



CYPHERBYTE

COMPLEX COMPUTING MADE SIMPLE

CypherBYTE Database Software

Training Manual

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Disclaimer

We endeavour to ensure the accuracy and currency of the information described in this manual, however, CypherBYTE refines the software produced and therefore we cannot guarantee precise accuracy of this information. CypherBYTE disclaims all liability for any direct, indirect, incidental, or consequential, special or exemplary damages resulting from the use of the information in this document or from the use of any products described in this document. Data used in examples and sample data files are intended to be fictional. Any resemblance to real persons or companies is entirely coincidental.

Windows Basics

This information is provided primarily for reference sake. Setting up CypherBYTE software can involve some basic file management skills, which can be learned here.

Mouse Terminology

Point	Use the mouse pointer to point to an object, do not click.
Click	Press the left mouse button once then release.
Double Click	Press the left mouse button twice without moving the mouse between clicks. If you do it too slow you will get two clicks.
Drag	Hold the left mouse button down and move the mouse.
Right Click	Press the right mouse button down once then release.
Right-Drag	Press the right mouse button down and then move the mouse.

File Names

Windows supports long file names. You can have up to 255 characters for both folder and file names. These file names can include most characters including spaces. Some invalid characters are: \ * ? /

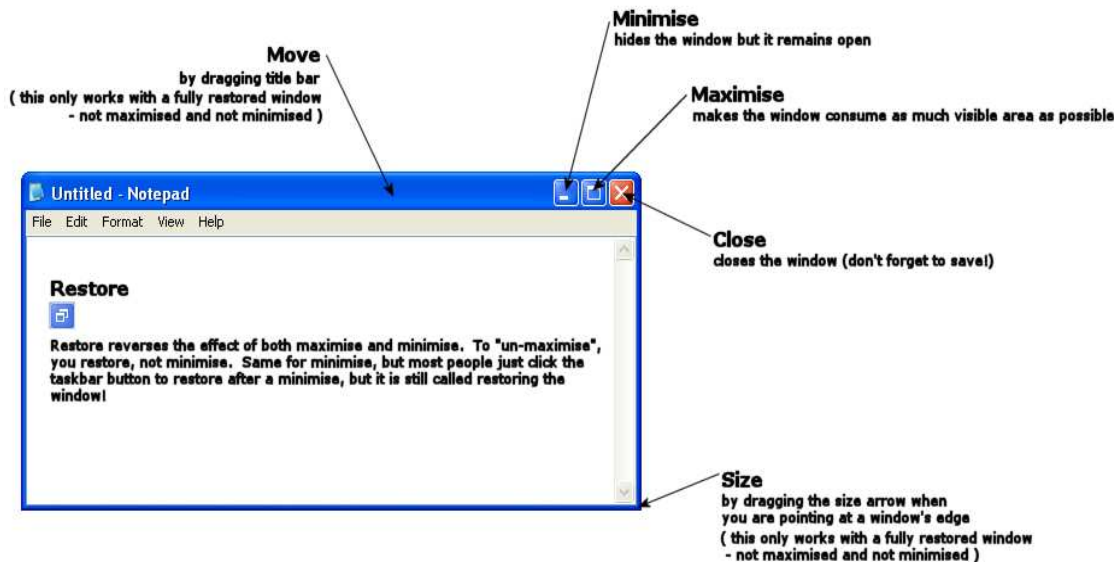
Windows

A window is a rectangle that holds an application or a document. There are three kinds of windows:

- **Application Window**
holds a Windows application or a program designed for Windows, for example Microsoft® Word™ or your database application software designed for you by CypherBYTE.
- **Document Window**
holds *data* for an Application Window - for example your document in Microsoft® Word™.
- **DOS Window or Non-Windows Application Window**
holds a DOS application or a program not designed for Windows. Mainframe applications and any applications designed prior to 1994 would run in this kind of window.

Move, Size, Close, Minimise, Maximise and Restore

Almost every window can be moved, sized, minimised, maximised, restored or closed;



The Taskbar



The Taskbar can look very different, but when you install Windows you will see the Taskbar similar to the one pictured above. The programs listed may vary or not even be there, but the identifying feature of the Taskbar is the Start button at the very left, which is used to start programs.

Shutting the computer down

At the end of the day, or when things go wrong, you may need to shut down the system (or restart your computer). Just switching off the computer is **NOT** a good idea.

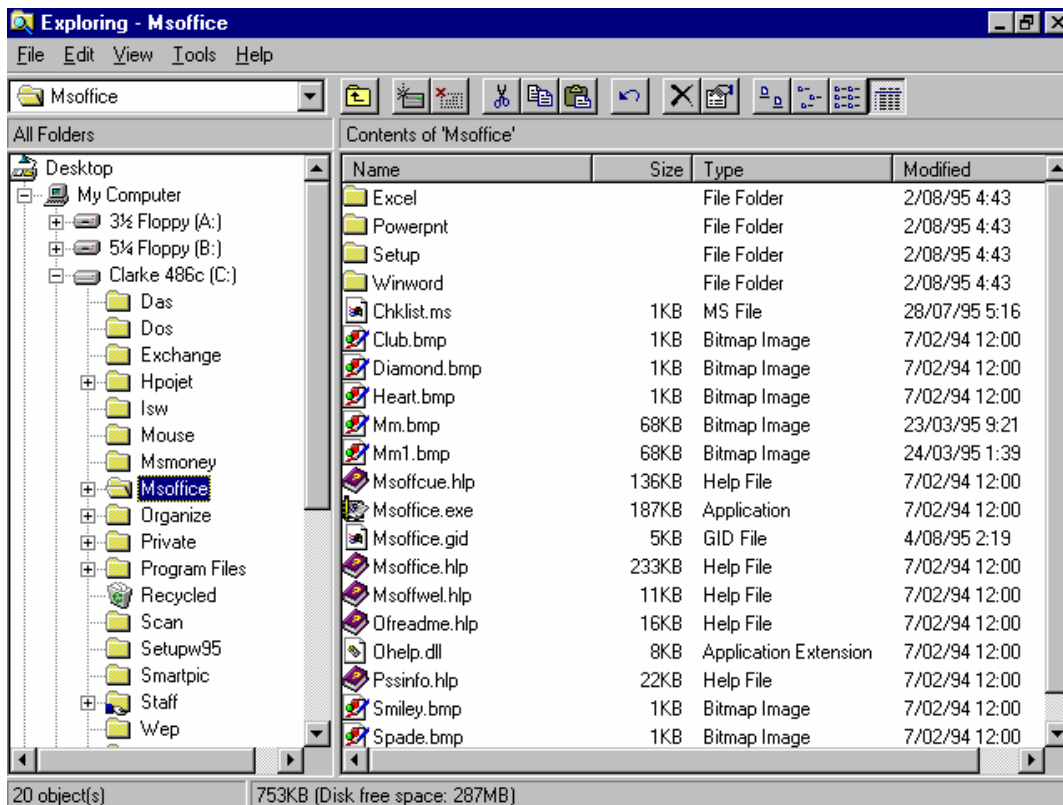
When you are running Windows, there are several files open. If you just turn it off you may cause the files to become damaged. To correctly shut down your computer, click the start button and choose **Shut Down** or **Turn off Computer**. From there you can;

- **Shut down / Turn Off**. This is what you do at the end of the day. On most systems you can do this quickly by just pressing your power button once.
- **Restart**. This is what you do when you have major problems that require the computer be restarted.

Windows Explorer

The Windows Explorer is a flexible way to manage your computer. You can manage most of your computer system from the Explorer. File management is the emphasis in these notes.

To start Windows Explorer, press **Windows-E**.



WARNING: YOU CAN DAMAGE THE SOFTWARE PROGRAMS AND/OR WINDOWS WITH RECKLESS OPERATION OF WINDOWS EXPLORER. BE VERY CAREFUL WHAT YOU DO HERE.

Staying Safe

If you are new to all this, there are a few tips to remember to avoid disaster;

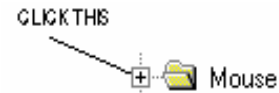
- **DO NOT DRAG!!!** Dragging moves objects. One accidental drag and drop and all of a sudden you could have moved critical files. Where to? Wherever you dropped them. This is the number one mistake made in Windows Explorer – many dislike it for this reason alone. Remember to click cleanly and pay careful attention to not moving the mouse during a click.
- **Avoid the DELETE command and Edit - Cut.** The DEL key and other delete commands delete the selected objects. That can't be good unless you really want to delete something. Deleting can be permanent.
- **Moving and Renaming can be DESTRUCTIVE.** There are many files on your computer that must remain precisely where they are. Moving or Renaming your Windows folder is a fatal mistake. To correctly move a program, it's data needs to be backed up, the program uninstalled, and then reinstalled into a different location.
- **Avoid OPEN commands with selections.** If you have 100 objects selected and you issue an open command (like pressing Enter or selecting File – Open) then all of the objects will be attempted to be opened in whatever application each object is associated with. Last time I saw it happen, the machine crashed before all the objects could be opened.

Browsing

The left hand side of the Explorer is a list of **Folders**. Each folder has files and possibly other folders inside. The right hand side of the Explorer window shows the contents of the highlighted folder. To see the contents of a particular folder, click that folder (on the icon).





Expanding and Collapsing Folders

If you want to open up a folder to show all of the folders inside that folder, click the PLUS SIGN icon. When you click this icon, all of the folders inside the associated folder will appear underneath (and indented) the folder. Try it. Once you do that, the plus sign (+) turns into a minus sign (-) which, when clicked, will hide those folders again. You can not damage anything by clicking the plus and minus signs to browse around.



Recognising Icons

There are many different types of icons. Understanding what they are is a matter of recognising the pictures they represent or their extension. The icons can be small or large. Here are a couple of icons and their meanings:

Icon	Meaning	Extension
	Folder. This is a Directory or Folder. Both are the same.	N/A
	Help file. Opening this icon will give you help on something.	.HLP
	Word document. Opening this icon will result in Microsoft Word being opened, with the data that is in this document.	.DOC
	Excel spreadsheet. Opening this icon will result in Microsoft Excel being opened, with the data that is in this file.	.XLS or .XLW

Selecting

Selecting Files or Folders is a necessary part of file management. If you want to delete 27 specific files, you could either do them one by one (27 times) or you could select the 27 files and then delete them all in one command.

Selecting files or folders is much easier than it used to be. To select single items, just click them.

Selecting Multiple Files

There are several methods of selecting files.

Best For	Action	Comments
All files from here to here	Click the first file, then hold down the SHIFT key and click the last file.	Don't press ENTER when you go for SHIFT.
Ad-Hoc Selection	Click the first file, then hold down the CTRL key and click any other file to include or exclude.	Again be careful while CTRL-clicking. A slight drag and all of a sudden you have CTRL-DRAW. This means COPY. You can end up with lots of copies if you are not careful.
All Files	Press CTRL – A.	CTRL A is a command that means "Select ALL" to most Microsoft® applications. It is as safe as houses!
A rectangle of objects	Drag your mouse from point to point	Anything between the two points will be selected. This is dangerous because you are using drag. If you miss, you could end up moving objects or even running them.

Remember that you can always employ any combination of the above. For example you could select all files with CTRL-A and then use CTRL-Click to turn off the ones you don't want.

Once selected, files can be deleted, copied, moved or opened. Renaming a file or folder cannot be done on a multiple selection.

Copying, Moving and Creating Shortcuts

To copy a file or a folder is quite easy and there are three main methods; all of which start by selecting the objects to copy. Once they are selected;

Copy & Paste Method. Select a COPY command (or a CUT command if you intend to MOVE the objects). Then you select your destination folder (where you want them to go) and then you select a PASTE command. Two COPY commands are CTRL – C and Edit – Copy. Two PASTE commands are CTRL – V and Edit – Paste. Two CUT commands are CTRL – X and Edit – Cut.

Right Drag and Drop Method. A safe version of dragging is right-dragging. In windows explorer, right-dragging does the same thing as drag and drop but with a safety net – at the end a popup menu appears asking you whether you want to MOVE, COPY, CREATE SHORTCUTS or CANCEL! This is great because if you accidentally drop to the wrong place (which happens all too often), you can cancel before it's too late! Notice this is the only easy way to **create a shortcut** to an object.

Drag and Drop Method. This is dangerous. I do not promote this method, however, you can drag the selected files onto the destination. The files will MOVE to the destination unless the destination is a different drive from the source files, in which case a COPY is made. If you want to COPY the files anyway then CTRL-DRAW them to the destination. For a safe version of this see above (right drag).

Deleting Files or Folders

Deleting is a necessary part of computing. It is also one of the most dangerous. Accidental deletion of a file can result in effects as disastrous as disabling your computer system. When you **need** to delete a file or folder, you can do so by selecting the objects to delete and then pressing the DEL key on the keyboard. There are other ways, but this is the most universally accepted method of deleting *anything*.

Creating a New Folder

You may want to set up your own folder structure. To do so, you will need to be able to add folders to another.

To add a folder, follow these steps:

- Select the folder (or top level drive entry) to place the new folder into.
- Click the **F**ile menu then **N**ew then **F**older. Notice that the folder already exists, it is just called 'New Folder', and we are simply renaming it now.
- Type the name for the new folder.
- Press ENTER.

These are just some basic Windows functions, if you would like to learn more about Windows operations please ask your trainer about our Windows course or contact us here at CypherBYTE.

Introduction

The following information is designed to introduce you to your custom database software application you have had made by CypherBYTE. By now you would have received your application which is made up of at least two files. One is your custom database system (application) and the other is the data for that system (CypherBYTE Data Server). Your application is called something like **ProjectName.mde**. The data file which holds all the data you see within your custom software is called **CypherBYTEDataServer.mdb**. The application or system file is always protected – no-one except CypherBYTE can read or make changes to the design of it. The CypherBYTE Data Server file is always unprotected, allowing you to make custom ad-hoc queries and reports from your data.

Ramifications of Losing Your CypherBYTE Data Server

If you lose your CypherBYTE Data Server you will lose all data in every CypherBYTE application that is using that CypherBYTE Data Server. If you are networking your CypherBYTE Data Server, this could mean that everyone loses everything in all CypherBYTE applications. **Make sure you don't accidentally delete it, and back it up regularly and reliably!**

Backing Up Your CypherBYTE Data Server

To backup the data within your CypherBYTE application (and any other CypherBYTE applications), you only need to include your **CypherBYTEDataServer.mdb** file in your regular backups. You should backup this file every day that your software is used. If you require assistance with backing up your data, contact your systems administrator or contact us at CypherBYTE.

Installation

Installation of your application is really quite easy if you are used to manipulating files and folders. If you need to set it up on a network you will need to know how to share folders and map network drives. If you need help, contact your systems administrator or you can contact us at CypherBYTE. Your first installation is normally done for you by a CypherBYTE representative.

Assuming you have Microsoft® Access™ installed correctly on your computer, you can install the software by simply copying the two files (the application file and the CypherBYTE Data Server) into the desired locations.

Stand-Alone Setup Instructions

If you only want to use the software on one computer follow these steps.

- Create a folder for the application (referred to as your **application folder**). We recommend **C:\Program Files\CypherBYTE\<YourProjectName>** as the application folder.
- Create a folder for the data (referred to as your **CDS folder**). The **application folder** and the **CDS folder** can be the same if you like. We recommend **My Documents\CDS** as the **CDS** folder.
- Copy the application file (**normally <YourProjectName>.mde**) into your **application folder**.
- You might like to create a shortcut to your application file while you are looking at it. To do that simply right-drag the application file from the application folder to wherever you want your shortcut to be. When you let go, choose **Create Shortcuts Here**.
- Copy the **CypherBYTE Data Server.mdb** file into your **CDS folder**.
- Run (open) the application file from the **Application folder**, perhaps by the shortcut in order to test it.
- The application will ask for the location of the CypherBYTE Data Server. Set the server path to your **CDS folder** and click OK.
- All done! You should be at the login screen.

Network Setup Instructions

If you want multiple users to use the software, follow these steps.

Server Setup

- Create a folder on your server for the CypherBYTE Data Server (referred to as your **CDS folder**).
- Copy both files which make up your software into your *CDS folder*.
- Share your *CDS folder* across the users you want to be able to access the software.

First Client Setup

- Map a persistent network drive (eg X:) back to the shared *CDS folder* on the server.
- Run the application file from the mapped drive (eg X:).
- Set the server path to the mapped network drive (eg X:) and click OK. This will modify the application file so that it knows where the CypherBYTEDataServer.mdb file is.
- Create a folder for the application file on drive C: (eg **C:\Program Files\CypherBYTE\AppName**). This is referred to as the *application folder*.
- Copy the application file from the mapped network drive (eg X:) into the *application folder*.
- Create a shortcut to the application file in the mapped network drive (eg X:) and configure the shortcut to have the name you want and the icon you want.
- Copy the shortcut to the desktop.

Subsequent Client Setup

- Map the same persistent network drive (eg X:) back to the shared *CDS folder* on the server.
- Create a folder for the application file on drive C: (eg **C:\Program Files\CypherBYTE\AppName**). This is referred to as the *application folder*.
- Copy the application file from the mapped network drive (eg X:) into the *application folder*.
- IF the application folder is the same on the first client machine, copy the shortcut from the mapped network drive (eg X:) onto the desktop.

NOTE: The setup of subsequent client machines is normally automated with batch files during Windows startup. If you would like help in configuring your system to do automatic installation and upgrades of your software, simply contact us at CypherBYTE.

Note that the application file resides on the local hard drive for each client. This is done for best performance and stability.

Changing Your CypherBYTE Data Server Location

If you **move** or **rename** your CypherBYTE Data Server to another location, CypherBYTE Software will detect that the CypherBYTE Data Server is no longer where it was, and will provide a dialog box for you to locate it. This will happen the next time you start your CypherBYTE Software.

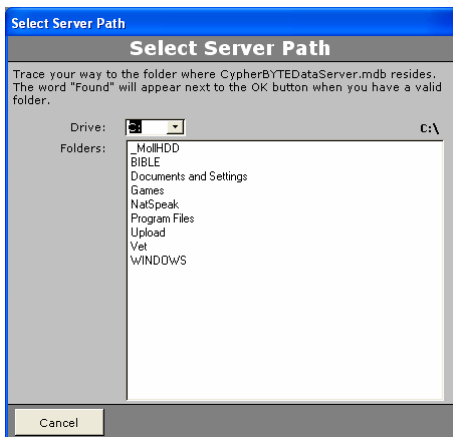


A typical startup screen

You can force the issue by pressing **F6** (F8 for older applications) at the startup screen shown at the right.

You will be given the opportunity to select a new path for your CypherBYTE Data Server, even while the current one is valid.

This can be great if you want or need to be able to 'swap servers'. One example where you might want to do this is for training – you don't want trainees working with live data. In this case, you could copy your CypherBYTE Data Server to another location (a training folder perhaps) and then switch between the live data and the training data as necessary. Using the same idea, you could create another one just for practice.



Selecting a server path (not yet found)

When you have selected a drive and folder that contains a CypherBYTEDataServer.mdb file, the OK button will be visible.

Click the OK button when you have the correct folder selected. The next thing you should see is a message stating that the CypherBYTE Data Server was successfully connected. After clicking OK to that message, you will be at the login screen.

Logging into CypherBYTE Software

Username and Password

When you first start CypherBYTE Software, you are asked for a username and password combination.

The **Admin User** is the first in the list of usernames, and is special in that it will provide access to areas of CypherBYTE Software that the other users may not get access to, such as the **User Management** screen.



The image shows a 'Login' dialog box with a blue title bar. Inside, it says 'CypherBYTE Follower is a secured system, please enter your username and password to log in.' There are two input fields: 'Username:' and 'Password:'. Below them, it says 'Enter your username and password to login.' At the bottom, there are 'Cancel' and 'OK' buttons, and a timestamp 'Thursday 12 Aug 2004 02:47 PM'.

You can type in "AD" into the **Username** box and that should be enough to select the **Admin** user. By default, CypherBYTE Software has at least one username - **Admin**. The password for Admin is set to "admin" by default. When you select the Admin username, the password "admin" is automatically entered for you. You should change your password immediately if you want to establish any level of security.



The image shows a 'CypherBYTE Follower' dialog box with a blue title bar. It contains the text 'You must change your administration password immediately to maintain security.' and an 'OK' button.

In order to maintain security around the **Admin User**, you should change the password to something only your top level Administrators should know.

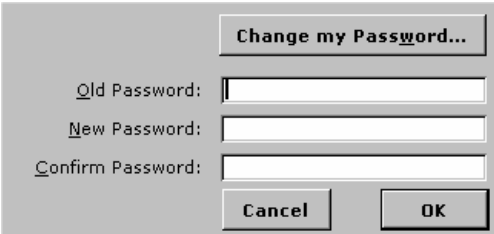
Anyone who knows the password for Admin can log in as the **Admin User**. The **Admin User** can do anything.

Changing Your Password

To change your password,

- Select **Options...** from the **Tools** Menu

The **Change my Password...** button allows you to change your login password. This is like any other password changing system.



The image shows a 'Change my Password...' dialog box with a grey background. It has three input fields: 'Old Password:', 'New Password:', and 'Confirm Password:'. At the bottom, there are 'Cancel' and 'OK' buttons.

When you click the **Change my Password...** button you will see the fields pictured left.


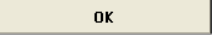
To change your password, enter your old (existing) password into the **Old Password** box, and enter your new password into both the **New Password** and **Confirm Password** boxes and then click OK. If you entered the same new password into both boxes and your password is at least 3 characters long, your password will be changed.

The Admin user can also change anyone's password via the **User Management** screen. If you have forgotten your password, you must contact your administrator. If you are the administrator and you have lost your admin password for your software, you will need to contact CypherBYTE.

Bypassing/Re-establishing Login

If you have no need for logins or security in your software, you can bypass the login screen. When bypassed, the Admin user is automatically logged into the software (regardless of the password) and you will not see the login screen. There will be no Log Out button available on the main menu when the login has been bypassed.

To bypass or re-establish the login screen and security,

- Log in as the **Admin** user.
- Select  Options... from the **Tools** Menu.
- Select the **3 - Application Settings** tab
- Check or clear the ☐ Login automatically with Admin user, bypassing security checkbox to alter the setting
- Click 

Registration, Modes and Upgrade Protection

When you first run CypherBYTE Software, you will find that the software runs in demo mode. Before we proceed, I want to clarify the modes for you.

Demo Mode

This mode is the default mode. In this mode, you can fully utilise all the features of your CypherBYTE Software for a limited time. At the time of writing this manual, that time is limited to around 60 days. After that time the software runs in Expired Mode unless it is registered or unlocked.

Expired Mode

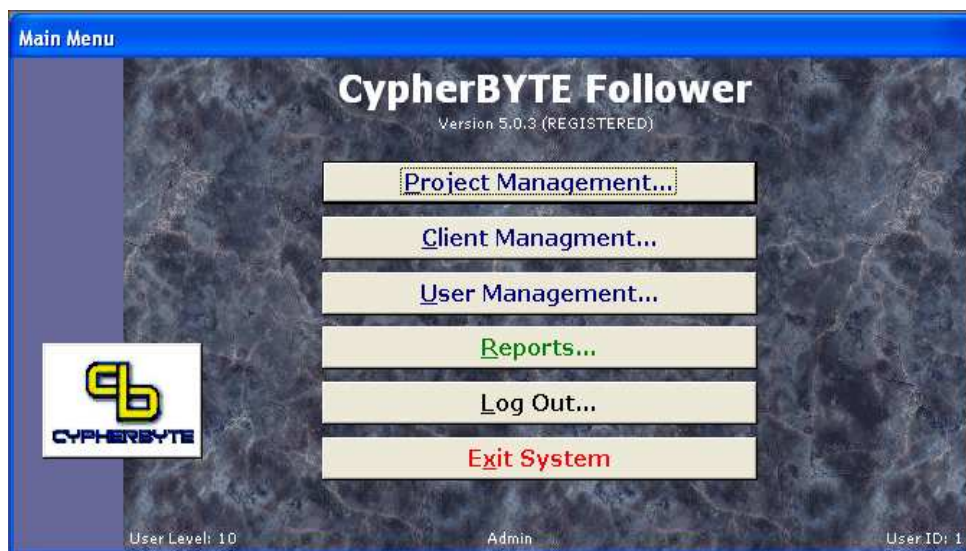
This mode only occurs when your software has not been unlocked and the demo period has expired. In this mode, you are severely limited in what you can do.

You may never experience this mode and CypherBYTE sincerely hopes that you do not!

Registered Mode

In this mode, there are no restrictions. The only way to get CypherBYTE Software into this mode is to **unlock your software** by calling CypherBYTE for an unlock code. CypherBYTE will check your status and provide an unlock code if you have fully paid for your software. You must be in front of your computer when you call for an unlock code. CypherBYTE does not charge for unlock codes and never intends to. This is simply our way of protecting our software from piracy and non-paying customers.

The mode you are in is displayed underneath the main title in the menu screen. If you are running in DEMO mode, the expiry date is also displayed.



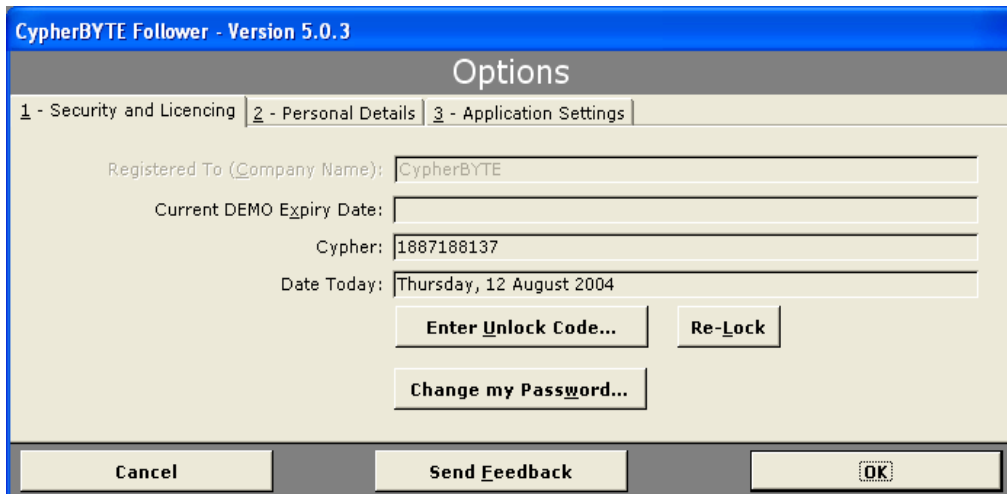
Your user level and username are also displayed in the menu screen. These are located at the bottom of the screen. Your User ID is also displayed. The User ID is simply a unique number that identifies each user.

Registration

Registration is a process of informing CypherBYTE of your details and paying for the software. Under normal conditions, registration may be automatically done for you by CypherBYTE.

Once you have registered and paid for your software, you can call CypherBYTE on (08) 8367 6099 to **unlock** your software. Only the registered individual can unlock the software. The security of CypherBYTE software revolves around the unlock code, and it is there to defend against software piracy – or at least make it more difficult.

Once you are ready to unlock your software, start your CypherBYTE software and go to **Tools – Options**.



The Options Dialog

Now enter your company name in the **Registered To (Company Name)** field. Specify it however you want, but make sure you are accurate, because you cannot change this once the software is unlocked. Your company name or your name are both good examples.

Once you have entered your **Registered To (Company Name)** correctly, call CypherBYTE for your unlock code. During that call, you will be asked for your **Registered To (Company Name)**, and your **Cypher**. You will then be asked to click the **Enter Unlock Code** button, and you then enter the unlock code given to you. Once successful, click **OK** and the software is unlocked and fully registered.

An unlock code cannot be used more than once – even on the same computer. This is by design and is to make piracy more difficult. You do not need to record the unlock code at all – if you need to unlock your software again you must call CypherBYTE for another unlock code.

Upgrades

CypherBYTE normally maintains its custom designed products on a needs basis – if you need it updated, then inform us and we can update the software to match any new requirements you may have.

Service agreements can be arranged where, for a set monthly fee, you are entitled to have a level of modifications or updates made to your software. What level of service you want in such an agreement would need to be discussed. Contact CypherBYTE if you want to arrange a service level agreement.

Maintenance and Support

Support and Maintenance of your software is normally covered under the ***CypherBYTE Maintenance and Support Agreement***. This covers you for things like continuance protection (ensures your software survives even if we don't), backup of source codes, e-mail and telephone support. If you do not have a maintenance and support agreement for your software, it is highly recommended that you contact us to organise one. While not mandatory, it's pretty risky without it.

Understanding Users and User Levels

The Admin User

Only the user with the **ID** of **1** is the real **Admin User**. This user is the **only** user who can do everything. If you lose the password to the **Admin User**, you will not be able to use it. If you have lost the password to your **Admin User**, you will need to call CypherBYTE to have your **Admin User** password reset. There may be charges associated with this if you don't have a CypherBYTE Maintenance and Support Agreement, so make sure you're covered!

If more than one user is currently logged into the **Admin User**, and they try to change the password for the Admin user at the same time, the second user to save gets to choose whose changes are saved. This could cause some chaos! For this reason it is recommended that only one or two administrators should manage the **Admin User** itself, and they should communicate the changing of the password with each other before changing it.

Most aspects of the Admin user cannot be changed - the user-level must be 10 for instance and the login name cannot be changed away from "Admin".

Normal Users

For normal users, the user level and the design of the software determines the level of access to each area.

User Levels

The user level sets the access rights for the user. Your software will have its own unique security configuration. The following is an example of a user-level matrix showing how level 10 can do everything, level 9 can do almost everything (except read pay data and change suburb data in the example), and no other user levels can even log in.

Element	---- User Level ----										
	0	1	2	3	4	5	6	7	8	9	10
Screens											
Main Menu Screen	No	No	No	No	No	No	No	No	No	Yes	Yes
Department Management Screen	No	No	No	No	No	No	No	No	No	Yes	Yes
Employee Management Screen	No	No	No	No	No	No	No	No	No	Yes	Yes
Employee Type Management Screen	No	No	No	No	No	No	No	No	No	Yes	Yes
Labour Subform	No	No	No	No	No	No	No	No	No	Yes	Yes
Leave Subform	No	No	No	No	No	No	No	No	No	Yes	Yes
Leave Type Management Screen	No	No	No	No	No	No	No	No	No	Yes	Yes
Paycode Management Screen	No	No	No	No	No	No	No	No	No	No	Yes
Suburb Management Screen	No	No	No	No	No	No	No	No	No	READ	Yes
Team Management	No	No	No	No	No	No	No	No	No	Yes	Yes
Reporting Dialog Box	No	No	No	No	No	No	No	No	No	Yes	Yes
Reports											
Labour Report	No	No	No	No	No	No	No	No	No	Yes	Yes
Leave Chart	No	No	No	No	No	No	No	No	No	Yes	Yes
User Listing Report	No	No	No	No	No	No	No	No	No	Yes	Yes
Userlevel Report	No	No	No	No	No	No	No	No	No	Yes	Yes
Miscellaneous											
Ability To Create Multiple Labour Entr	No	No	No	No	No	No	No	No	No	Yes	Yes
Ability To Create Multiple Leave Entri	No	No	No	No	No	No	No	No	No	Yes	Yes
Can Access Payrate Data	No	No	No	No	No	No	No	No	No	No	Yes

A sample user level report showing how user levels can impact areas of your software
(feature elements may not be identical to your software)

CypherBYTE Software Features

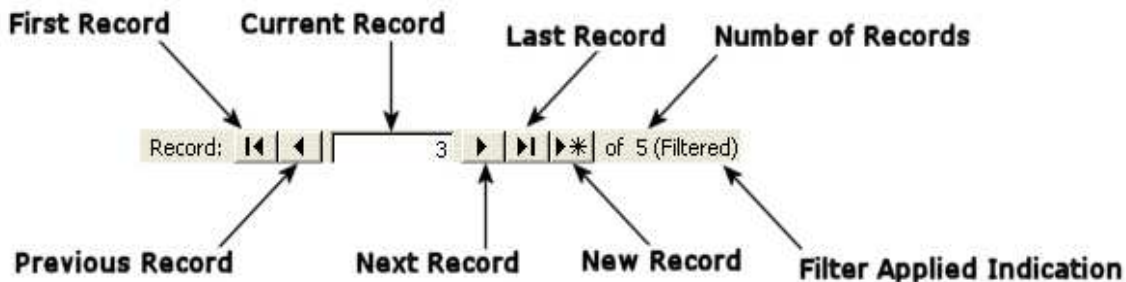
Understanding Records and Fields

The terms **record** and **field** are used throughout this manual. You will need to clearly understand them before reading on.

- A **field** is a data element of a list. In software, **Fields** are represented as editable boxes. For example, **Surname** is a field in a Staff list or **Username** is a field in the user list.
- A **record** is a collection of completed fields making up a row in a list (or an *entity*). Enter data into the Firstname, Surname, CompanyName, Email and Phone fields to make up a Contact record. Each person in a contact list is a record.

Navigating the Data

To navigate around the data contained in the current screen, use the navigation buttons at the bottom of the window. The navigation buttons provide a simple method of moving to the first, previous, next, last or new records respectively. This is very important to know when you are in a screen that shows you only one record at a time.



Navigation Button	Meaning
First Record	Goes to the first record or record number 1. The data in this record may differ depending upon your current sort order for the screen – it is not necessarily the first record you entered.
Previous Record	Goes to the record prior to the current record.
Current Record	Shows you which record number you are looking at. Again, do not associate the record number with the data you see on the screen. The diagram indicates only that it is the 3 rd record - there is no way to identify which data it is. You can enter a new number to go to the n th record in the data.
Next Record	Goes to the record after the current one.
Last Record	Goes to the final record in the list.
New Record	Goes to the record after the last one. This is called the new record. In all screens where you can add data, you can navigate to this record to start entering data.
Number of Records	This shows you how many records you are currently navigating.
Filter Applied Indication	If you have completed a find operation, you may not be looking at all records. If the records have been filtered, the (Filtered) indicator appears.

Automatic Saving

Before you begin to add records to a database you must understand the way that your software saves data. Microsoft® Access™ saves records automatically once you exit the record.

Exiting the record can be done in many ways; the following are all valid actions which save the current record's changes:

- pressing TAB to arrive at the next record
- navigating records
- closing the screen
- quitting the application
- selecting the record by clicking the pencil indicator
- sorting
- filtering
- entering sub-forms and objects controlled by code which saves the current record



This is an advantage because it means you don't have to remember to save your work. It also means that if you encounter a power failure you will not have to worry about lost records that you didn't save.

However, this also means that if you accidentally edit or delete a record these changes are automatically saved and are therefore permanent. It is always a good idea to have a regular and reliable back up of the information stored on your computer; this is particularly true in the case of databases. Keep your CypherBYTE Data Server backed up and apply a little care during usage and you can enjoy the automatic saving. There is a feature which makes saving a lot more deliberate that you can use. See the **Editing Records** section for details on it.

Entering Data


Entering data is a matter of going to the right data entry screen, navigating to the new record and filling it out by typing. When you first arrive at the new record, you should be in the first field. To enter data, begin typing into the first field and press **TAB** to go to the next field. Type the appropriate information into the next field and again press TAB. Repeat this until all fields are complete. On the last field, pressing TAB might go to the first field of the next record.

The Pencil Indicator

Once you have made a change to a record, you will be able to see the pencil indicator () displayed at the left of the record. This indicator means that the record has not been saved (yet). It changes to  when the record has been saved.

Whenever you see the pencil indicator it means you can do one of two things; complete the changes to the record or abandon changes to the record by pressing **ESC**. This is a vital thing to know - if you were to accidentally drop your pen (or fingers) on the keys and press a letter, some data (which you may not know what) would be overtyped. The only way to get the unknown thing back is to press ESC to abandon changes to the record.

Record Locked Indication

Within a network environment, data is capable of being edited by more than one user at the same time. Your CypherBYTE software will sometimes display a crossed circle () to indicate that other users have edited and not yet saved data which is too close to the record you want to edit to be allowed. In this case, all you can do is wait until the other user saves the record before you can make any changes.

Sometimes your CypherBYTE software will allow such edits but give the person who saves last the option of keeping the other users' data or overwriting that user's changes with their own.

Editing Records

Once you have added records you may need to make amendments. Making changes is as easy as going to the screen that defines the data you want to modify and overtyping or editing the entry.

A standard feature in your CypherBYTE software is the requirement to click the **Edit** button (or press CTRL-E) before any changes to existing records can be saved. The benefit is that you cannot accidentally overwrite existing data.

If you don't like having to click **Edit**, and you are happy to run the risk of accidental overwrites you can switch this feature off. See the following section on how to do this.

Required To Click Edit

Under normal circumstances you have to click **Edit** to be able to save changes to an exiting record. After experience and you are confident enough to do so, you will find it more efficient to not have to do this. It is more dangerous, but saves lots of clicks in a day.

You can choose to either click the Edit button to save changes to existing records or not by setting the option:

- Select **Options...** from the **Tools** Menu
- Select the **3 - Application Settings** tab
- Check or clear the ☐ **Required to click Edit** checkbox to alter the setting
- Click **OK**

The Admin user can also set this in the User Management screen.

Selecting One Record

Click the record selector of the record you want to select.


- ▶ In screens with many records displayed at a time, the record selector is the small grey box at the left of the records like the two show at the left of this paragraph.
- ▶ In screens with only one record visible at a time, the record selector is in the same place, but is as tall as the screen itself.
Way taller than the one shown at the left!
Once selected, records are ready to be copied or deleted


Selecting Multiple Records

You can only do this to screens which show you many records at a time.

- ▶ Shown at the left here are some record selectors.
- ▶ Selecting multiple records is a matter of dragging through the record selectors you want to select. Drag from the first record selector of the record you want to select through to the last record selector of the record you want to select.

Deleting Records

Deleting records is very simple, in most cases. All you need to do is to select the record(s) (the arrow will be highlighted,  when selected) and then either;

- Press **Delete** on your keyboard
- OR
- Select  Delete Record from the **Tools** menu.

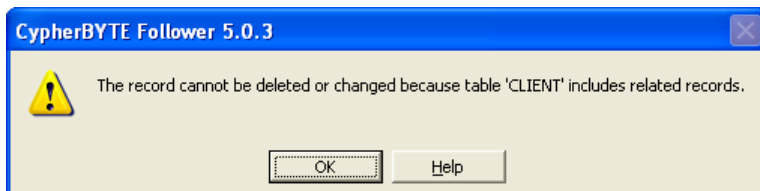
You will be asked if this is REALLY what you want to do:



Click **Yes** to delete the record(s) permanently or click **No** to delete nothing.

Relational Restrictions

Deleting data is not always possible. If you had a Client record that was using the Suburb record of "Adelaide", and then you tried to delete the Suburb record "Adelaide" itself you would get this message:



Equally, deleting a client when there are financial records referring to that client would also be prevented.

This is a good thing, since deleting these records seems like a bit of a mistake. You would have to be more deliberate if you really wanted to delete Adelaide -- you could delete all of your clients from Adelaide or assign all Adelaide based clients a different suburb, then you would be able to delete the Adelaide record from the Suburbs list.

Finding Records

As the database grows, you will (at some point) need to navigate the database for a particular record. With a large number of records, this could take a long time. Specific records or values can be quickly found by searching the data. Your CypherBYTE software is equipped with customised finding routines. Simply double click in the field you wish to search.



Enter the information you want to find and click OK or press ENTER.

Once you have completed your search, all other data will be filtered out except for data containing what you typed into the find box. You can tell the filter has been applied because the record navigation buttons at the bottom of the screen show it ;



Notice the (Filtered) indication. This tells you that you have a filter applied – used to search for your data.


Showing All Records


To remove any filters (i.e. see all your records again) simply double click the main heading at the top of the window (for example the words “Suburb Management” in the suburb management screen).

You can also select  Remove Filter/Sort from the **Tools** menu.


Advanced Finding

The simple finding method described above is limited. It can only find data by one single field and its searching method (**contains** or **starts with** for example) is automatically selected for you.

If you need to find data by more than one field or you need a more specific searching method, you will need to use Queries (described later) or the  **Filter By Form** feature.


Selecting  **Filter By Form** from the **Tools** menu, you will see the current screen shown with no data, all buttons disabled and the title bar will state “filter by form”. When you click in any field it will appear as a combo box. While in this mode, you define the filter you want to use to define which records you want to see.

To set your filter, click into the appropriate fields and enter your criteria. For example, click in the Surname field and enter in **Like “*SON”** to express that you want to see surnames ending in son such as Bronson or Wilson. For more details on setting criteria, see the section **Example Criteria** in the **Using Criteria** section of **Creating Basic Queries**.

Once you have defined the filter you want to use, you apply the filter by using the  **Apply Filter** command from the **Tools** menu. Only the records that match your filter will be shown.

Keyboard Shortcuts

Some people prefer to use keyboard shortcuts instead of using a mouse. (Depending on your level of typing skills this may or may not be quicker). All the menus, buttons and tab controls in your CypherBYTE software have keyboard shortcuts. To use the keyboard shortcuts hold down ALT and press the letter (or number) that is underlined.

  **ALT-D** is the same as clicking Done and **ALT-N** is the same as clicking New.

There are also a range of keystrokes available for moving around your data.

Keystrokes	In Screens With 1 Record	In Screens With > 1 Record
TAB	Move to next field	Move to next field
Shift-TAB	Move to previous field	Move to previous field
PGDN	Move to next record	Scroll one visible screen down
PGUP	Move to previous record	Scroll one visible screen up
HOME	Move to first field of the current record	Move to first field of the current record
END	Move to last field of the current record	Move to last field of the current record
CTRL-HOME	Move to first field of the first record	Move to first field of the first record
CTRL-END	Move to last field of the last record	Move to last field of the last record
CTRL-UP	Move to current field of the first record	Move to current field of the first record
CTRL-DOWN	Move to current field of the last record	Move to current field of the last record

User Management

Managing Usernames and Passwords

You can edit the list of users and passwords through the **User Management** screen. You can get to this by clicking the **User Management** button from the main menu. Only users with a user level of 10 will be able to make changes in the user management screen and no-one can change the Admin user.

User Management						
ID	Username	Password	User Level	Status	Edit Override	
1	Admin	*****	10	Normal	<input checked="" type="checkbox"/>	
2	User Two	***	10	Normal	<input type="checkbox"/>	
*	(Auto)		0	Normal	<input type="checkbox"/>	

Done User Level Report All records displayed.

From here, you can manage all users (except the Admin user cannot be changed by anyone other than the admin user).

Resetting User Passwords

There is no confirmation on changing the password in the password box (except for the Admin user). If you type it wrong, or you need to reset it, you can just change it again.

If you cannot log in to change your password, you will need to log in with the Admin username to do it or ask the person who controls the Admin user. If you have lost your Admin password, you will need to contact us at CypherBYTE to have it reset.

Managing Access Rights

You can modify **User Levels** to provide the access you want to give. Examine your User Level Report to see which user levels give what kind of access to where. You can find this report in either the **Reporting** area or the **User Management** screen itself.

Status of Users

All users are "Normal" by default. When a user leaves your environment, it may or may not be possible to delete the user. For example, if your software binds transactions to users, then deleting the user may result in a *relational restriction* (described previously). In this case what you should do is set the user to Inactive. Inactive users cannot log in.

Overriding Edit

As mentioned previously, you can set users' override settings here. A tick in the **Edit Override** box means that user does not see or need to use the Edit buttons as described in "Editing Records" previously.

Sending Us Feedback

You can send an e-mail to us at any time regarding your CypherBYTE software. Let us know what you think, report bugs or request upgrades.

- Select  Options... from the **Tools** Menu

The  button allows you to send e-mail to CypherBYTE.

You can also simply direct your e-mail to us at CypherBYTE (solutions@cypherbyte.com.au)

Creating Basic Queries

This section of the manual describes some basics about creating customised queries using your CypherBYTE Data Server as the source of information. You might choose to do this in order to, say, create a query of your client or supplier list in order to perform a Mail-Merge with Microsoft® Word™ or maybe export the information to Microsoft® Excel™ to create a chart or analyse the data extensively.

The following describes the methodology for creating simple select type queries. For more information regarding learning more about creating your own queries and reports, contact us at CypherBYTE for some training.

Firstly you will need to have design access to either your CypherBYTE Data Server file itself, or a Microsoft® Access™ database with links back to your CypherBYTE Data Server in order to create any queries.

READ ALL OF THE FOLLOWING WARNINGS BEFORE ATTEMPTING TO CREATE YOUR OWN QUERIES

Warning: Providing access to your CypherBYTE Data Server could be dangerous. Changing data within your CypherBYTE Data Server could have severe and detrimental effects on your custom CypherBYTE software.

Warning: Modifying the data which is displayed as a result of a query you created will in fact modify the original data back in the tables of the CypherBYTE Data Server.

Warning: Any query you find which has an exclamation point (!) near it's icon indicates that is an action query. If you try to open an action query the same way as opening one of your own custom select queries, you will be modifying data back in the tables of the CypherBYTE Data Server.

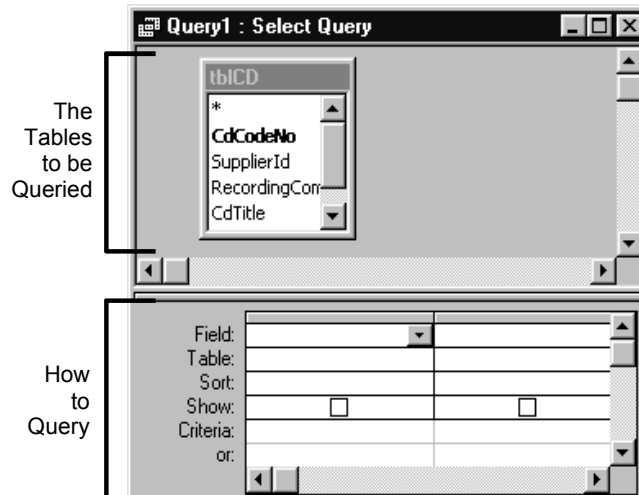
Warning: Do not make any unauthorised changes to the CypherBYTE Data Server's table structure. Such changes may render your customer CypherBYTE software unusable.

Once you have design access to the database you want to create tables in;

- Click on the **Queries** tab.
- To create your new (empty) query, click the **New** button, then click **Design View**, then **OK**.
- Select the table(s) you want to include in your query and **Add** them. Click **Close** when done.

Query Design

In a query you define which fields you want from which tables. You can then sort that data or filter the records to show only those which match your criteria.



The top half of the window shows the table(s) you want to include, while the bottom half gives an area to define how you want the results sorted, and any criteria that you want to apply.

Adding a Field

To add a field to the design grid, simply double click it within the table in the top half of the query window. The field will be added to the right of the right-most field added.

You can also type the name of a field into the field row of a blank column.

Removing a Field

To remove a field from the design grid, either delete the entire column or empty the field row for that column. Both are equally as effective after saving.

Using Criteria

You can specify criteria for the fields you want to filter. You might be looking at a list of customers and suburbs. You can specify the criteria "Adelaide" in the suburb field and you will only get to see clients from Adelaide when you view the results.

Data types

There are several data types which can be used when specifying criteria. The most common of these is text. The data types each have specific delimiters, which are characters that are placed either side of the criteria.

Type	Delimiter	Example
Literal Text	" "	"Fred"
Date Data	# #	#01/05/99#
Field References	[]	[CD Code No]

Criteria Expressions

You specify criteria in the criteria row of the design view in the field from which you wish to obtain specific information. The example below will limit the results to show only those Customers with a CustomerID field which is exactly "Smith".

Field:	CustomerID
Table:	tblCustomers
Sort:	
Show:	<input checked="" type="checkbox"/>
Criteria:	Smith
or:	

OR Criteria

If you need to select records where the field value may be one of a number of possibilities, define the criteria with a list all of the values you want to see separated with the word **OR**.

Examples:

"Smith" or "Smythe"
"Adelaide" or "North Adelaide"

AND Criteria

If you want to select records only if **all** of a set of conditions are met (eg. **LastName** = Smith **and** **OrderDate** = 15/5/97), place the values on the same row(across). The query will only select the record **if** all of the conditions on that row are met:

Field:	CustomerID	OrderDate
Table:	tblCustomers	tblOrders
Sort:		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	"Smith"	#15/05/97#
or:		

This query would show records where both conditions are met – The CustomerID must be "Smith" AND the OrderDate must be the 15th of May, 1997.

If you placed the criteria on different rows, it becomes an OR. For example, put the date criteria one row further down and it means **Surname** = "Smith" **OR** **OrderDate** = 15th of May, 1997.

Examples of Criteria

The following Table gives some examples of the different criteria you can enter. This should get you started in creating your own expressions:

Criteria	Displays	Extracts
Adelaide	"Adelaide"	Field must equal ADELAIDE.
Not Adelaide	Not "Adelaide"	Field must not contain ADELAIDE
Not Adelaide AND Not Melbourne	Not "Adelaide" And Not "Melbourne"	Field can contain any value other than ADELAIDE or MELBOURNE.
*son	Like "*son"	Field must end in the three letters SON.
Smith*	Like "Smith*"	Field must start with SMITH.
PEN	Like "*PEN*"	Field must contain PEN anywhere.
son and t	Like "*son" And Like "t*"	Field must start with T and end in SON... such as Tyson.
A* and B*	Like "A*" And Like "B*"	Illogical request, nothing can both start with A and also start with B. To list people with surnames starting with A or B, the OR operator should be used, not the AND operator.
>500	>500	Field must have a value over 500
<500	<500	Field must have a value under 500
>=500	>=500	Field must be greater than or equal to 500
<=500	<=500	Field must have a value less than or equal to 500
>=10 and <=50	>=10 And <=50	Field must contain a value that is between 10 and 50 inclusively.
>=50 or <= 65	>=50 Or <=65	Think of a number between negative infinity and positive infinity. Is it greater than 50 or less than 65? This common error returns all values and is an example of where AND should be used instead of OR.
Between 10 and 50	Between 10 And 50	Same result as the previous entry. Field must contain a value between 10 and 50 inclusively.
Between started and finished	Between "Started" And "Finished"	Field must contain text which is alphabetically after or equal to STARTED and less than or before FINISHED. A bit like saying between A and D.
>12/11/06	>#12/11/2006#	Field must contain dates after the 12 th of November 2006. Or is it the American version 11 th of December? You have to be cautious with this as your Control Panel in Windows determines it and since both Windows and MS Access are made in the USA... I always use 12 Nov 2006 rather than 12/11 because of the possibility of error here.
Between 6 July 2006 and 15 July 2006	Between #6 July 2006# And #15 July 2006#	All records with a date between the 6th of July 2006 and 15th of July 2006.

Note that criteria are NOT case sensitive.

Sorting Data

Information presented in a Query can be sorted. The third row of the design grid is the **Sort:** row. Click in the **Sort:** row of the field to sort by, and select either Ascending or Descending sort order from the drop-down list.

You can sort data across several columns, with the left-most column sorted taking precedence. If you wanted to sort by Surname then by Firstname, the Surname field must be more left in the grid than Firstname.

Creating Calculated Fields

You can create simple calculative fields based upon formulas within a query. You define your expression by entering your calculated field into the field row of a new column in the following format;

NewFieldName : Expression

Example Calculated Field	Would provide a new...
GST : [Subtotal] * 0.1	GST field which is 10% of the field Called Subtotal.
SubtotalIncludingGST : [Subtotal] * 1.1	SubtotalIncludingGST field which was 110% of the field Called Subtotal

Expression Rules

You have to use the typical computer lingo for math signs for addition, subtraction, multiplication and division (+ - * / respectively). And of course, BODMAS still applies (or whatever name they gave it when you were at school!). It is the thing that means you need brackets to make sure a math operation is done in the right way.

To explain this BODMAS a little, $2+2*2$ does NOT equal 8. It equals 6. You see, multiplication (the M in BODMAS) comes before addition (the A in BODMAS), so $2*2$ is processed to four before 2 is added.

BODMAS stands for **B**rackets, **P**owers **O**f, **D**ivision, **M**ultiplication, **A**ddition and **S**ubtraction and it represents the order of processing for complex mathematic formulas; brackets first, then powers, then division etc.

Example: **Cost + GST** gives sale price. To divide the sale price by 2 you might try **Cost + GST / 2**. This only halves the GST amount because the division is done first. Correct according to BODMAS is **(Cost + GST) / 2**.

More Queries and Reports

If you would like to learn more about designing queries and reports for your Microsoft® Access™ data, please don't hesitate to contact us here at CypherBYTE to discuss your training needs.