



Quick Starters Guide for Beginners



MonoBase is now able to create dynamic forms for data input and editing. You may also use grids for data edit or insertion.



Create unlimited databases with unlimited tables, fields, and rows. Includes a custom report builder. Interface with ODBC compatible databases and create custom reports for them.

N.B. - When installing on Windows Vista and Windows 7 / 8 / 10, set the application to run as an "Administrator" including the install file.

Features Available:

- Create unlimited databases with unlimited tables, fields, and rows
- Access any ODBC compatible database of any size, from 1 Kilobyte to 1 Terabyte
- Filter tables instantly
- Run SQL statements with the SQL query engine
- Create custom reports for all your databases
- Full help file to assist you in creating custom database reports
- Full administration capabilities of any ODBC compatible database through our SQL engine
- Supports any SQL standard that your ODBC compatible database requires
- Export your data to comma separated files
- Print tables and queries straight from your data grid
- Ultra simple graphical-user-interface
- Use MonoBase as an Interface to any ODBC compatible database
- Open up to 5 databases simultaneously
- Open up to 5 tables of the same database simultaneously
- MonoBase includes the Paradox ODBC driver for complete compatibility for other database software

*** New Updates ***

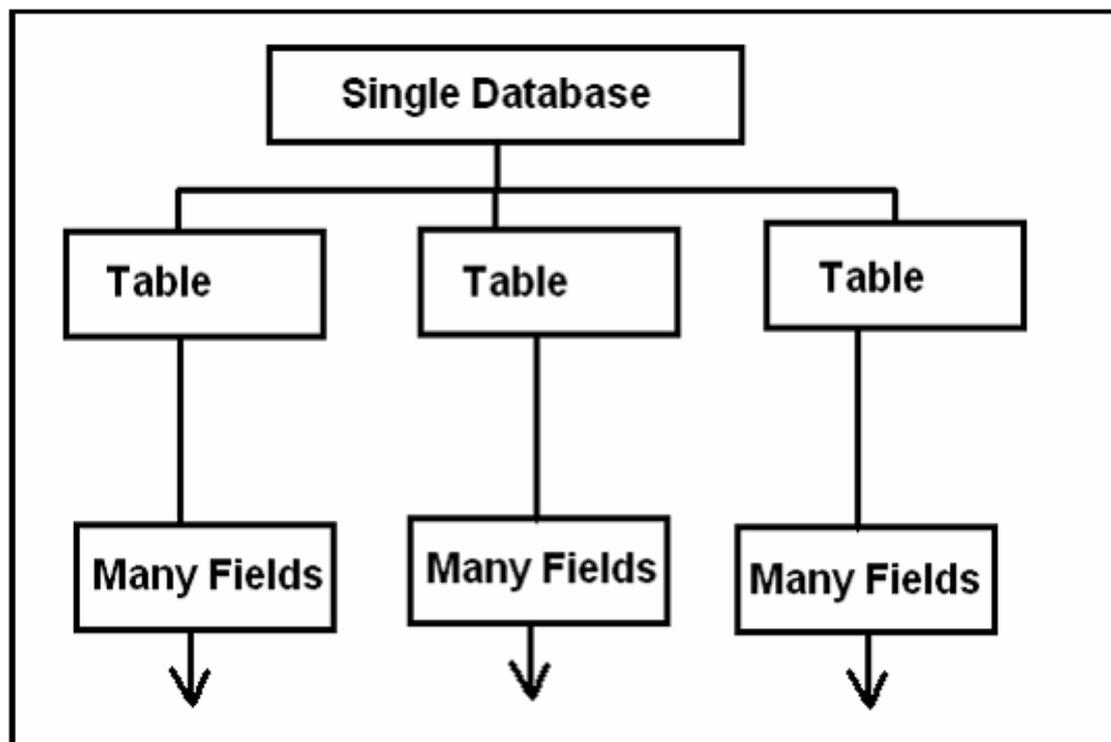
- Tables now have referential integrity with primary and secondary keys
- Master / Detail view on linked tables
- Added 2D/3D charting on custom SQL Queries
- Enhanced data handling for edit/insert and viewing of data
- Export data in CSV or XML format
- Insert or paste Images with unlimited size for archiving

Very Important!

When creating a database, table, or field, please use the following naming conventions:

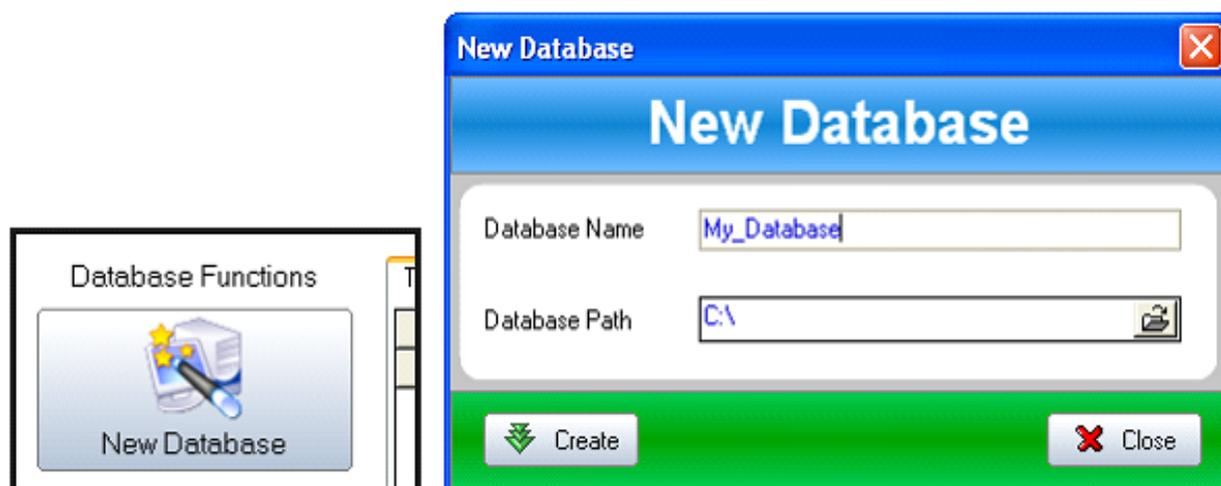
"Table_Name", "My_New_Database", "Field_Name".

The database does not recognise spaces between names.



Here are a few steps to help you get started:

Step 1.



1. Click on the "New Database" button
2. Enter the Database name you want to create e.g. "Address_Book"
3. Select the folder where you want your database saved
4. Click on the "Create" button to create your database.

Now go to the "Database Name" drop down to select your newly created database to start.



Follow these rules when specifying field names in tables:

- The maximum length of a field name is 25 characters.
- A field name cannot start with a blank space (unless it is enclosed in quotation marks).
- Each field name in a table must be unique. (You can not have two identical field names.) You cannot make a name unique by doing one of the following:
 - Adding a blank space at the end of the name
 - Changing the capitalization of the name

A field name should not contain certain characters if you plan to use the table in a query, because these characters have special significance.

These characters are:

- The comma (,), the pipes (|), and the exclamation point (!)
- Avoid using SQL keywords, such as SELECT and COUNT.

Step 2. Creating Tables and Fields:



1. Click on the "New Table" button

A screenshot of a "New Table" dialog box. The title bar is blue with the text "New Table" and a close button. The main area has a white background. At the top, there is a "Table Name" field with a placeholder "(eg. TABLE_NAME)". Below it is a "Field Name" field with a placeholder "(eg. FIELD_NAME)". To the right of the "Field Name" field is a "Field Type" dropdown menu. To the right of the "Field Type" dropdown is a "Field Size" field. Below these fields is a table with three columns: "Field Name", "Field Type", and "Field Size". The table has 10 rows. The first row is highlighted in blue. At the bottom of the dialog, there is a green bar with several buttons: "Create", "Print", "Primary Key / Foreign Key", "Clear", and "Close". Below the table, there is a small text box with the following text: "First two fields may only be AutoInc, Integer, or String. Only fields of type String and Memo can have field size larger than zero."

2. Enter the name of your table to create e.g. "Friends_Family"
3. Always start a table with an index number "AutoInc" field.
4. On each line enter the field names and field type that you want to save in your new table:

- "Index_Number" - AutoInc {Primary key, this field must always be unique}
- "Name" - String - 25
- "Surname" - String - 25
- "Notes_Comments" - Memo - 200
- "Personal_Image" - Graphic Bitmap - 240

5. Click on the "Create" button to create your table
6. Click on the Drop-Down ComboBox on the main form to select your newly created table
7. Your table and data fields will now be displayed



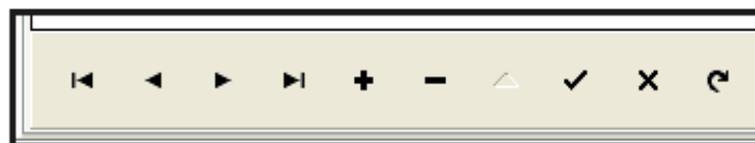
The field types and what they are follows here:

- AutoIncrement - This field is always used as the first field to ensure unique record keeping
- Blob - This field is used to hold files, images, or any other type of binary file - No size required
- Boolean - This field holds only two options: True or False - 0 or 1
- Bytes - A common use of a bytes field is to store bar codes or magnetic strips.
- Currency - This field contains float values representing currency - \$345.98
- Date - Contains the date entered - 22/01/2011- it must be the same as the system settings values
- DateTime - This field is used for time stamping records - 22/01/2011 12:34:13 PM
- Float - This field holds any type of value containing e.g. 5432.89765
- Graphic - This field holds only images in the bitmap format, any size is acceptable
- Integer - Contains values without any extras, e.g. 5432

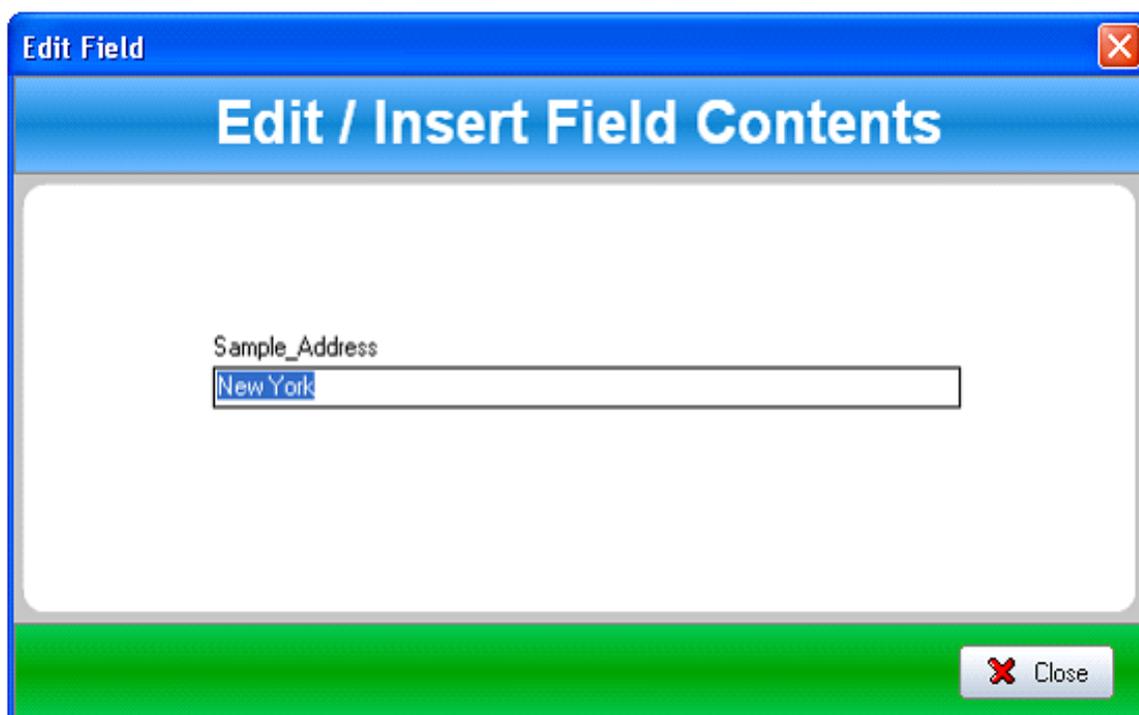
- Memo - This field holds text or paragraphs without any formatting like notes - 0 - 240. Memo fields can be virtually any length. Memo fields can contain letters, numbers, special symbols (such as %, &, #, and =), or any other printable ASCII character (except null). You can enter line breaks, tabs and other print control characters in memo fields.
- SmallInt - Contains values from 0 to 32000
- Strings - Contains 255 characters only - Requires size - 0 to 255 characters
- Time - This field holds only time values - 12:38:29 PM
- Variable Bytes - N.A.



Step 3. - On the bottom of the grid-table you will see a navigation bar. To edit, delete or add any data, click on any of the appropriate buttons first.



Click on the "+" button to enter a new record. For easier data entry or data viewing, simply double-click on the table cell to enter your data after you have clicked on the "Edit ^" or "Add +" button.



Remember to click on the "Post" button after you have entered or added a new record. Each button will give you a hint as to what each of them do.

That is basically the whole process you need to follow in creating, editing, and viewing your database and tables.

If you wish to create reports on your data, see the helpfile in the report writer or in the menu next to the Monobase shortcut in the main menu of your Windows system.



How to filter/search your table data e.g. :

1. Enter your fieldname first: Surname
2. Now find data on all Surnames in your table: Surname = 'Van Helsing'
3. Click on the filter button.
4. The tabel will now show all records with the "Van Helsing" surname.

Filter Script: **Surname = 'Van Helsing'**

Just click on the filter button again to switch the filter engine off. All the table data will then return/display as normal.

Please take note that:

- All string/text values must be enclosed in single quotes ' '.
- All values and integers do not have to be enclosed in any quotes.

You may use other operators to find or search data with:

- ">" - Larger than
 - "<" - Less than
 - "=" - Equal to
 - ">=" - Larger than and Equal to
 - "<=" - Less than and Equal to
- 

How to create charts using your data:

Step 1:

- Select the "Custom Queries" tab
- Select your database that you want to query from the drop down list. {It is not necessary to select a table}
- Now enter your SQL statement that will retrieve your data from the database in the text box underneath the data grid and then click on the "Run SQL" button. The "Exec SQL" button is for making changes{e.g. edit,change, delete etc.} to tables or the database itself using SQL statements - for advanced users only.
- Please remember that your data descriptions must be at the left and top of the grid and any or all numerical data must then fill up the rest of the grid. So select your description first and then your numerical data. This is done for the chart engine for faster display and proper identification of your results.

Database Name **DBDEMOS** Database Tables

Table 1 Table 2 Table 3 Table 4 Table 5 Custom Queries Master - Detail

Common_Name	Length_In
Clown Triggerfish	19.6850393700787
Red Emperor	23.6220472440945
Giant Maori Wrasse	90.1574803149606
Blue Angelfish	11.8110236220472
Lunartail Rockcod	31.496062992126
Firefish	14.9606299212598
Swell Shark	40.1574803149606
Bat Ray	22.0472440944882
California Moray	59.0551181102362
Lingcod	59.0551181102362
Cabezon	38.9763779527559
Atlantic Spadefish	35.4330708661417
Nurse Shark	157.48031496063
Spotted Eagle Ray	78.740157480315
Yellowtail Snapper	29.5275590551181
Redband Parrotfish	11.0236220472441
Great Barracuda	59.0551181102362
French Grunt	11.8110236220472
Dog Snapper	35.4330708661417
Nassau Grouper	35.8267716535433
Yellow Jack	35.4330708661417
Redtail Surfperch	15.748031496063
White Sea Bass	59.0551181102362
Rock Greenling	23.6220472440945

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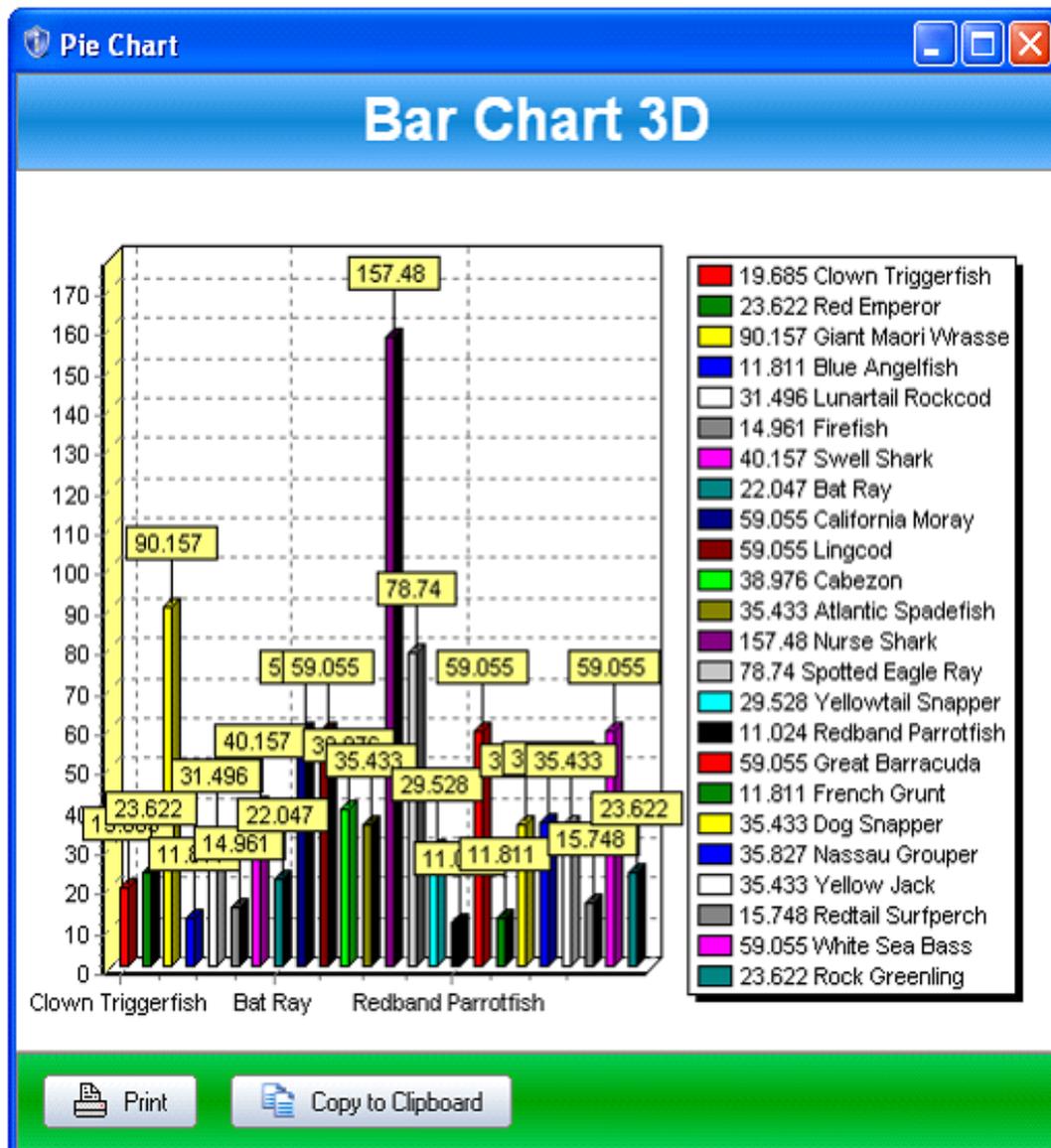
Select Common_Name, Length_In
from biolife
where length_In > 10

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Now select the type of chart you wish to create from your data and then click on the "Preview" button:

Bar Chart 3D

If all goes well, you should get a chart window like below.



<http://www.ssuitesoft.com/database.htm>