

# ACT!2000 CheckMarks and RadioButtons

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## Installation and Usage

ACT!2000 CheckMarks and RadioButtons provides the capability to simulate Windows “Check Box” and “Radio Button” controls in ACT!2000.

A “check box” “toggles” between [X] and [ ] when the box is “clicked” with the mouse. Check boxes can be used either singly or in multiples, to indicate whether or not an option is selected, similar to Yes/No choices for a field. When used in multiples, each option is independent of the others.

“Radio buttons” usually come in sets, where only one of the available options in the set can be selected or active at any one time. When one of the choices is “clicked” with the mouse, ANY option within the set that was previously selected ([X]) is set “off” (blank) ([ ]), and the newly selected option is set “on” ([X]). The set of Radio Button mutually-exclusive options are usually set apart in a “frame” in the application window.

## Installation

1. Shut down all running programs.
2. Run **Install\_A2KCMRB.exe**.
3. Follow the instructions on the screen. Restart your computer if prompted to do so.

This will install **c:\program files\tnhg\la2kcmrb.exe** and **c:\program files\tnhg\tab.mpr** on your hard-drive. The trigger program **REQUIRES** that the tab.mpr file be located in that folder, due to ACT!’s requirement for hard-coded macro file locations. Do NOT move the .mpr file. If you choose to move the a2kcmrb.exe file to another location, use that location instead of the specified folder when setting the trigger location (see “Defining field triggers” below).

# Usage

## Defining Field Triggers

ACT!2000 allows any field to have specified an “on-entry” trigger – a program that runs whenever the cursor enters that field on the ACT! layout. Select the **Edit** menu. Select **Define fields ...**. Select either Contact fields or Group fields. Select the field for which a trigger is desired. Click on the “Triggers” tab.

### Defining a trigger for a CheckMark field

To use ACT!2000 CheckMarks and RadioButtons for a Check Box field, set the field’s on-entry trigger to “c:\program files\tnhg\2kcmrb.exe”.

### Defining a trigger for a RadioButton field

Each option within the set of RadioButton fields is mutually exclusive of the other choices. The trigger program needs to know which fields to “turn off” when any one of the fields in the set is “turned on”. Therefore, to use ACT!2000 CheckMarks and RadioButtons for a Radio Button, you must set both the program name for the trigger and the list of fields that make up the RadioButton “set”. This “set” takes the form of a series of 4-digit field numbers, separated by commas. These numbers can be obtained via various methods, including the Database Structure report available from the actdiag utility delivered with ACT!2000.

After defining the fields to be used as RadioButtons, determine the field numbers of ALL the fields in the mutually exclusive set. Then return to the Define Fields dialog within ACT!2000, and set the on-entry trigger for EACH field in the set to the same string/value, consisting of “c:\program files\tnhg\2kcmrb.exe”, a single space, and the list of 4-digit field numbers (padded with 0’s (zeroes) if necessary to make them 4-digits long), separated by commas, with no blanks in the list. The order of the field numbers is not important. For example, the triggers might all read:

```
C:\program files\tnhg\2kcmrb.exe 0058,1002,1001,1000,1003
```

if the RadioButton set is made up of User9 and the first 4 user-defined fields added to the database. Notice the “space” between the “.exe” and the first number, and that there are no spaces in the field-number list. Notice also that

there is a comma between the numbers, with no “trailing” comma at the end of the list.

**This formatting is extremely important, and the program will not operate properly if the formatting is not correct!**

## Modifying the ACT! Layout

ACT!2000 CheckMark and RadioButtons processing causes the ACT! field values to be “toggled” whenever the cursor enters the field on the ACT! layout. It is important that this field-entry / toggle does not happen “accidentally”, but only when explicitly intended by the user. This is accomplished using some capabilities of the ACT! layout designer.

It is important to realize that an “undocumented feature” of the ACT! layouts is that when “activating” a “tab” of an ACT! layout, the cursor will automatically position itself in the first field to be added to the tab during initial layout design. The “field entry order” that can be changed during the design process does not always effectively change where the cursor will land FIRST when the tab is activated by selecting the tab itself instead of “tabbing” through the fields. The “tabbing through the fields” happens (usually) in “field entry order” sequence; the selection of a layout tab does NOT guarantee that the cursor will start in the field identified by the “field entry order” as the “first” field on the tab. **Therefore, it is important that the first field added to a layout tab when using the Layout Design tool is NOT a field using ANY “on-entry” trigger, especially the ACT!2000 CheckMark and RadioButton trigger.**

To avoid “accidental” activation of the “on-entry” trigger, do NOT assign a “field entry order” sequence number to any field using the ACT!2000 CheckMark and RadioButton trigger. This will force the user to “click” on the field when the value needs to be changed. Some users tend to “tab through” the fields in ACT!, not knowing where the cursor will go next, or what trigger they may execute when the cursor enters or leaves a field. By not assigning a “field entry order” sequence number, the “tabbing” process will skip the field, and avoid accidental execution of the trigger.

When the ACT!2000 CheckMarks and RadioButtons process executes, it concludes by returning control to ACT!. If the cursor is still in the field using the “on-entry trigger”, it effectively RE-enters the field, causing the trigger to re-execute. This “endless loop” is rather tedious and bothersome to the user, and needs to be avoided. Therefore, before completion, the trigger process executes its own “tabbing” sequence to move out of the field. The cursor usually moves to the field with the lowest field entry sequence number of any field on the entire layout (not just the tab the checkbox/radiobutton happens to be on - this is usually the Company field in the top/static part of the layout) but NOT ALWAYS.

On some layouts, the cursor moves to the field with the “field entry order” sequence number that is just higher than the sequence number the checkbox/radiobutton WOULD have if it had one. It is therefore advisable to always have at least one field on the layout tab with checkboxes and/or radiobuttons that is added to the tab AFTER all the checkbox / radiobutton fields.

Radio buttons usually come in “sets” of mutually exclusive choices. It is a common presentation technique within Windows applications to present these choices within a “frame”, or box, that surrounds all the choices.

The ACT! Layout Editor does not provide symbols for “check marks” (✓). Using a special font would mean trouble and confusion doing ACT! lookups. Therefore, a standard **X** is used to indicate a selected, “on” option. The ACT! Layout Editor also allows only rectangular field boxes. Therefore, both CheckMarks and RadioButtons are implemented using “ACT! standard” square field boxes instead of “Windows standard” check boxes and radio buttons.

### **Adding Check Boxes to an ACT! Layout**

Select the **Tools** menu. Select **Layout Designer ....** This displays the currently active layout and allows changes. Select the **File** menu. Select **Save as ....** Give your new layout a name to distinguish it from any existing layout, and then **Save** it.

If a layout tab exists where you want to see the new Check Box field(s), select that tab. If not, use the **Edit** menu **Tabs ...** option to add, name and position a new tab. If you are working with a new tab, use the Fields tool to add a field that is NOT a Check Box or Radio Button.

For each field that is to appear on the tab that uses the ACT!2000 CheckMark and RadioButtons trigger, “drag” a field on the layout designer. (Don’t worry too much about the size of the field you drag - the width of the field will be changed later, and the height is determined by the font you are using.) After dragging the fields for all the check boxes, change the font on all of them to your chosen standard, then make them Bold and Centered. Set the final size (make them as “square” as you can), and set their final position. Use the **Edit** menu, **Field entry order / Show** option to view the sequence numbers assigned. “Click” on the sequence numbers for the Check Box fields to REMOVE the numbers. Hide the numbers, and save the results.

### **Adding Radio Buttons to an ACT! Layout**

Select the **Tools** menu. Select **Layout Designer ....** This displays the currently active layout and allows changes. Select the **File** menu. Select **Save as ....**

Give your new layout a name to distinguish it from any existing layout, and then **Save** it.

If a layout tab exists where you want to see the new Radio Buttons field(s), select that tab. If not, use the **Edit** menu **Tabs ...** option to add, name and position a new tab. If you are working with a new tab, use the Fields tool to add a field that is NOT a Check Box or Radio Button.

Using the Box tool, drag a box frame onto the layout. Use the Text Tool to put a label in the frame that describes the set of choices. For each field that is to appear on the tab that uses the ACT!2000 CheckMark and RadioButtons trigger, “drag” a field on the layout designer. (Don’t worry too much about the size of the field you drag - the width of the field will be changed later, and the height is determined by the font you are using.) After dragging the fields for all the check boxes, change the font on all of them to your chosen standard, then make them Bold and Centered. Set the final size (make them as “square” as you can), and set their final position. Use the **Edit** menu, **Field entry order / Show** option to view the sequence numbers assigned. “Click” on the sequence numbers for the Check Box fields to REMOVE the numbers. Hide the numbers, and save the results.