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# **ComDex**

## **ROLODEX for HAMS and SWL's**

### **User Manual**

Lite Version

Developed for:

General Release

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User Manual  
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# **ROLODEX for HAMS and SWL.**

## **User Manual**

### **SYSTEM REQUIREMENTS**

- Windows XP
- Pentium P4, 1 GHZ
- 1 GBytes RAM
- 100 Mbytes Hard Disk Space
- 1024 X 768 screen Resolution
- Windows Standard Font and Colors

### **DISCLAIMER**

We are not responsible for loss of data due to programming, computer, or computer operating systems problems. No warranty is implied.

### **DATA ENTRY CAUTION**

The ComDex program is an easy to use electronic Rolodex designed by and for Ham Radio Operators and Short Wave Listeners. It can easily be used for other purposes such as personal or business lists. You can enter up to 4 kBytes of COMMENTS on each record.

Based on its multi use, there are four fields of data that is recommended be entered; Call Sign, First and Last Name, City and State (province), and Company Name. Under most conditions, not every entry will have that entry. Depending on which data field you set the List Viewer, only that field that has data will be listed. Empty fields will be ignored.

### **A Word About Help and the Documentation**

The intention of this documentation is to assist the user in better understanding how this software application works. Not all aspects are documented. It is assumed that the user knows or understands certain Windows procedures. It would be redundant to write documentation for Windows procedures when they exist in the Windows Help Assistant.

If you have a problem with the software, please note what happened, what you were doing before the problem arose, and most importantly, the version number on the software. The version number can be found in the lower right side of the task bar. Please see HOW CAN I GET HELP to see where the version number is located.

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## PROGRAM INSTALLATION

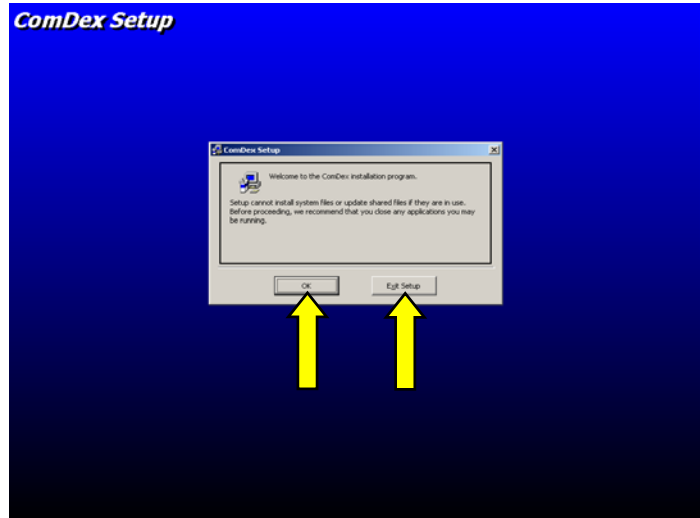
- You must follow the HamStationUltra or ScopeStationUltra user manual on program installation.
- This section will describe the basic setup requirements.

### Installing ComDex Lite

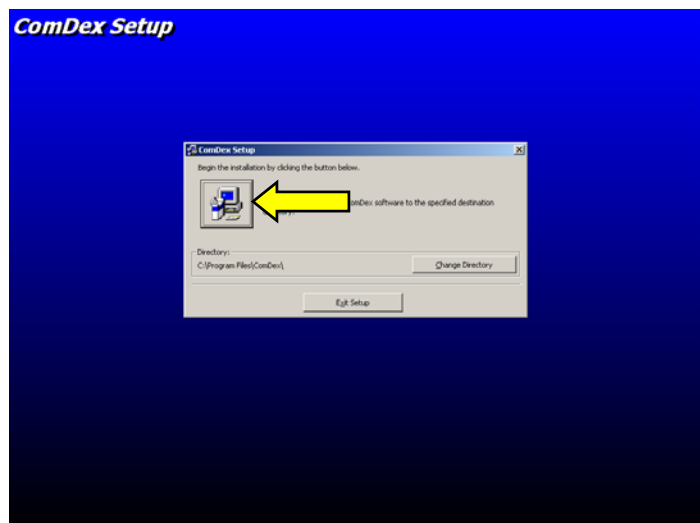
A. Start HamStationUltra or ScopeStationUltra. Either package will detect the presence of ComDex. If it is not found, ComDex Setup will be started.

B. The installation program will display a Message Box warning the user to close out all programming that may be minimized on the taskbar or may be displayed as a window behind the installation program.

1. LEFT-CLICK the EXIT SETUP Command Button.
  - a. The install program will be stopped and removed from the desktop.
  - b. Close all program windows that are displayed.
  - c. Close all minimized programs on the taskbar.
  - d. Restart the installation program.
2. LEFT-CLICK the OK Command Button to continue installing the program.

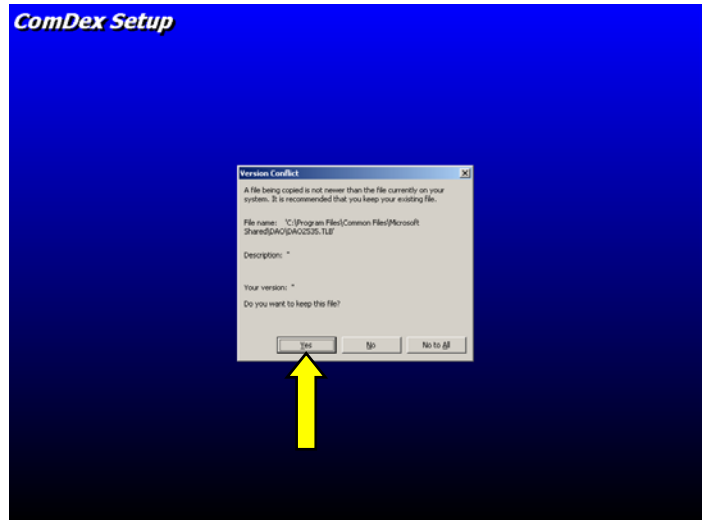


C. The next Message Box displayed has the user selecting the pathway for the program. The user can choose their own pathway, but in this case, the user must select the default pathway in order for HamStationUltra or ScopeStationUltra and Comdex to work properly. The user must LEFT-CLICK the SETUP Icon to continue.

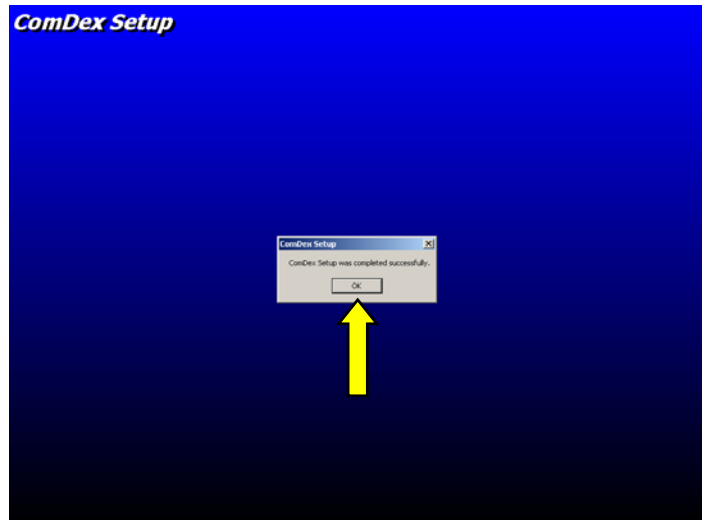


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D. From time to time, the Installation program will encounter files it is trying to install may be older than what the environment may have. The user is asked if the program should keep the older file. LEFT-CLICK the YES Command Button.



E. The last message box displayed advises the user installation is completed. LEFT-CLICK the OK Command Button.



F. Installation is completed. DONE!

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## **START-UP**

ComDex Lite can only be run while using HamStationUltra or ScopeStationUltra software. ComDex\_Lite is not designed to run in the Stand Alone mode. ComDex\_Full does allow Stand Alone operation and is available as an optional upgraded package. See the HELP/ABOUT window for upgrade information.

Please refer to the HamStationUltra or ScopeStationUltra user manual for specific start-up procedures.

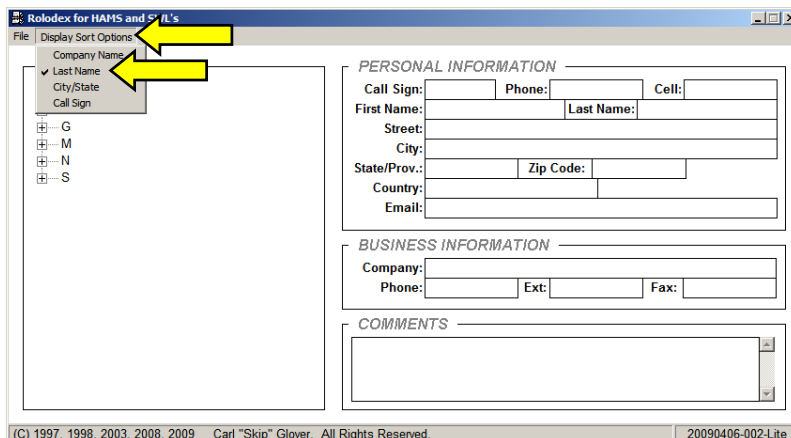
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## HOW TO CUSTOMIIZE YOUR DATA LIST

A. LEFT-CLICK "DISPLAY SORT OPTIONS" on the Menu Bar

B. An option list with a list of sort options will be displayed.

1. The current sort option will have a check mark in front of it

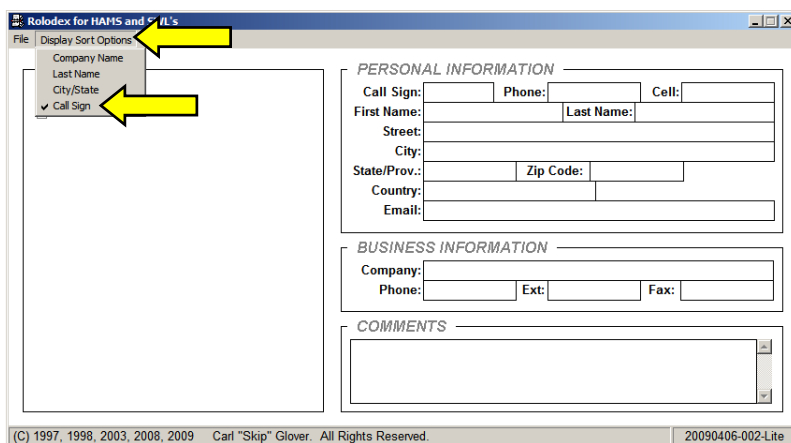


C. To change the current sort option, LEFT-CLICK any one of the unchecked options on the list.

1. Company Name
2. Last Name
3. City/State
4. Call Sign

D. Once an item is clicked:

1. The selected option will be check marked.
2. The option list will be removed.
3. The program will clear the LIST VIEWER and will re-populate the tree with data based on the selected sort option.



E. The program will be in idle mode waiting for the next command.

F. End of HOW TO CUSTOMIZE YOUR DATA LIST.

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## HOW TO VIEW ONE OR MORE ITEMS IN THE DATABASE

A. Depending on which Sort Option is active, the LIST VIEWER could display any one of the following

1. Nothing.
  - a. There are no records in the database and this is the first-time use of ComDex.
  - b. There are no records that contain the data the sort option was asked to display.

2. There is a vertical line containing boxes with a plus inside and a letter or number to the right of the box.

a. LEFT-CLICK the PLUS sign in a box.

1. A line with one or more boxes with either a letter or number to the right of the box is displayed.

a. Company Name Sort. LEFT-CLICK the PLUS sign in the box.

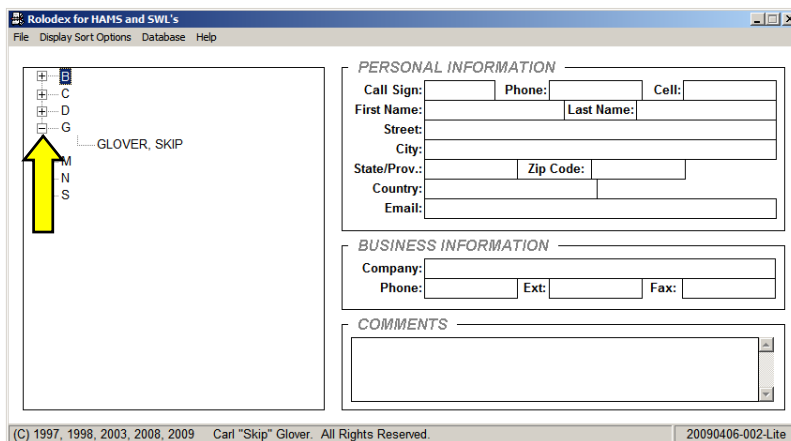
1. Contact Name is displayed.

b. City/State sort. LEFT-CLICK the PLUS sign in the box.

1. Contact Name is displayed.

2. Last Name Sort. Contact Name is displayed.

3. Call Sign Sort. The Call Sign and Contact Name is displayed.

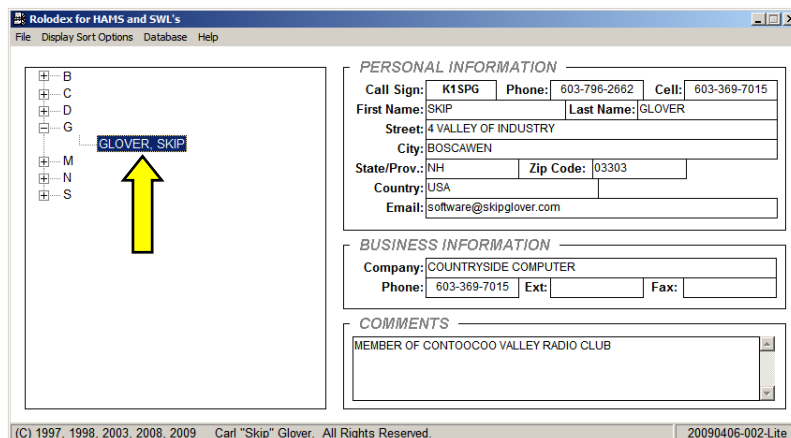


B. LEFT-CLICK any one Contact Name

1. The program immediately retrieves data from the master database

2. The entry boxes are populated with the selected Contact's Name information.

3. The entry boxes are locked to prevent accidental data information changes.



C. Program remains in idle mode.

D. To view more data, simply repeat the above steps as needed.

E. To collapse a specific line, LEFT-CLICK the MINUS sign.

F. End of HOW TO VIEW ONE OR MORE ITEMS IN THE DATABASE.

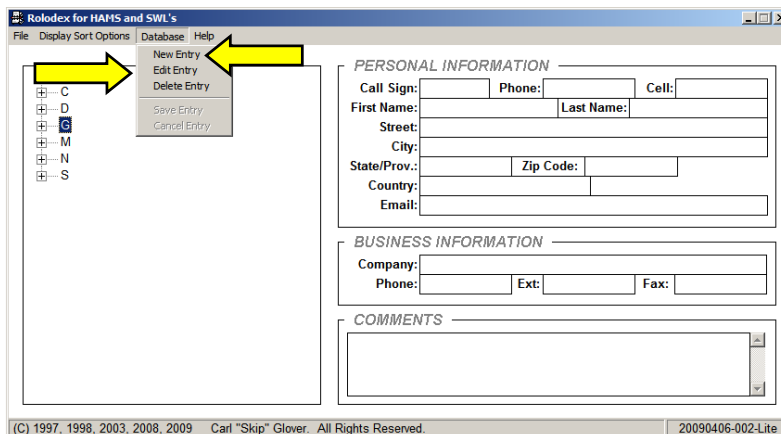


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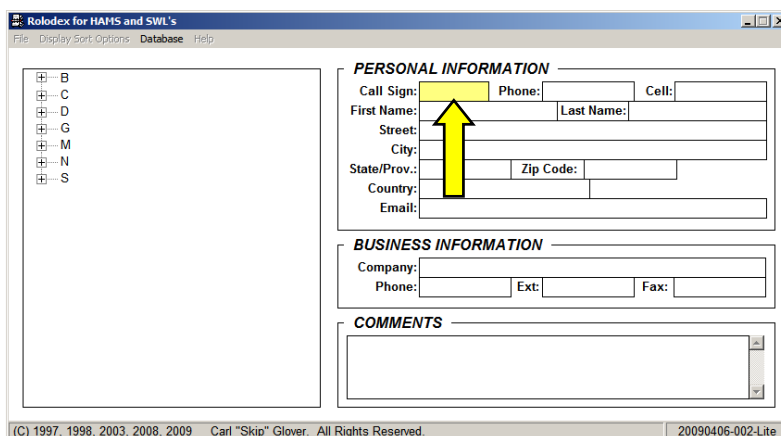
## HOW TO CREATE A NEW RECORD

A. LEFT-CLICK "DATABASE"  
option on the Menu Bar.

B. LEFT-CLICK "NEW ENTRY"  
in the option list displayed.

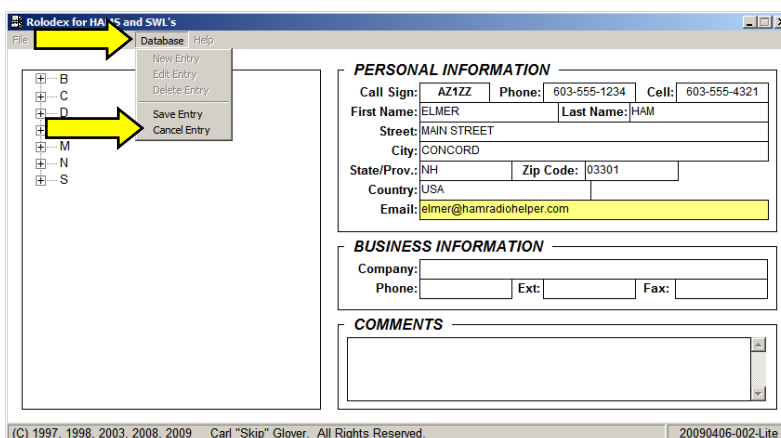


C. Your first entry field is highlighted. Type in the data if you have it, otherwise depress the <TAB> or <ENTER> to highlight the next data entry field. Continue this process until all data field are entered or you have entered as many fields as you can. Not having all of the data fields may affect your ability to review, print, or modify your data. See DATA ENTRY CAUTION for a better explanation.



D. Any time during this entry, you may leave the entry option without saving data.

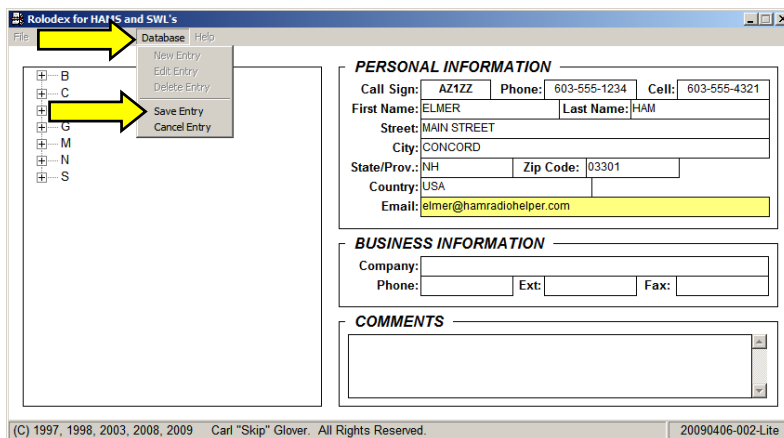
1. LEFT-CLICK "DATABASE" option on the Menu Bar.
2. LEFT-CLICK the "CANCEL ENTRY" in the option list displayed.
3. The program will clear the entry boxes without saving data.
4. Program will return to an idle mode, waiting for the next command.



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E. When you are ready to save your data:

1. LEFT-CLICK "DATABASE" option on the Menu Bar.
2. LEFT\_CLICK "SAVE ENTRY" in the option list displayed
3. The program will write the data to the database
  - a. Be aware that if any one of the recommended data fields are left empty, you may or may not have trouble viewing your information.
4. The LIST VIEWER will be updated.
5. Program will return to an idle mode, waiting for the next command.



F. End of HOW TO CREATE A NEW RECORD.

## HOW TO EDIT AN EXISTING RECORD

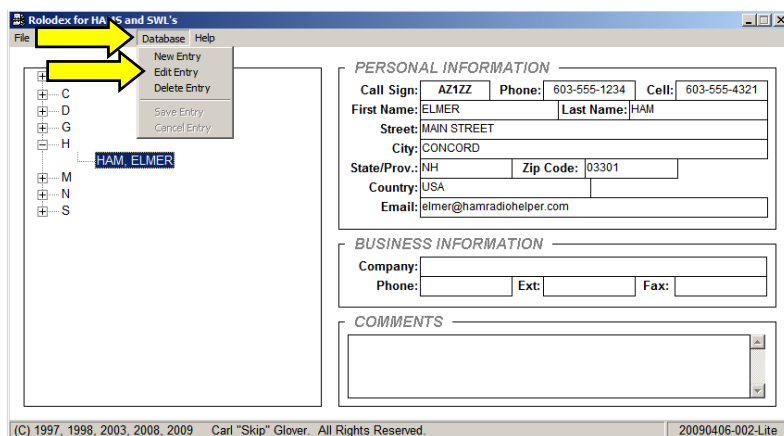
- It is assumed the user has all ready found a record that needs some editing, and has all ready populated the entry boxes based on the procedures previously described.

A. LEFT-CLICK "DATABASE" on the Menu Bar.

B. LEFT-CLICK "EDIT ENTRY" in the option list displayed.

1. An error message will be displayed if a record was not selected from the LIST VIEWER and the entry boxes are not populated.

C. The first entry box is highlighted.

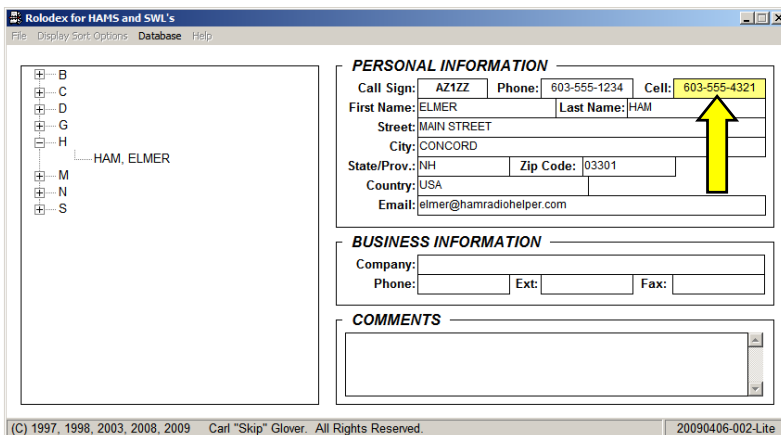


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D. Place the mouse pointer on the entry box that either needs data changed or entered, then LEFT-CLICK the mouse to highlight the box.

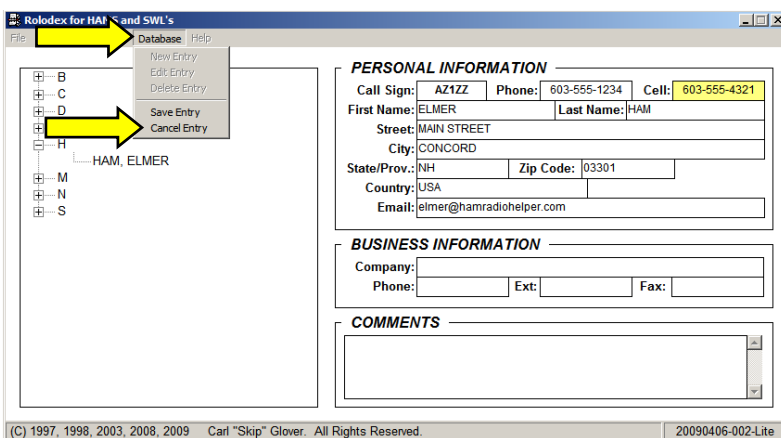
E. The box is highlighted. You can either erase the entry and type in new data or modify the data contained within the box.

F. You can continue to make changes to other entries as needed using steps D & E.



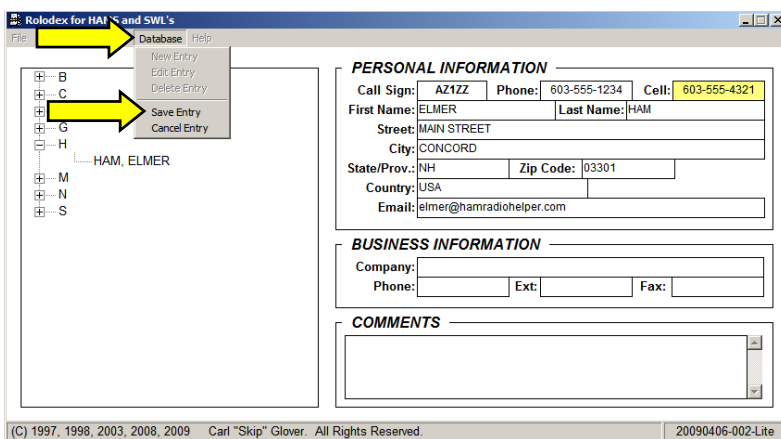
G. If you are not satisfied with your entry changes or wish to leave the EDIT Mode:

1. LEFT-CLICK "DATABASE" on the Menu Bar
2. LEFT-CLICK "CANCEL ENTRY" in the option list displayed.
  - a. The program will do the following
    1. Clear all entry boxes
    2. Refresh LIST VIEWER
    3. Return to an idle mode.



H. If you are satisfied and you wish to save this record:

1. LEFT-CLICK "DATABASE" on the Menu Bar
2. LEFT-CLICK "SAVE ENTRY" in the option list displayed.
  - a. The program will do the following
    1. The master database will be updated.
    2. Clear all entry boxes
    3. Refresh LIST VIEWER
    4. Return to an idle mode.



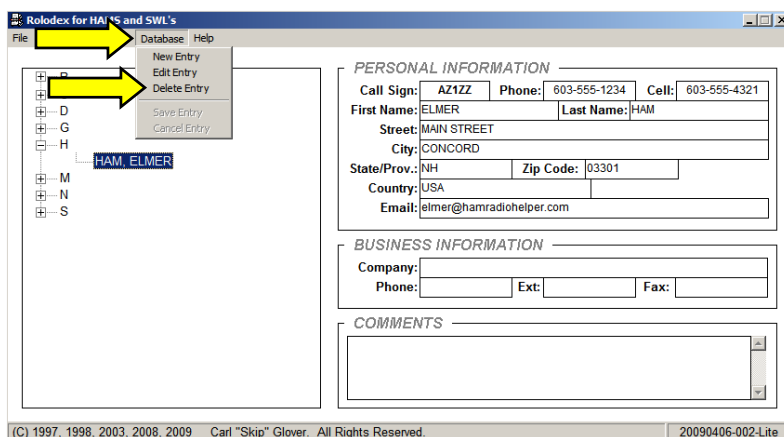
I. End of HOW TO EDIT AN EXISTING RECORD.

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## HOW TO DELETE A CURRENT RECORD

- It is assumed the user has all ready found a record that needs some editing, and has all ready populated the entry boxes based on the procedures previously described.

A. LEFT-CLICK "DATABASE" on the Menu Bar.

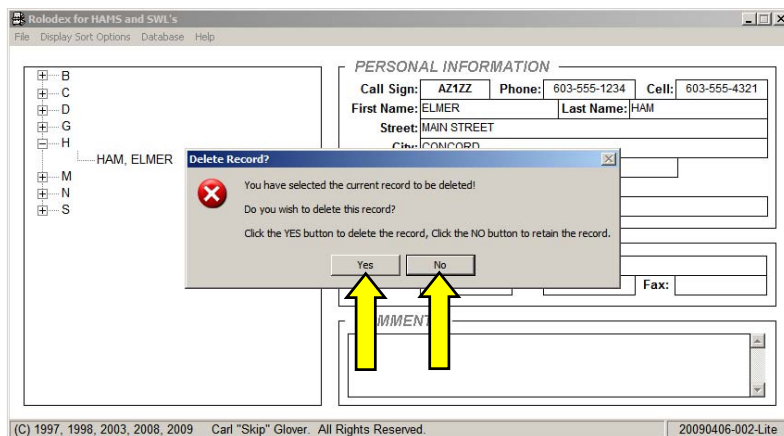


B. LEFT-CLICK "DELETE ENTRY" in the option list displayed.

- An error message will be displayed if a record was not selected from the LIST VIEWER.
  - Program returns to an idle mode.

C. A message box is displayed asking the user to confirm deleting this record.

- LEFT-CLICK the NO Command Button.
  - No record was deleted.
  - Program clears the entry boxes.
  - Program refreshes the LIST VIEWER.
- LEFT-CLICK the YES Command Button
  - The record was deleted from the master database.
  - Program clears the entry boxes.
  - Program refreshes the LIST VIEWER.



D. Program is now in idle mode.

E. End of HOW TO DELETE A CURRENT RECORD.

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## HOW CAN I GET HELP

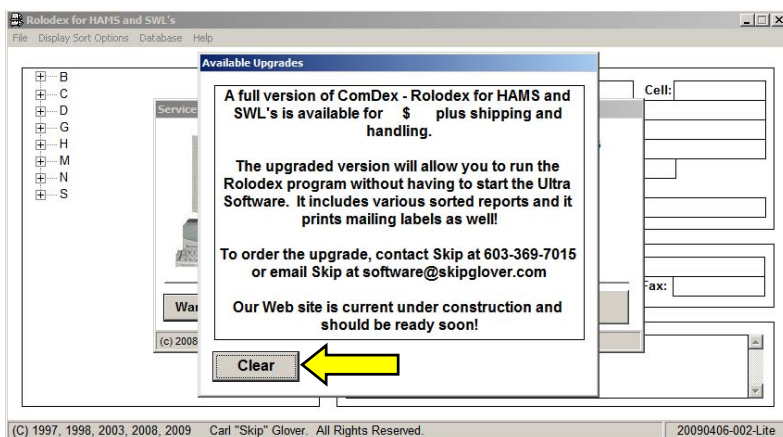
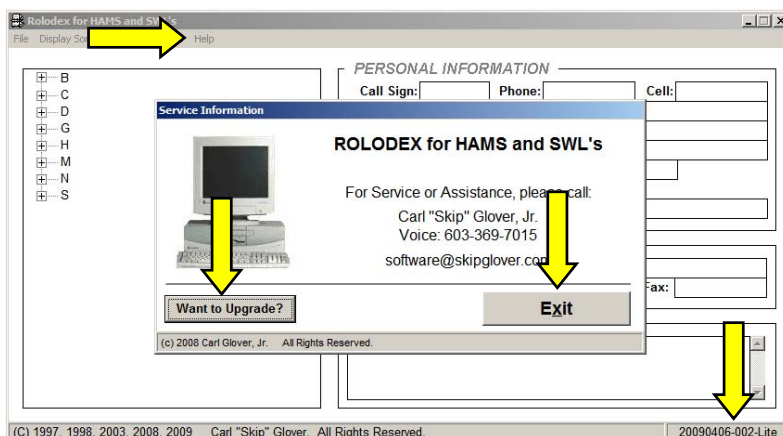
A. LEFT-CLICK HELP on the Menu Bar.

B. LEFT-CLICK ABOUT in the option list displayed.

C. The developer's name, phone number and email address is displayed in this new window.

D. LEFT-CLICK EXIT Command Button to remove the window.

E. LEFT-CLICK the WANT TO UPGRADE button to see what upgrade offers exists. LEFT-CLICK the CLEAR Command Button to remove the upgrade offer.



F. If for some reason ComDex is not running properly or the window information is not displayed, the information is listed below:

Skip Glover  
(603) 369-7015  
software@skipglover.com

Help at this phone number and email is limited to ComDex only.

When you call or email, be sure to have the version number available if possible. That number can be found on ConDex's main screen, on the right side of the Status Bar.

G. End of HOW CAN I GET HELP

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### MENU OPTIONS DEFINED

- It is assumed in order to access these options, the user will LEFT-CLICK the Option on the menu bar, then the options presented in the list after.

The menu bar, which sits near the top of the ComDex window, contains the following options:

1. File
2. Display Sort Options
3. Database
4. Report Types
5. Help

Each of these options will be described briefly. Some options will only require a couple of lines as that option may be better described elsewhere.

### File

#### **Set Screen Colors**

##### **Select New Screen Color**

This option allows the user to select the screen colors used by ComDex. This is a standard Windows tool. The user should be familiar with this option. The program will save the desired color to a file. When the program starts, it will read the screen color information and set the color.

##### **Set Default Color**

The option will return the screen to a white background. The program will update the screen color file as well.

#### **Exit**

The program ends when this option is selected.

### **Display Sort Options**

These options are better described in the HOW TO section of this document.

#### **Company Name**

This option will set the LIST VIEWER to display only those records with COMPANY NAME information.

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### **Last Name**

This option will set the LIST VIEWER to display only those records with Contact LAST NAME information.

### **City/State**

This option will set the LIST VIEWER to display only those records with CITY/STATE information. The sort is according to city, but it is not grouped by state or province.

### **Call Sign**

This option will set the LIST VIEWER to display only those records with CALL SIGN information.

## **Database**

\*\*These options are extensively described in the beginning of this documentation

### **New Entry**

This option allows the user to create a new rolodex entry.

### **Edit Entry**

This option allows the user to edit or update a selected rolodex entry.

### **Delete Entry**

This option allows the user to delete a selected rolodex entry.

### **Save Entry**

This option saves data either as a new record or an update to an existing record.

### **Cancel Entry**

This option cancels the new entry or update entry. It does not save any data.

## **Help**

### **About**

This window provides information to the user on how to contact the programmer for assistance. See HOW CAN I GET HELP for further details.