

USER GUIDE

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User Interface Map

The map below shows some of the main functions you will use the most.

The layout of the data fields and their labels might differ from your copy, but all the functions shown are the same.

The screenshot shows the AllDex-Contacts1.mdb application window. The interface includes a menu bar (File, Database, Design, Help), a search bar with a dropdown menu set to 'Company' and a search button, and a 'Highlight Text' field. The main area is divided into a 'Record List' on the left, a 'Field Editor' in the center, and a 'Notes' section at the bottom. The 'Record List' shows a list of companies with 'PRIME SALES.NET' selected. The 'Field Editor' shows fields for Company (PRIME SALES.NET), Account ID, Contact (CHRIS), Phone, Fax, Email (SALES@PRIME SALES.NET), Website (WWW.PRIME SALES.NET), and Street. The 'Notes' section contains text about the software and its creator, Chris Eckerley.

You can select a specific field or all fields when performing your search.

To find a record, type in your search here and hit enter on our keyboard. The results will display in the list.

To highlight a word within the record, type in a word, and click the highlight button. All matches will be highlighted in Red.

Creating a record is as easy as clicking the "Add-New" button and typing in your data. Click "Update" to save the record.

Grid Button - toggles between Grid and Record views

This is the current selected record in the record list. Click on a record in this list to view the record data.

If you click on one of the letters of the alphabet, all records that "start" with that letter will be displayed.

The number of records found is displayed here. The number of records found will depend on the search result. Click the "Refresh" button to list ALL the records in the database.

Labels can be modified to suit your needs. Just click the Design link at the top of the window.

Short-Cut link to a website: If a field contains a single valid web address, you can click on the associated label which functions like a hot-link to that web address.

It is a good idea to type in some relevant key-words associated with the record when you first create it. This will help make searching for the record much more robust.

Each field has an unlimited amount of text you can type or paste. You can also double-click on a field to pull up the field editor window, or you can simply edit the text boxes right here on the main window.

Installation (setup program)

If you have not already done so, download the setup program from the following address.

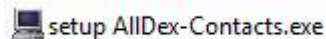
<http://primesales.net/ALLDEX/DownloadNow.html>

Then click on the appropriate “**setup program**” download link.

You should be presented with a window similar to this. Save the file to somewhere you are familiar with, such as “My Documents” or your “desktop”.



After you have saved the setup program to your computer, run it by double-clicking on it's icon.



The installation program will install AllDex on your computer.

Windows Vista – and running as Admin (Running the program vs. running as admin)

The following may or may not pertain to your situation.

If you are running Windows Vista, or any other version of windows that allows you to run programs as administrator, then you may want to consider running the program as administrator, and here's why...

The folks at Microsoft – and their desire to protect us from ourselves have really fouled things up a bit (in our opinion anyway).

If you need to know exactly where your data is being saved to, because you might move the database to a shared folder on a server or copy it to another location for example, then please read this section carefully.

In our experience (at least with Windows Vista), if you simply double-click on the AllDex program icon to run it, and you create or edit records – saving them to the database, the changes you make to the database probably won't be made to the database location you expect. For example, I would expect the changes to be made to the database where I know the database is located, which should be something like “C:\Program Files\AllDexContacts\AllDexContacts.mdb”, but what the folks at Microsoft have done – in order to protect us from ourselves, is cause the data to be saved to a hidden “copy” of the database that is now hidden in some impossible obscure location on your computer. Apparently, they have done this to protect you from yourself.

So what's the big deal? You ask. Well, the big deal is if you open the AllDex program by double-clicking on its icon, any changes you make to the database are not necessarily going to show up if you later run

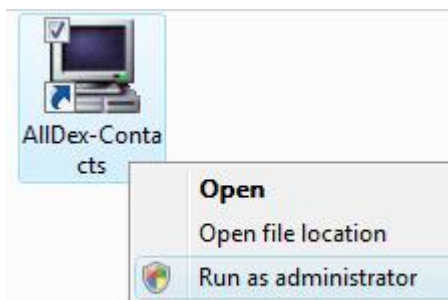
the program as Administrator. The bottom line is there would be two copies of the same database, one in the program files folder, and one in some hidden obscure folder that we are not suppose to know about. These two copies of databases are never “in-sync”.

So, however you decide to open the AllDex program, just be consistent, because there is a big difference between simply running the program versus running the program as administrator.

If you are using AllDex in a corporate environment, check with your computer management people to see how you should be running AllDex.

To run AllDex as administrator guarantees that the data you save will in fact be saved to the database in the program files folder (or whichever location the Database Manager in AllDex shows you are connected to).

To run AllDex as administrator, Right-Click over the program icon and select “Run as administrator” as shown below.



Or, if you choose not to run as administrator, just select open or double-click the icon as usual.

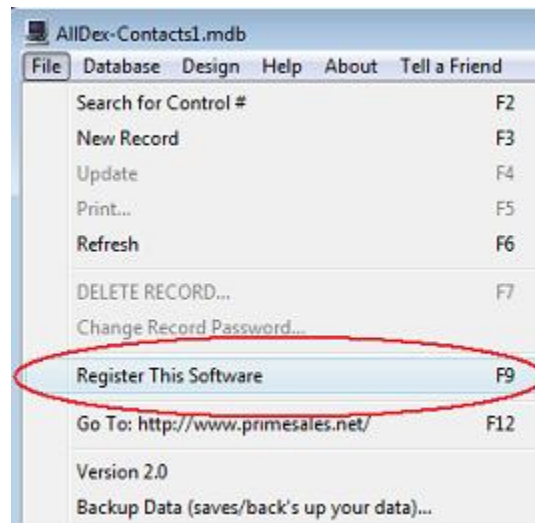
Registration (removes 20 record limitation)

Registering the program is required to remove the 20-record limitation. Once registered, you can create an unlimited number of records. The registration process consists of the following...

Step 1: Purchase a license and submit the program serial number.

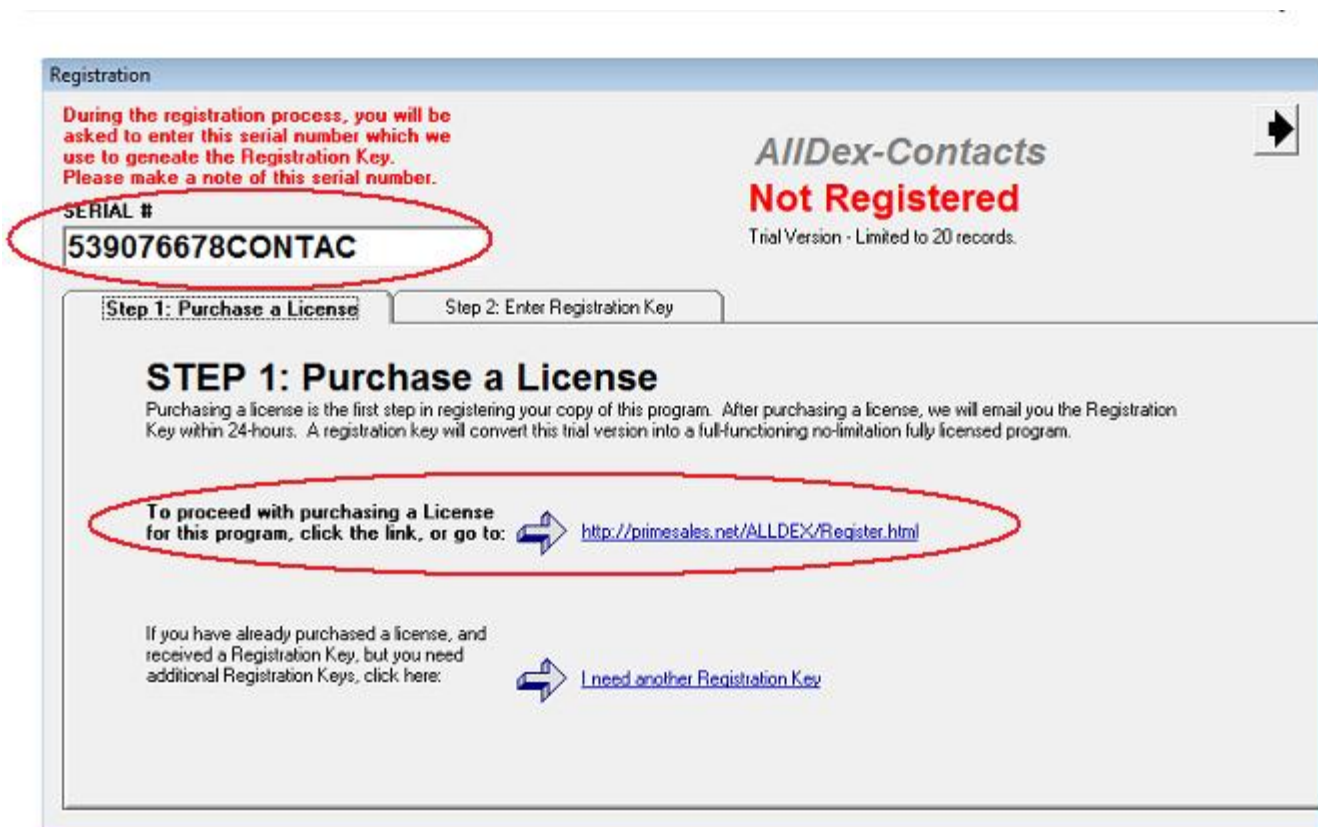
Step 2: Enter the registration code from an email that we send you.

To begin the registration process, click "File" then click "Register This Software".



You are then presented with the Registration window as shown below.

Make note of the serial number that your program generates (similar to the one shown below). Note: The serial number will be different for every computer. Then click the link to go to our website's registration page.



Note: Your license is good for up to 10 registration keys, so if you later get a new computer and need to register the program on a new computer, or you are setting up a network of multiple computers, you can obtain additional registration keys for **FREE**. **You will need a different registration key for each computer**. Just click the link titled "I need another Registration Key".

You are then presented with the Registration form on our website.

PrimeSales.net - Windows Internet Explorer
 http://primesales.net/ALLDEX/Register.html

Product Title: ALL-DEX

Main Screen Shots Download Now Register Your Copy Contact Us Home

Register Your Copy of ALL-DEX for Only \$24.95

Pay Instantly

You will need to enter the serial number here.

Enter your All-Dex Serial #

Buy Now

... Or Pay Later

If you would rather have us send you a paypal invoice by email so you can pay later, please email us a note explaining that you are interested in purchasing the All-Dex program and would like us to send an invoice to your email address.

If you would rather have us snail mail you a hard-copy of an invoice so you can pay by check or money-order, please include your name and mailing address.

sales@primesales.net

To find the All-Dex Serial Number, open the All-Dex program and click "File" then click "Register This Software"

Paying instantly is easy. We use Paypal to process our electronic transactions. If you don't have a Paypal account, you can still pay with your credit card on the Paypal site. Click the Buy Now button to get started.

Enter the serial number and click the "Buy Now" button. The transaction is completed on Paypal.com as shown below.

sales@primesales.net

Your order summary

Descriptions	Amount
All-Dex 2.0 Registration	\$24.95
Item price: \$24.95	
Options: Enter your All-Dex Seri...	
Quantity:	
Item #	
Total \$24.95 USD	

Enter your All-Dex Serial #: 539076678CONTAC

Once you complete the transaction on Payal.com, we will generate a Registration Key and email it to you within 24-hours.

After you receive the Registration Key, open the AllDex program and pull up the Registration window again by Clicking “File”, then click “Register This Software”, and click on Step 2: Enter Registration Key.

The screenshot shows the 'Registration' window for 'AllDex-Contacts'. The window title is 'Registration'. At the top left, there is a red warning message: 'During the registration process, you will be asked to enter this serial number which we use to generate the Registration Key. Please make a note of this serial number.' Below this, the 'SERIAL #' is displayed as '539076678CONTAC'. In the top right corner, it says 'AllDex-Contacts Not Registered' and 'Trial Version - Limited to 20 records.' The window has two tabs: 'Step 1: Purchase a License' and 'Step 2: Enter Registration Key', with the second tab selected. The main content area is titled 'STEP 2: Enter/Save the Registration Key' and contains the following text: 'After you complete step 1, you will receive an email from us within 24 hours. The email will contain the Registration Key that you need to enter into the text-boxes below. Be sure to click the Save Registration button to save it.' Below this text, there is a red oval highlighting the instructions: 'Please enter the Registration information below EXACTLY as it appears from the email confirmation we send you.' There are two input fields: 'Name or Company or email address:' and 'Registration Key:'. The 'Registration Key' field has a pattern of five dashes. To the right of the input fields is a 'Save Registration' button with a floppy disk icon. A red oval also highlights this button.

After you enter a valid Registration Key and click the Save Registration button, the program is then fully registered and you can now create as many records as you want.

Creating, Editing and Saving Records

To create a new record, simply click the “Add New” record button. This action will instantly create a new blank record. Type in the data you want, and click the “Update” button as shown in the graphic below.

Note: It is a good idea to type in as many relevant key-words associated with the record you are creating. Doing so will help make searching for the record much more robust.

1. Click the "Add-New" button. It will start a new blank record.

2. Type in the data you want for your record, filling in the appropriate fields.

3. Click the "Update" button to save the changes.



The screenshot shows the AllDex-Contacts1.mdb application window. The title bar reads "AllDex-Contacts1.mdb". The menu bar includes "File", "Database", "Design", "Help", "About", and "Tell a Friend". The main interface has a red header with "1817" on the left, a search field with a dropdown menu set to "Company", and a "Highlight Text" button. The main area is divided into three sections: "Record List" on the left, a form for the selected record in the center, and "Products and Relevant Key/Words" on the right. The "Record List" shows a scrollable list of records with letters A through J. The form for the selected record (record A) contains the following information:

Company	PRIME SALES.NET
Account #	
Contact	CHRIS
Phone	
Fax	
Email	SALES@PRIME SALES.NET
Website	WWW.PRIME SALES.NET
Street	

The "Products and Relevant Key/Words" section contains the text "SOFTWARE" and "ALLEX-CONTACTS".

To Delete a record, click the X-delete button. The program will give you a chance to cancel the delete action or confirm your decision to delete the record before proceeding.

Searching for Records

To search for a record, simply type in the search word in the Search box and hit Enter on your keyboard. All records containing your search will appear in the record list on the left. Just click on the record in the list to view it. You can select which fields you want to search by making your selection in the drop-down box, or you can select All-Fields if you want to perform a full wide search of the database.

Once you are viewing the record you want, you can also search for a word within the record you are viewing. Just type in a search word in the Highlight box and click the button to the right. All occurrences of the word will be highlighted in red.

NOTE: You can click the Refresh button at the top of the window to refresh and show all the records in the database.

Select which field you want to search from the drop-down box. In addition, you have the option of searching All-Fields.

Once you view a record, you can search for a specific word(s) within the record. In this example, we have searched for the word "PRIME" and all occurrences were highlighted in red.

The screenshot shows the AllDex-Contacts1.mdb application window. The top menu bar includes File, Database, Design, Help, About, and Tell a Friend. Below the menu is a toolbar with icons for file operations and a search icon. The main interface is divided into several sections:

- Search Field:** A dropdown menu set to 'Company'.
- Search Text:** A text box containing 'PRIME' with a search button.
- Last Updated:** 1/31/2011.
- Highlight Text:** A text box containing 'PRIME' with a search button.
- Record List:** A list of records with 'PRIME SALES.NET' selected.
- Record View:** A form showing details for 'PRIME SALES.NET', including Account #, Contact (CHRIS), Phone, Fax, Email (SALES@PRIME SALES.NET), Website (www.PRIME SALES.NET), Street, and Notes.
- Products and Relevant Key Words:** A section listing 'SOFTWARE' and 'ALLEX-CONTACTS'.

The search results in the Record List and the search text in the Highlight Text box are highlighted in red.

Assigning a Password to View a Record (making a record private)

In some cases, you might find a need to make a record private – to be viewed only by you after entering a password.

To assign a password to a record, start by clicking on “File” then click “Change Record Password”. You will then be presented with an input box to enter a password for the current record you are viewing, like the one shown below. The program will ask you to enter the password twice to confirm. Once the password is accepted, anytime the record is attempted to be viewed, it will be blocked and a password prompt will appear. If the correct password is entered, the record is temporarily un-blocked for the user with the password.

To remove a password from a record, you will first be asked to enter the existing password, then you can either change it or clear it. Click “Cancel” to clear the password.



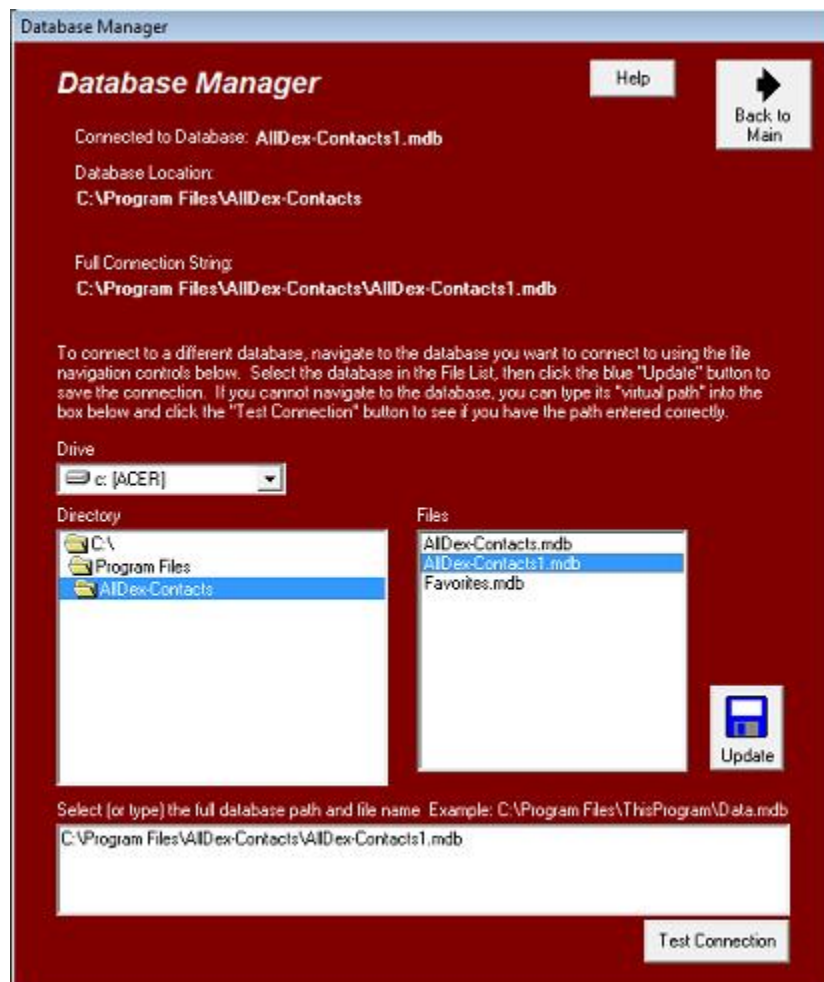
The image shows a Windows-style dialog box titled "Enter New Password". The dialog has a standard title bar with a close button (X) in the top right corner. The main content area contains the following text and controls:

- Text: "Enter New Password to access record:"
- Text: "PRIMESALES.NET"
- Text: "Click 'Cancel' to clear the password requirement for this record."
- A text input field at the bottom.
- Two buttons on the right side: "OK" and "Cancel".

The Database Manager

The Database Manager can be found when you click on “Database” at the top of the main window. The Database Manager basically allows you to connect to a database.

If you were to copy the database and paste it into a shared drive or shared folder on a network for example, you could then use the Database Manager to navigate to the database and connect to it. So if you have several users wanting to run the AllDex program from their respective computers on a network, all of them can access the same database by using the Database Manager.



Import / Export

The AllDex program comes with an Import and an Export feature.

These features can be found by clicking on “Database” at the top of the main window, and selecting “Import” or “Export”.

The import feature will allow you to import comma delimited data. Since most database programs allow you to export the records you may have from an old program, you should be able to export the old records to a comma delimited text file, and then use the import feature of AllDex to import those records into the AllDex database.

The import feature allows you to make changes to the data you are importing because it will first import records into a large text box area, which allows you to make any changes to the data if necessary, and then the actual importing process will import the records from the text box area and import them into your current database.

The import feature has a clear 3-step process and all you have to do is follow it.

After you have imported records into an AllDex database, the data may not “line-up” with the labels. For example, you don't want to have a label that says “Company Name:” but the data is a phone number. The easiest solution for this situation is to use the “Design” menu to change the label names. Click the “Design” menu located at the top of the main window. This is covered more in the next section.

Design

(Change the Color Scheme)

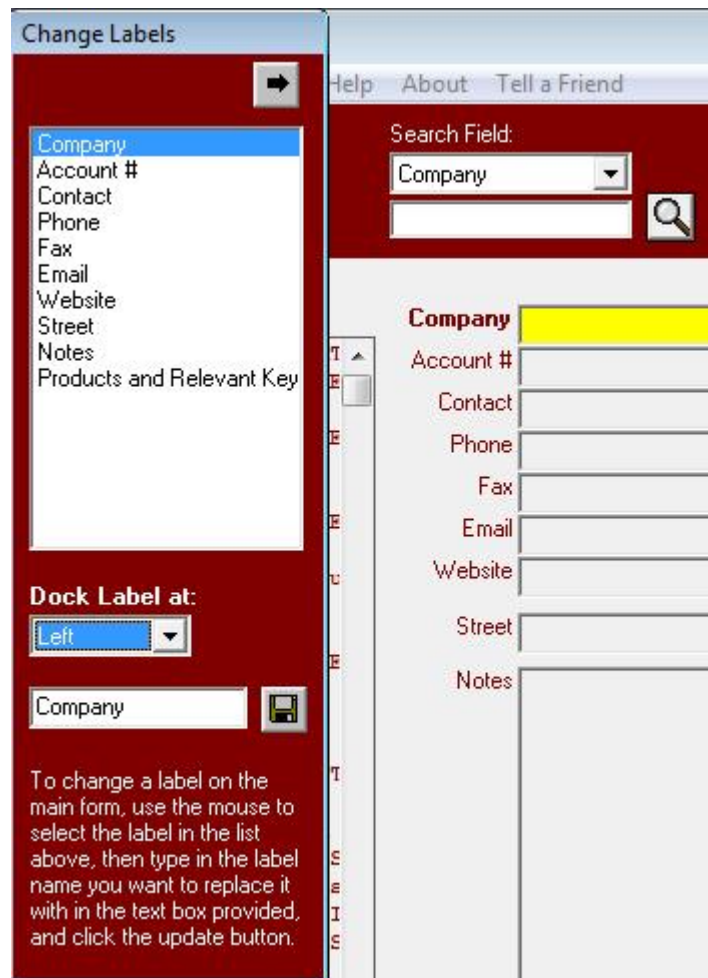
You can change the color scheme at anytime. Start by clicking on “Design” at the top of the main window. Select “Change Color Scheme” and use the color scheme window to experiment and make changes to the color scheme of the header background, the font colors, and the window background.



Design

(Change the Labels)

You can change the label names and their docking position to their associated text-box. Start by clicking on “Design” at the top of the main window and selecting “Change the Labels”. The wizard shown below is straight forward and easy to follow.

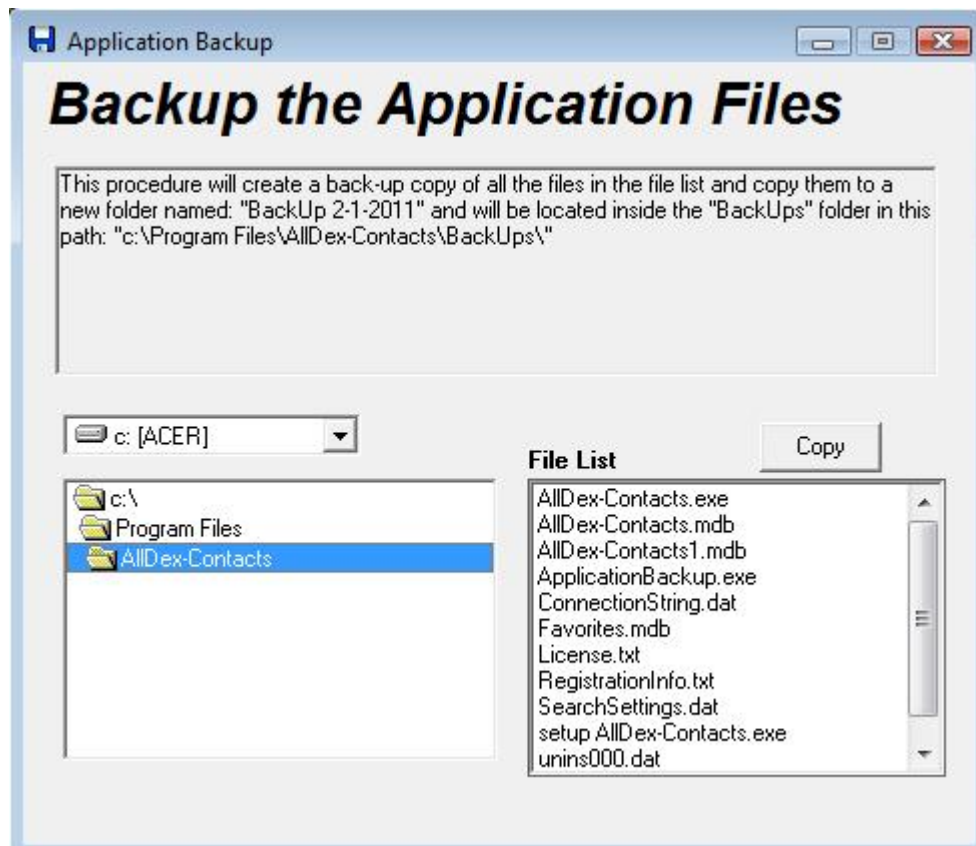


Backing Up Your Data

You can backup your data with the “Application Backup” program that comes with AllDex.

To start the Backup process, click on the “File” menu then select “Backup Data”. The AllDex program will close and the Application Backup program will open.

If the Application Backup program did not automatically select the correct path, you can navigate to the correct path where all the files are located. In most cases, the path should be something like...
“C:\Program Files\AllDexContacts\”



Case Study (a busy parts department)



"I use AllDex-Contacts to help manage my key customers".

- Ed Kuchynka, Parts Manager
Norlift, Inc.



"I use AllDex-Contacts to help manage my key parts vendors".

- Dean Gay, Parts Counterman
Norlift, Inc.



"I use AllDex-Contacts for EVERYTHING, from customers and vendors – to managing factory parts returns - to looking up parts that are hard to find in the OEM issued parts look-up software we use". I even use it at home!

- Chris Eckersley, Parts Counterman, Norlift, Inc.

AllDex has proven itself to be a very valuable tool.

Norlift, Inc – a material handling company located in Spokane, Washington has been using AllDex-Contacts in the parts department for several years. The program is used for all kinds of purposes, so it's not just used as a contact management system. It's true that it is being used as a contact management system for both customers and vendors, but it is also being used for looking up all kinds of forklift related parts and lots of other helpful information necessary in the regular course of daily business activities of a busy parts department.

For example, because of the large memo-field in AllDex, a lot of data can simply be copied from a source and pasted into the AllDex program, thereby making that information now accessible to the entire parts department team, and making the information searchable.

Here are just a few of the things that the Norlift parts department uses the AllDex program for, and it saves a massive amount of time...

Customers, vendors, hard-to-find parts, forklift tires and tubes, propane tanks, propane conversion kits, paints chemicals and fluids, engine information, fork sizes and specifications, lift-chain sizes and specifications, hydraulic hose types and fittings, battery group sizes and specs, battery cables, electrical components and diodes, distributor cap styles and tune-up parts, OEM parts reference numbers, labor rates, tax rates, important emails and technical bulletins, links to files on the company server, website log-in credentials, special math formulas and conversion charts, phone menu short-cuts, hazardous shipping instructions, MSDS, shipping company's and discounts, parts bulletins, seats and seat cushion sizes, seat belts, vendor minimum orders and discounts, new products introduced, keeping a customer's "wish list", warranty procedures and coverages, mechanics cell phones, hydraulic oil types, company name

changes, internal account numbers and coding procedures, special billing procedures - - - and the list could go on indefinitely...

At Norlift, AllDex-Contacts is really being used for what it was truly designed for. A software program that allows all the users to share and access data that you would not normally find easily by other means. The value of the program increases with every bit of information that is entered by other AllDex users on the company network – collectively making the AllDex-Contacts program a hub of information sharing.

This tool ultimately saves untold amounts of time and effort and allows the users to focus on the primary objectives of their job.

The bottom line...

This time saving tool actually makes the company money just by keeping everyone working efficiently.