# How to use Ratsupport.com DB's

# Contents

By Ratsupport.com

# Contents

# Discussion

- Ratsupport.com has a number of Database's on their website and available for users to use.

- We create and manage a number of Database Applications and would love to set one up for you or your company.  We have many already in basic form and am willing to do something new.

- Our current Database Applications were created using Appgini and interface with MySQL or Marina Dababase managers on a webserver.

- We even have the ability to put Xampp on your computer and run the web/ratsupport apps there.

- These instructions are here to help users get the most out of these applications.

- If you are currently using a Spreadsheet to manage some of your data then I suggest you contact us and we can discuss your using a DBMS.

- Many of us have not even heard of a database manager or have an idea of what it is or how it does what it does.  I hope this document will help answer some of your questions.

- Database Applications can be created for a low cost and can be very secure depending on the environment the user wants to be in.

- The best reason I can think of to use a database manager instead of a spread sheet is less data entry and better accuracy of data.

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# What is a Database ?

- A database is an organized collection of structured information, or data, typically stored electronically in a computer system. A database is usually controlled by a database management system (DBMS). Together, the data and the DBMS, along with the applications that are associated with them, are referred to as a database system, often shortened to just database.

- Data within the most common types of databases in operation today is typically modeled in rows and columns in a series of tables to make processing and data querying efficient. The data can then be easily accessed, managed, modified, updated, controlled, and organized. Most databases use structured query language (SQL) for writing and querying data.

- Ratsupport.com creates DBMS for various applications like the Vocabulary Database or our Entertainment Database.  We use an App Called AppGini that helps us organize and create the Visual aspect of the Database Management System.

- These DBMS use a number of normal applications and programming tools to create and maintain these Databases.  PHP, CSS, HTML5, Java Script and mySQL are just a few.

- One of the things a good database does for a user is reduce the input for data.  What I mean by that is that the properly set up database application will not require repeated entry of the same information.

- There are a number of types of Database and you can check them out if you are interested.

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# What is SQL

- SQL stands for Structured Query Language. SQL is a computer language used to interact with relational database systems. SQL is a tool for organizing, managing, and retrieving archived data from a computer database.

- When data needs to be retrieved from a database, SQL is used to make the request. The DBMS processes the SQL query retrieves the requested data and returns it to us. Rather, SQL statements describe how a collection of data should be organized or what data should be extracted or added to the database.

- SQL can be daunting to use until the user has a firm knowledge of the language.  The applications that Ratsupport.com has created help reduce the strain of using a SQL Database

- Most of Ratsupport.com databases use mySQL or MariaDB which are both Open Source although mySQL is owned by Orecle.

- These applications are usually web based, what this means they run on a Web Server or Web Server Software.  In the usual configuration of a Web Server all the components are already installed to allow for these applications.  Some of the time these machines are called a LAMP Server.

- Ratsupport.com's servers usually use LAMP (Linux, Apache, MySQL and PHP).  Some applications do run on windows machines using XAMPP. (XAMPP is a software package that allows you to create a local web server environment on your computer. The name "XAMPP" is an acronym that stands for the software components included in the package:X: Cross-platform (meaning it can be used on multiple operating systems, including Windows, Linux, and macOS)Apache: the web server software that processes HTTP requestsMySQL: thedatabase management system used to store website dataPHP: the programming language used to create dynamic web content).

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# Database vs Spreadsheet

- Spreadsheets and databases are both great tools for handling data, but they have different approaches to user-level protection & complex numerical data.

- Databases offer more reliable validation & integrity than spreadsheets, as well as secure access & collaboration capabilities.

- Knowing the differences between them can help you decide which one is better suited for your needs. Spreadsheet – small datasets, calculations + basic analysis. Database – large amounts of data or security/collaboration requirements.

- I have found that having a proper database management system can have a number of great advantages and allow for more people to help with the care of the data without having to be located at the same location on the same machine.

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# Help if you need it

- If the Registration and Setup requirements are too difficult for you, then you can use the Ratsupport.com's Contact Us Page and request your account be setup for you.

- Your Email address, mailing address and phone number will be required.

- We can remote into your computer with your permission and give advice or support

- We can also share our screen to give you an example of operation or helpful hints.

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# Initial Landing Page (No Guest)
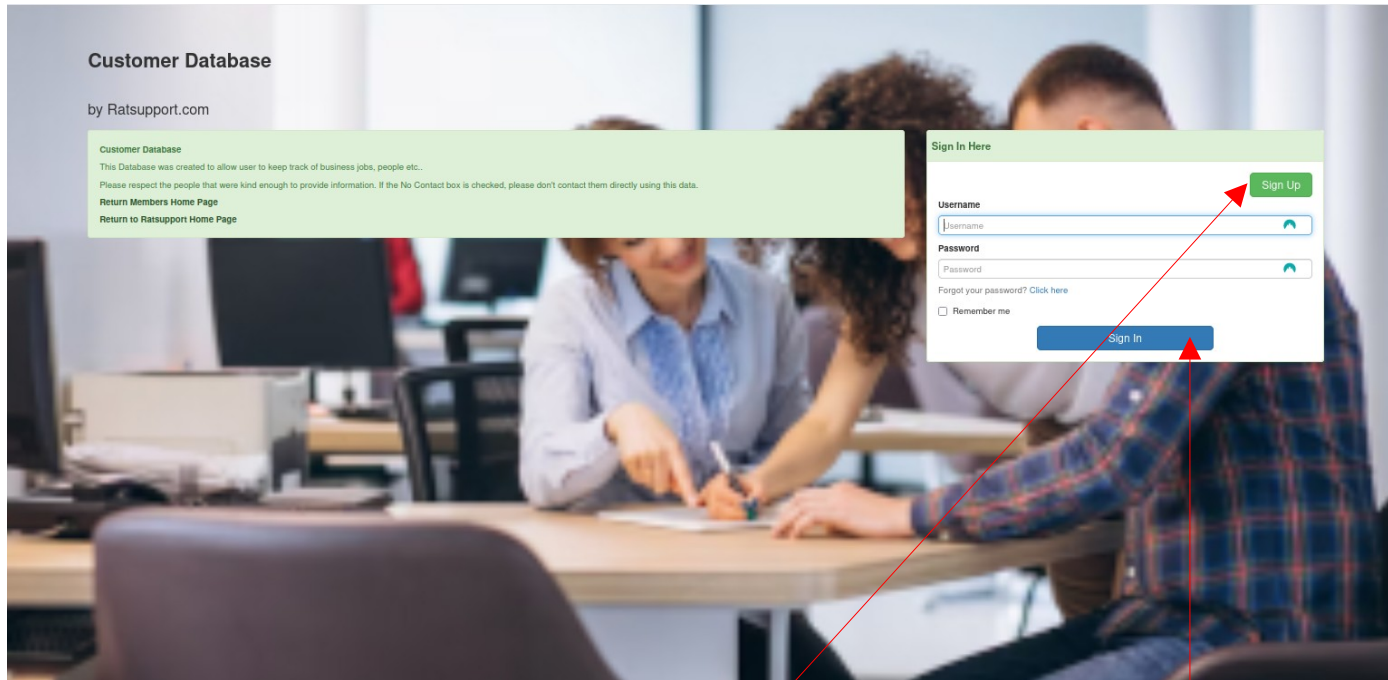


When a user lands a Database that does not have Guest Privileges they will see the Sign Up / Sign In window. The user will be required to either Sign Up and wait for approval or Sign In as they have been approved.

# Initial Landing Page (Guest Allowed)
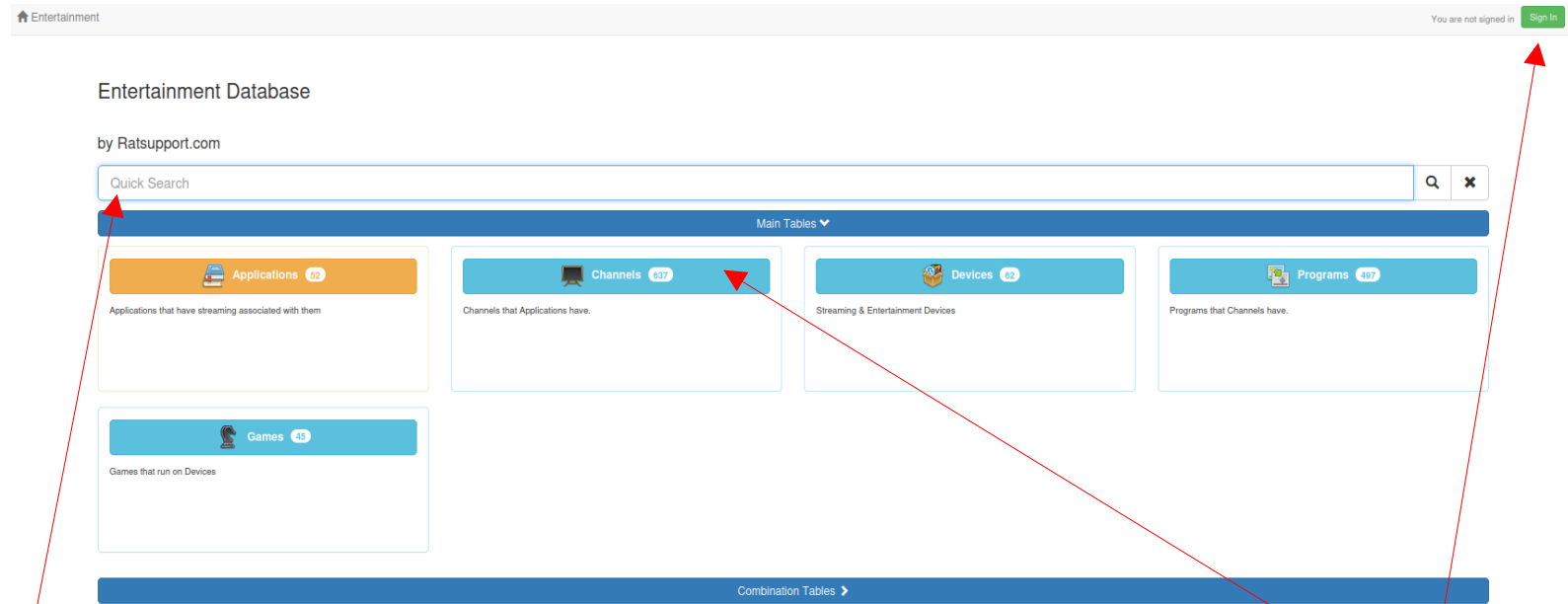


The user is allowed to see some data in the Database by clicking on the Table button, in this case the Ratsupport.com's Channels Table in the Entertainment Database.

If the user wants to Sign Up / Sign In then they have to click on the green Sign In button and proceed with either the Sign Up or Sign In.

The Quick Search on this page is to help finding the table you are looking for.  By entering the first letters of a given table name the other tables will disappear.

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# Sign Up to use a Database

You are not signed in  Sign In

This form is easy to understand. You will need to choose a Username and Password and enter your Email Address and Full Name, Address, City and State. **I suggest using your email address as your Username**.

Then Click the Sign Up button and wait for approval. You will be sent an email telling you have been approved.

Please add support@ratsupport.com to your email address book as this is the email address the information will come from. If you don't get an answer within 24 hours then look in your Junk or Spam folder for the email.

**Sign Up Here!**

**Username**

Username

✖ Username already exists or is invalid. Make sure you provide a username containing 4 to 20 valid characters.

**Password**

Password

**Confirm Password**

Confirm Password

**Email Address**

Email Address

**Group**

classmates 63 *

If you choose to sign up to a group marked with an asterisk (*), you won't be able to log in until the admin approves you. You'll receive an email when you are approved.

**Full Name**   Full Name

**Address**   Address

**City**   City

**State**   State

Sign Up

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# Sign In for Database Use



If this is the first time for you then you need to Sign Up.

Put your Username into the proper field and use the password you choose and the put a check in the Remember me box and click Sign In.

Should you forget your password there is a link on the Sign In Page that will send you an email with instructions on changing your password. *** Please note you must have support@ratsupport.com in your address book and a valid email address for this to work.

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# Forgot Password What to Do

- The first thing to do is not keep trying what already does not work.

- Second click on the Forgot you password ? Click Here link

- You will be sent to a webpage for Password Reset and you can either enter your Username or your Email Address and then click the OK button

- You should get an email, Now it is important that you have support@ratsupport.com in your address book as that is who will be sending you the email with information on updating your password.  If you don't see the email then you need to look in your junk or spam folder of you email client.  The email Correspondents should be the first part of your email address.

- In the body of the email you will see a link to the page to reset your password.  If you are using an Email client that does not allow hyperlinks to be shown then you will need to copy the link in the email and put it into your browsers URL.

- The link should produce a webpage called Password Change Page with your Username and you can enter your new Password there.  You have to enter it twice to insure it is correct.

- Click on the Blue OK Button and your password will be reset and you can return to your application and Sign-In.

# Main Page of Database

You can always get to this page by clicking on the house icon Co63 or what your database name is.

You get to the Data (Table View) in your Database by clicking on the main table button (Orange).

Your Database may have a few plugins that allow for various functions like Calendar or Summary Reports.

Many Databases have secondary Tabs that allow for seeing the Support Tables in the DBMS.

Which tabs a user can see depends on their status like User, Helper etc.

User menu for profile, messages and Logoff

🏠 Co63

## Ratsupport's Class of 63 Database

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Class of 63 Members ⌄

👥 Members  435  +

Members Table

📅 Class of 63 Calendar

📋 Summary Reports

Social ❯

Military ❯

Personal ❯

Support ❯

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# Data Security

- One of the main reasons for using a Database Manager Application is for Data Security.

- The better the data the better the results and reasons for keeping the data in the first place.

- One of the ways to keep data integrity is to not allow all users to make changes to all the data.

- As a Suggestion I submit you keep the users able to enter data and change the data that they enter but not change any other users data and to not allow any users to delete data, that should be the task of the Super User.

- In the examples of the profile you will see an example of the permissions for users and administrators etc.

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# Database User Profile

To update your Database User Profile, change password, send a message or see what your permissions are in the database tables, you should right click on the Menu Icon and select your choice.

Choosing your username will get you to your profile information.

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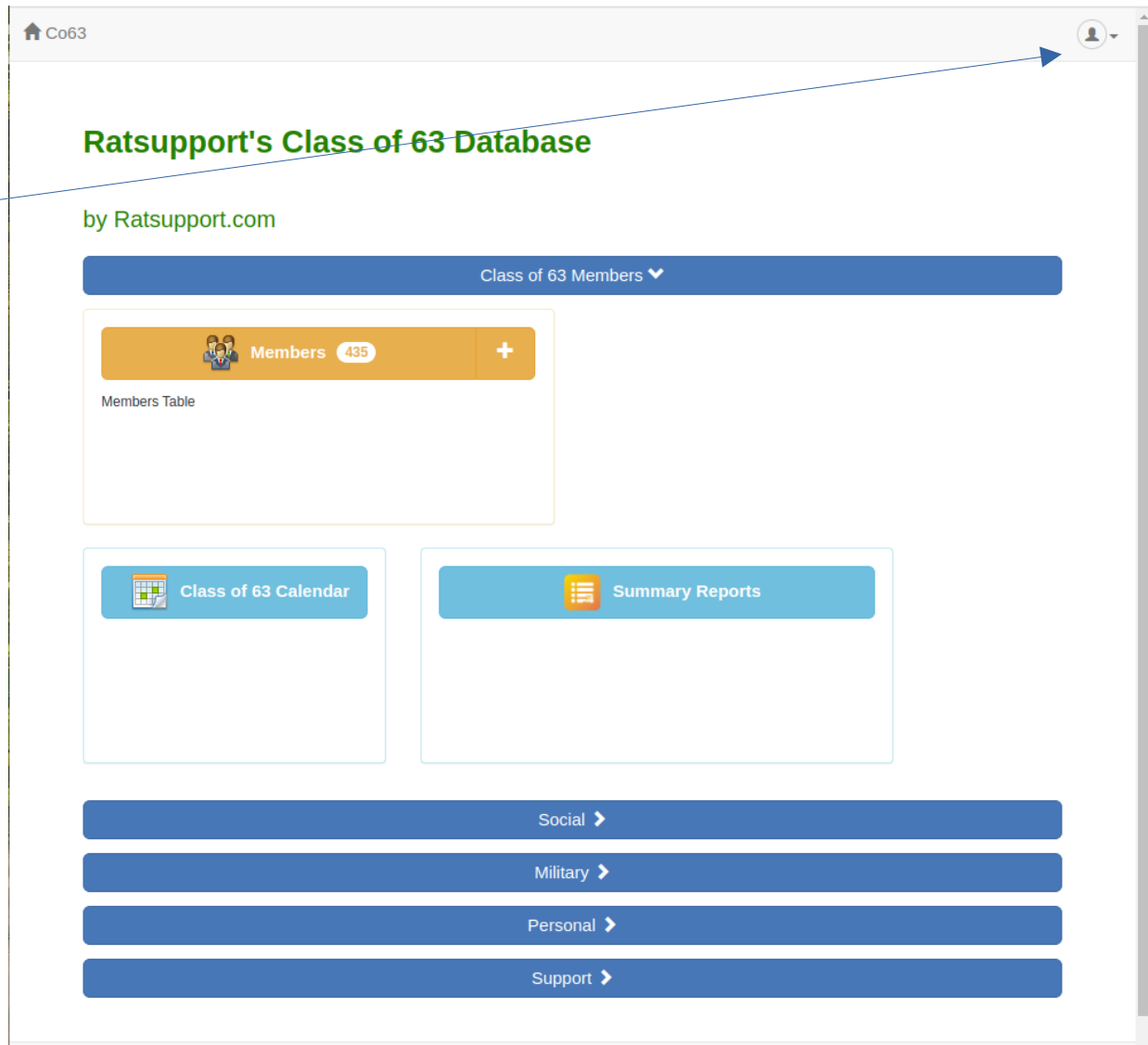
# Admin/Manager Profile Permissions



**Your access permissions**

**Legend**

| | | | |
|---|---|---|---|
| 🚫 | Not allowed | 👤 | Only your own records |
| 👥 | All records owned by your group | ✔ | All records |

| Table | View | Add New | Edit | Delete |
|---|---|---|---|---|
| Trip | ✔ | ✔ | ✔ | ✔ |
| Fuel | ✔ | ✔ | ✔ | ✔ |
| Vehicle | ✔ | ✔ | ✔ | ✔ |
| Drivers | ✔ | ✔ | ✔ | ✔ |
| Purpose | ✔ | ✔ | ✔ | ✔ |
| Locations | ✔ | ✔ | ✔ | ✔ |
| Vehicle Make | ✔ | ✔ | ✔ | ✔ |
| Vehicle Model | ✔ | ✔ | ✔ | ✔ |
| Fuel Type | ✔ | ✔ | ✔ | ✔ |
| Vehicle Year | ✔ | ✔ | ✔ | ✔ |
| Vecicle Safe Capacity | ✔ | ✔ | ✔ | ✔ |
| Login Information | ✔ | ✔ | ✔ | ✔ |
| Failed Login | ✔ | ✔ | ✔ | ✔ |

An example of permissions for the Manager or Admin person is shown here.

Please notice that this user can view, enter, edit and delete all data.

It is important to keep users with this permission set to a minimum so the consistency of the data is maintained.

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# User Profile Permissions



Here is an example of a user for an application and if you look at the symbol legend you will see this user can view their own Trip and Fuel records and view all records in the Vehicle and Drivers tables and can view all the rest of the tables

This user can add new records to all tables and edit only their records and not delete any of the records.

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# User Menu
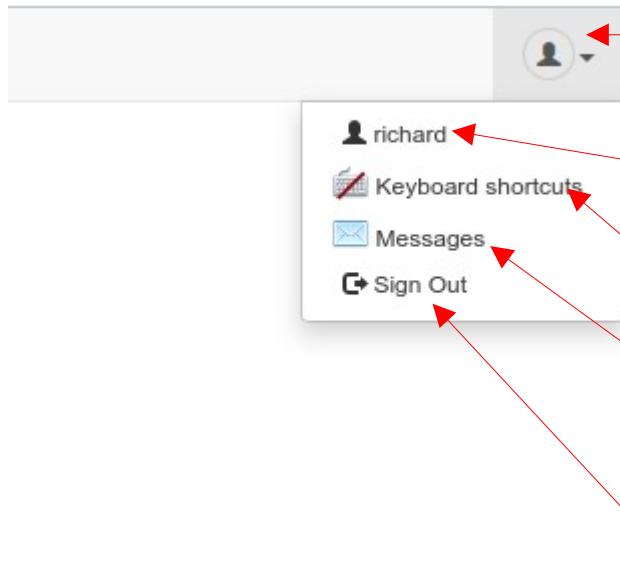
By using the pull down arrow or the User Icon (Left Click on mouse) the user will see this Menu.

The user name is where you will find your profile information.

Keyboard Shortcuts can be accessed from this choice.

Messages can be used if the user selects this choice. If there is a red dot showing then that user has a message or more.

Finally the user can Sign Out of the application.

richard

Keyboard shortcuts

Messages

Sign Out

# More on Update Profile

As you can see you can fill in any of the data you want to update and then Save.

To leave this page you can just click in the Database Name Logo or select one of the Table Menu's at the top of the page.

Most of you will not have the Import CSV button but Helpers and Administrators will.



You will be able to see your access permissions so you will know what you can and can not do. Change password can also be done on this page.

# More on a Users Profile

- The user can change some of their profile and some requires admin permission. You can see in the access permissions table what you can enter, view, edit or delete. If you need more ability then you need to contact the person in charge of the database.

- This system is very flexible and it can be configured for users and groups that have different permissions for the various functions and use of your database.

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# Support Tab and Tables
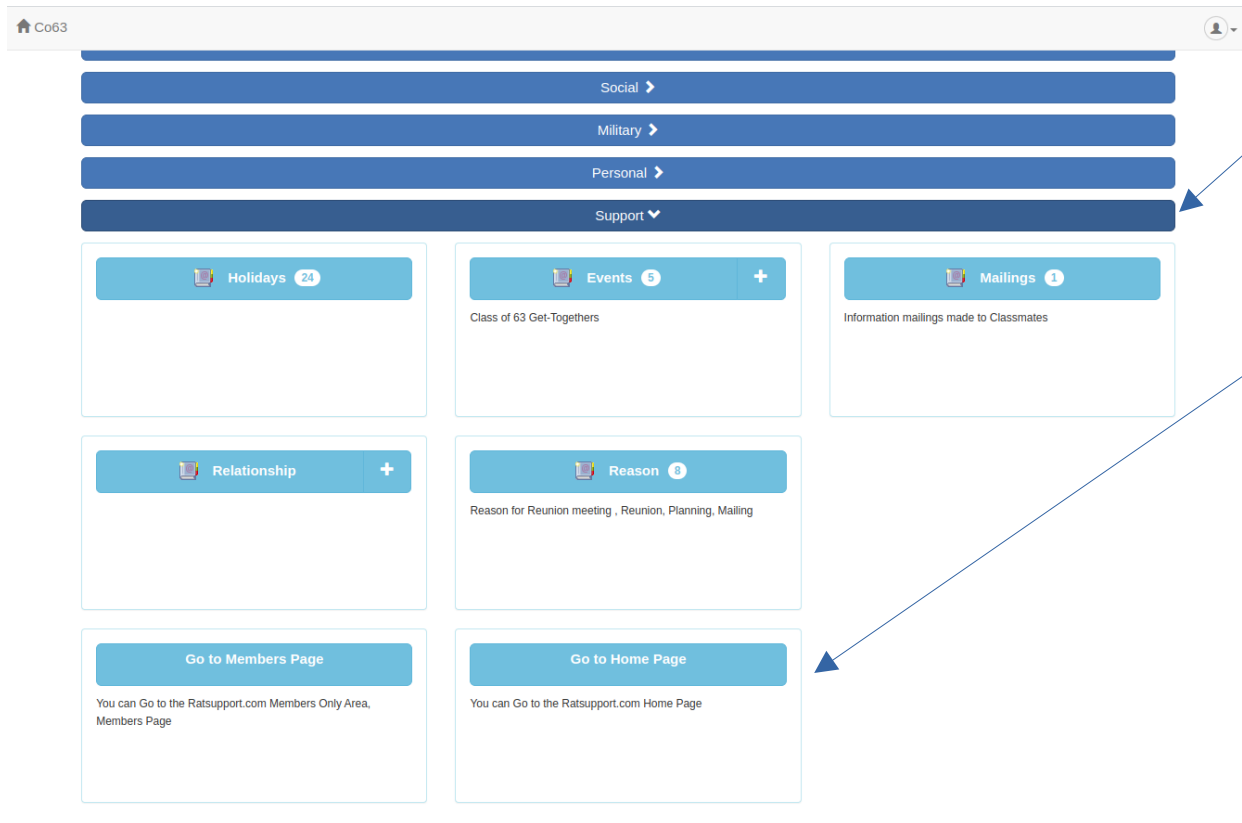


By clicking on the support tab you can get access to the supporting tables and you can navigate to the Ratsupport.com Main Page or your Members page.

There are also tables in the Social, Military and Personal tabs that allow for data to be entered.

Normally it is not necessary to use these tabs or tables as all data can be entered via the Detail View of any Record.

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# The Table View Page

There are a number of ways to use the (Table View) data page.

1. Quick Search, put some letters or numbers you are looking for and click the search button.

2. Click the Field heading and you can sort the data as you wish.

3. Use a filter and choose the field you want to use and the logic.

4. Click on an item of data and show the data on a single page called the Data View.

5. Column view selection can be accomplished by clicking on the Menu Icon and selecting which columns you wish to see.

# Detail View



This is my Detail View, you can see my information and images.

Toward the bottom of the page there are tabs for Social, Military, Contacts and Reply's.

Social = any info on MeWe and games.

Military = any info on my military time.

Contacts = any contacts I want people to see (I did my children)

Reply = Replys to any events like Reunions etc.

Some fields are selection fields and you use the pull down to select which data fits your needs.

With the latest version of the Database the user can change the format of the view. They can select single column, two columns or three columns, this is done by selecting the proper button.

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# Data Entry

- One of the good features of a Database Manager Application is the Data Entry is reduced.  By reducing the data entry there is a reduction in errors and that helps keep the database clean and allows for proper function.

- Bad data can effect the filtering of data.  An example of what I am talking about is this, the, The, THE all seem to be the same to a person but to a computer they are totally different.  This means a person can find all the Thes' but the computer can only find one.  Fields in the Filter will give missing records and not give the complete picture.

- These apps I have created can help with this as one of the filter operators is " like " which means the filter will look for all three, but the filter rules may not allow for it's use.

- Two things are accomplished by reducing the data entry and using look up fields.  1. The size of the data base is reduced, therefore the searches are faster.  2. It reduces the errors in data entry and gives a better picture of the data.

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# Data Entry



This is an image of a page that allows for data entry by this user.

You can see the Save Changes Button and the Delete Button.

The date field uses a date picker and allows for the selection of each date field or you can click on the calendar and select the date.

You can also see that some of the data is not entered by typing but is selected by drop down choices.

The Eye allows for viewing the field choice data.

The + sign allows for the user to add some data to the table that holds the drop down data.

# Data Entry



Data entry is allowed for some fields and not others. It all depends on the Group you are in. You can check your permissions in your profile.

If you look at the eyeball and the + buttons you will see something different in the Nickname field.

The eyeball button allows the user to view the data choices in this field and the + button allows for the user to add data to the field.

The blue dots are for information and if clicked on will give some words of help or design etc.

The the case of this person looking at this data they do not have permission to add or delete general information and you can see there is no Save or Delete Buttons above the Back button.

You can see other tables related to this record near the top of the page, in this case Replys, Contacts, Military and Social. These tables can have the same associations at the top and tabs at the bottom of those tables.
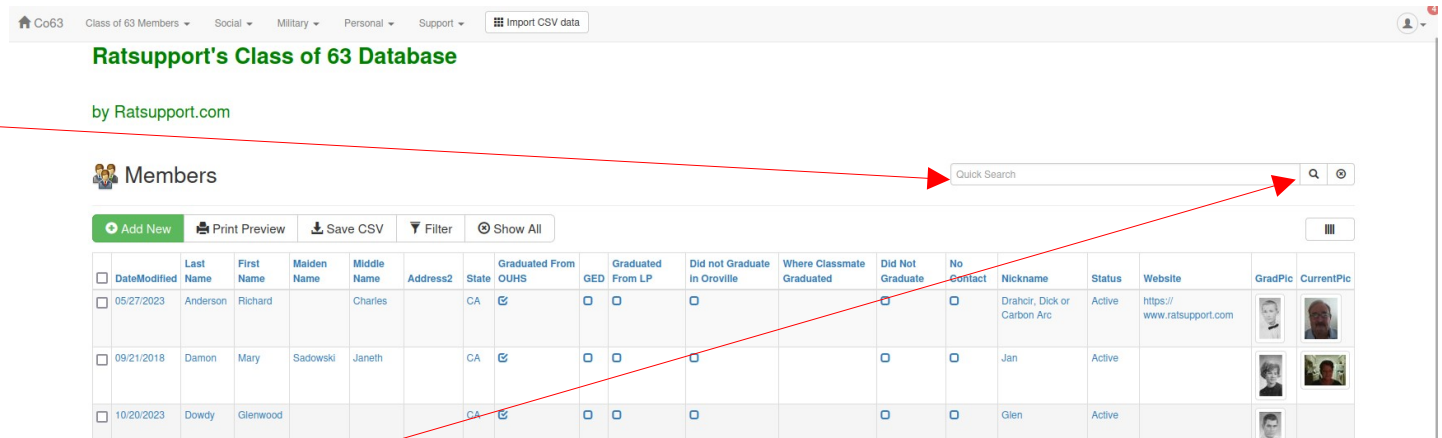
# Quick Search

- This is where you can do a quick search of the Class of 63 Database and find records matching the characters you entered into the field.

- You will find that the search looks at all data regardless of field, so from time to time you might be surprised what you see in the Table View.

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# Quick Search 1

The user can just start a search term like rich and the system will find all records that have that series of letters.

To get the quick search to work you will need to hit the Enter key on your keyboard or you can just click on the Search Icon

# Quick Search 2

As you can see the result of the search found all the records with susan.

Please note it also found Darrell Doane's record because he is the spouce of Susan Doane.



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# Filters

- Filters are a powerful way to search or view desired data in the Database.

- To use a simple Filter just select or enter your selection info and Left Click the Green Apply Filter Button.

- You can also construct more difficult filters by using the Switch to Advanced Mode Search.

- Please realize this can become complex quickly and you might not get the result you wanted, but I suggest you try again with different choices.

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# Filters



You start a Filter by clicking the Filter Button.

To return to the complete Database you should click on the Show All button.

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# Simple Mode Search (Filter)

In Simple Mode, all you have to do is put in something like the Last or even the First Name of who you are looking for and hit the Green Apply Filters Button.

If you want all the LP classmates you can select the check box checked for Graduated from LP and unchecked for all the rest and then hit the Green Apply Filters Button

You can also switch to advanced mode but please realize it is much more difficult.

Simple mode search's are only able to be used if the Search Page Maker Plug-in is installed for your app.

# Advanced Mode Filters

You can use Filters in a number of ways and I am going to show only simple Filters.

You can Filter the Database on Multiple fields with and , or as a separator for the choices.

# More

- There are more tricks you might want to use so feel free to either try or ask.

- You will be able to create a CSV file of the data you choose. (Comma Separated Values)

- If you know someone or a business that could use a good database management system please have them contact us.

- There are a number of plugins that can be added to the DBMS by Ratsupport. They include a Calendar, Easy Search, Messaging, Mass Update and more.

-

# Database Messages
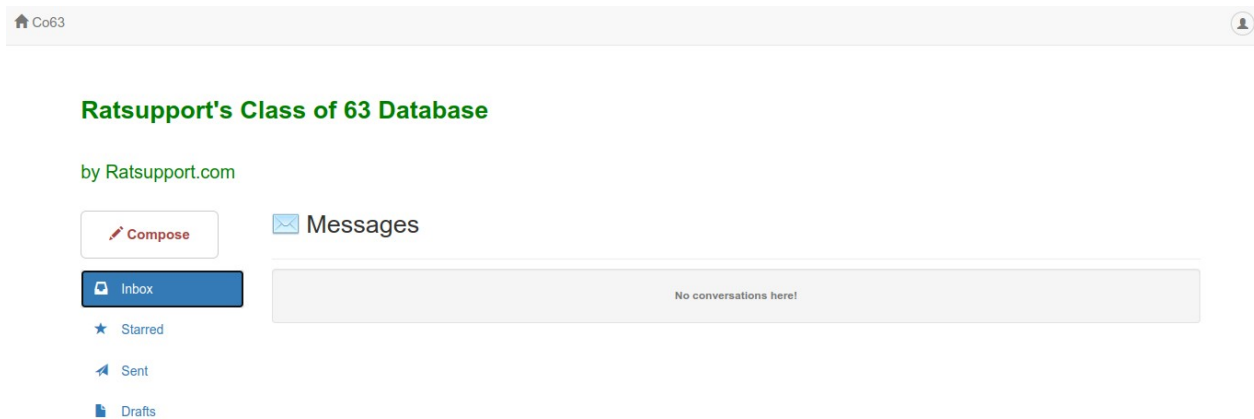


The Database Message app is fairly easy to use. To send a message just Left Click the Compose button and select the person or persons you choose to message, enter a Subject and Message and then Left Click the Send button at the bottom of the page.

If you get a message there will be a small red circle near the Menu Icon and you can enter the Message App and your message will be there in your inbox.

Messages are only able to be used if the Messages Plug-in is installed to your application.

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# Keyboard Shortcuts
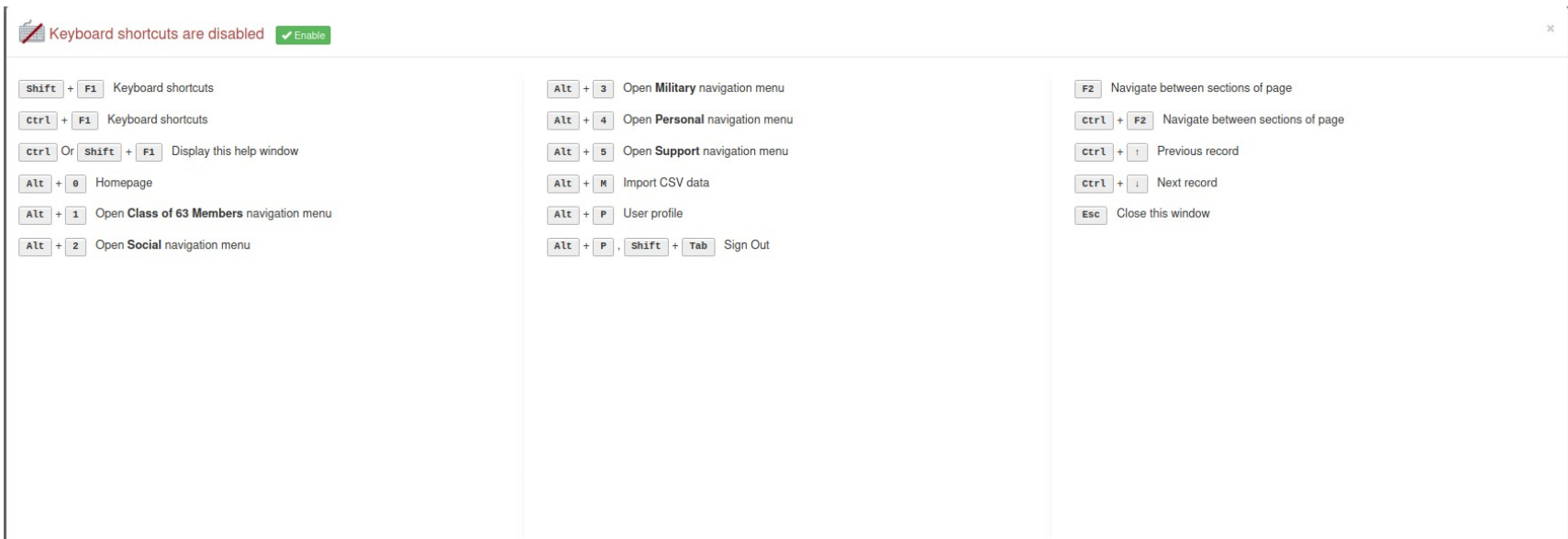


If you want to use Keyboard Shortcuts then you will need to enable them before you cn use them.  You can find this page in your  User Menu in the upper right of a Database Window.

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# Happy Endings

This presentation was created by Ratsupport.com and we hope you found it useful. If you have questions or comments then please use the Contact Us page on Ratsupport.com.