



Manage XT for PalmOS® by Handydev

Version 1.20

Last Updated: September 7, 2006

User's Manual

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1. Introduction

Thank you for trying out Manage XT®, an advanced tool to mass-maintain your contacts. With Manage XT you can instantly edit hundreds and even thousands of records with few taps of your stylus!

1.1 Contents

The distribution archive contains following files:

Manage XT.prc	The Manage XT program file
AddressXT.pdf	User's manual in PDF format
Readme.txt	Installation and release notes

1.2 Technical requirements

Manage XT requires PalmOS 4.0 or later. It takes up 106Kb of RAM on the device.

1.3 Installing Manage XT

Manage XT.prc needs to be installed on your PalmOS ® - powered device to use the software. Usually this is done using Palm Install Tool. Please refer to the documentation that came with your handheld for instructions on how to use the Palm Install Tool.

1.4 Address XT integration

Manage XT integrates with Address XT – the premium Contacts application from Handydev. If you have both Address XT and Manage XT applications installed, the Manage XT application can be launched from main menu of Address XT.

Manage XT supports extended Address XT sorting modes.

2. Application overview

2.1 Contacts list

The main screen allows you to select records which are to be modified by tapping on these records.

Manage XT	All
<input type="checkbox"/> Dmitrov, Alexa +8 10 254-11-35 W	
<input checked="" type="checkbox"/> Handydev u support@handyde...	
<input type="checkbox"/> ISV customer support 555-00-00 W	
<input checked="" type="checkbox"/> John, Smith 520-45-31 W	
<input type="checkbox"/> Karst..., Yve Yves.Karsten@yv...	
<input type="checkbox"/> Office solutions (012) 254-65-45 W	
<input type="checkbox"/> Parker, Mary 255-43-21 W	
<input type="checkbox"/> Procter, Alex +7 095 211-45-65- H	
<input checked="" type="checkbox"/> Shirak, Vladimir (854) 217-54-65 F	
<input type="checkbox"/> STL Grocery s_gr@yahoo.com	
<input type="checkbox"/> Stone, Jimmy jimmy@stone.net	

Look Up:
Contacts list



On this screen you can select records that you want to modify. Records can be selected individually by tapping on them. Alternatively, you can perform group selection using the Records menu (it allows you to select all records, invert selection, unselect all records, select all records in category, invert selection in category and unselect all records). Note that private records will not be selected if security settings are not set to “Show Private Records”.

If your PalmOS – powered device supports beaming or sending of records, you can beam/send the selected records using the Actions menu.

2.2 Modify Properties

After you have selected a group of records, you can modify their properties using the Actions-Modify Properties menu.

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Modify Properties i

For the selected contacts, set:

- Private status:**
 - ▼ Non-Private
- Category:**
 - ▼ Unfiled
- Displayed Phone #:**
 - ▼ Work
- Set only if contact has it**

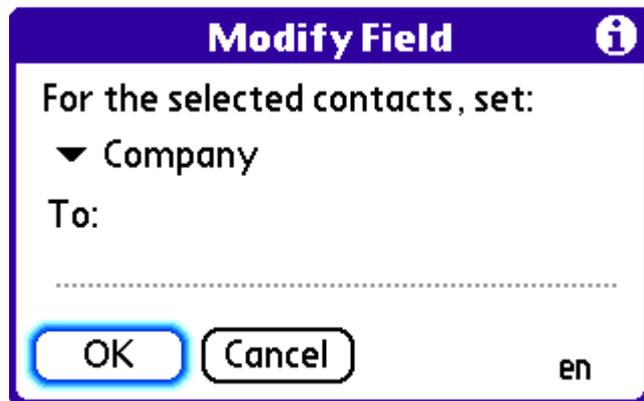
Modify Properties

To modify a property, check a checkbox near it and select the property value. For example, to move selected records to another category, check “Category:” and select the new category from a drop-down list, then press OK.

Note that displayed phone #, for example, "Mobile", will be set only for contacts which have one of phone fields set to "Mobile" if you select “Set only if contact has it” option that appears when you check the “Displayed phone #:” checkbox.

2.3 Modify Fields

After you have selected a group of records, you can modify their fields using the Actions-Modify Fields menu.



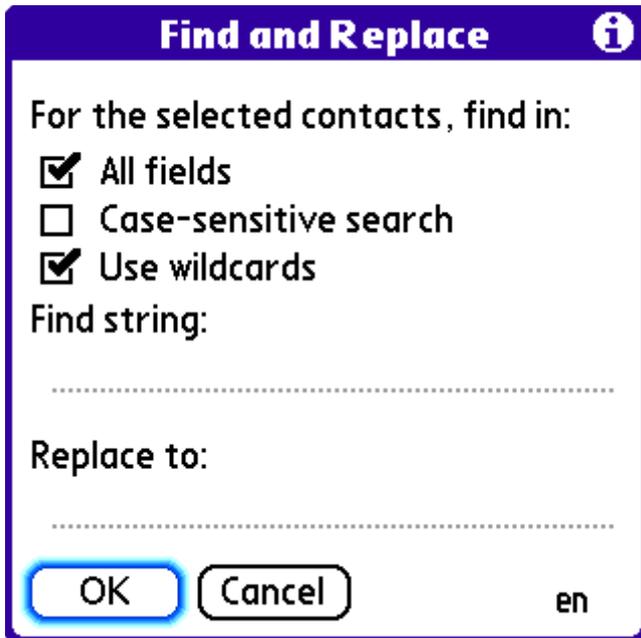
Modify Fields

To set some field for all selected records, select the field and type the field value in the “To:” line.

Note that if you leave the string blank and press OK, the selected field will be cleared for all selected records.

2.4 Find and Replace

After you have selected a group of records, you can perform the Find and Replace operation on them by using Actions-Find and Replace menu .



Find and Replace ⓘ

For the selected contacts, find in:

- All fields
- Case-sensitive search
- Use wildcards

Find string:
.....

Replace to:
.....

OK **Cancel** en

Find and Replace

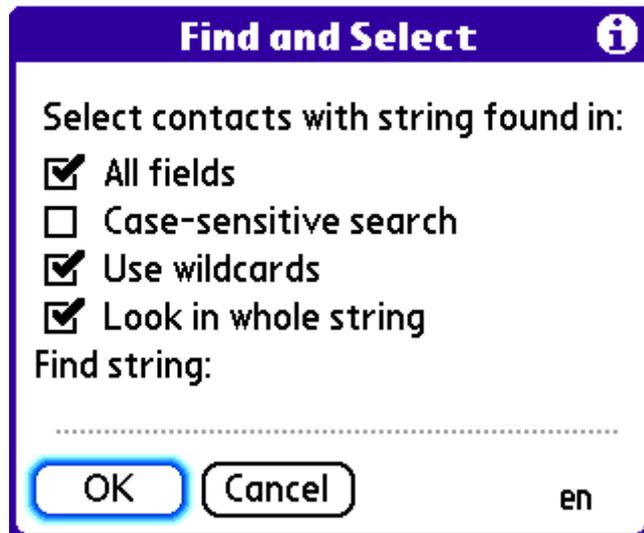
To perform find and replace operation only in a given field, unselect the “All fields” checkbox and select the field to search in.

Note that if you leave the “Replace to:” string blank and press OK, the string you are searching for will be cleared.

Check “Use wildcards” checkbox to substitute ? for any symbol and * for any number of symbols in the search string.

2.5 Find and Select

To select a group of records that contain a given string, use Find and Select function.



Find and Select

To perform search only in a given field, unselect the “All fields” checkbox and select the field to search in.

Check “Use wildcards” checkbox to substitute ? for any symbol and * for any number of symbols in the search string.

Set "Look in whole string" for extended search.

Examples:

1*2 - will match: 12, 8+132, 01+072-34, etc.

8?3 - will match: 893, +8+31, 8039

With this option on you can use several "*" symbols in the search string, for example:

1*2*3 will match both strings: 128 and 1+032-8102.

2.6 Find Duplicates

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Find Duplicates

To remove duplicate records from Contacts database, tap “Actions” – “Find Duplicates”.

Check “Only if in the same category” to look only for duplicates that reside in a same category.

If Manage XT finds duplicate records, they will be selected after you tap “OK”. If “Show only duplicates” is selected, only duplicates will be shown; you'll be able to show all records again using the Records menu.

2.7 Clean Up Memos

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Clean Up Memos

Some PIM (Personal Information Management) applications store part of data in memo field of a contact. For example, contact photo or contact links may be stored there. This data is rendered useless when you stop using the software that set it. Manage XT can delete such data from contact memos (it is displayed as garbage text in applications that don't support it). You can select specific applications from the list so that data that's used by your current PIM application won't be deleted.

2.8 Application Preferences

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Application Preferences

Check “Remember Last Category” to remember selected category between Manage XT runs.

Check “Clear selection after records modification” to clear selection after record fields or properties are changed.

3. Registering Manage XT

Manage XT will run only for 30 days (the trial period) unless registered.

To register Manage XT, write down your HotSync name which is mentioned in the About Screen of Address XT and complete purchase on the web site where you've downloaded Address XT, or on the web site mentioned in the Readme.txt file included with this distribution.

When asked for your HotSync name, enter it correctly. HotSync name entry is case-sensitive! Shortly after you payment is processed, you will receive e-mail letter with registration confirmation. Then, you should open the Manage XT About Screen again, tap "Register" and enter your registration code.

If you've correctly entered your Serial Number, the reminder screen will not appear any longer. Also, the About screen, when opened again, will not mention that this application version is not registered.

4. Change Log

30 July, 2004 – Manage XT version 1.0 released.

Initial release.

6 August, 2004 – Manage XT version 1.0a released.

Fixed registration issues.

22 September, 2004 – Manage XT version 1.01 released.

Added Find and Replace feature.

6 October, 2004 – Manage XT version 1.02 released

Added Find and Replace results display.

Bugfixes.

28 October, 2004 – Manage XT version 1.03 released

Added ability to modify displayed phone number.

21 January, 2005 – Manage XT version 1.04 released

Added case-less search option in Find and Replace.

Visual improvements.

8 March, 2005 – Manage XT version 1.05 released

Added wildcard search and replace.

Performance improvements and bugfixes.

Improved trial mode.

19 March, 2005 – Manage XT version 1.05a released

Fixed wildcard search and replace problem.

23 March, 2005 – Manage XT version 1.05b released

Improved stability.

8 May, 2005 – Manage XT version 1.06 released

Added “Find Duplicates” feature.

Improved wildcard search.

Bugfixes.

23 May, 2005 – Manage XT version 1.07 released

Added compatibility with Treo 650 and Tungsten T5.

18 September, 2005 – Manage XT version 1.10 released

Added full compatibility with extended Contacts fields.

Improved stability on devices with NVFS.

Added Address XT sorting modes support.

Improved registration UI.

Fixed record beaming.

13 November, 2005 – **Manage XT version 1.11 released**

Improved Displayed Phone # setting.

New application icons.

15 January, 2006 – **Manage XT version 1.12 released**

Improved registration.

Fixed records change bug that resulted in not all selected records being actually changed.

31 January, 2006 – **Manage XT version 1.12a released**

Improved stability.

Fixed Find and Replace in specific fields problems.

12 March, 2006 – **Manage XT version 1.13 released**

New Find and Select function.

Improved Change Displayed Phone # function.

Improved DIA support.

Fixed screen problems with large fonts.

7 September, 2006 – **Manage XT version 1.20 released**

New Clean Up Memos function.

Improved Find Duplicates function.

Bugfixes.

5. End User License Agreement (EULA)

This End User License Agreement is a legal agreement between you and Handydev Software for the "Manage XT" application. This application includes computer software ("SOFTWARE"), as well as any accompanying documentation ("DOCUMENTATION"). By installing and running the SOFTWARE, you agree to be bound by the terms of this License Agreement. If you do not agree to the terms of this agreement, you may not use the SOFTWARE.

FREE TRIAL

Handydev Software grants you a non-exclusive license to use the SOFTWARE free of charge for the purpose of evaluating whether to purchase an ongoing license to use the SOFTWARE. You may try out Manage XT for 30 days. Manage XT will not be usable after 30-day period. When you purchase the software and enter the Serial Number that you received after purchase, you will be able to use Manage XT after the end of the 30-day trial period.

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