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Operating Manual: Living Scriptures Management Information System

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Operating Manual



Living Scriptures Management Information System

OPERATING MANUAL:
LIVING SCRIPTURES MANAGEMENT
INFORMATION SYSTEM

Deryn Young
1992

Operating Manual

Living Scriptures Management Information System

Living Scriptures Management Information System

Operating Manual


compiled by


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Introduction

This management information system is specifically designed to provide the managers of the Living Scripture's Summer Program with complete, timely, accurate sales data for each sales person, each team and both groups. The system uses dBASE IV Version 1.2 as its foundation. A majority of the functions the system performs are specialized features of DBASE IV, although some major modifications have been made to the DBASE code in most of the reports. The modifications were made to meet the user's specifications. The major functions of the system requiring user input include; inputting personal information for each sales person, inputting weekly sales statistics for each sales person, and editing any of the previously mentioned records. Once the data is in the system, the system compiles the data into specific ratios and averages, then generates many different, detailed reports. The reports are designed to assist managers in making critical management decisions, in creating a weekly newsletter and in providing important feedback information to each sales person.

The system is entirely menu driven, providing easy access for the most novice user. Users with experience in DBASE IV will find the system easy to modify and easy to update if they familiarize themselves with the main program, the program modules, and the report queries. Most of the dBASE coding for the reports has been modified to appear in the proper format both on the screen and in the printouts. Appendix A includes a model of dBASE report code that has been modified as a reference for future report modifications.

How to Use This Manual

The Table of Contents is useful for locating specific areas in question by their page number. To assist the user further, the manual is also divided into colored sections by menu. Each colored section represents all of the functions performed by each of the three main menus and "Getting Started". At the beginning of each menu section, a picture of the menu and a short description is provided to make the manual more user friendly. If while using the system, a user has a question, he or she should open the manual to the main menu and trace their steps through the menus using the page numbers associated with each menu option. In this way, the user can follow the menus in the manual to find explanations of what the screen they are looking at will do.

Getting Started
with the
Living Scriptures Management Information System

Getting Started

To use the *Living Scriptures Management Information System*, you will need the following items:

- a. An IBM Personal Computer or an IBM-compatible.
- b. A minimum of 640K of RAM.
- c. A hard disk drive.
- d. dBASE IV Software installed on the hard disk drive.

Consult the dBASE IV user's manual if you have questions regarding the installation of dBASE IV to the hard disk. After dBASE IV is properly installed on the hard disk, type the word "dBASE" at the C:> prompt.

..OR..

If after turning on your computer, a menu appears on the screen choose the option entitled "dBASE". Either of these methods will load dBASE IV for you.

You now see the dBASE start-up screen. Press <Enter> to get to the "dot prompt". You may not be able to hit <Enter> at the right time. If not, you get to a screen that looks like Figure 1.

Catalog Tools Exit			10:56:28 pm		
dBASE IV CONTROL CENTER					
CATALOG: C:\DBASE\LIV\UNTITLED.CAT					
Data	Queries	Forms	Reports	Labels	Applications
<create>	<create>	<create>	<create>	<create>	<create>
27261182	GROUP1	INDIV	GROUP1		
40391917	GROUP2	INDIVIDU	GROUP2		
4256558	GROUPS	INDIVIN	GROUPS		
4659640	RANKBYSE	INDONE	INDIVIDU		
46689028	SUMTOTAL	LIVEDIT	LIVALL		
62604897	TEAMSTD	MAINMENU	LIVRPT		
74364343	TOP10	MWEEK	RANKBYSE		
76947775	TOPTEAMS	PREPORTS	STATSED		
File: New file Description: Press ENTER on <create> to create a new file					
Help:F1 Use:~ Data:F2 Design:Shift-F2 Quick Report:Shift-F9 Menus:F10					

Figure 1

Press the escape key and then press <Enter> on the yes to exit the screen to get to the "dot prompt". Soon, you should get to a screen that looks something like Figure 2:

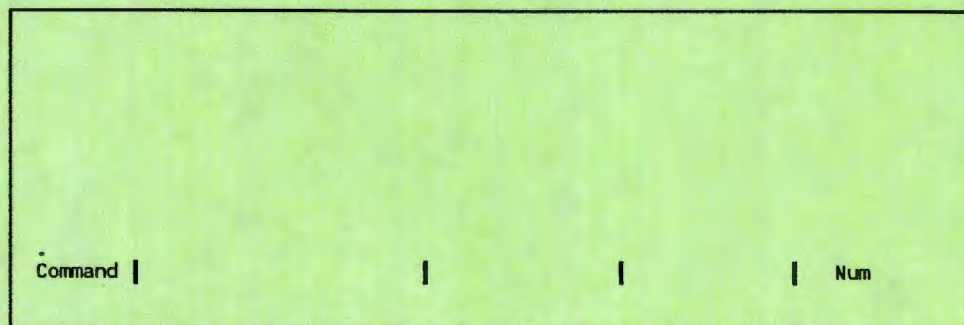


Figure 2

This is the "dot prompt". This is where dBASE accepts its commands from the user to operate. Now that you are at the "dot prompt", go to the next page to start the Management Information System.

To start the Living Scriptures program, type in the words "DO MAIN MENU" at the "dot prompt". This will cause dBASE IV to bring up the **LIVING SCRIPTURES INC. **MAIN MENU**** screen. Once this screen appears, you are ready to select one of the options listed in the box. These options are shown in Figure 3 below:

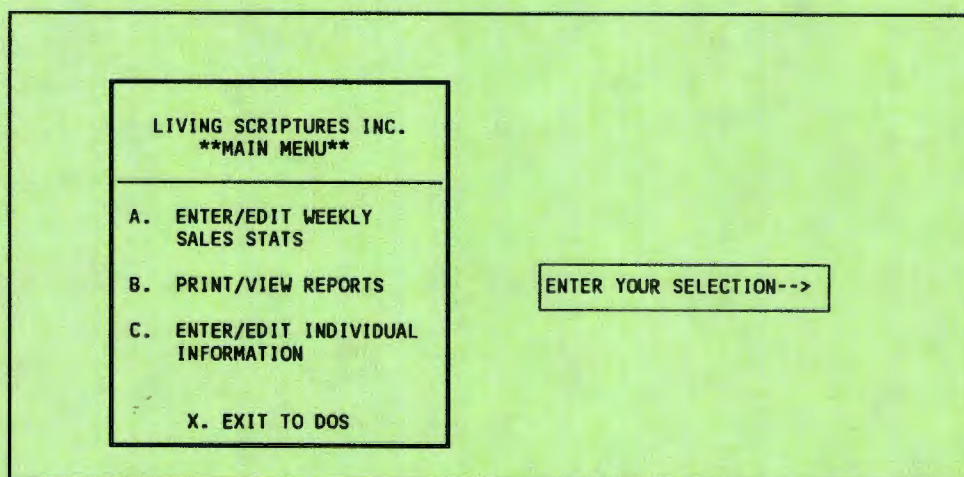


Figure 3

Each of these options are described in the sections that follow beginning on the page number listed. To find more information in each option simply go to the page number indicated.

Option APage 5
Option BPage 9
Option CPage 20

ENTER/EDIT WEEKLY SALES STATS

(Option "A" from MAIN MENU)

Upon selecting option "A" from the MAIN MENU screen, the *WEEKLY SALES STATS MENU* will appear. This is shown below in Figure 4:

WEEKLY SALES STATS MENU	
A.	ENTER WEEKLY SALES STATS
B.	EDIT WEEKLY SALES STATS
X.	EXIT TO MAIN MENU

ENTER YOUR SELECTION-->

Figure 4

The WEEKLY SALES STATS MENU will allow you to do three things:

- A. Enter Weekly Sales Stats.....page 6
- B. Edit Weekly Sales Stats.....page 8
- X. Exit To Main Menu.....page 6

By pressing "X" the program will take you back to the MAIN MENU where you can select another option. By pressing "A", the following entry screen will appear (Figure 5):

LIVING SCRIPTURES	
Example SAM JONES	
Name of Individual	
WEEKNUMBER	0
HOURS	0.0
DOORS	0
CONTACTS	0
DEMOS	0
CUSTOMERS	0
SETS	0.0
BONUS	REMARKS memo
	To enter a Memo Press CTRL-HOME
	When finished Press CTRL-END
	Followed by a Return (Enter)

Figure 5

When Figure 5 is on the screen, the system is ready for you to input the data concerning this week's sales. Each item is described in the chart below. Be sure to note that when you are entering new data, you can press the <Enter> key to complete the

entry for each item and/or dBASE will beep and then <Enter> for you once the square is filled. If you make a mistake entering the data and you pressed the <Enter> key to complete the entry, you must push the Shift-Tab keys in combination to move back to the previous entry to correct the mistake.

ITEM	DESCRIPTION
Name	Enter the sales person's name. First name first, last name second. A name longer than 25 characters will not fit.
Week Number	Enter the current week number of the data. Enter no more than 2 characters.
Hours	Enter the number of hours worked for the current week. Enter no more than 3 characters.
Doors	Enter the number of doors visited in the current week. Enter no more than 3 characters.
Contacts	Enter the number of contacts made during the current week. Enter no more than 3 characters.
Demos	Enter the number of demonstrations given during the current week. Enter no more than 3 characters.
Customers	Enter the number of buying customers during the current week. Enter no more than 3 characters.
Sets	Enter the number of sets sold during the current selling week. Enter no more than 4 characters.
Bonus	Enter in the bonus earned for the current week, if any. Enter no more than 5 characters.
Remarks	You may enter anything in this section.

Once you have entered in the data for each of the items on the screen, check to verify that your entries are correct. If you are

satisfied with the entries press <Enter> on the last field and the system will complete the data entry process by adding or updating the data to the database. Another blank input screen will appear for you to enter more sales data. If you are finished entering all the data, simply press the escape key while you are in the first field (Name of Individual) and the system will take you back to the MAIN MENU.

If you find an error in one of the fields simply back up to the field using Shift-Tab. Make the corrections and continue by pressing <Enter> on the correct fields until you reach last field (memo). If you want to delete the record all together, simply delete the information in each field, move the cursor to the first field and press the Escape key.

Option "B" allows you to select a specific, previously entered record out of the database so it can be edited. After pressing option B from the WEEKLY SALES STATS MENU, the following screen will appear:

ENTER THE INDIVIDUAL'S NAME-->

Enter the individual's name of whom you would like to edit a record. Be sure to leave a space between the first and last name and spell the name correctly. Another screen will appear requesting the number of the week you would like to edit.

ENTER THE WEEK NUMBER -->

Simply enter the week number and press <Enter>. The system will compare what you have entered with the same name you entered earlier. If the names are the same, the system will return the proper record you have requested. If the name and/or week number did not match any of the records you have previously entered, the following message will appear:

ENTER THE WEEK NUMBER --> 2

Individual's Name ROB MCCONNELL
or Week Number could not be found.

.... Press any key to continue....

PRINT/VIEW REPORTS

(Option "B" from MAIN MENU)

Upon selecting option "B" from the **MAIN MENU** screen, the **PRINT/VIEW REPORTS MENU** will appear. This is shown below in Figure 6:

```
*PRINT/VIEW REPORTS MENU*

A. WEEKLY TOP TEN
B. TEAM STATS
C. GROUP 1 AND GROUP 2
D. SUMMER PROGRAM TOTALS
E. INDIVIDUAL STATS
F. RANKED INDIVIDUALS BY SETS
G. WEEKLY BONUS
X. EXIT TO MAIN MENU

ENTER YOUR CHOICE-->
```

Figure 6

This screen will allow you to Print or View seven different reports:

- A. Weekly Top Ten.....page 11
- B. Team Stats.....page 13
- C. Group 1 and Group 2 Stats....page 14
- D. Summer Program Totals.....page 15
- E. Individual Stats.....page 16
- F. Ranked Individuals By Sets...page 17
- G. Weekly Bonus.....page 18

(Option "X" will take you back to the **MAIN MENU**.)

All the information given by the above listed reports will be current as of the last week of information added to the database. The weekly bonus report is not implemented currently. Each of the reports will print to the printer or the screen.

WOULD YOU LIKE TO PRINT OR VIEW THE INFORMATION?

ENTER P TO PRINT, V TO VIEW, OR Q TO QUIT-->

By pressing either "P" or "V" you will get a report either on paper or on the screen. If you press "Q", you will return to the PRINT/VIEW REPORTS MENU where you can make another selection.

Option "A" will automatically compile a three page, Top Ten sales people report for the current week. The Top Ten sales people are ranked in the following categories:

first page..... Doors, Contacts, Demos,Figure 7
 second page..... Customers, Sets, Hours,Figure 8
 third page..... P.E.R., Door %, Closing %,Figure 9
 fourth page..... Sets/Customer, Sets, Top TeamsFigure 10

Top Ten Hours				
04/13/92				
RANK	NAME	HOURS	TEAMNAME	GROUP #
1	JIM H	89.0	TEAM A	1
2	JOE SMART	65.5	TEAM C	2
3	TOM PETERS	65.0	TEAM A	1
4	SAMANTHA FOX	65.0	TEAM C	2
5	FRED HAROLDSEN	65.0	TEAM A	1
6	JENIFER YOUNG	65.0	TEAM C	2
7	SAM JONES	64.0	TEAM C	2
8	TIMOTHY JOHNSON	60.0	TEAM B	2
9	GLEN WALTERS	60.0	TEAM B	2
10	DAN LIMB	42.0	TEAM A	1

Top Ten Doors				
04/13/92				
RANK	NAME	DOORS	TEAMNAME	GROUP #
1	SAM JONES	99	TEAM C	2
2	GLEN WALTERS	88	TEAM B	2
3	JENIFER YOUNG	77	TEAM C	2
4	TOM PETERS	60	TEAM A	1
5	FRED HAROLDSEN	60	TEAM A	1
6	JOE SMART	55	TEAM C	2
7	SAMANTHA FOX	50	TEAM C	2
8	JIM H	45	TEAM A	2
9	DAN LIMB	34	TEAM A	1
10	TIMOTHY JOHNSON	30	TEAM B	2

Top Ten Contacts				
04/13/92				
RANK	NAME	CONTACTS	TEAMNAME	GROUP #
1	SAM JONES	68	TEAM C	2
2	JENIFER YOUNG	65	TEAM C	2
3	GLEN WALTERS	44	TEAM B	2
4	SAMANTHA FOX	40	TEAM C	2
5	JOE SMART	40	TEAM C	2
6	TOM PETERS	30	TEAM A	1
7	FRED HAROLDSEN	30	TEAM A	1
8	DAN LIMB	17	TEAM A	1
9	TIMOTHY JOHNSON	15	TEAM B	2
10	JIM H	14	TEAM A	1

Figure 7

Top Ten Demos				
04/13/92				
RANK	NAME	DEMOS	TEAMNAME	GROUP #
1	JIM H	22	TEAM A	1
2	GLEN WALTERS	22	TEAM B	2
3	SAMANTHA FOX	18	TEAM C	2
4	TOM PETERS	15	TEAM A	1
5	SAM JONES	15	TEAM C	2
6	JOE SMART	15	TEAM C	2
7	FRED HAROLDSEN	12	TEAM A	1
8	JENIFER YOUNG	12	TEAM C	2
9	DAN LIMB	8	TEAM A	1
10	TIMOTHY JOHNSON	5	TEAM B	2

Top Ten Customers				
04/13/92				
RANK	NAME	CUSTOMERS	TEAMNAME	GROUP #
1	JIM H	22	TEAM A	1
2	JOE SMART	12	TEAM C	2
3	GLEN WALTERS	11	TEAM B	2
4	SAMANTHA FOX	9	TEAM C	2
5	SAM JONES	8	TEAM C	2
6	TOM PETERS	6	TEAM A	1
7	FRED HAROLDSEN	6	TEAM A	1
8	JENIFER YOUNG	6	TEAM C	2
9	DAN LIMB	5	TEAM A	1
10	TIMOTHY JOHNSON	3	TEAM B	2

Top Ten P.E.R. %				
04/13/92				
RANK	NAME	P.E.R. %	TEAMNAME	GROUP #
1	JENIFER YOUNG	0.84	TEAM C	2
2	SAMANTHA FOX	0.80	TEAM C	2
3	JOE SMART	0.73	TEAM C	2
4	SAM JONES	0.69	TEAM C	2
5	GLEN WALTERS	0.50	TEAM B	2
6	DAN LIMB	0.50	TEAM A	1
7	TIMOTHY JOHNSON	0.50	TEAM B	2
8	TOM PETERS	0.50	TEAM A	1
9	FRED HAROLDSEN	0.50	TEAM A	1
10	JIM H	0.31	TEAM A	1

Figure 8

Top Ten Door %				
04/13/92				
RANK	NAME	DOOR %	TEAMNAME	GROUP #
1	JIM H	1.57	TEAM A	1
2	GLEN WALTERS	0.50	TEAM B	2
3	TOM PETERS	0.50	TEAM A	1
4	DAN LIMB	0.47	TEAM A	1
5	SAMANTHA FOX	0.45	TEAM C	2
6	FRED HAROLDSEN	0.40	TEAM A	1
7	JOE SMART	0.38	TEAM C	2
8	TIMOTHY JOHNSON	0.33	TEAM B	2
9	SAM JONES	0.22	TEAM C	2
10	JENIFER YOUNG	0.18	TEAM C	2

Top Ten Closing %				
04/13/92				
RANK	NAME	CLOSING %	TEAMNAME	GROUP #
1	JIM H	1.00	TEAM A	1
2	JOE SMART	0.80	TEAM C	2
3	DAN LIMB	0.63	TEAM A	1
4	TIMOTHY JOHNSON	0.60	TEAM B	2
5	SAM JONES	0.53	TEAM C	2
6	GLEN WALTERS	0.50	TEAM B	2
7	SAMANTHA FOX	0.50	TEAM C	2
8	FRED HAROLDSEN	0.50	TEAM A	1
9	JENIFER YOUNG	0.50	TEAM C	2
10	TOM PETERS	0.40	TEAM A	1

Top Ten Sets per Customer				
04/13/92				
RANK	NAME	SETS/CUST	TEAMNAME	GROUP #
1	DAN LIMB	5.1	TEAM A	1
2	GLEN WALTERS	4.0	TEAM B	2
3	TIMOTHY JOHNSON	4.0	TEAM B	2
4	SAM JONES	3.5	TEAM C	2
5	SAMANTHA FOX	3.0	TEAM C	2
6	TOM PETERS	3.0	TEAM A	1
7	FRED HAROLDSEN	3.0	TEAM A	1
8	JENIFER YOUNG	3.0	TEAM C	2
9	JOE SMART	2.1	TEAM C	2
10	JIM H	1.5	TEAM A	1

Figure 9

Top Ten Sets				
04/13/92				
RANK	NAME	SETS	TEAMNAME	GROUP #
1	GLEN WALTERS	44.5	TEAM B	2
2	JIM H	34.0	TEAM A	1
3	SAM JONES	28.0	TEAM C	2
4	SAMANTHA FOX	27.0	TEAM C	2
5	JOE SMART	25.5	TEAM C	2
6	DAN LIMB	25.5	TEAM A	1
7	TOM PETERS	18.0	TEAM A	1
8	FRED HAROLDSEN	18.0	TEAM A	1
9	JENIFER YOUNG	18.0	TEAM C	2
10	TIMOTHY JOHNSON	12.0	TEAM B	2
Top Ten Teams				
04/13/92				
RANK	NAME	SETS		
1	TEAM C	98.5		
2	TEAM A	95.5		
3	TEAM B	56.5		

Figure 10

Option "B" will automatically compile the Team Stats and allow you to see average Hours, Doors, Contacts, Demos, Customers, and Total Sets for the team for the entire summer.

An example of this report is shown below:

Team Summer To Date for TEAM B										
04/13/92										
Week	Avg Hours	Avg Doors	Avg Cont	Avg Demos	Avg Cust	Sets	Per	Doors	Closing	Sets cust
1	60.0	59	30	14	7	56.5	0.51	0.47	0.50	8.1
2	65.0	55	23	12	7	42.5	0.42	0.52	0.58	6.1
3	62.5	67	33	17	9	48.0	0.49	0.52	0.53	5.3
4	70.0	66	33	17	17	34.5	0.50	0.52	1.00	2.0
5	60.0	55	27	14	11	33.0	0.49	0.52	0.79	3.0
6	70.0	44	34	28	7	21.5	0.77	0.82	0.25	3.1
7	65.3	56	35	24	10	27.0	0.63	0.69	0.42	2.7
*	*	*	*	*	*	*	*	*	*	*
*										
TOTALS						263.0				
AVERAGES										
	64.7	57.4	30.7	18.0	9.7	37.6	0.54	0.58	0.58	4.3

Figure 11

Option "C" will allow you to compare Group 1 with Group 2 in all aspects of sales and ratios. This report is two pages.

An example of this report is shown below:

Summer To Date for Group 1										
04/13/92										
Week	Avg Hours	Avg Doors	Avg Cont	Avg Demos	Avg Cust	Avg Sets	Per	Doors	Closing	Sets cust
1	65.3	50	23	14	10	95.5	0.46	0.61	0.71	9.6
2	63.3	63	31	18	11	110.0	0.49	0.58	0.61	10.0
3	68.5	84	40	26	7	37.0	0.48	0.65	0.27	5.3
7	65.0	66	45	19	6	25.5	0.68	0.42	0.32	4.3
*	*	*	*	*	*	*	*	*	*	*
TOTALS 268.0										
AVERAGES										
	65.5	65.8	34.8	19.3	8.5	67.0	0.53	0.57	0.48	7.3
Summer To Date for Group 2										
04/13/92										
Week	Avg Hours	Avg Doors	Avg Cont	Avg Demos	Avg Cust	Avg Sets	Per	Doors	Closing	Sets cust
1	63.3	67	45	15	8	155.0	0.67	0.33	0.53	19.4
2	61.3	56	36	13	7	118.5	0.64	0.36	0.54	16.9
3	65.5	75	36	20	11	105.0	0.48	0.56	0.55	9.5
4	70.0	71	40	21	13	61.5	0.56	0.53	0.62	4.7
5	52.5	45	26	15	11	68.0	0.58	0.58	0.73	6.2
6	70.0	44	34	28	7	21.5	0.77	0.82	0.25	3.1
7	65.3	56	35	24	10	27.0	0.63	0.69	0.42	2.7
*	*	*	*	*	*	*	*	*	*	*
TOTALS 556.5										
AVERAGES										
	64.0	59.1	36.0	19.4	9.6	79.5	0.62	0.55	0.52	8.9

Figure 12

Option "D" will allow you to see the entire summer program's averages and totals.

An example of this report is shown below:

SUMMER PROGRAM TOTAL REPORT											
Page No. 1											
04/13/92											
Week	Avg Hours	Avg Doors	Avg Cont	Avg Demos	Avg Cust	Avg Sets	Per	Doors	Closing	Sets cust	
1	64.1	60	36	14	9	250.5	0.60	0.39	0.64	27.8	
2	62.1	59	34	15	9	228.5	0.58	0.44	0.60	25.4	
3	66.5	78	37	22	9	142.0	0.47	0.59	0.41	15.8	
4	70.0	71	40	21	13	61.5	0.56	0.53	0.62	4.7	
5	52.5	45	26	15	11	68.0	0.58	0.58	0.73	6.2	
6	70.0	44	34	28	7	21.5	0.77	0.82	0.25	3.1	
7	65.2	61	40	22	8	52.5	0.66	0.55	0.36	6.6	
* * * * *											
* * * * *											
TOTAL SETS						824.5					
AVERAGES											
. . .	64.3	59.7	35.3	19.6	9.4	117.8	0.60	0.56	0.52	12.8	

Figure 13

Option "E" will let you see how an individual sales person is doing. After entering option "E", another screen will be displayed. It is show below:

ENTER THE INDIVIDUAL'S NAME-->

Enter the salesperson's name in this block with First name first, and last name second. The name must be spelled correctly with one (1) space between the two. If the name is not found, the program will tell you "Name Not Found" and return you to the PRINT/VIEW REPORTS MENU.

If the name is valid, the report can be viewed or printed.

An example of this report is shown below:

Individual Salesperson Report for SAM JONES										
04/13/92										
Week	Hours	Doors	Cont	Demos	Cust	Sets	Per	Doors	Closing	Sets cust
1	64.0	99	68	15	8	28.0	0.69	0.22	0.53	3.5
2	55.0	66	50	20	11	33.0	0.76	0.40	0.55	3.0
3	67.0	87	43	25	13	25.5	0.49	0.58	0.52	2.0
4	70.0	76	46	25	9	27.0	0.61	0.54	0.36	3.0
5	45.0	35	24	15	10	35.0	0.69	0.63	0.67	3.5
* * * * *										
* * * * *										
TOTALS	51	148.5			
AVERAGES										
	60.2	72.6	46.2	20.0	10.2	29.7	0.65	0.47	0.53	3.0

Figure 14

Option "F" will let you see all the sales people ranked by sets from the person with the most sets sold, to least sets sold.

An example of this report is shown below:

Ranked Individuals by Set												
Page No. 1												
04/13/92												
Rank	Name	Hour	Door	Cont	Demo	Cust	Sets	PER	Door	Clos	Sets cust	
1	GLEN WALTERS	65.0	69	37	22	11	214.0	0.54	0.59	0.50	19.5	
2	SAM JONES	60.2	73	46	20	10	148.5	0.63	0.43	0.50	14.9	
3	DAN LIMB	53.5	56	26	12	10	77.5	0.46	0.46	0.83	7.8	
4	SAMANTHA FOX	65.0	56	31	17	9	77.5	0.55	0.55	0.53	8.6	
5	TOM PETERS	63.3	62	30	15	7	68.0	0.48	0.50	0.47	9.7	
6	FRED HAROLDSEN	67.3	71	36	23	7	63.0	0.51	0.64	0.30	9.0	
7	TIMOTHY JOHNSON	61.7	32	13	5	4	49.0	0.41	0.38	0.80	12.3	
8	JENIFER YOUNG	63.3	71	66	12	7	42.0	0.93	0.18	0.58	6.0	
9	JIM H	89.0	45	14	22	22	34.0	0.31	1.57	1.00	1.5	
10	JOE SMART	65.5	55	40	15	12	25.5	0.73	0.38	0.80	2.1	
11	DERYN YOUNG	65.0	66	45	19	6	25.5	0.68	0.42	0.32	4.3	
* * * * *												
TOTAL							824.5					
AVERAGES												
		Hour	Door	Cont	Demo	Cust	Sets	PER	Door	Clos	Sets Cust	
		65.3	59.6	34.9	16.5	9.5	75.0	0.57	0.56	0.60	8.7	

Figure 15

Option "G" will allow you to see the sales people's bonuses during the Summer Sales Campaign.

This option has not yet been implemented.

ENTER/EDIT INDIVIDUAL INFORMATION

(Option "C" from MAIN MENU)

Upon selecting option "C" from the **MAIN MENU** screen, the **INDIVIDUAL INFORMATION MENU** will appear. This is shown below:

INDIVIDUAL INFORMATION **MENU**	
A.	ENTER NEW INDIVIDUAL INFORMATION
B.	EDIT INDIVIDUAL INFORMATION
C.	PRINT/VIEW INDIVIDUAL INFORMATION
D.	PRINT/VIEW ALL INDIVIDUAL INFORMATION
X.	EXIT TO MAIN MENU

ENTER YOUR SELECTION-->

Figure 9

The **INDIVIDUAL INFORMATION MENU** screen provides you with these options:

- A. Enter New Individual Information.....page 19
- B. Edit Individual Information.....page 21
- C. Print/View Individual Information.....page 21
- D. Print/View All Individual Information.....page 22

If you enter "X" as your selection, you will be returned to the **MAIN MENU**, where you may make another selection.

When selecting option "A) Enter New Individual Information", you will see the following screen:

Living Scriptures			
Example	Sam Jones		
NAME		SALESNUM	-0
ADDRESS			
CITY	STATE	ZIPCODE	
PHONE	() -	TEAM NAME	
REMARKS	memo		
To enter a Memo Press CTRL-HOME When finished Press CTRL-END Followed by a Return (Enter)			

Figure 18

The first thing you will be asked to enter is the name of the sales person. The rest of the data items are described in the table on the following page. Be sure to note that when you are entering in new data that you can press the <Enter> key to complete the entry for each item. Also, if you make a mistake, such as entering in the wrong data and you press the <Enter> key to complete the entry, you must use the Shift-Tab keys in combination to move back to the previous entry in order to correct the mistake.

ITEM	DESCRIPTION
Name	Enter the sales person's name. First name first, Last name second. The name may not total more than 25 characters.
Sales Number	Enter the sales number of the sales person. Enter in no more than 6 characters.
Address	Enter in the current address of the sales person. The address may not total more than 17 characters.
City	Enter the city in which the address occurs. The city may not total more than 7 characters.
State	Enter the state in which the address information occurs. The state is a 2 character designation.
Zipcode	Enter the appropriate 5 character code for the city entered above.
Phone	Enter the sales person current phone number. Include an area code.
Team name	Enter the name of the team in which the sales person is in. The team name may not total more than 20 characters.
Remarks	You may enter anything in this section, as long as it does not exceed 10 characters.

Once you have entered in the data for each of the items on the screen, you will want to check to verify that your entries are correct. If your entries are satisfactory, the system will save your data to the database and will return you to the **INDIVIDUAL INFORMATION MENU**. If your entries are incorrect, move the cursor back to the beginning of the entry form where you can begin to make your corrections.

When selecting option "B) Edit Individual Information" you will be prompted with the following screen:

ENTER THE INDIVIDUAL'S NAME-->

Enter the sales persons name, with the First name first, Last name second.

The next screen you see will be the same as option "A", except that the individual's name and information will be listed in the blocks. You follow the same procedures you did when entering the data.

When you select option "C) Print/View Individual Information", you will be able to view or print the information you have entered in from either option "A" or option "B". You will be prompted to enter the person's name as shown below:

ENTER THE INDIVIDUAL'S NAME-->

Enter First name first, Last name last.

An example of the printout is shown below:

NAME	DAN LIMB	89451
ADDRESS	1213 W. 1960 S. Logan UT 84321	
PHONE	(801)753-0368	
REMARKS		

Figure 19

Option "D) Print/View All Individual Information" will allow you to view or print information for every individual in the database in alphabetical order by their first name. By reducing this report on a photocopier, you can put the entire sales force on a few pages for easy reference.

An example is shown below:

LIVING SCRIPTURES INDIVIDUAL INFORMATION				
Page No. 1 04/13/92				
NAME ADDRESS	CITY	SALESNUM STATE ZIPCODE	TEAMNAME	PHONENUMBER
TOM PETERS 805 E. 275 N. #4	Logan	27540 UT 84321	TEAM A	(801)752-1462
TIMOTHY JOHNSON 106 W. 100 N. #4	Logan	34567 UT 84321	TEAM B	(801)752-1212
SAM JONES 666 N. 400 E. #0	Logan	89102 UT 84321	TEAM C	(801)755-9999
SAMANTHA FOX 884 N. 456 S. #5	Logan	99999 UT 84321	TEAM C	(800)777-7777
DAN LIMB 1213 W. 1960 S.	Logan	89451 UT 84321	TEAM A	(801)753-0368
JIM H 125 DLDL	LOGAN	55555 UT 84321	TEAM A	(801)752-5565
ROB MCCONNELL 200 N. 400 e.	Ogden	67850 UT 84321	TEAM B	(801)621-8310
DERYN YOUNG 805 E. 275 N. #4	Logan	27540 UT 84321	TEAM A	(801)753-3364
JENIFER YOUNG 805 E. 275 N. #4	Logan	90120 UT 84321	TEAM C	(801)753-3364
GLEN WALTERS 768 N. 200 W.	Logan	52559 UT 84321	TEAM B	(801)752-7643
FRED HAROLDSEN 254 E. 200 S.	Loagn	25443 UT 84321	TEAM A	(801)526-4588
JOE SMART 245 E. 200 N.	Logan	25486 UT 84321	TEAM C	(801)523-8955

Figure 20

TROUBLESHOOTING INFORMATION

This sections lists some general problems that may occur and what their remedies are. The section is not all inclusive, but is an attempt to provide some exits for ninety percent of any foreseeable problems. The system individually saves each record after it is entered, which should keep the data safe if no major hardware problem occurs. Current backups of the databases is essential and should be done at least once a week. A temporary backup should be made each day or sooner if large amounts of data have been entered.

Two major types of errors seem most likely to occur data errors and run time errors. Data errors will result from incorrect data in the database. Identification of data errors will occur after scrutiny of the reports and edit screens. Most of these types of errors can only be fixed using the edit screen and reentering the correct data. Actually inspecting the database from within dBASE is obviously possible for novice and advanced dBASE users. Even after identifying incorrect data in this manner, making corrections to the data through the edit screens is the best procedure to follow.

Run time errors will occur will the system is working from menu to menu or module to module in the program. There seem to be three general error output formats the system will use to notify you of a problem:

user input error boxes.....page 24
error listings.....page 25
program lockups.....page 25

After typing a command, entering data or selecting a menu option, a box may appear on the screen similar to Figure 21 below.

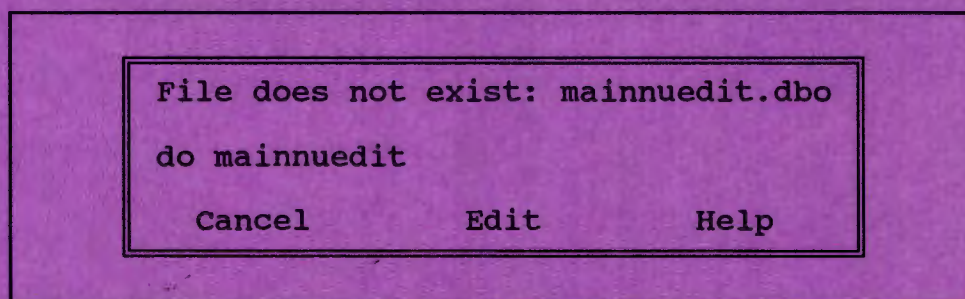


Figure 21

When this error output occurs, generally the best procedure to take is to select cancel and press <Enter>. Selecting "Cancel" will generally return you to the program where you may type "Do Mainmenu" and return to the program. If the same error persists in the same location or with the same message, you may consult the dBASE manual, help feature or call the system programmer familiar with the system.

When error lines similar to the depiction in Figure 22 appear on the screen, dBASE will automatically return to the "dot prompt". The most frequently occurring error line of this form will look almost identical to the sample. The best procedure to follow in this circumstance is simply typing "do mainmenu" at the dot prompt.

```
PROCEDURES/FUNCTIONs nested too deep
DO Upd_Vars
** At
  from line   98 in file tthours.frg, procedure TTHOURS
  from line   14 in file top10.prg, procedure TOP10
  from line  592 in file mainmenu.prg, procedure REPTOP
  from line  164 in file mainmenu.prg, procedure PREPORTS
  from line   43 in file mainmenu.prg, procedure MAINMENU
  from line  103 in file mainmenu.prg, procedure INDIV
  from line   47 in file mainmenu.prg, procedure MAINMENU
  from line  204 in file mainmenu.prg, procedure PREPORTS
  from line  511 in file mainmenu.prg, procedure RNKBYSE
  from line  189 in file mainmenu.prg, procedure PREPORTS
  from line  385 in file mainmenu.prg, procedure REPIND
  from line  184 in file mainmenu.prg, procedure PREPORTS
  from line  549 in file mainmenu.prg, procedure SMMERTOT
  from line  179 in file mainmenu.prg, procedure PREPORTS
  from line  471 in file mainmenu.prg, procedure GROUPREP
  from line  174 in file mainmenu.prg, procedure PREPORTS
  from line  432 in file mainmenu.prg, procedure TEAMNAME
  from line  169 in file mainmenu.prg, procedure PREPORTS
  from line  471 in file mainmenu.prg, procedure GROUPREP
```

Figure 22

On rare occasions, the system may simply stop running. The cursor may pause at the corner of the screen, still blinking, and nothing else will happen. After a couple of minutes, the constant state of no movement should prompt you to press some random keys on the keyboard to generate a response. If the machine begins to beep at you, the machine has frozen and the only option is to push the reset button or restart the computer.

