax numbers.

Share Working Telephone Numbers When Working Together [Not Available]

Check this box if you want EasyManager to automatically share the work telephone numbers amongst persons working together. In general if a person is working with another person, then company name and the work address is shared between the two persons, but the work telephone numbers are not.

If this option is checked, when you change the work telephone numbers of a person, the change is reflected for all the persons working together.

Share Work Fax Numbers When Working Together [Not Available]

Check this box if you want EasyManager to automatically share the work fax numbers amongst persons working together. In general if a person is working with another person, then company name and the work address is shared between the two persons, but the work fax numbers are not.

If this option is checked, when you change the work fax numbers of a person, the change is reflected for all the persons working together.

Toolbar command (View menu)

Use this command to display and hide the Toolbar, which includes buttons for some of the most common commands in EasyManager, such as File Open. A check mark appears next to the menu item when the Toolbar is displayed.

See Toolbar for help on using the toolbar.

Toolbar

The toolbar is displayed across the top of the application window, below the menu bar. The toolbar provides quick mouse access to many tools used in EasyManager,

To hide or display the Toolbar, choose Toolbar from the View menu (ALT, V, T).

Click	To
	Open a new document.
	Open an existing document. EasyManager displays the Open dialog box, in which you can locate and open the desired file.
	Save the active document or template with its current name. If you have not named the document, EasyManager displays the Save As dialog box.
	Remove selected data from the document and stores it on the clipboard.
	Copy the selection to the clipboard.
	Insert the contents of the clipboard at the insertion point.
	Invoke EasyLook to quickly lookup information on objects
	Invoke EasyEditor to create, modify and delete objects.
	Export data to ASCII files and other applications.
	Import data from ASCII files.
	Print the active EasyList.
	About EasyManager.
	Obtain context sensitive help

Status Bar command (View menu)

Use this command to display and hide the Status Bar, which describes the action to be executed by the selected menu item or depressed toolbar button, and keyboard latch state. A check mark appears next to the menu item when the Status Bar is displayed.

See Status Bar for help on using the status bar.

Status Bar

The status bar is displayed at the bottom of the EasyManager window. To display or hide the status bar, use the Status Bar command in the View menu.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	**Description**
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
SCRL	The Scroll Lock key is latched down.

Define EasyList (EasyList menu)

Use this command to define a new EasyList, or modify the definition of the existing EasyList or to delete the definition of an existing EasyList. This command displays the Define EasyList dialog box.

Shortcuts

None

Define Dialog (for EasyList, EasyLabel, EasyFilter, EasySort)

Define dialog presents the following options and actions:

Currently Defined Objects

This presents a list of all the currently defined EasyLists/EasyLabels/EasyFilters/EasySorts as the case may be. To edit an existing definition, either double click on the desired definition to edit or select the definition and press the Edit button.

New...

Press this button to define a new EasyList/EasyLabel/EasyFilter/EasySort as the case may be. This will display the appropriate editor to define a new definition.

Edit...

Press this button to edit an existing definition. This action is unavailable if no definition is selected in the Currently Defined Objects box. This will display the appropriate editor.

Delete

Press this button to delete an existing definition This action is unavailable if no definition is selected in the Currently Defined Objects box.

Close

Press this button to close the dialog box.

Shortcuts

None

EasyList Font (EasyList menu)

Use this command to select the font to use when displaying the data in the EasyLists. All EasyLists are displayed in the chosen font. This command displays the Choose font dialog box.

Shortcuts

None

Define EasyLabel (EasyLabel menu)

Use this command to define a new EasyLabel, modify the definition of the existing EasyLabel or delete the definition of an existing EasyLabel. This command displays the Define EasyLabel dialog box.

Shortcuts

None

EasyLabel Font (EasyLabel menu)

Use this command to select the font to use when displaying the data in the EasyLabels. All EasyLabels are displayed in the chosen font. This command displays the Choose font dialog box.

Shortcuts

None

New command (Window menu)

Use this command to open a new EasyList window with the same contents as the active EasyList window. You can open multiple EasyList windows to display different parts of an EasyList at the same time. If you change the contents in one window, all other windows reflect those changes. When you open a new EasyList window, it becomes the active window and is displayed on top of all other open windows.

Cascade command (Window menu)

Use this command to arrange multiple opened windows in an overlapped fashion.

Tile command (Window menu)

Use this command to arrange multiple opened windows in a non-overlapped fashion.

Tile Horizontal command (Window menu)

Use this command to vertically arrange multiple opened windows in a non-overlapped fashion.

Tile Vertical command (Window menu)

Use this command to arrange multiple opened windows side by side.

Window Arrange Icons Command

Use this command to arrange the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

1, 2, ... command (Window menu)

EasyManager displays a list of currently open document windows at the bottom of the Window menu. A check mark appears in front of the name of the active window. Choose a window name from this list to make its window active.

Index command (Help menu)

Use this command to display the opening screen of Help. From the opening screen, you can jump to step-by-step instructions for using EasyManager and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

Using Help command (Help menu)

Use this command for instructions about using Help.

About EasyManager command (Help menu)

Use this command to display the copyright notice, version number, and registration information of your copy of EasyManager.

About Vivek Technologies command (Help menu)

Use this command to display information about the company, and means to contact the company for suggestions and problems regarding the application, and for offshore and offsite consulting.

Context Help command

Use the Context Help command to obtain help on some portion of EasyManager. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the EasyManager window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

Shortcut

Keys: SHIFT+F1

EasyManager Registration

This dialog is used to view and update registration information.

Name

View/modify the name of the user under whose name the software is registered or will be registered. A name must be specified.

Company Name

View/modify the company name of the user under whose name the software is registered or will be registered. Specifying a company name is optional.

Serial Number

View/modify the serial number of the software. The serial number can be specified to be zero (0), if you are installing a shareware version or you can specify a registered serial number. If you have a shareware version of the software, you can use it for 30 days from the date of installation, after which you must register to continue using it. See Registering EasyManager for details on how to register your copy of EasyManager.

Update

Press this button to update the registration information.

Cancel

Press this button to cancel any changes you made to the registration information and to close the dialog.

Title Bar

The title bar is located along the top of a window. It contains the name of the window indicating the purpose of that window.

To move the window, drag the title bar. Note: You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements:

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

Scroll bars

Displayed at the right and bottom edges of the window. The scroll boxes inside the scroll bars indicate the relative position of all the data that you can see in the window. You can use the mouse or the scroll keys to scroll to see the data.

Size command (System menu)

Use this command to display a four-headed arrow so you can size the active window with the arrow keys.

After the pointer changes to the four-headed arrow:

1. Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
2. Press a DIRECTION key to move the border.
3. Press ENTER when the window is the size you want.

Note: This command is unavailable if you maximize the window.

Shortcut

Mouse: Drag the size bars at the corners or edges of the window.

Move command (Control menu)

Use this command to display a four-headed arrow so you can move the active window or dialog box with the arrow keys.

Note: This command is unavailable if you maximize the window.

Shortcut

Keys: CTRL+F7

Minimize command (application Control menu)

Use this command to reduce the EasyManager window to an icon.

Shortcut

Mouse: Click the minimize icon on the title bar.
Keys: ALT+F9

Maximize command (System menu)

Use this command to enlarge the active window to fill the available space.

Shortcut

Mouse: Click the maximize icon on the title bar; or double-click the title bar.
Keys: CTRL+F10 enlarges a document window.

Next Window command (document Control menu)

Use this command to switch to the next open document window. EasyManager determines which window is next according to the order in which you opened the windows.

Shortcut

Keys: CTRL+F6

Previous Window command (document Control menu)

Use this command to switch to the previous open document window. EasyManager determines which window is previous according to the order in which you opened the windows.

Shortcut

Keys: SHIFT+CTRL+F6

Close command (Control menus)

Use this command to close the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.

Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time. You can close all windows at once with the Close command on the File menu.

Shortcuts

Keys:	CTRL+F4 closes a document window
	ALT+F4 closes the active window or dialog box

Restore command (Control menu)

Use this command to return the active window to its size and position before you chose the Maximize or Minimize command.

Switch to command (application Control menu)

Use this command to display a list of all open applications. Use this "Task List" to switch to or close an application on the list.

Shortcut

Keys: CTRL+ESC

Dialog Box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

Ruler command (View menu)

<< Write application-specific help here. >>

Choose Font dialog box

Choose Font dialog box is used to specify a font. The dialog box has the following options:

Font:
Presents a list of all the available fonts from which to choose a font from.

Font Style:
Presents a list of the available styles for the currently chosen font.

Size:
Presents a list of possible font sizes for the currently chosen font.

Effects:
Presents the option to underline or to strikeout the currently chosen font.

Color:
Presents a drop-down list of colors to select from for the currently chosen font.

Sample:
This is the area where a sample of how the font would look like if the current font setting is selected.

Choose Color dialog box

<< Write application-specific help here. >>

Find command (Edit menu)

<< Write application-specific help here. >>

Find dialog box

<< Write application-specific help here. >>

Replace command (Edit menu)

<< Write application-specific help here. >>

Replace dialog box

<< Write application-specific help here. >>

Repeat command (Edit menu)

Use this command to repeat the last editing command carried out. The Repeat menu item changes to Can't Repeat if you cannot repeat your last action.

Shortcut

Key: F4

Clear command (Edit menu)

<< Write application-specific help here. >>

Clear All command (Edit menu)

<< Write application-specific help here. >>

Next Pane

<< Write application-specific help here. >>

Prev Pane

<< Write application-specific help here. >>

Modifying the Document

<< Write application-specific help here that provides an overview of how the user should modify a document using your application.

If your application supports multiple document types and you want to have a distinct help topic for each, then use the help context id. generated by running the MAKEHELP.BAT file produced by AppWizard. Alternatively, run MAKEHM as follows:

```
makehm IDR_HIDR_,0x2000 resource.h
```

If the IDR_ symbol for one of your document types is, for example, IDR_CHARTTYPE, then the help context id. generated by MAKEHM will be HIDR_CHARTTYPE.

Note, AppWizard defines the HIDR_DOC1TYPE help context id. used by this help topic for the first document type supported by your application. AppWizard produces an alias in the .HPJ file for your application, mapping HIDR_DOC1TYPE to the HIDR_ produced by MAKEHM for that document type. >>

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

Print command (File menu)

Use this command to print a document. This command presents a Print dialog box, where you may specify the range of pages to be printed, the number of copies, the destination printer, and other printer setup options.

Shortcuts

Toolbar:

Keys: CTRL+P

Print dialog box

The following options allow you to specify how the document should be printed:

Printer

This is the active printer and printer connection. Choose the Setup option to change the printer and printer connection.

Setup

Displays a Print Setup dialog box, so you can select a printer and printer connection.

Print Range

Specify the pages you want to print:

All	Prints the entire document.
Selection	Prints the currently selected text.
Pages	Prints the range of pages you specify in the From and To boxes.

Copies

Specify the number of copies you want to print for the above page range.

Collate Copies

Prints copies in page number order, instead of separated multiple copies of each page.

Print Quality

Select the quality of the printing. Generally, lower quality printing takes less time to produce.

Print Progress Dialog

The Printing dialog box is shown during the time that <<YourApp>> is sending output to the printer. The page number indicates the progress of the printing.

To abort printing, choose Cancel.

Print Preview command (File menu)

Use this command to display the active document as it would appear when printed. When you choose this command, the main window will be replaced with a print preview window in which one or two pages will be displayed in their printed format. The print preview toolbar offers you options to view either one or two pages at a time; move back and forth through the document; zoom in and out of pages; and initiate a print job.

Print Preview toolbar

The print preview toolbar offers you the following options:

Print
: Bring up the print dialog box, to start a print job.

Next Page
: Preview the next printed page.

Prev Page
: Preview the previous printed page.

One Page / Two Page
: Preview one or two printed pages at a time.

Zoom In
: Take a closer look at the printed page.

Zoom Out
: Take a larger look at the printed page.

Close
: Return from print preview to the editing window.

Print Setup command (File menu)

Use this command to select a printer and a printer connection. This command presents a Print Setup dialog box, where you specify the printer and its connection.

Print Setup dialog box

The following options allow you to select the destination printer and its connection.

Printer

Select the printer you want to use. Choose the Default Printer; or choose the Specific Printer option and select one of the current installed printers shown in the box. You install printers and configure ports using the Windows Control Panel.

Orientation

Choose Portrait or Landscape.

Paper Size

Select the size of paper that the document is to be printed on.

Paper Source

Some printers offer multiple trays for different paper sources. Specify the tray here.

Options

Displays a dialog box where you can make additional choices about printing, specific to the type of printer you have selected.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Page Setup command (File menu)

<< Write application-specific help here. >>

HINT_DATE_VARIABLES

No Help Available

HINT_DEFINE_FILTER

No Help Available

HINT_SHARE_MARRIAGE_DATE

No Help Available

HINT_GROUP_OBJECTS1

No Help Available

HINT_GROUP_OBJECTS2

No Help Available

HINT_GROUP_OBJECTS3

No Help Available

HINT_LIST_MODIFY

No Help Available

HINT_LABEL_MODIFY

No Help Available

HINT_FIND_OBJECT2

No Help Available

HINT_FIND_OBJECT1

No Help Available

HINT_DATE_F4

No Help Available

HINT_DATE_F3

No Help Available

EDIT_HINT_PREFIX

No Help Available

HINT_LABEL_PRINT_START

No Help Available

HINT_SHARE_WORK_ADDRESS1

No Help Available

HINT_SHARE_HOME_ADDRESS2

No Help Available

HINT_SHARE_HOME_ADDRESS1

No Help Available

HINT_SHARE_WORK_ADDRESS2

No Help Available

HINT_EXPORT_TEXT_FILE

No Help Available

HINT_IMPORT_TEXT_FILE

No Help Available

HINT_LOOKUP_PHONE

No Help Available

HINT_LABEL_NEW

No Help Available

HINT_ADDRESS

No Help Available

HINT_LOOKUP_ADDRESS

No Help Available

HINT_REMINDER

No Help Available

HINT_FAMILY_RELATION

No Help Available

HINT_EDITOR_VIEW_OBJECT

No Help Available

HINT_CHILD

No Help Available

HINT_REMINDER_DATES_BEFORE

No Help Available

HINT_HELP

No Help Available

HINT_REMINDER_DATES

No Help Available

HINT_CUSTOM_LABEL

No Help Available

HINT_CUSTOM_LIST

No Help Available

HINT_PRINTING_ADDRESS_BOOK

No Help Available

HINT_USE_EDITOR

No Help Available

HINT_PREFERENCES

No Help Available

HINT_LABEL_PRINT_ONE

No Help Available

HINT_LIST_NEW

No Help Available

HINT_LIST_DELETE

No Help Available

HINT_LABEL_DELETE

No Help Available

HINT_RIGHT_MOUSE

No Help Available

HINT_DATE_CALENDAR

No Help Available

HINT_EXPORT_COMPUSERVE

No Help Available

HINT_DEFINE_SORT

No Help Available

HINT_REMINDER_TODO

No Help Available

HINT_LOOKUP_EMAIL

No Help Available

UNKNOWN_PROPERTY

No Help Available

INVALID_CLASS_NAME

No Help Available

NULL_ATTRIBUTE_NAME

No Help Available

ATTRIBUTE_TYPE_MISMATCH

No Help Available

INVALID_ATTRIBUTE_INDEX

No Help Available

NULL_ATTRIBUTE_ARRAY

No Help Available

CIM_UNKNOWN_VERSION

No Help Available

NO_EXPORTDATA

No Help Available

CIM_READ_ERROR

No Help Available

EXPORT_SUCCESS

No Help Available

CIM_WRITE_ERROR

No Help Available

OPEN_FAILED

No Help Available

CIM_EXTRACTION_FAILED

No Help Available

RENAME_FAILED

No Help Available

CYCLE

No Help Available

WILL_FORM_CYCLE

No Help Available

ERROR

No Help Available

EACCES

No Help Available

EIO

No Help Available

ENOTDIR

No Help Available

INVALID_DATA_OP

No Help Available

INVALID_DATA_ATTR

No Help Available

INVALID_DATA_ANDOR

No Help Available

UNREACHABLE_ATTRLIST

No Help Available

INVALID_CLASSNAME

No Help Available

EMPTY_FILTER_NAME

No Help Available

INVALID_DATA_VALUE

No Help Available

INVALID_FILTERSTRING

No Help Available

EMPTY_FILTERSTRING

No Help Available

VALIDATION_FAILED

No Help Available

INVALID_DATA_OPENPAREN

No Help Available

EMPTY_TYPE

No Help Available

INVALID_DATA_CLOSEPAREN

No Help Available

INVALID_COL_DEF

Column definition is not valid. The colum definition will be ignored

PRIMARY_COL_IS_FIXED

No Help Available

NO_OBJECT_CLASS

No Help Available

UNKNOWN_CLASS_NAME

The class name (object type) specified is not known or is empty, edit the list and specify a valid class (object type).

FILTER_NOT_FOUND

No Help Available

SORT_SCHEMA_NOT_FOUND

No Help Available

DATABASE_MISMATCH

No Help Available

INVALID_FILTER_OBJECT

No Help Available

CREATE_FAILED

Failed to create the desired object within the database. Most probably you have insufficient memory. Close some other applications and try again.

INVALID_SORT_SCHEMA_OBJECT

No Help Available

NO_COL_CHOICE

You have not selected an attribute to display in the specified column. You must either select an attribute, or delete the column.

EMPTY_LIST_NAME

No Help Available

CANNOT_JUMP_WHEN_EDITING

No Help Available

NOTHING_TO_REMOVE

No Help Available

HINT_APPLY_SORT

No Help Available

HINT_APPLY_FILTER

No Help Available

HINT_MULTIVALUED_ADD_REMOVE

No Help Available

INVALID_COLUMN_ATTRIBUTE_LIST

No Help Available

HINT_BLANK_COL

No Help Available

CELL_IS_EMPTY

No Help Available

HINT_EMAIL

No Help Available

OBJECT_BY_KEY_DOES_NOT_EXIST_CREATE_OK

No Help Available

HINT_DIAL

No Help Available

HINT_LOOKUP_PHONE

No Help Available

INVALID_CLASS_NAME

No Help Available

TOGGLE_TEXT_WRAP

No Help Available

INVALID_ROW

No Help Available

HINT_SELECT_OBJECT

No Help Available

HINT_EDIT_OBJECT

No Help Available

NO_OBJECT_FOR_ROW

No Help Available

CREATE_DUPLICATE_KEY_OBJECT

No Help Available

HINT_CREATE_OBJECT

No Help Available

HINT_DELETE_OBJECT

No Help Available

EDIT_PRIMARY_COLUMN_FIRST

No Help Available

INVALID_VALUE

No Help Available

HINT_ENUM

No Help Available

HINT_LOOKUP_EMAIL

No Help Available

ATTRIBUTE_CANNOT_BE_NULL

No Help Available

INVALID_COLUMN

No Help Available

CANNOT_JUMP_OBJECT_NOT_IN_LIST

No Help Available

KEY_OBJECT_EXISTS_RENAME

No Help Available

GET_ALL_OBJECTS_FAILED

No Help Available

NOTHING_TO_DELETE

No Help Available

HINT_MULTIVALUED_NEW_DELETE

No Help Available

GET_ATTRIBUTE_FAILED

No Help Available

GET_INDIRECT_ATTRIBUTE_FAILED

No Help Available

UPDATE_ATTRIBUTE_FAILED

No Help Available

OBJECT_CREATE_FAILED

No Help Available

INIT_SORT_FAILED

No Help Available

NO_SELECTED_OBJECT

No Help Available

NO_DATA

No Help Available

INVALID_CLASS_NAME

No Help Available

INIT_FILTER_FAILED

No Help Available

UNKNOWN_CLASS

No Help Available

GET_ATTRIBUTE_FAILED

No Help Available

GET_INDIRECT_ATTRIBUTE_FAILED

No Help Available

NOT_FIXED_WIDTH_HEIGHT

No Help Available

SYNTAX_ERROR

No Help Available

GET_ATTRIBUTE_FAILED

No Help Available

OBJECT_CREATE_FAILED

No Help Available

UPDATE_ATTRIBUTE_FAILED

No Help Available

CREATE_DUPLICATE_VALUE_OBJECT

No Help Available

NULL_ENUMERATOR_ARRAY

No Help Available

NULL_ENUMERATOR_NAME

No Help Available

INVALID_ENUM_NAME

No Help Available

NULL_FILE_NAME

No Help Available

SEEK_FAILED

No Help Available

PARSE_ERROR

No Help Available

DUPLICATE_OBJECT_ID

No Help Available

READ_FAILED

No Help Available

INVALID_ATTRIBUTE_VALUE_IGNORED

No Help Available

INVALID_ATTRIBUTE_NAME_IGNORED

No Help Available

CLASS_PROPERTY_DEFINITION_FAILED

No Help Available

OPEN_FAILED

No Help Available

ATTRIBUTE_PROPERTY_DEFINITION_FAILED

No Help Available

ENUM_DEFINITION_NOT_IN_PROGRESS

No Help Available

OBJECT_DEFINITION_NOT_IN_PROGRESS

No Help Available

CLASS_DEFINITION_IN_PROGRESS

No Help Available

CLASS_DEFINITION_NOT_IN_PROGRESS

No Help Available

OBJECT_DEFINITION_IN_PROGRESS

No Help Available

ENUM_DEFINITION_IN_PROGRESS

No Help Available

INVALID_DATA_ATTR

No Help Available

UNREACHABLE_ATTRLIST

No Help Available

INVALID_ATTRINDEX

No Help Available

INVALID_OBJECT_CLASS_NAME

No Help Available

CNV_SORT_KEY_TO_STRING_FAILED

No Help Available

EMPTY_SORT_NAME

No Help Available

VALIDATION_FAILED

No Help Available

NOT_SORT_SCHEMA

No Help Available

EMPTY_TYPE

No Help Available

INVALID_SORTSTRING

No Help Available

EMPTY_SORTSTRING

No Help Available

NULL_INDIRECT_ATTRIBUTE

No Help Available

INDIRECT_ATTRIBUTE_NOT_POINTER

No Help Available

GET_INDIRECT_ATTRIBUTE_FAILED

No Help Available

GET_ATTRIBUTE_FAILED

No Help Available

SET_ATTRIBUTE_FAILED

No Help Available

INVALID_ATTRIBUTE_INDEX

No Help Available

INDIRECT_ATTRIBUTE_PATH_TERMINATED

No Help Available

OK_TO_DELETE

No Help Available

IS_FATHER_OF

No Help Available

WORKING_WITH_ONESELF

No Help Available

LIVING_WITH_ONESELF

No Help Available

LIVING_WITH_HEAD_OF_HOUSEHOLD

No Help Available

SEX_MISMATCH

No Help Available

ANCESTOR

No Help Available

SEX_UNDEFINED_IS_MALE

No Help Available

WORKING_WITH_SOMEONE_ELSE

No Help Available

LIVING_WITH_SOMEONE_ELSE

No Help Available

FIRST_NAME_EMPTY

No Help Available

IS_MOTHER_OF

No Help Available

INVALID_PARTS

No Help Available

HINT_MULTIVALUED_ADD_REMOVE

No Help Available

OBJECT_BY_KEY_DOES_NOT_EXIST_CREATE_OK

No Help Available

CANNOT_JUMP_WHEN_EDITING

No Help Available

HINT_EDIT

No Help Available

ENTER_KEY_ATTRIBUTE_VALUE_FIRST

No Help Available

KEY_ATTRIBUTE_CANNOT_BE_EMPTY

No Help Available

GET_ATTRIBUTE_FAILED

No Help Available

UPDATE_ATTRIBUTE_FAILED

No Help Available

CONVERSION_TO_ATTRTYPE_FAILED

No Help Available

HINT_MULTIVALUED_NEW_DELETE

No Help Available