

# Convecto™

*COLLECTION]  
MANAGEMENT  
SOFTWARE*

## User Manual

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**PhotoSoft**  
Systems

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# Installation Instructions

## Requirements:

Convecto needs to have the **MICROSOFT .NET 3.5** runtime modules installed. If you do not have this, the install process will download and install it for you.

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## Install from CD:

Insert the CD into your CD drive and it should autostart and start the installation. If the .NET modules are installed the install program may not restart in some cases, if this happens browse to the CD and click on the setup.exe file to restart the install.

If you autostart disabled on your computer, browse to the CD and click on the setup.exe file to start the install.

The install process installs the Convecto program, the User Manual and the database restore program into Convecto folder and also sets a desktop icon to be able to access the program.

If you have a CD for a particular collection (*Sports Cards, Tools, etc.*) when Convecto starts for the first time it will load sample data for that collection. If you have the standard version, you will be asked to select a collection when starting for the first time, click on the drop down box to make your selection.

## Install from an Internet Download:

Once the download has completed, click on the convInstall.exe file to install the program.

The install process installs the Convecto program, and the database restore program into Convecto folder and also sets a desktop icon to be able to access the program. The User Manual is available on-line, clicking on the **Help/User Manual** button on the program toolbar will open the User Manual from the internet.

When Convecto starts for the first time you will be asked to select a collection, click on the drop down box to make your selection.

---

## Database Install:

The database program files are all installed during the Convecto install, no further installs or configurations are necessary



# Introduction

The **Convecto** program is designed to store information from a variety of collections known as “Themes” and then to sort and locate this information quickly and easily. The information is normally shown in a grid format similar to spreadsheets similar to Microsoft Excel. There are 12 built-in Themes and four custom themes where you can define the type of collection you wish to use. You can have as many themes active as you have collections to store.

## The standard themes:

- Sports Cards** Store a collection of Baseball, Football, Basketball, etc. cards and be able to easily find all rookie cards, Bob Feller cards, cards worth over \$50, etc.
- Comic Books** Store, sort and find information from your collection of Comic Books; e.g. *“What Marvel comics do I have from 1939?”*
- Media** Keep up with your media collection. Sort and locate the collection by one or more categories; e.g. *“Find all of the recordings of Sting before 1990”*.
- Home Inventory** Use Convecto to inventory all of your Household possessions . See what you have, organized in an easy to use grid format or you can view one record in a single-record view panel.
- Memorabilia** Store a variety of memorabilia items by category and then sort and locate them; e.g. *“What movie posters do I have from MGM in the 1940’s”*
- Wines** Store and locate wines from your cellar by vintner, varietal name, and other categories; e.g. *“What Cabernets do I have from Chateau St. Jean that are drinkable now?”*
- Video Tapes** Store your home video tapes so that you can retrieve those special moments without having to view all your tapes; e.g. *“What tapes contain pictures of Johnnie in Little League playoff games?”*
- Home Photos** Keep track of your vacation and family photos so that you can find those vacation pictures from your trip to Mexico in 1998 when you want them.
- Coins** Track, sort and locate items in your coin collection; e.g. *“What gold coins are on my Want List?”*
- Stamps** Store, sort and locate items in your stamp collection; e.g. *“I want to see all of my Canadian First Day Covers”*.
- Recipes** Do you have a number of cookbooks that you use frequently but don’t know where to find that particular recipe you need in all of those books? Convecto can help you to organize this collection of books/recipes to ease your meal planning tasks.



## Introduction (con't)

### Custom Themes:

You can define up to four custom themes in the system. These can be setup in the *Theme Selection* tab of the *System Settings* section. See the *Themes Section* of this manual for more details.

### Theme data:

When a theme is first selected, a set of sample data is loaded into the table to allow you to see examples of how data is stored, sorted and retrieved. Two lookup tables are specific to each theme. These are loaded with the relevant entries.

Once you are familiar with the system, delete the sample records from the system.

The records in the two lookup tables can be modified at any time by using the *Lookup Lists* tab in the *Systems Settings* section.

### Using the Grid:

Look at *Grid* and the *Grid Keys and Mouse Use* to understand how to move around on the grid, how to add, edit and delete records.

### Sorting and Filtering:

The information for each theme can be located, sorted and filtered in a variety of ways. See the sections on *Filtering* and *Sorting* for more information on these topics.

### Printing:

Read the section on *Printing* in this manual to understand how to use system reporting.

### Export/Import:

The Convecto data can be directly exported to Microsoft Excel and also exported to other programs in the CSV comma delimited format. Data can also be imported into Convecto via CSV files. See the *Export/Import section* of this manual for details.

### User Manual Information:

In the remainder of the manual, you will see actual pictures of the various screens used in the Convecto system. These pictures have lines pointing to various features on the screens and then a text description of the function of that particular item. Use these pictures as you use Convecto, to understand how the system functions.



# Grid View

Convecto data is usually shown in a grid format as shown below. Each row (*a record*) contains all of the related information for a single entry. Each column contains one item of information about the series. The information shown in this grid is stored in a database. It can be sorted and filtered in a variety of ways to find and view the information you want to locate. You can also view a single record in a separate panel (*see the Single Record section for details*).

**Title bar** -- it will show the name of the currently active theme.

**Column titles** -- the titles for each column are shown and can be modified in the Systems Settings section. The color heading and bold type show the column by which the data is currently sorted.

Clicking on a column title will sort the grid data by that column. The heading color and bold type show the column by which the data is currently sorted. The current sort and any filters will also be the records used in any printed reports.

**Toolbar** -- clicking on one of these buttons will activate a system function (see the Toolbars section for an explanation of each button selection).

	Name	Series	Company / Card #	Grade	Type	Company / Date	Count	Status
▶	Mark McGwire	Rookie	Tops/401	Mint/Near-Mint	Negro Leagues	Tops/1985	1	*Sam
	Mickey Mantle	n/a	Tops/280	Good	Basketball - Men's	1968	5	*Sam New
	Mike Darr	Rookie	Upper Deck/115	Very Good-Excellent	Hockey	1999	1	*Sam

**Status bar** -- shows the record count, number of the current record, record movement icons, record insert/delete and other system messages.

**Lookup columns** -- the information in these columns comes from two lookup lists. The data in the two lists will be different for each theme selected and can be modified in the System Settings section under the Lookup Lists tab.

When either of these columns is selected, a dropdown box is available with all list items for that column.



# Grid Keys

## Keys

### TAB

Move one cell to the Right. At the end of the record, the active cell moves to the first column of the next record.

### Shift-TAB

Move one cell to the Left. At the first column, the active cell will move to the last column on the next highest record.

### ESC

Replace current cell value with previous cell value if the value has been changed.

### HOME

Move to start of current line.

### END

Move to end of current line.

### Ctrl-HOME

Move to first record, far left column.

### Ctrl-END

Move to last record, far right column.

### Ctrl-C

Copy the current cell contents to the Clipboard.

### Ctrl-X

Cut the current cell contents to the Clipboard (*removes data from the cell*).

### Ctrl-V

Paste the data currently on the Clipboard to the current cell.

### Ctrl-ENTER (while in one of the Grid Note fields)

While in one of the Memo fields a Ctrl+Enter will insert an Enter Character to create a new line in the data; i.e. *Use multiple Ctrl+Enter keys to leave blank lines between paragraphs.*

## Unusable Keys - (quotes)

The single quote and double quote characters cannot be entered into any of the data fields due to the way in which the SQL database queries are constructed. These characters are used to delimit the character data in queries and if included in the data an error would occur. If you need to use a single quote, say for creating a possessive, i.e. (*John's name is...*) then use the accent character as in (*John `s name is...*) . This key is usually found at the upper left of most keyboards, under the tilde character (~).

## Shortcut Keys

All system shortcut keys are activated by pressing the **Alt** key in combination with other keys:

**Alt-F** - Create a data Filter

**Alt-I** - System Information

**Alt-T** - Theme Changes

**Alt-E** - Export/Import

**Alt-R** - Clear Existing Filter

**Alt-N** - Theme Notes

**Alt-X** - Exit the Program

*(will save any existing changes)*



# Single Record Panel

The Single Record Panel is used for inserting new records, editing an existing record and for adding images to a record. To open this view, press the Single Record button on the Main Menu Bar or press the  icon on the bottom status bar to insert a new record.



This panel can also be closed by clicking on the close icon

Click to Open/Close the Single Record Panel

**Single Record View**

<b>Name</b>	<b>Series</b>	<b>Company / Card #</b>
Mark McGwire	Rookie	Tops/401
<b>Grade</b>	<b>Type</b>	<b>Company / Date</b>
Mint/Near-Mint	Negro Leagues	Tops/1985
<b>Count</b>	<b>Sample Name</b>	
1	"Sample" -	
<b>Search Keys</b>		
FOR SALE		
<b>Condition Notes</b>		
Excellent Condition		
<b>Value Notes</b>		
Values at \$175+		

**Print Record** **Add Image**



Click here to print the Single Record

Click here to add an image to the Record. There is no limit on the number of images, and all standard image types can be added, e.g. **.jpg, .gif, .png, .bmp.**

Click here to insert a new Record

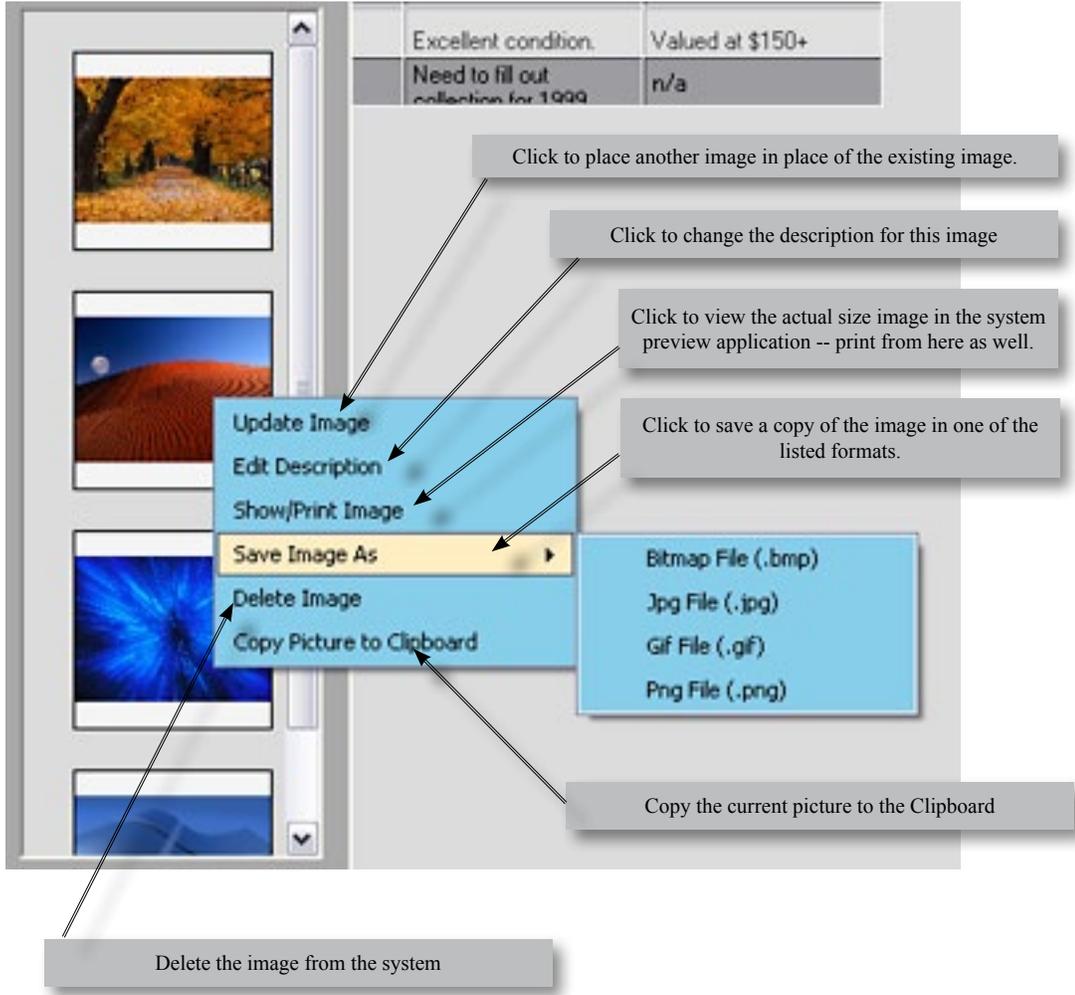
Click here to delete the current Record





# Single Record Panel (con't)

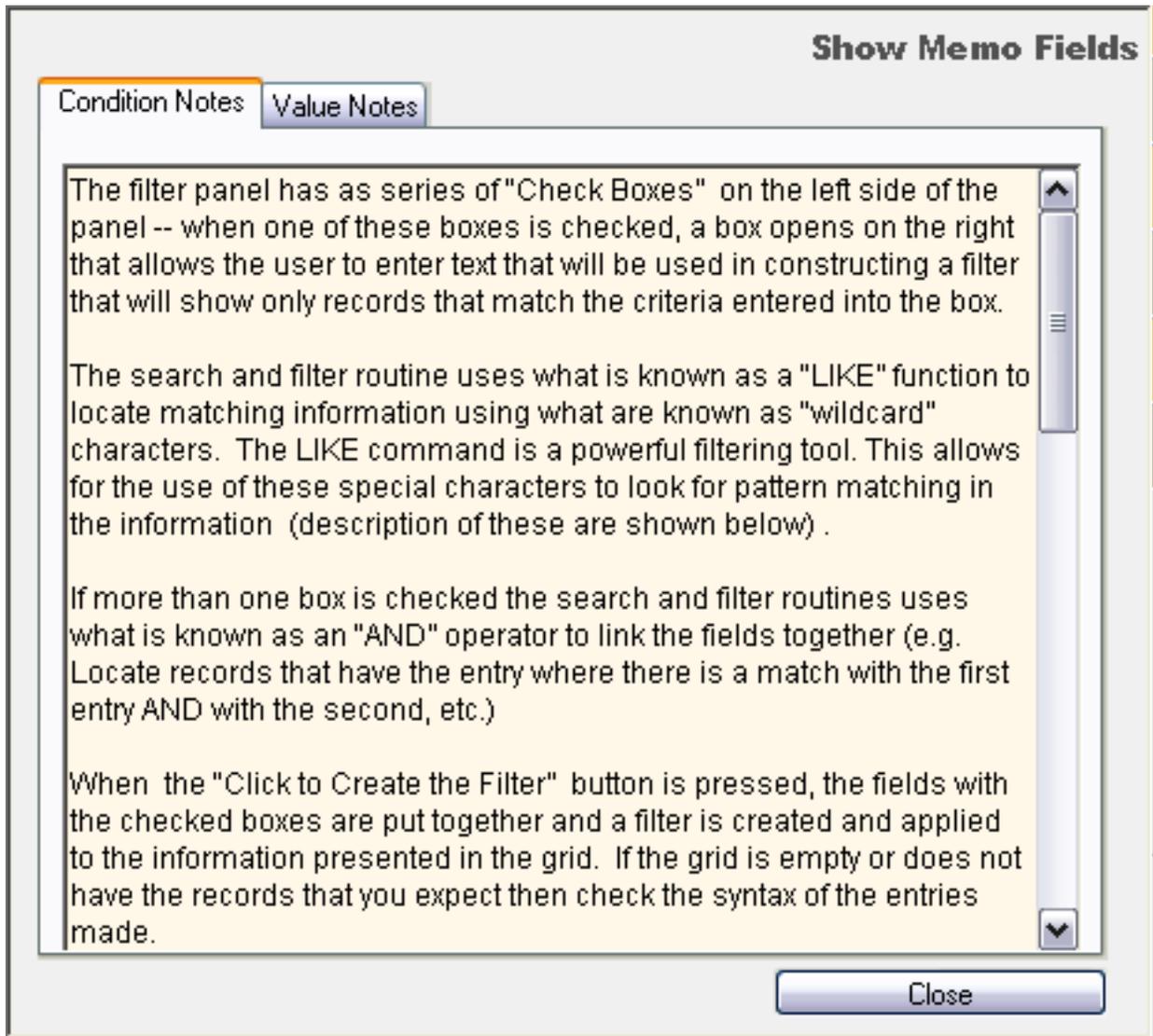
Right-Clicking on an image will bring up an **Options Menu** -- see the details below...



Images stored can be of any size and a thumbnail copy will be shown. Image size does not impact database storage as only a reference is stored in the database, the actual images are stored in a sub-directory of the database folder on the C: drive.



# Memo Field Edit Panel



Right-Clicking on a grid cell in either of the two Memo columns (*the two on the far right of the grid*) will bring up this panel allowing for entering or editing the text in either of these fields. These text boxes are also “Drag-Drop” aware so that text can be dragged from another application into these boxes.

If you Right-Click while on either of the Memo Field panel boxes, you will see a menu like this on the right. You can Copy, Cut and Paste text in the boxes as well as clear out all of the text. If you have cleared the text and change your mind, you can get all of the text back with the ‘Restore Text’ selection





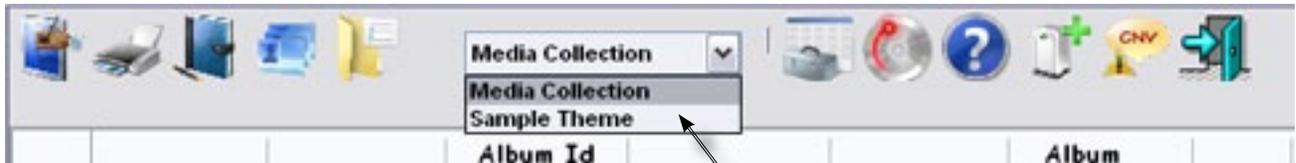
# Toolbars

The Toolbar is located at the top of the main **Convecto** form. This bar is composed of a series of buttons which control various functions within the program. The Toolbars are shown below along with descriptions of each button.

## Standard Toolbar

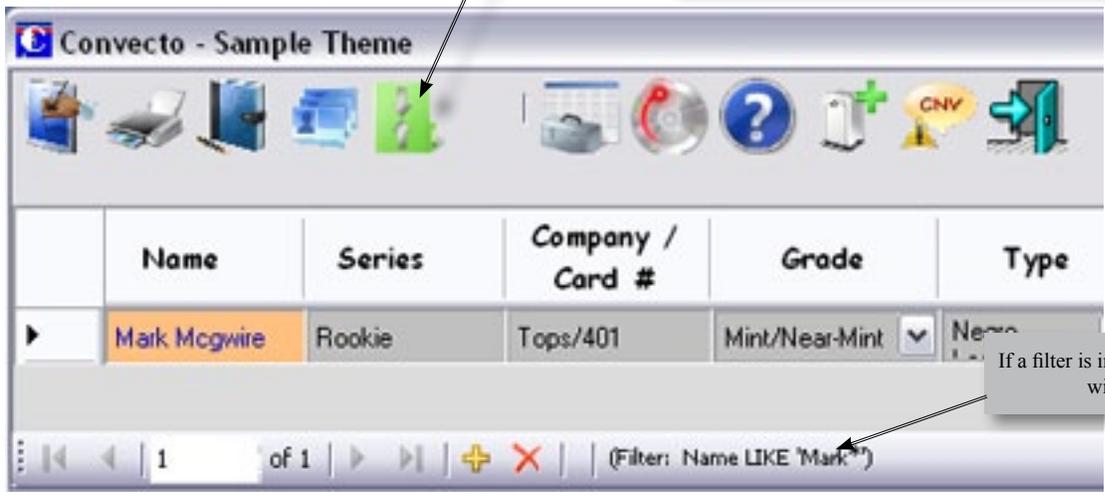


## Additional Toolbar Items



This selection will appear whenever a filter is in effect. Clicking on this button will remove the current filter and bring back all records for the current theme.

This dropdown box will show when more than one theme has been selected. Clicking on the arrow will bring up the list of current themes and then clicking on a theme name will then cause that theme and all of its data to become the current theme.



If a filter is in effect, the filter detail will show here



# Column Data Sort

Clicking the left mouse button on a column title will sort the grid data in ascending order on the data contained in that column.

	Name	Series	Company / Card #	Grade	Type	Company / Date	Count	Sa N
▶	Mark McGwire	Rookie	Tops/401	Mint/Near-Mint	Negro Leagues	Tops/1965	1	"Sam
	Mickey Mantle	n/a	Tops/280	Good	Basketball - Men's	1968	5	"Sam New
	Mike Darr	Rookie	Upper Deck/115	Very Good-Excellent	Hockey	1999	1	"Sam

# Instant filter

Clicking the right mouse button on a column title will bring up a panel for creating a filter using the data from that column.

Artist	Album Id Number	Type	Clas
Mile			12"
Ear			CD
Gen			CD

**Instant Filter on the [Artist] column**

Create Filter
Cancel



# Filters

A “Filter” is a set of rules you create to extract only certain records from the database. Filters allow you to create a list of items and then show only those records that match the information criteria you entered.

A list of the fields for the current theme. Checking a box will then show the Filter value fields for the selected fields.

In this box put value you wish to filter on for the field.

Convecto - Create a Filter

Create a Filter to show only certain records

Current Theme  
Sample Theme

Field Name	Filter values for selected fields
<input type="checkbox"/> Name	
<input type="checkbox"/> Series	
<input type="checkbox"/> Company / Card #	
<input checked="" type="checkbox"/> Grade	< 5
<input type="checkbox"/> Type	
<input type="checkbox"/> Company / Date	
<input type="checkbox"/> Count	
<input checked="" type="checkbox"/> Sample Name	TEST NAME HERE
<input type="checkbox"/> Search Keys	
<input type="checkbox"/> Condition Notes	
<input type="checkbox"/> Value Notes	

Filter Info

Click to Create the Filter

Cancel

Click this button to create the filter and show only the records that match the criteria entered.

Convecto v3.2



# Filters (con't)

## Filter Panel Usage

The filter panel has a series of “**Check Boxes**” on the left side of the panel -- when one of these boxes is checked, a box opens on the right that allows the user to enter text that will be used in constructing a filter that will show only records that match the criteria entered into the box.

The search and filter routine uses what is known as a “LIKE” function to locate matching information using what are known as “wildcard” characters. The LIKE command is a powerful filtering tool. This allows for the use of these special characters to look for pattern matching in the information (*description of these are shown below*).

If more than one box is checked the search and filter routines use what is known as an “AND” operator to link the fields together (*e.g. Locate records that have the entry where there is a match with the first entry AND with the second, etc.*)

When the “Click to Create the Filter” button is pressed, the fields with the checked boxes are put together and a filter is created and applied to the information presented in the grid. If the grid is empty or does not have the records that you expect then check the syntax of the entries made.

## Wildcard Character Description

Wildcard characters are used to search for matching information.

There are two types of **wildcards**: \* \_

\* **The asterisk character** is the most common and will find any string of zero or more characters, as in --

'\*computer\*' finds all titles with the word 'computer' anywhere in the book title.

'\*computer' finds all titles with the word 'computer' at the end of the book title.

'computer\*' finds all titles with the word 'computer' at the start of the book title.

NOTE: THE \* IS NOT ALLOWED IN THE MIDDLE (E.G. 'COMPUTER\*USER' IS NOT ALLOWED)

\_ (**underscore**) Matches any single character. '\_ean' finds all four-letter names that end with ean (Dean, Sean, and so on).

## Sort Order

Alphabetical order is used and the case of letters is not significant, looking for 'Pasta' and 'pasta' will return the same records.

Characters, numbers and punctuation sort in the following order (uses the ASCII sort order):

[space] ! “ # \$ % & ‘ ( ) \* + , - . / 0 1 2 3 4 5 6 7 8 9 : ; < = > ? @

the characters A - Z, [\ ] ^ \_ ` { | } ~

(*i.e., the word '01demo' will occur before 'demo' and '!demo' will occur before '01demo'.*)

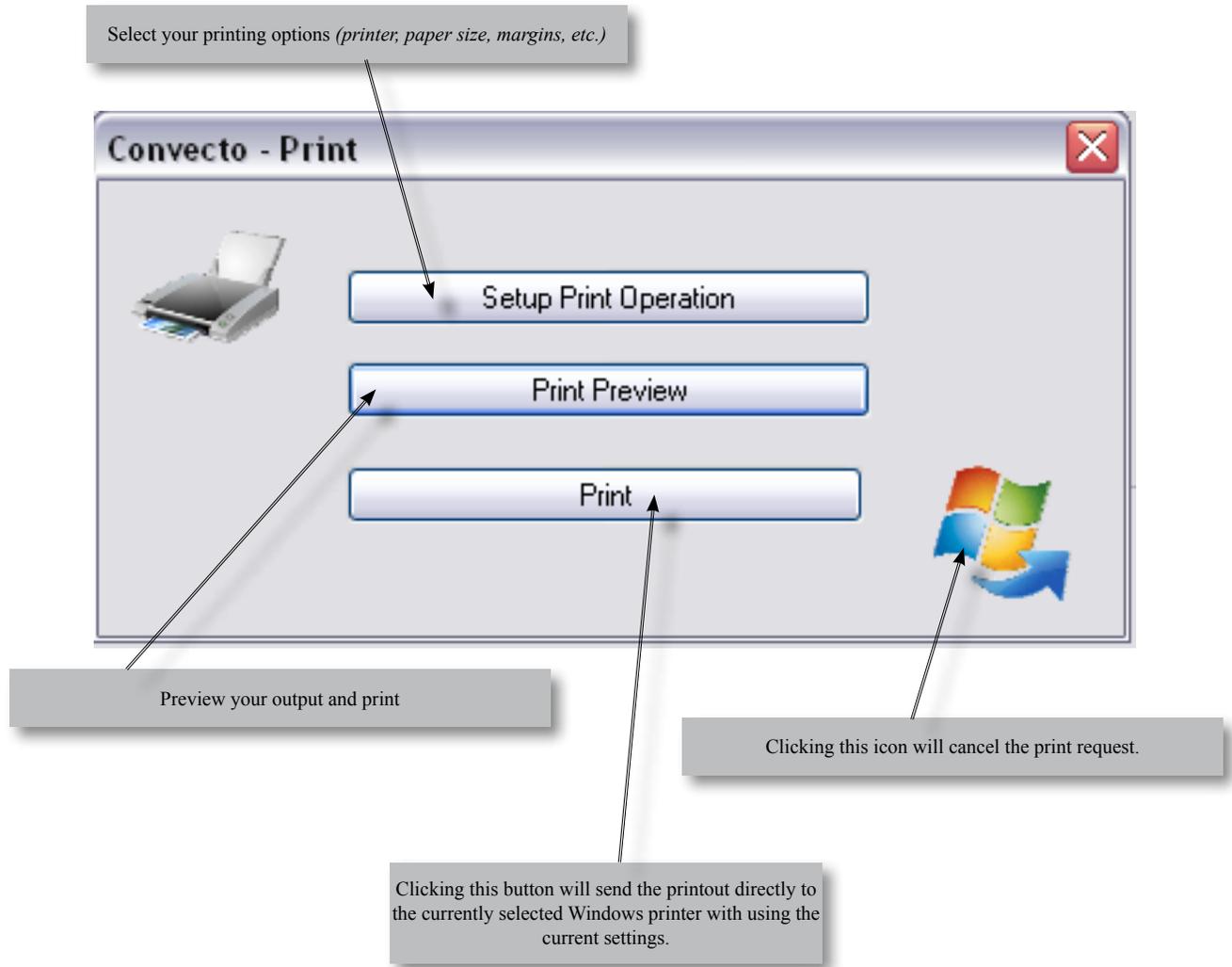
NOTE: The numeric field is different -- it does not use wildcards, but instead uses a series of numeric comparisons:

**Equal, Not-Equal, Less-Than, Greater-Than, Equal or Less Than and Equal or Greater Than.**



# Printing

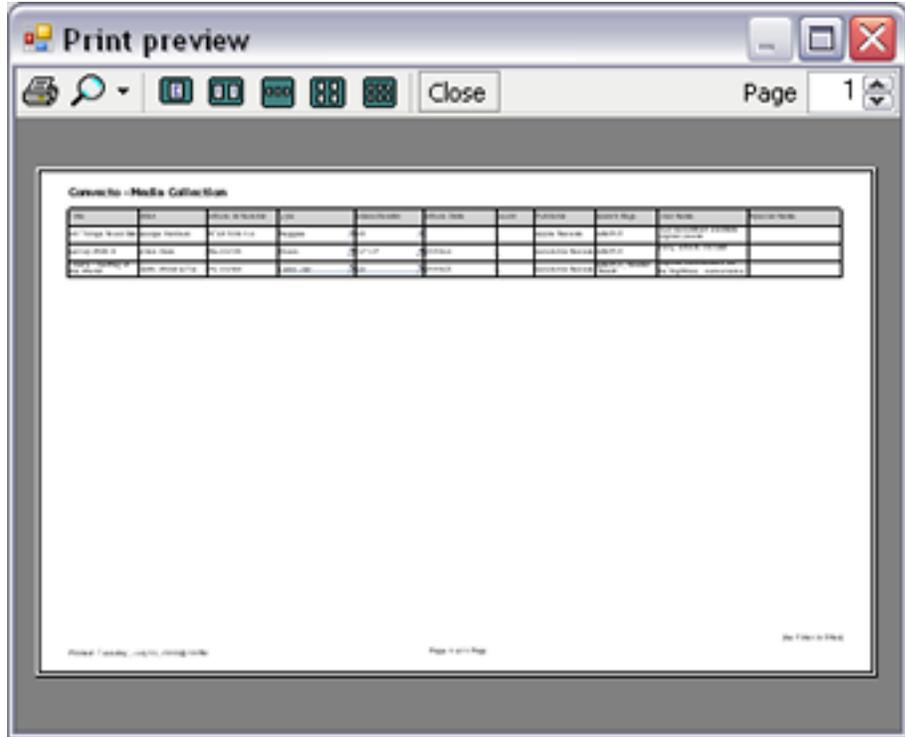
When you click the print button from any data view you can print the currently selected records and the following panel is shown. From this panel you can then make the following selections:





# Printing (con't)

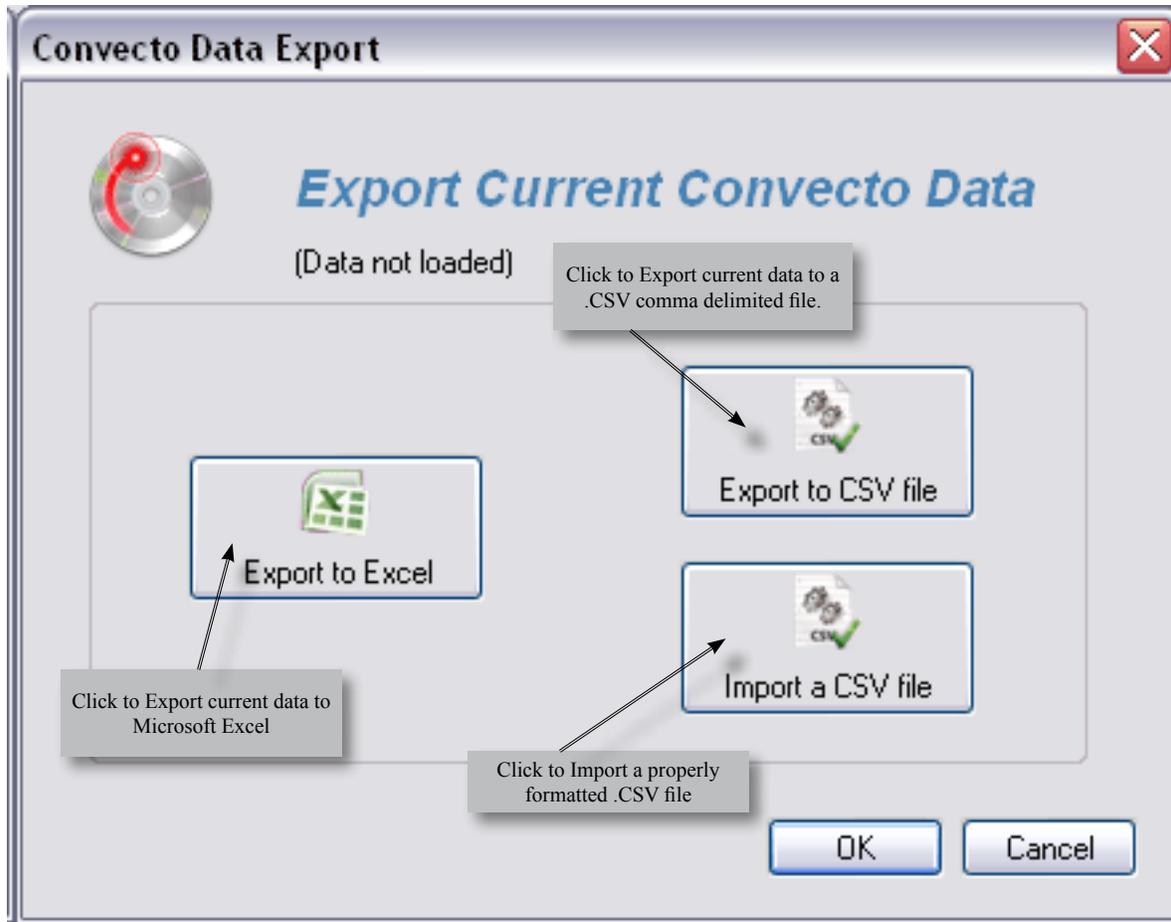
When you select the *Print Preview* selection, the following panel appears, allowing you to view the printout at various magnifications and page views.





# Import/Export Data

The currently selected records can be exported to a Microsoft Excel Worksheet or can be extracted into a Comma-Delimited file (CSV) to be read by an external program. Records can be imported from an external source in a CSV file that is formatted to fit the Convecto data file format (see the next page for details on this).



Data exported directly into Microsoft Excel

	A	B	C
	<b>Name</b>	<b>Series</b>	<b>Company / Card #</b>
1			
2	Mark McGwire	Rookie	Tops/401
3	Mickey Mantle	n/a	Tops/280
4	Mike Darr	Rookie	Upper Deck/115





# Import/Export Data (con't)

## A portion of a sample .CSV Import File

```

1 "Rec 9999","999","xxxxxxx","Client 99","BW16X20","tttx",19,"ID = ////
2 "Rec 7777","777","yyy,yyyy","Client 99","TR16X20","next TEST",21,"ID
3 "Rec 6666","666","xxx,xxxx","Client 99","xx16X20","tttx",19,"ID = ----
4 "Rec 5555","555","xxxxxxx","Client 99","CN16X20","tttx",19,"ID = ^^^^
5

```

Quotes around text fields

Comma between fields

No quotes around the numeric field

Note the error in this sample -- a comma between quotes.

**There must be 11 data fields in the imported data** (see the Data Field information on pg. 29 for details.) Data to be imported into the system data table must have commas between fields and have a Windows standard Return/Line Feed combination at the end of each line (normally, pressing the Enter key will do this). All text fields must have quotation marks around them, and any blank text fields must have two quotation marks with no space between; i.e. "" (Note: Date Fields are treated as Text). Numeric fields must have just the data with no quotes. If there is no numeric data just have commas with no space between; i.e. ,. If the system contains more than one theme, information will be imported into the currently selected theme.

Data in the 4th and 5th positions will be imported into the lookup tables for the currently selected theme. Any duplicates will be ignored (see the sample above, "Client 99" would only occur once in the lookup table.)

**NOTE: Data cannot be imported if a filter is in place. Filters must be removed before importing data.**

## Import Completed Panel

Convecto Data Import

Import complete.  
Records read from file: 4  
Records imported: 3

Errors occurred during the data import. Results below:  
Import Error, Record: 2

OK

When an error occurs during importing, the offending record number from the .CSV file will be saved and shown. Most errors occur when quotes are missing, commas appear in a text field, or the number of fields is incorrect (not 11 fields).

Convecto Data Import

Import complete.  
Records read from file: 4  
Records imported: 4

OK

No errors in imported data.

This panel will show the number of rows read from the .CSV file, the number of these rows imported and the row numbers in the .CSV file that contained errors.



# Theme/Field Settings

## Add or Delete a Theme

**Theme Modifications**

Add a new Theme or Modify an existing Theme

You can use the controls below to add a new theme to Convecto or remove one of the current themes.

To ADD a new theme, click on a theme in the "Available Themes" listing and then answer "Yes" when asked to confirm this addition. This theme will then be added to the Current Themes list and sample data will be added to the Convecto database.

To DELETE a current theme from Convecto, click on that theme in the Current Themes list and answer "Yes" when asked to confirm the removal of this theme. Once you confirm the removal of this theme, all information related to this the theme will be permanently removed

**Available Themes**

Photography

**Current Themes**

Sample Theme

OK Cancel

Click the drop down box arrow to get a list of the Themes that are available for loading.

Click on an item from the list to add that theme to your currently available themes.

You can have up to 24 themes available at any one time.

This is a list of the themes that are currently loaded and active. To delete a theme, click on that theme in the list and you will be asked if you want to delete the theme. If Yes the theme will removed from the system along with any images and notes.



# Theme/Field Settings (con't)

## Modify the Current Theme Fields

**Theme Modifications**

Add a new Theme or Modify an existing Theme

Add/Delete Themes | **Modify Current Fields** | Modify Lookup Information

Modify Theme Title and/or Field Names

<input type="checkbox"/>	Sample Theme	Theme Title
<input checked="" type="checkbox"/>	Name	
<input type="checkbox"/>	Series	
<input type="checkbox"/>	Company / Card #	
<input checked="" type="checkbox"/>	Grade	
<input type="checkbox"/>	Type	
<input type="checkbox"/>	Company / Date	
<input type="checkbox"/>	Count	
<input checked="" type="checkbox"/>	Sample Name	
<input type="checkbox"/>	Search Keys	
<input type="checkbox"/>	Condition Notes	
<input type="checkbox"/>	Value Notes	

You can change any of these fields to other names and titles.

To make a change, check the box to left of the field you wish to modify, change the text within the field to the right of the checked box and when done with all of the changes, press the 'Save' button at the bottom.

Save Changes

OK Cancel

You can modify the field titles here. Check a box on the left for any field you wish to modify, edit the text to the right and when done click on the "Save Changes" button to save your changes.

The column title on the Grid and Single Panel view will reflect the new field names.



# Theme/Field Settings (con't)

## Lookup Table Modification

**Theme Modifications**

Add a new Theme or Modify an existing Theme

The combo boxes on this tab allow you to edit, add or delete items in the two lookup fields for the current theme. To add a new entry, press the 'Add' button, to delete press the 'Delete Button'. To Edit, click on the top box and make your changes.

**Grade**

Excellent

- Excellent
- Fair
- Fine/Very Good
- Good
- Mint
- Mint/Near-Mint
- Near Mint/Pack Fresh/Factory Fresh
- Poor
- Very Good-Excellent

**Type**

Baseball

- Baseball
- Basketball - Men's
- Basketball - Women's
- Football
- Foreign
- Hockey
- Minor League
- Negro Leagues
- Non-Sports
- Soccer

You can edit a list item in these boxes, if the item exists in the data table, it will be changed to the new value.

These two grids allow for adding, deleting and editing items in the two lookup lists. The data items and titles at the top will show data and titles from the currently selected theme.

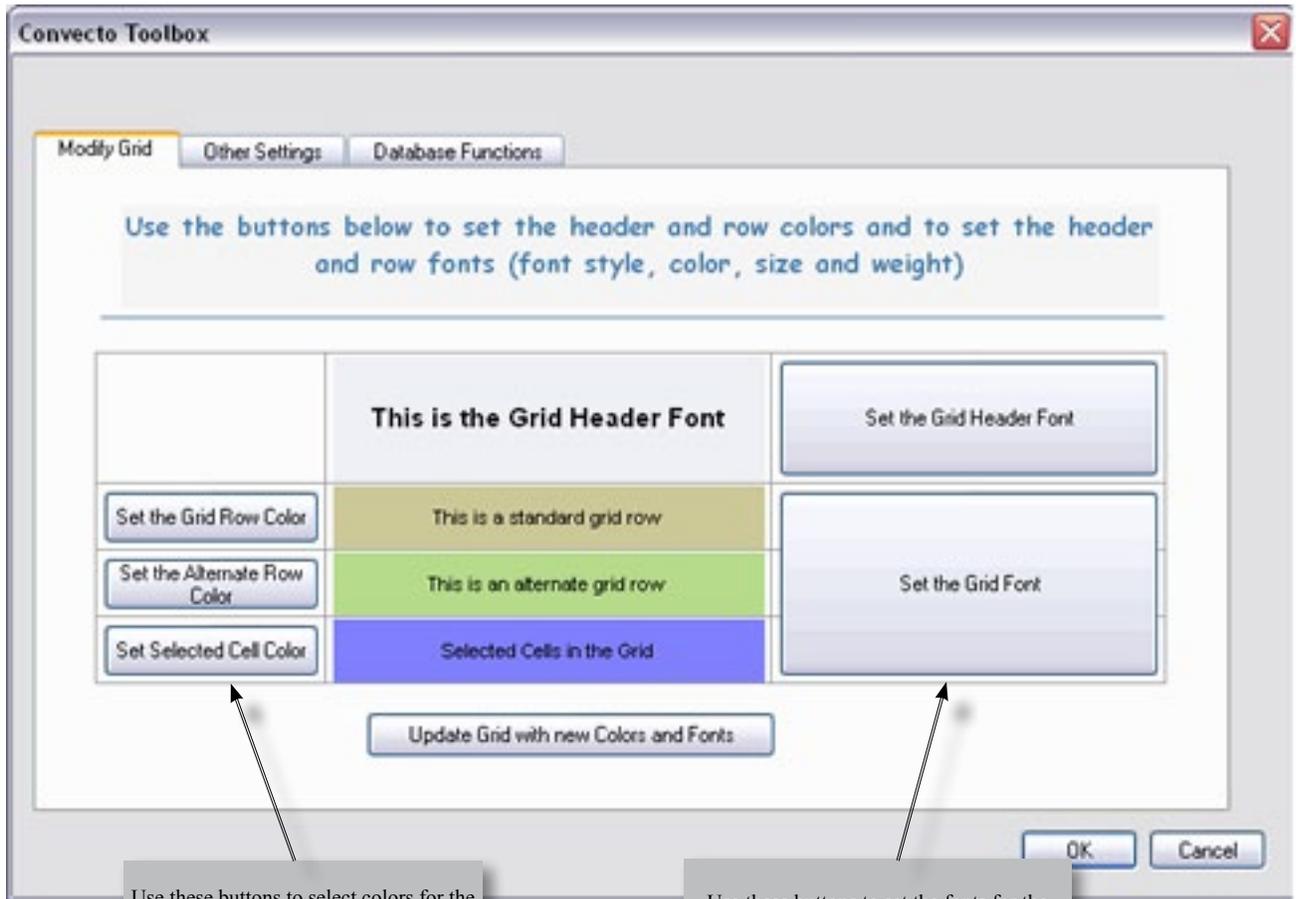
There is one caveat in deleting however, **if the data table lookup field contains the item you wish to delete, it cannot be deleted.** You must either modify the lookup field in the data table or delete the record in order to remove the lookup item from this list.

This is due to the fact that there is a direct linkage between the lookup lists and the data in the lookup fields in the data table. **Any entry in a lookup field in the data table, must exist in the lookup lists.**



# System Toolbox

## Grid Modifications

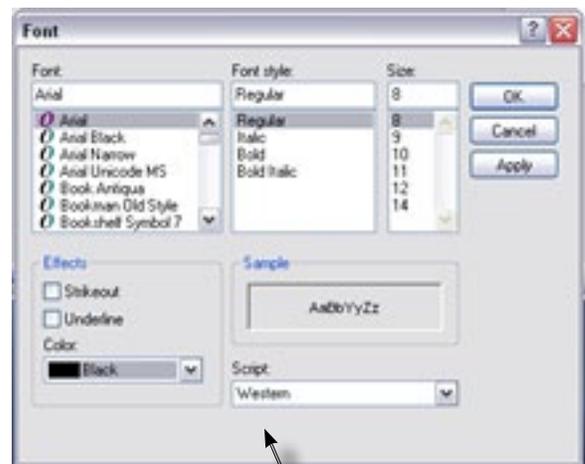


Use these buttons to select colors for the rows in the Grid

Use these buttons to set the fonts for the header and grid rows



Colors can be selected from the group of standard colors or one can be created from the color selector at the right.

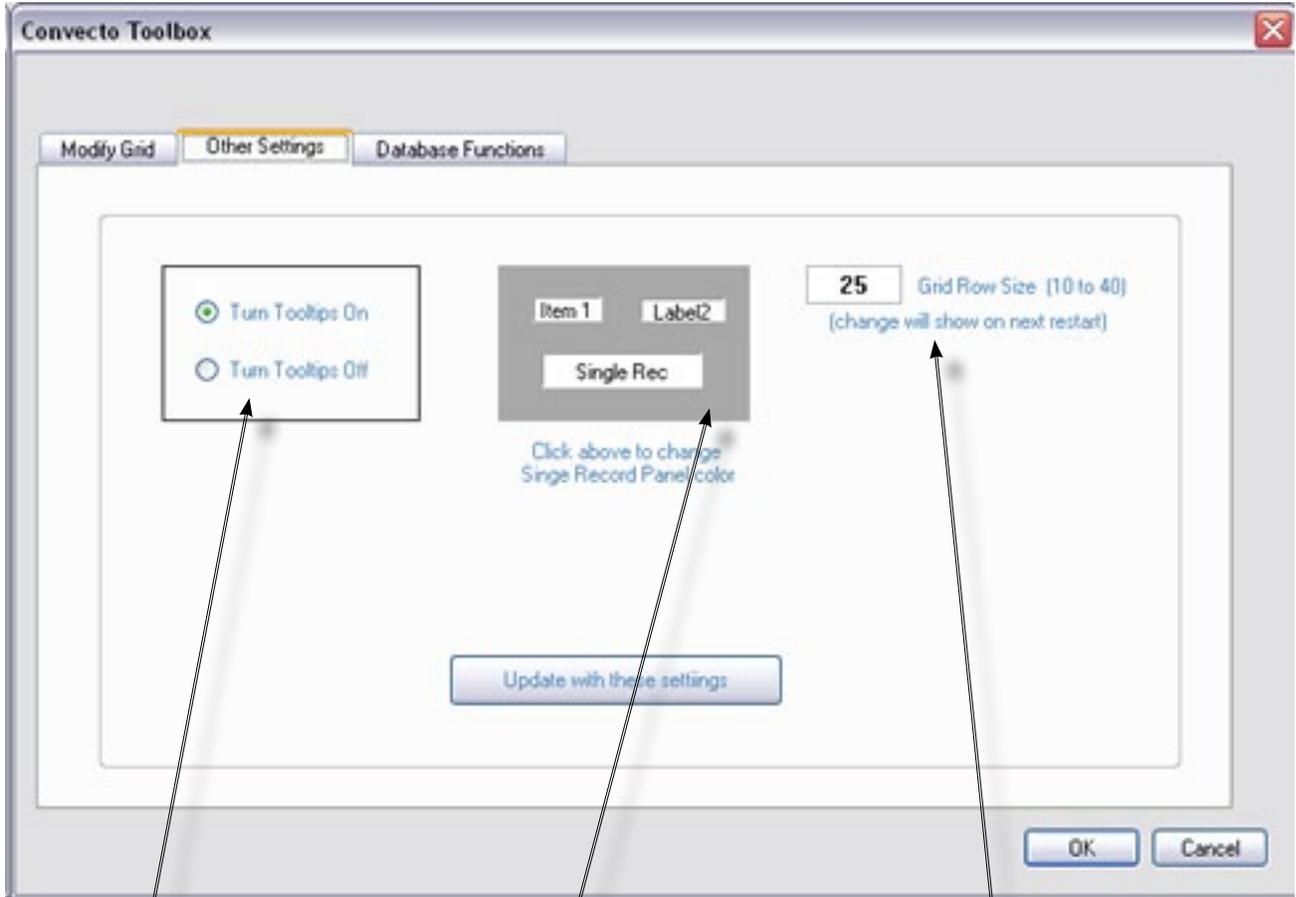


Any font in the list can be selected along with Font Styles, Size & Color



# System Toolbox (con't)

## Other System Settings



Turn the Tooltips that appear when the mouse hovers over an object On or Off

Change the background color of the Single Record Panel

The the row height of the grid rows. Size is measured in pixels.



# System Toolbox (con't)

## Other System Settings

The screenshot shows the 'Convecto Toolbox' window with the 'Database Functions' tab selected. It contains three main sections: 'Database Backup and Validation', 'Database Restore', and 'Convecto Database Tools'. The 'Database Backup and Validation' section has buttons for 'Select backup file location', 'Backup Database', and 'Check - Validate Database'. The 'Database Restore' section has a text box explaining the restore process. The 'Convecto Database Tools' section has a text box explaining the validation process. Callout boxes provide additional instructions for each button.

Click this button to select the location of the database backup file. This location can be on any attached drive on the computer.

The standard location is at:  
**C:\ProgramData\PhotoSoft Systems\Convecto\sql\_backup**

Check the links between database elements, check for any blanks in the lookup tables and defragment the tables and database.  
*See the Sample Results below*

Clicking this button will create a backup of the Convecto SQL database using the built-in SQL backup command. This file is only readable by the SQL database Restore command. This will create a file named:

**cnvDbBackupMMDDYY-HHMM**

MM = Backup Month  
 DD = Backup Day  
 YY = Backup Year  
 --  
 HH = Backup Hour  
 MM = Backup Minute

Use this separate program to restore the database from an existing backup.

The restore process will put the data in the database back to state that it was in at the time that the backup file was created. Any changes that have been made since that backup file was created will be lost. **NOTE: It is very important to make sure that you really want to start the Restore process before starting.**

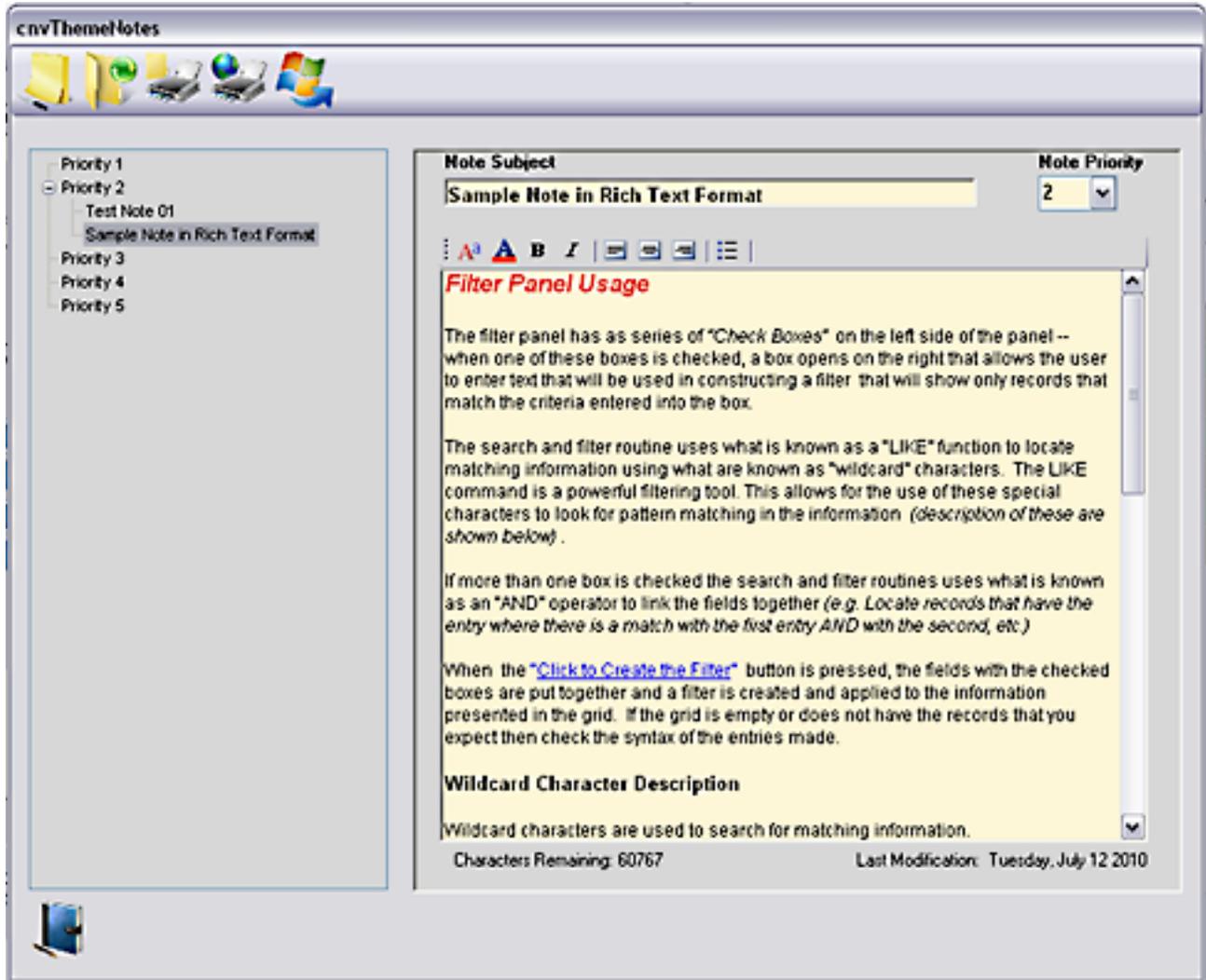
### SAMPLE RESULTS FROM DB VALIDATION

-----  
 Convecto Database Validation Started: Jul 16 2010 2:12 PM  
 -----  
 Record Count Main Data Table (all themes): 10  
 Record Count Theme Image Data Table (all themes): 4  
 Record Count Theme Notes Data Table (all themes): 3  
 Any empty/null data updated in the Lookup tables (0)  
 Any empty/null data updated in the first three fields of the main data table (0)  
 Any notes that do not have a matching master record in the main data table removed. (3)  
 Any image records that do not have a matching master record in the main data table removed. (4)  
 Primary Database Shrunk  
 Indexes for main data table defragmented  
 Indexes for the image data table defragmented  
 Indexes for notes data table defragmented  
 -----  
 Convecto Database Validation Completed: Jul 16 2010 2:12 PM  
 -----



# Theme Notes

Pressing the Notes icon on the main menu will start a section of the Convecto program that will allow you to keep a set of prioritized notes on each theme you have in the system. A sample screen is shown below.:



The set of buttons at the top of the form are on a toolbar, clicking on one of these buttons will activate one of the system functions (see the table on the next page for an explanation of each button selection).

**Right Side - Note Section:** At the right side of the notes section is a scroll bar that allows for movement up/down on the note. Priority Listing: If the priority list is longer than the available space, a scroll bar will appear allowing movement through the priority listing tree. These scroll bars operate in the same manner as all standard Windows scroll bars. You can also Drag and Drop formatted or unformatted text into the note area.

**Left Side - Priority Tree:** The left side of the note screen shows a listing of all of the notes for the current theme listed in priority order. If there are any notes with a priority, a small box will show that contains either a small [+] or a small [-]. When the [+] is showing only the heading will be shown, clicking on the [+] will expand the tree to show all of the notes under this priority. Clicking on the [-] will collapse the listing so that only the title will show. **Clicking on a subject in the tree will make that item active in the right edit panel.**

**New Notes :** Pressing the New Note item on the Notes Menu will create a new note and will show a blank note in the right pane with the Priority Tree inactive. Also, a new item will be added to the Toolbar for posting this new note to the database. After entering the subject, priority and note detail, press the Save New Note button to save this new note, it will be inserted into the tree and the tree will become active again.

**Editing:** The active note can be edited at any time and if the priority is changed it will be moved to its new location in the priority tree. The Note can contain "Rich Text" (see notes on the next page for details)

**Deleting:** To delete a note, simply highlight the note in the tree view and press the Delete Key.



# Theme Notes (con't)

## Standard Notes Toolbar

**cnvThemeNotes**

- Exit the Notes panel.
- Print all of the notes (if a filter is in effect, only the filtered notes will be printed).
- Print the currently selected note.
- Create a filter to select only certain notes. This feature uses the same features as the standard Filter panel (see Filters section for more details on using filters)
- Insert a new Note

The text in the “Notes” section is in the form of “Rich Text”, meaning that Fonts, Font Styles, Text Alignment, and Bullet points can all be utilized in the text of a note. Also, the Note text is URL aware, meaning that an internet link entered into the text will allow for clicking on the link -- this will start the default browser and open the page. Links need to be entered with the leading “<http://>” in order for this function to work, e.g. <http://www.cnvconnect.com>

## Rich Text Controls

**Filter Panel Usage**

- Select the Font
- Select the Font Color
- Select\Unselect Bold
- Select\Unselect Italics
- Text Alignment
- Bullet Points in Text

## Rich Text Cut/Paste Menu

- Copy
- Cut
- Paste
- Clear All Text
- Restore Text

Right-Click on the Note Box and a menu will appear to Cut/Paste Rich Text in the Note. YOU CAN PASTE FORMATTED TEXT FROM WORD, ETC. If you clear out all of the text in the Note, you can then Restore the removed text with the “Restore Text” Command.

## Note Information

Characters Remaining: 60767

Last Modification: Tuesday, July 12 2010

- Notes can be up to 65,000 characters in length. This shows the space remaining for the current note.
- At the bottom right side of the note pane is a date/time stamp. This shows the last time that this note was updated.



# Internet Addresses

**Convecto** is able to store an internet address in any of the memo fields or the Theme Notes data field. You can then *Double-Click* on the field containing the address and your default internet browser will start and open the page at that address. Addresses must be in the following format:

**“http://www.anyaddress.com” - or - “www.anyaddress.com”**

**The following simple requirements must be met:**

- 1) If more than one address is in the field, only the first one will be used.
- 2) If there is any text after the internet address, the address **MUST** be followed by a comma.
- 3) Addresses must start with “http://”, or “www.”



# Database

Convecto utilizes the **SQLITE** engine for its data storage. This was chosen as the storage mechanism for its easy of user installation, the ability to store a large amount of data, access this data quickly and allow for a convenient and secure method of backing up and restoring the database.

The Convecto database has a maximum size of 4GB and can easily store and quickly access over 25,000 records. The SQL database is located at: **“C:\ProgramData\PhotoSoft Systems\Convecto”**. It is named: **“cnvSQLDB.mxdB”**

## Data Types Used

### Text

Stores any characters, numbers, dates, etc. Always has a maximum length *(see data table definition)*.

### Numeric

*(values between -40,198,000,000,000.00 and 40,198,000,000,000.00)*

Stores numeric data with or without decimal point values *(display will always show decimal points)*.

### Memo

Stores characters and numbers like text fields, but information does not have a length limit like text fields. It does have a maximum size however, it cannot store more than 65,530 characters. One note - you can insert an [Enter] character in memo fields for new paragraphs or blank lines. To insert an [Enter] press Ctrl+Enter.

## Data Table Definition -- (cnvData) (these are the user accessible fields, the system usage fields are not shown )

- FIELD 1 -- Text Field, 50 Characters in Length
- FIELD 2 -- Text Field, 50 Characters in Length
- FIELD 3 -- Text Field, 50 Characters in Length
- FIELD 4 -- Text Field, 50 Characters in Length *(lookup field, data must match with lookup table 1 data)*
- FIELD 5 -- Text Field, 50 Characters in Length *(lookup field, data must match with lookup table 2 data)*
- FIELD 6 -- Text Field, 50 Characters in Length
- FIELD 7 -- Numeric Field *(numbers up to 18 digits, with two decimal places)*
- FIELD 8 -- Text Field, 80 Characters in Length
- FIELD 9 -- Text Field, 96 Characters in Length *(this is a Search field and is indexed for quick results)*
- FIELD 10-- Memo Field, up to 65000 Characters in Length
- FIELD 11-- Memo Field, up to 65000 Characters in Length

**NOTE:** *For Importing data into Convecto with a .CSV file, you will need to have the .CSV data formatted into 11 fields as shown above noting the size requirements for each field. Also, make sure that field seven only has numeric data -- text in this field will cause an error and exclude that record.*

## Data Table Definition -- (lookupData1 & lookupData2)

- FIELD 1 -- Text Field, 50 Characters in Length *(data must match with fields 3 & 4 above)*



# Database

## Backup

Make sure to back up your data on a regular basis. It is also wise to occasionally backup to an external medium as local computer drives do fail and if your backups are only on that drive they may be lost.

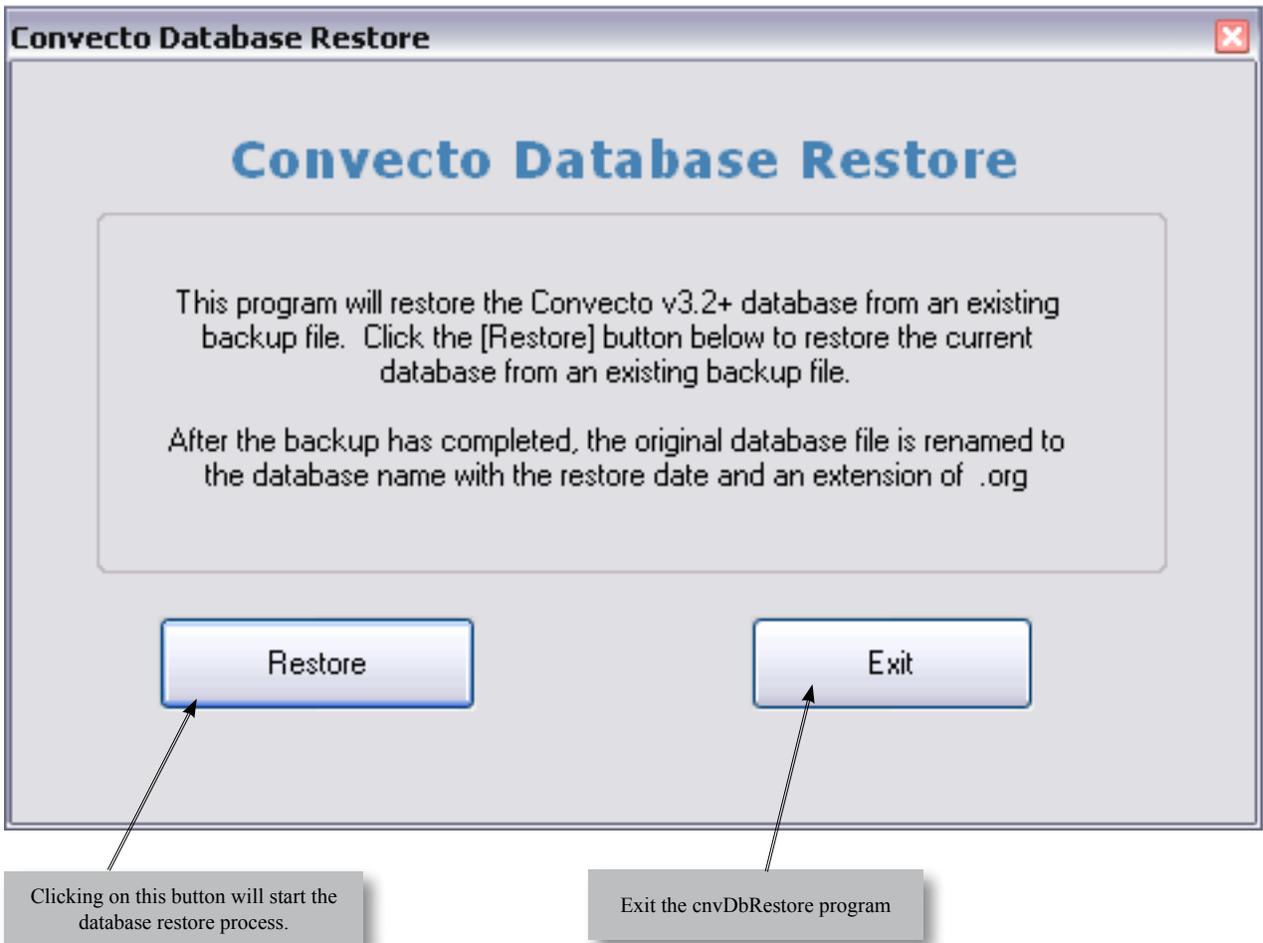
**!!This is very important !!**

Make sure to utilize the built-in function in **Convecto** to backup all of the data that is used with **Convecto**. On-Line backup facilities exist as well, one that seems to work well is “Carbonite” and information can be found at: <http://www.carbonite.com>

The frequency with which data backups are made should be dependent upon *how often additions, deletions and changes are made to the database* and/or *how much data you can afford to lose* should something happen that would make the data unavailable.

## Repair

Should the system database ever get corrupted, the database can be restored from an existing backup file with the companion program “**cnvDbRestore.exe**” which can be found in the Convecto program directory. The program screen is shown below.





# System Startup Options (SOMETIMES CALLED "COMMAND LINE OPTIONS")

Convecto can be started from the command line with two options, one of which is a shortcut to a function found in the Database section of the Convecto Toolbox. Details of starting the program from the command line are explained below --

## **OPTION ONE:**

ADDING **"-validity"** TO THE COMMAND LINE. This will run a SQL database validity check before starting.

## **OPTION TWO:**

ADDING **"-reinstall"** TO THE COMMAND LINE. This is an extreme measure and should only be done with the knowledge that any and all data and any and all changes made will be removed. This process completely restarts the program to the state it was in when the program was first installed. Only User, original Serial Number and Startup Dates are retained.  
**(ONLY USE THIS OPTION WHEN YOU REALLY, REALLY WANT TO...)**

See the next page for details on how to start Convecto from the command line and add the optional command at the end.



# System Startup Options (DETAILS ON RUNNING COMMAND LINE PROGRAMS)

## XP - Run Command

TO START A PROGRAM FROM THE COMMAND LINE, THE "RUN" PROGRAM IS USED. IN WINDOWS XP THIS IS AVAILABLE FROM THE "START" BUTTON AT THE LOWER LEFT.

**FIRST STEP --XP**  
- Click **Start** then **Run**



**XP - NEXT**, click on [Browse] and navigate to the Convecto program file -- found at:  
C:\Program Files\PhotoSoft Systems\Convecto  
and click on the program .exe file. The filename will be inserted into the "Open:" box.  
**After the last double quote, enter your command line option as shown in the example below:**

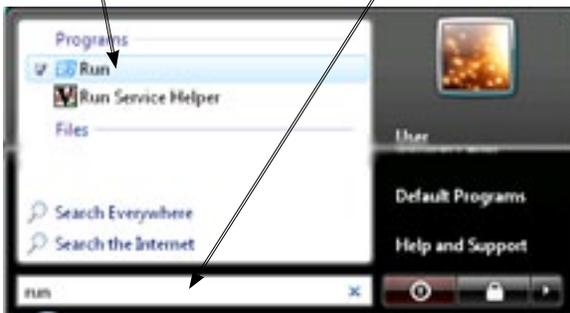


XP - Once you have the "Open:" box completed, press the [OK] to start the program.

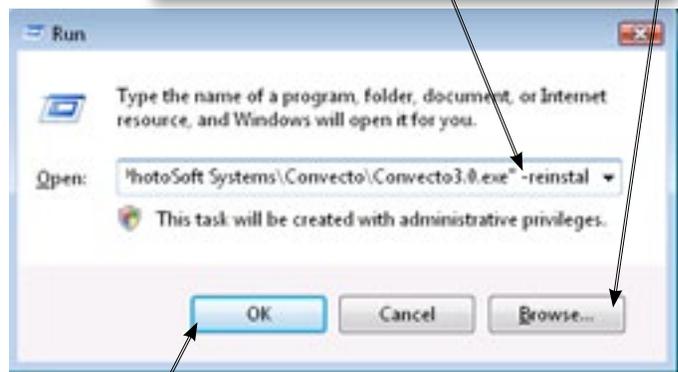
## Vista/Windows 7 - Run Command

TO START A PROGRAM FROM THE COMMAND LINE, THE "RUN" PROGRAM IS USED. IN WINDOWS VISTA & 7, THIS IS NOT AVAILABLE FROM THE START MENU AS IN XP BUT THE RUN PROGRAM MUST BE SEARCHED FOR, THEN STARTED.

**FIRST STEP -- VISTA/WINDOWS 7**  
- Open the "Start" panel and in the "Search" box at the bottom left type in "Run", this will show the Run program in the program listing at the top of the panel. Click on the [Run] program to start the application.  
*(See the note at the right for details on starting Convecto)*



**VISTA/WINDOWS 7 - NEXT**, click on [Browse] and navigate to the Convecto program file -- found at:  
C:\Program Files\PhotoSoft Systems\Convecto  
and click on the program .exe file. The filename will be inserted into the "Open:" box.  
**After the last double quote, enter your command line option as shown in the example below:**



VISTA/WINDOWS 7 - Once you have the "Open:" box completed, press the [OK] to start the program.

Convecto v3.2



# Custom Themes

## Suggestions on creating a Custom Theme

- The first thing that you should do when creating a custom theme for use in the **Convecto** program is to spend some time thinking about how you will want to identify and sort your collection. Remember that the first three pieces of information in the storage database are the Primary Key value for your collection. You will need to have information for these items that results in a unique set of values for each record. Items such as Identification numbers, series numbers, etc. are excellent if they are available.
- If your items do not have any unique identifying marks then you will need to devise your own method of identifying each item in a unique fashion. A combination of the Item Name, Storage Location and a code you devise should work fine. The samples below from some standard themes show their key fields.

<b>Stamp Collection</b>	<b>Stamp Name</b>	<b>Stamp Type</b>	<b>Stamp ID (user defined)</b>
<b>Wine Cellar</b>	<b>Vintner</b>	<b>Storage Bin</b>	<b>Sub-Location (user defined)</b>
<b>Video Tapes</b>	<b>Shelf #</b>	<b>Group #</b>	<b>Tape # (all user defined)</b>

- The Fourth and Fifth columns are the Lookup List columns. It is best to use these columns for items that are standard across all of the items in your collection. Examples from some standard collections are:

<b>Record Collection</b>	<b>Recording Medium</b>	<b>Music Type</b>
<b>Recipes/Cookbooks</b>	<b>Meal</b>	<b>Food Type</b>
<b>Wine Cellar</b>	<b>Bottle Status</b>	<b>Grape Type</b>

- The remaining items can all be defined in any fashion needed for your collection.

### Listed below are two custom collections

Use these as an example of how to think about developing your own storage categories:

#### One User’s process of developing a new theme...

I have an extensive collection of toy snakes and have always wanted to catalog my collection but didn’t have any easy way of organizing them. Convecto has finally given me a way to organize the collection.

My first task was to make a list of the different properties that applied to each snake and assign these to the columns used by the program. My initial list of columns was:

Description	Color	Dimensions	Material	Made In	Bought In	Cost	Comments
-------------	-------	------------	----------	---------	-----------	------	----------

I knew that the information categories that I had designed were too brief so I gave it more thought.

On re-reading the first set of categories, I realized that the first two columns, Description and Color were not enough to recall an individual toy snake to mind. Sometimes even reading across a whole row was not enough. I had to stop and think for a moment. I wanted instant recognition and identification of each individual in the collection.

Once I realized that I already had a nickname for each “Name” became a key column. Then I devised an identification number (ID) where the first character was the substance of which the snake was made (F=fiber, W=wood, C=ceramic, S=plaster, R=rubber, M=metal, G=glass and O=other for one-of-a-kind individuals.) For example, W-001 was the first wooden snake acquired.



## Custom Themes (con't)

These two columns, ID and Name, identify each individual snake completely to me, I then added Dimensions to the key as well. Since the material was abbreviated in the ID, I could eliminate the Material column. I combined Color with Description, making the description complete instead of fragmented and cutting down on duplication. I added information about the artist or craftsman as one of the lookup fields, as this tends to be a recurring item. The other lookup field became Origin, as this is recurring as well. I then set up search keys to gather details such as color from the Description. The final layout as shown below works well for me. Once I had all of the details set out on paper, I was able to enter the field names quickly.

ID	Name	Dimensions	Artist	Origin	Cost	When acquired	Where acquired	Search Key	Description	Comments
----	------	------------	--------	--------	------	---------------	----------------	------------	-------------	----------

**GH, Oakland, CA, “A satisfied user...”**

### Another User’s collection...

We have quite a few Feral cats in our area, we setup **Convecto** to keep track of these individuals. My categories are:

ID	Name	Colors	Gender	Fur	First Seen	Approx. Weight	Est. Age	Parent	Markings	Comments
----	------	--------	--------	-----	------------	----------------	----------	--------	----------	----------

This has worked well for us and has allowed us to track this population over time. Thanks for a great product. p.s. We have also found the [Home Inventory](#) section very useful, and our insurance agent loves it!

**CAJ, Berkeley, CA**



# Error Screens

## Grid / Combo Box Error

When starting up the **Convecto** program, information in the two lookup-table fields (*those with the drop-down lists*) must match with data that is in the lookup tables. If a match is not found between the data in the main data table (*i.e. the data in the grid*) the following error screen may appear. This should never happen in normal usage but if the computer is inadvertently shut down with the data not being saved, it is possible that this may occur.



If you get this error, click the OK button and try to navigate to the System Toolbox, select the “Database” tab and start the *database validation*. This will fix the problem. Then restart the program.

If you cannot get to the Toolbox, quit the program and start the program from the “**Command Line**” with the “*-validity*” option (*see page 32 for details*) this will also repair the issue.



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**Sacramento, Ca USA**

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