

Super Rolodex User Manual

For Super Rolodex Versions 7.0 and above.

The screenshot displays the Super Rolodex7 application window. The top menu bar includes 'File' and 'Edit'. Below it is a toolbar with 'New', 'Save', 'Refresh', and 'Delete' buttons. A search bar contains 'redhouse' with a magnifying glass icon. The 'Adv Search' and 'Field Editor' options are also visible. The 'Super Rolodex Software for Everyone' logo is in the top right corner.

The main interface is divided into several sections. On the left is a 'GRID' panel with a 'Welcome admin' message and a list of company names starting with 'A' through 'Z'. The 'REDHOUSE SOFTWARE' entry is highlighted. Below the list, it says 'Record Count = 999' and 'Last Updated by admin on 2/26/2018 at 9:17 PM'. The central area shows a tabbed interface with 'Home', 'Main', 'Tab 3', 'Tab 4', 'Tab 5', and 'Tab'. The 'Main' tab is active, displaying the contact details for 'REDHOUSE SOFTWARE'. The 'Company Name' field is highlighted in yellow. The 'Key Words' field contains 'Software developer for Super Rolodex'. The 'Notes' field contains a detailed description of the company and its software. The 'Account #' field contains '101'. The 'Contact' field contains 'Chris'. The 'Email' field contains 'redhousesoftware@comcast.net'. The 'Website' field contains 'www.redhousesoftware.com'. The 'Street' field is empty.

At the bottom of the window, it says 'Registered'.

By

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Developer of the Super Rolodex software program.

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Super Rolodex User Manual

Super Rolodex is a popular custom database software program that is extremely easy to use and has many customization features. It can be used for personal or business use (or both). It can even be networked on your company server very easily so that multiple workstations can share and access the same database.

Super Rolodex is so customizable that the program may have been re-named to something else, in that case, we may have re-named it and are distributing the software under a different brand name, and that is exactly why this program was created; to be re-designed for different uses and distributed, even under different names.

Technical Help

If you have questions about this software, you can obtain answers in any of the following ways.

1. **Check the website for help.** On the Super Rolodex Menu window you will find a link to our website. There you will find a Q&A, some videos and blog posts covering a wide range of topics. Questions and answers from the Super Rolodex community will be posted frequently.
2. **Contact the software developer.** Feel free to contact the software developer from the contact page on the website. We welcome your questions, and depending on the number of inquiries we are currently working with, we try to answer questions within 24-hours. But please take a moment to check this manual and our website for answers to your questions first. Helpful videos will be posted on our website as well, and that may be one of the best ways to really learn the ins and outs of this software.

TABLE OF CONTENTS

Introduction	2
Log-In	4
Main Window & Buttons	5
Add, Update, Refresh, Print	6
Search	7
Grid View	8
A-Z, Record List, Tabs	9
Labels are Hot Links	10
Menu	11
Register this App	13
About & Contact Us	18
Show Active Users	19
Share this App	20
Import Records	21
Export Records	24
Delete All Records	25
Record Passwords	26
Database	
Database Manager	27
Database Creator	29
Backup Database	32
Advanced Search	33
Program Settings	34
Email & Website Extractor	35
Design	
Interface Design and Theme Color	36
Edit Logo	40
Networking	42
Summary and History of Super Rolodex	44

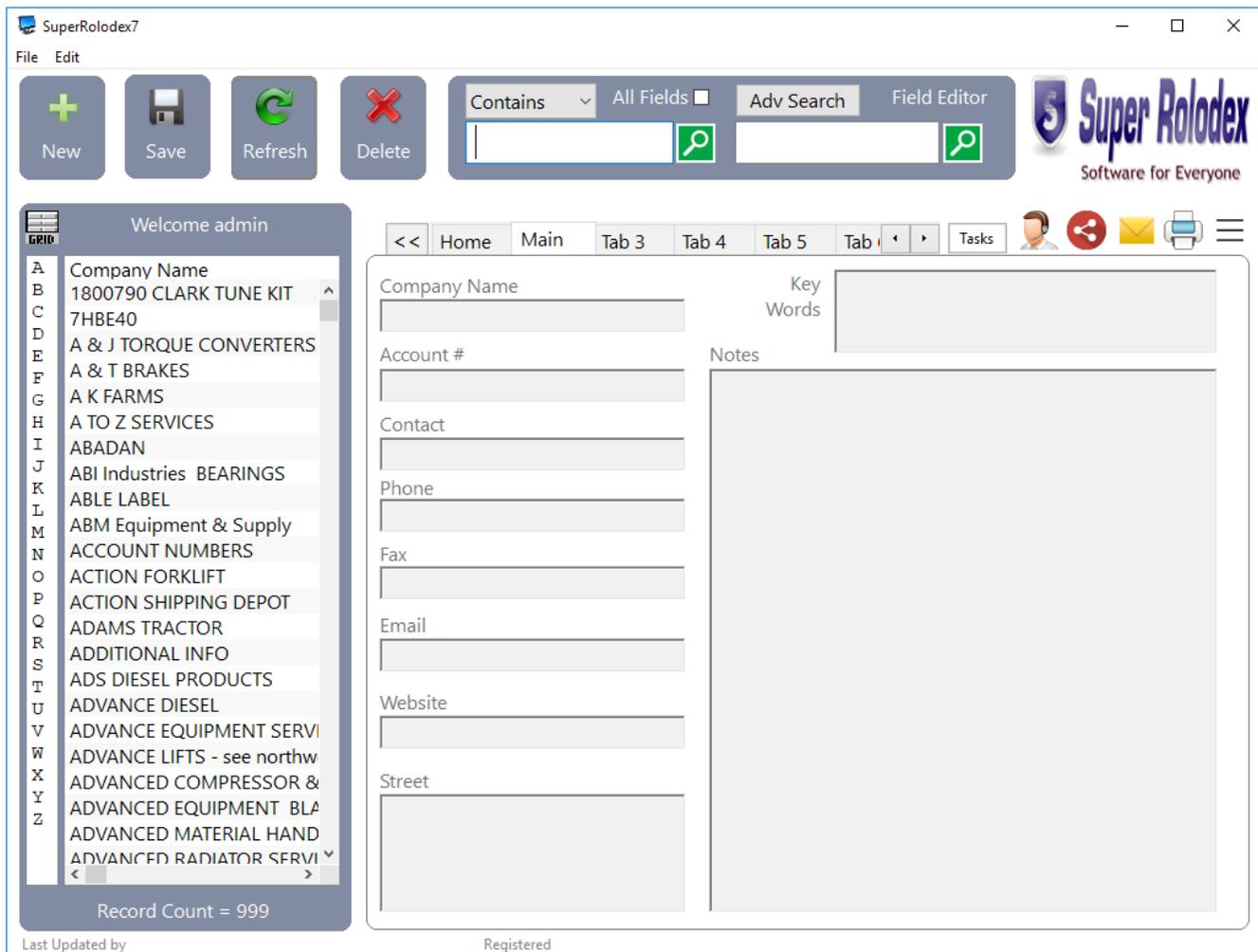
Log-in

The first time you log-in to the program, the user name and password are both: **admin**. You can add users and change user names and passwords on the Program Settings window as discussed later in this manual.

When first installed, the User Name and Password are both: admin

The first time you login, the user name and password are both: **admin**

Main Window (Buttons & Controls)



The main window is where everything comes together. You should familiarize yourself with this window first. There are several items in the Menu which perform different tasks that are covered more in detail later in this manual.

Help Text: When you hover your mouse over an object on the window (such as a button, or a text box or label), a **help text** appears at the very bottom of the window to aid you in understanding what that function does.

The next page gives some quick explanations of the functions on this window.



Add New: Anytime you want to start a new record, just click the Add New button. When you click on it, the program instantly creates a new blank record with a default name of **NEW RECORD** which also displays in the record list on the left. Then just fill out the fields and click the Update button.



Save/Update: Whenever you make a change to the data in the fields, you will need to update the record. When you click the update button, the record is updated in the database.



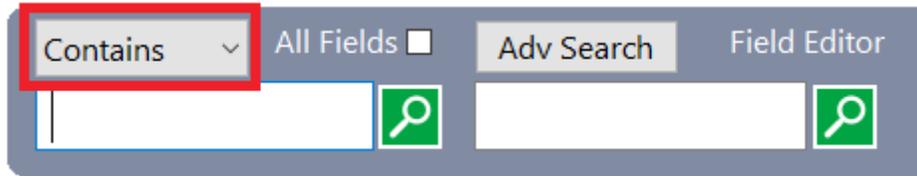
Refresh: The Refresh button will list all the records in the database and display the first field of each record in the record list.



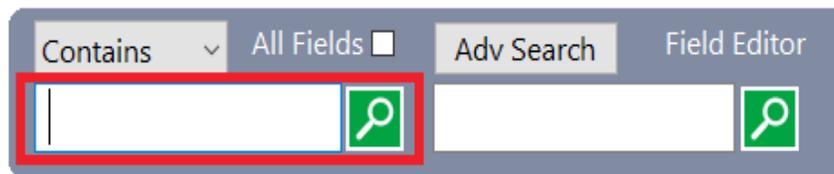
Delete: The Delete button will delete the current record you are viewing. You will be prompted and asked to confirm the delete.



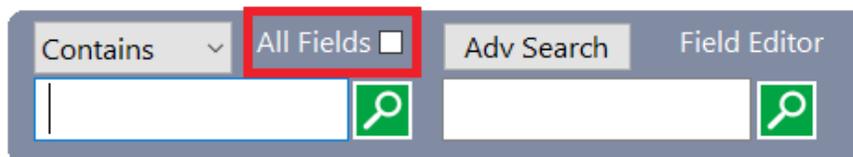
Print: The Print button will open the Print Format Options window with the following options: *Print Selected Record or Print Record List.*



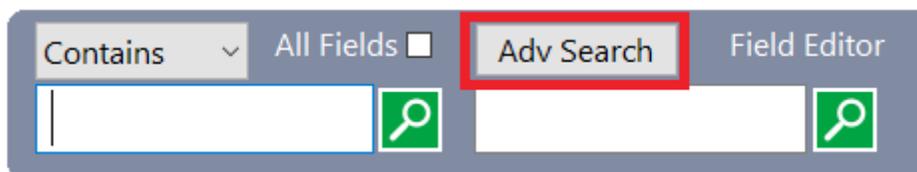
Search Filter: The search filter is a list of filter criteria for "Contains", "Is Exactly", "Begins With", "Ends With". In most cases you will probably want to leave it on the default "Contains".



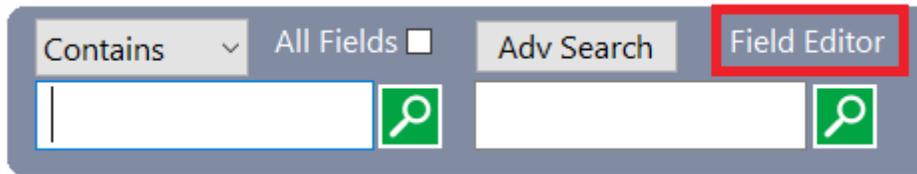
Search Field: The Search field is where you type the name or word that you are trying to find.



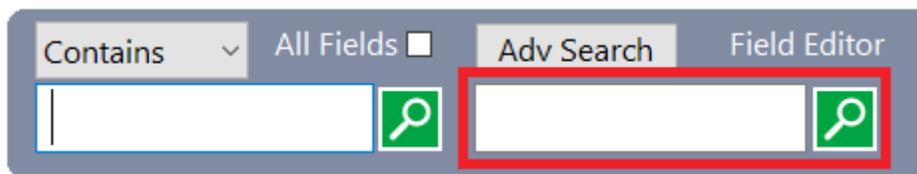
All Fields check-box: When this is un-checked, only the first field of all the records will be searched. Likewise, when it is checked, it will search **ALL** the fields of **ALL** the records to find a match.



Advanced Search: The Advanced Search button will display the Advanced Search pane where you can search up to 6 separate fields with various filters at the same time. This works great for situations when you have a very large database with numerous fields that contain the same or similar data. A normal search might return numerous records, while an advanced search would narrow the scope and give a more precise search result.



Field Editor: The Field Editor is a link which opens the Field Editor/Viewer Window where you can view, edit and even search in a single field, however it is done using a large window. The purpose of this feature is to make it easier to work with a lot of data that may be in a small text-box.



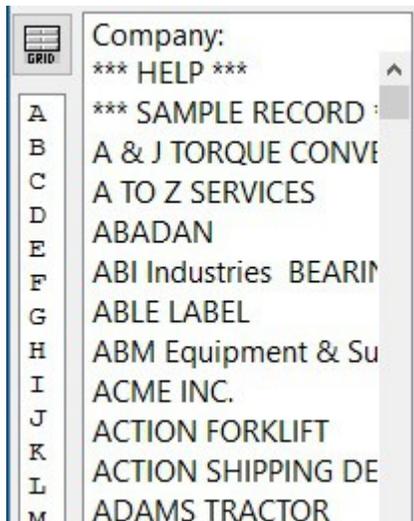
Sub Search: This search field works like a “*Find on this page*” and will find and highlight your search word in all the fields of **ONLY** the current record you are viewing. This works great in situations where you know what record you want to view so you search and find the record, but now, within that record you want to do a sub-search because there is a lot of data in one or more text-boxes to have to scroll through to find what you are looking for. That is when doing a sub-search comes in handy.



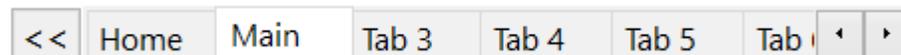
Grid View: The Grid button (located at the top left of the record list) allows you to toggle between Grid View and Record View. The Grid View simply expands the width of the record list so you can see up to 30 columns of record data. Click the Grid button again to toggle back to Record View (shrinks the grid). NOTE: While in Grid View, **ONLY** the first 30 fields of data can be viewed. The database has up to 200 fields, but the grid will only display the first 30 columns of data.

A
B
C
D
E
F
G
H

A-Z Column: The A-Z column (located directly to the left of the record list) is a quick way to display all records that start with the letter you click on. For example, if you click on the letter “A”, all records that have a company name that starts with “A” will display in the record list. Click the Refresh button to re-list all the records again.

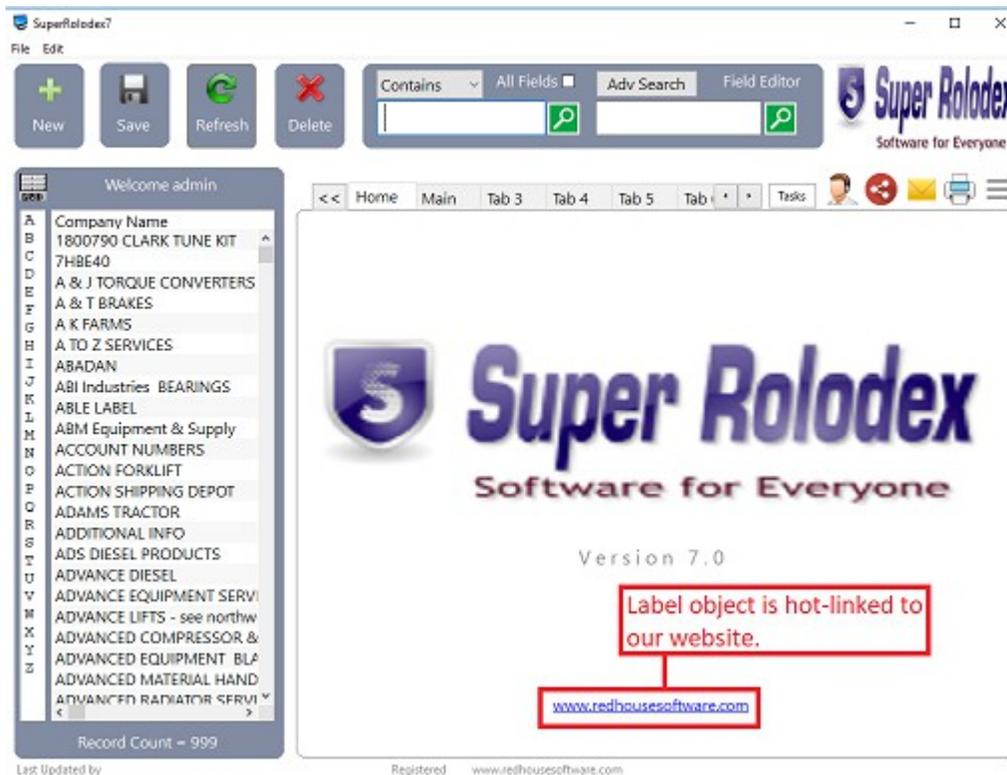


Record List: Click on a record in the list to view the record. The Record List is where all the records of the database are listed. When you click the “Refresh” button, ALL the records in the database will be listed. If you perform a search, ONLY the records that match your search will display in the record list. If you double-click on the record list, it fires the “Grid” button code which toggles between Grid View and Record View.



Tab-Panels: There are 21 Tabs shown across the top of the fields area. The HOME tab is customizable with labels and static images, but you cannot add any other types of objects such as text-boxes, drop-down boxes, check-boxes or dynamic images because those types of objects hold data that is tied to records that you create. You also cannot change the Home tab caption. All of the other tabs are completely customizable and their captions can be changed. The text-boxes, labels, check-boxes, drop-down boxes, static images and dynamic images can be added, moved and positioned where you want them to appear on each of the tabs. This is handled using the **Interface Designer** available from the menu window. Designing and customizing is covered later in this manual.

Labels Can Be Hot-Links



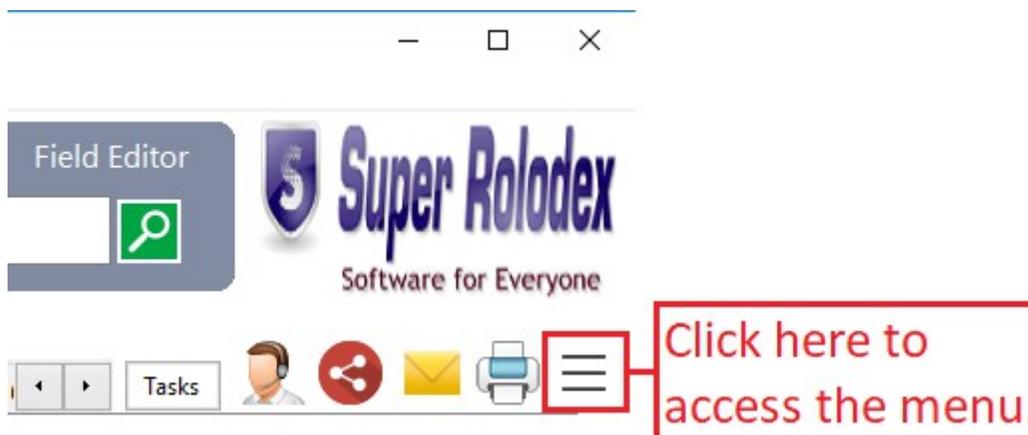
All labels can be hot-links:

When you hover your mouse over a label that has a link associated with it, the label becomes active and will function like a hot-link, meaning that when you click on the label it will open the file that it is associated with. In the example shown above, the label is linked to our website. If you click on the label, the website will launch in your default browser.

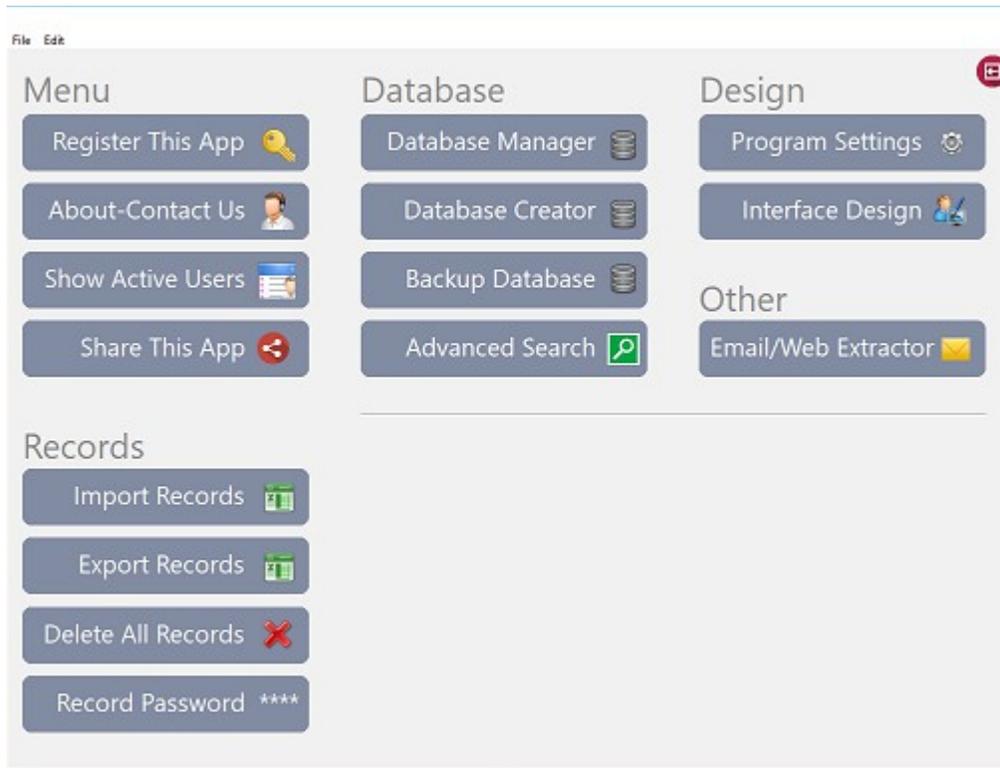
To make a label a hot link, simply **right-click** on a label and you will get a file navigation window that allows you to browse to a file on your system, or enter a valid URL that you want to link to the label. As long as there is a valid address provided, whether it be a website or a word doc, or pdf, or JPEG picture, or whatever file your system is capable of opening, it will open when you click on the label.

Menu Functions

The next several pages gives you a quick overview of the **menu functions** on the Main window.



Menu



The functions in the menu are listed below.

Register This App

Register This App 

The Register This App button will open the Registration window. Un-registered versions of Super Rolodex will only allow you to create 20 records in the database which is sufficient for trial purposes. Assuming that you want to be able to add more than 20-records in the database, you will want to register your copy of Super Rolodex. The registration process is outlined below.

Registration

Program Serial Number:



Step 1

Click here to launch the registration page

Click the button below to launch the Registration Page.
If prompted, open it in your favorite browser.

Obtain a License Key



Step 2

Enter License Key from the email we sent you:



Submit

If you have any questions about registering this software, send us an email to:

redhousesoftware@comcast.net

The registration page on our website is launched.

This is a screen shot of the registration page on the website. Here you will simply click the Buy Now button.

Software Registration

Create unlimited number of records
Create unlimited number of databases
Register once
Install on as many computers as you want
Never expires
No additional fees
Free upgrades when available
Free email tech support

Register SuperRolodex7 version 7.0 Build # 1185 Today!

SuperRolodex7 Serial Number

6A9BBCE1-SRD7

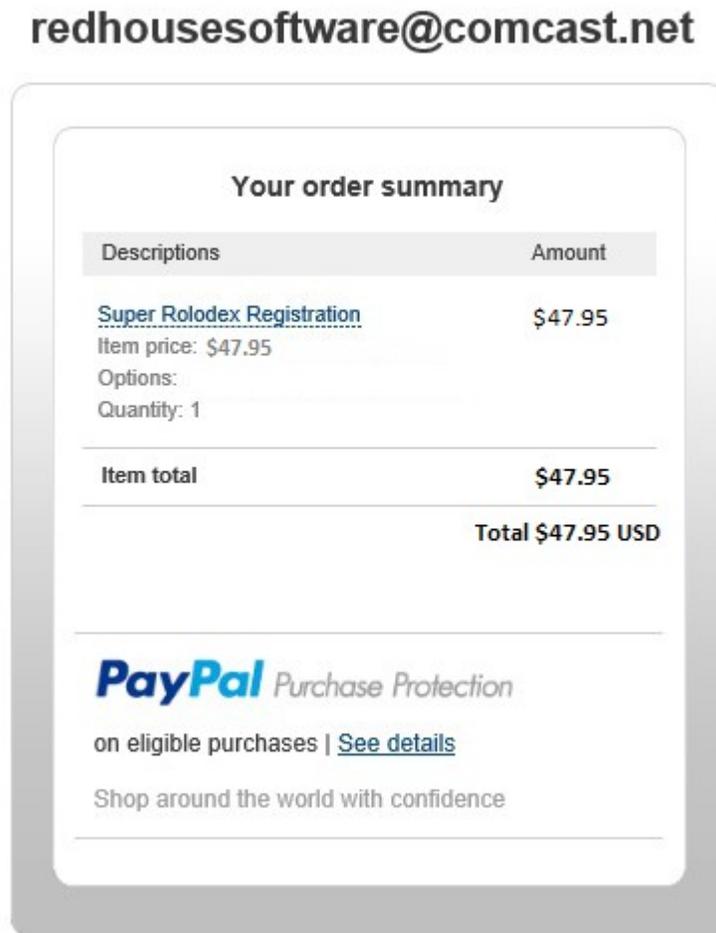
Click the Buy Now button.



We will email you the License Key by the end of the day with instructions on completing the registration in SuperRolodex7

For more information about SuperRolodex7, please visit us at
<http://www.redhousesoftware.com>

After you have clicked the Buy Now button, the Paypal transaction summary should look similar to this:



After the transaction is completed we receive a notification from Paypal that the transaction has occurred. We then email you the registration key to unlock Super Rolodex. **The email we send you could take up to 24-hours but is usually much quicker than that.**

After you receive our email containing the registration key, you will be instructed to do the following...

1. Open the Super Rolodex program.
2. On the main screen click File, then click Register This App.
3. The registration window opens (as shown below).
4. Paste the License Key from the email into the box.
5. Click the Submit button.

Registration

Program Serial Number:



Step 1

Click the button below to launch the Registration Page.
If prompted, open it in your favorite browser.

Obtain a License Key



Step 2

Paste the License Key here.

Enter License Key from the email we sent you:



Submit

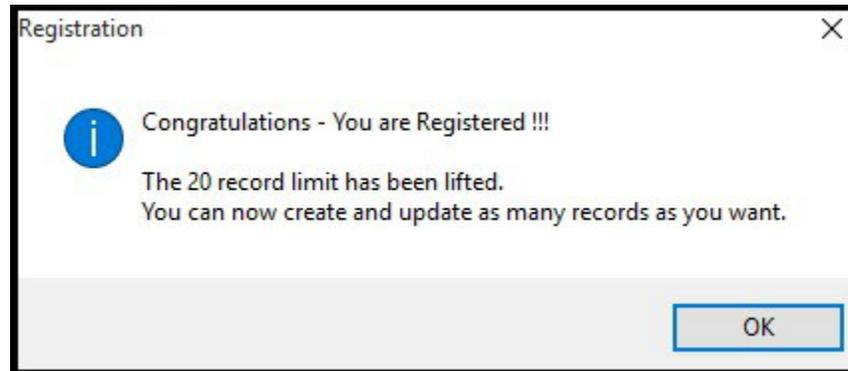
Registered

Then click the Submit button.

If you have any questions about registering this software, send us an email to:

redhousesoftware@comcast.net

After you paste in the license key and you click the “Save” button, you will get the following congratulating message advising that you are now registered and the 20-record limit has been lifted and you can now create as many records as you want.



About Contact Us

About-Contact Us



The About Contact Us window provides several links on our website and social media pages as well as a link to our email address so you can contact us. On this window there are also some other helpful items such as the programs version and build number and a link to view the license agreement.

Help - About

Help - About



App Name and Version SuperRolodex7 7.0 Build # 1185

App Info This software was created by Chris Eckersley
Copyright (c) 2016 - 2018
All Rights Reserved.

Web Links

Website Home Page <http://www.redhousesoftware.com>
Software Registration Page <http://www.redhousesoftware.com>
Website Help Page <http://www.redhousesoftware.com>
User Manual Link <http://www.redhousesoftware.com>

Social Media

Social Media 1 www.facebook.com/redhousesoftware
Social Media 2 www.twitter.com/redhousesoftware
Social Media 3 www.linkedin.com/redhousesoftware

Support



Contact Email Address redhousesoftware@comcast.net

License Agreement [View License Agreement](#)

Share This App

Share This App 

We have made it simple to help spread the word about this app. We would greatly appreciate you telling people about us by using this tool to help us get our software discovered by emailing people you know or posting a comment on social media sites.

Share This App

File Edit

Share This App With The World

Please help us grow.
Share a kind word about us on social media or email a friend.
We would greatly appreciate it.

Simply copy the message text, then make a post on social media.

[Copy Message Text to Clipboard](#)

Email, Blogs & Social Media Twitter & Micro Blogs

Long post (good for Email, Blogs and Social Media)

I love this database app called SuperRolodex7
You can learn more about it from <http://www.redhousesoftware.com>

Here are just a few points worth mentioning:

- * You can customize the program to make it look the way you want.
- * You can add text-boxes, labels, check-boxes and combo-boxes.
- * You can customize Tabs.
- * You can create an unlimited number of new databases.

 Facebook  Google+  Twitter  Linked-In

 Tumblr  Word Press  Reddit  Email

Import Records

Import Records



A lot of information below is dedicated to the Import function because it may require some additional work on your part.

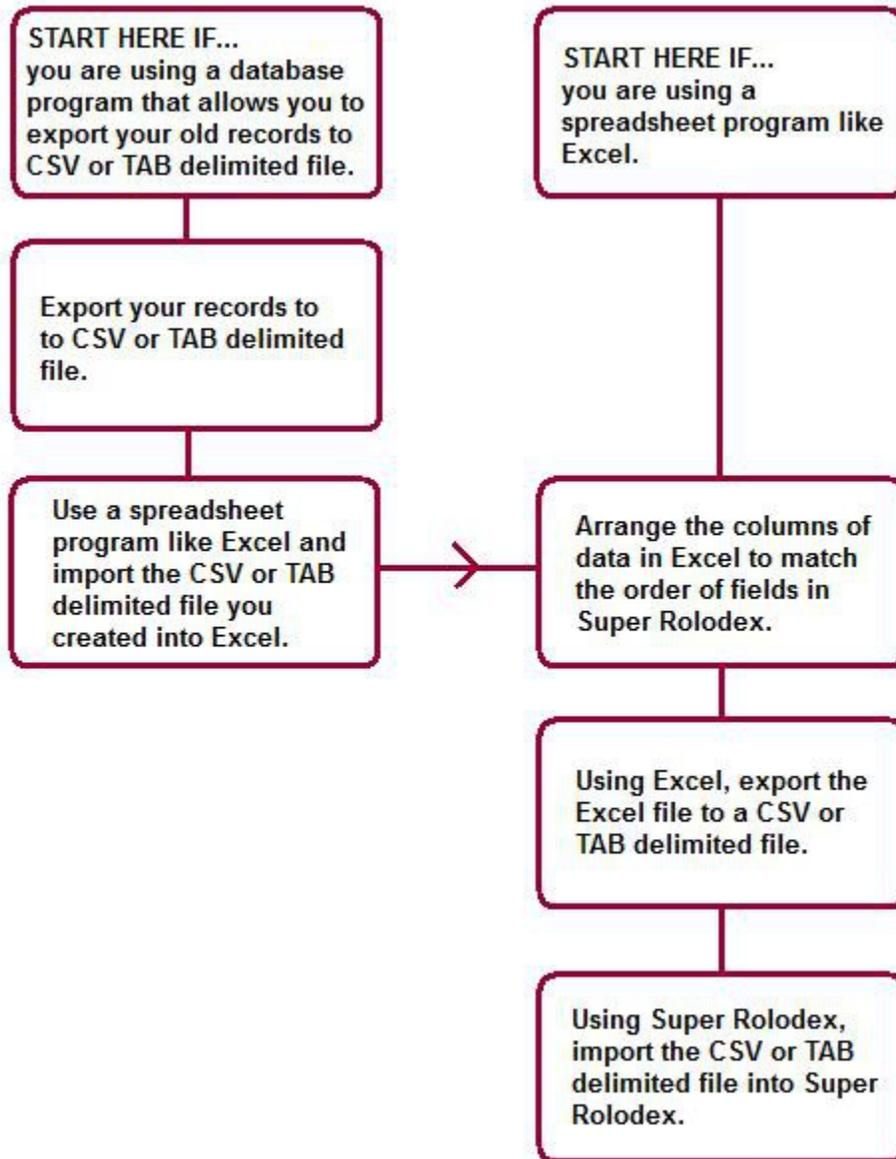
Import a data file (TAB or CSV) file: You can import records into the Super Rolodex database from a CSV (Comma Separated Value) file, or from a TAB delimited file. Most database programs, such as Outlook for example, allow you to export records into a CSV or TAB delimited file. It is that CSV (or TAB delimited file) that you can import into Super Rolodex.

Warning: This could require some playing around with in order for the program to display the imported data properly, and it is highly suggested that you use Super Rolodex to create a new database to experiment with. For example, the field names in Super Rolodex probably won't have the same names nor the same order as the ones in your CSV file. The good news is that you have two methods that you can use to align the fields in your CSV file with your Super Rolodex database.

Method 1: Use the Super Rolodex Design function to manipulate the fields and data **after** you have imported the CSV file into Super Rolodex. The Interface Designer function can be found in the menu at the top of the Super Rolodex Main window. The Design function is covered in depth later in this manual.

Method 2: Use a spreadsheet program like Excel to arrange the columns of data **before** importing to Super Rolodex.

The flow-chart and info below sums up the steps needed for method 2 as described above to prepare a CSV file before importing it into Super Rolodex.



STEP 1: PREPARE THE SOURCE FILE

It is best to use a program like Excel or some other spreadsheet program to **manipulate the columns of data from the source file** so that they are in the same order as you want them to appear in the program.

For example, the first field in Super Rolodex is **Company Name**, so you will want to move the columns of your existing data in the spreadsheet into the same order as how the fields display in Super Rolodex. Or, you can change the layout of Super Rolodex (in other words change or design your own user

interface by moving the fields around or changing the field label names).

Before importing, you need to export the source data to a TAB or CSV file using the export feature of your spreadsheet program as outlined above. Then import that file into the Super Rolodex program using the Super Rolodex import function.

Below is an example of a spreadsheet that needs to be corrected before exporting the data because the fields are not in the same order as they are in Super Rolodex.

Column “C” should be moved to Column “A” because Column “A” is the first field in the Super Rolodex database, and it is also the column that appears in the Super Rolodex Record List on the main window.



	A	B	C	D	E	F	G
1	PHONE	FAX	COMPANY NAME	ADDRESS	CITY	STATE	ZIP
2	555-8545	555-8564	ABC INC.	1520 TOPHILL RD.	ANYWHERE	WA	98055
3	555-8978	555-3325	PRODUCTS INC.	16 WESTSIDE AVE	SMALLTOWN	WA	98055
4	555-1234	555-9632	XYZ COMPANY	1122 SOMESTREET	SOMETOWN	WA	98055

Below is an example of a spreadsheet that is ready to export. The Company Name column has been moved to column “A” which would be the preferred field to display in the Super Rolodex record list, and which is also the default search field.

	A	B	C	D	E	F	G
1	COMPANY NAME	PHONE	FAX	ADDRESS	CITY	STATE	ZIP
2	ABC INC.	555-8545	555-8564	1520 TOPHILL RD.	ANYWHERE	WA	98055
3	PRODUCTS INC.	555-8978	555-3325	16 WESTSIDE AVE	SMALLTOWN	WA	98055
4	XYZ COMPANY	555-1234	555-9632	1122 SOMESTREET	SOMETOWN	WA	98055

STEP 2: SAVE THE CSV FILE, AND IMPORT IT TO SUPER ROLODEX

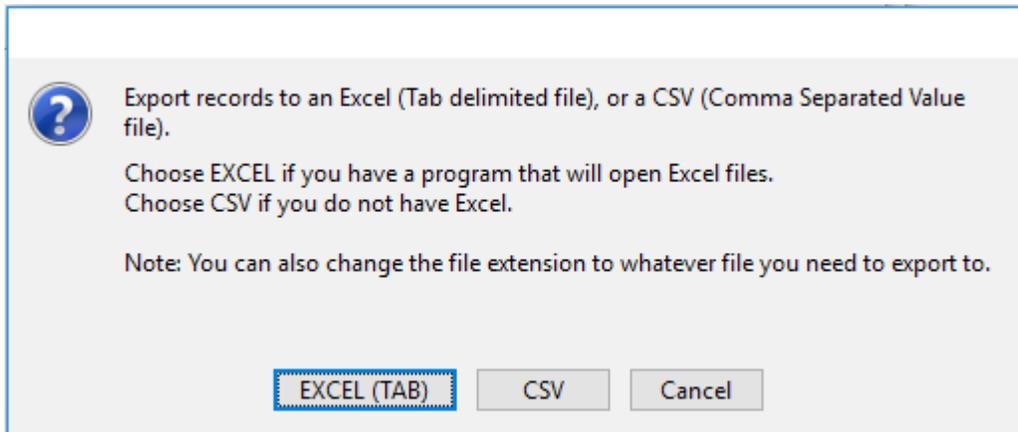
Save the file giving it a name such as *MyContacts.csv* (or any name that is meaningful to you). Now use Super Rolodex to import that CSV file into Super Rolodex.

Export Records

Export Records



The Export function allows you to export your Super Rolodex records into a CSV or TAB delimited file to be read by other programs.



Delete All Records

Delete All Records 

If you have the need to delete all the records, you can, however only admin level users can delete all records. Also, if you do choose to delete all records, the database is saved as a backup prior to actually deleting the records. This will come in handy if you change your mind after deleting the records, you can still access them from the backed up database. (More on backing up databases are covered later in this manual). You are also given a couple warnings to make sure that you do in fact want to delete all the records.

Confirm Delete ALL Records.



You are about to delete ALL of the records.
Click OK to continue or Cancel to abort.

Cancel 

OK 

Record Password

Record Password ****

You can password protect individual records by assigning a password to the record. Any person attempting to view a record that is password protected will be presented with a password dialog window. A correct password must be entered in order to view the record.

The screenshot shows the SuperRolodex7 application interface. At the top, there is a menu bar with 'File' and 'Edit'. Below it is a toolbar with icons for 'New', 'Save', 'Refresh', and 'Delete'. To the right of the toolbar are search and filter options: 'Contains' dropdown, 'All Fields' checkbox, 'Adv Search' button, and 'Field Editor' button. Two search input fields both contain the text 'redhouse'. The SuperRolodex logo and 'Software for Everyone' tagline are in the top right corner.

The main area features a data grid titled 'Welcome admin'. The grid has a vertical column of letters from A to Z. The first row is highlighted and contains the text 'Company Name' and 'REDHOUSE SOFTWARE'. Below the grid, it says 'Record Count = 1'. At the bottom left, a status bar reads 'Last Updated by admin on 2/27/2018 at 6:09 AM'. At the bottom center, it says 'Registered'.

A large red dialog box is overlaid on the grid. It has the title 'Password Required' in white text. Below the title is a text prompt 'Enter Current Password:' followed by a white input field. At the bottom of the dialog are two buttons: 'Cancel' with a red prohibition icon, and 'Submit' with a green checkmark icon.

Database Manager

Database Manager 

In the Database Manager, you can browse and connect to other databases that you have created with this app:

Database Manager

Database Manager

Click the "Browse for a Database" button to find and select the database you want to connect to, or manually type the full path in the text-box provided.

[Browse for a Database](#)

Current Database Connection:
C:\SuperRolodex7\Database1.rsd

Or manually type the full database path:

[Connect](#)

Learn how to network the database

[How to Network](#)

The Database Manager allows you to browse and connect to other databases that you have created with Super Rolodex. Click the “Browse for a Database” button and a file navigation window will open and allow you to browse and select the database that you want to connect to.

Note: If you have your computer set up to show file name extensions, then you will be looking for database files that have an “.rsd” extension. For example: Database1.rsd is the database that comes with Super Rolodex and can be found inside the Super Rolodex folder. The address should be something like **C:\SuperRolodex7\Database1.rsd**

Networking: If your computer is on a shared network and you intend on having multiple workstations running Super Rolodex, they can all access the same database. To give you a quick idea on how simple it is to set up, click on the “How to Network” button at the bottom of the **Database Manager** window.

Database Creator

Database Creator 

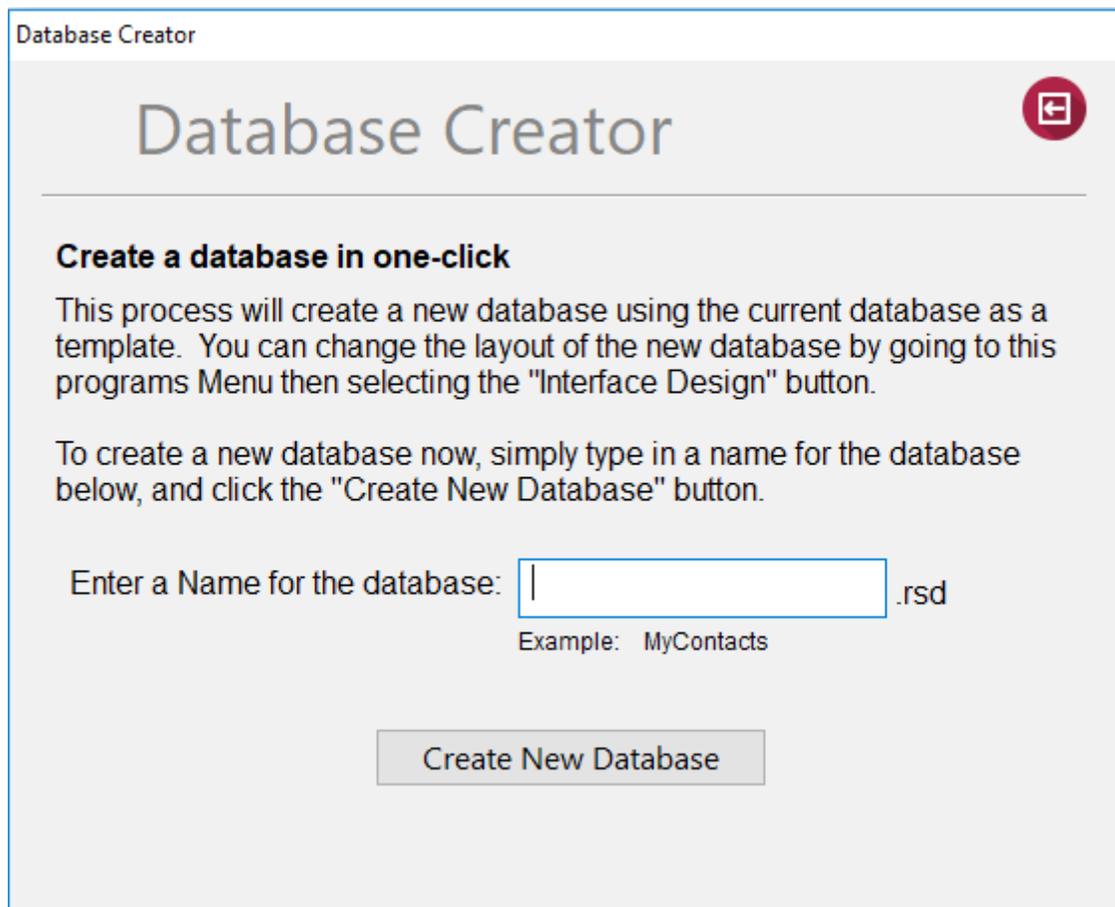
The Database Creator allows you to create new databases. The database that comes with Super Rolodex is set up to be a contacts style user-interface. As mentioned earlier, that database is called Database1.rsd.

Why create new databases? There are a couple reasons why you may want to create new databases.

1. Create new databases for testing purposes. For example you may want to experiment with importing records from a CSV file that you have from another database program or spreadsheet.
2. You may have a need to have multiple databases. For example you could have one for Customer Contacts, and another one for Vendors, and maybe another one for Products. Each one of these databases would have a different looking user-interface, with different text-boxes and different labels etc, so you would do the customization of each of these databases by first using the Database Manager to connect to the database you want to work with, then use the Interface Design function to design how you want that particular database to look by changing the text-box sizes and positions and their labels, adding images and adding more text-boxes if needed. All this of course is covered in the Interface Design section.

The database creator window is pictured on the next page.

Database Creator Window



Creating a new database is pretty easy and straight forward. All you need to do is give it a name, such as **MyContacts** for example (or whatever name you want), then click the “**Create New Database**” button. You will be prompted to confirm that you want to create a new database.

What the program does at this point is it makes a copy of the current database that you are currently connected to and puts this new database called **MyContacts.rsd** in a folder called **MyContacts** (or whatever name you specified).

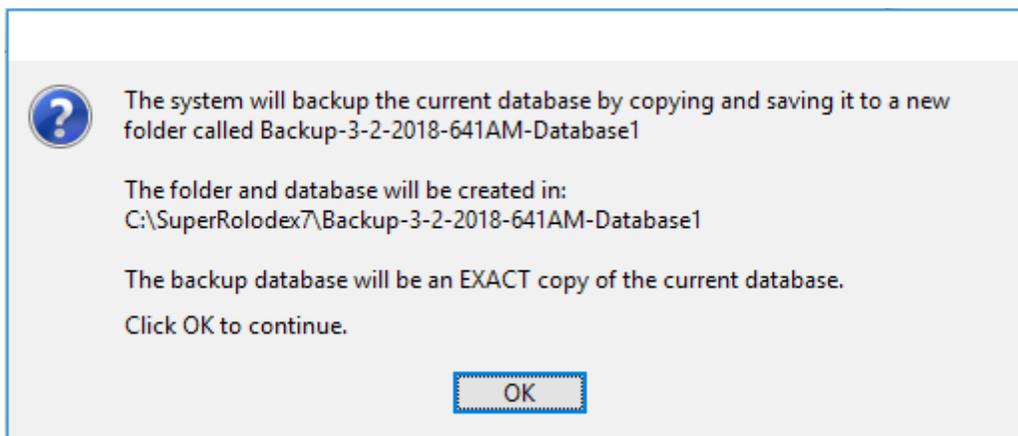
Now that a copy of the database has been made, all you need to do is use the **Database Manager** to connect to the new database. Once you are connected to the new database, you will probably want to delete all the records in that database. You can delete all the records from the menu window. Now that you have deleted all the records in your new database you simply use the **Interface**

Design function to design how you want it to look by setting the positions of the text-boxes and naming the labels etc.

Backup Database

Backup Database 

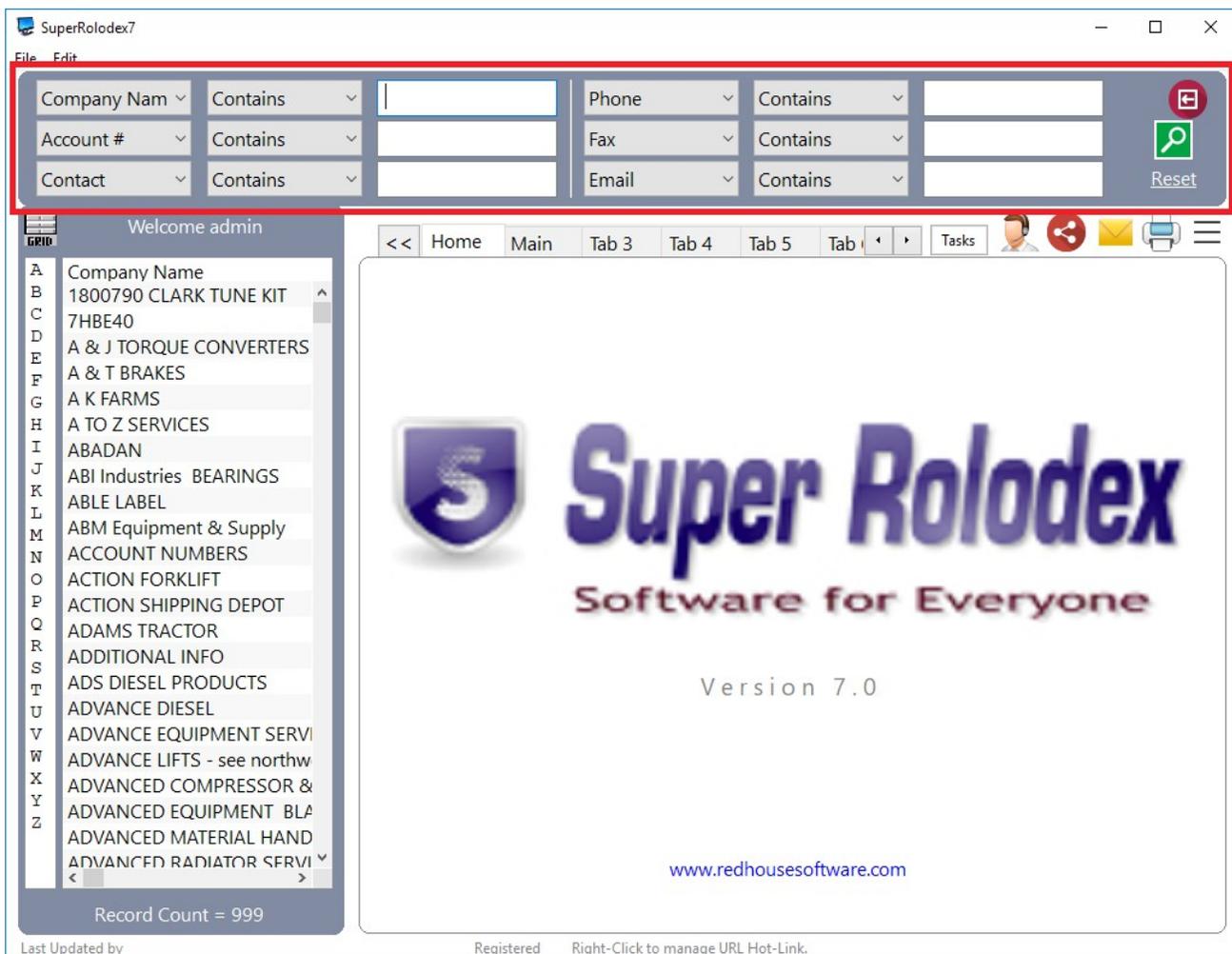
The Backup Database button will do just that... backup the database that you are currently connected to. It does this by making a new folder called “*Backup-(today's date/time)-Database1*” and it places it in the programs application path. As you can see in the screen-shot below, the name of the folder includes today's date-time so you can easily identify the date and time the database was backed up. See the screen-shot below.



Advanced Search

Advanced Search 

The Advanced Search button will display the Advanced Search pane where you can search up to 6 separate fields with various filters at the same time. This works great for situations when you have a very large database with numerous fields that contain the same or similar data. A normal search might return numerous records, while an advanced search would narrow the scope and give a more precise search result. Click the red colored back-button to clear the Advanced Search pane and go back to the normal search pane.



The screenshot displays the Super Rolodex 7.0 software interface. At the top, a window titled "SuperRolodex7" contains a menu bar with "File" and "Edit". Below the menu bar is the Advanced Search pane, which is highlighted with a red border. This pane features six search criteria, each with a dropdown menu for the field name, a dropdown for the search operator (all set to "Contains"), and an input field for the search term. The criteria are: Company Name, Account #, Contact, Phone, Fax, and Email. A red "Reset" button is located to the right of the input fields. Below the search pane is a navigation bar with tabs for "Home", "Main", "Tab 3", "Tab 4", "Tab 5", and "Tab 6", along with icons for "Tasks", a user profile, a share icon, an email icon, and a printer icon. The main content area shows a large logo for "Super Rolodex" with the tagline "Software for Everyone" and "Version 7.0". The website address "www.redhousesoftware.com" is displayed at the bottom of the main area. On the left side, a vertical list of company names is visible, starting with "A" and ending with "Z". At the bottom of the interface, a status bar shows "Record Count = 999" and "Last Updated by".

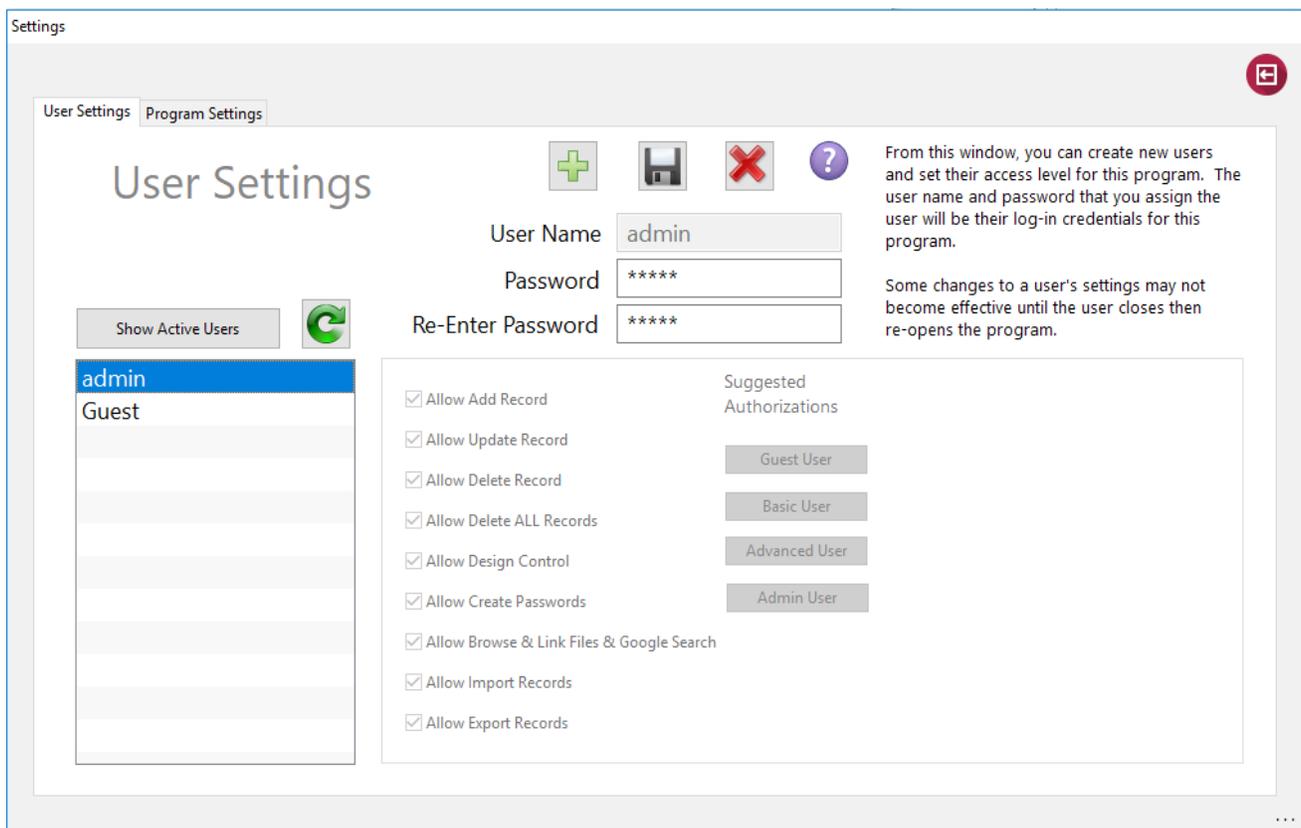
Program Settings

Program Settings

The Program Settings window allows you to create new users, manage permission levels for the users, and manage user names and passwords for the users.

NOTE: An admin level user can be any user that has all the *allow boxes* checked. An admin level user has full control over all aspects of the program and is not limited in any way. Therefore, it is wise to only set users who you absolutely trust with this program to be an admin level user by checking all of the *allow boxes* to true.

A guest user can login with a user name of: Guest (no password required). A guest user can only use the program in read-mode and cannot make changes to any records, nor can they access the interface designer.



The screenshot shows the 'Program Settings' tab in the 'Settings' application. The main heading is 'User Settings'. On the left, there is a 'Show Active Users' button and a list of users: 'admin' (highlighted in blue) and 'Guest'. In the center, there are input fields for 'User Name' (admin), 'Password' (****), and 'Re-Enter Password' (****). To the right of these fields are icons for adding (+), saving (floppy disk), deleting (X), and help (?). Below the input fields is a list of permissions, all of which are checked: 'Allow Add Record', 'Allow Update Record', 'Allow Delete Record', 'Allow Delete ALL Records', 'Allow Design Control', 'Allow Create Passwords', 'Allow Browse & Link Files & Google Search', 'Allow Import Records', and 'Allow Export Records'. On the far right, there is a 'Suggested Authorizations' section with buttons for 'Guest User', 'Basic User', 'Advanced User', and 'Admin User'. A help text box on the right explains that from this window, users can be created and their access levels set, and that some changes may not be effective until the user closes and re-opens the program.

Email & Website Extractor

Email/Web Extractor 

The Email & Website Extractor extracts email addresses and website addresses as well as local file addresses from either the current record or from the entire database depending on what selection you make in the drop-down box as shown in the screen-shot below. Once the list is populated you can do the following...

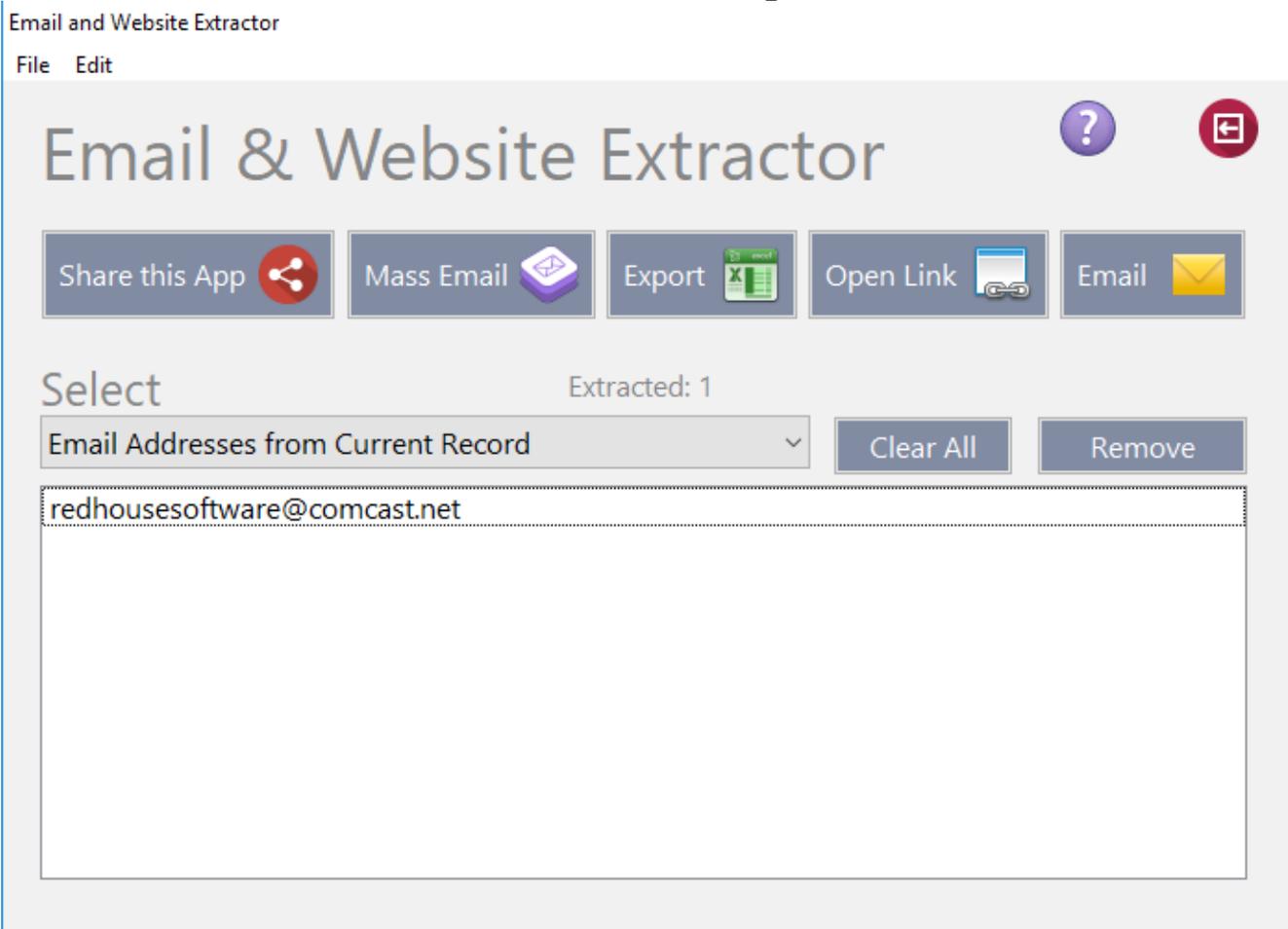
Share this App with the selected email address

Initiate a Mass Email to everyone in the list.

Export the list into a CSV or EXCEL document for further processing.

Open the Link (view the website selected).

This tool is handy for quickly finding email addresses within a record, especially if the record contains a lot of data to scroll through.



The screenshot shows the application window titled "Email and Website Extractor" with a menu bar containing "File" and "Edit". The main title "Email & Website Extractor" is displayed at the top. Below the title is a toolbar with five buttons: "Share this App" (with a share icon), "Mass Email" (with an envelope icon), "Export" (with an Excel icon), "Open Link" (with a link icon), and "Email" (with an envelope icon). Below the toolbar is a "Select" section with a dropdown menu currently set to "Email Addresses from Current Record" and a status indicator "Extracted: 1". To the right of the dropdown are "Clear All" and "Remove" buttons. Below this is a list box containing one email address: "redhousesoftware@comcast.net".

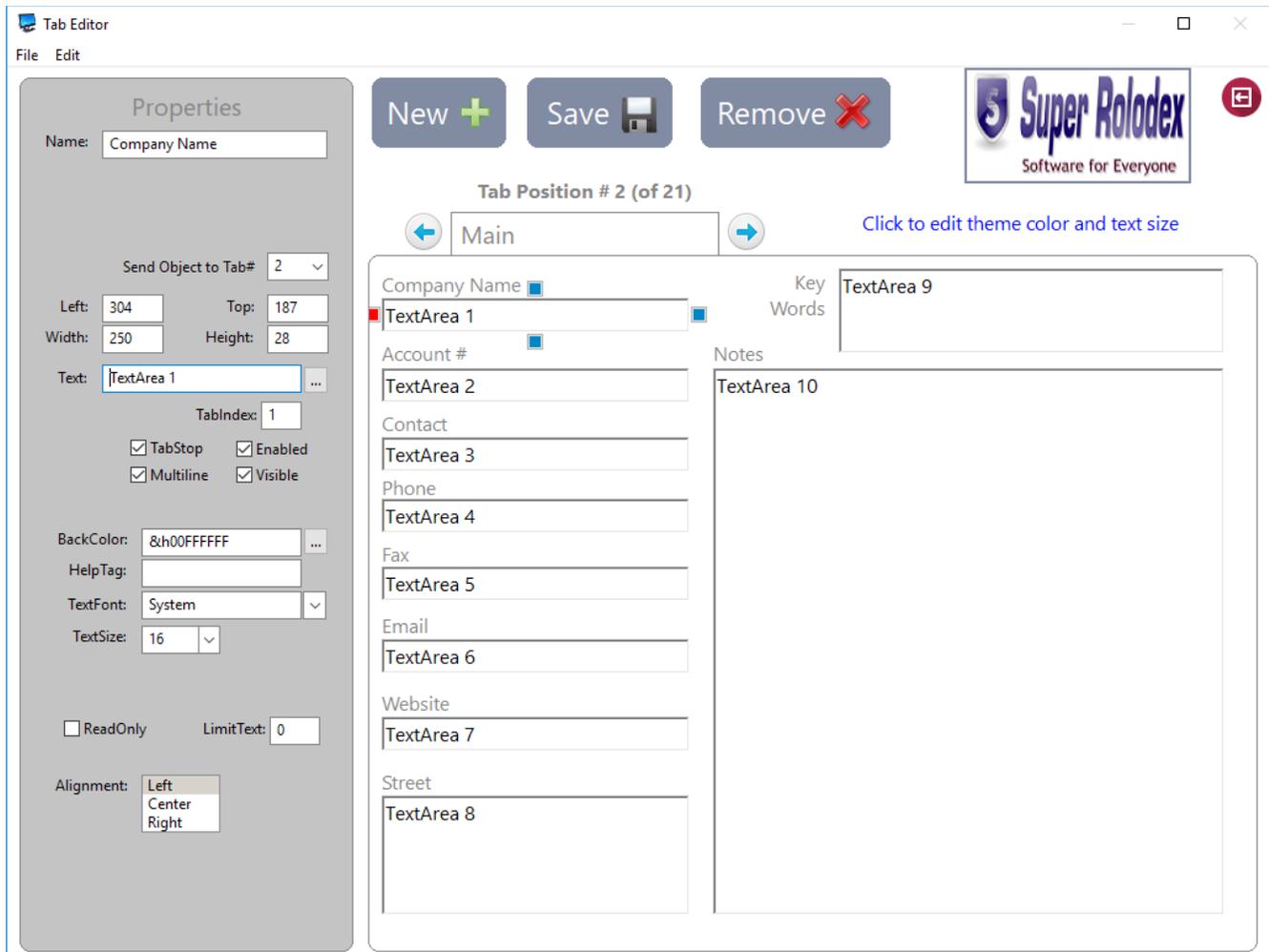
Interface Design

Interface Design 

In the Interface Design window, you can customize any of the tabs and objects by changing their properties as well as the theme color. You can:

- Set Theme Color for headers and buttons on most windows
- Add, move and size Text-box objects
- Add, move and size Label objects
- Add, move and size Combo-boxes (Drop Down-box objects)
- Add, move and size Static Image objects
- Add, move and size Dynamic Image objects
- Remove objects
- Set many properties of objects
- Send an object to another tab
- Change tab captions
- Change the Logo Image

The Tab Editor is shown below.



MOVING AN OBJECT:

You will notice that when you click on an object (text-box, or label etc), the object becomes selected as indicated in the screen-shot above.

The **red** colored block at the left of the selected object controls the objects position. When you click the red block, the selected object follows your mouse. Simply click again to drop it. You can also change its position by manually changing the Left and Top properties in the Properties pane then clicking the Save button.

SIZING AN OBJECT:

The **blue** colored blocks at the top, bottom and right of the selected object controls the objects size. When you click on a blue block, the selected object changes its size as you move the mouse. Simply click again to drop. You can also change its size by manually changing the Height and Width properties in the Properties pane then clicking the Save button.

Add New Object



On the Tab Editor, if you click the New+ button, the Objects window opens. You can add objects to the design area, and each object has several properties that you can modify such as height, width, text-size, position etc.

Objects

Select an Object

Qty of Objects to Create

- + Add Label (97 remaining)
- + Add TextArea (100 remaining)
- + Add ComboBox (200 remaining)
- + Add CheckBox (200 remaining)
- + Add Static Image (199 remaining)
- + Add Dynamic Image (200 remaining)

A TextArea is an object that holds text.

TEXT AREA

Theme Color & Text Size

Theme Color allows you to:

- Set the header background and button color on most windows.

Text-Size Editor allows you to:

- Change the text-size for all objects at once.

In the Tab Editor window, when you click on the [Click to edit theme color and text size](#) link, the Theme window opens as shown below.

Theme

Theme Color

Theme Color sets the header background color and the button background color. You will want to have a dark theme color selected so that the white text will be visible.

Text Size Editor

Use the Text Size Editor to change the text size of ALL of the TextBoxes or Labels or CheckBoxes or ComboBoxes that are in the design area.

Select Object Type: TextSize:

Result:

Changing the Logo

Changing the logo is another great way to customize the program.

Why would you want to change the logo?

The idea behind Super Rolodex is that it basically morphs into the design layout of the database that Super Rolodex is currently connected to.

For example, lets say you have used Super Rolodex to create a new database and you have given that database a name of WWIIPilots. And you have used the Database Manager to connect to that WWIIPilots.rsd database. And you have used the **Interface Design** function to design how you want the fields and labels to appear on the screen, such as Pilot Name, Pilot Rank, Age, Sex, Station, Training, Skills, etc... At this point you have a great looking user interface except for one thing... the Super Rolodex logo. Wouldn't it be better if the logo was a picture of a WWII aircraft or something like that? Well it can be, and all you need to do is create your image using whatever imaging software you might have like photo-shop or heck, you can even use Microsoft paint to manipulate a picture. Once you have the image you want to use, follow these basic steps...

1. **In the Interface Designer, hover your mouse over the logo** area at the upper right. A text will appear telling you the size of that image. Make a note of what that size is because that is the size you need to make your image.



2. **Use your photo editing software to re-size** your image to the size that was shown when you hovered your mouse over the Super Rolodex logo.

3. **Copy/Paste the image file** into the same folder that the database is in.
Hint: If you are not sure where the database file that Super Rolodex is currently connected to is located, on the **Database Manager** window, one of the valuable pieces of information you will see on that screen is the address to the database that you are currently connected to.

Now that you have a picture file for your logo, and you have put that logo picture file into the same folder as the database, that picture will be the logo that appears in the upper right corner of the program when you connect to the database. Think of the logo image as a way to visually distinguish what database you are connected to.

Networking

Multiple workstations accessing the same database.

Many Super Rolodex users may not know this, but it is pretty easy to network Super Rolodex. Basically all that means is if you have more than one computer that has Super Rolodex installed, and you want all of them to be able to access the same data, then you simply put a database on the server and tell each Super Rolodex program to "point" to that shared database.

For example, let's say that you have 4 employees who use Super Rolodex from their computers. They would all benefit greatly from sharing a common database so that if one user were to add or update a record, then the other employees will see that updated record from their computers running Super Rolodex.

The image (below) shows the 3 simple steps to network Super Rolodex which consists of:

STEP 1: Create a new folder on your server. (This folder must have "shared" access).

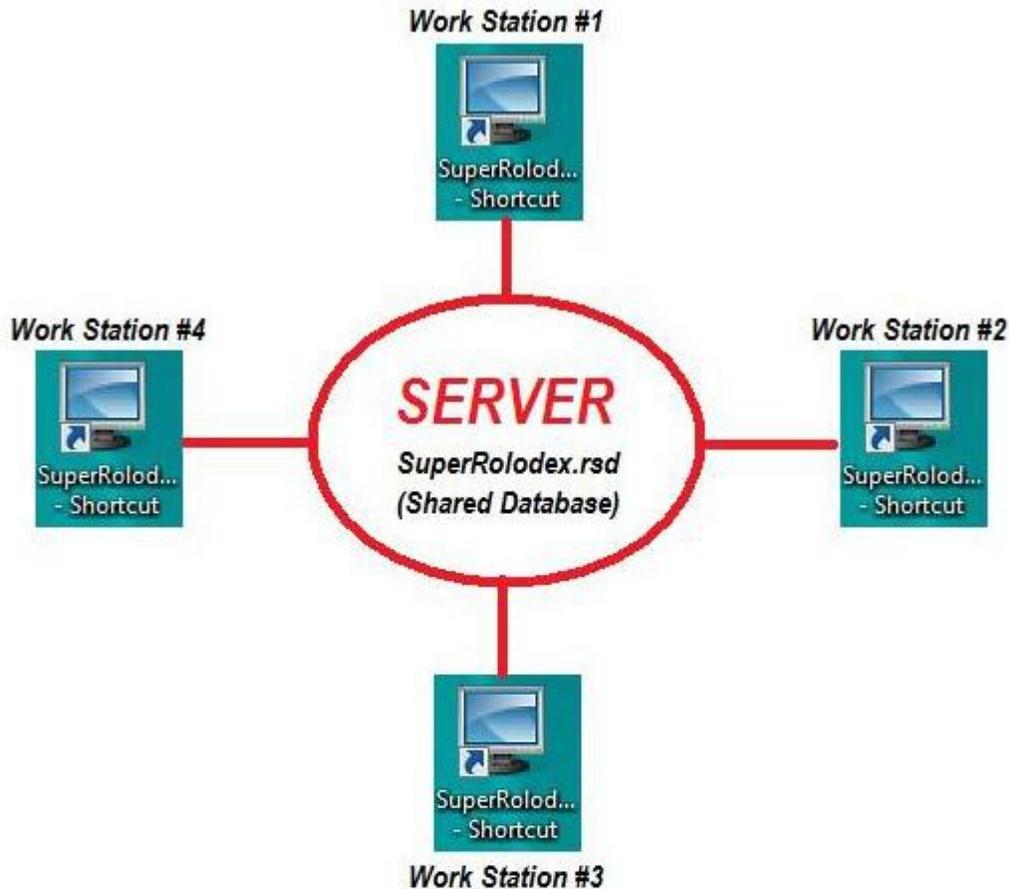
STEP 2: Copy the Super Rolodex database that you want to use as a shared database, and paste it into the new folder you made on your server.

STEP 3: Point Super Rolodex to the database on your server by using the Database Manager in Super Rolodex to navigate to the database, select it, and click "open".

Repeat step 3 for all computers that are running Super Rolodex.

The next page gives you a better visual of what networking is and how it is done.

Networking Super Rolodex to a shared database on your company server.



Step 1:

Make a folder on your server. (It must have shared access).

Step 2:

Copy a Super Rolodex database to the new folder on the server.

Step 3:

Connect each computer running Super Rolodex to the database on the server. (Use the Database Manager to do this).

As discussed in earlier sections of this manual, the database file is stored locally and is probably in: C:\SuperRolodex7\Database1.rsd.

Database1.rsd is the database that you would typically Copy, then Paste into a shared folder on your server. You can even re-name it if you want.

If you would like the Logo to appear in the upper right corner of the main window of the program, then you need to also copy/paste the logo picture file into the same folder on your company server as the database and use the Interface Designer to link the logo image object to the logo image.

Once you have the database and logo file together in a shared folder on your company server, you are ready to get all the computers running Super Rolodex to point to that shared database. You do that in the **Database Manager** window as discussed earlier.

Summary and History of Super Rolodex

Super Rolodex was born simply out of my personal necessity for a piece of software that would help me in my job as an Industrial Parts Consultant. There was a lot to learn and remember in that job, and no spreadsheet or word document was going to help – not by a long shot. So I sat down and began plunking away at my keyboard on what would eventually become the first version of Super Rolodex.

There were many initial versions until it became a useful viable product. Once I felt confident that it was good enough to share at work, we installed it on several computers, and put the database on the company's server so that Super Rolodex would then be networked and everyone could benefit from sharing the data that we were constantly pouring into it. - It was an instant hit!

We use Super Rolodex for customer management stuff, but we also use it for everything, like: Hard to find parts and looking up sizes of tires and forklift forks, wire harnesses and quick links to open bulletins and other pdf files on our server put out by our suppliers or even internal documents that we create ourselves. Anything that we ever thought that we might need to know in the future was entered into Super Rolodex, especially anything that took some research to find – that way the next time it would be a piece of cake, quick and efficient to find in Super Rolodex.

Super Rolodex is far better at providing additional information than our in-house software we already had. This was because with Super Rolodex, everything was search-able. You could find a vendor's phone number without even knowing the vendor's name – so long as there was some kind of related keyword on the record, such as a list of what products they sold, and of course all the people and departments that we might deal with and their phone numbers and email addresses. We even would put in what extension number to hit on the phone so that we could bypass the long-winded auto attendant.

Super Rolodex has made us much more efficient. This little Super Rolodex program has become an important ingredient to my success in my job making my research tasks much more quick and efficient.

I started a website and made Super Rolodex available for download, offering it at a very affordable price. The site is: <http://www.redhousesoftware.com/> I have plans for other software products to

be released so when I decided on a name for that site, I didn't want it to be a name that would only represent Super Rolodex. I wanted the site name to be easy to remember, and have a clean simple logo. At the time of writing this manual, Super Rolodex is the only product on the site. However, as you may know by now from reading this manual, Super Rolodex can be transformed into new software products in its own right because of it's flexibility to adapt to the users needs and using the Create New Database feature and the Design feature.

Support for Super Rolodex is handled by me, (the guy that wrote Super Rolodex). Although most everything is covered in this manual, and in articles and Q&A's on the website, if you should have a question then by all means please send me an email to redhousesoftware@comcast.net and I will do my best to address it in a timely manner.

I would love to hear your input about the software and/or the support you have received because it is extremely important for me to know that I am developing happy customers, and am always looking for content to add to the website. And in doing so, if you have a website, I would be glad to link it to our user tribute page: <http://www.redhousesoftware.com/usertribute.html>

Thanks for your interest in Super Rolodex,

Chris Eckersley

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