



# QUICK START GUIDE

## Welcome to Database Oasis

Database Oasis is a central storage place for information. This can be anything that you need to keep track of, such as personal information, financial information, family records, business records, etc. Database Oasis is designed to be very easy to use. Although we provide detailed documentation, it is our hope that you will be up and running with very little need to consult the manuals. This document gives you a quick overview of the basics to get you going in the right direction. For more detailed instructions, please refer to either the on-line help or the User Guide. These can be accessed from the Learning Center on the Welcome Screen inside the software.

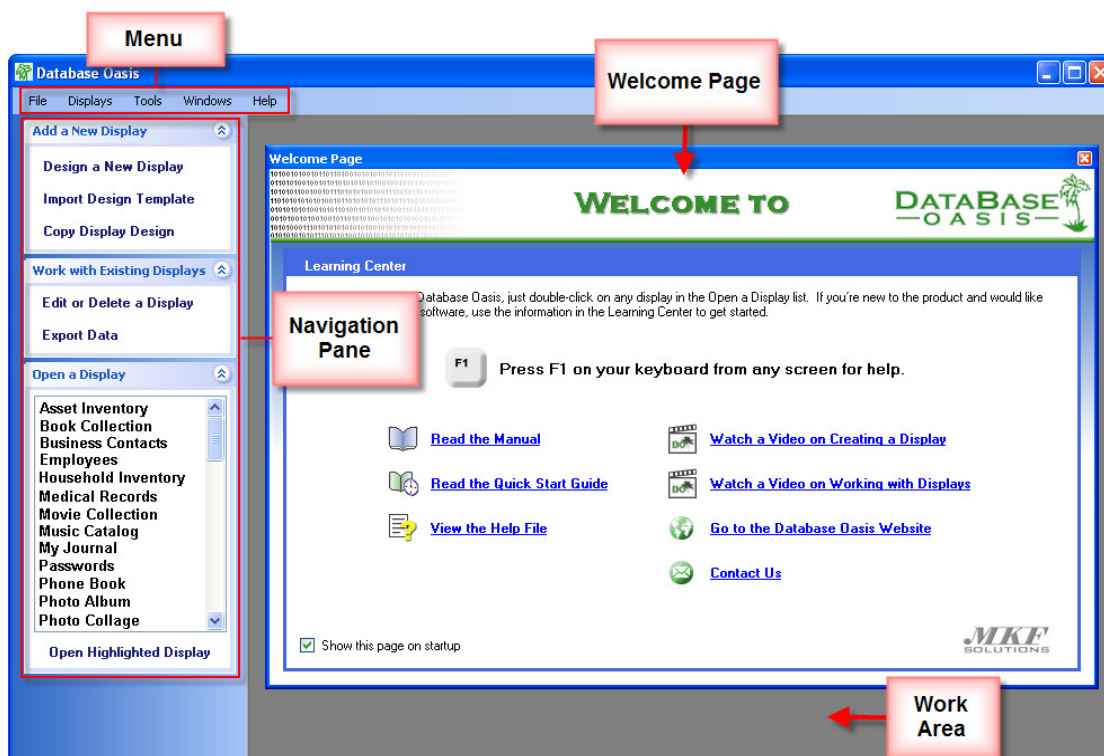
## Launching the Application

When the software was installed, an icon was added to both your desktop and your program menu, providing two different ways to launch the software.

- On the Windows desktop, double click the Database Oasis icon: 
- Click the Start button on your Windows Taskbar and locate the Programs or All Programs option on the menu (depending on your settings in Windows). Open the Database Oasis folder on the menu and click on the Database Oasis menu item:  Database Oasis

Database Oasis will launch.

## Exploring the Screen



The software is divided into four main sections:

### Welcome Page

When you first open Database Oasis, you will see the Welcome To Database Oasis page. This page provides brief instructions on using the product and links to additional help options.

### Work Area

This is the area where you will interact with your displays. Displays are the screens you create to contain and view your data.

## Navigation Pane

The Navigation Pane provides quick access to the most commonly used features in Database Oasis.

## Menu Bar

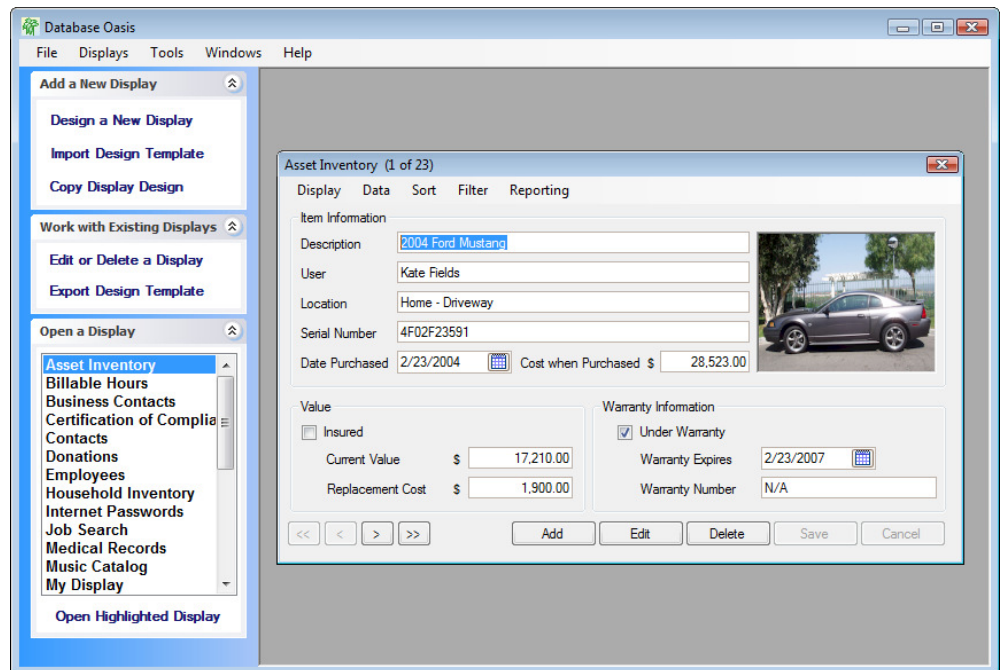
Much of the functionality in Database Oasis is specific to a particular display. For this reason, each display will have its own menu. The options selected from that menu will only impact that display. Any functionality that does not require that you open a specific display is accessible from the main menu bar.

## Opening Displays

Database Oasis stores information in data displays. The software comes with a number of displays already configured which you can customize to suite your needs. You can also create displays from scratch in a matter of minutes.

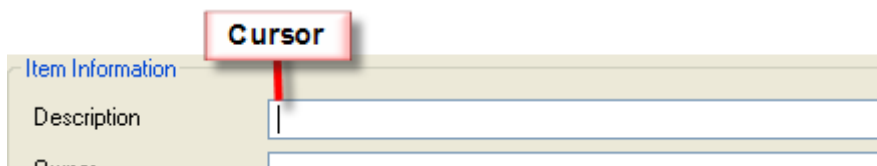
All of your displays will be listed in the [Open a Display](#) list on the Navigation Pane.

Double-click on any display in this list, or highlight it and click [Open Highlighted Display](#). Your display will open in the main work area.



## Adding Records

Click the Add button on the display. A blinking cursor will appear in the first field.



Type your information in the fields. You can get to the next field by clicking in it or pressing Tab on your keyboard to move through the fields in the order of left to right, top to bottom.

When you are happy with your new record, click Save.

## Adding and Modifying Displays

Changes to the look and structure of a display are made in the display designer. This can be accessed by either adding a new display, or editing an existing display. Add a new display by clicking [Design a New Display](#) in the Navigation Pane. The Display Properties screen will come up where you can name your display and control the background appearance. Press F1 at this screen if you need any help with the settings.

Edit a display by clicking [Edit or Delete a Display](#) in the Navigation Pane and selecting the display you would like to modify. The display designer will open to your new display.

## Exploring the Screen

The Designer consists of four sections:

### The Designer Menu

This menu only appears when the designer is open. It contains properties, formatting, and other options.

### The Tools Pane

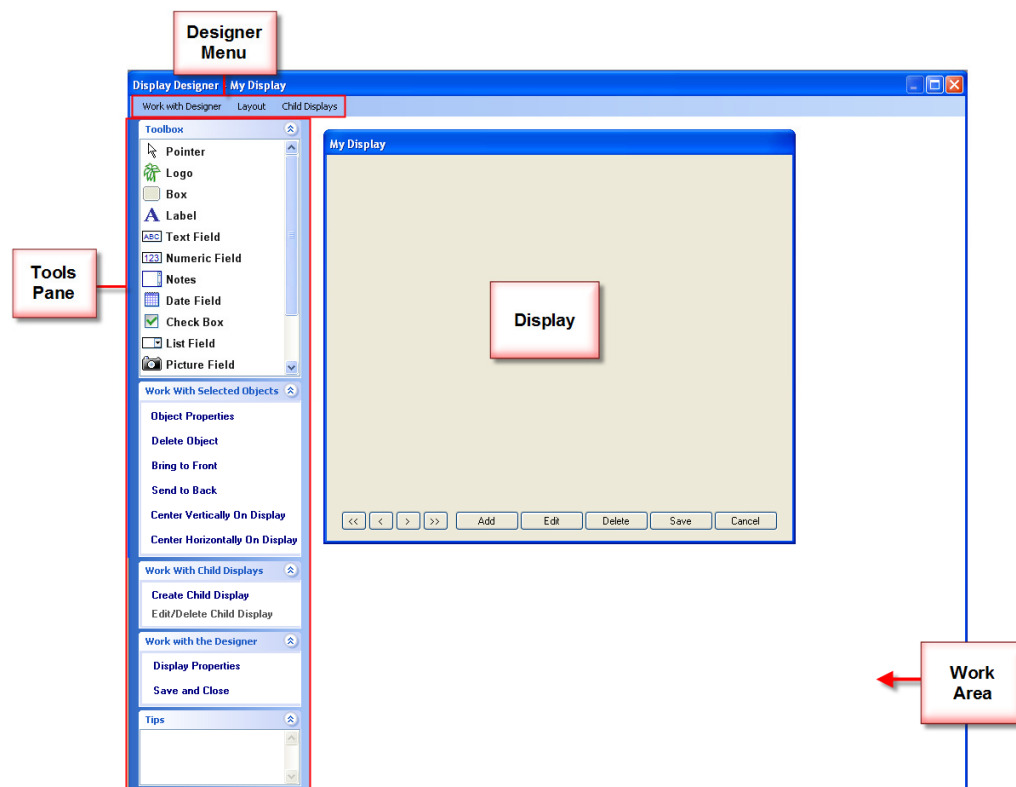
This contains the items that you can add to your display as well as shortcuts to some of the most common menu functions.

### The Display

This is the display you are creating. The way the display looks as you build it in the designer is how it will look when you open and use it at the main screen.

### Work Area

This area gives you space to change the size of your display.



Build your screen by adding objects from the toolbox to your display. To add an object, click on a tool in the Toolbox, then click on the display where you would like the object to appear.

The [Logo](#), [Box](#), and [Label](#) tools are used to add design elements to the page. The [Text Field](#), [Numeric Field](#), [Notes](#), [Calculated Field](#), [Date Field](#), [List Field](#), [Check Box](#), [Auto Incrementing Field](#), [Child Rollup](#), and [Picture Field](#) tools are used to add field type objects that will contain your data.

As you add items, their properties screens will come up where you can enter the settings for the item. Press F1 on your keyboard at any screen if you need help with the settings. You can edit properties again later by double clicking on the object.

When you're finished, select [Save](#) and [Close](#) from the [Work with the Designer](#) section on the [Tools](#) pane.

Congratulations! You have now successfully created your own display! It will be available in the Open a Display list.