

CCB-223

COMMODORE® 64/128™

PROFESSIONAL DATA BASE

- MENU DRIVEN • NEW FILE • READ •
- ADD • AMEND • DELETE • SAVE •
- SORT • PRINT • SEARCH •

High Speed Productivity Software

for the
COMMODORE® 64/128™
Computer

CELERY COMPUTER SOFTWARE

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LOADING THE PROGRAMS

DISKETTE VERSION

1. Attach the Commodore® 1541™ or 1571™ Disk Drive to the computer according to the Disk Drive's Instruction Manual.
2. Turn on the computer and wait for the flashing cursor and the READY message. Now turn on the Disk Drive. Wait for the red light on the drive to go out.
3. Type LOAD "D", 8 and press RETURN; when the READY message appears type RUN and press RETURN.

DATABASE FILING, INDEXING AND SEARCHING PROGRAM

BRIEF DESCRIPTION

This program will take the place of any card index and, with its very powerful search and match facilities, will be found to be very much more useful. Retrieve all your personnel records, names, addresses and telephone numbers, magazine and book references, stock records, etc., at the touch of a button.

FACILITIES INCLUDE:

1. Fully menu driven for ease of use.
2. User defined field names for each file.
3. Full sort on major field into alphabetic/numeric order.
4. Print all or selected records (can be used with the 1515, 1525, 1526 both versions, MPS801 and GP100VC printers together with the 1520 printer/plotter if required).
5. Delete any record.
6. Amend any field or record (with "copy cursor" to save retyping).
7. Read previously saved file.
8. Save file for later retrieval (to update or add to it).
9. Powerful search and retrieval options include:

- a. VIEW ALL RECORDS (with "browse" or "rapid scan" options).
 - b. SEARCH ON KEY field (input need only be the first few letters or figures to find the match—no need to retype the whole entry).
 - c. SEARCH WITHIN LIMITS. Search any field between max and min values throughout the file.
 - d. GLOBAL SEARCH. Searches the file for any record that has the input values anywhere within it (even in the middle of a word/number).
 - e. RELATIONAL SEARCH. A multi field interrelational file search that allows "greater than," "less than," "equal to," "not equal to" your input match on every field in the record simultaneously.
10. Total fields. Adds all the values of any required field throughout the file to produce a total and average for the field.
 11. Option to have multiple files.
 12. Cassette and disk fully compiled.
 13. Complete with comprehensive and easy-to-use instructions.

OPERATING DATAPRO FOR THE FIRST TIME

The easiest way to understand how DATAPRO works is to picture the entire program as a series of index cards in a metal file box. When the program refers to "FILE" it is speaking of the metal box in which all the records are kept. When the program refers to "ITEMS ON FILE" or "RECORDS" it refers to the individual index cards in the metal file box. When the program refers to "FIELD NAMES" it is referring to the up to eight categories of information you wish to keep track of on each of the 200 index cards (RECORDS) you have in the metal box (FILE). You create the categories (FIELD NAMES) that you require for any file and they will remain constant for all the records kept in that file.

FOR EXAMPLE:

Say you wish to keep track of a stock and bond portfolio. After loading DATAPRO into your computer, you select the option CREATE A NEW FILE by pressing key C. You will then be asked to INPUT FIELD NAMES (1-8). Assume that the pertinent information you wish to maintain is:

1. NAME (of stock)
2. DATE (of purchase)

3. PRICE (paid at purchase)
4. SHARES (purchased)
5. DOLLARS (spent on purchase)
6. BROKER (who sold you stock)
7. CURRENT (price and date entered)
8. TREND (up or down at time of current price entry)

Now enter each of these categories after the appropriate FIELD NAME. After returning to the main menu, select ADD A RECORD by pressing key 2. You will now be prompted to enter data after each category (FIELD) that you have created.

- | | |
|------------|-------------|
| 1. NAME | IBM |
| 2. DATE | 3/25/84 |
| 3. PRICE | 115 |
| 4. SHARES | 100 |
| 5. DOLLARS | 11500 |
| 6. BROKER | Hutton |
| 7. CURRENT | 116 3/29/84 |
| 8. TREND | Up |

This can be repeated for up to 200 records in a single file. Once you have saved all your STOCK & BOND information on a formatted diskette, you are prepared to explore all the powerful functions that DATAPRO can perform for you. (i.e., what stocks are trending up or down?) You're now ready to load the program and continue reading the detailed instructions.

DETAILED INSTRUCTIONS

This database will take the place of any card index system and with its very powerful search and retrieval options will be found to be very much more versatile. Retrieve all your personnel records, names, addresses, telephone numbers, magazine and book references, stock records, etc. at the touch of a button.

Fully menu driven for ease of use.

Main Menu options include:

C CREATE NEW FILE	6 SORT FILE
1 READ OLD FILE	7 PRINT RECORDS
2 ADD A RECORD	8 SEARCH FILE
3 AMEND RECORD	9 TOTAL NUMERIC FIELDS
4 DELETE RECORD	X EXIT/CLEAR FILE
5 SAVE FILE	M CHECK MEMORY FREE

Very powerful search and retrieval facilities include:

1. VIEW ALL RECORDS (with browse or "rapid scan" options).
2. SEARCH ON KEY field (input need only be the first few letters or figures to find the match—no need to retype the whole entry).
3. SEARCH WITHIN LIMITS. Search any field between max. and min. values throughout the file.
4. GLOBAL SEARCH. Searches the file for any record that has the input values anywhere within it (even in the middle of a word/number).
5. RELATIONAL SEARCH. A multi field interrelational file search that allows "greater than," "less than," "equal to," "not equal to" your input match on every field in the record simultaneously.

Can be used with the 1515, 1525, 1526 (both versions), MPS801 and GP100VC printers together with the 1520 printer/plotter if required.

Further facilities include: User defined field headings, copy option when editing, cassette and disk fully compiled for high processing speed, print all/part records, alphabetic/numeric sort, average numeric fields, etc.

This database program will take the place of any card index system and with its powerful search facilities, will be found to be rather more versatile. It can be used with the 1515, 1525, 1526, GP100VC and MPS801 printers and 1520 printer/plotter. Being menu driven, on completion of every option you will be returned to the menu for further processing.

On running the program the main menu options available are:

C CREATE NEW FILE	6 SORT FILE
1 READ OLD FILE	7 PRINT RECORDS
2 ADD A RECORD	8 SEARCH FILE
3 AMEND RECORD	9 TOTAL FIELDS
4 DELETE RECORD	X EXIT FILE
5 SAVE FILE	M MEMORY CHECK

When first using the program the order in which the options are most likely to be used are:

C CREATE NEW FILE

This option enables you to give each of the eight possible fields for every record a name. When prompted, type the name you require and press RETURN when finished. Each name can be up to 10 characters in length. If you do not wish to use a field just press RETURN and it will be left blank. When completed, you will be asked if all the field names are satisfactory. Press N if you wish to alter them or Y to return to the main menu.

Note: When entering any information you may use upper or lower case letters or numbers but no punctuation (except for the decimal place in numeric fields); use spaces instead. If a field is not given a name then it will not be displayed later, and so cannot be used to store data.

1 READ OLD FILE

This enables a previously saved file to be transferred to memory. Using this option while there is a current file in memory will mean that it will be overwritten. To prevent this from happening accidentally, a warning bleep will be heard and a message asking if you wish to continue will be displayed.

To abort, press N and you will be returned to the main menu with the file in memory intact. Otherwise press Y to continue.

Tape: You will be asked if the required tape is in the recorder. If not, or you wish to abort, press N; otherwise press Y, and when prompted the PLAY button on the recorder. The screen will blank out as normal when reading a file from cassette. On completion you will be returned to the main menu.

Disk: Procedure is again very similar to tapes, except that you will be prompted to type in the name of the data file you require from the disk and press RETURN when finished. If the drive is switched on and the disk, containing the required file, has been inserted simply press Y to the next query to load the file. Otherwise pressing N will return you to the main menu.

Note: The program will automatically initialize the disk prior to saving or loading data, but the disk must already be formatted (see your disk drive manual for details).

Should a disk drive error be found when saving or loading, a message detailing the error will be displayed on the screen and an automatic return to the menu will follow.

2 ADD A RECORD

This is where you enter your record data for each field. Type it in when prompted and press RETURN when finished. If no data is required for a particular field, simply press RETURN to leave it blank, the only exception being field 1 which must contain some sort of data. Max. field length is 18 characters (including spaces). A bleep will be heard when there are only two characters left, to let you know that you are coming to the end of the entry.

If you make a mistake when entering data, and have not yet pressed RETURN, then you can use the DELETE key to erase it and retype. If you have already pressed RETURN then you can correct it later on. When you have completed all the fields for one record you will be asked if there are any more records to enter. Press Y to continue or N to return to the main menu.

Note: Field 1 is the "key" field for sorting, editing and direct searching and must therefore contain the "key" information for each record. For instance, in a name and address file it should contain the name and in a stock control file, the stock code. Never leave it blank. Let us take the example of a personnel file. The first field of every record might well contain the employee's department clock number such as C1019. The second field contains the employee's name. The third, fourth and fifth an address. The sixth, a job title. The seventh, the annual salary, and the eighth field, male or female classification. So a typical record might well look like this:

Record 1

Clock No	C1019
Name	Jones S R
Address 1	21 Bennett Rd
Address 2	Ashley Kent
Post Code	A49 2BL
Job Title	Foreman
Salary	7200.00
Sex	m

As can be seen from the above:

Each field contains information that is relevant to the use of the same field in future records. That is, field 1 contains alphanumeric information, field 2 alphabetic, field 7 decimal numeric, etc.

The file is set up for 200 records, each containing approximately 90 characters (including spaces). You can, of course, use all eighteen characters in each of the eight fields if you wish, in which case it is advisable to use option M from the main menu to regularly check the amount of free memory remaining.

Should the free memory become low, or the number of records reach 190 then a visual warning is given. When the number of records reaches 200, or memory becomes too low, the program will prevent the input of further data, at which point a new file should be started.

3 AMEND RECORD

This will enable you to change or correct any record or field. The search for the record is again on the first (key) field. When prompted type the search criteria (as in "search menu option 2") and press RETURN. Remember, the first few letters/figures will do. When a match is found, the record will be displayed and you will be asked if this is the correct record. If not press N and any further matches will be displayed. To amend the record press Y and you can retype the fields exactly as in option 2 from the main menu. If only the one field, or a few letters/figures are to be changed then there is the facility of a "copy key" to save you having to retype everything. Simply press the CURSOR RIGHT key (on the bottom

right of the main keyboard) and previous data for that record will be entered as before. To insert data, copy to the point required, type the insertion and carry on copying. To delete use the COPY and DELETE keys. On completion return to the menu is automatic.

4 DELETE RECORD

Search for the required record, as in main menu option 3, and press Y to delete or N to continue the search.

5 SAVE FILE

Using this option will enable you to save your file to tape or disk for retrieval at a later date.

Tape: You will be asked if the tape is ready (i.e., is tape in recorder and wound past the leader). If so, press Y and then press RECORD and PLAY when prompted to do so. On completion, return to the main menu is automatic.

Disk: Exactly the same procedure is followed as for tapes, except that you will be asked to type in a name for the file. Do so when prompted (no more than 10 characters) and press RETURN when finished. On pressing Y to the query "is disk ready" (i.e., is drive switched on and a formatted disk inserted) saving of data takes place immediately, as a sequential file, unless the file name already exists on the disk. In which case you will be asked if you wish to overwrite it. Pressing Y will do so, while N will return you to the main menu. In the case of both cassette and disk, it is advisable to make backup copies of all files created.

6 SORT FILE

As soon as the record entries for each session have been completed, the file should immediately be sorted. Sorting takes place on the key field (field 1) and records will be sorted into order. There is no need to specify whether the field is alphabetic, alphanumeric or numeric; the program will take care of this provided the instructions for option 2 have been adhered to.

Sorting can take a while, but as it speeds up many of the search and edit functions it is well worthwhile. It also means that records that are retrieved from disk or tape at a later date are automatically in key sequence order.

7 PRINT FILE

You will first be prompted to input the printer selection you require. 1 – covers the 1515, 1525, GP100VC, MPS801 and some 1526 printers. 2 – is for the second version of the 1526 printer currently in use. In general if the examples in the 1526 printer manual work without modification then use this option. 3 – covers the 1520 printer/plotter. Press Y to the next prompt if the printer is switched on. N returns to the menu. The next sub-menu will enable you to print all the records (option 1), return to the main menu (option 3) or (option 2) print individual records. Option 2 will take you to the search menu, previously seen, to choose the search criteria you require. It is exactly the same as using option 8 from the main menu, except that this time the record matches will be printed out, as well as displayed on the screen. The only exception is "View all Records." This will be ignored as you had the opportunity to print all the records at an earlier stage. When all matches for a particular option have been printed (if found) you will be returned to the "search menu." At this point the print option is switched off (to prevent printing when not required). To switch it back on again you must use option 6 to return to the main menu and use option 7 again from there.

8 SEARCH FILE

At this stage you may wish to start using the search facilities to extract relevant data from your records. On entering this option you will see a further menu — SEARCH OPTIONS.

View all Records	— 1	Global Search	— 4
Direct Search	— 2	Relational Search	— 5
Search within Limits	— 3	Return to Main Menu	— 6

Simply press the relevant number to enter the option that you require. All inputs can have up to 18 characters, except option 4 which has 9. Alphanumeric fields that start with a figure will be treated, for search purposes, as numeric.

View all Records — 1

This will enable you to see every record you have on file. To rapidly skim through them, hold the space bar down. To stop, simply release it. On completion you will be returned to the search menu and can use option 6 to return to the main menu.

Direct Search — 2

This option enables you to search for a particular record using the key field. If the key fields held names then enter the name required when prompted and press RETURN. The records containing that name in field 1 will be searched for and, if found, displayed. There is no need to enter the whole name. As many or as few letters/numbers as you require can be input and all matches found will be displayed. **Note:** On all searches it is important that the letters or numbers are matched. For instance, inputting a search for 'a' will not find 'A' and vice versa.

On completion, return to the menu will be automatic.

Search within Limits — 3

Here you will be asked which field you wish to search on (1 to 8). The field name will then be displayed and you will be asked to type the highest value for that field to be searched for (do not leave a blank here). Press RETURN on completion and you will then be asked to type the lowest value for that field. Again press RETURN when finished. You may amend your entry before pressing RETURN by using the DELETE key and retyping — this applies to all search inputs throughout the program. The file will then be searched on the field that you have chosen and records containing values between your maximum and minimum will be displayed. If no such field exists (because it was not named) then you will be prompted to input another field number.

Note: There is a hierarchy of values that applies to all searches:

- a. Blank (pressing RETURN without any input) has the lowest value.
- b. Numbers (1 to 9) have the next lowest value.
- c. Small letters (a to z) the next.
- d. Capital letters (A to Z) have the highest value.

To illustrate this point let us go back to our personnel file. If we wish to search field two for all names between highest value "Martin" and lowest value "Dickens" it would be no use putting "dickens" for the lowest value as "d" has a lower rating than capital "A", and so all records from "A" (as long as none of the names started with lower case letters) to "Martin" would be shown—not at all what we required. Again, by choosing field seven of our personnel file, we could find all employees earning salaries between the values that we input.

Global Search — 4

This will enable you to input any sequence of letters or numbers (or both), and if any of the fields in any record contain that particular sequence (even in the middle of a word or number) the record that holds it will be displayed.

This can be very useful in (for instance) our personnel file where we have forgotten our employee's number and name but we know that his post code contains the value "6B" somewhere within it. We simply input 6B when prompted and press RETURN, and all records containing 6B somewhere within them will be displayed.

Relational Search — 5

This is a very powerful facility and will enable you to search for multiple field matches in all your records.

You will be prompted to input the search parameters for each field in turn. Press RETURN when finished and you will be asked if the record match should be:

- | | |
|----------------|----------------|
| 1 Less than | 3 Equal to |
| 2 Greater than | 4 Not equal to |

the value of your input. Press the required number and you will then be prompted for the next field input. If you do not wish to search a particular field, do not leave it blank; type "*" and press RETURN instead. When you have completed all fields the search for a record that matches your input criteria will begin.

Again, taking our personnel file as an example, we could use this option to find all records that had:

Clock No.	greater than G108
Name	less than Jones
Address 1	*
Address 2	*
Post Code	*
Job Title	equal to Foreman
Salary	greater than 7000
Sex	equal to m

All records that matched the above requirements would then be shown.

Return to the Main Menu — 6

This option would be used at the end of your search requirements or if the search option was accidentally entered.

9 TOTAL FIELDS

This enables you to add all the figures in one field over the whole file and produces a cumulative total and average. For instance, to find the total wage bill for one year from the "Personnel Record File," you press 7 when asked for the field to be totaled. All the field 7 values would then be added together and the total displayed, as would the average value for the specified field. If the field does not exist, then you will be prompted to input again.

X EXIT FILE

Use this option when you have finished using the data file. There is a built-in safeguard, so that if this option is used by accident all the data currently in memory will not be lost. A loud bleep will be heard and you will be asked if the file currently in memory has been saved. Press N if it hasn't and you will be returned to the main menu to use option 5. Otherwise press Y and you will be given the option of starting a new file. Pressing Y will clear all the data from memory so that you can start your new file; otherwise N will end the program.

M MEMORY CHECK

This will show you how many records you have used, the number that remain and the amount of free memory left. Remember, if you are using more than 30 characters per record or are getting near the record limit, keep a regular check on this option. Many of the facilities require a varying amount of memory to operate, so if in doubt it is wiser to start a new file rather than try to squeeze an extra few records into the present one.

IF YOU CANNOT LOAD THE PROGRAM

1. Check your equipment carefully to be sure that all cables and connections are correct.
2. Re-read the section in the manual about loading machine code programs from cassette tape and diskette. Try to load again.
3. If you can adjust the volume and tone settings on your recorder, try different settings.

4. If possible, load another program from a tape or diskette you know works on your computer. This will prove that your equipment works. Try once more to load your program.
5. The normal reason cassette tapes will not load is tape recorder head misalignment. Your computer may be able to save and load programs on its own recorder, but be unable to load tapes made on a different recorder for this reason. Be sure that your tape recorder heads are properly aligned. Your local computer store or dealer can help with this.
6. If the program still cannot be loaded, send the cassette or diskette, with a description of the problem (what the computer displays on the screen, if anything, when you try to load the cassette or diskette or play the game) and what you did to try to correct the problem.

Defective cassettes or diskettes will be replaced at no charge.

Note: Your computer has an automatic protection device to prevent any damage to your TV set. Periodically, the screen may turn to subdued shades of color. Depressing the space bar will reset the normal colors automatically. No damage has occurred to your set, and continued play will not cause any problem.

WARRANTY

This article will be replaced if found to be defective in material and/or workmanship within 90 days of purchase. This shall constitute the sole remedy of purchaser and the sole liability of manufacturer. To the extent permitted by law, the foregoing is exclusive and in lieu of all other warranties or representations whether expressed or implied, including any implied warranty of merchantability or fitness. In no event shall manufacturer be liable for special or consequential damages.

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