

## Section 2

### System Information

#### 2.1 The System

The system runs on a Graphical User Interface (GUI) database program called Omnis Studio. The application that has been developed by Atad Data is called "Fast Track". This application is called a Library File.

The Fast Track System has been designed to be a stand alone or a local area network (LAN) Project Management System.

Omnis Studio has been designed to allow up to 451 simultaneous users to share one data file at the same time. The network connects the users' workstations to a shared hard disk system where the data is stored.

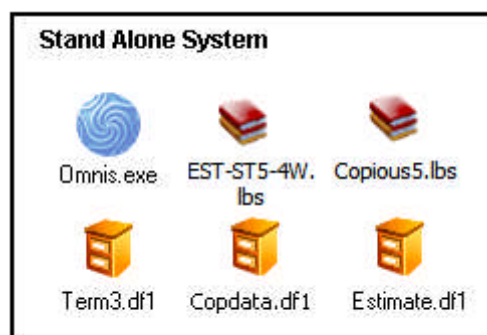
The data file, Omnis Studio database and its library files may be stored on the server. However, if the Omnis Studio Database and Library files are stored on the server the speed may be reduced and this can slow down some networks and response times.

For best results store the Omnis Studio database and Library files on the C:\ Drive of each computer.

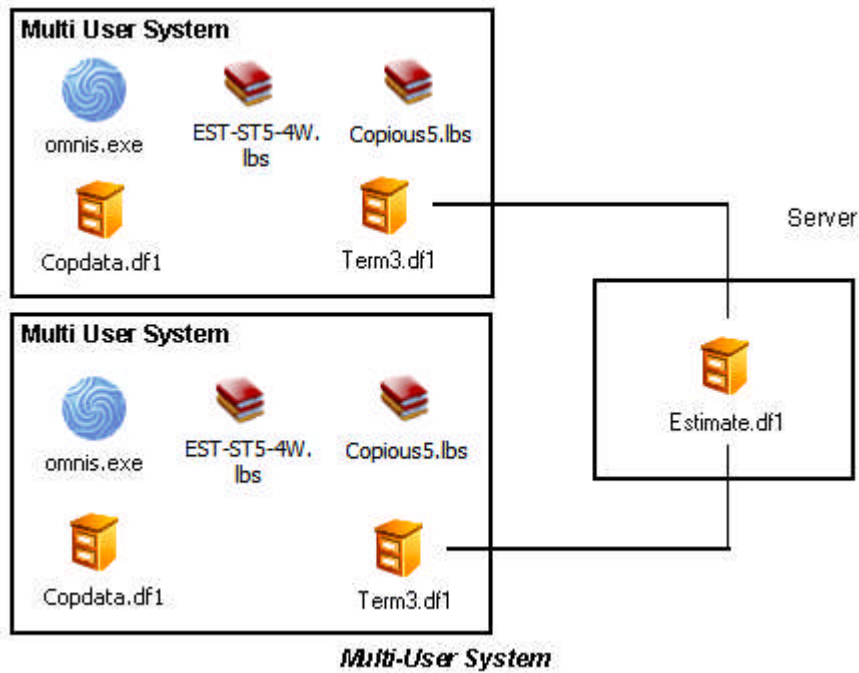
To maximise the speed to access information on the server, the data file should be stored on contiguous sectors of the disk. This can be achieved by formatting the disk immediately before installing the network software and creating the data file, or by running a Defrag on the system.

When setting up on Windows servers, the folder containing the data files must be set up with Read Write and Delete properties.

#### Setup Diagram



*Stand Alone System*



## 2.2 Omnis Studio Specifications

- Data File Size                    3840MB                    (Maximum)
- Number of records                Unlimited
- Files per data file                Unlimited
- Open files per data file        Unlimited

## 2.3 How to Update your Program

When a new file arrives (either by email or disk) the following instructions will assist to update the system. These instructions assume the user is reasonably familiar with Windows operating systems:-

### Step 1

Make sure that your “Fast Track Estimating System” is closed.

### Step 2

Locate and save file to the “OSXXRT” folder. The folder is generally located in Program Files.

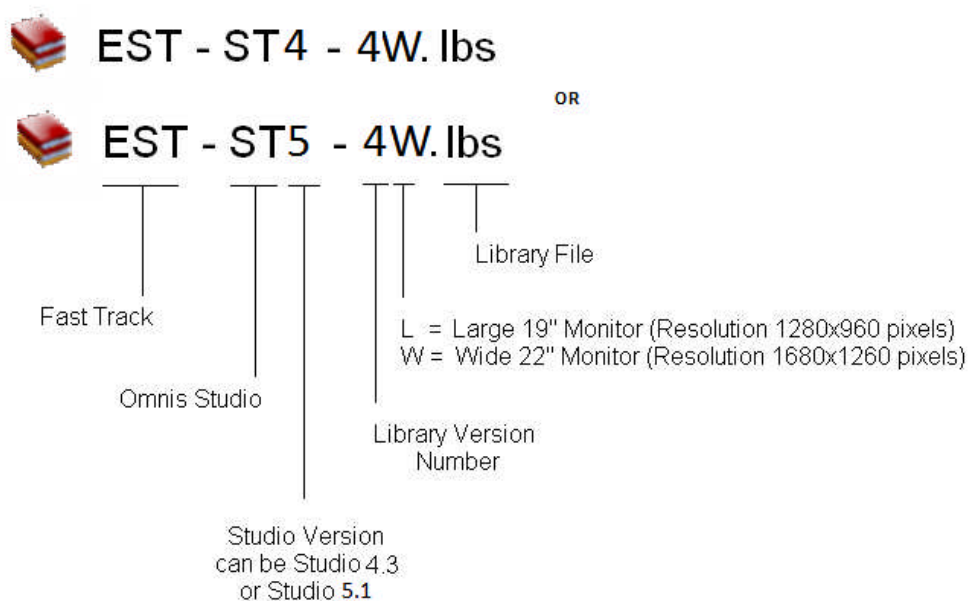
### Step 3

Use a single click to highlight the file that looks like the following:-



Use the “File” menu and click “Copy” (or use Ctrl C) this instructs the computer to copy the file.

Library File description:



#### Step 4

Open your C:\ drive and find the folder called “**OSXXRT**”, click “File” menu, next click on “Paste” this places the file in the folder. A screen is displayed alerting the user that the file already exists in the folder, click “Yes” and the existing file will be replaced. Start your program as normal.

These procedures also apply to other files that may have to be replaced from time to time.

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## **2.6 Miscellaneous Information**

### **2.6.1 Calculations**

Some reports use what is called derived fields, the derived fields are used in reports such as in Labour Total and the Extended Price \$, they are recalculated line by line every time the report is being generated.

The information in derived fields displays 2 decimal places rounded down. The program is capable of displaying up to 15 decimal places. Hence sometimes reports and exports do not always balance and line up as there can be a small percentage error depending on the type of figures.

### **2.6.2 Explanation of Data Files, Files, Records, Fields, List and Tables**

When reading this manual there are times when it talks about technical terms such Data Files, Files, Records and Fields, this is a brief explanation of these terms.

#### **Data Files**

The data files can generally be found in the "OSXXRT" folder, if you have a Windows operating system, it should have the following file extension .df1. Data files are where your information is stored and they can contain one or more files.

#### **Files**

Files are parts of the data file, for example your "Address Book" and "Company Details" are files and contain similar type information. These files can be exported and separated from the Data File if required.

#### **Record**

A record is a line in a file, however this line can be long or short, and the line is generally broken into sections called fields. The record in a database usually contains related information such as "First Name", "Middle Name" and "Surname" so when the record is found all the information is together.

#### **Fields**

Fields are places where information is stored and are generally categorised to be of a standard format, for example, a field for surnames might have a maximum size of 20 characters. So if you had to look up Mr Smith you would enter the surname "Smith" into the surname field and ask the computer to find all the Smiths in your database.

The fields can take many shapes, forms and sizes such as Text, Number, Boolean, Date, List, Picture and Binary to name a few.

### **List and Table fields**

Generally, Lists and Tables are the same in there look and use. These fields, as the name suggests, look like a list of information, sometimes they perform a function such as *FIND*.

### **Notes**