

Joint Salutation for ACT!2005/2006

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Installation and Usage

Joint Salutation generates a “joint” “Salutation” field using the values from two user-selected fields, connected by a user-specified string.

Many applications of ACT! would like to address correspondence to a husband and wife, investor and trustee, or other combination of names, yet ACT! makes this difficult, tedious and error-prone. **Joint Salutation**, you can automatically create the value for such a field.

The default operate reads the “First Name” field (that comes with each ACT! database), connects using “ and “ (without the quotes) then reads the “Spouse” field (a user-defined field), storing the results in the “Salutation” field. So, for instance, if your contact’s name is *George Washington*, and the Spouse field shows *Martha*, after running **Joint Salutation**, the “Salutation” field would be “George and Martha”.

You can choose any field from the Contact record (supplied as part of each ACT! database, or user-defined) to hold the results and to provide the values to use. You can also choose any “connector” you want (such as “ & “ or “/” or whatever).

Installation

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

This will create (if necessary) the \TNHG subfolder within the folder that Windows “knows” as the “Program Files” folder – usually C:\Program Files. It will create the \TNHG\JointSalutation subfolder, and install **JointSalutation.exe**, and other supporting files, into that folder. The installation process will also copy into the \ACT\Act for Win 7\Plugins subfolder and into the \ACT\Act for Windows\Plugins subfolder (within that same “Program Files” folder) the supporting files necessary to operate within ACT!2005 and ACT!2006.

Usage

The command to execute **Joint Salutation** consists of the entire path-and-filename of the Joint Salutation program, optionally followed by a “command” or “argument string”. Please note that if there are any “blanks” in the path-and-filename, then it must be enclosed in “quotes” – Windows treats the blank as a “terminator”, and the quotes are necessary to tell Windows that the string continues past the blank. If you want to use all the defaults, you don’t need to provide a “command/argument string”.

The Program Name

If the path-and-filename contains any blanks (such as C:\Program Files\TNHG...), then that entire path-and-filename must be enclosed in quotes, such as:

```
"C:\Program Files\TNHG\JointSalutation\JointSalutationTrigger.exe"
```

The Command String

The “command string” consists of entries that start with a “question mark”, followed by a single letter, and “equal sign” and then more information. For example:

```
?V=T
```

```
?J=Joint Dear
```

```
?1=Spouse First Name
```

```
?2=Contact
```

Each “Question mark-Letter-Equals” string is used to tell Joint Salutation a specific detail of its operation:

?V= indicates whether or not you want to view the Joint Salutation window while it is performing its operation.

- ?V=T indicates that you DO want to see the window, and that you will need to click the [OK] button on that window when the copying is complete.
- ?V=F indicates that you do NOT want to see the window. This is the default value, and if you don't want to see the window, you can leave out this entire ?V= "argument"

?1= indicates the name of the field to provide the value BEFORE the connector. The name provided must EXACTLY MATCH the field's "display name", as seen in the Tools > Define Fields wizard.

?2= indicates the name of the field to provide the value AFTER the connector. The name provided must EXACTLY MATCH the field's "display name", as seen in the Tools > Define Fields wizard.

?J= indicates the name of the field to hold the results of building the Joint Salutation string. The name provided must EXACTLY MATCH the field's "display name", as seen in the Tools > Define Fields wizard.

?C= indicates the separator to appear between the two field values in the results. The separator string must be enclosed in single-quotes/apostrophes. For example, ?C=' & '.

?S= indicates the "scope" of the operation to be performed. The default scope is the **current record** of the type specified in the result field.

- ?S=L indicates that the scope should be the entire **current lookup** of the type specified in the result field. **Warning: using this scope will update EVERY record in the current lookup, and cannot be undone.**

So, for example, if you want to add a field to your database named "Spouse First Name", and you want that field's value to appear in your results, followed by the space then the word "and" and another space, then the value from the Contact field, your command line would be:

```
?1=Spouse First Name?2=Contact?C=' and '
```

(Assuming that we want the results to appear in the "Salutation" field, and since that's the default, we don't need to specify it.)

Remember, if you want to use all the defaults, then just use the program name WITHOUT a command/argument string!

The Batch File

The version of ACT! in commercial release at the time of this writing does not allow a trigger to include a “command string” or “argument list”, like the one that tells Joint Salutation how to operate. Therefore, if you are not using all default options, then the trigger definition must be placed in a “DOS .bat file”, and that file used as the trigger definition on the ACT! field. When the .bat file “runs”, a DOS window will appear on the screen, showing the commands included in the .bat file and waiting for the commands to finish. This can be somewhat disconcerting to users, so you might want to include a command to hide this window. (A utility is provided in the \TNHG folder, in case you need one. Its name is ConsoleTool.exe, and it uses the hide “switch” to tell DOS to hide the window. An example of its use is included below.)

As an example, you might use Notepad (or any other text editor) to create a file that contains the following lines:

```
"C:\program files\TNHG\ConsoleTool.exe" /hide  
"C:\program files\TNHG\JointSalutation\JointSalutationTrig_  
ger.exe" ?2=Spouse First Name?C='/'?V=T
```

(There are really only two lines in this example but the page isn’t wide enough to show the entire second line on a line by itself. The underscores _ are not really part of the line – they are there only to indicate that the REAL line continues on the next “text line”.)

The above example uses the ConsoleTool to hide the DOS window (/hide), then runs the Joint Salutation program (JointSalutationTrigger.exe), shows the window while it operates (?V=T), and uses “Spouse First Name” field instead of the default “Spouse” field.

If you save this file as

JointDear.txt

In the s:\act\common folder, then your trigger would be

s:\act\common\JointDear.bat

Remember, you can avoid all this .bat file complexity by just using the default options and set your trigger to

```
"C:\program files\TNHG\JointSalutation\JointSalutationTrigger.exe"
```