



Managing Files In DPA (Desktop)

NAMING A NEW FILE

The original restriction on the length of the filename no longer exists in the 2000 versions of Floridom's software. Long filenames are now supported. Legal file names may consist of letters and numbers only. Punctuation (including spaces) will always cause corrupted files and error messages. The only exception to this is the "underscore" character that you may use to separate words in the filename.

OPEN EXISTING FILES

To open a file, that has already been created, follow these steps:

- Choose FILE, then OPEN.
- A list of your current client files will appear on the left side of the table. Double-click the file you wish to open, and then choose OPEN FILE.

Click the PICK NAME OF FILE TO BE OPENED button.



DELETING FILES

DELETE CLIENT FILES SELECTION SCREEN

Files Checked Below in RED below will be DELETED FOREVER

Delete File	Files Available for Selection To Delete	Date Modified
<input type="checkbox"/> Delete	BARBARA	03/20/2008
<input type="checkbox"/> Delete	DIANE	03/31/2008
<input type="checkbox"/> Delete	JILL	04/01/2008
<input type="checkbox"/> Delete	JOHN	04/01/2008
<input type="checkbox"/> Delete	JOHN_FT	04/01/2008
<input type="checkbox"/> Delete	KGBVJKHLHLHL	03/20/2008
<input type="checkbox"/> Delete	LUSIE	03/31/2008
<input type="checkbox"/> Delete	MC	03/27/2008
<input type="checkbox"/> Delete	TEST	04/04/2008
<input type="checkbox"/> Delete	TEST_ANGELA	03/31/2008
<input type="checkbox"/> Delete	TRACYAAA	03/31/2008
<input type="checkbox"/> Delete	TRACYNEW	03/31/2008
<input type="checkbox"/> Delete	TRACYSPIT	03/31/2008
<input type="checkbox"/> Delete	TRACYTESTIT	03/27/2008
<input type="checkbox"/> Delete	VISSAMPLE	04/04/2008
<input type="checkbox"/> Delete	YYYYYYYYYYYYYY	04/01/2008

OK !

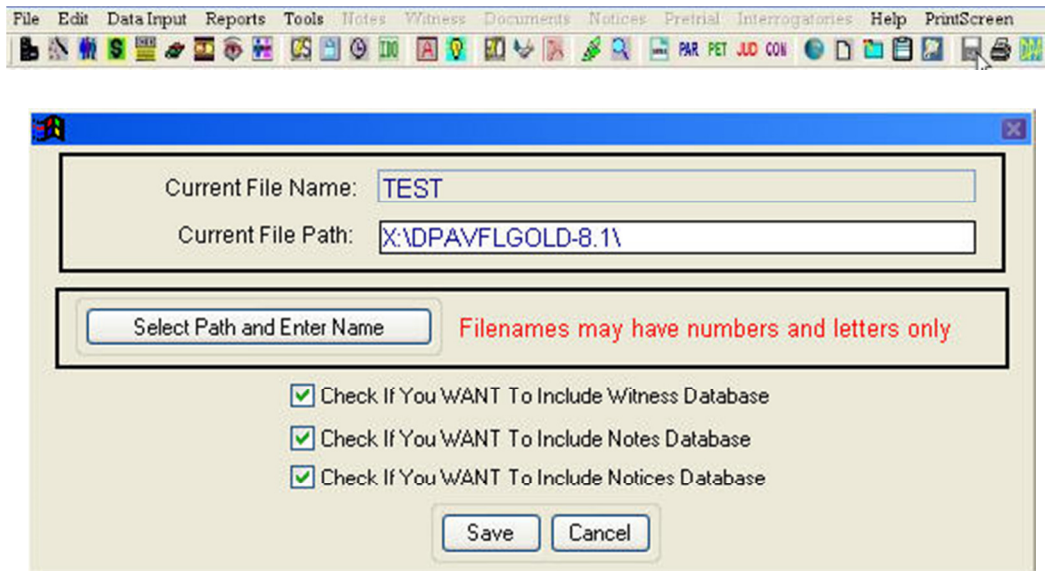
Use Tools\Utilities\Movefile if you want to save a backup file

To delete a file that has already been created, follow these steps:

- Choose FILE, and then DELETE FILE.
- Click the PICK NAME OF FILE TO BE DELETED button. A list of your current client files will appear on the left side of the table. Double-click the file you wish to delete, and then choose DELETE FILE.
- DO NOT use Windows Explorer or DOS to delete client files. If deleting a file using the method above does not seem to work, call Floridom before attempting any further action.



SAVING FILES



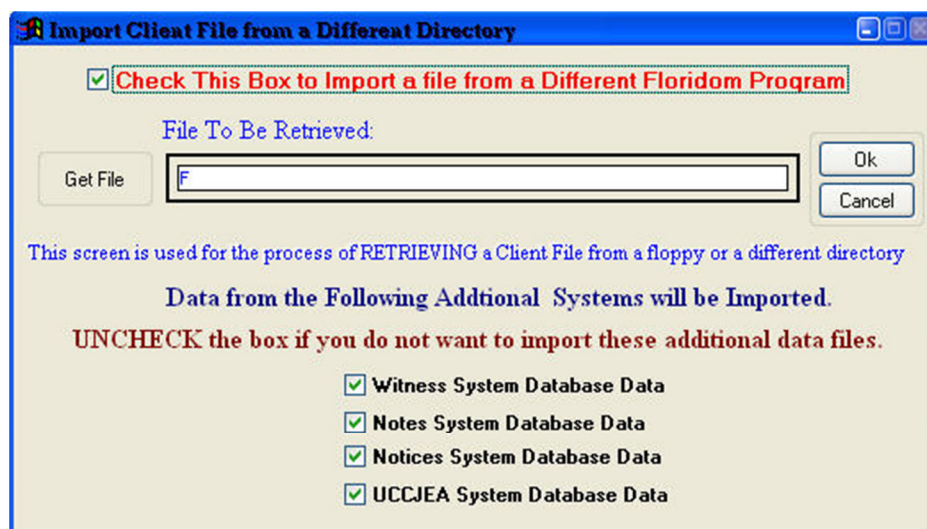
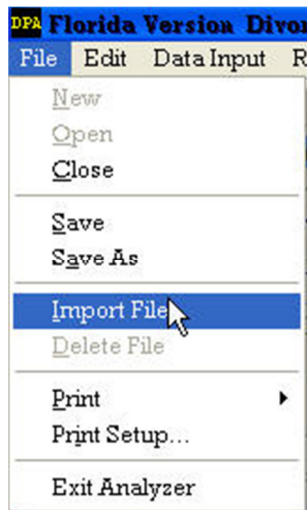
Client files automatically save in the current directory as you work within the program. There is no need to save before closing or exiting.

To save to a floppy disk or to a different directory, use the SAVE AS command and change the directory path. For a floppy disk, the path would simply be "A:" (without the quotes).

Use the SAVE AS command to create duplicate files for information comparison. Simply change the filename to reflect your change. Remember that you may use long filenames with underscores, so be as descriptive as you like.



IMPORTING FILES



To import a client file from a floppy disk or a different directory, follow these steps:

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- Open any file within the program except one with the same file name as the file to be imported.
- Choose FILE, and then IMPORT FILE.
- Click the GET FILE button.
- Click the pull down arrow under LOOK IN: - choose the correct drive or folder where the file to be imported is located (i.e. "A" for a floppy disk).
- The files to be imported will appear in the box to the left - highlight one, then click OPEN.
- Click OK.
- Repeat this for each file to be imported.