

# Files Utility

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## Files Utility Overview

The FILES UTILITY serves the following purposes.

- **Strip:** Copy “Promotion”, “List” or “DataCard” file records from a BOOMS database to a DOS sequential file based on Last Changed Date.
- **Archive:** Same as STRIP, except that copied records are deleted from the corresponding BOOMS database.
- **Merge:** Copy “Promotion”, “List”, or “DataCard” File records from a sequential file (created from STRIP/ARCHIVE) to a BOOMS database.
- **DeferDel:** process requests for “deferred delete” of promotional or list records.
- **Zdelete:** deletes “exchange balance” detail records that contain zero quantities.

The STRIP/MERGE combination can be used to transfer information to a Branch Office (Only the “B”, “O”, “M”, and “S” subfiles from the Promotion file are “Stripped”).

## Files Utility Selections and Parameters

The Files Utility is selected by Function “Files Utility”, Sub-Function “Merge/Strip/ Archive” (“F1”) from the Additional Functions Menu. Selecting this option results in:

- The overlaying of the Additional Functions Menu with the Files Utility Window (Figure 20.1).
- The positioning of the cursor at the first input field (Function).

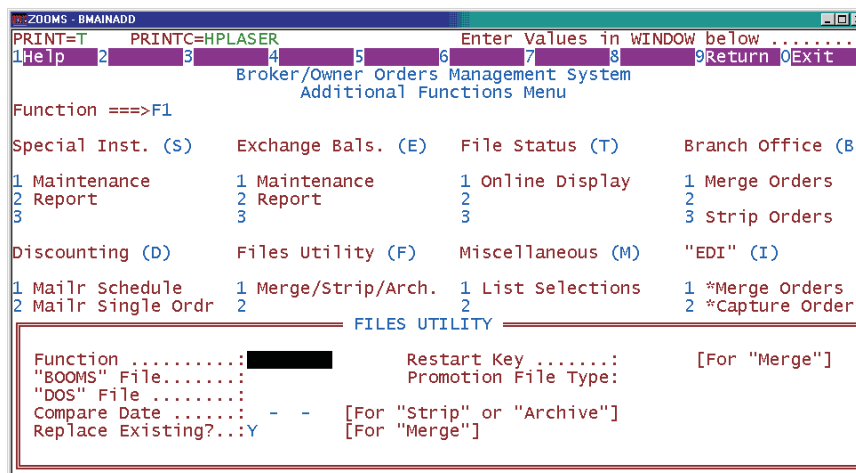


Figure 20.1. Files Utility Window

Valid values for this Window are:

- **Function** - is one of the following:
  - STRIP** - copy records from a BOOMS database to a sequential file.
  - ARCHIVE** - copy records from a BOOMS database to a sequential file and delete the copied records from the BOOMS database.
  - MERGE1** - copy records from a sequential file (created by STRIP/ARCHIVE) to a BOOMS database and give notification if a record is not copied. A record will not be copied if the record that is currently on the database (the one to be replaced) is more current than the one on the sequential file. If this occurs, you will receive message:

**Record “nnnnnn” not merged; Press “F2”**

Pressing “F2” causes the merge to continue with the next record. Pressing “F4”, terminates the merge.

**MERGE2** - is the same as MERGE1 except that no on-screen notification is given when a record is not merged (see "Merge Report" below).

**DEFERDEL** - processes "deferred delete" requests for Promotion File ("BPROMO") or List File ("BLIST") records. This will also delete any Notes for these entries.

**ZDELETE** - delete zero "exchange balance" detail records from BOOMS file "BXCHANGE". These records typically occur when either an exchange is canceled or when an exchange is switched to a rental.

☞ For "Strip" and "Merge", only Broker, Owner, Mailer and Ship-To ("BOMS") records are affected.

- **"BOOMS" File** - is either "BPROMO", "BLIST", "BDATACRD", or "BXCHANGE".
- **"DOS" File** - is the name of the file to receive sequential data ( STRIP/ARCHIVE) or the name of the sequential file from which data is to be retrieved (MERGE1 or MERGE2). Typically, this name points to a file on a floppy disk. For example:  
 A:BPROMO.SEQ  
 A:BLIST.SEQ  
 A:BDATACRD.SEQ
- **Compare Date** - is a date that gives a criteria for records being Stripped or Archived.  
 For STRIP, only records updated or created on or after this date will be stripped.  
 For ARCHIVE, only records used, updated, or created before this date are archived. This date has no meaning for a MERGE.
- **Replace Existing?** - (for MERGE) By default ("Y"), "Merge" will replace any existing records on your system. If "N" is specified, merge will bypass any records that currently exist on your system.
- **Restart Key** - can be used during a merge operation to restart a previously interrupted merge operation. On occasion, you may want to interrupt a merge operation (perhaps to do Order Entry). Pressing "ESC" while running a merge, causes the merge to end. When this is done, the field Restart Key will be filled in with the key of the next record to be merged. You can use this key to restart the merge from that specific record.

While one of the functions is running, you will receive status message:

**nnnnn Record(s) fffff**

where "fffff" is Merged, Archived, Stripped or Deleted and "nnnnn" is a count of records processed. When the requested function is complete, the PC speaker will beep and the above message will flash.

The "Merge2" Function produces a Merge Activity Report for the file being merged. Figure 20.2. is an example of such a report for the DataCard File.

CARD NUMBR	CARD NAME	STATUS
10110	LIST #10110	REPLACED
10130	LIST #10130	REPLACED
20001	LIST #20001	REPLACED
20100	LIST #20100	REPLACED
25000	LIST #25000	ADDED
25001	LIST #25001	ADDED
25002	LIST #25002	ADDED
25003	LIST #25003	ADDED

Figure 20-.2 Sample Files Utility DataCard Merge Report