

Radio Shack®

Profile®

III

Plus

Hard Disk

The Biggest Name In Little Computers®

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Profile® III Plus
Hard Disk

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Profile® III Plus Hard Disk Program:
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Acknowledgment

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How to Use This Supplement

This supplement is divided into three sections. The "Introduction" contains material you need to start using Profile[®] III Plus Hard Disk. "Changes to the Profile III Plus Manual" shows the areas where Profile III Plus Hard Disk varies from Profile III Plus. "Extended Runtime Menu" explains the new extended selections options with both a reference section and sample session.

If you are familiar with Profile III Plus, this supplement shows you the expanded capabilities of the Hard Disk program.

If you are new to Profile III Plus, mark the changed pages in your Profile III Plus manual to remind yourself to refer to "Changes" for the latest information. Then read the Profile III Plus manual to learn the basics of entering records into the system.

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INTRODUCTION

Profile III Plus Hard Disk enhances the Profile III Plus system described in the accompanying manual to give you a versatile filing system. The Hard Disk program organizes your data into almost any imaginable order for print, inquiry, and SuperSCRIPSIT™ and VisiCalc® selection operations.

Features of Profile III Plus Hard Disk

- o Indexes records for SuperSCRIPSIT and VisiCalc selections and report and label printing
- o Sorts more records than RAM (Random Access Memory) can hold
- o Sorts and selects by key or non-key fields in any segment of a Profile III Plus data base
- o Allows "indexing on indexes" for quicker sorts and selections and for sorting from more than one segment
- o Sorts records by up to five fields -- in any order -- up to a maximum of 85 characters
- o Sorts records in either ascending or descending order
- o Selects records using up to 16 different search criteria
- o Allows mass recalculation of formulas in indexed records

Required Equipment

- o TRS-80 Model III 48K Computer with at least one floppy disk drive
- o TRS-80 Model III Hard Disk System
- o Radio Shack printer
- o Appropriate printer cable

Moving Profile III Plus to the Hard Disk

The diskette furnished in your Profile III Plus Hard Disk package is not for use with a TRSDOS system. It is an LDOS™ diskette. The following paragraphs tell you how to copy the information from the LDOS diskette to your hard disk.

Make sure that the printer and hard disk are properly connected to the computer. Turn on your system following the "Power Up Sequence" in your Hard Disk Start-Up Manual.

The start-up diskette you use during the power-up sequence contains a "configuration file." This file contains information on the "logical" numbers assigned to each drive. The hard disk is divided into four logical drives. Each logical drive is assigned a number from 0 through 3. If you have a system with two floppy disk drives, the lower floppy drive is assigned logical drive number 4, and the upper floppy drive is assigned logical drive number 5. You must use the logical drive numbers when you refer to a drive while using your hard disk system.

To copy Profile III Plus to your hard disk system, follow these instructions exactly. At LDOS Ready, insert the Profile III Plus LDOS diskette into the lower floppy drive (logical drive 4).

You may copy the Profile information onto any of the four logical drives in your hard disk. The logical drives are numbered 0, 1, 2, and 3.

To copy the information on the LDOS diskette to the hard disk, type `BACKUP :4 :d <ENTER>`, where d is a hard disk logical drive number. This command copies the information on the LDOS diskette (in logical drive 4) to the hard disk logical drive specified. For example, `BACKUP :4 :1 <ENTER>` copies the information on the LDOS diskette to logical drive 1.

Remove the LDOS diskette, and store it in a safe place. We suggest that you periodically back up your hard disk. See your Hard Disk Start-up manual for more information.

CHANGES TO THE PROFILE III PLUS MANUAL

The hard disk operating system is called LDOS. The floppy diskette operating system is called TRSDOS. All references to TRSDOS in the Profile III Plus manual also apply to LDOS unless otherwise noted.

The prompts for switching diskettes and entering the drive number of the runtime diskette are removed in the Creation programs.

During record selection, the number of records selected is displayed as a running counter next to the normal counter for the number of records examined.

Page 14 -- The prompt, "Which Drive Contains the RUNTIME Diskette?" is changed to "Create The File On Which Drive?" Enter a hard disk logical drive number.

Page 70 -- After you enter the data base name, SALESMEN, the screen shows:

Index For Inquiry Or For Printing?
Enter I or P:

An index is a file organized according to some particular field(s) by which the computer can quickly look up a desired piece of information and find the number of the record in which it appears.

The inquiry index, filename/IX1, is used to inquire, update, and add. It can also be used to print reports and labels and select records for SuperSCRIPSIT and VisiCalc merges.

The print indexes, filename/IY1 through IY5, are used only to print reports and labels and select records for SuperSCRIPSIT and VisiCalc merges.

To work the example in the manual, type I <ENTER>.

Page 75 -- The marker symbol is at 66, not 56.

Page 80 -- After you enter the report format number, the screen shows:

Select Using An Index (1-5 or I):
Or Press ENTER For Full File Selection

To continue with the example described in the manual, press <ENTER>.

Entering an index number automatically prints the records based on the criteria specified in the index. For example, if you type I <ENTER> for the inquiry index you built earlier, the reports are printed in alphabetical order by the last name. After printing, the Runtime Menu is displayed.

Page 87 -- After you enter the label format number, the screen shows:

Select Using An Index (1-5 or I):
Or Press ENTER For Full File Selection

To continue with the example described in the manual, press <ENTER>.

Entering an index number automatically prints the labels based on the criteria specified in the index. For example, if you type I <ENTER> for the inquiry index you built earlier, the labels are printed in alphabetical order by the last name. After printing, the Runtime Menu is displayed.

Page 89 -- The "Extended Selections" section has been expanded. See "Extended Runtime Menu" in this supplement for details.

Page 91 -- Replace the information in "Selecting Records for Merging With SuperSCRIPSIT" with the following information:

At the Creation Menu, press <M>. When the Runtime Menu appears, press <6> for Select Records (S). Enter

the data base name. Enter <1> to call up the selection format just defined. The screen shows:

Select Using An Index (1-5 Or I):
Or Press ENTER For Full File Selection

Press <ENTER> to specify the sort and selection fields for your merge.

You wish to print a report in alphabetical order by the last name of all salesmen who sold over \$30,000 of merchandise in April and who sold four or more Library Sets.

To sort the records alphabetically by the last name, type 3 <ENTER>. Press <ENTER> to use the entire field length for the sort. Enter <8> as the first selection field number.

SALES BY AMOUNT appears on the screen. Numbers must be right-justified when used in the selection field. Press the space bar twice, then type 30000.00 <ENTER>. You wish to find all salesmen who sold more than \$30,000, so enter GT (greater than) for the relationship. Type AND <ENTER> for the connective, because you are going to further limit the record selection.

Enter <4> as the second selection field number. LS SETS appears on the screen. Remember that numbers must be right-justified. Press the space bar three times, and type 4 <ENTER>. You wish to find all salesmen who sold four or more Library Sets. Enter GE (greater than or equal to) as the relationship.

The screen shows that three records have been selected. If it does not show three records selected, press <6> at the Runtime Menu, and start this procedure again.

After the screen shows the number of records selected, the Runtime Menu is displayed.

At the Select Using an Index prompt, entering an index number automatically selects records based on the

criteria specified in the index. For example, if you type I <ENTER> for the inquiry index you built earlier, the records are selected in alphabetical order by the last name. All records are selected, because you did not specify any criterion other than Last Name. When record selection is complete, the Runtime Menu is displayed.

Page 112 -- Replace the information in "Selecting Records to Use With VisiCalc" with the following information.

To select records to pass to VisiCalc, press <M> at the Creation Menu. When the Runtime Menu appears, press <7> to Select Records (V). Enter SALESMEN for your data base name and <1> for your format number. The screen shows:

Select Using An Index (1-5 Or I):
Or Press ENTER For Full File Selection

Press <ENTER> to specify the sort and selection fields for your merge.

To sort the records alphabetically by the last name, type 3 <ENTER>. Press <ENTER> to use the entire field length for the sort. You do not wish to limit record selection at this time, so press <CLEAR>. The program selects five records, and the Runtime Menu is displayed.

When you are entering your own data and wish to limit record selection, follow the instructions given for "Selecting Records for Merging With SuperSCRIPSIT" to specify selection fields, relationships, and connectives.

At the Select Using an Index prompt, entering an index number automatically selects records based on the criteria specified in the index. For example, if you type I <ENTER> for the inquiry index you built earlier, the records are selected in alphabetical order by the last name. All records are selected, because you did not specify any criterion other than

Last Name. When record selection is complete, the cursor returns to the Runtime Menu.

Page 113 -- When loading the VisiCalc merge file, type DIR :/ <ENTER> to look at the file names.

Page 125 -- The * * * FORMAT IN PROGRESS * * * message no longer appears. Instead, a display at the lower right of the screen counts down to 0 for the records added to each segment.

Page 126 -- The * * * FORMAT IN PROGRESS * * * message no longer appears. Instead, a display at the lower right of the screen counts down to 0 for the records added to each segment.

Page 136 -- The following key functions are changed:

to insert a line, press <SHIFT> <↓> <D>
to delete a line, press <SHIFT> <↓> <U>
to tab, press <SHIFT> <↓> <N>

Page 147 -- The following message no longer appears when using Build:

Hit BREAK to Exit
Type in up to 63 Characters

Page 149 -- Profile III Plus Hard Disk allows printing from an index. After you enter the data base name, you must specify if the index is to be used for inquiry or for printing. An inquiry index may also be used for printing. The five print indexes can only be used for printing.

Page 152 -- Add this note to the Mass Mode section.

Note: When you access mass recalculation, press

<ENTER> to move forward through the records.
If you use <↑>, you do not access the mass
operations when you press the space bar.

Page 154 -- After entering the format number, you must select to print from an index or from full file selection. If you choose full file selection, follow the steps outlined in the "Print Reports" section.

To print from an index, you must first create an index at Build Index. After you select a valid index, the report prints based on the index criteria. After all records selected are printed, the Runtime Menu is displayed.

Page 155 -- After entering the format number, you must choose to print from an index or from full file selection. If you choose full file selection, follow the steps outlined in the "Print Labels" section.

To print from an index, you must first create an index at "Build Index." After you select a valid index, the labels print based on the index criteria. After all records selected are printed, the Runtime Menu is displayed.

Page 156 -- Replace the information in "SELECT RECORDS (S)" with the following information:

Press <6> at the Runtime Menu to Select Records for the SuperSCRIPSIT merge option. Enter the data base name and the selection format number. You must then choose to select records from an index or from full file selection.

If you choose full file selection, specify a field on which to sort the records. Upper/lowercase differences in data are ignored during sorting. After responding to the sort field number prompt, enter the length for sorting.

If you press <ENTER> at this point, all records are selected and sorted according to the field specified. If you wish to limit record selection, enter a selection field number. The field chosen is displayed. Enter the value you wish to use to limit your search. Remember that numbers must be right-justified. Enter one of the relationships displayed on the screen. Next enter a connective. Pressing <ENTER> without any other information indicates no connective. If you indicate a connective, repeat the selection field process.

The program shows the number of records selected and creates the merge file. The Runtime Menu is displayed.

To select records from an index for a SuperSCRIPSIT merge, you must first create an index at Build Index. When you enter a valid index, the records are selected based on the criteria specified in the index. When all records meeting the criteria are selected, the merge file is created, and the Runtime Menu is displayed.

Page 157 -- Replace the information in "SELECT RECORDS (V)" with the following information:

Press <7> at the Runtime Menu to Select Records for the VisiCalc merge option. Enter the data base name and the selection format number. You must then choose to select records from an index or from full file selection.

If you choose full file selection, specify a field on which to sort the records. Upper/lowercase differences in data are ignored during sorting. After responding to the sort field number prompt, enter the length for sorting.

If you press <ENTER> at this point, all records are selected and sorted according to the field specified. If you wish to limit record selection, enter a selection field number. The field chosen is displayed. Enter the value you wish to use to limit

your search. Remember that numbers must be right-justified. Enter one of the relationships displayed on the screen. Next enter a connective. Pressing <ENTER> without any other information indicates no connective. If you indicate a connective, repeat the selection field process.

The program shows you the number of records selected and creates a merge file. The Runtime Menu is displayed.

To select records from an index for a VisiCalc merge, first create an index at Build Index. When you enter a valid index, the records are selected based on the criteria specified in the index. When all records meeting the criteria are selected, the merge file is created, and the Runtime Menu is displayed.

EXTENDED RUNTIME MENU

The extended selections options of Profile III Plus Hard Disk use indexes to perform the various functions available. All indexes are built in basically the same manner, including indexes built onto an existing index. Once you understand the basics of building an index in extended selections, you can use these skills in all of the extended selections areas.

This section of the supplement contains a reference section and a sample session. The reference section contains all of the information about the extended selections options. The sample session demonstrates some of the new features with step-by-step examples.

After reading the reference section, you may feel that you are ready to begin entering your own data. If you would like some practice before venturing out on your own, work through the step-by-step sample session.

Reference

Building an Inquiry or Print Index

An index is a reference chart in which the computer can quickly look up a desired piece of information and find the number of the record in which it appears. Profile III Plus Hard Disk uses two types of indexes -- inquiry and print. An inquiry index can be used to print and to inquire, update, and add. A print index can not be used with the inquire, update, add option.

All of the indexes in the Profile III Plus Hard Disk Extended Selections program are built in basically the same manner. However, the first sort field of an inquiry index is slightly different.

Step 1 -- At the Runtime Menu, press the space bar for the Extended Runtime Menu. An X appears to the left of all options with extended selections.

Step 2 -- Press <2> for Build Index.

Step 3 -- Enter the name of a data base previously defined.

Step 4 -- The screen shows:

Index For Inquiry Or For Printing?
Enter I Or P :

If you are entering an inquiry index, type I <ENTER>, and go to step 6.

If you are entering a print index, type P <ENTER>.

Step 5 -- Enter a number (from 1 to 5) for the print index.

Step 6 -- The screen shows:

Select From Index (1-5 or I) :
Or Press ENTER For Full File Selection.

To index on an index, enter I or the number of a print index. (Building an index on an index is explained later in this section.)

To build an index that does not use another index's criteria, press <ENTER>.

Step 7 -- Enter the number of the segment containing the fields you wish to use for sorting and selecting. You may sort and select from any segment in your data base.

The fields from the chosen segment are displayed at the top of the screen. The bottom of the screen shows:

Enter Fields To Sort By And Press CLEAR To Continue.

Fields:
Length:
Descent?

Step 8 -- If you press <CLEAR> before entering any sort field parameters, there is no sort. Go to entering selection fields in step 12.

To sort the records, enter a field number or associated group letter or number. To specify an associated group, use the letter of the group. When

sorting on an associated group, each selected record appears on the report as many times as there are non-blank associated field entries in that record. To specify just one field of an associated group, use that field's number.

If you enter a one-digit field number, press <ENTER> to move to the next line. If you enter a two-digit field number, the cursor automatically advances to the next line.

Step 9 -- You may enter a character length of up to 85 characters. Pressing <ENTER> uses the full field length as defined during file creation. Use a length shorter than the field's actual length to speed up the sort.

Step 10 -- When you are building an inquiry index, the first sort field is automatically entered in ascending order, and the cursor skips to the next field column.

If you are entering a print index or another field in your inquiry index, press <ENTER> to have the records sorted in ascending order or <X> to have the records sorted in descending order.

Continue using steps 8, 9, and 10 until you have entered up to five sort fields.

Step 11 -- After entering all of the sort criteria, check your entries to be sure they are correct, and then press <CLEAR> to record the sort parameters.

The screen shows the fields from the chosen segment at the top of the screen. The bottom of the screen shows:

Enter Field Numbers To select By. Press CLEAR To End Selection.

.

Step 12 -- To select all records, press <CLEAR>.

To select only particular records, type in up to 16 field numbers corresponding to the desired data. If

you do not use two digits, press <ENTER> to move to the next column.

To find a range between two values in a field, type the same field number twice.

To select an associated group, type the letter of the group, not the number of one of its fields. When an associated group is selected, the letter of the group is preceded by * on the selection screen.

After entering your selection field numbers, check to make sure they are correct, and then press <CLEAR> to record the field numbers.

Step 13 -- The screen shows the selection fields entered. The left-hand column is for the connective. Leave this column blank by pressing <ENTER> to indicate an AND connective. Type an X in this column to indicate an OR connective between the fields selected. All fields in an "Or" group must have an "X" in this column.

Step 14 -- The cursor is in the relationship column. Enter one of the following relationships:

EQ -- equal to (pressing <ENTER> is equivalent to EQ)
NE -- not equal to
GT -- greater than
LT -- less than
GE -- greater than or equal to
LE -- less than or equal to

If you enter a nonexistent relationship, the screen flashes the error in a white block. You must correct the error before the program proceeds.

Step 15 -- The cursor is in the data column. Type the specific data the program is to use to limit the selection process.

Numbers must be right-justified. Check the field length, and then press the space bar the number of times needed to make the value you are entering right-justified.

Step 16 -- Repeat steps 13, 14, and 15 until all lines are completed. Check to make sure your entries are correct, and then press <CLEAR> to record the screen.

Step 17 -- The program scans the entire file. The screen shows:

Selected --- nnnnn Records

After record selection, the Runtime Menu appears.

Indexing on an Index

The extended selection feature of Profile III Plus Hard Disk allows you to build indexes on existing indexes for virtually unlimited sort and selection combinations. You may want to build an index on an index to shorten indexing sort times or to sort on more than one segment.

An index built on more than one segment is a multi-step process. To organize the index successfully, sort the data base on the least important field first. Then re-sort the index using the next most important field and the next, leaving the most important field until last.

For example, you wish to sort the index on City in segment 2, Last Name in segment 1, and First Name in segment 3. Sort the first index on First Name, which is field 25 in segment 3. Re-index that index using Last Name, which is field 4 in segment 1. On the third pass, sort the index on City, which is field 10, in segment 2.

Warning: Be sure that all the records you want in your new index are in the old index. Otherwise, you may miss records that should have been selected for the new index.

To build an index on an index, follow steps 1 through 5 of "Building an Inquiry or Print Index." At step 6, enter <I> if you are building your index on the inquiry index, or enter the number of a print index if you are building your index on a print index. Continue with steps 7 through 16 of "Building an Inquiry or Print Index."

When the records are selected using this new index, they are first sorted and selected based on the criteria specified in the first inquiry or print index. Those records are then further sorted and selected based on the criteria specified in the index you built onto the original index.

Printing Reports

You may print many reports using the same sort and selection criteria. To do this, specify an index at Build Index. Select Print Reports at the regular Runtime Menu. At the Select Using An Index prompt, enter the number of the print index you wish to use or <I> for the inquiry index. The report prints automatically. The index can be used again the next time you need a report based on the same criteria.

The extended selections feature of Profile III Plus Hard Disk also allows you to build an index for use with a specific report. This index is not saved and cannot be used again. Using indexing on indexes, you can also build this specific index onto an existing inquiry or print index (which is still saved) to further limit sorts and selections for this specific report.

To build an index for use with a specific report, follow these instructions:

Step 1 -- At the Runtime Menu, press the space bar for the Extended Runtime Menu. An X appears to the left of all options with extended selections.

Step 2 -- Press <4> for Print Reports.

Step 3 -- Enter the name of a data base previously defined.

Step 4 -- Enter the number of a report format previously defined.

Step 5 -- The screen shows:

Select From Index (1-5 or I) :
Or Press ENTER For Full File Selection.

Entering the number of an existing print or inquiry index allows you to build this specific report index using the print or inquiry index for the first sort and select pass.

Pressing <ENTER> allows you to build a specific report index that does not use another index's criteria.

Step 6 -- See steps 7 through 16 in "Building an Inquiry or Print Index" for instructions on entering your sort and select fields.

Step 7 -- The program scans the entire file. When sorting and selecting is complete, the screen shows:

Selected --- nnnnn Records

The message, PRINTER ACTIVE, appears at the bottom of the screen. If your printer is not connected or on-line, you may see PRINTER NOT READY. Make sure the printer is properly connected, turned on, and on-line. Press <ENTER> to continue with the program.

After the report prints, the Runtime Menu appears.

Printing Labels

You may print many labels using the same sort and selection criteria. To do this, enter an index at "Build Index." Select "Print Labels" at the regular Runtime Menu. At the "Select Using An Index" prompt, enter the number of the print index you wish to use or <I> for the inquiry index. The label prints automatically. The index can be used again the next time you need a label based on those criteria.

The extended selections feature of Profile III Plus Hard Disk also allows you to build an index for use with a specific label. This index is not saved and cannot be used again. Using indexing on indexes, you can also build this specific index onto an existing inquiry or print index (which is still saved) to further limit sorts and selections for this specific label.

To build an index for use with a specific label, follow these instructions:

- Step 1 -- At the Runtime Menu, press the space bar for the Extended Runtime Menu. An X appears to the left of all options with extended selections.
- Step 2 -- Press <5> for Print Labels.
- Step 3 -- Enter the name of a data base previously defined.
- Step 4 -- Enter the number of a label format previously defined.
- Step 5 -- The screen shows:

Select From Index (1-5 or I) :
Or Press ENTER For Full File Selection.

Entering the number of an existing print or inquiry index allows you to build this specific label index using the print or inquiry index for the first sort and select pass.

Pressing <ENTER> allows you to build a specific label index that does not use another index's criteria.

Step 6 -- See steps 7 through 16 in "Building an Inquiry or Print Index" for instructions on entering your sort and selection fields.

Step 7 -- The program scans the entire file. When sorting and selecting is complete, the screen shows:

Selected --- nnnnn Records

The message, PRINTER ACTIVE, appears at the bottom of the screen. If your printer is not connected or on-line, you may see PRINTER NOT READY. Make sure the printer is properly connected, turned on, and on-line. Press <ENTER> to continue with the program.

After the labels print, the Runtime Menu appears.

Selecting Records for Merging with SuperSCRIPSIT

You might use the same sort and selection criteria each time you merge your records with SuperSCRIPSIT files. If this is the case, entering these criteria in an index can save time. After entering the criteria at Build Index, choose Select Records (S) at the regular Runtime Menu. At the Select Using An Index prompt, enter the number of the print index you wish to use or <I> for the inquiry index. The records are selected automatically, and the cursor returns to the Runtime Menu. The index can be used again the next time you need to merge your SuperSCRIPSIT files based on the same criteria.

The extended selections feature of Profile III Plus Hard Disk also allows you to build an index to use for a specific merge. This index is not saved and cannot be used again. Using indexing on indexes, you can also build this specific index onto an existing inquiry or print index (which is still saved) to further limit sorts and selections for this specific merge.

To build an index for use with a specific merge, follow these instructions:

- Step 1 -- At the Runtime Menu, press the space bar for the Extended Runtime Menu. An X appears to the left of all options with extended selections.
- Step 2 -- Press <6> for Select Records (S).
- Step 3 -- Enter the name of a data base previously defined.
- Step 4 -- Enter the number of a SuperSCRIPSIT merge format previously defined.
- Step 5 -- The screen shows:

Select From Index (1-5 or I) :
Or Press ENTER For Full File Selection.

Entering the number of an existing print or inquiry index allows you to build this specific merge index using the print or inquiry index for the first sort and select pass.

Pressing <ENTER> allows you to build a specific merge index that does not use another index's criteria.

Step 6 -- See steps 7 through 16 in "Building an Inquiry or Print Index" for instructions on entering your sort and select fields.

Step 7 -- The program scans the entire file. The screen shows:

Selected --- nnnnn Records

After record selection, the program creates a merge file. The information in the merge file can be accessed from SuperSCRIPSIT. See your SuperSCRIPSIT manual for details.

The Runtime Menu appears when the merge file is complete.

Selecting Records for Merging with VisiCalc

You might use the same sort and selection criteria each time you merge your records with VisiCalc files. If this is the case, entering these criteria in an index can save time. After entering the criteria at Build Index, choose Select Records (V) at the regular Runtime Menu. At the Select Using An Index prompt, enter the number of the print index you wish to use or <I> for the inquiry index. The records are selected automatically, and the Runtime Menu is displayed. The index can be used again the next time you need to merge your VisiCalc files based on the same criteria.

The extended selections feature of Profile III Plus Hard Disk also allows you to build an index to use for a specific merge. This index is not saved and cannot be used again. Using indexing on indexes, you can also build this specific index onto an existing inquiry or print index (which is still saved) to further limit sorts and selections for this specific merge.

To build an index for use with a specific merge, follow these instructions:

Step 1 -- At the Runtime Menu, press the space bar for the Extended Runtime Menu. An X appears to the left of all options with extended selections.

Step 2 -- Press <7> for Select Records (V).

Step 3 -- Enter the name of a data base previously defined.

Step 4 -- Enter the number of a VisiCalc merge format previously defined.

Step 5 -- The screen shows:

Select From Index (1-5 or I) :
Or Press ENTER For Full File Selection.

Entering the number of an existing print or inquiry index allows you to build this specific merge index using the print or inquiry index for the first sort and select pass.

Pressing <ENTER> allows you to build a specific merge index that does not use another index's criteria.

Step 6 -- See steps 7 through 16 in "Building an Inquiry or Print Index" for instructions on entering your sort and select fields.

Step 7 -- The program scans the entire file. The screen shows:

Selected --- nnnnn Records

After record selection, the program creates a merge file. The information in the merge file can be accessed from VisiCalc. See your VisiCalc manual for details.

The Runtime Menu appears when the merge file is complete.

Mass Operations from Indexes

With Profile III Plus Hard Disk, the mass operations (mass hardcopy, mass recalculation, mass purge, and mass delete) may be used with records selected by an index. The mass recalculation is especially useful if you have constants in your formulas that change, such as prices.

To use the mass operations with an index, you must first enter an inquiry index. If you are doing a mass recalculation, you must change the math formulas at Define Formulas. When you are ready to begin a mass operation, follow these steps.

Step 1 -- At the Runtime Menu, press <3> for Inquire, Update, Add.

Step 2 -- Enter the name of a previously defined data base.

Step 3 -- Enter the number of a previously defined screen.

Step 4 -- Press <ENTER> to the Record Number prompt.

Step 5 -- The screen shows:

Index By:
(field).....

where "field" is the name of your first sort field.

Bring up the first record in the index by pressing
<SHIFT> <=> <ENTER>.

Step 6 -- The first record in the index appears.

To access the mass operations, press the space bar once.

Step 7 -- The prompts at the bottom of the screen now mean:

H -- Mass Hardcopy
R -- Mass Recalculation
P -- Mass Purge
D -- Mass Delete

Press the letter corresponding to the function you wish performed.

Step 8 -- When the operation you select is completed, the cursor returns to the Enter Record Number prompt. Press <BREAK> twice to return to the Runtime Menu.

Converting a TRSDOS Data Base to Hard Disk

The CONVert command allows you to move the data base files you built under TRSDOS to your hard disk.

Turn on your system following the "Power Up Sequence" in your Hard Disk Start-Up Manual. Insert the TRSDOS diskette holding the data base you wish to convert into the lower floppy drive (logical drive 4).

To move a complete data base to the hard disk, type CONV DATABASE/:4 :d <ENTER>, where DATABASE stands for the name of your data base file and d is a hard disk logical drive number. This command copies the data base file on the TRSDOS diskette to the hard disk logical drive specified. For example, CONV SALESMEN/:4 :2 <ENTER> copies the TRSDOS version of the SALESMEN data base to logical drive 2.

Note: In the CONVert command, DATABASE must be eight characters long. If your data base name is less than eight characters, add Ø's to it. For example, to convert a data base name SALES to hard disk, type CONV SALESØØØ/:4 :1 <ENTER>.

You may also convert specific files in a data base by entering the file name rather than the data base name in the CONVert command. For example, CONV SALESMEN/PM1/:4 :2 <ENTER> copies the TRSDOS version of screen 1 to logical drive 2.

When you convert a TRSDOS data base to hard disk, you may get a number of empty records in the file. To eliminate this problem, type BASIC (FILES=4) RUN "MARK/BAS". When the Enter File Name prompt appears, enter the name of the converted data base. The program displays the number of empty records marked in the lower right corner of the screen. When all records are marked, the message "Operation Complete" is displayed. The cursor returns to LDOS Ready.

Indexes and Temporary Files

By using indexes, the combinations for sorts and selects on Profile III Plus Hard Disk are virtually limitless. This flexible tool allows you to sort more records than the computer's limited internal memory (random access memory -- RAM) can hold at one time. When you sort more records than available memory can hold, the program creates temporary files to store intermediate sort results.

When sorting files that contain more records than memory can hold, the following messages appear:

Sorting

This message indicates that the available memory is filled and that the program is sorting the section of the file that is in memory.

Writing Temporary file nnn

The program is writing the sorted information in memory into a temporary file on disk. These two messages are repeated as many times as needed until the entire file is scanned.

Selected nnnnn Records

This message indicates that the entire file is scanned and that the records meeting the selection criteria are recorded. This is the last message before the temporary files are merged.

During the final merge, the following message may appear many times:

Filling Buffer n

The temporary files created are reused each time a disk sort is performed.

When you are using the extended selections feature to print reports and labels or to select records for merging, the program builds a special index file to hold the index you build. This index is given the extension /IYØ and is erased from memory after the printing or record selection is complete.

Using the LDOS Keyboard Driver

You may wish to use the special keyboard driver for type-ahead, DO file processing, SPOOLing, and other system functions.

At LDOS Ready, type:

```
SET *KI TO KI/DVR (parm,parm,...)
```

For example, SET *KI TO KI/DVR (T) enables the type-ahead function. Since KI/DVR uses <CLEAR> as a control key, <SHIFT> <CLEAR> must be used in all instances where <CLEAR> is normally used.

For complete information on the available parameters, see page 4 - 2 of the Hard Disk Operating System Reference Manual.

Sample Session

The following Sample Session shows you how to build indexes. The Sample Session is based on the SALESMEN data base created in the Profile III Plus Sample Session. Follow the instructions in the Profile III Plus manual to enter this data base. After you have worked through this example, you may wish to experiment with the SALESMEN data base further to become more comfortable using indexes to access records. When you no longer need the SALESMEN data base, KILL the data base according to the instructions in the Profile III Plus manual.

Building a Print Index

An index is a reference chart in which the computer can quickly look up a desired piece of information and find the number of the record in which it appears. Profile III Plus Hard Disk uses two types of indexes -- inquiry and print. An inquiry index can be used to print and to inquire, update, and add. A print index can not be used with the inquire, update, add option.

In this example, you wish to build a print index, sorting in alphabetical order by the last name and selecting all salesmen in the SALESMEN data base who sold more than \$20,000 in merchandise and four or more deluxe home sets.

Step 1 -- At the Runtime Menu, press the space bar once. The Extended Runtime Menu appears. An X appears to the left of each option that can be used for extended selections.

Step 2 -- Press <2> to build an index.

Step 3 -- Enter SALESMEN as the data base name.

Step 4 -- The screen shows:

Index For Inquiry Or For Printing?
Enter I Or P :

Type P <ENTER> to build a print index.

Step 5 -- The screen shows:

Enter Index Number (1-5):

Enter <1> since this is the first print index.

Step 6 -- The screen shows:

Select From Index (1-5 or I):
Or Press ENTER For Full File Selection.

Entering an index at this point allows you to build an "index on an index." This technique is demonstrated later in this sample session. For now, press <ENTER> for full file selection.

Step 7 -- The screen shows:

Segment Number (1-4)

You may sort and select from any segment in your data base. Enter <1>, since the sort and selection fields for this example are in segment 1 of SALESMEN.

Step 8 -- The segment 1 fields appear at the top of the screen. The bottom of the screen shows:

Enter Fields To Sort By And Press CLEAR To Continue.

Fields:
Length:
Descend?

If you press <CLEAR> at this point, there is no sort. The file is indexed in record number order.

You may sort by any of the fields that appear at the top of the screen. To sort the records by last name, type 3 <ENTER>. The cursor moves down one line.

Step 9 -- You may sort by any character length up to the full length of the field selected. To use the entire field length, simply press <ENTER>. To sort by the full last name, press <ENTER>.

Step 10 -- You must decide if you want your records sorted in ascending or descending order. To sort in descending

order, enter <X>. To sort in ascending order, leave the space blank. You wish your records to be in alphabetical order, so leave the space blank by pressing <ENTER>. The cursor moves to the top of the next column.

Step 11 -- Check your entries. If you want to correct any entry, move the cursor to the appropriate position by pressing <↑>, <↓>, or <ENTER>. When you are sure that all entries are correct, press <CLEAR> to record the sort screen.

Step 12 -- The top of your screen remains the same. The bottom of the screen changes to show:

Enter Field Numbers To Select By. Press CLEAR To End Selection.

.

You want to find all salesmen who sold more than \$20,000 in merchandise. Type 8 <ENTER> for Sales By Amount. The cursor moves to the second column. In addition, these salesmen must have sold four or more Deluxe Home Sets. Type 5 <ENTER> for DH Sets.

Step 13 -- Check to make sure that your entries are correct. To move forward through the entries, press the space bar or <→>. To move backward, press <←>. When you are sure that all entries are correct, press <CLEAR> to record the selection screen.

Step 14 -- The screen shows:

```
.SALES BY AMOUNT .
.DH SETS          .
```

The cursor is in the connective column. You may specify either an AND connective by pressing <ENTER> or an OR connective by pressing <X>. In this example, you wish to find all salesmen who sold more than \$20,000 in merchandise and who sold four or more deluxe home sets. Press <ENTER>.

Step 15 -- The cursor moves to the second column. This is the relationship column. In this example, you wish to

find all salesmen who sold more than \$20,000.00 in merchandise. Type GT (greater than).

Step 16 -- The cursor moves to the third column. Enter the data to use for the search in this column. You wish to find all salesmen who sold more than \$20,000 in merchandise. Numbers must be right-justified when used in a search. The Sales By Amount field was given 10 character spaces when entered in segment 1. Press the space bar twice, and then type 20000.00.

Step 17 -- The next line is entered in a similar manner. Press <ENTER> for an AND connective. Type GE (greater than or equal to) for the relationship. Press the space bar three times and type 4 for the search data.

Step 18 -- Check your entries. When you are sure that they are correct, press <CLEAR> to begin indexing. The entire data base is scanned. The screen shows:

Selected -- 4 Records.

The Runtime Menu is displayed.

Printing Labels Using an Index

You wish to send all salesmen who sold more than \$20,000 in merchandise and four or more deluxe home sets special sales packets. You can quickly print mailing labels for these packets by using the print index you built.

Before beginning this example, be sure that your printer is connected, turned on, and on-line.

Step 1 -- At the Runtime Menu, press <5> for Print Labels.

Step 2 -- Enter the SALESMEN data base name.

Step 3 -- Enter label format number <1>.

Step 4 -- The screen shows:

Select Using An Index (1-5 or I):
Or Press ENTER For Full File Selection

You wish to print the labels based on the criteria
entered in print index 1. Type 1 <ENTER>.

Step 5 -- The screen shows the number of records selected and begins printing the labels.

After printing three labels, the bottom of the screen shows:

Press: SPACE BAR For Next Label, or C For Continuous

Press <C>. The labels are completed, and the Runtime Menu is displayed.

Printing a Report By Indexing On an Index

You need to print a one-time report on all salesmen who sold more than \$20,000 in merchandise, four or more deluxe home sets, and four or more library sets. You built a print index on all salesmen who sold \$20,000 in merchandise and four or more deluxe home sets. By building a report index on this print index, you can limit your record selection to apply to this report only.

Step 1 -- At the Runtime Menu, press the space bar once. An X appears to the left of all extended selections options.

Step 2 -- Press <4> for Print Reports.

Step 3 -- Enter the SALESMEN data base name.

Step 4 -- You wish to print by report format 1. Type 1 <ENTER>.

Step 5 -- The screen shows:

Select From Index (1-5 or I) :
Or Press ENTER For Full File Selection.

You are building this report index onto print index 1.
Type 1 <ENTER>.

Step 6 -- The number of library sets sold is in segment 1. Type 1 <ENTER>.

Step 7 -- The segment 1 fields appear at the top of the screen. The bottom of the screen is for your sort criteria. You do not need your records sorted in any special order, so press <CLEAR> for no sort.

Step 8 -- The top of the screen remains the same. The bottom of the screen is for your selection field numbers. You wish to select salesmen who sold four or more library sets. Type 4 <ENTER>. There is no need to limit selection further. Press <CLEAR> to store this screen.

Step 9 -- The screen shows:

.LS SETS

The cursor is in the connective column. You wish to specify an AND connective, so press <ENTER>.

- Step 10 -- The cursor moves to the relationship column. You are looking for four or more library sets. Type GE (for greater than or equal to).
- Step 11 -- When numbers are used as selection field criteria, they must be entered right-justified. Library Sets has a field length of 4. Press the space bar three times, and type 4.
- Step 12 -- Press <CLEAR> to store the selection criteria and begin the sort and selection process.
- Step 13 -- Three records are selected. The report then prints. It contains the information on Johnson, Kilton, and Ackerson, the three salesmen whose records met the criteria specified in your indexes. After printing is completed, the Runtime Menu appears.

Using Mass Recalculation from an Index

Profile III Plus Hard Disk allows you to use the mass operations feature with records selected by an index. Since mass operations are performed at Inquire, Update, Add, you must use an inquiry index.

As an example of using mass recalculation, suppose the price of home sets changed to \$1250, the price of deluxe home sets changed to \$1830, and the price of library sets changed to \$3100. All of your records must be updated.

- Step 1 -- At the Creation Menu, press <7> for Define Formulas.
- Step 2 -- Enter the SALESMEN data base name.
- Step 3 -- Using <↓>, move the cursor to 34. Then, using <→>, move the cursor over the 3 in 3000. Type 3100. This changes the price of library sets to \$3100.
- Step 4 -- Press <↓> once to move the cursor to the next line. Then use <→> to move the cursor over the 1 in 1750. Type 1830. This changes the price of deluxe home sets to \$1830.
- Step 5 -- Press <↓> once to move the cursor to the next line. Then use <→> to move the cursor over the 1 in 1200. Type 1250. This changes the price of home sets to \$1250.
- Step 6 -- Press <CLEAR> to record the changes.
- Step 7 -- Type Y <ENTER> to get a hardcopy of the formulas. After printing, the Creation Menu appears.
- Step 8 -- Press <M> to display the Runtime Menu.
- Step 9 -- At the Runtime Menu, press <3> for Inquire, Update, Add.
- Step 10 -- Enter the SALESMEN data base name.
- Step 11 -- Type 1 <ENTER> for the screen number.

Step 12 -- Press <ENTER> to bypass the record number prompt.

Step 13 -- The screen shows:

Index By:
LAST NAME

Press <SHIFT> <=> <ENTER> to display the first record in the index.

Step 14 -- The record for Adam Ackerson is displayed. To access the mass operations, press the space bar once. The mass command line appears at the bottom of the screen.

Step 15 -- Press <R> for mass recalculation. All records in the index are automatically recalculated. The cursor then returns to the Enter Record Number prompt.

Step 16 -- Press <BREAK> twice to return to the Runtime Menu.

You have finished the extended selections sample session. You may wish to use the SALESMEN data base to practice building more indexes. When you are ready, use the KILL command to delete the SALESMEN data base from your disk.

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