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Profile

III

Plus

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Profile III Plus

Radio Shack®

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SECTION I
INTRODUCTION

OVERVIEW

Profile III Plus is a unique program that not only transforms your TRS-80 Model III into a well-organized filing system, but offers many possibilities for manipulating the data you enter. You can store almost any type of information, then retrieve it at the touch of a key.

Profile III Plus data bases can be customized to fit your every need. You set up file segments that contain individual records and choose your own fields for "searching" through the records. Conventional filing systems can only be set up in one order - for example, in alphabetical or numerical order. With Profile III Plus, you can index your data by many different sort criteria.

You can create up to five different screen layouts for each of your data bases. This lets you enter and display the data in several ways.

Profile III Plus performs addition, subtraction, multiplication, and division, allowing you to keep records containing dollar amounts or other totals up-to-date easily. You can even recalculate totals automatically.

Once your data bases contain records, you can use Profile III Plus to print reports and mailing labels. You can also use SuperSCRIPSIT for Model III with Profile III Plus to compose form letters, inserting personalized information from your files wherever desired.

Profile III Plus offers limited access to parts of your data base. You can create custom menus, then password protect parts of your data.

Profile III Plus is easy to learn and use. You'll find more and more ways to apply Profile III Plus as you learn its capabilities and many uses.

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Features of Profile III Plus

- . Permits quick access to individual records or groups of records
- . Allows for up to 99 fields in each record
- . Provides up to 36 search fields (defined by you) in each data base
- . Allows you to create up to five different screen formats for each data base
- . Prints up to five different types of reports for each data base
- . Prints up to five different types of mailing labels for each data base
- . Stores a maximum of 2400 (255 byte) records for a single-segment data base expanded on all drives or approximately 1500 80-byte records for a multi-segment data base expanded on all drives
- . Allows creation of customized user menus
- . Allows high speed access to records by using a special index feature
- . Permits clustering of associated fields into search groups
- . Performs addition, subtraction, multiplication, and division with Math Package
- . Performs mass recalculation, hardcopy, delete, and purge operations for selected records
- . Allows you to password protect screens and formats
- . Provides a separate Creation Diskette so that only selected employees have access to the creation functions of Profile III Plus ✓
- . Can be used with Model III SuperSCRIPSIT for composing special letters and reports

- . Can be used with Model III VisiCalc for extended mathematical operations

Equipment Requirements

The minimum equipment required for running Profile III Plus is:

- . TRS-80 Model III 48K computer with 2 disk drives
- . A Radio Shack printer, capable of 132 columns per line (You can also use an 80-column printer by limiting the size of your print files. See SECTION II, under PRINTING REPORT 1 FOR SALESMEN.)
- . Printer Cable

HOW TO USE THE PROFILE III PLUS MANUAL

This manual is divided into several sections designed to give you a complete picture of the Profile III Plus system. Some sections of the manual are for inexperienced users, and other sections are for those who become thoroughly familiar with Profile III Plus.

The first section gives you a broad look at Profile III Plus. It contains information about the equipment required to run the system and instructions on preparing diskettes for use. Also included are explanations of some fundamental program functions and notes on some of the special keys used by Profile III Plus.

The second section is a sample session which leads you through the fundamental applications of Profile III Plus. You will learn the capabilities of Profile III Plus by setting up a sample data base. At the end of the tutorial is a section outlining the best procedures for structuring your records when creating a Profile III Plus data base. You'll learn how to use the features of Profile III Plus to make the system conform to your needs. You will find this section especially helpful in acquainting you with the many possible applications of Profile III Plus.

The third section of the manual contains a short description of each of the features of Profile III Plus for reference purposes.

The last section of the manual contains a glossary and the appendices.

We suggest that you experiment with Profile III Plus as you learn its several uses. Enter the sample data, and by the time you've reached the end of the manual, you'll be able to use Profile III Plus to organize and retrieve nearly any type of information you wish.

The following example takes approximately 8 hours. Once you have used this as a "training course" in Profile III Plus, you can set up your own files and use them to fit your specific needs.

PROTECTING YOUR DISKETTES

Never insert diskettes in your drives when the computer is turned off. Always make sure the computer, and Expansion Disk Drives if you are using them, are powered up before inserting diskettes.

The red lights on the disk drives are signals that tell you when the disk drives are in active operation. Do not insert or remove diskettes when the red lights are on. Never remove any diskette from a drive unless TRSDOS Ready is displayed on the screen.

Do not place your diskettes close to telephones, tape recorders, dictating machines, or anything that could generate a magnetic field, which could erase data.

Always keep your diskettes in their protective sleeves when they are not being used. The oval "window" in the diskette should never be touched. Always handle the diskettes by their label edge.

Do not expose your diskettes to dirt, liquids, or excessive temperatures.

Using Diskettes

BEFORE YOU CONTINUE USING PROFILE III PLUS, YOU NEED TO KNOW HOW TO FORMAT AND BACKUP (COPY) YOUR DISKETTES. Before you continue, refer to APPENDIX A and APPENDIX B.

CREATION AND RUNTIME DISKETTES

You are supplied with two program diskettes with Profile III Plus. The Creation diskette is placed in Drive 0 and is used to set up the organization of your data. The Runtime diskette is placed in Drive 1 to store the formats you create and is used to run your program on a day-to-day basis.

When you are actually entering records, the Creation diskette is no longer needed. The Runtime diskette is placed in Drive 0 to run the program, and your other drive(s) can be used to expand your data base.

NOTE: In the sample session in Section II, the Runtime diskette is used to store all your data formats. With your own data bases, it is more efficient to use data diskettes to hold segments. When you are ready to start using Profile III Plus with your own records, refer to "CONVERTING YOUR RECORDS TO PROFILE III PLUS" at the end of Section II.

BEFORE YOU START**General Terms in Profile III Plus**

Before you begin running the program, there are a few terms that should be defined:

- Character** - A character is the smallest unit that can be entered, such as 5, \$, A, and J. Spaces also count as characters.
- Field** - A field contains characters. Think of a field as a line on the paper that will be filled with information or a blank to be filled in.
- Field Length** - The field length is the maximum number of characters that can be contained in a field. This number is defined by the user.
- Field Heading** - A field heading is the name of a field. It is simply an identifier, such as Name, Address or Phone.
- Field Data** - This is the actual information that goes into a specific field. For example, John Doe would be the data that would be entered under the field heading "Name".
- Record** - A record is a group of related fields, such as:
John Doe
1111 Main
Dothan, AL
- Segment** - A segment is the part of the record that Profile III Plus holds as a separate unit on the disk.
- Key Field** - A key field can be used to select or sort records. In Profile III Plus, any field in the first segment is a key field.

- File** - A file is a group of related records, such as:
- | | |
|------------------|-------------------|
| John Doe | Jane Doe |
| 1111 Main | 1112 First |
| Dothan, AL | Kittyhawk, NC |
| John T. Smythe | Barney Rubble |
| 2323 18th Street | 2432 Flint Street |
| Detroit, MI | Bedrock, USA |
- Data Base** - In Profile III Plus, a data base is a collection of information. Profile III Plus builds its data bases in four file segments. You organize this information when you define segments and their respective fields.

Special Keys in Profile III Plus

Profile III Plus uses special keys on the computer keyboard that have functions other than making their characters appear on the screen. There are even a few keys that have several different special functions, depending upon which part of Profile III Plus you are using.

These special keys are discussed as they become applicable. As a quick reference, Appendix E lists the special keys and their functions.

Key Notation

Throughout this manual, you are instructed to type, press, or enter various keys on the computer. Each key to be pressed is enclosed in < and >. Spaces are shown by < >.

SECTION II

SAMPLE SESSION

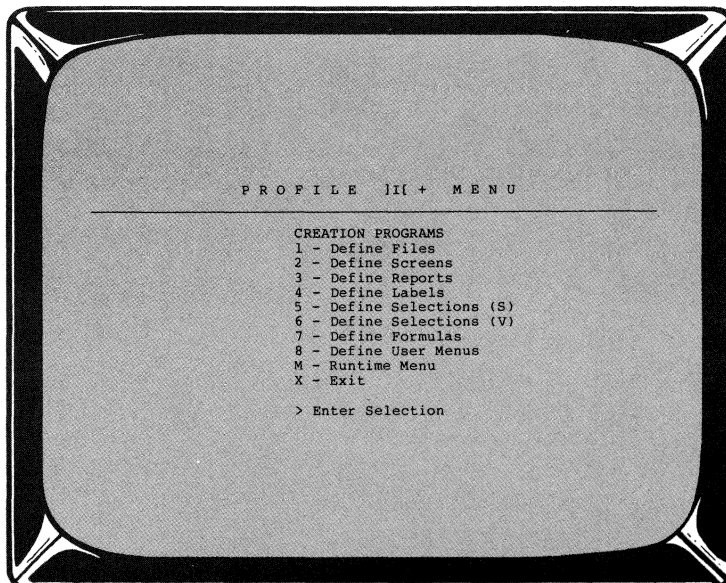
SETTING UP A DATA BASE FOR A SAMPLE COMPANY

We will use a sample company to show the different capabilities of Profile III Plus you can use to make your data bases efficient and personalized to meet your exact needs. Our sample company markets three types of encyclopedias. More about the company will be explained as we go through the program.

To start using Profile III Plus, make sure that your Creation Working Copy diskette is in Drive 0. TRSDOS Ready should be displayed on the screen. Insert your Runtime Working Copy diskette in Drive 1.

The Creation Menu

To display the Creation Menu, type <C><M> and press <ENTER>. The screen shows:



The first eight functions are "Create" functions. They let you set up and design layouts for data bases.

- 1 - Define Files - lets you define the types of data you store.
- 2 - Define Screens - lets you design the layout of screens by which you enter data.
- 3 - Define Reports - lets you design the layout of data on a printed report.
- 4 - Define Labels - lets you design the layout of data on a label.
- 5 - Define Selections (S) - lets you define the criteria for selecting data when using the Merge option in SuperSCRIPSI^T for Model III.
- 6 - Define Selections (V) - lets you specify the fields to be passed to VisiCalc.
- 7 - Define Formulas - lets you define the formulas that are used in automatically calculating totals through addition, subtraction, multiplication, and division.
- 8 - Define User Menus - lets you define customized menus that allow quick access to various parts of your file.
- M - Runtime Menu -- lets you exit directly to the Runtime Menu. If the Runtime diskette is not in a drive, the program prompts you to insert it.

The last function is an Exit function that appears on both the Creation and Runtime Menus:

- X - Exit - lets you exit the Creation Menu and display TRSDOS Ready.

To make a selection from the Creation Menu, simply press the number or letter that is next to the selection you want. Each selection is discussed in detail in the following sections.

DEFINING FILES

A data base is referred to as a File in all Profile III Plus screen prompts. A file tells Profile III Plus the information categories that appear in your data base. The structure of your data requires careful planning and organization before you begin entering data. The planning for the data base you are about to create has been done for you. Tips concerning this planning can be found in "CONVERTING YOUR RECORDS TO PROFILE III PLUS" at the end of Section II.

At the Creation Menu, press <1> for Define Files.

The program asks for a data base name. In the example, this data base contains information on the company's salesmen.

Type: <S><A><L><E><S><M><E><N> and press <ENTER>.

There are eight spaces available for data base names. This name must be one word with no blank spaces between letters. Names which help identify the contents of the data base are recommended.

NOTE: The name must be in capital letters. The program accepts lowercase letters in the name, but does not respond correctly later. Pressing <SHIFT> <0> switches you between upper and lowercase.

The program asks you to insert (mount) the Runtime diskette into a drive. If you have already placed it in Drive 1, press <ENTER>. If not, insert it now and press <ENTER>.

The program is asking if the File is new. Type <Y> and press <ENTER>. From now on, this question should not appear when you work on the SALESMEN data base.

NOTE: If this prompt appears when you are working with your own data bases, check your diskette directory (APPENDIX D) to make sure that the data base you want (APPENDIX F) is on that diskette.

If you made a typographical error or want to name a data base

differently, press <N> and then the <ENTER> key at this prompt. You are asked to enter the data base name again.

So that the program will know where to store the "pointer file" for the data base you are creating, it now asks:

Which Drive Contains the RUNTIME Diskette?

Type <1> and press <ENTER>. The screen now shows:

File Currently Contains 0 Segments
Enter Segment # (1-1) 1-4

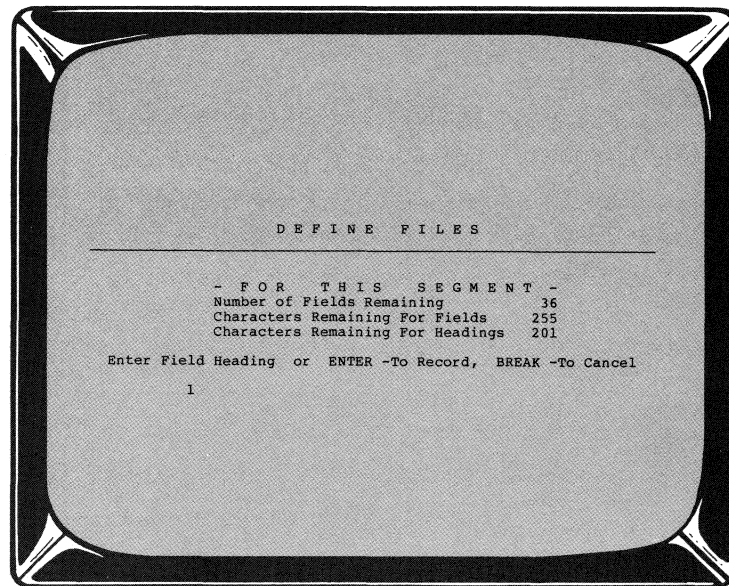
A segment is made up of a set of related fields that contain data. In Profile III Plus, a segment is a group of fields. One segment might contain name, address and phone number fields, while another could contain a spouse name and a hobbies field.

✓ You can have up to four segments in each data base. This lets you spread the data over 4 disk drives. The first segment is the most important. The fields you enter into Segment 1 (the Key Segment) can be used later as search and sort fields to retrieve individual records. Segments 2 through 4 are strictly data segments.

SALESMEN does not contain any segments at this point. You can only enter Segment 1. Later, when you have defined other segments, the numbers in parentheses change to let you access any segment you have defined or let you create a new segment. For example, with two existing segments in a data base, the parentheses show (1-3), which means you can access Segment 1 and 2 or create a Segment 3.

Defining Segment 1

To answer the Enter Segment # request, type <1> and press <ENTER>. The screen shows:



The first line of information on your screen tells you that you have 36 fields available as categories in Segment 1.

The second line tells you that you have 255 character spaces available for data.

The third line tells you that you have 201 characters available for headings. A field heading is used to name or describe the field. For example, "Last Name", "Amount", and "Date" would be field headings. "Jones", "50.00", "06/07/82" would be the actual field contents.

"Last Name" would be a field heading using 9 character spaces. (The space between the words counts as one character.) Each field heading uses an additional 2 characters for control information. A total of 11 characters would be subtracted from the available heading space.

Remember that only Segment 1 fields can be used to sort or

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access data. Before you set up your data bases, you need to carefully decide which data is appropriate for use as key fields to select or sort by.

The records in the sample need to contain a salesman's name, address, position, etc, but only certain data is used for sorting. For example, reports won't be organized by a salesman's address, so it is not a key field. Since the salesman's last name is a key field, you need to include it in Segment 1.

Carefully follow the remaining instructions for setting up the SALESMEN data base. The program tells you to enter a field heading. This is the beginning step for setting up a data base. At the left of the screen is the field number 1. The cursor is blinking at the location where you enter the first Field Heading.

The first heading is the salesman's district. Press <SHIFT> <0> if you wish capitals and lowercase. Type:

<D><I><S><T><R><I><C><T>

and press <ENTER>.

Next, you are asked for the field length - the number of spaces you want available for data entry in this field.

Type <1><0> and press <ENTER>.

Notice that the number of Characters Remaining for Fields has been reduced by the 10 characters used for the first field. The Number of Fields Remaining has been reduced by 1, and the Characters Remaining for Headings have been reduced by 10. Each time you enter a field, these numbers change to show the remaining amounts of space available.

In the same way that you entered the first field, enter the following data for the designated fields.

NOTE: If you mistype a field or want to change a field while you're working on a new segment, press <BREAK> twice. Profile III Plus acts as though the new segment had never

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been created, and you can start over.

| Field # | Field Heading | Max Field Length |
|---------|-----------------|------------------|
| 2 | Position | 10 |
| 3 | Last Name | 15 |
| 4 | LS Sets | 4 |
| 5 | DH Sets | 4 |
| 6 | H Sets | 4 |
| 7 | Sales By Unit | 10 |
| 8 | Sales By Amount | 10 |
| 9 | Commission | 10 |

The abbreviations you entered for fields 4 through 6 are for the three products the company markets. These are:

LS Sets - Library Sets
 DH Sets - Deluxe Home Sets
 H Sets - Home Sets

The Sales By Unit field is to record the number of volumes (or books) each salesman has sold. Each set has a different number of volumes.

Sales By Amount is to record the dollar amount of the merchandise the salesman has sold. The Commission field shows the salesman's commission on the sets.

After you have entered the data for Field 9 and pressed <ENTER> again at Field #10, all the data in fields 1 through 9 is stored. If you use all 255 available character spaces, you do not need to press <ENTER> after the last field. The data is stored automatically.

Now the screen shows:

This Segment Uses 77 Characters Out Of 255 Maximum.
 How Many Additional Characters For Future Use?

Press <ENTER> for no additional characters.

The Creation Menu returns. When you are working with your own records, you can leave room in your segments for any additional

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fields you might want to add later. However, you should avoid allocating space needlessly, as this slows down program operation. Changing the size of a segment is explained at the end of Section II.

Reviewing Segment 1

Before reviewing Segment 1, press <SHIFT> <0> to use uppercase.

To review the first segment of SALESMEN, press <1> at the Creation Menu. Type the data base name (SALESMEN) and press <ENTER>. Then type <1> and press <ENTER> to see the list of fields defined for Segment 1.

Notice the bottom of the screen. You have four choices:

- H - Hardcopy. Press <H> to print a list of all defined fields in the segment.
- R - Replace. Press <R> to redefine segments. When redefining a segment, enter the field number contained in that segment at which you want to start replacing the segment. All preceding fields in the segment are saved. If you press <ENTER> instead of entering a field number, the entire segment can be replaced.
- A - Add Fields. Press <A> to add more fields and headings to your segments. You can only add fields if you have available characters left; otherwise you return to the Menu.
- N - Next Segment. Press <N> to either define or review the next segment.

NOTE: The <BREAK> key is used to Exit. When you press <BREAK>, a flashing message "BREAK" appears. If you do not want to exit here, press any other key, or press <BREAK> again to exit to the Menu.

Make sure that your printer is properly connected. Press <H>. A copy of Segment 1 is printed. If there are any errors, press

<R> and redefine the segment, beginning with the first incorrect field.

Defining Segment 2

Now create Segment 2 to define other fields necessary for the data base. Press <N> for next segment. The screen shows the number of data fields, characters available for data fields, and characters available for headings in Segment 2. Notice that the first available field number in this segment is Field 10. Although each segment is stored as a separate part of the data base, the field numbers are consecutive from the first segment through the last segment.

Enter the following data for Segment 2:

| Field Number | Field Heading | Max Field Length |
|--------------|---------------------|------------------|
| 10 | First Name | 10 |
| 11 | Street | 15 |
| 12 | City | 10 |
| 13 | State | 2 |
| 14 | Zip | 5 |
| 15 | Phone | 12 |
| 16 | Date Hired | 8 |
| 17 | Total Sales By Unit | 8 |

When you have entered the data for Field 17 and pressed <ENTER> again at field #18, the segment is recorded. There should be 70 characters used of 255 maximum. Press <ENTER> to indicate no additional characters for this segment.

The Creation Menu returns. Go back and review Segment 2. Print a copy of the fields in Segment 2 by pressing <H>.

Defining Segments 3 and 4

Segment 2 completes the fields needed to store personal data concerning an individual salesman. You need some additional

fields for separate record keeping about the salesman's performance. Even though you may not use every field in every record, you must still have the field defined and stored if you intend to use it at all.

Later, you are going to create two different screens for each salesman: a monthly record, showing progress and sales for the month, and a yearly composite. You need fields for each month and for the year.

You also want your records to show the number of volumes each salesman has sold for the month and the dollar value of sales.

Segment 3 can contain the fields for the months and the year. Segment 4 can contain the fields for the volume and dollar amounts for each type of set.

Press <N> to define the next segment, Segment 3.

Enter the following data for Segment 3:

| Field Number | Field Heading | Max Field Length |
|--------------|---------------|------------------|
| 18 | Jan | 6 |
| 19 | Feb | 6 |
| 20 | Mar | 6 |
| 21 | Apr | 6 |
| 22 | May | 6 |
| 23 | Jun | 6 |
| 24 | Jul | 6 |
| 25 | Aug | 6 |
| 26 | Sep | 6 |
| 27 | Oct | 6 |
| 28 | Nov | 6 |
| 29 | Dec | 6 |
| 30 | Year Of | 4 |

Press <ENTER> to store the fields. Press <ENTER> at the Additional Characters prompt to indicate that you do not want to allocate additional characters to this segment.

The Creation Menu returns. Press <1>. Enter the data base name and segment number, then review Segment 3. Note that the first

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screen only shows fields 18 through 27. Print a copy of these fields as previously explained. Press <ENTER> after you have printed fields 18 through 27 to view the remaining fields in this segment. Press <H> again to print the last fields in Segment 3.

Press <N> to define Segment 4. Enter the following data:

| Field Number | Field Heading | Max Field Length |
|--------------|---------------|------------------|
| 31 | LS Units | 7 |
| 32 | DH Units | 7 |
| 33 | H Units | 7 |
| 34 | LS Amt | 9 |
| 35 | DH Amt | 9 |
| 36 | H Amt | 9 |

After entering the data for Field 36, press <ENTER>. You have used 48 characters of a possible 255. At the question:

How Many Additional Characters For Future Use?

type: <1><0><2> and press <ENTER>. Since Segment 4 is the last available segment, you should include some extra space in case you decide to add fields later.

After the Creation Menu returns, review Segment 4 of SALESMEN. Notice that the option N (for Next Segment) is no longer displayed because this is the last segment. Print a hardcopy of the segment.

Press <BREAK> twice to return to the Creation Menu.

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DEFINING SCREENS

The next step in setting up a data base is to design the way you want Profile III Plus to prompt you on the screen for the data required.

Profile III Plus lets you design up to five screens for each data base. As a result, you can put only the information you wish to be prompted for on any one screen. You may wish to separate the data for clarity, security, or screen space considerations. You will design two screens for SALESMEN: one screen to prompt for monthly statistics and another to prompt for yearly statistics.

At the Creation Menu, press <2> to Define Screens. The program asks you for a data base name.

Enter the data base name, SALESMEN. Now you are asked for a screen number.

Designing Screen 1, Salesmen Monthly Records

Start with a screen for the monthly statistics. Type <1> and press <ENTER>. The screen shows:

Mount RUNTIME Diskette

Press ENTER To Continue

If your Runtime diskette is already in Drive 1, press <ENTER>. If it is not, insert it in Drive 1 and then press <ENTER>. The screen shows:

New Screen (Y/N)

Type <Y> and press <ENTER>. If you enter <N>, you return to the Enter File Name prompt.

The screen is now blank except for two lines across the bottom. The first line is marked off like a ruler to help you center

your data. The second line tells you how to save (record) data or to cancel this step. The current cursor location is displayed at the bottom left corner of the screen as Row, Column (1,1).

NOTE: If you press a format number to begin designing a screen and answer <Y> to the new screen question, you must enter something in the screen, or the program does not work correctly.

Field Indicators

Before you begin to arrange the data fields on the screen, you must learn several symbols that tell Profile III Plus the type of data each field contains. These symbols, or field indicators, help keep your files accurate. For example, if a numeric symbol is in a field, the field does not accept letters as data. The symbols are:

- * - **Alphanumeric Field** - accepts any character - alphabetic, numeric, or marks of punctuation.
- # - **Numeric Field** - accepts only numbers, decimal points, or minus signs (hyphens). Numeric fields are used for data such as zip codes or employee numbers.
- . - **Decimal Field** - contains automatic decimal points. Profile III Plus automatically puts a decimal point at the last two decimal places in the number. This type of field is used for dollar amounts or percentages.
- ! - **Protected Field** - contains data that can be displayed but not changed from the keyboard. Fields containing the results of math formulas are typically defined as protected fields.
- + - **Add To Field** - contains data that is added to data in other fields. This type of field can be used to total dollar amounts or quantities.
- - **Subtract From Field** - contains data that is subtracted

from data in another field. For example, this field can be used to find a total amount due minus any payments made.

-) - **Date Field** - accepts a date in the format YY/MM/DD. If you enter a "/" in this field during data entry, the program uses the current date set at power up. This format is preferred for sorting by date.
- (- **Date Field** - accepts a date in the format MM/DD/YY. If you enter a "/" in this field during data entry, the program uses the current date set at power up. Dates in this format are sorted by month. Errors in sorting could arise from grouping together the same month for two different years.
- @ - **Date of Last Update Field** - displays the last date a record was updated, using the format YY/MM/DD. This field cannot be changed and is automatically maintained by Profile III Plus. Allow 8 spaces for this field. If only year and month are needed, allow only 5 spaces during field definition.
- & - **Date of Last Update Field** - displays the last date a record was updated, using the format MM/DD/YY. This field cannot be changed and is automatically maintained by Profile III Plus. Allow 8 spaces for this field. If only month and day are needed, allow only 5 spaces during field definition.
- < - **Must-fill Alphanumeric Field** - accepts any character - alphabetic, numeric, or marks of punctuation. Data must be entered in this field or the program does not store the record.
- > - **Must-fill Numeric Field** - accepts only numbers, decimal points, or minus signs. Numeric data must be entered in this field to have the record stored.
- " - **Must-fill Decimal Field** - contains automatic decimal points. Numeric data must be entered in this field to have the record stored.
- ? - **Must-fill Date Field** - must be filled with a valid date in

the format YY/MM/DD, or the program does not store the record. If you enter a "/" in this field during data entry, the program uses the current date set at power up.

- / - Must-fill Date Field - must be filled with a valid date in the format MM/DD/YY. If you enter a "/" in this field during data entry, the program uses the current date set at power up.

As you set up the screens for SALESMEN, you can see how the various types of field indicators are used.

Keys Used in Designing the Screen Layout

Look at the scale at the bottom of the screen. Each dot represents one space, with 64 spaces available across the width of the screen. There are special markers each five and ten spaces, and a special mark for the center of the screen.

The screen is 14 lines high. Several keys are used to move the cursor around on the screen. Holding down a key causes the action of the key to be repeated. The keys are:

- <→> - Moves the cursor to the left one space. If used in the first space at the beginning of a line, the cursor moves to the last space on the previous line. If used in the first space of the top line, the cursor moves to the last space of the bottom line.
- <→> - Moves the cursor to the right one space. If used in the last space at the end of a line, the cursor moves to the first space in the next line. If used in the last space of the bottom line, the cursor moves to the first space of the top line.
- <↑> - Moves the cursor directly up one line. If used in the first line, the cursor goes to the last line.
- <↓> - Moves the cursor directly down one line. If used in the last line, the cursor goes to the first line.

- <SPACE BAR> - Moves the cursor to the right one space. Any characters the cursor passes over are erased.
- <SHIFT> <→> - Duplicates character the cursor is on and moves the remainder of the line to the right one space. For example, if the cursor is on the "S" of "SALESMEN," <SHIFT> <→> changes this to "SSALESMEN." If <SHIFT> <→> is on a blank space, it adds blank spaces in front of any data to the right.
- <SHIFT> <←> - Deletes the character the cursor is on and moves remainder of line to the left one space.
- <SHIFT> <↓> - Inserts a blank line at cursor and moves the remainder of the screen down 1 line. The last line on the screen is deleted. Be careful when using this function, as the line cannot be retrieved.
- <SHIFT> <↑> - Deletes the line on which the cursor is located. All lines below the cursor move up 1 line. A blank line is inserted as the last user line on the bottom of the screen.
- <SHIFT> <SPACEBAR> - Moves the cursor eight spaces to the right.
- <ENTER> - Moves the cursor to the beginning of the next line.
- <SHIFT> <0> - Locks or unlocks upper and lower case.
- <SHIFT> <@> - Enters the special character support available with Profile III Plus. When you press <SHIFT> <@>, two lines of special characters appear on the bottom of the screen.
- <CLEAR> - Stores the screen as you have designed it.
- <BREAK> - Cancels the screen under design and returns you to the Creation Menu. <BREAK> must be pressed twice to cancel the screen. This prevents accidental cancellation of a draft screen. If you decide not to cancel the screen after pressing <BREAK> once, press any key to continue with the design.

The Vid Scan Feature

Profile III Plus has a special Vid Scan feature that allows you to "dump" (make a printout of) the screen whenever the <BREAK> key is recognized by the program. This can be very useful, as you can copy screen messages or routines that are not part of the standard printouts.

To print a copy of the screen, press the <BREAK> key once. When "BREAK" flashes, press <SHIFT> <@> together. If nothing happens when you press the <BREAK> key, this means the <BREAK> key is not recognized here, and the Vid Scan feature cannot be used at this point.

If the printer is properly connected, a copy of whatever is displayed on the screen is printed out. If a printer error message is displayed, properly connect the printer or get it on-line, and press <ENTER> to retry. After the screen display is printed, you are returned to the screen you copied.

Screen 1 - SALESMEN Monthly Records

You are now ready to design the screen layout. Follow the instructions below exactly. An illustration showing you the appearance of the final screen follows this sequence.

1. First, give the screen a title. Place the company name on the first line. Type:

Enrichment Encyclopedias, Inc.

NOTE: Use upper and lowercase letters to make a more attractive, readable screen. If you are in uppercase, press <SHIFT> <@> together. Remember to return to uppercase when responding to program prompts.

2. Press the space bar five times. Type:

Monthly Report for

Later, you will add a field to this heading to show the name of the month for the report.

For the remaining steps, refer to your printouts for Segments 1 through 4. They show the field numbers, headings, and lengths.

3. Press <ENTER> twice to skip line 2, separating the title from the rest of the screen. On line 3, type:

Name,< >Last<:><<><3><1><2><5><4><5><6><7><8><9><10><11><12><13></>

Notice that although you called the field Last Name in Segment 1, you do not have to use the same words here. The important things are the field indicator, field number and field length.

The field indicator (the < symbol) makes this a Must-Fill Alphanumeric Field.

Look at the hardcopy of Segment 1. Last Name's field number is 3. The "3" tells Profile III Plus that the data in this field is from Field 3 in Segment 1. You must type the field number in your screen formats.

You allotted 15 characters to Last Name in Segment 1. In the fifteenth space after the field indicator (<), type a slash (/) to show where data input ends for this field. The slash is used for reference only and is not required.

When you update your data, the field indicators and numbers and the slashes are not displayed. Instead, the appropriate data appears, beginning at the position of the field number and followed by an end marker dot.

Press the spacebar two times. Type:

First<:>< ><*><1><0><1><2><3><4><5><6><7></>

You allotted 10 spaces for First Name in Segment 2, so type the "/" ten spaces after the symbol "*". The "*" indicates that any alphanumeric character may be entered in this field.

Press <ENTER> to go to line 4. Type:

Street<:><1><2><3><4><5><*><1><1><1><2><3><4><5><6><7><8><9><0>
<11><12></>

Use the <→> key to move the cursor to 4,42. (Check your Row, Column indicator in the bottom left corner.) Type:

Position<:>< ><*><2><1><2><3><4><5><6><7><8></>

Press <ENTER> to go to line 5. Type:

City<:><1><2><3><4><5><6><7><*><1><2><3><4><5><6><7><8></>

Move the cursor under the "P" in "Position." Type:

District<:>< ><*><1><1><2><3><4><5><6><7><8></>

Press <ENTER> to go to line 6. Type:

State<:>< >< >< >< >< ><*><1><3>

Notice that there is no slash for this field. You allotted 2 spaces for the state. Since this field number is two digits long, there is no room for a slash here.

Move the cursor to 6,25. Type:

Zip<:>< ><#><1><4>< >< ></>

Move the cursor under the "D" in "District." Type:

Phone<:>< >< >< ><#><1><5>< >< >< >< >< >< >< ></>

The cursor should be in line 7. Under the "P" in "Phone", type:

Hired<:>< >< >< ></><1><6>< >< >< >< ></>

Press <ENTER> to go to line 8.

The rest of your screen contains statistics. When you design your screens, you can type headings or any other characters

that are not defined in your file segments. These headings are used for clarifying the screen and cannot be used to create space for data entry.

Now create some headings for columns of data. In line 8, type:

Description

Press the hyphen key 13 times to create a highlight line. Type:

Number< >of< >Units

Type 6 more hyphens to continue the highlight line. Type:

Value< >of< >Units

Finish the highlight line with 5 hyphens. In line 9, type:

```
Library< >Sets< >< >< >< >< #><4>< >< >/>
```

Press the spacebar three times and type:

```
LS< >Units< ><!><3><1>< >< >< ></>
```

Press the spacebar four times and type:

LS< >Amt< ><!><3><4>< >< >< >< >< ></>

Press <ENTER>. In line 10, type:

Deluxe< >Home< >Sets< ><#><5>< >< ></>

Under LS Units, type:

DH< >Units< ><!><3><2>< >< >< ></>

Under LS Amt, type:

DH< >Amt< ><!><3><5>< >< >< >< >< ></>

Press <ENTER> to go to the next line. Type:

[Home](#)< >[Sets](#)< >< >< >< >< >< >< #><6>< >< >/>

Under the H in DH Units, type:

H< >Units< ><!><3><3>< >< >< ></>

Under the H in DH Amt, type:

H< >Amt< ><!><3><6>< >< >< >< ></>

Press <ENTER> twice to skip line 12. This sets off the commission and total fields from the rest of the data. In line 13, you can create headings for fields to contain data computed by the Profile III Plus Math Package. You will use this Math Package later in the manual.

In line 13, press the spacebar twice. Type:

Commission

Use the spacebar to move the cursor to 13,26. Type:

Sales< >By< >Unit

Move the cursor to 13,48. Type:

Sales< >By< >Amt

Press <ENTER> to go to line 14. Place the field numbers under the headings that describe them. These are protected fields. You cannot enter any data directly into them.

Press the spacebar twice and type:

<!><9>< >< >< >< >< ></>

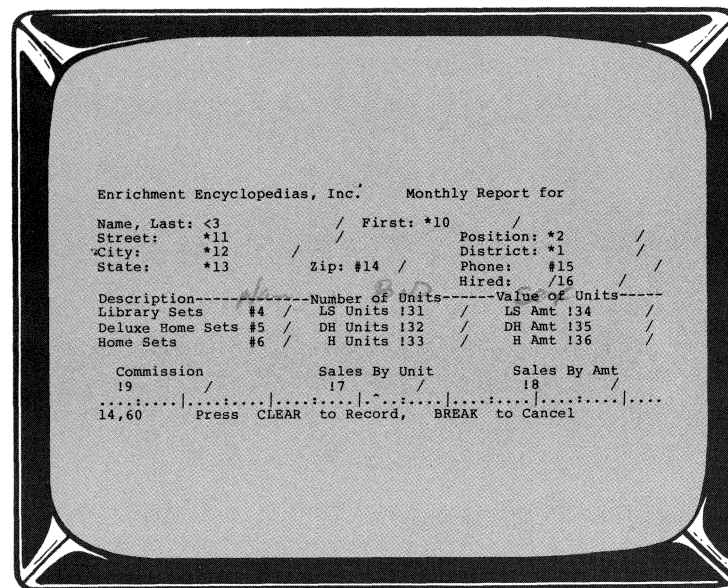
Use the <→> key to move the cursor to 14,27. Type:

<!><7>< >< >< >< >< ></>

Move the cursor to 14,49 and type:

<!><8>< >< >< >< >< ></>

Look over the screen to make sure that you have not made any typographical errors. Your screen should look like this:



Storing a Formatted Screen

When you are finished designing the format of a screen, you can store the format. Once you have stored it, you can review the screen, make changes, and store it again.

At the bottom of the screen, there are two options:

CLEAR - records (stores) a newly formatted or updated screen.

BREAK - restores the screen to its original state. A new screen is left blank if <BREAK> is pressed. A screen that has been recorded remains in the format that was last

recorded. Be careful in using the <BREAK> key.

Store the format for Screen 1 by pressing <CLEAR>. The following question appears:

Hardcopy This Screen (Y/N)

Type <Y>.

If your printer is not properly connected or if it is off-line, this error message appears:

PRINTER NOT READY Press ENTER To Retry, X To Cancel

Properly connect your printer or get it on-line, and press <ENTER>.

It is always a good idea to get a hardcopy of the various parts of your files. These copies are good for reference.

After you answer the first question, another appears:

Password Protect This Screen (Y/N)

If you password protect a screen, you are required to enter the password when you first access that screen. For now, do not password protect this screen. Type: <N> and press <ENTER> to return to the Creation Menu.

ADDING A FIELD TO AN EXISTING SEGMENT

The screen you designed shows the monthly statistics on a salesman. You need to add a field so you can enter the current month that will appear on the record. Look at the hardcopies of your segments. Segments 1, 2, and 3 have no character spaces available for fields. Segment 4 is the only segment with space available.

If the company wanted to have a separate record kept on file for each month a salesman has worked for the company, then the month field would be an important search field. In that case, the data base would need to be set up again to include Month in Segment 1.

In the example, the company does not want to save all the monthly records for each salesmen. After each month, it prints a hardcopy of the records for its files, then enters the next month's data in the same record. Therefore, it is not important to have the month field in Segment 1. It can be added to Segment 4.

At the Creation Menu, press <1>. Enter SALESMEN at the name prompt. Type <4> and press <ENTER> to review Segment 4. Press <A> for Add Fields. You are now asked to enter Field 37.

Type <Month> and press <ENTER>.

Enter <9> as the maximum field length. Press <ENTER> to record this field and press <ENTER> again to exit to the Menu.

You are now at the Creation Menu. Go back to Segment 4, and make a hardcopy of the fields for reference.

Updating Screen 1 to Add the New Field

Now that a field for the month has been defined, you can add it to the Monthly Salesmen Report Screen. At the Creation Menu, press <2>. Enter SALESMEN and select Screen 1.

On line 1, you have already created a heading to show the month. Move the cursor to 1,55 and type:

<*><3><7>< >< >< >< >< ></>

Press <CLEAR> to record the screen. Print it. Enter <N> to bypass the password step and return to the Creation Menu.

NOTE: Because you have added the Month field as the last field in the last segment, none of your other field numbers have changed. Whenever you change the number of fields, all following fields are affected. All of the fields are automatically renumbered in the Segments by the program, but you have to manually renumber all of your other formats (screens, reports, math formulas, etc.) accordingly.

DEFINING MATH FORMULAS FOR SALESMEN

You now need to define math formulas to compute values for your screen. At the Creation Menu, press <7> to select the Define Formulas option.

Enter the data base name, SALESMEN. The program asks you to insert the Runtime diskette in a drive. If your Runtime diskette is not already in Drive 1, insert it and press <ENTER>. Answer <Y> to the new formula question and press <ENTER>.

The screen is now marked off in two sections. The cursor is in the first line. The two-space column the cursor is on is used to enter a field number, indicating the location for the computation's answer. After this column is filled, the cursor skips to the space after the = sign. This second column holds the formulas that you enter to perform addition, subtraction, multiplication, and division.

The small blocks at the right of the screen mark the end of the formula column. When the cursor reaches the end, it goes to the first column in the next line.

✓ Only field numbers are used in column one. In the second column, four different references can be used. These are: $9 = 8 * .05$

1. Fields - To use the value in a field as part of a computation of another field, enter the field number in a formula. For example, if you knew that a salesman's total amount of sales (\$1000) was in Field 8 in your file, you could determine his commission (Field 9) by entering a formula that tells Profile III Plus that Field 9 = Field 8 times 5 percent. So, Field 9 would equal \$50 here.
2. Values - Enter any constant value that you want to use in your computation in the formula in quotation marks. In the example, 5 percent would be written as ".05" in the formula.
3. Operators - An operator is the symbol for the mathematic operations. These are:

- + for addition
- for subtraction
- * for multiplication
- / for division

4. **Formats** - The default results of formulas are shown with two decimal places. You can change this by entering one of two format indicators:

I - To indicate Integer format, place the letter I anywhere in the body of the formula. An integer is a whole number with no decimal places.

F - To select a floating decimal point with no rounding, place the letter F anywhere in the formula.

All mathematic operations are performed calculator style, from left to right. The formulas are calculated from top to bottom as they appear in the table. A table can contain a maximum of 16 formulas, each with a maximum of 59 characters.

Here is a sample formula:

$$NN = 20 + 30 / 40$$

This results in:

$$20 + 30 = 50, \text{ then } 50 / 40 = 1.25$$

This does NOT result in:

$$30 / 40 = .75, \text{ then } 20 + .75 = 20.75$$

Parentheses are not accepted in the math formulas. The results are rounded off when using decimal numbers. The degree of rounding will depend on the format selected (I or F).

Because operations are performed from top to bottom, you must be careful in positioning your formulas. If you use the result of one formula in another, the second formula must be below the first. References to fields not yet calculated are evaluated as zero.

All math operations are performed to 11 digits of accuracy. This allows numbers between -99,999,999,999 and +99,999,999,999 to be represented in integer format and numbers between -999,999,999.99 and +999,999,999.99 to be shown with two decimal places.

The Math Package recognizes two error conditions. These are:

1. **Division by zero.** When division by zero is attempted, the Math Package substitutes /D0 for the result. All formulas that reference a calculation that has resulted in such an error are, in turn, evaluated to /D0.
2. **Field overflow.** When field overflow occurs (i.e., the number of digits in the math result exceeds the size of the field), the Math Package substitutes /OV for the result. Fields whose formulas reference a calculation that has caused an overflow may or may not overflow themselves, depending on their size.

NOTE: Calculations which are self-referencing (e.g. 10=10+"1") do not work. All fields on the left side of a formula are set to 0 before evaluation.

Also, the fields you use do not have to appear in any of your screen formats, as long as the final result fields are defined in your data base segments.

You can use a field that has never been defined (e.g. 99) as a buffer field. If your formula exceeds the limits of either characters or fields, divide your formula into two parts. Let field 99 hold the answer to the first formula. Then use field 99 as the first entry of the second formula to obtain the final answer.

Now enter the math formulas necessary for Screen 1 in SALESMEN. The first field you calculate is Field 31, which is the number of Library Set volumes (units) sold by the salesman for the month. Each Library Set contains 72 volumes, so multiply the number of sets (the value entered in Field 4) by 72.

In the first column, type <3><1>.

The cursor moves to the space after =. Type:

INTEGER Sym → **<I><4><*><"><7><2><">** ✓

You have told Profile III Plus to take the value in Field 4, multiply it by 72, and place the answer in field 31 in integer form.

Press <ENTER> twice to go to the next line.

A Library Set contains 72 volumes. A Deluxe Home Set contains 36 volumes, and a Home Set contains 24 volumes. Enter the following formulas:

Line 2 - Type <3><2> (then, after =) **<I><5><*><"><3><6><">** and press <ENTER> twice.

Line 3 - Type <3><3> (then, after =) **<I><6><*><"><2><4><">** and press <ENTER> twice.

Field 7 is Sales By Unit, the sum of Fields 31 through 33. The next formula adds the results of the above formulas to give this total.

Line 4 - Type < ><7> (then, after =) **<I><3><1><+><3><2><+><3><3>** and press <ENTER> twice.

The next formulas calculate the total dollar amounts of the sets sold. The price of each set is: Library Set, \$3000; Deluxe Home Set, \$1750; Home Set, \$1200. Enter the following formulas.

Line 5 - Type <3><4> (then, after =) **<4><*><"><3><0><0><0><">** and press <ENTER> twice.

Line 6 - Type <3><5> (then, after =) **<5><*><"><1><7><5><0><">** and press <ENTER> twice.

Line 7 - Type <3><6> (then, after =) **<6><*><"><1><2><0><0><">** and press <ENTER> twice.

Field 8, Sales By Amount, is the sum of Fields 34 through 36.

Line 8 - Type < ><8> (then, after =) <3><4><+><3><5><+><3><6> and press <ENTER> twice.

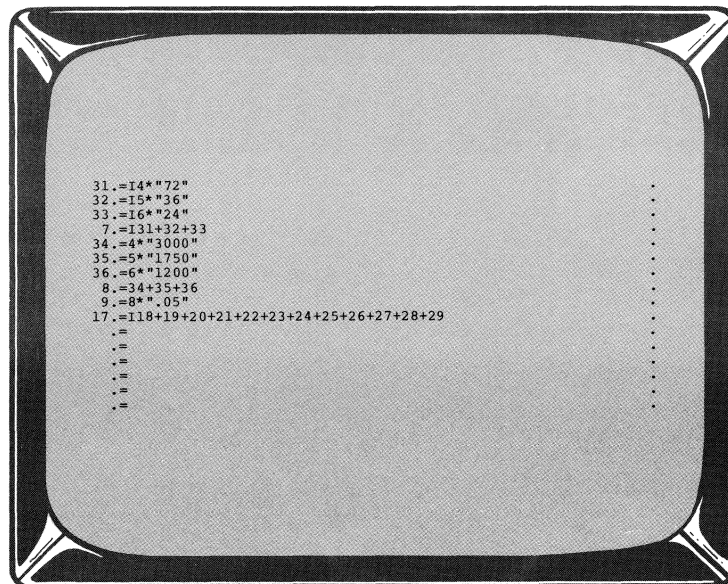
Field 9, Commission, is a percentage determined by the dollar amount of sales. The salesmen in this company receive a five percent commission.

Line 9 - Type < ><9> (then, after =) <8><*><"><.><0><5><"> and press <ENTER> twice.

Finally, field 17, Total Sales By Unit, will be used later for a yearly total on a new screen.

Line 10 - Type <1><7> (then, after =)
 <I><1><8><+><1><9><+><2><0><+><2><1><+><2><2><+><2><3><+><2><4>
 <+><2><5><+><2><6><+><2><7><+><2><8><+><2><9> and press
 <ENTER>.

The math format screen should look like this:



Look over the formulas to be sure that you have properly entered them. If you have not, use the arrow keys to move the cursor and correct them. When they are correct, press <CLEAR> to record the formulas.

The formulas are recorded and this message appears:

Hardcopy This Formula (Y/N)

Type <Y> and press <ENTER> to get a printout for reference. You are returned to the Creation Menu.

DESIGNING SCREEN 2, YEARLY SALES TOTALS, FOR SALESMEN

So far, you have only created one screen for the SALESMEN data base. To complete the salesmen's records for the company, you need a yearly sales total record for each salesman. You have already entered the necessary fields when we defined the data base formats.

At the Creation Menu, press <2> for Define Screens. After you enter SALESMEN at the name prompt, type <2> and press <ENTER> for the screen number.

The Mount RUNTIME Diskette prompt appears. If the Runtime diskette is not already in Drive 1, insert it and then press <ENTER>.

Answer <Y> to the New Screen prompt.

Below is an illustration of the format for Screen 2. Copy this format exactly, using the ruler markings at the bottom to determine the proper spacing. On line 9, skip six spaces before you enter the heading (Total Sales By Unit) so that you can add a graphic character. This special feature will be explained shortly.

19 2 3 4

Enrichment Encyclopedias, Inc. Yearly Totals for #30 /

| | | | | | |
|-------------|-----|---|-----------|-----|---|
| Name, Last: | #13 | / | First: | #10 | / |
| Street: | #11 | / | Position: | #12 | / |
| City: | #12 | / | District: | #11 | / |
| State: | #13 | / | Phone: | #15 | / |
| Zip: | #14 | / | Hired: | #16 | / |

Total Sales By Unit: #17 /

| | | | | | | | |
|---------|---|---------|---|---------|---|---------|---|
| Jan #18 | / | Feb #19 | / | Mar #20 | / | Apr #21 | / |
| May #22 | / | Jun #23 | / | Jul #24 | / | Aug #25 | / |
| Sep #26 | / | Oct #27 | / | Nov #28 | / | Dec #29 | / |

.....|.....|.....|.....|.....|.....|.....|.....

10 20 30 40 50

18 29 33

Notice that almost every field in the top half of the screen is entered as a write-protected field (the ! indicator). Because these fields already contain data from Screen 1, the program will automatically copy this data into Screen 2.

The write-protect indicator (!) causes the cursor to skip these fields when data is entered, so that you can quickly access the fields in which you need to enter data for Screen 2.

If you want to change the data in these fields (for example, the Street), you can change it on Screen 1 and it appears correctly on Screen 2.

Record the screen by pressing <CLEAR>. Print a copy of the screen and enter [N] at the password protection question. You are returned to the Creation Menu.

Using Special Characters to Enhance Screen Display

Now go back to the screen you have just designed and add the pointing hand to highlight the heading.

At the Creation Menu, press <2>. Enter the data base name (SALESMEN), and recall Screen 2.

Using the <↑> key, move the cursor to line 9. Press the space bar once. The hand occupies three character positions, so start its placement on 9,2.

With the cursor on 9,2, enter the Special Character function by pressing <SHIFT> <@>. The Special Characters are displayed on lines 15 and 16 at the bottom of the screen. The Special Character cursor is blinking on Row 15, Column 7. Notice that the regular cursor is still positioned at 9,2 and cannot be moved while in Special Character mode.

Using the arrow keys, move the Special Character cursor to 16,51. This places the cursor over the first part of the hand. As the hand is a three position character, you must transfer each of the three positions to the screen one at a time. To place the first part of the hand on the screen, press <ENTER>.

The first part of the hand is now on the screen, and the screen cursor automatically moved to position 9,3. Press <SHIFT> <@> to re-enter the Special Character function. Move the Special Character cursor over one space to 16,52. Press <ENTER>.

The second part of the hand is now on the screen and the screen cursor has moved to position 9,4. Press <SHIFT> <@> and move the Special Character cursor to 16,53. Press <ENTER>. The third part of the hand has now been positioned on the screen. This completes your screen design.

Review the screen and make any necessary corrections. Press <CLEAR> to record the screen. Hardcopy it, and bypass the password step, returning to the Creation Menu.

ENTERING DATA

Now that you have defined data segments and created screens, you will begin entering data in the SALESMEN data base.

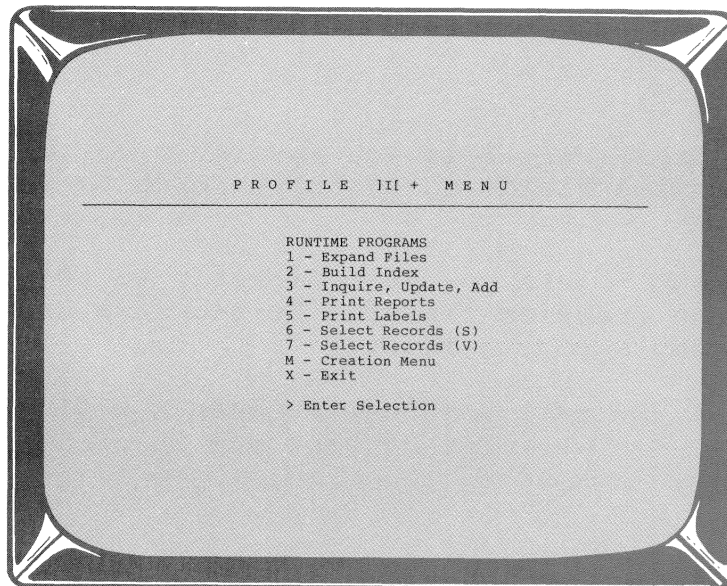
You do not have to use the Creation diskette during data entry. You may run the program with the Runtime diskette in Drive 0, and any data diskette(s) on which you want to store your files in Drives 1, 2, or 3. You should periodically back up these diskettes.

Press <X> at the Creation Menu to exit to TRSDOS Ready. Remove the Creation diskette from Drive 0 and insert the Runtime diskette.

NOTE: If you plan to keep all of your segments on the runtime diskette, you may leave the Creation diskette in Drive 0 and the Runtime diskette in Drive 1.

The Runtime Menu

Type <R><M> and press <ENTER> at TRSDOS Ready. The Runtime Menu appears as shown below:



Here is a brief explanation of each of the nine selections on the Runtime Menu. Use these "Runtime" functions on a daily basis to run the program:

- 1 - **Expand Files** - creates room on the diskette to store records. This must be done before entering data.
- 2 - **Build Index** - lets you specify a field on which to sort records. Creates the "Index By" prompt which is seen in the Inquire, Update, Add mode.
- 3 - **Inquire, Update, Add** - runs the main part of Profile III Plus, where you enter, delete, edit, and search data.
- 4 - **Print Reports** - lets you specify sort and selection fields to print reports, using the report formats you create with the Define Reports selection on the Creation Menu. If you press the spacebar once at the Runtime Menu, an "X" appears beside this selection, and you can print reports using Extended Selections.
- 5 - **Print Labels** - lets you specify sort and selection fields to print labels, using the label formats you create with the Define Labels selection on the Creation Menu. If you press the spacebar once at the Runtime Menu, an "X" appears beside this selection, and you can print labels using Extended Selections.
- 6 - **Select Records (S)** - lets you specify a sort field and up to 16 selection fields to select records to merge with SuperSCRIPT.
- 7 - **Select Records (V)** - lets you specify a sort field and up to 16 selection fields to select records to pass to VisiCalc.
- M - **Creation Menu** - lets you exit directly to the Creation Menu. If the Creation diskette is not in a drive, the program prompts you to insert it.
- X - **Exit** - lets you exit the Runtime Menu and display TRSDOS Ready.

To select a function from the Runtime Menu, simply press the number or letter that is next to the selection you want.

The functions are covered in detail as you learn how to use them in this section.

EXPANDING FILES

The next step in setting up your data base is to expand your files. This is done to make room on the diskette to store the records (the actual name, address, etc. for each salesman).

To expand the data base, press <1> at the Runtime Menu. After you enter the data base name, SALESMEN, the screen shows:

This File Is Currently Allocated 0 Records
How Many Additional Records?

For this example, use 10. Type <1><0> and press <ENTER>. Since this is the first time the data base will be expanded, and due to internal operations, the program will ask for the drive numbers of segments 2, 3, 4, and then segment 1.

Enter Drive Number of Diskette

To Hold Segment 2 Data?

NOTE: When you are setting up and expanding your own data bases, study the section, "CONVERTING YOUR RECORDS TO PROFILE III PLUS" before completing this step. You will learn how to store your segments on data diskettes to gain maximum record storage.

For SALESMEN, store the data in all segments on the Runtime diskette. To do this, type the drive number that the Runtime diskette is in and press <ENTER>. The screen message changes to ask for the drive number for Segment 3 Data.

Type the drive number that the Runtime diskette is in and press <ENTER>. Do this each time the message changes to ask for the drive number for a segment.

After the data base has been expanded, the Runtime Menu reappears.

NOTE: A data base must exist before it can be expanded. If you misspell the data base name, the system cannot locate it and asks you for the name again. Make sure you have the correct diskette in the expansion drives.

A few precautions should be noted. NEVER expand to the maximum number of records in one step, because Profile files can be made larger, but not smaller.

Profile III Plus has limits as to the number of records it can store, depending on the data base size and the number of disk drives used with the system. File capacities can be found in "CONVERTING YOUR RECORDS TO PROFILE III PLUS" at the end of Section II under "Record Capacities."

INQUIRE, UPDATE, ADD**Entering Data in SALESMEN, Screen 1**

To begin entering data in the SALESMEN data base, press <3> at the Runtime Menu for Inquire, Update, Add. Enter the data base name, SALESMEN. Type <1> and press <ENTER> when asked for the screen number.

The next question asks you to enter a record number. The Inquire, Update, Add mode uses this information to access a desired record or group of records.

After you have stored data in the data base, you can see any record by entering the record number. Since you have no records yet, press <ENTER> to go to the next prompt.

The next screen shows the fields defined in Segment 1. You are asked to enter a scan field number. A scan field is a field that is used to define the criteria to search through records. Again because you have no records, press <ENTER> to go to the next prompt.

The third question is now on the screen. It asks if you want to add records. Type <Y> and press <ENTER> to begin entering data.

NOTE: If you are in the Inquire, Update, Add Mode but you have not expanded your data base, or if all available records have data, you cannot add any records.

The screen shows the format designed for Screen 1. Notice that the field indicators, field numbers, and slashes are not on the screen.

NOTE: If any slashes appear in the screen, you miscounted the spaces in the field when the screen was formatted. If this happens, recall Screen 1 from the Creation Menu, and move the slashes. Then record the updated screen.

The small blocks after the field names indicate the end of the field. When the cursor reaches a block, it moves to the next

field. When entering data in a record, press <ENTER> to go to the next field if you do not use all the available spaces.

The cursor is at the month field. Type:

April

and press <ENTER>. The cursor moves to the Name field. Enter the following information in this record:

| | |
|-----------|------------------|
| Last Name | - Johnson |
| First | - William |
| Street | - 124 Eastheimer |
| Position | - Sales |
| City | - Fort Worth |
| District | - Southside |
| State | - TX |
| Zip | - 76107 |
| Phone | - 817-555-0422 |
| Hired | - 01/01/81 |

*Sept 15
3000*

The only other fields you need to fill in are the fields that contain the number of sets sold. The fields under Number Of Units and Value Of Units are protected fields that are calculated and filled in by the Math Package. Enter the following information:

| | |
|------------------|------|
| Library Sets | - 5 |
| Deluxe Home Sets | - 5 |
| Home Sets | - 10 |

Notice that the numbers entered in these fields moved to the right after the <ENTER> key was pressed. You do not need to right justify numbers entered here, as Profile III Plus automatically does this for you.

The cursor skips the protected fields Commission, Sales By Units, and Sales By Amount. When the record is stored, the Math Package computes the values for these fields and fills them in.

Look at the bottom of the screen. It tells you that you are in the Update Mode and gives you two options:

Press CLEAR To Record, BREAK To Restore.

Press <CLEAR>. The screen indicates that the Math Package is CALCULATING. When the calculations are completed, the screen shows the next empty record so that you can add another record. If you wish to exit to the Runtime Menu, press <BREAK> four times.

NOTE: If you have neglected to enter data into a "must-fill" field (Last Name and Hired are "must-fill" fields on this screen), the record is not stored when you press <CLEAR>. A white highlight briefly appears in the field(s) in which data must be entered. You must enter the data and press <CLEAR> again to store the record.

To show some of the other features of Profile III Plus, you need more records in the SALESMEN file. Enter the following data in Records 2 through 5, using the keys discussed earlier or explained in "APPENDIX E." Remember to press <CLEAR> to store each record.

Record #2

Month - April
Last Name - Kilton
First - Kelly
Street - 124 Davidson Dr
Position - Dist. Man.
City - Fort Worth
District - Northside
State - TX
Zip - 76110
Phone - 817-926-6385
Hired - 10/01/78

Library Sets - 6
Deluxe Home Sets - 12
Home Sets - 7

Record #3

Month - press <SHIFT> <@>
Last Name - Thomason
First - Brenda
Street - 1643 Overton
Position - Sales
City - press <SHIFT> <@>
District - Westside
State - press <SHIFT> <@>
Zip - 87129
Phone - 817-336-8291
Hired - 12/01/80

Library Sets - 2
Deluxe Home Sets - 8
Home Sets - 4

Record #4

Month - press <SHIFT> <@>
Last Name - Ackerson
First - Adam
Street - 879 Throckman
Position - Dist. Man.
City - press <SHIFT> <@>
District - Eastside
State - press <SHIFT> <@>
Zip - 76109
Phone - 817-735-8888
Hired - 03/01/76

Library Sets - 6
Deluxe Home Sets - 10
Home Sets - 3

Record #5

Month - press <SHIFT> <@>
Last Name - Putnam
First - Jeannie
Street - 497 Weston Ave
Position - Sales
City - press <SHIFT> <@>
District - Westside
State - press <SHIFT> <@>
Zip - 76110
Phone - 817-335-9156
Hired - 01/01/81

Library Sets - 2
Deluxe Home Sets - 2
Home Sets - 3

After you have pressed <CLEAR> to record the last record, press <BREAK> four times. You return to the Runtime Menu.

Reviewing Records Using the Record Number

You can review the records in the file in several ways. One way is to use the Enter Record Number prompt. At the Runtime menu, press <3> for Inquire, Update, Add. Enter your data base name (SALESMEN) and screen number 1. The Enter Record Number prompt appears. Type <1> and press <ENTER>. Record 1 is on the screen.

Use the <↑> key to look at Records 2 through 5. You can also use the <↓> key to scroll backwards through the records.

If you want to look at a particular record, you can go directly to it by typing in the number at the Enter Record Number prompt. This is the fastest way of accessing records in a large file.

Look at the command line that is displayed when you are viewing records. The options are:

D - Delete. After you press <D> the screen shows:

RECORD DELETION HAS BEEN REQUESTED Reply: Y or N

Type <Y> to delete the record and return to a blank screen or <N> to return to the command line without deleting the record.

- H - Hardcpy. Press <H> to print a copy of the record. It is wise to keep a printout of each of your records. If you press <H> and your printer is not connected, your screen shows:

PRINTER NOT READY Press ENTER To Retry, X To Cancel

Connect the printer and then press <ENTER> to print the copy. If you want to cancel the command, press <X> and you are returned to the command line without printing.

- U - Updte. Press <U> to enter or change information in a record. When you press <U>, the command line changes to two options: record any changes, or restore the record to its original state. After either command is executed, you return to the first command line.

- X - End. Press <X> to exit the scan mode. The first of the three questions in this mode, Enter Record Number, is displayed.

ENTER - Next. This command is used with the scan field option. When you are using a field to search for particular records, <ENTER> takes you to the next record that meets the criteria you have selected.

Special Keys in the Update Mode

There are several keys used in the Update Mode to make adding or changing records faster:

<CLEAR> - stores a completed or changed record.

<BREAK> - restores a record to its original state before the

Update Mode was entered.

- <ENTER> - moves the cursor to the beginning of the next unprotected field.
- <↑> - pressed at the beginning of a field, moves the cursor to the beginning of the previous unprotected field. If used in the first field in the record, the cursor moves to the last field. If pressed within a field, moves the cursor to the beginning of the current field.
- <↓> - moves the cursor down to the beginning of the field immediately below, if any. If there is no field immediately below, the cursor moves to the first field in the line immediately below.
- <←> - moves the cursor left one space, without erasing any characters.
- <→> - moves the cursor right one space, without erasing any characters.
- <SHIFT> <↑> - moves the cursor to the first unprotected field on the screen.
- <SHIFT> <→> - creates a space by moving any characters beneath and to the right of the cursor to the right by one space. Any characters moved past the end of the field are erased.
- <SHIFT> <←> - deletes any character beneath the cursor and moves all remaining characters to the left one space.
- <SHIFT> <0> - allows you to switch back and forth between upper and lower case.
- <SHIFT> <@> - inserts data in a field from the corresponding field in the last successfully stored record. The cursor must be at the beginning of the field, or these keys perform like <ENTER>.

Entering Data in Screen 2

Now you can enter data in the second screen you designed. At the Runtime Menu, press <3>. Enter SALESMEN at the name prompt, and enter <2> at the screen number prompt. Enter <1> at the Enter Record Number prompt to display Record 1. Most of the fields in this screen are already filled. To complete the rest, press <U> for Update.

The cursor is in the Year field. Type <1><9><8><1>.

Since you have defined the rest of the fields in the top half of the screen as write-protected fields, the cursor should move directly to Jan.

Enter the following figures for sales in January, February, and March:

For Jan, type <6><4><4> and press <ENTER>.
For Feb, type <7><5><4> and press <ENTER>.
For Mar, type <8><2><0> and press <ENTER>.

Press <CLEAR> to record the data so far.

Now you can go to Screen 1, which contains the sales figures for the month of April, and copy them. To do this:

1. Press <1> to see Screen 1.
2. Check the value in the Sales By Unit field (780).
3. Press <2> for Screen 2.
4. Press <U> for Update.
5. Move the cursor to Apr. Type <7><8><0> and press <ENTER>.

You have no more sales figures to enter now. Press <CLEAR> to record the data. A message tells you that the program is calculating. When it is completed, the total is displayed in the Total Sales By Unit field.

Each time you update this screen to add another month's

figures, you enter the data in the appropriate month field in the bottom half of the screen. After you record the screen by pressing <CLEAR>, the total changes to reflect the addition.

Now enter the following data in Records 2 through 5. Use the <↓> key to move forward to each new record. Press <U> to Update. Enter the figures in the month fields.

Record 2

Year - 1981
Jan - 986
Feb - 1022
Mar - 854
Apr - 1032

Record 3

Year - press <SHIFT> <@>
Jan - 712
Feb - 486
Mar - 956
Apr - 528

Record 4

Year - press <SHIFT> <@>
Jan - 864
Feb - 928
Mar - 1010
Apr - 864

Record 5

Year - press <SHIFT> <@>
Jan - 426

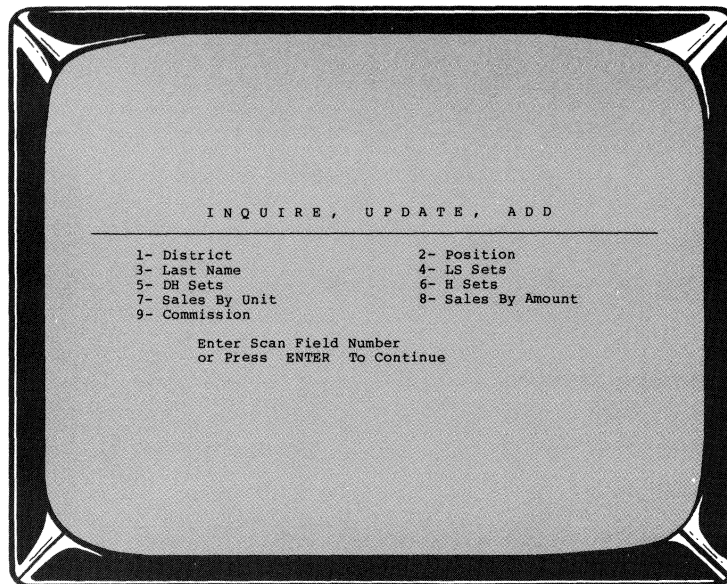
Feb - 388
Mar - 512
Apr - 288

You now have totals for each salesman's yearly sales through April. There are two important things you need to know about this screen:

1. If you interrupt entering data and go through another process (for example, if you leave Screen 2 of a record to look at Screen 1, then return to Screen 2), then no data is transferred when you press <SHIFT> <@>. Type the data instead of using the <SHIFT> <@> key.
2. If you have made a mistake which affects an individual record and stored it, you can go back to that record and correct it, using the Update mode. Press <CLEAR> and the total is recalculated, using the new information.

REVIEWING RECORDS USING SCAN FIELDS

You can use any of the fields in Segment 1 to search for records. To use the scan option, follow this procedure. At the Runtime Menu, press <3> for Inquire, Update, Add. Enter the data base name (SALESMEN) and Screen 1. Press <ENTER> to bypass the Record Number prompt. The screen now shows:



You can use any of the fields listed on the screen to search for specific records or a group of records. The fields shown are all the fields that you defined in Segment 1.

Scanning Using Letters

You want to see the records of all salesmen whose last names occur alphabetically after Johnson. At the Runtime Menu, press

<3> for Inquire, Update, Add. Enter the data base name (SALESMEN), and call Screen 1. Press <ENTER> to bypass the Record Number.

Type: <3> and press <ENTER>.

The field Last Name is now displayed on the screen. You can type in up to fifteen characters (the field length for Last Name).

Since you want to find last names after Johnson, type:

Johnson

and press <ENTER>.

NOTE: Profile III Plus ignores differences between upper and lower case letters during a scan.

The screen shows:

Enter Relationship (EQ,NE,GT,LT,GE,LE,RG)
(Press ENTER To Assume Equal To)

Relationships

The relationship you choose specifies the search criteria between the target value (what you're looking for) and the results that you want. The relationships are:

EQ - Equal To. Scans for the exact target value.

NE - Not Equal. Scans for all data EXCEPT the target value.

GT - Greater Than. Scans for all data greater than the target value.

LT - Less Than. Scans for all data less than the target value.

GE - Greater Than Or Equal To. Scans for all data greater than or equal to the target value.

LE - Less Than Or Equal To. Scans for all data less than or equal to the target value.

RG - Range Of Values. Scans for a range of values. After you type <R><G>, you are asked to enter a second target value. The second target value is the highest value in the scan - the low end of the scan has already been entered following the Scan Field Name. The program then searches for all data between (and including) the two values.

Type <G><T> and press <ENTER> for the relationship to find all last names after Johnson. The relationship symbols must be entered in upper case for the program to recognize them. If you type them in lower case the prompt is repeated.

The screen now shows:

Enter Connective (AND, OR, ENTER)

This gives you the option of further limiting the search. If you type AND, you are asked for a second Scan Field number, and step 1 is repeated. Records are only displayed if they satisfy the criteria specified for both the first and second scans selected. OR tells Profile III Plus to select records that meet either the first OR the second criterion.

In this example, use this scan without a connective. Press <ENTER> to begin the system's search for records that meet the criteria you described above. The first record that is displayed is Record 2. Pressing <ENTER> displays the next record that matches the criteria of the scan - Record 3. Record 5 is the next record that matches the criteria.

Press <ENTER> again. You exit the scan mode since no other record matches are found.

Scanning Using Numbers

Using numbers in scans is more difficult because Profile III Plus right-justifies numbers. To understand how to enter

numbers for scans, you need to understand how numbers are stored by the program.

Remember that you allotted 10 spaces for the Commission field and that this field contains a decimal number.

Think of the 10 spaces in the Commission field as 10 columns, each column storing a digit of the number, and the number being right-justified when stored (all digits moved to the right as far as possible). One of these spaces contains a decimal point and two other spaces are for digits to the right of the decimal point.

In Record 1, Johnson earned a commission of \$1787.50. This number is stored as:

| | | | | | | | | | | |
|--------|------|------|------|------|------|------|------|------|------|------|
| Digit: | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th |
| | /--- | /--- | /--- | /--- | /--- | /--- | /--- | /--- | /--- | /--- |
| | | | | 1 | 7 | 8 | 7 | . | 5 | 0 |

The only numeric fields that contain decimals are those in which you actually place a decimal, those fields which have the decimal field indicators, or formulas calculated by the Math Package that have not been specified in Integer format.

Now, to practice entering numbers, scan for the records of those salesmen who sold more than 4 library sets. Field 4 (LS Sets) is a numeric field whose numbers are integers. You allotted four spaces to this field when you defined it in Segment 1. In Record 1, the salesman sold 5 library sets.

This number is stored as:

| | | | | |
|--------|------|------|------|------|
| Digit: | 1st | 2nd | 3rd | 4th |
| | /--- | /--- | /--- | /--- |
| | | | | 5 |

If you entered a two-digit number, it would be stored (right-justified) in the 3rd and 4th columns.

Using the scan field option, enter <4> to scan for LS Sets field. Then enter the value < >< >< ><4> and the relationship <G><T>. Press <ENTER> to bypass the prompt for a connective.

The program now searches for records of those salesmen who sold more than 4 Library Sets.

Using Significant Digits in Scans

When you enter numbers or letters in a scan, you do not have to use the entire word or number. For example, if you want to look for the last name, Johnson, in a record, your chances are fairly good that no other last name matches past the first four letters. Rather than entering Johnson, you could enter John.

Shortening the length of the field to be matched saves keystrokes.

Similarly, significant digits can be used in number scans. Even using significant digits, numbers must be right-justified. If you have 4 available spaces, for example, entering a number in the first digit would have this result:

```
Digit:  1st 2nd 3rd 4th  
        /---/---/---/---/  
         4
```

If you looked for a GT relationship, the program would find all numbers greater than 4000. The 000 is implied.

Scanning Using the Wild-card Symbol

The wild-card symbol (=) is a special symbol used to have Profile III Plus show you all records that contain anything in a certain field or portion of a field. To use the wild-card symbol, enter the number of the field you are using to search. Once the field name is displayed, type <=> and press <ENTER>. Press <ENTER> at the rest of the prompts. You can also use the <=> within a scan to search for specific data. For example, to find everything entered during September of 1981, you can scan for 09/==/81.

Ending a Scan

You can end a scan in two ways:

1. Press <X> to return to the Enter Record Number prompt.
2. Press <ENTER>. If there are no more records meeting the specifications, you return to the Enter Record Number prompt.

Press <BREAK> twice to return to the Runtime Menu.

Switching Between Screens

Press <3> at the Runtime Menu to enter Inquire, Update, Add. Enter the data base name and Screen 2. At the Enter Record Number prompt, type <1> and press <ENTER>.

Record 1, Screen 2 is now on the screen. Instead of pressing one of the options in the command line, press <1>. The screen now shows Record 1, Screen 1. Press <2> and you can see that Record 1, Screen 2 is now on the screen.

You can switch among all screens that are defined by pressing the desired screen number.

Earlier, you learned how to move forward and backward through the records by using <↑> and <↓>. When you use these arrows to move through the records, the screen will not change from that of the previous record displayed.

MASS MODE

Mass Mode is a special feature of Profile III Plus that allows you to change, print, purge (delete after printing), or delete many records using one command. There are four different options. They are:

Mass Hardcopy - prints all records specified.

Mass Delete - deletes all records specified.

Mass Purge - deletes all records specified after printing them.

Mass Recalculate - recalculates all records specified.

Mass Hardcopy

To print the records of all salesmen who have sold less than three library sets:

At the Runtime Menu, press <3> for Inquire, Update, Add. Enter the data base name (SALESMEN) and Screen 1. Press <ENTER> to bypass the Record Number prompt. You can only enter Mass Mode after you have entered a criterion and a record is on the screen.

Type <4> and press <ENTER> for the Scan Field Number prompt. This is the field that contains the number of library sets sold.

Type < >< >< ><3> and press <ENTER> for the search criteria. The leading blanks must be included because the number is stored right-justified.

Enter <L><T> for Less Than to answer the relationship prompt. Press <ENTER> to skip the connective question.

When Record 3 appears, press the spacebar once and the Mass command line appears. Press <H> for Hardcopy.

Two records (Records 3 and 5) are printed. After the printing

is finished, you are returned to the Enter Record Number prompt.

You can request a printout of all records by using any field as your scan field and entering the wild-card symbol (the = sign) when prompted for the search criteria. To use this, type the specific character you wish to match and type <=> for any other character you wish to ignore. For example, to find all salesmen whose districts are on the Westside, press <1> for the scan field, enter <W><=> for the search value, and press <ENTER> to skip the relationship and connective prompts.

Another example is: To print all records for salesmen who were hired in 1981, you could enter the field number for Date Hired (unlike our example, this would have to be defined in Segment 1), and then enter: ==/==/81 as your search value. If you pressed <ENTER> to skip the relationship and connective prompts, this would print all records of salesmen hired in 1981.

Mass Recalculation

One of the most useful features of Mass Mode is Mass Recalculation, which allows you to correct or update many records with one command. For example, to change a mistake in a price, which would normally be defined or used in a math formula, place the Creation diskette in Drive 0 and the Runtime diskette in Drive 1. Call the Creation Menu and press the Define Formulas option (7).

Find the formula you need to change, correct it, and press <CLEAR> to store the new one. Remove the Creation diskette from Drive 0 and insert the Runtime diskette.

At the Runtime Menu, use Inquire, Update, Add (3). After entering your data base name and screen number, press <ENTER> to bypass the Enter Record Number prompt. Remember that you have to be at the Scan Field prompts to use Mass Mode.

Here you can specify which records to recalculate with the changed formula. If you want to change all of the records, use

any field as your scan field and enter the wild-card option (the = sign) when prompted for the search criteria. Then press <ENTER> to skip the relationship and connective prompts. The "=" finds all records that contain anything in the field specified.

You can use the Mass Recalculation feature in many different ways. You can temporarily change your formulas and recalculate to project the results of price changes or of increased costs of goods. Then you can go back to your formulas, readjust them to their current use, and recalculate again to get your normal records.

Mass Purge and Mass Delete

Be careful when you use Mass Purge and Mass Delete. Make sure when you define your scan fields that you are specifying only the records that you want erased.

To use Mass Purge or Mass Delete, use Inquire, Update, Add (3) at the Runtime Menu. After entering your data base name and screen number, press <ENTER> to bypass the Enter Record Number prompt.

At the Scan Field prompt you can specify your search criteria. If you want to specify all records, enter any scan field and then enter the wild-card symbol (=) where you would normally enter a value. Then press <ENTER> to skip the relationship and connective prompts. The "=" finds all records that contain anything in the field specified.

When the first record that matches the scan appears, press the spacebar once. The Mass Mode command line appears. You can press <P> to purge all records specified or <D> to delete all records specified. When you use either of these options, a warning message appears:

M A S S DELETION HAS BEEN REQUESTED Reply: Y or N

If you press <Y>, the operation is performed and you are returned to the Enter Record Number prompt. Press <N> to cancel

the operation and return to the regular command line.

Mass Purge automatically prints the records before deleting them.

INDEXING FILES

Now you have learned how to look through the SALESMEN records in the Inquire, Update, Add mode by using record numbers and scan fields. Indexing lets you go through your records in alphabetical or numerical order, using any field from Segment 1.

The indexing feature lets you start at any point in the data base and go either forwards or backwards alphabetically or numerically from that point. Press <2> at the Runtime Menu for Build Index.

Enter the data base name (SALESMEN). You are asked to enter the field number to sort (index). Use the Last Name to create an index. Enter <3>. Press <ENTER> at the next two prompts to use the entire field for the sort length and to select all records. Since this is the first time you are creating an index, the program asks you to enter the output drive number. Enter the number of the drive that contains the Runtime diskette. The index is now created.

You are now back at the Runtime Menu. To see how the index works, press <3>. Enter the data base name and Screen 1. Earlier, you saw three prompts in this mode: 1) Enter Record Number, 2) Enter Scan Field Number, and 3) Add Records (Y/N). An Index By prompt has now been added between the first two. Press <ENTER>.

The screen shows:

Index By:

Last Name

To find the first record in the data base, type the wild-card symbol (=) and press <ENTER>. Record #4 is now on the screen. To go through the records in alphabetical order by Last Name, use the up and down arrow keys. Anytime you are using an index, "Index Mode" appears in the lower left corner of the screen, followed by the value the index is sorting on.

You can enter any value at the Index By prompt. From the record

displayed, use the the up and down arrows to go through the rest of the file alphabetically or numerically.

NOTE: Every time you add or delete records or change the data in the field you are using for the index, the index must be rebuilt.

You can index by more than one field if the two fields occur consecutively in Segment 1. For example, if Last Name was Field 1 and First Name was Field 2, you could index by Last Name and then specify a field length of 25. Your records would be indexed by both fields so that, for example, David Smith would occur before Don Smith.

REPORT FORMATS

Defining Report Formats

So far, you have created a sample data base; defined data, screen, and math formats; expanded records; entered sample data; and built an index. The next step is to define report formats.

NOTE: If you have an 80-column printer, you must limit your report to 80 characters across.

Profile III Plus lets you define up to five different reports for each data base. Reports can arrange available data to show you all aspects of information in your data base.

Exit to TRSDOS Ready, and remove your Runtime diskette from Drive 0. Place your Creation diskette in Drive 0 and your Runtime diskette in Drive 1. If you are already in this configuration, type <M> at the Runtime menu. Type <C><M> and press <ENTER> to see the Creation Menu. Press <3> to Define Reports. Enter the data base name (SALESMEN). The screen now shows:

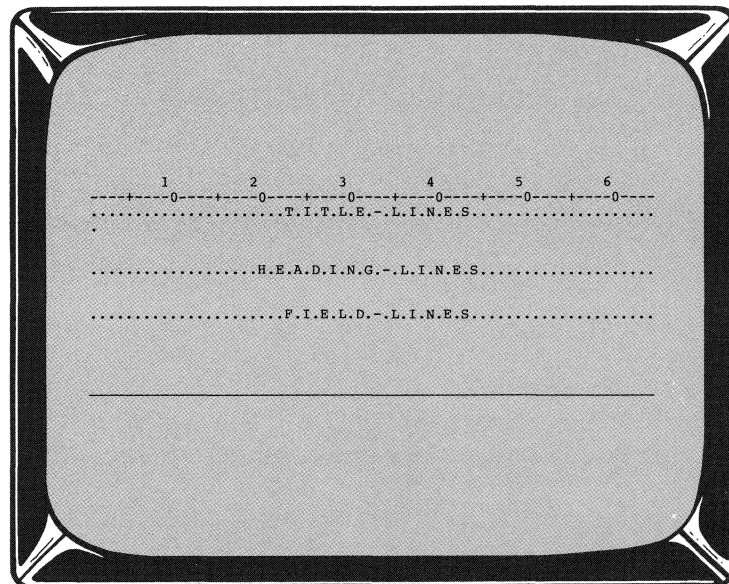
Enter Report Number (1-5)

Type <1> and press <ENTER>. The screen shows:

Mount RUNTIME Diskette

Press ENTER To Continue

With your Runtime diskette in Drive 1, press <ENTER>. The program asks if this is a new report format. Enter <Y>. The screen shows:



The top line on the screen is for measurement. There are 64 spaces across the width of the screen. Every five spaces are marked by a "+", and every ten spaces are marked with a "0" and a number above (to denote 10, 20, etc.).

You have the option to create reports as wide as 132 spaces across. To see the right side of the report screen, press <SHIFT> <@>. Spaces 54 to 117 are now on the screen, with the cursor at the center mark. Notice the group of asterisks at space 66 that marks the center of a 132-character wide screen.

Press <SHIFT><@> again to see spaces 70 to 132 and to move the cursor to the last space in the line. To return to the left side of the report screen, press <ENTER>. You are on the second line. To return to the first line, press <↑>.

Report formats are defined similarly to screen formats. <CLEAR>, <BREAK>, <SPACE BAR>, <ENTER>, and the <↑> and <↓>

keys all perform as they do in defining screen formats.

<SHIFT> <@> functions as just described. The <←> and <→> keys are the same with one exception. When used in the first or last space of a line, <←> and <→> do not move the cursor to another line.

Field Indicators

Field indicators are used in defining report formats as they are in screen formats. There are six field indicators for report formats. Some indicators can be used only in certain sections of the report format.

These two indicators can only be used in the TITLE LINES or HEADING LINES sections:

- / - Date. Use this symbol to print the MM/DD/YY date on a report. You can only use this symbol once on any one report.
- # - Page Number. Use this symbol to print consecutive page numbers on a report. You can only use this symbol once on any one report.

These three indicators can only be used in the FIELD LINES section:

- * - Alphanumeric Field. Use this symbol plus a field number to indicate where data from a field is to be printed on a report.
- = - Total Field. Use this symbol plus a field number to indicate a total to be calculated for this column and shown on the report.
- @ - Record Number. Use this symbol to print record numbers on a report. You can only use this symbol once on any one report.

There is one indicator that can be used in any of the three

sections:

? - Sort-field. This symbol prints either the name of the sort field used in running the report or the value contained in that sort field, depending on where it is entered.

TITLE LINES - When "?" is used in a Title Line, it prints the sort field data of the first record selected, at the position where the "?" is placed. Be sure to space over from the "?" the total number of characters defined for the field length of the sort field.

HEADING LINES - When "?" is used in a Heading Line, it prints the heading of the sort field wherever the "?" is placed. Be sure to space over from the "?" the total number of characters for the sort field heading.

FIELD LINES - When "?" is used in a field line, it prints the data contained in the sort field for each record. It appears as a column wherever the "?" is placed, showing the actual sort criteria for each run.

Formatting Report 1

Format a report for SALESMEN using all six field indicators. The cursor is in the section of the screen entitled TITLE LINES. There are three lines available for titles.

Skip a space and type:

Monthly Sales Report

Place the cursor in the blank space in front of "Monthly." Center the title, using <SHIFT> <→> until the "M" is lined up under the marker symbol at 56.

Press <ENTER> to move the cursor to line 2. In this line, place the date of the report.

To print the date, type </> in the first space in line 2.

At the right side of this line, place the page number of the report. Profile III Plus can consecutively number pages of reports that run longer than one page.

Move the cursor to the marker symbol at ll5. You can use <SHIFT> <@> to get to the right side of the screen quickly.
Type:

Page< >#

Press <ENTER> twice to move to the next section of the report, HEADING LINES. There are two lines available for headings, so that you can split long headings into two lines.

Each time you enter a heading, consider the amount of space the data in the column beneath it requires and allow for spaces to separate columns.

For example, because "Salesman" is only 8 characters long, you must allow 7 more spaces for Last Name to print. Two more spaces are needed to separate this column from the next.

Type the following headings on the same line.

| | |
|------------|-----------|
| Type: | and skip: |
| Sorted By | 3 spaces |
| Record No. | 3 spaces |
| Salesman | 9 spaces |
| Position | 4 spaces |
| Sales By | 4 spaces |
| Sales By | 4 spaces |
| Commission | 2 spaces |
| LS Sets | 2 spaces |
| DH Sets | 2 spaces |
| H Sets | |

Press <ENTER> to go to the start of the next line.

Skip a space and type <?>.

The "?" causes the name of your sort field under the heading

"Sorted By" to be printed. Our sort field for this report will be Position, which has a field length of 10. To have the entire field name print, leave 9 more spaces after the "?" indicator.

Move the cursor under the "a" in the first "Sales By" heading and type:

Amount

Move the cursor under the next "Sales By" heading and center the word:

Unit

Press <ENTER> to go to the FIELD LINES section. This section is used to enter the field indicators and field numbers to tell Profile III Plus what data to list under the column headings.

Under the "R" of Record No., type <@>.

This tells Profile III Plus to place the record number in this column.

Under the "S" of Salesman, type <*><3>.

"*" is the field indicator for alphanumeric data. 3 is the field number for Last Name.

Under the "P" of Position, type: <*><2>.

Under the first letter of the remaining headings, type: <=> and the appropriate field number. (Refer to the hardcopies of your segments.) This will print totals for each of the remaining fields.

Notice you did not use the second field line. If you have a field set aside in your records for comments, you could indent a few spaces on the second line and add the comment field number.

If comment data is not found for a particular record, the second line is ignored and the program moves to the next record. If comment data is found, it appears indented below the

information from the first field line. The program skips a line and then prints the next record.

Press <CLEAR> to store this format. The format is stored and this question appears:

Hardcopy This Format (Y/N)

Enter <Y> to print the format. After it has printed, the screen shows:

Enter Field Number For Control Break
Or Press ENTER For No Control Break

Control Breaks are explained in detail on the following pages, and in the Reference Section of this manual. Press <ENTER> to show that you are not using a Control Break for this report.

After you define the report format, Profile III Plus asks you to specify the following:

Number of lines to Print on each page.

Number of total lines per page.

Width of printer.

The answers to these questions are saved along with the print format and are not required while actually printing reports.

The screen displays the following prompt regarding print information:

Enter The Number Of Print Lines Per Page

Or Press ENTER For 60 Lines Per Page

You have the option of specifying the number of print lines per page. Press <ENTER> for 60 lines. The next prompt appears:

Enter The Total Number Of Lines Per Page

Or Press ENTER For 66 Lines Per Page

The total lines per page include the top and bottom margins. Press <ENTER> for 66 lines. The screen shows:

Enter The Number Of Characters Per Line

Or Press ENTER For 132 Characters Per Line

Your report uses 132 characters per line, so press <ENTER>. (If you have a printer limited to 80 columns, you must enter 80.)

Answer <N> to the password protection question and press <ENTER>. You return to the Creation Menu.

The printing information is stored. It is used when you have entered data and want to print the report. You do not have to re-enter print instructions at print time. Just be sure the Line Printer is loaded with 132-column paper when you print reports that have more than 80 characters per line.

Control Breaks

A Control Break lets you divide a report into several pages to produce subtotals by category, instead of the grand totals of all your total (=) fields.

If you use a Control Break and have at least one total (=) field in your report format, an extra page is printed at the end of the report, which shows grand totals of all your subtotals and the number of records selected.

The field you use for a Control Break must be a scan field that was defined in Segment 1. It does not have to be a field used in the report.

For example, you could use Field 2 (Position) as a Control Break. This would separate your report to print a different page for each job title (all Sales on one page, District Managers on another, etc.).

If you are sorting on a Control Break that is not used

elsewhere in your report format, use the Sort-field option (the ? indicator). This option prints your Control Break field to allow you to quickly see how your report is sorted. You can always design a report with extra spaces reserved (as many spaces as your Control Break field requires) so that you can use the ? option later.

Printing Report 1

Now that you have formatted a report for SALESMEN, you can print it. Press <M> at the Creation Menu. When the Runtime Menu appears, press <4> for Print Reports.

You formatted Report 1 to be 132 columns wide. Make sure that your printer is on-line and loaded with 132-column paper.

Enter the data base name. Enter <1> to indicate which report format you want.

The screen now shows the Print Report Scan Fields. These are the same scan fields from Segment 1 that you used in the Inquire, Update, Add mode.

First, you are asked to enter the field you are sorting on. To sort on Position, type <2> and press <ENTER>. You are then asked to enter the length for sorting or to press <ENTER> to assume the length of the field.

Each of your position names begins with a different letter. You can sort more records at one time by telling the program to sort using only the first character of the field. This would be a sort length of 1.

To sort using only the first digit or letter of a field, you would specify a sort length of 1.

However, if you specify a sort length of 1 when using the ? indicator in a report format, only the first letter of the field prints in the title section.

For your report, press <ENTER> to print the whole name.

The screen shows:

```
Enter Selection Field Number
Or Press  ENTER  To Select All Records
```

This prompt lets you limit or further specify which records you want to print.

For now, press <ENTER>. All five of our records print without further specification.

The screen shows you the number of records selected. The number of the record being printed on the report is displayed. The program also tells you that the system is active and that you may press <BREAK> to cancel.

When you are printing reports longer than one page, the following message will be displayed after the first page is printed:

```
Press: SPACE BAR For Next Page, or C For Continuous
```

If you press the space bar, one more page of the report is printed. This feature lets you use printers that take single sheets of paper. If you use continuous paper, you do not need to stop after each page. Press <C> for continuous printing.

Examine the printed report. Notice that the totals for the fields for which you requested totals, using the field indicator = , are placed after the last line in the report. Profile III Plus always tries to place totals across a single line. If two adjacent totals touch or overlap, the second total is placed on the line below.

The report also tells you the number of records selected to be printed on the page.

When the report is finished printing, you return to the Runtime Menu.

Selection Fields

Using the selection fields gives you further control over the data in a report. Let's say you wanted to print a report using Position as a Control Break and specifying only those salesmen whose Sales By Amount was over \$20,000.00.

First, use 2 (Position) as a Control Break when formatting the report using the Creation diskette. To print the report first enter the data base and format number. The Selection Field prompt appears.

You are not asked to enter a sort field because it automatically sorts on your Control Break. Press <ENTER> for the length of the Sort Field. For the Selection Field Number, enter <8> (Sales By Amount). The field number is now displayed. Enter the number 20000.00. Remember that numbers are right-justified. You have to skip the first two spaces before typing 20000.00.

Then use GT for the relationship and press <ENTER> for no connective.

The wild-card symbol (=) can be used after you enter a selection field number. It will print only records whose selected field contains any data. (This is similar to its use with scan fields.)

By using different Control Breaks and selection criteria, you can print many variations of one report format and increase the usefulness of each report format.

Suppressing Report Lines

Profile III Plus lets you suppress blank lines in the Title Lines or Heading Lines section of reports. It also lets you suppress detail lines in the Field Lines section to produce summary reports.

To suppress blank lines in the Title Lines or Heading Lines sections, place an exclamation point (!) at the beginning of

the line. The exclamation point must be the first and only character on the line.

To suppress detail lines in the Field Lines section, use an exclamation point at the beginning of the first field line. All fields that are not entered with a total (=) field indicator are suppressed, producing a summary report. This summary report shows only totals.

DEFINING LABEL FORMATS

The next Creation Menu option in Profile III Plus is Define Labels. Many different types of labels can be printed to handle a variety of needs. For example, labels can be used for mailing addresses, time cards, or file folder labeling.

You should be at the Runtime Menu. Press <M> to go to the Creation Menu. Press <4> when the Creation Menu appears to Define Labels. Enter the data base name, and enter <1> for the label format number. The screen shows:

Mount RUNTIME Diskette

Press ENTER To Continue

Your Runtime diskette should still be in Drive 1. Insert it if it is not, and then press <ENTER>. Answer <Y> to the new label format question.

The screen for defining label formats is now displayed. It is very similar to the report format screen - except that it contains only one section, the DATA LINES section.

To move the cursor around the screen, use the same keys used in report formats. Remember that <SHIFT> <@> moves the cursor to the second and third portions of the screen, and that <ENTER> moves it to the next line.

You can format labels that are between one and eight lines long. When specifying label dimensions be sure to allow for the line spacing between the labels.

Label formats use four field indicators. The indicators are:

- * - Used for alphanumeric data.
- @ - Prints the record number on a label. This is useful for file folder labels and for mailing labels.
- < - Moves the field to the left until it is one space away from the previous field. This is used to close gaps, such as

between first and last names, or between city, state, and zip.

- ? - Prints the data contained in the sort field on which the labels are sorted (similar to its use in Report Printing). You can enter this symbol wherever you wish and as often as you wish; but if the data to be printed exceeds the available label length, it will be truncated to fit the available space.

Now, you can format a simple label for mailing, including the record number.

To print the record number on the label, type: <@> in Line 1.

Press <ENTER> to go to Line 2.

In Line 2, type <*><1><0> to print First Name.

Skip 8 more spaces (the field length of FIRST is 10), and skip one more for column spacing.

Type <<><3> to include Last Name and to close any gaps between first and last names. Press <ENTER> to go to line 3.

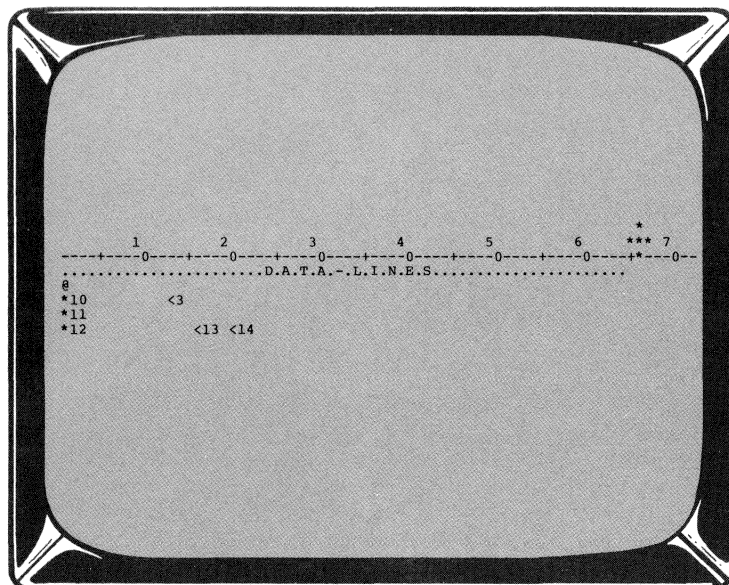
To enter the address, type <*><1><1> and press <ENTER>.

On the next line, type <*><1><2> to show the city.

Skip 12 spaces and type <<><1><3>< ><><1><4> for the state and zip code. Press <ENTER>.

You have entered all the fields for a salesman's address. Skip lines 5 through 8.

Press <CLEAR> to store this format. Enter <Y> to print a copy of this format. It should look like this:



The program now asks for print instructions, as it did when you defined reports. The screen shows:

```
Enter The Number Of Lines Per Label
Or Press  ENTER  For 6 Lines Per Label
```

Label Format 1 was designed with 4 lines per label. The spacing between the labels is 2 lines. Add these 2 lines to the 4 label lines for a total of 6 lines. You must add the extra line spacing between the labels for a total spacing count from the top of one label to the top of the next. Press <ENTER>. The screen now shows:

```
Enter The Number Of Characters Per Line
Or Press  ENTER  For 132 Characters Per Line
```

Print your practice labels on regular 132-column paper. Press <ENTER>. The screen shows:

```
Enter Number Of Labels Across (1-6)
```

This prompt asks for the number of labels across the width of the paper. Profile III Plus uses this information and the number of characters across to figure the spacing.

Enter <3>. When you are actually printing labels, there are several different sheet labels (sold by Radio Shack) which you can use.

Enter <N> to skip password protection of this format. You return to the Creation Menu.

Printing Labels

To print your labels, press <M> at the Creation Menu to go to the Runtime Menu. When the Runtime Menu appears, press <5> for Print Labels. Enter the data base name and format number <1>.

You are asked to enter a sort field number. To print the labels in alphabetical order, type <3> and press <ENTER>.

Next, you are asked to enter the length for sorting. Press <ENTER> to use the entire Last Name field.

Next, you are given the option of further specifying the labels you want printed. If, for example, you are mailing letters to those salesmen who sold over \$20,000 of merchandise in April, you would use Field 8 for a Selection Field. Type <8> and press <ENTER>.

The field name (Sales By Amount) is now displayed. Since this is a numeric field, allow for right-justification. Type:

< >< ><2><0><0><0><0><.><0><0> and press <ENTER>.

Enter a GT relationship. Press <ENTER> for no connective.

Label printing stops after the first row of labels is printed. The two commands at the bottom of the screen are the same two used in printing reports. Press the space bar to print one more line. Press <C> for continuous printing. Four labels are printed (all records except Jeannie Putnam's) in alphabetical order.

Press <BREAK> to cancel printing at any time. The program stops

printing and returns to the Runtime Menu.

EXTENDED SELECTIONS

The Selection Field prompts discussed so far are useful, but do not allow a great number of selection criteria. There is another way to specify selection fields for reports or labels that allows up to 16 field numbers to be entered as scan fields. This is the Extended Selections feature.

To use Extended Selections when printing reports or labels, you must be at the Runtime Menu. If you press the spacebar once, an X appears beside selections 4 (Print Reports) and 5 (Print Labels). When the X appears, press <4> or <5> to use Extended Selections.

After you press <4> for Print Reports or <5> for Print Labels, enter your data base name and format number when prompted. When the Length of Field prompt appears, press <ENTER> once. The bottom of the screen shows:

```
Enter Field Numbers To Select By. Press CLEAR To End.  
. . . . .
```

Here you can enter up to 16 field numbers to select records. After you have entered your field numbers, press <CLEAR> to record them. The screen changes to show the names of the fields you specified, along with different columns for entering search criteria for the fields you specified.

The step-by-step procedure for entering your search criteria is described in detail in the next section under Selecting Records for Merging With SuperSCRIPSIT.

PROFILE III PLUS AND SuperSCRIPSIT

Define Selections (S)

So far in this section, you have learned several of the fundamental features of Profile III Plus that let you define and manipulate data. The features in the rest of this section are more complex.

Define Selections (S) is 5 on the Creation Menu. It merges Profile III Plus and Model III SuperSCRIPSIT to print form letters and documents, using data from Profile III Plus data bases.

If you are uncertain about creating the SuperSCRIPSIT document, refer to your Model III SuperSCRIPSIT Reference Manual.

For the SALESMEN data base, you will print a form letter to be sent to all salesmen who sold over \$30,000.00 of merchandise in April. As with all other parts of Profile III Plus, defining the data to be used is the first step.

The Runtime Menu should be displayed. Press <M> to go to the Creation Menu. At the Creation Menu, press <5> to Define Selections (S). Enter the data base name and selector <1>. As before, the program prompts you to mount the Runtime diskette before continuing.

With your Runtime diskette in Drive 1, press <ENTER>. Enter <Y> at the new format question.

The screen now shows two columns for data: Field Name and Profile Field #. The data in these columns tells the program what fields to use to fill in the blanks in the merge document.

The Field Names do not have to be the same names used for field headings. Instead of entering LAST NAME for Field 3, you could, for example, enter LAST. You must, however, enter the correct field number for the field whose data you want to merge. Also, the SuperSCRIPSIT document must contain the same names that you enter in Profile III Plus.

You can pass record numbers to the SuperSCRIPSIT file by placing an "@" in the Profile Field # column (by pressing the <@> key).

Enter the following data in two columns, pressing <ENTER> after each entry that does not use all space in the field.

| Field Name | Profile Field # |
|------------|-----------------|
| LAST | 3 |
| FIRST | 10 |
| STREET | 11 |
| CITY | 12 |
| STATE | 13 |
| ZIP | 14 |
| SALES | 8 |

Check the data for accuracy, and press <CLEAR> to record it. Pressing <BREAK> twice erases any changes and restores the former format.

Enter <Y> to print a copy of this format. Enter <N> to the password protection prompt. You return to the Creation Menu.

Selecting Records for Merging With SuperSCRIPSIT

The next step in merging Profile III Plus with SuperSCRIPSIT is selecting the records from which information is taken. At the Creation Menu, press <M>. When the Runtime Menu appears, press <6> for Select Records (S). Enter the data base name. Enter <1> to call up the selection format just defined. The program asks for the output drive number of the diskette that will hold the SuperSCRIPSIT data. Enter the number of the drive that contains the Runtime diskette. The Segment 1 sort fields are now on the screen.

Sort the records alphabetically by last name. Type <3> and press <ENTER>. To use the entire field length for the sort length, press <ENTER>.

The bottom of your screen now shows:

Enter Field Numbers To Select By. Press CLEAR To End.

.

The cursor is at the first column in the row. These columns are used to enter up to 16 field numbers that tell Profile III Plus what criteria a record must meet for its data to be used for merging.

Print the records of all salesmen who sold over \$30,000 of merchandise in April AND who sold 4 or more Library Sets. Type <8> and press <ENTER> for Sales By Amount field. The cursor is in the second column. Type <4> and press <ENTER> for the Library Set field.

Press <CLEAR> to end the selection. The screen changes to show the names of the fields you specified and columns for entering search criteria.

The first column is equivalent to the AND/OR connectives in the search function. If you type anything in this column, OR is assumed. If nothing is entered in this column, AND is assumed. Since you need AND, press <ENTER>.

The next column shows the fields selected from the last screen. The cursor skips to the end of this column. In this column you must enter one of the following relationships: EQ, NE, GT, LT, GE, LE, RG. If you press <ENTER>, EQ will be assumed. You want a GT relationship, so type <G><T>.

The next column is used to describe the data to be found in the search. The end of the field is not marked, so refer to your field length printouts to determine field lengths.

Sales By Amount is Field 8. Field 8 was allotted 10 character spaces when it was defined. Numbers entered here MUST allow for right-justification. You need to enter the number "30000.00" in this column. This number takes 8 spaces including the decimal point.

Since the first two columns must be blank, type:

< >< ><3><0><0><0><0><.><0><0>

If you are confused about numbers and their entry, review Scanning Using Numbers.

Press <ENTER> to begin the next line. Press <ENTER> to assume AND for LS Set. This tells Profile III Plus that before a record is used in the merge, it must meet the criterion you just defined AND the one you are now defining.

Type: <G><E>for the relationship. Field 4 (LS Set) was allotted 4 character spaces when it was defined. Because it contains numbers, they are right-justified. You want to find all those salesmen who sold 4 or more Library Sets this month. Type < >< >< ><4>.

The chart is now complete for the merge. Press <CLEAR> to record the data. The screen flashes and tells you that the program is selecting records. Then it will show that three records have been selected. If it does not show three records selected, you have done something wrong. If so, press <6> at the Runtime Menu and start this procedure again.

After the screen has flashed the above messages, you return to the Runtime Menu.

NOTE: Anytime you change the selection formats, or the data used during the selection, you must reselect the records. The Selection format tells which fields are used when you do record selection. Existing files are still valid for use with SuperSCRIPSIT, but they do not contain your new choice of fields.

Using RG in the Selection Process

A range relationship (RG) can be used in the Select Records stage. It is created differently from the other selection criteria. For any field that requires a range of values, enter the field number twice when you select records.

When you have recorded the numbers, the screen containing the

Connective, Relationship, and Search For Data columns is displayed. Any field number that has been entered twice can be used to find a range of data.

For the first listing of the field number, enter a GE relationship and the data you want to be the lower limit of the search. For the second listing of the field number, enter a LE relationship and the data you want to be the upper limit of the search.

You must use the AND connective when specifying a range relationship to make sure the program looks at both sets of data.

The OR connective cannot be used to specify a range relationship, but it can be used to tell Profile III Plus to select records that meet either a range relationship OR another specified search criteria. For example, you might want to see records of those salesmen who sold between 3 and 6 Library Sets OR those whose Commission is more than \$30,000.

Creating the SuperSCRIPSIT Document for the Merge

Now that you have prepared the Profile III Plus data base SALESMEN to be used for a merge, you must prepare the SuperSCRIPSIT document. Exit the Runtime Menu by pressing <X>. TRSDOS Ready is now on your screen.

Take the Creation diskette out of Drive 0 and insert a SuperSCRIPSIT diskette. Keep the Runtime diskette in Drive 1.

At TRSDOS Ready, type <S><C><R><I><P><S><I><T> and press <ENTER>. The Scripsit Word Processing option screen appears.

Follow these steps to create this document.

1. Press <O> to open a document.
2. Type <L><E><T><T><E><R><1> to name the document. Press <ENTER> to record the name.

3. The Open Document Options appear, set at their default values. Look at the option labeled "Printer type:". The default value is "DW2," which stands for a Daisy Wheel II printer. If you are not using a Daisy Wheel II printer, you must enter the correct response for your printer. Use the <↑> key to move to this option line and type in the correct entry for your printer (refer to the list below). If you have a Line Printer V or VI, or a non-Radio Shack printer, see the Model III SuperSCRIPT Reference Manual for instructions.

If your printer is a:

Type:

Line Printer IV

<L><P><4>

Line Printer VIII

<L><P><8>

Serial Printer

<S> and press <ENTER>

After you have entered the correct printer response for your printer, press <ENTER> to leave the rest of the Open Document options set at default.

A blank page is now on the screen on which you can write a short congratulatory note to all your top salesmen. First, to position addresses to appear in the top right margin, you must create a format. Go to the Tab Line at the bottom of the screen by pressing <@> and <T> together. A question mark appears in the Tab Line.

Look at the Tab Line. Set the left margin (shown by a left parenthesis) at 1.5.

The "I" indicates an indent tab for paragraphs. Do not indent this letter. At the "I" in the Tab Line, type a hyphen (-) over it.

A tab setting is indicated by a "+" in the Tab Line. You only want one tab setting for this letter, in space 45. Type a hyphen (-) over every "+" in the Tab Line until the cursor is at space 45. (Pos: 4.5).

Type a "+" sign in space 45, and then type hyphens (-) over any remaining tab settings (+) in the Tab Line. To reset the right margin, move the cursor to 70 (Pos: 7.0) and type: <>>.

Press <ENTER> to lock in this tab setting and return to the blank page.

Type the following letter. Press <ENTER> six times before you type the address fields to create a top margin. To place the address fields at the tab setting, press <SHIFT>, and without releasing it, press <→>.

Notice that all of your Extracted Field Names are enclosed with "@" symbols. These "@" symbols must be made by pressing <SHIFT> <0>, so they will not be confused with the record number "@", made by pressing the <@> key on the keyboard. The Field Names entered here must be exactly the same as the Extracted Field Names you entered in Define Selections (S). Refer to your hardcopy of these names to be sure.

@FIRST@ @LAST@
@STREET@
@CITY@ @STATE@ @ZIP@

Dear @FIRST@,

Congratulations! You are among the company's top salesmen for April! Your sales total for April was \$@SALES@. We at Enrichment Encyclopedias are proud to have you on our team.

Sincerely,
W. W. Wegerg
President

Now it is time to do the merge. Make sure your printer is properly connected and on-line. Press <@> and <F> together. The Print Text Options screen appears. Press <ENTER> to use the default options. The program asks for the name of the file to be merged.

The name of the Profile III Plus file being used is SALESMEN/SR1. SR1 is the name of the first selector format. The second format is called SALESMEN/SR2.

Type SALESMEN/SR1 and press <ENTER>. The program should print the first letter.

If you have not placed the Runtime diskette in Drive 1 (or another expansion drive), the message "FILE NOT FOUND" is flashed at the bottom of the screen. If this happens, press <BREAK> and return to the letter, insert the Runtime diskette, and start the procedure over.

After the first letter has printed, you are asked if you want to print the next page. This lets you print on your company stationary, stopping to change sheets for each new letter. When you press <Y>, the next letter is printed. If you press <N>, printing stops.

Press <Y> to print the second and third letters. When the printing is through, press <@> and <Q> together to exit to the Scripsit Word Processing option screen. Press <E> to Exit to TRSDOS. Remove the SuperSCRIPSIT diskette from Drive 0.

DEFINING USER MENUS

Defining User Menus is an advanced feature of Profile III Plus that may seem difficult at first, but as you become accustomed to working with User Menus, you can increase your file efficiency and save time.

Profile III Plus allows you to create customized menus that let you use a single keystroke to access parts of your Profile III Plus system. User Menus enter names, format numbers, screen titles, and other keyboard responses, automatically taking you directly to the desired part of the program.

Follow this example carefully to create a User Menu for SALESMEN. When you have completed this section, you should be able to create your own User Menus.

Insert the Creation diskette back in Drive 0. Enter <C><M> at TRSDOS Ready. When the Creation Menu appears, press <8> to select Define User Menus.

The first prompt asks you to enter a menu name. The name can be a maximum of 8 characters. A menu name may not contain any special characters or spaces. When you enter a menu name, the program searches for the menu requested. If the program finds a menu with that name, you can update its contents. If a menu is not found, a new menu is created.

Call your User Menu PRINTING. This menu lets you use a single keystroke to execute the various print commands used in SALESMEN. Type:

PRINTING and press <ENTER>.

The program checks to make sure you have mounted the Runtime diskette in a drive. Your Runtime diskette should still be in Drive 1. If it is not, insert it. Then press <ENTER>.

A new question appears. The program needs to know which drive contains the Runtime diskette so it will know where to store the User Menu. Type <1> and press <ENTER>.

The screen then asks if this is a new menu. Type <Y> and press <ENTER>. The screen shows the word "Heading" and two markers.

A heading field may contain any information you wish. Think of it as a title line describing the menu. The heading appears at the top of the screen when the User Menu is displayed.

Type:

PRINTING FOR SALESMEN FILE

Press <ENTER>. The cursor moves to the next line where a six-space ID field exists. The ID field can be used to record the date of the Menu. Type <0><5><0><1><8><2>.

Press <CLEAR> to record this data. The screen is now marked off in columns. Each menu may have up to 8 functions. You define these functions on this screen.

Each entry takes the form:

```
      K      TEXT .....  
      PROGRAM (BASENAME,S,HEADING...)
```

These stand for:

K Keystroke to invoke this function. This keystroke may be any letter, number, or punctuation sign.

TEXT Text describing this choice (Menu prompt).

PROGRAM Program name. Can contain any valid TRSDOS command or one of the following programs:

EFC8 - builds your file index (option 2 on the Runtime Menu).

EFC8 A - prints reports (option 4 on the Runtime Menu).

EFC8 B - prints labels (option 5 on the Runtime Menu).

EFC9 - performs the Inquire, Update, Add function (option 3 on the Runtime Menu).

EFCC A - prints reports using up to 16 different selection fields.

EFCC B - prints labels using up to 16 different selection fields.

If you enter a Profile III Plus program rather than a TRSDOS command, the following information can also be supplied.

NOTE: If you supply any of the information, you must supply all of it or the program will not work properly.

BASENAME Data base name to be passed to the program. If a data base name is not 8 characters long, it must be padded at the end with zeros to a length of 8.

S Screen number or format number to be used.

HEADING... Heading to appear at top of screen during processing.

In the above format, the parentheses are required. The only character permitted between the basename, format number, and heading is a comma.

Now define an option on your user menu that will allow you to enter the Inquire, Update, Add option with your data base and screen already specified.

In the first column of the screen, type <I> for Inquire, Update, Add.

The cursor moves to the next entry location. Describe your menu choice here. Type:

INQUIRE, UPDATE, ADD FOR SALESMEN

and press <ENTER>.

The cursor moves to the first column in the second line. Enter your program name. Since you want the Inquire, Update, Add option, type:

EFC9

There must be a space between the program name and the entry in parentheses, so skip one space and type:

(SALESMEN,1,THE SALESMEN FILE)

and press <ENTER>. The entry should look like this when you are finished:

```
I          INQUIRE, UPDATE, ADD FOR SALESMEN
EFC9 (SALESMEN,1,THE SALESMEN FILE)
```

Now make an entry that prints SALESMEN's Report 1.

With the cursor in the first column of the second menu entry section, type <R>.

This is the keystroke that calls this menu option. For your description of this menu choice, type:

PRINT MONTHLY SALES REPORT

and press <ENTER>. This report requires the program to print a report, so type:

EFC8 A(SALESMEN,1,MONTHLY SALES REPORT)

and press <ENTER>.

The entry should look like this:

```
R          PRINT MONTHLY SALES REPORT
EFC8 A(SALESMEN,1,MONTHLY SALES REPORT)
```

Now you can create another menu entry using the "extended selection" version of the printing program.

The cursor should be in the first column of the fifth line.

Type <L> for the keystroke. Then, for the text description, type:

PRINT LABELS

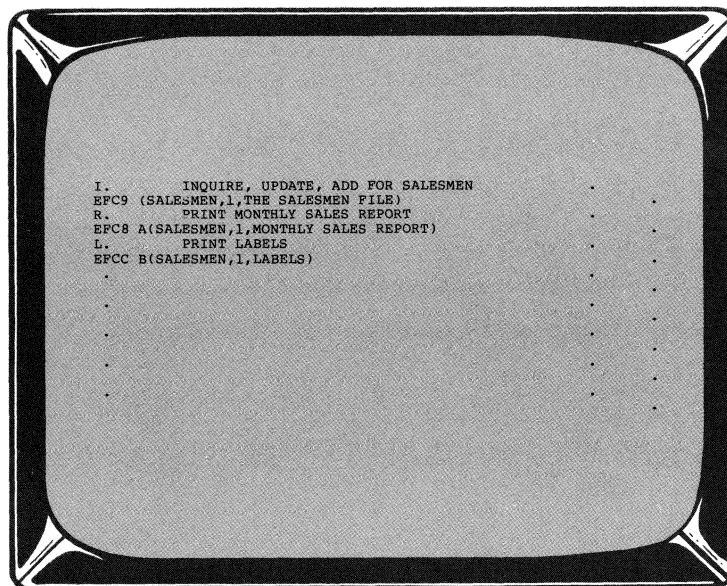
and press <ENTER>.

In the first column of the next line, type:

EFCC B(SALESMEN,1,LABELS)

Notice that there are no spaces between the letter B and the left parenthesis.

Press <CLEAR> to record the PRINTING Menu format. Enter <Y> to print your User Menu format. It should look like this:



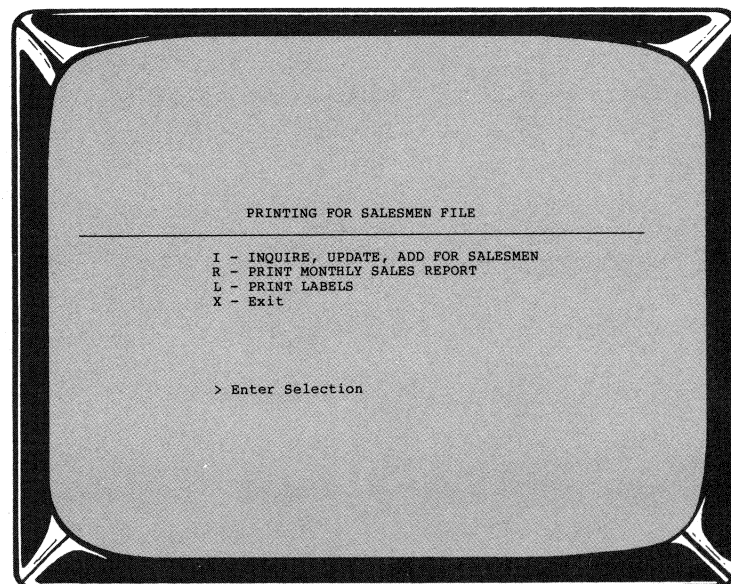
After the User Menu format has been printed, you are returned to the Creation Menu.

Calling the User Menu at TRSDOS Ready

You can now access the User Menu, PRINTING, at TRSDOS Ready. Insert the Runtime diskette in Drive 0. Press <X> to Exit to TRSDOS Ready. Type:

PRINTING

and press <ENTER>. The PRINTING Menu should look like this:



Notice that the option <X> for Exit has been added. Profile III Plus automatically adds this option to all User Menus.

Calling the User Menu from the Runtime Menu

Press <X> at your User Menu to exit to TRSDOS Ready again.

You are going to create a DO file that allows you to call your User Menu from the Runtime Menu. At TRSDOS Ready, type:

BUILD USER

and press <ENTER>. The screen now shows:

Hit BREAK to exit

Type in up to 63 Characters

Type the User Menu name, PRINTING, and press <ENTER>. The command line repeats itself. Press <BREAK>, and TRSDOS Ready reappears.

Type <R><M> and press <ENTER>. At the Runtime Menu, press <U>.

The Runtime Menu remains for a few seconds while the program searches for the PRINTING Menu. At the bottom of the Menu, the words TRSDOS Ready and PRINTING appear, and then the PRINTING Menu itself appears.

You should save the BUILD USER option for the User Menu that you will be most often working with, as it only calls the last User Menu specified at TRSDOS Ready.

Press <R> at the PRINTING Menu to go to the report that prints Monthly Sales Report. Notice that you have gone directly to the Sort Field prompts. You did not have to press <4> at the Runtime Menu, enter the data base name, or format number.

Adding M to a User Menu

Before you print a report with your User Menu, add one more function. Right now, you can only exit to TRSDOS Ready from the PRINTING Menu by pressing <X>. A simple entry to the User Menu lets you exit directly to the Runtime Menu.

Press <BREAK> twice and then <X>. At TRSDOS Ready, put your Creation diskette in Drive 0 and your Runtime diskette in Drive 1. Type <C><M> and press <ENTER>.

At the Creation Menu, press <8> for Define User Menus. Enter your Menu name (PRINTING) and press <CLEAR> when the Heading screen appears.

At your User Menu entries, move to the next available entry line. Enter the following:

```

M          RETURN TO MENU (press <ENTER>)
RM

```

Press <CLEAR> to record the updated PRINTING Menu. Press <Y> at the hardcopy prompt to print it.

Reviewing the User Menu, PRINTING

You are now at the Creation Menu. Press <X> to exit to TRSDOS Ready and put your Runtime diskette in Drive 0. Enter <R><M>.

At the Runtime Menu, press <U>. The PRINTING Menu appears with the new option (M) you have added. To see that R (MONTHLY SALES REPORT) works correctly, first make sure your printer is ready and loaded with paper. Press <R>, enter <2> for the sort field, and press <ENTER> at the remaining prompts. Your report prints as shown below.

07/14/82 Monthly Sales Report Page 1

| Sorted By Position | Record No. | Salesman | Position | Sales By Amount | Sales By Unit | Commission | LS Sets | DH Sets | H Sets |
|-----------------------|------------|----------|------------|--------------------|------------------|------------|---------|---------|--------|
| | 2 | Kilton | Dist. Man. | 47400.00 | 1032 | 2370.00 | 6 | 12 | 7 |
| | 4 | Ackerson | Dist. Man. | 39100.00 | 864 | 1955.00 | 6 | 10 | 3 |
| | 1 | Johnson | Sales | 35750.00 | 780 | 1787.50 | 5 | 5 | 10 |
| | 3 | Thomason | Sales | 24800.00 | 528 | 1240.00 | 2 | 8 | 4 |
| | 5 | Putnam | Sales | 13100.00 | 288 | 655.00 | 2 | 2 | 3 |
| | | | | 160150.00 | 3492 | 8007.50 | 21 | 37 | 27 |

RECORDS SELECTED 5

After the report has printed, you return to the Runtime Menu.

Building DO Files to Pass Parameters to Profile III Plus

The User Menu that you have created allows you to bypass the data base and format number prompts, but you are still asked to specify sort and selection fields each time you select an option on the User Menu. You can pass parameters to your User Menu options to print a report with your sort and selection fields automatically specified.

To do this, you need to build a DO file at TRSDOS Ready, and then create an option on the User Menu which accesses the DO file you have built.

To pass the parameters to be used with your report, go to the normal sort and selection field prompts for Print Reports. Here, you can do a "trial sort", entering your sort and search criteria, and writing down every keystroke you make (including every time you press <ENTER>).

At the Runtime Menu, press <4> for Print Reports. Enter SALESMEN (your data base name) and <1> for your format number. The Segment 1 fields appear. To sort your report on last name, enter <3> at the sort field prompt, and press <ENTER> to sort on the entire field length.

NOTE: Remember to record every keystroke you make at these prompts. You can use the Vidscan feature here to copy the screen and record your keystrokes. To do this, press the <BREAK> key once whenever the screen is full. When "BREAK" flashes, press <SHIFT> <@> together. The screen prints, and you return to the prompt you started from.

Print a report that selects only the records of those salesmen selling 5 or more Library Sets. Enter <4> at the selection field prompt. For your search value, type < >< >< ><5> and press <ENTER>.

Enter <G><E> for your relationship and then press <ENTER> for no connective. Three records should be selected and printed.

Save the printout for reference.

Now build your DO file and enter all of the keystrokes you just used. At TRSDOS Ready, type:

`<U><I><L><D>< ><M><O><N><T><H><L><Y>`

and press `<ENTER>`. The screen shows:

Hit BREAK to exit
Type in up to 63 Characters

You must first enter the program name which prints reports, and the data base and format number. Type:

`EFC8 A(SALESMEN,1,SELECTED MONTHLY REPORT)`

and press `<ENTER>`. The program repeats the prompt:

Type in up to 63 Characters

Now enter the search criteria you rehearsed earlier, keystroke for keystroke. Type `<3>` and press `<ENTER>`.

The same prompt reappears. Press `<ENTER>` to use the entire field length for sorting. When the prompt reappears, type `<4>` and press `<ENTER>`.

At the next prompt, type `< >< >< ><5>` and press `<ENTER>`.

Type `<G><E>` and press `<ENTER>`. Press `<ENTER>` again for no connective, and then press `<BREAK>` to record the DO file. TRSDOS Ready returns.

DO Files and User Menus

Now you need to create an option on the User Menu using the DO file you just created (MONTHLY). With your Creation diskette in Drive 0 and your Runtime diskette in Drive 1, enter `<C><M>`. At the Creation Menu, press `<8>`. Enter PRINTING for your menu name, and press `<CLEAR>` to bypass the heading screen.

When the entry screen appears, use the <↑> key to go to the next available entry line. Type the following entry. It should look like this:

```
P          SELECTED MONTHLY REPORT
DO MONTHLY
```

Notice that instead of entering a program name (such as EFC8 A), you have entered your DO file name. Anytime you want to pass parameters to a program, you can build a DO file at TRSDOS Ready, and then enter the DO command with your DO file name as part of your User Menu.

Press <CLEAR> to record the new User Menu. Press <Y> to print the User Menu format. You return to the Creation Menu after printing.

Using Other Programs With User Menus

You have created User Menus to perform some of the functions that are generated from EFC8, EFC9, and EFCC. User Menus can also be used to call other programs, such as TRSDOS programs, or user-created BASIC programs.

You can create a utilities menu that contains TRSDOS entries, such as BACKUP and FORMAT. A backup entry on a User Menu can be:

```
B          BACKUP 0 TO 1
BACKUP :0 :1
```

Pressing from this User Menu takes you to the Source Disk Master Password prompt. If you have a new, blank diskette in Drive 1, you can enter PASSWORD to this prompt, and the program formats the diskette in Drive 1 and and backups the diskette in Drive 0 to the diskette in Drive 1.

If you have a used diskette that contains data in Drive 1, type <Y> and press <ENTER> to answer the two questions concerning reformatting over old data.

Notice that for a simple TRSDOS command, such as BACKUP, no DO file is necessary.

If you also wish to have all prompts answered and automatically return to the Menu, use a DO file. To create the DO file, use the BUILD command at TRSDOS Ready and enter:

BUILD BACKUP

After the 63 Character prompt appears, type:

<A><C><K><U><P>< ><:><0>< ><:><1>

and press <ENTER>. To bypass the Master Password prompt, at the next 63 Character prompt, type:

PASSWORD

and press <ENTER>. If your diskettes to be formatted contain data, at the next two prompts, type <Y> and press <ENTER>. If they are blank, proceed with the following instructions.

When the 63 Character prompt reappears, type <R><M> and press <ENTER>. Then press <BREAK> to record the DO file.

To use the DO file (BACKUP), the User Menu entry is:

F FORMAT AND BACKUP 0 TO 1
DO BACKUP

Pressing at the User Menu answers all prompts, formats the diskette in Drive 1, backups the diskette in Drive 0 to the diskette in Drive 1, and returns you to the Menu, all with one keystroke!

To call user written BASIC programs from a User Menu, insert the program name after the DO command on the User Menu entry. With BASIC programs, you can return to the User Menu with the command: CMD "I", "Menu-name". You MUST ensure that all files are closed before issuing this command.

You can also call one User Menu from another User Menu. If you

had a User Menu called CUSTOMER that you wanted to call from the User Menu PRINTING, you could make an entry to the PRINTING Menu that looked like this:

```
      C      CUSTOMER MENU
      CUSTOMER
```

Pressing <C> at the PRINTING MENU would make the CUSTOMER User Menu appear.

As you can see, User Menus can be very versatile.

PROFILE III PLUS AND VisiCalc

Define Selections (V)

Profile III Plus allows you to use VisiCalc with your data bases. You must have the VisiCalc program diskette (matching TRSDOS versions) to use this feature.

Define Selections (V) allows you to specify up to 16 fields to be passed to VisiCalc. Press <6> at the Creation Menu for Define Selections (V). Enter your data base name (SALESMEN), and enter <1> for the selector number.

Make sure your Runtime diskette is in Drive 1 and then press <ENTER> at the Mount Runtime Diskette prompt.

Enter <Y> at the new format question. The screen is now divided into two columns, headed Field Type: and Profile Field #: . In the Field Type column, you must enter an "L" (for label), or a "V" (for value).

Enter an "L" to pass the contents of a field to VisiCalc in label format. Fields specified in label format cannot be used for calculation in VisiCalc. They are used as headings to clarify the electronic worksheet. You would usually specify fields such as Last Name, Position, etc. as label fields.

Enter a "V" to pass the contents of a field that you wish to use in calculations with VisiCalc. You would specify numeric fields such as "LS Sets," "Commission," etc. as value fields.

In the Profile Field # column, you enter a field number. The fields you enter will be passed to VisiCalc in either label or value format, depending on whether you entered an "L" or a "V" in the corresponding first column.

To pass record numbers into the merge file, place an "@" in the Profile Field # column. If you pass record numbers, enter an "L" in the first column, since a record number is considered a "label".

Now, select some fields to pass to VisiCalc for SALESMEN. The cursor is blinking in the first column. Press <L>. The cursor moves to the second column. To have the salesmen's last names passed to VisiCalc as headings, type <3> and press <ENTER>.

In the first column of the second line, press <V>. In the second column, type <4> for Library Sets and press <ENTER>.

Press <V> in the first column of the third line and enter <5> for Deluxe Home Sets in the corresponding second column.

In the fourth line, again press <V>. Enter <6> for Home Sets in the second column.

Use the fifth line of your format to pass record numbers to VisiCalc. Press <L> in the first column and enter an <@> in the corresponding second column.

Press <CLEAR> to store your format. Enter <Y> at the hardcopy prompt to print the format. Enter <N> at the password protection prompt to return to the Creation Menu.

Selecting Records to Use With VisiCalc

To select records to pass to VisiCalc, press <M> at the Creation Menu. When the Runtime Menu appears, press <7> to Select Records (V). Enter SALESMEN for your data base name and <1> for your format number. The program asks for the output drive number of the diskette which will hold the VisiCalc data. Enter the number of the drive that contains the Runtime diskette. The Sort field prompt appears.

Type <3> and press <ENTER> to sort by Last Name. Press <ENTER> to use the entire field length for the sort. The Extended Selections command line appears.

Instead of entering any field numbers at this point, press <CLEAR>. The program tells you that all five records have been selected, and you return to the Runtime Menu.

When you are working with your own records, and you enter field numbers at the Extended Selections command line, press <CLEAR> to record the fields.

The second screen of the Extended Selections feature appears. The names of your selected fields are listed, and the cursor is blinking at the first connective column.

This screen is used to specify your search criteria, just as it is used with the SuperSCRIPSIT merge feature. Press <ENTER> in the first column to assume an AND connective, or enter any keystroke to indicate an OR connective.

The cursor moves to the relationship column. Here, you can enter any of the relationships: EQ, NE, GT, LT, GE, LE, or RG. However, if you want to specify a RG relationship here, you must have already entered the field number used in the Range twice at the Extended Selections command line. For a step-by-step explanation of how to enter a range relationship, see "Using RG in the Selection Process."

After you enter a relationship, you must enter the search values. Remember to right justify numbers. Refer to the hardcopies of the segments for the field lengths if necessary.

When you are finished, press <CLEAR> to activate the search. The program tells you that it is searching the records, and then tells you how many records were selected. You return to the Runtime Menu.

Loading the VisiCalc Merge File

Press <X> at the Runtime Menu to exit to TRSDOS Ready. Type <D><I><R>< ><:><l> and look at the file names. When you select records to pass to VisiCalc with Select Records (V), you create a file called: basename/DIF (For example: SALESMEN/DIF).

This file contains the fields you selected with Profile III Plus. It is loaded into VisiCalc and then used in calculations.

Remove the Creation diskette from Drive 0 and insert your

VisiCalc diskette. At TRSDOS Ready, type <V><C> and press <ENTER>. The VisiCalc electronic sheet should be displayed on the screen.

Your Runtime diskette should be in Drive 1. To load SALESMEN/DIF, first position the VisiCalc cursor at the position on the electronic sheet where you want the Profile III Plus fields to appear. If your VisiCalc diskette is empty, the cursor will be at the very first position (A1). Type </>.

The word "Command" appears at the top of the screen, with a series of letters following it. Refer to the VisiCalc manual for detailed explanations of all the command lines used in these instructions.

Type <S> to ask for Storage. The command line for "Storage" appears. Type <#> and the program asks if you want to Save or Load. Type <L> for Load. The program asks for the File to Load.

Now enter your file name, SALESMEN/DIF. The VisiCalc command line shows Data Load: R, C, or ENTER. Pressing <R> loads the field values across in rows, while pressing <C> tells VisiCalc to load the field values in vertical columns.

Press <C> to have the information appear in columns.

The VisiCalc programs loads the file, flashing numbers at the top of the screen as it reads the field values. Then the contents of the fields you specified in Profile III Plus appear.

The salesman's last name is first, followed by the number of Library Sets, Deluxe Home Sets, and Home Sets that he sold. The last position in each row contains the record number for that salesman.

If you save your worksheet while the Runtime diskette is in Drive 1, you must use a new filename or specify Drive 0.

If you are not familiar with VisiCalc, refer to your VisiCalc Manual for detailed information.

ASSOCIATED FIELDS

Profile III Plus lets you associate the Segment 1 fields into logical groups. Each group is treated as a single field for searching, sorting, and selecting purposes. All fields in an associated group are examined when a single member of the group is specified by field number.

With associated fields, you can have several fields containing related data that can be treated as one group. Look at how this feature might be used for customers of the sample company, Enrichment Encyclopedias, Inc.

You have defined a data base that takes care of the salesmen records for the company. You might also have a data base for customer records. The following is an explanation of how associated fields could be used in a customer data base.

There is a strong possibility that a customer, such as a bookstore, might buy more than one of the three products; for example, a Home Set and a Deluxe Home Set. The screen might be designed to show the first field as the greatest quantity of one product sold.

The rest of the fields are for quantity sales of other products in descending order. If the product fields are created as associated fields, the records could easily be scanned to see who bought a particular set or sets.

Associated fields are created during the first step, defining data formats. To associate fields, you must begin the headings with an uppercase alphabetic letter followed by a right parenthesis. All fields that begin with the same letter/parenthesis combination are members of the same associated group.

Here is a sample listing of how associated fields for the customer data base would be created. Assume that some customers do not buy every one of the products.

| FIELD NUMBER | FIELD HEADING | FIELD LENGTH |
|--------------|------------------------|--------------|
| 1 | LAST NAME | 15 |
| 2 | A) SET 1 (MOST SALES) | 16 |
| 3 | A) SET 2 | 16 |
| 4 | A) SET 3 (LEAST SALES) | 16 |

Fields 2 through 4 are associated into group A. When defining a screen format for this data base, you can place the field numbers anywhere on the screen. During data input (Inquire, Update, Add), the sets bought can be entered in descending order. By using a scan, you can find all the records of customers who bought, for example, a Home Set.

For example, here are the monthly sales records for 3 customers, entered in descending order:

April Sales

| | | |
|--------------------|-------------------|---------------------|
| Jones Stationary | Mike's Bookstore | Campus Books |
| 5 Library Sets | 3 Home Sets | 20 Deluxe Home Sets |
| 3 Deluxe Home Sets | 1 Deluxe Home Set | 5 Library Sets |
| 1 Home Set | | |

Any field number within the associated group can be used in defining the scan as all associated fields are examined. A typical entry in the scan mode might be:

```

2           Home Set
EQ
<ENTER>

```

This would find all the customers that bought a Home Set, regardless of whether it is in Field 2, Field 3, or Field 4.

During report and label printing, associated fields may be specified as the sort as well as the search field. When sorting is specified for associated fields, the record will be passed into the sort as many times as there were non-blank data fields

in the associated group.

The fields can be scanned normally (i.e., non-associated) by using the extended selection function. For example, you can search for only the dealers that had Home Sets as their best selling item.

PASSWORD PROTECTION

Password protection in Profile III Plus is not the same as TRSDOS password protection. Profile III Plus provides your data base with limited security.

To see this feature, password protect Screen 1 for SALESMEN. Press <2> at the Creation Menu for Define Screens. Enter the data base name and call up Screen 1. Do not change the screen, just press <CLEAR>. Answer <N> to the hardcopy prompt.

You are now asked if you want to password protect this screen. Enter <Y>. You can now enter a password up to eight characters long. Type:

PASSWORD

If the password is eight characters long, you automatically return to the Menu. Otherwise, you must press <ENTER> to record the password and to return to the Menu.

Screen 1 is now password protected. To see how this works, type <M> to return to the Runtime Menu.

At the Runtime Menu, press <3>. Enter the data base name, and screen number. At the Enter Record Number prompt, type <1> and press <ENTER>.

You do not go directly to Screen 1 as before. At the bottom of the display, you are asked to enter the screen password. Type PASSWORD and press <ENTER>. Notice that as you type, the characters are shown as "#" signs.

After the proper password is entered, Record 1, Screen 1 is displayed. If you had originally asked for Record 1, Screen 2 you would not have had to enter the password. But if you tried to switch from Screen 2 to Screen 1, you would be required to enter the password before accessing the screen.

You can eliminate or change the password by going back to where it was created (Define Screens in this case) and answering <N> to the password protection prompt, or answering <Y> to define a new password.

KILLING THE SALESMEN DATA BASE

Now you have reviewed the features of Profile III Plus. If you want to save the SALESMEN data base as a reference, make a new backup of your Runtime diskette and kill the SALESMEN data base on this diskette. Then use the new backup to create your own files.

To kill the SALESMEN data base, go to the Creation or Runtime Menu. Press <K>. You are asked to enter the data base name.
Enter:

SALESMEN

After the data base is eliminated, you return to the Menu.

KILLING DATA - LEAVING SCREENS, FORMATS, REPORTS, ETC.

If you created formats that you want to save, but they contain unwanted data, follow these instructions. This method allows you to delete your data while retaining the logical record lengths so that new records can be added.

First, do a DIRectionary of each diskette being used as a set. Write down the LRL (Logical Record Length) of each file of SALESMEN that ends in an extension of /KEY, /DAT, /DA2, and /DA3, and the drive each file is on (for example: SALESMEN/KEY - Drive 0).

At TRSDOS Ready, kill these four files:

```
KILL SALESMEN/KEY
KILL SALESMEN/DAT
KILL SALESMEN/DA2
KILL SALESMEN/DA3
```

After you have deleted the required files, type:

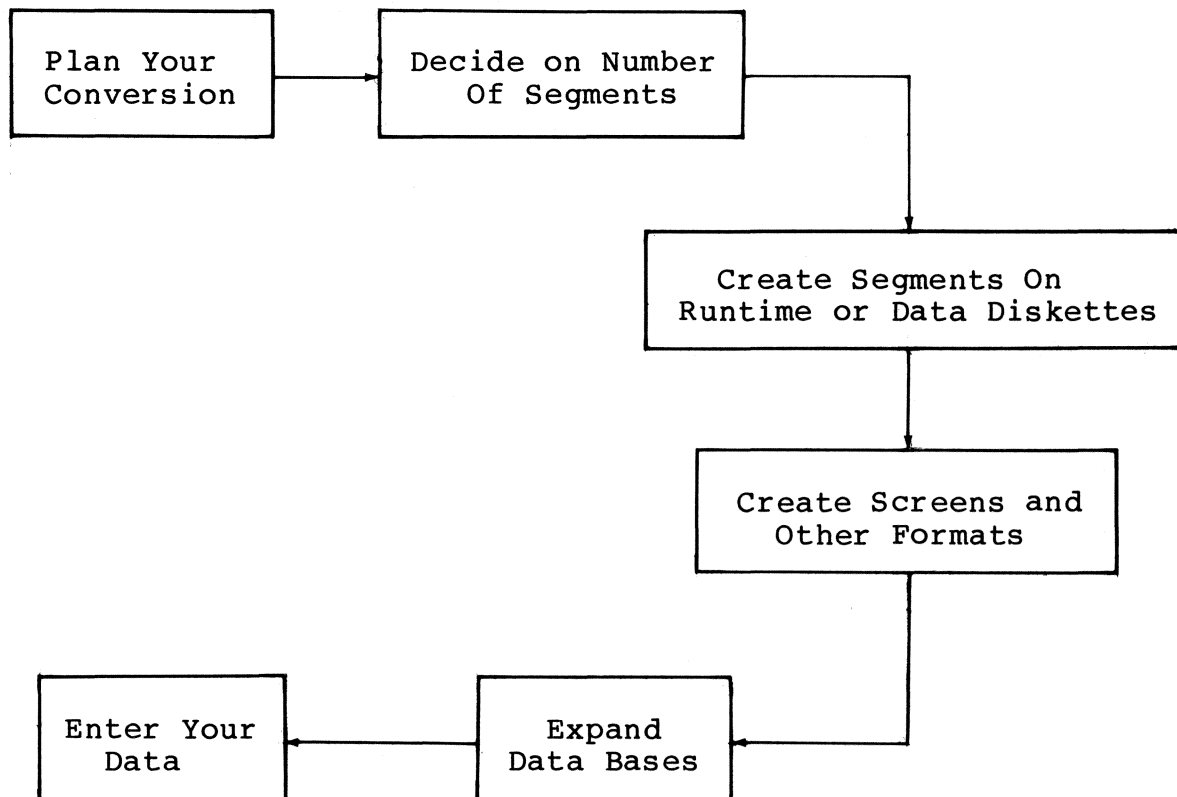
```
CREATE SALESMEN/KEY (LRL=nnn) and press <ENTER>
CREATE SALESMEN/DAT (LRL=nnn) and press <ENTER>
CREATE SALESMEN/DA2 (LRL=nnn) and press <ENTER>
CREATE SALESMEN/DA3 (LRL=nnn) and press <ENTER>
```

where "nnn" stands for the logical record length of the data set.

You can now go to option 1 on the Runtime Menu and expand as normal, using the same data base name (SALESMEN).

CONVERTING YOUR RECORDS TO PROFILE III PLUS

Use the diagram shown below along with the rest of the material in this section as a guide when converting your records to Profile III Plus. After reading this section, complete each step in the order given for a successful transition.



Before you convert your manual records to Profile III Plus, you should review them and make a worksheet, listing every item for which you are going to create a field. Decide which fields have to contain data to make your records valid, and make these "must-fill" fields.

Then decide what the maximum length of each field should be. The size of fields is important. There are two special considerations when defining segments:

1. Total Fields - Total fields should be longer than the fields they are totalling. Also make allowances for decimals and the possibility of a minus sign.
2. Date Fields - Date fields are normally 8 characters long (MM/DD/YY), but consider using 5 character fields, such as MM/DD or MM/YY, where they might be applicable.

Mark the fields to use for sorting, searching, or indexing your records. These fields go in Segment 1.

Remember that you can sort by more than one field in Segment 1, if they are consecutive fields. For example, suppose you define two name fields in Segment 1: Last Name as Field 3 with a field length of 15 and First Name as Field 4 with a field length of 10. You can use Last Name as your sort field and specify a sort length of 25. The program looks first at the 15 spaces in Last Name, then looks at the 10 spaces in the next field, First Name. Your records are alphabetized by both names.

You can also create a Yes/No option field in Segment 1 for sorting purposes. For example, to quickly find all customers who received a catalog, make Field 5 in Segment 1 "Y/N" with a field length of 1. When the records are entered, either a Y (if the customer received the catalog), or an N (if not) can be entered in this field. To find all customers who received the catalog, simply scan on: Field 5 EQ Y.

Consider how many segments would be most efficient for your data base. A single segment data base allows you to store the most records, but if Segment 1 is too long, the time it takes to sort and search records increases. You will have to decide which feature is more important to you - record space or speed in sorting.

The best way to gain record capacity with a multi-segment data base is to place your largest segment on the diskette with the most free space, as all diskette space is limited by the segment which fills its drive first.

If possible, separate your segments so that there is one segment on each data diskette, if you have enough drives to do this. For example, if you had two drives available for expansion (not including Drive 0), a two-segment data base would be ideal if you needed more than one segment but wanted maximum record space.

You could put a segment on Drive 1 and a segment on Drive 2 and then expand. A fourth drive would serve no purpose with a two-segment data base, as you can only expand multi-segment data bases to the drives which contain segments.

It is a good idea to put the fields that are most unimportant to your records in your last segment, as you can delete the last segment of a data base. See the instructions in "Deleting or Changing the Size of a Segment" for more information on this.

Storing Your Segments on Data Diskettes for Maximum Record Capacity

The sample data base (SALESMEN) consisted of four segments, which were all stored on the Runtime diskette. To save time in the sample session, no data diskettes were used to hold segments.

When creating your own data bases, you should place your segments on data diskettes instead of on your Runtime diskette if possible. This is a good idea because your Runtime diskette has less room for expansion, limiting your record capacities with multi-segment data bases. If you have enough drives to place each segment on a separate data diskette, do this to gain maximum record capacity.

You tell the program where to place your segments in the Expand Files function (1 on the Runtime Menu). After you enter your data base name and the number of records you want to allocate space for, the program asks you to enter the drive number of the diskette that will hold the appropriate segment.

If you have a single-segment data base, this question is asked only once, for Segment 1. If you have multi-segment data bases, the program has you enter the drive number for the second, third, and fourth segments respectively, and then asks you where to place the first segment.

Before you answer the drive number prompt, make sure you have a formatted data diskette in the drive you specify.

After you have placed a segment on a data diskette, check the directory on the diskette to make sure it holds the appropriate segment. After you check this, write the correct drive number and the segment held on that drive on the diskette label with a felt-tip pen.

Expanding a Single-Segment Data Base

Only a single-segment data base can be expanded across drives. With the Runtime diskette in Drive 0, and the data diskettes that you will use for expansion in the appropriate drives, press <1> at the Runtime Menu.

After you enter your data base name, the number of records you currently have in that data base is displayed. You are asked to enter the number of additional records you want to add.

Enter the number of records you want to add.

NOTE: NEVER expand to the maximum number of records in one step.

The screen shows:

Enter Drive Number of Diskette

To Hold Segment 1 Data?

You can place a single-segment data base on the Runtime diskette without limiting your record capacity. Enter <0> to place the segment on the Runtime diskette, or enter the drive number that contains the data diskette that will hold your

segment.

The program then expands to the number of records requested. If you have exceeded the record capacities for that drive, the screen shows:

Disk 0 (or the drive you entered) is Full
Extend the File to a New Pack (Y/N)

Enter <Y> to expand to another drive. The program asks:

Which Drive Should Be Used (0-3)

Enter the appropriate drive number. The screen shows:

* * * FORMAT IN PROGRESS * * *

If the drive has room for the number of records requested, the expansion is completed and you return to the Runtime Menu. If another drive is needed, the Disk Space is Full, New Pack, and Drive to be Used messages are repeated, and you can enter another drive for expansion.

NOTE: With a single-segment data base, you can expand to the limits of Drives 1, 2, and 3, and then go back and expand to Drive 0. This gives you room for about 300 more records on Drive 0, assuming the maximum segment length of 255 characters. A smaller segment gives you much larger record capacity.

If you exceed the record limits, the program displays DISK FULL error messages, and you are returned to the Runtime Menu. If this happens, you can go back to Expand Files (1) on the Runtime Menu to see how many records were added before the limits were reached.

Expanding Multi-Segment Data Bases

Segments of data bases that contain more than one segment cannot be expanded across drives. Each segment must be entirely on one drive.

After pressing <1> at the Runtime Menu to Expand Files and entering your data base name, the number of records currently allocated is displayed. You are asked to enter the additional number of records you wish to create space for.

Enter the number of records to allocate.

NOTE: NEVER expand to the maximum number of records in one step.

The screen shows:

Enter Drive Number Of Diskette
To Hold Segment 2 Data?

With a formatted blank data diskette in the appropriate drive, enter the drive number. The program then asks you to enter the drive numbers of the diskettes that will hold Segments 3 and 4 respectively, if they are defined in your data base. Then you are prompted to enter the drive number of the diskette that will hold Segment 1.

If you have a two segment data base, you are asked to enter the drive number of the diskette that will hold Segment 1.

If possible, do not store any segments on the Runtime diskette in Drive 0, as doing this might limit your record space.

After you have placed the segments on the drives you are going to use, the expansion process starts. The screen shows:

* * * FORMAT IN PROGRESS * * *

After the expansion is completed, you return to the Runtime Menu. If the record limits are exceeded, the program shows a DISK SPACE FULL error message, and you return to the Runtime Menu. You can return to Expand Files to find out how much space for records was allocated before the disk limits were reached.

Record Capacities

The following chart shows approximately how many records your system can store on data diskettes, depending on the number of disk drives, and on the number of segments a data base contains. This chart assumes one screen, one report, and the maximum segment length of 255 characters for Segments 1 through 4.

NOTE: You are probably going to have a much greater record capacity, as most segments are a great deal shorter than this. For example, the average segment length in the SALESMEN data base was 70 characters.

| # OF SEGMENTS | # OF DRIVES (including, but not using Drive 0) | | |
|---------------|---|----------|----------|
| | 2 DRIVES | 3 DRIVES | 4 DRIVES |
| 1 | 700 | 1400 | 2100 |
| 2 | 350 | 700 | * |
| 3 | 220 | 350 | 700 |
| 4 | 110 | 350 | ** |

* - This drive cannot be used for expansion with a two segment data base.

** - This drive should not be used for expansion with a four-segment data base, as doing so would decrease record capacity.

NOTE: Using Drive 0 when expanding a single-segment data base adds about 300 records, assuming the maximum segment sizes of 255 characters.

Deleting or Changing the Size of a Segment

Before deleting your last segment or changing the size of a segment, make printouts of any data contained in that segment of which you want a record. When either of these functions are used, all data previously entered is lost.

To Delete a Segment:

With your Creation Menu in Drive 0, and the diskette which contains the last segment of the data base that you wish to delete in the appropriate drive, press <1> for Define Files at the Creation Menu and enter your data base name. When the message:

Enter Segment Number (1-n)

appears, press <SHIFT> <@> and then press <ENTER>. The program asks:

Shorten This File To n Segments (Y/N)?

If you press <Y>, then the last segment of the file is deleted. Any data contained in the deleted segment is lost.

To Change the Size of a Segment:

Press <1> at the Creation Menu for Define Files and enter your data base name. Enter the segment number that you wish to change. When the segment fields are displayed, press <SHIFT> <@>.

The program treats the segment as a new one, and asks how many additional characters you want for future use. Enter the number of extra characters you want. You return to the Creation Menu.

After you have changed the size of a segment, you must expand files to update the reallocated segment. Press <1> at the Runtime Menu to do this. Enter the number of records to which you want to expand.

NOTE: When your field numbers are changed as a result of deleting or changing the size of a segment, remember to renumber all formats (screens, reports, math formulas, etc.) that are affected.

ADVANCED FEATURES OF USER MENUS

After using Profile III Plus for a while, you might find that you are making most of your menu selections from a User Menu that you have customized for your exact needs, rather than from the Runtime Menu. If that is the case, you can use the following instructions to make Profile III Plus automatically return to your User Menu, instead of returning to the Runtime Menu.

Profile III Plus automatically returns to the program named RM/CMD when you are using the Runtime diskette. List the Runtime directory and you can see RM/CMD listed. Right now this is the name for the Runtime Menu, which causes Profile III Plus to return to it automatically.

To create automatic program return to a User Menu, you must rename the User Menu to RM/CMD. First though, you must rename the Runtime Menu, as you cannot have two identical program names on the same diskette.

At TRSDOS Ready, with the Runtime diskette in Drive 0, type:

RENAME RM/CMD TO MR/CMD

and press <ENTER>. The program shows the names of both programs, and then returns to TRSDOS Ready. From now on, you must press <MR> at TRSDOS Ready to see the Runtime Menu. You can use up to eight letters when renaming programs, as long as you do not duplicate another program name.

Now, you can rename your User Menu. At TRSDOS Ready, type:

RENAME menuname/CMD TO RM/CMD

where "menuname" is the name of your User Menu. Press <ENTER>. The program names appear and TRSDOS Ready returns. When you press <R><M> at TRSDOS Ready, your User Menu appears.

After you have renamed a User Menu, you can create an option on the User Menu to go to the newly renamed Runtime Menu.

For example:

| | |
|----|--------------|
| M | Runtime Menu |
| MR | |

If you rename the Runtime Menu differently, enter your new name for the Runtime Menu where "MR" appears.

SECTION III

REFERENCE

DEFINE FILES

Press <1> at the Creation Menu to begin defining or to review data formats for a file. When you define files, you tell Profile III Plus the fields that appear in a file and how much space each field takes.

Data bases are defined in segments. You can define up to four segments for each data base. Each segment can have from 1 to 255 characters, depending on your needs. Using less than the 255 available spaces for a segment saves diskette space.

Files are defined using field numbers, field headings, and field lengths. The field number keeps each field separate and is used for referencing fields. The heading describes the field. The field length is the maximum number of characters that can be entered in a field.

A single field in any segment cannot be greater than 255 characters. There can be a maximum of 99 fields defined across all segments.

To define fields in a segment, follow the prompts on your screen. The field numbers are controlled by the program. Profile III Plus automatically numbers the fields consecutively from Segment 1 through Segment 4.

It is recommended that you leave extra space in Segment 4 in case you wish to add fields later. Remember that if you add a field in a position other than the last field in the last segment, all following fields are automatically renumbered. You must then manually renumber all your formats (screens, reports, math formulas etc.) accordingly.

Associated Fields

Related fields can be associated into logical groups. These groups are treated as a single field for searching, sorting and selecting purposes. All fields in an associated group are processed when any member of the group is specified.

To associate fields, begin the headings with an uppercase letter followed by a right parenthesis. All fields that begin with the same letter/parenthesis combination will be members of the same associated field.

Associated fields can only be defined in Segment 1 of a data base.

Reviewing or Changing a Segment

To review a segment, first go through the steps to define files until you reach the Enter Segment Number prompt. Enter the number of a segment you have already defined. The segment is displayed on your screen.

You then have your choice of five options:

- H - Hardcopy gives you a printout of the segment. Make sure your printer is properly connected.
 - R - After you press <R> for replace, enter the field number in the segment at which you want to start redefining the segment. All preceding fields in the segment are saved. If there is a change in the number of fields in the segment, all following fields are automatically put in consecutive order. You must manually change all your formats (math, screens, reports, etc.).
 - A - Add lets you add fields to a segment if there is any available space. Adding a field (or fields) to a segment causes all following field numbers to change. You must manually change all formats (math, screens, reports, etc.) to reflect the new field numbers.
 - N - Next Segment. Press <N> to either define or review the next segment. This option is not available from Segment 4.
- BREAK - Exit. Press <BREAK> twice to return to the Creation Menu.

DEFINE SCREENS

Press <2> at the Creation Menu to define screens for your data base. You can design the way your fields appear on the screen for the records in your data base. Profile III Plus lets you design up to five screens for each data base.

After you have answered the prompts, a blank screen appears with markings across the bottom. Place the fields on the screen wherever you wish. Follow this format:

NNNN Xnn< >< >< >< >/

NNNN - Stands for the field name. The field name is not required on your screen, but is very helpful in identifying your fields. You do not have to use the exact name you gave the field in defining data formats.

X - Stands for the field indicator.

nn - Stands for the field number. This must be the number the field was assigned in defining data formats. You need not fill both spaces. For example, field number 3 does not have to be entered as 03.

< > - Marks the number of blank spaces you must leave for the field length. Counting the field number and the ending slash, there must be the same number of characters as there are in the field length you defined.

/ - Marks the end of the field. This symbol is for your reference only and is not required. When the field number is equal to or longer than the length of the field, do not use this symbol. For example, Field 13, State, which is two characters long, is simply defined on the screen as *13 with no slash mark.

Field Indicators in Screens

Field indicators tell the program the type of data the field will contain. The indicators used in screen formats are:

- * - Alphanumeric Field. A field containing any character.
- # - Numeric Field. A field containing numbers, minus signs, and decimal points.
- . - Decimal Field. A field containing numbers with a decimal point.
- ! - Protected Field. A field whose data you cannot alter in the Inquire, Update, Add mode.
- + - Add To Field. A field that is added to another field.
- - Subtract From Field. A field that is subtracted from another field.
- (- Date Field. Uses the format MM/DD/YY. If you enter a "/" for the date during data entry, the program uses the current date set at power up.
-) - Date Field. Uses the format: YY/MM/DD. If you enter a "/" for the date during data entry, the program uses the current date set at power up.
- & - Date of Last Update Field. Displays the last date a record was updated, using the format MM/DD/YY. This field cannot be changed and is automatically maintained by Profile III Plus.
- @ - Date of Last Update Field. Displays the last date a record was updated, using the format YY/MM/DD. This field cannot be changed and is automatically maintained by Profile III Plus.
- < - Must-fill Alphanumeric Field. Alphanumeric data must be entered in this field or the program refuses to store the record.
- > - Must-fill Numeric Field. Numeric data must be entered in this field or the program refuses to store the record.
- " - Must-fill Decimal Field. A decimal number must be entered

in this field or the program refuses to store the record.

- / - Must-fill Date Field. A date in the format MM/DD/YY must be entered in this field or the program refuses to store the record. If you enter a "/" for the date during data entry, the program uses the current date set at power up.
- ? - Must-fill Date Field. A date in the format YY/MM/DD must be entered in this field or the program refuses to store the record. If you enter a "/" for the date during data entry, the program uses the current date set at power up.

Designing and Storing a Screen

After fields are placed on the screen, there are several options available to highlight or alter the screen.

The Special Character Set - To use the Special Characters when you are designing a screen, first place the cursor on the screen where you want the special character to appear. Then press <SHIFT> <@>, and the Special Character Set appears in lines 15 and 16.

There is a separate Special Character cursor. Place this cursor over the special character that you want to use. Press <ENTER> when you have selected your character, and the character appears on the screen in the location you selected. If you want to use another Special Character, press <SHIFT> <@> again to go back to the Special Character set.

Adding and Deleting Lines - <SHIFT> <↓> moves the line the cursor is on and every line below it down one line, erasing the last line.

<SHIFT> <↑> - moves every line below the cursor up one line, deleting the line the cursor is on.

Press <CLEAR> to store a newly formatted or updated screen.

Pressing <BREAK> twice restores the screen to its original state.

Duplicating Screens, Report and Label Formats, and SuperSCRIPSIT and VisiCalc Selectors

If you need to create a screen similar to an existing screen, the best way is to go to TRSDOS Ready and type:

COPY basename/PM1 basename/PM2

This command copies Screen 1 of a data base to create Screen 2 of a data base.

You can then return to the Creation Menu, call up Screen 2 that you created from the original Screen 1, and make the necessary changes. This procedure can be used to add fields, delete fields, or protect fields. This procedure also works for report formats, label formats, and SuperSCRIPSIT and VisiCalc Selectors.

The following chart shows the extensions to add to your data base names when using this procedure.

| Format | Extension To Add To Data Base Name | | | | |
|---------------|------------------------------------|------|------|------|------|
| | 1 | 2 | 3 | 4 | 5 |
| SCREEN | /PM1 | /PM2 | /PM3 | /PM4 | /PM5 |
| REPORT | /LP1 | /LP2 | /LP3 | /LP4 | /LP5 |
| LABEL | /LB1 | /LB2 | /LB3 | /LB4 | /LB5 |
| SELECTOR for: | | | | | |
| SuperSCRIPSIT | /SL1 | /SL2 | /SL3 | /SL4 | /SL5 |
| VisiCalc | /VC1 | /VC2 | /VC3 | /VC4 | /VC5 |

DEFINE REPORTS

Press <3> at the Creation Menu to define reports. You can define up to five report formats for each data base. Reports can be created to show all aspects of information in your records.

Reports can be up to 132 spaces wide, but since the screen is only 64 columns wide, press <SHIFT> and <@> together to see the second and third portions of the report format. <ENTER> takes you back to the left side of the report format.

Pressing <CLEAR> stores your report formats.

Report Field Indicators

The report format screen is divided into three sections: Title Lines, Heading Lines, and Field Lines. These sections are explained below, along with the field indicators that can be entered in each section.

TITLE LINES - Three lines are available for entering titles. You can also enter these field indicators:

- / - Date. Prints the date in MM/DD/YY format on the report. Allow 8 spaces with this indicator. You can only use this symbol once on any one report.
- # - Page Number. Prints consecutive page numbers on a report (1, 2, 3, etc.). If the word "Page" is typed before # on the report, Page 1, Page 2, Page 3, etc. prints. Allow 5 spaces with this indicator. You can only use this symbol once on any one report.
- ? - Sort-field Field Type. Prints the sort field value of the first record on the page.

HEADING LINES - Two lines are available for headings. You can also enter these field indicators:

- / - Date. Prints the date in MM/DD/YY format on the report. Allow 8 spaces for this indicator. You can only use this symbol once on any one report.
- # - Page Number. Prints consecutive page numbers on a report (1, 2, 3, etc.). If the word "Page" is typed before # on the report, Page 1, Page 2, Page 3, etc. prints. Allow 5 spaces with this indicator. You can only use this symbol once on any one report.
- ? - Sort-field Field Type. Prints the name of the sort field. Allow as many characters as necessary for your sort field name to print.

FIELD LINES - Two lines are available for fields. Field numbers and the appropriate field indicators are entered in the first line.

The second line in the FIELD LINES section is useful for adding comments. You can set aside a comment field when defining your segments. When defining reports, you can indent a few spaces on the second line of your FIELD LINES section, add an indicator and the comment field number. The program prints the comment underneath the record, then skips a line before printing the next record.

If there is no comment for a particular record, the program ignores the second line.

Field indicators that can be entered in the Field Line section of the report are:

- * - Alphanumeric Field.
- = - Total Field. Indicates that the column is totaled after the last record's information is printed on each page.
- @ - Record Number. Prints the record number on a report. You can only use this symbol once on any one report.
- ? - Sort-field Field Type. Prints the value on which each record was sorted. This appears as a column wherever the ? is placed.

Control Breaks, Line Suppression, and Total Lines

When you press <CLEAR> to store a report format, you are asked to enter a Control Break. A Control Break field is not required but lets you divide a report into several pages. For each different value in the field used for the Control Break, a different report page is printed. These fields must be in Segment 1.

If you use a Control Break and you have at least one total (=) field in your report format, then at the end of the report a new page appears, showing the grand totals for all total fields and the number of records selected.

Pressing <ENTER> instead of entering a field number at the Control Break prompt causes the report to be printed with as many items on a page as possible.

If you leave a line blank when creating a report format, the printer skips a line. Blank lines in the TITLE and HEADING sections of a report may be suppressed by entering an exclamation point (!) in the first space of the unwanted line. The exclamation point must be the only character in the line.

In the FIELD LINES section, the exclamation point (!) has a different use. You can use the exclamation point to print a report that shows totals, but not the individual statistics. To do this, place an exclamation point (!) in the first space of your field line (on the same line as your field numbers). This causes only the final totals of the field numbers entered with the total indicator (=) to print on the report.

You can also use an exclamation point in the FIELD LINES section to insert a blank line between records in the report. To do this, place an ! in the first space of a blank second line in your FIELD LINES section.

DEFINE LABELS

Press <4> at the Creation Menu to Define Labels. As with report formats, you can define five label formats. The label format screen looks and acts like the report format screen, except that it only contains the DATA LINES Section.

You can format labels between one and eight lines long. There are four field indicators to use:

- * - Used for alphanumeric data.
- @ - Prints the record number on a label.
- < - Moves the data in the field left, one space away from the data of the previous field.
- ? - Prints the value on which the labels were sorted.

<CLEAR> stores these formats.

DEFINE SELECTIONS (S)

Press <5> at the Creation Menu to Define Selections (S). To use this feature, you must have a SuperSCRIPSIT for Model III diskette. Selection formats tell Profile III Plus what data you want to extract from your records to merge with a SuperSCRIPSIT document. This allows you to print form letters.

You can define up to five formats. The first screen in this option has two columns for you to enter data in: Field Name and Profile Field #.

The field name in the first column does not have to match the field heading originally defined, but it must be the one used in the SuperSCRIPSIT document to refer to the field. The field number **MUST** be the field number assigned in Define Files and can be from any segment of the data base.

<CLEAR> records the format. <BREAK> restores it to its former format.

NOTE: If you change the selection format in any way, you must reselect the records for the merge to work. You must also reselect the records if you have changed or added any data that is to be included in the merge.

DEFINE SELECTIONS (V)

This feature allows you to specify fields to pass to VisiCalc. You must have a VisiCalc program diskette to use it. Press <6> at the Creation Menu to Define Selections (V). After you enter your data base name and selector number, two columns appear.

In the first column, enter an "L" for label or a "V" for value. In VisiCalc, any field that is in label format is used as a heading (to clarify the screen), and cannot be used in math calculations. Only a field that is specified with a "V" in the first column can be used in math calculations.

In the second column, enter a non-numeric field if you entered an "L" in the corresponding first column. Enter a numeric field if you entered an "V" in the corresponding first column. The contents of the fields you enter are passed to VisiCalc, in either label or value format.

You can also pass record numbers to the merge file by entering an "@" symbol instead of a field number. If you use the "@" symbol to pass record numbers, enter an "L" in the corresponding first column. A record number is considered to be a "label."

You can enter up to 16 field numbers on this screen. After you are finished, press <CLEAR> to store your VisiCalc format.

DEFINE FORMULAS

Press <7> at the Creation Menu to Define Formulas. For each data base you may create up to 16 math formulas, each using up to 20 fields. Profile III Plus performs addition, subtraction, multiplication, and division.

The screen is marked off in two columns. The first column is used to enter the field number for the computation's result. The second column is to enter the formula.

Four references can be used in the formulas:

Field Numbers - To use the value entered in a field as a part of a computation for another field, use the field number in the formula.

Values - To use a constant value, enter it in quotation marks.

Operators - Operators are the symbols for mathematic operations. They are:

- + for addition
- for subtraction
- * for multiplication
- / for division

Formats - The default results of formulas are shown with two decimal places. You can change this by entering one of two format indicators. If you want integer format, place an I anywhere in the body of the formula. To select a floating decimal point with no rounding, place the letter F anywhere in the formula.

All mathematical operations are performed from left to right and from top to bottom as they appear in the table (calculator style). References to fields not yet calculated are evaluated as zero. Previously calculated values are stored rounded to the format you have selected. All operations are performed to 11 digits of accuracy.

Two error conditions are recognized by the Math Package:

Division by zero. /D0 is substituted for the result when division by zero is attempted.

Field Overflow. /OV is substituted for the result when field overflow occurs.

DEFINE USER MENUS

This feature lets you define customized menus that allow quick access to various parts of your file. Press <8> at the Creation Menu to Define User Menus.

First, enter a menu name of up to eight characters. You may not use special characters, lowercase letters, or spaces. If no menu by that name is found, one is created. If one is found, you are allowed to update it.

Next, enter a heading. This is the information that appears at the top of the screen when this menu is displayed. The next six spaces are for an ID field. This is a good place to date the menu. After these two fields are complete, press <CLEAR> to go to the next screen.

The options for the menu are created here. Each menu may have up to 8 entries. The entries are entered in the form:

```
      K      TEXT .....  
PROGRAM  (BASENAME,S,HEADING...)
```

These letters stand for:

K - the keystroke to invoke this function.

TEXT - the text describing this choice.

PROGRAM - the program name (for example, EFC9, EFC8 A, EFCC B);
or a TRSDOS Ready command.

If the command is a Profile III Plus program (and not a TRSDOS command), the following information can also be supplied. If you supply any of the information, you must supply all of it or the program will not work properly:

BASENAME - the data base name to be passed to the program. If
it is not 8 characters long, it must be padded with
zeros. (For example, TEST0000)

S - the screen number or format number to be used.

HEADING - the heading to appear at the top of the screen during processing.

The parentheses are required. The only character permitted between the data base name, format number, and heading is a comma.

Additional parameters may be passed to Profile III Plus. To do this, build DO files at TRSDOS Ready.

Calling a User Menu

When you first define a User Menu, the only way to access the menu is at TRSDOS Ready by typing the User Menu name. The following option allows you to call a User Menu from the Runtime Menu by pressing <U>. Save this option for the User Menu that you work with most often. It calls the User Menu that was last specified with this option.

To call a User Menu from the Runtime Menu:

First, exit to TRSDOS Ready. Type:

BUILD USER

and press <ENTER>. The screen shows:

Hit BREAK to Exit
Type in up to 63 Characters

Type the name of your user menu. Press <ENTER> and then press <BREAK>. TRSDOS Ready appears.

Press <R><M> and <ENTER> to return to the Menu.

EXPAND FILES

Before you can enter any data in records for your data base, you must expand the data base. Press <1> at the Runtime Menu to Expand Files. Expanding tells the program how much room on the diskette to set aside for this data base. Any time you change the size of a segment or delete a segment, you must re-expand your data base.

The screen tells you how many records the data base is currently allocated and asks how many you want to add. Never expand your data base to the maximum capacity in one step.

The more records you create for your data base, the longer the program takes to run. So, do not expand to a number far greater than the number you will presently use.

After you enter the number of records to allocate space for, the program asks you which drives to use for the segments you have defined. Make sure you have formatted data diskettes in the drives you specify.

You can expand a one-segment data base across 1 to 4 drives. Once two segments are defined for a data base, expansion across drives is not allowed.

BUILD INDEX

Press <2> at the Runtime Menu to build your index. This feature lets you index your data base so that you can go through your records either alphabetically or numerically, according to a specified field, in the Inquire, Update, Add mode.

You can index your data bases by any fields that are in Segment 1. After entering the data base name and the field number to index by, specify the sort length and any selection criteria. If prompted, enter the drive number that contains the diskette that will hold the index. The index is created.

The Index By prompt will now appear after the Enter Record Number prompt of Inquire, Update, Add. To access all records that contain information in the designated field, use the wild-card symbol (=). This displays the first logical record.

If you enter a value at the Index prompt that has no match in your records, you are prompted to enter another search value.

When entering numbers, remember to right justify them. Refer to your segment printouts for field lengths if necessary.

Anytime you alter the field you are using as your index, you must rebuild the index.

INQUIRE, UPDATE, ADD

Press <3> at the Runtime Menu for Inquire, Update, Add. Records are entered, updated, deleted, and selected in this mode. Activity is controlled from prompts, displayed after you press <ENTER>.

Enter Record Number - entering a record number here takes you directly to that record. Pressing <ENTER> takes you to the Enter Scan Field Number prompt, or to the Index By prompt if you have created an index.

At the Index By prompt, you can enter the wild-card symbol "=" to display the first indexed record. <↓> and <↑> take you to the next or the previous indexed record.

NOTE: Do not press <ENTER> to display the next record, as this cancels the index mode.

Enter Scan Field Number - lets you search for records with a certain value in one or two fields, defined by you. You can use any of the fields listed on the screen to search for specific records. If you wish to see all records that contain data in a certain field, enter the wild-card symbol (=) when the field name is displayed.

After a scan's last match is displayed, you return to the Enter Record Number prompt. Upper/lowercase differences in data are ignored during the search. Pressing <ENTER> takes you to the Add Records (Y/N) prompt.

Add Records (Y/N) - displays the first blank record. Until you stop the process by pressing <BREAK>, or until you enter data in the last record, you can continue to fill records with data.

Enter Record Number

Records accessed from this prompt appear on the screen with the following options listed at the bottom of the screen:

D - Delete. This option lets you delete a record. The record

can be entered again from either the Enter Record Number or the Add Records prompt.

- H - Hardcopy. If your printer is properly connected, a copy of the record prints when using this option.
 - U - Update. Puts you in the Update Mode, which allows you to add or alter information in a record. <CLEAR> records the changes, <BREAK> restores the record to its former state.
 - X - Ends the current scan and takes you to the Enter Record Number prompt.
- ENTER - is used in scanning. It takes you to the next record that meets the determined criteria.
- ↓ - Takes you to the next record on the diskette.
 - ↑ - Takes you to the previous record on the diskette.

Enter Scan Field Number

Segment 1 fields are available here as search fields with which to scan your records.

Once you enter the field to scan by, you determine the data to look for, and the relationship between the data entered and the data sought.

The wild-card symbol (=) is used to find records that contain any data at all in a certain field. Numbers used in a scan must be right-justified with leading blanks.

The same five options available at the Enter Record Number prompt appear here. You can press <D> to delete a record, <H> to print a hardcopy, <U> to update a record, <X> to end a scan, and <ENTER> to find the next match. The <↓> and <↑> keys take you to the next or previous record on the diskette, whether or not it meets the search criteria.

NOTE: When viewing records that have been selected with a scan

field, you must use the <ENTER> key.

Mass Mode

This feature of Profile III Plus allows you to perform certain operations on many records at the same time. You can only enter Mass Mode at the Enter Scan Field Number prompts. After you have specified your search criteria, and the first record that qualifies appears on the screen, press the spacebar once. The Mass Mode command line appears. You have four options:

- H - Hardcopy. Press <H> to print all records that meet the search criteria. If you press <H> and the printer is not ready, the program flashes an error message. Connect the printer properly, and press <ENTER> to retry.
- R - Recalculate. Press <R> to recalculate all records that meet the search criteria.
- P - Purge. Press <P> to have all records that meet the search criteria printed out and then deleted.
- D - Delete. Press <D> to have all records that meet the search criteria deleted.

Exit - You can exit Mass Mode by pressing the spacebar again. The regular command line reappears.

Both Mass Purge and Mass Delete ask you if you are sure you want to delete. Press <Y> to complete the deletion. If you press <N>, you return to the record that was displayed when you requested the deletion.

All Mass Mode operations return you to the Enter Record Number prompt when they have been completed.

Add Records

Pressing <Y> at this prompt takes you to the first empty record

in the Update Mode. Once you have completed data entry, <CLEAR> stores the record. <BREAK> restores it to its previous state and returns you to the five option command line.

Moving Among Records and Screens

Anytime the Enter Selection command line is at the bottom of the screen, up to seven keys may be used to move among records and screens.

- ↑ - takes you to the next record number (see Note) with the same screen number.
- ↓ - takes you to the previous record number (see Note) with the same screen number.
- 1 - takes you to Screen 1 for the record.
- 2 - takes you to Screen 2 (if defined) for the record.
- 3 - takes you to Screen 3 (if defined) for the record.
- 4 - takes you to Screen 4 (if defined) for the record.
- 5 - takes you to Screen 5 (if defined) for the record.

NOTE: This is the Physical Record if you are in the Scan Mode and Logical Record if you are in the Index Mode.

PRINT REPORTS

Press <4> at the Runtime Menu to Print Reports. Enter the data base name and the report format number. If you are not using a Control Break, you are asked for the field number to sort by. You are asked to enter the length for sorting. The length for sorting can be the entire field length. This is sometimes necessary if you want to alphabetize names.

You can also enter a number less than the field length. This allows a greater number of records to be sorted. For example, if you had a data base that had East, North, South and West as districts, you could use a sort length of one to have the report alphabetized by district.

Using a sort length longer than the field length causes the program to sort by the first sort field AND the field that is consecutively after it. Thus, if you had Field 1 defined as Part Number with a length of 10, and Field 2 as Manufacturer with a length of 10, you could numerically sort the report by both fields, if you used a sort length of 20.

Enter Selection Field Number - This is the same as the scan field used in Inquire, Update, Add. After you have finished entering your search criteria, the screen shows that the program is sorting. Then it shows the number of records selected that meet the criteria.

After the first page of the report is printed, you have three options. If you press <C>, the report continues printing all following pages without any interruptions. If you press the spacebar, the report stops after each page. Pressing <BREAK> stops the printing.

PRINT LABELS

Press <5> at the Runtime Menu to Print Labels. After you enter the data base name and format number, you are at the Sort Field prompts. If you select Zip Code as your sort field, the labels are printed numerically by zip codes.

Next you can enter a selection field to further specify the labels you want printed.

Printing stops after the first row of labels is printed so that you can check label alignment. Pressing the space bar prints one more row of labels. When label alignment is correct, printing can be continuous by pressing <C> at the prompt. Pressing <BREAK> cancels printing.

Sorting Capacities

The number of records that can be sorted is limited by the memory available. Therefore, the sorting capacity is dependent on the length of your sort field. Both Print Labels and Print Reports have a sort capacity prompt which displays the number of records that can be sorted for a single printing. This sort capacity is displayed on the screen even if no sort field is specified.

The longer your sort-field length, the fewer records you can sort at one time. A solution to this is to use only as many characters of the sort-field length as you need to differentiate your records.

SELECT RECORDS (S)

Press <6> at the Runtime Menu to Select Records for the SuperSCRIPSIT merge option. Enter the data base name, the selection format number, and the number of the drive that contains the diskette that will hold the SuperSCRIPSIT data.

Segment 1 fields are used as sort fields. Upper/lowercase differences in data are ignored during sorting. After responding to the Field Number prompt, you enter the length for sorting. The Extended Selections command line then appears. Up to 16 field numbers can be entered here. If you want to select a range for a field, the field number must be entered twice.

The next screen has three columns. The first column is used to establish the AND/OR connective. AND selects only records meeting both criteria specified, while OR selects records meeting either of the criteria specified.

Press <ENTER> at the first column if you want to specify an AND connective. If you type anything in the first column, the OR connective is assumed.

The next column shows the fields selected as sort fields. The cursor skips to the end of this column. Here, enter the relationship. In the third column, enter the data qualifications. If you want to specify a range, the first time the field name is listed on the second screen, enter GE as the relationship with the data that is the lower limit of the search. The second time the field number occurs, enter LE as the relationship with the data that is the upper limit of the search.

Press <CLEAR> to store the format. The program tells you how many records have been selected, and you return to the Runtime Menu.

SELECT RECORDS (V)

Press <7> at the Runtime Menu to Select Records for the VisiCalc merge option. After you enter your data base name, format number, and the drive number, the Segment 1 fields appear, just as with Select Records (S).

You can enter a sort field number, or press <ENTER> for no sort. After you enter your sort field length (if you specified a sort field), the Extended Selections command line appears. You can enter up to 16 selection fields here. Press <CLEAR> to store the fields.

Now the second screen appears. This screen has three columns. The first column is used to establish the AND/OR connective. AND selects only records meeting both criteria specified, while OR selects records meeting either of the criteria specified.

Press <ENTER> at the first column if you want to specify an AND connective. If you type anything in the first column, the OR connective is assumed.

The cursor skips over the Extended Selections fields to the right side of column 2. Enter the relationship here. Then enter your search criteria in the third column. If you want a range (RG) relationship, the first time the field name is listed on the second screen, enter GE as the relationship with the data that is the lower limit of the search. The second time the field number occurs, enter LE as the relationship with the data that is the upper limit of the search.

Press <CLEAR> to store your format. The number of records selected is displayed, and you return to the Runtime Menu.

EXIT

You can exit from either Menu by pressing <X>. This returns you to TRSDOS Ready. <X> is automatically added to your User Menus by Profile III Plus.

At most places in Profile III Plus, you can exit from the function you are currently using by pressing <BREAK> twice. The first time you press <BREAK>, the word BREAK flashes at the bottom of the screen. The program is asking if you want to exit. You can press any other key at this point to cancel the <BREAK>. If you press <BREAK> again, you return to the Menu from which you selected the function.

If you have renamed a User Menu "RM/CMD", you return to this User Menu when you exit with the <BREAK> key.

PASSWORD PROTECTION

After creating screen formats, report formats and label formats, you are given the option of password protecting them. If you password protect a format, you are required to enter the correct password before accessing it.

You must be careful to note whether you enter a password in upper or in lower case letters. The program does not accept one for the other. When you are asked to enter a password, what you type appears as #'s on the screen.

Password protection offers security for your files, if you make sure that your Creation Diskette is not available to unauthorized users. A password can be eliminated or changed by calling up the format where it was entered in the Creation Diskette and restoring the format either with a new password or with none.

KILLING A DATA BASE

Pressing <K> at either Menu allows you to kill an entire data base.

You are asked to enter the data base name. After you enter the name, all portions of the data base are eliminated. You return to the Menu.

SECTION IV

APPENDICES

**APPENDIX A - MAKING BACKUPS OF THE CREATION AND RUNTIME
DISKETTES**

You are supplied with Creation and Runtime diskettes with Profile III Plus. The first step in using Profile III Plus is making backups (copies) of these diskettes. These backups should be used to actually run the program. Store the original Master diskettes in a safe place and only use them to make new backups as needed.

Follow the instructions below EXACTLY. Refer to your Model III Disk System Owner's Manual if you need help.

1. Turn on the TRS-80 Model III computer. Turn on the printer and expansion disk drives (if any).
2. Open the disk drive doors by snapping them up.
3. Insert the Profile III Plus Creation diskette in Drive 0 (the bottom disk drive).
4. Close the door of Drive 0 firmly.
5. Insert a new, formatted diskette or an old diskette you wish to reuse in Drive 1 and close the door.
6. Press the square orange reset button on the right side of the keyboard.

The screen shows the Tandy Corporation logo and copyright notice.

The screen shows:

You type:

Enter Date (MM/DD/YY)?

Today's date and press <ENTER>.

Enter Time (HH:MM:SS)?

Press <ENTER>.

TRSDOS Ready

<A><C><K><U><P>< ><:><0>
< ><:><1> and press <ENTER>.

SOURCE Disk Master Password? <P><A><S><S><W><O><R><D> and
press <ENTER>.

NOTE: If you are using a new (blank) diskette, the system starts formatting the diskette for you.

If you are using a formatted diskette, two additional questions appear. You see:

Diskette contains DATA. Use Disk or not?

Type <Y> and press <ENTER> to use the diskette. <N> terminates the backup and returns to TRSDOS Ready. This question then appears:

Do you wish to RE-FORMAT?

Type <Y> and press <ENTER> to format the diskette. <N> begins a backup without formatting the disk. When the process is completed, the screen should show:

00 Flawed Tracks

If the screen shows any number of flawed tracks except 00, the diskette must not be used. You can try erasing the diskette and reformatting it.

After the diskette is formatted, the program starts the backup procedure. The screen shows various messages and track numbers as the backup proceeds. When the process is completed, the screen shows:

**** Backup Complete ****
TRSDOS Ready

Remove the Backup Creation diskette from Drive 1, and put a piece of gummed foil tape over the notch. This is an important step. It write-protects your Creation diskette so that information cannot be written to the diskette.

Then place your Backup Creation diskette in its protective sleeve, and mark it as your Creation Working Copy with a felt-tip pen. Take the original Master Creation diskette from Drive 0, place it in its protective sleeve, and store it in a safe place.

Now you must make a Backup of your Master Runtime Diskette. To do this, first insert your Master Runtime Diskette in Drive 0.

Insert a new, blank diskette or an old diskette you wish to reuse in Drive 1.

Follow the backup instructions you just used to make your Creation Backup.

NOTE: Do not place a piece of gummed foil on your Runtime Diskette.

After the backup is completed, remove the original Master Runtime diskette from Drive 0, place it in its protective sleeve, and store it in a safe place. Remove the Runtime backup diskette from Drive 1, place it in its protective sleeve, and mark it with a felt-tip pen as your Runtime Working Copy of Profile III Plus. Use this diskette to run the program.

APPENDIX B - FORMATTING DATA DISKETTES

This process prepares blank diskettes for use as data diskettes. All data diskettes must be formatted before being used to store information. To format diskettes:

1. Insert your Creation Working Copy in Drive 0 and close the door. (Both the Creation and Runtime diskettes contain TRSDOS Version 1.3, which is needed to format diskettes, so either diskette can be used.)
2. Insert a blank diskette or an old diskette you wish to reuse in Drive 1.

| | |
|---------------------|---|
| The screen shows: | You type: |
| TRSDOS Ready | <F><O><R><M><A><T> and press <ENTER>. |
| Format Which Drive? | <1> and press <ENTER>. |
| Diskette Name? | <D><A><T><A><8><2> (or any name you prefer) and press <ENTER>. |
| Master Password? | <P><A><S><S><W><O><R><D> (or any password you prefer) and press <ENTER>. |

If you are using a formatted diskette, the computer shows:

Diskette contains DATA. Use Disk or not?

If this question appears, type <Y> and press <ENTER> to use the diskette. <N> terminates this process. The computer starts formatting the diskette in Drive 1.

After the diskette is formatted, the screen should show:

00 Flawed Tracks

If the screen shows any number of flawed tracks except 00, the diskette must not be used. You can try erasing the diskette and formatting it.

You are returned to TRSDOS Ready. Remove the formatted diskette from Drive 1, and mark the diskette with the name you've chosen. Always use a felt-tip marking pen. Pencils and ball point pens can damage the diskette surface.

Now place another blank diskette in Drive 1 and repeat the format procedure you just used. Format several diskettes at this point. Mark the name you chose on each formatted diskette. These diskettes can be used later to store your records in Profile III Plus, rather than storing all of your data on your Runtime diskette.

APPENDIX C - MAKING BACKUPS OF DATA DISKETTES

Making frequent backups of your data diskettes protects your current data from being lost in case of an accidental erasure or a damaged diskette.

You must insert a diskette containing TRSDOS Version 1.3 in Drive 0 to backup your data diskettes. Both the Creation and Runtime diskettes contain TRSDOS Version 1.3, so you can use either one here.

1. Insert the Creation Working Copy in Drive 0.
2. Insert a blank diskette or a diskette you wish to reuse in Drive 1.

The screen shows:

You type:

TRSDOS Ready

<A><C><K><U><P>< ><:><0>
< ><:><1> and press <ENTER>

SOURCE Disk Master Password? Remove the Creation Diskette from Drive 0. Insert the data diskette you want to Backup in Drive 0.
Then type:
<P><A><S><W><O><R><D> and press <ENTER>.

The program starts formatting the diskette. If you are using a formatted diskette, two additional questions appear.

Diskette contains DATA; Use Disk or not?

Type <Y> and press <ENTER> to use the diskette. <N> terminates the backup. This question then appears:

Do you wish to RE-FORMAT?

Type <Y> and press <ENTER> to format the diskette. <N> makes a backup without formatting the diskette. When the process is completed, the screen should show:

00 Flawed Tracks

If the screen shows any number of flawed tracks except 00, the diskette must not be used. You can try erasing the diskette and reformatting it.

After the diskette is formatted, the program starts the backup procedure. The screen shows various messages and track numbers as the backup proceeds. When the process is completed, the screen shows:

**** Backup Complete ****

This message should be flashing:

Insert SYSTEM Diskette <ENTER>

Remove the data diskette from Drive 0 and insert the Creation diskette. Then press <ENTER>.

After the backup is completed, remove the backup of your data diskette from Drive 1 and mark the name on it with a felt-tip pen.

APPENDIX D - THE DIRECTORIES

There are separate directories for both the Creation and the Runtime diskettes. These directories list all program and data files contained on the diskettes, their dates of creation, and the amount of diskette space they use. To see the directory for either the Creation or Runtime diskette, follow this simple procedure. Whenever TRSDOS Ready is displayed, type <D><I><R> and press <ENTER>. The screen displays the Directory for the diskette that is in Drive 0. (Entering <D><I><R> at TRSDOS Ready always gives you the directory for the diskette in Drive 0, as it is the default command.)

To see the directory for a diskette in another drive, type <D><I><R>< ><:><d> where "d" is the drive number of the diskette whose directory you want to see. For example, to see the directory of the diskette in Drive 1, type <D><I><R>< ><:><1>. The directory for the diskette which is in Drive 1 is displayed.

To freeze the display, press the special character key <@>. Press <ENTER> to continue the display.

At the end of the listing, TRSDOS Ready is displayed.

APPENDIX E - SPECIAL KEYS

In the different program options of Profile III Plus, several keys have special uses. These keys and their uses are listed below.

Overall Program

<BREAK> - Used to exit the current mode and to return to the Menu. **<BREAK>** must be pressed twice. If you press it once and change your mind, press any other key to continue. If a format or record is being updated and you want to restore it to its former state, **<BREAK>** restores it.

<CLEAR> - Used to store formats and records.

<X> - Used from the Creations and Runtime Menus to exit to TRSDOS Ready. **<X>** is also used at the screen command line to return to the Enter Record Number prompt.

<SHIFT> <@> - This is a special Vid Scan option that can be used wherever the program recognizes the **<BREAK>** key. To print a copy of whatever is displayed on the screen, press **<SHIFT> <@>** together. A copy of the screen is printed out and you return to the screen you copied.

Keys Used in Define Files**In Defining a Segment:**

<ENTER> - Stores a response (if all character spaces are not used) and progresses to the next prompt. If **<ENTER>** is used as the only entry at "Field Name", it stores the file definition segment and returns to the Menu after displaying several prompts.

<SHIFT> <0> - Locks and unlocks upper and lower case support.

In Reviewing a Segment:

- <H> - Prints a hardcopy of the segment.
- <R> - Lets you redefine a segment. After you press <R>, enter the field number contained in that segment at which you want to start replacing fields. All preceding fields in that segment are saved. If you press <ENTER> instead of entering a field number, the entire segment is replaced.
- <A> - Allows you to add fields to the segment if there is available space.
- <N> - Takes you to the next segment (not available in the Segment 4 command line).
- <BREAK> - Pressed twice takes you to the Menu and restores the original information if changes were made.

NOTE: If you change the number of fields when redefining or adding fields to a segment, the program automatically rennumbers all following fields. Remember to change the field numbers in all screen, report, label, math, and selection formats accordingly.

Keys Used in Define Screens

- <←> - Moves the cursor to the left one space.
- <→> - Moves the cursor to the right one space.
- <↑> - Moves the cursor directly up one line.
- <↓> - Moves the cursor directly down one line.
- <SHIFT> <←> - Deletes character under cursor and moves remainder of line left one position.

- <SHIFT> <→> - Duplicates character under cursor and moves remainder of line right. This deletes the last character of the current line.
- <SHIFT> <↓> - Inserts a blank line at cursor. Moves remainder of screen down one line. This deletes the last user line on screen.
- <SHIFT> <↑> - Deletes line at cursor. Moves all lines below cursor up one line. A blank line is inserted as the last user line.
- <SHIFT> <SPACE BAR> - Tabs 8 characters to the right of cursor.
- <SHIFT> <0> - Locks and unlocks upper and lower case support.
- <SHIFT> <@> - Enters the special character mode. You can also exit the special character mode without making a selection by pressing <SHIFT> <@> again.
- <CLEAR> - Stores the screen.
- <BREAK> - Restores the screen to its original state and returns you to the Menu.
- <ENTER> - Moves the cursor to the beginning of the next line.
- <SPACE BAR> - Moves the cursor to the right one space, erasing any data beneath it.

Keys Used in Define Report and Label Formats

Several keys respond as they would in defining screen formats. These are <CLEAR>, <↑>, <↓>, <→>, <←>, <BREAK>, <ENTER>, and <SPACEBAR>.

- <SHIFT> <@> - Takes you to the right side of the report screen, to display spaces 54 to 117 and spaces 70 to 132.
- <SHIFT> <←> - Acts as a delete key.

<SHIFT> <→> - Acts as the insert key.

<!> - (only for report formats) Used as the only character in a title or heading line, suppresses the line from printing. Used in a field line, causes a summary report to be printed for all total (=) fields.

Keys Used in Inquire, Update, Add

When a record is displayed on the screen, this command line is available:

<D> - Deletes the record.

<H> - Prints a hardcopy of the record.

<U> - Selects the Update Mode. In the Update Mode:

<ENTER> - Moves the cursor to the beginning of the next field.

<SHIFT> <@> - Inserts data in a field from the corresponding field in the last successfully stored record. This function does not work if you leave the screen to see another screen and then return.

<↑> - Moves the cursor to the first character of the previous unprotected field.

<↓> - Moves the cursor to the first character of the next unprotected field. When used in the last field, <↓> moves you to the first space in the first field.

<←> - Moves the cursor left one character inside a field. At the start of a field, <←> moves you to the last space in the previous field.

<→> - Moves the cursor right one character in a field. At the end of a field, <→> moves you to the first space in the next field.

<CLEAR> - Records changes.

<BREAK> - (pressed twice) Restores the record and returns to the command line.

<X> - Takes you to Enter Record Number.

<ENTER> - Continues scan for next match. If no matches are found, takes you to the Enter Record Number prompt.

<1> - Takes you to Screen 1, if defined.

<2> - Takes you to Screen 2, if defined.

<3> - Takes you to Screen 3, if defined.

<4> - Takes you to Screen 4, if defined.

<5> - Takes you to Screen 5, if defined.

<↓> - Takes you to the next record. If none exists, returns you to the Enter Record Number prompt.

<↑> - Takes you to the previous record. If none exists, returns you to the Enter Record Number prompt.

From Index By:

<=> - Displays the lowest alphabetical or numerical record, depending on the index sort field. Once the first record is displayed, the same keys available for Enter Record Number are available.

From Enter Scan Field Number:

Once a record is accessed, the keys available for Enter Record Number are used in the same way, with these exceptions:

<X> - Ends a scan, returning you to the Enter Record Number

prompt.

<ENTER> - Displays the next match in the scan. If no match is found, returns you to the Enter Record Number prompt.

The Enter Scan Field Number prompt is the only stage at which you can enter Mass Mode. When the first record which matches the scan is displayed, press the space bar once and the Mass Mode command line appears. There are four options:

<H> - Hardcopies all specified records.

<R> - Recalculates all specified records.

<P> - Purges (prints and then deletes) all specified records.

<D> - Deletes all specified records.

<SPACE BAR> - Press the space bar again to exit Mass Mode.
The regular command line reappears.

If you use the arrow keys to move among records, Mass Mode ends.

APPENDIX F - THE PROGRAMS USED BY PROFILE III PLUS

The Creation Directory gives you a listing of the programs on the Creation diskette. Below are the programs and what each does.

CM/CMD - The Creation Menu. When you enter <C><M> at TRSDOS Ready, you see the Creation Menu. The Creation programs are listed below with the Runtime programs that they generate:

EFC1/CMD - generates:

- basename/MAP - defines file structure.
- basename/KEY - holds the fields in Segment 1.
- basename/DAT - holds the fields in Segment 2.
- basename/DA2 - holds the fields in Segment 3.
- basename/DA3 - holds the fields in Segment 4.

EFC2/CMD - generates the screens:

- basename/PM1 - Screen 1.
- basename/PM2 - Screen 2.
- basename/PM3 - Screen 3.
- basename/PM4 - Screen 4.
- basename/PM5 - Screen 5.

EFC3/CMD - defines the report formats:

- basename/PR1 - defines Report Format 1.
- basename/PR2 - defines Report Format 2.
- basename/PR3 - defines Report Format 3.
- basename/PR4 - defines Report Format 4.
- basename/PR5 - defines Report Format 5.

EFC4/CMD - defines the label formats:

- basename/LB1 - defines Label Format 1.
- basename/LB2 - defines Label Format 2.
- basename/LB3 - defines Label Format 3.
- basename/LB4 - defines Label Format 4.
- basename/LB5 - defines Label Format 5.

EFC5/CMD - defines the fields you will extract for merging with

SuperSCRIPSIT. Generates:

- basename/SL1 - Selection Format 1.
- basename/SL2 - Selection Format 2.
- basename/SL3 - Selection Format 3.
- basename/SL4 - Selection Format 4.
- basename/SL5 - Selection Format 5.

EFCE/CMD - defines the fields you will use with VisiCalc.
Generates:

- basename/VC1 - Selection Format 1.
- basename/VC2 - Selection Format 2.
- basename/VC3 - Selection Format 3.
- basename/VC4 - Selection Format 4.
- basename/VC5 - Selection Format 5.

EFC6/CMD - creates the math formulas. The formulas are stored in the program: basename/MTH. This file is placed on the same diskette that contains basename/MAP.

EFCM/CMD - Creates User Menus. After a User Menu is defined, it appears in the Runtime directory as: menuname/CMD.

The Runtime Directory gives you a listing of the programs on the Runtime diskette. Some of these programs create or use other programs, which are listed under them:

RM/CMD - The Runtime Menu. When you enter <R><M> at TRSDOS Ready, you see the Runtime Menu.

NOTE: If you rename a User Menu for automatic program return, RM/CMD becomes the program name for your User Menu. Entering <R><M> at TRSDOS Ready would cause the User Menu to appear.

EFC7/CMD - defines file expansion. When a single-segment data base fills a diskette, this can create:

- basename/KX1 - expanding to Drive 1.
- basename/KX2 - expanding to Drive 2.
- basename/KX3 - expanding to Drive 3.

EFC8/CMD - builds the index. Creates the program:

 basename/IX1

EFC9/CMD - runs the main part of Profile III Plus. This runs the Inquire, Update, Add mode, and the index.

EFCA/CMD - prints the reports, combining formats and data. This also uses PR1 through PR5. This program is utilized on User Menus, where it is specified with an "A".

EFCB/CMD - combines label formats and data to print labels. This also uses LB1 through LB5. This program is utilized on User Menus, where it is specified with an "B".

EFCC/CMD - makes the record selections for merging with SuperSCRIPSIT. Generates:

 basename/SR1 - uses Selection Format 1 (basename/SL1).
 basename/SR2 - uses Selection Format 2 (basename/SL2).
 basename/SR3 - uses Selection Format 3 (basename/SL3).
 basename/SR4 - uses Selection Format 4 (basename/SL4).
 basename/SR5 - uses Selection Format 5 (basename/SL5).

EFCD/CMD - makes the record selections for use with VisiCalc. Generates: basename/DIF. This file (basename/DIF) is the file that is loaded into the VisiCalc program when VisiCalc is used with Profile III Plus.

APPENDIX G - PRINTOUTS FOR SALESMEN

This appendix contains, in the order that they occur, printouts of all aspects of the SALESMEN file that were not illustrated in Section II. They follow in this order:

1. Segment 1
2. Segment 2
3. Segment 3, Part 1
4. Segment 3, Part 2
5. Segment 4
6. Segment 4 Revised to Add Month
7. Screen 1 Updated
8. Math Formulas
9. Record 1, Screen 1
10. Record 1, Screen 2
11. Record 2, Screen 1
12. Record 2, Screen 2
13. Record 3, Screen 1
14. Record 3, Screen 2
15. Record 4, Screen 1
16. Record 4, Screen 2
17. Record 5, Screen 1
18. Record 5, Screen 2
19. Report Printed from Report Format 1
20. Labels Printed from Label Format 1
21. Selection Format 1
22. Advanced PRINTING Menu with DO Files and TRSDOS Options

1. Segment 1

D E F I N E F I L E S

| Field Number | - Field Heading - | Field Length |
|--------------|-------------------|--------------|
| 1 | District | 10 |
| 2 | Position | 10 |
| 3 | Last Name | 15 |
| 4 | LS Sets | 4 |
| 5 | DH Sets | 4 |
| 6 | H Sets | 4 |
| 7 | Sales By Unit | 10 |
| 8 | Sales By Amount | 10 |
| 9 | Commission | 10 |

Used: 77 of 77 positions. > Enter Selection
H Hardcopy, R Replace, A Add Fields or N Next Segment

2. Segment 2

D E F I N E F I L E S

| Field Number | - Field Heading - | Field Length |
|--------------|---------------------|--------------|
| 10 | First Name | 10 |
| 11 | Street | 15 |
| 12 | City | 10 |
| 13 | State | 2 |
| 14 | Zip | 5 |
| 15 | Phone | 12 |
| 16 | Date Hired | 8 |
| 17 | Total Sales By Unit | 8 |

Used: 70 of 70 positions. > Enter Selection
H Hardcopy, R Replace, A Add Fields or N Next Segment

3. Segment 3, Part 1

D E F I N E F I L E S

| Field Number | - Field Heading - | Field Length |
|--------------|-------------------|--------------|
| 18 | Jan | 6 |
| 19 | Feb | 6 |
| 20 | Mar | 6 |
| 21 | Apr | 6 |
| 22 | May | 6 |
| 23 | Jun | 6 |
| 24 | Jul | 6 |
| 25 | Aug | 6 |
| 26 | Sep | 6 |
| 27 | Oct | 6 |

Press H -To Hardcopy , ENTER -To Continue

4. Segment 3, Part 2

D E F I N E F I L E S

| Field Number | - Field Heading - | Field Length |
|--------------|-------------------|--------------|
| 28 | Nov | 6 |
| 29 | Dec | 6 |
| 30 | Year Of | 4 |

Used: 76 of 76 positions. > Enter Selection
H Hardcopy, R Replace, A Add Fields or N Next Segment

5. Segment 4

D E F I N E F I L E S

| Field Number | - Field Heading - | Field Length |
|--------------|-------------------|--------------|
| 31 | LS Units | 7 |
| 32 | DH Units | 7 |
| 33 | H Units | 7 |
| 34 | LS Amt | 9 |
| 35 | DH Amt | 9 |
| 36 | H Amt | 9 |

Used: 48 of 150 positions. > Enter Selection
H Hardcopy, R Replace, A Add Fields

6. Segment 4 Revised to Add Month

D E F I N E F I L E S

| Field Number | - Field Heading - | Field Length |
|--------------|-------------------|--------------|
| 31 | LS Units | 7 |
| 32 | DH Units | 7 |
| 33 | H Units | 7 |
| 34 | LS Amt | 9 |
| 35 | DH Amt | 9 |
| 36 | H Amt | 9 |
| 37 | Month | 9 |

Used: 57 of 150 positions. > Enter Selection
H Hardcopy, R Replace, A Add Fields

8. Math Formulas

| | |
|--|---|
| 31.=I4*"72" | . |
| 32.=I5*"36" | . |
| 33.=I6*"24" | . |
| 7.=I31+32+33 | . |
| 34.=4*"3000" | . |
| 35.=5*"1750" | . |
| 36.=6*"1200" | . |
| 8.=34+35+36 | . |
| 9.=8* ".05" | . |
| 17.=I18+19+20+21+22+23+24+25+26+27+28+29 | . |
| .= | . |
| .= | . |
| .= | . |
| .= | . |
| .= | . |
| .= | . |

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9. Record 1, Screen 1

Enrichment Encyclopedias, Inc. Monthly Report for April .

Name, Last: Johnson . First: William .
 Street: 124 Eastheimer . Position: Sales .
 City: Fort Worth. District: Southside .
 State: TX. Zip: 76107. Phone: 817-555-0422.
 Hired: 01/01/81.

| Description----- | Number of | Units----- | Value of Units----- |
|------------------|-----------|---------------|---------------------|
| Library Sets | 5. | LS Units 360. | LS Amt 15000.00. |
| Deluxe Home Sets | 5. | DH Units 180. | DH Amt 8750.00. |
| Home Sets | 10. | H Units 240. | H Amt 12000.00. |

Commission
 1787.50.

Sales By Unit
 780.

Sales By Amt
 35750.00.

1 D-Delete, H-Hardcpy, U-Updte, X-End, ENTER-Next .

Radio Shack®

10. Record 1, Screen 2

Enrichment Encyclopedias, Inc. Yearly Totals for 1981.

Name, Last: Johnson . First: William .
Street: 124 Eastheimer . Position: Sales .
City: Fort Worth. District: Southside .
State: TX. Phone: 817-555-0422.
Zip: 76107. Hired: 01/01/81.

Total Sales By Unit: 2998.

| | | | | | | | |
|-----|------|-----|------|-----|------|-----|------|
| Jan | 644. | Feb | 754. | Mar | 820. | Apr | 780. |
| May | . | Jun | . | Jul | . | Aug | . |
| Sep | . | Oct | . | Nov | . | Dec | . |

1 D-Delete, H-Hardcpy, U-Updte, X-End, ENTER-Next .

12. Record 2, Screen 2

Enrichment Encyclopedias, Inc. Yearly Totals for 1981.

Name, Last: Kilton . First: Kelly .
Street: 124 Davidson Dr. Position: Dist. Man..
City: Fort Worth. District: Northside .
State: TX. Phone: 817-926-6385.
Zip: 76110. Hired: 10/01/78.

Total Sales By Unit: 3894.

Jan 986. Feb 1022. Mar 854. Apr 1032.
May . Jun . Jul . Aug .
Sep . Oct . Nov . Dec .

2 D-Delete, H-Hardcpy, U-Updte, X-End, ENTER-Next .

13. Record 3, Screen 1

Enrichment Encyclopedias, Inc. Monthly Report for April .

```
Name, Last: Thomason      .   First: Brenda      .
Street:    1643 Overton   .               Position: Sales      .
City:      Fort Worth.    .               District: Westside   .
State:     TX.            Zip: 87129.       Phone:      817-336-8291.
                                      Hired:      12/01/80.
```

| Description----- | Number of | Units----- | Value of | Units----- |
|------------------|-----------|------------|----------|------------------|
| Library Sets | 2. | LS Units | 144. | LS Amt 6000.00. |
| Deluxe Home Sets | 8. | DH Units | 288. | DH Amt 14000.00. |
| Home Sets | 4. | H Units | 96. | H Amt 4800.00. |

| | | |
|------------|---------------|--------------|
| Commission | Sales By Unit | Sales By Amt |
| 1240.00. | 528. | 24800.00. |

```
#      3      D-Delete,  H-Hardcpy,  U-Updte,  X-End,  ENTER-Next  .
```

14. Record 3, Screen 2

Enrichment Encyclopedias, Inc. Yearly Totals for 1981.

```

-----
Name, Last: Thomason      .   First: Brenda      .
Street:    1643 Overton   .               Position: Sales      .
City:      Fort Worth.   .               District: Westside   .
State:     TX.           .               Phone:    817-336-8291.
Zip:       87129.        .               Hired:    12/01/80.
-----

```

```

-----
Total Sales By Unit:      2682.
-----

```

```

-----
Jan    712.    Feb    486.    Mar    956.    Apr    528.
May      .    Jun      .    Jul      .    Aug      .
Sep      .    Oct      .    Nov      .    Dec      .
-----

```

```

-----
#      3  D-Delete, H-Hardcpy, U-Updte, X-End, ENTER-Next  .
-----

```

15. Record 4, Screen 1

Enrichment Encyclopedias, Inc. Monthly Report for April

| | | | | | |
|-------------|---------------|---|-----------|---------------|---|
| Name, Last: | Ackerson | . | First: | Adam | . |
| Street: | 879 Throckman | . | Position: | Dist. Man.. | |
| City: | Fort Worth. | | District: | Eastside | . |
| State: | TX. | | Zip: | 76109. | |
| | | | Phone: | 817-735-8888. | |
| | | | Hired: | 03/01/76. | |

| Description----- | Number of | Units----- | Value of | Units----- |
|------------------|-----------|------------|----------|------------------|
| Library Sets | 6. | LS Units | 432. | LS Amt 18000.00. |
| Deluxe Home Sets | 10. | DH Units | 360. | DH Amt 17500.00. |
| Home Sets | 3. | H Units | 72. | H Amt 3600.00. |

| | | |
|------------|---------------|--------------|
| Commission | Sales By Unit | Sales By Amt |
| 1955.00. | 864. | 39100.00. |

| | | | | | | | |
|---|---|-----------|------------|----------|--------|------------|---|
| # | 4 | D-Delete, | H-Hardcpy, | U-Updte, | X-End, | ENTER-Next | . |
|---|---|-----------|------------|----------|--------|------------|---|

16. Record 4, Screen 2

Enrichment Encyclopedias, Inc. Yearly Totals for 1981.

| | | | | | |
|-------------|---------------|---|-----------|---------------|---|
| Name, Last: | Ackerson | . | First: | Adam | . |
| Street: | 879 Throckman | . | Position: | Dist. Man.. | |
| City: | Fort Worth. | | District: | Eastside | . |
| State: | TX. | | Phone: | 817-735-8888. | |
| Zip: | 76109. | | Hired: | 03/01/76. | |

| | |
|----------------------|-------|
| Total Sales By Unit: | 3666. |
|----------------------|-------|

| | | | | | | | |
|-----|------|-----|------|-----|-------|-----|------|
| Jan | 864. | Feb | 928. | Mar | 1010. | Apr | 864. |
| May | . | Jun | . | Jul | . | Aug | . |
| Sep | . | Oct | . | Nov | . | Dec | . |

| | | | | | | | |
|---|---|-----------|------------|----------|--------|------------|---|
| # | 4 | D-Delete, | H-Hardcpy, | U-Updte, | X-End, | ENTER-Next | . |
|---|---|-----------|------------|----------|--------|------------|---|

18. Record 5, Screen 2

Enrichment Encyclopedias, Inc. Yearly Totals for 1981.

Name, Last: Putnam . First: Jeannie .
Street: 497 Weston Ave . Position: Sales .
City: Fort Worth. District: Westside .
State: TX. Phone: 817-335-9156.
Zip: 76110. Hired: 01/01/81.

Total Sales By Unit: 1614.

Jan 426. Feb 388. Mar 512. Apr 288.
May . Jun . Jul . Aug .
Sep . Oct . Nov . Dec .

5 D-Delete, H-Hardcpy, U-Updte, X-End, ENTER-Next .

19. Report 1 Sorted on Position

07/14/82

Monthly Sales Report

Page 1

| Sorted By Position | Record No. | Salesman | Position | Sales By Amount | Sales By Unit | Commission | LS Sets | DH Sets | H Sets |
|-----------------------|------------|----------|------------|--------------------|------------------|------------|---------|---------|--------|
| | 2 | Kilton | Dist. Man. | 47400.00 | 1032 | 2370.00 | 6 | 12 | 7 |
| | 4 | Ackerson | Dist. Man. | 39100.00 | 864 | 1955.00 | 6 | 10 | 3 |
| | 1 | Johnson | Sales | 35750.00 | 780 | 1787.50 | 5 | 5 | 10 |
| | 3 | Thomason | Sales | 24800.00 | 528 | 1240.00 | 2 | 8 | 4 |
| | 5 | Putnam | Sales | 13100.00 | 288 | 655.00 | 2 | 2 | 3 |
| | | | | 160150.00 | 3492 | 8007.50 | 21 | 37 | 27 |

RECORDS SELECTED 5

20. Labels Printed from Format 1

⁴
Adam Ackerson
879 Throckman
Fort Worth TX 76109

¹
William Johnson
124 Eastheimer
Fort Worth TX 76107

²
Kelly Kilton
124 Davidson Dr
Fort Worth TX 76110

³
Brenda Thomason
1643 Overton
Fort Worth TX 87129

21. Selection Format 1

| Field Name: | | Profile Field #: |
|-------------|---|------------------|
| LAST | . | 3. |
| FIRST | . | 10. |
| STREET | . | 11. |
| CITY | . | 12. |
| STATE | . | 13. |
| ZIP | . | 14. |
| SALES | . | 8. |
| | . | . |
| | . | . |
| | . | . |
| | . | . |
| | . | . |
| | . | . |
| | . | . |
| | . | . |
| | . | . |

22. Advanced User Menu Format

| | | | |
|------------|-----------------------------------|---|---|
| I. | INQUIRE, UPDATE, ADD FOR SALESMEN | . | . |
| EFC9 | (SALESMEN,1,THE SALESMEN FILE) | . | . |
| R. | PRINT MONTHLY SALES REPORT | . | . |
| EFC8 A | (SALESMEN,1,MONTHLY SALES REPORT) | . | . |
| L. | PRINT LABELS | . | . |
| EFCC B | (SALESMEN,1,LABELS) | . | . |
| M. | RETURN TO MENU | . | . |
| RM | | . | . |
| P. | SELECTED MONTHLY REPORT | . | . |
| DO MONTHLY | | . | . |
| F. | FORMAT AND BACKUP 0 TO 1 | . | . |
| DO BACKUP | | . | . |
| . | | . | . |
| . | | . | . |

GLOSSARY OF TERMS

Alphanumeric - a combination of alphabetical and numerical characters.

Associated Fields - fields that are related as a group for scan, search and selection purposes. Also see: Field, Scan Field, Search and Selection Field.

BACKUP - a TRSDOS program utility used to make extra copies of diskettes as a safety measure in case the original diskette is damaged.

Basename - See Data Base Name.

Character - any letter, symbol, or figure made by a single keystroke.

Command Line - a line of program options that appears at the bottom of a screen.

Connective - optional feature that lets you further specify search criteria in scanning and selecting. AND tells the program to match both criteria before selecting a record for a match. OR tells the program to select a record if either criterion matches.

Control Break - a field that is used to separate a report into pages, with each different data set of a field on a separate page.

Data Base Name - the name you create to describe your set of records. A Data Base Name may be up to eight characters long, with no special characters or spaces. It is referred to as a File Name by Profile III Plus.

Decimal Number - a number containing a decimal point and digits to the right of it.

Delete - a method of erasing data.

Destination Diskette - the diskette that information is being

transferred to.

Directory - a listing of program or system files. In Profile III Plus, entering DIR at TRSDOS READY gives a listing of the files on the diskette in Drive 0.

Enter - refers to data input that is concluded by pressing the <ENTER> key.

Field - a line of data to be entered in a record. A field is a basic unit of Profile III Plus.

Field Indicator - a symbol that you enter that tells Profile III Plus the type of data that a field will hold. Some field indicators are Must-fill indicators - Profile III Plus does not store a record if these fields are not completed.

Field Length - the maximum number of characters that can be contained in a field. This number is defined by the user.

Format - 1) a method of telling the program the arrangement of data or fields. 2) a program that prepares diskettes to hold information (FORMAT).

Hard copy - a printed copy. Profile III Plus allows you to make hard copies of records, screen formats, report formats, and label formats, etc.

Integer - a whole number or zero. Integers are numbers without decimal places.

Kill - a method of erasing a data base. You can also kill portions of a data base.

Master Diskettes - the original diskettes that you receive with your program. These Master diskettes are used during Backup and Format procedures.

Menu - a listing of program options, accessed by a single keystroke.

Numeric - characters that are numbers, decimal points, or minus signs.

Operator - a symbol used in the math formulas to denote addition (+), subtraction (-), multiplication (*) or division (/).

Password Protection - a method of securing your data base.

Protected Field - a field whose data cannot be altered directly by the user. A protected field is created by using the ! indicator.

Relationship - used to describe the desired relationship between data you enter (for a scan or selection) and the data for which you want to search.

Scan Field - a field used to search through records for specific data. Scan fields are fields defined in Segment 1 of a file. Scan fields offer numerous ways to cross-reference files for quick access.

Screen - the display shown on your video. When creating screens for a data base, you are defining how the data will be arranged on the display.

Search - the process of looking for data that meets predetermined criteria.

Segment - a group of fields. Each data base may contain up to four segments. Fields in Segment 1 can be used as scan or selection fields. Segments 1 through 4 can be defined from 1 to 255 characters.

Selection Field - a field used to define the criteria by which to choose the records for report and label printing and when building an index.

Source Diskette - the diskette from which information is being copied.

SuperSCRIPSIT - Radio Shack's word-processing program. Model III SuperSCRIPSIT can be used with Profile III Plus.

Update - a method of altering records to reflect changes in a

record.

Vidscan - the process of "dumping" (printing out) whatever appears on the screen. Pressing <SHIFT> <@> after pressing the <BREAK> key once produces Vidscans in Profile III Plus.

VisiCalc - the program sold by Radio Shack that creates an electronic calculation sheet. VisiCalc can be used with Profile III Plus.

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