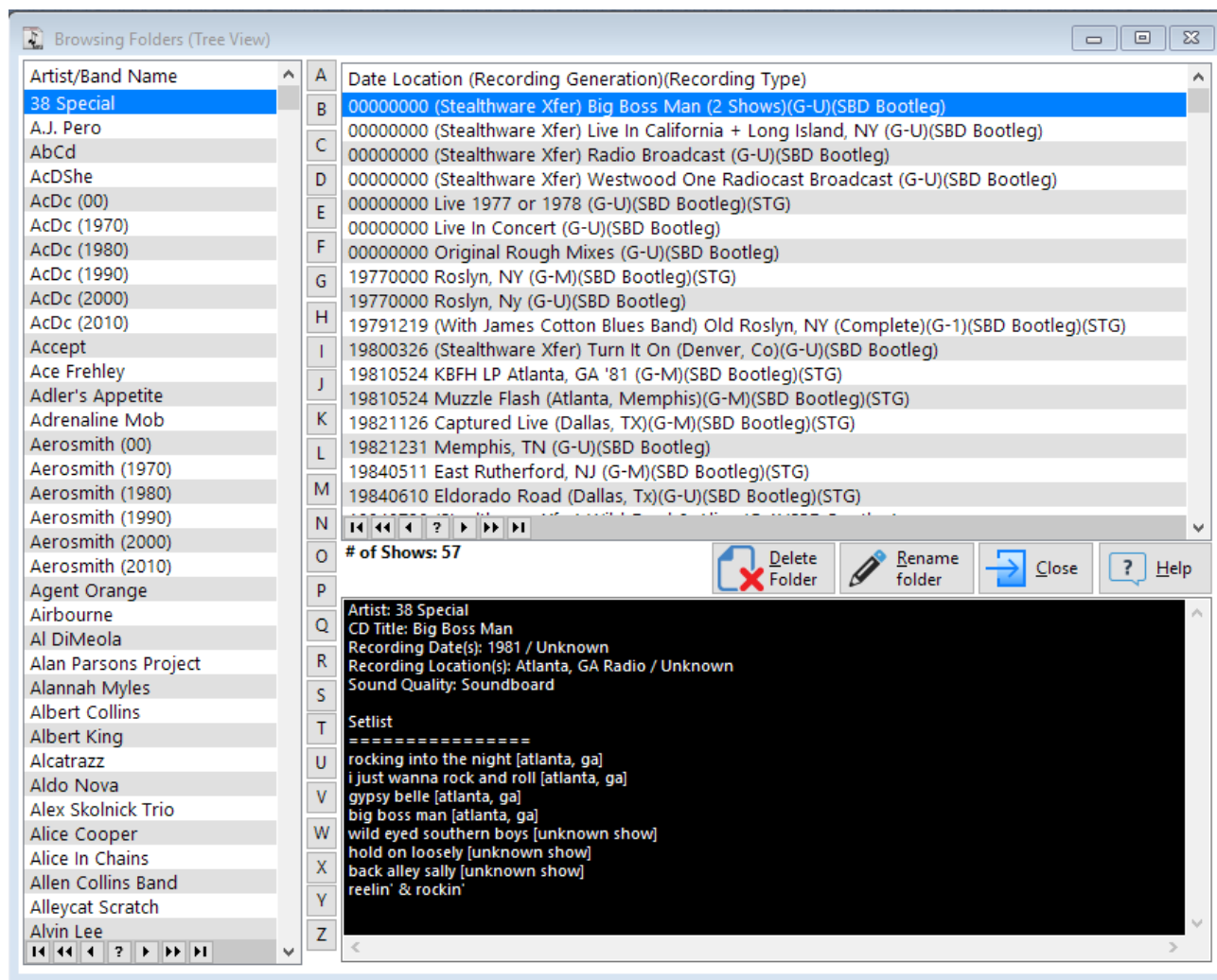


Mp3Trak User Guide



MP3Trak User's Manual (Software by Daughtry)

Thank you for your interest in MP3Trak! I developed this software application to fulfill two needs:

1. Help me quickly determine if I already possessed a specific recording (so I didn't download it again and waste time/bandwidth)
2. Ensure my MP3 folders were properly named (and enable me to quickly locate and then rename them if they were incorrect)

For several years I used a freeware solution that is an amazing piece of programming – in a lot of ways it was overkill for my needs, but it fell short in several other areas that increasingly became glaring faults. I wrote MP3Trak to fix those shortcomings and provide me with 100% of what I need to manage my sizable (over 31,000 shows) ROIO music collection.

It is my hope that when you read this user's manual that you are tempted to download, install and then try MP3Trak. The methods I've used to manage my large music collection (and detailed in this user's manual) were created after 15+ years of trial and error with managing my digital music collection. My guess is that once you learn how I've managed my collection that my 'method to the madness' will make sense to you – and when you adopt my methods that you will purchase a copy of MP3Trak to help manage your collection!

[Note: Although this application is named "MP3Trak", the actual file extension(s) of your music files don't matter. Your files can be *.FLAC, *.OGG; *.WAV or any other music file type]

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1. MP3Trak Purpose

MP3Trak is a Windows application that is designed to aid "Recordings of Independent Origin" (ROIO) music enthusiasts better manage their collection. There are many ways for ROIO collectors to keep track of their digital music collection – software applications have existed for a long time to achieve this purpose, and one can always use a spreadsheet to list very basic information about each recording – but MP3Trak does it better!

I've collected music for 40+ years - some programs didn't track enough information; others became 'user-hostile' because they demanded EVERYTHING to be entered at once or were overkill. One key shortcoming that none of these other software applications methods addressed effectively are ROIO collectors who prefer to download/share their music - the name of that game is (a) not downloading something you already have; (b) keeping track of recording variations, because oftentimes a concert recording was taped by several individuals who shared their recording online (with different runtime lengths and sound quality).

I've previously used a fairly well-known freeware application for several years that is an amazing piece of work - very thorough and feature laden, but over the years nagging problems started to appear that took away from the joy of using it. It was difficult to quickly locate a specific show for an artist; it had to deposit a small text file in each file folder to keep track of where files were located - this isn't a big deal if you have a small collection, but when you have 35,000+ folders on a hard drive those small text files start to eat disc space (due to how file clusters are allocated). It was slow to rebuild the database from scratch - it turned into an all-night affair to rebuild it. A lot of the features it possessed were never used, which cluttered the interface. Filtering data was problematic. Data export to an Excel spreadsheet was a no-go. You couldn't rename a folder after reading the recording's *.TXT file that explained the recording.

I set out to write a "better mousetrap" - one that would store, and present, data the way that I wanted/needed it to. MP3Trak surpassed my expectations - and my guess is that if you are a ROIO fan that you will enjoy MP3Trak immensely, as it doesn't "get in the way" of your searching for new music to enjoy - it's rapid search interface will be a real improvement over other methods that you've tried. You will appreciate not having to switch to a file manager to rename its folder. You will also like that it automatically

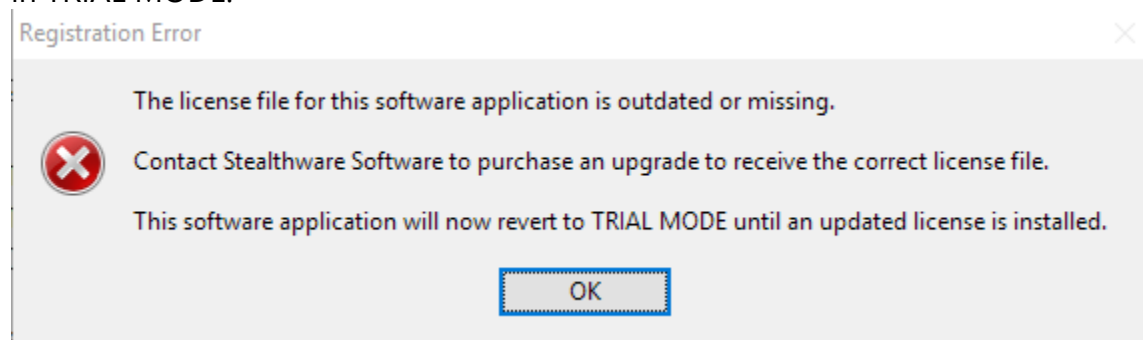
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imports the folder's *.TXT file so you can view its content without using Notepad or a text editor.

2. Trial Mode Versus Registered Mode

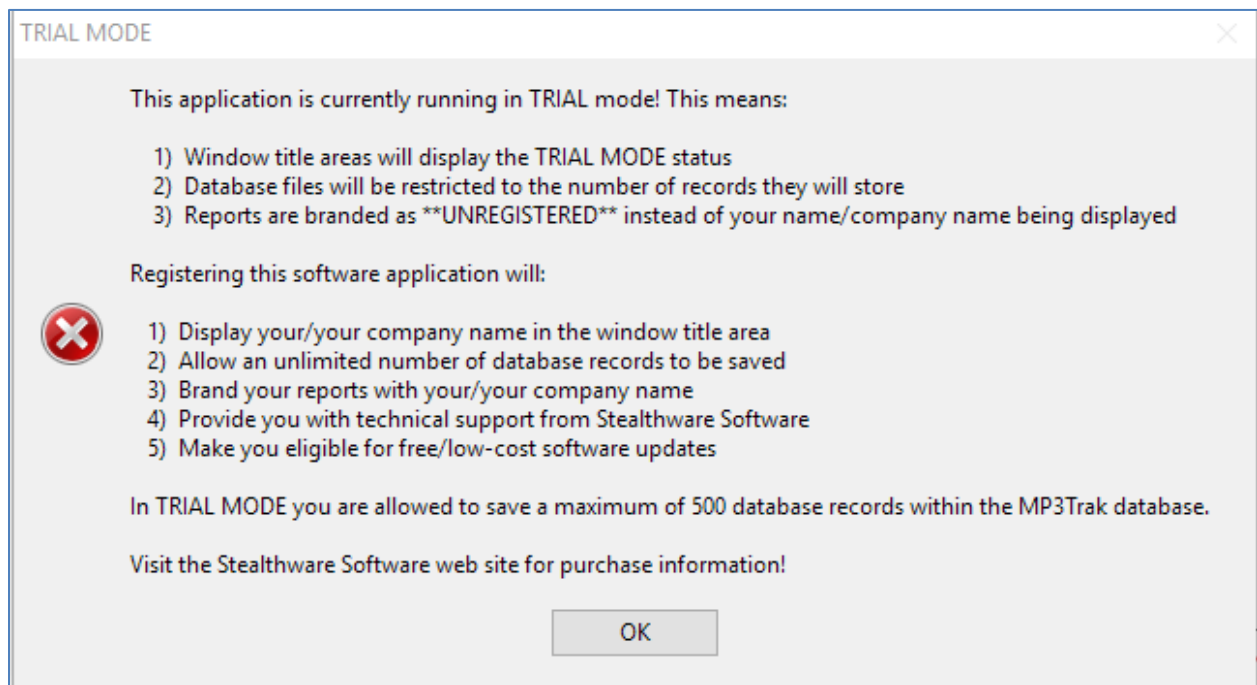
MP3Trak allows you to 'try before you buy' to determine if it will meet your needs. All software features are active - nothing has been crippled or reduced in capability. Software by Daughtry has decided upon the following MP3Trak TRIAL MODE limitations to allow you to 'kick the tires':

1. The video database is limited to storing 500 database records.
2. A popup window will appear before the MP3Trak main window is displayed onscreen that provides informs you that the registration file is missing/this application is running in TRIAL MODE:

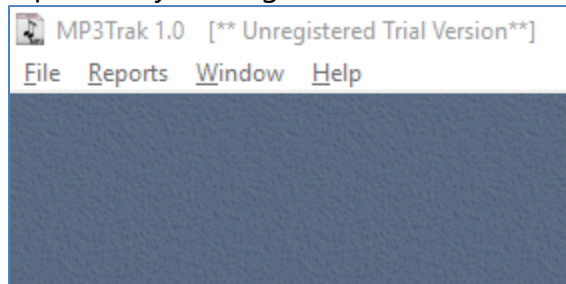


Another popup window will inform you to the Mp3Trak limitations during TRIAL MODE:

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3. The top left of the MP3Trak main window will display the TRIAL MODE status (which is replaced by the registered user's name):



4. The ABOUT window is branded with [**UNREGISTERED TRIAL VERSION**] for the registered user's name:

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All of these TRIAL MODE modifications/limitations disappear when MP3Trak is registered.

3. Registering Your Software

1. You send payment for this software application to Software by Daughtry
2. Software by Daughtry will send the email address on file an email which will possess a file attachment with a file extension of *.LIC
3. Open that email and save that *.LIC file into the same hard drive folder that this application was installed into
4. Close this software application (if it is running)
5. Start this software application
6. DONE - if the software application still displays the [trial mode limitation popup windows](#) you likely did not save the *.LIC into the correct folder. The *.LIC file MUST

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exist in the same folder as this software programs *.EXE file. If you've confirmed the *.LIC file does exist in the right folder, immediately contact Software by Daughtry for another *.LIC file to be emailed to you. [Note: Software by Daughtry tests every *.LIC file before it is emailed to the customer to ensure it works]

4. Fast Track

Everyone wants to dive straight into using a new software application (I'm the same way); here is the bare minimum information needed to prepare your hard drive and MP3Trak to start using this software application:

1. Centralize your MP3 collection onto your hard drive (i.e. one hard drive or hard drive partition) that is large enough to contain everything
2. Organize your MP3 folders into the directory tree format needed for MP3Trak to properly scan the directory tree ([more info](#))
3. Ensure your folder/file names do not surpass the Windows length limit (260 characters) ([more info](#))
4. Start MP3Trak; import your MP3 directory to build the MP3 database ([more info](#))
5. Use the MP3 Folder 'tree view' mode to view your imported collection to identify MP3 folder(s) that need to be renamed into the proper folder name format ([more info](#))
6. Configure MP3Trak for the desired browse screen that will automatically be displayed when MP3Trak initializes ([more info](#))

5. Preparing Your MP3 Directory Tree for MP3Trak

0. Preface: MP3Trak requires your hard drive's MP3 folders to be organized in a specific directory tree structure to ensure the [Import Folder](#) scan properly builds the database files:

TOP LEVEL FOLDER

*--- Number/Letter

*---- Artist/Band Name

*---- Concert folder

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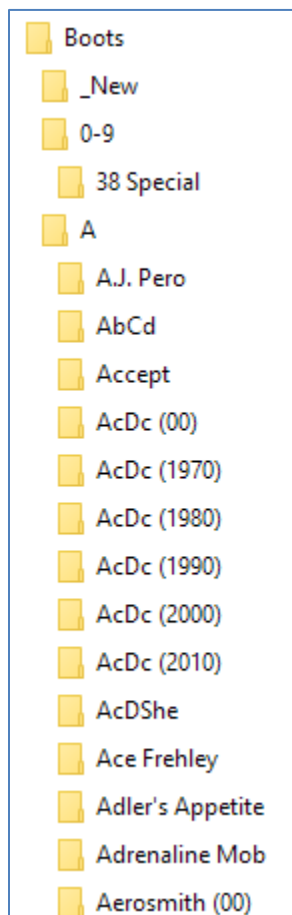
- *---- Concert folder
- *--- Number/Letter
 - *---- Artist/Band Name
 - *---- Concert folder
 - *---- Concert folder
- *--- Number/Letter
 - *---- Artist/Band Name
 - *---- Concert folder
 - *---- Concert folder

It is important for a collector to give time/consideration into how they store their collection - do it right and finding a particular item is painless and speedy. Do it wrong (or not at all) can make life miserable, as you'll 'lose' things or reacquire something you already possess. While there is no specific "right or wrong" way of organizing your MP3 collection, I will share with you how I've organized mine in a manner that has made sense for me (and MP3Trak needs to properly scan your computer). Key considerations:

1. Space: you will always need more. Buy the largest hard drive you can afford and dedicate most (if not all) of its storage capacity to your music.

2. Tree Design: I have multiple computers at home - and I bounce between them quite often. It is MUCH easier to share a single folder in Microsoft Windows than several hundred folders so you can access them from another computer. I create a top-level folder (BOOTS); underneath of that folder I create 28 sub-folders (one titled 'New'; one titled '0-9' and then 26 folders for letters A thru Z). I then create artist/band folders underneath the first letter of the band name. The end result is this:

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Note: It is important (actually, VERY important) to understand that Microsoft Windows limits the length of a folder PLUS a file name to 260 characters or less. With Windows 10 you can surpass that 260-character limitation, but it does cause problems with Windows applications and can cause file corruption. Be aware of this Windows design limitation when you are creating your directory tree and how you name your files.

3. Folder Size: Access information across a home network can be slow at times; limiting the amount of information you are requesting from the 'file server' from the laptop computer on your lap in a different room helps speed things up. Limiting a folder to less than 500 (or so) sub-folders helps with that goal. Look at the above screen capture - notice that the band AcDc has been broken into six separate folders, grouped together by the decade. Within MP3Trak everything appears as "AcDc"; but when you access the folder using Windows File Explorer and expand the letter "A" node of the directory tree, and then open the AcDc (1970) folder to view that decade's worth of sub-folders your network will respond much quicker.

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4. Folder Naming Convention: Microsoft Windows has its own idea how to sort information onscreen - sometimes it thinks like you do, sometimes it doesn't. After years of trial and error, I've standardized on this naming convention to properly sort folders onscreen AND provide critical information I need without having to open up the folder, search for a README.TXT type of file and read through it. Here is my standard:

<Artist/Band Name> - YYYYMMDD City, State/Country (Generation)(AUD/SBD Bootleg)(Lossy Source?)(Setlist)

Example: 38 Special - 20140517 Houston, TX (G-M)(Aud Bootleg)(STG) SETLIST
UNKNOWN

FOLDER NAME SEGMENT	DESCRIPTION
Artist/Band Name	This should be the same as the folder's name [e.g. Black Sabbath]
YYYYMMDD	Using a Julian date format ensures the folder sorts correctly [e.g. 19810427]. If I don't know the data I use '00000000'; if there are multiple dates I will use zeroes for the day portion of the Julian date (e.g. a compilation cd comprised of two April 2004 concerts would be: 20040400)
City, State/Country	Self-explanatory. I don't personally track provinces (e.g. Canadian provinces), but you can if desired
(Generation)	Enclosed within (parenthesis), I use the following codes to indicate what music source generation the MP3 was sourced from: <ul style="list-style-type: none">○ (G-U) = Generation Unknown○ (G-M) = Generation Master○ (G-1) = Generation First○ (G-2) = Generation Second
(Source)	Enclosed within (parenthesis), I use these two codes to indicate if the material is sourced from a FM broadcast or soundboard/mixing board or if is an audience recording: <ul style="list-style-type: none">○ (Aud Bootleg) = Audience recording○ (SBD Bootleg) = Soundboard recording
(Lossy Source)	Enclosed within (parenthesis), I use a code for MP3 files that I've converted from a lossless source: <ul style="list-style-type: none">○ (STG)

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	I started this practice years ago because I downloaded lossless (e.g. FLAC) music; I preferred to listen to the music on music players that were only MP3 file format capable, so I converted them to MP3 files (using the Lame encoder). The trading rule of thumb is you share original file formats.. and any (STG) music I possessed would become unsharable
(Setlist)	I typically change the *.MP3 filenames into their music titles whenever possible; oftentimes the taper didn't know the music titles, so the README.TXT File doesn't contain that information and I don't have the time to create that list. For this instance, I add the text 'SETLIST UNKNOWN' at the end of the folder name

There other codes I've developed/use when the need exists, but the above naming convention components are STRICTLY adhered to - this ensures consistency with music in my collection and prevents me from wasting time reacquiring recordings I already possess. The portion of the folder name that, for MP3Trak purposes, MUST be adhered to is highlighted above in green background/white text; whatever you want to do with codes AFTER that portion of the folder name is entirely up to you.

Some additional folder names within my collection (to illustrate other codes I've developed/used over the past 15 years):

- 38 Special - 00000000 (Stealthware Xfer) Big Boss Man (2 Shows)(G-U)(SBD Bootleg)
 - Shows I've transferred from cassette or taped over the years; this recording is sourced from two different dates
- 38 Special - 19840720 Wild Eyed And Live (Nassau Coliseum, NY)(DVD Rip)(G-U)(SBD Bootleg)
 - Transferred from a commercial DVD
- 38 Special - 20070804 Greenville, WI (Belexes)(G-M)(Aud Bootleg)(STG)
 - The tapers name/handle
- 38 Special - 20070804 Greenville, WI (BKyle)(G-M)(Aud Bootleg)(STG)
 - The tapers name/handle - sometimes multiple collectors tape, then share, a recording of the same show with different sound quality
- 38 Special - 20120713 Emmetsburg, IA (Matrix)(G-M)(SBD Bootleg)(STG)
 - This recording is pieced together from two or more source files; common with Youtube partial recordings
- 38 Special - 20130712 Santa Maria, CA (1 File)(G-U)(Aud Bootleg)(STG)

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- This recording is one continuous music file versus being cut into individual tracks

5. File Naming Convention: Keeping in mind the 260-character Microsoft Windows limitation, for MP3 files I use a simple naming convention:

<Track Number> - < Song Title>

To ensure Windows sorts the file names correctly I use a leading zero for tracks 1 thru 9 (e.g. 01, 02, 09).

When I do add comments within the file name I try to keep them short/concise; here are some example file names that contain additional (short) comments:

- 14 - Never Fade Away [tape Damage]
- 16 - Hold On Loosely [tape Damage - End Cut]
- 01 - Caught Up In You [beginning Cut]
- 09 - Robin Hood (fades Out At The Very End)
- 14 - Caught Up In You [brief Tape Damage]

6. WARNING: Long Path/Filenames

Referring back to the previous section of this manual "[Directory Structure](#)", it is VERY important that you do two things:

1. Identify, and then change, every folder name that creates a situation where the folder name + the file name(s) exceeds the 260-character limitation
2. Ensure after completing step #1 above that new folders you add onto your music hard drive stay compliant with the 260-character limitation

Windows will let you create a file, contained within a long directory path, that will exceed the 260-character limitation (why? I don't know). You will experience trouble when you try to open the file, rename the file, move the file or delete the file.

MP3Trak will crash during the [Import Folder](#) scan when it encounters a file name longer than 260 characters during the [Import Folder](#) scan process.

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A very useful Windows utility program to locate files that don't comply with the Windows file name length is "[Long Path Tool](#)"

7. Computer System Requirements

MP3Trak is a Windows application that, while developed on a Windows 10 computer, should be backwards compatible from Windows XP through Windows 10. A computer mouse is required for this application – your computer monitor should be configured to run in 1024x768 screen resolution or higher (800x600 screen resolution might be too for some MP3Trak screens to display properly) - especially if Windows toolbars/gadgets are used.

At least 1GB of memory is required (preferably 4GB of memory, as Windows increasingly needs more memory to run efficiently with each new version). 15MB of hard drive disc space is more than sufficient to store this Windows application and its database file(s) for a very long time (plus another 6MB or so for the user's manual, which is generated in the Adobe Acrobat *.PDF file format).

This Windows application is 'network-aware', meaning it can be installed onto a computer network file server (or a computer workstation) hard drive to centralize its location and ensure database information is maintained within one set of file(s). That folder must be 'shared' so other authorized network user(s) can see that network folder share. Each employee that is authorized to add/edit/delete information stored within this application's database file requires **MODIFY** permissions for their user account for this folder. Multiple workstations can open/use this Windows application simultaneously – it is recommended to shut down this Windows application at the end of the day (if possible) to facilitate your network backup process and to protect this application's database files in case of an abrupt power termination (e.g. lightning strike).

8. Data File Location

This Windows application creates, stores and maintains its database files and *.INI configuration file in the same folder as its associated executable (*.EXE) program.

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This Windows application does not create / store files elsewhere on the workstation or a computer network. The application's installer program will follow standard Windows installer protocols (e.g. add an UNINSTALL entry into the Windows registry of the computer used to install the application).

9. Mp3Trak Application Basics

Because MP3Trak is a Windows software application it shares many commonalities with nearly every other Windows software application that meets Microsoft design standards:

1. The keyboard or mouse can execute most program functions (e.g. main menu; onscreen button)
2. A Windows pulldown menu is displayed at the top left of the application screen
3. A Windows method of shrinking/minimizing the application window is displayed at the top right of the screen
4. The standard EDIT and WINDOW main menu options are displayed within the MP3Trak menu
5. Pressing F1 will display this online help reference; the help file is designed to "jump" to the section within the help file for the currently open Mp3Trak window
6. Alt-F4 will exit this application (note: choosing this method to close this application could corrupt the application's database files and fail to save configuration settings to its *.INI file. It is always best to exit a Windows database application via its menu).

10. Data Backup/Restoration

Everyone should draft/implement/execute a plan to archive their electronic data to external media, another company or self-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).

This application creates three specific file types that you should back up; the application itself can be downloaded from the Software by Daughtry web site so those files are easily replaced. The three types are:

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*.INI	These files store application configuration settings
*.LIC	This is YOUR software registration file that contains YOUR registration information
*.TPS	These are the application's database files

Should this software application need to be reinstalled onto another company-owned computer system, the recovery process would require the reinstallation of this software application (likely downloaded from the Software by Daughtry web site); activate your copy of this software (by copying your .LIC file into this software's installation folder that was emailed to you/your company from Software by Daughtry) and then recover the *.TPS files from your data archive into the application installation folder.

11. Payment/Registration

How to Purchase MP3Trak: Purchasing your copy of MP3Trak is very easy:

1. Contact Software by Daughtry via email (scott@sdaughtry.com) to inform us of your desire to purchase a license for MP3Trak. Information needed in that email is:
 - a. Name
 - b. Street Address
 - c. City, State, Zip Code
 - d. Contact phone number
 - e. Point of Contact's Name, Phone Number, and company email address
 - f. Number of licenses requested for purchase

[NOTE: One license is required for EACH PHYSICAL LOCATION. For example, if your company has a facility in Santa Fe, NM and another facility located in Denver, CO and BOTH facilities want to use MP3Trak - TWO licenses must be purchased per the MP3Trak EULA.]
2. Payment can be remitted to Software by Daughtry via two methods:
 - a. PAYPAL payment (sent to PAYPAL account sdaughtry@yahoo.com)
 - b. Company check made out to: Scott Daughtry (and then mailed to: Scott Daughtry, 3415 Yellow Pine Lane SW, Albuquerque, NM 87121)

PAYPAL is the recommended payment method - you don't have to worry about lost mail and Software by Daughtry is notified nearly immediately of the payment and can quickly send the registration information to your company's Point of Contact. If

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payment is made via a company check, there will be a "normal delay" to accommodate the letter's transportation time via mail carrier and the deposit into the bank.

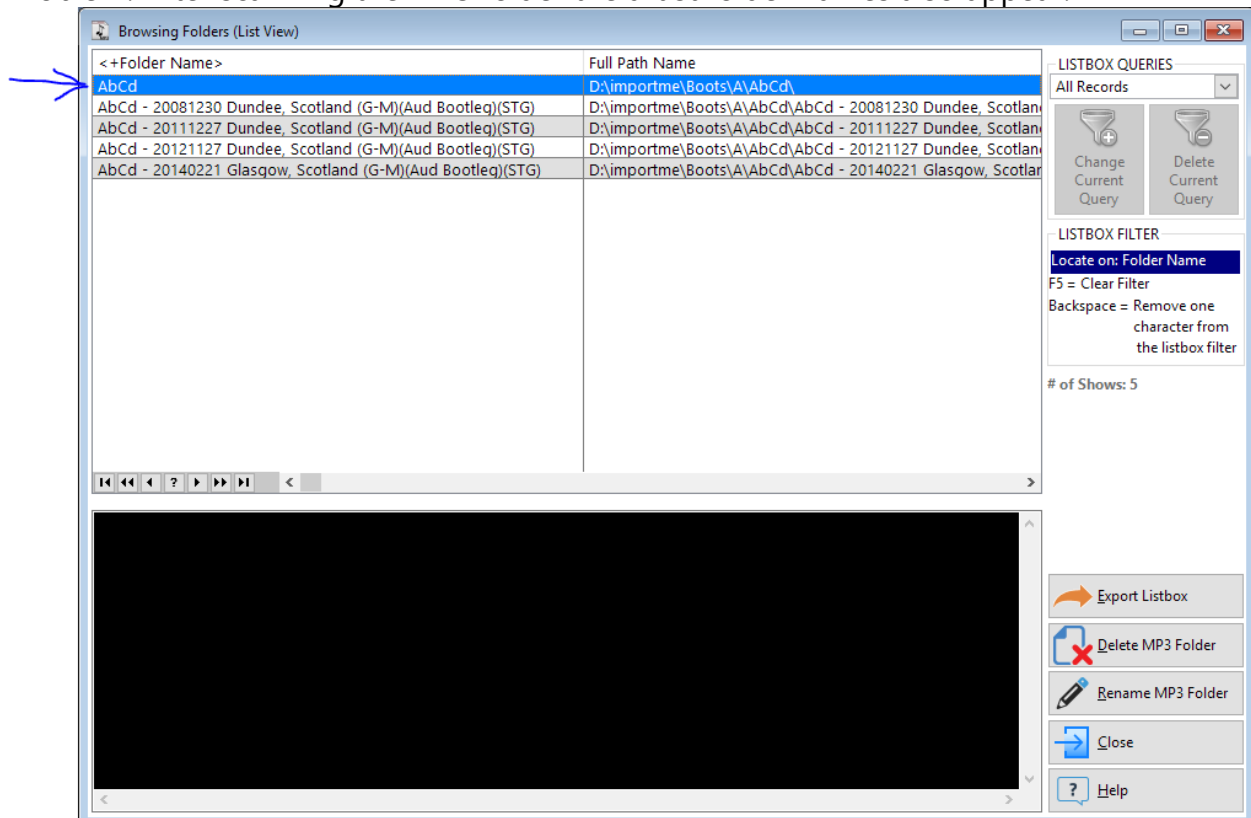
3. The \$20 payment for a single license of MP3Trak is a LIFETIME license that does not expire for that version of MP3Trak (e.g. version 2.x versions). A substantial upgrade to MP3Trak (e.g. version 2.x is upgraded to version 3.x) will require a nominal upgrade fee to receive the updated executable file to cover development costs.

4. Your point of contact will receive an email from Software by Daughtry that will receive the registration file to convert the trial mode application to the non-expired version.

12. Troubleshooting

Top Level Folders Appear in The MP3 Folders Listbox

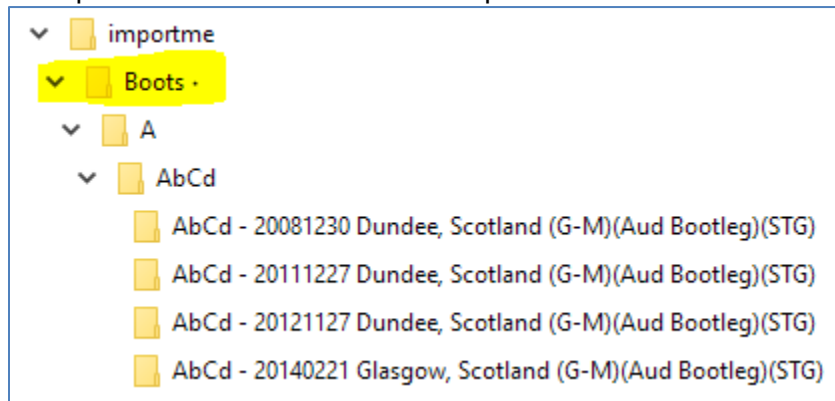
- Problem: After scanning the MP3 folder the artist folder names also appear:



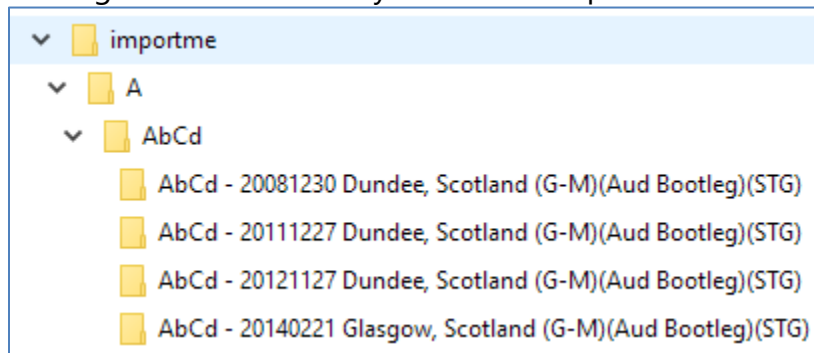
The above screen capture shows the top level 'AbCd' folder listed in the listbox - this is NOT desirable

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- Solution: You need to modify your MP3 folder's directory tree to remove one level to stop this behavior. For the example listbox below, the directory tree was:

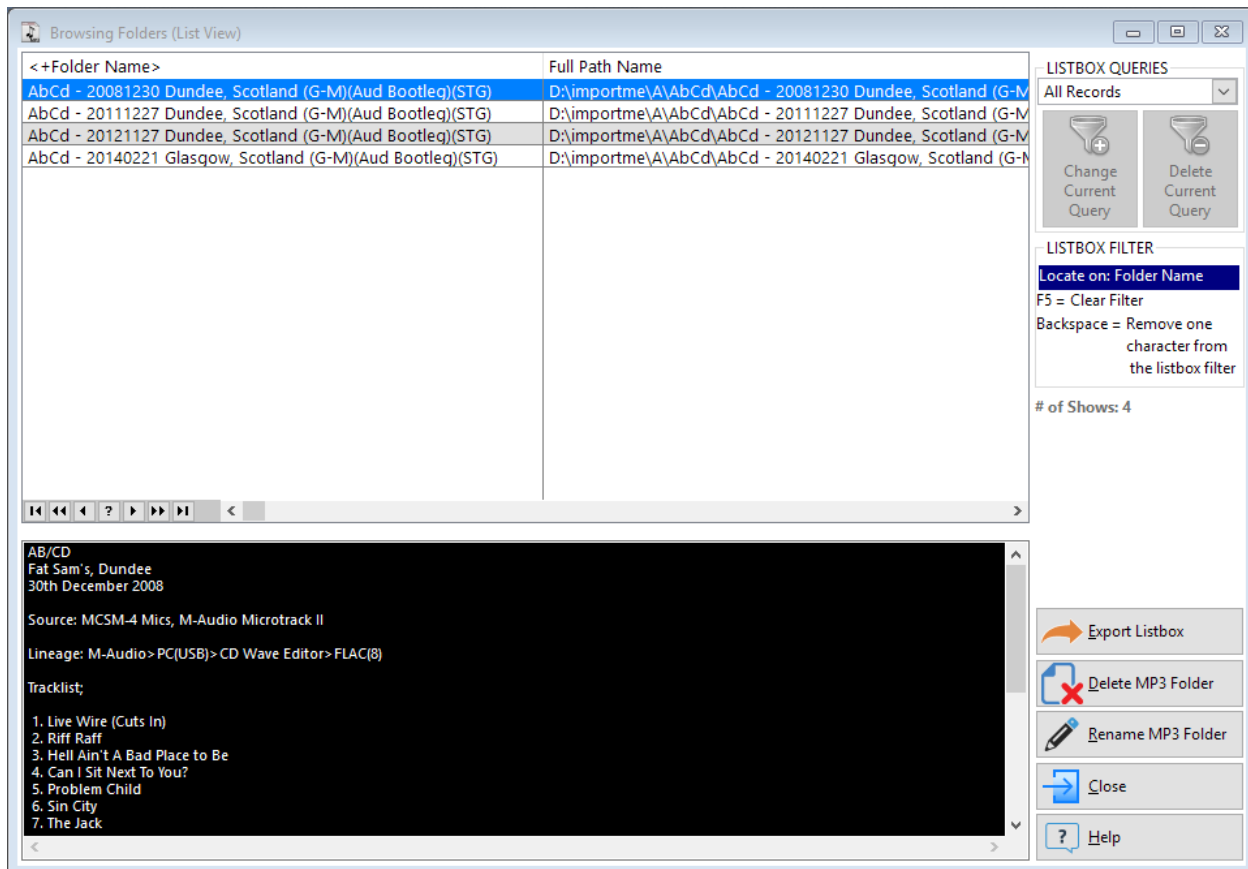


The 'Boots' folder is redundant and is causing MP3Trak to include 'empty' top-level folders within the database during the Import Folder scanning process. Using Windows File Explorer (or any other type of file management tool, such as the excellent free [FreeCommander](#) file manager), selecting all of the folders under the 'Boots' folder and moving them to be directly under the 'Importme' folder so the directory tree becomes:



With the redundant 'Boots' folder removed when the Import Folder scan is re-accomplished the listbox now does not contain the redundant 'empty' folder:

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Anti-Virus Applications

- Problem: A new trend within anti-virus applications is automatically "flagging" an application as malicious simply because few of their users have executed that application on their computer. The anti-virus application halts the application while it is running and then either deletes or quarantines the *.EXE file. [e.g. Norton Antivirus 2011's SONAR Protection exhibits this behavior]
- Solution: Configure the antivirus application to ignore the entire MP3Trak folder from its scan (e.g. from within Norton Internet Security Antivirus 2011, open the application; click the SETTINGS hyperlink; scroll down to "AntiVirus and SONAR Exclusions"; click on the CONFIGURE hyperlink displayed to the right of the "Items to Exclude from Auto-Protect and SONAR Detection"; ADD the MP3Trak installation folder).

Folder Permissions

- Problem: When this Windows application is started, a popup dialogue window states that "Could not write access to MP3Trak so trying read-only"

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- Solution: There are two possible reasons for this: either the *.TPS files have the READ-ONLY file attribute applied and needs removed, or that Windows user account does not have WRITE or CHANGE permissions for the MP3Trak folder - ensure the desired Windows user account has WRITE and CHANGE permissions set as active for the MP3Trak folder and its contents.

MP3Trak.Chm Help File Won't Display Content

- Microsoft Security Updates 896358 & 840315 block display of Windows Compiled Help File (*.CHM) contents when opened from a network drive (or a UNC path). This is window's attempt to stop attack vectors for viruses/malware from infecting your computer and has blocked out the .chm file that draws data over the "InfoTech" protocol, which this chm file uses. Microsoft's summary of the problem: <http://support.microsoft.com/kb/896054>.
- Possible solutions:
 - Any Windows version:
 - Solve the problem by moving your chm file OFF the network drive. You may be unaware you are using a network drive, double check now: Right click your .chm file, click properties and look at the "location" field. If it starts with two backslashes like this: [\\epicserver\blah](http://epicserver/blah), then you are using a networked drive. So to fix it, Copy the chm file, and paste it into a local drive, like C:\ or E: then try to reopen the chm file.
 - Last resort, if you can't copy/move the file off the networked drive. If you must open it where it sits, and you are using a lesser version of windows like XP, Vista, ME or other, you will have to manually tell Windows not to freak out over this .chm file. HHReg (HTML Help Registration Utility) Utility Automates this Task. Basically, you download the HHReg utility, load your .chm file, press OK, and it will create the necessary registry keys to tell Windows not to block it. For more info: <http://www.winhelponline.com/blog/fix-cannot-view-chm-files-network-xp-2003-vista/>
 - Windows Server 2008, Windows 7:
 - Windows has a quick fix that usually works. Right click the chm file, and you will get the "yourfile.chm Properties" dialog box, at the bottom, a button called "Unblock" appears. Click Unblock and press OK, and try to open the chm file again, it works correctly. This option is not available for earlier versions of windows before WinXP (SP3).

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- Windows 8.1:
 - Requires a different fix outlined here: <http://tenbulls.co.uk/2014/02/11/read-your-old-chm-files-from-network-storage-on-windows-8/> [Note: this worked on my Windows 8.1 64-bit development machine]

13. Trademarks/Copyrights

In recognition of various software applications that could be / are referenced within this document, this trademark list has been created:

- Windows is a registered trademark of [Microsoft Corporation](#)
- Clarion is a registered trademark of [Softvelocity, Inc.](#)

This Windows-based software application was created using Clarion 10 and the following third-party templates / tools:

- BrowseExport - a registered trademark of Templates Clarion
- Capesoft Premiere - a registered trademark of Capesoft
- Capesoft StringTheory - a registered trademark of Capesoft
- Fomin Report Builder – a registered trademark of FominTools
- GWB HTML Help Templates – a registered trademark of ComforMark Pty Ltd
- Handy Tools - a registered trademark of Gus Greces
- Icetips Utilities Templates – a registered trademark of Icetips
- Query Wizard – a registered trademark of AuraTek International
- SuperStuff - a registered trademark of Mitten Software
- vuLimiter - a registered trademark of ValUtilities
- wPdfControl - a registered trademark of WPCubed

14. End User License Agreement (EULA)

- a. Ownership: Software by Daughtry is the owner of MP3Trak; information entered by a licensed user into a MP3Trak database file is owned by the licensed user.
- b. Hacking: A licensed user is not allowed to reverse engineer, decompile, or disassemble MP3Trak.
- c. Distribution: A licensed user is not allowed to sell a copy, lease, sublicense, rent, distribute, or donate MP3Trak.

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- d. License Transfer: A licensed user is not allowed to transfer their MP3Trak user license to a non-company entity.
- e. Liability: Software by Daughtry is not responsible for damages, real or perceived, by a licensed user that occurs during the use of MP3Trak.
- f. Installation: A licensed user is authorized to install ONE copy of MP3Trak per physical location; at that physical location, the number of employees that can use MP3Trak are unlimited. A physical location is defined as a permanent structure / dwelling that occupies one zip code. A company network file server is defined as a physical location per this EULA.
- g. Backup: The licensed user is responsible for backing up MP3Trak database files on a recurring basis to protect against data loss.
- h. Support: Software by Daughtry agrees to provide the licensed user with technical support, via email, that is directly related to the operation of MP3Trak and coordinate application feature suggestions. Software by Daughtry will evaluate MP3Trak technical support requests on a case-by-case basis to determine if the troubleshooting request is related to MP3Trak or if the situation requires your company's Information Technology support division to resolve. The licensed user agrees to provide adequate information to Software by Daughtry to assist in the investigation and to confirm that any problems have been resolved. Software by Daughtry does not provide a guaranteed response time but will make a good faith effort to answer emails within twenty-four hours or less during weekdays, excluding U.S. holidays.
- i. Maintenance: Software by Daughtry retains the right to charge for MP3Trak software updates if it feels the programmatic changes are significant. Software by Daughtry generally provides a software update at no charge if the update fixes a significant application problem that evaded the beta testing development phase and will notify the licensed user via email of the update.
- j. Payment Terms: All fees and other amounts paid to Software by Daughtry are non-cancellable and non-refundable. A user license will not be granted by Software by Daughtry without payment in full.

By installing, copying, downloading, accessing or otherwise using MP3Trak, you agree to be bound by the terms defined in the MP3Trak EULA. If you do not agree to the terms of this agreement you have no rights to MP3Trak and should not install, copy, download, or use MP3Trak.

15. Contact Information

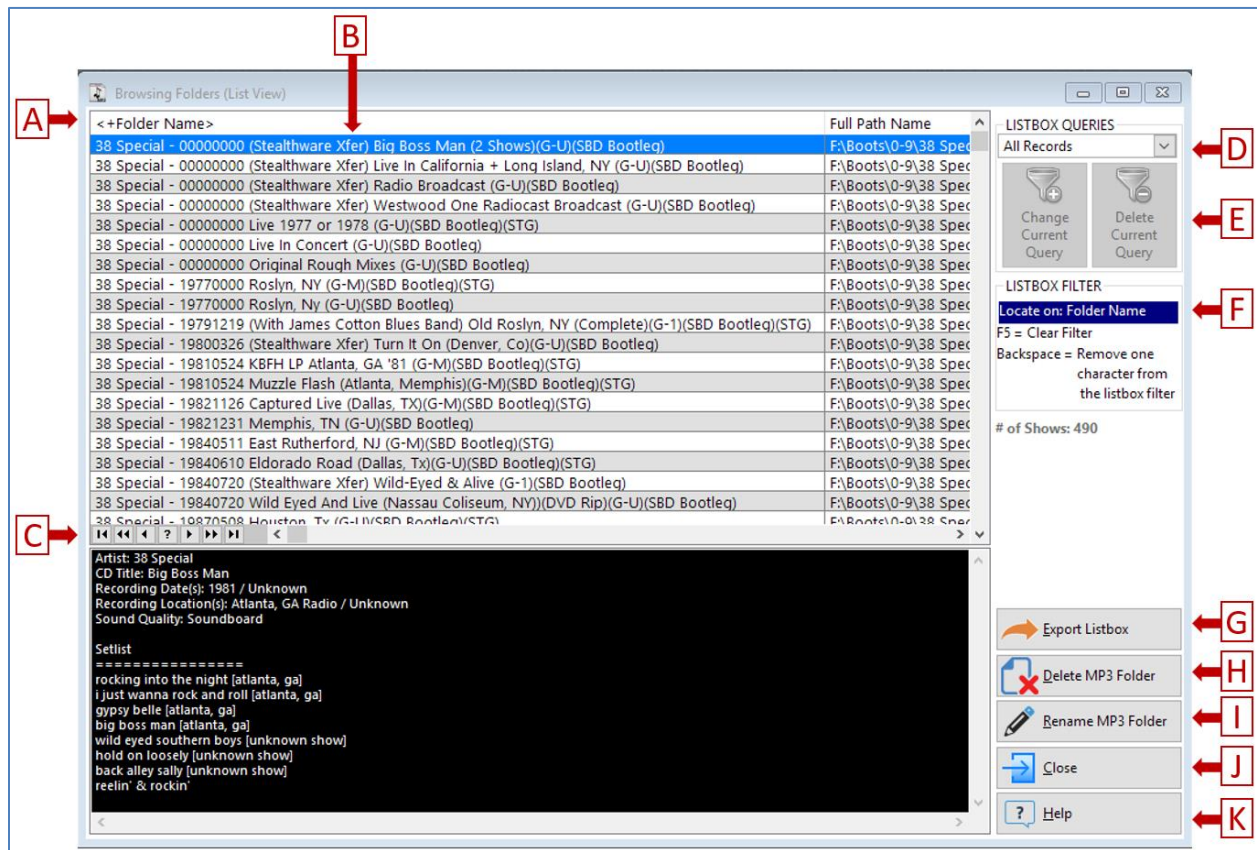
You can contact the author at email address: scott@sdaughtry.com

You can obtain additional information regarding software updates at the author's website: <http://www.sdaughtry.com>

16. 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:

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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.

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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: Select an existing query from a droplist of saved queries to limit information being displayed within the listbox (e.g. database records containing "Soundboard")

E: Buttons to change or delete the currently active query from the query database.

F: This space shows you the currently active listbox filter condition that is currently limiting database information being displayed within the listbox. A filter is created when you start typing a text string - the currently active sort column will start limiting the database records displayed within the listbox that match the filter condition that you've typed. Pressing the F5 key will remove the filter condition to display all database records. Pressing the BackSpace key will remove the last character of the filter condition you've typed.

G: Export the information currently displayed in the listbox to a HTML web page or Excel spreadsheet (if installed on this computer) via a popup window.

H: Delete the hard drive folder associated with the MP3 title that the listbox is currently highlighting. A popup warning message is displayed to confirm the folder deletion. If YES is selected, the hard drive folder and its contents are deleted and then the corresponding MP3Trak database record is then deleted. The deletion of both are permanent.

I: Rename the hard drive folder associated with the MP3 title that the listbox is currently highlighting via a popup window.

J: Close this window.

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K: Display this help information.

The right side of this browse screen also features non-editable text that displays additional information for the currently highlighted database record that is displayed under the listbox. This text was imported from a *.TXT file located in this MP3 folder into the MP3Trak database. When the database record changes within the listbox (by left clicking the mouse on a different listbox entry or using the keyboards up/down/PgUp/PgDn keys) this information is automatically refreshed. If no *.TXT file was found in the MP3 folder during the folder scan this box will be empty.

17. 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 Cincinnati, it will automatically filter out database records where the database field "city" doesn't contain "Cincinnati". 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. The developer might also choose to provide a list of pre-defined filters for the end user to select to limit output or enable the end user to build/save/reuse filters via a Query-by-Example module before the report is generated and output to a print preview window.

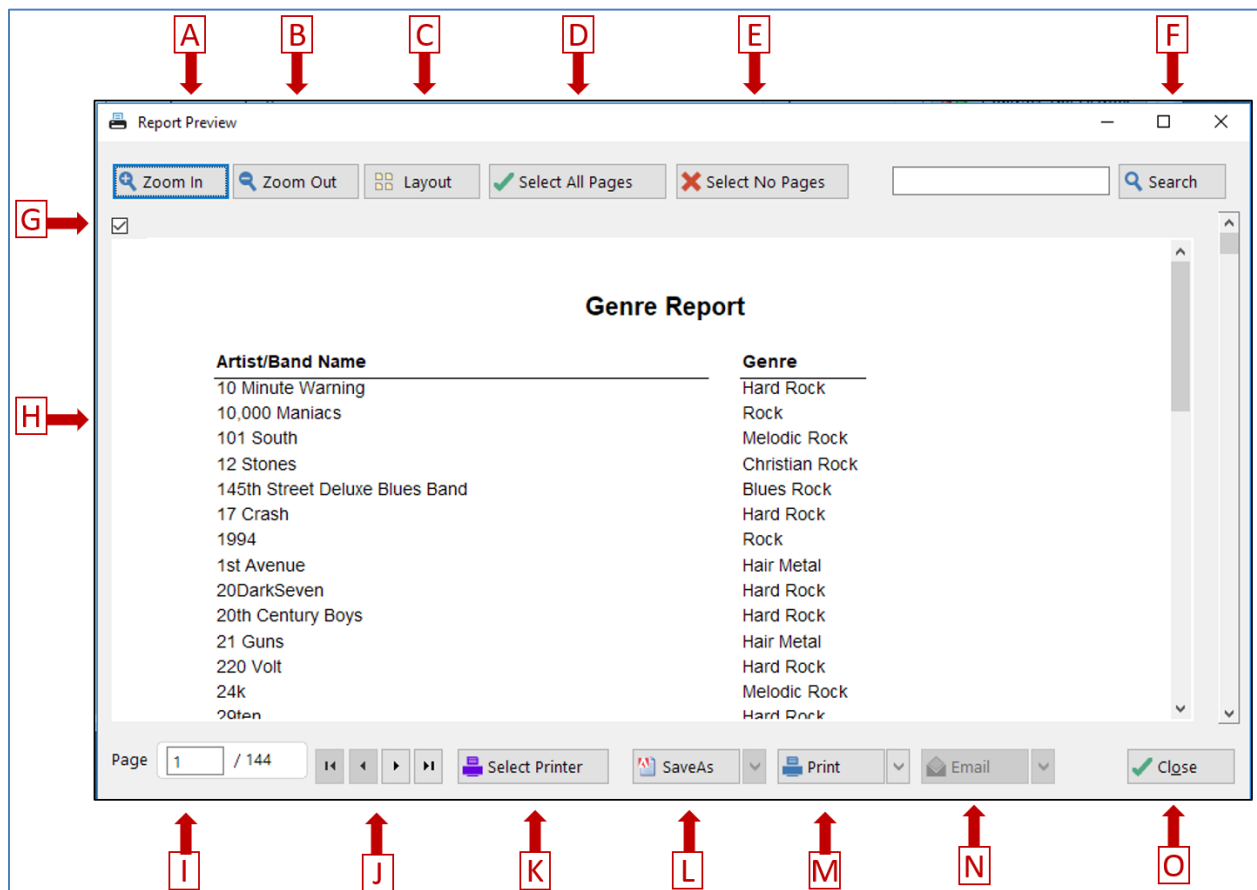
Depending on the complexity of the report, the time required to generate the report can range from a few seconds to a few minutes (especially if the database is large; your computer network is operating slowly; the report-building phase is conducting a large

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number of complex mathematical calculations or reformatting database fields for improved readability).

18. Basics - Print Preview Screen

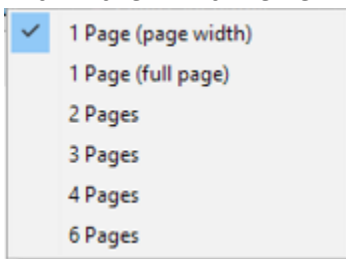
Application reports that aren't sent directly to a printer or to a file that is created, and then stored, on your computer's hard drive are sent to a Print Preview screen which allows you to view the report in its entirety without printing it; selectively print page(s) of the report; search for information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



- A. Button to increase the print preview zoom (i.e. make text larger).
- B. Button to decrease the print preview zoom (i.e. make text smaller).

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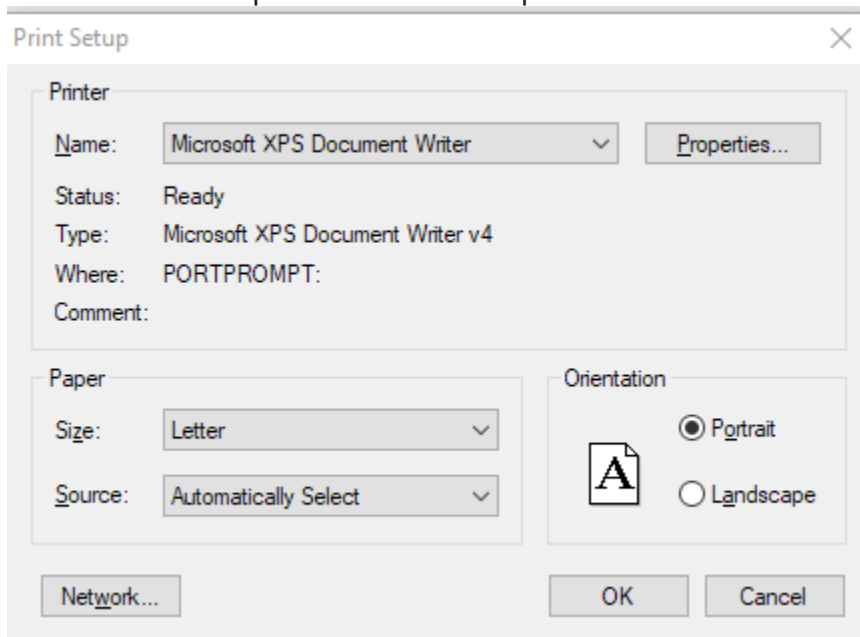
- C. Display a droplist of options to change the number of report pages that are displayed within the Print Preview window:



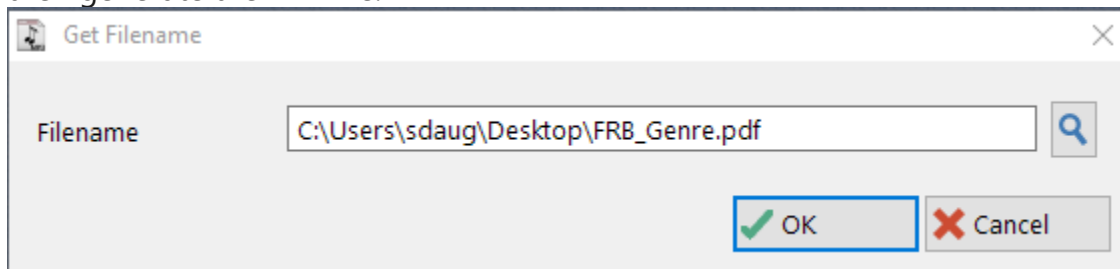
- D. Select all of the report pages to print or save to an external file.
- E. Deselect all of the report pages.
- F. Search for text within the report after left clicking the mouse in the blank entry field (displayed to the left of this button) to enter text; clicking this button will execute the search throughout the entire report. The text search is case insensitive. When this button is clicked the first page that the text string was located will be displayed onscreen; clicking the mouse button again will search for the next report page that contains the text string.
- G. This checkbox toggles the currently displayed report page from being printed (or saved to an external file) when checked; an empty checkbox means this report page will not be printed or included in the saved external file. This checkbox is checked by default (i.e. all report pages will be sent to a printer or external file).
- H. The print preview area that displays the report's content. Everything displayed within this region is sent to the printer or external file.
- I. Change the numeric value in the entry field to "jump" to that report page. The total number of pages within this report is displayed after the "/" slash symbol.
- J. VCR style buttons to navigate through the report (1st page | Previous Page | Next Page | Last Page)

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- K. Display the standard Windows printer selection pop up window to redirect output to another installed printer on this computer

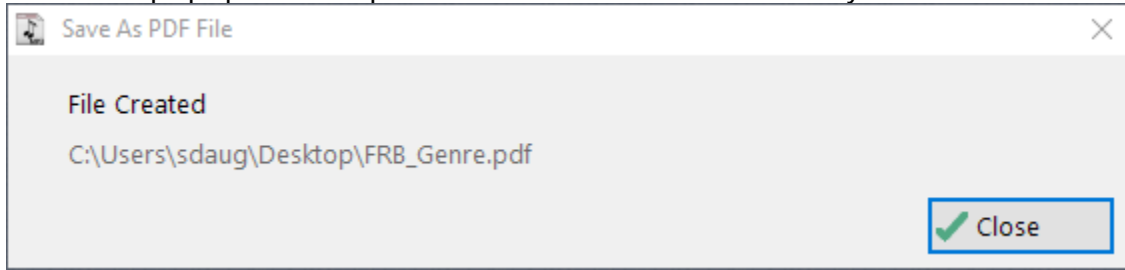


- L. Save this report to an Adobe Acrobat *.PDF file on your computer. Adobe Acrobat does NOT have to be installed on your computer to save any report to a PDF file. A pop-up window will request the filename for the PDF file - the default folder to save the PDF file to is the currently logged on Windows' account's DESKTOP folder; you can manually type a path\filename or click the lookup button displayed to the right of the entry field to navigate to the desired folder location. Click the OK button to then generate the PDF file:



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.. and this popup will be updated when the file is successfully created:



- M. Print the report [note: no pop-up window will be displayed to confirm the print job - whatever printer is currently configured as the default printer will receive the report job to print].
- N. This button is typically disabled; if enabled (i.e. clickable) it will open your installed email client application (e.g. Microsoft Outlook) and attach this report to a new email.
- O. Close the print preview window

This print preview can be resized like any other Windows application window by dragging a window corner in a desired direction.

19. Basics - Queries

Situations arise when viewing information onscreen or generating a report that you don't want to see/print everything stored within a database file – you want to see/print 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".

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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 help walk 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!

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:

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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?

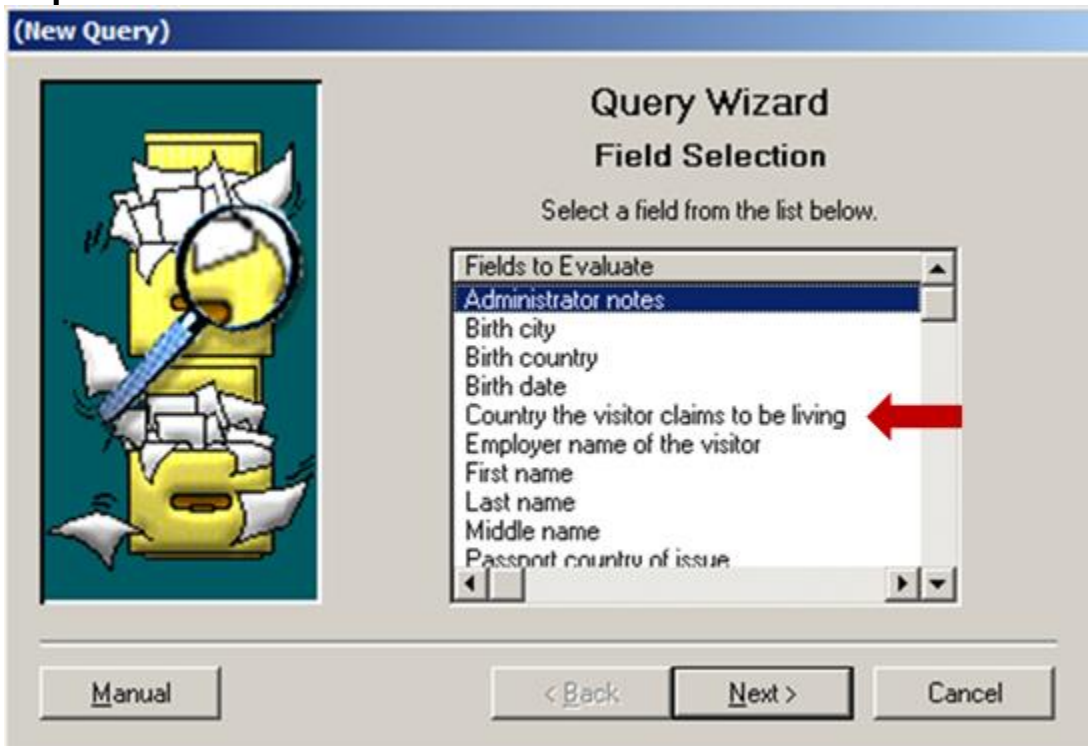
For example, the three steps described above, in English terms, could be described like this:

Show only the database entries 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



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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

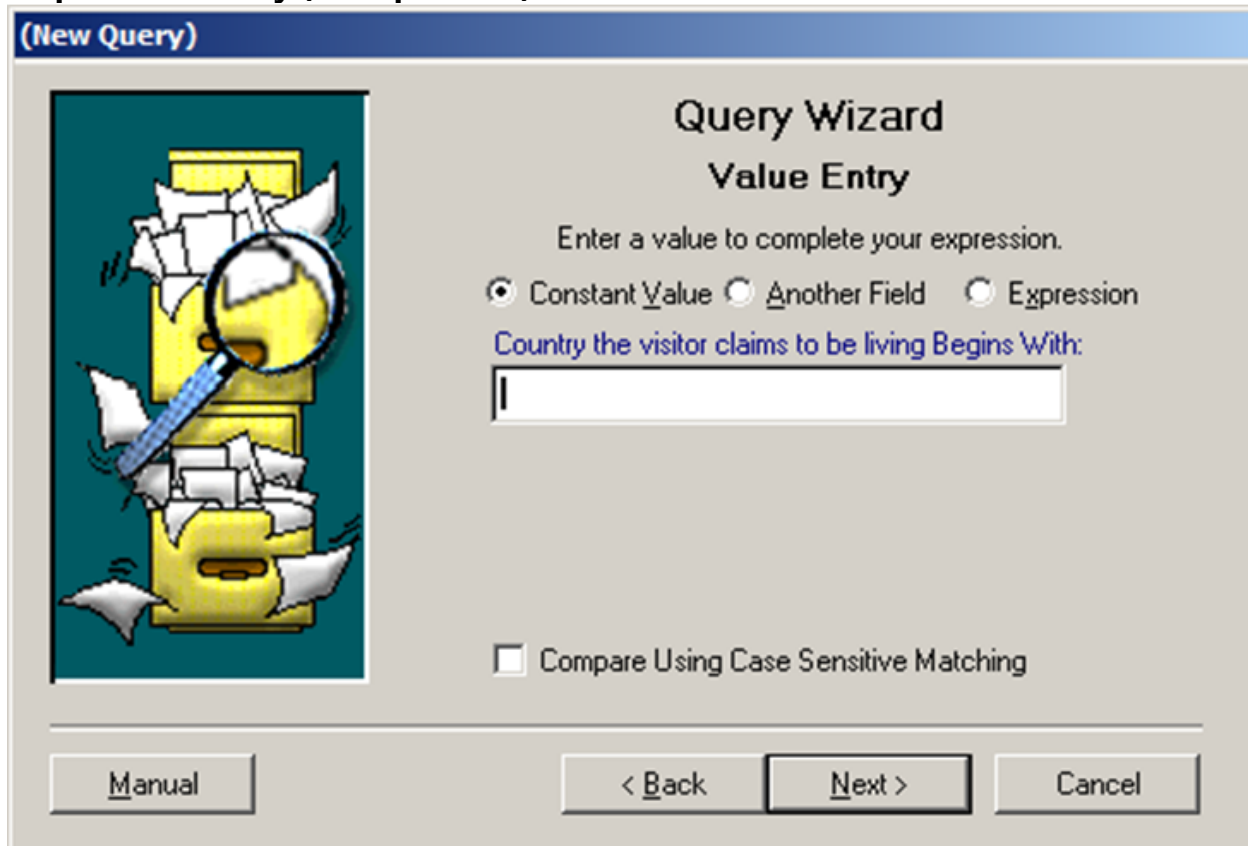


As shown above, the QBE wizard module is asking how the selected field ("Country the visitor claims to be living") will be evaluated. Some of the operation choices are used only for database fields that contain only number values (Is Greater Than, Is Less Than, Is Greater Than Or Equal To, Is Less Than 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.

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Step 3: Value Entry (For Operation)



Query Wizard
Value Entry

Enter a value to complete your expression.

☒ Constant Value ☐ Another Field ☐ Expression

Country the visitor claims to be living Begins With:

☐ Compare Using Case Sensitive Matching

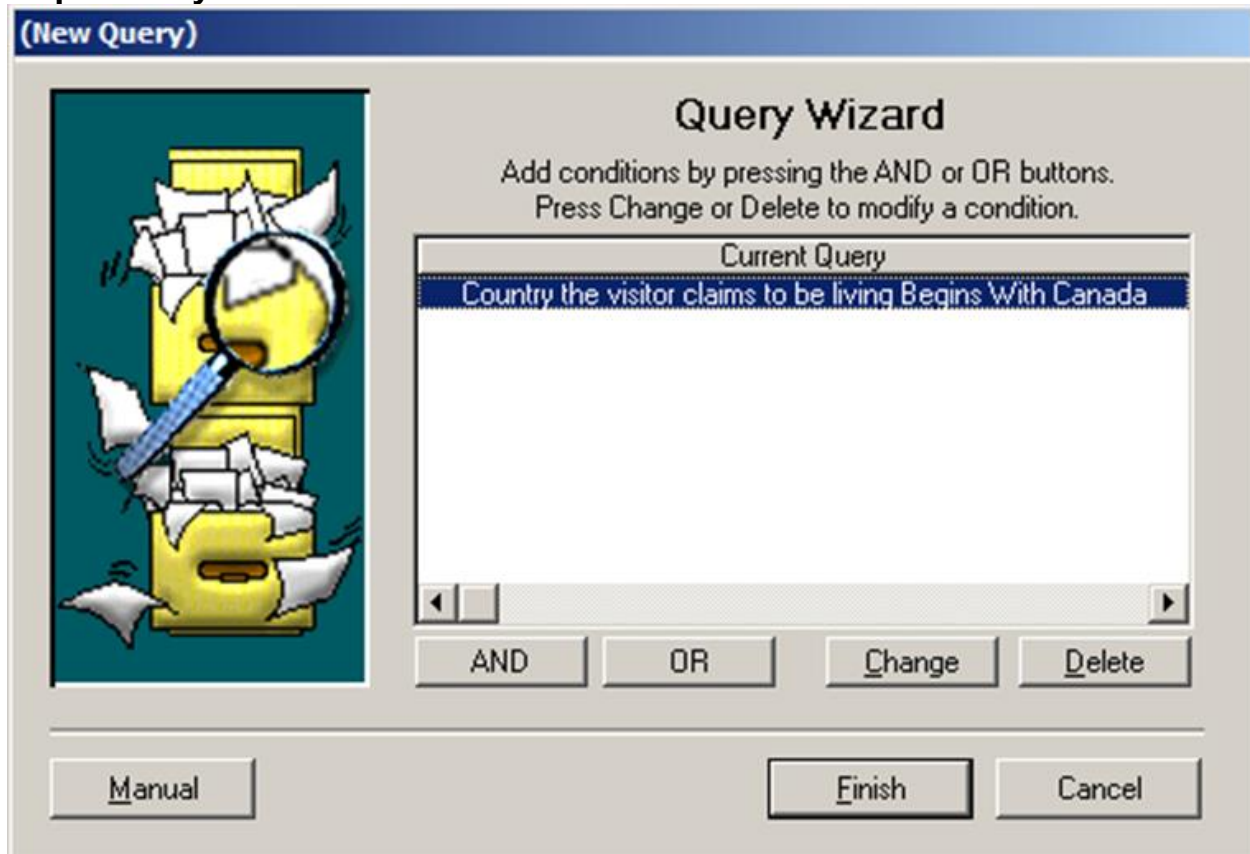
Manual < Back Next > Cancel

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.

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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

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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

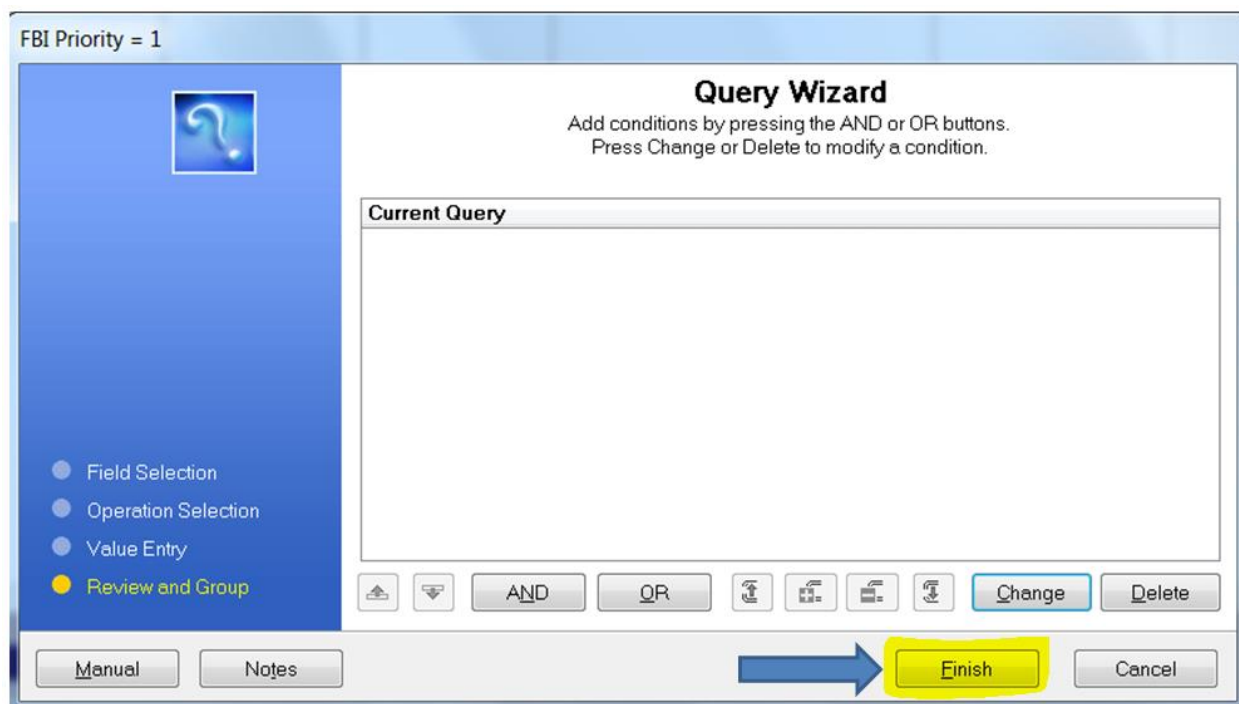
Visitor Name = Spuds McKenzie from Brazil visiting ACME

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.

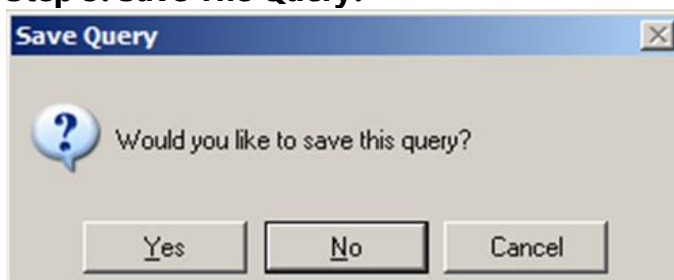
The query (Country Begins with Canada OR Location Visited Equals ACME) would flag all three database records, since each has at least one portion of the query that could return a value of TRUE.

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:

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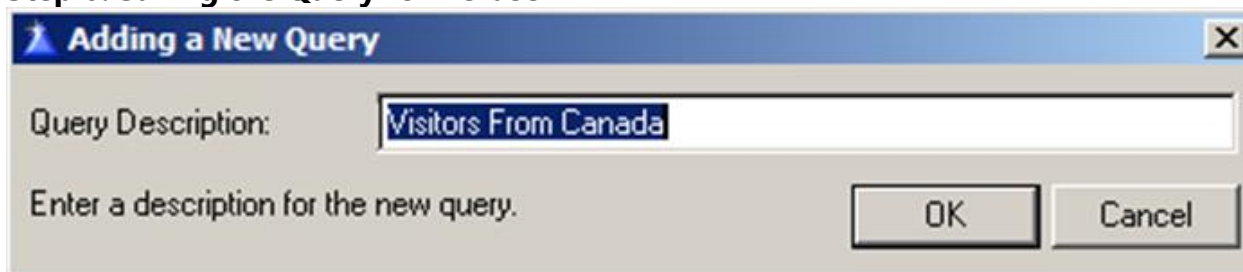


Step 5: Save The Query?



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



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

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:

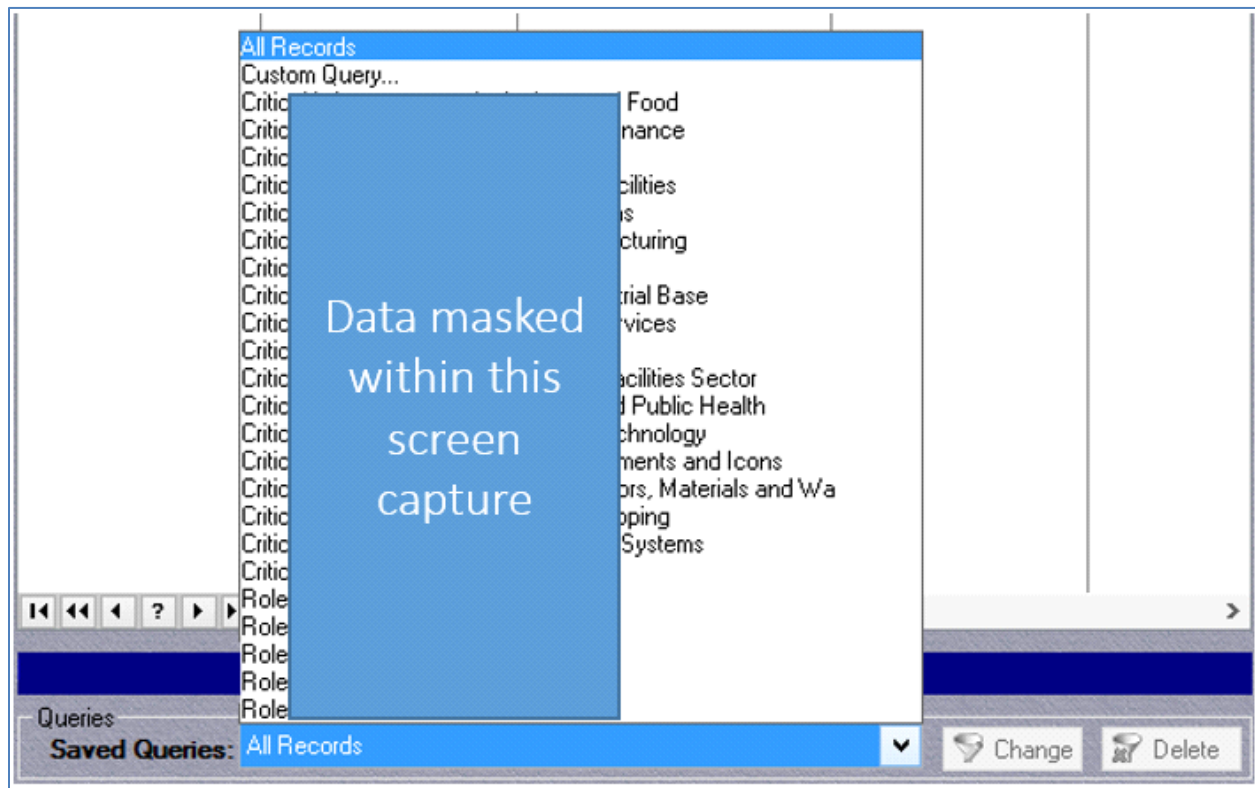
1. A Browse Window – the QBE is used to “hide” information from being displayed within the listbox control
2. Before a report is generated to the Print Preview screen – the QBE is displayed onscreen to enable the report's output to contain either all, or a subset of, the database that the report is generated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

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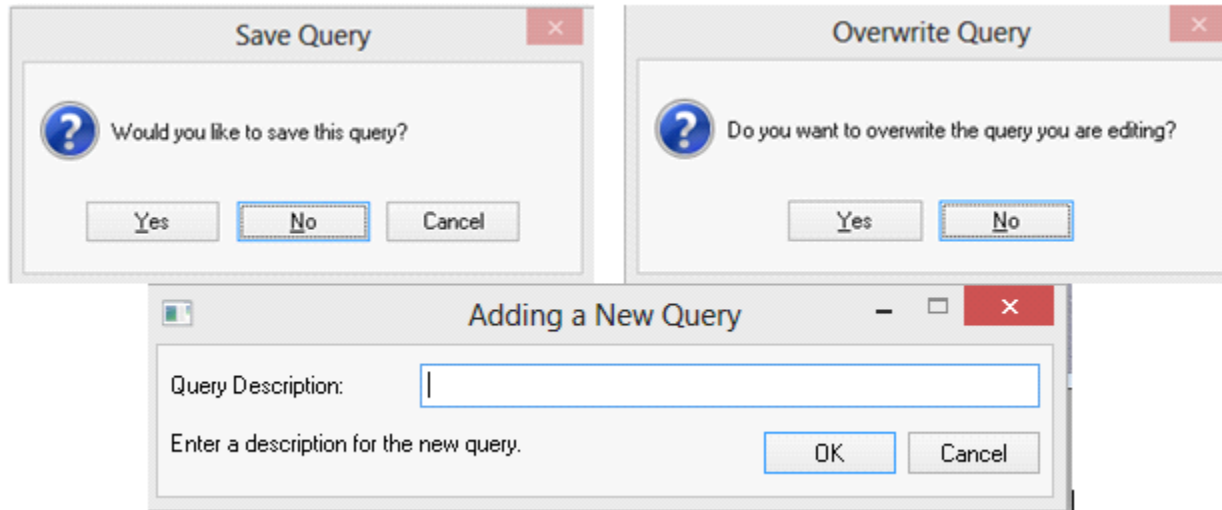


At the top of the query list is the option titled '**All Records**' – if selected from the query list any active query is cancelled and all database records are displayed within the listbox. The second item within the query list is the option titled '**Custom Query...**' if selected, the QBE Wizard will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

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Query By Example (QBE Expression Type)

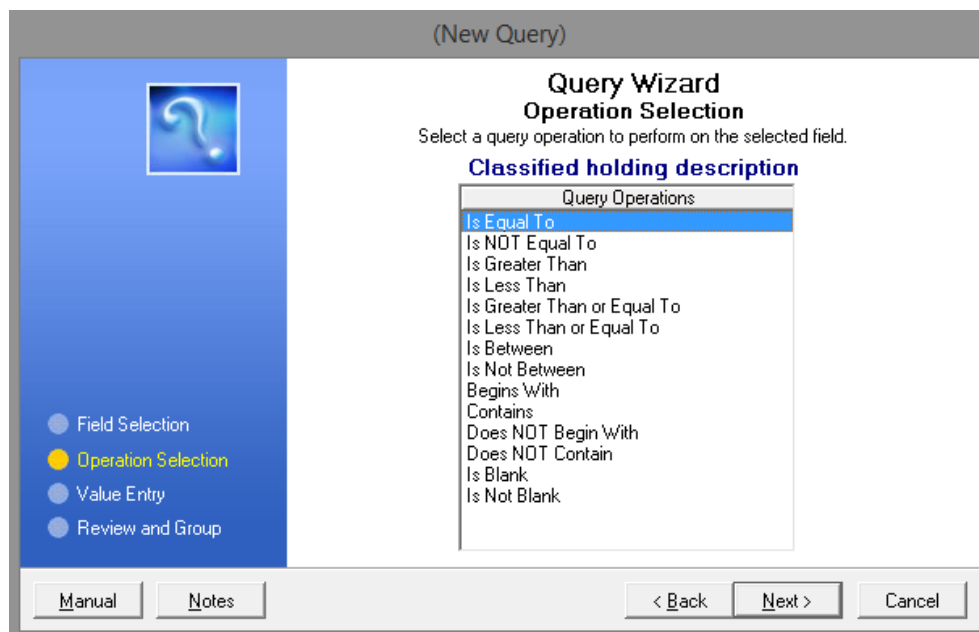
[Note: screen captures used in this section may not resemble those in this application; however, the concept of operation will remain the same]

'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**:

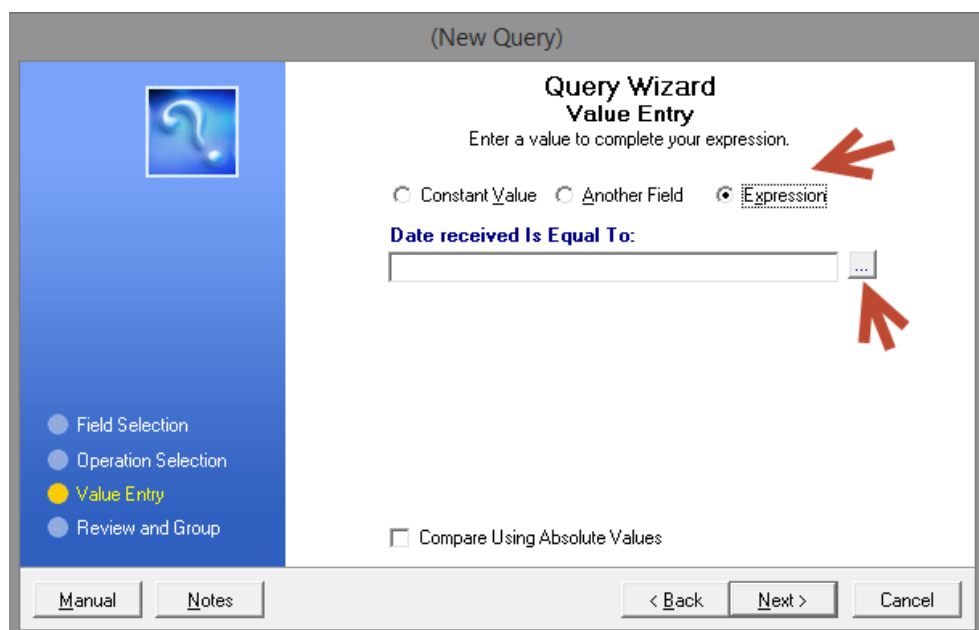


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and then the OPERATOR is chosen and the **NEXT** button is clicked:

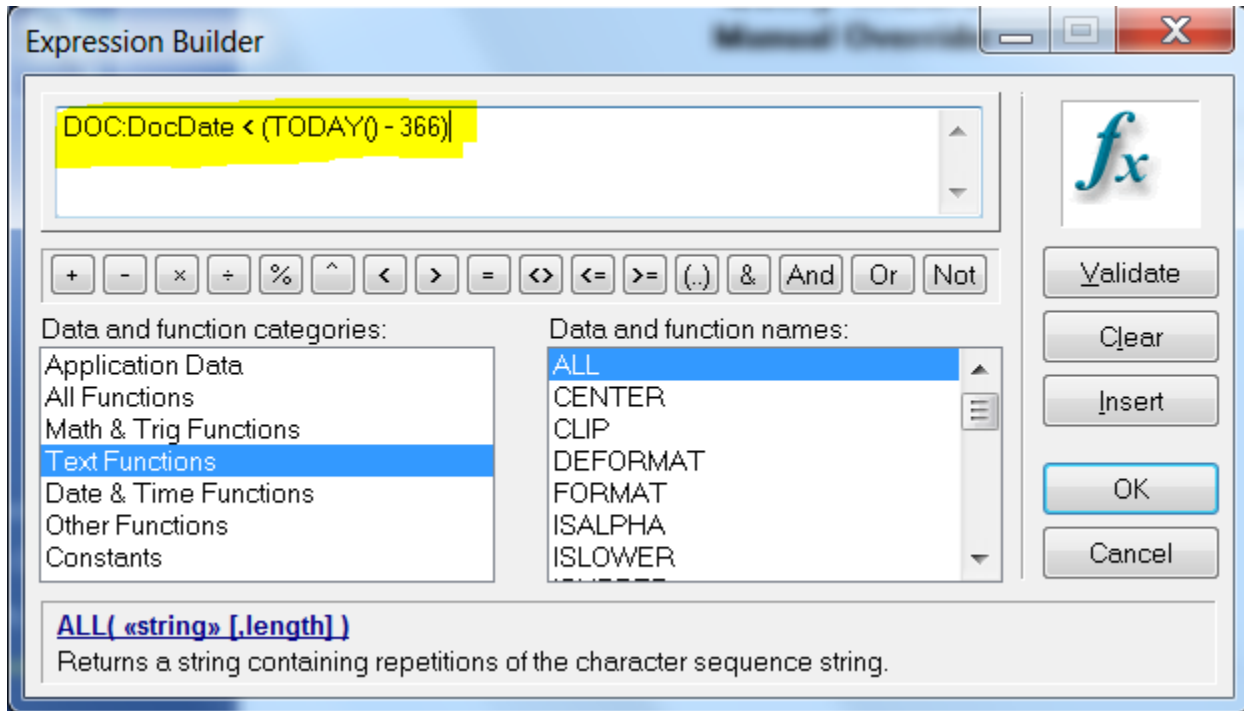


By default the radio button 'Constant Value' is selected; click the 'Expression' radio button, which will display a clickable box next to the data entry field:



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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.

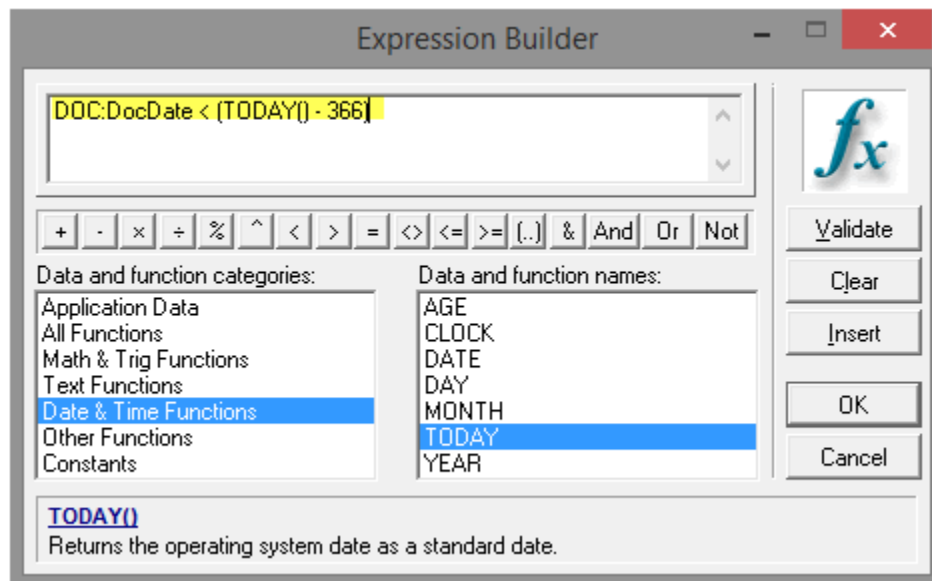
When a selection is clicked on the left listbox (e.g. Text Functions), the right listbox will display legitimate choices for that item. By default, the 'Application Data' entry is selected in the left listbox, which displays every database field in the application in the right listbox.

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

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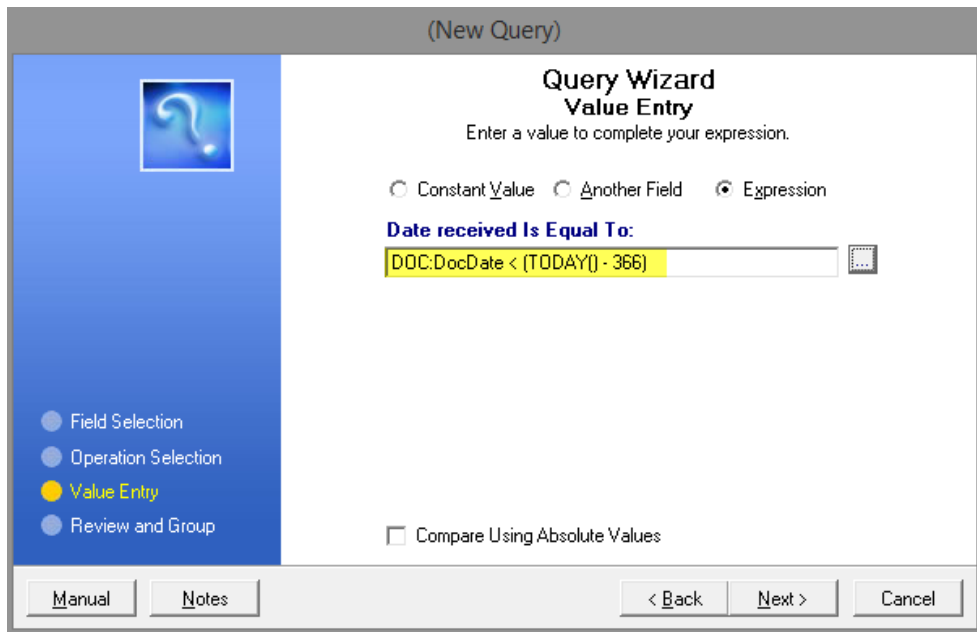
built, click the 'OK' button to close the Query Builder window and insert the completed query expression into the query wizard.

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:

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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

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- **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
 - $\text{TODAY() - DOC:TransmitDate} > 30$
- **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
 - $\text{YEAR(DOC:TransactionDate)} < 2001$

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
 - $\text{INLIST(DOC:ZIPCODE, '87105', '87113', '87121')} > 0$
- **INRANGE(expression, low, high)**; returns TRUE if the value of the expression is within the low/high range.

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- 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)

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- 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'

Query By Example (QBE Picture Statements)

Date Picture Parameters:

Date Picture	Output Format	Output Result
@D1	MM/DD/YY	10/31/59
@D1>40	MM/DD/YY	10/31/59
@D01	MM/DD/YY	01/01/59
@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	31/01/59

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@D6	DD/MM/YYYY	31/01/1959
@D7	DD MMM YY	31 OCT 59
@D8	DD MM YYYY	31 OCT 1959
@D9	YY/MM/DD	59/10/31
@D10	YYYY/MM/DD	1959/10/31
@D11	YYMMDD	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 for Long Date

Alternate Separators:

Date Picture	Output Format	Notes
@D1.	MM.DD.YY	Period separator
@D2-	MM-DD-YY	Dash separator
@D5_	DD MM YY	Space separator
@D6'	DD,MM,YYYY	Comma separator

Pattern Picture Parameters:

Picture	Input Value	Output Result
@P###-##-####P	215846377	215-84-6377
@P<#/#/#P	103159	10/31/59
@P(###) ###-####P	78545555	(305) 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

Date Picture Parameters:

Date Picture	Output Format	Output Result
@T1	HH:MM	17:30
@T2	HHMM	1730

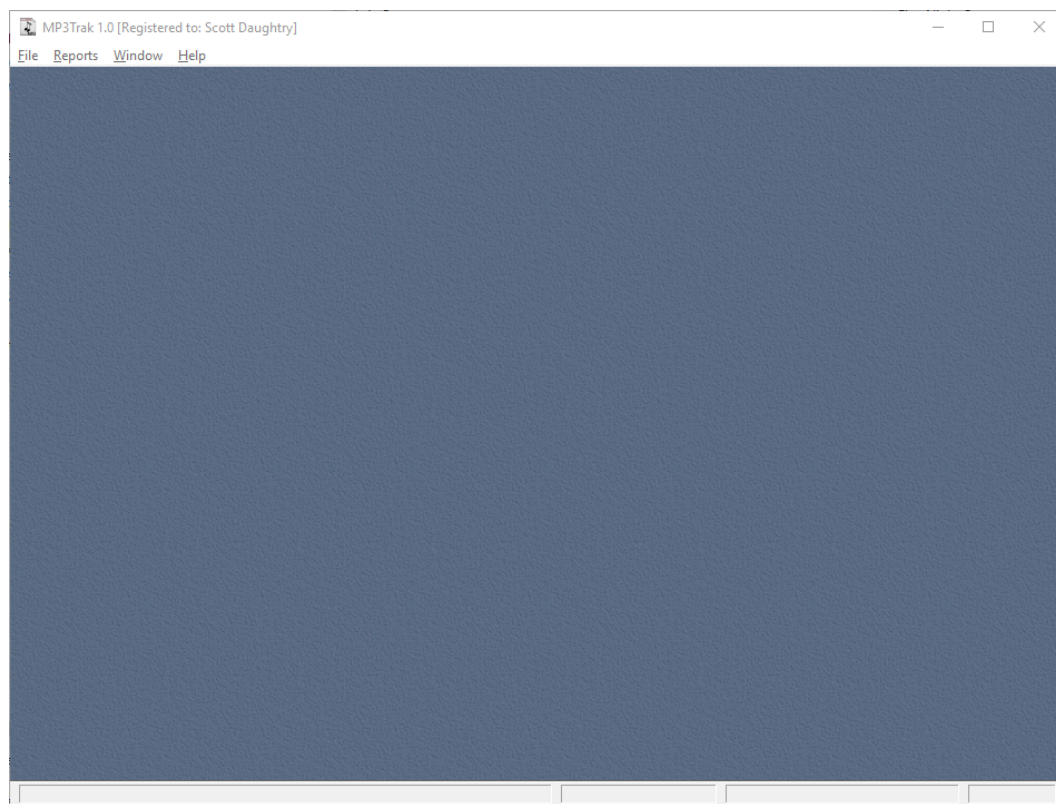
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@T3	HH:MMXM	5:30PM
@T03	HH:MMXM	05:30PM
@T4	HH:MM:SS	17:30:00
@T5	HHMMSS	173000
@T6	HH:MM:SSXM	5:30:00PM
@D7		Windows control panel setting for Short Date
@D8		Windows control panel for Long Date

Alternate Separators:

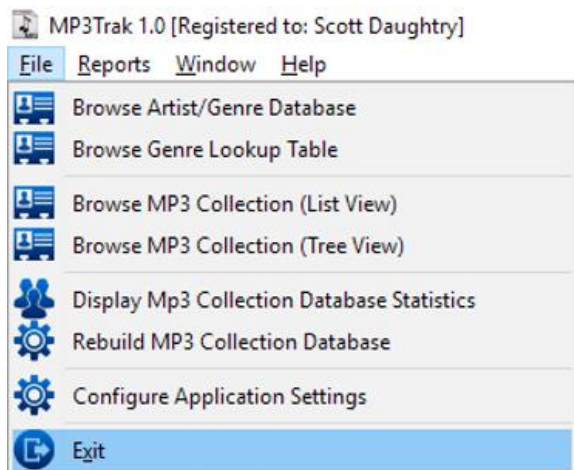
Date Picture	Output Format	Notes
@T1.	HH.MM	Period separator
@T1-	HH-MM	Dash separator
@T3_	HH MMXM	Space separator
@T4'	HH,MM,SS	Comma separator

20. Main Menu



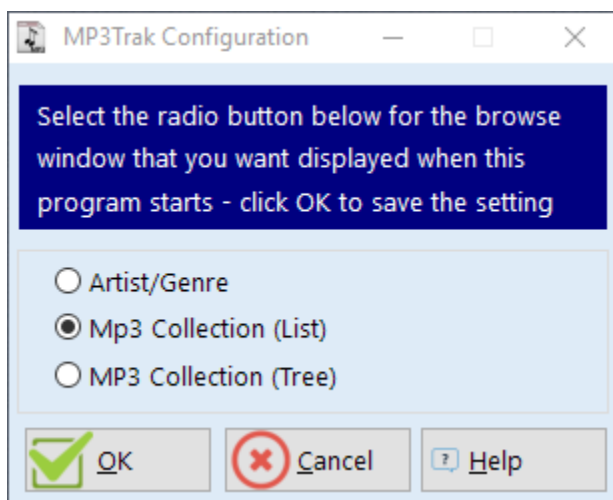
MP3Trak User's Manual (Software by Daughtry)

Mp3Trak uses the traditional Windows-style pull down menu to access its features:



20.1. Startup Browse Screen

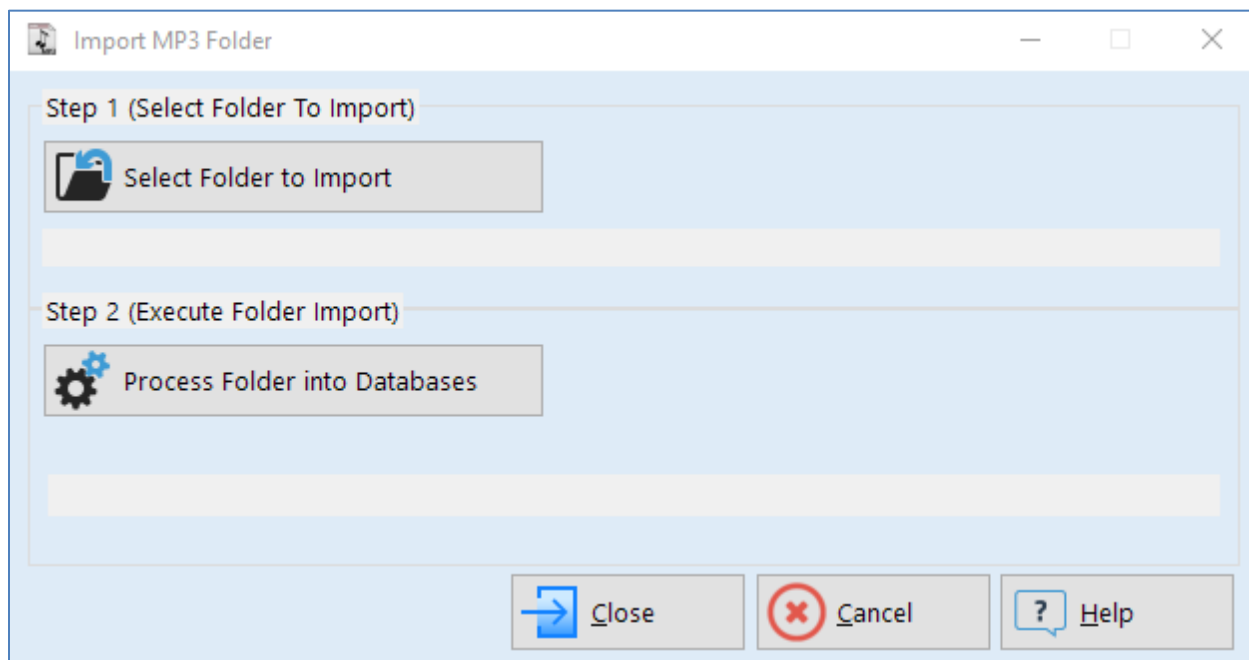
MP3Trak has three distinct browse screens (one for the Artist/Genre database and two for browsing the MP3 folders in very different formats). You can define which browse screen is automatically displayed onscreen when MP3Trak is started by left clicking the radio button associated with the desired browse screen and then click the OK button to save this configuration setting:



The choice is saved to the MP3 .INI file; the change takes effect the next time MP3Trak is started.

MP3Trak User's Manual (Software by Daughtry)

20.2. Import Folder (Rebuild MP3 Database)



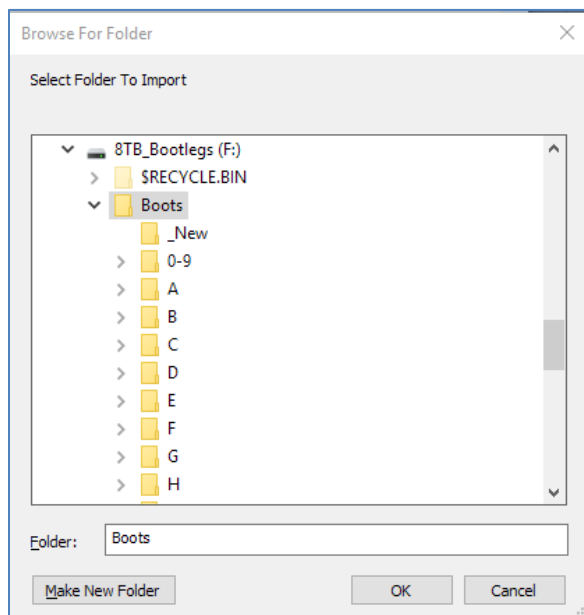
This window is used to erase, and then rebuild, the three MP3Trak database files used to track your MP3 music collection. This process does NOT do anything to your [Artist/Genre](#) database.

If you click the CLOSE button after opening this window the three MP3Trak database files are left untouched.

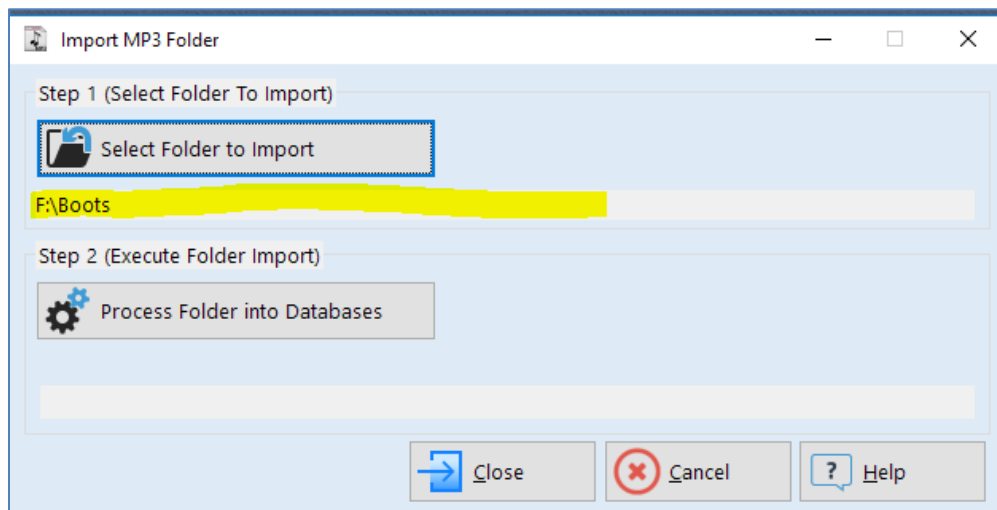
The process is divided into two steps:

1. Click the 'Select Folder to Import' button; a popup window is displayed onscreen to select the top-level folder that contains your MP3 file collection:

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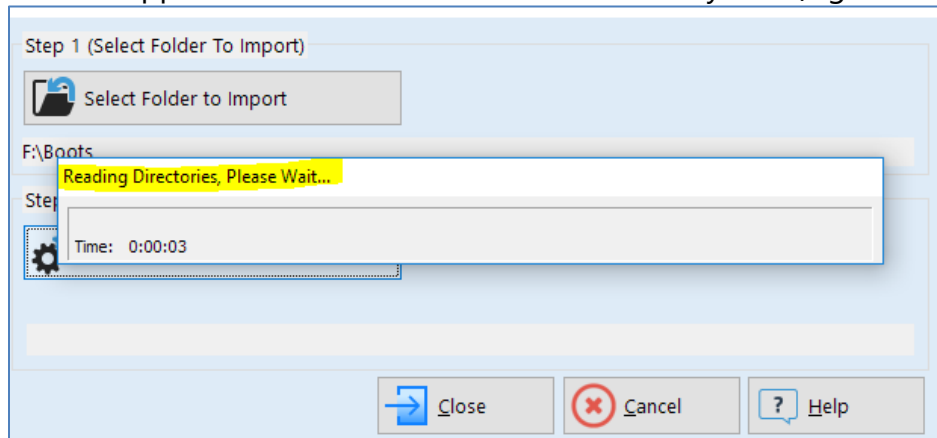
In the example above, the MP3 folders that need to be scanned are stored under the F:\Boots folder; it has been left-clicked with the mouse and then the OK button is clicked to select the path and return to the previous MP3Trak screen (notice the change to this window that is highlighted yellow in the below screen capture):



2. Click the 'Process Folder to Import' button. The three MP3Trak database files are closed, deleted from the MP3Trak folder, recreated and then reopened. A popup

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window appears onscreen that shows the directory tree (e.g. F:\Boots) being scanned:



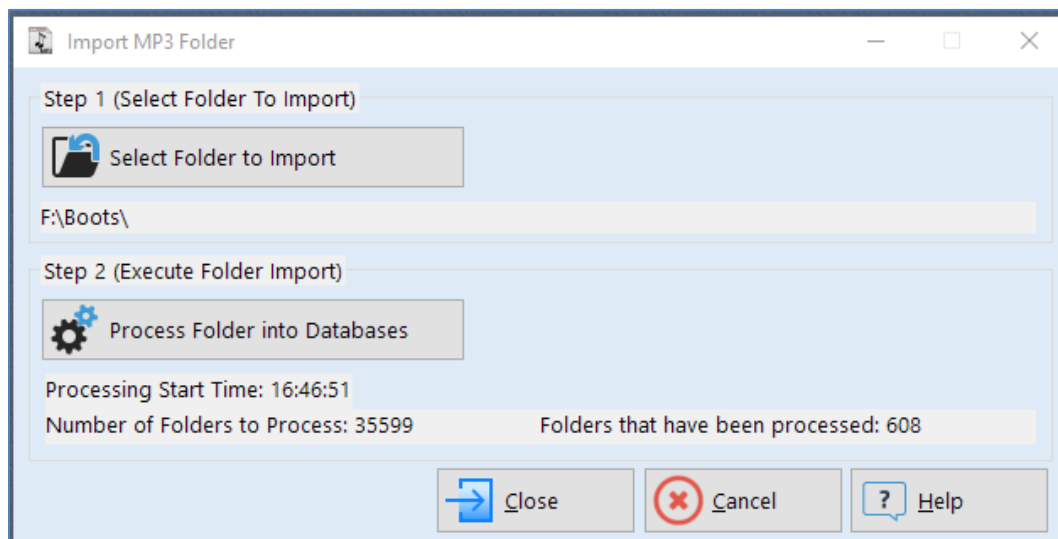
After the directory tree has been fully scanned and stored in memory, each of those folders are then scanned for their content and their file names are added into their appropriate database files:

- a. MP3ARTIS.TPS: Stores the band artist name
- b. MP3FOLDE.TPS: Stores the folder name
- c. MP3FILES.TPS: Stores the individual files (e.g. *.MP3; *.TXT; *.JPG) within each folder

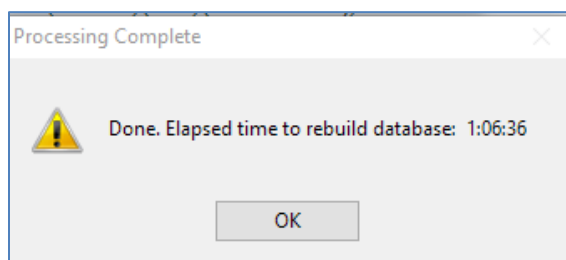
[Note: the length of time required to scan the directory tree and build a queue in memory depends upon the size of your MP3 collection and the speed of your computer. It is recommended that you close all other software applications to enable MP3Trak to leverage as much of your computer's memory and processor resources as possible].

After the directory tree has been scanned the popup window will close and the previous screen now displays the processing start time, the number of folders to process into the MP3Trak database files and a running counter of folders that have been processed:

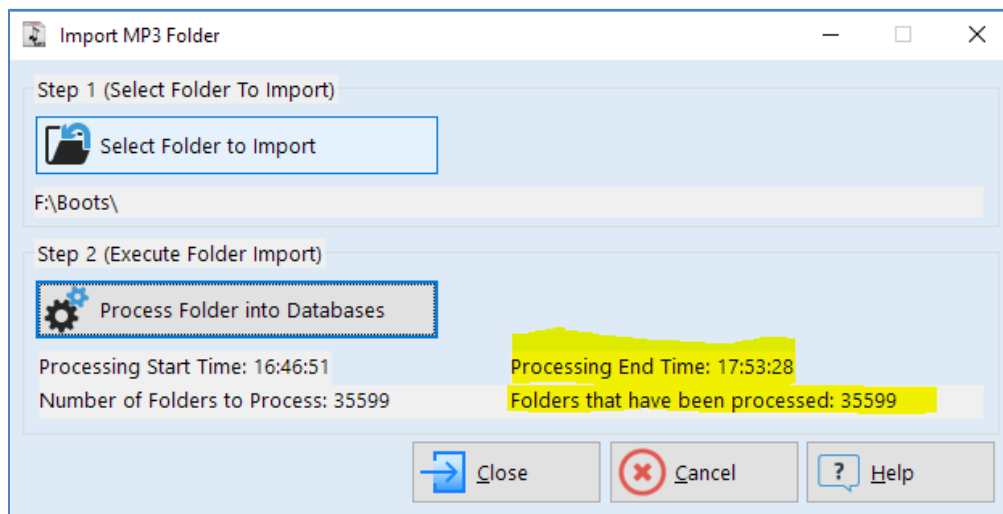
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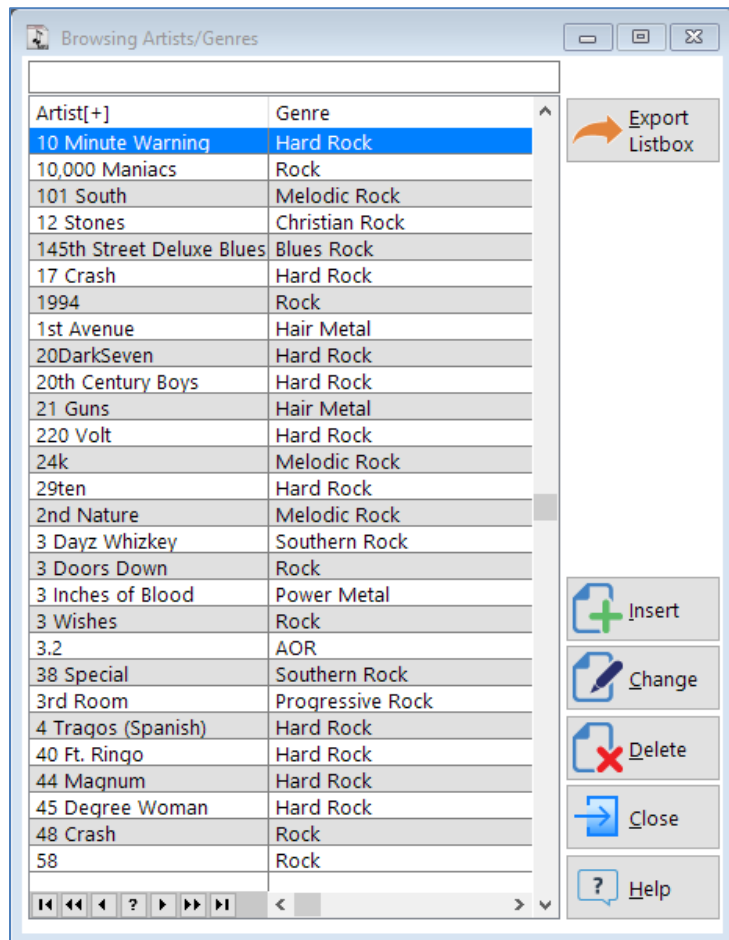
When the scan is completed a popup window will inform you of that scanning completion status:



and the window will be updated with the processing end time:



20.3. Browse Artist/Genre Database



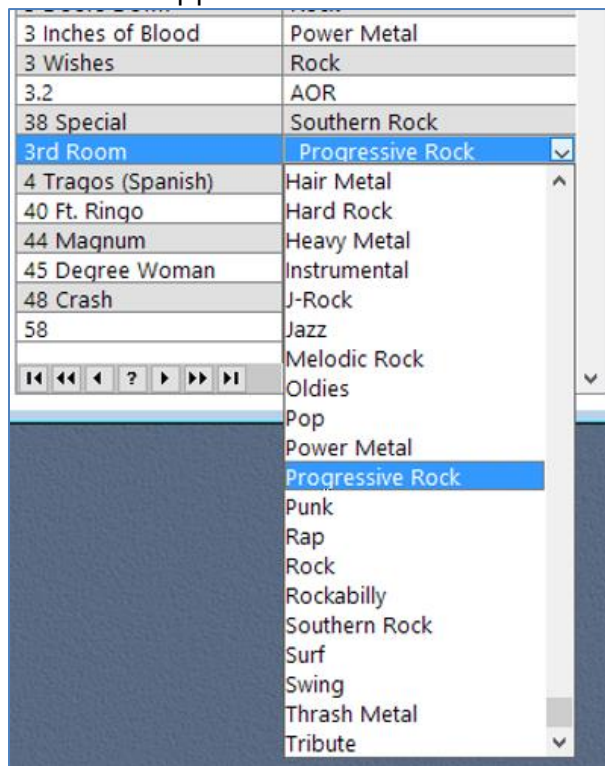
This window is used to browse the Artist/Genre database. This browse window is different in that it used an Edit-In-Place concept to add/edit information versus displaying a pop-up data entry window. Edit-In-Place is used for this browse screen:

EXPORT LISTBOX: Calls a [popup window](#) to export the listbox as it is currently configured (e.g. sort order) to a HTML or Excel file.

INSERT: Will create an empty cell within the listbox to enter a music genre category title. The entry field for the Genre column is validated against the lookup table to force a valid music genre to be saved for the artist. As you start typing a music genre title (e.g. Progressive Rock) the closest match is automatically filled into the entry field. This

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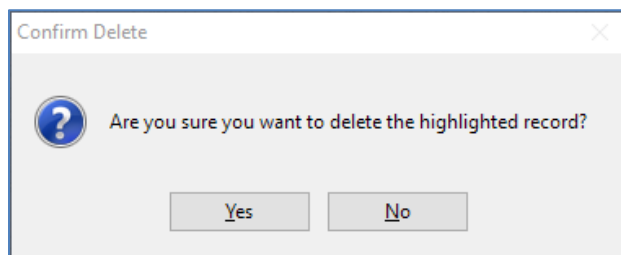
listbox field also can display a droplist of valid music genre entries by clicking the down arrow that appears onscreen:



Press the Enter key after highlighting the desired genre to insert its value into the listbox entry field.

EDIT: When clicked the currently highlighted browse line (e.g. '38 Special') changes background color and the cell's content can be modified via the keyboard; changes are saved to the database when the ENTER key is pressed.

DELETE: Deletes the currently highlighted listbox entry. The deletion is not reversible. A popup confirmation will appear to ensure you want to delete this entry from the database:

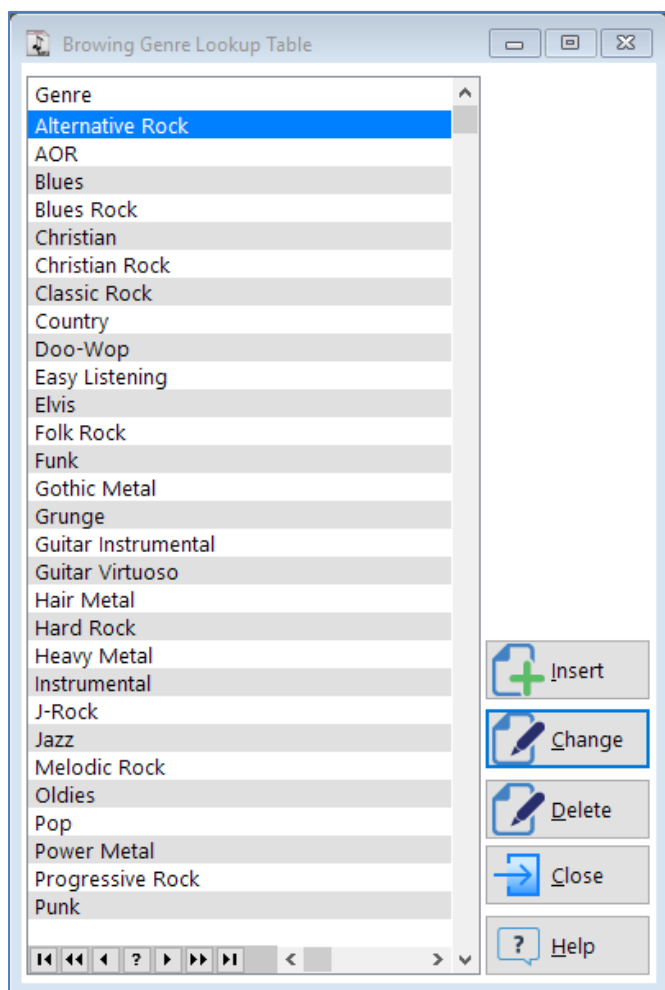


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CLOSE: Close this window

HELP: Displays this help information

20.4. Browse Genre Lookup Database

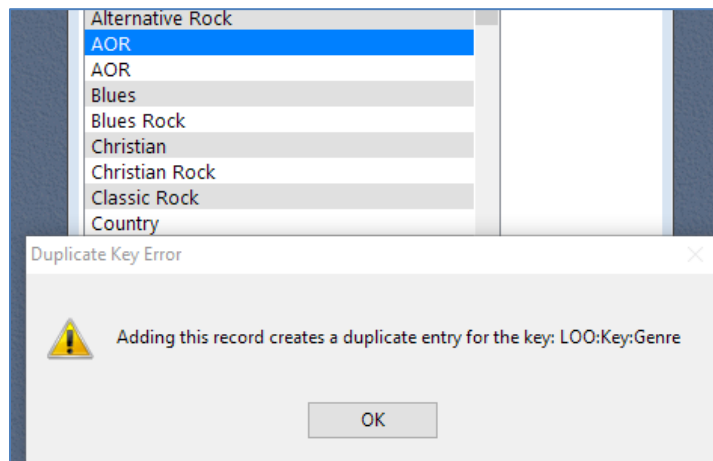


This window is used to browse the Genre lookup database that is used to validate information entered into the [BrowseGenre database](#). This browse window is different in that it used an Edit-In-Place concept to add/edit information versus displaying a pop-up window. Edit-In-Place is used for this browse screen:

INSERT: Will create an empty cell within the listbox to enter a music genre category title. Data validation does not allow an existing music genre to be added a second time

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to the database; for example, after clicking the INSERT button (or pressing the keyboard INSERT key) and trying to add another entry named 'AOR' a popup error message is displayed:



EDIT: When clicked the currently highlighted browse line (e.g. 'Christian') changes background color and the cell's content can be modified via the keyboard; changes are saved to the database when the ENTER key is pressed.

DELETE: Deletes the currently highlighted listbox entry. The deletion is not reversible.

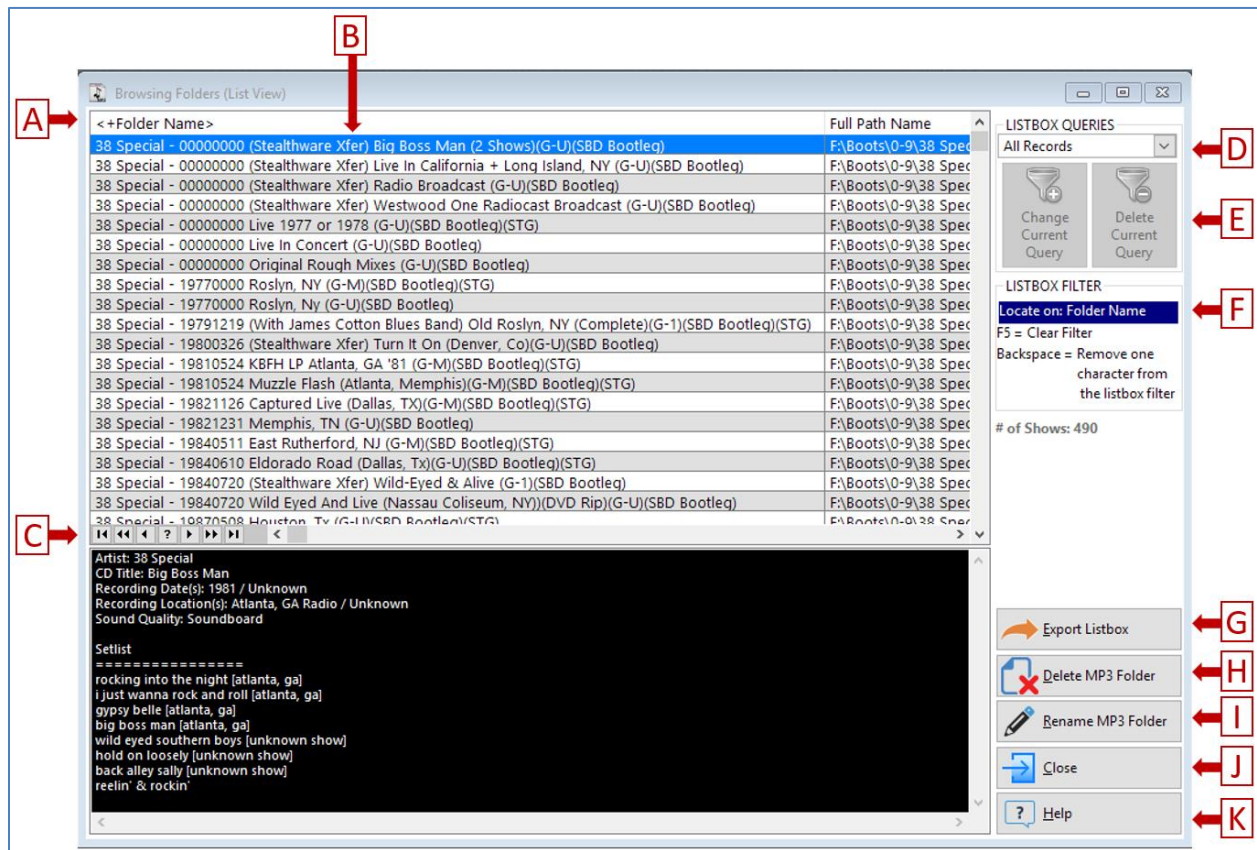
CLOSE: Close this window

HELP: Displays this help information

20.5. Browse Shows (List View)

This browse screen displays all of the MP3 folders that have been imported into the MP3Trak database. You can sort the information in various ways; you can limit what information is displayed onscreen by using the LISTBOX FILTER or LISTBOX QUERIES methods. You can export the listbox information to an external file (e.g. Microsoft Excel spreadsheet). You can rename a MP3 folder or delete a MP3 folder stored on your hard drive. Here is the main window:

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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.

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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: Select an existing query from a droplist of saved queries to limit information being displayed within the listbox (e.g. database records containing "Soundboard")

E: Buttons to change or delete the currently active query from the query database.

F: This space shows you the currently active listbox filter condition that is currently limiting database information being displayed within the listbox. A filter is created when you start typing a text string - the currently active sort column will start limiting the database records displayed within the listbox that match the word that you've typed. Pressing the F5 key will remove the filter condition to display all database records. Pressing the BackSpace key will remove the last character of the filter condition you've typed. The blue box will display the text that you've typed into the filter buffer that is currently limiting the records displayed within the listbox.

G: Export the information currently displayed in the listbox to a HTML web page or Excel spreadsheet (if installed on this computer) via a popup window.

H: Delete the hard drive folder associated with the MP3 title that the listbox is currently highlighting. A popup warning message is displayed to confirm the folder deletion. If YES is selected, the hard drive folder and its contents are deleted and then the corresponding MP3Trak database record is then deleted. The deletion of both are permanent.

I: Rename the hard drive folder associated with the MP3 title that the listbox is currently highlighting via a popup window.

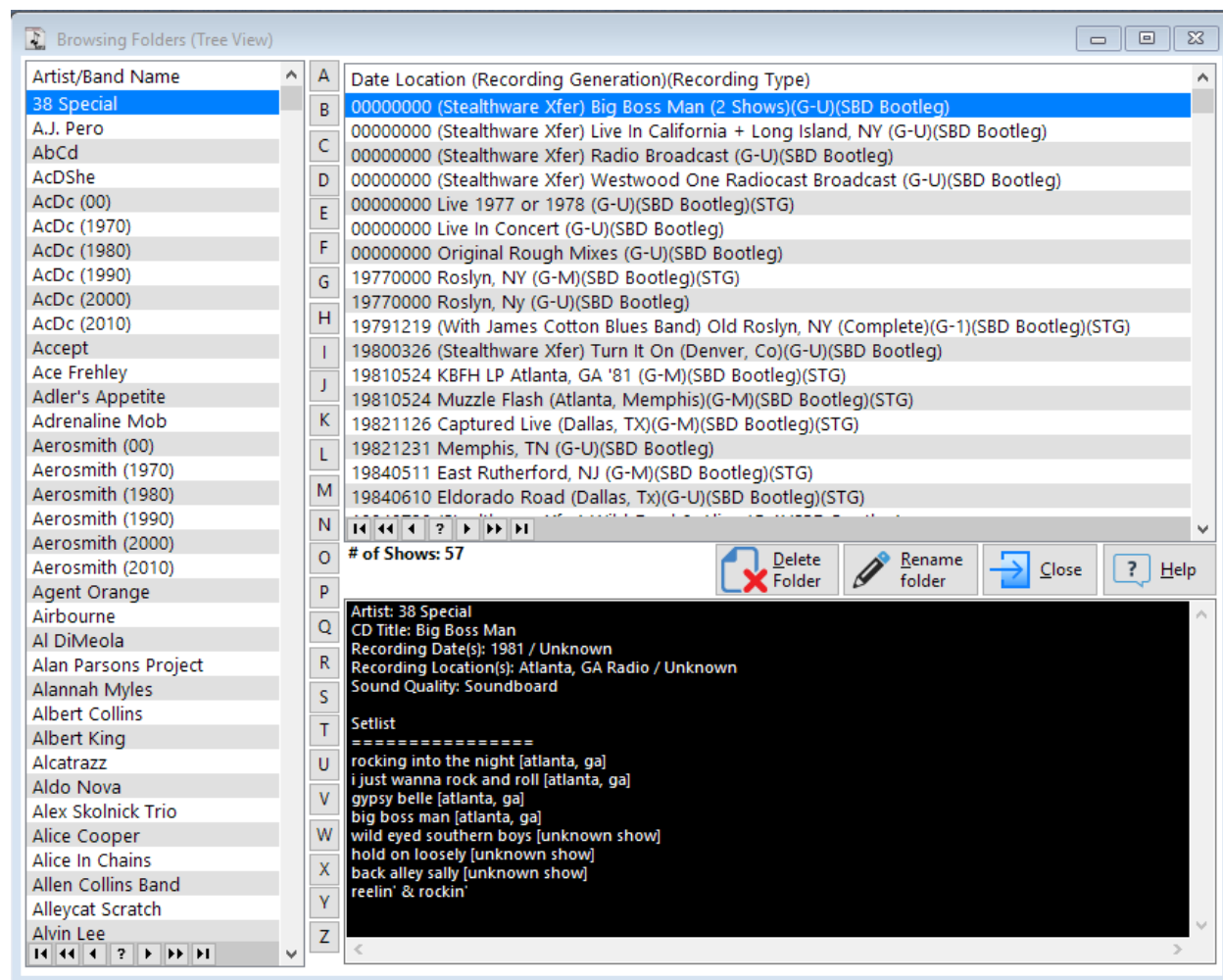
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J: Close this window.

K: Display this help information.

The right side of this particular browse screen also features non-editable text that displays additional information for the currently highlighted database record that is displayed under the listbox. This text was imported from a *.TXT file located in this MP3 folder into the MP3Trak database. When the database record changes within the listbox (by left clicking the mouse on a different listbox entry or using the keyboards up/down/PgUp/PgDn keys) this information is automatically refreshed. If no *.TXT file was found in the MP3 folder during the folder scan this box will be empty.

20.6. Browse Shows (Tree View)



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This window displays the same database information as the [BrowseShows](#) window, but uses a linked listbox display to group together the bands/artists in the left listbox and the shows for the highlighted band/artist in the top right listbox. When a different band/artist is clicked in the left listbox the top right listbox is refreshed to show the folders for them only.

Left listbox tricks/tips

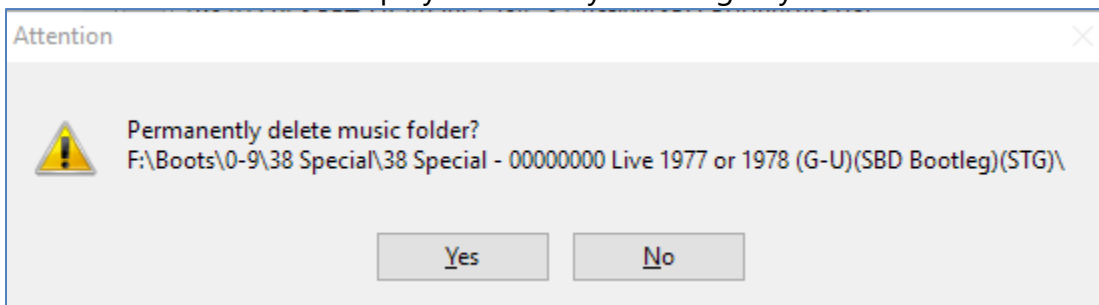
- The column can be sorted in ascending [+] or descending [-] sequence by clicking the header
- After the column header has been left clicked to sort it in the desired direction the quick "jump" search is active - typing the first letter of the artist/band name will move the highlight bar to the first database record that starts with that number/letter.
- To the right of the listbox are 26 buttons titled A thru Z; clicking of those buttons will move the highlight bar to the first database record that starts with that number/letter.
- The VCR control buttons at the bottom of the listbox will move the highlight bar as such:
 - a. Go to the top of the listbox (keyboard equivalent: CTRL-HOME).
 - b. Go up one screen within the listbox (keyboard equivalent: Pg Up).
 - c. Go up one database record (keyboard equivalent: Up Arrow).
 - d. Search within the listbox (note: might be disabled, depending on the listbox configuration).
 - e. Go down one database record (keyboard equivalent: Down Arrow).
 - f. Go down one screen within the listbox (keyboard equivalent: Pg Dn).
 - g. Go to the bottom of the listbox (keyboard equivalent: CTRL-END).

Top right listbox tricks/tips

When a new band/artist is selected in the left listbox the top right listbox is refreshed to show the MP3 folders for that band/artist only. Left clicking inside the top right listbox gives it 'focus' - keyboard keys are now active for this listbox - the directional keyboard keys (PgUp/PgDn/arrow keys/Home/End) will move the highlight bar. The VCR control buttons at the bottom of this listbox work the same as the left listbox VCR buttons. If a *.TXT file was found in the MP3 folder for the highlighted show its contents were imported into the MP3Trak database and is viewed onscreen in the black-colored box below this listbox - if no *.TXT file was found in the folder this black box will be empty. The number of MP3 folders displayed within this listbox are displayed below the listbox. Beneath this listbox are four buttons:

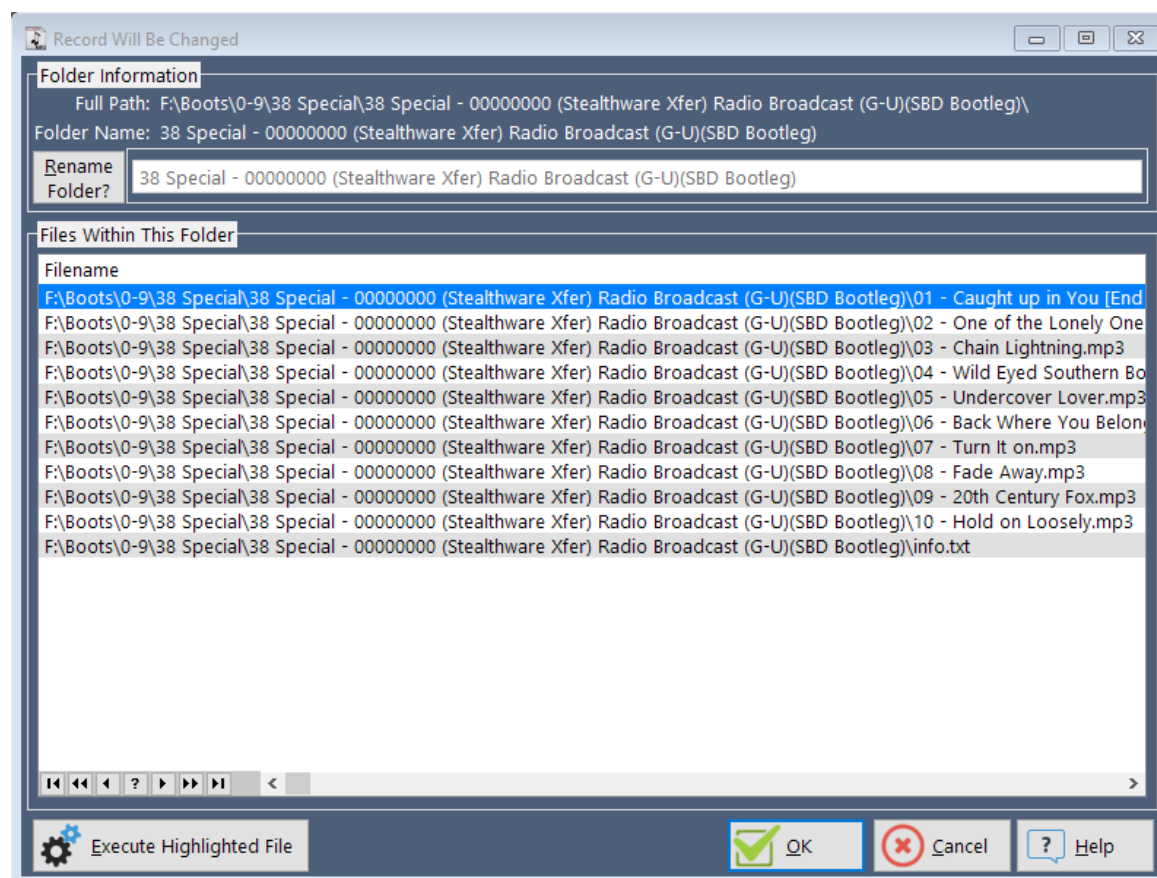
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- Delete Folder: Permanently delete the highlighted folder from the hard drive. A popup confirmation window is displayed in case you changed your mind:



- Rename Folder: Rename the highlighted MP3 folder via a [popup window](#)
- Close: Close this window
- Help: Displays this help information for this screen

20.7. Update MP3 Folders



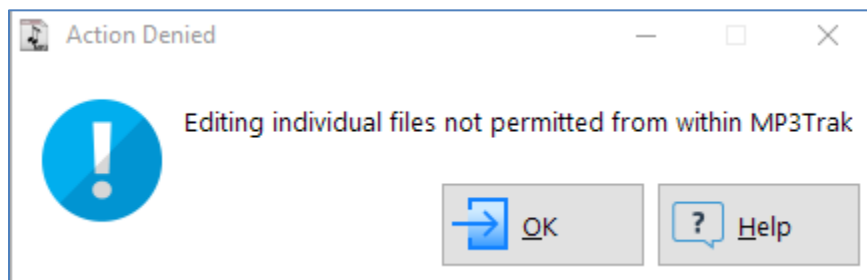
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This popup window enables you to (a) rename a MP3 folder stored on the hard drive and (b) execute a file stored within this folder with its associated software application (e.g. play a MP3 file with Foobar or view a text file with Windows Notepad) by highlighting the desired file and clicking the button named 'Execute Highlighted File'.

The top of the window displays the full path to the selected MP3 folder and the folder name (extracted from the full path). You cannot edit this information - it is displayed as a reference. By default, the entry field to change the folder name is disabled; to enable it, click the button named 'Rename Folder?' - when clicked, Mp3Trak will verify that the folder exists - this is important if you are using MP3Trak from a network file share that has mapped the drive letter differently than what the database has stored (e.g. instead of F:\Boots\0-9\38 Special\.... it is mapped as Q:\Bootlegs\0-9\38 Special\...) - a popup window will inform you that the path doesn't exist and not allow the folder to be renamed. If the folder does exist the entry field is enabled and you may change the folder name to a more appropriate name. To save the new folder name click the OK button; to disregard the folder's new name click the CANCEL button.

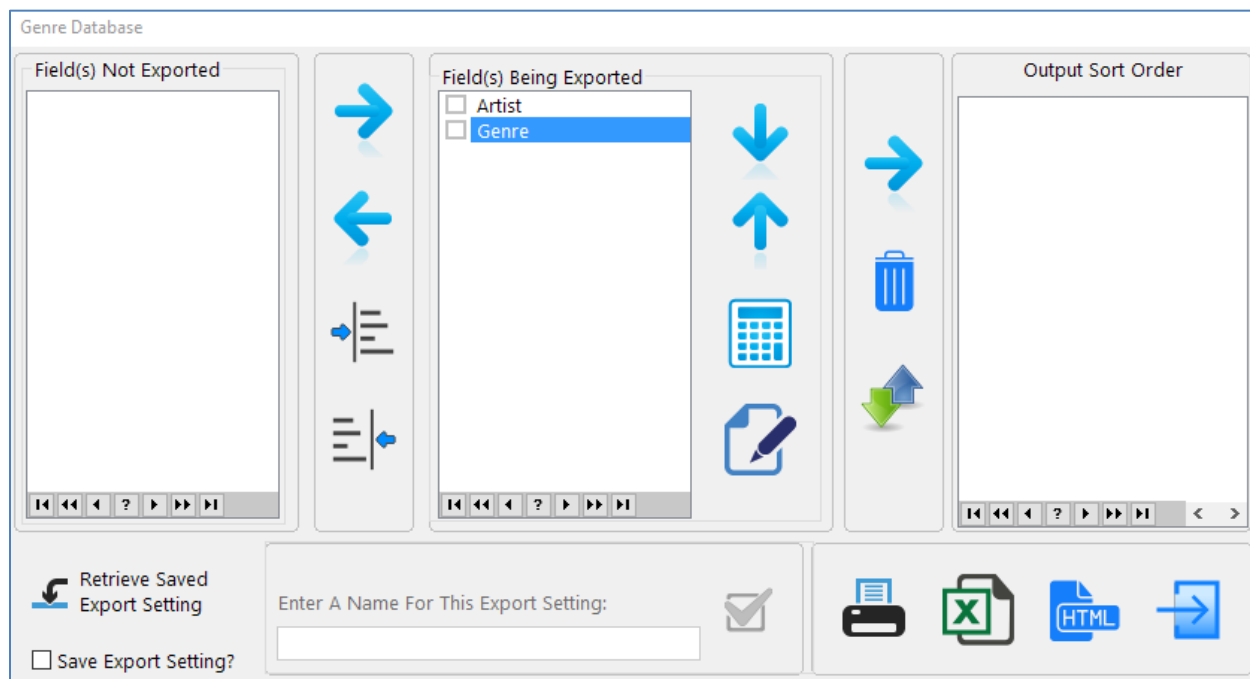
When this window closes you are returned to the [Browse Shows \(List View\)](#) window.

20.8. Update MP3 Files



This popup window appears when you double left click a file displayed within the Update MP3 Folders screen - you cannot change the database record that stores the full path\file name for individual files within MP3Trak.

20.9. Export Listbox Data Window

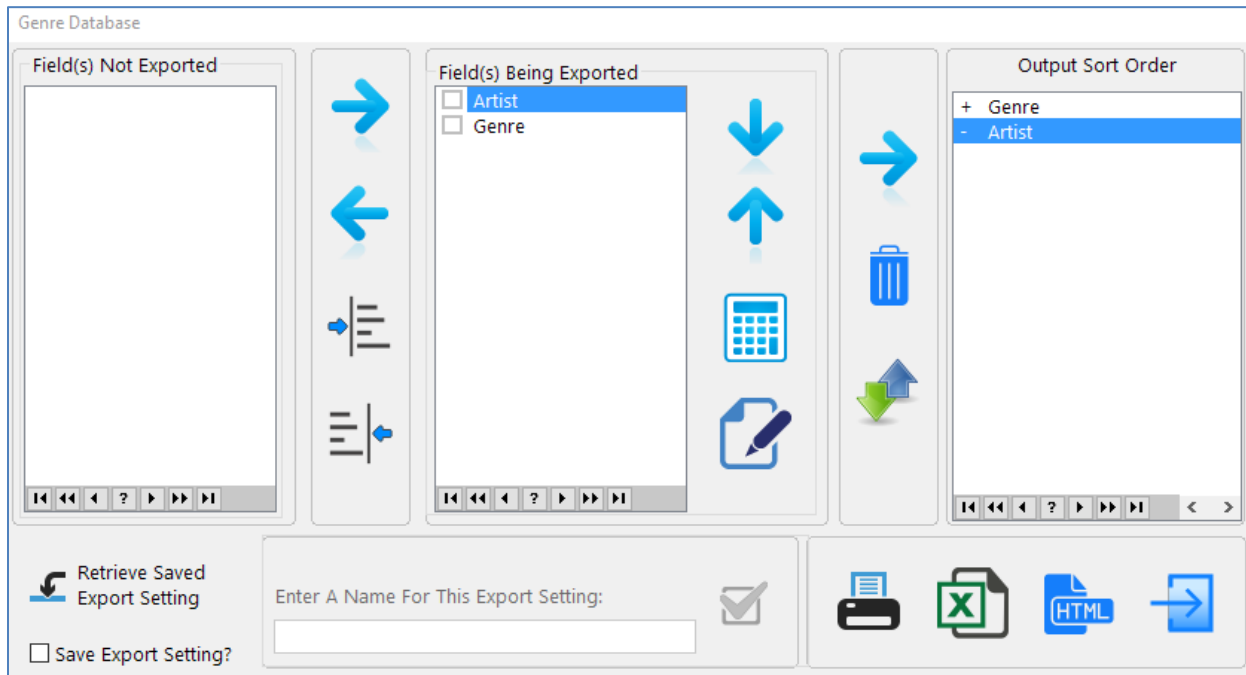


This popup window is called from a listbox window to export the listbox' data to an installed printer, an Excel spreadsheet or a HTML file. The window is configured into "regions":

- Field(s) Not Exported (top left): By default, this listbox is empty. Database field(s) listed here are excluded from output. You can add/delete fields from this listbox from the middle listbox by clicking the LEFT/RIGHT icons
- Field(s) Being Exported (Top middle): By default, this listbox will contain all database fields listed within the calling listbox in the same sequence (top to bottom) as the calling listbox (left to right). Click the DOWN/UP arrows to change their output order. Click the calculator icon to perform a final tally on currently highlighted field [Note: the calculate function will only work with NUMERIC type of fields]. Edit the field's name (as it appears on the output) by clicking the EDIT button.
- Output Sort Order (Top right): By default, the output is sorted identically to the calling listbox; the sort order can be changed by adding field(s) from the middle listbox into this listbox via the right arrow. Field(s) added to this listbox can be removed by highlighting that field name and clicking the trashcan icon. The sort order (ascending or descending) can be toggled by highlighting the desired field name and clicking the

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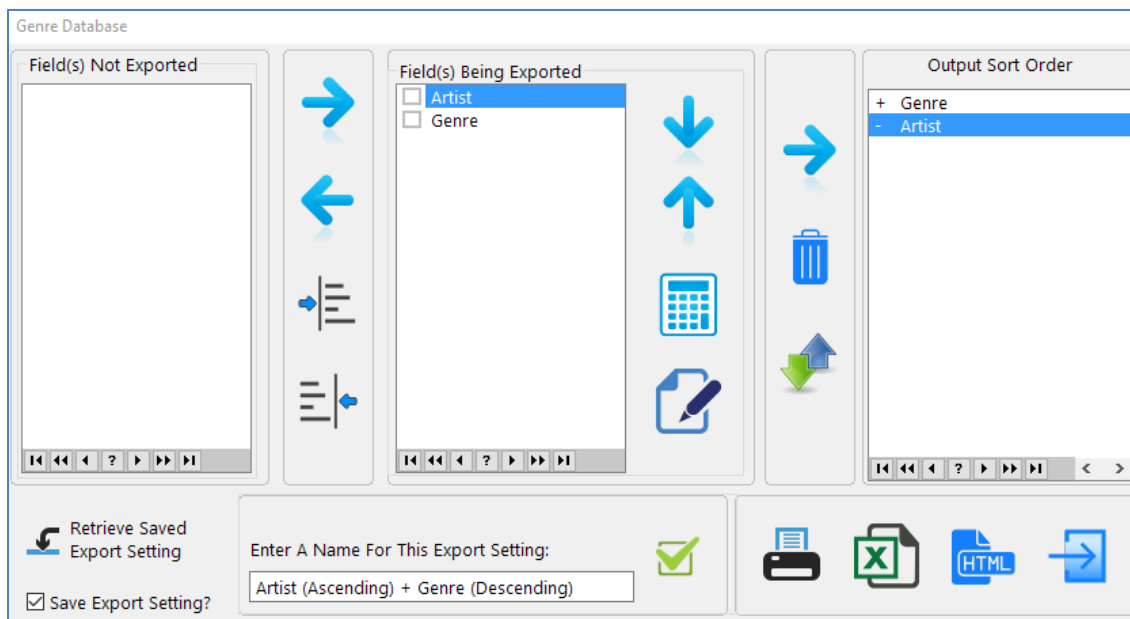
UpDown icon. An example 'tweaked' configuration that is including both database fields (Artist and Genre) and sorting first by Genre (ascending sequence) and a secondary sort on the Artist name in descending sequence):



Notice the "+" symbol (ascending) and "-" symbol (descending) next to the field names

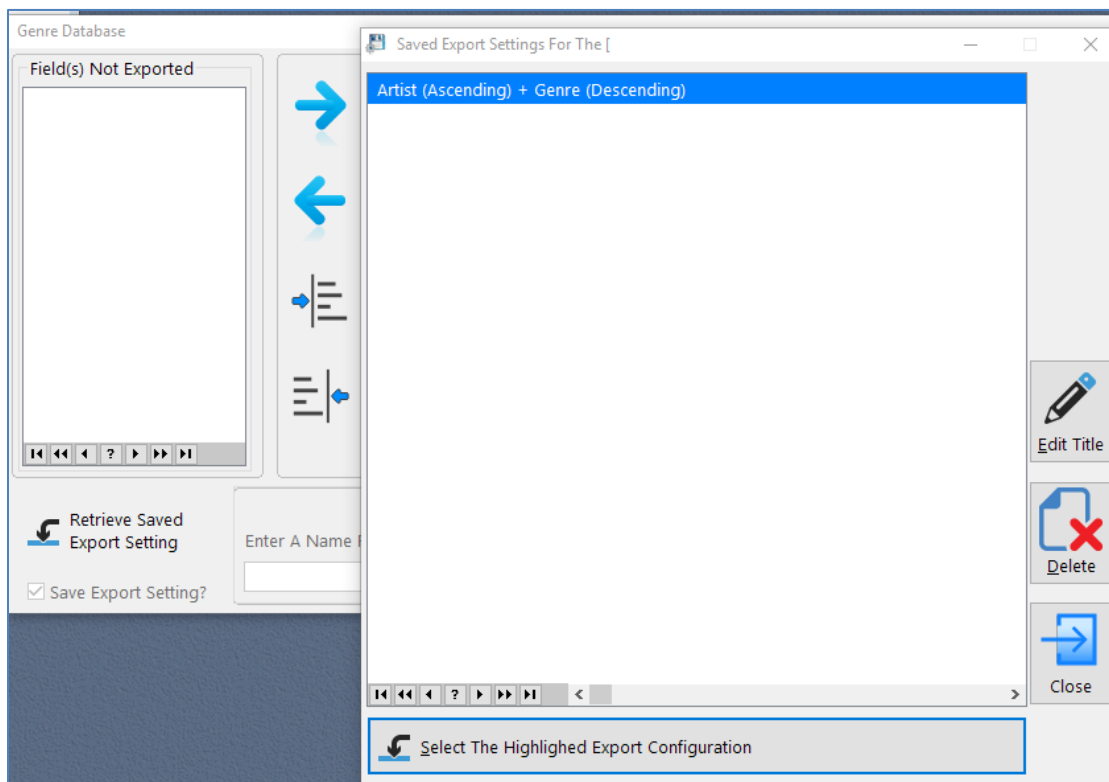
- Retrieve/Save Settings (Bottom left): To save a configuration setting click the empty checkbox (Save Export Setting); this will enable the entry field 'Enter A Name For This Export Setting' and allow you to enter a lengthy description of this output configuration. Click the checkbox icon to save the description to the export database configuration file:

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To retrieve a previously saved export configuration click the 'Retrieve Saved Export Setting' button; a popup window will be presented onscreen to select the desired configuration file (which will reset the top three listbox settings to match the saved configuration):

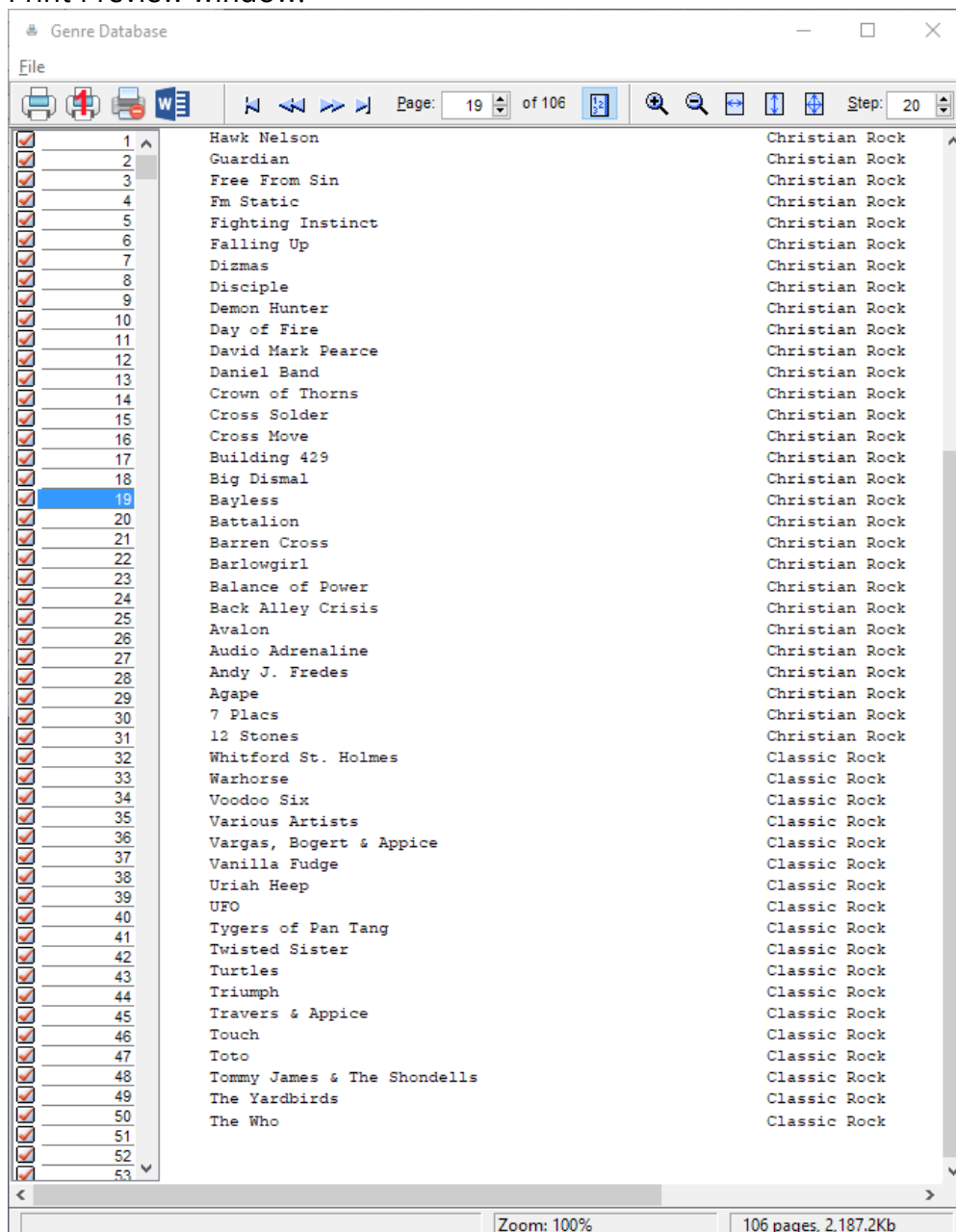
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- Output Options (Bottom right): The database information displayed in the calling listbox can be sent to three locations:

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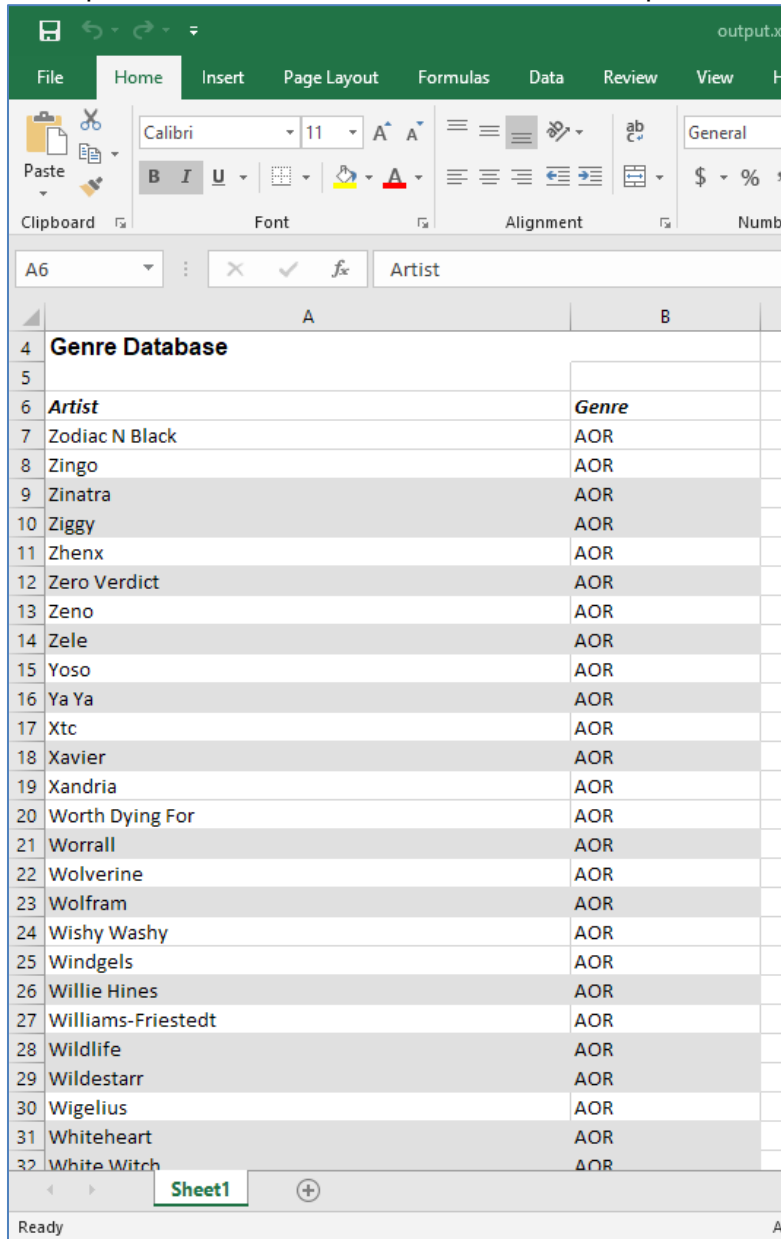
1. Print Preview window:



Notice the print preview screen allows you to view the entire report without printing. Also notice the sort order is in Genre (ascending) then Artist Name (descending) sequence (as configured above). The print preview window possesses a Microsoft Word icon - clicking it will send the output to an empty Microsoft Word document (note: Microsoft Word must be installed on this computer)

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2. Microsoft Excel spreadsheet file (note: Excel must be installed on this computer). After this button is clicked, a popup window is displayed to select the folder and file name to export the data to; after clicking the SAVE button Excel is opened, a new spreadsheet is created and the data is exported to it:



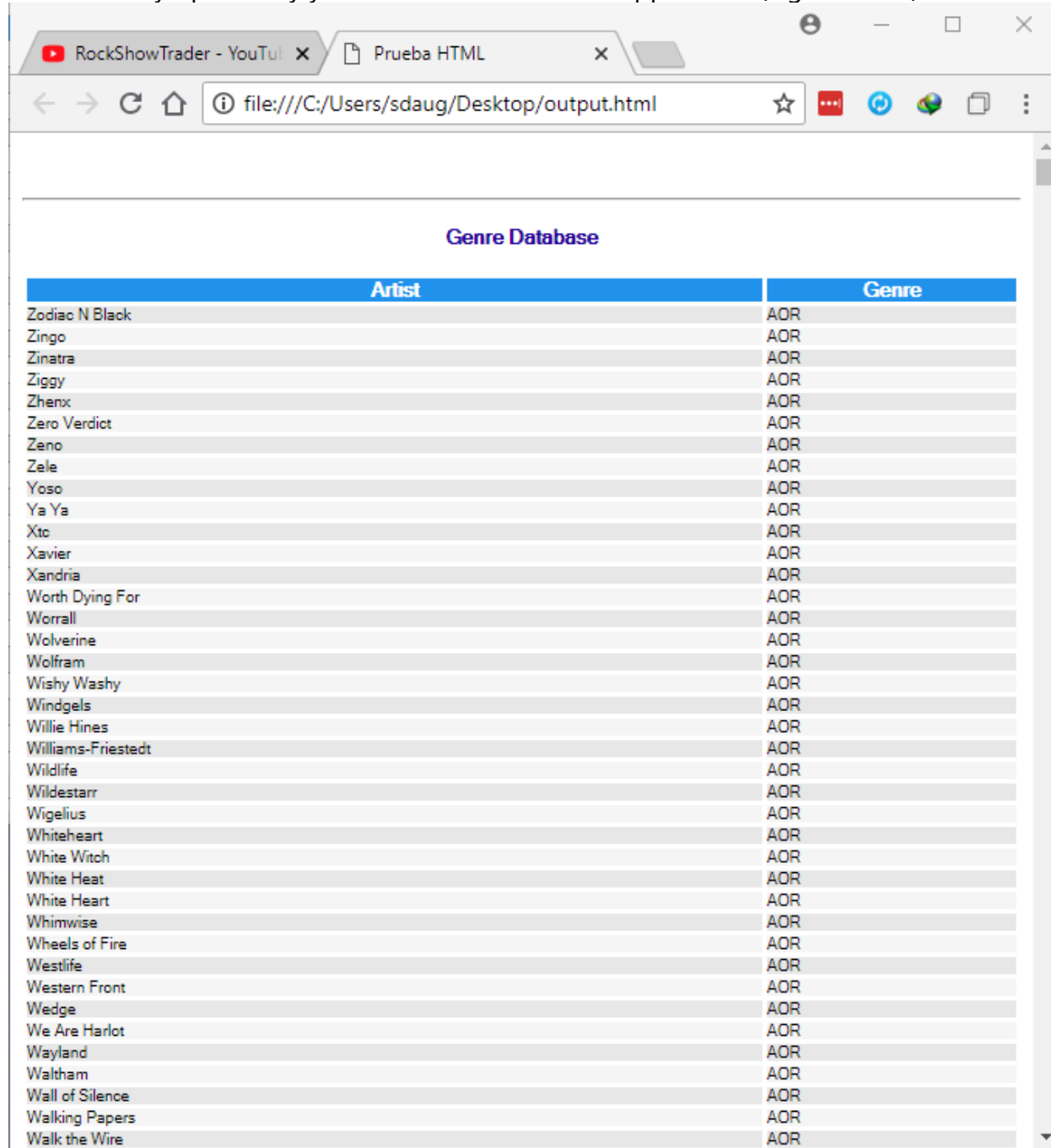
The screenshot shows a Microsoft Excel spreadsheet titled 'output.x'. The spreadsheet contains a table with two columns: 'Artist' and 'Genre'. The data is as follows:

Artist	Genre
Zodiac N Black	AOR
Zingo	AOR
Zinatra	AOR
Ziggy	AOR
Zhenx	AOR
Zero Verdict	AOR
Zeno	AOR
Zeke	AOR
Yoso	AOR
Ya Ya	AOR
Xtc	AOR
Xavier	AOR
Xandria	AOR
Worth Dying For	AOR
Worrall	AOR
Wolverine	AOR
Wolfram	AOR
Wishy Washy	AOR
Windgels	AOR
Willie Hines	AOR
Williams-Friestedt	AOR
Wildlife	AOR
Wildestarr	AOR
Wigelius	AOR
Whiteheart	AOR
White Witch	AOR

3. HTML file (for web browser viewing): After this button is clicked, a popup window is displayed to select the folder and file name to export the data to; after clicking the SAVE button is clicked the database is exported to the HTML file and then

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automatically opened by your default web browser application (e.g. Chrome):

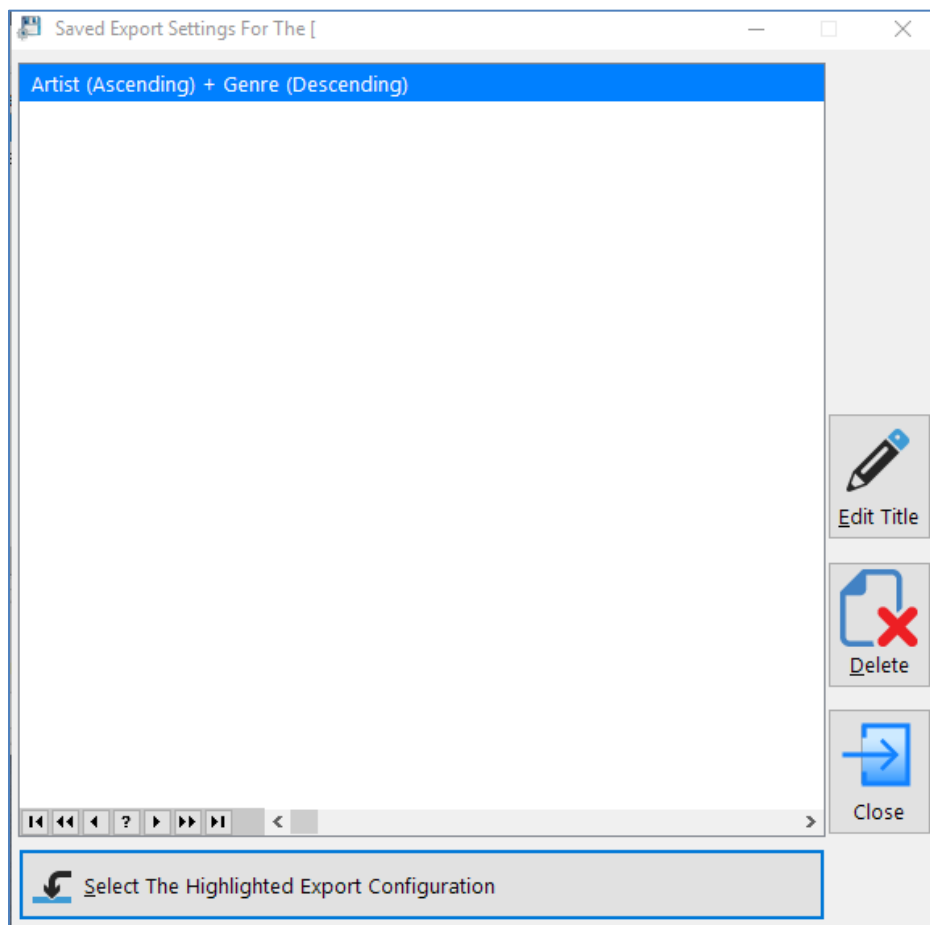


The screenshot shows a web browser window with two tabs: 'RockShowTrader - YouTube' and 'Prueba HTML'. The address bar displays the file path 'file:///C:/Users/sdaug/Desktop/output.html'. The main content area features a table titled 'Genre Database' with two columns: 'Artist' and 'Genre'. The table lists 40 artists, all of whom are associated with the 'AOR' genre.

Artist	Genre
Zodiac N Black	AOR
Zingo	AOR
Zinatra	AOR
Ziggy	AOR
Zhenx	AOR
Zero Verdict	AOR
Zeno	AOR
Zeke	AOR
Yoso	AOR
Ya Ya	AOR
Xtc	AOR
Xavier	AOR
Xandria	AOR
Worth Dying For	AOR
Worrall	AOR
Wolverine	AOR
Wolfram	AOR
Wishy Washy	AOR
Windgels	AOR
Willie Hines	AOR
Williams-Friestedt	AOR
Wildlife	AOR
Wildestarr	AOR
Wigelius	AOR
Whiteheart	AOR
White Witch	AOR
White Heat	AOR
White Heart	AOR
Whimwise	AOR
Wheels of Fire	AOR
Westlife	AOR
Western Front	AOR
Wedge	AOR
We Are Harlot	AOR
Wayland	AOR
Waltham	AOR
Wall of Silence	AOR
Walking Papers	AOR
Walk the Wire	AOR

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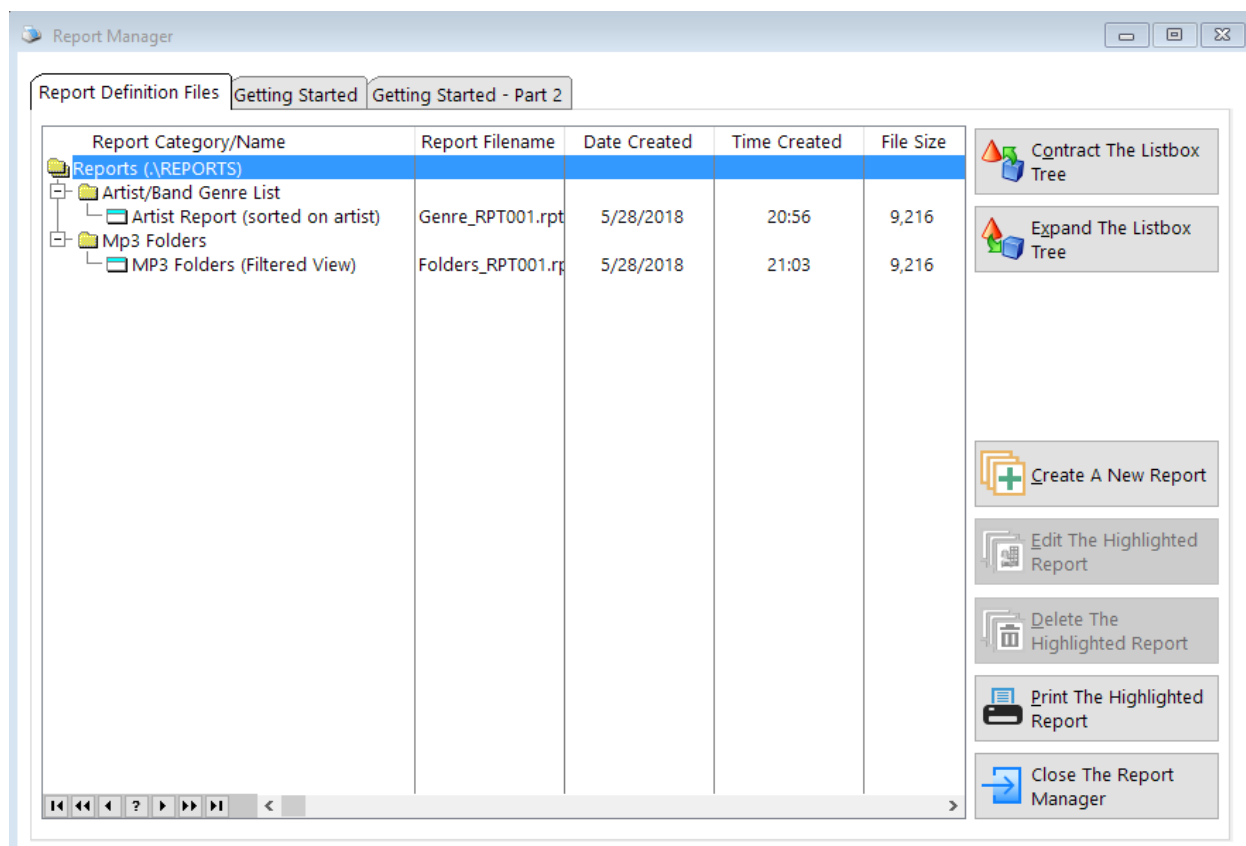
20.10. Export Listbox Data - Choose Saved Configuration



This window is called from the [Export Listbox Data](#) window - it enables you to select an export configuration setting that you've previously created and then saved. Once the 'Select the Highlighted Export Configuration' button is clicked this window will close and the [Export Listbox Data](#) window will be reconfigured to the selected configuration file's settings

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20.11. Report Manager



This screen is the interface to MP3Trak'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 MP3Trak 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.

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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 MP3Trak database files!

Please refer to the Report Manager's standalone manual/help file for a full overview of how to create/modify reports.

20.12. About

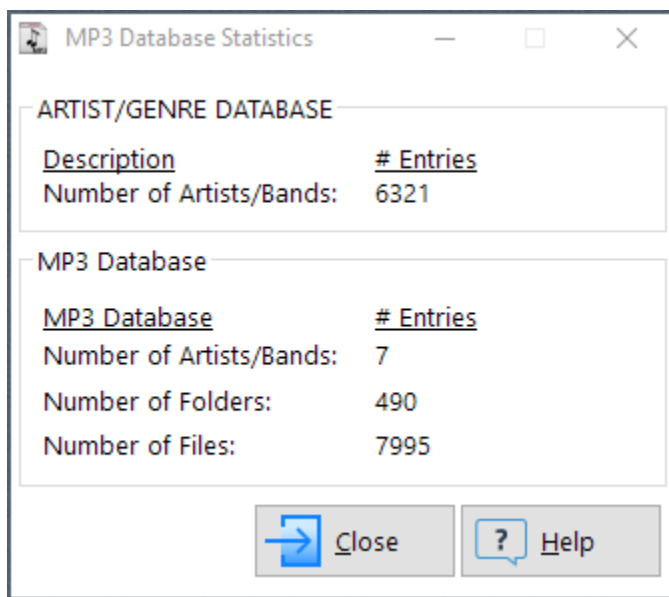


This window displays three tabs of information:

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1. Tab 1 displays copyright information, when this .EXE version was compiled, author contact information and who this copy of the application is registered to
2. Tab 2 displays tools used to create this software application
3. Tab 3 displays a chronological history of software changes

20.13. Database Statistics



This window displays information for the primary MP3Trak databases:

1. Artist/Genre database
2. Number of Artist/Band names (generated by the folder scan process)
3. Number of MP3 folders (generated by the folder scan process)
4. Number of individual files contained within the MP3 folders (generated by the folder scan process)