

**MODEL I / MODEL III**

# **INVENTORY CONTROL SYSTEM**

**CAT. NO.  
26-1553**

**Radio Shack**

**TRS-80**

**SOFTWARE**

TM

**CUSTOM MANUFACTURED IN USA BY RADIO SHACK, A DIVISION OF TANDY CORP.**



# Inventory Control System

**Radio Shack®**

 A DIVISION OF TANDY CORPORATION  
FORT WORTH, TEXAS 76102

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*Inventory Control System Program:  
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## Introduction

Radio Shack's Inventory Control System (ICS) is a simple-to-use, yet complete inventory management tool for a business with 1,000 or less items in inventory. Once you have created your inventory data files (beginning records), all you have to do is:

1. Enter the items you place on order, from your purchase orders.
2. Enter receipt of those items as they arrive from your suppliers, along with any changes in price on them.
3. Enter every item sold, from your daily sales tickets or invoices.

It's that simple! Of course, you may also have to adjust for unusual cases like returns for refund or exchange, breakage, loss through shoplifting. . . or to correct an error made in entering data into ICS. And you'll want to take a physical inventory count at least once a year, and correct any quantities which might not be correct in your ICS records. ICS's real advantage is that between year-end physical counts, you get accurate records on:

1. Daily cost of goods you sell (you'll know your actual profit, not just an estimated figure).
2. How many of each item you are really selling, quarter-to-date and year-to-date (or any two "period-to-date" intervals you want to designate).
3. Items you need to order from a specific vendor. (You can check everything he sells you, not just those things you're sure you're out of, and combine your orders for best quantity pricing.)

Actual reports you can get, any time, include:

Complete Inventory Listing (with or without cost figures)

Not-In-Stock-Items

Items on Order

All Items At Or Below Reorder Point (you specify reorder point)

Complete List of Items by Vendor

List of Items by Stock Number Prefix or Suffix

Suggested Purchase Order to Vendor

### **Program Limits**

1. Maximum quantity on-hand for any item can't exceed 9,999.
2. Cost and sell prices can't be in fractions of a cent.
3. No more than 1,000 sales ticket items (items sold) can be entered at one posting session.
4. No more than 1,000 inventory items in your total inventory.

### **Daily Sequence of ICS Operations**

Your daily ICS operations should be done in the following sequence:

1. Add any new stock numbers to data files.
2. Enter items placed on order (from your P.O.'s).
3. Enter items received (from packing list or receiving ticket).
4. Update any data files which need updating (breakage, theft, incorrect count, etc.).
5. Enter items sold from daily sales tickets or invoices.
6. Post items sold to data files.
7. Print any desired reports or summaries.
8. Make copies of your diskettes. (You can rotate diskettes, you don't have to use new ones each day.) See Appendix C for complete explanation.

### **Minimum Required Equipment**

It is assumed you have reviewed the general operational procedures for your equipment as explained in the Disk Owner's Manual and are now aware of how to power on your computer, load the Disk Operating System etc.

#### **Model I:**

TRS-80 Level II Keyboard  
TRS-80 16K Expansion Interface  
Two TRS-80 Disk Drives  
A TRS-80 Line Printer capable of printing 132 columns per line and  
Printer Cable  
TRS-80 Video Monitor

#### **Model III:**

TRS-80 32K Model III with Two Disk Drives  
TRS-80 Line Printer capable of printing 132 columns per line and  
Printer Cable

## Before You Start

Before you try to run ICS, there are some plans you must make, and two things you must do:

Diskettes can be damaged through contact with magnetic fields, mishandling, etc. To insure against loss of your program, before you begin ICS, you should make a copy (BACKUP) of your program diskette, and file it in a safe place. Program diskettes have been included for both the Model I and Model III computers. You must also prepare (FORMAT) a blank diskette, which will be used to store your inventory data (the actual inventory records). An unformatted diskette has also been included in this package to be used for your Model I or Model III computer. If you are not familiar with BACKUP and FORMAT functions, refer to Appendices A & B in the back of this manual for detailed instructions.

## Planning Your Inventory Files

You will access your inventory records during ICS operation in two primary ways. . . Stock Number and Vendor. You must decide on the best way to designate these items, and stay with it throughout all ICS operations.

ICS allows a 10-character Stock Number. If you don't use stock numbers, this could be an abbreviated description of the item, but every time you enter an item as ordered, received, or sold, the stock number for that item must be exactly the same. ICS will look for a character-by-character "match," and if there are any extra spaces, punctuation marks, or any differences at all, it will not recognize the item. For example, ICS views all of the following as different stock items:

26 2187 26-2187 26,2187 262187 26--2187

This is also true of vendor names. "Vendor" may include up to 6 characters. Proper entry of these two items is perhaps the most critical factor in successful use of ICS! Decide on a specified code or name for each vendor, and stay with it.

Decide what "period-to-date" intervals you want to use for inventory movement figures. . . month-to-date, etc. ICS doesn't care, but you must close out the two periods at the proper time in order to make these figures accurate.

Cost and Sell entries will require a decimal point, followed by 2 digits, even if they are zeroes.

Plan your inventory system ahead of time, and you're almost ready to begin entering your data files into ICS.

### **Your ICS Password**

In order to prevent unauthorized persons from viewing or changing your confidential inventory information, ICS has a "Password," which is required to load and run the programs in your TRS-80.

The first time you run ICS, the program will ask you to ENTER PASSWORD. You type in whatever password you would like to use, up to 8 characters in length. It could be any word you choose, and if security is not important to you, you might use your name or even PASSWORD. (All Radio Shack diskettes have PASSWORD as the "master diskette password," so that might make it easy to remember.)

Your password does not show on the screen as you type it, so that anyone watching you can't see what it is.

Each time you run your ICS from this point on, the same password will be required. Watch the keys as you type it this first time, and be sure you do it right. . . or you may never run ICS again!

## Setting Up ICS

Before you begin using the Inventory Control System, you should make a copy (BACKUP) of your Program Diskette. Keep your original Program Diskette in a safe place. You must also prepare (FORMAT) a Data Diskette (which will be used to store your customer accounts and each month's transactions).

If you are not familiar with BACKUP and FORMAT functions, refer to Appendices A and B (at the back of this manual) for instructions.

Follow these steps in setting up the Inventory Control System:

1. Turn on the system. If you are not familiar with the equipment, please refer to your Disk Owners' Manual for System Start Up (Power Up Sequence).
2. Insert the ICS Backup Program Diskette in Drive #0 and close the door.
3. Insert the formatted Data Diskette in Drive #1 and close the door. (If you have a three-Drive system, place another formatted Data Diskette in Drive #2.)

**4. The screen will show:**

TRSDOS READY  
HOW MANY FILES?\_  
MEM SIZE?\_  
READY >\_

ENTER CORRECT DATE  
(MM/DD/YY):  
DATE IS SET TO 01/01/81. IS THIS  
CORRECT?  
ENTER PASSWORD

**You type:**

**B A S I C** and press **ENTER**

Press **ENTER**

Press **ENTER**

**R U N " I C S "**

and press **ENTER**

**0 1 / 0 1 / 8 1**

and press **ENTER**

Press **Y**

Type in your Password and press **ENTER**

Your password **must** be entered exactly like this every time.

**The screen may show:**

NO DATA IN SYSTEM. USE FUNCTION 4 TO CREATE INVENTORY. TYPE @ TO  
RETURN TO MAIN MENU.

**STOP!** If you are starting a new inventory, this message is normal. Press **@** to return to the Main Menu, then select Function 4. However, if you get this message, **and** you have already created your inventory, follow these steps **exactly**:

1. Wait for the red lights on the Disk Drives to shut off.
2. Press **@** to return to the Main Menu.
3. Press **@** to Exit from Program.
4. Wait for READY to appear and Drive lights are off.

## Setting Up ICS (continued)

---

5. Check for the following causes:

Disk Drive Door is open. (Close it now.)

No Diskette in Drive #1. (Insert diskette)

Blank diskette in Drive #1. (Insert Data diskette.)

Drive #1 is unplugged or not on. (Turn on Drive.)

Cable to Drive came loose. (Check connections.)

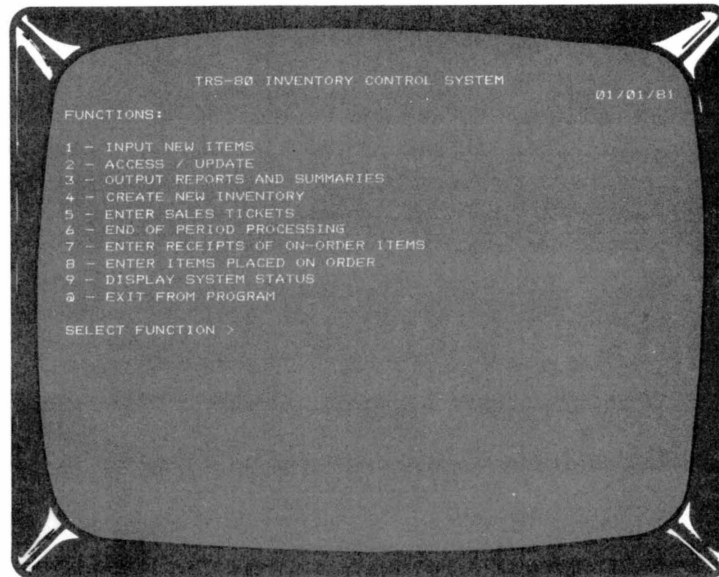
Data diskette is inserted wrong. (Re-insert diskette.)

Defective diskette. (Use your "Backup" Data diskette.)

6. If you found the problem, correct it, type **R** **U** **N** and press **ENTER**.



## The Main Menu



Press the number key corresponding to one of the following functions:

- 1 — INPUT NEW ITEMS — Allows you to add new inventory items to your files **after** performing Function 4.
- 2 — ACCESS/UPDATE — Lets you look up an item, delete it if you wish, or change any of the information on file.
- 3 — OUTPUT REPORTS AND SUMMARIES — Select this function to print any type of reports.
- 4 — CREATE NEW INVENTORY — To set up your beginning inventory files, choose Function 4.
- 5 — ENTER SALES TICKETS — Lets you enter items sold from your sales tickets. You don't have to enter all of them at once. . . you can enter them at different times during the day, in "batches". (When they're all entered, you "post them" to the files by using Function 6.)
- 6 — END OF PERIOD PROCESSING — Allows posting of daily sales tickets, and end-of-period closeouts. (**Note:** Use Function 9 to be sure all tickets have been posted, before closing a period.)
- 7 — ENTER RECEIPTS OF ON-ORDER ITEMS — Enter items received from your vendors against purchase orders you've issued.
- 8 — ENTER ITEMS PLACED ON ORDER — Enter items you have placed on order.

## Running ICS (continued)

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9 — DISPLAY SYSTEM STATUS — Shows you how many inventory items you have entered (but not yet posted with Function 6), the retail and cost value of your inventory, along with the total dollar value of items on order.

@ — EXIT FROM PROGRAM — Allows you to end the ICS program. Always end your program with this command. . . **Never Do It By Simply Cutting The Power On Your System.**

**Note:** As you enter sales tickets, purchase orders, or receiving tickets, it's a good idea to note on the document that it has been entered into ICS, to avoid possibly entering the same information again at a later date.

## Input New Items — Function 1

```

                                INPUT NEW ITEMS

      (TYPE 0 TO REDO ENTRY)

0 - STOCK # -----> 26-1009
1 - DESCRIPTION ----> RED BOX--CANDLES
2 - QUANTITY -----> 123
3 - COST -----> 17.89
4 - SELL -----> 44.08      GROSS PROFIT= 59.3 %
5 - LOCATION -----> BIN #3
6 - REORDER PT./QTY--> 22 / 80
7 - # ON ORDER -----> 80
8 - DATE LAST ORDER--> 12/12/78
9 - VENDOR -----> WAX CO
  
```

If you choose Function 1 on the Main Menu, the above "Input New Items" menu will be displayed. For each item, answer the following questions (sample answers are shown):

- 0 — STOCK # — Up to 10 characters, alphanumeric.
- 1 — DESCRIPTION — Name of item. Up to 19 characters.
- 2 — QUANTITY — the quantity on hand. Whole numbers only. Up to four digits (do not type in commas). If you receive a series of shipments totaling more than 9,999 single pieces, the total will be stored up to a quantity of 32,767.
- 3 — COST — Your cost per single item.
- 4 — SELL — Your resale price. **Note:** Following this entry, the computer will display your gross profit margin for the item automatically.
- 5 — LOCATION — The location on a shelf, bin, or box number, or the description of where the items are kept (up to 10 characters), or may be left blank.
- 6 — REORDER PT./QTY — This question is asked in two parts. First type in the reorder point. . . the computer will tell you it's time to reorder any time your quantity on hand falls to, or below the number you type in here. Press **(ENTER)**. Next, type in the quantity you normally want to order when your inventory gets low (just a suggested figure, you won't be "locked in" to it). Press **(ENTER)** again.

## Running ICS (continued)

---

7 — # ON ORDER — Number items currently on order, but not yet received.

8 — DATE LAST ORDER — The date you entered your last order for this item.

9 — VENDOR — The name of the vendor from whom you purchase the item — up to 6 characters.

@ — Type in this symbol if you've made an error (and already entered it), or if you want to return to the Main Menu.

**Note:** After each "Input New Items" session, the computer will sort all of the items on your data disk. Allow several minutes.

### General Notes

A series of rectangular blocks (to the right of the line description) will appear on the screen when the system is ready to accept data. The number of blocks indicates the maximum number of characters your answer may contain.

A Stock Number must be entered before a new item can be received or sold. When typing the number, don't insert any leading spaces. If the stock number is to be used for a suffix listing later on, the entire stock number line must be filled, with spaces if necessary, so that the suffix is right justified. For example: 27- 432B.

Press **(ENTER)** to record the stock number. If you reach the maximum number of characters (or numbers) for a line, the computer will stop. Press **(ENTER)** to go to the next line, or **(←)** to backspace, one character at a time. **(SHIFT) (←)** will delete the entire line.

Once a stock number has been entered, you can use as many of the other lines as desired. To store the entry, press the **(ENTER)** key. (Note that COST and SELL lines require an entry with a decimal point followed by two digits.) When you skip a line, character lines will appear blank, and number lines will show a zero (0) on all printed reports.

If an error is noticed after entering the data, don't worry about it now. Make a note of it for correction, (using the Access/Update function) later on. You may also type **(@)** to Redo Entire Screen.

Note that line 6 requires two separate entries, RE-ORDER PT/QTY.

Press **(ENTER)** after each entry. The computer will insert the / character automatically.

After VENDOR has been entered, the disk drives will start, and store the item on disk. Then the system will be ready for the next entry. It takes ICS approximately five seconds to store the first item. All succeeding items are stored much faster. After all the data has been entered, type **(@)** (for the stock number) to return to the menu. The system will start the sorting operation to put the items in the proper sequence. As the sort progresses, the screen will display various messages:

LOADING IN DATA FOR SORT  
SORT IS IN PROGRESS  
SORT COMPLETE, SAVING FILES  
ALL OPERATIONS COMPLETE  
RETURNING TO MENU

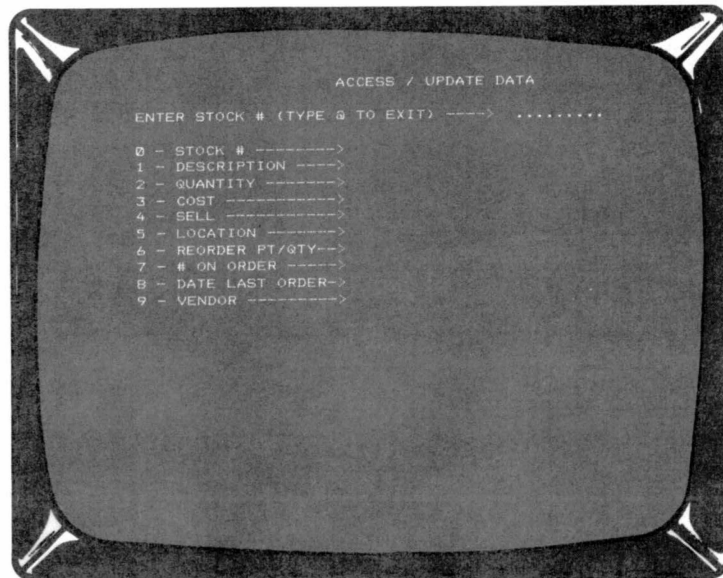
When the sort is finished, the Main Menu will be displayed, and you can continue.

The sort process will take a maximum of 20 minutes to complete. This would occur if 1000 items were entered in random order. Normally, the sorting will take 10 to 12 minutes.

## Running ICS (continued)

### Access/Update — (Function 2)

This function is used very frequently, since it lets you recall any item in the inventory for review, update, correction or deletion. Press **(2)** and the screen will show:



Type in a stock number, press **(ENTER)**. The entire stock number must be entered. ICS will go directly to that item on the diskette. The Inventory Control System is capable of accessing any item in four to six seconds for a full system of 1000 items. If the number is not in the listing, an ITEM NOT IN LISTING message will appear to the right. Otherwise, the ENTER STOCK # will be replaced by the editing instruction:

(S)ELECT, (U)DATE, (S)EARCH, (N)EXT ITEM, (P)REVIOUS ITEM, (A)DJUST QTY,  
(D)ELETE, (@) TO EXIT TO MAIN MENU --

The TRS-80 will display all the information related to the stock number.

Editing can be done by just pressing the indicated letter in parenthesis.

When **(U)** is pressed, the message is replaced by:

SELECT LINE TO BE UPDATED (TYPE @ TO RESTART) --

Simply type the line number you want to change (you cannot change the stock number line). Type the updated information. Press **(ENTER)**. The system will immediately store the new information. The screen will display the updated line.

Pressing **(S)** will return the initial Access/Update display so that another stock number may be Searched for.

Pressing **(N)** will display the Next item in the listing. **(P)** will display the Previous one.

The quantity can be Adjusted by pressing **(A)**. This will display the following message above the inventory format:

ENTER + OR - AND CHANGE IN QUANTITY - - -

You may make an adjustment in the quantity, rather than calculating and typing the new quantity. Example: **(+)(7)(5)** increases the old quantity by 75. **(+)(1)(3)(8)** increases the quantity by 138. You must enter the **(+)** or **(-)** as shown.

Pressing the **(D)** key will immediately Delete the item currently on the screen from the inventory, and go to the next item in your inventory.

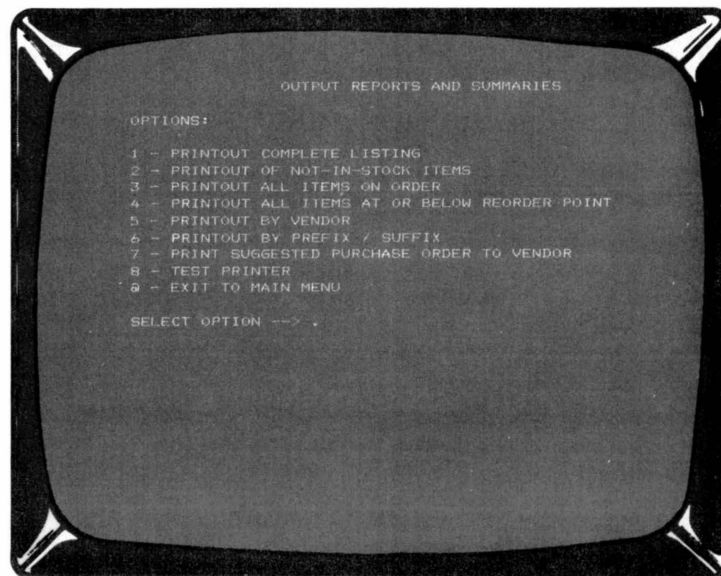
If you want to delete items, as well as add new items, while running ICS, **you should delete unwanted items before adding new ones**. New entries are inserted into gaps in the inventory file resulting from deletion of items.

**Note:** If you have duplicated a stock number, you may need to use Next or Previous to find the duplication that needs deleting.

Pressing **(@)** will return you to the Main Menu.

### Output Reports and Summaries — (Function 3)

This option provides printouts for ICS permanent records.



**CAUTION:** Turning Printer on or off, when the red light on the Disk Drive is on, may destroy the data on the disk.

At this time, make sure that the Line Printer is turned on, ready to print, and paper is lined up at the top of the page. Keep the printer on until finished, and the END OF PROGRAM, READY message appears on the screen.

Automatic page advance is built into the Inventory Control System. Listings which exceed an 11 inch page will be continued on a new page below a new heading. Each printing option is started by pressing the appropriate key.

Any time you want to stop a printout, hold down the **@** key. This will terminate the printout, and return to the menu. The Line Printer will print \*TERMINATED\* on the printout.

All printouts start (and end) with dashed lines. These mark 11 inch pages. Cut pages along the dashes.

All printouts (except the suggested purchase order) give you the choice of suppressing cost and profit figures so that they can be used as counter copies. When suppress is selected, asterisks will be substituted for the cost and gross profit figures.



### Options:

- 1 — PRINTOUT COMPLETE LISTING — Prints the entire inventory listing, followed by the total number of items in the listing, and the value of inventory at cost and sell prices. A complete listing of an inventory containing 1000 items takes approximately one hour. ICS looks through the entire inventory whenever it produces a special report. For an inventory of 1000 items, this process takes 12 to 15 minutes.
- 2 — PRINTOUT OF NOT-IN-STOCK ITEMS — Prints a list of all items with an on-hand quantity equal to 0.
- 3 — PRINTOUT ALL ITEMS ON ORDER — Prints a list of all items now on order.
- 4 — PRINTOUT ALL ITEMS AT OR BELOW REORDER POINT — Prints a list of all items at or below your specified reorder point.
- 5 — PRINTOUT BY VENDOR — When **(5)** is pressed, the screen displays this:

ENTER ENOUGH LETTERS TO IDENTIFY VENDOR ---

Type the vendor's name and press **(ENTER)**.

- 6 — PRINTOUT BY PREFIX / SUFFIX — When **(6)** is pressed and the "suppress cost and profit figure" question is answered, the screen displays:

(P)REFIX OR (S)UFFIX?

If **(P)** is pressed, the system asks for the prefix the user desires for his listing:

ENTER PREFIX---

Either a complete, or partial prefix number, or letter may be entered. ICS will printout all stock numbers whose prefix begins with the number(s) or letter(s) just entered.

If a listing by a suffix is desired, type **(S)** when the system inquires the type of listing. Then, it will ask for the suffix number(s):

ENTER SUFFIX---

ICS will print all entries where the desired suffix occupies the last character position(s) in the stock number field. As noted before, this stock number field must be entirely filled when initially entered, with the suffix right justified and spaces filling up the field between the prefix and suffix, if necessary. (Example: 27- 432B).

- 7 — PRINT SUGGESTED PURCHASE ORDER TO VENDOR — Prints a suggested purchase order for any selected vendor and picks out those items which are at, or below, the reorder point, and which are not already on order. These items will be listed on the printout, along with recommended quantity, stock number, cost and extension for each item as well as total cost and number of items.

## Running ICS (continued)

---

8 — TEST PRINTER — This option lets you test the print width setting of the TRS-80 line printer. There is a small knob in back of the line printer (on the left hand side) which is used to adjust the print density. The option should be selected before making any printouts, to insure the print width is set properly. Once set, it need not be changed.

@ — EXIT TO MAIN MENU.

### Create New Inventory — (Function 4)

The first time you run ICS, you use Function 4 to "initialize" the system. If no inventory items are present on the data diskette, this function prepares the program for a new inventory and then returns to the Main Menu.

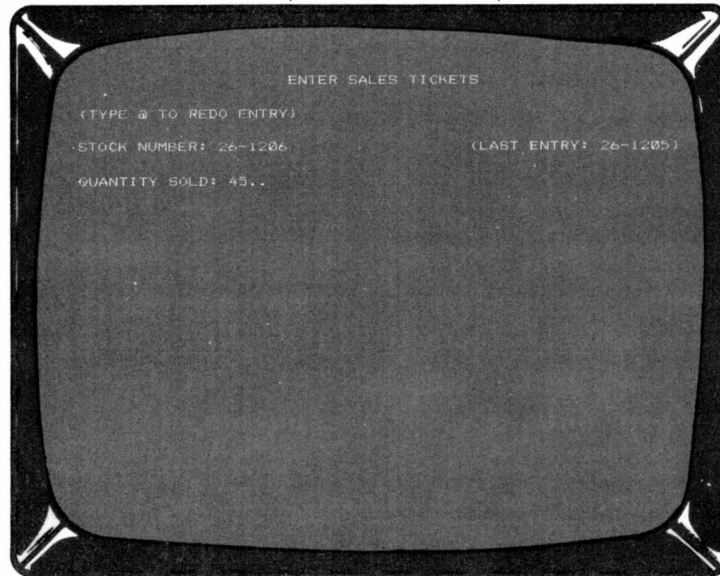
### Starting Over

At some point, it might be desirable to delete an old inventory, and start again. At the Main Menu, select Function 4. The screen will show:

SYSTEM CONTAINS INVENTORY DATA. IF YOU WISH TO ERASE ALL DATA, TYPE  
"ERASE" OR TYPE <@> TO RETURN TO MAIN MENU--->-----

Type **(E)(R)(A)(S)(E)** and press **(ENTER)**. All the information on the diskettes will be erased. You can now return to the Main Menu and enter new data by selecting Function 1 (to input new items).

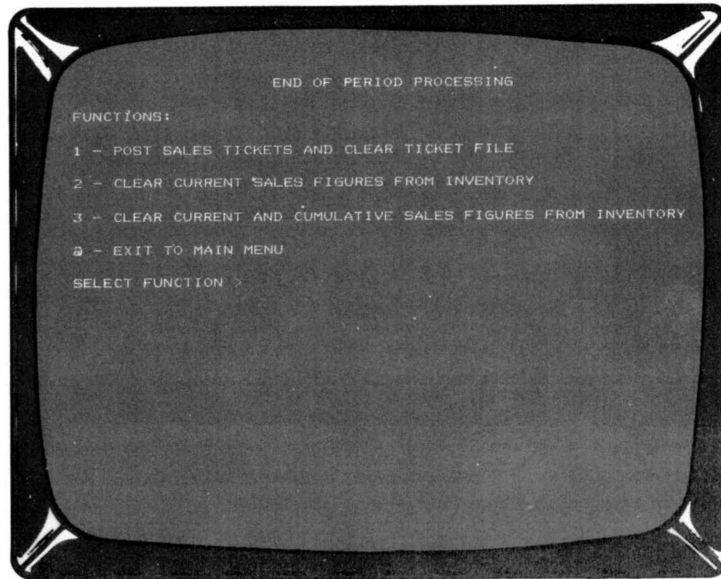
### Enter Sales Tickets — (Function 5)



This function allows you to enter stock numbers and quantities sold (from sales tickets). All of the entries are stored in a temporary file. This file should be “posted” daily using Function 6.

**Note:** Sales tickets which are entered here, (but not posted in Function 6), will be carried over to the next run (or session). This means you can enter a few sales tickets, exit the program, run another program (such as Payroll), then continue entering sales tickets. The System Status function will show the number of unposted sales tickets.

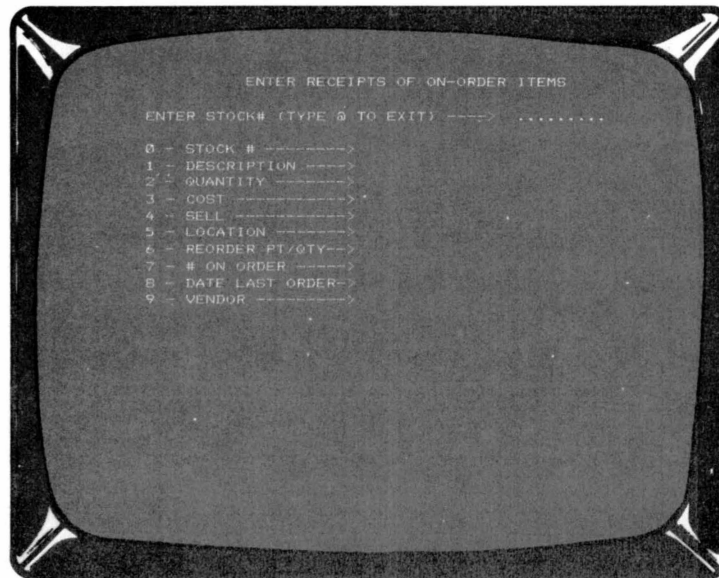
### End-of-Period Processing — Function 6



You have three options:

1. Option 1 is used to post the information you entered from your sales tickets, to the inventory data files. Inventory quantities are adjusted and both period-to-date lines are updated accordingly. The printer will print error messages for any stock number not found during the posting and note any negative quantities caused as a result of the posting. The information (from Function 5) is cleared and the total dollar cost-of-goods-sold (as reflected by the sales tickets) is printed on the line printer.
2. Option 2 will clear the "current sales" line of all items and reset the "current sales" counter to 0.
3. Option 3 clears both the "current sales" and the "cumulative sales" lines.

### Enter Receipts of On-Order Items - Function 7



When you enter the stock number of a received item, all information about that item will be displayed. You can now enter the quantity received and any change in the cost or selling price. The entire display will update to reflect the changes in quantity on hand, number on order and any price changes. All system totals are adjusted as the information is entered. The current value of your inventory is always stated at current cost.

### Enter Items Placed On Order — Function 8

```

ENTER ITEMS PLACED ON ORDER

QUANTITY ORDERED (PRESS <ENTER> FOR DEFAULT QTY): ....

0 - STOCK # -----> 26-1205
1 - DESCRIPTION -----> CASSETTE RECORDER
2 - QUANTITY -----> 4953
3 - COST -----> 39.00
4 - SELL -----> 49.95
5 - LOCATION -----> TEC WHSE
6 - REORDER PT/QT--> 49 / 49
7 - # ON ORDER -----> 25
8 - DATE LAST ORDER--> 10/31/78
9 - VENDOR -----> MCA

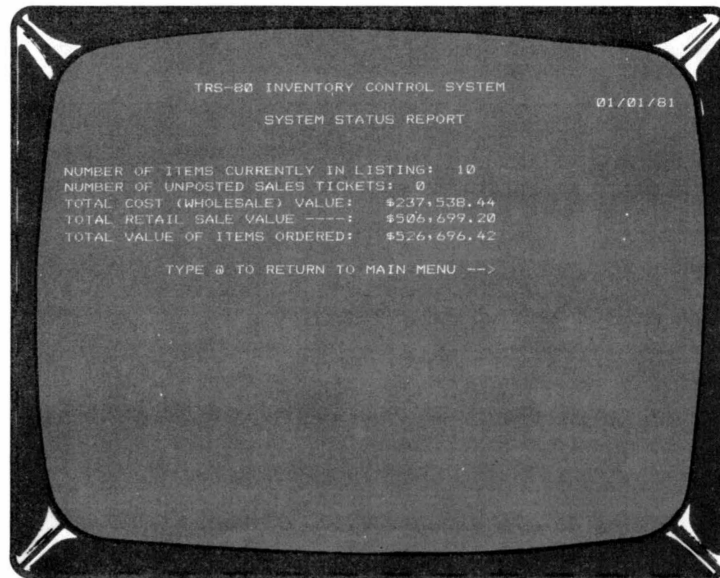
GROSS PROFIT= 21.9 %
CURRENT SALES : 23
CUMULATIVE SALES: 23

```

Function 8 will ask you for the stock number, quantity being ordered, the date of the order, and then display the updated information for your verification. Again, system totals are adjusted as the information is entered.

### Display System Status — Function 9

Selection of Function 9 displays a report similar to the following:





## How to Backup Your Diskettes

Use this procedure EXACTLY:

- 1) Turn on your computer. If this is the first time you've ever used the Radio Shack Disk System, refer to the Disk Operating System Manual for detailed instructions.
- 2) Insert a new, blank diskette in Drive # 1.
- 3) Close the Drive # 1 Door.
- 4) Insert the diskette you wish to copy in Drive # 0, and close the door.
- 5) Press the Reset button.

### Model I:

#### The screen will show:

DOS READY  
SOURCE DRIVE NUMBER?  
DESTINATION DRIVE NUMBER?  
BACKUP DATE (MM/DD/YY)?

HIT 'ENTER' TO CONTINUE

#### You type:

**B A C K U P** and press **ENTER**  
**0** and press **ENTER**  
**1** and press **ENTER**  
**0 1 / 0 1 / 8 1** and press **ENTER**  
(Example for January 1, 1981)  
Press **ENTER** and you will be  
returned to DOS READY.

### Model III:

#### The screen will show:

Enter Date (MM/DD/YY)?

Enter Time (HH:MM:SS)?

TRSDOS Ready

SOURCE Disk Master

Password

#### You type:

**0 1 / 0 1 / 8 1** and press **ENTER**  
(Example for January 1, 1981)  
Press **ENTER**  
**B A C K U P** : **0** : **1**  
and press **ENTER**  
  
**P A S S W O R D**  
and press **ENTER**

**Note:** If you are using a new disk, the system will format the disk for you. If you are re-using an old disk, one or two additional questions may appear, depending on the previous contents on the disk. You may see:

Diskette contains DATA. Use Disk or not?

or:

Do you wish to RE-FORMAT the diskette?

If the questions appear, type **Y** and press **ENTER** for each question.

When the process is done, the screen will show:

**\*\* Backup Complete \*\***

### Model I and Model III

Now we can check to see if the "BACKUP" procedure was successful:

- 1) Remove the original diskette from Drive # 0.
- 2) Take the Backup Diskette out of Drive # 1. Place the Backup copy in Drive # 0 and close the door.
- 3) Press the Reset Button. If the screen shows: DOS READY (Model I) or TRSDOS Ready (Model III), your Backup was successful.

### Formatting Data Diskettes

This process prepares blank diskettes for use on the disk system. All data diskettes must be formatted before being used. Here's how you do it:

1. Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
2. Insert a diskette containing TRSDOS in Drive #0 and close the door. (The Program diskette in this package contains TRSDOS.)
3. Insert a blank diskette in Drive #1 and close the door.
4. Press the Reset button.

#### Model I:

##### The screen will show:

DOS READY  
WHICH DRIVE IS TO BE USED?  
DISKETTE NAME?  
CREATION DATE (MM/DD/YY)?  
  
MASTER PASSWORD?  
DO YOU WANT TO  
LOCK OUT ANY TRACKS?  
HIT ENTER TO CONTINUE

##### You type:

**F O R M A T** press **ENTER**  
**1** press **ENTER**  
**D A T A 8 1** press **ENTER**  
**0 1 / 0 1 / 8 1**  
press **ENTER**  
**P A S S W O R D** press **ENTER**  
  
**N O** press **ENTER**  
Press **ENTER**

#### Model III:

##### The screen will show:

TRSDOS Ready  
Format Which Drive?  
Diskette Name?  
Master Password?

##### You type:

**F O R M A T** press **ENTER**  
**1** press **ENTER**  
**D A T A 8 1** press **ENTER**  
**P A S S W O R D** press **ENTER**

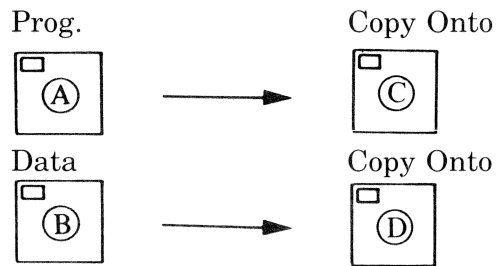
### Rotating Your Diskettes.

When you're using your system, get in the habit of making copies of both diskettes at the end of the day. The next day, use the copies that you just made. It's a very inexpensive form of insurance. You might consider even carrying the backup copies home at night in case of fire, theft, or vandalism.

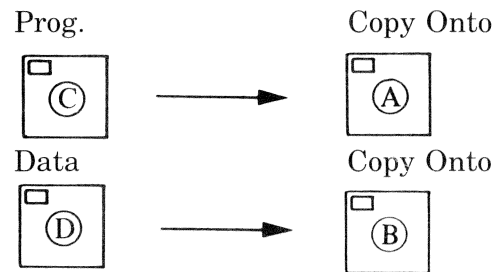
Here's an example, using two extra diskettes:

The first day's diskettes we will call A and B. The next day's diskettes will be called C and D.

#### Day One



#### Day Two



On the second day, you will take A and B, and use them as blank diskettes to copy C and D. If something happens to a diskette, you still have the last backup copy to rely on. Four extra diskettes will give you three days of record protection.

**Note:** The most effective method for erasing diskettes is by using a Radio Shack Bulk Tape Eraser, Stock No. 44-210.

# Appendix D — Sample Reports

## 1. Listing By Prefix

01/01/78

### LISTING BY PREFIX: 26

STOCK #	DESCRIPTION	QTY	COST	SELL	GP %	LOCATION	R/O PT / QTY	ON ORDER	DATE	VENDOR	CURR / CUML
26-1001	BLUE BOX	19	359.95	400.00	10.0	TEC WHSE	1090 / 90	39	11/08/78	TAP	0 / 0
26-1003	GREEN BOX	18	19.00	29.95	36.6	TEC WHSE	1089 / 89	19	11/09/78	TAP	0 / 0
26-1205	RED BOX	4976	39.00	49.95	21.9	TEC WHSE	49 / 49	25	10/31/78	MCA	23 / 23

TOTAL ITEMS LISTED: 3  
TOTAL COST VALUE: \$201,245.05  
TOTAL RETAIL VALUE: \$256,690.30  
TOTAL COST OF ORDERS: \$15,374.05

END OF LISTING

## 2. Complete Inventory Listing

01/01/78

### COMPLETE INVENTORY LISTING

STOCK #	DESCRIPTION	QTY	COST	SELL	GP %	LOCATION	R/O PT / QTY	ON ORDER	DATE	VENDOR	CURR / CUML
26-1001	BLUE BOX	19	359.95	400.00	10.0	TEC WHSE	1090 / 90	39	11/08/78	TAP	0 / 0
26-1003	GREEN BOX	18	19.00	29.95	36.6	TEC WHSE	1089 / 89	19	11/09/78	TAP	0 / 0
26-1205	RED BOX	4976	39.00	49.95	21.9	TEC WHSE	49 / 49	25	10/31/78	MCA	23 / 23

TOTAL ITEMS LISTED: 3  
TOTAL COST VALUE: \$201,245.05  
TOTAL RETAIL VALUE: \$256,690.30  
TOTAL COST OF ORDERS: \$15,374.05

END OF LISTING

## Appendix D — Sample Reports (continued)

### 3. Listing of Not-In-Stock Items

01/01/78

#### LISTING OF NOT-IN-STOCK ITEMS

STOCK #	DESCRIPTION	QTY	COST	SELL	GP %	LOCATION	R/O PT / QTY	ON ORDER	DATE	VENDOR	CURR / CUML
=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
26-1205	RED BOX	0	39.00	49.95	21.9	TEC WHSE	49 / 49	25	10/31/78	MCA	23 / 23
END OF LISTING											

### 4. Suggested Purchase Order to Vendor

01/01/78

#### SUGGESTED PURCHASE ORDER TO VENDOR: TAP

QTY	STOCK #	DESCRIPTION	COST	EXTENSION
=====	=====	=====	=====	=====
90	26-1001	BLUE BOX	359.95	\$32,395.50
89	26-1003	GREEN BOX	19.00	\$1,691.00

TOTAL ITEMS: 2  
TOTAL COST OF ORDER: \$34,086.50

END OF LISTING

## Appendix D — Sample Reports (continued)

### 5. Sales Ticket Posting Report

01/01/78

#### SALES TICKET POSTING REPORT

NUMBER OF ITEMS POSTED: 1  
TOTAL COST OF GOODS SOLD: \$897.00  
END OF LISTING

### 6. Listing by Vendor

01/01/78

#### LISTING BY VENDOR: TAP

STOCK #	DESCRIPTION	QTY	COST	SELL	GP %	LOCATION	R/O PT / QTY	ON ORDER	DATE	VENDOR	CURR / CUML
=====	=====	===	=====	=====	=====	=====	=====	=====	=====	=====	=====
26-1001	BLUE BOX	19	359.95	400.00	10.0	TEC WHSE	1090 / 90	39	11/08/78	TAP	0 / 0
26-1003	GREEN BOX	18	19.00	29.95	36.6	TEC WHSE	1089 / 89	19	11/09/78	TAP	0 / 0
TOTAL ITEMS LISTED:		2									
TOTAL COST VALUE:			\$7,181.05								
TOTAL RETAIL VALUE:			\$8,139.10								
TOTAL COST OF ORDERS:			\$14,399.05								
END OF LISTING											

## Appendix D — Sample Reports (continued)

### 7. Listing of All Items At or Below Reorder Point

01/01/78

#### LISTING OF ALL ITEMS AT OR BELOW REORDER POINT

STOCK #	DESCRIPTION	QTY	COST	SELL	GP %	LOCATION	R/O PT / QTY	ON ORDER	DATE	VENDOR	CURR / CUML
26-1001	BLUE BOX	19	359.95	400.00	10.0	TEC WHSE	1090 / 90	39	11/08/78	TAP	0 / 0
26-1003	GREEN BOX	18	19.00	29.95	36.6	TEC WHSE	1089 / 89	19	11/09/78	TAP	0 / 0

END OF LISTING

### 8. Listing of All Items On Order

01/01/78

#### LISTING OF ALL ITEMS ON ORDER

STOCK #	DESCRIPTION	QTY	COST	SELL	GP %	LOCATION	R/O PT / QTY	ON ORDER	DATE	VENDOR	CURR / CUML
26-1001	BLUE BOX	19	359.95	400.00	10.0	TEC WHSE	1090 / 90	39	11/08/78	TAP	0 / 0
26-1003	GREEN BOX	18	19.00	29.95	36.6	TEC WHSE	1089 / 89	19	11/09/78	TAP	0 / 0

TOTAL COST OF ORDERS: \$14,399.05

END OF LISTING







# SOFTWARE REGISTRATION CARD

**IMPORTANT:** In order that you can receive notification of modifications or updates of this program you **MUST** complete this card and return it immediately. This card gets you information only and is **NOT** a warranty registration.

30101281

Name \_\_\_\_\_

Version/Date \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Cat. No. **1553** \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Purchase Date \_\_\_\_\_

## CHANGE OF ADDRESS

**NOTE:** If you move, please fill out this card and return it so that you may continue to receive information regarding this program.

30101281

Purchase Date \_\_\_\_\_

Version/Date \_\_\_\_\_

Cat. No. **1553** \_\_\_\_\_

### NEW ADDRESS:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

### OLD ADDRESS:

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

## INSTRUCTIONS FOR USE

1. Register one software package per card only.
2. Complete the Software Registration portion of this form and mail it immediately.  
The Catalog No. may be found by examining the upper-right corner of your diskette.
3. For convenience a change of address card has been included. Copy all information from the Registration Card onto it prior to sending the Registration Card.



**PLACE  
STAMP  
HERE**

**Computer Merchandising  
P.O. Box 2910  
Fort Worth, Texas 76113-2910  
Attn: Software Registration**

**PLACE  
STAMP  
HERE**

**Computer Merchandising  
P.O. Box 2910  
Fort Worth, Texas 76113-2910  
Attn: Software Registration**



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NOTE: Good data processing procedure dictates that the user test the program, run and test sample sets of data, and run the system in parallel with the system previously in use for a period of time adequate to insure that results of operation of the computer or program are satisfactory.

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**RADIO SHACK**  **A DIVISION OF TANDY CORPORATION**

**U.S.A.: FORT WORTH, TEXAS 76102**  
**CANADA: BARRIE, ONTARIO L4M 4W5**

### TANDY CORPORATION

#### AUSTRALIA

280-316 VICTORIA ROAD  
RYDALMERE, N.S.W. 2116

#### BELGIUM

PARC INDUSTRIEL DE NANINNE  
5140 NANINNE

#### U. K.

BILSTON ROAD WEDNESBURY  
WEST MIDLANDS WS10 7JN