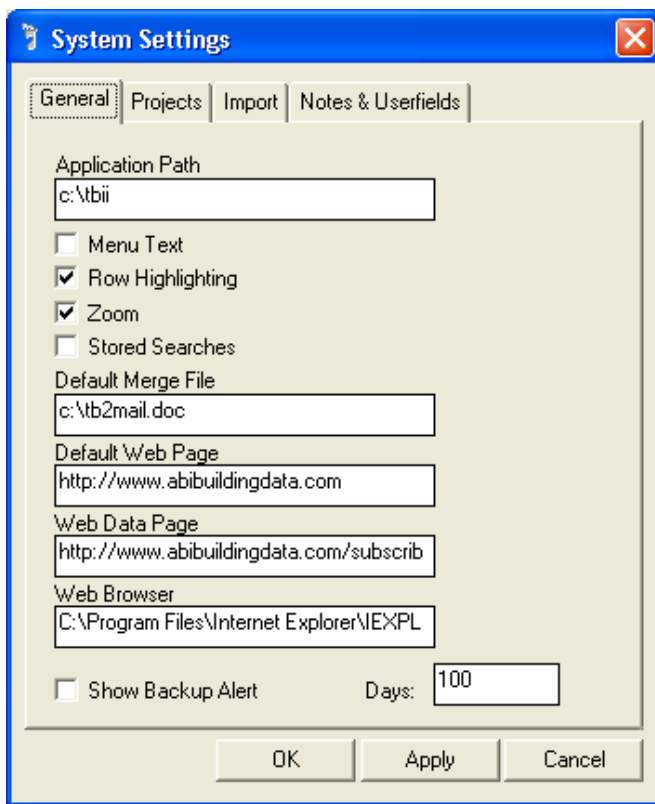


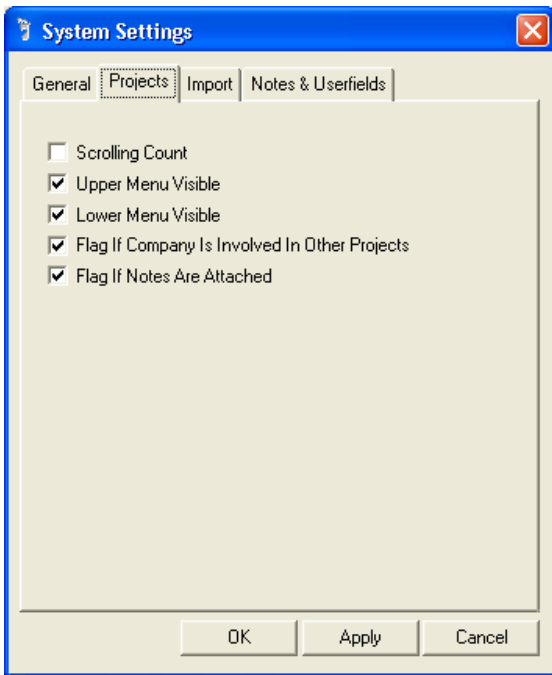
# System Settings

To access the System Settings menu in Trackbase Lite, go to the front screen and click on Data Manager, then System Settings. This will open the window below:



The window opens on the General tab as above. In this screen you can change the following options:

- Menu Text** This will add a text label under the icons of all the buttons.
- Row Highlighting** This allows you to select multiple projects by holding down the Ctrl key on your keyboard and clicking on the required project titles.
- Zoom** This enlarges the text in Trackbase Lite.
- Stored Searches** This allows you to save search criteria.
- Default Merge File** Both Lotus Word Pro and Microsoft Works programs need the merge file to be a text file, so if you use these programs to merge your Trackbase Lite data, change the file to read **C:\Tb2mail.txt**.
- Default Web Page** This points to the ABI website.
- Web Data Page** This points to the ABI website data download page.
- Web Browser** This points to the location of your Web Browser software.
- Show Backup Alert** This makes Trackbase Lite remind you to make backups.



Under the Projects tab as above, there are options relating to the project screen.

**Scrolling Count** When you are performing a project count, you will see the projects scrolling through as Trackbase Lite counts them.

**Upper Menu Visible** Shows the top row of buttons in the project screen.

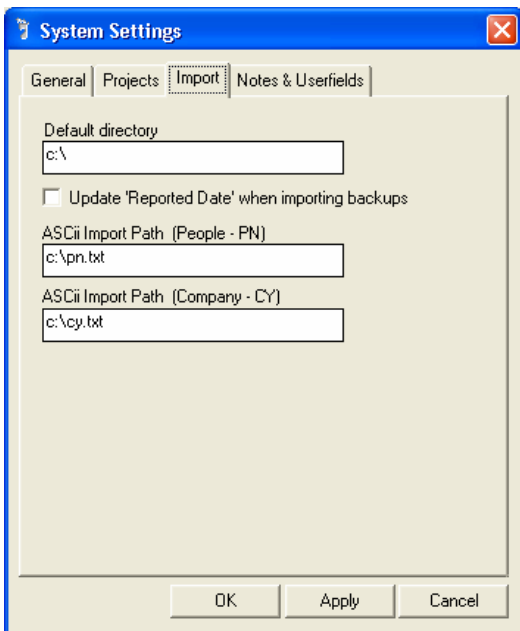
**Lower Menu Visible** Shows the bottom row of buttons in the project screen.

**Flag If Company is Involved in Other Projects**

Shows a link to associated projects in the contacts bar of the project screen.

**Flag If Notes Are Attached**

Shows an icon on the project screen if notes are attached to a project.



Under the Import tab as above, there are several options you can change:

**Default directory**

The location where Trackbase Lite will look to find your import file. If you receive your data on a floppy disk you can change this to read **a:\** so that Trackbase Lite will automatically look at your disk drive.

### Update 'Reported Date' when importing backups

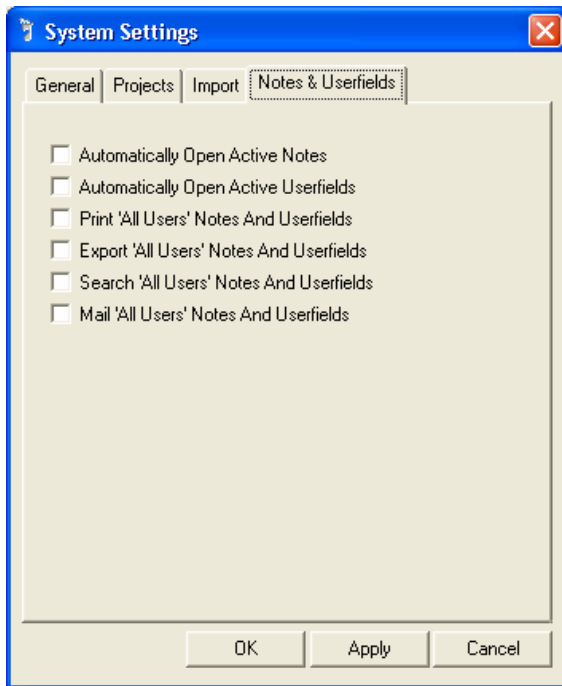
If you import your colleagues exported projects into Trackbase Lite, this setting will allow you to view them under New and Updated projects instead of having to search for them by date.

### ASCII Import Path (People – PN)

The name and location of the file created by Trackbase Lite when you export people from your database to ASCII.

### ASCII Import Path (Company – CY)

The name and location of the file created by Trackbase Lite when you export companies from your database to ASCII.



Under the Notes & Userfields tab as above, there are several options you can change:

#### Automatically Open Active Notes

If you open a project, company or person with notes attached, the notes window will open automatically.

#### Automatically Open Active User Fields

If you open a project, company or person with User Fields attached, the User Field window will open automatically.

#### Print 'All Users' Notes and User Fields

If more than one member of staff has notes and/or User Fields attached to a project, company or person, Trackbase Lite will print all the notes and User Fields.

#### Export 'All Users' Notes and User Fields

If more than one member of staff has notes and/or User Fields attached to a project, company or person, Trackbase Lite will export all the notes and User Fields.

#### Search 'All Users' Notes and User Fields

If more than one member of staff has notes and/or User Fields attached to a project, company or person, Trackbase Lite will search all the notes and User Fields.

#### Mail 'All Users' Notes and User Fields

If more than one member of staff has notes and/or User Fields attached to a project, company or person Trackbase Lite will include all the notes and User Fields in a mail merge file.