

Field Value Info

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Installation and Usage

Field Value Info is a handy utility that will read the contact and/or group records, collect the set of distinct values in the fields you choose, then create either an MS Excel spreadsheet or a text file, listing each set of distinct values along with the number of records having that value in that field.

Field Value Info works with both Contact fields and Group fields. Use it to analyze the contents of your database when you need to pare down its size or improve its performance.

Installation

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

This will install **c:\program files\tnhg\FieldValueInfo.exe** on your hard-drive, and add the FieldValueInfo.exe a program in your Start button list of programs.

Usage

Select Field Value Info from the Start button Programs folder you selected during installation (default location is the Field Value Info folder in the AEPs from TNHG folder in the Programs folder). This will open the Field Value Info wizard and allow you to select the database you need to analyze, the type of output to create, and the name and location of that results file:

Which ACT! database's field values do you want to examine?
 ACT! Database:

What type of file do you want to hold the results?
 File type: MS Excel Spreadsheet

What do you want to name the results, and where do you want it?
 File name and location:

Next > Cancel

Click the Database Browse button to open a standard Windows file Open dialog window, navigate to your desired database, select that database and click Open. You will return to the window above, with the selected database displayed.

Use the dropdown list to select the file type of the results you want to create. If you select an MS Excel Spreadsheet, the spreadsheet will contain an individual worksheet for each field, with one row per value showing the value and the count of records. If you select a text file, the results will be a series of tab-delimited lines of text showing the database name, the field type (Contact or Group), the field name, the value and the count of records. You can use this option to create a file that can be imported into any number of analysis tools, databases etc.

Click the File name and location Browse button to open a standard Windows file Save dialog window, navigate to your desired folder, name your results file and click Save. You will return to the window shown below, with the designated choices displayed.

Which ACT! database's field values do you want to examine?
 ACT! Database:
 C:\Documents and Settings\Administra...\AddOnDemoCopy.dbf

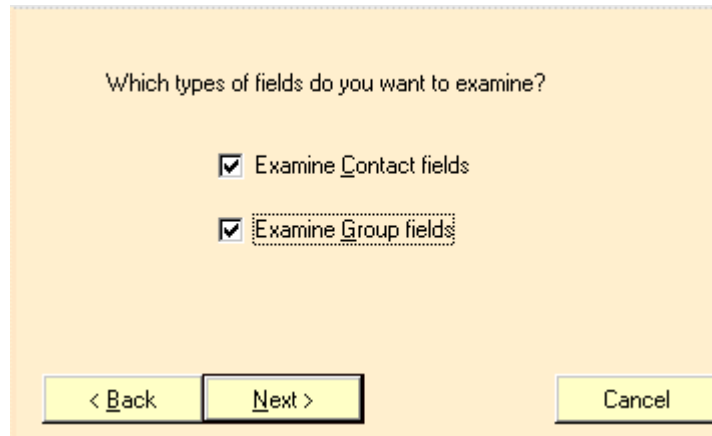
What type of file do you want to hold the results?
 File type: MS Excel Spreadsheet

What do you want to name the results, and where do you want it?
 File name and location:
 C:\Documents and Settings\Administrator\My Docum...\test.xls

Next > Cancel

Click Next> to select the type(s) of fields to analyze. (A separate window may open, asking for a username and password to open the database. You need to open the database with Administrator privileges, or Field Value Info will not

proceed.) You can examine Contact fields, Group fields, or both, during any single execution of Field Value Info.



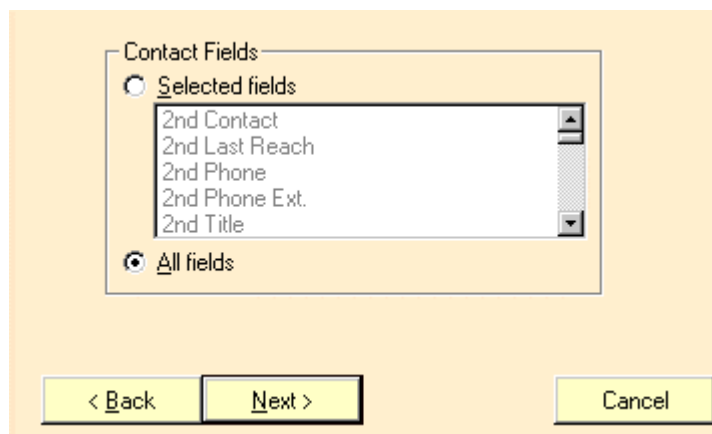
Which types of fields do you want to examine?

Examine Contact fields

Examine Group fields

< Back Next > Cancel

When you have made your desired selections, click Next> to select the field whose values are to be analyzed:



Contact Fields

Selected fields

2nd Contact
2nd Last Reach
2nd Phone
2nd Phone Ext.
2nd Title

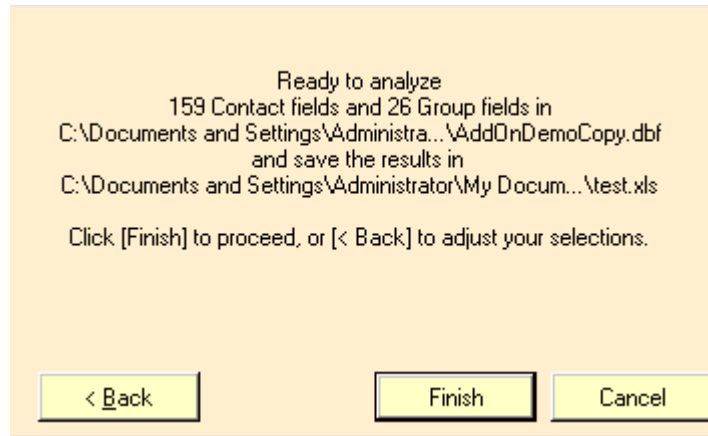
All fields

< Back Next > Cancel

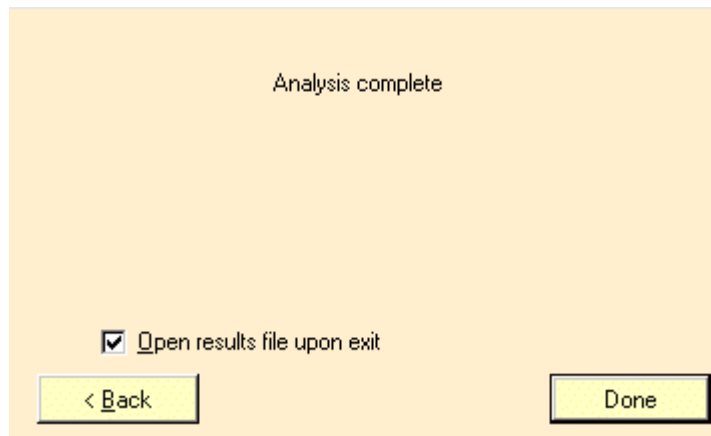
If you chose to examine Contact fields, then the window appears which lets you select all fields, or specify which field or fields to analyze. If you choose the “Selected fields” option, you can select one or more fields from the scrolling alphabetical list of fields (use Ctrl-click to multi-select any number of fields.) When you have selected the desired option and/or fields, click Next>.

If you chose to examine Group fields, then a similar window appears which lets you specify the Group fields to analyze. Make your selections, then click Next>.

After the fields have been selected, a window appears to tell you the selections you have made and how many fields will be examined. If any of these choices are not what you want, then click the <Back button to return to the appropriate window and change your selections.



When you have all the choices as desired, click the Finish button to start the analysis. Field Value Info will analyze the records in your database, and build the results file you requested. It will then display the “completion” screen below.



If you want to view your results immediately, “check” the option to “Open results file upon exit”. Otherwise, “uncheck” this option.

When you click Done, Field Value Info will close. If you selected the “Open results” option, whatever program you have associated with your results file type will start, and display your results.