

 HEWLETT
PACKARD

V/3000

ENTRY PROGRAM

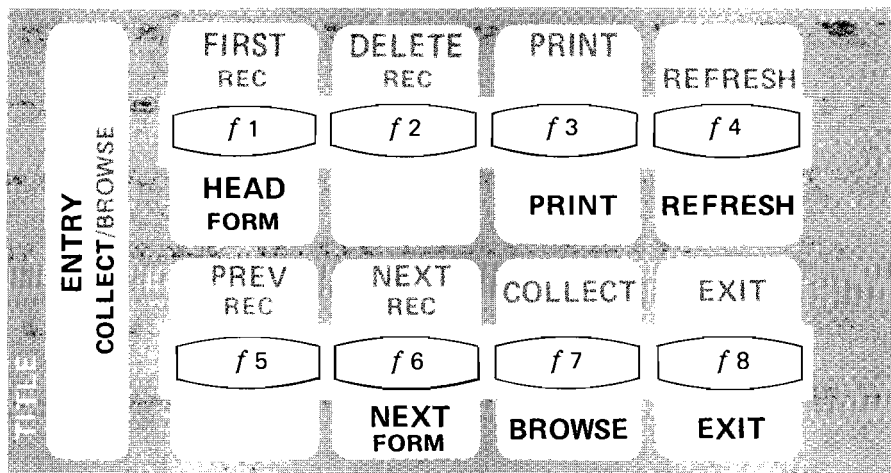
OPERATOR'S QUICK REFERENCE GUIDE

HP 3000 COMPUTER SYSTEMS

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USING THE ENTRY FUNCTION KEYS

1. In Collect mode — The ENTRY function keys perform the following functions:

- | | |
|--------------|--|
| f1 HEAD FORM | Display first form in sequence of forms |
| f2 — | no function |
| f3 PRINT | Print current form on line printer |
| f4 REFRESH | Clear current form; redisplay with initial values only |
| f5 — | no function |
| f6 NEXT FORM | Stop repeating form; display next different form |
| f7 BROWSE | Go to Browse mode to review and/or modify data |
| f8 EXIT | Exit from ENTRY |



2. In Browse mode — The ENTRY function keys perform the following functions:

- | | |
|---------------|--|
| f1 FIRST REC | Display first record in batch file |
| f2 DELETE REC | Delete record on screen from batch file |
| f3 PRINT | Print record shown on screen to line printer |
| f4 REFRESH | Clear current record; redisplay with previous values |
| f5 PREV REC | Display previous record from batch file |
| f6 NEXT REC | Display next record from batch file |
| f7 COLLECT | Return to Collect mode to continue entering data |
| f8 EXIT | Exit from ENTRY |



FUNCTION KEYS

LOGGING ON / LOGGING OFF

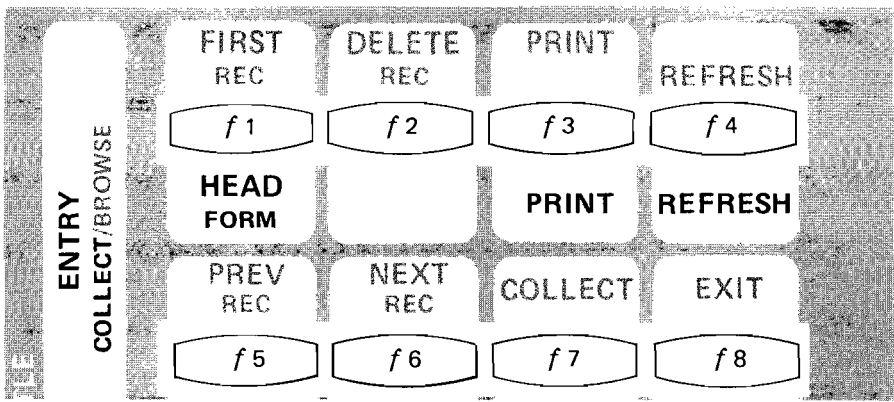
RUNNING ENTRY / TERMINATING ENTRY

ENTERING DATA

CORRECTING ERRORS / CONTROLLING FORMS

BROWSING DATA / MODIFYING DATA / DELETING RECORDS

PRINTING FORMS / PRINTING DATA / RECOVERY



LOGGING ON

1. **Turn on your terminal** – If it is not already on, press the toggle switch at the back of the terminal on the left as you sit at the keyboard. A 2645 terminal displays the message:

TERMINAL READY

On all terminals, the cursor (blinking underline) appears at the top left of the screen.

2. **Log on to the system** – Make sure the REMOTE key is pressed down (latched). Then press the RETURN key. When the system displays a colon (:), type the command:

HELLO *username.accountname*

Leave a space after HELLO and put a period between *username* and *accountname*. (Ask your supervisor for these names; be sure to spell them correctly.) Then press RETURN. If you are asked for a password, enter the password provided by your supervisor. When your log-on is accepted, the system issues a colon (:). You are now ready to run the ENTRY program.



LOGGING OFF

1. **Log off the system** – When you exit from the ENTRY program, the system issues a colon (:). In response, type:

BYE

and then press RETURN. The system issues a closing message that gives the time of day and the length of time you were logged on and connected to the system.

2. **Turn off your terminal** – Use the same switch you used to turn it on.

LOGGING ON/ LOGGING OFF

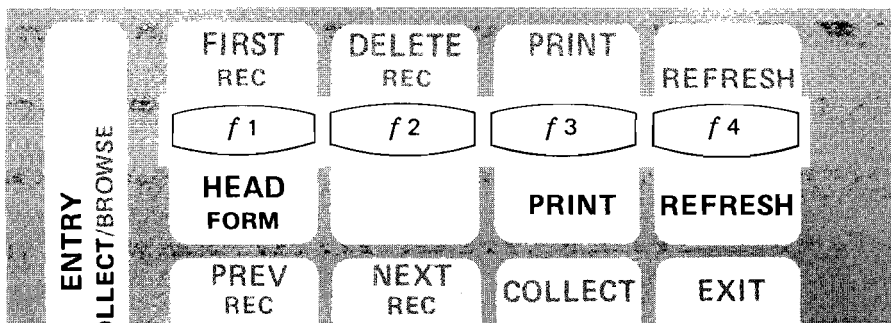
RUNNING ENTRY/ TERMINATING ENTRY

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RUNNING ENTRY

1. **Run the ENTRY program** – In response to the colon displayed by the system, type:

RUN ENTRY.PUB.SYS

and then press RETURN.

2. **Identify your files** – Name the forms file containing the forms to be displayed, and the batch file to hold the entered data. (Ask your supervisor for the file names.) ENTRY first asks for the forms file:

Enter Forms File name and press RETURN:

Type the forms file name and press RETURN. Then ENTRY asks for the batch file name:

Enter Batch File name and press RETURN:

Type the batch file name and press RETURN.

3. **Possible warnings** – ENTRY may display either of the following messages after you enter the batch file name:

WARNING: Forms file recompiled since this batch was created.
Enter "Y" to continue:

WARNING: A different forms file was used to create this batch.
Enter "Y" to continue:

In both cases, first check with your supervisor to make sure you named the correct forms and batch files. If not, press RETURN to redisplay the file requests and then enter the correct file names. If the names are correct, type Y to continue.

TERMINATING ENTRY

1. **Before files are named** – Press RETURN in response to the request for a file name. If only the forms file was requested, ENTRY terminates and the system displays a colon (:). If the batch file was requested, ENTRY displays the first form. You can then exit in the normal way (see step 2 below).
2. **After the files are named** – Press the EXIT key (function key f8).

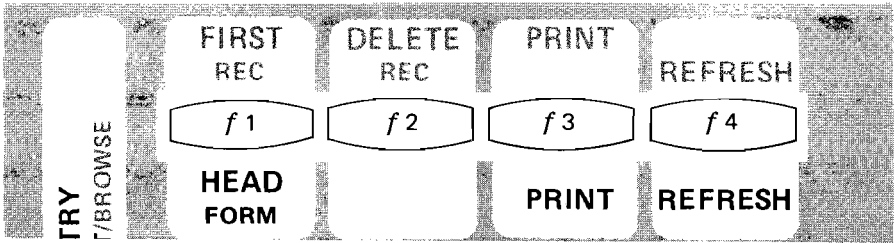
RUNNING ENTRY / TERMINATING ENTRY

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ENTERING DATA

1. Use **block mode** – ENTRY requires block mode. If the terminal displays:

BLOCK MODE/PAGE IS NOW SET

wait for the first form to be displayed. If the terminal displays:

PLEASE DEPRESS THE BLOCK MODE KEY

press down the **BLOCK MODE** key (to latched position) and wait for the first form. (In block mode, you enter data with the **ENTER** key, not with the **RETURN** key.)

2. **Type data into unprotected fields** – You can type data only into certain areas of the screen. These areas, called “unprotected fields”, are usually lighter than the rest of the screen. The rest of the screen is protected from operator entry. When ENTRY displays a form, it positions the cursor (blinking underline) to the beginning of the first unprotected field.



3. **Tab between unprotected fields** – If the data you type fills a field, the cursor goes automatically to the beginning of the next unprotected field. If the data does not fill a field, press the **TAB** key to go to the next unprotected field. Use **TAB** to move forward to subsequent unprotected fields.

To move backward to previous unprotected fields, hold down the **CNTL** key and press **TAB** (except on the 2640B terminal).

To go to the first unprotected field in the form, press the **↶** key to “home” the cursor to the first field, or press **TAB** to go to the last field – the next **TAB** returns to the first field.

4. **Enter data in the form** – To transfer the typed data to the system for editing, press the **ENTER** key. If all the data is accepted, ENTRY writes it as a record to the batch file and displays the next form. If any data is not accepted, ENTRY displays the form again, with the invalid data highlighted, and issues an error message.

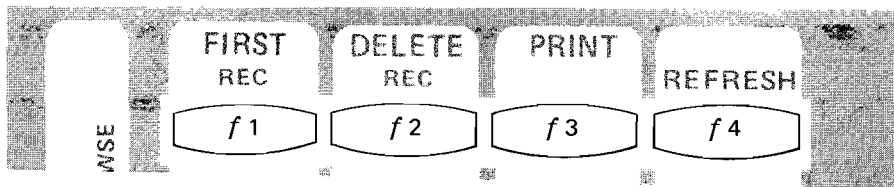
NOTE: *Until you press the ENTER key, you can freely change any data typed into any unprotected fields of the form.*

ENTERING DATA

CORRECTING ERRORS / CONTROLLING FORMS

BROWSING DATA / MODIFYING DATA / DELETING RECORDS

PRINTING FORMS / PRINTING DATA / RECOVERY



CORRECTING ERRORS

1. **Retype incorrect data** – Type the correct data over the incorrect data in a field. Use the SPACE bar to replace a character with a blank, use the DELETE CHAR key to delete a character, or turn on INSERT CHAR to insert characters.
2. **Clear data from fields** – To clear data from a single field, TAB to that field, then hold down CNTL and press CLEAR DSPLY. To clear data from all unprotected fields in the form, press ↶ to “home” the cursor to the first field, and then press CLEAR DSPLY.
3. **Refresh the form** – To redisplay the form as it originally appeared before you typed in any data, press REFRESH (function key f4). This key allows you to start over if you typed a lot of incorrect data, deleted a line, or otherwise spoiled the form.
4. **Enter corrections** – Press ENTER to transfer the data (including corrections) to the system. If all data is accepted, it is written as a record to the batch file and the next form is displayed. If there are still errors, ENTRY displays the form again, highlighting the remaining errors.
5. **Display error messages** – ENTRY displays an error message only for the first field with invalid data (counting from top left of form). If you correct the first field and press ENTER, ENTRY displays an error message for the next field with invalid data, and so on. By correcting one field at a time and pressing ENTER after each correction, you can view all the error messages.



CONTROLLING FORMS

1. **Return to first form** – To display the first form, press HEAD (function key f1).
2. **To stop repeating forms** – Some forms repeat so you can enter new data into the same form. To stop a repeating form and go to the next different form, press NEXT (function key f6).

NOTE: *ENTRY displays a fresh form each time you press ENTER and the data in the current form is accepted. If the new form appears on the screen below the previous form, you can enter data only into the new (appended) form.*

CORRECTING ERRORS / CONTROLLING FORMS

BROWSING DATA / MODIFYING DATA / DELETING RECORDS

PRINTING FORMS / PRINTING DATA / RECOVERY



BROWSING ENTERED DATA

When you enter data in forms (as described under ENTERING DATA) you are operating in "Collect" mode. In Collect mode, each time you press ENTER and the data is accepted, ENTRY writes one record containing this data to the batch file. You can view these records (and modify them as described under MODIFYING ENTERED DATA) only in Browse mode.

1. **Go to Browse mode** – Press the BROWSE key (function key f7). ENTRY displays the last record in the file; the data in this record is shown on the form through which it was entered.
2. **To browse the entire file** – Press the FIRST REC key (function key f1) to display the first record in the file. Then press NEXT REC (function key f6) to view the next record. Continue until ENTRY displays the following message:

There are no more batch records.

3. **To browse backward through the file** – Press PREV REC (function key f5). ENTRY displays the record prior to the record you were viewing. When there are no more previous records, ENTRY displays the following message:

There are no previous batch records.

4. **Return to Collect mode** – Press the COLLECT key (function key f7). ENTRY returns you to Collect mode and displays the next blank form in forms sequence so you can continue entering data where you left off.

NOTE: *The COLLECT and BROWSE keys are physically the same key.*



MODIFYING ENTERED DATA

After data has been written to the batch file, you can modify it in Browse mode.

1. **Go to Browse mode** – Press the BROWSE key (function key f7). ENTRY displays the last record in the file on the form through which you entered the data.
2. **Locate record to be modified** – Browse backward to the desired record with the PREV REC key (function key f5), or forward by pressing FIRST REC (function key f1) followed by NEXT REC (function key f6).
3. **Modify data in record** – Type new data over existing data, as described under CORRECTING ERRORS, and then press ENTER to record the modified data. If the new data is accepted, ENTRY rewrites the record and displays the next record. If the new data contains errors, ENTRY displays the current record again with the errors highlighted so you can correct them.
4. **Clear modified data from record** – Press REFRESH (function key f4) to clear all changed data from the form. The original values in the record are displayed.

DELETING RECORDS

Records can be deleted only in Browse mode.



1. **Go to Browse mode** – If in Collect mode, press BROWSE (function key f7).
2. **Locate record to delete** – Use PREV REC, or the FIRST REC and NEXT REC keys, to locate the record to be deleted.
3. **Delete record** – Press DELETE REC (function key f2) to delete the record displayed on the screen. ENTRY then displays the next sequential record.

NOTE: *No other record can be inserted in the same location as a deleted record; new records are always written to the end of the batch file.*

BROWSING DATA / MODIFYING DATA / DELETING RECORDS

PRINTING FORMS / PRINTING DATA / RECOVERY

PRINTING FORMS

In Collect mode, you can print the form currently displayed on the screen.

1. **Go to Collect mode** — Press COLLECT (function key f7), unless you are already in Collect mode.
2. **Print the form** — When the form you want to print is displayed, press PRINT (function key f3). The form is printed on the line printer. The printed form shows only initial values displayed with the form; data typed by the operator is not printed.

PRINTING DATA

In Browse mode, you can print any record in the batch file.

1. **Go to Browse mode** — Press BROWSE (function key f7), unless you are already in Browse mode.
2. **Locate the record** — Use the PREV REC, or the FIRST REC and NEXT REC keys, to locate the record to be printed.
3. **Print the record** — Press the PRINT key (function key f3). The data in the current record is printed on the line printer as it appears on the form.



RECOVERY

Two situations require a recovery procedure:

- A. **Program termination** — If you press the BREAK key or if there is a system crash, the ENTRY program terminates and you cannot enter data.
- B. **Power failure** — If the power fails or the terminal is disconnected in some way, the current ENTRY form may be disordered when the power is restored.

To recover from either situation:

1. Press the TERMINAL RESET key twice in quick succession. (On a 2640B terminal, unlatch the BLOCK MODE key to return to line mode.)
2. Press RETURN to get the MPE colon prompt.
3. Press the ESC key and then press the colon (:) so the letters you type are echoed on the screen.
4. Type RESUME and then press RETURN. The following message is displayed:

READ PENDING

(On a 2640B terminal, latch the BLOCK MODE key to return to block mode.)

5. Press REFRESH (function key f4). The form on which you were working is redisplayed. In Collect mode, the form is cleared of all operator-entered data; in Browse mode, the original data before modifications is displayed.

NOTE: *In case of a system crash, you must wait until the system is restarted before taking the steps outlined above.*