



# ApptTrak

## User Guide

Version 1.0b

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Software by Daughtry

*Complexity Made Simple*

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## Version History

Version	Description
1.0b	<ul style="list-style-type: none"><li>• Recompiled with Clarion 11.0.13630</li><li>• Removed background image from two screens for design consistency</li><li>• Company name changed from "Stealthware Software" to "Software by Daughtry"</li></ul>
1.0	<ul style="list-style-type: none"><li>• Initial release</li></ul>

## Introduction

Appointment Track (aka: ApptTrak) was designed to provide businesses with an intuitive, simple-to-use automated method of managing their business-related appointments. The design criteria for ApptTrak were:

1. An uncluttered user interface
2. Store an unlimited number of appointments
3. Appointments can share the same appointment start time
4. Can be used simultaneously by multiple computers on the same network
5. Be Windows XP through Windows 10 compatible
6. Allow appointment start times to run in 15-minute intervals, from 12AM through 12PM (24 hours)
7. Enable user-definable Appointment Category descriptions (up to 20-character length) that are stored in a separate lookup database (e.g. Meeting; Oil Change; Consultation; Teleconference) to speed up data entry and reduce data entry errors
8. Configurable appointment display window (because everyone's business has different operating hours)

ApptTrak has all of these capabilities (and more!)

## System Requirements

- Windows 8 (or higher)
- All Windows applications “like” computer memory – a starting point for any Windows machine should really be 16GB of memory. If this application starts running slower, check your Windows Task Manager for applications that are leeching memory (and then start closing them)
- This application runs comfortably within 20MB of disc space..
- A decent color monitor capable of displaying 1028x768 (or higher resolution).

## Installation

This application's setup.exe program displayed options of where to install this program. It also created Start Menu entries for the application, its user manual, and an installation program. An entry was also created within the Windows “Apps” start menu option to uninstall the application. Data file(s) that you created via this application are NOT deleted, and will remain on your computer until you manually delete them.

## Quick Start

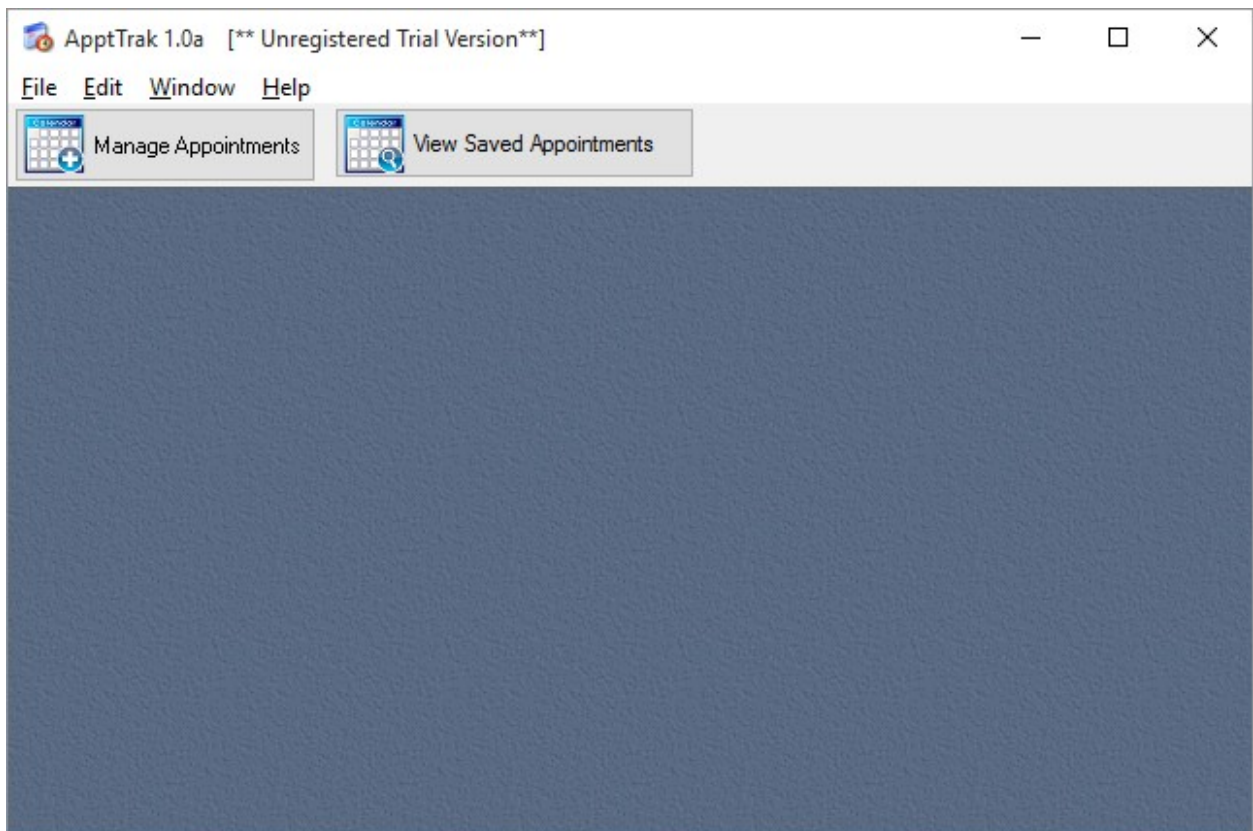
Configuring the ApptTrak software application for use within your business is simple and straightforward:

1. Download the trial version from the Software by Daughtry web site
2. Install the trial version onto your business' computer(s); **all users must have READ/WRITE (or MODIFY) permissions within the ApptTrak folder**
3. Populate the Task Type Lookup Database with task category descriptions/codes that apply to your business. For example, if your business is a Dental practice, tasks that would make sense would include: Cleaning, X-Ray, Tooth Extraction, Cavity, General Examination, Root Canal, Bridge (and so on) [note: this database can be amended whenever desired]
4. Configure the appointment grid to display your business hours (e.g. 7:30AM thru 5:30PM) and the desired frequency of display (e.g. every 15 minutes; every 30 minutes)

DONE! ApptTrak is now ready for your employees to start entering appointments

## Interface Overview

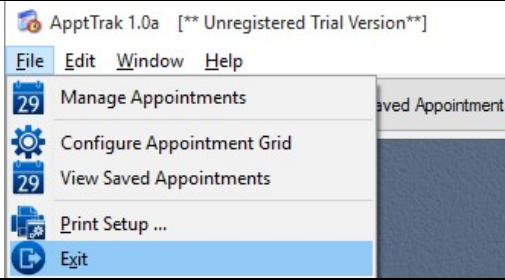
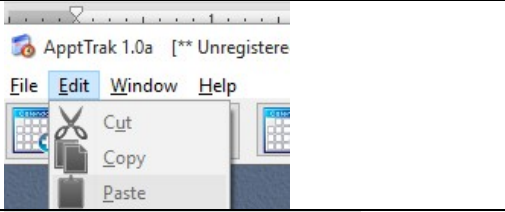
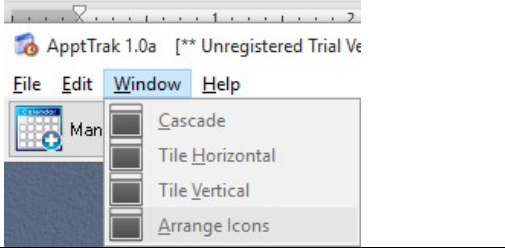
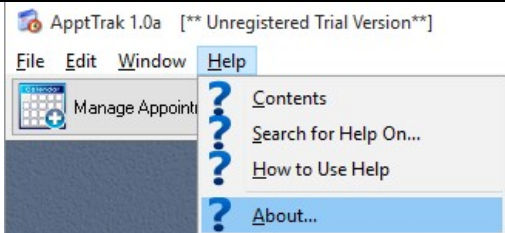
### Main Window



ApptTrak’s main window is similar to the majority of Windows-based software applications. The mouse or keyboard can be used to execute its menu functions. A toolbar is displayed directly under the main menu to execute the two most common areas of ApptTrak

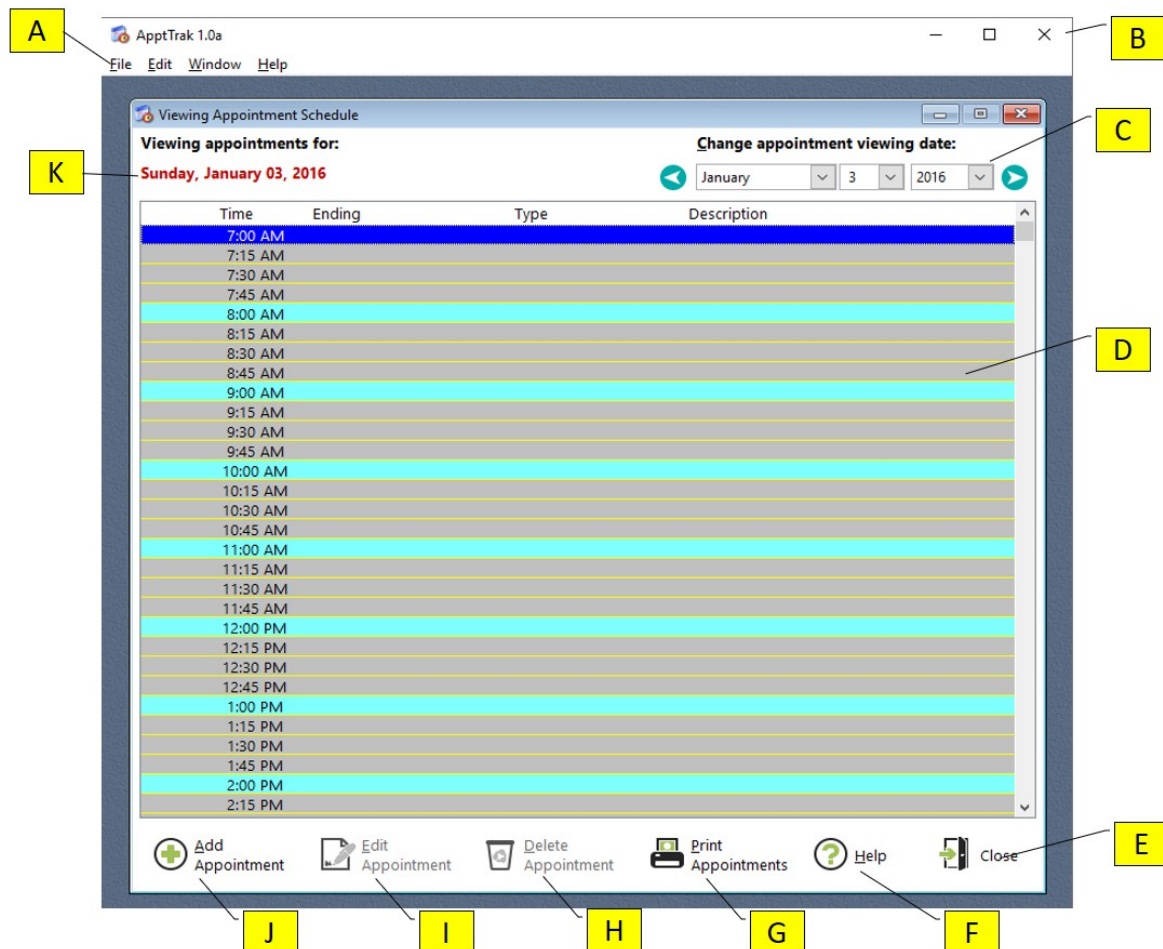
1. Manage Appointments = add/edit/delete appointments
2. View Saved Appointments = display onscreen a list of all appointments saved within the ApptTrak database. The entries can’t be modified/deleted, but when displayed in a columnar format it enables you to perform an analysis of your company’s appointments (e.g. when are your busiest hours of business; what are the most common reasons for an appointment).

The main menu options are:

 <p>ApptTrak 1.0a [** Unregistered Trial Version**]          File Edit Window Help          Manage Appointments          Configure Appointment Grid          View Saved Appointments          Print Setup ...          Exit</p>	<p>The 'FILE' menu items</p>
 <p>ApptTrak 1.0a [** Unregistere          File Edit Window Help          Cut          Copy          Paste</p>	<p>The 'EDIT' menu items</p>
 <p>ApptTrak 1.0a [** Unregistered Trial Ve          File Edit Window Help          Cascade          Tile Horizontal          Tile Vertical          Arrange Icons</p>	<p>The 'WINDOW' menu items</p>
 <p>ApptTrak 1.0a [** Unregistered Trial Version**]          File Edit Window Help          Manage Appoint ? Contents          ? Search for Help On...          ? How to Use Help          ? About...</p>	<p>The 'HELP' menu items</p>

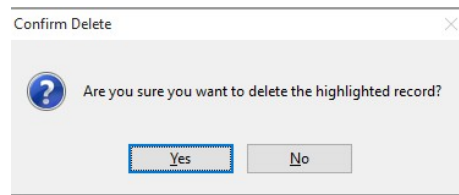
## Appointment Window Browse Screen

Displayed below is an example appointment screen which is used to add/edit/delete appointments (NOTE: The yellow-colored boxes are NOT displayed within ApptTrak – they are shown in the below screen capture for documentation purposes):



- A standard Windows-style main menu; underlined letters are combined with the ALT key to execute them (e.g. ALT-F to execute the FILE menu item). The main menu is also mouse-aware; left click the mouse on the desired menu text to execute it.
- Standard Windows icons that (left to right) minimize this application to the Windows tray bar; reduce the application's windows size from MAXIMIZED to a smaller-sized window or fully close this application.
- This calendar control is divided into individual droplists for the MONTH, DAY and YEAR. On each side of the droplists are PREV and NEXT arrow buttons that, when clicked, will decrease/increase the displayed date by one day per mouse click. This calendar defaults to the computer's date (which, if connected to the Internet, should always be correct). When the calendar date is changed the appointment grid (labeled as "D" in the above screen capture) is refreshed to display that date's appointments.

- D. This listbox displays appointments for the current active date (defined in item C) as a series of horizontal rows (for a specific appointment) and vertical columns (time/ending/type/description). Information displayed in the listbox is stored in/retrieved from the ApptTrak database file (appoint.tps). The columns are NOT sortable by clicking on the column headers; data is sorted/displayed on the Appointment Start Time column. A vertical scrollbar on the right side of the listbox allow you to scroll through the day's appointments. Each new hour (e.g. 12:00 AM; 1:00 AM; 2:00 AM) is displayed in an alternate color (aqua). The listbox is mouse aware – double left clicking an empty row will create a new appointment for that time; double left clicking a populated row will edit that appointment in a popup window.
- E. Close this window (but leave ApptTrak running)
- F. Display this screen's help information
- G. This button will generate a report for the currently displayed date (in this example, all appointments scheduled for November 28, 2105 would be generated to a report)
- H. This button will delete the appointment that is currently highlighted within the listbox. A popup warning message (with YES/NO buttons) will ask if you want to delete that appointment from the ApptTrak database file – clicking YES will **permanently** remove that appointment:



This button is disabled if the currently highlighted listbox row does not contain an appointment (because there is nothing to delete in the appointment database for that date/time).

- I. This button will edit the appointment that is currently highlighted within the listbox in a popup window. This button is disabled if the currently highlighted listbox row does not contain an appointment (because there is nothing to edit in the appointment database for that date/time).
- J. This button will display a popup data entry screen to add a new appointment to the ApptTrak database file.
- K. This non-editable, red-colored text string shows the currently active date as defined by the calendar droplists (labeled as "C" in the above screen capture). This text string is automatically updated when the calendar droplist date value is changed with the mouse.

## Appointment Data Entry Screen

A data entry screen is used to add, or edit, appointment entries that are stored in the ApptTrak database file (appoint.tps). This method is used over an edit-in-place listbox (increasingly common in Windows applications) to help users enter data correctly, validate data (e.g. the appointment ending time isn't earlier than the appointment start time) and enable other useful data entry "tricks" (such as auto-capitalization of text). The data entry screen's window is titled "Update Appointments File" and is movable anywhere within the ApptTrak application by left clicking this popup window and then dragging the window via the left mouse button to its desired screen location and then releasing the left mouse button.

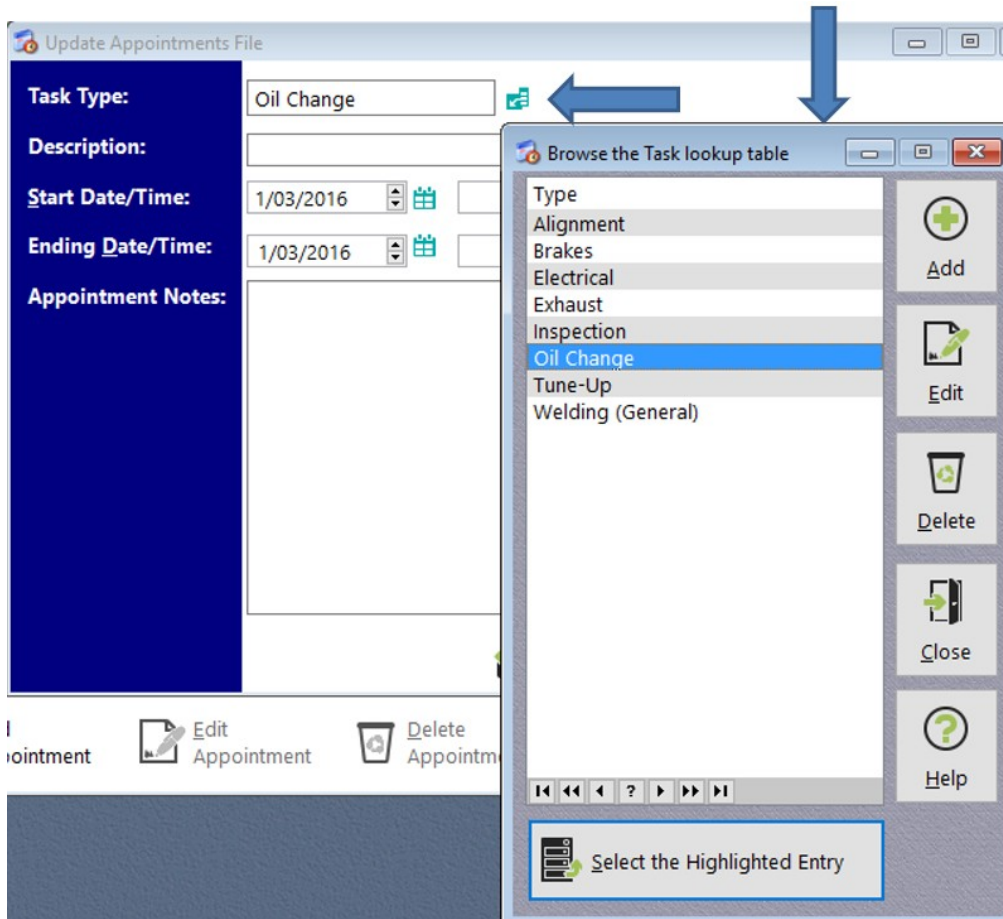
The screenshot shows a Windows-style dialog box titled "Update Appointments File". On the left is a dark blue sidebar with labels: "Task Type:", "Description:", "Start Date/Time:", "Ending Date/Time:", and "Appointment Notes:". The main area contains a form with the following elements: a text box for "Task Type" with a callout 'A' and a small icon; a text box for "Description" with a callout 'D'; a date/time selector for "Start Date/Time" showing "1/03/2016" and "8:00 AM" with a callout 'E'; a date/time selector for "Ending Date/Time" showing "1/03/2016" and a callout 'F'; and a large text area for "Appointment Notes" with a callout 'C'. At the bottom are three buttons: "Save" with a checkmark icon and callout 'I', "Cancel" with a circular arrow icon and callout 'H', and "Help" with a question mark icon and callout 'G'. A callout 'B' points to the window title bar, and a callout 'G' points to the "Help" button.

Here is an overview of this screen

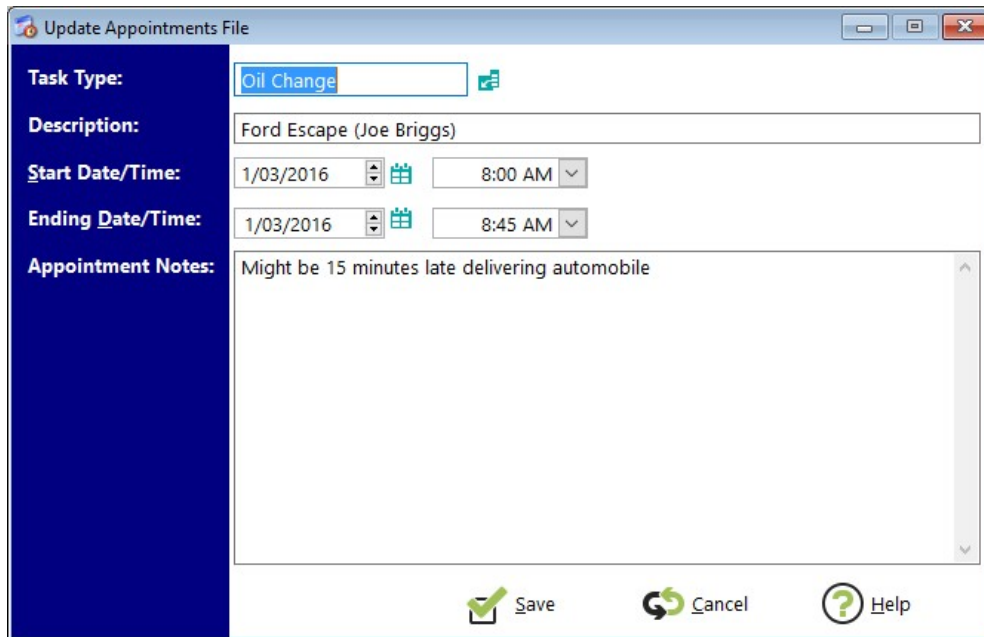
- A. **Task Type:** This field stores the generic appointment Task Type description using an 'autofill' feature. Autofill is a means of ensuring data integrity by removing human error from the data entry process. In this case, an external database (tasks.tps) is used to store a list of appropriate values for this field – you, the user, define what values are appropriate for this field and add/edit/delete the autofill values (versus the values being pre-defined for you). Features of this autofill field:
  - a. Press Alt-Down to display the popup window to add/edit/delete the autofill values.

- b. Click the small icon displayed to the right of the data entry field to add/edit/delete the autofill values.
  - c. Press the UP or DOWN keys to cycle through the existing autofill values
  - d. When a keyboard key (A-Z, 0-9) is typed, the closest matching autofill value is automatically inserted into this data entry field.
- B. **Task Type (Lookup Button):** When clicked, will display the popup window (documented elsewhere within this user's manual) to add/edit/delete entries stored in the Task Type autofill database.
- C. **Description:** This field stores a meaningful description for this appointment (80 character maximum length).
- D. **Start Date/Ending Date:** Both date fields use the same methods to define their values:
  1. The starting date defaults to the date being shown in the appointment window.
  2. The date value can be manipulated several different ways:
    - a. Manually typed via the keyboard in MMDDYYYY format.
    - b. Click the small up/down arrow buttons to increment/decrement the date value.
    - c. Click the small calendar button to display a popup calendar to select the desired date.
- E. **Start/Ending Time:** Both time fields use a droplist of possible time values to select an appropriate time the droplist value is automatically inserted into the field.
- F. **Notes:** Enter miscellaneous notes into this field regarding this appointment.
- G. Display this screen's help information
- H. Abandon adding/editing this database record
- I. Save this information to the database

The screen capture below shows the Task Type lookup table being accessed to select an autofill value. Note that the autofill task types can be added/edited/deleted "on the fly" to meet your appointment needs (note: it is recommended to keep the number of Task Type descriptions to a minimum to ensure your appointments are appropriately organized. For example, the Task Type 'Oil Change' speaks for itself; adding additional entries for 'Oil Change – Toyota' or 'Oil Change – Ford Cortina' is redundant). This autofill window will automatically close itself after the desired code has been selected:



The screen capture below shows all of the data entry fields being populated:

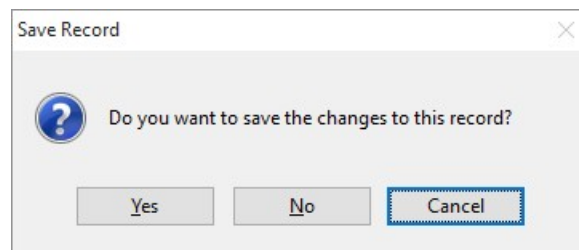


The screenshot shows a window titled "Update Appointments File" with a dark blue sidebar on the left. The sidebar contains the following labels: "Task Type:", "Description:", "Start Date/Time:", "Ending Date/Time:", and "Appointment Notes:". The main area of the window contains the following data:

- Task Type:** Oil Change
- Description:** Ford Escape (Joe Briggs)
- Start Date/Time:** 1/03/2016, 8:00 AM
- Ending Date/Time:** 1/03/2016, 8:45 AM
- Appointment Notes:** Might be 15 minutes late delivering automobile

At the bottom of the window, there are three buttons: "Save" (with a checkmark icon), "Cancel" (with a circular arrow icon), and "Help" (with a question mark icon).

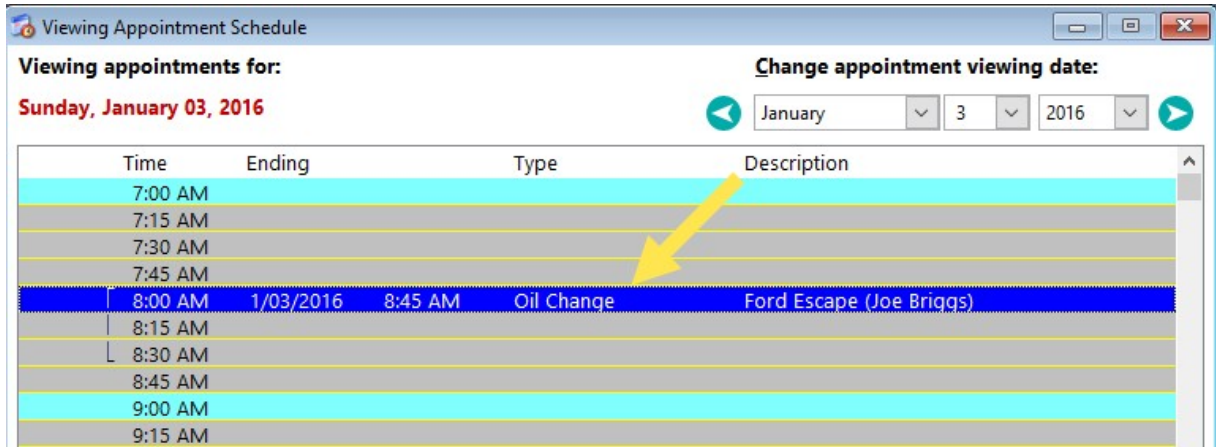
A popup window will appear onscreen to ask if you attempt to abandon adding/editing information for this database record (i.e. clicking the CANCEL button; pressing the ESCape key; clicking the window close button):



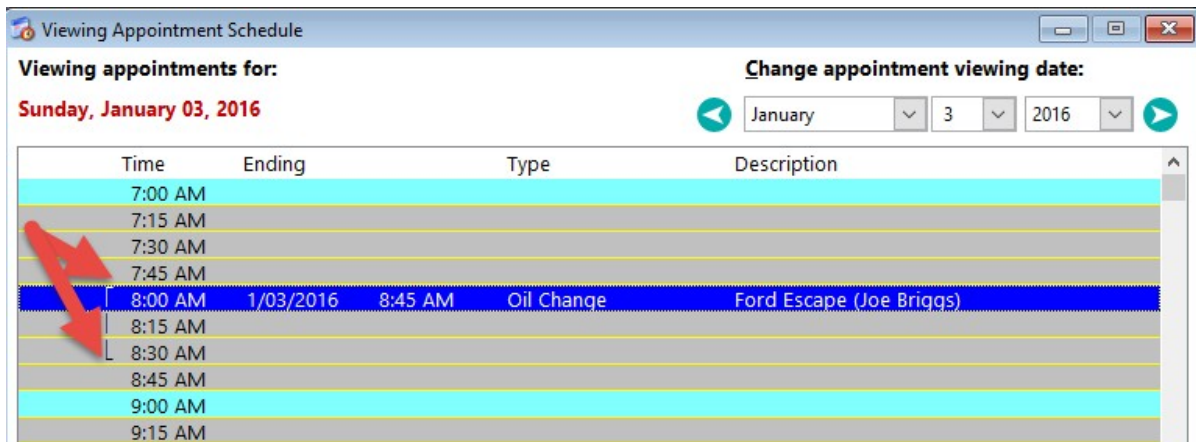
The screenshot shows a dialog box titled "Save Record" with a close button (X) in the top right corner. The dialog box contains a question mark icon and the text "Do you want to save the changes to this record?". Below the text are three buttons: "Yes", "No", and "Cancel". The "Cancel" button is highlighted with a blue border.

If the NO button is clicked then the data is NOT saved to the database; if the CANCEL button is clicked you are returned back to the data entry screen. If YES is clicked the information is saved to the database and you are returned to the Main Appointments Window.

The screen capture below shows the appointment schedule after being modified via the data entry window's OK button being clicked (to save the inputted data to the tasks.tps database):



A not-so-obvious feature is that the listbox displays a graphical 'bracket' for every appointment to the left of the appointment start time (highlighted via the red-colored arrows in the below screen capture):



Note: if additional appointments are made that also start at 8:00AM they are automatically grouped together (because the appointment listbox is sorted on the appointment start time column in ascending time sequence):

Viewing Appointment Schedule

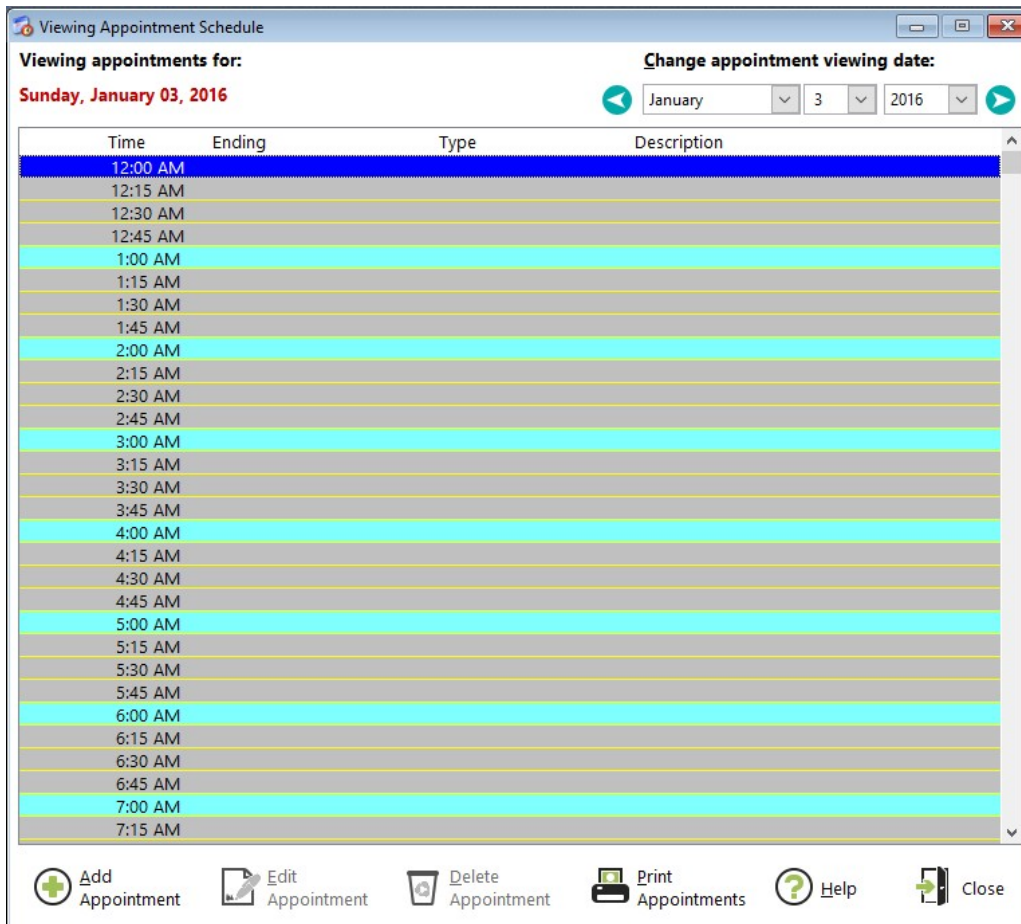
Viewing appointments for: **Sunday, January 03, 2016**

Change appointment viewing date: January 3, 2016

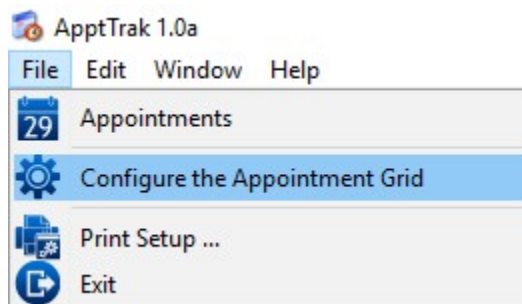
Time	Ending	Type	Description
7:00 AM			
7:15 AM			
7:30 AM			
7:45 AM			
8:00 AM	1/03/2016 8:45 AM	Oil Change	Ford Escape (Joe Briggs)
8:00 AM	1/03/2016 11:30 AM	Exhaust	Dodge Challenger 2015 (Cindy Cunningham)
8:15 AM			
8:30 AM			

## Configuring the Appointment Grid

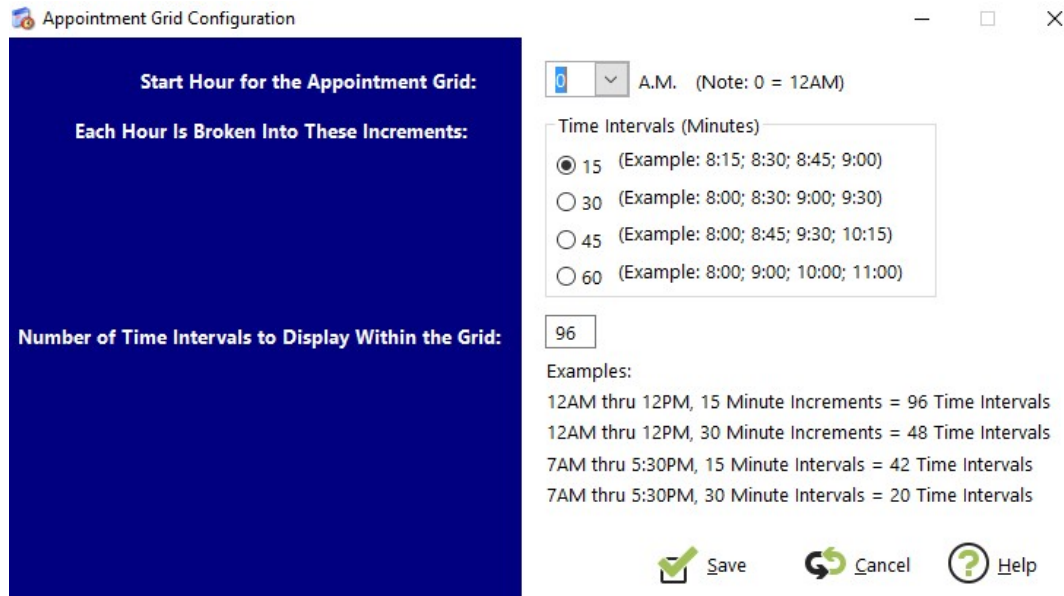
Everyone's appointment scheduling needs are different; some businesses are open 24 hours a day while others may have a 7:00AM to 5:00PM business schedule. By default, ApptTrak's appointment grid starts at 12AM and ends at 12PM with 15-minute time increments displayed onscreen:



To reconfigure the appointment grid to reflect your business' operational hours, select the main menu item titled 'Configure the Appointment Grid':



Once this menu option is executed this window will appear onscreen:

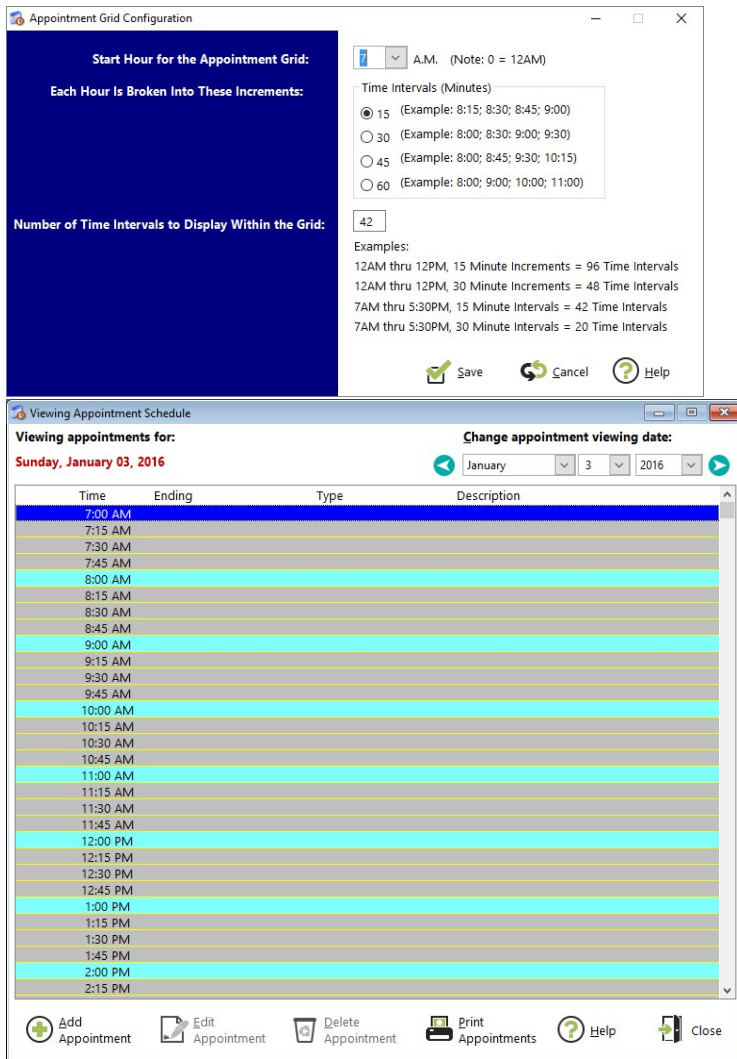


The default values for the three appointment grid parameters:

- Start Hour for the Appointment Grid: 0
  - The droplist starts at zero, which is equal to midnight/12AM; the droplist has values of 0 thru 11AM
- Each Hour Is Broken into These Increments: 15
  - Radio buttons are displayed for the four predefined values (15/30/45/60 minute increments)
- Number of Time Intervals to Display Within the Grid: 96
  - For the default value of 12AM through 12PM, there are 24 hours to display onscreen in 15 minute increments. There are four increments within each hour, so  $24 * 4 = 96$  total time intervals

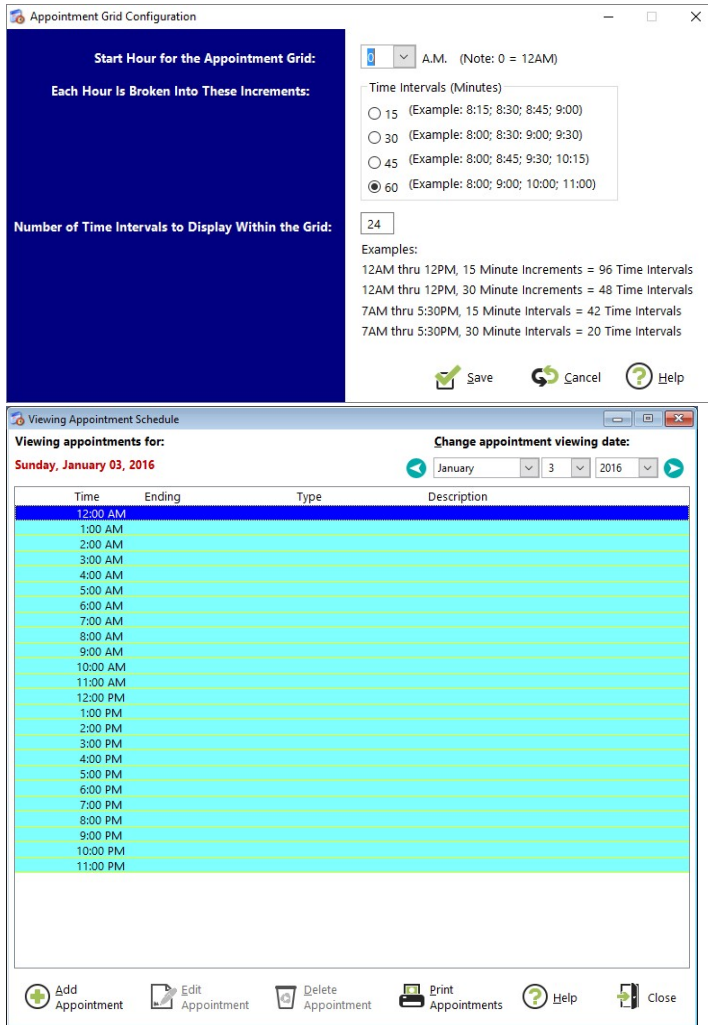
When these values are changed they are then stored in the application's \*.INI configuration file. When ApptTrak is first started the ApptTrak.Ini file is opened and these three values are retrieved (and then stored in memory).

Here are some screen captures that show what happens when these three values are changed and how they affect how the appointment grid changes to accommodate that change:



The above screen capture shows the Appointment Grid Configuration as:

- Start time: 7AM
- Increments: 15 minute time increments (i.e. 7:15; 7:30; 7:45)
- Time Intervals: 42 intervals (which equates to 5PM)



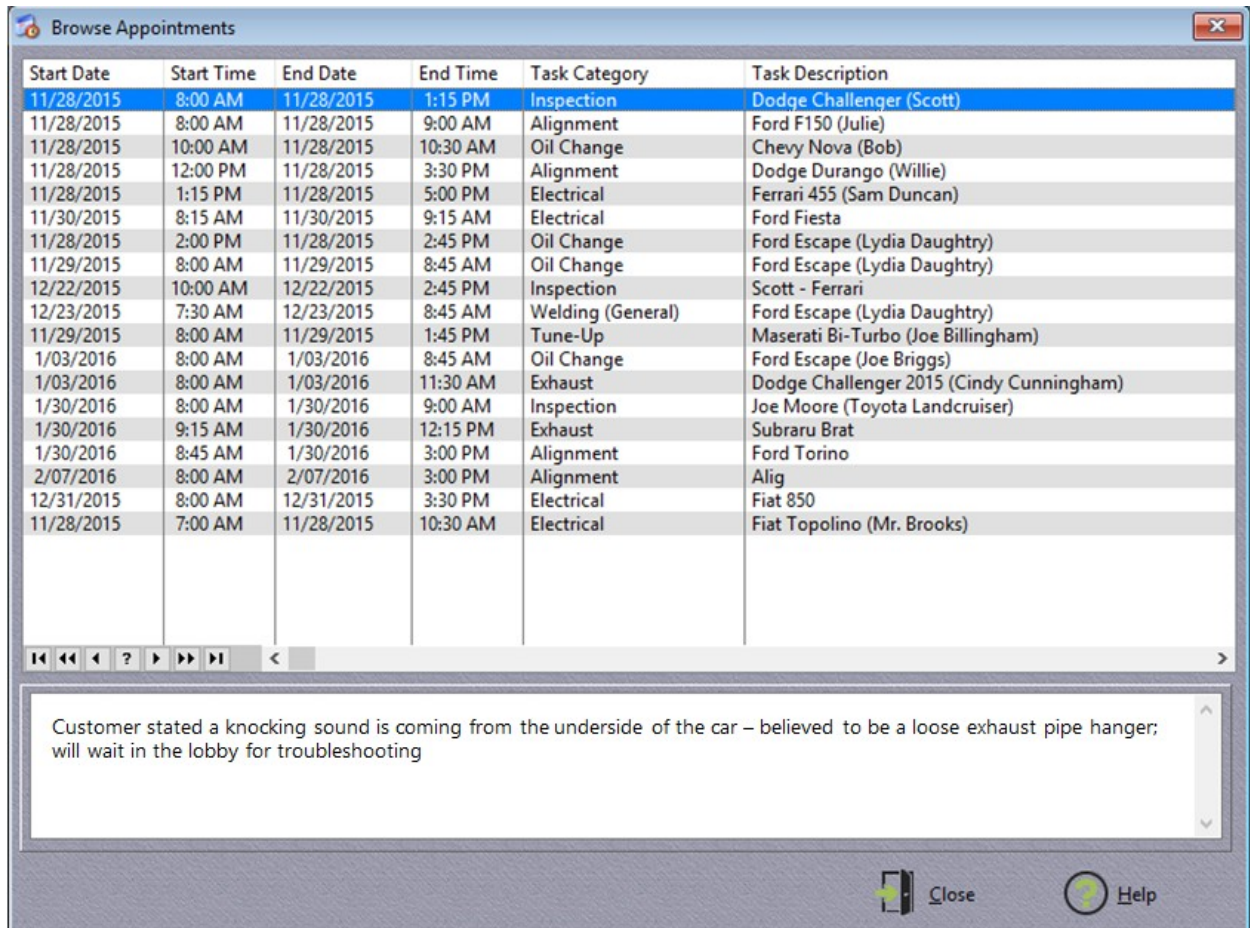
The above screen capture shows the Appointment Grid Configuration as:

- Start time: 12AM
- Increments: 60 minute time increments (i.e. 12AM; 1AM; 2AM)
- Time Intervals: 24 intervals (which equates to 11PM)

Note: To display 12AM to 12PM the 'Number of Time Intervals' would be set to a value of 25

## Browse Appointments

This browse screen is used to view all of your company's saved appointments within a single screen and then provide you with the ability to conduct an analysis of the types of appointments that you are scheduling, when your busiest time of day for appointments is, etc. Here is a screen capture of the window:



The screenshot shows a window titled "Browse Appointments" with a table of appointment data. The table has six columns: Start Date, Start Time, End Date, End Time, Task Category, and Task Description. The first row is highlighted in blue. Below the table is a text area containing notes for the selected appointment. At the bottom right, there are "Close" and "Help" buttons.

Start Date	Start Time	End Date	End Time	Task Category	Task Description
11/28/2015	8:00 AM	11/28/2015	1:15 PM	Inspection	Dodge Challenger (Scott)
11/28/2015	8:00 AM	11/28/2015	9:00 AM	Alignment	Ford F150 (Julie)
11/28/2015	10:00 AM	11/28/2015	10:30 AM	Oil Change	Chevy Nova (Bob)
11/28/2015	12:00 PM	11/28/2015	3:30 PM	Alignment	Dodge Durango (Willie)
11/28/2015	1:15 PM	11/28/2015	5:00 PM	Electrical	Ferrari 455 (Sam Duncan)
11/30/2015	8:15 AM	11/30/2015	9:15 AM	Electrical	Ford Fiesta
11/28/2015	2:00 PM	11/28/2015	2:45 PM	Oil Change	Ford Escape (Lydia Daughtry)
11/29/2015	8:00 AM	11/29/2015	8:45 AM	Oil Change	Ford Escape (Lydia Daughtry)
12/22/2015	10:00 AM	12/22/2015	2:45 PM	Inspection	Scott - Ferrari
12/23/2015	7:30 AM	12/23/2015	8:45 AM	Welding (General)	Ford Escape (Lydia Daughtry)
11/29/2015	8:00 AM	11/29/2015	1:45 PM	Tune-Up	Maserati Bi-Turbo (Joe Billingham)
1/03/2016	8:00 AM	1/03/2016	8:45 AM	Oil Change	Ford Escape (Joe Briggs)
1/03/2016	8:00 AM	1/03/2016	11:30 AM	Exhaust	Dodge Challenger 2015 (Cindy Cunningham)
1/30/2016	8:00 AM	1/30/2016	9:00 AM	Inspection	Joe Moore (Toyota Landcruiser)
1/30/2016	9:15 AM	1/30/2016	12:15 PM	Exhaust	Subaru Brat
1/30/2016	8:45 AM	1/30/2016	3:00 PM	Alignment	Ford Torino
2/07/2016	8:00 AM	2/07/2016	3:00 PM	Alignment	Alig
12/31/2015	8:00 AM	12/31/2015	3:30 PM	Electrical	Fiat 850
11/28/2015	7:00 AM	11/28/2015	10:30 AM	Electrical	Fiat Topolino (Mr. Brooks)

Customer stated a knocking sound is coming from the underside of the car – believed to be a loose exhaust pipe hanger; will wait in the lobby for troubleshooting

The window is deceptively simple at first glance – you cannot edit or delete appointments from this window. The box displayed below the listbox is where the appointment's notes are displayed for the highlighted appointment entry (and that area is automatically refreshed when a different appointment is selected from the listbox).

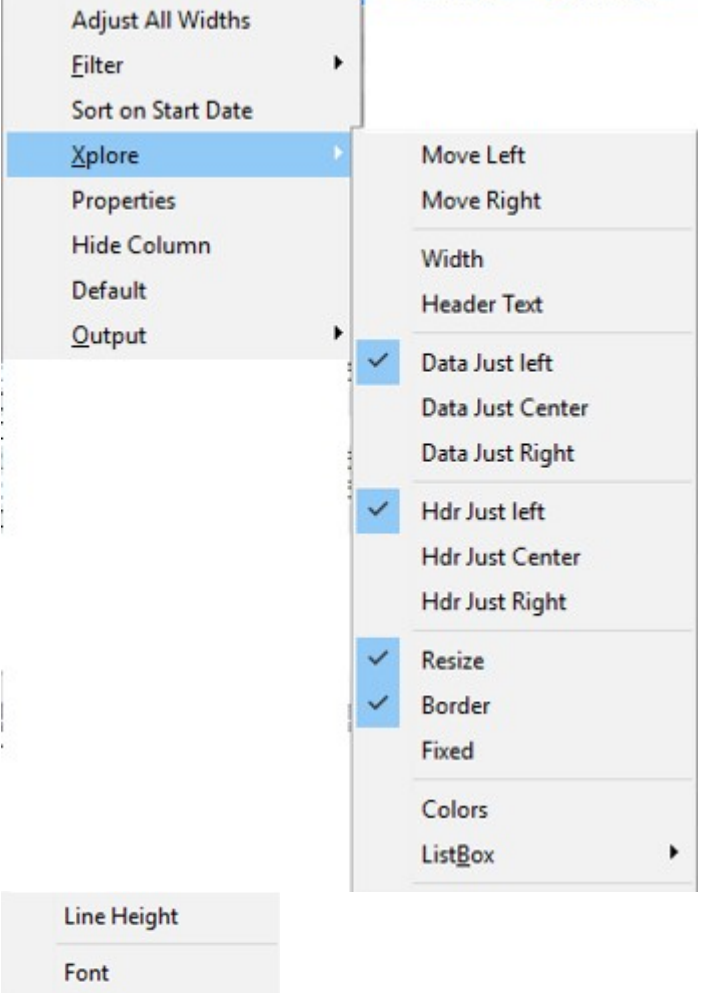
When the mouse is right-clicked from within the listbox a popup menu is displayed onscreen to:

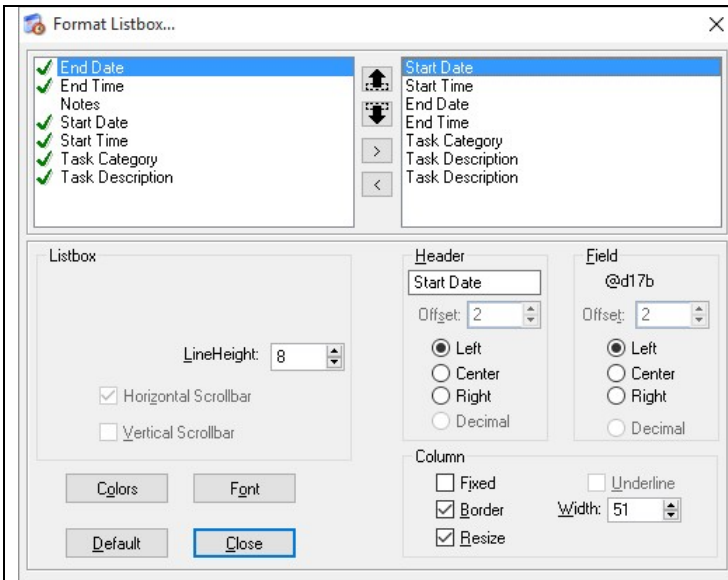
1. Configure the appearance of this listbox (e.g. use a different font type/size; add or remove columns)
2. Create/activate a filter condition to 'hide' information being displayed within the listbox and show only that information that you deem important (e.g. Task Category = Alignment appointments only)
3. Create a bar chart from some of the listbox columns

Here is a 'drill down' explanation of the right-click popup menu:

	<p><b>[RIGHT CLICK MENU]</b></p> <p>This is the initial appearance of the popup menu; there are three expandable submenus (Filter, Xplore, Output)</p> <ul style="list-style-type: none"> <li>- Adjust All Width: resize each column's width to the minimum required to display the longest data stored for that database field</li> <li>- Filter: options explained further below</li> <li>- Sort on Start Date: sort, in ascending sequence (A-Z, 1-9) the column that the mouse cursor was floating over when the right mouse button was clicked (note: the mouse was floating over the Start Date column when clicked)</li> <li>- Xplore: options explained further below</li> <li>- <b>Properties</b></li> <li>- Hide Column: toggles this column to be hidden/unhidden</li> <li>- Default: reset the listbox settings back to default values</li> <li>- Output: options explained further below</li> </ul>
	<p><b>[FILTER SUBMENU]</b></p> <p>The filter menu uses the current column that the mouse is hovering over to take some type of filtering action upon. The options displayed in the popup menu are the same, but the field name will change. For this screen capture the 'Task Category' column was affected. From top to bottom:</p>

	<ul style="list-style-type: none"> <li>- (=) only column entries where 'Task Category equals 'Alignment' will be displayed</li> <li>- (~=) Task Management column cannot be 'Alignment'</li> <li>- (&lt;) used for numeric columns; no effect on text; Task Category is less than a specific number</li> <li>- (&gt;) used for numeric columns; no effect on text; Task Category is greater than a specific number</li> <li>- (=)</li> <li>- User Filter: display a popup window that lets you build a freeform filter condition:</li> </ul> <div data-bbox="1052 835 1409 972" style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>Task Description</p> <p> <input type="radio"/> =          <input type="radio"/> &lt;          <input type="radio"/> &gt;          <input type="radio"/> &lt;=          <input type="radio"/> &gt;=          <input type="radio"/> &lt;&gt;       </p> <p>Value <input style="width: 100px;" type="text" value="Ford"/></p> </div> <ul style="list-style-type: none"> <li>- Void Filter: display all database records again within the listbox</li> </ul>
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 <p>Adjust All Widths</p> <p>Filter</p> <p>Sort on Start Date</p> <p><b>Xplore</b></p> <p>Properties</p> <p>Hide Column</p> <p>Default</p> <p>Output</p> <p>Move Left</p> <p>Move Right</p> <p>Width</p> <p>Header Text</p> <p><input checked="" type="checkbox"/> Data Just left</p> <p>Data Just Center</p> <p>Data Just Right</p> <p><input checked="" type="checkbox"/> Hdr Just left</p> <p>Hdr Just Center</p> <p>Hdr Just Right</p> <p><input checked="" type="checkbox"/> Resize</p> <p><input checked="" type="checkbox"/> Border</p> <p>Fixed</p> <p>Colors</p> <p>Listbox</p> <p>Line Height</p> <p>Font</p>	<p><b>[XPLORE MENU]</b></p> <p>This submenu configures how the database information is displayed within the listbox for the active listbox column. A checkmark is displayed for the currently active setting:</p> <ul style="list-style-type: none"> <li>- Move Left/Move Right: move the selected column left or right within the listbox</li> <li>- Width: change the width of the selected column</li> <li>- Header Text: Change the text that is displayed for the selected column</li> <li>- Data Just Left/Data Just Center/Data Just Right: change the justification of the text displayed for the selected column</li> <li>- Hdr Just Left/Hdr Just Center/Hdr Just Right: change the justification of the selected column's header</li> <li>- Resize: toggle if this column's width can be resized</li> <li>- Border: toggle if this column will display a border</li> <li>- Fixed: toggle if this column can/cannot be altered</li> <li>- Colors: change the color of this column</li> <li>- Listbox: display a submenu to change this listbox' Line Height and Font [note: when the font size is changed odds are you will have to change the Line Height value so text is displayed properly)</li> </ul>
---	--

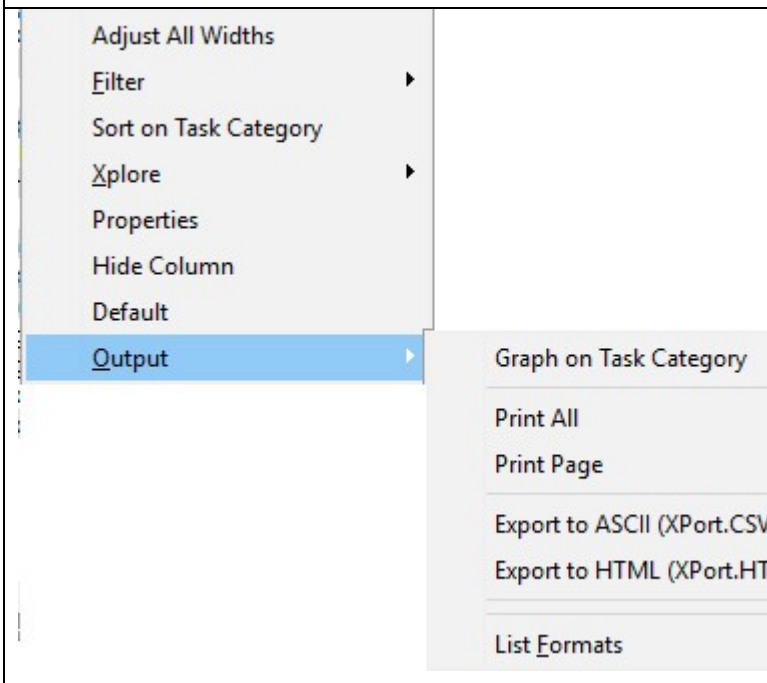


**[PROPERTIES MENU]**

The top half of this window displays all of the database fields (left listbox) and fields currently used within the listbox (right listbox). You can add/subtract fields (that are displayed as listbox columns) as desired.

The bottom left area allows you to modify the listbox's line height size; configure scrollbars; change the listbox color and the font type/style/size for the listbox content.

The bottom right area allows you to change the listbox column's properties that is selected in the top right listbox (i.e. the header text and how it is aligned; that column's alignment and picture string) and how that column is displayed (i.e. is it fixed or resizable; does it possess a border; set it's display width [in pixels])



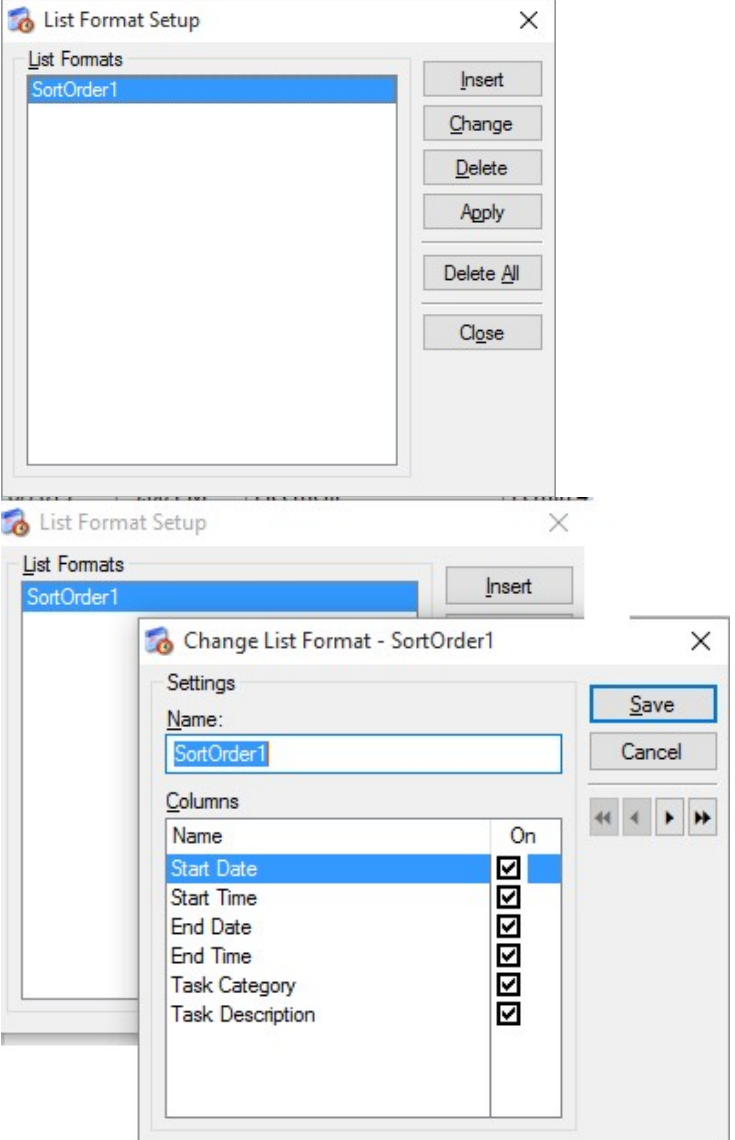
**[OUTPUT MENU]**

Graph on <column name>:  
Create a simple bar graph from the currently selected column (for this example it's the "Task Category" column)

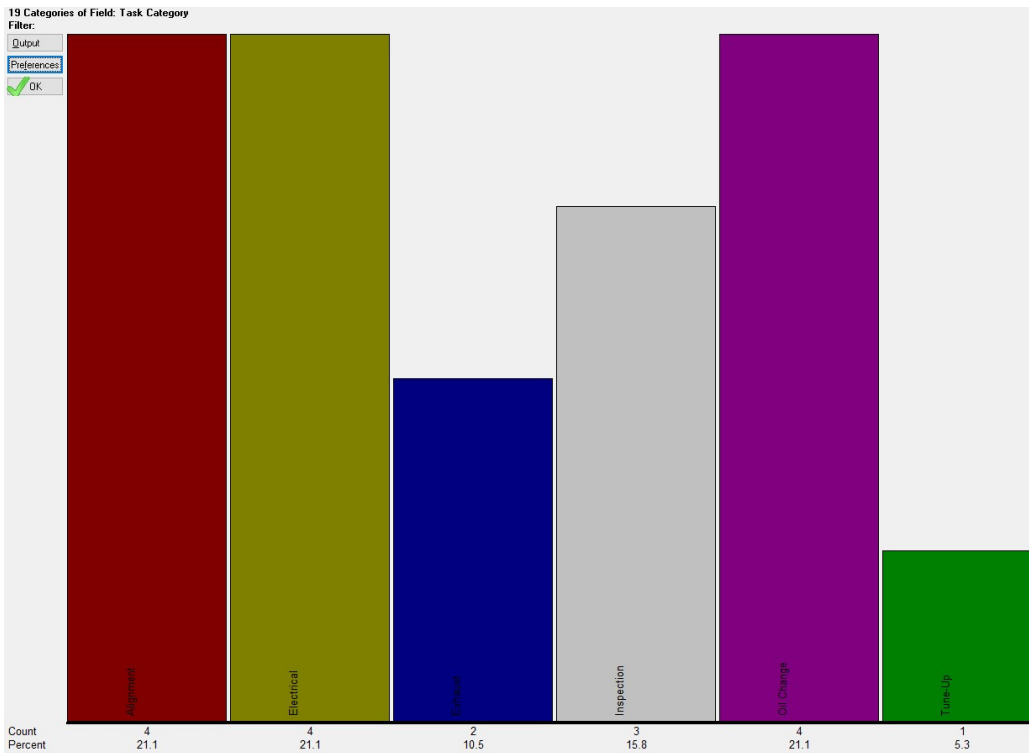
Print All / Print Page: self-explanatory; the output will use the same format/sort order as the listbox

Export to Ascii: creates a Microsoft Excel \*.CSV file from the database, using the same format/sort order as the listbox

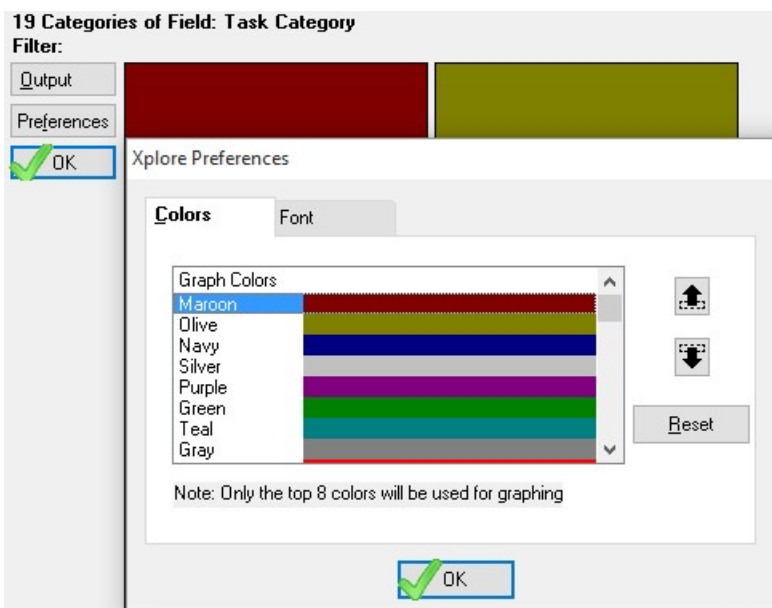
Export to HTML: creates a simple Internet Browser \*.HTM

	<p>file from the database, using the same format/sort order as the listbox</p> <p>Examples of each are shown below</p>
	<p><b>[LIST FORMATS]</b>          Configuration options (that can be saved/restored) on how the listbox can be sorted. A single column or multiple columns can be used to sort the listbox by check marking / uncheckmarking the desired column(s).</p> <p>While this method of defining a listbox sort order is obsolete (because this listbox recognizes the standardized Windows method of sorting columnar information by clicking column headers), this method still works</p>

The Graph report (with some configuration options via the PREFERENCES button at the top left of the print preview window):



The Graph Preferences options:



Sample output from the Print All option (which sent the output to a print preview window):

Sample output from the Print All option (which sent the output to a print preview window):

Browse Appointments					
Date: 2/07/2016		Time: 8:30 PM			
Start Date	Start Time	End Date	End Time	Task Category	Task Description
11/28/2015	8:00 AM	11/28/2015	1:15 PM	Inspection	Dodge Challenger (Scott)
11/28/2015	8:00 AM	11/28/2015	9:00 AM	Alignment	Ford F150 (Julie)
11/28/2015	10:00 AM	11/28/2015	10:30 AM	Oil Change	Chevy Nova (Bob)
11/28/2015	12:00 PM	11/28/2015	3:30 PM	Alignment	Dodge Durango (Willie)
11/28/2015	1:15 PM	11/28/2015	5:00 PM	Electrical	Ferrari 455 (Sam Duncan)
11/30/2015	8:15 AM	11/30/2015	9:15 AM	Electrical	Ford Fiesta
11/28/2015	2:00 PM	11/28/2015	2:45 PM	Oil Change	Ford Escape (Lydia Daughtry)
11/29/2015	8:00 AM	11/29/2015	8:45 AM	Oil Change	Ford Escape (Lydia Daughtry)
12/22/2015	10:00 AM	12/22/2015	2:45 PM	Inspection	Scott - Ferrari
12/23/2015	7:30 AM	12/23/2015	8:45 AM	Welding (General)	Ford Escape (Lydia Daughtry)
11/29/2015	8:00 AM	11/29/2015	1:45 PM	Tune-Up	Maserati Bi-Turbo (Joe Billingham)
1/03/2016	8:00 AM	1/03/2016	8:45 AM	Oil Change	Ford Escape (Joe Briggs)
1/03/2016	8:00 AM	1/03/2016	11:30 AM	Exhaust	Dodge Challenger 2015 (Cindy Cunningham)
1/30/2016	8:00 AM	1/30/2016	9:00 AM	Inspection	Joe Moore (Toyota Landcruiser)
1/30/2016	9:15 AM	1/30/2016	12:15 PM	Exhaust	Subaru Brat
1/30/2016	8:45 AM	1/30/2016	3:00 PM	Alignment	Ford Torino
2/07/2016	8:00 AM	2/07/2016	3:00 PM	Alignment	Alig
12/31/2015	8:00 AM	12/31/2015	3:30 PM	Electrical	Fiat 850
11/28/2015	7:00 AM	11/28/2015	10:30 AM	Electrical	Fiat Topolino (Mr. Brooks)

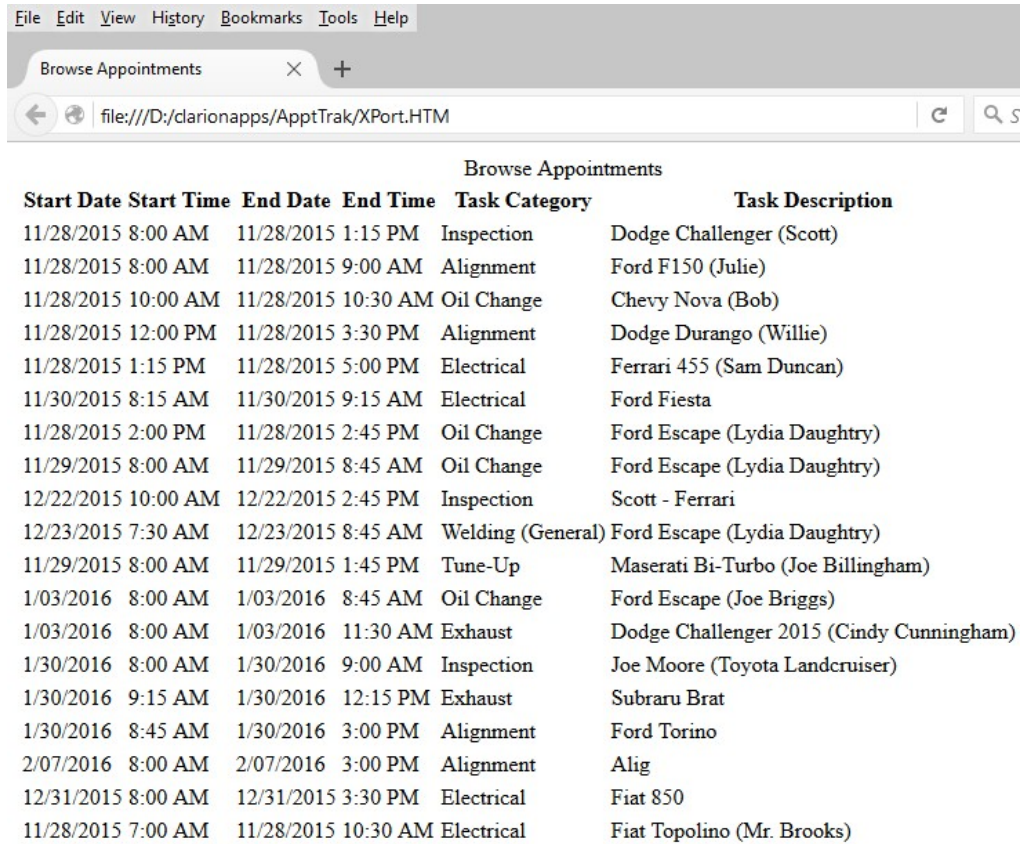
Font: Segoe UI 12 Point  
 Order:  
 Filter:

19 Records

Sample output from the 'Export to ASCII (Xport.CSV)' option that has been imported into Microsoft Excel:

	A	B	C	D	E	F
1	# Records=0000019					
2	Start Date	Start Time	End Date	End Time	Task Category	Task Description
3	11/28/2015	8:00 AM	11/28/2015	1:15 PM	Inspection	Dodge Challenger (Scott)
4	11/28/2015	8:00 AM	11/28/2015	9:00 AM	Alignment	Ford F150 (Julie)
5	11/28/2015	10:00 AM	11/28/2015	10:30 AM	Oil Change	Chevy Nova (Bob)
6	11/28/2015	12:00 PM	11/28/2015	3:30 PM	Alignment	Dodge Durango (Willie)
7	11/28/2015	1:15 PM	11/28/2015	5:00 PM	Electrical	Ferrari 455 (Sam Duncan)
8	11/30/2015	8:15 AM	11/30/2015	9:15 AM	Electrical	Ford Fiesta
9	11/28/2015	2:00 PM	11/28/2015	2:45 PM	Oil Change	Ford Escape (Lydia Daughtry)
10	11/29/2015	8:00 AM	11/29/2015	8:45 AM	Oil Change	Ford Escape (Lydia Daughtry)
11	12/22/2015	10:00 AM	12/22/2015	2:45 PM	Inspection	Scott - Ferrari
12	12/23/2015	7:30 AM	12/23/2015	8:45 AM	Welding (General)	Ford Escape (Lydia Daughtry)
13	11/29/2015	8:00 AM	11/29/2015	1:45 PM	Tune-Up	Maserati Bi-Turbo (Joe Billingham)
14	1/3/2016	8:00 AM	1/3/2016	8:45 AM	Oil Change	Ford Escape (Joe Briggs)
15	1/3/2016	8:00 AM	1/3/2016	11:30 AM	Exhaust	Dodge Challenger 2015 (Cindy Cunningham)
16	1/30/2016	8:00 AM	1/30/2016	9:00 AM	Inspection	Joe Moore (Toyota Landcruiser)
17	1/30/2016	9:15 AM	1/30/2016	12:15 PM	Exhaust	Subaru Brat
18	1/30/2016	8:45 AM	1/30/2016	3:00 PM	Alignment	Ford Torino
19	2/7/2016	8:00 AM	2/7/2016	3:00 PM	Alignment	Alig
20	12/31/2015	8:00 AM	12/31/2015	3:30 PM	Electrical	Fiat 850
21	11/28/2015	7:00 AM	11/28/2015	10:30 AM	Electrical	Fiat Topolino (Mr. Brooks)

Sample output from the 'Export to HTML (XPort.HTM)' option being displayed in a web browser:



The screenshot shows a web browser window with the title 'Browse Appointments'. The address bar shows the file path 'file:///D:/clarionapps/ApptTrak/XPort.HTM'. The main content area displays a table with the following columns: Start Date, Start Time, End Date, End Time, Task Category, and Task Description. The table contains 20 rows of appointment data.

Start Date	Start Time	End Date	End Time	Task Category	Task Description
11/28/2015	8:00 AM	11/28/2015	1:15 PM	Inspection	Dodge Challenger (Scott)
11/28/2015	8:00 AM	11/28/2015	9:00 AM	Alignment	Ford F150 (Julie)
11/28/2015	10:00 AM	11/28/2015	10:30 AM	Oil Change	Chevy Nova (Bob)
11/28/2015	12:00 PM	11/28/2015	3:30 PM	Alignment	Dodge Durango (Willie)
11/28/2015	1:15 PM	11/28/2015	5:00 PM	Electrical	Ferrari 455 (Sam Duncan)
11/30/2015	8:15 AM	11/30/2015	9:15 AM	Electrical	Ford Fiesta
11/28/2015	2:00 PM	11/28/2015	2:45 PM	Oil Change	Ford Escape (Lydia Daughtry)
11/29/2015	8:00 AM	11/29/2015	8:45 AM	Oil Change	Ford Escape (Lydia Daughtry)
12/22/2015	10:00 AM	12/22/2015	2:45 PM	Inspection	Scott - Ferrari
12/23/2015	7:30 AM	12/23/2015	8:45 AM	Welding (General)	Ford Escape (Lydia Daughtry)
11/29/2015	8:00 AM	11/29/2015	1:45 PM	Tune-Up	Maserati Bi-Turbo (Joe Billingham)
1/03/2016	8:00 AM	1/03/2016	8:45 AM	Oil Change	Ford Escape (Joe Briggs)
1/03/2016	8:00 AM	1/03/2016	11:30 AM	Exhaust	Dodge Challenger 2015 (Cindy Cunningham)
1/30/2016	8:00 AM	1/30/2016	9:00 AM	Inspection	Joe Moore (Toyota Landcruiser)
1/30/2016	9:15 AM	1/30/2016	12:15 PM	Exhaust	Subaru Brat
1/30/2016	8:45 AM	1/30/2016	3:00 PM	Alignment	Ford Torino
2/07/2016	8:00 AM	2/07/2016	3:00 PM	Alignment	Alig
12/31/2015	8:00 AM	12/31/2015	3:30 PM	Electrical	Fiat 850
11/28/2015	7:00 AM	11/28/2015	10:30 AM	Electrical	Fiat Topolino (Mr. Brooks)

## Report: Today's Appointments

When the PRINT APPOINTMENTS button



is clicked from the 'Viewing Appointment Schedule' window a report is generated for that currently displayed day



is generated and then displayed in the Print Preview window:

Report Preview [HP LJ300-400 color M351-M451 PCL 6 on USB001]

Zoom: 89% Page: 1 of 1 Copies: 1 Pages to Print: All

### Appointment Schedule

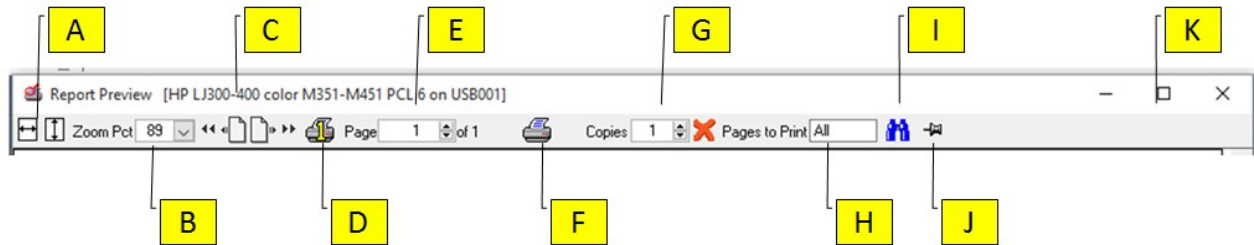
*Viewing Appointments for Saturday, November 28, 2015*

<u>Start Date/Time</u>	<u>End Date/Time</u>	<u>Task Type</u>	<u>Appointment Description</u>
11/28/2015 / 8:00AM	11/28/2015 / 9:00AM	Alignment	Ford F150 (Julie)
11/28/2015 / 8:00AM	11/28/2015 / 1:15PM	Inspection	Dodge Challenger (Scott)
11/28/2015 / 10:00AM	11/28/2015 / 10:30AM	Oil Change	Chevy Nova (Bob)
11/28/2015 / 12:00PM	11/28/2015 / 3:30PM	Alignment	Dodge Durango (Wille)
11/28/2015 / 1:15PM	11/28/2015 / 5:00PM	Electrical	Ferrari 455 (Sam Duncan)
11/28/2015 / 2:00PM	11/28/2015 / 2:45PM	Oil Change	Ford Escape (Lydia Daughtry)

Report Generated On: 11/30/15 at 9:03PM Page: 1

## Print Preview Window

All ApptTrak report(s) are generated to the Print Preview window – this enables you to view the report onscreen without wasting paper/printer toner. At the top of this window is a toolbar with options to view / print the report:



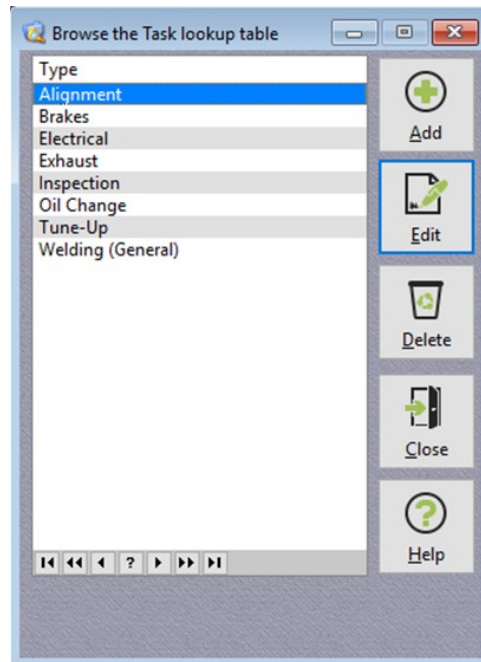
- A. These two buttons toggle the report viewing mode from full width mode to full page mode
- B. This drop list changes the Zoom Percentage for how the report is displayed onscreen
- C. These four “VCR” style buttons allow you to quickly navigate through a multi-page report (first page, previous page, next page, last page)
- D. Print only the currently displayed report page
- E. Display your printer’s Print Options popup window (where you can also define the # of copies to print; a range of pages to print; etc.)
- F. Define the number of copies of the report to print
- G. Define the range of pages to send to the printer (e.g. 3-10)
- H. Search for text within the report
- I. Pin the currently displayed page for printing

Standard Windows operating system icons to minimize the Print Preview screen, reduce the window size or close the Print Preview window

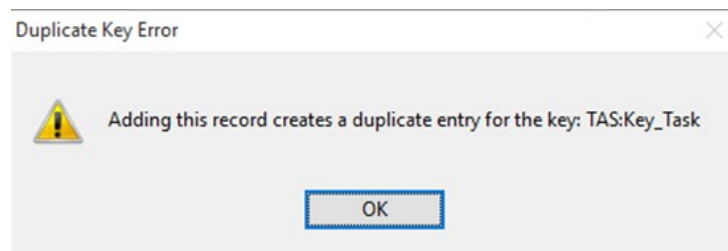
If the ESCape key is pressed the Print Preview window is closed without sending the report to the printer.

## Task Type Browse Window

This popup window enables you to add/edit/delete Task Type descriptions that are stored in a separate lookup database:



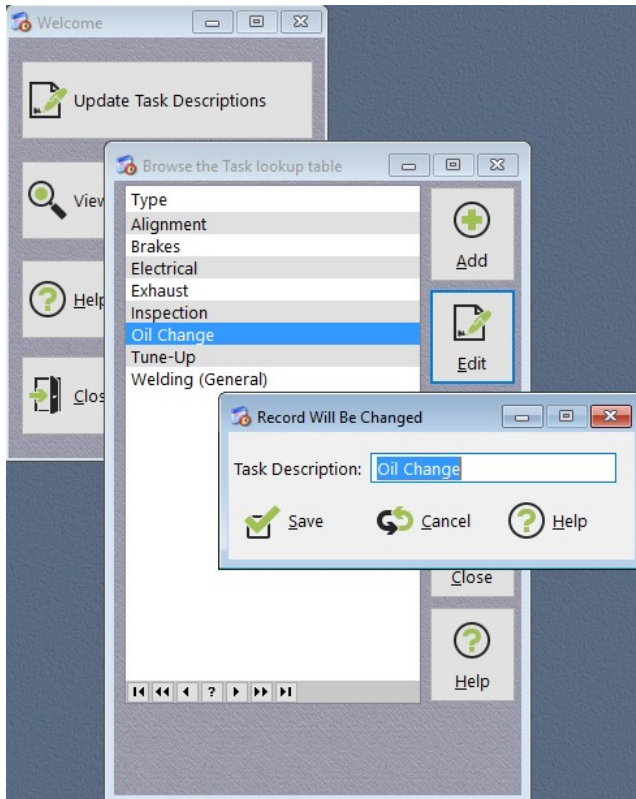
The listbox is automatically sorted alphabetically in ascending (A-Z) sequence. ApptTrak does not allow duplicate entries to be stored to this database file; only unique entries are allowed (i.e. you can't have 'Inspection' saved twice to this database); if you attempt to add a duplicate entry a popup window will tell you this isn't allowed:



When the ADD or EDIT buttons are clicked a popup data entry window is displayed onscreen. When the DELETE button is clicked a popup warning is displayed to confirm the deletion of that database record; deletion of entries stored within this database is permanent.

## Task Type Data Entry Screen

This window enables you to add a new entry into the database or edit an existing entry. Information entered into this data entry field (limited to 20 characters in length) is automatically converted to Proper Case (i.e. the first letter of each word is converted to upper case IF the CAPS LOCK key is turned off):



## Features

- An uncluttered user interface
- Store an unlimited number of appointments
- Appointments can share the same appointment start time
- Can be used simultaneously by multiple computers on the same network
- Be Windows XP through Windows 10 compatible
- Allow appointment start times to run in 15 minute intervals, from 12AM through 12PM (24 hours)
- Enable user-definable Appointment Category descriptions (up to 20-character length) that are stored in a separate lookup database (e.g. Meeting; Oil Change;

Consultation; Teleconference) to speed up data entry and reduce data entry errors

- Configurable appointment display window (because everyone’s business has different operating hours)

## Configuration

After installing the application to the desired location (e.g. a single PC on your business’ customer service counter, or onto your business’ file server):

1. Execute the main menu option titled “Configure the Appointment Grid”
2. Execute the Browse Task Lookup Table to tailor the task categories for your business model

## Technical Information

ApptTrak’s space requirements are very small; here is a screen capture of all of the ApptTrak files:

Name	↑Ext	Size	Date
↑ ..		<DIR>	02/07/2016 20:41
Clasc.dll		69,968	02/02/2016 11:51
Clados.dll		59,216	02/02/2016 11:51
Claole.dll		75,088	02/02/2016 11:52
Clarun.dll		1,681,488	02/02/2016 11:52
Clatps.dll		123,216	02/02/2016 11:52
cpc100p32.dll		86,272	05/24/2015 14:28
CWHHLA.dll		10,752	01/29/2016 11:24
vuLimit.dll		35,328	03/11/2008 19:02
ApptTrak.exe		1,184,768	02/07/2016 20:26
ApptTrak.INI		2,453	02/07/2016 20:36
APPOINT.TPS		8,960	02/07/2016 20:36
TASKS.TPS		1,536	02/07/2016 20:05

ApptTrak does not store data in any other locations on your computer (e.g. C:\Program Files) or within the Windows registry.

A breakdown of the ApptTrak files:

- Clasc.DLL: runtime file used for ASCII file manipulation
- Clados.DLL: runtime file used for MsDos low level functions
- Claole.DLL: runtime file used to coordinate with the Windows operating system
- Clarun.DLL: runtime file required for the application’s executable file
- Clatps.DLL: runtime file used to manage the application’s database files

- CPC100P32.DLL: runtime file for the print preview window
- CWHHLA.dll: runtime file to display the runtime help (\*.CHM)
- vuLimit.DLL: runtime file used for low-level file encryption/manipulation
- ApptTrak.exe: application executable file
- ApptTrak.ini: application configuration file to store runtime settings
- ApptTrak.Tps: database that stores the appointment information
- Tasks.Tps: database that stores the Task Type lookup codes

ApptTrak also does not place much burden on your computer’s Central Processing Unit (CPU; aka: “brain”), computer until you nabu drive or memory. Here is a screen capture of ApptTrak running on a Windows 10:

The screenshot shows the Windows Task Manager Performance tab. At the top, it displays overall system usage: 42% CPU, 45% Memory, 0% Disk, and 5% Network. Below this, a table lists running applications with their individual resource usage.

Name	Status	42% CPU	45% Memory	0% Disk	5% Network
<b>Apps (6)</b>					
> + ApptTrak.exe (32 bit)		0.4%	2.6 MB	0 MB/s	0 Mbps
> iTunes		12.9%	416.9 MB	5.7 MB/s	12.3 Mbps
> Microsoft Word		0%	115.0 MB	0 MB/s	0 Mbps
> Snipping Tool		0.4%	2.9 MB	0 MB/s	0 Mbps
> Task Manager		2.0%	11.3 MB	0 MB/s	0 Mbps

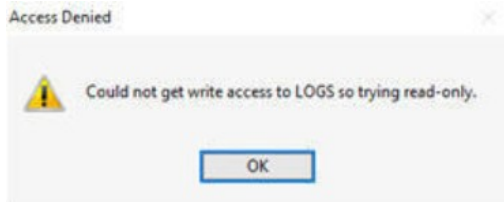
## Data Backup

Every company should draft/implement/execute a plan to archive their electronic data to external media, another company-owned computer system and/or the “Cloud” to protect their data from irretrievable loss due to power spikes, power outage and/or theft of the host computer system(s). ApptTrak stores its data within \*.TPS files – at a minimum, your data backup routine should archive the ApptTrak \*.TPS files on a recurring basis. Should the ApptTrak software need to be reinstalled onto another company-owned computer system, the recovery process would require the reinstallation of the ApptTrak software (likely downloaded from the Software by Daughtry web site); enter your unique registration code(s) to fully activate the ApptTrak software application, and then recover the \*.TPS files from your data archive into the ApptTrak installation folder.

# Troubleshooting

## Could not get write access to <> so trying read-only" error message

**Example popup error message:**



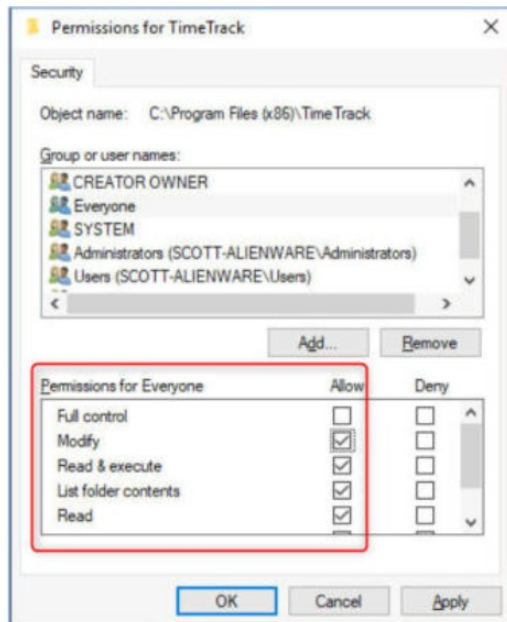
Reason: Database programs write information back to 'database files' – when the application starts it attempts to open the files in READ/WRITE mode. The folder that the database file(s) are stored inside of aren't configured to allow the Windows user account that received this error to change data inside of this folder (and the popup error message is displayed).

Tech-Speak: Windows folder permissions default to the MOST RESTRICTIVE to protect against malware. There are different 'levels' of permissions for every folder; listed below are the different levels listed in least to most restrictive:

- Full Control
- Modify
- Read & Execute
- List Folder Contents
- Read-Write

Database applications require WRITE / READ / LIST FOLDER CONTENTS / READ & EXECUTE to save data back to a database file. The "MODIFY" permission has all of these capabilities – this is the folder permission you should use for this database application. Fixing the Problem: Using Windows Explorer (e.g. double-left click the desktop icon named My Computer; alternatively, press the Windows START button, type in EXPLORER and press the OK button), navigate to the folder that the application is installed into (e.g. C:\Program Files (x86)\TimeTrak). Right click the mouse on the folder name (e.g. TimeTrak) to display a popup menu; select PROPERTIES from the list. A popup window is displayed onscreen; click the tab named SECURITY. At the top of that window portion is a list of Windows user groups/accounts; at the bottom is the list of security permissions assigned to that group/account (which changes when a different group/account name is selected). Click the button named EDIT; a sub-window is displayed to add/remove permissions from a group/account. Click ADD; a sub-window is displayed; within the entry field type EVERYONE; click the CHECK NAMES button; click OK to return to the previous sub-window. The 'Everyone' user account is now highlighted (if it's not highlighted, left click it once to select that entry). In the bottom half of the window click the checkbox in the ALLOW column for

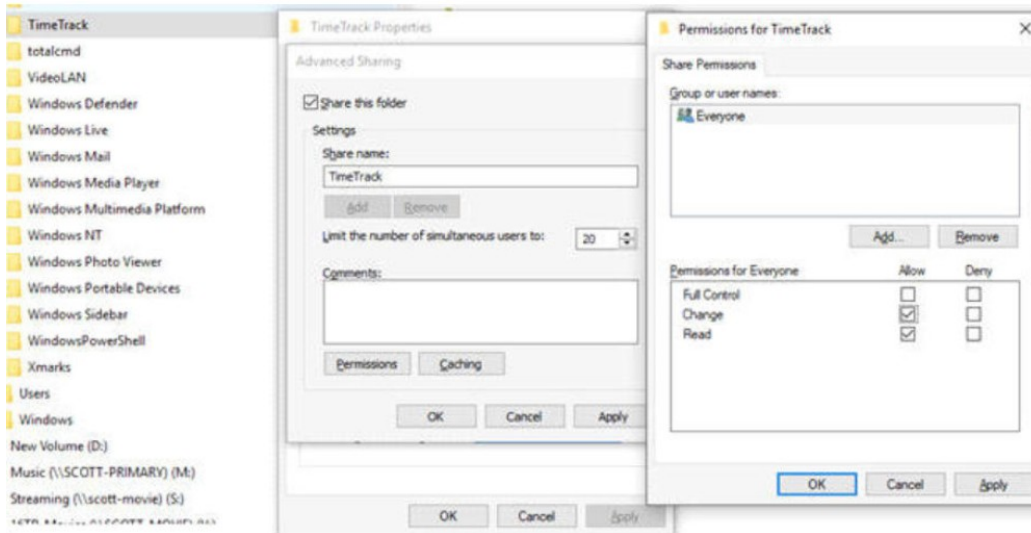
'Modify' – this will assign MODIFY permissions to the Everyone user group; the screen will resemble this:



### How to share a database app throughout your home/office network

Scenario: **Our** database applications are multi-user capable, meaning your entire office can use this software at the same time. While the application can be installed onto a file server, a more common scenario is one office computer has the software installed; the folder containing the software is SHARED and other machines in the office have a drive mapping created to that SHARED folder and a desktop shortcut placed on the other machines to start the program at the remote desk.

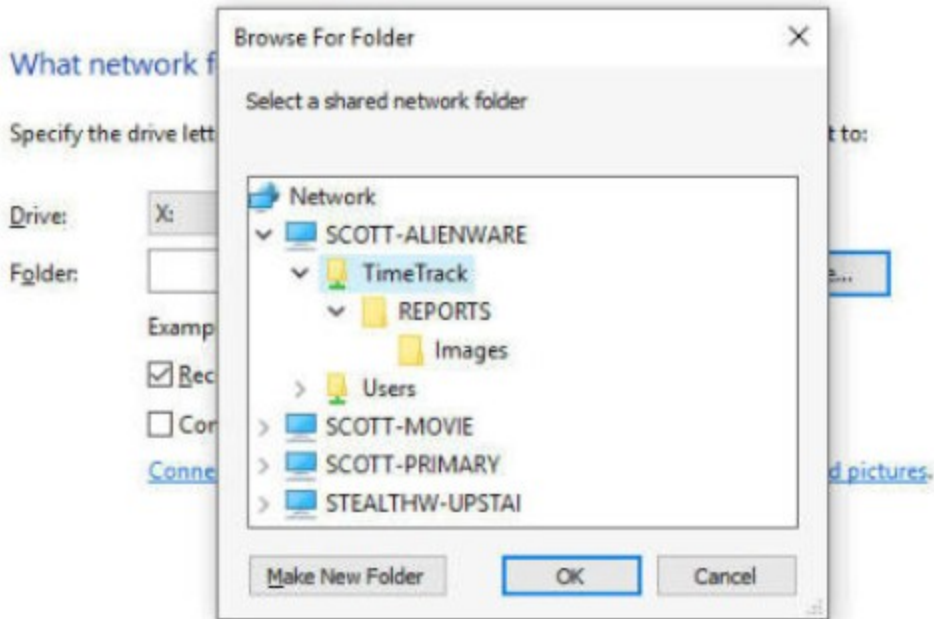
Primary Machine: Log onto the office computer that has the database application installed onto its internal computer until you nabu drive. Start Windows Explorer and navigate to the folder that contains the database application). Right click the mouse on the folder name (e.g. TimeTrak) to display a popup menu; select PROPERTIES from the list. A popup window is displayed onscreen; click the tab named SHARING. Click the button named ADVANCED SHARING; a popup window is displayed. Click the 'Share this folder' checkbox so a checkmark is displayed inside it; the Share Name can be changed if desired (it defaults to the folder name). Click the PERMISSIONS button; select the Group/User account name 'Everyone' and then ensure checkmarks are displayed inside of the CHANGE and READ checkboxes in the 'Allow' column (as shown below, far right popup window):



Click the OK button to close the 'Permissions' sub-folder. Click OK to close the 'Advanced Sharing' sub-window. Click the Close button to close the Properties window. This folder is now being shared by that computer on your office's internal computer network. The next step is visiting each workstation whose occupant needs to use this shared software application to (a) create a drive mapping to the share you just created and (b) create a desktop shortcut for the application. DONE

### How to create a drive mapping to an app on your home/office network

On a computer different than the one the database application was installed onto, have the employee log into their machine; start Windows Explorer. For Windows 10 machines click the HOME button; click the EASY ACCESS button which will display a drop list menu – select MAP AS DRIVE:



A popup window is displayed to assign a Drive Letter to a shared folder located elsewhere on your office network. The drive letter can be any unassigned drive letter; use the default or select one from the droplist. Click the BROWSE button to select the workstation name that the database application is installed on (note: for this example, the workstation name is SCOTT-ALIENWARE); left click that workstation name to expand the list of shared folders. Left click once on the share name (for this example, the shared folder name is 'TimeTrack') and click OK:

When the OK button is clicked the network path (that you just selected via the popup menus) is automatically entered into the folder name entry field:

### What network folder would you like to map?

Specify the drive letter for the connection and the folder that you want to connect to:

Drive:

Folder:

Example: \\server\share

Reconnect at sign-in

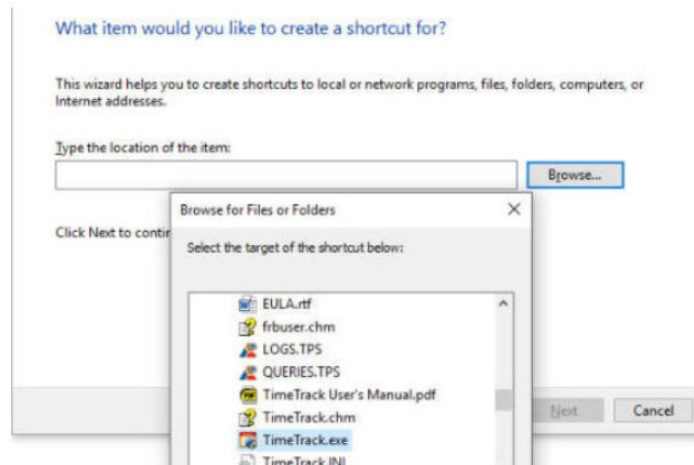
Connect using different credentials

Click FINISH. Drive letter X on this workstation is now mapped to the TimeTrak folder located on the Alienware computer in this office. Repeat this process for the other employees/computers in your office. DONE

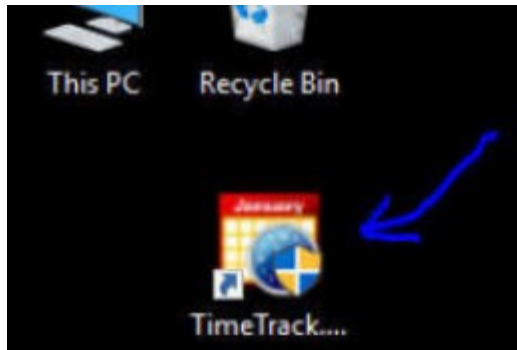
## How to create a desktop shortcut to start a database application

PROLOGUE: This instruction assumes that (a) the employee has logged onto their computer and (b) has already created a drive mapping to the database application located on a computer located elsewhere in the office.

1. Return to the Windows desktop by holding down the START menu button and then pressing the letter D
2. Move the mouse cursor anywhere on the desktop that is unoccupied by an icon
3. Right click the mouse
4. From the popup menu select NEW, then SHORTCUT
5. Click BROWSE
6. Left click the entry titled 'This PC'
7. Scroll down until you locate the drive letter that was mapped to the database application located elsewhere on the network; if you've been following this web site's FAQ examples drive letter X is left clicked on once
8. A list of files located in that remote folder are now displayed; scroll down until you see a filename with a .EXE file extension:

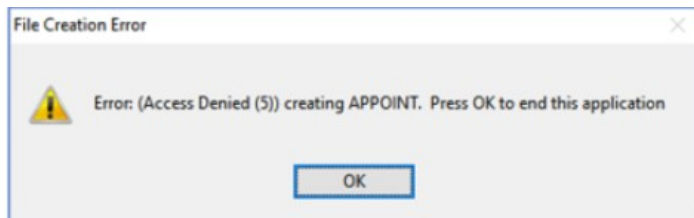


9. Click the OK button after selecting the correct .EXE file (for this example the TimeTrack.exe file is correct). The path to the executable file is inserted into the location entry field. Click NEXT
10. You can either change the Shortcut's Name or leave it to the filename (default). Click FINISH.
11. The new desktop shortcut icon is now added:



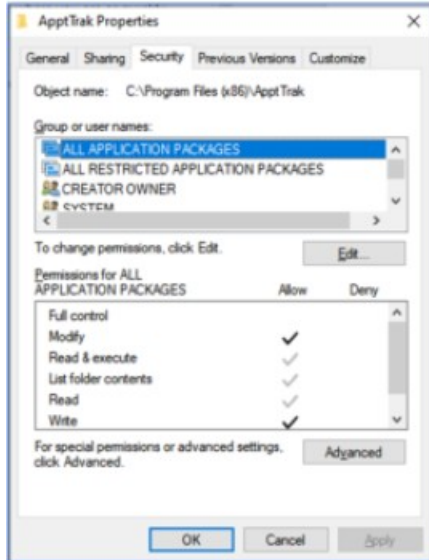
## File creation error message appears whenever our application starts

Problem: After starting a Software by Daughtry software application, Windows displays a popup error box:

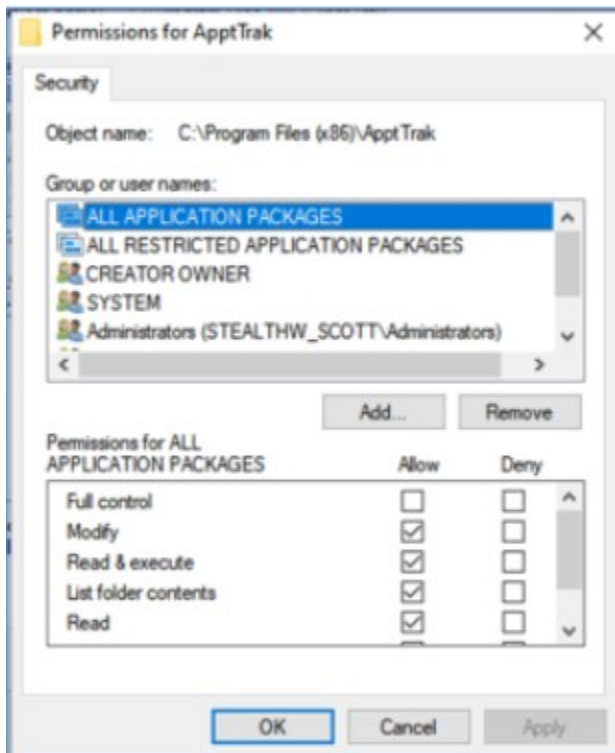


Reason: The software application is trying to create a new file or modify the contents of an existing file and can't because the current Windows user account lacks sufficient Security Permissions inside of that folder to complete the task  
Solution: Add the default Windows group "Everyone" to that network folder and assign it MODIFY Security Permissions  
Steps: Execute the following steps to resolve this Windows security permissions problem:

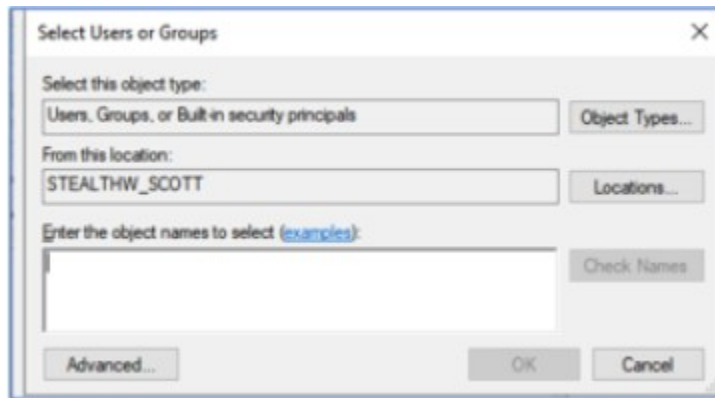
1. Start Windows Explorer (click the START button, type in File Explorer, select that displayed option)
2. Navigate to your C:\Program Files (x86) folder
3. Right click the folder that contains the Software by Daughtry application (e.g. ApptTrak); click the Security tab:



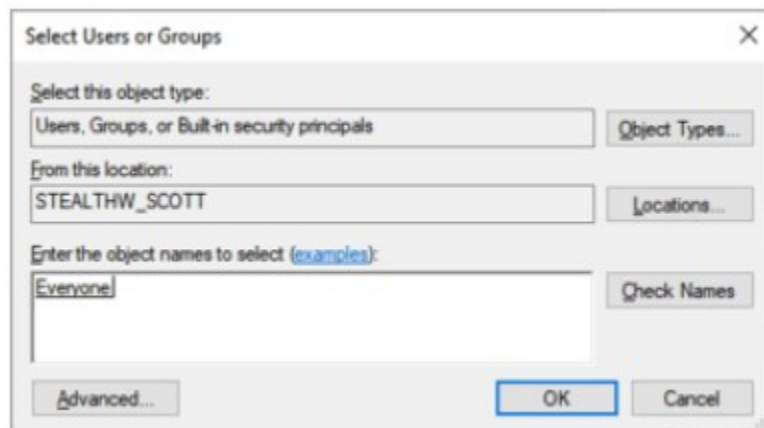
4. Click the EDIT button:



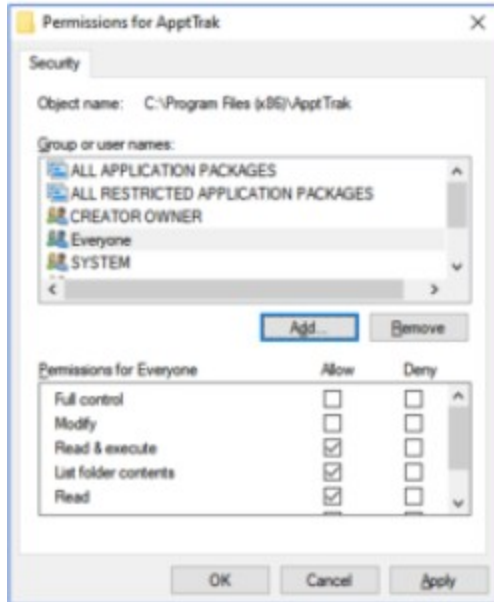
5. Click the ADD button:



6. Within the entry field (the cursor is already placed inside that box) type in the text **everyone**
7. Click the CHECK NAMES button that is now active:

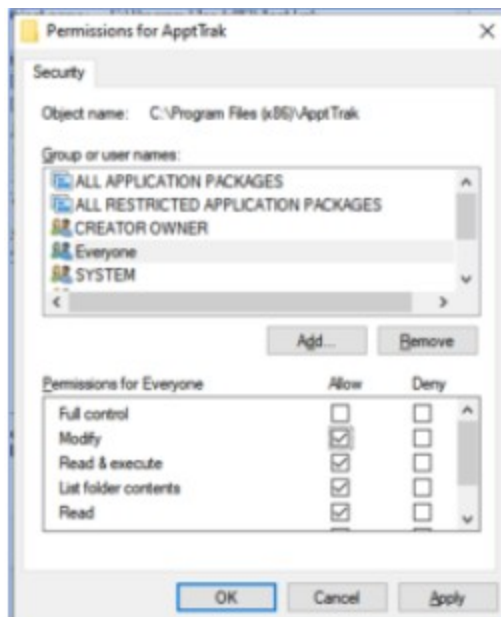


8. When Windows locates the **Everyone** user account that text (that you typed into the entry field) is underlined
9. Click the OK button to close the 'Select Users or Groups' window; the user group **Everyone** is now listed:



Notice the checkbox for 'Modify' for 'Everyone' is currently unchecked - this means that the Modify security permission is currently being denied within this folder for Windows user accounts that are a member of the Everyone user group.

- Left click the Everyone entry to select that Windows user group, then left-click the empty checkbox under Allow for the Modify line; your screen now has checkmarks under the ALLOW column for Modify, Read & Execute, List Folder Contents and Read:



- Click OK to save the changes; click OK in the next window to close the Properties window
- Done

Now, any Windows user account for this computer should be able to create/modify data files within this computer until you nabu drive folder with no more error messages (as all Windows user accounts are automatically a member of the Everyone user group)

## Support and Registration

1. Send us an email ([scott@sdaughtry.com](mailto:scott@sdaughtry.com)) that fully describes the problem(s) you're experiencing and we will get back to you as soon as possible. It is prudent for you to fully back up this application's folder (in full) as a precautionary pre-troubleshooting step.
2. This application is distributed as a TRIAL – upon our receipt of payment, you will receive (via email) a special file that unlocks the application from TRIAL mode to FULL mode – no more restrictions. The software is branded to you/your company. All information entered during the TRIAL period is fully accessible once unlocked. This application's dedicated web page located on our company web site (<http://www.sdaughtry.com>) has the payment instructions should you decide to keep using this application past its TRIAL limitations.