APPENDIX A
Field Types and Properties

FIELD TYPES

Alpha Numeric
This field type allows entry of any character (a number, letter or special character). On some alpha numeric fields only upper case characters are accepted. This is programmed specifically to aid users on searching or finding data.

Amount
This field type, usually used for currency, accepts numbers, the negative symbol (-) and a decimal point(.). No other characters are accepted. This field always has two places to the right of the decimal. When entering amounts with numbers to the right of the decimal point it is necessary to enter the decimal point (if you are entering a whole amount the .00 will default). For example, when entering 10.50 you must enter the decimal point. When entering 10.00 it is only necessary to enter the 10. When entering a negative amount enter the negative sign to the left of the number.

Date
Only valid dates are accepted. When entering a date you must enter a slash (/), dash (-), space ( ) or a dot (.) between the day, month and year as separators. The date format may be set up on your system (standard in the US) as month/day/year or European day/month/year or any other valid date format. See your system administrator if you are not sure of the date format.

Drop-down List
This field allows only the selection of data on the list. In order to access the list click on the far right side of the field where you see the small arrow.

Float
This field type accepts numbers or digits and a decimal point. No alphabetic or special characters are accepted. The Float data type is used for floating-point value. The size of a float variable is up to 17 characters positions that include a decimal point, up to 9 digits to the right of the decimal point (for example, 1234567.123456789). You may place the decimal place where ever you would like (for example, 45.333, 435.33, 4.212111 and so forth).

Numeric
This field type accepts numbers or digits and the negative symbol (-). When entering a negative number enter the negative sign to the left of the number. No other characters are accepted.

Prompt
This field only allows the user particular choices. There is no wrong or invalid answer.

Text
Same as the alpha numeric any character but with an unlimited field length.

Time
Time is accepted as hour and minute values in the format HH:MM. HH and MM are integers (for example, 23:59). HH in the range 00 - 23 and MM 00 - 59.

FIELD PROPERTIES

Display Only
This field is Display only, which means that information is displayed to this field based on other fields and screens. It cannot be added to, edited or deleted.

Double-click Option
This function is allowed on some fields within the application. In the manual it is noted which fields have a Double-click Option. It is also visible on the screen because the Double-click Option fields have a different color than the standard data entry fields. The present standard Double-click Option color is a light yellow while the standard fields are a darker yellow. The colors are changeable per user so these may not be the colors you see on the screen. The Double-click Option allows the user to Zoom to another form for searching and retrieval of valid data. Generally it will bring up a list of valid values. The Zoom and Double-click Option usually accesses tables that are user-defined and are changeable if the user has the proper security.

Searchable
This field is accessible in 'Find' mode to search or find on and is otherwise a Display-only field.

Tab Stop
The TAB key is enabled on this field and the cursor will stop directly on this (or another tab stop) field when the tab key is pressed. Notice that tab fields are identified by a tilde (~) to the left or top of the field title.

APPENDIX B
Standard Toolbar Icons

Dismiss Form - Exit the form gracefully to the previous form which may be the menu. If you are selecting this option on a form where you had used the zoom icon or double clicked then the dismiss form will also return values back to the previous form.

Next Form - Bring up the next form for the form you are on. For example, from a master form bringing up a related form.

Zoom - Access a zoom form or list of valid values for retrieval of data or just for purposes of look up.

Find - Search the database for the search criteria entered on the present form (screen).

Clear to Find - Prepare to search the database to retrieve one or more records. This function clears the screen so the user can enter the search criteria necessary to find the expected or desired records. The next step would be a find.

Add/Update - Store the current record to the database. If this is an existing record already in the database this function will update that current record with any modifications that was entered since the last add/update.

Delete Record - Remove or delete the current record from the database. The record will no longer be found or retrieved on searches or finds.

Clear to Add - Prepare to add a new record to the database. Clear the screen so that you may enter the required data. The next step would be an add/update.

Recall Field - Recall the data for the current field your cursor is on. If you have modified this field and before leaving the field or doing anything else decided you wanted to bring back the original values recall field would do this.

Set Null - Clears a field. This is the proper method of clearing a field.

Help - Will access the on-line help, if available, will give the user information about the field that they position their cursor on.

First Record - Access the first record of the selected set. Only accessible after a search and more than one record is found. This would bring you back to the first record in the set.

Previous Set - Access the previous set of records after finding multiple sets of data.

Previous Record - Access the last or previous record from the record you are if you have multiple records selected.

Next Record - Access the next record from the record you are if you have multiple records selected.

Next Set - Access the next set of records from the set of records you are if you have multiple records selected.

Last Record - Access the last record in the selected set of records. For example if you are on the first record and you click on last record the last record will be your current record.

Related Information - Appendix C - Function Keys

APPENDIX C

Standard Function Keys
Special Function Keys

!	Dismiss Form	B!	Cancel Form
#	Set Null (field)	B#	Recall Field
$	Next Set	B$	Previous Set
%	Last Record	B%	First Record
^	Find	B^	Clear to Find
&	Add/Update	B&	Clear to Add
(	Zoom	B(	Cancel Zoom
O	Next Record	N	Previous Record
Z	Previous Field	E	Next Field
T	Next Tab	BT	Previous Tab

Special Function Keys - These keys have a different function on each form they are accessed on. You will see them on buttons (for example Ad Search F8, or Flat charge F8). The functionality of the key is the same as the button command. On some icons or buttons you will see S11 or S12 as opposed to F11 or F12. The S11 is a Shift F11 or the S12 is a Shift F12.

Related Information - Appendix B - Toolbar icons

APPENDIX D

Searching Techniques
Search Criteria

Knowing how to properly search for data will make the difference between the novice and the expert user. First of all, it's necessary to realize that you can search more than one field on the screen at the same time. For example, you bring up the Daily > Masters > Advertiser Master Maintenance screen and click on Clear to Find (Shift F6), then double-click on the Account Number field. The form that you now have up has the following fields:

- Account Number
- Last Name
- First Name
- City
- State
- Area Code
- Exchange Code
- Phone Number
- Contract or Transient
- Agency Code
- and some other fields...

This should give us enough fields to give many examples of searching the database to retrieve as few or as many records as necessary. Remember, before each one of the examples click on the Clear to Find (Shift F6) to prepare the form for the search criteria.

A Note on Special Characters

(-) - This is a "through" character to search on ranges of data, such as AAA - AAZ. See example 5.

(*) - This is a "wild card" character to search for ranges of data when your not sure exactly how something is spelled, such as SMI*. See example 2.

Example Search 1: Simple search on one field.
Click on "Clear to Find" or press Shift F6 to clear the screen. This is a simple search of using just one field. Enter the name "SMITH" into the Last Name field. Then use F6 to find. This will list all of the Smith's in your database. If you did not find any records try it again. If you still did not find any records then try a different name that you know is there. You can see how many records that you found by moving this form down far enough to see the Total Advertising menu. It will tell you are on record one of some number of records. To access each of the records found you can either click on each record, use the scroll bar to right of the screen or use the Page Up and Page Down keys. Notice the Total Advertising menu change as you move to other records (record # of ##).

Example Search 2: Using part of a field and the wild character (*).
Click on "Clear to Find" or press Shift F6 to clear the screen. Now try typing "SMI*" into the Last Name field. Then use "Find" or F6 to find. See how many records you found now. The (*) is a wild card character, meaning it stands for any character. This search would have found all of the records for the last name starting with "SMI". You can also clear again and try typing just "S" to retrieve all of the advertisers whose last name starts with 'S'.

Example Search 3: Using 2 fields to search on.
Click on "Clear to Find" or press Shift F6 to clear the screen. Enter a local area code into the Area Code field (518), then enter "SMITH" in the Last Name field. Then use "Find" or F6 to find. This search will result in retrieving all "Smith's in the 518 area code. Now try to search on all of the Contract advertisers in a certain City.

Example Search 4: Using 3 fields to search on.
Click on "Clear to Find" or press Shift F6 to clear the screen. Enter a local area code into the Area Code field (518), enter "SMITH" in the Last Name field, and then click on "Contract." The use "Find" or F6 to find. This search will result in retrieving all "SMITH'S" in the 518 area code that are Contract Advertisers.

Example Search 5: Selecting a range of values on one field.
Click on "Clear to Find" or press Shift F6 to clear the screen. Enter "1 - 20" into the "Account Number" field and use "Find" or F6 to find. This will find all of the advertisers with account numbers between 1 and 20. You can do the same thing with any code field (entering "AAA - AAZ" in the Agency Code field will find all of the agencies with codes within that range). The (-) is a "through" or "range" character. You can also try entering "A - C" into the Last Name field, which will find all the last names that start with A and B, **but not C**. Remember, you can use F5 to get to the last record and Page Up and Page Down to move one record at a time.