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# DATABASE

## DataBaseSoftware for Amstrad

# Instruction Manual

# SAGE

## Popular Database Program

for

Amstrad CP/M Computers

Published by

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## INTRODUCTION

Database management - the storage, organisation and useful application of business records - is one of the principal purposes for which companies install micro computers. SAGE Database is a database management program which performs all the standard functions for this type of product but with features not normally found on competing products.

SAGE Database is a powerful information retrieval system and may be thought of as an efficient electronic filing cabinet. Once the information you wish to store, whether it be names and addresses, machine part details, or whatever, has been entered, then all that information can be interrogated and manipulated to provide the answers you need and in the way you find most useful.

SAGE Database has the unique ability to understand enquiries phrased in normal conversational English, so that even the most inexperienced user can use the system productively. It allows the user to change the vocabulary at will, or even to translate the vocabulary into a foreign language, a feature which makes it particularly useful in a multi-national office.

This user manual includes a highly effective tutorial section with a number of typical example applications for the program. A few hours taken at the outset to work through the tutorial will be time well spent and should make you sufficiently familiar with SAGE's facilities to begin work organising your own records.

Included in your purchase price is 90 days free 'hotline' telephone support. In order to qualify for this facility, **you must return the User Registration Card to Sagesoft plc**. Support and assistance will not be given if this is not done. After the first 90 days you may enrol for **SageCover** which guarantees ongoing support and automatic issue of program updates. There is a modest charge for **SageCover** and we recommend that you return the application to us now so that support will continue uninterrupted at the end of the free period.

## DISK ORGANISATION

The SAGE database program has been supplied on both sides of the enclosed disk. One side contains the main database programs. The second side contains utility routines.

The main database routines consist of the following facilities

**Enter a Database Layout**
**Enter Record Details**
**Enquiry Processor**

The following utility routines are on the second side of the program disk

**Text Editor**
**Document Processor**
**Print Database structure**
**Labelling routine**

The program has been installed such that it will 'look' for all data files on drive B of your machine. If your machine does not have a second disk drive you will need to exchange the program disk for the data disk when the machine prompts you with a message similar to this:-

**Please put the disk into drive B**

If you have a second disk drive you will not need to exchange disks but you should ensure that both program and data disk are inserted into the correct drives before you run the program.



## MAKING A WORKING PROGRAM DISK (PCW8256)

You should not use the SAGE database program supplied with this manual unless you have made a security copy.

To copy the Master disk follow these simple instructions:-

1. Switch on your Amstrad computer and insert your CP/M Plus disk.

   When the A> prompt appears type **DISCKIT** [**RETURN**]

   Press function key **f3**, to format a disk.

   Remove the CP/M Plus disk and insert a new disk. Press **Y** when prompted to do so.

   When disk formatting is completed, exit from the menu so that the A> prompt re-appears.

   Insert your CP/M Plus disk.

2. Type : **PIP** [**RETURN**]

   The * sign will appear on the screen.

   Type : **A:** =**B:***.* [**RETURN**]

   You must change disks when prompted. (Please note that your SAGE DATABASE disk will always go into drive B and the disk you have just formatted into drive A.)

   When the files have been copied and the * re-appears type **ALT-C** (this is done by holding down the ALT key and pressing the 'C' key).

The A> prompt will now re-appear.

Label the formatted disk as your DATABASE PROGRAM DISK and store the original disk in a safe place.

3. Now repeat steps 1 and 2 but this time format the second side of the working program disk and copy the Master UTILITIES disk onto the second side of this disk.

## MAKING A WORKING PROGRAM DISK (CPC6128)

You should not use the SAGE database program supplied with this manual unless you have made a security copy.

To copy the Master disk follow these simple instructions:-

1. Switch on your Amstrad computer and insert the CP/M Plus disk.

   When the A> prompt appears type **DISCKIT3** [**RETURN**]

   Press function key **f6**, to copy a disk.

   Replace the CP/M Plus disk with your SAGE DATABASE disk and then press **Y** to the question 'Copy a disk'.

   The program will ask you to insert a disk to 'write'. Replace the SAGE DATABASE disk with a new disk and continue following the prompts to copy all the disk.

   On completion you will be asked to remove the disk and press any key. Do so and press [**RETURN**]

   Now you will be asked if you wish to copy another disk.



2. Insert the SAGE UTILITIES disk and press **Y**. This time, when the program asks you to enter a disk to 'write to' you should use the second side of the new disk and continue to follow the prompts to copy all the disk.

   On completion you will be asked to remove the disk and press any key. Do so and press [**RETURN**]

   Now you will be asked if you wish to copy another. Press **N**

   Finally press function key **f0** to return to the A> prompt.

## RUNNING THE SAGE DATABASE PROGRAM

The disk supplied with this instruction manual does not contain the CP/M operating system which is supplied with your computer and which is essential for it to function. To run the SAGE DATABASE program you must go through one of the procedures described below, as appropriate for the machine you are using.

Please note: The SAGE DATABASE program will only run under CP/M Plus and not under CP/M 2.2

## USING A CPC6128 COMPUTER

Place CP/M Plus disk into the disk drive on your Amstrad.

Reset your computer and after the ready prompt is displayed on the screen type:

**|cpm** [**RETURN**]

When the A> prompt appears replace your CP/M Plus disk with either your 'Working Database' or 'Working Utilities' program disk (depending on which program you want to run) and type:

**DATABASE**

After a few seconds the copyright message will appear on the screen.

## USING A PCW8256 COMPUTER

Place CP/M Plus disk into the disk drive on your Amstrad.

Reset your computer and when the A> prompt appears replace your CP/M Plus disk with either your 'Working Database' or 'Working Utilities' program disk (depending on which program you want to run) and type:

**DATABASE**

After a few seconds the copyright message will appear on the screen.

Please Note: You run the program **'DATABASE'** for both the database and utilities programs. The appropriate menu will be displayed depending on which disk you have in your computer.



# TUTORIAL

In the next 20 minutes you will create a simple database. Please follow the instructions closely.

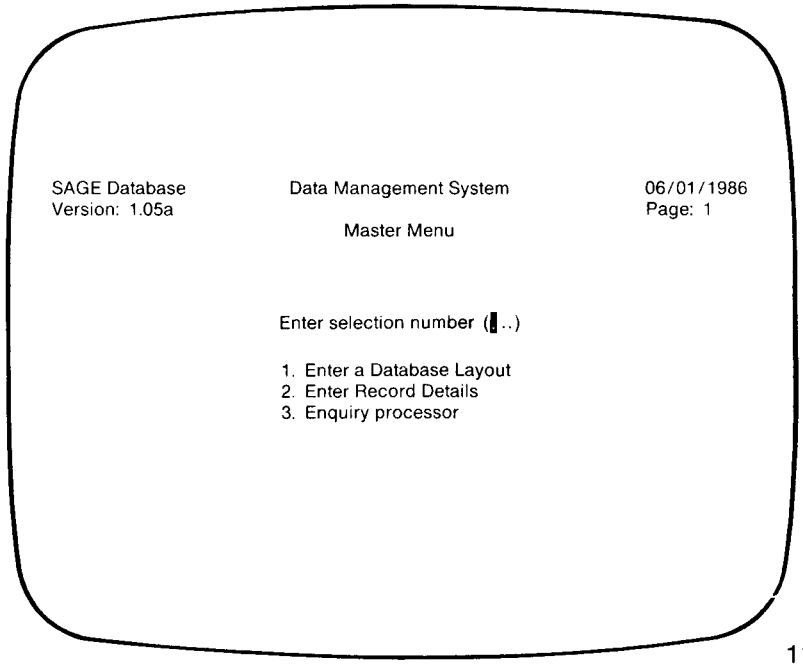
**Important Note:** Customers using a twin disk machine must insert the data disk in the 'B' drive and the program disk in the 'A' drive before loading the program.

Customers using the single disk Amstrad must start with the program disk in the 'A' drive and insert the data disk when the following message appears:-

**Please put disk into drive B**

You must re-insert the program disk when asked to place a disk into drive A. **Please watch for these instructions very carefully.**

1. After loading the program you will be asked to enter today's date.
   Enter : **06/01/86** [**RETURN**]
2. After entering the date the following screen will appear. It lists the main options of SAGE database.

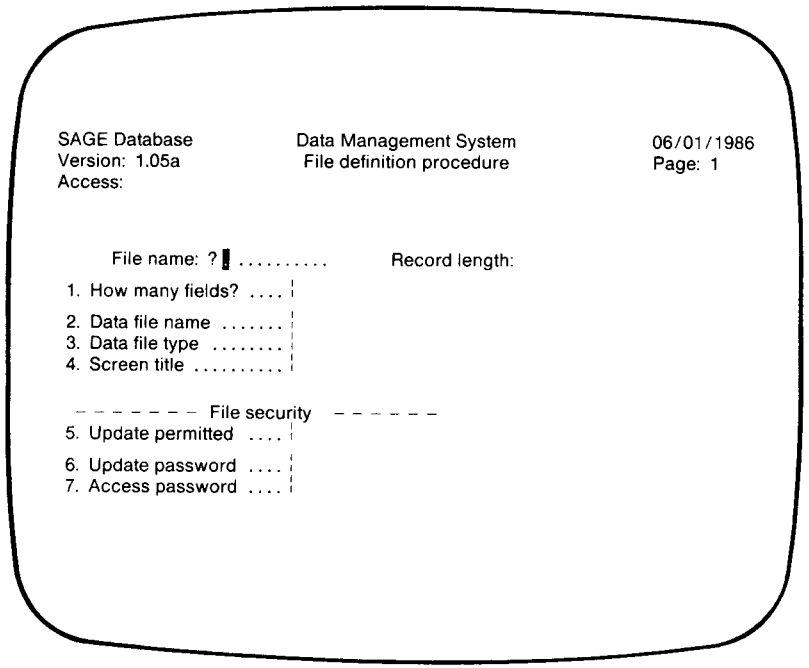


## CREATING A SIMPLE DATABASE

3. To begin the process of setting up your Database...

   Enter : **1** [**RETURN**]

   and after a few seconds the following display will appear on your screen:-




4. We will now set up a simple database. It will consist of the names, addresses and telephone numbers of people you frequently contact. You will need the following details on at least a dozen customers/contacts:

   **1. Company Name**
   **2. Person**
   **3. Salutation**
   **4. Street**
   **5. City**
   **6. County**
   **7. Post-Code**
   **8. Telephone**



Just like a manual system we will refer to our list of contacts as a 'file', except that we shall use the term 'data-file'.

Each group of these eight items is collectively known as a 'record'. A record is one set of unique information contained in a file and you are going to enter twelve records into this sample database, one for each contact.

Each individual item within a record is called a 'field', e.g. Company Name, Street etc. Our sample file will have eight fields per record.

It is also recommended that you give each record a number and use this number for reference purposes. This will make access to the database much easier and quicker.

We must give each file a name. Let's call this test file, 'CONTACTS'. On the screen the cursor will be alongside the word 'Filename'.

Enter : **CONTACTS** [**RETURN**]

5. Now fill in the rest of the details as follows:-

   1. How Many Fields? nnnn

   The 'n' means a number with up to four digits can be entered. We have nine fields (eight items listed above plus a record number).

   Enter : **9** [**RETURN**]

   2. Data File Name?

   We will always use the same name as entered above therefore simply press [**RETURN**], and the words 'B:CONTACTS.DAT' will appear alongside this prompt.

Now press [**RETURN**] once more to accept this as the datafile name.

3. Data File Type? Enter : **K** [**RETURN**]

Always use 'K' and this will speed up the retrieval of information from your database.

4. Screen Title? Enter : **Contacts Information**

This will appear at the top of the screen when you are entering details and you can enter any title you choose.

5. Update Permitted? Enter : **Y** [**RETURN**]

6. Update Password? Enter : [**RETURN**] only

7. Access Password? Enter : [**RETURN**] only

The following message will now appear:-

**Enter Field number to change; '*' to void or 'RETURN' to continue?**

You now have three choices:-

(i) If you have typed something erroneous into a field, enter the field number as shown on the screen and re-enter the correct details. Press [RETURN] when finished.

(ii) If you want to 'erase' everything you have just entered, enter '*' at this point.

(iii) If you want to continue setting up the database, press [RETURN] Do not press [RETURN] until you have compared your screen with the following screen:-



```
SAGE Database              Data Management System          06/01/1986
Version: 1.05a              File definition procedure      Page: 1
Access:

        File name: B:CONTACTS          Record length:
 1. How many fields? .... | 9
 2. Data file name ..... | B:CONTACTS.DAT
 3. Data file type ..... | K
 4. Screen title ..... | Contacts Information

 - - - - - - - File security - - - - - -
 5. Update permitted .... | Y
 6. Update password .... |
 7. Access password .... |

      Enter field number to change; '*' to void or 'RETURN' to continue ?
```

Press [**RETURN**] and the following screen will appear:-

```
SAGE Database              Data Management System          06/01/1986
Version: 1.05a              Field definition procedure     Page: 2

   Definition of field number: 1      Characters used: 0      Fields: 9

 - - - - Data Description - - - -      - - - - Display parameters - - -

 1. Field name ..... |                4. Justify (L/R) ..... |
 2. Field type ..... |                5. Output width ..... |
 3. Field length ..... |              6. Decimal precision |
                                      7. Default print Y/N ... |

 - - - - - - - - - - - - Data entry characteristics - - - - - - - - - - -

 8. Forced entry Y/N ... |        9. Options:
10. Entry pattern ..... |
11. New display page ... |       12. Display position .. Col:      Row:
13. Range/calculation |
```

6. Remember that we have listed nine items of information which we need on each contact. The first item that we need is called field number 1 and is the record number. With the above screen we are going to describe the first field, how this field is to be displayed and how entries can be made to this field.

The first item is the record number.

1. Enter : **NUMBER** [**RETURN**]

Field Type ?

2. Enter : **KY** [**RETURN**]

This entry means 'key' and implies that the program will use this field to search for the other details associated with a record within the database.

The program now completes the details for the additional lines on the screen. As you come to each line you can either enter the appropriate details or press [RETURN] to accept the details already there.

3. Field Length ? This line will be ignored.

4. Justify (L/R) ? Enter : [**RETURN**] only

Generally speaking, words are 'justified' (lined up) to the left (L) and numbers to the right (R).

5. Output Width ? Enter : [**RETURN**] only

i.e. how many characters are to be printed out on a report ?



6. Decimal Places ? This line will be ignored.

7. Default Print Y/N ? Enter : [**RETURN**] only

We do not want the information in this field to be output unless we specifically request it.

8. Forced Entry Y/N ? Enter : [**RETURN**] only

We will not require or 'force' an entry to be made in this field.

9. Options ? Enter : [**RETURN**] only

10. Entry Pattern ? Enter : [**RETURN**] only

11. New Display Page ? Enter : [**RETURN**] only

12. Display Position ?

Columns run across the page from left to right and are numbered 0 - 80. Rows run down the page and are numbered 0 - 20.

We want every one of our fields to be displayed in column 10. therefore

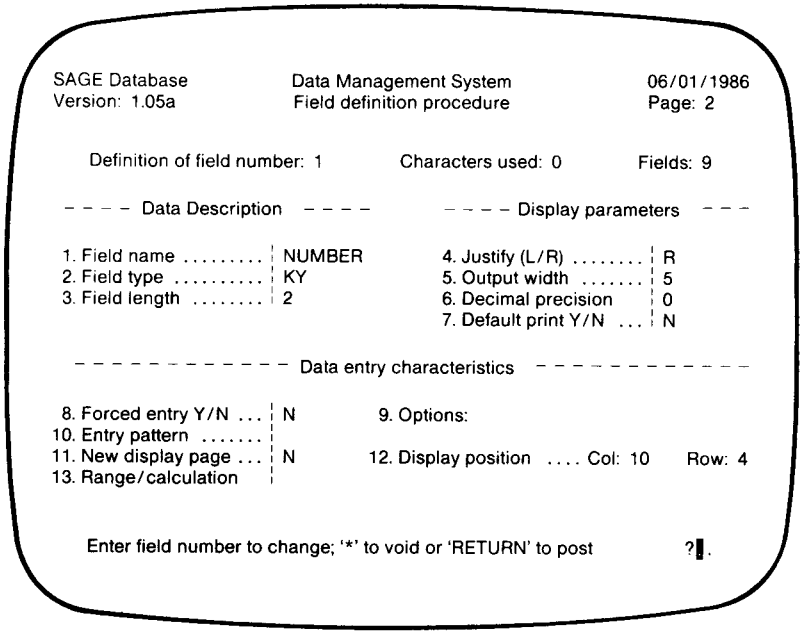
Enter : **10** [**RETURN**] as the 'col' position

We'll position our first field on row 4 and each field thereafter on rows 6, 7, 8, 9, 10, 11, 12 and 13 respectively.

Enter : **4** [**RETURN**] as the 'row' position

13. Range/Calculation ? Enter : [**RETURN**] only

The current screen for field number 1 should look like this...




If no changes are necessary we can proceed to the second field by pressing [**RETURN**]

If you have made mistakes enter the relevant 'screen number' and you can re-type the correct details before moving on to the second field.

7. The second item is the Company Name.

   Enter : **COMPANY** [**RETURN**]

   Field Type ?

   Enter : **TX** [**RETURN**]



This entry means 'text' and implies that you can enter letters, numbers or symbols for the details in this field.

Field Length ?

Enter : **25** [**RETURN**]

How long will the longest name be on your list?. We have entered the total number of letters we think we'll ever need.

4. Justify (L/R) ? Enter : [**RETURN**]

5. Output Width ? Enter : [**RETURN**]

6. Decimal Places ? This field will be ignored.

7. Default Print Y/N ? Enter : [**RETURN**]

8. Forced Entry Y/N ? Enter : [**RETURN**]

9. Options ? Enter : [**RETURN**] only

10. Entry Pattern ? Enter : [**RETURN**] only

11. New Display Page ? Enter : [**RETURN**] only

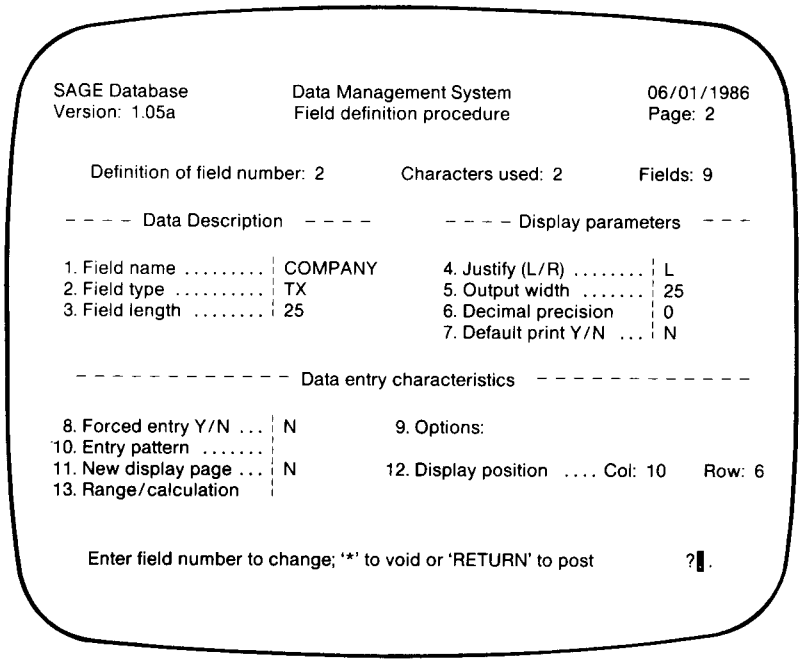
12. Display Position ?

Enter : **10** [**RETURN**] as the 'col' position.

Enter : **6** [**RETURN**] as the 'row' position.

13. Range/Calculation ? Enter : [**RETURN**] only

The current screen for field number 2 should look like this...



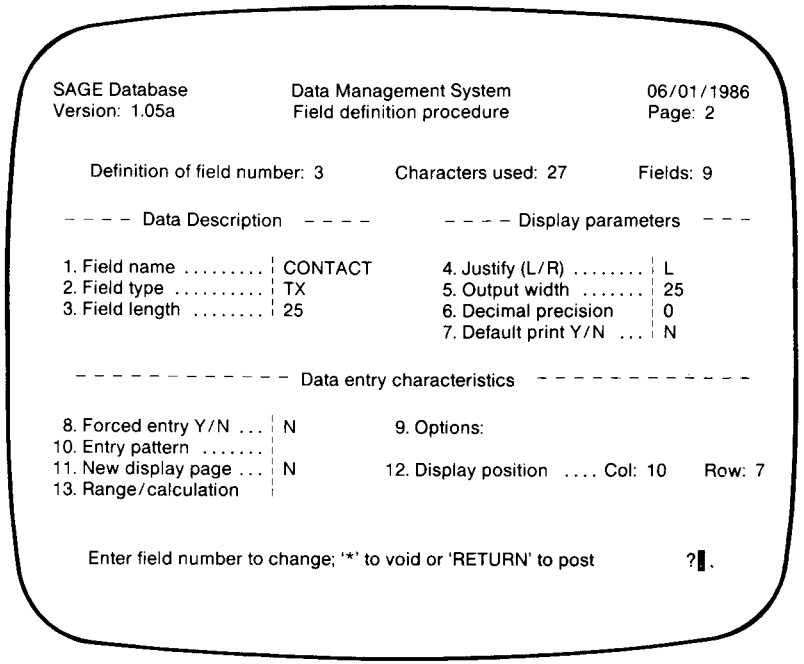

If no changes are necessary we can proceed to the third field by pressing [**RETURN**]

If you have made mistakes enter the relevant 'screen number' and you can re-type the correct details before moving on to the third field.

8. Now, without instruction, enter all the information required for the third field.

   Your entries should look like the following screen when you have finished.






When you are sure your entries are correct press [**RETURN**]

Now continue to enter the definitions for fields 4, 5, 6, 7, 8 and 9. All the details will be the same as those for fields 2 and 3 with the following exceptions:-

| Name | Row |
|---|---|
| **SALUTATION** | **8** |
| **STREET** | **9** |
| **CITY** | **10** |
| **COUNTY** | **11** |
| **POST-CODE** | **12** |
| **TELEPHONE** | **13** |

Please Note: No blank spaces are allowed in a field name. Therefore, 'Post Code' must be connected in some way (e.g. a hyphen) or spelt as one word.

When you have finished the details for field number 9 press [**RETURN**]