Fleet Filer

Super fast Database Manager

Let your fingers do the filing...
for your Commodore 64 and 128

- Up to 5000 records
- Up to 22 text/numeric fields
- Fields up to 255 characters
- Written for maximum speed
  - totally machine language
  - no overlays
- Multi-field pattern searching
- Calculations between fields

- Calculation results may be displayed or put back into a field
- Conditional save, print and math
- Easy redefinition of field formats
- Powerful built-in report generator
- Multi-Column mailing labels
- Input/Output to Fleet System and most major word-processors

Fleet Filer... Is the fastest and easiest database to use on the market today. For the first time, all the major features of other popular databases have been combined into one powerful program without sacrificing speed or space!

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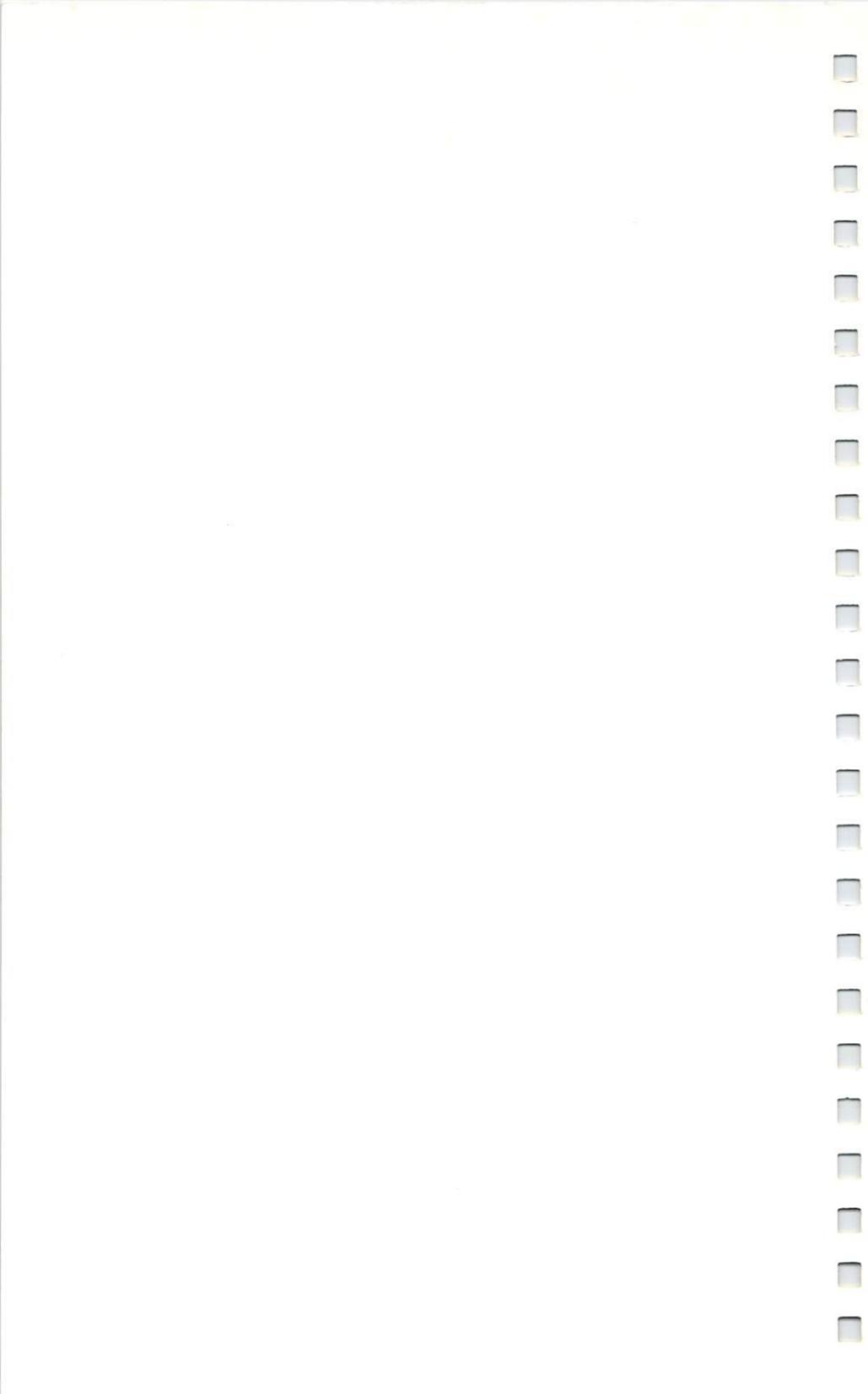
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Fleet Filer User's Guide

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Designed by Jacques Lebrun

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I-INTRODUCTION

FLEET FILER is a database program developed for handling mailing lists, recipes, books, etc.

FLEET FILER is extremely rapid because data, including the program itself, is kept in computer <u>memory</u>. Calculations are therefore done quickly and sorting is almost instantaneous, even if it is on several levels.

FLEET FILER is compatible with **FLEET SYSTEM**. It is therefore possible to exchange data between the two programs.

You will discover the power of your computer and of **FLEET FILER** by carefully reading the user's guide. The **commands** are easy to use because they are menu driven. All you need to learn is the basic vocabulary:

- <u>alphanumerical data</u>: group of letters, figures, or punctuation marks.

- <u>numerical data</u>: a numeric value that may be used for calculations.

- <u>field</u>: a named area containing data within a record.

- <u>record</u>: a group of fields.

- <u>file</u>: a named group of records (database) saved to disk.

- <u>memory</u> (computer's): area where all data is temporarily entered, modified, kept and processed. This data <u>MUST</u> be saved on disk, otherwise, it will be erased if the computer is turned OFF or if a <u>file</u> is loaded.

- <u>sort</u>: file disposition in alphanumerical or numerical order to take place on one or many chosen fields.

- <u>primary sort key</u>: order in which a sort occurs by priority.

II-SETTING UP THE SYSTEM

To use **FLEET FILER** you will need a computer, <u>one</u> disk drive (single or double), a monitor and an optional printer.

If you have a Commodore 128, note that in the "128 mode", you must use **FLEET FILER** with an 80 column monitor because the program will not function in 40 column mode. However, this does not apply to the Commodore 64 (or the Commodore 128 in "64 mode").

By following the instruction manual for each unit you will learn how to connect them together. When all pieces of equipment are connected and turned on, insert the program diskette into the disk drive and load the **FLEET FILER** program by typing these commands:

<u>On Commodore 64</u>:
load "ff",8 <RETURN>
and when **READY** appears ...
run <RETURN>

<u>On Commodore 128</u>:
<SHIFT> <RUN/STOP>

When loaded, the **MAIN MENU** appears:

<u>Space=</u> xxxxx   **FLEET FILER   XXXX Records**

Create/Update Field Names
Add Records
Find/Update Records
Sort Records
Print Records
Math Operations
Read a File
Write a File
List of Files
Disk Commands
Quit

Select Letter For Desired Option

At the top left corner of your screen, the term **Space=** is followed by the number of characters still available in computer memory.

At the top right corner of your screen, the term **Records** is preceded by the number of records already in memory.

Since all data is kept in the computer's memory, it is important to keep an eye on these two values to avoid running out of memory while you are working.

If you come close to this limit, you should subdivide your file by using the selection criteria to write on disk.

You can choose a **command** by using the vertical cursor key <CRSR> or by typing the first letter of the **command**. Then, press <RETURN> to confirm your choice.

While inside a **command** procedure, pressing the <LEFT ARROW> key will always bring you back to the MAIN MENU (EXCEPT in the **Create/Update Field Names command**).

Pressing the <F1> key will print on paper what is on your screen.

NOTE: The <CAPS LOCK> and <SHIFT LOCK> modes are not recommended with **FLEET FILER** because lowercase letters must be used to answer questions.

III-EDIT KEYS

A) General keys: available in most commands.

<LEFT ARROW> to end automatically a **command** procedure and go to the MAIN MENU. (EXCEPT in the **Create/Update Field Names command**)

<DEL> to erase the character to the left of the cursor.

<INS> to insert a space or a character at the cursor position.

<CRSR> (left-right) to move back and forth within a line or a field.

<CRSR> (up-down) to move from one line or one field to another.

<RETURN> to confirm an input or a series of inputs.

<SHIFT><RETURN> to bypass a sequence of inputs that doesn't need to be changed.

<F1> to print the screen on paper.

<F3> to recall the corresponding field from the last record added or modified.

<F5> to clear the current line or the current field.

<F7> to quickly move the cursor within a line or within a field.

B) Particular keys: used in specific commands.

In Find/Update Records:

<f>: to find the first record using a new search criteria.

<+>: to display the next record.

<->: to display the previous record.

<n> or <CRSR> (down): to display the next matching record.

<p> or <CRSR> (up): to display the previous matching record.

<e>: to edit the record displayed on the screen.

<d>: to delete the record on the screen.

IV-CREATE/UPDATE FIELD NAMES

This **command** allows you to create the number of fields that each record will contain and to give a name and a type for each of your fields. That will define the main structure of your database. This **command** can also allow you to modify or to change the name and type of a current field.

When this **command** is activated, the message:

Create or Update Names? _ appears.

You may now use one of the **sub-commands** by typing the first letter of that **command.**

A) Create field name

The screen displays:

Enter Field # 01? _

The computer waits until you enter a field name.

> TEXT FIELD NAME: a field name itself can have up to 20 characters (letters, figures and punctuation marks). However, when a list of field names appears on screen, only the first 9 characters will be displayed. (ex: **Last Name)**

> TEXT FIELD LENGTH: a text field length is not fixed to allow maximum data compaction. It may contain letters, numbers or punctuations marks. If you need a field length longer than one screen line, place a " + " sign or several of them at the end of the field name. Each " + " sign adds one whole screen line. The maximum number of " + " signs allowed for a field name is 5(+++++) on the C64 and 2(++) on the C128, so as not to exceed the 255 character limit of the field. (ex: Field # 01? **Comment++**)

<u>NUMERIC FIELD NAME</u>: to make calculations, sort using numeric data or search records using numeric information within a field, you must define the field as <u>numeric</u> when naming it. To do so, add the symbol " # " as the first character of the field name. (ex: #Result)

NUMERIC FIELD LENGTH: numeric fields can range from minus five billion (-5 000 000 000) up to five billion (5 000 000 000). You can have a maximum of two decimals. (ex: -135.72)

When a field name is given, press <RETURN>.

The message,

Enter Field # 02? _ appears.

A maximum of 20 fields combined with numbers of " + " signs is allowed, and must not exceed **255** characters.

Give a name to Field # 02 or press <RETURN> to end creation of field names.

When all field names are given, the message,

Accept Field Names (y/n)? _ appears.

Press <n> to make corrections or <y> to go to MAIN MENU.

B) <u>Update field name</u> :

When this **command** is activated, all your field names appear.

You are now able to change the name of one or more fields by using the EDIT KEYS. **(Chapter III)**

Note that to modify a <u>text field name</u> and to make it <u>numeric</u> after there are records in it, the new numeric field will remain alphanumeric until you SAVE the <u>file</u> and **LOAD** it again.

V-ADD RECORDS

This **command** will allow you to enter the data corresponding to new records.

When this **command** is activated, all your field names appear.

> example: 01 **First Name**
> 02 **Last Name**
> 03 **Address**
> 04 **City**
> 05 **#Salary**

By using the EDIT KEYS (Chapter III), fill up the first record by entering some data for each field.

> example: 01 First Name **Brian** <RETURN>
> 02 Last Name **Thomas** <RETURN>
> 03 Address **47 Sunset st.** <RETURN>
> 04 City **Newton MA 02104** <RETURN>
> 05 #Salary **275.00** <RETURN>
>
> RECORD LENGTH: A record is limited to 255 characters divided amongst a maximum of 20 fields.

When the first record is filled up, a message appears at the bottom of the screen:

Accept record (y/n)? _

If you answer <n>, the cursor will go to the first position of the first field to allow modifications.

If you then accept this record by answering <y> after the last <RETURN> or <SHIFT><RETURN>, the record is added to the file and you can now enter data for the next record.

When you've finished entering data, press the <LEFT ARROW> key to go to the MAIN MENU.

VI- FIND/UPDATE RECORDS

This **command** is very important because it allows a SCREEN DISPLAY of any record in the file. This command also allows you to SEARCH for particular records in the file. It allows you furthermore to DELETE or EDIT a record displayed on the screen.

When this **command** is activated, the first record of the file appears on your screen. You can verify this by looking at the upper left corner of the screen:

0001/xxxx   Find/Update Records

The xxxx is actually the total number of records in memory (not on your disk until you **SAVE** your file).

And at the bottom section of the screen, the message:

Find/Delete/Edit/Next/Previous? appears.

You may automatically look at the next record of the file by pressing the <+> key. Pressing the <-> key will bring back the previous record. You can also activate one of the above **sub-commands** by typing the first letter of the **command**.

A) Find:

The previous SEARCH CRITERIA is now printed on the screen. You can type a SEARCH STRING in one or more fields which appear on the screen. The first record within a file that matches all the criteria will be displayed.

-If the search string is **"man"** :

> a match will occur if a field contains the word "Manchester", "maniac" or "woman".

-If the search string is **"=man"** :

a match will occur only if the first three letters of a field are "man". The word "woman" would not match.

Note that any lowercase letters in a search string will match both lower and upper case letters. Any uppercase letters will only match uppercase letters.

-If the search string is "At" :

a match will occur with "Atlanta", "ATLANTIC CITY" but not with "attic".

It is also possible to search according to logical criteria:

< : smaller than or before
> : bigger than or after
<> : different in character or value

These criteria can be used for characters or for numbers.

-If the search strings are: 01 Last Name <=c
02 City =S

a match will occur for all people whose last name begins with a letter that alphabetically precedes or equals the letter "c" and live in a city for which the first letter is "S".
(ex: Last Name **Aaron** and City **San Francisco** ,
Last Name **Carter** and City **Seattle**)

You can also use the question mark <?> to replace a character, whatever it may be.

-If the search string is "m?r" :

a match will occur with the terms "Mary", "admire" and "month of March".

If no records in the file correspond to the search criteria, the last record of the file appears on the screen. Otherwise, the first record that matches the criteria will appear on the screen. To move to the NEXT matching record, press the <n> key. Then, it is also possible to bring back the PREVIOUS matching record by pressing <p>.

The messages **<End of file>** or **<Beginning of file>** will blink at the bottom of the screen to indicate that the search has reached the ending or starting limit of the file.

B) <u>Delete</u>:

To delete the record on the screen, press the letter <d>. At the bottom of the screen appears:

Delete this Record (y/n)? _

If you type the letter <y>, the message **<Record Deleted>** will blink at the bottom of the screen. Typing the letter <n> will abort this **sub-command.**

C) <u>Edit</u>:

This **sub-command** allows you to edit the record displayed on the screen using the EDIT KEYS. **(Chapter III)**

After your field modifications, press <RETURN> on the last field or <SHIFT><RETURN> on a field above. The message

Accept Record (y/n)? _ appears at the bottom of the screen.

Press the letter <n> to edit the record again or the letter <y> to accept the new record.

D) <u>Next/Previous</u> :

While in a search, the <n> key and the <p> key allow you to find the NEXT or the PREVIOUS record which respects the present <u>SEARCH CRITERIA</u>. The <+> key and the <-> key will display the next or the previous record regardless of the <u>SEARCH CRITERIA</u>.

Do not forget that the <LEFT ARROW> key brings you back to the **MAIN MENU** at any time.

■ VII-SORT RECORDS

This **command** lets you sort the records in ascending or descending order according to specified sort keys (chosen fields).

When this **command** is activated, all fields appear on the screen with a message:

example

01 **First Name** 02 **Last Name** 03 **Address** 04 **City**

Enter Sort Field(s) or RETURN

To sort your mailing list by city, last name and first name of your friends, type:

4 <RETURN> 2 <RETURN> 1 <RETURN><RETURN>

The message:

Ascending or Descending? _ appears.

Answer by typing <a> or <d> according to your choice.

If you want an ascending sort, all records will be sorted from **A** to **Z** on the primary sort key which is the field **City**. Then, for all records where the city name is identical, another sort from **A** to **Z** will occur on the secondary sort key which is the field **Last Name.** And, at last, if your friend's last names are identical, a sort from **A** to **Z** will also occur on the last sort key which is the field **First Name.**

If you choose a descending sort, every field will be sorted from **Z** to **A** inclusively.

Once sorting is completed, the message:

Records Sorted PRESS RETURN appears.

Press <RETURN> and look at the result by using the **Find/Update Records** command.

When the records have been sorted, it's then possible to save this new disposition of your records onto disk and give it a new name or make an update of your file by giving it the same name it had when first loaded. Saving by using the same name will destroy the original file on diskette.

■ VIII-PRINT RECORDS

Printing records is a powerful command in **FLEET FILER.** Although it is more complex, the messages on the screen are clear and the possibilities numerous.

It is possible to print ALL or a SELECTION of records, ALL or a SELECTION of fields. The program will use the print format that you define. You can also use a print format already saved on disk.

A) Printing parameter values

When the command **Print Records** is activated, the message:

All or Select Records? _ appears.

If you press <s>, only the records matching the search criteria will be printed. You can enter the criteria the same way as in the **Find sub-command. (Chapter VI)**

Then, this message appears:

Load an Output Format (y/n)? _

By typing <y>, a new set of printing format values have to be loaded from an existing printing format file. The program will ask you to enter the name of that file.

By typing <n>, the default values (last values entered) will be displayed one by one. You may change one or more of these values. For each of the seven (7) questions, just type a new value or press <RETURN> to accept the default value. It is also possible to press <SHIFT><RETURN> at any question to accept all of the remaining values.

1. Print Field Names? y

If "yes", the field names will be printed on the first line of every page.

2. How Many Lines per Record? 1

Type the number of lines that will be used for the record; a minimum of 1 line and a maximum of 6 lines are allowed.

3. How Many Lines Between Records? 0

Enter the number of blank lines left between each record. If you are printing on labels, this value plus the number of lines per record must be the same as the label.

4. Number of Records Across? 1

In most REPORTS, one (1) record is printed per line. However, in cases where you are printing labels, it is possible to print up to nine (9) records per line. Please make sure that your paper and printer allow this.

5. Maximum Length of Each Record? 255

When you print only one record per line, you can leave it at 255 characters. However, if you are printing labels, this value corresponds to the width of each label. If the printer prints 10 characters per inch (pica), this value should normally be between 35 and 40 for standard labels. The number of records printed per line multiplied by this width MUST NOT exceed the maximum width allowed by your printer.

6. Number of Lines per Page? 66

Since most printers print six (6) lines per inch (2.54cm) a standard page of 11 inches (28cm) contains 66 lines. Metric paper contains 72 lines, and legal size paper contains 84 lines.

7. Number of Lines Printed per Page? 60

This is the number actually used to write records. If a record does not fit completely into one page, it will be printed entirely on the next page.

B) Field Output Formats

When each value is set, another page appears on your screen. The numbers and names of the fields (the first 9 characters) appear at the top of the screen, followed by the list of lines from your output format according to the value given for Question 2.

01 **Field #1** 02 **Field #2** 03 **Field #3** 04 **Field #4**
05 **Field #5** appears at the top of the screen.

All or Selected Fields? <a> or <s>

   1> _ (output format line)

All characters, including spaces typed on this output format line will be printed <u>as is</u> on paper. Numeric values (considered by the program to be fields) and formatting symbols (as explained next) will not be printed.

C) Formatting symbols

1- no formatting symbol

A series of fields are written one after another with separators.

   <u>example</u>: 01 First Name **Brian**
            02 Last Name **Thomas**
            03 Address **47 Sunset st.**
            04 City **Newton**
            05 #Salary **275**

If the output line format is:

   1> 1, 2 ... $5

the result on paper will be:

```
|Brian, Thomas ... $275        |
|                              |
|                              |
```

2- "=" (equal sign)

If a numeric field is followed by an "=", the following value indicates how to format this field. This value must be one or two digits separated by a decimal point. Each digit corresponds to the number of characters before and optionally, after the decimal point.

example:

If the output line format is:

1> 5=6

the result on paper will be:

```
 _____
|   275                  |
|                        |
|                        |
```

If the output line format is:

1> 5=4.2

the result on paper will be:

```
 _____
| 275.00                 |
|                        |
|                        |
```

You can format a numeric field as easily as you would an alphabetic field. The only restriction is that the field must contain a number.

If a field value is too big to fit into the format, it will be replaced by asterisks.

3- ":" (the colon)

If a field number is followed by a ":", all the printed characters will be shortened/padded using the value after the colon.

example: (we assume that Question 1 is "yes")

If the output line format is:

1> 1:10,2:15

the result on paper will be:

```
|First Name,Last Name          |
|Brian     ,Thomas             |
|Alexander ,Voggenreiter       |
|                              |
```

The first field contains 10 spaces/characters and the second, 15 (the comma + 14 characters).

If the output line format is:

1> 0=2 1, 2:15 $5=4.2

the result on paper will be:

```
|#  First Name, La $#Salary    |
| 1 Brian, Thomas  $ 275.00    |
| 2 Alexander, Vog $ 290.00    |
|                              |
```

If the contents of one or the combined contents of several fields is longer than the space provided, the characters will be omitted, as shown in the example with the last name on the second record. Note that field zero (0) is used to display a record counter.

D) Example using the following data:

01 First Name 02 Last Name 03 Address
04 City 05 #Salary

Rec 1: Brian/Thomas/47 Sunset st./Newton/14300
  " 2: Alex/Voggenreiter/1st Avenue/Newark/15080
  " 3: Steven/Brown/740 Aubry/Sanford/16000.1
  " 4: Susan/Sanders/6655/Chester/Boston/8000.24
  " 5: Rachel/Blake/92 Mordor Ave./Trenton/180000

If the output line format is:

1> 0=2 2:13 1:11 3:15 4:8 Salary: $5=5.2

the result on paper will be:

```
|#  Last Name      First Name Address         City     Salary: $#Salary |
| 1 Thomas         Brian      47 Sunset st.   Newton   Salary: $14300.00|
| 2 Voggenreiter   Alexander  1st Avenue      Newark   Salary: $15080.00|
| 3 Brown          Steven     740 Aubry       Sanford  Salary: $16000.10|
| 4 Sanders        Susan      6655 Chester    Boston   Salary: $ 8000.24|
| 5 Blake          Rachel     92 Mordor Ave.  Trenton  Salary: $********|
|                                                                       |
```

Before printing, **FLEET FILER** asks if you want to save this output format. It may be practical to save it on disk for later use.

Save this Output Format (y/n)? _ appears.

If you answer <y>,

File Name? _ appears.

Use a name that will be easy to remember; for example: **labels.format.**

You can stop printing at any time by pressing the <LEFT ARROW> key. You must also turn off the printer in order to completely empty the contents of the buffer.

IX-MATH OPERATIONS

You can use the math command as needed. The result of an operation can either be displayed on screen or placed in a field. However the result of **Total** will always be displayed at the bottom of the screen.

Each parameter can be a field number or a constant; operations can be done on all or some records depending on the search criteria. Note that <u>no errors</u> will be given if an overflow or a division by zero occurs.

When this **command** is activated, the message:

Add/Subtract/Multiply/Divide/Total? __ appears.

For example, let's say that you wish to increase the employees salary in Field #5 (#Salary) by 20%. First, type the letter <m>. Then, all existing fields appear at the top of the screen with this message:

All or Selected Fields ? __

Press <a> or <s> to select all or specific fields.

Then a new message appears:

1st Numeric Field # (0 for Constant)? 5 <RETURN>

You must specify on which <u>numeric</u> field or constant you wish to calculate. Type <5><RETURN> to specify that the calculation will use the content of that field as a value for the operation.

Note: If the field has not been defined, or if it is not a <u>numeric</u> field (defined by a # at the beginning of the field name), the following message flashes at the bottom of the screen: **Not a numeric field.**

A second parameter will be displayed:

2nd Numeric Field # (0 for Constant)? 0 <RETURN>

Now, because the 20% increase is a constant value, type <0><RETURN> and this message appears:

Enter Constant? 1.2<RETURN>

You can now input the corresponding value of the salary increase which is 1.2 <RETURN>.

Once the calculation is processed, this message appears:

Field # for Result (0 for Screen)? 5 <RETURN>

If you press <5><RETURN>, it means that the result of the operation will be placed in the salary field. You can notice this by using the **Find/Update** command.

If you press <0>, each record will appear along with its result at the bottom of the screen. Press <RETURN> to move on to the next record.

The same sequence is produced with the other mathematical functions. To return to the **MAIN MENU**, press <LEFT ARROW>.

X-READ A FILE

This **command** allows you to read a file from the disk.

When this **command** is activated, the message:

New File or Append Data? _ appears.

It will replace data in memory if you answer <n> (new file) or add data to the file in memory if you answer <a>. If you want to add data, you must have the same number of fields for both files, and in preference, the fields should contain the same type of data.

If there's no data in memory, the program does not ask you whether it is a new file, but rather displays:

File Name? _

Drive 0 is the default value, therefore you don't need to indicate it if you have a 1541 or 1571 disk drive. For a double disk drive you must indicate:
1:filename or **0:filename.**

FLEET FILER files are stored with an extension:

> **xxxx.i** : for the information file
> **xxxx.d** : for the data file

The information file contains the number of fields followed by their names. The data file contains all the records. Both files can easily be read by a BASIC program or a word processing program such as **FLEET SYSTEM**.

A) Create FLEET FILER files using FLEET SYSTEM

A file can be created on **FLEET SYSTEM** and used on **FLEET FILER**. You can create both files; the information file **filename.i** and the data file **filename.d** while using **FLEET SYSTEM**.

1-To create the information file (**filename.i**) on **FLEET SYSTEM**, you must first give the number of fields included in each record, followed by the name of each field.

Here are the commands:

```
<FCN> e a <RETURN> ...clears the screen.
3<RETURN> ...indicates the number of fields.
Name<FCN><SPACE>Title<FNC><SPACE>#Salary<RETURN>
...names of the fields. Note that there is only one
   <RETURN> at the end of the last field name.
```

You have just typed in the information file. You must now save it by pressing: **<SHIFT><CLR/HOME>**. Select the **CBM ASCII** mode by pressing **<a>**. On older versions of **FLEET SYSTEM**, you may have to type **<c>**. Then type **<s>** to store this file followed by "0" for the drive number and the name "xxxx.i" (where xxxx equals a filename of your choice).

2-You must now create the matching data file.

```
<FCN> e a <RETURN> ...clears the screen.
John<FCN><SPACE>Manager<FNC><SPACE>24000<RETURN>    ...record 1
Mary<FCN><SPACE>Secretary<FNC><SPACE>12000<RETURN> ...record 2
Don<FCN><SPACE>Salesman<FNC><SPACE>16000<RETURN>    ...record 3
```

Repeat the saving procedure, but name that file "xxxx.d". It is now possible to read this file with **FLEET FILER** as you would do with any other file.

NOTE: Never add these extensions (.i or .d) to your filenames in **FLEET FILER**, but you must do it in **FLEET SYSTEM**.

B) Convert FLEET SYSTEM files into FLEET FILER files

For those who already have data files created by **FLEET SYSTEM** and where using them in conjunction with merge letters, there is no need to retype all the data again.

1-For the data files that are already stored (saved on disk) as sequential files (e.g. **CBM ASCII**), all you need to do is to rename them by adding the extension **.d** to their former name.

2-For the data files that are stored as normal text files (which means that they have to be recalled in the extra text area to be used with a merge letter in the main text area), you will have to store them back as **CBM ASCII** files to be read by **FLEET FILER** . You must store them by pressing <SHIFT> <CLR/HOME>. Select the **CBM ASCII** mode by pressing <a>. On older versions of **FLEET SYSTEM**, you may have to type <c>. Then type <s> to store those files followed by "0" for the drive number and the name "xxxx.d" (where xxxx equals a filename of your choice)..

Note that you will still have to create the corresponding information file as described in section A-1 .

At this point, the **FLEET FILER** program will be able to use your data file. Don't forget to store back your file to disk after doing any modifications with **FLEET FILER,** so that **FLEET SYSTEM** can read back this modified data file as a **CBM ASCII** file.

Carefully read the merge letter section in your **FLEET SYSTEM** user's guide to know how to use the merge features before trying to link **FLEET SYSTEM** files with the **FLEET FILER** program.

This **command** allows you to save on disk what's in <u>memory.</u>

When this **command** is activated, the message:

All or Select Fields? _ appears.

If you press <s>, writing selected fields will allow you either to <u>change the order of fields,</u> <u>add new fields,</u> or to <u>write certain fields</u> on disk.

<u>example:</u>

01 **First Name** 02 **Last Name** 03 **Address**
04 **City** 05 **#Salary** appears at the top of the screen.

Enter Field Numbers or RETURN

If you want to write a <u>file</u> on disk which contains only the last name, the first name, and an empty field, you simply write:

2 <RETURN> 1 <RETURN> 0 <RETURN> <RETURN>

Then, the message:

All or Select Records? _ appears.

By answering <a> you can write all the records to disk. Otherwise, you can save only the <u>records</u> according to a criteria, such as, the people who have a salary of $10000 or more. The search string would be:
(05 #Salary >=10000)

Once the selection of fields and records is made, you must indicate a filename. If a <u>file</u> with such filename already exist, the program will ask you if you want to replace it.

You may use this <u>file</u> in **FLEET SYSTEM** to output a personalized letter using a list of addresses created with **FLEET FILER.** Remember that the data is stored in the data file (xxxx.d).

XII-LIST OF FILES

This **command** allows you to access the directory.

When this **command** is activated, the message:

List from Drive? 0_ appears.

If you simply press <RETURN> (default value) all files in drive 0 will be displayed, 20 lines at a time. Press <RETURN> to continue.

List Selected Files

You can also display selected files from the directory:

example:

0:abc*	all the files beginning with abc
0:?	all files containing one character
0:xyz???	all files containing 6 characters and beginning with xyz
0:*=p	all the program files
0:*=s	all FLEET FILER sequential files
1:*=u	all FLEET SYSTEM text files in drive #1.

XIII-DISK COMMANDS

As with the previous **command,** the MENU remains on the screen while you are accessing disk utilities. These **DOS** commands are the same as with the 1541 and 1571 drives.

A) Format a diskette

Before you can use a diskette to store your information, it must be formatted. This is necessary for a **new diskette** or one on which you want to **erase everything.**

Command: **n0:name of diskette,XX <RETURN>**

n   the function used in newing a diskette.
0:   drive number where the diskette is to be found
name of diskette : can contain up to 16 characters, the first one always being a letter.
XX : a diskette identification code bearing two letters or numbers. Give a DIFFERENT identification code to each diskette.

B) Validate a diskette

Validate allows you to get rid of files which have been badly stored or have become damaged.

This function is used when you find that you are having trouble saving files on disk even though there is still plenty of space left.

Command: **v <RETURN>**

C) Rename a file

This function is used to change the name of a file on disk. Do not forget that **FLEET FILER** files have extensions; if you name a file "demo", two files will be stored on disk: **demo.i** and **demo.d.**

Command: **r0:new name=old name <RETURN>**

The new name of a file must not already exist on disk and must respect the given rules for naming a file.

D) Scratch a file on disk

This function must be used <u>extremely carefully</u>. A <u>file</u> which has been erased can never be recovered.

Command: **s0:name of file** <RETURN>

It is also possible to erase both **FLEET FILER** files (xxxx.i and xxxx.d) by typing:

Command: **s0:xxxx.?** <RETURN>

E) Copy a file

-On a double disk drive (dual drives):

Command: **c1:*=0:xxxx.i** <RETURN>
Command: **c1:*=0:xxxx.d** <RETURN>

This will make a copy of a database <u>file</u> from drive 0 to drive 1.

-On a single disk drive:

Read the <u>file</u> from the original disk, insert the new disk, and write the <u>file</u>.

XIV-QUIT:

Before you exit from the program you must **WRITE** to disk the file you have just created or modified. Choose the appropriate option in the **MAIN MENU**.

When you exit, **FLEET FILER** requests a confirmation:

Do You Really Want to Quit (y/n)? _

Answer <y> to exit the program and return to BASIC.

XV-<u>TUTORIAL</u>

We will now review **FLEET FILER** from the start by doing an exercise, to make sure that you understand all of its features. Make the choices indicated in **boldface**.

1-TURN ON your computer, INSERT **FLEET FILER** into the disk drive and LOAD IT in memory. **(Chapter II)**

The **MAIN MENU** appears on the screen. You must now <u>create</u> the database structure by defining some <u>fields</u>.

2-CHOOSE the **Create/Update Field Names** command. **(Chapter IV)**

<u>C</u>reate or <u>U</u>pdate Names? _ appears.

3-TYPE <c> and ENTER these <u>field names</u>:

Enter Field # 01? **First Name** <RETURN>
Enter Field # 02? **Last Name** <RETURN>
Enter Field # 03? **Address** <RETURN>
Enter Field # 04? **City** <RETURN>
Enter Field # 05? **Birthday** <RETURN>
Enter Field # 06? <RETURN>

Accept Field Names (y/n)? _ appears.

4-TYPE <y> and you return to the **MAIN MENU**.

Now, let's put some data into each <u>field</u>.

5-CHOOSE the **Add Records** command. **(Chapter V)**

6-TYPE the following information as the <u>first</u> record:

01 First Name **Gina** <RETURN>
02 Last Name **Smith** <RETURN>
03 Address **915 Bowen Street** <RETURN>
04 City **Needham MA** <RETURN>
05 Birthday **1965/05/21** <RETURN>

Notice the way the date has been entered. By using this order (year/month/day) you can sort records by date because the year, month, and day are placed in descending order.

7-CONTINUE by adding five or six of your friends' names. Note that if two people live in the same town, you can recall the previous town by pressing <F3> on the town field.

8-After entering the last record, PRESS the <LEFT ARROW> key to go back to the MAIN MENU.

Before going any further, you will write the file to disk as follows:

9-CHOOSE the **Write a file** command. **(Chapter XI)**

All or Select Fields? _

All or Select Records? _

10-PRESS <a> twice for saving all the fields and records.

File Name? _ appears.

A filename can have up to 14 characters; two other characters will be added by **FLEET FILER** : ".i" for the information file on field names and ".d" for the data file. The program itself creates these two files.

11-GIVE your file a meaningful name, such as: **Friend86** <RETURN>.

This name identifies the contents of the file and also the date on which it was created.

Now, let's sort the records using the **birthdate** as the primary sort key.

12-CHOOSE the **Sort Records** command. **(Chapter VII)**

**01 First Name 02 Last Name 03 Address 04 City
05 Birthday**

Enter Sort Field(s) or RETURN appears.

13-TYPE <5><RETURN> to choose the **Birthday** field as the primary sort key and, in case of identical birthdates, TYPE <2><RETURN><RETURN> to choose the **Last Name** field as secondary and last sort key.

Ascending or Descending? _ appears.

Let's sort in ascending order to obtain a list starting by your oldest friend and ending with the youngest one.

14-TYPE <a> for ascending order.

Now, let's find out if this sort has been well executed.

15-PRESS <RETURN> and CHOOSE the **Find/Update Records** command.   **(Chapter VI)**

The first record on screen is supposed to be your oldest friend.

16-PRESS the <+> key to look at your second oldest friend and so on, until you reach the last record, which is your youngest friend. CHECK the birthdate for each of them.

17-PRESS the <-> key to look back at the previous record.

You may update the file **Friend86** by writing on disk the new sorted records and giving it the same name, or create a new file by writing the sorted records on disk and giving it a new name.

Before rewriting this file to disk, let's say you've decided that you want to organize a lottery group among your friends. You must therefore add a new field indicating what amount will be given out. To do this you must add a numeric field to each record.

18-CHOOSE the **Write a file** command from the MAIN MENU . **(Chapter XI)**

All or Select Fields? _ appears.

You must choose <u>selected</u> <u>fields</u> in order to be able to <u>add an empty field</u> at the end of the existing fields from the disk.

19-TYPE <s> to write <u>selected</u> <u>fields</u>.

01 **First Name** 02 **Last Name** 03 **Address**
04 **City** 05 **Birthday**

20-TYPE <1><RETURN> <2><RETURN> <3><RETURN>
<4><RETURN> <5><RETURN> <0><RETURN>
<RETURN>

All fields have been selected and a new one (0) will be included in the <u>file</u>.

All or Select Records? _ appears.

21-TYPE <a> to confirm that you want to save all your sorted records.

File Name? _ appears.

22-GIVE the name **Lottery** <RETURN> to <u>create</u> a <u>new</u> <u>file</u>.

When the <u>file</u> **Lottery** is saved, read it back from the **MAIN MENU.**

23-CHOOSE the **Read a File** command. **(Chapter X)**

New File or Append Data? _ appears.

24-TYPE <n> to load back the <u>file</u> **Lottery.**

File Name? _ appears.

25-TYPE the name **Lottery** <RETURN>.

Since a <u>new</u> <u>field</u> has been created, a field name must be assigned to it to determine it's type.

26-CHOOSE the **Create/Update Field Names.** command. **(Chapter IV)**

Create or Update Names? __ appears.

27-TYPE <u> to have a display of your existing fields.

All your five (5) fields are there plus a <u>new</u> <u>one</u> without a name.

field # 06?

28-BRING the cursor beside "field # 06" and TYPE the <u>new</u> field name: **#Amount <RETURN>.**

Accept Field Names (y/n)? __ appears.

29-TYPE <y> to go back to the **MAIN MENU.**

NOTE: When "field # 06" was created, it defaulted as an <u>alphanumerical</u> field. Even though you gave a numerical field name " **#Amount** " to it, the field is still considered as alphanumerical until the file is <u>saved</u> and <u>loaded</u> <u>back</u> from disk AGAIN. As long as it hasn't been saved, the field will not be able to contain some numerical values.

30-CHOOSE the **Write a file** command. **(Chapter XI)**

All or Select Fields? __

All or Select Records? __

31-PRESS <a> twice for saving <u>all</u> the <u>fields</u> and <u>records</u>.

File Name? __ appears.

32-GIVE your <u>file</u> the same name, **Lottery <RETURN>,** and TYPE <y> at the message:

File Exists --- Replace (y/n)? __

33-CHOOSE the **Read a File** command. **(Chapter X)**

  New File or Append Data? _ appears.

34-TYPE **<n>** to load back the <u>file</u> **Lottery.**

  File Name? _ appears.

35-TYPE the name **Lottery <RETURN>.**

  Now that the **#Amount** field is numeric (contains 0 in every record), we will add up the same amount in each record except the one called "Smith".

36-CHOOSE the **Math Operations** command in the MAIN MENU.

  A̲dd/S̲ubtract/M̲ultiply/D̲ivide/T̲otal? _ appears.

37-TYPE **<a>** to use the addition operation.

  **01 First Name 02 Last Name 03 Address 04 City
  05 Birthday 06 #Amount**

  1st Numeric Field # (0 for Constant)? _ appears.

  Let's add $18 to the field **#Amount.**

38-TYPE **<6><RETURN>** to specify the **#Amount** field number.

  2nd Numeric Field # (0 for Constant)? _ appears.

39-TYPE **<0><RETURN>** to specify that the amount of $18 is a constant.

  Enter Constant? _

40-TYPE **18 <RETURN>** which is the value 18.

  Field # for Result (0 for Screen)? _ appears.

41-TYPE <6><RETURN> to put the result in the field **#Amount.**

All or Select Records? __ appears.

We want to put the amount of $18 in every record except the one called "Smith".

42-TYPE <s> to choose selected records only.

A record appears with empty data in it. In **field # 02,** you must enter the <u>search</u> <u>criteria</u>.

43-TYPE <>Smith <SHIFT><RETURN> which means all except **Smith.**

Using the command **Find/Update Records,** look at the result.

44-CHOOSE the **Find/Update Records** command from the **MAIN MENU.** (**Chapter VI**)

Find/Delete/Edit/Next/Previous? __ appears.

45-TYPE <f> to activate the **Find** sub-command.

A record appears with empty data in it. In **field # 06,** you must enter the <u>search</u> <u>criteria</u>.

46-TYPE 18 <RETURN> to display only the records which has that value in the field **#Amount.**

Using the <n> or <p> keys, you are able to look at all of the records which respect the <u>search</u> <u>criteria</u>, plus the starting and ending records.

47-PRESS the <LEFT ARROW> key to go to the MAIN MENU.

To do your "lottery" accounts, use the **Math Operations** command to do the sum of **field # 06** of each record.

48-CHOOSE the **Math Operations** command in the **MAIN MENU.**

Add/**S**ubtract/**M**ultiply/**D**ivide/**T**otal? _ appears.

49-TYPE <t> to use the sum operation.

Enter Field # _ appears.

50-TYPE <6><RETURN> to specify the field number.

All or Select Records? _ appears.

51-TYPE <a> to indicate that we want the sum of all records.

The results (matching records, average and total) automatically appears at the bottom of the screen.

52-PRESS the <RETURN> key to go back to the **MAIN MENU.**

Before forgetting it, let's update the new data in the file **Lottery** by rewriting it with the **Write a file** command.

53-CHOOSE the **Write a file** command. **(Chapter XI)**

All or Select Fields? _

All or Select Records? _

54-PRESS <a> twice for saving all the fields and records.

File Name? _ appears.

55-GIVE your file the same name, **Lottery** <RETURN> and PRESS <y> at the message:

File Exists --- Replace (y/n)? _

For those who own a printer, let's do some reports printing. First, we'll define a horizontal record printout (1 record per line).

■ 56-CHOOSE the <u>Print Records</u> command. **(Chapter VIII)**

■ **All or Select Records? _ appears.**

■ 57-TYPE <a> to print all of the records in the file **Lottery.**

■ **Load an Output Format (y/n)? _ appears.**

■ 58-TYPE <n> since no <u>printing format file</u> is defined.

■ 59-To define a horizontal record printing, just ANSWER the questions below as they appear on the screen. To know more about these questions, refer to **Chapter VIII.**

■ **1. Print Field Names? y<RETURN>**
2. How Many Lines per Records? 1<RETURN>
3. How Many Lines Between Records? 0<RETURN>
4. Number of Records Across? 1<RETURN>
5. Maximum Length of Each Record? 255<RETURN>
6. Number of Lines per Page? 66<RETURN>
7. Number of Printed Lines per Page? 60<RETURN>

■ The list of current fields appears at the top of the screen; below, the output format line awaits for its specifications.

■ **01 First Name 02 Last Name 03 Address 04 City**
05 Birthday 06 #Amount

■ **1> appears.**

■ 60-Beside the **1>,** TYPE:

■ **1> 0=2 1:11 2:10 3:17 4:13 5:11 $6=4.2 <RETURN>**

■ It is important to leave a blank space or a printable character as a separator between fields; this separator will appear on paper as would any other character replacing it.

■ **Save this Output Format (y/n)? _ appears.**

■ 61-TYPE <y> to save these parameter values on disk.

■ **File Name? _ appears.**

62-GIVE the name **Horiz.format** <RETURN>, to make the output format filename meaningful.

This output format <u>file</u> may be reused later.

This is the printout result as it would be printed on paper:

#	First Name	Last Name	Address	City	Birthday	$#Amount
1	Gina	Smith	915 Bowen Street	Needham MA	1965/05/21	$ 0.00
2	Alexander	Voggen	1st Avenue	New York NY	1968/03/09	$ 18.00
3	Steven	Brown	740 Aubry	San Diego CA	1972/08/13	$ 18.00
4	Susan	Sanders	6655 Chester	Boston MA	1972/08/30	$ 18.00
5	Rachel	Blake	92 Mordor Ave.	Cape Cod MA	1973/02/22	$ 18.00

63-Perhaps you'd rather have a <u>vertical</u> record printout. To do so, CHOOSE the **Print Records** command again and ANSWER the values below to the print format questions.

1. **Print Field Names?** n<RETURN>
2. **How Many Lines per Records?** 6<RETURN>
3. **How Many Lines Between Records?** 2<RETURN>
4. **Number of Records Across?** 3<RETURN>
5. **Maximum Length of Each Record?** 25<RETURN>
6. **Number of Lines per Page?** 66<RETURN>
7. **Number of Printed Lines per Page?** 60<RETURN>

Now, instead of having only one (1) output format line, you have six (6) of them.

64-Beside these lines, TYPE:

    1> 1:24
    2> 2:24
    3> 3:24
    4> 4:24
    5> 5:24
    6> $6=4.2

65-SAVE these values on disk with the name **Vert.format** .

This is the printout result as it would be printed on paper:

```
|Gina              Alexander        Steven              |
|Smith             Voggen           Brown               |
|915 Bowen Street  1st Avenue       740 Aubry           |
|Needham MA        New York NY      San Diego CA        |
|1965/05/21        1968/03/09       1972/08/13          |
|$   0.00          $  18.00         $  18.00            |
|                                                       |
|                                                       |
|Susan             Rachel                               |
|Sanders           Blake                                |
|6555 Chester      92 Mordor Ave.                       |
|Boston MA         Cape Cod MA                          |
|1972/08/30        1973/02/22                           |
|$   0.00          $  18.00                             |
|                                                       |
```

END OF TUTORIAL

With those functions you will be able to accomplish most of your tasks. **FLEET FILER** will prove to be a great tool for many applications at home or at the office. Its high speed and simple access make it a useful tool.

Important:

Please complete and mail this card so that you may
be eligible to receive:

- **Customer Support**
- **Information on Fleet System enhancements**
  (Preferred Customers will be eligible to receive
  product updates at special savings.)
- **Timely product information**

Fleet System Preferred Customer Registration

Name: _____

Company: _____

Address: _____

City, State, Zip: _____

Daytime Phone Number: _____   Date of Purchase: _____

Purchased from: _____

Fleet System Purchased: System 2 ____   System 3 ____   Filer ____

Where did you hear of Fleet System?   System 4 ____

____ Computer Dealer   ____ Another User   ____ Other _____

____ Advertisement in _____

____ Review in _____

What Computer do you use?   **Primary Use of Computer:**

____ Commodore 64   ____ Apple II Series   ____ Office   ____ Home

____ Commodore 128   ____ Atari   ____ School   ____ Other

On a scale of 1 to 10, please rate your level of satisfaction with Fleet System ____

Other Comments: _____

_____

Signature: _____   Date: _____

Enjoy Fleet System !

SPECIAL OFFER TO PURCHASE A BACKUP PROGRAM DISKETTE

As a new owner of Fleet System, you are eligible to purchase *one* Backup Program Diskette at the special price of $15.00. To take advantage of this special offer, you must purchase your Fleet System Backup Program Diskette when you return your Registration Form. We will allow up to a maximum of 30 days from your original date of purchase for you to return the Registration Form with your request for a Backup Program Diskette. Your order for a Backup Program Diskette must accompany your Registration Form. Make checks payable to PSI. Massachusetts residents, please add 5% sales tax.

Again, please return this Registration Form—and your request for a Backup Program Diskette—without delay!

Thank you.