Panorama Wizards & Demos

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Preferences, Wizards & Demo Files



Panorama includes a number of pre-built databases that you can use as is, modify for your own purposes, or simply use as learning tools. With only a few exceptions these pre-built databases are completely accessible so that you can not only use them as is but also take them apart and see how they work. All of these databases can be opened with the **Wizards** menu and its submenus.

₽ 🗯	Panorama	File	Wizards		
			Calculations	•	
			Demos	•	
			Developer Tools	•	
			Documentation	•	
			Form Tools	•	
			Guided Tour	•	
			Import-Export	•	
			Internet	•	
			Mini Applications	•	/All-
			Preferences		Channels
			Search	•	Default Printer
			Sharing	•	Generic Fields
			Utilities	•	Hotkey Manager
			Database Information		Speech Wizard Users & Groups
			Favorite Databases		
			New Database Wizard		
			Notifications		
			Open Wizard		
			Panorama News & Updat	es	
			Recent Databases View Wizard		
				-	

Wizard & Demo File Quick Reference

The wizards and demo files provided with Panorama fall into several categories.

Submenu	Wizard	Page	Description
	Database Information	Page 12	View and modify database metadata information
	New Database Wizard	<u>Page 13</u>	Helps to design and create new databases
	Notifications	<u>Page 14</u>	Open wizards from list (or with keyboard)
Main Menu	Open Wizard	<u>Page 22</u>	Open wizards from list (or with keyboard)
	Panorama News & Updates	<u>Page 18</u>	Check for news and Panorama updates
	Recent Databases	<u>Page 20</u>	Re-open recently accessed databases
	View Wizard	<u>Page 22</u>	Open form and procedure windows
	Formula Wizard	<u>Page 23</u>	Workbench for experimenting with formulas
Calculations	Mini Calculator	<u>Page 23</u>	Basic math calculator
Calculations	RPN Programmers Calculator	<u>Page 24</u>	Calculator for decimal, hex, octal and binary
	Run Automatic Calculations	<u>Page 25</u>	Recalculate based on design sheet formulas
Domos	Example Launcher	<u>Page 25</u>	Quickly open Panorama example databases
Demos	Screencast Demos	<u>Page 26</u>	Install and try out databases used in screencasts
	ASCII Chart	<u>Page 28</u>	Table of ASCII characters
	Channel Workshop	<u>Page 29</u>	Assists with building new channel modules
	Crash Recorder	<u>Page 29</u>	Record information for debugging crashes
	Cross Reference	<u>Page 30</u>	Organize multi-database projects
	Custom Functions (ProVUE)	<u>Page 31</u>	View custom functions included with Panorama
	Custom Functions (User)	Page 32	Create your own custom functions
	Custom Statements	<u>Page 32</u>	Create your own custom statements
Developer	Debug Log	<u>Page 33</u>	Trace internal operation of a program
Tools	Dialog Workshop	<u>Page 34</u>	Helps to build custom dialogs
	Dropalyzer	<u>Page 35</u>	Tool for analyzing drag and drop operations
	Elastic Picture Workshop	<u>Page 36</u>	Modify pictures so they won't distort when stretched.
	Error Detail	<u>Page 37</u>	Display additional information about errors
	Resource Menu Editor	<u>Page 42</u>	Edit custom menu resource files
	TTY	<u>Page 43</u>	Display "teletype" messages
	Variables	<u>Page 43</u>	Display and edit the contents of variables
	Web Form Converter	<u>Page 44</u>	Convert Panorama Forms to HTML/CSS
	Help & Documentation	<u>Page 45</u>	Access all types of Panorama documentation
Documentation	Programmers Reference	<u>Page 48</u>	Searchable reference to all statements and functions
	Screencasts	Page 49	Watch Panorama Demo & Training Movies
	Font Usage	<u>Page 50</u>	Display list of fonts used in forms.
	Form Explorer	<u>Page 50</u>	Display/edit information about form objects
Form Tools	Icons & Backgrounds	<u>Page 51</u>	Display images contained in Panorama itself
	Window Size	<u>Page 51</u>	Display size of window
	Window Tweak	<u>Page 51</u>	Disable window tool palettes and scroll bars

Submenu	Wizard	Page	Description
	Excel Wizard	<u>Page 52</u>	Transfer data to/from Excel spreadsheets
	Financial Data Wizard	<u>Page 60</u>	Import financial data (QIF, OFX, QFX)
Import/Export	Text Export	Page 62	Export data into text files
	Text Import	<u>Page 63</u>	Import data from text files
	VCard Wizard	Page 64	Import/Export VCard information
	Address Info	Page 65	Check address and zip code information
	Bulk Email	Page 68	Send mass e-mails
Internet	FedEx Tracking	<u>Page 70</u>	Track FedEx shipment information
	URL Wizard	<u>Page 71</u>	Open web/email URL's stored in current record
-	White Pages	<u>Page 73</u>	Look up phone numbers
	Mini Calendar	Page 85	Basic calendar/event database
	Mini Contacts	Page 81	Basic name & address database
Mini	Mini Correspondence	Page 87	Basic correspondence/mail merge database
Applications	Mini Statistics	Page 88	Calculate mean, standard deviation, plot distribution
	Stopwatch	Page 88	Simple timer
_	Task Timer	Page 89	Keep track of time spent on different tasks
	Channels	Page 93	Configure channels for phone dialing, email, etc.
_	Default Printer	Page 97	Specify the default printer for a form (OS X)
	Generic Fields	Page 98	Configure generic fields for contact information
Preferences	Hotkey Manager	Page 99	Configure universal and database specific hot keys
	Speech Wizard	Page 103	Configure speech templates
	Users & Groups	Page 110	Configure limited access to data and operations
	Live Clairvoyance	Page 111	Performs "live" searches on any database
Search	Quick Search	Page 112	Quick searches based on multiple fields
_	Search All Fields	Page 115	Search entire database (not one field at a time)
	Available Servers	Page 117	Display available servers
_	Database Sharing Options	Page 117	Change database sharing/web options
	Server Administration	Page 117	Monitor and control Panorama Enterprise Server
Sharing	Sharing Info	Page 117	Display sharing status of open databases
	Sync Conflict Resolution	Page 117	Display/modify possible conflicts after offline sync
	Verify Synchronization	Page 117	Check client database against server database
	Arrange Windows	Page 118	Tile and stack windows
	File Permissions	Page 119	Scan and fix file permissions (OS X)
	Disk Permissions	Page 122	Display disk permissions (OS X)
Utilities	Open Database	Page 123	Open database with special options
-	Platform Converter	Page 124	Convert between versions and platforms
-	Summaries & Outline	Page 125	Categorize and subtotal database information
-	Zap Page Setup	Page 126	Reset Page Setup/Printer Info (OS X)

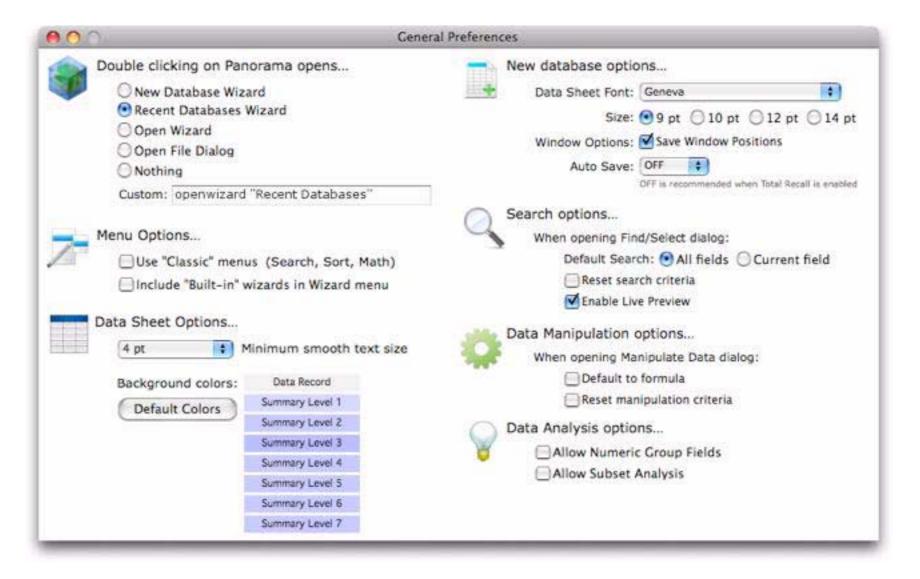
Preferences

Panorama preferences are accesible from the Panorama menu. Choosing **Panorama-> Preferences** opens the main preferences window (the exact configuration may vary somewhat):

	Preferences	
lick to open preference	panel	
X		
General Preferences	Authorize.Net	Channels
Default Printer	Generic Fields	Hotkey Manager
Speech Wizard	Total Recall	Users & Groups

General Preferences

The first option is always **General Preferences**.



Double clicking on Panorama opens...

This option controls what happens when you double click on the Panorama application. The most common options are the Recent Databases wizard (allowing you to quickly open previously used databases) and the Open File dialog (this was the default in earlier versions of Panorama.)

Use "Classic" menus (Search, Sort, Math)

Panorama's menu structure remained more or less the same from Panorama 1.0 to 5.5, then were completely restructured in Panorama 6.0. Panorama 6.0 also introduced many new dialogs, including Find/Select, Formula Fill, and more. We think the new menus and dialogs are more logical, but if you like the old structure better simply check this option to get the old "classic" menus and dialogs back. The change takes place immediately and you can switch back and forth at any time.

Include "Built-in" wizards in Wizard menu

Some wizards are directly accessible from Panorama's normal menus (see list below). Starting with Panorama 6.0, these wizards are no longer listed in the **Wizard** menu. If you would like these wizards to be listed in both the regular menus and the **Wizard** menu, check this option.

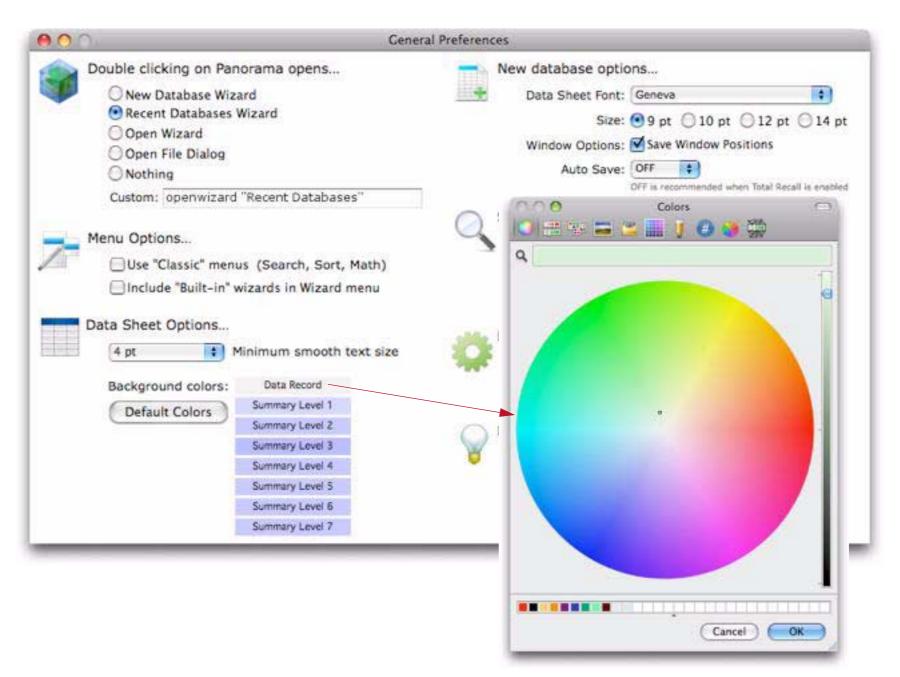
Help & Documentation	Programming Reference	New Database Wizard	Recent Databases
Time Lapse	Text Import Wizard	Text Export Wizard	Purchase Panorama
Refer-A-Friend	Summary & Outline	Zap Page Setup	Live Clairvoyance
Quick Search	Search All Fields	General Preferences	Authorize.Net
Channels	Default Printer	Generic Fields	Hotkey Manager
Speech Wizard	Total Recall	Users & Groups	

Data Sheet Options - Minimum Smooth Text Size

This option controls whether or not text in the data sheet is smoothed (this option is for Mac OS X only, on Windows systems it will always be smoothed if smooth text is available). The pop-up menu allows you to choose whether to always smooth, never smooth, or to only smooth above a specified point size.

Data Sheet Options - Background Colors

In the data sheet, Panorama normally displays data cells with a gray background and summary records with various shades of blue. This section of the preferences allows you to change these colors. For example you could change the data background to white or green. To change a color simply click on one of the eight color swatches.



Use the color picker to choose the color, then press **OK**. Any open datasheets will update to show the new color.

0	00			Contac	ts				
T>	First	Last	Title	Company	Address	City	State	Zip	1
2.9	John	Doe	Vice President						
~	Susan	Brown	Sales Manager	Power Lumber	339 Arnold Road	Newton	MA		1
*	Randy	Cross	Owner	Randy's Appliances	133 Hunt Rd	Chelsford	MA	01824	
	Gregory	Wing	President	GW Printing	779 Arnold Rd	Newton Centre	MA	02159	
-	Jeffrey	Rodman			2 Cary Rd	Chestnut Hill	MA	02167	
-	Leslie	Bianchi			23 Oak St	Lexington	MA	02173	
\$	Peter	Yarensky	Owner	Peter's Appliances	41 Elm St	Dover	NH	03820	
¢	John	Draper	Sales	Exeter Video	446 Exeter Rd	Hampton	NH	03842	
v	Cheryll	Howell	Sales Manager	Gray Lumber	4 Fran Circle	Gray	ME	04039	
	01	Read	A CONTRACT OF A	Court Deather difference	000 141	Fr. al. Bendland	1.10	04100	

New Database Options

These options control the font, text size, and window saving options for new databases. See "<u>New Database</u> <u>Options (Font, Windows, Save As)</u>" on page 61 of the *Panorama Handbook* for more information.

Search Options

These options customize the operation of the **Find/Select** dialog. See "<u>Customizing the Find/Select Dialog</u>" on page 360 of the *Panorama Handbook* for more information.

Data Manipulation Options

These options customize the operation of the **Manipulate Data in Field** dialog. See "<u>Customizing the Manipulate Data Dialog</u>" on page 464 of the *Panorama Handbook* for more information.

Data Analysis Options

These options customize the operation of the **Summarize & Analzye** dialog (see "<u>The Summarize & Analyze</u> <u>Dialog</u>" on page 371 of the *Panorama Handbook*).

Allow Numeric Group Fields. The Summarize & Analzye dialog normally lists only text and date fields in the group pop-up menu. If you want to list numeric fields also, check this option.

Allow Subset Analysis. The Summarize & Analzye dialog normally selects all of the data in the database before peforming the analysis. If you want to be able to analyze a selected subset of a database check this option.

Primary Wizards

The most basic and commonly used wizards have been placed in the primary **Wizard** menu instead of in a submenu.

Database Information

The **Database Information** wizard allows you to view and modify descriptive information about any database: the title, author name, description, keywords, etc. (This wizard is normally accessible only from the **Setup** menu, but is also available in the **Wizard** menu if "built-in" wizards are enabled in General Preferences [see "Include "Built-in" wizards in Wizard menu" on page 9].)

	Attributes	
Database	Conference Registration	Version 1.1
Location	Panther: Applications: Panorama: Example	s:General:
Title		
Project/Group		
Authors	ProVUE Development	
Keywords		
Description	This database can be used to ke conference, trade show or simila	
	Add To Favorites	Cancel

To learn more about this wizard see "<u>Viewing and Modifying Database Metadata</u>" on page 73 of the *Panorama Handbook*.

New Database Wizard

The **New Database Wizard** makes it easy to design and set up the fields for a new database. You simply enter the names of the fields you want to create and press the **Make New Database** button. The wizard does the rest. (This wizard is normally accessible only from the **File** menu, but is also available in the **Wizard** menu if "built-in" wizards are enabled in General Preferences [see "Include "Built-in" wizards in Wizard menu" on page 9].)

1				Databas	e Wizard			
X			2			3	20	X
Favorites	Choose Import File	Import from Clipboard	Clear All Fields			Open Recent	Help	Preferences
F	IELD NAME		TYPE	DIGITS	CAPS	CLAIRVOYANCE [™]	DEFAULT V	ALUE
) Text		2	Text ‡		(110)			1

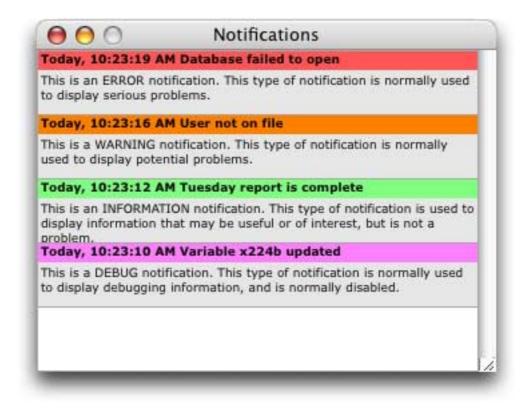
To learn more about creating databases with this wizard see "<u>Using the New Database Wizard</u>" on page 50 of the *Panorama Handbook*.

Notifications Wizard

In some situations Panorama will use the **Notifications** wizard to inform you when problems or situations that might require your attention occur. Unlike an alert, the **Notifications** wizard doesn't interrupt your work by requiring you to dismiss the message before continuing (this is especially true if you use the optional **Growl** package, see "<u>Using Growl for Notifications</u>" on page 16). You can also review problems that occurred earlier in the session.

As of Panorama 5.5 the **Notifications** wizard is primarily used to let you know about problems that occur during database sharing operation. For example, if there is a connection problem when opening database this wizard will appear automatically. In future versions we expect to expand the use of the **Notifications** wizard to cover additional situations. You can also use the **Notifications** wizard in your own applications.

The **Notifications** wizard displays a list of the notifications that have occurred since Panorama was launched. The most recent notification is at the top, earlier notifications are listed below. There are four types of notifications: Errors (red), Warnings (orange), Information (green), and Debug (purple). Each notice has a title and additional detail, as shown below (the notifications shown below are just examples, and do not reflect the actual notifications you may see).



When does the Notifications Wizard appear?

By default, the **Notifications** wizard will appear automatically whenever an error or warning occurs, but not when an information or debug notice occurs. However, you can use the **Preferences** command (in the **Admin** menu) to change this behavior.

Prefe	rences
Make notifications visible by	☑ Opening Notifications Wizard □ Growl
Make notifications visible if	 Error Warning (or higher) Note (or higher) Debug (or higher)
Keep log of notifications that are	 Error Warning (or higher) Note (or higher) Debug (or higher)
	Cancel Ok

For example, you can modify the settings so that only Errors make the wizard appear automatically, and so that information (notes) and debug notices are simply discarded (they won't even appear in the wizard if you open it manually).

Prefe	rences
Make notifications visible by	Opening Notifications Wizard
Make notifications visible if	Error Warning (or higher) Note (or higher) Debug (or higher)
Keep log of notifications that are	Warning (or higher) Note (or higher) Debug (or higher)
	Cancel Ok

Note: The notification settings for each computer are separate. Setting the notification settings on the server has no effect on any client, and changing the notification options on any client doesn't affect the server or any other client. In other words, if you want to make a change across the network you'll need to go to each computer and make the change.

Using Growl for Notifications

Growl is a very cool free open source add-on for OS X that displays temporary messages that fade away automatically after a few seconds. In other words, a perfect way to display notifications! If Growl is installed on your computer then the **Notifications** wizard Preferences dialog gives you the option of displaying notifications via Growl instead of by opening the **Notifications** wizard (you can always open the **Notifications** wizard manually from the **Wizard** menu). If you don't already have a copy of Growl you can download it from this web site.

http://growl.info/

It's a small download (2 mb) and installs easily. Once it's installed you can enable the Growl option and your notices will appear in floating "bubbles" while you can continue to work. (In the example below we also set the visible notification level to "Debug".)

1 4 🗟 🜒	*	Tue 10:43:26 AM 💄 🔇
Custom Stateme Description InitializeLibrary No additional infor		debug: Variable x224b u This is a DEBUG notification. This type of notification is normally used to display debugging information, and is normally disabled.
*		Information: Tuesday rep This is an INFORMATION notification. This type of notification is used to display information that may be useful or of interest, but is not a problem.
		Warning: User not on file This is a WARNING notification. This type of notification is normally used to display potential problems.
		Error: Database failed to This is an ERROR notification. This type of notification is normally used to display serious problems.

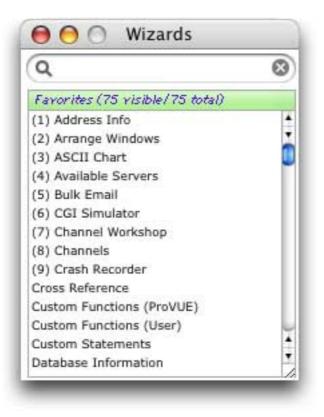
After a short delay the notices will fade away, or they will disappear immediately if you click on them.

Using the Notification Wizard in your own database applications

Using the **notify** statement your applications can create their own notifications for errors and significant events. See the **Programming Reference** wizard for details on how to use this statement.

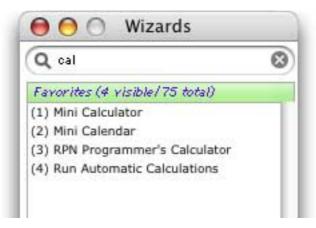
Open Wizard

As of version 5.5 Panorama now includes 75 wizards spread across a dozen submenus of the **Wizard** menu. The **Open Wizard** wizard provides an alternate method to quickly open any of these 75 wizards. When you open this wizard it initially displays an alphabetical list of all available wizards.



To open a wizard simply double click its name on the list. You can also open the first nine items simply by pressing the 1 thru 9 keys on your keyboard. There's no need to press **Return**, **Enter**, or anything else, just press the number and the wizard will launch.

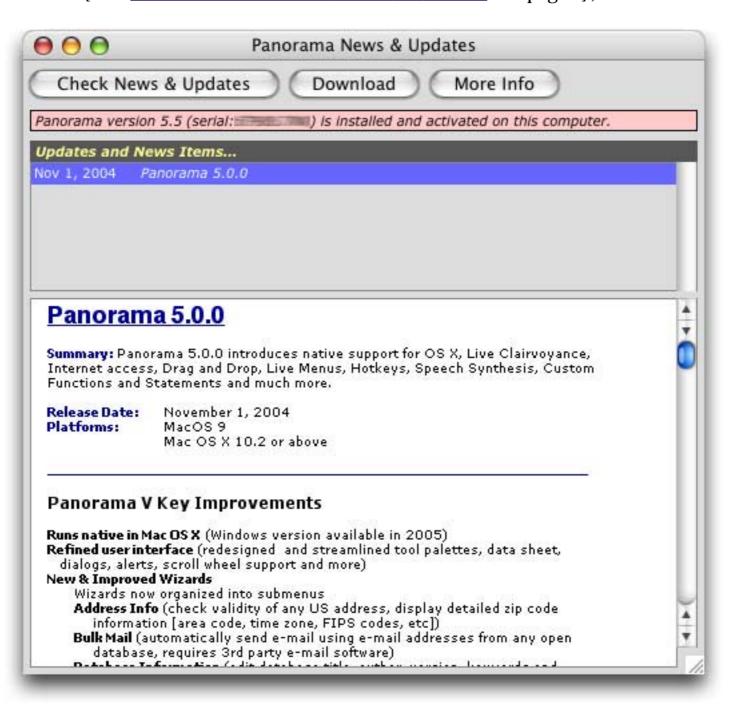
To search for a particular wizard simply type into the search box at the top of the wizard.



At any time you can press the 1 thru 9 keys to launch a wizard. For example type **cal1** to launch the **Mini Calculator**, **cal2** to launch the **Mini Calendar**, etc. You can launch any wizard with just a few keystrokes.

Panorama News & Updates

This wizard checks for new versions of Panorama, and notifies you if there is a new version available. The wizard displays a list of recent updates and news items, with the most recent items listed at the top. Click on an item to see more information about it in the lower half of the window. (This wizard is normally accessible only from the **Panorama** menu, but is also available in the **Wizard** menu if "built-in" wizards are enabled in General Preferences [see "Include "Built-in" wizards in Wizard menu" on page 9].)



The Web Menu

The **Web** menu automatically accesses ProVUE's web server for more information about a news item. The contents of this menu will change depending on the item — for example if you have already purchased an update the **Purchase** item will be disabled. The commands in the Web menu are also available as buttons at the top of the wizard's window. Like the menu, these buttons automatically adjust depending on the news item.

Panorama	File	Edit	Web	Setup	Wizards
			Che	ck News	& Updates
			Dov	vnload	
			Pure	chase	
			Mor	e Info	
			-		

Panorama periodically checks for news and updates (see below), but if you want to check right now for the latest news press the **Check News & Updates** button or choose this item from the menu.

To find out more detailed information about this news item select the **More Info** item (or click on the **More Info** button). This will open your web browser to display a page with additional information about this item.

To download a new version of the software mentioned in this news item select the **Download** item (or click on the **Download** button). This will open your web browser to the download page for this software. You'll still have to manually start the download and install the new software.

To purchase a new version of the software mentioned in this news item select the **Purchase** item (or click on the **Purchase** button). This will open your web browser to the order page for this software. You can then review the price and other ordering information for this upgrade.

Changing the Check for Update Frequency

Panorama normally checks to see if there is any new news items or updates once a week. To adjust this frequency use the **Preferences** command in the **Setup** menu.



The frequency may be set to Every Launch, Daily, Weekly, Monthly, Quarterly, Annually or Never.

Recent Databases Wizard

This wizard makes it easy to re-open recently opened databases. It can be opened by choosing **Recent Databases** from the **File** menu in addition to being listed in the **Wizard** menu. The wizard lists the databases that have been opened recently. (This wizard is normally accessible only from the **File** menu, but is also available in the **Wizard** menu if "built-in" wizards are enabled in General Preferences [see "<u>Include "Built-in" wizards</u> <u>in Wizard menu</u>" on page 9].)

000	Recent Databases	
Q	THE OPEN OPEN OPEN OPEN OPEN OPEN OPEN OPE	
Recent Databases	Folder (Reverse Order)	
(1) Bank Log	Accounting (Active) • Operations • Documents • Home • Alaska	
(2) Debt History	Accounting (Active) • Operations • Documents • Home • Alaska	
(3) Checkbook	IMy Power Team • Operations • Documents • Home • Alaska	
(4) Categories	1My Power Team • Operations • Documents • Home • Alaska	
(5) Team	IMy Power Team • Operations • Documents • Home • Alaska	
(6) Reminders	1My Power Team • Operations • Documents • Home • Alaska	
(7) Phone Book	My Power Team • Operations • Documents • Home • Alaska	
(8) Programming Reference	Documentation • Wizards • Carbon Debug • Object • Carbulator • Carborama •	
(9) Form Explorer	Form Tools • Wizards • Carbon Debug • Object • Carbulator • Carborama • Alaska	
Formula Wizard	Calculations + Wizards + Carbon Debug + Object + Carbulator + Carborama + Alaska	
Error Detail	Developer Tools • Wizards • Carbon Debug • Object • Carbulator • Carborama •	
AkkLudlul	2 Akkadian • Panorama Files • Documents • Wolter • Wolter Rose • Tech Support •	
BUAkkF	2 Akkadian • Panorama Files • Documents • Wolter • Wolter Rose • Tech Support •	
New Database Wizard	Wizards • Carbon Debug • Object • Carbulator • Carborama • Alaska	
Secured Expense Report	Hide • Wizards • Carbon Debug • Object • Carbulator • Carborama • Alaska	

To re-open a database simply double click its name on the list. You can also open the first nine items simply by pressing the 1 thru 9 keys on your keyboard. There's no need to press **Return**, **Enter**, or anything else, just press the number and the database will open.

To search for a particular database simply type into the search box at the top of the wizard.

000	Recent Databases		
Q boo	THE DEPENDENCE OPEN OPEN OPEN OPEN OPEN DOPEN DOPEN DOPEN DOPEN OPEN DOPEN DOPEN DOPEN DOPEN DOPEN DOPEN DOPEN DOPEN DOPEN		
Recent Databases	Folder (Reverse Order)		
(1) Checkbook	IMy Power Team • Operations • Documents • Home • Alaska		
(2) Phone Book	IMy Power Team • Operations • Documents • Home • Alaska		
(3) Corporate Checkbook	Screencasts • Examples • Carbon Debug • Object • Carbulator • Carborama • Alaska		
(4) Corporate Checkbook	Screencasts • Examples • Panorama 55b9 • Applications • Tiger		
(5) Corporate Checkbook	Guided Tour • Wizards • Carbon Debug • Object • Carbulator • Carborama • Alaska		
(6) Checkbook copy.ees	Public Databases • Enterprise • Extensions • Carbon Debug • Object • Carbulator •		
(7) My Address Book	Guided Tour • Wizards • Carbon Debug • Object • Carbulator • Carborama • Alaska		

At any time you can press the 1 thru S keys to re-open a database. For example type **boo1** to open the **Checkbook** database, **boo2** to launch the **Phone Book** database, etc. You can re-open any previously opened database with just a few keystrokes.

The Prefs dialog allows you to exclude specified folders and files from the list of recent databases. By default wizards are excluded.

	Prefs	
Exclude folde	ma Folder	
Custom:	8Wizards:	

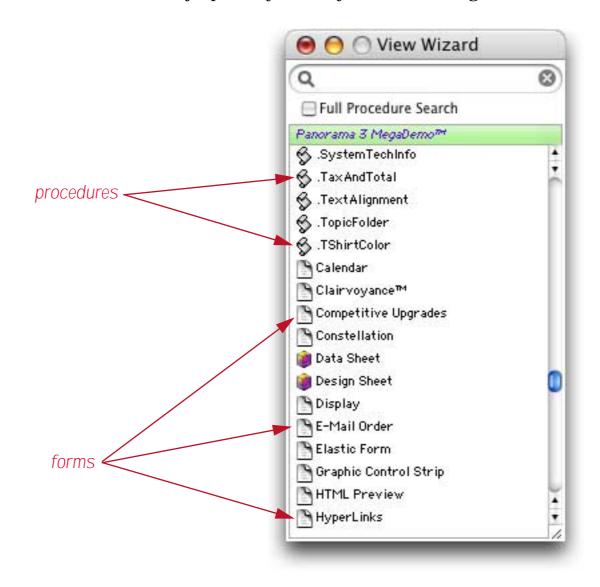
If you want to include other folders or files simply list them in the dialog, one per line. You can use the ∂ symbol (Option-D) to specify the current Panorama folder.

	Prefs	
Exclude fold	ers & files	
and the second second second	ima Folder	
Wizard	ls	
Custom:	8Wizards: Hard Drive:Accounting:	Ó

With the setting shown above any databases in the Accounting folder will be excluded.

View Wizard

The **View** menu works well for most databases, but when a database grows to dozens of forms and hundreds of procedures it can get a bit unwieldy. For these situations the **View Wizard** comes in handy. This wizard can help you locate and open any view within any open database. The wizard displays a list of the views in any database, including forms, \diamondsuit procedures, crosstabs, the crosstabs, the data sheet and the design sheet. The list is searchable, and you can even search all of the procedure source code to search for a field, variable, or other program element. You can easily open any view by double clicking on it.



To learn more about this wizard see "<u>The View Wizard</u>" on page 173 of the *Panorama Handbook* and "<u>Using</u> <u>the View Wizard with Procedures</u>" on page 344 of *Formulas & Programming*.

Calculation Wizards

The wizards in this submenu perform various types of calculations.

Formula Wizard

The **Formula Wizard** can be used as a workbench for working with formulas. You can experiment with formulas here before you actually use them in your database. The formula wizard can handle formulas that use numeric, text and date calculations (the illustration below shows a text calculation).

😝 😑 🔿 🛛 Formula Wizard:Phone Bill	
Formula	
Charge*100/Time	
Result	dd
6.4286	

To get the complete scoop on this very useful wizard see "<u>Using the Formula Wizard</u>" on page 29 of *Formulas & Programming*.

Mini Calculator Wizard

The **Mini Calculator** wizard performs basic math calculations. You can enter calculations with either the buttons on the form or with keyboard (or both).

	Mini Calculator	EE
0 7 8 9 / 4 5 6 * clear 1 2 3 - 0 _ + bksp		

As you press each button or key the calculator immediately shows the new result.

	Mini Calculator	
789/	2 2	
	Mini Calculator	
7897	4 2+2	
	Mini Calculator	<u> </u>
789/	29 2+27	

You can click on the formula to edit it.

□ N	/lini Calculator	
29 789/	2+27	

The wizard recalculates the newly edited formula immediately. In this case the new answer is 54.

🗖 📃 Mini Calculator	
54 2*27	•
789/	

You can use the Format menu to choose the format used to display the calculation result.

Format	
Auton	natic
2 Digit	s
4 Digit	ts 🕟
Scient	ific Notation

The **4 Digits** format displays four digits after the decimal point.

E		Mini Calculator	DE
	54.0000	2*27	

You can type in any numeric function supported by Panorama. This example calculates the square root of 54.

	Mini Calculator	
7.3485	sqr(2*27)	•

To learn more about the numeric functions supported by Panorama see "<u>Arithmetic Formulas</u>" on page 60 of *Formulas & Programming*.

RPN Programmers Calculator

The **RPN Programmer's Calculator** can be used to perform numeric calculations and to convert numbers between decimal, hexadecimal, octal and binary.

	🗏 rpn(Calc 🛛	日日
bin	oct	dec	hex
			15
			1E9
	ELE		lear
	BIC	Ĩ	mod
1 	19	Ĩ	xor
188	5 6	ie	
	213	Ĩ	and
	enter) bks	$\underline{-}$
ركان	enter		- 11/

See "<u>The RPN Programmer's Calculator</u>" on page 161 of *Formulas & Programming* to learn more about this wizard.

Run Automatic Calculations Wizard

When you set up an automatic calculation that calculation is automatically applied when new data is entered or existing data is modified. The calculation is not applied to any existing data. One way to apply a calculation to existing data is to use the **Manipulate Data in Field** command in the Field menu (see "<u>The Manipulate Data Dialog</u>" on page 434 of the *Panorama Handbook*). Another method is to use the **Run Automatic Calculations** wizard. This wizard will perform calculations based on the formulas you have entered into the design sheet (see "<u>Automatic Calculations</u>" on page 303 of the *Panorama Handbook*). You can recalculate all fields with formulas, or just the current field.



To learn more about this wizard see "<u>The Run Automatic Calculations Wizard</u>" on page 316 of the *Panorama Handbook*.

Demos

The wizards in this submenu help you to access the examples and demos included with Panorama.

Example Launcher

This database lists all of the demos included in Panorama's Example folder.

🖯 🔿 🔿 Exa	mple Launcher
٩	8
Examples (96 visible/96 total)	
(1) 106th Congress	(Reference: Congress)
(2) Action Menu Styles	(Programming:Action Menu Samples)
(3) Albums	(Panorama 5.5:Super Matrix)
(4) Annual Report Charts	(General:Charts)
(5) Books	(Business:Bookstore)
(6) Button Math	(Programming)
(7) Cable TV (Radio Buttons)	(Forms:Buttons)
(8) Checkbook	(General)
(9) Church Families	(Panorama 5.5:Super Matrix)
Colorado Hotels	(General)
Conference Registration	(General)
Contacts	(General)
Correspondence Method 1	(Forms: Word Processor)
Correspondence Method 2	(Forms: Word Processor)
Currency Conversion	(General)

To open one of these example databases simply double click its name on the list. You can also open the first nine items simply by pressing the 1 thru 9 keys on your keyboard. There's no need to press **Return**, **Enter**, or anything else, just press the number and the database will open.

To search for a particular database simply type into the search box at the top of the wizard.

🖯 🔿 🔿 Exa	mple Launcher	
Q con		8
Examples (6 visible/96 total)		
(1) 106th Congress	(Reference: Congress)	
(2) Conference Registration	(General)	
(3) Contacts	(General)	
(4) Currency Conversion	(General)	
(5) Group Contacts	(Programming:Smart Merge)	
(6) Wild Icons	(Games:Wild Icons)	

At any time you can press the 1 thru 2 keys to open a database. For example type **con1** to open the **106th Congress** database, **con2** to launch the **Conference Registration** database, etc. You can open any example database with just a few keystrokes.

Screencast Demos

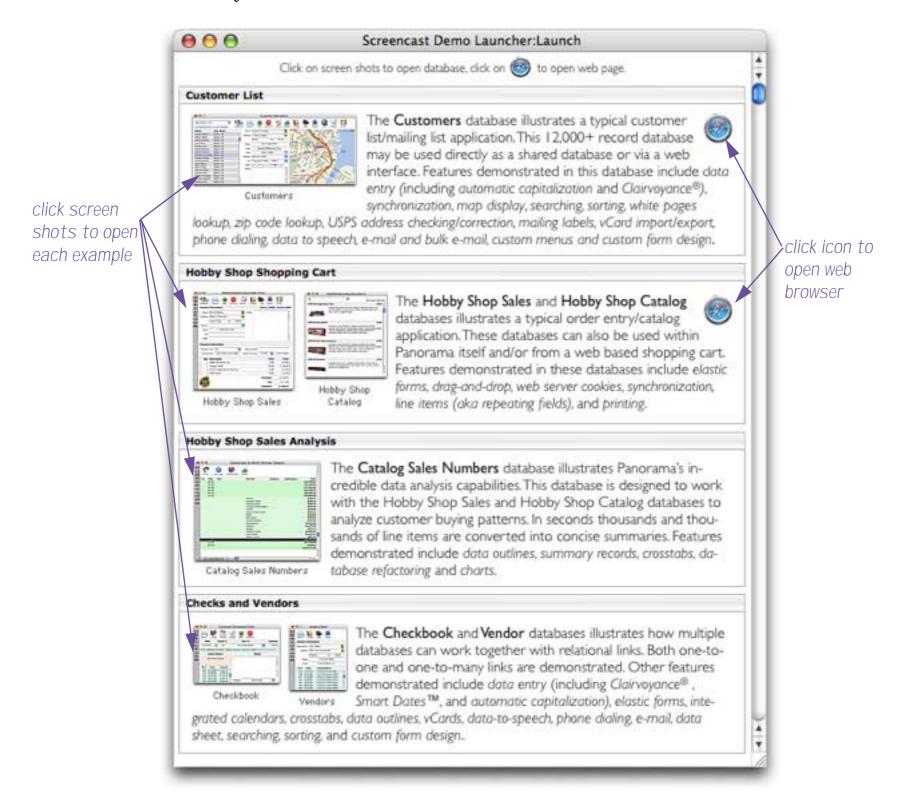
After watching the Panorama screencasts on the ProVUE web site you may want to play with and examine the databases used in these screencasts. This wizard helps to do this. Most of these screencasts rely on the Panorama Enterprise server to operate, so you must install a copy of the Panorama Server before you can install and use these databases. See Chapter 2 of the Panorama Enterprise Handbook to learn how to install a server.

The first time you open this wizard it will offer to install the screencast demos for you.

Server	e server you want to use: Address	2) Select demos to install:
💰 Mini Test Server	HB 66.116.69.25	Hobby Shop Invoices
		Hobby Shop Catalog
		Corporate Checkbook
		Vendor Database
3) Install de	emos: Install	
-		

The first step is to select the server to use. If you have only one Panorma server available it should be selected automatically. Next select the demos to install. By default all of the demos will be installed, but you can choose to install only a subset. Finally, press the **Install** button. Installing the complete set of demos will take five to ten minutes.

Once the install is complete the wizard will switch to "Launch" mode, which allows you to open the demo databases. (If you later need to go back to install additional demos use the **Mode** menu to go back to Install mode.) From this window you can launch



For more information on each specific demo watch the screencasts!

Developer Tool Wizards

The wizards in this submenu are designed to help design, build and debug complex applications with Panorama.

ASCII Chart

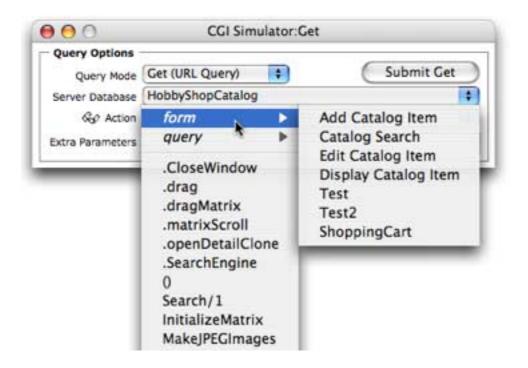
The **ASCII Chart** wizard allows you to displays a matrix showing all 256 ASCII characters. When you click on a character it types that character into the box at the bottom.

]						ASC		Ch	ar	t				Ē	JE
		!	"	*	\$	98	&	•	()	*	+	,	-		7
	0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?
	@	A	в	С	D	Е	F	G	н	Т	J	к	L	м	Ν	0
	Ρ	Q	R	S	Т	U	۷	۷	Х	Y	Ζ	[Ν]	^	-
	1	а	Ь	с	d	е	f	g	h	i	j	k	Ι	m	n	0
	р	q	r	s	t	u	٧	w	×	У	z	{	Ι	}	ž	
	Ä	Â	Ç	É	Ñ	Ö	Ü	á	à	â	ä	ã	å	ç	é	è
	ê	ë	í	ì	î	ï	ñ	ó	ò	ô	ö	ő	ú	ù	û	ü
	t	٥	¢	£	S	٠	¶	ß	8	©	тм	1		¥	Æ	ø
	∞	±	2	٤	¥	μ	6	Σ	Π	π	ſ	а	۰	Ω	æ	ø
	ċ	i	٦	\checkmark	f	8	Δ	~	»			À	Ã	Õ	Œ	œ
	-	-	"	"	1	1	÷	\diamond	ÿ	Ÿ	7	€	<	>	fi	fl
	ţ	•	γ.	"	%。	Â	Ê	Á	Ë	È	Í	Î	Ϊ	Ì	Ó	Ô
	é	Ò	Ú	Û	Ù	I	^	~	-	>	•	*		~		×
L	0.	ASC	II C	ЭНК	ex (00	ecii	mal	0	HTN	1L (_ si	10%	/ Ra	nge	

To learn more about this wizard see "The ASCII Chart Wizard" on page 89 of Formulas & Programming.

CGI Simulator

The **CGI Simulator** wizard is designed to help debug web procedures for use with the Panorama Enterprise server. This wizard simulates the operation of your web browser and server, allowing you to test procedures in Panorama's normal environment.



For more information about this wizard see Chapter 8 of the Panorama Enterprise Handbook.

Channel Workshop

Panorama comes with a number of channel modules for sending e-mail, dialing the phone, and interfacing with other web sites and third party software. If you have programming experience you can write your own channel modules. To help make this easier we have created a **Channel Workshop** wizard that will create the core of your new module for you.

Settings	Channel Workshop:Make Channel Module New Module
	Channel Name:
	Type of Channel:
	Copy from: None
	Cancel Ok
New Module	rreviewwake Module

To learn more about this wizard see "<u>Writing Your Own Channel Modules</u>" on page 739 of *Formulas & Pro*gramming.

Crash Recorder

The **Crash Recorder** wizard can be used to help track down problems in Panorama itself. In a perfect world Panorama would never crash, and many users will never experience a Panorama crash. Sometimes, however, you may encounter a situation where Panorama does crash. If you can repeat the process leading up to the crash, the crash recorder can often provide useful information to ProVUE engineers to help them track down the problem.

Here's what the wizard looks like when you first open it.

000	Crash Recorder		
Crash Recording is OFF	Previous Crash:	+	Copy
Start Stop			
🗆 Record Messages Only			▲ ▼

To try to track down a crash, press the **Start** button. The first time you do this there will be a delay of ten seconds or so, then the wizard will indicate that crash recording is turned on.

0 0 0	Crash Recorder	
Crash Recording is ON	Previous Crash:	¢ Copy
		ă

Now use Panorama normally until it crashes. You can leave the wizard open or close it — recording will continue either way. Note: While crash recording is turned on Panorama will run approximately ten times slower than normal.

After the Crash

If Panorama crashes while the crash recorder is on, re-launch Panorama and re-open the **Crash Recorder** wizard. You will see some information about the crash in the right half of the window. Press the **Copy** button to copy detailed information about the crash to the clipboard. You should then paste this information into an email or technical support incident form and send it to ProVUE. Please also include a description of what you were doing at the time the crash occurred — the engineers usually find that crash reports are much more helpful when the context is known.

If you want to continue recording additional crashes press the **Start** button, otherwise simply close the wizard.

The Panorama Crash Logs RAM Disk

You may notice that the Crash Recorder wizard creates a RAM disk named PanoramaCrashLogs. This disk will contain temporary files used by the recorder. Please do not send these files to ProVUE — instead use the **Copy** button as described in the previous section.



When you are done recording crashes you may wish to eject this RAM disk.

The Record Messages Only option

This option changes the operation of the recorder. You may be asked by a ProVUE technician to turn this option on before recording. Normally this option should be left unchecked.

Cross Reference

A complex real world system (accounting, reservations, order entry, etc.) created with Panorama may involve a dozen files with hundreds of fields, variables, procedures, forms, etc. Keeping track of all this information in your head can be a monumental task.

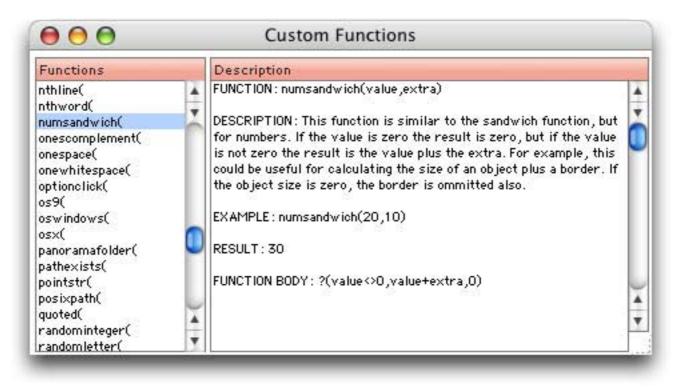
Panorama's **Cross Reference** database feature can help make this task manageable. A cross reference database keeps track of all the items in one or more databases: every field, every variable, every procedure, every form—every everything. Not only does the cross reference database keep track of where these items are defined, but also everywhere they are used. For example, suppose your database has a field named Title. A cross reference database can tell you that this field is used in the Entry, List, and Label forms, and is also used in the procedures .NewRecord and Search. Or you could use a cross reference database to find out that the .LastYear procedure is triggered by buttons in the Entry and Annual Report forms. As your database applications become more complicated you'll find that a cross reference database is an invaluable tool to help you sift through a mountain of databases and programming.

0 0					
Q order	8	ProVUE Order Entry		Configure	
Matches (29 of 2058)		Database	Procedure/Form/Crosstab	Usage	
🔗 .AddToOrder"		Product Collections	.MatrixDrag	Field	
🕉 .AddToOrder"		Products	.drag	Field	
🕉 .AutoNewOrder"		Customers	.DragToOrder	Field	
🕉 .ClearOrder		Invoice	.OrderButtons	Field	
.DragToOrder		Customers	Detail	Button	
🖣 .DragToOrder		Customers	List	Button	
.DragToOrder		Customers	Sheet	Button	
🖣 .DragToOrder		Customers	Work	Button	
😽 .ModifyOrder		Invoice	.NaturalInvoice	Field	
ModifyOrder		Invoice	Header	Custom Object	
🛐 .OrderButtons		Invoice	Work	,Button ,Custom Object	
OrderButtons		Product Collections	Palette	Custom Object	

To learn more about this wizard see "Cross Referencing" on page 349 of Formulas & Programming.

Custom Functions (ProVUE)

Panorama includes a number of custom functions that have already been defined for you. To see a list of these functions open the **Custom Functions (ProVUE)** wizard.



You can also find these functions in the Programming Reference Wizard. For more information on Custom Functions see "<u>Custom Functions</u>" on page 197 of *Formulas & Programming*.

Custom Functions (User)

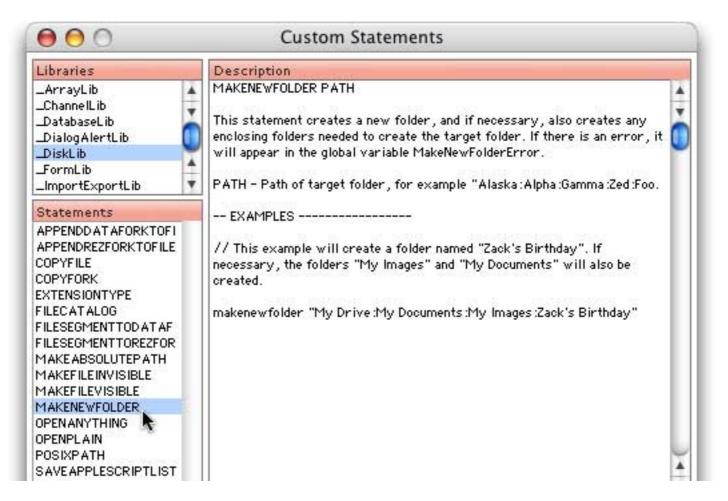
Panorama doesn't limit you to the built-in functions that are supplied with a Panorama. In fact using the **Custom Functions (User)** wizard you can actually create your own functions that can be used in any formula.

000	Custom Functions (User):List		
😥 name(parameters)	body	test data	
concatenate(alpha,beta)	alpha+beta	"hello","world"	

For more information on Custom Function see "Custom Functions" on page 197 of Formulas & Programming.

Custom Statements

This wizard allows you to extend Panorama's programming language by writing your own custom statements. You can also examine (and even modify) the hundreds of custom statements that come with Panorama.



For more information on Custom Statements see "<u>Custom Statements</u>" on page 289 of *Formulas & Programming*.



Debug Log

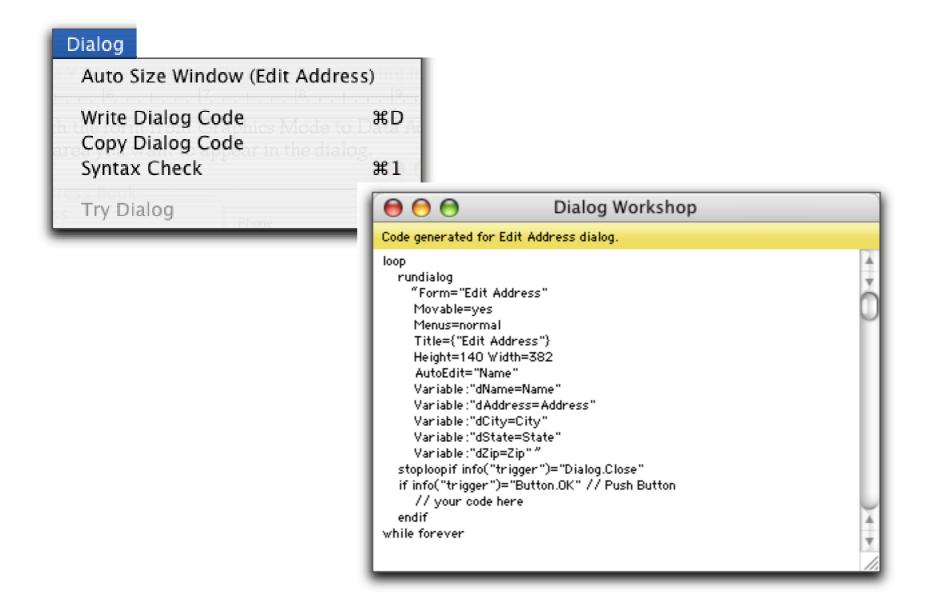
The procedure debug log was originally developed as an "in house" tool to help debug Panorama itself. It has proved so useful that we have decided to document and make it available for general use. When the debug log is in use Panorama records procedure activity in a text file. Later you can review the text file to trace the actions of your procedure.

	Panorama Debug Log				
Record New Log Oprocedures Ostatements Oparameters					
Log 09-08-00@12-09-17-PM.txt Log 09-08-00@11-55-41-AM.txt Log 09-08-00@11-55-11-AM.txt Log 09-08-00@11-54-51-AM.txt	DEBUGLOGOPTIONS DEBUGLOGOPTIONS ELSE >>> End Procedure >>> >>> Start Procedure : Sentence Length (Database : eJokes) Trigger : Button.Record LOC AL SUPEROBJECTCLOSE LOOP STOPLOOP IF				
-					

To learn more about tracking procedures with this wizard see "<u>Procedure Debug Log</u>" on page 336 of *Formulas & Programming*.

Dialog Workshop

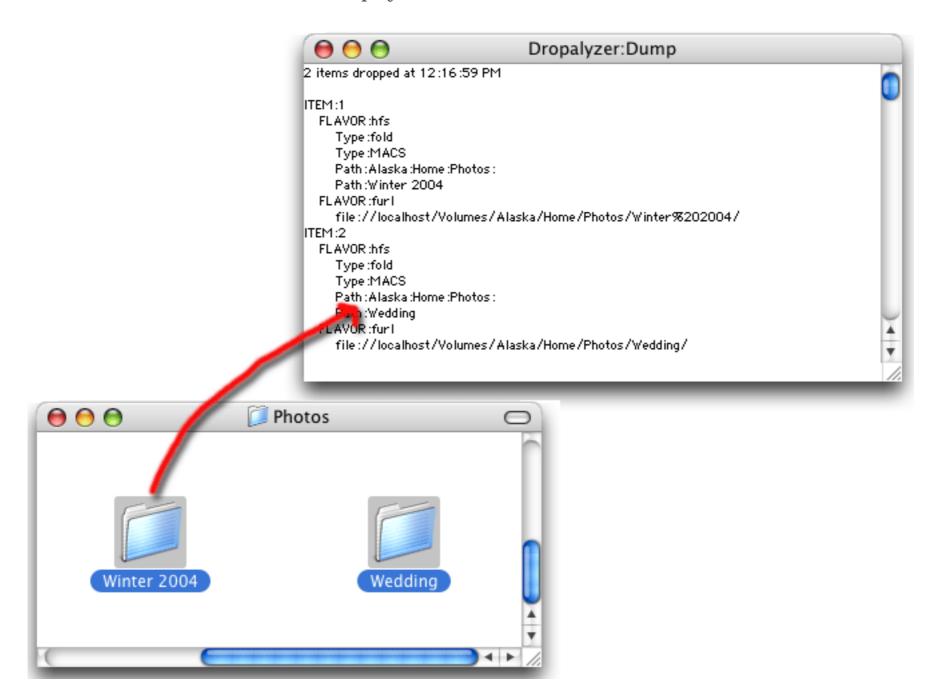
When an off the shelf dialog won't cut do, you can build your own using dialogs using standard Panorama forms and the **Dialog Workshop** wizard. This wizard analyzes your form and writes the basic code for that form for you. It also let's you try out your dialog before you actually commit the code to your database.



To learn more about this wizard see "Custom Dialogs" on page 489 of Formulas & Programming.

Dropalyzer

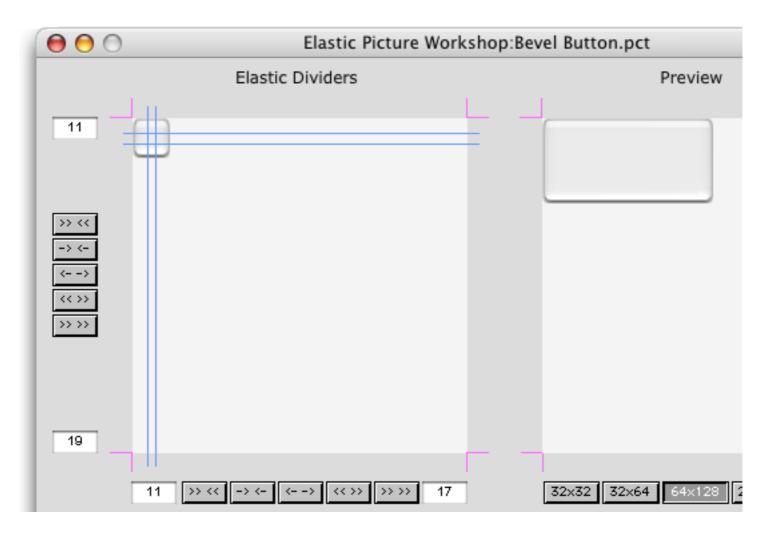
The **Dropalyzer** wizard is a handy tool for analyzing, writing and testing drag and drop procedures.When you first open this wizard it is completely blank, but you can drag anything you want onto this wizard and it will display some information about what was dropped. The illustration below shows the display if you drop two folders from the Finder onto the **Dropalyzer** wizard.



To learn more about this wizard see "The Dropalyzer Wizard" on page 651 of Formulas & Programming.

Elastic Picture Workshop

Many forms require borders, buttons and widgets need to be used over and over again but with different sizes. Any image can be stretched with the Scale to Fit option, but the result is often a distorted image. The **Elastic Picture Workshop** wizard can be used to add stretching information to an image so that it won't be distorted when it is stretched.



To learn more about this wizard see "Elastic Pictures" on page 809 of the Panorama Handbook.

Error Detail Wizard

The **Error Detail** wizard can help track down the source of an error in a procedure or formula. When an error occurs, Panorama normally displays an alert, like this:



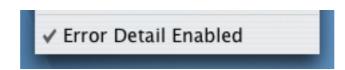
Once it is enabled the **Error Detail** wizard can give you more help in tracking down errors like this. Start by opening the wizard. As you can see, it is initially disabled.

$\Theta \Theta \Theta$	Error Detail	
Error Detail Disa	bled	
		•
Statement	Parameter	
Assignment		
Procedure	Database	
[EXECUTE]		

To enable the wizard choose the Error Detail Enabled command in the Error menu.

File	Error	Wizards	
		n Reference Wizard / to Clipboard	
	Upda	ate #U	
	Erroi	r Detail Enabled	

The menu always shows the current status.



Once you enable Error Detail it will remain on until you explicitly turn it off (even if you close the wizard or completely quit and relaunch Panorama).

Using the Error Detail Wizard

When Error Detail is enabled error messages in procedures and formulas will have an extra More Info button.



Pressing the **More Info** button will open the **Error Detail** wizard, and in most cases display additional information about the error that just occurred.

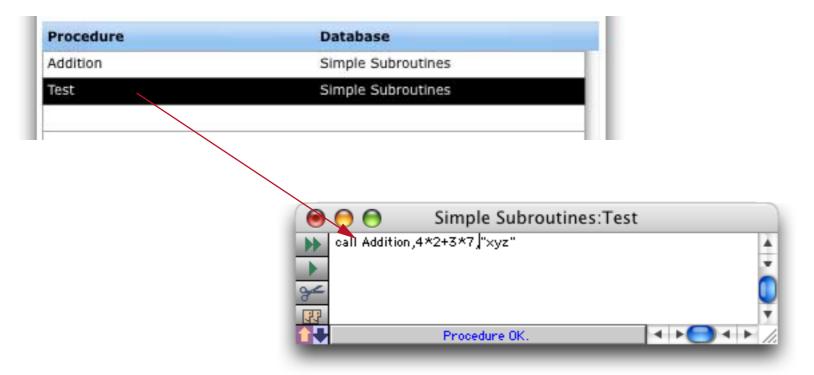
	000	Error Detail
error message —	Type mismatch: nu	meric argument used when text was expected.
detailed explanation of this error (does not appear for all error messages statement in which	This error message found a number ins fine, but upper(47 error). Many funct upper("Bob") conve will cause an erro of x. If x contain	<pre>deal with two types of values: numbers and text. means that Panorama was expecting text, but tead. For example, the formula upper("abc") is 3) doesn't make any sense (and will produce this ions require text parameters. For example rts a name to upper case ("BOB"), but upper(925) r. What about upper(x)? It depends on the value s text, everything is fine, but if it contains a will cause an error</pre>
this error occurred	Statement	Parameter
parameter (if any) in which this error occurred	Message	<pre>str(parameter(1))+" plus "+str(parameter(2))+" equals "+ str(parameter(1)+parameter(2))</pre>
procedure in which this error	Procedure	Database
occurred, and database	Addition	Simple Subroutines
containing the procedure	Test	Simple Subroutines
procedures (if any) that called the procedure where the error actually occurred		

Finding the Source of the Error

In addition to providing more information about an error the Error Detail wizard can also pinpoint the exact location where the error occurred. To find the exact location double click on the procedure name.

Procedure	Database	
Addition	Simple Subroutines	
Test	Simple Subroutines	
	double click to see the location of the error	
	Simple Subroutines:Addition	
	Simple Subroutines:Addition Message str(parameter(1))+" plus "+str(parameter(2))+" equal str(parameter(1)+parameter(2))	ls "+

In some cases (like the example above) the actual problem isn't at the location where the error occurred, but further up the "call chain", where the procedure was called. You can double any procedure in the "call chain" to see where the procedure containing the error was called.



Now we can see the problem — the call statement is passing the text "xyz" when it needs to be passing a number like 123. Changing "xyz" to a number will fix the problem.

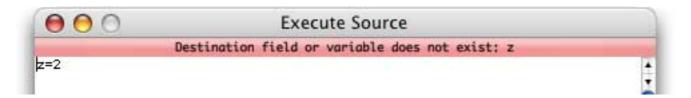
The wizard can also help track down problems that occur in an **execute** statement. Suppose you see an error message like this:



Press the More Info button to see the additional detail.

000	Error Detail
Destination field	or variable does not exist: z
there is no fiel could simply be meant Name="Bob" value to a varia words, not curre set up in databa active. For more	s when a procedure tries to assign a value but d or active variable with the specified name. This a spelling error, for example, Nam="Bob" when you . A more subtle problem is attempting to assign a ble that is not currently in "scope", in other ntly active. For example, a fileglobal variable se A cannot be used when any other database is information see "The Life Cycle of a Variable" in
Chanter 23 (Form	ulas) of the Panorama Handbook (PDF file)
Chanter 23 (Form Statement	Parameter
	and the second
Statement	Parameter
Statement Execute	Parameter z=2

As you can see, the procedure containing the error has no name because it was built on the fly by an **execute** statement. Double click on this line to see the statement itself.



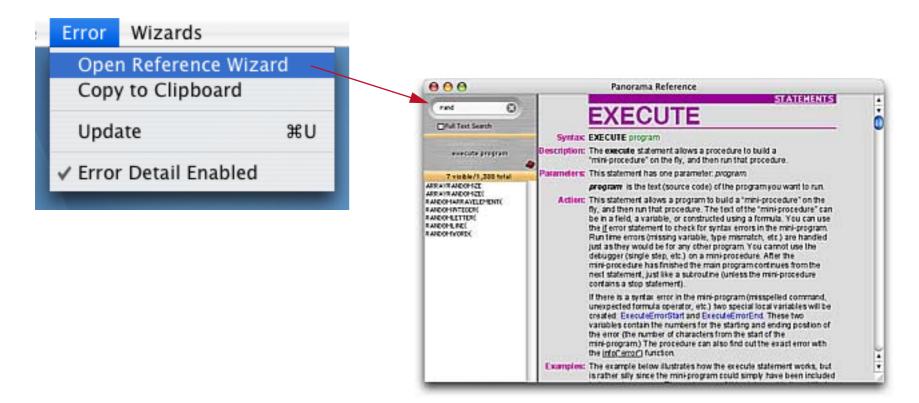
But where is this in the original program? Double click on the second line to see the procedure that contains the **execute** statement.



Ok, now the problem should be easy to fix. Notice that the actual statement in the two windows does not match. This is because the Execute Source window shows the statement after the formula has been evaluated. This can be very useful if the formula used to build the statement on the fly contains an error.

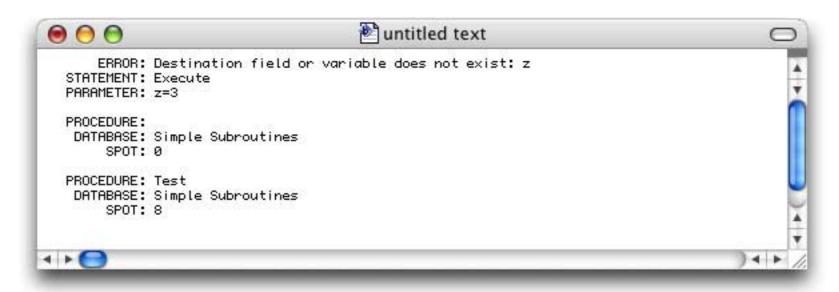
Open Reference Wizard

Need more information about the statement that the error occurred in? Simply choose **Open Reference Wiz**ard from the **Error** menu. The **Programming Reference** wizard will automatically open and display the page for the statement in question.



Copy to Clipboard

This command copies the error detail so that it can be pasted into an e-mail, allowing it to be sent to someone else. Here's what the error detail looks like in text format.



If the PROCEDURE name is blank this code is in an **execute** statement. The SPOT indicates the location of the error within the source code. The spot is in characters, so for example the **call** statement in the test procedure is 8 characters from the start of that procedure (or in this case, the start of the statement defined by the **execute** statement.

Error Detail Problems

The **Error Detail** wizard works well in almost all situations, but there are a few advanced programming techniques can trip it up and prevent it from providing accurate information. Panorama was not originally designed to support this wizard, and in some situations we were simply unable to retrofit it to do so. The good news is that it will be immediately obvious when this happens, so you won't waste time tracking down bogus information. However in these cases you'll have to resort to more old-fashioned methods for tracking down the problem, for example inserting **message** statements into your code.

Resource Menu Editor

Resource based custom menus allow you to completely or partially override Panorama's standard menus. They also allow you to create submenus, attach icons, checkmarks, and other graphics to a menu, and to change menus on the fly. To create custom menus you'll need to create menu resources in a resource file. One way to do this is with Panorama's **Resource Menu Editor**, a database that is installed along with Panorama.

		ust	om Menu Editor 📃 📃 🗉	E
File Menu	ı Item			
Reso	urce File		Edit Menu Title	
Team	Resources		Team	
	Menus		Menu Items	
19900 Team	I.		Phone Book	.
19901 Pref	erences	=	Calendar	_
19902 File			To-Do List	
19903 Edit			Correspondence	
19904 Home			Calculator	
19905 AlpH			Expense Report	
19920 Last			Checkbook	
19921 This			Mailing List	
19922 Next			-	
19930 Trai	n		Home	
19931 Car				
19932 Rock				
20000 Winc 20004 File				
20005 Acco 20006 Edit				
20007 File				
20007 File 20008 Edit				
20000 Euro 20009 Sear				
20009 Sear 20010 Sear				Ŧ
20010 Sear 20011 Char				
20012 Sort	-		Edit Menu Item	
20013 File			Phone Book	
20020 File			Shortcut/Cmd Key	-
20021 Arch				
20024 Edit			Icon Number 44	
20025 Sort	:		Style Bold Italic Underline	
20026 Sear	-ch			e
20027 Wind	low	-	Options □ ✓ □ ♦ □ Disabled [4

This wizard is obsolete. To learn more about this wizard see Chapter 24 of the Panorama 5.5 Handbook.

TTY (Virtual Teletype)

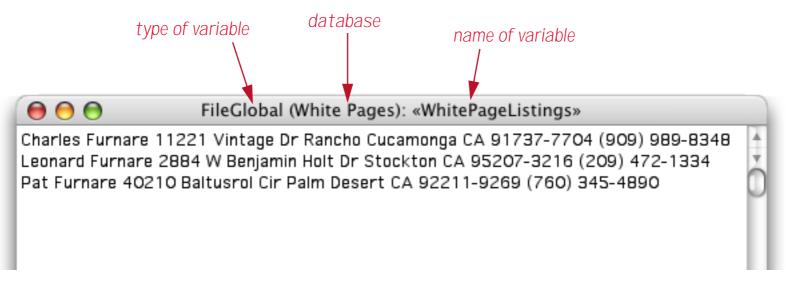
Back in the dark ages of computer history (before 1980) computers generally didn't have fancy debugging systems, and the most common method for finding bugs was inserting "print" statements in the code to type messages on the teletype printer attached to the computer. By looking at the output of the print statements the programmer could monitor the operation of the program in question. Though we now have many other options for debugging, sometimes simply "printing" can still be the most effective way to monitor program operation. Of course most of us no longer have actual teletypes connected to our computers any more, so Panorama now includes a virtual teletype — the **TTY** wizard. (Back in the day *TTY* was frequently used as an abbreviation for *teletype*.)

00	TTY:Display
🕝 🖂 TTY 📄 Growl Modes	

To use this wizard you need to insert one or more tty statements in your code. The tty statement is kind of like the **message** statement, but instead of displaying an alert it sends the message to the TTY wizard. To learn more about this wizard see "<u>Debugging with the TTY (Virtual Teletype) Wizard</u>" on page 330 of *Formulas & Programming* in the Panorama Handbook.

Variables

Global, fileglobal and permanent variables can be displayed and modified with the Variables wizard.



To learn more about this wizard see "Displaying and Changing Variables" on page 253 of Formulas & Programming.

Web Form Converter

Whenever you render a Panorama form to HTML Panorama will automatically open the **Web Form Converter** wizard. This wizard will appear centered at the bottom of the screen.

00	Web For	m Converter		
Database: Ma Form: Sig Action: ~n)) 👩 Obje	ons: 6.67" high by 5.97" acts: 46 tus: Ready	wide
[FORM COMPLETE] 46 ob	bjects converted, 0 objects skip	ped, 0 warnings.		4
				C

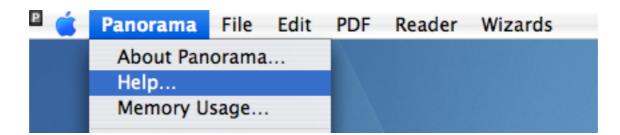
The wizard displays the status of last form that was rendered, including any errors or warnings. You can close this wizard any time you want — it will re-open the next time you render a form to HTML. You can also manually open this wizard using the **Web Form Options...** command in the **Web** submenu of the **Setup** menu (you must be in Graphics Mode in a form). To learn more about this wizard and about converting Panorama forms to HTML see Chapter 6 of the *Panorama Enterprise Handbook*.

Documentation Wizards

The wizards in this submenu provide access to documentation, help and tutorials. (These wizards are normally accessible only from the **Panorama** menu, but is also available in the **Wizard** menu if "built-in" wizards are enabled in General Preferences [see "Include "Built-in" wizards in Wizard menu" on page 9].)

Help & Documentation

This wizard makes it easy to access all of the documentation that comes with Panorama. You can open this from the **Documentation** submenu of the **Wizard** menu or simply by choosing **Help** from the Panorama menu.



The major portion of the wizard is devoted to the Panorama PDF documentation. You'll see a list of available PDF files on the left. If the documentation is already installed on your system clicking on a PDF file will show the cover page of that document on the right.

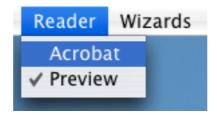
Help & Documentation
GRAMMER'S SCREENCASTS FAQ'S FORMULA OPEN OPEN OPEN OPEN
iew. Panorama Handbook.pdf
Welcome to Panoramat
1914 Table of Documentation Table of Documents Table of Document
E

Page 46

To open a PDF file simply double click on the name on the left or click once on the cover page on the right. The PDF files normally open with Apple's **Preview** program. If you'd like them to open with **Adobe Acrobat Reader** instead simply click on the Acrobat icon above the list. You can switch back and forth between Acrobat and Preview at any time.



You can also choose Acrobat from the Reader menu to change this preference.



If you haven't already installed the documentation the wizard will list the available titles anyway. However the cover previews will not be available.

Help & Documentation
AMMER'S SCREENCASTS FAG'S FORMULA OPEN RENCE (MOVIES) FAG'S FORMULA OPEN WIZARD WIZARD EXAMPLE
n installed. Panorama Handbook.pdf
n l
NO
PREVIEW
AVAILABLE

If you try to open the PDF file (by double clicking on the list or single clicking on the right) a dialog will appear asking if you want to download this PDF file.

Download Panorama Handbook.pdf (28.9 MB)?
e is not on your computer but can be downloaded from b site. Would you like to download it now?

You can choose to simply download the PDF file immediately or to open the PDF Download Manager, which looks like this.

Download Document	ation
Choose PDF files to download.	
🗹 占 Panorama Handbook.pdf	28.9 MB
🗹 🕒 Panorama Tutorial.pdf	7.15 MB
🗹 🕒 Wizards & Demos.pdf	2.75 MB
🗹 占 Release Notes.pdf	2.07 MB
🗹 🕒 Panorama Reference.pdf	3.87 MB
🗹 🕒 Panorama Enterprise.pdf	24.9 MB
Total Download Size ->	69.7 MB
Cancel	Download

This dialog allows you to choose multiple PDF files to download at once. (Files that have already been downloaded will be shown in gray.)



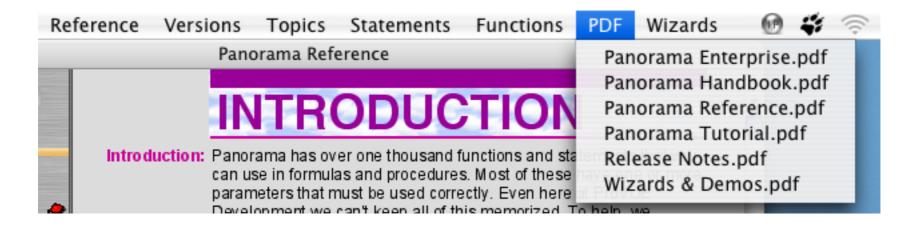
This icon opens the **Programmer's Reference** wizard (see <u>Page 48</u>).



This icon the Frequently Asked Questions page on the ProVUE web site.

This icon the **Screencast** wizard (see also).

Note: You can also open Panorama's PDF documentation directly from the PDF menu in the Programming Reference wizard. Only PDF files that have already been installed can be opened this way.



Programming Reference

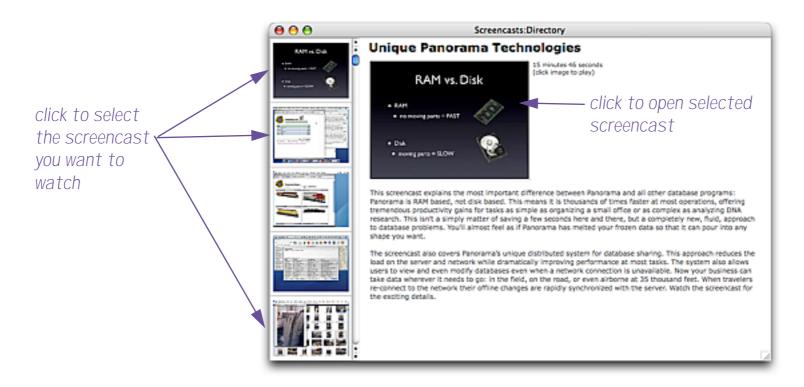
The **Programming Reference** contains detailed reference information for every statement and function available in Panorama, as well as introductory information about related topics. Overall there are over 650 topics and over 900 pages of information. Each topic is cross-linked to other related topics for easy access, and the database is fully searchable.

$\Theta \Theta \Theta$	Panorama Reference
-	FUNCTIONS
Full Text Search	CALENDARDATE()
	Syntax CALENDARDATE(date, boxnumber)
calendardate(date, boxnumber) 1,111 visible/1,111 total BIGMESSAGE BINARY DATA	Description: The calendardate(function is designed to help in creating monthly calendars. A standard monthly calendar has 6 rows and 7 columns (Sunday through Saturday) for a total of 42 boxes. For any given month from 28 to 31 of these boxes will be valid dates. The calendarday(function calculates what date corresponds to one of these 42 boxes.
BINARYVALUE(Parameters: This function has two parameters: date and boxnumber.
BLACK(
	date is any date in the month being displayed.
BRIGHTNESS(BUILDREMINDER BUILDWIZARDMENUS BYTE(BYTEARRAY(C/PASCAL STRUCTURES CALCROSSTAB CALCENCLOSINGRECTANGLE CALENDARDATE(CALENDARDAY(CALL CANCELOK	boxnumber is the box within the monthly calendar being displayed. The boxes are numbered from 1 to 42, starting with the upper left hand corner. The table below shows the position of all 42 monthly calendar boxes. S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42
CARDVALIDATE	Result: This function returns a number corresponding to a date, or zero if the specified calendar box does not contain a day in this month.
CAUTIONALERT CELL CHANGE CHANGEDICTIONARYNAME CHANGEOBJECTS CHANNEL ACTIVEMODULE CHANNELCALL CHANNELGETDICTIONARY CHANNELINFORMATION CHANNELMODULES CHANNELPEN CHANNELPATH CHANNELPROCEDURES	Examples: The output of the calendardate(function is usually fed into a <u>lookupall(, lookupcalendar(, or lookuprtime(</u> function. The last two functions can be used to lookup the events (appointments, to-do's, etc.) that occur on a particular day. You'll probably want to create your monthly calendar with a Matrix SuperObject [™] . The matrix should be 6 rows by 7 columns, with the cells numbered in horizontal order. To display the reminders that should appear in each of the calendar's 42 boxes use the formula below in an auto-wrap text object or a Text Display SuperObject [™] inside the matrix frame. (This example assumes your reminders are stored in a database called Reminders. This database has at least two fields: When which contains the Reminder data type (see

For more information on using the **Programming Reference** see "<u>Programming Reference Wizard</u>" on page 237 of *Formulas & Programming* or simply open the wizard (the first page contains instructions).

Screencasts

If you've installed Panorama from a CD you had the opportunity to install video screencasts when you install Panorama. (You can also watch these screencasts directly from the ProVUE web site.) If you have installed these screencasts you can use the Screencast wizard to view them.



Click on the left to select the screencast you want to watch, then click on the larger version of the screencast to open it.



You can use the chapter list on the right to jump directly to different topics in the movie.

Form Tools Wizards

The wizards in this submenu help with working with forms.

Font Usage

This wizard displays a list of all fonts used in a database's forms. All fonts will be listed except for Geneva, Chicago, New York and Monaco (Macintosh) or Alpine, City, Yankee and Block (Windows).

🔲 📃 FontsPizza 🗌 🗎
Database
Helvetica Comic Sans MS Palatino

See "Font" on page 529 of the Panorama Handbook to learn how to select the fonts used in a form.

Form Explorer

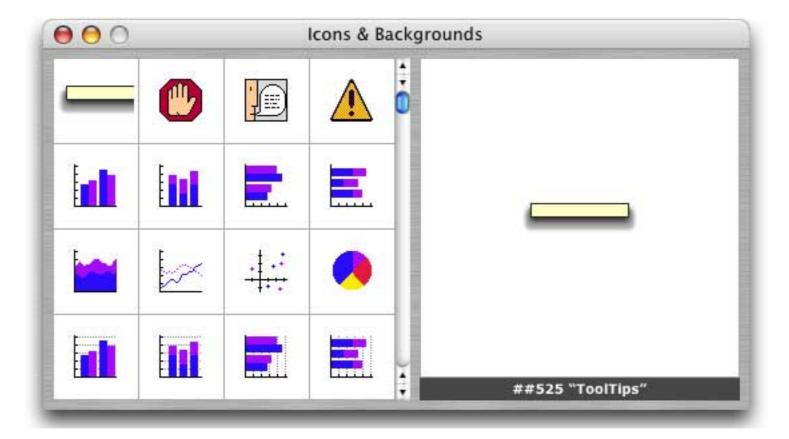
The **Form Explorer** wizard is an alternative tool for examining and (to some extent) modifying forms. The wizard displays a list of objects in a form, and displays the attributes for an object when you click on it. It's a great tool for exploring a form you are not familiar with to find out things like "what procedure is triggered by that button" or "what variable is being edited in that box"?

🗖 📃 Form E	n Explorer (Mini Contacts:Fields) 📃 🛛 🛛	IJE
Form		
001074 :SuperObject :Text Display 001208 :SuperObject :Text Editor 001378 :SuperObject :Text Editor 001550 :SuperObject :Text Editor 001720 :SuperObject :Text Editor 001892 :SuperObject :Text Editor 002070 :SuperObject :Text Editor 002336 :Rectangle 002386 :SuperObject :Text Display 002516 :Rectangle 002704 :Rectangle 002704 :Rectangle 002754 :SuperObject :Text Display 002886 :SuperObject :Text Display 002886 :SuperObject :Text Editor 003060 :Rectangle 003110 :SuperObject :Text Editor 003244 :SuperObject :Text Editor 003418 :Rectangle 003468 :SuperObject :Text Display	 name->"Text Editor" top=94 left=78 height=15 width=179 red=0.00 green=0.00 blue=0.00 alignment=left font=Geneva size=9 style=plain locked=no expandable=no expandshrink=no formula->Country verticalscrollbar=no horizontalscrollbar=no textwrap=yes topborder=no leftborder=no bottomborder=no rightborder=no 3Dborder=no growbox=no padding=no nonwhitebackground=yes dropshadowdepth=0 updatevariableeverykey=no fourspacetab=no startupselection=end autocapitalization=off noneotext=no terminatereturn=no terminatetab=yes terminateUpDown=no procedure={} everykeystroke=no mostkeystrokes=no 	

To learn more about this wizard see "<u>Using the Form Explorer Wizard</u>" on page 583 of the *Panorama Handbook* of the Panorama Handbook.

Icons & Backgrounds

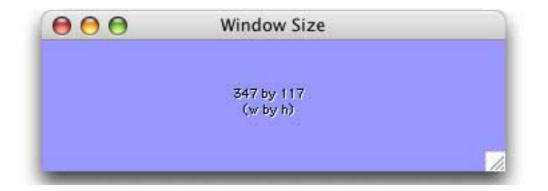
Panorama includes a number of resource based images within the application itself. Most of these are used by Panorama in various windows and dialogs, but they are available for use in your databases also. To see a list of these images open the **Icons & Backgrounds** wizard in the **Form Tools** submenu of the **Wizard** menu.



To learn more about this wizard and using these images see "<u>Displaying Images from Resource Files</u>" on page 802 of the *Panorama Handbook*.

Window Size

The **Window Size** wizard measures the size of the currently open window.



To learn more about measuring window size see "<u>Measuring a Window (Window Size Wizard</u>)" on page 152 of the *Panorama Handbook*.

Window Tweak

Using the **Window Tweak** wizard you can enable and disable the tool palette and scroll bars in a form.



To learn all the details see "<u>Turning Window Components On and Off (Window Tweak Wizard)</u>" on page 150 of the *Panorama Handbook*.

Import-Export Wizards

The wizards in this submenu assist with importing data into existing Panorama databases as well as exporting data from Panorama to other applications.

Excel Wizard

This wizard can import data directly from an Excel worksheet into a Panorama database or export data from a Panorama database into an Excel worksheet. Starting with Panorama 6, however, you can also import or export between spreadsheets (Excel, Numbers) and Panorama simply by dragging the data (Mac) or using the clipboard (PC or Mac). See "Importing a Text File" on page 82 of the *Panorama Handbook* and "Exporting a Text File" on page 105 of the *Panorama Handbook* of the Panorama Handbook. We recommend you use these techniques instead of the Excel wizard.

However, if you do decide to use the Excel wizard it is described here. We'll start with importing. The first step is to open the Excel worksheet and select the data you want to import. (In the example below this data also includes column names.)

		C	•	a second second	CONTRACTOR OF THE OWNER	G	1.0	States in case of		and the second second	
Publickhon	CATEOORY	1ST NAME	LASTNANE	TILE	ADDRESS	CITY	STATE	20	PH	FAX	1
Albuquerque Journal	N	Rane	Kimbalt	EntAtsEd.	Drawer J	Albuquetque	NM	87103-1130	605-823-3939	505-823-3934	
Arizona Republic	N	Wation	Supplee	Entertainment Arts Editor	P.D. Box 1950	Phoenia	AZ	85001-1058	602-444-4823	032-144-8344	
Deriver Post	N	Ed	Smith	Entertainment Editor	1500 Broadway	Deriver	00		303-823-1281	333-825-1679	2-14
Houston Chronicle	N	Pamela	Mitchell	Online Entertainment and		Houdsn	TX		713-223-2700		24-
Houston Chronicle	N	Michael.	Cars	Pop Mues Critic	801 TexasAve	Houdan.	TK.	77002	713-223-2700		
Indian Country News	N		440,800								104
Las Vegas Review-Journal	N	Frank	Fertado	Ent'AtaEd.							
Las Vegas Sun	N	John	Katalometes	Ent/AtaEd.							
Los Angeles Times	N	Decar	Garza	Enterta InmentiArta Editor	202 W 1st Street	LosAngelas	CA	90012-4105	213-237-6590	213-237-4712	2461
Orange County Register	N	Scott	Duncan	Show Editor	625 N. Grand Ave.	Santa Ana	CA	92701	714-790-7791		ne
Rocky Mountain News	N.	Mark	Brown	Music Critic	100 Gene Amole Way	Denver	CD	82234	303-892-2674		1.11
Rocky Mountain News	N	Joe	Resentoes	Entertainment Editor	100 Gene Amole Way	Deriver	00	83234	303-892-6410		
Salt Lake Tribune	N	Melinda	Miller	Enterta nimenti Arta Editor	P.D. Box 857	Salt Late City	UT	84110-0867	801-257-8606	001-257-0525	
San Diego Tribune	N	Michael	Crowell	Entertainment/Arta Editor	P.D. Box (2019)	San Diego	CA	92112-0191	1019-293-1010	619-293-1896	-
San Franciaco Chronicle	N	Dave	Deyton	Dept. ArtsEntertainment I	901 Mission Street	San Francisco	CA	94133	415-777-1919		44
San Francisco Chronicie - LA Bureau	N		Sector 1	Editor	11766 Withine Blvd. Suite 11	LosAngeles	CA	90025	310-478-3566	313-478-7257	
Star Tribune	N	Jon	8 marm	Reporter Music Ontic	425 Portland Ave.	Minneapolis	MN	55488	612-673-1719	612-673-4359	202
Star Tribune	N	Tim	Harlow	Calendar and Diversional	425 Portland Ave.	Minnespolie	MN	55488	612-673-7768	612-673-4353	24
The Star Ledger (Newark)	N	Linda	Fowler	Arts and Enletainment	1 StanLedger Plaza	Newsk	NU	07932-120	973-392-4018		124
Tucson Citizen	N	Cars	Rene	E-EAtsEd.	199851627434777						-
Tucson Daily Star	N	Cathy	Butch	Country Music Reporter							1
UGA Today	N	Dennis	Moore	Weelend Editor	1000 Wilson Blvd.	Arlington	VA.	22223-000	703-276-3795	703-247-3535	d-s
USA Today - LA Bureau	N	Joah	Chelyword	Enlerta mmenij Arta Edillor	10800 Winter Blud, Solte B	LosAngeles	CA	90024-430	310-882-2404	313-882-1931	it he
					and the second se		1.1.1				
ER D Ant	o Relanati	on-Etotas B	etailers News	Dapers		1.1.1		-			

Once the cells are selected open Panorama and then open the Excel wizard. Press the **Preview Excel Selection** button to see a preview of the data to be imported.

00	0					Ex	cel Wia	zard:Im	port		
Excel I	mport Pr	review									
A	в	C	D	E	F	G	Ĥ	1	- 3	ĸ	Preview Excel Selection
PUBLIC	CATEG	1ST	LAST	TITLE	ADDRE	CITY	STATE	ZIP	PH	FAX	
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Arizona	N	Vinton	Supplee	Entertai	P.O.	Phoenix	AZ	85001-	602-44	602-44	
Denver	N	Ed	Smith	Entertai	1560	Denver	CO	80202	303-82	303-82	Import (New Database)
Housto	N	Pamela	Mitchell	Online	801	Housto	TX	77002	713-22		Use first line of Excel data
Housto	N	Michael	Clark	Рор	801	Housto	TX	77002	713-22		for field names.
Indian	N	1	-	-			1				(Freed Database to Freed
Las	N	Frank	Fertado	Ent/							Export Database to Excel
Las	N	John	Katsilo	Ent/			1				
Los	N	Öscar	Garza	Entertai	202 W.	Los	CA	90012-	213-23	213-23	
Orange	N	Scott	Duncan	Show	625 N.	Santa	CA	92701	714-79		
Rocky	N	Mark	Brown	Music	100	Denver	CO	80204	303-89		
Rocky	N	Joe	Rassenf	Entertai	100	Denver	CO	80204	303-89		0
Salt	N	Melinda	Miller	Entertai	P.O.	Salt	UT	84110-	801-25	801-25	

To create a new Panorama database with this data press the **Import (New Database)** button. If the first row of the Excel data has field names (like the data in this example) you will probably want to check the Use first line of Excel data for field names option.

After a delay the new database will appear:

	00					Untitled						
	PUBLICATION	CATEG	1ST NAME	LAST NAME	TITLE	ADDRESS	СПТҮ	STAT	ZIP	PH	FAX	Γ
2	Albuquerque Journal	N	Rene	Kimball	Ent/Arts Ed.	Drawer J	Albuquerque	NM	87103-1136	505-823-3939	505-823-3994	ŧ.
	Ar izona Republic	N	Vinton	Supplee	Entertainment/Arts	P.0. Box 1950	Phoenix:	AZ	85001-1950	602-444-4823	602-444-8044	
8	Denver Post	N	Ed	Smith	Entertainment Editor	1560 Broadway	Denver	CO	80202	303-820-1281	303-820-1679	
	Houston Chronicle	N	Pamela	Mitchell	Online Entertainment	801 Texas Ave.	Houston	TX	77002	713-220-2700		
	Houston Chronicle	N	Pflichael	Clark	Pop Music Critic	801 Texas Ave.	Houston	TX.	77002	713-220-2700		
	Indian Country News	N			USER DATASAGE							
1	Las Vegas Review-Journal	N.	Frank	Fertado	Ent/Arts Ed.							
	Las Vegas Sun	N	John	Katsilometes	Ent/Arts Ed.							
н.	Los Angeles Times	N	Osoar	Garza	Entertainment/Arts	202 V. 1st Street	Los Angeles	CA	90012-4105	213-237-6590	213-237-4712	
	Orange County Register	N	Scott	Duncan	Show Editor	625 N. Grand Ave.	Santa Ana	CA	92701	714-796-7791		
	Rocky Mountain News	N	Mark	Brown	Music Critic	100 Gene Amole Way	Denver	CO	80204	303-892-2674		
	Rocky Mountain News	N	Joe	Rassenfoss	Entertainment Editor	100 Gene Amole Way	Denver	CO	80204	303-892-5410		
	Salt Lake Tribune	N	Melinda.	Miller	Entertainment/Arts	P.O. Box 867	Salt Lake City	UT	84110-0867	801-257-8606	801-257-8525	
	San Diego Tribune	N	Michael	Crowell	Entertainment/Arts	P.0. Box 120191	San Diego	CA	92112-0191	619-293-1018	619-293-1896	
	San Francisco Chronicle	N.	Dave	Dayton	Dept. Arts/Entertain	901 Mission Street	San Francisco	CA	94103	415-777-1111		
	San Francisco Chronicle - LA	N			Editor	11766 Wilshire Blvd. 1	Los Angeles	CA	90025	310-478-3566	310-478-7257	
	Star Tribune	N	Jon	Bream	Reporter / Music Crit	425 Portland Ave.	Minneapolis	MN	55488	612-673-1719	612-673-4359	
	Star Tribune	N	Tim	Harlow	Calendar and Diversi	425 Portland Ave.	Minneapolis	MN	55488	612-673-7768	612-673-4359	
	The Star Ledger (Newark)	N	Linda	Fowler	Arts and Entertainme	1 Star-Ledger Plaza	Newark	NJ	07102-1200	973-392-4018		
	Tucson Citizen	N	Cara	Rene	Ent/Arts Ed.							
8	Tucson Daily Star	N	Cathy	Burch	Country Music Repor							
	USA Today	N	Dennis	Moore	Weekend Editor	1000 Wilson Blvd.	Arlington	¥4	22229-0001	703-276-3795	703-247-3135	
P	USA Today - LA Bureau	N	Josh	Chetywnd	Entertainment/Arts	10866 Withine Blvd. 1	Los Angeles	CA	90024-4300	310-882-2404	310-882-1901	
4		n	0									
	28 visible/28 total										3.41	*

Importing an Excel Worksheet into an Existing Database

To import into an existing database start by selecting the cells in Excel. Since you'll be importing into an existing database you probably won't want to select any column headers.

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Publication	CATEOORY	131 NAVE	LASTNAVE	TILE	ACORE15	CITY .	STATE	ZP PH	FAX
Albuquenque Journal	N	Rene	Kmball	ErtAtsEd.	Crawer J	Albuquetque	NM	87123-1131 605-823-3939	505-823-3934
Arizona Republic	N	Vieton	Supplee	Entertainment Arts Editor	P.O. Box 1950	Phoenia	AZ	85001-105(602-444-4823	032-444-8344
Derwar Post	N	Ed	Smith	Entertainment Editor	1500 Broadway	Denvet	CD.	82222 303-823-1291	333-820-1679 #110
Houston Chronicle	N	Pamela	Mitchell.	Online Entenainment and	801 TesasAve.	Houdan	TX	77332 713-223-2700	94-4
Houston Chronicle	N	Michael	Cars	Pop Mues Critic	801 TexasAve	Houdan	TK.	77002 719-220-2700	
Indian Country News	N.		Market State						1463
Las Vegas Review-Journal	N	Frank	Fertado	EntWatsEd.					1.2
Las Vegas Sun	N	John	Katalometes	ErtAtsEd.					
Los Angeles Times	N	Decar	Garza	Enterta himenti Arta Editor		LosAngeles	CA	90312-410(213-237-6590	213-237-4712 2010
Orange County Register	N	Scott	Duncan	Show Editor	625 N. Grand Ave.	Santa Ana	CA	92701 714-796-7791	E024
Rocky Mountain News	N	Mark	Brown		100 Gene Amole Way	Denver	CD	82234 303-892-2674	1.0
Rocky Mountain News	N	Joe	Reservos	Entertainment Editor	100 Gena Amole Way	Denver	CO	83234 303-892-541D	
Salt Lake Tribune	N	Melinda	Miller	Enterta nment Arta Editor	P.D. Box 867	Salt Late City	UT	84110-0867801-257-8606	835-257-8525
San Diego Tribune	N	Michael	Crowell	EntertainmentiArta Editor	P.D. Box 120191	San Diego	CA	92112-0191019-293-1010	619-293-1896
San Franciaco Chronicia	N	Dave	Dayton	Dept. AtsEntenainment E	901 Mission Street	San Franciaco	CA	94133 415-777-1111	dda
San Francisco Chronicle - LA Bureau	N		Section 1	Editor	11766 Wishire Blvd, Suite 1	Los Angeles	CA	90025 310-478-3566	313-478-7257
Star Ribure	N	Jon	8 marm	ReporterMusc Ontic	425 Portland Ave.	Managola	MN	55488 612-673-1719	012-073-4359 202
Star Pibune	N	Tim	Harlow	Calendar and Diversions L	425 Portland Ave.	Minnespolie	MN	55488 612-673-7768	612-673-4359 ****
The Star Ledger (Newark)	N	Linda	Fowler	Arts and Enletsinment	1 StanLedger Plaza	Newsk	NU	07102-120 973-392-4018	- Contraction of the second
Tucson Citizen	N	Cars	Rene	E-t'AtsEd.	THE REAL PROPERTY OF				17.
Tucson Daily Star	N	Cathy	Buth	Country Music Reporter					(A012) A120/20 (A120)
USA Today	N	Dennis	Moore	Weelend Editor	1000 Wilson Blvd.	Arlington	VA.	22223-000 103-276-3195	703-247-3135 des
USA Today - LA Bureau	N	Joah	Chetyand	Entertainment/ArtaEditor	10800 Winter Blud, Solte B	Los Angeles	CA	99024-430(310-882-2404	313-882-1931 che
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Then switch to Panorama and make sure the database you want to import into is open.

2.	First	Last	Organization	Title	Address	City	Sta	Zip	Birt
2	Barbara	Moldenhar	Memphis Consultants Inc	CIO	155 Elm Ter	Canandaigua	NY	14425	June
4	Beverly	Weish	Hills Newspapers Limited	Safety Administra	17671 Sandhill Dr	Duluth	MN	55801	Aug
	Joseph	Diaz	North Agency Assoc.	Senior Applications	891 South Ravenswood Ci	Palm Coast	R.	32137	Sept
D.	Peter	Guthrie	Future Insurance Co.	Planning Director	22460 Windsor Pkvy	Boston	MA	02130	May
\$	Kenneth	Peck	East Semiconductor Institute	Buidlding Maintenar	932 E Fulton St.	Chicago	L	60641	Nove
-	Francis	Phelps	Northwest Capital Productions	Senior GIS Technic	333 Brookwood Trail	Wilmington	VT	05363	June
+	Denise	Orshak	Middle Information Assoc	Senior GIS Technic	8338 East Marshall Apt	Fargo	ND	58103	Deck
*	Anna	Smythe	Mark Newspapers Foundation	Maintenance Mecha	267 West Vestminster Ci	Orlando	FL.	32817	Aug
20	Helather	Booth	Hamilton Agency Group	Materials Supervis	22477 North Burlington P	Miami	FL.	33178	July
- 1	Marvin	Steele	Family Environmental Group	Department Budget	12519 E Ramon Ave	Wellton	AZ	85356	Mar
	Lois	Kern	Johnson Newspapers Institute	Quality Assurance	579 N.E. Beale Court	Dallas	TX	75240	June
	Paul	Wilson	Davis Planning Institute	Machinist	9692 N.V. Massachusetts	Maryland Hiegh!	110	63043	May
	Marie	Cain	Venture Studio Systems	Asst Finance Direc	42220 E Grange Parkway	Warren	ML	48093	Aug
=	Lorraine	Woodwor	Marin Serv Systems	Maintenance Mecha	236 Primrose Late	Nashville	TN	37232	July
	Henry	Casper	Kenora Construction Group	Maintenance Mecha	20272 E. Belmont Avenue	Lakeville	MA	02347	Ooto
	Rachel	Burger	James Products Corp.	Department Budget	41663 S.W Harper Street	Birmingham	AL	35255	May
	Sally	Schulman	Arkansas Consulting Systems	Budget Analyst	919 N Eagle Ct	Chapel Hill	NC.	27516	Apr
	Jack	John	Michigan Information International	Building Facilities 5	471 W. Phillips Loop	Los Angeles	CA	90017	Jan
	Diane	Park	Hall Laboratories Services	Engineering Superv	38005 S. Amherst Parkw	Ft. Leavenworth	KS.	66027	Jana
	Nancy	Palmer	America Agency Services	Admin Aide	6879 E Hughes Ave.	Minneapolis	MN	55436	July

Next open the Excel Wizard and press the **Preview Excel Selection** button.

Excel In	manut D											
A	B	C	D	E	F	G	н	1	3	ĸ		Preview Excel Selection
Albuqu	N	Rene	Kimball	Ent/	Drawer	Albuqu	NM	87103-	505-82	505-82	•	There is a second secon
Arizona	N	Vinton	Supplee	Entertai	P.O.	Phoenix	AZ	85001-	602-44	602-44	-	Import (My Address Book)
Denver	N	Ed	Smith	Entertai	1560	Denver	CO	80202	303-82	303-82	U	
Housto	N	Pamela	Mitchell	Online	801	Housto	TX	77002	713-22			Import (New Database)
Housto	N	Michael	Clark	Рор	801	Housto	TX	77002	713-22			Use first line of Excel data
Indian	N										1	for field names.
Les	N	Frank	Fertado	Ent/	- 8							Course Database to Dural
Las	N	John	Katsilo	Ent/								Export Database to Excel
Los	N	Oscar	Garza	Entertai	202 W.	Los	CA	90012-	213-23	213-23	1	
Orange	N	Scott	Duncan	Show	625 N.	Santa	CA	92701	714-79			
Rocky	N	Mark	Brown	Music	100	Denver	CO	80204	303-89			
Rocky	N	Joe	Rassenf	Entertai	100	Denver	CO	80204	303-89			
Salt	Ň	Melinda	Miller	Entertai	P.O.	Salt	UT	84110-	801-25	801-25	4	
San	N	Michael	Crowell	Entertai	P.O.	San	CA	92112-	619-29	619-29	17	

The second button from the top should show the name of the database you are going to import into. Press

Page !	55
--------	----

this button to launch the **Text Import** wizard.

Te	ext File		Database File	Options			
ExcelWor	kbookData.t×t	My	My Address Book				
ield 📣	Sample Data	Field	Formula	Sample Data			
«1» Albuquero	jue Journal	First					
«2» N		Last					
«3» Rene		Organization					
«4» Kimball		Title		1			
«5» Ent/Arts	Ed.	Address					
«6» Drawer J		City		1			
«7» Albuquero	lue	State					
«8» NM	1997	Zip					
«9» 87103-113	36	Birthday					
10» 505-823-3	939	Email					
11» 505-823-3	3994	Phone1					
		Phone2					
		Phone3					

The data to be imported appears on the left side of the wizard and the fields of the database being imported to appear on the right. Drag the data from the left onto the fields on the right and choose whether you want to append to or replace the existing data in the target database (for more information on this wizard see "<u>Text</u> <u>Import Wizard</u>" on page 63 of the *Panorama Handbook*).

Text Fi	le		Database File		Options
ExcelWorkbool	«Data.t×t		My Address Book	🗹 Арри	end 🗋 Replac
Field 🛛 🕼 Samp	le Data	Field	Formula	Sample Data	
«1» Albuquerque «	Journal	First	«3»	Rene	-
«2» N		Last	«4»	Kimball	
«3» Rene 🦯		Organization	at so	Albuquerque Jour	nal
«4» Kimball 🥢		Title	«5»	Ent/Arts Ed.	
«5» Ent/Arts Ed.		Address	«б»	Drawer J	
«б» Drawer J —		Ci ty	«7»	Albuquerque	
«7» Albuquerque		State	((8))	NM	
«8» NM ———		Zip	«9»	87103-1136	
«9» 87103-1136		Birthday			
(10» 505-823-3939		Email			
11» 505-823-3994		Phone1	«10»	505-823-3939	
		Phone2	«11»	505-823-3994	
		Phone3			

When everything is set up choose **Import Data** from the **Import** menu. The data will be imported into the database.

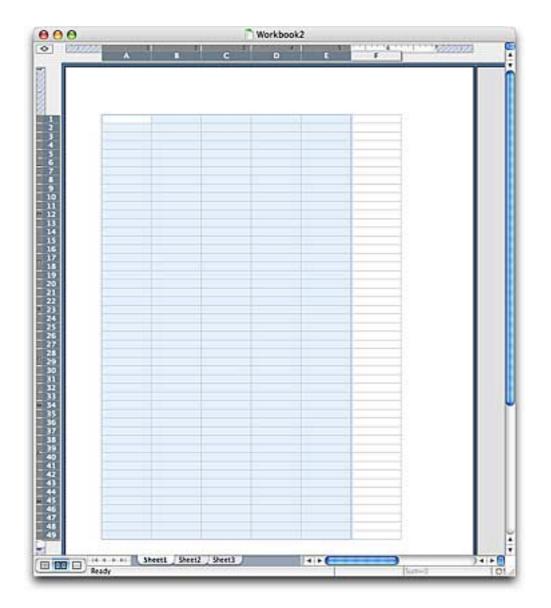
Fir					1	City	Sta	Zip	Birt
Rei Vir Ed Pai	~ Im	ported 23 records from			J	Albuquerque	NM	87103	
VE					1950	Phoenix	AZ	85001	
Ed	Ex Ex	celWorkbookData.txt.			toadway	Denver	CO	80202	
Pa	*				las Ave.	Houston	TX	77002	
Mi					las Ave.	Houston	TX	77002	
Fri Jol Os		And All And A Market and	ОК	_	1st Street	Los Angeles		90012	
Scott	Duncan	Orange County Register	Show Editor	The second second	Grand Ave.	Santa Ana		92701	
Mark	Brown	Rocky Mountain News	Music Critic			Denver		80204	
Joe	Rassenfos		Entertainment Editi			Denver		80204	
Melinda	Miller	Salt Lake Tribune	Entertainment/Art			Salt Lake City		84110	
Michael	Crowell	San Diego Tribune	Entertainment/Art			San Diego		92112	
Dave	Dayton	San Francisco Chronicle	Dept. Arts/Enterta			San Francisco		94103	
		San Francisco Chronicle - LA Bureau				Los Angeles		90025	
Jon	Bream	Star Tribune	Reporter/Music Cr			Minneapolis		55488	
Tim	Harlow	Star Tribune	Calendar and Diver			Minneapolis		55488	
Linda	Fowler	The Star Ledger (Newark)	Arts and Entertain	1 Star-	-Ledger Plaza	Newark	NJ	07102	
Cara	Rene	Tucson Citizen	Ent/Arts Ed.						

Exporting from Panorama into an Excel Worksheet

To export from Panorama to Excel start by opening the database that contains the data you want to export and selecting the data you want to export.

Date	Cheo	PayTo	Category	Memo	Debit	Credit	Balance
01/01/98	100	Sparkletts	Office Supplies		14.20		12,724.80
01/05/98	113	Office Max	Office Supplies		170.47		14,888.60
01/05/98	116	Kinko's	Office Supplies		50.03		12,834.89
01/19/98	131	Staples	Office Supplies		126.83		11,121.59
01/19/98	133	Costco	Office Supplies		207.23		10,742.57
01/26/98	135	Kinko's	Office Supplies		245.24		15,152.13
02/02/98	150	Sparkletts	Office Supplies		13.98		15,438.93
02/09/98	153	Fry's Electronics	Office Supplies		192.48		15,619.94
02/09/98	156	Office Max	Office Supplies		129.61		14,250.00
02/09/98	160	Costco	Office Supplies		208.60		11,314.53
02/16/98	161	Fry's Electronics	Office Supplies		166.74		16,391.85
02/16/98	169	Kinko's	Office Supplies		52.23		9,753.31
02/23/98	172	Kinko's	Office Supplies		133.51		12,664.94
02/23/98	175	Staples	Office Supplies		41.30		12,533.01
03/02/98	179	Staples	Office Supplies		182.76		17,022.82
03/02/98	186	Kinko's	Office Supplies		355.58		13,560.58
03/02/98		Sparkletts	Office Supplies		12.82		11,627.72
03/09/98	201	Fry's Electronics	Office Supplies		580.67		12,776.37
03/16/98	204	Fry's Electronics	Office Supplies		130.75		14,842.64

Next go to Excel and open (or create) the worksheet you want to export to. Select the area within the worksheet where you want to put the exported data. This area must be large enough for all of the data you want to export (if it is not large enough the data will be cut off).



Now go back to Panorama and open the Excel Wizard.

000	Excel Wizard:Import	
Excel Import Preview		
	Preview Excel Selection	1
	Import (Corporaeckboo	ok)
	Import (New Database)
	Use first line of Excel data for field names.	
	Export Database to Exc	el
		1
-	, t	

Press the **Export Database to Excel** button.

The wizard will then ask you what columns to export. Check the fields you want to include. The wizard has automatically checked all the fields that contain data in the current selection.

	Select fields to expo	ort from Corporate Ch	eckbook
1. 🗹 Date	2. 🗹 Check	3. 🗹 Рауто	4. 🗹 Category
5. 🖂 Memo	6. 🗹 Debit	7. 🖂 Credit	8. 📃 Balance
			*
All	None	6	Cancel Export

When the fields are specified press the **Export** button. If the selection you made in Excel is not large enough to hold the exported data a warning alert appears:

	Export to Excel
	The exported data (5 columns by 73 rows) is too large to fit in the currently selected cells in the Excel Worksheet (5 columns by 49 rows). If you choose to export anyway the extra cells will be cut off (not exported).
_	Export Cancel

If you want to go ahead anyway press the **Export** button. Now the data will be transferred to Excel.

A 1	THE OWNER OF			COLUMN 2 IS NOT	A 110	1.1.1.1.1.1.1.1.1	1111 (NO.665)
	and the second s	c	D		L	F]
1/1/98	100.5	sparkletts	Office 5	-	14.2		
1/5/98		Contraction of the Internal Co	Office S	and the second second	170.47		
1/5/98	0.0.0.1	linko's	Office S	Contraction of the second second	50.03		
1/19/98			Office 5		126.83		
1/19/98			Office 5		207.23		
1/26/98			Office 5		245.24		
2/2/98	150 5		Office 5		13.98		
2/9/98	153 F	ry's Electron	Office S	Supplie	192.48		
2/9/98	156 0	Office Max	Office S	Supplie	129.61		
2/9/98		Costco	Office 5		208.6		
2/16/98		'ry's Electron			166.74		
2/16/98			Office S		52.23		
2/23/98			Office S		133.51		
2/23/98	-0.015.10		Office 5		41.3		
3/2/98			Office 5		182.76		
3/2/98		(inko's	Office 5		355.58		
3/2/98		and the set had been been to be set as a set of the	Office 5	and the second second	12.82		
3/9/98		ry's Electron			580.67		-
3/16/98		ry's Electron			130.75		-
3/16/98			Office S		192.63		
3/30/98			Office S		134.97		-
3/30/98			Office 5		153.16		
4/1/98 4/6/98			Office S		13.81 122.2		-
4/6/98			Office S		87.68		
4/13/98		cinko's	Office 5	COLUMN STREET	189.49		
4/20/98		ry's Electron			98.8		
4/20/98			Office 5		70.34		
4/27/98		OSTCO	Office 5	and a first state of the second	170.5		
5/1/98			Office 5	and the second sec	14.5		
5/4/98		the second se	Office S	and the Property lines	107.44		
5/11/98			Office S		97.69		
5/18/98			Office S		101.91		
6/1/98		sparkletts	Office 5	Supplie	14.95		
6/8/98			Office S		247.4		
6/8/98			Office 5		120.9		
6/22/98		(inko's	Office S		124.24		
6/29/98	334 K	(inko's	Office S	Supplie	73.98		
7/1/98	342 5	sparkletts	Office 5	Supplie	14.61		
7/6/98	354 F	ry's Electron			50.51		
7/20/98	360 H	(inko's	Office 5		176.83		
7/20/98			Office 5	printing of the second second second	165.09		1
7/27/98		Staples	Office 5		177.8		1
7/27/98			Office 5		105.2		-
8/3/98		Office Depot			77.23		-
8/3/98			Office 5	and the second se	13.3		-
8/3/98		(inko's	Office S	and the second second	47.04		-
8/10/98		Office Depot		5 C 40 40 00 1 4	94.35		-
8/10/98	392 5	staples	Office S	Supplie	55.75		
in a second second	11 10-112	Cheer?				_	_
Ready She	et1 Sheet2	Sheet3		1	Page 1/		Sum=7/20/74

Financial Data Wizard

This wizard allows you to import data from QIF, OFX and QFX file formats. These file formats are used for financial data and can be generated by exporting from programs like Intuit Quicken and by downloading from the web sites from many financial institutions.

Before you import financial data you'll need to prepare a database to receive the data. An easy way to do this is to create a checkbook with the **New Database Wizard**.

0	0			Untitled				
	Num	Date	Рау То	Memo	Debit	Credit	Balance	
~	1	03/23/07						1
1								1

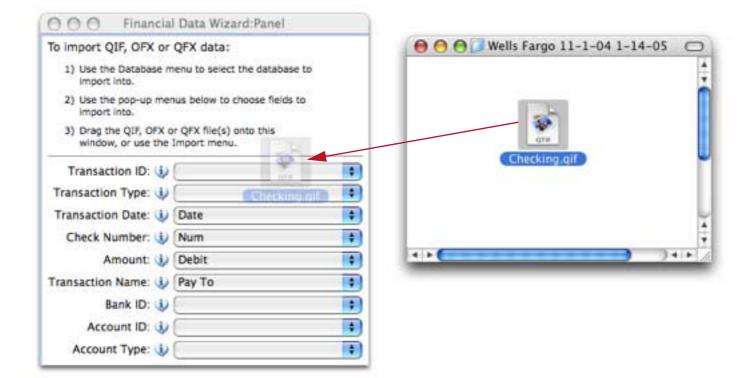
Next open the Financial Data Wizard.

😝 😁 🕞 Financial Data Wizard:Panel
To import QIF, OFX or QFX data:
 Use the Database menu to select the database to import into.
 Use the pop-up menus below to choose fields to import into.
 Drag the QIF, OFX or QFX file(s) onto this window, or use the Import menu.
Transaction ID: 🅠 💽
Transaction Type: 🥠 💽 😜
Transaction Date: 🥠 😝
Check Number: 🅠 📑
Amount: 🕸 💽 😜
Transaction Name: 🚸 💽 😜
Bank ID: 🅠 🛑
Account ID: 🅠 💽
Account Type: 🅠 💽

Using the pop-up menus, select which fields in the database will receive different types of financial data. In this case there are four fields in the target database that will receive financial data.

Transaction ID: 🅠	•
Transaction Type: 🍑	•
Transaction Date: 🔱	Date
Check Number: 🕠	Num
Amount: 🍑	Debit 主
Transaction Name: 🔱	Pay To 🛟
Bank ID: 🅠	•
Account ID: 🍑	•
Account Type: 🅠	•

Once the fields are set up you can import the data. The simplest method is simply to drag the file containing the financial data onto the wizard.



The wizard will ask you to confirm that you want to append this new data to the database.



Press Yes to bring in the data.

¢.	Num	Date	Pay To	Memo	Debit	Credit	Balance	4
		11/00/04			10.10			4
			CPS MERCH SVCS CR CD FEES 041029		-49.69			11
~		11/02/04	CHECK		-82.90			
п.		11/02/04	CHECK		-158.46			
20			CHECK		-184.69			
5		11/02/04	CHECK		-200.00			
÷.	23102	11/02/04	CHECK		-1,000.0			
_			DISCOVER NETWORK SETTLEMENT 0411		-3.73			1
2			DISCOVER NETWORK SETTLEMENT 0410		69.95			1
-			AMERICAN EXPRESS SETTLEMENT 0411		86.98			1
		a second and an end of the second and a second s	CPS MERCH SVCS CR CD DEP 041101		353.43			
		11/01/04	CHECK		-31.31			
		11/01/04	CHECK		-37.22			1
	23107	11/01/04	CHECK		-46.28			1
	23097	11/01/04	CHECK		-96.67			1
	23092	11/01/04	CHECK		-184.32			1
	23108	11/01/04	CHECK		-280.32			
		11/01/04	AMERICAN EXPRESS SETTLEMENT 0410		604.69			
		11/01/04	AMERICAN EXPRESS SETTLEMENT 0411		48.33			1
_		11/01/04	CPS MERCH SVCS CR CD DEP 041029		343.79			

Instead of dragging the file onto the wizard you can also import the data by choosing the **Import OFX/QFX**/**QIF** command from the **Import** menu.

Text Export Wizard

The **Text Export Wizard** allows you to export any database as a text file. Usually you'll do this when you want to transfer information to another application. The wizard allows you to specify the order of the fields being exported, and to manipulate the data as it is being exported (converting it to upper case, for example, or combining several database fields into one export field). The wizard can even be used to convert the database into an HTML table so that it can be published on the web (see "Exporting HTML Tables" on page 118 of the *Panorama Handbook*). (This wizard is normally accessible only from the **File** menu, but is also available in the **Wizard** menu if "built-in" wizards are enabled in General Preferences [see "Include "Built-in" wizards in Wizard menu" on page 9].)

EXPORT DATABASE	National Parks	i cat b	kport Wizard					
Park		Address	City	Sta	Zip	Phone Number	Eas	URL
Assateague island Natio	1.	7206 National Seashore	Berlin		21811	(410) 641-1441		http://www
Bryce Canyon National		206 National Seashore			84717			http://www
Cape Hatteras National		Route 1: Box 675	Bryce Canyon Manteo	UT NC	27954	(435) 834-5322 (252) 473-2111		http://www
Cumberland Island Natio		2.0. Box 806			31558			
and the second se			St. Marys	GA		(912) 882-4336		http://www
Death Valley National P		2.0. Box 579	Death Valley	CA	92328	(760) 786-2331		http://www
Denali National Park	42 (S	P.O. Box 9	Denali Park	AK	99755	(907) 683-2294	1000	http://www
Everglades National Par	for the second	40001 State Road 9336	Homestead	FL	33034	(305) 242-7700		http://www
Fire Island National Sea		120 Laurel Street	Patchogue	NY	11772	(631) 289-4810	1.96	http://www
Gettysburg National Mil	Land Cold Control 1	97 Taneytown Road	Gettysburg	PA	17325	(717) 334-1123	-	http://www
Glacier National Park		P.O. Box 128	West Glacier	MT	59936	(406) 888-7800	5.00	http://www
Preview Tab Width Templ	lates Clear						Preview	Export Text
Tab Width Temp	lates Clear		F	ormat:	Tab Se	parated (TSV)		Text
10/010	ates Clear	«City»	F «State»	ormat:		parated (TSV)	¢) ⊈inc	Text
Tab Width Templ		«City» City		ormat:		ip»	¢) ⊈inc «Phon	Text lude Title Line
Tab Width Templ EXPORTED TEXT Parks	«Address»		«State»	ormat:	•2 Zij	ip»	¢) ⊈inc «Phon	Text Iude Title Line e Number»
Tab Width Templ EXPORTED TEXT «Park» Park	«Address» Address	City «3»	«State» State	ormat:	•2 Zij	ip»	♦ ⊈inc «Phon Phone «6»	Text lude Title Line e Number» Number
Tab Width Templ EXPORTED TEXT «Park» Park «1»	«Address» Address «2»	City «3»	≪State≫ State ≪4≫	ormat:	ء= 2 21 21	īρ» p 5»	 ♥ inc Phone Phone e6> (410) 	Text Iude Title Line e Number» Number
Tab Width Templ EXPORTED TEXT «Park» Park «1» Assateague Island	«Address» Address «Z» 7206 National Seas P.O. Box 170001	City «3» shore Berlin	«State» State «4» MD	ormat:	<2 21 21 84	5p* 5 5 1811	 ♥ Inc Phone <6> (410) (435) 	Text lude Title Line e Number Number 641-1441
Tab Width Templ EXPORTED TEXT «Park» Park «1» Assateague Island Bryce Canyon National	«Address» Address «Z» 7206 National Seas P.O. Box 170001	City «3» shore Berlin Bryce Canyon	State> State ≪4> MD UT	ormat:	42 Zi 4 21 84 21	5p* 5* 1811 1717	 ♥ Inc Phone Phone 6> (410) (435) (252) 	Text lude Title Line e Number Number 641-1441 834-5322
Tab Width Templ EXPORTED TEXT Parks Parks *1 » Assateague Island Bryce Canyon National Cape Hatteras National	«Address» Address «2» 7206 National Seas P.O. Box 170001 Route 1; Box 675	City «3» shore Berlin Bryce Canyon Manteo	State⇒ State ≪4> MD UT NC	ormat:	42 Zi 21 84 23 31	5p+ 5 1811 1717 7954	 ♥ Inc Phone e6a (410) (435) (252) (912) 	Text lude Title Line e Number Number 641-1441 834-5322 473-2111
Tab Width Templ EXPORTED TEXT «Park» Park «1» Assateague Island Bryce Canyon National Cape Hatteras National Cumberland Island	«Address» Address «Z» 7206 National Seas P.O. Box 170001 Route 1; Box 675 P.O. Box 806	City «3» shore Berlin Bryce Canyon Manteo St. Marys	*State> State «4» MD UT UT NC GA	ormat:	42 21 84 21 84 21 84 21 31 92	50* 5* 1811 717 7954 1558	 ♥ Inc Phone 45> (410) (435) (252) (912) (760) 	Text lude Title Line e Number Number 641-1441 834-5322 473-2111 882-4336
Tab Width Templ EXPORTED TEXT Park Park «1» Assateague Island Bryce Canyon National Cape Hatteras National Cumberland Island Death Valley National Denali National Park	 Address Address 2> 7206 National Seas P.O. Box 170001 Route 1; Box 675 P.O. Box 806 P.O. Box 579 P.O. Box 9 	City «3» shore Berlin Bryce Canyon Manteo St. Marys Death Valley Denali Park	State⇒ State «4» MD UT UT NC GA CA	ormat:	42 21 21 84 23 31 92 95	50* 5* 1811 1717 7954 1558 2328	 ♥ Inc Phone (410) (435) (252) (912) (760) (907) 	Text lude Title Line e Number Number 641-1441 834-5322 473-2111 882-4336 786-2331
Tab Width Templ EXPORTED TEXT Parks Parks Parks *1 » Assateague Island Bryce Canyon National Cape Hatteras National Cumberland Island Death Valley National Denali National Park Everglades National Par	 Address Address 2> 7206 National Seas P.O. Box 170001 Route 1; Box 675 P.O. Box 806 P.O. Box 579 P.O. Box 9 	City «3» shore Berlin Bryce Canyon Manteo St. Marys Death Valley Denali Park	State> State «4» MD UT NC GA CA AK	ormat:	42 21 84 23 31 92 93 33	50* 5* 8811 717 7954 558 2328 9755	 ♥ Inc. Phone <6> (410) (435) (252) (912) (760) (907) (305) 	Text lude Title Line e Number Number 641-1441 834-5322 473-2111 882-4336 786-2331 683-2294
Tab Width Templ EXPORTED TEXT Parks Parks *Parks *Parks *Parks Parks *P	«Address» Address «2» 7206 National Seas P.O. Box 170001 Route 1; Box 675 P.O. Box 806 P.O. Box 579 P.O. Box 9 k 40001 State Road	City «3» shore Berlin Bryce Canyon Manteo St. Marys Death Valley Denali Park 9336Homestead Patchogue	State⇒ State «4» MD UT NC GA GA CA AK FL	ormat:	42 21 84 23 31 92 93 33 11	50* 5* 1811 1717 7954 1558 2328 2755 3034	 ♥ Inc Phone Phone (410) (435) (252) (912) (760) (907) (305) (631) 	Text lude Title Line e Number Number 641-1441 834-5322 473-2111 882-4336 786-2331 683-2294 242-7700
Tab Width Templ EXPORTED TEXT Parks Parks Parks *1 » Assateague Island Bryce Canyon National Cape Hatteras National Cape Hatteras National Cumberland Island Death Valley National Denali National Park Everglades National Par Fire Island National Gettysburg National	 Address Address 2» 7206 National Seas P.O. Box 170001 Route 1; Box 675 P.O. Box 806 P.O. Box 579 P.O. Box 9 k40001 State Road 120 Laurel Street 	City «3» shore Berlin Bryce Canyon Manteo St. Marys Death Valley Denali Park 9336Homestead Patchogue	State> State «4» MD UT NC GA CA AK FL NY	ormat:	42 21 84 25 31 92 93 33 11 17	50* 5* 8811 7717 7954 558 2328 9755 8034 772	 ♥ Inc Phone Phone (410) (435) (252) (912) (760) (907) (305) (631) (717) 	Text lude Title Line e Number> 641-1441 634-5322 473-2111 882-4336 786-2331 683-2294 242-7700 289-4810
Tab Width Templ EXPORTED TEXT Park Park *1 * Assateague Island Bryce Canyon National Cape Hatteras National Cape Hatteras National Cumberland Island Death Valley National Denali National Park Everglades National Par Fire Island National Gettysburg National Glacier National Park	«Address» Address «2» 7206 National Seas P.O. Box 170001 Route 1; Box 675 P.O. Box 806 P.O. Box 806 P.O. Box 579 P.O. Box 9 k 40001 State Road 120 Laurel Street 97 Taneytown Road	City «3» shore Berlin Bryce Canyon Manteo St. Marys Death Valley Denali Park 9336Homestead Patchogue d Gettysburg	State⇒ State «4» MD UT NC GA GA CA CA AK FL NY PA	ormat:	42 21 84 23 31 93 93 33 11 17 55	50* 5* 1811 1717 7954 1558 2328 2755 2034 772 7325	 ♥ Inc Phon Phone (410) (435) (252) (912) (760) (907) (305) (631) (717) (406) 	Text lude Title Line e Number Number 641-1441 834-5322 473-2111 882-4336 786-2331 683-2294 242-7700 289-4810 334-1123
Tab Width Templ EXPORTED TEXT Park Park *Park *I * Assateague Island Bryce Canyon National Bryce Canyon National Cape Hatteras National Cumberland Island Denali National Park Everglades National Par Fire Island National	 Addresse Addresse Addresse 42e 7206 National Sease P.O. Box 170001 Route 1; Box 675 P.O. Box 806 P.O. Box 579 P.O. Box 579 P.O. Box 579 P.O. Box 9 k 40001 State Road 120 Laurel Street 97 Taneytown Road P.O. Box 128 	City «3» shore Berlin Bryce Canyon Manteo St. Marys Death Valley Denali Park 9336Homestead Patchogue d Gettysburg West Glacier	State> State «4» MD UT NC GA CA AK FL NY PA MT	ormat:	42 21 84 22 31 93 93 93 93 93 93 93 93 93 93 93 93 93	50* 5* 8811 717 7954 558 2328 9755 8034 772 7325 9936	 ♥ Inc Phone ePhone e6a (410) (435) (252) (912) (760) (907) (305) (631) (717) (406) (520) 	Text lude Title Line e Number Number 641-1441 834-5322 473-2111 882-4336 786-2331 683-2294 242-7700 289-4810 334-1123 888-7800

To learn more about this wizard see "<u>Exporting with the Text Export Wizard</u>" on page 109 of the *Panorama Handbook*.

Text Import Wizard

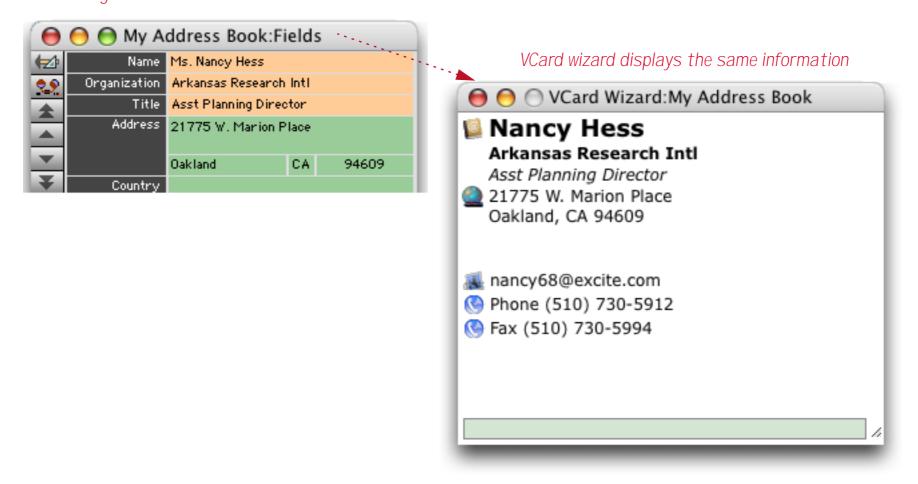
The **Text Import Wizard** allows you to import almost any text file into a database. You'll use this wizard to help transfer data from other applications (Access, FileMaker, etc.) into Panorama. The data can be imported even if the arrangement of fields in the text file is completely different than the arrangement of fields in the database itself. (This wizard is normally accessible only from the **File** menu, but is also available in the **Wizard** menu if "built-in" wizards are enabled in General Preferences [see "Include "Built-in" wizards in Wizard menu" on page 9].)

Import from Clipboard Tab Width Favorites Clear TEXT FILE: *2* *1* *2* Import from Clipboard Import from Clipboard TEXT FILE: *1* *1* *2* Import from Clipboard Import from Clipboard *2* Import from Clipboard *2* Import from Clipboard Import from Clipboard *2* Import from Clipboard Import from Clipboard *2* Import from Clipboard Import from Clipboard *2* Import from Clipboard Import from Clipboard Import from Clipboard Import from Clipboard <th></th>	
1 *2* IMPORT DATABASE: Mailing List	
Drag text file here	
	14
	4
	0
IMPORT DATABASE: Mailing List	Ă
) 4 > Import
	Å
	č
	4

To learn more about importing data with this wizard see "<u>Using the Text Import Wizard</u>" on page 94 of the *Panorama Handbook*.

VCard Wizard

Generic fields allow you to transfer data between the database and other databases that also have generic fields, or between the database and applications that support vCards. For example an address could be copied to Apple's address book, or used to display a map. A phone number can be used to actually dial the phone, or an e-mail address to send an e-mail. The slickest way to use generic fields is to program them into your database itself (see "VCard Drag and Drop" on page 656 of *Formulas & Programming*). However, it's not necessary to do any programming to use generic fields. The VCard Wizard allows you to use generic fields without any programming at all. When you first open this wizard it will display the generic data from the current database, as shown below. (If the current database doesn't have any generic fields, it will display an error message.)



With the VCard Wizard you can:

- Drag contact information back and forth between this database and other databases or applications.
- Import or export groups of VCards.
- Display a map of the currently displayed address
- Send an e-mail to the currently displayed contact
- Automatically dial the phone

To learn more about this wizard see "<u>Using Generic Fields with the VCard Wizard</u>" on page 237 of the *Panorama Handbook*.

original database

Page 65

Internet Wizards

The wizards in this submenu bridge between Panorama and content on the Internet. Your computer must be connected to the Internet to use these wizards.

Address Info

This wizard gets information about US addresses and zip codes. If you enter a zip code it will display information about that zip code, including the city, state, county, area code, time zone, latitude and longitude, and the FIPS and MSA code. If you enter a full address it will display the zip+4 code and carrier route, and will check to make sure that this is a valid address according to the US Post Office.

To display information about a zip code, type in the zip code and press the **Get Address Info** checkbox.

🖲 🖯 Address Info:Worksheet	
😢 Clear 🔍 Get Address Info 🔫	click to display zip code information
Address	
Use USPS Corrected Address?	
City	
State Zip Code 91206	

The wizard will check on the Internet and display the information about this zip code.

0 0	Address Info:Worksheet					
🔞 Clear	Q Get Address Info					
Address	[`]					
	Use USPS Corrected Address?					
City	GLENDALE					
State	CA Zip Code 91206					
Additional Ad	ddress Information					
County	LOS ANGELES					
Area Code	818 Carrier Route					
Time Zone	PST Daylight Savings?					
Latitude	34.1614 (North)					
Longitude	118.2138 (West)					
FIPS	06037 MSA 4480					
Look up additio	Look up additional zip code and address information					

To check and display information about an address, enter the address and press the Get Address Info button.

🖲 😑 🔿 Address Info:Worksheet							
😢 Clear	😢 Clear 🝳 Get Address Info						
Address	Address 1807 Abbott Street						
	✓ Use USPS Corrected Address?						
	City san luis obispo						
State	CA Zip Code						

The wizard checks the Internet and displays the information (including looking up the nine digit zip code, since no zip code was supplied). Since the Use USPS Corrected Address option is checked, the wizard rewrites the address itself to conform to US Post Office standards (for example 1807 Abbott Street is rewritten as 1807 ABBOT ST).

🖲 😑 🔿 Address Info:Worksheet						
😢 Clear	Set Address Info					
Address	1807 ABBOTT ST					
	Use USPS Corrected Address?					
City	SAN LUIS OBISPO					
State	CA Zip Code 93401-2660					
Additional Ad	dress Information					
County	SAN LUIS OBISPO					
Area Code	805 Carrier Route C033					
Time Zone	PST 🗹 Daylight Savings?					
Latitude	35.2383 (North)					
Longitude	120.6214 (West)					
FIPS	06079 MSA 7460					

If the address is not valid it will turn red when you press the **Get Address Info** button. In this case there is no such address as 18070 Abbot Street.

🖲 🕘 Address Info:Worksheet							
😢 Clear	Q Get Address Info						
Address	18070 ABBOTT ST						
	Use USPS Corrected Address?						
City	ty SAN LUIS OBISPO						
State	CA Zip Code 93401-2660						

The **Address Info** wizard also understands VCards, so you can drag from any database or application that supports VCards. For example, you can drag from Apple's **Address Book** application, as shown here.

			\varTheta 🔿 🔿 Ada	dress Info:Worksheet
			🙆 Clear 🍳	Get Address Info
		Address Book	Address U: City	se USPS Corrected Address?
Group All Directories Cast Import	Name Apple Computer Inc. Eric Bolden Beverly Bright Ron Furnare Anthony Goldman Nancy Hess John Kuttel Mr. Francis Phelps Jim Rea Jim Rea Jeff Sessions	home (714) work 433 W Fullert Note: Steve	FIPS	Zip Code

When the address is dropped on the wizard it will display the additional address information.

Clear	Get Address Info	
Address	433 W BASTANCHURY	RD
	✓ Use USPS Corrected Ad	dress?
City	FULLERTON	
State	CA Zip Code 92835	5-3404
	Idress Information	
dditional Ad	Idress Information	
lditional Ad County	Idress Information	
dditional Ad County	Idress Information	C001
dditional Ad	Idress Information	200002AV
dditional Ad County Area Code	ORANGE	200002AV
dditional Ad County Area Code Time Zone	ORANGE	200002AV

You can build the address checking functionality of this wizard directly into your own databases. See "<u>General Zip Code Information</u>" on page 622 and "<u>Street Address Information</u>" on page 623 of *Formulas & Programming* to learn the details.

Bulk Email

The **Bulk Email** wizard makes it easy to send and keep track of bulk emails. It keeps all of the previous emails you've sent organized, and can automatically extract e-mail addresses from one or more other databases. The wizard has two primary windows. The Bulk Email window displays a single e-mail message, and allows you to configure and modify that message. The History window displays a list of the previous e-mails.

00		Bulk Email				
Date	Subject		Database/Field	(8 recipients)	From	
10/09/01	ProVUE Releases Enhanced	Version of Panarama RAM based database for PC	Media Contacts	/etto i L	ne@nyisp.com	u
Body			Notes			
	E Releases Enhanced Versio ased database for PC and M		p			0
Presid E-mail http:/	CT: James Rea 1-800-966-78 dent, ProVUE Development C 1; pr@provue.com //www.provue.com	iorporation	Log) 4 : Y
FOR IN	MEDIATE RELEASE			0/10/01 at 1:06 PH ((60 recipients)	b
annour Panora severa improv use Li mainte "Even Panora some h + AUTO	nces the release of Panora and 4.0.1 is a maintenance al significant new feature wed image support, several icense. "Usually an X.0.1 enance" sags James Rea, pr though it has only been t and 4.0 release, we decide hot new goodies along with OMATIC GUIDES	esident of ProVUE Development. hree months since our major d to give our loyal customers the usual bug fixes."				
4.0.1 nore o featur	automatically displays al objects are aligned. Beta	i with the arrow keys Panorama ignment guides whenever two or tester Peter Querrini says "This rs in setting up perfectly				
* IMPF	ROVED IMAGE SUPPORT					
	ama's opt \varTheta 🖯 🖯	Bulk I	mail:History			
odditi	ion, Panor (2) Date	Subject	Hessage			
thumbr	nails) on 🔣	ProVUE Releases New Version of Panorama RAM		Releases Major New 1		
inoge	catalog oct 9, 2001 and inog and Jan 4, 2002	ProVUE Releases Enhanced Version of Panorama ProVUE Announces Panorama iPod Organizer Ph		Releases Enhanced \ Announces Panoram		
	which is had the	Free MWSF Exhibitor List for iPod		Announces Panoram		
* NEU		ProVUE Announces Panorama iPod Organizer Da		Ships Panorama iPor		
	1 Jap 3, 2004	Attention Kmart Shoppers		test of the emerger	-	
	040 4.R.1					
6 vis	ible/6 total					

To create a new e-mail message use the **New Record** tool. Use the keyboard to fill in the date (defaults to today's date), subject, body of the message and any notes. You may also want to fill in the From e-mail address if it has changed.

The **Database** menu displays a list of all the other open databases. Select the database that contains the e-mail addresses you want to send to.

Database
Sales
Catalog
✓ My Address Book
Email_Mailburst 🔌

The **Fields** menu displays a list of the fields in the selected database. Select the field that contains the e-mail addresses you want to send to. (Note: If you have already used the *Generic Fields* wizard to define an e-mail field the wizard will select this field automatically. You can, however, choose a different field if you wish.)



Note: If you are working with a database that has its generic fields set up (see "<u>Generic</u>" Fields" on page 230 of the *Panorama Handbook*) Panorama will automatically ask if you want to create a new e-mail message when you open the **Bulk Email** wizard. If you click **Yes** the wizard will automatically add a new record and set up the Date, Database and Fields options for you.

Make sure that the correct data is selected in the database that contains the e-mail addresses. For example, if you only want to send e-mails to recipients in New Jersey with blue eyes, make sure that only those records are currently selected.

Before you actually send the e-mail you may want to open the **Channels Wizard** to double check to that the correct e-mail module is selected and configured (see "<u>Channels</u>" on page 93).

0 0		Channels		
Channels (Active Module) Dial (Acme Dialer) Email (24 Email OSAX)	Modules 24 Email OSAX Mailburst Nisus	Settings Server=mail.myisp.com From=jsmith@myisp.com SendersName=John Smith		

To actually send the bulk e-mail choose **Send Bulk Email** from the Mail menu. After the e-mail has been transmitted the wizard will update the log for this e-mail.



The first line of the log entry records the date, number of recipients, database, and field used for this mailing. The subsequent lines contain each e-mail address that received the mailing, so you have a permanent record (of course you can delete this information if you want to).

If you later decide to send this message to additional e-mail addresses (perhaps from a different selection or a different database) the wizard will check the log before sending the e-mails. Any e-mail addresses that have already received the mailing will not be sent a duplicate copy. This makes it easy to send a large mailing based on several lists.

You can build the e-mail sending functionality of this wizard directly into your own databases. See "<u>Sending</u> <u>E-Mail</u>" on page 629 of *Formulas & Programming* to learn the details.

Fedex Tracking

This wizard helps you track the progress of FedEx shipments. To use this wizard just enter the tracking number.

enter tracking numbe	9r	/	check FedEx for updated status
	FedEx Trac	king:Shipment Info	
Enter Tracking Number:	Q 829177393136	8 5	Content provided by FeeEx.

The wizard will display the status of this package. In this case the package has been delivered to the recipient.

0	FedEx Tracking:Shipment Info							
	Enter Tracking Number: Q			Content provided by Fee				
*	Tracking Number	Status		Ship Date	Service Ty	/pe		
	829177393136	Delivery	Complete	May 26, 2004	Priority (Overnight		
*	Delivery Date		Location	1	Delivere	d To	Signed For By	
¥	May 27, 2004	9:33 am		TOMBALL TX		Recipient	S.CALLAHAN	
4	Date	Time	Status			Location	Comments	
¥	May 27, 2004	9:33 am	Delivered			TOMBALL TX		
4		9:32 am	On FedEx y	ehicle for delivery	/	HOUSTON TX		
		7:45 am	On FedEx v	ehicle for delivery	/	HOUSTON TX		
	1	7:41 am	Left FedEx	Ramp		HOUSTON TX		
-	1	6:47 am	Arrived at	FedEx Destination	Location	HOUSTON TX		
		4:08 am	Arrived at	FedEx Ramp		HOUSTON TX		
		3:24 am	Left FedEx	Sort Facility		FORT WORTH TX		
		1:34 am	Arrived at	Sort Facility		FORT WORTH TX		
	May 26, 2004	8:26 pm	Left FedEx	Sort Facility		LOS ANGELES CA	\	
-		7:25 pm	Arrived at	Sort Facility		LOS ANGELES CA	ł	
		7:25 pm	Left FedEx	Origin Location		IRVINE CA		

You can build the package tracking functionality of this wizard directly into your own databases. See "<u>FedEx</u> <u>Shipment Tracking</u>" on page 625 of *Formulas & Programming* to learn the details.

URL Wizard

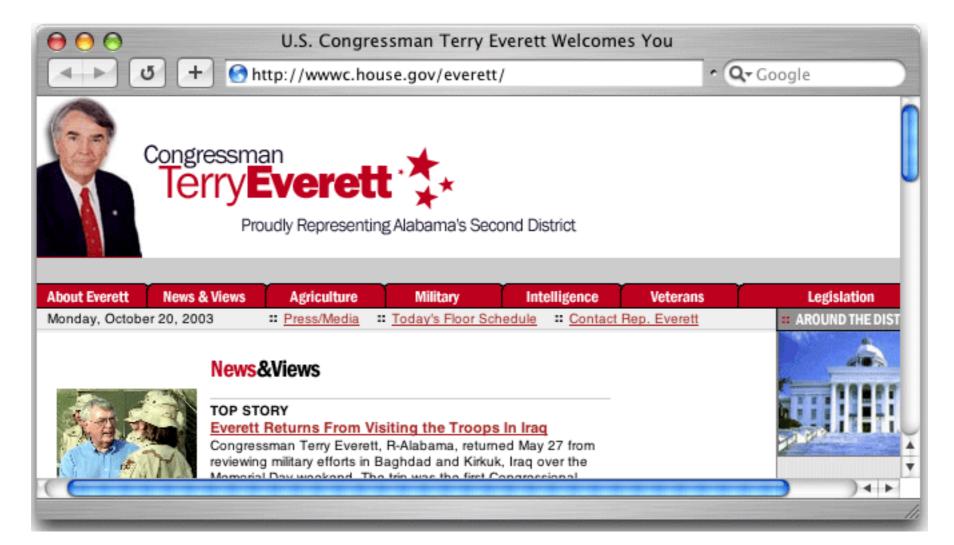
The **URL Wizard** scans all of the fields in the current record looking for URL's (web and e-mail addresses). If it finds any, you can double click on them to open the corresponding web page or create a new e-mail message. To illustrate the **URL Wizard** we'll use the **Mini Contacts** wizard, which comes with Panorama. The records in this database contain addresses, phone numbers, e-mail addresses and web site URLs.

0	🖯 🖯 Min	i Contact	s:Fields	
	Name	Terry Ever	ett	
29	Organization	House Of Re	presentative	es -
*	Title	Member		
	Address	256 Honeys Suite 15	uckle Road	
•		Dothan	AL	36305
¥	Country			
4	Phones	voice	(334) '	794-9680
¥		fax	(334) (671-1480
4				
-	E-Mail	A		
	E-Mail	-	ett@mail.hou:	-)
-	Web	nttp://ww	w.house.gov/	reverett/
	Notes			
				P
				A V
-				

Open the **URL Wizard** to scan this record for internet addresses. As you can see, this record contains two: an e-mail address and a web site.



To open representative Everett's web site (using your default browser), double click on the first URL.



To send an e-mail to representative Everett double click on the e-mail address. The wizard will automatically open your default e-mail client and create a new pre-addressed message. (In case you are wondering, the default e-mail client on our system is *MailSmith* from Bare Bones Software, shown below.)

Recipients Options Enclosures Notes Date Sent: (uns Save Draft Send From: Imm@provue.com Use Signature: Random Signature To Imm@provue.com Subject: Enter To terry.everett@mail.house.gov CC Find BCC Subject:	
To Enter To terry.everett@mail.house.gov CC BCC	
Enter To terry.everett@mail.house.gov CC BCC	
Find CC BCC	
uuess .	

Each time you choose URL Wizard from the Wizard menu the wizard will re-scan the current record. Another way to re-scan is to press the re-scan button in the upper right hand corner of the window.



This is useful when you've moved to a different record or a different database and want to check for URLs in the new location.

You can build the functionality of this wizard directly into your own databases. See "<u>Displaying a Web Page</u>" on page 626 and "<u>Sending E-Mail</u>" on page 629 of *Formulas & Programming* to learn the details.

White Pages

The White Pages wizard allows you to look up addresses and phone numbers.

Searc	ch 😢 Clear	
First City	Last	
State	Zip Code	
Displaying	0 of 0	😳 more

To search for a person, enter as much information as you know. At a minimum, you must enter at least a partial last name. The more information you enter, the better the chance that the wizard will be able to locate the person.

9 se	arch 🔞 Clear
First City	Last Furnare
Ctata	CA Zip Code

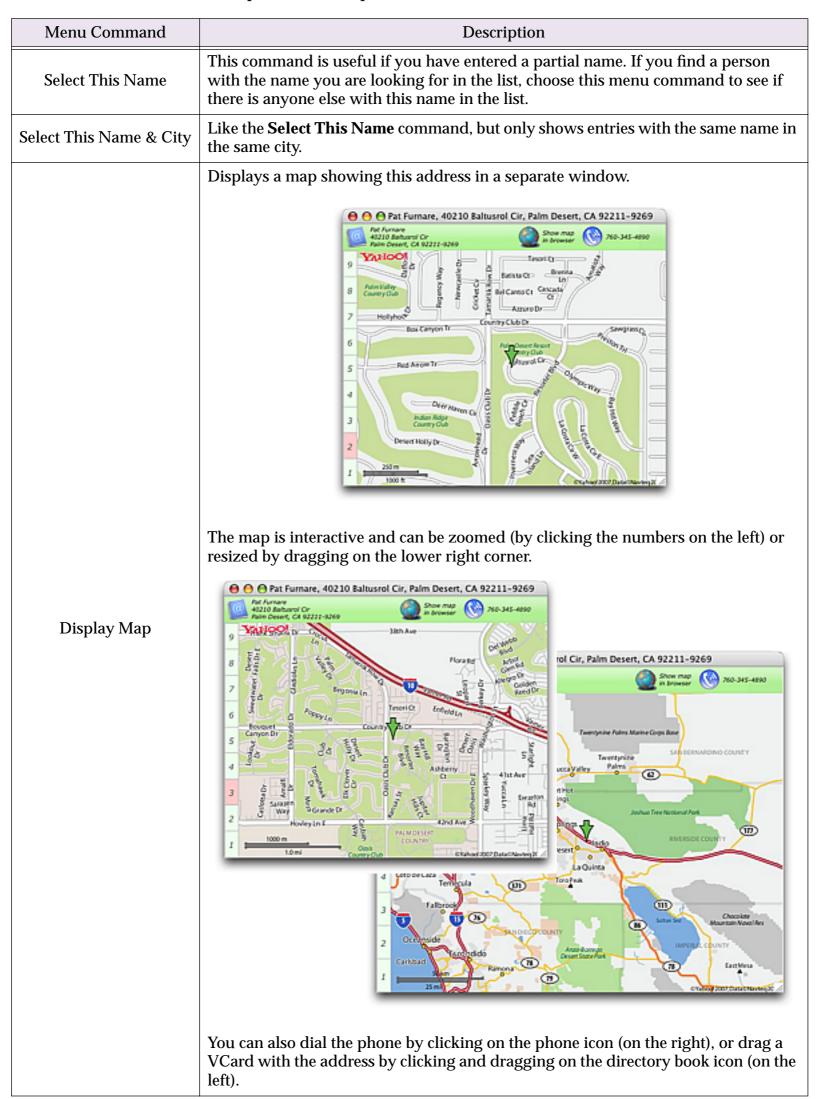
When you're ready to go, press the **Search** button. The wizard will display any people that match the criteria you have entered. In this case there are three people named Furnare in California.

First City	Last Furnare	
State	CA	Zip Code
Display	ing 3	of 0 🛛 😳 more
Desertes	Cura	monga, CA 91737
-7704 Furnare 2884 W	e, Leo / Benj on, CA	nard Jamin Holt Dr 95207-3216

If you hold down the **Control** key (Macintosh) or right click (Windows) on an entry a context menu will appear.

🖲 😑 🔿 White Pages	
🔇 Search 🔞 Clear	/
First Last Furn	are
State CA Zip Code	
Displaying 3 of 0	😳 more
Furnare, Charles 11221 Vintage Dr Rancho Cucamonga, CA 912 -7704	737
Furnare, Leonard 2884 W Benjamin Holt Dr Stockton, CA 95207-3216 (209) 472-1334	
Furnare, Pat 40210 Baltusrol Cir	
Palm Desert, CA 92211-9. (760) 345-4890	Select This Name Select This Name & City
	Display Map
	Open Web Map
	Dial Phone
	Copy Label
	Copy VCard
	Export VCard

Choose an item from this menu to perform the operation on the selected address.



Menu Command	Description
Open Web Map	Opens your web browser and displays a map with this address. Image: State of the s
Dial Phone	Dials this phone number using the currently selected dialing (see " <u>Channels</u> " on page 93).
Copy Label	Copies the address to the clipboard in standard label format, suitable for pasting into a text editor or word processor program.
Copy VCard	Copies the address to the clipboard in VCard format.
Export VCard	Exports the address into a VCard file that can be imported by other VCard compatible programs.

You can also drag the person from the wizard to any VCard compatible database or application, for example Apple's **Address Book** program or the **Mini Correspondence** wizard, as shown here.

0	O O Mini Correspondence	e:Letter
	Name Pat Furnare Organization	Date 08/12/04 💿 🔿 🔿 White Pages
*	Address 40210 Baltusrol Cir	Closing. Sincerely Signature Martin Doneb
•	City/St/Zip Palm Desert CA 92211-9269 Country	First Last Furnare
*		City 280 300 320 340 360 38 State CA Zip Code
4		U A A Displaying 3 of 0 O more
	August 12th, 2004 Pat Furnare 40210 Baltusrol Cir	Furnare, Charles 11221 Vintage Dr Rancho Cucamonga, CA 91737 -7704
	Palm Desert, CA 92211-9269 Dear Pat,	Furnare, Leonard 2884 W Benjamin Holt Dr Stockton, CA 95207-3216 (209) 472-1334
	I just finished reading David McCullough's excellent biogra 1 ,000 pages it is an excellent book - I highly recommend it well written and a fascinating subject.	bhy of Harry Truman. Th . Like Mr. McCullough's 40210 Baltusrol Cir Paim Desert, CA 92211-9269
	Sincerely, Martin Donebedian	(760) 345-4890

If your search turns up more than a few results, the wizard will only download the first ten. For example, there are sixty people named Jack Smith listed in Arizona, but the wizard initially displays only ten of them.

🖲 😑 🔘 White Pages:Listings
Search 😢 Clear
First Jack Last Smith
City State AZ Zip Code
Displaying 10 of 60 📀 more
Smith, Jack 2714 E Juniper Ave Phoenix, AZ 85032-2519 (602) 867-1411
Smith, Jack 7940 W Glenrosa Ave Phoenix, AZ 85033-2931 (623) 266-2700
Smith, Jack 662 S 83rd Way Mesa, AZ 85208-4767 (480) 986-4057
Smith, Jack 16808 N 40th Ave Phoenix, AZ 85053-2702 (602) 843-1193
Smith, Jack 1379 S Grand Dr Apache Junction, AZ 85220-6179 (480) 671-3165
Smith, Jack 5001 E Main St Mesa, AZ 85205-8008 (480) 924-0275

If the person you are looking for isn't listed in the first ten you can press the **more** button to display an additional ten.

📵 😑 🔘 White Pages:Listings
Search 😰 Clear
First Jack Last Smith
State AZ Zip Code
Smith, Jack 2714 E Juniper Ave Phoenix, AZ 85032-2519 (602) 867-1411
Smith, Jack 7940 W Glenrosa Ave Phoenix, AZ 85033-2931 (623) 266-2700
Smith, Jack

If you hold down the **Option** key while you click the more button the wizard will load all of the remaining addresses from the Internet. This may take a few seconds.

🖲 😑 🔘 White Pages:Listings
🔇 Search 🔞 Clear
First Jack Last Smith
City
State AZ Zip Code
Displaying 60 of 61 📀 more
Smith, Jack R
Scottsdale, AZ
Smith, Jack R Sr 2340 E University Dr Tempe, AZ
Smith, Jackson Broadway & Ironwood Dr. Apache Junction, AZ Phoenix, AZ

As you display more and more people, you may find that there is less information displayed for each person. This is a function of the web site that Panorama is retrieving the information from. Sometimes you can display this additional information by narrowing your search. For example in the listing for all of Arizona there is no phone number listed for Jack Smith in Scottsdale. Narrowing the search to only include Scottsdale turns up the phone number and zip code.

🖲 😑 🔿 White Pages:Listings
Search 😢 Clear
First Jack Last Smith
City Scottsdale
State AZ Zip Code
Displaying 2 of 2 🛛 😯 more
Smith, Jack E 9494 E Redfield Rd Scottsdale, AZ 85260-3764 (480) 767-0503
Smith, Jack R
Scottsdale, AZ 85250 (480) 429-8010

If you try a really broad search that turns up hundreds or even thousands of matches the wizard will only indicate that there are 100 matches. For example, a search for every Smith in Arizona turns up 100 matches, even though there are thousands of Smith's living there. If your search turns up 100 matches, try using a narrower search.

arch 🔞 Clear
Last Smith
AZ Zip Code
Ing 10 of 100 🛛 😏 more
Village Dr (, AZ 85023-2244 95-4719
ll Cir achuca, AZ 85613-1651 39-9084

You can build the functionality of this wizard directly into your own databases. See "<u>White Pages</u>" on page 624 of *Formulas & Programming* to learn the details.

Mini Application Wizards

The databases in this category provide basic tools for organizing personal information. Compared to many personal information managers (PIMs) that are available these tools are very basic. However, these databases do illustrate how to create such tools in Panorama, and also have the advantage that you can adapt and customize them exactly to your own needs.

Mini Contacts Wizard

The Mini Contacts wizard is a very simple database for storing names, addresses and phone numbers.

	Min	i Contact	ts:Fields					
	Name	Robert B. A	Robert B. Aderholt					
29	Organization	House Of Re	House Of Representatives					
	Title	Member						
	Address	247 Federa 1710 Alaba	il Building ima Avenue					
		Jasper	AL	35	501			
¥	Country							
Þ	Phones	voice	(205)	221-23	510			
<u>ل</u> م ال								
	E-Mail	robert.ader	holt@mail.h	iouse.go	V .			
	Web	http://ww	w.house.gov	//aderho	olt7			
	Notes							

To edit any item simply click or drag on the item and begin editing. (The Mini Contacts database uses Text Editor SuperObjects for editing instead of data cells, so there is no expandable input window. See "<u>Types of</u> <u>Data Editing Objects</u>" on page 632 of the *Panorama Handbook* for more information). Press the **Enter** or **Tab** keys when you are finished editing an item.

	🔲 📃 Mini Contacts:Fields 📃 🗏 🗏							
	Name	Robert B. Aderholt						
29	Organization	House Of Representatives						
A	Title	Member						
	Address	247 Federal Building 1710 Alabama <mark>Avenue</mark>						
		Jasper 🔨 AL 35501						

To add a new record use the Add New Record tool or the Add New Record command in the Edit menu.

	Min	ii Contact	ts:Fiel	ds			
	Name	Robert B. A	derholt				
29	Organization	House Of Re	epresent	atives			
	Title	Member					
	Address	247 Federal Building 1710 Alabama Avenue					
		Jasper		AL	35501		
Ŧ	Country						
뇌	Add New Red	cordee	(2	05) 22	21-2310		
82							

To search for text anywhere within in the database choose the **Find** command from the Search menu. The database will ask you what you want to search for.

Search for
birmingham
Cancel OK

When you press the **OK** button Panorama will search all of the fields in the database for the word or phrase that has been typed in. (To learn how this search was set up see "<u>A Handy Universal Find Procedure</u>" on page 553 of *Formulas & Programming*). In this case a record has been found that contains birmingham in the City field.

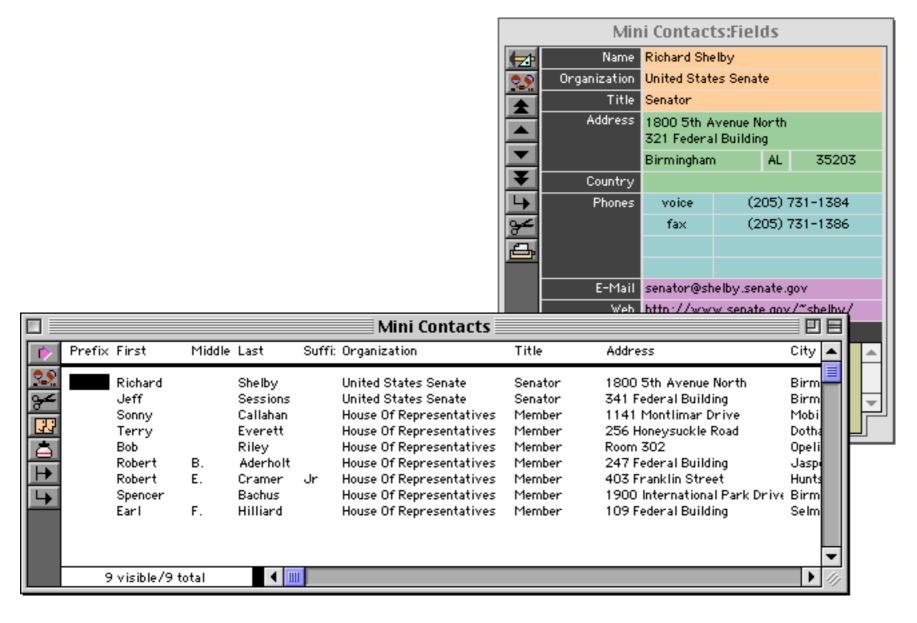
	Min	i Contacts:Fields 📃 🗉 🗄
	Name	Richard Shelby
2.2	Organization	United States Senate
	Title	Senator
	Address	1800 5th Avenue North 321 Federal Building
	\subset	Birmingham AL 35203
¥	Country	

To find additional occurrences of the word or phrase use the **Find Next** command. You may continue to use this command until you have located every occurrence of the word or phrase in the database.

The **Mini Contacts** form is elastic and can be expanded up to the full screen size. See "<u>Elastic Forms</u>" on page 922 of the *Panorama Handbook* to learn how to create an elastic form.

			N	/lini	Contacts:Fields	38
Þ	Name	Richard She	lby			
29	Organization	United State	es Senate			
A	Title	Senator				
℁ℾ╡╡┝┝<u>╞</u>	Address	1800 5th A 321 Federa		th		
		Birmingham) A	۱L	35203	
¥	Country					
4	Phones	voice			(205) 731-1384	
¥		fax			(205) 731-1386	
B						
	E-Mail	senator@sh	elby.senat	tel.gor	Ŷ	
	Web	http://ww	w.senate.g	jov /^	"shelby/	
	Notes					
						-
						H
						H
				_		

To open the data sheet use the **View** menu (see "<u>Switching Between Views</u>" on page 168 of the *Panorama Handbook*). If you want the data sheet to open in its own separate window hold down the **Control** key (Macintosh) or **Alt** key (Windows) while you select from the menu (see "<u>Opening More Than One Window Per</u> <u>Database</u>" on page 169 of the *Panorama Handbook*).



You may notice that in the data sheet the name is split up into five separate fields, while in the form the name appears to be a single field. The database has been set up to make this conversion automatically. When you enter a name into the form Panorama automatically splits it up into five separate components (Prefix, First, Middle, Last and Suffix) and when a name is displayed in the form these components are automatically combined together. To learn how this was set up see "<u>Natural Data Entry</u>" on page 530 of *Formulas & Programming* and "<u>Natural Data Display</u>" on page 528 of *Formulas & Programming*.

Mini Calendar Wizard

The Mini Calendar wizard is a very simple database for keeping track of dates and events.

🗌 🔜 Mini Calendar 📃 🗉 🗄						
	love	mbe	r 31	rd, i	2001)
						*
S	М	Т	¥	Т	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
jan	feb	ma	ar a	pr r	nay	jun
jul	aug	se	p o	ict 🛛	nov	dec
<<	19	93	1994	19	95 1	996
199	7 19	998	1999	20	00	>>
Toda	y Fii	nd N	ext	Data	Sheet	

If a day has a black triangle in the upper left hand corner then there is a note attached to that day. Click on the day to see and/or edit the note.



To add a new note simply click on the day, then click in the note area and begin typing. Press the **Enter** key when you are done.

🔲 📃 Mini Calendar 📃 🗎									
N	November 14th, 2000								
Doct PM	Doctor's appointment at 3:45								
S	М	Т	¥	Т	F	S			
			1	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20	21	22	23	24	25			

To search for a particular item press the **Find** button or choose **Find** from the Search menu.

Find	
bird mart	
Cancel OK	

Press OK to locate the word or phrase. Panorama will search the database in date order.

	🗌 📃 Mini Calendar 📃 📃 🗏							
N	November 26th, 2000							
Bird mart at Pomona fairgrounds								
S	М	Т	¥	Т	F	S		
			1	2	3	4		
5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30				

If you think that there might be additional occurrences of this word or phrase you can press the **Next** button or choose **Find Next** from the Search menu.

If you'd like to see the data sheet for this database you can use the **View** menu or you can simply press the **Data Sheet** button.



You can use the data sheet to add, edit or delete calendar entries.

Mini Correspondence Wizard

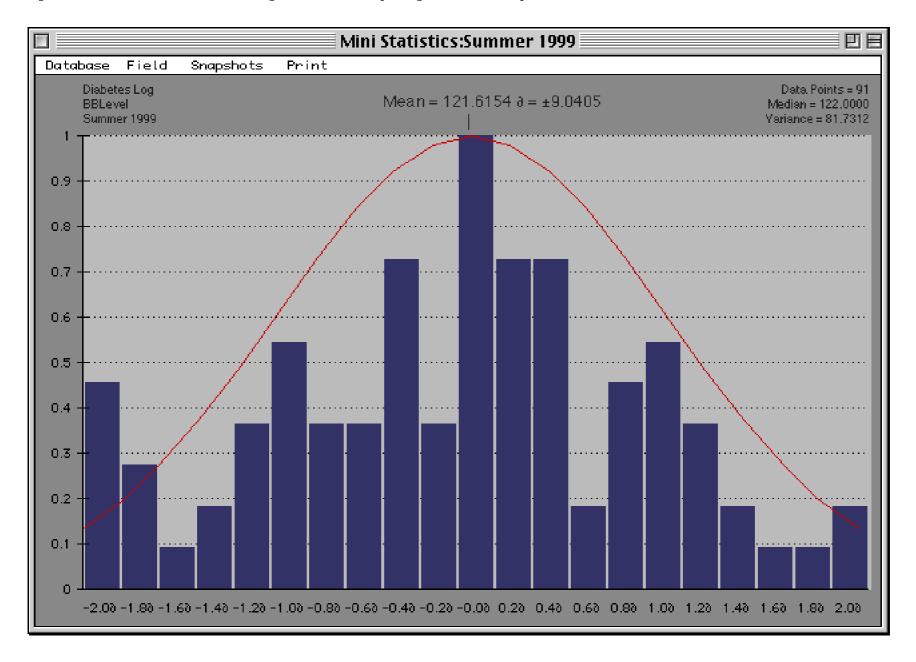
The **Mini Correspondence** database may be used for general correspondence (letters, memos, etc.) and to create mail merge letters that are customized and sent to a group of recipients. The wizard can be linked to any database that contains names and addresses to make it easy to create individual or mail-merge letters.

00	Mini Correspor	dence:Letter		
h Name	Pat Furnare	Date	08/12/04	Thursday
Organization		Greeting	Dear	
Address	40210 Baltusrol Cir	Closing	Sincerely	
Organization Address City/St/Zip		and the second se	James Rea	
City/St/Zip Country	Palm Desert CA 92211-9269		President	
20 40 60	80 1100112011401160118012001220124	40 260 280 300 32	0 340 360 380 4	00 420 440 460 48
	■ 	BIUA	A	
August 12th	, 2004			
Pat Furnare				
40210 Baltu				
Palm Desert	, CA 92211-9269			
Dear Pat,				
l just finishe	d reading David McCullough's excellent	biography of Harr	y Truman. Thoug	ıh it is almost
1,000 pages	it is an excellent book - I highly recom and a fascinating subject.			
Sincerely,				
James Rea				
President				

To learn more about this wizard see "<u>Using the Mini Correspondence Wizard</u>" on page 727 of the *Panorama Handbook*.

Mini Statistics Wizard

The **Mini Statistics** wizard can calculate the mean (average), median, and standard deviation of a data set. In addition the wizard can plot a normalized chart showing how the data is distributed around the mean. You can easily see how this distribution compares with the standard gaussian distribution (the famous bell shaped curve). Here is an example of an analysis performed by this wizard.



To lean more about this wizard see "The Mini Statistics Wizard" on page 410 of the Panorama Handbook.

Stopwatch Wizard

The **Stopwatch** wizard is a simple timer.



Press the **Start** button to start or re-start the timer. Press the **Stop** button to stop the timer. Press the Reset button to reset the timer to 0:00:00.

If you need more than one timer you can make a copy of the **Stopwatch** database file. To make the copy **Quit** from Panorama, open the Wizard folder and make one or more copies of the Stopwatch database. When you re-open Panorama you can start and stop each timer separately.



When a stopwatch is running the display will usually update once every second as long as Panorama is running and is the frontmost application. However, the display will not update when you are actually editing text. It also will not update when the you are editing a form or a procedure.

Task Timer Wizard

The **Task Timer** wizard allows you to keep track of the time you spend at different tasks. You can set up a list of tasks to track.

🔲 📃 🔤 Task Timer	
Task notes	×
Click any task to start timer	Today 🔻
E-mail	0:00:00
Television	0:00:00
Breakfast	0:00:00
Lunch	0:00:00
Dinner	0:00:00
Meeting	0:00:00
Telephone	0:00:00
Web	0:00:00
Sleeping	0:00:00
💼 STOP TIMER 📑 TIME LOG 🔗 EDIT 1	RASK LIST 🥢

When you start a task that you want to time click anywhere on the line for that time. An animated clock will appear to indicate that you are timing this task.

Dinner	0:00:00
Meeting	0:00:00
Telephone	0:01:04
Web	0:00:00
Sleeping	0:00:00
💼 STOP TIMER 📑 TIME LOG 🔗 EDI	IT TASK LIST 🥢

When you are done with the task you can click the line again or click the **Stop Timer** button at the bottom of the window. If you are starting a new task you can simply click on the new task to switch the timer. You can also type notes in the top section of the window. These notes will be included in the time log.

🗖 📃 🔤 Task Timer		1日
Task notes discussed xr23 status with bob, sue, m tom	ark and	4
		-
Click any task to start timer	Today	-
E-mail	0:00:	00
Television	0:00:	00
Breakfast	0:00:	00
Lunch	0:00:	00
Dinner	0:00:	00
🕛 Meeting	0:04:	45
Telephone	0:03:	39

You can close the Task Timer or even quit from Panorama without affecting the timer. When you re-open the timer you will see that it has continued to keep track of the time of the last task started (if any). The task time updates when the Task Timer is in front, but not when any other window is in front. The time will update when you bring the Task Timer window forward.

Click the **Time Log** button to view a log of the activities you have timed.

		Task Timer:	Log		P	E
Task	Elapsed Time	Notes	Date	Start	Stop	•
Telephone	0.0365 hr		Wed, Feb 7, 2001	8:32:26 PM	8:34:38 PM	
Telephone	0.0240 hr		Wed, Feb 7, 2001	8:34:40 PM	8:36:07 PM	
Meeting	0.0808 hr	discussed xr23 status with	Wed, Feb 7, 2001	8:36:07 PM	8:40:58 PM	
E-mail	0.0436 hr		Wed, Feb 7, 2001	8:42:05 PM	8:44:42 PM	

Double click to edit the Notes for a time log entry. You can expand the Input Box to show as much text as you want (see "Expanding the Input Box" on page 273 of the *Panorama Handbook*).

		Task Timer:L	.og		
Task	Elapsed Time	Notes	Date	Start	Stop 📥
Telephone	0.0365 hr		Wed, Feb 7, 2001	8:32:26 PM	8:34:38 PM
Telephone	0.0240 hr	called Phil at Acme Widgets	Wed, Feb 7, 2001	8:34:40 PM	8:36:07 PM
Meeting	0.0808 hr	discussed xr23 status with	Wed, Feb 7, 2001	8:36:07 PM	8:40:58 PM
E-mail	0.0436 hr		Wed, Feb 7, 2001	8:42:05 PM	8:44:42 PM

Use the Crosstabs menu to open a crosstab that summarizes the time log data by day, week, or month.

		Task Tin	ner:XTABS:	Weekly				
×tab	Web	Lunch	E-mail	Meeting	Breakfast	Telephone	TOTAL	
Week of Jan 31, 2001 Week of Feb 7, 2001 • TOT AL	0.0786 0.0786	0.0652 0.0652	0.0689 0.0436 0.1125	0.0727 0.0808 0.1535	0.0148 0.0148	0.1158 0.0605 0.1763	0.4160 0.1849 0.6009	
3 visible/3 total	٩ 📖							• //

To edit the list of tasks click on the **Edit Task List** button. You can type in any tasks you want, in any order. It's ok to remove a task that you have been timing — this does not affect any tasks you have already logged. When you've made all of the changes to the task list click the **Task Palette** button to switch back to the main timer window.

E-mail Television	
	-
Dura shift at	
Breakfast Lunch	
Dinner	
Meeting	
Telephone Web	
Sleeping	
	7
TASK PALETTE	

The Task Timer can display the cumulative time for each task for the current day, week, or month. Use the pop-up menu to select the period you want to use. The display will immediately update to reflect your choice.

🔲 📃 🔤 Task Timer	E E
Task notes	
	<u></u>
	-
Click any task to start timer	Today 🔽
E-mail	This Week 37 This Morw
Television	0.00.00
Breakfast	0:00:00
🕛 Lunch	0:00:04
Dinner	0:00:00
Meeting	0:04:51
Telephone	0:03:39
Web	0:00:00
Sleeping	0:00:00
👼 STOP TIMER 📑 TIME LOG 🔗 EC	DIT TASK LIST 🥢

Preferences Wizards

The wizards in this submenu set up preferences and options for Panorama and for individual databases. The normal way to open these wizards is to first open **Panorama->Preferences**, then click on the preference panel you want.



If "built-in" wizards are enabled in General Preferences (see "<u>Include "Built-in" wizards in Wizard menu</u>" on page 9) then you can also access each of these preference panes directly from the **Preferences** submenu in the **Wizard** menu.

Channels

Some Panorama applications require a connection between Panorama and an external program or resource. Panorama allows you to set up **channels** as a conduit between Panorama and the external resource. For example, suppose you have a Panorama application that needs to send an e-mail. To do that Panorama will need to make a connection with the Internet software installed on your computer. Panorama uses the Channel Wizard to configure that connection.

Panorma has special programming statements that take advantage of the connections set up by different channels. The table below lists each type of channel and the statements that use the connection set up by that channel.

Channel	Statement	Description
Dial	dialphone	Dial the phone, adding prefixes, country codes and area codes as needed.
	dialdigits	Dial one or more digits exactly as specified.

Channel	Statement	Description
	sendoneemail	Send a single e-mail message.
Email	sendbulkemail	Send multiple e-mail messages, one for each currently selected record in a database.
	sendarrayemail	Send multiple e-mail messages, one for each element of an array.
	sendemail	Send multiple e-mail messages with advanced options.
WhitePages	querywhitepages	Look up a person's address and/or phone number.
ZipInfo	zipinfo	Look up information about a zip code — city, state, county, area code, time zone, etc.

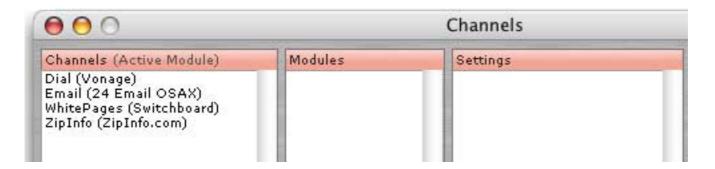
The exact operation of each of these statements will vary depending on how you have configured each channel. For example, the dialphone statement can dial the phone by creating tones on your computer speaker, by using a modem, with a bluetooth connection, or over the Internet if you have a Vonage phone. The programmer that writes the dialphone statement into his or her program doesn't know or care how the dialing is actually performed, he or she relies on the channel to do that job for them.

Even if you are not a programmer you may find that channels are useful for you. Many of the wizards and sample databases that are included with Panorama are already programmed to use channels. For example, the **White Pages** wizard can automatically dial the phone using the Dial channel, while the **Bulk Email** wizard will send mass e-mails using the Email channel. All you need to do is configure the channels for your needs and this wizards will be ready to go.

Note: The table above will grow as more channels become available. Check the **Channels** wizard for any additional channels that may have been added since this documentation was last updated. (You can also write your own channels, see "<u>Writing Your Own Channel Modules</u>" on page 739 of *Formulas & Programming*).

Selecting and Configuring a Channel

Each channel must be configured before it can be used. This configuration is done with the **Channels** wizard. When you first open this wizard it displays the types of channels available.



Each channel shows the channel name followed by the currently active module for that channel. For example, if I was to ask Panorama to dial the phone right now, it would do so through my *Vonage* internet phone connection. If I was to ask Panorama to send and e-mail, it would do so through *24 Email OSAX*, a shareware application I have purchased for sending e-mail.

The **Channels** wizard allows you to change the active module. For example, I might want to dial the phone using my modem instead through the *Vonage* internet phone connection. To see the choices available I click on the Dial channel.

Channels (Active Module)	Modules	Settings	
Dial (Vonage) Email (24 Email OSAX) WhitePages (Switchboard) ZipInfo (ZipInfo.com)	ABDialer Jon's Phone Tool Tones Vonage	UserName= Password= VonageNumber= AreaCode= LongDistancePrefix= InternationalPrefix= CountryCode=	
and your Vonage phone numbe dial through your Vonage phon A few seconds after you click t Vonage system has automatic	phone through your Vonag r to use this feature (enter e through any Panorama a o dial your Vonage interne ally dialed the outbound no o the Internet so that it ca	e internet phone. You will need you these in in the Settings are above pplication that supports dialing (for t phone will ring. When you answer umber for you. No additional hardwa n contact the Vonage server to ini). Once these are set up you can r example the White Pages wizard). the phone you'll hear ringing as th are is required (however, your

There are four different modules available for dialing. I know that I can use the *ABDialer* option to dial the phone with my modem, so I click on that.

Modules ABDialer Jon's Phone Tool Tones	Settings AreaCode=714 LongDistancePrefix=1 Prefix=	
Jon's Phon®Tool Tones	LongDistancePrefix=1	
Vonage	Suffix= InternationalPrefix=011 CountryCode=1	
ne through the ABDiale on supported dialing th	r application, which much be purch rough the modem, speaker, Bluetoo	ased separately. At the time this th or Irda.
	ne through the ABDiale on supported dialing the	ne through the ABDialer application, which much be purch on supported dialing through the modem, speaker, Bluetoo

When you select a module the wizard displays a description of the module in the bottom section of the wizard. In this case the description indicates that *ABDialer* is a program that must be purchased separately, and that it can dial through the modem, speaker, Bluetooth or Irda. Since this is a separate program it has its own configuration, which I can set up by launching the ABDialer application.

on Check
on Check
on eneck
\$
only)
?

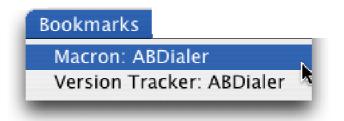
Getting back to Panorama, most modules have one or more settings that need to be configured before you can use the module. Click to select a particular setting, then type in the settings value in the box on the right. For example, suppose your phone is on a PBX and you need to dial 9 for an outside line. To set this up, click on the Prefix= option, then type 9 as shown below.

⊖ ⊖ ○ Channels				
Channels (Active Module)	Modules	Settings	Prefix	
Dial (ABDialer) Email (24 Email OSAX) WhitePages (Switchboard) ZipInfo (ZipInfo.com)	ABDialer Jon's Phone Tool Tones Vonage	AreaCode=714 LongDistancePrefix=1 Prefix=9 Suffix= InternationalPrefix=011 CountryCode=1	9 Enter digits to be dialed before every phone number (for example for a PBX or calling card).	

Repeat until you have typed in all of the necessary settings.

Finding More Information about a Module

Many channel modules rely on other software or hardware to perform their operations. The bookmarks menu lists links to web sites that contain additional information about additional items you'll need to use this module.



Selecting a link will automatically open your web browser to the specified page.



Default Printer

This wizard allows you to specify a default printer for various forms within a database. Start by opening the database you want to set up, then open the wizard. The wizard will list all of the forms in the database.

Form	Default Printer
Check	
Mini Check	
Expense Chart	

Suppose you want to set up the Mini Check form so that it always defaults to printing on a specific printer, no matter what printer is currently selected. Simply click on the appropriate pop-up menu and choose the printer.

Form	Default Printer
Check	(
Mini Check	0
Expense Chart	Brother HL-5170DN HP LaserJet 5P
	LaserWriter 12/640 PS
	MINOLTA_5001_50C-K_Print
	Stylus CX5400
	Virtual Printer

000	🔴 😑 Default Printer:Corporate Checkbook			
	Form	Default Printer		
(Check		+	
Mir	ni Check	LaserWriter 12/640 PS	¢	
Expe	nse Chart		+	

Whenever you print this form the printer will automatically be set to the printer you have specified. (Of course you can always use the pop-up menu in the **Print** dialog to change the printer at the last minute.

Printer:	LaserWriter 12/640 PS	
Presets:	Standard Copies & Pages	
Copies:	1 Collated	
Pages:	All From: 1 to: 1	

To turn off the default printer selection simply choose the empty option from the pop-up menu.

Generic Fields

Databases come in all sizes and shapes. Generic fields allow different databases to share information even if they have different field names or slightly different configurations. For example, one database may store company names in a field named Company, while another may have a similar field named Organization. By setting up generic fields for each database, you build a bridge so that Panorama knows that these two fields, though named differently, contain the same type of information. Once this bridge is built Panorama can exchange data between these two databases (for example by drag and drop), and between Panorama and other applications that can share information (for example Apple's *Address Book*). Panorama includes a special wizard for setting up generic fields for any database that contains contact information.

Database Fields	Generic Fields	
Prefix First Middle Last Suffix Organization Title Address City State Zip Country Category PhType1 Phone1 PhType2 Phone2 PhType3 Phone3 PhType4 Phone4 Email Web Notes	CONTACTS Name= Nickname= Prefix=Prefix First=First Middle=Middle Last=Last Suffix=Suffix Formal= FullName= Affiliation Position=Title Organization=Organization Division= Department= Address Address=Address Suite= City=City State=State Zip=Zip Country=Country Internet Email=Email Web=Web	Examples: Examples: There are two methods for assigning generic fields. Method #1 is simply to drag from the Database Fields column onto the Generic Field column. Method #2 is to click on the Generic Field name, then edit the box above. You can drag database fields into this box, and you can also type. You are not limited to a single field, but can type a formula (for example First+" "+ Last).

To learn how to use this wizard see "<u>"Generic" Fields</u>" on page 230 of the Panorama Handbook.

Hotkey Manager

The **Hotkey Manager** Wizard allows you to set up database actions that will occur in response to different keystrokes and keystroke combinations. Each hotkey may be set up as a universal hotkey (active for all databases) or it may be made specific to a particular database. When the **Hotkey Manager** is first opened it displays the universal hotkeys that are already defined, if any.

00	Hotkey Manager: <universal></universal>	
Control-1	openwizard "Formula Wizard"	
Control-F	openwizard " Live Clairvoyance"	
F11	SpeakThisRecord	
Control-R	openwizard "Programming Reference"	
Control-Option-D	message datepattern(today(),"DayOfWeek, Month	
		▲ ▼ //:

The window is divided into two columns. The first column displays each keystroke combination. The right side displays the action that will be performed when this keystroke combination is pressed.

Adding a New Universal Hotkey

To create a new universal hotkey, choose New Hotkey from the Hotkey menu.

	Configur	e	Hot Key	
E	Hot Key		Choose Hot Key Action	
	(Use keyboard to set Hot Key combination)		Average Collapse Copy Count Cut Expand ExpandAll FormulaFindSelect Maximum Minimum NewDatabase OpenDesignSheet OpenSheet openwizard " Live Clairvovance" Cancel Ok	

This dialog is divided into two sections. The section on the left displays the keystroke combination. To specify the combination simply press the key or key combination you want to use. You may use any character on the keyboard, optionally combined with the **Shift**, **Control**, **Option**, **Command** or **Alt** keys. (The **Option** and **Command** keys are available only on the Macintosh, the **Alt** key is available only on the PC.) If you decide you want to change the key combination, simply type another key or key combination. You can change the hot key as many times as you like. Each time you press a key or key combination the left side of the dialog will update to display your selection.

Configur	e Hot Key
Hot Key	Choose Hot Key Action
Control-U	Average Collapse Copy Count Cut Expand ExpandAll FormulaFindSelect Maximum Minimum NewDatabase
(Use keyboard to set Hot Key combination)	OpenDesignSheet OpenSheet openwizard " Live Clairvovance" Cancel Ok

The right side of the dialog is a scrolling list. Select the action you want to perform from this list. (You can also set up a custom action -- more on that later). The actions in the list are all "universal" actions that could apply no matter what database is open (for example, opening a wizard).

Configure Hot Key				
Hot Key		Choose Ho	t Key Action	
Control-U	openv openv openv openv openv openv Outlin Outlin	vizard "Task Tir vizard "Text Exp vizard "Text Im vizard "URL Wiz vizard "Variable vizard "View Wiz vizard "Window vizard "Window neLevel "1" neLevel "2"	port Wizard" port Wizard" ard" s" zard" Size"	
(Use keyboard to set Hot Key combination)	Propa			Ť
		Cancel		0k

Once the action is selected, press the **Ok** button. The new Hotkey is ready to use immediately, and will be active no matter which Panorama database is currently active. In this case you can now press **Control-U** at any time to open the URL Wizard.

Creating a Database Specific Hotkey

To create a database specific hotkey, first choose the database from the **Database** menu.

Database
 ✓ <universal></universal>
My Address Book
Speech Wizard
Corporate Checkbook

The wizard will display any hotkeys that have already been specifically defined for this database.

😑 🖯 🕤 🛛 Hotkey Manager: My Address Book				
Control-1	speakscript "","Name & Address"	0		

Now use the **New Hotkey** command in the Hotkey menu to define a new hotkey. The command works exactly the same as it did before, but the new hotkey it creates will be specific to the current database instead of universal. You'll also notice that there are more action choices on the right hand side of the dialog. In addition to the universal actions, the dialog also now lists actions that are specific to this database. For example, you can set up the hotkey to trigger any procedure in the database, as shown in this example.

Configur	e	Hot Key	
Hot Key		Choose Hot Key Action	
Control-F	Average call ".Initialize" call ".SplitName" call "Find in Any Field" call "Find Next in Any Field" call "Next Week's Birthdays" call "Next Week's Birthdays" call "Random Order" call "Sort by City and State" call "Sort by City and State" call "z" Collapse Copy		
(Use keyboard to set Hot Key combination)		Count Cut Expand Cancel Ok	+

When you press **Ok** the new hotkey is immediately defined and ready to use.

Control-1	speakscript "","Name & Address"	6
Control-F	call "Find in Any Field"	

Notice that in this example the **Control-F** hotkey has been defined twice - once as a universal hotkey (to open the **Live Clairvoyance** wizard) and once as a database specific hotkey. In this case the database specific hotkey overrides the universal hotkey. As long as the My Address Book database is the active database (the topmost window) Control-F will activate the Find in Any Field procedure. When any other database is active **Control-F** will open the **Live Clairvoyance** wizard.

Database specific hotkeys are not stored in the wizard -- they are stored in the database itself. Your new hotkey will not be permanently saved until you save this database itself.

Custom Hotkey Actions

Normally hotkey actions are selected from the list in the hotkey configuration dialog. Sometimes, however, you may want to create a hotkey that performs a custom action that is not on the list. To do this, first create the hotkey the normal way. Since you are going to create a custom action, it doesn't matter which action you select.

Once the hotkey is created, select it and choose the **Custom Code** command from the Hotkey menu. This command opens a dialog that allows you to type in any procedure you like for the custom action. The example below shows how this dialog can be used to create a database specific hotkey that copies a mailing label into the clipboard, so that it can be pasted into another database or application. (Of course you could also create a procedure that did this, then select the procedure in the normal Hotkey Configuration dialog.)

Input					
Custom Code:					
clipboard = First+" "+Last+¶+Organization+¶+Address+¶+ sandwich("",City,", ")+State+" "+Zip					
Stop OK					

When you press **OK** the hotkey list will show your new custom action.

😑 🖯 Motkey Manager:My Address Book					
Control-1 speakscript "","Name & Address"					
Control-L clipboard = First+" "+Last+¶+Organization+¶+					

If you have created a universal hotkey, remember that this action may be performed with any database active. Be sure not to include any code that is specific to a particular database. Of course this isn't a problem if you are creating a database specific hotkey.

Speech Wizard

The **Speech Wizard** allows you to add speech synthesis to any Panorama database on a Macintosh computer. This allows Panorama to "read back" your data for voiced based data verification and auditing. Using a simple user interface you can create one or more scripts for reading back the information in a database.

Using Speech Scripts

The Address Book example database that comes with Panorama (in the Guided Tour folder) already has several speech scripts set up. To try these out, first open this database.

😑 🖯 My Address Book:Fields							
1	Name	Mr. Anthony Stauffer					
29	Organization	Franklin Management Productions					
*	Title	Materials Technician					
	Address	235 S. Irving Trail					
•		Bridgewater	VT.	05035			

Now open the **Speech Wizard**. When you open the wizard, it displays the currently selected script (if any), as shown below.

😑 🖯 🖯 Speak:My Address B
SpeakWords Prefix
SpeakWords First
SpeakWords Last
SpeakAddress Address
SpeakWords City
SpeakState State
SpeakDigits Zip

To hear Panorama read back the name and address of the currently visible person, choose **Speak Script** from the Script menu. Notice that the script knows how to correctly pronounce abbreviations like Mr., S. and VT.

The Script menu allows you to select and manage scripts. Two scripts have been defined for this database Name & Address and Phone Number.

Script					
New Script					
Rename Script					
Delete Script					
Speak Script %1					
✓ Name & Address Phone Number					

To switch to a different script simply select that script from the menu (for example **Phone Number**). You can then read back using that script or modify the script you have chosen.

Speaking Scripts with a Hotkey

The Hotkey manager comes pre-configured to speak the current script in any database when you press the **F11** key.

00	Hotkey Manager: <universal></universal>	
Control-1	openwizard "Formula Wizard"	
Control-F	openwizard " Live Clairvoyance"	
F11	SpeakThisRecord	
Control-R	openwizard "Programming Reference"	
Control-Option-D	message datepattern(today(),"DayOfWeek, Month	
		▲ ▼ //

This means that in any database you can press the **F11** key to speak the current record (assuming a script has been set up). You can change the key assigned to this action using the Hotkey Manager wizard. You can change which script will be spoken using the **Script** menu (in the Speech Wizard). You can also set up a database specific hotkey to speak a specific script. Simply choose the script you want to use from the action list in the Hotkey Configuration dialog.

Configure Hot Key					
Hot Key	Choose Hot Key Action				
Control-~	Propagate PropagateUp RemoveUnselected "All" RunningDifference RunningTotal SaveAll SelectReverse ShowClipboard SpeakScript "","Name & Address" SpeakScript "","Phone Number" SpeakThisRecord UnPropagate				
(Use keyboard to set Hot Key combination)	UnPropagateUp				
	Cancel Ok				

See "<u>Hotkey Manager</u>" on page 99 for more information on setting up hot keys.

Creating a New Script

To create a new script use the **New Script** command in the Script menu. We'll illustrate this with the Corporate Checkbook database, which is also in the Guided Tour folder.

0	🖯 🖯 Corporate Checkbook								
•	Date	Chec	Pay To	Category	Memo	Debit	Credit	Balance	Ó
29	12/21/98	558	Poly Payroll Serv	Payroll		1,656.55		13,873.70	
¥	12/21/98	559	Fry's Electronics	Office Supplies		1,189.22		13,684.48	
_	12/28/98	560	Valley Publication:	Advertising	Invoice 2680	963.57		17,985.81	
33	12/28/98	561	Poly Payroll Serv	Payroll	Payroll period fr	1 ,749.38		16,236.43	
	03/18/01	562	Blue Cross	Insurance		1,275.00			\mathbf{U}
	03/18/01	563	Teletronic		new wineless ph	1,250.00			
₽	03/18/01	564	Valley Bell	Telecom		323.25			
4	518 visil	ble/51	18 total)++	- //

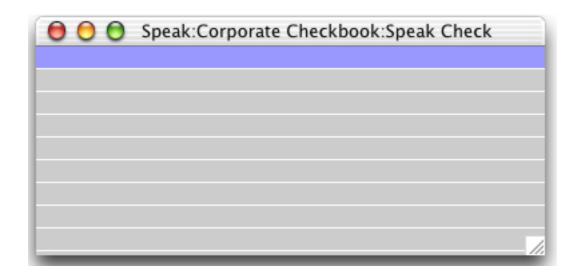
Our goal will be to create a script that reads the check data aloud like this:

Check number five-sixty-four to Valley Bell for three-hundred twenty- three dollars and twenty-five cents.

Start by choosing **New Script** from the Script menu, and assigning the new script a name.

	Input
Script Name:	
Speak Check	
	Stop OK

Press **OK** to create a new, empty script.



Using the Data Menu

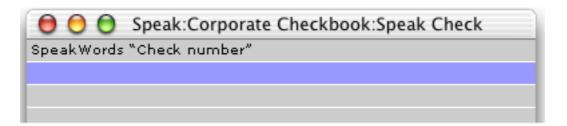
The **Data** menu is the primary method you'll use to create and modify scripts. This menu allows you to add a word or phrase, to insert or delete rows, and to add any field to the script. The bottom portion of this menu lists all of the fields in the current database. Each field has a submenu that lists the available formats for that field. For example, a numeric field like the Check number (shown below) can be spoken as **Words**, **Digit Pairs**, **Dollars or Dollars and Cents**.

Word or Phras	e	
Insert Row	Balat	
Delete Row	13,873	
Date	•	-
Check	•	Words
Pay To	•	Digits
Category	-	DigitPairs
Memo	- F	Dollars
Debit	•	DollarsAndCents
Credit	- Þ (
Balance	-	

For this script we want to start by speaking the phrase check number, so you'll select the **Word or Phrase** menu item. A dialog appears for you to type in the word or phrase.

	Input
Word or phrase	
Check number	
	Stop OK

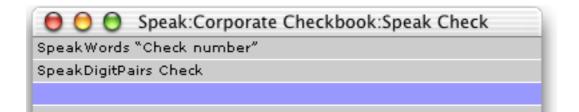
When you press the **OK** button this item is added to the script.



Next the script needs to speak the actual check number itself. Select **Check** from the **Data** menu, then select **DigitPairs** from the submenu.

Word or Phras Insert Row Delete Row	e Balar 13,873 13,684	
Date	•	
Check	•	Words
Рау То	•	Digits
Category	-	DigitPairs
Memo	- F	Dollars
Debit	•	DollarsAndCents
Credit	- Þ 1	_
Balance	-	

This item will be added to the script.



To complete the script perform the following steps.

- Select Word or Phrase and enter to.
- Select Pay to > Words.
- Select Word or Phrase and enter for.
- Select Debit > DollarsAndCents.

The finished script will look like this:

😑 🖯 🕤 Speak:Corporate Checkbook:Speak Check
SpeakWords "Check number"
SpeakDigitPairs Check
SpeakWords "to"
SpeakWords «Pay To»
SpeakWords "for"
SpeakDollarsAndCents Debit

You can use the **Speak Script** command to try out your new script.

Speech Data Styles

Each type of data (text, numeric, date) has one or more styles that you can use to read the data. The table below lists and describes each of these styles.

Data Type	Statement	Description
	speakwords	The text is spoken using normal English.
	speakdigits	The data is spoken in English, but if the data contains any numbers they will be spoken as individual digits. For example, 4892 will be spoken as four eight nine two.
	speakdigitpairs	The data is spoken in English, but if there are any numbers they will be spoken as digit pairs. For example, 4892 will be spoken as forty-eight ninety-two.
	speakletters	The data is spoken letter by letter, including upper and lower case. For example Jim will be spoken as upper case J, lower case I, lower case M.
TEXT	speakcharacters	The data is spoken letter by letter. For example April will be spoken as A P R I L.
	speakcharactersslowly	The data is spoken letter by letter, with a delay between each letter. For example April will be spoken as A; P; R; I; L.
	speakaddress	The data is spoken in English, but any official USPS abbreviations are expanded as the text is spoken. For example S or S. is expanded to South, while Bl. is expanded to Boulevard. Any numbers in the text are spoken as digit pairs.
	speakstateIf the text is a two letter abbreviation of a U.S. state it will be spoken as the name. For example CA will be spoken as California, while WV will be spoken as West Virginia.	
	speakphonenumber	The first ten digits in the text are spoken as a phone number, along with any extension after that.
	speakwords	The number is spelled out. For example, 4892 will be spoken as four-thousand eight-hundred and ninety-two.
	speakdigits	The number is spoken as individual digits. For example, 4892 will be spoken as four eight nine two.
NUMBER	speakdigitpairs	The number is spoken as digit pairs. For example, 4892 will be spoken as forty- eight ninety-two.
	speakdollars	The integer portion of the number is spelled out, followed by the word Dollars. For example 378.93 will be spoken as Three-hundred seventy-eight dollars.
	speakdollarsandcents	The integer portion of the number is spelled out, followed by the word Dollars, followed by the two digits after the decimal point, followed by the word Cents. For example 378.93 will be spoken as Three-hundred seventy-eight dollars and ninety-three cents.
DATE	speakdate	The date is spelled out. For example 4/18/04 is spoken as April eighteenth, 2004.

Advanced Mode vs. Simple Mode

The **Speech Wizard** actually has two modes: **Simple Mode** and **Advanced Mode**. So far we have only discussed the simple mode, which allows you to create and modify the script with the **Data** menu. Advanced mode allows you to modify the script directly, using a text editor.

😑 🖯 🌀 Speak:Corporate Checkbook:Speak Check	
SpeakWords "Check number" SpeakDigitPairs Check SpeakWords "to" SpeakWords «Pay To» SpeakWords "for" SpeakDollarsAndCents Debit	0
	▲ ▼ //:

To edit the script, simply click anywhere in the text and begin typing. You can also select text just as you would with any other text editing application.

In advanced mode, the script is actually a Panorama procedure. You can type any Panorama procedure code you like into the script, including if, loop, and call statements, as well as using variables.

Saving a Script

The script wizard doesn't have any command for saving a script. That's because the script is not saved as part of the script wizard. Instead it is saved as part of the database itself. To save the script you need to save the original database that the script is attached to.

Because the script is saved along with the database, it doesn't matter if you move the database to a different folder or even a different computer. The script will remain as part of the database no matter where it goes. (Of course you can always use the **Delete Script** command to remove it.

Users & Groups

This wizard is used for set up users, groups, and access levels for accessing databases that have been locked with Panorama's security features.

000			Users & Groups			
+ Users	1	User Informa	ition		+ Groups	
ystem Administrator (SYSOP)	-	User ID:	SVSOP		Wizard	-
Inknown (GUEST)	(1)	1.555 105	and the second se		HR	(#)
lob Smith (BRS)	-	Password:			R&D	-
iarah Peart (SJP)	-	User Name:	System Administrator		Sales	(#)
fark de Jong (MDJ)		User Level:	255 💌		Accounting	
		Groups & Levels:	Wigard	255		

For more on this wizard and setting up database security see the Panorama Security Handbook (which much be purchased separately).

Search Wizards

These wizards provide alternate options for searching for data within a Panorama database.

Live Clairvoyance[™]

(Note: Starting with Panorama 6 this wizard has been superceded by the new Find/Select dialog, and this wizard is normally not accessible. However, it is available in the **Wizard** menu if "built-in" wizards are enabled in General Preferences [see "Include "Built-in" wizards in Wizard menu" on page 9].)

The Live Clairvoyance[™] wizard allows you to perform "live" searches on any Panorama database. The search results are updated dynamically as you type, allowing you to "hone in" on just the information you are looking for. The search may include multiple fields or even all fields in the database being searched. (If you've used the search box in iTunes you'll find the operation of this wizard familiar.) Using the Live Clairvoyance wizard doesn't require you to do any programming or make any modifications to your existing databases. Here's what this wizard looks like in action.

	clear search
as you type here	Eive Clairvoyance:My Address Book
	Eive clairvoyalice.iviy Address book
	Q dental lab
the matching records	BASIC FORMULA DATA FALLS
the matching records	9 matches from 10,000 records
appear here	Scott Harmon, River Dental Lab, (902) 262-1279, Soldotna, AK
	Doris Allison, Light Dental Lab, (209) 340-8179, Valley Springs, CA
	Jeffrey Greenfield, Moran Dental Lab, (616) 537-7255, Edwardsburg, MI
	Edward Moon, Hall Dental Lab, (216) 757-9460, Windham, OH
	Cheryl Dean, Oklahoma Dental Lab, (714) 219-9082, Riverside, CA
	Anna Jaeger, Valley Dental Lab, (512) 819-454 Austin, TX
	Carl Parker, Tennessee Dental Lab, (916) 418-9739, Citrus Heights, CA
	Howard Hurst, Middlesex Dental Lab, (716) 940-8117, Buffalo, NY
	Marion Shelton, Memphis Dental Lab, (608) 808-4238, Norwalk, WI
	h
	double click any line to
	find corresponding record
	in database window

To learn more about this wizard see the Panorama 5.5 Handbook (this older book is available as a separate download from **www.provue.com**).

Quick Search Wizard

(Note: Starting with Panorama 6 this wizard has been superceded by the new Find/Select dialog, and this wizard is normally not accessible. However, it is available in the **Wizard** menu if "built-in" wizards are enabled in General Preferences [see "Include "Built-in" wizards in Wizard menu" on page 9].)

This wizard provides an alternate method to locate information within databases. It allows you to easily locate data based on selection criteria in multiple fields. To illustrate this wizard we'll use this address list database.

Fir	rst	Last	Organization	Title	Address	City	Sta	Zip	B
Ba	rbara	Moldenha	Memphis Consultants Inc	CIO	155 Elm Ter	Canandaigua	NY	14425	J
- Be	verly	Welsh	Hills Newspapers Limited	Safety Administra	17671 Sandhill Dr	Duluth	MN	55801	A
Jos	seph	Diaz	North Agency Assoc.	Senior Application:	891 South Ravenswood Ci	Palm Coast	FL	32137	S
Pet	ter	Guthrie	Future Insurance Co.	Planning Director	22460 Windsor Pkwy	Boston	MA	02130	2
Ker	nneth	Peck	East Semiconductor Institute	Buidlding Maintenar	932 E Fulton St.	Chicago	IL	60641	Ν
Er.	ancis	Phelps	Northwest Capital Productions	Senior GIS Technic	333 Brookwood Trail	Wilmington	VT.	05363	J
Der	nise	Orshak	Middle Information Assoc	Senior GIS Technic	8338 East Marshall Apt	Fargo	ND	58103	D
An	na	Smythe	Mark Newspapers Foundation	Maintenance Mecha	267 West Westminster Ci	Orlando	FL	32817	A
He	lather	Booth	Hamilton Agency Group	Materials Supervis	22477 North Burlington P	Miami	FL.	33178	J
Ma	arvin	Steele	Family Environmental Group	Department Budget	12519 E Ramon Ave	Wellton	AZ	85356	M
Loi	Is	Kern	Johnson Newspapers Institute	Quality Assurance	579 N.E. Beale Court	Dallas	TX.	75240	J.
Pa	ul	Wilson	Davis Planning Institute	Machinist	9692 N.W. Massachusetts	Maryland Hieght	MO	63043	٢.
Ma	nein	Cain	Vantura Studia Suctores	Acet Einanan Diran	49990 E Granas Darlouras	Warman	MI	40007	6

Suppose you wanted to find all organizations in this database related to photography in the state of Oregon. Start by opening the **Quick Search** wizard.

$\bigcirc \bigcirc \bigcirc \bigcirc$	Quick Search:Search	
Find	Select	Reset
First		A
Last		×
Organization		
Title		
Address		
City		
State		
Zip		
Birthday		
Email		
Phone1		×
Phone2		•
Phone3		
		- 10

The wizard lists all of the fields in the database. Type **photo** into Organization and **or** into State.

😝 😑 😋 Quick Search> My A	ddress Book
Find Select	Reset
First	A
Last	×
Organization photo	
Title	
Address	
City	
State or	
Zip	

Press the **Select** button to see all of the records that match all of the specified criteria.

	First	Last	Organization	Title	Address	City	Sta	Zip	в
	Richard	Kowalski	Dartmouth Photography Corp.	Payroll Supervisor	60 E. Riverview Loop	Albany	OR	97321	۲
4	Joanne	Brackett	Callahan Photography Corp.		25087 West White Ave	Salem	OR	97305	J
	Julie	Strong	Michigan Photo Co.	Groundskeeper	23407 N Bryant Avenue	Gladstone	OR	97027	J
3	Joanne	Bean	Mission Photography College	Assistant Inspector	37485 S Custer Ave	Medford	OR	97504	0
	John	Carter	Lawrence Photographer Industries	Inventory Control :	47812 Saratoga Pkwy	Eugene	OR	97405	J
-	Charles	Ragsdale	Houston Photo Industries	Auditor	37663 N Bond Ave.	Elkton	OR	97436	1
	Todd	Hammond	Family Photographer Group	Event Coordinator	4 N.E. Moore Ct	Portland	OR	97201	N
	Patrick	Gaspar	Direct Photo Center	Asst Finance Direc	25558 E Osage Parkway	Springfield	OR	97478	0
	Ruth	Wolf	Kenora Photographer Ltd	CIO	489 South Dorchester Tr:	Klamath Falls	OR	97603	1
									-

Of course you could also locate this data with the regular **Find/Select** dialog (as shown below), but the **Quick Search** wizard makes it simpler.

	Cancel	Find %F	Select #S	Sele	ct Within %L Select Additional %M
	Organization	+	Contains	\$	Photo
and	State		Contains	+	OR
ind	Organization	•	(:	
ind	Organization	+	<u> </u>	+	
and	Organization	+	0	+	
and	Organization	+	(\$	1

One advantage of the **Quick Search** wizard is that you can easily revise your search. In this case the selection has been revised to show photography related organizations in Arizona instead of Oregon.

Θ	00		My	Address Book	6				
	First	Last	Organization	Title	Address	City	Sta Zip	B.*	
2		Irwin Kenyon Wong Maas Cooke	Bell Photo Limited Western Photography Intl Middle Photographer Group Northwestern Photography Technol Michael Photographer Technologies	Instrument Technic Buidlding Maintena Bookkeeper	816 V. Hughes Ter 389 E Jefferson Ct 3765 S.E. 16Th Street 77 E. Butler Cir 42965 South Colfax St	Phoenix Tucson Riviera Mesa Tucson	AZ 85020 AZ 85772 AZ 86442 AZ 85207 AZ 85736	19 19 19	
								arch> My A	
I.						Find		ect	Reset
ł	5 visible	/10000	total 👖 🖛 😑				First		-
							Last		
						Org	anization pi	noto	
							Address		
							City		
							State az		
							Zip		
							Birthday		
							Email		
							Phone1		
							Phone2 Phone3		

The examples shown so far have shown the **Select** button, which selects data that matches and makes all of the other data invisible. You can also use the **Find** button, which leaves all the data visible and locates matching data in context.

The **Reset** button clears all of the search fields so that you can start a new search. You can also use the **Database** menu to switch to searching a different database.

Configuring the Quick Search wizard

The Quick Search wizard normally shows all of the fields in a database. If you don't want all of the fields in a database to be searchable with this wizard you can use the **Configure Fields** command in the **Search** menu.

	Select QuickSearch	Fields for My Address	Book
1. 🗹 First	2. 🗹 Last	3. 🗹 Organization	4. 🗹 Title
5. Address	6. 🗹 City	7. 🗹 State	8. 🗹 Zip
9. 🗹 Birthday	10. 🧭 Email	11. 🗹 Phone1	12. 🗹 Phone2
13. M Phone3	14. 🗹 Phone4	15. Motes	16. 🗹 PhType1
17. PhType2	18. 🗹 PhType3	19. 🗹 PhType4	20. 🗹 Category
21. 🗹 Country	22. 🗹 Prefix	23. 🗹 Middle	24. 🗹 Suffix
			-
	None	0	ancel Ok

If you don't want a field to be searchable simply uncheck it in this dialog.

	Select QuickSearch	Fields for My Address	Book
1. 🖂 First	2. 🗹 Last	3. 🗹 Organization	4. 🖂 Title
5. 🖂 Address	6. 🗹 City	7. 🗹 State	8. 🗹 Zip
9. 🖂 Birthday	10. 🗹 Email	11. Phone1	12. 📃 Phone2
13. 🔄 Phone3	14. 🖂 Phone4	15. Motes	16. 🗌 PhType1
17. PhType2	18. 🖂 PhType3	19. 🔄 PhType4	20. 📃 Category
21. d Country	22. 🖂 Prefix	23. 🔄 Middle	24. 🖂 Suffix

After you press **Ok** the Quick Search wizard will show only the fields you have specified.

Last Organization City State Zip Email	Find Select	Reset
City State Zip Email	Last	
State Zip Email	Organization	
Zip Email	City	
Email	State	
	Zip	
Notor	Email	
Hotes	Notes	
Country	Country	

If you save the target database (in this case My Address Book) after configuring the fields Panorama will remember this field configuration permanently.

Search All Fields Wizard

(Note: Starting with Panorama 6 this wizard has been superceded by the new Find/Select dialog, and this wizard is normally not accessible. However, it is available in the **Wizard** menu if "built-in" wizards are enabled in General Preferences [see "Include "Built-in" wizards in Wizard menu" on page 9].)

The **Search All Fields** wizard makes it easy to search all of the fields in a database at once instead of one field at a time. Simply enter the word or phrase you want to locate and press either the **Find** or **Select** button.

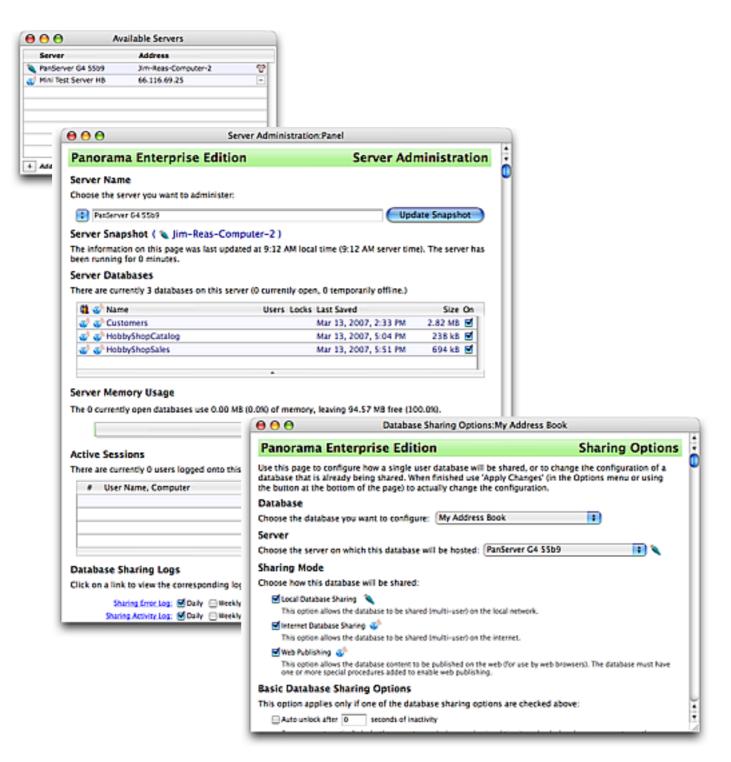
0 0	Search All I	Fields:		
green		Find	Next	Select

The wizard will locate the word or phrase no matter what field it is located in. If you use the **Find** button you can jump through the database with the **Next** button to locate every occurrence of the word or phrase (in this case Green).

			My Mailii	ng List				JE
	First	Last	Address	City	Stati	Zip	Phone	1
22	Darlene	Simpson	37054 South Greene Ap	Industry	CA	91746	(818) 247-5475	
أكحو	Melissa	Wheeler	47677 W Burnside Dr	La Mesa	CA	91942	(619) 464-9001	
<u> </u>	Ravmond	Hendrickson	30953 S.W Poplar Blvd		CA	90035	(213) 724-2175	
			My Mailii	na list 📃				
	First	Last	Address	City	Stati	Zip	Phone	
				-				
? ?	Darlene	Simpson	37054 South Greene Ap		CA	91746	(818) 247-5475	
ક≁[Melissa	'Wheeler	47677 W Burnside Dr	La Mesa	CA	91942	(619) 464-9001	
-	Raymond	Hendrickson	30953 S.W Poplar Blvd	Los Angeles	CA	90035	(213) 724-2175	
	Bernard	Gustafson	15417 E. Catalina Pkwy	Moffett Field	CA	94035	(415) 773-6256	
Δĺ	Jason	Stevens	4779 N Fairview St.	Napa	CA	94558	(707) 278-1530	
_	Judith	Simpson	544 S. Custer Lane	Orange	CA	92666	(714) 406-5575	
┝╋║	Louise	Stauffer	40520 S.E. Cleveland P.		CA	94620	(510) 525-8600	
L.	Brian	Potter	15236 N. Porter Apt	Rialto	CA	92377	(909) 248-8477	
-	Nancy	Greenberg	8526 West Dayton Rd.	San Anselmo	CA	94960	(415) 675-4256	
	Alan	Harrison	93 Morton Ter	San Diego	CA	92123	(619) 783-1965	
	Sandra	Cain				92123	(619) 297-5327	
			3975 S.W 1St Parkway	-	CA			
	Edward	Hasson	429 W Harvey Cir	San Gabriel	CA	91776	(818) 990-1793	-
	201 visi	ible/201 total					•	4
			Mv Mailii	na List 📃 👘				1 2
	First	Last	Address		Stati	Zip		
	First	Last	Address	City	Stati	•	Phone	
)) ??	First Raymond	Last Sanchez	Address 59 W. Palmetto Cir.	City Greenville	ME	04441	Phone (207) 241-7088	
••			Address	City		•	Phone	
<u>.</u>	Raymond	Sanchez	Address 59 W. Palmetto Cir.	City Greenville	ME	04441	Phone (207) 241-7088	
••	Raymond Cather ine	Sanchez Wolff	Address 59 W. Palmetto Cir. 2555 West University F	City Greenville West Paris	ME ME	04441 04289	Phone (207) 241-7088 (207) 718-0644	
2 . ⊬	Raymond Cather ine Joanne	Sanchez Wolff Valdez	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt	City Greenville West Paris Ann Arbor	ME ME MI	04441 04289 48105	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050	
??	Raymond Catherine Joanne Sharon	Sanchez Wolff Valdez Smith	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop 468 S. Dorchester Ln	City Greenville West Paris Ann Arbor Dearborn Ithaca	ME ME MI MI	04441 04289 48105 48126	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778	
	Raymond Catherine Joanne Sharon	Sanchez Wolff Valdez Smith	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop	City Greenville West Paris Ann Arbor Dearborn Ithaca	ME ME MI MI	04441 04289 48105 48126 48847	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778	
<u>.</u>	Raymond Catherine Joanne Sharon Tammy	Sanchez Wolff Valdez Smith Grant	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop 468 S. Dorchester Ln	City Greenville West Paris Ann Arbor Dearborn Ithaca ng List	ME ME MI MI	04441 04289 48105 48126 48847	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778 (517) 287-8374	
	Raymond Catherine Joanne Sharon Tammy First	Sanchez Wolff Valdez Smith Grant	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop 468 S. Dorchester Ln My Mailin Address	City Greenville West Paris Ann Arbor Dearborn Ithaca ng List	ME ME MI MI	04441 04289 48105 48126 48847	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778 (517) 287-8374	
	Raymond Catherine Joanne Sharon Tammy First	Sanchez Wolff Valdez Smith Grant Last	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop 468 S. Dorchester Ln My Mailin Address 573 N. Somerset Loop	City Greenville West Paris Ann Arbor Dearborn Ithaca City Greensboro	ME ME MI MI Stati	04441 04289 48105 48126 48847 Zip 27407	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778 (517) 287-8374 Phone (919) 525-4522	
	Raymond Catherine Joanne Sharon Tammy First Mary Sally	Sanchez Wolff Valdez Smith Grant Last Cooper Erickson	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop 468 S. Dorchester Ln My Mailin Address 573 N. Somerset Loop 306 W Greene Dr.	City Greenville West Paris Ann Arbor Dearborn Ithaca ng List Greensboro Research Triang	ME ME MI MI Stati	04441 04289 48105 48126 48847 Zip 27407 27709	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778 (517) 287-8374 Phone (919) 525-4522 (919) 680-8960	
	Raymond Catherine Joanne Sharon Tammy First Mary Sally Stacey	Sanchez Wolff Valdez Smith Grant Last Last Cooper Erickson Perkins	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop 468 S. Dorchester Ln My Mailin Address 573 N. Somerset Loop 306 W Greene Dr. 20143 Bishop Place	City Greenville West Paris Ann Arbor Dearborn Ithaca ng List City Greensboro Research Triang Elsie	ME ME MI MI Stati NC NC NE	04441 04289 48105 48126 48847 Zip 27407 27709 69134	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778 (517) 287-8374 Phone (919) 525-4522 (919) 680-8960 (402) 526-8658	
	Raymond Catherine Joanne Sharon Tammy First Mary Sally Stacey Charles	Sanchez Wolff Valdez Smith Grant Last Last Cooper Erickson Perkins Wall	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop 468 S. Dorchester Ln My Mailin Address 573 N. Somerset Loop 306 W Greene Dr. 20143 Bishop Place 7306 W. Bethany St.	City Greenville West Paris Ann Arbor Dearborn Ithaca City Greensboro Research Triang Elsie Papillion	ME ME MI MI Stati NC NC NE NE	04441 04289 48105 48126 48847 Zip 27407 27709 69134 68128	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778 (517) 287-8374 (517) 287-8374 Phone (919) 525-4522 (919) 620-8960 (402) 526-8658 (402) 374-5680	
	Raymond Catherine Joanne Sharon Tammy First Mary Sally Stacey	Sanchez Wolff Valdez Smith Grant Last Last Cooper Erickson Perkins	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop 468 S. Dorchester Ln My Mailin Address 573 N. Somerset Loop 306 W Greene Dr. 20143 Bishop Place	City Greenville West Paris Ann Arbor Dearborn Ithaca ng List City Greensboro Research Triang Elsie	ME ME MI MI Stati NC NC NE	04441 04289 48105 48126 48847 Zip 27407 27709 69134	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778 (517) 287-8374 Phone (919) 525-4522 (919) 680-8960 (402) 526-8658	
	Raymond Catherine Joanne Sharon Tammy First Mary Sally Stacey Charles	Sanchez Wolff Valdez Smith Grant Last Last Cooper Erickson Perkins Wall	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop 468 S. Dorchester Ln My Mailin Address 573 N. Somerset Loop 306 W Greene Dr. 20143 Bishop Place 7306 W. Bethany St.	City Greenville West Paris Ann Arbor Dearborn Ithaca City Greensboro Research Trianc Elsie Papillion Bloomfield	ME ME MI MI Stati NC NC NE NE	04441 04289 48105 48126 48847 Zip 27407 27709 69134 68128	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778 (517) 287-8374 (517) 287-8374 Phone (919) 525-4522 (919) 620-8960 (402) 526-8658 (402) 374-5680	
	Raymond Catherine Joanne Sharon Tammy First Mary Sally Stacey Charles	Sanchez Wolff Valdez Smith Grant Last Last Cooper Erickson Perkins Wall	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop 468 S. Dorchester Ln My Mailin Address 573 N. Somerset Loop 306 W Greene Dr. 20143 Bishop Place 7306 W. Bethany St. 677 S. Charlotte Lane	City Greenville West Paris Ann Arbor Dearborn Ithaca City Greensboro Research Trianc Elsie Papillion Bloomfield	ME ME MI MI Stati NC NC NE NE	04441 04289 48105 48126 48847 Zip 27407 27709 69134 68128 07003	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778 (517) 287-8374 (517) 287-8374 Phone (919) 525-4522 (919) 620-8960 (402) 526-8658 (402) 374-5680	
	Raymond Catherine Joanne Sharon Tammy First Mary Sally Stacey Charles Kelly First	Sanchez Wolff Valdez Smith Grant Last Cooper Erickson Perkins Wall Gage Last	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop 468 S. Dorchester Ln My Mailin Address 573 N. Somerset Loop 306 W Greene Dr. 20143 Bishop Place 7306 W. Bethany St. 677 S. Charlotte Lane My Mailin Address	City Greenville West Paris Ann Arbor Dearborn Ithaca ng List City Greensboro Research Triang Elsie Papillion Bloomfield City City	ME MI MI MI MI Stati NC NC NE NJ Stati	04441 04289 48105 48126 48847 Zip 27407 27709 69134 68128 07003 Zip	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778 (517) 287-8374 Phone (919) 525-4522 (919) 680-8960 (402) 526-8658 (402) 374-5680 (201) 947-6456 Phone Phone	
	Raymond Catherine Joanne Sharon Tammy First Mary Sally Stacey Charles Kelly First	Sanchez Wolff Valdez Smith Grant Last Cooper Erickson Perkins Wall Gage Last Last	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop 468 S. Dorchester Ln My Mailin Address 573 N. Somerset Loop 306 W Greene Dr. 20143 Bishop Place 7306 W. Bethany St. 677 S. Charlotte Lane My Mailin Address 573 N. Somerset Loop	City Greenville West Paris Ann Arbor Dearborn Ithaca ng List City Greensboro Research Triang Elsie Papillion Bloomfield City Greensboro City Greensboro	ME MI MI MI Stati NC NC NE NJ Stati	04441 04289 48105 48126 48847 Zip 27407 27709 69134 68128 07003 Zip 2ip	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778 (517) 287-8374 Phone (919) 525-4522 (919) 680-8960 (402) 526-8658 (402) 374-5680 (201) 947-6456 Phone (919) 525-4522	
	Raymond Catherine Joanne Sharon Tammy First Mary Sally Stacey Charles Kelly First	Sanchez Wolff Valdez Smith Grant Last Cooper Erickson Perkins Wall Gage Last Last	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop 468 S. Dorchester Ln My Mailin Address 573 N. Somerset Loop 306 W Greene Dr. 20143 Bishop Place 7306 W. Bethany St. 677 S. Charlotte Lane My Mailin Address 573 N. Somerset Loop 306 W Greene Dr.	City Greenville West Paris Ann Arbor Dearborn Ithaca ng List Greensboro Research Trianc Elsie Papillion Bloomfield ng List City Greensboro Research Trianc	ME MI MI MI Stati NC NE NJ Stati NC	04441 04289 48105 48126 48847 Zip 27407 27709 69134 69134 68128 07003 Zip Zip 27407 27709	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778 (517) 287-8374 Phone (919) 525-4522 (919) 680-8960 (402) 526-8658 (402) 374-5680 (201) 947-6456 Phone (919) 525-4522 (919) 680-8960 (919) 525-4522 (919) 680-8960	
	Raymond Catherine Joanne Sharon Tammy First Mary Sally Stacey Charles Kelly First First Mary Sally Sally Stacey	Sanchez Wolff Valdez Smith Grant Last Cooper Erickson Perkins Wall Gage Last Last	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop 468 S. Dorchester Ln My Mailin Address 573 N. Somerset Loop 306 W Greene Dr. 20143 Bishop Place 7306 W. Bethany St. 677 S. Charlotte Lane My Mailin Address 573 N. Somerset Loop 306 W Greene Dr. 20143 Bishop Place	City Greenville West Paris Ann Arbor Dearborn Ithaca ng List City Greensboro Research Trianc Elsie Papillion Bloomfield ng List City Greensboro Research Trianc Elsie	ME ME MI MI MI Stati NC NE NJ Stati NC NC NC NC NC	04441 04289 48105 48126 48847 Zip 27407 27709 69134 68128 07003 Zip 27407 27709 69134	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778 (517) 287-8374 (517) 287-8374 Phone (919) 525-4522 (919) 680-8960 (402) 526-8658 (402) 374-5680 (201) 947-6456 Phone (919) 525-4522 (919) 680-8960 (402) 526-8658	
	Raymond Catherine Joanne Sharon Tammy First Mary Sally Stacey Charles Kelly First	Sanchez Wolff Valdez Smith Grant Last Cooper Erickson Perkins Wall Gage Last Last	Address 59 W. Palmetto Cir. 2555 West University F 37935 S.E. Arbor Rt 915 E Willow Loop 468 S. Dorchester Ln My Mailin Address 573 N. Somerset Loop 306 W Greene Dr. 20143 Bishop Place 7306 W. Bethany St. 677 S. Charlotte Lane My Mailin Address 573 N. Somerset Loop 306 W Greene Dr.	City Greenville West Paris Ann Arbor Dearborn Ithaca ng List Greensboro Research Trianc Elsie Papillion Bloomfield ng List City Greensboro Research Trianc	ME MI MI MI Stati NC NE NJ Stati NC	04441 04289 48105 48126 48847 Zip 27407 27709 69134 68128 07003 Zip Zip 27407 27709	Phone (207) 241-7088 (207) 718-0644 (313) 592-4050 (313) 420-8778 (517) 287-8374 Phone (919) 525-4522 (919) 680-8960 (402) 526-8658 (402) 374-5680 (201) 947-6456 Phone (919) 525-4522 (919) 680-8960 (919) 525-4522 (919) 680-8960	

Sharing Wizards

The wizards in this submenu are used to create and manage shared and web published databases with the Panorama Enterprise Server. If you have only a single user version of Panorama you can disregard these wizards.



For more information on these wizards see the separate **Panorama Enterprise Handbook**.

Utilities Wizards

The wizards in this submenu provide tools to make working with Panorama databases easier. You don't need to use these wizards, but they can make some common database tasks easier.

Arrange Windows Wizard

The **Arrange Windows** wizard allows you to arrange all of the open Panorama windows into a regular pattern, either side by side (tiled) or piled on top of each other with a slight offset. This illustration shows an example of window tiling.

1	File	Arrang	pe W	fizands	Help	9								Mon 11:59:05 AM 🔋	🥐 🗟 🗛	👔 Emulator
			Mini	Contact	s				Mini	Contac	ts:DESIGN			Mini Con/	tacts:Find/F	
100	Profile	First.	Plate	r Lant	Setti	Organization 4		Field Name	Type St	Align O	vit, hp. Range	Choi Link Clair	1.	diepidal contactilearch		·
		Robert Robert Robert Robert Earl	R. L.	Aderbolt Cranser Bachan Hilliard		House Of Represe House Of Represe House of Represe House Of Represe		4 Jacobs 4 First 4 First 4 Hoddle 1 Lett 1 Settly 4 Organizatio 4 Tale 4 Address 4 Tale 4 Address 4 Tale 4 Country 4 Category 4 Category 4 Category 4 Category 4 Phone 5 4 Finore 4 4 Finore 4 5 Finore 4	Text 0 Text 0 Te	Left for the set of th	Key Key Key Key Key Key Key Key	244 244 244 244 244 244 244 244 244 244		outendatog 3151 getted "beend for", on find exportine() contains o		
	1.1	visible/94	of all of					4	14000 12	0.0011	- And		P	Procedure oper	red.	1
_		Mini	Conte	ectsdfind	Next	1/6	-		Mini C	intacts	a.SplitNem	10	_	Mini Cor	tacts:Fields	
	nex 1								av ti dd argf	eouit fre	fic Jint Jid	tie Leet Joeffel		Title Plenber Address 241 Fielder 1115 Add Jasper Country Plenes vision	topresentatives stillbuildeg anna Avenina 44. (2010) chaftigenati bours are bouss gre i ader	
		Fraces	No. 199	end.	- 2				Precedury	opened						Restore P

Here is an example of window stacking.

				Mini O	intacts:Fie	rlds					
				Mini O	ontacts:Sp	plitName					
				Mini	Contacts	Find Next/G					
_					Mini Cont	acts:Find/F					
					Mini O	intacts:DESTGN					L
					1	Mini Contacts					
	🐑 Profix Einst	Holle Last	- Sv	ff): Organization	Title	Address	City	62a 23p	Country	Callegory	PhType
المار المارين المارين المارين المارين المارين	Ribert Fidert Spect Sarl	B. Adver E. Gran Bedrift F. Hillin	ter dr Mi	House Of Representatives House Of Representatives House Of Representatives	Hanber Hanber Henber	247 Federal Building 403 Franklin Street 1950 International Park Drive 109 Federal Building	Japper Huntsville Derminghem Belma	AL 35501 AL 35041 AL 35543 AL 36701			49864 97864 97864 97864

To learn more about this wizard see "<u>Arranging All Open Windows at Once (Tiling and Stacking)</u>" on page 156 of the *Panorama Handbook*.

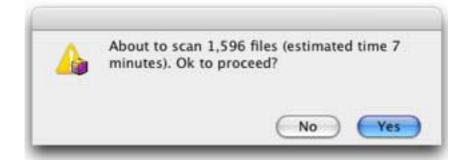
File Permissions

This wizard is for Mac OS X only. It is designed to scan files and folders looking for permission problems. Unlike Apple's **Disk Utility** program, which can only scan files that have been installed by a version of Apple's installer, Panorama's **File Permissions** wizard can scan any file or folder.

000		File Permissions:Pane			•
	(problems (0 invisi	en scanned for permis ble files skipped).	Show)
	Scan		have permission pro ms for the current us	S B COM	Fix
	Panorama		have permission prol ms for other users on		Fix
File (0 of 0 econoed files)	Owner	Group	Other	Folder (Listed In Reverse C	rder)

Scanning Panorama and Files Installed by Panorama

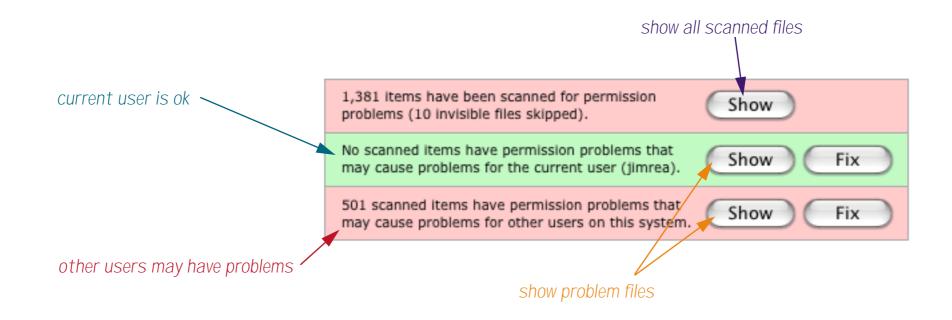
To scan the Panorama application and all of its support files simply press the **Scan Panorama** button. This also scans recently opened databases (databases that are listed in the **Recent Databases** wizard.) This process takes a while so the wizard starts by asking you if you really want to proceed.



When the scan is complete the wizard displays the results. For each file and folder the wizard lists the owner, the group, and the operations that can be performed by each class of user. For each class there are three possible operations: R (read), W (write), and X (execute). If the box is green, the operation is allowed. If it is red, the operation is not allowed. If the box is yellow the operation is not allowed but does not ever need to be allowed.

000		File Permissions:Panel									
	3	1,381 items have bee problems (10 invisible	e files skipped).								
S	can		for the current user (Jimrea). Show Fix								
	orama		501 scanned items have permission problems that may cause problems for other users on this system. Show Fix								
File (1381 of 1381 scanned files)	Owner	Group	Other Folder (Listed In Reverse Order)								
AuthorizeNet (Credit Cards)	r w 🛪 jimrea	🕫 👿 🗶 staff	🚺 💓 🟋 Carbulator:Carborama:Alaska								
TransactionTests	r w x jimrea	r 🗰 🗴 staff	r w x AuthorizeNet (Credit								
🐊 Installer	r w x jimrea	r 👿 🗴 staff	🕫 👿 🗶 Carbulator:Carborama:Alaska								
Automatic Copier	r w x jimrea	r 🗰 🗴 staff	👖 🗰 🗴 Installer:Carbulator:Carborama:Alaska								
Enterprise_MacOS.code	r w 🗴 jimrea	r 👿 🛪 staff	🚺 🗰 🗴 Installer:Carbulator:Carborama:Alaska								
🕒 Installer Maker	r w x jimrea	r 🗰 🛪 staff	Installer:Carbulator:Carborama:Alaska								
Panorama_MacOS.code	r w x jimrea	r 🗰 🛪 staff	🔽 🗰 🗴 Installer:Carbulator:Carborama:Alaska								
SpellZip.code	r w x jimrea	r 🗰 🛪 staff	👖 🗰 🗴 Installer:Carbulator:Carborama:Alaska								
Wizards.code	r w x jimrea	r 🗰 🛪 staff	7 W X Installer:Carbulator:Carborama:Alaska								
🗋 🕫 2004 Installer	r w x jimrea	r 🗰 🛪 staff	👖 🗰 🗴 Installer:Carbulator:Carborama:Alaska								
Carbon Debug	r w 🛪 jimrea	r w x staff	F W X Object:Carbulator:Carborama:Alaska								
alnvoices	r w x jimrea	🗾 💓 🗙 staff	r 🗰 🗴 Carbon								
🖄 aPhone Bill	r w x jimrea	r 💓 🗴 staff	7 W X Carbon								
Apparel	r w x jimrea	r 🗰 🛪 staff	7 W X Carbon								
🖞 Cities	r w x jimrea	r 🗰 x staff	T W X Carbon								
Cities 2	r w x jimrea	r 🗰 🛪 staff	r w x Carbon								
🔁 Examples	r w 🛪 jimrea	r 🗰 🗙 staff	7 🗰 🗴 Carbon								
Business	r w 🛪 jimrea	r 💓 🗙 staff	Examples:Carbon								
🔰 Bookstore	r w x jimrea	r 🗰 🗴 staff	R W Business:Examples:Carbon								
Books	r w x jimrea	7 W X staff	r w x Bookstore:Business:Examples:Carbon								

The top section of the panel displays a summary of the results. In this case the current user (jimrea) is fine, but if there are other users on this computer they may encounter permission problems.



Page 121

To see the files and folders that may have problems press one of the **Show** buttons. In this case for the files shown the files cannot be modified by anyone other than the primary user (in this case jimrea).

00					File Perm	issi	ons:Panel				
	8						tems have be ns (10 invisibl				rmission Show
	Scan						nned items ha use problems				
	orama	a					anned items h use problems				
File (501 of 1381 scanned files)	Ov	vne	ır.		Grou	р		Ot	the	r.	Folder (Listed In Reverse Order)
AuthorizeNet (Credit Cards)			r 🛪	jimrea		* *	staff		1	N	Carbulator:Carborama:Alaska
TransactionTests		w	x	jimrea		×	staff		1	N	X AuthorizeNet (Credit
🔰 Installer		-	* *	jimrea			staff		1	N I	Carbulator:Carborama:Alaska
Automatic Copier	1	w	×	jimrea		×	staff			N	Installer:Carbulator:Carborama:Alaska
Enterprise_MacOS.code		W	x	jimrea	r 8	×	staff	7		N	Installer:Carbulator:Carborama:Alaska
🕒 Installer Maker	1	W	×	jimrea		××	staff			N	Installer:Carbulator:Carborama:Alaska
Panorama_MacOS.code	r	W	×	jimrea		x	staff	7		*	x Installer:Carbulator:Carborama:Alaska
SpellZip.code	1	W	×	jimrea		×	staff	1		N	Installer:Carbulator:Carborama:Alaska
🔄 Wizards.code	r	-	×	jimrea		×	staff	7	1	*	Installer:Carbulator:Carborama:Alaska

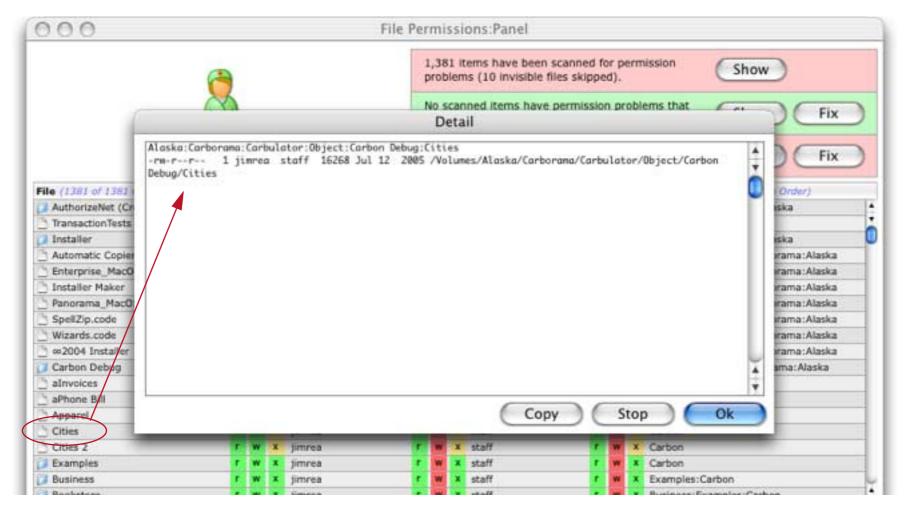
If you decide you want to correct this problem simply press the **Fix** button. If necessary the wizard will ask you for your system administration password, then it will repair the permissions of the specified files.

Checking Other Files and/or Folders

To check any other files and or folders simply drag them from the Finder onto the File Permissions wizard. You can scan and check any file or folder on your system this way.

Terminal Dump (for Geeks)

Double click on any item to see the **ls** -1 terminal output for that file or folder.



Don't know what this is? Don't worry about it — it's for UNIX geeks only!

Repairing System Permissions

This wizard can also be used to repair system permissions. To do this choose **Repair System Permissions** from the **Fix** menu.



This command is provided as a convenience only. As the alert say, it is exactly the same as repairing permissions with Apple's **Disk Utility** program (in fact it simply invokes the UNIX command line version of this Apple pogram.)

Disk Permissions

This wizard is for Mac OS X only. The wizard displays information about each of the disk drives currently mounted on your computer. For each drive the wizard lists the owner, the group, and the operations that can be performed by each class of user. For each class there are three possible operations: R (read), W (write), and X (execute). If the box is green, the operation is allowed. If it is red, the operation is not allowed.

Disk Name	Owner	Group	Other
📄 Panther	r w x jr	r w 🗙 unknown	r w x
🧾 Jaguar	r w 🗴 root	r w 🗙 admin	r w x
Classic	r w x jr	r w x staff	r w x

This wizard is included primarily to assist the ProVUE Development technical staff with debugging unusual installation problems. If you have difficulty installing Panorama, our technical support staff may ask you to use this wizard to help diagnose the problem. If the permissions are incorrect, you can change them using the Terminal (recommended for UNIX experts only) or with a freeware program named *BatChmod*. To find out more about *BatChmod* (and possibly download the program), go to the *BatChmod* web site:

```
http://macchampion.com/arbysoft/
```

Open Database

The standard techniques for opening a database (double clicking, **Open File** dialog, **Favorite Databases** wizard, etc.) will work fine in 99,999 of 100,000 cases. Sometimes, however, you may need to use a more specialized technique to open a database. For example, if a database has lost its MacOS type/creator information (perhaps by sending it through an e-mail client that doesn't properly support this information, a common problem) the standard techniques will not work. In other cases you may need to open a database but bypass the normal initialization of that database. The Open Database wizard is included for these special needs.



To learn more about these wizards see "<u>Advanced Database Opening Techniques</u>" on page 47 of the *Panorama Handbook*.

Platform Converter

The **Platform Converter** converts databases between platforms and versions. It doesn't actually modify the contents of files, but it does control how databases interact with the operating system. You can use the platform converter to convert Panorama 3.1 databases for use with Panorama V or later, and also to add the .pan extension required to use databases on Windows.

\varTheta 😑 🔿 🛛 Platform Co	nverter					
To perform a conversion, drop one or more files and/or folders onto one of the choices below.						
Macintosh to Windows	🗳 » 🥂					
	🗹 Resource Files					
Windows to Macintosh	A 🕹					
	✓ Remove Extensions ✓ Convert & Open					
Panorama 3 to V	🛃 » 📦					
	🗹 Convert & Open					
Panorama V to 3	📦 » 🚅					
Fix Type/Creator Codes	? » 📦					
	🗹 Convert & Open					
Status:						

For more information about this wizard see "<u>Platform Converter Wizard</u>" on page 800 of *Formulas & Pro*gramming.

Summaries & Outline Wizard

(Note: Starting with Panorama 6 this wizard has been superceded by the new **Analyze & Summarixe** dialog, and this wizard is normally not accessible. However, it is available in the **Wizard** menu if "built-in" wizards are enabled in General Preferences [see "Include "Built-in" wizards in Wizard menu" on page 9].)

The **Summaries & Outline Wizard** automates the process of calculating summaries (see "<u>3-Step Summariz-</u> ing" on page 365 of the *Panorama Handbook*). You can use this wizard to rapidly take pages and pages of information and distill them down into concise, useful summaries.

🔲 🔜 Summary:Checkbook 🔤 🖻 🗏								
Database Template								
Group	Date (by Month) 🗾 👻							
	Category 👻							
								
Total 🕨	Debit 👻							
Total ▶	-							
Total 🕨	-							
Outline Level	Date (by Month) 🗾 👻							
Report Form	-							
Summarize	Summarize/Print Raw Data							

Zap Page Setup Wizard

(Note: Starting with Panorama 6 this wizard has been superceded by the **Reset Page Setup** command in the **Setup** menu, and this wizard is normally not accessible. However, it is available in the **Wizard** menu if "built-in" wizards are enabled in General Preferences [see "Include "Built-in" wizards in Wizard menu" on page 9].)

Panorama stores page setup and print configuration information for the data sheet and for each form in each database. Normally you don't have to worry about this, but occasionally this information will become corrupted (we believe this is caused by problems with printer drivers) and Panorama will fail to print. The corrupted information cannot be recovered but you can zap it and start over. To do this open the **Zap Page Setup** wizard.

000	Zap Page Setup	p:X	
Database: My Addr	ess Book	*	
_PageFormat (Deta	il)	Zap	
_PrintSettings (Mai	ling Label)	Zap	5
_PageFormat (Mail	ing Label)	Zap)
_PageFormat ()		Zap	
	form name		
data s	heet		1
			1
		Zap ALL	5
			-

The wizard lists each entity (data sheet or form) that has page setup information. You can zap the settings for individual forms separately, or simply zap all of the page setup information for the entire database. Once you zap you'll need to use the Page Setup dialog to re-configure the settings for each item.

Business Demo Files

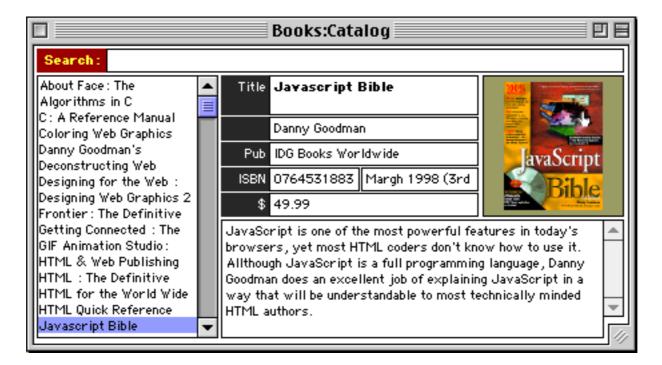
The demo databases in this category show examples of how Panorama can be used to build common business applications. To open these files open the **Favorite Databases** wizard and select the **Business** group.

🗆 📃 Favorit	te Databases 📃 🗉 🗄
File Group	
106th C. Accounting Address Games Bank Ac Games Book Sta General Books Home Colorado My Tutorials Conferer Conferer Contacts Reference Credit C Utilities Data But	 Notes Folder Fields Forms Group : Business
Debt His Search Demo Ch Demo Me ALL Dialog Workshop	Modified: 10/05/00 @ 2:15:16 PM Created: 10/05/00 @ 2:53:50 PM Data: 1 record/22 Fields Size: 11,130 bytes

The databases in this category use some fairly advanced Panorama techniques.

Books (Product Catalog)

This database demonstrates one way to build a product catalog using Panorama.

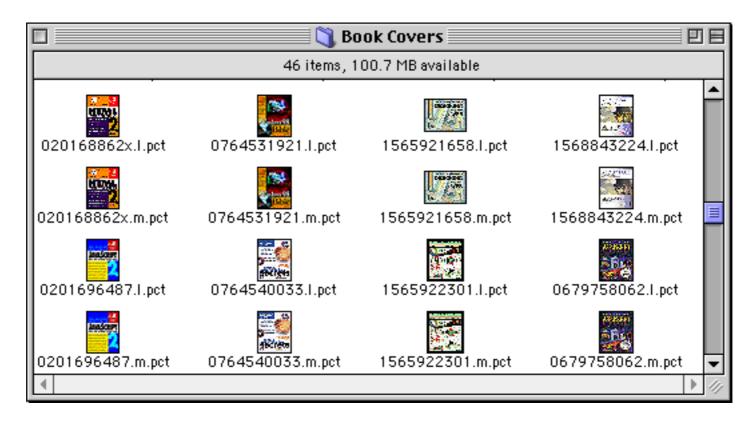


The database itself is fairly basic, as you can see if you use the **View** menu to open the data sheet (see "<u>Open-ing More Than One Window Per Database</u>" on page 169 of the *Panorama Handbook*).

	Books						9
•	Title	Authors	ISBN	Binding	Pages	Publisher	Edition
	JavaScript: The Definitive Guide Javascript Bible Danny Goodman's Applescript Handbook HTML & Web Publishing Secrets Windows 98 Bible JavaScript for the World Wide Web	David Flanagan,Dan Sh Danny Goodman Danny Goodman Jim Heid Alan Simpson Tom Negrino,Dori Smi	0764531883 0679758062 0764540033 0764531921	Paperback Paperback Paperback Paperback Paperback Paperback	607 554 626 1112	O'Reilly & Associates IDG Books Worldwide Random House IDG Books Worldwide IDG Books Worldwide Peachpit Press	June 199 Margh 19 1994 May 199 June 199 January
	23 visible/23 total 🛛 🔳						•

Displaying the Book Covers

The database uses **Flash Art** to display the book covers (see "<u>Flash Art</u>[™]" on page 750 of the *Panorama Handbook*). The images are not stored in RAM as part of the database but are kept as separate files in a folder named Book Covers (see "<u>Displaying Images Directly From Disk Files</u>" on page 769 of the *Panorama Handbook*). Each image has been named according to the ISBN number of the corresponding book.



The Flash Art SuperObject uses a formula to convert the ISBN number stored in the database into the correct image name (see "<u>Displaying Images in a Different Folder (Directory</u>)" on page 771 of the *Panorama Handbook*).

Flash Art SuperObject™	Cancel OK
Formula: ":Book Covers:"+ISBN+"	'.m.pct"

Navigation with a List SuperObject

One unusual aspect of this database is the use of a **List SuperObject** (see "<u>List SuperObjects</u>" on page 879 of the *Panorama Handbook*) for navigating within the database. This is a fairly advanced technique that is probably best attempted after you have some experience with creating Panorama procedures (see "<u>Procedures</u>" on page 203 of *Formulas & Programming*).

🛛 🔤 Books:Catalog 📃 🗉 🗄							
Search:							
Designing Web Graphics 2 Frontier : The Definitive	Title HTML & Secrets	a Yeb Publishing 5	Be decigne sport Brandel samelie ST HERLI				
Getting Connected : The GIF Animation Studio :	Jim Heid		And A A STATE				
HTML & Web Publisising HTML : The Desinitive	Pub IDG Book	s Worldwide					
HTML for the World Wide	ISBN 0764540	033 May 1997	secrets				
HTML Quick Reference Javascript Bible	\$ 49.99	·					
	1						

[\]click in list to move to the corresponding record

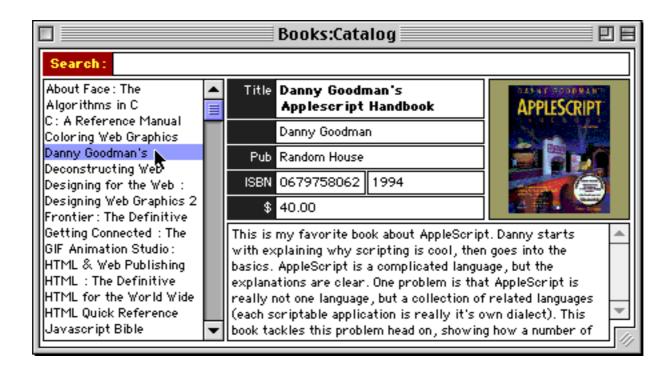
The default for this list is to display the name of every book in the database (see "<u>List Options</u>" on page 883 of the *Panorama Handbook* for more information about this dialog). The list also contains the ISBN number for each book, but the ISBN number is hidden because it is after the null character (created by the **chr(0)** function — see "<u>Hiding" Part of a List Item</u>" on page 897 of the *Panorama Handbook*).

Scrolling	List Super0bject™	Cancel OK
Data:	🔘 Field 🔽 💿 Variable	
	currentBook	Sep:
🗹 Database:	<current database=""></current>	💌 🗹 Sort Up 🔲 No Duplicates
Formula:	Title+chr(0)+ISBN	
Click Action:	🔘 Normal 💿 One Cell Only	Contiguous Cells Only
	🔘 Extend w/o SHIFT	
Options:	🔲 Grow box	
🗹 Procedure:	.ListClick	💌 🔲 Click/Release

When you click on one of the items in the list the .ListClick procedure is triggered. This procedure in turn calls a subroutine procedure named .Browse (see "Subroutines" on page 261 of *Formulas & Programming*).

	Books:.List	Click		日日			
/* the Clic local cell,c landing	se em onto invoice? */ k/Release option must be turned OF ellbox,newcell,mouse,mouseStart,l /indow,landingDatabase,landingProc t=info("click")	andingO	bject,newWorkList,dragItem,				
cell=1			Books	:.Brow	/se		日日
	Procedure opened.		global currentBook find ISBN=array(currentBook	,2,chr(0)))		▲
			Procedure open	ed.		◀ Ⅲ	▶ ///

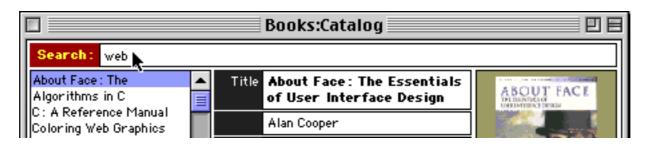
The .Browse procedure uses the **array** (function (see "<u>Text Arrays</u>" on page 93 of *Formulas & Programming*) to extract the hidden ISBN number in the currentBook variable (this variable was set up using the configuration dialog for the list shown above). It then uses the **find** statement to locate the record corresponding to the book that was clicked on (see "<u>Finding Information</u>" on page 552 of *Formulas & Programming*). The end result is that when you click on a book in the list, the information for that book appears.



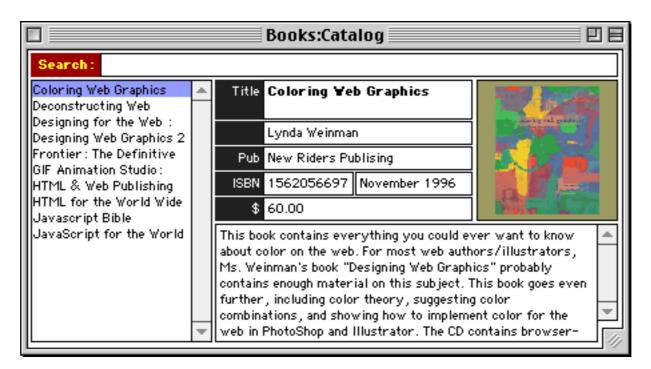
You may have noticed that the .ListClick procedure contains a bunch of additional code. This code allows you to drag an item from the catalog onto an invoice, and is discussed as part of the Invoice demo file.

Catalog "Search Engine"

The catalog database has a "search engine" that makes it easy to locate items within the database. To search, click in the search area and type in a word or phrase, in this case web.



When you press the **Enter** key the database will search for books that contain the word or phrase and display them in the list. The word or phrase may be anywhere in the record - in the title, the description, the author or publisher's name, anywhere.



How does this search engine work? The top of the form contains a **Text Editor SuperObject** (see "<u>Text Editor</u> <u>SuperObject</u>" on page 639 of *Formulas & Programming*) for you to type the word or phrase into. The word or phrase you type goes into the variable named bookSearch.

I Text SuperObject™ Cancel OK
Data: 🔾 Field 💌 💿 Variable 🔾 Formula
bookSearch
Scroll Bars: 🔲 Vertical 🔲 Horizontal 🔲 Grow Box 🛛 Padding
Formatting: 🗹 Wrap at end of line 🛛 🗹 Non-White Background
Terminate when: 🗹 Return 🗹 Tab 🗹 Up/Down Arrows
Borders: 🗹 Top 🗹 Left 🗹 Bottom 🗹 Right 🔝 Shadow 🗔 3D
Other: 🔲 Tab = 4 Spaces Insertion Pt.: 🛛 at End 💌
🗹 Procedure: 🛛 BookSearch 📉 🗖Handler
🗌 Every Key 🔛 Most Keys 📝 Finished 🔲 Focus
Auto Caps: 🛛 🕶 🔲 Update Variable Every Key
Use Field Attr:

When you press the **Enter** key a procedure named .BookSearch is automatically triggered. Here is the code for that procedure.

ļ		Books:.BookSearch	2	E
		//message radixstr("hex",info("keyboard"))		•
l	X	if info("keyboard")=chr(0) rtn endif /* clicked out */		=
	< < < < < < < < < < < < < < < < < < <	<pre>/* tab, cr, or enter */ global bookList,bookSearch local newBookList if bookSearch="" or bookSearch="*" arraybuild newBookList,¶,"",Title+chr(0)+ISBN else arraybuild newBookList,¶,"", ?(exportline() contains bookSearch,Title+chr(0)+ISBN,"") endif newBookList=arraystrip(newBookList,¶) if newBookList="" beep modesearch.this second."</pre>		
		message "No books match this search!" rtn endif arraysort newBookList,bookList,¶ superobject "Book List","FillList",{bookList},"" bookSearch="" currentBook=array(bookList,1,¶) showvariables bookSearch,currentBook call .Browse		•
		Procedure opened.		111

The procedure uses the **arraybuild** statement to scan the database searching for records that match the word or phrase in the bookSearch variable (see "<u>Building an Array from a Database</u>" on page 594 of *Formulas & Programming*). It then uses the **superobject** statement to send a command to the list object telling it to redisplay itself with the new list (see "<u>List SuperObject™ Commands</u>" on page 708 of *Formulas & Programming*). You'll notice that for this to work the list object must be named Book List (see "<u>Object Type/Object</u> <u>Name</u>" on page 533 of the *Panorama Handbook*).

Invoices (Line Items)

This database demonstrates how to create an invoice with line item fields (see "<u>Repeating Fields (Line Items</u>)" on page 222 of the *Panorama Handbook*). You've already learned how to create such a file in the Stepby-Step tutorials (see Lesson 3 in *Panorama Tutorials*).

Invoices (Line Items):Invoic	e	
Name Address Darlene Simpson 37054 South Green La Puente Qty Description 1 Windows Annoyances 1 Frontier : The Definitive Guide 1 Coloring Web Graphics		1746 Total 29.95 34.95 60.00
Date November 6,2000 ⊙Cash OCheck OVisa/MC	Subtotal Tax Total	124.90 6.23 131.13

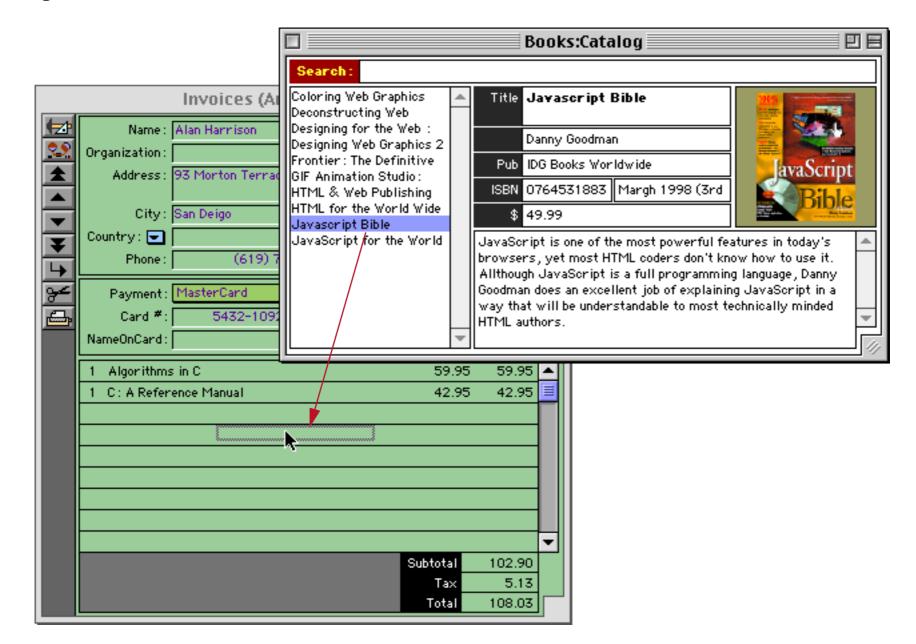
Invoices (Arrays)

This databases demonstrates an alternate technique for handling repeating detail lines in an invoice. Instead of using line item fields, this database stores repeating detail items in a single field using a text array. To understand how this database works you'll definitely need to study text arrays, so you may want to turn to "<u>Text Arrays</u>" on page 93 of *Formulas & Programming* if you are not already familiar with them.

		Invoices (Arrays):0r	rder Form 📃 🗉 🗄	
	Name :	Alan Harrison		1
29	Organization:			I
	Address:	93 Morton Terrace		I
				I
	-		itate: CA Zip: 92123	I
Ŧ	Country : 🖃		rnet:	I
Г.	Phone :	(619) 783-1965	Fax:	
÷	Payment :	MasterCard 🚽	Non-Taxable	1
Ē.	Card #:			I
	NameOnCard:			
	1 Algorithms	s in C	59.95 59.95 🔺	il
		ence Manual	42.95 42.95 🗏	1
				1
				I
				I
				I
				I
				H
			Subtotal 102.90	1
			Tax 5.13	
			Total 108.03 📎	2

Setting up repeating items with a text array takes more programming than using line item fields. However, using a text array eliminates the need to determine the maximum number of items in advance. An invoice may contain one item or one hundred — it doesn't matter. No matter what the repeating data items are all stored in a single field.

This database works a bit differently than the previous database. Instead of typing in the detail items you drag them from the Books database.



When you release the mouse the item is added to the invoice.



If you want to change the Quantity ordered of any line, click anywhere on the detail line to access this pop-up menu and select **Change Quantity**.

1 Algorithms in C	59.95	59.95	
1 C: A Reference Manual	42.95	42.95	≡
1 Javascript Biblin Change Quantity	49.99	49.99	
Change Price			
Delete Item			
Delete item			

Panorama will ask you for the new quantity.

Quantity
3
Cancel OK

When you press the **OK** button the invoice will be updated.

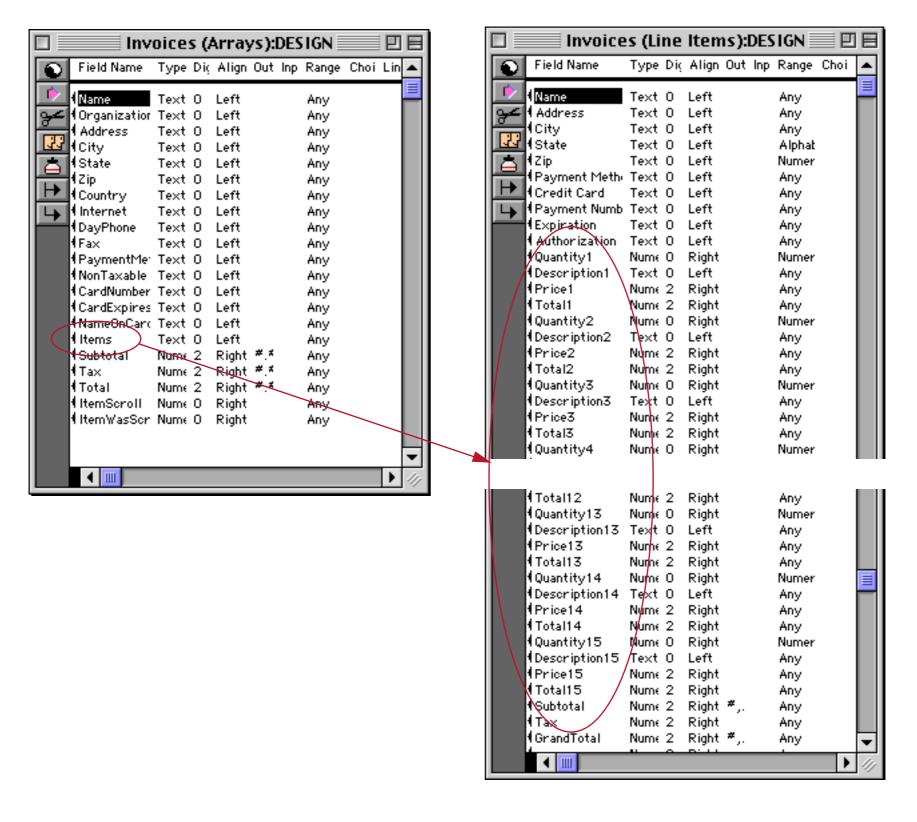
1 C: A Reference Manual	42.95	42.95	\equiv
3 Javascript Bible	49.99	149.97	\sum
			•
	Subtotal	252.87	\sum
	Tax	12.64	
	Total	265.51	14

As you can see, all of the totals are recalculated also. As mentioned before, the best feature of this database is that you can add as many detail lines as you like. As the number of lines grows you can scroll the items and/ or expand the window.

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How the Detail Lines are Stored

Let's take a look at the design sheet for this database (on the left) and compare it to the design sheet for the invoice database created using line item fields (on the right). Our new database stores all of the repeating data (invoice items) in a single field, Items. As you'll see, there is no limit to how many items can be stored in the invoice. The database on the right uses 60 fields to store the repeating data and has a limit of 15 items per invoice.



Invoices (Arrays) Organization s Items Subtotal Name Address City * Mark Doolittle First Bank and T One First Plaza New York Ν <u>~1565921658~24.95*</u> <u>791</u>.12 24.95 93 Morton Terr San Deigo 1~0201514257~59.95~59.95 Alan Harrison С .90 -0133262243~42.95~42.95 .99 83 isbn number qty line total price ◀ Ⅲ 4 visible/4 total ٠

How does all of this data get stuffed into a single field? Let's look at the data sheet to see.

Each line in this cell corresponds to a detail line in the invoice (this is a carriage return delimited array, see "<u>Picking a Separator Character</u>" on page 93 of *Formulas & Programming*). This particular invoice has two lines, so there are two lines in the Items field. Since a data cell can contain an unlimited number of lines each invoice can contain an unlimited number of detail lines.

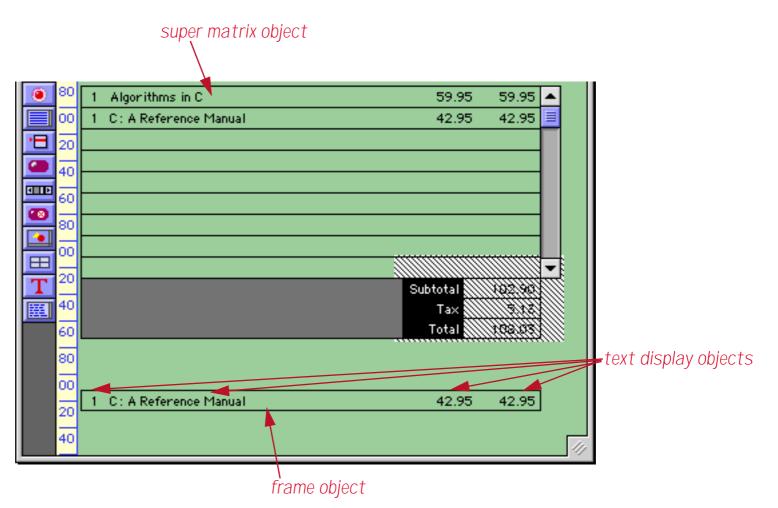
Within each line there are four "pseudo-cells", each separated by the \sim character. The first pseudo-cell is the quantity. The second pseudo-cell identifies what is being sold, in this case the ISBN number for the book. Of course if you're invoice isn't for books you'll need to use some other for of identification, perhaps a catalog number or simply a description of the item. The third pseudo-cell is the price of the item, and the last is the quantity times the price.

Displaying the Detail Lines

Obviously no one would want to edit the Items cell in the data sheet manually. Instead, this database uses a **Super Matrix Object** to display the detail lines. The result looks like this.

1 Algorithms in C	59.95	59.95 🔺
1 C: A Reference Manual	42.95	42.95 🔳

Let's switch into Graphics Design Mode to see how this works. (You may want to review Super Matrix Objects before continuing, see "<u>Super Matrix Objects</u>" on page 939 of the *Panorama Handbook*). This illustration shows Super Matrix Object itself and the **Frame Object** (see "<u>The Matrix Template (and Frame Object</u>)" on page 940 of the *Panorama Handbook*). The frame object contains the template for the data displayed in the matrix. When the database is actually in use the window is shrunk so that the frame object and the template are invisible.



The actual data is displayed with four text display objects (see "<u>Text Display SuperObjects</u>[™]" on page 608 of the *Panorama Handbook*). The table below shows the four formulas used by these objects.

Column	Formula
Qty	<pre>array(array(Items,(ItemScroll-1)+info("matrixrow"),¶),1,"~")</pre>
Item	<pre>lookup("Books",ISBN, array(array(Items,(ItemScroll-1)+info("matrixrow"),¶),2,"~") ,Title,"",0)</pre>
Price	<pre>array(array(Items,(ItemScroll-1)+info("matrixrow"),¶),3,"~")</pre>
Total	<pre>array(array(Items,(ItemScroll-1)+info("matrixrow"),¶),4,"~")</pre>

You'll notice that all four of these contain this core in common. This section of the formula calculates the line number being displayed. In this case ItemScroll is a global variable that is linked to the scroll bar (more on that later).

```
(ItemScroll-1)+info("matrixrow")
```

Actually, all four of these actually contain a larger core in common. This larger core takes the line number and uses it to extract the appropriate line of data from the Items array.

array(Items,(ItemScroll-1)+info("matrixrow"),¶)

If you look closely, you'll see that there is even a larger commonality between each of these four formulas. A second **array** (function (displayed in orange below) extracts the actual cell from within the line of data. The four formulas aren't exactly the same because they extract different cells -1, 2, 3, and 4.

```
array(array(Items,(ItemScroll-1)+info("matrixrow"),¶),1,"~")
```

For the Quantity, Price and Total cells that's it - this is the complete formula. But for the Item we don't actually have the description, but just the ISBN number. To get the description we must use this ISBN number and look up from the Books database using the lookup (function (see "<u>Linking With Another Database</u>" on page 131 of *Formulas & Programming*).

```
lookup("Books",ISBN,array(array(Items,(ItemScroll-1)+info("matrixrow"),¶),2,"~"),
Title,"",0)
```

The end result is that the formulas are displayed over and over again by the Super Matrix Object, with the formula adjusting to display the information for each line.

1 Designing for the Web : Getting Started in a New	24.95	24.95	•
1 GIF Animation Studio: Animating Your Web Site	39.95	39.95	≣
2 Javascript Bible	49.99	99.98	
1 Algorithms in C	59.95	59.95	
1 Danny Goodman's Applescript Handbook	40.00	40.00	
1 C: A Reference Manual	42.95	42.95	
1 About Face : The Essentials of User Interface	29.99	29.99	
1 Frontier : The Definitive Guide	34.95	34.95	
1 Getting Connected : The Internet at 56K and Up	23.96	23.96	▼

Scrolling the Detail Lines

An invoice may have more lines of data than will fit on the form. To handle this the database has a Scroll Bar SuperObject (see "<u>Scroll Bars</u>" on page 979 of the *Panorama Handbook*). In this case the scroll bar is linked to a numeric field named ItemScroll and to a procedure named .ItemScroll. The scroll bar could be linked to a variable, but by linking it to a field Panorama will remember how each invoice is scrolled.

□==== Scroll Bar SuperObject™		Cancel	ОК	
Data: 🖲 Field 🔽 🛛 🔾 Variable				
	ItemScro	I		
Min:	1	(1-65535)		
Max:	12	(1-65535)		
Page Up/Down:	9] (< Max)		
Format:	🗹 16 Pixel	lWidth		
🗹 Procedure:	.ltemScro	II	▼	

The procedure is very short and relies on the Matrix SuperObject to do most of the work (see "<u>Super Matrix</u> <u>SuperObject[™] Commands</u>" on page 715 of *Formulas & Programming*).

Invoices (Arrays):.ItemScroll	E
superobject "Line Item Matrix","Scroll",ItemScroll-ItemWasScroll ItemWasScroll=ItemScroll	
Procedure opened.	

Adjusting for Window Size Variations

In addition to the normal elastic form adjustments the scroll bar must be adjusted for the number of visible invoice lines. To do this the .AutoGrow Proc option is turned on when creating the elastic form.

Partic Geometry Management™	Cancel OK
Window Size Minimum Height: 376 Match This Object Match This Object	 Master Slave (Horizontal) Slave (Vertical) Don't Adjust Form Draw Grow Icon AutoGrow Proc

With this option enabled Panorama will automatically trigger this procedure every time the window dimensions are changed.

	Invoices (Arrays): AutoGrow	
HEIKI≷I	local mCells,mRows,mCols superobject "Line Item Matrix","MatrixSize",mCells superobject "Line Item Matrix","CellToXY",mCells,mRows,mCols superobject "Line Item Scroll Bar","SetScrollPage",mRows	
	Procedure opened.	• ///

The second and third lines determine the number of lines that are currently being displayed (see "<u>Super Matrix SuperObjectTM Commands</u>" on page 715 of *Formulas & Programming*). The final line sets the scroll bar page height to this number (see "<u>Scroll Bar SuperObjectTM Commands</u>" on page 718 of *Formulas & Programming*). This adjusts the scroll bar so that clicking in the page up/down area will cause the invoice items to move up or down one page.

1 Algorithms in C	59.95	59.95	A
· · · ·			_
1 Danny Goodman's Applescript Handbook	40.00	40.00	page up
1 C: A Reference Manual	42.95	42.95	
1 About Face : The Essentials of User Interface	29.99	29.99	
1 Frontier : The Definitive Guide	34.95	34.95	
1 Getting Connected : The Internet at 56K and Up	23.96	23.96	page down
10 HTML : The Definitive Guide (Nutshell Handbook)	32.95	329.50	
1 Teach Yourself C in 21 Days	29.99	29.99	
1 Teach Yourself Advanced C in 21 Days	34.95	34.95	•

Mexican Restaurant

This database demonstrates another way to create an invoice. The menu items are listed on the left, with the current order on the right.

🗉 🛛 🖉 Food Orders:Small Menu					
Breakfast Huevos Rancheros \$5.50 Chorizo & Eqgs \$5.50 Green Chile & Eqgs \$5.50 Scrambled Eqgs & Potatoes \$3.99 Scrambled Eqgs, Potatoes & Beans \$5.50 Machaca & Eqgs \$5.50 Menudo (small) \$3.99 Menudo (large) \$5.50 Hevos A La Mexicana \$5.50 2 Eqgs, Papas con Hole \$5.50 Dinner Taco, Enchilada & Beans \$4.99 Enchilada, Rice & Beans \$4.99 2 Enchiladas, Taco & Beans \$5.99 2 Beef Enchiladas, Rice & Beans \$5.99 2 Beef Enchiladas, Rice & Beans \$5.99 2 Beef Tacos, Rice & Beans \$5.99 Green Chile, Rice Beans & Tortillas \$7.50 2 Taquitos, Rice, Beans Tortillas \$7.50 Machaca, Rice, Beans, Tortillas \$7.50 Carnitas, Rice, Beans, T	A La Carte Nachos \$4.99 Cheese & Chips \$3.50 Chicken Taco \$1.65 Shredded Beef Taco \$1 Ground Beef Taco \$1.6 Carnitas Taco \$2.00 Carne Azada Taco \$2.6 Chile Relleno \$2.50 Quesadilla \$3.50 2 Chicken Tacquitos w 2 Ground Beef Taquitos Enchilada \$1.75 Rice \$1.75 Beans \$1.75 Potatoes \$1.75 Four Tortillas \$1.75 Sour Cream \$1.00 Guacamole \$2.00	.65 55 00 /quac \$3.50 s w/quac \$3.25	Chorizo & Eggs \$5.50 Chorizo & Eggs \$5.50 Carnitas Taco \$2.00 Chorizo & Eggs \$5.50 2 Eggs, Papas con Hole \$5.50 Chile Relleno \$2.50 potatoes \$0.50 corn shredded beef		
Taco, Rice & Beans \$4.99 3 Enchiladas w/Chile Verde \$7.50 Chciken a la Mexicana \$6.99 Chile Colorado, Rice & Beans \$6.99	potatoes \$0.50 cheese \$0.50 quacamole \$0.50 sour cream \$0.50 beans \$0.50 rice \$0.50	flour corn shredded beef qround beef chicken	Cancel Item	27.00 2.09 9.09	

Use the Add New Record tool to start a new order.

	Food Orders:Small Menu				
÷	Breakfast Huevos Rancheros \$5.50 Chorizo & Eqqs \$5.50 Green Chile & Eqqs \$5.50 Scrambled Eqqs & Potatoes \$3.99 Scrambled Eqqs, Potatoes & Beans \$5.50 Machaca & Eqqs \$5.50 Menudo (small) \$3.99 Add New Record 50 Nevos H Ed Hexternal \$5.50 2 Eqqs, Papas con Hole \$5.50	A La Carte Nachos \$4.99 Cheese & Chips \$3.50 Chicken Taco \$1.65 Shredded Beef Taco \$1.65 Ground Beef Taco \$1.65 Carnitas Taco \$2.00 Carne Azada Taco \$2.60 Chile Relleno \$2.50 Quesadilla \$3.50 2 Chicken Tacquitos w/quac \$3.50	Chorizo & Eggs \$5.50 Chorizo & Eggs \$5.50 Carnitas Taco \$2.00 Chorizo & Eggs \$5.50 2 Eggs, Papas con Hole \$5.50 Chile Relleno \$2.50 potatoes \$0.50 corn shredded beef		
<u>s</u>		2 Ground Beef Taquitos w/quac \$3.25 Enchilada \$1.75			

To add an item to the order, click on the item in the menu.

	Linciniaua (p. 7.5
Dinner	Rice \$1.75
Taco, Enchilada & Beans \$4.99	Beans \$1.75
Enchilada, Rice & Beans \$4.99 🕟	Potatoes \$1.75
2 Enchiladas, Taco & Beans \$5.99	Four Tortillas \$1.75
Chile Relleno, Enchilada & Beans \$5.99	Corn Tortillas \$1.75
D D. A F. LULAN DUL & D AF OD	0 0 0100

The item will appear in the box on the right.

E Food Orders:Small Menu					
	Breakfast Huevos Rancheros \$5.50 Chorizo & Eggs \$5.50	A La Carte Nachos \$4.99 Cheese & Chips \$3.50	Enchilada, Rice & Beans \$4.99		

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As items are added to the order the total is updated automatically.

	Food Orders:Small Menu						
	Breakfast	A La Carte	Enchilada, Rice & Beans \$4.99				
00	Huevos Rancheros \$5.50	Nachos \$4.99	sour cream \$0.50				
<u> </u>	Chorizo & Eggs \$5.50	Cheese & Chips \$3.50	3 Enchiladas w/Chile Verde \$7.50				
	Green Chile & Eqqs \$5.50	Chicken Taco \$1.65					
	Scrambled Eggs & Potatoes \$3.99	Shredded Beef Taco \$1.65					

Carnitas, Rice, Beans, Tortillas \$7.50	Extras	Options		
Taco, Rice & Beans \$4.99	potatoes \$0.50	flour		-
3 Enchiladas w/Chile Verde \$7.50	cheese \$0.50	corn		10.00
Chciken a la Mexicana \$6.99	quacamole \$0.50	shredded beef	Clear	12.99
Chile Colorado, Rice & Beans \$6.99	sour cream \$0.50	ground beef		0.99
	beans \$0.50	chicken	Cancel Item	13.98
	rice \$0.50			13.90

An unusual feature of this database is that you can type in items "off the menu." Simply click in the box on the right and type in the item. The cost of the item must be preceded with a dollar sign (\$) as shown below.

	Food Orders:Small Menu							
<u> </u>	Breakfast Huevos Rancheros \$5.50 Chorizo & Eqqs \$5.50 Green Chile & Eqqs \$5.50		Enchilada, Rice & Beans \$4.99 sour cream \$0.50 3 Enchiladas w/Chile Verde \$7.50 Hamburger \$4.00					
	Scrambled Eggs & Potatoes \$3.99 Scrambled Eggs, Potatoes & Beans \$5.50	Shredded Beef Taco \$1.65 Ground Beef Taco \$1.65						

When you press the **Enter** key the database will calculate the new total, including the hand-entered "off the menu" item.

-
5.99
1.30
.29

Sales Calendar

An unusual feature of this database is the **Sales Calendar**, which can be opened from the Action menu.

_ 😩	File	Edit	View	Search	Sort	Math	Setup	Action	Wizards	Help
						Food	Orders:		el Last Iten • Order	n 📃
	Brea Huevo		eros \$5.!	50		A La C Nachos			s Calendar	
	Chori:	zo & Egg	IS \$5.50 Eqqs \$5			Cheese	& Chips \$3 n Taco \$1.6	Eurer		
	Scram	nbled Eq	qs & Pota	toes \$3.99 bes & Reans	\$5 50	Shredde	ed Beef Tac Reef Taco	Upda	te Menu	

The Sales Calendar shows a summary of sales on each day. You can easily flip back and forth to compare revenues with prior months or years.

	🛛 🔤 🛛 Food Orders:Calendar 🔤 🗉 🗄								
November 1999 🐠 🛛									
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	1	2 \$118.12	3 \$152.10	¢ \$187.19	5 \$288.20	6 \$379.80			
? \$423.21	8	9 \$136.20	10 \$157.39	11 \$163.12	12 \$248.83	13 \$359.12			
14 \$491.01	15	16 \$138.12	17 \$133.80	18 \$148.48	19 \$316.32	20 \$403.27			
21 \$486.25	22	23 \$98.23	24 \$107.19	25	26 \$220.11	27 \$447.73			
28 \$535.61	29	30 \$187.23							
						<i>4</i>			

To learn more about creating a calendar see "Building a Calendar" on page 971 of the Panorama Handbook.

Editing the Menu

To change a price or item description choose **Edit Menu** from the Action menu.

- 🤹	File	Edit	View	Search	Sort	Math	Setup	Action	Wizards	He	lp
						Food	Orders:		el Last Ite • Order	m	
	Brea Huevo		eros \$5.!	50		A La Ca Nachos			calendar		
	Choriz	zo & Ego	IS \$5.50 Eggs \$5.			Cheese	& Chips \$3 1 Taco \$1.6	Eurun			
	Scram	nbled Eq	qs & Pota	toes \$3.99 bes & Beans	\$5.50	Shredde	d Beef Tac Beef Taco	Upda	te Menu ^{ry}		

This opens a second database that contains all the items on the database.

Menu			
Item	Price	Category	_
Huevos Rancheros Chorizo & Eggs Green Chile & Eggs Scrambled Eggs & Potatoes Scrambled Eggs, Potatoes & Beans Machaca & Eggs Menudo (small) Menudo (large) Hevos A La Mexicana 2 Eggs, Papas con Hole Taco, Enchilada & Beans Enchilada, Rice & Beans 2 Enchiladas, Taco & Beans 2 Enchiladas, Taco & Beans 2 Beef Enchiladas, Rice & Beans 2 Beef Tacos, Rice & Beans 3 Beef Tacos, Rice & Beans 3 Creen Chile, Rice Beans & Tortillas 3 Taquitos, Rice, Beans Tortillas 3 Carne Azada, Rice, Beans Tortillas	\$5.50 \$5.50 \$3.99 \$5.50 \$5.50 \$5.50 \$5.50 \$5.50 \$5.50 \$5.50 \$5.99 \$5.99 \$5.99 \$5.99 \$5.99 \$5.99 \$5.99 \$5.99 \$5.99 \$5.99	Breakfast Breakfast Breakfast Breakfast Breakfast Breakfast Breakfast Breakfast Breakfast Dinner Dinner Dinner Dinner Dinner Dinner Dinner Dinner Dinner Dinner Dinner Dinner Dinner Dinner	
83 visible/83 total 🛛 🖣 🏢			

Once you have edited one or more items click back on the original database and choose **Update Menu** from the Action menu. In this case we have increased the price of Hevos A La Mexicana by \$1.00.

	Breakfast
00	Huevos Rancheros \$5.50
<u> </u>	Chorizo & Eggs \$5.50
	Green Chile & Eqqs \$5.50
	Scrambled Eggs & Potatoes \$3.99
	Scrambled Eggs, Potatoes & Beans \$5.50
L.	Machaca & Eggs \$5.50
Ŧ	Menudo (small) \$3.99
	Menudo (large) \$5,50
	Hevos A La Mexicana \$6.50
7-	2 Eqqs, Papas con Hol e \$5.5 0

More drastic changes will require editing the menu form. You'll notice that the menu is divided into several different categories. Each category is has a Super Matrix object to display the category (see "<u>Super Matrix</u> <u>Objects</u>" on page 939 of the *Panorama Handbook*). The easiest way to create a new category is to make a copy of one of the existing categories, as shown here (see "<u>Duplicating Objects</u>" on page 560 of the *Panorama Handbook*).

	🛛 👘 🖉 Food Orders:Small Menu (100%)								
	20 40 60 80 100 120 140 160 180 20	0 220 240 260 280 300 320 340 36	so 380 400 420 440 460 480 500 520 540 560 580 60						
	Breakfast	A La Carte							
20	Huevos Rancheros \$5.50	Nachos \$4.99							
	Chorizo & Eggs \$5.50	Cheese & Chips \$3.50							
40	Green Chile & Eqqs \$5.50	Chicken Taco \$1.65	Options						
CELL CO	Scrambled Eggs & Potatoes \$3.99	Shredded Beef Taco \$1.65	flour						
	Scrambled Eggs, Potatoes & Beans \$5.50	Ground Beef Taco \$1.65	coch						
L 80	Machaca & Eggs \$5.50	Carnitas Taco \$2.00	quaedded beef						
	Menudo (small) \$3.99	Carne Azada Taco \$2.60	souund beef						
	Menudo (large) \$5.50	Chile Relleno \$2.50	beacken						
	Hevos A La Mexicana \$6.50	Quesadilla \$3.50	ric						
\square	2 Eggs, Papas con Hole \$5.50	2 Chicken Tacquitos w/quac \$3	5.50						
		2 Ground Beef Taquitos w/quac	\$3.25						

The menu category displayed by this object is controlled by the objects name. To change the category choose the **Object Name** command from the Edit menu (see "<u>Object Type/Object Name</u>" on page 533 of the *Panorama Handbook*).

Edit	
Undo	ЖZ
Cut	ЖХ
Сору	жc
Paste	жv
Clear	
Copy Form	
Paste Form	
Duplicate	ЖD
Dimensions	
Object Properties	
Object Name	N
Nudge	* •
Select All Objects	ЖΑ
Fast Drag	
Show Clipboard	
Check Spelling	жI

The current name of this category is Extras.

Object Name:
Extras
Cancel OK

Type in the new category name, for example Drinks, then press OK.

Object Name:
Drinks
Cancel OK

.

To make this category appear you must switch to Data Access Mode and then add one or more items in this category to the menu database (see above).

		Menu	
•	Item	Price	Category 🔺
	Guacamole potatoes cheese guacamole sour cream beans rice flour corn shredded beef ground beef chicken Coke Diet Coke Sprite Milk	\$0.50 \$0.50 \$0.50 \$0.50 \$0.50 \$0.50 \$1.00 \$1.00 \$1.00	A La Carte Extras Extras Extras Extras Extras Extras Options Options Options Options Options Drinks Drinks Drinks Drinks
	87 visible/87 total	•	<u> </u>

Now switch back to the Food Orders database and use the **Update Menu** command in the Action menu to make the new **Drinks** category appear.

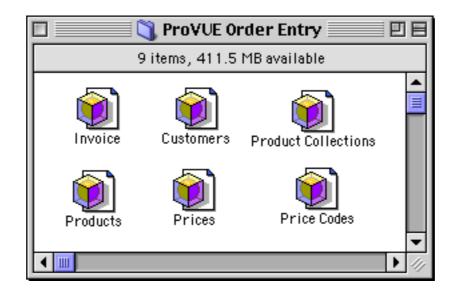
		Food Orders:Small Menu			
	Breakfast	A La Carte			
29	Huevos Rancheros \$5.50	Nachos \$4.99			
	Chorizo & Eggs \$5.50	Cheese & Chips \$3.50			
	Green Chile & Eqqs \$5.50	Chicken Taco \$1.65		inks	
	Scrambled Eggs & Potatoes \$3.99	Shredded Beef Taco \$1.65		¢\$1.00	
	Scrambled Eggs, Potatoes & Beans \$5.50	Ground Beef Taco \$1.65		Coke \$1.00	
	Machaca & Eggs \$5.50	Carnitas Taco \$2.00		rlite \$1.00	
Ŧ	Menudo (small) \$3.99	Carne Azada Taco \$2.60	Mi	lk \$1.25	
L	Menudo (large) \$5.50	Chile Relleno \$2.50			
and the second s	Hevos A La Mexicana \$6.50	Ouesadilla \$3.50			
¥	2 Eggs, Papas con Hole \$5.50	2 Chicken Tacquitos w/quac \$3.5	0		
		2 Ground Beef Taquitos w/quac \$			

The final step, re-arranging the graphics to make room for the new category, is left up to you!

ProVUE Order Entry

This is not a single database but actually six databases that work together as a complete order entry system. This is actually a modified version of the order entry system we use here at ProVUE, so the design assumptions in this system are focused on a software or manufacturing company. However, the design can easily be adapted for many different types of businesses.

The six database files are shown here.



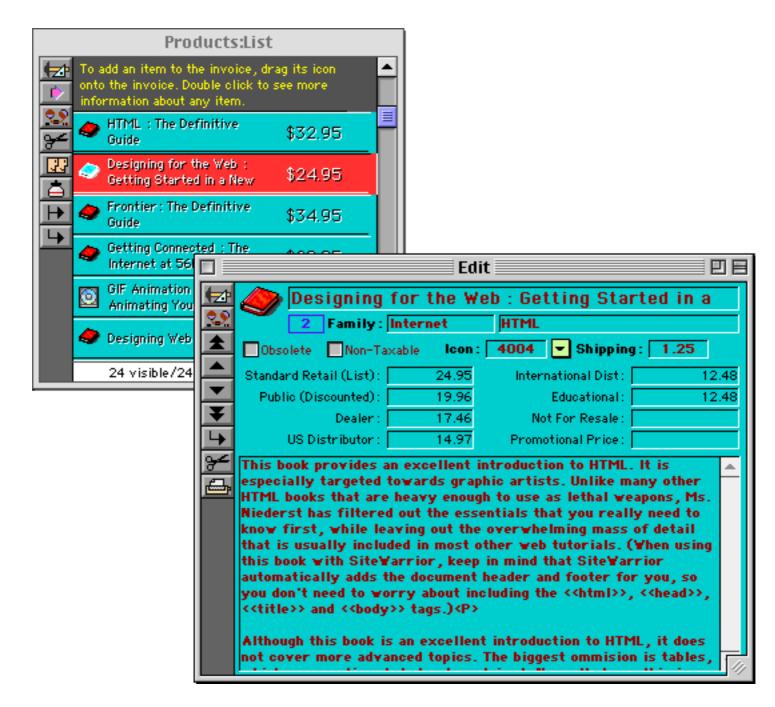
The Invoice file is the primary file for this system. It contains all of the information for each order.

			lnv	/oic	e:Wor	k 📃				18
Print	List	Detail	Find/Select		08/18/	/98	In	voice	6649	97
Organ A C	ization G ddress 5 M ountry Phone (2 E-mail m Check#	IKE CORN uilford So 3 Deerhav lahwah, N 201) 877- corning@	ftware ren J 09631		Private Notes					+ + +
🥏 4	HTML : T	he Definit	tive Guide				\$19.77		\$79.08	
🥏 1	Getting C	onnected	: The Internet at	t 56k	and Up		\$17.97		\$17.97	
0 1	GIF Anim	ation Stu	dio: Animating Y	our Y	/eb Site		\$23.97		\$23.97	
🥏 1	Designing	g Web Gra	phics 2				\$33.00		\$33.00	
🥏 1	JavaScr	ipt : The D	efinitive Guide				\$23.97		\$23.97	
Trash	Ship	sh 🔲 ¥e p Date:[rinted:			r Again		Subtotal: rity Mail: 🔗 Tax: Total:	·	\$401.53 \$44.25 \$0.00 \$445.78	
UDP	Balanc	e: \$0.00		60	ut of 6		13 Line Iten	ns		11

The Customers database contains information and preferences for regular customers. This database is designed for customers that order regularly (for example dealers or distributors), not one-time or occasional customers. The system can use the information in this database to automatically give the correct discount to each order placed by a regular customer.

Custo	mers:List						
Find/Select	0.000	A					
PACIFIC TECHNICAL E Anaheim, CA 92628	JUUKS	Dealer					
Brea, CA 92624	, ,	Public	1				
Veb Visions Costa Mesa, CA 92608		Dealer					
Cyberlex Programmin	ng Intensive	Educational					
Horizon Dental Diamond Bar, CA 92618		Public					
Candle Vorks		Public					
Fullerton, CA 92625		Cu at	 tamarciDat	-:1			18
Eur Land		·	tomers:Det		(Batting	Ľ	
Customer ID :	1001 Alpha Buildin	Inactive			Public Kirk Shelby		그
	731 Melody Lan			Ship To:	Kirk Sheiby		-
Hudi ess.	l of the lody can	-		Sinp ro.			
City:	Brea	State CA	Zip : 92624				
Country : 🖃					<u> </u>		
Phones :	(714) 894-248	9		Price :	■Retail (List) ✔Public (Discount)	Intl Distributor Educational	
🗲 E-Mail:					Dealer	Not For Resale	
Web :					Distributor Preferred Collection:		
Reseller ID :					BEST SELLERS		∍∥
Fed Tax ID:							
Notes :						-	^
						_	_
							¥

Product descriptions and pricing information are actually split up into three separate databases. The Products database contains the description of each product (the pricing information shown in the windows below is actually being looked up from the Price List database). Each product must be assigned a product number that is used to link this database with the Prices database (described below).



This system assumes that each product has a standard list price but also has other prices that are paid by different types of customers — dealers, distributors, educational institutions, etc. The system uses a three letter code for each price category. These codes are kept in the Price Codes database, along with the standard discounts for each of these categories (as you'll see later, you can customize these discounts for each individual product, or even for an individual invoice).

Price Codes 📃									
	PriceCoo	d PriceName	Discount						
DER	SRP PDP SDP UDP IDP SEP	Standard Retail Price Public (Discount) Standard Dealer Price US Distributor Price International Distributo Standard Educational Pr	100.00 80.00 70.00 60.00 50.00 40.00						
± 1±	NFR SPP	Not For Resale Special Promo Price	10.00						

The Prices database contains the actual prices for each product in each category. You usually won't have to use this database directly because the system has special forms for editing this data.

Prices								
•	FullCode	ProductCode	PriceCode	Price				
2.5	1SRP	1	SRP	32.95				
24	1PDP	1	PDP	26.36				
	1SDP	1	SDP	23.06				
	1UDP	1	UDP	19.77				
	1 IDP	1	IDP	16.48				
	1 SEP	1	SEP	16.48				
	2SRP	2	SRP	24.95				
	2PDP	2	PDP	19.96				
	2SDP	2	SDP	17.46				
	2UDP	2	UDP	14.97	-			
	144 visible	/144 total	◀ 🛄		• //			

Your product database may contain hundreds or even thousands of products. The Product Collections database helps organize these products into logical groups. You'll usually use this to keep the most frequently ordered products at your fingertips. You can even set up the profile for each regular customer so that when a regular customer places an order the items they order most frequently automatically appear.

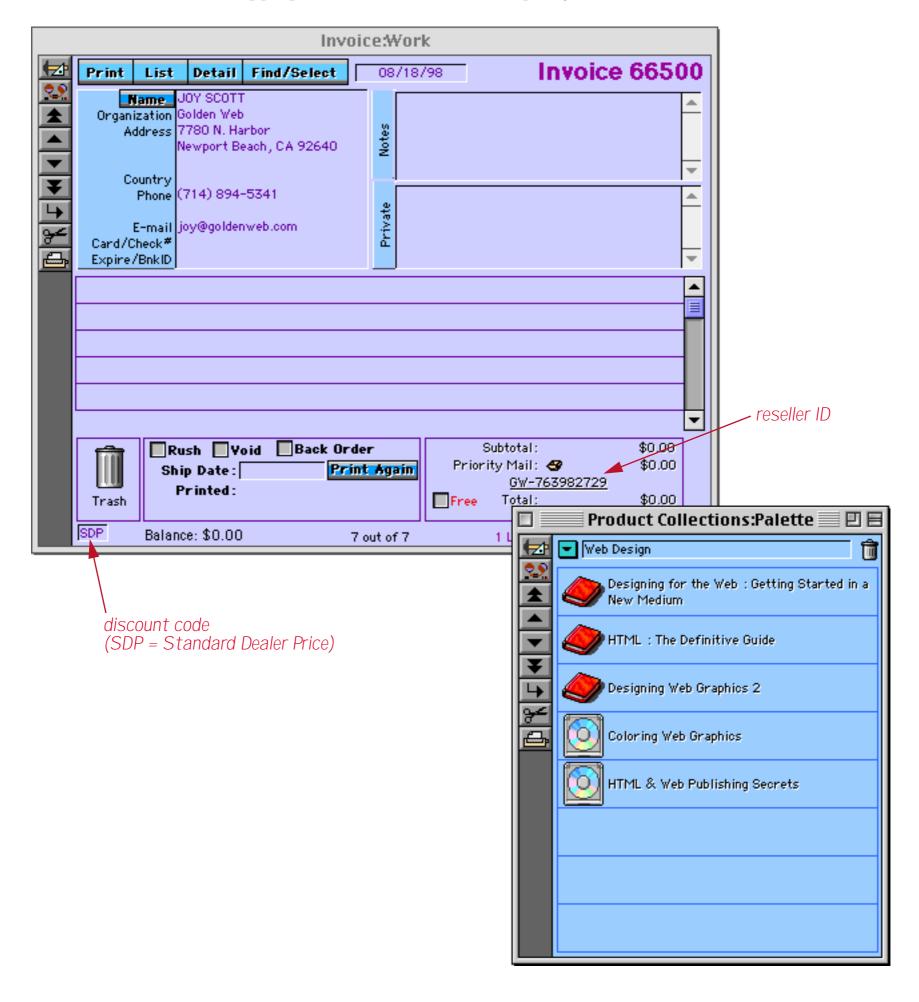
	Product Collections:Palette 📃 📃	
	BEST SELLERS	Ì
	HTML : The Definitive Guide	
	Designing Web Graphics 2	
RFI	Windows 98 Bible	
-	JavaScript for the World Wide Web	
	Teach Yourself C in 21 Days	
	One Month Internet Access	

Placing an Order from a Regular Customer

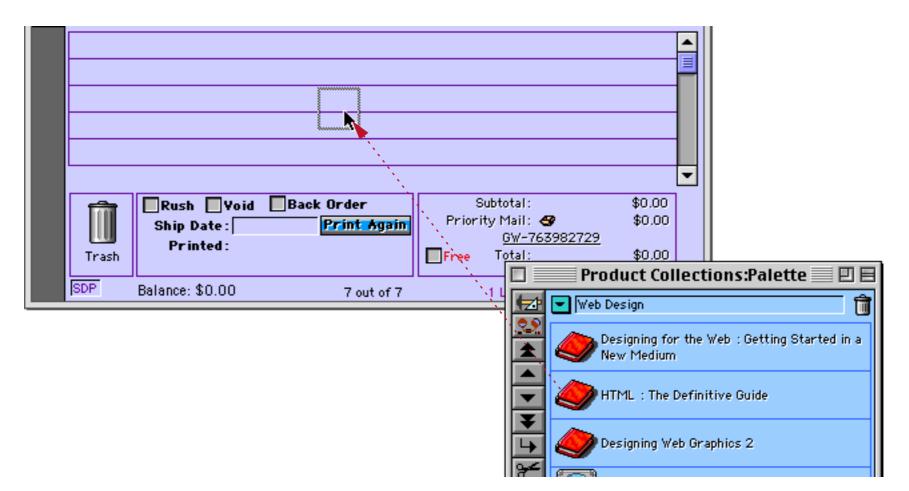
When a regular customer places an order, locate that customer in the Customers database and drag their entry over the Invoice form. In this case we've received an order from a dealer named Golden Web.

				Ir	voice:Wo	'k						
⊉	Print	List	Detail	Find/Select	08/18	/98		In	voice 66497			
	Organ	ization ddress	MIKE CORN Guilford So 53 Deerhav Mahwah, N	ftware ren	Notes							
╗╝┩┥┝┝┝╁╢╝		E-mail Check #	(201) 877- mcorning@	-49-24 guilford.com	Privat)	·····				mers:List		E
			: The Defini	tive Guide		`.	\$19.		Find/Select			
	🥏 1			: The Internet	at 56K and Up		\$17.9	H	Embarcadero Labs		Distributor	Ī
	0 1			dio: Animating			\$23.9	29	Los Angeles, CA 94206			
	🛁 1		ing Web Gra				\$33.0	¥	Golden ¥eb Newport Beach, CA 92640)	Dealer	
	🥏 1		-	efinitive Guide			\$23.9		Cruz Consulting Orange, CA 92450		Educational	
	-	R	ush 🔲 Vo	oid 🔲 Back	Order	S	ubtota	E E	Southern Group Orange, CA 92634	International	Distributor	
			ip Date:[Printed:		Print Again	Priorit	Tax	F	Medical Digital Costa Mesa, CA 92604		Public	
	Trash UDP	Balar	nce: \$0.00		6	Free	Tota		Adams Printing San Francisco, CA 98457		Dealer	
	1991	Daiai	1.6: 30.00		6 out of 6		13 Lir		Reed Market Seal Beach, CA 93106		Public	
									24 visible/24 total	◀ Ⅲ		1

When you release the mouse the system will automatically create a new invoice. Using the information in the Customers database the system fills in the contact information, discount code, and in this case, the reseller ID (for sales tax exemption) as well). The system also brings forward the Product Collections window and selects the collection that is appropriate for this customer (as specify in the Customers database).



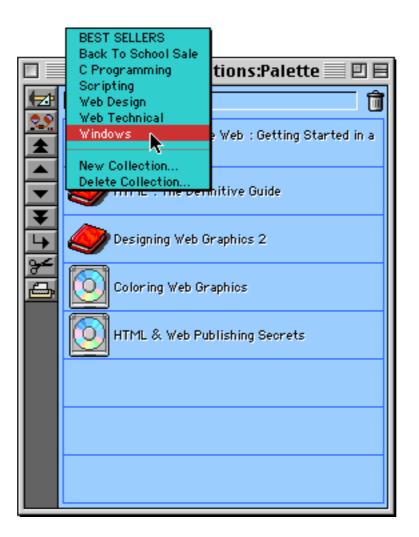
To add a product from this collection to this invoice, simply drag the product onto the invoice form. It doesn't matter exactly where you drag the product to on the form, anywhere will do. No matter where you release the mouse the new product will be added on the next available line.



When the mouse is released the item is added to the invoice (the standard retail price of this book is \$32.95, but the system has automatically filled in the correct dealer price of \$23.06).

🥏 1	HTML:The Definitive	Guide	\$23.06	\$23.06
	Rush Void	Back Order	Subtotal:	\$23.06
	Ship Date :	Print Again	Priority Mail: 🔗	\$5.25
Trash	Printed:		<u>GW-763982729</u> Free Total:	\$28.31
SDP	Balance: \$0.00	7 out of 7	1 Line Items	

If you want to add a product from another collection, select the collection from the pop-up menu at the top of the Product Collections window.



Once the new collection is selected you can drag items from it onto the invoice.

Expire	/BnkID				
🥏 1	HTML : The Definitive Guide	\$	23.06	\$23.06 📥	
	Rush Void Back Ord Ship Date : Prin Printed :		total: Mail: 49 <u>GW-763982729</u>	\$23.06 \$5.25	
Trash		Free	fotal: Pro	\$28.31	ions:Palette 📃 🗉 🗐
SDP	Balance: \$0.00 7	out of 7 1	Windo	ws	Û
		``		indows 98 Bible indows Annoyar	

You can also drag items directly from the Product List onto the invoice.

🗢 1 HTML : The Definitive Guide	\$23.06	\$23.06	
1 Windows Annoyances	\$20.96	\$20.96	
		Products:Lis	t 📃 🗉 🖻
Rush Void Back Order	Subtotal:	To add an item to the invoice, d onto the invoice. Double click to information about any item.	
Ship Date: Print Again Printed:		HTML : The Definitive	\$32.95
SDP Balance: \$0.00 7 out of 7		Designing for the Web : Getting Started in a New	\$24.95
		Frontier : The Definitive Guide	\$34.95
		Getting Connected : The Internet at 56K and Up	\$29.95
		GIF Animation Studio : Animating Your Web Site	\$39.95
		🥏 Designing Web Graphics 2	\$55.00
		24 visible/24 total	< Ⅲ → ///

If you want to change the quantity, click on the number. This makes a dialog appear.

🗢 1 HTML : The Definitive Guide	\$23.06	\$23.06 📥
🗢 1 Windows Annoyances	\$20.96	\$20.96
I Getting Connected : The Internet at 56K and Up	\$20.96	\$20.96
N N N N N N N N N N N N N N N N N N N		
		•
Quantity		
3	$\neg \mathbf{I}$	

0K

Enter the new quantity and press the **OK** button to update the invoice.

Stop

چ ع	HTML : The Definitive Guide	\$23.06	\$69.18
🥏 1	Windows Annoyances	\$20.96	\$20.96
🥏 1	Getting Connected : The Internet at 56K and Up	\$20.96	\$20.96
			•
m	Rush Void Back Order	Subtotal:	\$111.10
	Ship Date: Print Again	Priority Mail: 🛷	\$13.25

To change the price of an item click on the number. This opens a dialog that allows you to adjust the price.



You can either select from a list of standard prices for this item or type in the exact price you want to use, in this case \$20.00. Press **OK** or the **Enter** key to update the invoice.

-					
۲	3	HTML : The Definitive Guide	\$23.06	\$69.18	•
۲	1	Windows Annoyances	\$20.96	\$20.96	
۲	1	Getting Connected $% \left({{{\rm{C}}}{{\rm{C}}}{\rm{T}}$	\$20.00	\$20.00	\supset
F	T	Rush Void Back Order	Subtotal:	\$110.14	$\setminus $
		Ship Date: Print Again	Priority Mail: 🔗 GW-763982729	\$13.25	
Tr	ash	Printed:	Free Total:	\$123.39	
SDP		Balance: \$0.00 7 out of 7	3 Line Items	\smile	111

To complete remove an item from the order drag the item into the trash can.

۲	3	HTML : The Definitive Guide	\$23.06	\$69.18	
٠	1	Windows Annoyances	\$20.96	\$20.96	
4	1	Getting Connected : The Internet at 56K and Up	\$20.00	\$20.00	
					◄
		Rush Void Back Order Ship Date: Print Again Printed:	Subtotal: Priority Mail: 49 <u>GW-763982729</u>	\$110.14 \$13.25	
Tra	ash		Free Total:	\$123.39	
SDP		Balance: \$0.00 8 out of 8	3 Line Items		11

Placing an Order from an Occasional Customer

When a regular customer places an order use the Add New Record tool to create a new invoice.

Invoid	e:Work 📃 🗉 🖻
Print List Detail Find/Select	08/18/98 Invoice 66500
Name JOY SCOTT Organization Golden Web Address 7780 N. Harbor Newport Beach, CA 92640 Country	Notes
Phone (714) 894-5341 Add New Record E-main Joy@golden.web.com Card/Check# Expire/BnkID	Private

This creates a new, blank order.

			Invoi	ce:Worl	k				18
	Print	List Detail F	ind/Select	08/18/	/98	In	voice	6650)2
	Organia	ame zation dress		Notes				-	<u> </u>
× + ×	E Card/Ct			Private					*
<u> </u>	Expire/	BnkID							
	ÎÎ Trash	Rush Void Ship Date: Printed:		er t Again		Bubtotal: ity Mail: 49 Tax: Total:	,	\$0.00 \$0.00 \$0.00 \$0.00	-
	PDP	Balance: \$0.00	8	out of 8		1 Line Item	s		11
		iscount code PDP = Public Dire	ect Price)						

The system assumes that this occasional customer will receive PDP pricing (Public Direct Price). If this is not the case you should edit this field now.

The next step is to fill in the contact and payment information for this order. Click in the box and then type in the information.

🗆 📃 Invoid	e:Work 📃 🗉 🗄
Print List Detail Find/Select	08/18/98 Invoice 66502
Mame Joan Wolter Organization Marin Communications Address 208 W. Buckingham Circle Springfield, OR 97478	Notes
Country Phone (503) 377-6208 E-mail jwolter95@creative.net Card/Check# Expire/BnkID 12/04	Private

Press the **Enter** key to add this information to the database.

	Invoice:Work								
Print List	Detail Find/Select	08/1	8/98	Invoice 665	02				
	JOAN WOLTER MARIN COMMUNICATIONS 208 W. BUCKINGHAM CIRCLE SPRINGFIELD, OR 97478	Notes			*				
Phone E-mail	(503) 377-6208 jwolter95@creative.net 4908-2900-3892-1987 12/04	Private			*				

The system has actually analyzed this information and split it into separate fields (see "<u>Natural Data Entry</u>" on page 530 of *Formulas & Programming*). To see the actual separate database fields press the **Detail** button. This opens the window shown here, which allows you to see and edit the individual database fields.

🛛 Header 📃 🖻 🖻
Name: JO AN WOLTER Organization: MARIN COMMUNICATIONS Address: 208 W. BUCKINGHAM CIRCLE
City: SPRINGFIELD State: OR Zip: 97478 Country: Internet: jwolter95@creative.net Phone: (503) 377-6208 Fax:
Shipping:
Phone :
Payment: Visa Non-Taxable Card #: 4908-2900-3892-1987 Expiration: 12/04 NameOnCard: JOAN WOLTER

Close the detail window when you are through with it.

To add new items to the order drag them from the Product Collections or Products database just as you did for the previous order.

				lnv	/oic	e:Worl	k			E
	Print	List	Detail	Find/Select		08/18/	/98	Invoice	e 66502	2
	Organ A	ization M ddress 2	08 W. BUC	ER IMUNICATIONS XINGHAM CIRCL D , OR 97478	E	Notes				
ערו	Card/(Phone (S E-mail j)	908-2900	6208)creative.net)-3892-1987		Private			•	
	🥏 1	HTML : T	The Definit	ive Guide			\$	26.36	\$26.36	
	1	Teach Yo	ourself C i	n 21 Days			\$	23.96	\$23.96	4
	0 1	Windows	98 Bible				\$	31.99	\$31.99	
			sh ∏ ¥o pDate:[r Again	Priority		\$82.31 \$11.75	•
	Trash		rinted: e: \$0.00				Free T	Tax: iotal:	\$0.00 \$94.06	
	li ni	Datatic	e: 20.00		80	ut of 8	3	Line Items		11/

Since this order is outside of California, no sales tax is charged. If the address is changed to a California address sales tax will be added.

				Inv	oice/	:Work					JE
	Print	List	Detail	Find/Select		08/18/9	8	In	voice	6650)2
	Organi: Ad	zation № Idress 2	08 W. BUC	FER 1MUNICATIONS CKINGHAM CIRCLI D, CA 97478	E	Notes					*
♥♪₩₫	E Card/Cl	Phone (-mail j	908-2900	-6208 @creative.net 0-3892-1987		Private					*
	🥏 1 F	HTML : 1	The Definit	tive Guide				\$26.36		\$26.36	
	📎 1 T	Teach Yo	ourself C i	n 21 Days				\$23.96		\$23.96	
	🔯 1 y	w indows	98 Bible					\$31.99		\$31.99	
			sh 🗖¥a	oid Back O	rder			Subtotal:		\$82.31	•
	Trash	Shi	sn ∟vo p Date:[rinted:		r int /			ity Mail: 49 Tax: Total:		\$11.75 \$6.38 \$100.44	
	PDP	Balanc	e: \$0.00		8 out	t of 8		3 Line Item:	5		11/

The state for which sales tax is charged is defined in the TaxAndTotal procedure. If your company is in a different state you'll need to modify this procedure.

	Invoice:.TaxAndTotal	
► ►	Tax=?((State= <mark>"CA"</mark>) and NonTaxable="" and Free="",(TaxableTotal*gtaxrate)/100,0) //Tax=?(NonTaxable="" and Free="",(TaxableTotal*gtaxrate)/100,0)	
۴	Shipping=BaseShipping+(ItemShipping*ShippingFactor) + ?(PaymentMethod = "COD",4.75,0)	
	GrandTotal=Val(pattern(?(Free="",SubTotal+Shipping+Tax,0)," # . ## "))	
	If PaymentMethod contains "net" or PaymentMethod = "COD"	
29	Balance = ?(ShipDate = 0,GrandTotal,Balance)	
	else	
	Balance = 0.0	
	EndIf	
Ъ		-
	Procedure opened.	▶ 4/j

The sales tax rate itself is defined in the .Initialize procedure.

Invoice:.Initialize	
glFind = "" gtaxrate = 7.75 InvoiceTopItem="1" /* invoice scroll bar */ showvariables InvoiceTopItem	
Procedure opened.	🔲 🕨 ///

In the product database you can define an item as non-taxable.

	Ed	it			
🗖 🎊 One Mo	🗖 🙉 One Month Internet Access				
🔝 🜌 233 Fam	ily: Internet	Telecom			
🚨 🗖 Obsolete 🕱 N	on-Taxable Icon :	🛛 🖌 🕶 Shipping :	-3.00		
Standard Retail	ist): 24.95	International Dist :	12.48		
Public (Discour	ed): 19.96	Educational:	12.48		
Dea	er: 17.46	Not For Resale :			
US Distribu	itar: 14.97	Promotional Price :			
8			<u></u>		
		ast be abarrad on this	14		

tax should not be charged on this item

When a non-taxable item is added to the invoice that item is not included in the tax calculation.

🥏 1	HTML : The Definitive Guide	\$26.36	\$26.36 📥
1	Teach Yourself C in 21 Days	\$23.96	\$23.96
0 1	Windows 98 Bible	\$31.99	\$31.99
🎱 1	One Month Internet Access	\$19.96	\$19.96
			-
m	Rush Void Back Order Ship Date: Print	Subtotal: Priority Mail: 🛷	\$102.27 \$8.75
	Printed:	Tax: Free Total:	\$6.38 \$117.40
Trash		rree Total:	φ117.40
PDP	Balance: \$0.00 8 ou	t of 8 4 Line Items	///

To change the shipping method click on the tiny shipping box. You can select the shipping option from the list on the left. The system will calculate the price for you or you can manually type it in. If the customer wants to pay for the shipping directly you can enter the account number on the right.

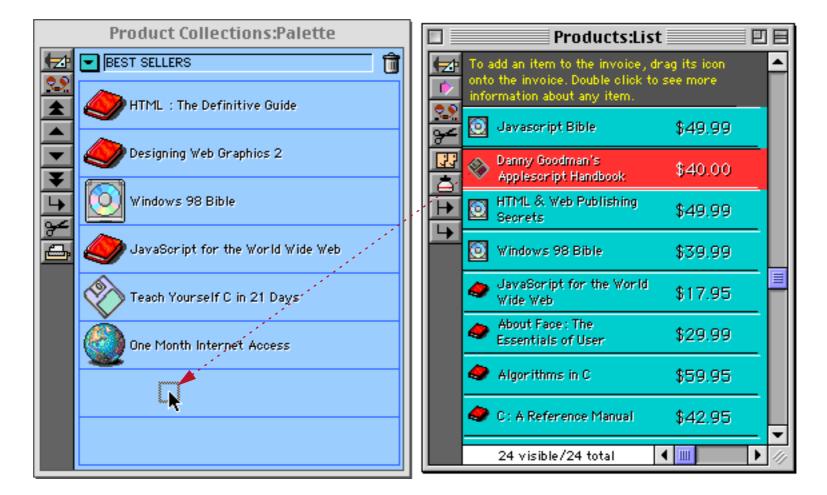
Trash	Back Order Print Again	Subtotal: Priority Mail: 3 Tax: Free Total	\$102.27 \$8.75 \$6.38 \$117.40		
PDP Balance: \$0.00	8 out of 8	4 Line Items		11	
Shipping Options					
 Shipping Options Priority Mail UPS Ground UPS Blue UPS Red Airborne AM Airborne 2nd Day Shipping/Handling: \$35.12 Shipping to your own account if you want to bill the shipping to your own account. For example, enter your FedEx or DHL account number here. Make sure you select the same shipping method from the list on the left as the shipping account number that you supply. 					

In some cases you may want to supply an order for no charge. To do this simply click the Free button.

Trash	Rush Void Ship Date: Printed:	Back Order Print Again	Subtotal: Airborne AM: 49 Tax: Free Total:	\$102.27 \$35.12 \$0.00 \$0.00
PDP	Balance: \$0.00	8 out of 8	4 Line Items	11

Adding Products to a Product Collection

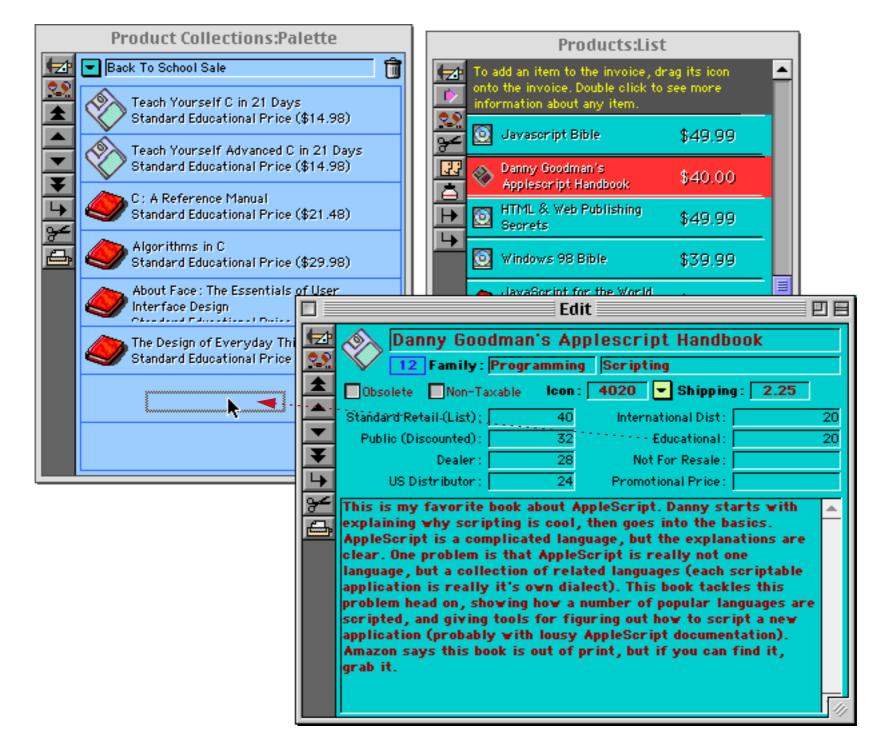
The Product Collections database contains lists of frequently ordered items. To add an item to a collection simply drag it from the Product database into the collection. (The illustration shows the item being dragged into an empty spot, but that is not necessary, you can drag anywhere in the form.)



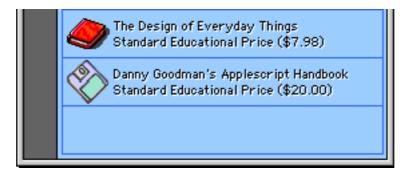
The item is added to the end of the collection.



If you open the detail window for a product (by double clicking on the product list) you can add the product to the collection with a specific price. Simply drag the price category onto the collection, in this case the educational price.



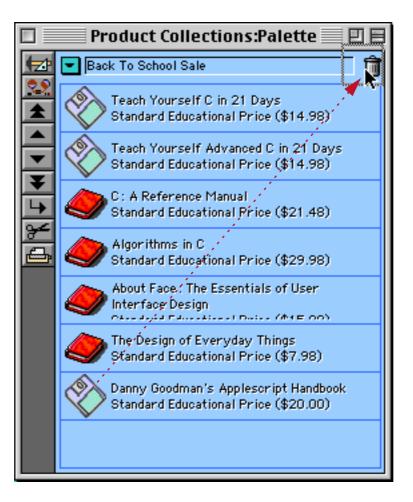
The educational price of the product is added to the collection.



If this product is dragged onto any invoice the item will appear at the educational price, no matter who the customer is. In this case the customer's normal discount level is ignored.

٢	1	One Month Internet Access	\$19.96	\$19.96	
\otimes	1	Danny Goodman's Applescript Handbook	\$20.00	\$20.00	
					•

To remove an item from a collection simply drag it into the trash can at the top of the window.



Use the pop-up menu to add a completely new collection.



The new collection is initially untitled, but you can type in any name you want.

🔲 📃 Product Collections:Palette 📃 🖻 🗏				
🛃 🖃 Untitled Collection 👘				
▼				
اعجو				

To complete the new collection drag items from the Products database on to it.



Adding a New Product

To add a new product, start by using the Add New Record tool.



A new, empty product is added to the bottom of the list.

	Products:	List 📃 🛛	
	To add an item to the invoid onto the invoice. Double clic information about any item.	sk to see more	•
<u>?</u> ⊮	Teach Yourself Advance C in 21 Days	^{ed} \$29.95	
	🗢 HTML Quick Reference	\$19.95	
Ē	The Design of Everyday Things	[/] \$15.95	
	One Month Internet Access	\$24.95	
	One Year Internet Acce	∞ \$249.95	
	۲	\$0.00	
	25 visible/25 total	< III >	• ///

Double click this empty product to open the detail window.

		Edit	コ目
	235 Family :		
	Obsolete Non-Taxable	lcon : 4019 💌 Shipping : -3.00	
	Standard Retail (List):	International Dist:	
	Public (Discounted):	Educational:	
Ŧ	Dealer :	Not For Resale :	
4	US Distributor :	Promotional Price :	
¥			<u>ڪ</u>
÷			
			<u> </u>

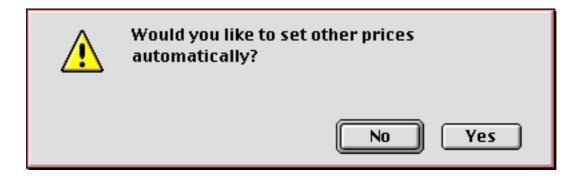
Enter the name, product family, subfamily, icon and shipping weight (pounds). The product number is assigned automatically (in this case 235). If the product is non-taxable click the Non-Taxable button.

	Products:Edit 📃	
🖬 🏈	APL Programming for the New Millenium	1
22	235 Family: Programming APL	
	olete Non-Taxable Icon: 4004 💌 Shipping: 1.50	

Type in the standard retail price for the new product.

Products:Edit					
🖅 🏉	🚾 🕢 APL Programming for the New Millenium				
22	235 Family : F	programmin	g APL		
	lete 🔲 Non-Tax	able Icon:	: 🚺 🛨 Shipping	: 1.50	
Standar	rd Retail (List) : 🗍	24.95	International Dist:		
Publi	ic (Discounted): [Educational:		
I	Dealer :		Not For Resale :		
L Þ	US Distributor : [Promotional Price :		

When you press the Enter key, the system asks if you would like it to calculate all of the other prices for you.



Press the Yes button. After a slight delay the other prices will appear. You can use these calculated prices as is or edit them for your needs.

Products:Edit									
	🖞 🕢 APL Programming for the New Millenium								
235 Family: Programming APL									
📥 🗖 Obsolete 🔲 Non-Taxable 🛛 Icon : 🛛 4004 💌 Shipping : 🗌 1.50									
	Standard Retail (List) :	24.95	International Dist:	12.47					
	Public (Discounted):	19.96	Educational:	12.47					
×	Dealer :	17.46	Not For Resale :						
4	US Distributor :	14.97	Promotional Price :						

The system as automatically added the prices to the Prices database for you. You don't ever need to edit this database directly.

	Prices					
•	FullCode	ProductCode	PriceCode	Price	_	
22	234UDP	234	UDP	149.97		
2	234 IDP	234	IDP	124.98		
	234SEP	234	SEP	124.98		
133	235SRP	235	SRP	24.95		
L ČI	235PDP	235	PDP	19.96		
	235SDP	235	SDP	17.46		
	235UDP	235	UDP	14.97		
L.	235 IDP	235	IDP	12.47		
	235SEP	235	SEP	12.47	-	
	150 visible	/150 total	◀ 🔟		▶ 4/	

Invoice:Work PE Invoice 66503 Print List Detail Find/Select 08/18/98 MIKE CORNING Name Organization Guilford Software Address 53 Deerhaven Notes Mahwah, NJ 09631 Country Phone (201) 877-4924 . Private E-mail mcorning@guilford.com Card/Check# æ Expire/BnkID 🐓 🥼 APL Programming for the New Millenium \$14.97 \$14.97 Back Order Subtotal: \$14.97 🔲 Rush 📃 Yoid Priority Mail: 🚭 \$4.50 Print Again Ship Date: \$0.00 Tax: Printed: Total: \$19.47 Trash Free UDP Balance: \$0.00 9 out of 9 1 Line Items

The new product is ready to be used. Simply drag it onto the order form like any other product.

Of course you can also add the new product to the Product Collections database.

Learning More About the ProVUE Order Entry System

To learn more about this order entry system you can purchase our ProVUE 98 and ProVUE 99 CD-sets.



The ProVUE 98 set contains a session showing how this system was built. The ProVUE 99 set shows how to add an on-line shopping cart to this order entry system, allowing users to enter their orders automatically over the web. Update: These CD-sets are no longer available.