

**ASSETS**

# **FASTFILE**

**WITH REPORT C-64-128**

**MAILING  
LABELS**

**TAX RECORDS  
INVENTORY**

**HEALTH RECORDS  
ADDRESSES  
CHRISTMAS  
LIST**

**CHECKING ACCOUNTS  
MEMBERSHIPS  
COLLECTIONS  
&  
MORE**

**Guaranteed to be the FASTEST and EASIEST  
to learn/use database for C-64/C-128**

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FASTFILE  
with  
REPORT

For Commodore 64

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## 1.0 INTRODUCTION

Congratulations for selecting FASTFILE. In a very short time you should be using your own database applications. Simply follow the step-by-step examples given in the sections that follow and learn how to:

Load the FASTFILE program

Load data files

Find specific information for editing

Add new records

Write multi-level sorted reports

Edit/Create FASTFILE data structures

Save data files for future use

## 2.0 LOADING FASTFILE AND APPLICATIONS

Place the FASTFILE disk into drive 0, plug GUARDIAN into the user port, and then type:

LOAD "\*",8,1<RETURN>

In about 45 seconds the main menu shown in Figure 2.1 is displayed on the screen.

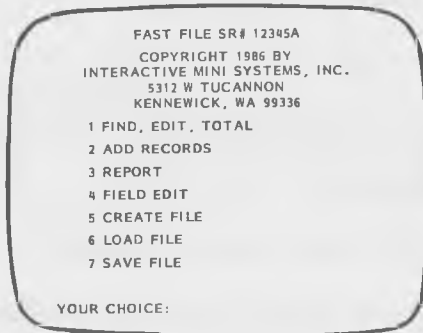


Figure 2.1

To load an application file answer the menu question by typing 6<RETURN>. FASTFILE responds by listing the disk directory and is shown in Figure 2.2:



Figure 2.2

The load sequence is aborted by pressing <RETURN> without entering a file name. Load the example data file "CHECKS" by answering the prompt as follows:

FILE NAME = CHECKS<RETURN>

If the entry is accepted the file will be loaded. If not, refer to the section below on LOADING/SAVING ERRORS. When "CHECKS" is loaded turn to page 4 to continue the demonstration.

### LOADING/SAVING ERRORS

The most probable cause of a loading error is incorrect entry of a file name. Loading errors also occur when Disk Operating System (DOS) errors are encountered. FASTFILE's message is:

DISK ERROR  
PRESS RETURN TO CONTINUE

and the disk error light will blink. The situation is usually corrected by re-entering the correct file name. If the error is DOS related the file cannot be loaded. Saving errors occur only when DOS errors are encountered.

Caution: If the SAVE command (item 7 from the main menu) is issued without first correcting a file name loading error, a new file will be saved to disk.

### 3.0 FIND, EDIT, TOTAL

The FIND mode is entered from the main menu by entering 1<RETURN>. FASTFILE responds by displaying a screen similar to Figure 3.1. Notice the top line indicates the file contains 168 records/with 9664 bytes remaining for new information. The first field is labeled CHECK#: and is displayed in reverse video. Following the field name are three (3) blank spaces for search selections. The maximum number of characters allowed in each field is indicated by the line lengths. The first field will accept 5 alphanumeric characters. Sections 6 and 7 contain more information on file specifications, but for now let's focus attention on cursor movement and the commands to FIND specific records.

```
168/ 9664

CHECK#: _____ STATUS: _____

DATE: _____ CAT: _____

TO: _____

FOR: _____

AMOUNT: _____

#WLD ?ANY (<LESS = >GRTR (<NOT EQ <= >=
FIND=F1 TOTAL=F3 OR=F5 EXIT=F7
```

Figure 3.1

#### Cursor Movement

The cursor is advanced to the next field by entering <RETURN>. Advance the cursor to the fourth field by entering three <RETURNS>. To move the cursor back a field, press <shift><CRSR  $\uparrow$ >.

#### FIND (or Search) Selection

Notice the FIND symbols at the bottom of the



screen for #WLD ?ANY, etc. To illustrate their use let's FIND all checks written for gasoline. Move the cursor to the field named CATegory. Enter an equal sign (=) followed by G. Notice the meaning of <F1> on the last line of the screen. Press function key <F1> to issue the FIND command. The screen instantly displays the first record of category G. Notice also the help line at the bottom of the screen has changed, and the options are:

Return to FIND mode by pressing <F1>  
FIND the next record with <F3>  
EDIT the present record by pressing <F6>  
EXIT to the main menu by pressing <F7>

### Searches using Wild Card Designation

Now let's find the check(s) written to Dr. Sjerjen. From FIND mode, move the cursor to the field labeled TO: and enter =DR. SJ# and press <F1>. Instantly a record is displayed. Now FIND the next record. Look at the bottom line of the display and read the meaning of <F3>. Press <F3> for "Next Record", and the next record is displayed.

### Searches Using the Any (?) Designator

How is FASTFILE returned to FIND mode? Look at the bottom line for the meaning of <F1> and then press <F1>. Next find the check written to DENHAM, except the name may be spelled BENHAM. Move the cursor to the field TO: and enter =?ENHAM<F1>. Again, the record is instantly displayed.

### Edit a Record

The EDIT mode may be entered once a record is selected. Assuming the record for BENHAM is

displayed as explained in the previous paragraph, let's edit the information in the 6th field. Look to the bottom command line for help. Notice that by pressing <F6> FASTFILE will enter EDIT mode. This is accomplished by pressing <SHIFT><F5>. The help line now offers the options to:

1. Save the edit to memory by pressing <F2>
2. Delete the record by pressing <F6>
3. Void the edit by pressing <F7>

Since it's desired to modify field 6, move the cursor to this field by pressing <RETURN> 5 times. Enter the misspelled word EXAMBLE but don't press <RETURN>. Notice the field data is cleared when the first character is entered. Now let's assume you recognize the error. Backspace the cursor by pressing <shift><CRSR <H>> 3 times or until the character <B> is erased. Then enter PLE<RETURN>.

Suppose the correct entry was really SAMPLE instead of EXAMPLE. Move the cursor back one field by pressing <shift><CRSR  $\uparrow$ > once. Now type SAMPLE <RETURN>.

The edited record is saved to memory by pressing <F2>. Notice that the screen blinks in response and the help line is updated. The new choices are:

1. FIND record <F1>
2. NEXT record <F3>
3. EDIT record <F6>
4. EXIT to main menu <F7>

If additional practice is needed, select another record for editing by pressing <F3> and then press <F6> to enter EDIT mode. Practice moving the cursor and entering data. Then either SAVE the EDIT with <F2> or void the EDIT with <F7>. At the

conclusion of the practice session exit to the main menu with <F7>.

### Record TOTALS

Let's FIND how many checks were written for gasoline and the total expenditures. Make sure FASTFILE is in FIND mode (see Figure 3.1) and keep one eye on the two help lines at the bottom of the screen as we proceed.

Move the cursor to the field labeled CAT and type =G<RETURN>. Then move the cursor to the field labeled AMOUNT and press <F3>. The number of records in CATegory "G" and the total of the CAT "G" AMOUNT fields are displayed.

Now find the AMOUNT totals for all records except CATegory G. The specifications used for except are the NOT EQ symbols as found on the help line. Move the cursor to the field labeled CAT and enter<>G. Move the cursor to the AMOUNT field and give the TOTAL command by pressing <F3>.

At the conclusion of the practice session exit to the main menu with <F7>.

#### 4.0 ADDING RECORDS

Adding records is very easy. However, before continuing with the demonstration, it's important to present certain restrictions and/or automatic error checks made by FASTFILE.

The first, first two, or first three fields in a record are designated primary key fields during file creation as explained in section 7. FASTFILE will not allow duplicate information in key field(s) because records are stored in primary key order.

The only way to correct a primary key field error once a record has been added to memory is to delete the record using the EDIT mode; then, return to ADD mode and re-enter the entire record. Therefore, be sure to verify the information in the primary key field(s) before issuing the ADD record command <F2>.

Now ADD a record to the file. Enter the ADD record mode from the main menu by typing 2<RETURN>. Notice the top display line (number of records/bytes of memory), and the help line at the bottom of the screen. The only commands available are <F2> = ADD RECORD and <F7> = EXIT.

```
108/ 9461  
CHECK# : _____ STATUS : -  
DATE : _____ CAT : _____  
TO : _____  
FOR : _____  
AMOUNT : _____  
ADD RECORD=F2 EXIT=F7
```

With the cursor positioned at the first field, enter 2222 <RETURN> into the primary key field (CHECK#). Now enter sample data in the remaining fields as desired. Notice after entering the data in the last field the cursor automatically moves to the first field. Also notice it's not necessary to enter information in every field.

Before saving the record to memory, pause to examine each field. Remember, the primary key field(s) may only be corrected before the record is saved to memory. To demonstrate this, position the cursor to field 1 and replace check number 2222 with 0012. Save the record to memory by pressing <F2>.

Finally, try to ADD a record with a duplicate primary key. Enter 0012 in field 1 and press <F2> once. FASTFILE responds with the following error message:

PRI KEY ERROR...PRESS RETURN

Press return and correct the entry in field 1 to 0013 and then press <F2> once to add the new record to memory. Exit to the main menu by pressing <F7>.

## 5.0 REPORTS

FASTFILE report formats are automatically loaded and saved concurrently with the loading and saving of a data file. FASTFILE permits the storage of two separate report formats with each file. The SWAP command (choice #3 of the report menu) swaps the working report format with the secondary format stored in memory.

Newly created data files will have default report formats created automatically by Fastfile. The report consists of field #1 with the sort selection in file order. Both report formats in memory will retain the default format until altered by the user.

FASTFILE reports are easy to obtain. Merely enter 3<RETURN> from the main menu to display the report menu as illustrated in Figure 5.1.

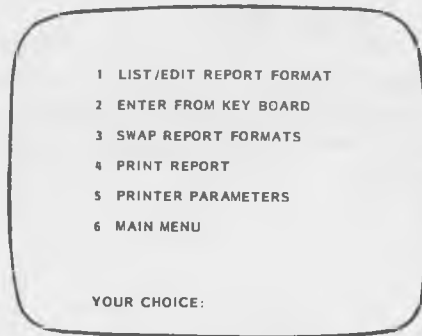


Figure 5.1

For the first illustration, let's write a report to the screen using the pre-designed report specification loaded with the data file. Then examples of report modification and report creation will be presented.

### Pre-Designed Format

Enter 4<RETURN> to select the pre-defined report format. The select screen is immediately displayed. Move the cursor to the field labeled CAT and enter =G then press <F1>. FASTFILE responds by immediately displaying the report on the screen. At the completion of the report, press <RETURN> to exit to the main menu.

### Modifying Report Formats

Let's modify the report format and print another report. Enter the report mode from the main menu by pressing 3<RETURN>. Select the LIST/EDIT REPORT FORMAT option by entering a 1<RETURN>. Before discussing the screen that is immediately displayed, here is a summary of all the screens in the report sequence.

1. The first screen (Figure 5.2) contains specific PAGE FORMAT information.
2. The second screen is for the REPORT TITLE.
3. The third screen is for editing field data (field number, tab advance, and print width/ or selecting numeric subtotals).
4. The fourth screen is for examining and/or changing SORT specifications.
5. The final screen is for SELECTING the records for the report.

This may seem like a lot of information to add; however, it will become quick and easy with just a little practice.

Page Format: Examine each line of the PAGE control FORMAT. If a line printer is connected, enter 1<RETURN> to answer the prompt of Figure 5.2. Type Y<RETURN> to select the printer. Next enter Ø<RETURN> and proceed to the next screen.

```

1 LINE PRINTER?(Y/N) = N
2 NUMBER PAGES?(Y/N) = Y
3 SPACE BETWEEN RECORDS = 1
4 PRINT LINES PER PAGE = 55
5 TOTAL LINES PER PAGE = 64
6 STOP AFTER PAGE?(Y/N) = N
7 REPORT WIDTH(10 - 132)= 80
8 REPORT TITLE?(Y/N) = Y
9 FIELD HEADINGS?(Y/N) = Y
EDIT LINE(0 = DONE) =

```

Figure 5.2

Report Title: Up to 80 characters may be used for a single line report heading. Answer the question with N<RETURN> and enter the title:

MY FIRST FASTFILE REPORT<RETURN>

Data Format Screen: The third screen sequence is for editing the content and placement of information in the report. To edit line 1 enter 1<RETURN> and FASTFILE responds with the display shown in Figure 5.3.

```

          TAB FIELD PRINT SUB LAST
          PM ADV NO WIDTH TOT COL
1 0 1 5 5 CHECK#1 5
2 2 3 4 11 DATE: 4
3 2 5 15 28 TO:25
4 0 7 11 Y 39 AMOUNT:11 2

          PM (0 = DONE) =

```

Figure 5.3

Notice the two numbers following the field name. The first gives the maximum field width as



specified during file specification, and the second number lists the digits after the decimal point. For example; the AMOUNT field has 11 printed characters (including sign) with two digits following the decimal point. The print width and number of digits printed after the decimal point are automatically taken from the field specifications. To change the print width of a numeric field see, section 6.

To change the tab advance for a field printed in the report, enter the appropriate "P#"

1. <F2> = Replace Entry
2. <F4> = Insert Entry (after "P#").
3. <F6> = Delete Entry.

Press function key <F2> to replace the entry. You must now re-enter:

1. The field number <RETURN>
2. The tab advance <RETURN>
3. The new print width <RETURN>, or whether or not column subtotals are desired.

FASTFILE responds by printing a screen with the new information. The procedure for deleting and inserting fields is similar. Delete a field from the report and then insert it again to practice using the report field editing commands. Remember, insertions occur after the addressed P#.

To exit the data format sequence enter Ø<RETURN> to answer the prompt requesting P#. Then enter another Ø<RETURN> in answer to the question requesting the data line number. FASTFILE automatically advances to the SORT FORMAT screen.

Sort Format: To sort by category and date, change the sort order by answering the prompt with an N<RETURN>. Select field #4 by entering 4<RETURN> to sort first by CATegory. Then answer Y<RETURN> to select subtotals. The next level of sorting is selected by entering 3<RETURN> to sort by check date, and N<RETURN> for no subtotal breaks. To exit the sorting sequence answer the prompt with Ø<RETURN>. FASTFILE responds by displaying the sort specification and presents another edit opportunity. If everything is OK, answer the edit prompt with Y<RETURN>

Select Format: Notice the printing sequence can be aborted by entering <F7>. If you desire to print a report, use the selection sequence of your choice. If all records are desired for the report, merely enter <F1>. (Escape from report printing by pressing <RETURN>.)

#### Entering a New Report Format.

Enter the report menu (Figure 5.1) by typing 3<RETURN> from the main menu. The procedure for entering a new format is identical to the procedure for modifying a report format except for the following:

1. The existing report format is saved by entering 3<RETURN>. This swaps the format to memory and loads a spare format into the working area. This spare format will be destroyed by creating a new format. However, the saved format can be recalled for future use by re-issuing the swap command.
2. The procedure for entering field data specifications is slightly different than the edit procedure.

A new format is entered by first swapping the existing format into memory with the swap command (3 <RETURN>). FASTFILE responds by blinking the screen. Next, select keyboard entry by entering 2<RETURN>. FASTFILE will respond by displaying the new page format (similar to Figure 5.2). Examine each item of the screen and edit as applicable. (NOTE: Each edited line must be terminated with a <RETURN>.) An entry of 0<RETURN> for ITEM# advances FASTFILE to the report heading screen. The report heading or title is limited to one line of 80 characters maximum. When satisfied with the heading, answer the question with Y<RETURN> to enter the DATA FORMAT mode.

Creating a New Data Format. FASTFILE allows up to nine (9) data lines for each record and an edit opportunity at the conclusion of the data entry sequence.

Time is saved by designing reports using a form similar to Figure 5.4. Notice the column headings (field titles) are automatically provided by FASTFILE if specified by item 9 of the page format (Figure 5.2).

Enter the field data as provided below for the first field and on Figure 5.4:

1. Enter 3<RETURN> for field number
2. Enter 0<RETURN> for tab advance
3. Enter 4<RETURN> for print width

Refer to Figure 5.4 (on page 17) and repeat the above procedure until all data is entered. Then proceed to data edit mode by typing 0<RETURN> for the field number and then enter N<RETURN> to

answer the prompt ADD ANOTHER REPORT LINE. The procedure for completing the new report sequence is identical to the procedure for editing:

1. The DATA FORMAT (see page 12)
2. The SORT Specification(s) (see page 14)
3. The RECORD Selection (see page 14)

Complete the report design sequence and obtain a report for Food (CATegory F) sorted by the amount of each check.

REPORT NAME: \_\_\_\_\_

DATE:   /  /  

### FASTFILE REPORT DESIGNER

LINE	FIELD	TAB ADV	PRINT WIDTH	SUP TOT (Y/N)	LINE	FIELD	TAB ADV	PRINT WIDTH	SUB TOT (Y/N)	LINE	FIELD	TAB ADV	PRINT WIDTH	SUB TOT (Y/N)	
1															
2															
3	③	5				④									
4	DATE TO					AMOUNT									
5	<u>4</u>		<u>15</u>			<u>7</u>									
6															
7															
8															
9															
10															
11															
12															
	LINE	FIELD	TAB ADV	PRINT WIDTH	SUP TOT (Y/N)	LINE	FIELD	TAB ADV	PRINT WIDTH	SUB TOT (Y/N)	LINE	FIELD	TAB ADV	PRINT WIDTH	SUB TOT (Y/N)
	<u>1</u>	<u>3</u>	<u>0</u>	<u>4</u>	<u>-</u>										
		<u>5</u>	<u>2</u>	<u>15</u>	<u>-</u>										
		<u>7</u>	<u>2</u>		<u>Y</u>										

Figure 5.4

## 6.0 MODIFYING THE RECORD TEMPLATE

FASTFILE provides a convenient way to modify:

1. Field Names
2. Maximum Field Lengths
3. Screen Placement of Fields
4. Position of Decimal Point

FIELD EDIT mode is entered from the main menu by typing 4<RETURN>. FASTFILE responds by displaying the record template and waits for entry of a field number (see Figure 6.1).

```

CHECK#: _____  STATUS: -
DATE: _____    CAT: _____
TO: _____
FOR: _____
AMOUNT: _____

EDIT FIELD#(0=DONE)

```

Figure 6.1

To illustrate the FIELD EDIT command, change the name of field #1 from CHECK#: to CHK#: . By entering 1<RETURN>, FASTFILE displays the field specification template of Figure 6.2. Now enter CHK#: for field name and advance the cursor through the remaining fields with <RETURNS>. (Note any field addressable by the cursor may be edited and that the cursor is moved field by field in the reverse direction by pressing <CRSR  $\updownarrow$ >).

The above steps may be repeated until all fields have been correctly edited. Escape back to the

main menu by typing Ø<RETURN> in answer to the prompt for field number shown in Figure 6.1.

FIELD TYPES: 1 ALPHA/NUMERIC 5 NUMBER	
FIELD#	1
TYPE	1
NAME	CHECK#r..
XPOSN	3
YPOSN	3
PWIDTH	5
DDHL PL	0

Figure 6.2

## 7.0 CREATE NEW FILE STRUCTURE

### General Considerations

Before creating a new file, consider the following points:

1. Is the current file saved from memory to disk? FASTFILE's SAVE command is probably the most important command available because all memory is lost when the computer is turned off or when a new file is loaded or created.
2. Can an existing file and report structure be used? It's a simple procedure to erase data and name a new file using an existing structure.
3. What are the names of fields to be used? Design the record format using a form similar to Figure 7.1 (page25). Remember names must be limited to 8 characters and a maximum of 31 fields are permitted.
4. What field types should be used (Alpha numeric or numeric)? There is a memory/speed trade-off between the use of alphanumeric and numeric fields. Alphanumeric fields tend to use more memory, and numeric fields tend to use more time. Numeric data are stored hexadecimally so they use less memory than regular alpha characters, but this requires conversion to decimal each time the screen is displayed.
5. What are the maximum field lengths for each field? (The maximum number of characters for alphanumeric fields is 30. The maximum number of characters for numeric fields is 11



including space for sign and decimal point.)

6. Is it possible to abbreviate? Shorter alphanumeric fields take less memory and thus allow for more records.
7. Should spare fields be included for future expansion of database applications? Field names, lengths, and screen positions can be edited; however, fields cannot be added or deleted once the data structure is set. Spare alphanumeric fields are recommendable, and will only use one byte of memory per field while empty.
8. What type(s) of report(s) are required? Take time to design one or more reports as shown in Figure 7.2. Remember that if the column heading option is selected in the PAGE FORMAT (Figure 5.2), FASTFILE automatically selects the field names for column headings. Page breaks are eliminated for mailing labels by setting lines printed per page equal to the total lines per page.

FASTFILE provides two file-creation options. The first option is to erase the contents of an existing file and save the structure for use with a new file. The second option is to actually create a new file structure. To enter the FILE CREATE mode, enter 5<RETURN> from the main menu. FASTFILE responds with the following message:

```
WARNING  
IS CURRENT FILE SAVED?(Y/N)
```

This message provides a safe escape just in case this mode is entered by mistake. Answering the above question with N<RETURN> will safely transfer control back to the main menu without memory loss.

If the current file has been previously saved, answer the question with Y<RETURN>. FASTFILE responds with:

FILE NAME =

Enter a new file name with up to 10 characters followed by a <RETURN>. FASTFILE will then respond with:

CREATE A NEW FILE STRUCTURE? (Y/N)

If your answer to this question is Y<RETURN>, skip the next paragraph.

#### Create New File Using EXISTING Record Structure

FASTFILE responds to an answer of N<RETURN> by entering the "ADD RECORD" mode with the record count set to zero. Refer to section 4 for the procedure to add records.

#### Create New File Using NEW Record Structure

Time invested in planning pays big dividends. Remember the saying "pay me now or pay me more later"? It is very disappointing to discover design errors after a form is designed and especially after a large number of records have been entered. All of the easy-to-use features provided by FASTFILE can be off-set by poor planning. So don't hurry the planning process. Re-read and s-t-u-d-y the general considerations presented at the beginning of this section. Get out paper and pencil to design both screen and report formats. Then pause and visualize how the information is to be used. If others are involved discuss the object of the database with them, and make corrections to meet the real users requirements.

To illustrate how to create a new file, let's consider a high school teacher's problem. A fire in the Arts and Craft Room focused attention on the importance of a working inventory. Before insurance could be collected, an inventory was required. Then after the fire, school administration required a maintained inventory. A computer was not used for the first inventory. The teacher merely wrote down the item description, quantity, unit of measure, year purchased, and replacement cost. It was very time consuming to locate items on the 55-page, unsorted list, and FASTFILE was selected to solve the problem.

The collection of over 1200 items was carefully reviewed, and a symbol abbreviation convention was selected. To facilitate sorting, type and location codes were assigned. Figure 7.1 and 7.2 show the screen and report designs selected. Even though the formats appear simple, considerable computer entry time was saved by discussing and visualizing procedures required for collecting, entering, and reporting information.

One of the several-hundred item inventory is saved on the FASTFILE program disk under the title INVENTORY. You may use this structure by loading the file and deleting the record as previously discussed in this section. However, let's do it the hard way for the experience of creating a new file.

Put FASTFILE in CREATE mode by entering 5<RETURN> from the main menu. Answer the WARNING and CREATE NEW FORMAT prompts with Y<RETURN>. Then enter the new file name. FASTFILE responds by displaying the field input form. Refer to the form design of Figure 7.1 for input information. The data for

field #1 are:

1. Field# = 1
2. Field Type = 1
3. Name = PART#
4. X-Posn = 1
5. Y-Posn = 2
6. Print Width = 7

Answer the question ADD ANOTHER FIELD?(Y/N) with Y<RETURN>. It's easy to enter the information because of the prior time spent in developing Figure 7.1. Continue with the input process until all fields are entered. Notice the last field name is labeled SPARE and a maximum of 30 characters are specified. FASTFILE allows for this type of extravagance without significantly impacting memory.

Terminate field entry by answering the question ADD ANOTHER FIELD?(Y/N) with N<RETURN>. FASTFILE responds by requesting the number of fields (1-3) for the primary key. Remember, FASTFILE will not allow duplicate information in primary key fields. For this application, the number of primary keys is 1 because a single part number is sufficient to uniquely identify an item. Answer the question with 1<RETURN>. FASTFILE responds by displaying the record format in FIELD EDIT mode as discussed in section 6. At this point you should be able to follow FASTFILE's prompts for FIELD EDITING and then for adding information.

# FASTFILE SCREEN DESIGNER

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39		
1	PART#																																							
2																																								
3	QTY		UNIT																																					
4	DESC1																																							
5																																								
6	DESC2																																							
7																																								
8	RCOST																																							
9	YR-P																																							
10	SPARE																																							

FIELD#	TYPE	NAME	XPSN	YPCS	PRINT WIDTH	DECIMAL PLACE
<u>1</u>	<u>1</u>	<u>PART#</u>	<u>1</u>	<u>2</u>	<u>7</u>	<u>—</u>
<u>2</u>	<u>1</u>	<u>TYPE</u>	<u>28</u>	<u>2</u>	<u>4</u>	<u>—</u>
<u>3</u>	<u>5</u>	<u>QTY</u>	<u>3</u>	<u>4</u>	<u>4</u>	<u>0</u>
<u>4</u>	<u>1</u>	<u>UNIT</u>	<u>14</u>	<u>4</u>	<u>4</u>	<u>—</u>
<u>5</u>	<u>1</u>	<u>LOCN</u>	<u>28</u>	<u>4</u>	<u>4</u>	<u>—</u>
<u>6</u>	<u>1</u>	<u>DESC1</u>	<u>1</u>	<u>6</u>	<u>30</u>	<u>—</u>
<u>7</u>	<u>1</u>	<u>DESC2</u>	<u>1</u>	<u>8</u>	<u>30</u>	<u>—</u>
<u>8</u>	<u>5</u>	<u>RCOST</u>	<u>1</u>	<u>10</u>	<u>8</u>	<u>2</u>
<u>9</u>	<u>1</u>	<u>YR-P</u>	<u>2</u>	<u>12</u>	<u>2</u>	<u>—</u>
<u>10</u>	<u>1</u>	<u>SPARE</u>	<u>1</u>	<u>14</u>	<u>30</u>	<u>—</u>

\* TYPE = 1 (ALPHANUMERIC)  
 TYPE = 5 (NUMERIC)

REPORT NAME: INVENTORY

DATE:   /  /  

Figure 7.1

## Create New Report

After saving information for at least one record, exit to the main menu by pressing <F7>. Now let's design a report using Figure 7.2 (page 28) as a guide. The process for entering the design will be easy because most of the work was done in the planning stage. It pays to plan!

Enter report mode from the main menu by pressing 3<RETURN> and then enter report entry mode with 2<RETURN>. FASTFILE responds by displaying the PAGE FORMAT screen. Make sure the line printer is not selected (item 1 of Figure 5.2). In addition make sure REPORT TITLES and FIELD NAMES are selected (items 8 and 9). Then exit to the next screen by entering 0<RETURN> for item number. Remember from section 5 the screen sequence is:

1. Page Format
2. Report Title
3. Data Format
4. Sort Order
5. Record Selection

The report title should now be displayed on the monitor. Enter the report title as INSTRUCTIONAL SUPPLIES . . . MRS BENHAM<RETURN>. FASTFILE responds with the first prompt of the DATA FORMAT mode. For each field to be printed on line one FASTFILE will request:

1. FIELD NUMBER (0=DONE)
2. TAB ADVANCE
3. PRINT WIDTH

FASTFILE displays the field name followed by maximum field length (and digits after decimal point). Refer to Figure 7.2 (page 28) for input information. The data for column one are:

1. Field Number = 1
2. Tab Advance = Ø
3. Print Width = 7

After entering the data for the last column, enter Ø<RETURN> to exit line 1 data. FASTFILE responds with:

ENTER ANOTHER LINE?(Y/N)

Answer the question with Y<RETURN>. Enter the data for the 2nd line as above and then respond with an N<RETURN>. (Up to 9 report lines per record are possible.) FASTFILE responds with:

DATA FORMAT LINES=2  
ENTER LINE NO TO EDIT (Ø=DONE)

Entry errors may be corrected using the procedure presented in section 5. Enter Ø<RETURN> to terminate data line editing. FASTFILE responds by listing the previous SORT specifications and the question:

SORT ORDER OK?(Y/N)

Answer with N<RETURN>; then enter 2<RETURN> to sort on TYPE. Note the field name is printed and FASTFILE waits for an answer to the question:

SUB TOTAL BREAK? (Y/N)

Answer Y<RETURN> to obtain a break between different TYPEs. Then enter Ø<RETURN> to terminate entry of SORT DATA. (Note FASTFILE always provides an opportunity for editing.) Answer the prompt with Y<RETURN> to advance to the SELECT FORMAT. Press <F1> and FASTFILE immediately prints the report to the screen.

FASTFILE REPORT DESIGNER

LINE#	FIELD#	TAB ADV	PRINT WIDTH	SUB TOT (Y/N)	LINE#	FIELD#	TAB ADV	PRINT WIDTH	SUB TOT (Y/N)	LINE#	FIELD#	TAB ADV	PRINT WIDTH	SUB TOT (Y/N)
1	①				1	⑧	2	29	Y					
2	②				2	⑦	28	29						
3	③													
4	④													
5	⑤													
6	⑥													
7	⑦													
8														
9														
10														
11														
12														

Figure 7.2



FASTFILE DATA MASTER  
by  
INTERACTIVE MINI SYSTEMS INC.

OWNER'S REGISTRATION

Date..... Serial # .....  
Name.....  
Address.....  
City.....  
State/Country.....  
ZIP.....

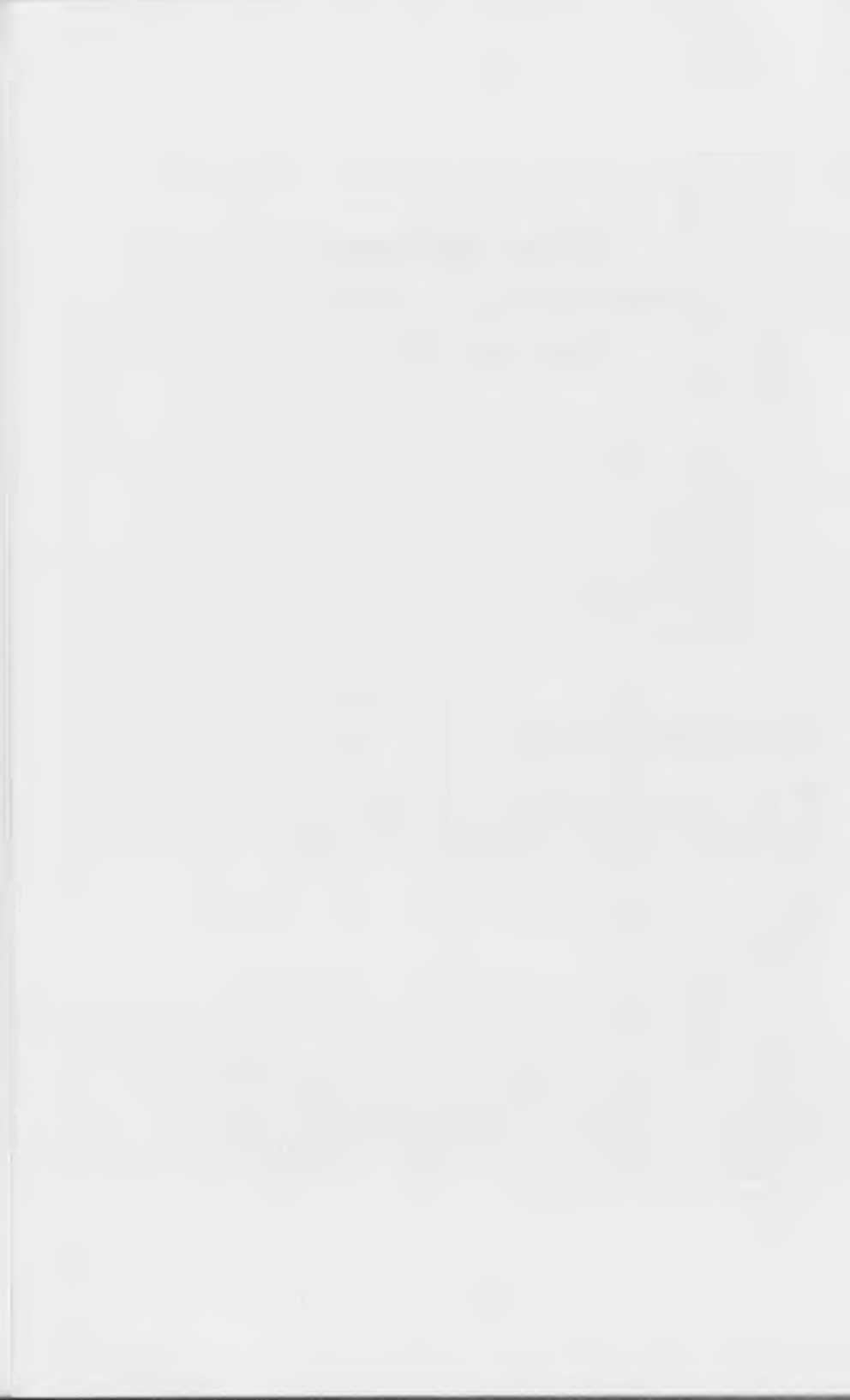
FUTURE PROGRAM UPDATES

Software updates will be periodically released.  
If you would like notification of updates,  
complete the owner registration and return to:

Interactive Mini Systems Inc.  
5312 W. Tucannon  
Kennewick, WA 99336

Tel. 1-(509)-783-3829

To obtain an update return your original FASTFILE  
disk and a check or money order for \$10.00 + \$2.00  
shipping and handling. We will promptly ship you  
our latest version. (Washington residents add  
7.8% sales tax).



## CURSOR CONTROL

<CRSR <D>

This key is used with the <SHIFT> key to backspace the cursor. On record fields it acts as a destructive backspace or delete key.

<CRSR  $\updownarrow$ >

This key is used with the <SHIFT> key to move to the previous field.

<RETURN>

This key is used to terminate the entry of data and to move to the next field.

<DEL>

The delete key doubles as a backspace and is enabled only for command entry editing.

## PRINTER PARAMETERS

This report menu option (see page 10) allows entry of condensed on/off codes. The default codes are 27,78 (for 10 pica pitch) and 27, 81 for compressed pitch. Check your printer manual for the proper codes. Reports with more than 80 char/line require condensed printing. To change the codes follow the prompts and enter each decimal code followed by a return. After four entries FASTFILE will present an edit opportunity and then write the new codes to disk. Each time FASTFILE is loaded it will load your specific printer parameters.

## MONEY BACK GUARANTEE

# FASTFILE



Interactive Mini Systems and participating dealers offer a 15 day 85% money back guarantee. If you are not satisfied and purchased the system in the USA from Interactive Mini Systems or a participating dealer, return all items undamaged and postpaid to the point of sale for refund. If a dealer/seller does not elect to participate in the above guarantee policy, Interactive Mini-Systems will not be held liable for a refund.

## AT A GLANCE - In less than 1 hour you'll be using FASTFILE

FASTFILE is a database for C-64/C-128 computers that includes pre-designed applications. Simply pick a sample form to see how FASTFILE works. Then clear the data and enter your own. Or you may create your own form. The program is very EASY to LEARN because it's menu driven and the illustrated manual is only 28 pages!

There is no disk swapping nor need to load separate programs. All information (program and data) are memory resident. Sorting, selection on any item, and report writing are instantaneous.

Any database that requires disk access to locate and/or sort records is S-L-O-W compared to FASTFILE. That Slowness detracts from the on-line experience. Compare and see why a modest speed improvement of 100 makes FASTFILE your best buy!

## MANY FEATURES 100 TO 1000 TIMES FASTER THAN OTHER DATABASES

Memory based	Up to 31 fields/record
Menu driven & user friendly	Up to 256 bytes/record
Instantaneous multi-level searches	Assuming 50 bytes/record the 36K byte version will allow 720 records/file
Programmed in assembly language	Multiple user files on a single disk
Formatted reports written and edited directly from the data base.	
Up to nine report lines per record.	Pre-designed forms include:
Instantaneous sorting of up to five levels (no disk swapping)	Checkbook Christmas list & mailing labels Inventory for home/school/business Tax form 8283
Column totals and subtotals	User may create and/or edit forms