
User Manual

Stock Works

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1 Introduction

This program is a custom application written in Microsoft Access by HBank & Associates. Stock Works may be installed to a single computer or may be installed in a client server environment.

2 Overview

Stock Works is built around a series of forms, reports and other Access objects. They are all accessible from a Main Outlook style Menu.

When the program first starts up you will be presented with a series of forms. These include: a Splash Screen, Legal Agreement & License Registration.

After these preliminaries, the main menu will be displayed. It's size is automatically adjusted to fit the screen resolution you have, so whether you are running in 640 x 480 or 1280 x 1024, this form will adjust accordingly.

2.1 User Interface

The user interface consists of interaction with a variety of forms. If you are familiar with Windows and in particular with Microsoft Access you will intuitively know how to select items and navigate through the forms and windows. If you are not, you will quickly learn how to select items and navigate through the forms because Stock Works is very user friendly.

2.101 Using Forms

Moving around in the program is very straightforward since most items are simply point and click. When on a form, there are several shortcuts that will allow you to move quickly between specific records and sections without needing to use the mouse.

Below are a few of the most commonly used:

Cancel entry of current record : ESC

Pull down list : F4

Zoom into current field : SHIFT + F2

To move to the next field : TAB

To move to the previous field : SHIFT+TAB

To move to the last field in the current record : END

To move to the last field in the last record : CTRL+END

To move to the first field in the current record : HOME

To move to the first field in the first record : CTRL+HOME

To move to the current field in the next record : CTRL+PAGE DOWN

To move to the current field in the previous record : CTRL+PAGE UP

To cycle forward through sections : F6

To cycle back through sections : SHIFT+F6

To move to the next record : PAGE DOWN

To move to the previous record : PAGE UP

To enter the subform from the preceding field in the main form : TAB

To enter the subform from the following field in the main form : SHIFT+TAB

To exit the subform and move to the next field in the master form or next record : CTRL+TAB

To exit the subform and move to the previous field in the main form or previous record : CTRL+SHIFT+TAB

Adding Records

You can add a record by clicking the "New" button on the bottom of the form.

Deleting Records

You can delete a record by clicking the "Delete" button on the bottom of the form.

Be careful when deleting records since this could result in lost data. Sometimes you cannot delete a

specific record but instead use a application specific menu item to do that. This usually occurs when multiple tables are involved and deleting a record can actually require deleting related records in other tables.

When on a form and after you delete a record, if you do not wish to enter information in to a new record, make sure that you move back or forward to an existing record before closing the form. If you do not, Stock Works will think that you would like to enter a new record and when you try to close the empty record, you will get a message stating that certain fields are required. At this point, if you do not want to add a new record, you can simply click on the "Close" or the "Cancel" button to close the form.

Forms

Depending on the task selected you will either get a single record form or a list form containing a list of records. On a list form, there may be options for filtering and sorting the list. In general, double-clicking on a field on the list will get you more information about that item. This is referred to as "drilling down". Drilling down will generally get you to a single record form. A single record form contains fields and tabbed pages with fields. The form also will have related buttons for performing specific tasks.

Fields

When you have selected a particular field, a description of that field and its contents is shown on the status bar at the bottom of the screen. Descriptions of the data elements are generally included in a Database Dictionary.

Tabs

There are multiple tabs on the various forms. These tabs group the many fields into logical sections. Select the tab and enter, edit, or view the appropriate data.

Buttons

There are usually buttons on the bottom of a form or tab page. By placing the mouse pointer over the button (and not clicking the button) a pop-up message will appear describing what the button will do. Click on the button to perform that action.

2.102 The Main Menu

The user can select and perform a variety of functions using the main menu.

All major sections can be accessed by using the icons located on the left side of the main form. Clicking one of these icons will either display a form, a set of buttons, or a set of tabs that can contain forms or buttons.

Moving the mouse over a button or tab may also display a control tip.

You may also press F1 at any time to get context sensitive help on an item if it is available.

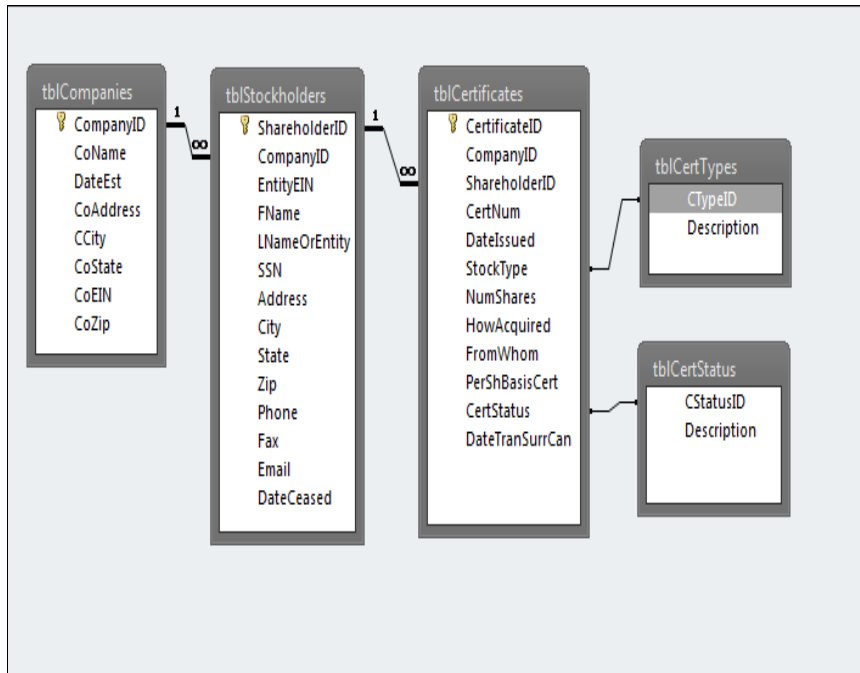
2.2 The Data Design

The Stock Works application consists of five related tables as shown in the illustration.

There is one table for each primary function (Companies, Stockholders and Certificates). There are also two lookup tables for maintaining the type of certificates and the status of the certificates.

Each of the tables have been related by their primary and foreign keys. The infinity symbol (a sideways 8) indicates a one-to-many relationship.

These five tables are located in an external mdb or (if Version 7 or newer) an accdb file and are attached to the program mdb or accdb. This is referred to as a front-end/back-end architecture.



3 Getting Started

You will need to enter at least one company before you can begin entering stockholders or certificate information. To enter a new company, press the Companies icon located on the left side of the panel or on the main menu. Then click on Continue. On the displayed form you will be able to enter information about the company. Please note that some fields are required fields.

4 Menu Items

Main menu items are shown on the left side of the main menu form. These buttons will change the contents of the main menu by displaying a form, a set of buttons, or a set of tabs that may also contain a form or a set of buttons.

4.1 Companies Menu

This menu choice will allow you to add, edit, find or delete company information.

4.101 Stockholders Menu

This menu choice will allow you to add, edit, find or delete stockholder information.

4.102 Certificates Menu

This menu choice will allow you to add, edit, find or delete certificate information.

4.103 View Menu

This menu choice will allow you to view all of your information at once including companies, stockholders and certificates. You can select which company you would like to view and then choose the stockholder to see certificate information for that stockholder.

4.104 Reports Menu

This set of menu choices will allow you to print preview, print or export various reports in Stock Works.

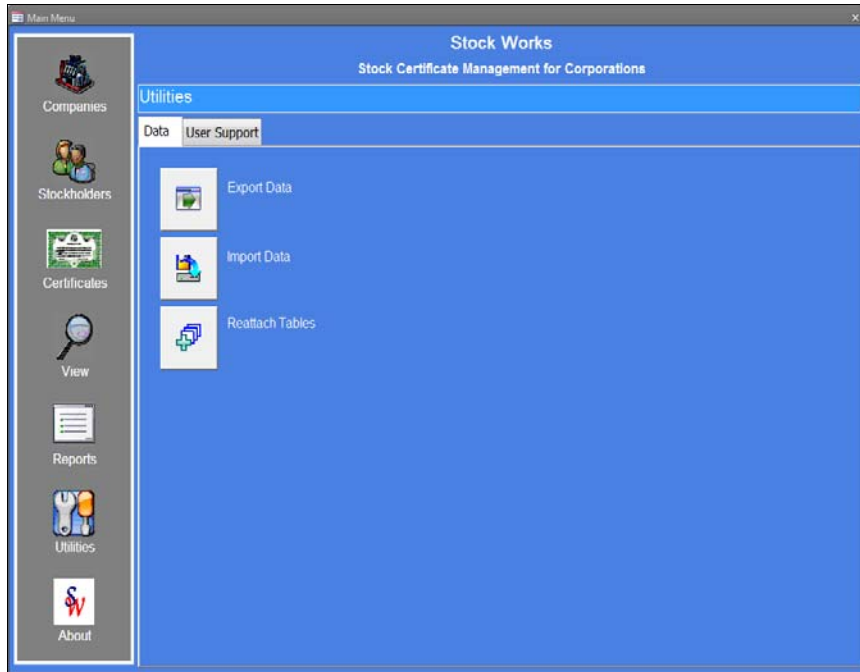
4.2 Utilities Menu

This menu choice will allow you to Export and Import data as well as Reattach the tables if needed.

Under the support tab, a help button also provides the user with the ability to bring up the on-line help system with the contents window. The help system is also activated by the F1 key and context sensitive help will appear as available. You may also preview or print the user manual from here.

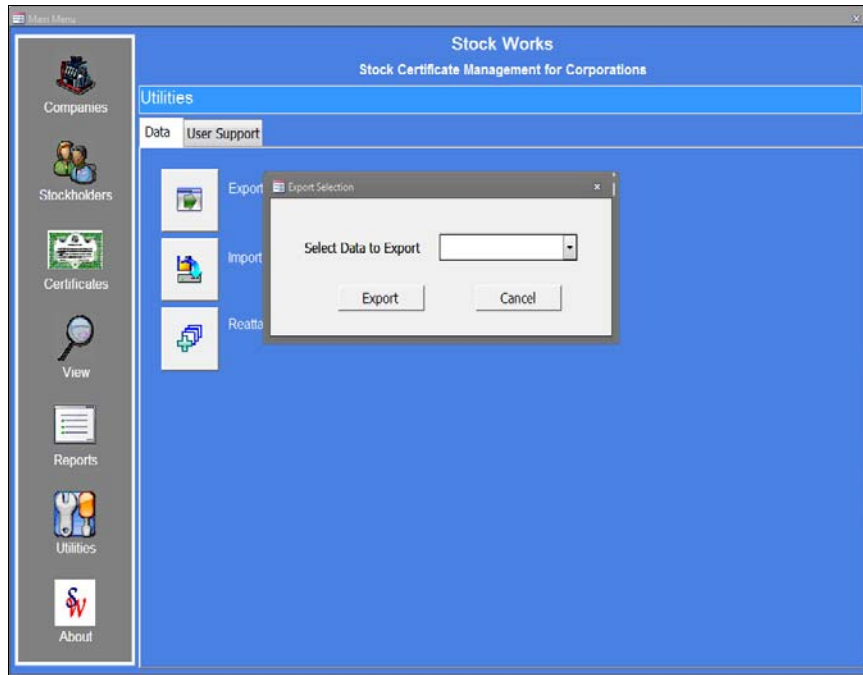
4.201 Data Import & Export

The following form is used to Import and Export data. The Import and Export functions are useful if you need to import or export records from the system. Stock Works uses an Access based system so it needs to mirror exactly what is in the system when you import from Excel. If it does not, it will not work properly. Please do not delete the "Sample Data" that is loaded in the system. You will need this data to be able to import files in the correct format.



4.202 Exporting Data

Using the Import Function requires that you first click on "Utilities" and then "Export Data", then Companies, Stockholders or Certificates depending on the data you wish to import. When importing, you will need to make sure that you Import Company data first, then Stockholder and then Certificate if you're going to Import all three.



4.203 Exporting to Excel

Excel is the default format and is what you will need if you are importing your data. Click the "Export" button and follow the instructions to export your data, noting the location where you exported your data to.

Once you have exported the data, open it in Excel and get ready to import your data. Keep the headings since for most data, you will need to use what the system has generated.

Select all empty fields and delete them (this is an important step, select any open fields, delete and shift cells left as well as delete columns and rows).

Select and delete any column that contains ID data when you import Companies and Stockholders. You will need the ID for Certificate importing so do not delete that column.

Verify header names as follows:

For Importing Companies:

Company Name = CoName
Date Established = DateEst
Address = CoAddress
City - Ccity
State = CoState
EIN = CoEIN
Zip = CoZip

For Importing Stockholders:

EntityEIN = EntityEIN
First Name = FName
Last Name or Entity = LNameOrEntity
SSN = SSN
Address = Address

City = City
State = State
Zip = Zip
Phone = Phone
Fax = Fax
Email = Email

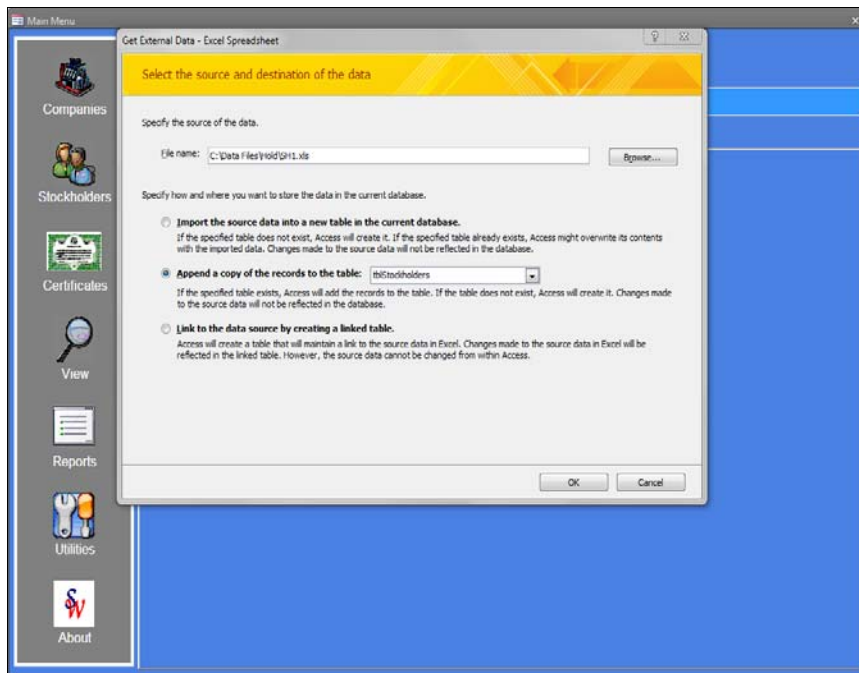
For Importing Certificates:

Certificate Number = CertNum
Shareholder ID (this can be obtained when you Export the Shareholder Data)
Company ID (this can be obtained when you Export the Company Data)
Date Issued = DateIssued
Stock Type = StockType
Number of Shares = NumShares
How Acquired = HowAcquired
From Whom = FromWhom
Per Share Basis = PerShBasisCert
Status = CertStatus (This has to be a number field)
Date Transferred, Surrendered or Cancelled = DateTranSurrCan

Once you are done with the spreadsheet, save and close it.

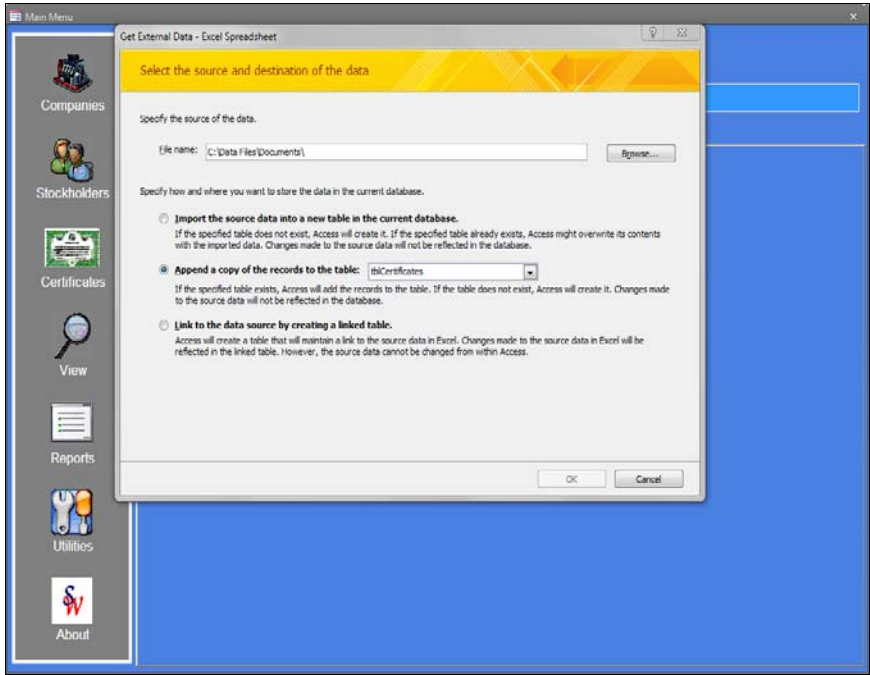
4.204 Importing Data - Step 1

Select "Import Data" and click "OK". Then browse for your document. Select the second option to append the data and follow the steps noted.



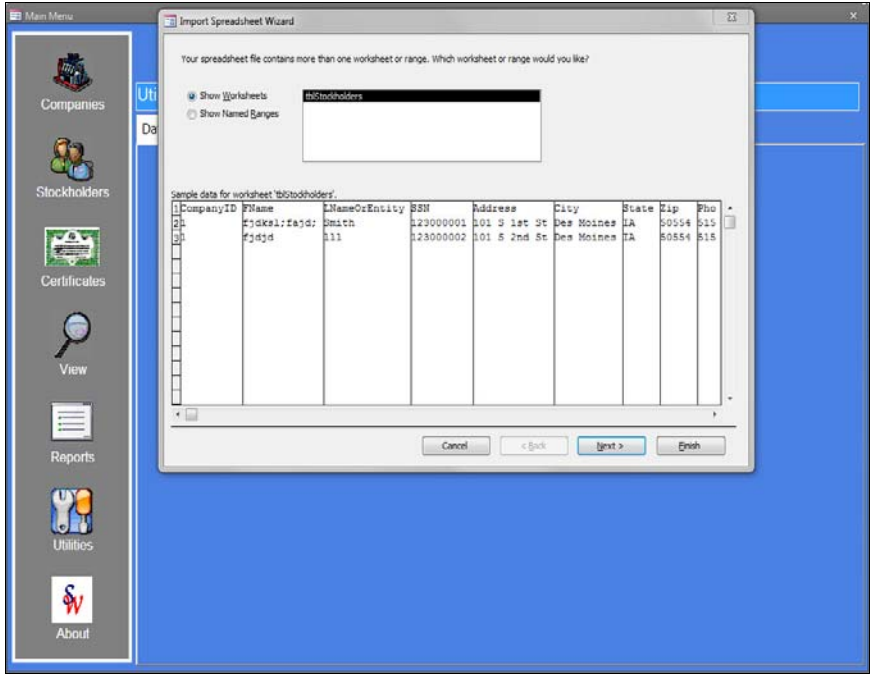
4.205 Importing Data - Step 2

If you are importing Company information, you will need to select tblCompanies, if you are importing Stockholders, then select tblStockholders. If you are importing Certificate information, you will need to select tblCertificates. Click "OK" to start the Import Wizard.



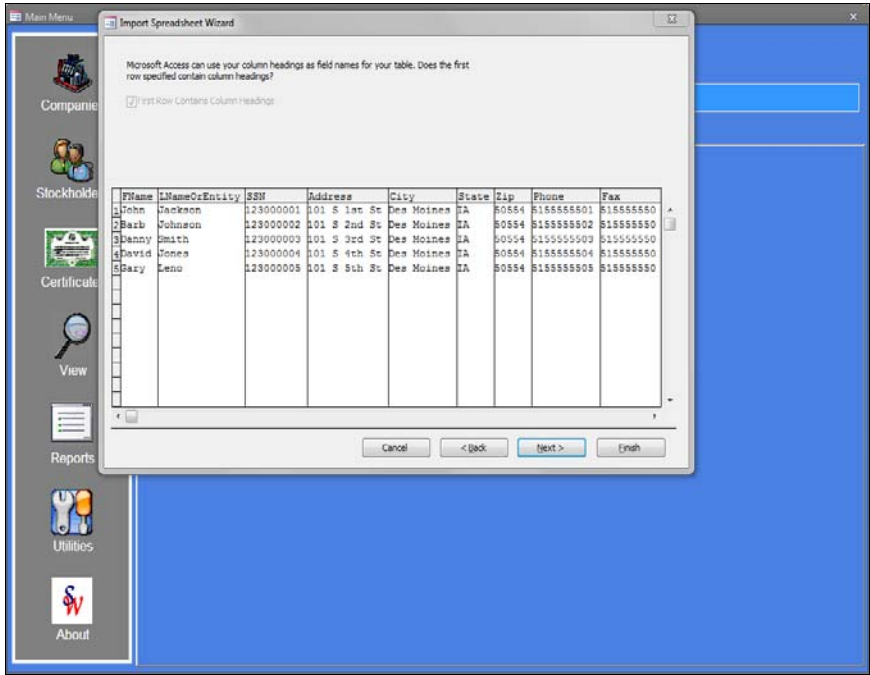
4.206 Importing Data - Step 3

The system will format your information and if it looks okay, click "Next".



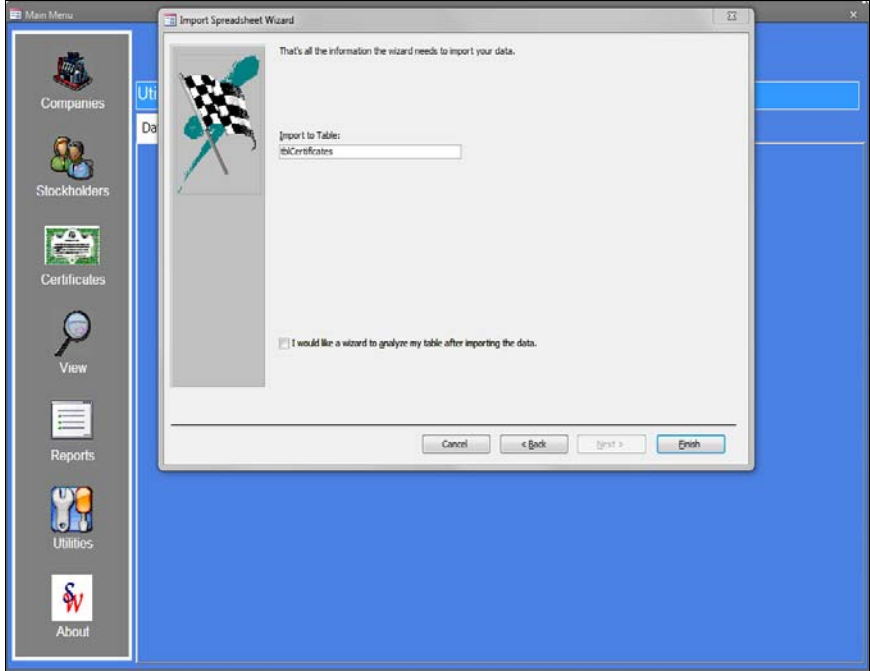
4.207 Importing Data - Step 4

The Wizard will identify your column headings. Click "Next" to continue.



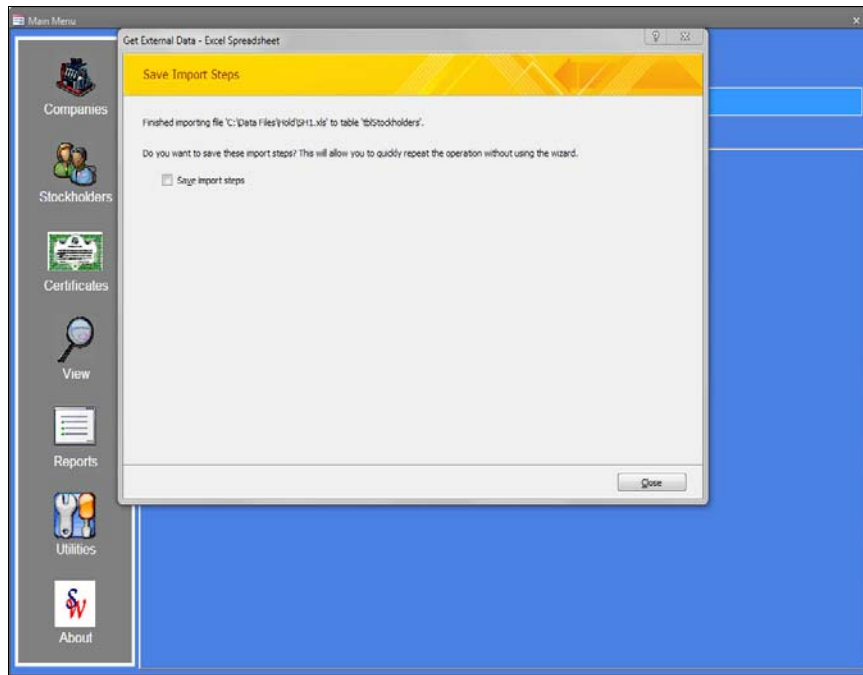
4.208 Importing Data - Step 5

The system will confirm where it is importing to. If this is correct, click "Finish". If you receive an error message that the data cannot be appended, click "Yes" (this is an issue with Microsoft Access and not our software).



4.209 Finishing the Import

The "Save Your Import" box will appear. You can select to Save your import steps and click on close. Your data should be loaded in the system. Be sure to look in all of your data including Companies, Stockholders and Certificates and delete any sample records or any records that don't belong in the tables.



5 Forms

This section contains user information about using the forms within Stock Works.

5.1 Companies Form

The following form is used to enter company information. Certain fields are required.

Click the "New" button to add a new company and click the "Delete" button to delete an existing company. After you delete a record, you will be presented with a new record. At this point, you can either enter a new record, move the navigation button on the bottom of the form to go back to a previous record or you can click the "Cancel" button to close the Companies form.

If you change your mind after entering information in a record, simply click the undo button on the bottom of this form to undo the information entered.

Clicking on the "Find" button will allow you to locate a particular record by using the options in the dialog presented.

You can also click the "Print" button to print this record.

If you would like to enter two separate lines (for instance, for the address), you can hold down the Ctrl key and hit Enter. This will allow you to add an additional line of text.

At any point on the Companies form, you can click the "Cancel" button to close the form. If you were currently editing a record or adding a new record, the record you were working on will not be saved and the Companies form will be closed.

When you are finished working with companies, click the "Close" button to close this form. If you were currently working on a record and you haven't filled in all of the needed information, Stock Works will ask you to do so. You will then be asked if you would like to save the current record.

You may also use the record selector buttons on the very bottom of this form. Record selectors allow you to step through the records one at a time or you can jump to the beginning or the end of the records. Use your mouse wheel to scroll very quickly through the records.

The screenshot shows a window titled "Companies" with a light green header. Below the header, there are several text input fields: "Company Name" (containing "ABC Corporation"), "Company EIN" (containing "42-1234567"), "Date Established" (containing "9/2/1965"), "Address" (containing "101 N 65th St"), "City" (containing "Des Moines"), "State" (containing "Ia"), and "Zip" (containing "50555"). At the bottom of the form, there is a row of buttons: "New", "Delete", "Undo", "Find", "Print...", and "Cancel". Below these buttons is a navigation bar with left and right arrow buttons, a text box containing "Record 1 of 2", and a "Close" button.

5.2 Stockholders Form

The following form is used to enter stockholder information. Certain fields are required.

Click the "New" button to add a new stockholder and click the "Delete" button to delete an existing stockholder. After you delete a record, you will be presented with a new record. At this point, you can either enter a new record, move the navigation button on the bottom of the form to go back to a previous record or you can click the "Cancel" button to close the Stockholders form.

If you change your mind after entering information in a record, simply click the undo button on the bottom of this form to undo the information entered.

Clicking on the "Find" button will allow you to locate a particular record using the options in the dialog presented.

You can also click the "Print" button to print this record.

If you change your mind after entering information in a record, simply click the undo button on the bottom of this form to undo the information entered.

Clicking on the "Find" button will allow you to locate a particular record by using the options in the dialog presented.

You can also click the "Print" button to print this record.

If you would like to enter two separate lines (for instance, for the address), you can hold down the Ctrl key and hit Enter. This will allow you to add an additional line of text.

At any point on the Stockholders form, you can click the "Cancel" button to close the form. If you were currently editing a record or adding a new record, the record you were working on will not be saved and the

Stockholders form will be closed.

When you are finished working with stockholders, click the "Close" button to close this form. If you were currently working on a record and you haven't filled in all of the needed information, Stock Works will ask you to do so. You will then be asked if you would like to save the current record.

If you would like to save any notes or comments about this particular record, you may enter those in the "Comments/Notes" field.

You may also use the record selector buttons on the very bottom of this form. Record selectors allow you to step through the records one at a time or you can jump to the beginning or the end of the records. Use your mouse wheel to scroll very quickly through the records.

The screenshot shows a web browser window titled "Stockholders" with a form for "ABC Corporation Stockholders". The form has a yellow header and a grey body. It contains several input fields: "Last Name or Entity" (Smith), "First Name" (Susan), "Social Security Number" (123-45-0015), "Entity EIN" (empty), "Address" (101 S 15th St), "City" (Des Moines), "State" (IA), "Email" (Susan@hotmail.com), "Zip Code" (50554), "Fax" (515.555.5516), "Phone" (515.555.5515), and "Date Ceased" (empty). There is also a "Comments/Notes" field. At the bottom, there are buttons for "New", "Delete", "Undo", "Find", "Print", "Cancel", and a record selector showing "Record 1 of 15" with navigation arrows and a "Close" button. Red text "(Ctrl-Enter to enter additional lines.)" is visible below the address and comments fields.

5.3 Certificates Form

The following form is used to enter certificate information. Certain fields are required.

Click the "New" button to add a new certificate and click the "Delete" button to delete an existing certificate. After you delete a record, you will be presented with a new record. At this point, you can either enter a new record, move the navigation button on the bottom of the form to go back to a previous record or you can click the "Cancel" button to close the Certificates form.

If you change your mind after entering information in a record, simply click the undo button on the bottom of this form to undo the information entered.

Clicking on the "Find" button will allow you to locate a particular record using the options in the dialog presented.

You can also click the "Print" button to print this record.

If you change your mind after entering information in a record, simply click the undo button on the bottom of this form to undo the information entered.

Clicking on the "Find" button will allow you to locate a particular record by using the options in the dialog presented.

You can also click the "Print" button to print this record.

If you would like to enter two separate lines (for instance, the "From Whom" field), you can hold down the Ctrl key and hit Enter. This will allow you to add an additional line of text.

At any point on the Certificates form, you can click the "Cancel" button to close the form. If you were currently editing a record or adding a new record, the record you were working on will not be saved and the Certificates form will be closed.

When you are finished working with certificates, click the "Close" button to close this form. If you were currently working on a record and you haven't filled in all of the needed information, Stock Works will ask you to do so. You will then be asked if you would like to save the current record.

If you would like to save any notes or comments about this particular record, you may enter those in the "Comments/Notes" field.

You may also use the record selector buttons on the very bottom of this form. Record selectors allow you to step through the records one at a time or you can jump to the beginning or the end of the records. Use your mouse wheel to scroll very quickly through the records.

The screenshot shows a software window titled "Stock Certificates" with a teal header bar containing the text "ABC Corporation Stock Certificates". Below the header is a form with several input fields and dropdown menus. The fields are: Shareholder (Smith, Bret), Certificate Number (2), Certificate Status (Issued), Date Issued (12/22/1976), Class of Series, Number of Shares (105.0000), How Acquired (Gifted), From Whom (Dana Smith), Per Share Basis of Certificate (10.5100), and Date Certificate was Transferred, Surrendered or Cancelled. A Comments/Notes field is located at the bottom of the form. Below the form is a teal bar containing several buttons: New, Delete, Undo, Find, Print, Cancel, and a record selector showing "Record 1 of 137" with navigation arrows and a Close button. A small red text note "(Ctrl-Enter to enter additional lines.)" is visible above the Comments/Notes field.

6 Reports

This sections contains reports that are available for previewing, printing and exporting all of the various reports contained in the Stock Works application.

Exporting a report can be very beneficial if you would like to sort or group a report differently from the default report.

6.1 Companies Report

The following report will contain all of the companies you have entered in Stock Works.

Companies

Company Name	Address	City	State	Zip	Date Established	Company EIN
ABC Corporation	101 N 65th St	Des Moines	Ia	50555	9/2/1985	42-555555
XYZ Corporation	105 S 32nd St	Cleveland	Oh	50555	7/2/1971	42-666666

Wednesday, April 26, 2006
Number of Companies: 2
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6.101 Current Stockholders Report

After selecting a company, the following report will contain all of the stockholders in this company that currently own shares of stock.

Current Stockholders in ABC Corporation
(Total Current Stockholders: 14)

Last Name or Email	First Name	Social Security Number	Entity EIN	Address	City	St	Zip	Phone	Fax	Email
Smith	Bret	123-00-000		101 S 1st St	Des Moines	IA	50554	(515) 555-5501	(515) 555-5502	Bret@hotmail.com
Smith	Dana	123-00-000		101 S 2nd St	Des Moines	IA	50554	(515) 555-5502	(515) 555-5503	Dana@hotmail.com
Smith	Danny	123-00-000		101 S 3rd St	Des Moines	IA	50554	(515) 555-5503	(515) 555-5504	Danny@hotmail.com
Smith	David	123-00-000		101 S 4th St	Des Moines	IA	50554	(515) 555-5504	(515) 555-5505	David@gmail.com
Smith	Gary	123-00-000		101 S 5th St	Des Moines	IA	50554	(515) 555-5505	(515) 555-5506	Gary@hotmail.com
Smith	Gregg	123-00-000		101 S 6th St	Des Moines	IA	50554	(515) 555-5506	(515) 555-5507	Gregg@gmail.com
Smith	Jane	123-00-000		101 S 7th St	Des Moines	IA	50554	(515) 555-5507	(515) 555-5508	Jane@hotmail.com
Smith	Jason	123-00-000		101 S 8th St	Des Moines	IA	50554	(515) 555-5508	(515) 555-5509	Jason@gmail.com
Smith	John	123-00-000		101 S 9th St	Des Moines	IA	50554	(515) 555-5509	(515) 555-5501	John@hotmail.com
Smith	Joy	123-00-001		101 S 10th St	Des Moines	IA	50554	(515) 555-5510	(515) 555-5511	Joy@gmail.com
Smith	Larry	123-00-001		101 S 11th St	Des Moines	IA	50554	(515) 555-5511	(515) 555-5512	Larry@hotmail.com
Smith	Linda	123-00-001		101 S 12th St	Des Moines	IA	50554	(515) 555-5512	(515) 555-5513	Linda@gmail.com
Smith	Monica	123-00-001		101 S 14th St	Des Moines	IA	50554	(515) 555-5514	(515) 555-5515	Monica@gmail.com
Smith	Susan	123-00-001		101 S 15th St	Des Moines	IA	50554	(515) 555-5515	(515) 555-5516	Susan@hotmail.com

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6.102 Ceased Stockholders Report

After selecting a company, the following report will show all of the stockholders that no longer own shares of stock in this company.

Listing of 1 Prior Stockholder(s) in ABC Corporation

Last Name or Entity	First Name	Social Security Number	Entity EIN	Address	City	St	Zip	Phone	Fax	Email	Date Canceled
Smith	Mary	123-00-001		101 S 13th St	Des Moines	IA	50554	(515)555-5513	(515)555-5514	Mary@hotmail	1/1/1979

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6.103 All Stockholders Report

After selecting a company, the following report will contain ALL of the stockholders that have ever owned shares of stock in this company.

A Listing of 15 Stockholder(s) in ABC Corporation
(Includes Current & Non-Current Stockholders)

Last Name or Entity	First Name	Social Security Number	Entity EIN	Address	City	St	Zip	Phone	Fax	Email	Date Canceled
Smith	Bret	123-00-000		101 S 1st St	Des Moines	IA	50554	(515)555-5501	(515)555-5502	Bret@hotmail	
Smith	Dana	123-00-000		101 S 2nd St	Des Moines	IA	50554	(515)555-5502	(515)555-5503	Dana@hotmail	
Smith	Danny	123-00-000		101 S 3rd St	Des Moines	IA	50554	(515)555-5503	(515)555-5504	Danny@hotmail	
Smith	David	123-00-000		101 S 4th St	Des Moines	IA	50554	(515)555-5504	(515)555-5505	David@gmail	
Smith	Gary	123-00-000		101 S 5th St	Des Moines	IA	50554	(515)555-5505	(515)555-5506	Gary@hotmail	
Smith	Oregg	123-00-000		101 S 6th St	Des Moines	IA	50554	(515)555-5506	(515)555-5507	Oregg@gmail	
Smith	Jane	123-00-000		101 S 7th St	Des Moines	IA	50554	(515)555-5507	(515)555-5508	Jane@hotmail	
Smith	Jason	123-00-000		101 S 8th St	Des Moines	IA	50554	(515)555-5508	(515)555-5509	Jason@gmail	
Smith	John	123-00-000		101 S 9th St	Des Moines	IA	50554	(515)555-5509	(515)555-5510	John@hotmail	
Smith	Joy	123-00-001		101 S 10th St	Des Moines	IA	50554	(515)555-5510	(515)555-5511	Joy@gmail.co	
Smith	Larry	123-00-001		101 S 11th St	Des Moines	IA	50554	(515)555-5511	(515)555-5512	Larry@hotmail	
Smith	Linda	123-00-001		101 S 12th St	Des Moines	IA	50554	(515)555-5512	(515)555-5513	Linda@gmail	
Smith	Mary	123-00-001		101 S 13th St	Des Moines	IA	50554	(515)555-5513	(515)555-5514	Mary@hotmail	1/1/1979
Smith	Monica	123-00-001		101 S 14th St	Des Moines	IA	50554	(515)555-5514	(515)555-5515	Monica@gmail	
Smith	Susan	123-00-001		101 S 15th St	Des Moines	IA	50554	(515)555-5515	(515)555-5516	Susan@hotmail	

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6.104 Stock Certificates Issued Report

After selecting a company, the following report will display all of the stock certificates issued within that company.

Record of Stock Issued in ABC Corporation

Cert No.	Last Name of Issuer	First Name	Date Issued	Class of Series	Number of Shares	How Acquired	From Whom	Per Share Basis of Certificate	Certificate Status	Date Transferred or Cancelled
1	Smith	Dana	2/8/1975	Common Class	2000.000	Original Issue		10.51	Transferred	12/22/1976
2	Smith	Bret	12/22/1976	Common Class	105.000	Gifted	Dana Smith	10.51	Issued	
3	Smith	Gary	12/22/1976	Common Class	450.000	Gifted	Dana Smith	10.51	Transferred	10/05/1987
4	Smith	Mary	12/22/1976	Common Class	450.000	Gifted	Dana Smith	10.51	Issued	
5	Smith	David	12/22/1976	Common Class	450.000	Gifted	Dana Smith	10.51	Issued	
6	Smith	Dana	12/22/1976	Common Class	3545.000	Balance after		10.51	Transferred	12/27/1977
7	Smith	Dana	3/1/1976	Common Class	1128.000	Original Issue		12.86	Transferred	12/27/1977
8	Smith	Bret	12/27/1977	Common Class	1128.000	Gifted	Dana Smith	12.86	Transferred	3/00/1982
9	Smith	Bret	12/27/1977	Common Class	612.000	Gifted	Dana Smith	10.51	Transferred	10/01/1984
10	Smith	Gary	12/27/1977	Common Class	100.000	Gifted	Dana Smith	10.51	Issued	
11	Smith	Mary	12/27/1977	Common Class	100.000	Gifted	Dana Smith	10.51	Issued	
12	Smith	David	12/27/1977	Common Class	100.000	Gifted	Dana Smith	10.51	Issued	
13	Smith	Dana	12/27/1977	Common Class	2633.000	Balance after		10.51	Transferred	1/6/1978
14	Smith	Bret	1/6/1978	Common Class	50.000	Gifted	Dana Smith	10.51	Issued	
15	Smith	Gary	1/6/1978	Common Class	100.000	Gifted	Dana Smith	10.51	Issued	
16	Smith	Mary	1/6/1978	Common Class	100.000	Gifted	Dana Smith	10.51	Issued	
17	Smith	David	1/6/1978	Common Class	100.000	Gifted	Dana Smith	10.51	Issued	
18	Smith	Dana	1/6/1978	Common Class	2283.000	Balance after		10.51	Transferred	12/00/1980
19	Smith	David	12/00/1980	Common Class	500.000	Gifted	Dana Smith	10.51	Issued	
20	Smith	John	12/00/1980	Common Class	50.000	Gifted	Dana Smith	10.51	Transferred	12/00/1991
21	Smith	Danny	12/00/1980	Common Class	50.000	Gifted	Dana Smith		Transferred	12/00/1991
22	Smith	Linda	12/00/1980	Common Class	50.000	Gifted	Dana Smith		Transferred	7/09/1989
23	Smith	Mary	12/00/1980	Common Class	500.000	Gifted	Dana Smith	10.51	Issued	
24	Smith	Gregg	12/00/1980	Common Class	50.000	Gifted	Dana Smith		Transferred	12/00/1991

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6.105 Individual Stock Certificates Issued Report

Choose the following report when you would like to view just the current stock certificates issued for an individual within that company. You will have to first select a company and then a stockholder.



6.106 All Certificates Issued to an Individual Report

Choose the following report when you would like to view ALL of the stock certificates issued to one individual. You will need to first select a company and then a stockholder.

Record of an Individual's Certificates in ABC Corporation
All Certificates relating to Bret Smith as of 4/26/2006 involve 7631 shares of stock.

Cert. Num.	Last Name or First Name	First Name	Date Issued	Class of Series	Number of Shares	How Acquired	From Whom	Per Share Basis of Certificate	Total Certificate Adjusted Basis	Certificate Status	Date Transferred, Surrendered, or Cancelled
2	Smith	Bret	12/22/1976	Common Class A	105,000	Gifted	Dana Smith	10.51	1103.55	Issued	
8	Smith	Bret	12/27/1977	Common Class A	1128,000	Gifted	Dana Smith	12.86	14606.08	Transferred	3/10/1982
9	Smith	Bret	12/27/1977	Common Class A	612,000	Gifted	Dana Smith	10.51	6432.12	Transferred	10/31/1984
14	Smith	Bret	1/8/1978	Common Class A	50,000	Gifted	Dana Smith	10.51	525.50	Issued	
69	Smith	Bret	3/10/1982	Common Class A	358,000	Balance		12.86	4603.88	Issued	
78	Smith	Bret	10/31/1984	Common Class A	212,000	Balance		10.51	2228.12	Transferred	10/15/1987
84	Smith	Bret	10/15/1987	Common Class A	162,000	Balance		10.51	1702.62	Issued	
92	Smith	Bret	12/24/1990	Common Class A	3028,000	Balance		10.51	21314.28	Transferred	1/2/1991
100	Smith	Bret	1/2/1991	Common Class A	1638,000	Balance				Transferred	2/5/1992
134	Smith	Bret	2/5/1992	Common Class A	1338,000	Balance		10.51	14062.38	Issued	

Wednesday, April 26, 2006 Total Certificates for Bret Smith = 10 Page 1 of 1

6.107 All Cancelled Certificates Report

When you would like to view all cancelled certificates for a particular company, choose the following report and then select which company to report on.

Negated Certificate(s) of Stock in ABC Corporation

Cert. Num.	Last Name or First Name	First Name	Date Issued	Class of Series	Number of Shares	How Acquired	From Whom	Per Share Basis of Certificate	Certificate Status	Date Transferred, Surrendered, or Cancelled
1	Smith	Dana	2/8/1975	Common Class	2000,000	Original Issue		10.51	Transferred	12/22/1976
3	Smith	Gary	12/22/1976	Common Class	400,000	Gifted	Dana Smith	10.51	Transferred	10/15/1987
6	Smith	Dana	12/22/1976	Common Class	3545,000	Balance after		10.51	Transferred	12/27/1977
7	Smith	Dana	3/1/1978	Common Class	1128,000	Original Issue		12.86	Transferred	12/27/1977
8	Smith	Bret	12/27/1977	Common Class	1128,000	Gifted	Dana Smith	12.86	Transferred	3/10/1982
9	Smith	Bret	12/27/1977	Common Class	612,000	Gifted	Dana Smith	10.51	Transferred	10/31/1984
13	Smith	Dana	12/27/1977	Common Class	3633,000	Balance after		10.51	Transferred	1/6/1978
18	Smith	Dana	1/6/1978	Common Class	3282,000	Balance after		10.51	Transferred	12/20/1980
20	Smith	John	12/30/1980	Common Class	50,000	Gifted	Dana Smith	10.51	Transferred	12/20/1991
21	Smith	Danny	12/30/1980	Common Class	50,000	Gifted	Dana Smith		Transferred	12/20/1991
22	Smith	Linda	12/30/1980	Common Class	50,000	Gifted	Dana Smith		Transferred	7/19/1989
24	Smith	Gregg	12/30/1980	Common Class	50,000	Gifted	Dana Smith		Transferred	12/20/1991
25	Smith	Jane	12/30/1980	Common Class	50,000	Gifted	Dana Smith		Transferred	9/27/1985
26	Smith	Joy	12/30/1980	Common Class	50,000	Gifted	Dana Smith		Transferred	7/19/1988
28	Smith	Suzan	12/30/1980	Common Class	50,000	Gifted	Dana Smith		Transferred	12/20/1991
29	Smith	Jason	12/30/1980	Common Class	50,000	Gifted	Dana Smith		Transferred	12/20/1991
30	Smith	Monica	12/30/1980	Common Class	50,000	Gifted	Dana Smith		Transferred	12/20/1991
31	Smith	Dana	12/30/1980	Common Class	7333,000	Balance after		10.51	Transferred	1/10/1981
33	Smith	John	1/10/1981	Common Class	50,000	Gifted	Dana Smith		Transferred	12/20/1991
34	Smith	Danny	1/10/1981	Common Class	50,000	Gifted	Dana Smith		Transferred	12/20/1991
35	Smith	Linda	1/10/1981	Common Class	50,000	Gifted	Dana Smith		Transferred	7/19/1989
37	Smith	Gregg	1/10/1981	Common Class	50,000	Gifted	Dana Smith		Transferred	12/20/1991
38	Smith	Jane	1/10/1981	Common Class	50,000	Gifted	Dana Smith		Transferred	9/27/1985
39	Smith	Joy	1/10/1981	Common Class	50,000	Gifted	Dana Smith		Transferred	7/22/1988
41	Smith	Suzan	1/10/1981	Common Class	50,000	Gifted	Dana Smith		Transferred	12/20/1991
42	Smith	Jason	1/10/1981	Common Class	50,000	Gifted	Dana Smith		Transferred	12/20/1991

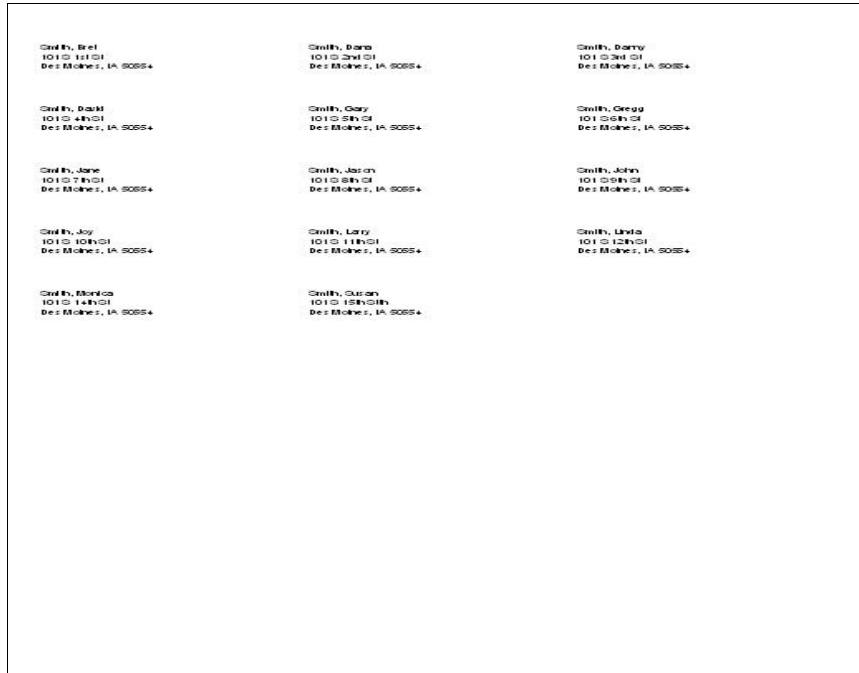
Wednesday, April 26, 2006 Total Number of Negated Certificates = 68 Page 1 of 3

6.108 Mailing Labels Report

When you want to print mailing labels for all of your stockholders, select the following report. You may use all stockholders or just the current stockholders as well as a choice of whether you would like to list the

First Name or the Last Name first.

Stock Works uses the Avery Standard 5160-Address labels format for printing labels. If you have previously used some labels on a sheet of labels, type in the number of labels to skip so you can start printing on the proper label. If starting with a new sheet of labels, make sure that "the number of labels to skip" field is zero and then click "OK".



6.109 Ownership Summary Report

The following report contains a great deal of information. The information it contains is also required when preparing your Form 1120 corporate tax returns. After selecting a company, input the date in time in which you would like to show stock ownership as of. You can then input the stock basis (if known).

This report can be previewed, printed or exported using either the First Name or Last Name fields printed first.

If you would like to sort or group the Ownership Summary report in a different way, you can export the report to Microsoft Excel, then manipulate the data the way you want and print it out from Excel.

Stock Ownership Summary in ABC Corporation
(There are currently 4 shareholders known to us.)

User Name or Share Name	Price Per Share	Number of Shares	Percentage of Ownership	Total Adjusted Stock	Value Per Share	Total Portfolio Market Value
Smith	\$10	2,000.00	15.38%	21,697.58	\$5.00	110,715.00
Smith	\$10	3,705.00	28.22%	99,432.00	\$5.00	303,775.00
Smith	\$10	3,705.00	28.22%	99,432.00	\$5.00	303,775.00
Smith	\$10	3,705.00	28.22%	99,432.00	\$5.00	303,775.00
Totals		13,120.00	100.00%	\$320,203.53	\$220.00	\$722040.00

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7 Other

This section contains user information about the Access objects that are not specific to the application.

7.1 Forms

Following are various forms used in the Application.

7.101 About Box

This pop-up window or form is displayed when the user clicks on the "SW" icon. The window is displayed as a pop-up dialog requiring the window to be closed before anything else can be done.

The About Box window contains the following elements:

- Application's name
- Version number
- Copyright information
- License information
- Purchase Button
- OK button
- System Information button
- Technical Support button
- Registration Button

Pressing the System Information button will display a new form with information about the system. It will also display your license key.

7.102 Legal Agreement

The Legal Agreement screen displays the Stock Works legal agreement and provides a mechanism for the user to accept or not accept the agreement.

The user has three choices:

- 1) Accept the agreement by choosing I accept the Agreement and then pressing Next.
- 2) Not accepting the agreement by choosing I don't accept the Agreement and then pressing Next.
- 3) Canceling or closing the form with no selection.

The legal agreement has to be accepted to be able to use Stock Works

7.103 License Registration

The License Registration form displays a form for user Name, Organization, and Registration ID. Once input correctly, the user will never see it again.

The Name field and Registration ID fields are required. The Organization is optional. When the Next button is pressed, the name and license number is checked and if inputted properly, the form will close and save the information.

7.104 System Information

The System Information form is used to display information about the version of Access running; the initialization file for Access, the name and location of the current program MDB or ACCDB (if Version 7 or newer) file, the location of Access, the location of an attached data file if any, the program version, the system date and time and the license key.

This is purely an information screen and no action is required by the user except to press OK to close the form.

7.105 Reattaching Tables

Access refers to attached tables as linked tables. Linking data enables you to read and in most cases update data in the external data source without importing. The external data source's format is not altered so that you can continue to use the file with the program that originally created it, but you can add, delete, or edit its data using Microsoft Access as well.

It is common practice for application developers to keep data tables in a separate .MDB or .ACCDB (if Version 7 or newer) file from the program. This technique is called having a front-end/back-end application.

7.106 Error Display

Using the error handler, an Error Display Dialog pops up when an error occurs and provides useful information on the error. This dialog, when called, will display the Stock Works error information and also provide information about possible causes for the error.

There are four items that are displayed on the System Error Message form:

The first item is labeled Process and is a message Stock Works uses to tell the error handler what is going on. The second item is the Object Name. This is generally the name of a module, form, report, etc. but can also be a control on a form or report, or even a specific field in a table. This object is controlled by Stock Works as well. The last two items are the System Error # and Error Message.

7.107 Help ContentsTree

When the Help on Selection screen pops-up after the help button is pressed, the user can optionally go to the Help Contents tab to look at how the help text is organized. This is displayed in an outline format. This view of the Help Contents is referred to as a tree view.

In a tree view, you have the ability to open and close branches of the tree. When you double click on a node of the tree, the corresponding help topic is displayed in a separate pop-up window.

When a branch has items underneath it a small square appears to the left of the item. When a plus sign is displayed in a square, there are subordinate topics available that are not being displayed. You can display them by clicking on the square. When all the items subordinate to a parent item are displayed, the square contains a minus sign. Pressing a square with a minus sign will roll-up all subordinate topics so only the main topic is displayed.

7.108 Help Illustration

The help topic can also link to an illustration or picture that is related to the current topic. If there is a related illustration for the current page of help, the button "View Illustration" will appear, as shown in the figure on the previous page. You can press this button to view an illustration relating to the current topic.

The illustration pops up in a separate form so you can move and resize it so both the help topic text and the illustration are both visible on the screen at the same time. When you are done looking at the illustration, press the button on the top right of the form to close the form.

7.109 Help Popup

There are three main parts to the Help system the user will want to understand:

- Context sensitive help
- Help Contents
- Search for Help

When the user presses the F1 key in a form or field where Help has been added, help text for the selected object is displayed on a pop-up form. The system will react to a number of different objects. This includes fields on a form, a form itself, a table, a query, a report, a menu item, a function, or the application itself. Based on how the help table is setup, you may get:

- a specific help topic on the current object
- no help at all if a help item does not exist
- related help (like help on a form when the control does not have a specific topic)

Notice the three tabs on the top of the form: Help on Selection, Help Contents, Search for Help. When a context sensitive help topic pops up, the Help on Selection tab is automatically chosen. You can choose the other tabs if you want.

7.11 Help Search

The rightmost tab of the Help Pop-up form is used to search for a help topic. You enter search text in the field on the top of the form and when you press the Enter key, a list of help topics that contains the search text is displayed in the lower half of the form. You can enter a word or phrase to search on. The system locates help documents that match the text you entered by matching the text to any part of the help topic fields. These include:

- Help Text
- Topic
- Keywords

The first time you select the Search for Help tab, all help topics will be listed. If you select the tab and you have previously performed a search, the Help Topics area will display a list of matching topics from the last search performed. Enter search text in the Enter Search Text field and press the Enter key to perform a new search and display help topics related to the text you entered.

Once the help topics are displayed, you can view the detail for the topic by either double-clicking directly on the topic or by selecting the topic and pressing the "View Selected Help Topic" button. When you do this, a separate help pop-up window will appear for that topic.

If there are more help topics than will fit on the screen, use the vertical scroll bars located to the right of the form to scroll through the list of topics.

7.111 Help Selection

The selected help topic can have multiple pages, include references to illustrations and include related topics.

Moving Between Multiple Pages

If the help system uses multiple pages, one way you can move from page to page is by using the Stock Works Record Selectors. These are located on the bottom of the Help on Selection tab and are actually used to control multiple pages of help. You can use the selectors to move one page forward or backward through the help system, move to page 1 or move to the last page. You also can see the total number of pages to the right of the record selectors. Stock Works also allows you to go directly to any page by typing the page number directly into the current record number field.

The help topic can also link to an illustration or picture that is related to the current topic. If there is a related illustration for the current page of help, the button "View Illustration" will appear. You can press this button to view an illustration relating to the current topic.

Using Related Topics

Some topics will contain a link to a related topic. When there is a related topic, the button "View Related Help Topic" will appear in the bottom right hand side of the help form. Pressing this button will change the help topic in the current Help Window to the related topic. Only one related topic can exist for any given help page.

7.2 Reports

7.201 User Manual

This report contains all the help text organized as a printable user manual.

8 Installing to Additional Computers

You may install Stock Works on multiple computer systems, subject to the condition that only one such system will be in use at any given time. For example, you may install the software on an office computer and a home computer. If you install in a client server environment and more than one individual will be using Stock Works, you will need to purchase additional licenses to comply with the license agreement.

Remember that when you install Stock Works to a stand alone system, the back-end or database file is located at "C:\Program Files\Stock Works\StockWorksData.accdb". When installing to a network, you will want to locate your database on the server. Once you choose your location for the database, remember to link the database to your workstations using the "Reattach Tables" button in the Utilites section.

9 Backing Up Your Data

Hbank & Associates recommends that you back up your data on a regular basis. The data file is located (unless you chose a custom path when installing) at "C:\Program Files\Stock Works" and the file name is "StockWorksData.accdb."

9.1 Upgrading Stock Works

Upgrades are free with Stock Works. You may download and install an upgrade free of charge. Just remember to backup your data file before installing the new version of Stock Works. By default, the data file is located at C:\Program Files\Stock Works and it is named either "StockWorksData.mdb" or if Version 7 or newer, "StockWorksData.accdb". Stock Works will not disturb this file when installing, but always back it for extra security.

If you are upgrading to Version 7.0 from any prior version:

- Step 1) Follow the instructions in this manual to Export your data.
- Step 2) Make a copy of the spreadsheet that you've exported your data tables to.
- Step 2) Go to Control Panel and uninstall Stock Works.
- Step 3) Reboot your machine.
- Step 4) Make sure that ALL files have been removed from the "C:\Program Files\Stock Works" location.
- Step 5) Install the new version of Stock Works and type in your original keycode from your prior version.
- Step 7) Follow the Importing Data instructions in this manual to import your data in to the new version of Stock Works.

10 Uninstalling & Reinstalling

If you should need to uninstall Stock Works, it's always a good idea to back up your data file. Your data file is located at "C:\Program Files\Stock Works" and the data file is called StockWorksData and has a file extension of either .mdb or accdb if Version 7 or newer. This isn't necessary because Stock Works will never uninstall your data file. This is by design and it is for your protection. If you would like to manually delete the data file for some reason, you may do so.

When reinstalling Stock Works, the existing data file will not be overwritten. Again, this is by design and it is for your protection. If for some reason, you would like to install Stock Works with a new data file, go to Add/Remove Programs and uninstall Stock Works. Then, go to "C:\Program Files\Stock Works" and manually delete the "StockWorksData" file. When you reinstall Stock Works, a new data file will be created for you.