VALUEWARE

The Data Manager

For COMMODORE 64 & 128 (64K, 40 Column)
and ATARI 400/800 XL & XE Computers (48K)

User's Manual

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Introduction

THE DATA MANAGER will help you to quickly and easily organize a variety of items, ranging from your Christmas card addresses to detailed club or client information, including dates and amounts.

We will call the items stored on this system RECORDS. A record could be an address including name, address and city.

Your records may be from 1 to 8 lines in length, and each line can be a maximum of 30 characters long. Numerical amounts and dates may be used, and the system will retrieve records by these values.

Statistical analysis of amounts is also possible since THE DATA MANAGER can produce the Sum, Average, Standard Deviation and Frequency Charts (Bell Graphs) for any statistical data entered into the system.

This system also contains an index code which lets you set up your own classifications, and a safety feature is provided which allows you to generate extra back-up copies of your recorded information to guard against the loss of important data.

THE DATA MANAGER can bring all types of important information to your screen at the push of a button. At the end of this manual is a section on suggested uses.

Before Getting Started

To determine the format of your record, ask yourself some questions:

1. What information do I need to store?
2. How many lines are needed? (30 characters maximum per line.)
3. In general, what will be on each line? (name, address, city, etc.)

After answering the questions above, you are ready to start. Once you have set the format of your records, try to stay consistent.

System Operation and Start Up

For Commodore 64 Computers

1. Insert the disk in your drive so that the label on the disk is facing up and is closest to you. Once the disk is inside, close the gate. Now type **LOAD "DATA MANAGER",8** and press [RETURN]. When the word

READY appears on the screen, just type **RUN**, press [RETURN] and your program is ready to use.

2. When loading is completed, take the Melody Hall disk out of your disk drive and place your own 5¼-inch floppy disk in the disk drive.

NOTE: This entire disk will be used to store your data. Nothing else can be stored on it.

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3. Press [C] (to continue) when your data disk is in the disk drive.

4. If you want to initialize a new data disk, press [Y] (for yes) in response to INITIALIZE THE SYSTEM?(Y/N). Next time you want to use an already initialized data disk, press [N].

5. If you are making a new data disk, press [Y] in response to the next warning.

6. Now select the type of display you prefer. Press [1] for white letters on a black display or [2] for black letters on a white display.

7. Now type in the number of lines you want to use per record. You can use up to 8 lines with 30 characters per line.

Sit back. It will take awhile for your disk drive to set up your disk to store and retrieve your information.

For Atari Computers (Requires at least 48K memory)

1. Remove any cartridges from the cartridge slots.

2. Turn on your disk drive.

3. When the red light on the front of the disk drive goes out, carefully insert your program disk so that the side marked "Atari" is facing up, and the arrow is pointing to the back of the drive.

4. Close the disk drive door and turn on your computer's power switch. (If you have an XL series computer, you must press and hold the **OPTION** button at the same time that you turn on the power switch.) Then turn on your monitor.

5. The program will now load into your computer. In a few seconds, it will be ready for your use.

6. When loading is completed, remove the program disk from your disk drive and place your own 5¼-inch floppy disk in the disk drive. (This will be your data disk.)

NOTE: This entire disk will be used to store your data. Nothing else can be stored on it.

When your data disk is in the disk drive, press [C] to continue.

7. If you want to initialize a new data disk, press [Y] for yes in response to INITIALIZE THE SYSTEM?(Y/N). Next time you want to use an already initialized data disk, press [N].

8. Now type in the number of lines you want to use per record. You can use 1 to 8 (30 characters per line).

9. Now select the type of display you prefer. Press [1] for white letters on a black display or [2] for black letters on a white display.

Sit back. It will take 40 to 50 seconds for your disk drive to set up the disk. The main menu will then appear on your screen.

Getting Started

Type **1** for Menu Item 1, VIEW/MODIFY INFORMATION. Press [RETURN]. You will see a list of general information.

1. To fill in the blanks, press [Y] in response to CHANGES?(Y/N). Type **1** in response to WHICH ITEM?. Now enter the type of data you will be storing, addresses, recipes, etc. (30 characters maximum). Then press [RETURN].

2. Press [Y] again, then type **2** in response to WHICH ITEM?. Enter a list of any Pointers you will be using, for example, D>, A>, P>. Press [RETURN]. (More information on Pointers in a moment.)

3. Press [Y], then type **3** in response to WHICH ITEM? You can then enter today's date.

Now press [N] in response to CHANGES?(Y/N), then press [M] to return to the menu.

Entering Items

Use Menu Item 2 to ENTER NEW ITEMS. You will see the item number of the record you will be entering. The system automatically starts this section with the next item

to enter, so, if you previously entered 20 items, Item 21 will be first when entering this section. If you make any errors, you will be given a chance to correct them.

As you enter your data, each line of each record must have at least one character on it. If you have no information to enter on a line, type **N** (for none) on that line.

NOTE: If you are ever in INPUT (>) MODE, entering a record or search code, and you would like to "escape" back to the menu, press the **CLR/HOME** key. There must not be any characters on the Input Line in order to use this feature. If needed, you may delete all the characters you have typed in and press the **CLR/HOME** key.

NOTE FOR ATARI USERS: If you are in the Input Mode (entering a record or search code), and you would like to return to the menu, press the **Esc** key. The Input Line must be blank when you press this key, and the menu will appear on your display.

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1. At the bottom of your screen you will see INPUT LINE 1? Enter Line 1 of your record. Then press **RETURN**.

2. Next, you will see INPUT LINE 2? (if you are using more than one line). Enter Line 2, then press [RETURN]. Continue entering lines as requested.

3. When you see CHANGES?(Y/N), you have entered a complete record. Look it over and if there are any errors, press [Y]. Enter the line number to be changed, then type any corrections. If everything is correct, press [N]. The next item number will appear.

NOTE: The table below shows the maximum number of items that can be stored on a good quality 5¼-inch floppy disk.

	MAXIMUM RECORDS PER SYSTEM LOAD	
LINES PER RECORD	C64 DISK	ATARI DISK
1	5205	3123
2	2600	1580
3	1735	1041
4	1300	780
5	1040	624
8	867	520
7	743	445
8	650	390

4. When you want to return to the menu, press [RETURN] at the prompt INPUT LINE 1?

A Word on the Use of Pointers

What is a Pointer? In this program, Pointers will be used to tell the computer that the value that follows is a certain date or amount. You define the Pointers used in this system, allowing maximum flexibility.

A Pointer consists of a letter or group of letters followed by an arrow [>] ("greater than" sign). This is followed by a value or date.

NOTE: All values must be followed by a space but do not put a space or dollar sign between the > and the value.

For example, let's say you want to include birthdays in your address list. Lines 1 through 3 are the name, address and city. Line 4 could be for other information. (If you only use three lines for information, dates and amounts could be squeezed in with other data on the three lines.) To put a birthday of November 30, 1999, in Line 4, do this:

Type **B**>11/30/99. B> is the birthday Pointer.

January 3, 1992, would be B>01/03/92, not 1/3/92. You must use 0 to fill all character locations. If this is not done, you will get an error when retrieval is attempted.

If the year is not important, you may use 00, B>11/30/00. Any other letter or group of letters could be used—A>; BIRTH>; etc. You may use as many Pointers as you wish. Searching will be quicker if your Pointers are close to the beginning of the line.

Let's say that in Line 4 of your address list you also want to record: Anniversary date (A>), Years you have known the person (Y>) and amount of Money spent for their last birthday (M>).

We can get this all on Line 4. The line would look like this: **A>03/15/91 Y>5 M>15.25.**

NOTE: Only 30 characters are allowed per line. Your date or amount should immediately follow the >. Make sure there is no dollar sign in the field for money. Using the > in a record without following it with a number or date will result in an error during retrieval.

If you wanted to view a list of all your friends you have known more than 5 years, you could use the Y> Pointer from the previous example.

NOTE: To search by amounts or dates, you must use a Pointer in your record, and the item searched for must always appear in the same sequential line.

A Word on the Use of Index Codes

You can use Index Codes to quickly recall records dealing with a specific subject. Index Codes can be anywhere in your record, but must always appear in the same sequential line. It is best to place them as close to the front of the line as possible. An Index Code may be a number or letter and should be enclosed by parentheses, (1); (A); (REL); etc.

In an address list, Line 1 might include an Index Code to identify relatives, close friends, work friends, neighbors, etc. An index system like the one below could be used:

(R)	RELATIVES
(CF)	CLOSE FRIENDS
(F)	FRIENDS
(WF)	WORK FRIENDS
(N)	NEIGHBORS

When you want to retrieve all your RELATIVES' addresses, for example, use (R) as your Search Item.

NOTE: To speed the computer search, Index Codes (and Pointers) should be the first item in a line.

Making Changes

Menu Items 3, 4, 5 and 6 are used to search through your records and retrieve the ones you want. You enter a search key, which may be an item number, name, date range, or amount range, and records will be listed for you one screen at a time. You may also cross-search (X-SEARCH) records previously retrieved. More on X-SEARCH later.

After a search is done, you will see LIST?(Y/N). After each list of items, you will see CHANGES?(Y/N). Press [Y] to make changes to a record. You will be requested to enter the record number, then line number. Enter the new line the way it should appear.

If you choose [N] at the CHANGES?(Y/N) prompt, you will see either PRESS -M- FOR MENU or PRESS -C- TO CONTINUE. If the continue prompt appears, this means your search has retrieved more records than can be displayed on a single screen. Pressing [C] will list the next page of records. Pressing [M] will return you to the menu.

When you choose VIEW/MODIFY BY ITEM NUMBER, enter the item number you would like to view/modify. It will be listed followed by a number of subsequent items. To make changes, press [Y] in response to

CHANGES?(Y/N). Enter the record number, then line number. Then, enter the replacement line as explained above.

Next, you will see NEXT PAGE OR MENU? Press [P] to view the next page or [M] to return to the menu.

Use Menu Item 4 to VIEW/MODIFY BY ITEM ELEMENT. When you are requested to enter an item, or name, you may enter up to 30 characters. Next you will enter the line number this may be found. This option can be used to search by full words or word fragments (numbers also). If you would like to retrieve all your addresses in Chicago, enter CHICAGO or any word fragment such as CHI. Longer search words result in faster searches.

NOTE: To search by index code, use parentheses around your Index Code as the search word. When the computer is searching through your records, the number of the record currently being searched is displayed at the bottom of your screen.

Use Menu Item 5 to VIEW/MODIFY BY DATE RANGE. Enter the Date Pointer, then press [RETURN]. A typical Date Pointer could be D>. For more information, see the special section on Pointers at the beginning of this manual.

Next, enter the line number in which you have placed the date.

Next, enter the date range, earliest date first, then later date. Always use a MM/DD/YY format, so January 4, 1991, would be 01/04/91. Zeros must be included to assure proper placement.

NOTE: Although you must always use a MM/DD/YY format, you may use dates without one of these values by simply replacing it by two zeros. Birthdays and anniversaries may be recorded as 11/30/00 or 03/15/00. When doing a search, use 00 for the YY entry. An error will result if any of your dates have been entered with an incorrect format.

Use Menu Item 6 to VIEW/MODIFY BY AMOUNT RANGE. At the prompt, type the Amount Pointer, then press [RETURN]. A typical Amount Pointer could be A>.

Follow the prompts to enter the line number and amount range, lower amount first, then the higher amount.

X-SEARCH

When you return to the menu after doing a search by ITEM ELEMENT, DATE RANGE, or AMOUNT RANGE, you will see X-SEARCH?(Y/N).

X-SEARCH is a very helpful tool in searching for records. It allows you to search again through records you have just retrieved from your entire list.

For example, let's say you have 80 addresses in your list. To pick out all the people you know in Chicago, use Menu Item 4, VIEW/MODIFY BY ITEM ELEMENT. Type **Chicago** for the ITEM NAME, then the line number the city should be in.

NOTE: Make sure you type the word or element you're searching for exactly as it was entered. In other words, if you searched for **CHICAGO** and originally entered it as **Chicago**, no match would be found.

You will see the number of matches found listed at the bottom. After the LIST prompt, press **Y** in response to X-SEARCH?(Y/N).

Now we would like to view our close friends (those we assigned an index of CF) who live in Chicago. Use Menu Item 4 again, use your Index Code for close friend as the item name (type in **(CF)**), then press [**RETURN**]. Enter the line number your Index Code is in. Now, your list of Chicago addresses will be searched for your close Chicago friends. Press [**Y**] in response to LIST?(Y/N) to view the list.

You may X-SEARCH a list as many times as you want, narrowing your list to be viewed down to the exact records you want. You may use any combination of Menu Items 4, 5, and 6.

NOTE FOR COMMODORE USERS: Due to the constraints of the system, a maximum of 1000 records may be X-SEARCHED at any one time. Try to narrowly define your searches so as not to result in retrieving over 1,000 records.

NOTE FOR ATARI USERS: Due to the memory constraints of the system, a maximum of 600 records may be X-SEARCHED at any one time. Try to narrowly define your searches so that you are not searching more than 600 records at a time.

Data Analysis

THE DATA MANAGER is capable of analyzing numerical amounts in your records. By using Menu Item 7, you may obtain the Sum, Average, Standard Deviation, and a Frequency Chart.

Here's what you can do with this type of analysis:

SUM—Gives you the sum of all your desired amounts.

AVERAGE—Gives you the statistical average of the selected group. Average = Sum / Number of Values.

STANDARD DEVIATION—Gives you an indication of how consistent your data is. The value you will see displayed for STD DEVIATION is a measure of the variation of your values from the Average amount. A large Standard Deviation (larger than the Average) tells you that your values are widely dispersed. A small Standard Deviation (25-50% of the Average) tells you that your values are mostly in the range of your Average amount.

For example, concerning the distance your friends live from your home, if your Average is 15 miles and the Standard Deviation is 20 miles, your friends probably range from across the street to 35 miles away. On the other hand, if your Average is 15 miles and the Standard Deviation is 5 miles, your friends are mostly 15 miles away.

FREQUENCY CHART—Gives you a graphic representation of your data amounts. On the horizontal axis of the Frequency Chart you will see the range of

your values from lowest to highest. The range is split into 32 increments, and the number of data amounts that falls within these ranges are tallied and displayed. The vertical axis shows this tally.

A Frequency Chart tells you about the following:

1. The most frequently occurring range of values will be the tallest bar.

2. The largest and smallest values in your Data Set are displayed.

3. The dispersion (variance) of your Data Amounts is displayed.

NOTE: If your values have more than 5 digits, you may have problems obtaining Frequency Charts.

Use Menu Item 7 to ANALYZE DATA AMOUNTS.

1. In response to ALL AMOUNTS OR LAST SORT?(A/L), you must select which group of amounts to analyze.

All amounts—All the records in your Data Set.

Last Sort—Only the records found in the last search you made using Menu Items 4, 5 or 6.

2. Next, type in your Amount Pointer (A>, Sales>, etc.) Then press [**RETURN**].

3. Type in the line number in which the Data Amount appears. Then press [**RETURN**].

4. Now type in what type of amounts these are, sales figures, distances, etc. (19 characters maximum). This is simply a title and does not affect the result.

NOTE: Use all lower case letters for the type of amounts.

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5. Next, follow the prompts for the next three questions pertaining to your analysis needs. While the analysis is being done, you will see the Record Number of the current record displayed at the bottom of the screen.

NOTE: A Two Pass Analysis is used to assure accuracy and conserve computer memory.

You will see the values you requested displayed, along with other useful information.

Press [C] to continue, or press [M] to return to the menu.

If you selected [Y] for Frequency Chart, you will see this generated. Press [M] to return to the menu.

Printing

If you would like a printed copy of your records, use Menu Item 8 to send records to the printer.

NOTE: Be sure your printer is connected or an error message will appear.

WARNING: Do not connect your printer after you have turned on your computer!

Next, select which group of amounts to print:

All Amounts—Print all the records in your data set.

Last Sort—Print only the records found in the last search you made using Menu Items 4, 5 or 6.

Commodore 64 Computer Users: If you would like to stop printing at any time, press and hold the [RUN/STOP] key until the printing stops.

Atari Computer Users: To stop printing at any time, press the [Esc] key. Keep the key pressed until the printing stops.

Storing Data

For Commodore 64 Computers
Use Menu Item 9, END RUN to save your data. Press [Y] in response to MAKE BACK-UP DISK?(Y/N). Then follow the directions on the screen closely to make your back-up disk.

For Atari Computers
To guard against the loss of important information, you should always make back-up copies of your data disks. See your DOS manual for details on making back-ups of your data disks.

WARNING: Always exit THE DATA MANAGER using Menu Item 9, or you may lose your data.

Suggested Uses

Possible uses of THE DATA MANAGER are endless. We have designed this system to be flexible so it will adapt easily to many diverse applications. Below are a few suggestions.

ADDRESS LIST	3 Lines Line 1—Name 2—Address 3—City, State, etc.
RECIPES	8 Lines Lines 1-8 Recipe

You may also use more than one record to store your information. A 16-line recipe could be stored on 2 consecutive 8-line records.

CLIENT, CLUB, VENDOR LIST	4 Lines Line 1—Name 2—Address 3/4—Other information, special interests, sales, etc.
SOFTWARE CATALOG BOOK LIST, ETC.	3 Lines Line 1—Program Name 2/3—Description
EXPENSE RECORD OR LEDGER SYSTEM	2 Lines Line 1—Index, date, amount 2—Comments

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