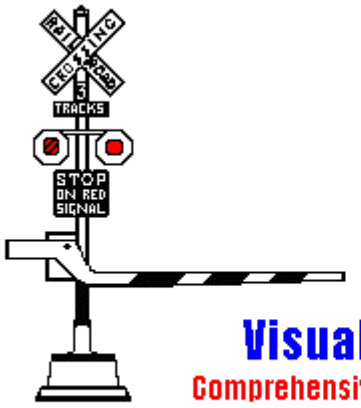
A Guide to using Visual Train Caboodle

Visual Train Caboodle



Visual Train Caboodle

Comprehensive Train Management Software

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Visual Train Caboodle

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Introduction

Welcome

Welcome to Visual Train Caboodle. The development team of Visual Train Caboodle are experienced business systems professionals who know the features that heavy-duty, professional business applications must have. You'll find those features in Visual Train Caboodle.

The Train Caboodle system is a complete inventory management software solution designed for model railroaders to manage there model train collections plus ten additional functions.

Simple to use using the standard features of both MS-Windows 3.1 or Windows95 this software will be productive for you within minutes.

Many standard reports are provided in different sequences to list items from the data tables. We have provided the experienced user with the Report manager in addition to the Query Maker.

The database recalculation feature allows you to either increase or decrease the value of you collection at any time thus providing you with a method to recalculate.

Complete help is provided with both the standard help features and field level help which is at the press of a single keystroke while in data entry.

In the design of this software the user must be able to:

- View and update model railroad inventory information
- View and update hobby shop information
- Customize system lookup tables
- Verify data as it is entered into the system
- Process inventory and recalculate based on users input
- Query data
- Print reports
- Customize queries and reports
- Provide error recovery and reporting
- Allow usage of international currency

- Develop your own queries using our Query maker
- Export query data to
- Reports
- Mailing labels
- Spreadsheets
- ASCII text files
- Other database tables

This *User's Guide* is the place to begin with Visual Train Caboodle. The *User's Guide* shows you how to install Visual Train Caboodle and is your main Visual Train Caboodle reference.

After this manual, you will want to turn to these two manuals for more information about Visual Train Caboodle:

- **Visual Train Caboodle User's Guide** The *User's Guide* is your main reference for Visual Train Caboodle. The *User's Guide* takes you step-by-step through the details of using Visual Train Caboodle. We suggest you read the *User's Guide* thoroughly.
- **Query Maker User's Guide** This user's guide will give you detailed instructions on utilizing the Query Maker for generation your own reports.

Who Should Use Visual Train Caboodle?

Visual Train Caboodle is for anyone who needs to catalog, organize and produce reports about there model railroad collections.

Although you don't have to be a computer expert to use Visual Train Caboodle, you should be familiar with the following:

- The Microsoft Windows operating environment and conventions.
- How to use a personnel computer
- How to use a mouse

When You Need Help

When you need help while working with Visual Train Caboodle, the first place to turn is the Visual Train Caboodle documentation, which consists of this *User's Guide*. You can access the Visual Train Caboodle documentation online from the Visual Train Caboodle Help menu (see the "Visual Train Caboodle Online Help" section in the *Using Visual Train Caboodle* chapter). Chances are you'll find the help you need in the Visual Train Caboodle documentation.

Visual Train Caboodle Technical Support

The Alpine Software is committed to providing the best possible technical support for Visual Train Caboodle. Visual Train Caboodle Technical Support offers a

complete portfolio of high quality, innovative technical support services to help you get the most from Visual Train Caboodle. This section describes the technical support resources available to you for free and for purchase.

New User Support

New Visual Train Caboodle users are entitled to the following free Technical Support Services (not applicable to upgrades of Visual Train Caboodle):

- **Visual Train Caboodle Web** - always free

Visual Train Caboodle Web (http://www.alpinesoft.com)

The Visual Train Caboodle Web is the cornerstone of Visual Train Caboodle Technical Support because it allows us to provide timely support information to users throughout the world. The Visual Train Caboodle Web's Technical Support pages are a valuable resource for:

- Visual Train Caboodle Support News
- Frequently Asked Questions
- Known Bug Lists
- Descriptions of Visual Train Caboodle Support Plans

You will find everything you need to know about Visual Train Caboodle Technical Support on the Visual Train Caboodle Web Support pages.

Visual Train Caboodle Bug Reports

If you believe you have encountered a bug in Visual Train Caboodle, use the Visual Train Caboodle Forum to report it. Your report will alert other Visual Train Caboodle users to the possibility that the bug is real. Other users may be able to corroborate the bug's existence.

Send a message to the Visual Train Caboodle Forum with a subject that begins with "Bug:", the Visual Train Caboodle staff will evaluate your bug report on a non-priority basis. If a bug is indeed found, it will be added to the Known Bug List (with a suggested fix, if possible) and a message will be sent to the Visual Train Caboodle Forum.

If you believe you need Priority Support to deal with what you believe is a bug, you must use the Priority Support process to request Priority Support. That means you must purchase or use pre-purchased Priority Support incident units to start the Priority Support process. If the problem you encountered is indeed a bug, you will not be charged for the Priority Support provided.

Errors

As you work with Visual Train Caboodle, errors may occur. Even the best computer software sometimes experiences errors..

When you run Visual Train Caboodle, Visual Train Caboodle will display an error message if it encounters an error. When an error occur, the first thing to do is display the Errors screen on the Admin menu to view the error data that Visual Train

Caboodle captures. The Errors screen will normally provide all the information needed to diagnose and fix the error.

See the “Errors” section of the *Administrative Tools* chapter for a description of the Errors screen.

Tip If you need to call Alpine Software technical support for assistance with an error, please have the error data displayed on the Errors screen when you call.

Where to Go from Here

Here’s the approach we recommend for using the *User’s Guide*:

- Start with the *Installation* chapter to learn how to install Visual Train Caboodle
- Follow the instructions in the *Setup* chapter to make sure you have Visual Train Caboodle set up the way you want to use it.
- Review the *Overview* chapter to experience the flavor of how Visual Train Caboodle works.
- Work your way sequentially through the remainder of the *User’s Guide*.

Installation

Visual Train Caboodle Installation

To install Visual Train Caboodle, you'll need either

- The Visual Train Caboodle CD-ROM,
- The Visual Train Caboodle Setup Disks, or
- The Visual Train Caboodle zip file(s) downloaded from the Visual Train Caboodle Web site.

Installing Visual Train Caboodle on your computer is a two step process:

1. First, you run the program SETUP.EXE. The Setup program creates directories on your hard disk and copies files to those directories.
2. Then, you run Visual Train Caboodle for the first time to initialize it.

Important: You cannot simply copy files from the Setup Disks to your hard disk. You must use the Setup program to decompress and install the Visual Train Caboodle files into the Visual Train Caboodle directories.

Before You Begin Installation

Before you install Visual Train Caboodle, make sure that your computer meets the minimum requirements.

Hardware and System Requirements

To run Visual Train Caboodle, your computer system must meet these requirements:

- Any IBM®-compatible computer with an 80486DX processor or higher.
- A mouse.
- 16 MB RAM; 32 MB RAM recommended.
- A hard disk with 12 megabytes of free space.
- A 3 1/2" floppy drive or a CD-ROM drive.
- VGA or higher resolution monitor.

- Windows95/98 or NT.
- Installed Windows fonts: Arial, Courier New and Times New Roman

Make Backup Copies of the Distribution Disks

Before you run Setup, make backup copies of the Visual Train Caboodle Setup Disks or zip file(s).

Running Setup

Begin the Visual Train Caboodle installation process by running SETUP.EXE. If you are installing from a drive other than A, adjust the instructions.

To run Setup

1. Start Microsoft Windows. Close all other Windows applications.
2. **Installation from CD-ROM:** Put the Visual Train Caboodle CD-ROM in your CD-ROM drive. Run the SETUP.EXE program in the \VTC31 directory on the CD-ROM.
3. **Installation from Disks:** If you are installing Visual Train Caboodle from disks, insert Visual Train Caboodle Setup Disk 1 in drive A. Run the SETUP.EXE program on Setup Disk 1.
4. **Installation from Zip File(s):** If you are installing Visual Train Caboodle from zip files, create an empty directory and unzip the file(s) into that directory. Run the SETUP.EXE program from the directory that contains the unzipped files.
5. Setup displays a dialog telling you that it will install Visual Train Caboodle in the C:\VTC directory.
6. Follow the instructions on the screen.
7. Setup ends. You'll see the Visual Train Caboodle icon in the Visual Train Caboodle program group window. You can now run Visual Train Caboodle by double-clicking its icon.

What Setup Installs

Visual Train Caboodle Directories

Setup creates a \VTC directory on your hard disk with the following subdirectories and copies the Visual Train Caboodle files to these directories:

Subdirectory	Contents
\DATA	Table files used by Visual Train Caboodle.
\REPORTS	Report files used by Visual Train Caboodle.
\QM	Query Maker Support Files.
\GRAPHICS	Images of your inventory

Installing Visual Train Caboodle on a LAN

Visual Train Caboodle is a multi-user-ready application. That means more than one user, or workstation, on a local area network (LAN) can access and share the same Visual Train Caboodle data files.

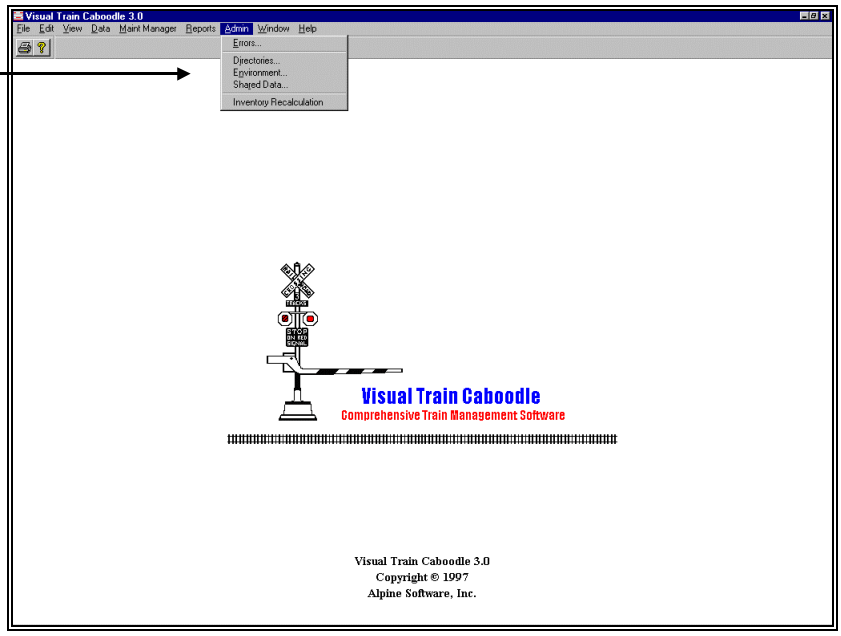
If you will be using Visual Train Caboodle on a LAN with more than one user accessing the Visual Train Caboodle data, see the “Directories” section in the *Setup* chapter to learn the approach we recommend for installing Visual Train Caboodle in a LAN environment.

Setup

Visual Train Caboodle Setup

Visual Train Caboodle includes Administrative Tools that help you manage Visual Train Caboodle and monitor your use of it.

Administrative Tools



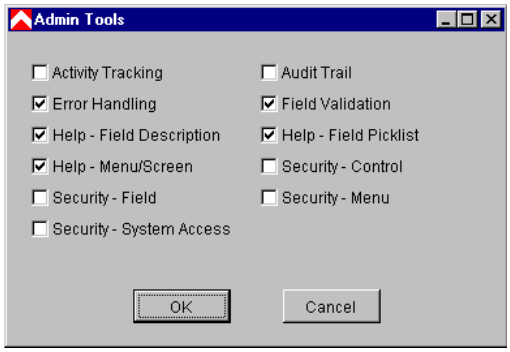
The options on the Visual Train Caboodle Admin menu allow you to control and use the Administrative Tools.

Important After you install Visual Train Caboodle, visit the Admin menu to set up the Administrative Tools as you prefer.

The tools you may want to set up before you begin creating Visual Train Caboodle applications are described briefly below.

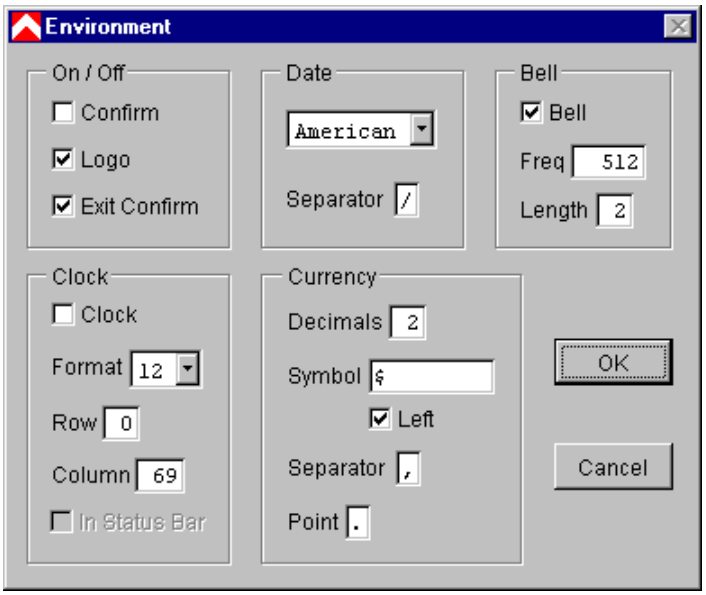
Admin Tools

The Admin Tools dialog lets you turn the Administrative Tools on and off. When you install Visual Train Caboodle, the Activity Tracking, Audit Trail and Security tools are off. When you're ready to turn these tools on, you can do it through the Admin Tools dialog. You reach the Admin Tools dialog from the Admin menu's Security popup.



Visual Train Caboodle Environment

You can control the Visual Train Caboodle environment through the Visual Train Caboodle Environment option on the Admin menu.



The Environment dialog lets you customize the Visual Train Caboodle environment.

The environment settings are described below. You can change the environment settings as needed.

Confirm

Specifies whether the Enter or Tab key must be pressed to exit an input field on a form. When Confirm is checked, you must press Enter or Table to move to the next object on a form. When Confirm is unchecked and the cursor reaches the last

character in an input field, the cursor moves to the next object and the bell sounds if the Bell check box is checked.

By default, Confirm is unchecked.

Logo

You can turn off the continuos display of the Visual Train Caboodle logo by unchecking the Logo check box. However, if you turn off the Visual Train Caboodle logo, you'll miss the exciting Visual Train Caboodle graphic that took so long to create. If you uncheck the Logo check box, Visual Train Caboodle will briefly display the Logo as it's being loaded into your computer's memory.

Exit Confirm

When you exit Visual Train Caboodle, a dialog appears to confirm your exit. This dialog prevents accidentally exiting Visual Train Caboodle. However, some people are annoyed by the confirmation dialog. If you're in the latter group, you can turn off the exit confirmation by unchecking the Exit Confirm check box.

Clock

If you want to display a clock in the Visual Train Caboodle window, you can choose the row and column for the clock's display. You can also choose to display the clock in the status bar.

Date

Specifies the format for the display of dates on forms. The default format is American (mm/dd/yy). The drop down combobox lets you choose different formats based on country or the placement of mm, dd and yy.

The Separator specifies the character that separates mm, dd and yy in the date format selected. The default Separator is "/".

Currency

The currency settings apply to currency fields on forms.

Symbol defines the currency symbol. "$" is the default.

The Left check box determines whether the currency symbol is positioned to the left or right of the currency value. Check the Left check box to position the currency symbol to the left.

Separator and point allow you to select different characters to display as the separator and decimal point in currency fields.

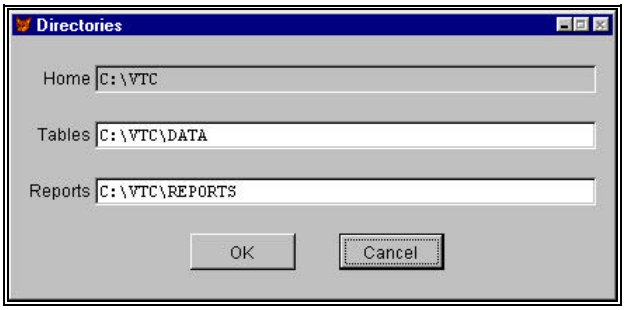
Bell

Turns your computer bell on and off. If the Bell check box is checked, your computer bell will sound during editing when you reach the end of a field or enter invalid data.

Directories

The Directories option on the Admin menu displays the Visual Train Caboodle Home, Tables and Reports directories.

Tables: A table is a special type of file used to hold Visual Train Caboodle data.



Tip: You can use the Directories dialog to change the Tables and Reports directories. You may want to change the Tables and Reports directories if you need to share Visual Train Caboodle data files with other users on a Local Area Network (LAN) - see below.

Home Directory

The Visual Train Caboodle Home directory is where the main Visual Train Caboodle files were placed when you installed Visual Train Caboodle. You cannot change the Visual Train Caboodle Home directory through the Directories dialog.

Tables and Reports Directories

Visual Train Caboodle automatically stores any new tables and reports you create in the Tables and Reports directories. You can change the Tables and Reports directories by entering new directory paths in the Tables and Reports fields on the Directories dialog. If the new directories you enter don't exist, Visual Train Caboodle will create them for you.

When would you want to change the Tables and Reports directories? You would want to change the Tables and Reports directories when you install Visual Train Caboodle on a LAN and need to share data files among users on LAN workstations. See the next section for a complete discussion of this LAN topic.

Tip: Here's a somewhat technical subject that might be of interest to you. It'll help you better understand how Visual Train Caboodle works.

Tip, or How Visual Train Caboodle Finds Its Files: When Visual Train Caboodle needs a file, it looks for it (1) first in the Home directory, (2) then in all subdirectories of the Home directory, and (3) finally in the Tables and Reports directories if they aren't subdirectories of the Home directory. Normally, the Tables and Reports directories are subdirectories of the Home directory, but they don't have to be. You can locate the Tables and Reports directories on any drive your computer can access. If you locate the Tables and Reports directories on a LAN drive, any workstation on the LAN can access the files they contain.

Installing Visual Train Caboodle on a LAN

Visual Train Caboodle is a multi-user-ready application. That means more than one user, or workstation on a LAN can access and share the same Visual Train Caboodle files. Here's how we recommend that you set up Visual Train Caboodle so that more than one user can access data and report files at a time.

To Set Up Visual Train Caboodle on a LAN

1. Install Visual Train Caboodle on each LAN workstation's local hard drive. (See the *Installation* chapter.) Installing Visual Train Caboodle on each workstation will improve Visual Train Caboodle's performance.
2. Create Tables and Reports directories on the LAN file server to hold the data and report files that will be shared by the Visual Train Caboodle users.
3. Run Visual Train Caboodle on each workstation. Select the Directories option on the Admin menu. On the Directories dialog enter the paths to the Tables and Reports directories on the LAN file server.

   For example, if the LAN file server was designated as a workstation's G: drive and the name of the Tables directory on the file server was \SHARED\VTCSHR, you would enter the following in the Tables box on the Directories dialog:

   G:\SHARED\VTCSHR
4. Move the Visual Train Caboodle data and report files to be shared from one of the workstation's \DATA and \REPORTS directories to the Tables and Reports directories on the LAN file server. {Change the names of the \DATA and \REPORTS directories to the names of the directories in which data and report files are stored when your application is installed on a workstation.} The files that you would normally want to move to the LAN file server are listed in the following table.

Name	Location	Description
	\DATA	VTC Data directory
	\REPORTS	VTC Reports
	\QM	Query Manager files
	\GRAPHICS	Graphic Images

   {In the above table, list the files that should normally be moved to the LAN file server when your application is installed in a multi-user environment.}
5. In the \DATA and \REPORTS directories of every workstation on which you install Visual Train Caboodle, delete the copies of the data and reports files that you moved to the LAN file server in step 4. If you do not delete the copies of the shared files that are on a workstation, the workstation will incorrectly access its local files instead of the shared versions of the files that you moved to the LAN file server.

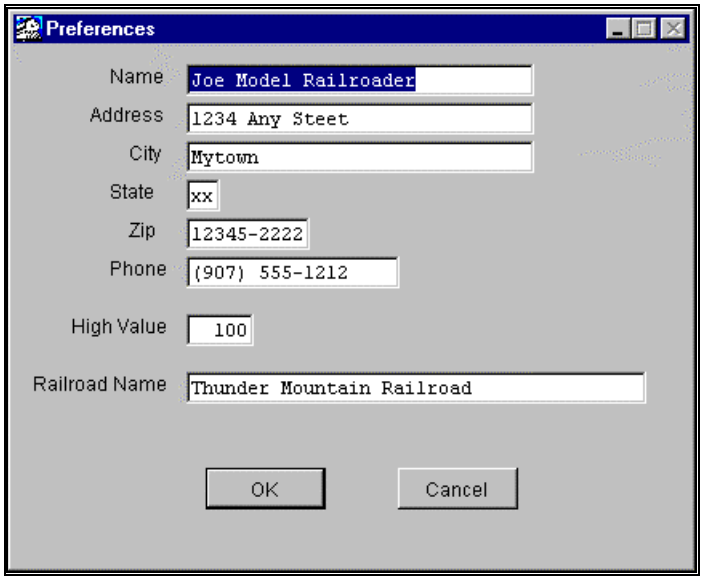
Lookup Tables

After you have installed the software go through each of the following lookup tables and add the necessary information that best suits your needs. The following will serve as a check list:

Category	Update the Category Lookup Table
Classification	Update the Classification Lookup Table
Railroad	Update the Railroad Lookup Table
Scale	Update the Scale Table
Condition	Update the Condition Lookup Table
Mfgr/Importer	Update the Mfgr/Importer Lookup Table
Storage Location	Update the Storage Location Lookup Table
Trucks	Update Trucks Lookup table
Coupler	Update Couplers Lookup table
Repair Order	Build Repair orders for maintenance manager

Preferences

The preferences screen is used to record information about yourself and is used in the generation of reports and output.



Preferences screen

Fill out the fields that lists your name and address.

The HIGH VALUE field is used to determine what items will print out on the High Value Report.

The Railroad Name Field is used in the creation of Bad Order Tickets.

Review

In the next chapter, we'll go over some basic mechanics that will help you understand and use Visual Train Caboodle better. Before we do that, let's take a moment to review what we've learned in this chapter. Here are some important points that we would like you to remember.

- Visual Train Caboodle includes Administrative Tools that help you manage and monitor your use of it.
- You access the Administrative Tools through the Admin menu.
- You can turn many of the Administrative Tools on and off through the Admin Tools option on the Admin-Security menu.
- You can customize the Visual Train Caboodle environment through the Environment option.
- If you are installing Visual Train Caboodle on a LAN, the Directories option lets you tell each workstation where shared data and report files are located.

To see more detail about the topics covered in this chapter, refer to the appropriate chapters elsewhere in this *User's Guid*e.

Using Visual Train Caboodle

Some Things You Should Know

There are some things you should know before you begin using Visual Train Caboodle.

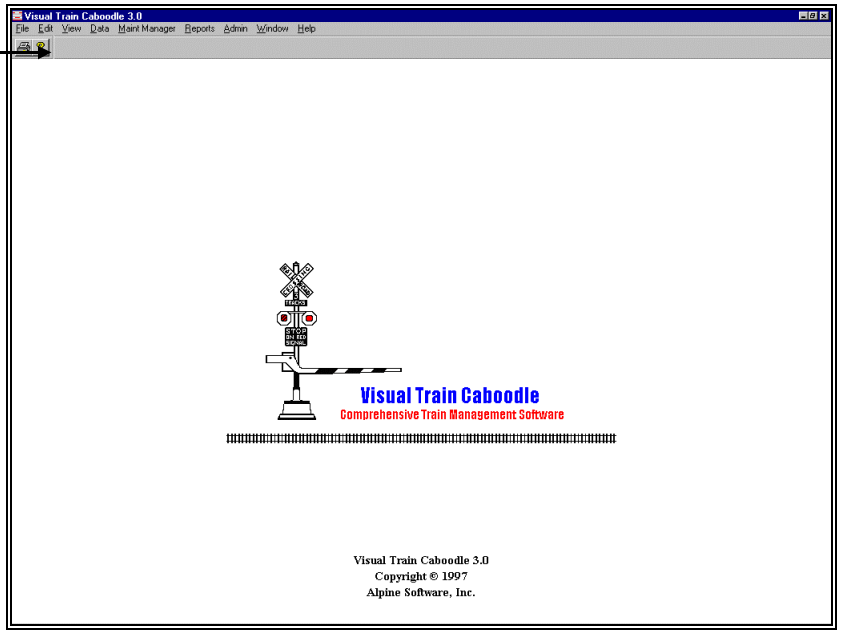
When you first learned to drive a car, the main things on your mind were all the great places the car would take you and the freedom to go whenever you wanted. You quickly learned, however, that there were some basic, mechanical things you needed to know before you could drive your car anywhere.

So it is with Visual Train Caboodle. You want to jump right in and start using Visual Train Caboodle to keep track of your collections. However, there are some basic things that you need to know. This chapter identifies the basic mechanics that will help you understand and use Visual Train Caboodle better. You will get to your destination faster if you take the time to review what's here.

Visual Train Caboodle Toolbar

The Visual Train Caboodle Toolbar has buttons that let you quickly access special functions.

Train Caboodle Toolbar



Button	Purpose
	Activates the Report Manager.
	Displays the Visual Train Caboodle Startup Form.
	Displays Visual Train Caboodle Online Help.

Visual Train Caboodle Form Toolbar Controls

Visual Train Caboodle forms have toolbar control push buttons. The toolbar control buttons let you view and manage data in tables.

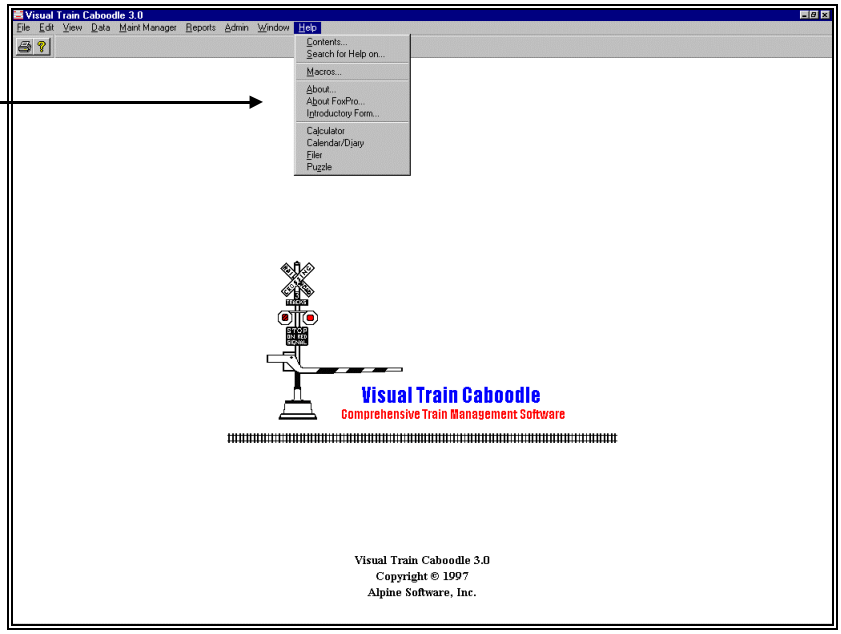
The Visual Train Caboodle Form Toolbar

You need to learn how the toolbar control buttons operate. The *Data Entry* chapter lists the Visual Train Caboodle toolbar controls and describes how they operate. Please review the *Data Entry* chapter so you'll know how to use Visual Train Caboodle forms. Also please note that not all toolbar buttons are active in every screen.

Visual Train Caboodle Online Help

The Visual Train Caboodle Online Help system gives you quick access to information about Visual Train Caboodle. You access Visual Train Caboodle Online Help from the Visual Train Caboodle Help menu.

Visual Train Caboodle OnlineHelp



You can see the contents of Visual Train Caboodle Help by choosing the Contents option on the Help menu. If you want to search for help on a specific term or topic, choose the Search For Help On option from the Help menu.

If you are using a form or dialog you do not understand, just press F1 to display a context sensitive Help topic on that item.

Right Mouse Button

When you have the cursor in a field, clicking the right mouse button will bring up a picklist of valid entries for the field if valid entries have been entered through any of the many lookup tables.

Special Keys

The following table shows Function and Control key shortcuts that you can use while you're running Visual Train Caboodle.

Function and Control Key Shortcuts	
Key	**Action**
F1	Activates context-sensitive menu and screen help.
F2	Activates field help picklist for current field.
F3	Activates field help text for current field.
Alt + F3	For users with this permission, activates field help text for current field and lets user edit the text.
Ctrl + Y	Exit Visual Train Caboodle.
Ctrl + X	Cut.
Ctrl + C	Copy.
Ctrl + V	Paste.
Ctrl + B	Toolbar Parent Mode control.
Ctrl + F	Toolbar Find control.
Ctrl + H	Toolbar Locate control.
Ctrl + L	Toolbar List control.
Ctrl + I	Toolbar Filter control.
Ctrl + O	Toolbar Order control.
Ctrl + P	Toolbar Print control.
Ctrl + Home	Toolbar First record control.
Ctrl + PgUp	Toolbar Prior record control.
Ctrl + PgDn	Toolbar Next record control.
Ctrl + End	Toolbar Last record control.
Ctrl + N	Toolbar New control.
Ctrl + K	Toolbar Copy control.
Ctrl + D	Toolbar Delete control.
Ctrl + G	Toolbar Group Delete control.
Ctrl + M	Toolbar More control.
Ctrl + E	Toolbar Save control.
Ctrl + T	Toolbar Cancel control.
Ctrl + F4	Toolbar Close control.

Escaping from Invalid Data

If you encounter an input field that fails validation while you're editing data on a form in Visual Train Caboodle, you may press Esc to exit the Visual Train Caboodle validation routine and cancel the data changes you made on the form.

Where to Go from Here

Read the next chapter, *Overview*, to get an overview of how Visual Train Caboodle can help you to better manage your train collections.

The remaining chapters in this *User's Guide* describe each step in using this software.

Overview

Visual Train Caboodle Overview

This chapter provides an overview of how Visual Train Caboodle operates and makes some suggestions to better utilize it's features. It also describes the Visual Train Caboodle interface and takes you on a brief tour of the Visual Train Caboodle menus. Later chapters describe each feature of Visual Train Caboodle in more detail.

Read the “What is Visual Train Caboodle” section for an overview of how Visual Train Caboodle does its job and what it can do for you. Skim the “Visual Train Caboodle Interface” section to get a feel for how the Visual Train Caboodle menus are organized. Then, use the “Visual Train Caboodle Interface” section as a quick reference to the purpose of each Visual Train Caboodle menu option.

What is Visual Train Caboodle?

The Visual Train Caboodle system is a complete inventory management software solution designed for model railroaders to manage their model train collections.

Simple to use, with standard features of Windows95, this software should be productive for you within minutes.

Many standard reports are provided in different sequences to list items from the data tables. We have provided the experienced user with the Query Maker which will allow him to design and create reports in any format.

The database recalculation feature allows you to either increase or decrease the value of your collection at any time.

Visual Train Caboodle performs the following major functions:

- Organizes Model Railroad collections
- Organizes Parts collections and inventories
- Organizes Kit collections
- Organizes Book collections
- Organizes Magazine collections
- Organizes Slide and Photograph collections
- Organizes Video and Movie collections
- Maintains Want list of items desired
- Organizes Railroadiana (collectibles) collections
- Maintains Pass exchange database

- Produces standard reports
- Product equipment reports for cyclic maintenance activities
- Let you design and customize your own reports using “Query Maker”
- Recalculates your train collection value as needed
- Provides necessary documentation to your insurance company in case of a loss

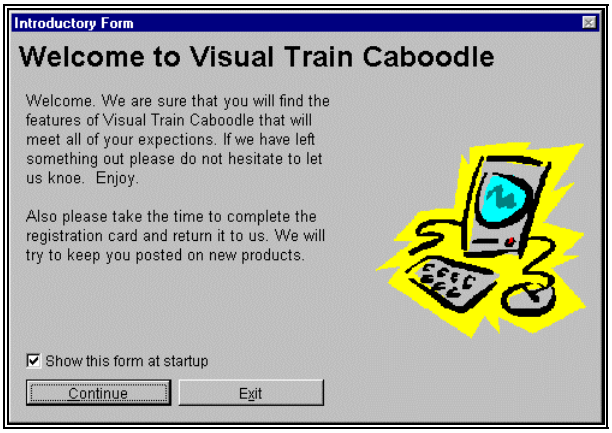
Why You Need Visual Train Caboodle

Each and every model railroader collects vast amounts of engines, rolling stock and other equipment, but seldom has accurate records of exactly what is in his/her collection. Visual Train Caboodle is designed to keep track of all aspects of a collection including a complete description of the model, original cost and current value, detailing information, maintenance records, etc.

Once entered, reports can be produced showing any or all information. These reports can even be used to report to your insurance company the complete details about your collection. If you have a safe place other than your home (safe deposit box) please, please, please, place either backup copies of your data or copies of the inventory reports in this location.

Visual Train Caboodle Introductory Form

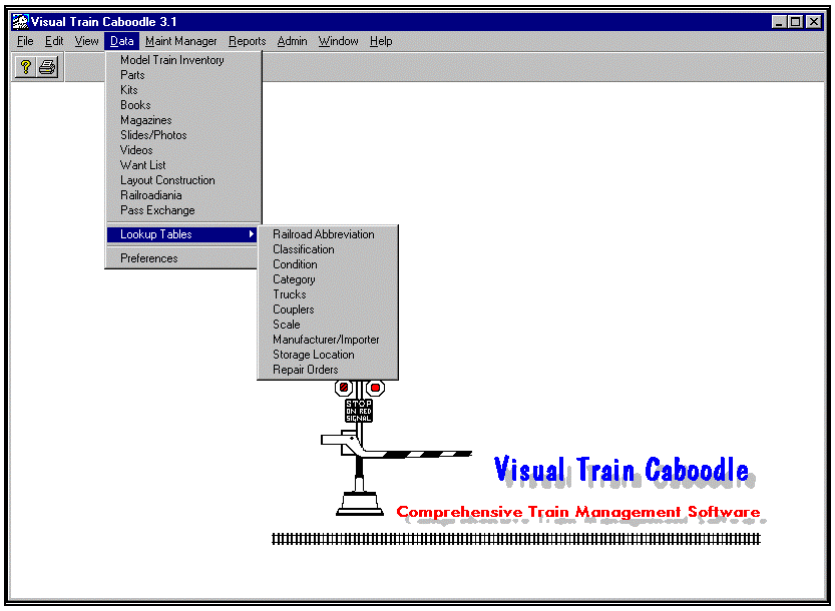
When you run Visual Train Caboodle, you’ll first see the Visual Train Caboodle Introductory Form.



Click Continue to enter Visual Train Caboodle. Click Exit to leave.

Visual Train Caboodle Menu

The Visual Train Caboodle menu organizes your access to Visual Train Caboodle.



The Visual Train Caboodle menu offers many options. The following sections provide an overview of each menu. Use these sections as a reference guide to the menu options. The Visual Train Caboodle-specific options are covered in detail elsewhere in this User's Guide.

File Menu

The following table briefly describes the File menu options.

File Menu	
Option	**Purpose**
Save File...	Stores any changes a user has made to a report, label or report function without closing the FoxPro Report Writer or Text Editor.
Save File As...	Allows a user to name and save a new report, label or report function or save a copy of the current report, label or report function with a new name.
Revert	Replaces the currently displayed report, label or report function with the previous version.
Convert Train Caboodel ver 2.0	Allows you to convert your Version 2.0 Train Caboodle files into Visual Train Caboodle
Clear out ALL Files	Utility to remove all entries from all files except the SCALE and ABBREVIATION files. ***Please use this with care as once you have cleared out the files there is no way to recover.***
Page Setup	Enabled when the Report Designer is open. Allows the selection of report options.
Reindex/Pack Tables	Utility to reindex and pack Visual Train Caboodle tables.
Exit	Closes Visual Train Caboodle. If the Exit Confirm box is checked on the Admin menu Environment dialog, a dialog appears to confirm the intent to exit.

Edit Menu

The following table briefly describes the Edit menu options.

Edit Menu	
Option	**Purpose**
Undo	Cancels the last text change in a field, record or file.
Redo	Reverses the last undo.
Cut	Removes text from a field, record or file and places it on the clipboard.
Copy	Copies selected text to the clipboard.
Paste	Inserts a copy of the clipboard contents into the current field or file.
New	Form Toolbar control. Displays blank form fields for adding a record to a table.
Copy	Form Toolbar control. Copies the current record and displays the copy for editing. Used to add a record and carry values from the current record to the new record.
Delete	Form Toolbar control. Deletes the current record from the table.
Group Delete…	Form Toolbar control. Brings up the Group Delete dialog for deleting records using condition expressions created by the user. Deletes all records meeting the conditions entered.
More	Form Toolbar control. After entering a new record, clicking the More control saves the record and adds a new blank record.
Save	Form Toolbar control. Saves data entered while adding, Copying or editing a record and ends the add or Copy.
Cancel	Form Toolbar control. Cancels data entries and changes made while Adding, Copying or editing a record and terminates the Add or Copy.
Close	Form Toolbar control. Closes the current form.

View Menu

The following table briefly describes the View menu options.

View Menu	
Option	**Purpose**
Parent Mode	Form Toolbar control. Turns Parent Mode on and off for child forms.
Find…	Form Toolbar control. Brings up the Find dialog for finding a record.
Locate…	Form Toolbar control. Brings up the Locate dialog for locating records.
List…	Form Toolbar control. Provides a picklist grid with incremental search and sortable columns for finding records quickly and easily.
Filter…	Form Toolbar control. When no record filter is set, brings up the Visual Train Caboodle Condition Builder for creating a record filter. Otherwise, turns filter off.
Order…	Form Toolbar control. Lists the table's index tag descriptions for selecting the record display order.
Print	Form Toolbar control. Displays the Visual Train Caboodle Report Manager.
First	Form Toolbar control. Displays the first record in a table as defined by the record Order and Filter.
Prior	Form Toolbar control. Displays the prior record in a table as defined by the record Order and Filter.
Next	Form Toolbar control. Displays the next record in a table as defined by the record Order and Filter.
Last	Form Toolbar control. Displays the last record in a table as defined by the record Order and Filter.

Data Menu

The Data Menu provides access to the data entry screens in Visual Train Caboodle.

Data Menu	
Option	**Purpose**
Model Train Inventory	Maintain information about your locomotives and rolling stock
Parts	Maintain Parts inventory
Kits	Maintain Kit inventory
Books	Maintain Book inventory
Magazine	Maintain Magazine inventory
Slide/Photo	Maintain Slide and Photograph database
Videos	Maintain Video and Movie database
Layout Construction	Keeps track of layout construction
Railroadiana	Maintain Railroadiana (collectibles) database
Preferences	Sets information for Visual Train Caboodle that is used for personalized identification on standard reports.
Lookup Tables..	
Railroad Abbreviation	Railroad (Reporting Mark) lookup table
Classification	Equipment Classification codes
Condition	Condition of item
Category	Equipment Category
Trucks	Trucks lookup table
Couplers	Couplers lookup table
Scale	Equipment Scale lookup table
Manufacture/Importer	Manufactures, importers, dealers lookup table
Storage Location	Storage location lookup table
Repair Orders	Equipment Repair orders

Reports Menu

The Reports menu provides access to the standard Visual Train Caboodle Reports and access to Query Manager that will allow you to create your own reports.

The Visual Train Caboodle Report Manager is described in detail in the *Reports* chapter.

Admin Menu

You manage and control Visual Train Caboodle through the Administrative Tools found on the Admin Menu.

The following table briefly describes the Admin menu options.

Admin Menu	
Option	**Purpose**
Errors...	Lists errors that occurred while users worked in Visual Train Caboodle.
Directories...	Displays Visual Train Caboodle directories and allows the Visual Train Caboodle tables and reports directories to be changed.
Environment...	Enables setting of system and environment parameters for Visual Train Caboodle.
Shared Data...	Allows Visual Train Caboodle to share system administration files with another Alpine Software application.
Inventory Recalculation	The recalculation feature will allow you to dynamically change current values of selected items (locomotives/rolling stock) in the inventory database.

Window Menu

The Window menu lists the forms, or windows, that you have opened in the Visual Train Caboodle Desktop window.

Help Menu

The Visual Train Caboodle Help menu contains options for accessing Visual Train Caboodle Help. The Help menu also provides access to desk accessories, such as a Filer, Calculator and Calendar/Diary.

The following table briefly describes the Help menu options.

Help Menu	
Option	**Purpose**
Contents...	Displays the main topics in the Visual Train Caboodle Help file.
Search for Help on...	Brings up the Windows Help Search dialog to search for a topic.
Macros...	Allows you to create short-cut macros.
About...	Displays information about Visual Train Caboodle.
About FoxPro…	Displays information about your computer and the Visual FoxPro version used to create Visual Train Caboodle.
Introductory Form…	Displays the Visual Train Caboodle Introductory Form.
Startup Form	Displays the Visual Train Caboodle Startup Form.
Calculator	Displays a Calculator for basic mathematical operations. Can cut and paste results.
Calendar/Diary	Displays a Calendar/Diary for appointments and notes.

Data Entry

Overview

This chapter begins by explaining how to use the Visual Train Caboodle Form Toolbar controls. The Form Toolbar controls let you select records, navigate among records and update records on a form.

Then, the chapter describes how to use the Visual Train Caboodle data maintenance forms.

Model Train Inventory

Parts

Kits

Books

Magazines

Slides/Photographs

Videos

Want List

Layout Construction

Railroadiana (Collectibles)

Pass Exchange

Railroad Abbreviation Lookup Table

Classification Lookup Table

Condition Lookup Table

Category Lookup Table

Trucks Lookup Table

Couplers Lookup Table

Scale Lookup Table

Manufacturer/Importer Lookup Table

Storage location Lookup Table

Repair Orders

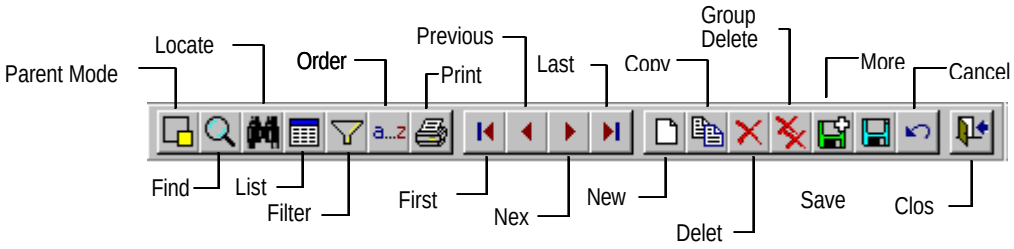
Storage Location Lookup Table

Screen Controls

Form Toolbar Controls

The Visual Train Caboodle Form Toolbar provides controls that let you view and manage the data in the Visual Train Caboodle tables.

Visual Train Caboodle toolbar controls let you navigate through the records, search for records, change the record order, add records, delete records and save changes to records. The control buttons have pictures, or icons, that represent their functions. The Visual Train Caboodle Form Toolbar controls are shown below.



The next two pages provide brief descriptions of each Form Toolbar control. The Find, Locate, Filter, Order, and Group Delete controls are described in more detail in following sections.

Editing Data

When a form is activated in Visual Train Caboodle, you may enter changes directly into the fields on the form. You click the Save button on the toolbar to save your changes. If you try to leave the current record without saving your changes, Visual Train Caboodle prompts you to save your changes.

Toggle Controls

The Parent Mode and Filter buttons are toggles. As described in the table on the following pages, the pictures on these controls change to show whether the status of the control is On or Off.

Toolbar Menu Options

The Edit and View menus contain options for each Form Toolbar control. Toolbar controls that change data are on the Edit menu. Toolbar controls that help you navigate among data are on the View menu.

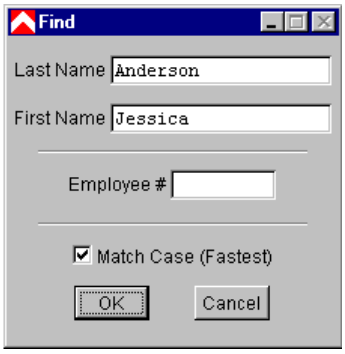
The Edit and View menus display shortcut keys you can use to select a Toolbar control instead of clicking it with your mouse. The shortcut keys are listed in the *Using Visual Train Caboodle* chapter.

Visual Train Caboodle Toolbar Controls		
Picture	**Control**	**Purpose**
	Record Selection Controls:	The record selection controls allow you to choose the table records displayed and to set the display order.
	Filter - Off	Brings up the Visual Train Caboodle Condition Builder for creating a record filter. When a filter is created, only records that satisfy the filter condition are displayed, and the Filter button toggles to the Filter On picture shown below. When the Filter Off picture is displayed, no record filter is in effect.
	Filter - On	Turns filter off. When the Filter On picture is displayed, a record filter is in effect.
	Order	Lists the table's index tag descriptions for selecting the record display order.
	Navigation Controls:	The navigation controls move through the records in a table and locate specific records. As you navigate through the records in a table, the Order selected and the Filter in effect, if any, determine how the table appears to the navigation controls.
	First	Displays the first record in a table as defined by the record Order and Filter.
	Prior	Displays the previous record in a table as defined by the record Order and Filter.
	Next	Displays the next record in a table as defined by the record Order and Filter.
	Last	Displays the last record in a table as defined by the record Order and Filter.
	Find	Brings up the Find dialog for finding a record using the table's primary key or the current Order index key. If a partial key is entered, all records matching the partial key are displayed in a Browse for user selection.
	Locate	Brings up the Locate dialog for locating records using condition expressions created by the user. Displays all records meeting the conditions in a Browse for user selection.
	List	Provides a picklist grid with incremental search and sortable columns for finding records quickly and easily.
	Print	Displays the Visual Train Caboodle Report Manager form.

Visual Train Caboodle Toolbar Controls		
Picture	**Control**	**Purpose**
	Data Update Controls:	You use data update controls to maintain the data in a table. As you update the data, a record of the update is entered in the Audit Trail if the Audit Trail tool is on.
	New	Displays blank form fields for adding a record to a table. If the form is a child in a Related Forms group, the primary key fields in the parent record are automatically entered into the foreign key fields of the new child record.
	Copy	Copies the current record and displays the copy for editing. Used to add a record and carry values from the current record to the new record.
	Delete	Deletes the current record from the table. Relational Integrity is enforced.
	Group Delete	Brings up the Group Delete dialog for deleting records using condition expressions created by the user. Deletes all records meeting the conditions entered. As records are deleted, the Audit Trail is updated and Relational Integrity is enforced.
	More	After entering a new record, clicking the More control saves the record and adds a new blank record.
	Save	Saves data entered while adding, Copying or editing a record and ends the add or Copy.
	Cancel	Cancels data entries and changes made while Adding, Copying or editing a record and terminates the Add or Copy.
	Close Control:	
	Close	Closes the form.

Find

When a user clicks the Find Toolbar control, Visual Train Caboodle displays the Find dialog.



The Find dialog allows you to quickly find records for a table displayed on a form using either the table's current order key or primary key. The fields in the current order key are displayed in the top half of the Find dialog. The field(s) in the primary key are displayed in the bottom half. You can enter values into either key fields to Find a record.

When you change the order of the records displayed on a form through the Order Toolbar control, the current order key fields are automatically changed the next time the Find dialog is displayed.

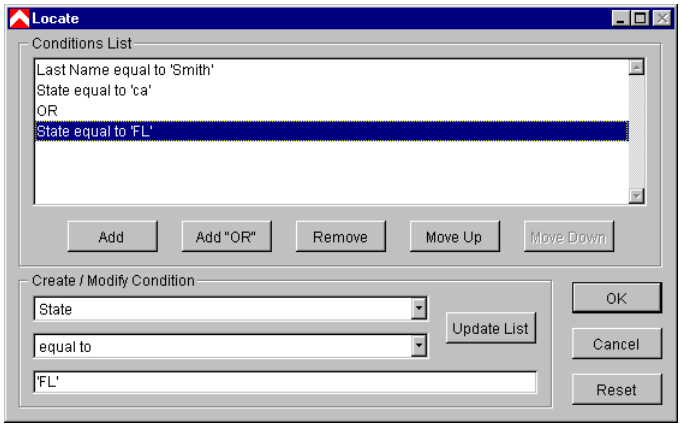
If more than one record meets the search criteria you enter, Visual Train Caboodle displays all the records that meet the search criteria in a window. You can then highlight the desired record and close the window to display the record on the form.

Case Sensitivity

The Find dialog contains a Match Case check box that will cause the Find to perform a case-sensitive search for character fields. The case-sensitive search is much faster.

Locate

When you click the Locate Toolbar control, Visual Train Caboodle displays the Locate dialog.



The Locate dialog allows you to find records using any fields in the table displayed on a form. You construct the conditions the records must meet using the three Create / Modify Condition boxes. Clicking the Update List button adds a condition to the list of conditions in the Conditions box. Clicking the Add button allows the user to enter another conditional expression. Clicking the Add “Or” button inserts the OR construct in the Conditions list.

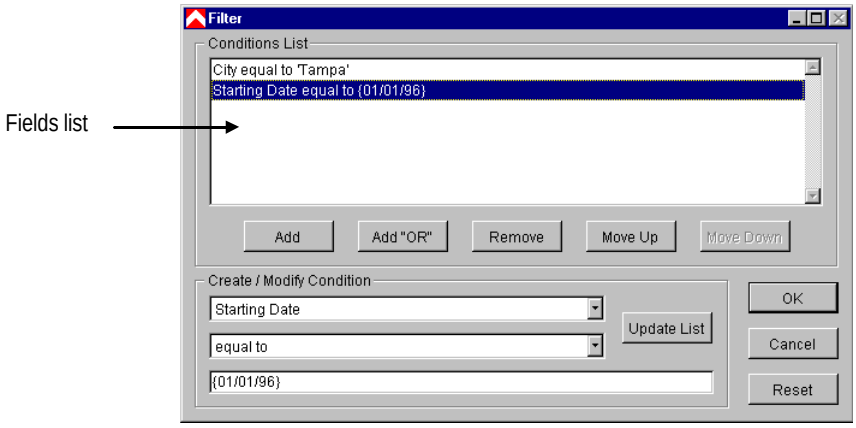
When you complete the entry of the search conditions, click the OK button to execute the search.

If more than one record meets the search criteria entered, Visual Train Caboodle displays all the records that meet the search criteria in a window. You can then highlight the desired record and close the window to display the record on the form.

If you click OK without any search criteria entered, a window appears displaying all records in the table. The order of the records in the window is the same as the current order selected for the form.

Filter

When you click the Filter Toolbar control, Visual Train Caboodle displays the Filter dialog.

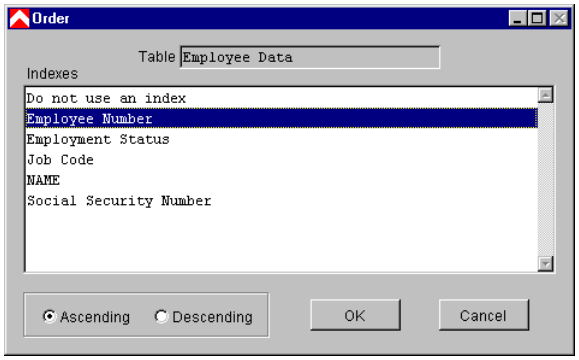


The Filter dialog allows you to filter records using any fields in the table displayed on a form. You construct the conditions the records must meet using the three Create / Modify Condition boxes. Clicking the Update List button adds a condition to the list of conditions in the Conditions box. Clicking the Add button allows the user to enter another conditional expression. Clicking the Add “Or” button inserts the OR construct in the Conditions list.

When you complete the entry of your conditions, clicking the OK button sets the filter on the table. From that point, only records that meet the filter conditions are displayed on the form.

Order

When you click the Order Toolbar control, Visual Train Caboodle displays the Order dialog.



The Order dialog displays the record orders you can select for the table displayed on a form. The current order is highlighted. You change the order of the records on the form by selecting a different order. The order can be made ascending or descending through the radio buttons on the Order dialog.

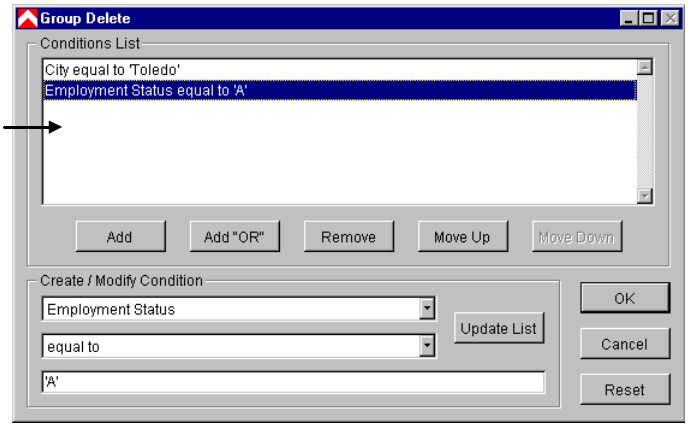
Index Dialog and Toolbar Order Control

You can change the list of record orders displayed on the Order dialog. Visual Train Caboodle maintains a table of index definitions for every table in the Data Manager. You can view a table's index information by selecting the new Indexes button on the Tables - Utilities page in the Data Manager. Indexes are used to determine the order of the records in a table. You can create new indexes for a table through the Data Manager (see the "Creating Indexes" section in the *Building Data: Tables* chapter).

The Index Tags dialog that displays when you select the Indexes button allows you to add indexes to the Toolbar Order control. If you want to change the list of record orders available for a table in the Order control dialog, see the "Index Tags and Toolbar Order Control" section of the *Building Data: Tables* chapter.

Group Delete

When you click the Group Delete Toolbar control, Visual Train Caboodle displays the Group Delete dialog.



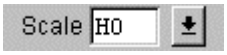
The Group Delete dialog allows you to conditionally delete groups of records using any fields in a table displayed on a form. You construct the conditions the records must meet using the three Create / Modify Condition boxes. Clicking the Update List button adds a condition to the list of conditions in the Conditions box. Clicking the Add button allows the user to enter another conditional expression. Clicking the Add "Or" button inserts the OR construct in the Conditions list.

When you complete the entry of the group delete conditions, clicking the OK button executes the group delete. While Visual Train Caboodle performs the group delete, it is enforcing referential integrity (see the "Referential Integrity" section in the *Building Data: Fields* chapter) and maintaining the audit trail. Consequently, the group delete process can seem slow if a table is involved in a referential integrity relationship. As records are deleted, the number of records deleted appears in a wait window.

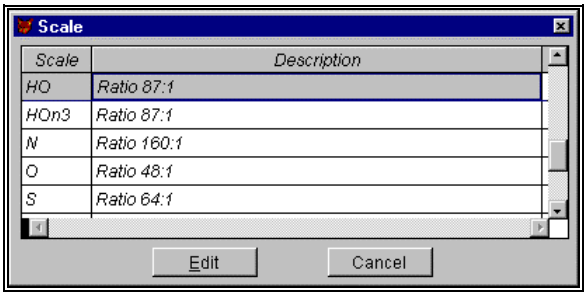
Pressing the Esc key terminates the group delete.

Lookup Tables

As you use the data entry screens you will notice a small little box to the rights of some if the fields as follows:



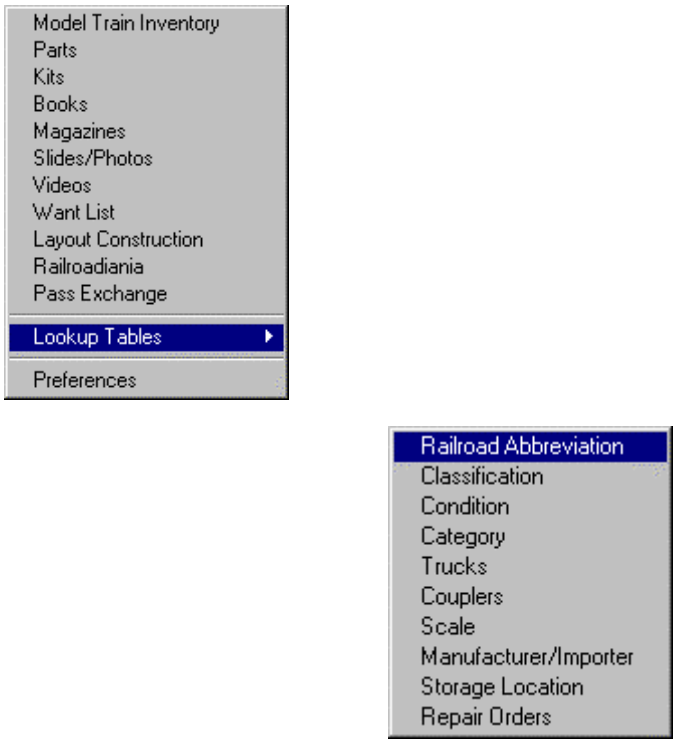
This indicates that you may select from a pick list the value for this field either by moving the cursor or mouse to the field or using the mouse click the arrow key. This will bring up a browse screen where you may select a item from the corresponding lookup table:



Move up or down until you fine the entry that will be placed into the field for you. If an entry you want to place into the field is not currently in the lookup table press the edit button and you will be placed into the edit screen for the proper table. Add the information as required, save the data, and exit from the edit screen and select the item.

Adding and Maintaining Data

Overview



There are eleven different collection categories that data can be entered into plus an additional ten lookup tables that are used to insure that when data is entered into one of the collection tables it is consistent. It is strongly encouraged that you read the chapter “Data Entry” before proceeding with entry of data.

Please take a moment to review the following lookup tables:

- Railroad Abbreviation

- Classification
- Condition
- Category
- Trucks
- Couplers
- Scale
- Manufacturer/Importer
- Storage Location
- Repair Orders

By organizing your thoughts early you will save time while you are adding or changing information in the software. The software will allow you to dynamically add entries to the lookup tables as you proceed.

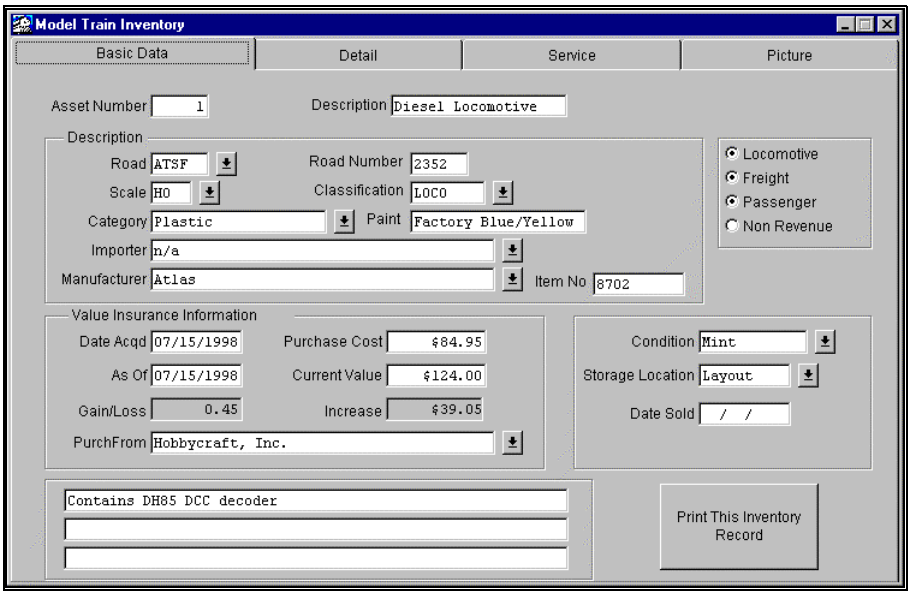
Model Train Inventory

The Model Train Inventory table will allow the collector to record information about all aspects of the collection. Through the use of the following screens you will have access to all of your model train inventory data.

To update the Model Train Inventory select “Model Train Inventory” from the “Data” menu. The software will display the first record in your collection. If you need help in navigating the screens please review the “Data Entry” chapter earlier.

To save time in entering data, you should review and enter pertinent data in each of the following lookup tables that will be used in the inventory:

- Railroad Abbreviation
- Classification
- Condition
- Category
- Trucks
- Couplers
- Scale
- Manufacturer/Importer
- Storage Location



Model Train Inventory – Basic Data Screen

Print This Inventory Record	Use this button to print out a single sheet containing all of the information about the model that is displayed on the screen. This printout will also contain the picture of the model.

Asset Number

Each item in the inventory table must have an unique identification number. The Asset Number field is used for this purpose. You may assign your own number if you wish, or you may let the software assign it for you. If you let the software assign Asset Number, it will determine the last (highest) number used and assign it the next number. For example if the last number used was 1502, when you add the next item, it will be Asset Number 1503.

Description

Enter a brief description of the model. While you are entering descriptions, you should try to be consistent with your entries as some of the reports print in description order. Some examples might include the following:

40’Box Car

Caboose – OB

50’ Flat Car

MOW Crane

Equipment Type

Select one of the following major equipment types:

The equipment type field is used to distinguish information for the Fleet Locomotive, Freight, and Passenger car Roster reports.

Road

Enter the Road (Railroad Reporting Mark) or abbreviation or press the F2 key to select from the Railroad Abbreviation lookup table. Example:

ATSF	Atchinson, Topeka & Santa Fe
WP	Western Pacific
SSLW	Cotton Belt

Road Number

Enter the railroad's reporting number and avoid leaving this field blank.

Scale

Scale is the method used to distinguish between the sizes of railroad models. This is not to be confused with gauge which is the spacing between rails. You may either enter the scale or press F2 to select from the Scale Lookup table. This field should contain this representation of the model. Some examples include:

HO

HOn3

O

O27

Classification

This field will allow you to group your collection into railroad equipment classifications. You may either enter the classification or press F2 to select from the Classification Lookup table. Some examples might include:

SD9	SD9 type locomotives
BX50	Box Cars
CE5	Caboose

Category

This field will allow you to group your collection into different major categories. . You may either enter the category or press F2 to select from the Category Lookup table. Some examples might include:

BRASS	For your brass Collection
TINP	For Tinplate
PLAST	Plastic Models

Paint

This field should contain the paint scheme that best describes the model. This field is used on some of the insurance reports and can assist in quick identification of the model. For more detailed information (make and manufacturer of the paint), use the "Detail Screen" to list all the details about how the model was painted.

Importer

This field should contain the name of the company that imported the model. You may either enter the importer or press F2 to select an entry from the Mfgr/Importer Lookup table that has the **Importer** box checked. Some examples:

PRB	Pecos River Brass
UNITED	United Models
OVL	Overland Models
SUNSET	Sunset Models

Manufacturer

This field should contain the name of the original manufacturer of the model. You may either enter the manufacturer or press F2 to select an entry from the Mfgr/Importer Lookup table that has the **Manufacturer** box checked. Some examples:

PRB	Pecos River Brass
UNITED	United Models
OVL	Overland Models
SUNSET	Sunset Models

Item No

Most, if not all, models carry a manufacturer's part or item number. Some models have both a manufacturer code and item number and in these cases you should omit the manufacture code. For older models such as early brass imports we suggest that you enter the year the model was imported. (Information for brass imports can be found in the Brown Book. The Walthers catalog is another excellent resource for locating Item Numbers.)

Date Acquired

Enter the date you originally acquired the model in the format of MM/DD/YYYY (MM = month, DD = day, YYYY = year). If you are uncertain of the exact date enter 01/01/YYYY where YYYY is the year you bought the model. This field is used in for statistical reporting on your spending history by year.

Purchase Cost

Enter the original cost YOU paid for the model in dollars and cents (24.95). Leaving this field blank will not allow you to reevaluate your collection using the recalculation feature of Visual Train Caboodle or show the actual value of your collection.

As OF

Enter the date you last changed or re-appraised this model in the format of MM/DD/YYYY (MM = month, DD = day, YYYY = year).

Current Value

Enter the value you think the model is worth at the time you entered it into the database in dollars and cents (24.95). Leaving this field blank will not allow you to reevaluate your collection using the features of Visual Train Caboodle or show the actual value of your entire collection. Please refer to the Inventory Recalculation feature of Train Caboodle.

Gain/Loss

This is a calculated field that will show you the rate of how the model has increased or decreased in value. For example of you originally paid $25.00 for the model and it's current value is $50.00 the Gain/Loss would be 2.

Increase

This is a calculated field that will show you the difference between what you paid for the model and it's current value. For example of you originally paid $25.00 for the model and it's current value is $50.00 the Increase would be $25.00 (gain), or of you paid $40.00 and the current value is $22.00 the Increase would be –18.00 (loss).

Purchased From

This field should contain the name of the hobby shop, mail order house, company, or friend that you purchased the model from. You may either enter the Hobby Shop name or press F2 to select an entry from the Mfgr/Importer Lookup table that has the **Supplier** box checked.

Condition

This field is used to show the current condition of the model. You may either enter the condition or press F2 to select from the Condition Lookup table. Some examples might include:

Excellent

Needs Repair

Mint

UnPainted

Storage Location

Most model railroaders have their equipment scattered in all kinds if places. You may either enter the storage location or press F2 to select from the Storage Location Lookup table. This field is used to assist you in locating where to find your models. Some examples include:

On Layout

Workroom

Club

Box 1

Closet

Friend's House

Date Sold

Enter the date you sold the model in the format of MM/DD/YYYY (MM = month, DD = day, YYYY = year).

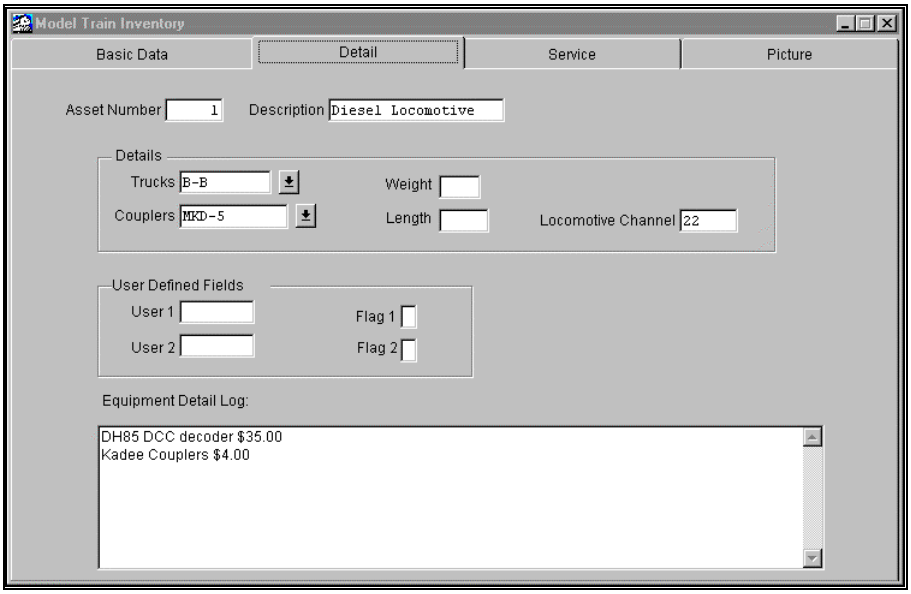
NOTE: Records on the database that have a value in the date sold field will not be included in the calculations for collection value nor will they be listed on any of the insurance reports

Remarks

There are three free form fields that can be used to contain additional remarks about the model. Examples in the use of the remarks include:

1. To describe the model
2. Detailing information
3. Where the model was purchased, and the original condition of the model.

.



Model Train Inventory – Detail Screen

Asset Number / Description

These two fields are here for references purposes only and cannot be modified. If changes are needed, re-select the Basic Data screen.

Trucks

This field should contain the type of trucks that are on the model. You may either enter the trucks or press F2 to select from the Trucks Lookup table. Some examples include:

Arch	Arch Bar
Bett	Bettendorf
Fox	Fox Trucks
A-B-A	Wheel configuration for diesel

Weight

This field should contain the actual weight of the model expressed in ounces. For example, if a box car weighs 4 and 1/2 ounces, this field should contain 4.5.

Couplers

This field should contain the type (model) of couplers that are mounted on the model. You may either enter the couplers or press F2 to select from the Coupler Lookup table. Some examples include:

No5	Kadee No 5's
NMRA	NMRA horn hook
Dummy	Dummy, non working

Length

This field should contain the actual length of the model expressed in inches. For example, if a box car is 4 and 1/2 inches long, this field should contain 4.5.

Locomotive Channel

If the item is a locomotive and contains either a receiver or command control decoder, enter its channel number here.

User 1 / User 2

These are 8 position (character) fields and have been provided for you for your own special purpose. Please also note that we have also provided a standard report listing only items that have a USER1 field coded. Some examples for this field include:

1. Recording a locomotive's CTC receiver channel
2. Train set identification number when an item is part of a train set.
3. What containers are mounted on a TOFC model.

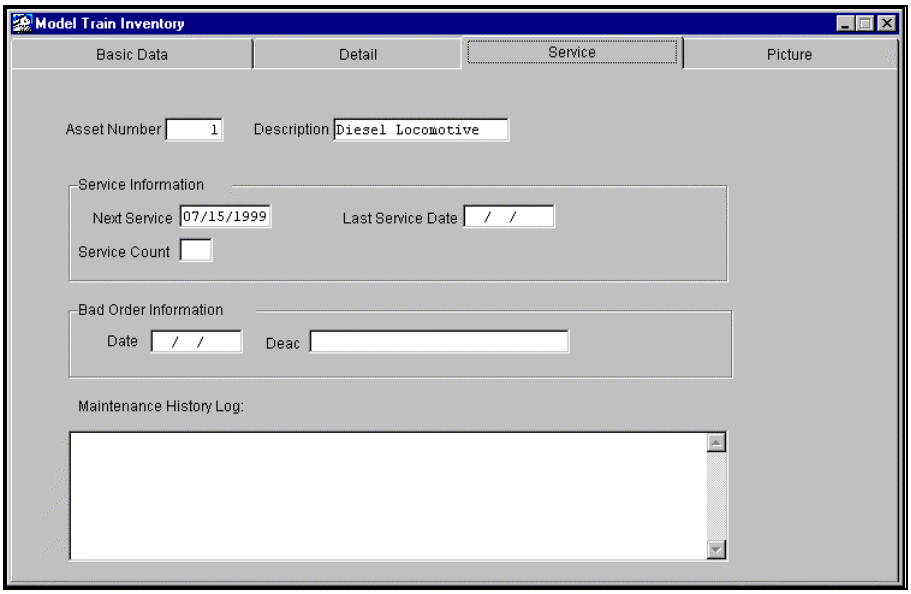
Flag 1 / Flag 2

These are 1 position (character) fields and have been provided for you for your own special purpose. Please also note that we have also provided a standard report listing only items that have a USER1 field coded. Some examples for this field include:

1. Indicator for Powered or Dummy locomotives ("P" or "D")
2. A "Y" or "N" to indicate if this model has it's original box.
3. "U" to indicate the model is unpainted.

Equipment Detail Log

This is a free form memo field that can be used to record the details that have been added on the model, special paint schemes, etc. You are not limited in the amount of information you want to record.



Model Train Inventory – Service Screen

This screen is used for informational purposes only to give you a quick view of maintenance items. For specific information concerning maintenance fields please see the Maintenance Manager section later in the manual.

Asset Number / Description

These two fields are here for references purposes only and cannot be modified. If changes are needed, re-select the Basic Data screen.

Next Service

If you have added this item to the Maintenance Manager for routine scheduled service, this field will contain the date for the next service. This date field is calculated as the last date you serviced the item plus the service interval.

Last Service Date

When you perform service (clean wheels, oil, etc.) on a model and track that activity with the Maintenance Manager, this field contains the date of the last time you performed regular service on the model.

Bad Order Date

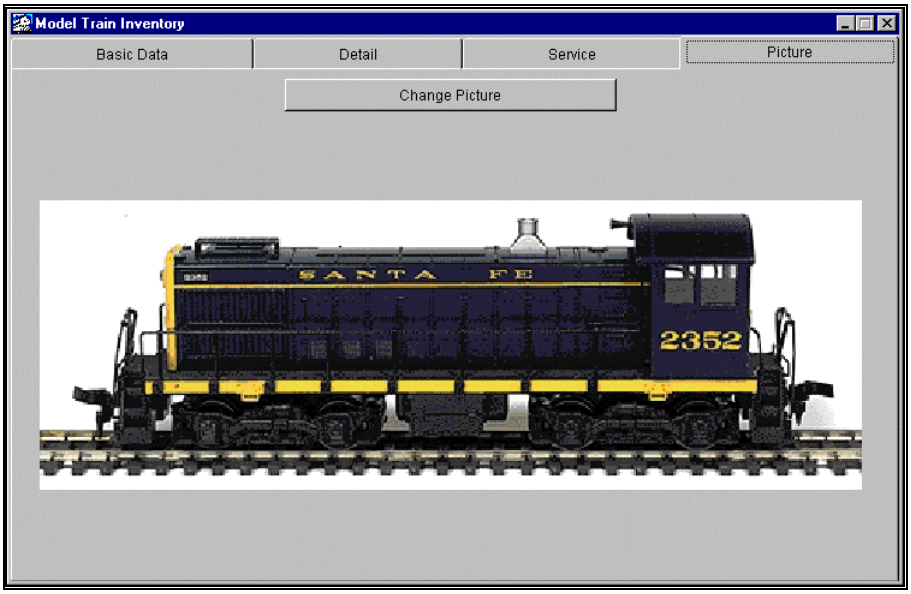
From time to time a model will develop a problem interfering with it's operation and it is set aside for minor repair. Using the Maintenance Manager, you can place the item in bad order status and print a bad order ticket. This field will contain the date you placed this item in bad order status.

Description

This is a brief description of the bad order malfunction.

Maintenance History Log

This field is a running history log of work you performed on a model to keep it in proper operating condition. It is a free form memo field that can be used to record all maintenance notes.



Model Train Inventory – Picture Screen

This screen is used to load a picture from your hard drive into Visual Train Caboodle. By default you should load all of your pictures into the GRAPHICS subdirectory of VTC and the images MUST be Windows BMP files. If you are using images from a PhotoCD they must be converted to this format. If you do not have a graphics program then a good choice is Paint Shop Pro from Jasc (web site www.jasc.com). This program can convert any graphic image to BMP format. Also to keep disk space manageable we recommend that you use either 16 or 256 colors.

Steps to load a graphic image:

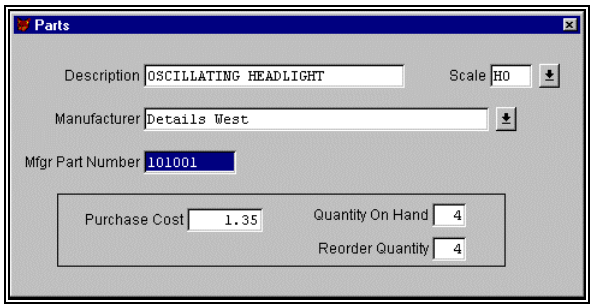
1. Load your graphic image into the GRAPHICS subdirectory of VTC
2. Add a record to the Model Train Inventory Screen
3. From this screen push the Add Picture button (if you already have a picture loaded the button will indicate "Change Picture"
4. You will be presented with a standard Windows open box. From this dialog select the GRAPHICS subdirectory, then select the image you will be loading.

Parts

The parts component of Visual Train Caboodle will allow you to record information about your parts collection.

To save time in entering data for your parts inventory you should review and enter pertinent data in each of the following lookup tables:

- Scale
- Manufacturer/Importer



Parts Screen

Description

Enter a brief description of the part. While you are entering descriptions, you should try to be consistent with your entries, as some of the reports print in description order. Some examples might include the following:

Headlight

Marker Light

Grab Iron

Antenna

Scale

Scale is the method used to distinguish between the sizes of railroad models. This is not to be confused with gauge, which is the spacing between rails. You may either enter the scale or press F2 to select from the Scale Lookup table. This field should contain this representation of the model. Some examples include:

HO

HOn3

O

O27

Manufacturer

This field should contain the name of the manufacturer. You may either enter the manufacturer or press F2 to select an entry from the Mfgr/Importer Lookup table that has the **Manufacturer** box checked. Some examples:

Walthers	Walthers
MDC	Model Die Casting
D-WEST	Details West
Champ	Champion Decals

Mfgr Part Number

Every manufacturer places a part item number on its packages. This field is used to uniquely record that number. If the item does not have a part number, we suggest that you check a Walthers catalog.

Purchase Cost

Enter the either the original cost YOU paid for each part or the current cost in dollars and cents (24.95). If a package costs $1.00 and it has five items in it then the cost would be $.20.

Quantity On Hand

Enter the total number you have currently have on hand. As you use your parts, don't forget to decrease this number.

Reorder Quantity

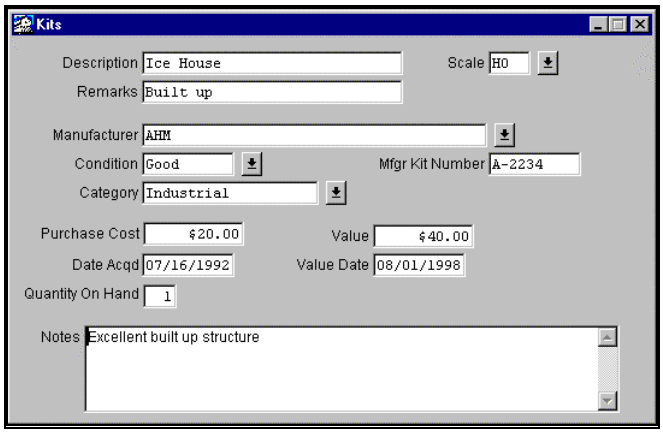
Enter the minimum number of parts you would like to have on hand at all times. This field is used mostly to produce the Suggested Reorder report.

Kits

The Kits component of Visual Train Caboodle will allow you to record information about your unbuilt model kits. For kits that have been built, we suggest that you record their information using the Layout Construction screen.

To save time entering data in your kits inventory, you should review and enter pertinent data in each of the following lookup tables:

- Scale
- Manufacturer/Importer



Kits Screen

Description

Enter a brief description of the kit. While you are entering descriptions, you should try to be consistent with your entries, as some of the reports print in description order. Some examples might include the following:

Rico Station

Mine

Icing Platform

Trestle

Scale

Scale is the method used to distinguish between the sizes of railroad models. This is not to be confused with gauge, which is the spacing between rails. You may either enter the scale or press F2 to select from the Scale Lookup table. This field should contain this representation of the model. Some examples include:

HO

HOn3

O

O27

Remarks

Enter any other information that describes the model, condition or model, etc.

Manufacturer

This field should contain the name of the manufacturer. You may either enter the manufacturer or press F2 to select an entry from the Mfgr/Importer Lookup table that has the **Manufacturer** box checked. Some examples:

Walthers	Walthers
MDC	Model Die Casting
AHM	AHM Models
Campbell	Campbell Models

Condition

This field is used to show the current condition of the model. You may either enter the condition or press F2 to select from the Condition Lookup table. Some examples might include:

Excellent

Needs Repair

Mint

UnPainted

Mfgr Kit Number

Every manufacturer places an item number on its packages. This field is used to uniquely record that number. If the item does not have a part number we suggest that you check a Walthers catalog.

Category

This field will allow you to group your collection into different major categories. . You may either enter the category or press F2 to select from the Category Lookup table. Some examples might include:

BRASS	For your brass Collection
TINP	For Tinplate
PLAST	Plastic Models

Purchase Cost

Enter the either the original cost YOU paid for each kit or the current cost in dollars and cents (24.95).

Value

Enter the value you think the kit is worth at the time you entered it into the database in dollars and cents (24.95).

Date Acquired

Enter the date you originally acquired the kit in the format of MM/DD/YYYY (MM = month, DD = day, YYYY = year). If you are uncertain of the exact date enter 01/01/YYYY where YYYY is the year you bought the model

Quantity On Hand

Enter the total number of kits you have currently have on hand. As you build your kits don't forget to decrease this number and add a new item to Layout Construction or model train inventory.

Value Date

Enter the date you last changed or re-appraised this kit in the format of MM/DD/YYYY (MM = month, DD = day, YYYY = year).

Notes

Free form field used to record any additional information about this kit.

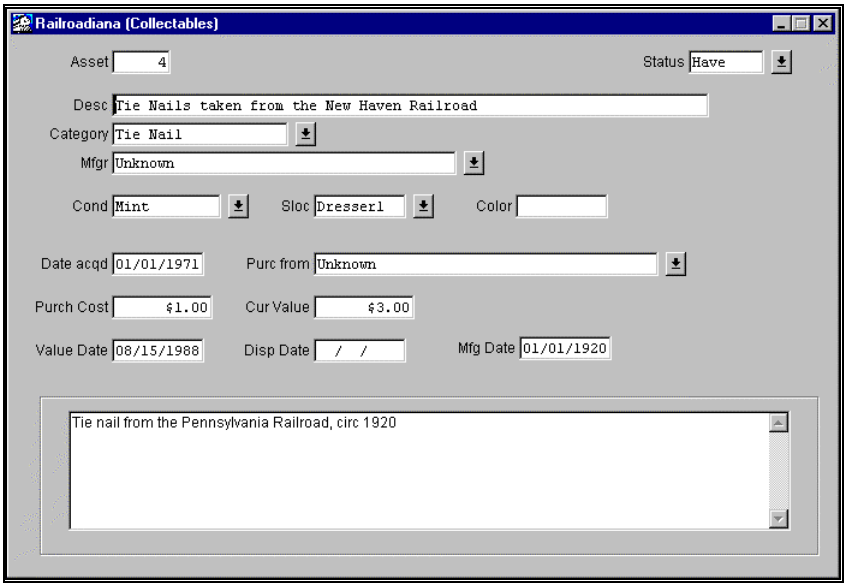
Books

The Book section of Visual Train Caboodle is a separate file used to record information about your book collection. Most of the information that is needed can be found in the front of the book.

There are three separate screens used to record information.

To save time entering data in your books inventory, you should review and enter pertinent data in each of the following lookup tables:

- Category
- Manufacturer/Importer
- Condition



Book Inventory – Basic Screen

Book Title

Enter the full title of the book. Be careful in using words like "The" as the first word in the title as it may be hard to find an item in the Book report by title. Consider using the following as a guide line:

The Western Pacific Pictorial
Western Pacific Pictorial, The

Author

The name of the person who wrote this book. We suggest that you use last name first, followed by the first name, as this will simplify generating reports.

Subject

Enter a subject used to group books into different subject areas. Consider the following as a guideline:

Western Pacific Railroad Reference
Model Railroad

Type of Book

Enter the type (media) for this book or select from the following:

3Ring
HardBack
LooseLeaf
PaperBack
Spiral

Category

This field will allow you to group your book collection into different major categories. You may either enter the category or press F2 to select from the Category Lookup table. Some examples might include:

Reference	Reference Books
Annual	Railroad Annuals
ModelRR	Model Railroad Books
Other	Other types of books

Pages

Enter the total number of pages in this book.

Editor

The name of the person who edited this book. We suggest that you use last name first followed by the first name as this will simplify generating reports.

Publisher

The name of the company who published this book. We suggest that you use last name first followed by the first name as this will simplify generating reports.

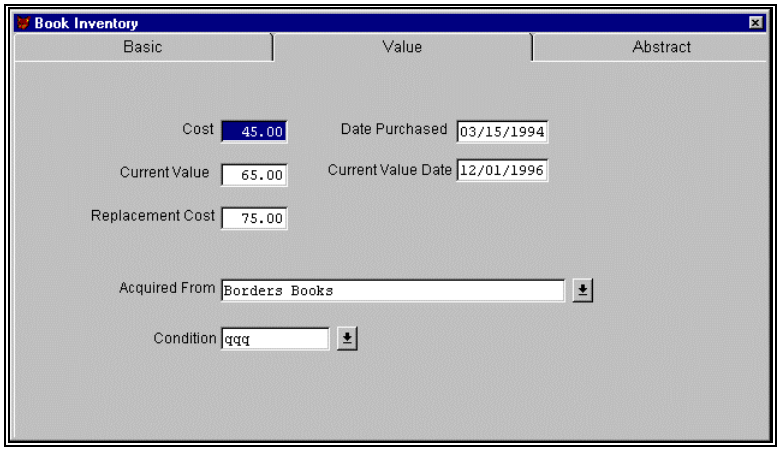
ISBN Number

Issue

The International Standards Book Number can be found within the first few pages of the book. Authors use this number to identify their books.

Date Purchased

Enter the date you originally acquired this book in the format of MM/DD/YYYY (MM = month, DD = day, YYYY = year). If you are uncertain of the exact date enter 01/01/YYYY where YYYY is the year you bought the book.



Book Inventory – Value Screen

Cost

Enter the original cost YOU paid for the book in dollars and cents (24.95).

Date Purchased

Enter the date you originally acquired this book in the format of MM/DD/YYYY (MM = month, DD = day, YYYY = year). If you are uncertain of the exact date enter 01/01/YYYY where YYYY is the year you bought the book.

Current Value

Enter the value you think the book is currently worth at the time you entered it into the database in dollars and cents (24.95).

Current Value Date

Enter the date you last changed or re-appraised this book (also changed the Current Value field) in the format of MM/DD/YYYY (MM = month, DD = day, YYYY = year).

Replacement Cost

This is an estimation field of how much you think it would cost using today's prices to replace this book. You should review this field from time to time and make changes as necessary.

Acquired From

This field should contain the name of the shop, mail order house, company, or individual that you purchased the book from. You may either enter the company name or press F2 to select an entry from the Manufacturer/Importer Lookup table that has the **Supplier** box checked

Condition

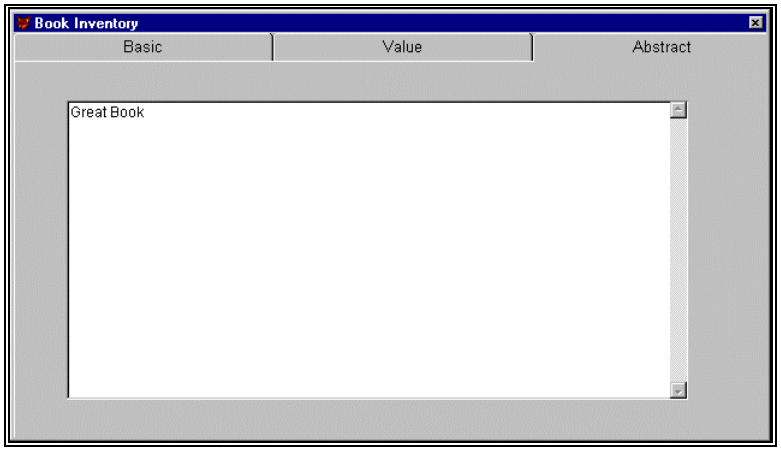
This field is used to show the current condition of the book. You may either enter the condition or press F2 to select from the Condition Lookup table. Some examples might include:

Excellent

Worn

Mint

New

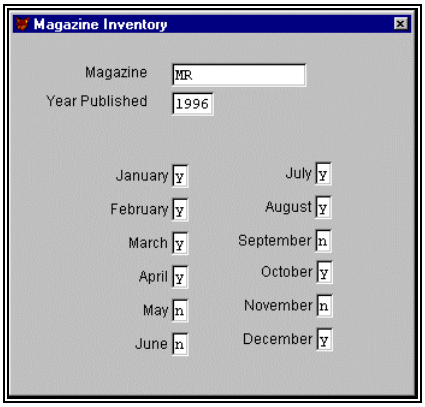


Book Inventory – Abstract Screen

Use this final screen to enter a narrative of the book, your own comments, or other vital information you would like to record about the book.

Magazines

The magazine inventory is used to record the status of your magazine collection by indicating if you have a magazine for a given year month. The information that is recorded here is not an article reference file (if you have a requirement for this type of software Alpine has the ***RailScan*** program that contains references to over 40 magazines),



Magazine Screen

Magazine

Either enter the full name of the magazine or use a shortened magazine code. Example:

MR	Model Railroader
RMC	Railroad Model Craftsman
TRN	Trains

Year Published

Enter the year of the magazine

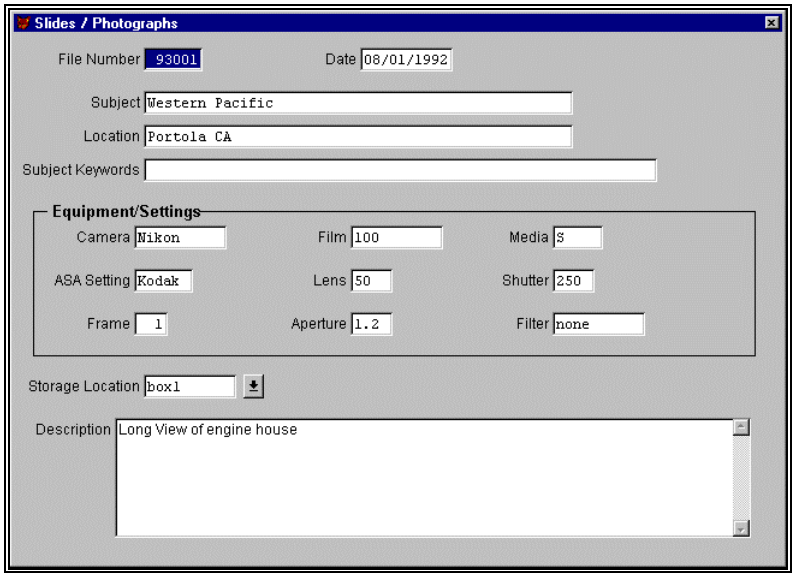
Months

A field is provided for each month (January, February, Etc.) to record your information. Any single character may be used like the following:

Y	Yes you have the magazine
N	You do not have the magazine
W	Want the Magazine
3	Have 3 copies of the magazine

Slides/Photographs

The slide/Photograph component of Visual Train Caboodle will allow you to record information for your collection of slides, photographs, or negatives.



Slide/Photograph Screen

File Number

This field is used to uniquely contain a file or reference number for the photo or slide. Consider it a serial number. Many photographers have there own system to number items in their collections. I use the following format for all of my slides, photos, and negatives:

XYYRRR

X	Type of media: P = Photograph N = Negative S = Slide
YY	Year the media was taken
RRR	Unique roll number

Date

Enter the date you took the photograph in the format of MM/DD/YYYY (MM = month, DD = day, YYYY = year).

Subject

This field should contain the primary subject of the photo or slide. There is also an additional field (Subject Keywords) that can be used for quick retrieval of information (see below).

Location

Location where this photo or slide was taken.

Subject/Keywords

The subject field above is used for a primary subject. This field can be utilized to contain keywords that can be used to access information: Examples:

Diesel

Depot

Railfans

WP

Camera

The camera that was used to take the slide or photo.

Film

Film used for this slide or photo. Example:

Kodak EK

Fuji 100

Media

Media for this item. Examples:

N	Negative
C	Color Print
S	Slide
B	Black and White Print

ASA Setting

Film speed or ASA number used.

Lens

Lens used for slide or photo. Example:

80mm

55mm

105mm

Shutter

Shutter speed used for this slide or photo.

Frame

Relative frame number of the film or processed slide number from developing. Start with 01 and continue to the end of the film.

Aperture

The aperture of F stop setting that was used for the slide or photo.

Filter

If a special filter was used for this slide or photo enter it here. Example:

UV

Star

Flash

Storage Location

Most have their slides, photos, negatives stored in a number of different places. You may either enter the storage location or press F2 to select from the Storage Location Lookup table. This field is used to assist you in locating where to find your models. Some examples include:

File Cabinet

Vault

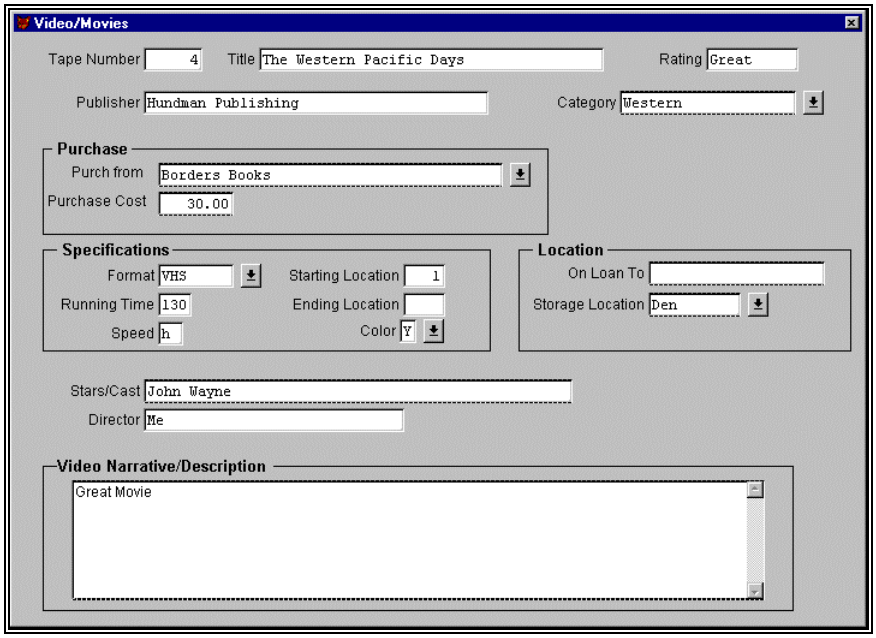
Box 1

Description

Use this free form field to record any additional information about this slide or photo. Examples include additional subject matter, equipment, location, weather conditions, or anything else.

Videos

This section is used to record information about your video collection. The information that you record can be about any type of video/movie.



Video/Movie Screen

Tape Number

Use this field to assign a reference number that can be used as identification for your videos. This field must be unique. You cannot have two items with the same number. We also suggest that, as you assign tape numbers, you attach a sticker to the outside of the container to quickly find the item.

Title

The full title or name of the video or movie.

Rating

The standard industry standard movie rating:

G

PG

PG13

R

N/R

Publisher

This field should contain the name of the video publisher. You may either enter the publisher or press F2 to select an entry from the Mfgr/Importer Lookup table that has the **Publisher** box checked. Some examples:

Pentrex
Green Frog

Category

This field will allow you to group your video library into different major categories. You may either enter the category or press F2 to select from the Category Lookup table. Some examples might include:

Comedy	
Rail	Railroad Videos
Cartoon	

Purchase from

This field should contain the name of the shop, mail order house, or company that you purchased the video from. You may either enter the Shop name or press F2 to select an entry from the Mfgr/Importer Lookup table that has the **Supplier** box checked

Purchase Cost

Enter the original cost YOU paid for the video in dollars and cents (24.95).

Format

Enter the format for this video/movie or press the F2 key to select from the standard supplied list.

8MM
16MM
Beta
Laser
VHS
DVD

Starting Location

If this tape has multiple movies recorded on this the Starting and Ending location fields can be used to record the counter setting to quickly find the spot on the tape where the movie begins.

Running Time

Total running time in minutes of the movie.

Ending Location

See description of Starting location above.

Speed

Enter the speed setting this video was recorded at.

Color

If this item is in color enter a Y otherwise enter a N.

Stars/Cast

Enter the name(s) of the people who star in this video. Suggest that you use last name first followed by the first name as this will simplify generating reports.

Director

Enter the name(s) of the person who directed this video. Suggest that you use last name first followed by the first name as this will simplify generating reports.

Video Narrative/Description

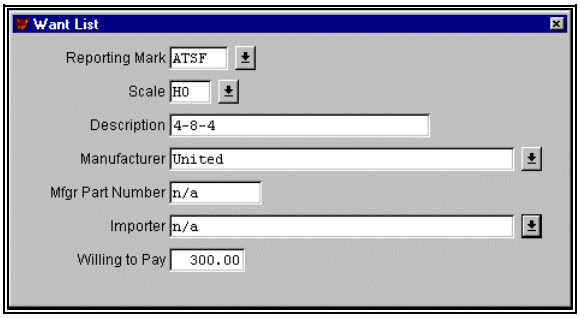
If you have the original package you may enter the narrative of the video or movie or you may describe this item in your own words. This field may be used for any other purpose as necessary. You may list all railroads, locations, etc. contained on this video.

Want List

The Want List is a file designed to record information on your "Wish List". Only basic information is needed. After you have completed entering information, give a copy of the "Wish List Report" to your spouse girl/boy friend, or whoever, just before birthdays or Christmas.

To save time in entering data entering your want list you should review and add pertinent data to each of the following lookup tables:

- Report Mark (Railroad Abbreviation)
- Scale
- Manufacturer/Importer



Want List Screen

Reporting Mark

Enter the Road (Railroad Reporting Mark) or abbreviation or press the F2 key to select from the Railroad Abbreviation lookup table. Example:

ATSF	Atchinson, Topeka & Santa Fe
WP	Western Pacific
SSLW	Cotton Belt

Scale

Scale is the method used to distinguish between the sizes of railroad models. This is not to be confused with gauge, which is the spacing between rails. You may either enter the scale or press F2 to select from the Scale Lookup table. This field should contain this representation of the model. Some examples include:

HO

HOn3

O

O27

Description

Enter a brief description of the model. While you are entering descriptions, you should try to be consistent with your entries, as some of the reports print in description order. Some examples might include the following:

40'Box Car

Caboose – OB

50' Flat Car

MOW Crane

Manufacturer

This field should contain the name of the original manufacturer of the model. You may either enter the manufacturer or press F2 to select an entry from the Mfgr/Importer Lookup table that has the **Manufacturer** box checked. Some examples:

PRB	Pecos River Brass
UNITED	United Models
OVL	Overland Models
SUNSET	Sunset Models

Mfgr Part Number

Most, if not all, models carry a manufacturer part or item number. Some models have both a manufacturer's code and item number. In these cases you should omit the manufacturer code. For older models such as early brass imports we suggest that you enter the year the model was imported. Information on brass imports can be found in the Brown Book.

Importer

This field should contain the name of the company that imports the model. You may either enter the importer or press F2 to select an entry from the Mfgr/Importer Lookup table that has the **Importer** box checked. Some examples:

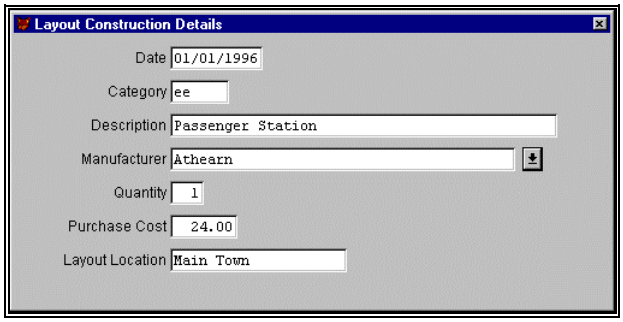
PRB	Pecos River Brass
UNITED	United Models
OVL	Overland Models
SUNSET	Sunset Models

Willing to Pay

Record the maximum amount (in dollars and cents) you would be willing to pay for this item. Remember that, if you give your list to someone, it will become a guideline for purchasing the model.

Layout Construction

The Layout Construction file was designed to allow you to record all information on the progress of building your layout. The information contained in this file could be valuable for insurance purposes or just to keep track on how much is spent on layout construction.



Layout Construction Screen

Date

This data field could be used for several purposes. It might be the day you purchased the item, or the date the item was used on the layout. Use the format of MM/DD/YYYY (MM = month, DD = day, YYYY = year).

Category

This field will allow you to group your layout construction items into different groups. Examples:

Lumber	Lumber, screws, nails, glue
Elect	Electrical
Scenery	Scenery materials
Track	Track, switches, roadbed
Struct	Structures

Description

Enter a brief description of the item or activity. Examples:

Lumber 2x4

Lumber 1x4

Wire 250' 12ga green

Switch Machine

Plastered north mountain

Manufacturer

This field should contain the name of the original manufacturer of the item. You may either enter the manufacturer or press F2 to select an entry from the Mfgr/Importer Lookup table that has the **Manufacturer** box checked. Some examples:

Home Depot

Atlas

Mountain in Minutes

Quantity

Enter either the total number of items purchased or number used.

Purchase Cost

Enter the original cost you paid for the item expressed in dollars and cents (24.95).

Layout Location

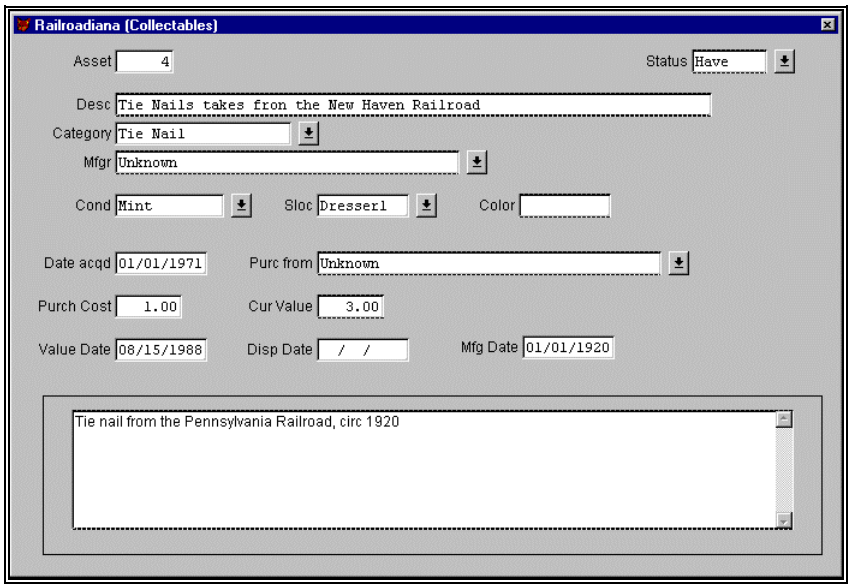
Enter the location on your layout where this items was used or installed. You can be as specific as you wish and could consider using a town or siding name.

Railroadiana (Collectibles)

The Railroadiana section of Visual Train Caboodle will allow you to record information about all of the other items you collect that are not covered by standard facilities of Visual Train Caboodle. Information could include tie nails, switch stands, signs, oil cans, etc.

To save time in entering data entering your collectibles you should review and add pertinent data to each of the following lookup tables:

- Category
- Manufacturer/Importer
- Condition
- Storage Location



Railroadiana (Collectibles) Screen

Asset Number

Each item in the Railroadiana table must have an unique identification number. The Asset Number field is used for this purpose. You may assign your own number if you wish or you may let the software assign them for you. If you let the software assign Asset Number it determine the last number used and assign the next number. For example if the last number was 1502, when you enter the next item it will be Asset Number 1503.

Status

Current status code utilized as follows:

Have	You have this item
Sold	You have sold this item
Want	You want this item

Description

Enter a brief one line description of this item.

Category

This field will allow you to group your collection into different major categories. . You may either enter the category or press F2 to select from the Category Lookup table. Some examples might include:

Sign	Signs
Equipment	Equipment
Lamp	Lamps or markers

Manufacturer

This field should contain the name of the original manufacture of the model. You may either enter the manufacturer or press F2 to select an entry from the Mfgr/Importer Lookup table that has the **Manufacturer** box checked. Some examples:

PRB	Pecos River Brass
UNITED	United Models
OVL	Overland Models
SUNSET	Sunset Models

Condition

This field is used to show the current condition of the model. You may either enter the condition or press F2 to select from the Condition Lookup table. Some examples might include:

Excellent

Need Repair

Mint

UnPainted

Storage Location

Most model railroaders have their equipment scattered in all kinds if places. You may either enter the storage location or press F2 to select from the Storage Location Lookup table. This field is used to assist you in locating where to find your models. Some examples include:

On Layout

Workroom

Club

Box 1

Color

Color of item.

Date Acquired

Enter the date you originally acquired the item in the format of MM/DD/YYYY (MM = month, DD = day, YYYY = year). If you are uncertain of the exact date enter 01/01/YYYY where YYYY is the year you bought the model. This field is used in for statistical reporting on your spending history by year.

Purchased From

This field should contain the name of the hobby shop, mail order house, or company that you purchased the item from. You may either enter the Hobby Shop name or press F2 to select an entry from the Mfgr/Importer Lookup table that has the **Supplier** box checked

Purchase Cost

Enter the original cost YOU paid for the item in dollars and cents (24.95).

Current Value

Enter the value you think the item is worth at the time you entered it into the database in dollars and cents (24.95

Value Date

Enter the date you last changed or re-appraised this item in the format of MM/DD/YYYY (MM = month, DD = day, YYYY = year).

Disposal Date

Enter the date you sold this item in the format of MM/DD/YYYY (MM = month, DD = day, YYYY = year). Also, when you sell an item change the status to "Sold".

Manufacture Date

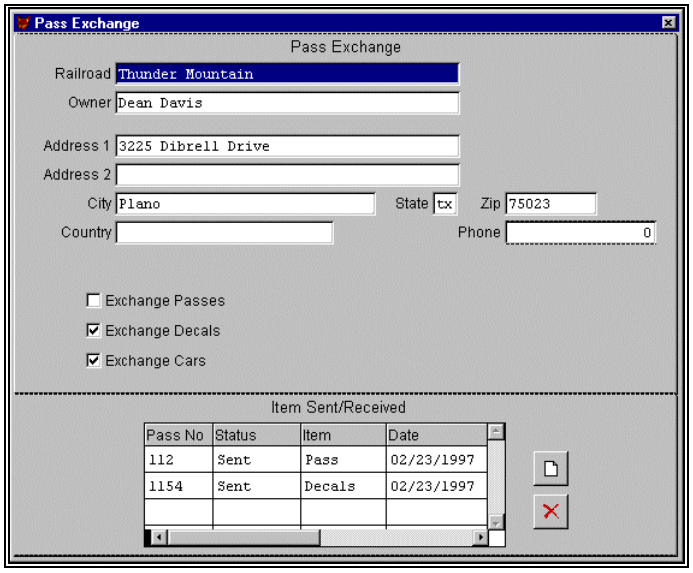
If known enter the date this item was manufacturer in the format of MM/DD/YYYY (MM = month, DD = day, YYYY = year).

Comments

Use this free form edit field to record any additional information about this item. Suggestions include exact condition of item, historical information, special markings, etc.

Pass Exchange

Many model railroaders and Railfans exchange various kinds if items with fellow hobbyists. Items include but are not limited to railroad passes, decals, cars, railroad paperwork. This table will allow you to keep track of what items you receive from whom, and also track what you send to others.



Pass Exchange Screen

Railroad

Name of owners railroad.

Owner

Name of owner's or person that you correspond and exchange items with.

Address

Enter the first and second line of the address

City

Enter the City. (don't forget to capitalize the first character (I.E. Atlanta)

State

Enter the State code abbreviation (I.E. AK for Alaska).

Zip

Used to contain the zip code. We have also provided the extra space for ZIP + 4.

Phone

Enter the area code and phone number for the exchange. (aaa = area code and xxx-xxxx is the phone number)

Exchange Passes

Check this box if this person exchanges passes.

Exchange Decals

Check this box if this person exchanges decals.

Exchange Cars

Check this box if this person exchanges Cars.

Item Sent/Received

The following grid is used to record you activity with the person listed above. The following 2 buttons are used for that purpose:

	Adds a new item to the item sent activity log. When pressed fill in the fields in the grid with your information.
	Delete the record highlighted in the grid box.

Pass Number

Enter either your pass number you sent or the pass number that was received.

Status

Enter either Sent or Received to correspond the your activity.

Item

Enter one of the following items:

Car

Decals

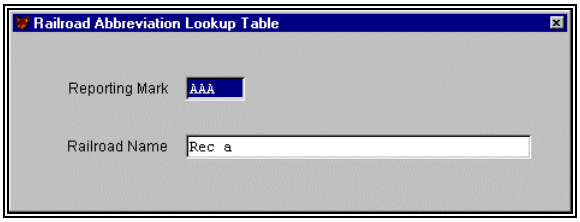
Pass

Date

Enter the date this activity occurred in the format of MM/DD/YYYY (MM = month, DD = day, YYYY = year).

Railroad Abbreviation Lookup

The Railroad Lookup Table is used to validate the RAILROAD field in the Inventory Table during data entry and will insures accuracy.



Railroad Abbreviation Lookup Table Screen

Each railroad has a unique identification (Reporting Mark) to identify its equipment from other railroads. Simply add the railroad you model to this table. Do not forget to add your own private railroad if you have one.

Railroad

You may either enter the railroad reporting mark as a letter abbreviation or press the F2 key to select an entry from the Railroad Lookup table. You must have an entry in the Railroad Lookup table. Example:

ATSF For Santa Fe

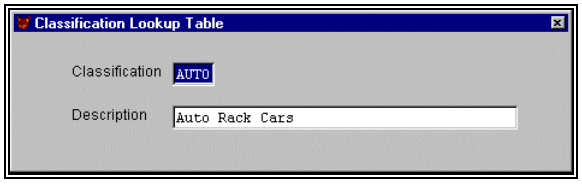
SSLW For Cotton Belt

Railroad Name

Enter the full name of the railroad.

Classification Lookup

The Classification Lookup Table is used to validate the CLASSIFICATION field in several of the screens during data entry and will insure accuracy.



Classification Lookup Table Screen

The CLASSIFICATION field allows you a specific place to record within the Whyte Classification system (the wheel arrangement classification system for steam engines) or the A.A.R. Class for diesel engines, passenger cars, or rolling stock. Classes are an abbreviation the railroads use for communicating the specifics of a car's design or use.

The Whyte system classifies steam engines by the configuration of the wheels. You may have seen engines referred to as 0-4-0 or 4-10-2. This is the Whyte system of classification in action. You are not required to use this system and you may use terms like "PACIFIC", "AMERICAN", "TEXAN", or "HUDSON" instead.

Diesel engines are classified by the A.A.R. system, as are passenger and freight cars (excluding maintenance of way equipment). This is a shorthand which described the engine or car and is an extensive list of abbreviations. Please see below for some examples.

The passenger car and freight car classes are 2 to 4 letter symbols. For example, DA is Dining Car, PO is an Observation Car, etc.

In freight cars, TA is just one of many kinds of tank cars. GB is one type of gondola.

In diesels, the system uses letters to indicate adjacent driving axles is a rigid wheel base or on a truck (A=one driving axle, B=two driving axles). Numerals indicate the number of adjacent idle (non-driving) axles. A Plus (+) sign represents articulated joints between trucks, and minus (-) means a non articulated separation between trucks. For example, a GP-7 locomotive is classified as a B-B.

We suggest you investigate these classes by looking at the NMRA Standards Book. (If you are not a member of the NMRA, we think you should be. The Standards book is not very expensive and makes a great reference.) See specifically sections D9a.1 through D9c.04.

Using the complete list of classes can become intimidating for the new user. You may wish to abbreviate the list into a "most commonly used" list.. For example:

Some Commonly Used Freight Car Classes:

FD	depressed-center flatcar
FM	flatcar
GB	Mill gondola
HM	Open twin hopper
HT	Open triple or quad hopper
LC	Boxcar with roof hatches
LO	Covered hopper
LP	Pulpwood car
NE	Caboose
RBL	Insulated boxcar
RP	Mechanical refrigerator
RS	Ice-bunker refrigerator
SM	Single-deck stockcar
SP	Poultry car
TA	Tank car (ICC 103 series)
XAP	Auto-parts boxcar

Class

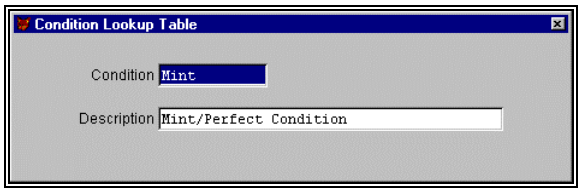
This field will allow you to group your collection into railroad equipment classifications. You may either enter the classification or press F2 to select from the Classification Lookup table. You must have a corresponding entry in the Classification Lookup table.

Description

Enter a brief description for this classification.

Condition Lookup

The Condition Lookup Table is used to validate the CONDITION field several of the screens during data entry and will insure accuracy.



Condition Lookup Table

Condition

This field is used to show the current condition of the model. You may either enter the condition or press F2 to select from the Condition Lookup table. You must have a corresponding entry in the Condition lookup table.

Description

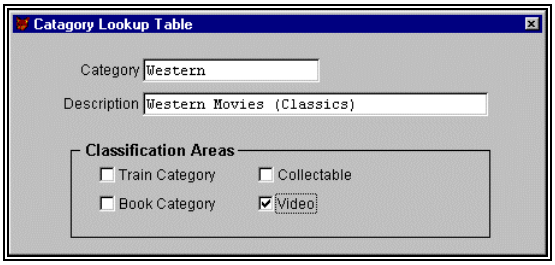
Enter a brief description for this Condition..

The following examples illustrates how you can use the Condition Field:

G	Good or OK
KIT	Kit
MP	Kit with missing parts
MT	Mint Condition
NP	Not Painted
P	Poor Condition

Category Lookup

The Category Lookup Table is used to validate the CATEGORY fields in several of the screens during data entry and will insure accuracy.



Category Lookup Table

Add records to this table as necessary to group information in your collection. Consider the following:

BRASS	Brass Imports
WOOD	Wood Models
LOCO	Locomotives
FREIGHT	Freight Equipment
MOW	Maintenance of Way
NON	Non Revenue
PASS	Passenger

Category

This field will allow you to group your collection into different major categories. . You may either enter the category or press F2 to select from the Category Lookup table. You must have a corresponding entry in the Category Lookup table.

Description

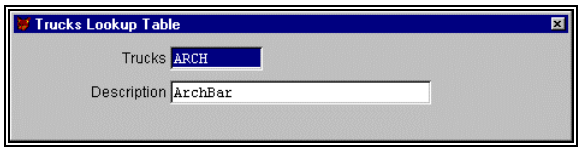
Enter a brief description for this category.

Classification Areas

Included is the box of check boxes are the area that this category applies. For example if this category is to be used to lookup entries in the Train Inventory screen and the Collectable screen then both boxes should be checked. If you have not checked a specific box you will not be allowed to perform a lookup in a specific screen.

Truck Lookup

The Trucks Lookup table is used to validate the Trucks field in the Model Train Inventory screen.



Trucks Lookup Screen

Trucks

This field should contain the type of trucks that are on the model. You may either enter the trucks or press F2 to select from the Trucks Lookup table. Some examples include:

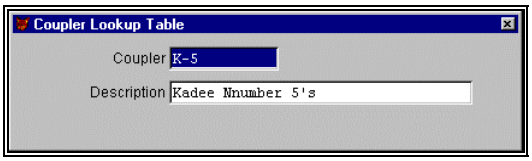
Arch	Arch Bar
Bett	Bettendorf
Fox	Fox Trucks
A-B-A	Wheel configuration for diesel

Description

Enter a brief description for these trucks.

Coupler Lookup

The Coupler Lookup table is used to validate the Coupler field in the Model Train Inventory screen.



Couplers Lookup Screen

Coupler

This field should contain the type (model) of couplers that are mounted on the model. You may either enter the couplers or press F2 to select from the Coupler Lookup table. Some examples include:

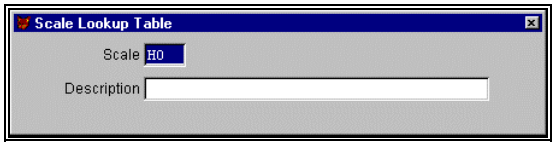
No5	Kadee No 5's
NMRA	NMRA horn hook
Dummy	Dummy, non working

Description

Enter a brief description of these couplers.

Scale Lookup

The Scale Lookup Table is used to validate the SCALE field in several of the screens during data entry and will insure accuracy.



Scale Lookup Screen

Scale

Scale is the method used to distinguish between the sizes of railroad models. This is not to be confused with gauge which is the spacing between rails. You may either enter the scale or press F2 to select from the Scale Lookup table. You must have a corresponding entry in the scale lookup table. This field should contain this representation of the model.

Description

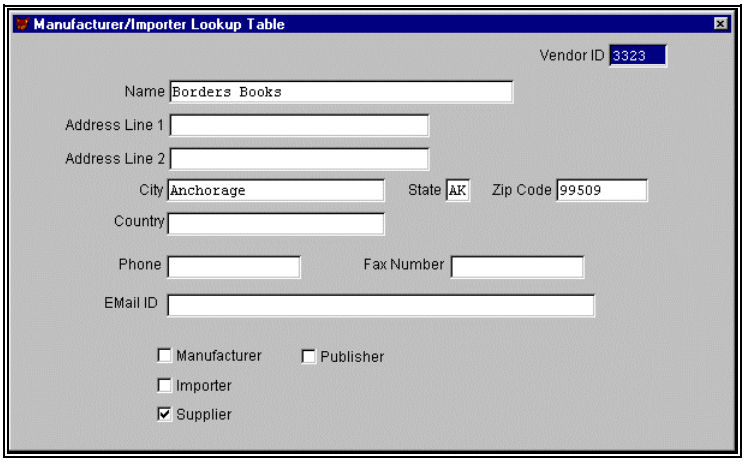
Enter a brief description for this scale.

The following examples illustrates how you can use the Scale Field:

HO	Ratio 87:1
Hon3	Ratio 87:1
N	Ratio 160:1
O	Ratio 48:1
OO	Ratio 76:1
S	Ratio 64:1
TT	Ratio 101:1
Z	Ratio 220:1

Manufacturer/Importer Lookup

The Manufacturer/Importer Table is used to validate a number of fields during data entry and will insure accuracy. This table will also provide information if you need to correspond with either a Manufacturer, Importer, supplier, or publisher.



Manufacturer/Importer Lookup Screen

Vendor ID

This field should contain the abbreviated name of the original manufacturer.

Name

This is the full name of the manufacturer.

Address

Enter the first and second line of the address.

City

Enter the City. Don't forget to capitalize the first character I.E. Atlanta.

State

Enter the State code abbreviation (I.E. AK for Alaska).

Zip

Used to contain the zip code. We have also provided the extra space for ZIP + 4.

Phone

Enter the area code and phone number for the Manufacturer. (aaa = area code and xxx-xxxx is the phone number)

Fax Number

Enter the area code and fax number for the Manufacture. (aaa = area code and xxx-xxxx is the phone number)

Email Address

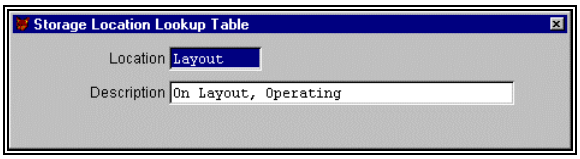
If known enter the email address, like suport-team@alpinesoft.com

Groupings

Included is a set of categories that this item applies to. For example if this manufacturer box is checked only you will not be able to lookup an importer for this same entry. If you have not checked a specific box you will not be allowed to perform a lookup in a specific screen.

Storage Location Lookup

The Storage Location Lookup Table is used to validate the STORAGE LOC field in several of the screens during data entry and will insure accuracy.



Storage Location Lookup Screen

Storage Location

Most model railroaders have their equipment scattered in all kinds if places. You may either enter the storage location or press F2 to select from the Storage Location Lookup table. You must have a corresponding entry in the Storage Location lookup table. This field is used to assist you in locating where to find your models.

Description

Enter a brief description for this Condition..

The following examples illustrates how you can use the Storage Location Field:

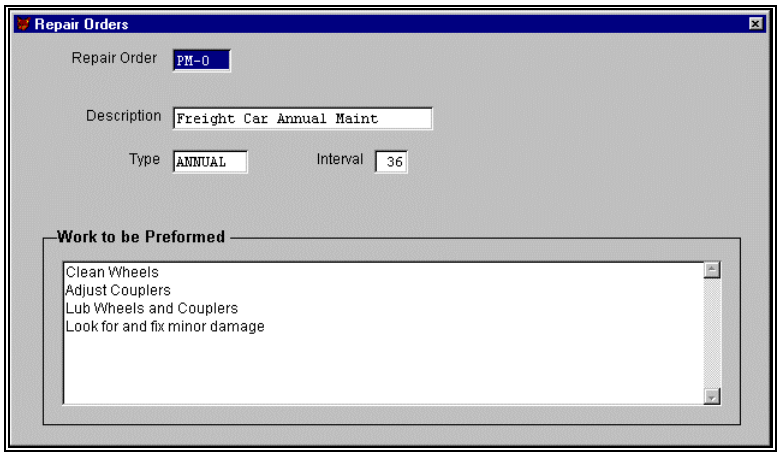
BOX1	Box 1 Under Layout
CLUB	At RR Club on layout
LAYOUT	On home layout

Repair Orders

If you are not using the Maintenance Manager features of Visual train Caboodle you may omit using this screen.

The Repair Order table is the primary function that is used to schedule your equipment for regular maintenance. This table is used to establish different types of maintenance for maintaining your equipment. For example you might have 2 repair orders for your freight equipment: annual maintenance (wheel cleaning and general check over); and maintenance performed every 6 months to check couplers for alignment.

In the Repair Order table you do not assign orders to specific equipment, that function is performed by using the Scheduling function in the Maintenance Manager.



Repair Order Screen

Repair Order

Develop your own scheme for naming repair orders. Example:

PM-BOX	Preventive maintenance for box cars
PM-CAB	Preventive maintenance for cabooses
PM-DSL	Preventive maintenance for diesels
PM-STM	Preventive maintenance for steam locomotives
NS-PM	Non-Schedules PM

Description

This field should contain a narrative description for this repair order.

Type

Enter the type of maintenance this item is for. Example:

Annual	Annual maint (every 12 months)
Semi	Semi annual (every 6 months)
Monthly	Once a month
NonSched	Non-Scheduled

Interval

Enter the interval within the type of schedule that work should be performed. For example if you selected "Monthly" as a TYPE and 6 as an INTERVAL then you equipment will be scheduled for maintenance every 6 months.

Work To Be Performed

Enter all of the activities that will be performed during this maintenance activity.

Maintenance Manager

Overview

Maintenance Manager Menu

The Maintenance Manager function provides those functions that are not directly connected with the Model Train Inventory function (I.E. maintaining inventory of equipment). The functions included are:

Bad Order	When a piece of equipment develops a malfunction you can use this function to record what is wrong, print out a "Bad Order" ticket, and produce other Bad Order reports as required.
Maintenance	If you have equipment that you would like to service (cleaning, oiling, adjusting) on a regular basis use this function. You can assign different types of service (Repair Orders) to different types of equipment. Once setup, Visual Train Caboodle will remind you when service is due.
Reports	Many additional reports are provided to assist you in the maintenance functions.

Quick Start

To assist in getting the Maintenance Manager up and running quickly the following steps should be followed:

1. Using the Repair Order Table, create several records that might be typical of the maintenance activities you will be performing:

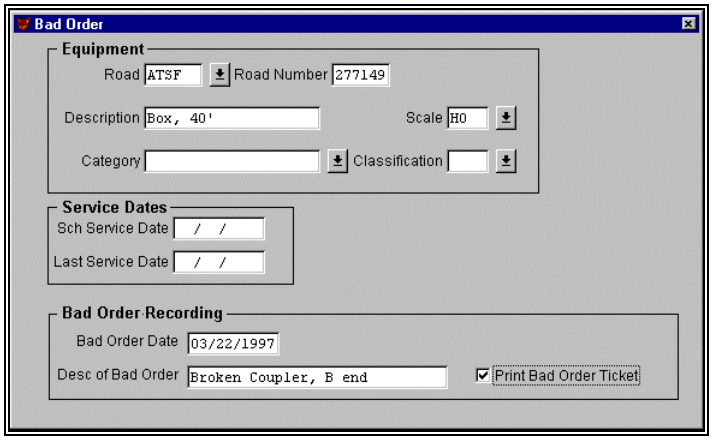
   Annual Maintenance

   Wheel Cleaning

   Coupler Adjustment
2. If you have not added records to the Model Train Inventory screen, create several inventory records that you will want to perform maintenance on.
3. If you have equipment that is in need of repair, add these records to the Model Train Inventory screen
4. Select the Maintenance Scheduling menu option and apply a repair order on one or more pieces of equipment.
5. The last step is to run some reports. If you have scheduled maintenance on certain items more than ninety days in the future, those items will not appear on any of the standard reports until that scheduled maintenance falls within ninety days of the data on which the report is printed
6. That's it, you are done. Now add the rest of your train collection to the Model train Inventory file and add more repair Orders as necessary.

After you have added records to the Maintenance magager, Visual Train Caboodle will notify you when you start the program if you have maintenance due.

Enter Bad Order Data



Bad Order Screen

Unlike other screens in Visual Train Caboodle you will not be permitted to add new records to the inventory file from this screen. Instead you must browse (using the browse button on the toolbar) the inventory file until you are positioned on the record you would like to update.

Inventory Fields:

When you added your equipment to the inventory table, the following fields were included and will be filled in automatically for you. You may not change these fields in the maintenance manager. If they need to be changed, please go back to Data Entry/Inventory screen.

Road

Road Number

Description

Scale

Category

Classification

SCH Service Date

Last Service Date

The following three fields are the only fields on this screen that may be updated:

Bad Order Date

Enter the date that this item was placed into bad order status in the of MM/DD/YYYY (MM = month, DD = day, YYYY = year.

Description of Bad Order

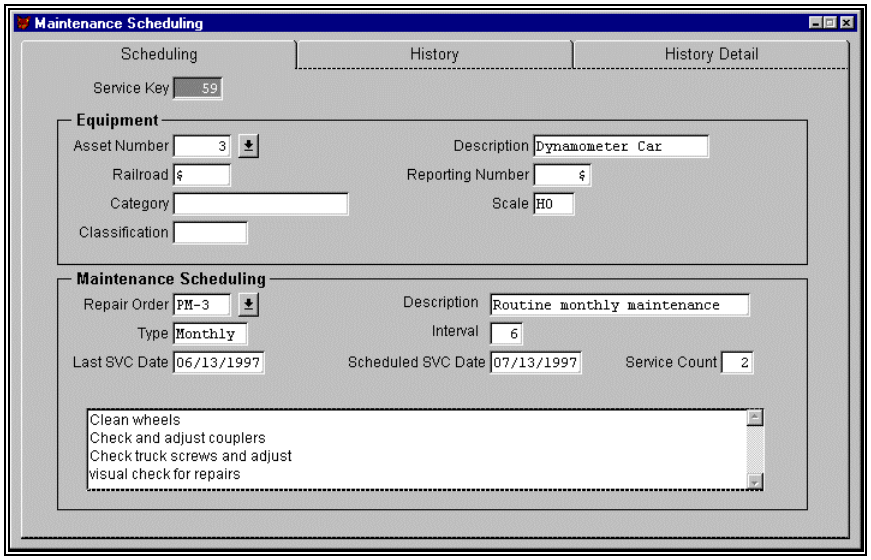
Enter a brief description that will be placed on the bad order ticket.

Print Bad Order Ticket

Check this box to either print or re-print the bad order ticket.

Maintenance Scheduling

The maintenance scheduling process is a two step process. First, you must add an item to the Maintenance Scheduling screen and assign it a repair order. Second, wait until it is within 30 days or so and perform the maintenance as required and update the history detail with actions performed. When this update is performed, Visual Train Caboodle will mark the maintenance as completed and reschedule the item for its next maintenance.



Maintenance Scheduling – Scheduling Screen

Service Key

Each maintenance manager item must have a unique service key to distinguish each record from one another. Enter a unique numeric number in this field.

Inventory Fields:

When you added your equipment, the following fields were included and will be filled in automatically for you. You may not change these fields in the maintenance manager. If they need to be changed, please go back to Data Entry/Inventory screen.

Description

Railroad

Reporting Number

Category

Scale

Classification

Repair Order

Enter a repair order or press the F2 key to select a Repair Order from the Repair Order Lookup table. You must have an entry in the Repair Lookup table before you may proceed.

Description

This is the description of the repair order that was copied from the Repair Lookup table. Normally it will contain a brief description of the service to be performed.

Type

This is the repair type of the repair order that was copied from the Repair Lookup table. It will contain one of the following:

Annual	Annual maint (every 12 months)
Semi	Semi annual (every 6 months)
Monthly	Once a month
NonSched	Non-Scheduled

Interval

The interval within the type of schedule that work should be performed. For example if you selected "Monthly" as a TYPE and 6 as an INTERVAL then you equipment will be scheduled for maintenance every 6 months.

Last Service Date

This is the date of the last time you performed service on this equipment and will be filled in for automatically when you complete work.

Next Service Date

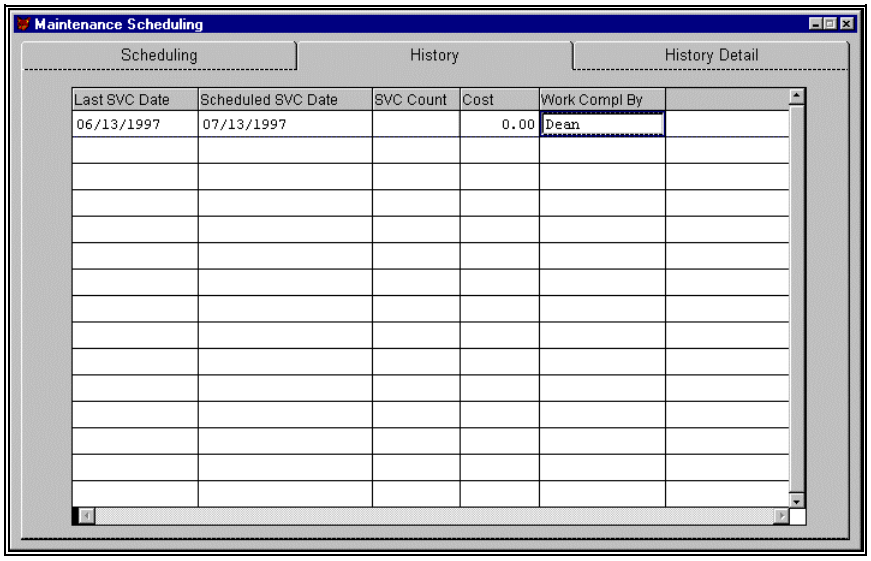
This is the calculated next service date and is derived from the current (today's) date plus the TYPE and INTERVAL.

Service Count

This is the total number if times that this items has been serviced with scheduled servicing and will be filled in automatically.

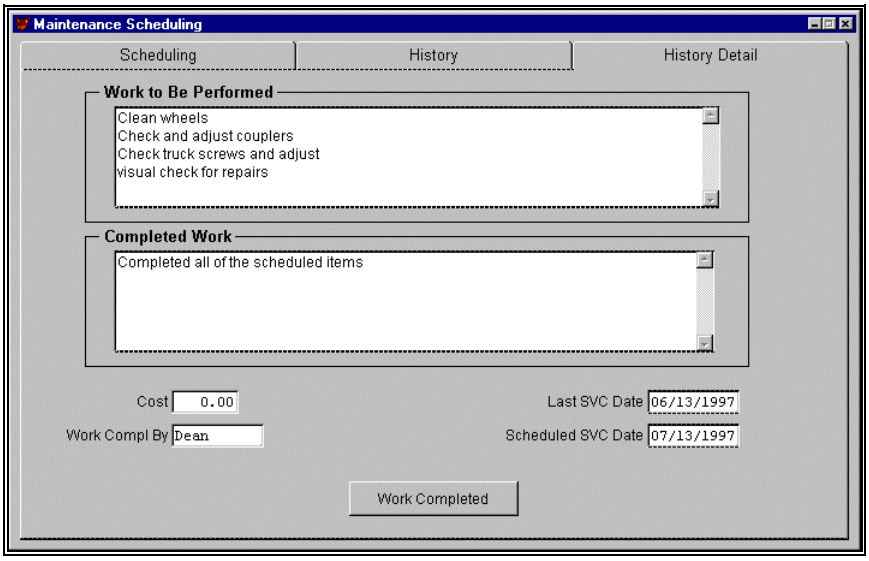
Work To Be Performed

This is the work to be performed and was copied from the Repair Lookup table. It should contain detailed information of the scheduled service to be performed.



Maintenance Scheduling – History Screen

This browse screen contains a summary history of all each time you scheduled and completed maintenance for an item. To select a item either move the arrow key or mouse key to the item and either double click with the mouse or press enter and the following screen will be displayed:



Maintenance Scheduling – History Detail Screen

Scheduling Fields:

When you added your scheduling record to the maintenance manager, the following fields were included and will be filled in automatically for you. You may not change these fields in the maintenance manager. If they need to be changed, please go back to Maintenance scheduling screen

Work to be Performed

Last SVC Date

Scheduled SVC Date

Completed Work

Enter narrative about the work you performed during the normal service. You can add repair information, parts used or any other information you would like to track for this piece of equipment.

Cost

If you incurred costs in the service of this item, enter the total in this field as dollars and cents ($12.95).

Work Compl By

Used to record who performed service on this item. You may use first name, last name, or any other identification, or you may leave this field blank.

	After all work has been completed and the equipment has been placed back into service press this **WORK COMPLETED** button. When this button is pressed it will update the maintenance manager's tables to indicate that the work has been completed, it will calculate the next scheduled service date, increment the service count by 1 and, finally, update the last service date with today's date.

Maintenance Reports

The final goal in the Maintenance Manager is to produce reports. The following reports may be selected from the Maintenance Manager Menu:

Maintenance Manager Reports	
Report	**Source**
Bad Order Tickets	TINVEN
Bad Order Report	TINVEN
Service Due Next 30 days	MAINT
Service Due Next 60 days	MAINT
Service Due Next 90 Days	MAINT
Service Overdue	MAINT
Items Never Serviced	TINVEN
Purge History	MAINT

Reports and Labels

Overview

The final goal of Visual Train Caboodle is to produce output. In Visual Train Caboodle, output takes the form of reports built with the Visual FoxPro Report Writer.

This chapter shows you how to run the standard reports in Visual Train Caboodle and is referred to as "Quick Reports".

Running Reports

To run a report from a Visual Train Caboodle menu option

1. Select the menu option for the report. Visual Train Caboodle displays the Report Setup dialog box.
2. Run the report from the Report Setup dialog box after you've set up the run options you want.

Standard Reports

Inventory Detail Summary Reports	
Report Title	**Source**
Summary by Railroad	TINVEN
Summary by Scale	TINVEN
Summary by Condition	TINVEN
Summary by Description	TINVEN
Summary by Manufacturer	TINVEN
Full Detail	TINVEN

Inventory Statistical Reports	
Report Title	**Source**
By Railroad	TINVEN
By Manufacturer	TINVEN
By Importer	TINVEN
By Scale	TINVEN
By Classification	TINVEN
By Category	TINVEN

Inventory Special Reports	
Report Title	**Source**
Fleet Locomotive Roster	TINVEN
Freight Car Roster	TINVEN
Passenger Car Roster	TINVEN
Non-Revenue Equipment Roster	TINVEN
High Value Items	TINVEN
Wheel, Coupler, & Wheels Report	TINVEN

Inventory Insurance Reports	
Report Title	**Source**
By Asset Number	TINVEN
Full Report By Asset Number	TINVEN
By Reporting Mark/Number	TINVEN
By Manufacturer	TINVEN
By Description	TINVEN

Books Reports	
Report Title	**Source**
By Book Name	BOOKS
By Book Author	BOOKS

Parts Reports	
Report Title	**Source**
By Manufacturer	PARTS
By Manufacturer Part Number	PARTS
By Description	PARTS
Suggested Reorder	PARTS
By Classification	PARTS
By Category	PARTS

Kits Reports	
Report Title	**Source**
By Description	KITS
By Manufacturer	KITS

Video Reports	
Report Title	**Source**
By Title	VIDEO
By Tape Number	VIDEO

Want List Reports	
Report Title	**Source**
By Railroad	WANT
By Manufacturer	WANT
By Importer	WANT
By Description	WANT

Magazine Reports	
Report Title	**Source**
Magazine Inventory	MAG

Slide/Photo Reports	
Report Title	**Source**
Detail By File Number	PHOTO
Detail By Storage Location	PHOTO
Detail By Location	PHOTO
Full Report By File Number	PHOTO
Full Report By Storage Location	PHOTO
Full Report By Location	PHOTO

Layout Construction Reports	
Report Title	**Source**
By Description	LAYOUT
By Category	LAYOUT
By Manufacturer	LAYOUT
Layout Location	LAYOUT

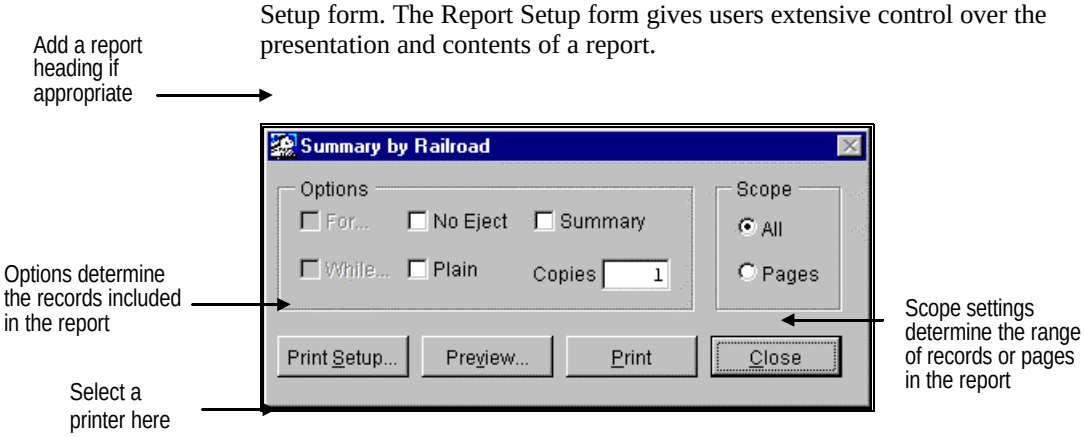
Pass Exchange Reports	
Report Title	**Source**
By Railroad	PASS
By Owner	PASS

Railroadiana Reports	
Report Title	**Source**
By Asset Number	COLLECT
By Description	COLLECT

Lookup Table Reports	
Report Title	**Source**
Category	TBCAT
Classification	CLASS
Couplers	TBCOUP
Manufacturer – By Manufacturer	MFGR
Manufacturer – By Importer	MFGR
Manufacturer – By Publisher	MFGR
Manufacturer – By Supplier	MFGR
Railroad Abbreviation	ABBREV
Repair Orders	TBRO
Scale	SCALE
Storage Location	SLOC
Trucks	TBTRKS

Using the Report Setup Form

When you run reports created with Visual Train Caboodle, you first see the Report Setup form. The Report Setup form gives users extensive control over the presentation and contents of a report.



The Report Setup form lets you customize a report at run time by selecting the records and the range of records or pages to be included on the report.

If you don't want the Report Setup form when you run a report, you can turn off its display through the Options button on the Report Editor. The Report Setup form program is still run if the display is turned off because the program runs the report.

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Administrative Tools

Overview

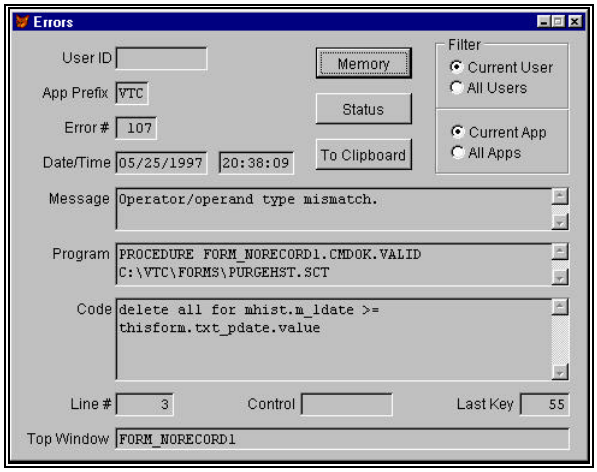
This chapter describes the Visual Train Caboodle administrative tools that aren't described elsewhere in this User's Guide. This includes Error Handling, the Reindex / Pack Tables Utility, and the Inventory Recalculation.

Errors

Regardless of how extensively a Alpine Software tests software, errors occur. Consequently, Visual Train Caboodle contains an error-handler that deals with errors gracefully and records useful information about the errors.

Important: Don't be alarmed. We do not expect that you will encounter many, if any, errors while running Visual Train Caboodle. However, if you do encounter an error, we want you to know that Visual Train Caboodle has the ability to handle it and to help resolve it.

If an error occurs, the error-handler determines the severity of the error and handles it accordingly. Information about an error is recorded in an errors table, which is displayed on an Errors form. You can reach the Errors form from the Admin menu Errors option.



You use the information on the Errors form to resolve errors and to report them to the Alpine Software

When the Errors form first appears, it shows information for the last error that occurred for the current user. The errors are shown in descending order of the time and date the errors occurred.

You can:

- **Order:** Change the order to ascending through the Order button on the Errors form.
- **All Users:** If you've implemented User Access Security in your application, you can view errors for all users who have run Visual Train Caboodle by clicking the All Users option button in the Filter box.
- **All Apps:** If Visual Train Caboodle is sharing its error file with another application, you can view errors for all applications by clicking the All Apps option button in the Filter box. See the "Shared Data" section in the *Setup* chapter to learn how Visual Train Caboodle applications can share data files.
- **Form Controls:** You cannot edit or add error records but you can delete them.
- **Memory:** Click the Memory button to see the contents of memory variables and arrays when the error occurred.
- **Status:** Click the Status button to see the status of the FoxPro environment when the error occurred.

The following table explains the fields on the Errors dialog.

Errors Fields	Contents
User ID	Blank if User Access Security is not on in Visual Train Caboodle; otherwise, contains the ID of the user who experienced the error.
App Prefix	3-character prefix of the application that produced the error.
Error #	FoxPro error number.
Date/Time	Date and time the error occurred.
Message	FoxPro error message.
Program	Program routine running when the error occurred.
Code	Code line that produced the error.
Line #	Number of code line that produced the error.
GET Field	Name of GET field, if any, cursor was on when error occurred.
Last Key	Last key pressed before error.
Top Window	Topmost window, if any, when error occurred.

Errors Report

The Visual Train Caboodle Report Manager contains an errors report. The errors report prints error records in the errors table. You can select the report's order, filter and scope.

Errors Table

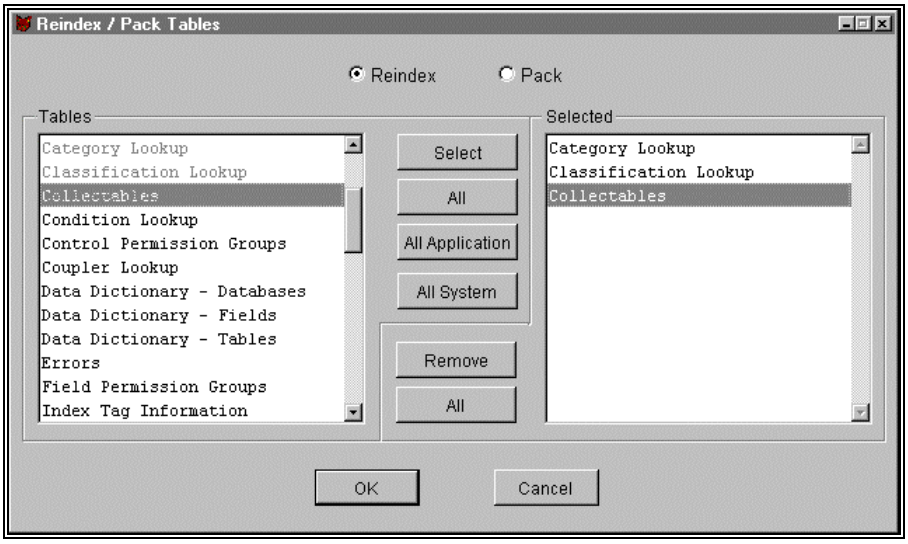
The errors records are stored in the SVTCELOG.DBF table.

Errors Management

Periodically, backup the errors table and delete its records. You can use the Group Delete on the Errors form or the Zap function in the Data Manager. Of course, if you don’t experience

Reindex / Pack Tables Utility

Visual Train Caboodle contains a Reindex / Pack Tables utility on Visual Train Caboodle's File menu. This utility allows you to recreate indexes if they become corrupt. You can also use the utility to pack tables to remove any records marked for deletion and to pack memo fields.



To use the Reindex / Pack Tables Utility

1. Click either the Reindex or the Pack option button. If you select Pack, Visual Train Caboodle will also reindex the tables you select.
2. The Tables list on the left side of the dialog shows all the tables in Visual Train Caboodle, including system tables. You select the Tables you want to reindex or pack. When you select a table, the Selected Tables list on the right side of the dialog displays the table's name.
3. You can select:
   - A table individually by highlighting it in the Tables list and double-clicking it or clicking the Select button.
   - All tables by clicking the All button.
   - All non-system Visual Train Caboodle tables by clicking the All Application button. Visual Train Caboodle identifies non-system tables as the tables whose names do not begin with "S" plus VTC.
   - All system tables by clicking the All System button. Visual Train Caboodle identifies system tables as the tables whose names begin with "S" plus VTC.

System Tables: System tables are tables that contain data used by standard Visual Train Caboodle functions such as the data dictionary, audit trail, error handler, etc. Non-system tables are tables that contain your Visual Train Caboodle data files.

4. You can remove tables from the Selected Tables list by:

- Highlighting an individual table and double-clicking it or clicking the Remove button.
- Clicking the All button. Visual Train Caboodle will remove all tables from the Selected Tables list.

5. When you have selected the tables you want, click OK and the reindex or pack operation begins.

Inventory Recalculation

The Inventory Recalculation feature of Visual Train Caboodle will allow you to recalculate current values of items contained in the Model Train Inventory database. Using this option you may select either all of the items or select items based on either one or more of the following:

Category

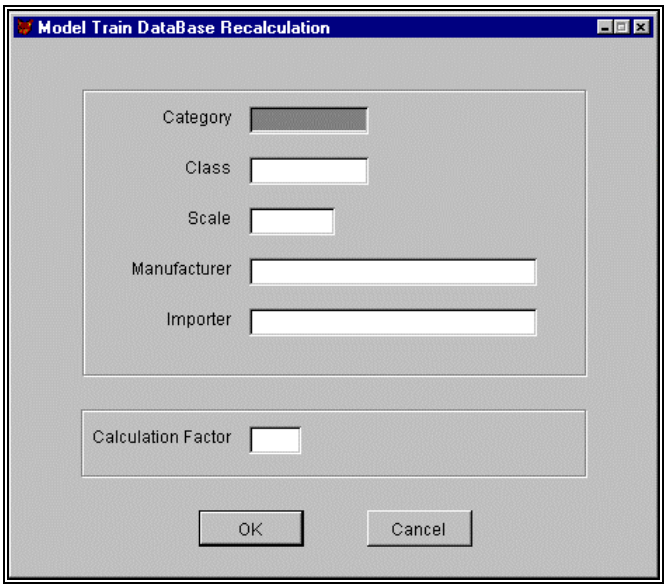
Classification

Scale

Manufacturer

Importer

When you have completed entering the selection criteria and press the OK button, the software will process each of the selected records and apply the calculation factor producing a new "CURRENT VALUE" or market value.



Model Train DataBase Recalculation Screen

For example, if you enter HO in the scale field on the screen, only your HO scale inventory items will be processed.

Calculation Factor

This is the factor or percentage that current values will be applied to. For example, if you think that your collection is on the average worth 5% more, enter “5” in the calculation factor box.

After you have entered all of the items on this screen and press enter you will be given opportunity to either view on the screen or print out the Inventory Recalculation for your records.

Glossary of Terms

Reporting Mark

The abbreviation railroads use to identify them selves from one another. For example WB is the reporting mark for the Western Pacific Railroad.

Lookup Tables

Lookup tables are used to simplify the data entry of information from certain fields by providing a list of acceptable values to choose from.

Index

Error! No index entries found.