

VIC-20

The Friendly Instruction Guide

HOME INVENTORY 1 & 2

 **commodore**
COMPUTER

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HOME INVENTORY 1 & 2

1. INTRODUCTION

The Home Inventory package consists of two (2) parts designed to run on the minimum VIC to simplify the process of generating an inventory of the contents of your home. Although this package is called Home Inventory, it can also be used for an inventory of your store or office, securities and financial holdings, personal library, etc. Its applications are unlimited.

The Home Inventory package is designed to run on the basic 5K Computer with a tape cassette unit or disk drive. The two Home Inventory programs are contained on one tape cassette, with one program stored per side. Part #1 is called Purchases and Current Value and it is stored on the side of the tape marked, "HT1"; Part #2 is called Inventory Analysis and it is stored on the reverse side, marked "HT2".

The two Home Inventory parts work together to first catalog every item in your home, assign a purchase price and a current value to each, and second to calculate the total value of your possessions per category and summed together.

Part 1 is called Purchases and Current Value and is also referred to as Program 1. It is used to enter, list and record onto tape or disk every item that you want included in your home inventory. It allows you to type in specific information on each inventory item you have. It is by using Part #1 that you will build your inventory in the computer's memory. You can browse through and review the items in the memory and change, add additional items, or selectively delete items. Once satisfied with your inventory, you then use Part 1 to permanently save that inventory information onto either a cassette tape or disk. The data stored on the tape or disk can be reloaded into the memory at any time for you to browse through and review it, change it, delete it or add to it.

Part 2 is called Inventory Analysis and is also referred to as Program 2. It uses the inventory data that you generated and saved (via Program 1) to calculate the value of your possessions. You can select any one of your inventory files and load it into memory and Part 2 gives you the Total Purchase Costs and the Total Current Values of the items in any one category. Again,

after loading one inventory file into memory you can use Part 2 to browse thru and review the inventory; or you can search for records of possessions which meet specific criteria. For example, you can request a SEARCH for the items which were purchased in 1978. Most importantly, Part 2 provides a "Value All" option which allows you to enter a sequence of any number of inventory files of interest to you; it then sums the purchase prices and current values of each category and presents a table of those sums, and their total value.

2. OVERVIEW

For a majority of families, Home Inventory is an important consideration for insurance purposes. By keeping track of the purchase price, current value and serial numbers of various categories of items, you better manage your possessions and are aware of their value. Home Inventory is designed to provide all the functions you need to do a fairly thorough cataloging of your family's possessions.

As you build your inventory information Program 1 lets you:

- Add, change and delete inventory items in up to 25 categories.
- Review the inventory items that exist in memory as you are building them.
- Save the inventory information in a file and permanently store it onto tape or disk.
- Save each set of inventory information under a unique file name.
- Stack multiple files onto one tape.

Once your inventory files are built Part 2 lets you:

- Load any inventory file into memory.
- Review the contents of memory.
- Evaluate one file of inventory items present in memory for any category that you select.
- Search the one file of inventory items present in memory for any information that you specify, and then display the items which fulfill the specifications.
- Calculate the inventory value totals for all of the categories within the file (or set of files) that you select and load into memory. This gives a sub-total value for each category, plus a grand total value which is the sum of all categories added together.

You may decide to inventory your home on a per room basis by mixing many categories together in one file and listing the items as they exist in each room. Or you could choose to group all items of a particular category together into a file. The Choices are many.

There are two basic things you need to do in order to get started with Home Inventory:

1. Read this manual thoroughly and have it next to you as you run the programs.
2. If you are using cassette storage then have a set of one or two blank cassette tapes available. If you are using disk storage then one diskette should be adequate for all your files.

3. GENERAL RULES

The general rules presented below enable you to easily and correctly enter data and operate the two Home Inventory programs. Since these programs are designed to run on the smallest VIC it is very important that the directions for entering data and operating the programs be followed EXACTLY as stated. The three tables in the back of this book summarize the rules to be followed to enter your inventory data correctly.

In some cases if you do enter incorrect data (such as typing in letters when the program requires numbers), you get an error message; for example, REDO FROM START is an error message telling you to reenter your data. In general, you can recover from these types of errors just by re-entering the data correctly. Other types of errors (such as entering incorrect or ambiguous information) go unnoticed by the program and the accuracy of the Home Inventory reports will suffer. The programs always let you go back and correct any improperly entered data, but by being careful and doing things right the first time, you avoid extra work. The error messages are listed in the back of this book.

MENUS

Menus are provided to show you the options that are available for your use with each program. The appropriate menu is displayed automatically for each Part 1 or Part 2 program. Select the operation you wish to perform by typing its assigned option number and then pressing the RETURN key.

Menu Part 1	Menu Part 2
1. Load Data 2. Review items 3. Add items 4. Change items 5. Delete items 6. Save data	1. Load data 2. Value a Category 3. Search/Review memory 4. Value all 5. End

DISK OPERATION RULES

The Commodore VIC Single Disk Drive can be used to store your inventory items on floppy diskettes. All directions presented herein are the same for both disk and tape storage.

TAPE OPERATION RULES

The rules for using cassette tapes to store your Home Inventory data files are as follows:

1. Provide a unique file name for each file of inventory data that you save onto tape.
2. To store more than one file on a tape be sure to space forward completely past any existing file or files that reside on the tape. Then start your recording of the file to be newly added. Care must be exercised to avoid unintentionally overwriting on existing file on tape.
3. To delete a file or files on a tape merely record over them.
4. Label each tape or disk showing the file names and creation dates.
5. As each file is created and added to a new or used tape, add the file name and date onto the tape label.
6. When LOADING a file of inventory data into VIC memory be sure that the tape is positioned in front of the inventory file and not at some point past it; otherwise, the data file will not be found.
7. If you are familiar with the rules for the standard home tape recording of music selections, etc. you can apply these same concepts for the storing, adding and overwriting Home Inventory data files.
8. After successfully loading Program 1 or 2 into memory it is good practice to rewind your tape as soon as you

have finished using it. If, for any reason, you must reload the program, you could waste much time before realizing that the program has not been found because the tape should have been rewound.

9. In order to store or record a file onto a tape it is of utmost importance that you push the RECORD and PLAY buttons IN THE CORRECT SEQUENCE. If you depress the buttons in the wrong sequence or incorrectly YOUR DATA WILL ALL BE LOST; it will not be recorded on tape and it will be erased from memory. You will have to retype it all and try again. The correct sequence to store onto tape is to:
 - a. Depress and hold down the RECORD button.
 - b. While still holding the RECORD button down, then simultaneously depress the PLAY button.
 - c. Once both buttons are down and the recording is taking place then you can safely leave the button alone.
10. Exercise care when attempting to add a file to the end of a string of files on a tape. In this case do not rewind your tape until after the newest file has been stored or else you will unintentionally overwrite an existing file.
11. Periodically, it is good practice to "backup" your files by making copies of them as a safeguard.
12. As you gain expertise in LOADING files from and saving files onto tapes (or disk) you will discover techniques which you will prefer to adopt in your "file management".

DATA ENTRY RULES

Each inventory item is described using six pieces of data:

- | | |
|-------------------|-----------------|
| -Category Code | -Purchase price |
| -Serial number | -Current price |
| -Date of purchase | -Descriptions |

The following rules must be followed whenever you enter data inventory items using Part 1 and analyze your inventory using Part 2.

1. Be consistent in how you enter your inventory items. If you identify your categories using capital letters, then use capital letters for all categories to SEARCH correct-

ly, your "search data" must be exactly the same form as your inventory data in order to get a match. For example, if you SEARCH for CAR these will not match: -Car-car.

2. Select a form for the purchase date that you like and use it throughout your inventory items. You are not wrong if you use different forms. However if you mix the way you enter the date, you run the risk of not finding all of the entries when doing a SEARCH. For example, if these dates are in your inventory items and you search for 1981
 - a) 5 JAN 1981
 - b) 15 JAN 81
 - c) 3 MAR 1981

you would find only (a) and (c). If you do a SEARCH for 81 then you would find (a), (b) and (c).

3. Entering an amount that is in whole dollars and no cents, displays the amount as whole dollars only. The cents value of 00 is not displayed.

For example, amount entered: 298.00
amount displayed:298

4. If you have a whole dollar amount with no cents, then you can correctly enter it in any one of the following ways:

379.00
379.
379

In every case the three forms of three hundred seventy-nine dollars and no cents are stored the same. Each is stored as 379.00 and displayed as 379 with cents field not shown because it is zero.

5. If you enter an amount with a cents value greater than zero, then the cents value will always be stored and displayed.
6. When Part 1 is finished and the screen displays

READY.

You can restart Part 1 by entering

RUN and hitting RETURN

The same is true for Part 2; however, the only program that you can restart is the one that just terminated because that is the only one that currently exists in the VIC's memory. To RUN the other program you must first LOAD it into memory by following the procedures described under LOADING.

7. If at any time you mistakenly push the RUN/STOP key you can recover by simply:
 - 1) Type RUN
 - 2) Push RETURN button

8. If you mistakenly neglect to fill in either Purchase Price or the Current Value amount, then that field will have UNPREDICTABLE VALUES (referred to as residue) stored into it.

9. If you mistakenly neglect to fill in either the Current Date or the Description Field then the Catalog Number is automatically copied and stored into these fields for you.

PART 1 (PROGRAM 1)

Program 1, Purchases and Current Values, allows you to enter data on any of your possessions, categorizing them in any way you see fit. The category is determined by a three character code which you make up; you may use any codes you feel are suitable and easy to remember. A sample list is included below.

You may have to a maximum of 25 different categories in memory at one time.

CATEGORY	CODE	CATEGORY	CODE
Automobile & Accessories	AUT	Dining Room Furniture	DRF
Furniture & Fixtures	FF1	Dining Room Antiques	DRA
1st Floor			
Furniture & Fixtures	FF2	Safety Box 1	1
2nd Floor			
Clothing	C	Safety Box 2	2
Artwork	ART	Stock	S
Summer Clothing	SCL	Bonds	BON
Living Room Rugs	LRR	Insurance Policies	INS
Living Room Furniture	LRF		
Living Room Antiques	LRA		

PART 1 GETTING STARTED

Each inventory item of data you enter is called a RECORD: each record you enter contains six pieces of data, called FIELDS. The fields in each record are presented in Table 1 which describes the allowable contents of each field and shows correct examples.

THE MAXIMUM NUMBER OF RECORDS PERMITTED IN MEMORY AND/OR IN A FILE AT ANY ONE TIME IS 25. Remember, the maximum number of records you can enter at any one time into a data file is 25. However, if you constantly use the maximum number of characters for the description and serial number fields you may receive a message that says:

Filled
ready.

This means that your memory is full, even though you have entered less than the maximum 25 inventory items/records in this file.

Program 1 keeps track of the available memory and forces you to save the items when the memory is full. This prevents memory from overflowing and losing the records. When memory is filled you are automatically placed into the SAVE option and you must permanently save your file onto tape or disk before being allowed to proceed.

You probably need to save more than 25 items. This is easily done with Program 1, by creating a new inventory file for each group of 25. The program allows you to add, change delete, review, and save your items in a data file. You enter and edit your inventory data until you're completely satisfied; you then save this information for use by Program 2, Inventory Analysis.

PART 1 GETTING STARTED

LOAD AND START PART 1

1. Set up your VIC 20 computer, TV set and Commodore cassette recorder (or disk).
2. Place the tape in the recorder, label side up. Most tapes are recorded on both sides, several times on each side.
3. Press the REWIND key on the recorder.
4. When the tape stops moving, press the recorder's STOP key.

5. Type the word LOAD on the VIC's keyboard and hit RETURN. For disk, type LOAD "HD1".
6. The message PRESS PLAY ON TAPE appears on the screen.
7. Press the PLAY key on the tape recorder.
8. The words OK and SEARCHING appear on the screen and the tape runs.
9. After a few seconds, the VIC displays FOUND (filename) and the word LOADING.
10. When the VIC has completed the loading process the word READY is displayed.

The total accumulation of messages are shown below:

PRESS PLAY ON TAPE
OK
SEARCHING
FOUND (filename)
LOADING
READY

11. To "run" the program, simply type the word RUN on the keyboard and hit the RETURN key. The Home Inventory Program 1 starts and informs you that it has started by displaying a message on the screen for 5 seconds. It automatically displays a menu of options from which you select an option to be performed.

IF YOU HAVE TROUBLE LOADING

1. Type the word LOAD and hit RETURN again. (There is a second copy of the program on the same side of tape).
2. Try moving the Datasette so the cord is FULLY EXTENDED (to minimize the possibility of interference from your TV or monitor. Placing the Datasette on or near some sets may cause interference).
3. Turn the VIC off, then on. Rewind the tape and try again.
4. Check the troubleshooting Chart in the VIC Manual.
5. See your Commodore VIC dealer.

MENU OPTIONS (PART 1: Purchases and Current Values)

The menu options are as follows:

- | | |
|-----------------|-----------------|
| 1. Load Data | 4. Change items |
| 2. Review items | 5. Delete items |
| 3. Add items | 6. Save data |

You select the operation you wish to perform by typing its option number, and then pressing the RETURN key. Each of these operations is described in detail below and again in the Table 2, the Menu for Part 1 that appears at the end of this user guide.

LOAD DATA (1)

Option 1 is LOAD and it reads the specified inventory data file from tape or disk into the VIC's memory.

1. If you have previously prepared an inventory data tape, Option 1 enables you to load the data file from the tape (or disk) and store it into the computer's memory. After you have selected this option, the computer displays the message:

Inv. Name?

2. This means you should insert the data tape into your storage unit. If you are using a tape cassette then you should rewind the tape to the beginning.
3. Type in the file name that you want loaded then press RETURN.
4. The screen displays:

Inv. Name? (filename)
OK (y/n)?

5. If the name is spelled wrong, type "n" and press RETURN. This enables you to enter the file name again. You can keep repeating this until the file name is spelled correctly.
6. If the file name is spelled correctly, enter "y" and press RETURN. The screen displays:

Prepare (filename)
file
Hit a key

7. Depress any key on the keyboard and this causes the tape LOADING to start.
8. The following appears on the screen:

search for (filename)

9. Once the file name is found the following appears on the screen and the LOADING commences:
found (filename)
10. Let tape motion continue uninterrupted. Tape motion stops by itself. After the data is loaded into the computer's memory the menu reappears on the screen.

REVIEW ITEMS (2)

REVIEW is Option 2. It is used to see what items are currently contained in memory. Each item is displayed one at a time. To view the next item, press the "N" key (for "next") or hit the RETURN key, or the SPACE bar; this displays the next item in the memory. After the last item is displayed the program automatically returns to the menu. If you wish to exit before seeing all the items type "e" (for "end") and the program immediately returns to the menu.

ADD ITEM (3)

Add, Option 3, creates a new inventory file or adds items to an inventory file existing in memory. Use of ADD to create a Home Inventory file.

Memory holds a maximum of 25 items. To ADD an item to memory enter each data field as VIC asks for it.. After the data for one inventory record is entered Part 1 asks:

OK (y/n)?

If correct, type "y" (for "yes") and press RETURN. Any other response means "no" and you must reenter the data. Once the entry is OK'd Part 1 requests the next inventory item.

To exit ADD, Option 3, hit RETURN when prompted for the category code, causing the Menu to return.

If memory is full because 25 entries exist or all available memory is used, ADD forces a file save to occur. To enter more items repeat this procedure and create another new inventory data file.

NOTE: If a mistake exists in an entry being built, continue typing all the data for that entry and then later use the CHANGE option to correct it. OR, press the RETURN key when asked for each additional field until the OK (y/n) occurs. Answer with "n", or any letter other than

"y", or by pressing the RETURN key to restart the current record. This avoids retyping all of the fields.

CHANGE ITEMS (4)

CHANGE any inventory item by choosing Option 4, which displays:

Change
Next
End

followed by the contents of the first record.

If the item displayed is not the item to be changed, press "N" (for "next").

To change the item press "C". To change an item re-enter all data fields, even if one field is to be changed for that item.

To terminate changing items, type "E" (for "end") which returns the Menu.

DELETE ITEMS (5)

DELETE any inventory item via Option 5 which displays:

Delete
Next
End

followed by the contents of the first record.

If the record displayed is not the item to be deleted, press "N" (for "next"), which displays the next item.

To DELETE the item being displayed press "D" (for "delete").
DELETING AN ITEM CAUSES ALL OF THE FOLLOWING INVENTORY ITEM COUNTS TO BE RENUMBERED.

To stop the deleting process type "E" (for "end") which displays the menu.

SAVING ITEMS (6)

You can SAVE your items in a data file at any time by entering Option 6. The program prompts you for an inventory file name. The following message is displayed:

Inv. Name?

1. Prior to starting you should position your tape to the point where you want the new file to be stored
2. Enter the file name that you want assigned to this and press RETURN. The file name must be 10 characters or

- less, consisting of letters, numbers or special characters.
3. The screen displays:
 Inv. Name? (filename)
 OK (y/n)?
 4. If you spelled the name wrong or simply want to change it you have the chance to fix it now by entering an "n" or any character other than a "y". This causes the file name request to be repeated. You can continue saying "no" repeatedly.
 5. Once the file name is spelled correctly or is acceptable to you, enter the letter "y" and press RETURN.
 6. The screen then displays:
 Prepare (filename)
 file
 Hit a key
 7. Depress any key on the keyboard and press RETURN.
 8. The additional message appears:
 Press record and play
 9. It is **MOST IMPORTANT** that you press the correct tape cassette buttons **IN THE EXACT ORDER SPECIFIED** in steps 10, 11 and 12. If you fail to press the buttons as stated your inventory file data is not recorded onto tape correctly and the copy in memory is erased. You have to completely re-enter all of your data if you make a mistake on this recording step.
 10. **DEPRESS AND HOLD DOWN** the "RECORD" button. Keep holding the RECORD button down.
 11. Simultaneously while holding down RECORD, depress the PLAY button.
 12. When both buttons are engaged remove pressure from them.
 13. The screen displays the following and recording starts:
 ok
 14. When the entire inventory file has been stored the following messages appear on the screen:
 Saved
 Ready

**PART 1
STEP BY STEP**

15. This means the file exists on the tape (or disk). Saving a file on tape or disk also ends Program 1. READY means that your VIC is ready and available to run another program. To restart Program 1 enter RUN and press RETURN.
16. You can rerun Program 1 and create more files. Or, you can use the file you just created.

Note you may read in one data file and make changes and then save it under a different name. This can be useful for making backup copies or special inventory files.

The option of saving the inventory file onto tape or onto disk erases that copy of the inventory file from memory. You must now load the tape (disk) file back into memory to continue using the data that you just moved onto a permanent storage device (tape or disk).

STEP BY STEP INSTRUCTIONS: PART 1

The following is a step by step lesson which shows you how to enter Home Inventory items and save them on tape (or disk). The lesson then shows you how to retrieve your inventory list from tape (or disk), and enter additional items, or edit the ones you have stored.

To begin with, you have an option of working with cassette tapes on which data can be recorded (saved) and played back ("LOADed") using the Commodore Datassette. Or, you can use the Commodore VIC Single Disk Drive to store your inventory on floppy diskette. The steps shown below apply for both tape and disk.

1. Insert the Part 1, (Program 1) tape into your tape cassette.
2. Rewind the tape.
3. Type the word LOAD and hit the RETURN key. The VIC says:

READY.
LOAD
PRESS PLAY ON TAPE

4. Press PLAY on the tape cassette. The VIC says:
SEARCHING
FOUND
LOADED (and when Program 1 is completely loaded)
READY
5. Type the word RUN and hit RETURN.
6. A title page comes up briefly on the screen then a menu appears automatically, with the question "OPTION?" and waits for a response.

Menu Options:

1. Load data
2. Review items
3. Add items
4. Change items
5. Delete items
6. Save data

OPTION ?

7. You should first use the ADD, Option 3. You must ADD data since this is your first introduction to Home Inventory and you do not have any existing data files. Your first step is to start creating inventory data in your VIC's memory.
8. Type the number 3 and hit RETURN. (This lets you ADD inventory items) The VIC says:
ITEM #1
Cat:
9. Enter any 3 characters CATEGORY NAME (for example use the word Car – or – the abbreviation AUT for Auto Expenses) then hit RETURN; the VIC says:
SER #?
10. Type in the item's SERIAL NUMBER or IDENTIFICATION NUMBER. This serial number can consist of any combination of numbers, letters, special characters or any keyboard characters from 1 up to a maximum of 81 of them. The VIC says:
Pur. date?

11. Type a DATE. Select from one of the many allowed forms of these formats: (Do not exceed 8 characters for date).

June19/1 (do not use comma)

19June81

6/19/81

61981 (other 8 character formats also possible).

6.19.81

Hit the RETURN Key. The VIC says:

Pur. amt?

12. Enter any PURCHASE VALUE less than 32768. (Do not include dollar sign). Hit the RETURN key. The VIC says:

Curr value?

13. Enter any CURRENT VALUE less than 32768. (Do not include dollar sign). Hit the RETURN KEY. The VIC says:

Desc.?

14. Type any DESCRIPTION of 10 characters or less (for example: new tire.) Hit the RETURN Key. The VIC says:

ok (y/n)?

15. Type the letter "n" (no, it is not ok) to correct any type errors – or – the letter "y" (yes) if everything is OK. Hit the RETURN Key. If you type "n" the VIC will repeat steps 9 through 13. A "y" brings you to step 16.

16. You have successfully entered your first inventory item. The VIC now says:

Item #2

Cat?

17. You now have a choice of entering another item – or – you can hit the RETURN key to go back to the menu. Press the RETURN key to return to the menu and exercise another option.

18. The VIC displays the menu and says:
Option?
19. Type a "2" (Option 2, REVIEW) to see the item(s) entered in the VIC's memory. Hit the RETURN key.
20. The VIC shows you the first item in memory and says:
Next End.
(These remind you to either type the letter "n" to see the NEXT item, or the letter "e" to EXIT to the Menu again. When the last item is on the screen, typing the letter "n" will also take you back to the Menu).
21. Type the letter "e" to exit and return to the Menu. Hit the RETURN key. The VIC displays the Menu.
22. You have just ADDED and REVIEWED your first home inventory data. Use Table 2 to guide you through the correct procedures for the other options of changing items and deleting items. Use Table 1 to guide you in the correct selection of inventory data.
23. When you are ready to store your newly created inventory data from memory onto tape (disk) then proceed to step 24.
24. To SAVE your information on cassette tape, type the number 6 and hit RETURN. The VIC says:
Inv. Name?
25. Type the file name you want to give this series of items and hit RETURN. The file name must be 10 characters or less. The VIC says:
ok (y/n)?
26. Type the letter "y" and hit RETURN. The VIC says:
Prepare (filename)
file
Hit a key
27. Get the tape (disk) you want the items saved on and place it in the tape cassette (disk unit). Note: filename is the name you typed in. Make sure the tape is rewound. Type any key. The VIC says:
Press record and play
28. Press the RECORD button first then simultaneously press the PLAY button. The VIC says:
ok

**PART 2
GETTING STARTED**

29. Wait for the tape to finish. The following is displayed on the screen:

Saved.
Ready

You now have all the important inventory items, 25 items or less, saved on cassette tape (or disk). Rewind the tape, date and label it and set it aside for use in Home Inventory, Part 2.

PART 2 (Program 2)

Part 2, Inventory Analyses, uses the data you created in Part 1 and gives you a choice of analyses options to choose from and presents the results to you.

Using Part 2 you can select and load any one inventory file and get the total of the Purchase Costs and Current Values of the items in any category. Again loading one inventory file into memory, you can review the contents of memory, or find the records of possessions which meet specific criteria. For example, you can request the items which were purchased in 1978. Most importantly, Program 2 provides a "Value All" option which allows you to enter any number of inventory files of interest to you; this option then sums the Purchase Prices and Current Values of each category and presents a table of sums.

PART 2 GETTING STARTED.

LOAD AND START PART 2

The following procedures LOAD the Part 2 Program into the VIC's memory.

1. Place Part 2 tape in cassette.
2. Type LOAD and hit RETURN.
3. The screen displays:
READY.
LOAD
PRESS PLAY ON TAPE
4. Depress the PLAY key on the tape cassette (or disk).
5. The following appears on screen:
OK
SEARCHING
FOUND HT2
LOADING

6. When Program 2 has been completely loaded the following appears on the display:
 - READY.
7. To start Part 2 type in RUN and press RETURN

IF YOU HAVE TROUBLE LOADING.

If you encounter difficulties follow the reloading procedures specified for Program 1 in Part 1.

MENU OPTIONS PART 2

The Menu options for Part 2 are as follows:

1. Load data file
2. Value a Category (for one file)
3. Search/Review Memory (for one file) (Search erases memory)
4. Value All (for multiple files) (erases memory)
5. End.

Select the option you wish to perform by typing the Option number and pressing RETURN. Each option is described below and again in Table 2.

LOAD A DATA FILE (1)

Option 1 is used to LOAD a data file from tape or disk into memory. LOADING a data file is done in exactly the same way as in Part 1. Please refer to the instructions earlier in this manual which describes how to LOAD in a data file.

When LOADING a data file into memory all previous items in memory are overwritten. Because of the limited size of the VIC's memory only one data file may be loaded into memory at one time.

VALUING A CATEGORY (2)

Option 2 is used to calculate the VALUE of one category. This option works on only one file at a time and it analyzes the data residing in the memory at the time you select this option. Option 2, VALUE a Category, displays the Total Purchase Price and Total Current Value of all the inventory items in memory for one category selected by you. It is useful to find out how much all your stereo equipment currently in memory is worth, for example.

Before this option can be run you must have previously loaded a data file in memory; otherwise you will see all zeroes displayed for the values.

1. To request Option 2, Value a Category, type in a "2" and press RETURN.
2. After selecting Option 2, you will be asked which category you wish to have summarized. The screen will display:

Cat.?

3. Type in the code letter or letters of the category and press RETURN. The sums are instantly displayed on the screen as follows:

Cat.? ART
Purch. price:
3000.00
Curr value:
9000.00
Hit a key

4. If you type in a code which doesn't match any of the codes in memory, zeroes are displayed as total amounts. For example, if the category ART exists in memory but you misspell it as AAT, the display appears as follows:

Cat? AAT
Purch price: 0.00
Curr value: 0.00
Hit a key

5. To return to the Menu depress any key. You do not need to hit RETURN. Merely depressing a key will return you to the menu.

SEARCH/REVIEW MEMORY (3)

Option 3 is used to either SEARCH memory for a specific item of interest or to browse through and REVIEW it. You can use it to simply REVIEW the information in memory without altering the memory in any way. Or you can use Option 3 to SEARCH the information in memory to find the item that matches the specified data of interest to you; this search does alter the memory contents.

REVIEW (NONDESTRUCTIVE) (3)

Use Option, 3 REVIEW, to perform a non-destructive review of the memory contents. You must either enter a dollar sign (\$) and press RETURN, or simply press RETURN without specifying anything as search characters.

When you use Option 3 just to REVIEW the items in memory it does not change, delete or erase anything from memory. You can use this "review" aspect of Option 3 and still be able to request Option 2, Value a Category, without first having to reload the file into memory.

REVIEW memory does not destroy memory. And, REVIEW does not force you to reload a file before returning to Option 2, Value a Category, or before proceeding to Option 4, Value All.

1. If you wish to REVIEW the entire set of inventory items in memory enter a dollar sign (\$) as the search characters when VIC asks you Search for?
2. REVIEW displays every record starting with the first, one at a time.
3. Once started you must continue until all items are displayed. You cannot prematurely exit.
4. The last item is displayed as either:

(Last record contents)
END
or simply as
END

SEARCH (DESTRUCTIVE) (3)

Option 3, SEARCH, erases and changes the data in memory. In order to run other options once you have selected the SEARCH Option 3 you must reload the data. Entering Option 3 enables you to SEARCH your data for whatever characters you specify.

1. When you select Option 3 the VIC asks you:
Search for?
2. Type in any characters, numbers or special symbols that you wish to SEARCH for and press RETURN. The inventory items currently in memory are checked for matching data. Remember that the data fields in every inventory item (i.e. record) are checked for a match. The

computer scans through all of the inventory items (records) in the file; if a match is found the record that satisfied the search is displayed.

For example, if you wanted to search your inventory for your Thunderbird car described as TBIRD you enter TBIRD. Assume you find this match. Then VIC would retrieve and display the matching inventory record as follows:

Search TBIRD
Item #: 5
Category: CAR
Serial #: FD128597AJ
Purch date: 3/1/55
Purch price: 200.00
Curr value: 5000.00
Descr: 1950 TBIRD
Hit a key

3. SEARCH Option 3 displays the first match found. This SEARCH may be continued by typing any key and you do not need to press RETURN. You can continue until you are told that all of memory has been searched. See step 4 below.
4. If there are no more records to search because the entire file was searched the VIC tells you that fact displaying the following for 5 seconds:

Search (search characters)
END

NOTE: If you have run Option 3, SEARCH, in order to use the other options you must again LOAD your inventory file. The SEARCH option rearranges memory and some of your data has been erased in the process. You must reload memory before performing other options.

If you have run option 3 for REVIEW only, then your memory is safe and memory data has not been erased. You do not need to reload memory before performing any other options.

VALUE ALL INVENTORY (4)

Option 4 calculates the VALUE of ALL inventory items. Although VIC's memory is capable of holding only 25 items at a time, it is possible to calculate totals on all the categories of the many inventory files. To do this the Inventory Analysis program ignores some data, such as serial number and purchase date. This means that the way data is organized in the computer for the Value All Options is different than in the other options. Also, Option 4 contains its own method of reading your files into memory. You do not use LOAD: Option 4 prompts you and leads you through the steps of reading your files:

1. Have your tape (or disk) ready when you select Option 4, Value All. The program prompts you with ERASE and you are given a chance to change your mind, in which case you are returned to the Menu. VIC displays:

Erase?

2. If you want to stop enter:
"n" and press RETURN
3. If you want to proceed with calculating the total inventory value enter:
"y" and press RETURN
4. When proceeding with Option 4, Value All, you are prompted to enter a data file into memory. You can use any of your inventory files by following the standard tape (disk) handling rules.

NOTE: You must have your tape in the cassette and ready to be read into memory before you press the PLAY button. Don't wait until this point to decide to rewind the tape.

5. After the file is read into memory you are asked if you wish to enter another file. You may repeat this procedure as many times as you like until all the desired files are accumulated. VIC asks:

Another?

6. Enter a "y" for yes, if you want to read in another file. Otherwise, enter an "n", or any other character, for

- .no. Then press RETURN.
- After you are done loading all the files that are of interest to you, then the Total Purchase Price and Total Current Value of each of the categories of items is calculated and displayed. If there are more than ten categories then they are displayed ten at a time, with the message "Hit a key". Depress any key to see the remaining category totals. Repeat this process until you have seen them and their total values. After the totals are displayed the last line on the screen displays:
Hit a key
 - Depress any key on the keyboard and the screen asks if you want to see everything again.
See again?
 - If yes, enter a "y" and depress RETURN; if no, enter "n" (or any other character but "y") and depress RETURN.

END THE PROGRAM (5)

Option 5 ends Home Inventory Part 2. When you choose Option 5 you are ready to terminate Program 2 and use your VIC for other programs. If you wish to run the Part 2 program again simply type RUN.

STEP BY STEP INSTRUCTIONS: PART 2

The following is a step by step lesson which shows you how to use Part 2 to analyze your home inventory data.

- Type: NEW (to clear old program) The VIC says:
ready
- Put the cassette tape with side 2 facing up into the Datassette. REWIND the tape.
- Type LOAD and hit RETURN. The VIC displays:
Press play on tape.
- Press the play button on the Datassette.
- The VIC displays:
searching
found HT 2
loading
ready

(Each version of the program is saved on cassette tape twice so if the first version does not load properly, try step 3 again)

6. Type the word RUN and hit RETURN. This starts Program 2, Inventory Analysis.
7. The title page is displayed briefly, then the MENU appears on the screen followed by the word Option? Type the number 1 and hit RETURN. The VIC says:

Inv. Name?

8. Type the name of your items file EXACTLY AS IT APPEARED IN STEP 20 OF PART 1 INSTRUCTIONS and hit RETURN. The VIC says:

OK (y/n)?

9. If the name is wrong type the letter "n" to go back and change it. Otherwise, type the letter "y" and hit RETURN. The VIC says:

Prepare (name)
file
Hit a key

10. Type any key. The VIC says:

press play on tape

11. Depress PLAY on the tape unit. The VIC displays:

12. After your file of inventory items is loaded into the VIC, the MENU returns to the screen.

Menu Options:

- | | |
|-------------------------|--------------|
| 1. Load data | 4. Value all |
| 2. Value a category | 5. End |
| 3. Search/Review memory | |

13. Request Option 3 and use the nondestructive memory "Review" to make sure your items are correct. Type the number 3 and hit RETURN. The VIC says:

Search \$ and displays item 1.

NOTE: If you were looking for all categories dealing with auto expenses, for example, you might type AUT to tell the VIC to look through all the items in memory for the letters AUT.

15. Hit a key. This lets you look through all of your items.
16. After you've seen the last item, the MENU re-appears.
17. To TOTAL a CATEGORY, Option 2, type the number 2 and hit RETURN. The VIC says:
18. Type in a category name. If the category doesn't exist the total purchase price and current value of the non-existent category are displayed as zeroes.
19. If you have selected a category that does contain items, the current value and cost totals for that category are displayed. VIC displays both totals on the screen until you hit a key.
20. To proceed hit any key. The VIC displays the Menu once more.
21. To get the TOTAL costs/values for ALL CATEGORIES COMBINED, type the number 4 and hit RETURN. This requests Option 4, Value All. The VIC says:

Erase Cont.?

21. Type "y" and hit RETURN to calculate total values/costs, category by category. VIC displays:
INV. Name?
23. Enter a file name and press RETURN. VIC displays:
OK (y/n)?

NOTE: If you enter "y" (for yes) to proceed and to calculate the values then you have caused description, date of purchase, etc. to be erased from current memory. This was required so Program 2 could calculate the costs and values for each category. This does not mean anything has been lost from your items file. You can still go back and retrieve all item information.

24. Put your tape into cassette and rewind it, if necessary, before proceeding.
25. Enter "y" and hit RETURN. VIC displays:
Prepare (filename)
file
Hit a key
26. Depress any key. VIC displays:
Press play on tape

27. Press PLAY on tape and let tape play. VIC displays:
 OK
 Searching for (filename)
 found (filename)
 Another?
28. Enter "n" and hit RETURN. The VIC displays the totals per category.
29. To stop the running total, type the letter N or hit the RETURN key to display the MENU
30. To END the program, type the number 5 and hit RETURN

SUMMARY

You have now operated both parts of the Home Inventory Package. You have used Part 1 (Program 1: Purchases and Current Values) to create and store your home inventory items into files on tape or disk. Additionally, you have used Part 2 (Program 2: Inventory Analysis) to calculate and analyze your possessions. Keep this manual with you as you expand your home inventory information and analyze it. It will assist you in your many uses of your inventory package.

RECOVERING FROM ERRORS

ERROR

? REDO FROM START
 ? EXTRA IGNORE

Accidentally pressing the RUN/STOP key

? FILE NOT FOUND ERROR
 ? DEVICE NOT PRESENT ERROR
 OTHER ERRORS

No Error message but the file is not being found.

TO RECOVER

The errors might occur if you type in a letter when the program expects a number or if you had a comma or a colon in the data you entered. Just re-enter the data correctly.

Type CONT and press RETURN

Any of these errors will require you to restart the program completely. You should press the RUN/STOP key and the RESTORE key simultaneously to reset VIC. Then type RUN to restart the program.

You had the tape positioned beyond the point where the file resides on tape so it couldn't be found. The file might not exist on that tape (or disk).

RECORD CONTENTS

TABLE 1

RECORD CONTENTS

Field Name	Meaning	Field Size MAXIMUM number of characters	MINIMUM number of characters	Characters Allowed in field
Cat	Category code Maximum number of categories allowed: 25	3	1	Letters Numbers Any keyboard characters spaces
Ser #	Serial number	81	1	Letters Numbers Any keyboard characters spaces
Date	Date of purchase	8	1	Letters Numbers Slash (/)
Pur Price Cur Price	Purchase Price Current Price	8	1	Numbers Period (.) Values allowed are 0 to and including 32767.00
Desc	Description	10	1	Letters Numbers Any keyboard characters spaces

Examples of correct data	Characters not allowed	Results If Exceeded Maximum Value or Maximum Characters	Results If field is left blank
ART H#1 RM1 DEN RM 2 1ST 125 2ND		Characters in excess of 3 are ignored and are lost	Cannot leave this field blank; it returns you to the MENU .
K91-123-25 AK #22135690 B/AX.223 A 1B #25X		Characters in excess of 81 are ignored and lost	Contains blanks or spaces
2/1/82 2 Jan 82 Jan 2 82 Jan282 Jan/2/82 2.Jan.82	Comma (,)	Characters in excess of 8 are ignored and lost	The Catalog name is inserted into here automatically
0 32767.00 0.99 32766.99 0.00 .99 1.	dollar sign (\$) letters anything other numbers and a period values over 32767.00 are invalid	Value of zero is used (0) for either price	Either price is filled with ("garbage") unpredictable data
OILPICTURES suits ant. vase tuition		Characters in excess of 8 are ignored and lost	The Catalog name is put into here

Menu Part 1

Table 2

MENU TABLES

PROGRAM 1 – Purchases and Current Value		
MENU OPTION NUMBER	OPERATION	keyboard INPUT
1	LOAD LOADS an inventory file into memory from tape or disk	Hit a Key y/RETURN n/RETURN Any other key/RETURN
2	REVIEW REVIEW the contents of Memory. 1 item at a time, starting with the 1st entry.	n space bar e Any other key
3	ADD ADD an item	data/RETURN y/RETURN n/RETURN Any other key/RETURN RETURN
4	CHANGE CHANGE an item: reenter an item completely	n c e
5	DELETE DELETE an item: Renumbers all items	n d e
6	SAVE SAVE this inventory file onto tape or disk. Then Program #1 automatically exits	Hit a key y/return n/RETURN any other key

MEANINGS	Files Allowed	Effects on Memory
Readies tape or disk File name OK; proceed with name File name wrong; reenter file name File name wrong; reenter file name	For 1 file	Stores data item into memory from tape or disk
get next item get next item exit: return to Menu get next item	For 1 file	N/A
Enters data Data is correct; add this item Data is wrong; reenter this item Data is wrong; reenter this item Exit; no more data to add; then return to MENU	N/A	Adds data item to memory
no change, proceed to next item in file change this item exit; no more changes return to menu	N/A	Changes data items in memory
no change deletes this item; remembers all following items exit; no more deletions, return to menu	N/A	Deletes data item from memory
readies tape or disk file name OK; proceed with save: Program 1 ends file name wrong; reenter file name file name wrong; reenter file name	For 1 file	Saves memory onto tape or disk Erases memory when done

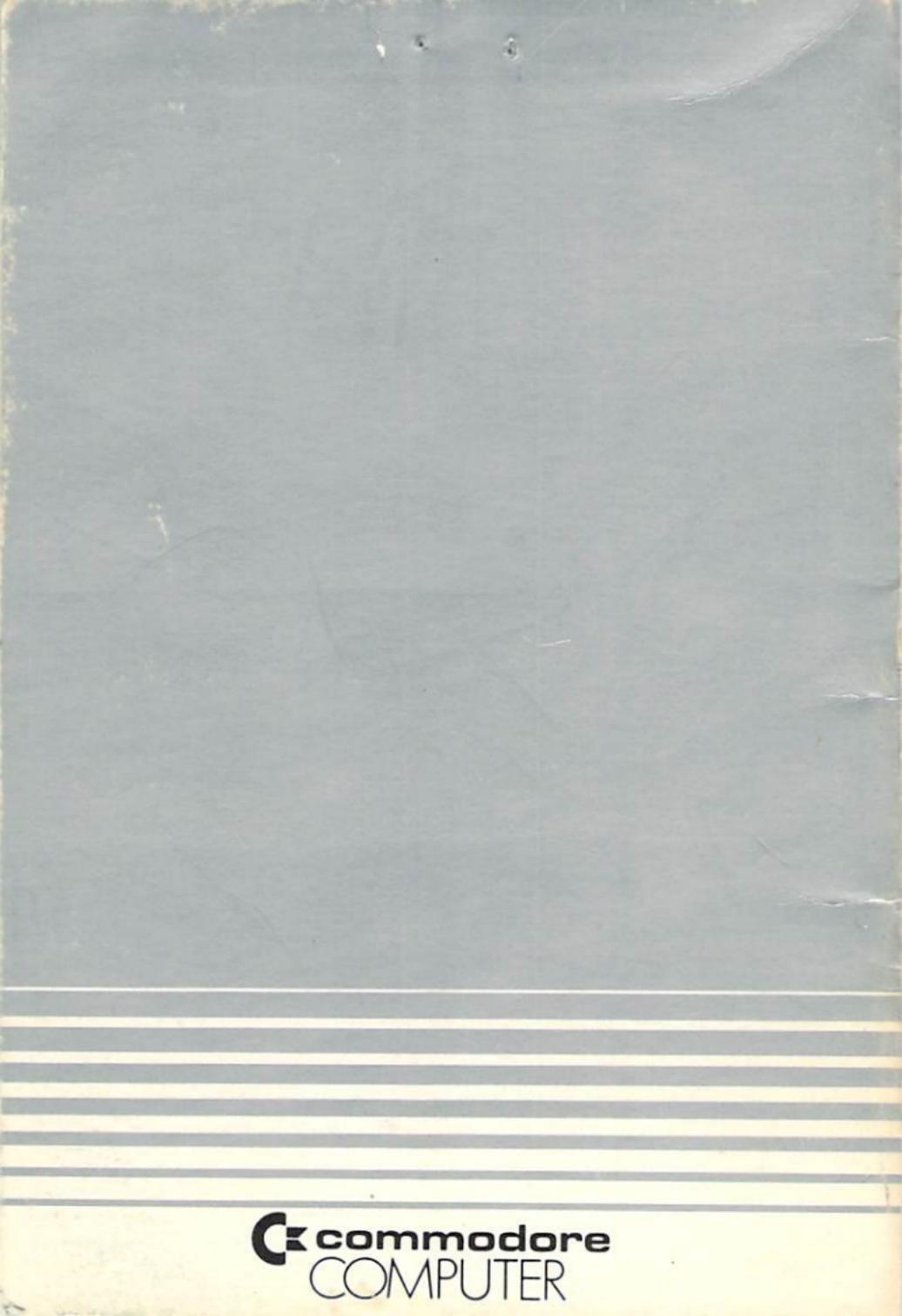
Menu Part 2

Table 3

MENU TABLES

PROGRAM 2 - INVENTORY ANALYSIS		
MENU OPTION NUMBER	OPERATION	Keyboard INPUT
1	LOAD LOADS an inventory file into memory from tape or disk	Hit a key y/RETURN n/RETURN any other key/RETURN
2	VALUE A CATEGORY Calculate the VALUE of A CATEGORY for the one inventory file currently loaded into memory	(Category name)/RETURN RETURN
3	SEARCH SEARCHES MEMORY for and displays every record that contains the specified data one at a time. Erases some data so must reload your file after you exit this option. Reviews memory REVIEW MEMORY	(Search data)/RETURN Type a key \$/RETURN RETURN
4	VALUE ALL Calculates the VALUE of ALL inventory files currently loaded into memory	File name y/RETURN n/RETURN any other key/RETURN y/RETURN n/RETURN any other key/RETURN y/RETURN n/RETURN any other key/RETURN
5	END END Program #2	Program 2 ends

MEANINGS	Files Allowed	Effects on Memory
Reads tape or disk File name OK; proceed with name File name wrong; reenter file name File name wrong; reenter file name	For 1 file	Stores data items into memory from tape or disk
Enters category name and calculates its value Exit; no more categories to be evaluated	For 1 file	N/A
searches for the data entered here searches and displays every inventory item Continues search for next match reviews memory 1 item at a time reviews memory 1 item at a time	For 1 file For 1 file	Erases memory when done. Does not erase or change memory
gives a name to the file file name OK: proceed to load it file name wrong; reenter file name file name wrong; reenter file name Another file? Yes; want to load another file No; no more files to be loaded No; no more files to be loaded See again? Yes; want to see all matching items again No; don't show it again, exit to menu No; don't show it again, exit to menu	For as many files as you want to enter	Erases Memory when done.
N/A	N/A N/A - not applicable	N/A



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