FILE MENU

This chapter introduces the user to the **File** menu option in *FARMS* and how to manage the database. The File menu enables the user to open and close the farmer's database, as well as to change the options, handle the addresses and telephone numbers, change the printer setup and exit from the *FARMS* program.

Figure 3.1 displays the submenu of options when **File** is selected from the main menu to display the list of options.
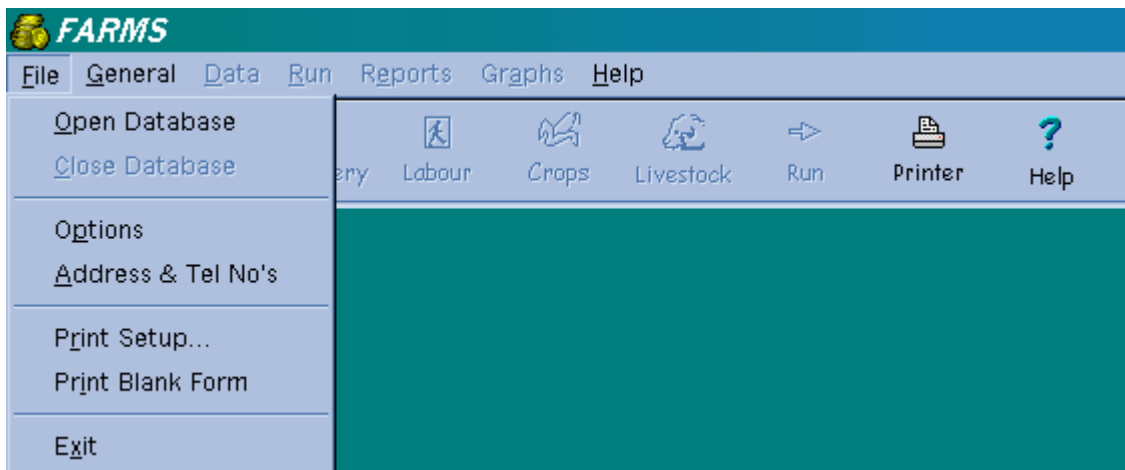

FIGURE 3.1   THE SUBMENU THAT OPENS UNDER THE FILE MENU OPTION

3.1   OPEN (*File | Open database)*

Before any data can be viewed or edited, a farmer's dataset has to be opened. Only after a database has been opened will the **Data**, **Run**, **Reports** and **Graph** menu options be activated.

On the Open form, the user can open a data set, click on the Insert button to create a new dataset or click on the Delete button to delete a dataset.

3.1.1 CHOOSE A FARMER

A list of all the available farmers, from which the user may choose, are shown in a table. Select the farmer you want to work with by highlighting it, and click OK. The chosen farmer's dataset will then be activated. The table consists of the following three fields, namely:

IDENTIFICATION NUMBER

This identification number is used to identify the farmer. This number must be unique in the database. The field can save up to 13 characters, which is also the same length as the personal ID number of a person.

DESCRIPTION

A good description of the farmer must be entered here in order to help the user identify a specific farmer.

STARTING DATE OF THE 12-MONTH ANALYSIS

Today's date is automatically entered. The easiest way to change this date is in the **Data** date setup option under **Data** in the main menu (see Chapter 5).

3.1.2 ADD A NEW FARMER TO THE DATABASE

Click on the Insert button on the Open form, to add a farmer to the database. A blank line will appear. Subsequently enter an identification number and description.

3.1.3 DELETE A FARMER FROM THE DATABASE

This action will remove a farmer's dataset permanently from your hard drive.

1. Select the farmer from the existing list of farmers on the database.
2. Click on the Delete button on the navigator bar.
3. Confirm twice that you wish to delete the database.

3.2   CLOSE A DATABASE (*File* / *Close)*

Close database is used to exit the current database, returning to the opening screen with three active menu commands, namely **File**, **General** and **Help**.

3.3 ADDRESS & TEL NOS (*File | Address & Tel Nos)*

This form can be used as a database of address information for all the farmers, suppliers and traders. The columns of the address grid include the following information (by scrolling from left to right):

- ID number
- Surname
- Name
- Line 1 of postal address as entered in the address form (Line 1)/(Postal address)
- Line 2 of postal address as entered in the address form (Line 2)
- Line 3 of postal address as entered in the address form (Line 3)
- City
- Postal code (Code)
- Home telephone number (Phone (H))
- Work telephone number (Phone (W))
- Cell phone number (Cell No)
- Fax number (Fax No)
- E-mail address (E-mail)

Any information about the users is optional, it does not necessarily need to be entered in the database.

3.4 PRINT SETUP *(File | Print setup)*

Configure the print setup for the reports. Remember that you can get help on this screen by pressing <F1> or clicking the Help button while you are on the screen.

3.5 PRINT BLANK FORM *(File | Print blank form)*

In order to gather new information from a farmer, a blank form can be printed here.

3.6 EXIT FARMS *(File | Exit)*

Exit from the *FARMS* program. The user has to confirm that he really wants to exit the program.