

MAILING LIST

LV III A/B

INTRODUCTION:

This manual provides all the necessary information to correctly operate the MAILING LIST package supplied. Strict adherence to the guidelines set out in this manual will result in error free operation, however, the author cannot be responsible for the misuse or incorrect use/procedures of any user. The entire program is menu driven, ie, the user selects the desired option from the title page and is instructed every step of the way on what response is expected.

The user has the following options:

- 1) VIEW ALL CUSTOMERS
- 2) UPDATE A SPECIFIC CUSTOMER
- 3) ENTER A SPECIFIC CUSTOMER
- 4) LOAD A DATA FILE OF CUSTOMERS
- 5) PRINT THE MAILING LIST
- 6) SAVE THE MAILING LIST

TAPE STORAGE:

Good quality high grade computer tape should be used to save all data on. The author cannot be responsible for the loss of data on any form of tape. A master should be used to hold all data, and a working copy should be used for day to day updating. This is standard operating principles, and should be adhered to if the user does want the best from this package.

TITLE PAGE:

When the program is run, the title page is displayed. This page allows the user to view the options open to them. The title page looks like —

MAILING LIST

Options are:

- 1) VIEW CUSTOMERS
- 2) UPDATE MAILING LIST
- 3) ENTER CUSTOMER
- 4) LOAD MAILING LIST
- 5) PRINT MAILING LIST
- 6) SAVE MAILING LIST

The user selects the desired option by pressing the appropriate key value of between '1' and '7'. Any other key-press except 'break' is ignored. Having pressed the appropriate key, the user is given an audible indication that his/her response has been accepted (a beep) and the appropriate option is then executed. All options return to the main menu after execution.

VIEW MAILING LIST: (Option 1)

Upon pressing '1' from the main menu, the program displays the following title page —

VIEW MAILING LIST

Select desired option.

- 1) ALL CUSTOMERS
- 2) SPECIFIC CUSTOMER

The user selects the desired option by pressing the '1' or '2' key. All other keys are ignored.

VIEW all customers:

If the user selects option '1' all customers will be displayed. There are 200 customers numbered from 0 to 200. (NOTE: The LV111A version only allows customer

numbers from 0 to 75.) The format of each customer is as follows —

Customer File: X

CUSTOMER NAME:

ADDRESS:

CITY/TOWN:

The customers are loaded with dummy values when the program is first executed. This is necessary and should not be deleted from the original program. Once the program has displayed customer 0, it displays —

PRESS ANY KEY TO CONTINUE

Pressing any key will cause the next customer to be displayed. When customer 200 has been displayed, pressing any key will return the user to the main menu or title page.

VIEW Specific Customer:

If the user presses option '2' the following message is displayed —

ENTER CUSTOMER #

Upon entering a number from 0 to 200, and terminating the number with a carriage return (CR), the specific customer will be displayed on the screen. The message 'Press any key to continue' will appear, and upon pressing any key the user will be returned to the main menu or title page.

UPDATE CUSTOMERS: (Option 2)

If the user presses '2' from the title page, the following is displayed —

<p>UPDATE CUSTOMERS CUSTOMER # TO BE UPDATED</p>

By entering a digit between '0' and '20' the user may update the desired customer. The program first displays the current contents of the selected customer number, then proceeds to list the various records one at a time. Each answer must be typed in and terminated with a CR (carriage return key). The following information may be helpful —

CUSTOMER NAME: ONLY THE FIRST 25 CHARACTERS ARE SELECTED.

VENDOR ADDRESS: ONLY THE FIRST 20 CHARACTERS ARE SELECTED.

CITY/TOWN: ONLY THE FIRST 20 CHARACTERS ARE SELECTED.

SHOULD THE USER NOT WISH TO UPDATE A SPECIFIC ITEM, BY PRESSING A CR THE PROGRAM WILL STEP TO THE NEXT ITEM, LEAVING THE PRESENT CONTENTS ALONE.

EXAMPLE: When a customer # was entered, a spelling mistake was made when entering the customer's name. Select the update option, type in the new customer's name, but use a CR for all other items.

Having typed in all the required update information, the new contents of the customer records is displayed. The user can now return to the main menu by pressing any key.

ENTER CUSTOMER: (Option 3)

This allows the user to enter a customer's details into a specified customer record #. The screen is cleared and the following is displayed —

<p>ENTER CUSTOMERS ENTER CUSTOMER RECORD #</p>

The program waits till a customer number of between '0' and '200' is entered by the user. When this occurs, each item is listed in turn and the user may type in the requested information (terminated by a CR). Note however, that there are restrictions in the number of characters that the program will allow for each item, these lengths are specified in the previous section. Once all items have been entered, pressing any key returns the user to the main menu.

LOAD MAILING LIST: (Option 4)

When a '4' is pressed from the title page, the program jumps to the LOAD customer file routine. The software program does not search for a specific file, it just loads the first file it finds on tape. It is a good idea to give your data files meaningful names ie, APRILWEEK2 1984. Character filenames up to SIXTEEN CHARACTERS are acceptable. If filenames exceed this length, only the first 16 will be saved to tape. A good load will return the user to the title page, a bad load will invariably abort the main program and the contents may be lost. By typing RUN 100 the user may be able to recover something. However it must be noted that if a good high grade tape is used (NO LONGER THAN C20) the possibility of this occurring is slim. Also, keep a backup copy of all saved data files. Note also, that the SAVED FILES CAN BE VERIFIED, so it pays to be paranoid at this point. However, if the user abides by the preceding rules of tape quality and backup tapes, the program will give very reliable service.

HARD COPY: (Option 6)

A hard-copy or printout of the mailing list records may be obtained by pressing '6' from the title page. The printer

must be connected and turned on before this is done, or the program will crash, and all data may be lost (refer to recovery). This section clears the screen then displays the user prompt —

LPRINT ENTIRE MAILING LIST Y/N

awaiting the user's answer of a 'Y' or a 'N'. If the user answers 'Y' all records numbered '0' to '200' are printed out. If the user responds with 'N', the following message occurs —

LPRINT CUSTOMER # 0

The user must respond with 'Y' or 'N'. If the response is a 'Y' the customer record is printed, as the next customer record is displayed, and the user continues responding with a 'Y' or 'N' until the

PRESS ANY KEY TO CONTINUE

message appears. At this stage pressing any key returns the user to the title page. Pressing a 'CR' will also return the user to the title page, ignoring the remaining customer records.

SAVE MAILING LIST: (Option 7)

This option saves all customer records to cassette tape. The user selects this option by pressing '7' when the title page is displayed. The program then requests a filename, which should be less than 17 characters in length. Once the variables have been saved to cassette tape, the program requests that the user replay the saved file into the computer for verification. This is an added safety feature and cannot be overridden. It is good practice to keep a backup copy of the saved file in case of errors. This feature

will give reliable operation if the user adheres to the guidelines set out earlier in this manual. Once the files have been saved to tape, and the files verified, the pressing of any key returns the user to the title page.

RECOVERY OPERATIONS:

Some recovery may be done if the program aborts due to incorrect loading, printer etc. Type —

GOTO 50

MODIFICATIONS:

The author will not be responsible for any loss of data or incorrect functioning of the program. Where modifications are done to the existing program, the user is solely responsible. The author will however, if certain bugs are found to exist, and is notified of them in writing, endeavour to correct those bugs to ensure that the program works as stated in this manual. If the bugs are found to be the result of modifications, this may incur a small fee.

LOADING INSTRUCTIONS

TO LOAD: Type LOAD"; then press RETURN key (no name required). You may have to adjust the volume settings and remember to have the tone on high. Once the programme has loaded, stop the tape and type RUN, push CR.

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