

## INFORMATION TABLES AND 'K' COMMANDS



**Q:** I'm using Information Tables to enter data into my message forms. What are the commands after K9?

**A:** K commands are followed by a character that represents a specific field of a message form:

K0 (zero) places data into the field the operator is currently in.

K1 places data into the 'For' field

K2 would put data into the first text field of a message

K3 continues with the next field, and so on.

Since field designators can only consist of one character, we use symbols:

10 is represented by a colon (:)

11 is represented by a semi-colon (;)

12 is represented by a less than sign (<)

13 is represented by an equals sign (=)

14 is represented by a greater than sign (>)

15 is represented by a question mark (?)

**Speaking of Information Tables and K commands**, if data exceeds the amount of spaces allocated for a field, additional data characters will flow into the next field. So be sure to allow enough room in any form field for the widest data in the designated column of the Information Table.

A notable variant to this approach is when populating a phone number. For instance, to add Caller ID to a form, all that is needed is a data field { } of 10 characters with the Caller ID field attribute. But since it is often desirable to format phone numbers with dashes or parenthesis, the form usually contains a sequence of three fields formatted as { - - }. To populate such a sequence of fields with the Caller ID, only the first field should be designated with Caller ID attribute because the data will flow into the 2nd and 3rd fields automatically. Similarly, when populating this phone field sequence using a K command from an Information Table, only the first of the three fields need be targeted. Keep in mind that a phone field like { - - } is really three fields if it contains separation characters such as dashes or parenthesis.

To illustrate this, note the screenshot below: the phone fields are 6, 7 & 8. Only K6 need be programmed in the Command Template or hypertext command as the data will flow to the subsequent fields automatically.

The following example shows how data overflow from a 'long' data field can actually cause an issue.

Below is a screenshot of an Information Table entry that was used with the following Command Template:

**K1%LName%/K4%City%/K5%State%/K6%Phone%/K9%Region%/K2**

Record ID	First Name	Last Name	Address	City	State	Phone Number	Sales Region
9	Janet	Provost	845 Cherokee St	Maryland Heights	MO	3145784521	South County

For PROVOST PAGE

Caller Name: [ ]

Address: [ ]

City: [MARYLAND HEI]

State: [MO] Phone: [314-578-4521]

Region: [SOUTH COU]

Reason for call: [NTY]

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Note the result at left. The 'Region' name in the record contains more characters than allotted in the form, so the extra characters flowed over into the 'Reason for Call' field. Also, the 'City' name is longer than the message form field allows, so the extra characters flowed into the 'State' field. It was then over-ridden by the 'State' data because that field was subsequently auto-populated with a 'K' command.