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**CHAPTER 7**

**EDITING DATA RECORDS**

# EDITING DATA RECORDS

INTAC has two facilities for entering, changing, or deleting data records: the fast and easy EDIT facility and the more powerful TR facility. TR (for transaction) offers customized changes of multiple files either in an interactive or batch mode, and many other useful features. TR initially requires a three-step procedure (see Chapter 11).

The EDIT facility allows immediate, interactive access to data records in one file. A dialogue leads you through adding, deleting, and changing individual records. You may cause data items to be displayed so that you can verify them before you operate on them. The EDIT SH command offers an easy way to look at complete records, even records that have been deleted (up until the time you run the REBUILD facility to erase the deleted records). You may move through a file record by record or you may specify the exact record to change or delete. A time-saving feature is the ability to limit the data items that are displayed to those you really want to see.

Enter the EDIT facility by giving the ED command at the INTAC COMMAND prompt:

```
COMMAND? ED
```

## EDIT SESSION EXAMPLE

Below is a very simple EDIT session that adds a record to a file.

```
COMMAND? ED
```

```
EDIT AN INTAC FILE
```

```
NAME OF FILE? ASSET
```

*Enter filename; an extension of .INT is assumed.*

```
EDIT COMMAND? AD
```

*Command to begin add operation.*

```
DEPT.NO 1? 8001
```

*Prompting for data items:*

```
ASSET.NO 2? 77
```

```
DESCRIPTION 3? EXEC DESK
```

```
ASSET.TYPE 4? F
```

```
ASSET.CODE 5? P
```

```
ORIG.COST 6? 567.45
```

```
LEASE.D.PYMT <0>7?
```

```
PUR.YEAR 8? 71
```

```
PUR.MONTH 9? 9
```

```
LIFE 10? 10
```

```
PURCHASE.ORD.NO 11? 10006
```

```
VENDOR.NO 12? 1
```

```
RECORD 37 ADDED
```

## ORGANIZATION OF CHAPTER

This chapter contains these topics:

SUMMARY OF ED COMMANDS  
STRUCTURE OF THE EDIT FACILITY  
GLOBAL OPTIONS  
LIMITING DISPLAY  
EXAMINING THE FILE BY RECORD  
AD: ADDING RECORDS  
CH: CHANGING RECORDS  
DE: DELETING RECORDS  
SH: SHOWING RECORDS

## SUMMARY OF ED COMMANDS

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The EDIT facility includes five commands with several options.

AD [itemlist][ /option]	<i>add a record</i>
CH [itemlist][ /option]	<i>change a record</i>
DE [ /option]	<i>delete a record</i>
HELP or ?	<i>print a list of edit commands</i>
SH [itemlist][ /option]	<i>show a record</i>

The optional itemlist is explained in this chapter under *Limiting Display or Prompting*. Options control display of items and retrieval. Each of these commands ordinarily causes records to be retrieved from the file according to the primary index value. For example, if the data item DEPT.NO is the first index in the file, records will be retrieved by DEPT.NO. It is possible to specify retrieval by other index values, using an option with the command. Options are explained on the next page under *Global Options*.

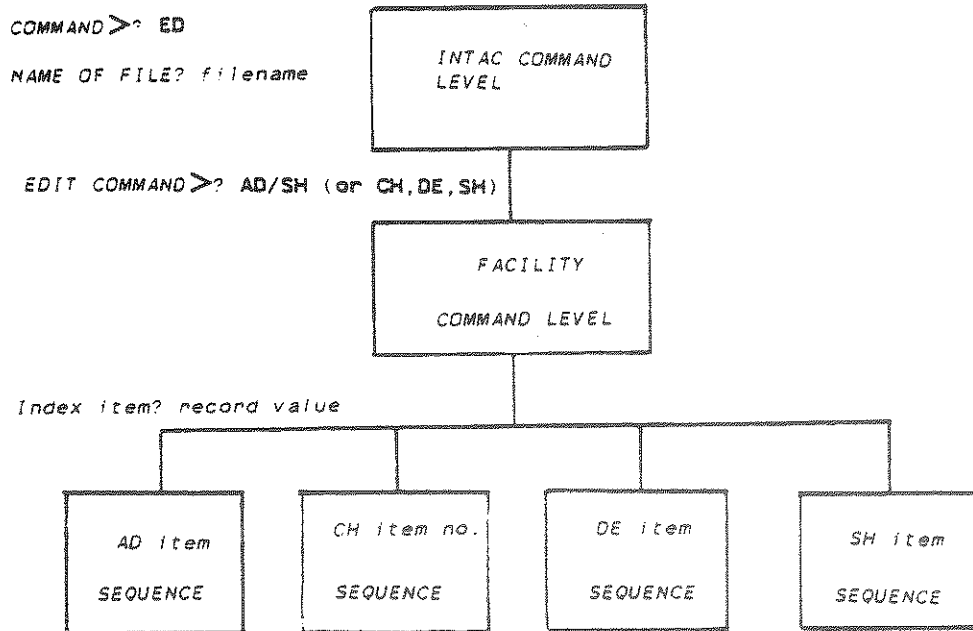
The HELP or ? command may also be given whenever you want to change or add an item to see the item type, length, and edit parameters. INTAC will display the edit parameters for the item so that you can make a correct choice. (Edit parameters are specified in the file definition and include minimum and maximum values for an item, table references, and external file references.)

### EXAMPLE:

```
ASSET.TYPE 4? HELP
Type = STRING(1)
Table:F:FURNITURE
      C:COMPUTER EQPT
      E:MISC EQPT
      O:OTHER
ASSET.TYPE 4? F
```

# STRUCTURE OF THE EDIT FACILITY

The figure below shows the relationship among EDIT facility commands and question sequences. As you move from one command to another, an awareness of this structure may be helpful.



*A backslash at this level cancels effect of response to previous question. A line feed retrieves the next record in the file.*

To end a command session or to cancel commands, you use special keys: carriage return or backslash. The effect of these keys depends upon where you are within the EDIT facility.

1. To terminate any of the EDIT commands, you may enter a backslash in response to the prompt for the first item (the item used to retrieve the record). INTAC moves back up to the EDIT facility level. (To end the CH, DE, or SH commands, you may enter a carriage return as an alternate to the backslash.)
2. Within the question sequence for a command (AD, CH, DE), you may cancel the previous item addition, change, or deletion by entering a backslash at the prompt for a new value. INTAC will prompt again for a new value for the previous item. Use the backslash when you have made a typing error during AD. (If it is the first item, you will be returned to the EDIT COMMAND ? prompt.) Within the CH item sequence, a backslash at the new value prompt may cancel all of the changes

you may have entered for a record. So within the CH command, correct typing errors by changing the data item again, not by using the backslash. (See the descriptions of these individual commands.)

## GLOBAL OPTIONS

---

Some of the EDIT commands may be followed by certain options, as shown on the chart below. These options are global options; that is, once an option is set, it remains in effect for all editing until you reset the option or until you exit the EDIT facility. The options may appear in any order.

OPTION	COMMANDS	DESCRIPTION
/In	CH,DE,SH	Search using index number n where n is a number, 0 through 5, which must be a valid index number for the file. See below, <i>Order of Record Retrieval</i> .
/SH	CH, DE	Display records retrieved for change or delete for verification before the change or delete operation begins. The items shown will be those given in the item list of the previous SH command. If there was no previous SH command, all items will be shown.
/SN	CH, DE	Turn off the /SH option.

ED

## ORDER OF RECORD RETRIEVAL

EDIT commands ordinarily cause records to be retrieved from the file according to the primary index value as specified in the file definition. That is, unless the In option is used, records are retrieved using index 1. (Information about the file indexes is shown on a listing of the file definition. See Chapter 4, LI.) In the case study, for example, the data item DEPT.NO is the primary index in the file, so records will be retrieved by DEPT.NO unless the In option is used.

The In option may be used to specify retrieval by other index values. Your choice of index may depend upon the organization of the information available to you. If a Tri-City clerk had a list of furniture, listed by asset number, for which the purchase date needed to be changed, the clerk would specify index 2, which retrieves records by asset number.

If an index is composed of more than one item, records may be retrieved either by the first or by all items. If the file has no primary index, the default will be retrieval by index 0, which is the record number. (Record number reflects the order in which records are entered into the file.)

Within an EDIT session, an In option remains in effect for a command until a new In option is given.

EXAMPLES OF USE OF In OPTION:

In the first example, the SH command causes retrieval by the primary index, ASSET.NO. The CH command includes the /I2 option to retrieve with the secondary index, DEPT.NO.

```
EDIT COMMAND? SH           Retrieval without // option (by primary
                             index).
ASSET.NO? 15

EDIT COMMAND? CH/I2       Retrieval with //2 option (by secondary
                             index).
DEPT.NO? 1001
```

## LIMITING DISPLAY OR PROMPTING

Often when you use the EDIT facility, you are concerned about only a few of the data items in the file. (When you want to make large numbers of changes, you are more likely to use the TR facility.) You may speed up (and simplify) your EDIT session by limiting the display of data items to those few. Besides limiting the display of items, you may further restrict add or change operations to specified items. Use a list of items with the SH command to limit the display of data items. Use a list of items with AD and CH to limit the operation for these commands. You will then be prompted for only the specified items.

Each item in the list may be either a data item number or two data item numbers separated by a semicolon (;) indicating a range. The items in the list are separated from each other by one or more spaces.

When you use the /SH option with the CH or DE commands, the display of items will be limited according to the last SH command item list. If you do not wish any display of items, use the /SN option.

An item list specified with the AD or CH commands controls the operation of the commands. An item list associated with any command remains in effect until a new item list is specified for that command.

### EXAMPLE:

```
COMMAND? ED
EDIT AN INTAC FILE
NAME OF FILE? ASSET
EDIT COMMAND? SH 1 3 4;7 9
```

This command will cause INTAC to SHOW items 1,3,4,5,6,7, and 9. INTAC will use this item list in subsequent CH or DE commands if the /SH option is given.

### EXAMPLES OF USE OF SH OPTION:

```
EDIT COMMAND? SH 1 3 4;7      SH
ASSET.NO? \                   Leave SHcommand
                               return.

EDIT COMMAND? CH 3/SH         CH
```

```

ASSET.NO? 15
DEPT.NO 1: 1001
DESCRIPTION 3: H-P CALCULATOR
ASSET.TYPE 4: E
ORIG.COST 6: 48.56
ASSET.CODE 5: P
LEASE.D.PYMT 7: 0.00
DESCRIPTION 3: H-P CALCULATOR
NEW VALUE? HAND CALCULATOR
RECORD 3 CHANGED
ASSET.NO? \
EDIT COMMAND? DE/SH
ASSET.NO? 77
DEPT.NO 1: 8001
DESCRIPTION 3: EXEC DESK
ASSET.TYPE 4: F
ORIG.COST 6: 567.45
O.K. TO DELETE <Y>? Y
RECORD 37 DELETED

```

*Prompting is by index 1.  
Only SH specified items are displayed.*

*Only CH specified item is prompted for.*

*Leave CH command with a backslash.*

*DE command with /SH option.*

*SH item list still in effect.*

ED

## EXAMINING THE FILE BY RECORD

You may use the EDIT facility to examine a file record by record. At the prompt for the first index item, enter the index value for the first record you want to see. For each subsequent record, respond as appropriate for your operating system:

RSTS/E      Enter a line feed or CTL J.  
VMS          Enter a line feed followed by a carriage return.

INTAC will retrieve the next sequential record in the file, using the same index as was used to retrieve the previous record.

Using this EDIT facility (and index 0) to scan the file, you may see deleted records until the time you use REBUILD to remove them completely from the file. A message will indicate that the record has been deleted. It is possible to restore deleted records (in this chapter, page 7-16, look under *Procedure for Restoring A Deleted Record*).

### EXAMPLE: MOVING THROUGH THE FILE WITH LINE FEED OR CONTROL J

```

EDIT COMMAND? SH
ASSET.NO? 16
DEPT.NO 1: 1001
DESCRIPTION 3: STORAGE SHELF
ASSET.TYPE 4: F
ORIG.COST 6: 60.25
PUR.YEAR 8: 71
LIFE 10: 10
VENDOR.NO 12: 3
ASSET.NO 2: 00016
ASSET.CODE 5: P
LEASE.D.PYMT 7: 0.00
PUR.MONTH 9: 8
PURCHASE.ORD.NO 11: 10003
DATE.LAST.EDIT 13: 05/04/81
ASSET.NO?

```

*Give index value for first record.*

*A line feed retrieves the next record, using the same index.*



DEPT.NO 1: 1001 ASSET.NO 2: 00017  
DESCRIPTION 3: MONTES B-4 BOOKCASE  
ASSET.TYPE 4: F ASSET.CODE 5: P  
ORIG.COST 6: 80.42 LEASE.D.PYMT 7: 0.00  
PUR.YEAR 8: 71 PUR.MONTH 9: 8  
LIFE 10: 10 PURCHASE.ORD.NO 11: 10003  
VENDOR.NO 12: 3 DATE.LAST.EDIT 13: 05/04/81

## AD: ADDING RECORDS

---

The AD command begins a dialogue to lead you through the addition of data records. As you enter values, INTAC checks the data against the edit parameters you specified when creating the file definition. If you enter an incorrect value, an error message prints and you are prompted again to enter the same item.

### A SIMPLE AD SESSION

This session adds one record to the file.

```
EDIT COMMAND? AD

DEPT.NO 1? 5001
ASSET.NO 2? 78
DESCRIPTION 3? BULLETIN BOARD
ASSET TYPE 4? F
ASSET CODE 5? P
ORIG.COST 6? 55.78
LEASE.D.PYMT <0> 7?
PUR.YEAR 8? 72
PUR.MONTH 9? 2
LIFE 10? 4
PURCHASE.ORD.NO 11? 10002
VENDOR.NO 12? 2

RECORD 38 ADDED
```

```
FORMAT:  AD [itemlist]
          [ALL]
```

where

**itemlist** is a list of data items you wish to be prompted to add. The  
**ALL** default for this option is ALL, to cause prompting for all items. Each item in the list may be either a data item number or two data item numbers separated by a semicolon (;) indicating a range. The items in the list are separated from each other by one or more spaces.

Use an itemlist to limit the AD operation when you do not want to enter data for all items. INTAC will use the file definition defaults for those items you omit from the list. If there is no default for an item, INTAC will not allow you to omit the item from the list. The following error message is displayed: NO DEFAULT FOR ITEM n  
Subsequent AD commands will use the item list of the last AD command.

## THE ADD SECURITY LEVEL

INTAC allows protection at the data item level from unauthorized additions through use of the ADD SECURITY LEVEL. If security has been placed on a data item in the file definition, the ADD SECURITY LEVEL for that data item in each record will have a value

greater than zero. The EDIT facility cannot be used to enter values for such data items. The EDIT AD command will not prompt for a data item unless the ADD SECURITY LEVEL is zero. If there is no default value for a protected data item, the EDIT facility cannot be used to add any records to the file. Protected data items must be added through use of the TR facility.

## PROCEDURE FOR ADDING RECORDS

The AD command prompts you to enter data into each item of the record. When all the items have been entered, the record is added to the file.

If you do not know the edit parameters or the item type, give the HELP command.

After each record is added, you will be prompted to start adding another record. When you have finished entering records, leave the AD command by entering backslash (\) at the prompt for the first item.

Entering a backslash (\) for any other item will allow you to back up one item to correct the data you typed.

### ERROR MESSAGES

INTAC checks each item as you add it against the edit parameters specified in the file definition. If an item does not meet the parameters, INTAC will display a message like this

```
<P>INVALID - NOT IN TABLE
```

You may type HELP or ? in order to view the allowed MINIMUM, MAXIMUM, or TABLE values for the item. (The HELP message can display the name of an external file used for verification, but not the contents of that file.)

If, for some reason, a record cannot be written in the file, a message to that effect will be printed at your terminal. (This may happen if your file has no more room for additional records, or if you try to add a record with the same index as another record and no duplicates are allowed for that index.) No index is created for a duplicate record and it is marked for deletion.

### EXAMPLES: A SUCCESSFUL RECORD ADD AND A REJECTED RECORD

```
EDIT COMMAND? AD
```

```
DEPT.NO 1? 5001
ASSET.NO 2? 78
DESCRIPTION 3? BULLETIN BOARD
ASSET.TYPE 4? P
<P>INVALID - NOT IN TABLE
ASSET.TYPE 4? HELP
```

*Edit parameter checking is done immediately and error message is displayed.*

```
Type = STRING(1)
Table: F:FURNITURE
```

*HELP displays possible TABLE values.*

C:COMPUTER EQPT  
E:MISC EQPT  
O:OTHER

ASSET.TYPE 4? F  
ASSET.CODE 5? P  
ORIG.COST 6? 55.78  
LEASE.D.PYMT <0>7?  
PUR.YEAR 8? 72  
PUR.MONTH 9? 2 LIFE 10? 4  
PURCHASE.ORD.NO 11? 10002  
VENDOR.NO 12? 2

RECORD 38 ADDED

DEPT.NO 1? 6001  
ASSET.NO 2? 78  
DESCRIPTION 3? SEARCH LIGHT  
ASSET.TYPE 4? 0  
ASSET.CODE 5? P  
ORIG.COST 6? 238.98  
LEASE.D.PYMT <0>7?  
PUR.YEAR 8? 73  
PUR.MONTH 9? 5  
LIFE 10? 5  
PURCHASE.ORD.NO 11? 10004  
VENDOR.NO 12? 4

*Note inadvertent duplication  
of index value for which  
duplicates are not allowed.*

*Check for duplicates occurs. File  
is protected from erroneous entry.*

**ED**

DUPLICATE INDEX VALUE - RECORD NOT ADDED

## CH: CHANGING RECORDS

---

The CH command provides a dialogue to change the values of items in a record. Command options give you great flexibility in displaying items and in limiting the operation of the change facility.

### EXAMPLE:

The following example shows the simplest way to change the value of a data item in a record.

```
EDIT COMMAND? CH
ASSET.NO? 25
CHANGE ITEM NO.? 10
LIFE 10: 10
NEW VALUE? 5
CHANGE ITEM NO.?
RECORD 2 CHANGED
```

If you enter ? at the CHANGE ITEM NO.? prompt, INTAC will display the items.

FORMAT: CH [itemlist][/In][SH]  
[SN]

where

itemlist is a list of items you want to change. Each item in the list may be either a data item number or two data item numbers separated by a semicolon (;) indicating a range. The items in the list are separated from each other by one or more spaces. Subsequent CH commands in a session will default to the last CH command itemlist if no new item list is given. When you have never entered an item list, INTAC will prompt for item to be changed.

/In causes retrieval of records by index n. (See page 7-4 *Global Options*.)

/SH causes item values to be displayed before you make changes. If you have entered a SH command with an item list, only the specified items will be displayed. (See *Global Options*.)

/SN cancels the SH option in effect from a previous SH command. All items will be displayed.

## CHANGE SECURITY LEVELS

INTAC allows protection of records at the data item level from unauthorized changes through use of the CHANGE SECURITY LEVEL. If security has been placed on a data item in the file definition, the CHANGE SECURITY LEVEL will have a value greater than zero.

The EDIT facility cannot be used to change the values of such data items. The EDIT CH command will not show the old value for a data item unless the CHANGE SECURITY LEVEL is zero.

## PROCEDURE FOR CHANGING RECORDS USING CH OPTIONS

If you want to change many records and data items, you may speed up your Edit session by using CH options. The index option allows you to control record retrieval. The following is a suggested procedure to limit display of data items to those you really need to see and to limit the change operation to certain data items.

1. At the EDIT COMMAND? prompt, give a SH command with an item list to limit display of data items. Return to the EDIT COMMAND level with a backslash for index of record to show.

```
EDIT COMMAND? SH 1;3  
ASSET.NO? \
```

2. Give the CH command with appropriate item list of items to be changed, any desired In option, and the SH option.

```
EDIT COMMAND ? CH 3/SH
```

3. You will be prompted to enter the index value of the record you wish to change. The prompt itself will consist of the index data item name.

```
ASSET.NO? 17
```

If you want to move through the file record by record, enter the index value of the first record you want to see. Enter a line feed (LF or CTL J) at the next index value prompt to cause INTAC to retrieve the NEXT record in the file, using the same index as was used to retrieve the previous record. (VMS operating systems require a carriage return after the line feed.)

4. The record you specified will be displayed using the item list of the previous SH command.

```
DEPT.NO 1: 1001 ASSET.NO 2: 00017  
DESCRIPTION 3: MONTES B-4 BOOKCASE
```

Since you gave a CH command item list, the old value of each listed item is shown and you are prompted for the new value of each. The prompt is NEW VALUE?

```
DESCRIPTION 3: MONTES B-4 BOOKCASE  
NEW VALUE? MONTES BOOKCASE 8'  
RECORD 5 CHANGED
```

An item may not be changed if you enter a carriage return or backslash at some prompts. Therefore, if you notice a typing error in an item, correct it by changing the item again rather than by backing up.

## ERROR MESSAGES

If you enter an index value that is not present in the file, INTAC displays one of two messages (depending upon whether or not the value is within the range of existing indexes):

END OF FILE GETTING RECORD FROM filename

OR

INDEX NOT FOUND GETTING RECORD FOR filename

## PROCEDURE FOR DELETING RECORDS

The DE command first prompts you to enter the index value of the record you wish to delete. You will enter a value of the primary index, unless you have specified another index with the /In option.

If the /SH option is in effect, the record you specified will be displayed using the item list of the previous SH command. If there was no previous SH command, the SH option causes all items to be displayed. /SN will turn off the /SH option.

The dialogue next asks if you really want to delete the record.

```
O.K. TO DELETE <Y>?
```

You may respond Y(es) or N(o). The default is Y. INTAC displays a message, for example:

```
RECORD 3 DELETED                (Note that the record number is given.)
```

### MOVING TO THE NEXT RECORD

After you have retrieved at least one record by entering an index value, you may retrieve the next sequential record in the file by entering a line-feed (LF or CTL J). The VMS operating system requires a carriage return after the line feed.

### ERROR MESSAGES

If you enter an index value that is not present in the file, INTAC displays one of two messages (depending upon whether or not the value is within the range of valid index values):

```
END OF FILE GETTING RECORD FROM filename
```

or

```
INDEX NOT FOUND GETTING RECORD FROM filename
```

## PROCEDURE FOR RESTORING A DELETED RECORD

You may restore a deleted record if you have not yet done a REBUILD to remove it permanently from the file. Restoration is possible because the EDIT DE command does not actually remove the record from the file. In the file definition, INTAC automatically creates a data item for each record called the DELETE FLAG. The value of the DELETE FLAG is either 0 (zero for active records) or 255 (for deleted records). When a record is deleted, INTAC changes the DELETE FLAG from zero to 255. It also removes the index. To restore a record, change the DELETE FLAG back to zero and use the REBUILD INDEX facility to restore the index.



## DE: DELETING RECORDS

---

The DE command begins a dialogue to lead you through the deletion of records. You must confirm that you want to delete the record.

EXAMPLE DE COMMAND WITH /SH OPTION:

```
EDIT COMMAND? DE/SH
ASSET.NO? 77

      DEPT.NO  1: 8001
DESCRIPTION  3: EXEC DESK
ASSET.TYPE   4: F
ORIG.COST    6: 567.45
O.K. TO DELETE <Y>? Y
RECORD 37 DELETED
      ASSET.CODE  5: P
LEASE.D.PYMT  7: 0.00
```

A deleted record is not actually removed from the file until you run the REBUILD TOTAL facility. INTAC marks the record for deletion by changing the value of the DELETE FLAG data item from zero to 255. It also deletes the index for the record from the index portion of the file. The deleted record will not show up on INQUIRE or GENERATE reports. It will appear when you do a DUMP of the file or as you scan a file by record number in the EDIT facility. The deleted record is included in the count of current records in a listing of the file definition. Until you run REBUILD, you may restore the deleted item by following the procedure described in this chapter.

FORMAT: DE [/In][ /SH]  
                  [/SN]

where

- /In indicates that the records should be retrieved using index number n (see further description under *Global Options*.)
- /SH displays records retrieved for verification before prompting for deletion (see *Global Options*.)
- /SN turns off the SH option.

## DELETE SECURITY LEVEL

INTAC allows protection of records from unauthorized deletion through use of the DELETE SECURITY LEVEL. If security has been placed on a file in the file definition, the DELETE SECURITY LEVEL will have a value greater than zero. The EDIT facility cannot be used to delete records. Records in protected files must be deleted through use of the TR facility.

Before you begin, you need to know the record number of the deleted record. The record number is displayed when the record is deleted. If you do not remember the record number, you may find it by scanning through the file using the SH command by I0 (index zero). INTAC will display the deleted record with the message

```
DELETE FLAG SET GETTING RECORD FROM filename.INT
```

Another way to find the record number is to use the DU command.

To restore a deleted record, follow these steps.

1. At the EDIT COMMAND? prompt, give the command CH/I0/SH Enter the record number. At the prompt CHANGE ITEM NO?, give the data item number of the DELETE FLAG. At the NEW VALUE? prompt enter the value 0 (zero). When you return to the RECORD NUMBER? prompt, a message will be displayed

```
RECORD HAS BEEN READED - RUN INDEX REBUILD TO READD INDEX
```

2. Return to the INTAC COMMAND ? and enter the REBUILD facility to run REBUILD INDEX.

#### EXAMPLE OF RESTORATION OF DELETED RECORD

```
EDIT COMMAND? CH/I0/SH
```

```
RECORD NUMBER? 28  
DELETE FLAG SET GETTING RECORD FROM ASSET.INT
```

```
RECORD NUMBER: 28  
DEPT.NO 1: 3001 ASSET.NO 2: 00052  
DESCRIPTION 3: TYPING CHAIR  
ASSET.TYPE 4: F ASSET.CODE 5: P  
ORIG.COST 6: 45.89 LEASE.D.PYMT 7: 0.00  
PUR.YEAR 8: 73 PUR.MONTH 9: 8  
LIFE 10: 5 PURCHASE.ORD.NO 11: 10003  
VENDOR.NO 12: 3 DATE.LAST.EDIT 13: 02/25/82
```

```
CHANGE ITEM NO.? 14  
DELETE FLAG 14: 255  
NEW VALUE? 0
```

```
CHANGE ITEM NO.?  
RECORD 28 CHANGED  
RECORD HAS BEEN READED - RUN INDEX REBUILD TO READD INDEX
```

```
RECORD NUMBER?
```

```
EDIT COMMAND?
```

```
COMMAND? RE
```

```
REBUILD AN INTAC FILE
```

```
REBUILD COMMAND? IN  
INTAC FILE? ASSET
```

```
REBUILD THE DATA RECORDS OF AN INTAC FILE
```

```
SORTING INDEX 2  
SORTING INDEX 1
```

ED

REBUILD THE INDEXES OF AN INTAC FILE

*Record has been restored to active status.*

## SH: SHOWING RECORDS

---

The SH command allows you to scan through your file looking at specified items record by record. You may move through the file by record number or by the values in primary or secondary indexes. The SH command may also be useful to specify items to be displayed throughout your EDIT session until you give another SH command.

### EXAMPLE:

The following shows a simple SH command. Records are retrieved using the primary index. All data items are displayed.

```
EDIT COMMAND? SH
```

```
ASSET.NO? 18
```

```
DEPT.NO 1: 1001          ASSET.NO 2: 00018
DESCRIPTION 3: SECRETARY DESK 5'
ASSET.TYPE 4: F          ASSET.CODE 5: P
ORIG.COST 6: 452.99      LEASE.D.PYMT 7: 0.00
PUR.YEAR 8: 72          PUR.MONTH 9: 4
LIFE 10: 10            PURCHASE.ORD.NO 11: 10003
VENDOR.NO 12: 3        DATE.LAST.EDIT 13: 03/01/82
```

```
ASSET.NO? \
```

```
FORMAT: SH [itemlist][/In]
        [ALL]
```

where

itemlist is a list of items to be displayed for each record. Use to limit the display.  
ALL Each item in the list may be either a data item number or two data item numbers separated by a semicolon (;) indicating a range. The items in the list are separated from each other by one or more spaces. The default is display ALL items.

/In causes retrieval of records by index number where n is a valid number for the file. (See *Global Options*.)

## INQUIRE SECURITY LEVEL

INTAC allows protection at the data item level from unauthorized viewing of records through use of the INQUIRE SECURITY LEVEL. If security has been placed on a data item in the file definition, the INQUIRE SECURITY LEVEL will have a value greater than zero. Neither the INQUIRE nor EDIT facilities can be used to display such data items. EDIT commands will neither change nor show a data item unless the INQUIRE SECURITY LEVEL is zero. Protected data items must be displayed through use of the GE facility.

## PROCEDURE FOR SHOWING RECORDS

The SH command prompts you to enter the index value of the record you wish to display. The records will be retrieved by the values of the primary index unless you have specified another index with the /In option.

The record you have requested will be displayed at your terminal. If the item list option is used, only the specified items will be shown. This item list is also used for the /SH option in the CH and DE commands.

SH with no item list will show those items which were specified in the previous SH item list if any or, if there was no previous item list, it will show all items. The SH command followed by ALL will cause all items to be displayed.

After you have retrieved at least one record by entering an index value, you can see the next record in the file by entering a line-feed (LF or CTL J) for the index value. The VMS operating system requires a carriage return after the line feed.

### EXAMPLES OF SH WITH OPTIONS:

EDIT COMMAND? SH 1;3  
ASSET.NO? 81

*Display is limited  
to items 1 through 3.*

DEPT.NO 1: 8001  
DESCRIPTION 3: SWIVEL CHAIR

ASSET.NO 2: 00081

EDIT COMMAND? SH ALL

*All items are displayed.*

ASSET.NO? 18

DEPT.NO 1: 1001  
DESCRIPTION 3: SECRETARY DESK 5'  
ASSET.TYPE 4: F  
ORIG.COST 6: 452.99  
PUR.YEAR 8: 72  
LIFE 10: 10  
VENDOR.NO 12: 3

ASSET.NO 2: 00018  
ASSET.CODE 5: P  
LEASE.D.PYMT 7: 0.00  
PUR.MONTH 9: 4  
PURCHASE.ORD.NO 11: 10003  
DATE.LAST.EDIT 13: 03/01/82

EDIT COMMAND? SH/IO

*Records will be retrieved by index  
0, the order in which they were  
entered into the file.*

RECORD NUMBER? 5

RECORD NUMBER: 5  
DEPT.NO 1: 1001  
DESCRIPTION 3: MONTES BOOKCASE 8'  
ASSET.TYPE 4: F  
ORIG.COST 6: 80.42  
PUR.YEAR 8: 71  
LIFE 10: 10  
VENDOR.NO 12: 3

ASSET.NO 2: 00017  
ASSET.CODE 5: P  
LEASE.D.PYMT 7: 0.00  
PUR.MONTH 9: 8  
PURCHASE.ORD.NO 11: 10003  
DATE.LAST.EDIT 13: 03/19/82

EDIT COMMAND? SH 1 3;7/12

*Records will be retrieved using  
index 2. Display is limited to  
items 1 and 3 through 7.*

DEPT.NO? 8001

DEPT.NO	1:	8001		
DESCRIPTION	3:	EX ARM CHAIR		
ASSET.TYPE	4:	F	ASSET.CODE	5: P
ORIG.COST	6:	210.00	LEASE.D.PYMT	7: 0.00

DEPT.NO? \

ED