



Thank you for choosing doogiePIM from BiteSpire

I hope you will enjoy using doogiePIM and will benefit from it as I intended to help assist you in organizing your busy schedule. It is hoped, doogiePIM will become your preferred and loved 'Personal Information Manager'.

Go ahead and explore it to see what makes doogiePIM so special.

I would suggest you begin with the [Introduction](#) section and familiarize yourself with the various [Components](#) of doogiePIM. Then the best thing to do is to get onto the software and have a play around with it. You will probably find you won't need to use this Help.

I always listen and take into account all viable suggestions and feedback. If you think of a useful feature or improvement you would like implemented and would benefit other doogiePIM users, then please [let me know](#).

Happy Organizing...

Chris

Creator and developer of doogiePIM

(doogiePIM Help - Version: 10.14.2016)

Introduction

doogiePIM is a full scale multi-dimensional personal information manager for your business and private use. doogiePIM offers you a solution of storing and organizing your daily activities.

doogiePIM enables you to work with Sections of data rather than a traditional full tree approach. The tree approach is fine when you are managing files or you're concentrated on a section. However, when it comes to managing events, to-dos, contacts and documents that affect your daily life, this can be mind cluttering when displayed all in one tree view. doogiePIM allows you to Link an item to another item. For example, you may add a note for a contact. Or maybe a scheduled task for a finance transaction.

doogiePIM has separated each section, so you navigate your focus point accordingly. It is flexible enough to keep your current focus wherever you wish it to be.



When your current work requires focusing on your Contacts, then you go to the Contacts Section where everything else will branch out but keeping your Contacts as your main focus point. For example: You have access to linked Documents, Messages, Tasks, Journals, Events and other related items, without leaving the Contacts section. This is the same with Tasks or any of the other sections.

At first, you may find the inter-linking features of doogiePIM strange, but as you use and understand it's power and benefits, you will come to appreciate it.

♥ See [Multidimensional Linking](#) for more information

Related Topics

[Components](#)

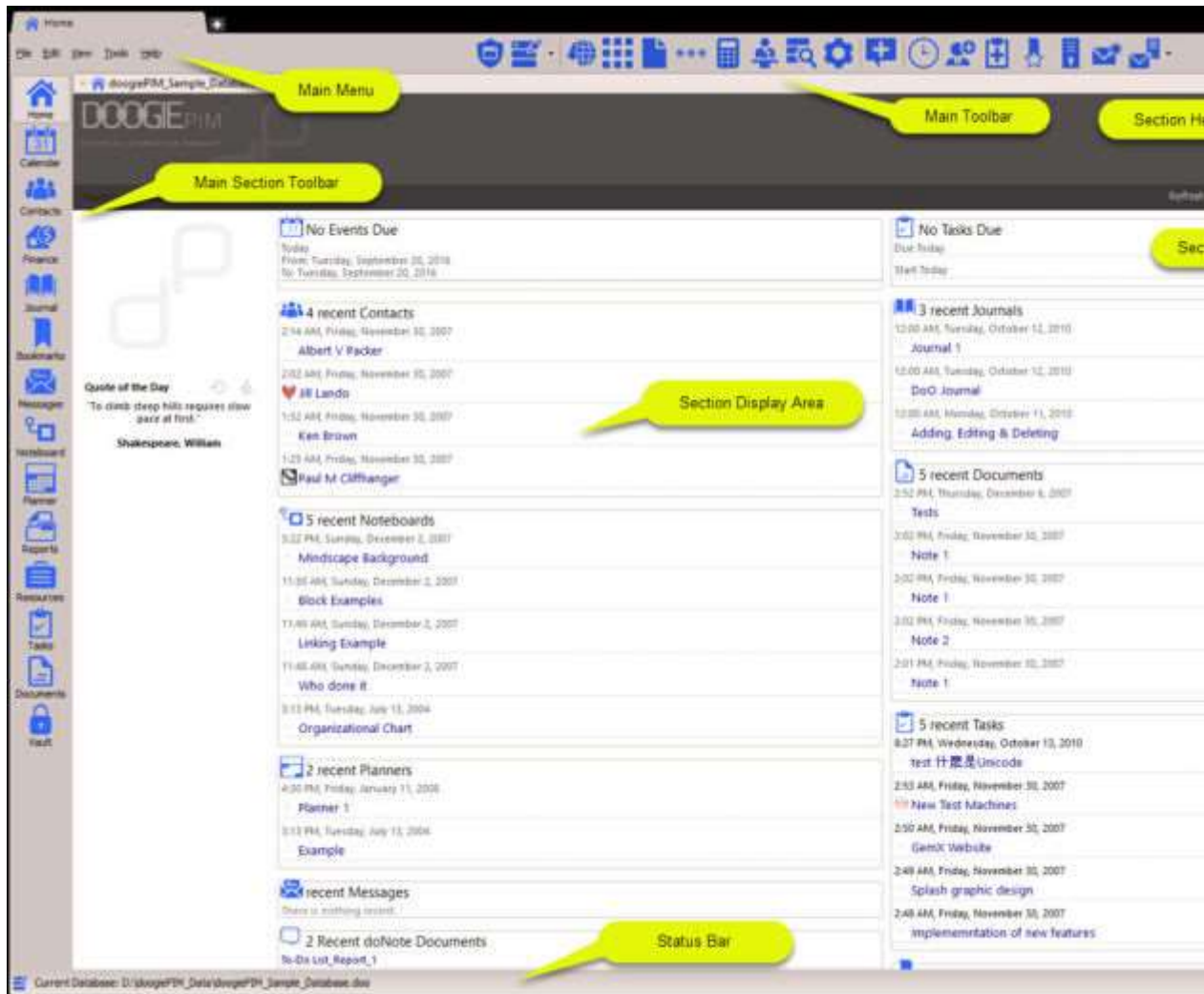
[Features](#)

[How Does It Work](#)

Components

The doogiePIM application is made up of the following components and tools:

Main Window of doogiePIM



Some additional windows and components.

MiniBar - Desktop toolbar for quick access to application tools and sections.

Documents - Desktop notes and document rich text editor.

Expression Calculator - Simple or complex mathematics evaluator.

Archive-Encrypt/Decrypt Files - For protecting data sensitive files.

Messages - Email Client - Sending, receiving and managing emails, and RSS data feeds.

Documents - Documents Notes Editor - Rich Text editing.

Noteboard - Mind Mapping Editor - For brainstorming by connecting rich text blocks.

Files Explorer - for managing files with full preview.

Calendar - where you add events.

Contacts - where you manage your contacts.

Tasks - where you manage your tasks.

Journals - a useful daily diary.

Planner - where you manage a annual events.

Icon Library - where you can store your icons.

Scratchpad Phrases - for storing common snippets of plain text.

Archives Tool - for creating exe/zip backup archives of data folders.

Vault - For storing password and other sensitive data records.

Password Generator - Creates random passwords.

Bookmarks - URLs - For managing and storing websites and Internet bookmarks.

Database Search - Simple database search or powerful SQL query scripting.

Address and Label Mailing - For printing a mail-merge document to multiple contact records.

Finance - record financial transactions and for creating Spreadsheets.

Resources - Store and manage important assets like stock, staff and other resources that are important to you.

Main Toolbar Configuration



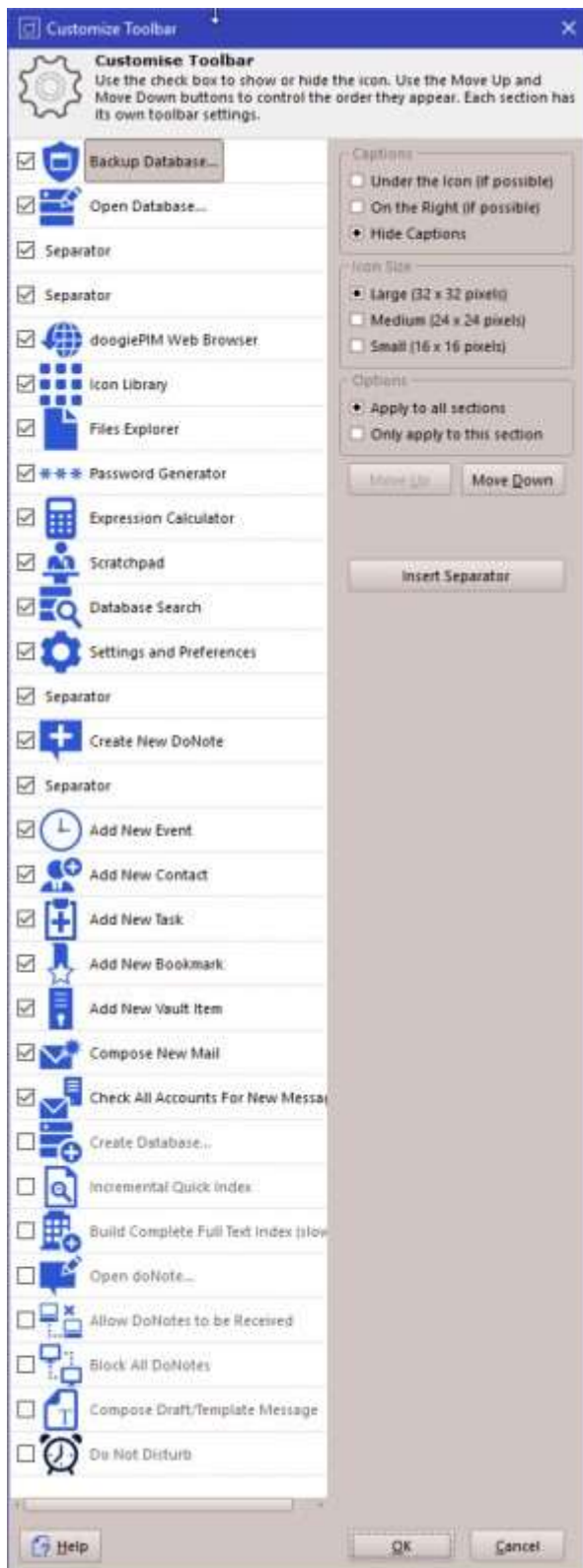
Adding, Removing, and adjusting Tool Icons on the Main Toolbar

Right click on toolbar and choose "**Customize Toolbar...**"

You can check or uncheck any of the tool icons as you wish. You can also change the icon sizes and sort order of them on the entire toolbar.

Choose to keep the changes identical on all sections or customize it on a per section page as desired.

To change the order of icons, just drag them or use the "Move Down" or "Move Up" buttons, into whatever order you prefer.



Related Topics

[Introduction](#)

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Features

doogiePIM is a Personal Information Manager application with the following features:

General

- Clean and intuitive user-friendly interface.
- User Interface can be customised and moved around to fit how you want to work.
- Truly portable. Take your doogiePIM with you on a USB drive and use it on any Windows PC. Installation isn't needed.
- Create different interface layouts for writing, designing, journal keeping.
- Store a huge number of records in a tree-like easy-to-organise fashion inside a single portable file.
- Easily link a record to another record.
- Low memory use.
- Database can be password protected and encrypted using strong encryption methods.

Built-in Web Browser

- Based on the latest Chromium rendering engine.
- Fully featured tabbed browsing.
- Advert blocking.
- All cookies, cache and temporary files are all contained in one simple folder for immediate management.
- Integrated with a powerful Bookmarks system.
- Store thumbnails for easier identification.
- Bookmarking records includes details such as Rating, Date Checked, Simple login credentials, fully rich text comments and more.

Tasks

- Comprehensive and powerful tasks management.
- Unlimited number of tasks can be added.
- Tasks can be added and managed within folders.
- Tasks can be assigned directly to a calendar user.
- Quick tasks can be added and edited without the need for the details windows.
- List view can be customised by showing selective columns.
- Tasks can be coloured and flagged with a marker for instant visual recognition.
- Tasks can be categorised and typed with customisable items.
- List view facility search to find tasks with optional search modes.
- Tasks can be linked to other database records such as events, contacts or notes.
- Comprehensive task detail fields.
- Tasks progress and done status can be quickly marked from the list view.
- List view can filter all due tasks today, due this week, this month or all tasks.
- Tasks can have unlimited nested sub-tasks.

Password Manager Vault

- Password Tools include a password generator.
- Comprehensive password management secured behind a second access password.
- Unlimited number of vault items can be added.
- Store finance cards, software registrations, bank details, company information or just regular passwords.
- Full rich text description for entering formatted text, tables or images.
- List view can be customised by showing selective columns.

- Items can be coloured and flagged with a marker for instant visual recognition.
- Card View display for easier reading
- Quick search using tabs or query.
- Comprehensive item detail fields.

Calendar

- Comprehensive and powerful calendar.
- Can be shown as a single day, a week, a whole month or a custom number of days.
- Events can be moved and resized in the calendar easily with the mouse.
- Events can be coloured, categorised and flagged with markers for better recognition.
- Allows all-day events and events that run over more than one day.
- Time Bar intervals for a day view can be customised from hourly to every single minute.
- Multiple users or resources can be added and shown as individual calendars.
- Users can be customised with different colours and icons.
- Users are integrated with the tasks section to show a summary of current or all due tasks.
- Events can be linked to other database records, such as contacts or notes.
- Events can be shared with more than one user.
- Quick access navigation buttons to jump to a particular day, previous or next event.
- Mini month calendar can be resized showing only one month or more.
- Calendar can be customised with working day start and end times.
- Printing facility enables you to obtain a hard copy of the visual calendar.
- Events can be assigned a reminder to automatically go off at a particular time with an optional sound effect.
- Events can be categorised and typed with customisable items.
- Events can be recurring with comprehensive recurring settings.
- Search facility to find an event with optional search modes.

Contacts

- Comprehensive and powerful contacts management
- Unlimited number of contacts can be added.
- Contacts can be added and managed within folders.
- Two different views, Card View or List View.
- Views can be sorted and customised by showing columns or selected fields.
- Contacts can be coloured and flagged with a marker for instant visual recognition.
- A reference image can be embedded into a contact record.
- Unlimited Email addresses can be added to a contact.
- Unlimited URL's can be added to a contact.
- Unlimited telephone numbers can be added to a contact.
- Unlimited extra fields can be added to a contact.
- Emails, URL's and telephone numbers can be launched and dialed easily from the details or the list view.
- Quick key search to find a contact quickly.
- List view search facility to find a contact with optional search modes.
- Contacts can be linked to other database records such as events or notes.
- Comprehensive address and personal detail fields.

Notes and Documents

- Comprehensive and powerful documents management.
- Unlimited number of notes can be added.
- Notes can be added and managed within folders.
- Highly comprehensive Notes Editor gives a vast array of formatting facilities including tables, images, paragraph settings and auto-enumerated lists.
- Notes can be linked to other database records such as events, contacts or other notes.
- Auto Correct facility can automatically correct miss-spelt words.

- Spell Check As You Type can mark words automatically that are miss-spelt without the need for you to issue a spell check command.
- Text and images can be moved and dragged around the editor with the mouse.
- OLE compliant so you can drag text, URL's, Email addresses or images from other OLE applications such as Internet Explorer.
- Integrated editor ruler gives interactive control to position and create tabulation markers, alter the columns of a table, adjusting page margins and paragraph indentation.
- Images can be resized interactively with the mouse.
- Hyperlinks can be added with control over colour and style.
- Automatic URL and Email detection auto-marks recognised addresses.
- Insertion of editor data including multiple width divider lines, current date and time.
- Notes editor is opened as a separate window so you can work on more than one note at a time, or work on notes while accessing contacts for example.
- Can import TexNotes, RTF, Word or plain text files.
- Can import images such as JPG, PNG or BMP files
- Printing facility with print preview.

Email and RSS Feed Reader

- Easy access and management of your email messages within structured tree views.
- Secure login using TLS/SSL supported.
- POP3/IMAP4 mail accounts.
- Built-in News Feed Reader for RSS, XML, Atom and RDF data feeds.
- Automatic spam checking by use of DNSBL (Black Listed domains).
- Whitelist and Blacklist facilities
- Send messages as Rich Formatted text, Plain Text, or both.
- HTML rendering of messages is not prone to scripting viruses, making email reading safer.
- External images are automatically blocked from messages.

Journals

- Comprehensive and powerful daily journal management.
- Unlimited number of journals can be added for a day.
- Journals can be added and managed within a navigational month calendar.
- Journal Editor uses the Notes Editor to give you comprehensive editing facilities.
- Entries can be linked to other database records such as events, contacts or notes.
- Journal entries can be dragged and moved to different days in the navigational month calendar.

Noteboard for Brain Storming

- Unlimited number of Noteboards can be added.
- Noteboards can be added and managed within folders.
- Noteboard editor offers comprehensive editing facilities.
- Free floating Note Blocks can contain rich formatted text and images.
- Note Blocks can be moved anywhere around the canvas.
- Blocks can be linked to other Blocks with visible connector lines.
- Noteboard Blocks can be linked to other database records such as events, contacts or notes.
- A Noteboard canvas can be as large as you want.
- Note Block arrangement facilities such as random scatter and rotate.
- Blocks can be customised with different colours.
- Text in a Block can be edited quickly.
- Noteboard document can be exported as a bitmap or a HTML file.

Year Planners

- Ideal for brain-storming an annual plan.
- Unlimited number of different planners can be added.

- Different Planners can be added and managed within folders.
- Comprehensive planner customisation including colours and borders.
- Planner events can be added directly into the planner.
- Events can be categorised for instant visual recognition.
- Events key guide can be customised with different colours and names.
- Planner Events can be linked to other database records such as contacts or notes.
- Customisable view to show a single month up to a full year.

Reports

- Very flexible report parameters.
- Reports give you on-screen details of your data.
- Report can be printed.
- Text on a report can be selected and copied to the clipboard.
- Built in reports include a list of birthdays, anniversaries, list of tasks and contacts list.

Scratchpad

- Unlimited number of text phrases can be added.
- Phrases can be added and managed within folders.
- Control Quote Of The Day on your Home summary page.
- Phrases can be used as input into web browser fields.

Icon Library

- Huge number of icons can be added.
- Icons can be added and managed within folders.
- Icons can be used in the Navigator folders for contacts, notes, journals, planners and noteboards.

Databases

- Unlimited number of databases can be created.
- Database size is limited only by disk space.
- Database files are specially optimised single file databases. (uses the same technology as an operating system's file/folder structure for greater stability)
- Optional password option encrypts the data for total security.
- Automatic data recovery in case of database corruption.
- Backup and restore facility with further encryption to protect the security of your backup files.

Flexible Folders Navigator

- Easy access and management of your data within structured tree views.
- Choose from supplied art, different folder icons to spice up folders
- The text of Folder Properties can be edited.
- Automatic or manual Navigator tree sorting.
- Navigator items can be moved up or down, overriding the automatic sorting.
- You can have practically unlimited number of folders and sub-folders.
- Comprehensive user-defined folder naming facility.
- Customisable folder font style, size, face and colour.

Full Text Search

- Fast and easy indexing.
- Index every word in your database.
- Search options to direct search into any or all sections.
- Automatic indexing after changes or manual indexing.

Portable USB Capable

- Settings and Preferences are not stored in the registry.

- Install directly to a USB / Flash Memory Stick.
- An easy way to carry your doogiePIM application with you.

Productivity Tools to make the difference

- Generous amount of menu keyboard shortcuts.
- Quick access to functions with a variety of context specific right click menus.
- Can launch default web browser from doogiePIM.
- Ability to launch email client directly from doogiePIM.
- Ability to launch your default telephone dialer from doogiePIM.
- Generous amount of icons to customise the look and feel of doogiePIM.
- Commonly used phrases for speedy text entry.
- Home Page gives instant summary of your data.
- Many output reports and pages, including the Home Page or records details, can be printed.
- Search the Web by selecting text.

Resources and Users

- Manage your important resources in a dedicated section.
- Resources can be sign-in users with access control and permissions.
- Resource may be Stock items, Books, Cars, Rooms, anything...
- Assign an image to a resource.
- Create an automatic calendar for a resource.
- Direct Linking of Resources in Finance Transactions.

Finances

- Manage money transactions in a dedicated section.
- Resources and Contacts can be directly linked to a transaction.
- Create linked sales, purchases and banking transactions.

Built-in Power Tools to help

- Spell Check with over 30+ dictionaries available.
- Powerful Roget's Thesaurus.
- Icon Library to store your own custom icons
- ClipArt Explorer
- Protect your database with a Password facility.
- Scratchpad for frequently used words and text saves time re-typing them.
- Character Symbols Grid

Customise doogiePIM

- User defined colouring for data displays.
- Ability to show or hide various parts of the window to save more screen space.
- Toolbars can be moved and info panels can be hidden to save valuable desktop space.
- Main Toolbars can show small, medium or large icons. With or without captions.
- Customisable Home Page to display a snapshot of your day-to-day activities.
- Folder and record Flag Markers, Categories and Types can be added as to your needs.

Related Topics

[Introduction](#)

[Components](#)

[How Does It Work](#)

How does It Work?

After installing doogiePIM, all you have to do is to start the application, go through it's settings, add and organize folders or import existing Contacts, Notes, Tasks and Events.

doogiePIM's ease of use almost makes this help file unnecessary.

doogiePIM offers many ways to access it's functions quickly to increase your productivity. There are a few shortcut icons, handy right-click menus and context sensitive help options for smooth operation. There is also a handy [MiniBar](#) as a separate window on your desktop to access doogiePIM information at any time.

doogiePIM creates it's own desktop and system tray icons once the installation is completed. Double clicking on the desktop doogiePIM icon will launch the application.

A more detailed description of using doogiePIM can be found in these help files, "[Using doogiePIM](#)" section. You may wish to begin with the [Getting Started](#) page.

Related Topics

[Introduction](#)

[Components](#)

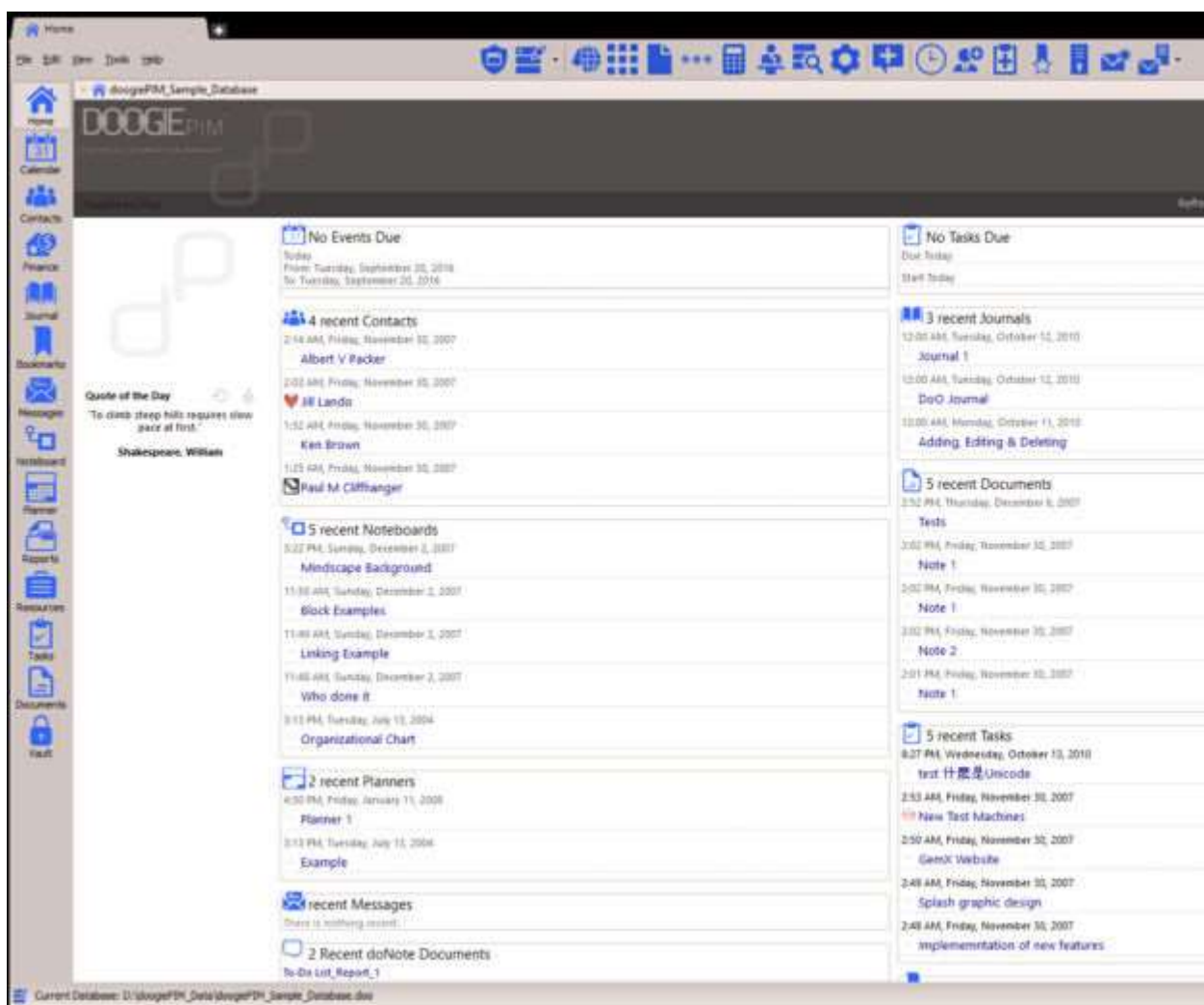
[Features](#)

Getting Started

The Home Page

When you launch doogiePIM for the first time, you will be presented with a Home Page with some introduction text. Around this page you will notice the **Main Menu**, **Main Toolbar** on the top, and the **Main Section Toolbar** on the left.

The main toolbar on the left can be moved to the bottom or the right-hand side as desired. (Right click the menu and choose 'dock to' position)



The Home Page that is displayed first is a summary that can display events that are due, tasks that need to be done and notes or other records that have been specially marked. This information summary is only displayed when there's a database open.

♥ See the help section "[Introduction to the Home Page](#)" for more information.

All the data records in doogiePIM is stored in a database file. By default this database is called "**Data.doo**" and resides in the folder where you installed to,

for example:

"c:\Bitespire\doogiePIM\Data Files\Data.doo"

You can create a new database at any time by selecting from the main menu, **"File / Create Database"**.

If you have used a previous version of do-Organizer 4.5+ or Harmony version 1+, you can continue using that database file. All you will need to do is rename the file extension to .doo and then choose File | Open Database.

♥ See the help section "[Database Files](#)" for more information.

Depending on your work focus point, it may be Contacts, Notes or something else. Click on the Main Section Toolbar buttons and explore.

Some sections, like Contacts, have a Tree View with a default root folder and underneath some default folders. While some other sections has a default root folder, underneath some default folders and documents. You may add as many sub-folders and documents as you need, where applicable.

♥ See the help section "[Folders](#)" for more information.

The Calendar and Journal are the only sections without a root Tree View because the data is date and time specific. So you may think of the calendar dates as your folders and the items can be inside the dates of the calendar for a particular day.

The tree view is used to organize your data into a logical fashion that makes locating items faster. The folders in the tree view Navigator can be customized to enhance the visual reference point by changing folder text, replacing default folders icons with different ones from the supplied icon art. Quick access to these handy items are facilitated through right click menus.

Further information can be found in the relevant help sections.

Contacts

This section is used for adding names and addresses of your personal and business contacts. You may enter text details and assign a reference image to identify the contact.

Messages

This section works like a normal e-mail client. It can send and receive e-mail to and from a valid IMAP4, POP3 or SMTP server. Multiple accounts can be created and e-mails can be composed with rich text formatting. You can also use the Messages section for reading RSS feeds from the web.

Bookmarks

This is a website and Internet bookmark manager, similar to the one you find in your default browser but it is much more advanced. You can add much more information to the URL with and without thumbnails for ease of locating the website.

Vault

When you want to protect certain information, such as credit card details or passwords for your safe, then you can add these records into the Vault section. When the Vault is closed or locked then you need to specify the correct password to access it. By default there isn't a password assigned, so it is wise to set

one when you first launch the Vault section.

♥ IMPORTANT NOTE:

You must remember your password to get into the vault, otherwise you won't be able to access the information inside it. Don't put the vault password as a record inside the vault.

Calendar

When you want to be reminded of an event on a specific day, you can enter a scheduled event in the Calendar.

Tasks

Tasks are events or work that may or may not have a specific date and time. You could enter common tasks or work on particular projects and assign a Due Date.

Journal

An ideal place to store a daily diary. This section is similar to Notes with the exception of the folders navigator. Instead, a calendar replaces the folders so you navigate your main daily journals by date.

Noteboard

A simple but powerful tool to "map out" an idea. This could also be used to create an organizational chart, a family tree or a complicated process. Blocks are added then these Blocks can be linked with lines so you can visualize an overview in a clearer fashion.

Planner

For an overview of a year, you can add multi-day events in this planner.

Documents

A powerful notes organizer. You can store rich text, fully formatted, images and hyperlinks. The Notes facility has a comprehensive formatting abilities so you can create tables and format text with different colours and font sizes.

Resources

In this section, you can store and manage items that are important to you, such as some stock, book library or staff. You may also assign some resources to be viewable directly in the Calendar section. This is useful when you are scheduling a person's events or maybe hiring out a car or meeting room. Within the Resource record is the ability to assign database access permissions. So if a Resource is a person you can grant access to the database with certain permissions to access only certain area and folders.

Finance

Money can be organized in this section. You may enter financial transactions with details such as category. You may also link it directly to Resources and Contacts. Therefore, you could have saleable stock in the Resources and Contacts as customers. Now you have the ability to record sales transactions.

Introduction to Database Files

doogiePIM is designed and built as a multi-file application using a reliable and stable database engine. In other words you can have more than one database file, however, only one database can be open and loaded at any one time.

The data you store in doogiePIM is saved to a special database file on your hard disk. The location of this file can be wherever you choose it to be. By default it is stored in a sub folder from the location where you installed doogiePIM;

When doogiePIM is first installed, it sets up some default folders, as follows.

(Note: this depends on the installation and is assumed you have chosen the defaults)

Default folder storage for databases:

c:\BiteSpire\doogiePIM\Data Files

This documents folder where DON files (doogiePIM Rich Text Documents) are located:

c:\BiteSpire\doogiePIM\Data Files\doNotes

Any doNotes received over the Network (LAN) is stored in:

c:\BiteSpire\doogiePIM\Data Files\doNotes\Received Notes

Query Scripts (SQL) are located in:

c:\BiteSpire\doogiePIM\Data Files\Query Scripts

Templates used by the Address Labels and Notes are located in:

c:\BiteSpire\doogiePIM\Data Files\Templates

Dictionaries used by doogiePIM should be located in:

c:\BiteSpire\doogiePIM\Dictionaries

Unlike other single file applications, you do not need to save the database each time you add or edit a record.

When you add a new record, such as a contact, by clicking on Save on the record window the data is automatically placed into the database.

Other files, such as doNotes, are separate file documents that are not stored in the main database. They are normally stored in the Data Files folder, however, you may wish to save them to your own work folders as and when required. It is advisable to have a common data folder that all work is saved into and probably with sub-folders. This helps when you make a backup of just the main folder without having to hunt around your disk trying to locate files.

When you want to backup data from doogiePIM, all you would have to do is to backup "**Data Files**" and include all the sub-folders.

♥ See [Backups](#) for more information about making Backups.

Related Topics

[Creating New Database Files](#)

[Opening A Database File](#)

[Password Protection](#)

[Repairing and Optimizing Database Files](#)

Creating New Database Files

You can create as many databases as you wish, limited only by disk space.



To Create A New Database

► On the Main Menu choose "**File/Create Database**".

You will be presented with the standard Windows Save dialog. Navigate to the folder on the disk where you want to save the new database to and enter the name of the database in the filename input box.

After clicking on **Save**, your new database is created and is automatically opened ready for entering data.

Related Topics

[Introduction to Database Files](#)

[Opening A Database File](#)

[Password Protection](#)

[Repairing and Optimizing Database Files](#)

Opening A Database File

Opening a database is just like opening a file in any other application. There is a "recently opened databases list" in a history in the Main Menu as well as the Main Toolbar, so you don't need to keep using the open dialog. doogiePIM also will automatically open the last database you had open in the previous session.



To Open An Existing Database

Either:

- ▶ From the main menu, choose "**File/Open Database**", or
- ▶ Choose from the recent open history available as a submenu, or



- ▶ Click on the main toolbar icon **"Open Database"**.

Related Topics

[Introduction to Database Files](#)

[Creating New Database Files](#)

[Password Protection](#)

[Repairing and Optimizing Database Files](#)

Password Protection

You may need a confidential database file for storing sensitive data. When a password is assigned to a database, doogiePIM will encrypt the data. Besides restricting others to access your password protected database, this also means other applications, such as file explorers and viewers, will not be able to look at the raw data.

To Protect and Encrypt a Database

1. Open a database file that you'd like to protect with a password, if not already open.

♥ See [Opening A Database file](#) for more information.

2. From the **File** menu select **Set or Change Database Password** command.



The screenshot shows a dialog box titled "doogiePIM - Database Password Options and Encryption". It has a close button (X) in the top right corner. On the left, there is a lock icon and the text "Chris test.doo" and "Always make a backup before changing any properties." Below this, there are two main sections: "Password" and "Options". The "Password" section contains three input fields: "Enter the EXISTING password:", "Enter the NEW password:", and "Enter the NEW password, again:". A red warning message is displayed between the first and second fields: "If you don't want to change your password, then leave the following fields blank. Please remember your password. It is impossible to get to your data without the password." The "Options" section contains a "Database Encryption:" dropdown menu currently set to "Rijndael 128". At the bottom left is a "Help" button with a question mark icon. At the bottom right are "OK" and "Cancel" buttons.

3. Enter your desired password in **Enter the NEW password field** on the Password window. You will notice there is **Enter the NEW password, again** field. This is to confirm your password just entered into the password field.

4. It is important, if you are trying to change the password to a different one, to enter the old password in the field **Enter the EXISTING password**. You can not change the password without knowing and entering the old password.

5. Choose the encryption method used to protect this database. All methods are strong and provide good protection.

Once finished, click on the **OK** button to accept it or click on the **Cancel** button to disregard.

♥ **IMPORTANT NOTE:**

Please remember your password. It is practically impossible to open your protected database file without the correct password.

The new password takes effect immediately. Next time you or anybody else tries to access a password protected database file they need the correct password to open the database.

Encrypting the database may take a few minutes, depending on how much data there is, so be prepared for a slight delay after clicking OK.

Related Topics

[Introduction to Database Files](#)

[Creating New Database Files](#)

[Opening A Database File](#)

[Repairing and Optimizing Database Files](#)

Repairing and Optimizing Database Files

♥ IMPORTANT NOTE:

Before making any kind of repair or optimization of a database, it is highly advisable to make a backup first. You could either use your own backup utilities or use the backup facility provided by doogiePIM.

♥ See [Making Backups of Data Files](#) for more information.

You should not make any changes to the database while any repair, backup or optimization is running as this could corrupt your data.



To Repair a Database

► On the Main Menu choose "**File/Repair Database**".

You will be given an option to confirm starting. Click on **OK** to start the repair process. After a while (depending on how large your database file is) you will be shown a summary of the repair process.



To Optimize a Database

► On the Main Menu choose "**File/Compact Database**".

You will be given an option to confirm starting. Click on **OK** to start the compress process. After a while (depending on how large your database file is) you will be shown a summary of the process.

If you use your database every day, it is advisable to Compress your database at least once a month. This will reduce the size of your database file and remove any unneeded data left over from deleted records.

Related Topics

[Introduction to Database Files](#)

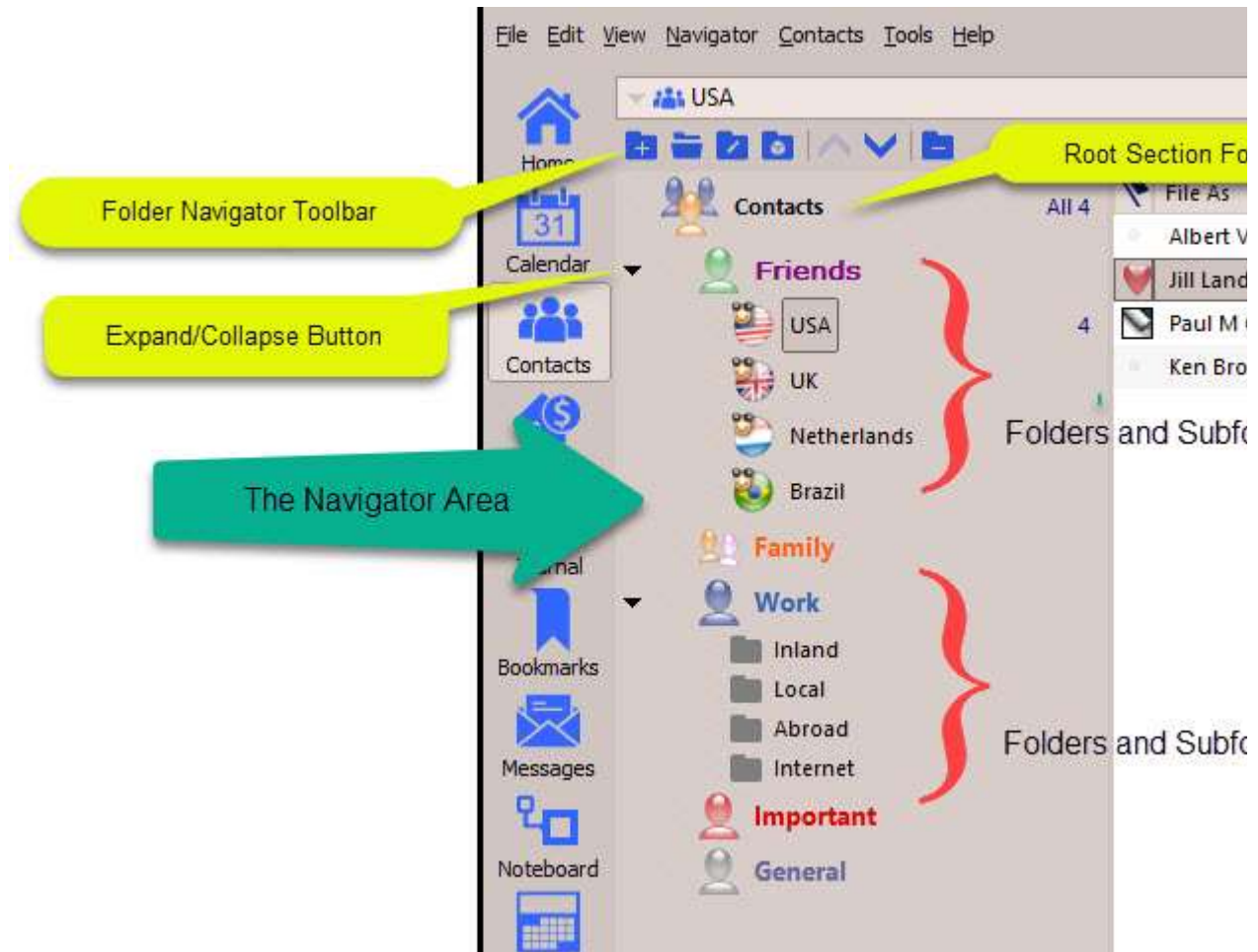
[Creating New Database Files](#)

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[Password Protection](#)

Folders

The Folder's Navigator area, in each of the relevant sections in doogiePIM, is the central point for accessing and organizing the section's items. The folders are located on the left side of the section as a Tree View.



The Calendar is the only section without a Tree View because the data is date and time specific. So you may think of the calendar dates as your folders and the items can be inside the dates of the calendar for a particular day.

The tree view is used to organize your data into a logical fashion that makes locating items faster. The folders in the tree view Navigator can be customized to make things easier to see by changing folder text, replacing default folders icons with different ones from the supplied icon art. Quick access to these handy items can be made through right click menus.

It offers flexibility and rich visual reference for ease of use and quick access. After adding, editing and renaming folders and sub-folders you can manipulate them in various ways.

Related Topics

[Moving and Sorting Folders](#)

[Customizing Visual Appearance of Folders](#)

[Changing a folder's icon](#)

[Changing a folder's font and colour](#)

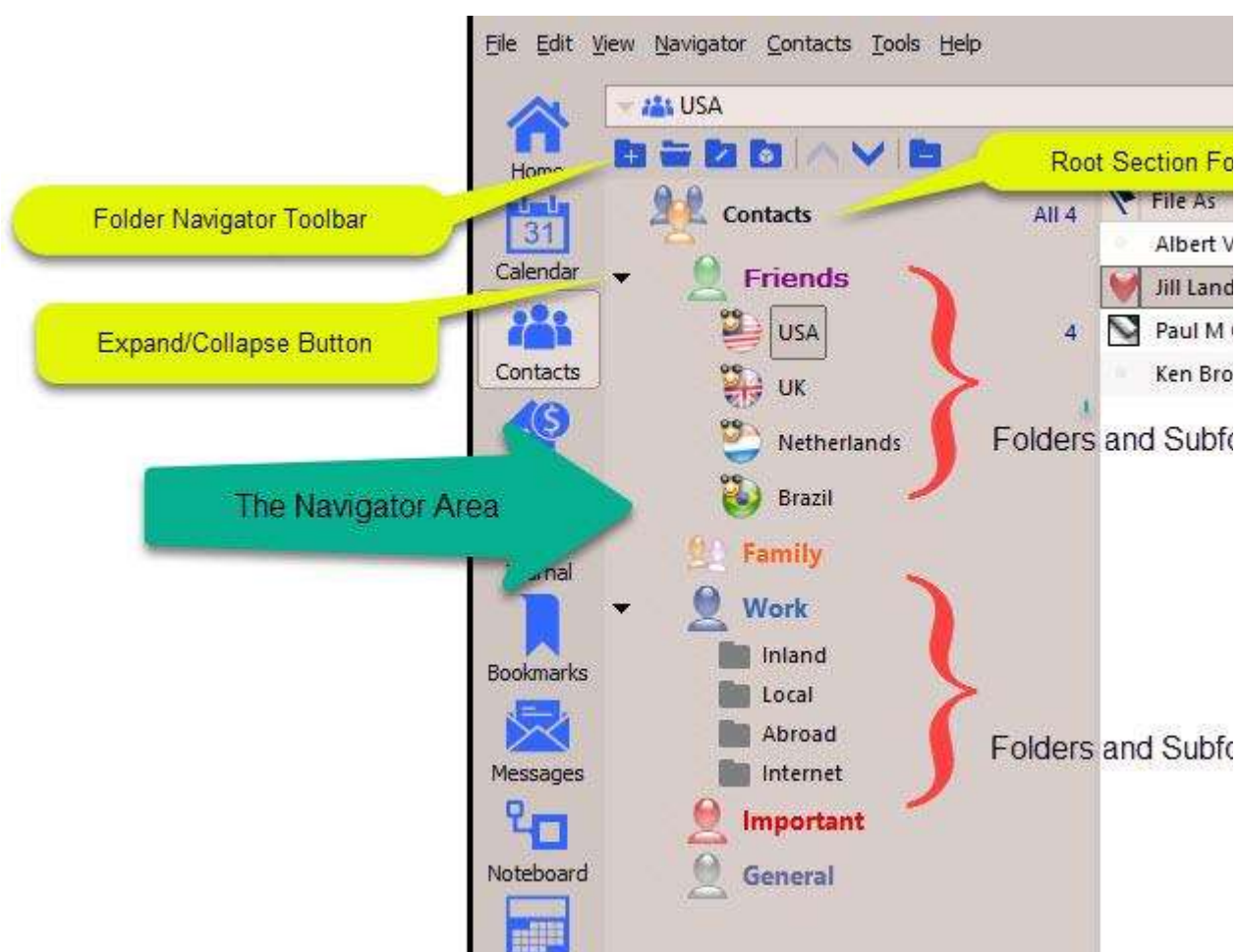
Adding, Renaming and Deleting Folders

Moving and Sorting Folders



Moving a folder up or down


If you choose to manually move a folder item up or down from its position, the Navigator will automatically switch off its automatic sorting and will keep the items in the position where you choose to move them. If you switch Name Sorting back on, the manual positioning will be lost in favour of alphabetical sorting.



Folders can only move up or down within its level. In the image example above "Inland" can't move any higher than its current level and "Internet" cannot move any lower.

To manually move a folder item up or down

First select the folder you wish to move.

- ▶ Click on the Navigator Toolbar icons  "Move Up" or "Move Down", or,
- ▶ Right Click on the Navigator and choose from the context menu, **"Move Up"** or **"Move Down"**.

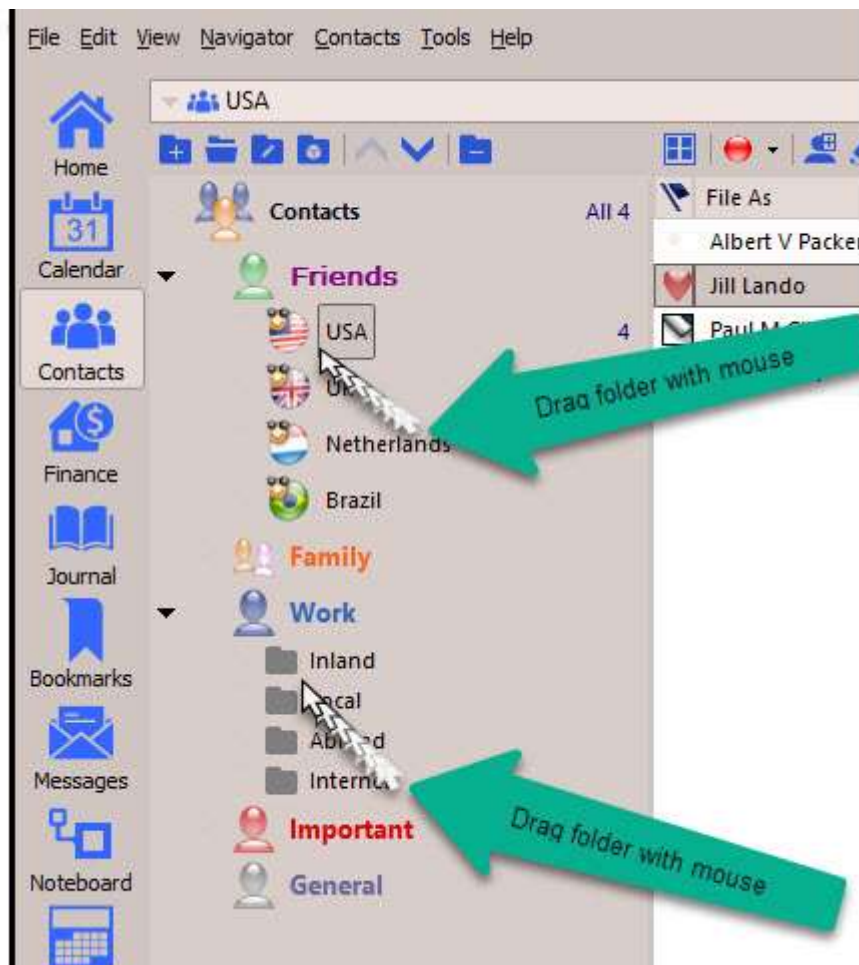
► You could also press the keyboard shortcut equivalents:

Ctrl+U to move the folder up, or

Ctrl+D to move the folder down.

Moving a folder inside a different folder

You may wish to move folders inside different folders, for example: when re-organizing items into a better way. The Folders Navigator allows you to move any folder except for the Section Root Folder to any other folder.



To move a folder to a different folder

To move a folder around just select the folder you wish to move, hold down your left mouse button and drag it onto the desired folder and release your left mouse button.

Related Topics

[Folders](#)

[Customizing Visual Appearance of Folders](#)

[Changing a folder's icon](#)

[Changing a folder's font and colour](#)

Adding, Renaming and Deleting Folders

Customizing Visual Appearance of Folders

You can change the default font name, colour and style of any folder in the Navigator. You also can change the icon to a more descriptive one that best suits your needs.

doogiePIM allows you to change various visual properties of a folder item, such as:

- Font name, eg: "Arial"
- Font size, eg: "10 point"
- Font style, eg "Bold, Italic"
- The text colour, eg: "Red"
- The icon
- Borders and background

♥ See [Changing a folder's font and colour](#) for more information

Related Topics

[Folders](#)

[Moving and Sorting Folders](#)

[Changing a folder's icon](#)

[Changing a folder's font and colour](#)

[Adding, Renaming and Deleting Folders](#)

Changing a folder's icon

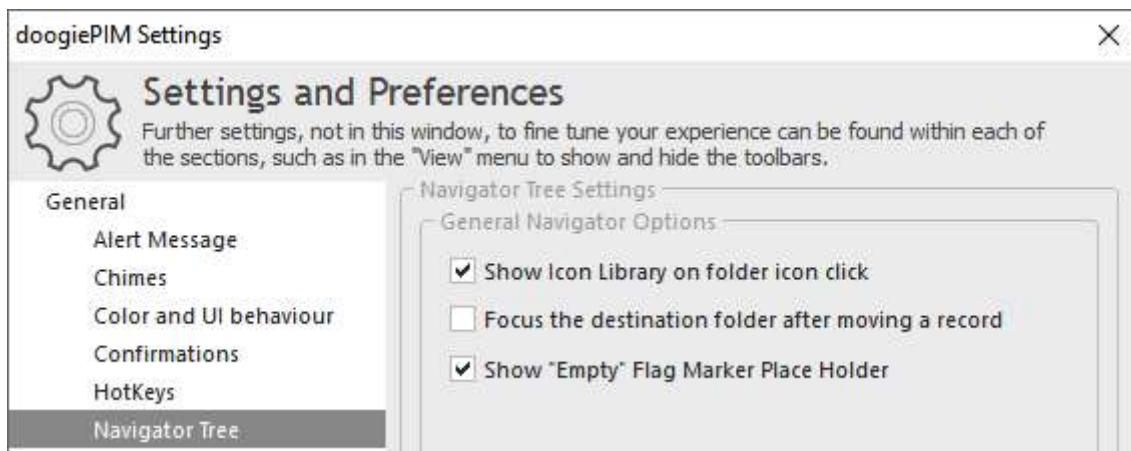
To make a folder visually easier to recognize, it is handy to change the icon of a folder to indicate it's content or purpose. doogiePIM comes with a large built in library with a variety of icon designs. You may choose any of these designs as an icon for a folder.



To change the icon of a folder

Either:

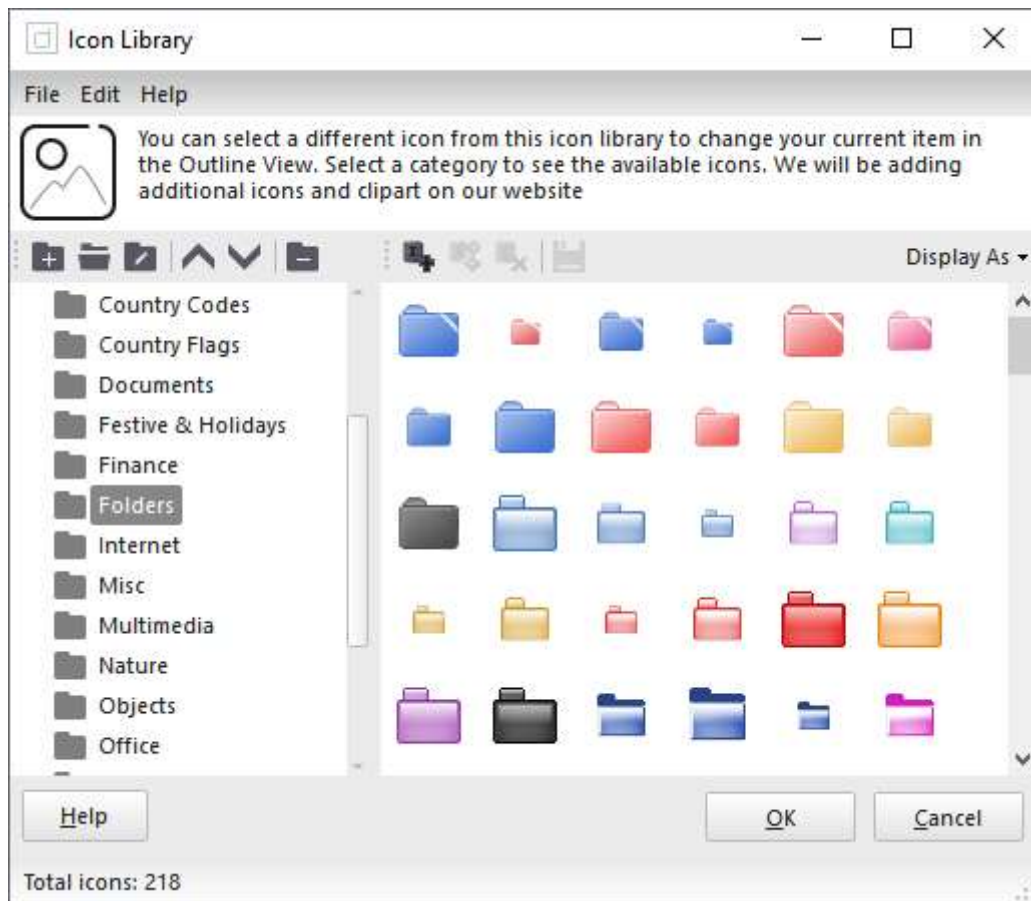
► Left Click on a Folder's Icon within the Navigator. If this doesn't work, ensure the relevant setting is enabled in the following Settings.



► Right Click on a Folder's name and choose from the popup menu, "**Properties**". Then choose the "**Display**" tab, Then click on the large Button "**Choose icon...**".

► You could also press the keyboard shortcut equivalents:

Ctrl+R to launch the "Properties" window.



With the Icon Library window open, navigate to a folder you wish, for example "Books", then select an icon on the right hand side listing.

When you are satisfied with the icon you want, Click on **OK** to accept the choice, or click on **Cancel** to cancel the choice.

Related Topics

[Folders](#)

[Moving and Sorting Folders](#)

[Customizing Visual Appearance of Folders](#)

[Changing a folder's icon](#)

[Changing a folder's font and colour](#)

[Adding, Renaming and Deleting Folders](#)


Changing a folder's font style, size and colour

You may wish to highlight a folder's importance or purpose by changing the colour or the font style and size of the folder's name, for example: bold red, to indicate it's an important folder.

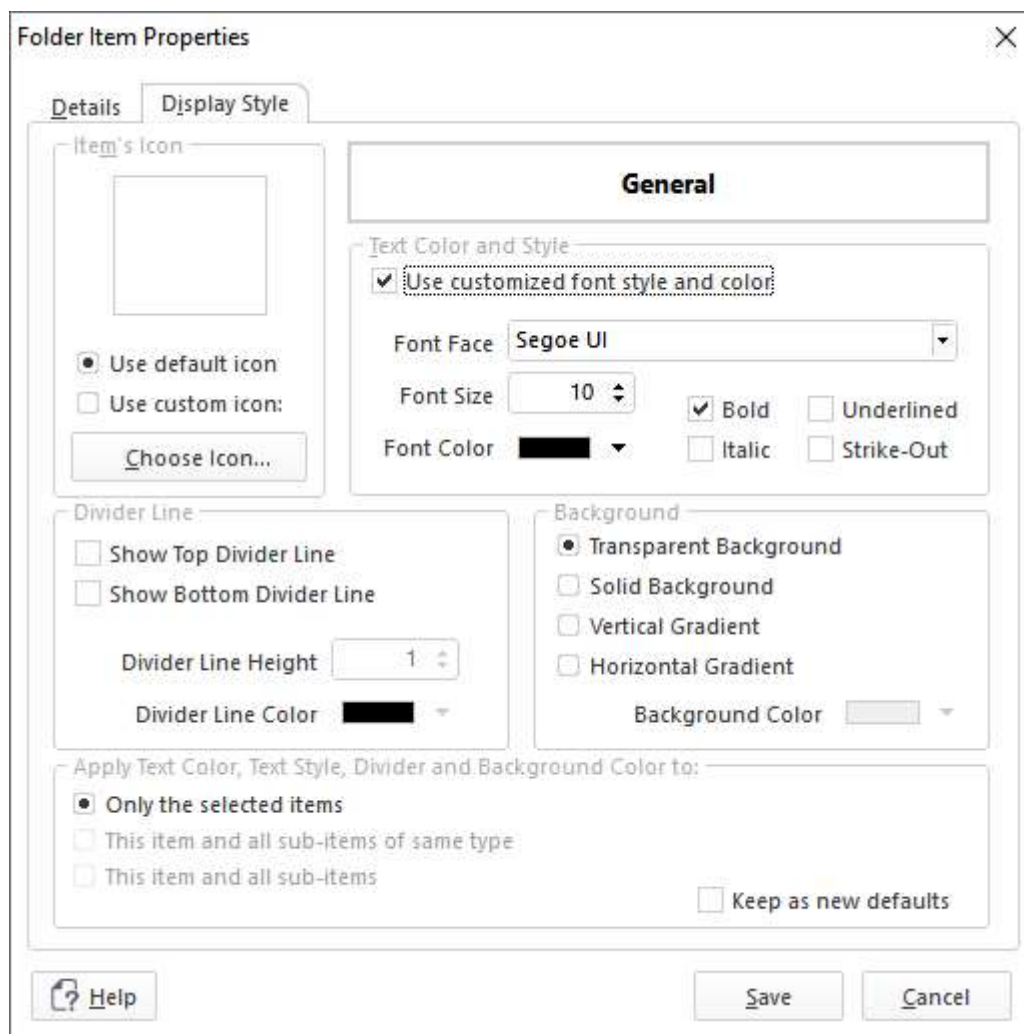
If a folder is selected, ie: it is the current folder, then doogiePIM uses the default Windows system highlight and font colour (in this state you would not be able to see your folder's custom font colour, however, the style and size is unaffected.)

To change a folder's font name, style and colour

First select the folder you wish to change, then:

- ▶ Left Click on the Navigator Toolbar icon,  **"Properties"**, or,
- ▶ Right Click on a Folder's name and choose from the popup menu, **"Properties"**. Then choose the **"Display"** tab.
- ▶ You could also press the keyboard shortcut equivalents:
Ctrl+R to launch the **"Properties"** window.

With the **Folder Item Properties** window open.



The screenshot shows the 'Folder Item Properties' dialog box with the 'Display Style' tab selected. The 'General' section is active, showing options for 'Text Color and Style'. The 'Use customized font style and color' checkbox is checked. The 'Font Face' is set to 'Segoe UI', 'Font Size' is 10, and 'Font Color' is black. The 'Background' section shows 'Transparent Background' selected. The 'Divider Line' section has 'Show Top Divider Line' and 'Show Bottom Divider Line' unchecked, with 'Divider Line Height' set to 1 and 'Divider Line Color' set to black. The 'Apply Text Color, Text Style, Divider and Background Color to:' section has 'Only the selected items' selected. The 'Keep as new defaults' checkbox is unchecked. The 'Help', 'Save', and 'Cancel' buttons are at the bottom.

Folder Item Properties

Details **Display Style**

Item's Icon

☒ Use default icon
☐ Use custom icon:
Choose Icon...

General

Text Color and Style

☒ Use customized font style and color

Font Face: Segoe UI
Font Size: 10
Font Color: [Black]

☒ Bold ☐ Underlined
☐ Italic ☐ Strike-Out

Background

☒ Transparent Background
☐ Solid Background
☐ Vertical Gradient
☐ Horizontal Gradient
Background Color: [Light Gray]

Divider Line

☐ Show Top Divider Line
☐ Show Bottom Divider Line
Divider Line Height: 1
Divider Line Color: [Black]

Apply Text Color, Text Style, Divider and Background Color to:

☒ Only the selected items
☐ This item and all sub-items of same type
☐ This item and all sub-items

☐ Keep as new defaults

Help **Save** **Cancel**

Tick the checkbox "**Use customized font style and colour**"

(If this is unchecked, then the folder will use the Windows standard font style)

Change the properties; Font Face, Size, Colour and Style accordingly to your preference. The large rectangle under the properties gives a visual indicator of what the folder text will look like.

When you are satisfied with the display style you want, Click on **Save** to accept the formatting, or click on **Cancel** to cancel the formatting.

Related Topics

[Folders](#)

[Moving and Sorting Folders](#)

[Customizing Visual Appearance of Folders](#)

[Changing a folder's icon](#)

[Changing a folder's font and colour](#)

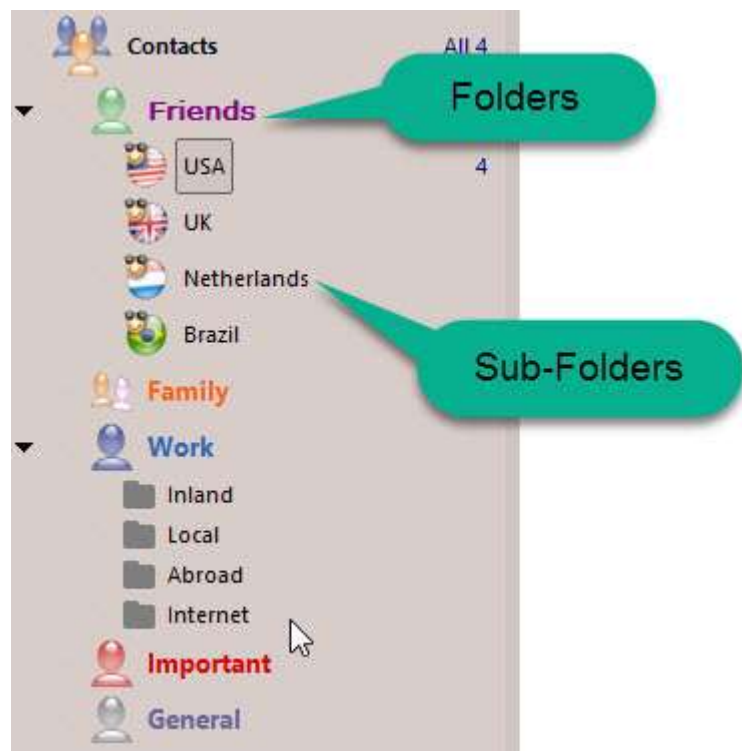
[Adding, Renaming and Deleting Folders](#)

Adding, Renaming and Deleting Folders

Adding new folders and sub-folders is an easy process using either the Navigator Toolbar, Right-Click Menu or the Main Menu.

Folders or Sub-Folders - what's the difference?

There is no real difference between a Folder and a Sub-Folder. The terms are used to describe the items in the Navigator. A Sub-Folder is just a normal Folder but it's location (or level) is inside another folder:




In reality they are all sub-folders because they all belong under the section root folder. When you add a Sub-Folder, the new sub-folder will be directly under the selected folder. However, if you add a Folder, the new folder will be on the same level as the selected folder. eg: "Business" is on the same level as "Family" and "Friends", but "Abroad" is a sub-folder of "Business".

Adding, Renaming and Deleting

To Add a New Folder

Either:

- ▶ Click on the Navigator toolbar icon  **Add a New Folder**, or,
- ▶ From the Main Menu select **Navigator/Add a New Folder**, or,
- ▶ Right Click on a Folder's name and choose from the context menu, "**Add a New Folder**".
- ▶ You could also press the keyboard shortcut equivalent: **Ctrl+A**


The new folder is then added and goes into edit mode so you can type in the appropriate name for

your new folder.



To Add a New Sub-Folder

First select the appropriate parent folder:


- ▶ Click on the Navigator toolbar icon  **Add a New Sub-Folder**, or,
- ▶ From the Main Menu select **Navigator/Add a New Sub-Folder**, or,
- ▶ Right Click on a Folder's name and choose from the context menu, "**Add a New Sub-Folder**".
- ▶ You could also press the keyboard shortcut equivalent: **Ctrl+F**

The new sub-folder is then added to the selected parent folder and goes into edit mode so you can type in the appropriate name for your new sub-folder.



To Rename a Folder


Either:

- ▶ Click on the Navigator toolbar icon  **Rename**, or,
- ▶ From the Main Menu select **Navigator/Rename**, or,
- ▶ Right Click on a Folder's name and choose from the context menu, "**Rename**".
- ▶ You could also press the keyboard shortcut equivalent: **F2**



To Delete a Folder

First select the folder you wish to remove. A folder can't be deleted if the selected folder has sub-folders or contains records, eg: contacts:

- ▶ Click on the Navigator toolbar icon  **Delete**, or,
- ▶ From the Main Menu select **Navigator/Delete**, or,
- ▶ Right Click on a Folder's name and choose from the context menu, "**Delete**".
- ▶ You could also press the keyboard shortcut equivalent: **Del**

Related Topics

[Folders](#)

[Moving and Sorting Folders](#)

[Customizing Visual Appearance of Folders](#)

[Changing a folder's icon](#)

[Changing a folder's font and colour](#)

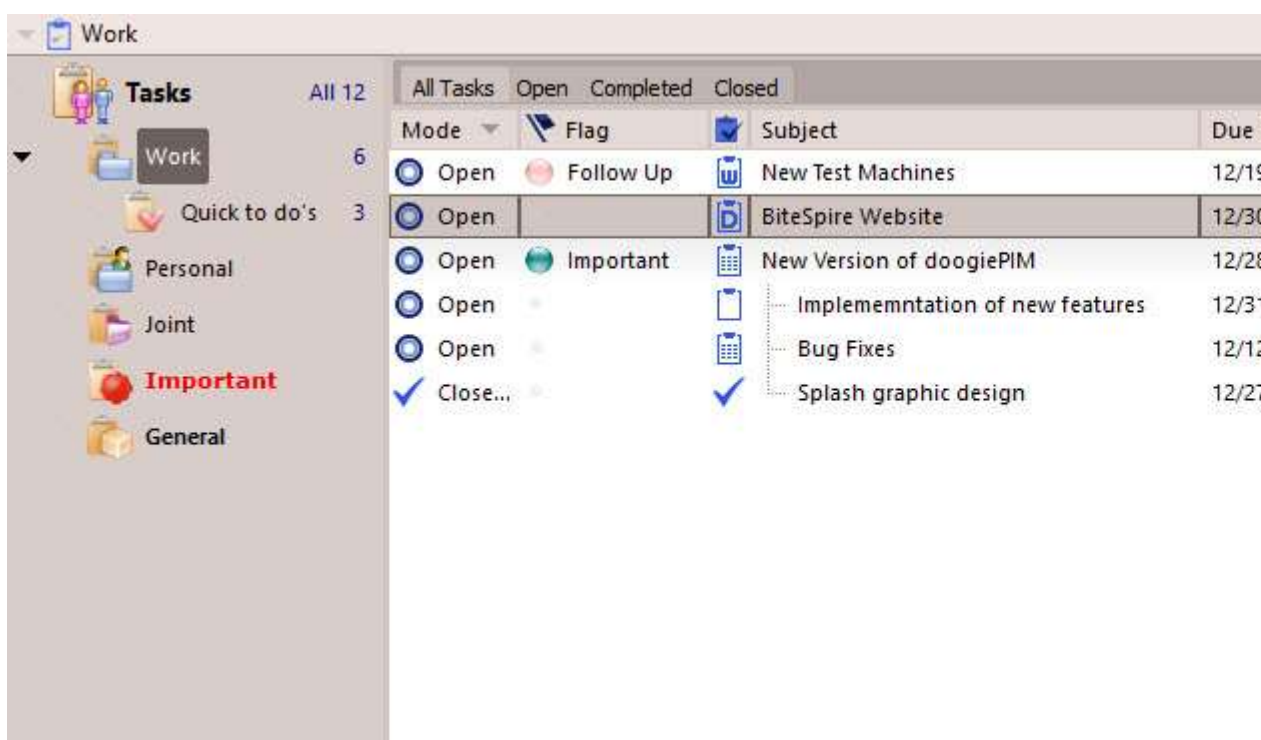
List View

The records in doogiePIM can be listed in a traditional grid called a List View. The list view consists of columns of data. When you choose a folder from the folder's navigator, the contents of that folder is shown in the list view area which is typically on the right side of the Navigator, or in the case of some utility windows like the [Database Search](#), it has it's own window area.

Most of the list views in doogiePIM can be printed or exported as CSV.

♥ See [Printing Contents of a List View](#) or [Exporting Contents of a List View](#) for more information.

The list view can be sorted by any of the columns, and you can resize and reposition the columns as needed.



To Sort A Column

▶ Left click on the column's header. The column will show a small arrow to denote the sorting order. In the example above, the currently sorted column is "**Type**". To reverse the sorting, click on the column header again.



To Select An Item In The List View

▶ Left click on the corresponding row in the list view, the item is highlighted when the whole line appears as one solid background colour. The colour depends on your system settings and visual style.



To Move An Item From The List View To A Different Folder

This only applies to relevant sections such as Contacts, Tasks, etc.

► You can move an item from one Navigator folder to another by selecting the item in List View you want to move, then left click and drag the mouse over to the folder in the Navigator window where you want the item to be.

Customizing The List View



To Resize A Column

► Left click and drag on the line between two columns. Move you mouse left or right to visually size the column as needed.



To Change The List View Display Fields

► Right Click on the column's header of List View and choose from the context menu which column to show or hide.

Related Topics

[Folders](#)

[Introduction to Contacts](#)

[Managing Contacts](#)

[Linking Contacts](#)

[Searching Contacts](#)

[Communicating With Contacts](#)

[Card View](#)

Card View

The records in doogiePIM can be listed in a special formatted page called a Card View. The card view displays columns of records in a similar fashion to traditional business cards. The information in the card represents the details of the record. It can display the records's thumbnail image (if any), company name, telephone numbers, e-mail and addresses. When you choose a folder from the folder's navigator, the records located in that folder are shown in the card view.

The screenshot displays a contact management application with the following details:

- Albert V Packer:** Assistant Manager, Hipatomlasky Inc, 9999 Albert Road, Shreveport, LA, 5455-888, USA. Email: harry@kmnomain.com, www.kmnomain.com, 455 665 8848.
- Paul M Cliffhanger:** Doctor, Community Hospital, COMMUNITY HOSPITAL, FINE BUSH TWO, NEW YORK, NY, 323160, USA. Email: onlytest32154@3654te:, www.3654test.org, 331 266 56452.
- Jill Lando:** Not Working, n/a, 546 High Street, New Orleans, LA, 4156426, USA. Email: lando5646@654hlonx.net, www.654hlonx.net, 456 4565 4566.
- Ken Brown:** Marketing Manager, 9808name Inc, 302200 132ND ST, MIDWAY, THE HILL, NEW YORK, NY, 56954, USA. Email: kenone@hjk2356.com, www.hjk2356.com, 321 66565544.

The interface includes a toolbar at the top with various icons for file operations, a search bar with a dropdown menu (File As, Contains), and a list of contacts at the bottom with columns for Name, Details, and Date.

The card view is always sorted by the primary field, in the case of Contacts, it is the "File As" field.



To Select A Record In The Card View

▶ Left click on the corresponding record in the card view, the item is highlighted when the whole card

has one solid border colour. The colour depends on your system settings and visual style.

Customizing The Card View



To Resize Card View Columns

► Left click and drag on the right hand border of a record card. Move you mouse left or right to visually size the cards as needed.



To Change The Card View Colours and Margins

♥ **NOTE: Not all sections have this option.**

- From the Main Menu choose "**View/Customize Card View**", or
- Right Click on the Card View and choose from the context menu "**Customize Card View**"

When the customize window is displayed, choose the tab labeled "**Card View Options**". On this tab page change the colours and fields in accordance with your preferences.

Click on **Apply** to immediately see the effect of your preferences in the Card View.

Click on **OK** to save the changes or click on **Cancel** to cancel the changes.

Related Topics

[Folders](#)

[Introduction to Contacts](#)

[Managing Contacts](#)

[Linking Contacts](#)

[Searching Contacts](#)

[Communicating With Contacts](#)

[List View](#)

Exporting Contents of a List View

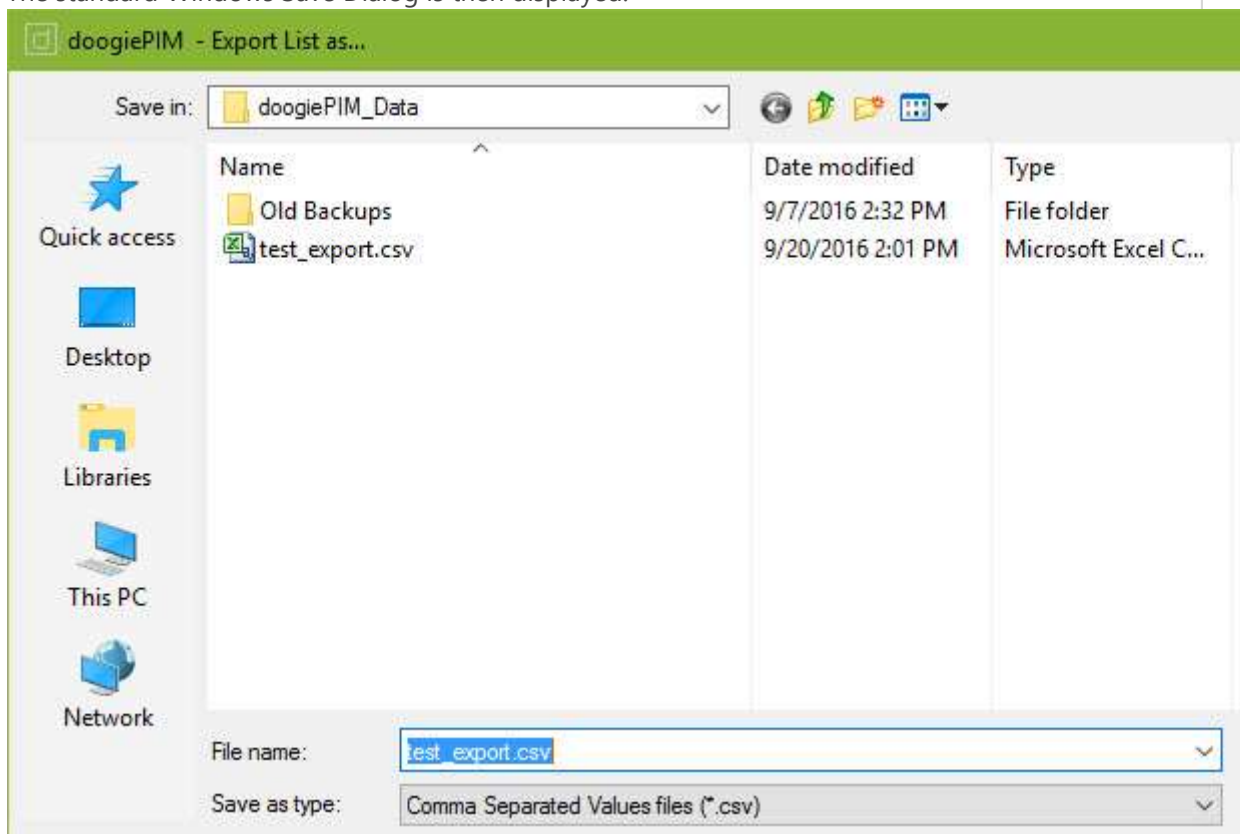
Many of the List Views in doogiePIM can be exported. The resulting output and format is not exactly the same as the list, but rather a plain text form. This enables you to extract a list to a CSV file. This is ideal in situations when you want to preserve a result of a search, a filtered list of tasks or a contacts list.

Before exporting, first populate the list with the data you want, either by, in the case of a section, by selecting the appropriate folder or, in the case of a Database Search, by conducting a search or running a query script.

To Export A List View

► (if a sections list view) Choose from the main menu "**File/Export/List of ...**".

The standard Windows Save Dialog is then displayed:



Choose a folder and **filename** for the exported document and choose which **file type** you want from the file types combo box. Then click on **Save** to create the new document. Valid file types are: **Tab Delimited Values** and **Comma Separated Values**.

The CSV File Types

Tab Delimited Values (CSV)

This means each column will be separated by a tab character.

Each column's data is always enclosed in speech marks and the first line is a list of the list view column names.

An example would be:

Column1	Column2
Mr.Smith	Manager

Comma Separated Values (CSV)

This means each column will be separated by a comma character.

Each column's data is always enclosed in speech marks and the first line is a list of the list view column names. If there is a speech mark in the data text, then the export will insert a double speech mark: ""

An example would be:

"Column1"	"Column2"
"Mr.Smith"	"Manager"

Importing Data

Data from disk files can be imported into doogiePIM in the relevant sections. To import contacts you must first go to the contacts section. If you want to import Outlook calendar events then you need to go to the Calendar section in doogiePIM.

Depending on the section, you can import data from the following formats:

Section	File Types
Calendar Timed Events Manager	CSV (Tab and Comma delimited) Outlook direct link
Tasks Task Manager	CSV (Tab and Comma delimited) Outlook direct link
Contacts Contacts Manager	CSV (Tab and Comma delimited) Outlook direct link
Documents Notes and Documents	(See here for supported rich text types) Outlook direct link
Journal Daily Journal Entries	(See here for supported rich text types)
Noteboard Note Blocks	Same as Documents with exception of TexNotes format and Outlook
Messages Email Client	Outlook direct link Outlook Express DBX file Plain email EML file Opera MBS file Thunderbird file General MailBox file (MBX)
Vault Passwords	CSV (Tab and Comma delimited) GuardMax GPF file
Bookmarks URL Bookmarks	CSV (Tab and Comma delimited) Opera ADR file Netscape/Mozilla/FireFox/Chrome compatible Bookmarks HTML file SurfGem GBF file

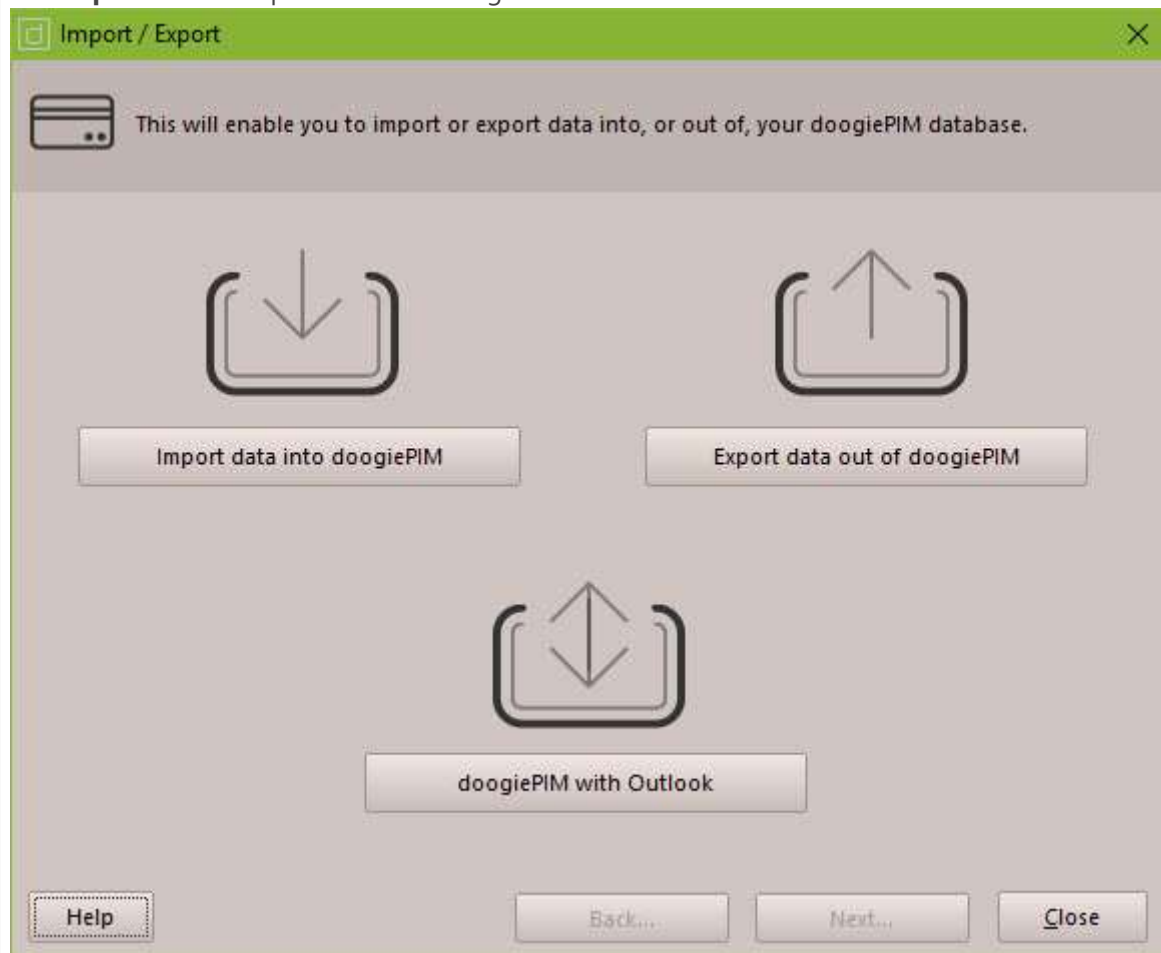
Importing from a file

To Import... from a file

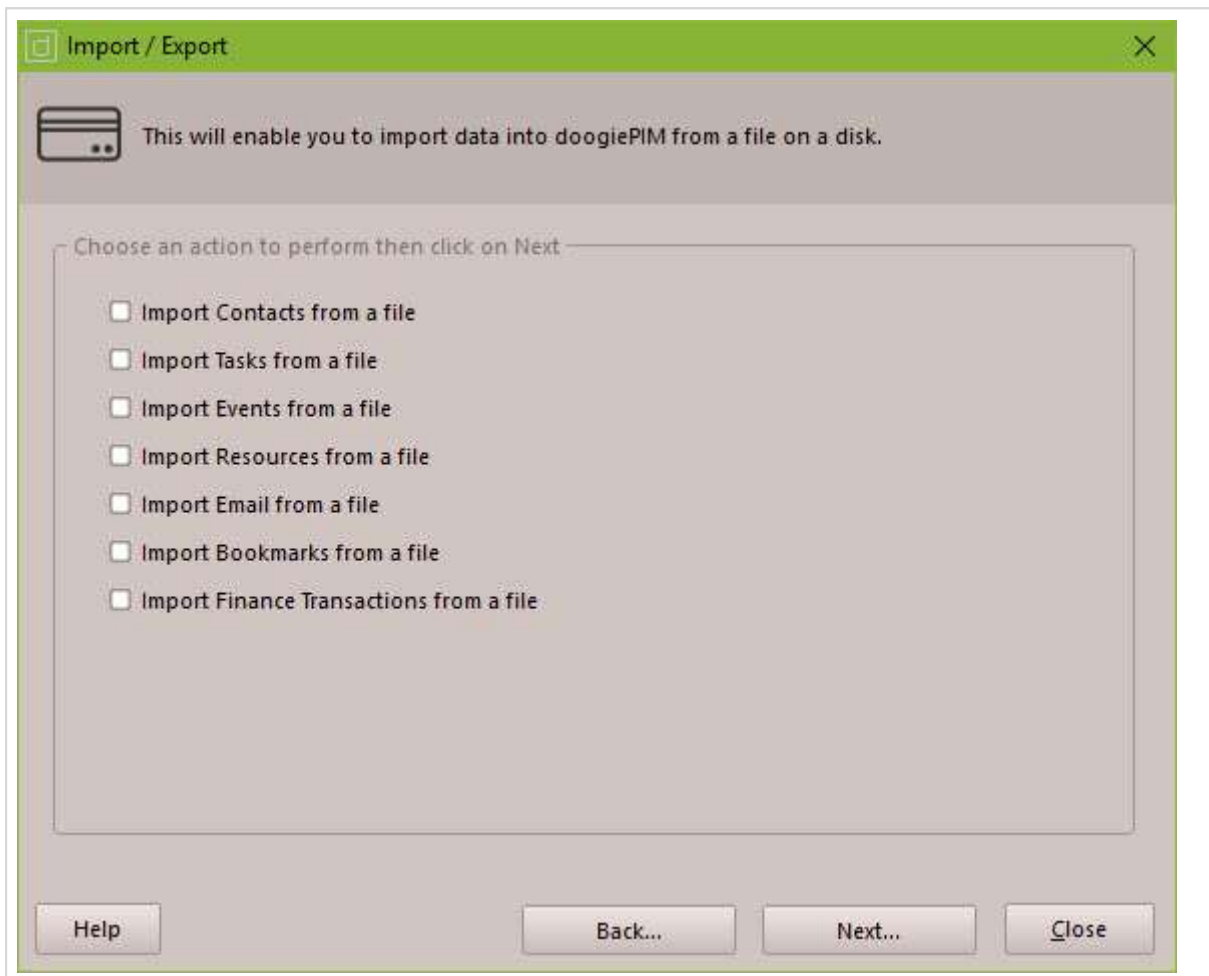
- › First go to the section concerned, eg: Contacts, then
- › Choose from the main menu "**File/Import/Import ... from File ...**".


The standard Windows that will Open Dialog are displayed here in 3 steps:

Step 1: Choose Import data into doogiePIM



Step 2: Choose which type of data you wish to import



 **Step 3:** Choose the data type you want to import. Click the Location to import to see more choices

Import / Export [X]

Import of Tasks from a file. First choose an appropriate doogiePIM folder, to hold the new Tasks. Click on Browse to choose a file. Some files, such as CSV, will require further options. These will be shown after you click on Start.

doogiePIM Location to Import the New Data Into

Work

File to Import From

Browse...

Progress

0%

Start

Help Back... Next... Close

Navigate to the **file name** for the document file you want to import. You may need to choose the type from the "**Files of type**" drop-down list in order to see the files. Click on the file then click on **Open** to start the import.

Some file types may lead you to a confirmation dialog asking for further information. Follow the on-screen instructions of the displayed dialog.

The final imported data will be located in the current folder, in the case of some sections like contacts.

Importing Data from Outlook

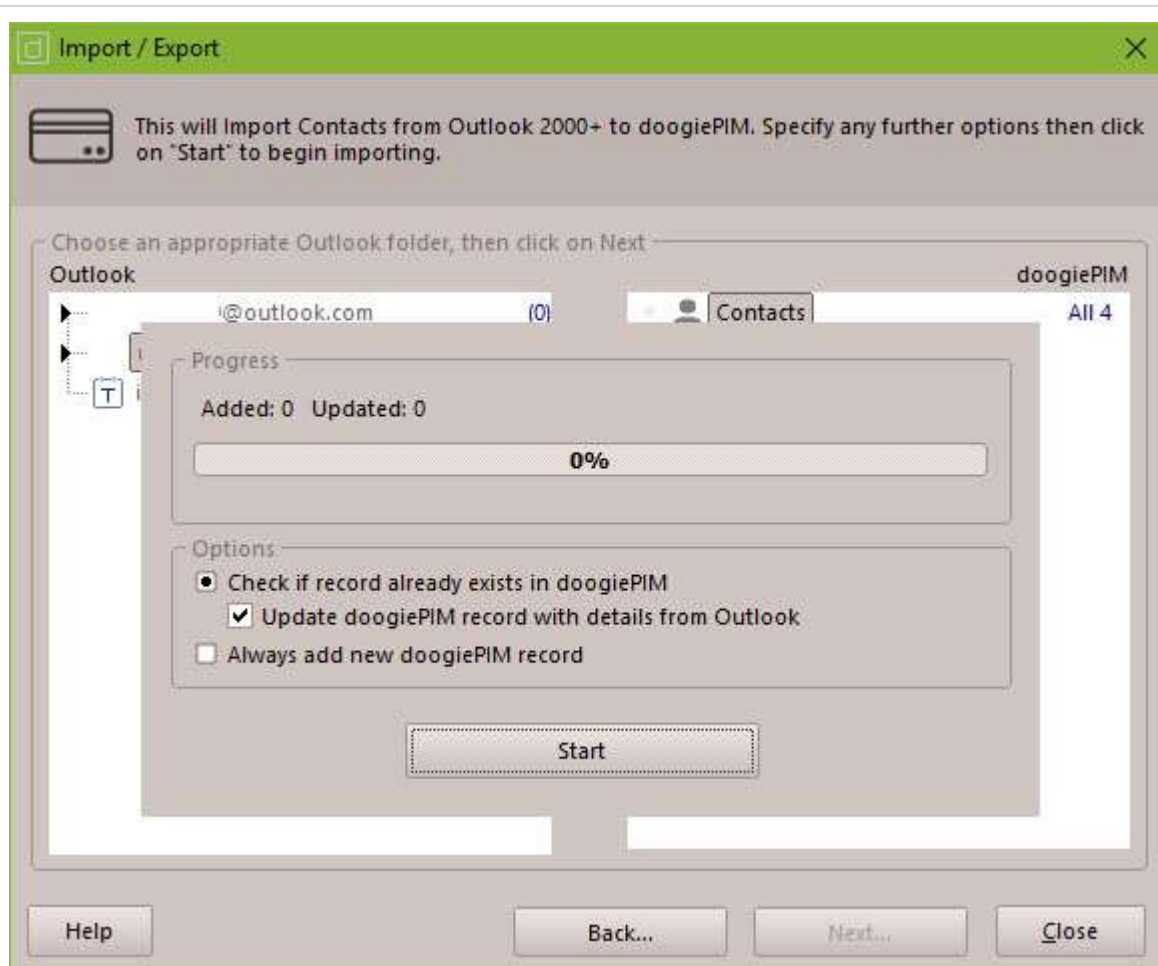
doogiePIM can link to Outlook 2003+ to import data records directly. This will enable you to choose which Outlook folder you want to insert into your doogiePIM database.

Outlook data can be imported into Contacts, Calendar and Tasks.

To Import... from Outlook

- First go to the section concerned, eg: Contacts, then
- Choose from the main menu "**File/Import/Import from Outlook...**".

The following window is then displayed:



Navigate to the folders from the lists on the left, eg: if you are importing into the Contacts section then click on one of your Outlook folders that have contacts in them. These can be easily identified because they are marked in bold.

There are various options to control import. Use the options to specify what happens when doogiePIM meets a record that is already in your database.

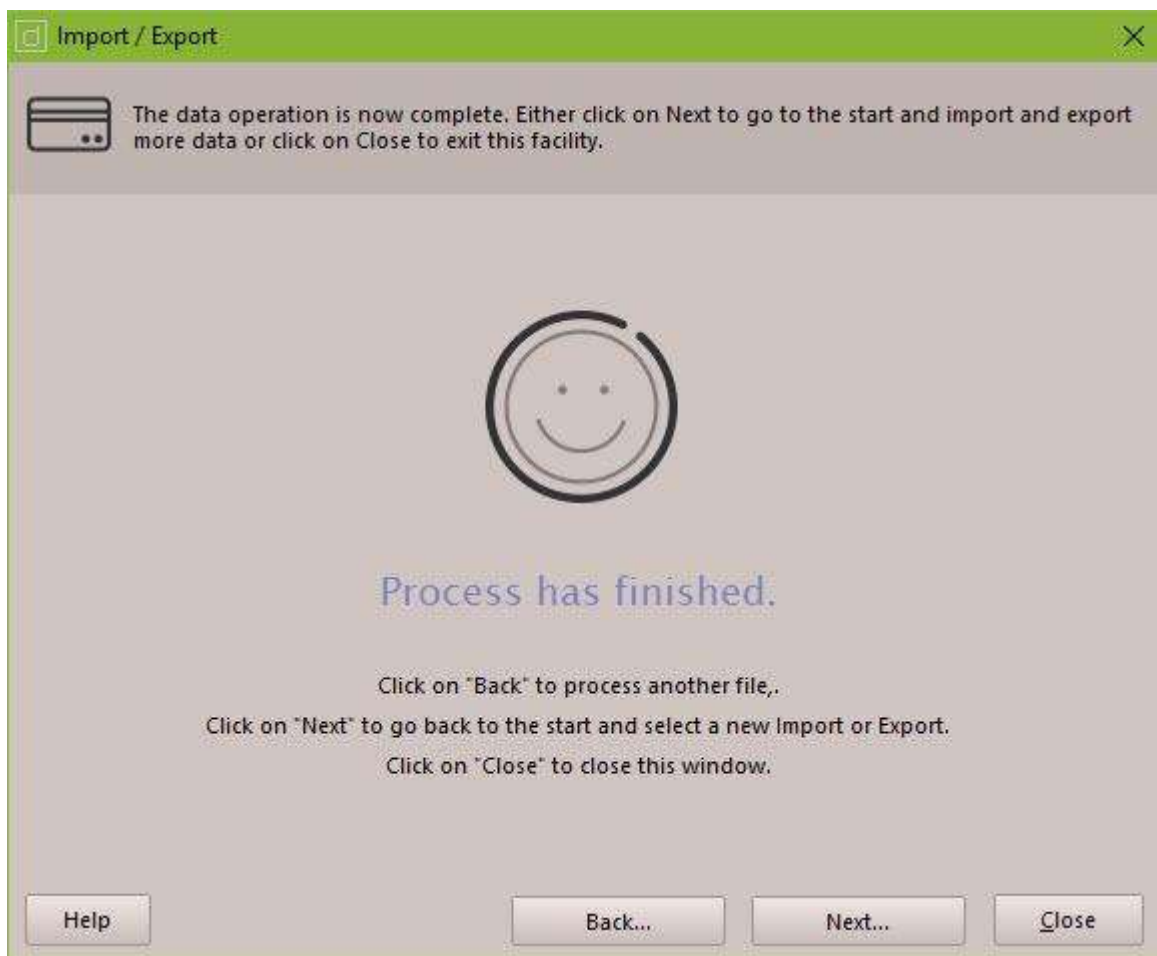
If you're importing into the doogiePIM Calendar, you will need to choose which Resource the records will be placed in. If you haven't setup a Resource yet, now is a good time to do that.

When you have chosen the folder and set the options, click on **Start**. Depending on the size of the data and the number of records, there could be a few minutes delay.

NOTE:

You might notice there's a security dialog that pops up when you access Outlook data. Simply set this time to about 10 minutes and click on Yes. This dialog is simply a warning to say that doogiePIM is looking at Outlook data.

The final imported data will be located in the selected current folder.



Importing into Documents, Notes and Comments

There are several ways to get data into a note editor. This could be the note of a Document or the comments in a record such as a Contact or a Bookmark. Either by using Copy/Paste functions or you could insert or import the data. A quick and simple way of inserting data into a note is to use the [BiteSpire Files Explorer](#), locate the file you want, and drag the filename to the point in the note content where you want the file to be inserted.



To Insert a File into an existing Note

This is useful for insert templates into a note. First make sure the edit cursor is positioned where you want the content to be inserted, then:

- ▶ Select from the **Insert** menu **Insert file**, or
- ▶ Click on the "**Insert File...**" icon on the Insertion toolbar under the editor.

You will see the familiar open dialog window. Choose a **file type** from the combo box drop down. Browse to the file you want and click on **Open** and the file will be inserted into the document.



To Add a File Into the Documents Section

This only applies to the Documents section.

First select the item in the Navigator where you want the new Note Item to be added to, then:

- ▶ Select from the **File** menu **Import as New Note**

You will see the familiar open dialog window. Choose a **file type** from the combo box drop down. Browse to the file you want and click on **Open** and the file will be added to the Navigator. If you have chosen a TexNotes file, then there will be more than one note added because TexNotes comprises of many documents inside a single file.

CSV files

CSV (Comma Separated Values) is a common format used by many database style applications, such as Microsoft Excel and MS Address Book. You will probably find the ability to export text data from many database applications as CSV. It provides a common way to distribute data from one application to another.

doogiePIM can except CSV data files and will render them as a table in a note.



See [Tables](#) for more information.



To import CSV

First Position your edit cursor in the edit canvas of where you want the table of data to be placed. Then;

- ▶ Select from the **Insert** menu **Insert CSV file as a table**.

Then you will see the standard Windows file selector. Choose your CSV file then click on Open. A new window will appear with a data grid (not a table), showing the fields and lines of your data. You will also see some input fields under the data grid to define some default table properties.

♥ See [Tables](#) for more information.

After you have defined your basic parameters, click on **OK** to import the file or click on **Cancel** to abort the importing. After you click on **OK**, a table will be created in your current document, where you can use the [Table Properties](#) to enhance and edit the table to your requirements.

Microsoft Word documents

If you have Microsoft Word installed on your PC, then doogiePIM will detect it and will be able to import limited MS Word documents.

Please Note: Most MS Word documents contains a lot of formatting that doogiePIM doesn't understand, so your imported file may look a little different.

Future versions of doogiePIM will have it's own native import filters, but if you need text from MS Word documents into doogiePIM right now, currently, this is the alternative solution to copying and pasting. If the document fails by using the DOC file type try using the RTF file type instead.

Related Topics

[Images](#)

[Hyperlinks](#)

[Tables](#)

[Paragraphs](#)

[Exporting](#)

[Importing](#)

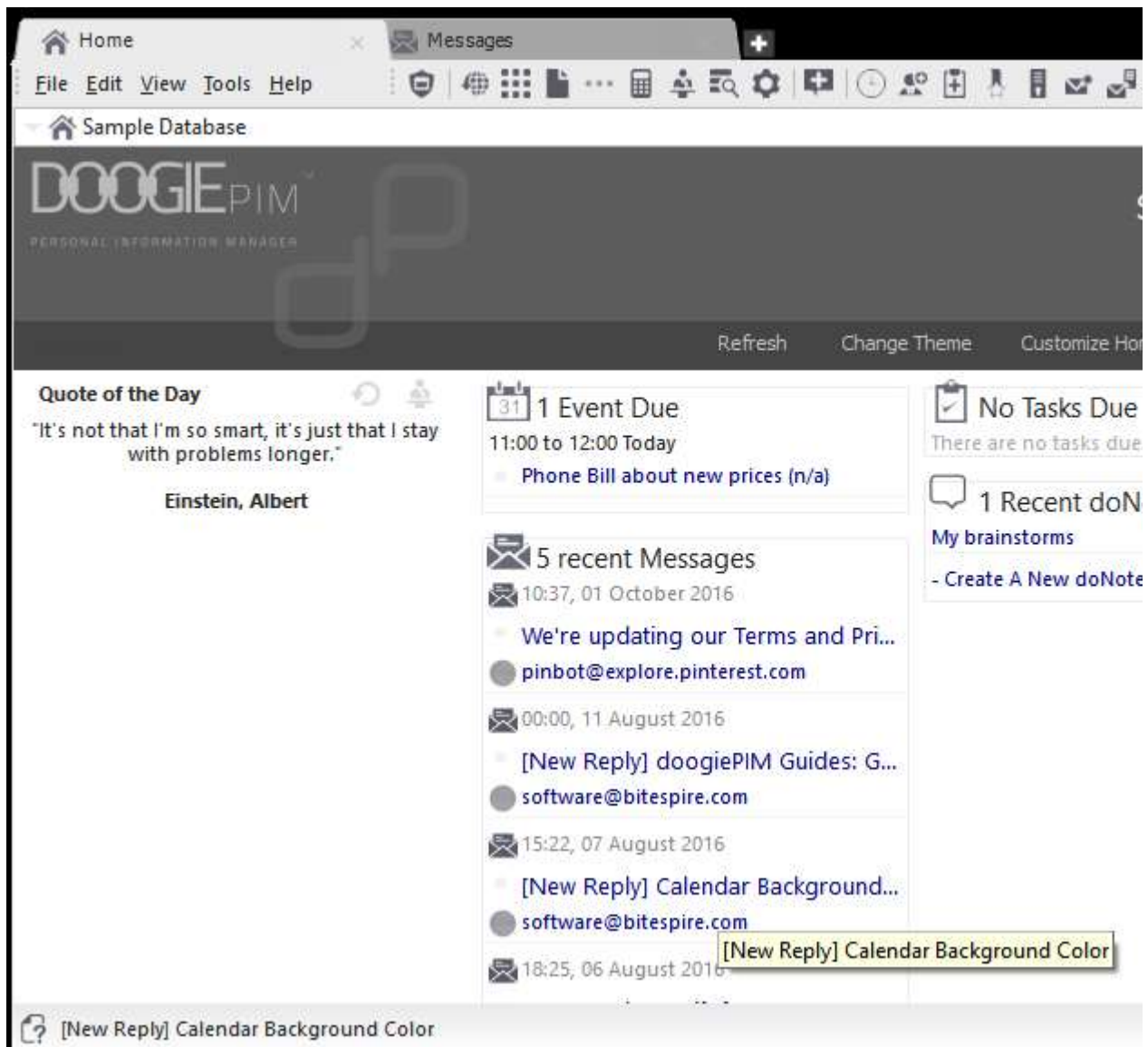
[Spell Checking](#)

[Thesaurus](#)

Introduction to the Home Page

The Home Page of doogiePIM serves as a reference summary and dashboard for your data you have stored in your database. The Home Page can list the last few added contacts or important notes flagged with special markers. It could also display today's events and tasks due.

You can choose from the many items you wish to include in the home page by clicking on "**Customize Home Page**".



Related Topics

[Introduction to the Home Page](#)

[Changing The Home Page](#)

Changing The Home Page

The Home Page can list the last few added contacts or important notes flagged with special markers. It could also display today's events and tasks that are due.

To Change The Home Page

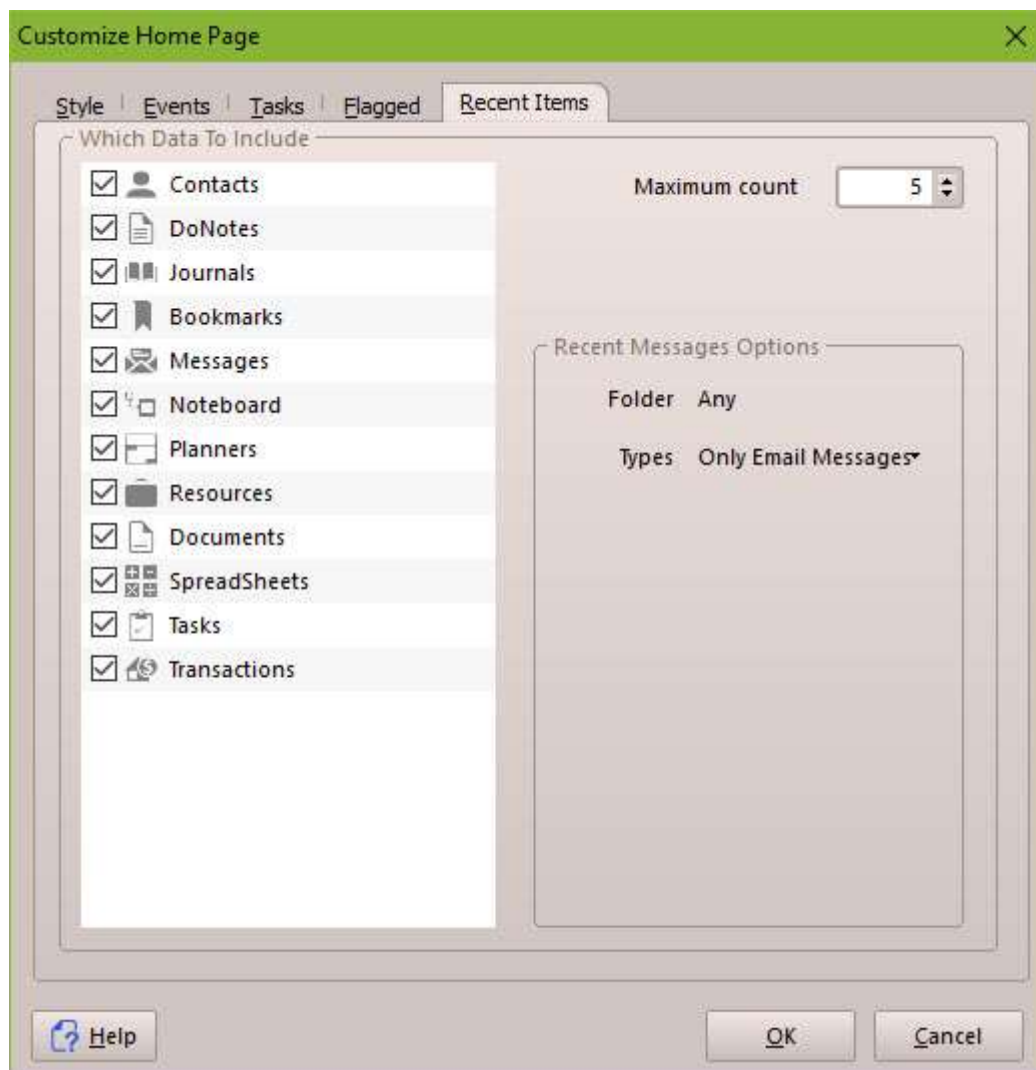
Either:

► Right click with your mouse on the Home Page display, then click on the menu option menu "

Customize Home Page", or

► Click on the "**Customize Home Page**" hypertext link normally located on the top right of the Home Page.

With the Customize Home Page Dialog Window open, edit the details as needed:



<p>Style</p>	<p>The home page styles, accept "Introduction", has a reserved area on the page to include a custom header image. You could load and display your own image, if it's not too large, such as your company's logo or your partners photograph.</p> <p>Enter the full path name to the image, eg; C:\My Documents\CompanyLogo.png or, better still, click on Open to interactively navigate to the chosen image file.</p> <p>If you wish to position the image, choose from the radio buttons; Above or Below the Quote of the day.</p>
<p>Events</p>	<p>Show Events Due With this ticked, the Home Page will show a list of events due. Use the combo box to choose which range of events you want to see; Due Today, Due This Week or Due This Month.</p> <p>Show name of Resource: This is helpful when you have more than one Resource. If this is ticked, the home page will show the Resource's name next to the subject line of the event.</p>
<p>Tasks</p>	<p>Show Tasks Due With this ticked, the Home Page will show a list of tasks that are due. Use the combo box to choose which range of tasks you want to see; Due Today, Due This Week or Due This Month.</p> <p>Show tasks with no due date: If this is check-marked, the home page will list any tasks that don't have a due date assigned. When unchecked, the list won't include them.</p> <p>Show name of Resource: This is helpful when you have more than one Resource. If this is ticked, the home page will show the Resource's name next to the subject line of the task.</p>
<p>Flagged</p>	<p>Which Data To Show Place a tick next to the database section you want to show that contains flagged markers.</p> <p>Which Flag to Show Place a check-mark next to which flag markers you want to see on the home page.</p> <p>eg: If you have flagged a Note with "todo" that you want to always display on the home page, so you have quick access to it. You would tick "Notes" in the "Which Data To Show" list, and tick the "todo" flag in the "Which Flags to Show" list.</p> <p>♥ See "Flag Markers" for more information.</p>

<p>Last Added</p>	<p>Which Data to Include</p> <p>This will enable the home page to list the last x number of records added to your database. Place a tick next to the database section you want to show.</p> <p>Maximum number of items</p> <p>Enter the top limit for the list of last added items. By default, this is 5, so the home page will only list the last 5 items added from the selected sections.</p>
--------------------------	---

When you are satisfied with the details you have entered, click on **OK** to save or click on **Cancel** to cancel any changes made.

Related Topics

[Introduction to the Home Page](#)

[Changing The Home Page](#)

Introduction to Bookmarks

With doogiePIM you can store URLs, Web site addresses and Internet sites. The difference to your browsers bookmarks system to doogiePIM is that doogiePIM can store much more information about the URL plus you can assign a thumbnail image and have rich formatted text as comments.

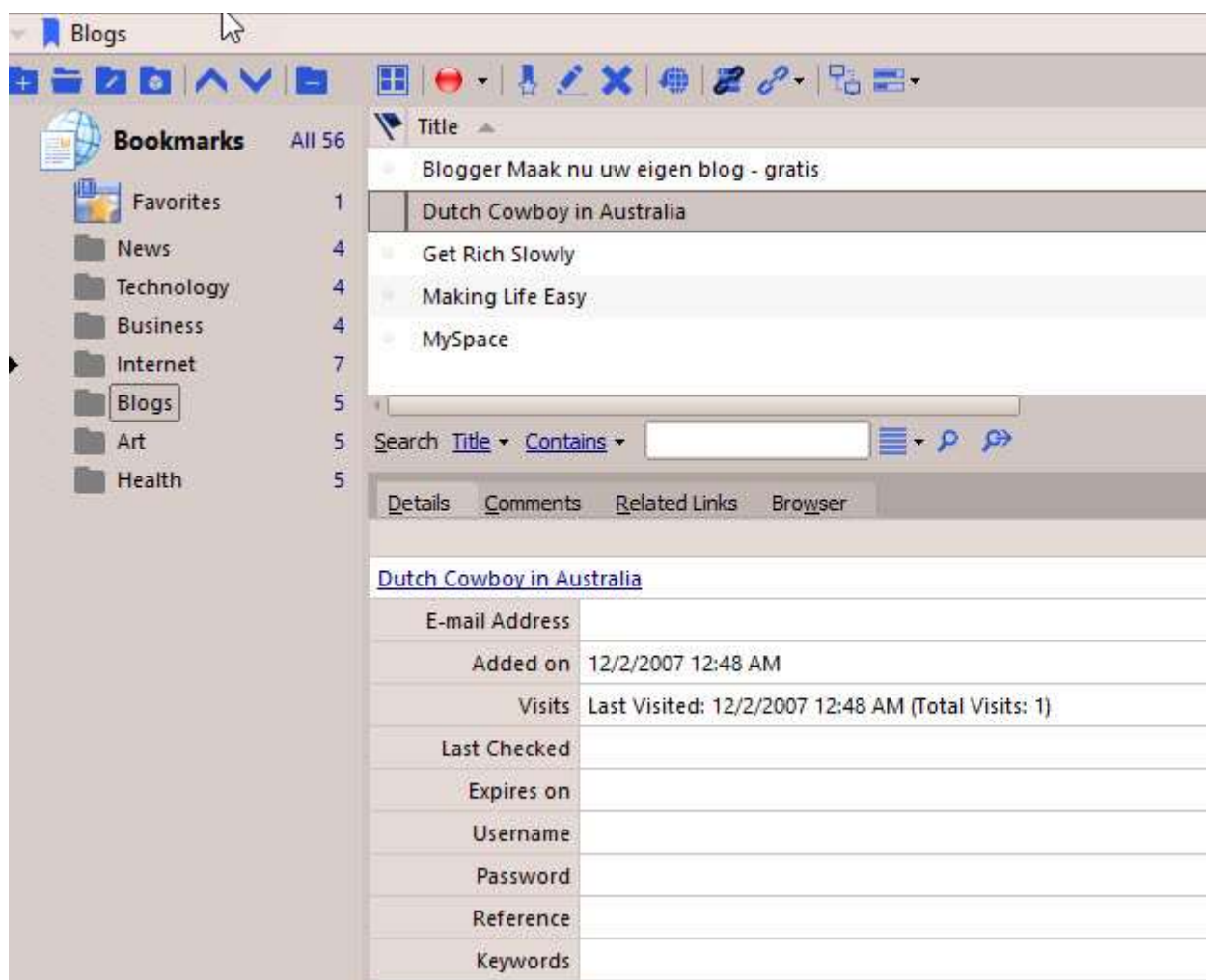
Launching a URL can be done in the list view of the URLs section or use the handy drop down button on the MiniBar to locate and launch the website.

The Bookmarks section can not only store and manage your URLs but also integrates a full web browser directly into the section. You can set the layout of this section depending on your focus, whether you are managing your bookmarks or using the browser.



You can switch the layout using the button on the bottom right corner.

Bookmarks Management Layout



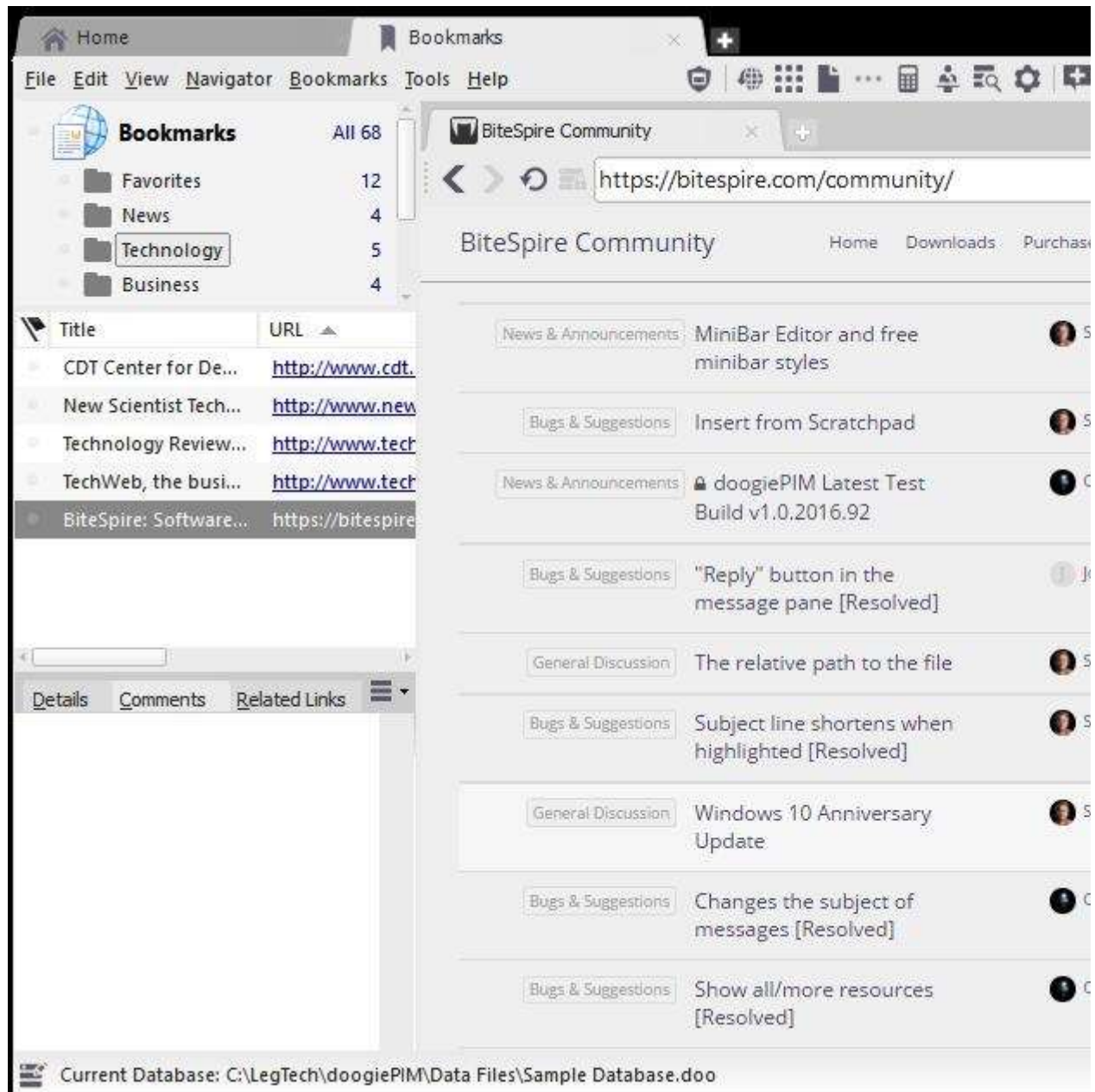
URLs are organized in a tree view, similar to the other sections. You can have as many URLs as you wish

in each folder and have as many folders as you need.

♥ See [Folders](#) for more information.

♥ See [Managing URLs](#) for more information.

Bookmarks in Web Browser Layout



This layout is handy for quickly recording text snippets directly into the comments of a record, as well as immediate access to the bookmarks.

♥ NOTE: doogiePIM does have a web browser that can be used in a new window. If you have two monitors or simply want to use doogiePIM for your web browsing needs then launch the doogiePIM web browser.

To launch a standalone browser

- ▶ Click on the main toolbar icon  or
- ▶ Select from the main menu **Tools/doogiePIM Web Browser**, or
- ▶ Right-click on the Windows system tray doogiePIM icon, select **Tools/doogiePIM Web Browser**

Related Topics

Managing Bookmarks

URLs, in doogiePIM, can be added, edited and deleted. Each operation can be done only when you are in the Bookmarks section.



To Go To The Bookmarks Section

Either:

- ▶ Choose from the Main Menu "**File/Go To Section/Bookmarks**", or



- ▶ Click on the Main Section Toolbar icon: **Bookmarks**



To Add A New Bookmark

Either:

- ▶ Choose from the Main Menu "**Bookmarks/Add a New Bookmark**", or
- ▶ Right Click on the Tasks List and choose "**Add a new Bookmark**", or



- ▶ Click on the URLs items toolbar icon: **"Add a New Bookmark"**

With the Bookmark's details window is open, fill in the input boxes and edit the details as needed:

Add/Edit Bookmark

URL:

Title:

Domain Capitalize Proper Tidy Up Clear Meta

Folder:

General Details Comments and Description

Access Information

Username:

Password:

Reference:

Rating and Flag Marker

☒ Unrated

☐ Rated as: %

Flag Marker: Not Flagged

Details

Date added: Expires On:

Last visited: Last Check:

Num of Visits: Status: Not Checked

Keywords:

Mail:

Help Show Less Details... Save Cancel

Click on **Show Less Details** to reduce the size of the screen.

Add/Edit Bookmark

URL:

Title:

Domain Capitalize Proper Tidy Up Clear Meta

Folder:

Help Show More Details... Save Cancel

♥ See [Notes Editor](#) for more information about using the comments editor.

When you are satisfied with the details you have entered, click on **Save** to save the details or click on **Cancel** to cancel any changes made.


To Select A Bookmark

► Left click on the Bookmarks List where the URLs are displayed. The Bookmark is selected when it's

highlight colour is shown.

To Edit An Existing Bookmark's Details


Either:

- ▶ Choose from the Main Menu "**Bookmarks/Edit Selected Bookmark**", or
- ▶ Click on the Bookmarks Toolbar icon:  **Edit Selected Bookmark** (located above the Bookmarks List), or
- ▶ Double Click on the Bookmark in list view or card view.

The operation of editing is the same as adding. See the details above for more information.

To Delete An Existing Bookmark

Either:

- ▶ Choose from the Main Menu "**Bookmarks/Delete Selected Bookmarks**", or
- ▶ Click on the Bookmarks Toolbar icon:  **Delete Selected Bookmarks** (located above the Bookmarks List)

Related Topics

Linking Bookmarks

Bookmarks can be linked to other database records such as Notes or Planner Events. This enables you to expand the scope of the data by adding an extra dimension to enable a much more wider understanding.

Bookmarks can be linked to other Bookmarks, Planner Events, Journals, Tasks, Notes and Noteboard.

In the Item's Information area, there is a secondary tab called "**Related Links**". Selecting this tab shows a list view of the links that are directly related to the currently selected Bookmark. Some of the links are from other database items and some may be direct connections to an item. The links are grouped as per which section/item the linking belongs to.


♥ See [Related Links List](#) for more information



To Link A Bookmark To A Database Item:

First select a Bookmark from the Card View or the List View by left clicking on it, so that's it is highlighted, then;

Either:

- ▶ Choose from the Main Menu "**Bookmarks/Link Bookmark to a Database Item**", or
- ▶ Click on the Bookmark Toolbar icon:  or
- ▶ Right Click on the Bookmark and choose "**Link Bookmark to a Database Item**" from the context menu.

♥ See [Linking Items Selector](#) for more information

Related Topics

Searching Bookmarks

The records in doogiePIM can be searched for in the relevant section for the currently selected folder by using the quick search facility located under the [List View](#) or the [Card View](#). If you want a more advanced search or a list of matching items for exporting, then you could use the Database Search.

♥ See [Database Search](#) for more information.

The search is case-insensitive. This means if you searched for "**smith**", then the system will find "**Smith**" and "**SMITH**". [Regular Expressions](#) are also supported

Enter the search text:

SMITH

A normal search term so doogiePIM will find items that match **SMITH**.

Enter the regular expression search text:

(smith|jones)

This is a regular expression search. Here the example searches for items matching **smith** or **jones**.

♥ See [Syntax of Regular Expressions](#) for more information.

The Quick Search bar that is located under section list views.



To Use the Quick Search

1. Choose from the "**Search in**" blue drop down text by clicking on the blue underlined text and choose the field you want to search in. If you are not sure which field to search in then choose "**All Columns**" from the list of choices.

2. Click on the matching type (next blue text) to change the way the search text matches the field:

Contains

Matches text inside text, eg: "**BiteSpire**" with match against "**Made by BiteSpire Software**"

Start with

Matches text that starts with text, eg: "**BiteSpire**" with match against "**BiteSpire Software**" but not "**Visit BiteSpire Software**".

Ends With

Matches text that ends with text, eg: "**BiteSpire**" with match against "**Made by BiteSpire**" but not "

BiteSpire Software".

RegExpr

Matches the text using a regular expression.

♥ See [Regular Expressions](#) for more information.

3. Enter the text you wish to search for in the input box "**Text**".
4. Click on the **Find First** button on the right of the "search for" input box, to locate the first matching item in the list. Pressing Enter on your keyboard also activates this command.
5. Click on the **Find Next** button on the right of the "search for" input box, to locate the next matching item in the list.

If any item is found that matches your criteria, the appropriate record is automatically selected so the details are displayed in the item's information area. If no record is found, a warning dialog is displayed accordingly.

Related Topics

Launching Bookmarks

When you wish to launch a Bookmark from your database, there are numerous ways to do this.

To Launch a Bookmark

- ▶ Right-click on the Bookmark in the list view and select "**Launch Bookmark**", or
- ▶ An alternative would be to go to the Bookmarks section and click on the toolbar above the List



View or the Card View, "**Launch Bookmark in Browser**", or

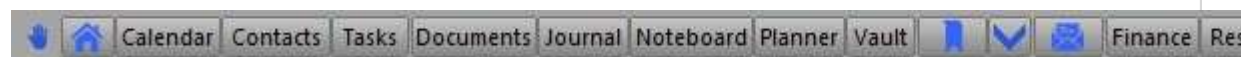
- ▶ Left click on the Bookmark coloured in blue on the Card View record.



- ▶ The easiest way to launch a Bookmark is to left click on the Bookmarks list view URL. You can identify the click area because the text looks blue with an underline, very similar to the hyperlinks in a web page.

Title	URL
A9.com - Innovations in Search Technologies	http://a9.com
AlltheWeb.com	http://www
AltaVista	http://www
Art Renewal International	http://www
Ask.com Search Engine - Better Web Search	http://www
BBC NEWS News Front Page	http://news
 BiteSpire - Organizer Software	http://www
Blogger Maak nu uw eigen blog - gratis	https://www
Business & Small Business	http://www
Business Resources, Advice and Forms for Large and Small Businesses	http://www
Buddha-Buddha - Free Quotes Without Clicking - Famous Quotes By Inspirational Persons - Quote	http://buddha

- ▶ The easy way to launch a Bookmark when you only have the MiniBar shown and not the Bookmarks section is to by clicking on the small drop down arrow next to the Bookmarks button on the MiniBar.



- ▼ This shows a drop down menu to access your Bookmarks stored in doogiePIM. The resulting

menu is arranged like your folders in the Bookmarks section. The Bookmark records are listed as menu items with a thumbnail tooltip for identification. Click on a Bookmark menu item to launch the Bookmark in your browser. To Add a Bookmark, click on the Command "Add a New Bookmark..." or drag a URL from the browser address bar or web page directly onto the MiniBar.

When you launch a Bookmark, doogiePIM will first try the web browser that is currently running and will open the Bookmark in the browser. If it can't find a browser running, your default web browser will be launched with the Bookmark.

The visit count and the last visited date is automatically updated for URLs you have in your database that have the exact URL of the bookmark you have launched. This is always updated regardless of whether you launch the URL from the Bookmarks section or if you have the URL in a note somewhere in the comments of another record. This unique facility enables you to collect a visitation count to find out which is the most visited URL.

Related Topics

[Introduction to Contacts](#)

[Managing Contacts](#)

[Linking Contacts](#)

[Searching Contacts](#)

[Communicating With Contacts](#)

[Card View](#)

[List View](#)

Importing Internet Bookmarks and URLs

Keeping all your bookmarks under one secure and reliable roof is very handy when it comes to locating and using them. To facilitate this approach, doogiePIM gives you the option to import your bookmarks from some popular browsers. You can import your bookmarks from Internet Explorer, FireFox, Mozilla, Netscape, Opera browsers and SurfGem.

Before importing any data into doogiePIM, you must go to the section concerned. To import Website Bookmark URLs you must first go to the URLs section.



To Go To The URLs Section

Either:

► Choose from the Main Menu "**File/Go To Section/Bookmarks**", or



► Click on the Main Section Web Browser Toolbar icon:



Importing Microsoft Internet Explorer Bookmarks

Select from the main menu "**File/Import/Microsoft Internet Explorer**".

Click on **OK** to confirm the import and doogiePIM will do the rest. It will locate your MS Internet Explorer bookmarks automatically and will import them. Once import is successful you should see a new folder inserted onto your Navigator as "**Internet Explorer Bookmarks**".



Importing FireFox, Netscape or Mozilla Bookmarks

1. As above, select "**File/Import/FireFox, Netscape or Mozilla**" menu command.
2. This will bring up the standard Windows open dialog box where you need to locate the bookmark file named '**bookmark.htm**' in your FireFox/Netscape/Mozilla installed folder and open it.

Depending on your system settings, the 'bookmark.htm' file may be stored in MS 'Windows' directory in the 'Application Data' folder. Expand the folder until you see 'bookmark.htm' file. Select it by clicking on it once and clicking on the **Open** button or double click to import it.



Importing Opera Bookmarks

1. As above, select "**File/Import/Opera**" menu command.
 2. This will bring up the standard Windows open dialog box where you need to locate the Opera bookmark file named 'OperaX.adr' in your Opera folder and open it.
- In the Opera bookmark file name after the name Opera there is a number which indicates the Opera file version number. If you are running Opera 5, then your Opera bookmark file name should read 'Opera5.adr'



Importing SurfGem Bookmarks

1. As above, select "**File/Import Bookmarks/SurfGem**" menu command.
2. This will bring up the standard Windows open dialog box where you need to locate the SurfGem bookmark file named in your SurfGem folder and open it.

Related Topics

Introduction to Calendar

The Calendar section is the heart of your events management. This section hosts all your data that is related to time and date specific events, such as a dentist event or a meeting with the Chairman.

The Calendar is organized in a familiar view. On the left side there is a small monthly calendar. Under this is the event's information area and on the right is a more detailed overview of the current day, week or month. You can change the overview easily within the section so you can see the current day with a breakdown of the times of the day in a vertical fashion, or you may even see a complete overview of the month in a large calendar.

The day view calendar is organized into smaller cells which represent either a time slot or a day depending on which view you have chosen. Inside these cells list events that can be selected and moved around the grid.

The smaller month calendar on the left side shows a simple overview. The days are in bold when there is an event on that day.

Home Calendar

File Edit View Calendar Tasks Tools Help

October 2016 November 2016

Chris

Software creator and developer

Serial Num 160326095

Location UK

Contact

<http://bitespire.com>

chris@bitespire.com

Dates

Start Date	01/03/2016	Expires on	31/03/2016
Last Visit		Last Check	

Levels

Current	0	Last	0
Maximum	0	Minimum	0

Values

Current	0	Last	0
Maximum	0	Minimum	0

User 2 Another name

05 October 05 October

- ♥ See [Calendar Views](#) for more information about different calendar view modes.
- ♥ See [Managing Events](#) for more information about how to add, edit and delete events.
- ♥ See [Resources](#) for more information about managing Calendar Resources.
- ♥ See [Recurring Events](#) for more information about recurring events.

Related Topics

[Managing Events](#)
[Calendar Views](#)
[Linking Events](#)
[Moving Events](#)
[Attachments List](#)
[Recurring Events](#)
[Resources](#)

Managing Events and Tasks

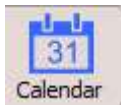
Events can be added, edited and deleted. Each operation can be done when you are in the Calendar section. Tasks has a dedicated section if you wish more control over the managing of them.

♥ See [Managing Tasks](#) for more information about Tasks.

To Go To The Calendar Section:

Either:

- Choose from the Main Menu "**File/Go To Section/Calendar**", or



- Click on the Main Section Toolbar icon: **Calendar**, or
- Press the keyboard shortcut: **Ctrl+2**

To Add A New Event or Task:

Either:

- Choose from the Main Menu "**Calendar/Add a New Task**", or **Add a New Event**
- Right Click on the Calendar Day View and choose "**Add a new event**", or
- Click on the Calendar Toolbar icon: "**Add a New Event**", or
- Click on the Main Toolbar icon:

Add a New Event

Add a New Task

The screenshot shows the calendar application interface. At the top, there are three calendar views for September 2016, October 2016, and November 2016. Below these, there is a toolbar with icons for 'Add', 'Link', and 'Calendar'. A yellow callout bubble points to the 'Add' icon with the text 'Add a New Event'. Another yellow callout bubble points to the 'Calendar' icon with the text 'Add a New Task'. Below the calendar views, there is a table with columns for 'Resource', 'Comments', 'Links (2)', and 'Tasks'. The table has two rows: 'Contacts' and 'Journals'. The 'Contacts' row shows 'Jill Lando' with a phone number and email address. The 'Journals' row shows 'doogiePIM Journal' with a date '10/12/2010'.

Resource	Comments	Links (2)	Tasks
▼ Contacts			(1)
Jill Lando	456 4565 4566 lando5646@654hlo...		
▼ Journals			(1)
doogiePIM Journal	do-Organizer J...	10/12/2010	

With the Events or Tasks Details window open, edit the details as needed:

Add/Edit Calendar Event

A
B
I
S
T
Not Flagged

Type Choose Type

Subject

Categor Choose Category

Location

Show As Busy

Resource John Porter

Ref

Event Details and Comments
Files

Start 9/21/2016 12:00 AM

End 9/21/2016 12:15 AM

☐ All day event

Edit Recurrence

Reminder

☐ Reminder: 15 minutes

Play Sound File: Choose Sound

Find available time

T
Tahoma
10
B
I
U
S
A

Delete
OK
Cancel

Subject	Enter some descriptive text. eg: Write product sales objectives
Type	Choose from the list of available types that best suits this task.
Location	Enter any text you want, eg: London, England
Start Date	Enter the date when the event is due to start.
Start Time	Enter the time when the event is going to start. If this is an all day event, then you don't need to enter the time.
Reminder	If you wish to be automatically notified when this event is due, place a tick in this check box.
Reminder date	Only enabled if you choose "Reminder" (above). Enter the date when the reminder should be announced.
Reminder time	Only enabled if you choose "Reminder" (above). Enter the time when the reminder should be announced.
Sound (button)	To play a sound file when the reminder is announced, click on this Sound button to open and load a WAVE compatible sound file.
Comments	Enter any text to describe this event.

Font (button)	To make this event stand out in the list, you could choose a different font size, style or colour.
Bkgrd (button)	To make this event stand out in the list, you could choose a different background colour.
Reference	You may enter any text here. You could use it store an office location or the name of a web site.
Recurrence (button)	<p>If this event is recurring, eg: this event happens every day or month. Click on the button to bring up the recurrence editor so you can define when and how many times this task happens.</p> <p>♥ See "Recurring Events" and "Recurrence Editor" for further information.</p>
Attachments (tab)	<p>You can assign certain files on your hard disk that are related to this event. For example: if you are designing some logo, you could attach a link to some clipart or the actual project file.</p> <p>Note: This doesn't insert the actual file data, this only adds a link to the filename to the event. If you move the file to a different location on your hard disk, then this filename link will be invalid.</p> <p>♥ See "Attachments List" for further information.</p>

When you are satisfied with the details you have entered, click on **Save** to save the details or click on **Cancel** to cancel any changes made.



To Select An Event

Left click on the event in the calendar day view where the event is displayed. The event is selected when it's border highlight colour is shown.



To Edit An Existing Event's Details

Either:

- ▶ Choose from the Main Menu "**Calendar/Edit Selected Event/Task**", or
- ▶ Click on the Calendar Toolbar icon: or
- ▶ Double Click on the Event in the calendar day view.

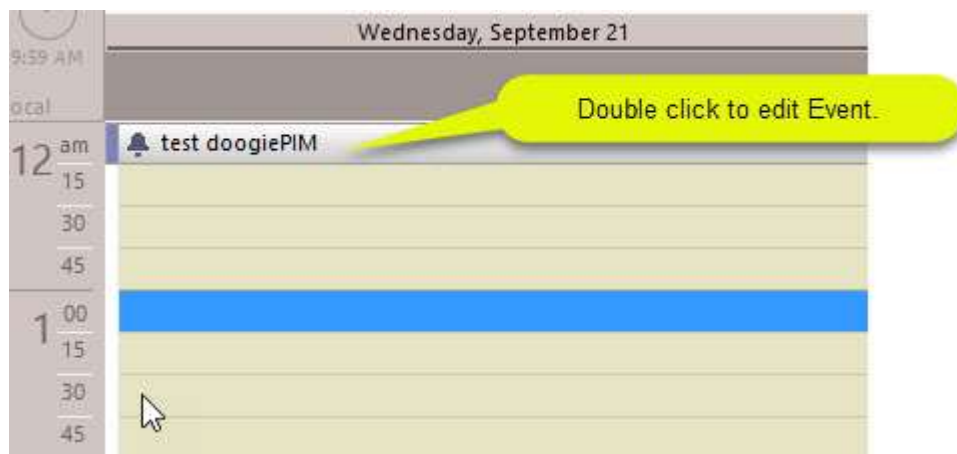
The operation of editing is the same as adding. See the details above for more information.



To Delete An Existing Event

Either:

- ▶ Choose from the Main Menu "**Calendar/Delete Selected Event/Task**", or
- ▶ Click on the Calendar Toolbar icon:



Related Topics

[Introduction to Calendar](#)

[Calendar Views](#)

[Linking Events](#)

[Moving Events](#)








[Attachments List](#)

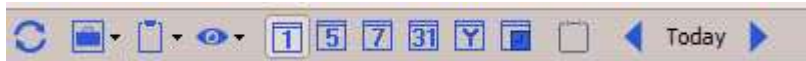
[Recurring Events](#)

[Resources](#)

Calendar Views

The various calendar view definitions refer to the menu bar below:

-  **1 Day** - Shows a single day but lists a time bar from the start of the day to the end.
-  **Work Week** - Like a day view but shows the Working Week (typically Monday to Friday).
-  **Week** - Shows large cells of a week without the time bar.
-  **Month** - Shows large cells of a month without the time bar.
-  **Year** - Shows a large year overview, similar to the planner section.
-  **Time Grid** - Shows a horizontal timeline with Resources as a vertical list on the left. Useful for when you have several Resources.
-  **Custom** - Like day view but you can define the date from the launched dialog.



To change the view, click on the corresponding icon on the calendar toolbar accordingly.

Navigating and managing events in the different calendars are all the same. You can create, edit and move events around using your mouse.

♥ See [Moving Events](#) for more information.

Related Topics

[Introduction to Calendar](#)

[Managing Events](#)

[Linking Events](#)

[Moving Events](#)

[Attachments List](#)

[Recurring Events](#)

[Resources](#)

Linking Events

Events can be linked to other database records, within doogiePIM, such as Notes or Contacts. This enables you to expand the scope of the data by adding an extra dimension to enable a much more wider understanding.

Events can be linked to other Events, Planner Events, Journals, Tasks, Documents, Contacts and Noteboard blocks.

In the Item's Information area, there is a secondary tab called "**Related Links**". Selecting this tab shows a list view of the links that are directly related to the currently selected Event. Some of the links are from other database items and some may be direct connections to an item. The links are grouped as per which section/item the linking belongs to.


♥ See [Related Links List](#) for more information



To Link An Event To A Database Item

First select an Event from the Calendar view by left clicking on it, so it is highlighted, then;

Either:

- ▶ Choose from the Main Menu "**Calendar/Link Event to a Database Item**", or
- ▶ Click on the Calendar Toolbar icon:  or
- ▶ Right Click on the event in the calendar view and choose "**Link Event to a Database Item**" from the context menu.

♥ See [Linking Items Selector](#) for more information

Related Topics

[Introduction to Calendar](#)

[Managing Events](#)

[Calendar Views](#)

[Moving Events](#)

[Attachments List](#)

[Recurring Events](#)

[Resources](#)

Moving Events

Events can be moved from date to date. You may even move an event from one Resource to another. Each operation can be done when you are in the Calendar section.

When you are in the Calendar section, only the events for the visible Resources are displayed. ❤ See "[Managing Resources](#)" for more information.

To Go To The Calendar Section:

Either:

► Choose from the Main Menu "**File/Go To Section/Calendar**", or



► Click on the Main Section Toolbar icon: **Calendar**, or

► Press the keyboard shortcut: **Ctrl+2**

To Move An Event To A Different Date:

► Select the event with your mouse, then drag the event over to the left side smaller month calendars, onto the desired date.

To Move An Event To A Different Time:

► Select the event with your mouse, then drag the event up or down the day view, onto the desired time.

To Move An Event To A Different Resource:

► Select the event with your mouse, then drag the event over to the Resource's day view listing. The Resource must be in view in order to achieve this.

Related Topics

[Introduction to Calendar](#)

[Managing Events](#)

[Calendar Views](#)

[Linking Events](#)

[Attachments List](#)

[Recurring Events](#)

[Resources](#)

Event Files List

The Files List is called from the details of an event's or task's window. This is in the form of a tab button marked "**Files**". Clicking on this tab button brings up the list.

The files that are in the attachments list are only links to the files. The list doesn't contain the actual file data. Therefore, if you move the original file from its location on your hard disk to somewhere else, then the entry in the files list is invalid and won't be able to find the file if you try to Open it from the list.

The fields and buttons of the list are as follows:

Buttons	
Add	Click to add a file to the list. Use the standard Windows file dialog to navigate to the file you want to include, then click on Open to include the selected file.
Remove	Click to remove the selected file from the list. NOTE: This doesn't delete the original file. It only removes the entry from the list.
Open	Click to launch the file using the file's associated application. eg: You may select a DOC file and launch it with Microsoft Word.
List Columns	
Icon	Shows a descriptive icon for the file.
Filename	The filename of the attachment without the folder path.
Location	Where the file is stored on your hard. ie: The full path name.

When you are satisfied with the details you have entered, click on **OK** to save the details or click on **Cancel** to cancel any changes made.

Related Topics

[Introduction to Calendar](#)

[Managing Events](#)

[Calendar Views](#)

[Linking Events](#)

[Moving Events](#)

[Recurring Events](#)

[Resources](#)

Recurring Events


A recurring event in doogiePIM can be any Calendar Event. This means the event happens more than once at a determined interval.

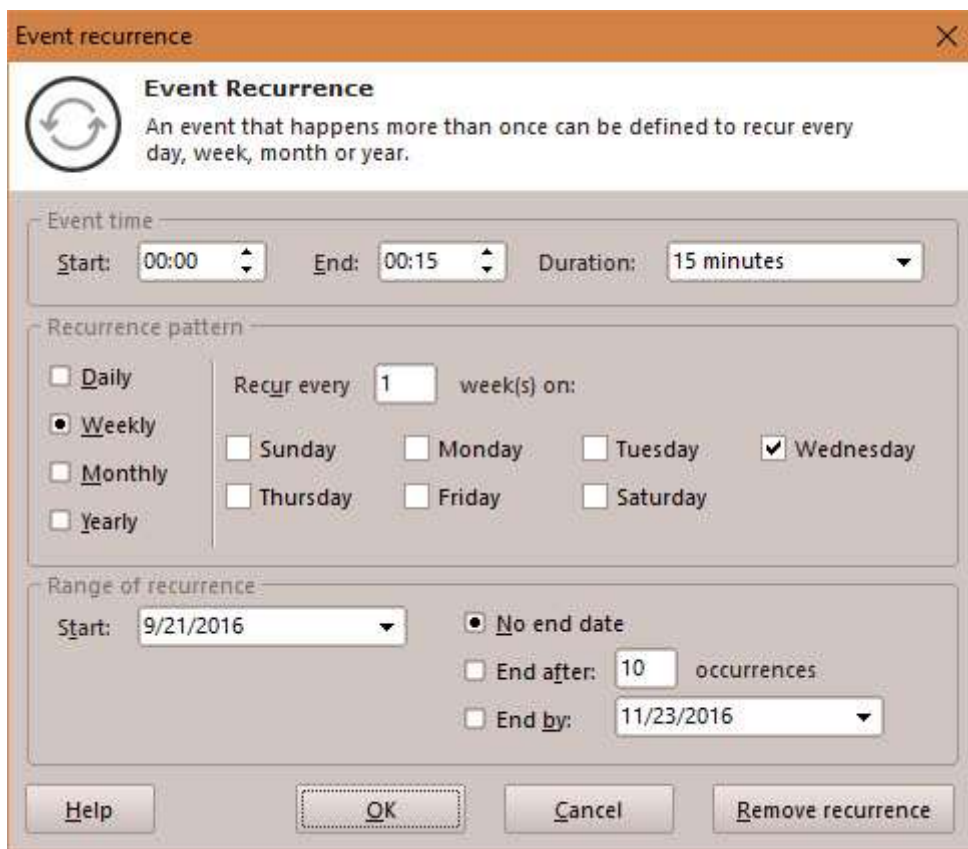
Example:

You may have an event every month to visit the dentist. This event happens on the first Monday of every month at 10am.

This can be defined as a recurring event.

Recurrences can be defined in their associated sections for the relevant record. ie: Events are edited in

the Calendar section  .



The dialog box is titled "Event recurrence" and contains the following sections:

- Event Recurrence:** An event that happens more than once can be defined to recur every day, week, month or year.
- Event time:** Start: 00:00, End: 00:15, Duration: 15 minutes.
- Recurrence pattern:**
 - ☐ Daily
 - ☒ Weekly: Recur every 1 week(s) on:
 - ☐ Sunday, ☐ Monday, ☐ Tuesday, ☒ Wednesday, ☐ Thursday, ☐ Friday, ☐ Saturday
 - ☐ Monthly
 - ☐ Yearly
- Range of recurrence:**
 - Start: 9/21/2016
 - ☒ No end date
 - ☐ End after: 10 occurrences
 - ☐ End by: 11/23/2016

Buttons at the bottom: Help, OK, Cancel, Remove recurrence.

Related Topics

[Introduction to Calendar](#)

[Managing Events](#)

[Calendar Views](#)

[Linking Events](#)

[Moving Events](#)


[Attachments List](#)

[Resources](#)

Recurrence Editor

The recurrence editor is called from the details of an event's details window. This is in the form of a button marked "**Recurrence**". Clicking on this button brings up the recurrence editor.

Event recurrence



Event Recurrence

An event that happens more than once can be defined to recur every day, week, month or year.

Event time

Start: 00:00

End: 00:15

Duration: 15 minutes

Recurrence pattern

☐ Daily

☒ Weekly

☐ Monthly

☐ Yearly

Recur every 1 week(s) on:

☐ Sunday☐ Monday☐ Tuesday☒ Wednesday

☐ Thursday☐ Friday☐ Saturday

Range of recurrence

Start: 9/21/2016

☒ No end date

☐ End after: 10 occurrences

☐ End by: 11/23/2016

Help

OK

Cancel

Remove recurrence

The detail fields of the editor are as follows:

Event time (For calendar events only)	
Start Time	Enter the start time of the event.
End Time	Enter the end time of the event. This will affect the duration.
Duration	Enter or choose the duration of the event. This will affect the end time.
Recurrence Pattern	
	<div>Choose:</div> <div><div>Daily</div> - this event happens on a daily basis.</div> <div><div>Weekly</div> - this is a weekly event.</div> <div><div>Monthly</div> - this event happens on a monthly basis.</div> <div><div>Yearly</div> - this is an annual event.</div> <div><div>Custom</div> - you can define on which dates the events occur.</div>

Depending on which pattern you have chosen denotes the display of the edit fields.

| Range of recurrence | |

Start	Enter the date when the first event happens.
End by	Enter the date when the last event happens, or
End after	How many events, eg: 25 mortgage instalments.

When you are satisfied with the details you have entered, click on **OK** to save the details or click on **Cancel** to cancel any changes made.

Related Topics

[Introduction to Calendar](#)

[Managing Events](#)

[Calendar Views](#)

[Linking Events](#)

[Moving Events](#)

[Attachments List](#)

[Recurring Events](#)

[Resources](#)


Introduction to Calendar Resources

Resources, in doogiePIM, can be people, cars, meetings rooms. You use the Resources section to manage and organize them.

♥ See [Managing Resources](#) for more information


Some Resources can be assigned a Calendar. There is a special block in the Calendar section enabling you to add events and tasks for that specific Resource. For example: You may have a Car Hire firm and wish to hire out a car. You could add the Car details in the Resources and enable it in the Calendar. Now you can appoint and schedule the times when that car is hired.


Add/Edit Resource


Product

Reference



Name

Type Choose Type 

Category Choose Category 


Folder  Re


Flag Not Fl


Image 

Calendar View















☒ Shown in Calendar

Header Color 

Day Color 

Icon 

Working Hours and Days

Day of week	Day Starts At	Day Ends At
<input type="checkbox"/> Monday	00:00 	23:59 
<input type="checkbox"/> Tuesday	00:00 	23:59 
<input type="checkbox"/> Wednesday	00:00 	23:59 
<input type="checkbox"/> Thursday	00:00 	23:59 
<input type="checkbox"/> Friday	00:00 	23:59 
<input type="checkbox"/> Saturday	00:00 	23:59 
<input type="checkbox"/> Sunday	00:00 	23:59 
<input checked="" type="checkbox"/> All Same	<input checked="" type="checkbox"/> All Same	<input checked="" type="checkbox"/> All Same

To edit Day of Week, Day Starts or Ends, uncheck the relevant "All Same" check box.

Details

Levels

Prices

Locations

Comments

Calendar

Help

Sa

Resources don't have to be items, they can be people, such as staff in an office or members of a family.

For example: You could add two resources, named "Manager" and "Salesman". Then, in the Calendar, you could add individual events for either the "Manager" or "Salesman".

♥ See [Resources section](#) for more information.

Related Topics

[Introduction to Calendar](#)

[Managing Events](#)

[Calendar Views](#)

[Linking Events](#)

[Moving Events](#)

[Attachments List](#)


[Recurring Events](#)

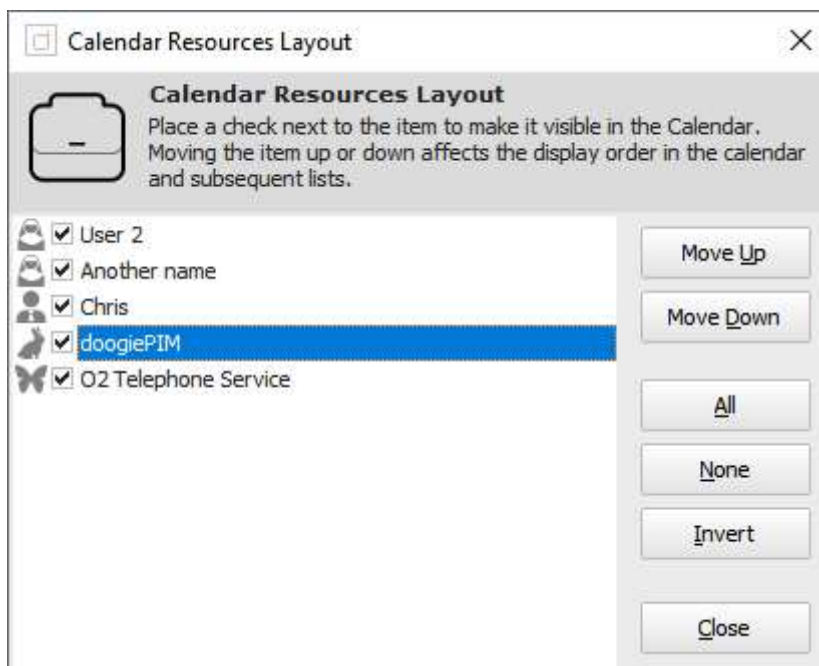
[Resources](#)

Displaying Resources

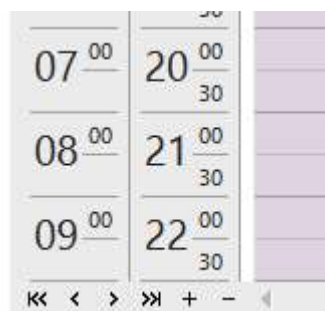
The calendar can display selective Resources in the order you wish. To manage the order display of Resources and to hide Resources from the calendar, you can use the **Organize Resources** window.

To Organize The Display Of Resources:

- Choose from the View Menu "**Show/Hide Resources**", or
- Click on the icon  from the Calendar toolbar.



- Use the buttons below the Calendar display area to increase or reduce the number of Resources slots displayed.



Related Topics

[Introduction to Calendar](#)

[Managing Events](#)

[Calendar Views](#)

[Linking Events](#)

[Moving Events](#)

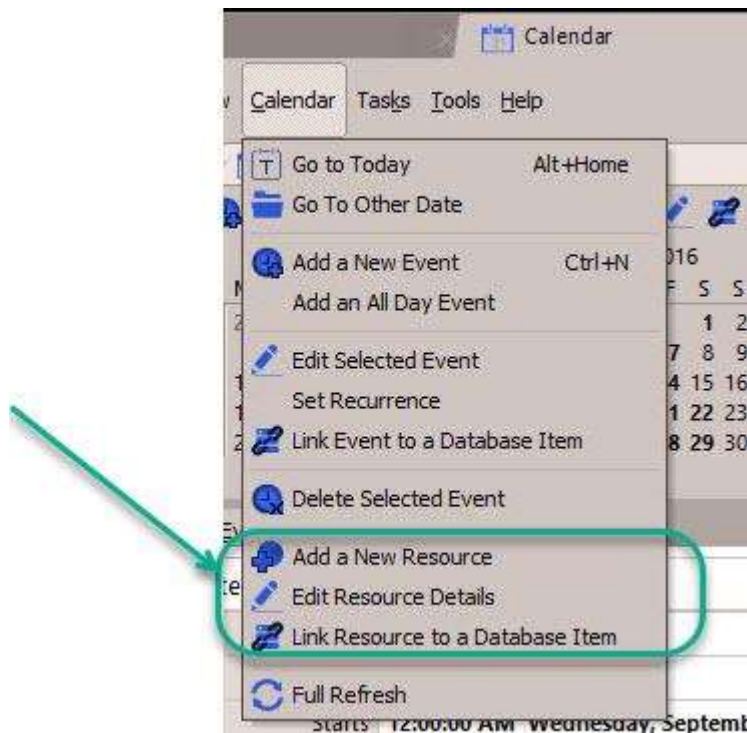
[Attachments List](#)

[Recurring Events](#)

[Resources](#)

Managing Resources

Resources can be added, edited and deleted. Each operation for managing Resources can either be done when you are in the Calendar section or in the dedicated Resources section.



To Go To The Calendar Section

Either:


- Choose from the Main Menu "**File/Go To Section/Calendar**", or



- Click on the Main Section Toolbar icon: **Calendar**, or
- Press the keyboard shortcut: **Ctrl+2**

To Add A New Resource

Either:

- Choose from the Main Menu "**Calendar/Add a New Resource**", or
- Click on the Calendar Toolbar icon:  (located above the calendar)

With the Resource's Details window open, edit the details as needed.

When you are satisfied with the details you have entered, click on **OK** to save the Resource or click on **Cancel** to cancel any changes made.




To Select A Resource

- ▶ Click on the Calendar header where the icon and name of the Resource is displayed, or within the time grid of the Calendar.



To Edit An Existing Resource's Details

Either:


- ▶ Choose from the Main Menu "**Calendar/Edit Resource Details**", or
- ▶ Click on the Calendar Toolbar icon:  (located above the calendar), or
- ▶▶ Double Click on the Calendar header where the icon and name of the Resource is displayed.

The operation of editing is the same as adding a Resource. See the details above about adding.



To Delete An Existing Resource

Either:

- ▶ Choose from the Main Menu "**Calendar/Delete Resource**", or
- ▶ Click on the Calendar Toolbar icon:  (located above the calendar)

IMPORTANT:

The operation of deleting a Resource will remove all events for that Resource. So be careful on which Resource you are deleting.

Related Topics

[Introduction to Calendar](#)

[Managing Events](#)

[Calendar Views](#)

[Linking Events](#)

[Moving Events](#)

[Attachments List](#)

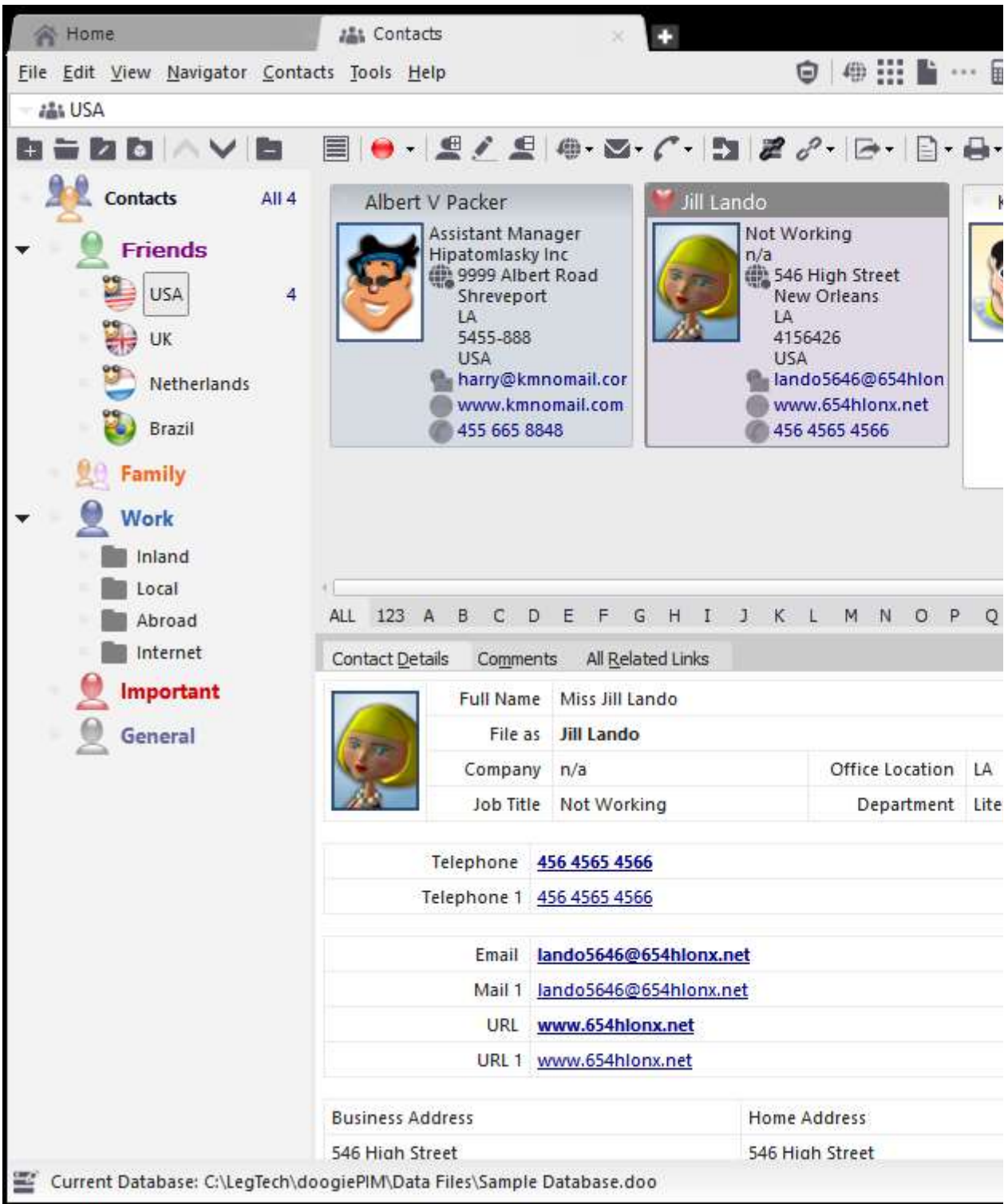
[Recurring Events](#)

[Resources](#)

Introduction to Contacts

With doogiePIM you can store family members, business colleagues, customers, internet friends and other useful personal data effectively and efficiently.

Contacts, in doogiePIM, can be added, edited and deleted. Each operation can be done only when you are in the Contacts Section of doogiePIM.



Contacts are organized in a tree view, similar to the other sections. You can have as many contacts as you wish in each folder and have as many folders as you need.

♥ See [Folders](#) for more information.

In the Contacts section you can add folders and Contacts. Each Contact can contain comprehensive details about the person. You can enter as many telephone number, URLs and email address as you need in each contact. Further more, each contact can be assigned an image, so you can identify the person quickly.

♥ See [Managing Contacts](#) for more information.

Related Topics

[Managing Contacts](#)

[Linking Contacts](#)

[Searching Contacts](#)

[Communicating With Contacts](#)

[List View](#)

Managing Contacts

Contacts, in doogiePIM, can be added, edited and deleted. Each operation can be done only when you are in the Contacts section.



To Go To The Contacts Section

Either:

- ▶ Choose from the Main Menu "**File/Go To Section/Contacts**", or




- ▶ Click on the Main Section Toolbar icon: **Contacts**, or
- ▶ Press the keyboard shortcut: **Ctrl+3**



To Add A New Contact

Either:

- ▶ Choose from the Main Menu "**Contacts/Add a New Contact**", or
- ▶ Right Click on the Tasks List and choose "**Add a new Contact**", or
- ▶ Click on the Contacts Toolbar icon:  "**Add a New Contact**"

With the Contact's Details window open, edit the details as needed:


When you are satisfied with the details you have entered, click on **Save** to save the details or click on **Cancel** to cancel any changes made.

To Select A Contact

► Left click on the Contacts List where the Contact is displayed. The Contact is selected when it's highlight colour is shown.

To Edit An Existing Contact's Details

Either:


- Choose from the Main Menu "**Contacts/Edit Selected Contact**", or
- Click on the Contacts Toolbar icon:  **Edit Selected Contact** (located above the Contacts List), or
- Double Click on the Contact in Contacts List.

The operation of editing is the same as adding. See the details above for more information.



To Delete An Existing Contact

Either:

- ▶ Choose from the Main Menu "**Contacts/Delete Selected Contacts**", or
- ▶ Click on the Contacts Toolbar icon:  **Delete Selected Contacts** (located above the Contacts List)

Related Topics

[Introduction to Contacts](#)

[Linking Contacts](#)

[Searching Contacts](#)

[Communicating With Contacts](#)

[Card View](#)

[List View](#)

Linking Contacts

Contacts can be linked to other database records such as Notes or Planner Events. This enables you to expand the scope of the data by adding an extra dimension to enable a much more wider understanding.

Contacts can be linked to other Contacts, Planner Events, Journals, Tasks, Notes and Noteboards.

In the Item's Information area, there is a secondary tab called "**Related Links**". Selecting this tab shows a list view of the links that are directly related to the currently selected Contact. Some of the links are from other database items and some may be direct connections to an item. The links are grouped as per which section/item the linking belongs to.


♥ See [Related Links List](#) for more information



To Link A Contact To A Database Item

First select a Contact from the Card View or the List View by left clicking on it, so that's it is highlighted, then;

Either:

- ▶ Choose from the Main Menu "**Contacts/Link Contact to a Database Item**", or
- ▶ Click on the Contact Toolbar icon:  or
- ▶ Right Click on the Contact and choose "**Link Contact to a Database Item**" from the context menu.

♥ See [Linking Items Selector](#) for more information

Related Topics

[Introduction to Contacts](#)

[Managing Contacts](#)

[Searching Contacts](#)

[Communicating With Contacts](#)

[Card View](#)

[List View](#)

Searching Contacts

The records in doogiePIM can be searched for in the relevant section for the currently selected folder by using the quick search facility located under the [List View](#) or the [Card View](#).

If you want a more advanced search or a list of matching items for exporting, then you could use the Database Search.

♥ See [Database Search](#) for more information.

The search is case-insensitive. This means if you searched for "**smith**", then the system will find "**Smith**" and "**SMITH**". [Regular Expressions](#) are also supported

Enter the search text:

SMITH

A normal search term so doogiePIM will find items that match **SMITH**.

Enter the regular expression search text:

(smith|jones)

This is a regular expression search. Here the example searches for items matching **smith** or **jones**.

♥ See [Syntax of Regular Expressions](#) for more information.

The Quick Search bar that is located under section list views.



To Use the Quick Search

1. Choose from the "**Search in**" blue drop down text by clicking on the blue underlined text and choose the field you want to search in. If you are not sure which field to search in then choose "**All Columns**" from the list of choices.

2. Click on the matching type (next blue text) to change the way the search text matches the field:

Contains

Matches text inside text, eg: "**BiteSpire**" with match against "**Made by BiteSpire**"

Start with

Matches text that starts with text, eg: "**BiteSpire**" with match against "**BiteSpire Software**" but not "**Visit BiteSpire Software**".

Ends With

Matches text that ends with text, eg: "**BiteSpire**" with match against "**Made by BiteSpire**" but not "

BiteSpire Software".

RegExpr

Matches the text using a regular expression.

♥ See [Regular Expressions](#) for more information.

3. Enter the text you wish to search for in the input box "**Text**".
4. Click on the **Find First** button on the right of the "search for" input box, to locate the first matching item in the list. Pressing Enter on your keyboard also activates this command.
5. Click on the **Find Next** button on the right of the "search for" input box, to locate the next matching item in the list.

If any item is found that matches your criteria, the appropriate record is automatically selected so the details are displayed in the item's information area. If no record is found, a warning dialog is displayed accordingly.

Related Topics

[Introduction to Contacts](#)

[Managing Contacts](#)

[Linking Contacts](#)

[Communicating With Contacts](#)

Communicating With Contacts

When you wish to communicate with one of your Contacts via email or telephone, doogiePIM gives the ability to access the contact information in various ways.

Before attempting to use the communication tools, you must first select a contact. doogiePIM can't know which contact you want until you tell it, by selecting the contact record you're interested in.



To Select A Contact

► Select the desired contact from either the list view or the card view so the Contact's details are displayed in the item's information area.

♥ See [Card View](#) or [List View](#) for more information

► or, use the search facility in the Contacts section to locate a contact.

♥ See [Searching](#) for more information



To Communicate With A Contact Via E-mail

With the selected contact:

► Left click with your mouse on the email hyperlink in the contact's details information area, or

► Click on the Contact Toolbar Icon, **Send E-mail to Contact**, you may need to choose which email to send to, if the contact has more than one email address.

This would then launch your default email client application. (The software that is registered as the default for sending e-mail)



To Communicate With A Contact Via Telephone

With the selected contact:

► Left click with your mouse on one of the telephone numbers in the contact's details information area, or

► Click on the Contact Toolbar Icon, **Telephone Contact**, you may need to choose which telephone number to dial, if the contact has more than one telephone number.

This would then launch your default telephone dialer client application. (The software that is registered as the default for handling telephone requests)

Related Topics

[Introduction to Contacts](#)

[Managing Contacts](#)

[Linking Contacts](#)

[Searching Contacts](#)

[Card View](#)

List View

Introduction to Documents & Notes

This section is the Notes and Documents area. For those familiar with the TexNotes application will understand this area easily.

♥ See [Folders](#) for more information.

You can add folders and notes. Each note can contain text, URLs, email addresses and images. You can enter them manually, paste them from the clipboard or you can drag them in from Internet Explorer or any other application that fully supports OLE drag and drop.

♥ See [Managing Notes](#) for more information.

Notes do not have to be just little pieces of text, they can be full blown word processing documents. The Notes editor is quite a powerful document editor with a vast array of formatting options.

Editing the content of a note is achieved in the Notes editor area which is shown on the right hand side.

♥ See [Notes Editor](#) for more information.

Home

Documents

File Edit View Navigator Insert Format Table Tools Help

Home

Calendar

Contacts

Finance

Journal

Bookmarks

Messages

Noteboard

Planner

Reports

Resources

Tasks

Documents

doogiePIM Software Licence

Notes and Documents

Principles

Ideas

Writings and Stories

BiteSpire

doogiePIM EULA

doogiePIM Software Licence

doogiePIM descriptions

email footer text

File Storage

Note 6

General Notes

Letters

Note link

Related Links

Name	Details	Date
Finance		
Spreadsheet		03/02/
Resources		
doogiePIM		

Save

Print

Link

Share

Find

Segoe UI

10

B

100

200

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1 DEFINITIONS

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2 GRANT OF LICENCE

Search stop

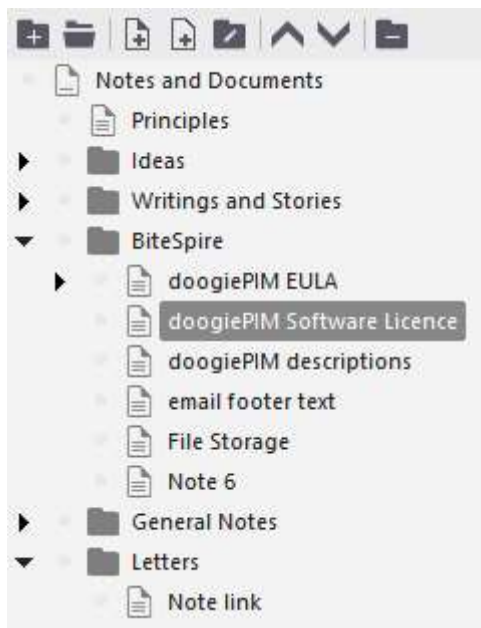
Current Database: C:\Development_Projects2015\doogiePIM_1\bin\Data Files\Chris test.doo

Related Topics
[Managing Notes](#)
[Linking Notes](#)
[Notes Editor](#)

Managing Notes


You can have as many Notes as you wish. They are organized in the Folders Navigator on the left hand side of the Notes display area. By using the navigator, Notes can be created, deleted or moved into different folders.

♥ See [Folders](#) for more information on using the navigator.



Creating or editing Notes, requires the Notes editor. The editing of a Document Note is done on the right hand side of the section window when a Note is selected from the Navigator tree.

To Add A New Note

- ▶ Right click on the Folders Navigator choose "**Add A New Note**", or
- ▶ Click on the Navigator Toolbar icon:  or
- ▶ Press the keyboard shortcut: **Ctrl+N**

To Edit An Existing Note

- ▶ Select the Note you wish to edit by left clicking on it's name in the Folders Navigator. You may need to open and navigate your folders to locate the one you want. After selecting, the Note is then loaded and displayed on the right hand side ready for managing.


It is possible to edit the Note in a new window, if you wish to refer to other section's data at the same time.

- ▶ In the main menu choose "**Edit/Edit in New Window**", or
- ▶ Press the keyboard shortcut: **Shift+Ctrl+W**

♥ See [Notes Editor](#) for further information.

To Delete An Existing Note

First select the Note you wish to delete, the Note's name should be highlighted in the Folders Navigator, then;

- ▶ Choose from the Main Menu "**Navigator/Delete**", or
- ▶ Right Click on the Navigator and choose "**Delete**", or
- ▶ Click on the Folders Navigator Toolbar icon:  or
- ▶ Press the keyboard key: **Del**

Related Topics

[Introduction to Notes](#)

[Linking Notes](#)

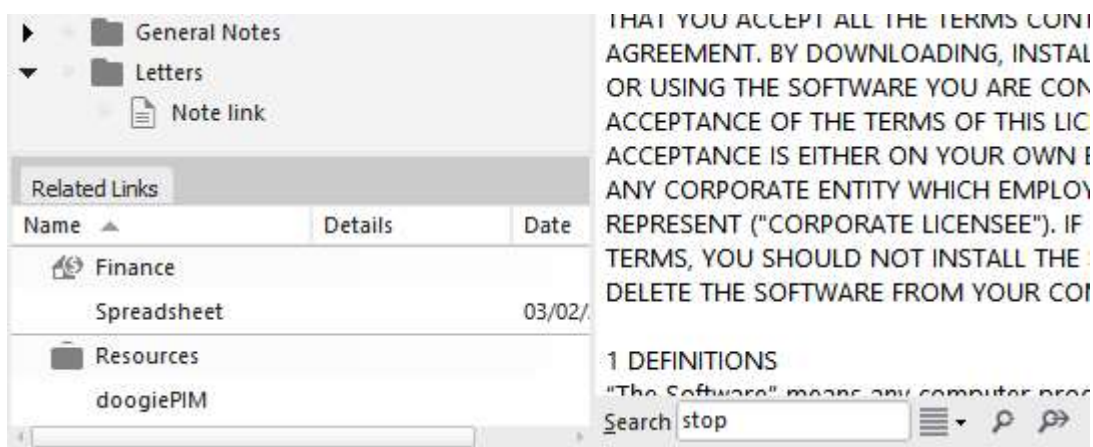
[Notes Editor](#)

Linking Notes

Notes can be linked to other database records such as Contacts or Planner Events. This enables you to expand the scope of the data by adding an extra dimension to enable a much more wider understanding.

Notes can be linked to other Notes, Planner Events, Contacts, Tasks, Journals and Messages.


In the Item's Information area, there is an area called "**Related Links**". This shows a list view of the links that are directly related to the currently selected Note. Some of the links are from other database items and some may be direct connections to an item. The links are grouped as per which section the linking belongs to.



♥ See [Related Links List](#) for more information

To Link A Note To A Database Item

First select a Note from the Notes Navigator by left clicking on it, so that's it is highlighted, then;

- ▶ Choose from the Main Menu "**Notes/Link Note to a Database Item**", or
- ▶ Click on the Notes Toolbar icon:  or
- ▶ Right Click on the Note and choose "**Link This Note to a Database Item**" from the context menu.

♥ See [Linking Items Selector](#) for more information

Related Topics

[Introduction to Notes](#)

[Managing Notes](#)

[Notes Editor](#)

Notes Editor

The Notes Editor can be found in various windows in doogiePIM. Not only in the Notes section but also in the comments tab of a Contact record, an event details or a Noteboard Note Block. All the note editing functions are available to the relevant record where the editor is located. The Notes Editor can contain rich formatted text, images, tables and special objects eg: Annotations.

To aid control, insertion and processing of the rich text in the editor, there are toolbars located above and below the actual editor itself. Some windows don't show the toolbars, eg: a doNote has all the toolbars invisible. However, you can show each toolbar in turn and even drag them to a different position. The positioning and use of the toolbars depend on how you use the editors, so the preferences are saved until next time you enter the same editor, the toolbars return to where you last positioned them.



To Show or Hide Selective Toolbars

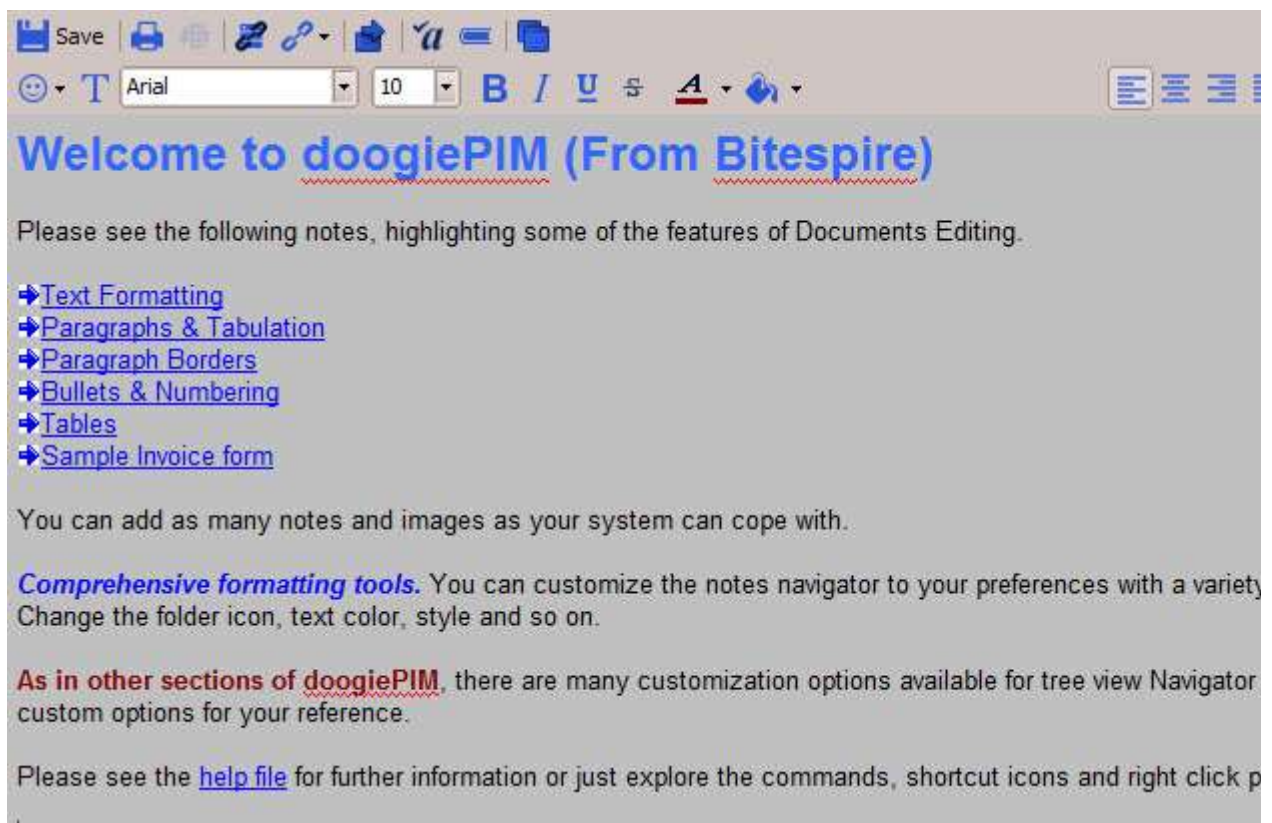
► Right Click on the editor area and choose from the context menu "**View/...**" then choose the toolbars or panels you wish to show or hide. A check-mark next to the item indicates if it's already visible.

If you have used out other application, TexNotes Pro, you will recognize a lot of the icon command on the toolbars. However, you should have no problem if you have used any other word processor. The formatting commands to bold, italic, underline, font style etc are typically standard on most word processors, but doogiePIM has some extra commands and the best way to find out what they do is to try them out.

An overview of the Notes Editor

By default, not all toolbars are shown, they are shown here for reference.

Notice the use of different fonts, font colours, and background colours.

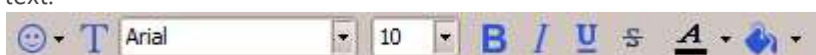


Text format samples you can achieve



The Toolbars of The Notes Editor

This is the most used toolbar. It contains commands to change the font style and size of the selected text.



This is another most used toolbar. It contains commands to change the justification and indentation of paragraphs. The last two icons are undo and Redo.



This is a ruler bar that shows tabulations and table cell borders. The large vertical buttons can be dragged left and right to interactively size a table's cell. Tabulators can be added and dragged also.



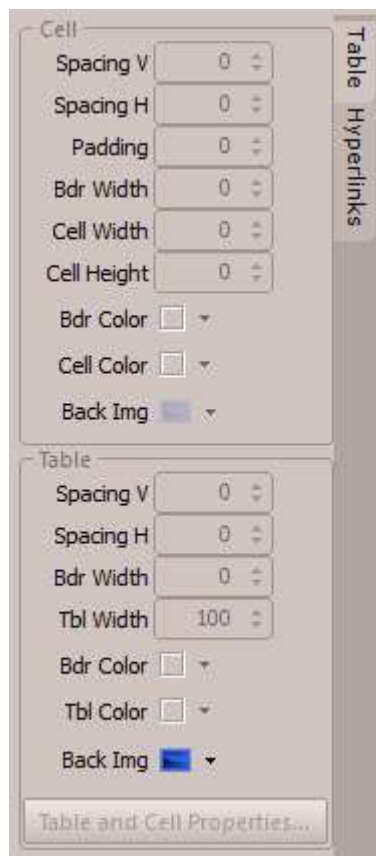
This toolbar, situated on the bottom of the editor, contains insertion command. Things like inserting images, tables, date and time.



Tools Panel of The Notes Editor

On the right hand side of the editor there is a Splitter Bar that can reveal an extra panel. In this area is the table properties panel and the hyperlinks list (this lists all the hyperlinks inside the document). The table properties panel is useful for editing tables so you see instant results in the editor.

♥ See [Table](#) or [Hyperlinks](#) for more information.



Related Topics

[Introduction to Notes](#)

[Managing Notes](#)

[Linking Notes](#)

Images

Images can be used to enhance your document. You can insert images in tables, cells, background canvas or directly into the text.

♥ See [Image Formats](#) for which image file formats that are recognized.



To insert an image

- ▶ Select **Insert an image** menu item from the Insert menu, or
- ▶ Click on the icon, "**insert an image**" on the Insert Toolbar.

You will see the familiar open dialog window. Simply browse to the image file you want, there is a useful small preview of the image on the right hand side of the dialog window, so you can choose your bitmap. Click on **Open** and the image will be inserted at the cursor point.

You can also drag an image from [BiteSpire Files Explorer](#) or the Windows File Explorer directly into the document, which is effectively the same as this function, but quicker.



To Resize or Replacing images

First select the image you want to modify by either left clicking on the image, or by use Shift+Cursor or by using the mouse and selecting it as if you're selecting text. Then do this:

- ▶ Right-Click and choose "**Object Properties**"
- ▶ Click on the icon, "**insert an image**" on the Insert Toolbar.

You will see the "Image Properties" dialog window, where you may alter the Width and the Height of your Image. You may also Open a different image which will replace the current image with the new one.

Note: By changing the width and height only changes the display width and height of the image. The original is still untouched. Which means you can reduce the image to a small size and use it as a thumbnail display.

Tip: You also may resize an image by drag the small rectangles around the image in the editor.

Related Topics

[Images](#)

[Hyperlinks](#)

[Tables](#)

[Paragraphs](#)

[Exporting](#)

[Importing](#)

[Spell Checking](#)

[Thesaurus](#)

Hyperlinks

Hyperlinks are active areas of text within your notes. doogiePIM provides the ability to mark selective text as a URL, an e-mail addresses or even a specific record such as a contact. When you double-click on a hyperlink, doogiePIM will launch that link.

There is a summary of the document's hyperlinks on the right side in the tools area. You may need to press the **Refresh** icon to update the links display.



To mark text as a Hyperlink

To manually mark a hyperlink, first select the text you want to mark, then do one of the following:


- ▶ Select **Hypertext link** menu item from the **Insert** menu, or
- ▶ Click on the **Hypertext link** icon on the main formatting toolbar, or
- ▶ Right Click and select **Hypertext link** menu item from the context menu.

You will then see a small window requesting the following information:

doogiePIM - Item Hyperlink

Hyperlink
 Use this facility to link destination content to the selected item. First choose the Hyperlink Type by clicking on the desired large icon, then either type in the hyperlink address in the input box below, or choose a target link item.

Hyperlink Type

 Database Item
  Internet Web URL
  Mail Address
  Dialer Number
  Local File
  Advanced

Hyperlink Target
 Click on one of the Hyperlink Types above that corresponds to the type of item you want to hyperlink to.

Hyperlink Customization

Normal Color
 Text Color 
 Background Color 

Active/Hover Color
 Text Color 
 Background Color 
☐ Same As Normal Color

Hyperlink Target:

Here you enter the address where this link will go.

For example, you could enter "<http://www.bitespire.com>" as the address.

For an e-mail, you would enter something like: software@bitespire.com

Customize if you wish to change the format of the hyperlink. You have the flexibility to colour the hyperlink text and highlighting background for the link.

To remove a Hyperlink

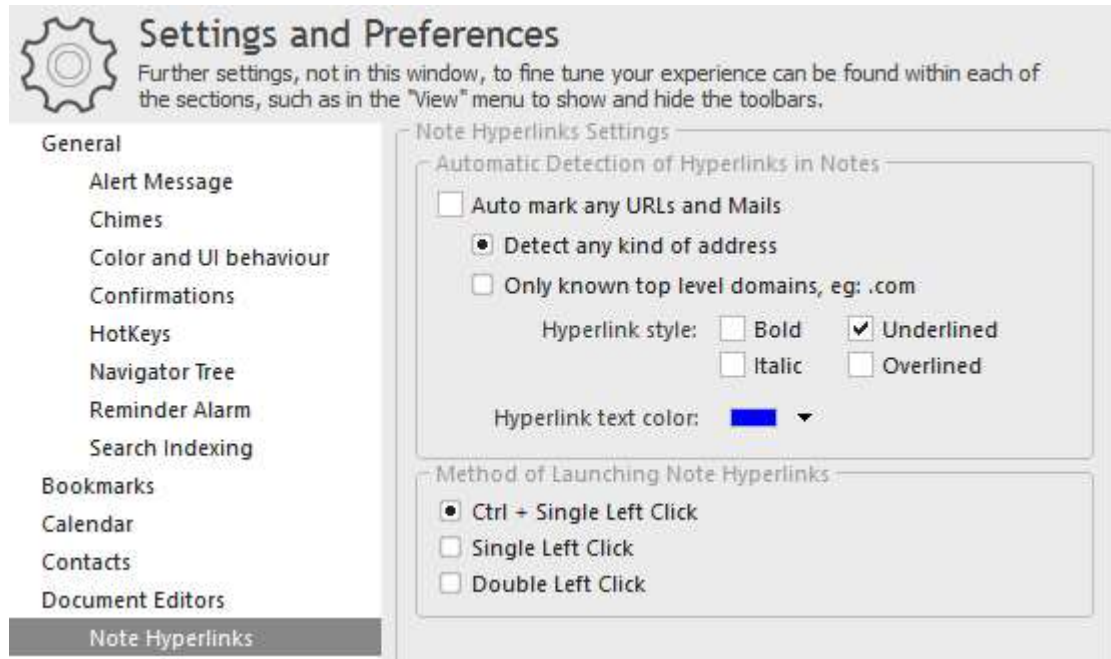
To remove a hyperlink, first select the hyperlink text you want to remove from the editor, then do one of the following:

- ▶ Select **Hypertext link** menu item from the **Insert** menu, or
- ▶ Click on the **Hypertext link** icon on the main formatting toolbar, or
- ▶ Right Click and select **Hypertext link** menu item from the context menu.

Then edit and blank the **Target** input box or click on the **Clear** button, then click on **OK** to accept the change.

Auto detecting Hyperlinks

doogiePIM has the ability to automatically recognize hyperlinks within the text of the document. To switch on this ability, enable "**Auto mark any URLs and e-mails**" from within the **Settings and Preferences**.



As you type in text, pause for about a second and doogiePIM will automatically format the Hyperlinks.

Related Topics

[Images](#)

[Hyperlinks](#)

[Tables](#)

[Paragraphs](#)

[Exporting](#)

[Importing](#)

[Spell Checking](#)

[Thesaurus](#)

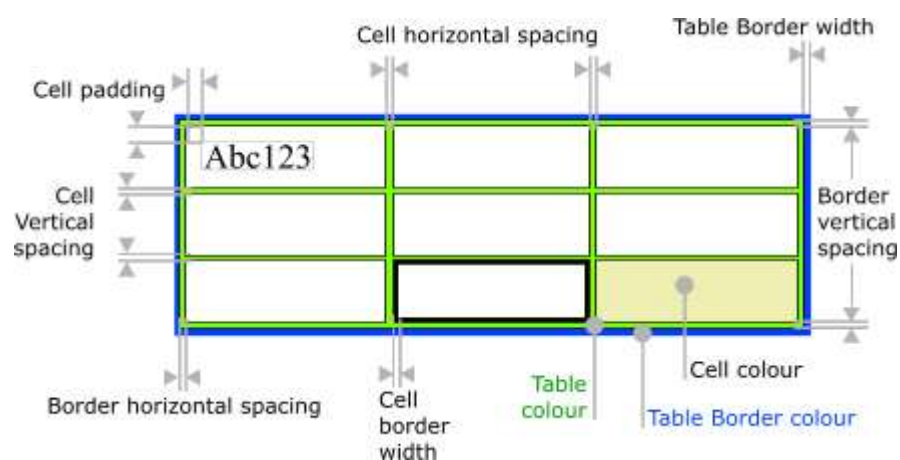
Tables

Tables can be very useful to display details in a row and column format. doogiePIM enables you to insert tables inside Notes with plenty of control. Like thickness, spacing and switching on/off table and cell borders.

You can assign an image for the background of a table or cell, making it tiled or stretched. Alternatively you can define a solid colour or have it transparent so the canvas of the editor shows through.

Table Parameters Overview Guide

A handy overview of the properties of a table:



Managing A Table

The borders of the table and cells are interactive. When you move your mouse over a border, the mouse cursor will change to indicate the possible action. Left click and drag the mouse in accordance with the action.

You can use your mouse to;

- Resize a column's width.
- Resize a row's height.
- Resize the table width.
- Resize the table height.
- Select rows or columns.

You may notice, when your edit cursor is inside a cell of a table, the ruler above the editor will have extra markers to indicate column widths. You also may move the ruler markers with your mouse to resize columns.

If you need finer control over the parameter of a table or cell, you could use the **Table/Cell Properties panels** located on the right hand side of the editor. Or, for more advanced editing, you could access the **Table Properties** window.

♥ See [Table Properties](#) for more information.

Related Topics

[Images](#)

[Hyperlinks](#)

[Tables](#)

[Paragraphs](#)

[Exporting](#)

[Importing](#)

[Spell Checking](#)

[Thesaurus](#)

Cell Borders

You can adjust the visibility of a cell's borders by the following,

The borders of a cell are **Left**, **Right**, **Top** and **Bottom**, which are self explanatory where they are.



To adjust the visibility of cell borders

- ▶ From the main menu select "Table/Borders/(Whichever border you want)", or
- ▶ Click on the appropriate Border icons on the Format bar.

NOTE: These borders only change the borders of cells and not the borders of the table.

Related Topics

[Images](#)

[Hyperlinks](#)

[Tables](#)

[Paragraphs](#)

[Exporting](#)

[Importing](#)

[Spell Checking](#)

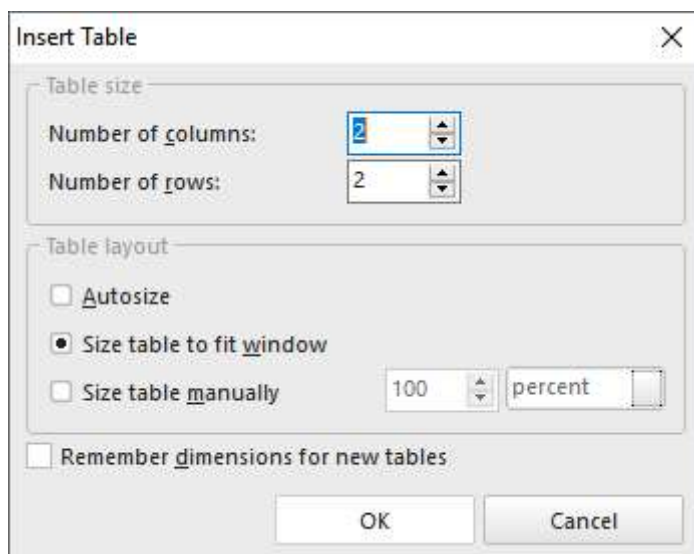
[Thesaurus](#)

Inserting A Table

To add a table inside a document, first make sure you have the edit cursor is positioned where you want the table to appear. You can insert a table inside another table's cell.

To insert a table

- ▶ Select from the main menu **"Table/Insert a Table"**, or
- ▶ Right-click and choose from the context menu, **"Table/Insert a Table"**, or
- ▶ Click on the icon **"Insert a table"** located on the **Insert Tools** Toolbar.



You will see a table definition screen. Enter the number of columns and rows you need for the table. New rows and columns can be added or removed later, if desired. Simply change the values you want then press **[OK]** to save the table properties, or press **[Cancel]** to cancel any changes.

Related Topics

[Images](#)

[Hyperlinks](#)

[Tables](#)

[Paragraphs](#)

[Exporting](#)

[Importing](#)

[Spell Checking](#)

[Thesaurus](#)

Table Properties

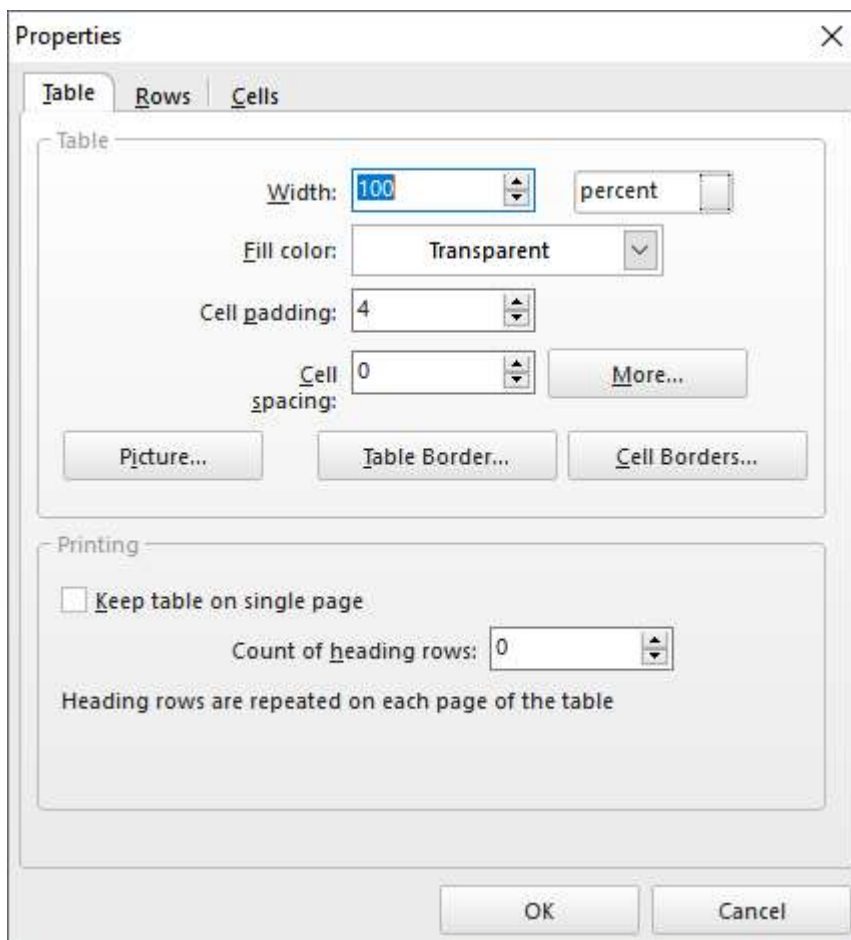
When you have added a table, you can change it's properties at any time. To access the properties of a table, first make sure you have the edit cursor inside a cell in the table or a row or column of the table is selected. You don't have to select all the cells of a table to change the table properties.

To access table properties

- ▶ Select from the main menu "**Table/Table properties**", or
 - ▶ Right click in a cell and select from the context menu "**Table/Table properties**", or
 - ▶ Examine the table and cell properties panels, normally located on the right hand side of the editor.
- If these are not shown, you can activate them in **View** main menu.

Table/Cell Properties Window

If you have launched the table properties window, you can access more advanced various details and parameters about the selected table or cell. More than the property panels.



Properties [X]

Table | Rows | Cells

Table

Width: 100 [up/down] percent [dropdown]

Fill color: Transparent [dropdown]

Cell padding: 4 [up/down]

Cell spacing: 0 [up/down] [More...](#)

[Picture...](#) [Table Border...](#) [Cell Borders...](#)

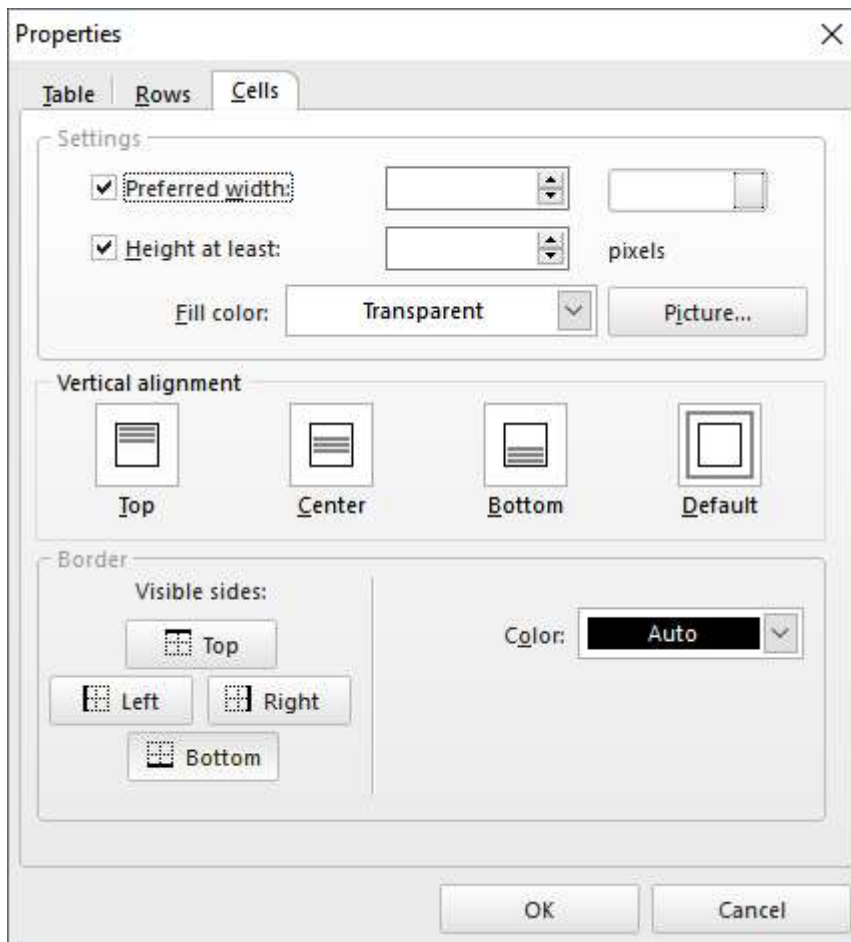
Printing

☐ [Keep table on single page](#)

Count of heading rows: 0 [up/down]

Heading rows are repeated on each page of the table

OK Cancel



Simply change the values you want to adjust then press **[OK]** to save the table properties, or press **[Cancel]** to cancel any changes.

Cell Properties Panel

This is the panel that is normally located on the right hand side of the editor.

- ♥ See [Toolbars](#) for more information about moving panels and docking.
- ♥ See [Tables](#) for a handy overview guide of the different value types.

The parameters contained in this properties panel are:

Spacing V	Indicates the vertical space between cells.
Spacing H	Indicates the horizontal space between cells.
Padding	Indicates the space between the edge of the cell and the text inside the cell.
Bdr Width	Border width of th cell.
Cell Width	Width of the cell in pixels.
Cell Height	Height of the cell in pixels.
Bdr Colour	Colour of the cell's border.

Cell Colour	Colour of the cell's background. This can be set to transparent if desired.
-------------	--

Table Properties Panel

This is the panel that is normally located on the right hand side of the editor.

♥ See [Toolbars](#) for more information about moving panels and docking.

♥ See [Tables](#) for a handy overview guide of the different value types.

The parameters contained in this properties panel are:

Spacing V	Indicates the vertical space between the table edge and the cells.
Spacing H	Indicates the horizontal space between the table edge and the cells.
Bdr Width	Border width of th cell.
Tbl Width	Width of the table in pixels.
Bdr Colour	Colour of the table's outer border.
Tbl Colour	Colour of the table's background. This can be set to transparent if desired.

Related Topics

[Images](#)

[Hyperlinks](#)

[Tables](#)

[Paragraphs](#)

[Exporting](#)

[Importing](#)

[Spell Checking](#)

[Thesaurus](#)

Inserting And Removing Rows And Columns

To insert or remove rows and column, there are several menu items and toolbar buttons to achieve this.



To insert a new row above where the current edit cursor is

- ▶ On main menu "**Table/Insert/Row above**".
- ▶ Click on the icon located on the Table Format bar.

To insert a new row below where the current edit cursor is

- ▶ On main menu "**Table/Insert/Row below**", or
- ▶ Click on the icon located on the Table Format bar.

To insert a new column on the left where the current edit cursor is

- ▶ On main menu "**Table/Insert/Column to the left**".
- ▶ Click on the icon located on the Table Format bar.

To insert a new column on the right where the current edit cursor is

- ▶ On main menu "**Table/Insert/Column to the right**", or
- ▶ Click on the icon located on the Table Format bar.

To delete the row where the current edit cursor is

- ▶ On main menu "**Table/Delete/Rows**", or
- ▶ Click on the icon located on the Table Format bar.

To delete the column where the current edit cursor is

- ▶ On main menu "**Table/Delete/Columns**", or
- ▶ Click on the icon located on the Table Format bar.

You can select several rows or several columns by selecting several cells. Use your mouse to click on the first cell then drag your mouse over the table to select the cells of the rows or columns you want.

Related Topics

[Images](#)

[Hyperlinks](#)

[Tables](#)

[Paragraphs](#)

[Exporting](#)

[Importing](#)

[Spell Checking](#)

[Thesaurus](#)

Working With Table Cells

It is possible to combine cells together to make one large cell, or split a cell into two or more.



To combine or merge cells

To merge cells together into one cell, first select the cells you want to merge by first clicking on the first cell, then drag your mouse around the table until all the desired cells are selected.

- From the main menu select **"Table/Merge cells"**, or
- Click on the icon **"Merge Cells"**  located on the Table Format bar.


To unmerge cells

If you want to unmerge the cells.

- From the main menu select **"Table/Split Cells.../Original cells"**


To divide or split a cell horizontally

First position the edit cursor so that it appears in the cell you want to split, then do one of the following:

- From the main menu select **"Table/Split Cells..."**, or
- Click on the icon  located on the Table Format bar.

To divide or split a cell vertically

If you want a vertical split, then

- From the main menu select **"Table/Split Cells..."**, or
- Click on the icon  located on the Format bar

Related Topics

[Images](#)

[Hyperlinks](#)

[Tables](#)

[Paragraphs](#)

Exporting

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Paragraphs

Paragraphs can be formatted in various ways, like text. You can align them, indent, border them and colour the background. It is recommended you experiment with the various formatting options, especially the Paragraph Properties window. You will find you will be able to create some fascinating results, just with a few borders and indentation.

You will find the formatting tools under the main menu "Format". As well as the Paragraph Format toolbar.



To Align A Paragraph

► Choose from the main menu "Format / Align Paragraph / ...", then choose the appropriate alignment you need, either Left, Centre, Right or Full Justified.

More Paragraph Formatting

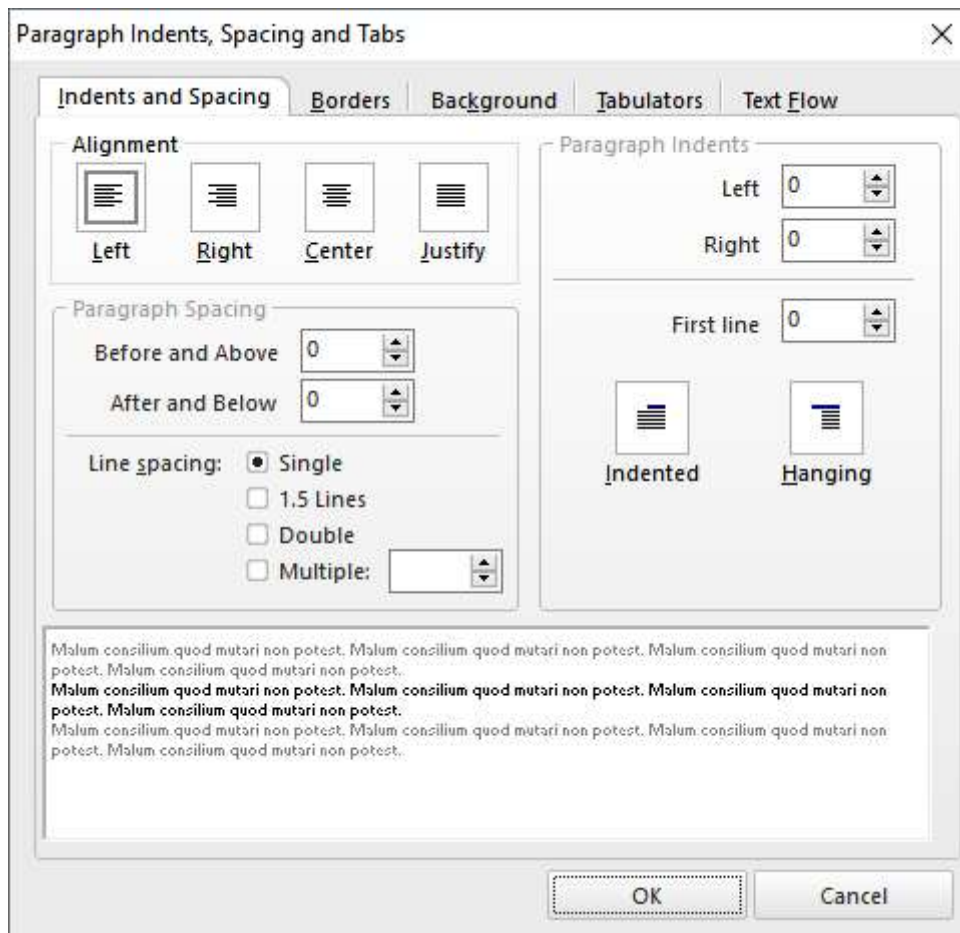
To add visual features to your paragraphs, you may use the Paragraph Properties dialog for finer control over indentation, borders, colours and more.



Advanced Formatting A Paragraph

To launch the dialog, first select the paragraphs you want to format in the editor, then do one of the following:

- From the Main Menu choose "**Format / Paragraph Properties**", or
- From the Paragraph Format bar, choose the icon "**Paragraph Properties**", or
- Right click in the editor and select "**Paragraph Properties**"



You will see a definition screen. Simply change the values you want to adjust then press **[OK]** to save the properties, or press **[Cancel]** to cancel any changes.

Related Topics

Images

Hyperlinks

Tables

Paragraphs

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Exporting

You can export a note document as a file for use in other software.

Supported File Formats are:

- **DON** doogiePIM native text format.
- **RTF** (Rich text format), Normally used by Windows WordPad.
- **TXT** (Plain text format) Text that doesn't contain any formatting as the name says.
- **TXT** (Unicode text), Text in Unicode format without formatting.
- **HTM, HTML** (Plain), Just like a web page.
- **HTM, HTML** (HTML with style sheets), A web page with a separate CSS file.

If you export as **HTML**, then any graphic symbols used in the note are saved with a filename of "**imgXX.jpg**" if the image name is blank. You can name an image using the **Object Properties** dialog in the Notes Editor.



To Export A Note

► From the main menu choose "**File/Export/Export to file...**".

The standard save dialog is then displayed. Choose a folder and **filename** for the exported document and choose which **file type** you want from the file types combo box. Then click on **Save** to create the new document.

Related Topics

[Images](#)

[Hyperlinks](#)

[Tables](#)

[Paragraphs](#)

[Exporting](#)

[Importing](#)

[Spell Checking](#)

[Thesaurus](#)

Importing

There are several ways to get data into a note. Either by using Copy/Paste functions or you could insert or import the data. A quick and simple way of inserting data into a note is to use the [BiteSpire Files Explorer](#), locate the file you want, and drag the filename to the point in the note content where you want the file to be inserted.



To Insert a File into an existing Note

This is useful for insert templates into a note. First make sure the edit cursor is positioned where you want the content to be inserted, then:

- ▶ Select from the **Insert** menu **Insert file**, or
- ▶ Click on the "**Insert File...**" icon on the Insertion toolbar under the editor.

You will see the familiar open dialog window. Choose a **file type** from the combo box drop down. Browse to the file you want and click on **Open** and the file will be inserted into the document.



To Add a File Into the Notes Navigator

This only applies to the Notes section.

First select the item in the Navigator where you want the new Note Item to be added to, then:

- ▶ Select from the **File** menu **Import as New Note**

You will see the familiar open dialog window. Choose a **file type** from the combo box drop down. Browse to the file you want and click on **Open** and the file will be added to the Navigator. If you have chosen a TexNotes file, then there will be more than one note added because TexNotes comprises of many documents inside a single file.

CSV files

CSV (Comma Separated Values) is a common format used by many database style applications, such as Microsoft Excel and MS Address Book. You will probably find the ability to export text data from many database applications as CSV. It provides a common way to distribute data from one application to another.

doogiePIM can except CSV data files and will render them as a table in a note.

♥ See [Tables](#) for more information.



To import CSV

First Position your edit cursor in the edit canvas of where you want the table of data to be placed. Then;

- ▶ Select from the **Table/Import** menu **Import CSV file as table**.

Then you will see the standard Windows file selector. Choose your CSV file then click on Open. A new window will appear with a data grid (not a table), showing the fields and lines of your data. You will also see some input fields under the data grid to define some default table properties.

♥ See [Tables](#) for more information.

After you have defined your basic parameters, click on **OK** to import the file or click on **Cancel** to abort the importing. After you click on **OK**, a table will be created in your current document, where you can use the [Table Properties](#) to enhance and edit the table to your requirements.

Microsoft Word documents

If you have Microsoft Word installed on your PC, then doogiePIM will detect it and will be able to import limited MS Word documents.

NOTE: Most MS Word documents contains a lot of formatting that doogiePIM doesn't understand, so your imported file may look a little different.

Future versions of doogiePIM will have their own native import filters, but if you need text from MS Word documents into doogiePIM right now, this is the alternative solution to copying and pasting. If the document fails by using the DOC file type try using the RTF file type instead.

Related Topics

[Images](#)

[Hyperlinks](#)

[Tables](#)

[Paragraphs](#)

[Exporting](#)

[Importing](#)

[Spell Checking](#)

[Thesaurus](#)

Spell Checking

doogiePIM comes with an English/American dictionary and the Roget's Thesaurus in its default installation. You are able to spell check any doogiePIM Notes document using these dictionaries.

More dictionaries are freely available, go to our web site <http://www.bitespire.com> and locate the doogiePIM FAQ page for more information on how to obtain dictionaries for other languages.

If you've purchased the CD-ROM version of doogiePIM, then you will find more dictionaries along with technical word databases on the CD-ROM.

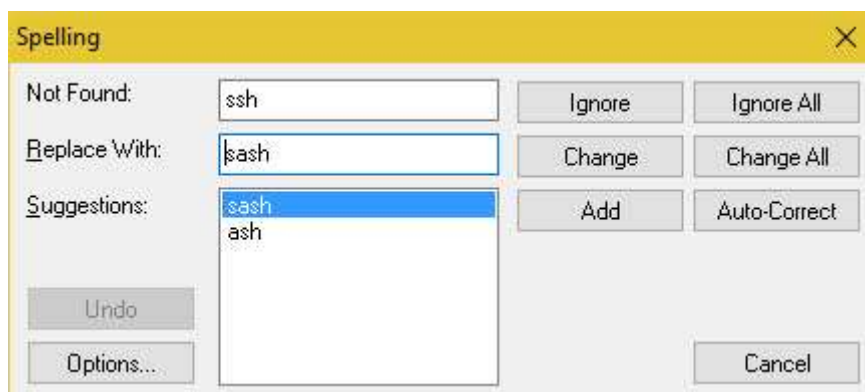
To Spell Check A Document

Either:

- From the main menu, select "**Edit/Check Spelling**", or
- On Spell Check Toolbar, click on the icon "**Spell check**", or

If there is a word that is not found in its dictionary, then you will see a window popup with some suggestions. Either click on one of the suggestions and press **[Change]** or enter the new word in the "**Replace with**" edit box.

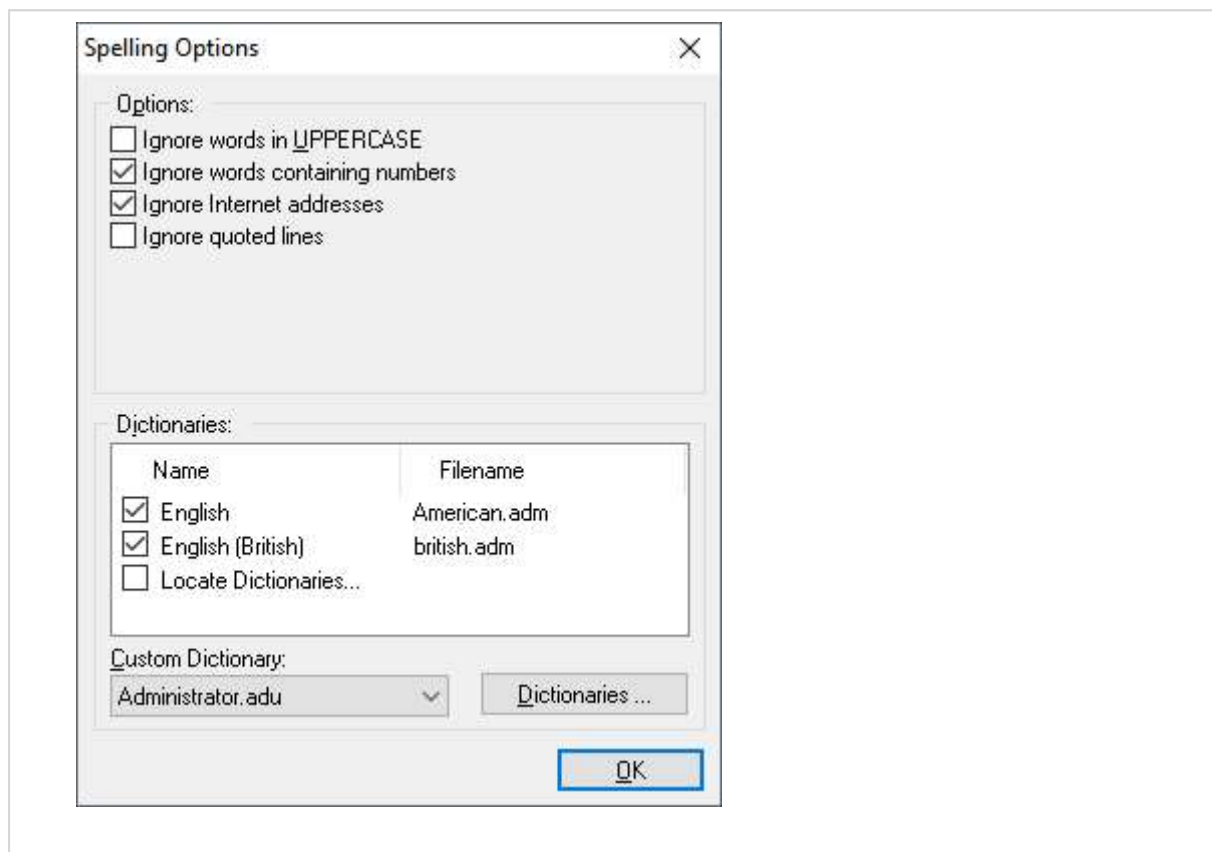
You can add the word to your personal dictionary by clicking **[Add]**.



Spelling Options and other Dictionaries

To change spelling options

- From the main menu choose **Edit/Spelling options and dictionaries**



To add new dictionaries

- Copy your newly download dictionary into the file folder: **C:\BiteSpire\doogiePIM\dictonaries**

Live Spell Checking

Live spell is a useful feature in doogiePIM. It has the ability to check your spelling in the background while you work. Any words that are miss-spelt are underlined with a red squiggly line.

If you right click on a miss-spelt word, choose **Correct Spelling** and the sub menu will list the some appropriate suggestions. Click on the correct word you want.

To Enable or Disable Live Spell Checking

Either:

- From the main menu, select "**Edit/Spell Check As You Type**".

The tick next to the menu item indicates whether the live spell checking is enabled or disabled.

Related Topics

[Images](#)

[Hyperlinks](#)

[Tables](#)

[Paragraphs](#)

Exporting

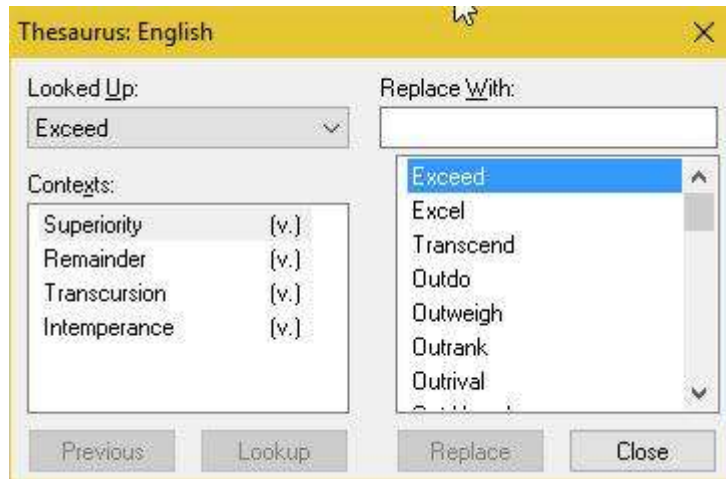
Importing

Spell Checking

Thesaurus


Thesaurus

doogiePIM comes with the English Roget's Thesaurus in it's default installation.



To Lookup A Word

Position your edit cursor within the word you want to lookup, then do any of the following:

- From the main menu, select "**Edit/Lookup word in Thesaurus**", or
- Right-click to bring up the context menu and choose "**Spelling/Lookup word in Thesaurus**", or
- Click on the toolbar icon 

If there is a word that is found in the Thesaurus, then you will see a listing of related entries. Simply choose the word you want so it appears in the "**Replace with**" edit box, then press **[Replace]** or press **[Close]** to close the Thesaurus.

Related Topics

[Images](#)

[Hyperlinks](#)

[Tables](#)

[Paragraphs](#)

[Exporting](#)

[Importing](#)

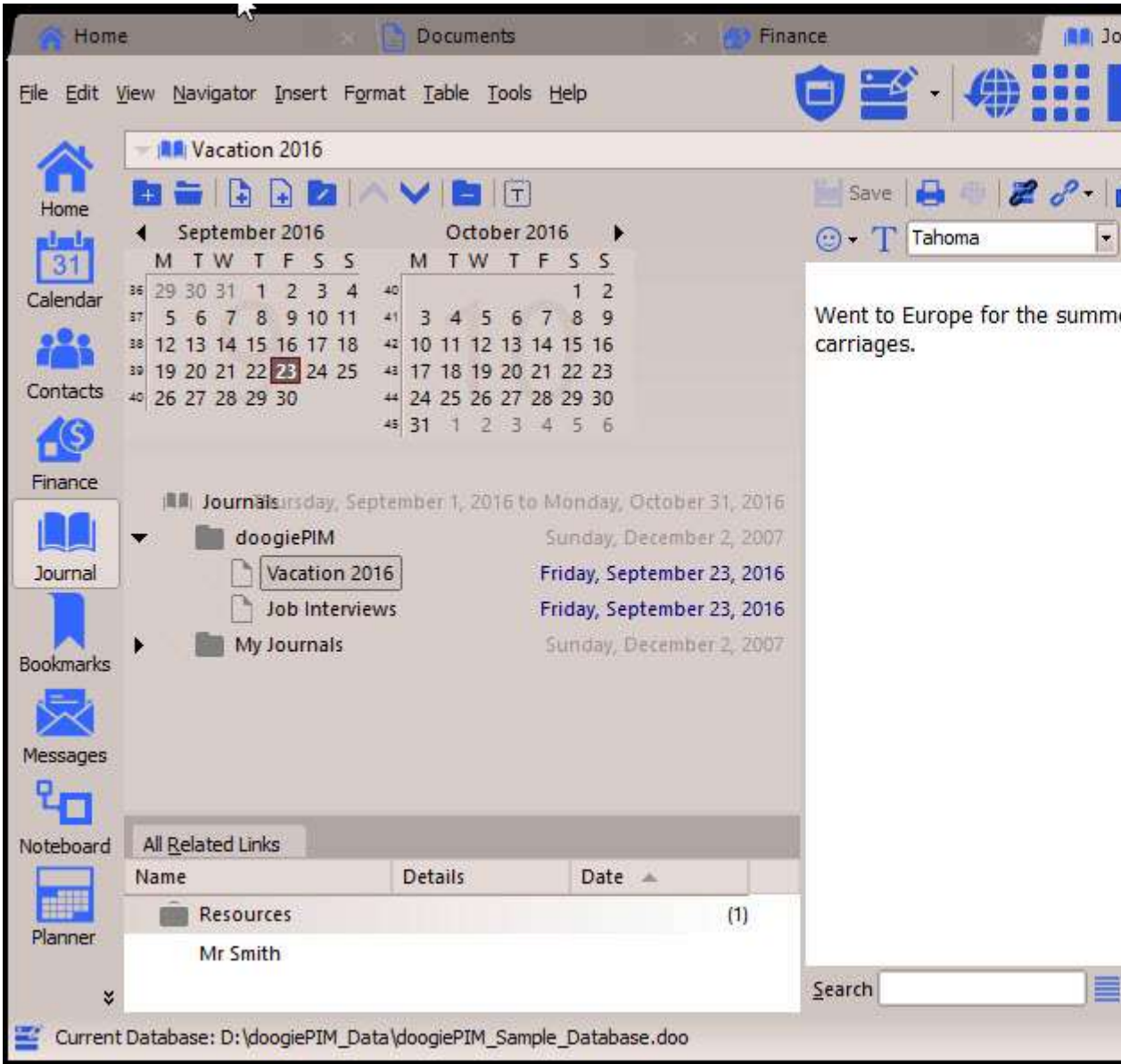
[Spell Checking](#)

[Thesaurus](#)

Introduction to Journals

The Journals section is an ideal place to store a daily diary. It works in a similar fashion to the Notes section accept there is no folders navigator. Instead, the journal uses dates to navigate. This is so you can create journals for specific dates. It is possible to create more than one journal for a date, they are listed under the calendar in the Journals section.

Select a date from the journals calendar and the journal entries for the chosen date is shown underneath on the left side. Selecting an entry from this list will open the journal entry for viewing in the main viewing area on the right.



The journal entries can be flagged and customized much the same way as a folder in the other navigators.

♥ See [Folders](#) for more information on managing and customizing items.

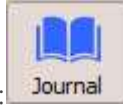
Creating, editing, deleting and viewing journals can only be done in the Journals sections.



To Go To The Journals Section

Either:

► Choose from the Main Menu "**File/Go To Section/Journal**", or



► Click on the Main Section Toolbar icon: **Journal**, or

► Press the keyboard shortcut: **Ctrl+6**

Related Topics

[Managing Journals](#)

[Linking Journals](#)

[Journal Entry Editor](#)

[Calendar Navigator](#)

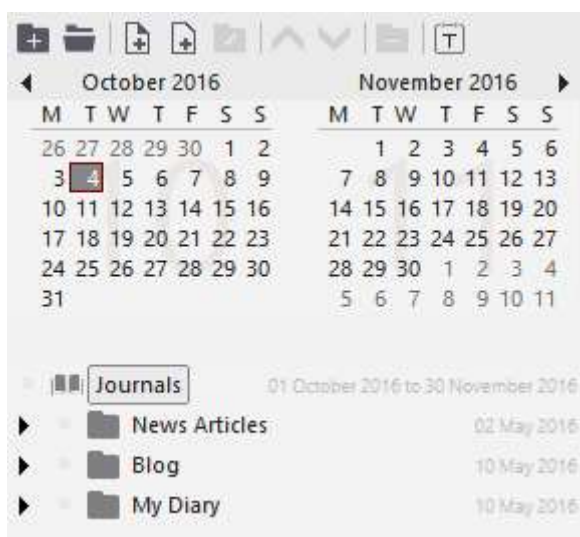
Managing Journals

You can have as many Journals as you wish. They are organized in the calendar navigator on the left hand side of the Journals display area. By using the entries navigator, Journals can be created or deleted.

♥ See [Calendar Navigator](#) for more information.

Creating or editing a Journal, requires launching the Journals Editor, in a similar way to launching the Notes editor. The Journals editor is launched in a different window, therefore you could edit more than one Journal at the same time, and you could still access your main window if you need to lookup further details, such as a contact or an event.

To Add A New Journal



First navigate to the desired date using the calendar navigator, then:

- ▶ Right click on the Journals List choose "**Add A New Journal**", or
- ▶ Click on the Navigator Toolbar: or
- ▶ Press the keyboard shortcut: **Ctrl+N**

To Edit An Existing Journal:

▶ Select the Journal Entry you wish to edit by left clicking on it's name in the Navigator. You may need to navigate to the correct date in the calendar to locate the one you want. After selecting, the Journal is then loaded and displayed on the right hand side ready for editing.

♥ See [Journal Entry Editor](#) for further information.

To Delete An Existing Journal:

► First select the Journal you wish to delete, the Journal's name should be highlighted in the Navigator, then;

Either:

- Choose from the Main Menu "**Navigator/Delete**", or
- Right Click on the Navigator and choose "**Delete**", or
- Click on the Navigator Toolbar or
- Press the keyboard shortcut: **Del**

Related Topics

[Introduction to Journals](#)

[Linking Journals](#)

[Journal Entry Editor](#)

[Calendar Navigator](#)

Linking Journals

Journals can be linked to other database records such as Contacts or Planner Events. This enables you to expand the scope of the data by adding an extra dimension to enable a much more wider understanding.

Journals can be linked to other Journals, Planner Events, Contacts, Tasks, Notes and Noteboard.

In the Item's Information area, there is a tab called "**Related Links**". This tab shows a list view of the links that are directly related to the currently selected Journal. Some of the links are from other database items and some may be direct connections to an item. The links are grouped as per which section/item the linking belongs to.


♥ See [Related Links List](#) for more information



To Link A Journal To A Database Item

First select a Journal from the Journal Calendar List by left clicking on it, so that's it is highlighted, then;

Either:

- ▶ Choose from the Main Menu "**Journal/Link Journal to a Database Item**", or
- ▶ Click on the Journal Toolbar icon:  or
- ▶ Right Click on the Journal and choose "**Link This Journal to a Database Item**" from the context menu.

♥ See [Linking Items Selector](#) for more information

Related Topics

[Introduction to Journals](#)

[Managing Journals](#)

[Journal Entry Editor](#)

[Calendar Navigator](#)

Journal Entry Editor

The Journal's Entry Editor is exactly the same as the Notes Editor. It has all the functions and abilities of notes. You can add rich text, images, tables and hyperlinks in the same way as note documents.

♥ See [Notes Editor](#) for more information about editing.

Related Topics

[Introduction to Journals](#)

[Managing Journals](#)

[Linking Journals](#)

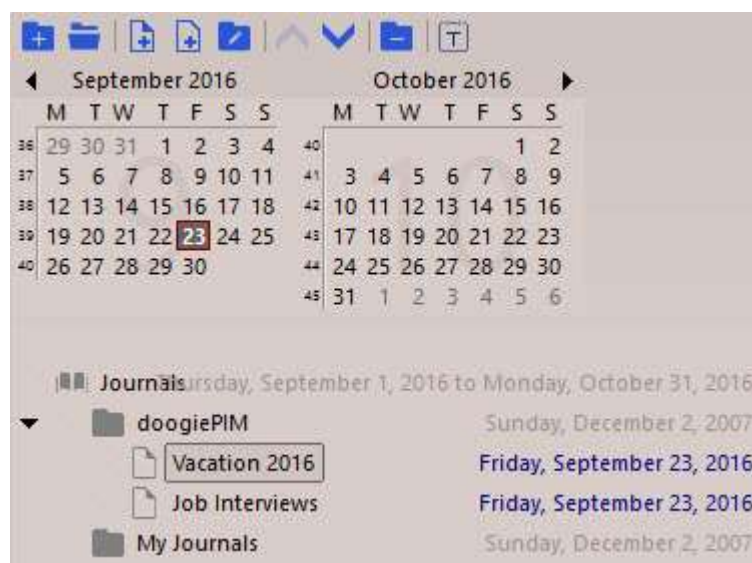
[Calendar Navigator](#)

Calendar Navigator

The monthly calendar, on the left side above the journals list, used to navigate for locating journal entries. To change the months, click on the arrow button located on the top of the calendar, left or right of the months name, to increase or decrease the month. To select a day, just click on the date number in the month.

You can select more than one day by left clicking and dragging the mouse to the second day. The selected days are then highlighted. You can only select consecutive days, eg: 10,11,12,13,14 and not 10,12,18 etc.

When a date is selected, the journals list shows the entries contained in the selected dates. You may then select, edit or create new journal entries accordingly.



The calendar with multiple dates can be selected by left clicking and dragging the mouse over the days. To select a whole week, left click on one of the week numbers on the left hand side of the month calendar.

Related Topics

[Introduction to Journals](#)

[Managing Journals](#)

[Linking Journals](#)

[Journal Entry Editor](#)

Introduction to Finance

With doogiePIM Finance section, you can store financial type records, such as money transactions, sales, purchases and other banking financial type information.

Finance data, in doogiePIM, can be added, edited and deleted. Each operation can be done only when you are in the Finance section of doogiePIM.



To Go To The Finance Section

Either:

► Choose from the Main Menu "**File/Go To Section/Finance**", or

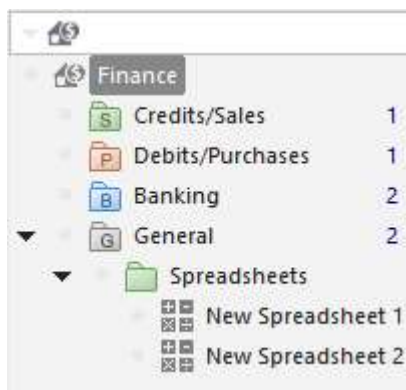


► Click on the Main Section Toolbar icon: **Finance**

Items are organized in a tree view, similar to the other sections. You can have as many items as you wish in each folder and have as many folders as you need. You may also format certain folders to have colours so they stand out.

The main difference with the Finance section, to other folder navigators within doogiePIM, is you will notice there is four static folders; named **Sales**, **Purchases**, **Banking** and **General**. These folders cannot be removed and serve as holders for the type of Finance records you add.

example: You add a Sales transaction to a Sales folder and a Purchase transaction into a purchase folder.



When you add a new sub-folder, the type of folder is determined by the folder you are currently on. For example, if you have the Sales folder selected, then clicking on the command "Add New Sub-folder" will create a brand new Sales folder under it. Now you will be able to add Sales transactions into that folder. It isn't possible to move Purchase transactions into a Sales folder or Sales into a Banking folder (for obvious reasons).

There is a General folder that can be used to hold all general type transactions, you may wish to add.

♥ See [Folders](#) for more information.

In this Finance section you can add folders and items. Each item can contain comprehensive details about the data. You can enter details about the transaction, comments and other information as needed.

Each finance transaction type is different. A Sales transaction is like an Invoice, with fields for Dispatch, Payment etc. Along with the detail lines of the products (taken from the Resources section). The Banking transactions are like your bank statement with different details in the lines, such as Deposit (Credit) and Withdrawal (Debit).

♥ See [Managing Finance Records](#) for more information.

Related Topics

[Managing General Transaction Records](#)

[Managing Sales Transaction Records](#)

[Managing Purchase Transaction Records](#)

[Managing Banking Transaction Records](#)

[Searching Transactions](#)

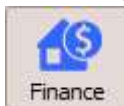
Introduction to Spreadsheets

Spreadsheets can be added, edited and deleted. Each operation can be done only when you are in the Finance section of doogiePIM.

To Go To The Finance Section

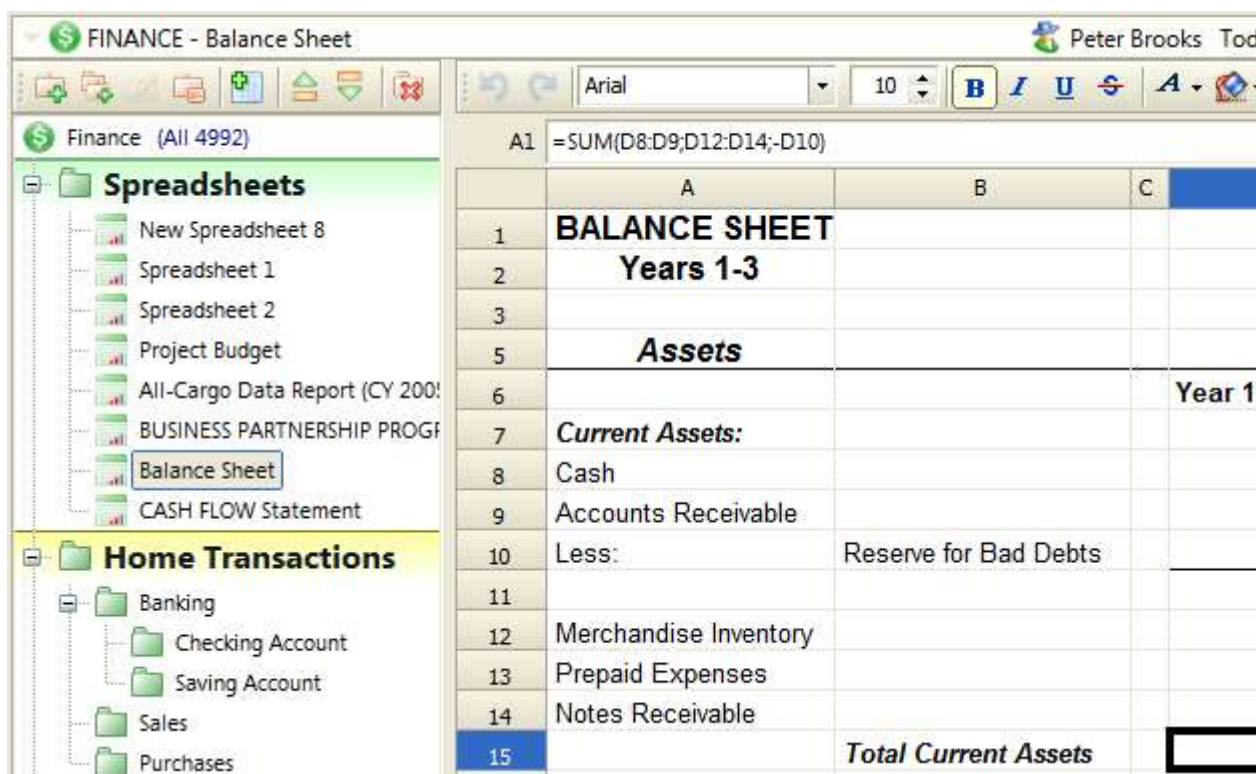
Either:

► Choose from the Main Menu "**File/Go To Section/Finance**", or



► Click on the Main Section Toolbar icon: **Finance**

A Finance spreadsheet:



	A	B	C
1	BALANCE SHEET		
2	Years 1-3		
3			
5	Assets		
6			Year 1
7	Current Assets:		
8	Cash		
9	Accounts Receivable		
10	Less:	Reserve for Bad Debts	
11			
12	Merchandise Inventory		
13	Prepaid Expenses		
14	Notes Receivable		
15		Total Current Assets	

Items are organized in a tree view, similar to the other sections. You can have as many items as you wish in each folder and have as many folders as you need. You may also format certain folders to have colours so they stand out, as in the example above.

♥ See [Folders](#) for more information.

Related Topics

Spreadsheet Cells

Spreadsheets doogiePIM can be added, edited and deleted. Each operation can be done only when you are in the Finance section of doogiePIM.

To Go To The Finance Section

Either:

► Choose from the Main Menu "**File/Go To Section/Finance**", or



► Click on the Main Section Toolbar icon: **Finance**

Entering Data into Cells

If the Spreadsheet has focus and none of its cells are being edited, the text typed by a user is written to the active cell. In this instance, the active cell text is erased when typing the first symbol. In order to modify a cell value without erasing its contents you should double-click the desired cell. This activates the cell editor and its text is not lost.



There are three ways in which you can terminate cell editing. The TAB key stops editing, and focus moves to the next cell. The ENTER key stops editing and moves focus one cell down. The last method is to move focus to another cell using the mouse.

♥ See [Spreadsheet Operators and Functions](#) for more information on formulas.

Selecting Cells

You can select cells in two ways. The first one is to click a cell and drag the mouse to the cell, which will represent the opposite corner of the selection. The second is to use the keyboard Arrows keys while holding the SHIFT key.

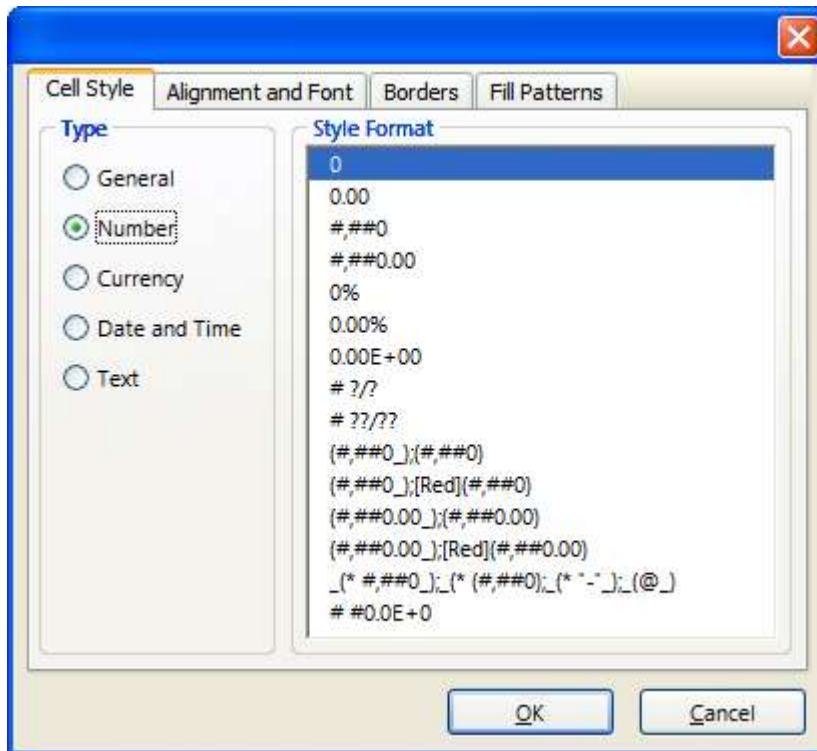
Inserting/Deleting Rows and Columns

Rows and Columns of cells can be inserted/deleted by shifting cells in columns or rows to which they belong or inserting/deleting the entire rows or columns.

To insert/delete use the main menu **Spreadsheet/Add...** then selects **Rows** or **Columns**.

Formatting Cells

Formatting of cells is realized via the Format Cells command found in the main menu Spreadsheet or right-click command. This window provides many options to format the cell in respect of colour, borders, and format of content.



You can also use the formatting bar above the spreadsheet to format text and colours.



Clearing Cells

You can clear cell contents and style formatting, if needed, which means that cell's content (not the cells themselves) are deleted and style is reset.

You can clear cells by selecting the required cell range and pressing the **Del** keyboard key.

Related Topics

What is a Formula

A formula is an equation that carries out specific operations against worksheet data. Formulas can perform mathematical operations, such as addition and multiplication, or they can compare worksheet values or join text. Formulas can refer to other cells on the same worksheet, cells on other sheets in the same workbook.

Note: formulas cannot refer to other cells on sheets in other workbooks.

The following example adds 600 to the value in cell A1 and then divides the result by the sum of the values in cells C1 and E1.

	A	B	C	D
1	123			90
2				
3		= (A1 + 600) / sum (C1:D1)		
4				
5				
6				
7				
8				
9				
10				

The diagram illustrates the components of the formula **= (A1 + 600) / sum (C1:D1)** in cell B3. Labels with arrows point to specific parts of the formula: 'Cell reference' points to A1, 'Addition Operator' points to the '+' sign, 'Numeric Constant' points to 600, 'Division Operator' points to the '/' sign, 'Worksheet function' points to the 'sum' function, and 'Range Reference' points to the range C1:D1. A separate callout shows the full function syntax: **=sum (C1:D1)**, with 'Worksheet Function' pointing to 'sum' and 'Range Reference' pointing to 'C1:D1'.

Constructing a formula

Formulas calculate values in a specific order. A formula in the Spreadsheet always begins with an equal sign (=). An equal sign tells the Spreadsheet that all subsequent characters constitute a formula. Following the equal sign are the elements to be calculated (the operands), which are separated by calculation operators. Each element can be a function call with parameters. The Spreadsheet calculates formulas from left to right, according to the specific order of each operator in the formula. You can change the order of operations by using parentheses.

Referring to cells

A formula can refer to constant values and to other cells. A cell that contains a formula is known as a dependent cell when its value depends on other cell values. For example, cell B2 is a dependent cell if it contains formula **'= C2'**. There are two types of cell addressing in the Spreadsheet: relative addressing and absolute addressing. The first assumes that if you delete a column, all addresses will be changed accordingly, its designation is **'= C2'**. So, if column A is deleted, this address will change to **'= B2'**.

Absolute addressing does not change when a column is deleted, its designation is **'= \$C\$2'**.

Whenever the cell to which a formula refers changes, the dependent cell also changes by default. If you enter a formula manually, the Auto Recalculation property must be enabled in order to enable automatic formula calculation.

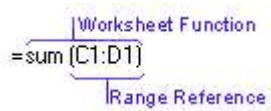
If you use constant values instead of references to cells (for example, **'= 30 + 70 + 110'**), the result changes only if you modify your formula.

Formulas can also refer to a range of cells.

Using worksheet functions

The Spreadsheet contains a number of predefined or built-in formulas which are known as functions. Functions can be used to perform simple or complex calculations. The most frequently used function is the SUM function, which is used to add numbers in a range of cells.

The image above shows how to use the SUM function to add values in range C1:D1.



Related Topics

Spreadsheet Operators and Functions

The Finance Spreadsheet in do-Organizer provides a number of predefined (built-in) operators and functions. Operators perform basic operations while functions are used to perform more complex calculations. The operators and functions can be divided into groups as follows:

- Arithmetic Operators
- Logical Operators
- Arithmetic Functions
- Logical Functions
- Statistical Functions
- Date and Time Functions
- Text Functions
- "IS" Functions

Arithmetic Operators

Arithmetic operators allow you to perform basic arithmetic operations.

Mnemonics	Operands	Example and explanation
+	Two arguments	= 5 + B1 Adds the first argument's value to the value of the second argument.
-	Two arguments	= A5 - B1 Subtracts the second argument's value from the value of the first one.
*	Two arguments	= A2 * A3 Multiplies the first argument's value by the value of the second argument.
/	Two arguments	= A1 / PI() Divides the first argument's value by the value of the second argument.
^	Two arguments	= B1 ^ A2 Raises the first argument's value to the power determined by the second argument's value.

Logical operators

Logical operators perform comparison operations and return a logical value (TRUE or FALSE) as a result.

Mnemonics	Operands	Example and explanation
=	Two arguments of logical types	= A1=A2 The equality operation. Returns TRUE if the first argument is equal to the second one. Otherwise, returns FALSE.
<>	Two arguments of logical types	= A1<>B2 The inequality operation. Returns TRUE if values within the list are not equal. Otherwise, returns FALSE.
<	Two arguments of logical types	= A1<B1 The "Less than" operation. Returns TRUE if the first argument is less than the second one. Otherwise, returns FALSE.
>	Two arguments of logical types	= A1>100 The "Greater than" operation. Returns TRUE if the first argument is greater than the second one. Otherwise, returns FALSE.
<=	Two arguments of logical types	= A2<=C4 The "Less than or equal to" operation. Returns TRUE if the first argument is less than or equal to the second one. Otherwise, returns FALSE.
>=	Two arguments of logical types	= A2>=1.57 The "Greater than or equal to" operation. Returns TRUE if the first argument is greater than or equal to the second one. Otherwise, returns FALSE.

Arithmetic functions

A set of mathematic and trigonometric functions.

Mnemonics	Operands	Action
ABS	One argument of double type	=ABS(B6) Returns the absolute value.
ACOS	One argument of double type	=ACOS(B16) Returns the arccosine.
ACOSH	One argument of double type	=ACOSH(A1) Returns the inverse hyperbolic cosine.
ASIN	One argument of double type	=ASIN(B6) Returns the arcsine.

ASINH	One argument of double type	=ASINH(C2) Returns the inverse hyperbolic sine of the argument.
ATAN	One argument of double type	=ATAN(C5) Returns the arctangent.
ATAN2	Two arguments of double type	=ATAN2(A1, A2) Returns the arctangent using x- and y- coordinates.
ATANH	One argument of double type	=ATANH(D4) Returns the inverse hyperbolic tangent.
CEILING	Two argument of double type	=CEILING(2.5, 1) Rounds the first argument up to the nearest multiple based on the significance specified by the second argument.
COS	One argument of double type	=COS(A1) Returns the cosine.
COSH	One argument of double type	=COSH(D7) Returns the hyperbolic cosine
COUNTIF	Two arguments: the range of cells and the condition of type string	=COUNTIF(A1:A7,">2") Counts the number of non blank cells within a range which meet a given condition.
DEGREES	One argument of double type that specifies angle in radians	=DEGREES(PI()/2) Converts radians to degrees.
EVEN	One argument of double type	=EVEN(-1) Rounds the argument up to the nearest even integer.
EXP	One argument of double type	=EXP(C1) Returns the exponent value of the argument
FACT	One nonnegative argument	=FACT(2) Returns the factorial of the argument.
FLOOR	Two arguments of double type	=FLOOR(-2.5, -2) Rounds the first argument down, towards zero, to the nearest multiple of the significance specified by the second argument.
INT	Argument of type double	=INT(E4) Rounds the argument down to the nearest integer.

LN	One argument of double type	=LN(C1) Returns the natural logarithm.
LOG	Two arguments: the number and the base	=LOG(100, 10) Returns the logarithm of a number to the specified base.
LOG10	One argument of double type	=LOG10(1000) Returns the base-10 logarithm of the argument.
MOD	Two arguments: a number and divisor	=MOD(4,3) Returns the remainder after the number is divided by the divisor.
ODD	One argument of double type	=ODD(3.5) Rounds the argument up to the nearest odd integer.
PI	No arguments required	=PI() Returns the value of Pi.
POWER	Two arguments of double type: the number and the power	=POWER(A1,4) Raises the number to the base.
RADIANS	One argument of type double that specifies angle in degrees.	=RADIANS(180) Converts degrees to radians.
RAND	No arguments required	=RAND() Returns a random number between 0 and 1.
ROUND	Two arguments: the number of double type and the number of digits	=ROUND(20.57, 1) Rounds the first argument to the specified number of digits.
ROUNDDOWN	Two arguments of double type	=ROUNDDOWN(2.75,0) Rounds the argument toward zero. The first argument specifies a number to round up. The second argument defines the number of digits to which you want to round the first argument.
ROUNDUP	Two arguments of double type	=ROUNDUP(-3.42,1) Rounds the argument toward infinity. The first argument specifies a number to round up. The second argument defines the number of digits to which you want to round the first argument.

SIGN	One argument of double type	=SIGN(A2) Returns the sign.
SIN	One argument of double type	=SIN(A1) Returns the sine.
SINH	One argument of double type	=SINH(1) Returns the hyperbolic sine.
SQRT	One argument of double type	=SQRT(B5) Returns the square root.
SUM	A list of arguments	=SUM(A1:C12) =SUM(A1, 3.14, 1.57) Sums all the values in the list.
SUMSQ	A list of arguments	=SUMSQ(B1:D1) =SUM(1, 2, 3, 4) Sums the square of values in the list
TAN	One argument of double type	=TAN(C3) Returns the tangent.
TANH	One argument of double type	=TANH(0) Returns the hyperbolic tangent.
TRUNC	One argument of double type	=TRUNC(PI()) Returns the integer part. Compare this with the Int function, which returns a double

Statistical functions

Basic statistical functions.

Mnemonics	Operands	Example and explanation
AVERAGE	A list of arguments	=AVERAGE(A1:A5) =AVERAGE(10.3, 9.1) Calculates the average value of values within the list.
AVERAGEA	A list of arguments	=AVERAGEA(A1:A5) Calculates the average value of the non-empty cells referenced. AVERAGEA(range) equals SUM(range)/COUNTA(range).

COUNT	A list of arguments	=COUNT(A1:A4) =COUNT(1, 5, 8) Returns the number of cells in a given range.
COUNTA	A list of arguments	=COUNTA(A1:A4) Counts the number of non-empty cells in a given range.
COUNTBLANK	A list of arguments	=COUNTBLANK(A1:E1) Counts the number of empty cells.
MAX	A list of arguments	=MAX(A1:D1) =MAX(A1, 100, C2) Returns the largest argument value.
MIN	A list of arguments	=MIN(A1:D1) =MIN(0, C2) Returns the smallest argument value.
SUM	A list of arguments	=SUM(A1:C12) =SUM(A1, 3.14, 1.57) Sums values within the list.
SUMSQ	A list of arguments	=SUMSQ(B1:D1) =SUMSQ(1, 2, 3, 4) Sums squares of values within the list.

Logical functions

Logical functions take logical values as arguments and return a logical value as a result.

Mnemonics	Operands	Example and explanation
AND	A list of logical arguments	=AND(1<B4, B4<100) Logical AND operation. Returns TRUE if all values within the list are TRUE; returns FALSE if one or more values within the list evaluates to FALSE.
FALSE	No arguments required	=FALSE() Returns the logical value FALSE.

IF	Three arguments: the logical expression, the value to return if the expression succeeds, the value to return the expression fails.	=IF(A10<=100, "Within budget", "Over budget") Returns the second argument if the logical expression evaluates to TRUE and the third argument otherwise.
NOT	One argument of logical type	=NOT(1>D4) Logical NOT operation. Reverses the value of its argument.
OR	A list of logical arguments	=OR(A1>=10, A1<=-10) Logical OR operation. Returns TRUE if any argument is TRUE; returns FALSE if all values within the list evaluate to FALSE.
TRUE	No arguments required.	=TRUE() Returns the logical value TRUE.

Date and Time functions

Mnemonics	Operands	Example and explanation
DATE	Three operands defining the year, month and day.	=DATE(1900,1,1) Calculates the serial number that represents a specified date.
DAY	One argument defining the serial number of the required date.	=DAY(TODAY()) Returns the day portion of a given date.
HOUR	One argument defining the serial number of the required date/time value.	=HOUR(NOW()) Returns the hour portion of a given date/time value.
MONTH	One argument defining the serial number of the required date.	=MONTH(TODAY()) Returns the month portion of a given date.

MINUTE	One argument defining the serial number of the required date/time value.	=MINUTE(NOW()) Returns the minutes portion of a given date/time value.
NOW	No arguments required.	=NOW() Returns the current time in general format. You can apply further formatting to the result of the function.
SECOND	One argument defining the serial number of the required date/time value.	=SECOND(NOW()) Returns the seconds portion of a given date/time value.
TIME	Three arguments defining hour, minute and second parts of a time value.	=TIME(16, 48, 10) Returns a decimal number for a specified time.
TODAY	No arguments required.	=TODAY() Returns the serial number of the current date.
WEEKDAY	Two arguments: the serial number of the required date, weekday base.	=WEEKDAY(TODAY()) =WEEKDAY(2002, 12, 1, 1) Returns the day of the week corresponding to the specified date. The weekday base identifies the first day of the week and determines the return value type: <i>1 or omitted: the first day of the week is Sunday.</i> The function returns 1 for Sunday, 2 for Monday, etc. <i>2: the first day of the week is Monday.</i> The function returns 1 for Monday, 2 for Tuesday, etc. <i>3: the first day of the week is Monday.</i> The function returns 0 for Monday, 1 for Tuesday, etc.
YEAR	One argument defining the serial number of the required date.	=YEAR(TODAY()) Returns the year portion of a given date.

Text functions

Key	Operands	Example and explanation
& (ampersand)	Two arguments of type string	= "doogie"&"PIM" Concatenates specified strings.
CONCATENATE	A list of strings	=CONCATENATE("BiteSpire", "Software") Joins several text strings in one text string. An alternative to "&".
DOLLAR	Two arguments defining the value and the number of digits to the right of the decimal point in the output string.	=DOLLAR(957.344, 2) Converts the number to text using currency format \$#,##0.00_);(\$#,##0.00), with the decimals rounded to the specified number of places.
FIXED	The first argument of type double is required. The second argument of type integer is optional (the default value is 2). The third argument of type Boolean is optional	=FIXED(1234.567, 1) Rounds the first argument to the number of decimals determined by the second argument and returns it as a string. The third parameter specifies whether to omit commas in the output string.
LEFT	The first argument of type string is required. The second argument of type integer is optional.	=LEFT(A1) =LEFT(A1, 3) Returns the first character or characters in a text string. The second parameter defines the number of characters to extract. The default value is 1
LEN	One argument of type string.	=LEN("ABC") Returns the length of a given string.
LOWER	One argument of type string.	=LOWER(A1) Converts a string to lowercase.

MID	The first argument is of type string, the second and the third arguments are of type integer.	=MID("ABC",3,1) Returns the substring of a given text string. The position of the substring is defined by the second parameter. The third parameter specifies the number of characters to extract.
RIGHT	The first argument of type string is required. The second argument of type integer is optional	=RIGHT(B2, 3) Returns the last character or characters in a text string. The second parameter defines the number of characters to extract. The default value is 1.
TRIM	One argument of string type	=TRIM(" BiteSpire Soft ware ") Removes all spaces from text except for single spaces between words.
UPPER	One argument of type string.	=UPPER(A1&A2) Converts a string to uppercase.

"IS" functions

Functions which test the type of a value and return a Boolean result.

Mnemonics	Operands	Example and explanation
ISBLANK	A value of any type	=ISBLANK(A1) Returns TRUE if cell is empty.
ISERR	A value of any type	=ISERR(H1) Returns TRUE if the cell contains any error value except #N/A.
ISERROR	A value of any type	=ISERROR(A7) Returns TRUE if the cell contains any error value (#N/A, #VALUE!, #REF!, #DIV/0!, #NUM!, #NAME?, or #NULL!).
ISLOGICAL	A value of any type	=ISLOGICAL(C3) Returns TRUE if the specified value refers to a logical value.
ISNA	A value of any type	=ISNA(E5) Returns TRUE if the cell contains #N/A (value not available) error value.

ISNONTEXT	A value of any type	=ISNONTEXT(D4) Returns TRUE if the cell does not contain text. Returns TRUE for blank cells
ISNUMBER	A value of any type	=ISNUMBER(A2) Returns TRUE if the cell contains a number.
ISTEXT	A value of any type	=ISTEXT(D1) Returns TRUE if the specified cell contains text.

Related Topics

Managing General Transaction Records

General transaction records or items, in doogiePIM, can be added, edited and deleted. Each operation can be done only when you are in the Finance section.

To Go To The Finance Section

Either:

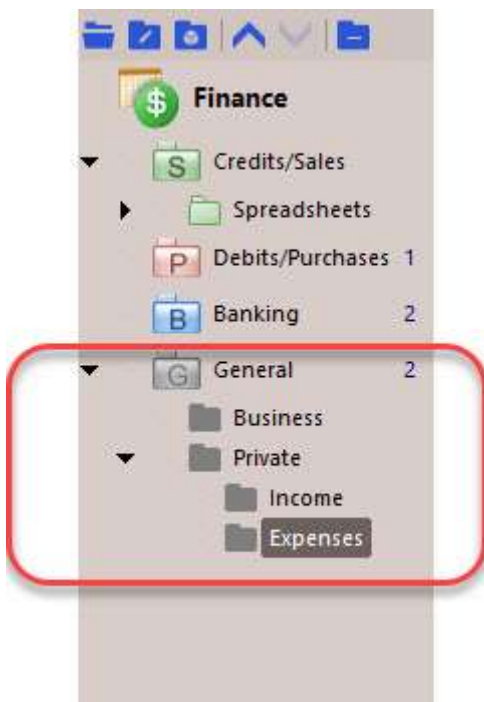
► Choose from the Main Menu "**File/Go To Section/Finance**", or



► Click on the Main Section Toolbar icon: **Finance**

To Add A New General Transaction

First ensure you have selected a "**General**" folder from the Navigator.



By default, these folders are the grey folders, but may be customized in colour and text format, then either;

► Choose from the Main Menu "**Transactions/Add a New General Transaction**", or

► Right Click on the Transactions List and choose "**Add a new General Transaction**", or

► Click on the Transaction items toolbar icon:  "**Add a New General Transaction**"

With the record's details window is open, fill in the input boxes and edit the details as needed:

The custom fields are for your own use. You could use these for any purpose you wish. You are free to change the label text of the custom fields in the **Settings and Preferences**.

When you are satisfied with the details you have entered, click on **Save** to save the details or click on **Cancel** to cancel any changes made.

 **To Select A Transaction**

► Left click on the Transactions List where the Transaction Record is displayed. The record is selected when it's highlight colour is shown.

The screenshot shows the 'Transactions List' at the top, which is a table with columns: Reference, Resource, Contact, Description, Date, Quantity, Net, Tax, and Gross. Two records are visible, both dated 10/14/2010. The second record is highlighted. Below the list is a search bar and a 'General Transactions' section. The 'Transaction Details' tab is active, showing fields for Reference (101014210149), Type, Description, Other Reference, Transaction Date (10/14/2010 9:01 PM), Contact, and Resource. Below these are financial fields: Paid (\$0.00), Outstanding (\$0.00), and Other (\$0.00). At the bottom are three text fields labeled Text 1, Text 2, and Text 3.

Reference	Resource	Contact	Description	Date	Quantity	Net	Tax	Gross
101014...				10/14/20...	1	\$10.00	\$0.00	\$10.00
101014...				10/14/20...	5	\$90.00	\$0.00	\$90.00

Search Reference Contains

General Transactions

Transaction Details Transactions All Related Links

Reference 101014210149 Folder stored in General

Type

Description

Other Reference

Transaction Date 10/14/2010 9:01 PM

Contact

Resource

Paid \$0.00

Outstanding \$0.00

Other \$0.00

Text 1

Text 2

Text 3

To Edit An Existing Transaction's Details


Either:

- Choose from the Main Menu "**Transaction/Edit Selected Transaction**", or
- Click on the Records Toolbar icon: **Edit Selected Transaction** (located above the Transactions List), or
- Double Click on the Transaction in list view.

The operation of editing is the same as adding. See the details above for more information.

To Delete An Existing Transaction

Either:

- ▶ Choose from the Main Menu "**Transaction/Delete Selected Transactions**", or
- ▶ Click on the Records Toolbar icon:  **Delete Selected Transactions** (located above the Transactions List)

Related Topics

[Introduction to Finance](#)

[Managing Sales Transaction Records](#)

[Managing Purchase Transaction Records](#)

[Managing Banking Transaction Records](#)

[Searching Transactions](#)

Managing Sales Transaction Records

Sales transaction records or items, in doogiePIM, can be added, edited and deleted. Each operation can be done only when you are in the Finance section.



To Go To The Finance Section

Either:

► Choose from the Main Menu "**File/Go To Section/Finance**", or



► Click on the Main Section Toolbar icon: **Finance**



To Add A New Sales Transaction

First ensure you have selected a "**Sales**" folder from the Navigator.



By default, these folders are the green folders, but may be customized in colour and text format, then either;

► Choose from the Main Menu "**Transactions/Add a New Sales Transaction**", or

► Right Click on the Transactions List and choose "**Add a new Sales Transaction**", or

► Click on the Transaction items toolbar icon:  "**Add a New Sales Transaction**"

With the record's details window is open, fill in the input boxes and edit the details as needed:

Add/Edit Sales Transactions

Albert V Packer

Folder **Sales**

Reference

Edit Contact

Flag **Not Flagged**

Contact Address

Business Home Other

9999 Albert Road
Shreveport
LA
5455-888
USA

Transaction Date
9/22/2016 8:53 AM

Dispatch Date
9/26/2016

Dispatch Method
Post Air Mail

Payment Details

Choose Payment Status **MS Win 10**

Amount Paid

Amount Outstanding

Order Details

Num	Type	Category	Resource ID	Name	Description	Qty	Unit Cost	Tax%
1	<input checked="" type="checkbox"/>	...	<input checked="" type="checkbox"/>	DOCTOR ZHIVAGO	doogiePIM	3	\$69.00	<input checked="" type="checkbox"/> 0
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edgar Allan Poe	MS Win 10	3	129	<input checked="" type="checkbox"/> 0

+ Add New Line **X Delete Line**

Help


When you are satisfied with the details you have entered, click on **Save** to save the details or click on **Cancel** to cancel any changes made.

To Select A Sales Transaction

► Left click on the Transactions List where the Transaction Record is displayed. The record is selected when it's highlight colour is shown. Only the main transaction is displayed in the list grid. In order to see the details lines of the Sale, look at the lower part of the display where the details tabs are located and click on the "Transactions" tab. This lower grid will then display the product transaction lines inside that Sale.

To Edit An Existing Sales Transaction's Details

Either:


- Choose from the Main Menu "**Transaction/Edit Selected Transaction**", or
- Click on the Records Toolbar icon:  **Edit Selected Transaction** (located above the Transactions List), or
- Double Click on the Transaction in list view.

The operation of editing is the same as adding. See the details above for more information.



To Delete An Existing Sales Transaction

Either:

- ▶ Choose from the Main Menu "**Transaction/Delete Selected Transactions**", or
- ▶ Click on the Records Toolbar icon:  **Delete Selected Transactions** (located above the Transactions List)

Related Topics

[Introduction to Finance](#)

[Managing General Transaction Records](#)

[Managing Purchase Transaction Records](#)

[Managing Banking Transaction Records](#)

[Searching Transactions](#)

Managing Purchase Transaction Records

Purchase transaction records or items, in doogiePIM, can be added, edited and deleted. Each operation can be done only when you are in the Finance section.

To Go To The Finance Section

Either:

► Choose from the Main Menu "**File/Go To Section/Finance**", or



► Click on the Main Section Toolbar icon: **Finance**

To Add A New Purchase Transaction

First ensure you have selected a "**Purchases**" folder from the Navigator.



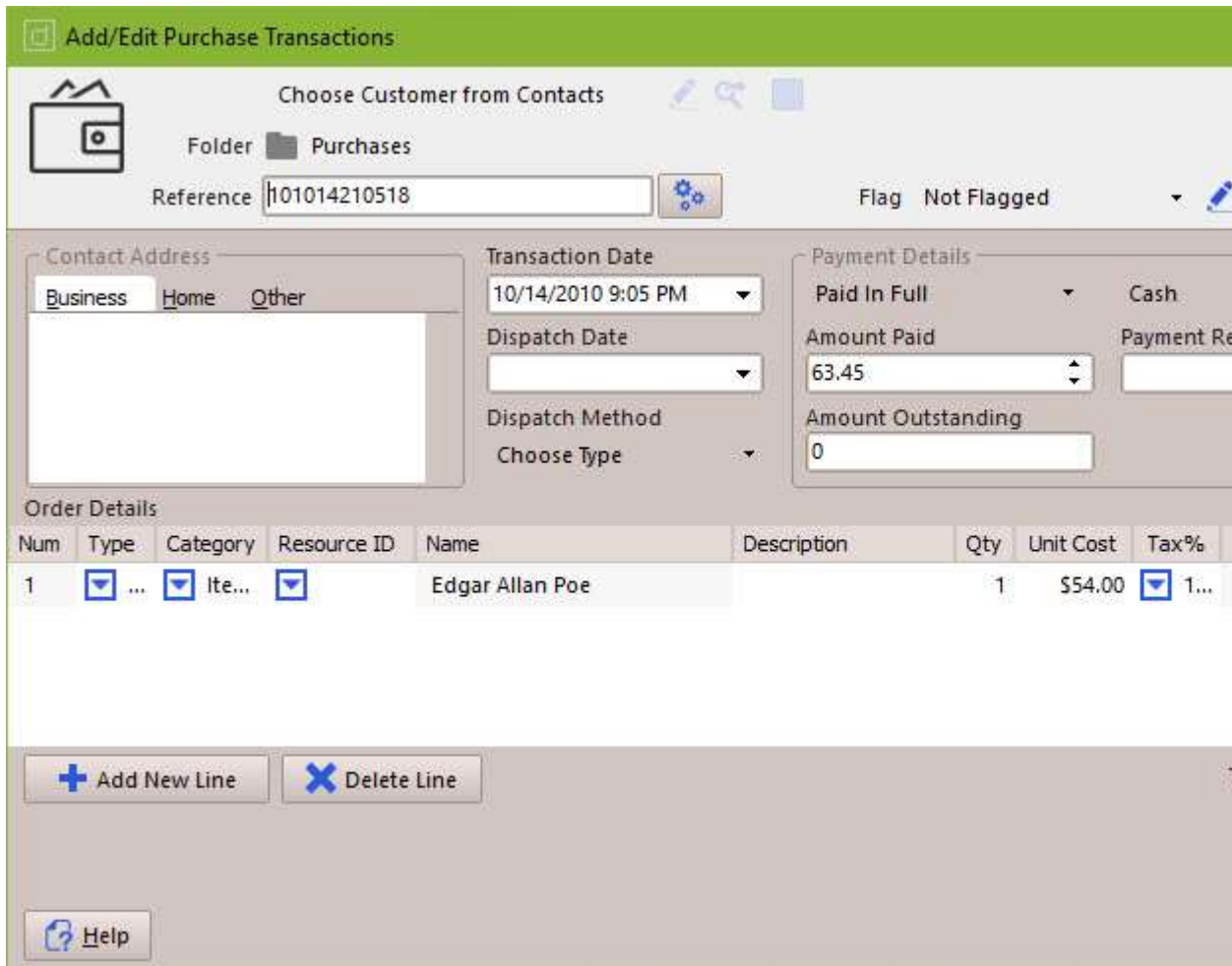
By default, these folders are the orange folders, but may be customized in colour and text format, then either;

► Choose from the Main Menu "**Transactions/Add a New Purchase Transaction**", or

► Right Click on the Transactions List and choose "**Add a new Purchase Transaction**", or


► Click on the Transaction items toolbar icon:  "Add a New Purchase Transaction"

With the record's details window is open, fill in the input boxes and edit the details as needed:



Add/Edit Purchase Transactions

Choose Customer from Contacts

Folder  Purchases

Reference

Flag Not Flagged

Contact Address

Business Home Other

Transaction Date 10/14/2010 9:05 PM

Dispatch Date

Dispatch Method Choose Type

Payment Details

Paid In Full Cash

Amount Paid 63.45

Amount Outstanding 0

Order Details

Num	Type	Category	Resource ID	Name	Description	Qty	Unit Cost	Tax%	
1	...	Ite...		Edgar Allan Poe		1	\$54.00	1...	

+ Add New Line X Delete Line

Help


When you are satisfied with the details you have entered, click on **Save** to save the details or click on **Cancel** to cancel any changes made.

To Select A Purchase Transaction

► Left click on the Transactions List where the Transaction Record is displayed. The record is selected when it's highlight colour is shown.
Only the main transaction is displayed in the list grid. In order to see the details lines of the Sale, look at the lower part of the display where the details tabs are located and click on the "Transactions" tab. This lower grid will then display the product transaction lines inside that Purchase.

To Edit An Existing Purchase Transaction's Details


Either:

- ▶ Choose from the Main Menu "**Transaction/Edit Selected Transaction**", or
- ▶ Click on the Records Toolbar icon:  **Edit Selected Transaction** (located above the Transactions List), or
- ▶ Double Click on the Transaction in list view.

The operation of editing is the same as adding. See the details above for more information.

To Delete An Existing Purchase Transaction

Either:

- ▶ Choose from the Main Menu "**Transaction/Delete Selected Transactions**", or
- ▶ Click on the Records Toolbar icon:  **Delete Selected Transactions** (located above the Transactions List)

Related Topics

[Introduction to Finance](#)

[Managing General Transaction Records](#)

[Managing Sales Transaction Records](#)

[Managing Banking Transaction Records](#)

[Searching Transactions](#)

Managing Banking Transaction Records

Banking transaction records or items, in doogiePIM, can be added, edited and deleted. Each operation can be done only when you are in the Finance section.

To Go To The Finance Section

Either:

► Choose from the Main Menu "**File/Go To Section/Finance**", or



► Click on the Main Section Toolbar icon: **Finance**

To Add A New Banking Transaction

First ensure you have selected a "**Banking**" folder from the Navigator.



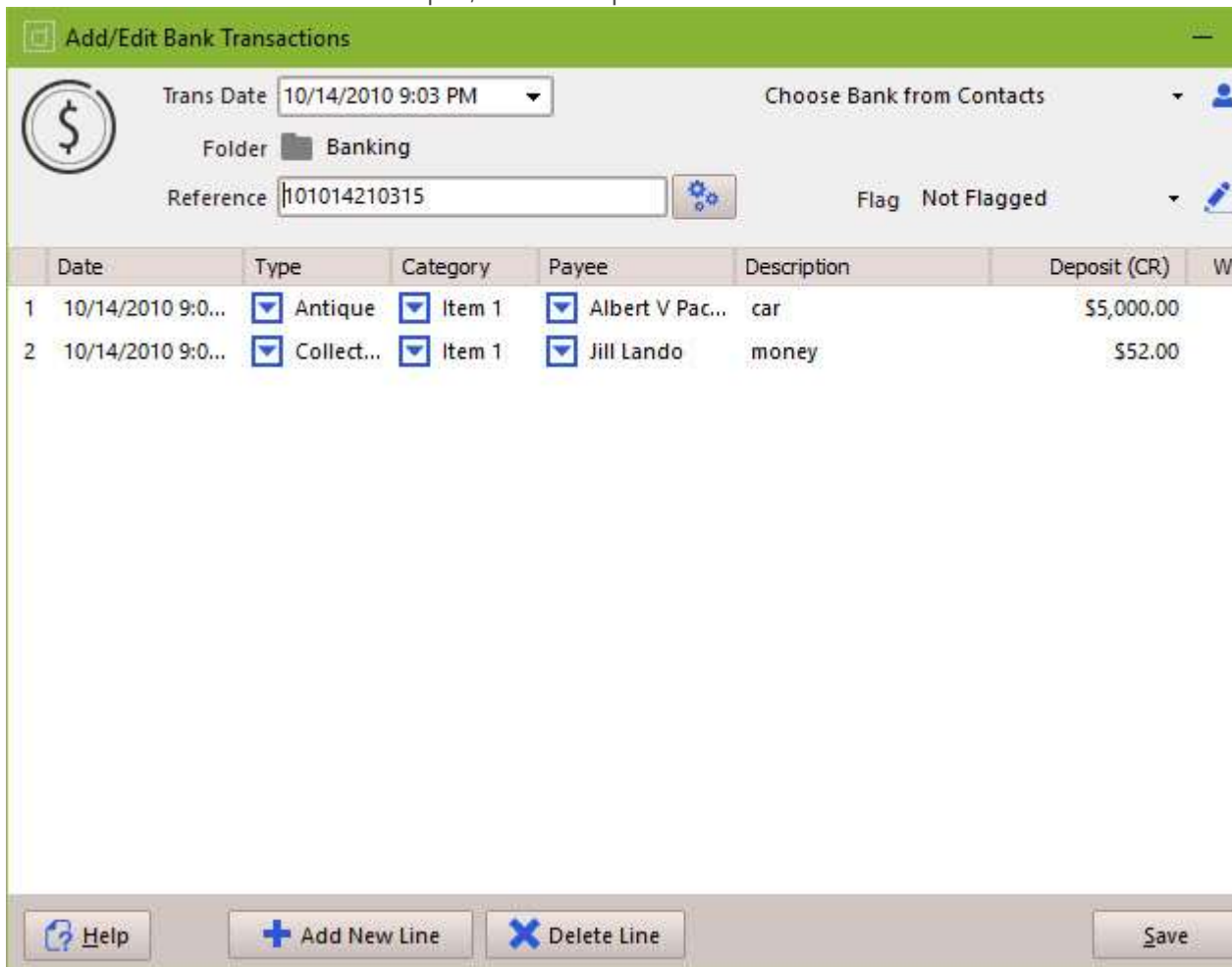
By default, these folders are the blue folders, but may be customized in colour and text format, then either;

► Choose from the Main Menu "**Transactions/Add New Bank Transactions**", or

► Right Click on the Transactions List and choose "**Add new Bank Transactions**", or

► Click on the Transaction items toolbar icon:  **"Add New Bank Transactions"**

With the record's details window is open, fill in the input boxes and edit the details as needed:



	Date	Type	Category	Payee	Description	Deposit (CR)	Width
1	10/14/2010 9:03 PM	Antique	Item 1	Albert V Pac...	car	\$5,000.00	
2	10/14/2010 9:03 PM	Collect...	Item 1	Jill Lando	money	\$52.00	

When you are satisfied with the details you have entered, click on **Save** to save the details or click on **Cancel** to cancel any changes made.

To Select A Banking Transaction

► Left click on the Transactions List where the Transaction Record is displayed. The record is selected when it's highlight colour is shown.

To Edit An Existing Bank Transaction's Details

Either:



- Choose from the Main Menu "**Transaction/Edit Selected Transaction**", or
- Click on the Records Toolbar icon: **Edit Selected Transaction** (located above the Transactions List), or
- Double Click on the Transaction in list view.

The operation of editing is the same as adding. See the details above for more information.



To Delete An Existing Purchase Transaction

Either:

- ▶ Choose from the Main Menu icon:  **"Transaction/Delete Selected Transactions"**, or
- ▶ Click on the Records Toolbar icon:  **Delete Selected Transactions** (located above the Transactions List)

Related Topics

[Introduction to Finance](#)

[Managing General Transaction Records](#)

[Managing Sales Transaction Records](#)

[Managing Purchase Transaction Records](#)

[Searching Transactions](#)

Searching Transactions

The records in doogiePIM can be searched for in the relevant section for the currently selected folder by using the quick search facility located under the [List View](#) or the [Card View](#). If you want a more advanced search or a list of matching items for exporting, then you could use the Database Search.

♥ See [Database Search](#) for more information.

The search is case-insensitive. This means if you searched for "**smith**", then the system will find "**Smith**" and "**SMITH**". [Regular Expressions](#) are also supported

Enter the search text:

SMITH

A normal search term so doogiePIM will find items that match **SMITH**.

Enter the regular expression search text:

(smith|jones)

This is a regular expression search. Here the example searches for items matching **smith** or **jones**.

♥ See [Syntax of Regular Expressions](#) for more information.

The Quick Search bar that is located under section list views.



To Use the Quick Search

1. Choose from the "**Search in**" blue drop down text by clicking on the blue underlined text and choose the field you want to search in. If you are not sure which field to search in then choose "**All Columns**" from the list of choices.

2. Click on the matching type (next blue text) to change the way the search text matches the field:

Contains

Matches text inside text, eg: "**BiteSpire**" with match against "**Made by BiteSpire Software**"

Start with

Matches text that starts with text, eg: "**BiteSpire**" with match against "**BiteSpire Software**" but not "**Visit BiteSpire Software**".

Ends With

Matches text that ends with text, eg: "**BiteSpire**" with match against "**Made by BiteSpire**" but not "**BiteSpire Software**".

RegExpr

Matches the text using a regular expression.

♥ See [Regular Expressions](#) for more information.

3. Enter the text you wish to search for in the input box "**Text**".
4. Click on the **Find First** button on the right of the "search for" input box, to locate the first matching item in the list. Pressing Enter on your keyboard also activates this command.
5. Click on the **Find Next** button on the right of the "search for" input box, to locate the next matching item in the list.

If any item is found that matches your criteria, the appropriate record is automatically selected so the details are displayed in the item's information area. If no record is found, a warning dialog is displayed accordingly.

Related Topics

[Introduction to Finance](#)

[Managing General Transaction Records](#)

[Managing Sales Transaction Records](#)

[Managing Purchase Transaction Records](#)

[Managing Banking Transaction Records](#)

Introduction to Noteboard

Noteboard is a diagramming and note block tool used to outline ideas and structures. You can use Noteboard to outline a family tree or an organizational structure. You may even use Noteboard to make simple diagrams to outline a web site. The little blocks can contain rich formatted text or images. Think of them like little notes that you can move around and resize on your desktop.

Why Use A Noteboard?

A visual diagram is much easier to understand than a list of text. That is why software uses icons. It is quicker to commit the image of a command than to parse and understand text. Our brains work faster when confronted with an image.

In a simple example, read the following text:

"Michael Jones is married to Amy. They had a son called Ted who married Linda. Ted and Linda gave birth to Harry. Harry is now a proud father of Tim."

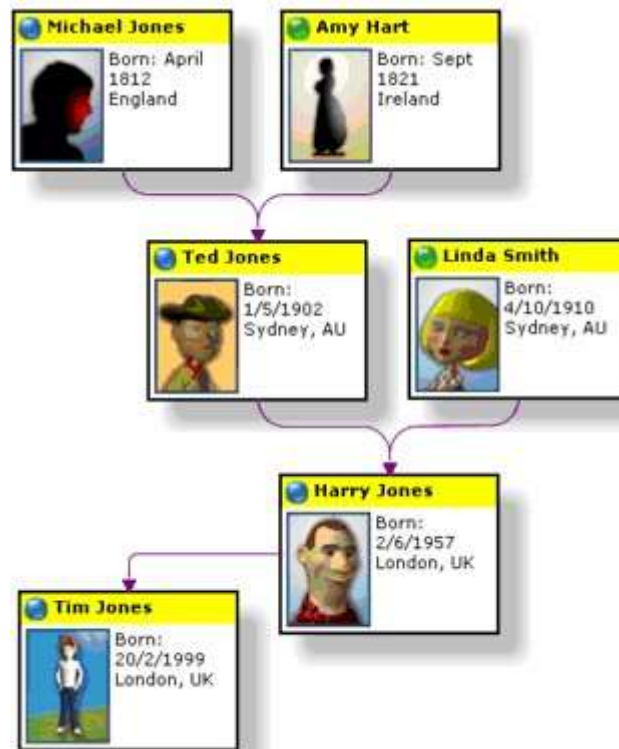
Now you've read it, answer the following question...

Who is the mother of Harry Jones?

You couldn't answer this question unless you could visualize the family tree in your mind or write it down. Typically you would probably create mental memory cells to store each part of the question and it's associated properties. Then you would visualize which cell links to another. You could easily visualize that Michael Jones is the father of Ted, but it is much more difficult to visualize who is the mother of Harry.

However, if we use Noteboard to make a diagram, it is very clear to see the answer to the question.

We can clearly see, in the following Noteboard example, the Harry Jones Block and above it are connector lines that link Ted Jones and Linda Smith. So we know that Linda is the mother.



Obviously this is a very simple example. You could use a Noteboard to visualize all sorts of structures. The Blocks in a diagram can be linked to multiple Blocks giving a better overview of an idea.

Related Topics

[Managing Noteboard](#)

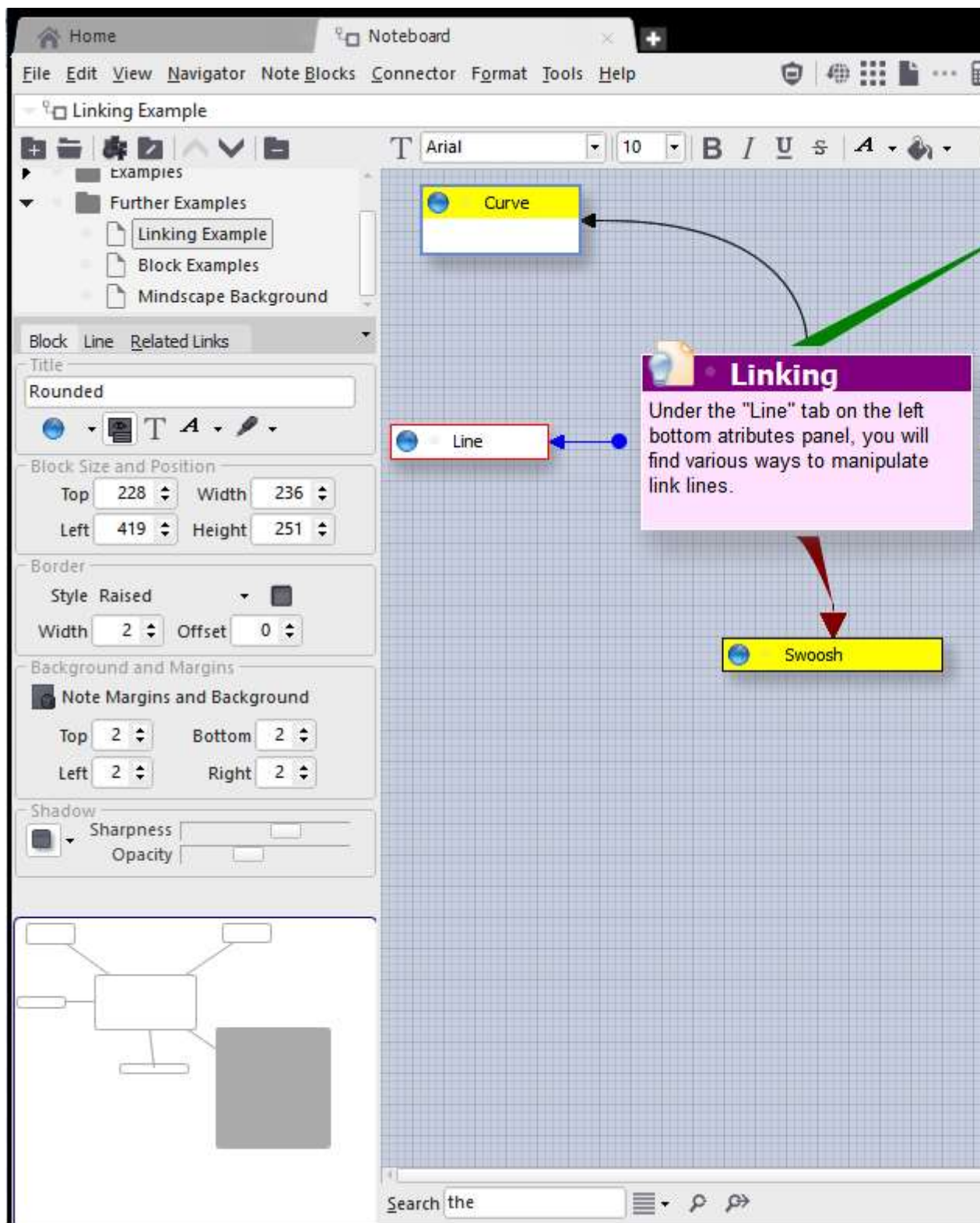
[Exporting Noteboards](#)

[Noteboard Editor](#)

Managing Noteboard

You can have as many Noteboards as you wish. They are organized in the Navigator on the left hand side of the Noteboard display area. By using the navigator, Noteboards can be created, deleted or moved into different folders.

♥ See [Folders](#) for more information on using the Navigator.



Creating or editing a Noteboard is done in the right hand side of the Noteboard window, next to the Navigator tree, in a similar way to editing Notes. The Noteboard editor is immediately available for you to start jotting down those ideas.

To Add A New Noteboard

Either:

- Right click on the Folders Navigator choose "**Add A New Noteboard**", or
- Click on the Navigator Toolbar icon:



or

- Press the keyboard shortcut: **Ctrl+N**

To Edit An Existing Noteboard

- Select the Noteboard you wish to edit by left clicking on it's name in the Navigator. You may need to open and navigate your folders to locate the one you want. After selecting, the Noteboard is then loaded and displayed on the right hand side ready for managing.


♥ See [Noteboard Editor](#) for further information.

To Delete An Existing Noteboard

First select the Noteboard you wish to delete, the Noteboard name should be highlighted in the Navigator, then;

Either:

- Choose from the Main Menu "**Navigators/Delete**", or
- Right Click on the Navigator and choose "**Delete**", or

- Click on the Folders Navigator Toolbar icon:  or

- Press the keyboard shortcut: **Del**

Related Topics

[Introduction to Noteboards](#)

[Exporting Noteboards](#)

[Noteboard Editor](#)

Exporting Noteboards and Note Blocks

You can export a whole Noteboard document to a bitmap or HTML for other uses, eg: Use on your web site or you could export the single Note Blocks to RTF, HTML, or Plain Text.



To Export A Noteboard

First, select the Noteboard you wish to export by left clicking on it's name in the Navigator. You may need to open and navigate your folders to locate the one you want. After selecting, the Noteboard is then loaded and displayed on the right hand side ready for exporting.

► From the main menu choose "**File/Export/Noteboard Canvas**".

The standard save dialog is then displayed. Choose a folder and **filename** for the exported document and choose which **file type** you want from the file types combo box. Then click on **Save** to create the new document.



To Export A Note Block

First, select the Note Block you wish to export by left clicking on it's name in the Noteboard Canvas area.

♥ See [Managing Note Block Selection](#) for more information.

► From the main menu choose "**File/Export/Noteboard Note Block**".

The standard save dialog is then displayed. Choose a folder and **filename** for the exported document and choose which **file type** you want from the file types combo box. Then click on **Save** to create the new document.

Related Topics

[Introduction to Noteboards](#)

[Managing Noteboards](#)

[Noteboard Editor](#)

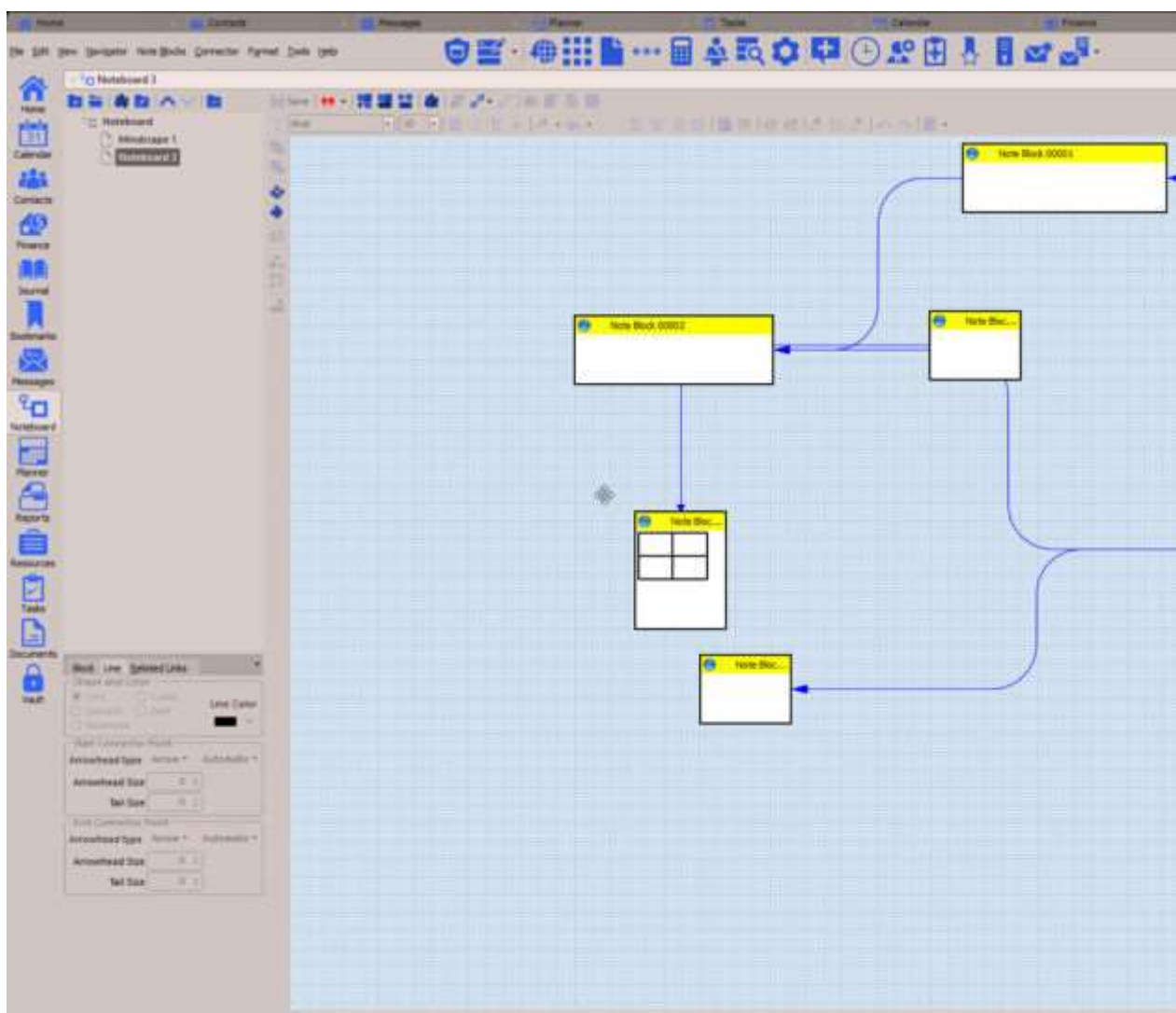
Noteboard Editor

Creating or editing a Noteboard is done in the Noteboard section. On the right hand side of the section window in the Noteboard canvas where Note Blocks are created and edited.

All of the main drawing of the Blocks is done in the canvas area. On the bottom of the editor is the property panels used for fine tuning content and showing related links.

The Note Blocks contained in the selected Noteboard is listed under the Navigator as a list. When you select a block the corresponding block in the list is also selected automatically.

An overview of the Noteboard Editor



Related Topics


[Introduction to Noteboards](#)

[Managing Noteboards](#)

[Exporting](#)

Arranging Blocks

Blocks can be arranged to suit your needs. You can move Blocks around the canvas area and you can bring the Block to the front or send it to the back of other Blocks.

There are other options, not immediately apparent, for example, rotating Blocks around a Block, in a sort of roundabout fashion, or you could randomly scatter Blocks  around the canvas. Sometimes a random scatter can fire up a new idea.

When arranging Blocks, you must first select the Blocks you want to affect. Some operations can be done on one Block, while others require more than one Block, ie: Rotate Blocks.

♥ See [Managing Block Selection](#) for further information.



To Send A Block To The Back Of Other Blocks

- ▶ Left click on the Main toolbar icon "**Send To Back**", or
- ▶ Right click on a selected Block and choose "**Send To Back**"



To Bring A Block Forward To The Front Of Other Blocks

- ▶ Left click on the Main toolbar icon "**Bring To Front**", or
- ▶ Right click on a selected Block and choose "**Bring To Front**"



Related Topics

[Block Properties](#)

[Linking Blocks](#)

[Connector Line Properties](#)

[Editing Block Text Contents](#)

[Connecting Blocks To Other Blocks](#)

[Managing Block Selection](#)

[Noteboard Canvas](#)

[Moving And Sizing Blocks](#)

[Navigating Blocks](#)

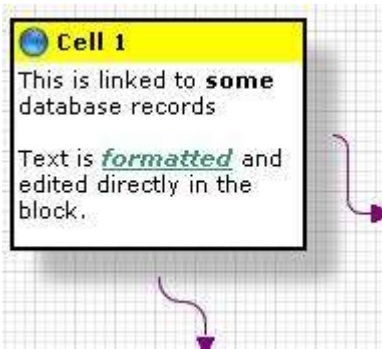
Block Properties

The properties of a Note Block can be seen using the property panels located on the right hand side of the Noteboard Editor.

When editing Blocks, you must first select the Block you want to change. Some editing operations can only be done on the current Block.

♥ See [Managing Block Selection](#) for further information.

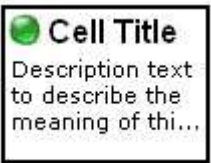
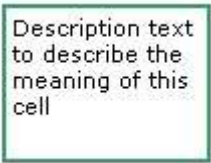
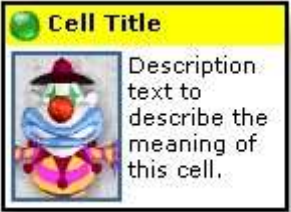
An Overview Of A Note Block




Each visual property of the block can be edited as needed. You can change the background colour, icon or you can hide certain parts of a Block, eg title or icon.

Tip: Shadows under Blocks requires heavy processing and could slow down the display of the Noteboard document.
It is recommended to only use shadows if you have a fast processor (2GHz or greater).

Here are some various examples of Blocks

	Title and description shown, but the title has been coloured the same background colour as the description. Shadow was switched off.
	Title hidden with a different border colour. Shadow was switched off.
	A block with an image. This was made by inserting a 2 column 1 row table inside the note block. The image was inserted in the first table cell, the text in the second.

	A Block with the description hidden. Shadow was switched off.
---	---

Related Topics[Arranging Blocks](#)[Linking Blocks](#)[Connector Line Properties](#)[Editing Block Text Contents](#)[Connecting Blocks To Other Blocks](#)[Managing Block Selection](#)[Noteboard Canvas](#)[Moving And Sizing Blocks](#)[Navigating Blocks](#)

Editing Block Text Contents

Each Block has a title and note content which can be editing. You can place any kind of rich formatted text into the content while the title can only be plain text.

When editing Blocks, you must first select the Block you want to change. Some editing operations can only be done on the current Block.

♥ See [Managing Block Selection](#) for further information.

To Edit The Title

First select the block you want to edit:

► Click on the **Block Properties** tab in the information area and edit the **Title** field.

You can enter any single line of plain text you wish. The block is immediately updated as you type the text.

To Edit The Block Rich Text Content

► Click on the content part of a Block (under the block's title).

You can enter any formatted rich text you wish.

♥ See [Notes Editor](#) for more information

Related Topics

[Arranging Blocks](#)

[Block Properties](#)

[Linking Blocks](#)

[Connector Line Properties](#)

[Connecting Blocks To Other Blocks](#)

[Managing Block Selection](#)

[Noteboard Canvas](#)

[Moving And Sizing Blocks](#)

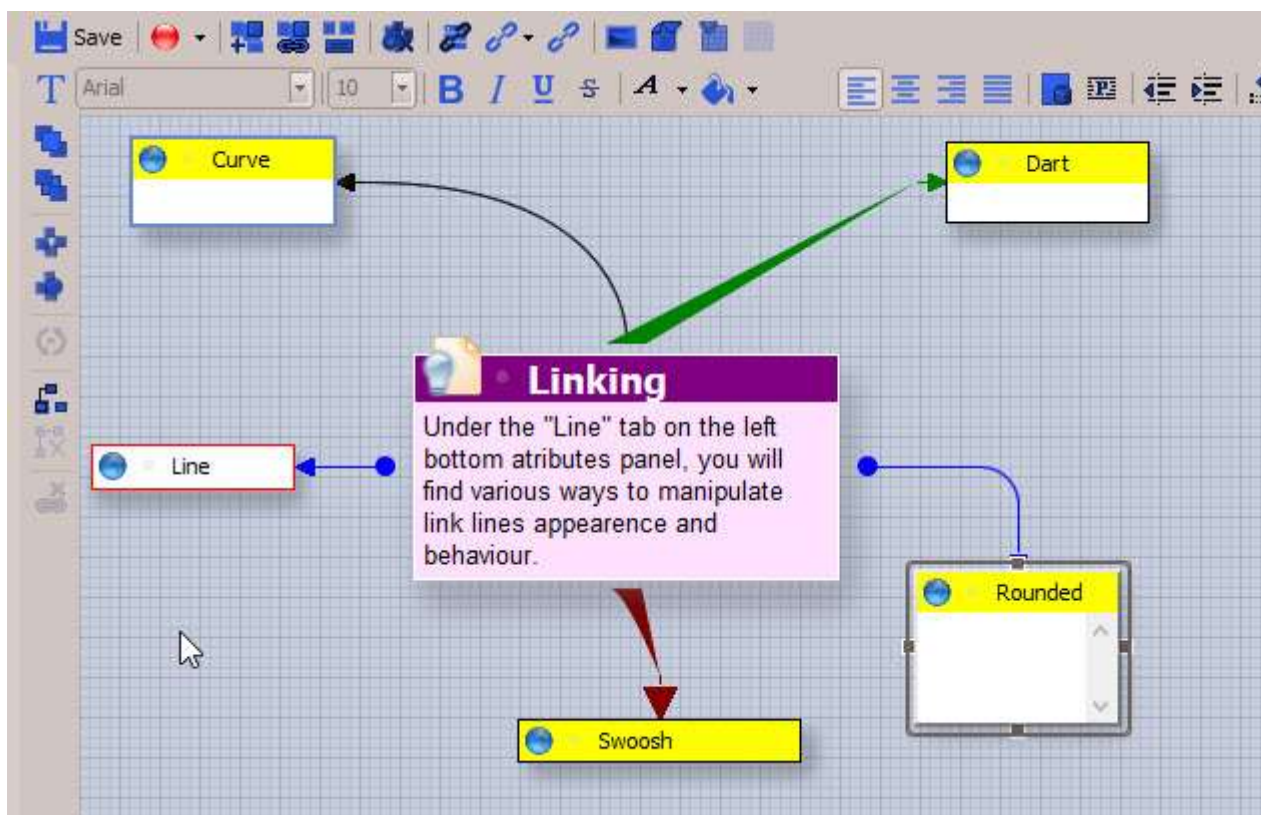
[Navigating Blocks](#)

Linking Blocks to Database Items

Note Blocks, in a Noteboard, can be linked to other database records such as Contacts or Notes. This enables you to expand the scope of the data by adding an extra dimension to enable a much more wider understanding.

Blocks can be linked to Contacts, Notes, Journals, Planner Events and Tasks.

In the Information area, there is a secondary tab called "**All Related Links**". Selecting this tab shows a list view of the links that are directly related to the Current Block. Some of the links are from other database items and some may be direct connections to an item. The links are grouped as per which section/item the linking belongs to.



♥ See [Related Links List](#) for more information

To Link A Block To A Database Item

First select a Block from the Noteboard Editor, so that's it is focused, then;
Either:

- ▶ Choose from the Main Menu "**Block/Link Block to a Database Item**", or
- ▶ Right Click on the Block and choose "**Link Block to a Database Item**" from the context menu.

♥ See [Linking Items Selector](#) for more information

Related Topics

[Arranging Blocks](#)

[Block Properties](#)

[Connector Line Properties](#)

[Editing Block Text Contents](#)

[Connecting Blocks To Other Blocks](#)

[Managing Block Selection](#)

[Noteboard Canvas](#)

[Moving And Sizing Blocks](#)

[Navigating Blocks](#)

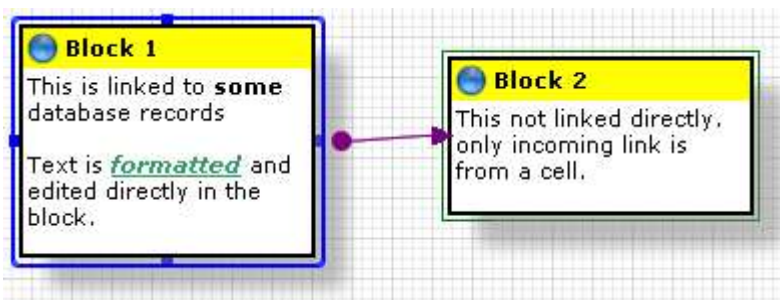
Connecting Blocks To Other Blocks

There are different ways to link Note Blocks together. You could link multiple blocks to a single block, link a single block to another single block or link a single block to multiple blocks.

The simplest way to link two blocks together with a connector line

Move your mouse over the top right hand side of a block and click on the linking icon that is shown on the title of the note block:

Now, the Noteboard is in "choose link" mode, so when you move your mouse over another block a temporary link line is shown. Left click on the block you want to link to, and a permanent connector line will be created. Click on the canvas blank area instead of a block to cancel.



The new connector line is the purple line. However, you can change the style and colour of it.

♥ See [Connector Line Properties](#) for more information.

Other ways to link blocks together



To Link Selected Blocks To Another Block

1. First select the block you want to link from:

♥ See [Managing block Selection](#) for further information.

- ▶ Click on the block's Toolbar icon "**Link Selected block To Another block**", or
- ▶ From the main menu choose "**Link Selected block To Another block**", or
- ▶ Right click on the block and choose "**Link Selected block To Another block**", or
- ▶ You could press the keyboard shortcut equivalent: **Ctrl+L**

A helper text will be shown on the editor canvas.

2. Now left click on the block you want to link to.

A new connector line will be drawn between the linked blocks.

♥ See [Connector Lines](#) for more information.

To Link The Current Block To All Selected Blocks

- ▶ Click on the Block's Toolbar icon "**Link Current Block To All Selected Blocks**", or
- ▶ From the main menu choose "**Link Current Block To All Selected Blocks**", or
- ▶ Right click on a Block and choose "**Link Current Block To All Selected Blocks**", or

New connector lines will be drawn between the linked Blocks.

♥ See [Connector Lines](#) for more information.

To Link All Selected Blocks To The Current Block

- ▶ Click on the Block's Toolbar icon "**Link All Selected Blocks To The Current Block**", or
- ▶ From the main menu choose "**Link All Selected Blocks To The Current Block**", or
- ▶ Right click on a Block and choose "**Link All Selected Blocks To The Current Block**", or

New connector lines will be drawn between the linked Blocks.

♥ See [Connector Lines](#) for more information.

Related Topics

[Arranging Blocks](#)

[Block Properties](#)

[Linking Blocks](#)

[Connector Line Properties](#)

[Editing Block Text Contents](#)

[Connecting Blocks To Other Blocks](#)

[Managing Block Selection](#)

[Noteboard Canvas](#)

[Moving And Sizing Blocks](#)

[Navigating Blocks](#)

Connector Line Properties

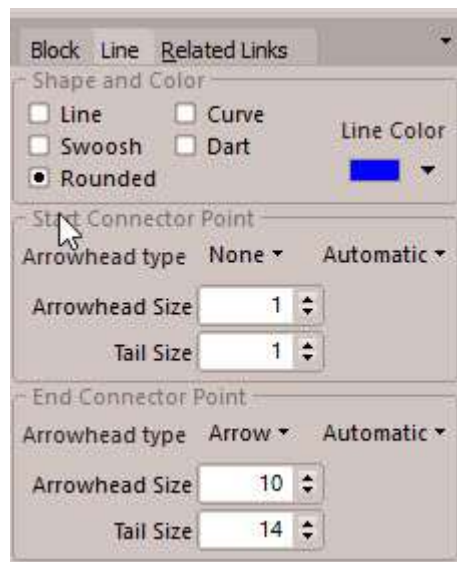
The connector lines are the visual lines that link Blocks. These connector lines can be drawn in different styles and colours with optional start and end arrows. The lines only show if the Block is connected. If a Block is not connected to another Block, then no connection line is drawn.

♥ See [Connecting Blocks](#) for more information.

To Edit Line Properties

First select the connector line you want to edit. Do this by left clicking near the start or end point of a connection in the editor canvas.

► Modify the values in the **Line Properties tab**, located on the bottom of the editor.



The screenshot shows the 'Line Properties' panel with three tabs: 'Block', 'Line', and 'Related Links'. The 'Line' tab is selected. The panel is divided into three sections: 'Shape and Color', 'Start Connector Point', and 'End Connector Point'. In the 'Shape and Color' section, there are checkboxes for 'Line', 'Curve', 'Swoosh', 'Dart', and 'Rounded' (which is selected). There is also a 'Line Color' dropdown menu showing a blue color. In the 'Start Connector Point' section, there is an 'Arrowhead type' dropdown menu with 'None' and 'Automatic' options, and two input fields for 'Arrowhead Size' (set to 1) and 'Tail Size' (set to 1). In the 'End Connector Point' section, there is an 'Arrowhead type' dropdown menu with 'Arrow' and 'Automatic' options, and two input fields for 'Arrowhead Size' (set to 10) and 'Tail Size' (set to 14).

Related Topics

[Arranging Blocks](#)

[Block Properties](#)

[Linking Blocks](#)

[Editing Block Text Contents](#)

[Connecting Blocks To Other Blocks](#)

[Managing Block Selection](#)

[Noteboard Canvas](#)

[Moving And Sizing Blocks](#)

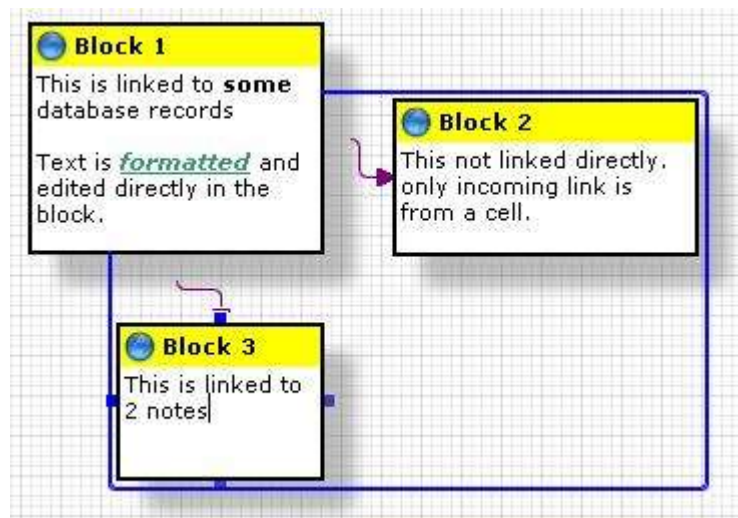
[Navigating Blocks](#)

Managing Note Block Selection

Note Blocks can be moved, sized and coloured using the tools provided by the Noteboard Editor. Selecting, moving and sizing blocks can be done with your mouse. If you have used any graphics software, you should have no problem in understanding how it works.

Selection of Blocks

When you select blocks, a blue selection border is placed around the currently selected items. The focused or current block is indicated by small blue boxes on the borders of the note block.



Here we see Block 2 and Block 3 is selected, but Block 1 is not selected. Block 3 is the current focused Block.

When you arrange, move or issue sizing commands with your mouse, only the selected blocks are affected.

To select Blocks, left click on the title of the block you want. You can use Ctrl+Left click to select multiple blocks.

Related Topics

[Arranging Blocks](#)

[Block Properties](#)

[Linking Blocks](#)

[Connector Line Properties](#)

[Editing Block Text Contents](#)

[Connecting Blocks To Other Blocks](#)

[Noteboard Canvas](#)

[Moving And Sizing Blocks](#)

[Navigating Blocks](#)

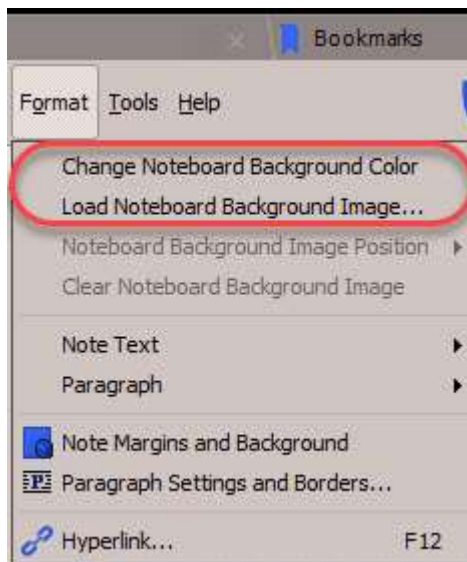
Noteboard Canvas

The canvas is the background of the editor's area. You can assign a solid colour or you could have a bitmap that is placed in the background. This could be tiled, stretched or centred as per your need.



To Load A Background Image On The Canvas

1. Choose the "**Format**" tab from the information area.
2. Click on either the **Change Noteboard Background Colour** or on **Load Noteboard Background Image**.
3. Choose an image using the file dialog and click on **OK**.
4. Click on the radio button labeled **Image** to activate or de-activate the image.
5. Choose from the combo box the type of drawing position for the image. You can choose: **Tiled**, **Centred** or **Stretched**.



Related Topics

[Arranging Blocks](#)

[Block Properties](#)

[Linking Blocks](#)

[Connector Line Properties](#)

[Editing Block Text Contents](#)

[Connecting Blocks To Other Blocks](#)

[Managing Block Selection](#)

[Moving And Sizing Blocks](#)

[Navigating Blocks](#)

Moving And Sizing Note Blocks

Moving Blocks around your canvas is easy with your mouse. Only the Blocks that are selected will be changed.

♥ See [Managing Block Selection](#) for more information



To Move Selected Blocks

- ▶ Left click on one of the selected Blocks and drag your mouse, up, down, left or right until the selected Blocks are in the desired position.



To Resize Selected Blocks

- ▶ Left click on the relevant border of a Block and drag your mouse, up, down, left or right until the selected Blocks are the desired size, or
- ▶ Use the Block Properties panel and manually enter the values of Width and Height for finer control. Press **Enter** to accept the values.

Related Topics

[Arranging Blocks](#)

[Block Properties](#)

[Linking Blocks](#)

[Connector Line Properties](#)

[Editing Block Text Contents](#)

[Connecting Blocks To Other Blocks](#)

[Managing Block Selection](#)

[Noteboard Canvas](#)

[Navigating Blocks](#)

Navigating Blocks

Blocks can be navigated, or selected, by using the **Noteboard Note Blocks** list (under the Navigator tree view).



To Navigate To A Block

Either:

- ▶ Left click on the desired Block name in the **Noteboard Note Blocks** List, or
- ▶ Left click on the desired Block in the editor's canvas area.

When a Block is selected and has focus, the details of the Block are placed in the information area and the Block's parameters are placed in the Block Property panels, located under the canvas window.

Related Topics

[Arranging Blocks](#)

[Block Properties](#)

[Linking Blocks](#)

[Connector Line Properties](#)

[Editing Block Text Contents](#)

[Connecting Blocks To Other Blocks](#)

[Managing Block Selection](#)

[Noteboard Canvas](#)

[Moving And Sizing Blocks](#)

Introduction to Messages

Within doogiePIM is a complete e-mail client. This facility doesn't require any other third party e-mail system on your computer. Once you setup the [E-mail accounts](#) with your ISP host information, you can send and receive email messages. The Messages section can also read RSS streams commonly found on news web sites.

The doogiePIM e-mail client can handle IMAP4, POP3 and SMTP protocols, and is able to display HTML formatted messages without any problems of Javascript, VBScript or any other scripting email viruses. That's because doogiePIM doesn't run any scripts from the email message. Instead, the message is previewed and only the valid text and images that can be formatted and displayed is shown in the preview window.

The doogiePIM Messages can list file attachments and is able to let you preview images and save them. However, it is always a good idea to have a virus checker so when you save a file attachment you can check the file to see if it's okay.

Unsolicited messages, commonly known as "Spam" or "Junk", is always a problem when it comes to email and we are looking at more ways to try and identify junk messages. This is very difficult to do automatically, so doogiePIM doesn't try to automatically identify them. You are able to check messages against DNSBL servers (Blacklists of known domains that send spam), but you can create your own [rules and filters](#) to automatically move messages to different folders based on content that is found in the email message.


- ♥ See [Managing E-mail Accounts](#) for setting up new accounts and managing existing ones.
- ♥ See [Managing E-mail messages](#) for information about move, deleting and organizing messages.
- ♥ See [Composing and Replying to E-mail](#) for more information about writing E-mail messages.



To Go To The Messages Section

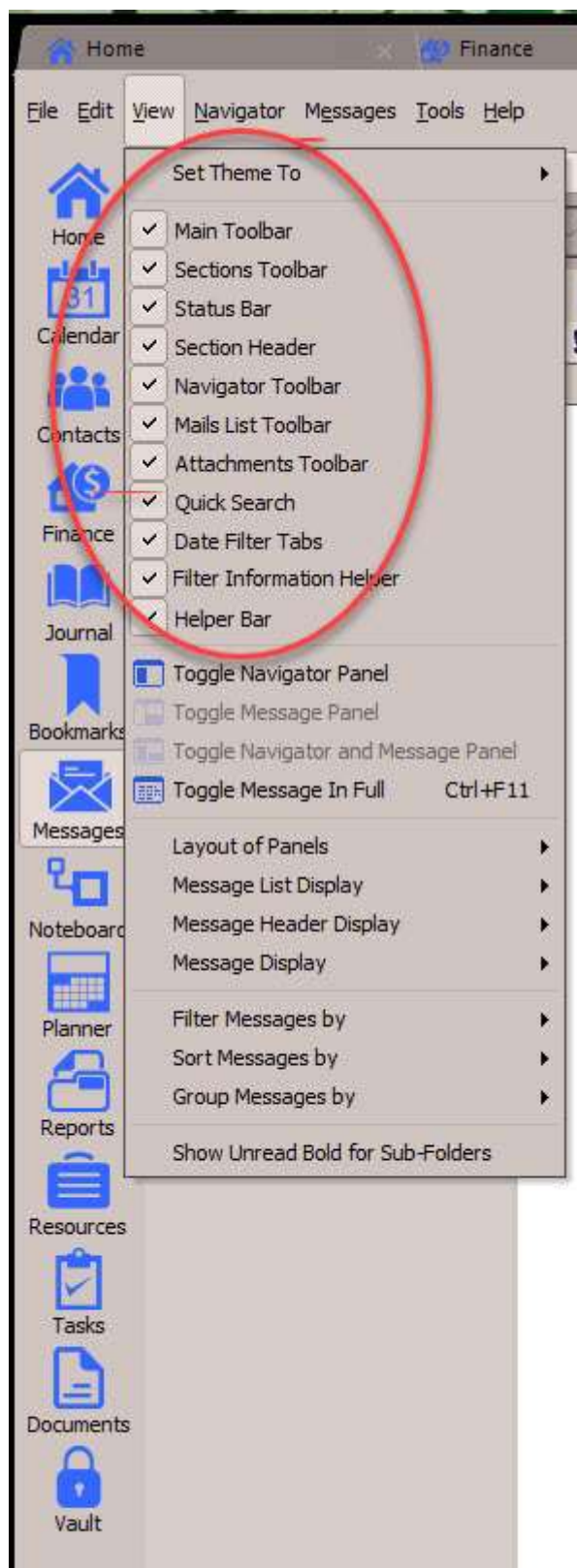
Either:



- ▶ Click on the Main Section Toolbar icon: **Messages**, or
- ▶ Choose from the Main Menu "**File/Go to Section/Messages**", or
- ▶ Click on the [MiniBar](#) button "**Messages**", or
- ▶ Right Click on the doogiePIM system tray icon:
 and choose "**Go To Section/Messages**".

IMPORTANT NOTE:

In many of the Messages examples given, they will require that the toolbars are enabled.



Related Topics

[Managing Accounts](#)

[Managing Messages](#)

[Linking Messages](#)

[Searching Messages](#)

[Replying and Composing E-mail](#)

Attachments

Sending and Receiving E-mail

Message Rules and Filters

Managing Messages Accounts

Before you can send or receive messages in doogiePIM, you need to setup a least one account record so doogiePIM knows how and where to get your messages from. E-mail is normally stored on a server computer hosted by your e-mail provider. You will need your e-mail account information to configure doogiePIM. When adding a RSS data feed, you would get the URL of the feed from the web.

Managing e-mail and feeds is all done in the Messages section of doogiePIM.

To Go To The Messages section

Either:

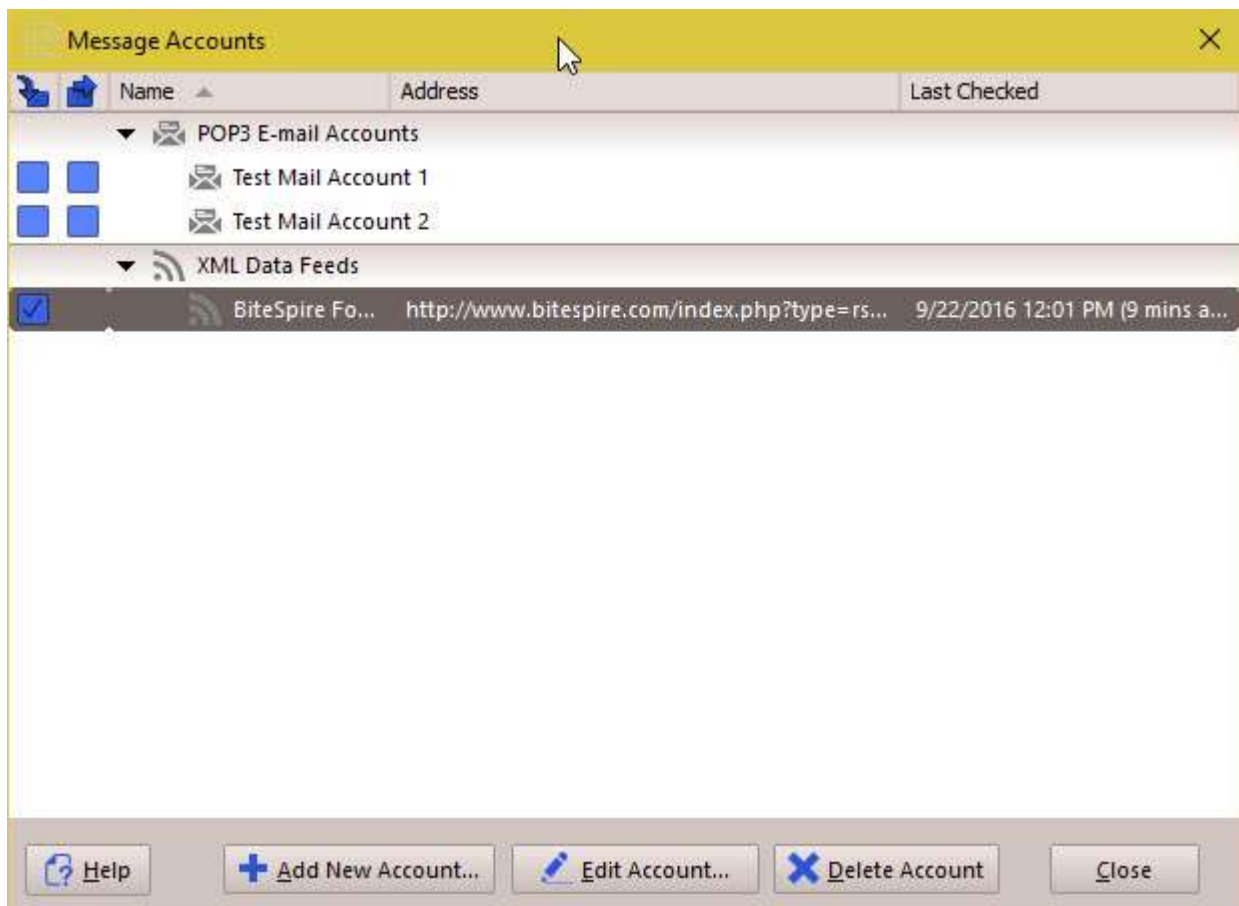
- Choose from the Main Menu "**File/Go to section/Messages**", or



- Click on the Main Section Toolbar icon: **Messages**

To Manage Messages Accounts

- Choose from the Main Menu "**Tools, Manage Mail/RSS Accounts**"



To begin, set up a new account.

Click on **Add New Account** to start adding a new record.

First choose what type of account this would be. You have choices for:

POP3 - Used for Email messages

RSS - Used for setting up a RSS, Atom, RDF, iTunes or XML data feed.

IMAP4 - Used for Email messages

Setting up a POP3 or IMAP4 account

Ask your ISP (or search the web for the email provider on the setup instructions) for the specific server names or IP addresses to enter into the incoming and outgoing mail servers. If your ISP uses a non-standard server port (default ports are 110 for POP, and 25 for SMTP), you can enter it after the server name in the Port input box.

Add/Edit Account

Account Name: Test Mail Account 1

Default Mail Address:

Receiving Messages

☐ POP3 (Email)

☐ Data Feed (RSS, Atom)

☒ IMAP4 (Email)

IMAP Server Host Address:

Port: 110

User Name: Leave blank if not required

Password:

☐ Uses SSL (Secure Socket Layers)

☒ Leave messages on server

☐ Include this when checking messages

Sending Messages (SMTP)

Server Host Name or Address:

Port: 25

User Name: Leave blank if not required

Password:

☐ Uses SSL (Secure Socket Layers)

☐ Uses TLS (Transport Layer Security)

☐ Include this when sending messages

Help Save Cancel

The "**Leave messages on server**" setting is enabled by default. This setting tells doogiePIM to leave all received e-mail on the mail server, so it's accessible from other computers.



The basic information you need to get from your e-mail provider is

POP3/IMAP4 Server Host Name and Port number

POP3/IMAP4 Login User Name


POP3/IMAP4 Login Password

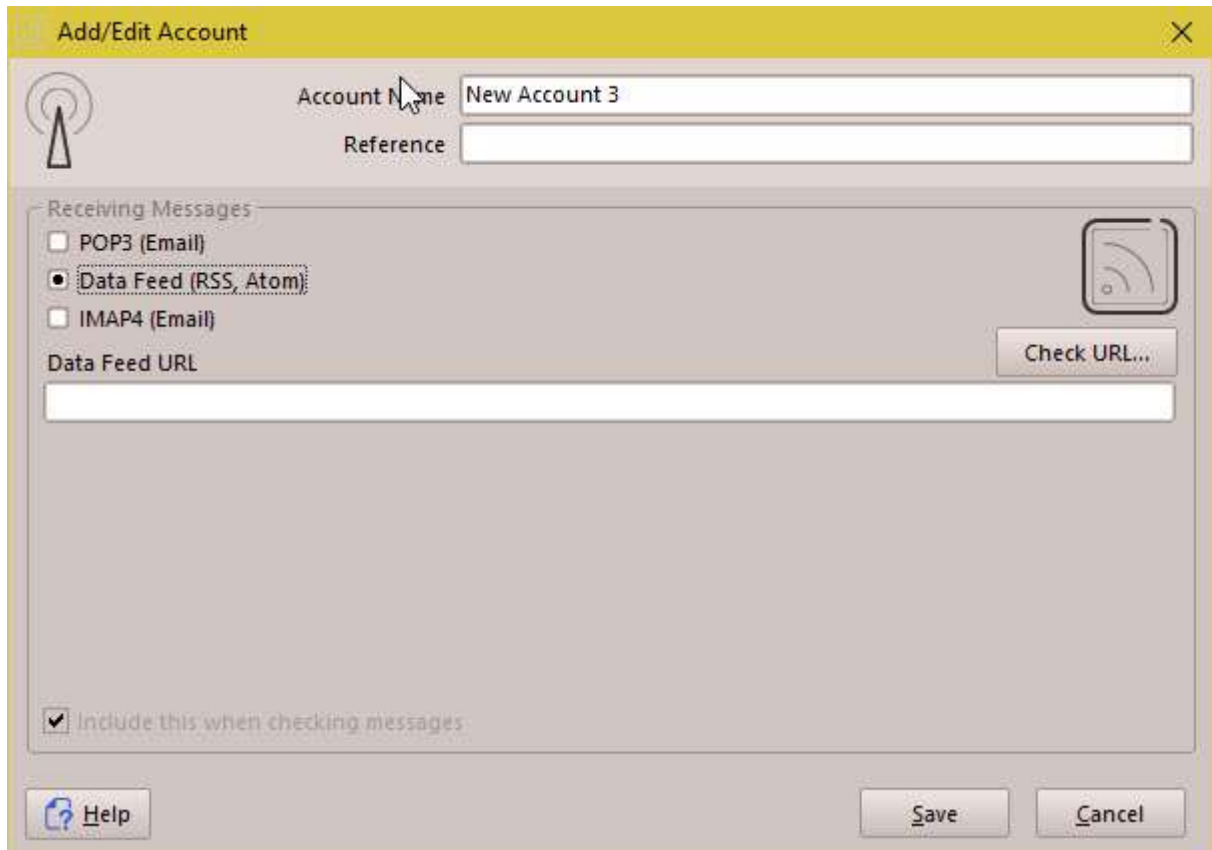
SMTP Server Host Name and Port number

SMTP Login User Name

SMTP Login Password

Setting up a RSS account

You only need to enter the URL of the data feed. This is normally obtained from the web page by clicking on the little orange RSS symbol . It is handy to first copy this URL to your clipboard, then paste the URL into the input box provided by doogiePIM in the account details window.



The image shows a screenshot of the 'Add/Edit Account' dialog box in doogiePIM. The dialog has a yellow title bar with the text 'Add/Edit Account' and a close button (X) in the top right corner. Inside the dialog, there is a 'Receiving Messages' section. At the top left of this section is an RSS icon. To the right of the icon are two input fields: 'Account Name' containing 'New Account 3' and 'Reference' which is empty. Below these fields are three radio buttons: 'POP3 (Email)', 'Data Feed (RSS, Atom)' (which is selected), and 'IMAP4 (Email)'. To the right of these radio buttons is a 'Check URL...' button. Below the radio buttons is a 'Data Feed URL' label followed by a large empty text input field. At the bottom left of the dialog is a checkbox labeled 'Include this when checking messages' which is checked. At the bottom right are 'Save' and 'Cancel' buttons. At the bottom left, near the checkbox, is a 'Help' button with a question mark icon.

After the details are entered, click on **Save** to save the record or click on **Cancel** to cancel it.

Related Topics

[Introduction to Messages](#)

[Managing Messages](#)

[Linking Messages](#)

[Searching Messages](#)

[Replying and Composing E-mail](#)

[Attachments](#)

[Sending and Receiving E-mail](#)

[Message Rules and Filters](#)

Managing Messages

The management of e-mail in doogiePIM is all done in the Email section. Here you can move messages to different folders, delete them, reply to them and other operations.



To Go To The E-mail Section:

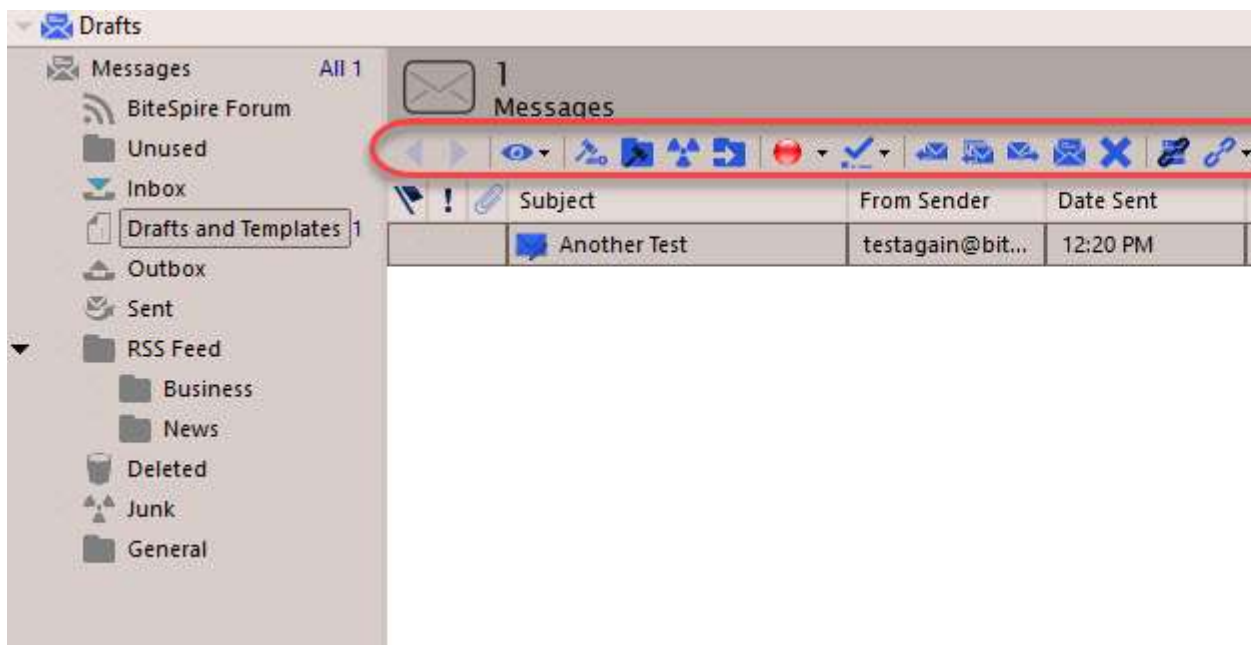
Either:

► Choose from the Main Menu "**File/Go to section/Messages**", or



► Click on the Main Section Toolbar icon: **Messages**

The list view toolbar above the listing provides management tool to control your messages.



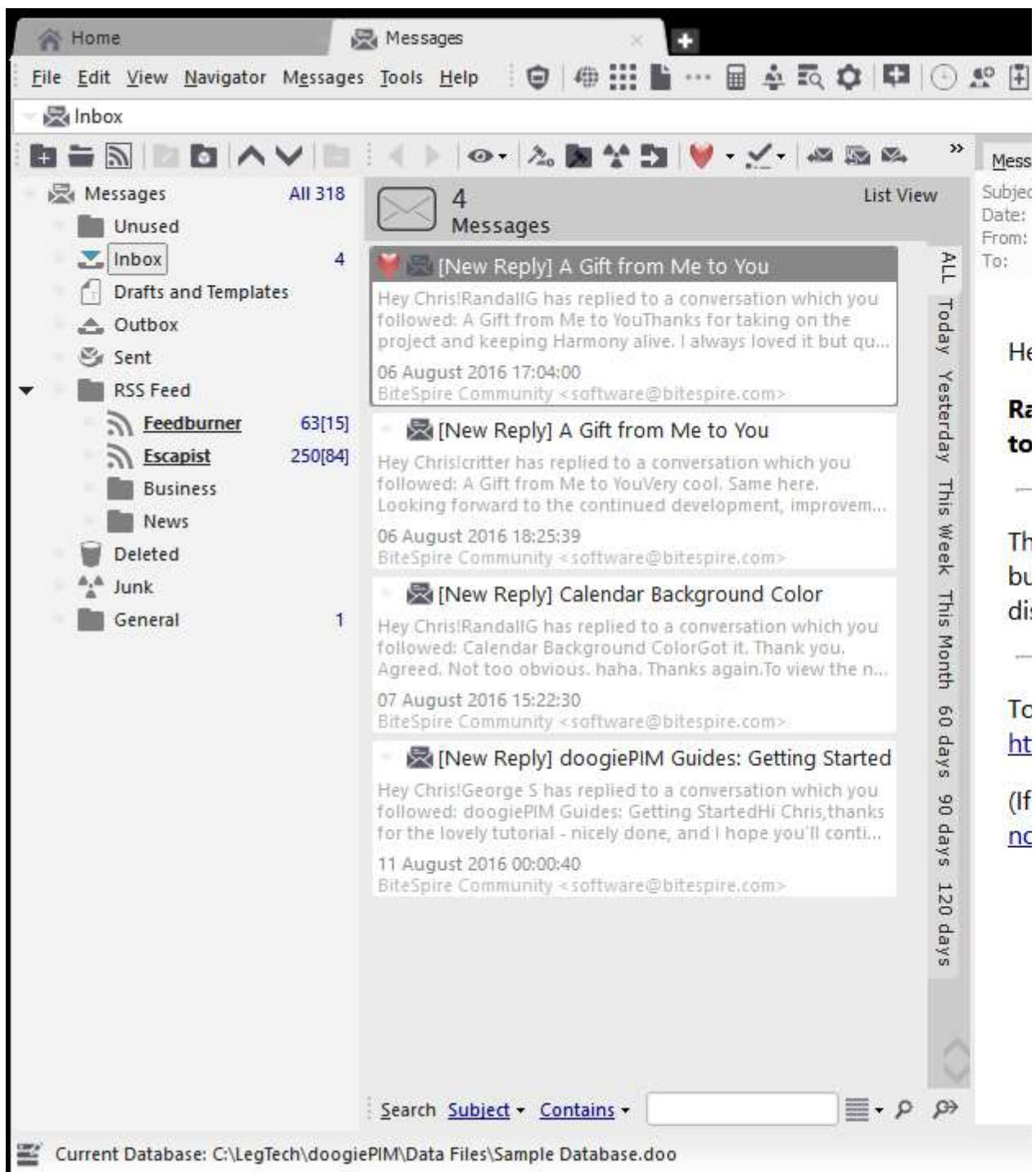
- ♥ See [List View](#) for more information about selecting items
- ♥ See [Folders](#) for more information about managing folders.



To Select and Read a Message

Locate and select the Navigator folder of the message you want to read, eg: **Inbox**.

► Left click on the message in the list view and the message will be displayed in the preview area under the list. The message headers (ie: Date, Subject etc) can be shown or hidden using the main menu "**View/Message Header Display**" to selectively show or hide extra details.



Above the view of the message are common commands to move, add, compose, reply and link the selected messages. These commands are also available in the right click context menu and the main menu.

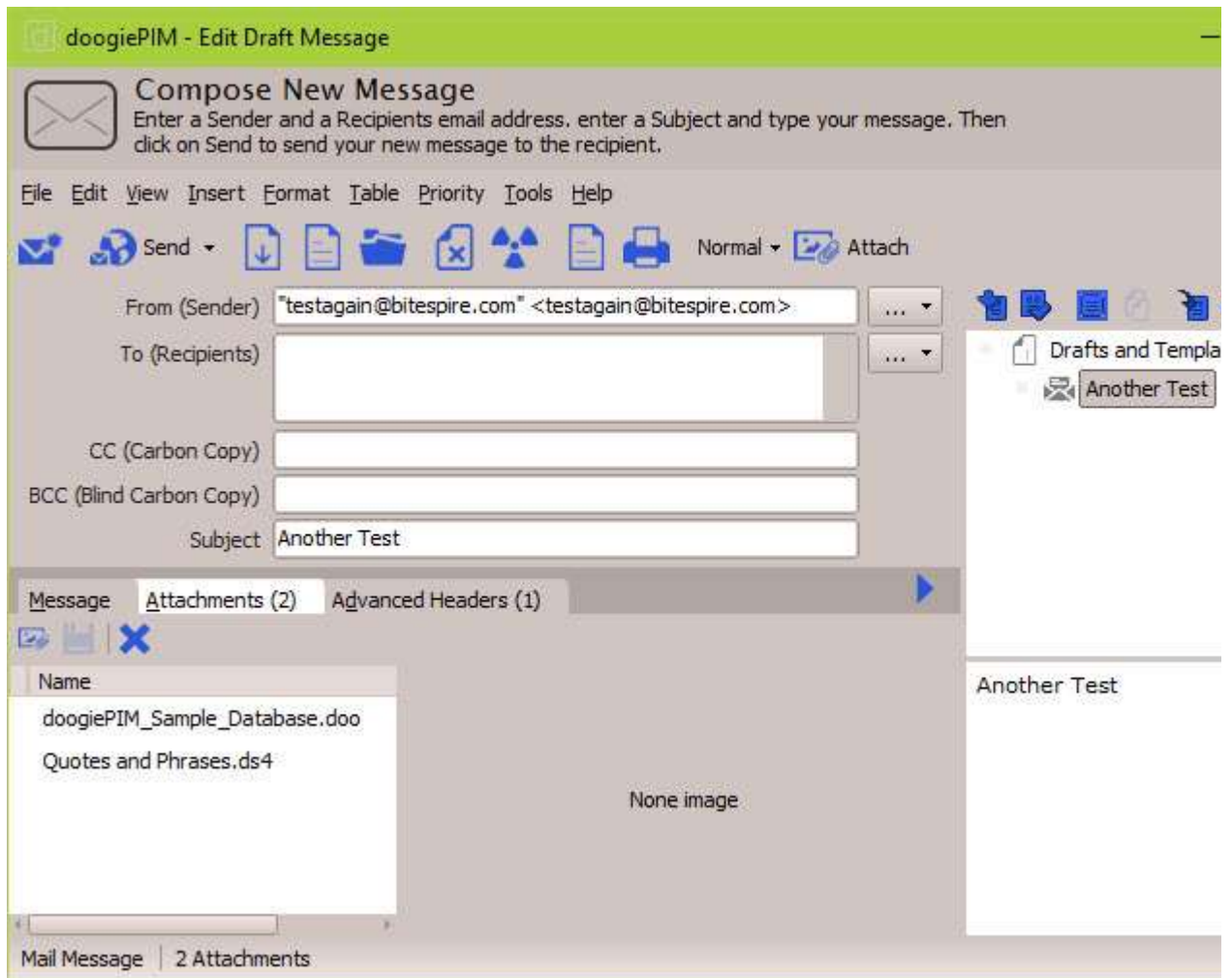
Managing Attachments

If the message has attachments then there's a list of them on the right hand side of the preview area. doogiePIM will, by default, automatically show the list, however, you can override this by clicking on the splitter bar arrows to close it.

The file attachments are listed and most of the time they are images.

The attachments can be saved or viewed using the toolbar above the attachments list or by right clicking

on the list to show the context menu commands.



Related Topics

[Introduction to Messages](#)

[Managing Accounts](#)

[Linking Messages](#)

[Searching Messages](#)

[Replying and Composing E-mail](#)

[Attachments](#)

[Sending and Receiving E-mail](#)

[Message Rules and Filters](#)

Linking Messages

Messages can be linked to other database records such as Notes or Planner Events. This enables you to expand the scope of the data by adding an extra dimension to enable a much more wider understanding.

By default, messages will automatically connect themselves to Contacts that have the same Primary Email Address or a matching address is found in the contact's other e-mail addresses. If a match is found, you will see a small contact symbol next to the message and the related links will list the contact accordingly. Therefore, you don't have to manually link messages to Contacts.

However, messages can be linked manually to other messages, Planner Events, Journals, Tasks, Notes and Noteboards.


In the messages's detail area, there is a secondary tab called "**All Related Links**". Selecting this tab shows a list view of the links that are directly related to the currently selected message. Some of the links are from other database items and some may be direct connections to an item. The links are grouped as per which section/item the linking belongs to.

♥ See [Related Links List](#) for more information



To Link A Message To A Database Item

First select a message from the List View by left clicking on it, so that's it is highlighted, then;
Either:

- ▶ Choose from the Main Menu "**Messages/Link to a Database Item**", or
- ▶ Click on the toolbar icon:  or
- ▶ Right-click on the message list view and choose "**Link to a Database Item**" from the context menu.

♥ See [Linking Items Selector](#) for more information

Related Topics

[Introduction to Messages](#)

[Managing Accounts](#)

[Managing Messages](#)

[Searching Messages](#)

[Replying and Composing E-mail](#)

[Attachments](#)

[Sending and Receiving E-mail](#)

[Message Rules and Filters](#)

Searching Messages

The records in doogiePIM can be searched for in the relevant section for the currently selected folder by using the quick search facility located under the [List View](#) or the [Card View](#). If you want a more advanced search or a list of matching items for exporting, then you could use the Database Search.

♥ See [Database Search](#) for more information.

The search is case-insensitive. This means if you searched for "**smith**", then the system will find "**Smith**" and "**SMITH**". [Regular Expressions](#) are also supported

Enter the search text:

SMITH

A normal search term so doogiePIM will find items that match **SMITH**.

Enter the regular expression search text:

(smith|jones)

This is a regular expression search. Here the example searches for items matching **smith** or **jones**.

♥ See [Syntax of Regular Expressions](#) for more information.

The Quick Search bar that is located under section list views.



To Use the Quick Search

1. Choose from the "**Search in**" blue drop down text by clicking on the blue underlined text and choose the field you want to search in. If you are not sure which field to search in then choose "**All Columns**" from the list of choices.

2. Click on the matching type (next blue text) to change the way the search text matches the field:

Contains

Matches text inside text, eg: "**BiteSpire**" with match against "**Made by BiteSpire Software**"

Start with

Matches text that starts with text, eg: "**BiteSpire**" with match against "**BiteSpire Software**" but not "**Visit BiteSpire Software**".

Ends With

Matches text that ends with text, eg: "**BiteSpire**" with match against "**Made by BiteSpire**" but not "**BiteSpire Software**".

RegExpr

Matches the text using a regular expression.

♥ See [Regular Expressions](#) for more information.

3. Enter the text you wish to search for in the input box "**Text**".
4. Click on the **Find First** button on the right of the "search for" input box, to locate the first matching item in the list. Pressing Enter on your keyboard also activates this command.
5. Click on the **Find Next** button on the right of the "search for" input box, to locate the next matching item in the list.

If any item is found that matches your criteria, the appropriate record is automatically selected so the details are displayed in the item's information area. If no record is found, a warning dialog is displayed accordingly.

Related Topics

[Introduction to Messages](#)

[Managing Accounts](#)

[Managing Messages](#)

[Linking Messages](#)

[Replying and Composing E-mail](#)

[Attachments](#)

[Sending and Receiving E-mail](#)

[Message Rules and Filters](#)

Replying and Composing E-mail


When you wish to write an email message you can either reply to an existing message or compose a new one. The editor of the email message uses a familiar layout but is enhanced with doogiePIM notes editor so you can format text in a similar manner to the Notes Editor.

♥ See [Notes Editor](#) for more information.

To Reply to an existing message

First select the email message so that it's displayed in the main Messages list window:



- ▶ Click on the icon on the Messages toolbar  **Compose a Reply to Current Email**, or
- ▶ Choose from the main menu "**Emails/Reply to...**" or
- ▶ Right Click on message and choose **Reply** or **Reply All**

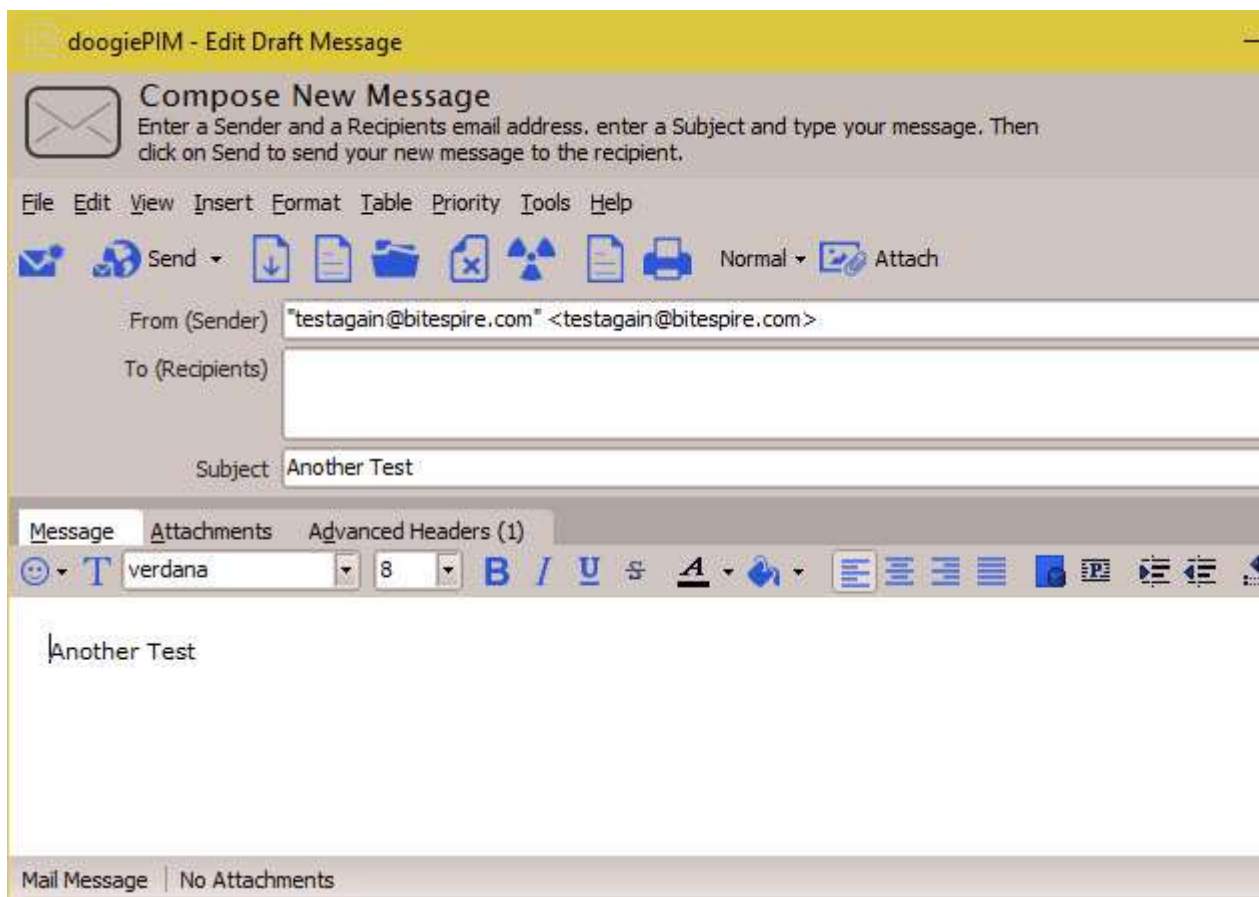
The email message editor will then display (see below). Fill in the appropriate information then either send the message, cancel it, save it to the outbox for later sending or save it to the drafts for later editing.

To Compose a New Message

This is the same as replying but you don't need to select an existing message.

- ▶ Click on the icon on the main toolbar **Compose New Email**, or
- ▶ Click on the icon on the Messages toolbar **Compose a New Email Message**, or
- ▶ Choose from the main menu "**Emails/Compose Email**"

The email message editor will then display (see below). Fill in the appropriate information then either send the message, cancel it, save it to the outbox for later sending or save it to the drafts for later editing.



Click on the tabs to access the different parts of the email message. Most of the time you would only be concerned with the **Message** and **Attachments** tabs.

Related Topics

[Introduction to Messages](#)

[Managing Accounts](#)

[Managing Messages](#)

[Linking Messages](#)

[Searching Messages](#)

[Attachments](#)

[Sending and Receiving E-mail](#)

[Message Rules and Filters](#)


Sending and Receiving E-mail

Before you can send or receive email, you must make sure you have your e-mail accounts are setup to tell doogiePIM how to connect to your e-mail provider to access the messages.

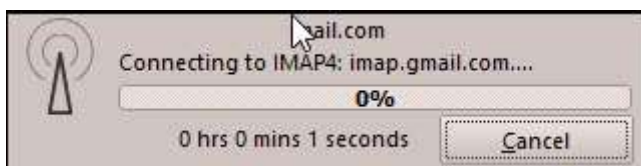
♥ See [Managing E-mail Accounts](#) for more information.

After setting up your accounts you can send or receive e-mail.

To Receive e-mail or check for new messages

- ▶ Click on main toolbar icon  click on the down arrow if you want to check a single specific account, or
- ▶ Choose from the main menu "**File/Check for New Mail/...**" choose an account or select **Check All Accounts**.

doogiePIM will then display an animated dialog window with a gauge bar to show the progress.



After doogiePIM has finished checking the server, you will notice a popup little window that appears in the bottom right hand side of your desktop (above the system tray). This is just a little status reminder to say how many messages there are (if any), any error messages are displayed here, eg: when the server cannot be connected to.

Click on the X to close the little popup message or leave it and it will go away by itself after 30 seconds.

If you would like doogiePIM to check your messages every 15 minutes or so, you can set that up in the Settings and Preferences



Settings and Preferences

Further settings, not in this window, to fine tune your experience can be found within each of the sections, such as in the "View" menu to show and hide the toolbars.

General

- Alert Message
- Chimes
- Color and UI behaviour
- Confirmations
- HotKeys
- Navigator Tree
- Reminder Alarm
- Search Indexing
- Bookmarks
- Calendar
- Contacts
- Document Editors
- Note Hyperlinks
- Finance
- Journals
- Messages**
- Mail Message
- Noteboard
- Planners
- Resources
- Tasks
- Vault
- Web Browser

Messages Settings

Message Folders Naming Format

"New Folder ii"

Sample: [Help on Format Variables](#)

New Folder 1

General Message Options

- ☒ Use Messages when clicking on Mail Addresses
- ☐ Always empty Deleted Folder on close
- ☐ Open instead of reply on double click
- ☐ Ask confirmation before sending message
- ☒ Always check incoming Mail for Junk

Will move Junk messages directly into the Junk folder, overriding any message rules.
- ☒ Hide mail check progress window

External Internet Images in Messages

- ☐ Never download web images in email
- ☐ Only if Sender is in Contacts
- ☒ Only if Sender is in Whitelist
- ☐ Always download (NOT Recommended)

Connection Settings

- ☐ Auto check every: minutes
- POP3/SMTP Timeout seconds



To Send Email

Sending email involves either composing a new email message or replying to an existing message.

♥ See [Replying and Composing](#) for more information.

In the email message there are commands to send the message that you have on screen in the email message editor.

In the email message editor

- Click on main toolbar icon  click on the arrow if you want to send the message using a single specific account, or
- Choose from the message main menu "**File/Send Message Now/...**" choose an account or select **Send With Appropriate Account**. (this is based on the "From (Sender)" email address you've entered. or
- Press the keyboard shortcut **Ctrl+S**

doogiePIM will then display a similar animated dialog to the checking mail, with a gauge bar to show the progress. After the mail has been sent or there's an error the little popup alert window will advise accordingly.

The Outbox

There are times when your message won't send. Perhaps due to the Internet going down, your provider's server timed-out or leaves on the line. In this case, instead of the message going to the **Sent** folder, the message goes to the **Outbox** folder for sending later.



To send a message from the Outbox

- Open the **Outbox** by selecting it on the Navigator
- Find the message you wish to send by selecting it
- From the main menu, choose **Messages/Send selected mail**

If successful, the message will automatically move to the Sent folder.

If an error occurred, the message will stay in the Outbox. Simply try later when you have a better connection.

Related Topics

[Introduction to Messages](#)

[Managing Accounts](#)

[Managing Messages](#)

[Linking Messages](#)

[Searching Messages](#)

[Replying and Composing E-mail](#)

[Attachments](#)

[Message Rules and Filters](#)

Mail Message Rules and Filters

Message rules is a facility that can take certain actions on a message that is received. You may want e-mails from a certain person to go to a specific folder, or unwanted mail to go straight to the spam folder.

When you tell doogiePIM to check if there's any new message, doogiePIM goes through each new message and applies the rules you've defined. Each ruler is checked if there's a check mark next to the rule name in the order that it appears in the Rules List. If the rule applies then the appropriate action, (defined in the bottom area of the window).

The **Conditions of the rule** is the most important part, as they tell the doogiePIM if the message should or not match.



To launch the Rules Editor

- Go to the E-mails section and select from the main menu "**Tools/Email Message Rules**".

Mail Message Rules

Rules

- ☒ Message rule 1

Details of Selected Rule

Rule Name:

Conditions of this rule

☒ Matches All Conditions (and) ☐ Matches Any Condition (or)

Num	Field to Match	Match Type	Matching Value
1	Sender (from)	contains	bitespire.com

Action to take when above conditions are met

☐ Move to Inbox ☒ Move to a different folder:

☐ Move to Junk

☐ Move to Deleted

☐ Mark with Flag Marker:

☐ Show In Alert Message

☒ Set Color of Message to:

☒ Save Changes

Use the command buttons to **Add**, **Edit** and **Delete** rules.

When you click on Add or Edit, you must click on **Save Changes** or **Cancel Changes** to release or save the Rule record.



To Activate or De-activate a Rule

► Left click on the check mark next to the rule name in the rules list on the left.

doogiePIM scans the list of rules for each message that is received when you issue the command to check the email server for messages. The scanning is done in the order that is displayed in the rules list. So if you want to have a rule to take priority then move it higher towards the top of the list. If you think a rule isn't working and you are sure the parameters are correct, check the rules above it. Maybe one rule is overriding your new rule.

Click on **Up** or **Down** buttons (under the rules list) to move the rule higher or lower in priority.

Related Topics

[Introduction to Messages](#)

[Managing Accounts](#)

[Managing Messages](#)

[Linking Messages](#)

[Searching Messages](#)

[Replying and Composing E-mail](#)

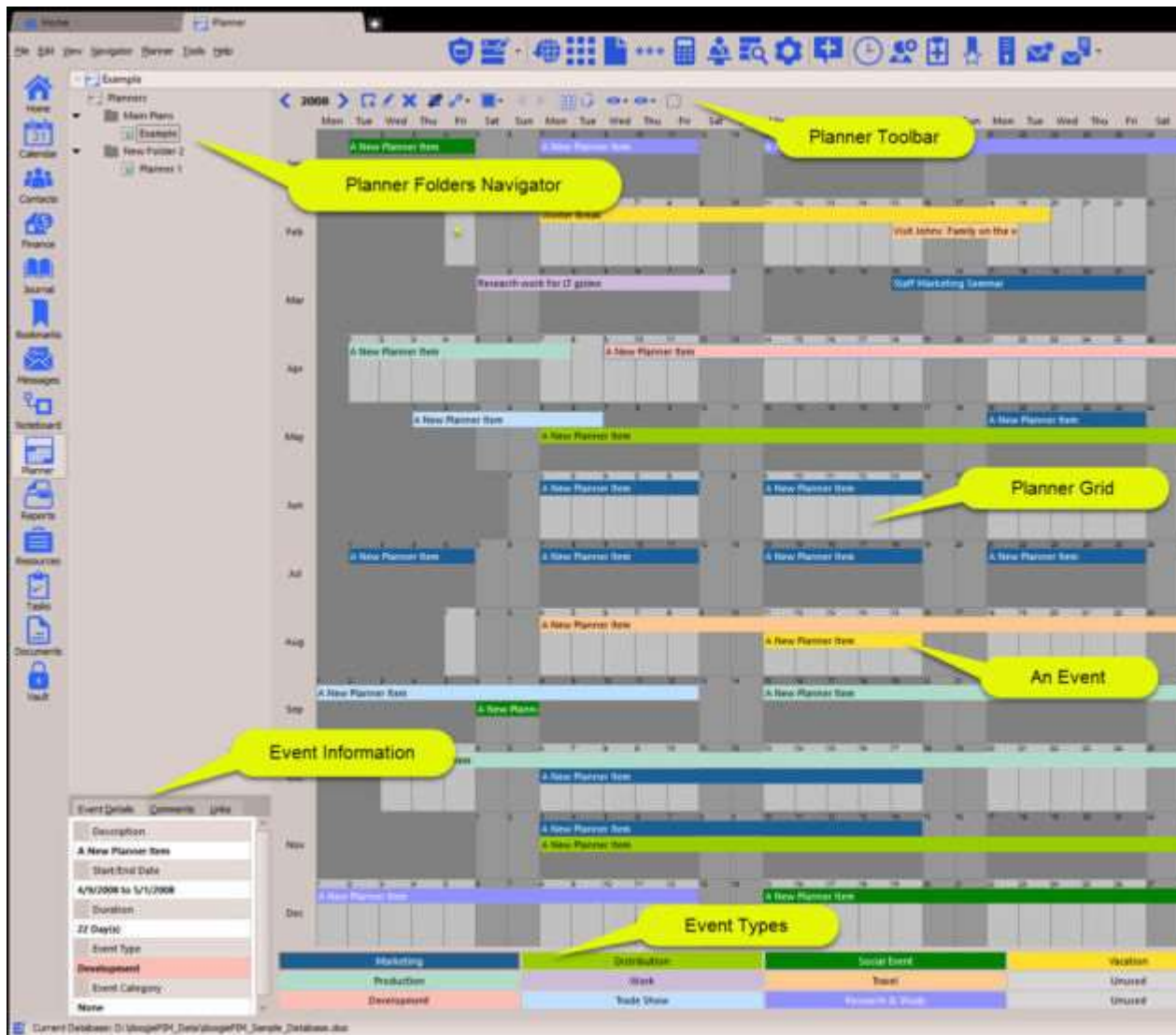
[Attachments](#)

[Sending and Receiving E-mail](#)

Introduction to the Planner

The planner is an ideal tool for visualizing an overview of a year's events. It more for brainstorming a year's events for a project. The planner is organized in horizontal and vertical cells representing days of the year. You can add events for a single day or events that span over multiple days.

There is a colour key guide that represents the event type. eg: Holidays are coloured in blue and Trade Shows are coloured in yellow. This enables you to quickly identify the type of event when it's shown in the Planner grid.



You can add as many planners as you wish. Each Planner is organized uses the Navigator on the left of the planner grid, in a similar fashion to Documents. You can create folders and sub-folders and have different planners for individual people or you may create planners for making decisions on how to schedule projects.

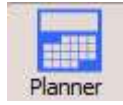
To view or manipulate the Planner, in doogiePIM, can only be done when in the Planner section.



To Go To The Planner Section

Either:

» Choose from the Main Menu "**File/Go To Section/Planner**", or



» Click on the Main Section Toolbar icon: **Planner**, or

» Press the keyboard shortcut: **Ctrl+7**

- ♥ See [Managing Events](#) for more information on how to add, edit or delete events in a planner.
- ♥ See [Managing Event Types](#) for more information on how to change the Event Type key guide.
- ♥ See [Customizing the Planner View](#) for more information on how to change the layout view of the planner grid.

Related Topics

[Managing Planners](#)

[Managing Planner Events](#)

[Managing Planner Event Types](#)

[Customizing the Planner View](#)

[Linking Planner Events](#)

Managing Planners


You can have as many Planners as you wish. They are organized in the folders navigator on the left hand side of the planners grid. By using the navigator, Planners can be created, deleted or moved into different folders.

♥ See [Folders](#) for more information on using the navigator.



To Add A New Planner

Either:

- ▶ Right click on the Planner Folders Navigator choose "**Add A New Planner**", or
- ▶ Click on the Navigator Toolbar Add icon  or
- ▶ Press the keyboard shortcut: **Ctrl+N**

The new planner is displayed on the right hand side ready for adding events.



To Edit An Existing Planner

- ▶ Select the Planner you wish to edit by left clicking on it's name in the Planner Folders Navigator. You may need to open and navigate your folders to locate the one you want. After selecting, the planner is then loaded and displayed on the right hand side ready for managing.


♥ See [Managing Events](#) for further information.



To Delete An Existing Planner

First select the Planner you wish to delete, the planner's name should highlighted in the Planner Folders Navigator, then;

Either:

- ▶ Choose from the Main Menu "**Navigators/Delete**", or
- ▶ Right Click on the Navigator and choose "**Delete**", or
- ▶ Click on the Folders Navigator Toolbar Delete icon  or
- ▶ Press the keyboard shortcut: **Del**

Related Topics

[Introduction to the Planner](#)

[Managing Planner Events](#)

[Managing Planner Event Types](#)

[Customizing the Planner View](#)

[Linking Planner Events](#)

Managing Planner Events

Events are daily occurrences such as a vacation that starts on 1st July up to 14th July, or it may be Trade Show on a single day. Events can span over multiple days and can cross month and year boundaries.

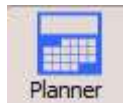
Planner Events can be added, edited and deleted. Each operation can be done only when you are in the Planner section of doogiePIM.



To Go To The Planner Section

Either:

► Choose from the Main Menu "**File/Go To Section/Planner**", or



► Click on the Main Section Toolbar icon: **Planner**, or

► Press the keyboard shortcut: **Ctrl+7**



To Add An Event

Either:

► Right click on the Planner Grid and choose "**Add an event**", or

► Click on the Planner Toolbar add event icon  or

► Double Click on the Planner Grid, or

► Left click drag the mouse over the Planner Grid to selected more than one day.

With the Event Details window open, edit the details as needed:

Event Type	Choose the type that is appropriate for this event. ♥ See Managing Event Types for more information
Category	Choose from the list of available categories that best suits this event.
Description	Enter some text to identify this event, eg: "Trip to France"
Notes	Enter some descriptive text for this event. This can be as detailed as you wish.
Date and Duration	<p>From Enter or choose the date when the event starts.</p> <p>Until Enter or choose the date when the event ends.</p> <p>You may use the calendar grid to choose the dates by clicking and dragging with your mouse to choose multiple dates.</p>

When you are satisfied with the details you have entered, click on **Save** to save the details or click on **Cancel** to cancel any changes made.


To Select An Event

▶ Left click on Event in the Planner Grid where the event is displayed. The event is selected when it has a highlight rectangle around it. When an event is selected, the Events Information area is filled in with the details of the event.



To Edit An Existing Event

Either:


- ▶ Choose from the Main Menu "**Planner/Edit Event**", or
- ▶ Right Click on the event in the Planner Grid, and choose from the context menu "**Edit Event**", or
- ▶ Click on the Planners Toolbar Edit icon  or
- ▶ Double Click on the Event you want to edit, in the Planner Grid.

The operation of editing is the same as adding. See the details above for more information.



To Delete An Existing Event

Either:

- ▶ Choose from the Main Menu "**Planner/Delete Event**", or
- ▶ Right Click on the event in the Planner Grid, and choose from the context menu "**Delete Event**", or
- ▶ Click on the Planners Toolbar Delete icon 

Related Topics

[Introduction to the Planner](#)

[Managing Planners](#)

[Managing Planner Event Types](#)

[Customizing the Planner View](#)

[Linking Planner Events](#)

Managing Event Types

The "Event Types" is a colour key guide that represents the type of event. eg: Holidays are coloured in blue and Trade Shows are coloured in yellow. This enables you to quickly identify the type of event when it's shown in the Planner grid.

Marketing	Distribution	Conference	Lecture
Production	Meeting	Banquet	Social Event
Development	Trade Show	Research & Study	Travel

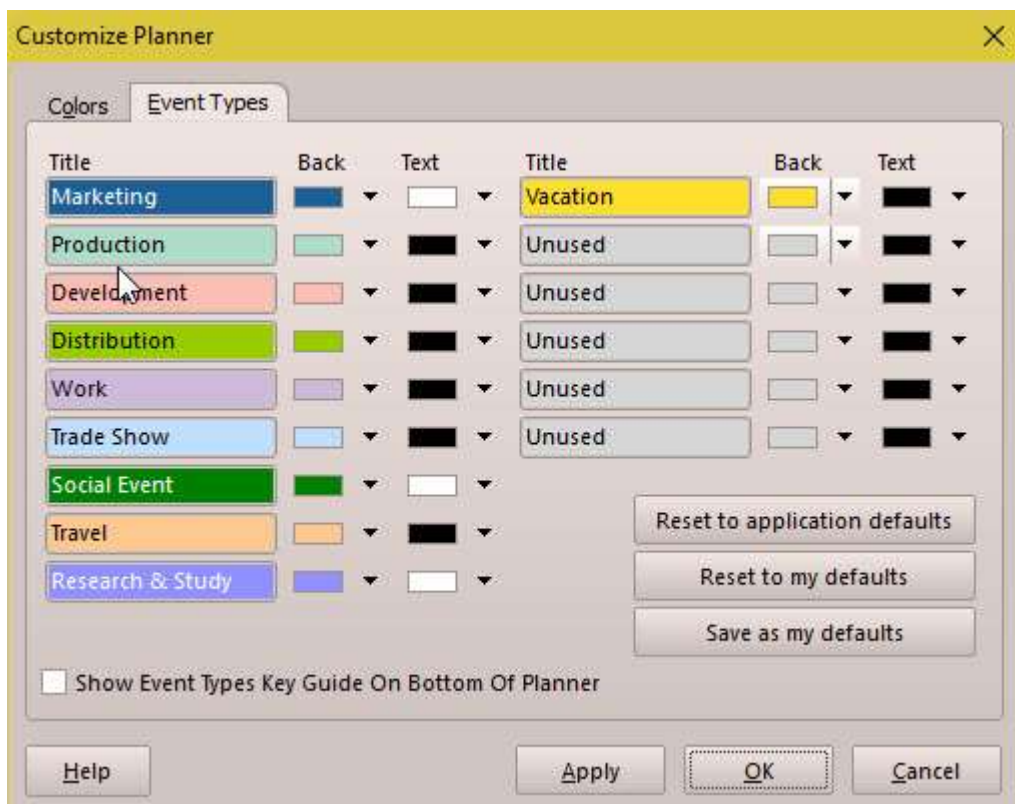


To Edit The Event Types

Either:

- ▶ Click on the Planner Grid Toolbar icon **"Edit Planner Colours and Types"**,  or
- ▶ Right click on the Planner Grid and choose **"Edit Planner Colours and Types"** from the context menu.

With the Event Types Editor window open, edit the details as needed:



The "Customize Planner" dialog box is shown with the "Event Types" tab selected. It contains two columns of event types, each with a "Title", "Back" color, and "Text" color. The first column lists Marketing, Production, Development, Distribution, Work, Trade Show, Social Event, Travel, and Research & Study. The second column lists Vacation, Unused, Unused, Unused, Unused, Unused, and has empty slots for the remaining three. Each entry has a corresponding color swatch and a dropdown arrow. At the bottom right, there are three buttons: "Reset to application defaults", "Reset to my defaults", and "Save as my defaults". At the bottom left, there is a checkbox labeled "Show Event Types Key Guide On Bottom Of Planner". At the very bottom, there are four buttons: "Help", "Apply", "OK", and "Cancel".

Title	Back	Text	Title	Back	Text
Marketing	[Blue]	[White]	Vacation	[Yellow]	[Black]
Production	[Light Blue]	[Black]	Unused	[Light Blue]	[Black]
Development	[Pink]	[Black]	Unused	[Light Blue]	[Black]
Distribution	[Green]	[Black]	Unused	[Light Blue]	[Black]
Work	[Purple]	[Black]	Unused	[Light Blue]	[Black]
Trade Show	[Light Blue]	[Black]	Unused	[Light Blue]	[Black]
Social Event	[Green]	[White]			
Travel	[Orange]	[Black]			
Research & Study	[Blue]	[White]			

☐ Show Event Types Key Guide On Bottom Of Planner

Reset to application defaults
Reset to my defaults
Save as my defaults

Help Apply OK Cancel

Event Types	<p>Enter text to describe the event type in each of the coloured boxes, <i>Vacation</i>".</p> <p>You can change the colour of the text or the background by right cl the input box you want to change then choose, "Background Colou Colour". This will show the Windows colour selector. Choose a colou click on OK to accept it.</p>
Show Event Types Key Guide On Bottom Of Planner	<p>Tick this to show the colourful Event Types key guide under the Plar</p> <p>To hide the Event Types key guide, uncheck this checkmark box.</p>

When you are satisfied with the details you have entered, click on **OK** to save the details or click on **Cancel** to cancel any changes made.

Related Topics

[Introduction to the Planner](#)

[Managing Planners](#)

[Managing Planner Events](#)

[Customizing the Planner View](#)

[Linking Planner Events](#)

Customizing the Planner View

Typically, the planner can be overviewed by looking at the whole year. However, when you have many events in the grid, it can look congested.

To remove some of this congestion, you can change the view of the planner to see only certain parts of the year.

You may also wish to hide the Event Types to give more space on viewing the planner's events.

You also can change the colours of the Planner to suit your needs.



To Hide Or Show The Event Types Key Guide

Either:

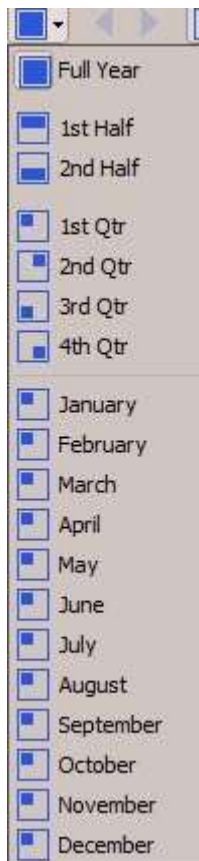
- ▶ Right click on the Planner Grid and choose "**Show/Hide Event Types Key Guide**", or
- ▶ Double Click on the Event Type key guide on the bottom of the Planner Grid and unticked where it says "**Show Event Types under the Planner**" in the editor window, then click on **OK**.



To Show Different Parts Of The Year

Either:

- ▶ Right click on the Planner Grid and choose or click menu item Planner Layout;



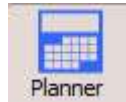
► You can access the same functions by clicking on the **Planner Toolbar** icons accordingly.

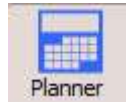
To Change the Planner Year

- Left click on top left of the planner Grid, the arrows to increase or decrease the year, or,
- Place your edit cursor by left clicking in the Planner Grid and use your keyboard Cursor Keys (**up, down, left, right**) and **Page Up** or **Page Down** to move the cursor through the year like a text editor moving the edit cursor. When the cursor moves past December it will advance the year. If it moves before January, it will decrease the year.

To Change The Planner Colours or Text of The Key Guide

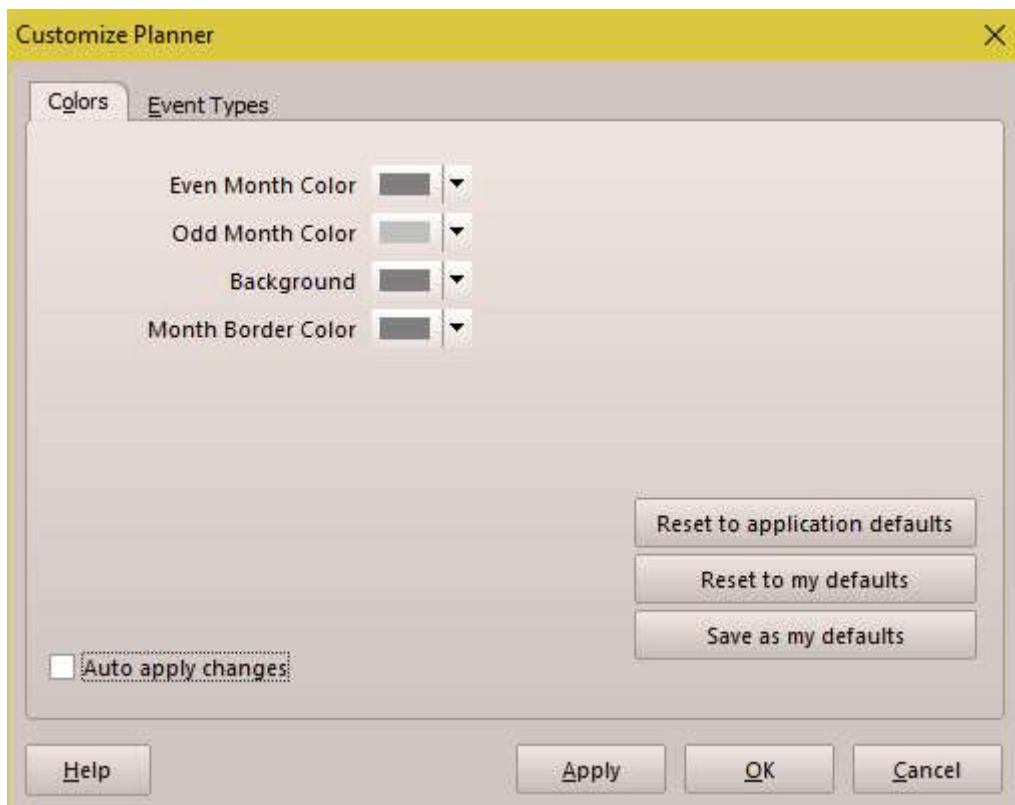
- From the main menu choose "**Planner/Edit Planner Colours and Types**", or



- Click on the planner toolbar icon , or
- Left click on the Planner Grid and choose "**Edit Planner Colours and Types**".

With the editor window open click on the colour box next to the item you want to change. A colour selector is shown where you can choose a colour. You can place your edit cursor in the text box and type the text you want to appear.

♥ See [Managing Event Types](#) for more information



Click on **OK** to accept the changes or click on **Cancel** to cancel the changes. Click on **Apply** to see the changes immediately on the main planner window without leaving the edit window.

Related Topics

[Introduction to the Planner](#)

[Managing Planners](#)

[Managing Planner Events](#)

[Managing Event Types](#)

[Linking Planner Events](#)

Linking Events

Events, in the Planner, can be linked to other database records such as Contacts or Notes. This enables you to expand the scope of the data by adding an extra dimension to enable a much more wider understanding.

Events can be linked to other Planner Events, Contacts, Notes, Journals and Tasks.

In the Event Information area, there is a secondary tab called "**Related Links**". Selecting this tab shows a list view of the links that are directly related to the selected events. Some of the links are from other database items and some may be direct connections to an item. The links are grouped as per which section/item the linking belongs to.


♥ See [Related Links List](#) for more information



To Link An Event To A Database Item

First select an Event from the Planner Grid by left clicking on it, so that's it is highlighted, then;

Either:

- ▶ Choose from the Main Menu "**Planner/Link Event to a Database Item**", or
- ▶ Click on the Planner Toolbar icon:  or
- ▶ Right Click on the event and choose "**Link Event to a Database Item**" from the context menu.

♥ See [Linking Items Selector](#) for more information

Related Topics

[Introduction to the Planner](#)

[Managing Planners](#)

[Managing Planner Events](#)

[Managing Planner Event Types](#)

[Customizing the Planner View](#)

Introduction to Reports

This is an ideal tool for rendering a list of records. However, it goes beyond that as you can define which data goes where, in which column and even include rich formatted notes for each record. It is possible to use the Reports section to export, print or produce rich format documents from the Documents section.

The screenshot displays the Reports application interface. The left sidebar contains navigation icons for Home, Calendar, Contacts, Finance, Journal, Bookmarks, Messages, Noteboard, Planner, Reports, Resources, Tasks, Documents, and Vault. The main window is divided into two panes. The left pane shows the 'Tasks Report 2' configuration, and the right pane shows the resulting report output.

Tasks Report 2 Configuration:

- Name:** Value
- Filter Conditions:** (0)
- Data Columns:** (2)
 - Data Field 1: Due Date
 - Data Field 2: Subject
- Sorting:**
 - Sort by Column: Due Date
 - Direction: Ascending
- Report Settings:**
 - Title of report: Tasks Report
 - Brief Description:
 - Text on Start of Report: Tasks Report listing (Cou...
 - Text on End of Report: Total number of tasks: (C...
 - Custom Date Format:
 - After Each Record: ☒ Nothing
 - Data Fields Layout: ☒ Classic Table
 - Page Background Color:
 - Table Border Color:
 - Table Cell Padding: 3
- Print Settings:**
 - Header Text: [CurrentDate] [CurrentTim...
 - Footer Text: Page [PageNumber] of (P...
 - Left Margin (MM): 10
 - Right Margin (MM): 10
 - Top Margin (MM): 10
 - Bottom Margin (MM): 10


Tasks Report listing 12 Tasks:

Due Date
Thu Thursday, November 29, 2007
Thu Thursday, November 29, 2007
Thu Thursday, November 29, 2007
Fri Friday, November 30, 2007
Wed Wednesday, December 12, 2007
Wed Wednesday, December 19, 2007
Sat Saturday, December 22, 2007
Thu Thursday, December 27, 2007
Fri Friday, December 28, 2007
Sun Sunday, December 30, 2007
Mon Monday, December 31, 2007
Wed Wednesday, October 13, 2010

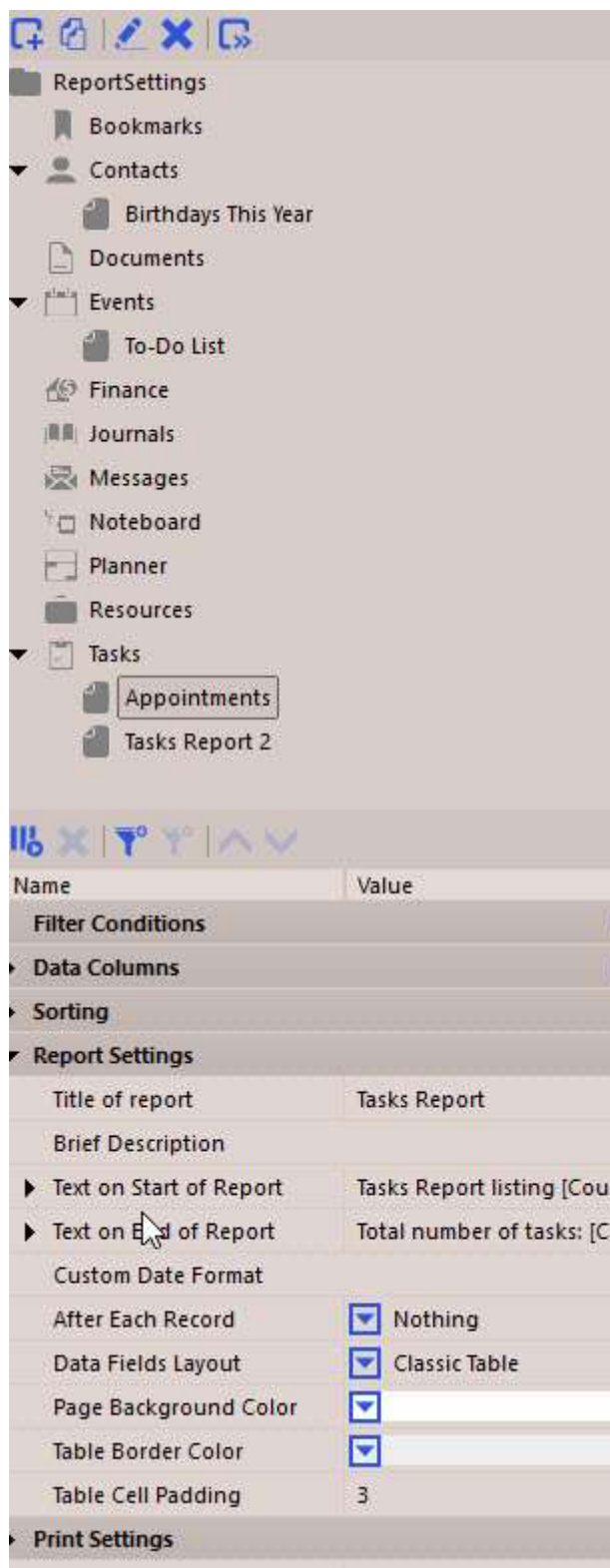
Total number of tasks: 12

Current Database: D:\doogiePIM_Data\doogiePIM_Sample_Database.doo

There is a conditional filters system where you can define which records the report should display. For example: printing all the dairy entries in your Journal for the period of 1st May 2006 to 31st May 2006 with one entry per page. If you used the Journals section, you would have to navigate to each entry and do a separate print command for each document.

In the Reports sections, you just choose the predefined report "**Journal Entries**" then enter the date range in the conditions as "**Diary date is greater or equal to 1 May 2006**" and "**Diary date is less or equal to 31 May 2006**". Click on  **Run Report** and you have your result. This result can then be printed, previewed, exported or even edited for more control.

When there's a date entry required in a condition, you don't have to be exact when entering dates, you could enter "**today**", "**yesterday**", "**tomorrow**", "**May 31**", "**27/02/2006**" or other variations.



The layout of the Reports section is similar to other sections. You have a navigator area where the **Available Reports** are located. This area is also used to add new reports, selecting reports and deleting unneeded reports. Each report you create is listed under its section type, eg: Contact reports are listed under the Contacts item, Tasks under Tasks, etc.

Under the Available Reports list, is the **Report Parameters** area. When you create a report or select a report, the parameter area is filled with a vertical list of two columns. On the left column is an item description and the right column is the value of that item. These items control the aspects of the selected report. eg: to change the title of the report you would navigate to the Report Settings area in

the Report Parameters, open or expand it, then look at the "**Title of report**" item. Click on the second column next to the item to start editing the title.

Some items in the Report Parameters cannot be edited directly but require you to select from a list of values. eg: the "Sort by column" item requires you select a data field. Click on the drop-down arrow next to the item you want to change. A list will pop up where you select the item just like a right click context menu.

On the right side of the Reports section is the preview area. When you run a report, the results are shown here. After the report is shown, you can select any of the text, export or print it. There may be times when you want to export your report with your own logo on the top or you wish to change background colors of the tables. In this case, you can click on the command "**Edit in doNotes**" where you have complete control over the formatting.


♥ For more information about formatting and editing, see [Notes Editor](#).

To view or manipulate the Reports, in doogiePIM, can only be done when in the Reports section.



To Go To The Reports Section

Either:

- ▶ Choose from the Main Menu "**File/Go To Section/Reports**", or
- ▶ Click on the Main Section Toolbar icon:  **Reports**

Related Topics


Managing Reports

You can have as many Reports as you wish. They are organized in the navigator on the left hand side of the Reports area. By using the navigator, Reports can be created or deleted.



To Add A New Report

Either:

- ▶ Right click on the Navigator and choose "**Add A New Report**", or
- ▶ Click on the Navigator Toolbar icon:  or
- ▶ Press the keyboard shortcut: **Ctrl+N**


The new report is created and ready to accept parameters.

To Run a Report:





First select the Report you wish to run by left clicking on it's name in the list of Available Reports. You may need to expand or open the folders to locate the one you want. After selecting, the report is then loaded.

Either:

- ▶ Choose from the Main Menu "**Reports/Run Report**", or
- ▶ Right click on the Navigator and choose "**Run Report**", or

- Click on the Navigator Toolbar icon:  or
- Press the keyboard shortcut: **Ctrl+R**

Example of running the report "**Events, To-Do List**" produces the following result in the preview area:

Run Report ▾     Last Run: 2:58 PM, Thursday, September 22, 2016			
Subject	Start	End	Type
All Day	Thu Thursday, November 29, 2007	Fri Friday, November 30, 2007	Normal
5 km Run	7:30:00 AM, Thu Thursday, November 29, 2007	8:30:00 AM, Thu Thursday, November 29, 2007	
Take Kids to schools	7:30:00 AM, Thu Thursday, November 29, 2007	8:00:00 AM, Thu Thursday, November 29, 2007	
Health check up	9:00:00 AM, Thu Thursday, November 29, 2007	9:30:00 AM, Thu Thursday, November 29, 2007	
Health check up	9:00:00 AM, Thu Thursday, November 29, 2007	9:30:00 AM, Thu Thursday, November 29, 2007	
Commission Meeting	10:00:00 AM, Thu Thursday, November 29, 2007	11:30:00 AM, Thu Thursday, November 29, 2007	Must Attend


♥ See [Report Parameters](#) for more information about parameters.

NOTE: Some reports may take longer than others, depending on the number of records and the conditions. So be prepared to wait a while.

To Delete An Existing Report:

First select the report you wish to delete, the reports's name should highlighted in the Navigator, then;

Either:

- Choose from the Main Menu "**Reports/Delete Report**", or
- Right Click on the Navigator and choose "**Delete Report**", or
- Click on the Folders Navigator Toolbar icon: 

Deleting a report doesn't remove the cached or custom edited version of a previously run report.

Related Topics

Report Parameters

Although there are several default reports already included in doogiePIM, you may find you wish to alter the way the report behaves or it may need certain conditions. When you create a report you will need to define some parameters.


Parameters are just a set of values that the report look at when it runs. It follows these parameters to give you your final report results.

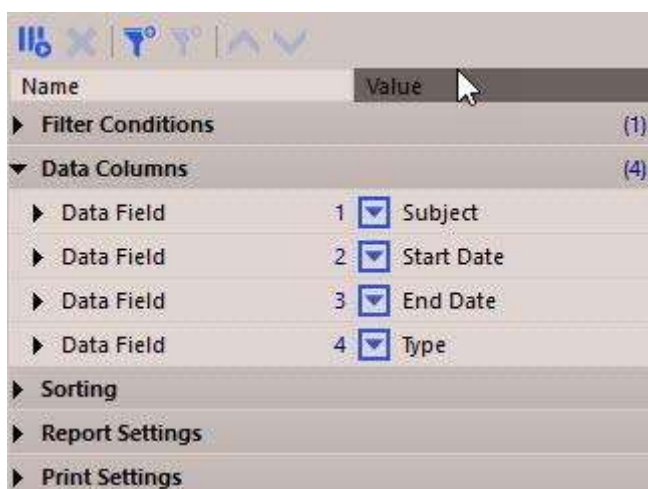
The parameters are located in the left hand side area just underneath the list of Available Reports, titled Report Parameters.

When you create or select a report, the parameter area is filled with a vertical list of two columns. On the left column is an item description and the right column is the value of that item. These items control the aspects of the selected report. eg: to change the title of the report you would navigate to the Report Settings area in the Report Parameters, open or expand it, then look at the **"Title of report"** item. Click on the second column next to the item to start editing the title.

Some items in the Report Parameters cannot be edited directly but require you to select from a list of values. eg: the "Sort by column" item requires you select a data field. Click on the drop-down arrow next to the item you want to change. A list will pop up where you select the item just like a right click context menu.

To Add a New Report Column:

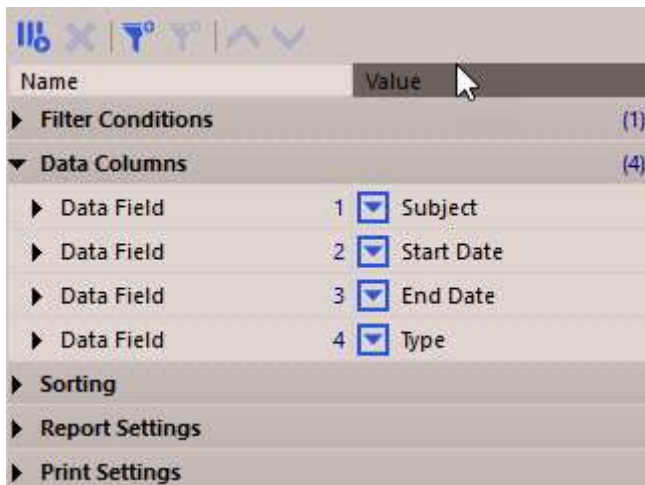
- Choose from the Main Menu **"Report/Add New Report Column"**, or
- Click on the Main Section Toolbar icon:  **Add New Report Column**, or
- Press the keyboard shortcut: **Ctrl+A**




By default, the new data column isn't assigned to any data field. You will need to click on the drop down button to select the appropriate field you want to display for this column.

To Remove a Report Column:

First select the data column from the Report Parameters Data Columns.



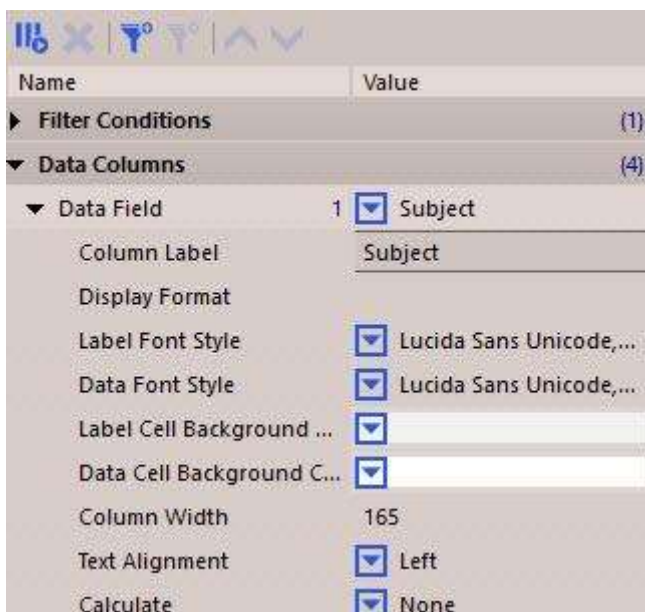
- ▶ Choose from the main menu "**Edit/Delete Data Column**", or
- ▶ Right click on the parameters grid and choose "**Delete Data Column**", or
- ▶ Click on the Planner Toolbar icon: 

You must always have at least one data column. So if you only have one column, you cannot delete it.

To Edit The Data Column Caption, Title or Label:

First select the data column from the Report Parameters Data Columns.

- ▶ Click on the [+] to expand the further properties of the data column.
- ▶ Click in the second column of the parameters, next to "**Column Label**".
- ▶ Type in the text you want for the column.



Remember to press **Enter** to register the change or press **Escape** to cancel the changes. Any changes you make to the parameters won't reflect immediately in the report preview, you must **Run Report** in order for the changes to take affect.

There are several other parameters you may change to affect the report. The easiest way is to explore the parameters grid by expanding the various settings and browsing through them.

ReportSettings

Bookmarks

Contacts

Documents

Events

Events Report 10

To-Do List

Finance

Journals

Messages

Noteboard

Planner

Resources

Tasks

Appointments

Tasks Report 2

Tasks Report 9

Name	Value
Label Cell Background ...	<div></div>
Data Cell Background C...	<div></div>
Column Width	165
Text Alignment	<div></div> Left
Calculate	<div></div> None
▶ Data Field	2 <div></div> Start Date
▶ Data Field	3 <div></div> End Date
▶ Data Field	4 <div></div> Type
▼ Sorting	
Sort by Column	<div></div> Start Date
Direction	<div></div> Ascending
▼ Report Settings	
Title of report	Events Report
Brief Description	
▶ Text on Start of Report	
▶ Text on End of Report	
Custom Date Format	
After Each Record	<div></div> Nothing
Data Fields Layout	<div></div> Classic Table
Page Background Color	<div></div>
Table Border Color	<div></div>
Table Cell Padding	3
▼ Print Settings	
Header Text	[CurrentDate] [CurrentTim,

Related Topics

Introduction to Resources

With doogiePIM Resources you can store database users, calendar resources, objects, people, items of stock and other types of records.

When a Resource is a database sign-in type record, it is assign certain access permissions and folders.

♥ See [How To Setup a Database Sign-In](#) for more information.

Think of the Resources area as a collection of assets that are important to you or your business.

Not only do you store and collect the Resource records, but you may assign them to Finance Transactions, create a Calendar or use a Resource as a Sign-In to access the database with certain permissions. Data can be added, edited and deleted. Each operation can be done when you are in the Resources Section of doogiePIM.



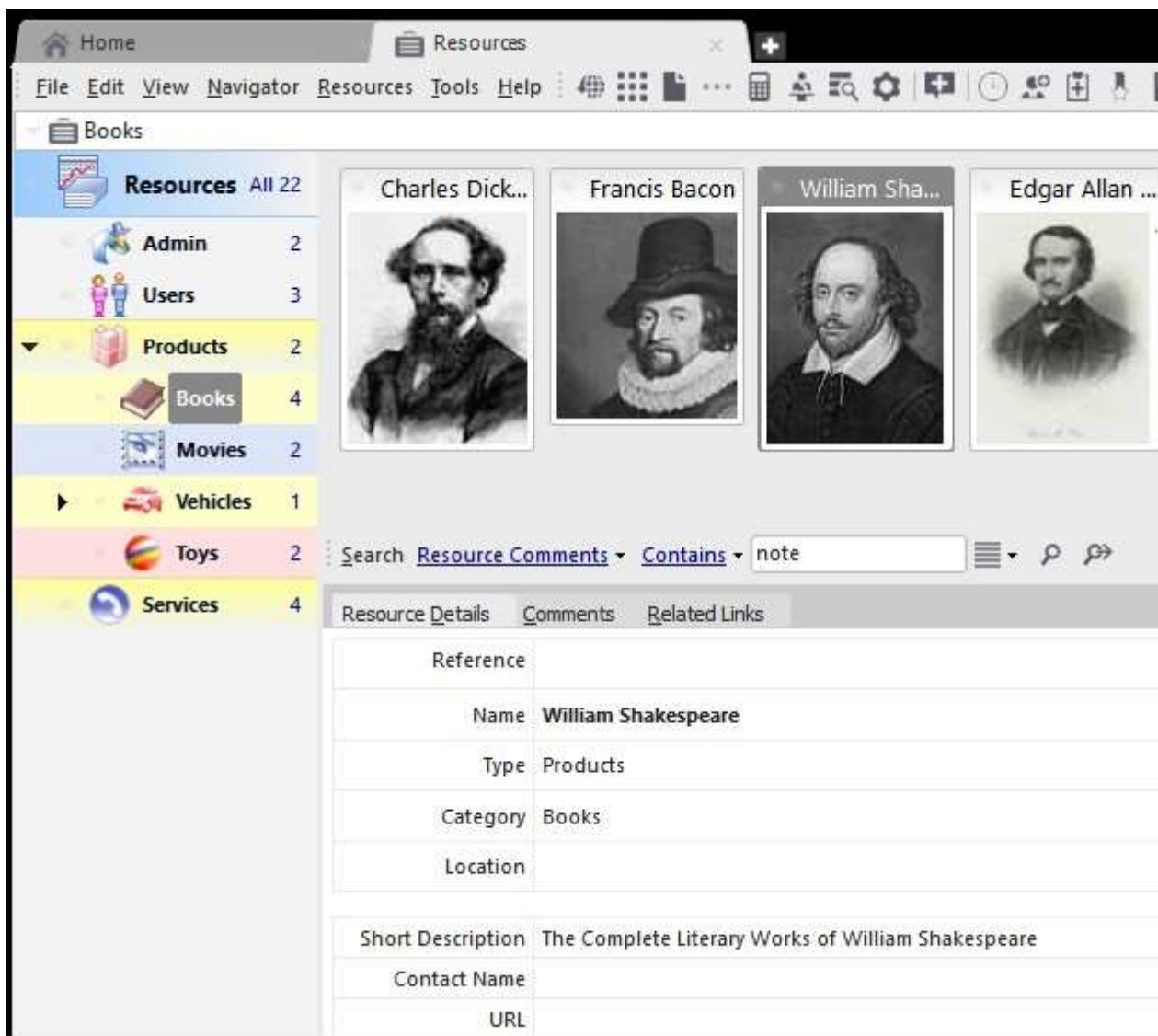
To Go To The Resource Section

Either:

► Choose from the Main Menu "**File/Go To Section/Resources**", or



► Click on the Main Section Toolbar icon: **Resources**



Items are organized in a tree view, similar to the other sections. You can have as many items as you wish in each folder and have as many folders as you need.

♥ See [Folders](#) for more information.

In this section you can add folders and items. Each item can contain comprehensive details about the data. You can enter many details about the item, database access permissions, assign folders and other information as needed.

♥ See [Managing Resource Records](#) for more information.

Related Topics

Managing Resource Records

Resource records or items, in doogiePIM, can be added, edited and deleted. Each operation can be done only when you are in the Resource section.



To Go To The Resource Section

- ▶ Choose from the Main Menu "**File/Go To Section/Resources**", or




- ▶ Click on the Main Section Toolbar icon: **Resources**



To Add A New Resource

Either:

- ▶ Choose from the Main Menu "**Resource/Add a New Resource**", or
- ▶ Right Click on the Resources List grid and choose "**Add a new Resource**", or
- ▶ Click on the Vaults items toolbar icon:  "**Add a New Resource**"

With the Resource's details window is open, fill in the input boxes and edit the details as needed:

Add/Edit Resource



Person/User

Reference JP510



Name John Porter

Type People



Category Admin



Folder



Ad

Flag



Imp

Image



Details

Comments

Calendar

▼ Permissions

Actions Allowed

Accessible Folders

Accessible Calendars

Information

Short description Administrator

Contact name John

Location Lelystad

Email address nobody@bitespire.com

URL www.bitespire.com

Dates

Start Date 11/29/2007



End Date



End Reason

Custom Date



Last Check




Last Visit 11/29/2007




Help

Add/Edit Resource

Reference 

Name

Type 

Category 

Folder 

Flag 

Image 

Calendar View

☒ Shown in Calendar

Header Color

Day Color


Icon 

Working Hours and Days

Day of week	Day Starts At	Day Ends At
<input checked="" type="checkbox"/> Monday	<input type="text" value="08:00 AM"/>	<input type="text" value="08:00 PM"/>
<input checked="" type="checkbox"/> Tuesday	<input type="text" value="08:00 AM"/>	<input type="text" value="08:00 PM"/>
<input checked="" type="checkbox"/> Wednesday	<input type="text" value="08:00 AM"/>	<input type="text" value="08:00 PM"/>
<input checked="" type="checkbox"/> Thursday	<input type="text" value="08:00 AM"/>	<input type="text" value="08:00 PM"/>
<input checked="" type="checkbox"/> Friday	<input type="text" value="08:00 AM"/>	<input type="text" value="08:00 PM"/>
<input checked="" type="checkbox"/> Saturday	<input type="text" value="08:00 AM"/>	<input type="text" value="08:00 PM"/>
<input checked="" type="checkbox"/> Sunday	<input type="text" value="08:00 AM"/>	<input type="text" value="08:00 PM"/>
<input checked="" type="checkbox"/> All Same	<input checked="" type="checkbox"/> All Same	<input checked="" type="checkbox"/> All Same

To edit Day of Week, Day Starts or Ends, uncheck the relevant "All Same" check box.

Details
Comments
Calendar
▼ Permissions
 Actions Allowed
 Accessible Folders
 Accessible Calendars


 Help

When you are satisfied with the details you have entered, click on **Save** to save the details or click on **Cancel** to cancel any changes made.

To Select A Resource

- ▶ Left click on the Resources List where the Resource is displayed. The Resource is selected when it's highlight color is shown.


To Edit An Existing Resource's Details

- ▶ Choose from the Main Menu "**Resource/Edit Selected Resource**", or
- ▶ Click on the Records Toolbar icon:  **Edit Selected Resource** (located above the List Grid), or
- ▶ Double Click on the Resource in list view or card view.

The operation of editing is the same as adding. See the details above for more information.



To Delete An Existing Resource

- ▶ Choose from the Main Menu "**Resource/Delete Selected Resources**", or
- ▶ Click on the Records Toolbar icon:  **Delete Selected Resources** (located above the List Grid)

Related Topics

Searching Resource Records

The records in doogiePIM can be searched for in the relevant section for the currently selected folder by using the quick search facility located under the [List View](#) or the [Card View](#). If you want a more advanced search or a list of matching items for exporting, then you could use the Database Search.

♥ See [Database Search](#) for more information.

The search is case-insensitive. This means if you searched for "**smith**", then the system will find "**Smith**" and "**SMITH**". [Regular Expressions](#) are also supported

Enter the search text:

SMITH

A normal search term so doogiePIM will find items that match **SMITH**.

Enter the regular expression search text:

(smith|jones)

This is a regular expression search. Here the example searches for items matching **smith** or **jones**.

♥ See [Syntax of Regular Expressions](#) for more information.

The Quick Search bar that is located under section list views:



To Use the Quick Search

1. Choose from the "**Search in**" blue drop down text by clicking on the blue underlined text and choose the field you want to search in. If you are not sure which field to search in then choose "**All Columns**" from the list of choices.

2. Click on the matching type (next blue text) to change the way the search text matches the field:

Contains

Matches text inside text, eg: "**BiteSpire**" with match against "**Made by BiteSpire Software**"

Start with

Matches text that starts with text, eg: "**BiteSpire**" with match against "**BiteSpire Software**" but not "**Visit BiteSpire Software**".

Ends With

Matches text that ends with text, eg: "**BiteSpire**" with match against "**Made by BiteSpire**" but not "**BiteSpire Software**".

RegExpr

Matches the text using a regular expression.

♥ See [Regular Expressions](#) for more information.

3. Enter the text you wish to search for in the input box "**Text**".
4. Click on the **Find First** button on the right of the "search for" input box, to locate the first matching item in the list. Pressing Enter on your keyboard also activates this command.
5. Click on the **Find Next** button on the right of the "search for" input box, to locate the next matching item in the list.

If any item is found that matches your criteria, the appropriate record is automatically selected so the details are displayed in the item's information area. If no record is found, a warning dialog is displayed accordingly.

Related Topics

How To Setup a Database Sign-In

With doogiePIM, Resources can be used as your "Database Users". Imagine you have an office where there is:

example:

- ▶ Billy - The Technical administrator.
- ▶ Joan - Office Manager
- ▶ Sally - Secretary
- ▶ Todd - Trainee Clerk

These four people all access the same doogiePIM database that is located on a master PC. However, the Trainee Clerk is not allowed to access any email, finance or contact data, he can only have access to the Tasks. The Office Manager will access everything except the ability to do backups and building indexes. The secretary only has access only to the Calendar and Tasks.

This example scenario can be realized with the use of **Resources**.

Firstly, each member of the office will be added to the Resources section:

♥ See [Managing Resource Records](#) for more information.

Billy is setup as the "**DB Administrator**". This means Billy is the top level controller for the database so has access to everything. This is all the functions of doogiePIM.

Add/Edit Resource

Person/User

Reference
160923135626

Name
Billy

Type
Choose Type

Category
Choose Category

Folder
Ad

Flag
Not Fla

Image

Resource Access Type

- ☒ **DB Administrator**
Access to everything.
- ☐ **Manager**
Restrict by Actions. Access selective folders and Calendar resources.
- ☐ **Restricted Sign In**
Restrict by Actions. Access selective folders and only access own Calendar.
- ☐ **No Sign In**
Is not a user.

User's Sign In Details

User name
billy

Password
12345

Messages UnRead
Group 1

Details
Comments
Calendar
▼ Permissions

Actions Allowed
Accessible Folders
Accessible Calendars

Actions Allowed
Accessible Folders
Access

Allowed Actions

- Database
- General
- Calendar
- Contacts
- Finance
- Bookmarks
- Journal
- Messages
- Noteboard
- Planner
- Resources
- Reports
- Documents
- Tasks
- Vault

Assign Folder
Remove Folder
All

Help

It is very important that when the Username and Password is assigned, these will need to be recorded somewhere safe. Do not lose your admin username and password, otherwise you won't be able to access your database.

Joan, the Office Manager, is setup as a "**Manager**", but in the "**Actions Allowed**", only certain items are checked.

Add/Edit Resource

Reference

Name

Type

Category

Folder

Flag

Image

Resource Access Type

☐ **DB Administrator**
Access to everything.

☒ **Manager**
Restrict by Actions. Access selective folders and Calendar resources.

☐ **Restricted Sign In**
Restrict by Actions. Access selective folders and only access own Calendar.

☐ **No Sign In**
Is not a user.

User's Sign In Details

User name

Password

Messages UnRead

Actions Allowed

Accessible Folders

Access

Allowed Actions

☒ Database

☒ General

☒ Calendar

☒ Access Calendar

☒ Add Events

☒ Edit Events

☒ Delete Events

☒ Add Event Types

☒ Edit Event Types

☒ Delete Event Types

☒ Add Event Categories

☒ Edit Event Categories

☒ Delete Event Categories

☒ Contacts

☒ Finance

☒ Bookmarks

Assign Folder **Remove Folder** **All**

Details

Comments

Calendar

Permissions

Actions Allowed

Accessible Folders

Accessible Calendars

Help

Sally the secretary is added as a "**Restricted Sign In**" and Todd also as a "**Restricted Sign In**" with various access permissions.

- ☒ **Restricted Sign In**
Restrict by Actions. Access selective folders and only access own Calendar.

Note also, the "**Calendar**" tab. Sally needs to have her events scheduled and so does Joan. Therefore the "**Shown in Calendar**" box is checked.

Image

Details

Comments

Calendar

▼ Permissions

Actions Allowed

Accessible Folders

Accessible Calendars

Calendar View

☒ Shown in Calendar

Header Color

Day Color

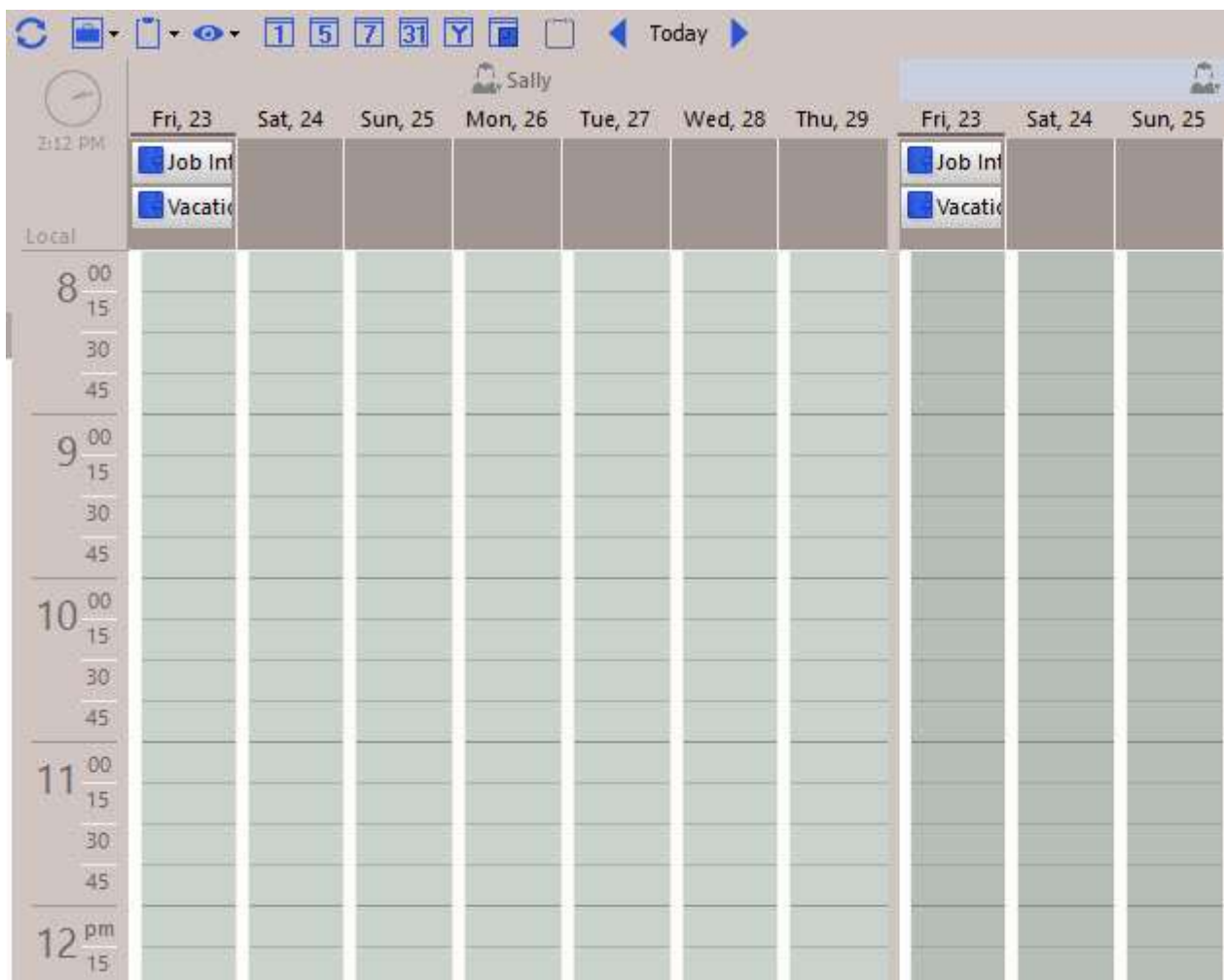
Icon

Working Hours and Days

Day of week	Day Starts At	Day Ends At
<input checked="" type="checkbox"/> Monday	12:00 AM	11:59 PM
<input type="checkbox"/> Tuesday	12:00 AM	11:59 PM
<input type="checkbox"/> Wednesday	12:00 AM	11:59 PM
<input type="checkbox"/> Thursday	12:00 AM	11:59 PM
<input type="checkbox"/> Friday	12:00 AM	11:59 PM
<input type="checkbox"/> Saturday	12:00 AM	11:59 PM
<input type="checkbox"/> Sunday	12:00 AM	11:59 PM
<input checked="" type="checkbox"/> All Same	<input checked="" type="checkbox"/> All Same	<input checked="" type="checkbox"/> All Same

To edit Day of Week, Day Starts or Ends, uncheck the relevant "All Same" check box.

This means Sally and Joan will have a Calendar block in the Calendar section. However, if Sally signs into the database, she will only see her own calendar, but Joan will be able to see her own and Sally's calendars, due to the Manager status.



Now the database is setup. Each person runs doogiePIM on their own PC and goes to Open Database. They choose the database file, which is located on a shared folder on a master PC in the office. But instead of going straight to the records, the user will see the Home Page but with a request to sign in. Here they will enter their username and password. When accepted, they will see their home page with their appropriate tasks and events (however the home page data panels are setup).

DOOGIE^{PIM}
PERSONAL INFORMATION MANAGER

Registered User

Sign In

User name

Password

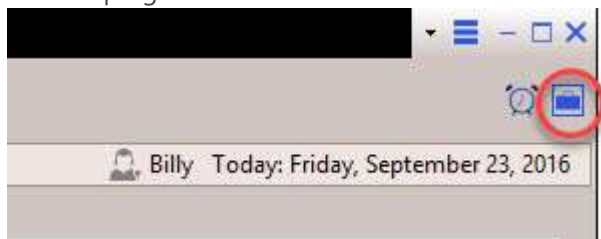
☒ Remember User name

☒ Remember Password

What would you like to do?

This database requires you to sign in with your user name and password that has been assigned to you.

When a member of staff goes to lunch or leaves the desk, it is advisable to "Sign Out" so not to keep the database accessible. You don't have to close the database, you could just click on the "**Sign Out**" button in the top right or in the File menu.



Assigning Folders

When you wish for a Resource to have only specific access to certain folders, then this can be achieved using the "**Accessible Folders**" tab in the Resource Details Permissions window.

When assigning a folder to a resource, you should be aware that the Resource will be able to access that assigned folder and any sub-folders that are under that folder.

Add/Edit Resource

Reference

Name

Type Choose Type

Category Choose Category

Folder

Flag Not Fla

Image

Resource Access Type

☐ **DB Administrator**
Access to everything.

☒ **Manager**
Restrict by Actions. Access selective folders and Calendar resources.

☐ **Restricted Sign In**
Restrict by Actions. Access selective folders and only access own Calendar.

☐ **No Sign In**
Is not a user.

User's Sign In Details

User name

Password

Messages UnRead

Actions Allowed Accessible Folders Access

Planner

Main Plans

Tasks

Important

Resources

Users

Details

Comments

Calendar

Permissions

Actions Allowed

Accessible Folders

Accessible Calendars

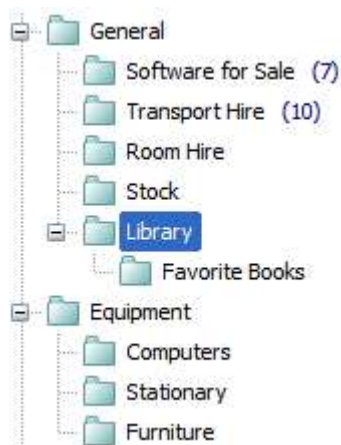
Assign Folder

Remove Folder

All

Help

For more visual folder examples



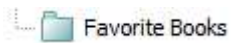
Joan is only assigned the folder "**General**", therefore Joan can access "**General**", "**Software for Sale**" up to and including "**Library**" and "**Favourite Books**". 7 Folders in total. But Joan can't access Equipment or

any of those sub-folders.

This would be Joan's view of the folders:



If Joan is only assign "**Favourite Books**" then her view would be like this:



Introduction to Tasks

Tasks are defined as events that do not necessarily have a date and time, unlike an event.

Tasks, in doogiePIM, can be added, edited and deleted. Each operation can be done when in the Calendar section or in the Tasks section.

Some examples of a task could be:

1. Backup database files.
2. Take dog for a walk.
3. Write a best seller

Some tasks could be assigned a start date and an estimated finish date (due date). You can track the status of a task by assigning the progress.

For example:

Consider the task "*Create Church Newsletter*"

You could set the due date in the future to indicate when it is due by.

The progress could be set to 25% to indicate that it is in progress.

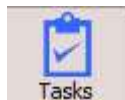
Tasks can also be assigned to a Resource, see [Resources](#) for more information. This way, you can quickly see which tasks are due for a Resource by looking at the tasks list in the Calendar section.

Tasks may also be organized into folders for better navigation. You can have as many tasks in each folder as you wish and you can add as many folders as you need.

To Go To The Tasks Section

Either:

- Choose from the Main Menu "**File/Go To Section/Tasks**", or



- Click on the Main Section Toolbar icon: **Tasks**, or
- Press the keyboard shortcut: **Ctrl+4**

Related Topics

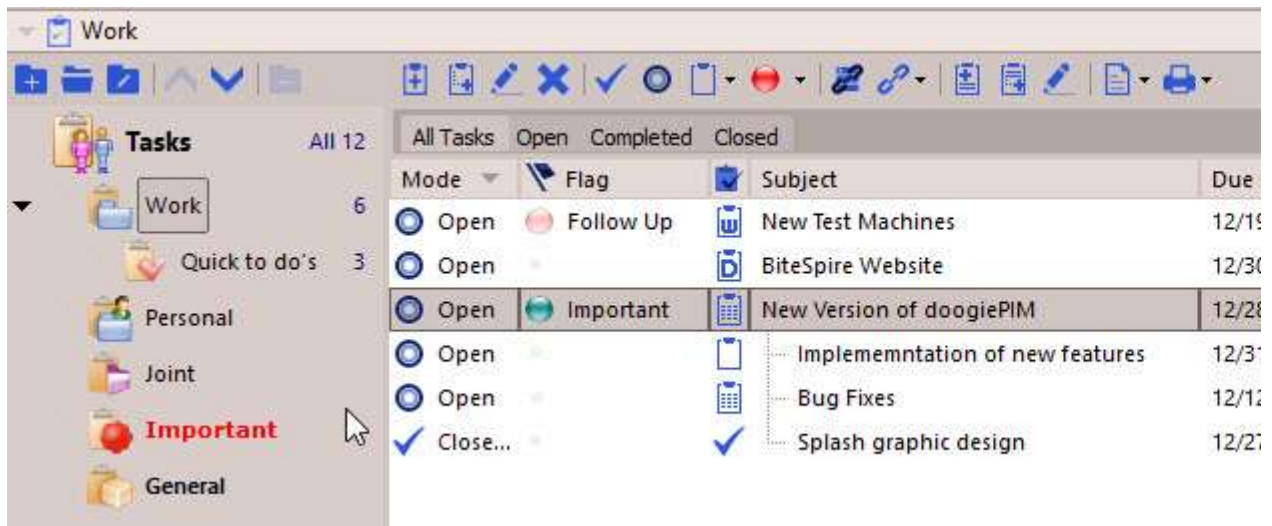
[Introduction to Tasks](#)

[Managing Tasks](#)

[Linking Tasks](#)

Managing Tasks

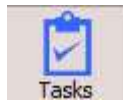
Tasks can be added, edited and deleted. Each operation can be done when in the Tasks section or in the Calendar section. When you are in the Calendar section, only the task for the selected Resource is displayed. ❤ See "[Managing Resources](#)" for more information.



To Go To The Tasks Section

Either:

- Choose from the Main Menu "**File/Go To Section/Tasks**", or



- Click on the Main Section Toolbar icon: **Tasks**, or

- Press the keyboard shortcut: **Ctrl+4**

To Go To The Calendar Section

Either:

- Choose from the Main Menu "**File/Go To Section/Calendar**", or



- Click on the Main Section Toolbar icon: **Calendar**, or

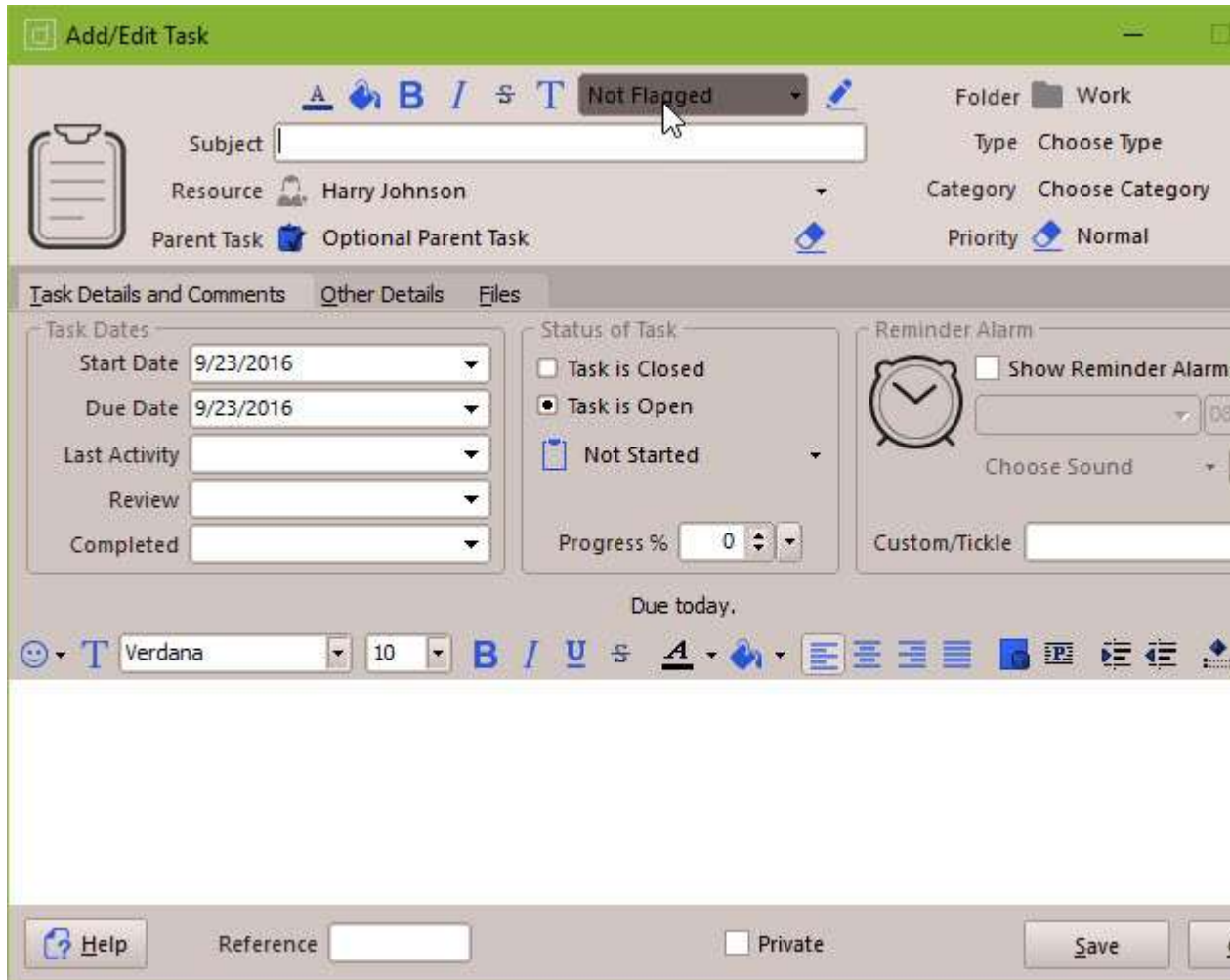
- Press the keyboard shortcut: **Ctrl+2**

To Add A New Task

Either:

- Choose from the Main Menu "**Tasks/Add a New Task**", or
- Choose from the Main Menu "**Calendar/Add a New Task**", or
- Right Click on the Tasks List and choose "**Add a new Task**", or

- Click on the Main Toolbar icon:  "Add a New Task", or
- Click on the Tasks Toolbar icon:  (located above the Tasks List)



With the Task's Details window open, edit the details as needed:

Subject	Enter some descriptive text. eg: Write product sales objectives
Type	Choose from the list of available types that best suits this task.
Resource	By default, this will be the currently selected Resource. However, you may choose to assign this task to a different Resource. See " Managing Resources " for more information.
Due Date	Enter the date when the task is due to be finished. This can be left blank if the date is unknown.
Start Date	Enter the date when the task was started. This can be left blank if the date is unknown or the task hasn't started yet.

Status	<p>Choose from the list of available types that best suits this task.</p> <p>Not Started: This task has not started yet.</p> <p>In Progress: This task has started and is currently in progress.</p> <p>Completed: This task has finished.</p> <p>Waiting on someone: This task has started but is waiting for some human input. eg: waiting for the sales executive to come back from holiday.</p> <p>Waiting for something: This task has started but is waiting for some physical input. eg: waiting for a component part.</p> <p>Deferred: This task has been put back, delayed until a later time.</p>
Priority	<p>Choose from the list of available priorities that best suits this task.</p> <p>Important: This task is an integral key point.</p> <p>Normal: This task is a normal task.</p> <p>Urgent: This task has some time constraints and needs attention.</p>
Complete %	Enter the approximate amount of work complete for this task. When you choose the Status (above) of the task, you will notice this "Complete %" will automatically enter some figure.
Reminder	If you wish to be automatically notified when this task is due, place a tick in this check box.
Reminder date	Only enabled if you choose "Reminder" (above). Enter the date when the reminder should be announced.
Reminder time	Only enabled if you choose "Reminder" (above). Enter the time when the reminder should be announced.
Sound (button)	To play a sound file when the reminder is announced, click on this button to open and load a WAVE compatible sound file.
Comments	Enter any plain text to describe this task.
Font (button)	To make this task stand out in the Task List, you could choose a different font size, style or colour.
Bkgrd (button)	To make this task stand out in the Task List, you could choose a different background colour.
Reference	You may enter any text here. You could use it store an office location or the name of a web site.
Code	You may enter any text here. You could use it store a salesperson's ID or a product code.
Attachments (tab)	<p>You can assign certain files on your hard disk that are related to this task. For example: if you are design some logo, you could attach a link to some clipart or the actual project file.</p> <p>Note: This doesn't insert the actual file data, this only adds a link to the filename to the task. If you move the file to a different location on your hard disk, then this filename link will be invalidate.</p> <p>♥ See "Attachments List" for further information.</p>
Private	This is not used directly in doogiePIM. You could use this to indicate if this task is private or not.

When you are satisfied with the details you have entered, click on **Save** to save the details or click on **Cancel** to cancel any changes made.



To Select A Task

► Left click on the Task List where the task is displayed. The task is selected when it's highlight colour

is shown.



To Edit An Existing Task's Details

Either:

- Choose from the Main Menu "**Tasks/Edit Selected Task**", or
- Double Click on the Task in Tasks List.

The operation of editing is the same as adding. See the details above for more information.



To Delete An Existing Task

Either:

- Choose from the Main Menu "**Task/Delete Selected Task**"

Related Topics

[Introduction to Tasks](#)

[Managing Tasks](#)

[Linking Tasks](#)

Linking Tasks

Tasks can be linked to other database records such as Contacts or Notes. This enables you to expand the scope of the data by adding an extra dimension to enable a much more wider understanding.

Tasks can be linked to other Tasks, Planner Events, Contacts, Notes and Journals.


In the Item's Information area, there is a secondary tab called "**Related Links**". Selecting this tab shows a list view of the links that are directly related to the currently selected Tasks. Some of the links are from other database items and some may be direct connections to an item. The links are grouped as per which section/item the linking belongs to.

♥ See [Related Links List](#) for more information



To Link A Tasks To A Database Item

First select a Tasks from the Tasks List by left clicking on it, so that's it is highlighted, then;
Either:

- ▶ Choose from the Main Menu "**Tasks/Link Task to a Database Item**", or
- ▶ Click on the Tasks Toolbar icon:  or
- ▶ Right Click on the Tasks and choose "**Link Tasks to a Database Item**" from the context menu.

♥ See [Linking Items Selector](#) for more information

Related Topics

[Introduction to Tasks](#)

[Managing Tasks](#)

[Linking Tasks](#)

Introduction to Vault

With doogiePIM Vault you can store Credit Card numbers, PIN numbers, passwords and other confidential information. Vault data can be added, edited and deleted. Each operation can be done only when you are in the Vault Section of doogiePIM.

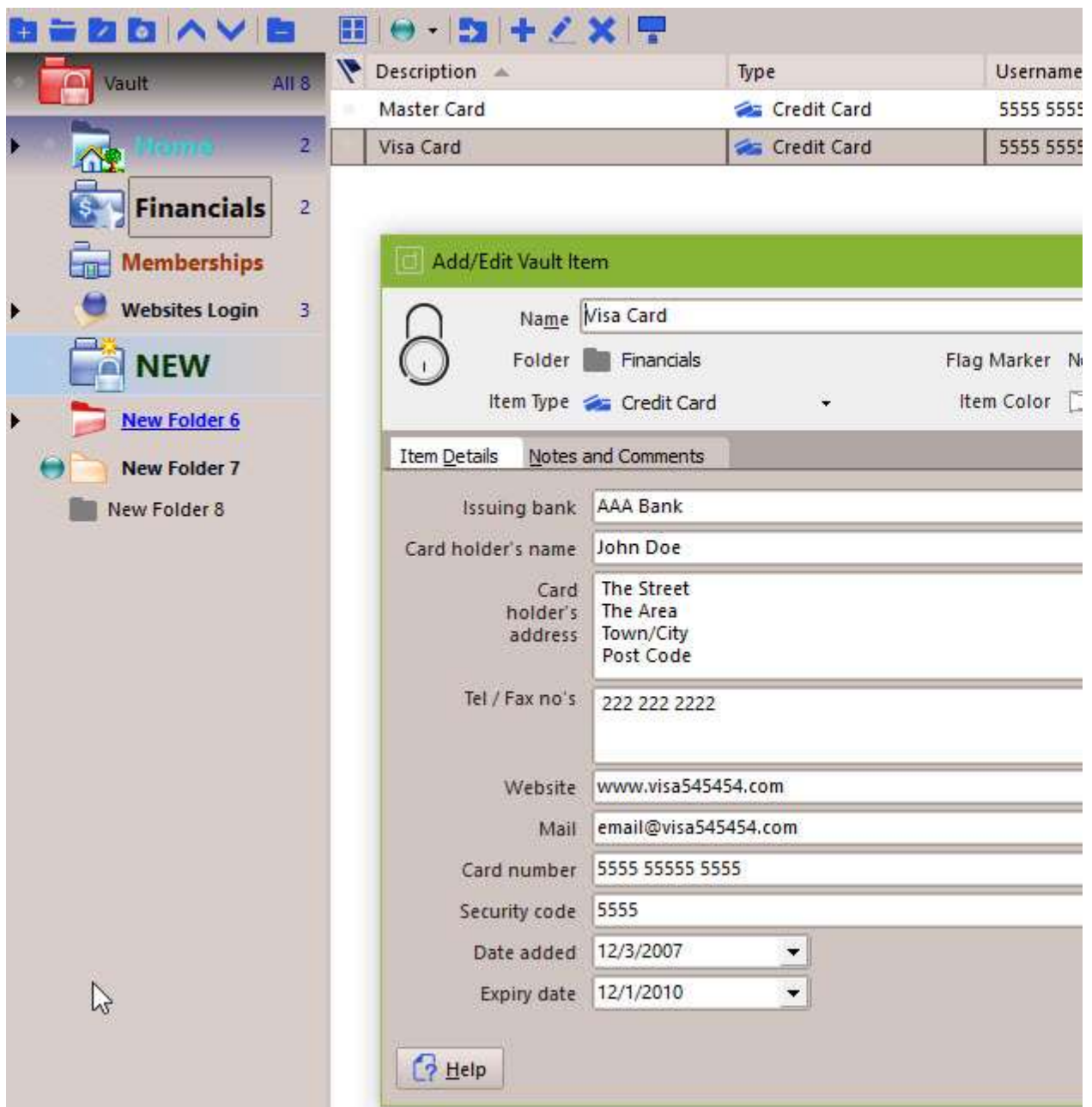
To Go To The Vault Section:

Either:

- Choose from the Main Menu "**File/Go To Section/Vault**", or



- Click on the Main Section Toolbar icon: **Vault**



The screenshot displays the doogiePIM Vault application. On the left is a sidebar with a 'Vault' section containing icons for 'Home', 'Financials', 'Memberships', 'Websites Login', and a 'NEW' section with 'New Folder 6', 'New Folder 7', and 'New Folder 8'. The main area shows a table of vault items:

Description	Type	Username
Master Card	Credit Card	5555 5555
Visa Card	Credit Card	5555 5555

An 'Add/Edit Vault Item' dialog box is open, showing details for a 'Visa Card' in the 'Financials' folder. The dialog includes fields for Name, Folder, Item Type, Issuing bank, Card holder's name, Card holder's address, Tel / Fax no's, Website, Mail, Card number, Security code, Date added, and Expiry date. A 'Help' button is at the bottom left of the dialog.

When you launch the Vault section for the first time, you will be given a prompt to create a password. It is a good idea to create a password so you can lock the vault so other people cannot access your data without the correct password.

When you have assigned a password for the Vault, you will be shown a password entry screen every time you access the Vault section. Enter the password you previously assigned in the input box labeled "**Enter Password**" then click on the **OK** button. If the password is correct then the main Vault screen will show.

Vault items are organized in a tree view, similar to the other sections. You can have as many items as you wish in each folder and have as many folders as you need.

♥ See [Folders](#) for more information.

In the Vault section you can add folders and Vault items. Each item can contain comprehensive details about the data. You can enter details about the password, bank information and other information as needed.

♥ See [Managing Vault Records](#) for more information.

Related Topics

Managing Vault Records

Vault records can be added, edited and deleted. Each operation can be done only when you are in the Vault section.



To Go To The Vault Section

Either:

- Choose from the Main Menu "**File/Go To Section/Vault**", or



- Click on the Main Section Toolbar icon: **Vault**

When you launch the Vault section for the first time, you will be given a prompt to create a password. It is a good idea to create a password so you can lock the vault so other people cannot access your data without the correct password.




When you have assigned a password for the Vault, you will be shown a password entry screen every time you access the Vault section. Enter the password you previously assigned in the input box labeled "**Enter Password**" then click on the **OK** button. If the password is correct then the main Vault screen will show.



To Add A New Record

Either:

- Choose from the Main Menu "**Vault/Add a New Record**", or

- ▶ Right Click on the Tasks List and choose "**Add a new Record**", or
- ▶ Click on the Vaults items toolbar icon:  "**Add a New Password**"

With the record's details window is open, fill in the input boxes and edit the details as needed:

When you are satisfied with the details you have entered, click on **Save** to save the details or click on **Cancel** to cancel any changes made.

To Select A Record

- ▶ Left click on the Records List where the Vault Record is displayed. The Record is selected when it's highlight colour is shown.

To Edit An Existing Record's Details


Either:

- ▶ Choose from the Main Menu "**Vault/Edit Selected Record**", or
- ▶ Double Click on the Record in list view or card view.

The operation of editing is the same as adding. See the details above for more information.

To Delete An Existing Record

Either:

- ▶ Choose from the Main Menu "**Vault/Delete Selected Records**", or
- ▶ Click on the Records Toolbar icon:  **Delete Selected Records** (located above the Records List)

Related Topics

Searching Vault Records

The records in doogiePIM can be searched for in the relevant section for the currently selected folder by using the quick search facility located under the [List View](#) or the [Card View](#). If you want a more advanced search or a list of matching items for exporting, then you could use the Database Search.

♥ See [Database Search](#) for more information.

The search is case-insensitive. This means if you searched for "**smith**", then the system will find "**Smith**" and "**SMITH**". [Regular Expressions](#) are also supported

Enter the search text:

SMITH

A normal search term so doogiePIM will find items that match **SMITH**.

Enter the regular expression search text:

(smith|jones)

This is a regular expression search. Here the example searches for items matching **smith** or **jones**.

♥ See [Syntax of Regular Expressions](#) for more information.

The Quick Search bar that is located under section list views:



To Use the Quick Search

1. Choose from the "**Search in**" blue drop down text by clicking on the blue underlined text and choose the field you want to search in. If you are not sure which field to search in then choose "**All Columns**" from the list of choices.

2. Click on the matching type (next blue text) to change the way the search text matches the field:

Contains

Matches text inside text, eg: "" with match against "**Made by BiteSpire Software**"

Start with

Matches text that starts with text, eg: "" with match against "**BiteSpire Software**" but not "**Visit BiteSpire Software**".

Ends With

Matches text that ends with text, eg: "" with match against "**Made by BiteSpire** " but not "**BiteSpire Software**".

RegExpr

Matches the text using a regular expression.

♥ See [Regular Expressions](#) for more information.

3. Enter the text you wish to search for in the input box "**Text**".

4. Click on the **Find First** button on the right of the "search for" input box, to locate the first matching item in the list. Pressing Enter on your keyboard also activates this command.

5. Click on the **Find Next** button on the right of the "search for" input box, to locate the next matching item in the list.

If any item is found that matches your criteria, the appropriate record is automatically selected so the details are displayed in the item's information area. If no record is found, a warning dialog is displayed accordingly.

Related Topics

Printing Contents of a List View

Many of the List Views in doogiePIM can be printed. The output and format is not exactly the same as the list, but rather a plain text form. This enables you to quickly print a list. This is ideal in situations when you want to preserve a result of a search, a filtered list of tasks or a contacts list.

Before printing, resize the columns and the position to the desired size.

Mode	Flag	Subject	Due Date	Start Date	Reso
<input type="radio"/> Open					
<input checked="" type="radio"/> Open		New Test Machines	12/19/2007	11/27/2007	Jane
<input checked="" type="radio"/> Open		BiteSpire Website	12/30/2007	11/20/2007	Jane
<input checked="" type="radio"/> Open		New Version of doogiePIM	12/28/2007	11/30/2007	Harry
<input checked="" type="radio"/> Open		Implememntation of new features	12/31/2007	11/30/2007	John
<input checked="" type="radio"/> Open		Bug Fixes	12/12/2007	11/30/2007	Jane
<input checked="" type="radio"/> Close...		<input checked="" type="checkbox"/> Splash graphic design	12/27/2007	11/28/2007	Jane

Before printing, it is a good idea to setup some basic properties of your printer.

♥ See [Setting Up Printer Options](#) for more information

To Print a List View

- Choose from the main menu "**File/Print/List of ...**", or
- Click on the icon in toolbar above the List View, (some toolbars have a further menu)

Print

Printer

Name:

Microsoft Print to PDF

▼

Properties...

Status:

Ready

Type:

Microsoft Print To PDF

Where:

PORTPROMPT:

Comment:

Print range

☒ All

☐ Pages

from: 1 to: 1

☐ Selection

Copies

Number of copies:

1

▼

11

22

33

OK

Cancel

Make your final changes by selecting the printer, properties and other options, then click on **OK** to begin printing.

If you need more control over layout and filters, then you should consider using the Reports section as this will give you greater flexibility for reporting.

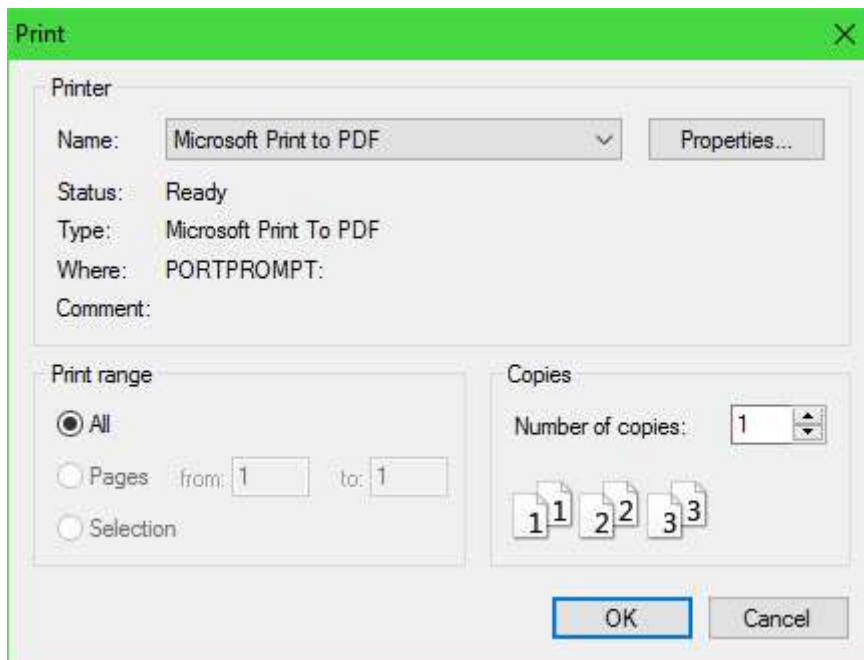
Related Topics

[Setting Up Printer Options](#)

Setting Up Printer Options

To Setup a Printer

Before printing, it is a good idea to setup some basic properties of your printer, eg: Orientation. To setup your printer properties, choose from the main menu "**File/Printer Setup**".



Make your changes by selecting the printer, properties and other options, then click on **OK** to save the settings. These settings are only active for the current session. When you exit doogiePIM these preferences are not saved.

Mailing Address Labels and Letters

When you want to print address labels or send a letter to a Contact, then you can use the doogiePIM special Multi-Labels and Letters facility. This facility enables you to print multiple copies of the same letter or label but with different data, in this case it would be names and addresses.

To begin you must first select and identify the Contacts you want to send your letter to. You can do this in the Contacts sections using the List View.

It is advisable to create a folder in the Contacts Navigator to hold your mailing list, then you can organize those Contacts specially.

The data source of the letters and labels can be taken from the contacts List View or from the result of a Database Search.

♥ See [Database Search](#) for more information.

After identifying and producing a List View of source data, either from the [Contacts](#) section or the [Search](#) results, now you should prepare your letter and label.

The letter and label document template is a formatted file document in DON format (doogiePIM Document) which can be edited in the doNotes Editor.

♥ See [Note Editor](#) or [doNotes](#) for more information.

The document you create must contain special field markers so doogiePIM knows where to place the record data.

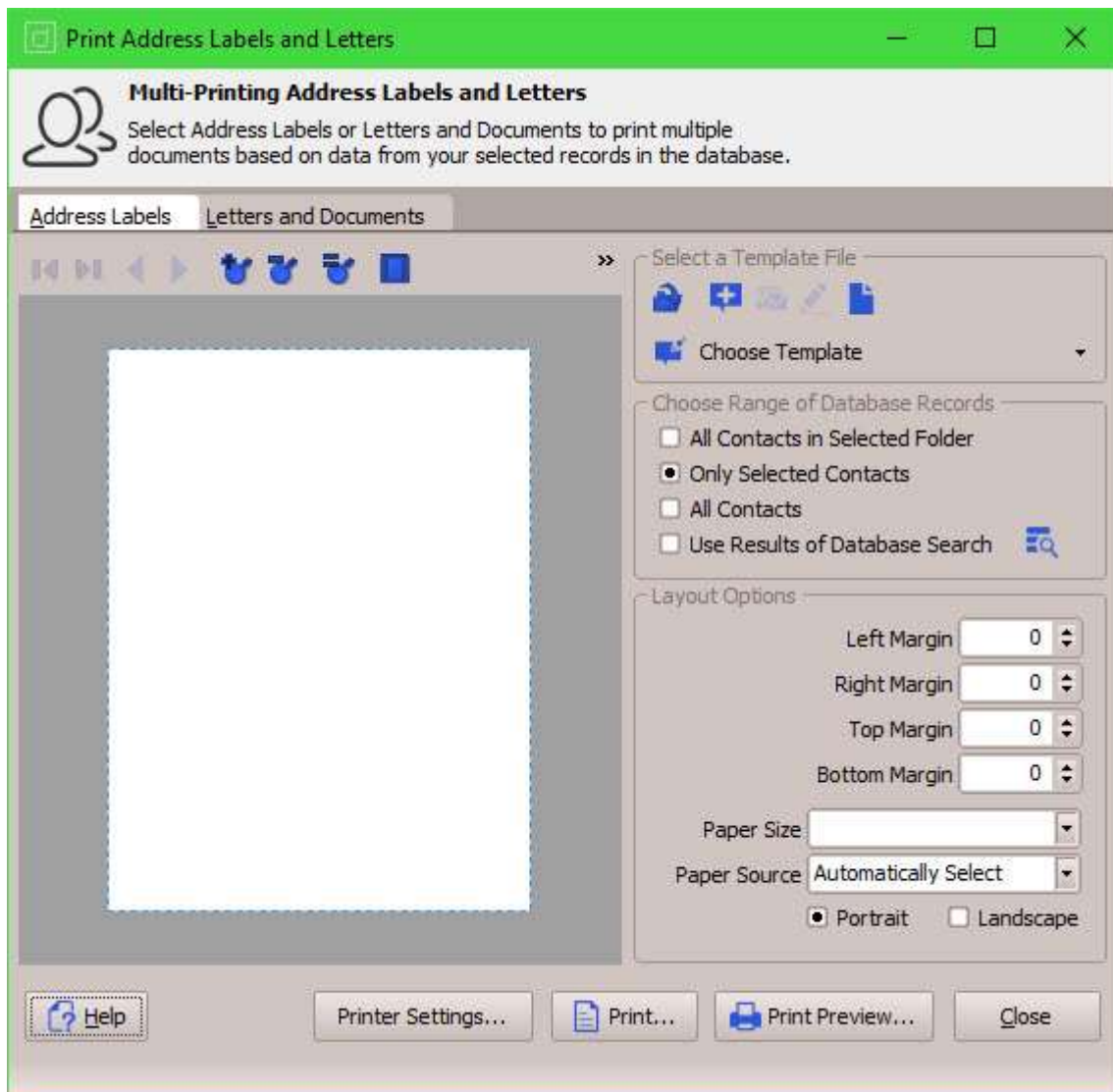
♥ See [Inserting Database Field Markers](#) for more information.

► Click on the icon in toolbar above the List View,  (some toolbars have a further menu)

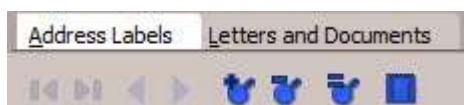


To Start Multi-Mailing

Choose from the main menu "**File/Address Labels and Letters**". This will launch the following screen:



Click on the tabs under the header graphic to switch between the label and the letter.



When you click on each tab, the printer settings, template file and layout options change accordingly.

Select the template document you created by using the icons on the right hand side:

- Open a document template file.
- Create a new document file.
- Reloads the document template file.
- Edit the currently selected document file, this launches the [doNotes Editor](#).
- Launches the [BiteSpire Files Explorer](#) to enable you to preview and organize template files.

Adjusting Margins and Orientation of the Page

The preview area on the left shows a guide to what the template looks like and takes into account

the layout margins and orientation from the settings on the right.
Use the Layout Options to adjust margins and orientation.



Choose the Range of Records

You must choose where the source of the data comes from:

All Contacts in Selected Folder

This will use all the Contacts records that are shown in the Contacts section in the selected Navigator folder.

Only Selected Contacts

Same as above but only for Contacts that are selected. Use this if you only want a single Contact.

All Contacts

Use with caution. This will use every Contact record in your database.

Use Result of Database Search

This will use all the records shown in the result list of the Database Search window. Not all results are able to be used. The results can only be used if you search or query for Contacts.

After all this is done, click on **Print** to send the output straight to the printer or click on **Print Preview** for a visual confirmation of all the pages before printing is committed.

Related Topics

[Contacts](#)

[Note Editor](#)

[doNotes](#)

[Inserting Database Field Markers](#)

Introduction to doNotes

doNotes are standalone rich text documents that are not saved as part of any database record, but are as actual files on your local storage. This means no matter which database you have open, the same doNotes are always available. This also means that any information inside a doNotes isn't password protected or encrypted, so be careful on what you include in the text.


Think of doNotes as word processing files.

You can completely format notes just like a full word processor with images, tabs, bold, italic and colours. You can even create tables. Any doNotes that are open when you exit doogiePIM will automatically reopen the next time you start doogiePIM, so these notes are invaluable for added reminders for yourself. doNotes can open special files with file extension of "don" (doogiePIM Document File), and you could import compatible files such as plain text or RTF.

♥ For more information of formatting and editing of Notes, see [Notes Editor](#).

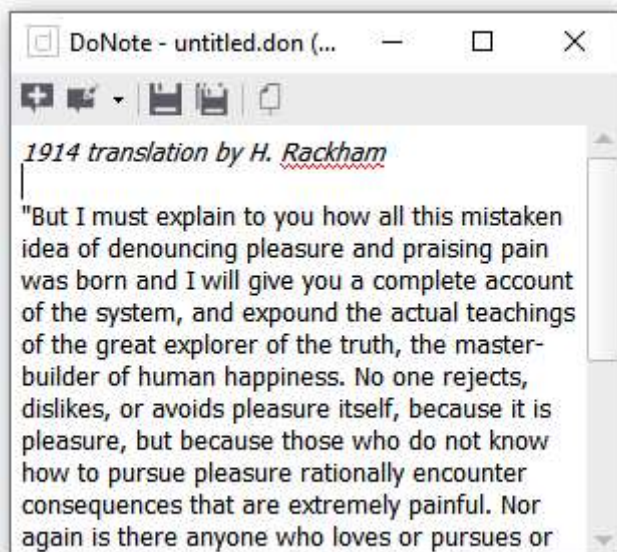
Think of doNotes as sticky notes.

You can send a note over Local Area Network (LAN with TCP/IP) to a recipient who is also running doogiePIM. The note you send is fully formatted. You can control if you want to receive doNotes or not

with the icon on the main toolbar. 

♥ See [Sending Notes over a Network](#) for more information.

The window of doNotes is deliberately left uncluttered with minimal toolbars, but you can switch on the visibility of toolbars for easier access to the commands. Use the right+click content menu for access to the **View** menu as well as the other commands.



Related Topics

[Notes Editor](#)

Sending doNotes over a Network

The content of any note can be sent over a Local Area Network (LAN) using TCP/IP. This is useful for when your PC is part of a network in an office and you want to send or receive a note to a partner.

You are not limited to only sending doNotes but rather any rich text in the content of records, for example: a contacts comments box or the description in a Bookmark's details.



To Send a Note over the Network

First open the note so that it is displayed on the screen.

► Click on the icon in toolbar above the editor,



or

► Right-Click on the note and choose "Send Note over Network"

A dialog is displayed for further information:

Enter the details as required. You may want to click on "**Test It**" after entering the recipients address to see if the computer is accessible on the network.

Send Network Note [X]

Sender Details
Enter your name so the receiver knows who sent the note:
doogiePIM User

Details of Receiver
Enter the recipients Network Address or IP Address:
192.168.5.135
[Person Icon] Send to Port Number 51657 [Test It]

Details of Note
Title or Subject
Unix Commands
Format: ☒ doogiePIM Rich Text ☐ Plain Text

[Help] [Send] [Cancel]

The recipient must be running doogiePIM in order to receive the doNote. They must have enabled the ability to received doNotes.



Enabling receiving of network doNotes

► From the main toolbar, click on the icon




click to allow doNotes to be received

If you can't see this icon, then right-click on the main toolbar and choose **Customize toolbar**. Then add the icon to the toolbar.



Disabling receiving of network doNotes

► From the main toolbar, click on the icon  **click to block all doNotes**

If you can't see this icon, then right-click on the main toolbar and choose **Customize toolbar**. Then add the icon to the toolbar.

When you are ready to transmit the note, click on **Send** or click on **Cancel** to abort.

Related Topics

[Managing Notes](#)

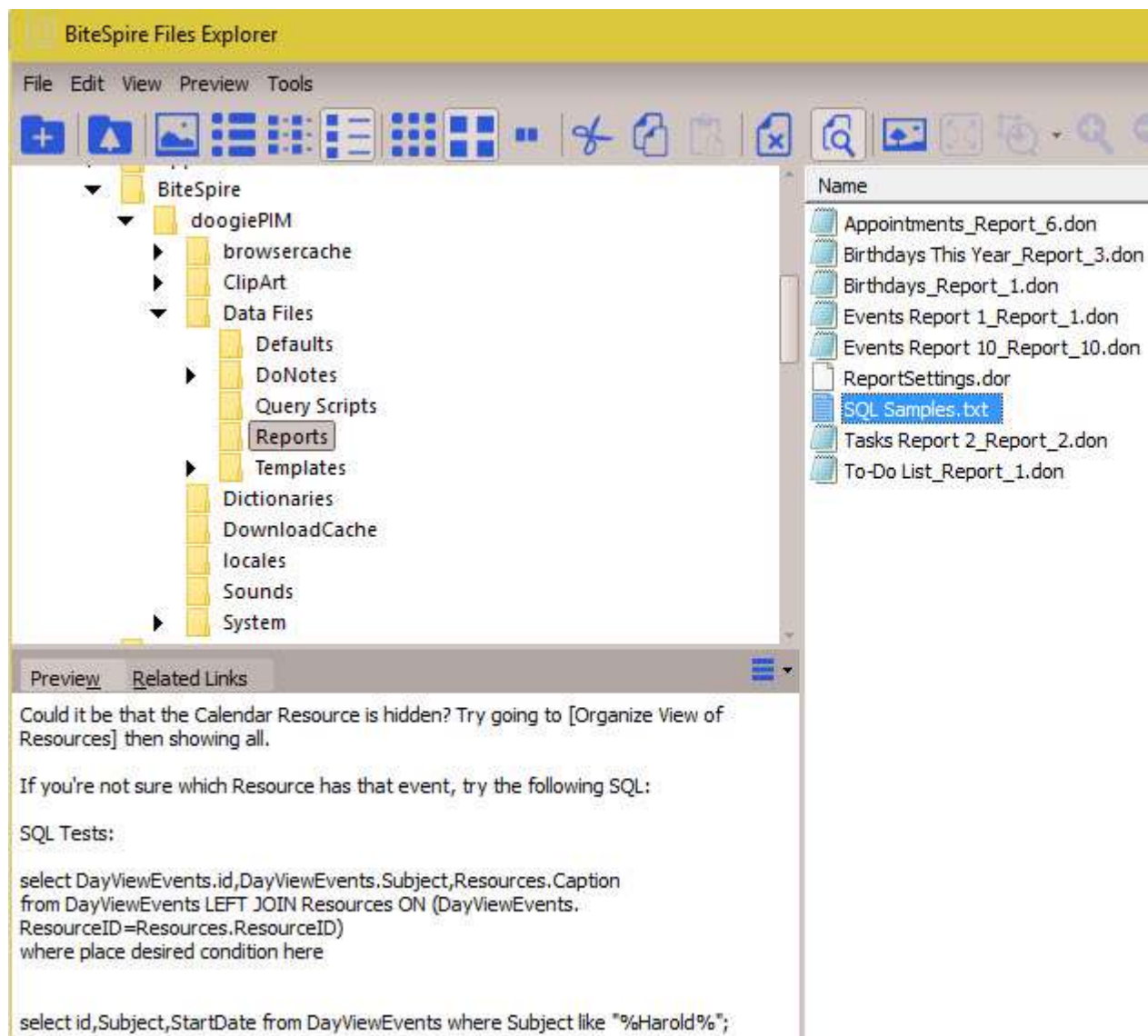
[Sending Notes over a Network](#)

Managing doNote Documents

doNotes are saved to your local hard disk, so you can manage your individual notes and documents like a normal file.



It is recommended to use the [BiteSpire Files Explorer](#) because you get the added advantage of seeing the contents of the document. This will allow you to manage the documents better.



♥ See [BiteSpire Files Explorer](#) for more information.

When doogiePIM is first installed, it sets up a default folder in the installation. This documents folder is:

C:\BiteSpire\doogiePIM\Data Files\doNotes

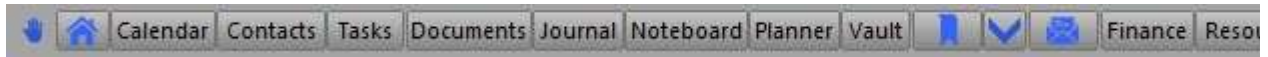
However, you don't have to use this folder. When you are requested to save a doNote, you are given the opportunity to save the document to a different folder.


Any doNotes received over the Network (LAN) is stored in:

C:\BiteSpire\doogiePIM\Data Files\doNotes\Received Notes

♥ See [Sending Notes over a Network](#) for more information

Editing and creating notes can be done with the commands in the [MiniBar](#), main toolbar and the main menu.



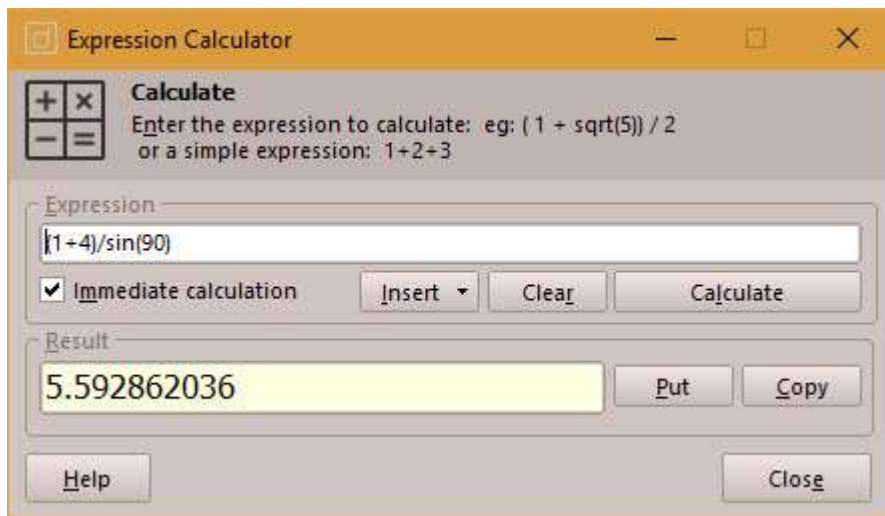
 For editing the contents of a note,
♥ See [Notes Editor](#) for more information.

Related Topics

[Managing Notes](#)

[Sending Notes over a Network](#)

Expression Calculator



With the doogiePIM Expression Calculator you can perform simple or complex calculations. Rather than using the traditional desktop style calculator, in the BiteSpire Expression Calculator, you would enter the expression in the input box in one line.

Enter an expression, such as:

10+45+112+99456-443

or

cos(90)

To see an immediate answer while typing the expression, place a checkmark next to "**Immediate calculation**".

The command buttons are:

"**Insert**", to quickly insert mathematical functions, like cos, sin, log etc.

"**Clear**" button command will clear the input box.

"**Calculate**" performs the calculation and displays the result in the yellow area.

"**Put**" copies the result into the Calculate input box

"**Copy**" Copies the result to the clipboard.

Functions

pi

Returns pi as **3.141592654**

exp

the value of e raised to the power of x

if(x,y,z)

if $x = \text{True}$ (or 1) then return y else return z

randg

Draw from normal distrib. (mean=x, sd =y)

nan

Not a number, mathematical error in result

isnan

Is Not a Number (has error)?

random

random number between 0 and 1

sqr

the square of a number (x^2)

sqrt

the square root of a number

abs

Absolute value.

round

Round to the nearest integer.

trunc

Truncates a real number to an integer.

ln

Natural logarithm of x.

log10

Logarithm base 10 of x.

logN

Logarithm base x of y.

power

Raise to the power: x^y .

pow

Power: x^y .

intpower

Integer power: x^y .

max

The maximum of both arguments.

Min

The minimum of both arguments.

sin

Sine of an angle in radians.

cos

Cosine of an angle in radians.

tan

Tangent of an angle in radians.

arcsin

Inverse sine in radians.

arccos

Inverse cosine in radians.

arctan2

Inverse tangent (x/y) in radians.

arctan

Inverse tangent (x/y) in radians.

sinh

Hyperbolic sine of an angle in radians.

cosh

Hyperbolic cosine of an angle in radians

tanh

Hyperbolic tangent of an angle in radians

arcsinh

Inverse hyperbolic sine in radians

arccosh

Inverse hyperbolic cosine in radians

arctanh

Inverse hyperbolic tangent in radians

degtorad

Conversion of degrees to radians

radtodeg

Conversion of rad to degrees.

pos

Position in of substring in string.

Operands

comparison: **> < <> = <= >=** (also works on strings)

logical: **and or xor not**

factorial: **!**

percentage: **%**

assign to variables: **:=**

The required format of the expression is Pascal style with the following additional operands:

- factorial (**x!**)
- power (**x^y**)
- percentage (**x%**)

Implicit multiplying is not supported: e.g.

(X+1)(24-3)

generates a syntax error and should be replaced with:

(x+1)*(24-3)

Logical functions evaluate in 0 if False and 1 if True.

Precedence

The precedence of the operands is little different, giving a lower precedence to logical operands, as these only act on Booleans (and not on integers like in Pascal).

1 (highest): **! -x +x %**

2: **^**

3: *** / div mod**

4: **+ -**

5: **> >= < <= <> =**

6: **not**

7: **or and xor**

8: (lowest): ⚡=

Related Topics

[Scratchpad](#)

[Expression Calculator](#)

[Scratchpad Phrases](#)

Making Archive Backups of Data Files

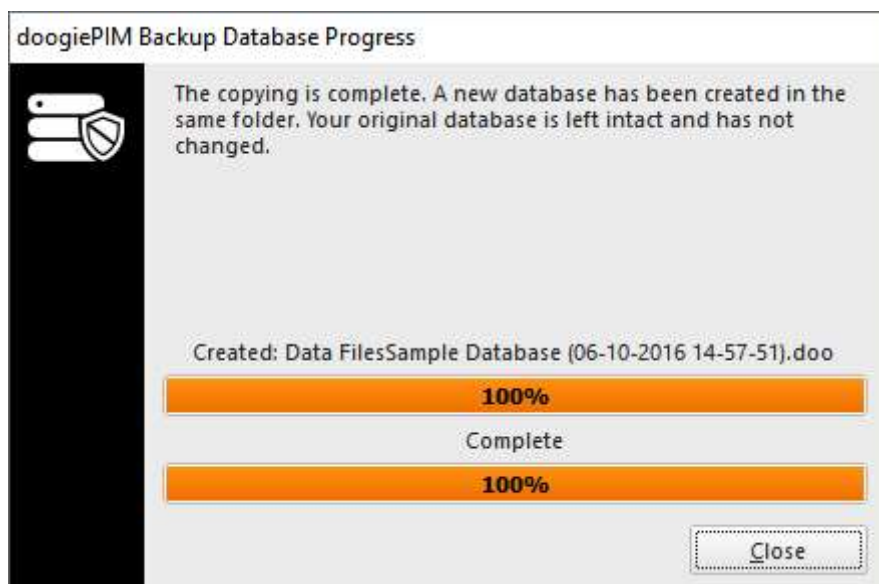
It goes without saying that it is extremely important to make backups of data just in case of computer failure or you need to revert back to a particular stage. doogiePIM has a utility to create a ZIP or EXE Archive of a selected folder. It is useful to have all your data from one main folder so you can manage where files are located easier.

♥ See [Introduction to Data Files](#) for more information on where doogiePIM data is located on your hard disk.

There are a couple of ways to backup your data. You could use the built-in "Backup Database" command. This will create a copy of your database to the location you specify. This is the simplest and quickest method because you don't have to close your database.

To make a quick backup of your database

- ▶ Select from the main menu, **File/Backup database files**, or
- ▶ Click on the main toolbar icon, 



This backup is generally fine for everyday backups. It will quickly create a single database file in the folder of your choosing. However, this won't backup any of your doNotes or other settings within the doogiePIM folder. To make a backup of your data files folder, you will need a third party option to copy the folder to storage or use the built-in File Archiver.

Using the File Archiver

The other option is to use the Files Archiver. This essentially creates a ZIP file. This will let you backup a whole folder, but if you're archive contains the database that is currently open, then it could be corrupted, so always close your database, before archiving files.

The doogiePIM backup system can create two types of archive:

1. Easy Restore Executable

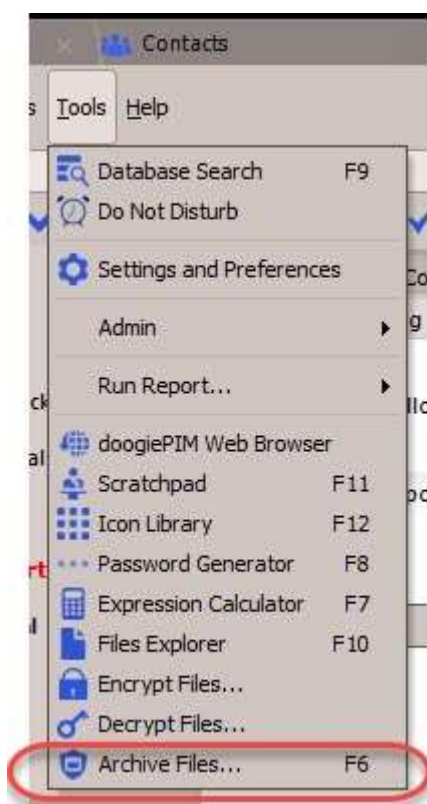
This is an application file, just like doogiePIM, but works like a mini-application. All your data and special extraction program code to extract the data is contained all in one file. You don't need any third party software to get the data out of the archive. That is why you may wish to consider using the password protection options.

To restore data from this type of archive, you just use the File Explorer and run it like a normal application.

2. Zip Archive

This file format is compatible with all Zip archiving software. Windows has now started to take notice of this format and even provides features for reading Zip files directly. The file extension is .zip.

Click Tools / Archive Files or Press F6:



When you make a backup archive, the "**Current Backup Number**" will increment automatically up to the maximum specified. Then it goes back to 1 again. The resulting filename will be created comprising of the "**Archive Filename Prefix**" and the backup number, as indicated by the "Archive Filename" preview in the window. This enables you to have different versions each time you make a backup.

Note: You can only choose folders to include in the archive. The sub-folders of the folder you've chosen will automatically be included in the archive.

Archive Files



Creating an Archive File

Use this facility to archive a complete folder and it's sub-folders into a Zip file or a self-extracting archive file. First choose the folder then choose a destination folder where you want to save the resulting archive file.

Settings

Progress



Source Folder to backup:

C:\Development_Projects2015\doogiePIM_1\bin\Data Files\



Destination Folder (where the resulting archive file will be saved to)

C:\Backups\



Settings

Filename prefix doogiePIM_backup

Current number 6

Archive Filename doogiePIM_backup_6.zip

Maximum number 30

Archive Type: ☐ Easy Restore Archive (Creates a self extracting file)

☒ ZIP Compatible Archive

☒ Close current database before archiving

☐ Exit doogiePIM after completion (use with care)

Optional Archive Security

Optional Password

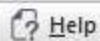
Password (again)

☐ Encrypted

Last archive was made on

14/10/2016 10:17

now



Help

Start

Stop

Close

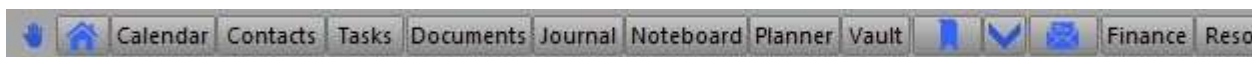
MiniBar

The doogiePIM MiniBar is a free floating toolbar that appears on your desktop. This small utility is active when you first run doogiePIM and can stay active for as long as you wish. The buttons on the MiniBar are quick access to the sections and tools of doogiePIM. So you can close the main window of doogiePIM and have the MiniBar running with low resources enabling you to access email, bookmarks or other records with minimum effort. All of these MiniBars can be edited with a free MiniBar Editor available at BiteSpire.com. You can create flat style or 3D style buttons.

It works like a normal toolbar. To move the MiniBar around your desktop, left click and hold down the mouse on the cross on the left of the MiniBar.

doogiePIM comes with some different layouts, here are some examples:

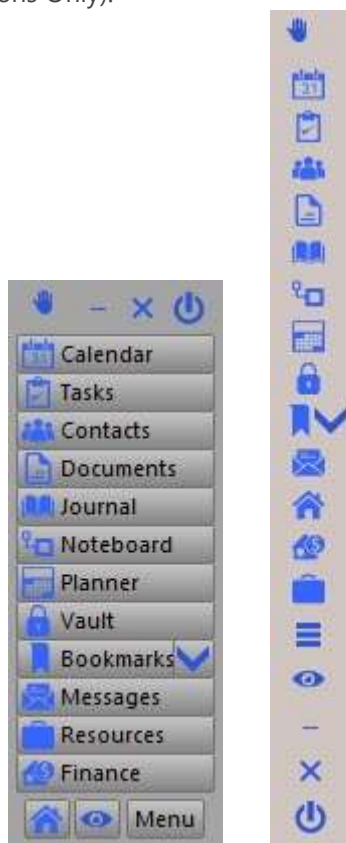
A classic horizontal MiniBar, designed to fit on the top or bottom of your desktop (Captions Only):



A classic horizontal MiniBar with captions removed and only icons showing:

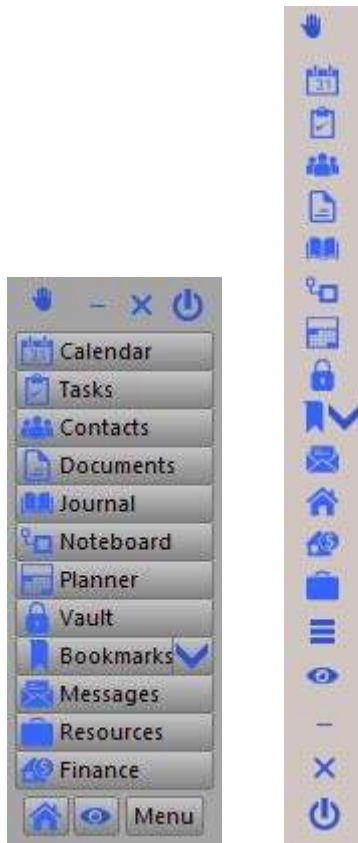


A vertical MiniBar that is better for the left or right hand side of your desktop (With Captions and Icons OR Icons Only):



The button operations of the MiniBar are: (You can mouse over any of the minibar buttons to see which item it controls)

- ▼ Shows a drop down menu to access your URLs stored in doogiePIM. The resulting menu is arranged like your folders in the URLs section. The URL records are listed as menu items with a thumbnail tooltip for identification. Click on a URL menu item to launch the URL in your browser. To Add a Bookmark, click on the Command "Add a New URL..." or drag a URL from the browser address bar or web page directly onto the MiniBar. (With Captions and Icons OR Icons Only):



These are the options available from the MiniBars:

- Launches the Home Page of doogiePIM.
- Launches the Calendar section.
- Launches the Contacts section.
- Launches the Messages section.
- Launches the Journal section.
- Launches the Noteboard section.
- Launches the Notes & Documents section.
- Launches the Planner section.
- Launches the Tasks section.
- Launches the Reports section.

- Launches the Vault section.



If you want to control visibility of the MiniBar when doogiePIM starts, then go to the "**Settings and Preferences/General**":

Launching doogiePIM by showing the MiniBar only:

► Place a check next to "**Show MiniBar at Startup**" and choose "**Show: none**" to only have the MiniBar shown without the main window.

Launching doogiePIM without the MiniBar showing:

► Uncheck "**Show MiniBar at Startup**" and choose "**Show: Last used Section**" to only have the last section you visited, eg: Contacts, shown without the MiniBar being displayed.

You can create your own MiniBar definitions or edit an existing definition if the common tools are not to your liking. You could create your own bar with only Contacts and URLs if you wish.

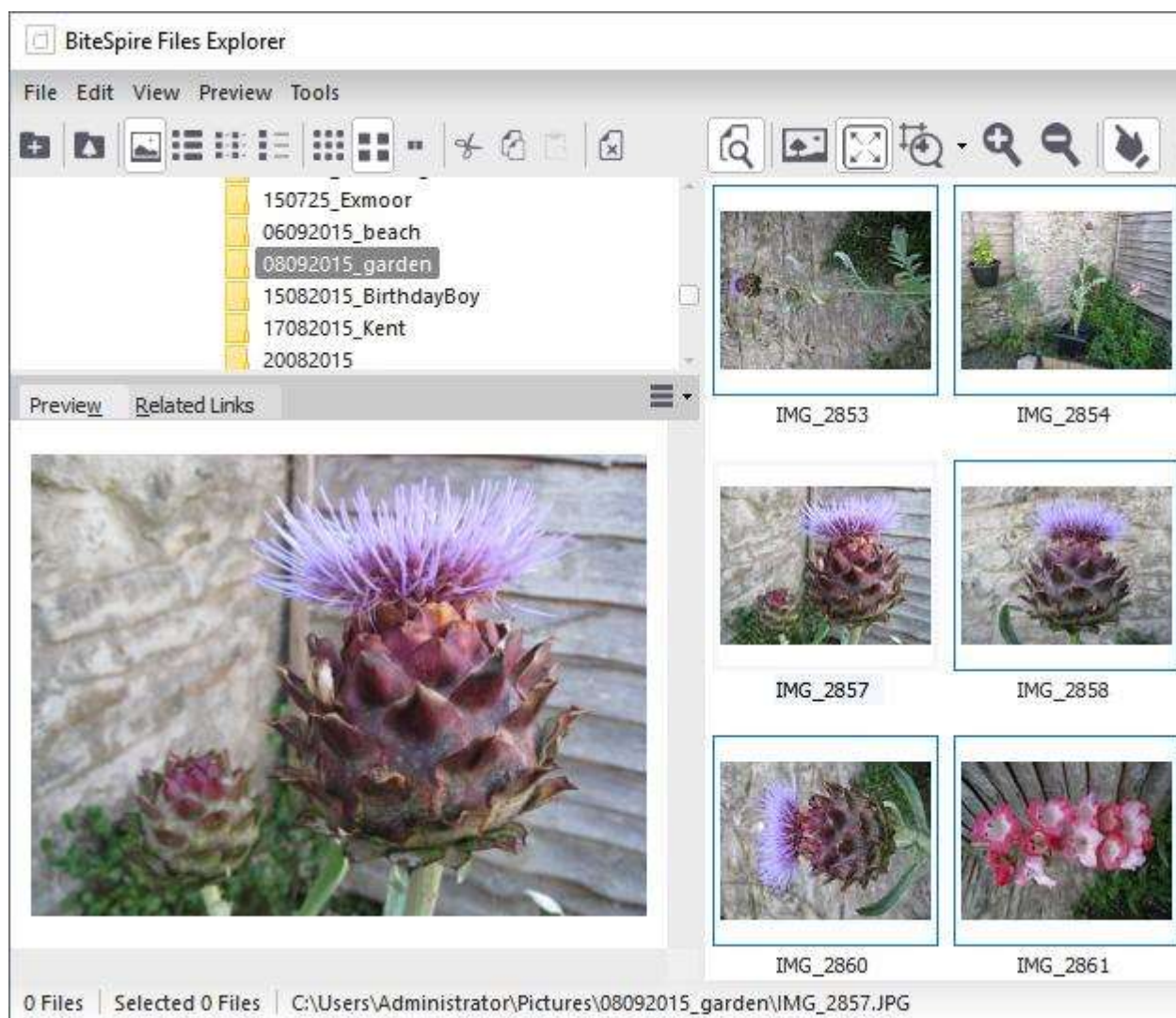
Introduction to BiteSpire Files Explorer

The BiteSpire Files Explorer is a utility which allows you to view small thumbnails of image files. It works in a similar manner to the Windows File Explorer. In fact, in many ways, it is almost exactly the same. It has a folder tree view for navigating to different folders and a list view for showing thumbnails or file details. You can create, rename and delete folders and files in the same way as the Windows File Explorer.

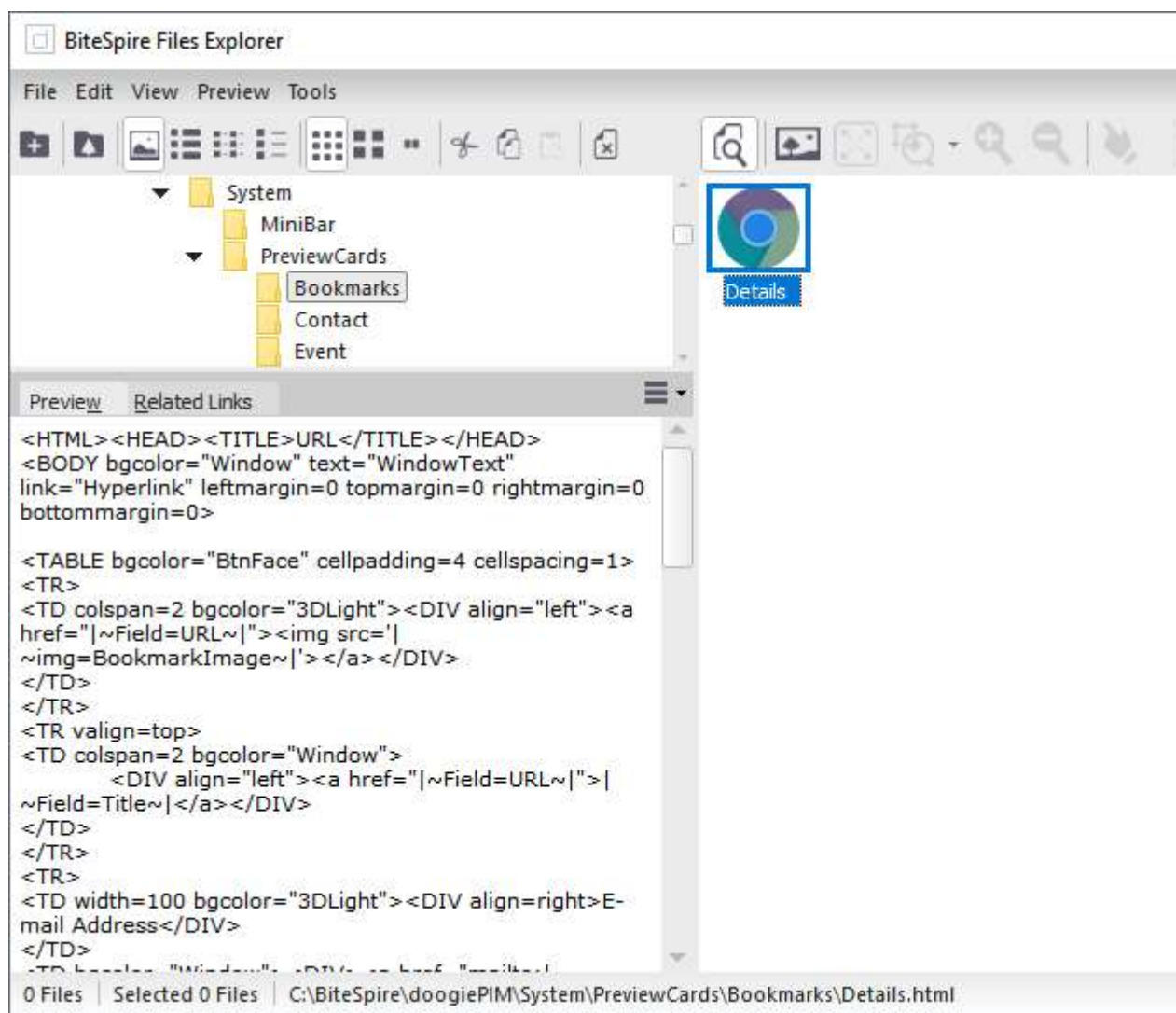
The added advantage of the BiteSpire Files Explorer is a Preview Area where the selected file will be shown. This may be an image or a rich formatted file. This means you can preview template text, or an image, before dragged the file into a Note or Comments editor.

When viewing an image, there are commands on the main toolbar or by using the main menu to zoom the image in and out, selecting an area of the image or panning the image window.

You don't have to use doogiePIM Files Explorer with just doogiePIM, you can drag files to other applications, if they accept OLE communication.



Previewing of a document file. See [Text File Formats](#) that can be previewed.



Flag Markers

Flag Markers are special marker points on certain database records, such as on a Note or a Contact. You can assign a flag marker on Notes, Events, Tasks, Contacts, Planners, Noteboard Blocks and Journals.

The markers are useful in identifying the status of the record. eg: you could have a flag marker called "**todo**" which you use for assigning against a Note, or you could assign a flag marker to a contact called "**Follow up**", identifying that this contact needs attention.

These flag marked items can be listed on your Home Page as a quick access to the item.

♥ See "[Changing the Home Page](#)" for more information.

Managing The Flag Markers

You can add, remove or edit the flag marker names and icon. You are free to add your own or change the default ones.



To Add, Edit or Delete Flag Markers

► Choose from the Main Menu "**Tools/Edit Flag Markers**".

Use the Flag Markers editor window to:

Add - Adds a new flag marker.

Edit - Allows you to rename the flag marker with your own text. This must be unique and can't be blank.

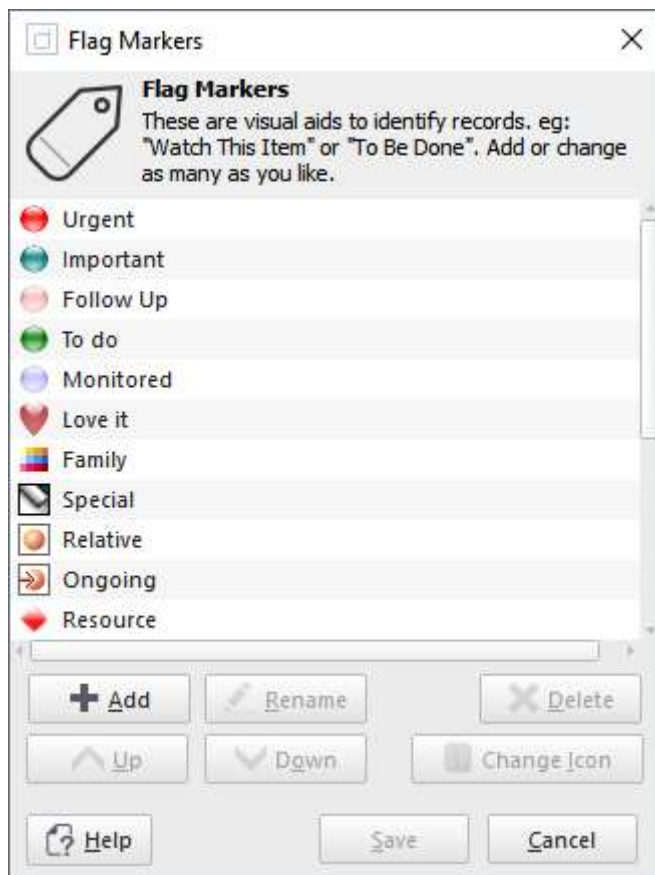
Delete - Delete the flag marker. Be careful if you have records in your database that have been flagged with the marker you are deleting.

Move Up - Moves the flag marker up in the list. This affects the combo boxes and menu lists where the flags are displayed.

Move Down - Moves the flag marker down in the list. This affects the combo boxes and menu lists where the flags are displayed.

Icon - Change the icon of the selected flag

♥ See [Icon Library](#) for more information



Click on **Save** to save the changes or click on **Cancel** to cancel the changes.

Assigning A Flag Marker

Within each of the relevant sections, there provides a method for assigning a flag marker to a record.



To Assign Or Clear A Flag Marker On A Note, Noteboard, Journal Or Planner

Go to the relevant section, then,
either:

- ▶ Right Click on the item you want to flag in the Folder's Navigator, eg: a Note, then select "Properties" from the context menu, or
- ▶ Press the keyboard shortcut: **Ctrl+R** to show the Properties dialog window.

Then choose the "**Details**" tab of the Properties dialog window.

In the group "**Flag Marker**", click on "**Flag this item as**" then use the combo box list of flags to choose the flag you want to assign, or click "**Not Flagged**" to unflag it.

Finally click on **Save** to accept the choice or click on **Cancel** to cancel the changes.

If the flag is assigned correctly, you should now notice the flag marker icon will show to the left of the item's icon in the Navigator.



To Assign Or Clear A Flag Marker On A Contact

Go to the Contacts section then highlight and select the desired contact in the Card View or the List View, then, either:

► Click on icon "**Flag/Mark the Selected Contact as..**" located on the Contact's Toolbar then choose the appropriate flag from the drop down list

TIP: When you select the flag marker, the icon on the toolbar will change to the last selected flag, so the next time you want to flag another contact with the same flag, you only have to click on the icon without clicking on the drop down arrow.

► Right Click on the contact you want to flag, then select "**Edit Selected Contact**" from the context menu, or

► Double Click on the contact, or.

► Press the keyboard shortcut: **Ctrl+E** to show the Contacts Editor window.

With the Contacts Editor window:

On the bottom of the Contacts Editor window, tick "**Flag this contact as**" then use the combo box list of flags to choose the flag you want to assign, or untick it to unflag it.

Finally click on **Save** to accept the changes or click on **Cancel** to cancel the changes.

If the flag is assigned correctly, you should now notice the flag marker icon will show to the left of the contact's name in the Card View or in the first column of the List View.

Related Topics

[Getting Started](#)

[Folders](#)

[Calendar](#)

[ClipArt Explorer](#)

[Icon Library](#)

[Scratchpad](#)

[Contacts](#)

[Database Files](#)

[Home Page](#)

[Journal](#)

[Noteboards](#)

[Notes](#)

[Planner](#)

[Tasks](#)

[User Interface Controls](#)

[Supported Graphic Formats](#)

[Guide to Automatic Folder Naming](#)

[Flag Markers](#)

[Multi-Dimensional Linking](#)


Icon Library

To make a folder visually easier to recognize, it is handy to change the icon of a folder to explain it's content or purpose. doogiePIM comes with a large built in library consisting of a variety of icon designs. You may choose any of these designs as an icon for a folder.

To change the icon of a folder

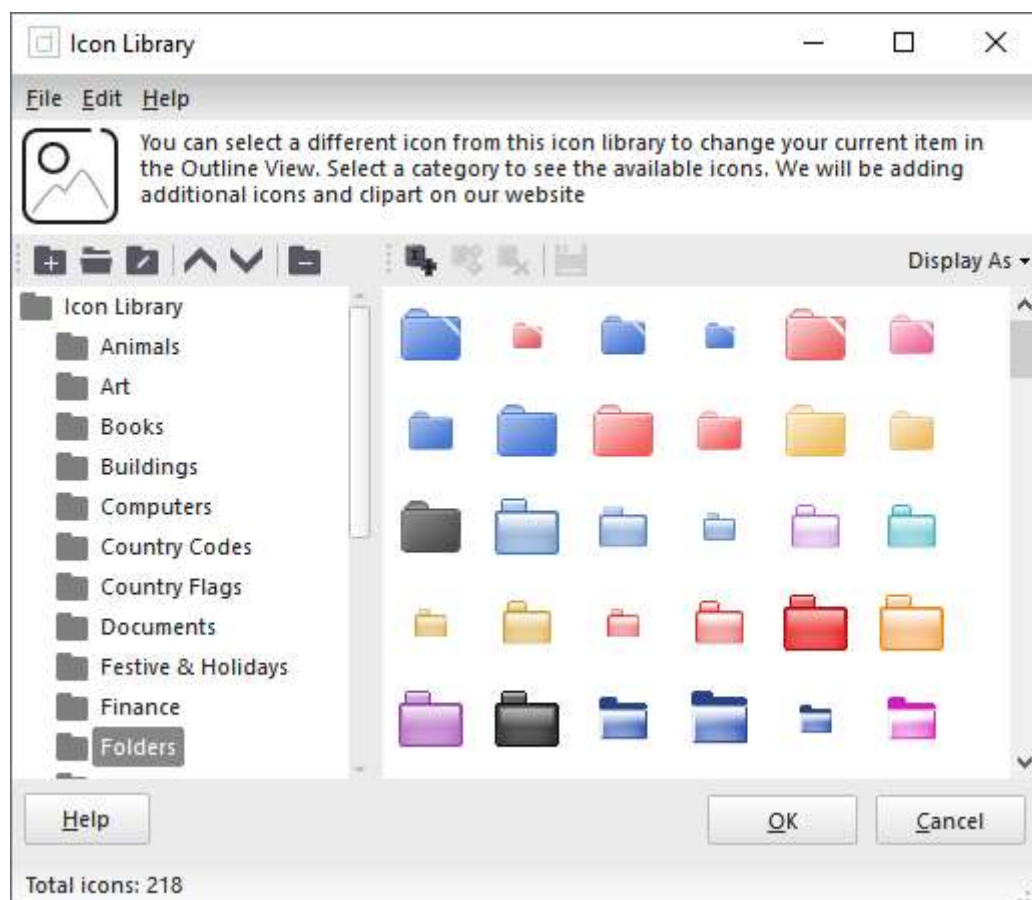
Either:



- ▶ Left Click on a Folder's Icon within the Navigator Icon: , or,
 - ▶ Right Click on a Folder's name and choose from the popup menu, "**Properties**". Then choose the "**Display**" tab, Then click on the large Button "Choose an icon from library...".
- You could also press the keyboard shortcut equivalents:
Ctrl+R to launch the "Properties" window

With the Icon Library window open, navigate to a library you wish, for example "Books", then click on an icon on the right hand side listing.

When you are satisfied with the icon you want, Click on **OK** to accept the choice, or click on **Cancel** to cancel the choice.



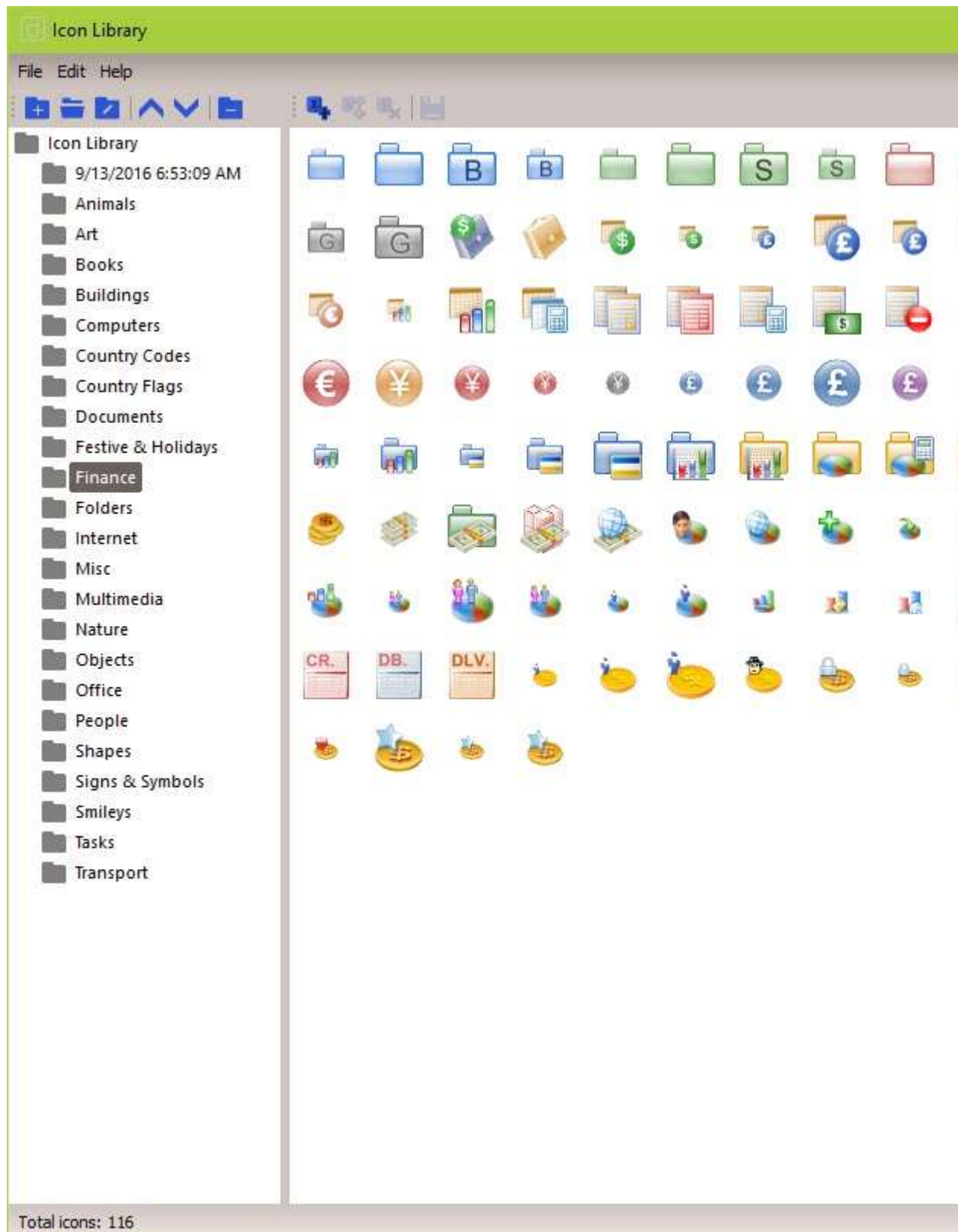
Related Topics

[Introduction to the Icon Library](#)

[Managing Icons](#)

Introduction to the Icon Library

The Icon Library is able to hold icons that can be stored and reused. Icons can be used in the [Navigator folders](#) or as [Flag Markers](#).



The library works in a similar way to the [Scratchpad Phrases](#). Icons can be added and replaced in an organized tree view, similar to the folders navigator in the main window.

♥ See [Folders](#) for more information.

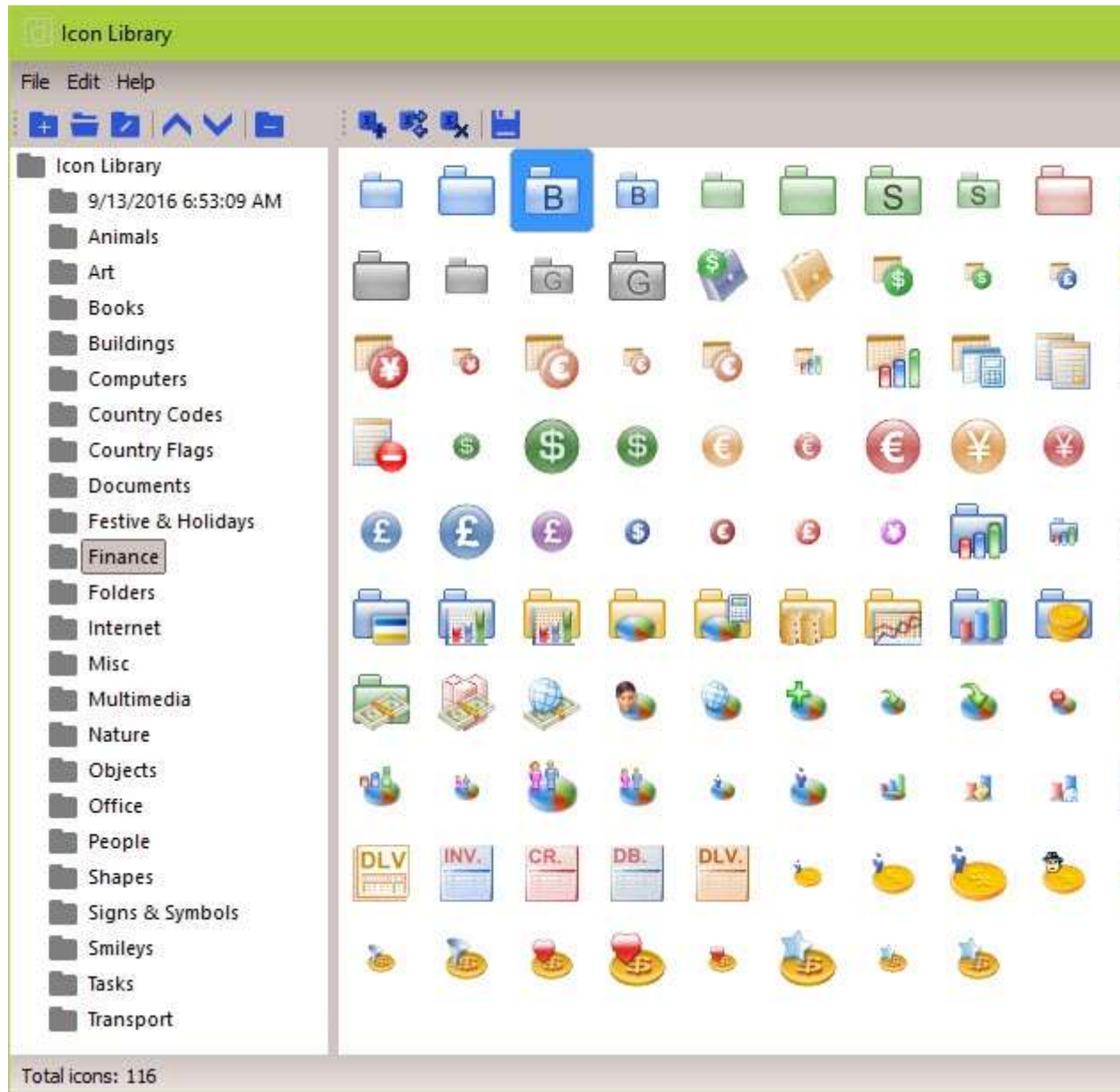
Related Topics

[Icon Library](#)

[Managing Icons](#)

Managing Icons

Each operation can be done only when in the Icon Library Window:



To Launch Icon Library window

Either:

- Choose from the Main Menu "**Tools/Icon Library**", or



- Click on the Main Section Toolbar icon: **Icon Library**

To Add An Icon

Either:

► From the Main Menu choose "**Edit/Add an Icon**", or

► Click on the Icons Toolbar icon:  **Add an Icon**

To Replace An Existing Icon

First selected the icon you want to replace, then,

► From the Main Menu choose "**Edit/Replace Selected Icon**", or

► Click on the Icons Toolbar icon:  **Replace Selected Icon**

The operation of replacing is the same as adding.

To Delete An Icon

First selected the icon you want to remove, then,

► Choose from the Main Menu "**Edit/Delete Selected Icon**". or

► Click on the Icons Toolbar icon:  **Delete Selected Icon**

To Save An Icon

First selected the icon you want to save, then,

► Choose from the Main Menu "**Edit/save Selected Icon**", or

► Click on the Icons Toolbar icon:  **Save Selected Icon**

Related Topics

[Icon Library](#)

[Introduction to the Icon Library](#)

Password Generator

doogiePIM comes with a built in Password Generator so you can generate random passwords with the doogiePIM password generator. Instead of trying to think of some password which is easily guessed by a third person, you can get the password generator to create a much more secure one for you with the click of a button.

You can access the Password Generator by clicking on the **'Tools'** menu and selecting **'Password Generator'** menu command or clicking the shortcut icon **'Password Generator'** placed on the main icon toolbar.

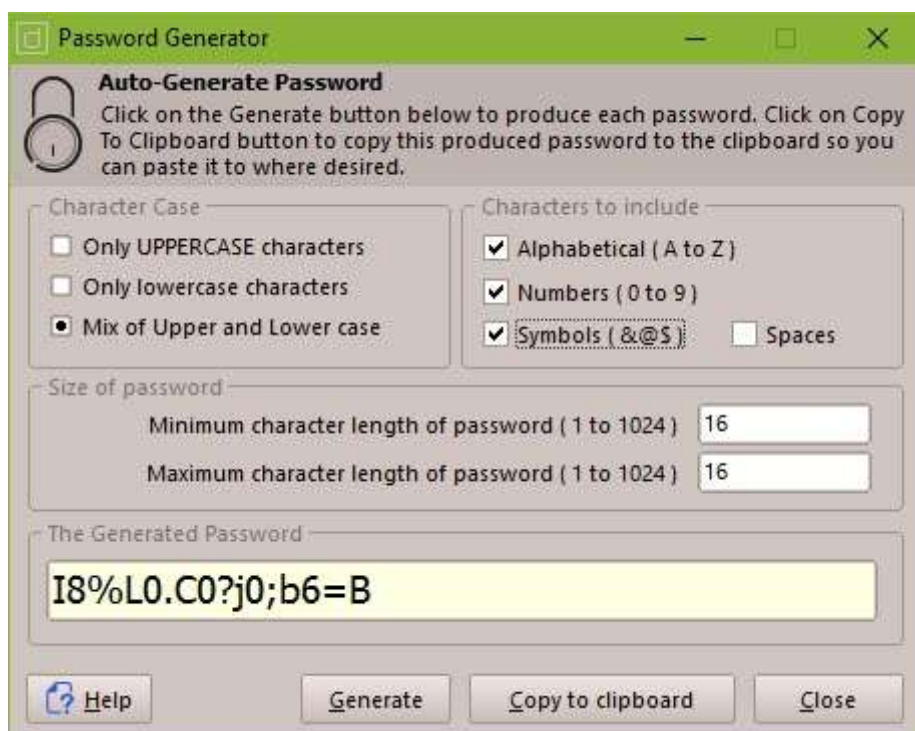
To Launch the Password Generator

Either:

- Choose from the Main Menu "**Tools/Password Generator**", or



- Click on the Main Toolbar icon:



The screenshot shows the 'Password Generator' dialog box with a green title bar. It features a padlock icon and the text 'Auto-Generate Password' followed by instructions to click 'Generate' and 'Copy To Clipboard'. The 'Character Case' section has three radio buttons: 'Only UPPERCASE characters' (unchecked), 'Only lowercase characters' (unchecked), and 'Mix of Upper and Lower case' (checked). The 'Characters to include' section has four checkboxes: 'Alphabetical (A to Z)' (checked), 'Numbers (0 to 9)' (checked), 'Symbols (&@\$.)' (checked), and 'Spaces' (unchecked). The 'Size of password' section has two text boxes for 'Minimum character length of password (1 to 1024)' and 'Maximum character length of password (1 to 1024)', both containing the value '16'. The 'The Generated Password' section shows a text box with the password 'I8%L0.C0?j0;b6=B'. At the bottom are buttons for 'Help', 'Generate', 'Copy to clipboard', and 'Close'.

Generating Random Passwords

Once you have launched the Password Generator, the first thing you need to do is to define some rules.

- From the first group of radio buttons select what type of character case your new password should

contain.

- From the second group of check boxes select what type of characters your password should be created with. Space counts as a character.
- On the third group of data edit fields, enter values for minimum and maximum character lengths the password should contain.
- After defining your password tools just click on the **Generate** button. You will see the newly generated password in '**The generated password**' field.

You can copy/paste the password using standard keyboard short cut keys [Ctrl+C / Ctrl+V], right click popup menu or alternatively you can copy to clipboard.

Password Generator is a free floating window. You can have it running while working with doogiePIM or other applications.

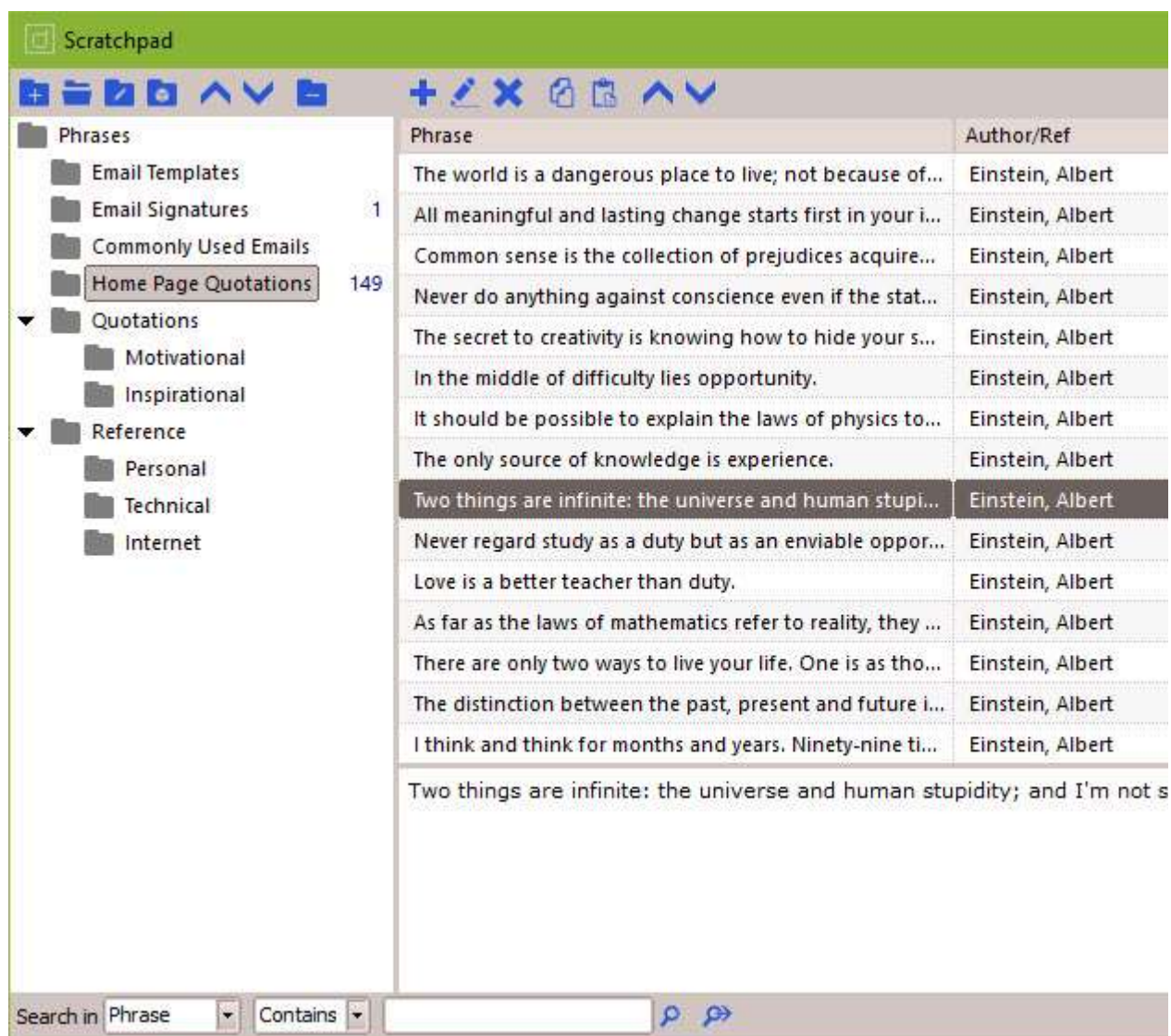
Introduction to Scratchpad

Scratchpad allows you to collect snippets of plain text that can be stored and reused. You can store signatures, Email Templates, Quotes, programming code and other useful text. Scratchpad entries are organized into folders and can be added, edited and deleted. Each operation can be done only when you are in the Scratchpad Window of doogiePIM.

They are organized in a folder tree view, similar to the folders navigator in the main window.

♥ See [Folders](#) for more information.

Each phrase can contain any amount of plain text. You can enter them manually, paste them from the clipboard or you can drag them in from some browser window or any other application that supports full OLE drag and drop.



The screenshot shows the Scratchpad application window. On the left is a folder tree view under the 'Phrases' folder. The tree includes 'Email Templates', 'Email Signatures' (with a count of 1), 'Commonly Used Emails', 'Home Page Quotations' (with a count of 149), 'Quotations' (expanded, showing 'Motivational' and 'Inspirational'), and 'Reference' (expanded, showing 'Personal', 'Technical', and 'Internet'). On the right is a table of phrases. The table has two columns: 'Phrase' and 'Author/Ref'. The first 14 rows of the table are visible, all with 'Einstein, Albert' as the author. The 15th row is highlighted. Below the table, the full text of the selected phrase is displayed: 'Two things are infinite: the universe and human stupidity; and I'm not s'. At the bottom, there is a search bar with 'Phrase' selected in the dropdown and 'Contains' in the operator dropdown.

Phrase	Author/Ref
The world is a dangerous place to live; not because of...	Einstein, Albert
All meaningful and lasting change starts first in your i...	Einstein, Albert
Common sense is the collection of prejudices acquire...	Einstein, Albert
Never do anything against conscience even if the stat...	Einstein, Albert
The secret to creativity is knowing how to hide your s...	Einstein, Albert
In the middle of difficulty lies opportunity.	Einstein, Albert
It should be possible to explain the laws of physics to...	Einstein, Albert
The only source of knowledge is experience.	Einstein, Albert
Two things are infinite: the universe and human stupi...	Einstein, Albert
Never regard study as a duty but as an enviable oppor...	Einstein, Albert
Love is a better teacher than duty.	Einstein, Albert
As far as the laws of mathematics refer to reality, they ...	Einstein, Albert
There are only two ways to live your life. One is as tho...	Einstein, Albert
The distinction between the past, present and future i...	Einstein, Albert
I think and think for months and years. Ninety-nine ti...	Einstein, Albert

Search in: Phrase Contains

♥ See [Managing Phrases](#) for more information.

Managing Scratchpad

To Launch the Scratchpad window

Either:

► Choose from the Main Menu "**Tools/Scratchpad**", or



► Click on the Main Section Toolbar icon:

To Add A Phrase

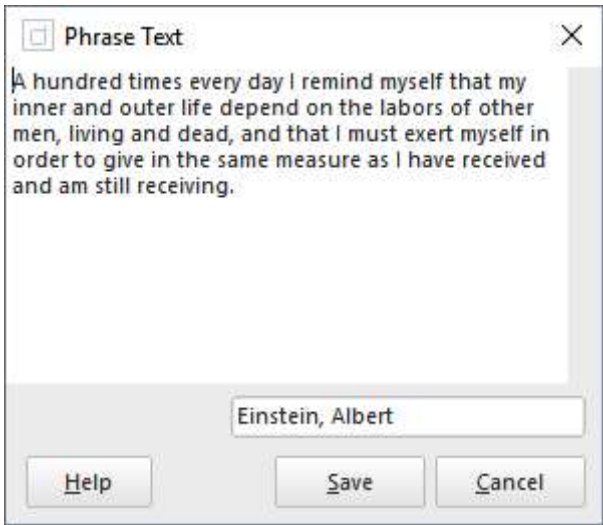
Either:

► Right click on the Scratchpad and choose "**Add Phrase**", or

► Click on the Main Toolbar icon:



With the Details window open, edit the details as needed:



Author/Ref	Enter some descriptive text, eg: Shakespeare. This doesn't have to be a name, it can be a reference code.
Text	Enter the plain text of the phrase. This can be as detailed as you wish.

When you are satisfied with the details you have entered, click on **OK** to save the details or click on **Cancel** to cancel any changes made.

To Select A Phrase

► Left click on Phrases List where the phrases are displayed. The phrase is selected when it has a

highlight around it. When a phrase is selected, the Information area is filled in with the text of the phrase, ready for selecting and copying to the clipboard.




To Edit An Existing Phrase

Either:

- ▶ Choose from the Main Menu "**Edit/Edit Selected Phrase**", or
- ▶ Right Click on the phrase in the Phrases List, and choose from the context menu "**Edit Selected Phrase**", or



- ▶ Click on the Toolbar icon:  or
- ▶ Double Click on the phrase you want to edit, in the Phrases List.

The operation of editing is the same as adding. See the details above for more information.



To Delete A Phrase

Either:

- ▶ Choose from the Main Menu "**Edit/Delete Phrase**", or
- ▶ Right Click on the phrase in the Phrases List, and choose from the context menu "**Delete Phrase**", or



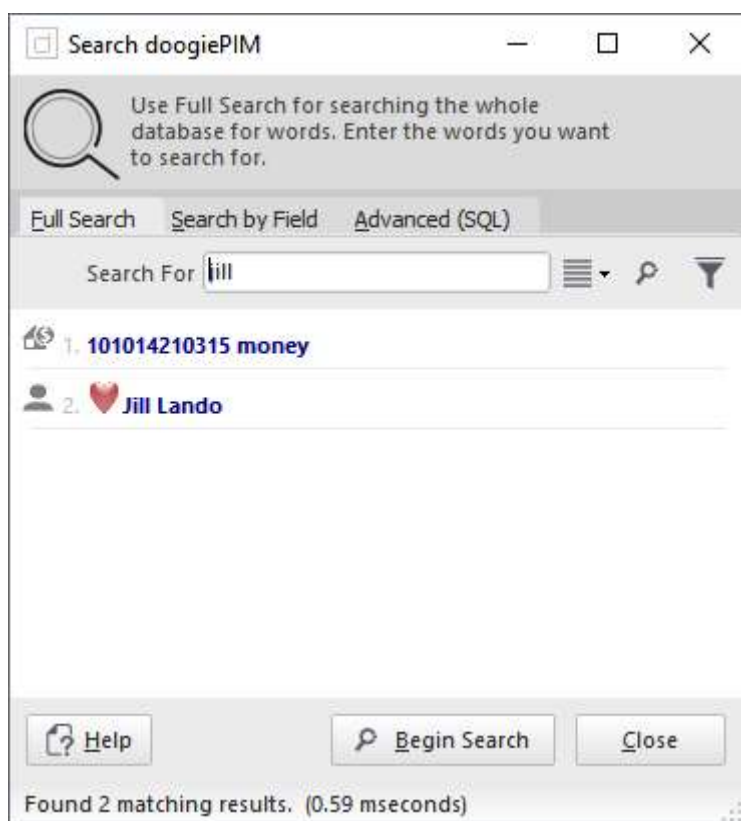
- ▶ Click on the Toolbar icon: 

Introduction to Database Search

There are a couple of ways to search for data within doogiePIM. The first is by using the Quick Search which is located under most of the section's list views.

♥ See [Quick Searching](#) for more information.

There are times, however, that Quick Search doesn't give the results you need. Therefore, you could use the **Database Search** which is sectioned into a **Full Search**, **Search by Field** and a much more advanced **SQL search**.



The main advantage of using the Database Search over the Quick Search is that the Database Search will list the matching records so you can locate the record, export the list or print it. The Quick Search will only go to the first or next matching field so you don't know exactly how many matches you have. Plus the Quick Search only searches in the currently selected folder with the exception of the calendar.

The **Full Search** is an indexed search that will search for words in any part of your database. It isn't restricted by which field the text is in.

♥ See [Full Search and Indexing](#) for more information.

The Database **Search By Field** is a good way to find text that matches any one of the fields in a database section. You could search for the home address country that matches "Netherlands" or find URLs that end in ".co.uk".

♥ See [Search by Field](#) for more information.

The **Advanced SQL** gives the user scripting control. This is designed for people with knowledge of SQL (Structured Query Language) and gives a great deal of flexibility.

♥ See [Advanced Search](#) and [SQL Reference](#) for more information.

The results list view of the search can be used to export to CSV or you may print the list. You can go to a record from the result item which takes you to the correct section and record within doogiePIM in the main window.

Related Topics

[Introduction to Searching and SQL](#)

[Simple Search](#)

[Advanced Database Search](#)

[Exporting Search Results](#)

[Managing SQL Scripts](#)

[SQL Reference](#)

Quick Searching

The records in doogiePIM can be searched for in the relevant section for the currently selected folder by using the quick search facility located under the [List View](#) or the [Card View](#). If you want a more advanced search or a list of matching items for exporting, then you could use the Database Search.

♥ See [Database Search](#) for more information.

The search is case-insensitive. This means if you searched for "**smith**", then the system will find "**Smith**" and "**SMITH**". [Regular Expressions](#) are also supported

Enter the search text:

SMITH

A normal search term so doogiePIM will find items that match **SMITH**.

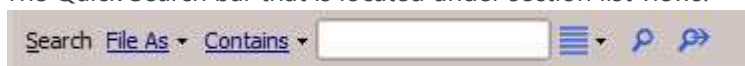
Enter the regular expression search text:

(smith|jones)

This is a regular expression search. Here the example searches for items matching **smith** or **jones**.

♥ See [Syntax of Regular Expressions](#) for more information.

The Quick Search bar that is located under section list views.



To Use the Quick Search

1. Choose from the "**Search in**" blue drop down text by clicking on the blue underlined text and choose the field you want to search in. If you are not sure which field to search in then choose "**All Columns**" from the list of choices.

2. Click on the matching type (next blue text) to change the way the search text matches the field:

Contains

Matches text inside text, eg: "**BiteSpire**" with match against "**Made by BiteSpire Software**"

Start with

Matches text that starts with text, eg: "**BiteSpire**" with match against "**BiteSpire Software**" but not "**Visit BiteSpire Software**".

Ends With

Matches text that ends with text, eg: "**BiteSpire**" with match against "**Made by BiteSpire**" but not "

BiteSpire Software".

RegExpr

Matches the text using a regular expression.

♥ See [Regular Expressions](#) for more information.

3. Enter the text you wish to search for in the input box "**Text**".
4. Click on the **Find First** button on the right of the "search for" input box, to locate the first matching item in the list. Pressing Enter on your keyboard also activates this command.
5. Click on the **Find Next** button on the right of the "search for" input box, to locate the next matching item in the list.

If any item is found that matches your criteria, the appropriate record is automatically selected so the details are displayed in the item's information area. If no record is found, a warning dialog is displayed accordingly.

Related Topics

[Introduction to Searching and SQL](#)

[Simple Search](#)

[Advanced Database Search](#)

[Exporting Search Results](#)

[Managing SQL Scripts](#)

[SQL Reference](#)

Search by Field

This search gives you the facility to extract a list of records that matches text against a single field. For example, you could search for the home address country that matches "*Netherlands*" or find Bookmark's URLs that end in ".co.uk".

To Launch the Database Simple Search

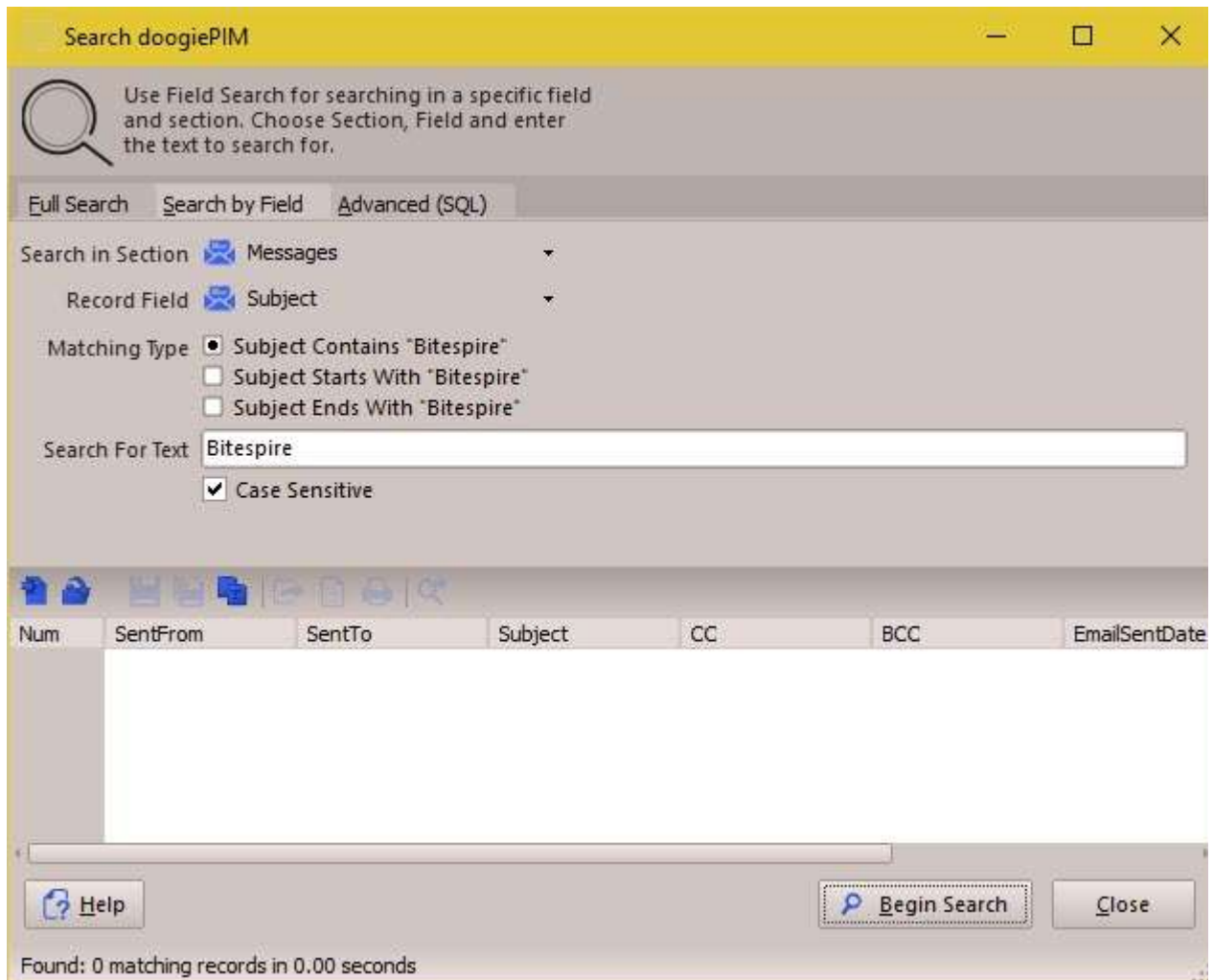
Either:

► Choose from the Main Menu "**Tools/Database Search**", or



► Click on the Main Toolbar icon: or Press F9.


► Choose your type of search between, Full or by Field:




Search doogiePIM

Use Field Search for searching in a specific field and section. Choose Section, Field and enter the text to search for.

Full Search Search by Field Advanced (SQL)

Search in Section  Messages

Record Field  Subject

Matching Type

- ☒ Subject Contains "Bitespire"
- ☐ Subject Starts With "Bitespire"
- ☐ Subject Ends With "Bitespire"

Search For Text Bitespire

☒ Case Sensitive

Num SentFrom SentTo Subject CC BCC EmailSentDate

Help Begin Search Close

Found: 0 matching records in 0.00 seconds

To Conduct a Search by Field

1. First choose a section from the drop down list by clicking on the long button: **Search in Section**
2. Next choose the record field from the list next to **Record Field**.
3. Choose the **Matching Type**. from the available radio buttons that best describes how to match your search text to the record's field.
4. Enter the text you want to search for in "**Search for Text**". The search is not case sensitive so "**BiteSpire**" also matches "**BiteSpire**" and "**BiteSpire**".
5. Click on **Begin Search** to start the search. Depending on how many records there are, it may take a few seconds to compile the list.

Any results found are listing in the list view that is displayed. From here you can go to the record in the relevant section, export the list or print the list.

Use the icon command on the toolbar above the list view accordingly.

Related Topics

[Introduction to Searching and SQL](#)

[Simple Search](#)

[Advanced Database Search](#)

[Exporting Search Results](#)

[Managing SQL Scripts](#)

[SQL Reference](#)

Advanced Database Search



To Launch the Database Simple Search

Either:

► Choose from the Main Menu "**Tools/Database Search**", or



► Click on the Main Toolbar icon: or Press F9.

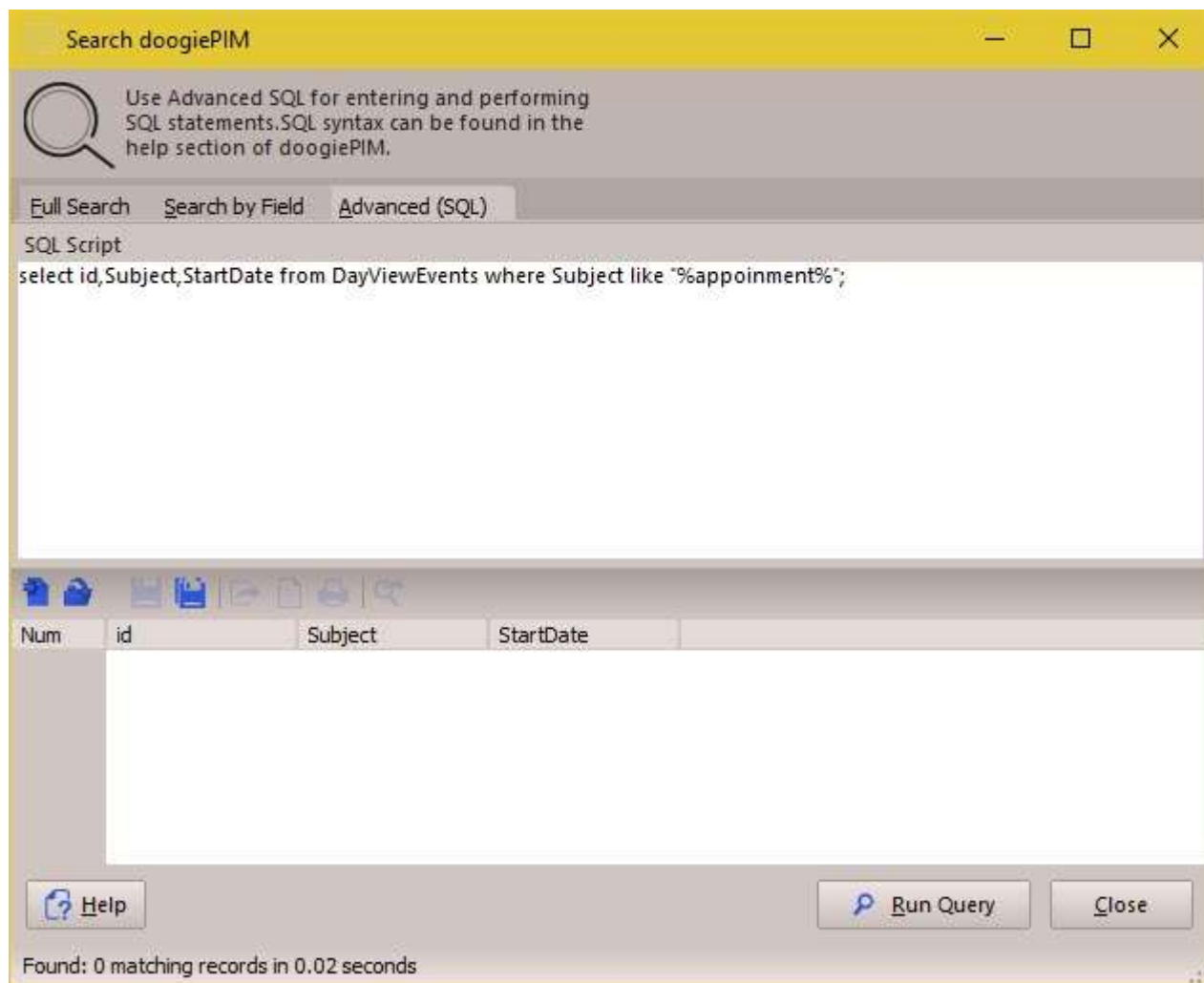
► Choose your type of search between, Full or by Field:

The simple search in doogiePIM gives you the facility to extract a list of records that matches text against a single field. However, you may want to achieve more control and finer results.

The Advanced search gives the user scripting control. This is designed for people with knowledge of SQL (Structured Query Language) and gives a great deal of flexibility. This is not for basic searches and is beyond the scope of this documentation. Therefore, you need to look for an appropriate Internet resource that deals with SQL.



See [SQL Reference](#) for more information about functions and syntax.



Related Topics

[Introduction to Searching and SQL](#)

[Simple Search](#)

[Advanced Database Search](#)

[Exporting Search Results](#)

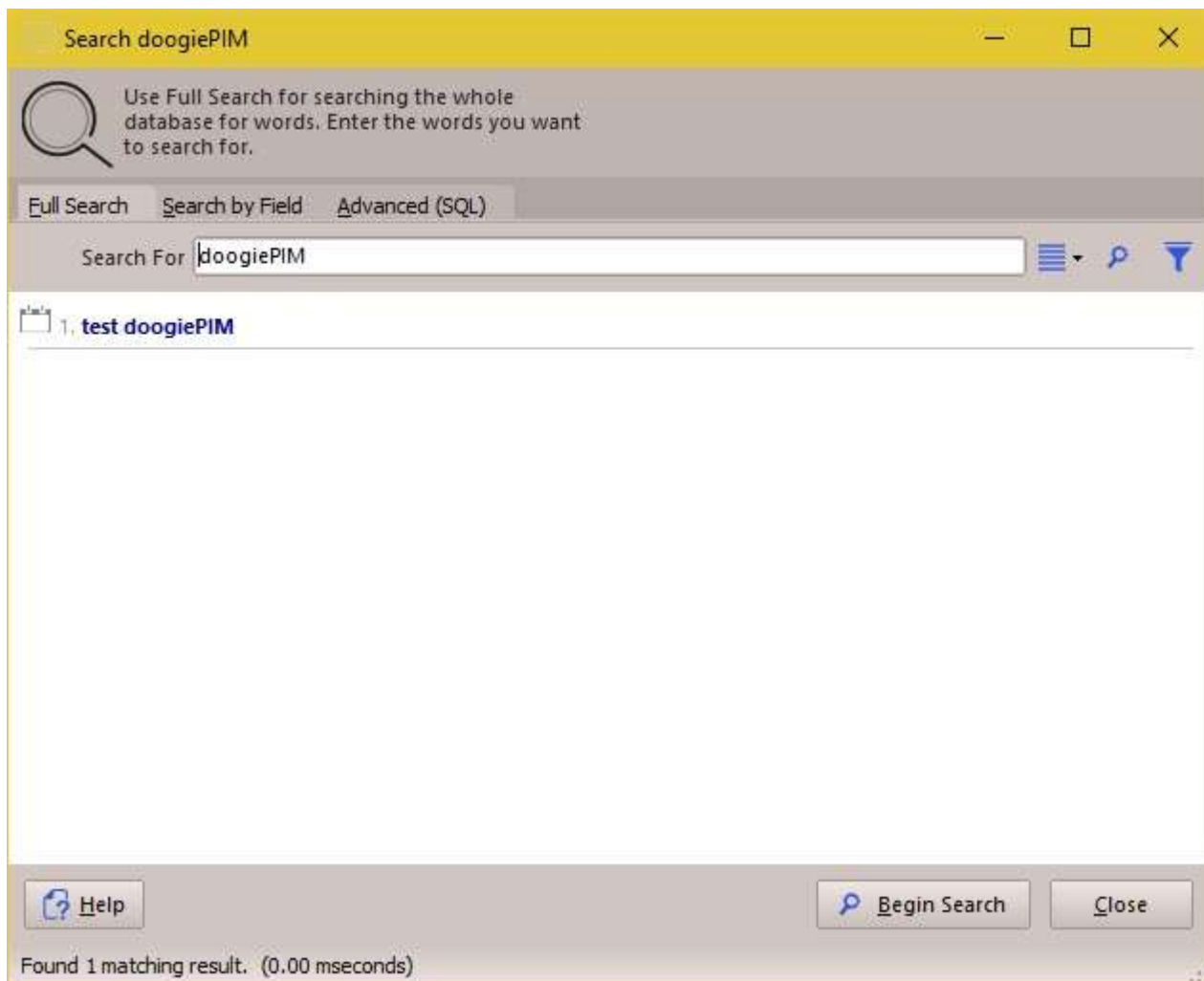
[Managing SQL Scripts](#)

[SQL Reference](#)

Full Search and Indexing

This is the fastest and the simplest search. It allows you to search for any word in any area of the whole database, except for Vault. Imagine this feature as being like an internet search engine, but it only searches your database and not the web.

doogiePIM is able to search by first indexing all the words of text that you have in your database. It then organizes this into a new database file called an "Inverted Index". This means when you enter a word, it will immediately search for all data that has the index of that word. This means it may be faster than using other search methods. This is beneficial, for example, when searching email or RSS messages.



Searching


To search for some data, enter a word or two in the input box "**Search for**". The search is not case-sensitive, so if you enter "BITESPIRE", this is the same as entering "bitespire" or "BiteSpire". Click on "**Begin Search**" to start the search. Any results that are found are displayed in the preview area.

The order of words you search for is also not important. You could search for "bitespire doogiepim" and

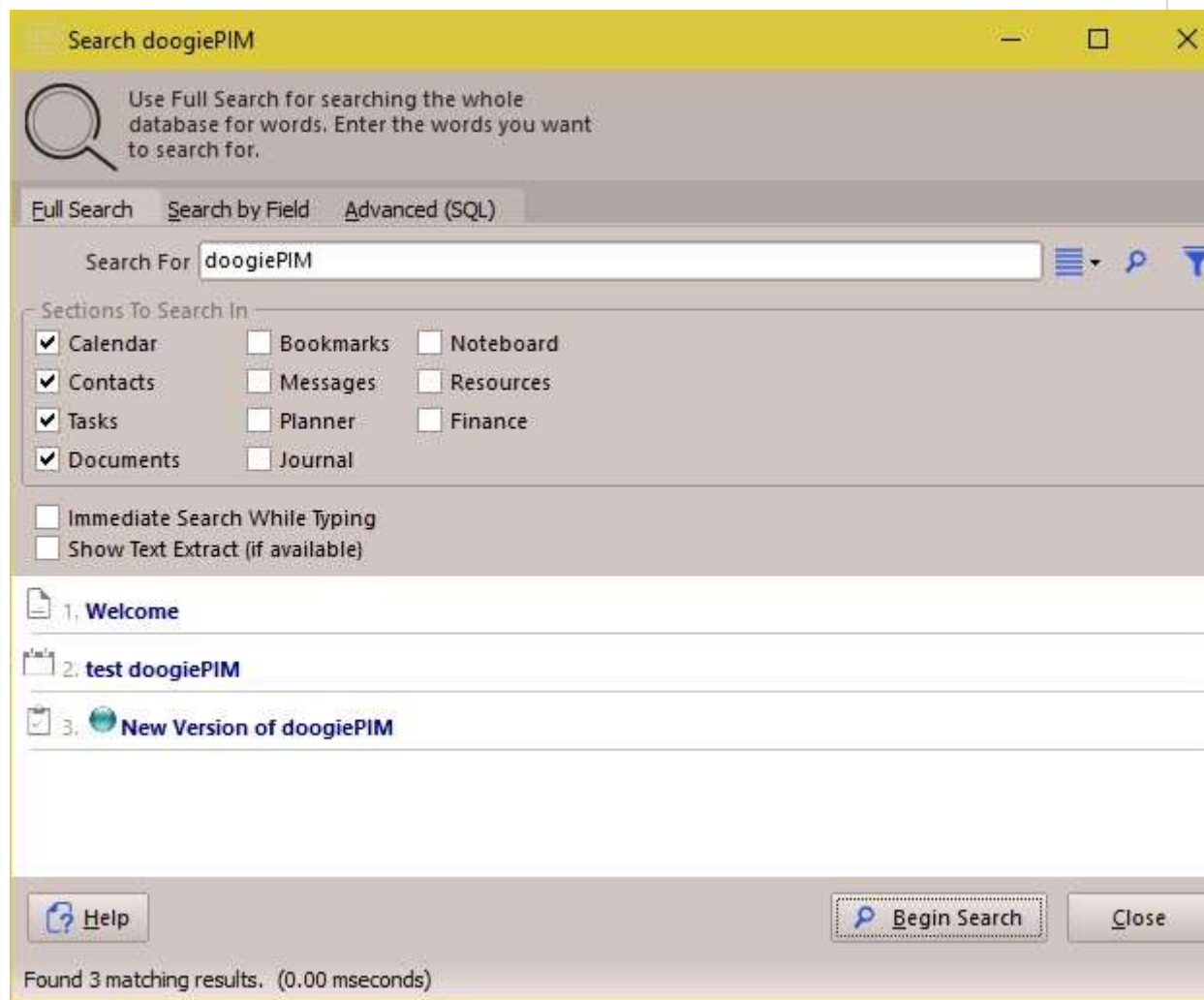
this will bring the same result as "doogiepim bitespire". The search is only interested in which words match and not the order of the words.

Full Search Options

There are options that you can apply. For example, you only want to search in Messages and Documents and not the other sections.

Click on the button, next to the search input box: 

This reveals these options. Click on the button again to hide the options.



"Immediate Search While Typing", will start the search as soon as you start typing some characters. This means you don't have to press ENTER or click on the "Begin Search" button.

"Show Text Extract". Some records will result in some extra text that will help to identify what you're looking for, for example, an email message. When unchecked, you will only see a title line.

Once your result is on screen, click on a blue title text to locate that record. You may even select the text and paste it into a doNote or other edit area. You have all the same options to export or "send to" as other text editors within doogiePIM.

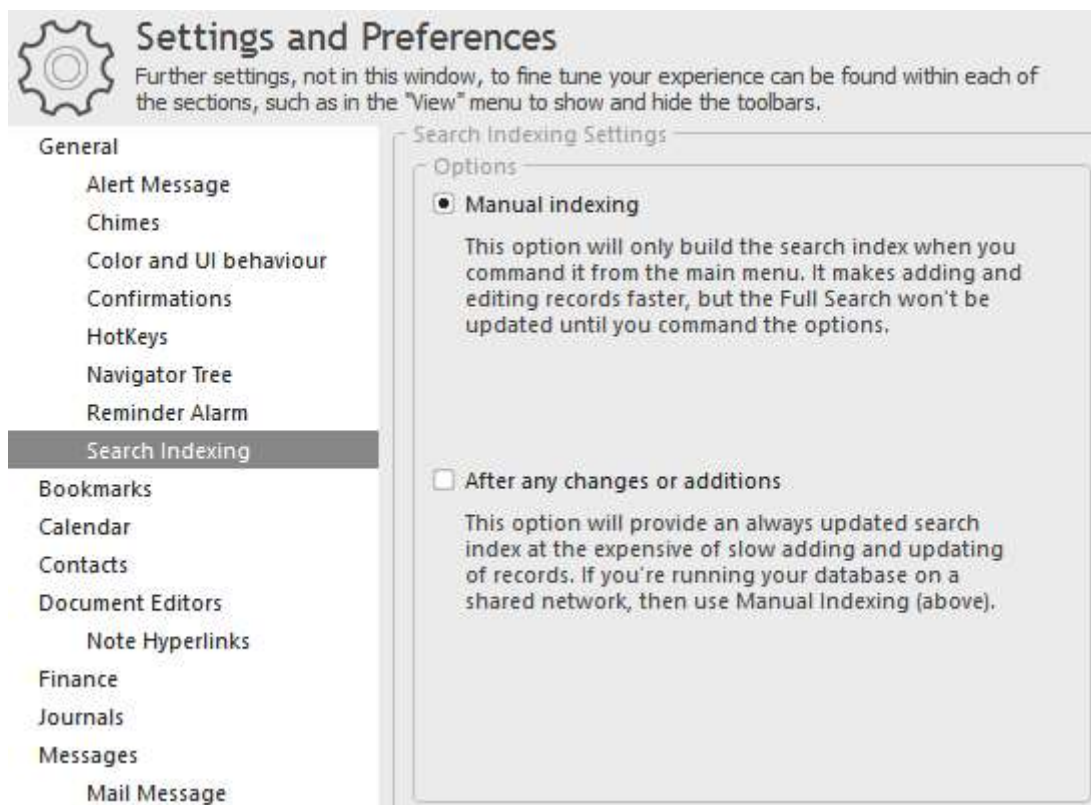
However, before doing any full searching you will need to get your data indexed.

Indexing

There are two ways to get your data indexed. You can have doogiePIM automatically index the data after every time you add a record or update a record's data. However, this makes add and editing slower because doogiePIM has more work to do than just saving the record. This method is called "Automatic Indexing".

The second method is "Manual Indexing". This means you build your own index at a time when you want. This advantage is that adding and editing are a normal speed, but the indexes won't be updated until you build the indexes yourself.

You can setup which method you prefer by going to the "**Settings and Preferences/Search Indexing**", then choose the indexing method.



Building A New Index

To manually build a new index, select from the main menu "**Tools/Admin/Build Complete Full Text Index**". But be warned, this process can take a long time. It is also advisable not to run other applications while the indexing is working, as this will slow down your PC.



Related Topics

[Introduction to Searching and SQL](#)

[Simple Search](#)

[Advanced Database Search](#)

[Exporting Search Results](#)

[Managing SQL Scripts](#)

[SQL Reference](#)

Exporting Search Results

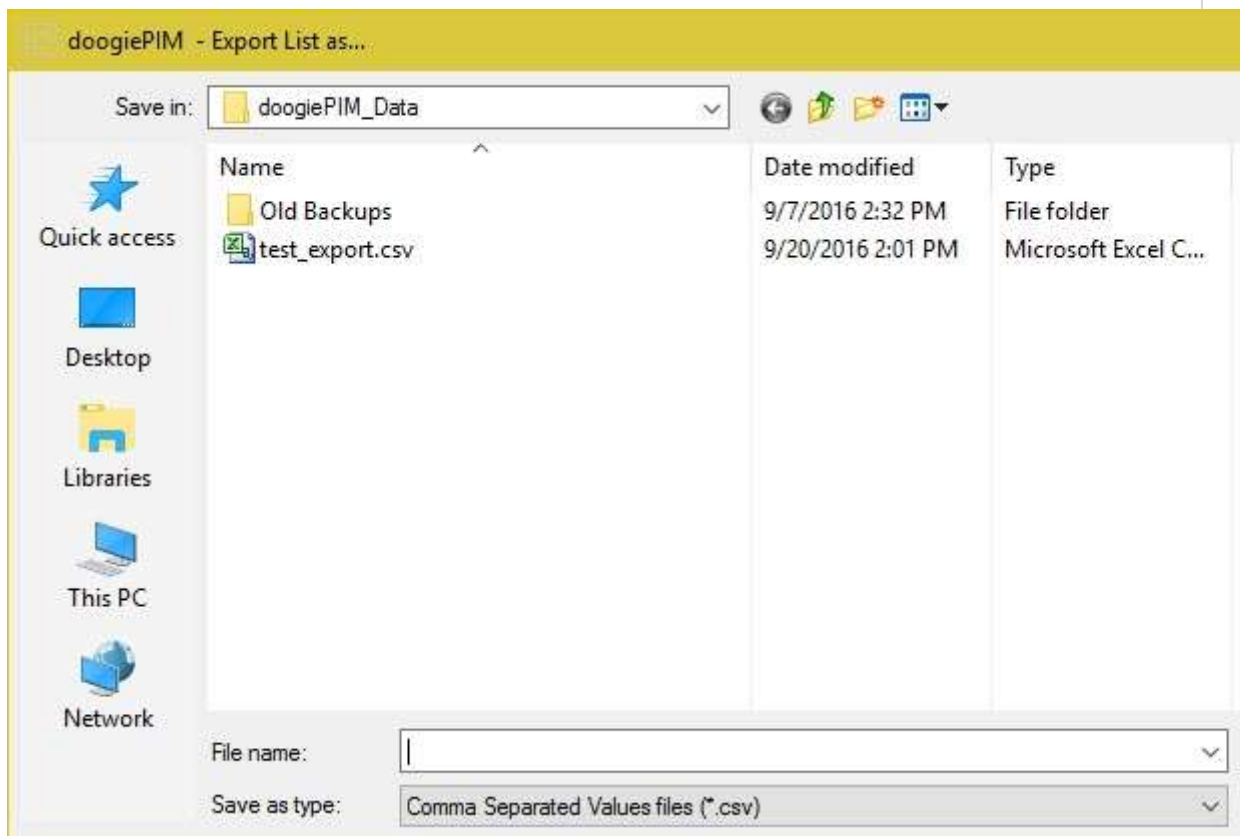
Many of the List Views in doogiePIM can be exported, this includes the search results of the Database Search. The resulting output is the list in plain text form. This enables you to extract a list to a CSV file. This is ideal in situations when you want to preserve a result of a search, a filtered list of tasks or a contacts list.

Before exporting, first populate the list with the data you want by conducting a search or running a query script.

To Export A List View

► (If a sections list view) Choose from the section's main menu icon:  **"File/Export/List of ..."**.

The standard Windows Save Dialog is then displayed:



Choose a folder and **filename** for the exported document and choose which **file type** you want from the file types combo box. Then click on **Save** to create the new document. Valid file types are: **Tab Delimited Values** and **Comma Separated Values**.

The CSV File Types

Tab Delimited Values (CSV)

This means each column will be separated by a tab character.

Each column's data is always enclosed in speech marks and the first line is a list of the list view column names.

An example would be:

```
"Column1" "Column2"  
"Mr.Smith" "Manager"
```

Comma Separated Values (CSV)

This means each column will be separated by a comma character.

Each column's data is always enclosed in speech marks and the first line is a list of the list view column names. If there is a speech mark in the data text, then the export will insert a double speech mark: ""

An example would be:

```
"Column1","Column2"  
"Mr.Smith","Manager"
```

Related Topics

[Introduction to Searching and SQL](#)

[Simple Search](#)

[Advanced Database Search](#)

[Exporting Search Results](#)

[Managing SQL Scripts](#)

[SQL Reference](#)

Managing SQL Scripts

Scripts written in the Database Search editor can be saved to your local hard disk, so you can manage your individual documents like a normal file. It is recommended to use the [BiteSpire Files Explorer](#) because you get the added advantage of seeing the contents of the document. This will allow you to manage the scripts better.

♥ See [BiteSpire Files Explorer](#) for more information.

When doogiePIM is first installed, it sets up a default folder in the installation. This documents folder is:

C:\BiteSpire\doogiePIM\Data Files\Query Scripts

However, you don't have to use this folder. When you are requested to save a script, you are given the opportunity to save the file to a different folder.

Related Topics

[Introduction to Searching and SQL](#)

[Simple Search](#)

[Advanced Database Search](#)

[Exporting Search Results](#)

[Managing SQL Scripts](#)

[SQL Reference](#)

doogiePIM Database File Specifications

File Extension	doo
DB Format	Proprietary
Query Support	SQL '92 & DDL commands.
Maximum page size	65535 bytes (64 Kb without 1 byte).
Maximum number of pages per database file	231 (over 2 billion).
Maximum number of records per table section	2 billion.
Database encryption methods	Rijndael 128 Rijndael 256 Blowfish Twofish 128 Twofish 256 Square DES Single 8 DES Double 8 DES Double 16 DES Triple 8 DES Triple 16 DES Triple 24
Encryption modes	CTS, OFB, CBC, CFB

Related Topics

[Introduction to Database Files](#)

[Creating New Database Files](#)

[Opening A Database File](#)

[Password Protection](#)

Keyboard Shortcuts

Each section has it's own keyboard shortcuts. Refer to the relevant sections below:

[Global Application Shortcuts](#)

[Main Application Shortcuts](#)

[Section Shortcuts](#)

Related Topics

[Context Menus](#)

[Splitter Bars](#)

[Toolbars](#)

[Keyboard Shortcuts](#)

Global Application Shortcuts

These shortcut keys are available no matter which window or section you are in. However, they may depend on which control has focus. eg: an input box or a list box.

Ctrl means the Left or Right Control key

Shift means Left or Right Shift Key

Alt means Left or Right Alt Key

+ means press all the listed keys together. eg: **Ctrl+V** means you press the **Control** Key and the **V** key on your keyboard.

Keys And Corresponding Action

Key	Action
Ctrl+X	Cut selected text.
Ctrl+C	Copy selected text.
Ctrl+V	Paste selected text into focused control.
Delete	Clears the selected text.
Shift+F10	Invokes the context menu or right-click popup menu.
Ctrl+Esc	Invokes the Start menu.
Tab	Shift current focus to the next edit box or list.
Shift+Tab	Shift current focus to the previous edit box or list
Alt+F4	Exits and Quits the application
Alt+Space	Displays the window's system menu

Related Topics

[Global Application Shortcuts](#)

[Main Application Shortcuts](#)

[Section Shortcuts](#)

Main Application Shortcuts

These shortcut keys are available no matter which section you are in. However, they may depend on which control has focus. eg: an input box or a list box.

Ctrl means the Left or Right Control key

Shift means Left or Right Shift Key

Alt means Left or Right Alt Key

+ means press all the listed keys together. eg: **Ctrl+V** means you press the **Control** Key and the **V** key on your keyboard.

Keys And Corresponding Action

Key	Action
Ctrl+1	Go To Home Section
Ctrl+2	Go To Calendar Section
Ctrl+3	Go To Contacts Section
Ctrl+4	Go To Tasks Section
Ctrl+5	Go To Documents Section
Ctrl+6	Go To Journals Section
Ctrl+7	Go To Planner Section
Ctrl+8	Go To Noteboard Section
Ctrl+9	Go To Messages Section
Ctrl+0	Go To Bookmarks Section
F12	Launch Icon Library
F11	Launch Scratchpad
F10	Launch Files Explorer
F9	Launch Database Search
F8	Launch Password Generator
F7	Launch Expression Calculator
F6	Launch Backup utility
F5	Refresh current screen (section dependant)
Shift+Ctrl+N	Create new doNote
Shift+Ctrl+B	Add a new Bookmark
Shift+Ctrl+E	Add a new Calendar Event
Shift+Ctrl+T	Add a new Task
Shift+Ctrl+C	Add a new Contact

Shift+Ctrl+M	Compose a new email message
F2	Rename selected list item
F1	Launch Help

Related Topics

[Global Application Shortcuts](#)

[Main Application Shortcuts](#)

[Section Shortcuts](#)

Section Shortcuts

These shortcut keys are available in the relevant section. However, they may depend on which control has focus. eg: an input box or a list box.

Ctrl means the Left or Right Control key
Shift means Left or Right Shift Key
Alt means Left or Right Alt Key
CursorKeys means press any of the cursor keys - Up, Down, Left or Right
+ means press all the listed keys together. eg: **Ctrl+V** means you press the **Control** Key and the **V** key on your keyboard.
alpha means to press the letter key not the number key. This is because the letter O and the number 0 zero look very similar.

Shortcuts for the following are listed below:

Calendar
Contacts
Tasks
Documents
Vault
Bookmarks
Mailer
Noteboard Note Block
Noteboard Editor
Note/Comments Editor

Keys And Corresponding Action

Calendar

Key	Action
Ctrl+N	Add a new event
Del	Delete selected item
Tab	Go to next selected event
Cursor Keys	Move date selection left, right, up or down
F3	Find next event matching quick search
Ctrl+F3	Find first event matching quick search
Ctrl+F	Show and focus quick search

Contacts

Key	Action
Ctrl+N	Add a new contact

Del	Delete selected item
Ctrl+V	Switch to Card View or List View
Ctrl+E	Edit selected item
F3	Find next item matching quick search
Ctrl+F3	Find first item matching quick search
Ctrl+F	Show and focus quick search

Tasks

Key	Action
Ctrl+N	Add a new task
Del	Delete selected item
Ctrl+Q	Add a new quick task
F2	Quick edit task's subject
Ctrl+E	Edit selected item
Ctrl+O (alpha)	Mark task as Open
Ctrl+D	Mark Task as Closed
Ctrl+M	Move selected items to a different folder
F3	Find next item matching quick search
Ctrl+F3	Find first item matching quick search
Ctrl+F	Show and focus quick search

Documents

Key	Action
Ctrl+N	Add a new note
Shift+Ctrl+N	Add a new sub-note
Del	Delete selected item
Shift+Ctrl+P	Print Preview selected note
Ctrl+A	Select all text
Ctrl+I	Import a file
Ctrl+P	Print selected note
F3	Find next item matching quick search
Ctrl+F3	Find first item matching quick search
Ctrl+F	Show and focus quick search

Vault

Key	Action
-----	--------

Ctrl+N	Add a new item
Del	Delete selected item
Ctrl+L	Lock the Vault
Ctrl+V	Switch to List View or Card View
Ctrl+E	Edit selected item
Ctrl+C	Copy username of item to clipboard
Shift+Ctrl+C	Copy password of item to clipboard
Ctrl+M	Move selected items to a different folder
F3	Find next item matching quick search
Ctrl+F3	Find first item matching quick search
Ctrl+F	Show and focus quick search

Bookmarks

Key	Action
Ctrl+N	Add a new item
Del	Delete selected item
Ctrl+G	Open bookmark's URL in browser
Ctrl+V	Switch to List View or Card View
Ctrl+E	Edit selected item
Ctrl+C	Copy selected bookmark's URL to clipboard
Ctrl+L	Link current bookmark to a different database item
Ctrl+M	Move selected items to a different folder
Ctrl+S	Check online connection status of bookmark's URL
F3	Find next item matching quick search
Ctrl+F3	Find first item matching quick search
Ctrl+F	Show and focus quick search

Mailer

Key	Action
Ctrl+N	Compose a new email message
Del	Send selected item to "Deleted" folder
Ctrl+O (alpha)	Open selected email message
Ctrl+R	Reply to selected email message
Ctrl+S	Send selected items to "Spam" folder
Ctrl+K	Add sender's address as a new Contact
Ctrl+G	Locate contact and go to contacts section if known

Ctrl+L	Link current message to a database item
Ctrl+M	Move selected items to a different folder
Ctrl+S	Check online connection status of bookmark's URL
Ctrl+R	Mark selected as Read
Shift+Ctrl+R	Mark selected as Unread
Ctrl+D	Mark selected as Replied
Shift+Ctrl+D	Mark selected as Not Replied
Ctrl+B	Mark all messages as Read
Shift+Ctrl+B	Mark selected as Unread
Ctrl+I	Mark selected as Replied
Shift+Ctrl+I	Mark selected as Not Replied
F3	Find next item matching quick search
Ctrl+F3	Find first item matching quick search
Ctrl+F	Show and focus quick search

Noteboard Note Block (See Also Note Editor Keyboard Shortcuts)

Key	Action
Alt+CursorKeys	Move Focused Block Up, Down, Left or Right
Alt+Ctrl+CursorUp	Reduces height of Focused Note Block
Alt+Ctrl+CursorDown	Increases height of Focused Note Block
Alt+Ctrl+CursorLeft	Reduces width of Focused Note Block
Alt+Ctrl+CursorRight	Increases width of Focused Note Block

Noteboard Editor

Key	Action
Ins	Add a new Note Block
Ctrl+L	Add a new Note Block Linked to Focused Block
Ctrl+Alt+V	Paste clipboard contents as a new Note Block
Ctrl+Del	Delete selected Blocks
Ctrl+A	Select all Note Blocks
Ctrl+S	Save current Noteboard to database
Ctrl+P	Print selected Note Blocks
Ctrl+E	Export focused Note Block
Ctrl+N	Add a new Noteboard

Shift+Ctrl+E	Export Noteboard
Ctrl+E	Edit selected Noteboard
F3	Find next item matching quick search
Ctrl+F3	Find first item matching quick search
Ctrl+F	Show and focus quick search

Document/Note/Comments Editor

Key	Action
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Shift+Ctrl+V	Paste as Plain Text
Shift+Alt+V	Paste as...
Ctrl+A	Select All
Ctrl+Z	Undo
Ctrl+Shift+Z	Redo
Ctrl+B	Bold
Ctrl+I	Italic
Ctrl+U	Underlined
Ctrl+CursorUp	Scroll editor window up
Ctrl+CursorDown	Scroll editor window down
Shift+F5	Toggles case of selected text
F12	Mark or edit hyperlink
Ctrl+G	Launch/go to hyperlink
Ctrl+J	Insert from Scratchpad
F7	Check spelling
Ctrl+F7	Lookup word in thesaurus
Shift+Enter	Insert soft break. Adds a "new line" but keeps the paragraph continuous
Enter	Start a new paragraph
Ctrl+L	Delete current line
Ctrl+Backspace	(If cursor is in the middle of a word) Delete from start of current word up to cursor (If cursor is in white space) Delete word to the left of cursor
Ctrl+Shift+L	Select current line
Ctrl+Shift+W	Select current word
Ctrl+Shift+P	Select current paragraph or item
Alt+Enter	Properties of current image or item

Ctrl+Shift+B	Format as bullet list
Ctrl+Shift+O (alpha)	Format as ordered list
Ctrl+Shift+I	Increase indent or list level
Ctrl+Shift+D	Decrease indent or list level
CursorKeys	Move edit cursor up, down, left or right
PageUp	Scroll back one page
PageDown	Scroll forward one page
Ctrl+Left	Move cursor to start of previous word
Ctrl+Right	Move cursor to start of next word
F3	Find next item matching quick search
Ctrl+F3	Find first item matching quick search
Ctrl+F	Show and focus quick search
Ctrl+H	Search and replace text

Related Topics

[Global Application Shortcuts](#)

[Main Application Shortcuts](#)

[Section Shortcuts](#)

Navigator Tree View Keyboard Shortcuts

These shortcut keys are available in the relevant section. However, they may depend on which control has focus. eg: an input box or a list box.

Ctrl means the Left or Right Control key

Shift means Left or Right Shift Key

Alt means Left or Right Alt Key

CursorKey means press any of the cursor keys - Up, Down, Left or Right

+ means press all the listed keys together. eg: **Ctrl+V** means you press the **Control** Key and the **V** key on your keyboard.

Navigator Tree View

Key	Action
Ctrl+A	Add a new folder
Shift+Ctrl+A	Add a new sub-folder
Del	Delete selected item
F2	Rename selected item
Alt+CursorUp	Move item up
Alt+CursorDown	Move item down
Ctrl+R	Edit properties of selected item
Ctrl+CursorUp	Scroll content up
Ctrl+CursorDown	Scroll content down
Ctrl+CursorLeft	Scroll content left
Ctrl+CursorRight	Scroll content right
Minus	Collapse branch
Plus	Expand branch
Divide	Collapse all branches on current level
Multiply	Expand all branches on current level
Backspace	Go to parent branch

Related Topics

[Global Application Shortcuts](#)

[Main Application Shortcuts](#)

[Section Shortcuts](#)

Guide to Date Formatting

When you add a new folder in doogiePIM, the name of the folder is taken from a template which is defined in the Settings.

♥ The following formats can also be used in the display format parameters of [Reports](#).

c	Displays the date using the format given by the Windows system's Short Date Format, followed by the time using the format given by the Windows system Long Time Format. The time is not displayed if the date-time value indicates midnight precisely.
d	Displays the day as a number without a leading zero (1-31).
dd	Displays the day as a number with a leading zero (01-31).
ddd	Displays the day as an abbreviation (Sun-Sat).
dddd	Displays the day as a full name (Sunday-Saturday).
dddddd	Displays the date using the format given by the Windows system ShortDate Format.
ddddddd	Displays the date using the format given by the Windows system LongDate Format.
e	Displays the year in the current period/era as a number without a leading zero (Japanese, Korean and Taiwanese locales only).
ee	Displays the year in the current period/era as a number with a leading zero (Japanese, Korean and Taiwanese locales only).
g	Displays the period/era as an abbreviation (Japanese and Taiwanese locales only).
gg	Displays the period/era as a full name. (Japanese and Taiwanese locales only).
m	Displays the month as a number without a leading zero (1-12). If the m specifier immediately follows an h or hh specifier, the minute rather than the month is displayed.
mm	Displays the month as a number with a leading zero (01-12). If the mm specifier immediately follows an h or hh specifier, the minute rather than the month is displayed.
mmm	Displays the month as an abbreviation (Jan-Dec).
mmmm	Displays the month as a full name (January-December).
yy	Displays the year as a two-digit number (00-99).
yyyy	Displays the year as a four-digit number (0000-9999).
h	Displays the hour without a leading zero (0-23).
hh	Displays the hour with a leading zero (00-23).

n	Displays the minute without a leading zero (0-59).
nn	Displays the minute with a leading zero (00-59).
s	Displays the second without a leading zero (0-59).
ss	Displays the second with a leading zero (00-59).
z	Displays the millisecond without a leading zero (0-999).
zzz	Displays the millisecond with a leading zero (000-999).
t	Displays the time using the format given by the Windows system ShortTime Format.
tt	Displays the time using the format given by the Windows system LongTime Format.
am/pm	Uses the 12-hour clock for the preceding h or hh specifier, and displays 'am' for any hour before noon, and 'pm' for any hour after noon. The am/pm specifier can use lower, upper, or mixed case, and the result is displayed accordingly.
a/p	Uses the 12-hour clock for the preceding h or hh specifier, and displays 'a' for any hour before noon, and 'p' for any hour after noon. The a/p specifier can use lower, upper, or mixed case, and the result is displayed accordingly.
ampm	Uses the 12-hour clock for the preceding h or hh specifier, and displays the contents of the Windows system TimeAMString for any hour before noon, and the contents of the Windows system TimePMString for any hour after noon.
/	Displays the Windows system date separator character.
:	Displays the time separator character given by the Windows system.
'xx'/"xx"	Characters enclosed in single or double quotes are displayed as-is, and do not affect formatting.
ii	Displays the index number of the current folder item without a leading zero.

Example:

A Note is added to a list of 4 other notes on Monday 1st February 2004 at 1:35pm.

Format:

"Note" ii ddd c

(Note: The quotes are important.)

This format would result in a folder name called:

Note 5 Mon 01/02/04 13:00:00

Multidimensional Linking

What makes doogiePIM different to other organizers is the multidimensional approach to the data.

Most other software has only a single dimension. ie: You can store your contact's name, address and e-mail details and you can add notes and events. But you can't see which note refers to which contact.

Single Dimension (other organizer software)

Contacts
Notes
Tasks
Calendar

Some other software has two dimensions. ie: You can store your contact's name then add a note for the contact. The contact is linked to the note in just one way. You can't select only the note and see the contact.

Two Dimensions (some other organizer software)

Contact ► Note
Event ► Note

doogiePIM has added dimensions

You can add a contact, then add a note to the contact. Then you can add an event to the contact. However, you can select and view all your notes and see which contact or which event the note is related to.

Multidimensional doogiePIM



The linking is done both ways.
If you view the contact, you see the related documents.
If you view the email messages, you see the related contacts.

The linking is not limited to contacts and documents, you can relate other items in the database, such as a Planner Event or a Noteboard or even a Task. You can even link items in the same data sections such as linking a Contact to another Contact. eg: Salespersons inside one company.


This adds an extra dimension giving you a better understanding of your data, enabling you to correctly organize your valuable time.

Related Topics

[Linking Items Selector](#)

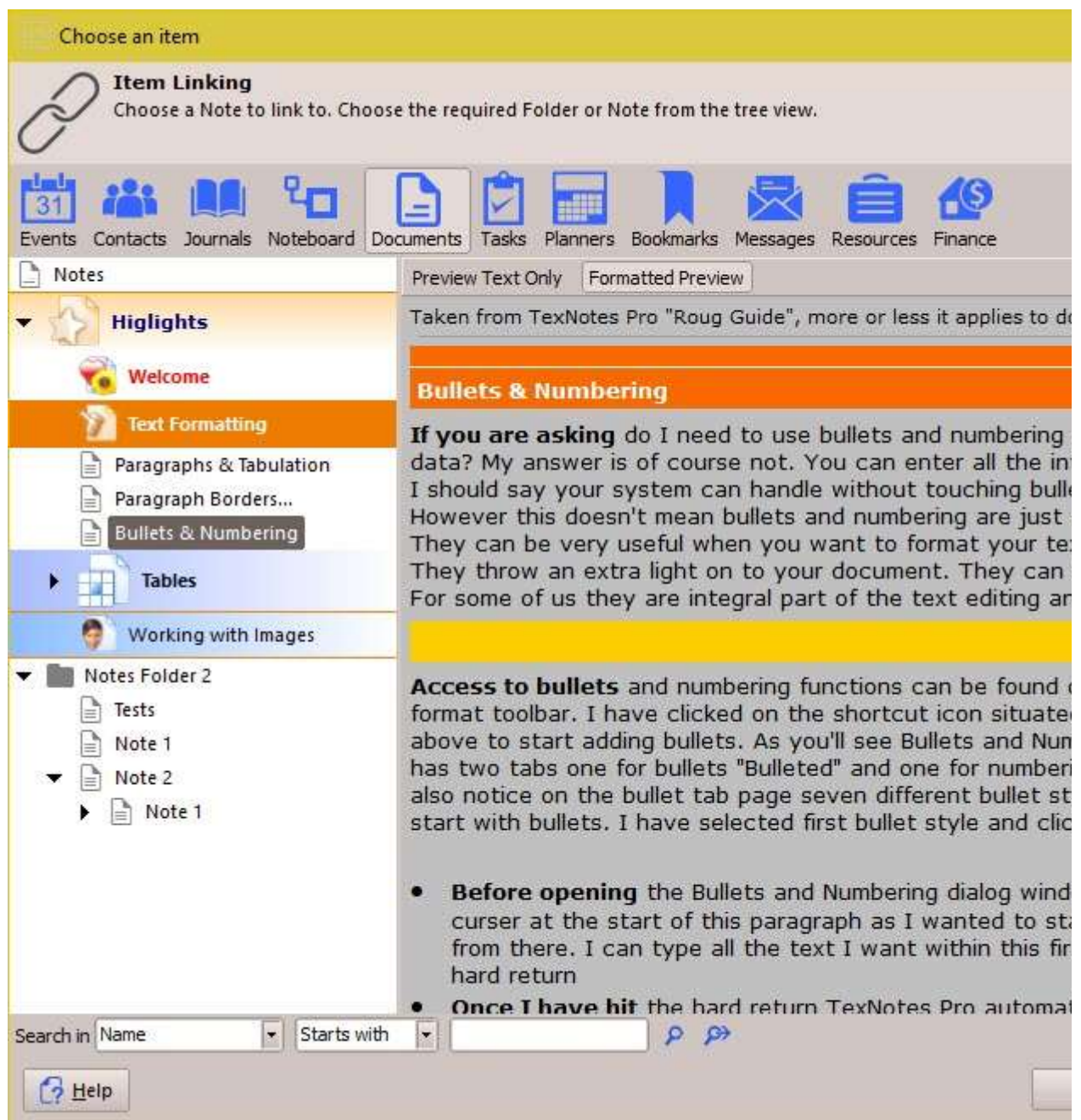
[Related Links List](#)

Linking Items Selector

The Linking Items Selector is called from the relevant section. eg: in the notes section there is an command "Link this note to a database item".  In other sections there are similar commands.

See the relevant section details for more information.

When the command to link an item is issued, a Selector window is presented in order for you to choose which item to link to.





To Link An Item To Another Database Item

First select a section from the **Link Sections** in the **Link Selector window**, then, select an item from the presented tree view. You may have to open the tree view folders to locate the item you want.

When the desired item is selected, Click on **OK** to accept the choice or click on **Cancel** to cancel the linking process.

After clicking **OK**, you should see the new link in the **Related Links** in the **Item's Information** area of the relevant section.



See [Related Links List](#) for more information

Related Topics




[Linking Items Selector](#)

[Related Links List](#)

Related Links List

The Related Links List is located in the Item's Information area within each relevant section.

In the Information area, there is a secondary tab called "**All Related Links**". Selecting this tab shows a list view of the links that are directly related to the selected item. Some of the links are from other database items and some may be direct connections to another item. The links are grouped as per which section/item the linking belongs to.

Contact Details Comments All Related Links		
Name	Details	Date ▼
▼  Contacts		1
Jill Lando	456 4565 4566 lando5646@654hlonx.net www.654hl...	
▼  Events		1
Phone Bill about new prices	n/a	30/11/2007 11:00
▼  Direct Transactions		4
150429092235		29/04/2015 09:22
150429092235		29/04/2015 09:22
150429092235		29/04/2015 09:22
150429092235		29/04/2015 09:22

♥ See [Linking Database Items](#) for more information on adding links.

In the Related Links list, you are able to navigate to the items, remove links and launch the item's details.



To Go To A Linked Item:

First select an item from the Related Links List by left clicking on it, so that's it is highlighted, then;

► Right Click on the selected item and choose "**Locate and Go To Selected Item**" from the context menu, or

► Press the keyboard shortcut: **Enter**

The section will then automatically change to the relevant item and the selected record will be the related item.



To Open The Details Of A Linked Item:

First select an item from the Related Links List by left clicking on it, so that's it is highlighted, then;

► Double Click on the selected item, or

► Right Click on the selected item and choose "**Open the Selected Item**" from the context menu, or

► Press the keyboard shortcut: **Ctrl+O**



To Remove The Link Of An Linked Item:

First select an item from the Related Links List by left clicking on it, so that's it is highlighted, then;

- ▶ Right Click on the selected item and choose "**Remove This Link**" from the context menu, or
- ▶ Press the keyboard shortcut: **Del**

NOTE: This operation doesn't delete the linked item, it only removes the link between the two items.

Related Topics

[Linking Items Selector](#)

[Related Links List](#)

Supported Graphic Formats

The following is a list of the graphic formats that are recognized and can be loaded (depending on where) in doogiePIM.

PNG	Portable Network Graphics with alpha support. 32bit, 24bit, 16bit, 8bit, 4bit, 1bit.
BMP, RLE, DIB	Windows Bitmap 32bit, 24bit, 16bit, 8bit, 4bit, 1bit.
ICO	Windows Icon with alpha support. 32bit, 24bit, 16bit, 8bit, 4bit, 1bit.
JPEG, JPG, JFIF, JPE	Jpeg 24bit, 16bit, 8bit.
TIF, TIFF	TIFF images, extended base line implementation. Byte orders: little endian, big endian 1, 2, 4, 8, 16 bits per sample color spaces: indexed, grayscale, RGB(A), CMYK, L*a*b* compression formats: uncompressed, packed bits, LZW, CCITT T.4 (raw and modified fax group 3, possibly word aligned), ThunderScan, Deflate, new style JPEG
RLA, RPF	Alias/Wavefront images
PIC, CEL	Autodesk images
CUT	Dr. Halo images
GIF	Static GIF Image, Animated GIF Images
FAX	GFI fax images
EPS	Encapsulated Postscript images (Raster information only)
PCD	Kodak Photo-CD images
PSP	Paintshop Pro images
PSD, PDD	Photoshop images
ICB, TGA, VDA, VST, WIN	Targa Truevision images
WMF/EMF	Windows Metafiles
PCX/PCC	ZSoft Paintbrush images
SCR	Word 5.x screen capture images

Supported Text Formats

The following is a list of the file formats that are recognized and can be loaded into Notes in doogiePIM.

DON	doogiePIM Document (doNotes, Templates)
TNP	TexNotes Pro Note
RVF	Rich View Format
RTF	Rich Text Format
DOC	Microsoft Word (Uses import filters, so Word must be installed)
TXT	Plain Text, ANSI, OEM, Unicode

Related Topics

[doogiePIM File Specifications](#)

[Keyboard Shortcuts](#)

Syntax of Regular Expressions

Introduction

Regular Expressions are a widely-used method of specifying patterns of text to search for. Special meta-characters allow you to specify, for instance, that a particular string you are looking for occurs at the beginning or end of a line, or contains a number of recurrences of a certain character.

Regular expressions look ugly for the novice user, but really they are very simple, handy and powerful.

Simple matches

Any single character matches itself, unless it's a meta-character with a special meaning as described below.

A series of characters matches that series of characters in the target string, so the pattern **"bluh"** would match **"bluh"** in the target string.

You can cause characters that normally function as meta-characters or escape sequences to be interpreted literally by 'escaping' them by preceding them with a backslash "\", for instance: meta-character "^" matches the beginning of a string, but "\^" matches characters "^", "\" and so on.

Examples

texnotes	matches the string: "texnotes"
\^texnotes	matches "^texnotes"

Escape sequences

Characters may be specified using a escape sequences syntax much like that used in C and Perl: "\n" matches a newline, "\t" a tab, etc. More generally, \xnn, where nn is a string of hexadecimal digits, matches the character whose ASCII value is nn. If You need wide (Unicode) character code, You can use "\x{nnnn}", where 'nnnn' - one or more hexadecimal digits.

\xnn	char with hex code nn
\x{nnnn}	char with hex code nnnn (one byte for plain text and two bytes for Unicode)
\t	tab (HT/TAB), same as \x09
\n	newline (NL), same as \x0a
\r	car.return (CR), same as \x0d
\f	form feed (FF), same as \x0c
\a	alarm (bell) (BEL), same as \x07
\e	escape (ESC), same as \x1b

Examples

foo\x20bar	matches 'foo bar' (<i>note the space in the middle</i>).
\tfoobar	matches 'foobar' , predefined by tab.

Character classes

You can specify a character class, by enclosing a list of characters in [], which will match any one character from the list.

If the first character after the "[" is "^", the class matches any character not in the list.

Examples

foob[aeiou]r	finds strings 'foobar', 'foober' etc. but not 'foobbr', 'foobcr' etc.
foob[^aeiou]r	find strings 'foobbr', 'foobcr' etc. but not 'foobar', 'foober' etc.

Within a list, the "-" character is used to specify a range, so that a-z represents all characters between "a" and "z", inclusive.

If You want "-" itself to be a member of a class, put it at the start or end of the list, or escape it with a backslash. If You want "]" you may place it at the start of list or escape it with a backslash.

Examples

[-az]	matches 'a', 'z' and '-'
[az-]	matches 'a', 'z' and '-'
[a\-z]	matches 'a', 'z' and '-'
[a-z]	matches all twenty six small characters from 'a' to 'z'
[\n-\x0D]	matches any of #10,#11,#12,#13.
[\d-t]	matches any digit, '-' or 't'.
[^]-a]	matches any char from ']'..'a'.

Meta-characters

Meta-characters are special characters which are the essence of Regular Expressions. There are different types of meta-characters, described below.

Meta-characters - line separators

- ^** start of line
- \$** end of line
- \A** start of text
- \Z** end of text
- .** any character in line

Examples

^foobar	matches string 'foobar' only if it's at the beginning of line
foobar\$	matches string 'foobar' only if it's at the end of line
^foobar\$	matches string 'foobar' only if it's the only string in line
foob.r	matches strings like 'foobar', 'foobbr', 'foob1r' and so on

The "^" meta-character by default is only guaranteed to match at the beginning of the input string/text, the "\$" meta-character only at the end. Embedded line separators will not be matched by "^" or "\$". You may, however, wish to treat a string as a multi-line buffer, such that the "^" will match after any line separator within the string, and "\$" will match before any line separator. You can do this by switching On the modifier /m.

The \A and \Z are just like "^" and "\$", except that they won't match multiple times when the modifier /m is used, while "^" and "\$" will match at every internal line separator.

The "." meta-character by default matches any character, but if you switch off the modifier /s, then '.' won't match embedded line separators.

The Regular Expression engine works with line separators as recommended at:

www.unicode.org (<http://www.unicode.org/unicode/reports/tr18/>)

"^" is at the beginning of a input string, and, if modifier /m is On, also immediately following any occurrence of \x0D\x0A or \x0A or \x0D. Note that there is no empty line within the sequence \x0D\x0A.

"\$" is at the end of a input string, and, if modifier /m is on, also immediately preceding any occurrence of \x0D\x0A or \x0A or \x0D. Note that there is no empty line within the sequence \x0D\x0A.

"." matches any character, but if You switch Off modifier /s then "." doesn't match \x0D\x0A and \x0A and \x0D.

Note that "^.*\$" (an empty line pattern) does not match the empty string within the sequence \x0D\x0A, but matches the empty string within the sequence \x0A\x0D.

Meta-characters - predefined classes

\w	an alphanumeric character (including "_")
\W	a nonalphanumeric
\d	a numeric character
\D	a non-numeric
\s	any space (same as [\t\n\r\f])
\S	a non space

You may use \w, \d and \s within custom character classes.

Examples

foob\dr so on	matches strings like 'foob1r', 'foob6r' and so on but not 'foobar', 'foobbr' and so on
foob[\w\s]r 'foob=r' and so on	matches strings like 'foobar', 'foob r', 'foobbr' and so on but not 'foob1r', 'foob=r' and so on

The Regular Expression engine uses properties SpaceChars and WordChars to define character classes \w, \W, \s, \S, so you can easily redefine it.

Meta-characters - word boundaries

- \b** Match a word boundary
- \B** Match a non-(word boundary)

A word boundary (\b) is a spot between two characters that has a \w on one side of it and a \W on the other side of it (in either order), counting the imaginary characters off the beginning and end of the string as matching a \W.

Meta-characters - iterators

Any item of a regular expression may be followed by another type of meta-characters - iterators. Using this meta-characters You can specify number of occurrences of previous character, meta-character or sub-expression.

- *** zero or more ("greedy"), similar to {0,}
- +** one or more ("greedy"), similar to {1,}
- ?** zero or one ("greedy"), similar to {0,1}
- {n}** exactly n times ("greedy")
- {n,}** at least n times ("greedy")
- {n,m}** at least n but not more than m times ("greedy")
- *?** zero or more ("non-greedy"), similar to {0,}?
- +?** one or more ("non-greedy"), similar to {1,}?
- ??** zero or one ("non-greedy"), similar to {0,1}?
- {n}?** exactly n times ("non-greedy")
- {n,}?** at least n times ("non-greedy")
- {n,m}?** at least n but not more than m times ("non-greedy")

So, digits in curly brackets of the form {n,m}, specify the minimum number of times to match the item n and the maximum m. The form {n} is equivalent to {n,n} and matches exactly n times. The form {n,} matches n or more times. There is no limit to the size of n or m, but large numbers will chew up more memory and slow down r.e. execution.

If a curly bracket occurs in any other context, it is treated as a regular character.

Examples

- foob.*r** matches strings like 'foobar', 'foobalkjdfllkj9r' and 'foobr'
- foob.+r** matches strings like 'foobar', 'foobalkjdfllkj9r' but not 'foobr'

foob.? fooba{2}r	matches strings like 'foobar', 'foobbr' and 'foobr' but not 'foobalkj9r'
fooba{2,}r	matches the string 'foobaar'
fooba{2,3}r	matches strings like 'foobaar', 'foobaaar', 'foobaaaar' etc.
fooba{2,3}r	matches strings like 'foobaar', or 'foobaaar' but not 'foobaaaar'

A little explanation about "greediness". "Greedy" takes as many as possible, "non-greedy" takes as few as possible. For example, 'b+' and 'b*' applied to string 'abbbbc' return 'bbbb', 'b+?' returns 'b', 'b*?' returns empty string, 'b{2,3}?' returns 'bb', 'b{2,3}' returns 'bbb'.

You can switch all iterators into "non-greedy" mode (see the modifier /g).

Meta-characters - alternatives

You can specify a series of alternatives for a pattern using "|" to separate them, so that fee|fie|foe will match any of "fee", "fie", or "foe" in the target string (as would f(e|i|o)e). The first alternative includes everything from the last pattern delimiter ("(", "[", or the beginning of the pattern) up to the first "|", and the last alternative contains everything from the last "|" to the next pattern delimiter. For this reason, it's common practice to include alternatives in parentheses, to minimize confusion about where they start and end.

Alternatives are tried from left to right, so the first alternative found for which the entire expression matches, is the one that is chosen. This means that alternatives are not necessarily greedy. For example: when matching foo|foot against "barefoot", only the "foo" part will match, as that is the first alternative tried, and it successfully matches the target string. (This might not seem important, but it is important when you are capturing matched text using parentheses.)

Also remember that "|" is interpreted as a literal within square brackets, so if You write [fee|fie|foe] You're really only matching [feio].

Examples

foo(bar|foo) matches strings 'foobar' or 'foofoo'.

Meta-characters - sub-expressions

Subexpressions are numbered based on the left to right order of their opening parenthesis.

Examples

(foobar){8,10} matches strings which contain 8, 9 or 10 instances of the 'foobar'
foob([0-9]|a+) matches 'foob0r', 'foob1r', 'foobar', 'foobaar', 'foobaar' etc.

Meta-characters - backreferences

Metacharacters \1 through \9 are interpreted as backreferences. \<n> matches previously matched subexpression #<n>.

Examples

(.)\1+	matches 'aaaa' and 'cc'.
(.+)\1+	also match 'abab' and '123123'
(["']?)(\d+)\1	matches '"13"' (in double quotes), or '4' (in single quotes) or 77 (without quotes)

Modifiers

Modifiers are for changing the behavior of the Regular Expression.

There are many ways to set up modifiers.

Any of these modifiers may be embedded within the regular expression itself using the (?...) construct.

i

Do case-insensitive pattern matching (using installed in you system locale settings), see also InvertCase.

m

Treat string as multiple lines. That is, change "^" and "\$" from matching at only the very start or end of the string to the start or end of any line anywhere within the string, see also Line separators.

s

Treat string as single line. That is, change "." to match any character whatsoever, even a line separators (see also Line separators), which it normally would not match.

g

Non standard modifier. Switching it Off You'll switch all following operators into non-greedy mode (by default this modifier is On). So, if modifier /g is Off then '+' works as '+?', '*' as '*?' and so on

x

Extend your pattern's legibility by permitting whitespace and comments (see explanation below).

r

Non-standard modifier. If is set then range à-ÿ additional include Russian letter ' ', À-ß additional include ' ', and à-ß include all Russian symbols.

Perl extensions

(?imsxr-imsxr)

You may use it into r.e. for modifying modifiers by the fly. If this construction inlined into subexpression, then it effects only into this subexpression

Examples

(?i)Saint-Petersburg	matches 'Saint-petersburg' and 'Saint-Petersburg'
(?i)Saint-(?-i)Petersburg	matches 'Saint-Petersburg' but not 'Saint-petersburg'
(?i)(Saint-)?Petersburg	matches 'Saint-petersburg' and 'saint-petersburg'
((?i)Saint-)?Petersburg	matches 'saint-Petersburg', but not 'saint-petersburg'
(?#text)	A comment, the text is ignored.

sees a ")",

Note that Regular Expression engine closes the comment as soon as it
so there is no way to put a literal ")" in the comment.

SQL Reference

doogiePIM database supports a subset of SQL commands. It includes the most widely used SQL statements for data manipulation and definitions.

EG: **SELECT, INSERT, UPDATE, DELETE, CREATE TABLE, ALTER TABLE, DROP TABLE, CREATE INDEX, DROP INDEX.**

SQL commands should be separated by semi-colon (;)

Supported SQL commands

SELECT Statement

INSERT Statement

UPDATE Statement

DELETE Statement

CREATE TABLE Statement

ALTER TABLE Statement

DROP TABLE Statement

CREATE INDEX Statement

DROP INDEX Statement

START TRANSACTION Statement

COMMIT Statement

ROLLBACK Statement

Related Topics

[Naming Conventions](#)

[Operators](#)

[String Functions](#)

[Date Functions](#)

[Introduction to Searching and SQL](#)

[Simple Search](#)

[Advanced Database Search](#)

[Exporting Search Results](#)

[Managing SQL Scripts](#)

Naming Conventions

Table Name

Table name could be a single word or a multiple words. Multiple words name must be enclosed by single or double quotes, or brackets [].

Example:

```
SELECT * FROM "Contact Parts"
```

You can also use correlation name:

Example:

```
SELECT DP.PartNo FROM [Detail Parts] DP
```

Column Name

doogiePIM's SQL supports single-word and multiple-words column names. Multiple words name must be enclosed by single or double quotes, or brackets []. Column names that duplicate SQL keywords are also supported.

Example:

```
SELECT Orders.[Cust No] FROM Orders
```

You can also use short correlation name for columns:

Example:

```
SELECT C.Name AS FullName FROM Contacts C WHERE FullName LIKE 'Bill%'
```

Comments

You can use comments in SQL queries text to keep remarks or some useful information about the query. Single-line comments should be started with '--' symbols:

Example:

```
-- This is a single-line comment  
SELECT * FROM Contacts
```

Another variant of comments is enclosing text into /* and */ symbols. It can be used for temporarily removing of some query parts:

Example:


```
SELECT * FROM CUSTOMERS
/* WHERE (Name = 'Mike') */
ORDER BY CustNo
```

Reserved Words

Here is the list of words reserved by doogiePIM's SQL Engine. Some of them are not fully supported, but are reserved for further implementations.

ABSOLUTE
ACTION
ADD
ALL
ALLOCATE
ALTER
AND
ANY
ARE
AS
ASC
ASSERTION
AT
AUTHORIZATION
AVG
BEGIN
BETWEEN
BIT
BIT_LENGTH
BLOBBLOCKSIZE
BLOBCOMPRESSIONLEVEL
BOTH
BY
CASCADE
CASCADEED
CASE
CAST
CATALOG
CHAR
CHARACTER
CHAR_LENGTH
CHARACTER_LENGTH
CHECK
CLOSE
COALESCE
COLLATE
COLLATION
COLUMN
COMMIT
CONNECT
CONNECTION
CONSTRAINT
CONSTRAINTS

CONTINUE
CONVERT
CORRESPONDING
COUNT
CREATE
CROSS
CURRENT
CURRENT_DATE
CURRENT_TIME
CURRENT_TIMESTAMP
CURRENT_USER
CURSOR
DATE
DAY
DEALLOCATE
DEC
DECIMAL
DECLARE
DEFAULT
DEFERRABLE
DEFERRED
DELETE
DESC
DESCRIBE
DESCRIPTOR
DIAGNOSTICS
DISCONNECT
DISTINCT
DOMAIN
DOUBLE
DROP
ELSE
END
END-EXEC
ESCAPE
EXCEPT
EXCEPTION
EXEC
EXECUTE
EXISTS
EXTERNAL
EXTRACT
FALSE
FETCH
FIRST
FLOAT
FOR
FOREIGN
FOUND
FROM
FULL
GET
GLOBAL
GO

GOTO
GRANT
GROUP
HAVING
HOUR
IDENTITY
IMMEDIATE
IN
INDEX
INDICATOR
INITIALLY
INNER
INPUT
INSENSITIVE
INSERT
INT
INTEGER
INTERSECT
INTERVAL
INTO
IS
ISOLATION
JOIN
KEY
LANGUAGE
LAST
LASTAUTOINCVALUE
LEADING
LEFT
LEVEL
LIKE
LOCAL
LOWER
MATCH
MAX
MIN
MINUS
MINUTE
MODIFY
MODULE
MONTH
NAMES
NATIONAL
NATURAL
NCHAR
NEW
NEXT
NO
NOCASE
NOT
NULL
NULLIF
NUMERIC
OCTET_LENGTH

OF
ON
ONLY
OPEN
OPTION
OR
ORDER
OUTER
OUTPUT
OVERLAPS
PAD
PARTIAL
PASSWORD
POSITION
PRECISION
PREPARE
PRESERVE
PRIMARY
PRIOR
PRIVILEGES
PROCEDURE
PUBLIC
READ
REAL
REFERENCES
RELATIVE
RESTRICT
REVOKE
RIGHT
ROLLBACK
ROWS
SCHEMA
SCROLL
SECOND
SECTION
SELECT
SESSION
SESSION_USER
SET
SIZE
SMALLINT
SOME
SPACE
SQL
SQLCODE
SQLERROR
SQLSTATE
SUBSTRING
SUM
SYSTEM_USER
TABLE
TEMPORARY
THEN
TIME

TIMESTAMP
TIMEZONE_HOUR
TIMEZONE_MINUTE
TO
TRAILING
TRANSACTION
TRANSLATE
TRANSLATION
TRIM
TRUE
UNION
UNIQUE
UNKNOWN
UPDATE
UPPER
USAGE
USER
USING
VALUE
VALUES
VARCHAR
VARYING
VIEW
WHEN
WHENEVER
WHERE
WITH
WORK
WRITE
YEAR
ZONE

Related Topics

[Naming Conventions](#)

[Operators](#)

[String Functions](#)

[Date Functions](#)

Operators

doogiePIM SQL supports these operator categories:

- Arithmetic operators
- Comparison operators
- Logical operators
- String concatenation operator

Arithmetic Operators

Arithmetic operators perform mathematical operations on two expressions of any of the data types of the numeric data type category.

Operator	Meaning
+ (Add)	Addition
- (Subtract)	Subtraction
* (Multiply)	Multiplication
/ (Divide)	Division

Example:

```
SELECT (Price * Quantity) AS Total FROM Order
```

Comparison Operators

Comparison operators test whether or not two expressions are the same. Comparison operators can be used on all expressions except expressions of BLOB data types.

Operator	Meaning
=	Equal To
>	Greater Than
<	Less Than
>=	Greater Than or Equal To
<=	Less Than or Equal To
<>	Not Equal To

The result of a comparison operator has the Boolean data type, which has three values: TRUE, FALSE, and UNKNOWN. Expressions that return a Boolean data type are known as Boolean expressions.

If an operator that has one or two NULL expressions, returns UNKNOWN.

Expressions with Boolean data types are used in the WHERE clause to filter the rows that qualify for the search conditions

Example:

```
SELECT * FROM Orders WHERE (TaxRate > 0)
```

Logical Operators

Logical operators test for the truth of some condition. Logical operators, like comparison operators, return a Boolean data type with a value of TRUE or FALSE.

Operator	Meaning
AND	TRUE if both Boolean expressions are TRUE.
BETWEEN	TRUE if the operand is within a range.
IN	TRUE if the operand is equal to one of a list of expressions.
LIKE	TRUE if the operand matches a pattern.
NOT	Reverses the value of any other Boolean operator.
OR	TRUE if either Boolean expression is TRUE.
IS NULL	TRUE if Boolean expression is UNKNOWN

Examples:

```
SELECT * FROM Customer WHERE (Company LIKE '%Club%')
```

```
SELECT * FROM Orders WHERE (ShipToCity IS NOT NULL)
```

```
SELECT * FROM Orders WHERE (TaxRate BETWEEN 0 and 5) AND (AmountPaid > 1)
```

```
SELECT * FROM Orders WHERE (ShipVIA IN ('UPS', 'DHL'))
```

String Concatenation Operator

The string concatenation operator allows string concatenation with the addition sign (+) or concatenation sign (||), which is also known as the string concatenation operator.

Example:

```
SELECT (FirstName + ' ' + LastName) AS Name FROM Customers
```

Related Topics

[Naming Conventions](#)

[Operators](#)

[String Functions](#)

[Date Functions](#)

String Functions

UPPER

Returns a character expression with lowercase character data converted to uppercase.

LOWER

Returns a character expression after converting uppercase character data to lowercase.

TRIM

Returns a character string after truncating all leading and trailing blanks.

LTRIM

Returns a character expression after removing leading blanks.

RTRIM

Returns a character string after truncating all trailing blanks.

SUBSTRING

Returns a substring of a string.

POS

Returns the index value of the first character in a specified substring that occurs in a given string. Pos is case-sensitive.

LENGTH

Returns number of characters in a string excluding the null terminator.

UPPER Function

Returns a character expression with lowercase character data converted to uppercase.

Syntax:

UPPER (expression)

Arguments

expression

Is an expression of string or wide string types.

Example:

```
SELECT UPPER(Company) FROM Customer
```

LOWER Function

Returns a character expression after converting uppercase character data to lowercase.

Syntax:

LOWER (expression)

Arguments

expression

Is an expression of string or wide string types.

Example:

```
SELECT LOWER(Company) FROM Customer
```

TRIM Function

Returns a character string after truncating all leading and trailing blanks.

Syntax:

TRIM (expression)

Arguments

expression

Is an expression of string or wide string types.

Example:

```
SELECT TRIM(Company) FROM Customer
```

LTRIM Function

Returns a character expression after removing leading blanks.

Syntax:

LTRIM (expression)

Arguments

expression

Is an expression of string or wide string types.

Example:

```
SELECT LTRIM(Company) FROM Customer
```

RTRIM Function

Returns a character string after truncating all trailing blanks.

Syntax:

RTRIM (expression)

Arguments

expression

Is an expression of string or wide string types.

Example:

```
SELECT RTRIM(Company) FROM Customer
```

SUBSTRING Function

Returns a substring of a string.

Syntax:

SUBSTRING (string, startindex [, length])

Arguments

string

Is an expression of string or wide string type.

startindex

Is a constant that specifies the character position at which the extracted substring starts within the original string.

length

Is a constant that specifies number of characters being extracted from source string.

Example:

```
SELECT SUBSTRING(Company,2,5) FROM Customer
```

POS Function

Returns the index value of the first character in a specified substring that occurs in a given string. Pos is case-sensitive.

Syntax:

POS (substring, string)

Arguments

substring

Is a an expression of string or wide string type that specifies substring for searching in the specified string.

string

Is a an expression of string or wide string type that specifies source string.

Example:

```
SELECT * FROM Customer WHERE Pos('Bitespire',Company) > 0
```

LENGTH Function

Returns number of characters in a string excluding the null terminator.

Syntax:

LENGTH (string)

Arguments

string

Is a an expression of string or wide string type.

Example:

```
SELECT * FROM Customer WHERE LENGTH(Company) > 5
```

Related Topics

[Naming Conventions](#)

[Operators](#)

[String Functions](#)

[Date Functions](#)

Date Functions

SYSDATE

Returns current system date and time.

NOW

Returns current system date and time.

CURRENT_TIMESTAMP

Returns current system date and time.

CURRENT_DATE

Returns current system date.

CURRENT_TIME

Returns current system time.

TOSTRING

Converts date to string using specified format.

TODATE

Converts string to date using specified format.

SYSDATE, NOW AND CURRENT_TIMESTAMP Functions

Returns current system date and time.

Syntax:

SYSDATE

NOW

CURRENT_TIMESTAMP

Example:

```
SELECT LastInvoiceDate, NOW as CurDate
FROM Customer
WHERE LastInvoiceDate < NOW
```

CURRENT_DATE Function

Returns current system date.

Syntax:

CURRENT_DATE

Example:

```
SELECT LastInvoiceDate, CURRENT_DATE as CurDate
FROM Customer
WHERE LastInvoiceDate < NOW
```

CURRENT_TIME Function

Returns current system time.

Syntax:

CURRENT_TIME

Example:

```
SELECT LastInvoiceDate, CURRENT_TIME as CurTime
FROM Customer
WHERE LastInvoiceDate < NOW
```

TOSTRING Function

Converts date to string using specified format.

Syntax:

TOSTRING(DateValue, DateFormat)

Arguments

DateValue

Is an expression of date type that specifies the source date.

DateFormat

Is an expression of string or wide string type that specifies date format for conversion DateValue to string.

DateFormat strings are composed from specifiers that represent values to be inserted into the formatted string. Some specifiers (such as "d"), simply format numbers or strings. Other specifiers (such as "/") refer to locale-specific strings.

In the following table, specifiers are given in upper case. Case is ignored in formats.

Specifier

Displays

-

Displays date separator '-'.

/

Displays date separator '/'.

.

Displays date separator '.'.

'

Displays date separator ','.

:

Displays date separator ':'.

;

Displays date separator ','.

'TEXT'

Displays the text that will be included in the result of TOSTRING function without any conversion. The leading and trailing quotes will be omitted.

YYYY

or

YEAR

Displays the year as a four-digit number (0000-9999)

YY

Displays the year as a two-digit number (00-99)

Q

Displays the quarter of the year (1-4). 1 means months January, February and March, 2 means months April, May and June, 3 means months July, August and September, 4 means months October, November and December.

MONTH

Displays the month as a full name (January-December).

MON

Displays the month as an abbreviation (Jan-Dec).

MM

Displays the month as a number with a leading zero (01-12).

M

Displays the month as a number without a leading zero (1-12).

RM

Displays the month in roman numeric format (I - XII).

DDD

Displays the day of the year (1-366) without a leading zero.

DD

Displays the day of the month (01-31) with a leading zero.

D

Displays the day of the month (1-31) without a leading zero.

DAY

Displays the day as an abbreviation (Sun-Sat).

DY

Displays the day as an 2 symbol abbreviation (Su-Sa).

DW

Displays the day of week (1-7)

HH

HH12

Displays the hour with a leading zero (01-12).

HH24

Displays the hour with a leading zero (01-24).

H

H12

Displays the hour without a leading zero (1-12).

H24

Displays the hour without a leading zero (1-24).

NN

Displays the minute with a leading zero (00:59).

N

Displays the minute without a leading zero (0:59).

SS

Displays the second with a leading zero (00:59).

S

Displays the second without a leading zero (00:59).

AMPM

Displays the meridian indicator AM.

Example:

```
SELECT TOSTRING>LastInvoiceDate,"Today is' mm/dd/yyyy hh24:nn:ss ' Wow !!!") Formated_Date,
LastInvoiceDate FROM Customer
```

TODATE Function

Converts string to date using specified format.

Syntax:

TODATE(StringValue, DateFormat)

Arguments

StringValue

Is an expression of string or wide string type that specifies the source string.

DateFormat

Is an expression of string or wide string type that specifies date format for the StringValue.

DateFormat strings are composed from specifiers that represent values to be inserted into the formatted string. Some specifiers (such as "d"), simply format numbers or strings. Other specifiers (such as "/") refer to locale-specific strings.

In the following table, specifiers are given in upper case. Case is ignored in formats.

Specifier
Specifies

-
Specifies date separator '-'.

/
Specifies date separator '/'.

.
Specifies date separator '.'.

,
Specifies date separator ','.

:
Specifies date separator ':'.

;
Specifies date separator ';'.

'text'
Specifies the text that will be ignored by TODATE function. The leading and trailing quotes will be omitted.

YYYY
or
YEAR
Specifies the year as a four-digit number (0000-9999)

YY
Specifies the year as a two-digit number (00-99)

Q
Specifies the quarter of the year (1-4). 1 means months January, February and March, 2 means months April, May and June, 3 means months July, August and September, 4 means months October, November and December.

MM
Specifies the month as a number with a leading zero (01-12).

M
Specifies the month as a number without a leading zero (1-12).

DDD
Specifies the day of the year (1-366) without a leading zero.

DD
Specifies the day of the month (01-31) with a leading zero.

D
Specifies the day of the month (1-31) without a leading zero.

DW

Specifies the day of week (1-7)

HH

HH12

Specifies the hour with a leading zero (01-12).

HH24

Specifies the hour with a leading zero (01-24).

H

H12

Specifies the hour without a leading zero (1-12).

H24

Specifies the hour without a leading zero (1-24).

NN

Specifies the minute with a leading zero (00:59).

N

Specifies the minute without a leading zero (0:59).

SS

Specifies the second with a leading zero (00:59).

S

Specifies the second without a leading zero (00:59)

AMPM

Specifies the meridian indicator AM.

Example:

```
SELECT LastInvoiceDate, NOW as CurDate
FROM Customer
WHERE LastInvoiceDate < TODATE('12/16/2002 11:10:30 am','MM/DD/YYYY hh:nn:ss ampm')
```

Aggregate Functions

Operate on a collection of values but return a single, summarizing value.

COUNT

Returns the number of items in a group.

SUM

Returns the sum of the values in the expression.

AVG

Returns the average of the values in a group.

MIN

Returns the minimum value in the expression.

MAX

Returns the maximum value in the expression.

COUNT Function

Returns the number of items in a group.

Syntax:

COUNT (expression | *)

Arguments

expression

Is an expression of any type except Blob types. Aggregate functions and subqueries are not permitted.

*

Specifies that all rows should be counted to return the total number of rows in a table. COUNT(*) takes no parameters and cannot be used with DISTINCT. COUNT(*) does not require an expression parameter because, by definition, it does not use information about any particular column. COUNT(*) returns the number of rows in a specified table without eliminating duplicates. It counts each row separately, including rows that contain null values.

Examples:

```
SELECT COUNT(*) FROM Orders
```

```
SELECT COUNT(OrderNo), ShipVIA  
FROM Orders  
GROUP BY ShipVIA
```

SUM Function

Returns the sum of all the values in the expression. SUM can be used with numeric columns only. Null values are ignored.

Syntax

SUM (expression)

Arguments

expression

Is a constant, column, or function, and any combination of arithmetic operators. expression is an expression of the exact numeric or approximate numeric data type category. Aggregate functions and subqueries are not permitted.

Example:

```
SELECT SUM(AmountPaid)  
FROM Orders  
WHERE PaymentMethod='Visa'
```

AVG Function

Returns the average of the values in a group. Null values are ignored.

Syntax

AVG (expression)

Arguments

expression

Is an expression of the exact numeric or approximate numeric data type category. Aggregate functions and subqueries are not permitted.

Example:

```
SELECT AVG(AmountPaid)
FROM Orders
WHERE PaymentMethod='Cash'
```

MIN Function

Returns the minimum value in the expression.

Syntax

MIN (expression)

Arguments

expression

Is a constant, column name, or function, and any combination of arithmetic operators. MIN can be used with numeric columns only. Aggregate functions and subqueries are not permitted.

Example:

```
SELECT MIN(OrderNo)
FROM Orders
```

MAX Function

Returns the maximum value in the expression.

Syntax

MAX (expression)

Arguments

expression

Is a constant, column name, or function, and any combination of arithmetic operators. MAX can be used with numeric columns only. Aggregate functions and subqueries are not permitted.

Example:

```
SELECT MAX(SaleDate)
FROM Orders
```

CAST Function

The CAST function converts a specified value to the specified data type.

Syntax

CAST(value, data_type)

Arguments

value

Is an expression of any valid data type.

data_type

Is a constant that specifies data type for converting the value specified by Value.

CAST function can be used with the following data types:

Data type

Description

AutoInc

Auto incremental 32-bit unsigned integer.

Currency

Floating point number.

Date

Date value.

DateTime

DateTime value.

Float

Floating point number.

Integer

32-bit signed integer.

LargeInt

64-bit signed integer.

Logical

Boolean value.

SmallInt

16-bit signed integer

String

Fixed length string (may be up to 2^{32} symbols)

Time

Time value.

WideString

Fixed length Unicode string (may be up to 2^{32} symbols)

Word

16-bit unsigned integer.

Example:

```
SELECT Customer.*, CAST(CURRENT_DATE,STRING) as CurDate FROM Customer
```

TOBLOB Function

The TOBLOB function converts a specified string value to the BLOB value.

Syntax

TOBLOB(value [, format])

Arguments

value

Is a string value that can be converted to a BLOB value using specified format.

format

Two formats are supported:

MIME64 - MIME64 standard format (used in e-mail)

HEX - upper case hexadecimal numbers

Default format is MIME64 (typically provides smaller string length).

Example:

```
INSERT INTO jpeg VALUES ('ContactImage', TOBLOB  
( 'QWlkQWltIFNvZnR3YXJlIDQpIHZJIHRvIEhlbHANCg==',MIME64), NULL, 1);
```

LASTAUTOINC Function

The LASTAUTOINC function returns the last autoinc value from a specified table.

Syntax

LASTAUTOINC(table_name, column_name)

Arguments

table_name

Is a string constant that specifies table name for getting the last autoinc value.

column_name

Is a string constant that specifies autoinc field name for getting the last autoinc value.

Example:

```
INSERT INTO Employee (Name,DeptID) VALUES ('John Smith',LASTAUTOINC( Department, ID ))
```

Related Topics

[Naming Conventions](#)

[Operators](#)

[String Functions](#)

[Date Functions](#)

Context Menus

Context Menus, "Shortcut Menus" or "Right Click Menus" as sometimes they are called, are small pop-up menus that appear when you right click on a control, like an edit box or a tree view.

These menus give access to valuable commands to manipulate the data quickly. When a Context Menu pops-up it will list the available commands in a similar fashion to the main menu.

For example:

If you wish to add a new contact, you could activate the context menu on the Contacts List and choose "Add a New Contact" from the menu.



To Activate A Context Menu

Either:

- ▶ Right click with your mouse over a control, eg: a tree view, or
- ▶ You could press the keyboard shortcut equivalents:

Shift+F10 to activate the pop-up menu.

When using the keyboard, always make sure the control is "focused", ie: will accept keyboard commands. Most controls indicate if they are focused or not by the highlight colour of the text.

The context menus in doogiePIM have an extra command "**Cancel**". This simply de-activates the menu without issuing any commands.



To De-activate A Context Menu

Either:

- ▶ Choose "**Cancel**" from the context menu, or
- ▶ You could press the keyboard shortcut equivalent:

Escape to deactivate the pop-up menu.

Related Topics

[Splitter Bars](#)

[Toolbars](#)

[Keyboard Shortcuts](#)

Toolbars

Toolbars are areas in an application window that contain frequently used commands. These commands are normally found in the main menu. However, going to the main menu to save or add a record can be time consuming, so the frequently used icon buttons are available on a toolbar.

You can identify what the icon does by it's tooltip. Move your mouse over one of the items, pause for a short time then see a text description pop up over the icon to explain what this icon does.

Displaying Captions Or A Different Icon Size

Some of the toolbars can display large icons, text or both. The **Main Toolbar** and the **Section Toolbar** can be configured accordingly.



To show Large, Medium or Small Icons, Captions or Both



NOTE: Not all toolbars have the option to change the toolbar's display.

Right Click on the desired Toolbar you want to change, then choose from the popup menu which style option to display:

Small Icons: Shows the display icons as 16x16 icons.

Medium Icons: Shows the display icons as 24x24 icons.

Large Icons: Shows the display icons as 32x32 icons.

Show Captions Under Icon: Shows the descriptive caption text directly under the icon button.

Show Captions on the Side: Shows the descriptive caption text directly to the right of the icon.

Do Not Show Captions: Completely hides the caption so only the icon remains.

Moving toolbars

Right-click on the toolbar and choose where you would like to dock that toolbar. You can move a toolbar around by left-click and hold then drag a bar to a new position, if applicable. Toolbars can only be moved when unlocked.



To unlock a toolbar for moving

► Right-click on the toolbar and choose "**Unlock all toolbars**"



To lock a toolbar

► Right-click on the toolbar and choose "**Lock all toolbars**"

Related Topics

[Context Menus](#)

[Splitter Bars](#)

[Keyboard Shortcuts](#)

Installing doogiePIM

System requirements:

- Win7/Win8.x/Win10 or higher
- Intel or AMD compatible system (900MHz or better)
- 1GB RAM
- 150MB hard drive space for application files
- Windows-compatible pointing device (e.g., a mouse)
- True Colour or High Colour display adapter and monitor (recommended)
- Minimum screen resolution of 1024x768 in 24-bit colour



How to install doogiePIM

1. Through your favourite browser (e.g., Windows Explorer), locate and double-click on the file named **doogiePIM-Version_Number-installation.exe**
2. Follow the on-screen instructions.

The setup process will install the doogiePIM program files into the default folder, or in another folder of your choosing. It will also create a program group in your Start menu and place the application icon on your Windows Desktop so you can quickly access doogiePIM.

Related Topics

[Uninstalling doogiePIM](#)

Uninstalling doogiePIM



To uninstall doogiePIM

1. Click the **[Start]** button on your Windows Desktop.
2. Select Settings.
3. Select Control Panel.
4. Click on **Programs and Features** in the Control Panel screen.
5. In the resulting list of programs that can be uninstalled, locate and then select the item for **doogiePIM**
6. Click Uninstall and follow the on-screen instructions.
7. Before you uninstall, ask yourself, "*Why am I doing this?. If something is broken or not working right, all I have to do is email Support at BiteSpire.com*". software@bitespire.com

When you uninstall doogiePIM in this fashion, it will leave your data files intact. If you no longer need the lists and related information stored in these data files, locate the doogiePIM data files folder and manually delete the data.

Related Topics

[Installing doogiePIM](#)

Support

doogiePIM users have several resources for product support, including:

- Complete online help
- The BiteSpire Web site (<http://www.bitespire.com>), which features up-to-date information
- Free access to our Direct Support service
- There are also helpful tutorials available on YouTube:
https://www.youtube.com/watch?v=mN7w_J2zGh0

To use Direct Support, e-mail your questions or problems to: software@bitespire.com

NOTE: Please check the BiteSpire.com web site for the latest contact information. E-mail addresses can change in the future.

When you contact, please include the following information in your e-mail:

- Description of the problem (to the best of your ability)
- Brief description of what you were doing prior to the appearance of the problem
- The version of doogiePIM you are using (Found under Help and About menu)
- Your computer system specifications
- The version of the Windows operating system you are using
- Your doogiePIM registration number

Including this information in your e-mail helps ensure a faster, more effective response.

Related Topics

[Bug Reports](#)

[Credits](#)

[Feedback](#)

Bug Reports

Like most software developers, we strive to develop software that is free of bugs. Sometimes, though, something slips through software testing or doesn't occur with test cases. If you do encounter what appears to be a bug, we want to know about it -- big or small.

In the event that you do encounter a bug, please visit our website for instructions:

https://bitespire.com/help_and_support.php

NOTE: Please check our web site for the latest contact information. E-mail addresses can change in the future.

Related Topics

[Support](#)

[Credits](#)

[Feedback](#)

Credits

The most important people to thank are the users. We have received thousands of e-mails from users offering some great new ideas, suggesting improvements and reporting bugs during doogiePIM's development cycle. We thank all of you for your time, insight, and creativity.

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Help authored by: **Christopher M Payton** and **Randall Green**

Related Topics

[Support](#)

[Bug Reports](#)

[Feedback](#)

Feedback

BiteSpire strives to develop user-friendly software tools that provide efficient and effective solutions to common user needs. We take the concept of user-centred design very seriously, and many of the features and enhancements that we have implemented in our software products are a direct result of feedback and suggestions from our users.

We encourage our users to send us their suggestions for future product features and enhancements, and feedback on what we have provided thus far. All commentaries and suggestions are carefully considered -- today's suggestion could become the next great product feature.

Please send your views and suggestions to: software@bitespire.com

NOTE: Please check our web site for the latest contact information. E-mail addresses can change in the future.

Related Topics

[Support](#)

[Bug Reports](#)

[Credits](#)

Application Licence (March 2016)

BiteSpire doogiePIM SOFTWARE APPLICATION USER AGREEMENT

SOFTWARE LICENCE

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"You" means the reader and any Corporate Licensee ("the Licensee").

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3 PERMITTED USE

3.1 In the case of computer systems divided into separate users, a licence is required for each user running the Software.

3.2 When first installed, the Software may be used without purchasing a licence and without obtaining a licence key for a period of up to 30 days for the purposes of evaluation only (the "trial period").

3.3 At the end of this trial period, you must obtain a licence key from the Licensor to continue to use the Software. This licence key allows the Software to run on a computer system either for a specified length of time (a "temporary key") or for an unlimited period (a "permanent key").

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4 RESTRICTIONS ON USE

4.1 Use of the Software is restricted to the user designated on the invoice only.

4.2 You may not, nor permit others to:

4.2.1 use, copy, modify or transfer the Software (including any related documentation) or any copy, in

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4.2.2 create derivative works based upon the Software;

4.2.3 translate, disassemble, decompile, reverse engineer or modify the Software;

4.2.4 delete, vary or obscure any proprietary notices on or in the Software.

5. SUPPORT AND MAINTENANCE

5.1 Users of the software are entitled to support and maintenance (as defined below) so long as a valid support and maintenance solution is in force.

5.2 A period of support and maintenance is provided free of charge during the lifetime of the major Software version and will end when a major update to the Software is replaced.

5.3 During the period of maintenance, customers will be entitled to:

5.3.1 "Maintenance", consisting of: free software upgrades to new minor versions of the Software if and when these are released;

5.3.2 "Support", consisting of technical support and problem analysis and resolution where reasonably possible. Problems should be notified via our help solutions found on the Support page of the web site at http://bitespire.com/help_and_support.php. The Licensor will use its best endeavours to respond to reasonable requests for assistance.

6 UNDERTAKINGS

6.1 You undertake to ensure that any third party is made aware of the terms of this Licence Agreement before using the Software.

6.2 You undertake to hold all data (including object and source codes), drawings, specifications, software listings and all other information relating to the Software, confidential and not at any time disclose the same, during this licence or after its expiry or whether directly or indirectly, to any third party without our consent.

6.3 In the event of a run-time error occurring, the software will collect diagnostic information required to investigate the error and present this information to You. The Software will not transmit this information automatically.

7 OWNERSHIP

The Licensor retains ownership of the Software and related documentation and all copies of the Software at all times, which are copyright works and are also protected under applicable laws.

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