

THE DATA MANAGER™



by Greg Pfremmer

MMG DATA MANAGER

by Greg Pfremmer

You have purchased the MMG DATA MANAGER because you needed a rapid, convenient way to organize information, according to your own needs and preferences. The MMG DATA MANAGER was developed to meet this need. It is extremely fast and efficient, but very easy to use. The many ways to use MMG DATA MANAGER are limited only by your own imagination.

MMG DATA MANAGER does not support numeric operations on the fields; however, its versatility for searching, sorting and printing formats is unsurpassed! Just imagine creating a database with 10 fields (pieces of information) in each record, and having instantaneous access to any record by searching every field for specific criteria. Sorting is also very easy and fast, and the multiple print options allow you to easily design reports and outputs tailored to your specific needs and applications.

Always back-up your data disks immediately after using them.

Failure to do so may cause hours of work to recreate them.

Power failure, power surges, magnets, static electricity, etc., could damage data disks.

To simplify the task of learning the many features and capabilities of MMG DATA MANAGER, the following sections will lead you through establishing a typical database, storing, searching and sorting records, and printing out reports.

START-UP

Turn on your ATARI disk drive(s) [up to 4 may be used] and your television set or monitor.

After the busy light goes out on your disk drive, place the MMG DATA MANAGER master program disk into drive #1.

Check to be sure that your ATARI BASIC cartridge is firmly inserted into the left-hand slot of your ATARI 800 (or the single slot of your ATARI 400).

Turn on your computer, and the program will automatically load. A graphic display will be seen while the loading takes place.

THE MAIN OPTION SELECTION MENU

MMG DATA MANAGER is a five part program, with each section performing specific tasks in the creation and management of your files. When the program initially loads, your screen will display the following choices:

MMG DATA MANAGER

MAIN MENU

- 1 ADD NEW FILES
- 2 ADD/EDIT/DELETE
- 3 PRINT RECORDS
- 4 SPECIAL PRINT FORMAT
- 5 SORT RECORDS

Let's start by creating a file to keep track of valuable possessions in our home for insurance protection.

Press 1 For Option #1-"Add New Files"

The program to handle this option will then automatically load, and the following selection of options will appear:

- 1 ADD NEW FILE
- 2 LIST DIRECTORY
- 3 RETURN TO MAIN MENU

YOUR CHOICE:

Let's select option 2, to see what files are already on this disk, and to see how many free sectors we have left for storage. Press "2", and the screen will display:

WHICH DRIVE FOR DATA FILES (1-4)

You may place your data files on any of the four disk drives supported by MMG DATA MANAGER. For this example, we'll assume a single drive system, so that this will be drive #1. Press 1, followed by RETURN, and the screen will display:

PLACE DATA DISK IN DRIVE #1
AND PRESS RETURN

NOTE: From this point on, you will not be asked "Which Drive for Data Files". It will automatically default to the drive you select the first time.

Place either a blank, formatted disk in the drive, or a disk containing previously created files. Press RETURN, and the files already on the disk will be shown on the screen, along with the number of free sectors remaining for file storage on that disk. After viewing this list, you may return to the ADD NEW FILES menu by depressing any key.

After returning to the ADD NEW FILES menu, let's try to create some new file. Press 1, and the prompt will ask for the drive number

for the data files, as above. Again, we'll assume a single drive system (although it may be more), so press 1, and then press RETURN. The next prompt will say:

INPUT FILE NAME
(8 CHARACTERS-NO EXTENSIONS)

We'll use the name "HOMEINV", so we type HOMEINV followed by pressing RETURN. Note that the name may be less than 8 characters long, but may not be longer than this. The next prompt is:

INPUT APPLICATION NAME
(20 CHARACTERS)

This merely is a brief heading or label as a description of this file. Let's use the name "THEFT PRONE ITEMS". Type this in, followed by pressing RETURN.

The next prompt asks:

HOW MANY HEADINGS

this is requesting the number of different kinds of information you want to store on each item in your database (called fields). You may use up to 10 such fields for each database you create. Let's use 5 for our example, so type 5 and press RETURN. The program is now going to lead you through providing the required information for each field.

The first prompt is:

NAME OF HEADING #1?

For our example, let's type ITEM and press RETURN. Just below

this prompt will appear a second one, which asks:

LENGTH OF ITEM?

Again, for our example, let's say that we estimate we'll need 20 spaces to fit ITEM into. Type 20, and press RETURN. The program will now ask you for the name of heading #2, and then its length, followed by #3, and #4, and so on. For our example, we'll use the following fields:

heading #2 will be "BRAND", and its length will be 15

heading #3 will be "SERIAL NO.", and its length will be 15

heading #4 will be "VALUE", and its length will be 8

heading #5 will be "YR PURCH'D", and its length will be 4

Don't forget to press RETURN after each entry of either heading or length.

Since you have now entered all of the required information for the 5 fields you said you wanted to create, the screen will now display the headings and record lengths you just entered, and ask if they are correct. An answer of "N" (No) will allow you to start over; an answer of "Y" (Yes) will advance you forward to create the first 50 data records and index files.

The program asks how many items you wish to create. Select a number from 100 (the minimum) to 2500. Files are created this way to optimize speed, and to eliminate wasted space on the disk (more on this later). After creating the files, pressing any key will return you to the ADD FILES menu. Remove your data disk, and replace it with the master program disk. Note that for multiple drive users, this step is NOT necessary. Press 3 to return to the main menu.

We will now add some information to the database we have just created. To do this, we need to select option #2 from the main menu, ADD/EDIT/DELETE. Press 2, and then press RETURN.

ADD/EDIT/DELETE RECORDS

You will use this option to add records, edit, or change existing records, or to delete unwanted records from your database. When using the "ADD RECORDS" mode, you may enter up to the maximum number you selected. If you chose 100 records, on the 100th record, the program will indicate that you have used 100 records, and will ask you to press "Y" to make room for the next block of records. When you press Y, provision for adding new records will be made, and normal ADD operations will continue. You will be asked again, "How many records would you like to create?" Select a minimum of 100 and press RETURN.

Upon loading this program, the screen will prompt you as above for the drive number on which your data files are stored. Press 1, and then press RETURN. The program will tell you to remove the master disk and replace it with the data disk created previously. When you have done so, press RETURN. The program will then list all of your files present on that data disk, and the number of free sectors remaining for additional data, and will prompt you:

PLEASE INPUT NAME
OF FILE TO LOAD

For our example, type HOMEINV, and press RETURN. The screen will then display the number of fields in each record of this file, and the lengths of each. After loading the index files, the following sub-menu will appear:

- 1 ADD RECORDS
- 2 EDIT/DELETE /VIEW RECORDS
- 3 SEARCH RECORDS
- 4 RETURN TO MENU
- 5 QUIT

YOUR CHOICE:

FILES AVAILABLE: MEMORY - DISK
 656 694

Since we are going to add records to our file, we'll select the "ADD" mode: press 1, and RETURN. The screen will now display:

THEFT PRONE ITEMS
RECORD NUMBER 1

ITEM ?

PRESS * TO EXIT

The dot on the far right of the line shows the fields maximum allowable length, as you established it when you created the database. Anything typed long enough to overwrite this dot WILL NOT be included in your data. For our example, type the following information. Remember to press RETURN after finishing each entry.

under "ITEM", type COMPUTER

under "BRAND", type ATARI 800

under "SERIAL NO.", type 017684k

under "VALUE", type 500.00

under "YR PURCH'D", type 1980

The prompt at the bottom of the screen now asks if all of this information is correct. Answer with a "Y" or "N", for Yes or No. For our example, if you have typed in the information correctly, type Y. The screen will clear, and record number 2 will appear. Type in the entries as shown on the following page, to be used in our sample file.

Record 2:

Item: DISK DRIVE
Brand: ATARI 800
Serial No.: 12345
Value: 400.00
Yr. Purch'd 1981

Record 3:

Item: PRINTER
Brand: C. ITOH
Serial No.: 23456
Value: 450.00
Yr. Purch'd 1982

Record 4:

Item: MICROWAVE OVEN
Brand: SMITHSON
Serial No.: 34567
Value: 450.00
Yr. Purch'd 1979

Record 5:

Item: CASSETTE RECORDER
Brand: RCA
Serial No.: 45678
Value: 275.00
Yr. Purch'd 1982

If you have entered the above items correctly, record no. 6 will be visible at the top of the screen, and the prompt at the bottom of the screen will be:

PRESS * TO EXIT

For our example, simply press * with no entry and another prompt will appear:

ARE YOU FINISHED ADDING (Y/N)?

Press Y and you will return to the ADD sub-menu. If you press "N", you may continue to add new information into additional records.

When the sub-menu appears, press 2 (EDIT/DELETE/REVIEW RECORDS), and the screen should now look like:

FILE IN USE: THEFT PRONE ITEMS

RECORD NUMBER 1

ITEM	COMPUTER
BRAND	ATARI 800
SERIAL NO.	017684K
VALUE	500.00
YR PURCH'D	1980

PAGE: >=FORWARD <=EDIT *MENU

PRESS: "E" TO EDIT, "D" TO DELETE
"S" FOR SPECIFIC RECORD

In this mode, the greater-than key ">" will page forward through your records, and the less-than key "<" will page backward. Press ">" once and record 2 will appear. Continue to press the ">" key until record 5 appears. Once the last record entered has been reached (record 5 in this example), continued pressing of the ">" key will have no effect. While scanning through your records, notice that the bottom of the screen displays:

PRESS "E" TO EDIT, "D" TO DELETE
"S" FOR SPECIFIC RECORD

Let's assume that we should have placed a value of 250.00 under the value field of record 5, which currently reads 275.00. Press "E" to edit this record. The prompt at the bottom of the screen will disappear, and a question mark will appear in front of ITEM. You may choose to edit each line, or just press RETURN to leave that line unchanged. For our example, press RETURN and the question mark moves down in front of BRAND. Continue pressing RETURN until the question mark is in front of VALUE. Type in 250.00, press RETURN, and the question mark will be in front of the last field. Press RETURN once more, and the prompt:

IS ALL THE INFORMATION
CORRECT (Y/N)?

will appear at the bottom of the screen. Press Y, and your record will automatically be changed to reflect the new information. Now let's page back to record 4 (remember, the "<" key pages back), the MICROWAVE OVEN. Let's assume the oven just self-destructed, and you want to delete it from your database. When the correct record is on the screen, simply press "D" and it's gone. It's replaced in the database by the last record entered, in this case, the CASSETTE RECORDER. Now, you will not be able to page forward beyond record 4, since this is the last record.

The reason we placed record 5 into the place of the deleted record 4 was to maximize disk storage space. Most database programs simply change the index file so that the deleted record is

inaccessible, while it physically remains on the disk, taking up valuable space. MMG DATA MANAGER actually removes the deleted record, optimizing disk space utilization.

The "S", or search mode, option will be described more fully later. For now, press the asterisk symbol "*" and we'll return to the sub-menu.

After the sub-menu appears, let's press 3, and RETURN, to enter the SEARCH RECORDS mode. The screen should now look like this:

SEARCHING THEFT PRONE ITEMS

- 1 ITEM
- 2 BRAND
- 3 SERIAL NO.
- 4 VALUE
- 5 YR PURCH'D

PLEASE SELECT FIELD TO SEARCH ON

This mode will allow you to search on any of the fields indicated. The program creates an index file five characters long for each field of the file. This index remains in memory at all times in all modes, and will allow you to find any record on the disk or review any group of records in less than a second, regardless of the number of records. For our example, press 1 to search on ITEM. The prompt at the bottom of the screen changes to:

PLEASE INPUT NAME OR ITEM TO SEARCH ON

Type PRINTER, and press RETURN. The screen will look like this:

FILE IN USE: THEFT PRONE ITEMS
SEARCHING
RECORD NUMBER 3

ITEM	PRINTER
BRAND	C. ITOH
SERIAL NO.	23456
VALUE	450.00
YR PURCH'D	1982

and the prompt:

IS THIS THE CORRECT RECORD (Y/N)?

appears. Press Y for Yes, and the program places you in the EDIT/DELETE/REVIEW mode, where you can edit, if necessary. Answering "N" for No would have continued the search for the next record satisfying the search criterion. Since none would be found in this example, the computer would prompt:

RECORD NOT FOUND-RETURN TO MENU (Y/N)?

allowing you to return to the sub-menu.

Let's forge ahead. Press S to reenter the search mode. This time, press 2, and type ATARI when the prompt appears, and press RETURN. This puts record 1 on the screen, and you are asked if this is the correct record. Answer N for No, and record 2 will appear. Answer Y, and you'll be back in the EDIT/DELETE/REVIEW mode. This option is extremely useful. If we searched on the single letter "A", the program would place the first record with a brand that started with "A" on the screen, and allow us to page through all "BRAND" fields until we exhausted those beginning with "A". Let's try it! Press S and the search screen appears. Type 2 (BRAND). Now type A and press RETURN. When the prompt:

IS THIS THE CORRECT RECORD (Y/N)?

appears, press N, and record 2 appears. Press N one more time and the prompt:

RECORD NOT FOUND-RETURN TO MENU (Y/N)?

appears. Press Y and we return to the sub-menu, having reviewed all records with BRANDS starting with "A".

The search function will sort on any fragment of any word up to a maximum of 5 characters. Anything over 5 characters will be ignored. If we typed in "ATA", we would find all records with the requested search field starting with ATA, but if we typed in "COMPUTER", we would find all records with the requested search field which began with COMPU.

When the sub-menu reappears, press 4 (RETURN TO MAIN MENU).

WARNING

DO NOT ATTEMPT TO EXIT BY ANY MEANS OTHER
THAN OPTION 4 OR 5

NEVER REMOVE THE DATA DISK UNTIL PROMPTED
TO DO SO BY THE PROGRAM

FAILURE TO FOLLOW THIS WARNING MAY RESULT IN
LOST DATA FILES OR A PROGRAM CRASH

When the program asks you to insert the master program disk and press return, do so, and you will return to the main menu. We will next explore the printint options, so press 3 (PRINT RECORDS).

PRINT RECORDS

This option will be used to print your records to the screen or to a printer, once they have been entered and reviewed using the options described above. The first prompt to appear is:

WHICH DRIVE FOR DATA FILES?

Follow the previous instructions to load in HOMEINV.

The first screen prompt to appear is:

- 1 PRINT SPECIFIC RECORDS
- 2 SEARCH FOR SPECIFIC RECORD
- 3 RETURN TO MENU
- 4 QUIT

YOUR CHOICE:

Select option 1 (PRINT SPECIFIC RECORDS). The prompt:

SCREEN OR PRINTER

will appear. Select S for screen for P for printer. Let's assume we will be using the printer, so be sure that your printer and interface module are both on, and press P. The prompt:

WOULD YOU LIKE CONDENSED TYPE?

appears. Type Y. The next prompt asks you to:

INPUT PRINTER CONTROL CODE

Type in the control code for condensed print for your printer. Common codes are: EPSON MX-80=15, NEC 8023=15, C. ITOH

Prowriter=15, Centronics=20, ATARI 825=20.

The screen should look like this:

```
ITEM      ?  
BRAND  
SERIAL NO.  
VALUE  
YR PURCH'D
```

The program will prompt you with:

INPUT CRITERION FOR FIELD 1

Answer by typing COMPUTER, and pressing RETURN. The program now prompts for the search criterion to be used:

```
SEARCH TECHNIQUE: 1< 2= 3>  
PLEASE SELECT?
```

This prompt is asking if we would like records in this field printed if they are less than (technique 1), equal to (technique 2) or greater than (technique 3) the word COMPUTER. We could use only the letter "C", and technique 2 (equal to), all records beginning with the letter "C" would be printed. If we used a search technique of 3 (greater than), then only those records starting with the letters D-Z would be printed. Use any combination of any field(s).

Let's stick with our example of COMPUTER. Enter 2 (equal to) for the search technique, and press RETURN. The question mark now will appear in the "BRAND" field, where we may assign additional search criteria. Let's type A, and press RETURN. For the search technique, type 2 (equal to), and press RETURN. The question mark moves to SERIAL NO. Let's assume you don't want to enter any additional search parameters. Simply type RETURN in each of the remaining fields and search criteria. When you reach the last field and pressed return, the record:

```
COMPUTER   ATARI 800   017684K   500.00   1980
```

will be printed on the printer, and the prompt:

ALL RECORDS HAVE BEEN PRINTED
PRESS RETURN FOR MENU

appears on the screen. Press RETURN and return to the sub-menu. You should try various combinations of options from this mode until you fully understand the powerful capabilities. Once satisfied that you understand it, you can press 3 to return to the main menu, or continue with the example below.

If we select the "S" (Screen) option of PRINT RECORDS, the program performs identically to the "P" (Printer) option, except that all information is printed to the screen. Let's try it. Press 1 for PRINT SPECIFIC RECORDS. When the prompt asks for printer or screen, type S, and the screen will look like this:

```
ITEM      ?  
BRAND  
SERIAL NO.  
VALUE  
YR PURCH'D
```

INPUT CRITERIA FOR FIELD 1

Type PRINTER for the criterion field and press RETURN. Type 2 for the search technique, and press RETURN. Now, continue to press RETURN until you have progressed through the remaining fields. Once the last RETURN is pressed, the program will locate record 4 and print it to the screen. The end-of-listing prompt will appear. Press RETURN to return to the menu.

Now, press 2 (SEARCH FOR SPECIFIC RECORDS), and the program lists the available fields with the prompt:

PLEASE SELECT FIELD TO SEARCH ON

Press 2 (BRAND), and the program prompts us to :

INPUT NAME OR ITEM TO SEARCH ON

Type ATARI, and press RETURN. The first record with the brand name of ATARI will appear on the screen, and the prompt:

IS THIS THE CORRECT RECORD (Y/N)?

will also appear. Type Y, and across the bottom of the screen will appear the prompt:

<BACK >=FORWARD *=MENU P=PRINTER

If we wanted to get a hard copy of this record on the printer, without getting a copy of the other records, we would press P (PRINTER). Try it! Press P. If your printer and interface module were still on, you now have a printer copy of this record. Now press the ">" key, to page forward to record 2. Press P again, and that record will also be printed to your printer. This option is useful for printing specific records as you page through each section. When you've finished experimenting, press the asterisk key to return to the sub-menu, and then press 3 to return to the main menu.

Once the main menu appears, press 4 (SPECIAL PRINT FORMAT).

SPECIAL PRINT FORMAT

Use this option to format the way your records are printed to the printer.

The first prompt to appear will be:

WHICH DRIVE FOR DATA FILES (1-4)

Follow the previous instructions and load the data file HOMEINV. The screen now appears like:

1 PRINT IN SPECIAL FORM

2 RETURN TO MENU

3 QUIT

YOUR CHOICE:

Press 1 (PRINT IN SPECIAL FORM) and the prompt:

SCREEN OR PRINTER?

appears. Press P for the printer, and the screen will appear:

FIELDS AVAILABLE:

- 1 ITEM
- 2 BRAND
- 3 SERIAL NO.
- 4 VALUE
- 5 YR PURCH'D

WHICH OF THE ABOVE WOULD YOU LIKE
PRINTED. PRESS "L" WHEN DONE.

The prompt at the bottom of the screen asks for which fields we wish to print. We have the option to print only those fields we want. Press 1, and you'll notice an arrow next to ITEM and a new prompt:

PRINT: 0=ACROSS OR 1=DOWN
PLEASE SELECT "0 OR 1"

Let's assume we want the next field after ITEM, BRAND in this

case, to be printed below ITEM. Choose 1, and press RETURN.

Now press 2, for BRAND, and an arrow points to BRAND. The arrow indicates which field(s) we want to print. Now let's print the next field horizontally, next to BRAND. Type 0 for across, and press RETURN. Let's assume that we do not want the serial number to print, so the next key to press is 4 (VALUE), and an arrow appears there. Type 0 (across) and press RETURN. Now press 5 (YR PURCH'D), and an arrow appears there. Now let's type 1 and press RETURN. If we typed a 0 here, the consecutive records would appear next to each other, rather than below each other.

Now that we've entered our parameters for the print format, press L and the screen clears. The next prompt to appear is:

HOW MANY SPACES BETWEEN LABELS?

Let's type 2, and press RETURN. The next prompt is:

PRINT ALL RECORDS OR SPECIFIC RECORDS?

Let's type A for all. If we wanted to, we could have printed only a range of records, such as 100-200, or 5-23, or any other range we might have selected. Our printout now looks like this:

FIELDS AVAILABLE:

1 ITEM <- 1
2 BRAND <- 0
3 SERIAL NO.
4 VALUE <- 0
5 YR PURCH'D <- 1

PRINT: 0 (ACROSS) OR 1 (DOWN)?

WHICH OF THE ABOVE WOULD YOU LIKE
PRINTED. PRESS "L" WHEN DONE.

Obviously, we could have printed the serial number field, or printed

all records across, or down, or some down and some across. In other words, we have total flexibility in designing our printout to appear just as we want it to.

When all items are printed down (such as might be done in a mailing list) and are printed on labels, the program automatically adjusts blanks to compensate for information not printed, and keeps all names perfectly lined up with the labels.

You will need to experiment with this section of the program yourself, and become familiar with its powerful capabilities, in order to take full advantage of the power it provides.

Once again, if we had selected the Screen instead of the Printer for the output device, the screen would have looked like this:

FILE IN USE: THEFT PRONE ITEMS

REC. NO.:

COMPUTER
ATARI 800
017684K
500.00
1980

<=BACK >=FORWARD *=MENU P=PRINT

As above, pressing the P would have caused the record displayed to be printed on the printer. Press the asterisk to return to the sub-menu, and select option 2 (RETURN TO MAIN MENU).

Once the main menu has appeared, press 5 (SORT RECORDS).

SORT RECORDS

Use this option to sort the records in your file. Load in HOMEINV, and the first screen appears, as shown on the top of the next page.

1. ITEM
2. BRAND
3. SERIAL NO.
4. VALUE
5. YR PURCH'D

PLEASE INDICATE WHICH FIELD TO SORT ON

Select the field you wish to sort on. Let's use field 1 (ITEM). Press 1 and the system loads the sort program. The next prompt asks if you wish:

(A) ASCENDING OR (D) DESCENDING

Let's choose an ascending sort. Press A, and the program will sort your records. The prompt:

COMPLETED SORTING RECORDS-SAVING NEW ORDER

will then appear, followed shortly by the prompt:

REMOVE THE DATA DISK AND REPLACE WITH THE MASTER
PRESS ANY KEY FOR THE MAIN PROGRAM

After pressing a key, you will return to the master menu.

We hope these instructions have helped you through MMG DATA MANAGER for the first time. If you have any suggestions or questions, please write us. We'll be delighted to receive your comments, and although we can't answer every one, you can be sure we will evaluate them carefully, and we will definitely incorporate many of them in future releases of MMG DATA MANAGER.

LIMITED WARRANTY

This software product is sold "AS IS", without warranty as to its performance. The entire risk as to the quality and performance of the computer software program is assumed by the user. The user, and not the manufacturer, distributor or retailer assumes the entire cost of all necessary service or repair to the computer software program.

The above warranty is in lieu of all other express warranties and of implied warranties or merchantability and fitness for a particular purpose or any other warranty obligation on the part of MMG Micro Software shall be limited to replacement of the original software program, should it become defective within the first ninety (90) days of use by the original purchaser. Some states do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. In no event shall MMG Micro Software or anyone else who has been involved in the creation and production of this computer software program be liable for indirect, special, or consequential damages, such as, but not limited to, loss of anticipated profits or benefits resulting from the use of this program, or arising out of any breach of this warranty. Some states do not allow the exclusion or limitation of incidental or consequential damages so the above limitation may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

The user of this product shall be entitled to use the product for his/her own use, but shall not be entitled to sell or transfer reproductions of the product or instructional materials to other parties in any way.