

AOLDOEX

1.12

A general purpose information storage and retrieval program designed to store contact and narrative information with retrieval facilitated by user-assigned keywords.

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Introduction

This program was designed for the storage and retrieval of contact and narrative information for community based organizations. The basic concept was to provide the capability to put information about an organization/resource/contact into the database and attach to that information as many key words as could be reasonably derived which someone might later use to retrieve the information.

In researching sources of possible information which might be inserted into such a database, it became obvious that the information would span an ever larger geographical area as the database grows. Converse to this natural geographical expansion of the data, users of the database would most likely be interested in limiting the data returned to a usable geographical area, specifically their own neighborhood, or at least a particular area of interest at the time of the retrieval. Therefore, the storage and retrieval mechanism needed to allow for restriction of the retrieval to some selectable geographical area.

In addition to providing the maximum number of references to each block of data and having the ability to limit the retrieval to a specific geographic area, a primary factor in the design was the necessity of retrieval speed when accessing the database. After several preliminary designs were tested, the method chosen was to utilize a single indexed list of cross reference key words extracted from the information record. The key word index is stored independently of the information to eliminate the overhead of maintaining the relationship during key word lookups.

In order to provide the geographical discrimination, each key word is stored in the index list three times. The first occurrence is stored alone, with no geographical reference. The second occurrence is stored along with the state related to the database entry. The third occurrence is stored along with the state and city. So, for example, if an inquiry is made using only a key word reference, the resulting list may contain information records from any geographical area. Another inquiry, made using a key word and a particular state/city combination, will include only informational records associated with the specified state and city.

The database was designed to be used primarily to retrieve information from the database in real-time inquiries. Therefore, report writing capabilities were kept to the absolute minimum. There is an extensive capability included to export any information placed in the database to plain-text (ASCII) files. Any desired reporting can be easily accomplished by exporting the required information and then completing the custom reports in a familiar word processor or spreadsheet program.

License and Ownership

In an effort to keep the legalese to a minimum, the licensee (“any organization, company, or individual using this program”) is granted a perpetual, non-ending license to use the version of the program transferred to them by the owner (“the author of the program”).

The licensee may use the program on any number of computers simultaneously, at any and all sites at which the licensee is involved in operation. The licensee does not have the right to transfer their license to use the program to any other entity. At the time the licensee’s copy of the program was transferred to them by the owner, a unique serial number and the licensee’s name were encoded into the program. This information appears on the startup screen of the program and on any printed reports. It is a violation of this license agreement for a different organization other than the one named in the program’s startup screen to utilize the program.

All right of ownership in the program is retained by the author of the program.

The owner of the program will not be responsible for any loss or damages resulting in the use of the program. Due to the nature of the program, the chance of any loss of data or damage due to the use of the program is minimal.

System Requirements

- Microsoft MS-DOS or IBM PC-DOS version 3.0 or later
- 498,384 bytes of memory available to user programs
- Hard drive capacity adequate to store the organization’s database (20 megabytes recommended)

Although the program was designed to run under the MS-DOS operating system, the program will run under any graphical operating system capable of running a full-screen DOS program. This includes Windows 95/98/NT and OS/2.

The program is designed to ‘defeat’ exit from the program back to the operating system command prompt. It is intended to be running continuously with the capability to exit back to the operating system reserved to the administrator(s) of the organization. Therefore, in order to prevent the circumvention of this feature under a graphical operating environment, it will be necessary to block the operating system’s access to task swapping keys (for example, CTRL-ESC under Windows NT).

When installing the program under a graphical operating system, the properties for the program should be set to ‘Full Screen’ with DOS Memory set to either AUTO or the maximum possible value.

The program is multi-user (network) aware and capable. Multiple updates of the same records by more than one user is automatically prevented.

Installation

Installation of the program consists of creating a subdirectory on the hard drive and copying the provided files into the subdirectory. The files included on the distribution diskette are:

File Name	Contents/Function
ROLODEX.EXE	main program
ROLODEX0.EXE	overlay for year end rollover
ROLODEXA.EXE	overlay for security functions
ROLODEXB.EXE	overlay for user information report
ROLODEXC.EXE	overlay for key set maintenance
ROLODEXD.EXE	overlay for database maintenance
ROLODEXE.EXE	overlay for keyword summary report
ROLODEXF.EXE	overlay for database import
ROLODEXG.EXE	overlay for database record summary report
ROLODEXH.EXE	overlay for browse/search
ROLODEXI.EXE	overlay for database export
ROLODEXJ.EXE	overlay for user export
ROLODEXK.EXE	overlay for database dump report
ROLODEXL.EXE	overlay for calendar rule maintenance
ROLODEXM.EXE	overlay for calendar rule report
ROLODEXN.EXE	overlay for calendar event list viewer
ROLODEXO.EXE	overlay for user list report
COBLIB.DLE	COBOL run-time support
ROLODEX	initial (empty) database
ROLOXREF	cross reference keyword list
ROLOXREF.IDX	cross reference keyword list index
ROLOSYS	user information file
ROLOSYS.IDX	user information file index
ROLOKSTS	key sets file
ROLOCALR	calendar rule file
ROLOCALR.IDX	calendar rule file index

The program is started by executing the main program module ('ROLODEX.EXE'). Although it would appear from their names that the overlay modules are independently executable programs, executing the overlay programs directly will lead to unpredictable and, almost certainly undesired, results.

Network Installation

The simplest method for setting up network access to the program/ database is to assign a pseudo drive letter on each workstation to the physical hard drive and subdirectory (on the server) where the distribution files were copied in the previous step. Then the same physical copy of the executable files and data files will automatically be used by each workstation.

In a network environment, the program will automatically prevent multiple users from accessing the database if an update is in progress. Any functions which update the database will not be started when another user (or users) are accessing the database for retrieval. Likewise, if a user is updating the database, functions which retrieve information from the database will not be allowed until the update is completed.

Starting the Program

After the program and data files are copied onto your hard drive, the next step in the installation process is to sign on (using the default User ID Number). To start the program, type 'ROLODEX' at the MS-DOS command prompt and press the Enter key.

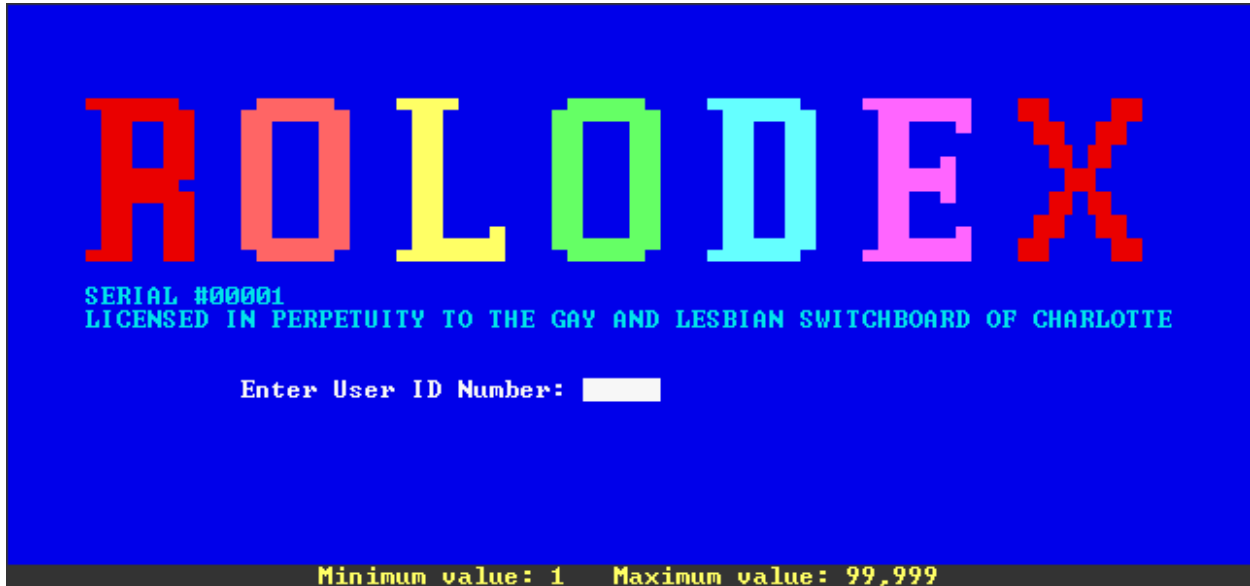
Signing on the Default User

The program has been designed with a relatively sophisticated security system, but one that is still very easy to administer. The functions within the system are divided into three categories:

- Browsing or Searching the database
- Maintaining the database
- Administering the program/ database

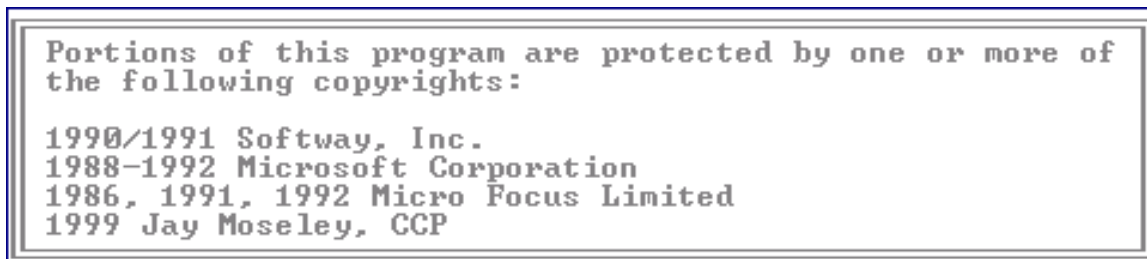
Each of these functions corresponds to a security level designated by a number ranging from 1 to 3, with 1 representing the lowest level. All users at level 1 are limited to accessing the database for retrieval of information. Level 2 users are capable of adding, changing, or deleting information in the database. Finally, level 3 users have essentially unrestricted access to the system, and are specifically authorized to add new Users ID Numbers.

The installation files have a default User ID Number ('1') already defined. It is always necessary to have at least one User ID Number in the system designated as a level 3 user. User ID Number 1 is a level 3 user. When the program is first started, the following screen will appear:

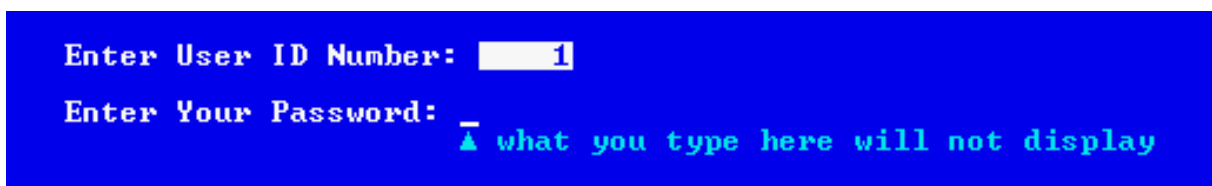


This screen is the startup or logon screen. It is the screen which will be displayed whenever the program is running and no user is signed on to the system.

When the program is initially started, the following copyright window will be displayed in the lower portion of the logon screen for three seconds:



When the copyright window is removed from the screen, type the number '1' into the field labeled 'Enter User ID Number:' (leading zeros are not required) and press the Enter key. A password entry field labeled 'Enter Your Password:' will appear below the 'Enter User ID Number:' prompt:



Note: Only the lower portion of the screen is shown here.

The initial password for User ID Number 1 is 'NEW00001', that is the word 'NEW' followed by the five digit user number. Type 'NEW00001' (the leading zeros are required and there is no space between the word 'NEW' and the number '00001') into the field labeled 'Enter Your Password:' and press the Enter key.

Note that the letters and numbers typed will not appear on the screen. This is standard procedure for password information. Care must be taken to type exactly the letters/ numbers intended. If what is typed into the password entry field does not match the password on file for the User ID Number, the system will display a message at the bottom of the screen saying: 'PASSWORD IS NOT CORRECT FOR USER!' and return to the beginning of the password field to wait for another attempt. If three attempts are made without successfully entering the correct password, the password input field is removed from the screen and the sign in process must begin again from the point where the User ID Number is entered.

The first time a user signs on after their User ID Number has been added to the system, the password is always set to 'NEW' followed by the five digit User ID Number. This avoids the inconvenience of the administrator and a new user having to agree in advance what password should be set up for the user when their User ID Number is added onto the system. Since the system can recognize from this password that the user has never signed on before, once this default password has been correctly entered, the following information appears on the screen where the 'Enter User ID Number:' and 'Enter Your Password:' prompts were:

```
Either you are a new user or you have asked the administrator to
reset your password.

Please choose a new password and type it in here: _
Because password fields do not display, to make certain you typed
what you intended, type the password in again here:
```

Authorized characters: letters, numbers

Note: Only the lower portion of the screen is shown here.

These prompts allow each user to choose and enter their own password. No one but the individual user will then know the password they use to access the system. The password can be up to eight characters and consist of any combination of letters and numbers.

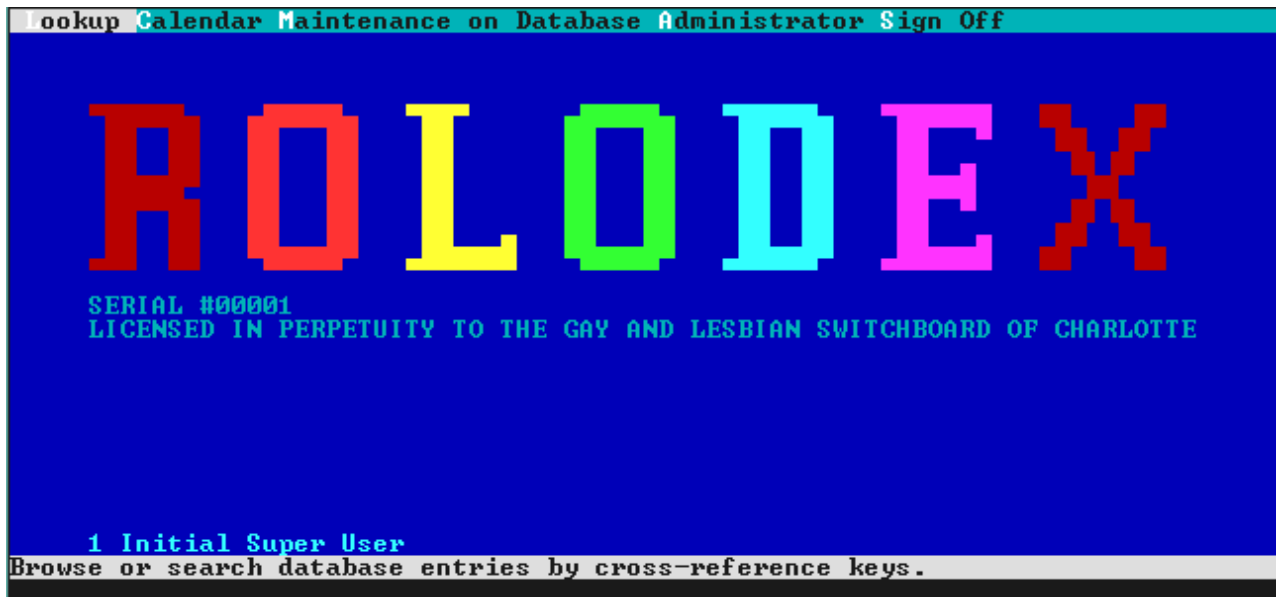
Type in the new password of your choice and press the Enter key. The new password must be entered twice. Just as in the password entry during the sign on process, the password fields do not display as they are typed. The program will compare what was entered in both of the fields and if they agree, the password is stored. If they

do not agree, the system will display a message telling you that this is the case and will then prompt for the password to be entered again in both fields.

The program will not prompt for a new password after the initial sign on. If a user decides they do not like the password they have chosen, or if they feel that someone else has 'discovered' their password and their password needs to be changed to prevent someone else from logging on under their ID Number, they may ask the system administrator to 'reset' their password. When the system administrator resets the password for a User ID Number, the password is changed back to the word 'NEW' followed by the five digit User ID Number. The next time the user attempts to sign on, the system will again prompt them for a new password.

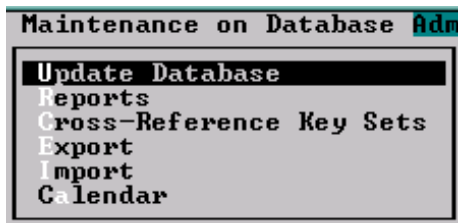
Once signed on to the program, a user remains signed on until they choose the 'Sign Off' menu option or press the Escape key when the menu is displayed. The system keeps track of the time each user is signed on and records this cumulative time in their user record. The only two functions of the User ID Number are to restrict which functions each user has access to and to track the time each user is logged on to the system. No tracking is done regarding which functions the user selects or the information retrieved by the user while they are signed on.

Menu Screen



The menu screen is the already familiar startup screen, with the addition of the ID Number and name of the currently signed on user in the lower left portion of the screen and a menu across the top line of the screen.

The menu system is of the 'pull down' type. Across the top of the screen five main function choices are presented. Three of the functions, 'Lookup', 'Calendar', and 'Sign Off', simply perform the stated function. However, the other two functions, 'Maintenance on Database' and 'Administrator', display sub-menus listing a group of related functions. The sub-menus for 'Maintenance on Database' and 'Administrator' contain:



The light gray bar positioned on the 'Lookup' selection when the menu is first displayed is a selector bar. Functions may be selected from the menu by moving the selector bar with the arrow keys and then pressing the Enter key to select the function. (When a sub-menu is displayed, the selector bar is black because the sub-menu is displayed in a light gray.) There is an expanded description of the currently highlighted function displayed on the line below the current user's ID Number and name.

The first letter of each function name on the menu (and sub-menus) is displayed in a highlighted color. A function (or the sub-menu) may also be selected by pressing the key on the keyboard indicated by this highlighted letter. For example, the 'Lookup' function may be selected simply by pressing the letter 'L'.

If a user is not allowed to access a set of functions because of the security level that has been assigned to their User ID by the administrator, the selection letter for that set of functions will not be highlighted and pressing the letter key will not execute the function. If the selector bar is moved over the selection with the arrow keys, a dash ('-') will be displayed in front of the sub-menu name.

There is a 'Reports' function on both the 'Maintenance on Database' and 'Administrator' sub-menus. Each of these functions is actually another sub-menu:



The following sections describe in detail the functions shown in the menu. Rather than being presented in the order they appear on the menu, they are presented in the order that they will most likely need to be used in setting up the program and database. Therefore, the function covered next is 'User Maintenance'.

User Maintenance

The user maintenance function allows system administrator level users to add, delete, and change information for other User ID Numbers.

To access the user maintenance function from the main menu, press the key 'A' (for the 'Administrator' functions sub-menu) followed by the key 'U' (for the 'User Maintenance' function). The user maintenance screen will be displayed:

```

User Sign-On ID and Password Maintenance

Sign-On ID Number: [ ]
User Name: [ ]
Address: [ ]

Telephone: <[ ]> [ ]- [ ]- [ ] Email: [ ]
Gender:  Female Birth Date: [ ]
 Male

Security  Access database <lookup only>
Level:  Maintain database <lookup and update>
 Security Manager <full access>  Disable access

Reset Password:  Yes If you reset the password, the next <or first> time
 No the user attempts to sign onto the system they will be
prompted to enter a new password known only to them.

F10: Write entry F4: Delete user ESCAPE: Return to the Menu
Minimum value: 1 Maximum value: 99,999

```

The cursor is initially positioned in the 'Sign-On ID Number' field. User ID Numbers may range from 1 to 99,999 and need not be assigned in any particular sequence. To view the information for the default User ID Number ('1'), enter '1' in the 'Sign-On ID Number' field (leading zeros are not necessary) and press the Enter key.

The only information that is significant to the operation of the program is the ID Number, Name, and Security Level. Therefore, the default user is an example of the minimal information required to set up a new user. The contact information may be beneficial for maintaining a central contact list for the users of the system. Since you can export the fields of the user security records for use in a word processing program, you can easily use this information to print labels or reports containing exactly the information you wish to appear.

You may alter the fields for the default User ID Number ('1') to reflect an actual user of your system. Or, after creating another administrator level User ID, you may delete the default User ID Number. In order to prevent all administrator level User ID Numbers from being deleted by mistake, an administrator cannot delete the ID Number under which they are currently signed on. Also, an administrator is not permitted to alter the Security Level of their own ID Number.

Moving around the screen

To move the cursor from any field forward to the next field, press either the Tab key, the Down Arrow key, or the Enter key. To move the cursor from any field backward to the prior field, press either the Shift+Tab key or the Up Arrow key.

Within any field, the cursor may be moved from character to character by the use of the Left Arrow and Right Arrow keys. The Home key will move the cursor to the beginning of the current field and the End key will move the cursor to the last character in the current field.

All fields on the user maintenance screen have been assigned access keys, which appear in bright blue. The cursor may be immediately placed in any field by holding down the Alt key and pressing the highlighted letter for that field.

Required fields and field rules

The only required field, other than the User ID Number, is the User Name. The user's name is displayed on the menu screen and is therefore required. All other fields which contain personal information about the user are optional.

Fields which typically contain numeric data (Telephone Number and Zip Code) will not allow the entry of non-numeric characters.

The State abbreviation field must be left blank or filled completely.

The Birth Date field must be left blank or contain a valid date.

Selector fields

Three of the fields on the user maintenance screen are selector fields; one, and only one, option must be selected for each field. To change the selected option when the cursor is positioned in a selector field, use the space bar to 'toggle' through the selections or use the Left Arrow and Right Arrow keys to move the selection indicator to the desired selection.

Security level

The fourth option for the Security Level field, Disable access, allows the administrator to restrict a user from signing on to the program without actually removing their User ID Number from the system. There are two reasons that this is the preferred method of handling users who no longer require access to the system.

First, the time each user is signed on is accumulated by the system and is tracked and maintained for a two year period, the current year and the immediate past year. By leaving the User ID Number for inactive users in the system, this usage history is not lost from the reports.

Second, the User ID Number is placed into any database records that are added or modified by a user. This allows tracking of which user made changes to individual database records. If the User ID Number is deleted from the system, there is no way to identify the name of the user who was assigned to the User ID Number.

Since the range of valid User ID Numbers is 1 through 99,999 there is no shortage of available numbers, so there is little reason to physically remove the User ID Numbers of users not actively using the database. Simply change their record to 'Disable access'.

Reset password

The Reset Password option field instructs the program to reset the password for the User ID Number to the default 'NEW' plus the five digit User ID Number. Once reset, the next time the user attempts to log on they will need to use this default password and they will be prompted to select a new password which will then be stored for use from that time forward.

Recording or abandoning changes

Changes made to a User ID record on the screen are not physically recorded to the file until you press Function Key 10 to write the entry to the hard drive. Optionally, if you decide you don't want to write the changes to disk, you may press the Escape Key one time to clear the changes you have made and return to the screen as it was first presented, ready for you to enter another User ID Number.

To physically delete a User ID Number from the system, first enter the User ID Number and press the Enter key. This will display the fields for the User ID Number. Then press Function Key 4. The record for the displayed User ID Number will be permanently erased from the hard drive.

Returning to the menu

To return to the menu screen, with no User ID Number information displayed on the screen, press the Escape Key.

Security Information File Encryption

Because of the sensitive nature of the information contained in the user information file, all information is encrypted before it is written to the file. This means that it is impossible to view the information about any of the users outside of this program (for example, by using the DOS 'Type' command).

Database Maintenance

The database maintenance function allows authorized users to add, delete, and change information for records on the database.

To access the database maintenance function from the main menu, press the key 'M' (for the 'Maintenance on Database' functions sub-menu) followed by the key 'U' (for the 'Update Database' function). Because of the large amount of information capable of being entered for each record on the database, there are three information display screens that may be viewed for each record. The initial screen displayed when the maintenance function begins is the contact information screen:

```

Rolodex Maintenance - Contact Information
Record Number: [ ] Leave blank to add new record!
Name: [ ]
Address: [ ]
City: [ ] State: [ ] Zip Code: [ ]
Telephone: Description: [ ] Number: ( [ ] ) [ ]
Contact: [ ]
Race: Unknown Caucasian Hispanic Black Asian Other
Sex: Unknown Female Male
Orientation: Unknown Gay Lesbian Bisexual Transgender Straight
Source: [ ]
Escape: Return to Menu
Minimum value: 1 Maximum value: 99,999
    
```

The cursor is initially positioned in the 'Record Number' field. Each record in the database is identified by a unique number. The numbers can range from 1 to 99,999. Unlike the User ID Numbers, which are assigned by the system administrator, the record identification numbers for the database records are assigned automatically by the program.

To view the information for an existing record in the database, you must type the number by which that record is identified into the 'Record Number' field. To add a new record into the database, you must leave the 'Record Number' field blank. Press the Enter key to proceed with this screen.

For existing records, the current contents of each field will be displayed on the screen. If you are adding a new record, the fields will be initialized to their default values. In either case, the cursor will be moved to the 'Name' field and additional Function Keys become active and are displayed at the bottom of the screen.


```

Rolodex Maintenance - Contact Information
Record Number: 67 Leave blank to add new record!
Name: Gay & Lesbian Switchboard
Address: PO Box 11144
City: Charlotte State: NC Zip Code: 28220-3000
Telephone: Description: Work Number: (704) 535-5277
                                     (000) 000-0000
Contact:
Race:  Unknown  Caucasian  Hispanic  Black  Asian  Other
Sex:  Unknown  Female  Male
Orientation:  Unknown  Gay  Lesbian  Bisexual  Transgender  Straight
Source: CONUERT
F2: Display Narrative Text
F3: Display Cross-Reference Keywords
Escape: Return to Menu
F4: Delete Record
F10: Save Changes
    
```

Moving around the screen

To move the cursor from any field forward to the next field, press either the Tab key, the Down Arrow key, or the Enter key. To move the cursor from any field backward to the prior field, press either the Shift+Tab key or the Up Arrow key.

Within any field, the cursor may be moved from character to character by the use of the Left Arrow and Right Arrow keys. The Home key will move the cursor to the beginning of the current field and the End key will move the cursor to the last character in the current field.

Most fields on the database maintenance contact information screen have been assigned access keys, which appear in bright blue. The cursor may be immediately placed in any field by holding down the Alt key and pressing the highlighted letter for that field.

Required fields and field rules

The only required field is the Name.

Fields which typically contain numeric data (Telephone Numbers and Zip Code) will not allow the entry of non-numeric characters.

The State abbreviation field must be left blank or filled completely.

There is a dark green border drawn around the contact information that will be displayed on the screen when the information is retrieved under the 'Lookup' function. The additional fields on this screen are only provided for optional use for statistical purposes. They will not appear in the 'Lookup' function displays.

Selector fields

Three of the fields on the database maintenance screen are selector fields; one, and only one, option must be selected for each field. To change the selected option when the cursor is positioned in a selector field, use the space bar to 'toggle' through the selections or use the Left Arrow and Right Arrow keys to move the selection indicator to the desired selection.

Displaying alternate screens

As mentioned earlier, there are three different display screens required to view all fields for each database record. To switch from one display to another, press Function Key 1, Function Key 2, or Function Key 3 which correspond to the display you wish to view. In order to save the changes to disk, abandon changes, delete a database record, or return to the menu, you must be viewing screen one.

Screen two contains the narrative text for the database record:

```

Rolodex Maintenance - Narrative Text
PURPOSE: To improve communication in the Charlotte/Metrolina gay/ lesbian
community. To provide information, referral, and peer crisis counseling for
lesbians and gay men, their friends and families. To conduct classes to
train volunteer staff in the skills necessary to be effective peer
counselors. To collect information and resources necessary to meet these
objectives.
CONFIDENTIALITY: All volunteers must hold in strict confidence any
personal information learned about callers through working on the
Switchboard. Volunteers may not disclose the identity of other volunteers
to persons not affiliated with the Switchboard. The location of the
Switchboard should not be disclosed to persons not affiliated with the
Switchboard. The location should not be given to callers, friends, or
acquaintances. Exceptions=Anonymous statistical information may be made
public; Volunteers may keep each other informed through the intake logs;
Volunteers may reveal information to caller-designated third parties to help
callers who have explicitly waived confidentiality in that case.

Since 1981, the Switchboard has provided information, referrals and peer
counseling to gay men, lesbian women, their friends and families, and any
other person requesting information. If you need info. on events &

F1: Display Contact Information      F3: Display Cross-Reference Keywords

```

Up to twenty lines of narrative can be typed in for each database record. The narrative lines are free format and may contain any information desired.

To return to the contact information screen, press Function Key 1. To display the cross-reference key words for this record, press Function Key 3.

Text editing keys

Additional keys are active on the narrative text display screen to assist the user in easily entering and maintaining the narrative text.

Tab

Pressing the Tab key will move the cursor forward to the next tab stop. Conversely, pressing the Tab key while holding down the Shift key will move the cursor backward to the previous tab stop. Tab stops are set at 8 character intervals.

Home / End

Pressing the Home key will move the cursor to the beginning of the current line. Pressing the End key will move the cursor to the end of the current line.

Enter / Arrow

Pressing the Enter or Down Arrow key moves the cursor to the beginning of the next line. Pressing the Up Arrow key moves the cursor to the beginning of the previous line.

Ctrl + End

Pressing the End key while holding down the Ctrl key will erase the contents of the current line from the position where the cursor is located to the end of the line.

Screen three contains the cross-reference key words for the database record:

Rolodex Maintenance - Cross-Reference Keywords

1:	<u>ORGANIZATION</u>
2:	<u>COUNSELING</u>
3:	<u>REFERRAL</u>
4:	<u>INFORMATION</u>
5:	<u>CRISIS</u>
6:	
7:	
8:	
9:	
10:	

To Auto-Paste in a keyword set, hold down the **ALT** key and press the **Function Key** corresponding to the keyword set you want pasted in:

F1 BARS
F2 SOCIAL
F3
F4
F5
F6
F7
F8
F9
F10

F1: Display Contact Information **F2:** Display Narrative Text
 Authorized characters: letters and number plus: &/-

Up to ten key words may be entered for each database record. A key word may actually contain more than one word, but entries should be kept concise and consistent.

To move the cursor from any key word field forward to the next key word field, press either the Tab key or the Enter key. To move the cursor from any field backward to the prior field, press the Shift+Tab key.

To return to the contact information screen, press Function Key 1. To display the narrative text for this record, press Function Key 2.

Auto-paste keyword set

A helpful feature provided on the cross-reference key words display is the ability to paste in key words from predefined sets. Up to ten sets of ten key words each (see 'Maintenance of Key Sets' which is the next section) may be defined for use in this feature.

Each set currently defined has a general title which is displayed on this screen adjacent to a Function Key number. To paste the contents of the defined set into the current database record's key word fields, hold down the Alt key and press the Function Key number corresponding to the set you wish to paste in. After pasting in the predefined key words, they may be edited by the user as required for the individual database record.

Recording or abandoning changes

Changes made to a database record on the screen are not physically recorded to the file until you press Function Key 10 to write the record to the hard drive. Optionally, if you decide you don't want to write the changes to disk, you may press the Escape Key one time to clear the changes you have made and return to the screen as it was first presented, ready for you to enter another Record Number or create a new record.

To physically delete a database record from the system, first enter the Record Number and press the Enter key. This will display the fields for the database record. Then press Function Key 4. The displayed database record will be permanently erased from the hard drive.

Remember, the Escape Key and Function Keys 4 and 10 are only enabled when the contact information display screen is being viewed.

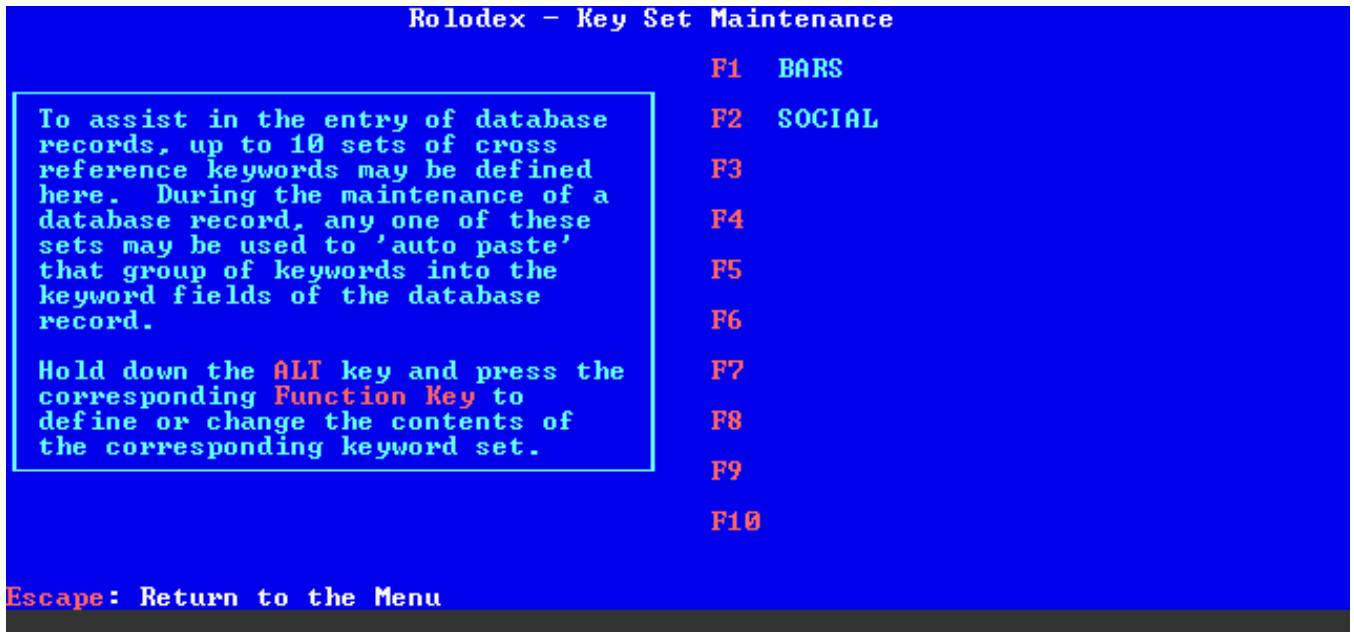
Returning to the menu

To return to the menu screen, with no database record information displayed on the screen, press the Escape Key.

Maintenance of Key Sets

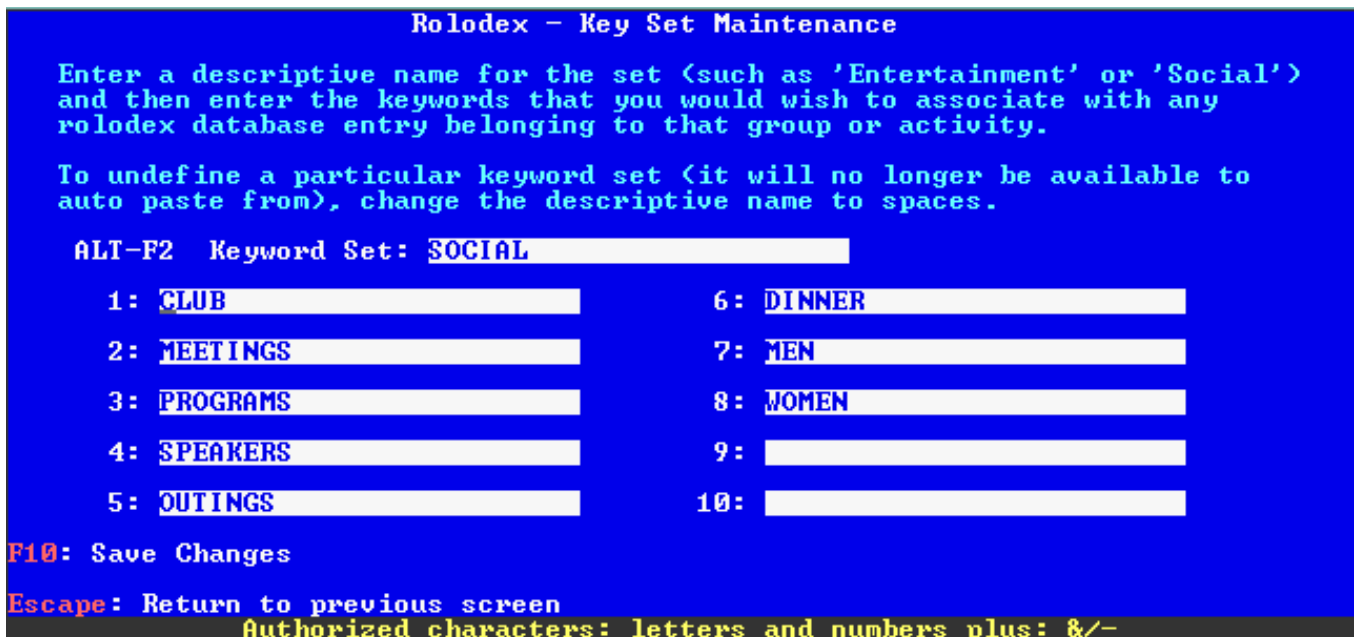
The capability to define sets of key words is provided both to speed the entry of records into the database and to improve the consistency of key words used for retrieval. From one to ten sets of ten key words each may be defined. The contents of the key word sets has no permanent relationship to the key words associated with records in the database.

To access the key set maintenance function from the main menu, press the key 'M' (for the 'Maintenance on Database' functions sub-menu) followed by the key 'C' (for the 'Cross-Reference Key Sets' function). The set list screen is displayed:



The screen shows the descriptive title for each defined set in a column on the right side of the screen. Any sets which are not currently defined are indicated by the absence of a descriptive title. In this screen snapshot, there are two sets defined.

In the same manner that a set is selected during maintenance of the database record, a set is selected here for update (or initial input) by holding down the Alt key and pressing the Function Key displayed beside the set title. Using this example file, if the user selected the 'Social' set by pressing Alt + Function Key 2, the following keyword set would be displayed:



The cursor is initially positioned in the 'Keyword Set' field. This is the descriptive title which is displayed to allow the selection of the set of key words and should be chosen to convey the classification to which this set of key words might apply.

If the set has been entered previously, the descriptive field and one or more of the key words will contain information. If this is a previously undefined set, all fields will be blank.

When defining key words to include in a set, try to include all of the key words that might possibly be used for the majority of database record associated with the classification referred to by the set title. Remember, even though the complete set of key words will be inserted in the key word fields for a database record during maintenance, the user may then delete any that are not appropriate to an individual record or add any additional words that are not included in the key word set (up to the ten key word limit for each database record).

Moving around the screen

To move the cursor from any field forward to the next field, press either the Tab key, the Down Arrow key, or the Enter key. To move the cursor from any field backward to the prior field, press either the Shift+Tab key or the Up Arrow key.

Within any field, the cursor may be moved from character to character by the use of the Left Arrow and Right Arrow keys. The Home key will move the cursor to the beginning of the current field and the End key will move the cursor to the last character in the current field.

Recording or abandoning changes

Changes made to a key word set on the screen are not physically recorded to the hard drive until you press Function Key 10 to write the record to the hard drive. Optionally, if you decide you don't want to write the changes to disk, you may press the Escape Key to clear the changes you have made and return to the key set selection screen.

To physically remove the definition of a key word set from the system, change the set description to spaces and press Function Key 10 to save the change to the hard drive.

Returning to the menu

To return to the menu screen, with the key set list screen displayed, press the Escape Key.

Search or Browse Database

The real goal in designing this program/ database was the retrieval of information by the use of intuitive key words. To facilitate that goal, as records are added to the database, key words entered on the third page of the database maintenance information screens are organized into an index. The key words for each record are actually written into the index three times: once using only the key word, once using the key word and the state, and the third time using the key word and the state/ city combined.

When the browse/search function is initially started, the key word list (the index) is displayed from the beginning. But a very sophisticated search function is provided to quickly retrieve any keyword, either alone or limited by a state or state/ city.

The browse screen

To access the browse/search function from the main menu, press the key 'L' (for the 'Lookup' function). The browse screen will be displayed:

Browse Rolodex Cross-Reference Index		
Keyword	Location Limit	Resource Name
24 HOURS		Transvestite-Transsexual Hot L
AA		AA Open
AA		Acceptance AA
AA		C.A.R.E. A.A.
AA		Double Anonymity AA
AA		Triangle AA Group
ABUSE		Amethyst South
ABUSE		Griffin, Elizabeth Avery, PhD
ABUSE		Incest Survivors Anonymous
ABUSE		MacNair-Semands, Ph.D., Steve
ABUSE		Morgan, Dave, CCSW
Address: 1206 East Pike Street		Phone: (206) 623-1549
Seattle		WA 98122
Transvestite-Transsexual National Hot Line & Switchboard		
F1: Help Escape: Menu ↓/↑/PageUp/PageDown: Scroll List Enter: View F12: Search		

The information displayed in the top portion of the screen is divided into three columns: key word, location limit, and resource name. The key word column contains the key words from the key word index list. The location limit contains the state and city with which the key word on the same line is associated. (If the keyword is not associated with a geographical area, the state and city information will be blank.) The resource name contains the name field from the database record.

The bottom portion of the screen contains the address, telephone number, and first four lines of the narrative for the database record associated with the key word

under the light gray selector bar. Moving the selector bar will cause this information to be updated to reflect the currently highlighted key word entry.

The gray selector bar may be moved from one entry to another by using the Up Arrow key and Down Arrow key. When the bar reaches the last entry on the screen (using the Down Arrow key), the contents of the screen will scroll up and the next key word entry from the index list will be added to the bottom of the list on the screen. Likewise, when the selector bar reaches the first entry on the screen (using the Up Arrow key), the contents of the screen will scroll down and the previous key word entry from the index list will be added to the top of the screen.

The selector bar may be moved ahead or back one screen (eleven entries) by using the Page Down key or Page Up key. Although not indicated in the keys at the bottom of the screen, the Home key or End key will move the list respectively to the top or bottom of the key word list.

To view the complete record for any entry, with the selector bar on the entry to be displayed, press the Enter key. The database record view screen (see 'Database Record View Screen' on Page 24) will be displayed with the complete view of the database record.

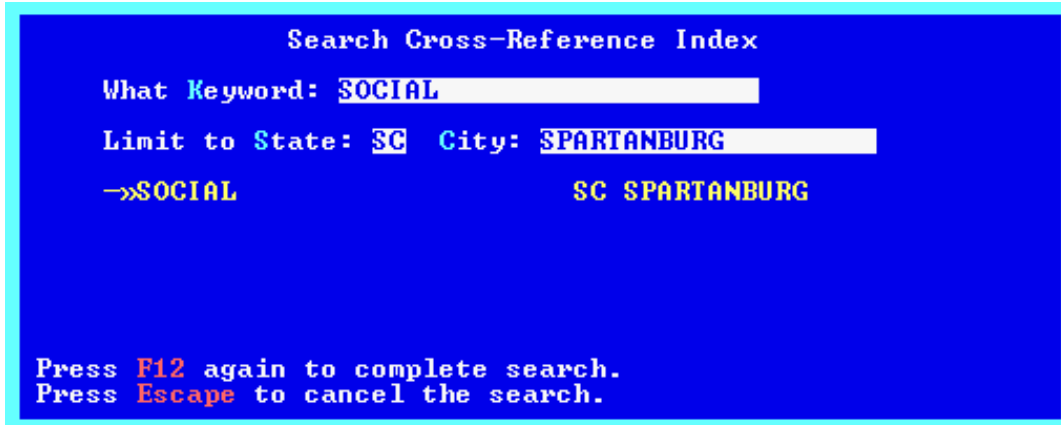
Searching for key words

To search for a particular key word, press Function Key 12 to open the search window over the browse list:

```
Search Cross-Reference Index
What Keyword: 
Limit to State: NC City: CHARLOTTE
Press F12 again to complete search.
Press Escape to cancel the search.
```

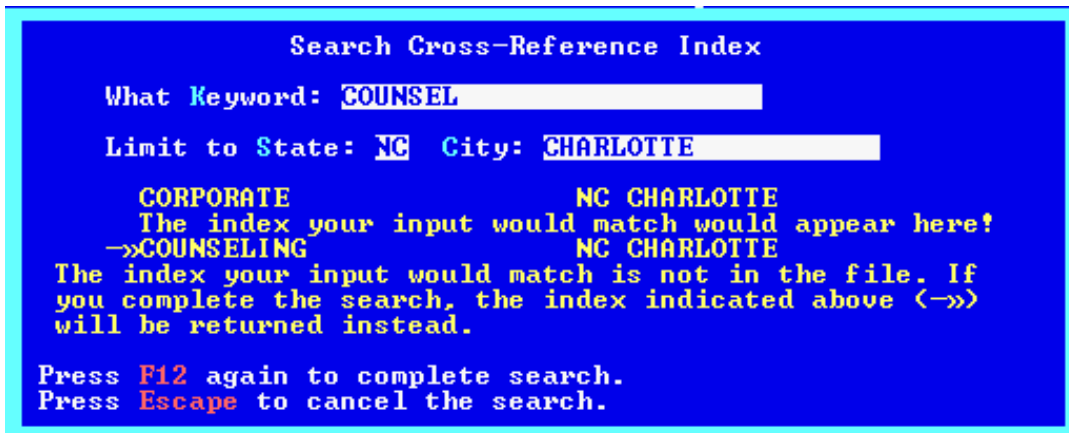
Type the key word you wish to search for. (It is not necessary to type a complete word in the field (partial match searching is explained on the next page). If either a state alone or state and city combination are entered in the other two fields, the search will be restricted to key words matching within the specified state or state/city combination. Notice that the state and city default to 'NC' and 'Charlotte', so if you do not want to limit the search you must change the state to spaces (the city will automatically be changed to spaces if the state is changed to spaces). Also, you may key in any other valid state or state/city combination.

To move forward from field to field on the search screen, use the Enter key or the Tab key. To move backward from field to field on the search screen, use the Shift + Tab key. When the city field has been completed (or the state key if you have entered spaces), the program will find the nearest key word entry that satisfies what you have typed. If there is an exact match, the search window will display:



The keyword, state, and city will appear in yellow with a double headed arrow indicating this is the entry that satisfies the search. Pressing Function Key 12 a second time will complete the search and return to the browse screen with this entry under the selector bar at the top of the list.

If there is not an exact match, the search window will display:



The nearest key word entry **following** the point where the key word would appear that exactly matches what you typed is indicated with the double headed arrow. Pressing Function Key 12 a second time will complete the search and return to the browse screen with this indicated entry under the selector bar at the top of the list.

Completing or abandoning a search

Regardless of whether the search finds an exact match to the search criteria that have been entered, you must press Function Key 12 a second time to complete the search and redisplay the Browse screen with the key word index repositioned as a result of the search.

Also be aware that you do not have to press the Enter key to complete the search window before completing the search function. If you are looking for a keyword associated with Charlotte, NC it is possible to type in the keyword and immediately press Function Key 12 again. If the keyword is attached to database records, the Browse window will be redisplayed positioned exactly at the key word you entered. If the key word does not exist, the Browse window will be redisplayed at the nearest match greater than the key word you entered on the search window.

A quick way to position the Browse window to the beginning the keywords of any particular geographic area are to leave the keyword blank and enter the state or state and city. If there are any key word entries for the entered geographical area, the Browse screen will be redisplayed at the first key word for the geographical criteria entered.

If you do not wish to complete a search, the search window may be closed by pressing the Escape key. The window will be closed and the Browse window will be returned with no change in position of the displayed key word index list.

Returning to the menu

To return to the menu screen, press the Escape Key.

Database record view screen

The database record view screen is displayed when an entry is selected from the Browse screen by pressing the Enter key:

Gay & Lesbian Switchboard PO Box 11144		Keyword: COUNSELING F8: View all keywords
Charlotte Contact:	NC 28220	Work <704> 535-6277
<p>PURPOSE: To improve communication in the Charlotte/Metrolina gay/ lesbian community. To provide information, referral, and peer crisis counseling for lesbians and gay men, their friends and families. To conduct classes to train volunteer staff in the skills necessary to be effective peer counselors. To collect information and resources necessary to meet these objectives.</p> <p>CONFIDENTIALITY: All volunteers must hold in strict confidence any personal information learned about callers through working on the Switchboard. Volunteers may not disclose the identity of other volunteers to persons not affiliated with the Switchboard. The location of the Switchboard should not be disclosed to persons not affiliated with the Switchboard. The location should not be given to callers, friends, or acquaintances. Exceptions=Anonymous statistical information may be made</p>		
<p>MORE ↓ Entered: 07/01/1992 99999 Record #00067 Updated: 11/16/1997 99999</p>		
<p>F1: Help Escape: View List PageDown: Next Record PageUp: Previous Record</p>		

The contact information for the entry is shown in the upper left portion (in the tab section) and continuing down into the upper middle portion of the screen. The two telephone number description and telephone number fields are to the right of the contact information.

The narrative text is shown in the remainder of the central portion of the screen. If there are more lines entered for the record than can be viewed on the screen, a scroll indicator will appear in green (the word 'More' along with a vertical arrow) at the bottom left of the narrative text if there are more lines down and at the top left of the narrative text if there are more lines up. If these indicators appear, the Down Arrow key and Up Arrow key may be used to scroll the text to show the lines that wrap off the screen.

Along the bottom of the screen, beneath the narrative text are fields indicating the date the record was entered into the database, the User ID Number of the user who entered the record, the record number, the date the record was last updated, and the User ID Number of the user who made the last update.

In the top right portion of the screen, the key word which resulted in the display of this rolodex record is shown. If you want to see the other key words for this record, press Function Key 8 to display a window showing all of the key words:

```
These are the keywords associated with this record in the
cross-reference index:
1: ORGANIZATION           6:
2: COUNSELING             7:
3: REFERRAL               8:
4: INFORMATION            9:
5: CRISIS                 10:
Press Escape to close this window.
```

Press the Escape key to close this window.

When a database record is displayed on the screen, the database record for the next key word entry on the browse screen can be displayed by pressing the Page Down key. Likewise, the database record for the previous key word entry on the browse screen can be displayed by pressing the Page Up key. In this way, the user may browse through the database records for a particular keyword without switching back and forth between the list of key word entries and the database view screen. When using this method to page through database records, the user can tell when the last record for a particular key word entry has been viewed by watching the 'Keyword' field in the upper right portion of the screen.

Returning to the menu

To return to the menu screen, with the key word list displayed press the Escape Key.

Events Calendar

A separately implemented feature of the program provides the capability to maintain and display a calendar of events. Events are entered into the calendar by use of a list of rules entered in one of two formats:

- rules for events which occur on a specific fixed (fixed)
- rules for events which may occur on any date matching specified criteria (floating)

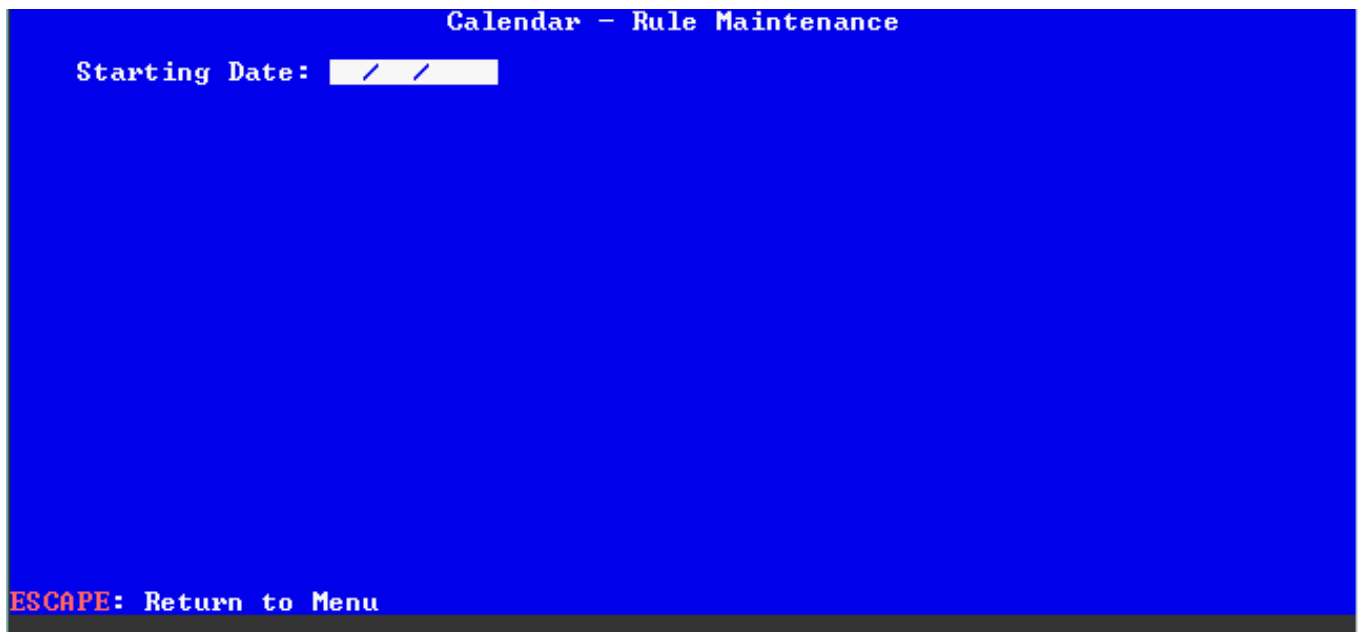
An event which occurs on a single, specific date is entered using the first rule. An event which occurs on a series of dates, such as each Monday in October, is entered using the second rule. In practice, both rule formats may be used to enter events which may

appear on multiple dates. This will be more evident in the description of the rules maintenance process that follows.

Calendar Rule Maintenance

The calendar rule maintenance function allows authorized users to add, delete, and change the rules that determine when events appear on the events calendar display.

To access the events calendar maintenance function from the main menu, press the key 'M' (for the 'Maintenance on Database' functions sub-menu) followed by the key 'A' (for the 'Calendar' function). The initial screen displayed when the maintenance function begins requests the rule starting date:



The starting date for any rule is the first date that the event may appear on the calendar display. To view the information for an existing event rule, type the starting date for that rule. To add a rule for a new event into the database, type the first date that the event should appear on the calendar display. Press the Enter key to proceed with the event rule maintenance.

For existing event rules, the current contents of each field will be displayed on the screen. If you are adding a new event rule, the fields will be initialized to their default values. In either case, the rule fields will be displayed, the cursor will be moved to the rule 'Type' field, and additional Function Keys become active and are displayed at the bottom of the screen:

```

Calendar - Rule Maintenance
Starting Date: 09/01/1999
Type:  Fixed (Day of Month)
      Floating (Day of Week)
Week of Month:  first  second  third  fourth  last
Day of week:   Sunday  Monday  Tuesday  Wednesday
               Thursday  Friday  Saturday
Month: 09  Year: 1999
Category: Social or Special Interest
Text: Charlotte Business Guild general meeting and dinner - 5:30pm at
      Downtown Holiday Inn, Charlotte (dinner @ 7:00pm) 704-565-5075
Ending Date: 12/31/9999 Delete rule after this date has passed.
ESCAPE: Return to Menu      F4: Delete rule      F10: Save rule

```

More than a single rule may exist for any given starting date. To display additional rules for the starting date entered, press the Page Down and Page Up key to cause the succeeding and preceding rules for the same starting date to be displayed. To create a new rule on a starting date for which one or more rules already exist, press Function Key 8 after an existing rule is displayed for the date.

Moving around the screen

To move the cursor from any field forward to the next field, press either the Tab key or the Enter key. To move the cursor from any field backward to the prior field, press the Shift+Tab key.

Within any field, the cursor may be moved from character to character by the use of the Left Arrow and Right Arrow keys. The Home key will move the cursor to the beginning of the current field and the End key will move the cursor to the last character in the current field.

All fields on the event rule maintenance screen have been assigned access keys, which appear in bright blue. The cursor may be immediately placed in any field by holding down the Alt key and pressing the highlighted letter for that field.

Field rules

The rule 'Type' field is a selector button. One and only one option may be selected. The number and type of fields required for each of the two rule types is different. When a rule type is selected, the fields inside the rule box will change to those

fields appropriate for the selected rule type and the cursor will be positioned in the first field for the rule.

Floating rule fields

```

Week of Month:  first  second  third  fourth  last
Day of week:    Sunday    Monday    Tuesday    Wednesday
                 Thursday    Friday    Saturday
Month:  99  Year:  9999
  
```

A floating rule is specified by entering the week(s) of the month, day of the week, month, and year on which an event occurs.

The weeks of the month that may be specified are: first, second, third, fourth, and last. At least one week of the month must be selected for a floating event rule. If desired, all weeks may be selected for a floating event rule.

The day of the week is a selector button. One and only one day of the week may be selected for a floating event rule.

The month specifies the month in which the event is to be displayed. Either a specific month (1 through 12) must be entered, or 99 may be entered to indicate the event should display in all months.

The year specifies the year in which the event is to be displayed. Either a specific year must be entered or 9999 may be entered to indicate the event should display in all years.

Fixed rule fields

```

Month:  9  Day:  1  Year:  1999
If date falls on a weekend:
Don't move          Move to closest weekday
Move to Friday      Delete event occurrence
Move to Monday      Event only occurs on weekends
  
```

A fixed rule is specified by entering the month, day of the month, and year on which an event occurs.

The month specifies the month in which the event is to be displayed. Either a specific month (1 through 12) must be entered, or 99 may be entered to indicate the event should display in all months.

The day specifies the day on which the event is to be displayed. Either a specific day (1 through 31) must be entered, or 99 may be entered to indicate the event should display on all days of the month entered above.

The year specifies the year in which the event is to be displayed. Either a specific year must be entered or 9999 may be entered to indicate the event should display in all years.

Because of the capability of entering 99 in the month and day to specify that an event may appear on multiple days, it is possible that an event could appear on a weekend day (Saturday or Sunday). Therefore, for the fixed rule there is an additional selector button field that allows the selection of the action to take if the day being displayed falls on a weekend. Selection of each of the options causes the following action:

Don't move	no special action is taken and the event is displayed if the display date matches the rule
Move to Friday	if the day being displayed is a weekend, the event will be displayed on the preceding Friday instead of the weekend
Move to Monday	if the day being displayed is a weekend, the event will be displayed on the following Monday instead of the weekend
Move to closest weekday	if the day being displayed is a Saturday, the event will be displayed on the preceding Friday instead; if the day being displayed is a Sunday, the event will be displayed on the following Monday instead
Delete event occurrence	the event will not be displayed on this weekend day
Event only occurs on weekends	the event will only be displayed when the day is Saturday or Sunday

Fields common to both formats

The category field is used when building the list of events for a particular date to group the events displayed by type of activity. The category may be changed by using the up and down arrow keys to scroll through the available choices. The categories available for selection are:

1. Not categorized
2. Social or Special Interest
3. Education
4. Political
5. Support

6. Health or Medical
7. Religion
8. Benefit or Fundraising
9. Youth
10. Sports
11. Entertainment or Performance
12. Art
13. Bar, Restaurant, or Nightclub

The two lines of text contain a description of the event and will appear on the calendar display exactly as entered.

The ending date defaults to 12/31/9999. This date prevents the rule from ever expiring. If the event is to cease being displayed on a particular date, enter that date in the ending date field. When the date entered here is reached, the rule will be automatically deleted from the database and the event will no longer appear on the calendar list.

Recording or abandoning changes

Changes made to an event rule on the screen are not physically recorded to the database until you press Function Key 10 to write the record to the hard drive. Optionally, if you decide you don't want to write the changes to disk, you may press the Escape Key one time to clear the changes you have made and return to the screen as it was first presented, ready for you to enter another calendar rule starting date.

To physically delete a calendar rule from the system, first display the rule information, then press Function Key 4. The displayed calendar rule will be permanently erased from the hard drive.

Returning to the menu

To return to the menu screen, with no calendar rule information displayed on the screen, press the Escape Key.

Calendar rule examples

The following table contains several examples showing which rule can be used to display an event on a specific date or range of dates.

Event should display one date only:	Select fixed rule; date event should display is used as starting date, rule date, and ending date; weekend option is 'don't move'
Event should display three consecutive days:	Select fixed rule; first date event is to display is used as starting date; rule date day is '99'; last date event is to display is used as ending date; weekend option is 'don't move'
Event should display on first and third Mondays in each month:	Select floating rule; first and third week of month are selected; Monday is selected; rule date month is '99'.
Event should display on weekends of summer months:	Select fixed rule; starting date is June 1 of current year; rule date month and day are '99'; weekend option is 'event only occurs on weekends'; ending date is August 31 of current year
Event should display every weekday of January:	Select fixed rule; starting date is January 1 of current year; rule date day is '99'; weekend option is 'delete event occurrence'; ending date is January 31 of current year
Event should display every Sunday	Select floating rule; first, second, third, fourth, and last week of month are selected; Sunday is selected; rule date month is '99'

Calendar of Events Display

To access the calendar of events display function from the main menu, press the key 'C' (for the 'Calendar' function). The events display screen will be displayed with the current date's events:

TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
10/12/1999	10/13/1999	10/14/1999	10/15/1999	10/16/1999	10/17/1999	10/18/1999
<pre> ===== Social or Special Interest ===== » Charlotte Business Guild weekly social - 5:30pm @ Thomas Street Tavern - 704-565-5075 <info> » Amity Allies - 7:00pm - social group that meets at Starbucks Coffee on East Boulevard <25-45 men & women> » Southern Country dance club - 8:00pm, general meeting at Scorpios ===== Support ===== » Triangle AA - 8:00pm at Selwyn Avenue Presbyterian Church, 2929 Selwyn Avenue, Charlotte ===== Entertainment or Performance ===== » Blackbirds of Broadway <Charlotte Repertory Theatre> @ Blumenthal Performing Arts Center - 704-372-1000 <tickets> ===== Art ===== » Innocent Desire and A Different Dick & Jane art exhibitions @ Blue Pony Gallery - OutCharlotte Festival - 704-569-8190 <info> ===== Bar, Restaurant, or Nightclub ===== » Masquerade <344-1770> - theme night: boot camp/leather/underwear/ ↓ levi-shirtless/spandex participation gets discount at door </pre>						
<pre> ESCAPE: Return to Menu Page Down: Next Week Page Up: Previous Week </pre>						

The heading information at the top of the screen will show the dates for one week, beginning with today. Initially the light gray selector bar will be positioned on the current days date and the event list will display the events for that date. The events list for any week is generated from the calendar rules the first time that the week is displayed. The first time the Calendar function is selected on a given day, the data file for the function is deleted and recreated with the current week's events. Whenever the program is generating events from the calendar rules, an informational window will be placed on the screen:

Please wait, the system is building the event list for the week requested. The list will be displayed in only a few moments.

The events listed for each day are grouped by the category assigned when the event rule was entered. A heading line precedes each category group. If the number of lines required to contain the event list exceeds the number of lines available on the screen, green arrows will appear at the upper left and lower left corners of the list to indicate more lines exist off the screen. The Down Arrow and Up Arrow keys may be used to scroll the list for viewing the lines which exist beyond the bottom or top of the screen.

Displaying Additional Dates

To display the event list for additional days of the current week, use the Right Arrow key and Left Arrow key to move the light gray selector bar to the desired date in the week heading at the top of the screen.

To display succeeding weeks, use the Page Down key to display the week following the week currently displayed. To display preceding weeks, use the Page Up key to display the week preceding the week currently displayed.

Returning to the menu

To return to the menu screen, press the Escape Key.

Common Features and Controls

As the program was developed, it was the intent to maintain a common standard of appearance between the different display screens used to implement the functions.

Informational and error messages always appear on the bottom line of the display screen. In most cases, when the cursor is positioned in a field this line will contain a message conveying the type and range of information that may be typed into the field. When an error occurs, an error message is displayed and the cursor remains in the field in error until the error condition is corrected.

Although there are a few deviations in color choices, specifically in the choice of color used to emphasize informational messages, the majority of the display screens maintain a uniform system of color use. The background is dark blue. Display fields are shown in white. Fields into which information is typed is the inverse; the field content is dark blue on a white field background. Access keys are displayed in light blue. Function keys available for use appear in red, usually near the bottom of the screen. Function keys which are not available for use are not shown.

Terminating the Program

Although by design the program is intended to remain in control of the computer (defeating return back to the operating system) even when no user is signed on, it is possible to orderly terminate the program.

With the menu displayed and no user signed on, hold down the Alt key and press Function Key 12. A password prompt field will appear:



```
Enter the exit authorization password:
```

Type the word 'VERONICA' and press the Enter key. When this password is correctly entered, the program will terminate orderly and control will be returned to the operating system.

Reports

The capability to produce five reports is included with the system:

- Cross-Reference Key Word Summary
- Database Record Name List
- Database Record List
- Calendar Rules list
- User List

Each of these reports is described in detail in the following sections. For more specialized reporting requirements, there is an extensive capacity to export information from the database into text (ASCII) files. This exported information may then be used in any familiar word processing or spreadsheet program to produce customized reports. For instructions on the export capabilities, see 'Export Database Records' (Page 50).

Cross-Reference Key Word Summary

This report summarizes the key word indexes, counting the number of database records referenced by each key word. Subtotals are produced by geographic division.

To produce this report, from the main menu, press the key 'M' (for the 'Maintenance on Database' functions sub-menu) followed by the key 'R' (for the 'Report' sub-menu) followed by the letter 'K' (for the 'Key Summary' report selection).

A sample of this report is on the following pages (note that segments of the report have been omitted from this sample).

10/04/1999
11:10 AM

THE GAY AND LESBIAN SWITCHBOARD OF CHARLOTTE
ROLODEX KEYWORD SUMMARY

PAGE: 1

STATE	CITY	KEYWORD	REFERENCES
ANY	*ANY*	24 HOURS	1
ANY	*ANY*	AA	5
ANY	*ANY*	ABUSE	6
ANY	*ANY*	ACCOMODATION	8
ANY	*ANY*	ACCOUNTANT	4
ANY	*ANY*	ACTIVIST	11
ANY	*ANY*	ADDICTION	2
ANY	*ANY*	ADOPTION	2
ANY	*ANY*	ADULT	3
ANY	*ANY*	ADVERTISING	1
ANY	*ANY*	ADVOCACY	4
ANY	*ANY*	ADVOCATE	1
ANY	*ANY*	AGENCY	14
ANY	*ANY*	AIDS	84
ANY	*ANY*	AIKEN	3
ANY	*ANY*	ALCOHOL	11
ANY	*ANY*	ALCOHOLISM	1
ANY	*ANY*	ALTERATIONS	1
ANY	*ANY*	ALTERNATIVE	1
ANY	*ANY*	ANTIQUES	1
ANY	*ANY*	ANXIETY	2
ANY	*ANY*	APARTMENTS	2
ANY	*ANY*	ART	2
ANY	*ANY*	ASO	49
ANY	*ANY*	ATHLETIC	4
ANY	*ANY*	ATTORNEY	19

----- *report segment omitted* -----

ANY	*ANY*	VACATION	2
ANY	*ANY*	VAN	1
ANY	*ANY*	VETERANS	1
ANY	*ANY*	VHS	1
ANY	*ANY*	VIDEO	3
ANY	*ANY*	VIOLENCE	1
ANY	*ANY*	WALKING	1
ANY	*ANY*	WEB SITE	1
ANY	*ANY*	WEDDINGS	1
ANY	*ANY*	WEDNESDAY	9
ANY	*ANY*	WILLS	4
ANY	*ANY*	WINDOW	1
ANY	*ANY*	WOMEN	17
ANY	*ANY*	WOMENS	1
ANY	*ANY*	WOMENS ISSUES	1
ANY	*ANY*	WRITERS	1
ANY	*ANY*	YORK COUNTY	1
ANY	*ANY*	YOUNG	2
ANY	*ANY*	YOUNG ADULT	1
ANY	*ANY*	YOUTH	21

TOTAL FOR GLOBAL KEYWORDS 2,580

----- *report segment omitted* -----

10/04/1999
11:10 AM

THE GAY AND LESBIAN SWITCHBOARD OF CHARLOTTE
ROLODEX KEYWORD SUMMARY

PAGE: 12

STATE	CITY	KEYWORD	REFERENCES
NC	*ANY*	AA	5
NC	*ANY*	ABUSE	5
NC	*ANY*	ACCOMODATION	8
NC	*ANY*	ACCOUNTANT	3
NC	*ANY*	ACTIVIST	6
NC	*ANY*	ADDICTION	2
NC	*ANY*	ADULT	3
NC	*ANY*	ADVERTISING	1
NC	*ANY*	ADVOCACY	4
NC	*ANY*	AGENCY	6
NC	*ANY*	AIDS	46
NC	*ANY*	ALCOHOL	9
NC	*ANY*	ALCOHOLISM	1
NC	*ANY*	ALTERATIONS	1
NC	*ANY*	ALTERNATIVE	1
NC	*ANY*	ANTIQUES	1
NC	*ANY*	ANXIETY	2
NC	*ANY*	APARTMENTS	2

----- report segment omitted -----

NC	*ANY*	TRAINING	2
NC	*ANY*	TRANSGENDER	4
NC	*ANY*	TRANSPORTATION	1
NC	*ANY*	TRANSSEXUAL	7
NC	*ANY*	TRANSVESTITE	2
NC	*ANY*	TRAVEL	2
NC	*ANY*	TREATMENT	1
NC	*ANY*	TUESDAY	3
NC	*ANY*	TYPESSETTING	2
NC	*ANY*	UPHOLSTERY	2
NC	*ANY*	VACATION	2
NC	*ANY*	VAN	1
NC	*ANY*	VHS	1
NC	*ANY*	VIDEO	3
NC	*ANY*	VIOLENCE	1
NC	*ANY*	WALKING	1
NC	*ANY*	WEB SITE	1
NC	*ANY*	WEDDINGS	1
NC	*ANY*	WEDNESDAY	9
NC	*ANY*	WILLS	4
NC	*ANY*	WINDOW	1
NC	*ANY*	WOMEN	14
NC	*ANY*	WOMENS	1
NC	*ANY*	WOMENS ISSUES	1
NC	*ANY*	WRITERS	1
NC	*ANY*	YOUNG	1
NC	*ANY*	YOUNG ADULT	1
NC	*ANY*	YOUTH	15

TOTAL FOR STATE 2,002

----- report segment omitted -----

10/04/1999
11:10 AM

THE GAY AND LESBIAN SWITCHBOARD OF CHARLOTTE
ROLODEX KEYWORD SUMMARY

PAGE: 21

STATE	CITY	KEYWORD	REFERENCES
NC	CHARLOTTE	AA	3
NC	CHARLOTTE	ABUSE	4
NC	CHARLOTTE	ACCOUNTANT	3
NC	CHARLOTTE	ACTIVIST	1
NC	CHARLOTTE	ADDICTION	2
NC	CHARLOTTE	ADULT	3
NC	CHARLOTTE	ADVERTISING	1
NC	CHARLOTTE	ADVOCACY	3
NC	CHARLOTTE	AGENCY	4
NC	CHARLOTTE	AIDS	18
NC	CHARLOTTE	ALCOHOL	6
NC	CHARLOTTE	ALCOHOLISM	1
NC	CHARLOTTE	ALTERATIONS	1
NC	CHARLOTTE	ALTERNATIVE	1
NC	CHARLOTTE	ANXIETY	2
NC	CHARLOTTE	APARTMENTS	2
NC	CHARLOTTE	ART	2
NC	CHARLOTTE	ASO	3
NC	CHARLOTTE	ATHLETIC	3
NC	CHARLOTTE	ATTORNEY	18
NC	CHARLOTTE	AUTO	1
NC	CHARLOTTE	AUTCARE	1
NC	CHARLOTTE	BAIL	1
NC	CHARLOTTE	BAKERY	1
NC	CHARLOTTE	BALLOONS	1
NC	CHARLOTTE	BANKRUPTCY	1
NC	CHARLOTTE	BAPTIST	1
NC	CHARLOTTE	BAR	17

----- *report segment omitted* -----

NC	CHARLOTTE	TRANSSEXUAL	6
NC	CHARLOTTE	TRANSVESTITE	2
NC	CHARLOTTE	TRAVEL	2
NC	CHARLOTTE	TREATMENT	1
NC	CHARLOTTE	TUESDAY	2
NC	CHARLOTTE	TYPESETTING	2
NC	CHARLOTTE	UPHOLSTERY	1
NC	CHARLOTTE	VACATION	1
NC	CHARLOTTE	VAN	1
NC	CHARLOTTE	VIDEO	2
NC	CHARLOTTE	WALKING	1
NC	CHARLOTTE	WEB SITE	1
NC	CHARLOTTE	WEDDINGS	1
NC	CHARLOTTE	WEDNESDAY	8
NC	CHARLOTTE	WILLS	4
NC	CHARLOTTE	WINDOW	1
NC	CHARLOTTE	WOMEN	9
NC	CHARLOTTE	WOMENS	1
NC	CHARLOTTE	WRITERS	1
NC	CHARLOTTE	YOUNG	1
NC	CHARLOTTE	YOUNG ADULT	1
NC	CHARLOTTE	YOUTH	4

TOTAL FOR CITY 1,244

----- *report segment omitted* -----

TOTAL FOR ROLODEX DATABASE 7,553

Database Record Name List

This report lists the name field for all database records along with the record number. This report can be useful in retrieving a particular record from the database for the purpose of updating the record as the record number is required by the maintenance function. The names are sorted into alphabetical order before the report is produced. A count of the number of records in the database is also included at the end of the report.

To produce this report, from the main menu, press the key 'M' (for the 'Maintenance on Database' functions sub-menu) followed by the key 'R' (for the 'Report' sub-menu) followed by the letter 'L' (for the 'List Names' report selection).

A sample of this report is on the following page.

10/04/1999
11:37 AM

THE GAY AND LESBIAN SWITCHBOARD OF CHARLOTTE
ROLODEX DATABASE ENTRIES

PAGE: 1

REFERENCE NAME	RECORD NUMBER
-Bars-	00061
300 East Restaurant	00050
300 Stonewall	00454
A. T. 's Lounge	00106
AA Open	00147
ACLU	00271
AIDS Action Council	00277
AIDS Care Service	00226
AIDS Council of Gaston County	00539
AIDS Hotline (Spanish)	00297
AIDS Support Group of	00150
AIDS Task Force of W-S, Inc.	00148
ART Hotline	00118
Acceptance AA	00054
Advent Lutheran Church	00375
Alamance Co. G/L Alliance	00213

----- *report segment omitted* -----

United Family Services	00017
University Psychological Asso.	00353
Urban Evolution	00351
Veterans for Life	00240
Vetter, Connie J.	00437
Video Adventures	00025
Video Ventures	00382
Vinson Washburn	00458
WHAT	00526
Wake Forest Baptist Church	00500
Walker, Nan, M.S., Ph.D.	00394
Wall, Randolph C., PhD	00407
Wallace MD, Dr. J. W. Scott	00368
Warehouse 29	00192
Warren H. Williams, M.D.	00444
Warren Wilson G/L/Bi Coalition	00254
Wesley Thompson	00446
Western NC AIDS Project	00089
Westside Project	00468
Wheeler, Angie, PhD	00018
Wheeler, John, Ph.D.	00433
When A Mate Comes Out (WAMCO)	00302
White Rabbit Books & Things	00185
White Rabbitt Books & Things	00041
White Rabbitt Books & Things	00042
Wilderness Network of Carolina	00476
Wilderness Network of the	00527
Wilmont Florist	00051
Wilson, Reyes and Associates	00451
Wives, Families	00293
Women With AIDS	00294
Womes HIV+ Support Group	00267
Womyn on the Land	00452
World Congress of Gay and	00145
Worldwide Accomodation	00311
Wrenn, Sue Ann, CCSW	00001
York County HIV/AIDS Support	00200
Youth News	00313
Zippers	00115

NUMBER OF ACTIVE RECORDS IN DATABASE: 544 ***

Database Record List

This report lists all field for all database records. Because of the large amount of information potentially stored for each record, the size of this report may be large. The records are included on the report in record number order. A count of the number of records in the database is also included at the end of the report.

To produce this report, from the main menu, press the key 'M' (for the 'Maintenance on Database' functions sub-menu) followed by the key 'R' (for the 'Report' sub-menu) followed by the letter 'F' (for the 'Full List' report selection).

A sample of this report is on the following page.

10/04/1999
2:30 PM

THE GAY AND LESBIAN SWITCHBOARD OF CHARLOTTE
ROLODEX DATABASE CONTENTS

PAGE: 1

RECORD NUMBER: 1

SOURCE: CONVERT

Wrenn, Sue Ann, CCSW
1801 E. 5th Street, Ste. 102

RACE: (1) UNKNOWN
GENDER: (1) UNKNOWN
ORIENTATION: (1) UNKNOWN

Charlotte NC 28204-0000

CONTACT: ENTERED: 12/19/1995 99,999
TELEPHONE: 1: Work (704) 332-0488 UPDATED: 12/13/1995 99,999
2: (000) 000-0000

Individual and couples counseling, gay relationship counseling, chemical dependency and co-dependency, ACOA, grief and loss, crisis intervention and sexual issues. Helps with Switchboard Training Classes.

9AM-7PM. \$70/hr.

KEYWORDS: BUSINESS GRIEF
COUNSELING
SUPPORT
COUPLES
DEPENDENCY

----- *report segment omitted* -----

RECORD NUMBER: 544

SOURCE: CONVERT

Hate Crimes
National Reporting

RACE: (1) UNKNOWN
GENDER: (1) UNKNOWN
ORIENTATION: (1) UNKNOWN

00000-0000

CONTACT: ENTERED: 9/12/1999 99,999
TELEPHONE: 1: (000) 000-0000 UPDATED: 0/00/0000 0
2: (000) 000-0000

National statistics for hate crimes are being kept by this organization.
Please report gay hate crimes to:

www.lambda.org

KEYWORDS: ORGANIZATION
CIVIL RIGHTS
HATE CRIMES
CRIME
BASHING

NUMBER OF ACTIVE RECORDS IN DATABASE: 544 ***

Calendar Rules List

This report lists the rules used to generate calendar events. The rules are listed on the report in order by the date the event is to start displaying.

To produce this report, from the main menu, press the key 'M' (for the 'Maintenance on Database' functions sub-menu) followed by the key 'R' (for the 'Report' sub-menu) followed by the letter 'C' (for the 'Calendar' report selection).

A sample of this report is on the following page.

10/04/1999 THE GAY AND LESBIAN SWITCHBOARD OF CHARLOTTE PAGE: 1
 10:58 AM CALENDAR RULES

STARTING TYPE ----- RULE PARAMETERS -----

9/01/1999 FLOAT MONTH: ALL WEEK: / /3/ / DAY: /M/ / / / / YEAR: ALL
 CATEGORY: Social or Special Interest
 Charlotte Business Guild general meeting and dinner - 5:30pm at
 downtown Holiday Inn, Charlotte (dinner @ 7:00pm) 704-565-5075

9/01/1999 FLOAT MONTH: ALL WEEK: 1/2/3/4/L DAY: / /T/ / /F/ YEAR: ALL
 CATEGORY: Support
 Acceptance AA - 8:00pm at St. Luke's Lutheran Church, 3200 Park
 Road, Charlotte

9/01/1999 FLOAT MONTH: ALL WEEK: 1/2/3/4/L DAY: / / / /T/ / YEAR: ALL
 CATEGORY: Support
 CARE AA - 8:00pm at MCC Charlotte, 4037 E. Independence, 3rd Floor
 Charlotte

9/01/1999 FLOAT MONTH: ALL WEEK: 1/2/3/4/L DAY: / / /W/ / / YEAR: ALL
 CATEGORY: Support
 Triangle AA - 8:00pm at Selwyn Avenue Presbyterian Church, 2929
 Selwyn Avenue, Charlotte

9/01/1999 FLOAT MONTH: ALL WEEK: 1/ / / / DAY: S/ / / / / / YEAR: ALL
 CATEGORY: Religion
 Lutheran's Concerned general meeting - 5:00pm at Holy Trinity
 Lutheran Church, 1900 The Plaza, Charlotte

9/01/1999 FLOAT MONTH: ALL WEEK: 1/2/3/4/L DAY: /M/ / / / / YEAR: ALL
 CATEGORY: Social or Special Interest
 One Voice Chorus rehearsal- 7:00pm @ First United Methodist Church
 (704) 892-0813 (info)

9/01/1999 FLOAT MONTH: ALL WEEK: 1/2/3/4/L DAY: / / /W/ / / YEAR: ALL
 CATEGORY: Social or Special Interest
 Charlotte Business Guild weekly social - 5:30pm @ Thomas Street
 Tavern - 704-565-5075 (info)

9/01/1999 FLOAT MONTH: ALL WEEK: / /3/ / DAY: / / /W/ / / YEAR: ALL
 CATEGORY: Social or Special Interest
 Gay/Lesbian Switchboard board meeting

9/01/1999 FLOAT MONTH: ALL WEEK: 1/2/3/4/L DAY: / / / /T/ / YEAR: ALL
 CATEGORY: Health or Medical
 Free confidential HIV testing - 372-0172 for information

9/01/1999 FLOAT MONTH: ALL WEEK: /2/ / / DAY: / / / /T/ / YEAR: ALL
 CATEGORY: Social or Special Interest
 Gay/Lesbian Switchboard operations committee meeting

9/01/1999 FLOAT MONTH: ALL WEEK: /2/ / / DAY: / / / /T/ / YEAR: ALL
 CATEGORY: Support
 PFLAG Meeting - 704-364-1474 for information

----- *report segment omitted* -----

User Information

This report lists information for each User ID Number. In addition to personal identification/ demographic details for the user, the date time signed on and cumulative time signed on is reported. Totals for all users is also reported.

To produce this report, from the main menu, press the key 'A' (for the 'Administrator' functions sub-menu) followed by the key 'R' (for the 'Report' sub-menu) followed by the letter 'U' (for the 'User Information' report selection).

A sample of this report is on the following page.

8/01/1999 UNIVERSAL COMMUNITY CENTER
 3:22 PM ROLODEX AUTHORIZED USERS

PAGE: 1

USER USER INFORMATION

3,123	Sarah N. McCollum 942 Fetlock Avenue Newport, RI 02840-0000 EMAIL: GENDER: FEMALE BIRTHDATE: 11/28/1949 ADDED: 1/01/1900 LAST ON: 8/01/1999	LEVEL: (3) ADMINISTRATOR TELEPHONE: (401) 171-2576 MONTH YEAR CURRENT: 0:00 5:54 PREVIOUS: 5:54 0:00
6,353	Calvin L. Ross 824 Northcross Road Buffalo, NY 14225-0000 EMAIL: GENDER: MALE BIRTHDATE: 9/26/1947 ADDED: 1/01/1900 LAST ON: 6/01/1997	LEVEL: (2) UPDATE TELEPHONE: (914) 658-9476 MONTH YEAR CURRENT: 0:00 0:00 PREVIOUS: 0:00 0:00
8,534	Adolf A. Harmon 9175 Seabreeze Road Santa Fe, NM 87501-0000 EMAIL: GENDER: MALE BIRTHDATE: 8/29/1938 ADDED: 1/01/1900 LAST ON: 7/14/1999	LEVEL: (4) NO ACCESS TELEPHONE: (505) 996-7750 MONTH YEAR CURRENT: 0:00 0:00 PREVIOUS: 0:00 0:00
9,510	Russell K. Harmon 298 River Oaks Street Bridgeport, CT 06605-0000 EMAIL: GENDER: MALE BIRTHDATE: 4/02/1914 ADDED: 1/01/1900 LAST ON: 6/01/1997	LEVEL: (2) UPDATE TELEPHONE: (860) 354-6008 MONTH YEAR CURRENT: 0:00 0:00 PREVIOUS: 0:00 0:00
9,684	Beverly R. Meehan 4347 Strawberry Street Newport, RI 02840-0000 EMAIL: GENDER: FEMALE BIRTHDATE: 3/21/1946 ADDED: 1/01/1900 LAST ON: 7/25/1999	LEVEL: (2) UPDATE TELEPHONE: (401) 703-3544 MONTH YEAR CURRENT: 0:00 0:28 PREVIOUS: 0:28 0:00
9,975	Debra H. White 3375 Kings Ridge Court Newport, RI 02840-0000 EMAIL: GENDER: FEMALE BIRTHDATE: 7/14/1930 ADDED: 1/01/1900 LAST ON: 6/01/1997	LEVEL: (1) LOOKUP TELEPHONE: (401) 520-7886 MONTH YEAR CURRENT: 0:00 0:00 PREVIOUS: 0:00 0:00

----- *report segment omitted* -----

50 *** TOTAL OF ALL USERS *** CURRENT: 0:00 8:44

List Users

This report lists each User ID Number and its associated Name field.

To produce this report, from the main menu, press the key 'A' (for the 'Administrator' functions sub-menu) followed by the key 'R' (for the 'Report' sub-menu) followed by the letter 'L' (for the 'List Users' report selection).

A sample of this report is on the following page.

10/27/1999
1
11:38 AM

THE GAY AND LESBIAN SWITCHBOARD OF CHARLOTTE
ROLODEX AUTHORIZED USERS

PAGE:

USER NUMBER	VOLUNTEER NAME
1	Jay
2	"Marc"
3	"John"

Export Database Records

The program has the capability to export the contents of the database records to a text (ASCII) file. All fields for each record may be exported or only specific fields may be selected for export. Several options allow the format of the file to be tailored to the user's specific needs.

To access the export function from the main menu, press the key 'M' (for the 'Maintenance on Database' functions sub-menu) followed by the key 'E' (for the 'Export' function). The export control screen will be displayed:

```

Rolodex Maintenance - Export Records

This function allows records to be copied from the database
to an external ASCII file.

Write records to filename: [ ] .TXT
Type of file to create:   Custom Format
                        Rolodex Import Format
Formatting options:     Preceed each field with label
                        Write record separator
Fields to export:      All fields
                        Select fields

Escape: Return to Menu
F10: Export Records
Number of Records:  Written
                    0
Authorized characters: letters, numbers

```

Enter the name of the file to contain the exported records. The file name may be from one to eight characters and must contain only letters and numbers. The extension for the file will be 'TXT'.

The text file containing the exported records will be created in the current subdirectory of the current hard drive. If another file exists with the same name, the existing file will be replaced.

The 'Type of file to create' is a selector field. One, and only one option, may be selected.

- Custom Format
This choice will allow the user to choose the formatting options and select the fields to export.
- Rolodex Import Format
This choice will produce a complete file export which is required if the created file is to be imported back into the database later. The remaining options on the screen will not be available if this option is selected.

The 'Formatting Options' are flag fields which may be selected or un-selected independent of each other.

- Precede each field with label
If selected, this option causes a label to be written preceding each field that describes the content of the field.
- Write record separator
If selected, this option causes the group of fields for each database record to be followed by a record containing 'END.OF.RECORDSET'.

The 'Fields to export' is a selector field. One, and only one option, may be selected.

- All fields
This choice will export all fields from each database record.
- Select fields
This choice will cause the display of a record selection screen to allow the user to select which fields to export.

Field selection screen

If the 'Select fields' option is chosen, a field selection screen will be presented:

```

Rolodex Maintenance - Export Records
Select Fields to export:
Name
Address line 1
Address line 2
City
State
Zipcode
Contact
Telephone description 1
Telephone number 1
Telephone description 2
Telephone number 2
Cross-reference keywords
Narrative
Race
Gender
Orientation
Source of information
Date entered
Entered by operator
Date last update
Updated by operator
Record number

F10: Accept Selections

```

Preceding each field name is a flag which may be selected or un-selected independent of all other fields. Selected fields will be exported from the database. When all desired fields are selected, press Function Key 10 to return to the export screen.

Creating the export file

After completing the fields controlling the export function, press Function Key 10 to create the export file.

Returning to the menu

To return to the menu screen without exporting any records, press the Escape Key.

Export User Information

The program also has the capability to export the contents of the User ID Number records to a text (ASCII) file. All fields for each record may be exported or only specific fields may be selected for export. Two options allow the format of the file to be tailored to the user's specific needs.

To access the export function from the main menu, press the key 'A' (for the 'Administrator' functions sub-menu) followed by the key 'E' (for the 'Export' function). The export control screen will be displayed:

```

Security File - Export Records

This function allows information maintained about the users
to be exported to an external ASCII file.

Write records to filename: [ ] .TXT

Formatting options:  Precede each field with label
                   Write record separator

Fields to export:  All fields
                  Select fields

Escape: Return to Menu
F10: Export Records
Authorized characters: letters, numbers

Number of Records: 0
Written: 0

```

Enter the name of the file to contain the exported records. The file name may be from one to eight characters and must contain only letters and numbers. The extension for the file will be 'TXT'.

The text file containing the exported records will be created in the current subdirectory of the current hard drive. If another file exists with the same name, the existing file will be replaced.

The 'Formatting Options' are flag fields which may be selected or un-selected independent of each other.

- Precede each field with label
If selected, this option causes a label to be written preceding each field that describes the content of the field.
- Write record separator
If selected, this option causes the group of fields for each database record to be followed by a record containing 'END.OF.RECORDSET'.

The 'Fields to export' is a selector field. One, and only one option, may be selected.

- All fields
This choice will export all fields from each User ID Number record.
- Select fields
This choice will cause the display of a record selection screen to allow the user to select which fields to export.

Field selection screen

If the 'Select fields' option is chosen, a field selection screen will be presented:

```

Security File - Export Records
Select Fields to export:
 Name
 Address Line 1
 Address Line 2
 City
 State
 Zipcode
 Email address
 Telephone number
 Security level
 Gender
 Date of birth
 Date added
 Date last signed on
 Current year time table
 Prior year time table

F10: Accept Selections

```

Preceding each field name is a flag which may be selected or un-selected independent of all other fields. Selected fields will be exported from the User ID Number records. When all desired fields are selected, press Function Key 10 to return to the export screen.

Creating the export file

After completing the fields controlling the export function, press Function Key 10 to create the export file.

Returning to the menu

To return to the menu screen without exporting any records, press the Escape Key.

Import Database Records

In addition to the capability of exporting database records to a text (ASCII) file, the program also has the capability to import information from a text (ASCII) file in order to create new database records. This function is provided primarily to assist in the conversion of records from another type of database for use in this program. However, the function can be used in conjunction with the export function to extract records from the database, perform some specialized modifications on the records with another program, and then return the records to the database.

To access the import function from the main menu, press the key 'M' (for the 'Maintenance on Database' functions sub-menu) followed by the key 'I' (for the 'Import' function). The import control screen will be displayed:

```

Rolodex Maintenance - Import Records

This function allows records to be entered into the database
from an external source. The records must be preformatted
into a specific format and placed in an ASCII file:

Read records from filename: [REDACTED].TXT

The records read in can replace the existing records in the
current database (rebuilding the database) or they can be
appended (added to) the current database. Be very sure of what
you are doing if you specify Replace as you will lose all
records currently in the database.

Database Disposition:   Append to Existing Database
                        Replace Existing Database

Escape: Return to Menu
F10: Import Records

Number of Records:  Read  In Database
                   0      544

Authorized characters: letters, numbers

```

Enter the name of the file which contains the records to be imported. The file name may be from one to eight characters and must contain only letters and numbers. The extension for the file will be 'TXT'.

The text file containing the records to import must reside in the current subdirectory of the current hard drive. The format of the file, although relatively simple, must comply strictly with these rules:

- Each record (line) of the file must contain one, and only one, field,
- Each field must be identified by a preceding label, separated from the field value by a colon,
- Each record must be followed by a record containing 'END.OF.RECORDSET'.

It is not necessary to have every possible field present for each database record to be created. Any omitted fields will be initialized to the appropriate null value (spaces for alphabetic fields and zeros for numeric fields). The field identifiers for the complete set of database fields are:

Field Identifier	Length	Comments
NAME	40	this field should be considered as always required
ADDR(1)	40	this field may occur 2 times and the occurrence number must be included inside the parentheses
CITY	20	
STATE	2	this field should be considered as always required
ZIPCODE	9	field value may be either 5 or 9 numeric characters
PHONEDESC(1)	18	this field may occur 2 times and the occurrence number must be included inside the parentheses
PHONE(1)	10	this field may occur 2 times and the occurrence number must be included inside the parentheses
CONTACT	40	
RACE	1	if omitted, this field will default to '1'; valid values: '1', '2', '3', '4', '5', and '6' which represent 'Unknown', 'Caucasian', 'Hispanic', 'Black', 'Asian', and 'Other'
GENDER	1	if omitted, this field will default to '1'; valid values are: '1', '2', and '3' which represent 'Unknown', 'Female', and 'Male'
ORIENTATION	1	if omitted, this field will default to '1'; valid values are: '1', '2', '3', '4', '5', and '6' which represent 'Unknown', 'Gay', 'Lesbian', 'Bisexual', 'Transgender', and 'Straight'
XREF(01)	25	this field may occur 10 times and the occurrence number must be included inside the parentheses
NARRATIVE(01)	76	this field may occur 20 times and the occurrence number must be included inside the parentheses
SOURCE	20	
ENTERED.BY	5	
ENTERED	8	date field in format: mmddyyyy
UPDATED.BY	5	
UPDATED	8	date field in format: mmddyyyy

If an unknown field identifier or an invalid field value is encountered while processing the text file, the import function will display the following error window:

An import record was read that caused the following error condition:

END.OF.RECORD SEPARATOR WITH NO FIELDS PRESENT

The record causing the error was:

Physical record number: 27
Record begins: END.OF.RECORDSET

Processing will not continue, but any records added to the database prior to this error occurring are correct and will be accessible.

_Press **Escape** to return to the menu.

The condition causing the error, the record number of the record causing the error condition, and the first 35 characters of the record are shown. The import function will be terminated. However, records imported prior to the occurrence of the error condition will be correctly stored in the database.

The 'Database Disposition' is a selector field. One, and only one option, may be selected.

- Append to Existing Database
This choice will add imported records on to the end of the existing database. Existing database records will not be modified.
- Replace Existing Database
This choice will erase any records currently existing in the database. At the conclusion of the import process, only records created using input from the import file will be available in the database.

If you choose to Replace Existing Database, it might be advisable to create a backup copy of the data files first, just in case you ever wish to retrieve any records which exist in the database.

Processing the import file

After completing the fields controlling the import function, press Function Key 10 to process the import file.

Returning to the menu

To return to the menu screen without importing any records, press the Escape Key.

Using the import function to create an empty database

Although not a requirement that will occur often, an additional use of the import function is the ability to create an empty database. Use a plain text word processor to create an empty text file. Use the import function and enter the name of the empty file at the 'Read records from filename' prompt. Select 'Replace Existing Database' and press Function Key 10. Any records existing in the database will be removed and, since there are no record sets in the input file to import, no new records will be created.

Error Messages

Although most error messages issued by the program (displayed on the bottom line of the screen) should be self-explanatory, here is a complete list of messages organized by the screen (function) on which the message can appear.

Logon Screen

Number Entered Is Not On File!

The User ID Number entered has not been created by the administrator.

Password Is Not Correct For User!

The password typed in by the user does not match the password on file for the User ID Number. If the correct password has been forgotten, the system administrator can reset the password for the User ID Number to allow the user to gain access to the system and choose a new password.

Access Is Disabled For This User ID!

The administrator has prohibited this User ID Number from signing on to the system. If you think this should be changed, contact the administrator.

Enter The Same Password In Both Fields!

When choosing a new password, the same password must be typed into both of the fields. This is to ensure that the password is typed correctly as the keys pressed will not display on the screen.

Menu Screen

Database Is Empty!

The function requested requires one or more records to exist in the database and the database contains no records.

Required File Is In Use!

Either the requested function requires exclusive use of one or more files in use by another user on the network or another user on the network has exclusive use of one or more files the requested function uses.

Insufficient Memory Available!

The computer does not have enough available memory to load the program module for the function requested. Install additional physical memory or tune the operating system in order to provide additional memory for user programs.

User Sign-On ID and Password Maintenance Screen**User ID Number 00000 May Not Be Used!**

The User ID Number's that may be assigned are in the range of 1 through 99,999 inclusive.

Cannot Delete Your Own ID!

No administrator may delete their own User ID Number. If you truly wish to delete the User ID Number under which you are currently signed on, you must have another administrator delete your User ID Number.

No User Displayed To Delete!

In order to delete a User ID Number, it must first be displayed. Type the User ID Number and press the Enter key to display the information for the User ID Number, then press Function Key 4.

Rolodex Maintenance Contact Information Screen**No Record Displayed To Delete!**

In order to delete a record from the database, it must first be displayed. Type the Record Number identifying the record to be deleted and press the Enter key to display the information, then press Function Key 4.

That Record Number Is Not On File!

The Record Number entered does not identify a record currently in the database.

That Record Has Been Deleted!

The Record Number entered identifies a record that has been deleted from the database and may no longer be displayed.

Rolodex Maintenance Import Records Screen**File Can Not Be Found In Current Directory!**

The file specified to read (import) records from does not exist in the current subdirectory. If you have typed the correct file name, ensure that the file exists in the current subdirectory of the current hard drive.

Browse Rolodex Cross-Reference Index Screen

End Of Reference File Reached!

While scrolling or paging (using the Down Arrow key or Page Down key to move through the index list), the end of the index list has been reached. Reverse the direction (using the Up Arrow key or Page Up key) to display more entries.

Beginning of Reference File Reached!

While scrolling or paging (using the Up Arrow key or Page Up key to move through the index list), the beginning of the index list has been reached. Reverse the direction (using the Down Arrow key or Page Down key) to display more entries.

Database Record View Screen

End Of Reference File Reached!

While attempting to display the next record (using the Page Down key), the end of the index list has been reached. Reverse the direction (using the Page Up key) or return to the Browse screen.

Beginning of Reference File Reached!

While attempting to display the previous record (using the Page Up key), the beginning of the index list has been reached. Reverse the direction (using the Page Down key) or return to the Browse screen.

No More Lines To Display!

While scrolling the narrative text (using the Up Arrow key or Down Arrow key) the first or last available line has been displayed.

Rolodex Maintenance Export Records Screen

No Fields Selected To Export!

In order to leave the field selection screen, at least one field must be selected.

Security File Export Records Screen

No Fields Selected To Export!

In order to leave the field selection screen, at least one field must be selected.

Calendar Rules Maintenance Screen

Value Entered Is Not Acceptable!

An invalid value has been entered for either a Month or Day field. For the Month field, the value entered must be in the range of 1 through 12, or 99 to designate any month. For the Day field, the value entered must be in the range of 1 through the maximum number of days for the corresponding Month value, or 99 to designate any day.

At Least 1 Week Must Be Selected!

At least one week (First, Second, Third, Fourth, or Last) must be selected for the Week of Month field in the floating rule fields box.

End Date May Not Be Prior To Start Date!

The end date entered for an event may not be earlier than the starting date of the event.

At Least 1 Weekday Must Be Selected!

At least one day of week (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, or Saturday) must be select for the Day of Week field in the floating rule fields box.

This Is The Last Rule For This Date!

When using the Page Down key to display subsequent rules for the currently displayed starting date, the last rule for the date has been displayed.

This Is The First Rule For This Date!

When using the Page Up key to display preceding rules for the currently displayed starting date, the last rule for the date has been displayed.

Events Calendar Display Screen

Cannot Display Past Events!

When using the Page Up key to display previous weeks, the display has reached the current week. It is not possible to have the program display events for weeks that have past the current week (as determined by the setting of the internal clock on the computer).

No More Events To Display For Date!

While scrolling the event list for a date (using the Up Arrow key or Down Arrow key) the first or last available line in the list has been displayed.

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