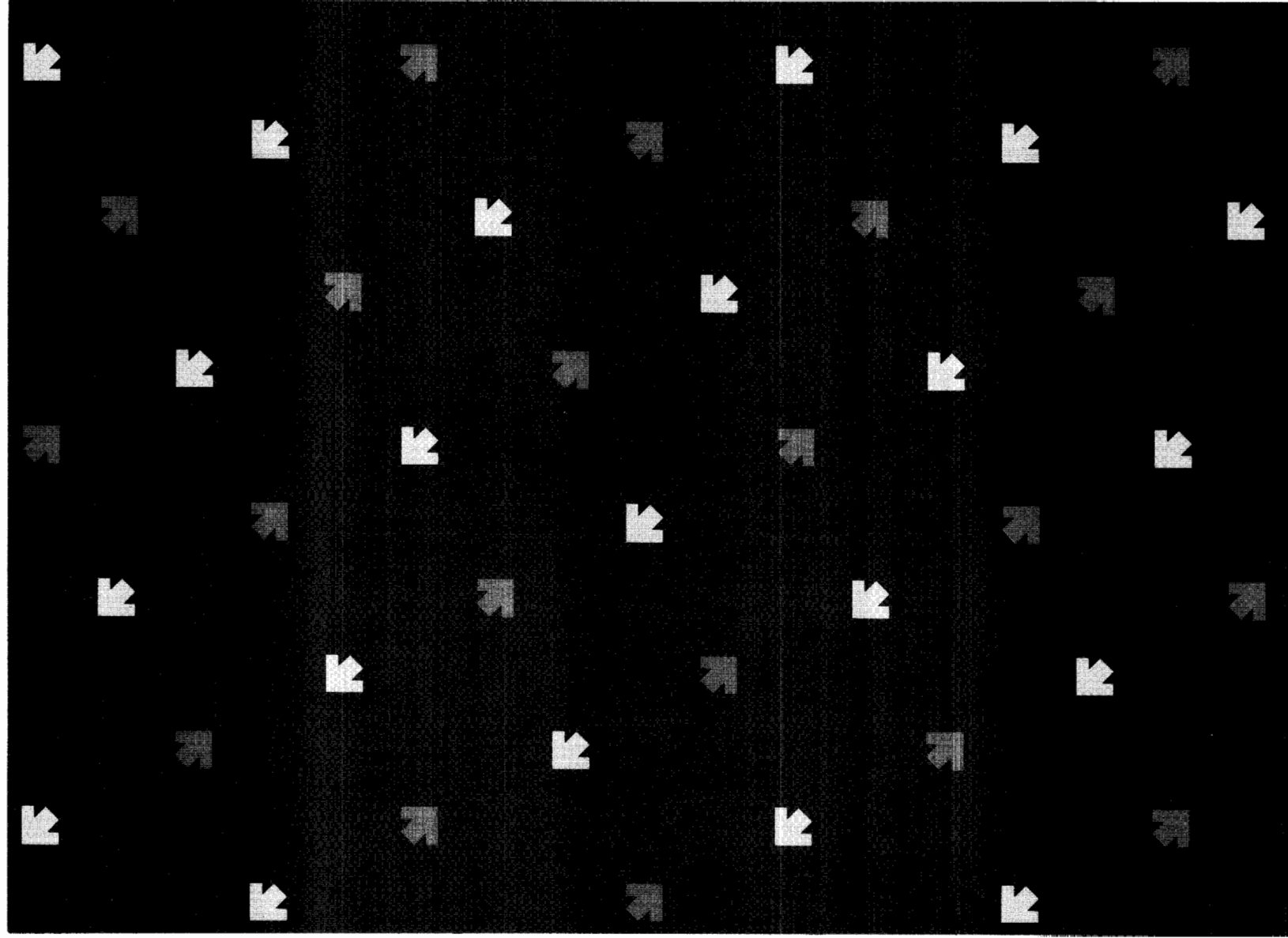

MODULE 6

Entering Data

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MODULE 6

Before You Begin . . .



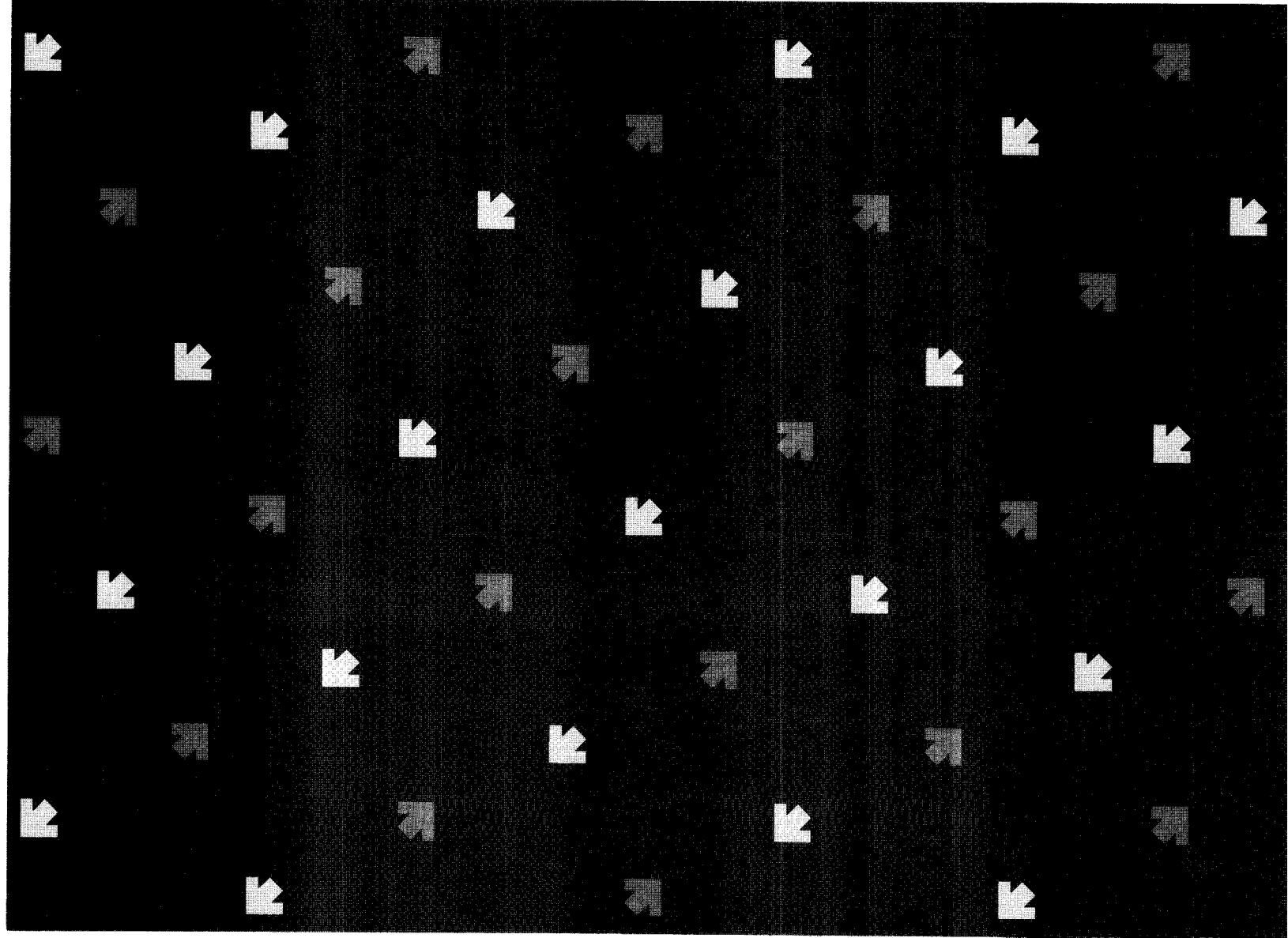
Have you completed Module 1? If not, do so before you try this or any other module of the Guided Tour.

If you have completed Module 1, you're ready to continue with this module.

Log on to the TOUR account by typing

:HELLO GUIDED.TOUR

Note: If the computer does not respond as the guidebook says it should, and as a result you cannot continue with the Tour, contact your HP 3000 System Manager.

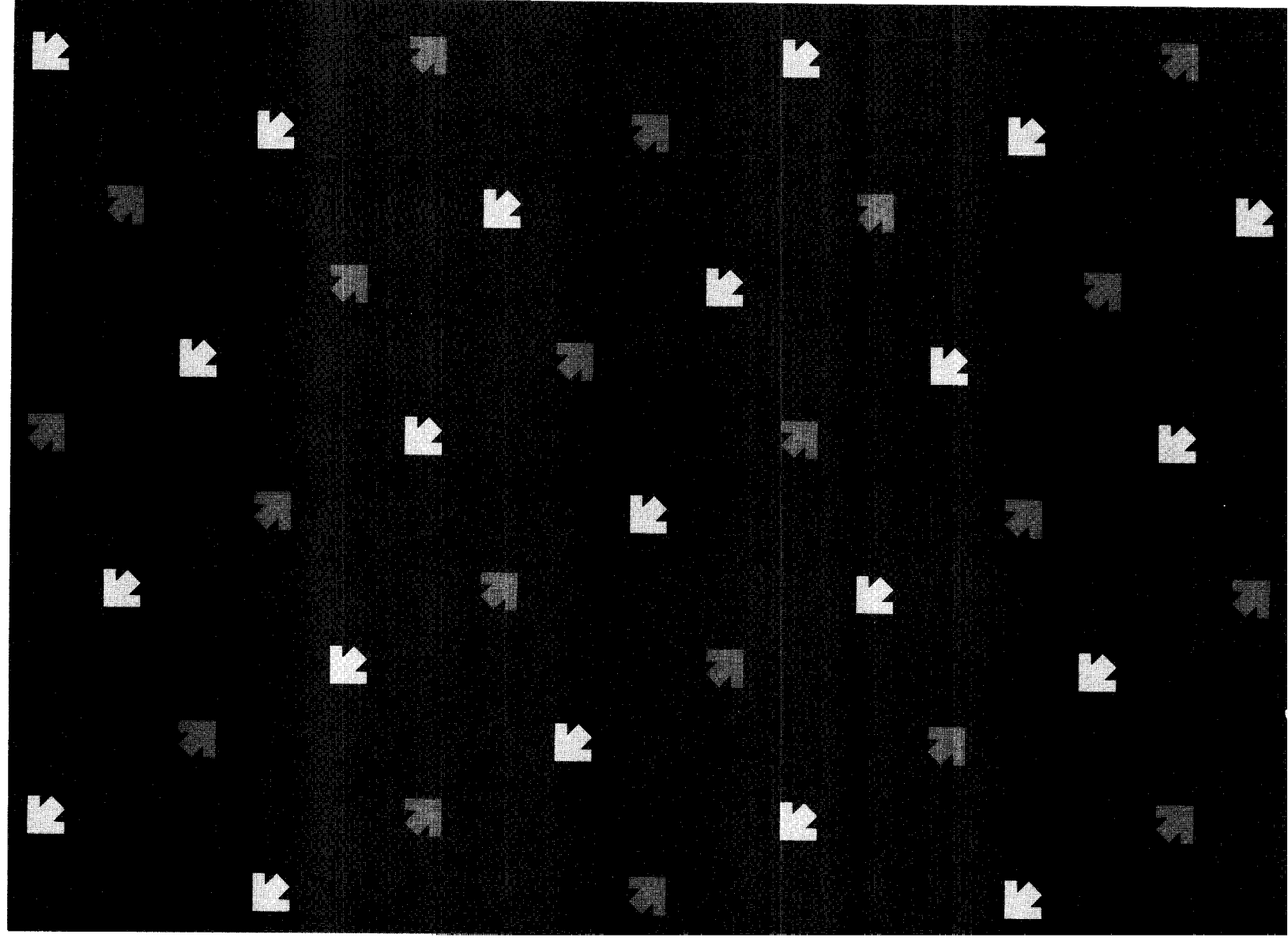


MODULE 6

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MODULE 6

Entering Data



Perhaps the single most common activity associated with a computer is data entry. Even people who have never dared to speculate on what actually happens to data in a computer, or how one would endeavor to get the data out, are completely at ease with the idea of entering data into a computer. Entering data seems an almost natural thing to do.

The fact is, however, that a computer is not automatically ready to accept just any kind of data in any old format. A computer must be programmed to accept data and the program must identify the kind of data that will be entered and the exact sequence in which it will be introduced.

Because the HP 3000 is an interactive computer, it is most frequently used for interactive data entry where data is typed into the computer by means of a terminal. Data may also be entered in batch mode, from punched cards or magnetic tape, for example. But in this module of the Guided Tour we will experiment with interactive data entry because it is the most common form of data entry. (Fortunately, it is also the easiest.)

You must have two things to perform interactive data entry with an HP 3000. The first is data in need of being entered and the second is a program designed to accept that data.

The Data

Table 6-1 contains the data we need for right now. You will notice that the data in Table 6-1 pertains to the employees of a fictitious company called WALK-IN WIDGETS. It's obvious from the names in the figure that WALK-IN WIDGETS is a modest family-run enterprise. The only exception is the company controller who, for the purposes of this exercise, will be you. We will learn more about WALK-IN WIDGETS as we go along. Information about the first three employees has already been entered into the computer. But information about the fourth employee will have to be entered by you. And in order to do that, you will need a program capable of accepting it.

Table 6-1. The Data

WALK-IN WIDGETS, INC.			
Employees			
Employee			
Title	Name	Number	Salary
Manager	John Clan	01	10,000
Salesrep	Ralph Clan	02	5,000
Salesrep	Sue Clan	03	5,000
Controller		04	

The Program

The data entry program you will use is called GUIDEP. GUIDEP is an application program whose function is to assist you with the task of entering data.

GUIDEP works in conjunction with an HP software subsystem called VPLUS/3000 which is used to create special screen for-

mats. You'll use only the program GUIDEP, but the programmer who created GUIDEP used VPLUS/3000 to make your data entry task easier to accomplish.

Here's how the whole thing works. GUIDEP takes a form from a VPLUS/3000 "forms file" and displays it on your terminal screen. This form acts just like preprinted paper forms with which you are familiar. The form contains marked areas in which you enter the appropriate data. After you have entered the data, GUIDEP reads and verifies the data from the terminal and puts it in a data base. You'll find out more about data bases in module 7, but before we get too confused, let's focus on the single task of entering data.

Using GUIDEP

It's time to turn back to the terminal and practice what you are reading. If you have not already done so, log on, then type:

```
:RUN GUIDEP
```

At the beginning*, GUIDEP asks you a series of questions which relate to the particular form you need and the file where you want the data to be stored. The name of the forms file we will use is TRFORM1. Type TRFORM1 and press **RETURN** in response to the program's inquiry.

Since the data you will enter is going to be stored inside the computer in a special file (known as a "batch file"), you must now think up a name for this file. You can use your own name if you like (if it is 8 characters or less). Write whatever name you choose in this box so that you can remember it, then type it on the screen.

My batch file is called

*Your terminal must be specially configured in order for you to work through this and the following module of the tour. If your terminal is not so configured, a message to that effect will appear on the screen at this point. In that event you will have to seek out someone at your facility to help you.

Entering the Data

The form currently displayed on your screen is the one you must use to enter the information about WALK-IN WIDGETS' employees. The areas in white (known as inverse video) are the places where you can type the data. Notice that there are four fields — one each under the headings TITLE, EMPLOYEE NAME, NUMBER, and SALARY. These fields coincide with the data in Table 6-1. The task now is to copy the information from the last line of the table onto the screen. Here's the step-by-step procedure you must use:

1. Type CONTROLER in the first field.
2. Type your name in the second field, and press the **TAB** key.
3. Type the number 04 in the third field.

You will not need to use the **TAB** key this time, as the cursor is automatically moved to the last field when the numeral

GUIDEP operates in block mode. This means you will be entering data with the key

labeled **ENTER** rather than with the **RETURN** key

you've used up to this point in the tour. The reason for this change is that the program

accepts all of the data on the screen at one

time, instead of line by line. With block mode you are free to change the data on the screen until it is just the way you want it before

pressing the **ENTER** key.

It would be a good idea to locate all of these keys on your terminal keyboard at this

point. The **ENTER** key should be located among

the keys on the top portion of the keyboard, and to its right should be a row of keys

labeled **F1** through **F8**. You can use **F8**

should you want to exit GUIDEP before

completing the module. These are function

keys, and we will also be using these keys in

this module. Check the diagram in Module 1

if you need help in locating any of the keys

mentioned.

is typed and the two digit field is filled. (If you accidentally did press **TAB**, just press it again until the cursor is moved back to the fourth field.)

4. Type in the last field.
5. Look over the data on the screen to make sure that it correctly corresponds to the data in Table 6-1. If there is a discrepancy, use the **TAB** key to move the cursor to the field in error and retype the data in that field.
6. Press the **ENTER** key.
7. Ignore the new screen which appears at the terminal. We'll use this screen-form later in the module.

You've just experienced interactive data entry with the help of an application program. The employee information you just entered is now stored on disc in the batch file you named _____. (Just testing to see if you remember the name you gave it when all this started.)

A little later in the tour we'll learn how to process the data. Right now, let's take another look at our fictitious widget company.

More About Widgets

The data in Table 6-2 deals with the company's product line. As you can ascertain from the table, WALK-IN WIDGETS buys parts from a pair of vendors and assembles them into three widget models—deluxe, standard, and budget. Information about the vendors has already been entered into the computer. And, in fact, so has the data about the company's three products—A1-X, B2-Y, and C3-Z. Browse the data in the table for a moment, then shift your attention back to the current screen on your terminal.



PARTS LIST			
Vendor	Part No.	Unit Cost	
As-Is Supply	A1	2.00	
As-Is Supply	B2	1.50	
As-Is Supply	C3	1.25	
Barrelhead Parts	X	2.00	
Barrelhead Parts	Y	1.00	
Barrelhead Parts	Z	.75	

PRODUCT LINE			
Product Number	Description	Sale Price	UM On Hand
A1-X	Widget Deluxe	10.00 EA	100
B2-Y	Widget	7.00 EA	80
C3-Z	Budget Widget	4.75 EA	95

Your task, at this point, is to enter a sales transaction on the screen. The following clues may help:

- Clue 1. Use your name as the employee name. (You could use any of the employee names in Table 6-1, but why not take the credit yourself since you're the one who's doing all the work?)
- Clue 2. Use a product number from those listed in Table 6-2.
- Clue 3. Use any quantity you want, from the "Quantity on Hand" column in Table 6-2.
- Clue 4. Press the **ENTER** key once you've typed your sale.
- Clue 5. Press the key labeled **F8**.
- Clue 6. Release the **BLOCK MODE** key.

That's that. Entering data into a computer is just that simple. Many HP 3000 installations use a program like GUIDEP to gather their data for processing. So much of what you learn in this module of the tour may apply directly to other data entry tasks you will want to perform. At the very least, the general concepts provided here will help you quickly learn to use other data entry techniques unique to your company.

Now that you've entered some data, let's take a closer look at precisely what happens to information once it enters a computer. The next module of the Guided Tour will take you on an excursion which addresses just that line of wondering.

