Welcome to ClientBase .5. This version is freeware. Freeware is to be shared without any cost to the user, but this doesn't allow the user to change this program in anyway. Feel free to upload ClientBase .5 to any public bulletin board. If you upload this program, all three files that I have provided must be included with the upload.

This version offers some good features that will give the user an introduction to this software. This version doesn't support printing at this time, but will be included in the next version.

This version of the program will show some of the highlights of what the program was written for. There are two sections to the documentation included here. One is for power users and the second portion is for normal users who might need more information. Please be aware that this program is in it's infancy, so bear with me. Any problems with this software, or suggestions for future releases should be reported to

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To report problems, please specify the problem, the machine being run on, and the system/finder being used.

For future releases I have been thinking of some of the following ideas:
Printing features, edit menu support, one key search mode, a Phone/Modem dialer, an improved search mode, color enhancement, import/export capabilities, and possibly system 7 compatibility. If you have any other ideas I would be happy to hear about them. Just contact me by one of the above methods.

Thanks for your support,

Ron Miller
Twilight Zone Software.

<u>Quick Look for Power Users:</u>

Entering Clients: To enter a Client you must have opened or created a ClientBase file. After doing this select "Enter Client" from the Client Data menu. Enter the Information into the Text Edit boxes and then save or exit. Selecting exit will throw away that Client's information.

Opening/Creating a File: This must be done before you can do anything else in this program. To open a file select open from the file menu. This will give you access to the file selector. This program will open any ClientBase file. To create a ClientBase file, select new from the file menu, this will open the file selector dialog box. Enter the name of your file and then click the save button. The default file name is ClientBase File.

Printing Labels:(NOTE: This is currently unavailable).
If a clientbase file is open and there are clients in it and one or more of those has been selected then print labels in the file menu will be enabled. To print a Client it must first be selected. To select individual clients use the select button to select the currently active Client. To select all Clients use the “Select All” command from the Client Data menu.

Searching: There are two ways to search for a Client in a open ClientBase file. You can select “Search Client” from the Client Data menu or select the “Search” button from the View Client window. To search, select LastName search, or CompanyName search, then enter the search string.

Selecting: To select a Client to print you can do this one of two ways. You can use the “Select All” command from the Client Data menu or select the “Select” button from the View Client window. The first method will select all Clients, the second will select a specific Client.

<u>Documentation:</u>

File Menu:
New -> This allows the user to create a new ClientBase file and opens the file making it ready to enter data.

Open -> This puts up a dialog box allowing the user to use the file selector to open an existing ClientBase file.

Close -> This closes the file if no changes have been made, otherwise it puts up a dialog box asking if you want to save, discard, or cancel, but doesn’t exit the program.

Print -> (NOTE: This is currently disabled) Heirarchical menu that allows access to printing labels and Client lists.

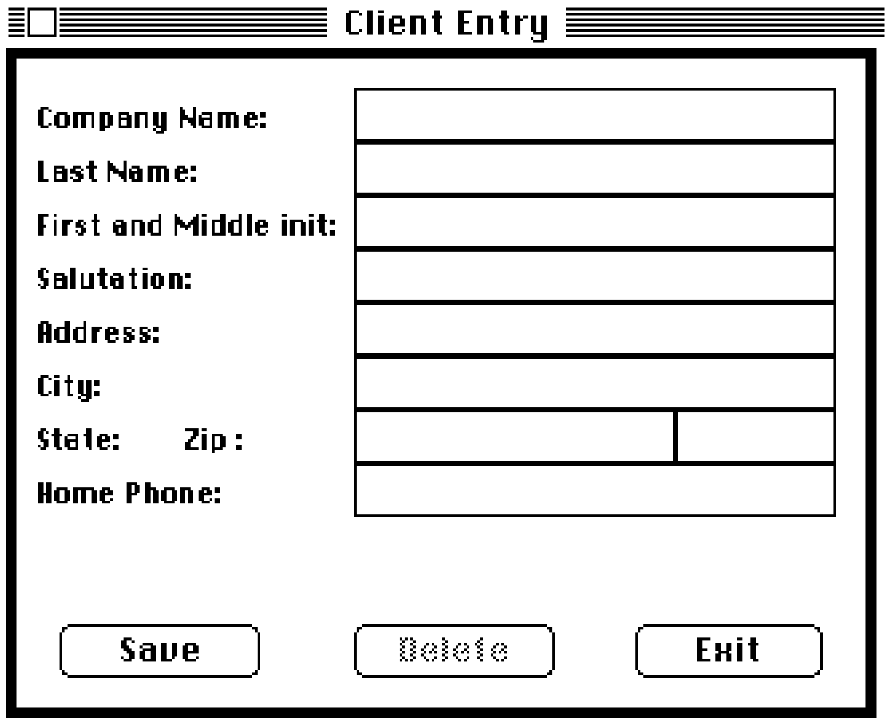
Print->Labels-> (NOTE: This is currently disabled) This prints the selected clients from the open data base. If none are selected this portion of the menu will be disabled. To enable it select at least one Client.

Print->ClientList-> (NOTE: This is currently disabled) This prints the selected clients from the open data base. If no clients are selected then this portion of the menu is disabled. To enable it select at least one Client.

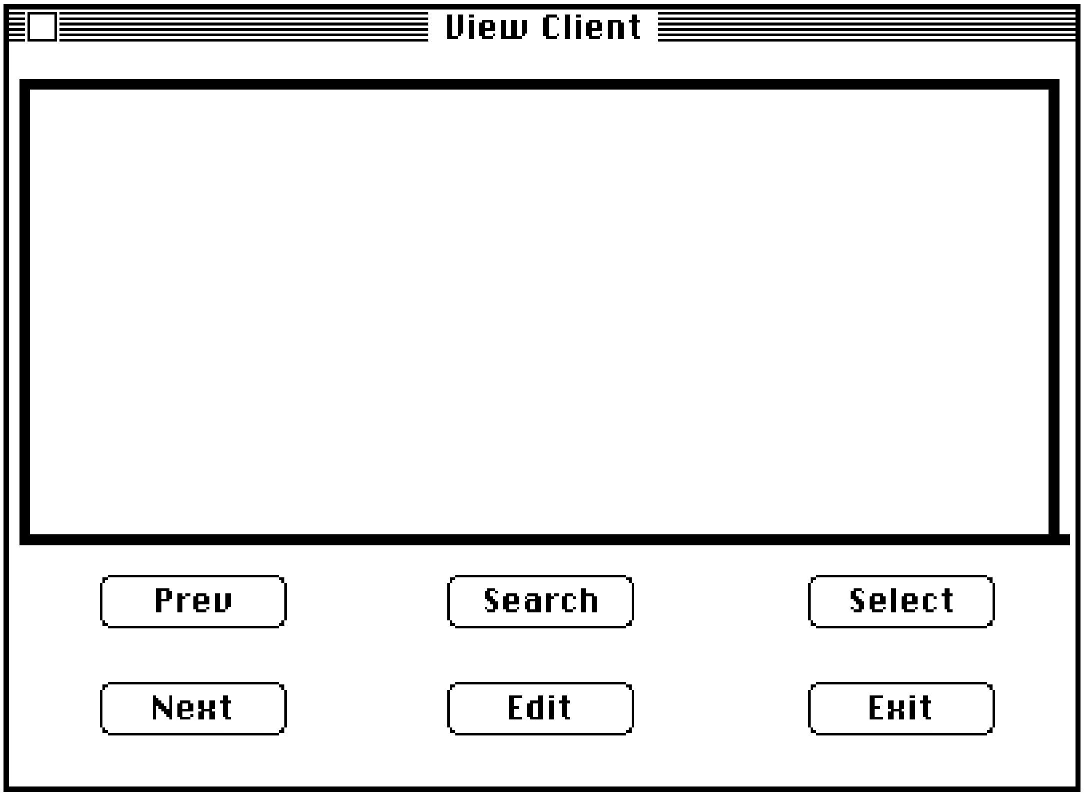
Quit -> This exits the program. If a clientbase file is open and changes have been made a dialog box is put up asking the user if they want to save changes, discard, or cancel. If a clientbase file is open and no changes have been made the file is only closed and the program is exited.

Edit Menu:
None of these are supported at this time.

ClientData Menu:



ClientEntry -> This is used to open up the window to enter client information. This information includes Company Name, Last Name, First Name and Middle Initial, Address, City, State, Zip Code, and Phone Number. The delete button will only be available if you have chosen to edit a existing client. You can select to edit an existing client by opening the View Client Window and then making the desired Client the active Client.



View Client -> This is used to display the client information one Client at a time. There are several buttons at the bottom of this window. The next and previous buttons control the direction in which you move through the clients. If either or both buttons are disabled (grayed out) then there are no more clients in that direction. The clients are listed alphabetically by last name. The edit button allows you to change information about the client. This button opens the Client Entry window with the info filled in. To make changes just edit the pertinent information and click save or click cancel to go back to the viewclient window. You can also delete the active Client from here with the delete button. If you decide to delete the active Client, ClientBase will place an alert box on the screen. If you want to delete the Client select delete, or if not select cancel.
The search button brings up the search window allowing the user to enter a clients name to search for or to enter a company name to search for. If the clients name is searched for and if found, it is shown in the viewclient window, if not found a system beep is sounded and the Client alphabetically before the one searched for is shown. If searching for a company name and found it is shown in the View Client window, if not found a system beep is sounded and the first Client alphabetically is shown.

Search Client -> This menu item puts a dialog box on the screen with the user to set their preference for a search by last name or company name. After selecting one of the two, the user needs to enter the search name into the text edit box. The search button in the View Client window will also put the search dialog box on the screen.

SelectAll -> This selects every entry in the open clientbase file, this is helpful when you want to print out your entire data base of Clients or when you want to make a label for every client in the open Clientbase file.

UnSelectAll -> This resets every client that has been selected in the open Clientbase file.
Client Statistics -> (NOTE: Currently disabled) This command will open a window showing

various statistical data.

Options Menu:

(Note:Currently disabled) This is used to select various options.