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## *Handy Free Utilities and Applications*



We've been putting in some late hours improving our web site. Besides putting information on what we have to offer, we also have put old issues of the CounterPoint Connection that you can download. We have a page dedicated to some nice free utilities.

Also on the support page we put links so we can remotely access your computer to help solve problems immediately! There is even a fun and games page. So come pay us a visit at [www.acclink.net](http://www.acclink.net)

Protect your investment!



You want to keep your Anti-Virus software current and up to date. So check your software and make sure.



You also want to periodically verify your backup is working. It's great that you put a backup plan in mo-

tion. But it won't do you any good if it hit a snag and is no longer backing up. It can be something very simple. Your external USB backup drive, drive letter may have changed. So VERIFY your backup!!

There is nothing like the sinking feeling in your stomach then when you have a crash or virus and all your data is gone forever.



## *Using The Data Dictionary in CPSQL*

One of the most powerful features and I admit a little daunting, is the data dictionary. You can do a lot of very cool stuff with the data dictionary and some of them are really quite easy.

When you do a lookup for items, customers or anything else. CounterPoint has certain fields it automatically searches. For example when doing a lookup on customers, CounterPoint looks at Customer number, name, phone-1, email, category, and contact-2. But if what your typing is in the comment field it won't find it.

So lets look at a practical example. You have a large customer base with customers in many cities. So when looking up a John Smith you get lots of hits. To help quickly reduce the number of hits you want to enter the city. But when you do, nothing happens. Because CounterPoint does not search the city field. Well it didn't until now. Because I'll show you how to add it to the list of fields searched. (This technique works with any lookup. So you can use it for items, vendors, etc as well.)

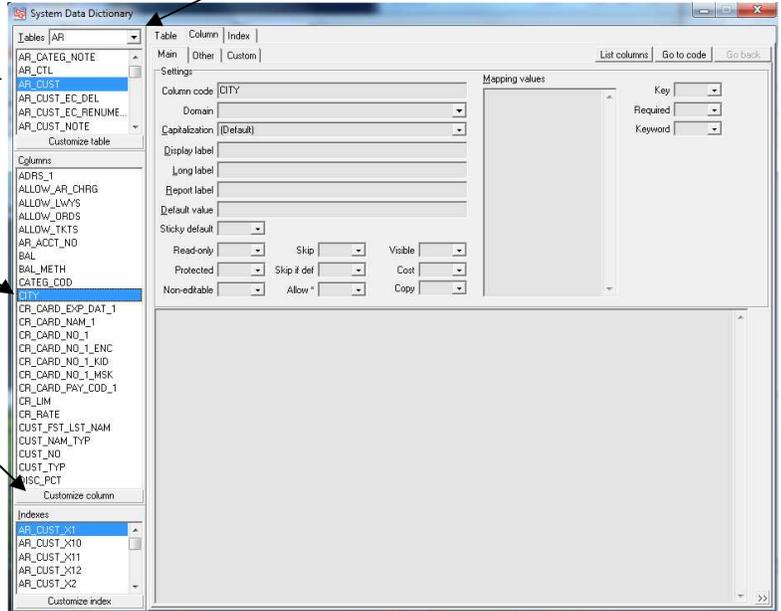
Go to / Setup / System / Configuration / -- Data Dictionary. Two windows will open up. The "System Data Dictionary" and the "Data Dictionary". Sometimes the windows will overlap and you may need to move them to get access.

Continued.....

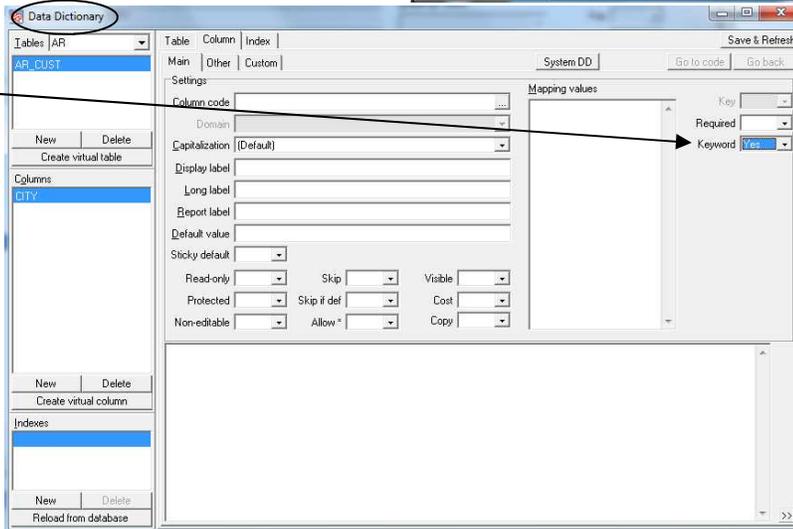
First in the “System Data Dictionary” window. Click the Tables drop down and select AR. This shows the customer tables. Now find the AR\_CUST table in the table area. This is the main customer table. Click it.

In the Columns area find the CITY field. Now click the [Customize column] button. This will put you in the “Data Dictionary” window.

The System Data Dictionary and Data Dictionary look very similar. The System Data Dictionary is the factory setting and the Data Dictionary is the one you customize. Look in the upper left corner so tell which one you using.



Find the Keyword drop down and select “Yes”.



Click [Save & Refresh]

Now, close out of the Data Dictionary and exit CounterPoint.

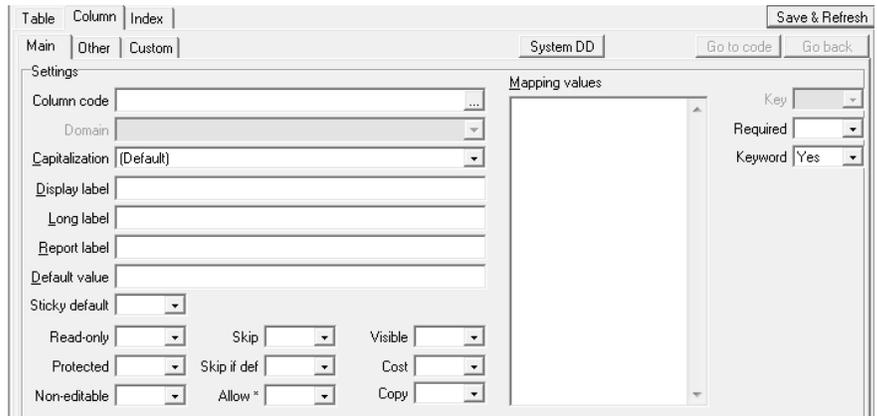
Restart CounterPoint and whenever you do a customer lookup, you can now enter the city in keyword field. This works in all areas of CounterPoint. From the POS screen, customer screen, even in report screens.

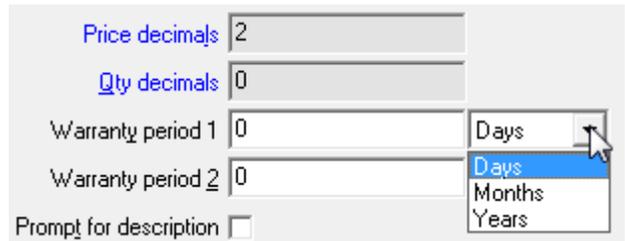
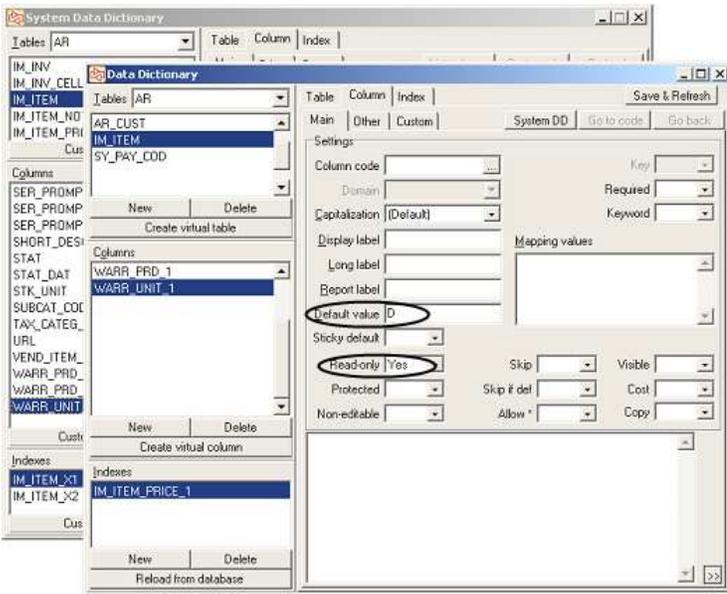
Here are some other handy settings.

**Protected:** You must click the Lock icon before you can edit the field.

**Default value:** When adding a new record, field will default to what is entered here.

**Read-only:** You can view but can't change the value. If used along with default value you can preset a value the user can't change. For example limit warranty to day only.





When entering the warranty period, by default you can select between Day, Month, or Years. With this change to the Data Dictionary the only valid choice is days.

Visible: If no, field is removed from the data entry form.

Display label: Change the description in forms. For example change Cust\_No to Client.

Keyword: Add this field to the keyword search when doing a lookup.

On the other tab you can set limits on numeric values:

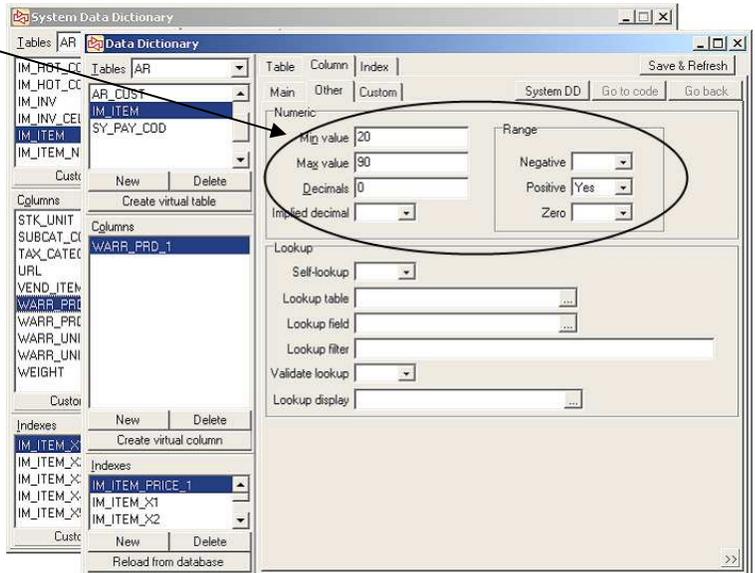
### Rules for customizing System columns

The software enforces these rules:

- If the “key” setting in the Data Dictionary is specifically set to “Yes” or “No” for a System column, you cannot change it.
- You cannot change the "Domain" of system-defined columns.
- If System column is “required”, you cannot change it.
- If System column is “read-only”, you cannot change it.
- If System column is “Uppercase” capitalization, you cannot change it.

### While not enforced by the software, you should observe these rules:

- Do not change the storage values of System-defined mapping values. (e.g., for ITEM\_TYP, do not change “I” in mapping value “I=Inventory”)
- When setting mapping values, do not include a space before or after the equal sign (=)
- Do not delete System-defined mapping values.
- Do not expand System-defined numeric ranges.
- If a System-defined column specifically disables the “Allow \*” checkbox, do not enable it.
- Do not enable editing of a “Non-editable” System-defined column.
- If a System-defined column specifically disables the “Copy” checkbox, do not enable it.



There's much more that can be done with the data dictionary, but we'll cover more in a future issue.

The most important thing you MUST remember about customizations is documenting what you've done. (And I don't mean a post-it note.) First a circumstance may come up where your customization causes a problem and you need to remove or modify it. Also when upgrading to the next version of CounterPoint you may find the table you modified no longer exist or has changed.

Think through your customization. You think it would be nice to restrict zip codes to 5 digits. This will reduce the chance of incorrectly entered zip codes. But what if your customer is from Canada? Or you force a first and last name for customers, what if it's a company? So think it out.