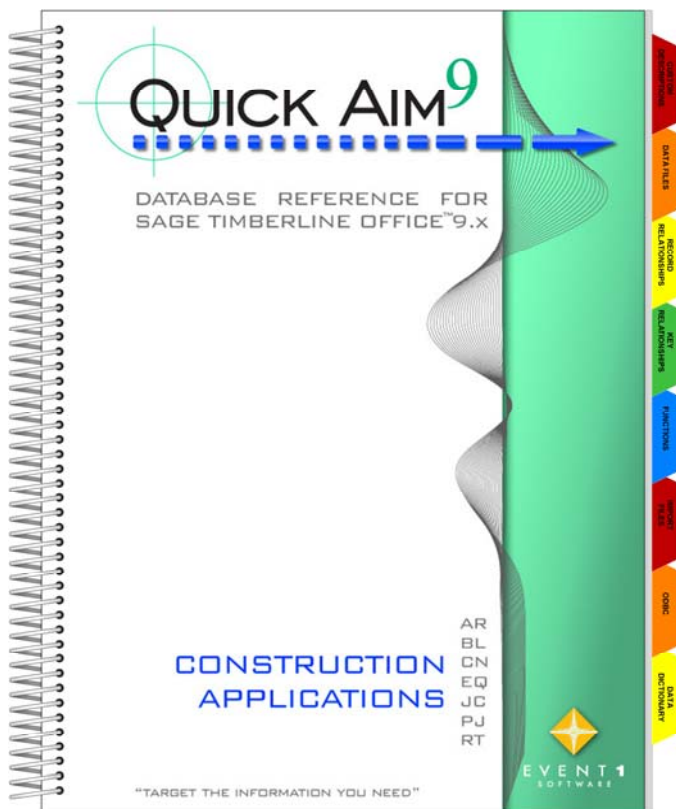




Database Reference Books for Sage Timberline Office™



Quick Aim provides a one-stop source for information about the Sage Timberline Office database and how to interact with it. Since Event 1 Software published the first edition of Quick Aim in 1998, it has continued to gain popularity among users as well as certified consultants and trainers.

Use Quick Aim to understand how information is stored in Sage Timberline Office. Then plan how to use it on a report or in a Microsoft® application. You can also use Quick Aim to teach other people in your company how to understand your database.

This is a must for any serious understanding of how information is stored in Sage Timberline Office, where that information resides and how to retrieve it. Use Quick Aim to:

- Help you design inquiries and reports.
- Understand what records can be created with ODBC.
- Know which field names can be customized.
- Make consistently functional applications in Microsoft Office® applications.

With over 1,500 Quick Aim books distributed to-date, it is clear that this product has become valuable to a large number of companies in the Sage Timberline Office community.

The Quick Aim database reference is available in three volumes. The Core Applications volume covers all of the Sage Timberline Office applications that are common to both the Property Management and the Construction industries. The Property Management and Construction volumes cover the Sage Timberline Office applications that are specific to each of those industries. Select the set of books that best meets your needs:

Core Applications 309 pages

- Address Book
- Accounts Payable
- Cash Management
- General Ledger
- Information Assistant
- Payroll
- Tax

Construction Applications 378 pages

- Accounts Receivable
- Billings
- Contracts
- Equipment
- Job Cost
- Project Management
- Remote Time

Property Management 185 pages

- Property Management Application

Contents of each Quick Aim

Custom Descriptions

There are many fields in Sage Timberline Office that can be customized. Customizations can consist of changing the name of a field, its size, whether it is left or right-justified, or whether it should force use of upper-case text. The Custom Descriptions section of Quick Aim is provided so that specific customizations for your company's database may be documented. The rest of the book refers to custom fields using the default names (as listed in this section). The tables contained in this section can be used as a reference for your company-specific terminology.

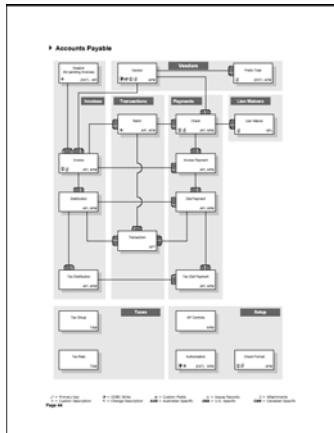
Data Files

This section provides information about the hierarchy of the Sage Timberline Office database. This includes a description of how data is stored in files, records and fields within a database. In addition, information about the data folder structure used with the Pervasive database can be found here. Information is also provided that describes each type of data file including the possible file names and the types of records that are contained in each. Additional information identifies which records can be created via ODBC, have notes attached, have associated issue records and have associated custom fields.

Record Relationships

This section provides two very useful types of information. The first is graphical diagrams that depict the relationships between different types of records in the Sage Timberline Office database. While this section does not document all possible relationships, it does document the relationships that are most commonly used.

The second part of this section lists each table that you might use to drive a report, the related tables and how those relationships are built (including sample SQL table-join syntax).



Functions

The function reference provides a quick-reference of the functions that can be used when building formulas for Sage Timberline Office. This includes functions in three categories of functions:

- Functions that can be used in Excel with Event 1 Office Connector to provide robust Excel-based reporting and data management solutions.
- SQL functions that can be embedded inside queries used with a variety of applications that use ODBC to access Sage Timberline Office data.
- Sage Timberline Office functions that can be used in report designs, inquiries and general formulas.

Each formula is documented with its syntax and examples. This is a great desk reference to have available when building formulas.

Import Files

Many of the Sage Timberline Office applications provide the ability to import data from external sources. This section documents each type of import that is possible. This includes information about the file format, type, name, optional characteristics and layout. Examples are also provided.

ODBC

The ODBC driver for Sage Timberline Office is a software component that can be licensed in conjunction with other Sage Timberline Office applications. The purpose of the ODBC driver is to provide a standard method for accessing Sage Timberline Office data using other software applications such as Event 1 products, Microsoft Excel®, Microsoft Access®, Crystal Reports® and others. The purpose of this section is to provide an introduction to the concepts of ODBC as well as to provide some basic guidelines for its use. Step-by-step instructions are provided for using ODBC with Microsoft Excel, Microsoft Word, and Microsoft Access.

Data Dictionary

This section documents each of the available fields for each record-type in the applications covered.

Although much of this information can be obtained via the Sage Timberline Office report designer, many users have found that it is very convenient to have it already printed so that it can be used as a desk reference. The formatting used in Quick Aim makes this information easy to use.

The following details are provided about each record-type:

- File type and possible file names
- Standard Orders (keys)
- ODBC information (table names and whether records can be created)
- Notations that indicate if the record type has custom fields, attachments and issue records

The following details are provided about each field:

- Internal and standard field names
- ODBC information (whether fields can be updated)
- Data type and size
- Special values
- Country-specific notations (for fields that only appear for certain regions)



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