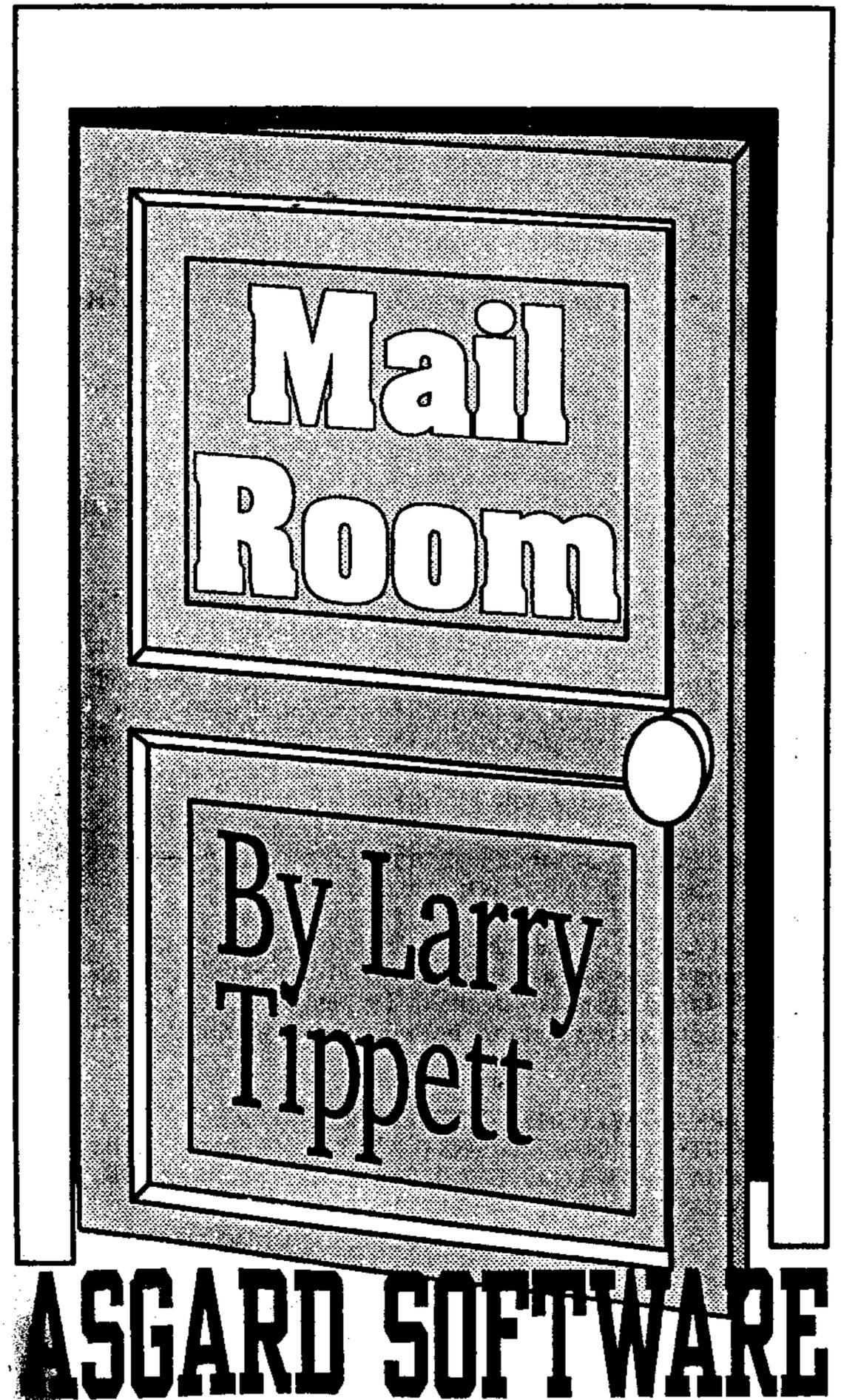


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Mail Room By Larry Tippett

INTRODUCTION

MAILROOM 99/80 and 99/40 are data bases designed for the small business, large hobby group, or anyone that has a requirement for maintaining and manipulating large address and phone files. 99/80 and 99/40 have all of the same functions, but 99/80 is for use with eighty column devices only. BOTH are included in this package.

MAILROOM incorporates a couple of unique features not usually available in other simple databases of this nature. For instance; phone numbers can be dialed directly from the data through a Hayes compatible modem. Smaller files can be created from the main file for specific purposes. i.e. As dues are paid in a group, you may want to append the names into another file, or, keep separate files dealing with specific types of business.

MAILROOM will build address files for use in the TI-WRITER, (also clones such as FunnelWriter) MAILMERGE function.

MAILROOM files can be sorted by any field for listed printouts or labels and any number of names in a file can be TAGGED to printout. If you need to search for a name or number there is a quick search, (if you know the name you're looking for). There is also a global search available that examines everything in the record based on only a smattering of information.

MAILROOM was designed to be user friendly and once the data has been entered, to be the easiest database of its type to maintain.

MAILROOM 99/80 requires Extended basic, at least one disk drive and an installed 80 column device such as the TIM, DIGIT, Mechatronics card, or a Geneve 9640. 99/40 will run on any standard TI system with Extended Basic. A printer and a modem are not required, but will enhance your usage of the program.

NOTE: THERE ARE A FEW COSMETIC DIFFERENCES BETWEEN THE EIGHTY AND FORTY COLUMN VERSIONS OF MAILROOM. WHERE THIS OCCURS, THE CHANGES WILL APPEAR IN BRACKETS ("[]") NEAR THE PARTICULAR INSTRUCTION THEY REFER TO.

LOADING THE PROGRAM:

MAILROOM 99 programs are loaded through Extended BASIC, Super Extended BASIC or equal, by selection from the TI or Geneve boot screen. The title screen will appear automatically via the "LOAD" file. Press any key then to continue to the main program and menu screen. Do not attempt to bypass LOAD as there are important Assembly links loaded with it for use in the rest of the program.

THE MAIN PROGRAM MENU:

After the program has loaded you will see the main menu with two gray boxes on the right. The large box on top is the data box, the bottom one is for instructions and prompts. [99/40 will present the main menu only. Menu selections will present new screens.]

NOTE: There is no flashing cursor in the 80 column version of this program. It was created using Alexander Hulpke's X-80 links and the flashing of the cursor had to be disabled with the use of windows. My apologies for this, but it was necessary to maintain screen displays. Instead the cursor is rendered in the background color of the data boxes or the screen color if the cursor appears in the data boxes. It's not as attention getting as a flashing cursor so it will take a bit of getting used too.

Let's look at the menu and describe the selections found there:

- 1 - ADD TO ADDRESS FILE: Input address and phone information.
- 2 - SEARCH / DIAL /UPDATE FILE: Global searching of files for information / dial a number through your modem / search for and correct or add to a given record.
- 3 - DIRECT ADDRESS INPUT: Enter an address for printout that you do not wish saved to you files.
- 4 - PRINT RETURN ADDRESS LABEL: Print a quantity of labels with your return address.
- 5 - CHANGE DATA DRIVE FROM:
- 6 - CHANGE FILE NAME TO: Change to a different file of records.
- 7 - VIEW NAMES OR PRINT DATA FILE: You may look at all the names of people or businesses and select the one you need additional information on.

8 - EXIT OR CONFIGURE PROGRAM: This is the first selection you will use. . . and the last.

CONFIGURING MAILROOM TO YOUR SYSTEM

Press number eight (8) and <ENTER>. The sub-menu will give you the choices of QUIT, RETURN, or CONFIGURE - select CONFIGURE. This will load an outside program that will prompt you and save all the information for future program running. You shouldn't have to do this again in the future, but you may make changes at any time.

There are three parts of the configuration, the first concerns Input/Output and presents the following menu:

DEFAULT DRIVE:

DATA FILE NAME: LIST

PRINTER NAME: PIO

MODEM NAME: RS232.BA=2400

DIAL STRING: ATDT

HANGUP STRING: ATH0

DEFAULT DRIVE: This will indicate where your data disk can be found most of the time when you boot up. You may enter any number you like from 1 to 9. **NOTE:** Your program will benefit from the use of a ram disk for speedier data input and recovery. Press <ENTER> to accept.

DATA FILE NAME: The default name is "LIST" and can be used as your main file. However, you may find later that you use another file more often so you can change this to any other ten letter name. Press <ENTER> to accept "LIST" as the default file name or type and enter one of your own choosing.

PRINTER NAME: PIO is the default and will work for most printers. If you have an RS232 printer output you will want to change the default to your own parameters. If you should also happen to have an Asgard mouse on an RS232 "Y" cable, be sure and specify RS232/1 or RS232/2. This will also be useful information if you will be using your modem to dial numbers with.

MODEM NAME: If you have a modem and expect to make use of the dialer function, enter the baud rate of your modem. It is defaulted to 2400, but you may use 1200 or 300 as well.

NOTE: The dialing function works well with any Hayes compatible modem,

but some earlier modems that were not fully Hayes compatible could have problems with the aforementioned and following defaults. Please consult your modem manual for adjustments.

DIAL STRING: Enter the default of ATDT if you have a tone dial phone, or ATDP for pulse dial.

HANGUP STRING: ATH0 (ZERO) will work with most modems, but consult your modem manual to be sure.

When you have entered all of the information, the program will ask if all of the data is correct; if so, enter "Y". If you need to correct something, enter "N".

The next box or menu that appears will request your RETURN MAIL ADDRESS. This is needed for envelopes and labels. Enter your address pressing <ENTER> after each line. (The authors name and address is for guidance) If you make a mistake, you may go over it again from the last prompt.

The final box or menu is for COLOR CONFIGURATION. You may accept the defaulted colors or select your own. Consult your Extended BASIC manual for color numbers. When you finish the color prompts, the screen will change to your requested colors before the DATA CORRECT Y/N prompt. This gives you a chance to refine your choices.

When you have completed all three configuration boxes the final prompt will ask if you wish to redo the entire setup; if not, you may proceed to save. Press <R> to redo or <P> to save. You will now be returned to the main program.

1 - ADD TO ADDRESS FILE:

Placing your data in a file starts here. The first time you use the program, the main record file does not exist. By pressing one (1) the program will look for the file name you set up in your configuration file. (Let's assume it was "LIST") Not finding it will bring an error message of "NOT FOUND" and a prompt of whether or not you would like to initialize a file by that name. Press "Y" and the program will set up the file, then return to the menu prompt. Press (1) again.

The data block [data screen] will present prompts for NAME, ADDRESS, CITY, STATE, ZIP CODE, CORPORATION Y/N?, and the phone number. All of these prompts are self explanatory except perhaps CORP. This flag is very important for later sorting. If you wish then to sort by names, the program will look at each record to see if it has been flagged as a business (Corp.). If it has been flagged "Y", the sort will be based on the full name of the company, otherwise, the sort will be based on a person's last name.

If all the information is correct in a record entry, press "Y", the information will be saved to your file and you will be prompted for the next record.

To EXIT this function, enter a blank line at the NAME prompt or press "N" at the "ANOTHER Y/N" prompt.

2 - SEARCH / DIAL / UPDATE FILE:

SEARCH: This search function is based on a GLOBAL search. That means that you can enter any portion of the entire record that you want and the program will look for the string. For instance; first name, last name, (or any portion of either) part of an address, a state, or a piece of the phone number. Needless to say, the more you enter, the less stops you will make along the way. i.e. It would be best to search for LARRY instead of "RY", since you could also have HarRY, HenRY or KarRY in your file that the search would stop at for you to examine.

DIAL: If you enter a null on the Global search, you will be prompted for a telephone number to dial. If you enter a null for the number, you will be returned to the main menu.

NOTE: If you search for a city or state abbreviation, include the comma or period respectively. ("Baltimore," or "MI.") This syntax is forced to the records whether you enter them or not. It will prevent a stop for Mike when you really want MI.chigan. If you must abort the search routine for any reason, pressing FCTN 9 will do this and return you to the main menu prompt.

After a record is presented, the prompt will ask if you wish to continue the search. Press "Y" if it's not the one you want, "N" if it is the proper record.

Once the proper record is in the data box, [in 99/40, on the data screen] you are prompted for one of four options: PRINT, UPDATE, DIAL, or ABORT to menu.

PRINT: Pressing "P" will prompt you for (L)abel or (E)nvelope. The label print will give you a single 15/16ths label and the envelope printout will include your return address in the upper left corner.

UPDATE: Pressing "U" will allow you to go through the record and correct any information.

DIAL: Pressing "D" will dial the phone number of the person or business in the data block. Your modem should be turned on prior to pressing "D". After the number is dialed, the data block will start to flash and display a message that you may now pick up the receiver. Pick up the receiver then press the spacebar to hang up the modem. The prompt will ask if you wish to <R>edial or <A>abort. If you got a busy signal, Press "R" or if you've connected, press

"A" and you will be returned to the main menu prompt

If you should press "D" and no phone number is listed, you will be returned to the main menu aborting this function.

3 - DIRECTLY INPUT ADDRESS:

DIRECT ADDRESS INPUT takes you to the data block [screen] and asks for all the normal information ("NAME", "ADDRESS", etc.) except phone number and corporation. It is intended to print labels and envelopes on a one time bases and the information is NOT entered into the data file. Be sure to have labels or an envelope in the printer before you conclude your inputs.

4 - RETURN ADDRESS LABEL:

This function is designed expressly for printing your return address on 15/16ths tractor fed labels. Make sure your printer is turned on and the blank label stock is lined up, then press <ENTER> on the main menu prompt. Nothing else will appear in the data block or on the screen. Since the menu prompt defaults to the last selected number, you only need to keep pressing <ENTER> for as many labels as you need.

5 - CHANGE DATA DRIVE FROM:

A single sided, single density disk will hold approximately 318 addresses WITH the MAILROOM program on the same disk, or 716 address records on a blank SSSD disk. (DSSD will hold the program and the maximum allowable file of one thousand addresses.) The size of your files may exceed the remaining sectors of a SSSD drive, or, you may be separating files to other disks for various reasons. If you are using more than one drive it may be necessary to tell the program that your data is in another drive. Press #5 at the main menu prompt and <ENTER>. The cursor will appear on the defaulted drive number at the menu. Enter any drive number you wish at this point. This information will be held by the program until you discontinue it's use.

NOTE: If you are manipulating a large record file, you will benefit by copying your file to a ram disk such as the Horizon. Searching and appending to the data files will show marked increases in speed. It should be noted that the MAILROOM program will not run from such a device at this time however.

6 - CHANGE FILENAME TO: _____

As previously stated you may wind up with a number of MAILROOM files for different reasons. By pressing #6 at the prompt, you may search for a new file

name or initialize a new file.

The program will do a search for all I/F 128 files that it finds on the disk first, placing the name in the prompt space one at a time. Pressing the space bar will bring each filename of this type to the screen. If you locate the file you are looking for, press <ENTER> twice to default it for use.

If you wish to create a new file, press enter once, then type the new name at the prompt and <ENTER>. Press #1 at the prompt to ADD TO ADDRESS FILE, creating an error message that it is not found. Press "Y" at the error message prompt to create the new file.

7 - VIEW NAMES OR PRINT DATA FILE

Selecting #7 at the main menu will present three new options in the instruction box; "(V)iew names, (P)rint file, or, (A)abort". Pressing "A" will abort back to the main menu prompt.

-VIEW NAMES-

Pressing "V" to view names will open the selected file and put ONLY the names from each record into the data box nine at a time, starting with the first record. If the name you want does not appear, press "M" for "(M)ore".

Once the name has turned up in the data block, press and hold the SPACE BAR until the arrow is next to the name who's record you wish to view, then <ENTER>. All of the information you have on that name will appear in the data block along with a new series of prompts in the instruction block: "(P)rint (U)pdate (D)ial (A)abort" [This will appear at the bottom of the screen in the 99/40 version.]

PRINT: Pressing "P" to print will prompt you for either a (L)abel or an (E)nvelope. Press either "L" or "E" depending on your choice. Pressing FCTN 9 will abort back to the main menu from these prompts without printing.

UPDATE: Pressing "U" will allow you to update the record in the same manner as option #2 on the main menu.

DIAL: Turn on your modem and press "D". The phone number listed will dial out. When the blocks begin to blink, you may pick up the receiver and press any key to halt the program. [In the 99/40 version, the bottom line will prompt you to pick up the receiver.] If the line is busy, you may keep the record on screen and (R)edial by pressing "R". Pressing "A" will return you to the main menu prompt. If you are trying to dial a number that doesn't exist the program will send you back to the main menu.

-PRINT FILE-

Pressing "P" will load another program for the print routines in both versions of the program. This was done so that load time to the main program could be kept at a minimum, also, to make room for additional assembly code needed for the print functions.

The drive number default and file name defaults that were used in the main program will carry through to this area. Pressing <ENTER> twice will accept the drive number and file name defaults, however, you are allowed to make changes in the defaults if you wish to. The program will verify the existence of the filename selected on the drive number selected.

From this point, there are a few combinations of manipulation possible. To best understand what is available, start working with a file containing only a dozen or so records. This will give you a chance to examine all the possibilities rapidly.

The next prompt will ask if you wish to SELECT ADDRESSES. If you answer (Y)es to this question you can TAG any or all addresses. Untagged addresses will NOT be printed, only tagged ones.

If you answer "N" you will be asked if you would like to SORT the records. If you answering "No" to this question, all of the records in the file will be printed as entered.

NOTE: The sorting option is available ONLY when you do not elect to tag certain records. You cannot SORT a tagged file, but if you send a tagged file to disk as a new file it may be sorted later. See the last section of the docs for more information on sorting.

You are asked then if you wish to include the phone numbers in your print-out. If you want to print labels, you will probably want to press "N" at this prompt. If you intend to print to DISK, you should include phone numbers or the file will be incomplete.

When you are asked which record number to start at, you may answer from 1 to however many records you have in the file: The reason is that you may want to work with only the last group of names and addresses that you entered. This will save you a lot of time.

If you elected to TAG addresses they will start to load into the data box, [screen] one at a time. If you wish to use the one that appears, press "T". If not, press "N" (Next record) to move on, or "B" (Back one record) to correct a TAG. If you move backwards through the records, the screen colors will change to indicate a tagged record as well as giving an audible signal. Press "U" to UNTAG a record. [In the 99/40 version, a tag is represented by a chain of three check marks under the data.]

NOTE: When the first record appears, one of the options is (A)ll. If you want to print everything in a file, whether it be to printer or disk, you may press "A" to tag everything at once. This option is only available from the first record and only if it wasn't already tagged.

Once you have tagged all the records you want from a file, press "F" (Finished). DO NOT press "Q", (Quit) this will abort to the beginning of the print program and you will lose all of your tags. After you have finished your tags the program will ask if you would like to send the tags to the printer or to a disk file.

If you have elected to send your tagged file to the printer you will be asked if you would like to make labels. If you press the default, "Y" all of your tagged records will be printed on 15/16ths labels. If you press "N" you will receive a listing of all the records you tagged. The printout will be in condensed type so that all the information in the record will appear on a single line.

If you have elected to print your tags to <D>isk, you are asked if you wish to create a mail-merge list for use in TI-WRITER. The default is "N". Press "Y" and you are prompted for a device and filename. Enter any number from 1-9 for the drive number and any filename up to 10 characters. The program DOES NOT look for a duplicate file, so overwriting a file is possible. The file will be in DV/80 format. Refer to your TI-WRITER manual for the proper use of these files.

If you do not want to create a mail list, sending your tagged records to disk will create a new file of addresses that you intend to separate from the main file for whatever reason. You will be asked for a drive number (1-9) and file name. The program will check for a file of the same name and ask if you wish to over-write the file or append to it, if one by the same name should be found. Appending will add the tagged records to the bottom of the existing file. Overwriting will erase all of the records in the file.

-SORTING-

If you want your records sorted during printout (as a list or as labels) this option will load a forty column program to do the work. This was done so that the maximum amount of memory would be available for use. Even then, the most records that can be worked with is 500. If your file is larger than that, the program will ask at which record number to start the sorting at. It will load up to 500 records starting with the record number of your choice.

You may sort on any of the record fields; name, address, city, state, zip code. (If you elected to include phone numbers in your printout, you can sort by phone number also, very handy for sorting by area codes.) The sort routine will prompt you for this option as soon as it's loaded. It will take approxi-

mately half an hour to completely read, sort AND print a five hundred record file - not bad for a TI.

During the printing, you can halt the printout by pressing <FCTN 9>. To resume printing, press <ENTER>, to abort, press the <SPACEBAR>.

Once the process is finished, or a printout is aborted, you will be asked if you wish to <S>ort by another field, <R>eturn to the main program or <Q>uit. Pressing "S" will allow you to sort the same file again. Pressing "R" will return you to the LOAD program to reload the 80 column object code and "Q" will exit the program to the TI title screen.

THANK YOU

I need to say a very special thanks to Alexander Hulpke for X80, the series of assembly links that made MAILROOM 99/80 possible. If you have an eighty column device and like to program in Extended BASIC, I recommend it highly. It can be obtained from the author by sending \$10.00 to the following address: Alexander Hulpke, Gulpener Str. 11, D-5100 Aachen, West Germany. Thanks also to Barry Traver for his useful BITBAT utility.

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