PERSONAL ASSETS TRACKING SYSTEM (PATS)

A Graduate Project Submitted
For Completion of CS-595

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CHAPTER 1
INTRODUCTION

OVERVIEW:

The Personal Assets Tracking System (PATS) is a computerized inventory system for personal assets to be used by homeowners and small business men to keep track of assets basically for insurance purposes. This system allows the user to record pertinent information required by the insurer on all assets, such as the location of these assets, their original cost and their calculated replacement cost, date of acquisition and other required information. It enables a user to generate insurance claims in the event of a catastrophe. Updating takes inflation into consideration and thus aids the user in determining the amount and type of insurance coverage necessary to fully protect his/her assets at any given time.

PATS was developed with the end user in mind. This user orientation resulted in a menu-driven system that assumes no previous computer or computer programming experience. A "fill in the blank" format makes adding, deleting, editing, searching, updating, and report generation simple.

WHY PATS WAS DEVELOPED:

Homeowners and small businesses carry insurance to protect themselves from the risk of an economic loss due to perils such as fire, theft, wind, water, etc. However, often in the event of a catastrophe, individuals cannot collect as much as they anticipated because: (1) they did not realize they had insufficient insurance coverage, (2) accurate calculability of the loss wasn’t possible, (3) inadequate records were kept. Therefore, simply obtaining insurance, does not necessarily mean that one’s assets are protected. Dwelling coverage is
the amount it would cost to replace the entire structure. Unscheduled coverage on personal possessions is usually calculated as a set percentage of one's dwelling coverage. Often this is adequate coverage, however, most insured do not know whether this percentage effectively covers the worth of their possessions nor are they able to calculate what additional coverage may be needed. The insured has no system for determining the net worth of his/her possessions nor the replacement cost (taking inflation into consideration) of all possessions. Nevertheless, purchasing insurance and collecting the amount due, both require that an individual know a substantial amount of information about his/her possessions. The insurer may legally deny loss payment if the insured does not meet certain obligations. Among these obligations are submission of proof of loss which includes information such as: description of item, where it was purchased, when it was purchased, replacement cost, etc. (see Appendix C, exhibits 1, 2).

Therefore, it is not only necessary to have an accurate inventory of personal possessions, but also a system for easily updating this information. Insurance companies provide materials to help the insured keep the necessary information (see Appendix C, exhibit 2) but this task is laborious and hence not usually carried out. However, with the increasing use of computers in homes and small businesses, a computerized asset tracking system such as PATS makes storing, retrieving, and updating the necessary information a relatively easy task. In addition, system statistics enable the insured to determine the amount of coverage necessary to properly insure items and to evaluate alternative types of insurance coverage.
CHAPTER 2
DISCUSSION OF PATS’s MODULES

The Personal Asset Tracking System is comprised of eight basic modules. When the user runs the system he will be presented with a main menu which allows him to chose from among these modules. Below is a discussion of each of the modules.

I - ADDITION MODULE:

The user may request the addition of records in a Long, Scheduled, Short or Credit Card/Valuable papers format. The format will appear on the screen in a "boxed in" area and the user is to supply the requested information (see figure 2.1). Fields may be left blank, however, it is not recommended.

When the user attempts to add a record, the system will ask if a duplicate check is wanted. If the user requests this check, then the system will notify the user of duplicates. Otherwise, the user may add items with nonunique names if he/she so chooses. Nonunique names, however, will slow PATS’s operations down when searching and generating reports.

Following is a discussion of each of the four possible formats available when adding records.

(a) LONG FORMAT - This format is for items which the insurer requires a full description. Usually these items are items exceeding a certain dollar amount (consult your insurance agent) and for items which may be difficult to replace unless full details of manufacturer, serial number etc. are carefully recorded. The information requested in this format was based on standard insurance claim forms. In addition, it contains two fields, category and location, which aid the user in searching items and generating reports. These fields do not appear in the actual insurance claim printout. Discussed
PATS's "BOXED-IN" FORM
FOR ADDING LONG FORMAT RECORDS

Add record(s) in the long format

| category: | : |
| name:     | : |
| descrit:  | : |
| location: | : |
| dateobt:  | : |
| origcost: | 0.00: |
| updatecost: | 0.00: |
| sreceipt: | : |
| photo:    | : |

You may add one or many records.
When done, IGNORE screen format and press PG DN key.

FIGURE 2.1
below are the fields contained in the long format. Note, many of these fields have also been included in the other formats.

**Category:** This is developed by the user (see Ch 3 Getting Started). This is a search field which allows the user to retrieve all items in a certain category. It exists strictly to aid the user. For example, if the user had a lot of electronic equipment he/she would have probably initially created an "electronic" category. Hence in the event that all electronic equipment was stolen or destroyed, a complete report on all electronic equipment could be easily generated.

**Name:** This is the name of the item. Although it is a search key, it need not be unique. For example, an IBM PC and a Compaq may both be called "computer" and then the item description would give further details.

**Location:** This field is developed by the user (see Ch 3- Getting Started). This is a search key which allows the user to retrieve all items found in a certain location. For example, if the user had a catastrophe (such as a fire) which involved all items in a particular location within his/her dwelling, he/she would be able to create an insurance report giving complete details on assets located in that location.

**Descrpt:** The item description should be exacting and contain information such as serial number, model number, manufacturer etc.

**Origcost:** This is the original cost of the item. If this is not known, the user should estimate the cost.
Updatecost: This is the updated cost of an item. When an item is newly acquired the updated cost should be IDENTICAL to the original cost. This will allow for automatic updating at a later date (see discussion on Update Module).

Receipt: The "sales receipt" field allows the user to record whether he/she has a sales receipt for a particular item. Such information is often required by the insurer.

Photo: This allows the user to record whether he/she has a photo of the item. This field assists the user when he/she is asked if proof of ownership is possible.

(b) SCHEDULED FORMAT - This format is for items which require professional appraisals such as valuable jewelry, antiques etc. Your insurance agent will give your a list of items which require scheduling. FAT's scheduled format has been created in accordance with the format insurance companies require. It also records information which is basically to aid the user. The information recorded in this format is basically the same as that described (above) in the Long Format except that the field Updatecost is replaced with a field for the actual appraised cost and the fields appraiser's name and the date of appraisal have been added as shown below.

Appra val: The field appraised value is to contain the actual appraised value of the scheduled item.

Appra date: The field appraisal date is to contain the date when the last appraisal was done. Be sure to check with your insurance agent on the expiration time for appraised figures (often appraisals are valid for 12 months only).
Appraiser: This field is to contain the appraiser's name.

(c) SHORT FORMAT - This format is for items which are easily replaced without the requirement of a detailed description. Often items under a certain dollar amount and items which are common household items are placed in this category. Once again your agent should be consulted. Given below are the fields recorded in this format. As can been seen, it is an abridged version of the Long Format. The only new field is quantity (qty).

Category: Discussed earlier

Name: Discussed earlier

Qty: Quantity is to contain the total number of identical items possessed residing at the same location. For example, 5 frying pans in the kitchen.

Location: Discussed earlier

Origcost: This should contain the TOTAL original cost of all the items in that record.

Updcost: Once again, this field should initially be identical to the field "origcost" so that items may be automatically updated.

(id) CREDIT CARD/VALUABLE PAPERS FORMAT - This format allows the user to record information pertaining to credit cards, stocks, bonds etc. It contains information to aid the user in replacing credit cards or valuable papers. This file usually does not involve the insurer. It is basically for the user's convenience in the event of a loss. Below are the fields in this format.

Category: Discussed earlier

Name: Discussed earlier
Descript: Discussed earlier

Location: Discussed earlier

2- EDITING MODULE:

Records in any of the 4 formats may be edited upon the user’s request. The system will ask the user to give the name of the item he/she wants to edit. The requested item will then appear in a "boxed in" area on the screen. In the event that the item name is not unique, the system will display all of the items with that particular name and the user is given the opportunity to chose which item he/she wants to edit.

Staying within the "boxed in" area, the user may edit any of the fields in the record by using the following numeric keys which are located on the right side of the IBM PC keyboard (for more details see appendix A)

NUMERIC KEY: FUNCTION:

2   Moves cursor DOWNWARD as shown by the arrow on the key
4   Moves cursor to LEFT as shown by the arrow on the key
6   Moves the cursor RIGHT as shown by the arrow on the key
8   Moves the cursor UPWARDS as shown by the arrow on the key

SPACE BAR: spaces over to right, it will also obliterate any characters which it encounters as it moves.

____ ________ (located in upper rt. corner of typewriter key-board)

BACKSPACE KEY: | | <--- | typewriter key-
|____|____|____| board)

The backspace key serves the same function as the numeric keypad "4". However, this
key can be used to backspace whenever the user wants to edit ANY response he/she is required to give while executing the PATS program. The numeric "4" key will only operate when the user is in PATS' "editing module" or "adding module".

The user should note that ALL keys discussed above may also be used to make corrections when adding records (providing the cursor NOT leave the "boxed in" area). Therefore, one should always check that the entered information is correct before pushing the cursor beyond the "boxed in" area.

3- RETRIEVING RECORDS/CREATING REPORTS MODULE:

Upon user request retrievals and printed reports may be made in any of the 4 formats. The user may retrieve a specific item by item name, and view all information entered in that record. If desired, he/she may have a printed copy of the retrieved record. As mentioned earlier, a name doesn't necessarily have to be unique. In the event that there are several items with the same name, the user will be shown all items with that name. An example of the item report is shown in appendix D, exhibit #5.

All records in a given format within a specific category may be requested and all fields in each of the retrieved records may be viewed. If the user requests he/she may have a printed report of all items in that particular category. This report will contain only information pertinent to insurance claims (see appendix D, exhibits 1-3).

The user may also retrieve all records in a given format that reside at a particular location. Likewise, he/she may view all fields of all retrieved records on the screen or request a printed report for insurance purposes.
4- DELETE MODULE:

Records in any of the 4 formats may be deleted upon the user’s request. Once a user has requested the deletion of an item, he/she is given the opportunity to change his/her mind. The system will ask the user, "Are you sure you want this item deleted (Y/N)?". If the response of "Y" is given the item is marked deleted and will not appear in any reports or calculations. Likewise editing and updating of records marked deleted will not be possible. When searching by item name for a particular record, however, records which have been previously marked deleted will be found. In that case, the user will be warned that the item once existed in the database but was marked "deleted". Such a warning helps in monitoring the database and can prevent unwanted deletions from occurring. Upon packing the database (see discussion on R3G) there will be no record of items which were marked deleted; therefore, when the user requests that a item is to be deleted, he/she is given the option to print the deleted record, thus enabling the user to keep an audit trail of deletions.

In the event that there are several items with the same name, the system will display all of the items and the user can select the specific record he/she wants to delete, or the user may delete all of the records with that particular name.

5- UPDATE MODULE:

The replacement cost of items in the short and long format can be automatically updated upon user request. It is up to the user to decide by what percent he/she will update and how often updating will be performed. To aid the user in making these decisions, FATS informs the user when the last updating session occurred and by what amount the replacement costs (updatecost) were updated. The amount should be based on the inflation figure
for the chosen period.

The replacement cost of scheduled items cannot be updated automatically by the system, for the replacement cost of these items must be obtained from an appraiser.

6- STATISTICS/SUMMARIES MODULE:

Upon request the user may obtain statistics or summaries. Following is a discussion of each of the 5 options from which the user may select.

- TOTAL REPLACEMENT COST FOR ALL ASSETS.

  This gives the total replacement cost for the assets in the long format, short format, and the scheduled format. It then gives the sum of the replacement cost of all items in the database. This summary can aid the user in determining if he/she has adequate insurance coverage to protect all insurable assets. (See appendix D, exhibit 6.)

- REPLACEMENT COST FOR ALL ASSETS IN A GIVEN CATEGORY.

  This gives the total replacement cost for assets in a given category residing in the long format, short format, and the scheduled format. It then gives a sum of the replacement cost for all assets in the database classified under a specified category. This summary can aid user in determining what type of insurance coverage would best suit his/her needs. (See appendix D, exhibit 7.)

- REPLACEMENT COST FOR ALL ASSET IN A GIVEN LOCATION.

  Like the above summary, this gives a
breakdown of the replacement cost of items in a specified location in each of the files and then the total replacement cost for all items in the database residing in that location. This summary can help the insured to determine if he/she should relocate some items so as to minimize the loss should a catastrophe occur in the specified location. (See appendix D, exhibit 5.)

-NAME OF PERSON WHO LAST ACCESSED THE DATABASE AND THE DATE OF ACCESS.

This information helps in monitoring the database. It is particularly useful when updating, editing, or deleting of records is performed by more than one user.

-NUMBER OF RECORDS MARKED DELETED.

Before the user considers using the Pack Module (described below) it is useful to check the number of records marked deleted. This module not only gives the total number of records marked deleted in each of the 4 formats, but also gives the user a warning when each (or all) of the files should be packed using the Pack Module. Although this summary serves as a good guide, if the user plans to add many records to a particular file, he/she may want to pack that file first. This will ensure that the file will contain enough room to handle all the new records.

7- PACK MODULE:

As mentioned earlier, records marked deleted using the Delete Module will not be included in any of the system’s calculations and cannot be updated or edited. Nevertheless, they still remain in the
database and take up room in the files. Therefore, periodically the user should check to see how many records are marked deleted in each of the files using the statistics module discussed above. This will aid the user in determining when to pack. The Pack Module obliterates the records which are marked deleted and reclaims the space taken up by these records. Packing takes awhile (depending on the size of the file being packed) because the entire file must be reindexed on category, location and name. Therefore, please be patient when using the Packing Module.

S- EXIT MODULE

Following are two methods for exiting from PATS. The first method, the QUIT option, is preferred. The second method, the CANCEL option, should be selected by experienced dBASE II users only.

QUIT (Q) : This module exits PATS and returns to the IBM operating system. When the A) prompt appears the user should carefully remove the dBASE II diskette and the PATS diskette and turn the computer off. In most instances, the QUIT option should be selected to exit from PATS instead of the CANCEL option.

CANCEL (C) : This module cancels program execution while remaining in dBASE II language. This option should be used only if the user understands how to program in the dBASE II language. However, if the user inadvertently selects this option, he/she must wait for the dot which is the dBASE II prompt to appear on the screen. Then type the word QUIT and press the return key. An A) will then appear on the screen. At that point the user should remove both diskettes and turn the computer off.
CHAPTER 3
GETTING STARTED

EQUIPMENT:

Operation of the Personal Assets Tracking System requires the following:

Hardware
* IBM Personal Computer with 128K bytes of memory
* Two double sided double density disk drives
* 132 character line width printer
* Cursor addressable 24 line by 80 column CRT

Software
* IBM PC DOS V2.0 Operating System
* Ashton-Tate dBASE II Assembly-Language Relational Database Management System V2.3
* Personal Assets Tracking System which is described in this manual.

Other
* One personalized Master Category Sheet (1 MCS form has been provided)
* One personalized Master Location Sheet (1 MLS form has been provided)

CREATING A MASTER CATEGORY SHEET (MCS)

As discussed in Chapter 2, PATS can search for items and generate reports based on a given category. Before completing the MCS form provided at the end of this chapter, the user should carefully decide how to classify his/her assets. Figure 3.1 shows a typical MCS for a homeowner. Usually 20-25 categories are sufficient.
Creating too many categories will make the system cumbersome to use and can result in slower retrieval and slower report generation times.

It is easy to add a category if the need arises, however, deletion of a category will necessitate massive editing of records or some special technique, which are beyond the scope of this manual.

One word of caution - categories on the MCS should be written EXACTLY the way the user plans to submit these categories when using PATS. For example, the category "china" could not be found by PATS if the user requested a search for all items under the category "China". Careful preparation and exactness in completing the MCS form and typing the category field in a new record will enable you to search for a particular category and generate reports on that category with no difficulty.

CREATING A MASTER LOCATION SHEET (MLS)

PATS is also able to search for items based on their location and can generate reports based on location. The Location Master Sheet, which has been provided (at the end of this chapter) should coincide with the areas in which the user’s assets may be located in his/her home or place of business. The MLS is usually based on rooms. For example, if PATS is being used in the home, then the user would want the MLS to contain all rooms, attic, basement, garage and any other major areas in which his/her insurable assets may reside. Figure 3.2 shows an example of an MLS sheet used by a homeowner.

As cautioned above, the user must take care when completing the MLS form and when submitting data in the PATS program. The name of the location should be recorded on the sheet EXACTLY the way the user plans to submit the location name when using the PATS program. Otherwise, PATS will be unable to identify the location when asked to
search for it or generate a report for it.

Locations should have general names. For example, the name "bedroom 1" is better than descriptive names such as "pink bedroom" or "small office". This way, if one changes dwellings or changes decor, there will be less editing of records.

LOGGING ONTO PATS

If the user does not know how to start DOS, he/she should read Appendix B before going on.

Below are the steps the user will need to take to log onto PATS. Quotation marks have been used to indicate replies typed by the user in response to the system prompts. They may be in upper or lower case letters. The quotation marks are NOT to be typed, just their contents.

1. With operating system prompt A> displayed on the CRT screen, insert dBASE II diskette into drive A (left drive) and a formatted diskette into drive B. (Formatting is discussed in Chapter 5).

2. Type: "dbase" and press the return key (enter key). The dBASE II sign will appear followed by a dot (period) which is the dBASE system prompt.

3. Type: "set default to b" and press return key. Once again the dot will appear.

4. Type: "do main" and press the return key. The Personal Assets Tracking System sign will appear followed by the system's Main Menu. The system is now ready for operation.
Shown below is the CRT screen image of steps described on the previous page:

```
A>dbase

*** dBASE II/86 Ver 2.3D  29 Nov 82
   . set default to b
   . do main
```

If the user feels he/she would like some experience using PATS before entering the actual data into the database, the user should go through the tutorial in Chapter 4. Otherwise, skip that chapter and read Chapter 5 which discusses special topics which the user needs to be familiar with for successful operation of PATS.
**MASTER CATEGORY SHEET (MCS)**

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>furniture</td>
<td></td>
</tr>
<tr>
<td>wall hangings</td>
<td>paintings, photos, etc</td>
</tr>
<tr>
<td>unclassified</td>
<td></td>
</tr>
<tr>
<td>china</td>
<td>bone china</td>
</tr>
<tr>
<td>crystal</td>
<td>cut glass</td>
</tr>
<tr>
<td>glass</td>
<td>vases, everyday dishes</td>
</tr>
<tr>
<td>antiques</td>
<td>appraised &amp; items 75 yrs+ old</td>
</tr>
<tr>
<td>silver</td>
<td>sterling, plated</td>
</tr>
<tr>
<td>precious metals</td>
<td>pewter, copper, brass</td>
</tr>
<tr>
<td>miscellaneous</td>
<td>bric-a-brac items, carvings, toys</td>
</tr>
<tr>
<td>jewelry</td>
<td></td>
</tr>
<tr>
<td>general household</td>
<td>linnens, bathrm items, etc</td>
</tr>
<tr>
<td>hobbies</td>
<td>non-physical</td>
</tr>
<tr>
<td>sports</td>
<td>physical, athletic</td>
</tr>
<tr>
<td>books</td>
<td></td>
</tr>
<tr>
<td>valuable papers</td>
<td>software#, stocks, bonds etc</td>
</tr>
<tr>
<td>records</td>
<td></td>
</tr>
<tr>
<td>clothing</td>
<td></td>
</tr>
<tr>
<td>tools</td>
<td>non-electrical, includes garden</td>
</tr>
<tr>
<td>electrical</td>
<td>equipment</td>
</tr>
<tr>
<td>kitchen items</td>
<td>sm household items in kitchen, etc</td>
</tr>
</tbody>
</table>

**FIGURE 3.1**
### MASTER LOCATION SHEET (MLS)

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kitchen</td>
<td>includes breakfast area &amp; pantry</td>
</tr>
<tr>
<td>dining room</td>
<td></td>
</tr>
<tr>
<td>living room</td>
<td></td>
</tr>
<tr>
<td>foyer</td>
<td>main foyer, includes closets</td>
</tr>
<tr>
<td>family room</td>
<td>includes closet &amp; back entry area</td>
</tr>
<tr>
<td>half bath</td>
<td></td>
</tr>
<tr>
<td>bedroom 1</td>
<td>yellow bedroom &amp; closets</td>
</tr>
<tr>
<td>bedroom 2</td>
<td>pink bedroom &amp; closet</td>
</tr>
<tr>
<td>bedroom 3</td>
<td>guest room &amp; closet</td>
</tr>
<tr>
<td>master bedroom</td>
<td>includes walk-in closet</td>
</tr>
<tr>
<td>master bath</td>
<td>includes dressing room</td>
</tr>
<tr>
<td>main bath</td>
<td>includes linen closet</td>
</tr>
<tr>
<td>utility room</td>
<td></td>
</tr>
<tr>
<td>basement</td>
<td>shop + recreation/storage area</td>
</tr>
<tr>
<td>attic</td>
<td></td>
</tr>
<tr>
<td>patio</td>
<td></td>
</tr>
</tbody>
</table>

**FIGURE 3.2**
<table>
<thead>
<tr>
<th>LOCATION</th>
<th>COMMENTS</th>
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CHAPTER 4
PATS's TUTORIAL

The purpose of this tutorial is to familiarize you with the PATS's modules. It also demonstrates how non-unique item names are handled among other special features of the system. Please try to follow the tutorial closely. Any responses that you are required to make have been enclosed in quotes. These quotation marks are NOT to be typed, just their contents is to be typed.

Start up DOS (Appendix B) and when you see the A: prompt log-on to PATS as shown in Chapter 5 of this manual. You will now see PATS's system sign followed by PATS's log-on procedure. If the system appears to be waiting for something, always try pressing the return key (also called the enter key - Appendix A) and the program will continue executing.

The following screen images will be seen:

******************************
*
*
*
PERSONAL ASSETS TRACKING SYSTEM
(PATS)
*
*
*
*
*
*
*
*
*
By Margaret Bunting, 1983
*
*
*
*
******************************

PRESS RETURN TO CONTINUE:

Please enter first and last name: "John Doe"
Please enter current date: "08/02/83"
UPON PRESSING THE RETURN KEY, THE MAIN MENU WILL APPEAR. WE WANT TO ADD 2 RECORDS SO SELECT OPTION "A".

MAIN MENU

A = ADD new record(s)
C = CANCEL execution, go back to dBASEII
I = DELETE record(s)
E = EDIT and change record(s)
P = PACK, reorganize database, purge deletes
Be sure to read user's manual first
Q = QUIT, return to DOS
R = RETRIEVE/REPORT and/or display records
by item name, location, or category
S = STATISTICS, summary
U = UPDATE replacement cost for inflation

Please enter your choice (CAPITALS): "A"

UPON PRESSING THE RETURN KEY THE MENU TO ADD RECORDS WILL APPEAR. SELECT THE "L" FORMAT SINCE WE WANT TO ADD RECORDS IN THE LONG FORMAT.

MENU TO ADD RECORD(S)

Select one of the 4 record formats or hit Q to return to the main menu

A = add SCHEDULED (appraised) items
C = add CREDIT CARD/VALUABLE papers
L = add LONG format items
Q = QUIT, return to main menu
S = add SHORT format for items < $10.00

Please enter your choice (CAPITALS): "L"

Check for DUPLICATES before adding (Y/N)?: "Y"

What is the name of the item: "table"
NOW YOU WILL SEE THE "BOXED IN" AREA IN WHICH
YOU ARE TO PLACE THE INFORMATION YOU WANT TO ADD.

Add record(s) in the long format
+=================================================================================
| category: :  :
| name: :  :
| descrpt: :  :
| location: :  :
| detect: :  :
| origcost: :  0.00:
| updatecost: :  0.00:
| receipt: :  :
| photo: :  :
+=================================================================================
You may add one or many records.
When done, IGNORE screen format and press PG DN key

PLEASE TURN THE PAGE AND ADD THE FIRST
RECORD BY TYPING THE INFORMATION IN THE "BOXED IN"
AREA. REMEMBER, IF YOU MAKE A MISTAKE, TRY USING
THE EDITING KEYS DISCUSSED IN CHAPTER 2. THESE KEYS
WILL WORK AS LONG AS YOU DO NOT PRESS THE CURSOR
BEYOND THE "BOXED IN" AREA.
ADD THE FIRST ITEM, WHICH IS THE ITEM "table" INTO THE LONG FORMAT FILE AS SHOWN BELOW.

Add record(s) in the long format

```
category: "furniture":
name: :"table":
descrip: :"drop-leaf side table by Kittinger Co":
location: :"living room":
daterec: :"5/6/81":
origcost: :"800.00":
updatecost: :"950.00":
receipt: :"yes":
photo: :"yes":
```

You may add one or many records.
When done, IGNORE screen format and press FG DN key.

AS YOU WILL RECALL, WE REQUESTED THAT THE SYSTEM CHECK FOR DUPLICATE ITEM NAMES BEFORE ADDING ANY RECORDS. SINCE THERE WERE NO OTHER ITEMS CALLED "TABLE" IN OUR FILE, WE DID NOT GET A WARNING MESSAGE.
NOW LET'S ADD THE SECOND RECORD INTO OUR LONG
FORMAT FILE AND ASK THE SYSTEM TO CHECK FOR
DUPLICATES. (AS YOU WILL RECALL THIS IS A SECOND
TABLE!) THE FOLLOWING SCREEN IMAGE RESULTS:

Check for DUPLICATES before adding next record (Y/N)?: "Y"
What is the name of the item: "table"

Item table is in the file
Do you want to use another name (Y/N)?: "N"

UPON PRESSING RETURN, THE SYSTEM WILL PRESENT
THE FORM TO ADD ANOTHER ITEM. FILL IT IN AS
FOLLOWS:

Add record(s) in the long format

+-----------------------------------------------+
| category: ::"furniture"                      |
| name:    ::"table"                           |
| descrip: ::"dining table GV100 by Baker Furniture" |
| location: ::"dining room"                    |
| dateinp: ::"8/9/81"                          |
| origcost: ::"1800.00"                        |
| updatecost: ::"2000.00"                      |
| receipt: ::"Y"                               |
| photo:   ::"Y"                               |
+-----------------------------------------------+

You may add one or many records.
When done, IGNORE screen format and press PG DN key
UPON PRESSING THE RETURN KEY (OR "PG DN" KEY) ANOTHER BOXED-IN FORM WHICH IS SHOWN BELOW WILL APPEAR. IF YOU DO NOT WANT TO ADD ANY MORE RECORDS PRESS THE "PG DN" KEY (3) AND IGNORE ANY QUESTIONS DEALING WITH THE PROCESS OF ADDING RECORDS. NOW THE MAIN MENU WILL REAPPEAR AND WE CAN CONTINUE EXPLORING THE DIFFERENT OPTIONS.

Add record(s) in the long format

category: 
name: 
descrip: 
location: 
dateobt: 
origcost: $0.00:
updatecost: $0.00:
receipt: 
photo: 

You may add one or many records. When done, IGNORE screen format and press PG DN key
LET'S TRY TO RETRIEVE THE RECORDS WE JUST ADDED AND GENERATE REPORTS, SO SELECT OPTION "R".

MAIN MENU

A = ADD new record(s)
C = CANCEL execution, go back to dBASEII
; = DELETE record(s)
E = EDIT and change record(s)
P = PACK, reorganize database, purge deletes
    Be sure to read user's manual first
Q = QUIT, return to DOS
R = RETRIEVE/REPORT and/or display records
    by item name, location, or category
S = STATISTICS, summary
U = UPDATE replacement cost for inflation

Please enter your choice (CAPITALS): "R"

UPON PRESSING THE RETURN KEY THE MENU TO RETRIEVE RECORDS WILL APPEAR. SELECT THE "L" FORMAT SINCE WE WANT TO RETRIEVE RECORDS IN THE LONG FORMAT.

MENU TO RETRIEVE ITEM(S)

Select one of the 4 record formats or hit Q to return to the main menu

A = retrieve SCHEDULED (appraised) items
C = retrieve CREDIT CARD/VALUABLE papers
L = retrieve LONG format items
S = retrieve SHORT format for items
Q = QUIT, return to main menu

Please enter your choice (CAPITALS): "L"
AS YOU RECALL, YOU CAN RETRIEVE AND GENERATE REPORTS BY ITEM NAME, CATEGORY OR LOCATION. THUS UPON SELECTING THE RETRIEVAL OPTION, THE SYSTEM PRESENTS A SEARCH KEY MENU SO IT KNOWS WHETHER YOU WANT IT TO LOOK FOR A NAME, CATEGORY OR LOCATION.

WE WANT TO RETRIEVE BY CATEGORY AND CREATE A PRINTED REPORT BASED ON CATEGORY, SO SELECT OPTION "C". SINCE "TABLE" IS IN THE CATEGORY OF FURNITURE, TYPE "furniture" FOR THE CATEGORY.

SEARCH KEY MENU

C = Retrieve all items in a given CATEGORY
I = Retrieve all items in a given LOCATION
N = Retrieve an item using item NAME
Q = QUIT, return to search format menu

Please enter your choice (CAPITALS):"C"

For what category do you want a report?:"furniture"

Do you want a printed report (Y/N)?:"Y"

BE SURE TO TURN ON YOUR PRINTER WHENEVER YOU REQUEST A PRINTOUT. IF YOU DON'T, THE CRT SCREEN WILL SAY "OUT OF PAPER", AT THAT POINT IT IS TOO LATE TO TURN ON THE PRINTER. YOU MUST HIT THE "ESC" KEY (Appendix A) AND THEN YOU MUST TYPE THE WORD "QUIT" AND THE SYSTEM WILL GIVE YOU AN A> PROMPT. NOW YOU MUST START FROM THE BEGINNING AND LOG-ON TO PATS AGAIN JUST LIKE YOU DID IN THE BEGINNING OF THIS TUTORIAL.

PLEASE TURN THE PAGE AND SEE THE INSURANCE CLAIM REPORT PATS HAS GENERATED! (THE REPORT HAS BEEN REDUCED IN SIZE FOR THIS MANUAL.)
**SCHEDULE OF PERSONAL ASSETS (long form)**

<table>
<thead>
<tr>
<th>NAME OF ITEM</th>
<th>ITEM DESCRIPTION</th>
<th>PURCHASED ORIG-COST</th>
<th>COST-NOW REC PIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>high boy</td>
<td>walnut finish, Heidel Harris Co., VA, 1978</td>
<td>5/6/75</td>
<td>1000.00</td>
</tr>
<tr>
<td>sideboard</td>
<td>charles river plantation by Baker furniture</td>
<td>5/10/57</td>
<td>4000.00</td>
</tr>
<tr>
<td>high boy</td>
<td>oak, purchased from the Valuable Shop</td>
<td>6/7/81</td>
<td>600.00</td>
</tr>
<tr>
<td>queen bed</td>
<td>Simmons, extra firm</td>
<td>9/7/85</td>
<td>300.00</td>
</tr>
<tr>
<td>wing chair</td>
<td>Queen Anne by Hickory Chair, NC257</td>
<td>5/8/79</td>
<td>500.00</td>
</tr>
<tr>
<td>piano</td>
<td>Steinway brand, Piano, mahagony, SL-9508</td>
<td>6/7/78</td>
<td>5000.00</td>
</tr>
<tr>
<td>bookcase</td>
<td>4 ft wide, 2 qty., custom made by WMB</td>
<td>5/6/82</td>
<td>600.00</td>
</tr>
<tr>
<td>grandfather clock</td>
<td>&quot;Star&quot; by Lindal Furniture, Grand Rapids, MI</td>
<td>7/8/81</td>
<td>2000.00</td>
</tr>
<tr>
<td>grandfather clock</td>
<td>Herschede, &quot;The Clock&quot;</td>
<td>12/12/75</td>
<td>5000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>19650.00</td>
<td>40217.00</td>
</tr>
</tbody>
</table>

This report has been reduced in size by 66%
AFTER PRINTING THE REPORT PATS AUTOMATICALLY RETURNS US TO THE SEARCH KEY MENU. NOW LET'S SEARCH BY ITEM NAME, SO SELECT THE OPTION "N".

SEARCH KEY MENU

C = Retrieve all items in a given CATEGORY
L = Retrieve all items in a given LOCATION
N = Retrieve an item using item NAME
Q = QUIT, return to search format menu

Please enter your choice (CAPITALS): "N"

What is the name of the item you want?: "table"

Do you want the record printed (Y/N)?: "Y"

PATS HAS NO WAY OF KNOWING WHICH "TABLE" WE WANT, SO IT RETRIEVES AND PRINTS BOTH OF THEM. SHOWN BELOW IS THE FIRST ITEM "table" IT RETRIEVED. ON THE NEXT PAGE IS THE PRINTOUT FOR THIS RECORD. ALTHOUGH THE SECOND RECORD CONTAINING "table" WILL NOT BE SHOWN HERE, YOU WILL NOTE THAT UPON PRESSING THE RETURN THE SECOND "table" WILL APPEAR ON THE SCREEN AND IT TOO WILL BE PRINTED OUT. WHEN THE SYSTEM CAN FIND NO MORE "tables", IT WILL RETURN TO THE RETRIEVE MENU AUTOMATICALLY.

ITEM FOUND

+-----------------------------------------------+
| category: :furniture                       |
| name: :table                                |
| descrit: :drop-leaf side table by Kittinger Co |
| location: :living room                      |
| dateobt: :5/6/81                            |
| origcost: :000.00                           |
| updatecost: :950.00                          |
| sreceipt: :yes                              |
| photo: :yes                                 |
+-----------------------------------------------+
NOW SELECT OPTION "O" FROM THE RETRIEVE MENU
AND THIS WILL GIVE US THE MAIN MENU. THIS TIME LET'S
EDIT THE RECORD CONTAINING THE DINING ROOM TABLE SO
SELECT OPTION "E". WE DISCOVERED THAT THE TABLE IS
CURRENTLY WORTH $2500 INSTEAD OF $2000 SO THE FIELD
"updatecost" MUST BE CHANGED. (SOUNDS LIKE THE
DINING TABLE WAS A GOOD INVESTMENT!)

MAIN MENU

A = ADD new record(s)
C = CANCEL execution, go back to dBASE II
D = DELETE record(s)
E = EDIT and change record(s)
P = PACK, reorganize database, purge deletes
    Be sure to read user's manual first
Q = QUIT, return to DOS
R = RETRIEVE/REPORT and/or display records
    by item name, location, or category
S = STATISTICS, summary
U = UPDATE replacement cost for inflation

Please enter your choice (CAPITALS): E

UPON PRESSING THE RETURN KEY, THE MENU TO EDIT
RECORDS APPEARS. SINCE THE "DINING ROOM TABLE" IS
IN THE LONG FILE, SELECT THE OPTION "L".

MENU TO EDIT RECORD(S)

Select one of the 4 record formats or hit Q to
return to the main menu

A = Edit SCHEDULED (appraised) items
C = Edit CREDIT CARD/VALUABLE papers
L = Edit LONG format items
S = Edit SHORT format for items < $10.00
Q = QUIT, return to main menu

Please enter your choice (CAPITALS): "L"
Name of the item you want to edit?: "dining table"
NOTE, THIS TIME WE CALLED THE "table"
A "dining table"; CONSEQUENTLY PATS CANNOT FIND
IT, AS YOU WILL RECALL, WE HAD SUBMITTED THE ITEM
NAME AS "table" WHEN WE INITIALLY ADDED THE RECORD,
SO THE SYSTEM RETURNS THE MESSAGE SHOWN BELOW AND
THEN PRESENTS THE EDIT MENU SO YOU CAN SELECT
ANOTHER FILE IF NECESSARY.

*** ERROR: the item dining table is not in the L file
Press the return key and try another file.

UPON PRESSING THE RETURN KEY THE EDIT MENU
WILL REAPPEAR. SINCE YOU KNOW THE CHARACTERISTICS OF
THE LIVING ROOM TABLE WOULD NECESSITATE IT BEING IN
THE LONG FORMAT, SELECT OPTION "L" AGAIN AND TRY
USING THE CORRECT NAME SO THE SYSTEM CAN FIND THE
ITEM. THE SYSTEM DOESN'T KNOW WHICH "TABLE" YOU
WANT TO EDIT, SO IT DISPLAYS BOTH OF THEM. THE FIRST
TABLE TO APPEAR IS THE "drop-leaf side table".

Editing long format records
=================================================================================================
category?: furniture

name:   table

descript:  drop-leaf side table by Kittinger Co

location: living room

dateobt:  5/6/81

origcost:  800.00

updatecost:  950.00

sreceipt: yes

photo: yes

=================================================================================================
If this is not the correct item
press the PG DN key and the search will continue

THIS IS NOT THE CORRECT ITEM SO PRESS DOWN
THE "PG DN" KEY AND THE DINING ROOM TABLE WILL APPEAR.
NOW THE CURRENT PRICE (UPDATECOST) OR ANY FIELD MAY BE
EDITED. IF NECESSARY, CONSULT CHAPTER 2 ON EDITING.
SINCE THE DINING ROOM TABLE IS WORTH A LOT OF MONEY YOU DECIDED TO SELL IT, SO IT MUST BE DELETED FROM THE DATABASE. SELECT OPTION "D" FROM THE EDIT MENU AND THAT WILL RETURN US TO THE MAIN MENU. NOW SELECT OPTION "D" SO WE CAN DELETE THAT PARTICULAR TABLE.

MAIN MENU

A = ADD new record(s)
C = CANCEL execution, go back to dBASEII
D = DELETE record(s)
E = EDIT and change record(s)
F = PACK, reorganize database, purge deletes
    Be sure to read user's manual first
Q = QUIT, return to DOS
R = RETRIEVE/REPORT and/or display records
    by item name, location, or category
S = STATISTICS, summary
U = UPDATE replacement cost for inflation

Please enter your choice (CAPITALS): "D"

UPON PRESSING THE RETURN KEY THE DELETE MENU WILL APPEAR AS FOLLOWS:

MENU TO DELETE RECORD(S)

Select one of the 4 record formats or hit 0 to return to the main menu

A = Delete SCHEDULED (appraised) items
C = Delete CREDIT CARD/VALUABLE papers
L = Delete LONG format items
S = Delete SHORT format for items < $10.00
Q = QUIT, return to main menu

Please enter your choice (CAPITALS): "L"
Name of the item you want to delete?: "table"
AS ENCOUNTERED EARLIER, THE SYSTEM DOESN'T KNOW WHICH "table" IN THE LONG FORMAT FILE YOU WANT TO DELETE SO IT SHOWS ALL TABLES AND LETS YOU SELECT THE CORRECT ITEM. THIS IS ALL VERY TIME CONSUMING AS YOU HAVE PROBABLY NOTICED. THAT IS WHY IT IS SUGGESTED THAT YOU USE UNIQUE ITEM NAMES IF AT ALL POSSIBLE, EVEN THOUGH THE SYSTEM DOES NOT FORCE YOU TO USE A UNIQUE NAME.

THE FIRST "table" ENCOUNTRED IS THE "drop-leaf table" AND SO THE SYSTEM DISPLAYS THAT ITEM AS FOLLOWS:

ITEM FOUND
+---------------------------------+---
| category: | furniture |
| name:     | table     |
| descript:  | drop-leaf side table by Kittinger Co |
| location: | living room |
| dateobt:  | 5/6/81    |
| origcost: | 800.00    |
| updatecost: | 950.00 |
| sceipt:   | yes       |
| photo:    | yes       |
+---------------------------------+

Press the return key to continue

WAITING-

*** WAS THAT THE CORRECT ITEM *** (Y/N)?:"N"

THAT WAS NOT THE CORRECT ITEM, SO WE ENTERED "N" AND AFTER PRESSING RETURN THE SEARCH CONTINUES TO LOOK FOR THE CORRECT "table". IF THE ITEM NAME HAD BEEN UNIQUE THEN THE SYSTEM WOULD NOT GO THROUGH THIS LENGTHY PROCEDURE!
FATS THEN PRESENTS THE SECOND ITEM CALLED "table". THIS TIME IT IS THE CORRECT ITEM SO WE MAY PROCEED ON WITH THE DELETION.

ITEM FOUND

```
category: :furniture    :
name: :table             :
descript: :dining table 6V100 by Baker Furniture :
location: :dining room  :
dateobt: : 8/9/81:
origcost: : 1800.00:
updatecost: : 2000.00:
sreceipt: : y  :
photo: : y  :
```

PRESS RETURN KEY TO CONTINUE

WAITING--

*** WAS THAT THE CORRECT ITEM *** (Y/N):"Y"

Do you really want that record deleted (Y/N):"Y"

Do you want the deleted record printed (Y/N):"N"

***** THE RECORD HAS BEEN DELETED! *****
Press the return key to continue:

NOTE, TO PREVENT ACCIDENTAL DELETION, YOU WERE GIVEN A SECOND CHANCE. IF YOU SAID "N" WHEN ASKED IF YOU "REALY WANT TO DELETE THE RECORD", THE RECORD WOULD NOT HAVE BEEN DELETED. UPON PRESSING THE RETURN KEY, THE MAIN MENU REAPPEARS.
NOW LET’S SEE WHAT THE STATISTIC/SUMMARY MODULE DOES, SO SELECT THE “S” OPTION.

MAIN MENU

A = ADD new record(s)
C = CANCEL execution, go back to dBASEII
L = DELETE record(s)
E = EDIT and change record(s)
P = PACK, reorganize database, purge deletes
Be sure to read user’s manual first
Q = QUIT, return to DOS
R = RETRIEVE/REPORT and/or display records
by item name, location, or category
S = STATISTICS, summary
U = UPDATE replacement cost for inflation

Please enter your choice (CAPITALS):"S"

UPON PRESSING THE RETURN KEY, THE STATISTICS MENU APPEARS AS SHOWN BELOW. LET’S SELECT OPTION #1.

STATISTICS MENU

1 = REPLACEMENT cost of ALL ASSETS in DATABASE
2 = REPLACEMENT cost for all assets in given CATEGORY
3 = REPLACEMENT cost for assets in given LOCATION
4 = NAME of last user & ACCESS DATE
5 = NUMBER OF RECORDS MARKED DELETE in each format
Q = QUIT, return to main menu

Please enter your choice:"1"

TOTAL REPLACEMENT COSTS

Replacement cost = 950.00 for long format items
Replacement cost = 0.00 for scheduled items
Replacement cost = 0.00 for short format items

TOTAL: 950.00

PRESS RETURN TO CONTINUE:
PATTS EXITS FROM THAT DISPLAY AND ONCE AGAIN PRESENTS THE STATISTICS MENU. YOU CAN TRY OPTIONS #2 AND #3 IF YOU WISH, BUT LET'S LOOK AT OPTION 4.

STATISTICS MENU

1 = REPLACEMENT cost of ALL ASSETS in DATABASE
2 = REPLACEMENT cost for all assets in given CATEGORY
3 = REPLACEMENT cost for assets in given LOCATION
4 = NAME of last user & ACCESS DATE
5 = NUMBER OF RECORDS MARKED DELETE in each format
6 = CULL, return to main menu

Please enter your choice: "4"

ASSUMING YOU JUST ACQUIRED PATTS AND THEREFORE NO ONE HAS USED IT BEFORE YOU, OPTION #4 WOULD SIMPLY PRESENT BLANKS. IF IT HAD BEEN USED PREVIOUSLY BY SOMEONE NAMED "John Brown", YOU WOULD SEE THE FOLLOWING:

Last user was: John Brown
Date accessed: 5/6/83
As you will recall from Chapter 2 (Discussion on Packing) when records are deleted by you, they still remain in the database even though you cannot use them (for all practical purposes they are gone!). After many deletions you should select Option 5 to see the total number of "useless" records taking up room in your database. After a certain number have accumulated Pats will warn you that you should use the Pack module. Select Option #5. The screen image is shown below.

Long format: 1 records are marked deleted
Short format: 0 records are marked deleted
Success format: 0 records are marked deleted
Credit format: 0 records are marked deleted

The system automatically returns to the main menu. Now let's adjust the item(s) in the database for inflation, so select Option "U"

Main Menu

A = ADD new record(s)
C = CANCEL execution, go back to dBASEII
D = DELETE record(s)
E = EDIT and change record(s)
P = PACK, reorganize database, purge deletes
    Be sure to read user's manual first
Q = QUIT, return to DOS
R = RETRIEVE/REPORT and/or display records
    by item name, location, or category
S = STATISTICS, summary
U = UPDATE replacement cost for inflation

Please enter your choice (CAPITALS):"U"
UPON PRESSING THE RETURN KEY YOU WILL SEE THE MESSAGES SHOWN BELOW. ASSUMING NO ONE EVER UPDATED YOUR DATABASE, YOU WOULD SEE BLANKS FOR DATE AND ZERO FOR THE UPDATE PERCENT.

Last update session was 05/06/83

Percent used was: 5

Do you want to update again (Y/N)?:"Y"

Please enter your update figure (integer):"10"

WHEN UPDATING IS COMPLETE THE MAIN MENU WILL APPEAR AGAIN. NOTE, THERE ARE ONLY 3 OPTIONS WE HAVEN'T TRIED - CANCEL, PACK, AND QUIT.

WE WILL DO PACK AND QUIT IN A FEW MINUTES. BE SURE TO READ ABOUT CANCEL IN CHAPTER 2.

BEFORE GOING ON TO THE PACK OPTION, SELECT "D," THE DELETE OPTION, AND DELETE ANY RECORDS YOU ENTERED SOLELY FOR PRACTICE IN THIS TUTORIAL.

ASSUMING YOU JUST CLEANED UP YOUR FILE(S) LET'S SELECT OPTION "P" AND PACK ANY FILES IN WHICH RECORDS WERE DELETED DURING THIS PRACTICE SESSION.

MAIN MENU

A = ADD new record(s)
C = CANCEL execution, go back to dBASE II
D = DELETE record(s)
E = EDIT and change record(s)
P = PACK, reorganize database, purge deletes
    Be sure to read user's manual first
Q = QUIT, return to DOS
F = RETRIEVE/REPORT and/or display records
    by item name, location, or category
S = STATISTICS, summary
U = UPDATE replacement cost for inflation

Please enter your choice (CAPITALS):"P"
UPON PRESSING RETURN, THE FOLLOWING MENU WILL APPEAR:

MENU TO PACK FILE(S)

A = pack SCHEDULED format file (appraised items)
C = pack CREDIT CARD/VALUABLE Papers format
L = pack LONG format file
S = pack SHORT format file
E = pack EVERY file - all 4 formats
Q = QUIT, return to main menu

Please enter your choice (CAPITALS): "E"

UPON PRESSING RETURN PATS WILL DISPLAY THE FOLLOWING MESSAGE AND THEN WILL RETURN TO THE MAIN MENU WHEN THE PACKING PROCEDURE IS COMPLETE.

PACKING AND REORGANIZING ALL 4 FILES
Please relax - it takes awhile

AS YOU CAN SEE, PACKING THE FILES TAKES A WHILE WHEN JUST DEALING WITH SMALL FILES. THIS WILL HELP GIVE YOU AN IDEA OF HOW LONG IT TAKES TO WORK ON A LARGER FILE!
WE EXPLOR ED MOST OF P A T S'S OPTIONS, SO NOW
LET'S END OUR SESSION AND SELECT OPTION "0" TO
EXIT FROM P A T S.

MAIN MENU

A = ADD new record(s)
C = CANCEL execution, go back to dBASEII
D = DELETE record(s)
E = EXIT and change record(s)
P = PACK, reorganize database, purge deletes
    Be sure to read user’s manual first
D = DUIT, return to DOS
R = RETRIEVE/REPORT and/or display records
    by item name, location, or category
S = STATISTICS, summary
U = UPDATE replacement cost for inflation

Please enter your choice (CAPITALS): "0"

UPON PRESSING RETURN YOU WILL SEE THE
FOLLOWING MESSAGE DISPLAYED:

*** END RUN dBASE II ***

A

NOW CAREFULLY REMOVE THE P AT S' DISKETTE
AND YOUR INVENTORY DISKETTE AND TURN THE COMPUTER,
CRT SCREEN, AND THE PRINTER OFF.

I HOPE THAT YOU ENJOYED THE TUTORIAL. AS
YOU PROBABLY DISCOVERED, P A T S IS A FRIENDLY AND
SIMPLE SYSTEM TO USE.
CHAPTER 5
SPECIAL TOPICS

BACKING UP YOUR DISKETTE:

It is essential that the user periodically makes a backup copy of the data diskette. Upon adopting PATS the user should make a backup copy of the diskette containing the inventory as well as a backup of the Personal Assets Tracking System. Users often like to make more than one backup copy. Backup diskettes should not be kept together nor should they be in the same area as your original data diskette. Another dwelling or a safety deposit box are suggested. Do, however, keep in mind that a diskette is sensitive to heat, smoke, magnetism, dust etc. before deciding on a storage place. It is important to keep an accurate record of where the backup diskette was placed and when it was backed up.

Following are the steps to backup your diskette. The responses the user is to type has been placed in quotes. These quotes are NOT to be typed. The source diskette is the diskette to be copied. The target diskette is the diskette the information is to be copied on to.

(1) Place the DOS diskette in drive A. When A> appears type "diskcopy A: B: " and press the return key. Then carefully follow the instructions which will appear on the CRT screen. If more than one copy is to be made the response to the last question would be "Y".

The screen image is shown on the following page.
Screen image when doing DISKCOPY

*******************************************************************************
* A>diskcopy A: B:  
* Insert source diskette in drive A:  
* Insert target diskette in drive B:  
* Strike any key when ready  
* Copying 2 side(s)  
* Copy complete  
* Copy another (Y/N)?N  
* Insert DOS disk in drive A  
* and strike any key when ready  
*******************************************************************************

(2) Having followed the above system instructions A: will once again appear on the screen. Now the new copies should be compared to the original copy, so the user should type "diskcomp A: B:" and press the return key. The resulting screen image is shown below.

*******************************************************************************
* A>diskcomp A: B:  
* Insert source diskette in drive A:  
* Insert target diskette in drive B:  
* Strike any key when ready  
* Comparing 2 side(s)  
* Diskettes compare ok  
* Compare more diskettes (Y/N)?N  
* Insert DOS disk in drive A  
* and strike any key when ready  
*******************************************************************************
If the diskettes do not compare "ok", try copying again and if that does not work obtain a new target diskette. Better quality diskettes usually will not be a problem, providing they are properly cared for.

**FORMATTING A NEW DISKETTE:**

Before a newly purchased diskette can be used, it must be formatted. (Exception - if the diskette is to be used with the "diskcopy" command, formatting will be done automatically) Upon starting the IBM PC the A drive will appear. Then follow the steps outlined below. The user is to type the responses enclosed in quotation marks. Note, these quotation marks are NOT to be typed.

1. Insert the new diskette into drive B (right hand drive)
2. Keep the DOS diskette in drive A
3. Type "format b:" and press return key

Below is the screen image which will result:

```
*******************************  *
*    A> format b:           *  *
* Insert new diskette for drive B:  *
* and strike any key when ready  *
*                          *
* Formatting ...           *
*                          *
*******************************
```
When the formatting is complete the screen image is as shown below. If only one diskette is being formatted the response to the last question is "N".

```
*                      *                      *                      *
*  A> format b:         *  A> format b:         *  A> format b:         *
*  insert new diskette for drive B:  *  insert new diskette for drive B:  *  insert new diskette for drive B: *
*  and strike any key when ready  *  and strike any key when ready  *  and strike any key when ready *
*  Formatting ...Format complete  *  Formatting ...Format complete  *  Formatting ...Format complete *
*  322560 bytes total disk space *  322560 bytes total disk space *  322560 bytes total disk space *
*  322560 bytes available on disk *  322560 bytes available on disk *  322560 bytes available on disk *
*  Format another (Y/N)?N *  Format another (Y/N)?N *  Format another (Y/N)?N *
```

(4) If the response to the last question is N then the A> will appear. Remove the DOS diskette from drive A and insert the PATS diskette in drive A and the newly formatted diskette in drive B. Now PATS is ready to use (see Chapter 3—GETTING STARTED).
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