C.R.I.S.

CASH REGISTER INVENTORY SYSTEM
For the Atari 400 or 800

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The Business Division

A Division of Scott Adams, Inc.
P.O. Box 3435 • Longwood, FL 32750

To provide you with technical assistance and program updates, we must have this card on file. Please complete, sign and return immediately!

Program _____

Purchase Date: / /19

Purchased from _____

_____

Version of program (shown on program title screen): _____

A. I heard about this program from: (check one)

☐ 1. The Business Division Catalog
☐ 2. Friend
☐ 3. Magazine Ad
☐ 4. Newspaper Ad
☐ 5. Store
☐ 6. Other _____

B. I bought this program from:

☐ 1. The Business Division
☐ 2. Computer Store
☐ 3. Book Store
☐ 4. Mail-order other than A.I.
☐ 5. Hobby Store
☐ 6. Other _____

C. I own the following computers: (check all that apply)

☐ a. TRS-80 Model I
☐ b. TRS-80 Model III
☐ c. TRS-80 Color Computer
☐ d. TRS-80 Model II/16
☐ e. Atari
☐ f. Apple
☐ g. Epson
☐ h. IBM PC
☐ i. NEC
☐ j. Sharp
☐ k. Sinclair
☐ l. Sony
☐ m. VIC
☐ n. Other _____

D. The computer I run this program on has:

☐ 1. Cassette Drive ☐ 2. Disk Drive ☐ 3. Both

E. Number of disk drives. . . .

F. My computer has: (check one)

☐ 1. B & W display ☐ 2. Color display ☐ 3. Both

G. Amount of memory: (check one)

☐ 1. Less than 32K ☐ 2. 48K ☐ 3. 64K ☐ 4. More than 64K

H. I read/subscribe to:

☐ Read ☐ Subscribe _____

☐ Read ☐ Subscribe _____

Name _____ Age _____

Street _____

City _____ State _____ Zip _____

Occupation _____

I understand that this program is protected by Copyright, and that it is against the law to give away or sell copies of it in any form.

_____
Signature

Serial # **№ 00698**

Version number _____

Serial # **№ 00698**

Date of purchase / /19

Keep this portion for your records. You must have it to receive technical assistance or product updates.

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STAMP
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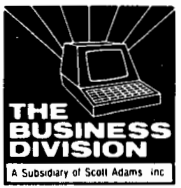

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FEATURES OF C.R.I.S.

CASH REGISTER INVENTORY SYSTEM (POINT-OF-SALES TERMINAL)

- ★ Holds up to 1000 inventory items (1400 with C.R.I.S. II)
- ★ Supports up to 10 salespersons
- ★ User-defined commission rate based on total sales individualized to salesperson
- ★ Up to 150 invoices per day
- ★ Accepts stock numbers up to 5 digits
- ★ Accepts stock item of up to 20 characters
- ★ Up to 16 items on one invoice
- ★ Allows entry of special sales prices to override normal pricing
- ★ End-of-Day, End-of-Period and Purchase Order reports generated
- ★ Easy error correction and recovery
- ★ Calculates totals on sales tickets and computes change
- ★ Allows special discount quantities. EXAMPLE: Dozen for $10.00 or $50.00 per set
- ★ Automatic error detection

LIMITED WARRANTY

C.R.I.S. software and all instructional materials included with the system are sold "as is" without warranty as to their performance or suitability for any use or application.

The Author and Scott Adams, Inc. shall have no liability to the customer or any other user with respect to, but not limited to, any direct, indirect, special, incidental, or consequential losses or damages, including but not limited to any interruption of service, loss of business, anticipatory profits or benefits caused or allegedly caused by C.R.I.S.

This product will be exchanged if defective in manufacture. Except for such replacement, the sale of this material is without warranty or liability.

Before relying on any new data processing system, a parallel mode of operation (old method and new method) should be used to develop familiarity with and confidence in the new system. Consistent backup procedures should be established to avoid loss of valuable electronically stored data.

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DISK SYSTEM HARDWARE REQUIREMENTS

The Cash Register Inventory System (C.R.I.S.) was designed as a complete point-of-sales system for the small retail store owner. This system has been engineered for easy use with the following computer equipment:

- ★ ATARI 400 or 800 with 32K of memory (40K with C.R.I.S. II)
- ★ At least one disk drive (Two drives required for C.R.I.S II)
- ★ Black and white monitor
- ★ 40-column printer (if customer receipts are to be issued)
- ★ 132-column printer for maximum information from report generations with an 850 printer interface

We recommend having both printers (receipts can be run on the 132-column printer) and a second disk drive. These peripherals are optional and can be added later.

By Scott Adams and Phillip Case

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User's Manual by Mark S. Murley

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II - DISK CREATION AND BACKUP INSTRUCTIONS (See Addendum C.R.I.S. II)

Please follow these steps closely:

1. Open the port located on top of your ATARI computer. Insert the ATARI Basic ROM cartridge into the slot. (In an ATARI 800, the cartridge should be placed into the LEFT slot; in an ATARI 400, it should be inserted into the CENTER slot.) Press the ROM cartridge in firmly - you will hear it click into place. Close the port cover.

2. Next, turn on the video monitor, disk drive(s) and your printer. If you're using the 132-column printer, turn on the 850 interface, too. NOTE: When in doubt about a given procedure, consult your ATARI 400/800 manual for further instructions.

3. Turn on the computer. The power 'on' switch is located on the right-hand side of the system.

4. Once your system is powered-up and properly connected, the screen will read:

READY

Before continuing, place a 'write-protect' tab on the disk you received with this package. This will help prevent accidental erasure of your program disk.

FORMATTING YOUR DISKS

For this next step, you will need 3 blank disks in addition to your DOS 2.0 master disk. It will be necessary for you to 'format' the empty disks. When the computer formats a disk, it places an electronic filing system onto a blank disk to facilitate the data searching process. Follow the formatting instructions below carefully.

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1. Place your 2.0 master disk into Drive 1. Turn on your ATARI computer if you have not already done so. In a few seconds, the master menu will come up. The screen will display Figure 1 as shown below.

Figure 1.

DISK OPERATING SYSTEM II VERSION 2.0S
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A. DISK DIRECTORY	I. FORMAT DISK
B. RUN CARTRIDGE	J. DUPLICATE DISK
C. COPY FILE	K. BINARY SAVE
D. DELETE FILE(S)	L. BINARY LOAD
E. RENAME FILE	M. RUN AT ADDRESS
F. LOCK FILE	N. CREATE MEM. SAVE
G. UNLOCK FILE	O. DUPLICATE FILE
H. WRITE DOS FILES	

This menu is your 'table of contents.' As we proceed through (C.R.I.S.), there will be additional menus that will list all of the available program functions in their respective program sections. Since the above menu is simply the contents of the disk operating system (DOS), it will not be necessary to discuss all of the functions listed. For further information, consult your ATARI 400/800 manual.

2. Now that the menu has appeared, remove your 2.0 master diskette from the disk drive and insert your first blank disk. Type in **I** to initialize the 'Format Disk' function from the master menu. The screen will prompt:

WHICH DRIVE TO FORMAT?

Type **1**. The screen will then prompt:

TYPE 'Y' TO FORMAT DISK 1

Answer **Y** to this prompt. The screen will display:

SELECT ITEM OR RETURN TO MENU

Remove the disk and insert your second blank disk into Drive 1, following the same procedure as with the first. Once the second disk is formatted, repeat the process again for your third disk. Once it is formatted, remove it from the drive and proceed to the next section, Duplicating Disks.

DUPLICATING DISKS

Now it will be necessary to make a couple of backups of the original Program disk. This is for your protection, and you should store the original

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in a safe place once you have made the backup copies. NEVER RUN THE PROGRAM DISK WITHOUT HAVING BACKUPS. THIS CAN CAUSE A LOT OF 'DOWN-TIME' IF YOUR DISK SHOULD CRASH!

1. Remove all cartridges from the computer.
2. Place the Program disk into Drive 1.
3. Type J for 'J. DUPLICATE DISK' and hit RETURN. The screen will read: DUPLICATE DISK SOURCE, DEST DRIVES?
4. If you have a one-drive system, type 1,1 then RETURN. If you have a two-drive system, type 2, press RETURN, and go to Step #7 below.
5. If you have only one drive, the screen should now display: INSERT SOURCE DISK. Insert the disk to be duplicated into Drive 1 and press RETURN.
6. The screen will then read: INSERT DESTINATION DISK AND HIT RETURN.
7. Now you can insert your first blank disk and press RETURN. NOTE: If you only have one drive, you will be'swapping' disks in and out of the drive during the duplicating procedure. If you have a two-drive system, this process will be done by the computer automatically. It can take up to 8 minutes to create a backup.
8. When the menu comes up, press H for 'H. WRITE DOS FILES.' The screen will then read: DRIVE TO WRITE DOS FILES? TO ENTER 1 PRESS RETURN. Do so.
9. The screen will now prompt: TYPE 'Y' TO WRITE DOS TO DRIVE 1. Press Y then RETURN. The screen will then read: WRITING NEW DOS FILES.

Once the computer has stopped, you will have a backup of the program disk. Make an additional backup using the second blank disk of your new program disk. Store the original master in a safe place. (Don't forget to place a write-protect tab on each of your disks!)

CREATING A C.R.I.S. I DATA DISK (See Addendum for C.R.I.S. II)

At this point, you will need to create a data disk. It is on this disk that all of your actual sales and inventory information will be stored.

You will need to have a formatted disk for this procedure. Follow the disk formatting steps outlined on pages 2-1 and 2-2 of this manual.

To create a Data disk, you will first need to insert the Program disk into the drive and boot the system. When the READY prompt comes up, type in the following:

RUN'D:CREATE.BAS'

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Press RETURN. The screen will then prompt:

INSERT FORMATTED BLANK DATA DISK IN DRIVE 1 THEN HIT RETURN

Remove the Program disk, insert the formatted blank disk, and press RETURN. C.R.I.S. will then ask for the date. Key in the current date using the MM/DD/YY format as shown on the screen. Hit RETURN. Next, C.R.I.S. will display:

FIRST INVOICE (0 - 99999)?

Select the invoice number you wish to begin your sales receipts with between the numbers of 0 and 99,999 inclusive. Hit RETURN. C.R.I.S. will begin writing records onto the disk. When this process is completed, the READY prompt will appear and the Data disk will be finished.

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THE MAIN C.R.I.S. MENU

Figure 2.

C.R.I.S. © Scott Adams 1982
Version X.X

1) Enter NEW Stock Record
2) Edit Stock Records
3) Print STOCK File
4) Make Sales
5) End of Day Report
6) Purchase Orders
7) Verify Stock File
8) Remake Index After STOCK FILE Copy
9) Crunch Deleted Records Out
10) Edit INFO File
11) Set Printer to 132 Columns
12) End of Period
13) Exit

III - USING THE SYSTEM

EDIT INFO FILE

The INFO file contains information that will be utilized by various C.R.I.S. functions. You will need to enter information for the following areas: (1) the number of sales personnel, (2) the name of your business, (3) the address of your business, (4) your business phone number, (5) the names and commission rates of your sales personnel, and (6) your state and local sales tax percentage.

To use the INFO file, select #10, EDIT INFO FILE from the Main Menu. Key in a 10 and hit RETURN. The screen will read:

MOUNT DATA DISK DRIVE 1?

Swap the Program disk for the Data disk and hit RETURN. The screen will now display Figure 3 as shown below.

Figure 3.

INFO FILE EDITOR

1) Edit Info File in Memory
2) Exit

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To proceed to the main INFO editing menu, press 1 and then RETURN. The screen will display Figure 4 as shown below.

Figure 4.

INFO FILE EDITOR

0) Return to Main Menu
1) Number of Salesmen
2) Store Name
3) Address
4) Phone number
5) Change Salesmen names/commissions
6) Sales Tax

Let's examine these functions a little more closely.

(0) RETURN TO MAIN MENU

Should you wish to return to the Main Menu, press 0 (zero) and then RETURN.

(1) NUMBER OF SALESMEN

Type the number of sales personnel to be listed.

(2) STORE NAME

Type the name of your business (up to total of 38 characters).

(3) ADDRESS

Enter the address of your business (including city, state, and zip), up to a total of 38 characters.

(4) PHONE NUMBER

Key in your complete business phone number (including your area code), up to a total of 14 characters.

(5) CHANGE SALESMEN NAMES/COMMISSIONS

Here you may change any names you wish, and enter commission amounts.

To use the INFO functions, select the number of the catagory you wish to enter information into, key in its corresponding number, hit RETURN, and enter the appropriate information. Example: To enter your business phone number, select catagory #4, PHONE NUMBER and hit RETURN. C.R.I.S. will ask: PHONE? Type your complete phone number in the (000)-000-0000

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format. When you are satisfied that it is correct, hit RETURN. The number will then be stored into memory.

All five catagories require a single response except catagory #5, CHANGE SALESMEN NAMES/COMMISSIONS. Here's how to enter information under this catagory: First, select #5, CHANGE SALESMEN NAMES/COMMISSIONS. (WARNING: Use this function ONLY when first setting up your Data disk or after closing the day's receipts out!) Key in a 5 and then press RETURN. The screen will display:

(0) RETURN TO MAIN MENU

Beneath this will be a listing of salesmen by number and name (up to a total of 10). Below this will be the prompt:

CHANGE WHICH ONE?

Enter the number of the salesman you wish to change and hit RETURN. The screen will read:

NAME?

Key in the salesman's name and hit RETURN. The screen will then read:

COMMISSION RATE?

Enter the commission rate as a number (C.R.I.S. will enter the # sign for you). You may enter a number with a decimal place, such as 4.5 or 9.2. This is the percentage the salesman receives of the retail total on all sales transacted.

Once you have completed your information entry, type 0 (zero) to the CHANGE WHICH ONE? prompt and press RETURN. Next, enter a 0 to the RETURN TO MAIN MENU prompt and hit RETURN once more. You should now be at the beginning INFO FILE menu. Key in a 2 to the #2, EXIT prompt and then press RETURN. C.R.I.S. will then ask you to:

MOUNT PROGRAM DISK DRIVE 1?

Remove the Data disk, insert the Program disk and hit RETURN. You will be returned to the Main Menu.

ADDING NEW STOCK NUMBERS

Now that you have entered the necessary information into the INFO file, it's time to put C.R.I.S. to work.

The first thing to do is to enter the stock numbers that will be used to represent your inventory. From the Main Menu, select #1, ENTER NEW STOCK RECORD. Press 1, then RETURN. After approximately 15 seconds,

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the computer will prompt you to:

MOUNT DATA DISK DRIVE 1?

You should then remove the Program disk from Drive 1 and insert the Data disk. Hit RETURN. After a minute or so, the screen will be redrawn, prompting you for your password. (Having a password gives you double protection: private access to your records and it minimizes the possibility of accidental data loss.) The screen will display:

ENTER PASSWORD

The password is ADD. Type this in, then hit RETURN.

Next, you will have the option of using discounts - a function that we'll explore more fully in a little while. For now, answer the prompt below with a Y for yes.

WILL YOU BE USING DISCOUNTS Y/N?

After you have answered the discount prompt, the screen will then display the following:

WILL ALL ENTRIES BE TAXABLE Y/N?

Determine if any merchandise is taxable, then key in either Y (yes) or N (no), then RETURN. If yes, C.R.I.S. will automatically skip over #12, TAXABLE Y/N? on the Stock Editing Menu (see Figure 5) which will be displayed in just a second, and all entries will be considered taxable. If you enter no, you will have the option of indicating either a yes or no response for #12, TAXABLE Y/N? on the Stock Editing Menu. This eliminates as much 'hands-on' work by you, the user, as possible.

THE STOCK EDITING MENU

Having answered yes or no to the WILL ALL ENTRIES BE TAXABLE Y/N? prompt, the screen will now display the Stock Editing Menu (see Figure 5 below). Here you will enter the pertinent stock information. As you can see, the Stock Editing Menu is made up of 15 separate sections, each of which will contain the stock information that comprises each individual stock record. Let's take a closer look.

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Figure 5.

XXX FREE RECORDS LEFT

STOCK EDITOR ADD ITEMS

1) STOCK #	8) REORDER PT.
2) ITEM NAME	9) # BACKORDERED
3) VENDOR #	10) LAST ORDERED
4) RET. PRICE	11) TOTAL SOLD
5) COST $/%	12) TAXABLE (Y/N)
6) IN STOCK	13) DIS. QTY.
7) MAX. STOCK	14) DIS. PRICE

15) DIS. FOR A SET

At the upper center of the screen, a question mark is positioned to the left of a cursor. This can be found to the immediate right of the first catagory:

#1. STOCK #

The cursor/question mark lets you know precisely where you are positioned at any given time on the Stock Editing Menu. Here you may enter a stock number of your own choosing from 2 to 99999; Do not use stock #1! If you make a mistake in entering the stock number, simply use the DELETE/BACKSPACE key to 'erase' your error. Once you've typed the stock number and are satisfied that it is correct, press RETURN. The cursor will then move down to:

#2. ITEM NAME

Under this catagory, you may enter the name of the individual stock item, up to a maximum of 20 characters. (C.R.I.S. will only sort by the first 12 characters in the stock name.) Again, it is to be emphasized that if you make a mistake in your entry, just use the DELETE/BACKSPACE key to correct.

#3. VENDOR #

Vendor numbers keep track of stock suppliers. Under this section, you can enter the individual vendor numbers of suppliers of your stock inventory. Type the appropriate number at this point.

#4. RET. COST

Retail Cost. This is the price you will be selling the individual stock item for. Enter the cost in dollars and cents, e.g., 9.95, or 149.50.

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#5. COST $/%

An extention of Retail Cost, COST $/% allows you to input YOUR cost on each item. Determine if you estimate your costs by cash amount or by percentage. If by the former, then type in that amount in dollars and cents preceded by a dollar sign ($), e.g., $2.98 or if by the latter, using a % sign BEFORE the percentage amount. Example: In this fashion, 10% would be typed in as %10, indicating the cost to be 10% off list price.

#6. IN STOCK

The number of items that are currently in stock.

#7. MAX STOCK

Maximum Stock. The maximum quantity of stock items you wish to have on hand at any given time.

#8. REORDER PT.

Reorder Point. The stock level at which you will want to reorder a particular stock item. This will be used later by the Purchase Order program.

#9. # BACKORDERED

This keeps track of the number of stock items that are on backorder at any given time. For example, if you have 12 items on order and only 7 came in, then this will reflect the deficit of the 5 stock items waiting to be delivered to you.

#10. LAST ORDERED

Shows the date (in the MM/DD/YY format) that a particular stock item was last ordered.

#11. TOTAL SOLD

This will keep a running tally of the total number of stock items sold to date for this period. This catagory will be cleared by the End of Period report.

#12. TAXABLE (Y/N)?

If you answered Y to the WILL ALL ENTRIES BE TAXABLE Y/N? prompt (see page 3-4), then C.R.I.S will skip over this catagory and enter a yes for you. If you had entered N, then the cursor will be positioned by this catagory awaiting your yes/no response. Enter the appropriate response.

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#13. DIS. QTY

Discount Quantity. If you entered Yes to the WILL YOU BE USING DISCOUNTS Y/N? prompt (see page 3-4), you will need to enter a number to indicate the quantity of items necessary to secure a discount. If you entered No, then C.R.I.S. will automatically skip over sections 13 through 15 and proceed to the next stock entry by clearing and rewriting the screen.

#14. DIS. PRICE

Discount Price. The reduced price that you will be selling a particular stock item for. Again, if you entered a No to the WILL YOU BE USING DISCOUNTS Y/N? prompt, the program will skip over this catagory and #15 also.

#15. DIS. FOR A SET

Discount For a Set. Here, you type Y if the discount is for a set of items ONLY; otherwise, answer no then hit RETURN to indicate the discount is valid for all items over the discount quantity. The discount is either for a set (YES) or not (NO). If the discount is for a set, then THE DISCOUNT PRICE IS ONLY APPLICABLE TO A FULL SET. Example: We'll assume that grapes are selling for 10 cents each or 12 for a dollar:

If you buy 12 grapes, they will cost $1.00
If you buy 13 grapes, they will cost $1.10
If you buy 19 grapes, they will cost $1.70
If you buy 24 grapes, they will cost $2.00

If the discount is NOT for a set, then the discount price is good for all items above a certain amount. Example:

Grapes are 10 cents each for 1-11 or 9 cents each for 12 or more

If you buy 10 grapes, they will cost $1.00
If you buy 20 grapes, they will cost $1.80

Once the information has been entered into all catagories, the screen will be cleared and redrawn to display your entries. At the top of the screen, you will see the prompt:

IS THIS CORRECT (Y/N)?

Examine your entries - if you detect a mistake, key in N then RETURN. This will allow you to go back and correct your entry. If you need to 'skip

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over' entries that you are not changing, hit RETURN. Note here, that at the screen's top, C.R.I.S. will also display the message:

XXX FREE RECORDS LEFT IN FILE

This lets you know the number of stock catagories that remain before the Data disk is filled. Moving on down the screen, you will see the cursor positioned over catagory #1, STOCK #. By pressing RETURN, you will be able to advance the cursor through the 15-catagory listing until the cursor is positioned beside the line that contains the error. Key in the corrected data and hit RETURN. The new data will be inserted and the cursor will advance to the next line. Once you have worked your way through all 15 catagories, C.R.I.S. will again prompt:

IS THIS CORRECT (Y/N)?

When you are satisfied that all entries are correct, key in Y then RETURN in answer to the IS THIS CORRECT Y/N? prompt. C.R.I.S. will then store that record onto your Data disk for later retrieval, informing you with the statement-

NOW WRITING RECORD

- which will be displayed at the lower left-hand corner of your screen.

Once you have finished adding stock numbers, simply key in all zeros (for the stock number) to exit the Stock Add Menu. The screen will then read:

NOW LOADING SORT ROUTINE
MOUNT PROGRAM DISK DRIVE 1?

Remove the Data disk from Drive 1, insert the Program disk and hit RETURN. In a few seconds, the screen will call for the Data disk again, prompting:

MOUNT DATA DISK DRIVE 1?

When the Data disk is in Drive 1, hit RETURN. The screen will say:

SORTING

The sort will take anywhere from 1 to 10 minutes to complete. Once this process is finished, the screen will again call for you to:

MOUNT PROGRAM DISK DRIVE 1?

After removing the Data disk and inserting the Program disk, it will read for a few seconds and the screen will display the Main Menu. At this point, you will have the option of selecting another catagory or exiting the program entirely.

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If you want to select another catagory, simply type in the catagory number and hit RETURN.

To exit the program, type 1 3 (for catagory #13, EXIT) and hit RETURN. C.R.I.S. will then let you know that all files have been closed and that it is safe to remove your disks.

EDITING STOCK RECORDS

At some point, you may wish to make changes in your stock records. By using the EDIT STOCK RECORDS program, you will be able to edit, add/delete, and have your ordered/backordered items status kept up to date. Here's how:

From the Main Menu, choose #2, EDITING STOCK RECORDS then hit RETURN. In a few seconds, the screen will call for you to remove the Program disk and to insert the Data disk. Do this, and press RETURN. The STOCK EDITOR menu will now be presented (see Figure 6). Let's take a closer look:

Figure 6

1. EDIT/VIEW FILE
2. ADD STOCK TO INVENTORY
3. STOCK ORDERED
4. DELETE STOCK NUMBER
5. RETURN TO MAIN MENU

It is through the above five catagories that you will be able to edit and change your stock listings as the need arises. Let's look at the EDITING STOCK RECORDS menu, starting with catagory #1, EDIT/VIEW FILE. To display this catagory, type 1 and then hit RETURN.

The screen will read:

ENTER STOCK # TO EDIT 0 = ABORT

Now you can enter the stock number which you need to edit by typing the number and then pressing RETURN. Should you wish to stop and return to the STOCK EDITOR MENU, just key in 0 (zero) then RETURN.

If you entered a stock number for editing, you should now see Figure 5 which is the 15-catagory STOCK EDITOR listing. At the top of the screen, the following prompt is displayed:

ENTER # TO EDIT 0 TO CONTINUE?

Here you have a choice of editing the stock number you have selected, or keying in 0 (zero) then RETURN, and selecting another stock number. For

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example, we'll assume that you have entered 2 0 under Catagory #7, MAXIMUM STOCK, and wish to change it to 15. Key in 7 then RETURN. The cursor will appear over the MAXIMUM STOCK number (with a '?' to the immediate left for your reference). Type in the new number ('15' for our example). When you are satisfied that it is correct, hit RETURN. Your correction will be logged and displayed. Remember: If you make a mistake, just use the BACKSPACE/DELETE key to correct. To correct an error at this point, you must enter another catagory number. To advance, press 0 then RETURN. This will return you to the ENTER STOCK # TO EDIT 0 = ABORT mode. NOTE: You may use the screen editor at this point to avoid retyping the entire line. Refer to your ATARI manual on use of the screen editor.

RETURNING TO THE MAIN MENU

Once you have finished editing stock numbers and wish to return to the Main Menu, use the following procedure:

If you are at the STOCK LISTING (Figure 5), key in 0 (zero), then RETURN in answer to the screen prompt:

ENTER # TO EDIT 0 = CONTINUE

The screen will then read:

ENTER STOCK # TO EDIT 0 TO ABORT

Type in 0 (zero) then press RETURN

The screen will be cleared and redrawn to display (Figure 4) the STOCK EDITOR menu. You may continue by selecting the number of your choice, or by pressing 5 and then RETURN to return to the Main Menu. (If you choose to return to the Main Menu, remove the Data disk from the drive when the screen prompts you to do so, and insert the Program disk.)

2. ADD STOCK TO INVENTORY

This catagory deals with the addition of stock to an existing stock number. By keying in 2 (then RETURN), C.R.I.S. will display the ADD STOCK TO INVENTORY screen (see Figure 7). Here, C.R.I.S. shows the stock record you are working on and the following prompt:

ENTER # OF ITEMS TO BE ADDED?

Key in the number of items you wish to add to your stock, and hit RETURN. The screen will be cleared and the ENTER STOCK # 0 = ABORT prompt will be displayed. Please note: This will update the backorder items catagory also. Example: If you add 5 pieces to stock it will subtract 5 pieces from the backorder field. The backorder field will not, however, go below 0 (zero). The number of items in the field can drop below 0 if you sell an item before you put it into stock. If you wish to confirm your stock addition, type

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the stock number you entered a few moments ago. If you have more stock to add, key in the next stock number. If not, hit 0 (zero) and RETURN to the Stock Editor Menu.

2a. COST AVERAGING

As its name implies, cost averaging refers to the process of averaging the new and old prices of a stock item into a third figure. The following prompt will come up under the ADD STOCK TO INVENTORY category:

DID YOU PAY XXX EACH (Y/N)?

If the price you paid is the same, answer Y; otherwise, type N. You will be asked to key in the new price for the stock. C.R.I.S will use the the following formula to compute the average cost figure:

NEW PRICE = Old price X old number of items + new\price X new number of items / old number of items + new number of items

The result will be a new average cost for the item or items entered.

3. STOCK ORDERED

As you order stock, you will want to keep track of exactly what is or isn't on backorder, as well as the number of items you ordered last. This is the dual function of the STOCK ORDERED mode.

From the Stock Editor Menu, select #3 and then hit RETURN. The screen will be cleared and redrawn to display:

ENTER STOCK # TO EDIT 0 = ABORT?

Enter the stock number you wish to edit. C.R.I.S. will now display the 15-catagory Stock Editor Menu. As you can see, the cursor is positioned over the '0' in catagory #9, BACKORDERED. Here, you should enter the quantity of items that are backordered. Key in the number, and then hit the RETURN key. The cursor will advance to catagory #10, LAST ORDERED. Now, enter the date the stock items were ordered (in the MM/DD format, e.g., July 10th as 0710), then press RETURN. This catagory should now reflect your current and most recent stock ordered/backordered status.

Once you have finished entering (adding) stock, a 0 (zero) then pressing RETURN will return you to the Stock Editor Menu. NOTE: The backordered field is modified by the 'ADD STOCK TO INVENTORY' option from the Main C.R.I.S. menu.

#4 DELETE STOCK NUMBER

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From time to time, you may need to eliminate a stock item from your inventory. This is accomplished by using the DELETE STOCK NUMBER feature. First, type 4 and then hit RETURN. C.R.I.S. will display the following:

ENTER PASSWORD?

This is a safety feature that is designed to minimize the chance of an accidental stock number deletion. The password is:

DELETE (and then key in RETURN)

As soon as you hit the RETURN key, C.R.I.S. will prompt you to:

ENTER STOCK # TO BE DELETED FROM INVENTORY 0 = DONE

Now, to eliminate a stock number, just key in the stock number you wish to delete; C.R.I.S. will display the record for that item and ask for a 'D' to delete it. If you accidentally enter a stock number which doesn't exist, C.R.I.S. will inform you of the error by displaying: INVALID STOCK # The screen will then be cleared and redrawn to allow entry of a valid stock number.

Once you have completed all deletions, key in 0 (zero) and press RETURN to return to the Stock Editor Menu.

5. RETURN TO MAIN MENU

To return to the Main C.R.I.S. menu, press 5 and then RETURN. Follow the INSERT PROGRAM DISK? prompts as before.

THE CASH REGISTER MODE: MAKING SALES

C.R.I.S.'s versatility is no better showcased than in its ability to act as a complete point-of-sales system for the small business owner. With C.R.I.S., you will be able to execute all of the functions found in a standard register-type system, plus a number of unique functions that were designed to eliminate as much 'hands-on' hassle as possible.

Since C.R.I.S. will, in effect, convert your ATARI 400 or 800 into a complete cash register, you will want to place the system where it will be accessable to the operator. You may find it desirable to place the monitor atop your ATARI 400/800 for optimum convenience. NOTE: If C.R.I.S is replacing a standard register system, it may be necessary to elevate the ATARI 400/800 monitor set-up somewhat to make viewing of the monitor screen easier.

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USING THE C.R.I.S. REGISTER FUNCTION

To use C.R.I.S.'s register mode, select #4 from the Main C.R.I.S. Menu, MAKE SALES. Key in 4, and press RETURN. In a few moments, the screen will call for you to:

MOUNT DATA DISK?

Do so, then key in RETURN. (NOTE: As a rule, ALWAYS key in RETURN after you have typed a response or inserted Data or Program disks.) After 10-15 seconds, this will appear on the screen:

DATE: (MM/DD/YY)?

Type the current date using the above format. To illustrate, February 27, 1983 would be entered as 02/27/83. Be sure to include the slashes (/).

After the date has been correctly entered, the screen will prompt:

PRINT 40/80/132

You will need to determine the number of columns which your printer uses. (If in doubt, refer to your printer's manual.) Type either 40, 80, or 132. Make sure that the printer is interfaced properly with your computer before you turn it on. Once the printer is connected, it will print customer receipts and later print the end-of-day reports, giving you a hard-copy record (on paper) of all transactions. We suggest using two-part paper; this will give you an additional extra copy for your records.

After a minute or so, C.R.I.S. will display a seven-catagory listing (Figure 7).

Figure 7.

XX/XX/XX INVOICES X

C.R.I.S. INVOICE © 1982 by Scott Adams

1) TAXABLE
2) EXIT
3) PRINT OFF
4) PRINT ON
5) NON-TAXABLE
6) REFUND TAX
7) REFUND NON-TAX

Figure 7 is the menu that will serve as the foundation for all of your register transactions. Your ATARI should be left on at all times during the business day. Also, a battery back-up device such as a Mayday (tm) system is advisable.

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Once you are ready to transact a sale, you will first need to determine which catagory to work from. Below, you'll find a breakdown of the seven functions listed in Figure 7. To avoid any unnecessary errors, please read the following information carefully.

1. TAXABLE

If you manage a normal retail outlet, you will probably use this function more than any other. TAXABLE is used if the purchase is subject to a sales tax. Let's go through the procedure that you would use to transact a sale under #1, TAXABLE.

First, press 1 and then RETURN. The screen will clear and you will see:

SALESMAN?

Here, you will need to key in the salesman number that was entered into the Info File (#10 on the Main C.R.I.S. Menu). By assigning a number to each of your sales personnel, C.R.I.S. will keep a breakdown of all sales transactions by each salesperson, as well as a listing of sales commissions (if applicable). Upon entry of the salesman number, the screen will be cleared and redrawn to show Figure 8 below.

Figure 8.

```
STOCK# (-# = SALE, 0-OK, -1 = DELETE)?
XX/XX/XX TICKET: XXXXX Joe Retail

LN - QT - STOCK ..... NAME ..... PRICE
```

The listing above is, in effect, your 'receipt book,' but instead of pen-and-pencil entries, you will be writing your sales information electronically. Reading from left to right at the top of the screen, you will see STOCK #, followed by (-# SALE, 0 = OK -1 = DELETE)?. Below, is the date listed in the MM/DD/YY format which you keyed in earlier; TICKET, which is the transaction number; and finally, the salesman's name. Let's examine these functions in detail:

-# SALE -minus stock # for item sold. If you are selling Stock Item #432, then you would key in -432 (using the minus) then RETURN only if you did not wish to use the price in the stock file. This is done only on special sales.

0 = OK -once you have finished entering all items for the sale and are satisfied that there are no errors, key in 0 (zero).

-1 = DELETE - works in EDIT mode only.

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Let's apply the above to a working situation. If you are selling an item to a customer, first enter the item's stock number. This is done by simply keying in a stock number. For the purpose of an example, we'll assume that you are selling an item with the stock number 765. (Please note: You will need to return to the ADDING NEW STOCK NUMBERS catagory on the Main Menu and 'create' stock item number 765 to work with on this example.) C.R.I.S. will list the item name and line number (the line number is assigned to individual stock items as you key them in for reference). Then at the top of the screen, you will see the prompt:

QUANTITY?

Type in the quantity of stock number 765 you are selling. Next, the item price will be asked ONLY if you haved keyed in a minus sign (-) before the stock number. If PRICE is asked (indicating a special price), key that in and hit RETURN. If no minus sign was keyed in, C.R.I.S. will automatically display the correct sales price. The screen should now reflect the information you have just entered including (left to right) line number (LN), quantity (QT), STOCK, name and price. Continue entering each item, up to a total of 19. When you have finished, enter a 0 (zero) for the stock number.

EDITING

Once 0 is entered (indicating that you have finished entering stock for sale), C.R.I.S. automatically goes into its edit mode. If an error is detected, you can edit your mistake by keying in the line number to be edited. Next, enter the correct stock number. The new entry will then be written in, and C.R.I.S. will automatically eliminate the line in question and you can re-enter the quantity and price (if applicable). Once a line has been edited and a new entry inserted, you may continue entering items by their stock numbers by selecting the next unused lines and editing them, or you may conclude the sale by keying in 0 (zero) to the 0 = OK prompt. At any time you can return to the EDIT procedure.

Whenever the Edit message is on the screen, keying in a -1 to the QUIT function will return you to the Invoice Menu. This action will abort the sale and will cancel all information, allowing you to begin again from the starting menu. If everything is correct and you are ready to complete the sale, key in 0 (zero) to the 0 = OK prompt. The following will appear at the screen's top:

PAY: 0) CASH 1) FREE 2) CHARGE 3) QUIT

From the above, select one of the three methods of payment used by the customer, or key in 3 and RETURN to return directly to the Invoice Menu. Once a payment type has been entered, C.R.I.S. will print a customer receipt of the transaction, change will be printed (for a cash sale), amount

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paid is asked for, and the sale will be concluded. (No commissions are paid on a 'free' transaction.) NOTE: If the printer is not properly connected (or if it is turned off), C.R.I.S. will print:

ERROR 138 AT 6935
HIT Y TO TRY PRINTER AGAIN,
X NOT TO?

If you wish to use the printer, check the connections and hit Y then RETURN. If not, key in X. This will finish recording the sale and automatically lock out the printer.

2. EXIT

To return to the Main Program Menu, key in 2 and then RETURN. C.R.I.S. will then ask you to:

MOUNT PROGRAM DISK?

Remove the Data disk, insert the Program disk and hit RETURN. In a few moments, you will be returned to the Main Menu.

3. PRINT OFF

To turn the printer function off, key in 3 and then RETURN. C.R.I.S. will ask for a password. The password is: PRINT.

4. PRINT ON

Pressing 4 and then RETURN will allow you to use the printer function. This is the default mode when the program initiates.

5. NON-TAXABLE

NON-TAXABLE functions similarly to TAXABLE, except that it is utilized only when a customer has a tax-exempt status.

Once you are ready to transact a non-taxable sale, type 5 and hit RETURN. As you will see, the NON-TAXABLE function emulates the TAXABLE function in all respects except that at the conclusion of the transaction, TAX EXEMPT will be printed by C.R.I.S. in place of TAX at the bottom of the screen.

6. REFUND TAX

If a refund is to be made on a taxable item, then it will be necessary to use the REFUND TAX function. By using this particular function, C.R.I.S. will 'balance the books' with regards to the refund amount and sales tax. Key in 6 from the Invoice Menu and then RETURN. Follow the same procedure as in #1, TAXABLE, answering the SALESMAN, SALE, QUANTITY, PRICE and OK prompts as before. Upon entry of the 0 (zero)

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to the 0 = OK query, C.R.I.S. will subtotal and total the item(s) and then present the PAY: 0) CASH 1) FREE 2) CHARGE 3) QUIT ? prompt. Determine the customer's method of payment, and then make the refund from the corresponding catagory. (NOTE: 'Free' is not an allowable refund option.)

7. REFUND NON-TAXABLE

A variation of #6, REFUND TAX, this function is executed in a similar manner except that it is used only when a customer has a tax exempt status. Press 7 and then RETURN. Follow the same procedure as in #1, TAXABLE.

SET PRINTER TO 132 COLUMNS

If the printer you will be using prints in a 132-column format but initializes in an 80-column mode, it will be necessary to use the SET PRINTER function.

From the Main Menu, choose #11, SET PRINTER TO 132 COLUMNS, type in 1 1 and hit RETURN. The screen will display:

1. ATARI 825
2. EPSON MX-80
3. OKIDATA M80
4. ALL OTHERS
5. RETURN MENU

If your printer is listed above, key in the appropriate number and touch RETURN. If you have a type of printer that is NOT listed, type 4 and touch RETURN. The screen will read:

CHARACTER CODE TO USE?
NEGATIVE NUMBER MEANS
USE ESCAPE CODE FIRST

Enter the correct character code. For example, if your printer requires a 20 to set 132 characters, then enter 2 0. If your printer requires 'escape' 20 to operate, then input - 2 0 (minus 20).

To return to the Main Menu, key in a 5 and press RETURN.

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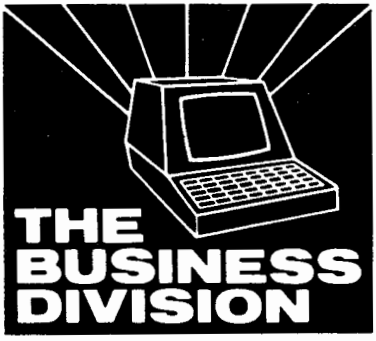

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IV - GENERATING REPORTS

C.R.I.S.'s ability to to generate hard-copy reports (on paper) will provide the user with accurate up-to-the-minute stock and sales information.

END-OF-DAY REPORTS

As its name implies, the End-of-Day report function is generally used at the end of each business day. By engaging the EOD function, you will be provided with a breakdown of sales data listed by the individual salesman 's number. Also, all invoice tickets will be 'cleared out' to make room for the next day's invoices. The data are listed for each individual salesman (up to a total of 10 salesmen), as well as collective sales at the report's end. (This report may be run on a 40-column printer without any loss of information.)

To use the EOD function, select #5, END-OF-DAY REPORTS from the Main Menu. C.R.I.S. will ask you to:

INSERT DATA DISK?

Do so, and key in RETURN. C.R.I.S. will then ask:

40/80/132 COLUMN PRINTER?

Choose the appropriate number and key it in, then press RETURN. After a minute or so, C.R.I.S. will display:

READING INVOICES

C.R.I.S. will begin to print the EOD report by salesman number in the format shown below.

SALESMAN # 1 10/01/83
END-OF-DAY REPORT

S	INV	CASH	FREE	CHRG	RFND	TOTL	COST	CMMS
1	4	23	1	27	0	12	5	23

As you can see, the report consists of the salesman's number, followed by the current date. Below that line is a breakdown of sales data by each individual salesman. Reading from left to right, C.R.I.S. lists S (Salesman), INV (number of invoices), Cash (Cash sales), Free, CHRG (Charge), RFND (Refund), TOTL (Total of Cash, and Charge catagories), Cost (cost of goods sold), and finally, CMMS (Salesman Comission). A listing will be generated for each individual salesman. At the listing's end, the sales data will be totaled for each catagory, giving a complete daily total

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for each. Below the collective total, another data catagory, Total Tax, will be listed. This will supply you with a single figure for all taxes accumulated during the business day. Note here that refunds are automatically subtracted from the CASH/CHARGE/FREE columns. It is placed in the report simply as a form of management control.

Once the report generation is complete, the screen will prompt:

ENTER PASSWORD TO RESET DATA FILE?

The password is:

END

(If the password is not entered, then the Invoice File is not cleared. You can use this feature to obtain a subtotal in the middle of a business day.) When the screen prompts you, remove your DATA disk, insert the Program disk and touch RETURN. C.R.I.S. will then return you to the Main Menu.

PURCHASE ORDERS

The Purchase Order Reports are based upon the information which you entered under ENTERING NEW STOCK #'s. This function of C.R.I.S. will print information in the format listed below. NOTE: To make the fullest use of this feature, you should use an 80- or 132-column printer.

DATE 00/00/00 * = Purchase Now ORDER ORDER
STOCK DESCRIPTION GOT GET VND DATE AMOUNT

Listed first, are the date, * = Purchase Now (which will print an asterisk to the right of pertinent vendor numbers), and the ORDER columns which will permit you to scan the report quickly for backordered stock. Below these headings, C.R.I.S. will list (from left to right) STOCK DESCRIPTION (Stock number and name), GOT (number of items in stock), GET (number of items needed to order), VND (Vendor number), DATE (date stock was ordered), and lastly, AMOUNT (amount of stock on backorder).

The time involved in printing the purchase orders will, of course, depend upon the size of your inventory. Once completed, you will have a hard-copy listing of your entire inventory with item name, item number, items left in stock, items backordered, vendor number, order date, and order amount.

USING THE PURCHASE ORDER FUNCTION

From the Main Menu, select #6, PURCHASE ORDERS. Key in 6, then remove the Program disk, insert the DATA disk as per screen instructions,

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and hit RETURN. The screen will read:

40/80/132 COLUMN PRINTER

Enter the correct number, and press RETURN. After a minute or so, the screen will read:

DATE OF REPORT

Key in the correct date using the 00/00/00 format (including the slashes) and press RETURN (Please note that on 40-column reports the order date and order amount fields are dropped). Once the report has been printed, the screen will prompt you to:

MOUNT PROGRAM DISK?

Remove the Data disk, insert the Program disk, and hit RETURN. You will be returned to the Main Menu.

PRINT STOCK (INVENTORY REPORT)

The PRINT STOCK function will allow you to print a complete listing of your stock inventory. You may have your stock inventory printed in one of three ways: Numeric Sort, Alpha Sort, or both. A Numeric Sort will print a listing of stock items by number; an Alpha Sort will list your inventory alphabetically; and the 'Both' option will list Numeric and Alpha sorts on the same report.

To use the PRINT STOCK function, select #3 from the Main Menu, PRINT STOCK. Type 3 and hit RETURN. The screen will read:

MOUNT DATA DISK DRIVE 1?

Remove the Program disk, insert the Data disk and touch RETURN. C.R.I.S. will then ask:

40/80/132 CLMN PRINT?

Enter the appropriate number. In a few seconds, the screen will read:

1. NUMERIC SORT
2. ALPHA SORT
3. BOTH

If you wish to have a listing of your inventory by stock number, select catagory #1, NUMERIC SORT. Catagory #2, ALPHA SORT, will give you an alphabetical stock listing and catagory #3, BOTH, will give you a Numeric/alphabetic listing. We recommend using the BOTH function for the most complete listing of your stock inventory.

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REPORT FORMAT

Regardless of your sort selection, the inventory report will be printed (up to the number of print columns specified) with the following headings:

00/00/00 (date)
STOCK NAME PRICE COST VND CRNT MAX RRD OUT LAST SOLD TAX

At the top of the page, the current date will be printed. This will be followed by STOCK NAME, PRICE (the price at which you sell the item), COST (your cost for the item), VND (vendor number), CRNT (currently in stock), MAX (the maximum number of items you want at any given time), RRD (stock ordered), OUT (out of a stock item), LAST (the date you ordered a given stock item), SOLD (total of items sold), and TAX (which indicates if a stock item is taxable).

Once the report is printed, you may return to the Main Menu by removing the Data disk and inserting the Program disk in answer to the MOUNT PROGRAM DISK? prompt.

END-OF-PERIOD REPORT

The End-of-Period report is generated whenever you wish to have an end-of-period listing of period sales, profits, and total costs. The period length is arbitrary; it can be for any length of time that you designate. Some businesses choose to run EOP reports once a month; others may require one only once a year.

The EOP report, when printed, will be generated in the following format:

00/00/00 TOTAL MAXIM MAXIM
RNK STOCK NAME & NUMBER SOLD PROFIT SALES COST$

From left to right, the report lists RNK (Rank, which means number out of total inventory - this ranked in order of maximum profits), STOCK NAME & NUMBER, TOTAL SOLD, MAXIMUM PROFIT (this is the retail minus cost, times the total sold), MAXIMUM SALES, and MAXIMUM COSTS. (Please note: Due to space limitations, the above format will be printed only on an 80- or 132-column printer. If the report is to be generated on a 40-column printer, the MAXIMUM PROFIT & SALES catagories will be deleted.) At the end of the report, totals will be taken for the MAXIMUM COSTS, SALES, and PROFIT catagories. Note also that the maximums are computed as if every item sold, was sold at retail with no discount. **If this is not the case, then these numbers should be used as approximations only.**

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USING THE END-OF-PERIOD FUNCTION

From the Main Menu, select #12, END OF PERIOD. Type 12 and hit RETURN. The screen will read:

INSERT DATA DISK DRIVE 1?

Remove the Program disk and insert the Data disk. Hit RETURN. The screen will display the following prompt:

PRINTER 40/80/132

Enter the correct number of columns for your printer and press RETURN. The screen will display:

DATE? MM/DD/YY

If you wish to close out a designated period, key in Y (yes). This will 'zero out' the TOTAL SOLD catagory on the file while doing the report. Do this ONLY if you wish to close out a period. If not, key in N for no and touch RETURN. The screen will display the message:

RANDOMIZING

The randomizing process will then begin. Once it is complete, C.R.I.S. will display:

SORTING

When the sorting process is complete, C.R.I.S. will generate the EOP report. Note: Make sure that the printer is 'on-line' and properly connected. Once the report has been printed, the screen will prompt:

INSERT PROGRAM DISK DRIVE 1?

Remove the Data disk, insert the Program disk and touch RETURN. You will be returned to the Main Menu.

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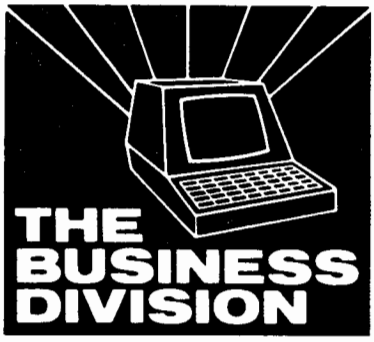

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V FILE MAINTAINENCE

Periodically, file maintainence is necessary in order to keep your inventory records streamlined and efficient. Under this catagory, we will be concerned with three C.R.I.S. functions from the Main Menu: (7) Verify Stock File, which checks for any errors in your inventory files; (8) Remake Index After Stock File Copy; and (9) Crunch Deleted Records Out.

VERIFY STOCK FILE

The primary function of the VERIFY STOCK FILE mode is to ensure that your inventory records are correct. You should run the VERIFY STOCK FILE function whenever you update your records. If there are any problems with your files, an error signal will appear. To initiate the VERIFY STOCK FILE function, select #7 from the Main C.R.I.S. Menu. The screen will prompt:

WARNING THIS PROGRAM IS DANGEROUS!
PASSWORD PLEASE?

As pointed out earlier, the purpose of having a password is a dual one: It prevents unauthorized file entry, and it helps prevent potential data loss through human error. The password is:

VERIFY

Hit RETURN after you enter the password. In a few seconds, C.R.I.S. will prompt:

MOUNT DATA DISK DRIVE 1?

Remove the Program disk, insert the Data disk and hit the RETURN key. C.R.I.S. will read and verify your stock records, and two columns of numbers will appear on the screen. If an error message comes up during the read, then the Data disk is bad and should not be used.

Once the verification process is completed, C.R.I.S. will call for you to:

MOUNT PROGRAM DISK DRIVE 1?

Remove the Data disk and insert the Program disk, and press RETURN. You will then be returned to the Main C.R.I.S. Menu.

REMAKE INDEX AFTER STOCK FILE COPY

If you move a file using DOS, it will be necessary to reconstruct the index. (Please note that this is not necessary when backing up a disk, but it should be done if you use the DOS command COPY.) From the Main C.R.I.S. Menu, select #8, REMAKE INDEX AFTER STOCK FILE COPY and hit RETURN. The screen will display:

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WARNING THIS PROGRAM IS DANGEROUS!
PASSWORD PLEASE?

The password is:

REMAKE

Enter the password and hit RETURN. After a few seconds, the screen will prompt you to:

MOUNT DATA DISK?

Do so and press RETURN. C.R.I.S. will now read and list the number of records and their index codes. This process will take several minutes to complete. Once completed, C.R.I.S. will inform you with:

GOING TO LOAD THE SORT PROGRAM NOW.

Then:

MOUNT PROGRAM DISK?

Hit RETURN after you have removed the Data disk and have inserted the Program disk into the drive. C.R.I.S. will then retrieve the SORT program from the PROGRAM disk. Once this is accomplished, insert the Data disk. The screen will prompt:

MOUNT DATA DISK DRIVE 1?

At this point, the screen will display:

RANDOMIZING

C.R.I.S. will then randomize your inventory data. This is necessary as sorted data may take as long as 3 hours to sort, while randomized data will only take a few minutes. (Note here that the faster the sound pulses come from your ATARI, the nearer to completion is the sorting process.) When C.R.I.S. has finished the randomizing process, it will display:

SORTING

Once the sort is completed, C.R.I.S. will ask you to insert the Program disk a final time, and you will be returned to the Main Menu.

CRUNCH DELETED RECORDS OUT

From time to time you will need to eliminate certain stock items from your inventory. This elimination process will leave 'holes' in your DATA disk that will need to be 'crunched' to make room for new items. Also, the larger the file, the fewer open invoices C.R.I.S. will be able to hold during your business day. Whenever there is a large discrepancy between inventory files, records available,and records used on the stock report, this would be a good time to crunch your deleted records.

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Select #9 from the Main C.R.I.S. Menu, CRUNCH DELETED RECORDS OUT and hit RETURN. You will see:

WARNING THIS PROGRAM IS DANGEROUS!
PASSWORD PLEASE?

The password is:

CRUNCH

Next, remove the Program disk and insert the Data disk as per screen instruction. The screen will display:

FILE CLEANUP UTILITY

This utility deletes unused records
from the STOCKFILE. When finished,
I'll automatically chain to the BUILD
INDEX utility.

It will take C.R.I.S. about 8 minutes to execute the cleanup. Once this process is completed, the screen will call for you to:

MOUNT PROGRAM DISK DRIVE 1?

...and once again to:

MOUNT DATA DISK?

C.R.I.S. will then rebuild the index. Next, C.R.I.S. will ask for the sort program by displaying:

GOING TO LOAD THE SORT PROGRAM NOW.
MOUNT PROGRAM DISK?

In a few seconds, after C.R.I.S. has read the program information, it will prompt you to remove the Program disk and to insert the Data disk. Do so, and press RETURN. After a few moments, the screen will read:

RANDOMIZING

...and after a few more minutes:

SORTING

After the sorting process is complete, the screen will prompt you to:

MOUNT PROGRAM DISK DRIVE 1?

Insert the Program disk and touch RETURN. Note: For more information on the randomizing and sorting process, please refer to this manual under (8) REMAKE INDEX AFTER STOCK FILE COPY.

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VI EXITING THE PROGRAM

It is important to exit C.R.I.S. by using the exiting function. Failure to do so could result in important data loss which could crash your disk.

To exit C.R.I.S., select #13, EXIT from the Main Menu. Type 1 3 and hit RETURN. The screen will read:

ALL FILES ARE NOW CLOSED. IT IS NOW
SAFE TO REMOVE YOUR DISKS AND POWERDOWN.

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VII ADDENDUM

C.R.I.S. II FEATURES AND BACKUP INSTRUCTIONS

An enhanced version of C.R.I.S. has been included on the flip side of the disk provided with this package. C.R.I.S. II features several new program enhancements, including a 40% increase in storage capacity and double the open invoice capacity over the original version of the program.

C.R.I.S. II is designed to operate on an ATARI 400 or 800 with 40K of memory and 2 disk drives.

To use C.R.I.S. II, follow the program transfer procedure as outlined in the eight steps below.

(1) First, you will n ed to make a backup copy of the existing C.R.I.S I Data disk. Follow the backup instructions on page 2-2 of this manual. Label the new disk: C.R.I.S. II DATA DISK DRIVE 1. If you don't have a C.R.I.S. I Data disk and wish to begin using C.R.I.S. II, then format a blank disk (the formatting instructions are on page 2-1) and label it as above.

(2) Make a backup of the C.R.I.S. II Program disk using the same procedure as in Step 1. Once you've completed the backup, place a write-protect tab over the notch on the right-hand side of the disk. Store the original in a safe place, away from heat and magnetic fields.

(3) Next, you will need a blank disk to format for use as a second data disk. Follow the formatting instructions on page 2-1 of this manual. Once the formatting is complete, insert the disk into Drive 2. Label this disk: C.R.I.S. II DATA DISK DRIVE #2.

(4) Insert the ATARI BASIC cartridge into the computer.

(5) Now, insert the C.R.I.S. II Program disk into Drive 1 and your CRIS II Data disk drive #2 into Drive 2. Turn on the system. The screen will prompt:

MOUNT DRIVE #2 DATA DISK OR TYPE 'C' TO CREATE ONE

(6) Remove the Program disk and insert the C.R.I.S. II Data disk you made in Step 1 above into Drive 1.

(7) Type C and then press RETURN. The screen will display the option:

FILE CREATION MENU

1) CREATE ALL NEW C.R.I.S. II FILES
2) MOVE C.R.I.S. I FILES TO C.R.I.S. II

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(8) Select the appropriate response and press RETURN. Follow the screen prompts and swap disks as per screen instructions. At the end of the process, the Main C.R.I.S. Menu will be displayed.

PLEASE NOTE: When using C.R.I.S II, always leave the Drive 2 data disk in Drive 2. You may, however, swap the Program and Drive 1 data disks when prompted to do so. Be sure to backup both Data disks at the end of each business day.

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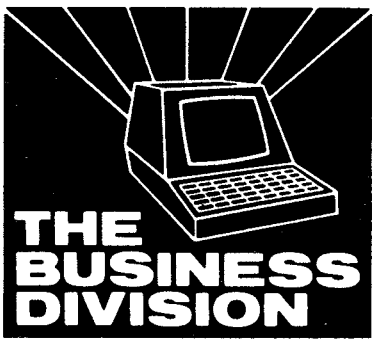

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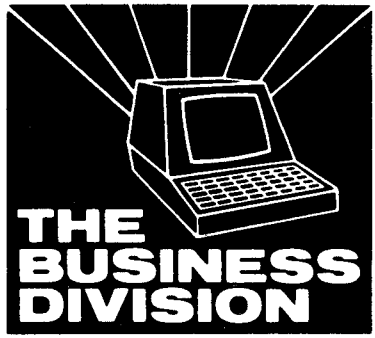

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THE MAXI SERIES

USER'S DISK-NOT FOR RESALE

☐ PROGRAM
☐ DATA

DISK #

DATE

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THE MAXI SERIES

USER'S DISK-NOT FOR RESALE

☐ PROGRAM
☐ DATA

DISK #

DATE

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