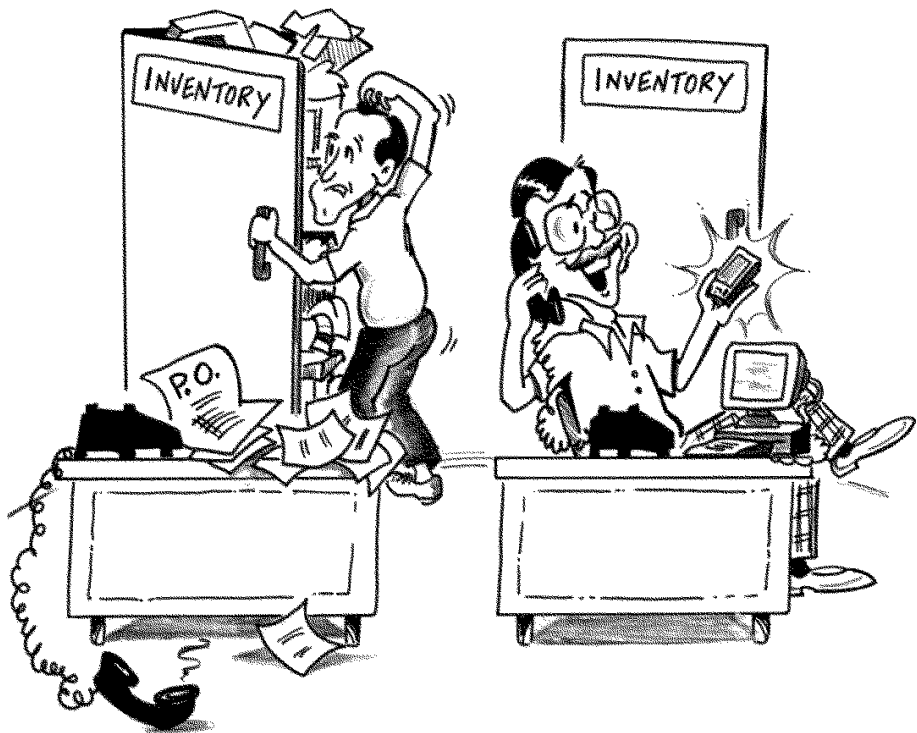


7 Organizing Your Data



Contents

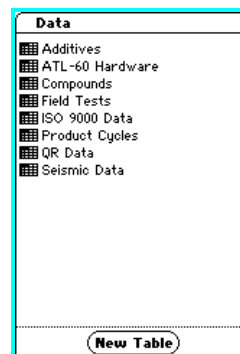


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Introduction

This chapter shows you how to use Avigo's **Data** application to store and easily access vital information such as medical histories, symptoms, diagnoses, treatments, engineering data, product specifications, descriptions, contents, ingredients, applications, inventories, and more. **Data** lets you:

- ◆ Create up to eight data tables with up to 32 fields in each.
- ◆ Transfer data from Microsoft Excel™ or Lotus 1-2-3™ spreadsheets on your PC into data tables on Avigo.
- ◆ Transfer data from Avigo data tables into a spreadsheet on your PC.
- ◆ Hide and lock table entries with a password to protect sensitive data.
- ◆ Use a **Search** function to locate table entries quickly.



If you think you'll ever need the information again, create an Avigo data table in which to store it. For example, you can:

- *Log famous espresso shops in all the airports you visit, exact terminal and all.*
- *Transfer medical insurance codes stored in a database on your PC to a data table.*
- *Keep a data table of your collectibles, showing what items you already have and what you still need.*
- *Store hotel addresses, phone numbers, etc. for each city to which you travel frequently.*

Creating a New Data Table

Creating a **Data** table involves naming the table, defining field names, and the data types for each field. After the table is created, you can then enter information into the table.

1. Tap on the **data** icon to display the **Data** application screen.

2. Tap **(New Table)** to display the **New Table** screen.

3. Enter a name for the new table in the space to the right of **Table name**.

4. Enter field names for the new table in the spaces below **Field Name**. A maximum of thirty-two fields may be created.

5. Tap on the list ∇ control to the right of the field name and below **Data type**. A pop-up list containing data type selections will be displayed.

6. Select a data type for each of the new field names from the pop-up list below **Data Type**. Choices are as follows:




Select:	When your data is:
Text	letters, numbers, and symbols
Date	calendar dates
Time	12-hour or 24-hour time format
Numeric	real, integer, or currency type numbers
Checkbox	<input checked="" type="checkbox"/> = Yes and <input type="checkbox"/> = No
List	a list of items

Note: The **List** field allows you to select a list of items for this field. **List** fields must first be created in **Setup** in the **apps.** application before you can add them to your entries. A maximum of sixteen **Lists** may be created and managed. Each **List** may contain up to sixteen items. For more information, see *To create and edit a List in Setup* in *Chapter 2: Quick Start Short Cuts*.

7. Tap \checkmark to save the new table or tap \times to return to the previous screen without saving it.


Adding Data Table Entries

Adding table entries is a matter of adding rows of data into a new (empty) or existing table.

1. Tap on the **data** icon to display the **Data** application screen.
2. Tap on a table from the list of existing table names.
3. Tap **(New Entry)** at the bottom to display a screen for entering new data.
4. Enter data into the various fields as appropriate. Use the  arrows to access fields in previous or following screens.
5. Tap  to save your changes or tap  to return to the previous screen without saving your changes.



Viewing Data Table Entries

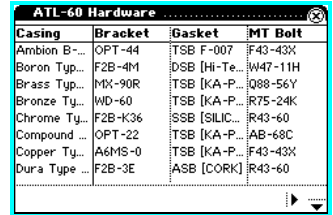
Table entries can be displayed with a vertical or horizontal orientation as desired. To view table entries that are marked **Private**, you will need to enter a password after opening the menu and selecting **Show private**.

1. Tap on the **data** icon to display the **data** application screen.
2. Select a table from the list of existing table names. A list of table entries will be displayed.
3. To view more table details, you can:
 - Tap on one of the data entries of the table to display the **Detail** screen. Use the  arrows to view fields and data in previous or following screens.
 - To display specific table fields and data, open the **Secondary** list box and tap on a field name for viewing. The field and its data will be displayed.
 - To locate a table entry when there is more than one screen of entries, tap **(Search)** and enter the data from the first field of the table entry in the keyboard. As you begin entering the data, the Search function immediately begins locating the entry and displaying it above the on-screen keyboard.



Note: To view another table, tap on the **data** icon to re-display the table list.

To change the display orientation:



1. Tap  to switch from vertical to horizontal orientation. Tap  to switch back to vertical orientation.
2. You can change the width of the fields so as to view more data in the fields. To change the width of a field, use the stylus to tap on the border between the field names and then drag the border to the left or right.

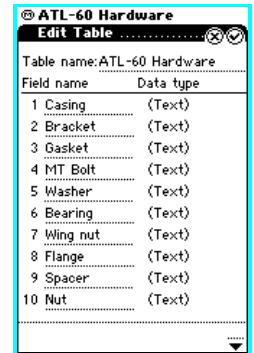


Casing	Bracket	Gasket	MT Bolt
Ambion B...	OPT-44	TSB F-007	F43-43X
Boron Typ...	F2B-4M	DSB [Hi-Te...	W47-11H
Brass Typ...	MX-90R	TSB [KA-P...	Q88-56Y
Bronze Ty...	WD-60	TSB [KA-P...	R75-24K
Chrome Ty...	F2B-K36	SSB [SILIC...	R43-60
Compound ...	OPT-22	TSB [KA-P...	AB-68C
Copper Ty...	A6MS-0	TSB [KA-P...	F43-43X
Dura Type ...	F2B-3E	ASB [CORK]	R43-60

To view other fields, use the   arrows. The first column with its field name and data will always remain in view to provide a constant frame of reference.







Editing Data Tables

1. Tap the **data** icon to display the **Data** application screen.
2. Select a table from the list of existing table names. A list of the table entries will be displayed. Use the   arrows to view entries in previous or following screens.
3. To add or change table field names, open the menu and choose **Edit table....** The **Edit Table** screen will appear.
4. Add or change field names as desired.



Field name	Data type
1 Casing	(Text)
2 Bracket	(Text)
3 Gasket	(Text)
4 MT Bolt	(Text)
5 Washer	(Text)
6 Bearing	(Text)
7 Wing nut	(Text)
8 Flange	(Text)
9 Spacer	(Text)
10 Nut	(Text)

Note: Deleting tables or field names may only be done on the PC. For more information see the *Avigo Manager online help*.

5. Tap  to save your changes or tap  to return to the previous screen without saving changes.
6. To add or change table data, tap on any of the data entries of the table to display the **Detail** screen.
7. Tap on **Edit**.
8. Add, change or delete data entry information as desired.
9. Tap  to save your changes or tap  to return to the previous screen without saving changes.
10. To add another row of table data, tap **New Entry**.
11. Add data entry information as desired.
12. Tap  to save your changes or tap  to return to the previous screen without saving changes.