# **CREATING A DATABASE**

To begin:

A > Create < CR >

Select:

[X] Create a New Database

### MOVING THE CURSOR



Forward a Character



Backward a Character



Next Line



Previous Line





Open Line



Delete Line



Insert Field

Cause a data field to be inserted

The choices are: ALPHABETIC ALPHANUMERIC NUMERIC STATUS



Insert Template

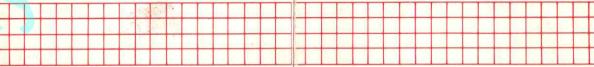
Causes a template to be inserted.

The choices are:
DATE
TIME
ADDRESS
PHONE
NAME
SOCIAL SECURITY NUMBER
MONEY



Delete Field Deletes field or template

# Perfect Filer™



PERFECT SOFTWARE, INC<sup>TM</sup>
1400 Shattuck Avenue, Berkeley, California 94709

# PERFECT FILER TM

# **ENTERING DATA**

To begin:

A>filer <CR>

Select:

[X] Access Individual Members and [X] Add a New Member

Use carriage return < CR> to move down a menu selection. The backspace key moves up a menu selection.

## MOVING THE CURSOR



Forward a Character



Backward a Character



Next Field/Line



Previous Field/Line



Enter Member Record Enters record into database



Insert Date
Enters current date into date field



Copy Field
Copies field from previously entered record



Serial Number
Inserts the next serial number to be entered.



Write Member Record Prints the record being displayed.



Find Other Member Finds other record having the same member ID.

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#### SYSTEM WIDE COMMANDS



- "Back up" or "escape" to a previous level.
   Use this when a command procedure has been completed.
- · Also used to Quit or Exit.



- · Use to Erase Characters.
- . Also use to clear "Status" field.



Redraw Screen.

#### FORM LETTERS

To begin:

Create the form letter with Perfect Writer. Use "angle brackets" < >to enclose data field tag to be inserted. For example:



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These fields would be printed for each record.

Select:

(X) Generate Mail

Then supply the filename of the form letter.

#### **REPORTS AND LISTS**

To begin:

Select:

[X] Define List Format

Construct a List Format for the particular list or report. This option can be used to design formats for:

Invoices Checks Sales Reports Purchase Orders

To print the List:

Select:

[X] Generate List/Report

Then select the desired list format.

#### SUBSETS

To begin:

Select:

[X] Define a Subset

[X] Define Primary Selection Criteria

With the Empty Data Record displayed, move the cursor to the data field to select from.



Relational Operation

L.	Equal	
[	Greater Than	
[	Greater Than or Equa	1

[ ] Not Equal [ ] Less Than [ ] Less Than or Equal



Update

Causes the data entered field to be compared with "Today's Date" for purposes of selecting records entered recently.

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