TRACK IT! Books Index

TRACK IT! Books is designed to let you catalog, organize and track your book collection.

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View Box

The View Box consists of several descriptive fields of the current highlighted book on the main window. The View Box is located at the top of the main window and consists of the following descriptive fields: Title, Author, Category, Rating, Year and Description.

Book List Box

This lists a portion of the books that have been entered and recorded.   You may scroll through these at will to find, view, change or delete the desired book.   The active book will be highlighted and information pertaining to it will appear above in the **View Box**.   The Book List Box displays the book title.   You may double click on a book to edit it or you may select the **Edit Button** to edit the highlighted book.

Add

Selecting the Add Button takes you to the **Book Input Dialog**.   All fields will be set to their initial default values (mostly blank).   Information can now be entered about a book.

Edit

Selecting the Edit Button takes you to the **Book Input Dialog**.   All fields will be set to the values entered previously for the particular book selected.   Information can now be modified if desired.

Book Input Dialog

This allows you to enter all the information about a particular book.   Information includes the **Title**, **Author**, **Publisher**, **Year Published**, **Category**, **Personal Rating**, **Cost**, **Value**, **ISBN**, **Date Purchased**, **Where Purchased** and **Description**.   These characteristics can be **cleared** for an easy start-over of entering the book information as well as **Canceling** the whole input.

Delete

Selecting the Delete Button allows you to remove the selected book from the data base.   You will be prompted to make sure that you want to delete the book before actual deletion takes place.

Close

Selecting the Close Button terminates the program.

Search

Selecting the Search Button activates the **Search Dialog**.   You may enter a variety of search information to locate the desired book.   After a search has been initiated and a match has been found, the **Next Button** will become enabled.   You may then use the Next Button to find subsequent matches of the same search criteria that you had previously entered.

Next

The Next Button is only available after an initial **<u>search</u>** has been performed.   Selecting the Next Button tells the program to search for the next occurrence of the prior search criteria.   You may continue to use the Next Button to keep finding additional occurrences until all have been found.

Help

Selecting the Help Button activates the help system.   The help system displays the main topic of the area from where help was selected.

Report

Selecting the Report Button activates the **<u>Report Dialog</u>**.   You may view and print a variety of reports.

Search Dialog

The Search Dialog allows you to enter search criteria to locate a given book.   The following information can be searched upon: **Title**, **Author**, **Publisher**, **Year Published**, **Where Purchased**, **ISBN**, **Category** and/or **Personal Rating**.   You may select to search on one item or multiple items.   For example, if you want to search for all books published in 1990, then enter 1990 in the Year Published field.   If you wanted to search for all books published in 1990 that were in the Romance category, then enter 1990 in the Year Published field and select Romance as the category.   Where text is entered, you need only enter that portion of the text that you want a search to take place on.   For example, under title, you could enter "flower" to find all books that had the word "flower" in the title.   This would find all titles with "flower" and "flowers".   If you just wanted to find "flowers", then you would enter "flowers".

Once the search criteria has been entered, you select the OK Button and the search immediately takes place.   If for some reason you decide that you do not want to perform a search after all, then you may select the Cancel Button.   The Clear Button is available as a tool to quickly clear all the search fields so different search criteria can be entered.   Once search criteria has been entered, it is remembered so that the next time you want to perform a search, the last search criteria used will be present.

Report Dialog

The Report Dialog allows you to **view** or **print** a variety of reports.   The report type is determined by selecting a **Sort** Order and a Report **Style**.

Add (Menu)

Selecting Add from the Menu performs the same operation as the **Add Button**.

Edit (Menu)

Selecting Edit from the Menu performs the same operation as the **Edit Button**.

Delete (Menu)

Selecting Delete from the Menu performs the same operation as the **<u>Delete Button</u>**.

Maintenance (Menu)

Selecting Maintenance from the Menu actives the **Maintenance List Dialog**.   Here you may maintain a list of Categories and Personal Ratings for your books.   The software comes with predefined categories and ratings.   You may however, at your discretion, add new categories and ratings or remove them.   If you are only collecting certain types of books, then you may wish to list just those categories as all others will have no meaning.   You may also set up your own rating system and enter any descriptive words you like (ie Bogus, Excellent, etc).

Exit (Menu)

Selecting Exit from the Menu terminates the program.

Report (Menu)

Selecting Report from the Menu performs the same operation as the **Report Button**.

File (Menu)

Selecting File from the Menu brings up a submenu consisting of **Add**, **Edit**, **Delete**, **Maintenance** and **Exit**.

Help (Menu)

Selecting Help from the Menu brings up a submenu consisting of **<u>Contents</u>** and **<u>About</u>**.

Contents (Menu)

Selecting Contents from the Menu invokes the help system and brings you to the Index within it.

About (Menu)

Selecting About from the Menu displays the version number of the program and the copyright notice.

Maintenance List Dialog

The Maintenance List Dialog allows you to maintain a list of Categories and Personal Ratings for your books.   The software comes with predifined categories and ratings.   You may however, at your discretion, add new categories and ratings or remove them.   If you are only collecting   certain types of books, then you may wish to list just those categories as all others will have no meaning.   You may also set up your own rating system and enter any descriptive words you like (ie Bogus, Excellent, etc).

You may add a category by filling in the category edit box and then selecting the Add Button.   To delete a category, you highlight the desired category inside the list box and then select the Delete Button.   If you wish to modify a category, you will need to first delete it, then add it back in with the correct spelling.   You may add, remove and modify personal ratings in the same manner.

Title

This is the title of the book.

Author

This is the author of the book.   Multiple authors may be entered here, but be cautioned that space is limited to 60 characters.

Publisher

This is the publisher of the book.

Year Published

This is the year that the book was published.

Category

The category describes the type of book.   There are many different possibilities for book categories. These may include such things as Western, Romance, Religious, etc.   A predefined list of categories is provided with the software.   However, you are given flexibility over what you would like to appear in this list.   You may add, remove and modify the categories by selecting the **Add Button**.

Personal Rating

The personal rating describes how you personally feel about the book.   There are many different possibilities for personal ratings.   A predefined list of ratings is provided with the software.   However, you are given flexibility over what you would like to appear in this list.   You may add, remove and modify the ratings by selecting the **Add Button**.

Cost

This is the purchase price of the book.

Value

This is the current value of the book.   This is useful for those collections of older books where the value of the book increases over time.

ISBN

This is the ISBN (International Standard Book Numbering) number that is associated with the book.   This can be very useful in ordering and obtaining additional copies of the same book.

Where Purchased

This is where you purchased the book.

Date Purchased

This is the date that you acquired the book.

Description

This is a brief description of the book or may be used as a general comment area on the book.

Adding

Selecting the Add Button brings up the Maintenance List Dialog and allows you to modify the category and personal rating lists.

Book Update

Selecting the Update Button saves all the information about the book and returns you to the main window.

Book Cancel

Selecting the Cancel Button aborts any changes you have made regarding the book.   You are returned to the main window.

Book Clear

Selecting the Clear Button removes all information about the book that may have been entered and sets all values to the initial default values.

Sort By

You may have your reports sorted in one of four ways.   These are as follows:

Title

This will generate a report where the books are sorted alphabetically by title.

Author

This will generate a report where the books are grouped by Author.   A subheading consisting of the author of the book will appear above all books of the given author.

Category

This will generate a report where the books are grouped by category.   A subheading consisting of the category of the book will appear above all books found in that category.   A list box is available so that you can print out the books for a single category if desired.   You may wish to do this after updating books in a category instead of printing the entire list out again.   To print an entire list, you would select the **ALL CATEGORIES** choice in the list box.

Rating

This will generate a report where the books are grouped by your personal rating.   A subheading consisting of the rating of the book will appear above all books with that rating.   A list box is available so that you can print out the books for a single rating if desired.   You may wish to do this after updating books in a rating instead of printing the entire list out again.   To print an entire list, you would select the **ALL RATINGS** choice in the list box.

Style

The style of the report determines the amount of information you want printed about each book.   This consists of three different options.

1 Line Description

This will generate a report where there is only one line of data for each book.   The information included is the Book Title and Year Published.

2 Line Description

This will generate a report where there are two lines of data for each book.   The information included is the Book Name, Year Published, Category, Author and personal Rating.

Full Description

This will generate a report where all the information about an item is printed.   This requires 5 lines of data for each item.

View

Selecting the View Button generates the desired report and sends it to the screen to be viewed.

Print

Selecting the Print Button generates the desired report and sends it to the printer.

Support

Registration

Registration of **Track It! Books** will bring you the latest version of the program, a printed manual and removal of shareware screens and watermarks.

Support

Insight Software Solutions offers a three month period during which any reported major problems with the software will be updated for free.   If a major problem cannot be resolved, then a refund of money will be made.   Support is offered throught the following channels:

Mail:

　　　Insight Software Solutions
　　　P.O. Box 354
　　　Bountiful, UT   84011-0354

Phone: 801 295-1890

Fax: 801 299-1781

CIS: [71672,3464]   (Compuserve)

BBS: 801 963-8721 (Join Conference 4)

Note: CIS & BBS are usually monitored daily.