DATABASE MANAGER USER GUIDE
Version 2026

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CHAPTER 1

Connecting to Database Files

Database Connections window

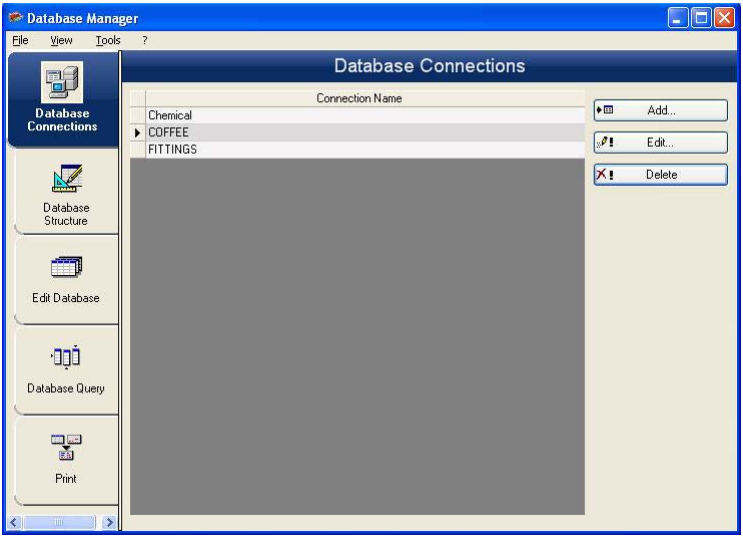


Figure 1
Database Connections window

The **Database Connections** window is used to connect the software to the various database files that are to be used.

Connect the Database Manager module to the database

Database Manager must be open in the **Database Connections** window.

You can connect the Database Manager module to an existing database or a new one.

To create a new database to connect to the **Database Manager** module:

1 Go to **File > Create new database**.

2 Select **dBase** or **Access** database from the submenu.

A **Save as** dialog box will open, allowing you to specify a name and location for the database file, and then click **Save**.

The new database connection will be displayed in the **Database Connections** window.

To connect an existing database to the **Database Manager** module:

1 Go to **File > Open**.

A **File selection** dialog box will open allowing you to browse to and select the database of your choice.

You can only select the following database types:

Access (*.mdb)
Excel (*.xls)
Dbase(*.dbf)

Note

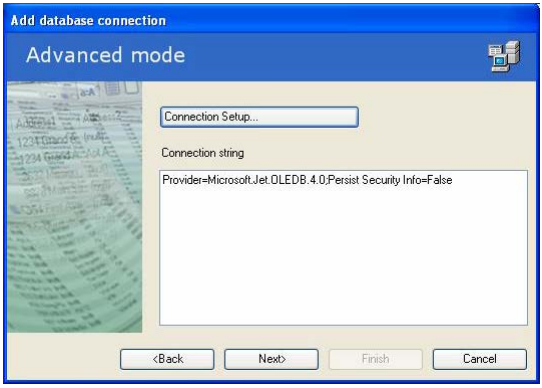
A wizard is available to help you connect the software to the most frequently used databases. Choose the

format option that matches your database format. If the format required is not available, do the following:

1 Click **Add**.

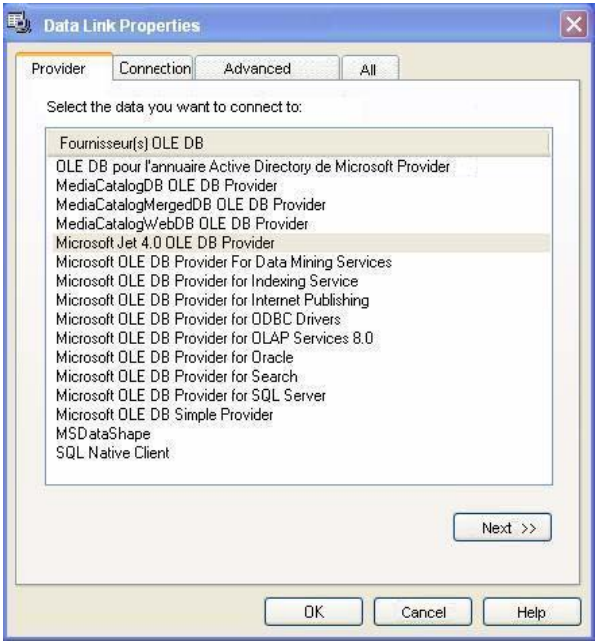
2 Select a database type from the list. - or - Select **Others**.

3 Click **Connection Setup**.



4 Click the **Provider tab** on the dialog box.

5 Select the required provider.



6 Click **Next**.

Note

The choice of provider changes according to the system's type of database.

7 Click the Browse button.

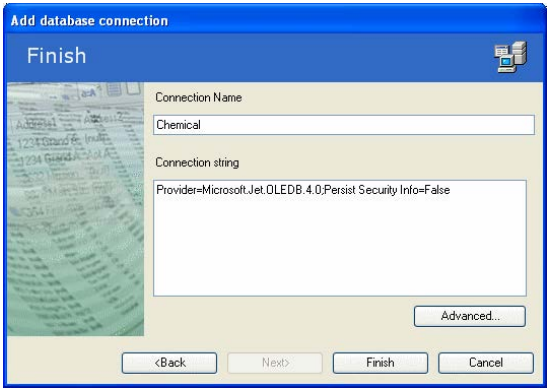
8 Select a file.

9 Click **Open**.

10 Click **OK**.

11 Click **Next**.

12 Enter a name for the connection**.**



13 Click **Finish**.

Note

You can repeat this procedure as often as necessary to obtain the required number of connections.

Modify the database connection parameters

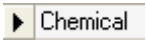
Database Manager must be open in the **Database Connections** window. The required connection must be selected.

1 Click **Edit**.

2 Make the required changes.

Remove a connection

Database Manager must be open in the **Database Connections** window. The required connection must be selected.

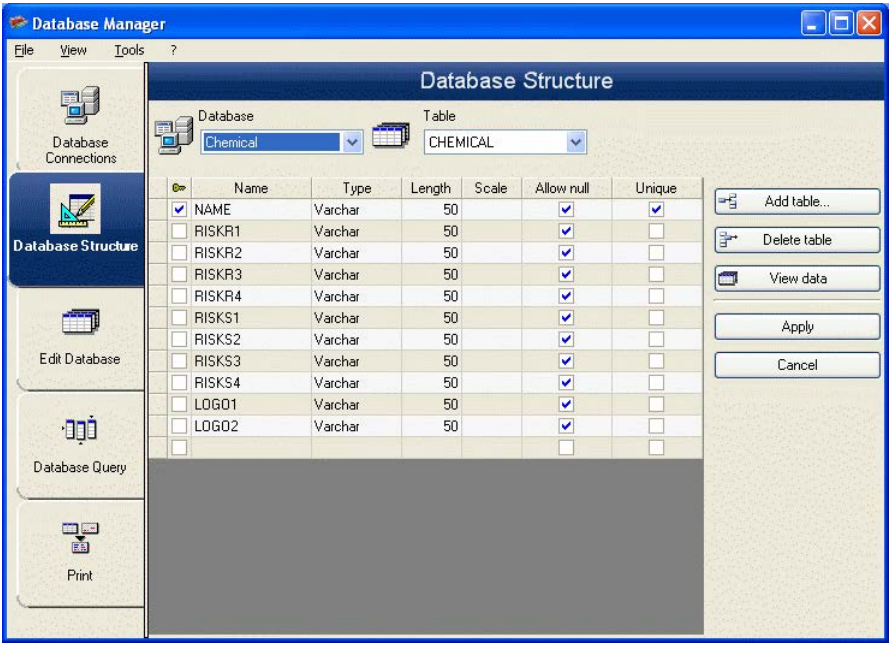


1 Click **Remove**.

CHAPTER 2

Database File Structure

Database Structure window



The **Database Structure** window is used to manage the

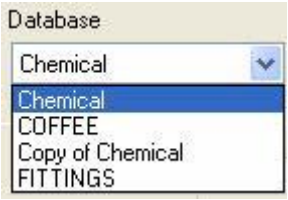
structure of the databasefile. From this window, you can add, modify, or delete tables and fields.

Choose a database from the list of connections

Database Manager must be open in the **Database Structure** window.

1 Click the Database drop-down list.

2 Click the required data.

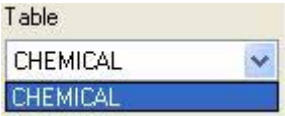


Choose a table in a database

Database Manager must be open in the **Database Structure** window.

1 Click the **Table** drop-down list.

2 Click the required data.



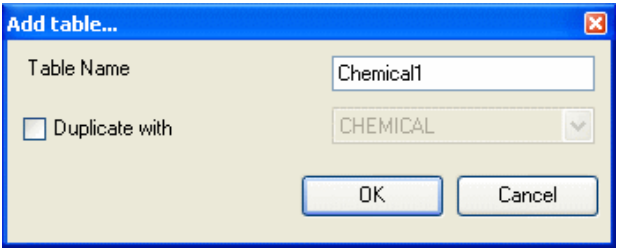
Add a table to the active database

Database Manager must be open in the **Database Structure** window.

1 Click **Add table**.

2 Enter the name of the new table.

3 Click OK.



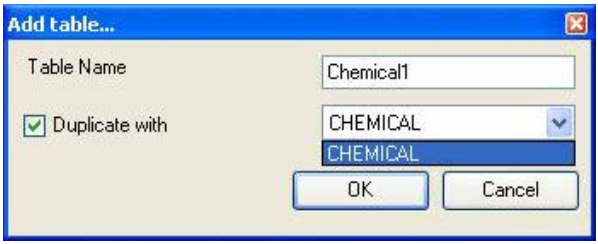
You can also copy the structure of the table from a table that already exists in the selected database. To do so:

1 Select the **Duplicate with** option.

2 Click the drop-down list.

3 Click the required data.

4 Click **OK**.

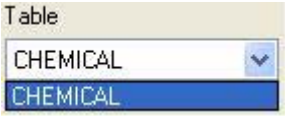


Delete a table in the active database

Database Manager must be open in the **Database Structure** window.

1 Click the **Table** drop-down list.

2 Click the required data.



3 Click **Delete table**.

View/hide active table's data

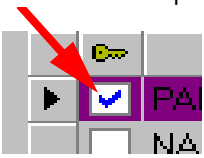
Database Manager must be open in the **Database Structure** window.

To review the active table's data, click **View data**.

Define a key field

Database Manager must be **open in the Database Structure** window.

1 Select the checkbox next to the required field.



2 Click **Apply**.

Define a field's type of content

Database Manager must be open in the **Database Structure** window.

1 Click the required field in the **Type** column.

2 Click the drop-down list button.

3 Click the required data.

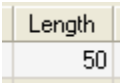
4 Click **Apply**.

Define a field's maximum size

Database Manager must be open in the **Database Structure** window.

1 Click the required field in the **Length** column.

2 Enter the required value.



3 Click **Apply**.

Allow an empty field

Database Manager must be open in the **Database Structure** window.

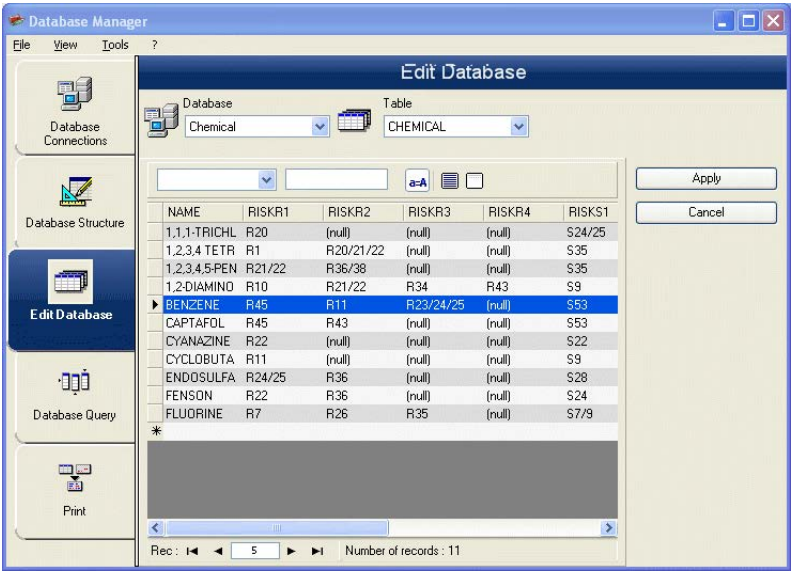
1 Select the **Allow Null** check box for the required field.

2 Click **Apply**.

CHAPTER 3

Database Contents

Edit Database window



The **Edit Database** window is used to manage the contents of the database file. From this window, you can, modify, or delete data.

These actions depend on the type of database. Excel file

records cannot be modified.

Select records according to their content

Use the content of a field to find a record

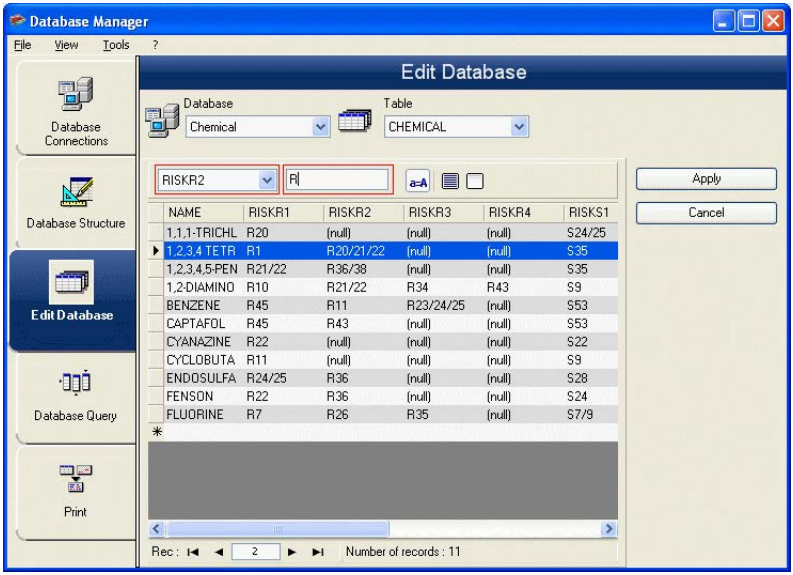
Database Manager must be open in the **Edit Database** window.

1 Click the drop-down list button.

2 Click the required data.

3 Click the data input field.

4 Enter the required value in the data input field.



Select all identical records

Database Manager must be open in the **Edit Database** window and at least one record must exist.

1 Click the drop-down list button.

2 Click the required data.

3 Click the data input field.

4 Enter the required data in the data input field.

5 Click the **Select all** button.

Note

You can also specify the filter by clicking on the Check case button.

Select an identical record

Database Manager must be open in the **Edit Database** window and at least one record must have been found. There must be several identical contents in the **Search** field.

To select a record, use the search tool: click 1 (First), 2 (Previous), 3 (Next) or 4 (Following).

Find a record according to its row in the table

Database Manager must be open in the **Edit Database** window.

1 Click the search tool's data input field.

2 Enter the required data.

Create a new record

Database Manager must be open in the **Edit Database** window.

1 Click a field in the row marked with an asterisk.

2 Enter the required values in the corresponding fields.

3 Click **Apply**.

Duplicate a record

Database Manager must be open in the **Edit Database** window.

1 Click or double-click a row or a series of rows to highlight the selected records.

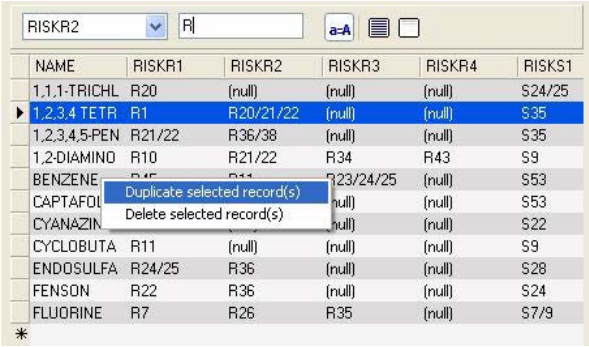
2 Right-click to view the context menu.

3 Select **Duplicate selected record(s)**.

Modify a record

Database Manager must be open in the **Edit Database**

window.



1 Click on the data you want to modifiy.

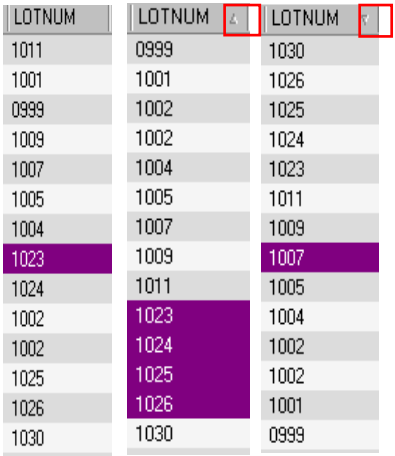
2 Enter the required data.

3 Click **Apply**.

Sort a series of records by alphanumerical order

Database Manager must be open in the **Edit Database** window. There must be at least two records in the table.

1 Click on the name of the field required.



Note

To sort records in descending order, click the same field again.

Delete a record

Database Manager must be open in the **Edit Database** window.

1 Click the database cursor for the required field.

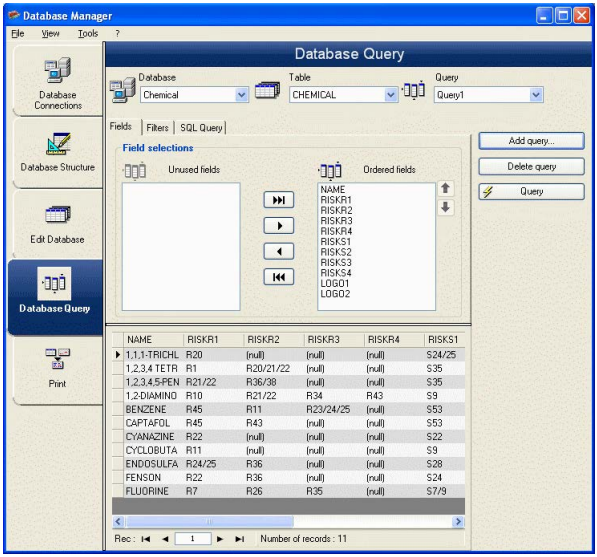
2 Right-click the database cursor for the required field.

3 Click **Delete Record** in the context menu.

CHAPTER 4

Database Queries

Database Query window



The **Database Query** window is used to create and apply various filters.

Add a query

Database Manager must be open to the **Fields** tab in the **Database Query** window.

1 Click **Add query**.

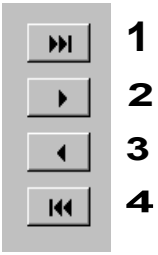
2 Enter a name for the query.

3 Click **OK**.

Select/deselect one or more fields

Database Manager must be open to the **Fields** tab in the **Database Query** window.

To select or deselect one or more fields, click on the button next to 1, 2, 3, or 4 in the navigation tool.



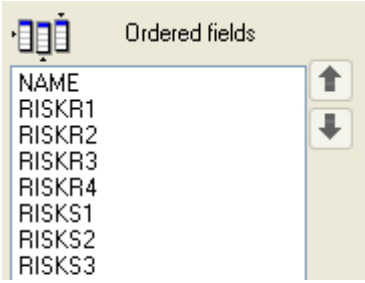
Click **Query**.

Modify the order of fields selected

Database Manager must be open to the **Fields** tab in the **Database Query** window.

1 Click the required field in the **Ordered fields** window.

2 Click the **Up** or **Down** arrow to reach the required data.



3 Click **Query**.

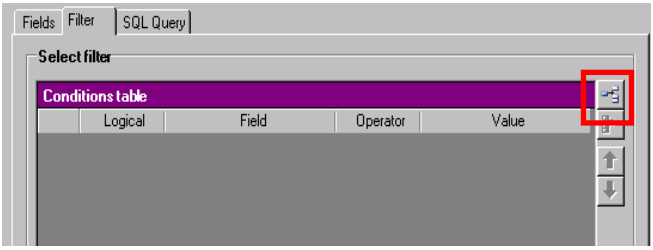
Note

For a better view of the query application, you can increase the size of the data display area by reducing the height of the Fields, Filter, and SQL Query tabs.

Create a filter using predefined data

Database Manager must be open to the **Filter** tab in the **Database Query** window.

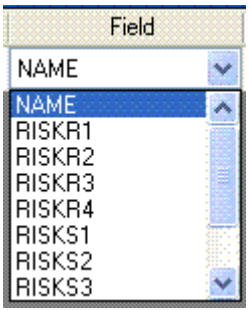
1 Click the **Add row** button.



2 Click in the **Field** field.

3 Click the drop-down list button.

4 Click the required data.



5 Click in the **Operator** field.

6 Click the drop-down list button.

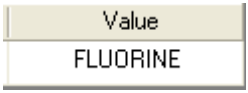
7 Click the required value.

Table 1: Description of operator functions

Operator	Lookup
=	Equal to
<>	Different from
>	Greater than
>=	Greater than or equal to
<	Less than
<=	Less than or equal to
NOT	
IN	
LIKE	
NOT LIKE	
BETWEEN	
NOT BETWEEN	

8 Click in the **Value** field.

9 Enter the required value.



10 Click **Query**.

Apply a logical operator to several filters

Database Manager must be open to the **Filter** tab in the **Database Query** window. Several filters must exist.

1 Click in the **Logical** field.

2 Click the drop-down list button.

3 Click the required data.

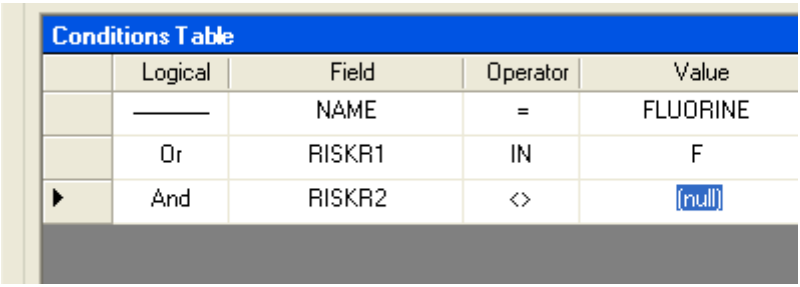
4 Click **Query** to apply and view the changes.

Sort the list of filters

Database Manager must be open to the **Filter** tab in the **Database Query** window. Several filters must exist.

1 Click the database cursor for the required field.

2 Click the **Up** or **Down** arrow to reach the required data.



Conditions Table

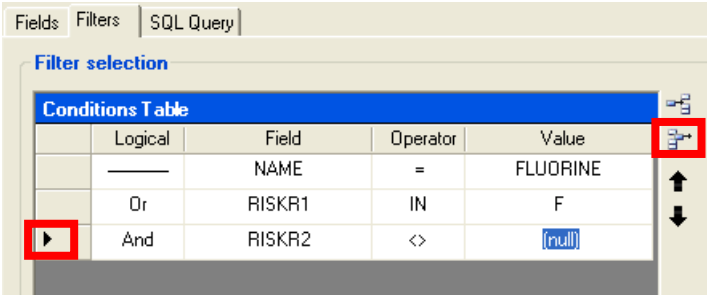
	Logical	Field	Operator	Value
	———	NAME	=	FLUORINE
	Or	RISKR1	IN	F
▶	And	RISKR2	<>	(null)

Remove a filter

Database Manager must be open to the **Filter** tab in the **Database Query** window. At least one filter must exist.

1 Click the database cursor for the required field.

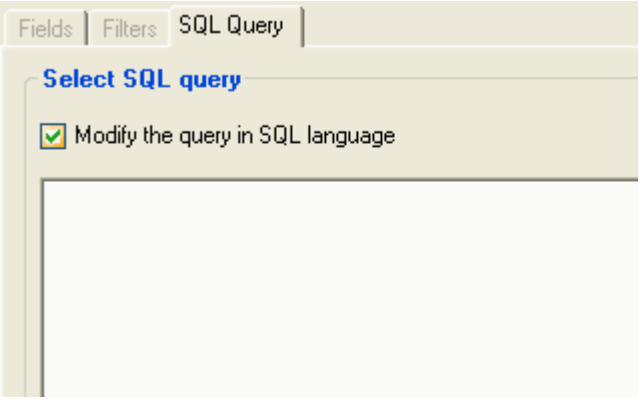
2 Click the **Remove row** button.



Modify a filter in SQL

Database Manager must be open to the **SQL Query** tab in the **Database Query** window. At least one filter must exist.

1 Select the **Modify the query in SQL language** option to activate the SQL Query and make manual changes.



2 Click **Query**.

Note

The filter can be created directly in SQL without having to use the Filter tab first.

Choose an existing query in a database

Database Manager must be open in the **Database Query** window.

1 Click the **Query** drop-down list.

2 Click the required data.

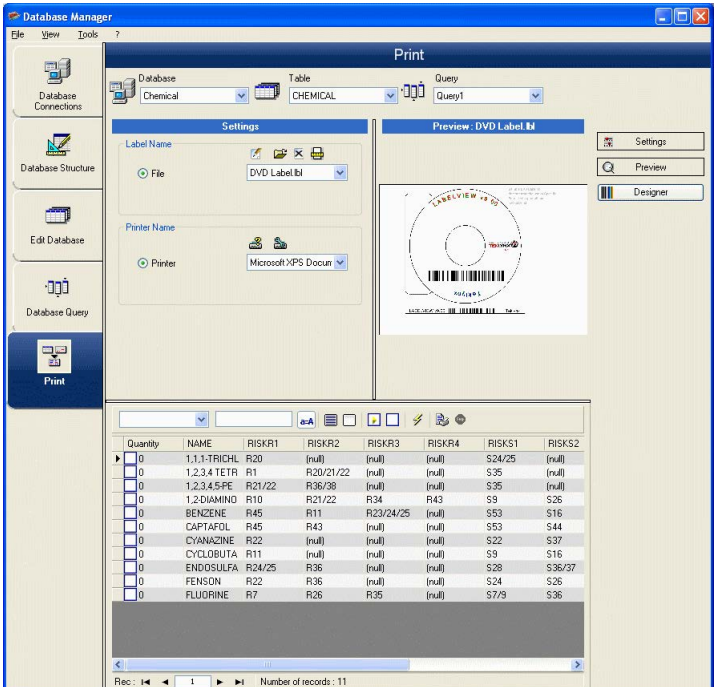
Note

The selected query can be modified later.

CHAPTER 5

Printing

Print window



The **Print window** is used to select files for printing, to

assign printers, and to define various parameters before printing is launched.

Display options

Database Manager must be open in the **Print** window.

Click **Settings**.

Preview the document

Database Manager must be open in the **Print** window.

Click **Preview**.

Display the label design software

Database Manager must be open in the **Print** window.

Click **Designer**.

Select a document to be printed

Create a new label template for printing

Database Manager must be open in the **Print** window.

Click the **Create labels wizard** button.

6 Follow the wizard's instructions.

Note

Creating a label in relation to the database allows you to define exactly which elements are required to position each database field.

Select an existing label template

Database Manager must be open in the **Print** window.

1 Click the **Open an existing document** button.

2 Select a label file.

3 Click **OK**.

Note

The Field radio buttons in the Label name and Printer name groups of options allow you to choose the label or printer required, when label or printer is defined in one of the fields of the active database.

Select a printer

Database Manager must be open in the **Print** window. A label template must be selected.

1 Click the **Add or remove a printer** button.

2 Select the printer required.

3 Click **Validate**.

Note

The last printer used is selected by default.

Configure the selected printer

Database Manager must be open in the **Print** window. A label template and printer must be selected.

1 Click the **Printer settings** button.

2 Adjust the required settings.

3 Click **OK**.

Select records to be printed

Selecting records manually

Database Manager must be open in the **Print** window.

1 Select the checkboxes next to the records required.

Note

The height of the data display grid can be modified by dragging the top of the window.

Selecting records automatically

Database Manager must be open in the **Print** window.

1 Click the drop-down list button.

2 Click the data required.

3 Click the data input field.

4 Enter the data required.

5 Click the **Select all** button.

6 Click the **Verify** button.

Configure the print media

Database Manager must be open in the **Print** window. A document must be selected.

1 Click on the **Page setup** button

Display the selected printer's properties

Database Manager must be open in the **Print** window.

1 Click the **Page setup** button.

2 Click **Settings.**

Define the number of printed pages according to a field

Database Manager must be open in the **Print** window and a printer must be selected. Records to be printed must also be selected.

1 Click the **Quantity column** drop-down list.

2 Select the data required.

3 Click the selected data's drop-down list button.

4 Select the required value or enter a whole numeric value.

Note

This option allows a selection of labels to be printed according to numeric values defined in specific fields. Different criteria can be set:

- **SERIALQTY**: Defines the number of times the label series will be printed.
- **LABELCPY**: Defines the number of times the label selected will be printed.
- **PAGECPY**: Defines the number of times the page of labels will be printed.

Launch printing

Database Manager must be open in the **Print** window. A label template and printer must be selected. The records to be printed must also be selected.

Click the **Print records** button.

Launch printing manually each time

Database Manager must be open in the **Print** window. A label template and printer must be selected. The records to be printed must also be selected.

1 Select the **Display the print dialog box between each record**.

2 Click the **Print records** button.

Update variable with database

Database Manager must be open in the **Print** window. A label template and printer must be selected. The records to be printed must also be selected.

1 Select the **Update variable with database**.

2 Click the **Print records** button.

Merge Database attached to document

Database Manager must be open in the **Print** window. A label template and printer must be selected. The records to be printed must also be selected.

1 Select the **Merge Database attached to document.**

2 Click the **Print records** button.

Allow the database to be edited

Database Manager must be open in the **Print** window. A label template and printer must be selected. The records to be printed must also be selected.

1 Select the **Allow the database to be edited**.

2 Click the **Print records** button.

Stop printing

Database Manager must be open in the **Print** window. A label template and printer must be selected. The records to be printed must also be selected. Printing must have already been launched.

Click the **Stop printing** button.

Refresh database view

Database Manager must be open in the **Print** window. A label template and printer must be selected. At least one record must also be selected.

Click the **Refresh database** button.

Close a document

Database Manager must be open in the **Print** window. A label template must be selected.

1 Click the **Documents** drop-down list.

2 Click he data required.

3 Click the **Close current document** button.

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France
+33 (0) 562 601 080

Germany
+49 (0) 2103 2526 0

Singapore
+65 6908 0960

United States
+1 (414) 837 4800

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