KUMA

FOR USE WITH Einstein COLOUR MICRO COMPUTER

Easidata

Einsoft 'APPROVED'

CONTENTS

EASIDATA is a fast and efficient machine code storage and retrieval package. A limitless number of data files can be designed by the user and can be stored on disc for future reference. It will only take about two hours to learn how to work the program and it is essential that you follow, precisely, the manual. Once you have learnt how to CREATE a screen and the COMMANDS you will find it very fast and easy to use.

LOADING THE PROGRAM

If you have been using any other program it is essential to clear the memory before loading EASIDATA. Insert the program disc in drive 0, press CTRL and BREAK. The machine's memory will be cleared and the Disc Operating System (DOS) will be loaded.

Type in EASIDATA and press ENTER. After a few seconds the EASIDATA logo will be displayed.

To start the program press the SPACE BAR and select the printer. If your printer is not one of those listed on the screen please try all the options because one of them will most probably work. If you do not have a printer connected then press 0.

We believe the quickest way to learn about EASIDATA is to look at the demonstrations supplied on the program disc.

To load the first file press "R", type in the name of the file, DEM1, and press ENTER.

Press 0 for the drive number and the file will be loaded.

Look at the screen and you will see at the top:

Mem : 45040 Recs : 0002 Field : 01 ; Key field
PMODE:1 COMMAND:
SELECT COMMAND

"Mem:" tells you how much space you have left for storing data, "Recs:" informs you how many records are in the file. The other information will be explained later.

The area between the 2 horizontal lines is called the "record layout" or "screen" and consists of TEXT and DATA FIELDS.

TEXT - the names or titles given to data fields e.g. "Name", "Address", "Town", "County", "POST CODE", "Tel. No.".

DATA FIELDS - the portion of the screen enclosed by brackets () used to store data.

In the first DATA FIELD you will see a K, this means that this is the key field. Every file must contain a key field. EASIDATA uses the key to decide in what order to store a record and each key must be unique. In this example the name is the key field and therefore the records will be stored in name order. When creating your own screen you must always specify one field to be the key.

At the bottom of the screen is a list of the commands available (an explanation of all the commands is given at the back of this manual).

If you now press the letter T (Top) the first record in the file will be displayed. If you press L (Last) you will get the last record in the file.

Now add a record of your own, press A (Add) and you will see that the cursor is in the key field, at the top right hand corner of the screen there is a little note to remind you that this is the key field. You can now enter the name, e.g. AARDVARK & CO.

When you are entering a field you can use the left and right cursor keys to move within the field. If you make a mistake it is easier to overwrite the data as the insert key cannot be used. Pressing the downward cursor key takes you to the next field.

Now continue entering this record by filling in the address, any address will do, then the town, the county, the post code and the phone number. (N.B. If you have entered something incorrectly use the up and down cursor keys to move to the field that you want to change.)

When you are completely happy with the record press ENTER. You are now ready to enter the next record.

At this stage we are going to abandon it because we only want to enter one record. Press ESC and go back to SELECT COMMAND.

Press T and you will see that AARDVARK is now the first record in the file. The program stores the records in the key field order using the ASCII value of the letters (see Appendix D in the "AN INTRODUCTION TO THE EINSTEIN" manual). This means that you can enter graphics characters in the key field as well. Upper case letters will take priority over lower case letters, so "ZOO" will appear before "animal". To avoid confusion you should either enter everything in upper case or enter the first letter in upper case and the rest in lower case so that it will be "Animal" and "Zoo".

Before loading the next file we will write the current file on to the disc.

Press W, and enter the name of the file. The name can be up to 8 characters long; press ENTER. As the disc is in drive 0 press 0.

After the file has been written press ENTER and you are back at select command.

We will now have to restart the program so press R. You will be asked if you wish to restart the program, this question is inserted in case you accidentally press the R key.

Press Y and you will go back to the beginning of the program. (N.B. When you restart EASIDATA all the data in the memory is lost!)

Select printer etc., but this time enter a file name of DEM2.

The second file is a record collection. Look at the screen and work out which is the key field: it is the title.

You will also see that there are some other letters in some of the fields: these are control codes.

You may wish for certain fields to contain either numeric data only or alphabetic data only, this can be done using control codes. If you wish to ensure that certain fields are always entered you can specify a field as mandatory by using other control codes. Obviously the key field is mandatory.

Look at control code table below and work out what the other codes on the screen represent.

- CONTROL CODE TABLE -

DATA TYPE	NORMAL	MANDATORY
NUMERIC	N	F
ALPHABETIC	A	L
ANY DATA		M
CURRENCY	£	P
KEY FIELD		K

The "Artist" field is alphabetic and mandatory.

The "Purchase Price" is currency and mandatory, (N.B. currency fields are the same as numeric fields except that EASIDATA will, if there is room, prefix the amount with a £ sign).

"Replacement Value" is numeric.

Now press T. This file only contains one record and is an ideal file for your own use.

Before we proceed with building a file it is recommended that you read through the EASIDATA COMMAND DESCRIPTIONS and experiment with the Search and Get functions. Do not try the Print and Mode functions as these will be dealt with in a later chapter.

Having seen the flexibility of the system let us now build a file.

BUILDING A SCREEN

Restart the program. Instead of entering "R" as you did before now enter "C" to Create a screen. You will see a blank screen displayed with the cursor at the top left hand corner. We are going to build a file which will store details of books. The record is going to have 4 fields, the title of the book, the author, the publisher and the price. (N.B. Data Fields can be any length up to 125 characters long and a record can contain up to 32 Data Fields.)

Move the cursor from the top corner down one line, now enter the name of the first field, this will be the TITLE and we have to create the Data Field, this is done using brackets:

TITLE (   )

The title field is the key field so you must put an upper case K in the field.

TITLE (K   )

It does not matter where you put the K as long as it is between the brackets.

Now enter the rest of the fields, AUTHOR, PUBLISHER and PRICE.

The fields can be positioned anywhere between the two horizontal lines; the only restriction is that they can not overlap. (N.B. As a Data Field can be upto 125 characters long it can extend over 2, 3 or 4 lines.)

Remember there is no fixed way of laying out the screen, so it could look like any of the following, (notice the control code N in the price field, this means the price entered must be numeric):

```
TITLE [ K            ]
AUTHOR [             ]
PUBLISHER [          ]
PRICE     [ N ]
```

or

```
TITLE
[ K            ]
AUTHOR
[             ]
PUBLISHER
[             ]
PRICE
[ N ]
```

or you can add graphics etc. to make the screen more attractive!

```
***** Title *****
[ K            ]

&&&&& Author &&&&&
[             ]

@@@ Publisher @@@
[             ]

!! Price !!
[ N ]
```

When you have finished building your screen press ENTER. The program then checks your screen, if it is invalid, e.g. no key field or a bracket is missing, then an error message will appear at the top and you will have to correct the screen.

After accepting the screen look at the bottom, you will be given the option to TEST the screen or AMEND it. Take the TEST option, this will allow you to check that the data fields are big enough for your actual data. As you are testing watch the top right corner.

Now look at the bottom of the screen, if you are not happy with the layout then take the AMEND option, this will redisplay the BUILD screen. If the screen is OK then take the ACCEPT option. Now you are in the main part of the program and you can add, delete records etc.

VERY IMPORTANT: once you have accepted the screen layout you cannot change it!

From our experience with existing customers we have found that the first time you use the program you should spend 30-40 minutes learning all the commands and experimenting with the screen build routine. If you do not get the hang of it the first time then make yourself a cup of tea and start again from the BEGINNING of this manual.

PRINT FACILITIES

EASIDATA provides 2 different types of printed output. The first is simply a printed copy of what appears on the screen between the two horizontal lines, we call this a COPY. The second is a very flexible report generator which can be used for producing everything from labels to simple letters, this we call a SUMMARY.

Both types are available in 3 forms, this gives a total of 6 different varieties or 'modes', of output.

The six MODES are:

Mode 1 Single screen copy. Whatever record is being displayed will be printed.

Mode 2 This is the same type of output as in mode 1 except the program will print all the records from the one currently displayed to the end of the file.

Mode 3 This is used in conjunction with the search facility and will produce a copy of all those records meeting the search criteria (see SEARCH on page 17).

Mode 4 Single summary, a summary for the record currently being displayed will be printed.

Mode 5 This is similar to Mode 2 except that a summary is printed rather than a copy of the screen.

Mode 6 As Mode 3 but summary instead of screen copy.

When EASIDATA is first loaded, the printer mode is set to 1. If you wish to change the mode then press M when the select command prompt is in the top left hand corner. After pressing M the following will be displayed on the bottom of the screen:

```
COPY> Current-1  All-2  Search-3
SUMM> Current-4  All-5  Search-6  Edit
```

At this point you can change the mode by pressing keys 1 to 6 if you wish to use the summary modes (4,5,6) you will have to create a report using the EDIT function, this is done by pressing the E key.

The best way of understanding how the edit works is to look at an example. So Load the DEM1 file (see demonstration files section). When the file has loaded press command T for Top, M for Mode, and E for Edit, the following will be displayed:

(01)
(02)
(03)
(04)

(05)

For The Attention Of: Managing Director

The above summary will produce the following output:

A N OTHER Ltd
12 High Street
Newtown
Midshire

AB12 9CD

For The Attention Of: Managing Director

You can see from the example that a summary is created using text and field numbers, the field numbers refer to the fields on the screen and must be 2 digits long and enclosed in brackets e.g. (06), (27) etc.

We will now print the example. Press ENTER, this will take you back to the main screen. Press M for Mode, then 4, this will put you into mode 4. The cursor is in the top right hand corner. We now have to enter the number of lines you want for each summary. You can adjust the form length to suit the labels or paper that you are using. If you do not wish to change this number then press ENTER.

Finally you will be asked if you wish to remove trailing spaces. If you are printing fields within text (see DEM2) then press Y, this will ensure that the text looks neat. If you wish to print a summary in neat columns then press N.

If you are in modes 1 or 4 simply press the P key to obtain a print out. If you are in modes 2,3,5 or 6 the printing will start as soon as you press P. Check that your printer is switched on and properly connected then press P. The summary should be printed, if you did not change the number of lines per page you will notice you have 64 blank lines printed.

IMPORTANT To abandon the print press ESC. If you accidentally try to print when a printer is not attached then the program will appear to stop working! Press the ESC key and the main screen will re-appear.

The second demonstration file, DEM2, contains a more sophisticated summary, we suggest that you load up this file and go through the same procedure you have just done for DEM1.

HELP AND HINTS

When using EASIDATA there are some important things to remember:

1 If you try to write a file when there is insufficient space, the following message will appear:

DISC FULL! SEE MANUAL! PRESS ENTER.

The disc operating system (DOS) will have written the name of the new file in the directory, but because there is insufficient space the data will not actually exist on the disc. Therefore to save the file, press ENTER, insert a disc with sufficient space, and try again. Occasionally the system may not be able to recover and you will lose all your data.

It is recommended that you never attempt to write a file to disc unless you are certain there is sufficient space.

2 If when writing a file you select a drive which does not contain a disc the system may go into an irrecoverable error condition. You will have to re-boot the system by pressing CTRL and BREAK etc.

Always take great care when choosing the drive number.

3 If you choose the printer function and there is no printer attached remember you can return to the main screen by pressing the ESC key.

4 When EASIDATA stores a record it takes all the key field including spaces. Therefore when creating a file it is more efficient if you keep the key field as short as possible.

5 For those technically minded EASIDATA has a warm start address from MOS of G103. As with any warm start address there can be no guarantee that the system is 100% secure after restarting!

6 When the time has come to exit the program the way this is done is very simple, push the CTRL and BREAK keys simultaneously this will bring you back to the DOS prompt.

EASIDATA COMMAND DESCRIPTIONS

Commands are entered by their initial letter into the COMMAND: ? area at the top right hand corner of the screen.

ADD - The cursor is positioned in the first data field to allow data to be entered. Use the cursor keys to move to the next field. When all the data is correct press ENTER and the record will be added to the file. The cursor is repositioned at the start for the next record. When you have finished press ESC to return to the command screen.

BACK - Chains backward through the file.

CHANGE - Allows you to change the record currently displayed. NOTE: If you change the key field then the program presumes it is a new record and will save it as a new record, leaving the original in the file. When you are creating virtually identical records you will find this facility very useful.

DELETE - Delete the record being displayed. There is a safety prompt to avoid accidental deletion.

FORWARD - Chains forward through the file displaying each record in turn.

GET - By entering a valid and precise key in the key field the program will display that record. (e.g. you have three records with the following key fields: A A SMITH, A SMITH and JOHN A SMITH. If you want the middle one then use a GET with A SMITH in the key field. If you use the SEARCH command you will obtain the first record!)

LAST - Displays the last record in the file.

MODE - See PRINT FACILITIES section.

PRINT - Same as MODE.

RESTART - This will restart the program allowing you to either create a totally new data file and screen layout or to load an existing data file from disc. WARNING this function will delete all the data currently stored in the computer so WRITE your data to disc first!

SEARCH - The cursor is positioned in the first data field and you enter the data that you wish to search for, you can use as many or as few fields as you want. You do not have to use the first field, the cursor is put there purely for convenience. After entering the data press ENTER, the program will display the first valid record it finds. If this record is not the one you want press the "=" key and the program will look for the next record which is equal to the SEARCH data you entered.

TOP - Displays the first record in the file.

WRITE - Save the data file to disc. This stores the current data file for future use.