

**Course Description:** Alpha Five V7, Level 2, is an instructor-led training (ILT) course designed for new users of the Alpha Five V7 software package. Participants learn how to save data entry time by using sound table design techniques to control data entry and automate tasks with the use of Field Rules for table lookups, validations, conditional expressions, auto-incrementing, and custom input masks. Participants learn how to enhance forms with Action Scripting, conditional objects, tabbed subforms, Smart Fields, Bubble Help, and restrictions. Students also learn how to create advanced reports that use global variables, build form letters, create grouped reports, reports with subreports, and conditional objects. Participants learn how to develop an application and tie the objects together into a cohesive system with custom toolbars, custom menus, custom help, and incorporate administrative tasks such as compacting, zipping, and backing up the database, implementing security, and network optimization.

**Course Length: 2 Days**

**Prerequisites:** Alpha Five V7, Level 1 or equivalent knowledge.

### OUTLINE

#### Reviewing the Basics

- Reviewing the Design Process
- Determining Application Tasks
- Defining Database Objects
- Using the Table and Index Editor
- Using the Field Rules Editor
- Using the Set Editor
- Designing a Form Using the Form Editor
- Putting It All Together
- Adding a Pre-Defined Button Object
- Assigning a Startup Form
- Reviewing the Case Study

#### Analyzing the Project

- Understanding the Case Study
- Examining the Entity Relationship Diagram
- Exploring the Database Design
- Viewing the Event Planner Project Tables
- Using Lookup Tables

#### Exploring Field Rules

- Reviewing Field Rules
- Accessing the Field Ruled Editor
- Defining a Field Lookup List
- Using Expressions and Conditions
- Creating a Calculated Expression
- Defining a Custom Validation
- Assigning Data Entry Formatting
- Using Transformations and Input Masks
- Using Lookup Tables
- Defining a Table Lookup for a Field

#### Building and Modifying Forms

- Creating a Tabbed subform
- Managing Tabbed Pages
- Managing Forms and Form Objects
- Inserting Fields on Forms
- Adding Graphics to a Form
- Defining a smart Field on a Form
- Setting the Tab Order in a Form
- Adding a Browse Object to a Form
- Working with Form Properties
- Assigning a Form Title
- Determining the Opening view of a Form

#### Creating Dialog Boxes using Xdialog

- Understanding Dialog Boxes
- Working with Variables
- Creating a Radio Button Dialog
- Assigning Radio button Values
- Specifying Dialog Box Display Options
- Previewing a Dialog Box
- Defining an Action as Conditional
- Defining a Record-List Dialog
- Defining Multiple Variables
- Choosing the Table for the Record-List
- Defining a Filter and Columns

#### Building Reports

- Reviewing the Basics
- Planning the Design of a Report
- Creating Report Sections
- Creating a Summary Calculation
- Creating Form Letters
- Understanding Letter Regions
- Suppressing Blank Space on a Report
- Combining Text and Field Objects
- Creating Calculated Fields

### **Expanding Reports**

- Working with Subreports
- Using Conditional Objects
- Defining the Conditional Object Content
- Creating Conditional Object Pages
- Using Variables in a Report
- Creating Variables for Selections
- Adding a Preview Action with a Filter
- Specifying the Report Sort Order

### **Enhancing the Application Environment**

- Using Conditional Objects on a Form
- Incorporating E-mail Functionality
- Composing a New Message
- Creating an Email Template
- Sending an Email Using a Saved Template
- Creating a Post Operation
- Defining a Posting Rule
- Selecting Records to Post
- Updating the Transaction Table
- Creating a Posting Field Rule

### **Performing Administrative Tasks**

- Managing the Database
- Compacting and Zipping Up a Database
- Backing Up a Database
- Implementing Security
- Setting the Database Master Password
- Adding a User Account
- Creating a Group Account
- Assigning Permissions
- Encrypting Data

### **Putting on the Finishing Touches**

- Creating Scripts
- Using the Code Editor
- Working with Startup Forms
- Setting Form Restrictions
- Building Custom Menus
- Building Custom Toolbars
- Configuring Application Startup