S D MICRO-SYSTEMS
—— UTILITY SOFTWARE SPECIALIST ——
P.O. BOX 24, HITCHIN, HERTS SG4 0AE

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the FLEXI-FILER - OPERATING INSTRUCTIONS

Introduction

Based on a computerised card index system, the FLEXI-FILER is a
highly versatile database program for the 48K Spectrum.

To load the program from cassette, enter LOAD "" and play the tape.
Should problems occur refer to chapter 20 of the Sinclair manual.
A back-up copy of the program is contained on side 2 of the tape.

After loading, the program will auto-run, with the Main Menu
appearing on screen.

MAIN MENU OPTIONS

(1) FORMAT FILE: The first step is to define the file, and the program
    will ask for the information it needs to do so, the number of data
    fields per record, length and title of each field, and whether
    it's function is text or figures (alpha or numeric).
    Consider this structure carefully, with regard to the task you wish
    the file to perform.
    The program will advise the number of records available with the
    chosen format and then request final confirmation before creating
    the file and returning to Main menu.
    You may have a maximum of 15 fields per record, with up to 56
    characters each. Field names can contain up to 7 chrs.

(2) ENTER DATA: Use this option to add records to the file. The title
    of each field is displayed in turn, prompting you to enter the
    data. All input is received at the base of the screen as normal.
    Once all fields have been entered, you are requested to confirm
    that the data is correct (Enter Y for yes or N for no). Note that
    if you reply N, you don't have to enter the whole record again.
    As each field is listed, simply overwrite those which are incorrect
    - press the ENTER key for no change.
    If a record has more than 8 fields, input is split into two
    separate screens or "pages".
    Note: Numeric fields will only accept figures and arithmetical
    symbols (minus sign,decimal point etc).

(3) AMEND/ (4) DELETE RECORD: To alter or delete an entry, first enter
    it's computerised record number as indicated in the Search or
    Review routines. Then proceed as follows:-
    (To Amend) The current record is displayed field by field. Now
    simply enter the new detail for each line - or press ENTER key
    for no change. Any field you "tap through" in this way will
    remain unaltered. To erase a field, enter a space.
    Finally confirm if the record is now correct (Y/N).
    (To Delete) The record is listed for clarification, followed by
    the prompt "Delete this record?". Not until you reply affirmatively
    is the entry deleted. The file is then automatically "tidied up"
    so that the erased record can be re-used.

(5) SORT FILE: This routine will sort the file into alpha/numeric
    order based on first field data.

(6) SEARCH FILE: SEARCH is a powerful option which operates on any
    field specified. You will be asked for the "key field?" e.g. the
    title of a field and then the "search word". This should be the
    opening characters of the data field you are seeking - just enough
    to identify it.
    Once the searchword has been located, the record is displayed. You
    may then Copy the record onto the printer(if attached), list the
    Next or Previous entry in the file or continue Searching - enter
    the appropriate code letter. If the record is not located a report
    is screened and you may then specify a new searchword - or return
    to Main Menu by pressing ENTER.
    EXAMPLE Suppose the file is being used to catalogue a record
    collection and you wanted to list all those titles by a particular
    artist. The "key word" would therefore be "Artist" and the
    "searchword" say, "Elvis". The program would thus display the first
    entry filed in this name. If you then input S (continue search)
    it will locate & list the next such entry and so on, all the way
    through the file. So the SEARCH routine can be used to screen
    whole ranges of records and not simply single entries.
    NOTE: The computer does not regard upper & lower case letters as
    being the same. Thus "Smith" will not locate "SMITH" etc.

(7) VIEW FORMAT: You may view the file format at any time (after it's
    been defined) by selecting option 7. This will show the status
    (Alpha or Numeric), title and length of each field.

(8) REVIEW FILE: REVIEW will list the file on screen or printer, if
    you require hard copy. In both cases, the review will start from
    the record number you specify.
    For the Screen review, the display format is identical to that of
    Search except that code S has no function. Output to the printer
    can be stopped by holding down the S key at the end of the current
    print cycle. Another useful feature of the print facility is that
    you can decide how many of the fields per record are printed out.
    So for instance, if there are 10 fields per record and you only
    require the first 5 to be output you would reply "5" to the
    prompt "Print from field 1 to field?".

(9) TAPE OPERATIONS: You may SAVE the program/data to cassette or
    microdrive cartridge and there is also a "Save & Verify" option.
    It's a good idea to make back-up copies of important files on
    a separate tape or cartridge.

(0) UTILITIES: This section has a variety of functions, including
    keyboard bleeper set, Reset computer (with safety check) and
    Totalise numeric field.
    The Totalise function runs through the whole file, adding up the
    contents of the field specified and then prints the result.

* The program is well protected against input errors but should a
  break occur, enter GOTO 400 to return to Main Menu.
* If you enter an option by mistake you can generally return to
  Main Menu by pressing the ENTER key. In the case of options 3 and 4
  enter "0" (zero).

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<u>FLEXI-FILER   DATA HANDLING SUPPLEMENT</u>

Version 02 of this program has extended file handling facilities.
These are located by selecting Main Menu option 9 (Tape operations)
and are detailed in the notes below.

Option 9 sub-menu:

1 SAVE Cassette program
2 SAVE Cassette file
3 LOAD Cassette file
4 SAVE M/drive program
5 SAVE M/drive file
6 LOAD M/drive file

<u>Sub-options 1 and 4</u>

A back-up master copy of the program can be made by selecting
option 9.1 (e.g. Main Menu option 9, sub-option 1) for cassette
or option 9.4 for microdrive. This must be done before the file is
defined.

A Control Program (CP) should be saved after you have defined the
file and replied "Y" to the prompt "SAVE CONTROL PROG?" using the
same options. Once saved, the CP can be used to handle any number
of sub-files per application.

Some Users prefer to store program/data for convenience. This can be
achieved by replying "N" to the prompt "SAVE CONTROL PROG?", after
file definition. The computer will now create the file and once you
have entered the data, the program/data can be saved together -
again through options 9.1 or 9.4.

<u>Sub-options 2,3,5,6.</u>

Data files can be stored and loaded separately from the main program.
This saves both waiting time and storage space on either media.

Note: All microdrive operations will request a file name (maximum 10
      characters). Except when updating, be careful not to repeat
      names as this could lead to files being overwritten.
      With cassette operations, all files and programs are saved as
      "ff", so it's best to name or number each new copy and keep a
      record of them.
      In both cases, be sure to make back-up copies of important
      files on a separate tape.

These notes on file handling may seem rather complex - - but
remember that there are a possible 10 different combinations,
5 on cassette, 5 on cartridge.
We are confident that,in practise,the tape operations will prove far
more simple.