

Rebuild Popup List

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Installation and Usage

Rebuild Popup List is a handy utility that will read the contact or group records, collect the set of distinct values in a field, then after (optionally) clearing the existing Popup/F2 list for that field, rebuild the Popup List using that set of distinct values.

Need to clean up that pesky "Company-auto-update" Popup-List?

Want to improve performance when selecting from a known set of zip-codes?

Just want to do a QUICK "cleanup"?

Rebuild Popup List works with both Contact fields and Group fields. It can clear out all the "residual garbage" that has accumulated over time, especially for fields with the "auto update" option that adds an entry to the popup list, even when the entry is misspelled or erroneous.

Rebuild Popup List lets you choose whether to clear the existing list of all values before being rebuilt. You can choose to keep "multi-valued" entries as unique, separate entries, or split them into their component parts. You can even remove selected values from the list that gets rebuilt.

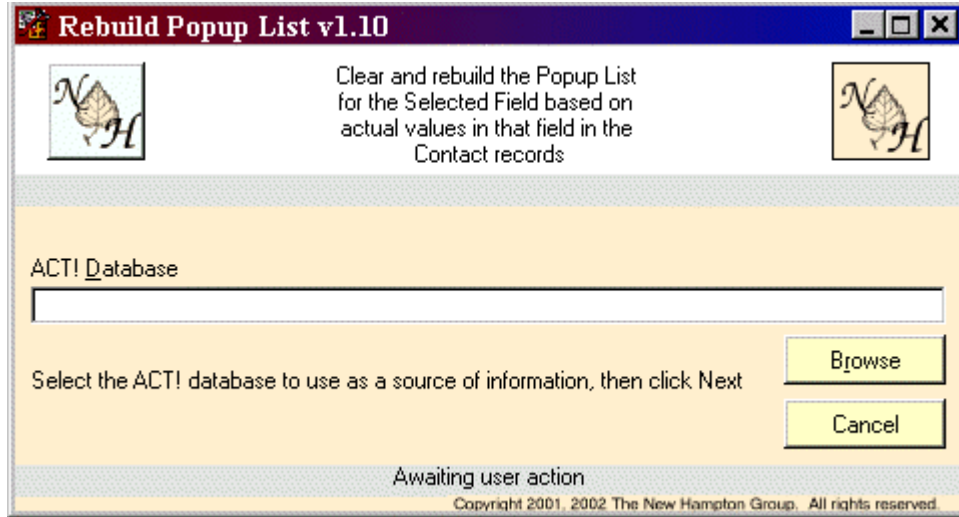
Installation

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

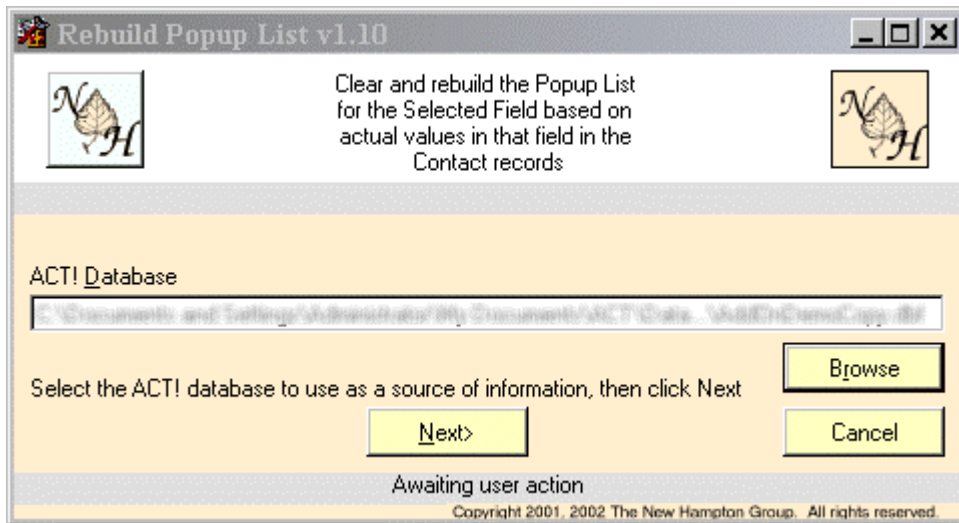
This will install **c:\program files\tnhg\RebuildPopupList.exe** on your hard-drive, and add the RebuildPopupList.exe a program in your Start button list of programs.

Usage

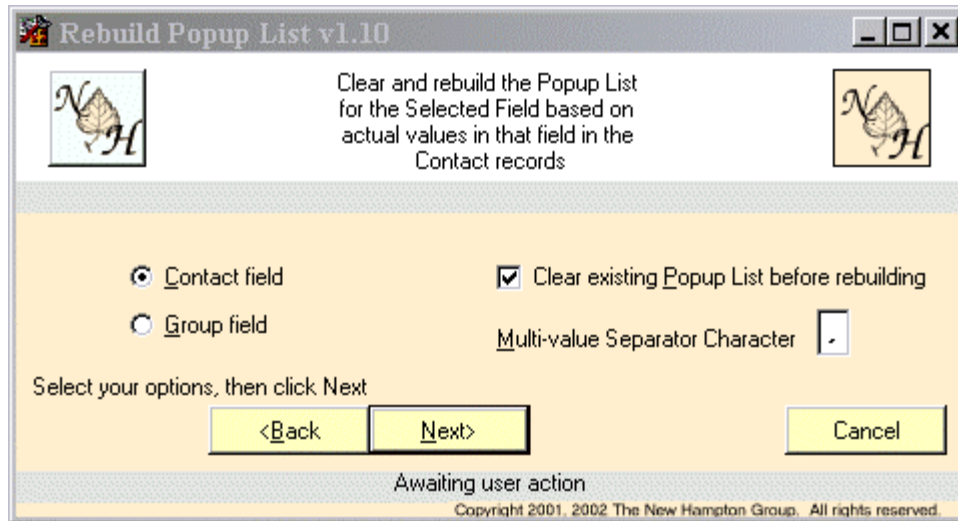
Select Rebuild Popup List from the Start button Programs folder you selected during installation (default location is the Rebuild Popup List folder in the AEPs from TNHG folder in the Programs folder). This will open the Rebuild Popup List wizard and allow you to select the database holding the field whose list you want to rebuild:



Click the 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 in the field:



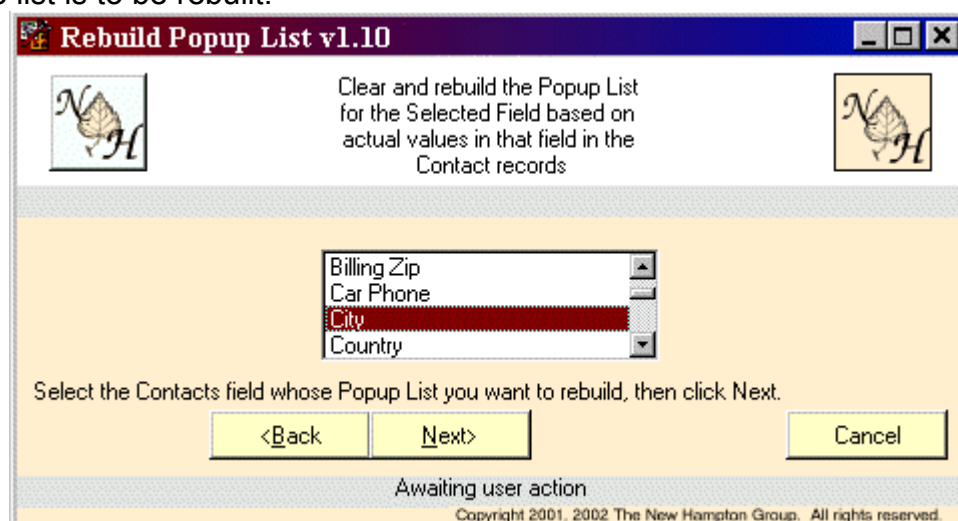
Click Next> to select the type of field whose list is to be rebuilt, and other options. (A separate window may open, asking for a username and password to open the database. You need to open the database with Administrator privileges, or Rebuild Popup List will not proceed.)



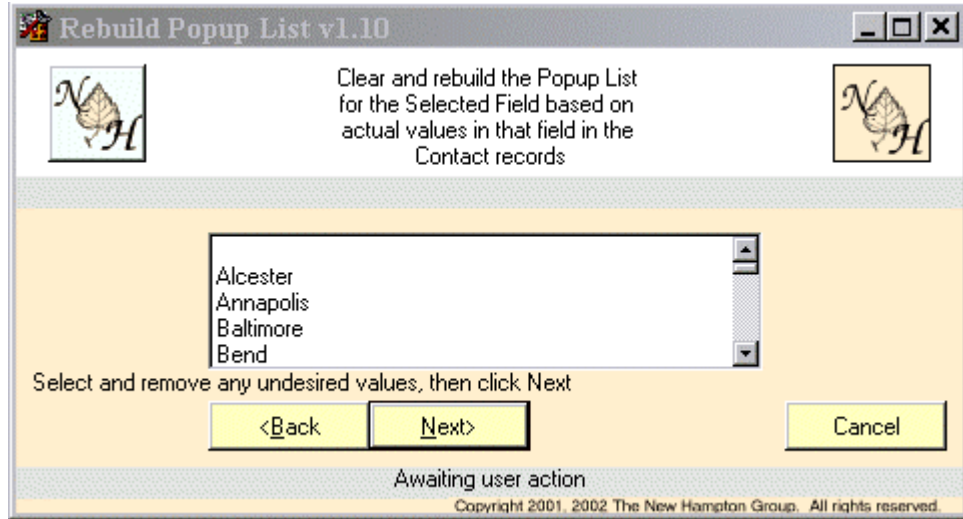
If you want the newly rebuilt list to consist ONLY of values that actually exist in that field in records in the database, then “check” the option to Clear existing Popup List before rebuilding – all existing entries will be removed, and the list will be rebuilt from scratch.

If users have selected multiple items and you want each item to appear as a separate list entry, then enter the character used to separate those individual values. The default used by ACT! is a comma, so that is the pre-loaded value. If you want each multiple-value entry to result in a separate list entry, then blank out this field. For example, if your field is “Color”, and the 4 records in your database have “Red”, “Blue”, “Green” and “Red,Blue” as their values, if you leave the comma in the Multi-value Separator Character field, your resulting list will have 3 values: “Red”, “Blue”, and “Green”. If you remove the comma, your resulting list will have 4 values: “Red”, “Blue”, “Green” and “Red,Blue”.

When you have made your desired selections, click Next> to select the field whose list is to be rebuilt:

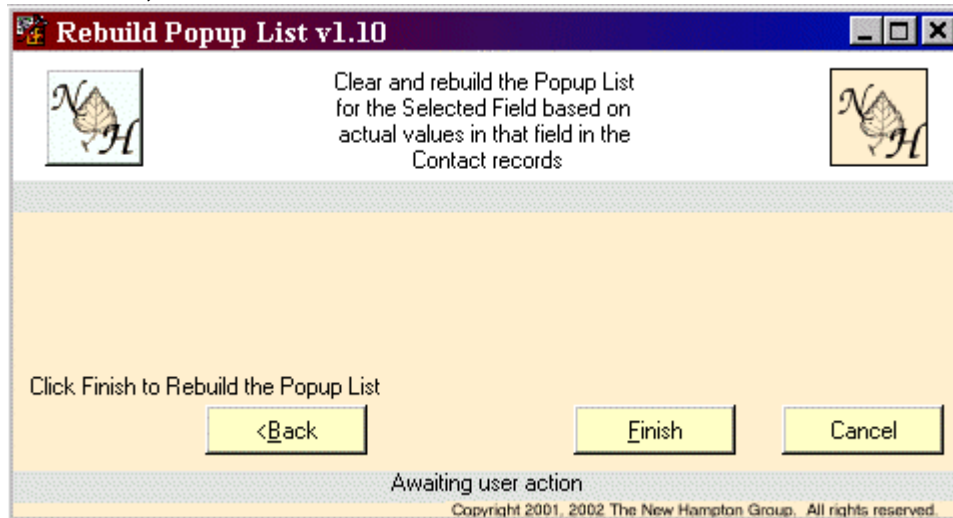


Scroll thru the list until you can select the single field whose list is to be rebuilt. Select that field, then click Next> to see a list of values.



Rebuild Popup List will analyze the records in your database, and build an alphabetically sorted list of the values it found. You can scroll thru the list and remove any items that you do NOT want included in the newly rebuilt list. Simply click on an entry in the list to “select”/highlight it, then tap the {Delete} key on your keyboard – that entry will be removed from the list. (If you remove a wrong entry accidentally, click the <Back button to return to the prior window and click Next> to rebuild the list.)

When the list contains only the values you want in your new list, click Next> to move to the final, confirmation window:



When you click Finish, Rebuild Popup List will create the new list, and you're done!