

Infothek ® Archiver

(ADODB)

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User Guide

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Introduction

Infothek ® Archiver ('Infothek') is a basic, easy-to-use document management system. You can also use Infothek as a regular database. The database is custom designed by the user. Infothek uses the Microsoft Access compatible database format (Jet ADODB). A Microsoft Access license is NOT required. Infothek is ideal for simple single-table, small to medium size databases (up to about one million records), stored locally or on a network. As the database outgrows the Infothek size limits, data can easily be transferred to larger database systems with simple export options.

Database systems can be complex. To keep Infothek simple, each database is referenced by a XML file. The XML file contains the path to the database file, the connection information, the associated table name and all the user preferences. The database is always opened via the XML file. The XML file is automatically created by the system when the database is created with the Infothek Archiver's own database creation tool. Updates and preferences are specified in Setup. To create the XML file for other databases, please read XML section below.

When testing and using the system live, always make sure that the databases are safely backed up.

Requirements

Infothek requires Microsoft Framework 4.0 or later. If you have a recent model PC, you are likely to have the required framework; otherwise, the Microsoft Framework is freely downloadable from the Microsoft website.

Trial Version

The trial version displays a small 'Demo version' nag message; otherwise it is fully functional. You may use the trial version for 30 days. Students and non-business users may use the trial version permanently. For business use, after 30 days you must purchasing a license or un-install the program. Inexpensive single-user, site and enterprise licenses can be purchased from Informatik Inc. Please go to the Help menu for the web link.

The trial version is fully functional but displays a nag screen at random. When you purchase a license, you receive a key that converts the downloaded trial version to a licensed version. Enter the license key in the Help -> Register menu and restart the program.

When you purchase a license you receive an unlock key. The unlock key, entered in the Help -> Register menu, converts the demo version to a licensed version; the Demo nag message is then no longer displayed. Each user (user Id) must enter the key once when using the program for the first time. If you have a large number of users on a computer, and entering the key for each user is inconvenient there is an option to make the key universal for all users on the computer. For instructions, please contact technical support.

XML file

The database is always opened via the XML file. The XML file is automatically created by the system when the database is created with the Infothek Archiver's own database creation tool, and you can ignore this section. Updates and preferences are specified in Setup. If the database was not created with the Infothek Archiver tool, you need to create the XML file before the database can be opened.

Generally, you do not need to go through this procedure, and you can ignore this section, if the database was created with the Infothek Archivers own database creation tool.

Procedure to create the XML file (required before you use a database for the first time):

1. Open the Infothek program and select the Setup menu, then 'Advanced options', then 'Create blank XML file'.
2. Read the message and click on 'Yes'. In the 'Open' dialog select the .mdb file. Press 'Open' button.
3. In the 'Fix connection string' window, keep the default connection string. Enter the Table name of the database that you are about to open. Press 'Save' button.
4. The 'Save' file dialog appears. Give the XML file a name. Normally, use the same base name as the database name. Press 'Save' button.
5. In the Infothek 'Open' menu, select 'Select and open database'. Select the XML file that you just created.

6. Once the database is open, select Setup menu / Setup (current database). Specify or change the 'Primary key' and the 'Doc field'. Note, the primary key is mandatory; the Doc field is required only if you use document imaging.

Tutorial

The basic program is best demonstrated by running a tutorial session.

Start up Infothek. The main window of Infothek opens on the right side of the screen. The window is placed on the right edge so that files associated with the document management system can be viewed on the left side. In the top row of the window you will see the main menu buttons: Open, Search, Archive, Setup, Options, Help. Click on 'Open' and select 'Tutorial database'. (For licensed versions, the Tutorial can be found in the Help menu). After a couple of seconds, the 'Search' window opens. 'Search' is the function that you will use most often and it is thus the default window.

The tutorial database is built merely for demonstration purposes. The field names and types make little practical sense. There are different types of fields, so that you can experiment and get a feel for the capabilities of the system.

For the tutorial, we want to do some indexing first. Click on the 'Archive' menu button.

For the moment, let us use Infothek as a plain database, not a document imaging system, so we will ignore the field called 'DOC'; the Doc field is used for document imaging and normally will hold the path to the image file referenced by the record.

In the Archive window make a few random entries. For number-based fields you can only enter number characters, also decimal separators in case of decimal numbers, and the minus character. For True/False fields use the checkbox. There are many posting shortcuts, such as repeating the previous entry, date picker, database lookup, etc. The tutorial has one default entry. In Setup you can specify user preferences, such as default entries, masks, patterns, dropdown lists, etc. You can also specify certain fields that require the data to be entered twice for the purpose of validation. We will cover these further down in the user guide.

A few entries have already been entered in the tutorial. After each completed record, click on the 'OK insert' button. Make a few more entries, so that we have a good base to demonstrate the search function.

Now, let us index an image file for document imaging. Click on "View file' button and select a graphics file. We want the image to open in the integrated image viewer, so, for this demo, select a TIFF file or any other graphics file (but not a PDF file for this tutorial). The image opens in the integrated image viewer on the left side of the window. If you checked the 'Viewer: System default', the image would open in your specified System default image viewer. PDF files would open in the Adobe viewer. Observe how the file path is automatically posted to the DOC field. You can of course make database entries without opening an image file, but for document imaging, it is strongly recommended that you open the image file before you do the indexing.

Complete the other fields and press the 'OK insert' button. If you use Infothek for document imaging, the image file must be opened before you do the indexing.

Having indexed a few records, let us now run a search. Click on the 'Search' menu button. The Search window opens. The use of the Search window is fairly simple. Try a few searches: select the field name and the operation from the dropdown lists, type in the criteria. If you want to see all the records, type the percent character (%) in the Criteria field. Press Search. The string (text) fields are defaulted to 'START WITH'). This operator returns all the field values that start with the criteria text you entered; it will save you some time entering the full search text. You can enter up to four criteria, or you can enter just one. Some field names are already defaulted, and you can select other field names in the dropdown list. If you use just one criteria, you can enter it on any of the lines, you need not fill them from the top down. Press the Search button and the matching records are displayed in the table below. You can widen or move the columns, and change the sort. The extensive Search options are covered in the 'Search' section of this user guide.

If for some reason the tutorial is corrupted and no longer works, do the following: 1. Delete the two Tutorial files in c:\Users/[USER]\AppData\Roaming\InformatikApps\InfothekJet folder. 2. Go to the Program (x86)\Informatik Inc\infothek Archiver folder; copy the two Tutorial files (.mdb and .xml) and place them back in the c:\Users/[USER]\AppData\Roaming\InformatikApps\InfothekJet folder.

Database

Infothek uses the Microsoft Access format database (Jet ADODB). A Microsoft Access license is NOT required.

The database fields can be of text, numeric, date or True/False data types. The sizes of the text fields can be set, the numeric fields can be whole number (up to 9999999999) or decimal numbers. With Infothek, the tables can have up to 50 fields.

A database creation tool is available in the Setup menu. The mandatory fields, such as the Id field, are created automatically. A 'DOC' field for document imaging is also added (unless you opt out). It is recommended that you create the database with this Infothek tool. Infothek databases have one table each.

Each database has its XML reference file. The XML file holds the connection string, table name and various preferences. The database must always be opened via the XML file. The XML file is created automatically when the database is created.

If later you need to add a field, or change the field size, options are available in Options -> Custom operations.

There are several reasons why a database may fail to open and display an error message:

- If you move the database (.mdb) file, the related XML file will show an incorrect link to the database. Correct the link with the 'Fix connection string' option in Setup -> Advanced options.
- If you accidentally delete an XML file or if it becomes corrupted, you must create a blank XML file via the Setup -> Advanced options.

The Setup has options to change the default order of the columns (fields) displayed in the search result table, so important fields can be moved to the front. Also, Setup has an option to specify which field should be defaulted in the Query dropdown list.

The posting of records is made easy with options such as: default entries, patterns, masks, dropdown lists, database lookups, date picker, repeat entries, double validation entries.

XML File

All databases (except the tutorial) are opened via an XML file. The XML file is the entry to the database. The XML file contains the connection string, table name, and all user preferences for

the database table. If you built the database table with the Infothek's own utility, the XML file will have been created automatically.

The XML file contains many of the user preferences relating to the database. These preferences are specified in Setup. To access Setup, open the database then click on the Setup menu button. The only way to open the XML file in Setup is by first opening the database. If you cannot open the database, the most likely reason is that the connection string is incorrect, perhaps because you moved or renamed the database. Correct the connection string with the 'Fix

The XML file name should have the same base name as the database file, but may be located in a different folder.

If you accidentally delete an XML file or if it becomes corrupted, you can create a blank XML file via the Setup -> Advanced options.

If you move or rename the database, make sure that the connection string in the XML file shows the correct path to the database file. To verify or correct, use the 'Fix connection string' in Setup -> Advanced options.

Search

Search is the most often used function. The tutorial database has only a few entries so you will want to add some records to fully test and appreciate the features of the Search window.

Once you have opened a database, click on the Search menu button. The Search window is generally opened by default automatically when you select the database. In the Search window you can specify up to four (4) criteria, each querying the same field or different fields:

IS EXACTLY:

Records that exactly match the text, number, or date of the criterion

IS NOT:

Records that do not match the exact criterion, text, number, or date

MORE THAN / EQUAL:

Records where the numbers and dates are higher than (or same as) the criterion

LESS THAN / EQUAL:

Records where the numbers and dates are lower than (or same as) the criterion

INCLUDES:

Records that include the criterion string. It can be a word in a phrase, or string of characters in a word.

STARTS WITH:

Records that start with the criterion string (a prefix)

STARTS NOT WITH:

Records that do not start with the criterion string (a prefix)

IS NULL:

Records where the specified field is blank (null)

For the BETWEEN operator, use both the 'More Than' and 'Less Than' operators.

When using the IS NULL operator, leave the criteria field blank.

The four criteria are separated by the logical AND/OR operator. 'AND' is the default operator. The operator 'AND' has precedence over the 'OR' operator. In the example

A1 OR A2 AND A3

the order of execution is

A1 OR (A2 AND A3).

If you want to retrieve all records (practical only for testing), type the '%' character in the Criteria field (must be a text field, not a number or date field).

If you want to enter your own SQL search statement, for a special requirement, type an explanation character in the first Criteria field and press the Search button. An input box will appear where you can enter the SQL statement.

When all criteria are specified, press the 'Search', button. All matched records are displayed in the search result table.

There are several options to re-arrange the results:

By default, the columns are displayed in the order of the fields in the database structure, i.e. the way you set up the database. In Setup you can select which fields should be in the first four positions (Row lineup). For one-off re-positioning, you can also drag the column headers to a different location.

By default, the records are listed in the order of the primary key. In Setup you can specify which field should be used for the sorting (the 'Order' field).

By default the sorting order is 'ascending'. You can reverse the sorting by clicking on the column header. In Setup, when specifying the primary sorting column, you can add the DESC keyword for a default descending sort, for example 'MyDate DESC'.

If you use Infothek as a document management system, (as opposed to a simple reference database without images,) select a record and click on the 'View file' button. If the record has a valid entry in the file path field (the field typically named DOC), the file will be opened by the application that associated with the file's extension. If the file is not immediately found, the system will look for it under each drive letter. You can also substitute the path in Setup. For more information about the DOC field, please read the 'Create Database' and 'Setup' sections in this user guide.

To see the data of a selected row in tabulated form, with field labels, click on the 'Detail' button. With this option you can also copy the data detail to the clipboard.

To copy the data of cells to the clipboard, select the cell and press CTRL+C, the standard Windows Copy shortcut. To select several cells, hold down the CTRL key while selecting the cells. To select all cells of a row (or several rows), click on the leftmost cell.

To process the associated file (the file path in the DOC column) in other applications, click on the 'Apps' button. The Applications need to be setup; see 'Linked Applications' section in this user guide.

You can also edit and delete records. See Edit Records and Delete Records sections below.

Archiving, Indexing

The database consists of records, also called rows. The records are posted to the database with the 'Archive' option. Click on the 'Archive' menu button. The Archive window opens. All fields (also called columns) are listed vertically in the order in which they were placed when the database was created. The primary key is not listed because it is created automatically by the system and it cannot be edited.

If your database is for document archival, click on the 'Open file' button to open the file that you wish to index. The DOC field is populated automatically. Always open the file first, before you fill the other fields.

There are several shortcuts to aid the posting of the records:

To repeat the entry of the previously posted record in the current session, click on the 'Repeat previous record' button, or use the shortcut CTRL+S)

To post a date, click on the 'Date picker' button, and select the date.

If you have created a dropdown list for a field (created in Setup), the dropdown list appears automatically when you enter the field. If the entry is not 'blocked' (see Setup), you can manually change the dropdown entry.

You may want to default some entries. Default entries can be set up in Setup. If the entry is not 'blocked' (see Setup), you can manually change the default entry.

From any field you can go to a lookup database. Click on 'Options+Shortcuts' button and select Lookup database or use the CTRL+L shortcut. Data from the lookup database can then be imported to the current field. See separate section on Lookup Database in this user guide.

Document management

If you use Infothek for document management, the list of fields also includes a field that by default is called 'DOC'. The DOC field holds the path to a file in the document management system. To add a record to the document management system, press the 'View file' button and select the file. The DOC field is then populated automatically. Press 'Next file' button to open the next file in the same folder.

If the document is a Tiff file, by default the image will open in the integrated viewer. The viewer is very basic but it operates as a single instance so that you will not need to close the viewer before you open the next file. If you un-check the 'Viewer: Integrated' checkbox, the file will open in the system default application that is associated with the extension name of the file. Non-Tiff files are always opened with the default system application. See separate 'Integrated Image Viewer' section below.

Third-party viewers are not integrated and will cause some awkwardness. Most third-party programs start a new instance each time you open a file. You need to close the third-party viewers from time to time. The Adobe Reader can also be closed with a shortcut in the 'Options + Shortcuts'.

Many of the options can be accessed via the 'Options + Shortcuts' button. If you use a third-party viewer, including the Adobe Reader, you must set the focus back on the Archive window (i.e. click on the Archive window), before you can use the shortcuts.

If you do batch indexing, it is recommended that you place the files in a 'Pending' folder that has a ' [[P]] ' prefix.

Example: You are indexing a batch of documents and you want the documents to end up in the C:\Archive\Docs folder. Before indexing, you place the batch of documents in a folder called C:\Archive\[P]Docs, the 'pending' folder. As you index, you call and open the document from that pending folder. When you save the index, the document is automatically moved from the C:\Archive\[P]Docs to the C:\Archive\Docs folder. With this method you always know what documents have not yet been indexed.

Edit Records

There are two methods to edit an existing record.

If you just need to edit a field, run a search to locate the record. Select the cell that you wish to edit. Click on the 'Edit' button and select 'Edit cell'. Change the value and confirm.

To change several fields of a record, run a search to locate the record. Select the row. Click on the 'Archive' menu button. The Archive window opens. Click on the 'Options+Shortcuts' button and select 'Open by primary key'. Change the data and press the 'Update' button.

Delete Records

Run a search and locate the record. Select the record(s) that you wish to delete; select the row by clicking on the left cell. Click on the 'Edit' button and select 'Delete record'. Confirm.

For cautionary reasons, there is a limit of 50 records that can be deleted in one command.

For bulk deletions you can use the 'Custom options' in the 'Options' menu. The function requires SQL knowledge. Try it, but make sure that your database is safely backed up before you run it.

Setup

In Setup you can choose many user preferences for the display of search results and for record indexing. To use Setup, you must first open the database. If you cannot open the database, the most likely reason is that the connection string is incorrect, perhaps because you moved or renamed the database. Correct the connection string with the 'Fix connection string' option in Setup -> Advanced options. If the XML file is missing (if you accidentally deleted the file or if it is corrupted, or lost), you must create a blank XML file via the Setup -> Advanced options.

The preferences settings for record indexing are:

Pattern: You may want the data of some fields to match a certain pattern. The Pattern option follows the general 'LIKE' rules of programming, using placeholders and wildcard characters, and this manual covers just the basics. The '#' placeholder stands for a single digit (0-9), the '?' placeholder stands for a single alphanumeric character (0-9, A-Z). The '*' asterisk stands for one, or several, or no characters.

Examples:

ABC* allows any entry that starts with ABC

allows an entry that has three (3) digits (0-9)

???? allows an entry with four (4) characters (numbers or letters)

####* allows any entry that starts with 4 numerals

Mask: The Mask option forces an entry into a specific format. The Mask option follows the general 'Mask' programming language, using placeholders and wildcard characters; this manual covers just the basics.

You specify a Placeholder for each individual character in the mask:

If the entry does NOT allow for spaces, use these placeholders:

'0' stands for a number (0-9)

'L' stands for a letter (A-Z)

'A' stands for an alpha-numeric character (A-Z, 0-9)

If the entry allows spaces, use these placeholders:

'9' stands for a number (0-9) or a single space

'?' stands for a letter (A-Z) or a single space

'a' stands for an alpha-numeric character (A-Z, 0-9) or a single space

Use the '>' character to convert the letters after the '>' to upper-case.

Examples:

(000) 000-0000 allows an entry of a telephone number, e.g. (123) 456-7890

000AAAA allows an entry that starts with three (3) digits, followed by four (4) characters (numbers or letters).

000>AAAA as above, but the letters are rendered upper-case.

The mask for a date must be one of the following: 00/00/0000 or 00/00/00 or 00.00.0000 or 00.00.00

Double entries (for validation)

If you mark the Pattern field with the keyword 'VERIFY' (upper-case, no quotes), the system will prompt the user to double enter the data. Double entries will prevent errors. The entry is accepted only if the two data strings are identical. Clipboard copy/paste is disabled for this purpose. The Mask is not fully operational in this mode.

Default: An entry will pre-fill the field with the default string. The user is free to change the entry (unless Block is set).

If the Default is 'TODAY' (upper-case, without the apostrophe), the current date is applied. Do not use the Mask option for this field.

If the Default is set to 'REPEAT' (upper-case, without the apostrophe), the entry is repeated from the previous posting (current session).

The Default entry of 'True' sets the True/False checkbox to 'True'.

Block: If the Block checkbox is checked, the default entry, the selected item from the dropdown, or data from the database lookup cannot be changed.

Dropdown list: If a dropdown list is specified, a list will be displayed when you enter the respective data field. To specify a dropdown list, enter the list items in the Dropdown list column, separated by a vertical line (pipe character). The list should be relatively short for good performance, although there is no real limit.

Example: Budweiser|Sam Adams|Yuengling|Carlsberg|DosEquis

The options for the search result display are:

Primary key: SQL databases require one column (field) to be a unique primary key. If you create the database with the Infothek Database creation tool, the field is automatically created, called Id. If you created your own database, using a different name for the document path, select the field from the dropdown list.

DOC field name: If you use the program for document management, one of the columns (fields) must hold the path to the archived document. If you create the database with the Infothek Database creation tool, the field is automatically created, called DOC. If you created your own database, using a different name for the document path, select the field from the dropdown list.

File substitution, if specified, will substitute the path of a file name when opening it from the Search window. For example an entry of 'C:\xyz\' would tell the system to look for the C:\abc\myfile.tif in the C:\xyz folder. The substitution string must end with the applicable directory separator character. The file substitution option is useful if you transfer a batch of files to a different folder, different drive, etc. If the system does not find the file in the substitution drive, it will try to find it in the original drive.

The column used for sorting (optional): In the 'Sort order' dropdown select the name of the column that you want to be used for the primary sort. By default, the sorting is in ascending order. If you prefer the sorting to be in descending order, pick an item with the DESC keyword.

The order in which the columns are displayed (optional): In the Row lineup field specify the column ordinal numbers of the first four (4) displayed columns. The column numbers are as they are shown in the column table in the Setup window (not as they are shown in the Search

window). Separate the numbers by a vertical line (pipe character). Example: 2|3|8|4. If no order is specified, the columns are lined up in the inherent order, except that the Id and DOC columns will be placed last.

The order in which the files are listed in the dropdown list in the query window (optional):

In the Row lineup field specify the column ordinal numbers of the first four (4) displayed columns. The column numbers are as they are shown in the column table in the Setup window (not as they are shown in the Search window). Separate the numbers by a vertical line (pipe character). Example: 2|3|8|4. If no order is specified, the columns are lined up in the inherent order, except that the Id and DOC columns will be placed last.

Column lineup (optional): This option refers to the order in which the first four columns are displayed in the query result table. Specify up to four (4) column ordinal numbers, the first column is number 1. Separate the numbers by a vertical line (pipe character). Example: 2|3|8|4. If no order is specified, the columns are lined up in the inherent order, except that the Id and DOC columns will be placed last.

Query lineup (optional): This option refers to the order in which the columns (fields) are listed in the dropdown list in the query window. Specify up to four (4) column ordinal numbers, the first column is number 1. Separate the numbers by a vertical line (pipe character). An optional asterisk suffix defaults the operator to 'INCLUDE' (instead of 'START WITH', for text fields only). Field can be repeated. Examples: 4|3|1|2 1|2*|3|42 1|2*|2|3

User Preferences

There are five user preferences (default settings):

Last used database

Last accessed XML folder

Viewer preferences (viewer used in the Archiving and Search windows)

Default filter for opening files

When the program closes, the five settings are saved and used as defaults in the next session.

Copy, Paste, Clipboard

Alternatively, select one or more rows, columns or cells and press the standard Windows shortcut CTRL+C.

Alternatively, to copy the data of individual rows with the field names, or individual cell values, select the row and click on the 'Detail' button. In the Record data window select the clipboard method.

Linked Applications

If you use Infothek for document imaging, you can link the archived files to specified applications. Open the 'Search' option and run a search. Select a record that has an entry in the DOC column. If the selected record includes a file path, you can click on 'View file' button and the file opens in the application associated with the file's extension name.

However, you may want the file to be sent to another application, so you click on the 'Apps' button. Up to eight (8) applications (.exe files) can be entered in the 'Add linked applications' function in Setup. With the linked application you can also specify a switch, although that is rarely required. For example, to send the file to an E-mail application, the '/a' switch may be necessary.

The linked applications specification files are saved separately for each user. The path to the setup file, should you want to copy it for other users, is shown in the Linked Application window.

Database Lookup

When indexing records, you can look up a database anytime. Click on the 'Options + Shortcuts' button and select 'Lookup database' (CTRL+L shortcut). You are prompted to select the XML file associated with the lookup database. In the window that opens, select the search field and enter the criteria. For the criteria you need not enter the complete search string, just type the leading characters.

Before you can use a lookup database, you must create an XML database specification file for the lookup database. You will find the function in Setup -> Advanced options. The only entry generally needed is the table name; the connection string is defaulted, but verify and correct it if needed. If you specify the 'Order by' field in Setup, the field will be selected as the default in the lookup window.

Other Options

The following options are available via the 'Options' menu button:

Import Database

Use this option to import data from other databases, spreadsheets, etc. Import reads tab-delimited text files. The data can be allocated to the various database columns. The 'Import' window leads you through the import process.

Errors are posted to an error log in the
C:\Users\[USER]\AppData\Roaming\InformatikApps\Infothek folder

Export Database

The option exports selected data from the database to a comma-delimited text file. You need some basic SQL language knowledge. A typical SQL string would be:

```
SELECT * from [myTable] WHERE [myField] LIKE 'Inv%'
```

This sample command will export all records where the field myField has a content starting with 'Inv'. Note that all table and column names are encapsulated in square brackets. Follow this practice; it will avoid conflicts with SQL reserved terms.

If unsure about the SQL string, run an equivalent search in the Search window. Click on the 'Last SQL string' link.

Alternatively, for a small number of records, you can export data via the Windows copy function. If, for example, you need to insert a selection of rows into a spreadsheet, run a search, select the rows and press CTRL+C (the Windows copy shortcut), then paste the data into the spreadsheet.

Global Editing

Global editing allows you to change the text of a field, intended for advanced use. Test first, and make sure the database is safely backed up.

Custom Operation

The custom operation option allows you to run a custom SQL command. The option must only be used by persons that are familiar with the SQL language; incorrect use can destroy the database. You will be able to perform powerful options, such as increasing the sizes of fields,

add columns, create indexes , etc. Proceed with caution. Make sure that the affected database is safely backed up.

It is recommended that table names and row (field) names are encapsulated in square brackets; this prevents conflicts with SQL reserved words.

Examples (but check SQL documentation and have good backup):

```
ALTER TABLE [MyTable] ALTER COLUMN [MyRow] NCHAR(100)
ALTER TABLE [MyTable] ADD [NewCol] NCHAR(100) NULL
ALTER TABLE [MyTable] DROP COLUMN [MyRow]
```

Integrated Image Viewer

When indexing records to the document imaging database, and when running a search, by default, the image files are displayed in a simple integrated multi-page Tiff image viewer. In the Archive and Search windows, you can opt to view the image files in your own system defaulted graphics viewer, instead of the integrated viewer. The integrated viewer runs as a 'single instance' so that you do not need to close the viewer before you open the next file. The integrated Tiff viewer does not support PDF file; these files are always displayed in the default PDF viewer.

Once the integrated viewer is open, click on the 'Options' link button for the viewing functions. Also, click on the 'Help' link button for instructions.

The integrated image viewer is very basic, intended mainly for viewing multi-page Tiff files for document indexing. It does not support PDF files.

Instead of scrollbars, use panning; with the left mouse pressed, move the image in any direction. Resize the window by dragging the grip handle in the bottom-right corner.

For display options, move the cursor to the upper-left corner of the image and select the option. Or, select 'Options' in the task bar.

The Zoom options are active only in Actual-size mode. If you zoom-in while in in'Fit-size' mode, the image is displayed in Actual-size; if you zoom-out while in Width-size, the image is displayed in Fit-size.

The Rotation option rotates the image clockwise; counter-clockwise if you press the CTRL key.

There may be situations when you would like files to be opened always at a fixed panning offset. Pan the image to the desired location, then, in the Options menu, press 'Automatic image offset'. To cancel, select the 'Cancel image offset'.

Resize the window by dragging the grip handle in the bottom-right corner.

Security

A separate version that limits access to the program only for registered users is available.

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