

TEKLYNX<sup>®</sup>

# CODESOFT<sup>®</sup> V. 9

SETTING THE STANDARD



D A T A B A S E   M A N A G E R   U S E R   M A N U A L



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## CHAPTER 1

# Connecting to database files

## Database Connections window

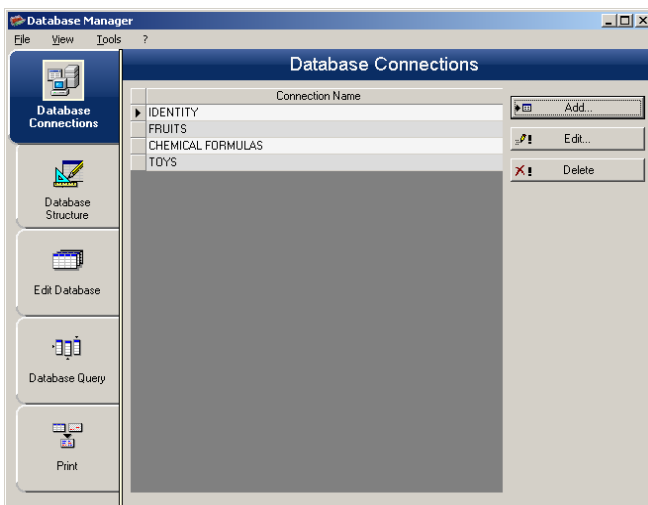


Figure 1

The Database Connections window is used to connect the software to the various database files that are to be used.

## Connect the Database Manager module to the database

Database Manager must be open in the **Database Connections window**.

1 Go to File > Open.

A File selection dialog box will open allowing you to browse for and select the database of your choice.

This dialog box is limited to the following database types:

Access (\*.mdb)  
Excel (\*.xls)  
Dbase (\*.dbf)

#### Note

**A wizard is available to help you connect the software to the most frequently used databases. Choose the format option that matches your database format. If the format required is not available, do the following:**

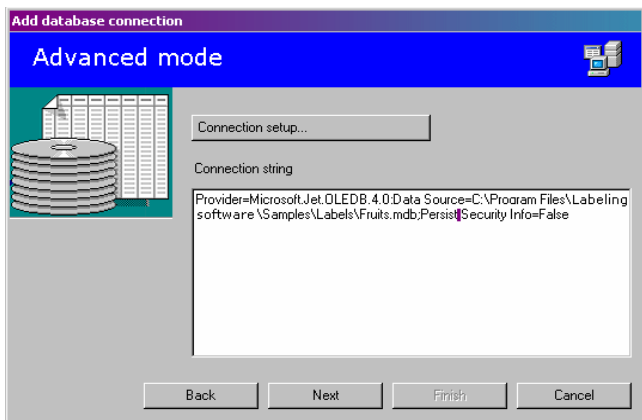
1 Click **Add...**

2 Select a database type from the list

- or -

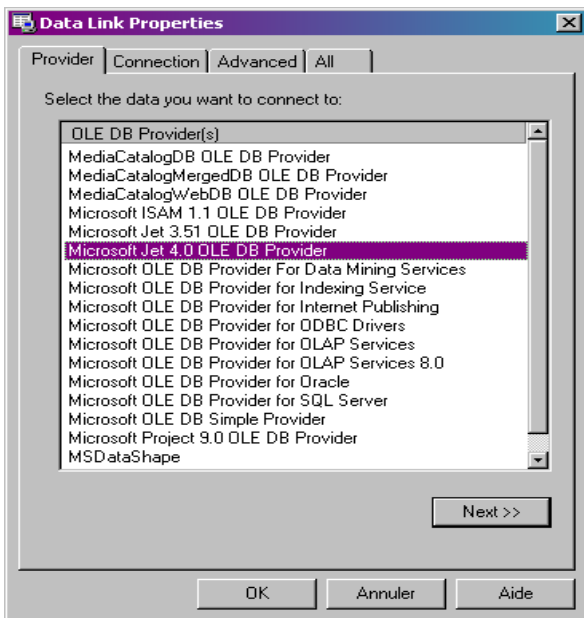
3 Select **Others**

4 Click **Connection Setup**



5 Click the **Provider tab** of the dialog box

## 6 Select the required provider



## 7 Click Next >>

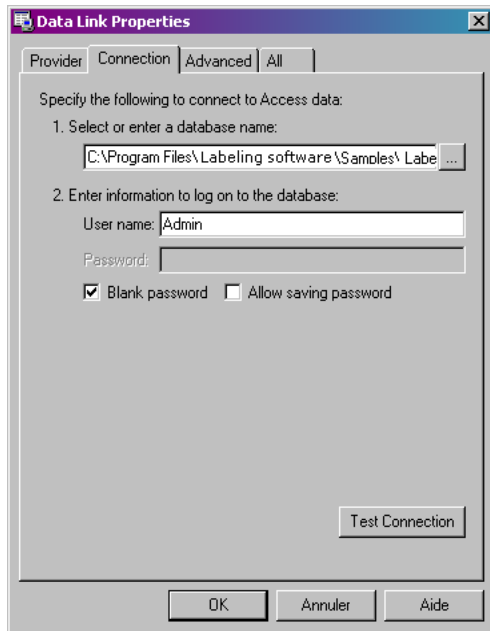
### Note

**The choice of provider changes according to the system's type of database.**

## 8 Click the '...' search button

## 9 Select a file

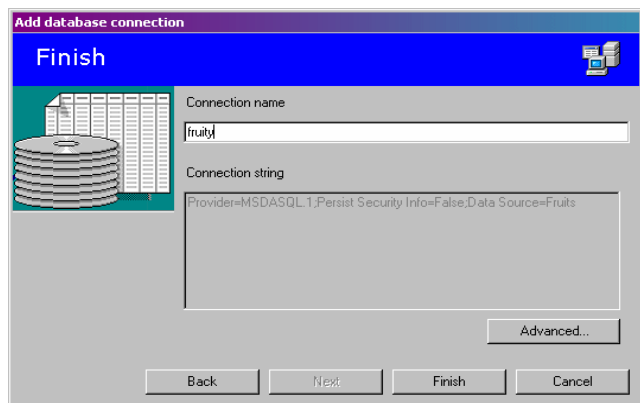
## 10 Click Open



**11** Click **OK**

**12** Click **Next**

**13** Enter a name for the connection



**14** Click **Finish**



**Note**

You can repeat this procedure as often as necessary to obtain the required number of connections.

## Modify the database connection parameters

Database Manager must be open in the **Database Connections window**. The required connection must be selected.

- 1 Click **Edit**
- 2 Make the required changes

## Remove a connection

Database Manager must be open in the **Database Connections window**. The required connection must be selected.



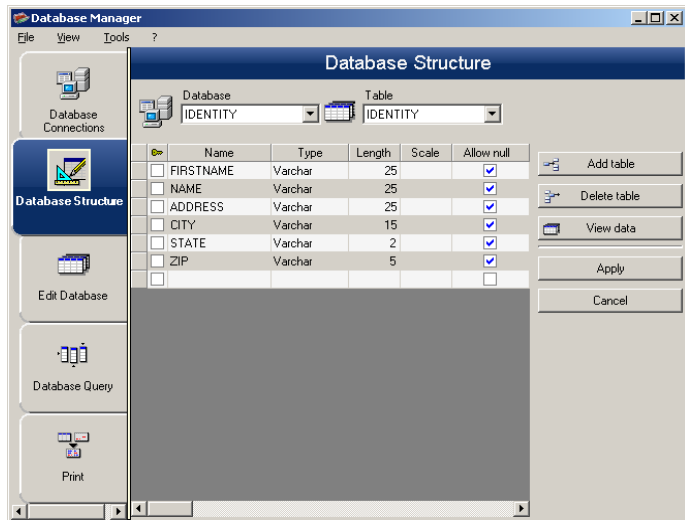
- 1 Click **Remove**

## CHAPTER 2

# Database file structure

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## Database Structure window

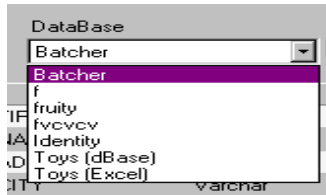


The Database Structure window is used to manage the structure of the database file: to add, modify or delete tables/ fields etc.

## Choose a database from the list of connections

Database Manager must be open in the **Database Structure window**.

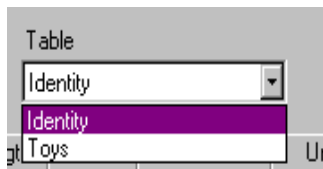
- 1 Click on the Database drop-down list
- 2 Click on the data required



## Choose a table in a database

Database Manager must be open in the **Database Structure window**.

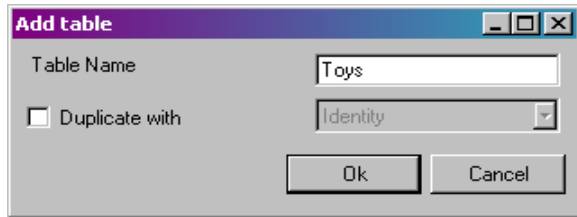
- 1 Click on the **Table** drop-down list
- 2 Click on the data required



## Add a table to the active database

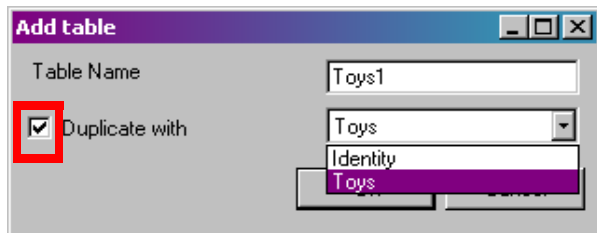
Database Manager must be open in the **Database Structure window**.

- 1 Click **Add table**
- 2 Enter the name of the new table

**3 Click OK**

You can also copy the structure of the table from a table that already exists in the selected database. To do so:

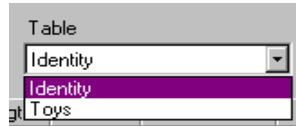
- 1 Tick the box next to **Duplicate with**
- 2 Click on the drop-down list
- 3 Click on the data required
- 4 Click **OK**



## Delete a table in the active database

Database Manager must be open in the **Database Structure window**.

- 1 Click on the **Table** drop-down list
- 2 Click on the data required



3 Click **Delete table**

## View/hide active table's data

Database Manager must be open in the **Database Structure window**.

1 Click **View data**

## Define a key field

Database Manager must be open in the **Database Structure window**.

1 Tick the box next to the required field



2 Click **Apply**

## Define a field's type of content

Database Manager must be open in the **Database Structure window**.

1 Click on the required field in the **Type** column

2 Click the drop-down list button

3 Click on the data required



4 Click **Apply**

## Define a field's maximum size

Database Manager must be open in the **Database Structure** window.

1 Click on the required **field in the Length** column

2 Enter the value required

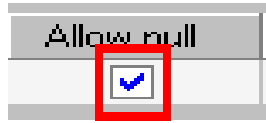


3 Click **Apply**

## Allow an empty field

Database Manager must be open in the **Database Structure window**.

1 Tick the Allow Null box for the required field

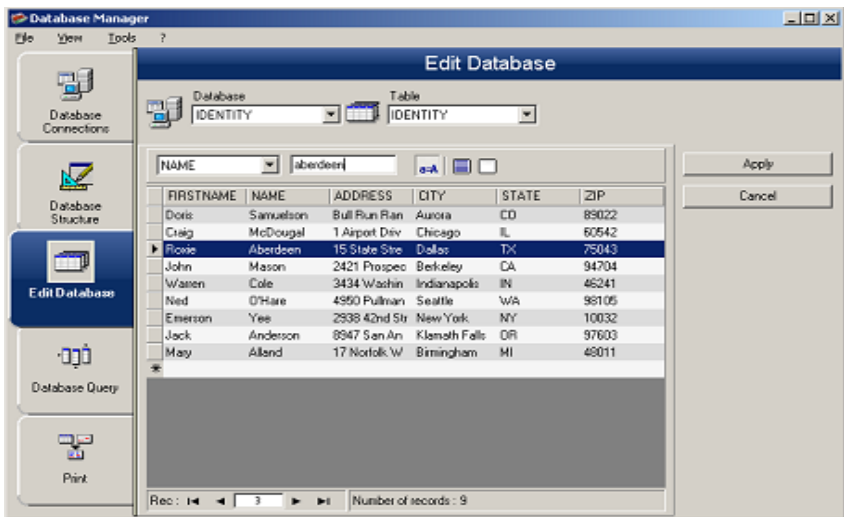


2 Click **Apply**

# CHAPTER 3

## Database contents

### Edit Database window



The Edit Database window is used to manage the contents of the database file: to add, modify or delete data.

These actions depend on the type of database. Thus, Excel file records cannot be modified.

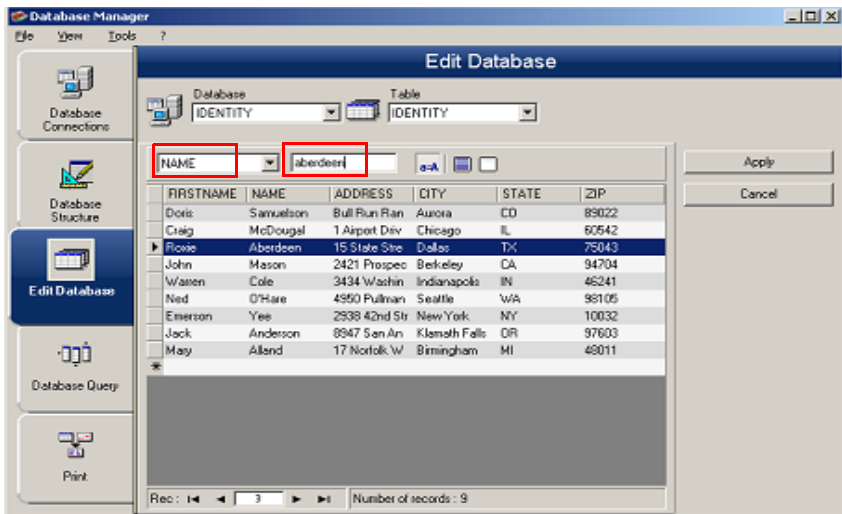


## Select records according to their content

### Use the content of a field to find a record

Database Manager must be open in the **Edit Database** window.

- 1 Click the drop-down list button
- 2 Click on the data required
- 3 Click the data input field
- 4 Enter the value required in the data input field

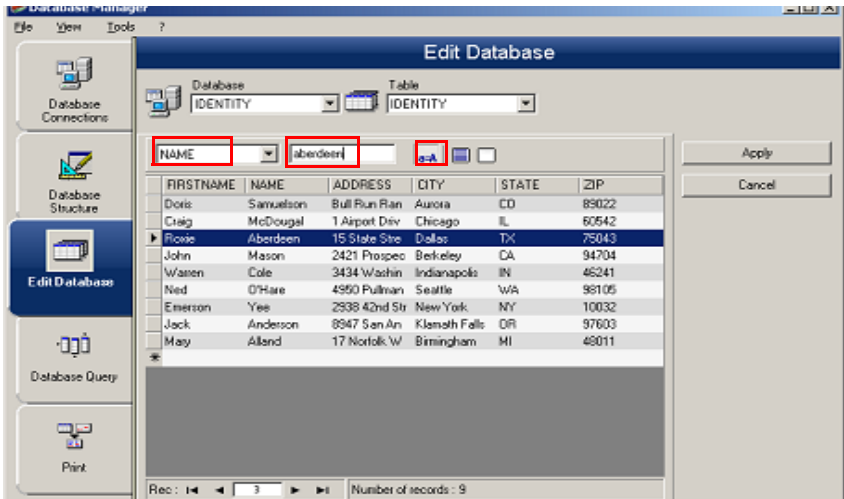


### Select all identical records

Database Manager must be open in the **Edit Database** window and at least one record must have been found.

- 1 Click the drop-down list button
- 2 Click on the data required
- 3 Click the data input field
- 4 Enter the data required in the data input field

5 Click on the **Select all** button



**Note**

You can also specify the filter by clicking on the 'Check case' button.



**Select an identical record**

Database Manager must be open in the **Edit Database** window and at least one record must have been found. There must be several identical contents in the search field.

To select a record, use the **search tool**: click on 1 (First), 2 (Previous), 3 (Next) or 4 (Following).



## Find a record according to its row in the table

Database Manager must be open in the **Edit Database** window.

- 1 Click the search tool's data input field
- 2 Enter the data required



## Create a new record

Database Manager must be open in the **Edit Database** window.

- 1 Click on a field in the row marked with an asterisk
- 2 Enter the values required in the corresponding fields
- 3 Click **Apply**



## Duplicate a record

Database Manager must be open in the **Edit Database** window.

- 1 Click or double-click a row or a series of rows to highlight the selected records
- 2 Right-Click to view the context-menu
- 3 Select **Duplicate selected record(s)**

A screenshot of a database application window showing a table with columns: FIRSTNAM, NAME, ADDRESS, CITY, STATE, and ZIP. The table contains several records. The record for Ned O'Hare (4950 Pullm, Seattle, WA, 98105) is selected. A context menu is open over this row, showing options: Duplicate selected record(s) and Delete selected record(s).

FIRSTNAM	NAME	ADDRESS	CITY	STATE	ZIP
Doris	Samuelson	Bull Run R	Aurora	CO	89022
Craig	McDougal	1 Airport Dr	Chicago	IL	60542
Floxe	Aberdeen	15 State Str	Dallas	TX	75043
John	Mason	2421 Prosp	Berkeley	CA	94704
Warren	Cole	3434 Westli	Indianapoli	IN	46241
Ned	O'Hare	4950 Pullm	Seattle	WA	98105
			New York	NY	10032
			Klamath Fa	OR	97603
			Birmingham	MI	48011

## Modify a record

Database Manager must be open in the **Edit Database** window.

- 1 Click on the data you want to modify
- 2 Enter the data required
- 3 Click **Apply**

## Sort a series of records by alphanumerical order

Database Manager must be open in the **Edit Database** window. There must be at least two records in the table.

- 1 Click on the name of the field required

A screenshot of a table with three columns, all labeled 'LOTNUM'. The first column is sorted in descending order. The second and third columns are in their original order. Red boxes highlight the sort icons in the second and third columns. The record with LOTNUM 1023 is highlighted in purple in both the second and third columns.

LOTNUM	LOTNUM	LOTNUM
1011	0999	1030
1001	1001	1026
0999	1002	1025
1009	1002	1024
1007	1004	1023
1005	1005	1011
1004	1007	1009
1023	1009	1007
1024	1011	1005
1002	1023	1004
1002	1024	1002
1025	1025	1002
1026	1026	1001
1030	1030	0999

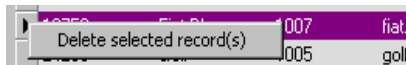
**Note**

To sort records in descending order, click on the same field again.

## Delete a record

Database Manager must be open in the **Edit Database** window.

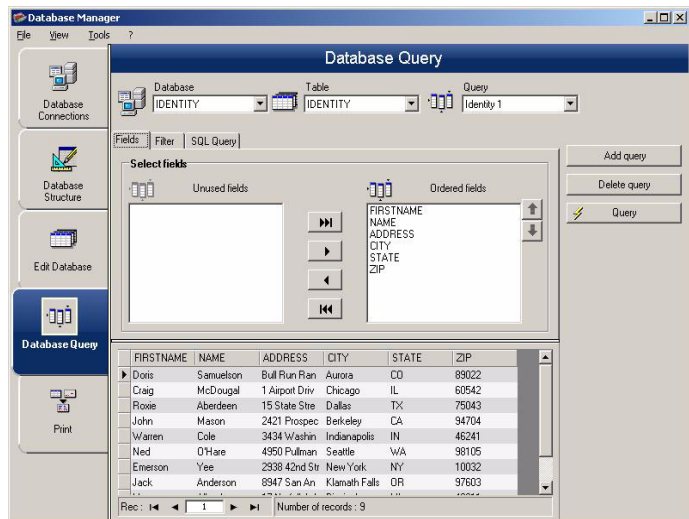
- 1 Click the database cursor for the required field
- 2 Right click the database cursor for the required field
- 3 Click on 'Delete Record' in the context menu



## CHAPTER 4

# Database queries

## Database Query window



The Database Query window is used to create and apply various filters.

## Add a query

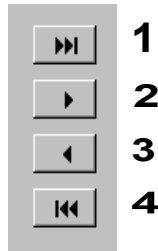
Database Manager must be open at the Fields tab in the **Database Query** window.

- 1 Click **Add query**
- 2 Enter a name for the query
- 3 Click **OK**

## Select/deselect one or more fields

Database Manager must be open at the Fields tab in the **Database Query** window.

To select or deselect one or more fields, click on the button next to 1, 2, 3 or 4 in the navigation tool.

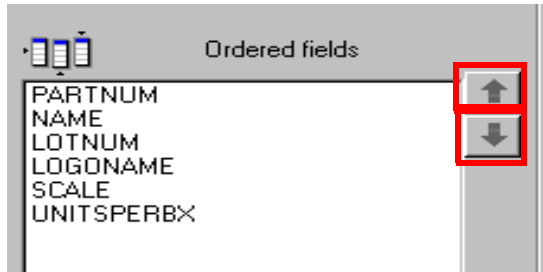


- 1 Click **Query**

## Modify the order of fields selected

Database Manager must be open at the Fields tab in the **Database Query** window.

- 1 Click on the required field in the **Ordered fields** window
- 2 Click on the **Up** or **Down** arrow to reach the data required



### 3 Click Query

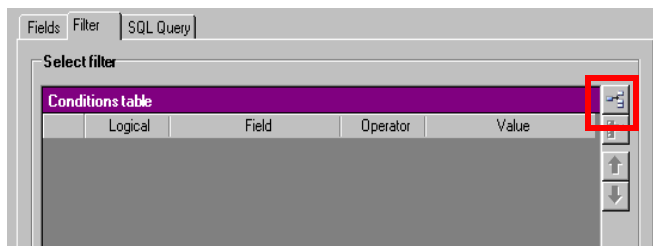
#### Note

For a better view of the query application, you can increase the size of the data display area by reducing the height of the Fields, Filter and SQL Query tabs.

## Create a filter using predefined data

Database Manager must be open at the Filter tab in the **Database Query** window.

### 1 Click on the **Add row** button

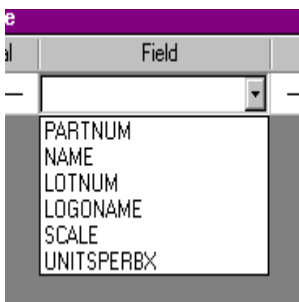


### 2 Click in the **Field** field

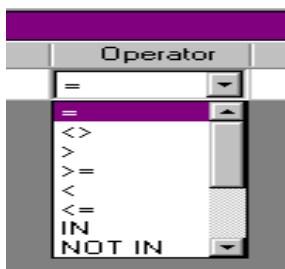
### 3 Click the drop-down list button

### 4 Click on the data required





- 5 Click in the **Operator** field
- 6 Click the drop-down list button
- 7 Click on the value required

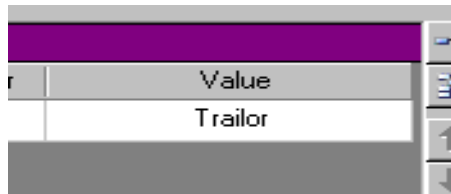


**Table 1: Description of operator functions**

Operator	Lookup
=	Equal to
<>	Different from
>	Greater than
>=	Greater than or equal to
<	Less than
<=	Less than or equal to
NOT	
IN	
LIKE	
NOT LIKE	
BETWEEN	
NOT BETWEEN	

**8** Click in the **Value** field

**9** Enter the value required



**10** Click **Query**

## Apply a logical operator to several filters

Database Manager must be open at the Filter tab in the **Database Query** window. Several filters must exist.

- 1 Click in the **Logical** field
- 2 Click the drop-down list button
- 3 Click on the data required

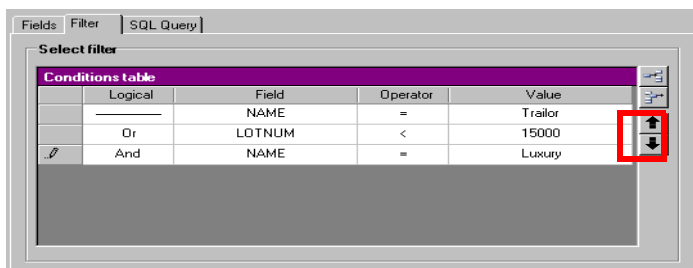


- 4 Click **Query** to apply and view the changes.

## Sort the list of filters

Database Manager must be open at the Filter tab in the **Database Query** window. Several filters must exist.

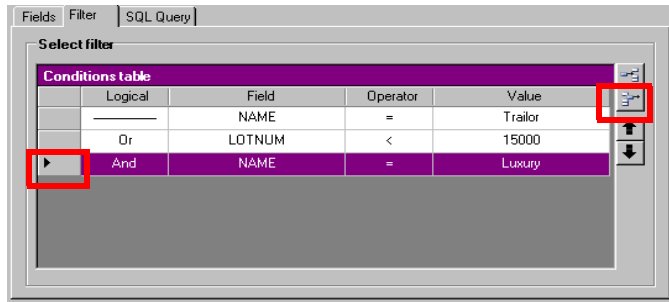
- 1 Click on the database cursor for the required field
- 2 Click on the Up or Down arrow to reach the data required



## Remove a filter

Database Manager must be open at the Filter tab in the **Database Query** window. At least one filter must exist.

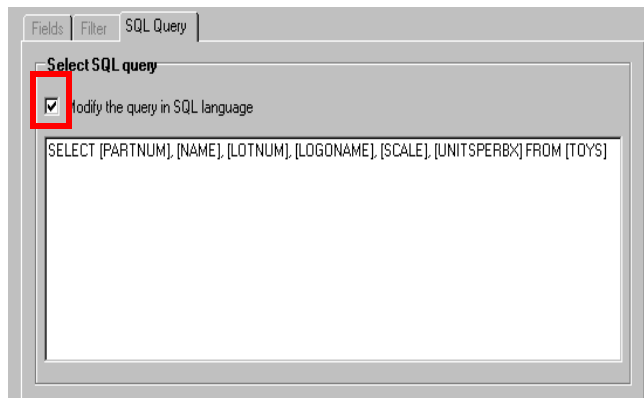
- 1 Click on the database cursor for the required field
- 2 Click on the **Remove row** button



## Modify a filter in SQL

Database Manager must be open at the SQL Query tab in the **Database Query** window. At least one filter must exist.

- 1 Tick the box next to **Modify the query in SQL language** to activate the SQL Query and make manual changes.



## 2 Click Query

### Note

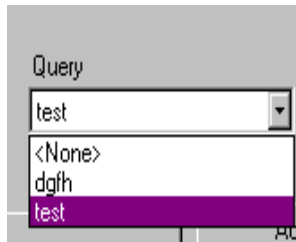
The filter can be created directly in SQL without having to use the Filter tab first.

## Choose an existing query in a database

Database Manager must be open in the **Database Query** window.

1 Click on the **Query** drop-down list

2 Click on the data required



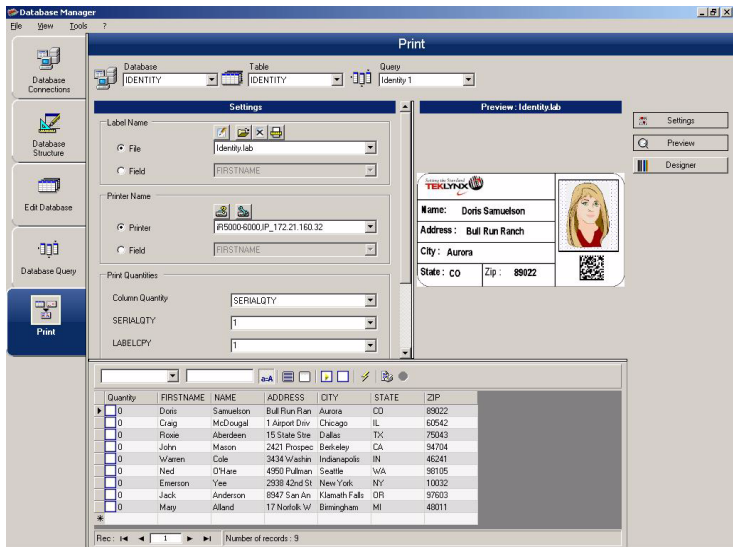
### Note

The query selected can be modified later.

# CHAPTER 5

# Printing

## The Print window



The Print window is used to select files for printing, to assign printers and to define various parameters before printing is launched.

## Display options

Database Manager must be open in the **Print** window.

1 Click **Options**



## Preview the document

Database Manager must be open in the **Print** window.

1 Click **Preview**



## Display the label design software

Database Manager must be open in the **Print** window.

1 Click **Designer**



## Select a document to be printed

### Create a new label template for printing

Database Manager must be open in the **Print** window.

1 Click on the **Create labels wizard** button



2 Follow the wizard's instructions

**Note**

Creating a label in relation to the database allows you to define exactly which elements are required to position each database field.

## Select an existing label template

Database Manager must be open in the **Print** window.

1 Click on the **Open an existing document** button



2 Select a **.lab** file

3 Click **OK**

**Note**

The 'Field' radio buttons in the 'Label name' and 'Printer name' groups of options allow you to choose the label or printer required, when the latter are defined in one of the fields of the active database.

## Select a printer

Database Manager must be open in the **Print** window. A label template must be selected.

1 Click on the **Add or remove a printer** button



2 Select the printer required

3 Click **Validate**

**Note**

The last printer used is selected by default.

## Configure the selected printer

Database Manager must be open in the **Print** window. A label template and printer must be selected.



1 Click on the **Printer settings** button



2 Adjust the required settings

3 Click **OK**

## Select records to be printed

### Selecting records manually

Database Manager must be open in the **Print** window.

1 Tick the boxes next to the records required

Quantity	PARTNUM	NAME	LOTNUM	LOGNAME	SCALE	UNITSPEI	
<input type="checkbox"/>	0	24560	Jeep 4x4	1011	jeep.bmp	1/75	100
<input type="checkbox"/>	0	10570	Autobus	1001	autobus.bmp	1/100	50
<input type="checkbox"/>	0	10080	Tractor	0999	tractor.bmp	1/100	50
<input type="checkbox"/>	0	10580	Decker	1009	decker.bmp	1/100	50
<input type="checkbox"/>	0	10750	Fiat-Blue	1007	fiat.bmp	1/75	100
<input type="checkbox"/>	1	24200	Golf	1005	golf.bmp	1/75	100
<input type="checkbox"/>	0	24766	Mercedes	1004	mercedes.bmp	1/75	100
<input type="checkbox"/>	0	24256	Luxury	1023	luxury.bmp	1/75	100
<input type="checkbox"/>	0	23112	Old	1024	old.bmp	1/75	100
<input type="checkbox"/>	0	25108	Porsche	1002	porsche.bmp	1/75	100
<input type="checkbox"/>	0	24321	Car-Red	1002	red.bmp	1/75	100
<input type="checkbox"/>	0	24425	Truck-Red	1025	truckRed.bmp	1/75	80
<input type="checkbox"/>	0	24426	Truck-Yel	1026	truckYel.bmp	1/75	80
<input type="checkbox"/>	0	24596	Van	1030	van.bmp	1/75	100
*							

#### Note

The height of the data display grid can be modified by dragging the top of the window.

### Selecting records automatically

Database Manager must be open in the **Print** window.

- 1 Click the drop-down list button
- 2 Click on the data required
- 3 Click on the data input field
- 4 Enter the data required
- 5 Click on the **Select all** button
- 6 Click on the **Verify** button

Quantity	PARTNUM	NAME	LOTNUM	LOGONAME	SCALE	UNITSPEI
<input type="checkbox"/>	24560	Jeep 4x4	1011	jeep.bmp	1/75	100
<input type="checkbox"/>	10570	Autobus	1001	autobus.bmp	1/100	50
<input type="checkbox"/>	10080	Trailor	0999	trailor.bmp	1/100	50
<input type="checkbox"/>	10580	Decker	1009	decker.bmp	1/100	50
<input type="checkbox"/>	10750	Fiat-Blue	1007	fiat.bmp	1/75	100
<input type="checkbox"/>	24200	Golf	1005	golf.bmp	1/75	100
<input type="checkbox"/>	24766	Mercedes	1004	mercedes.bm	1/75	100
<input type="checkbox"/>	24256	Luxury	1023	luxury.bmp	1/75	100
<input type="checkbox"/>	23112	Old	1024	old.bmp	1/75	100
<input type="checkbox"/>	25108	Porsche	1002	porsche.bmp	1/75	100
<input type="checkbox"/>	24321	Car-Red	1002	red.bmp	1/75	100
<input type="checkbox"/>	24425	Truck-Red	1025	truckRed.bm	1/75	80
<input type="checkbox"/>	24426	Truck-Yel	1026	truckyel.bmp	1/75	80
<input type="checkbox"/>	24596	Van	1030	van.bmp	1/75	100

### Configure the print media

Database Manager must be open in the **Print** window. A document must be selected.

- 1 Click on the **Page setup** button



## Display the selected printer's properties

Database Manager must be open in the **Print** window.

1 Click on the **Page setup** button



2 Click **Settings...**



## Define the number of printed pages according to a field

Database Manager must be open in the **Print** window and a printer must be selected. Records to be printed must also be selected.

1 Click on the **Quantity column** drop-down list

2 Select the data required

3 Click the selected data's drop-down list button

4 Select the required value or enter a whole numeric value

### Note

**This option allows a selection of labels to be printed according to numeric values defined in specific fields. Different criteria can be set:**

- SERIALQTY: defines the number of times the label series will be printed
- LABELCPY: defines the number of times the label selected will be printed
- PAGECPY: defines the number of times the page of labels will be printed

## Launch printing

Database Manager must be open in the **Print** window. A label template and printer must be selected. The records to be printed must also be selected.

- 1 Click the **Print records** button



## Launch printing manually each time

Database Manager must be open in the **Print** window. A label template and printer must be selected. The records to be printed must also be selected.

- 1 Tick the box next to **Display the print dialog box between each record**
- 2 Click the **Print records** button

## Update variable with database

Database Manager must be open in the **Print** window. A label template and printer must be selected. The records to be printed must also be selected.

- 1 Tick the box next to **Update variable with database**
- 2 Click the **Print records** button

## Merge Database attached to document

Database Manager must be open in the **Print** window. A label template and printer must be selected. The records to be printed must also be selected.

- 1 Tick the box next to **Merge Database attached to document**
- 2 Click the **Print records** button

## Allow the database to be edited

Database Manager must be open in the **Print** window. A label template and printer must be selected. The records to be printed must also be selected.

- 1 Tick the box next to **Allow the database to be edited**
- 2 Click the **Print records** button

## Stop printing

Database Manager must be open in the **Print** window. A label template and printer must be selected. The records to be printed must also be selected. Printing must have already been launched.

- 1 Click the **Stop printing** button



## Refresh database view

Database Manager must be open in the **Print** window. A label template and printer must be selected. At least one record must also be selected.

- 1 Click the **Refresh database** button



## Close a document

Database Manager must be open in the **Print** window. A label template must be selected.

- 1 Click on the Documents drop-down list
- 2 Click on the data required
- 3 Click the **Close current document** button



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