Navigation Tool Bar

If you are uncertain what buttons do what on the navigation bar, simply hold the mouse pointer over the button in question and a hint will popup showing what it does. Shortcut keystrokes are:

<Ctrl+A> = Insert
<Ctrl+S> = Save
<Ctrl+D> = Delete (Confirmation is Required)
<Ctrl+Shift+C> = Display Calendar

<PageUp> = Previous Panel
<PageDown> = Next Panel

View Menu Option

You may choose to display the "Search all fields for" and "Dialogs" toolbar by selecting this menu option and checking the appropriate option. These settings are remembered even when you close the program.

Cool Tool Bar

The toolbars at the top of the program are movable much like Internet explorer. You can change the order they appear and wheather they are viewable (see "View" help item for more).

Changing Sort Order

There are six indexes that you may choose from to affect the scrolling of the data when using the navigation bar or the Grid View: Grouping Code, First, Last & Company Name, Business & Home Country. You may change the sort order by using the "Sort" file menu option, double clicking one of the six label names on the Name/Address page and when in the Grid View by clicking on one of the six title names at the top of the grid. You can see which sort order you are currently on by the color of the label name. If it is blue then that is the sort order that you are currently in.

Filtering Contacts

Caution: Filtering contacts does not delete them, it simply hides them until the filtering is turned off.

You may actually filter the contacts based of one or more fields in the contact database. When the contacts are filtered you will NOT be able to view or edit any of the contacts that do not meet the filtering criteria. It will appear as though you have lost contact records but have not. Even the number of contacts will show the number of records that actually meet the filtering criteria, not the total number of contacts in your database. If you turn the filtering off by removing each filter criteria then all the contacts will be redisplayed. By clicking the the sixth button from the right, the one that says filter, it will bring up a dialog box with your filtering options. You may then begin using which fields you wish to filter on by highlighting it then typing in the text to the right that you wish to locate. You may then select additional fields and enter the test for them as well. For each field you may choose which search options each should use as far as partial search, case sensitive, etc. You may view your selection by pressing the "View Summary" button at the bottom. This will show you how it will be filtering and on what fields. Once you are done you press the "OK" button. The dialog will disappear and the contact screen will be displayed with the flittered contacts showing. If none were found then the database will appear empty the number of contacts will show zero (0) otherwise your valid matches will be displayed. You may press the filter button again to redefine your filter options or to clear them on by one by pressing the clear button next the field value your are searching for on that field. If you wish to remove all filters and restore the database then press the "New Search" button at the bottom and press "OK". Also, when the database is filtered, printing of contacts, labels, etc. will only print those that meet the filtering criteria.

Record View

View all fields in the record and scroll through the data by clicking on the fifth button from the right on the main screen. This will pop up a dialog box that will display all the fields for that contact in a vertical order. This will allow you to view more of the fields on the screen at one time. You may also scroll through the contacts using the navigation bar at the top of the dialog. There is also a bookmark option. If you are on a record you may press the bookmark option. Then you may scroll through the data looking at other contacts. When you are done and want to return to that record press the go to bookmark button and it will return you to that record.

Search Dataset

You may incrementally search through the contacts by clicking on the "Search Dataset" button, fourth button from the right. It will pop up a search dialog box showing you all fields in the database. You may only search incrementally by the index fields that are available via dropdown combo box at the bottom. After you select a field, simply begin typing in text your are searching for and the grid view will continue to move towards the record that begins with what you are typing.

Search Specific Field

You may search through the database by any field by clicking on the "Search Dialog" button, third button from the right, at the top of the main form. The dialog box that pops up will allow you to select which field to search on, weather or not its case sensitive, and if it should match anywhere in the field or at the beginning. Once selected type in the text you wish to find click the "First" button. If a match is found the search dialog box will close and the matching record will be displayed in the fields. If a valid record is found you may press the "Search Dialog" button again and press the find next button to find the next value, if any exist. When there are no more matched a message box pops up saying that 'No More Matches Found'.

Search All Fields

To search all fields for each contact for a match to a key word simply type what you are looking for in the "Search all fields for" box at the top of the program and press <F3> or <Enter>. To find the next occurrence press <F3> or <Enter> again until no more matches are found. You should be able to just start typing what you want once the program is displayed on the screen.

Search All Databases

If you have created multiple contact databases then you may search them all by selecting this option from the "File" menu or pressing <Ctrl+F3>. This will automatically search through all databases for the text your are searching for. If you check the option to 'Restore original contact database' then the database you were in before you selected this option will be reloaded.

Grid View (Overview)

If you would like to see multiple records at one time and scroll through them searching for your record then you may use the "Grid View" button located on the "Dialogs" tool bar. You may choose which fields and the order they appear by using the option "Options|GridView|Define Grid View Fields". If you wish to view the notes for a contact, double click on the note cell and it will display the notes in a popup window. You may configure the fields now by clicking on the "Configure" button at the bottom of the Grid View screen. You may no longer resize the fields in the Grid View at this time. Due to a change in the component that I use it will be available in later releases…I hope.

Grid View Search

In the entry box on the Grid View screen simply type in the search string you wish to find and press <F3> or <Enter>. Grid View will scroll through the contacts searching all fields for a match. When a match is found you may press <F3> or <Enter> again to find the next occurrence of the search string. If no more occurrences exist then a message will tell you that no more matches were found.

Default Grid View

This is a right click popup menu item on the system tray icon. If there is a check mark in front of this option then when you double click or select the "Open" option the Grid View will popup and let you scroll through the records and when you close it down it will minimize back to the system tray. If you want it to always open to the main form then select the "Grid View" button then uncheck this option. When you uncheck the Default Grid View option on the popup menu the main form will automatically open assuming that you are taking that off so that you can enter or edit records in the database. When you check that option the main form remain in the state it was in. You may configure which fields are displayed in the Grid View as well as the order in which they appear. You may do so by selecting the menu option 'Options|Grid View|Define Fields'. This will display a screen that shows all the fields in the database and the order that they currently appear in. To choose which fields are displayed in the grid, click the check box next to that field. A check mark indicates that it will be displayed and no check mark means it will not be displayed. To move the fields order simply highlight the field you want to move and press the "Move Up" or "Move Down" button. Once you are through with your changes press the "Save" button to apply them. You may abort your changes by pressing the "Escape" button.

Export Contacts

To export contacts select an option under the main menu item "File". You may select which fields and the order they are in for transferring contacts into other applications or databases and creating a backup of your contacts to load back into MiniFone Book. ***(Important: you must export all fields in the default order they appear when entering the export utility to be able to import them back into MiniFone Book).***

E-Mail and URL Addresses

If you wish to send e-mail or open your browser with the address listed you simply double click the entry you wish. It will then call your default e-mail program or browser or the default e-mail program or browser setup up by you off the main menu under the Options item.

Call Backs

You can schedule up to three call back reminders for each contact that you have entered. You simply enter the date, time, and status and press the 'Post Edit' button on the navigation bar to update. The valid status codes are: Open, Closed, & Canceled. These are important. The timer will only check those call backs that have an 'Open' status code. This is so that when you complete a call back you can change the status to "closed" so it will not be checked and you can have a record that the call back has been completed. The same goes for the 'Canceled' code. If you decide to cancel the call back, simply change the status to 'Canceled' and post the update so that you have a record that the call was canceled and not completed. Callback options on the callback page let you set the amount of time between checking for call backs (default is 5 Minutes) and the amount of time before the scheduled call back to warn you. If a call back event is detected then a grid view will popup and display a list of all call backs that meet the criteria set on the contact with the numbers and contact name listed. If you double click on an item it will take you to the main screen with that record showing so that you may update the status code for that contact. If you do not change the status code then it will continue to popup the warning box for the time interval you have selected. Callback list button on the call back page will call the grid view that is used to display the open calls that have reached their scheduled reminder date/time. The exception to this is that when you click the 'Open' button at the bottom of the screen it will show you all open call backs regardless of the time. If you select the 'Closed' or 'Canceled' button then it will show you all calls that have that status code. There is also an 'All Calls' button which will show all call backs that have any status code associated with that record. Also, if you click the header columns for Company, First Name, & Last Name the call back list will be reordered by that column. The 'Clear CB's' button will clear all three (3) call back fields(Date, Time, & Status) and update the record for you.

Notes Entry

On the notes page you may type in free form notes, up to 64K worth. After you have entered the notes you update the changes by pressing the check mark (Post Edit) on the navigation bar at the top of the form.

Encrypting and Decrypting Notes

You may now type in a password and press the Encrypt button to encrypt sensitive data you might have entered. Entering the password and pressing the Decrypt button will decrypt the notes. You must first Decrypt notes before you can edit them. If you decrypt notes that were previously saved then it will prompt you to encrypt them again when updating record. The password is case sensitive and is unique only to that note record for that contact. It is highly recommended that you use the same password for all notes but you are not required to. If you forget your password there is no way to recover it or decrypt the note so please use this option cautiously.

Coping Business Address to Clipboard

Will copy the current contact records address to the clipboard in a mailing address format:

<Company> (Only if Not Blank)
c/o <First Name> <Last Name>
<Address1>
<Address2> (Only if Not Blank)
<Address3> (Only if Not Blank)
<City>, <State> <Zip>

Coping Home Address to Clipboard

Will copy the current contact records address to the clipboard in a mailing address format:

<First Name> <Last Name>
<Address1>
<Address2> (Only if Not Blank)
<Address3> (Only if Not Blank)
<City>, <State> <Zip>

Coping All Fields to Clipboard
Will copy all fields for current contact record in a line delimited format to the clipboard.

Dialing Phone Numbers

To dial any of the numbers that are listed in the Phone Numbers page simply double click the number you wish to dial. The program uses the Windows/NT dialer program if installed. If the dialer is located some where other than the default install directory or not in the path you may specify the path in the default dialer path option discussed below.

Warn Before Exiting

If you check this option under the main menu item 'Options' or from the right click menu on the system tray icon then when you try to close the program down by accident or on purpose it will prompt you to confirm.

Open Minimized

If this option is checked, then when the program is first started it will open and minimize to the system tray. If it is unchecked then the program will open normal.

Hide State Fields:

This will make the state fields for both the Business and Home address invisible. This option was added for some overseas customers who do not use the state field. Simply check this option from the "Options" menu off the main screen or from the pop up menu from the system tray icon. Checking this item hides the state and unchecking makes it visible. Hiding the state does not delete or remove previous information that is saved for that contact.

Load With Windows

If you select this option then it will load when Windows starts up. To turn it off unselect that option. The option is under the main menu item "Options" or the right click popup menu item "Options" in the system tray. To ensure that this item is removed when uninstalling, be sure to turn this option off before removing program.

Specific E-Mail\Browser

The ability to add your own default E-Mail and/or Browser executable that is called when clicking the buttons 'Send E-Mail' or 'WWW'. To select this option you may use the main menu option or popup menu "Options|Specify E-Mail/Browser". Enter the complete path of the executable and then any program parameters that it requires in the edit box below each option. Example: For Microsoft Outlook Express:

Program Name : C:\Program Files\Outlook Express\msimn.exe
Parameters : /mailurl:mailto:

** Be sure not to enter any quotes around either the Program Name or parameter strings! **

Not all E-Mail or Browser programs will require additional parameters. If no parameters are required then simply leave blank. If you no longer wish to use a specific program simply clear/leave the edit boxes blank.

Printing Contacts

From the main menu under the 'File' option you now have the ability to preview the printed list or print the list directly. Any notes and/or Call Back into will be at the bottom of each record if any exist. The notes will print to the left and the Call Back info will print to the right. If those fields are blank then nothing will print. It designed this way to save printing space for those records that have no notes or call back info. The option to print by a page range as well as the 'Selection' option is not available at this time.

Printing Labels

Requires Avery Label # 5160 (3 across 10 down). Select the "Print Labels…" from the main "File" menu option. The label option screen appears. You may choose to print Business and Home address labels or just one by checking/un-checking the appropriate box. Also, if you select business labels you will have the option of printing the contact name at the top of the label. You may also select labels based on the grouping code. If you choose not to use the grouping code be sure that the box is empty before printing otherwise labels will only be printed if they have the grouping displayed attached to them. You may choose where, on the first sheet of labels, the first label begins' printing. Select the Column (1 -3) then the Row (1-10) where the first label should start. You may also choose font settings for the labels by clicking on the button labeled "Font". Choose the Font, Style, Size, and Color. These options will only work if both your computer and printer support these settings. When you are ready to print you may press the "Preview" button to see how they will appear before printing or "Print" to send them directly to the printer. There is a "Label Count:" in the bottom left hand corner that shows how many labels will be printed.

Grouping Codes

You may now select a group to associate your contact with. You may also sort the contacts by this field by choosing the menu option "Sort|by Grouping Code" or double clicking on the label "Grouping Code". You may add or edit grouping codes through the menu option "Options|Grouping Codes|Add/Edit". To add codes simply type the code you want in the edit box (20 characters max) and press the "Update" button. To edit an existing code simply double click on the code in the list box and it will remove it and put it in the edit box for you to change. If you want to delete a code simply highlight the code you want to delete by doing a single click and then pressing the right click button and selecting the delete option. DO NOT try to delete a code by editing the code and erasing it and then pressing update. Update will not save blank records. BE AWARE that there is no integrity checking on grouping codes. That is that if you add a code then attached it to several records and then remove the code from the list it will not warn you that you are removing a code that is currently being used. It won't hurt anything or cause anything to stop working, it will just be unavailable to select until you add it again. If your 'GrpCodes.ini' file should get deleted or removed you may rebuild the file from existing database records using the 'Options|Grouping Codes|Rebuild' option. This will erase any existing file and replace it with information in the Grouping Code field in each contact record. Remember that any fields that might be in the *.ini file but not attached to any contact will not get added into the file.

Dialer Executable Path

From the menu option "Options|Select Dialer Path" you may select were the windows dialer executable is stored. If you leave this blank it will still try to find the program in the Windows directory (C:\WINDOWS or were windows was installed). You need only use this option if it was not stored in the Windows directory or NT directory. Simply located the "Dialer.exe" program and close the window. The value will then be stored.

Selecting\Creating Contact Databases

This option off the 'File' main menu lets you copy the database files to another directory and maintain a list of these databases so that you can switch between them easily. To add a database to the list, type in a description and select a path and press the 'Add DB' button. To remove a database, use the mouse right click button to pull up an options menu to remove, load, or edit and existing entry. When you edit an entry it is removed from the list and displayed in the edit boxes below. The 'Add DB' button will then read 'Update'. When done editing simply press the 'Update' button to add back to the list. You may switch to another database by simply double clicking on the one you wish to open. You can copy the needed database files and choose to erase them after the copy is complete by selecting a destination directory then checking the option box and pressing the 'Copy DB' button.

Restore Default Screen Size

Will restore the form to its original size when the program is first started.

Calendar

Allows you to view a visual calendar. May move backward or forwards through the months and year by clicking on the appropriate button just above the calendar. Clicking on the blue date display that shows the current date viewed will reset the calendar to the current day. You may also press the button labeled "Today". You may select which day of the week the calendar begin with by selecting the day from the drop down combo box.

Default Search Panel

You may select which panel appears when a valid search item is found using the "Search all fields for" option on the main screen. IF you are on the home panel and you have selected business as the default then when a valid match is found the business panel will be displayed.

Configure Bulk E-Mail

Under the main menu options select 'Email|Options' and the main bulk email screen will be displayed. There are two pages: the Send and Connection page. You will need to configure the Connection page with your SMTP server name and the return e-mail address that will be attached to the outgoing messages. You may select to have the program automatically connect when you enter the e-mail screen if you are always connected to your provider via a LAN line, etc. If you are not always connected then do not select this option. You will first have to connect to your provider using the connection software that they provided then enter this page and press the 'Connect' button. You will not need to discount unless you want to. When you close the email screen it will automatically disconnect the bulk email SMTP connection for you. You may also choose to have a log record created showing which e-mail addresses the message was sent to by slicking checking that option. The file will be overwritten every time you send e-mail. If shows the date and time and all addresses that received the message. All these options will only need to be keyed once. They are stored. If you uninstall the program and reinstall then you will need to enter them again. On the Send page you may choose to select contacts by a particular grouping code. If choose not to then leave this field blank and all contacts will receive a copy of the email. You may also choose to select which e-mail addresses for each contact will receive a copy. If you mark all three check boxes then each contact that does not have blank e-mail address field will receive a copy of the message. You may also attach a file(s) to the message. Simply check that option then select the file to attach. If you would like to send more than one file hold the <Ctrl> key down as you select files. This will allow you to select multiple files to send. After you have entered your subject and message simply press the 'Send' button. If you wish to view the log file of who received the message press the 'View Log' button which will pull the file up in notepad. When done sending your messages press the 'Close' button. The log file will remain until you send another message.

Updates List
4.99.0915: Added the first beta release of the ODBC Import/Export Utility.

4.99.0902: Added a new field that allows you to select a future date for a contact that once the current date passes the date entered it will automatically delete that contact.

4.99.0625: Converted help to a standard windows help file. Reduced the amount of system resources the program uses when open.
4.99.0617: Many little improvements…enhanced the calendar, changed hot key for displaying calendar, etc.

4.99.0520: Set a default search panel display for the "Search all fields for" option on main screen.

4.99.0514: Ability to check for updates from the "Help" menu when connected to the Internet. Pressing <F1> now pulls the help screen up. Added a calendar which can be viewed by pressing <Ctrl+C> or pressing the calendar button to the left. Also, scroll through the buttons at the left by using the up and down arrows just below the them.

4.99.0511: Completely redesigned look and user interface. Functionality remains the same with a fiew exceptions. The search all fields option is a toolbar that is at the top of the screen, there is no longer an icon at the top of the program. To move between each of the different panels click on the icon at the left.

4.99.0505: Added ability to export all or selected fields in any order for importing into other applications or databases.

4.99.0407: Corrected a problem that occurred when using a different date setup in Windows under the regional settings section. Would give the error that the date was not valid when saving a contact record.

4.99.0329: Choose where to begin printing the first label on the first sheet. Also, pressing F3 will pop up the Search All dialog box.

4.99.0210: Added additional contact view screens and search capabilities. You may now filter the contacts on one or more fields in the database. Also, added the additional address fields for both the business and home addresses. Also, you may now put the registration file that is sent upon registration in a different directory and point to it to register the program. This option was added for companies that wish to install on multiple machines and not have to copy the file to each work station or remember the code.

4.99.0111: Program will start with the last sort order and screen position/size when it was closed.

4.98.1215: Changed version number so that the last four numbers represent the Month and Day that the new release was completed. The two digit number in the middle will represent the year. Added the ability to search when in Grid View. It uses the 'Search All' fields option. Included the ability to bulk email your contacts a form email letter. Can select by Grouping Code.

4.98.330: You may now view notes for a contact when in Grid View by double clicking on that cell. You my now purchase the software on-line. Open the help screen and select the "Purchase Software" option to show you the link to the secure site. You may click the link if you are connected to the Internet and it will take you to their site.

4.98.320: Converted help to the Internet Explorer 4 HTML version. Made some general enhancements.

4.98.315: Ability to search all databases listed in the additional database list. Move the Call Back list menu option to the Call Back page as a button.

4.98.310: Visual enhancements and modified the Call Back listing to show each call back listing on a separate line so that when it pops up to notify it only shows the one or more CB's that apply.

4.98.305: Added shortcut keystrokes for record handling and E-Mail and URL printing ahs changed to only print when they have info by them to save printing space.

4.98.300: This and all future versions are now Shareware.

4.98.283: Added some additional countries to the dropdown list. Prevent resize of main form smaller than default settings.

4.98.282: Ability to resize or maximize the form. Option to restore form to default size.

4.98.280: Added ability to search for a contact by looking at all fields in the database.

4.98.272: Added ability to Encrypt/Decrypt individual note records. Also, the ability to search through the help.

4.98.270: Added Country field for Business & Home Address and the ability to sort the database on those fields. Ability to create and change between different contact databases. Allows you to share a database between multiple users and still maintain a private database.

4.98.262: Grid View fields will remain as you adjust them until you enter and exit the definitions screen.

4.98.261: Removed the option to copy all fields in a CSV format to the clipboard and replaced it with the option to "File|Export Current Contact to a CSV File".

4.98.260: Added the ability to choose the fields and order they appear in the Grid View screen.

4.98.235: Increased the state field to hold 3 characters to support foreign country state abbreviations.

Bug Fixes

4.99.0902: Corrected a problem where if you are attached to an additional database and you wish to export your contacts it would always export your default contacts database.

4.99.0617: Corrected problem with MiniFone Book not allowing windows screen saver to go into lower power mode.

4.98.320: Fixed problem with call back notification always showing all open calls when it pops up with a reminder.

4.98.273: Fixed problem with the BDE not installing properly. Recompiled program using BDE 4.51 instead of BDE 5.0.

4.98.272: All phone numbers will dial when doubled clicked.

4.98.260: Fixed problem when editing the Grouping Codes were it would give you a "List Index out of bounds" error when editing an existing code.

4.98.230: Fixed problem with callback notification. When you had more than one call back set and changed the status from 'Open' to 'Closed' or 'Canceled' it would still notify you even though the second call back was not suppose to be popping up yet. Was not looking at the status code for each individual call back entry. Fixed a problem with the dialer were after making a call it would not free the modem to be used by another application until the program was closed and re-opened.

Registering Software

This program is Shareware.
Single user license price is $15.00US. (Multi User license discounts are available upon request)
It is fully functional except that you may not export any contacts and you do not have the option to NOT erase the contacts when you copy the database files to another location.

You may register by ordering on-line at the link below or forwarding your payment to:

c/o Gary Cooper
CrashCourse Software, Ltd.
PO Box 54321
Oklahoma City, OK 73154-0321

Please make checks payable to Gary Cooper.

If you choose to mail your payment, be sure to include which product it is for, number of licenses, your name, mailing address, and your e-mail address so that I can send you the registration code to register the product.

Installing Registration Code

From the "Help" menu option select register if it is not dimmed. If dimmed then software is already registered. You may then enter your user name and registration code supplied and press the "Register" button. You may also select the location were the registration file supplied was copied to and press the "Register" button. If the registration file supplied is copied into the installed directory then selecting the location is not necessary. You may simply restart the program and it will self register. The Registration File option mainly for larger customers that have multiple installs. They can store the registration file in common directory and after installing on a new workstation select the file location and press register.

Purchasing On-Line

You may purchase the software on-line through **ARO Systems™,** a secure on-line credit card transaction processor, by going to the following link: .

Secure On-Line Ordering Form

How to Reach Us

If you like this program or have suggestions, please send comments to:

coop@crashcoursesoftware.com

You may check for upates to the program from the "Help|Check for update" menu item in the program or by going directly to our web site at the link below.

Be sure to visit our web site   to check out lots of cool free utilities and download the demo version of what we think is the BEST Windows 95/98 workstation security program that money can buy!!!!!

CrashCourse Software, Ltd. Home Page

Delete Contact After
If you enter a date into this field then when you start MiniFone Book and the current date is greater than the date in this field that contact will be deleted. Use this if you need to setup a temporary contact that you will only need for a short period of time and after a certain date would like to have that contact removed automatically. Under the 'Options' menu you may select to have it warn you and give you the option to delete the contact or keep it. It will continue to prompt you everytime you start MiniFone until you change the date for that contact or remove the date all together. This field is located on the Call Back screen.

Export Current Contact to a file

Selecting this option will export the current contact you are on to a comma quote seperated file. This can be used to pass contacts to other users of the MiniFone Book or to import into other applications or databases. It will prompt you for the file name and the location to save the file.

Import Comma Quote File
(Important: you must export all fields in the default order they appear when entering the export utility to be able to import them back into MiniFone Book as a comma quote file).

When importing and contacts records exist, it will prompt you to erase existing contacts before continuing. If you select no then it will continue with the import and contacts will NOT be erased. All values are separated with a comma and quote: (Ex: "First Name","Last Name","Company","....). If you choose to create or modify your export file, it is not recommended, but if you do be sure that all fields are separated as shown in the example above.

The Import Order is as follows:

First Name
Last Name
Company
Bus Address1
Bus Address2
Bus City
Bus State
Bus Zip
Home Phone
Business Phone
Fax
Cell/Pager
E-Mail Address
Call Back Date1
Call Back Time1
Call Back Status1
Call Back Date2
Call Back Time2
Call Back Status2
Call Back Date3
Call Back Time3
Call Back Status3
Notes
URL
Created {These Two Fields can not be changed by }
Updated {the User. They are for system use only.}
Group
Home Phone2
Business Phone2
Fax 2
Cell/Pager 2
E-Mail 2
E-Mail 3
Url 2
Url 3
Home Address1

Home Address2
Home City
Home State
Home Zip
Title
Business Country
Home Country
Address3
Home Address3
Remove Date

ODBC Import/Export Utility (Beta)
This utility may be used to directly move contacts into and out of MiniFone Book into another database or datasource. This is accomplished by directly attaching to the source that you wish to import and/or eport data to/from through ODBC drivers. This feature is one that should be used by those individuals that feel they have fairly good knowledge of ODBC drivers and are comfortable in coniguring them. Also, problems you might incurr will most likely be the result of the ODBC driver and one that I wont be able to correct since I do not have access to the drivers code. This feature will not be replacing the existing import and export routines but merely give the end user more flexibility when maintaing and syncronizing more than one contact manger program. It is still ***recommended*** that you export a copy of all contacts using the other export routine as a backup procedure.

Destination: This will always represent which ever MiniFone Book you are currently connected to throuhg MiniFone Book. Also, it will display above the fields the record count once a source has been selected.

Source: This will be the database or datasource that you will choose to import into the Destination file (MiniFone) or from the Destination into the Source file. In the list box window you will be able to move the fields to line them up with the Destination field that it correspond with. This accomplished by clikcing the mouse button down on the field you wish to move and dragging it up or down to line it up with its corresponding field. You may also remove fields by right clicking on the mouse and selecting remove. If you accidently remove a field(s) that you need you may push the Reset button to reload all fields again from the source you selected.

Database Alias: This is the alias of the ODBC driver that was created by you or the application that allows MiniFone to connect to the source database. This is created and maintained usually under the ODBC administrator that should be located off the Star menu under Settings, then under Control Panel.

Database Directory: Some databases such as DBase files don't require and ODBC driver to be configured. If you know were the DBase fiel is located then you may select that directory and a list of available files will be displayed under the Table Name combo box.

Table Names: This will display a list of valid tables available to choose from based on what database or directory you select from the previous selections. Once you select a table name the fields for this datasource will be displayed in the Source list box. This might takea few seconds and the cursor should change to a hourglass with 'SQL' underneath it. It will then pad each list box with spaces to make sure that they each have the same number of fields. This is so that you will be able to map each feild to it corresponding field name in the other list.

Indexes: This should display a list of indexes that belong to the source file. This field will only be needed if you shoud to export MiniFone into the Source and select the option to Add/Update contacts. It will use that index to try and determine which fields detemine if the record already exist. If it already exist then it will update the contact, and if it does not exist then it will append it to the Source file.

Reset: This will reset the fields in the source file to the order they were originally read in at.

Import: This will actually preform the import of the data between the Destination and Source.

Save: Once you have all the Source fields mapped with their corresponding Destination fields and have selected all the options you wish you may save that lay out so that it may be relaoded back in when you wish to import/export contacts again.

Load: Allows you to load previously saved layouts back in to revent having to remap the fields each time you wish to import/export contacts.

Erase Contacts before import: This will erase all contacts in either the Destination or Source so be careful using this option. Also, this option, depending on the weather the datasource is shared or exclusive might not work and will give you an error. It can not erase the table if someone else is accessing it.

Abort import on any error: Select this option if you wish the import operation to quit upon any error encountered. All valid contacts that were imported before the error was encountered will remain and will not be reveresed with this option.
Truncate fields to fit: Selecting this option will force fields that are larger than the Destination to be truncated or trimed before moving them. Ex: State field in MiniFone book is 2 characters long. If the state you are importing in is longer then it will be truncated to fit. (Texas --> Te). If you leave this option unchecked then it will skip that record and create it in an error file that can be viewed from within the Import/Export utility. A button will appear that lets you view the bad records. Once you are done viewing them you may press the same button to return to the Import/Export utility. If you decide that you want those fields imported you will have to run the entire import again with this option checked.

Add/Update contacts: This option will use MiniFone's index for 'First Name' + 'Last Name' + 'Company' to try and find a match during the import. If those three fields mathc then that contact will be updated. If those three fields don't match then it will append that contact record to the end. If you try to export from the Destination to the Source then the index you select will be used to try and match the records you are importing. Please use caution when using this option since data could be overwritten. If the index is not uniqied enough then contacts could continue to be overwritten as they are imported.