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SofTrack Introduction

Version 1.2

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SofTrack is a software/hardware inventory database.   SofTrack keeps track of all relevant information about the item and eliminates the   need to search the manual for serial numbers, tech support numbers, etc.   Tested with Windows 3.1.   Please distribute widely. SofTrack needs Microsoft Access as it is an MDB file.

SofTrack Installation

SOFTRACK.MDB   - SofTrack program file (Microsoft Access)

SOFTRACK.HLP   - SofTrack help file

SOFTRACK.ICO   - SofTrack icon

README.TXT   - SofTrack readme file

Methods:

1. You need the Microsoft Access database program.   You can get it at retail stores. SofTrack is a Microsoft Access application.

2. All files should be installed in their own directory (such as C:\ACCESS\SOFTRACK) or in the Access directory.

3. Make sure that *.MDB file type is associated with Access.   Select SOFTRACK.MDB, click on the Associate item of the file menu of the File Manager.   The program that is associated should be MSACCESS.EXE.

3. Attach SOFTRACK.MDB to a Group in Program Manager (easiest way is to drag and drop from File Manager).   Change the properties of the item to use the supplied icon.

SofTrack Main Screen

The Main Screen gives an easy way to access the different components of SofTrack.   The command buttons allows quick access to any of them.   Clicking on one of them will let you access it.   The main screen is hidden after a selection is made.   Clicking on the icon will give you the About Screen.

SofTrack has three main parts:

1. Product - this is the comprehensive screen that stores all relevant information about a product.
2. Company - this is about the company that manufactures the item.
3. Vendor - this is about the vendors that sell the item.

SofTrack Product Screen

The Product Screen shows all the essential information about the software (or hardware) that is being tracked.   The first half of the screen shows information about the product, manufacturer (company), vendor, and registration information.   The second half of the screen shows information about the contacts in relation to the company and product (a many to many relationship).   The contacts are specific to both the company and product.

The fields for the contacts are not limiting.   An example is given below:

Department:	Type:	Contact:	Name:	Notes:
Customer Service	Tel	1-800-545-8789	John Doe	9am to 6pm PST
Technical Support	Fax	201-584-8796	Jenny	Registration check

Methods:

1. Click on the new button to create a new product record.
2. Use the Find Product combo box to go quickly to the product record that you want to see.   Clicking on it will give you a drop-down list to select from.
3. Enter or edit the general information about the product.
4. If the company (manufacturer) is not available in the drop-down list, click on the company button to bring up the Company Screen.   After you have created a new company, it will be listed your selection.
5. If the vendor is not available in the drop-down list, click on the vendor button to bring up the Vendor Screen.   After you have created a new vendor, it will be listed your selection.
4. Exit button will exit the screen back to the screen before.
5. To delete a contact record, you need to select the record (at the bottom half of the screen) using the upper-left arrow and press delete.
6. To delete a product record, you need to do step 5 first to delete all the contact records.   Then select the record using the upper-left arrow and press delete.

SofTrack Company Screen

The Company Screen displays information about the product manufacturer (typically a software company).   The contact information is not kept here but at the Product Screen as it is more useful there.

Methods:

1. Click on the new button to create a new company record.

2. Use the Find Company combo box to go quickly to the company record that you want to see.   Clicking on it will give you a drop-down list to select from.

3. Enter or edit the general information about the company.

4. Exit button will exit the screen back to the screen before.

5. To delete a company record, you need to select the record using the upper-left arrow and press delete.   If you get an error preventing the deletion (due to relational integrity), you will need to go into the Product Screen and delete the contacts of the company and remove the company from the products.

SofTrack Vendor Screen

The Vendor Screen displays information about the product vendor.   This is used to keep track of places that you buy the product from.   The vendor and contact are in the same record (unlike the <u>Company Screen</u>) because we usually keep track of one or two numbers of the vendor.   Furthermore, one does not deal with the vendor as often as the manufacturer.

Methods:

1. Click on the new button to create a new vendor record.

2. Use the Find Vendor combo box to go quickly to the vendor record that you want to see.   Clicking on it will give you a drop-down list to select from.

3. Enter or edit the general information about the vendor and the contact.

4. Exit button will exit the screen back to the screen before.

5. To delete a vendor record, you need to select the record using the upper-left arrow and press delete.   If you get an error preventing the deletion (due to relational integrity), you will need to go into the Product Screen and remove the vendor from the products.

SofTrack Registration

SofTrack is a shareware program.   Notice that there are no nag screens nor disabled options.   If you find it useful, please do register as this encourages us to develop more useful programs. Registration is only US $5.00.   Site licenses are negotiable.   Please include your name, address, and tel/fax number.   If this is too expensive, do contact us. The benefit of registration is clear conscience.   Nevertheless, if you have any comments (especially bug reports) or questions, do contact us.

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SofTrack Miscellaneous

History:

v1.2 - first public release

v1.0 - internal release

Software Solutions:

We offer customize software.   Please contact us if you need a specialized application.

Other:

If you like the program, do share it widely with other people.   Do upload it to all the BBS you can find especially popular commercial ones (which we currently has no access to). Future release may include reports and file relations.

Disclaimer:

SofTrack carries no warranties nor guarantees.   You assume all risk by using the program.   If you use SofTrack, it frees us of all liabilities.   Windows and Access are registered trademarks of Microsoft.