

Using BookCAT

GETTING STARTED	8
INTRODUCTION.....	11
What is BookCAT?.....	11
Key features	11
Add-Ons	12
Technical information	13
Support	13
Software License Agreement.....	14
Contacting FNProgramvare.....	15
USING BOOKCAT.....	16
Working with databases	16
About databases.....	16
To create a database.....	16
To open a database.....	17
To close a database	17
To password protect a database	17
To compact a database	18
To change the locale setting.....	18
To transfer data between databases	18
To repair a corrupted database	19
Importing and exporting data.....	19
Importing and exporting data.....	19
To export to text file.....	20
To export to XML.....	20
To import from text file.....	20
Importing data from CATBooks	21
Backing up a database and restoring the backup	21
Overview of the backup process	21
To backup a database.....	22
To restore a backup.....	22
Customizing the database	23
Customizing the database.....	23
The Database Setup window.....	23
The Database Setup window.....	23

Modify table or field properties	24
Save the database setup as a template	24
The Form Designer window.....	25
The Form Designer window.....	25
Add a data field	26
How to use the tab control.....	26
Select a form object.....	27
Move a form object.....	28
Resize a form object.....	28
Modify form or object properties	28
Move a form object to another tab.....	28
Delete a form object	29
How to set the tab order	29
The Auto Update Tab Order function.....	29
The Auto Update Groups function	30
The Auto Update Use Property function.....	30
Viewing information.....	30
Working with views	30
Marking records and using the subset.....	32
Customizing the view bar.....	33
Working with list layouts	34
Working with list layouts	34
To create a new list layout.....	35
To edit a list layout	36
To add a new column	36
To edit a column.....	37
To change the column order.....	37
To remove a column.....	37
To change the active list layout	37
To delete a list layout.....	37
Working with sort orders.....	38
Working with sort orders.....	38
To create a new sort order	39
To edit a sort order	39
To change the active sort order.....	39
To delete a sort order	40
To create a temporary sort order.....	40
To save a temporary sort order	41
Working with filters.....	41
Working with filters	41
To create a new filter.....	42
To edit a filter.....	42
To change the active filter	43
To deactivate the current filter	43
To delete a filter.....	43
Working with grouping definitions.....	43
Working with grouping definitions.....	43

To create a new grouping definition	44
To edit a grouping definition	45
To change the active grouping definition	45
To deactivate the current grouping definition.....	45
To delete a grouping definition	46
Using the Explorer	46
Using the Explorer	46
Customizing the layout – the simple way.....	46
Customizing the layout with XSL templates.....	47
Customizing the layout with XSL templates.....	47
The 'Explorer Templates' window	48
Template types.....	49
Data entry.....	50
Types of information	50
Types of information.....	50
Book information	52
To add a new book.....	52
To edit a book.....	53
To delete a book.....	54
Contents information	54
To add a new section	54
To edit a section	55
To delete a section	56
To change the section index.....	56
Working with contents templates.....	56
Working with contents templates.....	56
To modify the active template.....	57
To assign a template to existing sections.....	57
Loan information.....	58
Tracking books on loan	58
To check books out one at a time.....	58
To check books in one at a time.....	59
To check books out using the 'Check Titles In/Out' window	59
To check booksin using the 'Check Titles In/Out' window	60
To reserve a book.....	60
To clear reservations	60
To send e-mail notifications.....	61
To use the Loan View.....	62
Lookup information	62
To add a new lookup entry	62
To edit a lookup entry	62
To delete a lookup entry	63
Query the Internet for Information	63
Query the Internet for Information	63
Working with images.....	64
Working with images	64
To change the active image	65
To add a new image.....	66

To remove an image.....	66
Searching and querying	67
How to search.....	67
To use the Simple search.....	68
To use the Advanced search.....	68
To use the Summary search.....	69
To use the Global search.....	70
To use the special searches.....	70
To search and replace.....	70
Working with reports.....	71
About reports	71
Printing the browse list.....	71
Printing the browse list	71
To print the browse list	72
Using the Report Designer	73
About the Report Designer	73
Working with files	73
To create a new report	73
To open a report.....	74
To save a report	74
Specifying report options.....	75
To specify page setup	75
To specify groups	75
To specify sort order.....	76
To specify what information to include.....	76
To specify filter	76
Working with bands	77
Report bands.....	77
To modify band properties.....	78
To resize a band.....	78
To hide a band	79
To show a band.....	79
Working with objects.....	79
Report objects	79
To add a new object.....	80
To select an object	81
To move an object.....	81
To resize an object	82
To modify object properties	82
To delete an object.....	82
To move an object to another band.....	82
Printing the report.....	83
To print a report.....	83
To preview a report.....	83
To print to a file.....	83
Preferences	84
To specify grid options.....	84

To specify units of measurement.....	85
The Report menu.....	85
About the Report menu.....	85
To choose a report from the menu.....	85
To add a report to the menu.....	85
To modify a menu item.....	87
To remove a menu item.....	87
THE BOOKCAT DATABASE.....	88
The BookCAT database.....	88
Book table.....	88
Contents table.....	95
Loan table.....	98
Acquired From table.....	99
Appraiser table.....	99
Award table.....	100
Binding table.....	101
Book Custom 05 table.....	101
Book Custom 06 table.....	101
Book Custom 07 table.....	102
Book Custom 08 table.....	102
Book Type table.....	103
Borrower table.....	103
Borrower Category table.....	104
Category table.....	104
Condition table.....	105
Contents Custom 04 table.....	105
Contents Custom 05 table.....	106
Contents Custom 06 table.....	106
Contents Type table.....	107
Country table.....	107
Dustjacket Condition table.....	107
Edition table.....	108
Insurance table.....	108
Keyword table.....	109

Language table.....	110
Location table.....	110
Owner table	111
Person table	111
Personal Rating table	112
Printed by table	113
Printing table	113
Publisher table.....	114
Series table.....	114
Status table.....	115
Sub-Category table	115
INDEX	117