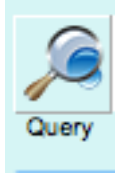




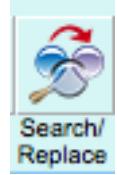
The Button Bar

At the top of all CatBase data table list views there is a row of buttons that can be used for querying, reporting, sorting, and various other useful functions:



Query

Search the selected table.



Search/Replace

Make global changes to a field in your database.



Quick Report

Create columnar reports to print or export to a tab-delimited text file.



Labels

Print labels customised with data from the selected table.



Show All

Find all the records in the selected table and display them.



Show Select

Only display the records that have been selected (highlighted).



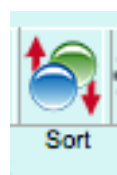
Omit Select

Omit the selected record(s) from the list.



Dup Select

Duplicate the selected record(s). You can make up to 99 duplicates of each record.



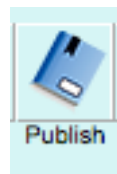
Sort

Sort the selected records. You can sort on multiple fields, even if they are not displayed in columns on the list. Sorts can be saved and re-used. To use a saved Sort, right-click on the list and choose from the **Sort** option on the popup menu.



Run a Script

We can create scripts to accomplish just about any special task you require. Click this button to run one. [Contact us](#) if you would like to discuss your scripting requirements.



Publish

Publish the selected or displayed records using a [Publishing Stylesheet](#) you have set up.



New Record

Create a new record for the selected table.



Delete

Delete the selected record(s), or mark them for deletion, depending on the preference you've set in **Admin->Preferences->Data Entry**.