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# The QSL Bureau Accounting Program Installation Manual

## CDROM instructions and importing from the previous DOS "BUREAU" Program

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# The QSL Bureau Accounting Program Installation Manual

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# 1. Introduction

## 1.1. System Requirements

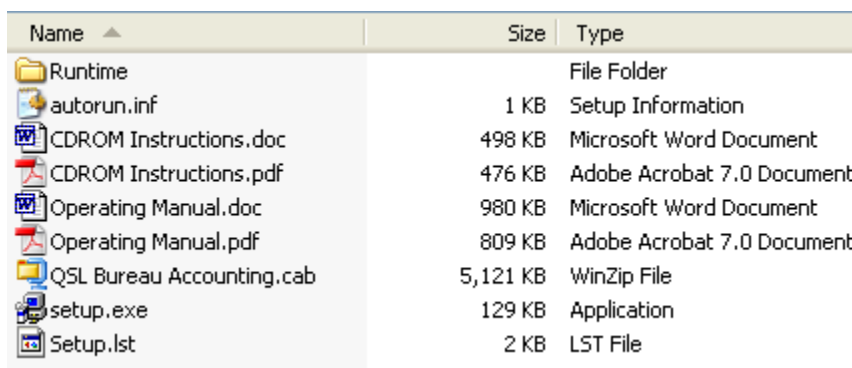
Microsoft Windows 98 or greater is required. This application should run acceptably on any hardware that supports Windows 98 or above as far as memory size and processor speed. Even with the installation of the full Microsoft Access Runtime Modules the free disk space requirement is under 50 MB for the installation.

## 1.2. Contents of the CDROM

The CDROM contains the QSL Bureau Accounting Program and the documentation. The documentation is available in both WORD and PDF formats. The **CDROM Instructions** document is this document. The other document on the CDROM is the **Operating Manual**.

The CDROM has an Autorun feature that will start the installation process on most machines when the CDROM is inserted. To view the files on the CDROM, you will need to cancel the installation process.

The label of the CDROM is **QSLSORT**. The files in the root folder should resemble this (file sizes may be different):



Name	Size	Type
Runtime		File Folder
autorun.inf	1 KB	Setup Information
CDROM Instructions.doc	498 KB	Microsoft Word Document
CDROM Instructions.pdf	476 KB	Adobe Acrobat 7.0 Document
Operating Manual.doc	980 KB	Microsoft Word Document
Operating Manual.pdf	809 KB	Adobe Acrobat 7.0 Document
QSL Bureau Accounting.cab	5,121 KB	WinZip File
setup.exe	129 KB	Application
Setup.lst	2 KB	LST File

## 2. Loading the Application

To install the QSL Bureau Accounting Program from the CDROM, follow the following procedure:


### STEP 1:

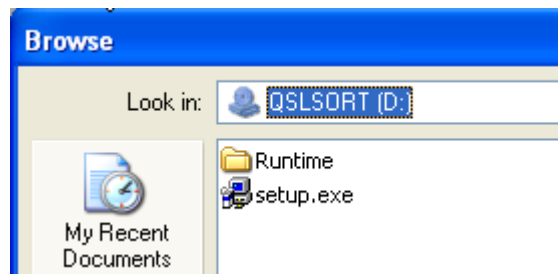
If you have any applications open, exit them before proceeding.

Insert the CDROM into your CDROM drive.

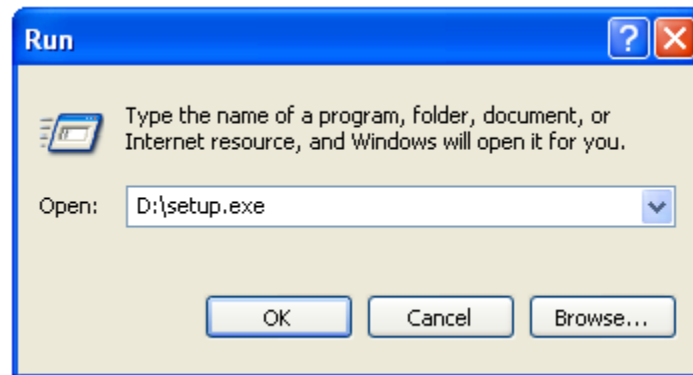
### STEP 2:

If Autorun does not start :

- Ø Click on  then select “Run” and click on “Browse”.
- Ø Navigate to your CDROM drive. The label of the CDROM is **QSLSORT**.



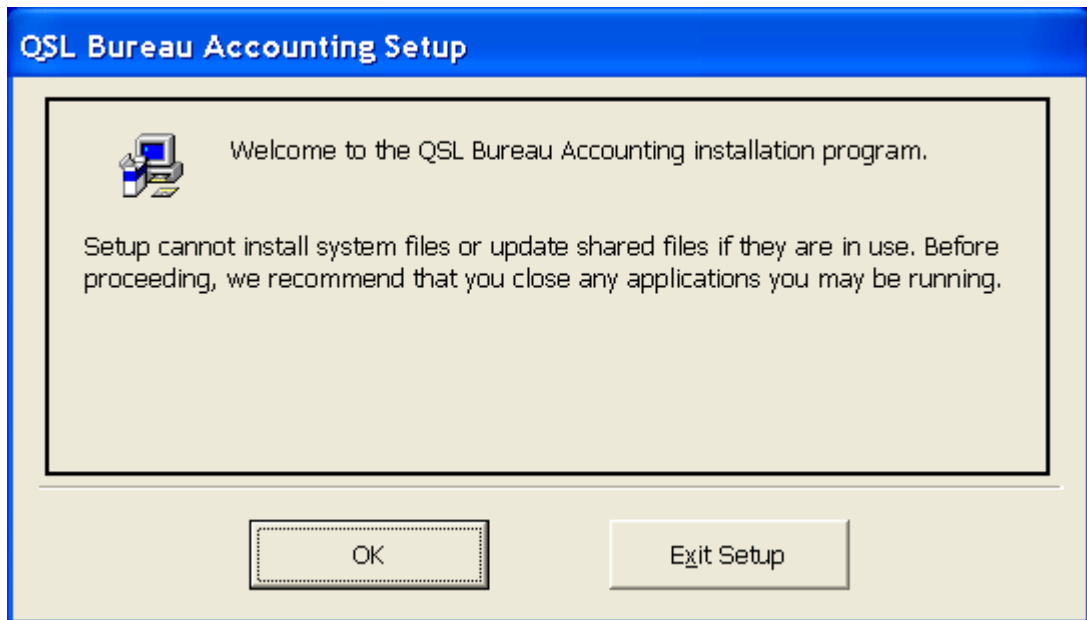
- Ø Double click `setup.exe`.



- Ø Click **OK**.

If Autorun does start, or after clicking **OK** in the procedure above, the following screen will appear:

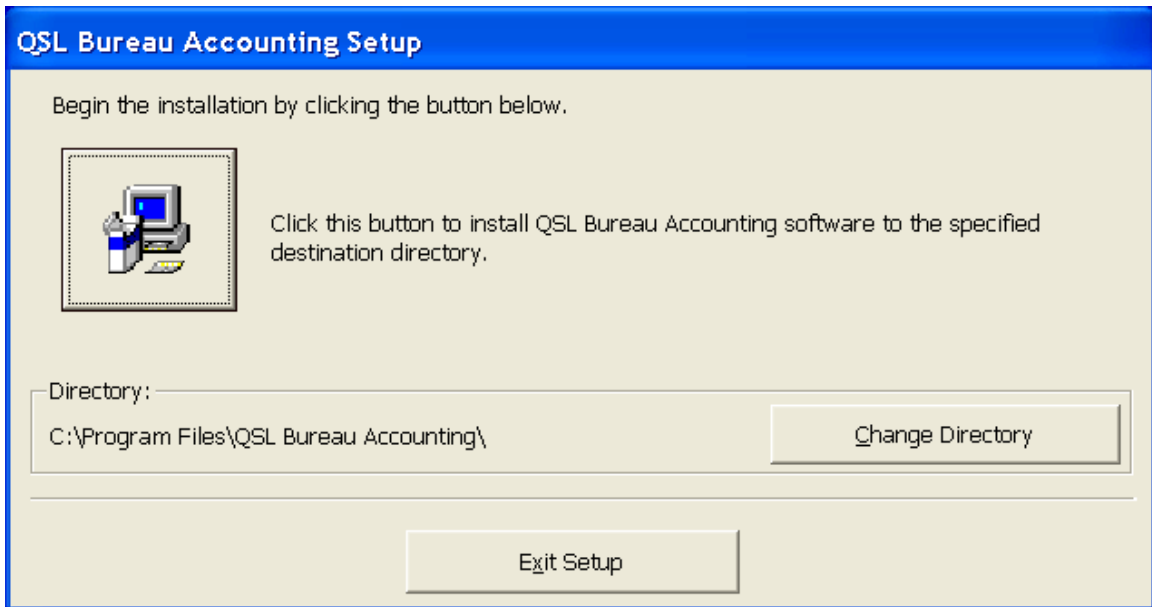
Note: some systems may require a reboot. The program will prompt you if a reboot is needed.



Click **OK** when ready.

### STEP 3:

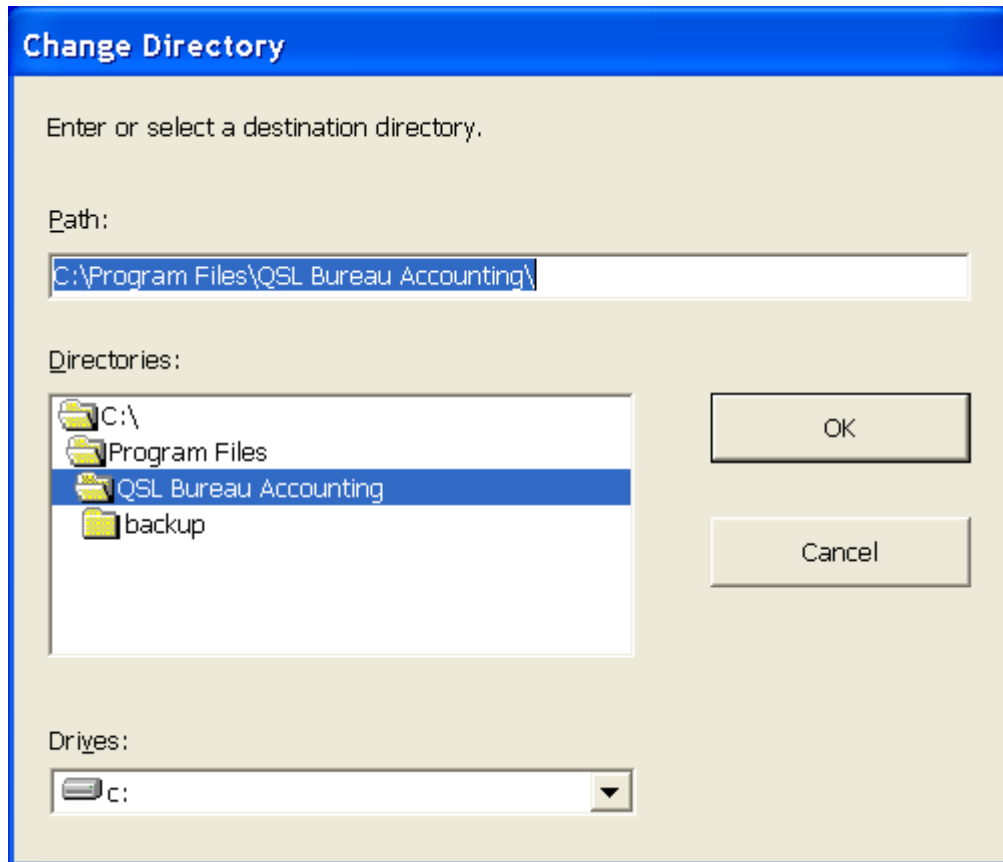
The next screen offers you an opportunity to install QSL Bureau Accounting into the location of your choice.



The default of C:\Program Files\QSL Bureau Accounting\ is offered. Click the large square button with the image to install the application into the default folder.

You can change the directory to any path you desire, depending on your system's resources.

If you wish to change the location, click the **Change Directory** button, and select the folder of your choice to install.

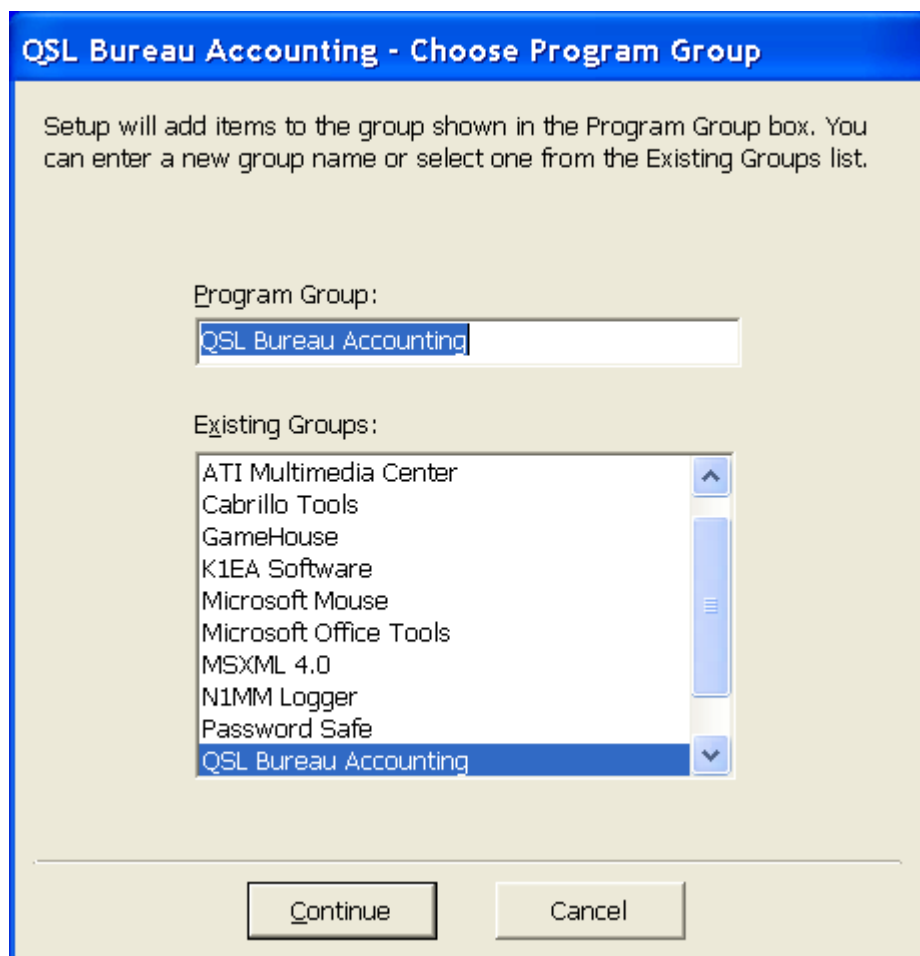


Setup then checks for the necessary disk space.

#### STEP 4:

During the next steps the program may require your machine to reboot one or more times. The number of reboots, if any, will be dependent on your operating system and program environment.

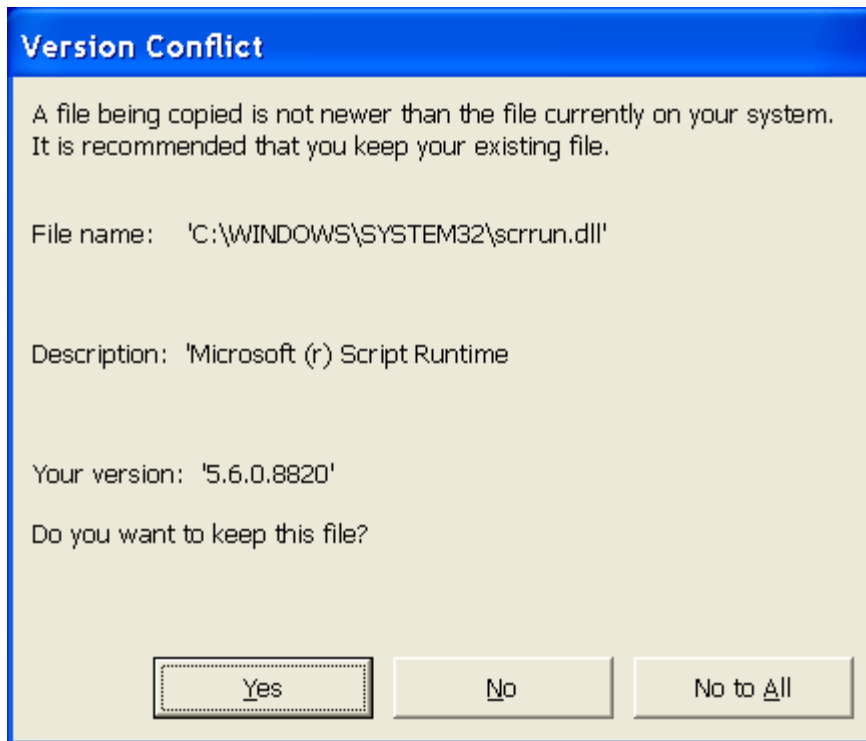
Setup will request the Start Menu Program Group you want to have the program reside in. It is recommended that the default be used, but you may choose any Program Group.



Click **C**ontinue when ready.

## STEP 5:

During the installation, and totally dependent on the Microsoft Office or other Access Runtime versions you have installed on your PC, you may be prompted to deal with a conflict in file versions such as you see here:



It is highly recommended that you keep the version you already have of `scrrun.dll` installed, so select **Yes**.

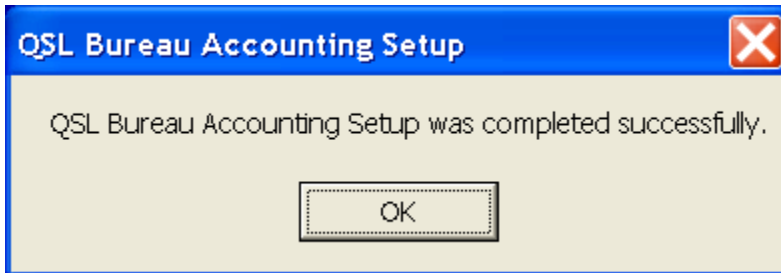
If you receive a similar question for the following file names select **No**.

Bureau\_empty.mdb  
Bureau\_fe.mdb  
ARTechLookup.dll  
hamcall32.dll  
qrz.32.dll

**STEP 6:**

You will see the progress bar and a few status windows flash on the screen depending on the speed of your PC. As mentioned in Step 4, the installation process may require one or more reboots of your PC.

Setup should run to completion and you will see the following screen:



Click **OK**.

The QSL Bureau Accounting program is now installed and can be started.

### 3. Before Starting

On your first startup of the application, you will need several pieces of information:

- 1) The location of the data files.
  - a. If you are importing your data from the previous DOS “BUREAU” program, the two files are:
- b. If you are importing your data from a previous use of this Windows based QSL Bureau Accounting program then the data is in a single file:

qslinfo.dat

qsltran.dat

Bureau\_X.mdb

where X is the bureau letter being sorted

- 2) You will need to know the path where you want to have the application create a backup copy of the data file. It is strongly recommended that you back up to some removable media regularly, for example, a floppy disk.
- 3) You will need to know what type of labels you are going to print with. The program supports three column printing (for example Avery 5160 or compatible 2.625" x 1", 30 per sheet) or single column tractor-feed labels.

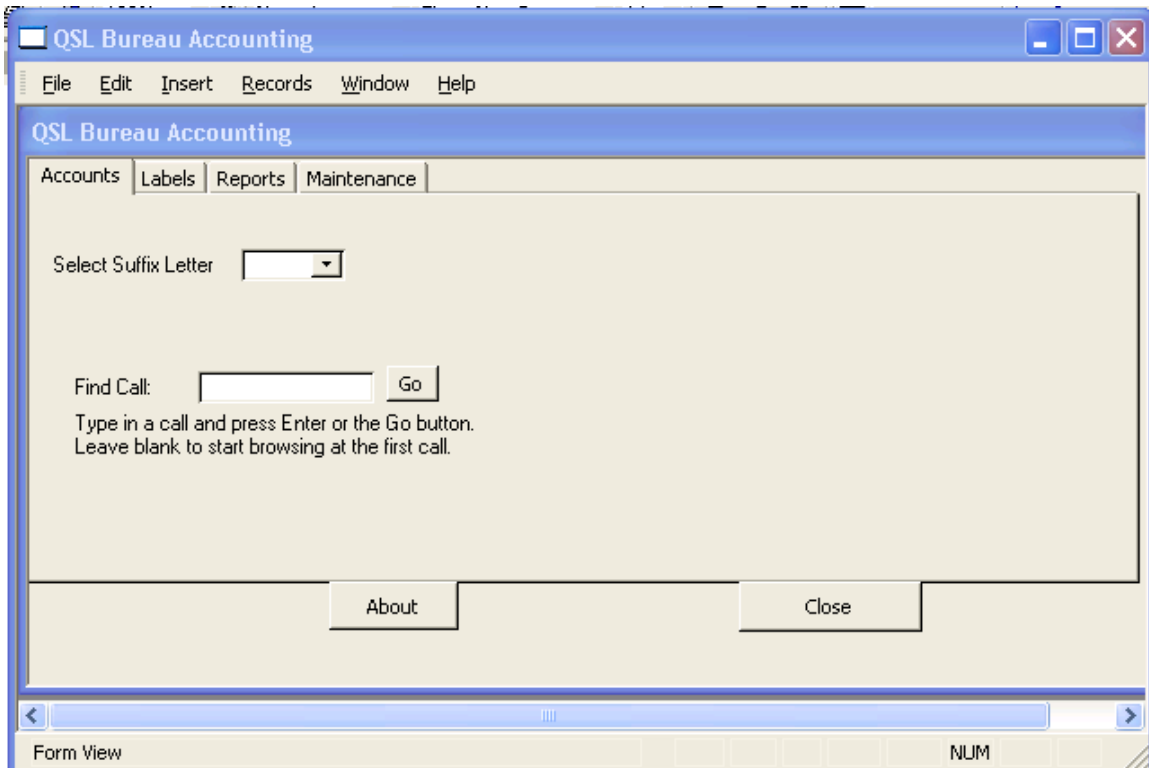
## 4. Starting the Program

Launch the program by clicking



and then selecting “*All Programs*” or “*Programs*” depending on your version of Windows. Then select “*QSL Bureau Accounting*”. Finally select “*QSL Bureau*”. This process may vary with your version of Windows.

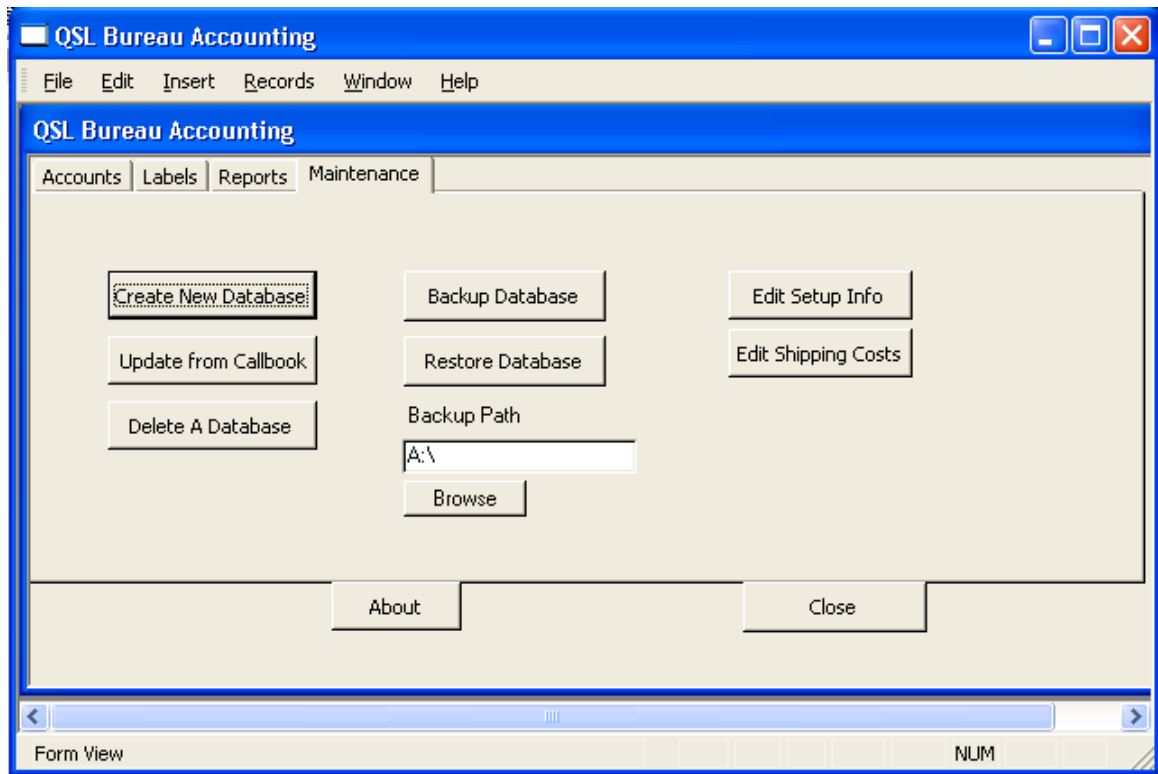
The application opens with the initial QSL Bureau Accounting program screen:



## 5. Initial setup

The first time you open the program you will need to perform some initial setup tasks. The following procedure addresses only the items that are required to use the new program functions that are similar to those of the DOS “Bureau” program.

Select the **Maintenance** tab



## 5.1. Editing Setup Information

Click on the **Edit Setup Info** button.

*(note: you may need to drag the bottom of this window down to see all of the items in it depending on the size of your window)*

**Edit Setup Info**

Type of Callbook Data: QRZ CD

Path To Callbook Data: d:

Email Subject: %CALL% W1 QSL Bureau Notification

First Notify EMail: You have DX QSL cards at the W1 QSL Bureau  
Please send funds to open an account to pay for shipment of these cards and future cards. Payments can be made by check, cash, or PayPal

ReNotify EMail: This is the final notification that you have DX QSL cards at the W1 QSL Bureau. We request that you open an account to pay for the shipment of these and future cards. If you do not we will destroy the DX QSLs  
Payments can be made by check, cash, or PayPal

Low Balance EMail: The balance in your account in the incoming W1 QSL Bureau is:  
CALL: %CALL%  
Date: %DATE%  
Balance: %R&I ΔNCF%

Send Email Direct

Use 3 column label format

Use callbook label order

The **Send Email Direct** check box should be checked if using Windows 2000 or Windows XP. It should not be checked if you are using Windows 98 or NT.

To use three column Avery 5160 (or compatible 2.625" x 1", 30 per sheet) labels, leave the box **Use 3 column label format** checked. Otherwise uncheck the box.

If you wish to print your labels sorted in Callbook order, click the **Use callbook label order** box. (Callbook order sorts by the suffix first) If you want to print labels in the order that you process a shipment, do not check the box.

The remaining items in the **Edit Setup Info** window are described in the Operating Manual.

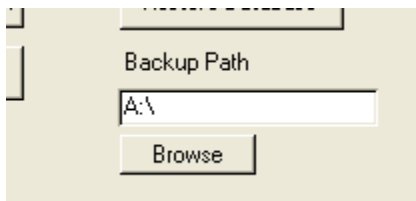
Click **Close** to return to the **Maintenance** tab.

## 5.2. Specifying the Backup Path

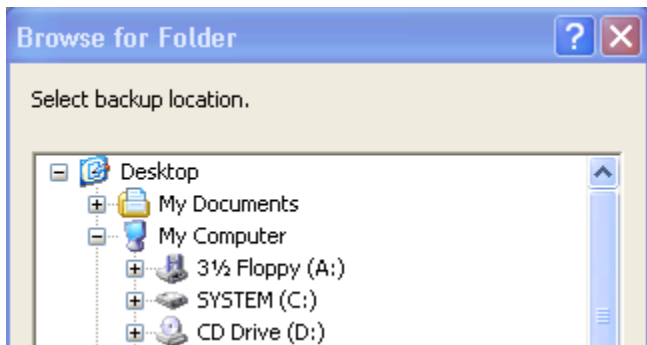
This is the path where the application will back up the database when you select **Backup Database** in the Maintenance tab.

This may be a floppy drive (usually drive A:) or any other location of your choice. It is strongly recommended that you back up the QSL Bureau Accounting database regularly to a removable media such as a floppy disk.

The Backup Path selection is made from the following area of the **Maintenance** tab -



You may select the backup path by either typing it into the field provided or by clicking the **Browse** button and navigating to the device and location you wish.



Click **OK** after selecting the backup file location to return to the **Maintenance** tab.

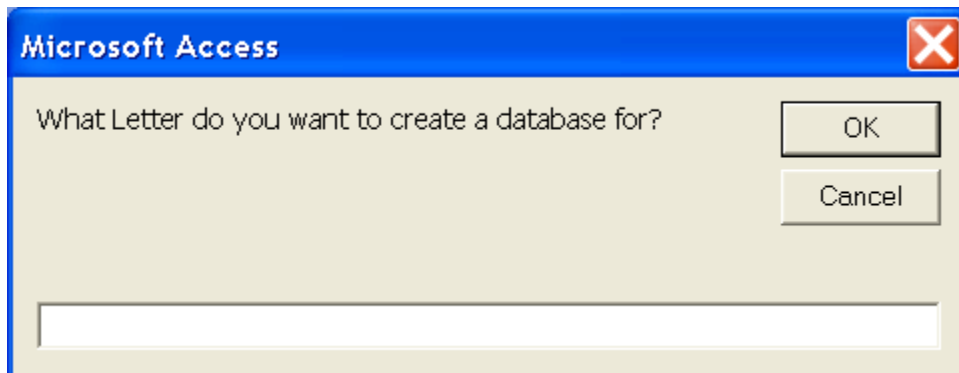
### 5.3. Specifying a Bureau Sort Letter and Importing Data

The QSL Bureau Accounting program allows you to manage data for multiple bureau letters in the same program. If you sort multiple letters, you will need to complete the following process for each letter. First, tell the program which letter you are the sorter for.

Click the **Create New Database** button on the Maintenance tab screen.

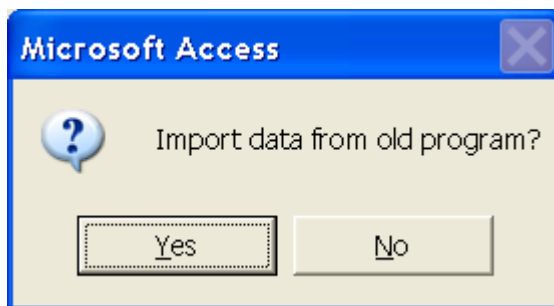


You will see the following dialog box:



Enter the letter that you sort and click **OK**.

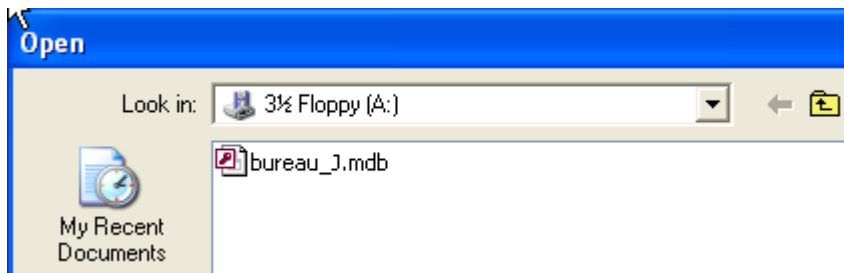
You will be asked whether you want to import data from the DOS "BUREAU" program you have been using.



Select **Y**es if you are importing your data from the DOS “Bureau” program (see next section). Otherwise, select **N**o.

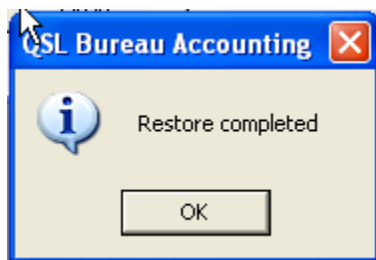
If you select **N**o, you will need to use the data file from a previous use of this program. This data file will be in the form of Bureau\_X.mdb where X is the bureau letter being sorted.

Click on the **Restore Database** button. This goes to an “Open” screen.



Select the database to be restored and click **Open**.

The restore file will be in the form **Bureau\_X.mdb**, where X is the bureau letter being sorted. When the restore function completes, the program will display a Restore completed message.



Click **OK**- Returns to initial QSL Bureau Accounting screen.

## 6. Importing data from the previous DOS “Bureau” program

If you selected **Y**es in the “Import data from OLD program?” step above, you will see the following dialog box:



There are two files that you need at this point. Both are from the DOS “BUREAU” program that you have been using. The two files are named as follows:

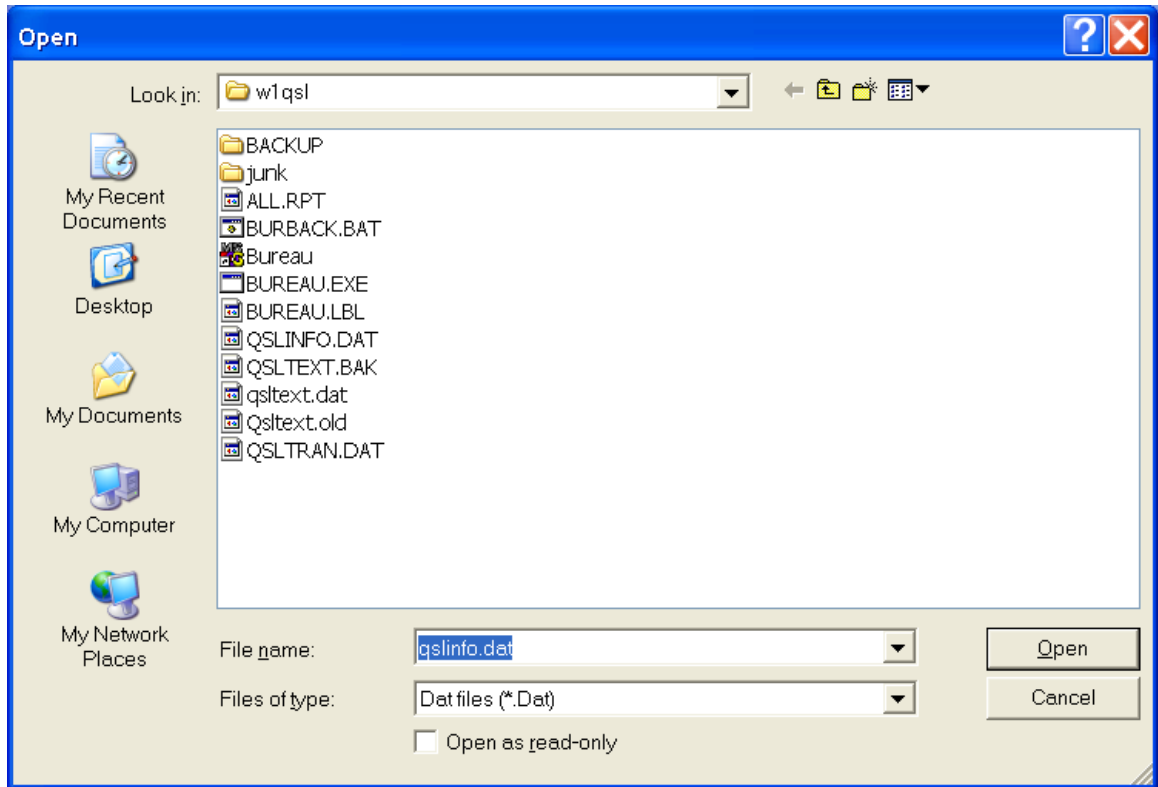
qslinfo.dat

qsltran.dat

Both of these files may exist on this PC if you had done your previous sorting on this PC. If not, you will need to copy them to this PC.

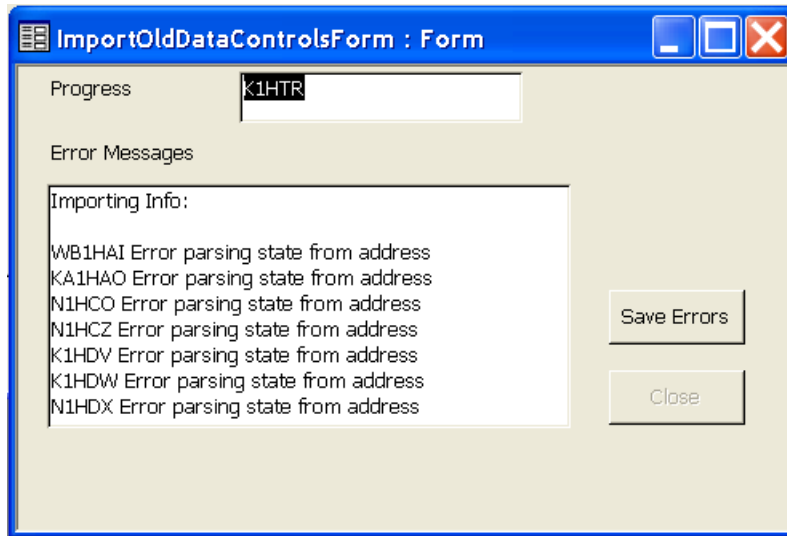
Click **OK**. The program will first look in A: and if not found will allow you to navigate to the file area that contains the files.

Select the `qslinfo.dat` file as shown in this example.



Click **Open**.

A window called “ImportOldDataControlForm : Form” will appear as the data from the `qslinfo.dat` file is imported. Errors may occur and will be shown in the “Error Message” portion of the window. (Note: You may notice that some import errors are showing in the window. You must first complete the importation of the `qsltran.dat` information before addressing any import errors.

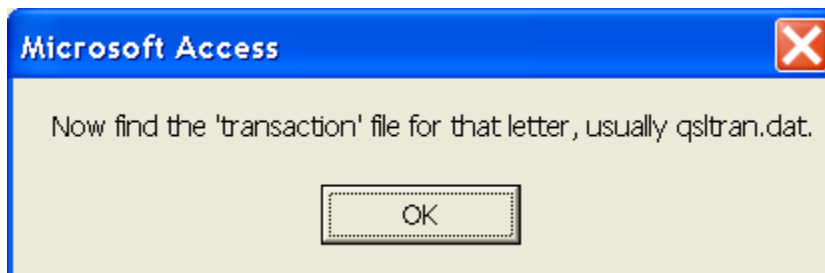


After all of the information from the `qslinfo.dat` file is imported, you will see the following dialog box indicating that the import is complete.



Click **OK**.

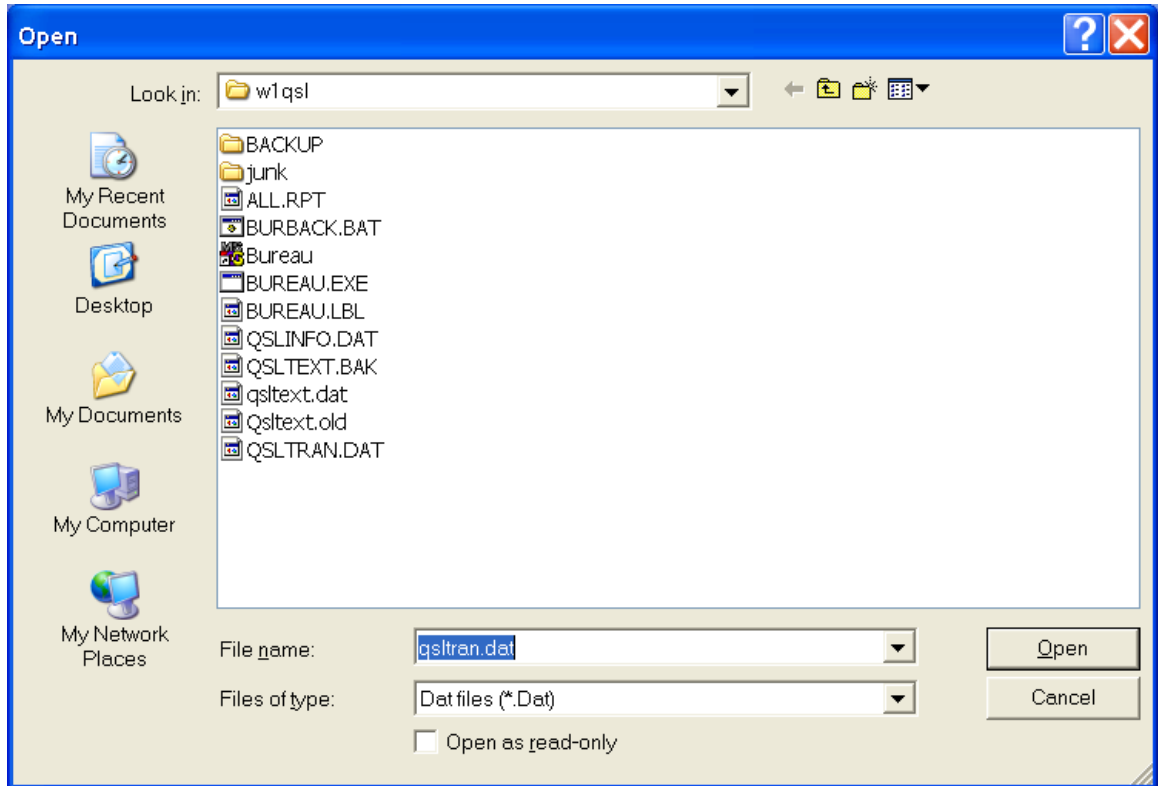
Now the `qsltran.dat` information must be imported. You will be prompted as shown:



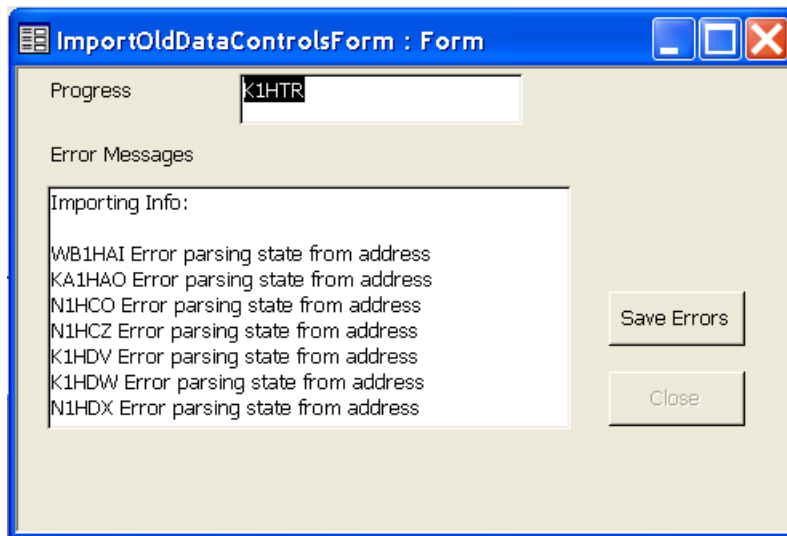
Click **OK**.

The `qsltran.dat` file should be in the same location as `qslinfo.dat`. The application will go there by default.

Select the `qsltran.dat` file and click **Open**.



You will again see activity in the “ImportOldDataControlForm : Form” window.



After all of the information from the `qsltran.dat` file is imported, you will see the following dialog box indicating that the import is complete.



Click **OK**.

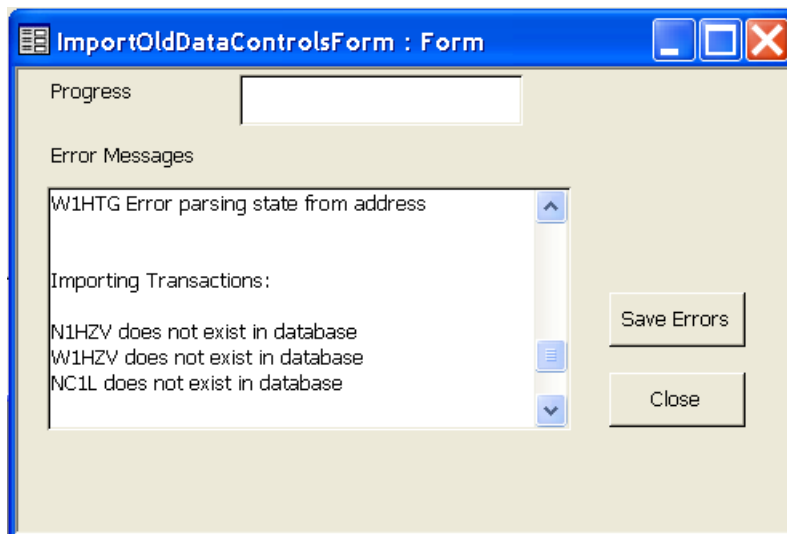
If there were errors found during the import of either the `qslinfo.dat` file or the `qsltran.dat` file, you will be prompted with the following dialog box:



Click **OK**.

Errors that occurred during the import of the `qslinfo.dat` file appear first.

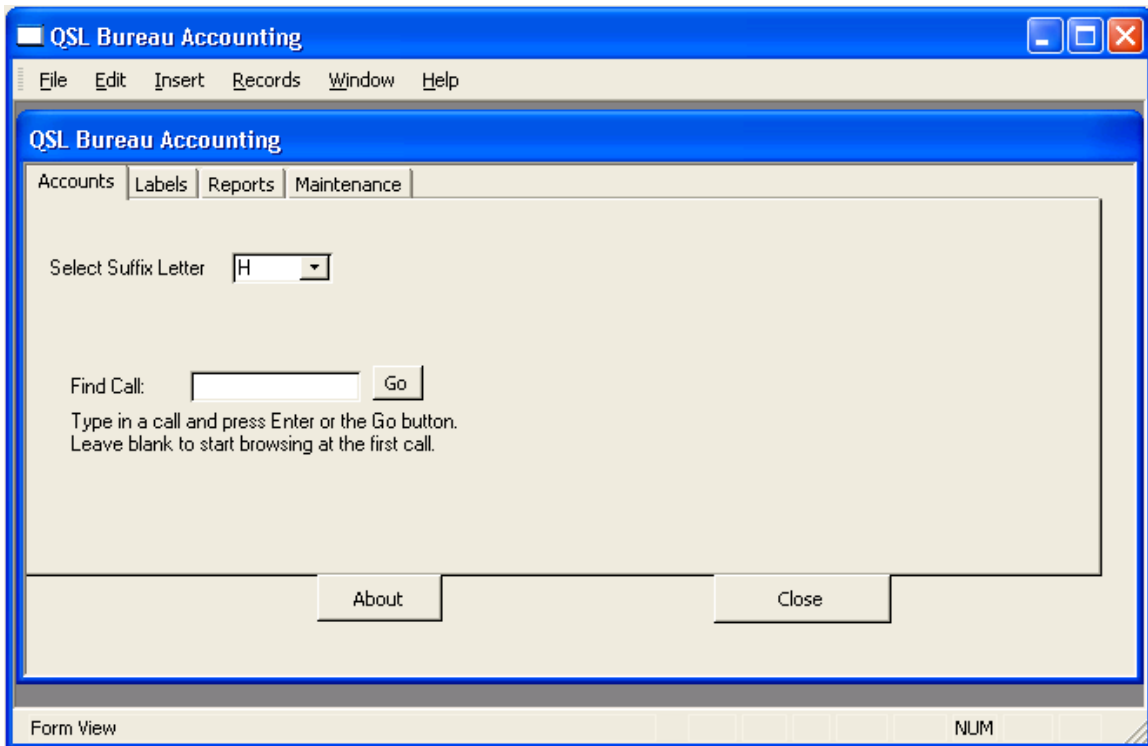
Errors that occurred during import of the `qsltran.dat` file are shown under "Importing Transactions:" as seen in the window below.



It is recommended that you save the errors as a file so that you can later fix any problems. Click **Save Errors** and save the file `importerrors.txt` to a location of your choice.

See the **CORRECTING IMPORT ERRORS** section for information concerning types of import errors and methods for correcting them.

The initial installation of the program and importation of data from the DOS “BUREAU” program is now complete. You should now be at the Accounts tab of the QSL Bureau Accounting program.



If you handle multiple bureau letters you can now return to the **Maintenance** tab and follow the steps outlined in Specifying a Bureau Sort Letter and Importing Data above. Be sure to import the correct `qslinfo.dat` and `qsltran.dat` files for the letter you have selected.

## 7. Correcting Import Errors from the DOS “Bureau” program

### 7.1. Types of Import Errors

When importing the `qslinfo.dat` file the following errors may occur:

1. Error parsing state from address
2. Error parsing zip from address
3. Unknown status code
4. Error converting a date

When importing the `qsltran.dat` file the following errors may occur:

1. Error converting a date
2. CALLSIGN does not exist in database

The program allows you to save the error messages to a file named `importerrors.txt`. Each error will be associated with a Callsign. It is possible for one Callsign to be associated with multiple errors or for the same error to be repeated multiple times for the same Callsign. The latter case is due to the method the program uses to import data.

### 7.2. Fixing Import Errors

Ø The “Error parsing state from address” and “Error parsing zip from address” errors can be fixed by going to the appropriate record and reviewing the address information. Usually the error is obvious. Note that the “City” field can contain more characters than are displayed so you may need to place the cursor in the “City” field and use the arrow keys to navigate to the end of the information. Also, if the import routine cannot find the state it “gives up” and will not look for a zip code. In this case only one error message is generated.

- Ø The “Unknown status code” error is a result of the simplification of status codes in the new program. If the `qslinfo.dat` file has records with a status code of “Unknown” this error will result.
- Ø The “Error converting a date” error will occur when the import routine encounters a value for a date that it cannot resolve. Date errors can be corrected by updating the “Address Updated” or the “Last Shipment” field in the Account Record window.
- Ø The “does not exist in database” error occurs when there is a record in the `qsltran.dat` file that does not have a corresponding entry in the `qslinfo.dat` file. These errors are a result of the old program not correctly handling deletions. While these errors are flagged, there is no need for the user to perform any action.

## **Appendix 1 – Large Package vs. Small Package**

QSL Bureau Accounting available on the CDROM is referred to as the Large Package. The Large Package includes the Microsoft Access 2002 Runtime package on which this application is based as well as the actual application.

A distribution package with only the application is referred to as the Small Package.

The Small Package allows the option of distributing updates from the Internet in a more reasonable file size. Updates that are distributed by CDROM will use the Large Package files so that they may also be used for an initial installation.

**Be sure to always backup your database file to a different device before initiating any program updates.**

## Appendix 2 – Program Updates from the Web

**Be sure to always backup your database file to a different device before initiating any program updates.**

Download the Small Package file from

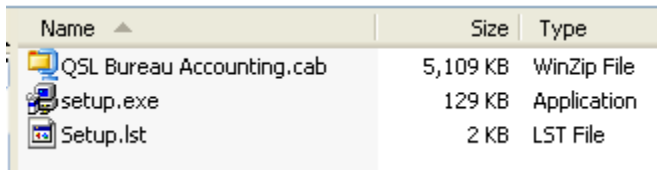
<http://www.k1ttt.net/qslbureau/smallpackage.zip>

Save the file on your computer in a directory area of your choice. This can be a temporary directory.

Unzip the `smallpackage.zip` file to a directory area of your choice. It can be the same as the one used in the previous step.

The zip file produces a directory named `SmallPackage`.

Open that directory to see the following files:



Name	Size	Type
QSL Bureau Accounting.cab	5,109 KB	WinZip File
setup.exe	129 KB	Application
Setup.lst	2 KB	LST File

(The file sizes may be different)

Follow the instructions from the **Loading the Application** section of this manual starting in **step 2** where you Double click `setup.exe`. Only this time use the `setup.exe` file that you just created in the `SmallPackage` directory. Use the same directory locations that you used in **step 3** of the initial installation.

After completing an update, be sure to check your settings, for example the check boxes and file locations in the **Maintenance** tab including the **Edit Setup Info** screen. These may have been reset to the default settings. Also if the **Select Suffix Letter** field is blank on the initial QSL Bureau Accounting screen, look in the pull down menu to select your letter.