



RMRData Secure Database Manager

(for Symbian OS Series 80
– Nokia Communicator 9210/9210i/9290 and 9500/9300)

User Guide



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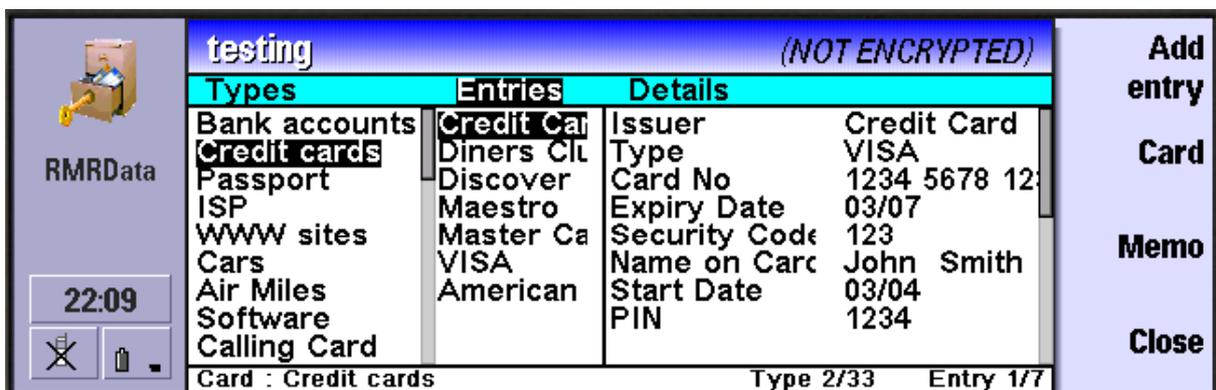
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RMRData: Quickstart

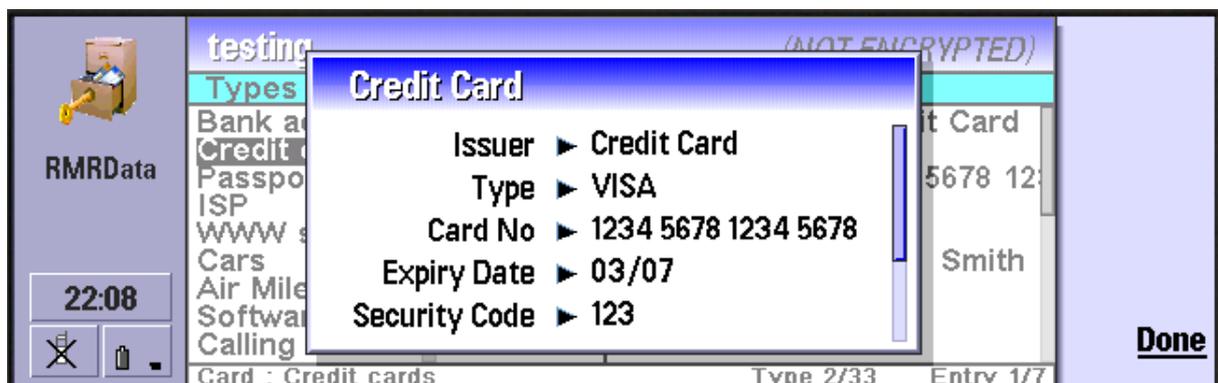
RMRDATA is a database program designed to hold records of all your financial accounts, pin numbers, logins, passwords, and other personal information in a secure fashion. The basic idea is that you create **Entries** and group them together under various **Types** (Bank Accounts, Credit Cards, Passport Details etc). Then you can view the **Details** in three different ways:

- Directly on screen, where the Types, Entries and Details are shown in 3 columns. As you cursor the highlight down the Entries column, the appropriate Details can be viewed on the right. Counters for the index of the highlighted Type / total number of Types, and index of Entry / total number of Entries for that type are shown at the bottom of the screen.

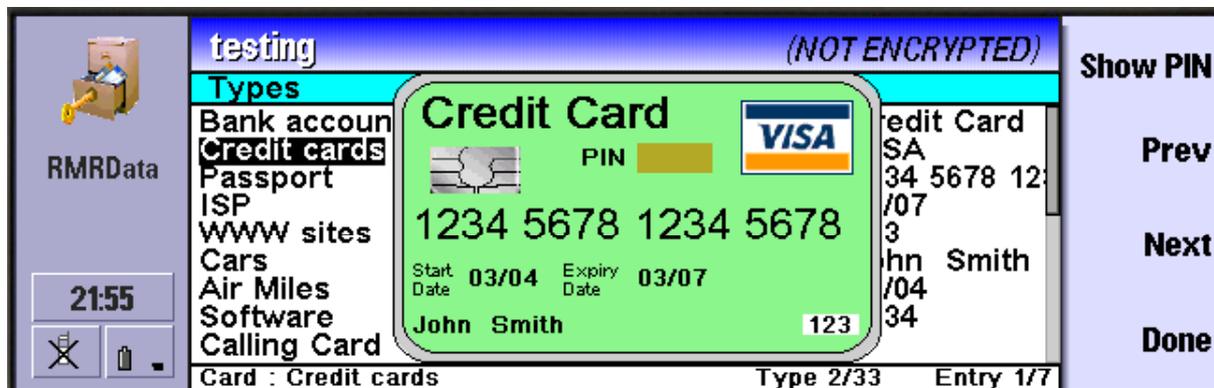


The example above also demonstrates that a **Memo** has been added to the "My Card" entry (marked with ‡), which can be viewed using the **Memo** CBA button on the right. The titlebar indicates that this database is encrypted (see the **Passwords** section for more details).

- A second method of viewing the details is through the **Details Ctrl+G** option in the **View** menu. The screenshot below shows how the details are presented on a scrolling screen in the centre of the screen.



- The third method is with the Card view Ctrl+O where selected details are shown as though on a credit or membership card. See the Using Cards section for more details on how to design and name different card formats and how to link them to each Type.



In this view the CBA buttons now serve a different purpose. You can quickly cycle through the card entries for the selected type using the **Prev** and **Next** buttons (the Left/Right arrows also have the same effect) and you can expose the PIN number of the card using the **Show Pin** button.

Moving around

Use:

- Left/Right arrow** to move between columns. The column header of the selected column will be in inverse video.
- Left/Right arrow** to move between cards in the Card view.
- Up/Down arrow** to select types or entries or to scroll through the details.
- PgUp/PgDn** to move a screenful at a time (**Ctrl+Up/Down arrow** on 9300/9500).
- Home/End** to go to the top or bottom entry in the display (**Ctrl+L/R arrow** on 9300/9500).
- Tab/Shift+Tab** to move between columns (configurable in **General preferences**).
- Shift+Ctrl+O** or **Open** menu option to switch between databases (if you have more than one).

Note: The joystick/navigation button can also be used instead of the arrow keys.

Using Databases

The **File** menu gives the options for maintaining a number of different databases:

- Use **Create database**, *Shift+Ctrl+N*, to build a new database with a number of pre-defined types and a couple of example entries that can be amended or deleted. The given name for the database will be shown in the titlebar.
- **Open database** *Shift+Ctrl+O*, switches between databases (this option will be greyed out if you have only one database).
- Use **More > Delete database** to delete a database if no longer required. (Note that you cannot delete the current database so if you wish to do that you must switch to another database).
- Use **More > Rename database** to change the name of the current database.

See the *Security* section for how to use the **Password** option *Ctrl+Q*. There are also options to **Import** and **Export databases** and to **Backup** and **Restore** databases. These are covered in specific sections later in the manual.

The **Add to Desk** option is primarily for users of the 9210/9290 Communicator and is not implemented in the 9300/9500. If you wish to add a shortcut to the Desk for these phones, simply highlight the icon in its existing folder and use the **Show in Group** *Shift+Ctrl+S* option to select the Desktop.

Security

For each of your databases you can apply three different levels of security:

1. **Insecure** (the default when you started). No security is applied, and the program can be freely opened.
2. **Password controlled only**. This stops casual viewing of the data, although it is still stored on the Communicator disc in a format that could be viewed with a text editor.

Use the **File > Password** *Ctrl+Q* option to protect individual databases as required.

- Turn the **Password set** to On.
- Enter the character string in the **New password** field and repeat it in the **Confirm password** field.

Note: Passwords are case sensitive.

You can decide how frequently the Password dialog is shown and you are asked to enter the code, with the appropriate options in **General preferences > Password** CBA button. These can be turned on/off when Starting the program, Switching databases, Switching to the program, and Opening the phone.

To remove a password use the **Password** option *Ctrl+Q* again:

- Enter the current **Password** to gain access.
 - Leave **Password set** to Off.
 - Leave the **New password** field and **Confirm** fields blank.
3. **Encrypted**. This is the most secure level. The data is scrambled as it is stored on disc, using an encryption algorithm based on the Password. This makes it impossible to read the data. Use **Tools > Encrypted** *Shift+Ctrl+X* to set or clear the encryption. Because the

password is used to encrypt the data you will not be allowed to encrypt any database without a password being set first.

Note: If you forget the password for an unencrypted database we can probably recover the data. However, if you forget the password on an encrypted database you will NEVER be able to recover the data, so make sure you use something memorable.

Backup/Restore

Under the **File > More** menu there are **Backup database** and **Restore database** options.

Backup database *Shift+Ctrl+B* allows you to manually keep a copy of your data elsewhere on the system for security. The set of backed up data files is stored in the:
Communicator:\My Files\RMR\Backups\RMRData\ folder on the 9300/9500, or
Communicator:\System\Apps\RMRData\Backup\ on 9210/9290.



Use the **Backup** options from the CBA button in **General preferences** to enable regular automatic backups of your data, or to change the location of the backed up files.

If necessary use **Restore data** *Shift+Ctrl+R* to restore all datafiles in the case of data loss.

Note: All current data in the program will be overwritten by restoring the backed up data.

Other Functions

The program also has other useful functions such as Zoom, Find entries, Move entries, and Export/Import in CSV, Tab-delimited and a text format similar to that used by Handy Safe. Most of these are covered later in the Manual.

Using Types

Types are the top level categorization in a database for information of the same type (Bank Accounts, Credit Cards, Passport Details etc), and are listed in the first screen column. The default database gives you several pre-set entries as an example, but you can delete or amend these, or create different ones to suit your needs. A counter at bottom right of the screen indicates the number of the highlighted type, and the total number of types in the database.

The options in the **Types** menu (visible only with the highlight in the Types column) allow you to modify the types:

- Use **Add** *Ctrl+N* to create a new Type. In the first dialog enter a **Name** and specify which, if any, **Card display format** you wish to use. Then use the **Fields** CBA button to define the titles to be used for the individual details fields.
- Use **Update** *Ctrl+V* to modify an existing Type. This is similar to Add, allowing you to change the **Name**, the associated **Card format** and the **Field** titles.
- Use **Delete** *Ctrl+W* to remove any unwanted types. Note that you can only do this if there are no associated entries.
- Use **Move** *Ctrl+H* to rearrange the order of the types listed in the display.
- There are also options to **Import** and **Export Types**. These are covered under specific sections later in the manual.

Using Entries

Entries are your individual records with your details filed under the Type categories. The default database gives you a few example entries to show the principle, listed in the second screen column as you scroll down the Types. A counter at bottom right of the screen indicates the number of the highlighted entry, and the total number of entries in that Type.

The options in the **Entries** menu (the full set of options are only visible when the highlight is in the Entries column) allow you to modify the types:

- Use **Add** *Ctrl+A*, or the **Add entry** CBA button to create a new Entry. In the first dialog enter a **Name** and specify which **Type** it belongs to. The CBA Button marked **Memo** allows you to add a note for the entry. Then use the **Details** CBA button to enter the information for each of the specified fields. Note that the fields accept free-format text so you can enter dates or numbers as text for complete flexibility.

While in this dialog, the CBA Button marked **Colour** allows you to specify the Background of the Card display. Use the **Up/Down Arrows** (or joystick) to select the colour and the **Left/Right Arrows** (or joystick) to adjust the 'hue'. **Shift+Left/Right Arrows** jumps the slider by a larger amount and **Ctrl+Left/Right Arrows** gives 100% or zero. Alternatively use 0-F to use a pre-defined colour.

- Use **Update** *Ctrl+U* to change an existing Entry. This is basically the same as Add above, allowing you to change the name, the type, the background colour of the card and the information.
- Use **Delete** *Ctrl+D* to remove any unwanted entries.
- Use **Duplicate** *Ctrl+B* to create an identical card for subsequent editing.
- Use **Move** *Ctrl+J* to rearrange the order of the entry listing in the display.
- Use **Sort** *Ctrl+L* to sort the entries alphabetically.

Using Cards

The Card format view shows the details for an Entry in a 'real world' way as though on a credit or business type card (see screenshot in the Overview). View the card with **View > Card** menu option, **Ctrl+O**, the spacebar or enter key (configurable in **General preferences**), or the **Card** CBA button. All Types of Entries can have a card view chosen from a small library of card display formats, or you have the option of designing your own card.

The options in the **Cards** menu allow you to design your own cards for use in the Card display:

- Use **Add** **Shift+Ctrl+J** to create a new card. In the first dialog specify the **Name** of the card, the **Number of lines** of text you wish to display on it and what the card **Width** should be.

Use the **Lines** CBA button to define which field should be shown on each line of the card, allowing you to rearrange the order of the information if necessary.

Use the **Icon** CBA button to insert a specific icon on the Card display. (Remember the background colour is set in the Add/Update Entry dialogs).

Note: These are the icons available at the moment. If any user wants to add to the selection simply send us the icon for inclusion in the MBM file. The icons need to be 40 x 40 pixels x 256 colours please.

- Use **Update** **Shift+Ctrl+L** to change an existing card. This is similar to Add above, allowing you to change the name, the width, the lines and the icon.

Note: that because of its complexity, the Credit Card design is fixed and cannot be changed.

- Use **Delete** **Shift+Ctrl+S** to remove any unwanted cards.

Once a card format has been designed, you can allocate it to a **Type** using the **Type > Update** menu option.

Other Functions

Find

The **Find** **Ctrl+F** menu option allows you to jump quickly to an entry. Simply enter the text required and the first entry that contains that text will be displayed.

Then use **Find next** **Shift+Ctrl+F** to continue searching through the entries.

Import & Export

There are various Import and Export options, all of which work in *TAB-delimited* or *Comma Separated Variable (CSV)* format text files.

1. **Import** **Ctrl+X** in the **Types** menu. Use this to import **Types** to the database if you want to design the Types off-line. To see the import format required, simply perform an export on the default types and use that as a template to build your own.



2. **Export** *Ctrl+Y* in the **Types** menu. Use this to export the **Types** so that they can be viewed and/or edited in a text editor/word processor (*TAB delimited* format) and spreadsheet program (*CSV* format).
3. **Import database** *Shift+Ctrl+I* in the **File > More** menu. Use this to import **Entries** into the database. Again, to see the import format required, simply export the default types and use that as a template.
4. **Export database** *Shift+Ctrl+E* in the **File > More** menu. Use this to export **Entries** from the database to be viewed and/or edited in a text editor/word processor (*TAB delimited* format) and spreadsheet program (*CSV* format). You can choose to export **All** entries or just those from the **Selected type**.

At the request of Steve Litchfield (3-lib) the Database import and export also has an additional mode called **Text** which outputs each field on a separate line. This is based on the export format used by Handy Safe, so it should be possible to import databases previously exported from this program. Obviously it will not be 100% perfect, as we disagree with some of the field titles used by Handy Safe, and also we had to assume the default values and icons in Handy Safe as well. So if you have changed any of the defaults then the Entries may be imported under a different Type name, but any differences can be very quickly fixed after the entries have been imported by using **Types > Update** and **Entries > Update** to change the type and/or fields.

Note: you cannot Import to an encrypted database, so you will have to Unencrypt the database, then carry out the Import, then Encrypt again.

Note: Export will produce an unencrypted text copy of the database, so due care should be taken.

The exported files will be stored in the Communicator\My Files\RMR\Exports\ folder on the 9300/9500 and in the Communicator\My Documents\ folder on the 9210/9290.

Memopad

The memopad feature allows you to record any notes about an entry that is not covered by the **Type** headings.

This memo can be created or viewed by using the **View > Edit memo** *Shift+Ctrl+Z* menu option, or by using the **Memo** CBA button, or by tapping the spacebar or Enter key (depending on the selection made in the **General Preferences**).

An entry that has a Memo attached will be shown by an additional (‡) symbol after the **Entry** name.

Miscellaneous

Switch Title *Shift+Ctrl+T* – allows you to remove the title bar.

Full Screen *Ctrl+T* – removes the Information Window and CBA button labels.

Zoom in/out – change the font size of the display.

Compact database *Shift+Ctrl+C* – after deleting a number of entries it is probably a good idea to run this option to recover any unused space.

About RMRData – an information screen with details of the program.

Setting RMRDATA preferences

The program is extremely configurable so you can change many settings to suit your way of operating.

View Preferences

The **View preferences** *Ctrl+K* options allow you to configure:

- **Font type** allows Arial or Times Roman.
- Change the **Header window** colour,
- **Type column %** and **Entries column %** allow you to adjust the widths of the columns to suit the text.

The CBA button marked **Card** accesses the colour picker to set the default card colour.

General Preferences

The **General preferences** *Shift+Ctrl+K* options allow you to specify:

- the action you want the **Enter key** to carry out - either display the Details, Memo, or Card for the selected Entry, or Add an entry.
- the action you want the **Spacebar** to carry out - either display the Card, Details, or Memo for the selected Entry.
- the action you want the **Tab key** to carry out - either Switch panes or Update an entry.

The CBA button marked **Password** allows you to specify when the Password dialog should be used to prevent the database from being opened directly for viewing, and can be set when starting the program, switching database, switching program, and opening the phone.

The CBA button marked **Backup** allows you to specify the automatic backup options:

- **Auto** turns on the automatic backup, and sets the frequency to Daily, Weekly or Monthly.
- **Start date** when you want the first backup to run.
- Whether a **Prompt** is required.

And the CBA button marked **Location** can be used to change the location of the Backup files.