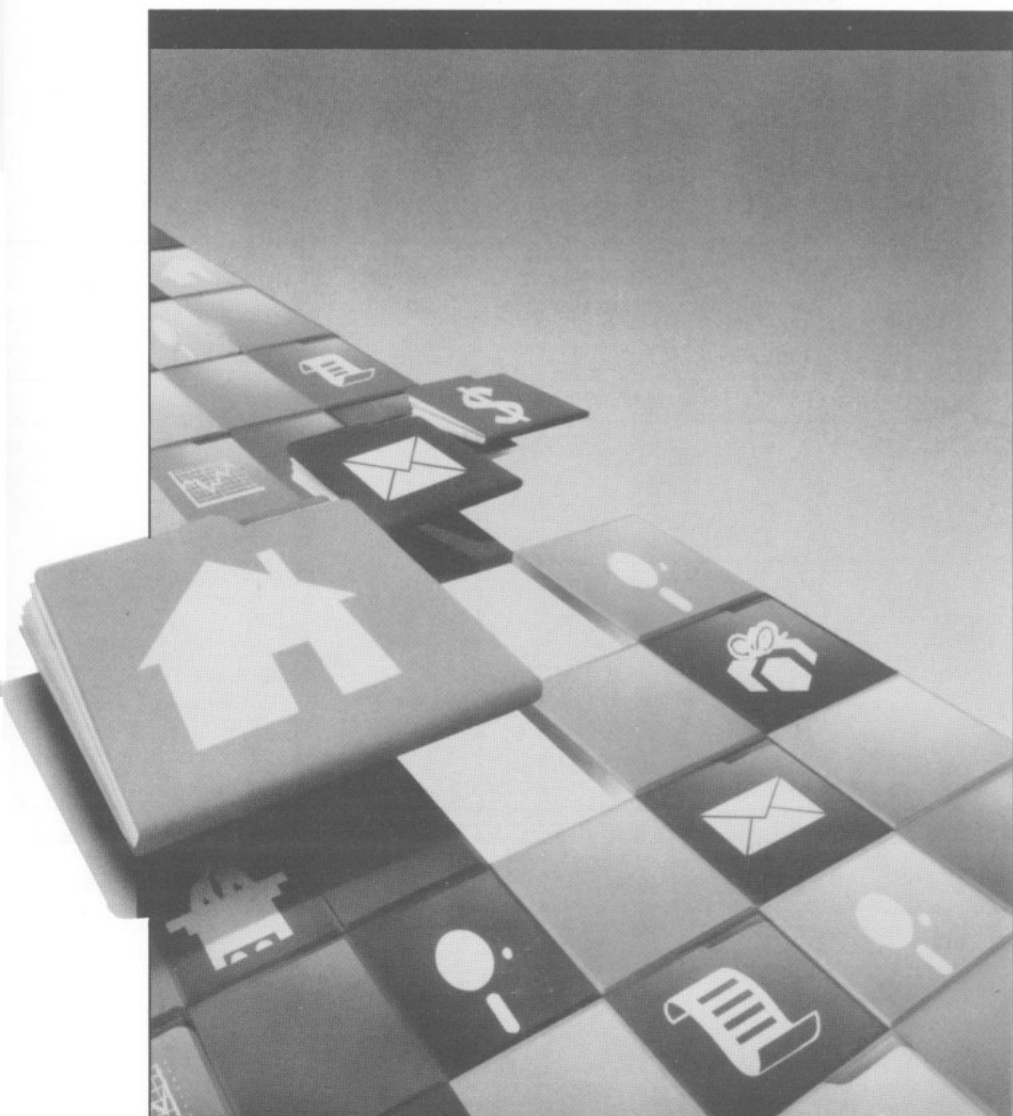


T H E P O W E R O F

# **filePro<sup>®</sup>**

*for DeskMate*



## **USER MANUAL**



The **Small Computer Company, Inc.**



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## Product Support

*filePro* for DeskMate has been thoroughly tested and comes with a comprehensive user's manual. However, if you have any problems using *filePro* for DeskMate, we recommend following these steps:

- Step 1. Review the documentation provided with *filePro* for DeskMate.
- Step 2. Check your system's configuration and make sure *filePro* for DeskMate supports the operating system, interfaces, and peripherals on your system.
- Step 3. If you still cannot solve your problem, then please call our Product Support line at:  
1-900-454-9111 9:00am to 5:00pm Eastern Standard Time.

**NOTE:** The call is free for the first minute; \$2.00 for each additional minute.

---

## **Welcome to *filePro* for for DeskMate!**

Whether or not you've used a computerized data management system before, *filePro* for DeskMate will open up a new world of possibilities to you.

You will find ways to organize information that you never dreamed possible. And you will have access to information in ways that are far superior to a "paper and cabinet" method of keeping your records.

You will be able to keep records of clubs or organizations you belong to such as Boy Scouts, Girl Scouts, bowling leagues and civic organizations such as the Rotary.

You will be able to keep records of your home's inventory. Maintain records for your check book and savings account. And if you operate a business, you can maintain your customer's records and track your time.

Using *filePro* for DeskMate you will be able to search for information using multiple search rules. In other words, you will be able to find a person in your data file who meets more than one search criteria, such as a person who's dues are payable in January and whose back dues are greater than a given amount.

The true test of any product, however, is what it can do for you and how easily you can use it. Take a look at what you can expect from *filePro* for DeskMate:

### ***Easy Learning***

*filePro* for DeskMate has an intuitive user interface. What this means is that it is easy to learn and use, regardless of your computer experience.

### ***On Line Help***

When you need a hand, informative and complete help is only a keystroke away... anytime you need it.

### ***Speed***

Create new files, add to them later, change your data and print or display the information quickly.

---

***filePro* for  
DeskMate  
is a Program  
That Lets You:**

- ❑ Create and modify information in a database file.
- ❑ Add, delete, edit, display, and print information in a file.
- ❑ Design and create reports.
- ❑ Design screens for ease of data entry.
- ❑ Protect your files and information with passwords.
- ❑ Customize your application to suit your needs
- ❑ Create your own menus.

---

# Overview

This section will help you understand how this manual is organized. There are five sections which are described here:

- Introduction
- Before You Begin
- Using *filePro* for DeskMate
- *filePro* for DeskMate Tutorial
- Advanced Features

## The Introduction Explains:

- What a database management system is.
- The advantages of a computerized data management system.
- What type of information is suited for a database
- What you use it for.

## Before You Begin Explains:

- What you need to run *filePro* for DeskMate.
- How to install *filePro* for DeskMate on your system.
- How to start and end the program.

## Using *filePro* for DeskMate Explains:

- The basic features of *filePro* for DeskMate.
- A tour of the screen.

## *filePro* for DeskMate Tutorial Explains:

- How to create your first database file.
- How to create a custom data entry screen.
- How to store, copy and search for information in a file.
- How to generate reports.

## Advanced Features Explains:

- Field Types in *filePro*
- How to create and use associated fields.
- How to create automatic and demand indexes.
- How to define other types of reports.
- How to define user menus.
- How to use IMPORT and EXPORT functions.
- Housekeeping Features.





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## Before You Begin

### *What You Need in order to Use filePro for DeskMate:*

You need the following hardware and operating system software to use *filePro* for DeskMate:

- ☐ Any Tandy or compatible computer with at least two 3.5" floppy diskette drives –or– one 5.25 inch (or 3.5") floppy diskette drive and a hard disk.
- ☐ 640k of memory, or 512K with DeskMate in ROM.
- ☐ A graphic display adapter with either a monochrome or color monitor.
- ☐ MS-DOS operating system version 2.11 or greater.

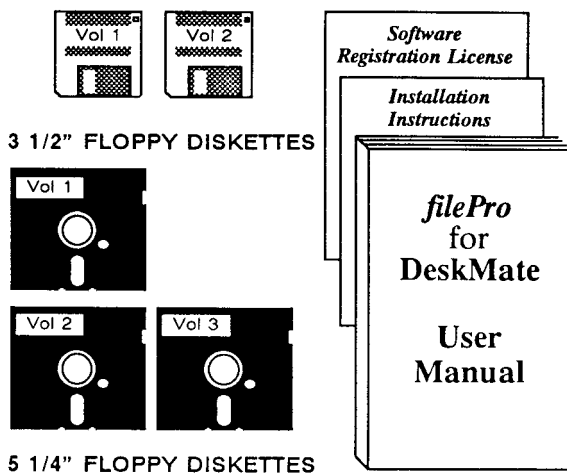
The following optional equipment is recommended:

- ☐ A mouse.
- ☐ A hard disk drive.

### Make Sure You Have Everything

### *What should be in your filePro for DeskMate Box:*

- ☐ Software registration license.
- ☐ Installation instructions.
- ☐ *filePro* for DeskMate manual.
- ☐ Two 3.5" installation floppy diskettes.
- ☐ Three 5.25" installation floppy diskettes.

















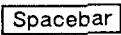

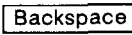








---

## ***filePro* for DeskMate Manual**

### **Conventions**


This manual describes how to use *filePro* for DeskMate; a data management system which runs on the Tandy DeskMate operating environment under DOS.

When you are asked to press a key on your keyboard, a graphic symbol for the key is placed within the text. Examples of key symbols:

 Insert	Insert Key	 Ctrl	Control Key
 Tab	Tab Key	 Alt	Alternate Key
 Return/Enter	Return/Enter Key	 Esc	Escape Key
 Up Arrow	Up Arrow Key	 Shift	Shift Key
 Down Arrow	Down Arrow Key	 PgUp	Page Up Key
 Right Arrow	Right Arrow Key	 PgDn	Page Down Key
 Left Arrow	Left Arrow Key	 End	End Key
 Spacebar	Spacebar	 Home	Home Key
 Backspace	Backspace Key	 Break	Break Key
 Delete	Delete Key		
 A	- Through -	 Z	Alpha Keys
 0	- Through -	 9	Numeric Keys
 F1	- Through -	 F10	Function Keys

### **Moving Around *filePro* for DeskMate**

You can use either the keyboard or a mouse in *filePro* for DeskMate. Instructions are given throughout the manual for both methods. When you see these symbols, you follow the respective instructions.

Keyboard symbol: 

Mouse symbol: 

When you are expected to type text, this symbol precedes the text:



Examples and explanations are preceded by this symbol:



---

## The Mouse

Move the mouse on the mouse pad or desktop and watch the arrow pointer on the screen. As you move the mouse, the pointer moves on the screen in the same direction that you move the mouse.

## Mouse Terminology

The mouse comes with one or two buttons on its surface. *filePro* for DeskMate allows you to use either button if you have two on your mouse. You move the arrow pointer to the location of the option you wish and then you press the button to make a selection.

<b>Term</b>	<b>Meaning</b>
<b>Point:</b>	Move the arrow pointer to the word or object on your screen.
<b>Click:</b>	Press the mouse button once and then release the button, without moving the mouse.
<b>Select:</b>	Move the arrow pointer to the word on your screen and click once.
<b>Double-click:</b>	Press the mouse button twice quickly without moving the mouse.
<b>Drag:</b>	Hold the mouse button down while moving the mouse.

## Selecting Commands



*filePro* responds to simple commands for its instructions. The menubar lists the command categories that are available.

- ☞ If you are using the keyboard, you can press the key that is shown next to the command category.
- ☞ If you are using the mouse, you can select a command category by pointing to the category with the mouse.

---

## Menus

When you select a command category, a list of commands is displayed. This list of commands is contained in a menu.

- ☞ If you are using the keyboard, you can select a command in the menu with the  or  arrow keys.
- ☞ If you are using the mouse, you can press and hold the mouse button. Drag to the menu choice and release the mouse button or click on menubar, then double-click on menu choice..



---

# Chapter 1 Introduction

---

## About This Chapter

This chapter describes what a data management system is and how it can be helpful to you.

## What is a Database?

A database is nothing more than a collection of information or facts. To make information truly usable it must be organized. An example of this is a phone book. A phone book lets you find a person's name and phone number quickly and easily because it is organized first by last name, then first name.

Another example is the card file in a library. This data is organized in a variety of ways so that you can find a particular book easily if you know the title or the author or the subject.

In both examples, the organization of the data makes finding a particular piece of information quick and easy and makes the library and telephone systems usable.

## What is a Database Management System?

A database management system is a program or group of programs which allow you to enter, change, display, manipulate or print information in a database. The main purpose of *filePro* for DeskMate is to help you organize and store information and make that information available to you on demand.

*Look at a sample listing of a phone book below:*

**Figure 1-1. Sample listing of a phone book**

Jon - Jop	
Your Town	
Jones, Matthew	112 39th St. 555-7171
Jonne, Thomas	23 Park Ave. 555-5151
Jonston, James	12 Elm St. 555-6161

In the database file, each separate piece of information is called a field (in this case: the name, or the address, or the phone number).

*For example:*

**Last Name:** Jones

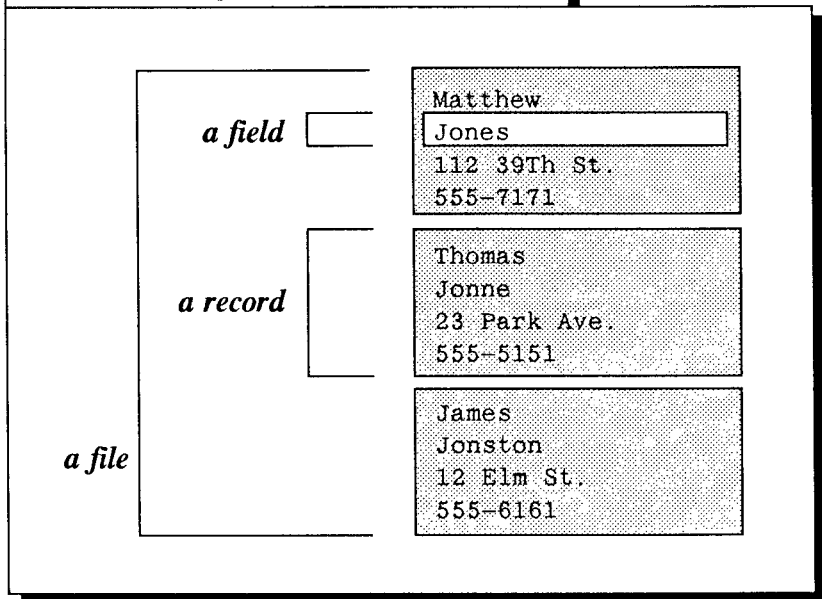
All the information about one person is called a record.

*For example:*

**Last Name:** Jones  
**First Name:** Matthew  
**Address:** 112 39th St.  
**Phone:** 555-7171

All the records make up a file in a database. A database can have one file or many files with different information. See Figure 1-2.

**Figure 1-2.** Example of a field, record, and file



---

## **Why Should I Use a Data Management System?**

- ❑ A data management system can help you organize information and make it more useful.
- ❑ A data management system can help eliminate paper files, and filing cabinets.
- ❑ You can easily find the information you need just by turning on your computer.
- ❑ You can keep other people from seeing or changing your data if you want to.
- ❑ You can look at different pieces of information different ways– and find that information may be used for more than one purpose.

## **What Type of Information is Suitable for a Database?**

A database may hold any type of information that is important to you. This can include:

- ❑ Work from your office, such as tracking time on projects to a list of clients.
- ❑ Information from social or professional organizations you belong to.
- ❑ Home furnishing inventory (for insurance purposes).
- ❑ Records of all household expenses, categorized for income tax records and for budgeting.
- ❑ Mailing lists.
- ❑ Client/Prospect lists.
- ❑ Recipes, by type of dish, calorie count, favorite combinations for meal planning.

---

A real estate sales person could keep track of all the homes available for sale in their area. The address, features and price of the homes would be at their fingertips

The records for social organizations, such as the Girl or Boy Scouts could be kept as well. The scout leader could maintain a file of goals for scouts to achieve, and the dates these goals were met. The scout leader could also keep records of each scout's personal information, health history or any bit of information which the scout leader found useful.

Any information which normally would be kept on paper somewhere in your home or office is suitable for a database. These are just a few examples of the type of information a database can store efficiently. You decide what information you will store.

*filePro* for DeskMate will let you:

- ☐ Create new data files.
- ☐ Modify existing files.
- ☐ Add new data to files.
- ☐ Modify existing data in files.
- ☐ Delete data from files.
- ☐ Remove existing files.
- ☐ Organize the data in ways which meet your needs.
- ☐ Print the organized data in a variety of report types like mailing labels or forms.

---

## Chapter 2 Installing the Program

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### Backup Your Original *filePro* for DeskMate Diskettes

Before you install *filePro* for DeskMate, we recommend that you backup your original 3.5 and 5.25 diskettes.

Follow the instructions for backing up your original set of diskettes appropriate for your hardware configuration.

### Computers with one Floppy Drive

Step 1. Place volume 1 diskette in drive A.

Step 2. Type:

► diskcopy A: A:

Follow the on-screen prompts and remove the disk when done.

NOTE: The original disk is the “source” disk, and your backup copy is the “destination” disk.

Step 3. Insert the next disk. Repeat steps 2 and 3 for each remaining diskette.

Step 4. After you have completed backing up the last diskette, place the original copies of *filePro* for DeskMate in a safe place.

### Computers with Two Floppy Drives

Step 1. Place volume 1 diskette in drive A, and the 1st backup disk in drive B.

Step 2. Type:

► diskcopy A: B:

Follow the on-screen prompts and remove the disk when done.

NOTE: The original disk is the “source” disk, and your backup copy is the “destination” disk.

---

## Configuring *filePro* for DeskMate on a Dual-floppy System

Step 3. Insert the next diskette in drive A, the next backup disk in drive B. Repeat steps 2 and 3 for each remaining installation disk.

Step 4. After you have completed backing up the last installation disk, place the original copies of *filePro* for DeskMate in a safe place.

If you are using a 3 1/2" dual floppy system, follow these instructions to configure the distribution diskettes.

**NOTE:** You cannot run *filePro* for DeskMate from two 360K floppy diskettes.


If you are using a dual-floppy system, you should follow these steps to prepare your diskettes for use.


Step 1. Make backup copies of the distribution diskettes as described earlier in this chapter.

Step 2. Boot your system.

Step 3. Put the volume 1 diskette copy in drive A: and volume 2 diskette in drive B:.

Step 4. At the A: prompt, type:


► B: 


► CD\FPDM 

Step 5. At the B: prompt, type:

► A: FILEPRO 

You see a 'File Not Found' error as the program searches for the filepro.cfg file.

Step 6. Press the  key to tell *filePro* to ignore the error.

Step 7. The Configuration Editor appears on the screen. Press  to accept the defaults.

The filepro.cfg configuration file is written and you are now in *filePro* for DeskMate.

Once the filepro.cfg file is created you can run *filePro* for DeskMate from the A: drive.

---



## Installing *filePro* for DeskMate on a Hard Drive



### Installing *filePro* for DeskMate from The DeskMate Environment

Before you can begin using *filePro* for DeskMate, the program must first be installed if you are using a hard disk.

Step 1. Start DeskMate.

Step 2. Insert volume #1 diskette in one of your floppy drives.



Step 3.  From the DeskMate desktop, press  ("Desktop").



Press the  key once to select "Install" then press  to start the installation.

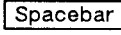


Move the arrow pointer to ("Desktop") and click the mouse button key once to display the pull-down menu.




Move the arrow pointer to "Install" and double-click the mouse button to start the installation.

Step 4. A window appears giving you the option of installing *filePro* for DeskMate from either your A: or B: drive. Press  to accept the default or move to the drive where diskette #1 is located. Press .

Step 5. Install gives you the option of putting *filePro* on a drive and directory other than C:\. Press  to accept the default or type the drive and pathname and press .

Step 6. Install will copy the tutorial files onto your drive if the "install tutorial files" checkbox is checked. If you do not want the tutorial files on your drive, press the  to uncheck the box.




Press  to continue or press  to move to the **CANCEL** button and press  to stop the installation.



Click on **OK** to continue, or click on **CANCEL** to stop the installation.

Step 7. A window appears when the installation is complete.



Press  to end the installation and return to the Dispatcher.



Click on **OK** to end the installation and return to the Dispatcher.



---


## Installing *filePro* for DeskMate From The DOS Environment

Step 1. Put the volume #1 diskette in drive A: or B:.


Step 2. Switch to the drive containing the volume #1 diskette by typing:


► A:  (or B:  )

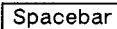
Step 3. To start the installation, type:

► install 


Step 4. Install gives you the option of putting *filePro* on a drive and directory other than C:\ .

If you want to change where Install puts *filePro*, type the drive and pathname (D:\ , for example). Press .

If you want to accept the default drive and directory press .

Step 5. Install will copy the tutorial files to your drive if the tutorial files checkbox is checked. If you do not want the tutorial files on your drive, press the  to un-check the box.




Press  to accept the installation.



Click on the **OK** button to accept the installation.

Step 6. A window appears when the installation is complete



Press  to return to DOS.













Click on **OK** to return to DOS.

---

## DOS Versions Earlier Than 3.0

If you are using a version of DOS which is earlier than version 3.0, you will need to tell DeskMate where to find *filePro*.

- Step 1.  Press the (F7) key to access the Desktop commands.
-  Click on Desktop in the menubar.
- Step 2.  Press  twice to use the Redefine command.
-  Double-click on the Redefine command.
- Step 3.  Press the  key to highlight FILEPRO and press .
-  Double-click on *filePro*.
- Step 4.  Press the  key to move to the "Start-up directory" box.
-  Click on the "Start-up directory" box.
- Step 5. Type the full pathname to the *filePro* program. (i.e., C:\FPDM).
-  Press .
-  Click on OK.

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# Chapter 3 Starting and Ending The Program




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## Starting *filePro* for DeskMate

*filePro* for DeskMate can be started either from within the DeskMate environment (if you have previously installed *filePro* for DeskMate through DeskMate), or from DOS.

### From DeskMate

Step 1. Start DeskMate.


Step 2.  Press  until the *filePro* icon is highlighted, then press .




Move the pointer to the *filePro* icon and double-click to start *filePro* for DeskMate.

### From DOS

Step 1. Change to the directory where *filePro* for DeskMate was installed by typing:


► `cd \fpdm` 

or


► `cd \directory\fpdm` 

Where *directory* is the directory chosen during the installation procedure.

Step 2. To start *filePro* for DeskMate, type:

► `filePro` 

## Ending The Program

From the *filePro* dispatcher, press  to return to DeskMate environment if *filePro* for DeskMate was started from the DeskMate environment; or to DOS if *filePro* for DeskMate was started from DOS.



---

# Using

*filePro*

for

DeskMate



---

# Chapter 4    Basic Features of *filePro*

---

**Here's a list of the basic features of *filePro* for DeskMate:**

## **Help**

You can get help anytime you need it by pressing the **F1** key.

Help is context sensitive. What this means is you can get help on the specific part of *filePro* you are using at the time. For example when you are defining a file, you can get help with the define file commands by pressing the **F1** key.

## **Entering Your Information**

Automatically check data you entered before it gets saved in your file (Data Validation) by using *filePro* edit types.

## **Personalized Data Screens**

- You can place fields, move fields, add and delete fields, draw boxes and lines, and place text anywhere on the screen.
- View your forms and file contents using a browse feature that lets you scroll from left to right, right to left, and up or down.

## **Personalized Reports**

- You can define many different types of reports using the data fields in your database file.
- You can create reports and forms on the screen and define your own headings and field labels. There are four subtotals available as well as a grand total field.
- Merge your data with DeskMate Text, DeskMate Q&A Write, and formats that you design.
- Produce mailing labels with the included *filePro* formats or labels that you design yourself.

---

## Security

You can use passwords to keep other people from seeing or changing information in your data files, reports, and data entry forms.

## Searching and Querying

You can search for information in a field, or a combination of fields. *filePro* for DeskMate gives you two ways: Query by Form and the Extended Query Writer. With a Query by Form you fill in information you'd like to find in a field. The Extended Query Writer allows you to find information that requires more complex searching combinations.

## Pre-programmed Functions

Math functions that add, subtract, multiply and divide numeric data.

Using the pre-programmed function allows you to:

- ☐ Show dates and time in a variety of ways, like January 1, 1990, or 01/01/90 and 1:32 or 13:32.
- ☐ Get the time and date from your computer's clock/calendar to use in your files or screens.

## Importing and Exporting Data

Using IMPORT and EXPORT allows you to:

- ☐ Take information from an ASCII delimited file and put it into a *filePro* file. An ASCII delimited file separates fields with commas and records with carriage-returns and line-feeds. Any field that contains a comma must be enclosed in quotes.
- ☐ Take information from any *filePro* file and send it out to an ASCII delimited file.
- ☐ Bring values into a *filePro* for DeskMate file from a .WK1 file (from LOTUS spreadsheet).
- ☐ Bring values into a *filePro* file from a dBase .DBF file.
- ☐ Take values from a *filePro* file into a .WK1 or .DBF file
- ☐ Copy information from a field into DeskMate's clipboard, and "paste" it in a field in another file.



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*filePro*  
for  
DeskMate  
**Tutorial**

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# Chapter 5    A Tour of The Screen

Before you begin the lessons in the Using *filePro* for DeskMate section, make sure that you have installed *filePro* for DeskMate.

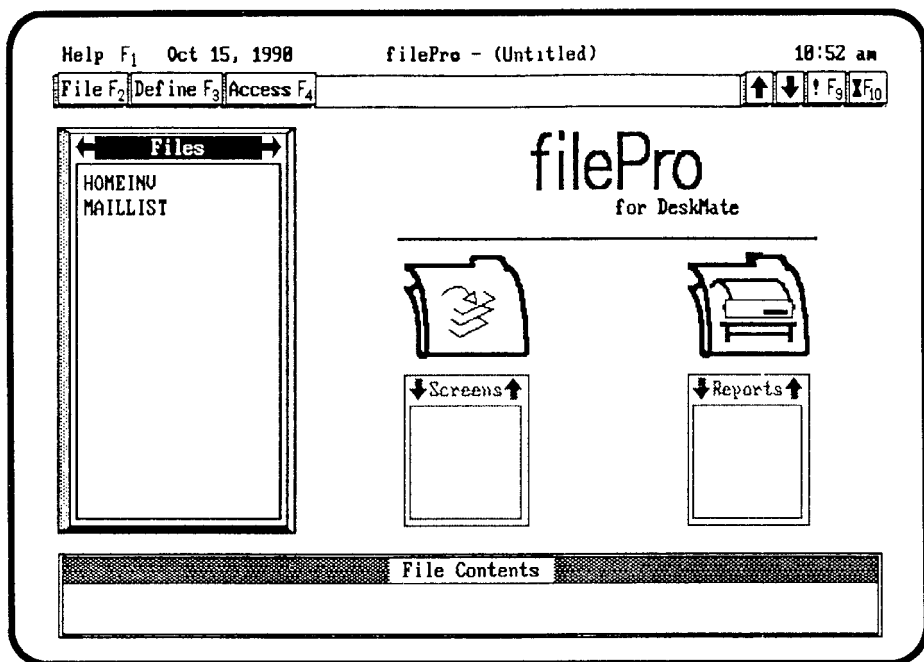


Figure 5-1. The Main Window

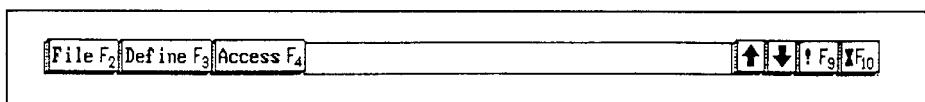
## The Main Window

The main window is divided into three areas, the titlebar, the menubar and the *filePro* Dispatcher section.

## Figure 5-2. The Titlebar

### The Titlebar

The titlebar is the first line you see at the top of the screen (**Figure 5-2**). The titlebar displays the help key (F<sub>1</sub>), the current date, program name (filePro), a file name (untitled), and the current time.



## Figure 5-3. The Menubar

### The Menubar

The menubar is below the titlebar (**Figure 5-3**). The menubar displays the *filePro* menu, the Alarm (F<sub>9</sub>) and DeskMate Setup Accessory (F<sub>10</sub>). The *filePro* menu contains three categories: File (F<sub>2</sub>), Define (F<sub>3</sub>), and Access (F<sub>4</sub>). These categories contain the commands for using *filePro* to define, run and maintain files.

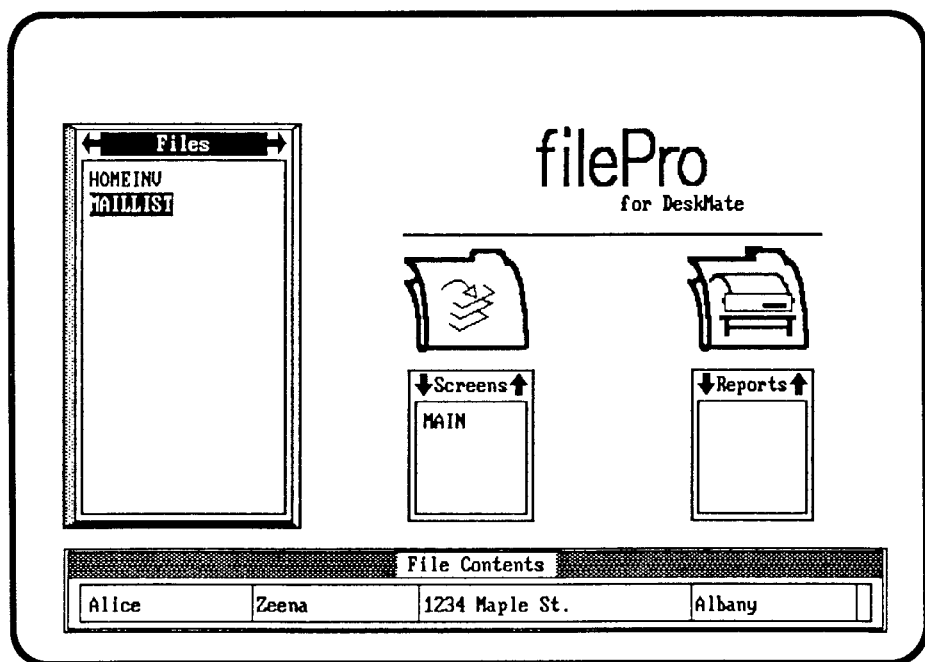


Figure 5-4. *filePro* Dispatcher

## The *filePro* Dispatcher

The *filePro* Dispatcher section occupies the largest section of the screen. The Dispatcher section is below the menubar and contains four windows. You use the Dispatcher section to work with your files and data if you do not want to use the menubar for certain operations.

Graphic Symbols, called icons, appear over two of the windows. The Datafile View® line appears across the bottom of the screen.

The Files list box shows you *filePro* files and allows you to pick the file you want to work with. The file you choose is the current file.

The Screens Window lists the data entry screens for the current file and is your gateway to choosing, creating, and changing screens.

---

The Inquire, Update, Add icon is your gateway to data searches, modification, and data entry, for the current file.



The Reports Window lists the reports for the current file and is your gateway to creating and changing reports.

The Report icon is your gateway to printing and running reports for the current file.

The Datafile View® line displays the first record of data in the current file. You can see other records in the dataview line by using the arrow keys to scroll through the records.

## A Shortcut

Here's a shortcut for creating a new file instead of using the Define (F3) Files command in the menubar.

- ☞ If you are using the keyboard, you can press the  key until the highlight bar rests on the Files list box and press the  key.
- ☞ If you are using the mouse, you can double-click with the mouse on the top of the window that says Files in the Dispatcher section.

Each of the areas in the Dispatcher will let you do this. The Files list box lets you define files. The Screens window lets you define screens and the Reports window lets you define reports.

## Looking at The Titlebar

When you are working with *filePro*, you can always tell where you are by looking at the titlebar. The titlebar will always display the Help key (F1), the date, the program name (*filePro*), the current file, and the time.

The menubar is below the titlebar and contains categories of commands, like File (F2), Edit (F3), Index (F4) and Misc (F5).

---

## Getting Help

You can ask *filePro* for DeskMate for help at any time.

☞ You can press the **F1** key if you are using the keyboard.

☞ You can point to Help on the Titlebar and click once.

When you press **F1** or click on the Titlebar, you are presented with help related to the area of *filePro* that you are working on. You can move through the help text with the **↑** and **↓** keys, or the **PgUp** and **PgDn** keys.

Help topics related to the current help subject are shown across the bottom of the screen.

☞ You move through the list of related topics with The **↔** key. **←** will take you to help on the highlighted topic.

## Exiting Help

You press **Esc** to exit Help.





---

# Chapter 6

## How To Define Files

---

### About This Chapter

In this Chapter, you will learn:

- ❑ How to define a file.
- ❑ How to create an index.
- ❑ How to save a file.
- ❑ How to add data quickly to a file.

*filePro* for DeskMate allows you to enter information in a file and organize it in a way that is useful to you. Suppose you own a video tape rental store. You could keep an inventory file of all the video tapes in stock. You could also define a file that kept track of who rented the films, and mark certain films as most requested. Or, if you are the president of the PTA, you could enter information about members of the PTA.

You could organize the information so that you could find a member quickly by last name.

You define a file by giving the file a name and telling *filePro* what fields to include.



## LESSON 1: *Defining Files*

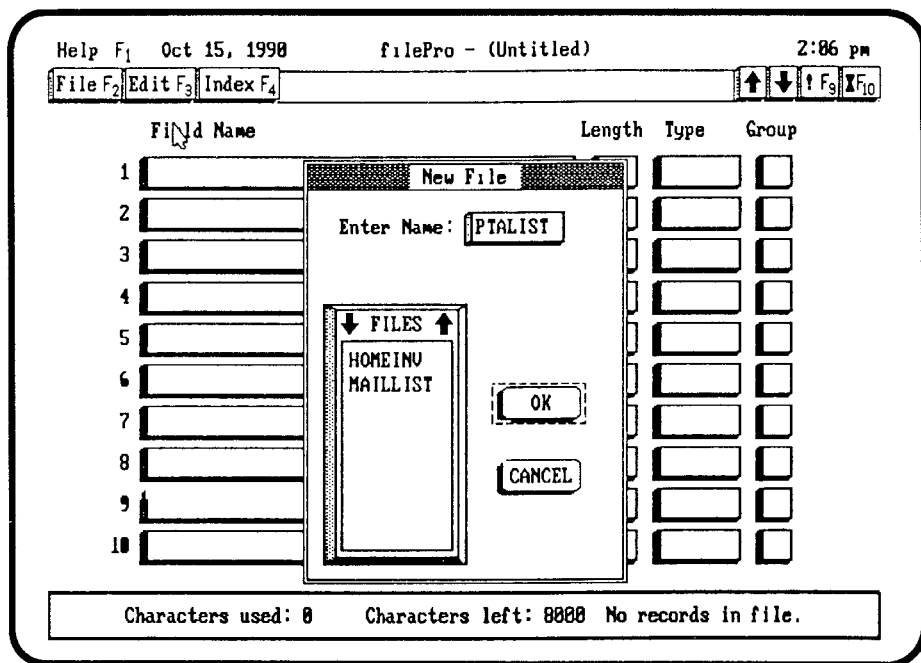




Figure 6-2. New File Window

### Defining a File

When you define a file you type in a name and enter the list of field names.



To define a file, press the  key until it rests on the Files titlebar in the Dispatcher section of the main screen. Press the  key and the New File window pops up.




To define a file, move the arrow pointer until it rests on the Files titlebar and click once. The New File window pops up.

The New File Window asks you to type a name for the new file you are defining.

---

## Choosing a File Name

The name you give the file can be up to eight characters long. It can be made up of legal DOS characters. Legal DOS characters include any letter or number and the following:

 ! @ # \$ % & ( ) \_ - { } ' ,

The filename may not contain any spaces. Generally, you will give the file a name that makes sense to you, like PTALIST, or BUDGET.

Type:

► PTALIST



Press .




Click on the **OK** button.

## The Define File Screen

The Define File Screen has a titlebar which displays the Help key (F1), the date, the program name, the File name (PTALIST) and the time.

The menubar is displayed below the titlebar. It displays the File category (F2), Edit category (F3), and Index category (F4).

 You access the menubar by pressing the key which is shown after the category name, or by clicking once on a category name.

Each category displays a menu when selected. You can use the commands in the Menu to create other new files, copy field names, and create indexes.

The Field Name, Length, Type, and Group sections are below the menubar. This is the Field List Area. You enter the list of fields that make up the file in the Field List area.

	Field Name	Length	Type	Group
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Characters used: 0      Characters left: 8000      No records in file.

**Figure 6-3. Field List Area**

## Field List Area

You see four sections listed across the screen for each field, the Field Name, the Length, Type and Group.

- ☐ The Field Name specifies the type of data the field will contain.
- ☐ The Length section is where you will indicate how many characters the field will hold.
- ☐ The Type section is where you will indicate the type of field you wish to use.
- ☐ The Group section is used to define Associated fields.

---

## Entering a List of Fields

You give each field a name. The name of a field should be something that makes sense to you, like “Name”, or “Address”.

- ❑ The field name can be more than one word, like “FIRST NAME”, or “LAST NAME”.
- ❑ You may use up to 40 characters in a field name.
- ❑ A field name can contain upper or lower case characters.
- ❑ A field name may contain spaces.

## Field Names You Will List

The field Names for the PTALIST file are First Name, Last Name, Phone Number, Meeting Date, Grade, Attendance and Dues Paid.

## Enter The First Field Name

In the field name section, type:

► First Name



Press .



Click on the Length section.


If you make a mistake you can use the Backspace key to correct typing mistakes. You can move back to the Field Name area of the First Field with the arrow keys.

## Field Length

Now, you enter the field length. The length should be the greatest number of letters or other characters you expect the field to hold. The First Name field will hold up to 15 letters, or characters. Type:

► 15



Press the  key.



Point to the Type section and click once.

---

## About The Field Type

The next section is Type. Type is short for Edit Type. Some Edit Types make sure that only the kind of letters or characters that you want are accepted in your file. Other Edit Types control how the information will be formatted on the screen and in reports.

## What If You Leave "Type" Blank?

If you don't use an edit type, *filePro* will let you type any character in the field and information will appear exactly as you type it in. If you like, you can type an asterisk (the \*, or shifted 8 on your keyboard) instead of leaving the area blank. An asterisk and a blank are the same thing. Sometimes it is easier to see which fields are not using an edit type when you use the asterisk.


## Some Examples of Edit Types

*For example:*


If you use the UPLOW type of edit for the first name field, you can type in the name and not worry about capitalizing the first letter of the name.

The UPLOW type of edit will capitalize the first character of the data you type in and make all the other characters lower case.

When you finish entering in data like this:

 johnson

it would be displayed like this:


 Johnson

## Enter The Edit Type

Type:

► UPLOW



Press the  key twice.



Click on the second field name section for field number 2.

---

## Other Edit Types

Here are some other useful edit types you will use in the PTALIST file:

When you enter a phone number using a PHONE edit, you can type the phone number in like this:

☞ 9005551212

The PHONE edit will put a parenthesis around the area code, print a space before the exchange, and put a dash after the exchange like this:

☞ (900) 555-1212

The MDY/ edit is a type of date edit. You can type in the date like this:

☞ 1/1/90

and *filePro* will edit the field to look like this:

☞ 01/01/90

For a complete list of edit types, see tables on pages A-3 and A-4 in the appendix.

## About The Field Length & Edit Types

Punctuation marks and spaces are counted as characters and must be included when determining the length of a field. For example, if you use a PHONE edit, you must make the field length 14 to include the parenthesis, dash and space after the area code.


## The Group Section

You see the Group section of the screen on the right. The Group section is used to define an associated field. Associated fields are used when you want to define several fields to hold multiple instances of the same type of data.

Information in all the fields of a group will be searched when you specify a member of the group. You will not use associated fields in the tutorial. You can learn more about them in the “Advanced Features” section in this manual.



## Completing Define File

Enter the following Field Names, Lengths and Types in Figure 6-4. Press the  key to move to the next section or point to the next section and click once.

Notice that the Attendance, Dues Paid and Grade fields (Figure 6-4) do not have a type listed in the Type area. *filePro* will let you type in any character in a field when no type is listed.

**Figure 6-4.** Field name, length and type


Field Name	Length	Type
Last Name	15	UPLOW
Phone	14	PHONE
Meeting Date	8	MDY/
Grade	1	
Attendance	1	
Dues Paid	1	


## Create An Index For The File

An index is a map that the computer follows to find information in a record. The computer uses the index to find information in a file quickly.

### How to Create An Index



To create an index press . You are presented with a list of index names, A through D.

Press the arrow down key to move the highlight bar to the A index and press the .






Point to the Index category on the menubar and click once. You are presented with a list of index names, A through D.

Click twice on the A index.


“Save changes before building index?” appears.


- ☞ You can cancel the index operation by moving to the **CANCEL** button.

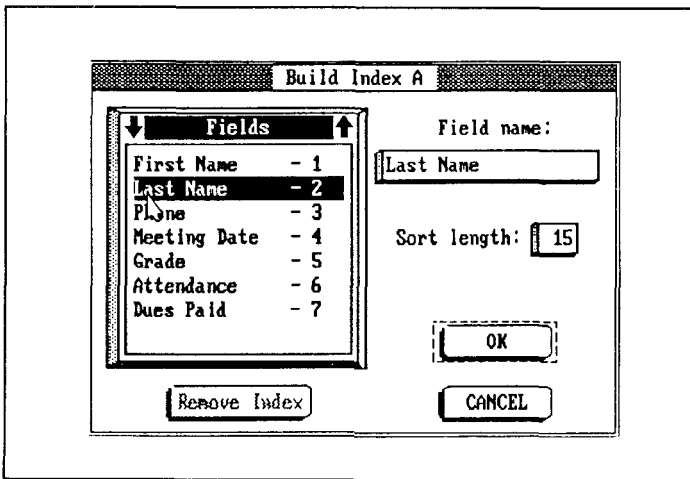
 Press .

 Click on the **OK** button.

The Build Index A window appears (*Figure 6-5*). On the left you see the fields listed that are available.

 Move the highlight bar with the arrow down key to the Last Name field.

 Click once on the Last Name field.



**Figure 6-5. Index Window**

## About The Sort Length

The sort length is the number of characters in a field that *filePro* uses to find information in that field.

Notice that the sort length is the same as the length of the field.

---

## What Happens When You Make The Sort Length Smaller

If you make the sort length smaller, *filePro* looks for information in that field, or organizes the index, by part of the field.

Say you enter Last Name as the field, but change the sort length to 5. *filePro* won't be able to tell the difference between "SMITHSON" and "SMITH", but index will be generated more quickly and take up less disk space.

If you make the sort length larger, *filePro* can organize the index by more than one field.

## What Happens When You Make The Sort Length Larger


Say you have two fields:

- |               |    |
|---------------|----|
| 1- Last Name  | 15 |
| 2- First Name | 15 |

You enter Last Name as the field, but change the sort length to 30. By making the sort length larger, you tell *filePro* to organize the output by your chosen field (Last Name) AND by the NEXT field (First Name).



Your records would then be organized by Last Name, then First Name ("Smith, John" and "Smith, Sally", for instance.

## Save The Index

To save the index you have created press .

## Saving The PTALIST File




Press  and move to the Save command with the arrow down key. Press .



Click once on the File category in the menubar, and double-click on Save.

## Exit Define Files



You exit Define Files by pressing .



Point to File category in the menubar and double-click on the Exit command

---

## LESSON 2:

## Quick Data Entry

---



### Adding Data

Now that you have defined a file and saved it, *filePro* makes it possible to add data immediately if you want to. *filePro* creates a data entry screen for you as soon as you save the file. This data entry screen is called the Default Screen. For a full description of the Default Screen, you should read Chapter 7, “Defining Screens.”

This lesson is included here so that you can see how easy it can be to use *filePro* for DeskMate.

When you exit the Define Files area you are returned to the Dispatcher. The file you just created is listed and highlighted in the “Files” list box on the left.






Press the  key twice to move to the Inquire, Update, Add icon, then press .



Double-click on the Inquire, Update, Add icon.

Now you will select the Default Screen.



Press  then press  to select the Default command from the menu. Press .



Click on the Screen (F6) command. Double-click on the Default command.

To add data, you will use a key called an “Accelerator”. The Accelerator key is a shortcut for using the menu commands.


Type:

► A

---

which is the accelerator for Record (F4) Add one command.

Look at the first field on the top of screen. The cursor is waiting for you to input information in the First Name field.

Type the following data, pressing  after each entry:


- ▶ matthew
- ▶ jones
- ▶ 9145551515
- ▶ 9/25/90
- ▶ 4
- ▶ Y
- ▶ N



Press  +  to save the record.



Click on the **SAVE** button to save the record.

Press the  key to return to the Dispatcher.



# Chapter 7 Defining Screens

## About This Chapter

In this Chapter you will learn:

- ❑ What a screen is used for.
- ❑ How to change the default screen.
- ❑ How to create and modify a screen.

The screenshot shows a software window titled "filePro - PTALIST" with a timestamp of "3:17 pm". The menu bar includes "Help F1", "File F2", "Edit F3", "Record F4", "Query F5", "Screen F6", "Browse F7", "F9", and "F10". The main area contains a form with the following fields and values:

First Name	Matthew
Last Name	Jones
Phone	(914) 555-1515
Meeting Date	09/25/90
Grade	4
Attendance	Y
Dues Paid	N

At the bottom, there is a navigation bar with "PREV ↑", "Viewing", "NEXT ↓", and "Record: 1".

Figure 7-1. Default Screen

## What is a Screen Used For?

A data entry screen is used to help you put information into a file. The screen shows you the field names with empty fields, like the example shown in Figure 7-1.

You move from field to field and type the information the fields should hold. Look at Figure 7-2 for example. It is a sample screen for the PTALIST file.

## LESSON 1: *Defining Screens*

### The Default Screen

*filePro* creates a data entry screen for you when you define a file. This is called the default screen. See Figure 7-1.

### When to Define a Screen

The default screen can display up to 12 fields. Defining a screen is useful if you need to show more fields than the default screen does, or if you want to customize your screen.

The screenshot shows a window titled "filePro - PTALIST" with a menu bar (Help F1, File F2, Edit F3, Field F4, Graphics F5, Background F6) and a status bar (Screen: (Untitled), 1, 1). The main area contains the following fields and controls:

- Top status bar: Help F1, Oct 16, 1990, filePro - PTALIST, 1:33 pm
- Menu bar: File F2, Edit F3, Field F4, Graphics F5, Background F6, F9, F10
- Form fields:
  - First Name: [First Name]
  - Phone: [Phone]
  - Last Name: [Last Name]
  - Meeting Date: [Meeting]
- Checkboxes:
  - ☐ Attendance
  - ☐ Dues Paid
- Grade Level section (enclosed in a box):
  - Grade Level
  - ☒ First, ☐ Second, ☐ Third, ☐ Fourth, ☐ Fifth, ☐ Sixth, ☐ Seventh, ☐ Eighth

Figure 7-2. "Customized" screen for PTALIST Data File



---

Let's imagine that a file you define has 50 fields. You will only see the first 12 on the default screen. To create a screen that can show more than 12 fields, you would use the Screen Painter. You can use the Screen Painter to put more fields on the default screen, or you can define new screens.

Suppose you have created a file that only has five fields. The default screen would display the five fields. Why use the Screen Painter in this case? Using the Screen Painter allows you to take advantage of *filePro*'s drawing and display features.

## Screen Creation Features

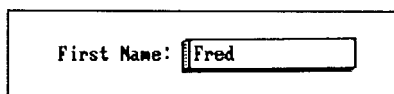
Here is a description of some of the features of *filePro*'s Screen Painter.

## Labeling Fields

Look at the PTALIST screen (**Figure 7-2**) again.

Labels identify a field in the data entry screen. You see the field Label next to the empty field.

The Screen Painter allows you to give a field a Label other than the field name. For example, you could label the First Name field "First", or "FNAME", or "First Name", or "FIRST NAME". The Label would appear on your data entry screen next to the empty field as shown in **Figure 7-3**.



**Figure 7-3. First Name Field**

If you don't give the field a Label, you will see the empty field displayed on your screen. In this case, you could type a label in any position you desired.

Also notice that the default screen uses the field names as labels. You could change the labels in the default screen with the Screen Painter.

Fred

Sythe

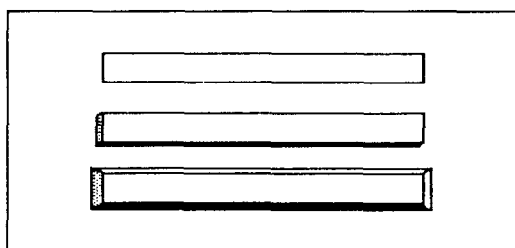
Phone: (800) 555-4320

Date: 87/82/90

**Figure 7-4. Other Screen Fields**

## **Borders**

You can pick a type of border for the field. The border surrounds the field that you are putting on the screen. There are three types available: Flat, raised, and pyramid.



**Figure 7-5. Flat, Raised and Pyramid Borders**

---

## Types of Display

When you use the Screen Painter, you pick the type of field display you would like to use. There are three types of display fields available from the Field Category, The Editfield, the Check Box and the Radio Button.

## The Editfield Command

The Editfield Command is used to display fields like names, addresses, phone numbers and description fields.

You select the field to use, a Label, and a Border Type.

You can control the height and width of the field border with the Editfield command. The Height and Width controls how many columns and rows a border will occupy. The height and width is used when you want to make a field appear in paragraph format. You could use the height and width settings for a field that described a book in a home library file, like the example shown in **Figure 7-6**.

The image shows a form with the following fields:

- Title:
- Author:
- Publisher:
- Date Published:
- Description:

**Figure 7-6. Home Library File Description Field**

---


You could also use the Height and Width setting for a name field, for example, if you wanted to make the border appear larger than the field size.

You can force entry in a field by making it Must-fill. A person entering data on a Must-fill field would not be allowed to save the record without entering data.

You can make a field Protected using Editfield. A protected field cannot be changed by the user. Later you will see that you can change values in a protected field using processing.

MIN and MAX let you set ranges of acceptable values for input.

For example, suppose you have a Dues field that holds the amount that dues cost for an organization.

 You can set the field to accept a minimum value of \$3.00 by typing 3.00 in the MIN area. Then you could enter a maximum acceptable value of \$5.00 by typing in 5.00 in the MAX area.

The “Dues” field in the example would only accept values in the range of \$3.00 through \$5.00. Any other values would cause a box to pop up and remind the user of the acceptable range of values for the field.

In a one-character field, you can also use the MIN and MAX to set acceptable alphanumeric ranges for a field. You can restrict all input in a field to the letters “a” through “z” by entering these values in the MIN and MAX areas.

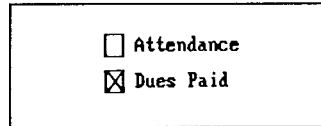
## Check Boxes

When you have a field that requires one of two values, you can use a Check Box.

Suppose you have a list of jobs to do. As you go down the list of jobs, you mark it with an X. A Check Box type of field is handy for marking things. You can either mark it with an X or leave it blank (unchecked).

---

You could use the check box to show that someone has paid dues, or fees, or any condition that would be answered with a yes or no. (Checked would be yes, unchecked would be no.)



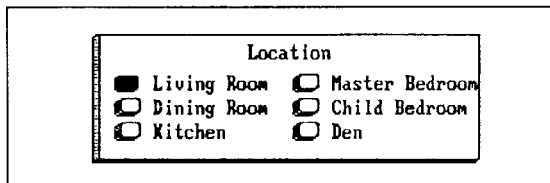
<input type="checkbox"/> Attendance
<input checked="" type="checkbox"/> Dues Paid

**Figure 7-7. Check Boxes**

You select the field to use, give it a Label and indicate the checked and unchecked values you would like stored in the field.

## Radio Buttons

Suppose you have an inventory file for home insurance purposes. You might want a field that showed you which room an item is in. In your “imaginary” house, we’ll say you have six rooms. The Radio Button type of field display would let you take a single field, say the “Room” field and assign the six rooms to it. These six rooms would each have a button and a label like the example shown in **Figure 7-8**.



Location	
<input checked="" type="radio"/> Living Room	<input type="radio"/> Master Bedroom
<input type="radio"/> Dining Room	<input type="radio"/> Child Bedroom
<input type="radio"/> Kitchen	<input type="radio"/> Den

**Figure 7-8. Room Fields**

If you selected the first room, the living room in your imaginary home, a value that you picked for the living room would be inserted automatically in the field.

A Radio Button allows you to take a single field and assign labels for up to 20 buttons. You can arrange the buttons in rows and columns, say three columns across and two rows down, like the example shown in Figure 7-9.

The image shows a rectangular window with a title bar that says "Location". Inside the window, there are six radio buttons arranged in two rows and three columns. The first row contains "Living Room" (which is selected, indicated by a filled circle), "Kitchen", and "Child Bedroom". The second row contains "Dining Room", "Master Bedroom", and "Den".

Figure 7-9. Room Fields (modified)

---

## LESSON 2: *Using The Screen Painter*

---

### Selecting a File

To define a screen, you select the file first.



Use the or key to move to the PTALIST file name in the window.



Point to the PTALIST file listed in the Files list box and click once.

After a few seconds, the information for the selected file appears in the Dispatcher windows.

### Select The Screen Painter

To define a new screen press the key to move to the Screens window, or point to the titlebar of the Screens window with your mouse.



Press .



Double-click on the Screens titlebar.

### The Screen Painter

The Screen Painter has a titlebar at the top of the screen which contains the help key (F1), date, program name (filePro), the current file and time.

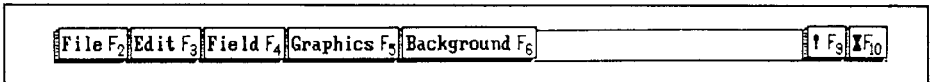


Figure 7-10. Screen Painter Menubar

The Screen Painter has a menubar below the titlebar. It contains File commands (F2), Edit commands (F3), Field Commands (F4), Graphic Commands (F5), and Background (F6). These commands will let you create and customize your data entry screens.

---

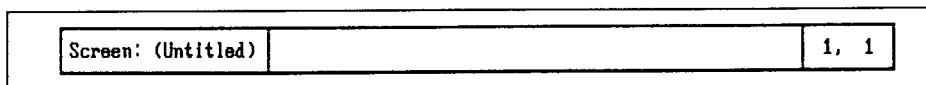
## The Work Area

The blank area below the titlebar and menubar is the work area for the screen. This is where you will put the fields that you wish to include on your data entry screen.

## The Cursor

The cursor is the flashing square in the upper left corner of the work area. A cursor marks your position on the screen and follows the movement of the arrow keys, characters you type, and mouse. You can tell your position in the work area with this marker.

*filePro* provides a Cursor Position Message Window at the bottom of the screen. The numbers you see are the column and row of your position.



**Figure 7-11. Screen Name, Column and Row Numbers**

The first column and the first row (1,1) is the upper left corner of the work area. The numbers change here as you move the cursor.



Press the arrow keys to position the cursor in column 15, row 2.



Click on column 15, row 2.

## Moving to Field Positions

You move to the place on the screen where you want the field to appear and insert the field. You insert the field on the screen with the Editfield command.

## Choose The Field Category



Press **F4** to choose the Field category.



Click on the Field category.

The Field Menu appears.



Look at the Field Menu. Beside each command, you see a key listed. The key you see is a shortcut you can use to select the command.

The first command we will use is the Editfield Command.



Press **Ctrl** + **E** .



Double-click on the Editfield command.

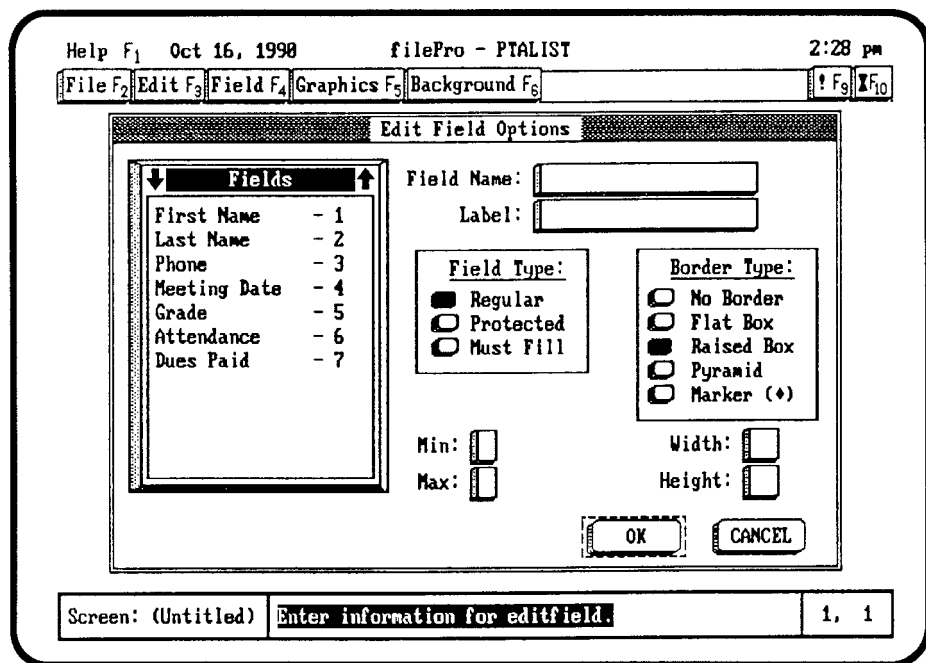


Figure 7-12. Editfield Window

---

## The Editfield Window

The Editfield Window pops up. The Editfield Window has six main areas.

The first area is the Fields list box and it is located on the left side of the window.

The second area is Field Name which is selected. The Label area is below the field name.

The third area is the Field Type that you want to use for the field.



The fourth area is the Border Type you would like to set for a particular field.

The fifth area controls the minimum and maximum characters allowed in the field.



The sixth area controls the width and height the border will occupy.

At the bottom of the Editfield window you see the **OK** button and the **CANCEL** button.

## How to Move Around the Editfield Window

 You can move to each area in the Editfield Window by pressing the  key, or by pointing to an area and clicking once.




Use the  and  keys to highlight the First Name field.



Select the field by pointing and clicking once on the First Name field.

Look at the Field Name area. The First Name field appears in the field name box.



Press the  key to move to the Label area.



Point to the Label area and click once.


---

## Type a Label for The First Name Field

Type:

► First Name:



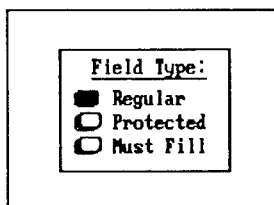
Press the  key to move to the Field Type area.



Point to the Field Type area and click once.

## Select a Field Type

The Field Type area lists three types of display fields: Regular, Protected and Must-Fill.



**Figure 7-13. Field Types**

A “Regular” field lets you enter data if you want to.

A “Must-fill” will not let you leave the screen until you enter data.

A “Protected” field will not allow any data to be entered from the keyboard.



## Border Type

A border type will display the field’s information in a flat box, raised box or pyramid box.

## Exiting The Editfield Command

Since Raised Box is the Default, you can tell *filePro* that you are done with the field.



Press  to move to the **OK** button and press the  key.



Double-click on the **OK** button on the bottom of the Window.

---

## LESSON 3: *Entering Fields*

---

### Entering The Last Name, Phone and Meeting Date Fields

Enter the next three fields in **Figure 7-14**, using the Editfield command.

For each of these fields, move to the Position listed then use the EditField command.

**Figure 7-14. Editfield Fields**

Position:	Field Name:	Label:	Border:	Command:
15,4	Last Name	Last Name:	Raised	Editfield
64,2	Phone	Phone:	Raised	Editfield
64,4	Meeting Date	Meeting Date:	Raised	Editfield

### Move to a New Position

When you are done entering these fields, move to position 15,13 on the Work area.

### The Grade Field

The Grade field will contain the grade level of the PTA member's child. You could use the Editfield command to put this field on the screen, but it will be easier to enter the data if you make it a Radio Button. With a Radio Button you will click on the grade level of the child and won't have to enter in the grade. Since the school has eight grades, you will define a Radio Button field with eight buttons.

### Select The Field Category



Press the **[F4]** key if you are using the keyboard.



Click on the Field Category.

### Select the Radio Button Command



Use the arrow keys to select the Radio Button command in the Field Menu and press **[←]**.



Click on the Radio Button Command.

---

When you click on the Radio Button command, you select the field name to insert and tell *filePro* how many buttons to use for the field.

### Select The Field



Use the arrow keys to select the Grade field.




Click on the Grade field.

Raised Box is the default border type.

### The Border Type



Press the  key to move to the Title Box.



Click on the Title Box.


### The Title Box

The Title Box asks you for a title for your Radio Button area. The Title will appear on the top of the Radio Button field.

Type:

► Grade Level



Press the  key until the cursor is in the Number of Buttons box.



Click on the Number of Buttons box.


### The Number of Buttons Area

This area asks you to type in how many buttons you will use.

Type:

► 8



Press the  key.



Click on the Columns area.



Now you will tell *filePro* how to display the eight buttons. You tell *filePro* how many columns to use for the field.

If you type 2 for two columns, then the buttons will be displayed in two columns of four buttons in each row. Or, if you type 4 in the columns box, you will display four columns of two buttons in each row.

Type:

► 4



Press the  key to move to the Define Buttons area and press .



Click on the Define Buttons area.

The Define Buttons Screen has four areas:

- ☐ Label Box
- ☐ Value Box
- ☐ Button area
- ☐ Size area

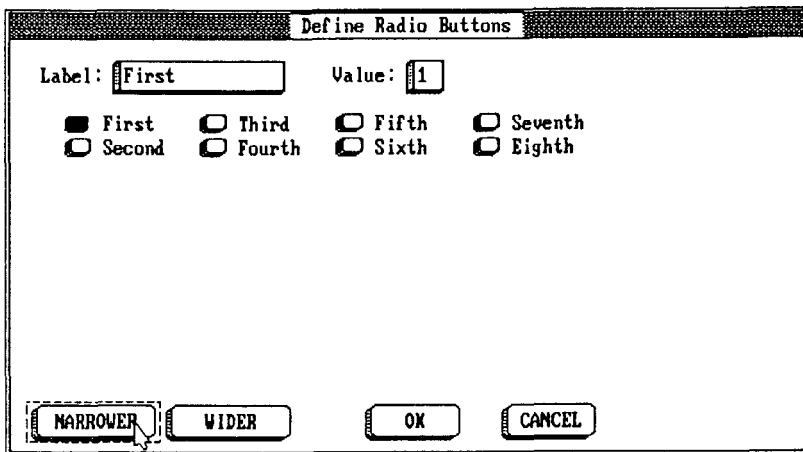


Figure 7-15. Define Buttons Screen

---

## The Define Buttons Screen

The Label you give each of the eight buttons will appear on your screen just as you type it, identifying each button.

The value you type in the Value Box will be inserted in the field automatically when a button is selected in the data entry screen.

You give each button a Label and a Value. When you are done giving each button a Label and a Value, you can decide how far apart to make the buttons appear. You can make the buttons farther apart with **WIDER** button. You make them appear close together with the **NARROWER** button.


## Labeling The Buttons

As you can see, the Label Box says Label right now. This is the first label you will enter. As you type your label, the word Label is automatically erased.

Type:

► First



Press the  key to move to the Value box.



Click on the Value box.


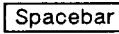
## Entering The Value For The Button


Type the number 1 in the Value Box for first grade. The Grade field will automatically put a 1 in the field if this button is selected.

## Entering The Remaining Button Labels and Values

To select the next button:




Press the  key until the cursor is on the second button which is below the one labeled "First". Press the  to select the button.

Press the  key until the Label Box is selected.

Type:

► Second

in the Label box and press the  key to move to the Value box.

Type:

► 2

in the value box.



Click on the second button which is below the first one.

Click on the Label Box.

Type:

► Second

in the Label box and click on the Value box.

Type:

► 2

in the value box.

Type in the following labels and values for the remaining buttons in **Figure 7-16**.

**Remember:** The button must be selected first to choose that button's label and value.

**Figure 7-16.** Buttons, Labels and Values


Button Number	Label:	Value:
Button #3	Third	3
Button #4	Fourth	4
Button #5	Fifth	5
Button #6	Sixth	6
Button #7	Seventh	7
Button #8	Eighth	8



---

## Using WIDER to Set The Buttons Width

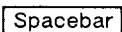


To set the buttons farther apart press the  key until the cursor rests on the **WIDER** button.



Click on the **WIDER** button.





Press the  **Spacebar** twice to set the width for the buttons.



Click on the **WIDER** button twice.

## Exiting The Define Buttons Screen



To tell *filePro* that you are done defining the Radio Buttons for the Grade field, press the  key until the **OK** button is selected. Press the  key.





Click on the **OK** button.

When you select **OK** in the Define Buttons Window, you are returned to the Radio Button Window.

## Exiting The Radio Button Window



Press the  key to move to the **OK** button on the Radio Button Window and press the  key.



Click on the **OK** button in the Radio Button Window.

When you exit the Radio Button window you see the Grade Radio Button field on the screen. It is placed at your current cursor position.

---

## **LESSON 4:**      *Moving Fields*

---

### **Moving Fields**

After you define a field, you can move it to a new location on the screen.

In this example, you will see how easy it is to move fields using the cursor keys, or the mouse.

### **In the Field**



When you want to move a field, place the cursor inside the field. Put cursor in the field itself, NOT on the label or on the border. If you have named a label in one of the Field (F4) field types, then the label will move with the field automatically.


If you have manually typed a label after using the Field (F4) command, you can erase the label with the spacebar and then retype it in it's new location.


For this lesson, make sure the cursor is in the upper-left hand corner of the field.


### **Moving a Field with The Keyboard**

When you are in the field, you will see the field name in message area of the screen at the bottom of the screen.

Press  to select the Field Category. Use the down arrow key to select the Move Command. Press the  key.

Look at the bottom of the screen. You see a message that tells you how to move the field with the keyboard. You will use the arrow keys to move the field and then press the  key to leave it in the new position.

To Move the field to position 15, 14, press the  key twice. As you press the down arrow key, you see a box which is the same size as the field you are moving. This box is to help you adjust the field to its new position.

Look at the cursor position message area. When you have the field in the position 15,14 press the  key.

---

## Moving a Field with The Mouse

With the mouse you will move into the field first, then hold the mouse button down while you drag the field to the new location.

Click on the upper-left hand corner of the Grade Radio Button field. Hold the mouse button down while you move the mouse to position 15,14. Release the mouse button.

## Entering Check Boxes

We will use a check box for the Attendance and Dues Paid fields.

The Check Box will let you mark attendance for a meeting. When you define the Check Box field, you give the box a label and a default value for it's checked and unchecked states.

## Entering The Attendance Check Box

Position the cursor first.



Move to position 15, 8.



Click on column 15, 8.

To put the Attendance Check Box on the screen, you use the Field Category to select the Check Box command.



Press the F4 key to display the field commands.



Click on the Field (F4) category.

## Select The Check Box Command

To select a Check Box:



Use the arrow keys to move to the Check Box command and press ←.




Double-click on the Check Box command.

---

## Select The Field From The List Box



Use the  key to select the Attendance field.



Click on the Attendance field.

The Attendance field appears in the Field Name box.


## About The Checked and Unchecked Area

The Check Box screen includes two boxes where you can specify values for the checked and unchecked status of the box.

One of these two values will be placed in the Attendance field. If you check the box in the data entry screen, the value you place in Checked will be put in the Attendance field. If you do not check the box on the data entry screen, the value in Unchecked will be put in the Attendance field.

## Moving to The Checked Area



Press the  key until the cursor is in the Checked area.




Click on the Checked area.

## Entering Values

Type:

► Y

in the Checked area and press the  key.

Type:

► N



in the Unchecked area.

If Attendance is checked in the data entry screen, a "Y" will be put into the Attendance field. If Attendance is not checked in the data entry screen, an "N" will be put in the field.

## Exiting The Check Box Options

To exit the Check Box Options Screen:



Press the  key to move to the OK button and press .



Click on the OK button.

Enter the Dues Paid field using the Check Box command.

Move to the Position listed then use the Check Box command.

**Figure 7-17. Details for The "Dues Paid" Field**

Position	Field	Label	Checked:	Unchecked:
15,10	Dues Paid	Dues Paid	Y	N

## Saving Screens

The File Category contains commands to save the screens you design or modify. You can use the Save or Save As... command to save your screens, but you should note these differences.

### The Save Command

The Save command saves a new screen, or one that you've modified. If the screen does not have a name, the Save command asks you for the new screen's name.

If the screen already has a name, the Save command immediately saves the screen using the name you see in the lower left corner. The Save command will not ask you for a screen name in this case.

You use the Save command if you are saving a new screen, or modifying one whose name you do not want to change.

---

## The Save As... Command

The Save As command can be used to save a new screen or to copy an old one. You are asked for the screen name every time you use the Save As... command. *filePro* saves the screen with the name you type.

When you want to copy a screen so that you can modify it, you would use the Save As... command. You open the screen you want to copy or modify with the File (F2) Open command. After you modify the screen, you would save it with the Save As... command using a different name.

## Saving This Screen



Press **[F2]** to select the File commands.  
Press S twice to select Save As...



Click on the File Category, and then double-click on Save As...

Enter the file name for the screen, PTASCR and press the **[Enter]** key.

---

## **LESSON 5:**      *Modifying The Default Screen*

---

### **How To Modify The DEFAULT Screen**

The File (F2) category allows you to save and open screens. It also lets you create a copy of the Default screen with the Default Screen command. When you use this command, the Default Screen is displayed in the Screen Painter. Now, you can change borders, move fields, box text, and add fields.

You may want to use the Default Screen as a starting point to create your own screens, and then save them with another name.

If you save a modified default screen with the name "Default", *filePro* will use your modified Default Screen in Inquire, Update, Add. In other words, when you are in Inquire, Update, Add and you use the Screen (F6) Default command, you will see your modified default screen.

To return the Default Screen to its original form, go to the Screen Painter and use the File (F2) Default Screen command. Save this screen with the name "DEFAULT".

### **Modifying Screen Fields**

To modify the fields, place the cursor in the field area, not on the label. You will see the field name and number listed in the field indicator box at the bottom of the screen when the field is selected. When the field is selected, choose the Field (F4) Modify command.

When you use the Modify command, you can change attributes of the field such as border type, min-max values, and so on. You cannot change the field name with the Modify command.

---

## Adding Graphics From DeskMate Draw

You can create colorful graphic Backgrounds in the DeskMate Draw program and import them into your data entry screens.

After you have finished drawing the picture you'd like to import to your data screen, save it and then copy it to the clipboard. To copy the picture to the clipboard, select the image and then use the Copy command. Exit the Draw Program.

Go into *filePro* for DeskMate and enter the Screen Painter.

Once in the Screen Painter you can import the picture you stored in the clipboard by selecting the Background (F6) key.

Move to the cursor position where you'd like to put the background. Press the F6 key to see the Backgrounds Menu. Select Background (F6), Paste from Clipboard, from the menu and your picture will be placed in the background of your data entry screen.

## Using *filePro* Drawing Commands

Using the Graphic (F5) commands, you can draw boxes or lines. If you're using the mouse you enter the graphics box drawing mode by clicking on an area that is NOT a field and dragging the mouse. You can cancel the graphic drawing mode by pressing **[F5]** and then double-clicking on the **CANCEL** command or by pressing **[Esc]**.

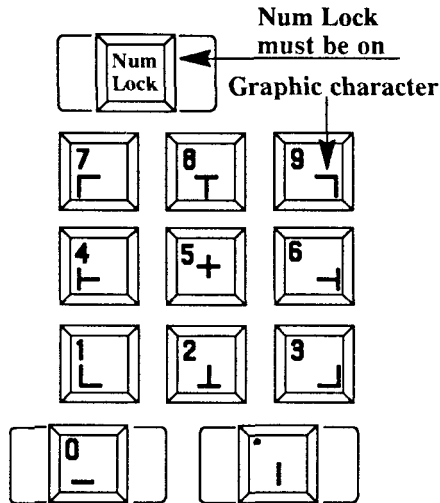
To draw a box, you can click in any area of the screen which is NOT a field and hold the button down. As you drag the mouse you will see the box grow in size. Press **[←]** when it's the size you want

## Graphic Characters

For graphic character mode, press **[Ctrl] + [G]** or Graphics (F5) Toggle command. To return to normal mode, press **[Ctrl] + [G]** again. When graphic mode is on, the word "Graphics" appears in the center of the message window on the bottom of the screen. The graphic characters themselves are accessed with the numeric keypad at the right of the keyboard. Press the **[Num Lock]** key to turn Num Lock on.



To remember which keys access which characters, think of the keypad as a box with lines running through its center. The corners of the keypad are the “corner” graphics characters. See Figure 7–18.



**Figure 7–18. Numeric and Graphic Character Keypad**

Remember: If you want to select a field, you put the cursor in the actual field area. When a field is selected you will see the field name and position in the field indicator box at the bottom of the screen.

## Exiting The Screen Painter



Press **Esc** to return to the Dispatcher.



Click on File (F2), then double-click on the Exit command.



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# Chapter 8

## Inquire, Update, Add

---

### About This Chapter

This Chapter will show you how to:

- ❑ Add data to your file.
- ❑ Update (change or delete) data in your file.
- ❑ Inquire (search) for information in your file.

### What Can You Do with Inquire, Update and Add?

You add data to your files with Inquire, Update and Add. Once information has been entered in the file, you can copy it, delete it, or change it quickly with Inquire, Update and Add.

Inquire, Update, Add also lets you search records for information. There are two methods available to search for data. Query by Form and Extended Query Writer. With Query by Form, you are shown a Query form which looks like the one you use to add data. You type in information you want to find in one or more of the fields on the form.

For example, you could type 9/21/90 in the meeting Date field. *filePro* would show you all records which had a meeting date of 9/21/90.

You could do a more complicated search using the Query Writer. The Query Writer lets you choose fields in the file and compare them to a value. For example, you could select the Grade field and compare it to a value of 4. This would show you all the parents who had fourth grade students in your file.

Or, using Extended Query Writer you could look for multiple conditions like these:

☞ parents who had a child in grades 6 through 8 and...

☞ whose phone number contains 777.

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## LESSON 1:      *Adding Records*

---

*If you have just finished Chapter 7, "Defining Screens," of the Tutorial and have not left filePro, you can continue from "The Inquire, Update, Add Icon" on page 8-3.*

### Select The File First

When you want to enter data into a file you tell *filePro* which file you want to work with. You select the screen to use for Data Entry and then you use the Inquire, Update and Add icon.

As you know, you can select a file in the Files List Box by moving to the file name with the arrow keys. Here's a fast way to select a file in a List Box if you are using the keyboard.

### Fast Selection with The Keyboard

You can move to a file name quickly by pressing the first letter of the filename.

If there is more than one file that starts with the letter you type, *filePro* will move to each file as you press the letter.



You can move to the PTALIST file quickly by pressing:

► P

Notice that *filePro* moves to the first file that starts with the letter P in the Files List Box. Press P until the PTALIST file is selected.





Click on the PTALIST file in the Files List Box.

The information for the file is shown in the Dispatcher windows. Right now, only a screen exists for the PTALIST file. The PTASCR screen is listed in the Screens window.

## Selecting The Screen



Move to the Screens Window by pressing the  key. Select the PTASCR screen by pressing the  key.





Click on the PTASCR screen in the Screens Window.

## The Inquire, Update and Add Icon

You see the Inquire, Update and Add icon above the Screens Window.



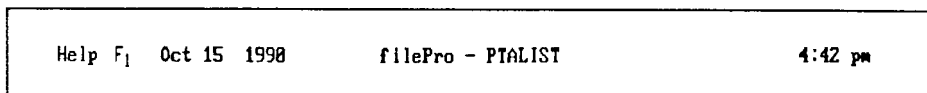
Press the  key and then press .



Double-click on the Inquire, Update, Add Icon.

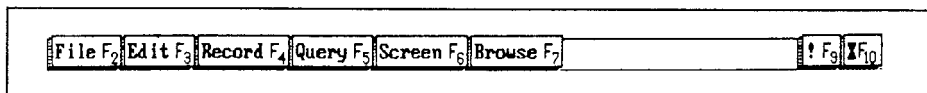
## The Inquire, Update and Add Screen

The Inquire, Update and Add Screen has a titlebar on the first line. The titlebar shows you the Help key (F1), the Date, Filename (PTALIST) and the time.



**Figure 8-1. The Titlebar**

The menubar is below the titlebar. The menubar shows you command categories that are available to you in Inquire, Update and Add. The command categories are Files (F2), Edit (F3), Record (F4), Query (F5), Screen (F6), and Browse (F7). You use these command categories to add and change information, search for information, or to select other ways of looking at records in the file.



**Figure 8-2. The Menubar**

---

Look at the bottom of the screen. On the left side you see the **PREV** button. In the center, you see the mode indicator. On the right side you see the **NEXT** button.



Your position in the file is shown to you in the lower right-hand corner of the screen.





**Figure 8-3. The PREV, NEXT, and End of File Message**


The **PREV** and **NEXT** buttons let you move through the records in the file. **PREV** moves backwards to previous records and **NEXT** moves forward through the file. The mode indicator tells you what action *filePro* expects you to take. When you see **Viewing**, this means that you can move through the file to look at data you have entered.

The current record number will be listed in the lower right-hand corner of the screen after you add records to the file. You will see **End of File** or **Beginning of File** listed here until you add records to the **PTALIST** file.

- ☞ If you are using the keyboard, you select the **PREV** button by pressing the  key. You can use the **NEXT** button by pressing the  key.
- ☞ If you are using the mouse, you can click on **PREV** to see the previous record. You click on **NEXT** to move forward to the next record.

To add data to the **PTALIST** file, you select the **Record (F4)** category.

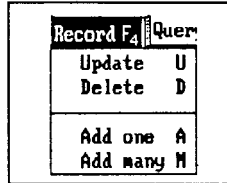
 Press .

 Click on the **Record (F4)** category.

---

The Record menu contains the Update, Delete, Add One, and the Add Many commands.

While you are adding or updating the records in your file, the mode indicator changes to “Updating”. When you are done adding records, the mode indicator changes to “Viewing”.



**Figure 8-4. The Record Menu**

## **Using The Record Menu**

Look at the Record category commands. You see keys listed next to the commands. You can use these keys to use the commands without going to the menu.

The Update command lets you change data that has already been saved. You would use the Update command if you needed to change a phone number in your file, for example.

The Delete command removes the current record from the file.

The Add One command lets you add one record to the file you have selected. You use this command if you want to add one record to the file. After you add the record, *filePro* puts you back in the Viewing Mode.

The Add Many command lets you add more than one record to the file. When you use the Add Many command, you continue in the Update mode until you exit the command with the **CANCEL** button.

To add more than one record to the PTALIST file, you will use the Add Many command.

**Use The Add  
Many Command**



Press **M** until the Add Many command is selected. Press the **↵** key.



Double-click on the Add Many Command.

Look at the bottom of the screen. The mode indicator changes to **Updating** and the **PREV** and **NEXT** buttons change to **SAVE** and **CANCEL**.



**Figure 8-5. Save, Cancel and Updating**

**Keys**

You can move from field to field with the following keys:

<u>Key</u>	<u>Action</u>
	Move Horizontally to the next field, or down to the next field.
	Up one field.
	Down one field.
	Move through field, then to next field.
	Move through field, then to previous field.

Now you type in the first person's information on the PTA list.

- ☞ When you are done filling in the fields, you use the **SAVE** button to store the record on your drive.
- ☞ When you have saved the last person's information, you use the **CANCEL** button to exit the Add Many command.



---

## Adding Records

In this section you will add records to the PTALIST file.

Look at this list of data to be entered:

<b>First name:</b>	jack
<b>Last Name:</b>	smith
<b>Phone:</b>	9145551212
<b>Meeting Date:</b>	9/1/90



Move to the fields on the screen with the arrow keys and enter the above information.




Click on each field and enter the above information.

As you move to each field, notice how *filePro* formats the fields according to the edit type you specified in Define Files.

## How to Correct Typing Mistakes

When you are in a regular field, you may correct typing mistakes with the **[Backspace]** key. The backspace key erases text to the left as you press it.

 You can also use the **[←]** or **[→]** keys to move to a letter you need to change. The **[←]** and **[→]** key move through text without erasing it. You put the cursor on the character you want to erase and press the **[Delete]** key once.

If you fill a field with the wrong information, like the wrong first name, you can erase the entire field's contents with the **[Delete]** key. You move to the field that contains the wrong information. When the whole field is selected, you press the **[Delete]** key.

You can select parts of text in a field by holding down the **[Shift]** key while you move the arrow keys or drag the mouse.

Sometimes, you may forget to type a letter in name, or phone number. To put a letter in a word, you move to the place where it should go and type it in.

---

## Check Boxes and Radio Buttons

The last three fields do not require typing as the other fields did. The Grade, Attendance, and Dues Paid fields will be entered using Check Boxes and a Radio Buttons to make a selection.

**Grade:** 4  
**Attendance:** Y  
**Dues Paid:** N

Look at the Attendance field. Right now it is blank. As you know, we told *filePro* in the Screen Painter what values to put in the check box fields. The check box value if unchecked is “N” and checked is “Y”.

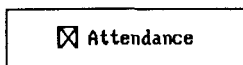
### Check The Attendance Check Box



Move to the attendance field. Press the **Spacebar** to check the Attendance field. The spacebar will check the box with an “X”. An “X” in the check box means “Y” will be entered in the field.




Click on the Attendance check box.




**Figure 8-6. Check Box “checked” in Attendance Field**

### Changing The Value in a Check Box

If the box is checked, pressing the **Spacebar** or clicking on the check box will reverse your selection and leave the box blank. When the same key is used to turn on and turn off a check box, it is called “toggling” the field.



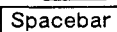
Press the  key to move to the next field after an “X” appears in the Attendance field.

The next field is Dues Paid. To mark the field with N you do nothing. If you press the **Spacebar** the check box will be checked, which means “Y”.

Press the  key to move to the next field.

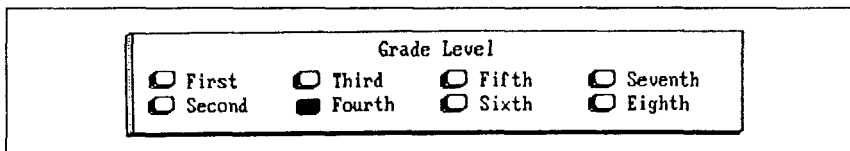
## Selecting From Radio Button Fields



Select the button labeled “Fourth” with the  and  keys. Press the  when you are on the “Fourth” button.



Click on the “Fourth” in the Grade Radio Button.





Grade Level

<input type="radio"/> First	<input type="radio"/> Third	<input type="radio"/> Fifth	<input type="radio"/> Seventh
<input type="radio"/> Second	<input checked="" type="radio"/> Fourth	<input type="radio"/> Sixth	<input type="radio"/> Eighth

Figure 8–7. Radio Button Selected – Fourth Grade

You save the record after you are done entering the data for this person’s record.



Press  +  to save the record.



Click on the **SAVE** button.

## Entering More Records

The Add Many command lets you add records one after another. You enter the data, save the record, and the data entry screen clears for your next record. The cursor is placed in the first field.

Enter the following record.

<b>First name:</b>	▶ j.p.
<b>Last Name:</b>	▶ jones
<b>Phone:</b>	▶ 9145551333
<b>Meeting Date:</b>	▶ 9/1/90
<b>Grade:</b>	▶ 5
<b>Attendance:</b>	▶ Y
<b>Dues Paid:</b>	▶ Y

---

## Save The Record

Save this record.



Press **Ctrl** + **S** .



Click on the **SAVE** button.

Enter the following records and save each one:

**First name:** ► Matt  
**Last Name:** ► Ellison  
**Phone:** ► 9145553421  
**Meeting Date:** ► 09/21/90  
**Grade:** ► 8  
**Attendance:** ► Y  
**Dues Paid:** ► Y

**First name:** ► Lauren  
**Last Name:** ► Jesse  
**Phone:** ► 9145551234  
**Meeting Date:** ► 09/21/90  
**Grade:** ► 8  
**Attendance:** ► Y  
**Dues Paid:** ► Y

**First name:** ► Ron  
**Last Name:** ► August  
**Phone:** ► 9145553456  
**Meeting Date:** ► 09/21/90  
**Grade:** ► 7  
**Attendance:** ► Y  
**Dues Paid:** ► Y

**First name:** ► Anthony  
**Last Name:** ► Odea  
**Phone:** ► 9145553333  
**Meeting Date:** ► 09/21/90  
**Grade:** ► 5  
**Attendance:** ► Y  
**Dues Paid:** ► Y

---

**First name:** ► Andrea  
**Last Name:** ► Sale  
**Phone:** ► 9145558989  
**Meeting Date:** ► 09/21/90  
**Grade:** ► 8  
**Attendance:** ► Y  
**Dues Paid:** ► Y

**First name:** ► Angie  
**Last Name:** ► Sale  
**Phone:** ► 9145553499  
**Meeting Date:** ► 09/21/90  
**Grade:** ► 5  
**Attendance:** ► Y  
**Dues Paid:** ► Y

**First name:** ► Margo  
**Last Name:** ► Zyck  
**Phone:** ► 9145553444  
**Meeting Date:** ► 09/21/90  
**Grade:** ► 3  
**Attendance:** ► Y  
**Dues Paid:** ► Y

**First name:** ► Christine  
**Last Name:** ► Giardino  
**Phone:** ► 9145557878  
**Meeting Date:** ► 09/21/90  
**Grade:** ► 2  
**Attendance:** ► Y  
**Dues Paid:** ► Y

**First name:** ► Scott  
**Last Name:** ► Vogt  
**Phone:** ► 9145553335  
**Meeting Date:** ► 09/21/90  
**Grade:** ► 8  
**Attendance:** ► N  
**Dues Paid:** ► Y

---

## Exiting The Add Many Command

The **CANCEL** button is used to exit the Add Many command. If you press the **CANCEL** button any information on the screen that you have typed in will not be saved. Only press the **CANCEL** button *after* pressing the **SAVE** button on the last record.

You can use the **CANCEL** button to tell *filePro* that you do not want to save a record, or that you are done adding records.

You will exit the Add Many command now.



Press the **Ctrl** + **C** to cancel the Add Many command.



Click on the **CANCEL** button.

Look at the bottom of the screen. When you press the **CANCEL** button, you are returned to the Viewing Mode.

---

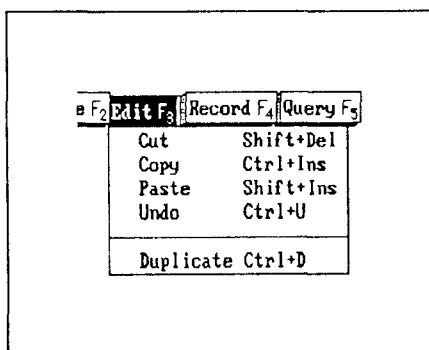
## LESSON 2: *Editing Records*

---

### Using The Edit Category

When you want to copy or move information in a field within that field or to a different field or record you can use the commands in the Edit category.

You could use this feature if records contained the same information in the Meeting Date: field, for example.



**Figure 8-8. Edit Menu**

The commands in the Edit (F3) Menu are Cut, Copy, Paste, Undo and Duplicate.

The Cut command erases the selected text and puts a copy in DeskMate's clipboard.

The Copy command puts a copy of selected text information in the clipboard.

The Paste command takes the information in the clipboard and puts it in a field.

The Undo command will undo the last change done in a field.

The Duplicate command copies information from the record you just saved to the same field in the current record.

---

## How To Use The Edit Commands

To use the Edit commands you must be in the Update mode. You select the information you want to copy or cut and then use the command. You move to the record where you want to put the information and use the Paste command.

After the information has been copied to the clipboard, you can put the same information in fields as many times as you like. The information you put in the clipboard stays there until you put new information in the clipboard, or exit DeskMate.

You can use the edit commands to move sections of large text fields around. You would select the portion of the field to move, and cut it. Move to the new location and then paste the selection text in its new location

Often you will have the same information in the same fields in many records.

You can use the duplicate command to copy information from the same field in a previous record. To use the Duplicate command you place the cursor in the field and then use the Duplicate command. When you use the Duplicate command, you do not have to use copy or paste.

Look at the bottom of the screen. Right now you are in the Viewing Mode. To go to the Update mode for the Edit commands, press  to use the Add One command.

## Using The Duplicate Command

Enter the following fields:


First Name:	► Sally
Last Name:	► Thomas
Phone:	► 9145552222

Now you will use the Duplicate command to put the date from the last record in the Meeting Date field.



## Select The Duplicate Command





Press the  key to put the cursor in the Meeting Date: field.



Click on the Meeting Date field.



Press  +  and the field is filled with the date from the previous record.



Click on the Edit category and then double-click on the Duplicate command.

Enter the remaining information for this record:

<b>Attendance:</b>	► Y
<b>Dues Paid:</b>	► N
<b>Grade Level:</b>	► 5




## Using Cut and Paste

Before you save this record, you will copy some information to the clipboard. Later, you will put this information in records with the Paste command.



To put text in the clipboard, you put the cursor in the field and then use the copy command. Move to the Meeting Date field.

When you move into the field, the contents of the field are selected.



Move to the Meeting Date field. Use the  + arrow keys to select the text. Press  +  to copy the text into the clipboard.



Point to the Meeting Date field. Drag the mouse to select the text. Click on **EDIT**, then double-click on **COPY**. Press  +  to copy the text in the clipboard.

---

## Save The Record



Press the **Ctrl** + **S** key to save the record.



Click on the Save button.

Press **A** to enter the Add One Command.

## Pasting Into a New Record

Enter the following in the fields listed:

First Name:	►	mary
Last Name:	►	jones
Phone:	►	9149995151

Move to the Meeting Date field.



Press **Shift** + **Insert** to Paste the date into the field.



Click on **EDIT** then double-click on **PASTE**.

Press **Ctrl** + **F** or click on the **SAVE** button to save the record.

---


## LESSON 3: *Updating Records*

---

### How To Update Records

To update records you use the cursor keys or the mouse to move to the record you would like to change. You use the Update command to change the information in the record.



Use the  key to move to the first record.




Click on the **PREV** button until the first record is on the screen.

Look at the bottom of the screen. The record number is 1.

### Entering The Update Command



Press  to use the Update command.



Point to the First Name field.

### Changing The Record



The first name in this record will be changed from Matthew to John.

When you use the Update command, the cursor is put in the first field of the record.

Type:

► John




Press  +  to save the record.



Click on the **SAVE** button.

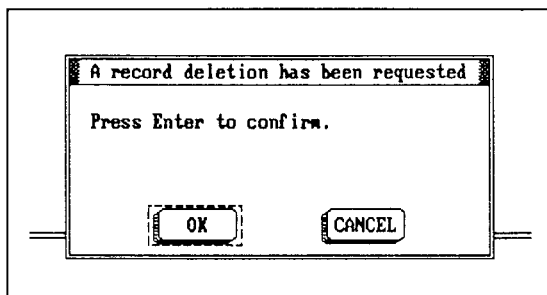
### Deleting a Record

You move to the record you want to delete and then you use the command.



You can delete a record in Inquire, Update, Add by pressing  , or by using the Delete command in the Record Menu.

---

When you use the Delete command, *filePro* shows you a dialog box:



**Figure 8-9. Delete Dialog Box**

*filePro* will not delete the record until you press the  key or click on the **OK** button. If you do not want to delete a record, you exit the Delete command with the  key or click on the **CANCEL** button.

To delete this record:



Press the  key.



Click on the **OK** button.

When you delete a record, the data is erased.

This blank record is now free to use again if you wish. See the Advanced Features section to remove free records with the Compress command.

---

## LESSON 4: *Using Query by Form*

---

### Searching for Data

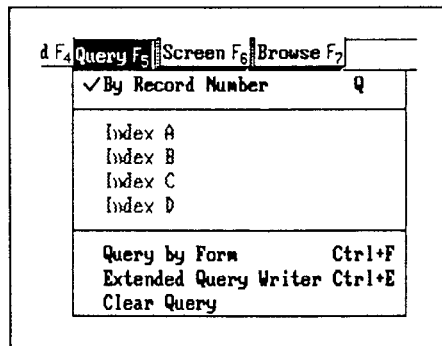
You find information in a file using *filePro*'s Query category.



Press the **F5** key to see the command menu.



Click on the Query category.




**Figure 8-10. Query Command Menu**

The Query Menu shows you ways to search for information. You can search by Record Number, by index or with the Query by Form and Query Writer commands.

The Query by Form command lets you fill in a blank form with the information you want to search for.

## Using Query by Form

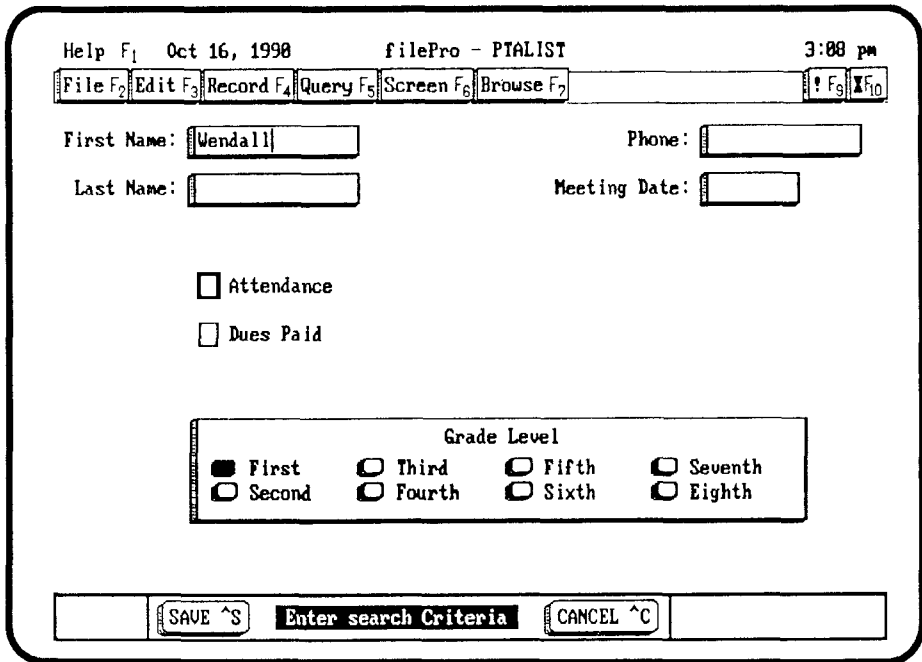


Select the Query by Form command and press the  key.



Double-click on the Query by Form command.

A blank form appears on the screen and the cursor appears in the first field.



Help F<sub>1</sub> Oct 16, 1990 filePro - PTALIST 3:08 pm

File F<sub>2</sub> Edit F<sub>3</sub> Record F<sub>4</sub> Query F<sub>5</sub> Screen F<sub>6</sub> Browse F<sub>7</sub> ? F<sub>9</sub> X F<sub>10</sub>

First Name: Wendall Phone:

Last Name: Meeting Date:

☐ Attendance

☐ Dues Paid

Grade Level


☒ First ☐ Third ☐ Fifth ☐ Seventh

☐ Second ☐ Fourth ☐ Sixth ☐ Eighth

SAVE ^S Enter search Criteria CANCEL ^C

Figure 8-11. Query Form Showing First Name Field



Press the  key to move to the Last Name field.



Click on the Last Name field.

Type:

► jones

---

When you exit the Query by Form command with the **SAVE** button, the criteria you typed in the Last Name field becomes a “selection.” A selection is used by *filePro* to show only those records you want.

If there is a match, *filePro* will show you the record. If there is more than one match for the field, you can see the records when you use **PREV** and **NEXT**. If there is no match, *filePro* will tell you “Record not found”.

The selection picks the records you can view. Until you clear the selection, you will not be able to view the rest of the records in the file.

## Save The Form



Start the query by pressing **Ctrl** + **S** .



Start the query by clicking on the **SAVE** button.

## Viewing The Found Records

The record you see on the screen is the first match *filePro* found with the last name field equaling Jones. Use the **NEXT** button to see the next record.

When there are no more matches, you see End of File at the bottom of the screen.

## Clear The Query

To see the rest of the records in file, you use the Clear Query command from the Query menu.



Press the **F5** key and press **C** until Clear Query is highlighted. Press the key.



Click on the Query category and double-click on the Clear Query command.


---

You can use these operators in a Query by Form.

*Table 8-1. Comparison Operators*

=	equals
>	greater than
> =	greater than or equal
<	less than
< =	less than or equal
< >	does not equal

You move to a field in the form, and type the operator and data like this:

 Last Name: =Jones  
Meeting Date: >1/1/90

Don't type any spaces. The data should follow the operator. This selection would find a person named Jones in the Last Name field, and who had a value greater than 1/1/90 in the Meeting Date field.



---

## LESSON 5: *Using The Extended Query Writer*

---

### Extended Selection

The Extended Query Writer allows you to find information by even more complex criteria than the Query by Form command.



Press the **F5** key to display the Query menu. Press **E** to select the Extended Query Command and press **↩**.

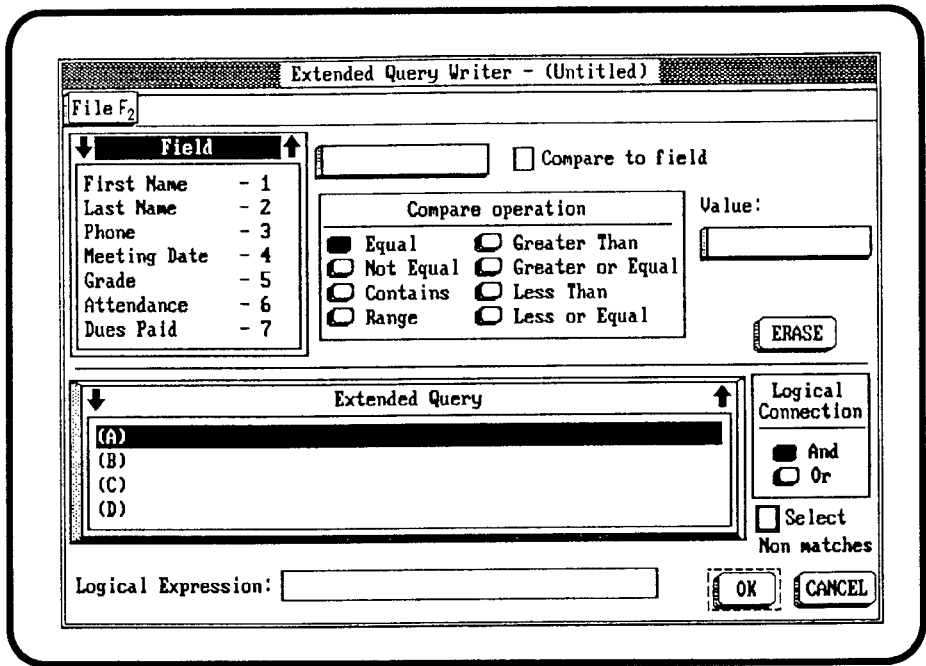


Click on the Query category and double-click on the Extended Query Command.




### About The Extended Query Writer

When you use the Extended Query Writer, you build selection sets, or “sentences”, to tell *filePro* what information to look for. The Extended Query Writer allows you to create more complex selections than the Query by Form Command and save them on your drive.

You can apply multiple criteria to one field, search through fields which appear on different screens and apply logical operators to query operations.



**Figure 8-12. Extended Query Writer Screen**

- ☞ You move to each area in the Editor by pressing the  key. Then you build the selection set with a keypress or the mouse.
- ☞ You tell *filePro* you are done with the Extended Query Writer by pressing the  key or clicking on the OK button.
- ☞ If you make a mistake and press the  key before you are done building a Selection Set, go back into the Editor and finish the selection set. The selection set will stay in the editor until you erase it.

---

## The Extended Query Writer

There is only one command category in the Extended Query Writer. You see Files (F2) in the menubar.

Below the menubar you see the Extended Query Writer

You see the Field List box on the left, the Compare Operation buttons in the center and empty value boxes on the right.

The first box will display the field name you select from the listbox. The next box is labeled "Compare to field". The Value box is labeled "Value".

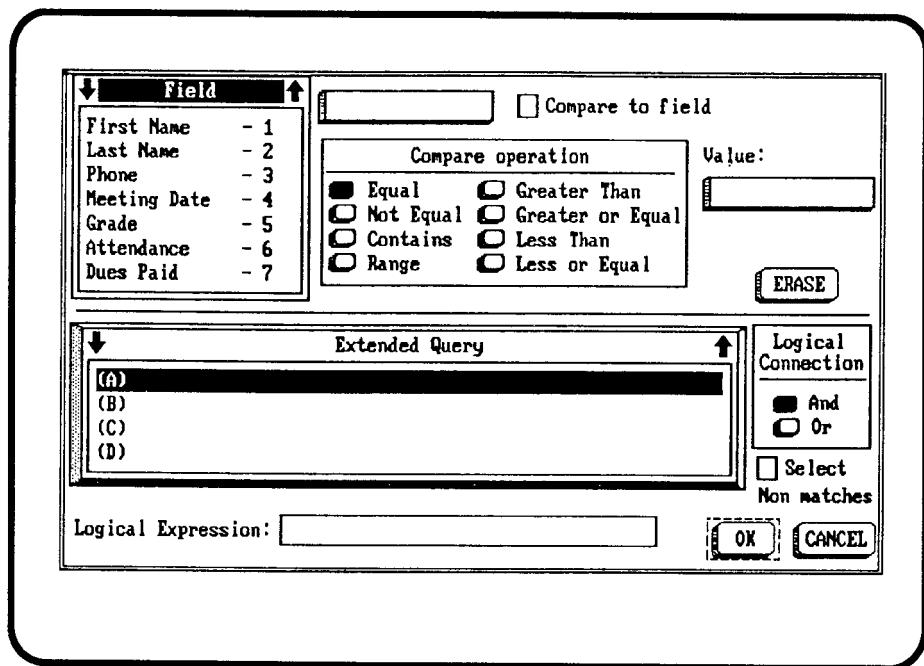
The **ERASE** button is below the value boxes.

Below the **ERASE** button you see the Logical Connection operators.

In the lower right hand corner of the screen you see Select Non matches check box, the **OK** button and the **CANCEL** button.

The Selection Set area is the large box on the bottom of the screen.

The Logical expression area is below the Selection Set area.



**Figure 8-13. Extended Selection Screen**

*Here is a brief description of the Extended Query Writer's different areas:*

**Field List box:**

Allows you to pick a field for a selection set, like Name or Grade.

**Compare Operation buttons:**

You tell *filePro* how to compare the field to values. Will the field be equal to a value, greater than a value, etc.

**“Compare to field” check box:**

Allows you to compare the value of one field to another.

**ERASE button:**

You erase a selection set that you have entered with this button.

---


**Logical Connection operators:**

You see AND and OR listed here. The logical connection determines how all the selection sets are logically connected.

**Select Non matches check box:**

This check box allows you to search for all the records which do NOT match your selection sets.

**OK button:**

Clicking on the **OK** button means that you are done entering the selection sets and wish to see the found records. You exit the Extended Query Writer when you click on the **OK** button. If you are using the keyboard you press the  key to exit the Extended Query Writer.

**CANCEL button:**

You tell *filePro* to ignore any selection set you started to build with this key.

**Selection Set area:**


As you choose options in the Extended Query Writer, your choices are automatically recorded here. Each line of this area is labeled with a letter. You can use letters (A) through (L) for a total of twelve selection sets. Each letter stands for a different selection set.

**Logical Expression Box:**

The logical expression area allows you to apply complex expressions to the Selection Sets (A) through (L).


## Selection Sets

When you use the Extended Query Writer, you pick a field, a compare operation and type a value in the value box. For example, you could select the Attended field, the "Equals" Compare operation and type "Y" in the value box. The selection you build in this case looks like this:

 Attendance is equal to "Y"



This selection finds only records whose Attendance field equals "Y".

Here's how you would enter this sentence as a selection set:

Remember: use the  key to move to the different areas of the editor, or click with the mouse.

## First, Select a Field



Move to the field list box and select the Attendance field by pressing  until the Attendance field is selected. Press the  key to move to the Compare Operation buttons.




Click on the Attendance field.

## Select The Condition

The "Equals" Compare Operator is the default.




Press  until the cursor rests on the value box.



Click on the value box.

Type:

► Y

in the value box and then press the  key twice.

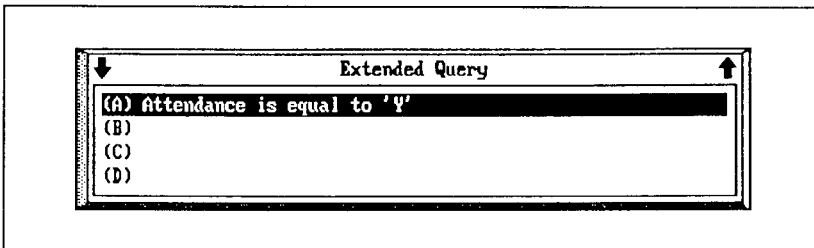



Figure 8-14. Selection Set Area

Look at the Selection Set area. As you entered the Attended field, compare operator and value, *filePro* created a selection "sentence" for you.

---

## Take a Look at The Records



Press the  key.






Click on the **OK** button.

Use the **NEXT** and **PREV** buttons to view the found records. You will only see records whose **Attended** field equals “Y”. When no more records match the selection set, End of File is displayed at the bottom of the screen.

Go back to the Extended Query Writer.



Press the  key to see the Query Menu. Press  until the Query Writer command is selected and press .



Click on the Query category and then double-click on the Extended Query Command.

---

## LESSON 6:

## Multiple Conditions

---

### Multiple Conditions

Suppose you wanted to find records in the PTALIST file which met multiple conditions?

For instance, perhaps you want to find parents of seventh or eighth grade children who could chaperon a dance and who attended the meeting on 9/21/90 when the dance was discussed.

In this case you set up a second Selection Set for the parents of seventh through eighth grade students. You add a third selection set to limit the meeting date to 9/21/90. The selection set example now looks like this:

Attendance is equal to Y



Grade in range 7 to 8

Meeting Date is equal to 09/21/90

### How to Move to The Second Selection Set Line

You tell *filePro* that you would like to enter a second selection set by moving to the second selection set line, which is labeled (B).



Press the  key until the Selection Set titlebar is selected. Press the  key to move to the line labeled (B).





Click on the Selection Set line labeled (B).

### Select The Field

Now you tell *filePro* what field to use.



Press the  key until the field list box is selected. Press  until the Grade field is selected.



Click on the Grade field.



---

## About Using The Range Button

You can tell *filePro* to look for records with a “range” of values. You can use this feature to look for records that fall within a certain month or year, or in this case, a certain grade. When you select “Range” as your compare operator the Extended Query Writer automatically changes the Value boxes on the right hand side of the screen.


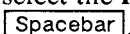
Look at the Value boxes now.

Before you select “Range” in Compare Operations the values boxes have only one value box that accepts a value from you. When you select “Range” as the Compare Operation, *filepro* makes a second Value Box available.

Also, note the size of the Value box before you select “Range”. The size of the Value box will be adjusted to the field you select in the Field List box.

## Setting The Compare Operation



Press  until the cursor is in the Compare Operation button area. Move to the **RANGE** button with the arrow keys. To select the **RANGE** button, you press the .




Click on the **RANGE** button.

## Enter The Range

When you use the “Range” button, you tell *filePro* what the limits of the range will be. You give a starting value and an ending value. In this case, the starting value will be 7 and the ending value will be 8 because you want to limit the search through the records to seventh and eighth grade.



Press the  key until the cursor is in the Value box on the right.




Click on the upper Value Box in the right hand corner.

Type:

► 7

---



Press the  key to move to the next Value Box.

Type:

► 8

## Moving to The Third Selection Set





Press the  key until the Selection Set titlebar is selected. Use the  key to select the third selection set line, labeled (C).



Click on the Selection Set Area labeled (C).

## Entering The Third Selection Set





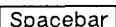
Press the  key until the field list box titlebar is selected. Press  until the Meeting Date field is selected.



Click on the Meeting Date field.

## Set The Compare Operations Buttons




Press  to move to the Compare Operations buttons. Press the  key until the cursor is on the Equal button and press the  to select this button.



Click on the **EQUAL** button.

## Entering The Date



Press the  key to move to the value box.



Click on the value box.

Type:

► 9/21/90

## About The Logical Expression Box

You see the Logical Connection box beneath the Selection Set Area. Because you used the Range compare operator, you do not need to use the Logical Connection box. You would use the Logical Connection box if you needed to apply logical expressions like AND and OR to individual selection sets.

---


While the Logical Connection is for all sets, Logical expressions can be applied to individual selection set like this: (A and B) or C

For example, you are searching for parents who have seventh grade children or eighth grade children, and who attended the last meeting. Instead of using the "Range" compare operator (grade in range 7 to 8), you could use the "Equals" compare operator and then use the Logical Expression Box to find the records you want.

The selection sets would look like this:

- (A) Grade equals 7
- (B) Grade equals 8
- (C) Attendance equals Y
- (D) Date equals 09/21/90


The logical expression in this case would be:

 (A or B) and (C and D).

Most times you will not need to use the Logical Expression box.

## Exiting The Extended Query Writer



Press the  key.





Click on the **OK** button.

When you press the **OK** button *filePro* returns you to the Inquire, Update, Add screen.

You can view the found records by pressing the **PREV** and **NEXT** buttons.



Use the  and  keys to page through the records.



Click on the **NEXT** and **PREV** buttons.

---


## LESSON 7: *Using Clear and Erase*

---

### About Clearing The Selection Set

To see all the records in the file, you use the Clear Selection command in the Query menu just as you did before.



Press the **F5** key to see the Query menu. Press **C** until the Clear Selection command is selected and then press the  key.



Click on the Query category and then double-click on the Clear Selection Command.

The Clear Selection command does not erase the sets you entered in the Extended Query Writer. The selection sets remain in the Editor until you use the **ERASE** button on each selection set or use the File (F2) New command in the Query Writer.

Even though you can see the selection sets in the editor after you use the Clear Selection command, they are inactive. They remain inactive until you press the **OK** button again in the Extended Query Writer.


Before you erase the selection sets, you will save them so that you can use them again.

### About Saving Selection Sets

To save selection sets, you go to the Extended Query Writer and use the File category. You pick the Save or Save as... command and give the file a name.

Since this is a new file, you use the Save As... command.



Press **F5** to display the Query Menu. Press **E** until the Extended Query Command is highlighted and press the  key.



Click on the Query category and then double-click on the Extended Query Command.

You see the Selection Sets you previously entered in the Selection Set area.



Press **[F2]** to use the File category commands. Press **[S]** until the Save As.. command is highlighted and press the **[←]** key.



Click on the File category and double-click on the Save As.. command

Type the name for the selection set file:

► DANCE



Press the **[↵]** key.



Click on the **OK** button

## About Erasing Selection Sets

When you used the Clear Selection command from the Query menu, it did not erase the selection sets from the Extended Query Writer. The Clear Selection command only de-activates the query so that you can view all of the data. It does not affect the Editor's screen.

If you want to erase one selection set from the Extended Query Writer, you go to a line in the Selection Set area, like (A), (B) or (C), and you press the **ERASE** button. If you want to erase all the selection sets in the editor, you can use the File (F2) New command.

Since we already saved this information on disk we can call it back later. First, you will erase the selection sets from the editor, and then you will restore them from your disk drive.

---

## Erase The Selection Sets



Press **F2** to display the menu. Then press **N** to select the New command. Press **↩**.



Click on the File (F2) category and double-click on the New command.

## Retrieving Selection Sets

You can restore the selection sets you saved on disk by using the Open command in the File menu.

You select the Open command from the File menu. The Open command lets you select the file from a list box or enter the file name.



Press **F2** to display the File commands. Press **O** to move to the Open command, and press the **↩** key.



Click on the File category and then double-click on the Open command.

You see the DANCE file in the list box on the right.



Press **D** to highlight the DANCE file. Press the **↩** key.



Double-click on the DANCE filename.



To use the selection sets, you would press the **OK** button as you did before and to exit the Extended Query Writer without using the selection sets, you would press the **CANCEL** button.

You will press the **CANCEL** button to exit without using the selection sets.



Press the **Esc** key.



Press the **CANCEL** button.

---

### **Going From Query by Form to The Extended Query Writer**

You are returned to your data entry screen in viewing mode. All the records are available to page through.

While using, or after using, Query by Form, you can go to the Extended Query Writer to see the selection set created by the Query Writer. However, after you use the Extended Query Writer, you cannot use Query by Form until you've cleared the query with the Clear Query command.

---

## LESSON 8: *A Different Way of Looking at Files*

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### What is a Browse Used For?

The Browse Screen is used to view and update existing records in a file. You have been using the PTASCR screen to view, update and add records in Inquire, Update, Add.

When you use the PTASCR screen in Inquire, Update, Add, you see records one at a time and page through them with the **PREV** and **NEXT** buttons.

A Browse screen shows records in a different way. You see a header at the top of the screen. The header shows the field names like this:

First Name	Last Name	Phone	Meeting	G	A	D
------------	-----------	-------	---------	---	---	---

**Figure 8-15. Header**

Data from your file is listed below the header. Each record in the file goes across the screen below the header.

Viewing records in this way allows you to see a number of records at one time.

### Select The Browse Category



Press the **F7** key. Press **D** twice to select Default and press **↵**.



Click on the Browse category and then double-click on Default.

As you can see, looking at records in a browse lets you view the information for many records. In the example above you see ten records listed at once. If you have more than fifteen records in your file, you can view them easily with the cursor keys.



---

## **The Default Browse**

The default browse screen is created by *filePro* for you. It shows you file information like field names and records in browse format.

## **Viewing Fields**

The fields in the PTALIST file fit across the screen. You can see all of them at once.

Your files may have fields that are too long to fit across the screen. Or, you may have many more fields than the PTALIST file. A Browse Screen will list the fields, and you can view them by moving to the part of the screen that you can't see with the arrow keys.

## **Leaving Out Fields**

What if you don't want to see all the fields in a file? Browse will let you pick the fields you want to see, and put them in any order you like. For example, you can create a browse that shows Last Name, First Name and phone number fields.

## **Modifying Fields**

You can limit the number of characters that a field displays in the Browse screen. Changing fields in this way allows you to see more information on the screen at one time.

## **Use a Browse Over and Over**

You can save the browse that you create and use it again if you want. You can modify it or erase it anytime you want. You can modify the browse as your needs change.

## **When to Define a Browse?**

You define a browse when you want to limit the information displayed on the screen. Only the fields you select are displayed. Looking at information in this way may help you spot relationships between fields that you might not have noticed otherwise.

## **Using Browse with Selection Sets**

Browse lets you limit the fields that are displayed. As you know, you can limit the records shown by using the Query commands (records where Attendance equals "Y", for example).

Look at this example of using Query commands and Browse screens: Create a browse showing the First Name, Last Name and Phone fields. Then use the Files command in the Extended Query Writer to use the DANCE selection sets that you saved earlier.

---

## Looking at The Default Browse Screen



When you executed the Query Writer command with the **OK** button, you would see only the names and phone numbers of the found records.

Using this combination of Browse and Query commands lets you see the information that is most important to you.

Look at the screen. You see the fields listed in the order you defined them in Define Files.



Records are displayed, one on each line.



Move to each record with the  and  keys.



Click on the **NEXT** or **PREV** buttons.

To view the next fifteen records, you press the  key. The  key shows you the previous fifteen records.

---

## LESSON 9: *Editing Records in a Browse*

---

### About Changing Records in Browse

If you use the Add command, *filePro* automatically displays a regular data entry screen.











The Browse screen is used for viewing and updating existing records.

To change information in a record you move to the record you want to change. Then you move to the field to modify.

### Moving Around in Viewing Mode

The browse screen is designed to make moving from field to field and record to record fast and easy.

This is the way you move to a different viewing areas on the screen in viewing mode:

Key(s)	Action
	Next record
	Previous record
	Scrolls the field to the right
	Scrolls the field to the left
 + 	First record
 + 	Last record
	Top of screen or previous screen
	Bottom of screen or next screen

---









## About Going to Update Mode

To move into fields in the browse, you enter the update mode.



- ☞ If you're using the keyboard, you use the update command and then move to the field you want to change.
- ☞ If you're using the mouse, you enter the update command when you click on a field.


## Moving Around in Update Mode

### Movement Keys in Browse UPDATE Mode:

Key(s)	Action
 or 	Next field in record
 + 	Previous field
	Last field in record
	First field in record
	First character of field
	Last character of field



## Updating The First Record

 Press  to enter the Update mode.



 Click on the First Name field.

## About The Update Mode

### The Keyboard in Update Mode:

Once you are in Update mode, you move to the field you want to change with the  or  keys.

When you use the arrow keys, you move through the data in the field, character by character, and then to the next field.

You can jump to fields without highlighting specific characters in the record with the  or  key.

---

## The Mouse in Update Mode:

You can jump to the next field with a double-click in that field or you can go to a field by pointing and clicking once. Once you are on a field you want to change, a single-click will move to the character you point to.

## Exiting Update Mode

You can exit the update mode without saving your changes by selecting the **CANCEL** button or you can exit the update mode and save your changes by selecting the **SAVE** button.



Press **Ctrl** + **C** to exit without saving.



Click on the **CANCEL** button to exit without saving.

---

## LESSON 10:

## Defining a Browse Screen

---

### About Creating a Browse Screen

You use the Define command in the Browse category to create a browse screen. When you define a browse screen you start out with a blank header and blank field areas. You put fields in any order you like. You add fields to the end of the browse line, or insert fields before others. You can retrieve a browse screen that was already stored and modify it by deleting, inserting or adding fields.

- ☞ The minimum width of a field in a browse screen is three characters.
- ☞ The width in any one field cannot exceed 77 characters.
- ☞ The total width of a browse cannot exceed 250 characters.

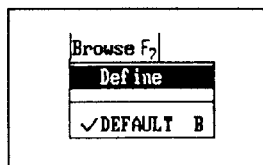


Figure 8-16. Browse Menu

- ☐ Press the Browse (F7) key. Press  once. The Define command is highlighted. Press the  key.



- Click on the Browse category and double-click on the Define command.

The Browse Define screen has a titlebar and a menubar. The titlebar lists the Help key (F1), time, date and program name. The menubar lists the two command categories, File (F2), and the Edit (F3) category.

The File category lets you use file commands like Define, New, Save, Remove and Open. It also lets you exit the Define Browse command.

- 
- ☞ You can use the New command to Create a new blank browse screen.
  - ☞ Use Default Browse to create the original default browse screen.
  - ☞ Use Open to retrieve a previously saved browse screen.
  - ☞ Use the Save and Save As... commands to store the browse screen you create.

The Edit category lets you use commands to build your browse screen. You can use commands like add, insert, delete and modify to tell *filePro* which fields you want or don't want in the Browse screen you are creating or modifying.

You can:

- ☞ Use Add to include a field at the end of your Browse line.
- ☞ Use Insert to put a field before another field.
- ☞ Use Delete to remove a field from the browse screen.
- ☞ Use Modify to change the current field's width or it's appearance in the heading.

Beneath the menubar, you see the Browse Create Dialog Box. It is shaded, meaning that it is inactive. When you select the one of the Edit commands, the dialog box becomes active so that you can select a field name.

## Creating a New Screen

When you define a browse screen, you can use the New command and then you begin adding fields. The New command erases the current Browse Screen from *filePro*'s memory. Don't worry about erasing the Default Browse Screen. Every time you enter Inquire, Update, Add, the default Browse screen is created for you.



Press **F2** . Press **N** and then press the **←** key.



Click on the File category and then double-click on the New command.

## Adding The First Field

To add the first field you select the Add command from the Edit menu.



Press **Ctrl** + **A** .



Click on the Edit category and then double-click on the Add command.

## Selecting Fields

When you use the Add command the dialog box becomes active. You will select a field from the field list box, make any adjustments you like to the field and press the **OK** button.

Look at the Dialog Box. You see the field list box, the field name, and the Header and Width boxes.

The Header is the field name you see in the header at the top of the screen.

The Width is the number of characters you wish to display in the field. If a field length is larger than the width, you can scroll through the characters in the field with the **←** and **→** keys in the update mode.

For this Browse you will add the First Name and Last Name fields to the screen.



Press **L** to highlight the Last Name field. Press the **←** key.



Double-click on the Last Name field.

Look at the screen. You see the Last Name field in the first position of the browse screen you are creating.



---

## Adding The First Name field

Now you will add the First Name field to the browse screen.



Press **Ctrl** + **A** .



Click on the Edit category and then double-click on the Add command.

The dialog box becomes active so that you can select the field.



Press **F** until the First Name field is selected. Press .



Double-click on the First Name field.

Now you see the browse screen contains the two fields you selected.

## Inserting Fields

Say you wanted to insert the Phone number as the first field on the browse screen. You would move the highlight bar into the first field which is the last name field. Then you execute the Insert command. When you execute the Insert command, the field in the current position is pushed to the second field position.

## First, Move to The Position

You move to the position for the field with the arrow keys or mouse.



Press the key to move to the Last Name field in the Browse screen.



Click on the first field.

## Insert The Phone Field



Press **Ctrl** + **I** to use the Insert command.



Click on the Edit category and double-click on the Insert command.

---

You see the Dialog box become active so that you can choose the field to insert.



Press  to highlight the Phone field and press .



Double-click on the Phone field.

Look at the screen above the Dialog box. You see the Phone field as the first field, followed by the Last Name and First Name fields

---

## LESSON 11: *Modifying a Field*

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### Using The Modify Command

You use the Modify command to change a field you have already inserted or added to a browse screen.

The Modify command is used to change the current field. You make a field the current one by pressing the arrow keys or clicking with the mouse to move the highlight bar.

When you use the Modify command you move the highlight bar to the field you wish to change, and then you execute the command.

### Modifying The First Name Field

Say you wanted to only view the first five characters of the First Name field in your browse screen. You would highlight the field to change, execute the Modify command and adjust the width of the field.



Move the highlight bar to the First Name field with the arrow keys.



Click on the First Name field.

Press **Ctrl** + **M** to execute the Modify command and the Dialog box becomes active.



Press the **Left Arrow** key to move to the **WIDTH** box and press the **Backspace** key to delete the old field width.



Click on the **WIDTH** box.

Type:

► 5


for the new width.



Press the  key.



Click on the **OK** button.

Look at the Header area above the Width box. When you change the Width of a field, the Header is cut off at the same width. In this case, First Name was cut off to "First". Likewise, if you type a header which is longer than the current width. The width will be increased to accommodate the new header. You can change the Header by moving to the Header area with the  key and typing a new heading for the field.

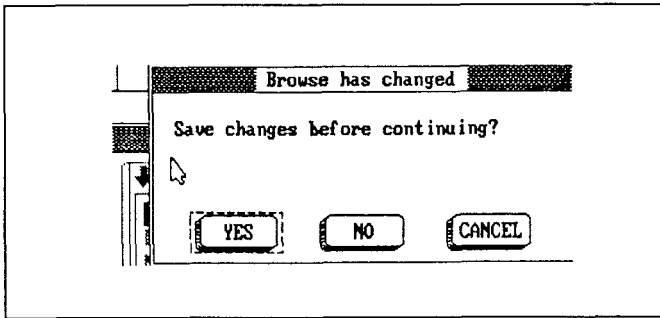
---

## LESSON 12: *Returning to Inquire, Update, Add*

---

You exit the Define Browse screen by pressing the **Esc** key or using the Exit command in the File (F2) menu.

When you press the **Esc** key to return to Inquire, Update, Add, you are asked if you want to Save the browse before you exit.



**Figure 8-17. Browse Exit Screen**

☞ If you don't want to save the browse screen, you would select the **NO** choice with the **←→** key or the mouse.

The browse you created will be in effect until you exit Inquire, Update, Add. It will not be lost when you leave browse create. It will be lost if you exit Inquire, Update, Add, though. If you want to use this browse again, you must save it.

### **Exit Define Browse**


Press the **Esc** key.

---

## Saving a Browse Screen

The “Yes” choice is the default.



Press .




Click on “Yes”.

A dialog box pops up and asks you to fill in the file name for the browse.

Type in the filename:

► phonebr

and press the  key.

*filePro* saves the browse screen and returns you to Inquire, Update, Add.

## If You Need to See The Default Browse Screen

As you know, *filePro* creates a default browse screen every time you use Inquire, Update, Add.


If you don't like the browse screen you've created, or need to see data in the default Browse screen again, you can use the Browse (F7) command to enter the Browse Editor.

In the Browse Editor, the File (F2) Default Browse command will erase the current browse from the screen and replace it with the default Browse screen.

## Retrieving The PHONEBR File

When you want to use the phonebr browse again, you can select it from the Browse (F7) menu. *filePro* will list all the Browse screens here that you create along with the Default browse.

If you are in the Browse Define Editor, you can retrieve a browse screen by using the File (F2) Open command.

To exit Inquire, Update and Add press the  key.

---

# Chapter 9 Reports

---

## About This Chapter

In this Chapter you will learn:

- How to modify the Default Report.
- How to print the Default report.

When you want to modify or create reports you use the Reports titlebar in the Dispatcher Window.

## About The Report Writer

Using the Report Writer, you can create output like mailing labels, reports, sorted telephone lists, inventory lists or monthly balance sheets, for example.

You select the file (PTALIST) and move to the Report titlebar to use the Report Writer. The Report Writer lets you create, modify and save a model for a report, called a form. A form is a predefined style that you want for your report.

---

## LESSON 1:

## *What you can do with the Report Writer*

---

### **What You Can Do with The Report Writer**

You can choose from four format types for your report.

- ❑ Columnar Report format with headings, totals and grand totals.
- ❑ Mailing Label format which can ignore empty fields and blank lines.
- ❑ Full Page format which displays fields for a printed form like an invoice.
- ❑ Processing-only type of output which allows you to perform file manipulation on your data.

With a Report format you can include a heading. You tell *filePro* what fields you want to include in the report, and where to print the information each field holds. You can include up to four subtotals, and a grand total.

With the Mailing Label type of format, you can tell *filePro* to ignore empty fields so that blank lines are not generated.

With a Full-page format you generate the contents of a form by specifying field names and their placement.

With Processing-only type of format, you can use selection sets to find data, delete records in batches, or perform almost any type of batch operation that you like.

The Report Writer lets you create a new report form or modify an existing form.

You design the form by placing information, like field names, on the Report Writer screen.





---

## About The Default Report

You will tell *filePro* to create a Report form called Default with the File (F2) Default Report command. You can use this form as is, or modify it to suit your needs.

In this lesson, you'll create and then modify the DEFAULT report form.





Use the  key to move through the Dispatcher window to the Reports Titlebar. Press  .



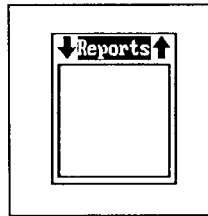
Double-click on the Reports titlebar.



Press  to accept Columnar Report. Press  to accept the Default Page Size.



Click on **OK** for columnar Report. Click on **OK** for Default Page Size.



**Figure 9-1. Dispatcher Reports Titlebar**

## The Report Writer Screen

When you look at the Report Writer screen you see a titlebar and menubar. Below the menubar you see the Report Writer work area.

The titlebar lists the Help key (F1), program name, date and time.

The menubar lists the command categories in the Report Writer. You see File (F2), Edit (F3), Field (F4) and Graphics (F5). These categories contain the commands you can use to create and modify the form.



---

## Creating The Default Report

You use the File (F2) Default Report command to create the Default Report.



Press **F2** and then **D** to select the command.



Double-click on the Default Report command.

*filePro* generates the Default report with as many fields as will fit across an 132-column sheet of paper.

## The Work Area

The Report Writer work area has a ruler below the menubar to help you align text, fields, and field labels.

The Report Writer screen is divided into three areas to help you organize your report.

- ☐ Heading/Title Area
- ☐ Data Lines Area
- ☐ Grand Total Line

You see the End-of-form marker at the bottom of these areas

### Heading/Title Area

You use this area to list the report name, file name and field titles. Look at the Heading/Title area. You see the file name (PTALIST) and a row of field titles.

### Data Lines Area

You would use the Field (F4) Place command to put the fields here that you wish to include in your report.

Look at the Data Lines Area. You see the field names listed across the form.

### Grand Total Line

You use this area to display Grand totals of numeric or financial fields.

### End of Form Marker

This marker shows you where the end of the form is located.

---

## About The Heading/Title Area


You use the Heading/Title Area to list information about the report at the top of the form, like current date, report name and filename, page numbers and so on.

Look at the Heading/Title Area. You see the filename at the top of the Report (PTALIST).

Below the report title you see labels across the screen. You can type labels in the heading area above the field names to make reports easy to read.

Look at the symbols in the left hand corner of the heading.

You see @TD.

Press the  key until you see @PN.

@TD is a special type of field that prints today's date. @TD is one of many Report Writer system-maintained fields that *filePro* keeps for you.

@PN prints the page number of a report.

## About System-maintained Fields

System-maintained fields are created and kept by *filePro*. You use them to display this type of information. Here is a list of some system-maintained fields that you can use in your reports.

**Figure 9-3. System-Maintained Fields**

Name:	Description:	Format:	Length:
@RN	Record Number	.0	(8)
@TD	Today's Date	mm/dd/yy	(8)
@CD	Date Record was created	mm/dd/yy	(8)
@UD	Date of the last update	mm/dd/yy	(8)
@PN	Page Number	.0	

Refer to the tables on Page A-4 in the appendix for the complete list of system-maintained fields.

---

## About The Data Lines Area

Look at the Data Lines Area. You see the symbols @RN on the left hand column.

@RN, a system-maintained field, prints the Record Number automatically for you.

DATA LINES					
@RN	First Name	Last Name	Phone	Meeting	3 4

**Figure 9-4. Data Lines Area**

When you want to place a field in the data lines area, you would position your cursor and use the Field (F4) Place command.

When you are asked for a field name, you select it with the arrow keys or type it in.

When you want to add a system-maintained field to a report, you would type in the ampersand plus the field name in the field name area.

You cannot manually type the field name or number on the data lines area. You must use the Field (F4) Place command to include fields in the report.

## Save The Default Report



Press **F2**. Press **S** to save the report.

Type:

► Default

then press the **←** key.



Click on File (F2), then double-click on the Save command.

Type:

► Default

then double-click on the **OK** button.

---

## LESSON 2:

## Modifying the Default Report


---

### Modifying The Default Report

You can change a report and save it with another name with the Save As... command. This allows you to open the Default Report, for instance, change the report, and save it with a different name.

You will change the title of the Default Report to "PTA List Report".



Move to the text in the Heading/Title line that says "PTALIST". Use the  key to move to the space after PTALIST.



Click on the space after PTALIST.

Type:

► Report

You modify, delete or add fields in the Report Writer with commands in the Field (F4) category.

You move to the place where you want to insert or delete the field and use the command from the Field (F4) category. You can use the accelerator keys that are listed in the menu instead of using the menubar.

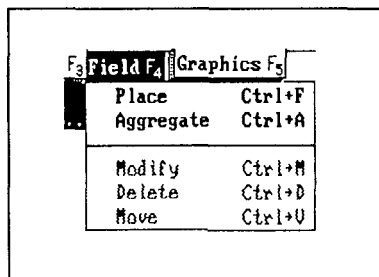








Figure 9-5. Field Menu

## Erasing Labels



Move the cursor to position 59,3 in the Heading/Title area. Press the  key to delete each character in the Meeting Date label. Use the  key to skip over the Grade label. Put the cursor on position 65,3.

Press the  key until the other labels are erased. The Heading/Title area should now include only the record number, first name, last name, phone and grade labels.

## Removing Fields





Press the  key twice. Move to position 59,1. Press  +  to remove the Meeting Date field.

Move to 89,1. Delete the Dues Paid field.

Move to 78,1 and press  +  to delete the attendance field. Use the arrow keys to place the cursor on the Grade Field.

To move the Grade field to underneath the label.



Press  and then press  until Move is selected. Press . Press the  key until the field is in position 61,1.






Drag the Grade field to position 61,1.

## Setting The Page Size

Because the Default Report defaults to a 132 column page size, you will reset the page width with the File (F2) Options command.



Press . Press  until Options is selected then press .



Double-click on the File (F2) Options command.

Type:

► 80

Press .

---

## Saving The Report

To Save a report that you define or modify, you choose the Save option from the Files (F2) category. You give the report a name, and click on the **OK** button. You will save it as "PTAREP".



Press **[F2]** . Move to the Save As.. command by pressing **[S]** until "Save As..." is highlighted. Press the **[Enter]** key.

Type:

► PTAREP

then press **[Enter]** .



Click on the File (F2) category to display the menu. Double-click on the "Save As..." command.

Type:

► PTAREP

then click on the **OK** button.

After you have designed the report, you return to the Dispatcher to actually print the report.

Press the **[Esc]** key to exit the Report Writer.



---

## LESSON 3: *Printing Reports*

---

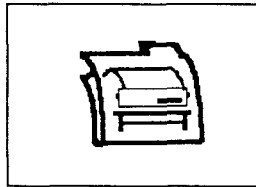
### About Printing Reports

When you request output for a report, you are asked where you would like the information printed. You can print the report on your screen, on a printer, or to a file on your disk.

You move to the type of output you would like with the cursor keys, and select it by pressing the Spacebar .

If you select File as your output type, you are asked for a filename. In this case, your report will be printed to the file and saved to disk with the name you type.

To print the report, you select the file and the report in the Dispatcher window, and then you use the Report Icon.



**Figure 9-6. Report Icon**



Select the PTALIST file in the Files List box. Press the ←→ key until the Reports Titlebar is highlighted. Use the ↓ key to move to the report name, PTAREP. Press the ←→ key to move to the report icon and press ← .


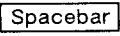



Click on the file (PTALIST) and the report name, PTAREP, and then you double-click on the Report Icon.

---

For this example, you will print the report to the screen.





Press the  key, then the  then press .



Double-click on the Screen button.



Press the  key, until Set Selection is selected, then press .




Click on the Set Selection.

Open the Dance selection set and press the **OK** button.

Press the **OK** button in the Select Sort Options window.

If this were a longer report, you could use the Options (F2) Next Page command to view subsequent pages.

## Exiting The Report

Press  to exit the report and return to the Dispatcher.

---

*filePro*  
for  
DeskMate

**Advanced  
Features**



---

# Chapter 10

## Modifying Files and Introduction to Processing

---

### About This Chapter



In this Chapter, you will learn:


- ❑ How to add fields to a file that you have already created (Modifying a file).
- ❑ How to jump to a second input screen automatically after using the first screen (Input Processing).

With *filePro*, you can create a simple file and expand it later as your needs grow. For example, you may want to expand a mailing list to include product lists, and sales records.

*If you have just finished Chapter 9, "Reports," and have not left the filePro program you must de-select the report in the Reports window to proceed with the next lesson.*

### To Deselect The Report

Press **Shift** +  to move the Reports titlebar.  
Press the  key twice.

Press the  key three times to move to the Files list box.

If you have left the *filePro* program, you may proceed with "About Modifying a File" on page 10-2.

---

## LESSON 1: *Modifying a File*

---


### About Modifying a File

You highlight the filename in the File list box that you want to change, and then you use the Define (F2) Files command. Because you have selected a file, *filePro* knows that you want to change an existing file, not create a new one.

### A Better Way to Modify files

This shortcut avoids using the menubar and gives you a chance to see file information in your files. By the way, you can use this method to modify a file, or just look at existing file information.




Highlight the PTALIST file in the Files list box, and press the  key.



Double-click on the PTALIST in the Files list box.


### The File Information Box

The File Information Box is displayed on the screen when you double-click on the file name, or press the  key. The File Information Box allows you see important details about the file, like Field Names, Field Types, and File Statistics. You select the button for the information you want to see.

Look at the bottom of the File Information Box. You see a **MODIFY** and **CANCEL** button and two direction arrows for scrolling.

You use the **MODIFY** button to change the current file.




Press the  key.



Click on the **MODIFY** button.



### Modifying The File

When you press the **MODIFY** button, the Define File Work area is displayed. Your cursor is in the first field that you created earlier. Use the  key to move to the first blank space in field name area, which is field number 8.

---

Type:

► Dues Amount

 Press  .



Click on the Length section.

Type:

► 5

 Press  .



Click on the Type section.

Type:


► .2

The field type .2 tells *filePro* that you want to use a numeric field type with 2 decimal places. Notice the field length. The field length includes 2 places for digits, the decimal point, and two places for decimal values, like cents.




In your Data Entry screen, you can type in:

 12

and *filePro* will edit this field to look like this:


 12.00

## **Saving The PTALIST file**

 Press  +  .



Click once on the File category in the menubar, and double-click on Save.



Return to the Dispatcher Screen by pressing the  key.

---

## Creating The Second Screen

To create the second screen for the PTALIST file, you select the file, then go to the Screens titlebar.



Move to the Screens titlebar with the  key and press .



Double-click on the Screens titlebar.

Once in the Screen Painter, move to the following position and use the EditField command to insert the new field:

Position:	Fieldname:	Label:
20,4	Dues Amount	Dues Amount:

Save the new screen you created with the Save As... command, and use the filename "PTAMT" for the new screen.

Exit the Screen Painter with the  key.

## Taking Control with Input Processing

Input processing allows you give instructions to *filePro* after data has been saved or modified in Inquire, Update, Add.

You might use input processing for such things as:

- ☐ automatically filling an empty shipping address with the billing address
- ☐ doing math and text operations
- ☐ "attaching" screens to one another so that the user is automatically taken from one screen to another

## Switching Screens Manually

You can switch screens in Inquire, Update, Add by selecting the Screen (F6) category in the Inquire, Update, Add menu.

To switch data entry screens, you would press the F6 key and select the screen you want to use, but *filePro* has an easier way.



---

## LESSON 2:      *Processing*

---


### About Processing

You use the Define (F3) category to choose the Processing command. Input processing is a special way for you to take control over the inputing of your data in Inquire, Update, Add.

You write instructions on a “table”. The table gives you a preset work area. With Input Processing, your instructions will take effect every time a record is added or modified in Inquire, Update, Add.

### Selecting The Processing Command



Press **F3** to see the Define menu. Press “P” to highlight the Processing Command. Press the  key.



Click on the Define (F3) category, then double-click on Processing.

The processing table is displayed. At the top of the screen you see a titlebar which displays date, time and filename information. The menubar is below the titlebar and lists the File (F2), Edit (F3) and Search (F4) categories. These categories help you write, save and change the tables you create.

Below the menubar, you see the table for writing your processing commands.

The table consists of a list of statements. Each statement begins with an IF ... and ends with a THEN ... .

1	◆ If: Then:
2	◆ If: Then:
3	◆ If: Then:
4	◆ If: Then:

---

## A Word about IF and THEN Conditions

Look at the left hand column of the screen. Each statement is numbered for you to make searching for a particular line easy.

In the processing table you tell *filePro* IF something happens, THEN do something. Look at these examples of IF...THEN statements from everyday life:

*IF you're hungry, THEN you'll eat lunch.*

*IF the time is 5:00, THEN you'll go home from work.*

The IF part of the statement is a test. (Is it 5:00? Are you hungry?)

When the test is true (you are hungry, for example) an action is taken. In the same way, when a condition in the processing table is true, an action is taken. If the condition is FALSE, the action is skipped.

The THEN part of the statement tells *filePro* the action to take.

In the processing table, you will tell *filePro* to switch to the second screen in the PTALIST file if a person is marked as having paid his dues.

## Look at The Statement in English

For example, in English, you might say, IF the Dues Paid field contains a "Y" THEN switch to the new screen to input the Dues Amount.

On the Input Processing Table, you'd say it like this:

```
If: Dues_Paid eq "Y"  
Then: SCREEN "PTAMT"
```

## IF ... The Test

Let's look at the syntax, or grammar, used in the IF part of the above statement:

```
If: Dues_Paid eq "Y"
```

*Dues\_Paid*

If a field is made up of words separated by spaces, like "First Name" or "Date of Employment," you replace the spaces with an underscore ( \_ ). The underscore is the Shifted Minus ( - ) sign on your keyboard.

---

*“eq”*

*“eq”* is a keyword that stands for equals. The *“eq”* keyword is used with IF to test a relationship between two numbers or fields.

*“Y”*

When you want to compare a field like *Dues\_Paid* to a value, you put the value in quote marks ( *”* ). The reason for this is because *“Y”* is a literal, or the actual value you want to test for.

Why is a literal value enclosed in quotes? The answer is that *filePro* lets you specify a field by its field number, as well as its name. You could specify field number 7 in the above example instead of *Dues\_Paid* like this:

If: 7 eq *“Y”*

If a number is not enclosed in quotes, then it is a field number to *filePro*.

## Fields vs. Literals

How do you specify number that is not a field number, as in math formulas? You would enclose any number that is NOT a field in quotes like this:

If: 5 eq *“100”*

## THEN ... The Action

THEN SCREEN *“PTAMT”*

This statement tells *filePro* what action to take only when the IF condition is *“True”*.

If field number 7 contains *“Y”*, then the SCREEN command changes to the screen named *“PTAMT”*.

The SCREEN keyword puts you in UPDATE mode on the PTA AMOUNT screen after you save a record.

In other words, you would enter a record's information on the PTASCR or Browse Screen and save the record.

The Input Processing table would then take control and put you in update mode on the PTAMT screen.

---

So far you've seen how to compare two values in an IF statement.

## **Assignment vs. Comparison**

The THEN ... statement lets you insert values into a field.

THEN 3 = 5 / "100"

is an example of assigning a value to a field. (Let field 3 = the contents of field 5 divided by 100)

In the "eq" example (IF 7 eq "Y"), you were COMPARING one value to another.

In the "=" example (THEN 3 = 5 / "100"), you are putting a value into a field.

When you put a value into a field it is called "assigning" a value to a field. Assignment in the above example is represented by the "=" sign.

When you want to compare two values in an IF statement, you use the "eq" keyword.

## **Using MID in a "Then" Statement**

You can use the "MID" keyword in a "Then" statement to assign values to a field as well. The MID keyword finds a literal value in a field and copies the literal to another field. You specify the field to search, the start position in the field and the length of the literal to copy. In this syntax example which follows, information in "(" requires the parenthesis. Information in "< >" may be an expression and does not include the "< >" when you type it.

```
mid(field, <start>, <len>) =  
    <expression>
```

## **An Example of an Assignment Statement Using MID**

```
Then: mid(last_name), "1", "15"  
    = "Jones"
```

The above statement assigns the value "Jones" to the last name field.


---

## LESSON 3: *Entering The Table*

---

### Entering The Table



Press the  key to move just past the IF: keyword.




Double-click in the area after the IF: keyword.

Fill in the IF: portion of the statement.

Type:

► Dues\_Paid eq "Y"

Press the  key to move to the THEN: part of the statement.

Fill in the THEN: portion of the statement.

Type:

► SCREEN "PTAMT"



### Saving The INPUT Table


When you are ready to save the table, press the File (F2) key and select Save. Look at the bottom of the screen. You see the name "Input", which is the default name for the table.

A table which is named INPUT is automatically executed every time you save a record with Inquire, Update, Add.

### Removing a Processing Table

If you decide later to remove a processing table, you use the File (F2) Remove command. You will not remove the table you just created in this example.

 To remove a table, you would press  to use the File commands and select Remove. You would then select the table to remove such as "Input". The table named "Input" would be erased from your drive.

Press the  key to go back to the Dispatcher Screen.



---

# Chapter 11

## Advanced Features

---

### About This Chapter

The section covers the advanced features of *filePro* for DeskMate.

- ❑ Field-types.
- ❑ Associated Fields.
- ❑ Using Automatic and Demand Indexes.
- ❑ Report Processing and Processing-only Operators.  
Fields used in Processing
- ❑ User Menus.
- ❑ Import & Export.
- ❑ Housekeeping Features for your Files.

With Field-types, you store alphanumeric, numeric, date and time information in your file. Some of these edit types have specific advantages for the information you store.

With Associated Fields, you create a group of fields that are searched for information even though only one member is queried.

With Automatic and Demand Indexes, you can control query operations (automatic) and the organization of reports, mailing lists and other outputs (Demand).

With Report Processing you can define custom reports that suit your needs, as well as mailing labels and forms.

With Processing-only, you control the BATCH operations of day-to-day file maintenance, like record deletions. You can also perform normally time-consuming tasks automatically, like moving a company's ship-to address into a billing address field.

---

With User Menus, you create an application that controls the use of the files and reports you create.

With IMPORT and EXPORT functions, you use the data you've stored in various formats to create "spin-off" files to move data from one program to another.

With *filePro*'s housekeeping features you will see how easy it is to maintain your files.



---

## Field-types in *filePro* for DeskMate

The field types you use in *filePro* allow you to store alphanumeric, numeric, date and time information in your file. Some of these edit types have specific advantages for the information you store.

### Alphanumeric

Alphanumeric information may be any character that is entered into a field, such as letters (A-Z) or numeric (numbers) or punctuation marks, as in \$, tilde (~), or commas (,) or dashes (-), etc. You cannot do math operations with the information in an alphanumeric field, since it is treated just like the literal characters you type in. In *filePro*, alphanumeric field types are represented by an asterisk in the field Type area in Define Files. Also, *filePro* assumes you mean the field to be an alphanumeric type when you leave the field type blank.

### Numeric

*filePro* has two different ways of storing numeric information, value edits and code edits.

A value type of edit allows the information you type in the field to be stored as a value, making it usable in formulas and calculations. These types of fields are rounded and right-justified where necessary, and sorted in numeric, not ASCII, order.

A code type of edit is not usable in math operations, and does not have to be right justified. A field which would hold a phone number, or a zip code, is an example of a code type of field.

### \$ Field Type


Extra decimal places in a field of this type are truncated rather than rounded, therefore a \$ type of field should not be used in calculations. You can use this type of field to hold input from the keyboard or results of calculations and for printing dollar amounts.

### Date Fields

There are twelve available date field types available in *filePro*, each specifying a certain type of date format.

You can compare dates in different formats and also perform 'Date Math'. For example, you could add five days to a date and get the correct date for five days later.

---

*filePro* expands a slash (/) to the full date or shortened entry to the full entry. In other words, to enter “today’s date” quickly, type a slash and press the  key. Or you can enter the date without leading zeros or century – the program fills them in for you. For example MDY/field, the entry 1/2/89 becomes 01/02/89. Fields that use a / require that you type in the slashes.

## Time Fields

The time edits fall into two categories: time of day (TIME), or number of hours, minutes (HM) and seconds (HMS).

Refer to the Tables of Edits in the Appendix for a complete list of Edit Types.

**Associated Fields**

Associated fields are multiple instances of fields of the same data type that can be queried and searched as a group.

*Figure 11-1. Naming Associated Fields*

	Field	length	type	group
9	skill	20	uplow	A0
		20	uplow	A0
		20	uplow	A0
		20	uplow	A0

This example of a skill associated field has four instances. All four instances will be searched if you use the % operator with the field name in a query. When entering data, say you type the information into field 1, 2, 3, and 4 like this:

☞ Typing  
Documentation  
Advertising  
Customer Service

or like this:

☞ Documentation  
Advertising  
Typing  
Customer Service

Because *filePro* can search through the entire Skills group, you don't have to worry about the order of the data you enter.

When you want to find a typist, for example, you can have *filePro* search through the records' Skill fields to find a person who has that skill.

## Naming Associated Fields

You can use associated fields to hold information like job descriptions, or tax rates, or any group of fields of the same data type.

The advantage an associated group of fields gives you is in Query operations. When you use an associated field in a query operation with %field name, all members of that group will be searched. If you don't include the % operator with the field name, the field will be searched as a normal field, rather than as a group.

You create an associated field group in Define Files. Type in a field name, length and type, as usual, for the first field of the group. Then you type a Group name in the Group box.

The Group name is made up of a letter, A through Z, and a number, 0 through 9.

Each field in the same group uses the same letter/number.

For example, you could add a list of skills to the PTALIST file for parents who wanted to volunteer their services:

**Figure 11-2. PTA Skill Field**

	Field	length	type	group
9	Skill	20	uplow	A1
10		20	uplow	A1
11		20	uplow	A1
12		20	uplow	A1
13		20	uplow	A1
14		20	uplow	A1

Say a parent had services to offer the PTA, such as Typing, Day Care (for toddlers), Chaperone, and Baking. You would enter the person's skills in the Skill fields, one after another. Now when you had to find a person who could do the Baking for the PTA Bake Sale, you could query the group to find everyone who had offered to do baking.

## Subfields

Say you have an associated field, Skills named A1. You would like to tie a skill to a grade preference, so that every time a skill was found, the person's grade preference for the skill would also be found.

You use a subfield to tie the Grade preference to the Skill field. Each type of subfield uses the same letter but a different number.

**Figure 11-3. Associated Subfields**

Associated Field				Subfield				
9	Skill	20	uplow	A1	15	Pref	num	A2
10		20	uplow	A1	16		num	A2
11		20	uplow	A1	17		num	A2
12		20	uplow	A1	18		num	A2
13		20	uplow	A1	19		num	A2
14		20	uplow	A1	20		num	A2

Now, when you search for a skill, you will automatically find the grade preference (Pref) as well.

To define associated fields without subfields, use the same letter and number for each field.

## Maximum Numbers of Associated Fields

You can have a maximum of 26 (A-Z) associated field Groups in each file.

You can have a maximum of 10 (0 through 9) subfields per group.

You can have a maximum of 32 of one type associated fields per record.

## Using Associated Fields in *filePro*

You can use Associated fields in The Extended Query Writer, on a Browse Screen, to build indexes, and in Reports. You use the % sign with the field name to indicate the that the field is Associated. When you want to use an Associated field in any of these areas you use the % sign like this:


☞ %fieldname

---

## In Extended Query Writer

Here's an example of using an Associated Field with The Extended Query Writer:

When you build selection sets for reports, or in Inquire, Update, Add, you refer to associated fields with a % sign along with the Associated Field name like this:


 %Skill

The above example of the PTALIST file will demonstrate how to find a person who has a skill of Typing.

You would type "%Skill" in the field label box

Select EQ for the compare operator.

Type the word "Typing" for the Value to search for.

Press the  key to start the Query.

## Sorting by Associated Fields

If you sort on an associated field using %filename, a report would include a record as many times as there were non-blank associated fields.

In a report like the PTALIST file which was sorted by %Skill, for example, you would see a record listed each time *filePro* found information in the record's %Skill fields (field 9, 10, 11 and 12).

Say you modified record 1 to include the following skills:

9) typing

10) financial records

11) chaperone

In this case, record 1 would appear 3 times in the report, once for each non-blank associated field.

If a report includes subtotals and an associated field is the sort field, grand totals will be incorrect. Each number in the record appears as many times as the record has non-blank associated fields. The record is counted that many times in the sub- and grand totals.

In other words, if a record has 5 non-blank associated fields, the record and its numeric data will appear 5 times. The record is counted five times in the accumulating sub- or grand total.

You should avoid totals in reports that are sorted by associated fields.

---

## Using Automatic and Demand Indexes

The fastest way to find a record in a large file is by using an index. As you know, an index is a map the computer follows to find a desired piece of information.

There are two types of indexes you can use depending on the job you wish done.

Automatic indexes, like the one you created in the PTALIST file (the A Last Name index) are updated every time a record is updated, added or deleted. The four Automatic indexes are A, B, C, and D. You can specify this index in a query when you use the Query (F5) Index command.

When you use the Query (F5) Index command, you are asked for the Index field information to look for. You press  and then select the index letter to query. Only index names (A through D) that you have defined in Define Files are active.

You can use the Automatic Index that you defined in Reports as well. Just type the letter of the Index at the "Use Index" box when you print the report.

1. Select the report name from the Reports list box and press .
2. Select the display type, like Screen, Printer, etc.
3. Choose Set Selection and define or open predefined selection set. Click on the **Ok** button.
4. To use the Automatic index, move to the "Use input index:" box, and type one of the automatic indexes you've defined in Define files, like A, for last name.

## Demand Indexes


Demand indexes are numbered 0 through 9, giving you 10 indexes in all. Demand indexes are created when you request them and can be used with sorting and selection operations in your reports.

You use Demand indexes to save time generating output in large files. Once you have built a demand index, you can use it again. This means you won't have to re-select the records for each report or set of labels, etc.

---

## How to Create a Demand Index

You create the demand index when you run a report of some type.

1. Select the report name from the Reports list box. Move to the Report Icon and press  or double-click on the Report Icon.
2. Select the display type, like Screen, Printer, etc.
3. Choose Set Selection and define or open predefined selection set. Click on the **Ok** button.
4. Choose Change Sort if you would like to specify Sorting options, like Last Name Descending, etc.
5. To name the Demand Index, move to the “Save Index As” box and type a Demand Index number, from 0 to 9.

Once you have created a demand index, you can use it in all reports.

Demand Indexes do not change to reflect additions, deletions or changes in the file unless you rebuild them.

To rebuild an index you use the rebuild command in Define Files (F2) menu.



---

## How to Define Printed Reports

As you know, the Define (F3) Reports command is used to create printed reports and the Reports titlebar is a shortcut for selecting the command.

Select the file you'll be working with first by highlighting it in the Dispatcher's File List Box.

You select Define (F3) Reports. If you don't select the file beforehand, *filePro* will prompt you to select one from a files list box.

Select and type in the password, if any.

Now you select the type of Report Format you want to use, such as mailing label, report or full page form.

Refer to Chapter 9, "Reports," in the Tutorial section for specifics on the types of Report formats available, which include:

- ☐ Reports
- ☐ Mailing labels
- ☐ Full-page reports
- ☐ Processing-only formats

Of these report formats, three are printable types:

- ☐ Reports
- ☐ Mailing labels
- ☐ Full Page reports

Processing-only formats are for batch operations, like recalculating results in an entire file, or running totals.

With any type of Report format, you insert the data fields by moving the cursor to a position in the Data Lines Area. You use the Fields (F4) Place Fields command.

When you use the Place Fields command, you can choose a field from the field list box with the arrow keys or mouse, or you can just type in a field name. As you know, on a Columnar Report format you can specify a system-maintained field with an @ followed by the field name, like @RN for record number. You specify an Associated field group with %fieldname.

---


## Columnar Reports

When you are in the Report Writer, you can use File (F2) Options command to access the report Options like page size and width. The Options command allows you to make those choices, like Remove Unwanted Blank Lines, that you did not set earlier or want to change.

You can see information about the file you are working with by selecting the File (F2) File Information command. This command shows you important details you may need to see about the file, like field names, types, lengths, etc.

When you select a Columnar Report form, a screen with Page Width, Lines to Print per page, and Lines per page is displayed. The default values you see listed are typical for printing reports. Generally, the value in The Lines to Print Per Page is smaller than the value in the Lines Per Page. You can accept the default values in this screen or type over them to suit your needs.

With Columnar Report format, you move to the Heading/Title area and type the information that you want to display on the top of every page. You can include the System-Maintained fields that *filePro* provides for Today's Date (@TD) if you like. Move the place where you'd like the date to appear, and then use the Fields (F4) Place command to insert the @TD field name. For a list of system-maintained fields, see page A-4 in the Appendix.

When you see the fields list box, and the prompt for the field name, use the  key to move to the Field prompt. Type in @TD. You can move the field to a different location by dragging it with the mouse, or using the Field (F4) Move command if you are using the keyboard.

## Sorting in a Report

If you would like to Sort the information in your report, you use the File (F2) Specify Sort command. If you do not use the Specify Sort command, information will be printed in the order you typed it in.

In the PTALIST file, you could sort the information by Meeting Date. If you sort the information by Meeting Date, you will see the information in the order of meetings that were held.

---

If you check the Descending Order box, information will be sorted by Meeting Date, but in descending order (the month of February before the month of January, for example.) If you leave the Descending Order box blank, you will see information in Meeting Date Order, but in Ascending order (January first, then February, etc.).

If you check the Total box, *filePro* will print a subtotal field that you insert every time the meeting date changes.

When you check the Total box, *filePro* creates a Subtotal area on the screen for you. You can have four subtotals generated.

You could use Specify Sort to put records in Meeting date order, with subtotals.

When you specify subtotals by checking the total box, you see a Subtotal area in the Screen Painter work area. Move to the Subtotal area and type the word Subtotal. This word will appear in your report so you can see what the information represents. Now move to an area to the right of the word Subtotal that you typed.

The Field (F4) Aggregate command will let you place the total, minimum, maximum, or average of the field you specify. Press Ctrl + A to select the Aggregate command. You see the list of fields in a field box. Use the down arrow or mouse to select the Dues Amount field. Now, when the meeting date field changes, you will see a total of the dues paid field.

You use only numeric fields within the aggregate command such as “.0 – .8” and “.0 – .8”. See Edit types on page A-3 in the Appendix.

---


## Mailing Labels

If you select a Mailing Label type of format, you are presented with several different label sizes. Choose the one that you want, or choose the custom label option, Other. Other allows you to specify exact measurements for non-standard labels.


On a Mailing Label type of format, you would check the Remove Unwanted Blank Lines box to keep labels from being printed with blank lines on empty fields.

Look at the types of addresses customers may have:

A typical three line Address label would include these fields:

```
 Name  
    Street Address  
    City, State zipcode
```

Some customers may have a four line address like this:

```
 Name  
    Street Address  
    Suite Number  
    City, State  zipcode
```

Now, when you set up your form for labels, which address type do you model your format after?

You should model it after the the four line address. Check the Remove Unwanted Blank Fields box so that if a field is blank, such as Suite Number, it will not be printed. In essence, *filePro* will be printing all fields in the report and REMOVING the empty ones so they do not create blank white space on the labels.

With a mailing label type format, you select the label size, and format the Report Writer form. Place the fields just as you would like to see them printed on the label, keeping in mind the size you selected.

When you select the Place field command, you see a choice to Push Left. Push Left closes up unwanted white space on a field horizontally, but leaves one space between fields.

---

You can use the Push Left option on all your reports to close unwanted gaps between fields.

(Without push left checked on the Last name field)

 Jack                      Jones

(With push left checked on Last Name field)

 Jack Jones

You can sort a mailing label file by State, City or Zip Code by using the File (F2) Specify Sort command. You specify the field you want to sort by. You can specify first to sort by State, then Zip Code by selecting the State field first, then the Zip code field.

Save the Report Format and use the Reports Icon to print the report.

---

## How to Define and Run Processing-only Operations

### First Set Up The Report Format

Batch operations can be performed on files using “Processing only” type of report.

You set up the Processing Only using the Reports titlebar, or Define (F3) Reports. When you are asked the type of report you want, choose Processing Only. Choose any sort instructions and password, etc., and then save the Processing Only Report format using the “Save As...” command.

To set up the processing table, highlight the Processing Only report name you saved in the Report List box to select it.

You now choose the Define (F3) Processing command. *filePro* will automatically name the processing table with the same name as the Processing Only report you have highlighted in the Reports List box.

If you don't highlight the Processing Only report name in the Reports List box before you select Define (F3) Processing, you name the processing table with the same name as the Processing Only report.

### Set Up The Processing Table

On the processing table, define the table, save it, and return to the Dispatcher screen.

To run processing only, select the Report name from the Reports List Box and double-click on the Reports Icon. After you answer the selection prompts, the program generates the output and posts each record, etc. When finished, you are returned to the Dispatcher.

### Tests You Can Use in Processing

You can use these tools to test conditions on an IF line:

- ☐ field numbers or names
- ☐ labels
- ☐ literals
- ☐ a negative relationship
- ☐ relationship codes
- ☐ operators

---

## Fields in Processing

Fields can be real, dummy or system-maintained. A real field is one that you have defined in Define Files. A dummy field is a temporary variable you can use to store information. A system maintained field is one which *filePro* keeps for you, like record number (@RN).

### Dummy Fields

You define real fields (like First Name, Last Name, and Grade in the PTALIST file) when you define a file. You define Dummy fields in processing tables.

Dummy fields are fields that hold data temporarily for various processing operations and are generally cleared of data between saving and updating records.

Dummy fields are cleared at the beginning of processing for each record. In other words, if you update record 1, save it, then go to update record 2, *filePro* deletes any dummy values left over from record 1 before processing record 2.

Sometimes you want fields to retain values between records, as in times when you want a running total in a file. In a case like this, you make the field “global”. Global dummy fields retain their value between saving and updating records and are cleared only after you exit the file. (Fields used in INPUT statements are automatically made global.)

Dummy fields can be added to screens and output formats just like regular fields. They can be used for every operation that real fields can be used for, except for one. You can't save anything in them.

You can hold information in a dummy field while processing records, while printing a report, while doing math – but if you want to save a result in your file on disk, use a real field.

---

## Defining a Dummy Field in a Processing Table

You can define a dummy field in two ways:

1. You give it a “name(length, edittype, global attribute)”, like this:

```
If:
Then: aa(5,.5,g)
```

and then set it equal to a real field or an expression, like this:

```
If:
Then: aa = dues_paid
```

or

2. You give it a name and assign a real field to it, for example:

```
If:
Then: aa = dues_paid
```

When you define a dummy field like this, the dummy field takes on the attributes of the `dues_paid` field (in other words, it will be of the same edittype.) It defaults to a length of 255 and is right-justified on screens and output.

Look at the syntax of the dummy definition:

```
name(length, edittype, global
      attribute)
```

In this section, you'll take a look at each of the components of the dummy definition.

### About Dummy Field Names

Dummy Fields are named with any letter, or two letters, such as `a`, or `aa`.

Upper and lower case are allowed, so “`aa`” is the same as “`AA`”.

### About Attributes

The attributes of a dummy field control lengths, edit types and whether the dummy is global or not. You set them in this order:

```
► dummy(length, edit, global)
```

and you use this type of syntax:

```
► dd(5, uplow, g)
```



---

Where:

- ❑ dd is dummy variable name
- ❑ 5 is length you want the dummy variable to be
- ❑ uplow is the edit type
- ❑ g specifies global

If you want to specify a length and global attribute without a type, just leave the comma (,) in place like this:

► aa(12,,g)=...

Remember: If you give the field a name and set it equal to a real field or expression, the dummy field takes on the attributes of the real field. The field will default to a length of 255.

A dummy field is set equal to a real field or an expression on a THEN: line, like this:

► Then: aa = 12

### **About Setting a Dummy Field Equal to a Real Field**

When a dummy field without attributes is set equal to a field, it takes on the attributes of the field's general characteristics. For example:

► aa = 1 + 2

Since 1 + 2 must be numeric fields, aa will be numeric also.

### **How to Print Dummy Fields**

You can input data to or print the data that is in a dummy field, provided that you put it on the Report format or screen. For example, if you wanted to print a dummy field address on a report, you'd add it to the format using the Field (F5) Place Field command. At the prompt, type the name of the dummy field.

If a dummy field has no defined length, its length is determined by how it's used on the screen or Report format.

## An Example of The Temporary Nature of Dummy Fields

You can use a dummy field as temporary holding place for results needed for other operations. For example, dummy field A holds the result of an equation needed to process field 78 through 80:

```
If:
Then: A = 1 * 26

If:
Then: 78 = A + "11"; 79 =A/27;
      80 = A * 28 / "50"
```

## Relationship Codes

Any of these Relationship codes may be used in the If: portion of a table.

*Table 11-1. Relationship Codes*

<i>eq</i>	equals
<i>ne</i>	does not equal
<i>gt</i>	greater than
<i>ge</i>	is greater than or equal
<i>lt</i>	less than
<i>le</i>	less than or equal to
<i>co</i>	contains

## Result Operators

Any of these Result operators may be used in "Then:" portion of a table.

*Table 11-2. Logic Operators*

*	multiplication
/	division
+	addition
-	subtraction
( )	change math precedence
=	set equal to

Math follows normal precedence of operations. Multiplication is done first, then division, then addition, then subtraction. The operators enclosed in ( ) are done first, regardless of operation.

---

## Examples of Conditions You Can Test For

You can test whether or not a field contains a particular value. For example, you can test if field 1 contains a "Y" like this:

```
If: 1 eq "y"  
Then:
```

or that a dummy field, tt, isn't blank:

```
If: tt ne ""  
Then:
```

or whether field 2 contains the value "Inc":

```
If: 2 co "Inc"  
Then:
```

You can test whether the record has been updated since a particular date, for example:

```
If: @UD ge "02/10/85"  
Then:
```

or test if a field's contents are greater than another field.

```
If: 2 gt 1
```

## Concatenating Fields

You can concatenate fields with the following operators.

- + places a field next to another field with no space between the fields.
- < places field next to another, pushed to the left with one space between the fields.
- { places a field next to another with one space between the fields but not shifted to the left.

---

## Processing Commands

You've used some processing commands to control the input of data in Inquire, Update and Add. You use the same commands to control the Report processing for reports.

**NOTE:** Parameters that follow a command in ( ) require the parenthesis around the parameter.

Parameters that follow a command in < > are the row numbers, or screen name that follow the command. Don't include the < > around these.

### BEEP

**Action:** Sounds the bell

*Example:*

```
If:
Then: BEEP
```

### CLS

**Action:** Clears the Screen

*Example:*

```
If:
Then: CLS
```

### CLS(<start>)

**Action:** Clears from *start* to bottom of the screen. *Start* is a row number from 1 to 20. *Start* can be either a field (5), literal ("5"), or an expression (5 + "1").

*Example:*

```
If:
Then: CLS(5)

If:
Then: CLS("5")
```

---

## CLS(<start> , <number> )

**Action:** Clears from <start> for the number of rows in *number*. *Start* and *number* can be either fields (5 and 2), literals ("5" and "2"), or an expression (5 + "1").

*Example:*

```
If:
Then: CLS(5,2)

If:
Then: CLS("5","2")
```

## DELETE

**Action:** Deletes all data from the current record.

**NOTE:** No matter where the DELETE command appears on the processing table, the program will not delete a record in the current file until all other actions on the processing table have been completed.

*Example:*

```
If:
Then: DELETE
```

## DISPLAY

**Action:** Re-displays the current screen.

*Example:*

```
If:
Then: DISPLAY
```

## DISPLAY <screen>

**Action:** Displays screen <screen>. <screen> is enclosed in quotes.

*Example:*

```
If:
Then: DISPLAY "PTAM"
```

## END

**Action:** Ends processing for the current processing table.

*Example:*

```
If:
Then: END
```

## GOSUB *label*

**Action:** Goes to a subroutine named *label*. A label must be at least three characters long and begin with a letter.

The subroutine called must end with RETURN. See RETURN.

The maximum number of nested GOSUB's (GOSUB'S called by other GOSUB's) per processing table is 16.

*Example:*

```
If:
Then: GOSUB xal
```

## **GOTO** *label*

**Action:** This command jumps over other instructions, if any, and continues processing at "label".

*Example:*

```
IF:
THEN: GOTO check
```

## **INPUT** *field* <prompt>

**Action:** Uses <prompt> to ask for keyboard input into any *field* at the bottom of the screen.

*Example:*

```
If:
Then: INPUT aa "Name: "
```


## **INPUT** (<row>, <col>) *field* <prompt>

**Action:** Prompts for keyboard input into any field at position *row*, *col*. *Row* can be a value between 1 and 20. *Col* can be a value between 1 and 80.

*Example:*

```
If:
Then: INPUT("4","4") aa "Price:"
```

## **INPUTBOX** *field* <prompt>

**Action:** Prompts for input into any field in a box and waits for user to press  or click on the mouse button.

*Example:*

```
If:
Then: INPUTBOX AA "Search for: "
```

---

**MID** (*field*, <*start*>, <*len*>)

**Action:** Finds characters in field from <*start*> for <*len*> number of characters.

**Where:**

*aa* is the destination field, dummy or real

*f* is the source field number or letters(s)

*s* or *exp<sub>s</sub>* is the starting position (if literal, quotes are mandatory; if expression or field, quotes may be necessary)

*n* or *exp<sub>n</sub>* is the number of characters, including the character at the starting position, to be picked up (use quotes if literal).

**Example:** *To replace data.*

If:

Then: `mid(f,"s","n")=newval`

If:

Then: `mid(f,exps,expn)=newval`

**Example:** *Find or copy the middle of a string.*

If:

Then: `aa=mid(f,"s","n")`

If:

Then: `aa=mid(f,exps,expn)`



## RETURN

**Action:** Used at the end of GOSUB section. Control is returned to the statement following the calling GOSUB.

Each GOSUB must have a RETURN at the end of the called routine. See GOSUB.

*Example:*

```
      If:
      Then: GOTO START
START  If: aa eq "y"
      Then: GOSUB TOTAL

      If:
      Then: END
TOTAL  If:
      Then: t = 8 + 9

      If:
      Then: RETURN
```

The above example uses a GOTO to branch to the "START" label.

"START" tests the contents of "aa". If the test is true and "aa" equals "y", control of the program passes to the "TOTAL" subroutine.

The "TOTAL" subroutine performs some action and then returns to the statement which follows the GOSUB, which is END.

If the test for "aa" eq "y" is false, the program drops immediately to the next statement, END, which ends processing for this table.

---

## SCREEN

**Action:** Puts the user in UPDATE mode in "Inquire, Update, Add" on the current screen.

*Example:*

If:  
Then: SCREEN

## SCREEN <screen>

**Action:** Puts the user in UPDATE mode in "Inquire, Update, Add" on <screen>'s first field.

*Example:*

If:  
Then: SCREEN "PTASCR"

## SCREEN <screen>, field

**Action:** Puts the user in UPDATE mode on <screen> positioned in "field."

*Example:*

If:  
Then: SCREEN "PTASCR", 8

## SHOW <message>

**Action:** Shows message at the bottom of the screen.

*Example:*

If:  
Then: SHOW "Help is not Available"


**SHOW** (<row> , <col>) <message>

**Action:** Shows message at *row*, *col*. *Row* can be a value between 1 and 20. *Col* can be a value between 1 and 80.

*Example:*

If:  
Then: SHOW ("9", "4") "Help"

**SHOWBOX** <message>

**Action:** Shows message in box and waits for the user to press  or click on the mouse button.

## Using Labels in Processing

You can name a section of a processing table with a label. The label signifies a beginning of a routine, or set of instructions.

Typically, labels are used to identify a section of commands which can be “jumped” to (GOTO *label* for example) when changing the flow of operations in a table.

Labels are typed in the upper left hand corner of the “IF:” line:

Label If:  
Then:

A label must be at least three characters long and must begin with a letter.

---

## **RULES of Processing to Remember**

1. Whatever is to the left of an equal sign will contain the result of an operation whatever is to the right is used to get this result.
2. Conditions go on the IF: line in a processing table. Actions go on the THEN: line. If the IF: line is blank, the THEN: line will be executed. If a condition is included, action is taken only if the condition is true.
3. Literals must always be enclosed in quote marks.
4. Dummy fields are defined with letters (up to two) and can be given attributes on the left side of any assignment statement on any action THEN: line, but not on a condition IF: line.
5. Dummy fields cannot be reassigned. In other words, don't give the same dummy field two sets of attributes (length, type, global).
6. The order of processing instructions is important. If one instruction is to be done later than another, put it lower in the processing table, or use GOSUB, GOTO commands to branch to another area.
7. Labels must be at least three characters long, and contain no spaces.
8. GOSUB's and GOTO's branch to labels. You type the command and then the label.  
  
Put the RETURN command at the end of the area you branched to using GOSUB.
9. END, RETURN and GOTO must be the rightmost statement on a line.
10. CLS, INPUT, etc., can be on the same line, separated by semi-colons (;).
11. Processing that you want executed after a user saves a record in Inquire, Update, Add should be put in the Input processing table.

Any processing that you want executed on each record as you run a report should be in a processing table that with the same name as the report.

---

## User Menus

You can create custom menus to automate printing, data and other operations with a user menu. You tell *filePro* what files to use, what reports to print, what indexes, selection sets and so on to use for each operation. You decide how a user can use your application.

You can have the user menu as a menu List Box choice in the DeskMate Desktop to avoid going into the Dispatcher Screen.


You have available as options in your menus:

- ☐ Screens you create
- ☐ All of the functions of Inquire, Update and Add
- ☐ All of the functions of the Report Writer
- ☐ Processing tables (input and output)
- ☐ Submenus (in other words, menus that call other menus)
- ☐ DOS commands that are available on your system

When you define a User Menu, you specify the file to use and define any operations the user will be able to implement. You control whether the user will be forced to use the application as you've defined it, or will be able to change options at runtime.

You Define User Menus from the Dispatcher Main menu by pressing Define (F3) and selecting User Menus. You start the execution of the User Defined Menu by using Access (F4) User Menus, or by clicking on the menu name on the Desktop.

When you choose Define User Menu, you see blank menu blocks on the screen. Each block has three parts – a keypress for fast keyboard execution of the menu block, a title line of the action for the block, and a long description of the action of the block.

The Keypress will let the user can press a key to execute the menu block. You can use any single letter or number as the keypress. If the block is high-lighted, the user can press  to execute the block, or double-click on a block if a mouse is used.

The Title line is the one at the top of the block. Usually you would use this block to briefly describe the action of that block, like "Browse File"

---

The Long description may be a more specific explanation of the block, like "Browse Entire file, Browse phone list, Browse Address list."

You can create centered menus by using any blocks on one side of the Block definition area. You can leave the top of the screen blank by using only the lower right and left blocks. You decide how the menu will appear by defining certain blocks.

When you execute a Menu, you exit back to the Dispatcher screen by pressing the **[Esc]** key, or using the File (F2) Exit command from the menubar.

## Defining a Menu Block

You move to the block to highlight it, and then you select Option (F3) Modify. This command allows you to modify the block and indicate what the menu should display to the user. A typical menu block might be:

Add  
A Add Data to the PTALIST file

When you select the modify command the Menu Writer screen appears. You fill in the key to use for the block, and press the **[←→]** key to move to the title line. If you want to use the second line, you type that in and press the **[←→]** key to move to the next selection on the screen.

The first option you specify is the main type of operation the menu selection represents. You can make it an Inquire, Update, Add function, or a Report function, a DOS function, or another menu that you created earlier.

Then you choose the Operations button. The Operations button lets you select a file for the menu block, and set commands specific to the operation you chose. You move around the Operations screen with the **[←→]** key and simply select the parameters for the menu block. You click on the option buttons and then type the Screen name, Report name, etc.. If the option is to have no parameters (for instance, no reports, no selection set, etc.) you can blank out any options you see listed.

---

You can make Report Operations flexible with the Change at Runtime box. If the Change at Runtime box is checked, the user will be allowed to change to a different report once in the main operation you chose.

When you press the **OK** button for the Operations Screen, you are returned to the Menu Writer screen.

You can include help text for the user menu if you like, by selecting the Help button on the Menu Writer screen. When you select the Help button, you are presented with an editor. You enter the help text and then click on the **OK** button to return to the Menu Writer screen.

You click on the Menu Writer Screen's **OK** button when you are finished defining this menu block.

After you are finished defining all the blocks for your menu, you save with the menu with the File (F2) Save or "Save As..." command in the Menu Writer screen.

## Calling The Menu from The Dispatcher

You run the menu you've defined by using the Access (F4) Run a User Menu command and type in, or select, the menu name.

**NOTE:** Before you run the menu with the Access (F4) User Menus command, be sure to have defined any screens, reports, output or input tables, etc. that you have called in your menu blocks.

It is a good idea to create all of the options you use in the menu before you define the menu in the Define (F3) User Menus command. When you define screens, reports, and selection sets beforehand, for example, these choices will appear in list boxes when applicable. You won't have to remember the names of screens, reports, etc., that you have to define.

## Calling The Menu from The Desktop

You can set up a menu List box in the DeskMate Desktop to call the user menus you design. A user simply selects the menu name from the menu list box. The menu is executed and avoids the *filePro* Access (F4) User Menus command in the Dispatcher.

---

## Menu Title

Fill in the Menu Title. You can use any name you like, as long as it doesn't already exist in the Desktop. For example, you may call the title FILEPROMNU.

## Program Name

Fill in the program name. The program name is the full path to the executable program, *filePro*. If *filePro* for DeskMate is on your C: drive, you would type the following:

► C:\FPDM\FILEPRO.PDM


## Data File Extension


For a user defined menu, you type MNU for the data file extension. *filePro* saves menus with this extension automatically.

## Start-up Directory

The start-up directory is the \fpdm directory of your drive. If you have installed *filePro* on your C: drive, the start-up directory would be the following:

► C:\FPDM

You click on the OK button, or press  .

Select a menu List Box shape and press  .



---

## Import

The Access (F4) Import command allows you to take information from an ASCII, dBase, Lotus Spreadsheet, or DeskMate Filer file and send it to a *filePro* file that you name.

You select the *filePro* file in the Dispatcher Window. This is the file you are importing to.

You select the Access (F4) Import command, and you are asked for the file name to Import from. If you know the name, type it in, or use the file List box to find it.

You are shown a list of field names on the right from the Import file. This is the Field List area.

On the left, you see blank field areas, which are numbered. This is the Import Field Area.

You can page through the data by pressing the Beginning and Next Buttons. If you are using the keyboard, press **Ctrl** + **B** and **Ctrl** + **N** to page through the data.

You specify the fields you'd like to include in the Import by typing the number of the field in the Import Field Area and pressing the **↓** key to move to the next field. Field names from the Field List area move automatically into the Import Field area.

You can click on a line in Import Field Area and then click on the field name in Field List area if you are using the mouse. The field name will be moved over.

When you are ready to start the Import, click on the START button or press **Ctrl** + **S** to start.

---

## Export

The Access (F4) Export command allows you to take information from a *filePro* file and send it to ASCII, dBase III/IV, or Lotus 1-2-3 formatted file. You select the file from the Dispatcher File List box, and then select the Access (F4) Export command.


When you select the Export command you tell *filePro* the format you'd like the data in. Click on one of the types listed.

You type in a name for the new file you are going to create, like names.txt, etc.



Now, you are shown a list of field names on the right from the file to be exported. This is the Field List area.

On the left, you see blank field areas, which are numbered. This is the Export Field Area.

You will copy the fields you want to include into the Export field area.

You copy the Field List area choices to the Export Field area by typing the number of the field on an Export Field line. Pressing the  key to move to the next field. Field names from the Field List area move automatically into the Export Field area.

You can click on a line in Export Field Area and then click on the field name in Field List area if you are using the mouse. The field name will be moved over.

When you are ready to start the Export, click on the START button or just press  +  .

---

## Housekeeping

A *filePro* file includes data, indexes, screens, reports, and browses, etc., for the data management file you named in Define Files.

You can remove:

- ☐ entire *filePro* file.
- ☐ just the data in the data management file.
- ☐ just a screen.
- ☐ just a report.

To remove the *filePro* file, you use the Define Files (F2) Remove command.

## Removing Information

To remove the data in the data management file, you use Define Files (F2) Remove data.

To remove screens that you have created, go to Define Screens, use File (F2) Remove and select the screen name to remove.

To remove a report that you have created, go to Reports and use Files (F2) Remove.

## Rebuilding Indexes

Demand indexes you have used will not be accurate after additions, deletions, or changes to a file. To reorganize indexes, you go to define files and use the Index (F4) Rebuild All command in the same way.

The indexes you build may become corrupt due to untimely loss of power to your computer system. Should that occur, you can rebuild the indexes.

## Compressing Files

When you use Record (F4) Delete in Inquire, Update, Add, you remove the information in the record leaving a free record in your file. These free records will remain, should you want to insert data in the records' position, until you use the Compress command in Define Files. You use File (F2) Compress File command to remove the free records that you have not used in your file. Compressing a file will automatically rebuild all indexes.



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# Appendix

## Tables


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### Processing Commands

<b>BEEP</b> Sounds the bell
<b>CLS</b> Clears the Screen
<b>CLS(&lt;start&gt;)</b> Clears from <start> to bottom of the screen. <start> is a row number from 1 to 9
<b>CLS(&lt;start&gt;, &lt;number&gt;)</b> Clears from <start> for the number of rows in <number>
<b>DISPLAY &lt;screen&gt;</b> Displays screen <screen>. <screen> is enclosed in quotes.
<b>END</b> End processing.
<b>GOSUB <i>label</i></b> Goes to a subroutine named <label>. A label must be at least three letters long and end with a colon (:). The subroutine called must end with RETURN
<b>RETURN</b> Used at the end of GOSUB section. Each GOSUB must have a RETURN at the end of the called section.
<b>GOTO <i>label</i></b> This command jumps over other instructions, if any, and begins processing at “ <i>label</i> ”.
<b>INPUT <i>field</i> &lt;prompt&gt;</b> Uses <prompt> to ask for input into a dummy field at the bottom of the screen.
<b>INPUT (&lt;row&gt;, &lt;col&gt;) <i>field</i> &lt;prompt&gt;</b> Prompt for field at row and column. The field must be on the screen.

## Processing Commands

*Continued*

<b>INPUTBOX</b> <i>field</i> <i>&lt;prompt&gt;</i>
Prompts for input into field in a box
<b>MID</b> ( <i>field</i> , <i>&lt;start&gt;</i> , <i>&lt;len&gt;</i> ) = <i>&lt;expression&gt;</i>
Finds and copies characters in field from <i>&lt;start&gt;</i> for <i>&lt;len&gt;</i> number of characters.
<b>SCREEN</b>
Puts the user UPDATE mode in "Inquire, Update and Add" on the current screen.
<b>SCREEN</b> <i>&lt;screen&gt;</i>
Puts the user in UPDATE mode in "Inquire, Update and Add" on <i>&lt;screen&gt;</i> 's first field.
<b>SCREEN</b> <i>&lt;screen&gt;</i> , <i>field</i>
Puts user in UPDATE mode on <i>&lt;screen&gt;</i> and starting in "field".
<b>SHOW</b> <i>&lt;message&gt;</i>
Shows message at the bottom of the screen.
<b>SHOW</b> ( <i>&lt;row&gt;</i> , <i>&lt;col&gt;</i> ) <i>&lt;message&gt;</i>
Shows message at <i>row</i> , <i>col</i> .
<b>SHOWBOX</b> <i>&lt;message&gt;</i>
Shows message in box and waits for user to press  or click on the mouse button.

## Edit Types

### Date Edit Formats

<b>MDY</b>	MMDDYY
<b>MDY/</b>	MM/DD/YYYY
<b>MDYY</b>	MMDDYYYY
<b>MDYY/</b>	MM/DD/YYYY
<b>DMY</b>	DDMMYY
<b>DMY/</b>	DD/MM/YY
<b>DMYY</b>	DDMMYYYY
<b>YMD</b>	YYMMDD
<b>YMD/</b>	YY/MM/DD
<b>YYMD</b>	YYYYMMDD
<b>YYMD/</b>	YYYY/MM/DD

## Edit Types

*Continued*

### Time Edit Formats

<b>HM</b>	hh:mm
<b>HMS</b>	hh:mm:ss
<b>TIME</b>	hh:mm:ss (time of day)

### General Edits

<b>*</b>	Accepts any character
<b>.n</b>	Accepts numeric, provides n decimal places
<b>.</b>	Accepts numeric and period, provides 2 decimal places
<b>#</b>	Accepts 0-9, ., -, /, right justifies, won't sort in numeric order
<b>\$</b>	Accepts digits, supplies \$, -, right justifies, 2 decimals
<b>NUM</b>	Accepts 0 - 9 Supplies 0 if left blank
<b>ZIP</b>	Zip codes format - 5 or 10 code format
<b>SSNUM</b>	Social Security Number, supplies dashes
<b>ALNUM</b>	Accepts Numbers or Letters, no punctuation or signs
<b>ASCII</b>	The range of printable characters
<b>CHR</b>	All ASCII characters except blanks
<b>CHEQUE</b>	Supplies dollar amounts in words (75 recommended length)
<b>SEX</b>	Accepts M, F, m, f and converts to uppercase
<b>YESNO</b>	Accepts Y or N (or lowercase y/n)
<b>PHONE</b>	(999) 890-2222 format
<b>ALLUP</b>	Converts to upper case
<b>STATE</b>	Accepts standard STATE codes (like NY, NJ, etc.)

## Edit Types

*Continued*

### General Edits

<b>UPLOW</b>	Changes leading letters to caps; all others lowercase
<b>LOWUP</b>	Changes leading letters to caps; leaves other caps intact

## System-maintained Fields

### General

<b>@RN</b>	Record Number
<b>@CD</b>	Creation Date
<b>@UD</b>	Update date by I/U/A
<b>@BD</b>	Update date by Report
<b>@TD</b>	Today's date
<b>@DT</b>	Today's date format: Day Mon/dd/yyyy
<b>@RM</b>	Time

### In Inquire, Update, Add

<b>@SN</b>	Screen Name
<b>@BN</b>	Browse Name

### In Reports

<b>@PN</b>	Page Number
<b>@RS</b>	Records Selected
<b>@SF</b>	Subtotal Field
<b>@SH</b>	Subtotal Heading
<b>@TS</b>	Total Selected



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## Relationship Codes

<b>EQ</b>	blank	equals
<b>NE</b>		does not equal
<b>GT</b>		greater than
<b>GE</b>		greater than or equal
<b>LT</b>		less than
<b>LE</b>		less than or equal
<b>CO</b>		contains

## Result Operators

<b>*</b>	multiplication
<b>/</b>	division
<b>+</b>	addition
<b>-</b>	subtraction
<b>( )</b>	change math precedence.
<b>=</b>	set equal to



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# Glossary

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<b>Action</b>	On processing tables, operations such as string operations, requests for input from the user, messages, screen switching, and math formulas.
<b>Action line</b>	On processing tables, the “Then” line on which the desired operation(s) is defined.
<b>Adding records</b>	In Inquire, Update, Add, the mode that expands the file and moves the user to the next record automatically as each one is saved.
<b>Alignment check</b>	Used to match fields with the entry blanks on preprinted forms or labels. The program prints Xs on the alignment form(s) where fields are supposed to be printed.
<b>ASCII</b>	“American Standard Code for Information Interchange”; a standard computer code in which each character is assigned a number that the computer then uses for manipulating (sorting, selecting) data.
<b>Assignment</b>	A programming term: any field followed by an equal sign followed by an expression. For example, in the statement $SS = 1 - 3$ , dummy field SS is assigned the value of field 1 minus field 3.
<b>Associated fields</b>	Fields that are sorted and selected as a group. Whenever one member of an associated group is specified, all members are considered.
<b>Attribute</b>	A description (edit type, length, global) of a particular field.
<b>Automatic index</b>	An index which, once built, is maintained automatically by the system for all records on file.
<b>AVG</b>	A system function used for finding averages of printed fields.
<b>Backup</b>	Safety copy of data and/or programs.
<b>Batch processing</b>	Processing groups of selected records, such as archiving and purging inactive accounts, mass recalculating, etc.
<b>BEEP</b>	A processing command that causes the speaker on the terminal to sound.
<b>Blank</b>	A space; a character that is not really empty, as far as the computer is concerned.

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<b>Bootting up</b>	Getting the computer to run by having it load the operating system into its own memory.
<b>Box functions</b>	These are simple operations for defining outlined boxes or rectangular areas of a screen in Screen Painter.
<b>ASC</b>	A system function that returns an ASCII code in decimal format for one character of the specified field, literal, or expression.
<b>Browse</b>	An option available in Inquire, Update, Add that allows the user to page through several records on the screen at a time.
<b>Character</b>	A letter, number, or symbol. Empty spaces (“blanks”) are considered characters.
<b>CHR</b>	A system function used to convert an ASCII code (decimal) to its character equivalent.
<b>Condition</b>	In processing, a test. If the condition listed on the condition (“IF”) line is met or is “true”, then the action described on the action (“Then”) line is performed. If the condition is not met, is false, then the action is not performed. If the condition line is blank, the condition is true by default.
<b>Current file</b>	The file in the Dispatcher screen which is selected.
<b>Cursor</b>	A flashing block or underscore that shows where the next character typed at the keyboard will appear on the video screen.
<b>Default</b>	A particular value used by the computer unless it receives other input from the keyboard.
<b>Default report</b>	A report generated automatically, on request, in Report Writer; it is named “Default”.
<b>Default responses</b>	A group of responses to prompts in <i>filePro</i> for DeskMate that the computer uses automatically, unless the user types in a different response.
<b>DELETE</b>	A processing command that removes all data from the current record in the current file.
<b>Demand index</b>	An index that must be rebuilt whenever records are added or changed; its advantages include extensive selection and sorting capabilities.
<b>Descending order</b>	Highest to lowest order. The opposite of alpha-numeric order.

---

<b>Diskette</b>	The 5.25" or 3.5" magnetic medium on which programs and data can be saved by the computer.
<b>DISPLAY</b>	A processing command that displays, on the current or another screen, the effects of processing up to the point at which the command is encountered. Used in input processing only.
<b>DOS</b>	A generic term for IBM PC compatible operating systems, such as DOS.
<b>Dummy fields</b>	Fields that hold data temporarily for math and string operations, and that are generally cleared of data between records. Dummy fields are designated by any one- or two-letter combinations (instead of numbers), and can be added to screens and output formats. Sometimes called "temporary fields." See also "Global."
<b>END</b>	A processing command that stops the processing when encountered.
<b>Error message</b>	Information presented to the user if the system discovers a mistake.
<b>EXPORT command</b>	Used to create spin-off files.
<b>Expression</b>	A programming term: any formula or text that follows an equal sign. For example, in the statement " $SS = 1 + 3$ ", the expression is " $1 + 3$ ".
<b>Field</b>	A "slot" for data input that is given a number, length, and other attributes in Define Files.
<b>Field number</b>	The number of the field as assigned during file creation in Define Files.
<b>Field type</b>	The kind of data the field contains – alphanumeric, numeric only, decimal, date, etc.
<b>File</b>	A collection of related data.
<b><i>filePro</i> file</b>	The screens, Reports and data used for a data management file.
<b>File name</b>	A name, of up to eight characters in length.
<b>FORM</b>	The structure of a report used in Report Writer.
<b>Format</b>	Preparing diskettes to hold programs and data, which includes verifying that the diskettes are undamaged and readable.
<b>Formula</b>	In processing, any operation with an equal sign in it – usually algebraic equations, but also string operations.

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<b>Free</b>	An empty record in a file that can be used with new data.
<b>Full-page form</b>	A pre-printed item such as a paycheck, insurance form, invoice, or statement. In general, anything that prints information about one employee, one client, etc., per page.
<b>General edits</b>	Field types supplied with <i>filePro</i> for DeskMate.
<b>Global</b>	A dummy field attribute that makes dummy fields retain their values between records, but not after leaving the file.
<b>GOSUB</b>	A processing command meaning “go to subroutine.” Must be followed by a label and used with the RETURN command.
<b>GOTO</b>	A processing command meaning “go to another processing element.” Must be followed by a label and be last on its line.
<b>Graphic characters</b>	On screens: vertical or horizontal bars, corners and lines of various sizes, used as visual markers or for decoration.
<b>Group</b>	Multiple instances of the same Data Type. See “Associated fields.”
<b>Hardcopy</b>	A printed copy of whatever appears on the video display.
<b>Header/Title</b>	The text appearing at the top of a columnar report, usually to label the fields.
<b>Help screens</b>	Screens that inform or direct a user. You create help screens for User Menus in the Menu Writer.
<b>IMPORT</b>	A processing command used to accept spin-off (“merge”) files from outside programs.
<b>Index</b>	A quick reference chart that the computer uses to look up a desired piece of information and find the record in which it appears.
<b>INPUT</b>	A processing command that asks the user for input while records are processed.
<b>Input</b>	Information received by the computer from outside (usually, but not always, via the keyboard).
<b>Input processing</b>	A kind of processing that occurs whenever data are put into a record. Anything to be done after saving a record in Inquire, Update, Add should be put on an input processing table.

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<b>Inquire, Update, Add</b>	Used to put data into and retrieve data from <i>filePro</i> files.
<b>Install</b>	Adding a program (or series of programs) to a computer system, so that the program(s) can be used as designed.
<b>Label</b>	A name used to identify statements for processing table operations such as subroutines and testing. See "Mailing labels."
<b>Literal</b>	A set of characters representing an actual value rather than a field number or letter.
<b>Load</b>	To move a program into the computer's memory.
<b>Long description</b>	One of two lines you may use to describe a user menu. Long descriptions are defined when defining a user menu in the Menu Writer.
<b>Mailing labels</b>	The labels used for mailings. Mailing label formats can also be used to print envelopes, index cards, Rolodex cards, etc.
<b>MAX</b>	A system function used to find maximum values in a field.
<b>MENU</b>	A user defined list of commands. Create menus in Menu Writer.
<b>Merge file</b>	See "Spin-off file."
<b>MID</b>	A processing command used to copy or replace the middle of a field.
<b>MIN</b>	A system function used to find minimum values in a field.
<b>MS-DOS</b>	The operating system for many single-user personal computers. The initials stand for Microsoft Disk Operating System.
<b>Non-<i>filePro</i> file</b>	File created outside <i>filePro</i> for DeskMate; data file.
<b>Operating system</b>	A program that keeps track of programs, locates files, knows which drive, monitor, and printer is attached where, and acts as a liaison between the computer and the user. It is the first program loaded into the computer's memory each day, and the last to be shut down.
<b>Operator</b>	A character or set of characters that tells the program which operation to perform. For example, the operator, "+" tells the program to add.

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<b>Output</b>	Information that is extracted from the file and printed or spun off into other files.
<b>Report processing</b>	A kind of processing that lets the user add processing operations to printed output, and process entire files or selected groups of records at once ("batch processing"). Anything to be done while generating reports or processing groups of records should be put on a report processing table.
<b>PC-DOS</b>	The operating system used to run the IBM PC/XT/AT/PS2 computers. Developed by Microsoft, Inc., the initials stand for Personal Computer Disk Operating System.
<b>Print code</b>	The string of characters defined on a print code table and sent to
<b>Processing</b>	Manipulating data in a variety of ways using commands and operators. Processing can be done on a record-by-record basis or in batch mode.
<b>Processing statement</b>	The numbered, two-line action and condition statement.
<b>Processing table</b>	The list on which processing is defined. There are two types of tables – input and output.
<b>Processing-only</b>	Processing operations in which the output is not printed.
<b>Program</b>	An orderly list of instructions that directs the computer to carry out a desired sequence of operations.
<b>Real field</b>	Any numbered field; a field defined in Define Files.
<b>Record</b>	A set of related data – the information on a single person, inventory item, or transaction.
<b>Relationship codes</b>	In selections, codes that tell the computer how to compare the value the user picked with what he or she actually wants – "less than" the value, "equal to" the value, etc.
<b>Report</b>	A "file-wide" type of printed output that can include data from any number of records.
<b>Report Writer</b>	The program used to generate and print reports, forms and labels, and to generate and run batch files.



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<b>RETURN</b>	A processing command that returns the program to the first statement below the one containing the current GOSUB statement. Must be used with GOSUB.
<b>RETURN key</b>	The “carriage return” key, use to record answers to prompts or other input. Also called the ENTER key.
<b>Right-justified</b>	A value that is flush against the right edge of its field. <i>filePro</i> for DeskMate right-justifies most numbers automatically.
<b>SCREEN</b>	A processing command that switches the user from one screen to another. Used in input processing only.
<b>Screen</b>	The visual display on the monitor, in <i>filePro</i> for DeskMate, the electronic record as it appears on the monitor.
<b>Selection sentence</b>	At the bottom of extended selection screens, an area where Query writer places the selection sets defined.
<b>Selection set</b>	The extended selection definition, saved under a particular user defined name.
<b>SHOW</b>	A processing command that puts user defined messages at the bottom of the screen during input or report processing.
<b>SORT</b>	To organize information in a way different from order of data entry.
<b>Sort</b>	Putting selected records in a particular order.
<b>Spin-off file</b>	A data file that can be used by non- <i>filePro</i> for DeskMate programs. Spin-off (merge) files are created with the EXPORT command.
<b>Spreadsheet</b>	Financial analysis program used to answer “what if” questions in areas such as cash flow and budgeting, estimated manpower and production needs, and stock control.
<b>Statement</b>	A programming term; any instruction to the program. For example, the assignment “SS = 1-3” is a kind of statement in a table.
<b>String</b>	Any set of text characters in sequence; the contents of a field.
<b>Subroutine</b>	On processing tables, a particular group of statements that can be called when needed.

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<b>Subtotal field</b>	A sort field that subtotals fields and breaks the report into sections whenever the contents of the field changes.
<b>Syntax</b>	The rules that govern the structure of programming statements. You can check the syntax of tables with the File (F2) syntax check command in Define Processing.
<b>System</b>	The computer plus the files and programs designed to run on it.
<b>System-maintained fields</b>	Fields that contain information 'remembered' by the computer system – for instance, the date typed in when logging on to the computer.
<b>Terminal</b>	In multi-user systems, a display and keyboard attached to the computer.
<b>Testing</b>	Checking that a system works as described or warranted, and isolating and correcting errors.
<b>Toggle</b>	One key that switches between two alphabets, modes, etc.
<b>Troubleshooting</b>	Searching for the source of an error and eliminating it.
<b>Tutorial</b>	A set of instructions that familiarizes the user with the computer system and teaches him or her how to use it.
<b>UPDATE</b>	A command that puts the user in update mode automatically in Inquire, Update, Add.
<b>User menu</b>	A menu defined by a user with the Menu Writer.
<b>Value</b>	Data; a set of characters representing themselves rather than field numbers or letters. When selecting records, the desired piece of information – i.e., "Smith" or "512.23" – is the value.
<b>Word processing</b>	The computerized handling of written text. Elements that differentiate word processing from regular typing are: the ability to save the type material on disk; electronic editing functions; and an automated printer.

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