

Addendum for Catalog Numbers
700-2233, 700-2234, 700-2235

Using the Manager Series with a Hard Disk

All three Manager Series products (26-1580, 26-1581, 26-1582) will operate on the LDOS operating system with a Hard Disk. The primary benefit is a noticeable speed improvement. Use the enclosed diskette in place of your original Program Diskette (Drive 0), and refer to "CONVERTING RADIO SHACK SOFTWARE FOR USE ON THE HARD DISK" provided with your Hard Disk to transfer programs and data from TRSDOS to LDOS Hard Disk.

TIME MANAGER (26-1582) ONLY - You can transfer data from your old data diskette with the "X" command.

HARD DISK
UPDATE

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To take advantage of these services, you must do three things:

- (1) Send in the postage-paid software registration card included in this manual immediately. (Postage must be affixed in Canada.)
- (2) If you change your address, you must send us a change of address card (enclosed), listing your old address exactly as it is currently on file with us.
- (3) As we furnish updates or "patches", and you update your software, you must keep an accurate record of the current version numbers on the logs below. (The version number will be furnished with each update.)

Keep this card in your manual at all times, and refer to the current version numbers when requesting information or help from us. Thank you.

APPLICATIONS SOFTWARE VERSION LOG

01.05.00

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OP. SYSTEM VERSION LOG

Radio Shack

Personnel Manager

I/III

Description: A specialized filing system for organizing information. It helps you maintain accurate addresses, telephone numbers, projects, resumes and other data on your business contacts, employees and friends. Selection features allow you to quickly locate a specific person, company, product or service. Helps keep track of projects and records information on employee participation in training courses and programs, grades earned or hours attended, promotions, raises, work habits and progress.

Hardware Requirements: 48K, two disk drives.

Support: Radio Shack.

26-1581 99.95

MODEL I / MODEL III

PERSONNEL MANAGER

CAT. NO.
26-1581

Radio Shack

TRS-80

SOFTWARE

CUSTOM MANUFACTURED IN USA BY RADIO SHACK, A DIVISION OF TANDY CORP.

● Personnel Manager

We talked in the December and January issues about Time Manager, the first program of the Manager's Series. Time Manager™ along with Personnel Manager™ and Project Manager™ will not do your job for you, but this collection of tools is as invaluable as an extra arm, a 26 hour day, or a "bark" that moves mountains. These amazing aids for any manager keep track of priorities, expenses, people, projects, tasks and much more. This month I have included an article from Image Producers, Inc. the authors of Personnel Manager. Personnel Manager (26-1581, \$99.95) will be available soon and is designed for the TRS-80 Model I or III with 48K and two drives.

Written by Phyllis M. Schneider

Personnel Manager is a specialized filing system for organizing all types of information. Due to the extreme versatility of this program, applications extending far beyond personnel management are also possible.

Personnel Manager records business and personal information matched to your individual requirements. Its four levels: General, Detailed, Project, and Resume, allow you to examine a general overview of your topic or a very specific report.

RESUME REPORT FOR ANDERSON

```

1/5/81  POSITION: HIRED--WRITER/MARKETING DEPT.
        -SALARY ADJUSTMENT- $14,500
        NOTE: BACKGROUND--AD AGENCY, BS--JOURNALISM
        NOTE: WORKING ON M.B.A.--MARKETING
6/5/81  -SALARY ADJUSTMENT- $17,800
        NOTE: GOOD PROGRESS; HANDLING LARGE PROJECTS
1/5/82  POSITION: ASSISTANT EDITORIAL MANAGER
        -SALARY ADJUSTMENT- $20,000
1/27/82 CLASS: M.B.A. MARKETING ADMIN. GRADE: A
        CLASS: M.B.A. NEW PROD. MGMT. GRADE: A
6/5/82  POSITION: ASSISTANT PRODUCT MGR.
        -SALARY ADJUSTMENT- $23,000

```

<ENTER> <CLEAR> <ARROWS> NAME / :

The data disk packaged with the program includes personnel management examples organized under sample formats. These examples, when used in conjunction with the manual, provide an overview of the program and its capabilities.

Once familiar with the program, you can change and resort labels and formats to efficiently organize whatever type of information you choose. By making simple modifications, the concept of the program as strictly a personnel management tool becomes individually redefined.

The program is user-definable, and its applications are almost endless. You can easily create bulk mailing lists (pre-sorted by zip code), a directory of frequently dialed telephone numbers, a file of your favorite recipes, a social calendar, a list

of important birthdays, anniversaries, holidays and obligations, a duty roster, a vacation schedule, a project assignment/completion table, or any other report appropriate to the program's capabilities and your specific requirements.

DETAILED REPORT: MAILING LIST

NANCY HART
RESEARCH DIRECTOR
LRT CORPORATION
565 S. MAIN STREET
LA MIRADA, CA 90638

SUE ELLEN SIMMONS
SALES REP.
S & L DIST.
33 PEACH TREE STREET
ATLANTA, GA 56842

BILL B. JOHNSON
SALES MANAGER

<ENTER> <CLEAR> <ARROWS> NAME / :

You can even specify exactly which portions of your data you do or do not wish to see by setting Personnel Manager's selection feature. By doing so, those records which do not meet certain criteria will be filtered out of the resulting display.

Before leaving on a business trip, for example, you could print a complete list of your clients in Chicago, including phone numbers and other essential information. You could, in a similar manner, obtain a list of all your clients outside of the Chicago area.

GENERAL REPORT: TELEPHONE DIRECTORY

```

)  ANDERSON, JUDY L.           H-(312) 446-8765
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    SOFTWARE PUBLISHING CO.   B-(312) 329-4100 X10

```

<ENTER> <CLEAR> <ARROWS> NAME / :

Personnel Manager maintains twenty-six category codes of information, originally set to codes relevant to personnel management. The category codes may, however, be altered to suit your particular program application.

CATEGORY CODES

A	ALL DATA	N	SALES STAFF
B	NAME AND ADDRESS	O	SALES REPS
C	TELEPHONE DIRECTORY	P	CONSULTANTS
D	COMPANY DIRECTORY	Q	ACTIVE ACCOUNTS
E	MAILING LIST	R	INACTIVE ACCOUNTS
F	MANAGEMENT	S	PROSPECTIVE ACCOUNTS
G	SUPERVISORS	T	VENDORS
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I	PRODUCTION	V	OFFICE SERVICES
J	MARKETING	W	SUPPLIES & EQUIPMENT
K	ADVERTISING	X	ASSOCIATIONS
L	DATA PROCESSING	Y	TRAVEL
M	CUSTOMER SERVICE	Z	SOCIAL

CATEGORY? (A-Z)

Once you have defined and entered information using your category codes, data can be extracted from the Personnel Manager program based solely on those codes. When combined with the selection criteria, very specific information is accessible quickly and easily. A mailing list of all the households in a predefined target market could be prepared with a minimum amount of time and/or effort.

Eight user-definable notepads can be used to store reference information such as phone numbers, miscellaneous notes, review comments, project results, meeting summaries or any other information you will occasionally refer to. The notepads contain command syntax and information for ready reference as you begin using Personnel Manager.

NOTEPAD A: REPORT COMMANDS

CONTROLS	DESCRIPTION
ENTER/CLEAR	MOVE FROM ONE REPORT LEVEL TO ANOTHER.
DOWN ARROW	MOVE POINTER TO NEXT RECORD.
UP ARROW	MOVE POINTER TO PREVIOUS RECORD.
RIGHT ARROW	MOVE POINTER TO NEXT ALPHABETICAL RECORD.
LEFT ARROW	MOVE POINTER TO PREVIOUS ALPHABETICAL RECORD.
NAME	MOVE POINTER TO NAME OR INITIAL ENTERED.
/	DISPLAY LIST OF COMMANDS.
CTRL-P	TYPE SCREEN CONTENTS ONTO PRINTER FOR ANY DISPLAY EXCEPT OPENING FRAME.

An optional line printer for your Model I or III computer will greatly enhance your use of the Personnel Manager program. Printouts can be obtained of any screen (other than the opening screen), record or report using the printing command. The program allows you to format the page to whatever form is necessary, including mailing labels.

A variety of other special features have been included with the Personnel Manager program. For instance, if you have the Time Manager™ program, you can make and update entries between the two programs without having to re-enter or type additional information. For example, you might transfer actual completion dates from Time Manager to Personnel Manager's Project report to track an individual's record for meeting his deadlines. By using identical category

codes, the two programs can be used in conjunction with each other, increasing the usefulness of both products.

The manual included with the program incorporates the examples provided on the original data disk, and can be used as a "walkthrough" guide to Personnel Manager. However, once familiar with the program you will find the applications almost limitless, since all the information on the data disk can be changed, deleted or saved, depending on your individual application requirements. Complete appendices and a reference card outline summarize procedures and program commands.

Compound Interest and Savings

Mike Riggs
Moscow, Idaho

This is a program that I developed during a week-long workshop for educators on programming. The purpose of this program is to demonstrate to students the effect of compound interest on savings accounts.

```

10 REM 'PROGRAM WRITTEN BY MIKE RIGGS 'BANKER'
   6/19/81
20 CLS
   : PRINT "HELLO! WOULD YOU LIKE TO FIND OUT
   HOW COMPOUND INTEREST WORKS ON YOUR SAVINGS
   ACCOUNT? TYPE IN THE AMOUNT OF PRINCIPLE,
   THE RATE OF INTEREST, AND THE"
   : PRINT "NUMBER OF YEARS.";
30 PRINT
   : PRINT
   : X=0
   : PRINT
40 INPUT "AMOUNT OF PRINCIPLE =" ; A
50 PRINT
   : INPUT "RATE OF INTEREST (PLEASE EXPRESS
   THE PERCENTAGE AS A DECIMAL ) =" ; B
60 PRINT
   : INPUT "NUMBER OF YEARS =" ; Y
70 PRINT
   : FOR Z=1 TO Y
80 C=A*B
90 A=C+A
100 X=X+1
105 PRINT
   : PRINT "AFTER YEAR " ; X ; "----"
110 PRINT "SAVINGS BALANCE = $" ; A ; "INTEREST PAID
   = $" ; C
120 NEXT Z
130 END

```



PERSONNEL MANAGER REFERENCE CARD

CATALOG NO.
26-1581



Radio Shack®

A DIVISION OF TANDY CORPORATION
FORT WORTH, TEXAS 76102

Report Commands

Commands

Definitions

ENTER	Move from opening screen through General, Detailed, Project and Resume Reports. Also used to record data.
CLEAR	Move out or report levels to opening screen. Also used to cancel commands, and record data.
I	Moves pointer to next record.
I	Moves pointer to previous record.

Commands

Definitions

-	Moves pointer to next alphabetical record.
-	Moves pointer to previous alphabetical record.
Name	Moves pointer to name or initial entered.
/	Displays list of commands.
CTRL P	Type screen contents onto printer for any display except opening screen.

/ Commands

Commands

Definitions

A	Display alteration possibilities.
A C	Alter Category Codes.
A L	Alter labels of fields for record entry.
A N	Alter Notepad names.
B	Begin new record.
C	Select new category from display of Category Codes.
D	Delete record.
E	Edit marked record.
F	Display format possibilities.
L	Display list of fields in General and Detailed Reports.
N	Display Notepad Directory.
N A-N H	Display Notepads A-H.
O	Organize order of sort.
P	Display print possibilities (Name, Report, All), as follows:

Commands

Definitions

P N	Print all current level information for marked name.
P R	Print entire report for current level.
P A	At General Level, print all General, Project and Resume Reports. At Detailed Level, print all Detailed, Project and Resume Reports. At Project Level, print all Detailed and Project Reports. At Resume Level, print all Detailed and Resume reports.
R	Repeat record and edit appropriate fields.
S	Set Selection Criteria.
U	Update information from Time Manger program as follows:
U A	Update all records that have Time Manager Codes.
U P	Update record of person indicated by pointer.

Set Selection Criteria

Commands

/S

Definitions

Set Selection Criteria at any field to filter out unnecessary information and focus on particular records.

<

Display data that is less than (alphabetical or numerical) Selection Criteria.

>

Display data that is greater than Selection Criteria.

=

Display only the data that is equal to (matches) Selection Criteria.

#

Display only the data that does not match (not equal to) Selection Criteria.

Project/Resume Report

Commands

/E

Definitions

Display project and resume screen editor prompt.

I

Insert data at Project and Resume Reports.

E

Edit existing entries in Project and Resume Reports.

D

Delete entries in Project and Resume Reports.

S

Save data entered in Project and Resume Reports.

Resume Report Only

Commands

C

Record classes attended, grade and date of completion.

N

Enter notes regarding work history, progress, etc.

P

Enter data, position and department or company.

S

Record salary adjustments.

Line Editor

Commands

CLEAR

Do not change.

ENTER

Use line as changed.

→

Move one position to right.

←

Move one position to left.

SHIFT →

Move to end of line.

SHIFT ←

Move to beginning of line.

SHIFT 0

Convert to lower case entry. (Model III only.)

CTRL C

Delete Character.

CTRL G

Insert blank.

CTRL T

Delete all characters between cursor and end of line.

Notepad Editor

Commands

CLEAR

ENTER

I

I

-

-

SHIFT -

SHIFT -

CTRL B

CTRL C

CTRL D

CTRL G

CTRL K

CTRL L

CTRL N

CTRL O

CTRL Q

CTRL R

CTRL U

CTRL V

CTRL T

Definitions

Record Notepad as changed.

Move to first column of next line.

Move down one line.

Move up one line.

Move one position to right.

Move one position to left.

Tab right.

Tab left.

Move to space following last character on line.

Delete character.

Move to top of Notepad.

Insert blank.

Delete line.

Replace current line with last deleted line.

Erase remaining portion of Notepad from cursor to end of page.

Insert line.

Leave Notepad without changes.

Move to preceding Notepad.

Blank out the entire line.

Move to next Notepad.

Delete all characters between cursor and end of line.

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Personnel Manager

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Introduction

Personnel Manager is a specialized filing system for organizing information about every important person or business in your life. It helps you maintain accurate addresses, telephone numbers, projects, resumes and other data for your business contacts, employees and friends.

Personnel Manager's selection features allow you to quickly locate a specific person, company, product or service. All data can be displayed in a variety of ways. The amount of data shown on the screen and the order of that data can be specified and later recalled through Personnel Manager's Category Codes.

This manual will guide you step by step in learning how to use Personnel Manager's many features. Section 3 gives a brief overview of the program, enabling you to see many of its capabilities. Sections 4 through 8 outline steps for entering data and creating screen formats suited to your specific requirements.

If you have the Time Manager program (Cat. No. 26-1582), you will be able to transfer information between programs, as outlined in Section 8. This unique feature of automatically transferring between two programs gives you a powerful data base with minimal effort.

The Manager Series

Personnel Manager is second in a series of business productivity programs. The Manager Series programs fully utilize your TRS-80 computer's capabilities to help organize, plan, schedule and record significant details from your personal and business life.

System Requirements

Personnel Manager requires:

- TRS-80 Model I or Model III Computer with 48K Memory
- TRS-80 Expansion Interface (Model I only)
- Two TRS-80 Disk Drives

Optional Equipment:

- A Line Printer capable of printing 80 columns
- A third Disk Drive

Starting Personnel Manager

This section contains instructions for preparing to use Personnel Manager. Consult the Reference Card or Appendix D if you encounter problems or see any error messages you don't understand.

Note: Before loading the Personnel Manager program, make Backup copies of your Personnel Manager Program and Data diskettes, and store the originals in a safe place. A Program and Sample Data diskette have been included for both Model I and Model III. Refer to Appendix A for Backup procedures.

When this manual refers to your Program or Sample Data diskettes, you should be using the "working" Backup copies.

Format one blank diskette (for later use as a Data diskette) using the TRSDOS Format Utility. See Appendix B for the formatting process.

After creating Backup diskettes, start the program using the following procedure.

Turning On the System/Loading the Program

1. Turn on your TRS-80.
2. Insert your Backup copy of the Personnel Manager Program diskette into Drive 0. Check your Owner's Manual regarding diskette handling, precautions and procedures.
3. Press the Reset button.
4. If you have a Model III, enter today's date. It is not necessary to enter the time, so press **(ENTER)** in response to the time prompt.
5. After the TRSDOS (or DOS) READY message appears, type **(P)(E)(R)(M)(G)(R)** and press **(ENTER)**.

The screen will show:

```
PERSONNEL MANAGER
INSERT DATA DISK IN DRIVE 1
AND PRESS <ENTER>
```

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6. Insert your Backup Data diskette into Drive 1 (leaving the Program diskette in Drive 0) and press **(ENTER)**.

A Guide Through Personnel Manager

It may be helpful to think of Personnel Manager as a filing cabinet containing different types of reports, resumes, addresses, phone numbers and similar information.

Creating a record for an employee or business contact is similar to filling out a form, where the blank spaces on a form are for the requested data. The labels for each field are the headings showing you what to enter.

Personnel Manager consists of four report levels — General, Detailed, Project and Resume. Your personnel records are displayed in each of these reports.

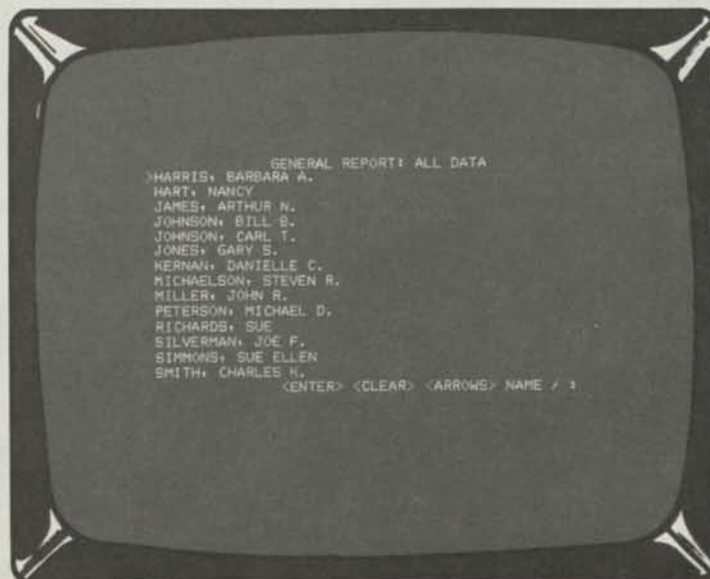
General Report

The General Report serves as the tabs for all your file folders (records). You can review all files at a glance, and select one to study in depth. In addition, it can be a storage place for quick reference information, such as names and phone numbers.

Since the suggested use for the General Report is to maintain a list of the names included in the Personnel Manager file, your Sample Data diskette has been set up to include only names at the General Report level.

If you have followed the instructions so far, you currently have a Backup of the Data diskette in Drive 1. The General Report, a list of names and a set of commands, should be displayed.

Press the key to move the pointer to HARRIS, BARBARA A..



A Guide Through Personnel Manager (continued)

Press **(ENTER)** to see her Detailed Report.

Press **(CLEAR)** to return to the General Report.

The four arrow keys make it easy to look through your file. The **(↑)** and **(↓)** keys are used to step through the file. Use the **(←)** and **(→)** keys to move to the first name listed under the next **(→)** or preceding **(←)** letter of the alphabet.

At Barbara Harris' General Report, press **(→)** to move the pointer to JAMES, ARTHUR N., the first name in the next letter of the alphabet. Press **(→)** again, moving the pointer to KERNAN, DANIELLE C., the next alphabetical name.

Another method for locating specific records is to enter a name. For example, type **(S)(M)(I)(T)(H)** and press **(ENTER)**.

It is not necessary to type the complete name to use this feature. For example, type **(A)** and press **(ENTER)** to quickly move back to Judy Anderson.

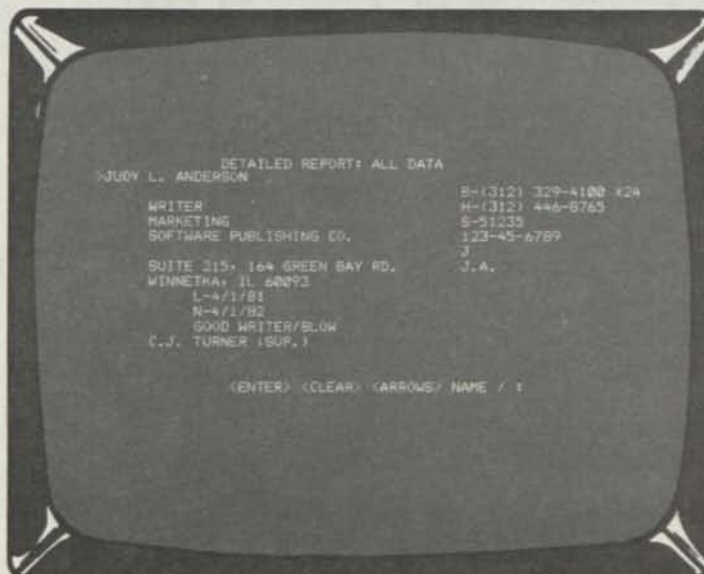
Detailed Report

Press **(ENTER)** to move to Judy Anderson's Detailed Report. At this level, you can see "completed forms" for each person in the file.

Experiment with the arrow keys. They work the same in the Detailed Report as they do in the General Report.

Use the **(↑)** key to move to the preceding record; **(↓)** to move to the next record.

Use the **(←)** and **(→)** keys to move from one alphabetical letter to another.



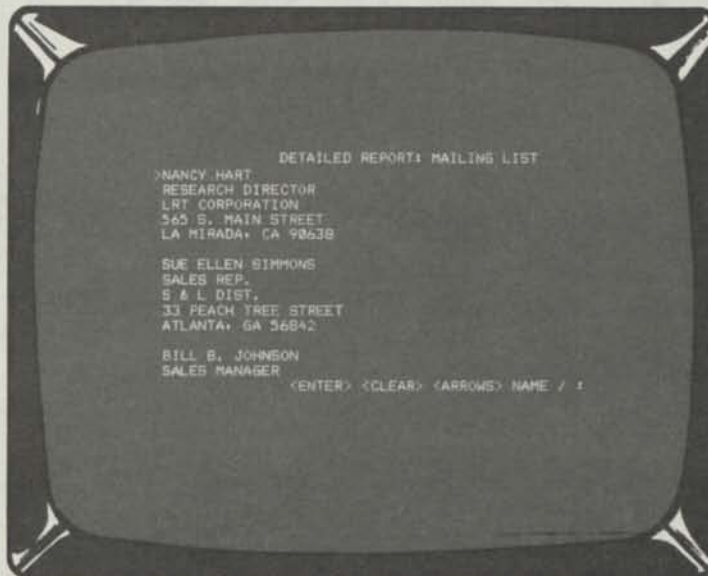
A Guide Through Personnel Manager (continued)

Although you can set up your records to include whatever information you choose, the Detailed Report initially shows names, addresses, business and home phone numbers, companies, departments, positions, products, dates, codes and other data.

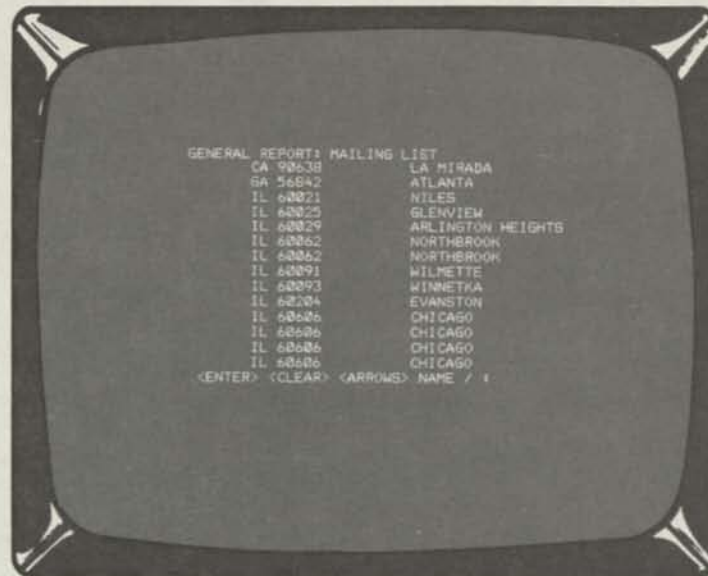
To see another way of organizing the data, type **/C** to display the Category Codes.

Press **E** to select a predefined mailing list format.

This format filters out all information except names, positions, companies and addresses. By printing this entire report, you could instantly create mailing labels.



Press **CLEAR** to return to the General Report which now displays states, zip codes, and cities, instead of last and first names.



To print a mailing list for people in Chicago, use Personnel Manager's Selection Criteria.

Type **/S**, then press **ENTER** four times. You will see the label, CITY, and the word ALL.

Press the **SPACE BAR** and **=**, then type **CHICAGO**.

Press **ENTER**, then **CLEAR** to return to the General Report. The screen now shows nine Chicago entries.

Press **CLEAR** to display the opening screen, then press **ENTER**. Your Data diskette should be restored to its original format, with the heading GENERAL REPORT: ALL DATA at the top of the screen.

Press **ENTER** again to return to the Detailed Report.

Project Report

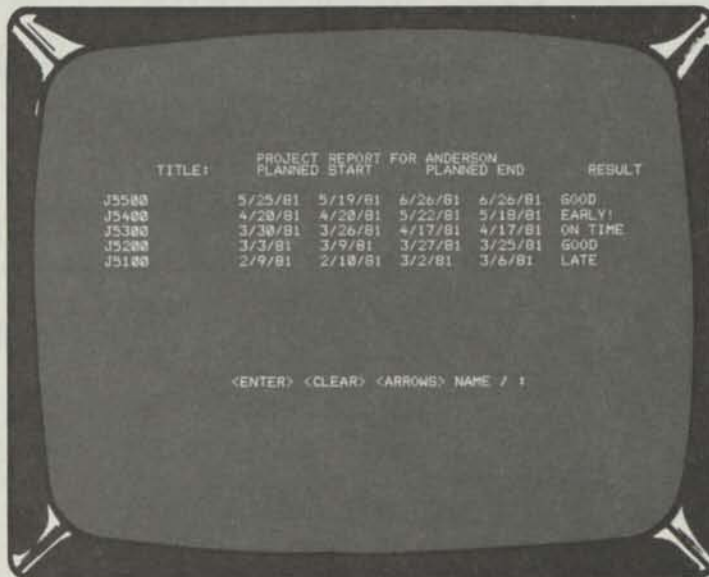
After reviewing the records at the Detailed Report, position the pointer at Judy Anderson and press **ENTER** to move to her Project Report.

This report has the same set of commands as the General Report. They are listed at the bottom of the screen. Use the arrow keys to move from one project report to another, or enter a name to locate a specific person.

A Guide Through Personnel Manager (continued)

Type **(A)(N)** and press **(ENTER)** to move back to Judy Anderson's Project Report. Notice:

1. The left column shows the projects for which Judy has been responsible.
2. The middle columns are a record of the planned and actual starting dates for each project, as well as the planned and actual ending dates.
3. The right column shows the results of each project.



TITLE:	PROJECT REPORT FOR ANDERSON				RESULT
	PLANNED	START	PLANNED	END	
J5588	5/25/81	5/19/81	6/26/81	6/26/81	GOOD
J5488	4/28/81	4/28/81	5/22/81	5/18/81	EARLY!
J5388	3/30/81	3/26/81	4/17/81	4/17/81	ON TIME
J5288	3/3/81	3/9/81	3/27/81	3/25/81	GOOD
J5188	2/9/81	2/18/81	3/2/81	3/6/81	LATE

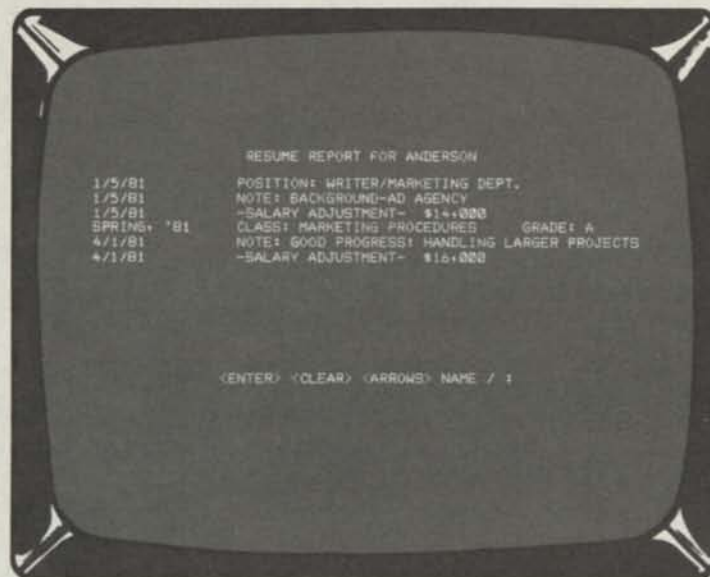
<ENTER> <CLEAR> <ARROWS> NAME / 1

Resume Report

Press **(ENTER)** to move to Judy Anderson's Resume Report. Her report includes information such as:

1. On January 5, 1981, she was hired as a writer for the Marketing Department.
2. She previously worked for an advertising agency.
3. Her starting salary was \$14,000 a year.
4. In Spring, 1981, she completed a marketing course and received a grade of A.
5. After four months, she was reviewed by her employer, and received a \$2,000 raise.

A Guide Through Personnel Manager (continued)



Each line of Judy's Resume Report indicates the type of information recorded — POSITION, NOTE, SALARY ADJUSTMENT, CLASS and GRADE. These categories can be used to record information such as:

- Participation in professional and academic courses, seminars and training programs, as well as grades earned or hours attended.
- Work habits, special aptitudes and overall progress.
- Promotions.
- Raises.

Entries can be made in Time Manager and transferred to Personnel Manager's Project and Resume Reports. With Time Manager and Personnel Manager, you can easily maintain a professional history and current status report for each employee in your file.

System Commands

Press **ENTER** to return to the General Report. Notice the five major commands listed at the bottom of each report level.

ENTER is used to move to report levels of more detail, whereas **CLEAR** returns you to the previous (more general) display.

The **CLEAR** key also lets you "change your mind" about any command you attempt to use by returning you to your previous position in the program.

The arrow keys allow movement within a level: **←** and **→** find the first name listed under the following or preceding letter of the alphabet, **↑** and **↓** move to the next name listed.

Although the arrow keys can be used to move through the records, the fastest way to move to a specific record is to type a name (or beginning initial) and press **ENTER**. Whenever you enter a name, initial, or portion of a name, the program instantly moves to that name or the first record beginning with the initial you enter.

The slash key displays the commands used with the Personnel Manager program. Press **/** and you will see:

A B C D E F L N O P R S U <CLEAR>:

Each of these keys is used to select a special feature and perform various functions. The remaining sections in this manual explain the keys and how to use them.

Refer to the Table of Contents to select the keys you wish to learn. You may also read the following section in sequence, using your Backup Data diskette for experimentation.

Making Your Own Entries

This section explains how to enter, change, delete and duplicate records. It also explains how to record data in the Project and Resume Reports.

Refer to the sample records on your Data diskette. After reading each explanation, follow the examples. Use your Backup Data diskette to experiment with the commands.

Beginning New Records

Type **/B** to enter a new record. The screen will show the first seven of the following set of labels:

LAST NAME:
FIRST NAME:
MIDDLE NAME:
BUSINESS PHONE:
POSITION:
HOME PHONE:
DEPARTMENT:
ELECTRONIC MAIL NO.:
COMPANY:
I.D. NUMBER:
PRODUCT:
CATEGORY CODE:
ADDRESS:
TIME MANAGER CODE:
CITY:
STATE:
ZIP:
LAST DATE:
NEXT DATE:
NOTES:
ASSOCIATES:

To complete a personnel record, fill in information next to each of the labels. These labels can be changed with the **/A** (Alter Labels) command (see Section 8).

Press the **↑** and **↓** keys to move the flashing pointer from one label to another. Scroll to the next page by pressing **↓** several times. Hold the **↓** key down until the pointer moves up to the first label.

Sample Record Entry

Create a sample record using your own name, address and other personal information.

Note: Before entering new records, make sure the heading, ALL DATA, is shown at the General and Detailed Reports. If it is not shown, select ALL DATA in one of two ways:

1. Press **CLEAR** to move out to the opening screen, then press **ENTER** to return to the report levels.
2. Type **/C** and select Category **A**—ALL DATA.

Some of the labels may be filtered out when other category codes are selected (see Section 5). Enter new records when you are viewing "all of the data" to make sure that your records are complete.

To insert data next to each of the labels:

1. Press the **SPACE BAR**. The flashing pointer moves to the right of the label and becomes a flashing underline.
2. Type the requested information. The underline indicates your position on the line.
3. Press **ENTER**. The data will be accepted and the pointer will move to the next label.

To move out of the entry line without recording any data, press **CLEAR** instead of **ENTER**. The pointer will move to the beginning of the line without recording your entry.

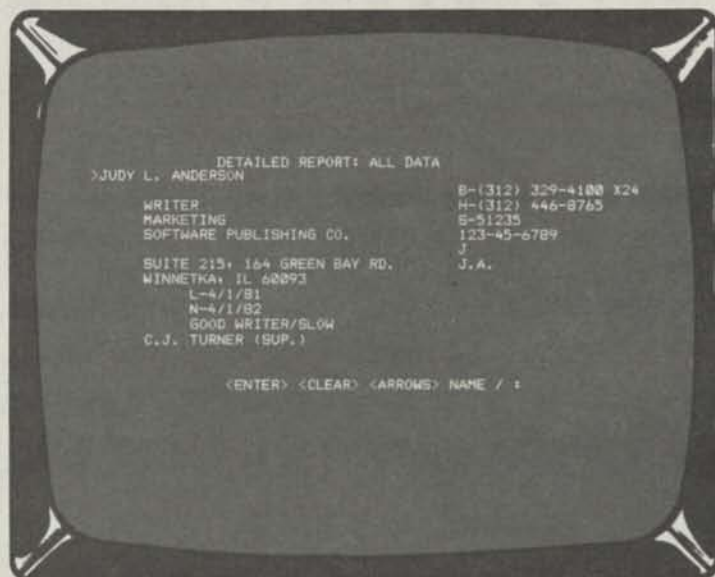
To cancel the /B command, hold down the **SHIFT** and **I** keys and press **Q**. When using the **SHIFT** and arrow keys in conjunction with another key, the left shift key must be used (Model III). The record you began entering will disappear and you will return to the previous report.

If you canceled the command, type **/B** again. Then, use the steps above to complete the following information:

LAST NAME:
FIRST NAME:
MIDDLE NAME:
BUSINESS PHONE:

Making Your Own Entries (continued)

Refer to the following screen:



Two phone numbers are in the sample record for Judy Anderson. Her business phone is indicated by the letter B; H represents her home phone. Initials or words placed in front of phone numbers add clarity to your records.

POSITION:
HOME PHONE:
DEPARTMENT:
ELECTRONIC MAIL NO.

Unless your company has a computer network system, you will not enter anything next to this label. The sample entry for Judy Anderson shows an electronic mail number of S-51235.

COMPANY:
I.D. NUMBER:

Enter your social security number (or another I.D. number).

PRODUCT:

Type the name of the product offered by your or your company.

CATEGORY CODE:

Making Your Own Entries (continued)

This refers to the set of category codes displayed by the /C command. This can be left blank and added later. (In the sample, J is the category code for Marketing. Since Judy is a writer in the Marketing Department, her category code is J.) The category codes are explained in Section 5.

ADDRESS: Type your home or business address. If you are using Personnel Manager for recording employee information, enter home addresses. Enter business addresses for clients and other business contacts.

TIME MANAGER CODE: If you have the Time Manager program, enter a code in this field; for example, your initials. Although you can enter any type of code, initials may be easier to remember. Remember to be consistent in using this code in both programs.

Look at the sample record for Judy Anderson and locate J.A.—her Time Manager code. With this code, entries from Time Manager can be transferred to Personnel Manager (see Section 8).

CITY: Complete either your business or home address next to CITY, STATE, and ZIP.

LAST DATE: Refer to the sample entry for Judy Anderson. It includes two dates (the date of her last review, L-4/1/81, and the date scheduled for her next review, N-4/1/82). In the LAST DATE and NEXT DATE fields, enter information such as last and next appointments, sales calls, reviews, meetings, important deadlines and due dates.

NEXT DATE: (see above)

NOTES: Enter general comments pertaining to this record.

ASSOCIATES: Enter the name of your supervisor, partners, subordinates or any other associate. Next to each associate's name, type his or her position; for example, JANE SMITH, SUPERVISOR. Or, type an associate's name and business phone. The sample entry for Judy Anderson indicates her supervisor is C.J. Turner.

After entering the last associate, use the and keys to review the data before recording it onto the diskette.

Press to record your entries and return to the General Report level. You will see your new record at the General and Detailed Reports.

If you had pressed instead of , the information would not have been recorded.

Editing Records

Records entered into your personnel file can be modified with the **/E** (Edit) command.

1. Position the pointer next to the record to be modified.
2. Type **/E**.
3. Press **I** or **I** to move the pointer to the correct label.
4. Press the **SPACE BAR**. The pointer will move to the right of the label and change to a flashing underline.
5. Type the new entry.
6. Press **ENTER** to record the change.

If you press the **SPACE BAR**, type new data, then change your mind, press **CLEAR** instead of **ENTER**. The program will restore the original line rather than accepting the line as changed.

If, after altering several fields, you want to cancel the edits you have made, press **SHIFT I Q**. Your changes will disappear and you will return to the report level.

The **SHIFT I Q** sequence protects your records by letting you change your mind even after you have modified several fields.

After entering the last change, press **CLEAR**. This records all new entries onto the Data Diskette. The screen will show the report level you were viewing previously.

Editing Examples

Practice editing records using the examples on your data diskette.

1. Move to the Detailed Report.
2. Type **JAMES** and press **ENTER**. The pointer will move to the record for Arthur N. James.
3. Type **/E**.
4. Press the **SPACE BAR** to edit LAST NAME.
5. Press the **SPACE BAR** five times to erase JAMES.
6. Press **CLEAR** to restore the name.
7. Press **I** four times to move the pointer to the label, POSITION.
8. Press the **SPACE BAR** and type **ASSISTANT MANAGER**.
9. Press **ENTER** to record your change. The pointer will move to the next label, HOME PHONE.
10. Press **I** until the pointer is at the label, LAST DATE.
11. Press the **SPACE BAR** and type **8/10/81**.
12. Press **ENTER** to record the new line.
13. Press **CLEAR** to record the changes onto the Data diskette and return to the report level.

If you had pressed **SHIFT I Q** instead of **CLEAR** (Step 13), the changes would not have been recorded onto the disk.

Replicating Records

When two records contain similar data (such as the same address and telephone number), enter the first record using **/B**. Then, use the **/R** (Replicate) command to automatically repeat that record.

Change any of the information in the second record by pressing the **SPACE BAR**, typing the change and pressing **ENTER**.

Press **CLEAR** to record the changes onto the diskette. To cancel the Replicate command, press **SHIFT I Q**.

Using the Replicate Command

To experiment with the Replicate command, follow the example outlined below.

At the Detailed Report, move the pointer to the record for Barbara A. Harris. Barbara Harris is a joint owner of a company called Burns, Harris & Tate.

Use the Replicate command to create separate records for Arthur Burns, Company President, and Richard Tate, Vice-President.

1. Type **/R**. The pointer will be flashing at the label, LAST NAME.
2. Press the **SPACE BAR**.
3. Type **BURNS** and press **SHIFT I T** to delete any remaining characters.
4. Press **ENTER**.
5. Press the **SPACE BAR**, type **ARTHUR**, press **SHIFT I T** to delete any remaining characters and press **ENTER**.
6. Press the **SPACE BAR**. Erase the information next to MIDDLE NAME by pressing **SHIFT I T** and pressing **ENTER**.
7. Place the pointer next to POSITION and press the **SPACE BAR**. Type **PRESIDENT**, delete any remaining characters and press **ENTER**.
8. Move the pointer to TIME MANAGER CODE. Press the **SPACE BAR**, type **A B** and press **ENTER**.

Making Your Own Entries (continued)

9. Move the pointer to the second ASSOCIATES field and press the **SPACE BAR**. Replace the name, ARTHUR BURNS, with
B A R B A R A A H A R R I S
P U R C H A S I N G A G E N T, and press **ENTER**.
10. Press **CLEAR** to record your new record and return to the Detailed Report.

Use the same procedure to create a record for Richard Tate, Vice-President.

Line Editor

Use the Line Editor commands to enter or edit records quickly and easily.

After typing **/B**, **/E** or **/R**, press the **SPACE BAR**. The Line Editor commands can be used whenever a flashing underline appears on the screen.

1. Press **←** or **→** to move across the entry without changing it.
2. Press **SHIFT←** (hold down the **SHIFT** key and press **←**) to move to the end of the line. Press **SHIFT→** to move to the beginning of the line.
3. Press **SHIFTI C** to delete an individual character indicated by the flashing underline.
4. Press **SHIFTI G** to insert a blank.
5. Press **SHIFTI T** to delete all characters between the underline and the end of the line.
6. Press **ENTER** to record a new entry.
7. Press **CLEAR** to cancel a new entry and restore the original line.
8. If you are using Model III, convert to lower case by pressing **SHIFT 0**. All subsequent entries will be in lower case. Press the **SHIFT** key to insert an upper case letter. To convert back to upper case, press **SHIFT 0** again.

Locate the Line Editor section of the Reference Card for a quick review of these commands.

Deleting Records

Type to delete a record from your file. You will see the prompt:

DO YOU WISH TO DELETE RECORD? (Y/N)

This prompt safeguards your records against accidental deletion. If you press (No), the command will be canceled. Press (Yes) if you are sure you wish to delete the record.

Project Report Entries

Press until the screen shows the Project Report level. Use the arrow keys to move from one person's Project Report to another. Or, type a name and press to move directly to a specific Project Report.

The Project Report level helps you maintain a complete work schedule for everyone in your file. Enter specific information such as project titles, planned and actual starting and ending dates, and project results.

Use the following example to practice entering a Project Report.

1. Move to the Project Report for Bergman.

2. Type . The screen will show:

INSERT, EDIT, DELETE OR SAVE SELECT (I, E, D, S, <CLEAR>)

3. Press to insert a programming project for Sandy Bergman.

4. Type the project title (14 characters or less). For this example, type and press . The pointers will move to the next column.

5. Type as the planned starting date for this project. Press .

6. Type as the date she actually began the project. Press .

7. Type as the planned completion (end) date. Press .

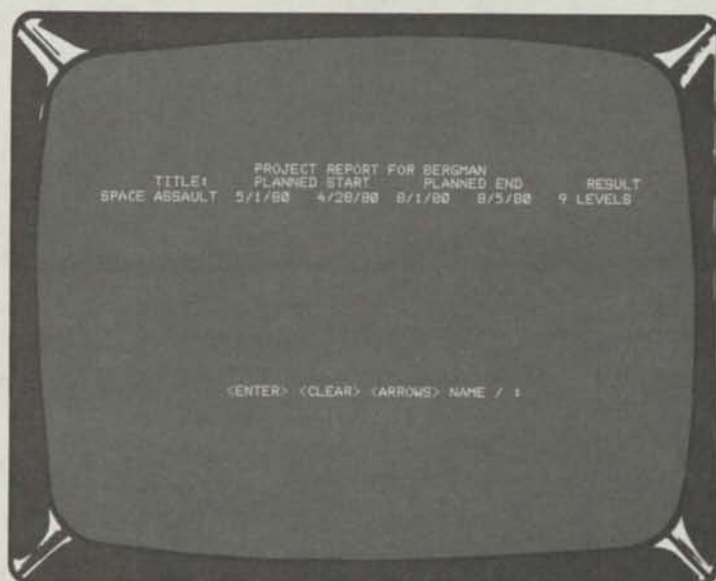
8. Type as the date she actually completed the project. Press .

9. Bergman's final Space Assault project included nine levels of playing difficulty. Enter the project results (up to 10 characters). Type

9 **LEVELS** and press **ENTER**.

The pointer will move to the beginning of the line. You can now edit, delete, or save (record) the line onto the diskette or insert a new line of data.

Press **S** to Save your new entry. You will see a line of data similar to the following:



Type **/E** again. Continue to press **I** to Insert data for as many projects as you choose. The screen will scroll down to provide extra space after a page has been filled with data.

To edit the projects you have entered, press **↑** or **↓** to position the pointer. Press **E** to Edit the line. Press **ENTER** to move across the line to the desired position. Type the change and press **ENTER** until the pointer returns to the left side of the screen.

Position the pointer and press **D** to Delete a line.

After you have completed inserting, editing, or deleting projects, press **S** to Save the data onto the diskette.

Press **CLEAR** instead of S to leave this level without saving the new data.

Resume Report Entries

Press **ENTER** until the screen shows the Resume Report level. Move from one Resume Report to another with the arrow keys or by typing a name and pressing **ENTER**.

Specific information for one person can be entered on the Resume Report. For example, you can record professional and academic progress, training programs, seminars, work habits, special aptitudes, salary adjustments, promotions, work history and other data.

Use the following example to practice entering a Resume Report.

1. Move to the Resume Report for Michael D. Peterson.

2. Type **/E**. The screen will show:

INSERT, EDIT, DELETE OR SAVE SELECT (I, E, D, S, <CLEAR>)

3. Press **I** (Insert) and a new prompt will appear:

CLASS, NOTE, POSITION OR SALARY SELECT (C, N, P, S)

4. Press **P** for Position.

5. Type **4/1/80** and press **ENTER**.

6. Type **WRITER** and press **ENTER**.

7. Press **I** once to insert the next line below your first entry.

8. Press **I** (Insert) and **S** (Salary).

9. Type **4/1/80** (the effective date of his starting salary) and press **ENTER**.

10. Type **\$16.000** and press **ENTER**.

11. Press **I** to move down a line.

12. Press **I** (Insert) and **N** (Note) to record Michael's previous experience.

13. Type **4/1/80.3 YRS. EXP. IN TEXTBOOK PUBLISHING** and press **ENTER**.

14. Press **I** to move down a line.

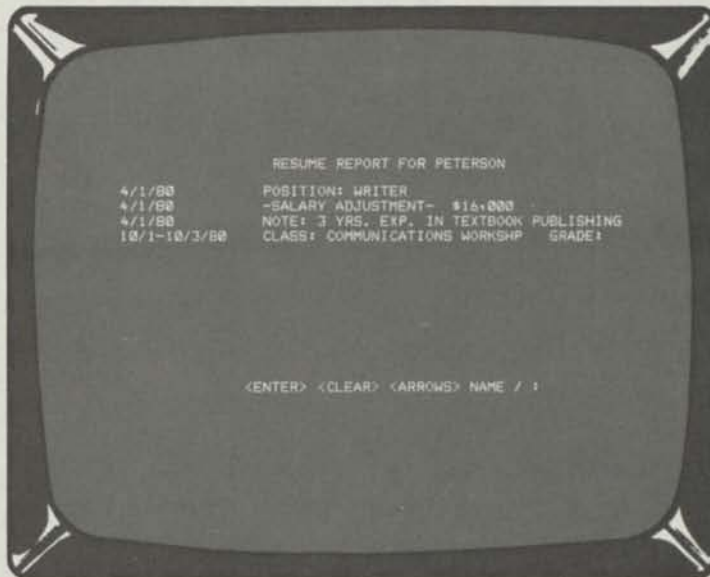
Making Your Own Entries (continued)

15. Press **I** (Insert) and **C** (Class).

16. Type **10/1-10/3/80** **COMMUNICATIONS WORKSHOP** and press **ENTER**. Leave the GRADE field blank.

17. Press **S** to Save the entries you have made onto the data diskette.

The screen will show:



Type **/E**, position the pointer with **I** and **J**, then press **E** to Edit any of the entries you have made.

Press **D** to Delete any or all of the lines.

Press **CLEAR** instead of **S** (Save) if you do not want to record new additions or modifications. The screen will show the original prompt line on the Resume Report. Press **CLEAR** once again or return to the Detailed Report.

Customizing Your Data

One of Personnel Manager's most powerful features is the complete control it gives you over the way data is sorted and displayed.

This section explains how to create interesting layouts for General and Detailed Report data. You will also learn how to change the sorting of your data to prioritize records in various ways.

Move to the General Report level if you are not currently there. Press **CLEAR** as many times as necessary to move out to the opening screen, then press **ENTER**.

Creating Screen Layouts

All information displayed in the General and Detailed Reports is determined by the /L command.

Type **/L**. The screen will show:

CURRENT LIST: A, BJ

The /L command, at either report level, will show you a list of fields contained in each of your personnel records.

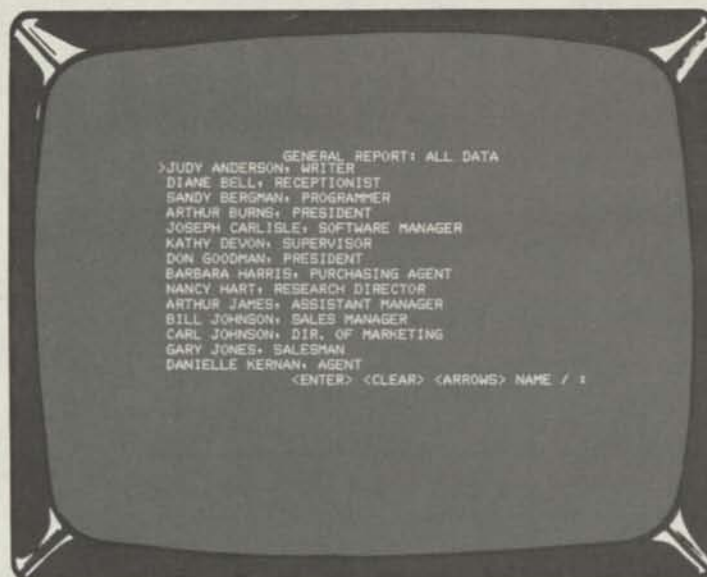
Any letters following the words CURRENT LIST (A,BJ in this example) determine the way fields are formatted in your record. Different formats are created by selecting other letters.

The above list informs Personnel Manager that you only want to see each person's last name, followed by a comma, then the first and middle names.

Type **B(A)(H)** next to CURRENT LIST and press **ENTER**.

Customizing Your Data (continued)

You will see a General Report similar to the following:



The list now displays each person's first and last name, a comma, and position.

To add a line between each name, insert semicolons in the current list.

1. Type **/L**.
2. Hold the **SHIFT** key down and press **→** to move to the end of the line.
3. Press the **:**.
4. Press **ENTER** to record the change and return to the General Report. More semicolons added to the list will insert more lines between each name.

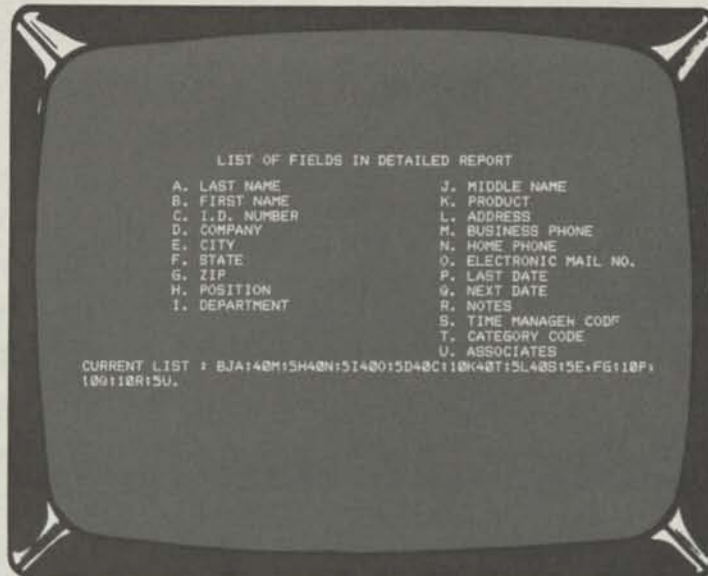
Type **/L**, **A B 25 D** and press **ENTER**. You will see the person's last name, first name and company (indented 25 spaces).

A number of spaces (1-63) can be tabbed by inserting numbers before a letter in the CURRENT LIST.

To return the General Report to its original format, type **/L**, **A B J** and press **SHIFT I T** to delete any remaining characters in the line. Press **ENTER** to record the change and return to the General Report.

Press **ENTER** to move to the Detailed Report. Type **/L**.

The screen will show:



Notice that the prompt line on the LIST OF FIELDS IN DETAILED REPORT starts CURRENT LIST: BJA;40M;5H40N; etc. Compare the listing on the prompt line with the sample Detailed Report.

B = First name
 J = Middle name
 A = Last name
 ; = Move to the next line
 40 = Number of spaces in from left margin
 M = Business Phone
 ; = Move to next line
 5 = Spaces from left margin
 H = Position
 40 = Spaces from left margin
 N = Home phone

This list creates the layout for the Detailed Report.

The first four characters, BJA;, inform the program to display the first name, middle name (or initial) and the last name, then start a new line.

On the next line, the program is to tab over 40 spaces and display the business phone. The following line is to show the person's position, indented five spaces, with the home phone displayed directly under the business phone.

Customizing Your Data (continued)

Notice the comma separating the city and state fields (E,F). This will display a comma after the city.

When two fields are together such as FG (state and zip), a space is automatically placed between them in the layout.

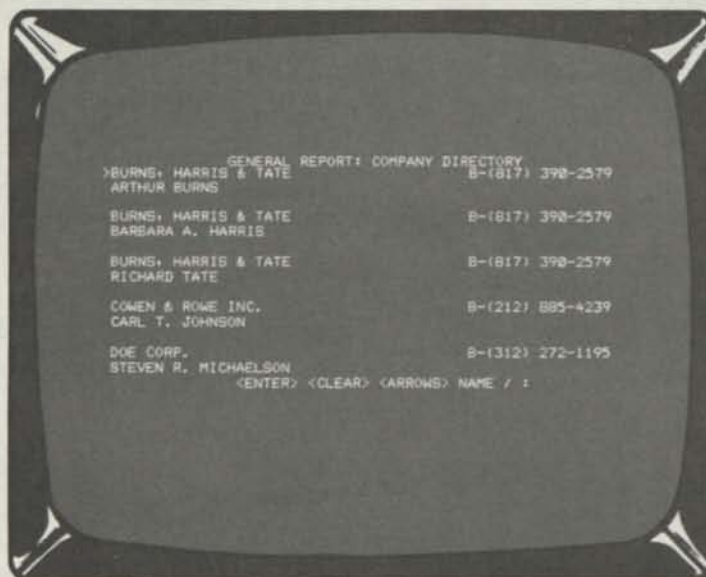
The list ends with a period to indicate that one record is to be displayed per screen.

When a record contains more information than the space of one screen, a —MORE— message is displayed in the lower left corner.

Section 6 describes how to use the category codes to permanently record the layouts you create.

To review one of Personnel Manager's predefined layouts, return to the General Report, type **/C** and select **D**—COMPANY DIRECTORY.

The screen will show:



Type **[/L]** to see the list that created the display at the General Report. In addition to a totally different display at this level, all the records are currently being sorted by company and last name.

To see other predefined layouts, press **CLEAR**, type **/C**, select another category, then type **/L**.

After experimenting for awhile, type **/C** and press **A** to return to the original category: ALL DATA.

Type **/L** to again see the list of fields. Notice that Fields A through I are listed in the left column, separated from the remaining fields.

These first nine fields are distinct because they can be sorted in any way you choose; therefore, the most important information is displayed first. Since you will generally not need to sort your records by each person's middle name, for instance, it is listed in the righthand (secondary) column.

Sorting Records

The way records are sorted is determined by the /O (Order) command. Initially, the sample records are displayed alphabetically by last name, then first name.

There are nine different options for sorting the data including last name, first name, I.D. number, company, city, state, zip, position and department.

Return to General Report level and type ☐ ☐ O to see the current order, AB.

To change the order of sorting, specify two of the nine fields. Type the two new letters next to the line, NEW ORDER and press .

For example, type to sort by zip code and state. After pressing , the program will resort all the data, then display the General Report with the new order.

Change it back to the original sorting order by typing ☐ ☐ O, and pressing .

Selecting and Organizing Records

This section explains how to use Personnel Manager's selection feature and set up category codes. Each category code created may contain different ways of sorting and displaying data.

The categories you set up will enable you to group all records under separate headings. The selection feature can then be used to display only those records which match a certain category code.

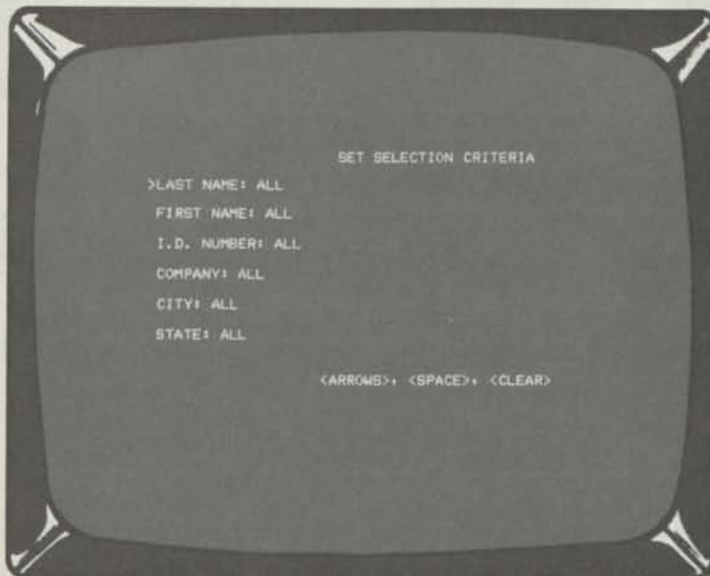
Be sure you are familiar with the /L and /O commands (described in Section 4) before reading this section.

Setting the Selection Criteria

Personnel Manager's selection feature locates specific records by filtering out those you do not need to see. After determining your selection requirements, Personnel Manager compares all existing records with your selection criteria. If the records don't match, they are filtered out.

Type ☐ ☒ S to set the selection criteria.

The screen will show:



```

                                SET SELECTION CRITERIA

>LAST NAME: ALL
FIRST NAME: ALL
I.D. NUMBER: ALL
COMPANY: ALL
CITY: ALL
STATE: ALL

<ARROWS>  <SPACE>  <CLEAR>

```

Use the ☐ and ☐ keys to move through the list of labels.

Selecting and Organizing Records (continued)

Several records can be filtered out by moving the pointer to a particular field and changing the word ALL to match a letter, number or word. Until the selection requirements are narrowed, ALL records will be included in the reports.

Move the pointer to the field you wish to alter and press the **SPACE BAR**. The pointer will move to the right of the label and appear as a flashing underline. You will see:

(=, #, >, <, ALL)

Press the equal sign (**=**) and type a letter, number or word, to display the records with fields that exactly match your selection.

Press the "not equal to" sign (**#**) and type a letter, number or word to display only the records with fields that do not match your selection.

Use the less than (**<**) and greater than (**>**) symbols to select portions of alphabetical or numerical progressions (for example, last names beginning with A through L or zip codes greater than 60606).

Press **ENTER** to record your choice after you have selected a symbol and typed a word, number or letter.

Press **CLEAR** instead of Enter to move the pointer to the beginning of the line without accepting the change. When the pointer is located to the left of the record labels, press **CLEAR** to return to the Report level. The program instantly sorts through the records and filters out those that don't match your selection criteria.

To deactivate the selection criteria, type **/S**, move to the appropriate field or fields, press the **SPACE BAR** and **A** (for All).

To return to the report level without making changes, press **SHIFT I Q** to restore the previous setting.

Type **/S**, press the **SPACE BAR** and one of the selection symbols.

You will see:

(? MATCHES ANYTHING)

This indicates that a question mark can be used as a "wild card." If a question mark is inserted after the selection symbol or at the end of a word, number or letter, the program will search for fields which contain the portion of the word or number you specify.

For example, if you enter **=S?** in the LAST NAME field, the program will select all last names beginning with S.

Applications

Be sure ALL DATA is displayed at the General and Detailed Reports.

Type **/S** and press the **I** key three times to move to the label, COMPANY.

Press the **SPACE BAR**, then press the equal sign (**=**). Type **S O F T W A R E P U B L I S H I N G C O .** and press **ENTER**. The new entry will be recorded and the pointer will move to the next label, CITY.

Press **CLEAR** to display only the employee records for Software Publishing Co.

Type **/S** again. To narrow the selection requirements even further, press and hold the **I** key until the pointer has moved to the last label, ASSOCIATES.

Press the **I** key once to move to CATEGORY CODE. Press the **SPACE BAR**, then the equal sign, and type the letter **J**.

Press **ENTER**, then press **CLEAR** and move to the Detailed Report.

You should now see the records for Judy Anderson and her supervisor, Carol J. Turner. The Category Code, J, is located on the right side of both records.

Type **/C** and locate Category J—MARKETING. Your selection criteria filtered out all records except employees of Software Publishing Company and all personnel other than those who work in the Marketing Department.

Press **CLEAR** to return to the Detailed Report. Type **/S** to create a new selection. Move the pointer down to CATEGORY CODE, press the **SPACE BAR** and press **A** for All. Use the **I** key to move back up to the label, COMPANY.

To select all records except employees of Software Publishing Co.:

1. Press the **SPACE BAR**.
2. Press the not equal to sign (**#**). Then type **S O F T W A R E P U B L I S H I N G C O .**
3. Press **ENTER** to record the change.
4. Press **CLEAR** to see the results.

To clear the selection criteria, type **/S**, move to the COMPANY field, press the **SPACE BAR** and **A** (All).

Selecting and Organizing Records (continued)

To select all records of last names beginning with M through Z, move to the LAST NAME field, press the **SPACE BAR**, type **>M** and press **ENTER**. Press **CLEAR**. All records with last names beginning with M through Z will be shown.

Clear the current selection criteria (type **/S**, press the **SPACE BAR** and **A**). Move the pointer to the ZIP label. Select the records with zip codes that are less than 60062 by pressing the **SPACE BAR** and entering **<60062**. Check the zip codes displayed at the General Report, then clear all of your selection criteria.

Experiment with the question mark key (**?**) to learn how to use it as a wild card.

The following examples show how Personnel Manager's selection criteria can be used.

Type	Resulting Selection Criteria
<CHAD	Selects everything alphabetically before CHAD.
>MAN	Selects everything alphabetically after MAN.
=JONES	Selects everything identical to JONES.
=?SON	Selects everything ending in SON as in Johnson and Anderson.
=?606	Selects all numbers (zip codes, etc.) ending with 606.
=AN?	Selects everything beginning with AN as in Anderson.
=?MAN?	Selects everything containing MAN as in Bergman, Goodman and Silverman.
#SON	Selects everything that is not identical to SON.
#?TON	Selects everything that does not end in TON.
#A?	Selects everything that does not start with A.
#?AB?	Selects everything that does not contain the letters AB.
ALL	Selects everything.

Selecting and Organizing Records (continued)

Personnal Manager maintains 26 different category codes of information. Type **C** and you will see:



The code name, ALL DATA, is listed next to Category A. This default setting appears when you first start to use Personnel Manager.

The heading, ALL DATA, indicates that all information for each record is listed at the Detailed Report level.

The flashing underline next to the message, CATEGORY? (A-Z), indicates a category can be selected. Select D for COMPANY DIRECTORY and the program will move back to the report you were viewing previously.

Use the **CLEAR** or **ENTER** key to move to the General and Detailed Reports. The report heading indicates which category code you have selected.

Type **C** to return to the directory of category codes. Select **C** to view the sample Telephone Directory.

Return to the original code setting by typing **C** again and selecting **A** for ALL DATA.

Altering Category Codes

The category codes listed on your Personnel Manager Data diskette are samples that can easily be changed to meet your individual requirements. Experiment with the **/O**, **/L** and **/S** keys and save the resulting new formats under different category names.

Alter category code X (☐ ☒ ☐), currently ASSOCIATIONS, to TIME MGR. CODES. Select category ☒ A, ALL DATA, then move to the General Report level.

Type **/L** to display the list of fields in the General Report. Create a list of names and corresponding Time Manager codes with the following list:

ABJ32S

Press **(ENTER)** to move to the Detailed Report. Although you could alter the information displayed at this level with /L, leave the list intact for now.

You have the option of changing the sorting order (☐ ☒) and setting the selection criteria (☐ ☒) when setting up category codes. For this example you will not need to change these settings.

Type **/AC** to alter a category code. You will see the message,

SET CURRENT LIST, ORDER, AND SELECTION? (Y/N)

This prompt is to remind you that the General and Detailed Report lists (1L), the order of sorting (1O) and the selection criteria (1S) can be changed prior to altering a category code.

Press **(N)** to cancel the /AC command if you would like to make further alterations; otherwise, press **(Y)**.

After the Category Codes screen appears, press **(X)** and type the new name, **TIME-MGR-CODES**. Press **(ENTER)** and the changes will be recorded. The program will return to the report you were previously viewing.

To practice changing other category codes, type **/C** and select category **A** to retrieve the ALL DATA code. Since this is the standard format for all of your records, alter and experiment with this category rather than one with more narrowly predefined formats.

In summary, the commands used to create category codes are /L, /O, and /S. After you have created lists (☐ ☐ ☐), selected the sort order (☐ ☐), and set your selection criteria (☐ ☐ ☐), save your new formats with the alter category command—☐ ☐ ☐.

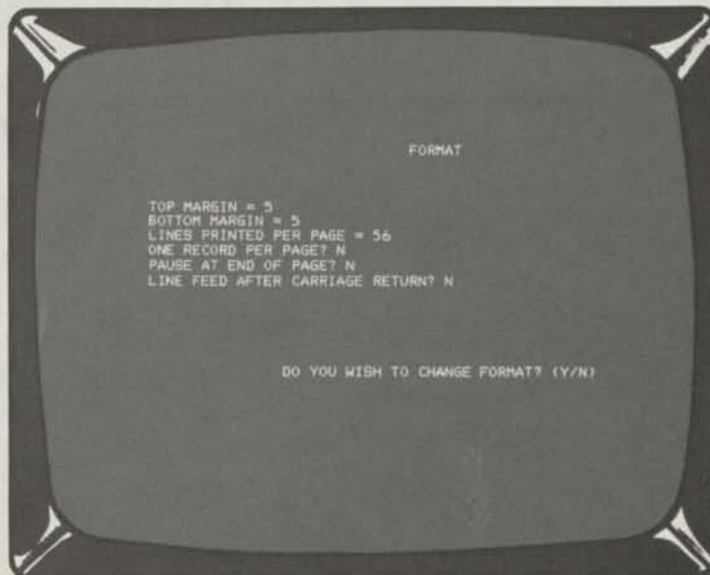
Printing

Hard copy of all records, reports and screens (other than the opening screen) can be obtained with the Printing (**/P**) command. When used with the Format (**/F**) command, you can define page margins, number of lines per page and other printing specifications.

Format

Type **/F** to format a printed page.

The screen will show:



To leave the format unchanged, press **N** (No).

If you press **Y** (Yes), the flashing underline will move to the top margin line. Alter the top margin value and press **ENTER**. Then, alter the bottom margin value. Press **ENTER** to step through the remaining statements without making any other changes. You will see a new message:

```

                                DO YOU WISH TO SAVE FORMAT? (Y/N)
  
```

Press **CLEAR** to return to the report you were previously reviewing. Then, type **/F** again and read the following explanations of each statement:

Printing (continued)

If the printer being used prints six lines per inch, the maximum number of lines that can be printed on an 11 inch sheet of paper is 66. Remember to subtract the amount of your top and bottom margins if you change the number of lines printed per page.

Note: To print mailing labels (using 1—up labels) the format should be:

TOP MARGIN=0
BOTTOM MARGIN=0
LINES PRINTED PER PAGE=5
ONE RECORD PER PAGE?=N
PAUSE AT END OF PAGE?=N
LINE FEED AFTER CARRIAGE RETURN?=N

The original setting informs Personnel Manager to print as many records as will fit on a page. To print only one record per page, select ☐Y.

To manually adjust the printer at the end of each page (for example, to insert a new sheet of paper if you do not have continuous forms), press ☐Y in response to the question, PAUSE AT END OF PAGE?

If the printer does not advance the page automatically, press ☐Y in response to the prompt, LINE FEED AFTER CARRIAGE RETURN?

When all the necessary changes have been made to the format, press ☐ENTER. In response to the message,

DO YOU WISH TO SAVE FORMAT? (Y/N)

press ☐Y to save the current format permanently onto the diskette. To change the format for one printout only, press ☐N. The original settings will appear the next time you start Personnel Manager.

Printing

Two methods of obtaining a hard copy are available with Personnel Manager. The first method prints single screens; the second method prints entire reports.

Do not attempt to use either procedure without a printer connected to the Model I or Model III. If you do so, the screen will show PRINTER NOT READY.

For Record Printing, press **CLEAR** to override the print command, or press **ENTER** (after connecting a printer) to begin printing the records.

For Screen Printing, press **CLEAR** (after connecting a printer) to override the PRINTER NOT READY message, then reenter the print command.

Screen Printing

Any of Personnel Manager's displays (with the exception of the opening screen) can be transferred to a printer. A flashing pointer or underline indicates that the current screen can be printed.

The screen printing command is **SHIFT I P**. Press **CLEAR** to stop printing any time after pressing **SHIFT I P**.

Record Printing

Use the /P command to print a single record, an entire report or more than one report.

Type **/P** and you will see:

PRINT: NAME, REPORT, ALL (N,R,A)

If you select **N** (Name), the program will print the record for the person indicated by the pointer.

If you type **/PN** at the General Report, the last, first and middle name of the person indicated by the pointer will be printed.

At the Detailed Report, all of the person's data will be printed (if ALL DATA is listed at the top of the screen).

To print only that person's projects or resumes, type **/PN** at the Project or Resume reports.

Printing (continued)

If you select **(R)** (Report), the entire report for the level you are viewing will be printed. For example, move to the Detailed Report level and type **/P(R)** to print all the records for that level.

If you select **(A)** (All), a combination of reports will be printed. This is the most inclusive print command.

To print all of the General, Project and Resume Reports, move to the General Report and type **/P(A)**.

To print all of the Detailed, Project and Resume Reports, press **(ENTER)**, move to the Detailed Report and type **/P(A)**.

To print only the Detailed and Project Reports, move to the Project Report level and type **/P(A)**.

To print all the data in the Detailed and Resume Reports, move to the Resume Report, and type **/P(A)**.

Press **(CLEAR)** to stop printing a record or report.

Use Personnel Manager's selection features to filter out any information that you do not want printed prior to using the printing commands. To print one person's Detailed, Project and Resume Reports, select a person's name with the **/S** command (for example, Last Name=Anderson). Move to the Detailed Report and type **/P(A)**.

Notepads

Record a variety of information in Personnel Manager's eight versatile Notepads. Enter, for example, vacation schedules, phone numbers (see below), miscellaneous notes, reminders, meeting summaries, review comments, or project results.

NOTEPAD G: VACATION SCHED.		
NAME	NO. OF DAYS	REQUESTED DATES
JUDY L. ANDERSON	5	8/3-8/7
DIANE R. BELL	5	10/5-10/10
JOSEPH G. CARLISLE	5	4/13-4/17
KATHY M. DEVON	10	2/2-2/13
ARTHUR N. JAMES	5	11/23-11/27
BILL B. JOHNSON	15	3/2-3/20
MICHAEL D. PETERSON	10	5/18-5/29
JOE F. SILVERMAN	5	9/14/9/18
CHARLES K. SMITH	10	6/1-6/12
CAROL J. TURNER	15	10/12-10/30

NOTEPAD H: EXTENSION #'S.			
NAME	EXTENSION NO.	TIME	MGR. CODE
JUDY L. ANDERSON	24		J.A.
DIANE R. BELL	7		D.B.
JOSEPH G. CARLISLE	5		J.C.
KATHY M. DEVON	10		K.D.
ARTHUR N. JAMES	29		A.J.
BILL B. JOHNSON	6		B.J.
MICHAEL D. PETERSON	23		M.P.
JOE F. SILVERMAN	4		J.S.
CHARLES K. SMITH	13		C.S.
CAROL J. TURNER	15		C.T.

Use these Notepads in conjunction with the Project and Resume Reports to provide a complete history and status report for the personnel in your file.

Notepads (continued)

The Notepads on the original Data diskette include reference information. After you become familiar with the program's operation, erase this information and replace it with data pertinent to your own records.

Type **[F]N** to see the Notepad directory. Each Notepad is named to remind you of its subject matter. As with the category codes and the labels, these names are easily altered to match your individual requirements.

Notepad A contains a description of the commands used in the Personnel Manager program. To review these commands, press **[A]**.

To return to the Notepad directory, press **[CLEAR]**, then select the letter of the next Notepad.

Move quickly from one Notepad to the next by pressing **[SHIFT][I][V]**. Press **[SHIFT][I][R]** to move to the previous Notepad.

Notepad Editor

After selecting a Notepad, anything you type will appear on the screen. The blinking cursor will move to the right one position for each character typed. The cursor will return to the left and move down one line if you attempt to type past the right edge of the screen.

Each Notepad contains a maximum of 15 lines; each line holds a maximum of 64 characters and spaces.

Press **[ENTER]** to start a new line or to avoid having a word split on two lines by the automatic return feature. The cursor will move to the upper left corner of the screen when you reach the end of the last line. Additional typing will replace any information previously typed.

Since character and line capacity in a Notepad is limited, abbreviations should be used as often as possible, especially for names. For example, use J.A. for Judy Anderson.

The same abbreviations used in Personnel Manager Notepads can be used for Time Manager codes. Use these abbreviations consistently to obtain complete and accurate results when using the selection feature.

To move the flashing underline without changing the contents of the screen, press the **[←]**, **[→]**, **[I]** or **[J]** keys. Tab left and right by holding the **[SHIFT]** key down and pressing the **[←]** and **[→]** keys.

Press **CLEAR** to record Notepad changes and return to the Notepad directory. Press **CLEAR** a second time to return to the report you were viewing previously.

Other control keys can be used to manipulate information on the Notepad screen. Use **SHIFT** **I** **D** to move the cursor to the top or bottom left corner of a Notepad.

SHIFT **I** **N** is used to erase all information from the cursor position to the end of the Notepad.

Use **SHIFT** **I** **B** to move to the space following the last character on a line.

SHIFT **I** **G** is used to insert a blank. **SHIFT** **I** **C** is used to delete a character.

SHIFT **G** **I** **O** is used to insert a line.

Note: Attempting to insert a line to a Notepad which already contains 15 Lines will cause the last line on the screen to be lost.

All of the Notepad Editor control keys are described in the Reference Card (and also in Notepads G and H).

If you disrupt the contents of a reference Notepad, type **SHIFT** **I** **Q** instead of **CLEAR** to cancel any changes to the Notepad and take you out of the notepad system.

Altering Notepad Titles

1. Type **/** **A** **N** to change Notepad titles.
2. Type the letter of the Notepad title to be changed.
3. Type the revised name. The name can occupy a maximum of 15 characters and spaces. Press **ENTER**.

Repeat the above procedure to change other Notepad titles. When you have typed the last change, press **ENTER** again. Press **CLEAR** and Personnel Manager will return to the report level you were viewing previously.

Note: The program automatically places the title from the Notepad directory onto the corresponding Notepad. It is unnecessary to type a title onto the Notepad itself.

Special Features

Personnel Manager forms a data base system for whatever type of information you choose. The labels used to define records can be changed to suit your individual needs.

For example, all the labels can be changed to store project information in the Data diskettes, or the program can be used as a card catalog.

Project and Resume Reports from Time Manager can be updated using a special Personnel Manager feature. This feature, however, can only be applied if you have the Time Manager program.

Altering Labels

1. Type ☐ ☐ ☐ ☐ ☐ to Alter Labels. This will personalize the program to match your specific needs.
2. Select a letter (☐ ☐ - ☐ ☐).
3. Type the new label and press ☐ ☐ ☐ ☐.

Continue changing the labels by selecting other letters and entering the new names.

Letters A through I can be sorted with the ☐ ☐ ☐ ☐ command. Enter your most important labels in the first nine fields.

Press ☐ ☐ ☐ ☐ after altering the last label, then press ☐ ☐ ☐ ☐ to record the changes onto the diskette.

If You Have the Time Manager Program

Entries made in Time Manager, containing Time Manager codes can be transferred to the Project and Resume Report levels of Personnel Manager. The ☐ ☐ ☐ ☐ command lets you Update the Project and Resume Reports.

In Section 3, new records were entered using the ☐ ☐ ☐ ☐ command. At that time, first and last name initials were entered in the Time Manager code field. The update program works with this code, as long as you are consistent with its use.

If two people in your personnel file have identical initials, type a portion of the name to distinguish between the two codes.

To successfully transfer entries to Personnel Manager from Time Manager, use the following guidelines when making your Time Manager entries.

Making Project Entries

To make Project Report entries in Time Manager, type the person's Time Manager code followed by the letter P. For example, type **D·B·P·** to make a Project Report entry for Diane Bell.

Type the project title in the Time Manager entry. If the title does not match a title in the person's Project Report, it is considered a new project. The new project title is added to the Project Report.

Place the words, **P·L·A·N·N·E·D·S·T·A·R·T·** or **A·C·T·U·A·L·S·T·A·R·T·**, on the Time Manager entry to indicate a project's planned or actual start date.

Use the words **P·L·A·N·N·E·D·E·N·D·** and **A·C·T·U·A·L·E·N·D·** in the Time Manager entry to indicate a project's planned or actual end date.

It is also possible to just use the words **S·T·A·R·T·** or **E·N·D·**.

If you use the word **START**, the date in the entry will be considered the actual start date if it is on or before today. The planned start date is updated if the entry is after today.

Similarly, using only the word **END** will update the actual end date if it is on or before today, and planned end date if it is after today.

An entry which updates a project's actual end date can also specify the results of a project. Place **R** or **R·E·S·U·L·T·** somewhere in the Time Manager entry after the project title.

Refer to the following sample Time Manager entries. These entries could be transferred to Personnel Manager to update Judy Anderson's and Diane Bell's Project Reports.

Project Report

Time Manager Entry

Update planned start:

PLANNED START J.A.P. P3741

Update actual start:

D.B.P. J4245 ACTUAL START

Update planned end:

X473B PLANNED END D.B.P.

Update actual end:

ACTUAL END J.A.P. P9964

Update planned start:

P1256 START J.A.P.

(entry is in future)

Update actual start:

START J4765 D.B.P.

(entry is in past)

Project Report

Update planned end:
(entry is in future)

Update actual end:
(entry is in past)

Time Manager Entry

D.B.P. END X498

J4976 J.A.P. End

Making Resume Entries

To make Resume Report entries in Time Manager, type the person's Time Manager code followed by the letter **R**. For example, type **J A R** to make a Resume Report entry for Judy Anderson.

Place the word **SALARY** in the Time Manager entry to transfer salary information. The first number found on the entry will be taken as the person's salary adjustment as of the entry date.

If the entry date containing the word **SALARY** matches an entry in the Resume Report, the Time Manager entry replaces the old Resume Report entry.

If there is no number next to the Time Manager **SALARY** entry, and if there is a salary entry for this date in the Resume Report, The Resume Report entry is removed.

Place the word **POSITION** in the Time Manager entry to transfer position information. Everything in the entry other than the Time Manager code and the word **POSITION** is assumed to be the person's position as of this date.

If the **POSITION** entry date in Time Manager matches an entry in the Resume Report, the Time Manager entry replaces the old entry.

If there is no other information (apart from the date and the word **POSITION**) in the Time Manager entry, but there is an entry on this date in Personnel Manager, the resume entry is removed.

An entry containing the word **CLASS** will transfer or change a class entry in the Resume Report. To specify a grade for the class, place **G** or **GRADE** in the Time Manager entry. Everything else on the entry before the grade is considered to be the class name.

If there is no class name, the first class with this date in the Resume Report is updated with the grade. If there is no entry in the Resume Report with this class name, it is added.

Special Features (continued)

Any Time Manager entry containing the person's Time Manager code followed by the letter R and not containing the words SALARY, POSITION, or CLASS is considered a note.

Refer to the following sample Time Manager entries. These entries would be transferred to Personnel Manager to update Judy Anderson's and Diane Bell's Resume Reports.

Resume	Time Manager Entry
Add salary:	SALARY D.B.R \$24,135.66 J.A.R #21,154 SALARY
Add position:	J.A.R PRESIDENT POSITION COMPTROLLER POSITION D.B.R
Add class data:	MATH 301 CLASS GRADE=97 J.A.R CLASS MEETINGS D.B.R G=GOOD
Add note:	D.B.R THIS IS A COMMENT THIS IS A NOTE J.A.R
Remove salary:	SALARY D.B.R
Remove position:	J.A.R POSITION

Updating Personnel Manager from Time Manager

After you have made several entries in Time Manager which can be updated to Personnel Manager's Project and Resume Reports, start Personnel Manager and type ☐ ☐ ☐.

You will see:

UPDATE: CURRENT PERSON, ALL (P,A)

To transfer entries from Time Manager for the current record only, press ☐.

To transfer entries from Time Manager for all of the records, press ☐. The update program will search through all Time Manager entries. Those entries containing a TM code and P or R will be transferred to the appropriate person's Project or Resume Report.

After making your selection, the disk drives will activate for several seconds and you will see:

UPDATE FULL HISTORY, OR ONLY SINCE LAST UPDATE (F/L):

If you select ☐, every entry on Time Manager will be transferred.

If you select **[L]**, only those entries in Time Manager added since the last date the /U command was used are updated. If you specify **[L]** and have informed Personnel Manager that today was before the last update, no entries will be changed.

Updating All Records

If **[/][U][A]** is selected, the disk drives will activate and all the records that have been found containing Time Manager codes will be displayed. After all of the codes have been found, you will see:

PLACE "EMPTY" SYSTEM DISK IN DRIVE 0
AND PRESS <ENTER>

At this point, you will need to insert an empty System diskette into Drive 0 (or Drive 2 or 3 if you have more than one drive). This is where the information to be transferred is temporarily stored.

You should have the Personnel Manager Data diskette in its current location (Drive 1) and an empty System diskette in Drive 0, 2 or 3.

The screen will show:

PLACE TIME MANAGER DATA DISK IN DRIVE 1
AND PRESS <ENTER>

Remove your Personnel Manager Data diskette and insert the Time Manager Data diskette containing the entries to be transferred to Personnel Manager. If you have additional drives, insert the Time Manager diskette into that drive, press the drive number and **[ENTER]**. If not, use the drive which contains the Personnel Manager Data diskette.

After you press **[ENTER]**, the drives will activate and the Personnel Manager program will search the months on your Time Manager Data diskette for appropriate entries.

The screen will show:

PLACE PERSONNEL MANAGER DATA DISK IN DRIVE 1
AND PRESS <ENTER>

If you have additional drives, insert the diskette, press its number and **[ENTER]**; if not, press the number of the drive containing the Time Manager Data diskette. After you reinsert the Personnel Manager Data diskette and press **[ENTER]**, the program will update every record in your Personnel Manager file.

When the update process is complete, you will see:

PLACE THE PERSONNEL MANAGER PROGRAM DISK IN DRIVE 0
AND PRESS <ENTER>

Place the Personnel Manager Program diskette in Drive 0. After pressing **ENTER**, the opening screen will reappear. If the Program diskette is already in another drive, or if you have an additional drive, select a different drive by pressing the drive number and **ENTER**.

Press **ENTER** until you see the Project and Resume Reports. Use the arrow keys to move through the reports and locate all the transferred Time Manager entries.

Updating a Current Record

Update a current record by typing **/U/P**. After you select **F** or **L** and start the update process, you will see:

PLACE TIME MANAGER DATA DISK IN DRIVE 1
AND PRESS <ENTER>

Remove your Personnel Manager Data diskette and insert the Time Manager Data diskette containing the entries to be transferred to Personnel Manager.

After you press **ENTER**, the disk drives will activate and the Personnel Manager program will search the months on your Time Manager Data diskette for the appropriate entries.

The screen will show:

PLACE PERSONNEL MANAGER DATA DISK IN DRIVE 1
AND PRESS <ENTER>

Reinsert the Personnel Manager Data diskette and press **ENTER**. The disk drive will activate and the Personnel Manager opening screen will appear.

Press the appropriate drive number and press **ENTER** until you see the Project and Resume Reports. You should see the Time Manager entries recorded in these two reports.

How to Backup Your Diskettes

Use this procedure exactly:

1. Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
2. Insert a new, blank diskette in Drive 1 and close the door.
3. Insert the diskette you wish to copy in Drive 0 and close the door.
4. Press the Reset button.

Model I:

The screen will show:

DOS READY

SOURCE DRIVE NUMBER?

DESTINATION DRIVE NUMBER?

BACKUP DATE (MM/DD/YY)?

HIT 'ENTER' TO CONTINUE

You type:

B A C K U P and press

ENTER

0 and press **ENTER**

1 and press **ENTER**

0 1 / 0 1 / 8 2 and press

ENTER (Example for January 1, 1982)

Press **ENTER** and you will be returned to DOS READY

Model III:

The screen will show:

Enter Date (MM/DD/YY)?

Enter Time (HH:MM:SS)?

TRSDOS Ready

SOURCE Disk Master Password?

You type:

0 1 / 0 1 / 8 2 and press

ENTER (Example for January 1, 1982)

Press **ENTER**

B A C K U P : 0

: 1 and press **ENTER**

P A S S W O R D and press

ENTER

Note: If you are using a new disk, the system will Format the disk for you.

How to Backup Your Diskettes (continued)

If you are reusing an old disk, one or two additional questions may appear, depending on the previous contents of the disk. You may see:

Diskette contains DATA. Use Disk or not?

or:

Do you wish to RE-FORMAT the diskette?

If the questions appear, type **(Y)** and press **(ENTER)** for each question. When the process is completed, the screen will show:

**** Backup Complete ****

Model I/III:

Now we can check to see if the "BACKUP" procedure was successful:

1. Remove the original diskette from Drive 0.
2. Take the Backup diskette out of Drive 1. Place the Backup copy in Drive 0 and close the door.
3. Press the Reset button. If the screen shows: DOS READY (Model I) or TRSDOS Ready (Model III), your Backup was successful.

How to Format Your Data Diskettes

This process prepares blank diskettes for use on the disk system. All data diskettes must be formatted before being used. Here's how you do it:

1. Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
2. Insert a diskette containing TRSDOS in Drive 0 and close the door. (The Program diskette in this package contains TRSDOS.)
3. Insert a blank diskette in Drive 1 and close the door.
4. Press the Reset button.

Model I:

The screen will show:

DOS READY
WHICH DRIVE IS TO BE USED?
DISKETTE NAME?
CREATION DATE (MM/DD/YY)?

MASTER PASSWORD?

DO YOU WANT TO LOCK OUT
ANY TRACKS?
HIT "ENTER" TO CONTINUE

You type:

F O R M A T press **ENTER**
1 press **ENTER**
D A T A 8 2 press **ENTER**
0 1 / 0 1 / 8 2 press
ENTER
P A S S W O R D and press
ENTER
N O and press **ENTER**

Press **ENTER**

Model III:

The screen will show:

TRSDOS Ready

Format Which Drive?
Diskette Name?
Master Password?

You type:

F O R M A T and press
ENTER
1 and press **ENTER**
D A T A 8 2 press **ENTER**
P A S S W O R D press
ENTER

If you are re-using an old disk, the computer may show: DISKETTE contains DATA. Use Disk or not?. If this question appears, type **Y** and press **ENTER**. The computer will start formatting the disk in Drive 1.

How to Format Your Data Diskettes (continued)

After the disk is formatted, you will return to TRSDOS Ready (Model III) or DOS READY (Model I).

The screen will show:

DOS (TRSDOS) READY

PERSONNEL MANAGER
INSERT DATA DISK IN DRIVE 1
AND PRESS <ENTER>

WARNING
THIS IS NOT A PERSONNEL
MANAGER DATA DISK.
INITIALIZE NEW DISK? (Y/N)

INITIALIZING

You type:

and press
.

Press

The initializing process begins and continues for several minutes. You will then see:

GENERAL REPORT: ALL DATA

<ENTER> <CLEAR> <ARROWS> NAME/:

This completes the process. Remove diskettes from both drives and replace in envelopes. Store the original data diskette in a safe place.

How to Backup Your Data Diskettes

Use this procedure exactly:

1. Turn on your system. If you are not familiar with the equipment, please refer to your Disk Owner's Manual for System Start Up (Power Up Sequence).
2. Insert the Data diskette (the "Source" diskette) in Drive 1 and close the door.
3. Insert a diskette containing TRSDOS in Drive 0 and close the door. (The Program diskette in this package contains TRSDOS.)
4. Press the Reset button.

Model I:

The screen will show:

DOS READY

You type:

B A C K U P and press
ENTER

Wait until the red light on the disk drive goes off. Remove the TRSDOS diskette from Drive 0, and place it in its protective sleeve. Insert a blank diskette in Drive 0, and close the door.

The screen will show:

SOURCE DRIVE?
DESTINATION DRIVE?
BACKUP DATE (MM/DD/YY)?

You type:

1 and press **ENTER**
0 and press **ENTER**
Today's date and press **ENTER**

The computer will format the disk, and transfer the data to the blank diskette. When it's finished, the screen will show HIT 'ENTER' TO CONTINUE. Don't press the **ENTER** key just yet.

Remove the Data diskette from Drive 1, and place it in its protective sleeve. Remove the new Data diskette from Drive 0. Insert the TRSDOS diskette in Drive 0, close the door, and press **ENTER** to continue.

How to Backup Your Data Diskettes (continued)

Model III:

The screen will show:

Enter Date (MM/DD/YY)?
Enter Time (HH:MM:SS)?
TRSDOS Ready*

You type:

Today's date and press **ENTER**
Press **ENTER**
B A C K U P and press
ENTER

*Wait till the red light on the disk drive goes off. Remove the TRSDOS diskette from Drive 0, and place it in its protective sleeve. Insert a blank diskette in Drive 0, and close the door.

The screen will show:

SOURCE Drive Number?
DESTINATION Drive Number?
SOURCE Disk Master Password?

You type:

1 and press **ENTER**
0 and press **ENTER**
P A S S W O R D and press
ENTER

The computer will format the disk and transfer the data to the blank diskette. When it's finished, the screen will show: Insert SYSTEM Diskette <ENTER>.

Remove the Data diskette from Drive 1, and place it in its protective sleeve. Remove the new Data diskette from Drive 0. Insert the TRSDOS diskette in Drive 0, close the door, and press **ENTER** to continue.

Problems and Error Messages

Occasionally an error message may appear on your screen while you are using Personnel Manager. An error message usually indicates that Personnel Manager cannot perform the function you requested. These error messages include:

A. The screen shows:

```
WARNING
THIS IS NOT A PERSONNEL MAANGER DATA DISK.
INITIALIZE NEW DISK? (Y/N)
```

This message appears when you have not inserted a Personnel Manager Data diskette into the drive; or the drive door is not closed.

B. The screen shows:

```
PRINTER NOT READY
WHEN PRINTER IS READY, PRESS <ENTER>
```

This message appears when the printer is not properly connected to the computer; is not turned on; or has a hardware malfunction.

C. The screen shows:

```
LAST UPDATE WAS TODAY. UPDATE TODAY AGAIN (Y/N)?
```

This message appears when using the Update (☐U) command. It allows you to verify whether or not you want to update your Personnel Manager files more than once on the same day.

D. The screen shows:

```
NO MORE ROOM ON PERSONNEL DATA DISK
```

This message appears when using the Update (☐U) command. If the data you want to transfer will not fit on the diskette, the update procedure stops and displays this message. At this time, you need to begin a new Personnel Manager Data diskette (refer to Appendix A or D).

E. The screen shows:

```
WARNING
DISK ALMOST FULL
DO YOU WISH TO CONTINUE (Y/N)?
```


Problems and Error Messages (continued)

This message appears when you have almost run out of room on your Data diskette. You have enough room to add eight very short records or one long record. At this point, you should plan to begin a new diskette very soon (refer to Appendix A or D).

F. The screen shows:

UNABLE TO SAVE ON DISK

This message appears either when there is no room to write a new category onto the diskette or when the entire diskette storage space is full.

Start a new diskette when this message appears.

G. The screen shows:

WRITE PROTECTED DISKETTE
UNRECOVERABLE I/O ERROR
PRESS ANY KEY TO RESTART PERSONNEL MANAGER

This indicates that the diskette you are attempting to enter information onto has a tab covering its write protect notch. The tab prevents data already on the disk from being lost or recorded over by new data.

You must either remove the tab (if you no longer need the data on that diskette), or use another diskette.

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```

DIR
Disk Name: TRSDOS      Drive: 0      12/03/85
Filename      Attrb    LRL    #Rec    #Grn    #Ext    EOF    Date
LPC/CMD       N*X0    256    1        1        1        0    05/81
MEMTEST/CMD   N*X0    256    8         3         1        0    05/81
HERZ50/BLD    N*X0    256    1         1         1       40    05/81
UPDATE/CMD    N*X0    256    54        19         1        0    04/82
PERMGR/CMD    N*X0    256    95        32         2       60    04/82
NOVACALC/BAS  N*X0    256    46        16         3       91    02/85
PERMGR        N*X0    256    17         6         1       20    02/85
GRAPH/WKS     N*X0    256    33        11         1       98    03/85
LESSON        N*X0    256    33        11         1       99    03/85
STUDENT       N*X0    256     6         2         1      166    03/85
MODELA/III    N*X0    256    57        19         4        0    12/85
MENUMAKE      N*X0    256    15         5         1      199    03/85
MENU          N*X0    256    15         5         1      199    03/85
PROJECT       N*X0    256    55        19         1      161    03/85
LOAD          N*X0    256     6         2         1      151    03/85
BUFFIND       N*X0    256     6         2         1      126    03/85
USR/FIL       N*X0    256     3         1         1      224    03/85
*** 16 Free Granules ***
TRSDOS Ready
.....

```

```

DIR :1
Disk Name: TRSDOS      Drive: 1      04/16/82
Filename      Attrb    LRL    #Rec    #Grn    #Ext    EOF    Date
DATA/PM       N*X0    256   621    207         8        0    12/12
*** 26 Free Granules ***
TRSDOS Ready
.....

```

RUN

OCTOBER LOAD 80

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BY

80 MICRO

DOCUMENTATION FOR THESE PROGRAMS IS IN 80 MICROUSE THE KEY BOX TO DETERMINE IF A
PROGRAM RUNS ON YOUR SYSTEMXX
XXXXXXXXXXXX

Cassette users . . .

CLOAD for Basic files Use an Editor/Assembler for source code files

Disk users . . .

LOAD"filename" for Basic files Use an Editor/Assembler for source code
files

*** press any key to continue ***

Testing 1-2-3 pg. 70

If you are using these programs on the Model I, use
the programs LESSON/BAS and STUDENT/BAS only.

If you use Dosplus (Mod 1 or 3) open 3 files when
getting into Basic. To do this at your Dosplus prompt type:
BASIC -F:3<enter>.

These four programs are interdependent, read the
article carefully so you can successfully run them.

*** press any key to continue ***

Fill-Ins pg.126

At your Dos prompt load the machine language code this
way: LOAD PAINT/CMD<enter>

You then get into Basic, load and run PAINTUSR/BAS
which uses the code loaded into memory from PAINT/CMD
to fill in enclosed shapes.

*** press any key to continue ***

READY