

# DAITABASE HANDLEIDING

#1-2

Description 'DAITA BASE' V1.0

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An address and data filing program.

After starting the program, the screen header 'DAITA BASE' appears. Pressing the spacebar starts the initial menu. A file can be loaded from tape (see pnt. 10), or a new file can be set up.

0. SET UP A NEW FILE: The program asks file name, number of fields per record and the max. field length. The more fields and how larger the length, less records can be entered!! The maximum number of records is limited to 200.

For each field, the name of the field and the length of the field is asked. If address label printing is required, in any case the fields: NAME/INITIALS/ADDRESS/TOWN/ZIPCODE must be used.

Now the program enters the menu:

- 1 continue inputs
- 2 correct
- 3 sort
- 4 print listing
- 5 print labels
- 6 print selected
- 7 save on tape
- 8 kill record
- 9 search

The program always returns to the menu; automatically or by typing the 'power' key if the program asks 'press spacebar for next record' or by typing 'STOP' in a field if in input mode.

1. CONTINUE INPUTS: This is the normal input mode. Data can be entered into the fields displayed on the screen. In the top right corner, the record number is displayed. This number remains always assigned to the data typed in ('SORT' does not change this relation).

If too many inputs are made, the program returns to the menu with the message 'MEMORY FULL'. All functions are still useable except new inputs.

2. CORRECT: Enables modification of the contents of a record.

If the number of the record to be corrected is known, the contents of this record is displayed directly. Otherwise it is possible to go through all records from a certain number onwards.

On the 1st screen line is displayed how to handle the fields and how to make corrections.

Pressing 2 times the spacebar gives the next record.

3. SORT: Prepares printing of the records in a required sequence. Sorting is done on 2 levels: the fields to sort on with 1st and 2nd priority are asked. The priority sequence is stored in a separate array; it doesnot influence the combination recordnumber - record-contents.

4. PRINT LISTING: The program asks the fields and the

4. PRINT LISTING: The program asks the fields and their sequence for list printing. The printing routines are based on the Epson MX-80.

If the total length of the fields to be printed is  $\leq 80$ , all fields of a record are printed on one line.

If  $81 < \text{total length} \leq 132$ , the fields are printed on one line in condensed mode.

If the total length  $> 132$ , the fields are printed below each other, 3 records on one line. But if - in this case - the length of one field is  $> 25$ , no printing is possible.

5. PRINT LABELS: Address labels can be printed if the correct field names are used (see pnt.0).

Again Epson control characters are used. The labels are printed below each other.

6. PRINT SELECTED: This option enables printing of only specific records. The significant field and a code-word is asked. Only records of which that particular field starts with that code-word are printed (evaluation of LEFT% of the field contents).

This option is a 3rd sorting level. It can be used for printing of listings and printing of labels.

7. SAVE: 3 Arrays are written to tape: 2 numeric arrays for the number of fields and the fieldlengths, and a stringarray for the file contents.

8. KILL RECORD: Enables erasing of the contents of a particular record. The record remains in the file as an 'empty' record.

9. SEARCH: This is a combination of 'print selected' and 'correct'. It enables finding a specific record entry in the file by entering fieldnumber and a code-word. All records of which the LEFT% of the field is identical to the codeword are displayed.

10. LOAD: 3 Arrays are read from tape: 2 small numeric ones and a large stringarray (see pnt.7).

Users of BASIC V1.0 must be aware of the delay in switching of the cassette recorder after loading the stringarray.