



CCWTrak

User Guide

Version 1.0c

Month Year

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Software by Daughtry

Complexity Made Simple

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Version History

Version	Description
1.0C	<ul style="list-style-type: none">• Recompiled with Clarion 11.0.13630• Company name changed to "Software by Daughtry"
1.0B	<ul style="list-style-type: none">• Minor bug fixes
1.0A	<ul style="list-style-type: none">• Initial release

Introduction

CCWTrak is a Windows-based software application designed to help firearms instructors keep track of classes they conduct, students that attend those classes, submit paperwork to authorities on behalf of their students, identify customers who are delinquent in paying for classes they attend, and identify students whose certifications are coming due to expire. CCWTrak is designed with data integrity, ease of use, and flexibility to ensure that an instructor's valuable time is spent on the range instead of behind the computer screen. CCWTrak includes a professional-grade report writer that can generate mailing labels, form letters, certification forms and any type of managerial report – all report output can be filtered to meet a specific reporting need. CCWTrak is the only software of its kind that specifically developed to manage a firearms instructor needs!

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 [e.g. C:\Program Files (X86)]. It also created Start Menu entries for the application, its user manual, and an uninstallation 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.

Generally speaking, you may install newer versions of this application “on top” of itself, as our installation programs won't overwrite configuration file(s) or data files that you've created.

CCWTrak can be installed on network share to enable access to the program and manage your courses/students regardless of which computer is used on your computer network. Each Windows network user account needing to access CCWTrak must have CHANGE network permissions to the folder that CCWTrak resides within that network

share. CCWTrak is a network-aware Windows application, and can accommodate multiple users accessing its database files simultaneously. If two (or more) users attempt to access the same database record at the same time, the user that opened that database record first will maintain ownership of that record and subsequent users will be denied access to that database record until it has been released. Reports are generated using the workstation's resources (i.e. CPU, memory, hard drive).

Quick Start

CCWTrak was designed to accommodate any type of firearms instruction class. You can store an unlimited number of classes, each of which can have an unlimited number of students that participated in a class. Each student can qualify with all three possible types of handguns (Derringer, Revolver and Semi-Automatic) for each class they attend.

Let's assume you're starting at ground zero (i.e. just installed CCWTrak onto your computer and want to immediately dive in and start using it to track an upcoming class. Here is what you would do:

1. Populate your lookup databases (aka: tables) first:
 - a. Main Menu -> File -> Lookup Table -> Courses You Teach
 - b. Main Menu -> File -> Lookup Table -> Firearm Calibers (*)
 - c. Main Menu -> File -> Lookup Table -> Firearm Type Codes (*)
 - d. Main Menu -> File -> Lookup Table -> Training Locations

(*) CCWTrak will ship with this database already pre-populated – you can modify its contents
2. Configure the CCWTrak application settings
 - a. Main Menu -> Configure Application Settings [note: when CCWTrak initializes it will automatically check if these settings have been configured or not. If at least one of the entries is blank / the file is missing / the file is corrupt then this menu option is automatically executed for these settings to be manually entered]
3. Add the first class that you are going to teach
 - a. Main Menu -> Browse Classes OR click the toolbar button titled 'Classes
 - b. The 'Classes Taught' browse screen is displayed onscreen
 - c. Click the ADD button
 - d. Add the pertinent information about this class (who/what/when/where) then click the SAVE button to save this class to the CLASS database and return to the 'Classes Taught' browse screen

- e. Double left click the desired class to display the data entry form for the CLASS database
 - f. Click the tab titled 'STUDENTS IN THIS CLASS'
 - g. Click the ADD button – enter the student information that has expressed interest in taking this class, then click SAVE to save the data to the STUDENTS database [note: only the student's first and last name are mandatory entries on this data entry form. At any time you can add additional information about each student (e.g. data required for DPS registration paperwork)].
 - h. If there are more students for this class repeat step 3G for each of them
4. Once the registration deadline for this class has been reached (or the maximum number of students for this class has been reached send them an email to provide them with blank copies of any forms that they must fill out, the training location date/time, directions to the training site, etc. To generate this email (assuming you've populated the student's email address information within the Students data entry screen) you will
 - a. Main Menu - > Browse Classes OR click the toolbar button titled 'Classes'
 - b. The 'Classes Taught' browse screen is displayed onscreen
 - c. Double left click the desired course
 - d. Click the tab titled 'STUDENTS IN THIS CLASS'
 - e. Click the button titled 'Generate Email To This Class'
 - f. A blank email will be created using your email client software (e.g. Microsoft Outlook; Thunderbird) – the email addresses will be placed into the BCC area of the new email. You can now add the file attachments and type a meaningful message into the email body.
5. The class data is approaching; print a class roster for the attendees to sign
 - a. Main Menu - > Browse Classes OR click the toolbar button titled 'Classes'
 - b. Click the button titled 'Print Report for Selected Course Only'
 - c. The Report Manager screen will appear
 - d. Select the CCW Courses report titled 'CCW Class Roster' by left clicking that entry one time
 - e. Execute that selected report by either double left clicking it or click the button titled 'Print the Highlighted Report'
 - f. The report is generated for the students that are participating in that class and displayed within the print preview window. You can print as many copies as you need (e.g. print one copy for each day of instruction for the student to initial when entering the classroom)
6. The class/certification range time is conducted/completed. To log what each student qualified with (i.e. handgun type / caliber / qualification score):

- a. Main Menu - > Browse Classes OR click the toolbar button titled 'Classes'
 - b. The 'Classes Taught' browse screen is displayed onscreen
 - c. Double left click the desired course
 - d. Click the tab titled 'STUDENTS IN THIS CLASS'
 - e. Select the desired student from the list of students then double left click their name or click the button titled 'EDIT' to display that student in a popup data entry screen
 - f. Enter their qualification results in the appropriate data entry fields
 - g. Click the SAVE button
 - h. Repeat steps 6e through 6g for each student that participated in the class
7. CCWTrak comes with reports prebuilt for New Mexico's Department of Public Safety. If you live in another state you will need to either modify these reports to mimic the design of your state's form(s) or create a new report for that particular form. We're going to assume (for practicality sake) that you live in New Mexico or already created the desired report(s)/form(s) using the CCWTrak Reporting Tool.
- a. To print an initial training certificate for each student in this particular class
 - i. Main Menu - > Browse Classes OR click the toolbar button titled 'Classes'
 - ii. Left click the desired course
 - iii. Click the button titled 'Print Report for Selected Course Only'
 - iv. The Report Manager screen will appear
 - v. Select the CCW Courses report titled 'CCW Certificate of Successful Training (Initial)' by left clicking that entry once
 - vi. Execute that selected report by either double left clicking it or click the button titled 'Print the Highlighted Report'
 - vii. The report is generated for the students that are participated in that class and displayed within the print preview window. The report is designed to print each student's certificate on its own page.
 - b. To print an After Action report for a particular class
 - i. Main Menu - > Browse Classes OR click the toolbar button titled 'Classes'
 - ii. Click the button titled 'Print Report for Selected Course Only'
 - iii. The Report Manager screen will appear
 - iv. Select the CCW Courses report titled 'CCW After Action Report' by left clicking that entry one time
 - v. Execute that selected report by either double left clicking it or click the button titled 'Print the Highlighted Report'

- vi. The report is generated for this class and displayed within the print preview window. You can print as many copies as you need to submit to DPS.
8. Typically you must send your state's DPS office the report that you generated in step 7b. After you've mailed/hand carried that report (and any other required documentation) you must update CCWTrak of when you completed that legal step:
 - a. Main Menu - > Browse Classes OR click the toolbar button titled 'Classes'
 - b. Double left click the desired course to display it's data entry screen
 - c. Update the value of the data entry field titled 'Documents Sent to DPS On?'
 - d. Click the SAVE button
9. Periodically you will most likely want to "drum up" business for students that previously took one of your firearms classes
 - a. Main Menu - > Email Students OR click the toolbar button titled 'Email Students'
 - b. Select from the popup window titled 'Saved Queries' the query titled 'Refresher Training – Due In 30 Days Or Less'
 - c. An email will be generated for every student whose refresher training is coming within 30 days of expiration or has expired
 - d. A blank email will be created using your email client software (e.g. Microsoft Outlook; Thunderbird) – the email addresses will be placed into the BCC area of the new email. You can now add the file attachments and type a meaningful message into the email body

- OR -

- e. Main Menu - > Browse Classes OR click the toolbar button titled 'Classes'
- f. Left click the desired course
- g. Click the button titled 'Print Report for Selected Course Only'
- h. Select the Students report titled 'Formletter – Refresher Training Coming Due' by left clicking that entry one time
- i. Execute that selected report by either double left clicking it or click the button titled 'Print the Highlighted Report'
- j. The report is designed to print each student's formletter on its own page. You can modify the formletter to fit any desired need.
- k. Place each form into its own mailing envelope for post office distribute (snail mail)

10. You can determine if any students have failed to pay for their instruction several ways:

- a. Main Menu - > Browse Students OR click the toolbar button titled 'Students'
- b. Within the Saved Queries droplist select the pre-defined query titled 'Payment in Full Not Received'
- c. Any students that are displayed onscreen have not yet paid 100% of their tuition yet (or you forgot to update their payment information <g>)

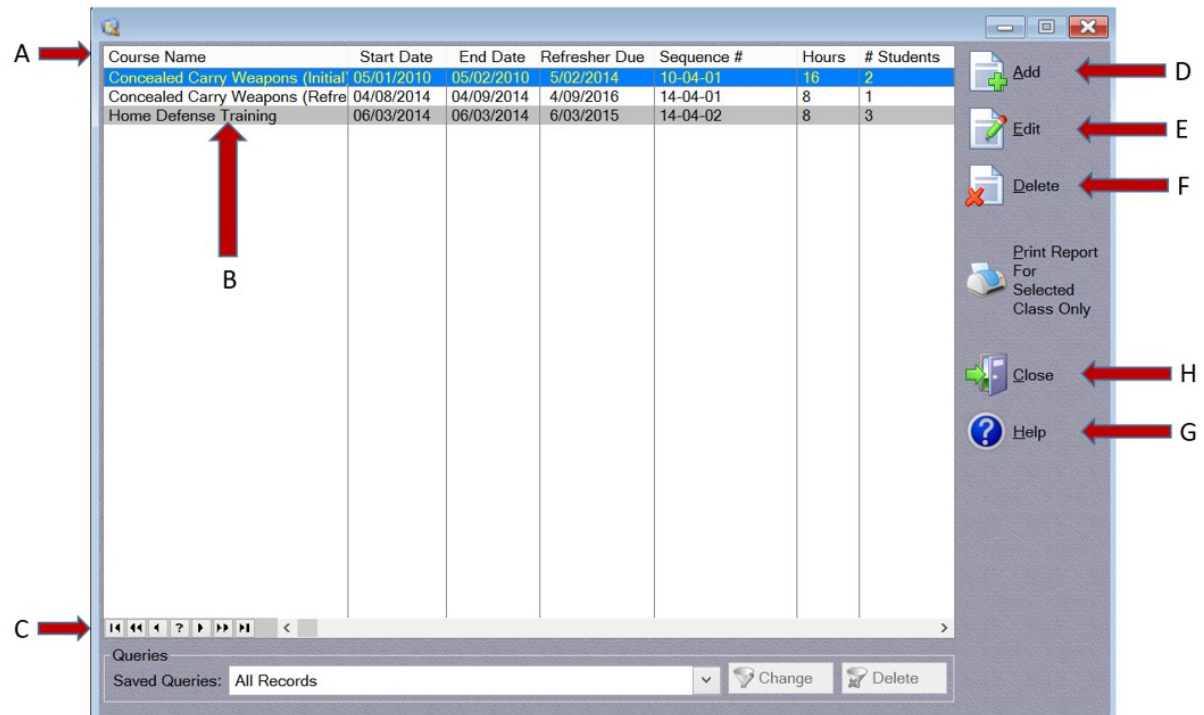
- OR -

- d. Main Menu - > Report Manager OR click the toolbar button titled 'Reports'
- e. Select the CCW Courses report titled 'Financial Report' by double left clicking that report
- f. Press the ESCape (or click the CLOSE button) when the Saved Queries window appears onscreen
- g. The financial report is generated to the print preview window; this report is sorted by Instruction Date (ascending sequence); any student that has not paid for their training in full will have the text "Their Account is DELINQUENT By" and the amount they still owe for training listed on the generated report.

Interface Overview

BASICS – BROWSE SCREEN

A "browse screen" is used to add / edit / delete information that is stored in the application's database file(s). The screen contains a large area that displays the database contents in a columnar fashion (i.e. a "listbox"), with buttons to ADD, EDIT, or DELETE data. Each column is comprised of the database "field", and the rows are comprised of the database records. Shown below is an example listbox:



A: The column headers. Information contained within the listbox can be sorted alphabetically in ascending (i.e. A, B, C, D, E, etc) sequence by clicking that column header once; click that same column header a second time to sort that column in descending sequence (i.e. Z, Y, X, W, V). Depending on how the listbox is configured, multi-column sorting might be possible (by clicking on the first listbox column that will be the primary sort, and hold the CTRL key down on the keyboard and left click on the second column to define the secondary sort level).

Whichever column is currently the “sort column” will determine how you search for information in the listbox. For example, if the “Course Name” column is current the sort column, and you press the letter “H” on the keyboard, the listbox highlight bar will be repositioned to the first database record that starts with the letter “H”.

B: The “listbox”, where database information is displayed in columns and rows.

C: The “VCR” control area that uses a “VCR panel concept” to quickly move the highlight bar upwards/downwards within the listbox. From left to right their functionality is:

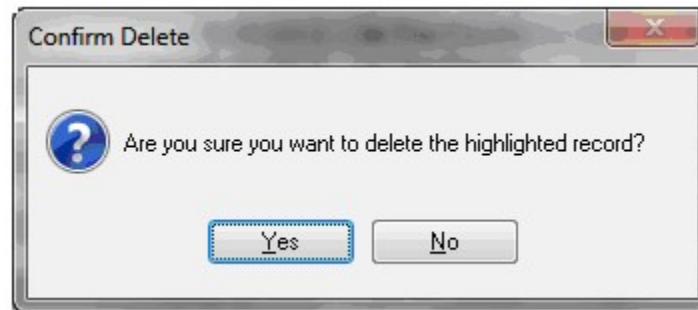
1. Go to the top of the listbox (keyboard equivalent: CTRL-HOME).
2. Go up one screen within the listbox (keyboard equivalent: Pg Up).
3. Go up one database record (keyboard equivalent: Up Arrow).
4. Search within the listbox (note: might be disabled, depending on the listbox configuration).
5. Go down one database record (keyboard equivalent: Down Arrow).

6. Go down one screen within the listbox (keyboard equivalent: Pg Dn).
7. Go to the bottom of the listbox (keyboard equivalent: CTRL-END).

D: Add a new database record.

E: Change the content of the currently highlighted database record.

F: Delete the currently highlighted database record [NOTE: the record deletion is **PERMANENT**! A popup window will ask you to confirm whether you want to delete the record or not:



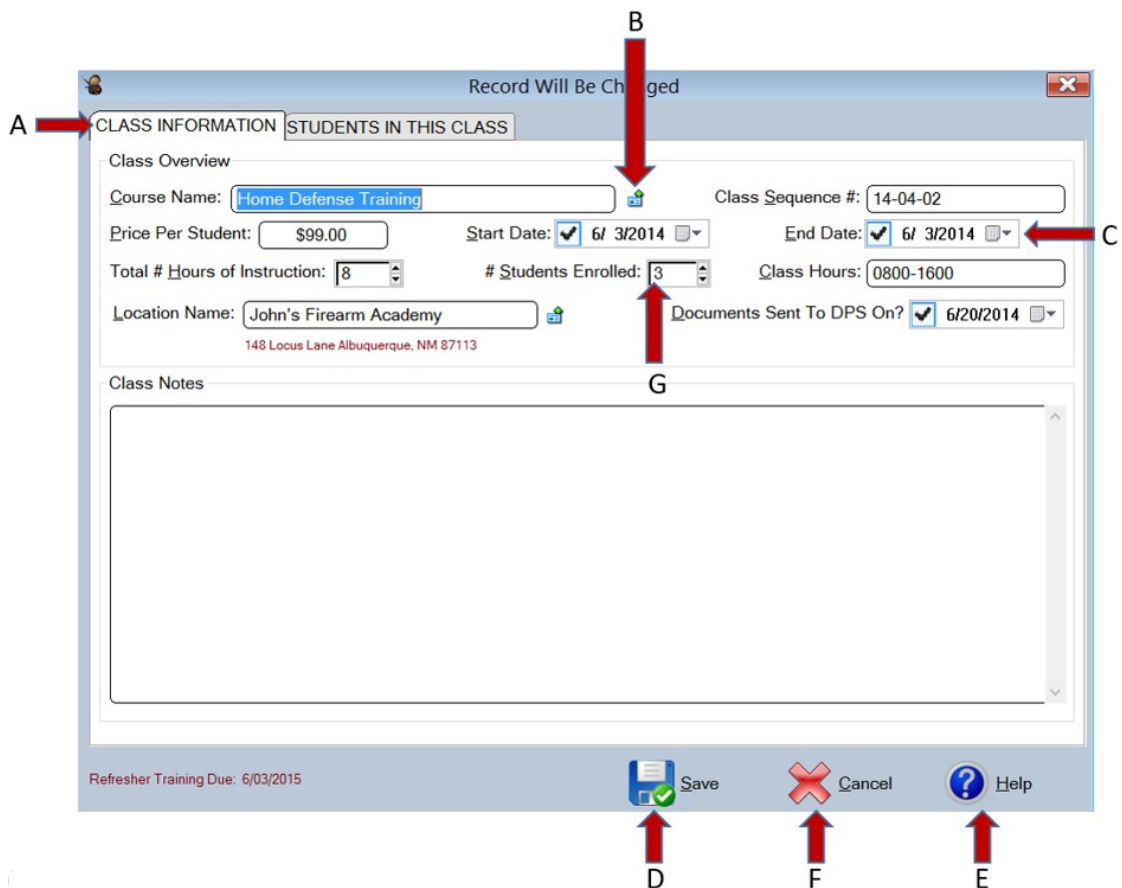
G: Display the help file entry for this screen (keyboard equivalent: F1).

H: Close this window.

Normally, the listbox will display alternating colors within listbox rows to make the listbox easier to read (i.e. a "greenbar" effect).

BASICS – DATA ENTRY SCREEN

A “data entry screen” is used to add new information or edit existing information stored in a database. The screen consists of boxes (aka: an “entry field”) to enter information that will ultimately be stored inside of the database. Entry fields are usually grouped together in a logical manner (e.g. a business address). Sometimes an entry field will be a mandatory entry and you can’t save data if that entry field is empty. If there are a lot of data entry fields, tabs might be used to reduce clutter and make the data entry screens easier to use. To select a particular data entry field to add / edit its contents you either left click the mouse inside of the desired data entry field or hold down the ALT key on the keyboard and press the letter that is underlined inside of the text string that is displayed to the left of the data entry field. To move forward through the data entry fields press the TAB key. To move backwards through the data entry fields hold down the SHIFT key and press the TAB key. Text fields normally will convert lowercase words into Proper Case words if the CAPSLOCK keyboard key is turned off (e.g. if you type in: this is a sentence the text will automatically be converted to: ‘This Is A Sentence’). Shown below is an example data entry screen with a variety of buttons used to speed up data entry and / or ensure that only correct choices can be made inside its associated data entry field:



A: Tabs are used in this example data entry screen to consolidate data entry fields and simplify onscreen clutter. To navigate through the tabs either left click the mouse on the desired tab or, while holding down the CTRL key, press the TAB key to shuffle forward through each tab.

B: This icon signifies there is a lookup (i.e. external) database assigned to this data entry field. This method of ensuring database integrity allows you to add / edit /change values stored in the lookup database (instead of forcing you to use a pre-defined list of values). There are several ways of using the lookup table feature:

1. If you are already familiar with the lookup database's content, press the first few letter(s) of a value stored in the lookup database – if there is a matching entry contained in the lookup database, that entry will be retrieved from the lookup database and automatically inserted in this data entry field. You can use the DEL key to remove characters that you typed into this data entry field to select a different lookup value (in case there are multiple values stored in the lookup database that are worded similarly).
2. Click on the icon to display the lookup browse screen window. Locate the desired lookup database record displayed in its listbox and then click the SELECT button to close the lookup browse window and insert the selected value into the data entry field.
3. Hold the ALT button on the keyboard and press the Down Arrow to display the data lookup window to locate / select the desired lookup database record and insert that value into the data entry field.

C: This data entry field stores a date value that is formatted as MM/DD/YYYY. You can click the down arrow icon (displayed to the right of the data entry field) to display a popup calendar to select a date, or you can enter the date (without the '/' characters) and press the TAB key to save the value and move to the next data entry field – the data entry field will automatically enter the '/' character for you when you press the TAB key (e.g. if you enter 092207, and then press the TAB key, the date entry field will automatically reformat the information you entered and store / display it as 09/22/2007).

D: The SAVE button will first verify that any data entry fields that can't be empty or have other data integrity rules applied (e.g. a date field can't be earlier than 06/26/1998) – if the data integrity validation fails the data entry field that failed that validation will be highlighted; data will NOT be saved to the database and the data entry window will remain onscreen. If the validation passed the information will be saved to the database, the data entry window will close, and you are returned to the Browse Screen or depending upon the application's design, a blank data screen will be displayed to create another database record.

E: Displays the help file entry for this screen (keyboard equivalent: F1).

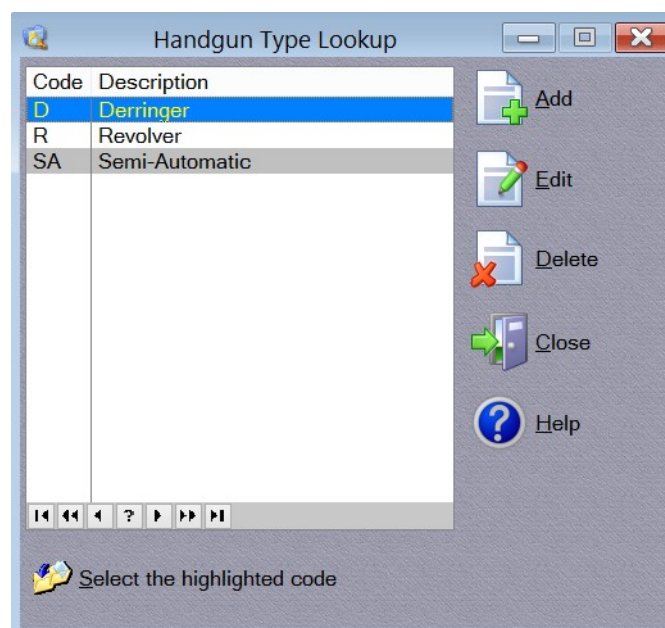
F: Close this window (after a popup window confirms that you really wanted to close this window).

BASICS – LOOKUP TABLE

A lookup table is used to ensure database integrity by forcing data to be entered consistently. For example, a lookup table could contain a list of states within the United States (i.e. AK; AL; AZ) or a list of cities that a business sells products to (e.g. Cincinnati; Detroit; Houston). Data integrity is especially important for reports – if a report is filtered on a particular city (e.g. all products sold in Houston), but you misspelled Houston in the database a couple of times (e.g. Hooston; Housston), then the report wouldn't contain all of the information needed to make an accurate business decision.

A lookup table also gives users the flexibility to dictate WHAT information is deemed valid for a data entry field instead of the software developer trying to guess what values are valid today / in the future (and displaying those options as a dropdown list on a data entry screen) – a dropdown list uses static values that require the software author to modify the software source code, recompile the .EXE file, and then the user must download/install that revised software application to benefit from the new choices.

A lookup table's contents are accessible from the data entry screen from which it is accessed from. Oftentimes, the software application's Main Menu will have a menu option (usually found under the "Browse" main menu item) to access the Lookup Table's assigned browse screen to add / edit / delete its database contents. A "lookup table" window is functionally identical to a Browse Screen, with the addition of a button titled "SELECT" that appears when this window is requested from a data entry screen:



BASICS – REPORTS

A report is a gathering of information stored within the software application's database file(s), carefully formatted / positioned, sometimes reformatted for readability (e.g. combine separate database fields for a customer's First Name and a Last Name), and then either displayed onscreen in a Print Preview screen or sent directly to a printer that is accessible to your computer.

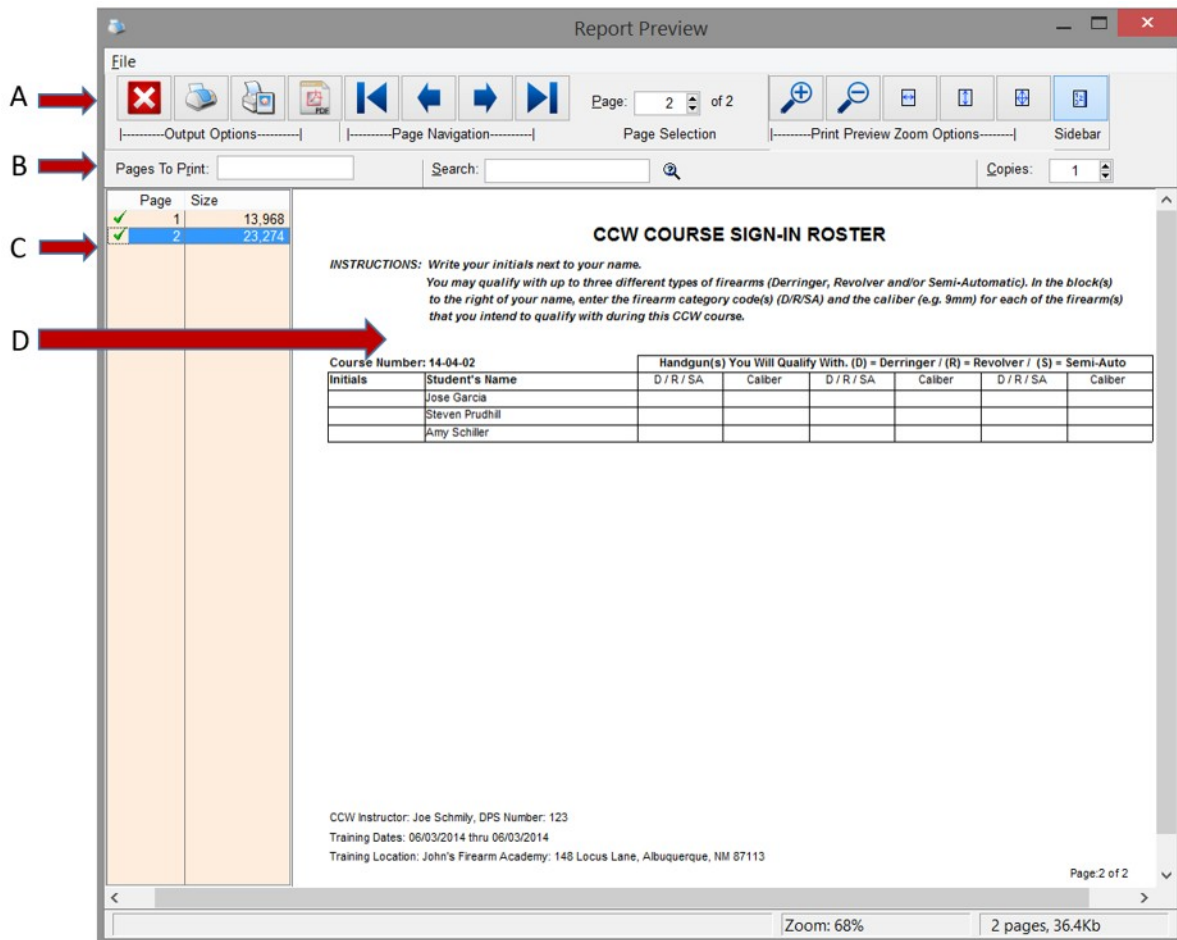
A report **does not** alter / delete any information stored within the application's database file(s).

In most instances, the report is pre-designed to automatically filter information that doesn't meet the requirements of the report; for example, if the report is supposed to print only company sales to Cincinatti, it will automatically filter out database records where the database field "city" doesn't contain "Cincinatti". The software developer is responsible for ensuring the database information is filtered correctly unless they have provided the application's user with the ability to filter information before the report is generated.

Depending on the complexity of the report, the time required to generate the report can range from a few seconds to a few minutes (especially if the database is large; your computer network is operating slowly; the report-building phase is conducting a large number of complex mathematical calculations or reformatting database fields for improved readability).

BASICS – PRINT PREVIEW SCREEN

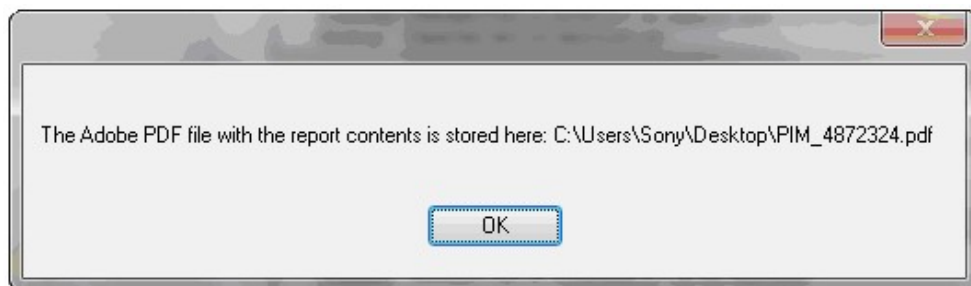
Application reports that aren't sent directly to a printer or to a file that is created, and then stored, on your computer's hard drive are sent to a Print Preview screen which allows you to view the report in its entirety without printing it; selectively print page(s) of the report; search for information in the report and other features. Shown below is an example print preview screen:



A: Primary Toolbar: This toolbar contains the majority of features that are available in this Print Preview engine. From left to right each button's functionality is:

1. Exit the print preview window; do not send the report to the printer.
2. Print the entire report; after being clicked, a popup window will appear onscreen that will allow you to select which printer (connected to your computer or available on your computer network) to send the report to. Depending on your printer's capabilities, you might be able to print a range of report pages and / or decide on the number of copies of the report to print.
3. Print only the currently displayed report page only. Depending on your printer's capabilities, you might be able to print a range of report pages and / or decide

- on the number of copies of the report to print.
4. Send all pages of the report to an Adobe Acrobat *.PDF file.
 - a. Note 1: You do NOT need Adobe Acrobat Professional (or any other PDF generation printer driver) installed to use this feature. This application includes the ability to generate a *.PDF file.
 - b. Note 2: The *.PDF file builds a unique temporary filename to ensure it doesn't overwrite an existing file.
 - c. Note 3: The *.PDF file is generated to the Windows Desktop used by the active Windows user account.
 - d. Note 4: After the *.PDF file has been created a popup window will appear:



5. VCR control button to display the first page of the report.
6. VCR control button to display the previous page of the report.
7. VCR control button to display the next page of the report.
8. VCR control button to display the last page of the report.
9. An entry field to type in the page number of the report that you want to display onscreen. Alternatively, you can use the spin box (displayed immediately to the right of the data entry field) to move upwards or downwards within the report.
10. Display the report page in FULL WIDTH mode (horizontally fill the screen).
11. Display the report page in FULL HEIGHT mode (vertically fill the screen).
12. Display the report page with 100% zoom.
13. Toggle the PageList sidebar (C) on or off.

B: Secondary Toolbar: This toolbar contains options for page selection / text search within the print preview screen. From left to right each button's functionality is:

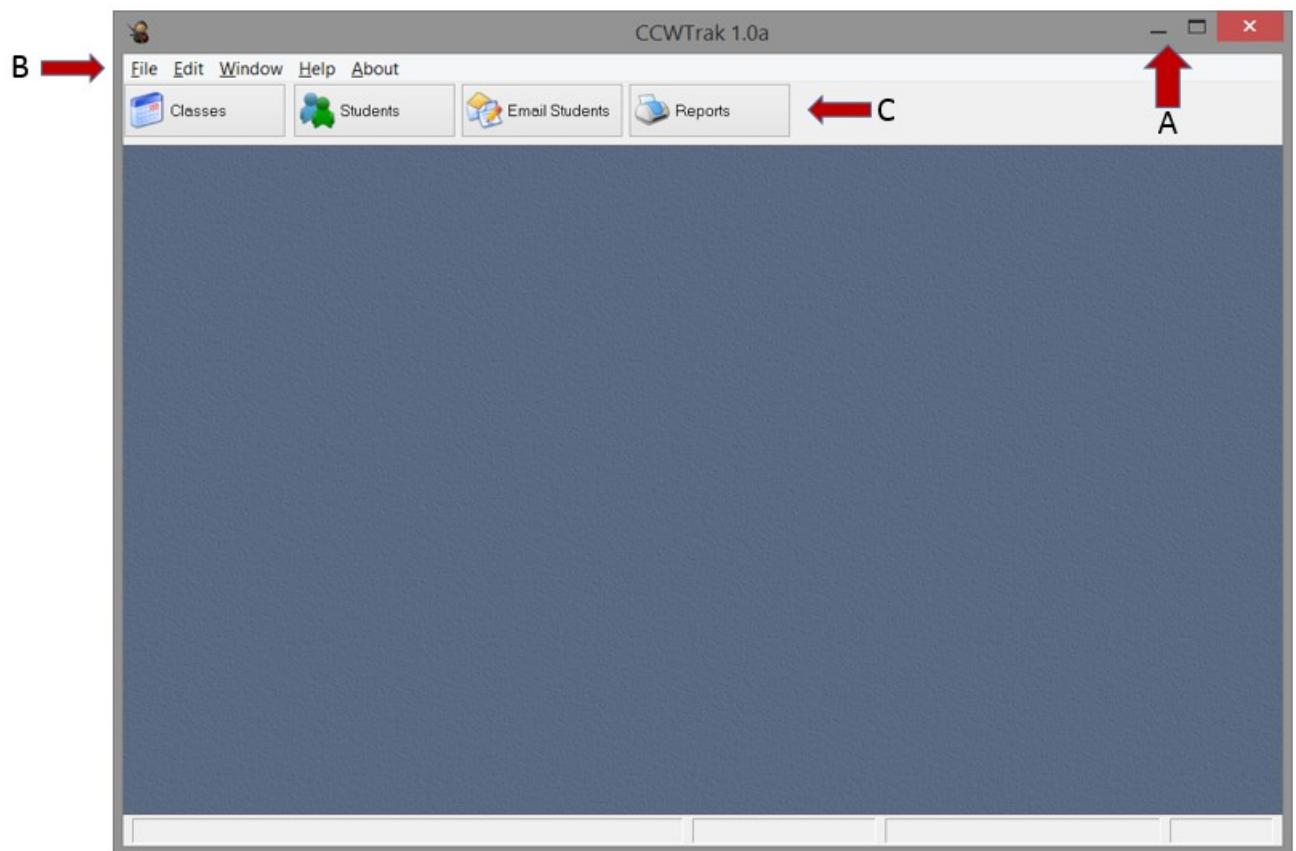
1. Enter a range of pages (e.g. 2-5) or individual pages separated by commas (1,4,5,6,9) to print in this data entry field.
2. Type in a word in this data entry field to search for text that is contained with a report page and then click the small magnifying glass button displayed to the right of the data entry field.
3. An entry field to type the number of copies of the report to print (or use the spinbox displayed at the right of the data entry field to increase or decrease the data entry field's value).

C: Pages Sidebar: The sidebar displayed at the left of the Print Preview screen displays a list of all of the pages of the report. By default, all of the pages of the report that are displayed onscreen are selected for printing. To unselect a page for printing, double left click the green checkmark – the green checkmark is changed into a red colored “X”; to re-select that page to print double left click the red colored “X” to select that page to print (and the red “X” reverts back to the green colored checkmark).

D: Report Preview Area: This area contains the actual generated report and can be scrolled left/right and upwards/downwards. Right clicking the mouse inside this area will shrink the report page; left clicking the mouse inside this area will enlarge the report page.

BASICS – MAIN SCREEN

The application’s “main screen” is your interface to everything this software application can do. All application “sub” windows reside “inside” of the “main screen. This application’s main screen looks like this:



A: These three buttons are found in nearly every Windows application; from left to right their functionality is:

1. Minimize this application to the Windows taskbar.
2. Toggle the Main Screen of this application from full screen to a portion of the screen.
3. Close this application

B: This is the application's main menu. You can select a main menu option by left clicking the mouse on one of the main menu's words (e.g. File; Edit; Window) or by holding down the ALT button on the keyboard and then press the underlined word of the desired main menu option (e.g. ALT-F). Once the main menu option has been selected and displayed, you can use the arrow keys on the keyboard to navigate, and then select using the Enter key, a main menu's different options.

C: This is a toolbar that duplicates some of the most commonly used application's main menu options.

The application's Main Screen can be resized to any desired size by placing the mouse cursor at one of the window's four corner; the mouse cursor will change from a pointer to a double arrow (note: if you have customized your Windows theme the mouse cursor might be something different in appearance; regardless, the mouse cursor will change shape) – while holding down the left mouse button, you will drag the window in the desired direction to resize the application's window – once the application's window is the desired size release the left mouse button to lock that screen size into place.

BASICS – QUERY BY EXAMPLE (aka: Filter)

Often times when you don't want everything stored within a database to be displayed onscreen or printed within a report – instead, you want to display only the portion of the information that is important to you (i.e. a subset of data). In the computer world, retrieving / displaying / printing a subset of data is called "Query by Example" or QBE – in layman's terms, QBE could be called "*filtering*". Queries/filters are a convenient way of "*hiding*" information – the information is still stored in the database file(s) where it is kept, but it's not displayed.

A telephone book is a useful example of QBE – the entire book is considered to be a database of information that is broken into alphabetically divided sections. You use your eyes and fingers to execute a QBE filter by navigating to a desired section (e.g. the first page where names start with the letter "R") - the non-essential information (i.e. names starting with A-Q) is hidden from view, thus enabling you to quickly scan for the desired name that begins with the letter "R" ..

This software application uses an intuitive "Windows Wizard" approach to building/executing QBE filters. A "Windows Wizard" a type of user interface that presents the user (aka: YOU) with a sequence of popup windows to hand-hold you

through a series of well-defined steps to complete a task (in this case, that task is to build a QBE filter). Throughout the wizard process you can freely move backwards and forwards through the popup windows to shape the resulting QBE filter.

Within this software application a QBE filter **CANNOT**, and **WILL NOT**, change or delete the contents of **ANY** data that is stored in a database! A QBE filter is used only to temporarily ‘hide’ data from being displayed onscreen or printed on a report’s page.

That bears repeating – A QBE FILTER USED IN THIS SOFTWARE APPLICATION WILL NOT DELETE OR CHANGE STORED DATA!

Not only does this software application use one of the most intuitive QBE interfaces available, but the QBE Wizard can

- Build queries that you can save for re-use. For example, if you learn how to build QBE filters you can proactively build QBE filters for all possible data viewing/printing scenarios – less computer-savvy users can immediately use the saved QBE filter
- You can use the QBE Wizard interface to load an existing QBE filter, tweak it, and save it to a new QBE filter
- In most cases, QBE filters are reusable between that database file’s Browse Window and its associated reports
- A query can be as simple (e.g. Country='France') or as complex (e.g. Country='France' AND Visit Start Date >= '02/14/03' AND Location Visited = 'Canada') as your database filtering needs require – and the QBE Wizard interface will help guide you through the process

REMEMBER: Experimenting with a QBE filter will NEVER harm your database!

BASICS – QUERY BY EXAMPLE (QBE WIZARD)

[Note: screen captures used in this section may not resemble those in this application; however, the concept of operation is the same]

The QBE Wizard is comprised of a series of popup windows that always display buttons titled **BACK** and **NEXT** (to guide you forwards and backwards through the wizard process). The QBE process is broken into three basic steps:

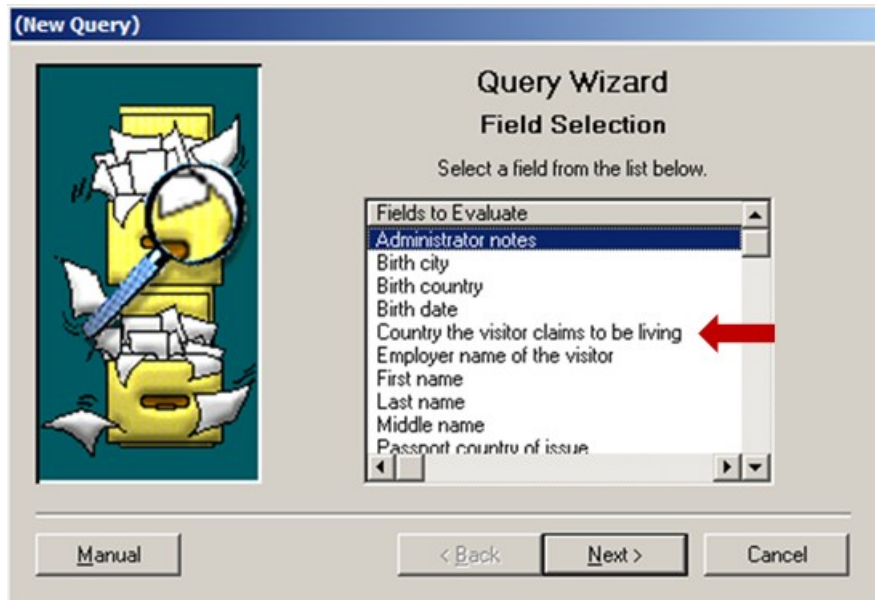
1. What database field will be used to limit how information is displayed onscreen / printed on a report page?
2. What operator will be used to determine how that selected database field is manipulated?
3. What value is that selected database field going to be compared against?

For example, the three steps described above, in English terms, could be described like this:

Show only those Last Names that Start With the letter “R”

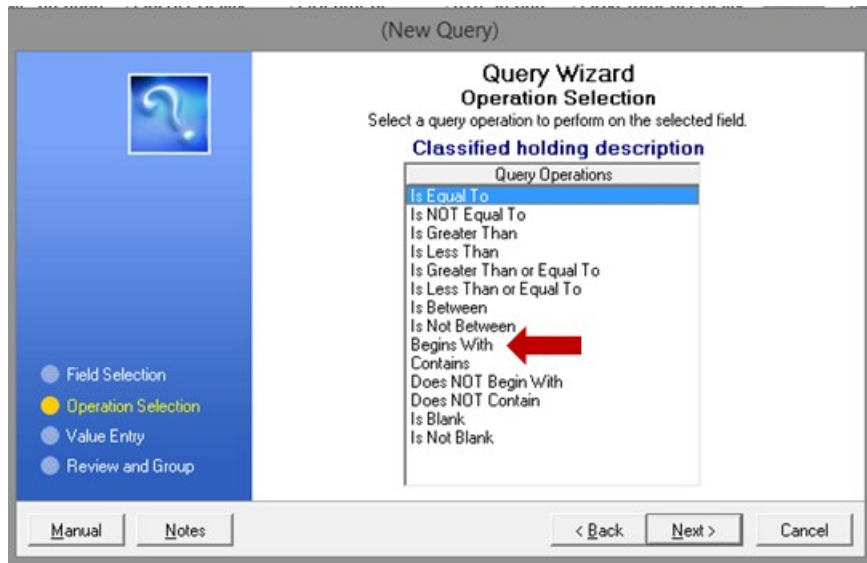
The example shown below shows the QBE Filter wizard “in action” to build a query filter where a person is visiting from CANADA:

Step 1: Field Selection



The 'Fields to Evaluate' for this QBE Filter is titled 'Country the visitor claims to be living'; after it has been selected the **NEXT** button is clicked to continue the QBE Wizard process.

Step 2: Operation Selection



As shown above, the QBE wizard module is asking how the selected field (“Country the visitor claims to be living”) will be evaluated. Some of the operation choices are used only for database fields that contain only number values (Is Greater Than, Is Less Than, Is Greater Than Or Equal To, Is Less Than Or Equal To) while others are used for database fields that contain text (Begins With, Contains, Does NOT Begin With, Does NOT Contain). Some Operation options work with either numbers or text (Is Equal To, Is NOT Equal To).

For this example, the option 'Begins With' was selected and the **NEXT** button was then clicked to continue the QBE Wizard process.

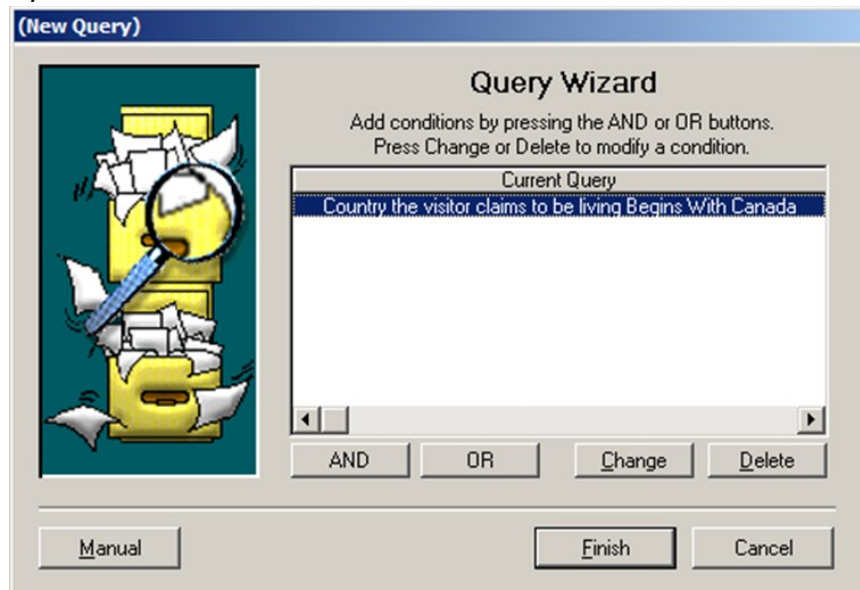
Step 3: Value Entry (For Operation)



The entry field above stores the value that the chosen database field (Country the visitor claims to be living) will be compared against. The default radio button titled '**Constant Value**' will be used in this example; the other options '**Another Field**' and '**Expression**' allow for more complex queries to be created. The checkbox titled 'Compare Using Case Sensitive Matching' will be left unchecked to enable the text string being searched to be converted to uppercase and the search text string to also be uppercase - otherwise, the case that the information is entered in the database would have to be a perfect uppercase/lowercase match for the text entered in the data entry field to be matched (and the query to be successful).

For this example, the text 'Canada' was entered into the data entry field, and then the **NEXT** button was clicked.

Step 4: Query Overview



The window above serves two purposes:

1. Shows what the current query is
2. Allows you to continue building a more complex query by using the AND/OR Query Conditional Operators

Conditional Operators are used to string together several 'query conditions' into one large query. For example, if the desired query is to pull only those visitors from Canada, and visited ACME, you would have to use a Conditional Operator to achieve this means. The sample query would resemble:

Country Begins With Canada AND Location Visited Equals ACME

Conditional Operators can become a little tricky, as they work differently. Looking at the boldfaced query above, there are two components to the query:

1. Country Begins With Canada
2. Location Visited Equals ACME

Each component of the query will return a value of TRUE or FALSE when evaluated. The Conditional Operators decide how each side of the query is evaluated, and decides if a database record met the query condition or not. The difference between the two Conditional Operators is:

- **AND** - Both sides of the query condition must return a value of TRUE for that database record to be 'flagged' by the query
- **OR** - Either side of the query condition must return a value of TRUE for that database record to be 'flagged' by the query

To elaborate a little further on Conditional Operators, pretend the Visitor database has three database entries:

1. Database Record 1

Visitor Name = Alfred E. Neuman from Canada visiting ACME

2. Database Record 2

Visitor Name = Bugs Bunny from Canada visiting JOE-BOB INC

3. Database Record 3

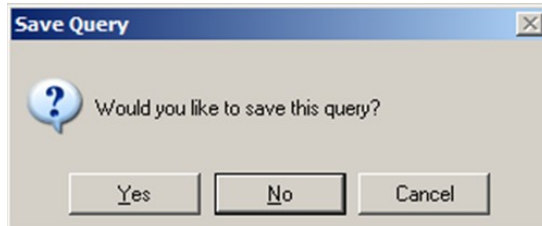
Visitor Name = Spuds McKenzie from Brazil visiting ACME

The query (Country Begins With Canada AND Location Visited Equals ACME) would only flag database record number 1, since the second database record shows that person (Bugs Bunny) is visiting JOE-BOB INC; the second part of the query would return a value of FALSE.

The query (Country Begins With Canada OR Location Visited Equals ACME) would flag all three database records, since each has at least one portion of the query that could return a value of TRUE.

It may take some experimentation on your part to tweak the Query to return the desired end result. For this example, this query is complete, so the FINISH button is clicked.

Step 5: Save The Query?



The QBE wizard is providing the opportunity to save the newly built/edited query to the Query database. If the NO button is clicked, the query is applied to the Browse or Report and then discarded. For this example the **YES** button is clicked.

Step 6: Saving the Query for Re-use



Enter a meaningful QBE filter description in the provided space. Click the **OK** button when completed.

BASICS – QUERY BY EXAMPLE (QBE INTERFACE TYPES)

[Note: screen captures used in this section may not resemble those in this application; however, the concept of operation will remain the same]

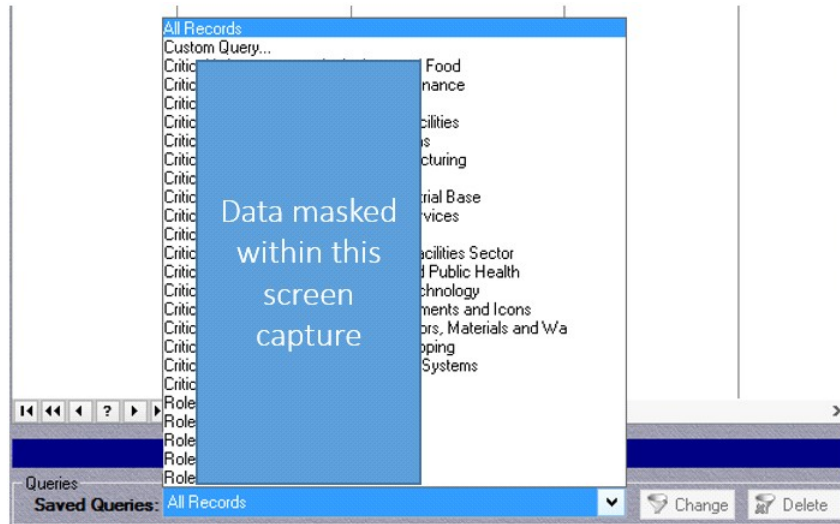
You will encounter the QBE module in two areas of this software application:

1. A Browse Window – the QBE is used to “hide” information from being displayed within the listbox control
2. Before a report is generated to the Print Preview screen – the QBE is displayed onscreen to enable the report’s output to contain either all, or a subset of, the database that the report is generated from

The **Browse Window QBE INTERFACE** uses an intuitive interface to retrieve a saved query (via the droplist control) and the ability to modify an existing query or delete a query from the query database. This interface is displayed directly underneath the listbox:



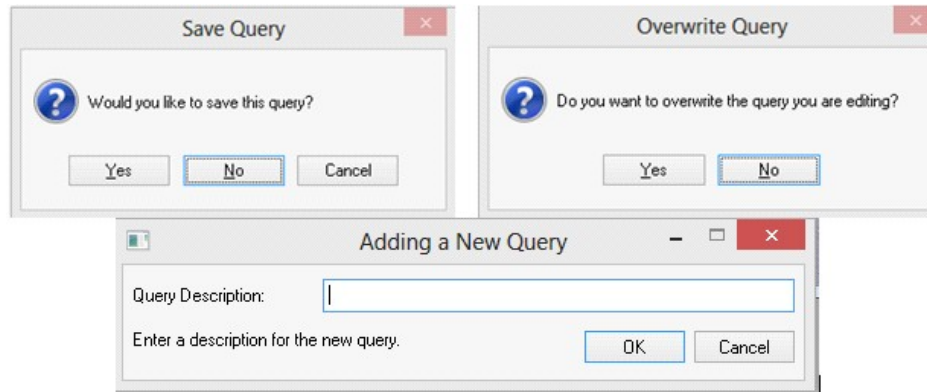
When the droplist ‘down arrow’ is clicked with the mouse a list of all saved queries that have been created for that database is displayed onscreen:



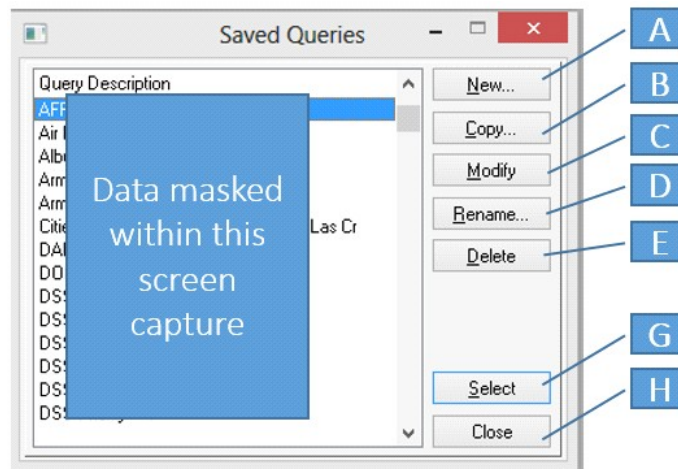
At the top of the query list is the option titled **'All Records'** – if selected from the query list any active query is cancelled and all database records are displayed within the listbox. The second item within the query list is the option titled **'Custom Query...'** if selected, the QBE Wizard will be displayed onscreen to build a new query.

As displayed in the above screen capture, a substantial number of queries have been built for this listbox. If any of the picklist entries (except for the entries titled 'All Records' or 'Custom Query...' are selected that query will be activated and the listbox content will be limited to only those database records that match that query condition.

To modify an existing query you first select / activate an existing query – ideally, that existing query is similar to how you want the new query condition to temporarily 'hide' the listbox data. Once a query has been selected the buttons titled **'Change'** and **'Delete'** become active – click the button titled **'Change'** to then display the Query Wizard screen that will already have that existing query condition populated within the Query Wizard – you can then add to / modify the query to satisfy the filter need. Whenever an existing query is modified via the Query Wizard, options to either save that modified query using the original query's name or save the modified query to a new query will be presented onscreen for your decision:



The **Report QBE INTERFACE** uses a different interface than the Browse Window QBE Interface – the primary reason being that when a report is selected for generation to the Print Preview screen there is no existing window to select an existing query from a droplist – instead, a new popup dialogue window is displayed onscreen to decide whether a query will be applied to the report (to limit the printed report’s output to only a subset of the data) or include all database records within the report. The dialogue window:

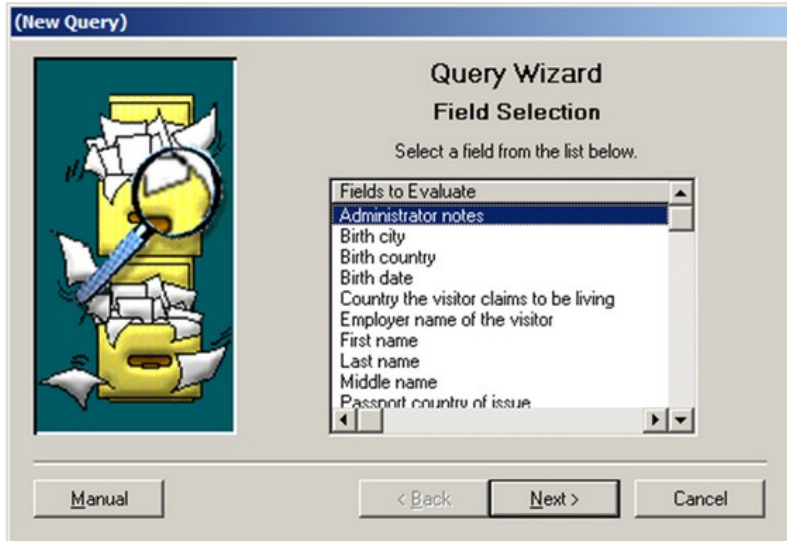


- a) Create a new query using the QBE Wizard
- b) Clone the highlighted query – a popup window will ask for the new query’s name
- c) Modify the highlighted query via the QBE Wizard
- d) Rename the highlighted query via a popup window
- e) Delete the highlighted query from the query database
- f) Select (aka: execute) the highlighted query; the report’s output will have the filter activated to limit information displayed within the report to the query’s specifications
- g) Close this window and then execute the report – all database records will be printed

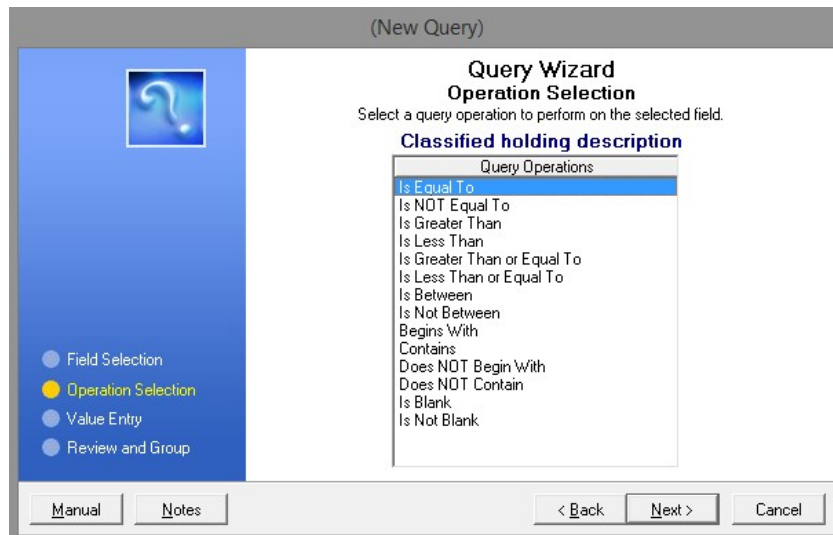
BASICS – QUERY BY EXAMPLE (QBE EXPRESSION TYPE)

[Note: screen captures used in this section may not resemble those in this application; however, the concept of operation will remain the same]

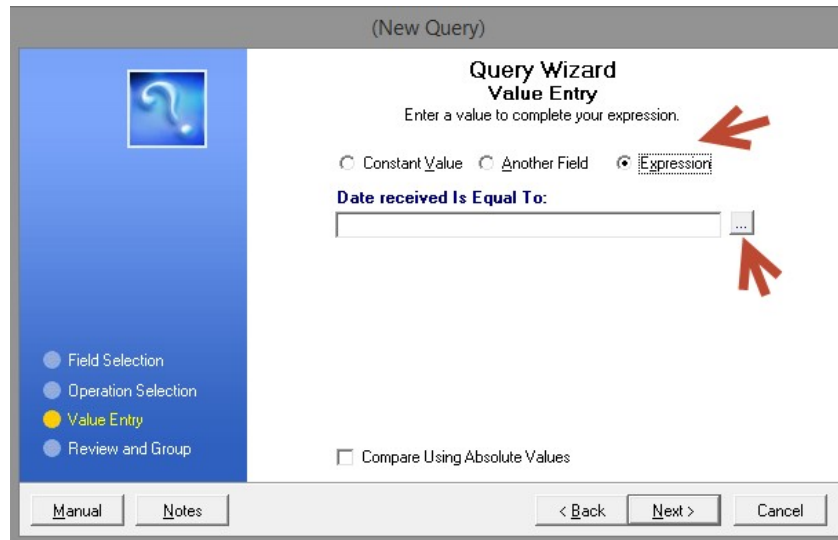
'Expression Mode' enables you to build more complex queries with a 'helping hand' to guide you through the process. To access the Expression Builder the process starts out the same as building a simple query - first you select the database field that you want to build the query against and then click **NEXT**:



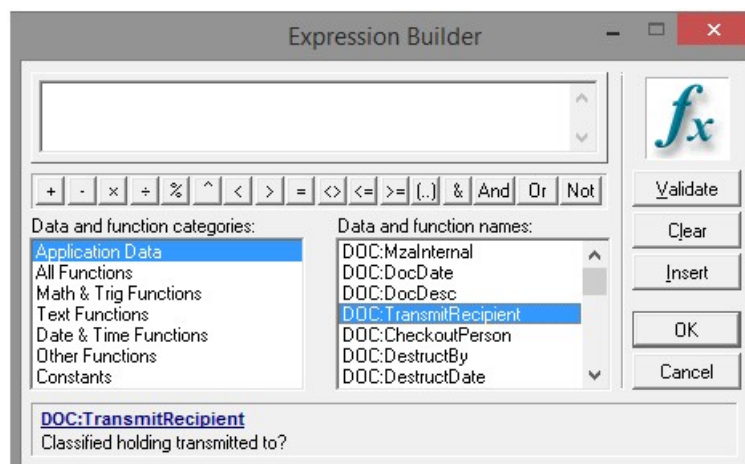
and then the OPERATOR is chosen and the **NEXT** button is clicked:



By default the radio button 'Constant Value' is selected; click the 'Expression' radio button, which will display a clickable box next to the data entry field:



Once the box is clicked the Expression Builder is displayed onscreen:

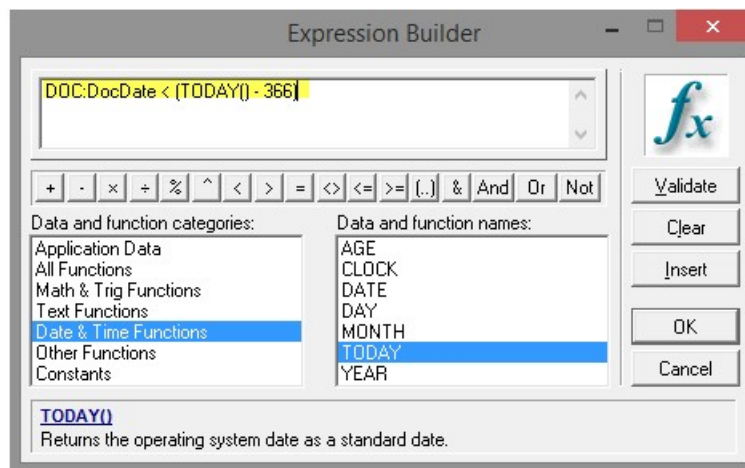


The box displayed at the top of the window is actually a data entry field that you can manually enter the query string; it will also store the query expression as you select items listed under the 'Data and function categories' and 'Data and function names' listboxes. Displayed underneath the data entry field is a row of clickable buttons for each possible OPERATOR. On the far right of the window are clickable buttons that clearly indicate their purpose by how they are labeled - the most important button being the '**Validate**' button - when clicked, the query expression is checked to ensure a legitimate query expression has been created.

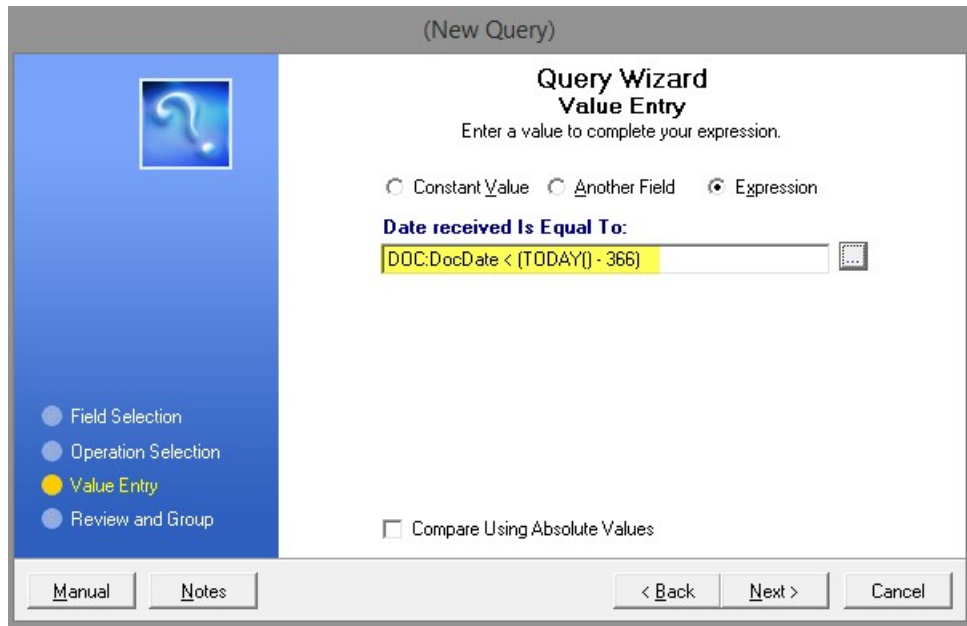
When a selection is clicked on the left listbox (e.g. Text Functions), the right listbox will display legitimate choices for that item. By default, the 'Application Data' entry is selected in the left listbox, which displays every database field in the application in the right listbox.

To build the query expression, you use a combination of the 'Application Data' choices with one, or more, of the available functions by clicking the mouse on the desired item(s). As the query expression is being built, periodically click the '**Validate**' button to minimize troubleshooting an incorrect query expression. After the query expression is built, click the '**OK**' button to close the Query Builder window and insert the completed query expression into the query wizard.

Depicted below is a completed query string that was built using typed text and clicking Expression Builder buttons that compares a stored value (DOC:DocDate) against the computer's current date (returned from the Today() function) minus 366 days - this query would return only those database records where the value stored in the DOC:DocDate field is older than one year from the current date:



After the query expression is built the '**OK**' button is clicked to return to the Query Builder; the Query Expression is automatically inserted into the Query Wizard window:



BASICS – QUERY BY EXAMPLE (QBE FUNCTIONS)

The Query Wizard has additional functionality/power embedded within it - not only can you compare the content of a database field against a static value (e.g. Doc:State = 'NM'), but you can use "functions" to manipulate the data (or manipulate what the data is being compared against).

Here is a comprehensive list of functions that can be used to build a query:

Date & Time Functions

- **AGE(birthdate [,base date]);** returns a string containing the time elapsed between two dates
 - Calculate an employee's current age based upon their stored birthday (DOC: Birthdate)
 - AGE(DOC:Birthdate, TODAY())
- **CLOCK();** returns the time of day from the operating system time in standard time.
- **DATE(month,day,year);** returns a standard date for a given month, day, and year.
- **DAY(date);** computes the day of the month (1 to 31) for a given standard date.
 - Return the numeric day of the month for a stored date (DOC:HIREDATE)
 - DAY(DOC:HIREDATE)
- **MONTH(date);** returns the month of the year (1 to 12) for a given standard date.
 - Determine if the stored date (DOC:TransactionDate) occurred in July
 - MONTH(DOC:TransactionDate) = 7

- **TODAY()**; returns the operating system date as a standard date.
 - Determine if a stored field value (DOC:TransmitDate) is older than 30 days old from the current date
 - $TODAY() - DOC:TransmitDate > 30$
- **YEAR(date)**; returns a four digit number for the year of a standard date (1801 to 9999).
 - Determine if a stored field value (DOC:TransactionDate) is older than 2000
 - $YEAR(DOC:TransactionDate) < 2001$

Math/Trig Functions

- **ABS(expression)**; returns the absolute value of an expression. The absolute value of a number is always positive (or zero).
- **ACOS(expression)**; returns the inverse cosine.
- **ASIN(expression)**; returns the inverse sine.
- **ATAN(expression)**; returns the inverse tangent.
- **COS(radians)**; returns the cosine of a numeric expression.
- **INT(expression)**; returns the integer portion of a numeric expression. No rounding is performed, and the sign remains unchanged.
- **LOG10(expression)**; returns the base 10 logarithm of a numeric expression.
- **LOGE(expression)**; returns the natural logarithm of a numeric expression.
- **ROUND(expression,order)**; returns the value of an expression rounded to a power of ten.
- **SIN(radians)**; returns the trigonometric sine of an angle measured in radians.
- **SQRT(expression)**; returns the square root of the expression.
- **TAN(radians)**; returns the trigonometric tangent of an angle measured in radians.

Other Functions

- **CHOOSE(condition, [true value, false value])**; evaluates the expression or condition and returns the appropriate value parameter. If the expression resolves to a positive integer, that integer selects the corresponding value parameter for the CHOOSE procedure to return. If the expression evaluates to an out-of-range integer, then CHOOSE returns the last value parameter
- **CHR(code)**; returns the ANSI character represented by the ASCII character code parameter.
- **INLIST(searchstring,liststring,liststring [,liststring...])**; returns item in a list.
 - Determine if a stored value (DOC:ZIPCODE) contains one of several possible values
 - $INLIST(DOC:ZIPCODE, '87105', '87113', '87121') > 0$
- **INRANGE(expression, low, high)**; returns TRUE if the value of the expression is within the low/high range.

- Determine if a stored value (DOC:PRESSURE) is between a numeric range
- CHOOSE(INRANGE(DOC:PRESSURE, 30, 35) = 1, 'Tire Pressure OK', 'Check Tire Pressure')
- **INSTRING(substring,string [,step] [,start]);** returns the step number on which the substring was found in the string.
 - Check if the word 'Carpenter' exists within a notes field (DOC:NOTES)
 - CHOOSE(INSTRING(DOC:NOTES, 'Carpenter') > 0), 'Text Found', 'Text Absent')
- **NULL(field);** returns a non-zero value (true) if the field is null, and zero (false) if the field contains any known value (including blank or zero).
- **RANDOM(low,high);** returns a random integer between the low and high values.
- **VAL(character);** returns the ASCII code of a character.

Text Functions

- **ALL(string [,length]);** returns a string containing repetitions of the character sequence string.
- **CENTER(string [,length]);** first removes leading and trailing spaces from a string, then pads it with leading and trailing spaces to center it within the length, and returns a centered string
- **CLIP(string);** removes trailing spaces from a string.
 - Combine last and first names that are stored (DOC:FNAME and DOC:LNAME), separated with a comma
 - clip(DOC:LNAME) & ', ' & clip(DOC:FNAME)
- **DEFORMAT(string [,picture]);** removes formatting characters from a numeric string, returning only the numbers contained in the string.
- **FORMAT(value,picture);** returns a numeric string formatted according to the picture parameter.
 - Format a stored date value (DOC:HireDate) from 01/01/2010 to month, day year
 - FORMAT(DOC:HireDate, @D4)
- **ISALPHA(string);** returns TRUE if the string passed to it is alphabetic (an upper or lower case letter) and false otherwise.
- **ISLOWER(string);** returns TRUE if the string passed to it is a lower case letter and false otherwise.
- **ISUPPER(string);** returns TRUE if the string passed to it is an upper case letter and false otherwise.
- **LEFT(string [,length]);** returns a left justified string. Leading spaces are removed from the string. Spaces are padded on the right to return a string of the "length" specified. To remove trailing spaces use the combination of two functions: CLIP() and LEFT()
 - Remove leading and trailing spaces from a stored field value (DOC:GENDER)

- CLIP(LEFT(DOC:GENDER))
- **LEN(string)**; returns the length of a string.
 - Take action if a stored field value (DOC:PHONE) is empty but you want something to print anyway on the report
 - CHOOSE(LEN(CLIP(DOC:PHONE)) = 0, 'No Phone #', DOC:PHONE)
- **LOWER(string)**; returns a string with all letters converted to lower case.
 - Convert a stored field value (DOC:SALUTATION) to lowercase
 - LOWER(DOC:SALUTATION)
- **MATCH(first, second [, mode])**; returns true as to whether the first and second parameters match.
- **NUMERIC(string)**; returns the value 1 (true) if the string only contains a valid numeric value. It returns zero (false) if the string contains any non-numeric characters.
- **RIGHT(string, length)**; extract text from a string from right to left.
 - Determine if a stored value (DOC:ZIPCODE) ends with '121'
 - RIGHT(DOC:ZIPCODE,3) = '121'
- **SUB(string,position,length)**; returns a portion of a string.
 - Determine if a stored value (DOC:ZIPCODE) starts with '871'
 - SUB(DOC:ZIPCODE, 1, 3) = '871'
- **UPPER(string)**; Returns all upper case string.
 - Oftentimes you can't trust that data stored in a database is entered in the same case (upper, lower, mixed) - if you convert the text being searched to all upper case, and the search string is also uppercase, you will be guaranteed a match if one exists. For example, DOC:CITY contains differencing case variations of the text string 'Albuquerque'. To guarantee the query will work regardless of how the city was typed you need to enter the query string like this:
 - UPPER(DOC:CITY) = 'ALBUQUERQUE'

BASICS – QUERY BY EXAMPLE (QBE PICTURE STATEMENTS)

Date Picture Parameters

<u>Picture</u>	<u>Format</u>	<u>Result</u>
@D1	mm/dd/yy	10/31/59
@D1>40	mm/dd/yy	10/31/59
@D01	mm/dd/yy	01/01/95
@D2	mm/dd/yyyy	10/31/1959
@D3	mmm dd,yyyy	OCT 31,1959
@D4	mmmmmmmmmm dd, yyyy	October 31, 1959
@D5	dd/mm/yy	31/10/59
@D6	dd/mm/yyyy	31/10/1959
@D7	dd mmm yy	31 OCT 59
@D8	dd mmm yyyy	31 OCT 1959
@D9	yy/mm/dd	59/10/31
@D10	yyyy/mm/dd	1959/10/31
@D11	yyymmdd	591031
@D12	yyyymmdd	19591031
@D13	mm/yy	10/59
@D14	mm/yyyy	10/1959
@D15	yy/mm	59/10
@D16	yyyy/mm	1959/10
@D17		Windows Control Panel setting for Short Date
@D18		Windows Control Panel setting for Long Date
Alternate separators		
@D1.	mm.dd.yy	Period separator
@D2-	mm-dd-yyyy	Dash separator
@D5_	dd mm yy	Underscore produces space separator
@D6`	dd,mm,yyyy	Grave accent produces comma separator

Pattern Picture Parameters

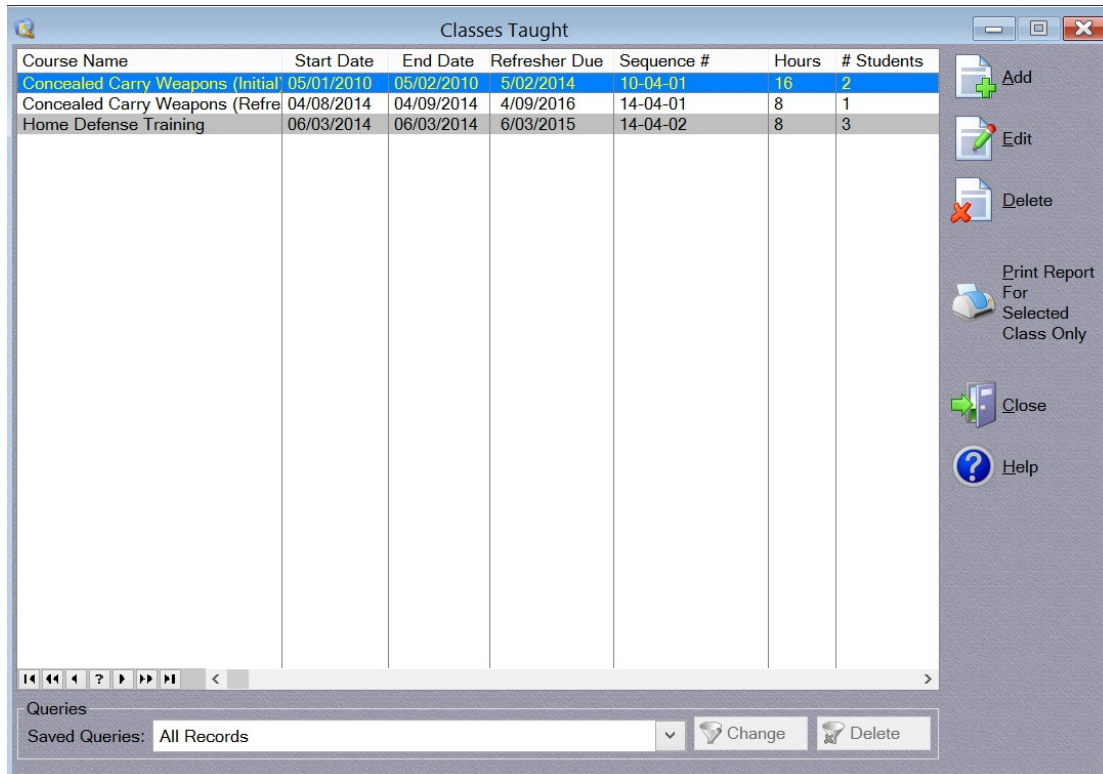
<u>Picture</u>	<u>Value</u>	<u>Result</u>
@P###-##-####P	215846377	215-84-6377
@P<#/#/#/##P	103159	10/31/59
@P(###)###-####P	3057854555	(305)785-4555
@P###/###-####P	7854555	000/785-4555
@p<#:##PMp	530	5:30PM
@P<#' <#"P	506	5' 6"
@P<#lb. <#oz.P	902	9lb. 2oz.
@P4##A-#P	112	411A-2
@PA##.C#P	312.45	A31.C2

Time Picture Parameters

<u>Picture</u>	<u>Format</u>	<u>Result</u>
@T1	hh:mm	17:30
@T2	hhmm	1730
@T3	hh:mmXM	5:30PM
@T03	hh:mmXM	05:30PM
@T4	hh:mm:ss	17:30:00
@T5	hhmmss	173000
@T6	hh:mm:ssXM	5:30:00PM
@T7		Windows Control Panel setting for Short Time
@T8		Windows Control Panel setting for Long Time
Alternate separators		
@T1.	hh.mm	Period separator
@T1-	hh-mm	Dash separator
@T3_	hh mmXM	Underscore produces space separator
@T4'	hh,mm,ss	Grave accent produces comma separator

BROWSE CLASSES TAUGHT DATABASE

This browse screen uses the principles that are described in the “Basics – Browse Screen” portion of this help file / user’s manual:



This screen is your primary interface to manage the firearms classes you teach and to add student(s) for each class.

This screen allows you to:

- ³⁵₁₇ Add a new class and save that information to it’s database.
- ³⁵₁₇ Edit an existing class already saved to the class database
- ³⁵₁₇ Permanently delete a class from the class database.
- ³⁵₁₇ Print a report from the Report Manager that is automatically filtered for just the class that is currently highlighted within the listbox.

FORM – CLASSES TAUGHT

This data entry form uses the principles that are described in the “Basics – Data Entry Screen” portion of this help file / user’s manual. This data entry screen uses two tabs to segregate data into more manageable groups and is used to add / edit information stored inside of the database:

The screenshot shows a software window titled "Record Will Be Changed" with two tabs: "CLASS INFORMATION" (selected) and "STUDENTS IN THIS CLASS". The "Class Overview" section contains the following fields:

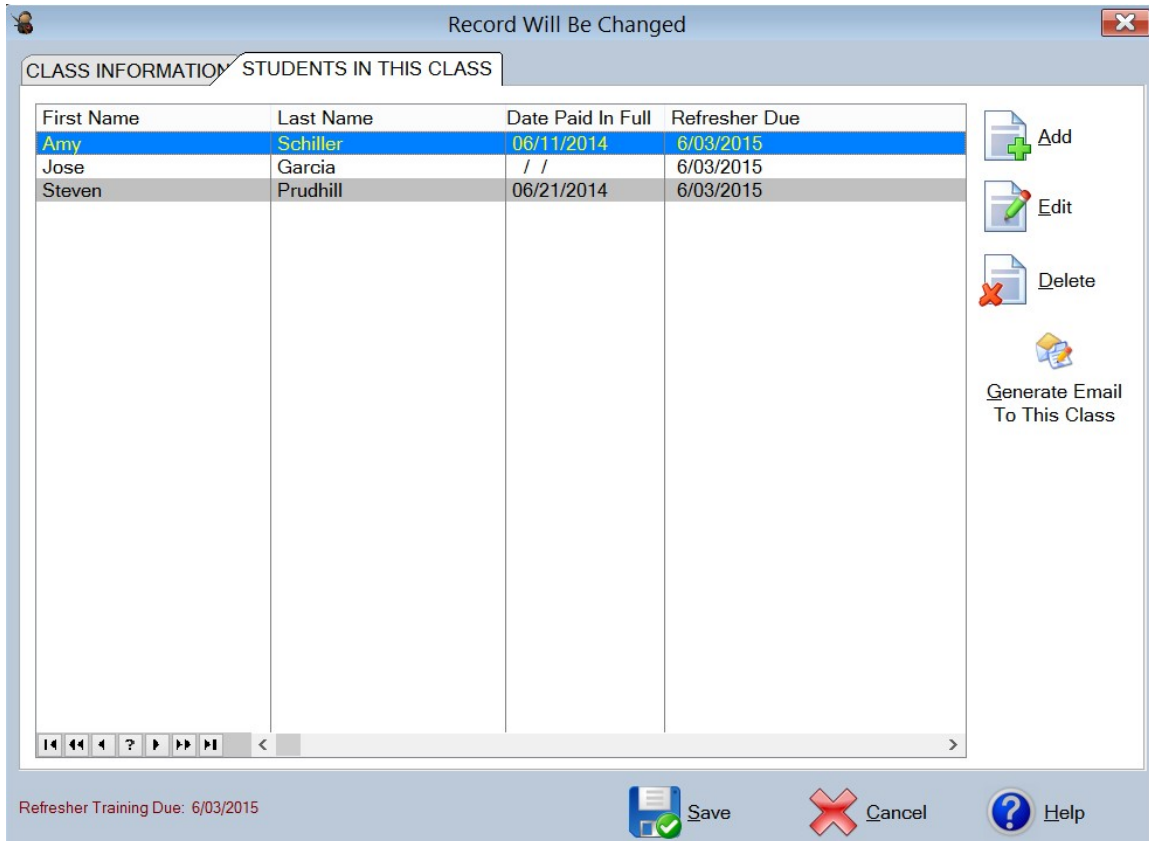
- Course Name: Home Defense Training (with a data lookup icon)
- Class Sequence #: 14-04-02
- Price Per Student: \$99.00
- Start Date: 6/3/2014 (with a calendar icon)
- End Date: 6/3/2014 (with a calendar icon)
- Total # Hours of Instruction: 8
- # Students Enrolled: 3
- Class Hours: 0800-1600
- Location Name: John's Firearm Academy (with a data lookup icon)
- Documents Sent To DPS On?: 6/20/2014 (with a calendar icon)

Below the location name, the address "148 Locus Lane Albuquerque, NM 87113" is displayed. A "Class Notes" section with a large text area is located below the overview. At the bottom of the window, there is a status bar with "Refresher Training Due: 6/03/2015" and three buttons: "Save" (with a floppy disk icon), "Cancel" (with a red X icon), and "Help" (with a question mark icon).

Tab 1 pertains to the firearms class that you have created to provide to potential customers. There are two groupings of information displayed on this screen:

- Group 1 (Class Overview)
 - The Course Name data entry field uses a data lookup table - don't forget that lookup tables use the up/down arrow keys to cycle through lookup table values; start typing a known lookup table value to auto-populate the rest of the lookup table value, or press Alt-DownArrow to add/edit/delete lookup table information
 - If the Price Per Student amount does not have cents (e.g. \$99 versus \$99.95) you don't have to add the '.00' – simply type in '99' and press the enter key and CCWtrak will format it with a leading dollar sign symbol and the '.00' automatically!

- Start Date / End Date / Documents Sent To DPS On date entry fields - you can use the Windows popup calendar to select a date value by clicking the down arrow displayed to the far right of the data entry field or manually type in the date value
- Group 2 (Class Notes)
 - Enter free-form text in this field about this class. For example, you can store the contents of an email that you want to send to the class in this space.



Tab 2 (Students in This Class) of this data entry screen is the workspace used to add student(s) to the class that was defined on tab 1. You can have an unlimited number of students for a single class. Once you've added a student to a class (via this screen) you can edit that student's information an unlimited number of times.

- Click the ADD button (far right) to add a new student to this class
- Click the EDIT button (far right) to modify the student's information (e.g. update their payment information; enter their firearm qualification score and type of firearm used for qualification)
- Click the DELETE button (far right) to permanently remove this student from this class. A popup message will ask you to confirm the deletion of this student from the STUDENTS database

- Click the 'Generate Email To This Class' to send every email address for every student assigned to this class to a new email (via Outlook, Thunderbird, etc) – the email addresses will be sent to the Blind Carbon Copy (BCC) line of the new email

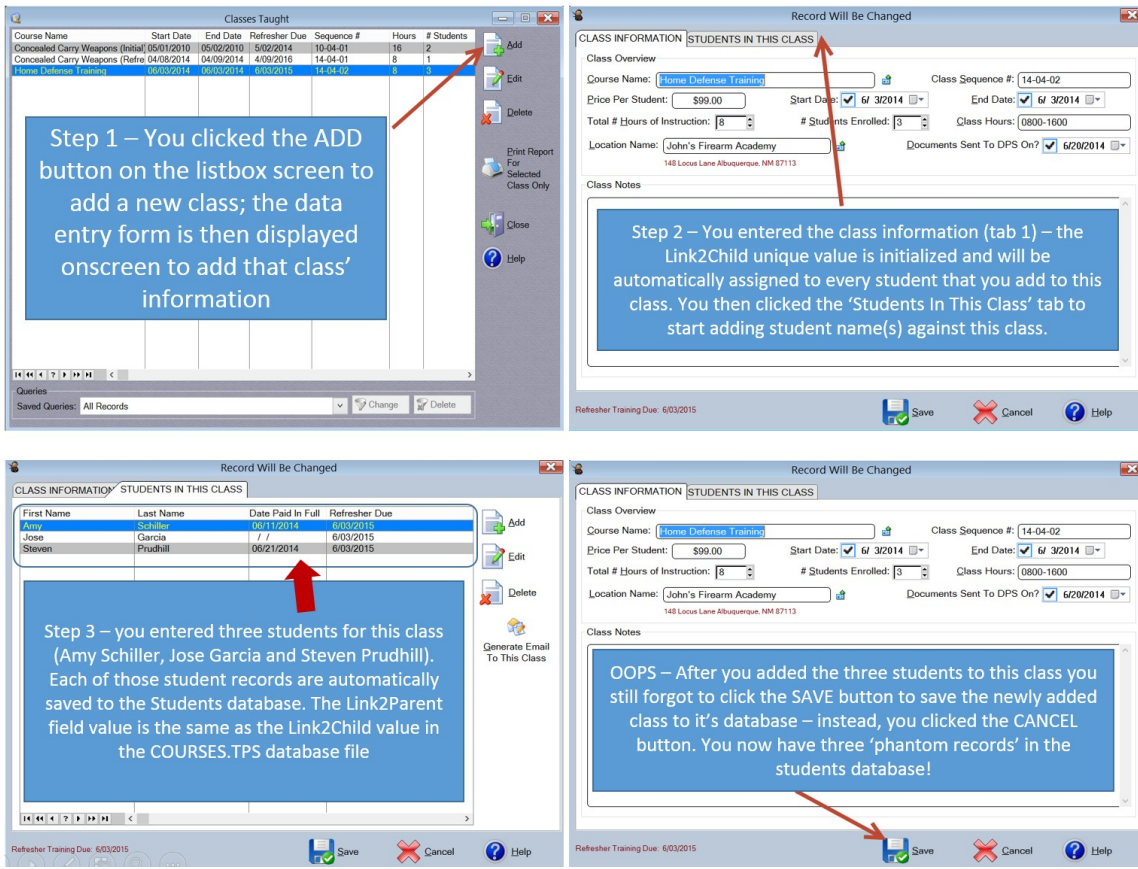
IMPORTANT NOTE ABOUT 'PHANTOM' STUDENT DATABASE RECORDS

When you add a new database record entry to the class database the 'Link2Child' database field has a unique number assigned to it. When you add student(s) to the student database for that selected firearms class the 'Link2Parent' database field within the student database will have the associated class database's Link2Child database field value assigned to it (to link each student to that specific firearms class). This is called a '1-to-many relation' (where you have 1 firearms class with many related students). Each student that you add to the student database is automatically saved to the student database (because you must click the SAVE button after entering the student's information in the Student's data entry screen).

So far, so good.

However, if you failed to click the SAVE button displayed on the class data entry screen (e.g. you clicked the CANCEL button or pressed the ESCape key and answered 'Yes' to not save the class information) **AFTER** you added student(s) for that class then you will have created 'phantom students' that are temporarily not assigned to a firearms class. The next time you add a new firearms class (which will recreate the same Link2Child value in the class database), click the 'Student's In This Class' tab, those 'phantom students' will already be populated! If those phantom students will be taking that same new firearms class that you've scheduled then you don't have to do anything – those three students 'belong' to that new class and everything is OK. However, if these three students are NOT the same students who will be taking the new firearms class then the "fix" is to delete those three phantom student database records. Easy!

Here is a four screen depiction of what is described above (because screen captures speak louder than words alone <g>):

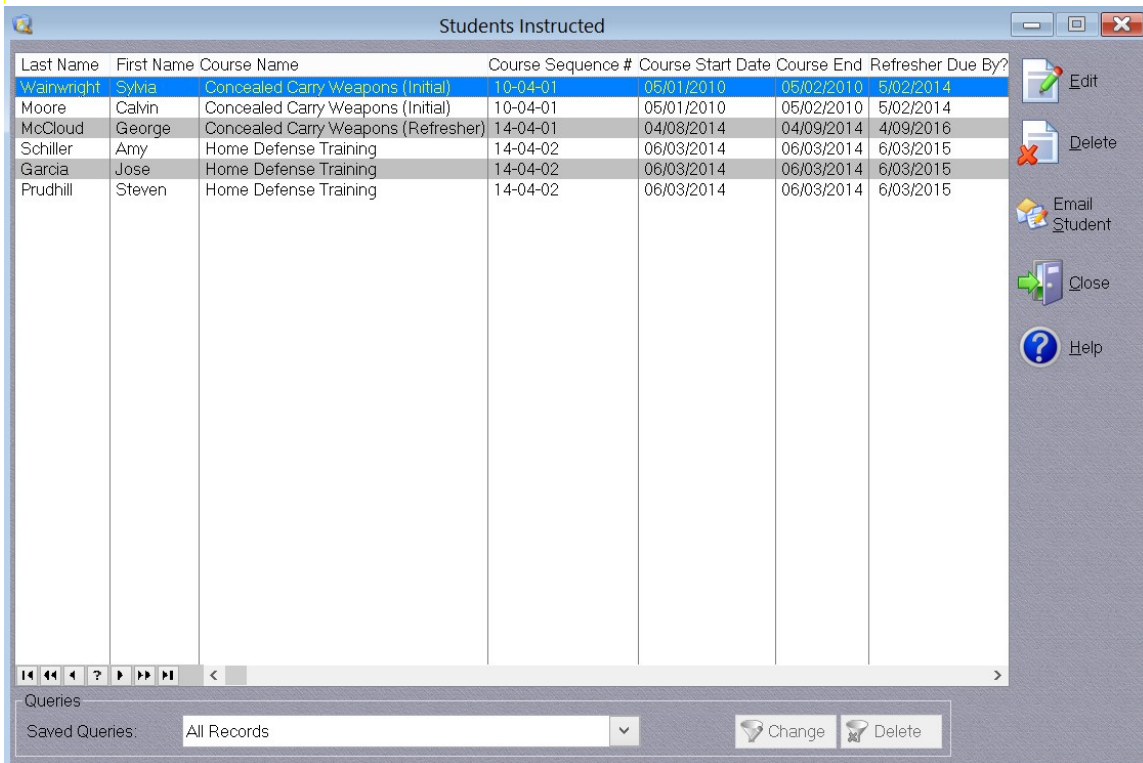


There are two ways of not creating a 'phantom student' situation:

1. When you create a new firearms training class don't add the student(s) that have registered for the class click the SAVE button to return back to the class database's browse screen. Locate, then double left click, that newly added firearms class from within the listbox and THEN add the student(s) information for that class.
2. If you create a new firearms training class, don't click the SAVE button (to save that new class' information to the class database), add student(s) to the newly added course, you MUST make sure you click the SAVE button displayed on the class database's data entry form – again, if you fail to click that button (to write the firearms class information to its database) then you will create 'phantom students'

BROWSE STUDENTS INSTRUCTED DATABASE

This browse screen uses the principles that are described in the “Basics – Browse Screen” portion of this help file / user’s manual:



Last Name	First Name	Course Name	Course Sequence #	Course Start Date	Course End	Refresher Due By?
Wainwright	Sylvia	Concealed Carry Weapons (Initial)	10-04-01	05/01/2010	05/02/2010	5/02/2014
Moore	Calvin	Concealed Carry Weapons (Initial)	10-04-01	05/01/2010	05/02/2010	5/02/2014
McCloud	George	Concealed Carry Weapons (Refresher)	14-04-01	04/08/2014	04/09/2014	4/09/2016
Schiller	Amy	Home Defense Training	14-04-02	06/03/2014	06/03/2014	6/03/2015
Garcia	Jose	Home Defense Training	14-04-02	06/03/2014	06/03/2014	6/03/2015
Prudhill	Steven	Home Defense Training	14-04-02	06/03/2014	06/03/2014	6/03/2015

This screen displays all students that have ever enrolled in a firearms class that you’ve taught – you can edit each student’s personal information via this screen, but you cannot add a student to a course from this screen (to perform that task you must use the class database’s browse screen).

This screen allows you to:

- Edit an existing student database entry.
- Permanently delete a student database record.
- Send an email to the student that is currently highlighted within the listbox.

FORM – STUDENTS

This data entry form uses the principles that are described in the “Basics – Data Entry Screen” portion of this help file / user’s manual. This data entry screen uses two tabs to segregate data into more manageable groups and is used to add / edit information stored inside of the database:

Record Will Be Changed

STUDENT INFORMATION STUDENT NOTES

Student Information

First Name: Last Name:

Email: Birth Date: ▾

Street:

City: State: Zip Code:

Firearm Information

Gun #1 Type: <input type="text" value="SA"/>	Gun #1 Caliber: <input type="text" value="357SIG"/>	Gun #1 Score: <input type="text" value="92"/>
Gun #2 Type: <input type="text"/>	Gun #2 Caliber: <input type="text"/>	Gun #2 Score: <input type="text"/>
Gun #3 Type: <input type="text"/>	Gun #3 Caliber: <input type="text"/>	Gun #3 Score: <input type="text"/>

Payment Information

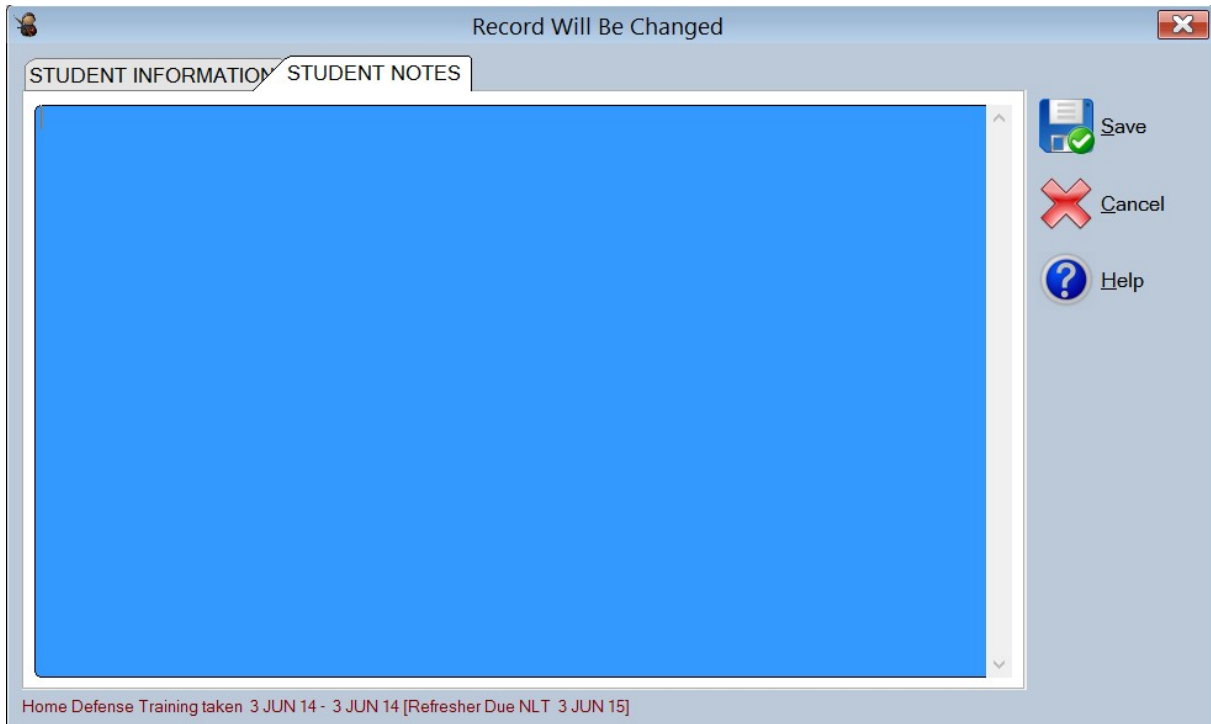
Payment Amount: Date Paid In Full: ▾

Payment Method:

Home Defense Training taken 3 JUN 14 - 3 JUN 14 [Refresher Due NLT 3 JUN 15]

Save
 Cancel
 Help

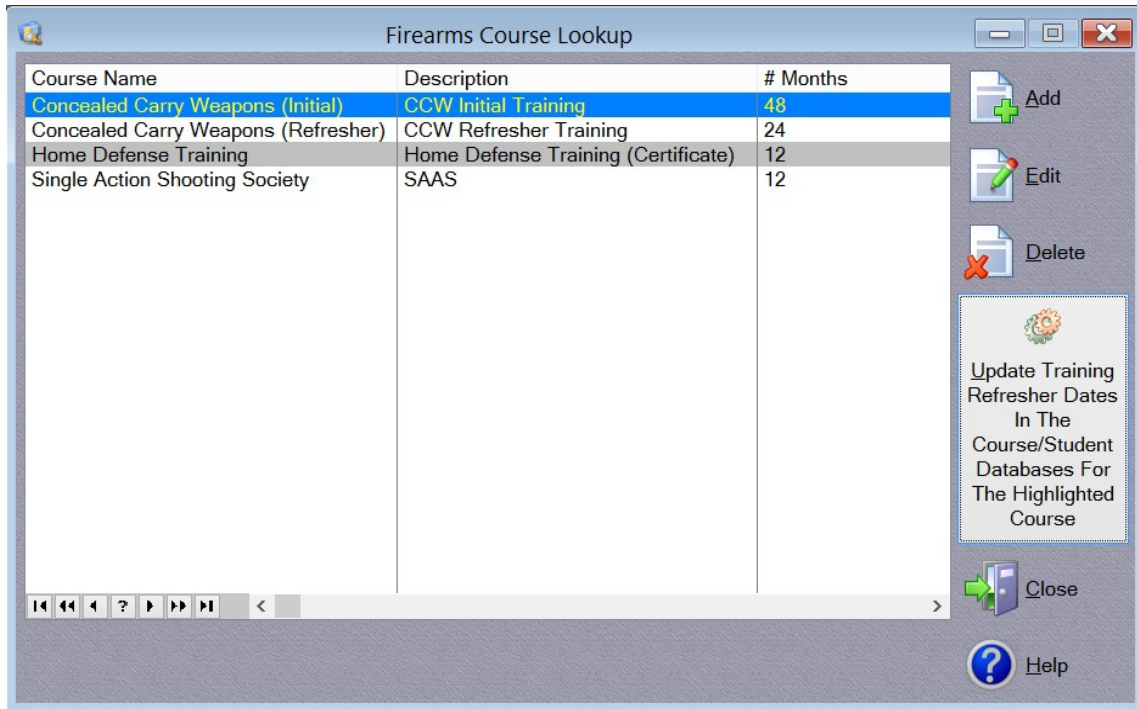
- **Group 1 (Student Information):** Groups the student’s personal information required for DPS paperwork
 - Birth Date field: you can use the Windows popup calendar to select a date value by clicking the down arrow displayed to the far right within the data entry field or type in the date value yourself
 - Zip Code field: there is sufficient space in the zip code entry field for the Zip+4
- **Group 2 (Student Information):** Firearm(s) this student used for qualification
 - Don’t forget that the Gun Type and Gun Caliber data entry fields use lookup tables! You can use the up/down arrow keys to cycle through lookup table values, start typing a known lookup table value to auto-populate the rest of the lookup table value, or press Alt-DownArrow to add/edit/delete lookup table information via a popup window
- **Group 3 (Firearm Information):** How the student paid for the course
 - If the payment amount charged does not have cents (e.g. \$149 versus \$149.95) you don’t have to add the ‘.00’ – simply type in ‘149’ and press the enter key and CCWtrak will format it with a leading dollar sign symbol and the ‘.00’ automatically!
 - The date field displayed here functionally works identically to the one above



The second tab is used to store freeform notes for this specific student.

BROWSE FIREARMS COURSE LOOKUP DATABASE

This screen uses the principles that are described in the “Basics – Lookup Table” portion of this help file / user’s manual:



This browse screen serves two primary functions:

1. Add/edit/delete information that is stored in a dedicated database for firearm classes that you teach.
2. Ensure data integrity is maintained – the primary purpose of a lookup table is to ensure that information is stored the same way every single time. For this application, it is extremely important that the following information is consistent:
 - a. The course name is spelled the same every time
 - b. The number of months that elapses until the student is required (usually by the state they reside in) to obtain refresher training is defined

When you access a lookup database browse screen from a data entry screen, a button titled “Select” will be displayed directly underneath this listbox. When clicked, whatever listbox entry is currently highlighted will have a value from that lookup table’s database automatically inserted into the appropriate data entry field.

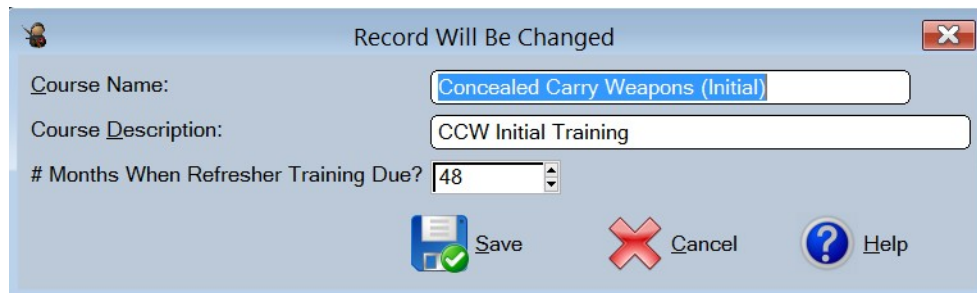
This screen is also the mechanism to recalculate training refresher dates within the class and student databases. For example, if DPS decides that everyone that completes the

Concealed Carry (Initial) training must obtain refresher training every 36 months (instead of 48 months), you would:

1. Locate the affected class in this listbox, double left click that entry to display it's data entry screen
2. Change the value for the "# Months" data entry field, then click the SAVE button on that data entry screen
3. Click the button titled 'Update Training Refresher Dates In The Course/Student Databases For The Highlighted Course'. Once clicked, two separate processes are executed "behind the scenes"
 - a. The # of months until refresher training is due + the name of the course are placed into memory from the lookup table
 - b. The class database is looped through – every class you've saved with that exact course name will have its training refresher due date recalculated and then saved back to the class database
 - c. The STUDENTS database is looped through – every student who attended a class with that same name will have their training refresher due date recalculated and then saved back to the STUDENTS database

FORM – FIREARMS COURSE LOOKUP

This data entry form uses the principles that are described in the "Basics – Data Entry Screen" portion of this help file / user's manual.

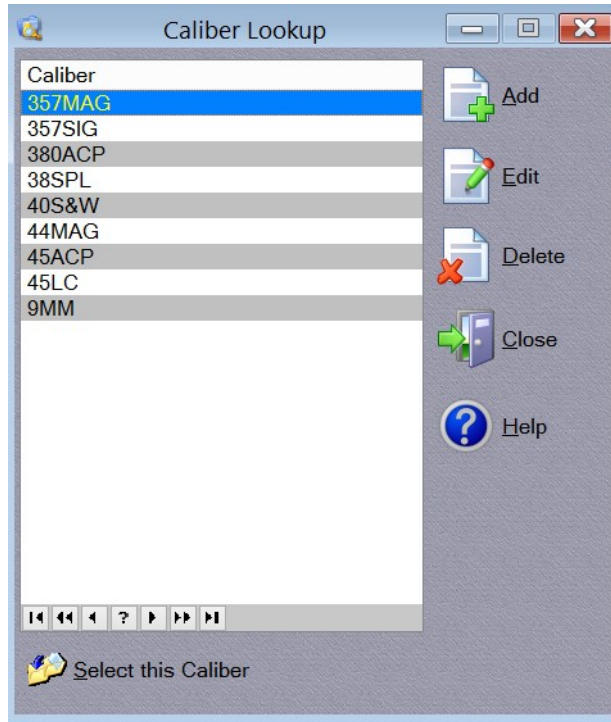


The screenshot shows a software dialog box titled "Record Will Be Changed" with a close button (X) in the top right corner. The form contains three input fields: "Course Name:" with the text "Concealed Carry Weapons (Initial)", "Course Description:" with the text "CCW Initial Training", and "# Months When Refresher Training Due?" with the value "48". At the bottom of the form, there are three buttons: "Save" (with a floppy disk icon and a green checkmark), "Cancel" (with a red X icon), and "Help" (with a blue question mark icon).

This data entry screen is used to add new data /edit existing data for the CLASSES.TPS database file.

BROWSE CALIBER LOOKUP DATABASE

This screen uses the principles that are described in the "Basics – Lookup Table" portion of this help file / user's manual:



This browse screen serves two primary functions:

1. Add/edit/delete information that is stored in a dedicated database for the handgun calibers that student(s) can qualify with.
2. Ensure data integrity is maintained – the primary purpose of a lookup table is to ensure that information is stored the same way every single time. For this application, it is extremely important that the qualification caliber is correct for the DPS documentation that must be filed by you and your student(s).

When you access a lookup database browse screen from a data entry screen, a button titled “Select” will be displayed directly underneath this listbox. When clicked, whatever listbox entry is currently highlighted will have a value from that lookup table’s database automatically inserted into the appropriate data entry field.

FORM – CALIBER LOOKUP

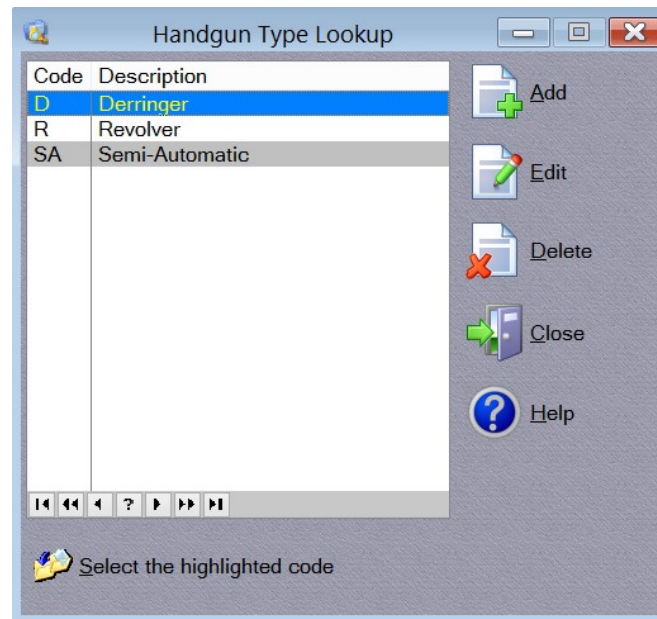
This data entry form uses the principles that are described in the “Basics – Data Entry Screen” portion of this help file / user’s manual.



This data entry screen is used to add new data /edit existing data for the CALIBERS.TPS database file.

BROWSE HANDGUN TYPE LOOKUP DATABASE

This screen uses the principles that are described in the “Basics – Lookup Table” portion of this help file / user’s manual:



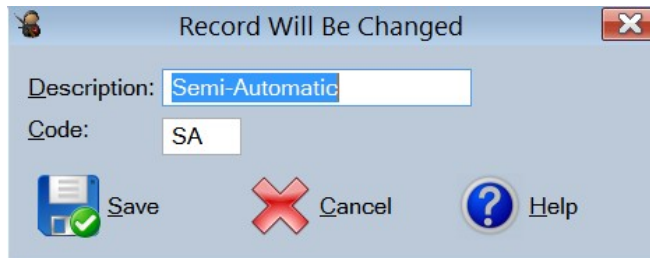
This browse screen serves two primary functions:

1. Add/edit/delete information that is stored in a dedicated database for the types of handguns that student(s) can qualify with.
2. Ensure data integrity is maintained – the primary purpose of a lookup table is to ensure that information is stored the same way every single time. For this application, it is extremely important that the handgun type is correct for the DPS documentation that has to be filed by you and your student(s).

When you access a lookup database browse screen from a data entry screen, a button titled “Select” will be displayed directly underneath this listbox. When clicked, whatever listbox entry is currently highlighted will have a value from that lookup table’s database automatically inserted into the appropriate data entry field.

FORM – HANDGUN TYPE LOOKUP

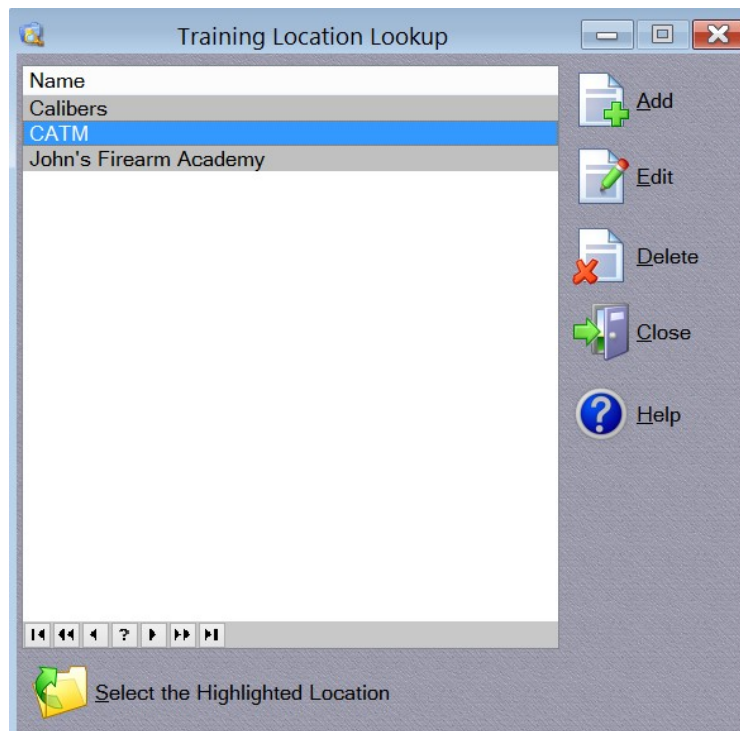
This data entry form uses the principles that are described in the “Basics – Data Entry Screen” portion of this help file / user’s manual.



This data entry screen is used to add new data /edit existing data for the TYPES.TPS database file.

BROWSE – TRAINING LOCATION LOOKUP

This screen uses the principles that are described in the “Basics – Lookup Table” portion of this help file / user’s manual:



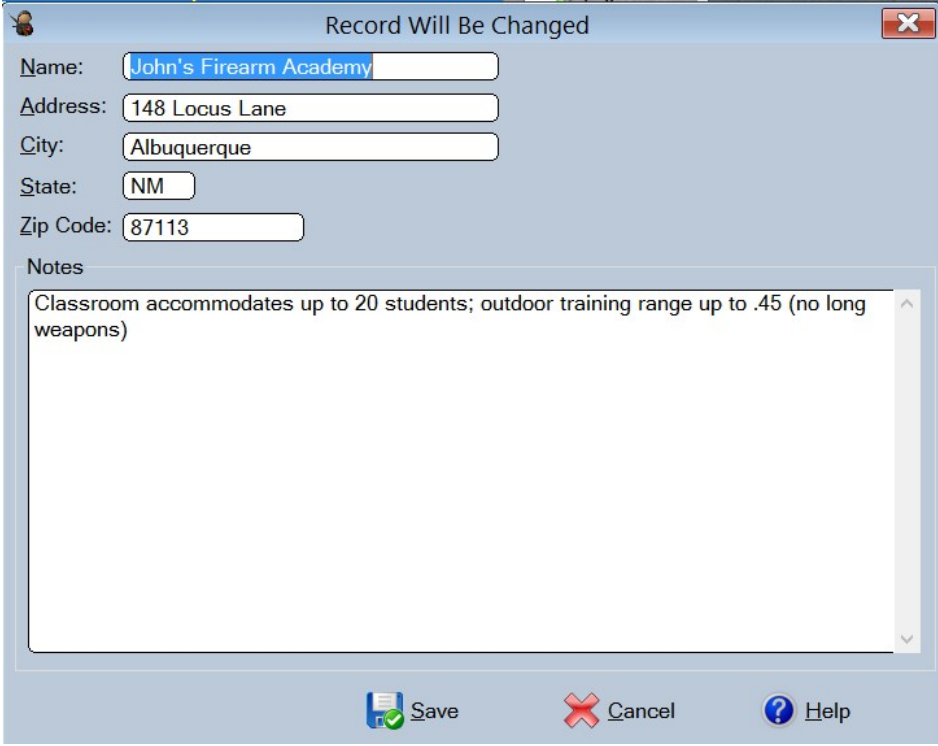
This browse screen serves two primary functions:

1. Add/edit/delete information that is stored in a dedicated database for the various locations that you utilize to conduct firearms training.
2. Ensure data integrity is maintained – the primary purpose of a lookup table is to ensure that information is stored the same way every single time. For this application, this database ensures that the training location stores in the COURSES database is entered consistently.

When you access a lookup database browse screen from a data entry screen, a button titled “Select” will be displayed directly underneath this listbox. When clicked, whatever listbox entry is currently highlighted will have a value from that lookup table’s database automatically inserted into the appropriate data entry field.

FORM – TRAINING LOCATION LOOKUP

This data entry form uses the principles that are described in the “Basics – Data Entry Screen” portion of this help file / user’s manual.



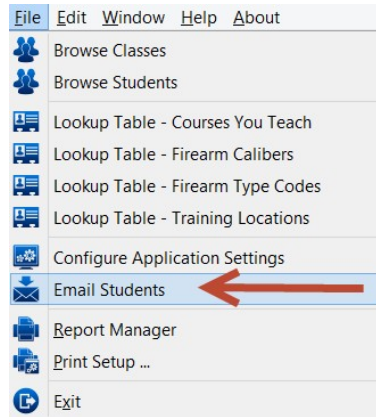
The screenshot shows a software window titled "Record Will Be Changed" with a close button (X) in the top right corner. The form contains several input fields: "Name:" with the value "John's Firearm Academy", "Address:" with "148 Locus Lane", "City:" with "Albuquerque", "State:" with "NM", and "Zip Code:" with "87113". Below these fields is a "Notes" section with a text area containing the text "Classroom accommodates up to 20 students; outdoor training range up to .45 (no long weapons)". At the bottom of the window, there are three buttons: "Save" (with a floppy disk icon), "Cancel" (with a red X icon), and "Help" (with a question mark icon).

This data entry screen is used to add new data /edit existing data for the LOCATION.TPS database file.

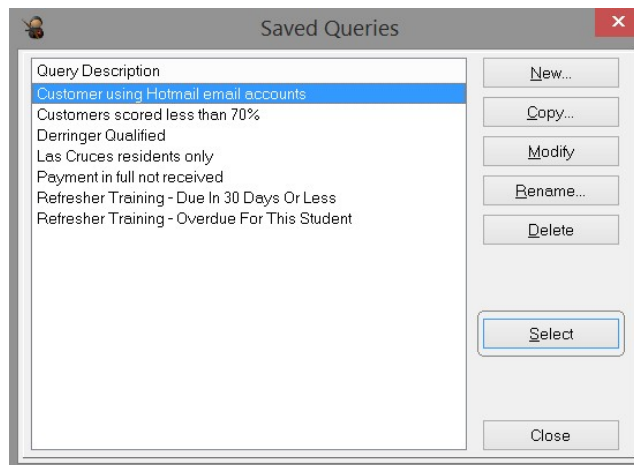
EMAIL STUDENTS

Oftentimes you may have a need to send an email to former/current students to inform them of an upcoming firearms course that you plan on providing – CCWTrak has an easy way to generate that email with a few mouse clicks!

1. Main Menu -> File ->Email Students OR click the toolbar button labeled ‘Email Students’

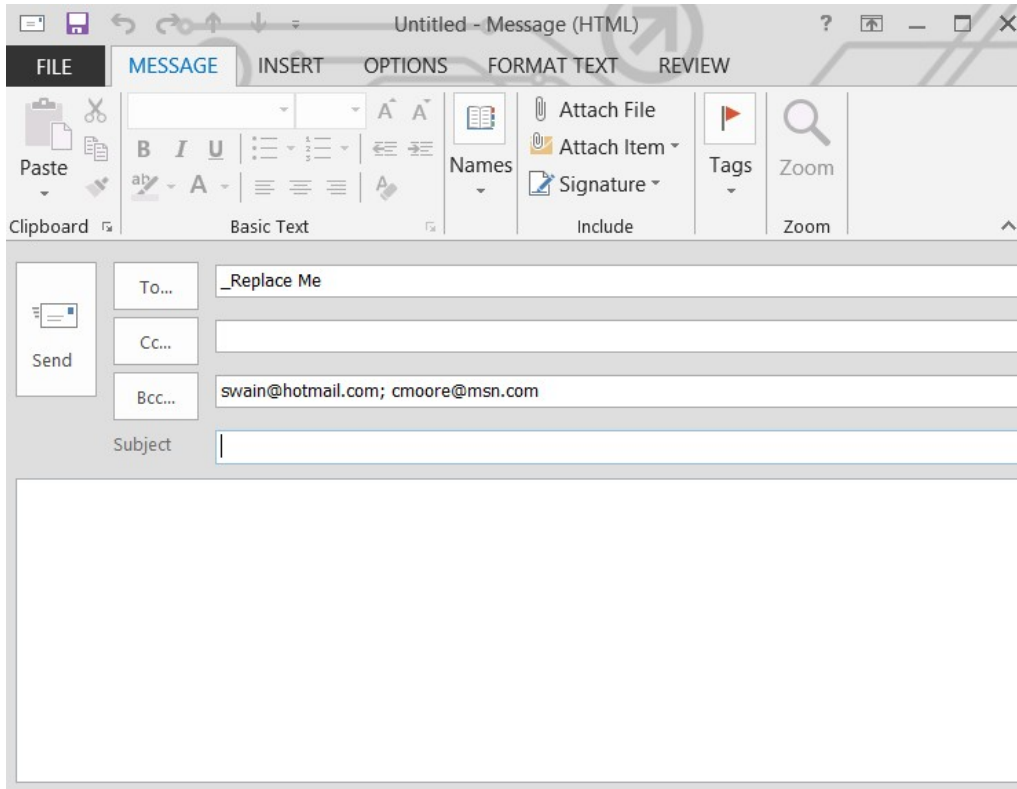


2. A popup 'Saved Queries' window is displayed onscreen to select an existing query / create a new query condition / edit an existing query condition to suit this email's needs:



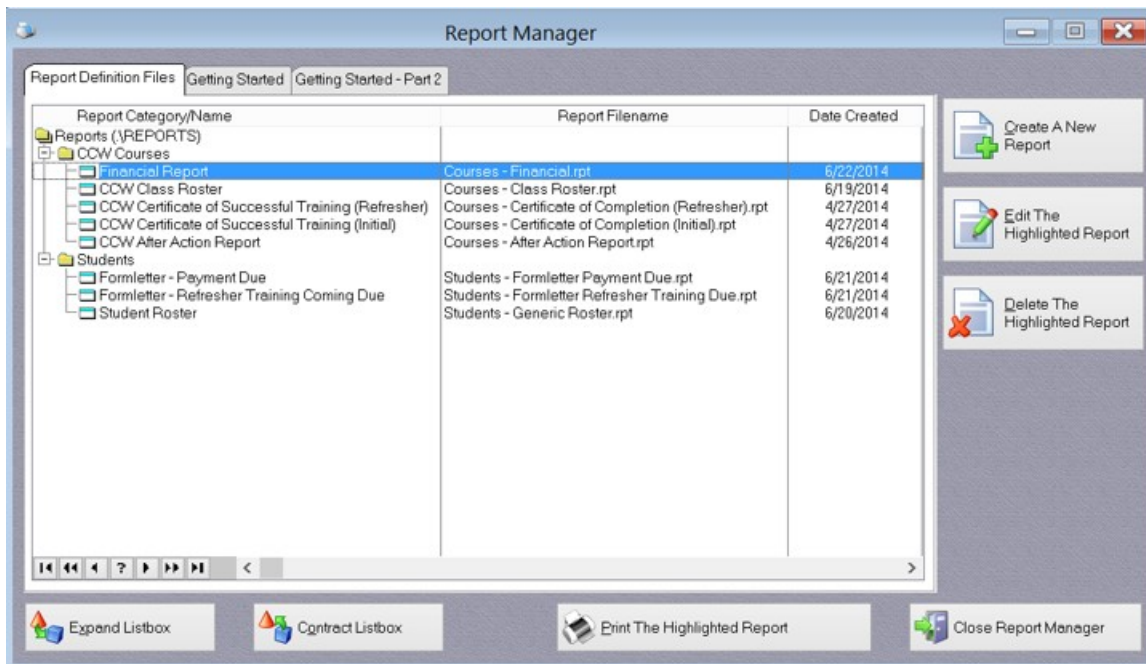
[Note: if you press the ESCape key or click the CLOSE button on this window then every email address will be added to the email string that is sent to your email software, which might be the desired result]

3. After creating/modifying/selecting an existing query a command is sent from CCWTrak to your installed email client software (e.g. Microsoft Outlook; Thunderbird) to create a new email and send the string of emails (semi-colon delineated) to the Blind Carbon Copy (BCC) section of the new email:



You would normally send the email to yourself: replace the text ‘_Replace Me’ with your email address, add a Subject Line to the email, and then either type into the email a meaningful, topic-oriented information or attach a file to the email. Done!

REPORTS MANAGER



This screen is the interface to CCWTrak's embedded, full featured report authoring tool. Form letters, columnar reports, mailing labels, and mail merge forms can be created – best of all, the queries you've created for the CCWTrak databases are usable here too!

Three tabs are displayed within this window. The first tab displays, using a 'tree' style list (that can be contracted/expanded – useful if you have built a LOT of reports and wish to quickly pare down the list) displays every report that has been saved to the ..\REPORTS folder; the second and third tabs provide a useful, plain-English overview of this reporting tool.

The three buttons displayed on the right are used to create a new report, edit the currently highlighted report or permanently delete the highlighted report.

The two bottom leftmost buttons are used to expand/contract the 'tree' list of reports – by default, the tree is displayed in the 'expanded' mode.

The two bottom rightmost buttons are used to print the currently highlighted report and close this window.

It is important to note that creating/modifying/printing reports will NEVER alter/delete information that you have entered into the CCWTrak database files!

Please refer to its standalone manual/help file for a full overview of how to create/modify reports.

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. Populate your lookup databases (aka: tables) first:
 - a. Main Menu -> File -> Lookup Table -> Courses You Teach
 - b. Main Menu -> File -> Lookup Table -> Firearm Calibers (*)
 - c. Main Menu -> File -> Lookup Table -> Firearm Type Codes (*)
 - d. Main Menu -> File -> Lookup Table -> Training Locations

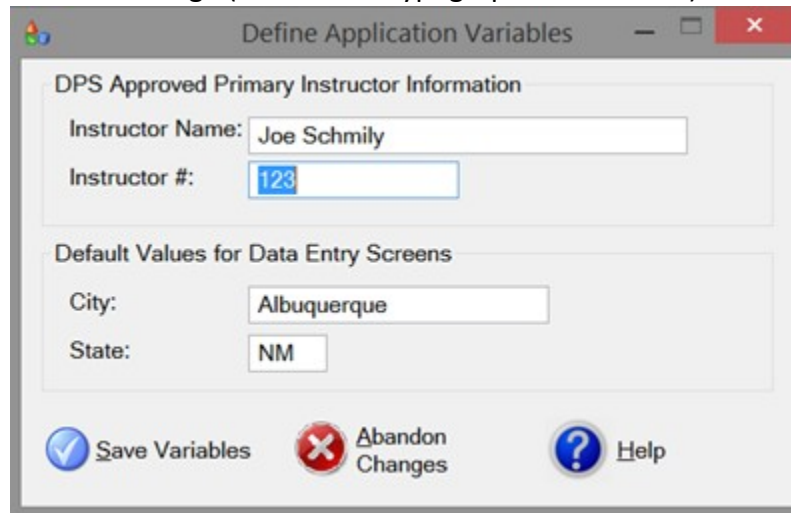
(*) CCWTrak will ship with this database already pre-populated – you can modify its contents

2. Configure the CCWTrak application settings
Main Menu -> Configure Application Settings [note: when CCWTrak initializes it will automatically check if these settings have been configured or not. If at least

one of the entries is blank / the file is missing / the file is corrupt then this menu option is automatically executed for these settings to be manually entered]

3. Configure Application Variables: This screen serves two purposes:

- The first two data entry fields are used for data entry screens and CCWTrak reports that you, the instructor, must submit to DPS.
- The second two data entry fields are used for data entry screens within CCWTrak – they will save a few keystrokes to enter information that is likely to never change (and reduce typographical mistakes).



The screenshot shows a dialog box titled "Define Application Variables". It is divided into two main sections. The first section, "DPS Approved Primary Instructor Information", contains two text input fields: "Instructor Name" with the value "Joe Schmily" and "Instructor #" with the value "123". The second section, "Default Values for Data Entry Screens", contains two text input fields: "City" with the value "Albuquerque" and "State" with the value "NM". At the bottom of the dialog are three buttons: "Save Variables" (with a blue checkmark icon), "Abandon Changes" (with a red X icon), and "Help" (with a blue question mark icon).

Technical Information

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

CCW.chm	4,206,074	Compiled HTML Help file
CCW.exe	3,444,224	Application
CCW.svb	23,880	SVB File
CCW.svi	26,698	SVI File
ClaASC.dll	75,472	Application extension
ClaDOS.dll	64,720	Application extension
ClaFRB.dll	1,007,104	Application extension
ClaOLE.dll	80,592	Application extension
ClaRUN.dll	1,800,088	Application extension
ClaTPS.dll	128,720	Application extension
CTSqw11C110.dll	316,416	Application extension
CWHHla.dll	10,752	Application extension
frbuser.chm	2,142,811	Compiled HTML Help file
vuLimiter.dll	35,328	Application extension
wPDFControl03.dll	655,360	Application extension
wPDFControlWrapper.dll	15,872	Application extension

CCWTrak 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 CCWTrak files:

Configuration Files

- CCWTrak.Ini - This is used to store application variables (e.g. the logo to use in report headers).

Databases

- Calibers.Tps – Lookup database that stores all possible handgun calibers
- Classes.Tps - Lookup database of class types that you teach
- Course.Tps – Stores each class that you’ve taught/will teach
- Location.Tps - Lookup database that stores all training locations you use
- Queries.Tps – Stores user-created queries
- Student.Tps – Stores all students that you’ve taught/will teach
- Types.Tps – Lookup database of the handgun types that a student can qualify with

Data Integrity Files

- CCW.Svb - Used to ensure that the application data files have the correct file structure
- CCW.Svi - Used to ensure that the application data files have the correct file

structure

Executable File

- CCWTrak.Exe - The application’s executable file

Help Files

- CCW.Chm - This is the application's help file
- Frbuser.Chm – CCWTrak’s help file for its embedded reporting tool

Runtime files

- ClaAsc.Dll - Ascii engine
- ClaDos.Dll - MsDos interface
- ClaFrb.Dll – Reporting engine
- ClaOle.Dll - OLE runtime engine
- ClaRun.Dll - Runtime engine
- ClaTps.Dll - Topspeed database engine
- CTSQW11C110.Dll - Used by the Query Wizard
- CwHHla.Dll - HTML Help interface
- vuLimiter.DLL - Low level functions
- WpdfControl04.Dll - Generate Adobe Acrobat compatible *.PDF files from the print preview screen
- WpdfControlWrapper - Generate Adobe Acrobat compatible *.PDF files from the print preview screen

CCWTrak 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 CCWTrak running on a Windows 11:

Name	Status	1% CPU	48% Memory	0% Disk	0% Network
Apps (8)					
> 4K Video Downloader+		0%	148.8 MB	0 MB/s	0 Mbps
> Atlantis Word Processor (32 bit)		0%	83.6 MB	0 MB/s	0 Mbps
> CCW.exe (32 bit)		0%	5.5 MB	0 MB/s	0 Mbps

Data Backup

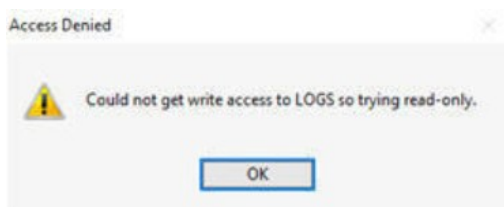
Every company should draft/implement/execute a plan to archive their electronic data to external media, another company-owned computer system and/or the “Cloud” to protect their data from irretrievable loss due to power spikes, power outage and/or theft of the host computer system(s). CCWTrak stores its data within *.TPS files – at a minimum, your data

backup routine should archive the CCWTrak *.TPS files on a recurring basis. Should the CCWTrak software need to be reinstalled onto another company-owned computer system, the recovery process would require the reinstallation of the CCWTrak software (likely downloaded from the Software by Daughtry web site); enter your unique registration code(s) to fully activate the CCWTrak software application, and then recover the *.TPS files from your data archive into the CCWTrak installation folder.

Troubleshooting

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

Example popup error message:



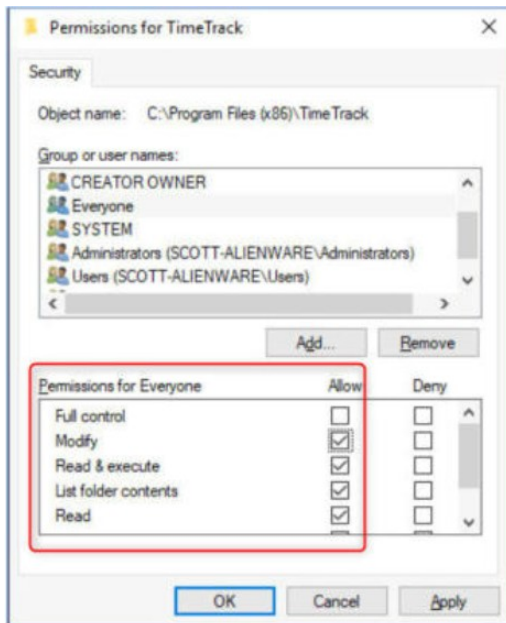
Reason: Database programs write information back to ‘database files’ – when the application starts it attempts to open the files in READ/WRITE mode. The folder that the database file(s) are stored inside of aren’t configured to allow the Windows user account that received this error to change data inside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

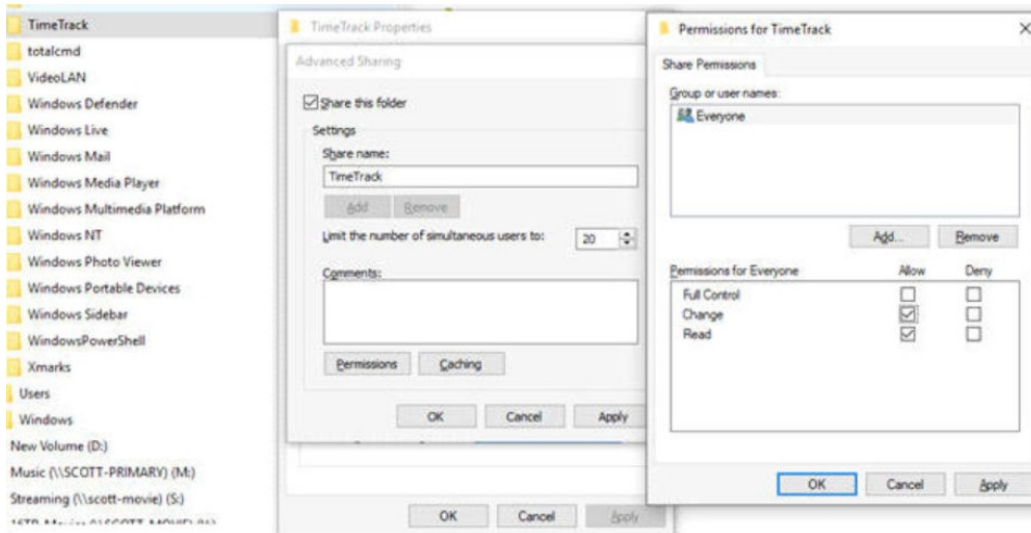
name is selected). Click the button named EDIT; a sub-window is displayed to add/remove permissions from a group/account. Click ADD; a sub-window is displayed; within the entry field type EVERYONE; click the CHECK NAMES button; click OK to return to the previous sub-window. The 'Everyone' user account 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.

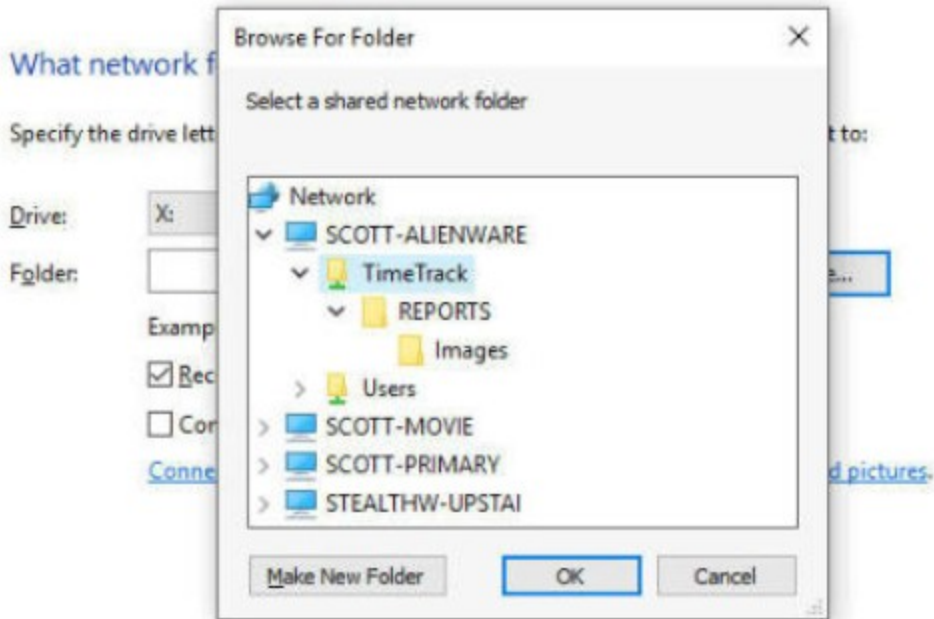
Primary Machine: Log onto the office computer that has the database application installed onto its internal hard drive. Start Windows Explorer and navigate to the folder that contains the database application). Right click the mouse on the folder name (e.g. TimeTrak) to display a popup menu; select PROPERTIES 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

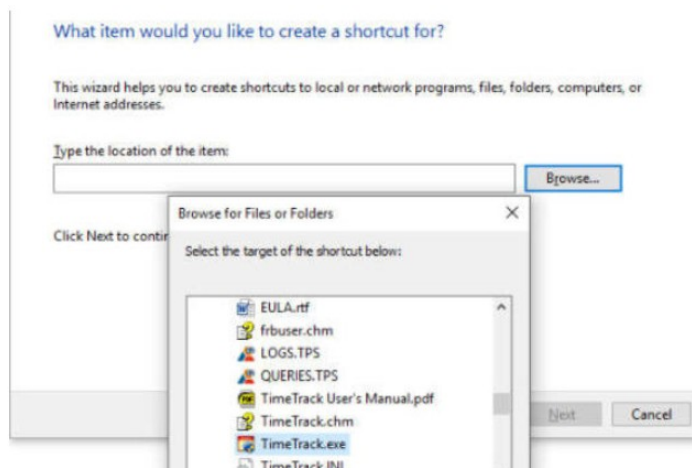
Connect using different credentials

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

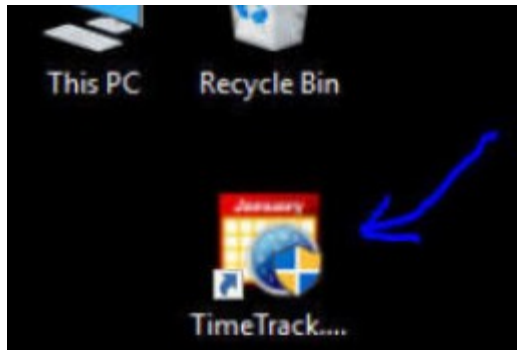
How to create a desktop shortcut to start a database application

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:

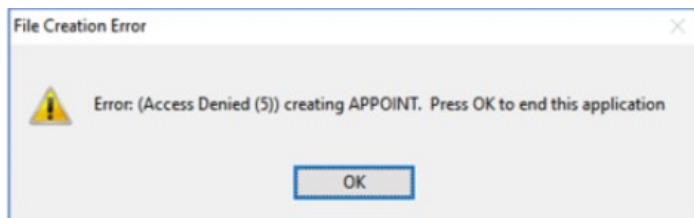


9. Click the OK button after selecting the correct .EXE file (for this example the TimeTrack.exe file is correct). The path to the executable file is inserted into the location entry field. Click NEXT
10. You can either change the Shortcut's Name or leave it to the filename (default). Click FINISH.
11.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



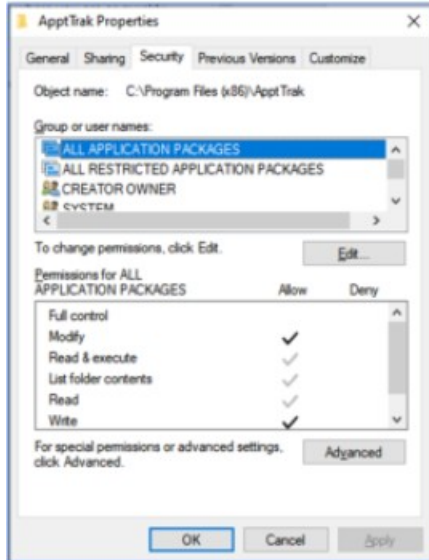
File creation error message appears whenever our application starts

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

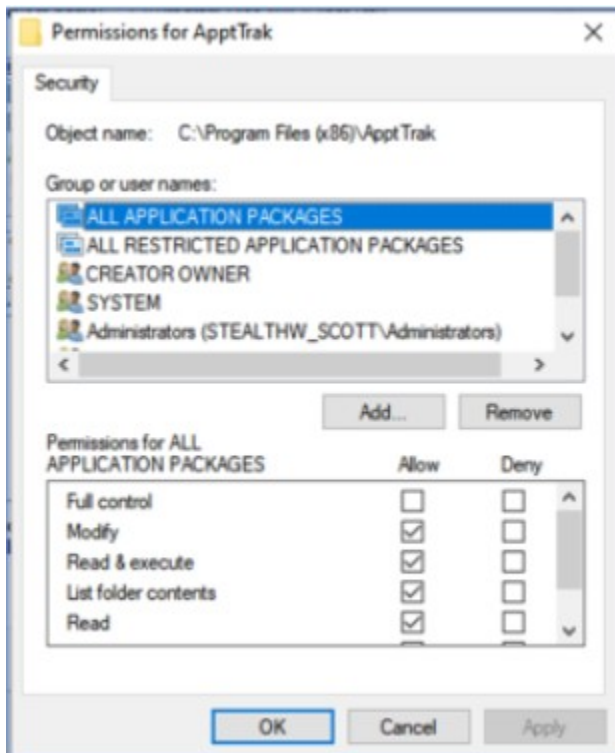


Reason: The software application is trying to create a new file or modify the contents of an existing file and can't because the current Windows user account lacks sufficient Security Permissions inside of that folder to complete the task
Solution: Add the default Windows group "Everyone" to that network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

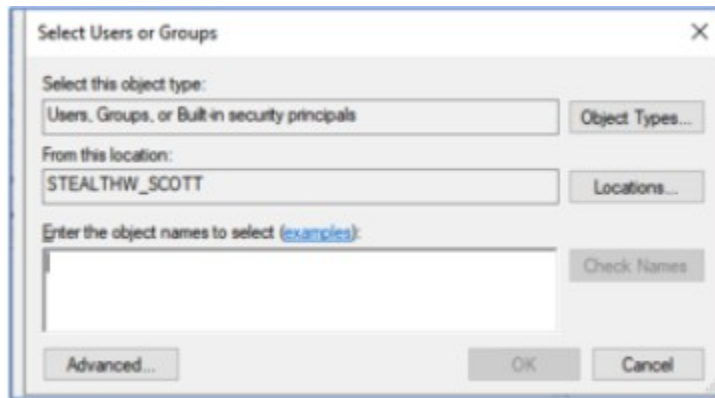
1. Start Windows Explorer (click the START button, type in File Explorer, select that displayed option)
2. Navigate to your C:\Program Files (x86) folder
3. Right click the folder that contains the Software by Daughtry application (e.g. CCWTrak); click the Security tab:



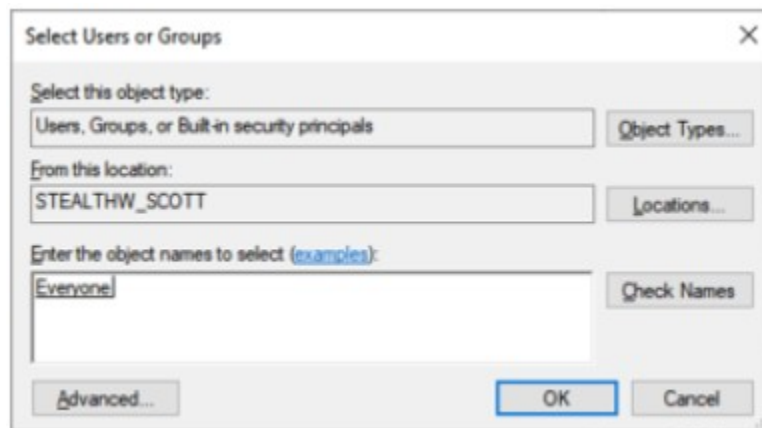
4. Click the EDIT button:



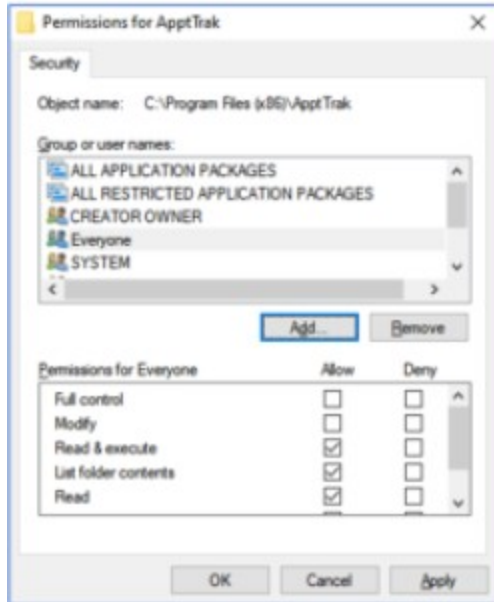
5. Click the ADD button:



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:

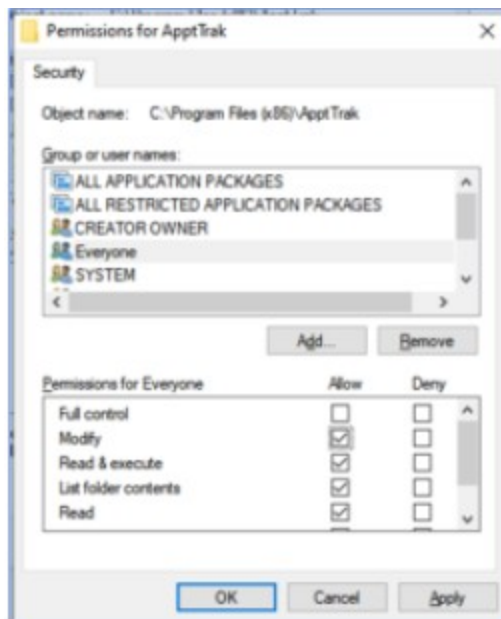


8. When Windows locates the **Everyone** user account that text (that you typed into the entry field) is underlined
9. Click the OK button to close the 'Select Users or Groups' window; the user group **Everyone** is now listed:



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 hard drive folder with no more error messages (as all Windows user accounts are automatically a member of the Everyone user group)

Support and Registration/Donation

1. Send us an email (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 converts the application from TRIAL mode to FULL mode – no more restrictions will apply to the operation of this application. The software will be branded to you/your company. All information entered during the TRIAL period is fully accessible once unlocked from TRIAL mode to FULL mode. 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 MODE limitations.