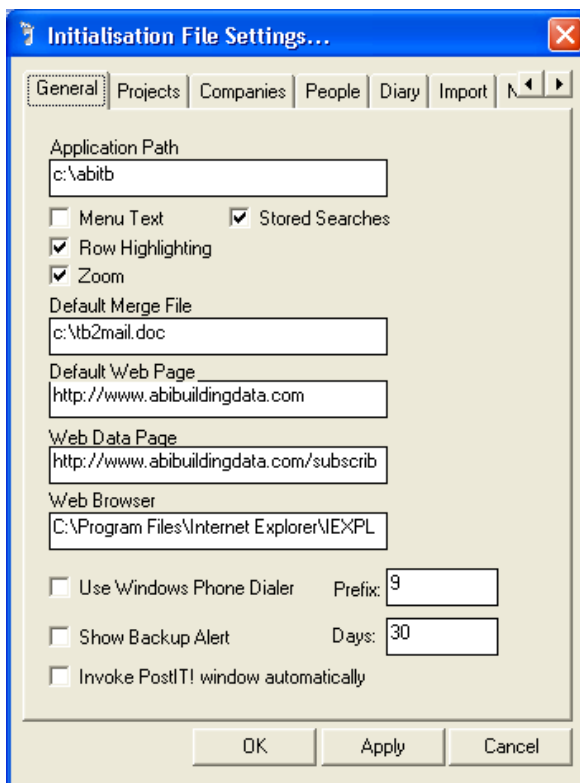


System Settings

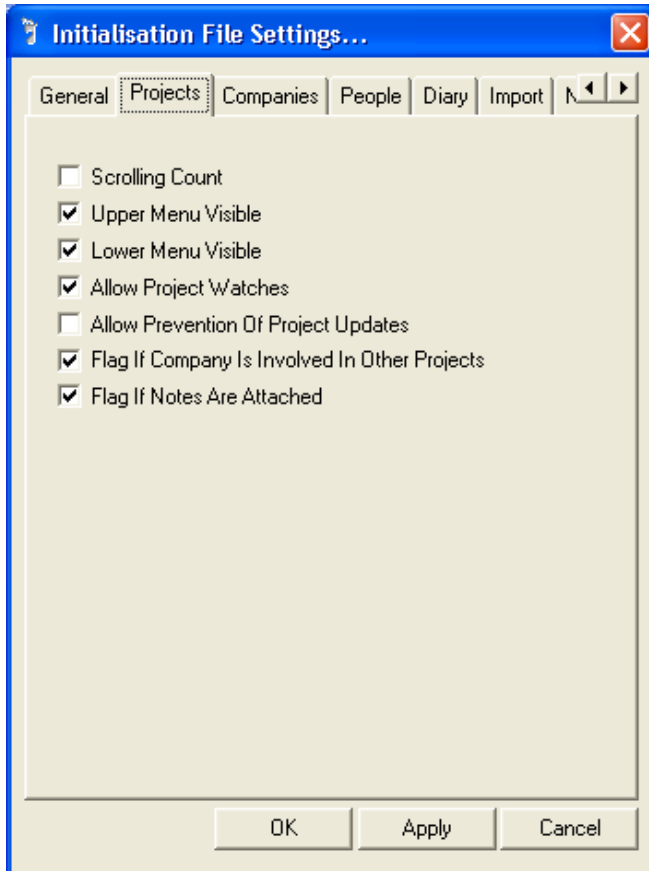
To access the System Settings menu in Trackbase Pro, go to the front screen and click on Data Manager, then System Settings. This will open the window below:



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

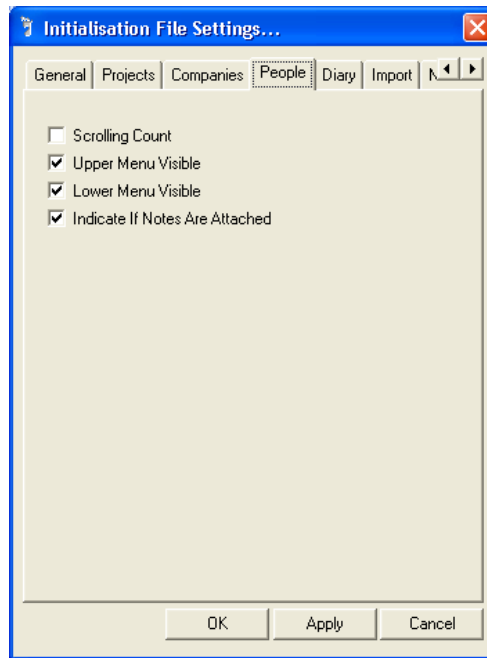
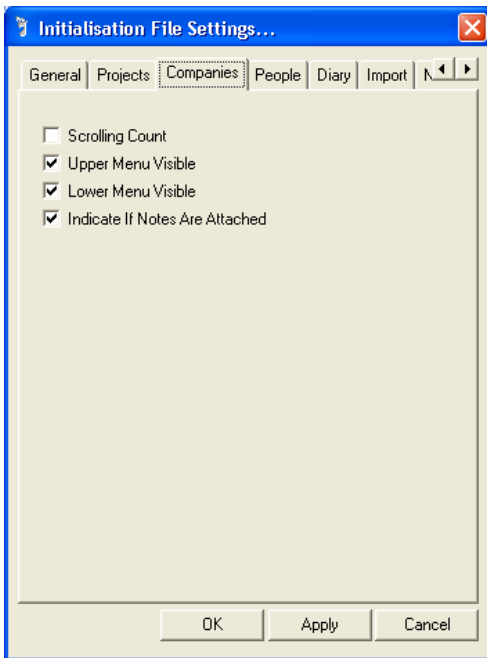
- Menu Text** This will add a text label under the icons of all the buttons.
- Row Highlighting** This allows you to select multiple projects by holding down the Ctrl key on your keyboard and clicking on the required project titles.
- Zoom** This enlarges the text in Trackbase Pro.
- Stored Searches** 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 Pro 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.
- Use Windows Phone Dialler**
This will allow you make calls through a voice modem or VoIP technology from within Trackbase Pro.
- Show Backup Alert** This makes Trackbase Pro remind you to make backups.
- Invoke PostIT! Window automatically**
This makes the PostIT! window open when Trackbase Pro is started.



Under the Projects tab 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 Pro 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.
- Allow Project Watches** Enables the ability to set Project Watches.
- Allow Prevention of Project Updates**
Allows you to permanently delete projects.
- 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 Companies and People tabs there are four options that can be changed:

Scrolling Count

When you are performing a company/person count, you will see the companies/people scrolling through as Trackbase Pro counts them.

Upper Menu Visible

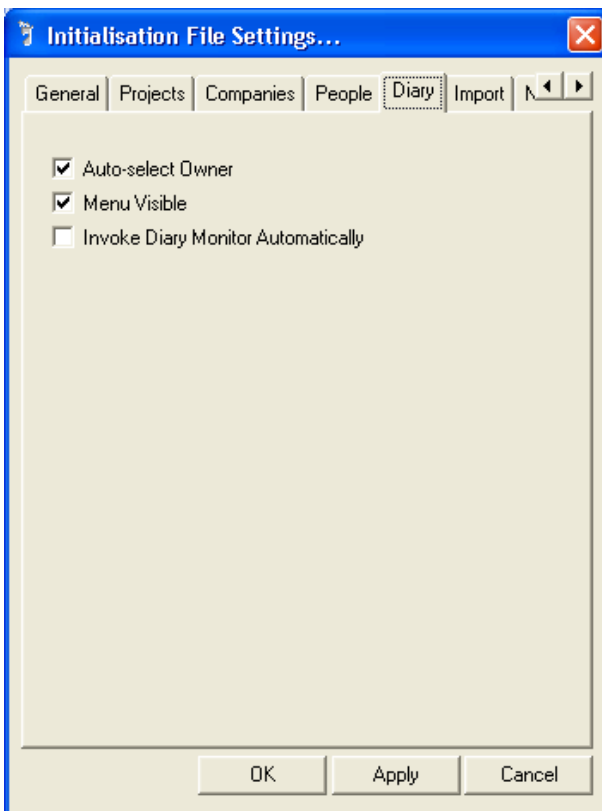
Shows the top row of buttons in the company/people screen.

Lower Menu Visible

Shows the bottom row of buttons in the company/people screen.

Flag if Notes Are Attached

Shows an icon on the company/people screen if notes are attached to a company/person.

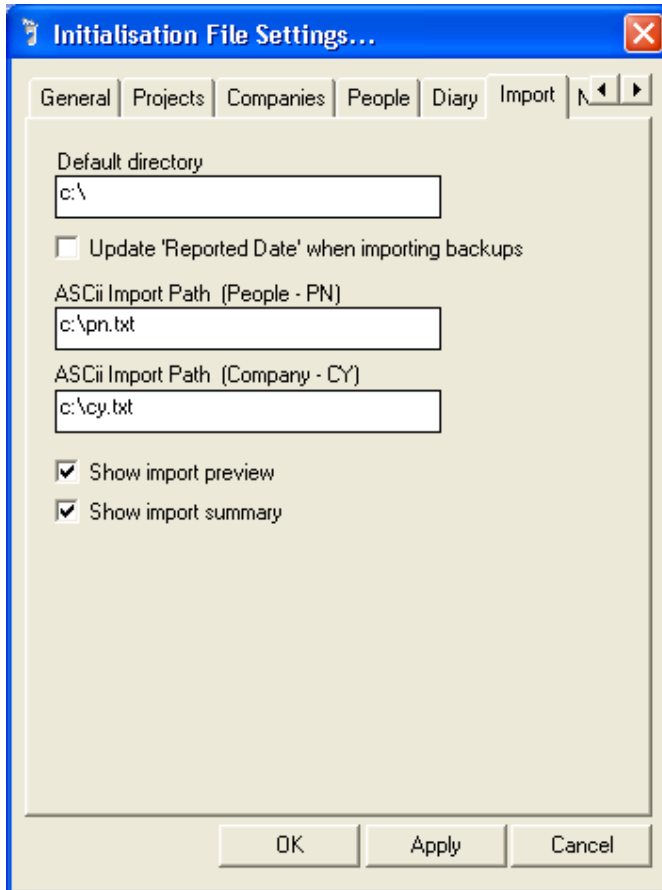


Under the Diary tab there are three options that can be changed:

Auto-select Owner Automatically enters diary entries from the project screen under the name of the person on the front screen of Trackbase Pro. If this box is not ticked you will be presented with a list of staff to choose which person's diary to enter the project event under.

Menu Visible Shows the buttons on the bottom toolbar.

Invoke Diary Monitor Automatically The diary monitor window will be opened when Trackbase Pro is started.



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

Default directory The location where Trackbase Pro 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 Pro will automatically look at your disk drive.

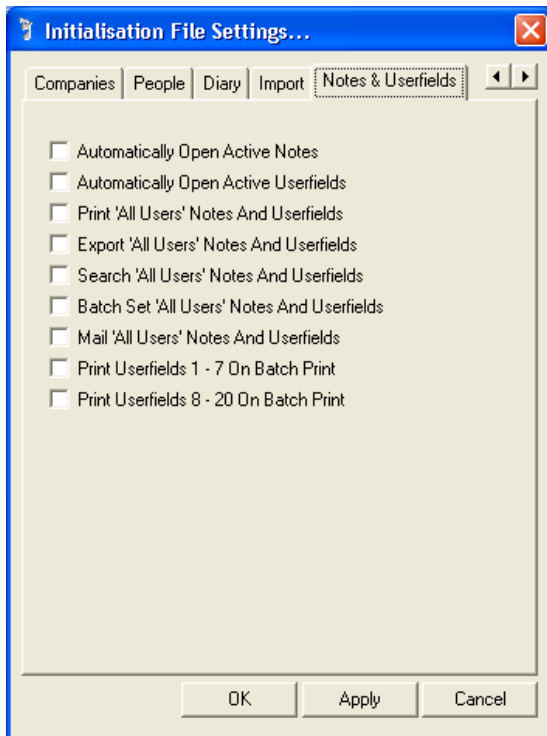
Update 'Reported Date' when importing backups If you import your colleagues exported projects into Trackbase Pro, this setting will allow you to view them under New and Updated projects instead of having to search for them by date.

ASCII Import Path (People – PN) The name and location of the file created by Trackbase Pro when you export people from your database to ASCII.

ASCII Import Path (Company – CY) The name and location of the file created by Trackbase Pro when you export companies from your database to ASCII.

Show import preview Shows a list of the projects available for import before they are entered into your database.

Show import summary Shows a brief summary of the type/location/value of projects you have just imported into your database.



Under the Notes & User Fields tab 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 then one member of staff has notes and/or user fields attached to a project, company or person Trackbase Pro will print all the notes and user fields.

Export 'All Users' Notes and User Fields

If more then one member of staff has notes and/or user fields attached to a project, company or person Trackbase Pro will export all the notes and user fields.

Search 'All Users' Notes and User Fields

If more then one member of staff has notes and/or user fields attached to a project, company or person Trackbase Pro will search all the notes and user fields.

Batch Set 'All Users' Notes & User Fields

If more then one member of staff has notes and/or user fields attached to a project, company or person Trackbase Pro will Batch Set all the notes and user fields, so that they are the same.

Mail 'All Users' Notes and User Fields

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

Print User Fields 1 - 7 on Batch Print

If you use the Batch Print option, this allows you to always include the text user fields 1-7 on your print-outs.

Print User Fields 8 - 20 on Batch Print

If you use the Batch Print option, this allows you to always include the text user fields 8-20 on your print-outs.