Short descriptions of procedures for using and operating the various parts of the system follow. In these descriptions, computer questions to the user are generally to the left of the page, and in capitals. Our replies to the computer are in capitals, but underlined. Our comments are in parenthesis, usually toward the center or right side of the page. Below are some important comments, here in capitals.

THE DATA FILES IN THE PACKAGE ARE REALLY TWO SEPARATE FILES, A MASTER RANDOM ACCESS CUSTOMER-A/R FILE CALLED "MASTERAR" AND A SEQUENTIAL INDEX FILE CALLED "INDEXAR". MASTERAR CONTAINS ALL THE DATA ABOUT THE CUSTOMERS, INCLUDING A/R INFORMATION. INDEXAR IS ALWAYS LOADED INTO MEMORY AND PROVIDES A MEANS OF RAPID ACCESS TO DATA ON MASTERAR WHICH IS GENERALLY STORED ON A DISKETTE. IN THE PRESENT CONFIGURATION UP TO 150 CUSTOMER RECORDS MAY RESIDE ON ONE DISKETTE, THOUGH THIS VARIES WITH THE SIZE CHOSEN FOR THE INDIVIDUAL CUSTOMER RECORDS. EACH CUSTOMER RECORD CONSISTS OF TWO OR MORE PHYSICAL RECORDS(255 bytes). THE FIRST OF THESE CONTAINS BIOGRAPHICAL INFORMATION ABOUT THE CUSTOMER AND SOME YEAR TO DATE INFORMATION SUCH AS YTD SALES,ETC. THE REMAINING PHYSICAL RECORDS CONTAIN THE A/R INFORMATION INCLUDING OPEN ITEM INVOICES AND PAYMENTS RECEIVED. SIX INVOICES AND/OR PAYMENTS CAN BE HANDLED ON EACH PHYSICAL RECORD. ON GENERATION OF THE CUSTOMER RECORD ONE,TWO OR THREE OF THESE PHYSICAL RECORDS CAN BE ATTACHED TO THE CUSTOMER FILE. IF THREE ARE ATTACHED THEN 18 INVOICES AND/OR PAYMENTS (OPEN) CAN BE HANDLED AT ONE TIME. ONCE THIS CHOICE IS MADE DO NOT CHANGE WHEN USING THE EDIT PROGRAM. IF THE EDIT PROCEDURE IS USED TO INCREASE THIS NUMBER OF PHYSICAL RECORDS THEN DATA ON OTHER CUSTOMERS WILL BE LOST. IN THE FUTURE WE HOPE TO USE A MORE SOPHISTICATED LINKING PROCEDURE TO MAKE THIS TYPE OF CHANGE POSSIBLE.

IT IS BEST THAT MASTERAR AND INDEXAR GO ON DRIVE 1 (OR 2 or 3) AND BE PLACED ON THEIR OWN FORMATTED DISKETTE WITHOUT PROGRAMS. WITH PROGRAMS AND A TRSDOS ON THE DISKETTE THERE IS ONLY SPACE FOR ABOUT 8 OR 10 CUSTOMERS. THIS CAN BE INCREASED IF TRSDOS IS LEFT OFF(AS ON THE DISKETTE COMPUTRONICS DELIVERS) BUT FOR MAXIMUM CAPACITY KEEP SEPARATE PROGRAM AND DATA DISKETTES.

THOUGH POSSIBLE, AND EVEN THOUGH IT WILL GIVE THE MAXIMUM
MASTERAR STORAGE CAPACITY, WE DO NOT RECOMMEND PUTTING
INDEXAR ON THE PROGRAM DISK WITH MASTERAR ON ITS OWN
DISKETTE. THE REASON FOR THIS IS THAT ONE PROGRAM
DISKETTE CAN RUN A/R FOR SEVERAL COMPANIES IF INDEXAR
AND MASTERAR ARE PLACED TOGETHER. IF PLACED SEPARATELY
AND IF SEVERAL A/R FILES ARE KEPT IT IS ENTIRELY POSSIBLE
TO MIX UP INDEXAR AND MASTERAR FILES FOR DIFFERENT SETS
OF DATA.

NO MATTER HOW IT IS DECIDED TO PLACE INDEXAR AND MASTERAR
THESE FILES MUST BE INITIALIZED ON THE APPROPRIATE
DISKETTES BEFORE THE SYSTEM IS USED.

TO DO THIS PLACE THE DISK ON WHICH INDEXAR WILL BE PLACED
IN DISK DRIVE 1 AND PRESS:

> OPEN"O",1,"INDEXAR" (NOW PRESS ENTER)
>
> NEXT PRESS  CLOSE FOLLOWED BY ENTER

PLACE THE DISK ON WHICH MASTERAR WILL BE PLACED IN
DISK DRIVE 1 AND PRESS:

> OPEN"R",1,"MASTERAR" (NOW PRESS ENTER)
>
> NEXT PRESS CLOSE FOLLOWED BY ENTER.

NOW INDEXAR AND MASTERAR ARE ON THE DESIRED DISKETTE(S)
AND THEY WILL REMAIN THERE THROUGHOUT THE A/R OPERATION.


THESE PROGRAMS WILL RUN WITH OR WITHOUT A LINE PRINTER.
IF A LINE PRINTER IS NOT HOOKED UP BE SURE TO ANSWER N
TO THE QUESTION OF WHETHER A LINE PRINTER IS BEING USED.
OTHERWISE THE SYSTEM WILL HANG UP.