FLEXX®
Users' Guide
Reference Manual

Version 7.0L0

Databyte

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1.0   Screen Organization

When you call up a form on the screen, the screen should appear like the following illustration.

FLEXX Title Bar   >

Menu Bar   >

TOOL Bar   >

Description   The FLEXX Title Bar displays the name of the current form.

The Menu Bar accesses FLEXX commands thru the use of pull down menus. These commands can also be utilized without a mouse by pressing the Alt Key and the key that corresponds to the under scored letter. Many of the commands here are also available on the Tool Bar.

The Tool Bar contains icons that, when pressed, perform certain FLEXX commands such as Next Form, Previous Form, etc. Many of these commands are also available on the Menu Bar.

The FLEXX Information Bar displays FYI messages, Database status and whether Zoom is enabled. The FYI message line displays a prompt for each field as the cursor moves onto the field. The current Database status is displayed as well as current status messages such as record stored, record 1 and whether Zoom is enabled.

2.0   FLEXX Menu Bar

The FLEXX Menu Bar contains functions to allow you to enter, delete, modify, access and view data.

The following menu bar commands are available;

Δ   Form - to carry out operations for the current form.

Δ   Edit - to edit text fields only.

Δ   Database - to search and modify the Database.

Δ   Record - to move among records.

Δ   Field - to move among fields.

Δ   Help - to activate the help system.

2.1   Form

Description

The **Form** menu allows you to execute the following operations using the following keyboard functions on each form.

NEXT (Alt-F, N)	**Next Form** - Selecting Next suspends the execution of the current form, and the next form is displayed. If no next form is defined, the error message "There is no 'Next Form'" appears in a pop up window.
	If more than one next form is defined, a Next Form dialog box appears. From this box, the user can choose the next form.
	Note: Data is not automatically saved when the Next Form option is selected. To save changes an add/update must be executed *(See Sec. 2.3).*
CANCEL (Alt-F, C)	Suspends current input form and returns to the previous form. The Cancel operation differs from the Dismiss operation in that it does not return Zoom values.
DISMISS (Alt-F, D)	**Previous Form -** Suspends current input form and returns to the previous form.The Dismiss operation will return to the previous form any Zoom values.
ZOOM (F9)	Zoom commands allow you to "drill - down" within FLEXX to obtain additional information about the field you are zooming from. When a field is Zoom enabled, the word "Zoom" will appear on the FLEXX Information Bar, *(See Sec.4.0).*
GO TO (Alt-F, G)	Used by technical support staff with no end user functionality.
Save Location (Alt-F, S)	Save the physical location of currently displayed form on the monitor screen so that on next entry, it will be re-displayed at that location.
Reset Location (Alt-F, E)	Rest the saved location to the default screen location.

2.2   *Edit*
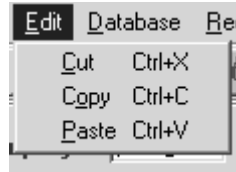
Description   The **Edit** menu allows you to edit text within FLEXX using the following keyboard functions.

CUT (Ctrl+X)	After the desired text has been selected, it can be removed by selecting this command.
COPY (Ctrl+C)	After the desired text has been selected, it can be copied by selecting this command.
PASTE (Ctrl+V)	This command is used to place cut or copied text in a field selected by the cursor.

2.3   Database
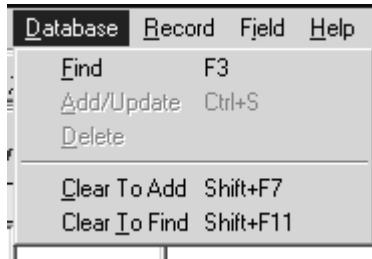
Description   The **Database** menu allows you to carry out the following commands on the Database itself. Keyboard functions can be used as follows:

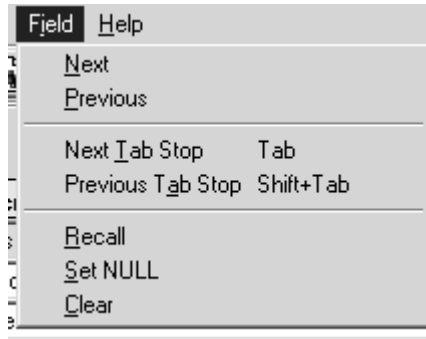|	
FIND (F3)	The Find command starts an interactive search of the database based on information input by the user. Before starting a find, the clear to find command must first be used. After a Find is completed, the Database is returned to update mode with the expectation that you wish to modify the data you have found. Finds can be performed using, data input by the user, wildcards and special symbols. *(See Sec. 6.0).*
ADD/UPDATE (Ctrl+S)	This command allows you to either "save" a change to an existing record or add and save a new record. Before a new record can be added, the Clear to Add command must be used.
DELETE (Alt-D, D)	Allows you to delete an existing record from the database. Records that have been either posted or paid can not be deleted to prevent the destruction of the audit trail.
CLEAR TO ADD (Shift-F7)	Sets up the Database to allow for entry of the new data. The form that the Clear to Add is being performed on, is set up with specified fields set to their default values. Default values have been set up previously either internally or on other FLEXX forms. Default values can be overwritten. Records established by the Clear to Add command are not written to the Database until the Add/ Update command is given. The FLEXX Information Bar now displays "UPDATE".
CLEAR TO FIND (Shift-F11)	Allows you to enter Find Mode. In Find Mode you can enter search criteria and do Finds. The Clear to Find command clears the existing form of all data except the required default values. The FLEXX Information Bar now displays "FIND"

2.4   Record

Description   Allows you to move among records using the following keyboard functions. All record commands are disabled in Find Mode.

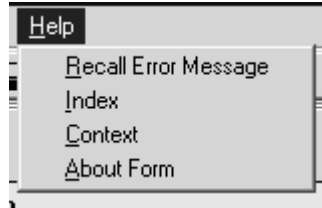|	
NEXT (Ctrl+N)	Allows you to move to the next record within the selected set. If there is no next record the error message "There is no 'Next Record'. This is the last record" appears.
PREVIOUS (Ctrl+P)	Allows you to move to the record preceding the current one within the selected set. If there are no previous records the error message "There is no 'Previous Record', This is the first record" appears.
NEXT SET (F4)	Allows you to view the next set of records that have been found, but do to the size of the screen window, are not currently displayed. Similar to a Next Page command. If there isn't a "Next Set" the error message "There is no 'Next Set', This is the last set" appears.
PREVIOUS SET (Shift-F4)	Allows you to view the set of records preceding the current set of records. Do to the size of the screen window these previous records are currently not displayed. Similar to a Previous Page command. If there isn't a "Previous Set" the error message "There is no 'Previous Set', This is the first set" appears.
FIRST RECORD (Shift-F5)	By selecting First Record, the first record in the selected set is made the current record. If you execute this command when the first record of the selected set is already current, an error message "There is no 'Previous Record', This is the first record" appears.
LAST RECORD (F5)	By selecting Last Record, the last record in the selected is made the Current Record. If you execute this command when the last record of the selected set is already current, an error message "There is no 'Next Record', This is the last record" appears.

2.5   Field

Description   Allows you to move among fields using the following keyboard functions:.

NEXT (Alt-I, N)	Selecting this command initiates a next field operation. If an entry is required on the current field and data has not been entered, the command will not be executed, and the error message "This field is required and must contain a valid value before you can add or update the record". The entry is also checked against the valid values specified for the field. If the value is not valid, an error message "Invalid Entry" appears.
PREVIOUS (Alt-I, P)	Selecting this command initiates a previous field operation, which moves the cursor to the previous field that can accept input, skipping over any display only fields. If an entry is required on the current field and data has not been entered, the same error messages as described above will appear.
NEXT TAB STOP (Tab)	Selecting this command moves the cursor to the next appropriate tab - stopped field. Any fields between the two tab - stopped fields are skipped. If the form has no tab - stopped fields, this command is disabled.
PREVIOUS TAB STOP (Shift-Tab)	Selecting this command moves the cursor to the previous tab - stopped field. Any fields between the two tab - stopped fields are skipped. If the form has no tab - stopped fields, this command is disabled.
RECALL (Alt-I, R)	Recall command will under certain circumstances recall the data in the specified field. The recall command will not restore a field's value: • When editing a field on a new record. • When the cursor has already been moved to another field. • When the add/update command has been executed.
SET NULL (Alt-I, S)	No end user use.
CLEAR FIELD (Alt-I, C)	Sets the current screen field to all blanks and places the cursor at the field's left edge.

2.6   Help

Description   Allows you to receive help.

RECALL ERROR MESSAGE (Alt-H, R)	Selecting this command redisplays the last error message.
HELP INDEX (Alt-H, I)	Selecting this command calls up a Help Index menu where you can call up Help on any of the commands on the Menu Bar, Tool Bar, and the FLEXX Information Bar.
HELP CONTEXT (Alt-H, C)	Selecting this command will cause the Mouse Pointer to change to a question mark. This question mark can then be positioned over the current field and enter pressed. If the field is on which has help attached to it, a separate window will be displayed with help text.
ABOUT FORM (Alt-H, A)	Selecting this command will call up the Information Summary form which displays the current form name, the FLEXX version of the form, the current field name and who created and last modified the current record.

3.0 The FLEXX Tool Bar

Description

The FLEXX Tool Bar is made up of icons which represent many of the commands described in the previous section. To invoke a desired command, press the appropriate icon.

Dismiss Form (Previous Form)

Δ   Returns you to the previous form. *(See Sec. 2.0 Form - Dismiss for further information)*.

Next Form

Δ   Advances you to the next form. *(See Sec. 2.0 Form - Next for further information)*.

Zoom

Δ   Allows you to "drill down". *(See Sec. 2.0 Form - Zoom for further information)*.

Print

Δ   Allows you to print the active screen directly to the system printer. This is supported only with MS Windows 98 and MS Windows NT (2000).

Find

Δ   Allows you to search the database. *(See Sec. 2.3 Database - Find)*

Clear to Find

Δ   Prepares the database so that a find can be performed. *(See Sec. 2.3 Database - Clear to Find)*

Add/Update

Δ   The "Save" command. *(See Sec. 2.3 Database - Add/Update)*
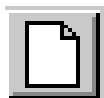
Clear to Add

Δ   Prepares the database to allow for entry of new data. *(See Sec. 2.3 Database - Clear to Add)*
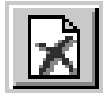
Delete Record

Δ   The delete command. *(See Sec. 2.3 Database - Delete)*

First Record

Δ   Makes the first record the current record. *(See Sec. 2.4 Record - First Record)*

Previous Set

Δ   Similar to Previous Page command. *(See Sec. 2.4 Record - Previous Set)*

Previous Record

Δ   Moves the cursor to the previous record. *(See Sec. 2.4 Record - Previous Record)*

Next Record

Δ   Moves the cursor to the next record. *(See Sec. 2.4 Record - Next Record)*

Next Set

Δ   Similar to a Next Page command. *(See Sec. 2.4 - Next Set)*

Last Record

Δ   Moves the cursor to the last record - i.e. like "End of Page". *(See Sec. 2.4 - Last Record)*

4.0   The FLEXX Information Bar

Description   The FLEXX Information bar displays user messages, information on records, zoom availability and form mode. Each of these is described below.

Flexx Information						
FYI MESSAGE	DATABASE MODE	RECORD ACTION	RECORD STATE	RECORD NUMBER	RECORD AMOUNT	ZOOM INDICATOR

FYI MESSAGE	The Information message displays both informational and error messages. These messages can be customized for each users need if necessary.
DATABASE MODE	This field displays the mode for the current form. Two modes are allowed; **Update** and **Find**. **UPDATE:** If "Update" is displayed, it indicates the form is in Add/Update/Delete mode. In this mode the data entered by the user is considered to be screen field values for the current record. When the Add/Update command is used, any data entered is saved to the database. **FIND:** If "Find" is displayed, it indicates the form is in find mode. Any data entered will be treated as find criteria by the system. When the Find command is executed by the user, a record search is started. If the search is successful, the form reverts to Add/Update/ Delete mode.

RECORD ACTION	This field displays the status of the current or most recent database operation. It provides information about the type of database operation that is being performed for the current record. Status can be as follows: **ADDING:** Indicates the current record is being added to the database. **ADDED:** Indicates the current record has been successfully added to the database. The Record State field will now display the word "stored". **UPDATING:** Indicates that the database is being updated with the current record. **UPDATED:** Indicates that the current record has been successfully updated to the database. The Record State field will now display the word "stored". **DELETING:** Indicates the current record is being deleted from the database. **DELETED:** Indicates the current record has been successfully deleted from the database. **NO RECORDS FOUND:** Indicates the No Records were found in the database that met the selection criteria. **RECORDS FOUND:** Indicates that records were found that met the selection criteria. This status is displayed in conjunction with message in the Record Count and Record Number fields, i.e. Record 1 of 104.
RECORD STATE	This field displays the state of the information in the form's screen field's. A form can be in one of three states; **NOT STORED:** Indicates that the data currently displayed on the screen has not been stored (i.e. saved) in the database. **STORED:** Indicates that the data currently displayed on the screen is from the database. **STORED/MODIFIED:** Indicates that the data currently displayed on the screen is form the database and has been modified by the end user but not yet updated.
RECORD NUMBER	Displays the number of the current record in the selected set of records. For example, if a selected set has ten record, when the third record is the current record, this field would display "Record 3".
RECORD COUNT	Specifies the number of records that are currently in the selected set. For example, if a find is done of all Accounts Receivable Customers and there are 104 of them, this field will display "of 104".
ZOOM INDICATOR	Indicates whether the current field is Zoom enabled. If the field is Zoom enabled, it allows the end user to "Drill Down" to other forms to obtain further information.

5.0   User Modes

Description   FLEXX applications run in one of two user modes:

       ∆   Add/Update/Delete
       ∆   Find

User modes are entered either automatically as a result of attributes specified within an application, or when the end user enters particular user commands. The mode descriptions in the following sections describe how each mode is entered and exited.

Update Mode   In Update Mode, the user may add records to the data base, modify existing records, or delete records.

Update Mode is entered under one of three conditions:

       ∆   When the user enters a Clear to Add command, or
       ∆   When a successful Find is performed, or
       ∆   When FLEXX automatically sets this mode upon form entry.

The Clear to Find command exits Update Mode and enters Find Mode.

Continuous data entry can be done in Update Mode where the application is set up for this type of entry. When this feature is active, the form is automatically cleared after each Add or Update, so the user can start a new entry. This is known as an implicit Clear to Add and it saves the user from having to press the Clear to Add command before entering each new record.

Find Mode

When in Find Mode, the user enters information into a specific field, then gives the Find command. The data base is then searched for records that match these entries. Information entered by the user is called the Search criteria.

Find Mode is entered one of two ways:

     ∆   When the end user issues a Clear to Find command
     ∆   When FLEXX automatically sets the mode on form entry

If a user requested Find is successful, the Find Mode is automatically changed to Add/Update or Delete Mode. If the search fails because of an error or because records meeting the search criteria were not found, the system stays in Find Mode and the search criteria remains the same on the screen.

6.0   Finding Data With Special Values

Description

In addition to entering actual values when doing "Find", the end user can also make use of Special Values. There are two ways to specify a value range when using Special Values.

    Δ   Wild Cards - used to search for character based text
    Δ   Search Operators - used to search for non character based fields (i.e. Numeric).

WILD CARD	Wild Cards can be used to assist in "finds" of character based text where some of the search criteria is known. Wild card characters used will vary depending upon the data base platform being used.
	The characters described below are for use with MSSQL and Sybase. For other platforms see Appendix A.
	% - Matches any character based text. For example, A%B will match any list of text starting with an upper case A and ending with an upper case B.
	_ - Matches any single character. For example, ABC_ matches any field value of four characters that starts with ABC.
	[ ] - Matches the range of characters specified within the brackets. For example, [ABCDE] only matches the field values A,B,C,D, or E. As another example [ABC]___ matches any four characters beginning with an upper case A,B, or C. You can also use a short hand notation to specify large ranges. For example, [A - Z] matches any upper case letters.

SEARCH OPERATORS	The following search operators can be used when searching for numeric values.
	< - Searches for records with values less than this value. For example, <9505, finds any records with a value less than 9505.
	> - Searches for records with values grater than this value. For example, >9505, finds any records with values greater than 9505.
	! - Looks for fields that do not match the value. For example, !23 finds any records with a value not equal to 23.
	~ - Specifies a range of values. i.e. 9503~9505 finds any record from periods 9503 to 9505. The range symbol can be used with the exclamation mark to specify values outside of a range. For example, !123-789 matches any records with a field value not in the range.

7.0   Appendix: A

| Feature | DBMS | | | | | | | User Interface | | | OS |
| | Supported | | | Unsupported | | | | | | | |
	ORACLE	MS SQL	SYBASE	UNIFY DATA SERVER	DB2 via MDI	PC database via ODBC	Applicable DB via HDA	Motif	Open Look	Windows	UNIX
! [start-end] "negate range" metacharacter				✓			✓	✓	✓	✓	✓
% "match-many" metacharacter	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
* "match-many" metacharacter				✓			✓	✓	✓	✓	✓
_ "match-single" metacharacter	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓
? "match-single" metacharacter				✓			✓	✓	✓	✓	✓
~ [start-end] "range" metacharacter		✓	✓	✓			✓	✓	✓	✓	✓
**** "escape-character" metacharacter		✓	✓	✓		✓	✓	✓	✓	✓	✓
@ "match null"	✓	✓	✓								