

# P38 Handbook

Version 1.5

Anwendung von P38.

P38 ist ein kleiner aber powervolle Informationsmanager mit einen einfachem und bequemen Interface. Das Programm kann sowohl privat als auch für geschäft Zwecke genutzt werden.

Verscheidene Möglichkeiten der Nutzung bietet der 'Birthday Watch' im P38. Hier können Sie Ihre Geburtstagdaten und dazugehörige Personalien eingeben und abrufen beliebig.

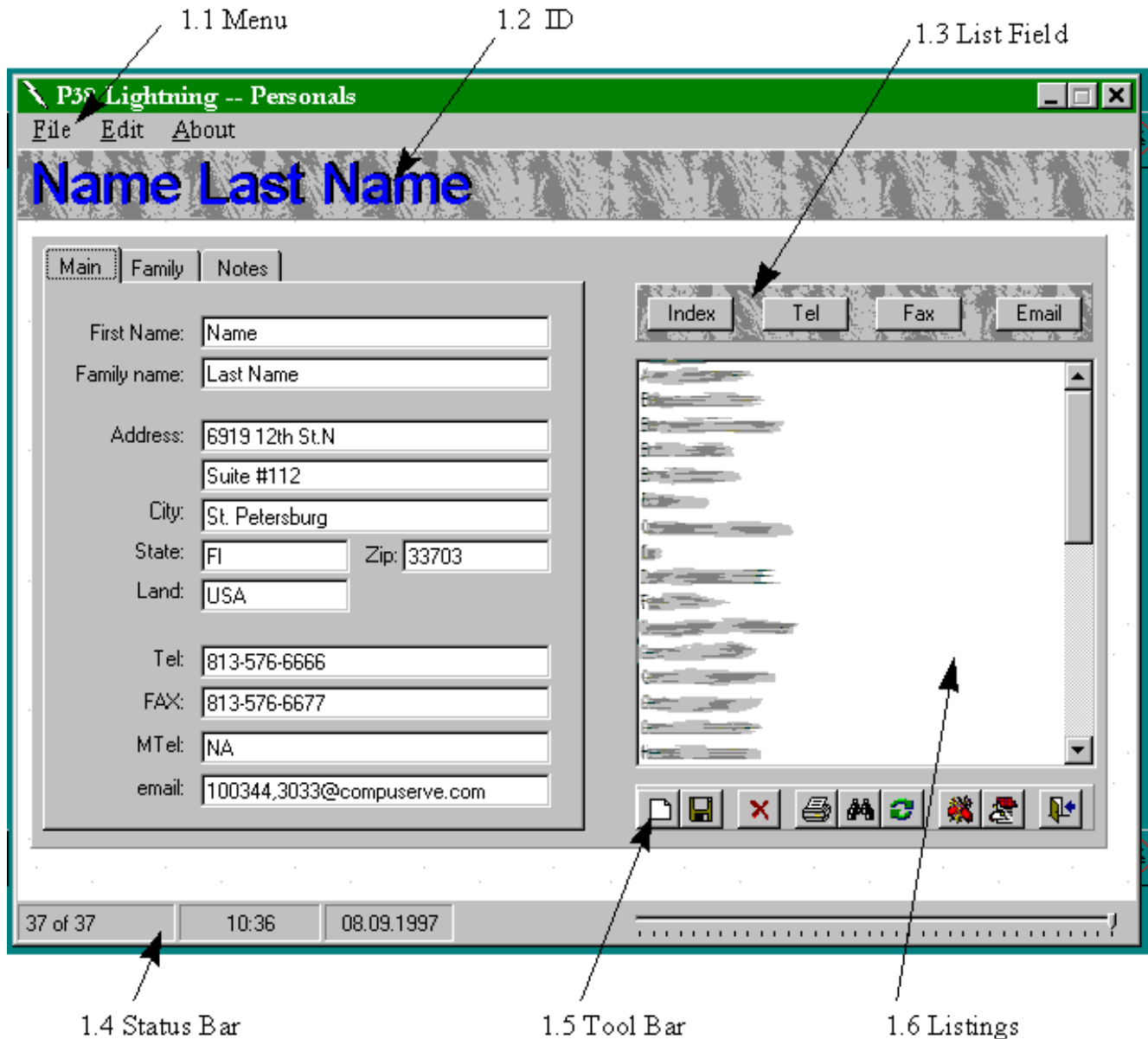
Möglicherweise ist auch die "Checkbox" for Christmas" eine gute Hilfe dafür, gute Freunde, Bekannte oder Geschäftspartner an Weihnachten nicht zu vergessen.

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## Personal Listings

### 1.0 P38 Personal Main



#### 1.1 Menu.

This is a standard Menu, allowing you to Open, Save, Print and Delete files. The Option and Search functions are also accessible from here.

#### 1.2 ID.

This field shows the name of the current file you are viewing.

#### 1.3 Sort Bar or List Field.

There are four different ways you can view your data.

Index: Click on the Index button and all your data is shown in the list field directly below the Sort bar.

Tel: Clicking on this button displays all your data names along with the telephone number, if any is given. If there is no telephone number, the name is still displayed.

Fax: Clicking on this button displays all your data names along with the fax number, if any is given. If there is no fax number, the name is still displayed.

E-mail: Clicking on this button displays all your data names along with the e-mail number, if any is given. If there is no e-mail number, the name is still displayed.

#### 1.4 Status Bar.

The status bar is divided into four segments

Number of records and which number is the active data displayed

Time. Displays the current Time

Date. Displays the current date

Counter. Sweeps back and forth as you navigate to a new data record and shows you that record's placement inside P38.

## 1.5 The Tool Bar

The Tool Bar is divided into 9 functions.

New: Adds a new data record to P38

Save: Saves the current data record and any changes you have made to it.

Delete: Deletes the current data record

Print: Prints the current data record out to your Printer.

Find: Calls the Find function, where you can search through P38 to find a specific data record

GoTo: Close the People Ledger and opens the Commercial Ledger

Birthday: Opens the Options form so you can perform a check for all current Birthdays

Notes: Opens the Memo form so you can jot down a short memo

Exit: Closes and Exits P38.

## 1.6 Listings

The Names of your data records are listed here for an easy oversight. Double click on one of the names and P38 navigates to its data and makes it the current record.

### 1.1 P38 Personals Family

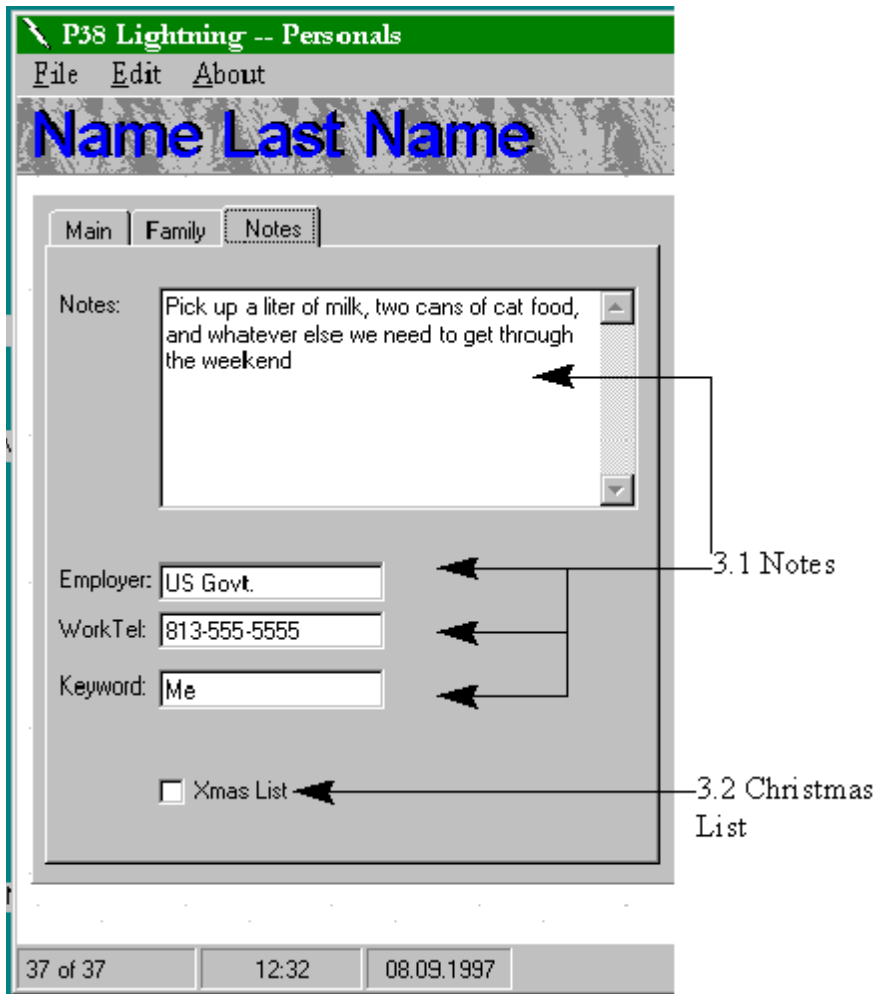
	<u>Name</u>	<u>Birthday dd.mm.yyyy</u>
	<i>Name:</i>	01.01.1900
Spouse:	Wife	01.02.1900
Child 1:		
Child 2:		
Child 3:		
Child 4:		
Child 5:		

#### The Family Folder

Allows you to enter the Spouse's and Children's name for your Main data. The Birthdays must be entered using the "dd.mm.yyyy" syntax for the Birthday search to function properly.



## 1.2 P38 Personals Notes



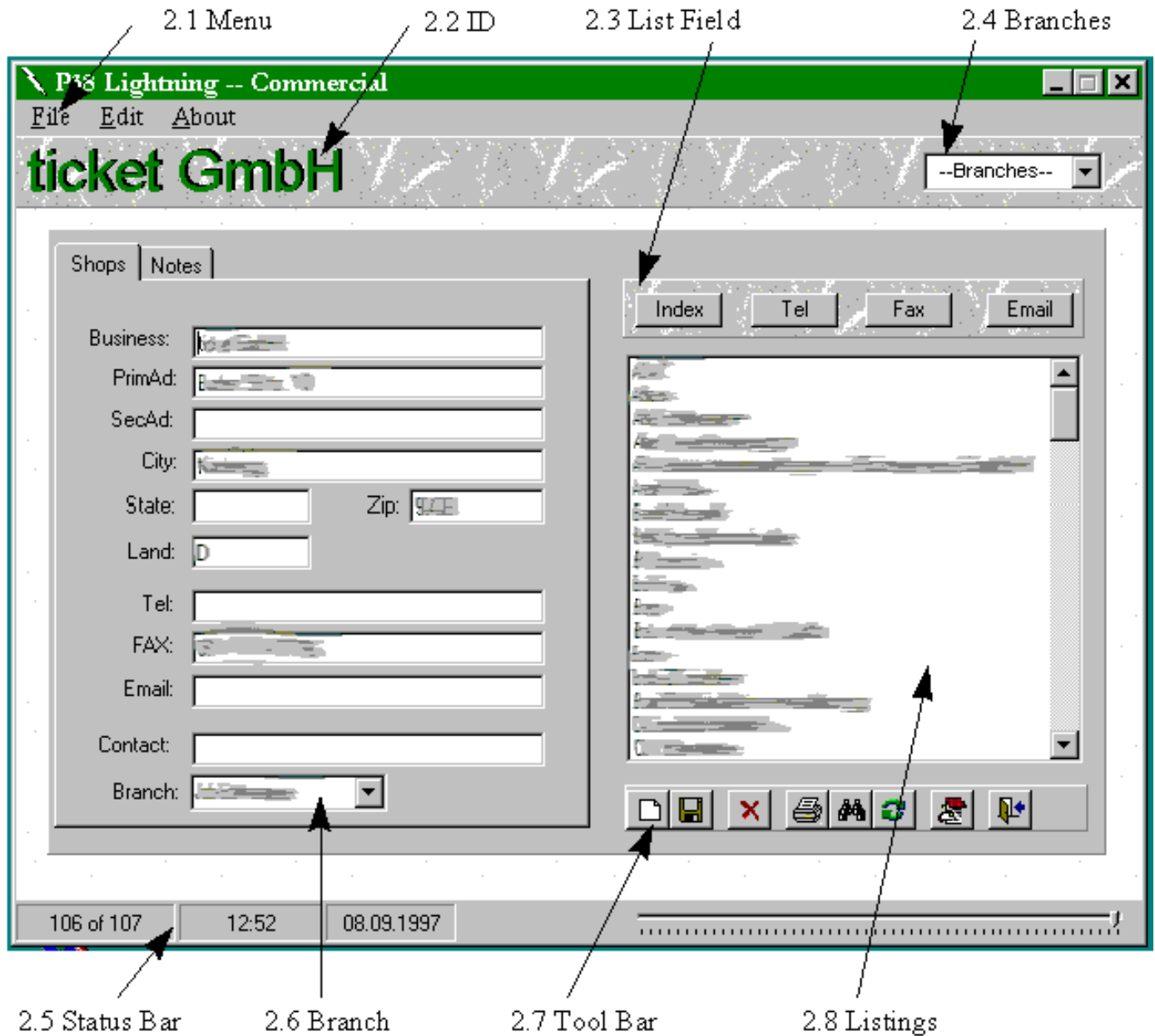
### Personal Notes

3.1 Notes is divided into several different fields where you can store more data over the person of record. It includes a small Personal notepad, a field for the Person's Employer, Work Telephone Number and a Keyword of your choice to assist in any searches

3.2 Christmas List allows you to add this Person to your Christmas List. To view the entire contents of your Xmas List, open the "Edit" menu and click on "Xmas List". The data will then display in the Listbox, figure 1.6

## 2.0 Commercial Listings

### P38 Commercial Shops



#### 2.1 Menu.

This is a standard Menu, allowing you to Open, Save, Print and Delete files. The Option and Search functions are also accessible from here.

#### 2.2 ID.

This field shows the name of the current file you are viewing

### 2.3 Sort Bar or List Field.

There are four different ways you can view your data.

Index: Click on the Index button and all your data is shown in the list field directly below the Sort bar.

Tel: Clicking on this button displays all your data names along with the telephone number, if any is given. If there is no telephone number, the name is still displayed.

Fax: Clicking on this button displays all your data names along with the fax number, if any is given. If there is no fax number, the name is still displayed.

E-mail: Clicking on this button displays all your data names along with the e-mail number, if any is given. If there is no e-mail number, the name is still displayed.

## 2.4 Branches

This is the list of Branches you have declared for your data. Click on one of the branch names, and all data listed with this branch will be shown in the Listings Box, figure 2.8

## 2.5 Status Bar.

The status bar is divided into four segments

Number of records and which number is the active data displayed

Time. Displays the current Time

Date. Displays the current date

Counter. Sweeps back and forth as you navigate to a new data record and shows you that record's placement inside P38.

## 2.6 Branch

Enter the Branch for your data in this field. If it is the first time you enter such a branch, you will be asked if you want P38 to save it for you.

If you change the name of your Branch later on, P38 will ask you if you are sure you want to change the name to prevent any accidental rewriting of your data.

## 2.7 The Tool Bar

The Tool Bar is divided into 9 functions.

New: Adds a new data record to P38

Save: Saves the current data record and any changes you have made to it.

Delete: Deletes the current data record

Print: Prints the current data record out to your Printer.

Find: Calls the Find function, where you can search through P38 to find a specific data record

GoTo: Close the Commercial Ledger and opens the People Ledger

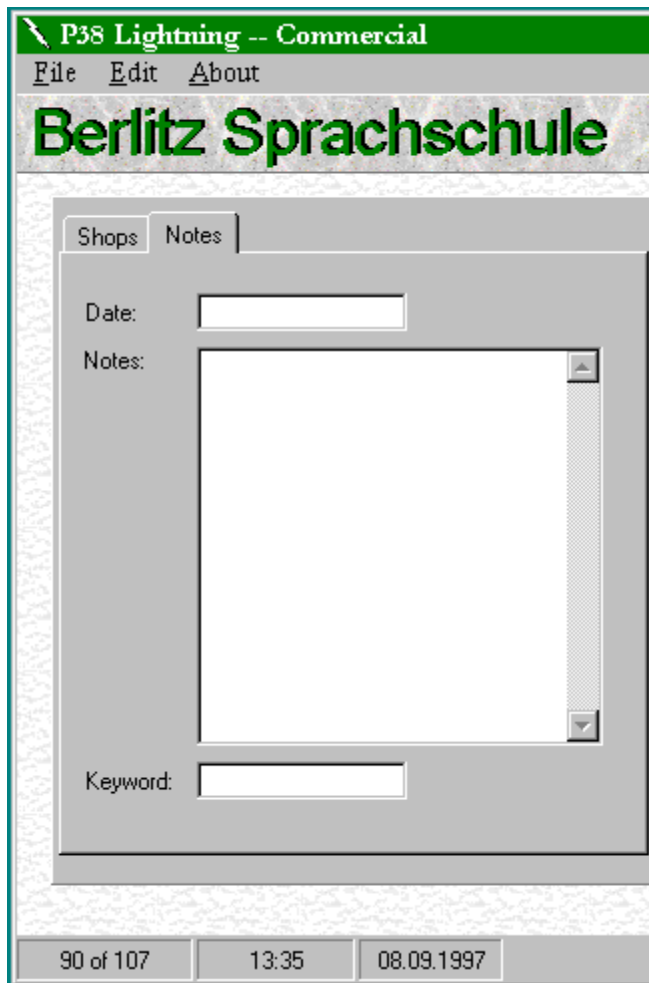
Notes: Opens the Memo form so you can jot down a short memo

Exit: Closes and Exits P38.

## 2.8 Listings

The Names of your data records are listed here for an easy oversight. Double click on one of the names and P38 navigates to its data and makes it the current record.

## 2.1 P38 Commercial Notes



### The Commercial Notes Folder

Here you can keep notes, the date you entered the notes, and a Keyword to help assist in performing Search functions

### 3.0 Personal Searches

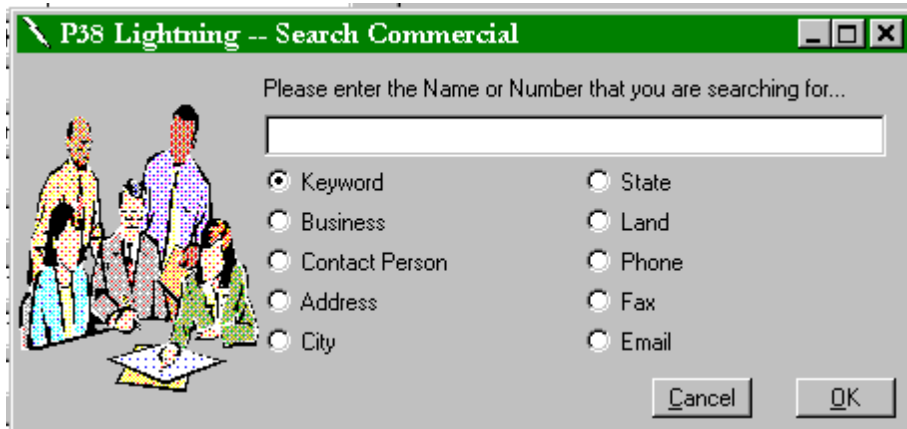


You can search through P38 and list your data by a number of different ways. Enter the name or number you are searching for, then click on one of the buttons to tell P38 where to search at. Afterwards, click on OK and the record, or records, incase more than one data record is found with the same criteria, will be listed in the Listings box.

P38 can Search through your records using partial names also.

*Example: If you type in the letters sm and search through Last Names, the name Smith, Smyth and Smittens will be listed if these area in your data records.*

## 4.0 Commercial Searches



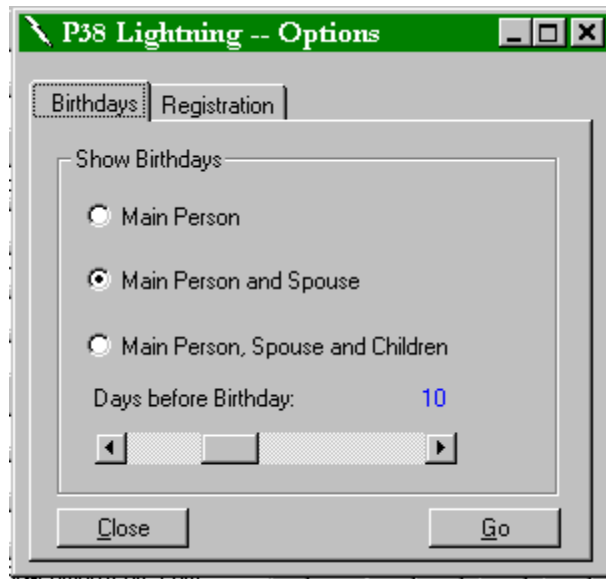
You can search through P38 and list your data by a number of different ways. Enter the name or number you are searching for, then click on one of the buttons to tell P38 where to search at. Afterwards, click on OK and the record, or records, incase more than one data record is found with the same criteria, will be listed in the Listings box.

P38 can Search through your records using partial names also.

*Example: If you type in the letters sm and search through Business, the name Smith, Smyth and Smittens will be listed if these area in your data records.*



## 5.0 Birthdays



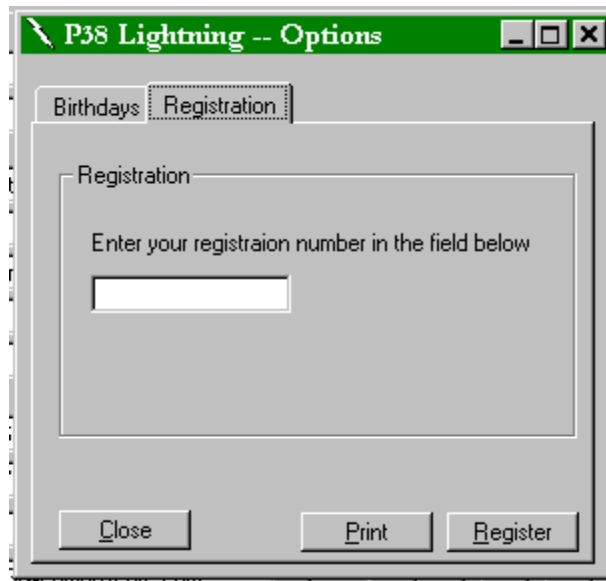
P38 allows you to Search for Birthdays ahead of time. A great way to avoid any embarrassment. You have three options to choose from:

1. Main Person
2. Main Person and Spouse
3. Main Person, Spouse and Children

After selecting a method, set the number of days. Afterwards, click on "Go" and P38 will inform you of all upcoming Birthdays.

*Example: You choose Main Person, Spouse and Children, with 10 days. Your husband's name shows for Main Person, and then it can show again if he listed as a children under his parents name. And if you have your name listed as a Main Person, and your husband is listed as Spouse, his name will display three times for approaching birthdays.*

## 6.0 Registering



To Register P38, type the registration number into the Registration text field. After the correct password is entered, P38 is fully loaded and functional and will not have to be reregistered unless you move it to another machine.

You can find the Registration form by clicking on any of the Edit/Options menu, or by clicking on the Birthday button from the People Ledger.

## **7.0 Shareware**

Shareware programs are distributed freely and cost nothing to do so. They are usually a sample program and are not fully functional until you register and enter the password. In which case they are a complete, fully functional software product.

P38 is a Shareware program. You may distribute this program to anyone, anywhere, as long as you do not supply them with the password, if you are a registered User.

If you are a publisher or a distributor of shareware programs, then feel free to include this product on any CD, Internet FTP or other source of distribution

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