

CHAPTER 1 – USING THIS MANUAL

This chapter explains how this guide is organized and describes the fundamentals of notation and referencing used in this guide.

We highly recommend that all FP2 users familiarize themselves with this chapter's organizational ground rules in order to navigate this manual in an efficient manner and subsequently, maximize the individual user's comprehension of the system's components.

1.10

The FP2 Chapters

The FP2 manual is organized into chapters that correspond to the main ingredients in the FP2 system of records management. Outlined below are the rules of thumb for chapter identification:

- In chapters 1-50, the chapter number will be the **FIRST** digit in the number set, and it will be followed by a dot. So, for example, you are currently reviewing 1.10. The first number "1" followed by the dot in this reference tells us that we are in Chapter 1.
- There are 2 chapters that strictly use an **Icon** system (rather than a number system) for chapter identification – the Set-up menu and the Maintenance Menu. In these chapters, the icons for these chapters will be the first identifier in the series and will not be followed by a dot.

Maintenance menu chapter items will always begin with the icon:




Set-up menu chapter items will always begin with the icon:




For more information on identifying the Maintenance and Set-up chapters, see **1.40** – The Referencing System.)

The Chapter Sections

Chapters 5 -50 and the Set-up Menu chapter, () use a consistent Lettering system for identifying the sections of each chapter. Letters are used to identify the type of information that will be found in this section. The section letter follows immediately after the chapter number.

NOTE:

Chapters 1, 2, 3, and the Maintenance Menu chapter () do not use the section lettering system, as these lettering sections do not apply to these chapters. For more information on how these chapters are organized, see **1.30** – The Numbering System.

Listed below are the section letters and an explanation of their unique content:

A = Introduction

- The letter "A" following a chapter number signifies an introduction to a chapter. A description of the specific FP2 component outlined in this chapter, plus a summary of the information to be found therein, is included in the "A" Section.
- For example, the chapter reference 5.A directs us to look in chapter 5 in the "A", or Introduction Section.

B = Opening the FP2 windows

- The letter "B" following a chapter number is the place to go for information on how to open the window to which this chapter is referring.
- For example, to find out how to open the Properties window, go to the Properties chapter (Chapter 5) and look in 5.B for these instructions.
- The "B" section of each chapter will include both a written and a screen shot picture direction of how to get to the window in question.

C = Fields

- The section letter “C” informs you that this section deals with any fields in the window currently being examined. (For more information on fields, see **2.10 – Database basics**) Only fields requiring further explanation will be addressed.
- The following font indicates a field title in the manual: Field Title:
- For example, for information on the Properties window fields, go to the Properties chapter (Chapter 5) and look in 5.C.
- All fields of a given window will be listed under the “C” section of that window without identifying a specific reference for each field item. When field items are referenced from another part of the manual, the reference number will be given for that field section, followed by a field name. For example, a reference to the Street Name field on the Properties window would be: See 5.C – Street Name field.
- Whenever a “C” is present, it refers to the fields in the window being discussed, and may not directly follow the chapter number..

NOTE:

Some FP2 windows contain tabs, which in themselves contain further fields (and potentially, buttons). Tabs are treated as fields and will appear as sub-sections within the “C” section(s) of the manual. For example, the Properties window contains a number of contact information tabs, with each tab containing further fields. These tabs will be referred to in the **5.C.TABS** section of the manual, which will follow directly after the 5.C. section.

D = Buttons

- The section letter “D” indicates that this section will provide additional information regarding Buttons used on the currently viewed window. Only buttons requiring further explanation will be addressed here. Other Buttons are discussed in Chapter **3**.
- For example, for information on the Properties window buttons, go to the Properties chapter (Chapter 5) and turn to **5.D**.
- This is a section that will occasionally refer to other chapters in cases where a button on the main window leads to another window that requires an in-depth description. This section is closely linked to the “G” Section (“Other Windows”- as discussed below)
- The titles of button in the “D” section of the manual are indicated by screenshots of the buttons themselves. For example, a description of the Find by Address button is indicated in the “D” section as:



Find by Address

- References to the buttons may also appear in print rather than as an image.
- All buttons of a given window will be listed under the “D” section of that window and a specific reference for each button item will be listed. For example, the reference **5.D.10** is the first button in the “D” section of chapter 5, with the numbers following the “D” generally increasing in multiples of 10.

E = Action menu

- The section letter "E" indicates that this section will provide additional information regarding Action menu items accessed through the window to which this chapter is referring.
- The Action Menu section examines the commands that can be performed through a window's Action Menu items. In some cases, the Action Menu is an alternative method of performing some of the actions that can be carried out by using the window's buttons.
- For example, for information on the Properties window's Action Menu items, go to the Properties chapter (Chapter 5) and turn to **5.E**.
- The letter "E" will always be placed immediately after the chapter number.
- The "E" section of each chapter will include both a written and a screen shot picture direction of how to get to the Action Menu item in question.



F = The FirePro 2 Menu

- The section letter "F" indicates that this section provides information about items that are accessed through the FirePro2 Menu that are specific to the current chapter.

G = Other Windows

- The section letter "G" indicates that this section will provide additional information regarding Other windows accessed through the buttons on the central window to which this chapter is referring. These are generally secondary windows to a primary one, such as the Links button on the Properties window.
- For example, the reference **5.G.10** is the first button in the "G" section of chapter 5, with the numbers following the "G" generally increasing in multiples of 10.

R = Reports

- The section letter "R", preceded by the  icon, indicates that this section will provide additional information regarding Reports related to this chapter.
- For example, the reference  5.R.10 is the first report in the "R" Section of chapter 5, with the numbers following the "R" generally increasing in multiples of 10.

T = Tutorials

- The section letter "T" indicates that is the Tutorial section of this chapter. Tutorials provide a step-by-step approach to understanding specific areas of the FP2 program.
- Tutorials are located at the end of their relevant chapters.

The Numbering System

The section lettering system described in 1.20 (above) does not apply to Chapters 1-3 and the Maintenance Menu chapter. These four (4) chapters employ the simple organizational numbering system that is the fundamental organizational structure underlying all FP2 manual chapters (whether or not this includes the lettering system).

- In general, the first number (or icon) in a reference identifies the manual chapter that the reference points to.
- The numbers that follow the chapter number or icon will increase. (For example, 1.20, 1.30, and 1.40 contained within this chapter.)
- These numbers will be further separated from other numbers by dots, with each additional number signifying an added sub-section in relationship to the original reference topic. So, for example, you are currently reviewing 1.30. If we wanted to number further sub-sections related to this topic, they would be numbered 1.30.10, and then 1.30.20, and so on.

The Referencing System

There are two ways in which references are shown in this manual:

- General references are contained within the body of the text and are identifiable by the following font: 1.30.20
- In this manual all icon-related references are identifiable by the following presentation:

Maintenance menu references will appear in the following format:  20.70.10

Set-up Menu references will appear in the following format:  20.C.10

Report references will appear in the following format:  5-R.80

Notes

In this manual all NOTES are identified by the following presentation:

NOTE:

All notes are presented within a light yellow box such as the one shown here.

All **warnings** are presented in bold, red writing within the Notes box.

Screenshots

Screenshots are an effective way to view a variety of FP2 components. They are used in this manual for two purposes:

- 1) To illustrate instructions on how to get to a window that is being discussed, as in the example below. (These screenshots are commonly seen in the “B” sections of the chapters)



- 2) To provide a visual example of a window as prelude to discussing its fields, buttons and sub-windows as in the example below:

The screenshot shows a software window with the following fields and buttons:

- Occupant** | **Owner** | **Contacts** | **Alternate**
- Name:** Fred Smith
- Business:** Your Town Donut Shop
- Address:** 713 Baker Street
- City:** Your Town
- Prov:** BC
- PC:**
- Phone:** (250)111-1111
- Fax:**
- Email:** donuts@hotmail.com
- Buttons:** Occupant-->Owner, Occupant-->Contact