

## DataCard File Processing

---



---

DataCard File Overview.....	8-2
DataCard Entry Expanded Editing Keys.....	8-2
Contents of the DataCard File.....	8-3
DataCard Entry.....	8-3
Add a List DataCard (F3).....	8-4
Add a PIP DataCard (Shift-F3).....	8-5
Add a Card Deck (CDEK) DataCard (Ctrl-F3).....	8-6
Add a Duplicate DataCard (Alt-F3).....	8-6
Delete a DataCard (F4).....	8-6
Delete Usage/State Counts (Shift-F4).....	8-6
Edit a DataCard (F5).....	8-6
Edit Usage/State Counts (Shift-F5).....	8-7
Hold DataCard (Alt-F4).....	8-8
Column Sort Usage Information (Shift-F8).....	8-8
Display a DataCard (F7, Shift-F7, Ctrl-F7).....	8-9
Print a Single DataCard (F2).....	8-10
Print Multiple DataCards (Shift-F2).....	8-10
Promotion File Maintenance (Ctrl-F4).....	8-10
List File Maintenance (Ctrl-F6).....	8-10
Save a DataCard (F8).....	8-10
Notepad Facility (Alt-F6).....	8-10
DataCard File Printout.....	8-10
DataCard Batch Print Facility.....	8-12

## DataCard File Overview

The DataCard File contains detailed information about Mailing Lists, Package-Insert-Programs, Card Decks, and List Databases. A common DataCard File is used by both the Management and Brokerage Departments. This DataCard information is used to produce printed DataCards for Brokerage and Management recommendations. DATACARDS ARE NOT USED FOR ORDER PROCESSING.

BOOMS supports 3 types of DataCards: List (and Database), Package Insert Program (PIP), and Card Deck (CDEK). You must identify which type you are adding to the system. From then on, BOOMS is able to maintain type-sensitive information throughout the life of the DataCard.

DataCard Numbers are keyed by LIST NUMBER. That is, each DataCard to be ADDED must have a corresponding list on the List File. At DataCard ADD time, the List File is searched to obtain List Name information. If this information cannot be found, you will not be allowed to ADD the DataCard.

DataCard Entry is a highly input-intensive operation. BOOMS has been designed to simplify this operation by allowing you to completely enter all BASIC DataCard information from just one screen. EXTENDED information on Usage and/or State Counts can also be entered from just one other screen.

Because of the complex nature of DataCard Entry, an expanded set of EDITING keys has been included to assist with this task. This expanded set and the versatile DataCard Entry Screen are discussed in the following sections.

The DataCard Entry Screen has been designed to mimic the format of a printed DataCard. The screen is divided into 6 unique areas as shown in Figure 8.1. Where multiple "TITLES" are given for a Window, this indicates that the Window contains DataCard Type-Sensitive information. Similarly, the SIDEBAR can also contain Type-Sensitive information.

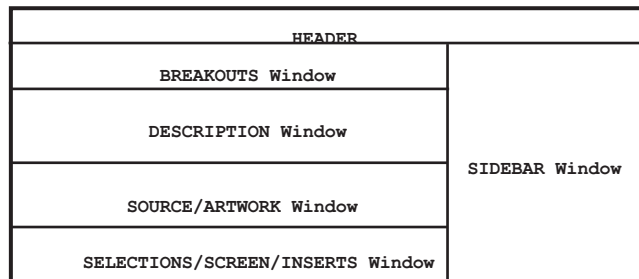


Figure 8.1. Basic DataCard Screen - General Layout

The HEADER contains DATACARD NUMBER, DATACARD NAME, and TITLE (Date) information. The five Windows of this Panel are each individually controlled by the Expanded Editing Keys.

## DataCard Entry Expanded Editing Keys

The following additional Keys and Key combinations are used in support of DataCard Entry (ALL normal Editing Keys are still available):

- **PgDn** - Allows an INDIVIDUAL WINDOW to be Scrolled UP (i.e. you will be able to see lines of information that are below the last currently displayed line in the selected Window. Pressing PgDn while the Cursor is positioned in the TOP LINE (line 1) of a Window, results in a FULL PAGE SCROLL. Pressing PgDn while the Cursor is positioned on a line other than the top line of a Window results in all lines MOVING UP ONE LINE IN THE WINDOW.
- **PgUp** - Allows an INDIVIDUAL WINDOW to be Scrolled DOWN (i.e. you will be able to see lines of information that are above the first currently displayed line in the selected Window). Pressing PgUp while the Cursor is positioned in the TOP LINE (line 1) of a Window results in a FULL PAGE SCROLL. Pressing PgUp while the Cursor is positioned on a line other than the top line of a Window results in all lines MOVING DOWN ONE LINE IN THE WINDOW.
- **Alt-I** - INSERT one blank line in a Window at the line where the Cursor is positioned. The Cursor Line and all following lines are moved down. (The bottom line will no longer be visible, but it is still there).

- **Alt-D** - DELETE the line in a Window where the Cursor is positioned. All lines below the Cursor line are moved UP one line on the screen.
- **Alt-X** - MARK a line of Text in a Window as EXCLUDED from PRINT (i.e. Hidden). Alt-X is available in all Windows EXCEPT THE SIDEBAR. This Function can be used to Place Hidden information throughout the DataCard. EXCLUDED Lines are Flagged with an "X" (or sometimes a "Y" or "Z").
- **Alt-H** - FLAG a DESCRIPTION Window line as a HEADER LINE. Header lines are printed at the top of the DataCard (above the DataCard Name). HEADER Lines are flagged with an "H".
- **Alt-F** - FLAG a DESCRIPTION Window line as a FOOTER LINE. Footer lines are printed at the bottom of the DataCard. FOOTER Lines are flagged with an "F".
- **Alt-S** - MARK the beginning of information within a Window that is to be SPLIT onto a second Card. This function can be used to print basic DataCard information on more than 1 card (Referred to as Card 1A and 1B). Only one Window can be split. Pressing Alt-S for the current line will turn off any other Split indicators. A SPLIT Line is flagged with an "S"
- **Alt-U** - Turn off all Flags for the Current line

## Contents Of The DataCard File

Following are the contents of the DataCard File:

- **Datacard Number** is the KEY FIELD for this file. This number must match the corresponding List Number on the List File. It is a number from 1 to 65535.
- **Datacard Name** is the 50-character name for the DataCard. When a DataCard is first added to the system, this name defaults to the name of the corresponding list (from the List File).
- **Datacard Title** is the 15-character date/title for the DataCard (e.g. June, 1993).
- **Breakout Description** is a 28-character description for a Breakout.
- **Breakout Quantity** is the quantity of names available for the above breakout (max 99,999,999).
- **Breakout Price** is the price (per thousand or flat) of the above breakout.
- **Datacard Description** is text describing the DataCard.
- **Source** is text describing the source of the names.
- **Selections** is text describing the optional selection that are available.
- **Selections Price** is the price (per thousand or flat) for the optional selections.
- **Month Counts** for Package Insert Programs is a breakout of inserts by month.
- **Artwork** is text describing artwork requirements for a CardDeck.
- **Screen** is text describing screen requirements for a CardDeck.
- **Sidebar** is miscellaneous descriptive information to appear at the right side (the Sidebar) of a printed DataCard.

## DataCard Entry

DataCard Entry is selected by Function, "DataCard", Sub-Function, "Entry" ("D1") from the Main Selection Menu. Selecting this Options results in:

- Replacing of the current screen by the Main DataCard Entry Panel. (Figure 8.2)
- The disappearance of the cursor
- Status message

**Press a Function Key to Continue.**

You must press a Function Key to select an Option. If you press any key other than a Function Key, the PC speaker will BEEP. The valid Functions Keys are:

- **F2** - Print Basic DataCard information
- **Shift-F2** - Batch Print DataCards
- **F3** - ADD a new List DataCard

- **Shift-F3** - ADD a new Package Insert Program DataCard
- **Ctrl-F3** - ADD a new Card Deck DataCard
- **Alt-F3** - ADD a Duplicate DataCard
- **F4** - DELETE a DataCard
- **Shift-F4** - Delete Usage and State Counts Information
- **Ctrl-F4** - Do Promotion File Maintenance
- **F5** - EDIT the basic information about the DataCard
- **Shift-F5** - EDIT Usage and State Count Information
- **Ctrl-F6** - Do List File Maintenance
- **Alt-F6** - NOTEPAD Facility
- **F7** - DISPLAY a DataCard entry
- **Shift-F7** - Display next entry (same as PgDn)

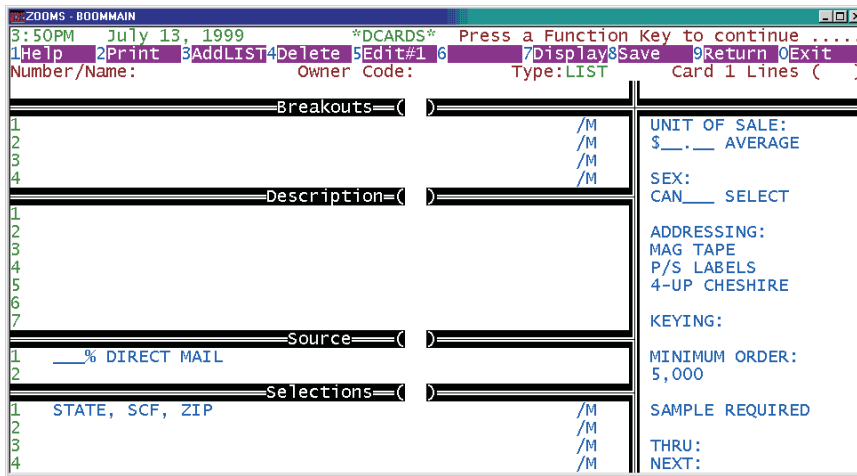


Figure 8.2. List DataCard Entry Screen

- **Ctrl-F7** - Display previous entry (same as PgUp)
- **F8** - Force SAVE a DataCard

### Add a List DataCard (F3)

To Add a List record to the DataCard File select option "Add" (F3). This results in:

- The clearing of all input fields
- Window Headers: Breakouts, Description, Source and Selections
- The Sidebar is preset with information related to List DataCards. This information is not fixed. It can be moved, changed or deleted as desired
- STATUS message:  
**Add Request .....**
- The positioning of the cursor at the first input field (NUMBER/NAME)

Upon entering a Number, BOOMS searches the List File for a corresponding List. If one cannot be found, you will receive error message:


**RECORD(S) NOT FOUND ON FILE "BLIST"**

and you will not be allowed to add the DataCard. If the list could be found, but a DataCard already exists with the number en-

tered, you will receive error message:

**FILE "BDATECRD" DUPLICATE RECORD ....**

If the DataCard is not a duplicate, the DataCard name field will be filled in with the List Name and the cursor will be positioned at this field. Input fields are then filled in the same manner as all data entry screens. That is, after data is entered into a field, the "ENTER" key is pressed, and the cursor moves to the next input field. After the last input field is entered, the record is Added to the DataCard File.

 Note: using any of the expanded editing keys causes an immediate save (ADD) of the DataCard and you are automatically placed in Editing Mode (i.e. same as if you pressed F5).

Successful addition of a record to the DataCard File results in:

- STATUS message:  
**ADDED .....**
- The automatic UPDATE of the "ADD DATE" (with the Current Date)

Figure 8.3 is an example of a DataCard Entry screen after a record has been Added to the file. When a Card is Added, only the amount of information that will fit into a window will be displayed. The number of lines actually in a window is indicated by the number in parentheses following the name of the window. In the example, the "(02)" after Breakouts indicates there are 2 Breakout lines. Similarly, the "(07)" after Selections indicates there are 7 Selection lines. In this case, to view or change Selection information, the expanded editing keys (PgUp and PgDn) can be used. Also, the number at the right of line 3 ("Card 1 Lines") indicates the number of print lines required for this DataCard. This number can be used to gauge how much information can be entered before it will be necessary to "split" the DataCard.

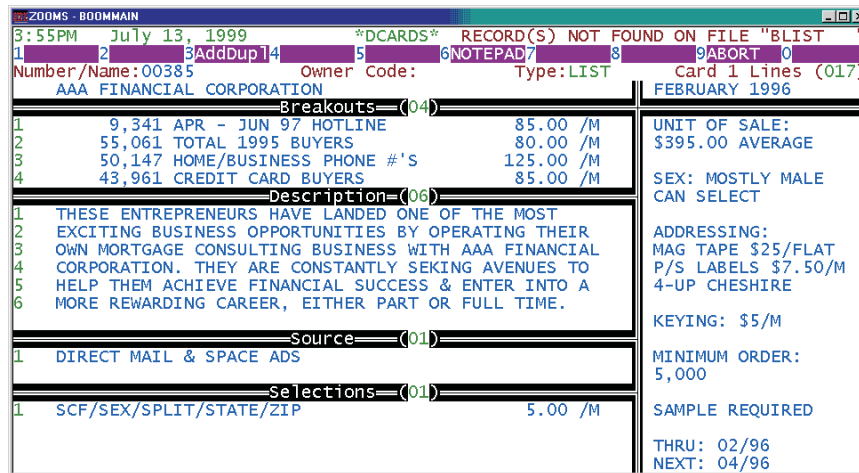


Figure 8.3. DataCard Entry Screen (after "Update")

## Add PIP DataCard (Shift-F3)

To Add a PIP (Package-Insert-Program) record to the DataCard File select option "AddPIP" (Shift-F3). This results in:

- The clearing of all input fields
- Window Headers: Breakouts, Description, Source and Insertions
- The Sidebar is preset with information related to PIP DataCards. This information is not fixed. It can be moved, changed or deleted as desired.
- STATUS message:  
**Add Request .....**
- The positioning of the cursor at the first input field (NUMBER/NAME)

PIP DataCards are then added in the same manner as List DataCards.

## Add Card Deck (CDEK) DataCard (Ctrl-F3)

To Add a CDEK (Card Deck) record to the DataCard File select option AddCDEK (Ctrl-F3). This results in:

- The clearing of all input fields
- Window Headers: Breakouts, Description, Artwork, and Screen
- The Sidebar is preset with information related to CDEK DataCards. This information is not fixed. It can be moved, changed or deleted as desired
- STATUS message:  
    **Add Request .....**
- The positioning of the cursor at the first input field (NUMBER/NAME)

CDEK DataCards are then added in the same manner as List DataCards.

## Add Duplicate DataCard

Selecting Option "AddDUPL" (Alt-F3) when a DataCard is being displayed, results in:

- The positioning of the cursor at the "Number/Name" field
- Status message:  
    **Add Duplicate DataCard request**

After you enter a DataCard number, press "ENTER" and the new DataCard will be Added (if it does not already exist). You can use this technique to change a DataCard's number.

## Delete a DataCard (F4)

Selecting option "Delete" (F4) when a DataCard is being displayed, results in message:

**Are you Sure? ("F2"/Yes, "F4"/No)**

If you press "F2" the PC speaker will BEEP, the delete will take place (including Usage and State Counts), and you will receive status message:

**DELETED .....**

## Delete Usage/State Counts (Shift-F4)

Selecting option "DelUSAGE" (Shift-F4) when a DataCard is being displayed, results in message:

**Are you Sure? ("F2"/Yes, "F4"/No)**

If you press "F2" the PC speaker will BEEP, a delete of just Usage and State Count information (the basic information will remain) will take place, and you will receive status message:

**DELETED .....**

## Edit a DataCard (F5)

Selecting option "Edit#1" (F5) when a DataCard File record is being displayed, results in:

- STATUS message  
    **EDIT Mode .....**
- The positioning of the cursor at the first input field ELIGIBLE for UPDATE (DATACARD NAME)

Fields are entered just as if they were being Added to the file. A successful EDIT results in:

- STATUS message:  
    **UPDATED .....**

- An automatic update of the “UPDATE DATE” (with the Current Date).

## Edit Usage/State Counts (Shift-F5)

Selecting option “Edit#2” (Shift-F5) when a DataCard is being displayed, results in:

- Replacing of the DataCard Basic Information Screen by the DataCard Usage/State Count Information Screen
- STATUS message  
**UPDATE Request .....**
- The positioning of the cursor at the first input field ELIGIBLE for UPDATE (first DataCard Usage)

The USAGE/STATE COUNT Screen is functionally similar to the Basic Information Screen. This screen is divided into 3 unique areas as shown in Figure 8.4.

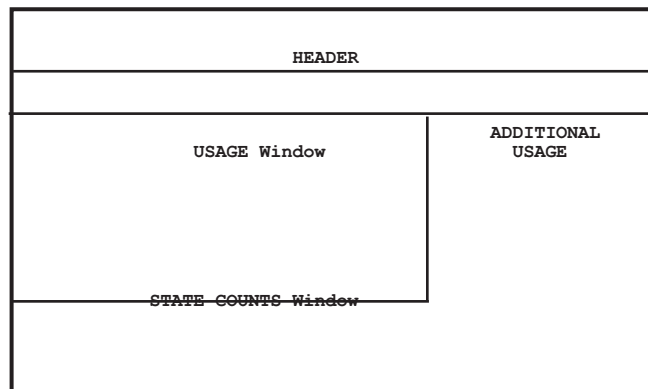


Figure 8.4. Usage/State Counts Screen General Layout

The HEADER is an OUTPUT-ONLY area that reflects Basic DataCard Information. The information for Usage is descriptive (TEXT). Two columns of 25 characters are allowed on the left hand side of the Window and 1 column of 18 characters is allowed in the area that is normally the SIDEBAR.

 Note: When usage information is printed there will NOT BE a space between columns 1 and 2. This allows free-form text to be entered instead of mailer names.

Each of the 3 columns of Usage Information is individually controlled for the purpose of excluding information from normal print. Thus, pressing Alt-X when the cursor is positioned in column 1 results in an “X” appearing on the left side of the screen, pressing Alt-X when the cursor is positioned in column 2 results in “Y” appearing on the left side of the screen and pressing Alt-X when the cursor is position in column 3 results in a “Z” appearing on the left side of the screen. “X”, “Y”, and “Z” are functionally equivalent. They are displayed in this manner to make it easy to see, at a glance, which column(s) have been excluded.

The State Counts Window is displayed with 2-character state names for the 50 states and the District of Columbia. The state names are not fixed. If desired, they can be changed, rearranged, or deleted. Each state count quantity can be up to 99,999,999.

When you are finished working with the Usage/State Count screen, press F9. The Usage and/or State Count information will be saved and the DataCard Basic Information Screen will be re-displayed. Figure 8.5 is an example of a filled-in Usage/State Count Screen.

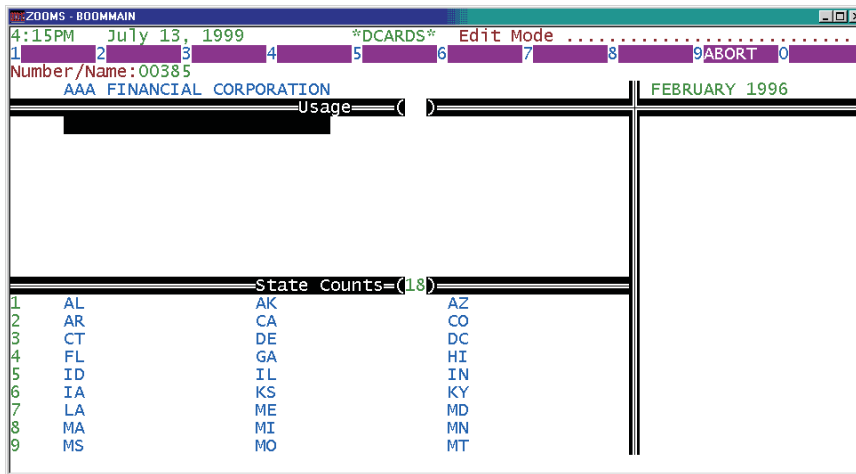


Figure 8.5. Usage/State Counts Screen

## Hold DataCard (Alt-F4)

When a DataCard is being display, selecting option “Hold” (Alt-F4) will alternately “Hold” and “Un-Hold” a DataCard. If a Datacard is held, the visual “HELD” is shown next to the DataCard TYPE on line 3 of the display. HELD DataCard are not Stripped or Merged. (See Chapter 18, “Branch Office”)

## Column Sort Usage Information (Shift-F8)

The selection of option “ColSort” (Shift-f8) from the Usage screen results in:

- STATUS message  
**ColSort: F2=C1-C3 F5=C1 F6=C2 F7=C3**

Press **F2** to do an **All-Column sort** (see below)

Press **F5** to sort just **column 1** (see below)

Press **F6** to sort just **column 2** (see below)

Press **F7** to sort just **column 3** (see below)

Press **F4** to **cancel** the request (standard cancel)

Pressing **F2** (All-Column) will also present you with the following STATUS Message:

**Column Balance?: F2=Yes F4=No**

Press **F2** to do **distribute the entries evenly** across the 3 columns

Press **F4** to entirely fill Column 1 before Column 2 and, if necessary, Column 2 before Column 3.

## Column Sorting Rules:

### Header Lines (non-sorted lines):

- There is a maximum of 3 header (non-sorted) lines based on the following conditions.
- Line 1 is ALWAYS a header line. Also, if Line 1 begins with the word “CONTINUATIONS” and Line 2 is blank, then Line 2 is also a header line.
- If Line 1 DOES NOT begin with the word “CONTINUATIONS”, then Line 2 is checked. If Line 2 begins with the word “CONTINUATIONS” then Line 2 is a header line and if Line 3 is blank, then Line 3 is also a header



line.

- Special checking is done in Column 3. If the Column begins with the word “**TESTS**”, then Column 3 will be sorted separately from Columns 1 and 2 (See *All-Column Sorting* below).

### Individual Column Sorting:

- Individual Column sorting (Columns 1, 2 or 3) starts with the first detail line (first line after header) and end with the last detail line.
- Blank entries are pushed to the bottom of the column, but are not eliminated.

### All-Column Sorting

- All 3 columns are sorted together IF Column 3 DOES NOT begin with the word “**TESTS**” in the header. If Column 3 DOES begin with the word “**TESTS**” in the header, then Columns 1 and 2 (together) are sorted SEPARATELY from Column 3.
- If “Column-Balancing” is not being done, entries in Columns 1 and 2 (and possibly 3) are sorted Top-to-Bottom, Left-to-Right. Blank entries are pushed to the bottom of Column 2 (or Column 3).

### Column Sorting Notes:

- Because Column 3 (the Sidebar) can only accommodate 18-character names, if any entry from Column 1 or Column 2 is moved to Column 3, it is truncated from 25 to 18 characters.
- Sorting is case insensitive (i.e. all entries are treated as if they were uppercase)
- You should **Save** (F8) the Usage **before sorting** it. Then, you can abort any changes made by the Sort by pressing **Alt-F9** (Abort). Changes made on the Usage screen are not saved until you press **F9** (Return) or **F8** (Save). This is not normally a problem. However, if you do a good deal of data-entry and then **Sort** the usage (without first saving it), you may not be able to restore the original usage contents. You **WOULD NOT** want to “abort” because you’d lose all your data-entry. So, the recommendation is to always **Save before doing a Sort**.
- If you insert lines (Alt-I) prior to an All-Column Sort, the number of entries in column 1 will increase (Column 2 will flow to Column 1 and Column 3 will flow to Column 2).
- **SORTING MAY NOT BE APPROPRIATE FOR EVERY DATACARD**

### Display a DataCard (F7, Shift-F7, Ctrl-F7)

The selection of option “Display” (F7) results in:

- STATUS message  
**DISPLAY Request .....**
- The positioning of the cursor at the first, and only, input field (NUMBER/NAME)

The record will be Displayed after you fill in field “NUMBER/NAME”. This field accepts 2 types of information: the DataCard Number or the first 5 characters of the DataCard Name. If a number is entered, it must match a DataCard number on the file. If a Name is entered, the first DataCard whose first 5 characters matches the name entered is displayed. If no Name matches, the one next in alphabetical sequence will be displayed. If a record can be successfully retrieved from the DataCard File, you will receive STATUS message:

**DISPLAYED .....**

Once a DataCard has been displayed, the following DataCard can be displayed by pressing **Shift-F7** (Display Next) or **PgDn**. Also, the prior DataCard can be displayed by pressing **Ctrl-F7** (Display Previous) or **PgUp**. In either case, if the first DataCard being displayed was obtained by “DataCard Name” search, the records will be in DataCard Name sequence. Otherwise, the records will be in DataCard Number sequence.

## Print a Single DataCard

When DataCard Basic Information is being displayed, it can be printed by selecting option Print (F2). The Printer should be loaded with the DataCard Forms and properly aligned prior to doing this. If the Printer is not ready, the screen will clear and you will receive a combination of the following DOS messages:

**Write fault error writing device LPTn  
Printer out of paper error writing device LPTn  
Abort, Retry, Fail, Ignored**

After you have taken the appropriate action to correct the error (i.e. put paper in the printer or put the printer on-line), select option "Retry" (R). Selecting any of the other options will result in a FAILED request (return to BOOMS). On some systems, it can take up to 45 seconds for a printer to "time-out". So be patient if you "FAIL" the request. Also, it's possible for your printer to be set up to never time-out. If a DataCard is not printing, verify that the printer is ready.

When the DataCard has finished printing you will receive STATUS Message:

**PRINTED .....**

Figure 8.6 is an example of a Printed DataCard.

## Print Multiple DataCards (Shift-F2)

The DataCard "Batch" Print Window can be displayed directly from DataCard Entry by selecting option "Batch Print" (Shift-F2). This option is fully described beginning at "DataCard Batch Print Facility".

## Promotion File Maintenance (Ctrl-F4)

The Promotion File Maintenance Screen can be displayed directly from DataCard Entry by selecting option "Promotion File" (Ctrl-F4). If a DataCard is currently being display, then this function will display the Owner of the List.

## List File Maintenance (Ctrl-F6)

The List File Maintenance Screen can be displayed directly from DataCard Entry by selecting option "List File" (Ctrl-F6). If a DataCard is currently being display, then this function will display the related List information.

## Save a DataCard (F8)

Whenever you leave DataCard Entry (or return to DataCard Entry from the Usage/State Counts Screen), BOOMS automatically saves the DataCard you are working with. You can explicitly request a save of the DataCard by pressing F8.

## Notepad Facility (Alt-F6)

Selecting option "NOTEPAD" (Alt-F6) when a DataCard record is being displayed, results in the displaying of the LIST "NOTEPAD" screen. From this screen, you can enter up to 15 lines of 74-column informational text for the List/DataCard entry. If there are notes, the visual "NOTES" will appear next to the DataCard Number on the screen. See Chapter 4 for a description of the Notepad Facility.

## DataCard File Printout

A listing (Printout) of the DataCard File can be obtained by selecting Function "DataCard", Sub-function "Reports" ("D2") from the Main Selection Menu. Selecting this Option results in:

- The overlaying of the Main Selection Menu with the DataCard File Report Window (Figure 8.7)
- The positioning of the cursor at the first input field (Sort Type)

Valid values for this Window are:

- **Sort Type** is either "A" (Sort by 1st 5 characters of DataCard Name or "N" ( Sort by DataCard Number).
- **Block Graphics?** is "Y" (default) to give the report a spreadsheet-like look.

When printing is complete, the following message will be displayed:

**nnnnn Records(s) Reported**

where "nnnnn" is the number of DataCards on file. Figure 8.8 is a sample DataCard File Report.

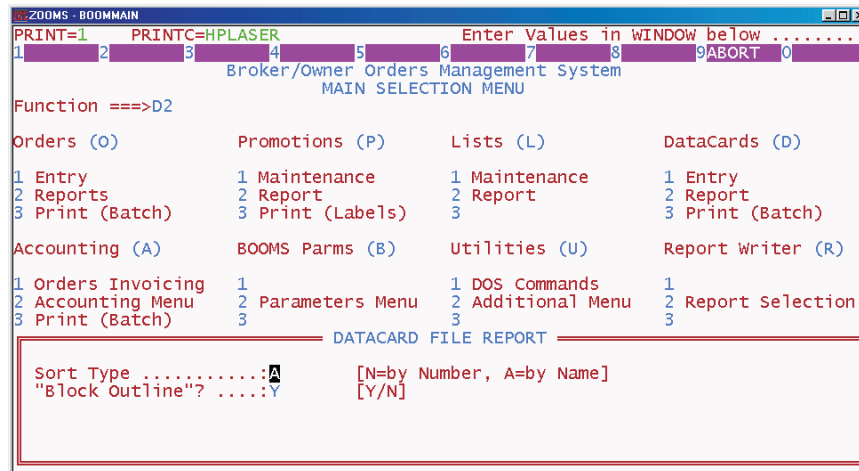


Figure 8.7. DataCard File Report Window

January 21, 1986		Broker/Owner Orders Management System		PAGE 001	
12:57PM		DATA CARD FILE LISTING			
TLC Associates		(SORTED BY CARD NAME)			
CARD NUMBR	CARD NAME	CREATION DATE	UPDATE DATE	USE/TYPE	STC
15175	"FAMILY NETWORK" CABLE TV MAIL ORDER BUYER	12-10-85	- -	LIST	
21898	"M" - FASHION LIFESTYLE MAGAZINE FOR MEN	10-20-85	- -	LIST	
09400	A CHILD'S COLLECTION	10-17-85	- -	LIST	YES
00031	A G RUSSELL	10-21-85	- -	LIST	
00005	A I ROOT CO MAIL ORDER BEEKEEPERS	10-21-85	- -	LIST	
00038	AARDVARK, LTD. PERSONAL COMPUTER SOFTWARE	10-21-85	- -	LIST	
00040	ABBEON CAL - DIRECT MAIL BUYERS & INQUIRER	10-21-85	- -	LIST	
00050	ABBEY PRESS MAIL ORDER BUYERS	10-21-85	- -	LIST	
51875	ABBEY PRESS PACKAGE INSERTS	09-19-85	- -	PIP	
00041	ABERCROMBIE & FITCH	10-21-85	- -	LIST	
00080	ABERNATHY & CLOSTER LTD. MAIL ORDER BUYER	10-21-85	- -	LIST	
51999	ABRACADABRA MAGIC SHOP	10-04-85	- -	LIST	
00130	ACCENT 35	10-21-85	- -	LIST	
00140	ACCESS CATALOG	10-21-85	- -	LIST	
00150	ACCOUNTING TODAY ACTION CARDS (W.G. & L)	11-11-85	- -	CDEK	
00170	ACE PECAN COMPANY	10-21-85	- -	LIST	
51360	ADAM YORK MERCHANDISE BUYERS	10-21-85	12-11-85	LIST	YES
00030	ADCO JEWELRY - COSTUME JEWELRY CATALOG	10-21-85	- -	LIST	
00310	ADIRONDACK DIRECT	10-21-85	- -	LIST	
00320	ADIRONDACK LIFE	10-21-85	- -	LIST	
52160	ADMINISTRATIVE MANAGEMENT ACTION CARDS	11-08-85	- -	CDEK	
00975	AMBASSADOR APPAREL BUYERS	09-06-85	- -	LIST	YES
01000	AMBASSADOR PACKAGE INSERT PROGRAM	10-01-85	12-16-85	PIP	
01020	AMBASSADOR WELTERWEIGHT PACKAGE INSERT PRO	10-15-85	- -	PIP	
01060	AMERICAN ADVANTAGE FAMILY DISCOUNT COUPONS	10-21-85	- -	LIST	

Figure 8.8. Sample DataCard File Report

## DataCard Batch Print Facility

DataCard "Batch Print" is selected by Option "Shift-F2" from the DataCard Entry Screen or by Function "DataCard, sub-function "Batch Print" ("D3") from the Main Selection Menu. Upon selecting either of these options, the lower part of the screen is overlaid by the DataCard Batch Print Window (Figure 8.9). This Window gives you the option to print DataCards based on a variety of criteria including:

- Specific DataCard Numbers
- Specific Category Codes
- Include/Not Include Usage
- Include/Not Include State Counts
- Include/Not Include normally Excluded (Hidden) information

In addition, up to 999 copies can be printed.

Following are the valid fields for the DataCard Batch Print Window:

- **Category Codes** - series of 2-character LIST Category Codes that indicate specific types of DataCards to be printed. If a "List" is on Hold, it will not be printed. NOTE: a category code of "??" will print ALL datacards.
- **Logic For Codes** - indicate ("O") that if any Category code specified above matches a category code in the corresponding List record then a DataCard should be printed or indicates ("A") that all category codes specified above must be contained in the corresponding List record for a DataCard to be printed.
- **DataCard Numbers** - series of DATACARD numbers separated by BLANKS indicating specific DataCards to be printed. A DOS filename can be entered into this field (instead of card numbers). This file must be a TEXT file containing the DataCard numbers to be printed. It must be in the same format as if the numbers were entered on these lines. Each line must be ended with a "carriage return" and a "line feed" (CR-LF). The file cannot contain any TAB characters and is limited in size to 2040 characters. DataCard Numbers are ignored if Category Codes are entered.
- **Number Of Copies** - 1 to 999 Copies can be requested.
- **Print Basic Info** - indicates ("Y") that Basic DataCard information should be printed. Specifying "N" allows the suppression of the Basic Information. Basic Information can be printed on 2 8½" x 11" pages. A "split indicator" forces information onto a second page. However, when the DataCard print program senses that you cannot fit the split information onto the bottom of the current page, it prints it on a separate page..
- **Print Usage** - indicates ("Y") that DataCard Usage information should be printed.
- **Print State Counts** - indicates ("Y") that DataCard State Counts information should be printed.
- **Print Hidden Information** - indicates ("Y") that normally "excluded from print" information should be printed.

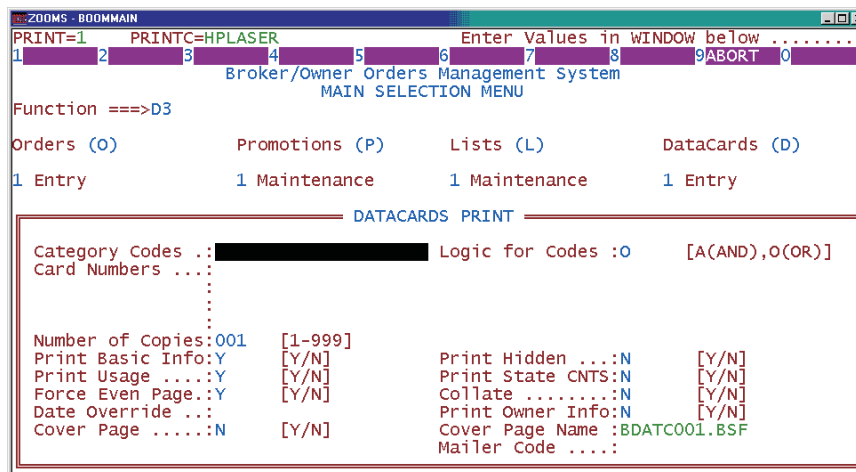


Figure 8.9. DataCard "Batch" Print Window

- **Force Even Page** - allows 5 1/2 inch DataCards to be printed on 11 inch forms. Specifying "Y" results in each

new DataCard printing at the top of a new 11 inch form. Depending on the format of the “basic” information, Usage/State Count information will print on either the bottom part of the 11" form or on a page by itself. The determining factor is whether or not the basic information has been “split” (i.e. it would normally print on 2- 5 1/2" forms, Card 1A and Card 1B). If it hasn't been split, the entire DataCard will print on 1 page. If it has been split, Usage/State counts will print on a separate page.

☞ **“Force Even Page” is the default when printing to a “PagePrinter” (i.e. when a 5 1/2 inch form length IS NOT defined, such as a Laser Printer)**

**When printing to a PagePrinter, a Form Feed (Eject) is done ONLY if you print Card 1A and 1B (Basic information and “split” Basic Information). So, if basic information has not been split, the entire DataCard (Basic & Usage) can print on one page. However, if it has been split, basic information prints on the first page (Card 1A and 1B) and Usage information prints on the second page. If you want to force usage onto a second page, you must split card 1 (put a split indicator on the blank line following the last line of text in the description section).**

- **Collate** - allows a group of DataCards (as indicated by DataCard Numbers) to be printed as a “packet”. Up to 999 Packets can be printed. It is recommended that collating only be used when specific datacard numbers are entered. In order to collate when category codes are specified, BOOMS must read the DataCard file multiple times (once for each group).
- **Date Override** - 15-character text to be printed in the upper right hand corner of EVERY DataCard in this Batch .
- **Print Owner Info** - indicates (“Y”) that the Owner’s Phone Number, Fax Number and Promotion Code will be printed on the top line of the DataCard (before the DataCard Number).
- **Cover Page** - indicates (“Y”) that a file be created in the current spool directory (See **Cover Page Name**). This file is to contain the names of all lists recommended during this batch. This is a “raw” data file that is input as an External File into the BOOMS Report Writer report “XDATCOVR.LRL”
- **Cover Page Name** - name to be assigned to the Cover Page file (this name is automatically generated by BOOMS and is of the form “BDATCnnn.BSF” where “nnn” is a number from “001” to “999”). NOTE: this is a display-only field.
- **Mailer Code** - 5-character code of the mailer to receive the above recommendation.