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WARRANTY

While every effort has been made to verify that this software works as described, it is not possible to test any program of this complexity under all possible conditions. Therefore DFM DATABASE 464 and DFM LABELS 464 are provided 'as is' without warranty of any kind, either express or implied.

SOFT 941

DFM DATABASE 464 and DFM LABELS 464

This is a twin package consisting of DFM Database 464 a user friendly data management system and DFM Labels 464 an easy to use label printing program.

Use DFM Database 464 to create your DFM data files and DFM Labels 464 to print your own labels with the data files constructed with DFM Database 464.

The contents of the enclosed cassette is as follows:

DFM Database 464

Demo File

DFM Labels 464

Simply load the 'demo' file by using the **LOAD / SAVE** facilities of DFM Database 464 and enter the name of the file when asked as 'DEMO'. Having loaded the 'demo' file try out all the facilities of DFM Database 464 before creating your own data file.

The 'demo' file can be used in conjunction with DFM Labels 464, since it is a DFM data file and originally constructed using DFM Database 464. To use, load DFM Labels 464 in the normal way, rewind the tape approximately $\frac{1}{16}$ th inch and load the file following the **LOAD** option within DFM Labels 464.

There is an option within both programs to select the text colour according to which type of monitor you are using. To use this facility choose the '**UTILITIES**' option within either of the programs and proceed according to the prompts displayed on the screen. If you wish to load a data file already created using DFM Database 464, change the text colour after you have loaded the text file.

NOTE: Within both of these programs, when prompted to enter information within square brackets like these [], it is assumed that the information required will be typed and then entered by pressing the large **[ENTER]** key. The following text also makes this assumption.

For example when asked to:

Enter File Name []

Type in the required file name and then press **[ENTER]**.

DFM DATABASE 464

A powerful 'In memory' data file management system for use in business and at home.

Getting Started

Reset the computer by holding down [CTRL], [SHIFT] and [ESC] keys together in that order. Place cassette into the datacorder. Rewind tape to the beginning and then press **STOP/EJECT** once. Press [CTRL] and small [ENTER] keys simultaneously then press play followed by any key. This tape will take up to 6 minutes to load, after which the program will display its main menu.

THE MAIN MENU

The main menu lists the major options available to you. These are:

- | | |
|--------------------|----------------|
| 1. Create New File | 2. Rename File |
| 3. Access Record | 4. Select |
| 5. Load/Save | 6. Reports |
| 7. Sort File | 8. Utilities |

Each of these items is explained more fully in the following text. Some of the options will not yet be available until a file has been loaded or created.

Option 1. Create New File

Press Option 1 to create a new file. A message will be displayed warning you that this action will clear the memory and any current data file will be lost. Press 'C' to continue.

At this point you must enter the file name. This will be the name by which you will load and save the data file in future. The name will also be displayed on the program menu.

You will now be asked how many field/columns you want in each record. A field is a particular section or line of a record. For example, to create a name and address file, you would probably wish to set up at least 6 fields for:

1. Name
2. Address
3. Town
4. County
5. Post Code
6. Telephone.

To assist in the calculation of the maximum number of records you could expect to hold within your data file, details of the field width must be entered. This figure should be an approximation of the number of 'characters' you wish to enter within each field. The maximum number of records will then be displayed on the screen based on the specifications that you have given the program.

You will then be required to label the fields as in the 'Name and Address' example. After you have named or labelled a field, you will be asked whether it is a character or numeric field. Press 'C' if the field is to contain information such as, names, telephone numbers, labels, stock numbers, etc. or 'N' if the field will contain numbers or amounts on which calculations may be performed, such as totalling etc.

If 'C' is pressed, you will be asked how many characters you require for this field. As you have already entered an estimated figure to assist in the calculation of the maximum number of records you could expect to hold, the figure that you enter here should correspond with that previous figure. The maximum number of characters that you can hold within any field is 36. Remember the number of characters that you have within EACH field determines the size of your data file.

Numeric field widths are already set at 9 characters and cannot be changed.

Having set up the main file structure, the program automatically moves on to the data input section. You may now start entering file data.

When you have completed your entries, type '*' and the program will restore the main menu.

Option 2. Rename File

Should you wish to change the file name then press Option 2 and enter the new name. Data will be saved or updated with this new name.

Option 3. Access Record

Option 3 accesses the data file in memory. The first record will be displayed. Until the file is sorted, record number 1 will be taken as the first record entered and so on. At the bottom of the screen, a sub-menu will also be displayed with the following options:

Next : Moves forward through the file one record at a time.

Last : Moves backward through the file one record at a time.

Find : Finds a record by the first field, known as the 'Key field'. In our 'Name and Address' example, this would be 'Name'. Enter the Name of the person or company whose record you wish to find. If you cannot remember the whole name then enter as much of the name as you can remember and DFM Database 464 will find the first record that corresponds. If the program does not find your entry, options to continue the search by entering new data, or return to menu will be offered.

- G o t o :** Allows you to goto a record by entering it's number. Also the current number of records on file is displayed.
- A m e n d :** Permits a field 'heading' or 'data' to be amended. Press 'H' for heading followed by the number of the field heading you wish to change. Entering a new label or name will amend the heading for the whole file. If 'D' for data is pressed, followed by the number of the field for amendment, the present data will be shown with a request for the new data to be input. Enter your new information and that field will be updated.
- M e n u :** Returns you to the main menu.
- C a l c s :** Calculations may be performed on numeric fields only. Enter 'C' and the option "Do you wish to perform individual calcs or totalise field" will appear. Press 'C' again and you will be asked to enter the number of the field to be calculated. (This field must be numeric). If a character field is entered by mistake then the request will be cancelled. To perform a calculation, key in the corresponding letter to the type of calculation to be performed followed by the amount. For example, to add 10.5 to the contents of a selected field, type: 'a 10 . 5'.
- I n p u t :** Adds a new record to the file. Entering '=' on any field input will replicate the data from the last record displayed.
- D e l e t e :** Deletes the record currently displayed. On pressing 'D' you will be given the option to change your mind. Record numbers will be resorted accordingly.
- P r i n t :** Outputs the displayed record to the printer.
- S c r o l l :** Automatically scrolls through the file with options to: Stop, Continue and Exit.
- < > :** If a field of more than 24 characters is set up, there will not be room on the screen to view the whole record. Pressing the < or > keys allows side scrolling of the field displayed, thus creating a type of window facility.

Option 4. Select

Select allows you to 'search' through the whole file by any field, to find all the records that conform to your selection criteria. Initially, you will be asked to select if you would like to have the results output to the printer or displayed on the screen. The field name to be searched for will then be requested followed by the information you wish to extract from the search.

You may choose between a 'sliding string' search and a 'standard string' search. The former allows you to enter any part of the information contained within the field of the record you wish to display. For example, if you are looking up a name and address and cannot remember the whole of the address, any part of that address can be entered and the corresponding record will be found. In the case of a 'standard string' search the first characters at the beginning of the field must be entered.

If a character field is selected, the results will be displayed if present. If however you have chosen a numeric field you will be asked whether you wish to search through the file for amounts 'equal to', 'less than' or 'greater than' the value of your original entry. The numeric fields can then be totalled according to the selection.

Option 5. Load/Save

To load a data file into memory, press '5' followed by 'L' to load. Ensure that your data cassette is rewound and the PLAY key depressed before continuing. You will then be asked for the 'Data File Name'. On entering a valid file name your data file should then load.

To save a data file, follow the same procedure as for 'loading' except enter 'S' for save and depress the REC/PLAY keys on the datacorder. The file will then be saved under the current file name as displayed on the main menu.

NOTE: If at any time you wish to abort a 'save' or 'load', press [ESC] twice to return to the main menu.

Option 6. Reports

The report generator in DFM Database 464 is extremely simple to use. Press '6' on the main menu and you will be asked to enter the current date, followed by whether you would like the report output to the printer or displayed on the screen.

Select which of the fields you wish to include in your report. Type in 'Y' for yes and 'N' for no and the corresponding fields will automatically be included or deleted from the report.

The report will print each field at a width as specified by you at set-up, plus one space for each break in field type. Therefore if fields have been set up for their maximum widths you may only get 2-character fields per line on a report generated on an 80 character printer.

You may also send a character string to the printer. For most applications you should only require two modes of printing; standard - which does not require a character string - and condensed which does. With the latter mode, you will be able to accommodate a greater number of fields in your reports. For example, the Epson MX80 Printers use character string [chr\$] '15' for the condensed mode. Refer to your own printer manual for the appropriate number table.

Below is a sample of the type of report that can be expected from DFM Database 464.

01/01/85 Filename=demo

NAME	ADDRESS	TOWN	COUNTY	PHONE	AMOUNT	BAL0/S
-----	-----	-----	-----	-----	22222222	22222222

01/01/85 Filename=demo

NAME	ADDRESS	TOWN	COUNTY	PHONE	AMOUNT	BAL0/S
-----	-----	-----	-----	-----	-----	-----
The Specialist Wool Co	112 Drayton Court	Warwick	Wt Midlands	0926 23842	245.00	135.50
Eastern Suppliers Ltd	34 Tanhouse Road	Chelmsford	Essex	95 50662	150.00	50.75
The Old Mill Complex	Upper Bridge Road	Melksham	Wiltshire	0225 639011	532.00	305.00
Jamieson Supplies Ltd	44 Church Lane	Reading	Berks	0735 56442	225.00	75.00
Business Advisory Unit	68 Hampton Court Lane	Hampstead	London NW3	014357885	643.00	58.50
Nevey Co Ltd (Dept SA)	3 Willow Grove	Saltford	Bristol	02217 9265	64.00	0.00

Totals

AMOUNT	1859.00
BAL0/S	624.75

Option 7. Sort File

You can sort a DFM file by any field whether character or numeric. Select Option 7 and you will be asked which field you wish to sort by. If a character field is chosen, sorting will be in alpha-numeric order. If a numeric field is selected, sorting will be by order of value, from lowest to highest.

Option 8. Utilities

There are 6 facilities within this option:

1 Memory Available

-Having constructed your data file this option will tell you how much memory you have left.

2 File Description

-This facility can be output to the screen or the printer. It will give you the exact specifications of your file.

3 Change Date

4 Reset File

-Allows you to clear all records from your file whilst retaining the file structure.

5 Green or Colour Monitor

-Allows you to choose the appropriate 'text colour' according to which type of monitor you are using.

6 Return to Main Menu.

Option 9. Exit Program

DFM LABELS 464

DFM Labels 464 is a label printing program which can only be used in conjunction with DFM Database 464. It has no facilities for creating data itself, instead it uses data files already created with DFM Database 464.

Getting Started

If you have already loaded DFM Database 464 and used it to create your data file do not re-wind the cassette. Reset the computer, depress the **PLAY** key on the datacorder and load DFM Labels 464 in the normal way by pressing **[CTRL]** and small **[ENTER]** keys simultaneously followed by any key. The program DFM Labels 464 will now load.

However, if you have previously saved a DFM data file onto a cassette and wish to use the facilities of DMF Labels 464, reset the computer, and fast forward the tape for approximately $\frac{1}{8}$ th inch. Load the program in the normal way as outlined above.

The program DFM Labels 464 will take approximately 4 minutes to load.

The Main Menu

Once the program has loaded a menu consisting of six options will be displayed. These are:

```
[D]atafile Load
[V]iew Records
[S]ort/View Index
[L]abels
[U]tilities
[E]xit Program
```

Pressing the desired option accesses that part of the program.

[D]atafile Load

This option works in exactly the same way as the 'LOAD/SAVE' option of DFM Database 464 except that you only have the one option, to load. Insert your cassette and type the appropriate file name when asked. The data file will now load.

[V]iew Records

This option allows you to look at selected records on file or all records using a scroll facility.

[S]ort/View Index

Sort allows you to resort the file at any time. As in the case of the 'Sort File' option within DFM Database 464, it is possible to sort a DFM file by any field whether character or numeric. If a character field is chosen, sorting will be in alpha-numeric order and if a numeric field is selected, sorting will be by order of value, from lowest to highest.

Indexes created as a result of a sort may be viewed from this option.

[U]tilities

This option is very similar to the 'Utilities' option within DFM Database 464. There are five facilities:

- 1 Memory Available
- 2 File Description
- 3 Change Date
- 4 Greenor Colour Monitor
- 5 Return to Main Menu

[L]abels

Setting up the labels print run is based on the principles used within the 'Reports' facility of DFM Database 464. The program displays the various fields that have been set up by DFM Database 464 and then asks you whether or not you want them to be included on the labels. Key in either 'Y' or 'N' to determine which are to be included.

The program will then ask you for the starting position of the labels across the page. This can be a number from 1 to 60, allowing you to position the text exactly where required within the page or sticky labels stationery.

You will now be asked to enter the label width. This allows you to select the maximum number of characters for each type of label. As a guide, an average window envelope allows 24 characters.

Enter the number of lines required between each label and the number of each label you require.

This completes the format setting up of the labels and it now remains for you to decide which of the records in your file you wish to print. Press 'A' to print all records and 'S' to select particular records.

If select records are chosen you may choose between a 'sliding string' search and a 'standard string' search.

Having chosen which records are to printed, your choice may be displayed on the screen before printing. To then print, press '**R**' for reprint followed by '**P**'.

[E]xit

Exits program.