

MANUAL SECTIONS

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INTRODUCTION

OVERVIEW

DATA MANAGER XL is an integrated series of five program modules that provide the user many data management capabilities. The programs are a hybrid of Atari BASIC and machine language code written to highlight the human engineering capabilities of Atari Home Computers. Some of these design considerations include:

- . all commands can be selected utilizing a joystick and player/missile graphics,
- . custom display screen,
- . vertical fine scrolling in the text area,
- . color coded modules,
- . pulsating rainbow title, and
- . blinking cursor.

One primary goal was to provide the user with a high degree of confidence about relying on an Atari Home computer to keep track of large amounts of valuable personal or professional data. This goal is achieved by having simple, consistent command selections that are grouped together logically. A second major goal was to provide a high degree of utility and value as a labor saving device by allowing fast access to stored data, user definable printed reports and mail-merge capabilities with Atariwriter. The third major goal was to provide a system that was compatible with prevailing standards in the Atari user community. In particular, DATA MANAGER XL will:

- .run without modification on XL computers equipped with at least 48K RAM,
- .run on Atari 810 compatible disk drives,
- .create standard DOS 2.0S files, and
- .operate with any Atari printer and most popular 3rd party printers.

KEY FEATURES

The following are the key features of the DATA MANAGER XL file management system.

1. The number of records in a data file is limited only by the amount of free space on a diskette.
2. The number of fields in a record is limited only by available RAM. Limitations will not be encountered unless the number of fields exceeds 20.
3. The contents of any field is totally free form up to a length of 120 characters.
4. Access to a data file is very flexible. If no index is defined, records will appear in the sequential order they were entered. If an index is defined, records will appear in the ascending order of their keys. For instance, if the index is defined as LAST NAME, records will appear in alphabetic order. An index may be deleted or redefined in a matter of minutes at any time.
5. The index is retained on the data disk so that it is always available for fast loading into memory.
6. A partial index may be defined for accessing only a subset of records rather than the entire file.
7. A new file may be created from a subset of records in a file.
8. Data is changed 'in place' on the disk providing for very quick editing.
9. Default values for fields may be defined to save keystrokes during entry of large batches of records.
10. Global editing is provided.
11. The data fields that appear on printed reports is completely at the discretion of the user.
12. The capability for 'mail-merge' using Atariwriter is provided.
13. The file definition is very flexible. New fields can be added or existing fields deleted at any time.
14. The user can perform diagnostics on data files to assure file integrity. The user can also check the RPM of their disk drives.
15. DATA MANAGER XL automatically recognizes if two disk drives are attached and designates drive #2 for the data disk to eliminate disk swapping.
16. DATA MANAGER XL keeps you posted on the amount of free space on a data diskette.

LIMITATIONS

1. The system is primarily text oriented. There is limited numerical computation.

2. Because data is changed 'in place' on the data disk, the total number of characters in a record cannot exceed the original value. DATA MANAGER XL reduces this problem to some degree by allowing a new record to be created if the changes exceed the size of the old record.

3. Computed values for data fields are not provided.

4. Maximum number of characters in a record can not exceed 1000.

UPGRADE OF DISKETTE MAILING LIST

As the author of DISKETTE MAILING LIST (Atari Program Exchange #APX-20112), I designed DATA MANAGER XL to be very friendly to owners of DISKETTE MAILING LIST who have amassed a library of data files. These data files can be converted to be compatible with DATA MANAGER XL in a matter of seconds. Refer to the XFER function of the Tools Module for specific instructions. DATA MANAGER XL provides the user many improvements over DISKETTE MAILING LIST.

- . extremely fast editing
- . increased storage capacity
- . no need to remember file numbers
- . automatic recognition of 2 drives
- . much less disk swapping for 1 drive systems
- . diagnostics
- . add/delete fields to existing files
- . totals of numeric fields on printouts

The one feature of DISKETTE MAILING LIST that is not duplicated in DATA MANAGER XL is the ability of printing 2 or 3 across mailing labels. However, those users with a supply of these labels can easily utilize all their labels by first printing using the first column of labels. When this column is exhausted, the format of the mailing label can be changed using Atariwriter to modify the left margin to line up with the second column of labels.

MAIL-MERGE FEATURES

ATARIWRITER & WORD MAGIC

The ability to merge form letters created with Atariwriter and Word Magic (Antic APX Classics #AP130) and data stored using DATA MANAGER XL is certainly a significant step towards integrated data processing using Atari Home Computers. The implementation is flexible enough to accomodate many applications including mailing labels, fan fold paper, and single sheet letterhead paper. As the form letter is developed using Atariwriter, the user indicates that data is to be merged into the letter by typing an inverse-video uppercase F followed by the field number. While some of the more esoteric features of Atariwriter are not recognized in the Print Module of DATA MANAGER XL, the options that are recognized provide a very adequate mail-merge system. The following Atariwriter options are recognized by DATA MANAGER XL.

- . left/right margin
- . top/bottom margin
- . multiple line spacing
- . form length

Word Magic owners should refer to the Word Magic documentation for instructions regarding mail-merge with DATA MANAGER XL.

GETTING STARTED

BOOTING UP

1. Insert the Atari BASIC cartridge in the left slot of your 400, 800 or 1200XL computer. Other XL computers have Atari BASIC built-in and do not require an external cartridge.
2. Turn on your disk drive(s) and insert the DATA MANAGER XL diskette in drive #1 when the busy light goes out. If available, insert a data diskette in drive #2 when the busy light goes out.
3. Turn on your computer. The busy light on drive #1 should come on, indicating that DATA MANAGER XL is being loaded into memory. After a few seconds, a title screen will appear. A few seconds later, the DATA MANAGER XL Main Menu screen will appear.
4. Plug a joystick into port 1.

During entry of data where most activity is on the keyboard, it is inconvenient to use the joystick to make menu selections. Therefore, the joystick and fire button functions have been mimicked with the console keys.

Depressing the OPTION key will cause the display area to fine scroll the lower eight lines onto the screen. Releasing the OPTION key will cause the screen to reset by automatically fine scrolling the upper eight lines back onto the screen.

Depressing the SELECT key will move the player to the next option to the right. The player will continue to move as long as the SELECT key is depressed. The player will automatically center itself when the SELECT key is released. To reverse the direction of motion for the player (left), press the inverse video (Atari logo) key before pressing SELECT. To reverse the direction of motion again (right), press any other keyboard key.

The START key is used to choose the option currently highlighted by the player. Some practice will probably be necessary to master the action of these keys.

SCREEN DISPLAY

The format of the screen display will remain the same from this point forward. The background color will change when shifting between the five modules.

1. Title area

You will notice that the title DATA MANAGER XL will shift colors at the rate of four per second. This is a simple way to assure that the system is operating and has not locked up. The color shift does not occur when input/output from the disk or printer is taking place. If the system is left unattended for more than nine minutes, all colors will shift every four seconds to protect your TV. This is referred to as 'attract mode'. To return the screen to normal colors, simply hit the space bar. Immediately below the title DATA MANAGER XL,

the name of the current module is displayed.

2. Status area

The status area is updated when needed to reflect the current status of the data disk or data file you have chosen. DRIVE # is simply the number of drives attached to the system (1 or 2). FREE # is the number of unused sectors available for storage on the data disk. FILE is the number that identifies the file to the Disk Operating System (DOS). It is used as the file name extension. RECORDS is the actual number of records that exist in the data file. KEYS is the number of keys that exist in the index file. Most of the time, the number of keys will equal the number of records. However, when a record is deleted by the user, its key is removed from the index. Since a record cannot be accessed without a key, the record is essentially deleted. MAX KEYS is the maximum number of keys (and records) that can be stored in the index based on its current definition. The more characters you use for the key, the fewer records you will be able to store.

3. Selection area

This one display line provides up to five choices to the user at any one time. This is the MENU area. To make a selection, simply push the joystick to one side or the other to control a grey box (player) that slides back and forth across the screen. The player moves in the same direction the joystick is pushed. The player continues to move as long as the joystick is pushed to one side or the other. The player will automatically center itself when the joystick is released. When the selection you desire is highlighted by the player, push the fire button. The player will wrap-around to the opposite edge when it disappears.

4. Display area

This is the area where input or output of stored data takes place. It is actually a 16 line 'window' into a 24 line screen display. Pulling back on the joystick will cause the display area to fine scroll vertically so that the lower eight lines can be viewed as needed. Releasing the joystick will cause the display area to fine scroll vertically back to the top of the 24 line display. Since all input is performed at the top of the display area, prying eyes can be precluded from observing input of sensitive data by pulling back on the joystick and scrolling the input area off the screen!

This simple rule should be remembered to properly use DATA MANAGER XL: IF A BLINKING CURSOR APPEARS IN THE DISPLAY AREA, USE THE KEYBOARD AND [RETURN]; OTHERWISE USE THE JOYSTICK AND FIRE!

FORMATTING

Before a blank disk can be used to store data with DATA MANAGER XL, it must be formatted. Any diskette formatted using DOS 2.0S is acceptable. If the user does not wish to use the DOS menu to format a disk, DATA MANAGER XL offers this capability in the FORMAT option of the Tools Module. Refer to the Tools Module for specific instructions.

MAILING LIST DATA FILE

Included on the DATA MANAGER XL program disk are the pre-defined files necessary for a typical mailing list application. You may copy these files onto

your newly formatted data disk and immediately begin to use DATA MANAGER XL. First, boot the DOS 2.0s menu. This is accomplished by inserting the DATA MANAGER XL program disk in drive #1, removing the BASIC cartridge (hold down OPTION on 800XL), and turning on the computer. The DOS menu will appear in approximately 15 seconds. Second, copy the following files to the data disk; D1:DATA.1, D1:DESC.1, D1:INDX.1. If you have two disk drives, put the data disk in drive #2, choose the C (Copy File) option, and enter the following command to copy the files: D1:*.*1,D2:*.*1. If you have one disk drive, choose the O (Duplicate File) option for each of the three files. You will be prompted to name the file and insert the source (program) and destination (data) disk.

MAIN MENU

The Main Menu is responsible for assigning a data file to be accessed and controlling selection of the five file management modules.

ASSIGNING A FILE

The data disk will be scanned to determine if any files exist. If no files exist, a message is displayed briefly and the Main Menu appears. However, until a data file is assigned you will not be able to select any of the file management modules except the File Manager Module where you will be allowed to create a new data file.

For those files that do exist, the description of each data file will be displayed one at a time and you will have the option to choose the file for subsequent processing in the five file management modules. To choose a file, select option YES. The system will continue to repeat the descriptions until one is chosen or CANCEL is selected. When you have chosen a file, its file number will be displayed in the status area.

Each time you return to the Main Menu from one of the five file management modules, you will be asked if you want to continue using the current data file. You do so by choosing option YES. To change to another file choose option NO. If the new file is on another disk, be sure to install it before choosing option NO.

If you select option YES by mistake and decide you want to access another file before proceeding to one of the five file management modules, there is a short cut for returning to the file selection process. Press the A key (assign) and then the START key.

DATA MANAGER MODULE

The menu selections provided with the Data Manager Module allow you to perform data management functions on existing files.

ADD EDIT DELETE DONE

ADD

This selection allows you to add records to the file chosen. Three steps must be completed to add a record to the file.

ADD DONE KEY SAVE

First, you must acknowledge that you want to ADD a record to the file.

ENTER DATA FOR FIELDS...

Second, you must enter the information for each field in response to prompts displaying the field descriptions. This is done through the keyboard (watch for the blinking cursor!). Up to 120 characters may be entered for each field. Hit the RETURN key to indicate that entry for a field is complete.

OK CHANGE CANCEL

Third, the information you entered is displayed and you must verify that it is accurate. If you decide the information is OK, the record is stored in the file and the status area is updated to reflect the addition of another record. If you decide to CHANGE, you are again prompted to enter information for each field. The data previously entered is displayed as default values. You may decide to CANCEL this record completely and reenter a new record.

You have the option of saving keystrokes during entry of new records by defining default values for each field. This is most useful when you will be entering large groups of records with similar values. When you choose KEY SAVE, you will be allowed to enter a default value of up to 20 characters for each field.

If you will be entering more than one or two records, it will become inconvenient to use the joystick to acknowledge and verify the record. Remember that the SELECT and OPTION keys will mimick the joystick and the START key will mimick the fire button.

When DONE is chosen, DATA MANAGER XL will take several moments to sort the keys so the new records that have been added will appear in the correct sequence as defined by the index. The keys are then stored on the data disk.

EDIT

This selection allows you to edit the contents of any record currently in the file. The new data replaces the existing record in the disk file, so there is a limit to the number of characters that can be entered as replacement values when editing a record. You will avoid problems with this growth limitation if you enter space saving characters such as '-' instead of blank fields to reserve disk space when adding new records. If the new values exceed the size of the original values you will have the option of creating a new record. Another way around this growth limitation is to add a new field to the file which will add up to 120 characters to every record in the file. Refer to the REDEF option in the File Manager Module for specific instructions.

FIND NEXT DSPLY EDIT DONE

Before a record can be edited, it must be located in the file by finding it's key. The FIND and NEXT options allow you to do this.

FIND will prompt you to enter a key value on the keyboard. After you hit RETURN, DATA MANAGER XL will quickly scan all the keys looking for the nearest match. If you want to immediately find a key, you must supply a complete key. Otherwise, you need only supply a partial key such as the first letter of a last name. To begin with the very first key in the index, simply hit RETURN in response to the prompt DEFINE KEY TO FIND.

The NEXT option will display the next highest key in the index. As long as the fire button is depressed the keys will be displayed in flash card fashion.

The DSPLY option will display the entire record on the screen if the key does not provide enough of a clue for you to identify the desired record. The record will remain on the screen until you choose to PROCEED.

The EDIT option will prompt you to enter new information for each of the fields in the record. The data previously entered is displayed as default values. The new information you entered is displayed and you must verify that it is accurate. If you decide the information is OK, the record is stored in the file. If you decide to CHANGE, you are again prompted to enter information for each field.

If the cumulative size of the replacement values exceed the cumulative size of the original values, you will be given the choice of APPENDING the new record to the end of the file. If you choose not to append, your new values will be discarded and you will be returned to the edit function again. Appending records to the file in this manner will cause wasted file space to accumulate. The PACK function is provided to recover this unused file space. Refer to the PACK function of the Tools Module for specific instructions.

When DONE, DATA MANAGER XL will take several moments to sort the keys so the new information will appear in the correct sequence as defined by the index. The keys are then stored on the data disk.

DELETE

This selection allows you to delete individual records from the file. In actuality, this selection only removes a key from the index. Since a record cannot be accessed without a key, it is essentially deleted. To permanently remove deleted records from a file, the PACK function in the Tools Module may be performed. Refer to the PACK function of the Tools Module for specific instructions.

FIND NEXT DSPLY DELETE DONE

Before a record can be deleted, it must be located in the file by finding it's key. The FIND and NEXT options allow you to do this.

FIND will prompt you to enter a key value on the keyboard. After you hit RETURN, DATA MANAGER XL will quickly scan all the keys looking for the nearest match. If you want to immediately find a key, you must supply a complete key. Otherwise, you need only supply a partial key such as the first letter of a last name. To begin with the very first key in the index, simply hit RETURN in response to the prompt DEFINE KEY TO FIND.

The NEXT option will display the next highest key in the index. As long as the fire button is depressed the keys will be displayed in flash card fashion.

The DSPLY option will display the entire record on the screen if the key does not provide enough of a clue for you to identify the desired record. The record will remain on the screen until you choose to PROCEED.

The DELETE option will prompt you to verify the action as a precaution against undesired changes.

When DONE, DATA MANAGER XL will take several moments to sort the keys so the remaining records will appear in the correct sequence as defined by the index. The keys are then stored on the data disk.

DONE

This selection will return you to the main menu. If you only have one disk drive, DATA MANAGER XL will automatically remind you to put the program disk back in drive #1.

INDEX MANAGER MODULE

The menu selections provided with the Index Manager Module allow you to define the order in which the records in a file will be accessed by the other modules of DATA MANAGER XL.

SORT REBUILD PARTIAL DONE

SORT

This selection allows you to define the index for a file; in other words, the order in which the records will appear. If no index is defined for a file, the records will appear in the sequential order that they are stored on the disk which is usually the same order that they were added to the file. An index is a collection of keys, one key for each record in a file, maintained in ascending order. A key is generally a collection of one or more fields from the record. For instance, a mailing list file could use LAST NAME and FIRST NAME as the key fields for it's index.

DATA MANAGER XL allows only one index to be defined for a file. However, the definition of the keys for that one index is very flexible. Keys may be defined up to 255 characters in length and contain segments from many fields in a record. It will not always be possible to define a key of 255 characters if there are large numbers of records in the file. However, it is difficult to imagine a key that would exceed 50 characters in data storage applications that are realistic on an Atari Home Computer.

Two steps must be completed to create an index.

YES NO

First, you are asked if it is OK to delete the current index.

DEFINE DONE

Second, the data field segments that comprise the desired key must be defined. Each time you select to DEFINE a key segment, you will be prompted to provide a FIELD #, BEGINNING CHARACTER # and ENDING CHARACTER #. When you enter the field number, the field description will be displayed. If it is not the correct field, simply hit [RETURN] in response to the BEGINNING CHARACTER prompt and you will be allowed to select the FIELD # again. It is to your advantage to limit the size of keys as much as possible to decrease the time required to sort, store, and retrieve the entire index. For instance, even though some names may be 20 characters in length, only the first 10 characters are necessary for alphabetic sorting.

When you are DONE defining the key segments DATA MANAGER XL will read each record in the file and add it's key to the index. When all records have been read, the index is sorted and saved for use in other modules and you will be returned to the Index Manager Menu.

REBUILD

This selection allows you to rebuild the index for the data file chosen. This selection is provided to allow easy recovery of the index if a field is added or deleted from the file in the File Manager Module, unused file space from deleted records is recovered with PACK, or the data file is relocated onto another data disk when copied from the DOS menu. This selection also allows the recovery of individual records deleted from the Data Manager Module. DATA MANAGER XL will read each record in the file and add it's key to the index. When all records have been read, the index is sorted and saved for use in other modules.

PARTIAL

This selection allows you to build a second index for records that fall within a specified range. You will be prompted to define selection criteria that must be met for a record to be added to the partial index. The selection criteria consists of defining a minimum and maximum value for one of the fields in the file. For instance, to print all records for the state of Oregon, the minimum value for the field state would be defined as OR and the maximum value would be defined as OS.

Rather than create a second index for the records that fall within the specified range, you will have the option to copy those records into a new file. If you select this option you will be prompted to supply a new filename. The records are duplicated into the new file and are not removed from the original file. Before the records in the new file can be accessed, you will need to define the index with the SORT option of the Index Manager Module.

DONE

This selection will return you to the main menu. If you only have one disk drive, DATA MANAGER XL will automatically remind you to put the program disk back in drive #1.

PRINT MANAGER MODULE

The menu selections provided with the Print Manager Module allow you to obtain a printed record of the data file in several formats.

First, while browsing through a file, it is possible to obtain a 'screen dump' printout of a particular record. The field descriptions are also printed.

Second, it is possible to print a user defined 'report' of all records in the file. The report must have been previously created using the CREATE function in the File Manager Module. One line will be printed for each record. The user defines the content and size of each field to be printed from left to right across the page. The file description and date will be printed on the top of each page. The field descriptions will be printed as column headings. At the end of the report, totals will be printed for the numeric fields on the report.

Third, it is possible to print a 'form letter' for each record in the file. The form letter must have been previously created using either Atariwriter or the CREATE function in the File Manager Module. It is possible to merge data from a record into the form letter by entering an inverse-video uppercase F followed by the field number in the text file with Atariwriter. A variation of a 'form letter' is used to print mailing labels.

BROWSE PRINT DONE

BROWSE

This selection allows you to view the contents of any individual record currently in a file and optionally obtain a printed 'screen dump' of that record.

FIND NEXT DSPLY PRINT DONE

Before a record can be viewed, it must be located in the file by finding it's key. The FIND and NEXT options allow you to do this.

FIND will prompt you to enter a key value on the keyboard. After you hit RETURN, DATA MANAGER XL will quickly scan all the keys looking for the nearest match. If you want to immediately find a key, you must supply a complete key. Otherwise, you need only supply a partial key such as the first letter of a last name. To begin with the very first key in the index, simply hit RETURN in response to the prompt DEFINE KEY TO FIND.

The NEXT option will display the next highest key in the index. As long as the fire button is depressed the keys will be displayed in flash card fashion.

The DSPLY option will display the entire record on the screen if the key does not provide enough of a clue for you to identify the desired record. The record will remain on the screen until you choose to PROCEED.

The PRINT option will cause the entire record on the screen to be printed.

When DONE, you will be returned to the Print Manager Menu.

PRINT

This selection allows you to print either a report or a form letter for the records in a file.

REPORT FORM

The REPORT option requires you to define the print format before printing. However, this also provides you with a high degree of flexibility.

First, you will be prompted to ENTER ANY PRINTER CONTROL CODES. If you don't want to utilize this option simply hit RETURN. Whatever characters you enter will be printed at the top of each page. To access most printer control codes you will have to enter an ATASCII escape followed by the appropriate ATASCII value for your printer. For instance, to have the Atari 825 print in condensed mode, you should key [ESC] [ESC] [CONTROL+T] [RETURN]. Printer control codes are provided in the printer owners manual.

Next, you will be prompted to ENTER TODAY'S DATE. Whatever you type in will be printed at the top of each page.

Next, you will be prompted to specify the number of LINES PER PAGE. For standard 11 inch paper, this will be 66 lines. If continuous roll paper is being used for printing, enter zero (Ø).

Next, the system will scan the data disk to determine if any report format files exist. If no files exist on the data disk, a message is displayed briefly and you will immediately be returned to the Print Manager Module menu. For those files that do exist, the description of each report format will be displayed one at a time and you will have the option to choose it for printing. To choose a report format select option YES. DATA MANAGER XL will continue to repeat the descriptions of existing files until one is chosen or you CANCEL. Once selected, the report shall begin printing.

The FORM option requires that a form letter text file has previously been defined with Atariwriter or the CREATE function in the File Manager module. When this option is selected DATA MANAGER XL will scan the data disk to determine if any form letter files exist. If no files exist on the data disk, a message is displayed briefly and you will immediately be returned to the Print Manager Module menu. For those files that do exist, the description of each form letter will be displayed one at a time and you will have the option to choose it for printing. To choose a form letter select option YES. DATA MANAGER XL will continue to repeat the descriptions of existing files until one is chosen or you CANCEL. Once selected, the form letters shall begin printing.

Once the format has been defined, both print options will be controlled with the joystick from among three options.

PROCEED DELAY CANCEL

As long as you position the player over the PROCEED option, printing will continue. If you position the player over the DELAY option, printing will be suspended until you decide to PROCEED again. This is very useful when you are printing form letters on single sheet paper and need to stop the printer to manually load a new page. If you position the player at the CANCEL option and hit the fire button, printing will be terminated and you will be returned to the Print Manager Menu.

As long as you move the player only between PROCEED and DELAY it is not necessary to hit the fire button (or START) to chose the desired option. However, if at any time you pass over the CANCEL option, you will have to press the fire button once to choose the desired option. You must always press the fire button to choose the CANCEL option.

DONE

This selection will return you to the main menu. If you only have one disk drive, DATA MANAGER XL will automatically remind you to put the program disk back in drive #1.

CREATING A FORM LETTER WITH ATARIWRITER

Follow the instructions for booting Atariwriter with a disk. The form letter

text files for DATA MANAGER XL may be stored on any disk. However, if you store the text files on the same disk as the data files, it will not be necessary to

swap disks before printing a form letter with DATA MANAGER XL. From the Atariwriter menu, select option CREATE File. The parameters in the format control block displayed at the top of the screen that are used by DATA MANAGER XL are L-left margin, R-right margin, T-top margin, B-bottom margin, S-line spacing, and Y-page length. After editing the format parameters as desired, the description of the form letter should be entered followed by [RETURN]. The body of the form letter should then be entered. Below are two examples of form letters that may be defined for DATA MANAGER XL. In the following examples, an underlined character should appear as inverse video on your screen.

Example #1. Loan file consisting of first name, last name, and existing loan amount.

TITLE: RECEIVABLE LETTER
December 31, 1983

Dear F1 [inverse F + 1],

According to my records, you still owe me \$F3 [inverse F + 3] as of this date. Please payoff your loan balance at your earliest convenience or I will be required to take further action. Thank you.

Example #2. Mailing labels for a mailing list file consisting of first name, last name, address, city, state, zip code, phone, comments.

TITLE: MAILING LABELS
F1 F2 [inverse F + 1 inverse F + 2]
F3 [inverse F + 3]
F4, F5 F6 [inverse F + 4, inverse F + 5 inverse F + 6]

Once the text has been entered, the file should be saved on the data disk with a primary name of FORM and a numeric unique extension; for example D:FORM.1, D:FORM.2, D:FORM.3, etc.

FILE MANAGER MODULE

The menu selections provided with the File Manager Module allow you to perform editing functions for entire data files. New data files may be created, existing data files deleted, new fields may be added to data files, existing fields may be removed from data files, and descriptions of data files or fields may be changed.

CREATE DELETE EDIT REDEF DONE

CREATE

This selection allows you to create a new data file, form letter or report format definition on the data disk. You may chose to CANCEL if you change your mind. Before creating a form letter or report format definition you will probably want to obtain a printout of the field descriptions. Refer to the STATUS option of the Tools Manager Module for details on how this is done.

DATA FORM REPORT CANCEL

To create a data file, you will be prompted to provide a 40 character description of the file and a 40 character label for each field. Simply hit

[RETURN] in response to the FIELD DESCRIPTION prompt to end the file definition and return to the File Manager Menu.

To create a form letter, you will first be prompted to define the margins, spacing, form length, and description of the form. You will then be allowed to enter the text of the form letter.

To create a report, the format must be defined. For each field to be printed on the report, you will be prompted to enter the FIELD # and WIDTH. When you enter the field number, the field description will be displayed. If it is not the correct field, simply hit RETURN in response to the WIDTH prompt and you will be allowed to select the FIELD # again. The width prompt defines how wide the column will be on the report. One blank space is automatically inserted between columns. When the format definition is complete, simply hit RETURN in response to the FIELD # prompt.

DELETE

This selection allows you to delete either a data file or a form letter existing on the data disk.

DATA FORM REPORT CANCEL

When any of these option are selected DATA MANGER XL will scan the data disk to determine if any files exist. If no files exist on the data disk, a message is displayed briefly and you are returned to the File Manager Menu. For those files that do exist, the description of each data file will be displayed one at a time and you will have the option to DELETE the file or CANCEL its selection.

EDIT

This selection allows you to edit any typographical errors in the description of the assigned data file and it's field descriptions.

REDEF

This selection allows you to add a new field or remove an existing field from the assigned data file.

ADD field REMOVE field DONE

When you choose to ADD a field to a file, you will be prompted to enter HOW MANY CHARACTERS IN THE FIELD and the DESCRIPTION OF THE NEW FIELD. DATA MANAGER XL will proceed to update the appropriate files.

When you choose to REMOVE a field from a file, the field descriptions will be displayed one at a time, and you will be prompted to DELETE or KEEP. When the delete option is chosen, DATA MANAGER XL will proceed to update the appropriate files.

When either adding or removing a field from a file, the DATA MANAGER XL

requires workspace on the data disk equal in size to the original file. If you only have one disk drive, you may not be able to perform these functions on large data files. If you have two disk drives and there is not adequate workspace on the data disk in drive #2, you will have the option of putting a

blank formatted disk in drive #1 and having the data file transferred to this disk. In either case, once the appropriate files are updated, the index for the data file will have to be rebuilt because the individual records have been physically relocated on the data disk. To recover the index for the data file, simply use the REBUILD option from the Index Manager Module.

DONE

This selection will return you to the main menu. If you only have one disk drive, DATA MANAGER XL will automatically remind you to put the program disk back in drive #1.

TOOLS MANAGER MODULE

The menu selections provided with the TOOLS Manager Module give you several useful utility functions of a diagnostic nature that will increase your confidence in DATA MANAGER XL.

STATUS PACK XFER FORMAT DONE

STATUS

This selection will allow you to display a status report on the assigned data file. You will have the option of printing the status report as well. The status report consists of the file description, field description(s), the number of records and keys, and a determination of the amount of disk space being wasted by not having the records packed.

PACK

This selection will allow you to recover disk space (sectors) that is being wasted by not having data packed. Whenever you add records to a data file, the Disk Operating System (DOS) will always allocate a new disk sector to the file and store the new record there instead of appending to the end of the previous 'short' sector in the file. If you were to add records one at a time instead of in batches, you would end up with lots of wasted disk space. The STATUS report will tell you how much disk space (sectors) is being wasted in a file.

When packing a data file DATA MANAGER XL requires workspace on the data disk equal in size to the original file. If you only have one disk drive, you may not be able to perform this function on large data files. If you have two disk drives and there is not adequate workspace on the data disk in drive #2, you will have the option of putting a blank formatted disk in drive #1 and having the data file transferred to this disk. In either case, once the appropriate files are updated, the index for the data file will have to be rebuilt because the individual records have been physically relocated on the data disk. To recover the index for the data file, simply use the REBUILD option from the Index Manager Module.

XFER

This selection will allow you to transfer a file from DISKETTE MAILING LIST (DML) format so that it can be accessed by DATA MANAGER XL. Only the file and field descriptions need be manipulated so the transfer takes just a few seconds. DATA MANAGER XL will prompt you to indicate which DML data file is to be transferred. Put your DML data disk in the drive and enter a number from 1

to 255 to identify the DML data file. After the transfer is complete, you will probably want to build the index for the file with the SORT option in the Index Manager Module.

FORMAT

This selection will allow you to check the RPM of drive 1 or 2, or to format a data diskette. The RPM check may be repeated until CANCELLED. The correct RPM of an Atari disk drive is 288 +/-4. If the reading does not fall within the range 284-292, it is recommended that you take the drive to an Atari Factory Authorized Service Center for adjustment. It is not uncommon for device done error 144 to be encountered if the drive is not within correct specification.

Before FORMATTING the data disk, DATA MANAGER XL will prompt you to PROCEED or CANCEL.

DONE

This selection will return you to the Main Menu. If you only have one disk drive, DATA MANAGER XL will automatically remind you to put the program disk back in drive #1.

SAMPLE SESSION

In this sample session, we will format a diskette, create a file of name and addresses, define an index for the file, add some records, browse through the records, print a report, print a form letter, add a field to the file, edit a record with new data, and end up by performing some diagnostics on the file and the disk drive.

The file will be called ACCOUNTS RECEIVABLE and will have records for anyone that owes you money. The fields to be included in the file are as follows.

FIRST NAME
LAST NAME
ADDRESS
CITY
STATE
ZIP CODE
LOAN \$.\$\$

NOTE: In this sample session, I will assume that you have two disk drives with the DATA MANAGER XL program disk in drive #1 and the data disk in drive #2. If you have only disk drive, you will be prompted to swap disks when changing modules. In the instructions that follow, a menu selection will be indicated within brackets, such as [ADD]. Entry on the keyboard will be between equal signs, such as =Bill=.

1. Boot the system as described in the GETTING STARTED section of this manual. The DATA MANAGER XL menu will appear on the screen.

2. Perform this step only if you need to format a diskette for data storage.

2a. [TOOLS] The Tools Manager Menu will appear on the screen.

2b. [FORMAT] You will have the option of checking RPM or formatting a disk.

2c. [FORMAT] You will be prompted to enter the password ERASE.

2d. A warning message will appear. [PROCEED]

2e. [DONE] You will be returned to the Main Menu.

3. Create a data file.

3a. [FILE] The File Manager Menu will appear on the screen.

3b. [CREATE] You will be prompted to create either a DATA file, a FORM letter, or a REPORT.

3c. [DATA]

3d. FILE DESCRIPTION?=ACCOUNTS RECEIVABLE=
FIELD 1 DESCRIPTION?=FIRST NAME=
FIELD 2 DESCRIPTION?=LAST NAME=
FIELD 3 DESCRIPTION?=ADDRESS=
FIELD 4 DESCRIPTION?=CITY=
FIELD 5 DESCRIPTION?=STATE=
FIELD 6 DESCRIPTION?=ZIP CODE=
FIELD 7 DESCRIPTION?=LOAD \$.\$\$=
FIELD 8 DESCRIPTION?(hit the RETURN key)

3e. [DONE] You will be returned to the Main Menu.

3f. You will be prompted to assign a data file. Select [YES] to choose the file ACCOUNTS RECEIVABLE.

4. Define the index for the ACCOUNTS RECEIVABLE file. The alphabetic index shall consist of the first eight characters of the LAST NAME and the first four characters of the FIRST NAME.

4a. [INDEX] The Index Manager Menu will appear on the screen.

4b. [SORT] to define the index.

4c. [YES] to delete the current index.

4d. [DEFINE] You will be prompted to define the first part of the index.

4e. FIELD #?=2=
LAST NAME
BEGIN AT CHARACTER #?=1=
END AT CHARACTER #?=8=

4f. [DEFINE] You will be prompted to define the second part of the index.

4g. FIELD #?=1=
FIRST NAME
BEGIN AT CHARACTER #?=1=
END AT CHARACTER #?=4=

4h. [DONE] There will be a delay while the system builds, sorts, and saves the index.

4i. [DONE] You will be returned to the Main Menu.

4j. When returning to the Main Menu, you will be asked if you want to keep the same file assigned. Select [YES].

5. Add some records.

5a. [DATA] The Data Manager Menu will appear on the screen.

5b. [ADD] You will be prompted to either add a record, return to the Data Manager menu, or define default values for the fields.

5c. [ADD] You will be prompted to enter data for the fields.

5d. FIRST NAME?=BILL=
LAST NAME?=SMITH=
ADDRESS?=111 BROADWAY=
CITY?=SAN DIEGO=
STATE?=CA=
ZIP CODE?=90003=
LOAN \$.\$\$?=25.00=

5e. If the data was entered correctly choose [OK], otherwise choose [CHANGE] and return to step 5e.

5f. [ADD] You will be prompted to enter data for the fields.

5g. FIRST NAME?=PAUL=
LAST NAME?=MILLER=
ADDRESS?=222 BROADWAY=
CITY?=LOS ANGELES=
STATE?=CA=
ZIP CODE?=92123=
LOAN \$.\$\$?=50.00=

5h. If the data was entered correctly choose [OK], otherwise choose [CHANGE] and return to step 5h.

5i. [ADD] You will be prompted to enter data for the fields.

5j. FIRST NAME?=DAN=
LAST NAME?=ANDERSON=
ADDRESS?=333 BROADWAY=
CITY?=SAN FRANCISCO=
STATE?=CA=
ZIP CODE?=95150=
LOAN \$.\$\$?=42.50=

5k. If the data was entered correctly choose [OK], otherwise choose [CHANGE] and return to step 5k.

5l. [DONE] There will be a delay while the system sorts, and saves the index.

5m. [DONE] You will be returned to the Main Menu.

6. Browse through the records.

6a. [PRINT] The Print Manager Menu will appear on the screen.

6b. [BROWSE] Before a record can be viewed it must be located in the file by finding it's key.

6c. [FIND] You will be prompted to enter a key value to be found. The key consists of 8 characters of the last name and 4 characters of the first name. To begin browsing at the beginning of the file simply hit RETURN.

6d. [DSPLY] ANDERSON's record will be displayed on the screen until you choose to [PROCEED].

6e. [PRINT] Perform this step only if you want a printout of the record.

6f. [NEXT] [DSPLY] MILLER's record will be displayed on the screen until you choose to [PROCEED].

6g. [PRINT] Perform this step only if you want a printout of the record.

6h. [NEXT] [DSPLY] SMITH's record will be displayed on the screen until you choose to [PROCEED].

6i. [PRINT] Perform this step only if you want a printout of the record.

6j. [DONE] You will be returned to the Print Manager Menu.

6k. [DONE] You will be returned to the Main Menu.

7. If you have Atariwriter, perform this step to create a form letter file.

7a. Boot Atariwriter with a DOS 2 disk. When the Atariwriter menu is displayed, insert the DATA MANAGER XL data disk.

7b. Create the following file. In the following example characters in brackets should be typed in inverse video on the Atariwriter screen.

```
[L]10 [R]70 [T]2 [B]22 [S]2 [Y]132
ACCOUNTS RECEIVABLE FORM LETTER #1
[F]1 [F]2
[F]3
[F]4, [F]5 [F]6
```

Dear [F]1,

My records indicate that you owe me \$[F]7. Please pay this debt at your earliest convenience. Thank you [F]1.

7c. Save the file on the DATA MANAGER XL data disk as file D1:FORM.1 (D2:FORM.1 if you have the data disk in drive #2).

7d. Repeat step 1 to reboot DATA MANAGER XL.

8. If you don't have Atariwriter, perform this step to create a form letter file.

8a. [FILE] The File Manager Menu will appear on the screen.

8b. [CREATE] [FORM] [PROCEED] You will be prompted to answer several questions about the form.

8c. LEFT MARGIN?=10=
RIGHT MARGIN?=70=
TOP MARGIN?=1=
BOTTOM MARGIN?=11=
LINES PER FORM?=66=
SPACING BETWEEN LINES?=1=
DESCRIPTION OF FORMAT #1?=ACCOUNTS RECEIVABLE FORM LETTER #1=

8d. The screen will be cleared and you will be prompted to enter the body of the form. Bracketed characters should be entered as inverse video. Make sure you have corrected all the typographical errors on the current line using only the backspace key before hitting the RETURN key to proceed to the next line. DO NOT USE THE CURSOR CONTROL KEYS TO MAKE CORRECTIONS! Enter the following on your screen.

[F]1 [F]2
[F]3
[F]4, [F]5 [F]6

Dear [F]1,

My records indicate that you owe me \$[F]7. Please pay this debt at your earliest convenience. Thank you [F]1.

8e. [DONE] The form letter will be stored on the data disk.

9. Create a report format file. If you are proceeding from step 7, you will need to select the File Manager Module. If you are proceeding from step 8, you are already in the File Manager Module.

9a. [CREATE] [REPORT] [PROCEED] to create report format.

9b. Define the format.

FIELD #?=1=
FIRST NAME
WIDTH?=15=
FIELD #?=2=
LAST NAME
WIDTH?=15=
FIELD #?=7=
LOAN \$.\$\$
WIDTH?=10=

FIELD #?(hit the RETURN key)

9c. [DONE] You will be returned to the Main Menu.

10. Print a report and form letters.

10a. [PRINT] The Print Manager Menu will appear.

10b. [PRINT] You may choose to print a report or a form letter.

10c. [REPORT] You will be prompted to define the print format.

10d. ENTER ANY PRINTER CONTROL CODES?

ENTER TODAY'S DATE?=12/7/41=

LINES PER PAGE?=66=

10e. [PROCEED] The report will continue to print so long as this option is selected. [DELAY] Printing will be temporarily suspended. [CANCEL] The report will be terminated.

10f. Print form letters. You are already in the Print Manager Module. [PRINT] You may choose to print a report or a form letter.

10g. [FORM] The description of the form letter files on the disk will be displayed one at a time. If the description ACCOUNTS RECEIVABLE FORM LETTER #1 is displayed select [YES] otherwise select [NO].

10h. [PROCEED] Form letters will continue to print so long as this option is selected. [DELAY] Printing will be temporarily suspended. This is particularly useful if you want to print each form letter on single sheet paper. [CANCEL] Printing will be terminated.

10i. [DONE] You will be returned to the Main Menu.

11. Add a PHONE # field to the file.

11a. [FILE] The File Manager Menu will appear on the screen.

11b. [REDEF]

11c. [ADD field] The description of the files on the disk will be displayed one at a time. If the description ACCOUNTS RECEIVABLE is displayed select [YES] otherwise select [NO].

11d. You will be prompted to describe the new field.

11e. HOW MANY CHARACTERS IN THE FIELD?=12=

DESCRIPTION OF THE NEW FIELD?=PHONE #=

11f. There will be a delay while the system adds a blank field to each record in the file.

11g. [DONE] You will be returned to the Main Menu.

12. Rebuild the index.

12a. [INDEX]. The Index Manager Menu will appear.

12b. [REBUILD] A warning message will tell us how many records will be reactivated. [PROCEED]. There will be delay while the system builds, sorts, and saves the index.

12c. [DONE] You will be returned to the Main Menu.

13. Edit a record with a new phone number.

13a. [DATA] The Data Manager Menu will appear on the screen.

13b. [EDIT] Choose the edit function.

13c. [RANDOM] to perform edits on random records.

13d. [FIND] You will be prompted to define a key value to search for. Enter =MILLER=.

13e. [EDIT] The field descriptions and values will appear one at a time. Simply press the RETURN key to leave the original value intact. Enter a PHONE#.

13f. [OK] Verify the data was entered accurately.

13g. [DONE] The keys will be sorted and saved on the data disk.

13h. [EDIT] Choose the edit function.

13i. [GLOBAL] to perform a global edit on all records.

13j. SEARCH FOR? =CA=
REPLACE WITH? =OR=

13k. [DONE] You will be returned to the Main Menu.

14. Perform diagnostics.

14a. [TOOLS] The Tools Manager Menu will appear on the screen.

14b. [FORMAT]

14c. [RPM] [DRIVE 1] After approximately 6 seconds the disk drive RPM will be displayed.

14d. [CANCEL] You will be returned to the Tools Manager Menu.

14e. [STATUS] The status report will be displayed on the screen.

14f. [DONE] You will be returned to the Tools Manager Menu.

14g. [DONE] You will be returned to the Main Menu.

The sample session is complete.