FoneBook

A Windows95 / NT connections manager.

Features

Postal Codes	Network Support
Dialing phone numbers	Custom Reports
FAX Broadcast	Bar Codes
EMail broadcast	Field validation
Selecting records	Threads
Copyright License and Warranty	

DoubleWord

12976 Madrona Leaf Ct	Voice	916.274.2853
Grass Valley	Internet	
California 95945	dword@foothill.net	

Windows95 and NT are registered trademarks of Microsoft Software Inc.

Configuring fields

This command brings up the fields and search pages.

The **FIELDS** page allow you to rearrange the order that fields are ordered within the main index. It also allows for changing the field name as well as it characteristics.

The **SEARCH** page is used to filter the records, to exclude or include entries form printing reports or labels, or when placing a fax.

Dial voice page

The numbers that appear in the list on the voice page, are those in which the fields have been identified on the <u>configuration</u> as voice numbers.

This locations can be dialed by either a Hayes compatible modem, or a modem that support the TAPI protocol. This is set on the <u>Hardware page</u>

Other pages within the property sheet allow for the configuration of your <u>location</u> , <u>Access numbers page</u> (used to indicate number for distance, long distance, credit cards).

Options include:

<u>Access numbers used in dialing</u>

<u>Identification of location</u> .

<u>Hardware options</u> .

<u>Fax broadcast using the MAPI interface</u> .

Dial access page
  This page allows formatting access specifics:

- outside line
- international
- access number
- long distance carrier
- credit card number
- number to dial to access credit card dialing

Some of these fields are used in the formatting the number to dial depending the location you are dialing from. For instance if dialing to a different area code it would automatically place the distance numeral's in front of the number to be dialed before sending the dialing string to the modem for dialing.

Dial location page

This page contains the specifics for where the computer is being executed from;

- The country
- area code
- local toll prefixes
- symbolic name used for identifying profiled location.

Country code and area code are used both in determining the format of the number to dial. As well as in determining the time at the location of the dial process.

Dial hardware page

This page is used to specify hardware configuration;   Most current modems will support both types of dialing. The TAPI option will supply more information about the connection.

- The Com port the modem is located on, is used in both TAPI and Hayes compatibllity
- Attempt to perform a fast dial, is a Hayes compatible option for dialing the number faster (which does not work on all modems)
- Tone or pulse dialing
- Wait time, is the option that specifies how long to hold thew phone off hook before the computer releases the line.

Dial fax or EMail page

This dialog is used to identify all the options for sending faxes through the Microsoft Mail and At Work Fax within Windows, or through the Email broadcast. By identifying the field in the listbox does not guarantee that it will be sent to all the selected users. It will only be broadcast to users who have a valid entry in that field..

The options include:

- The target numbers within the index to fax to.
- What MAPI interface to use (Fax or Email).
- The document or file to sent.
- The ID it is to be identified as coming from.

The symbolic field names in the list identify all numbers that are validly configured as Fax or Email type numbers. To identify any numbers as Fax or Email see the configuration page.

Edit record

This sheet contains multiple pages for editing the selected record. All of the fields titles can be configured from the configuration page, where any dialable attributes can be set also. Each field can be set individually as to the characters that are allowed to be entered.

The page has buttons on the right that allow for updating after changing any of the fields or for adding a new records as well as deleting the current record.

If you want to perform mass deletions you need to return to the main index and select the records you want to delete then press the minus button on the button bar.

Edit schedule record

Add

Delete

Update

These pages allow for the editing of schedule records after making the necessary changes or additions you press the add button to add a new record, update to change an existing record or delete to delete the current record.

On the action page there is a test button to test the current scheduled event before actually adding the record.

Config page

The configuration page is used for setting which fields will be placed in the index and the order they shall appear.

Also configurable from this page are the characteristics or style of each of the fields. This allows for a strict conformity of style, which is needed for fields used in communications.

The style of fields available are:

- Text · · · · · · · · · · · · 255 bytes of non filtered characteristics

- First Name
- Last Name
- Company
- Occupation
- Address
- City
- State
- Country
- Country
- Country
- Country
- Voice · · · · · · · · · · · · 3 digits for area code followed by 7 digits for the alpha number digit
- Voice 4 · · · · · · · · · · 3 digits for area code followed by 7 digits for the number with 4 digit extension
- Voice 5 · · · · · · · · · · 3 digits for area code followed by 7 digits for the number with 5 digit extension
- Fax · · · · · · · · · · · · · 3 digits for area code followed by 7 digits for the number used for fax targets
- SSN · · · · · · · · · · · · USA Social Security Number "3 digits -   2 digits - 4 digits"
- Postal Code · · · · · · U.S.A. 5 digit postal code
- Postal Code 4 · · · · U.S.A. 5 digit postal - 4 digit extension
- Postal Code 6 · · · · U.S.A. 5 digit postal - 6 digit extension
- Lastcall · · · · · · · · · Used to record the last date and time a call was made to this destination
- Last Update · · · · · · Used to record the date and time the record was last updated

- Last Fax · · · · · · · · Used to record the date and time a FAX was sent to this destination

- Last Email · · · · · · Used to record the date and time Email was sent to this destination

- Date · · · · · · · · · · · · typical 6 digit date field separated by /'s
- Time · · · · · · · · · · · typical 6 digit time field separated by /'s
- Date Time · · · · · · · typical 6 digit date field and time fields separated by /'s
- Other · · · · · · · · · · · For future expansion in connecting to various BBS's

Delete selected records
  This menu item is used to delete all selected records in the main index.

Update selected record
  This menu item is used to place the first selected record in the edit window for updating. After making the
  necessary changes within that window you will have to press the update button for the changes to occur within the
  database.

Add new record
  This menu item is used to bring up the record edit box for adding a new record to the database.

Undo last undoable command
  This command undoes the last undoable command.

  Keys: CTRL+Z

Print Preview
  The print preview dialog allows for the previewing of reports before printing them.
  On the canvas there are other commands not available off of the menu.

- You can select a field or a group of fields to work with by dragging the cursor around the fields you want to work with, using the left mouse button.
- You can bring up a configuration dialog for these fields with the right mouse button.
- You can change the position of the fields on the canvas by dragging them around the canvas with the left mouse button.
- On bitmaps or static text fields you can edit them by double clicking on them with the left mouse button.
- To delete a fields off of the canvas just drag it off of the canvas, and it will be added to the available fields control.

The horizontal and vertical lines identifies the extents that will be used for printing out records, giving you the ability print more than one record per line. This allows for configuring the reports to fit on almost any standard label or non standard label.

Rows 1   Cols 1

If choosing to print on labels turn of printing headers. To see the number of columns and row that will be printed look at the lower left corner. The first number contains the number of columns the second contains the number of rows that will be printed.

Print preview options
  Loading current record fields instead of showing the field names.
  Snap to column and row alignment.
  Allowing overlapping fields
  Turning off or on printing headers.
  Start printing labels on the first or any subsequent position.
  Invoking the print setup dialog.

Main FoneBook window

The main window for contacts allow for sorting by any of the columns, just by pressing the left mouse button in the header bar on the column you wish to sort. You can add any of the fields to the main index using the configuration pages. Any and all fields can be in the index at the same time in any given order. If you wish to change the field in column one you will need to make the change then save the file and reopen the file, for the change to take place.

You can edit a record from this window by double clicking the left mouse button on the record of choice.

This window also supports multiple selections by either dragging the left mouse button over the records of choice or by holding the CTRL button down on the records you want to add to the selection list.

Main schedule

This screen allows for changing the calendars years months or day. It also allows for listing events for a given day of all events.

- To list the <u>event</u> for a given day press the right mouse button on that day.
- To list <u>all events</u> , right mouse button click on the header of the window.

Schedule events

This window display either all events or only the events for a specific period of time, depending upon how it was invoked. The methods of invocation are:

- right mouse on the days header portion of the calendar - all events
- right mouse click on any given day - only those events for that day

Setting the font
  You can use the change font dialog to change the font in two places;
  for displaying and printing fields in print preview.
  for display the data in the contact list and the schedule list.

  Besides being able to change the font you can also change the size and the style of the font.

Print setup
  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.

Duplicate field
  The duplicate field was specifically designed for use with a true type bar-code font and the zip code/postal code, for printing a bar-code on a label or the outside of envelopes.

Field attributes
  Setting the field display characteristics occur from this dialog. Including the font the size of the font, whether to show the field label and its alignment within its designated area.

Setting a static field
  Setting the characteristics of any static text is performed for this dialog, including setting the font, its size and other characteristics. You also set the static text that will be printed on every field from this dialog.

Bar Codes

There are many True Type fonts available. They can be used to print the zip code in barcodes on labels. To do so on the report you design, you need to drag the field called Duplicate out on the report, when you are done dragging it out it will prompt you for which field you want duplicated, chose the zip code field or postal code field, depending on what you have labeled that field. The click the font button and select the ZipBarCode font.

This is useful when doing mass mailings because the postal department in the US gives you a discount if you mail has the bar codes printed correctly, and is delivered sorted.

Import

The import dialog is used for import external files into an internal FoneBook format. It allows a formatting ability that specifies which field each field will be placed within as well as the delimiters for the field. You can save the format for later usage both in importing and exporting, if you need to take the fields back out to the external file format.

The Import File in field identifies the file that will be imported, the field under it allows previewing the file before actually importing it.

After identifying the fields , the order they come in the file and the delimiter that shall be used you need to save the format in an format file (they have an extension of .CFG.

Export

The export dialog is used for exporting a FoneBook to an external fill. It allows a formatting ability that specifies the order the fields will be placed in the external file as well as the delimiters that shall be placed after the fields. You can save the format for later usage both in importing and exporting, if you need to bring the fields back into an internal format.

After identifying the fields , the order they come in the file and the delimiter that shall be used you need to save the format in a file (they have an extension of .CFG.

Fax Broadcast

The fax broadcast relies upon using Microsoft Exchange as it carrier. After selecting the index entries that you want the broadcast sent to, you indicate who the fax is coming from, and which document you want the broadcast to send. After selecting the send button the broadcast shall transfer the faxes one at a time to MSMail to perform the task. The destinations for the fax can only be sent to a style of number that has been <u>configuration</u> asa fax.

EMail Broadcast

The EMail broadcast relies upon using Microsoft Exchange as it carrier. After selecting the index entries that you want the broadcast sent to, you indicate who the EMAil is coming from, and which document you want the broadcast to send. After selecting the send button the broadcast shall transfer the mail one at a time to the exchange,to perform the task. The destinations for the EMail can only be sent to a style of number that has been configuration asa fax.

Threads

FoneBook takes advantage of threads many places internally. Including when opening files and searching for records. This has certain advantages for the end user in that it allows them on long drawn out processes to perform other tasks within FoneBook, instead of haveing the whole application locked up while this occurs.

Opening files is enhanced, in that they can be opened simultaneously at startup, by   specifying   it on the command line when initiating the product.

An example of starting the product would be if FoneBook lived in the directory "C:\FoneBook" you could specify to execute FoneBook thus:

"C:\FB\FoneBook.Exe Work.PB|Home.PB|Schedule.PBS|DoubleWord.phone".

This would automatically open the two FoneBooks and one schedule, plus one phone monitor   simultaneously. If one of the files had a couple of hundred thousand entries, you could interface with the file even while it was being opened, or work in one of the other windows.

License Agreement

You should read the following terms and conditions before using this software.   Unless you have a different license agreement signed by DoubleWord your use of this software indicates your acceptance of this license agreement and warranty.

Registered Version

One registered copy of FoneBook may be used by a single person who uses the software personally on one or more computers, or installed on a single workstation used nonsimultaneously by multiple people, but not both.

You may access the registered version of FoneBook through a network, provided that you have obtained individual licenses for the software covering all workstations that will access the software through the network.   For instance, if 5 different workstations will access FoneBook on the network, each workstation must have its own FoneBook license, regardless of whether they use FoneBook at different times or concurrently.

Governing Law

This agreement shall be governed by the laws of the State of California.

Disclaimer of Warranty

THIS SOFTWARE AND THE ACCOMPANYING FILES ARE DISTRIBUTED "AS IS" WITHOUT WARRANTIES AS TO PERFORMANCE OF MERCHANTABILITY OR ANY OTHER WARRANTIES WHETHER EXPRESSED OR IMPLIED. Because of the various hardware and software environments with which FoneBook may be used, NO WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE IS OFFERED.

The user must assume the entire risk of using the program.   ANY LIABILITY OF THE SELLER WILL BE LIMITED EXCLUSIVELY TO PRODUCT REPLACEMENT OR REFUND OF PURCHASE PRICE.

This software starts issuing warnings after 30 days, it does not disable any of its functions. But the longer you run over the trial period the longer the message will remain on the screen, up to a maximum of 60 seconds. If you want to continue using the product but not see these messages, contact DoubleWord to purchase a licensed copy at:

Snail Mail

DoubleWord

12976 Madrona Leaf Court

Grass Valley, California 95945

or

EMAIL   dword@foothill.net

or

Telephone   916.274.2853

EMail Broadcast

The Email page, allows you to select a file and broadcast it to a group of people or to all people in your database. After specifying the users to send it to, the title on the Email you press the send button. This in turn transfers all the mail to the microsoft exchange, who handles the connection to which email package you are using as your destination.

You have the choice of a number of different email packages to choose, it all depends on which gateways you have installed in the exchange.

Options include Internet, Compuserve, CCMail, MCI mail, MS Network, MS Exchange server, MS Mail server, X400, X500, PROFS, SNA Server.

RAS Dialing

This page allows you to connect to the remote system through RAS (Remote Access Services).

To automate the entering of the userid and password you enter the userid after the first "[" followed by either a "/" or a ":" or a "-", followed by the password for that system.

Network Support

Fonebook now supports importing records across your network, be it your local area network or your dialup.

At the end of the tab on the config property sheet. To use this facility you will need to know the name of the computer that is acting as the <u>server</u> It must also have the <u>server</u> window activated.

After entering the server like '\\MyServer" and pressing the access button, a list of files open on that machine will fill the file listbox. Select the file you want to import records from and the listbox to the right will fill with the names of the fields that you can search on. The bottom edit control is where you enter the data you want to search for (leaving it blank means you want all records). Pressing search will perform the search on the server and then insert the records into the FoneBook that had the focus. All records inserted will be selected so you will know what records were inserted.

The server also keeps <u>statistics</u> onthe records imported.

If running on NT you are working outside the domain that the server is working in you must make sure the server has a valid guest account enabled so you can access the pipe name as a guest.

Network Server

The server window is used to start network support on the machine that will act as the server.

The server will keep <u>statistics</u> onwho imported records and how many records were imported.

You must start the server with the start button that is under the edit menu option.

If within NT and someone is having troubles accessing you from outside the domain that the server is working in you must make sure the server has a valid guest account enabled so you can access the pipe name as a guest.

Network Server Statistics

This page display network server statistics, including:

- User who connected
- Day of first connection
- Day of last connection
- number of records imported

File New

This dialog allows you to select the type of new file you will be creating.

Your options are as follows:

- A FoneBook or repository of contact information.
- A Schedule for creating events and notifications.
- An RPC server listening window.

Verify and Add Postal Codes

The records that shop in this dialog are the only ones after scanning the database that are contain enough information to be eligible to be added to the postal code database. They have to have to contain the following entries:

A valid country.

A valid state of postal region.

The city does not have to be in the database and can be added if it is missing. In some cases I have found that the local post office will recognize a city even though it is not valid for addressing, the local post master will still see that it is delivered correctly.

The postal code does not have to preexist in the database either, as long as it looks correct it can be added to the database. Postal codes are being created all the time and not all news one are in the database.

The index for the FoneBook only contains the entries that did not match up to preexisting entries in the postal database. They are the one that mail probably would be returned from. You can go through them one at a time correcting the appropriate addresses on each.

Postal Code Selection

This dialog attempts to map out all the postal codes in the world.

The left treeview show all the countries that are configured into the product at this time. To open a particular country click on the appropriate one. The postal regions if they are configured will then be shown. If you click on one of the states provinces or postal regions in that country, the listview on the right will then be loaded with its cities and corresponding postal codes, if any are configured.

Pressing the add button will added the one from the given record into the database if it is a valid entry.

Pressing the select button will take the entry you have selected from the controls on the left and place it back into the record.

Pressing cancel will make no changes at all.

Postal Code Database Modification

This dialog attempts to map out all the postal codes in the world.

The left treeview show all the countries that are configured into the product at this time. To open a particular country click on the appropriate one. The postal regions if they are configured will then be shown. If you click on one of the states provinces or postal regions in that country, the listview on the right will then be loaded with its cities and corresponding postal codes, if any are configured. If you have a state of city that you know exists you can add them to the database from this dialog. Do not forget to save your changes. In this way you can maintain a database to grow with your clients as new one are created or discovered, instead of waitting for us to update the master database.

You can also remove old ones from this screen also.

If you click on the colum headers in the listview, it will sort the entries you are seeing either by postal codes entry, or by city name.

Postal Code mismatch

  You got to this dialog because the record in question, did not match up with a valid postal region   in the postal code database.

  There are many reasons why this can occur.

  The city could be misspelled, the postal code could be a new one, sometimes the city is actually not the correct one for the postal code. Maybe we haven't got that area configured into our database yet.

  By selecting the postal code button you can go to a dialog that will show you all the configured areas, allowing you to select from the list, modifying this record accordingly.

▪ Find Button - This button can be used to select a state or city and postal code from lists of available entries within the database.

▪ Add Button - This button can be used to add the Country State City Postal Code combination to the existing database.