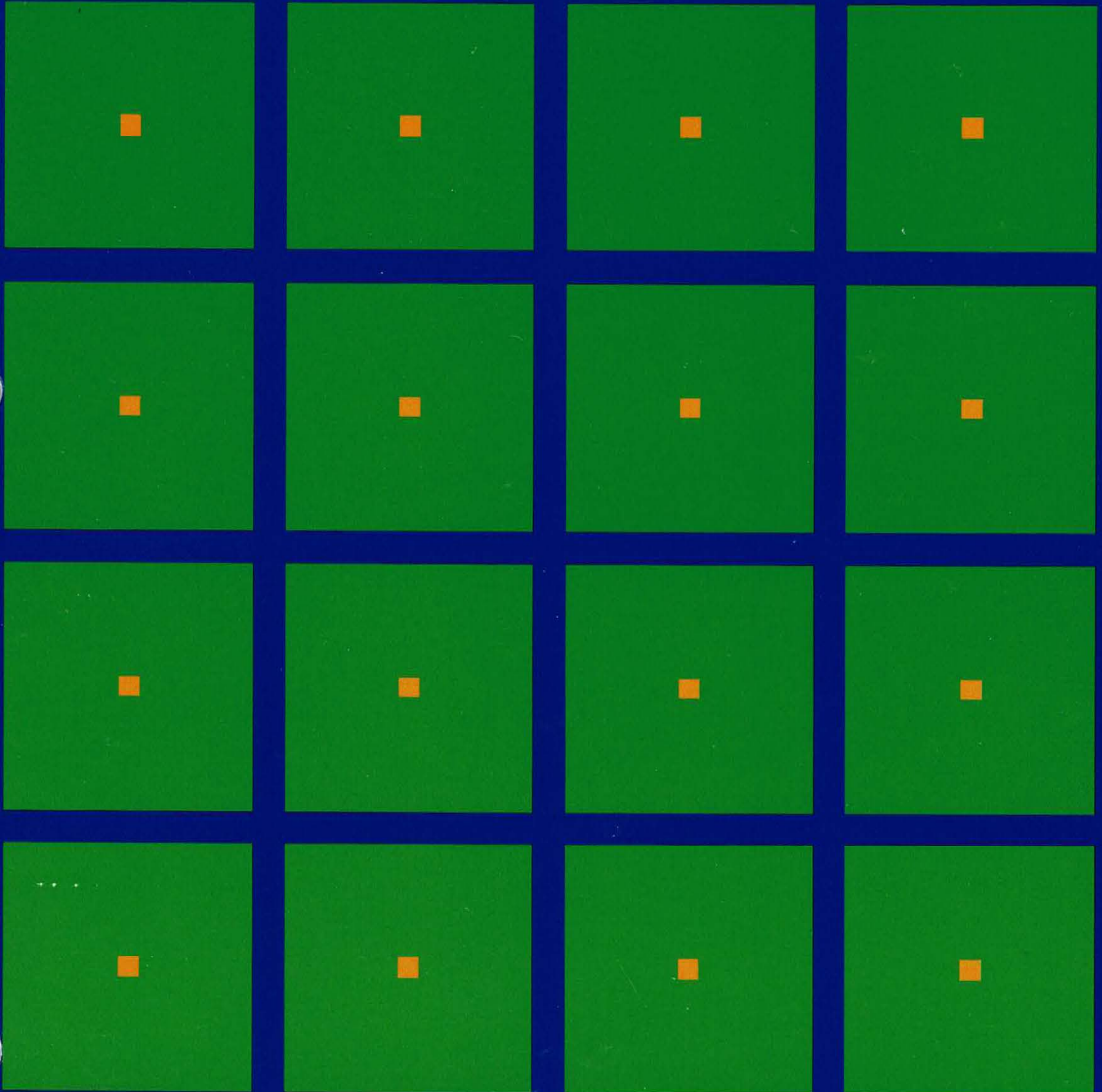
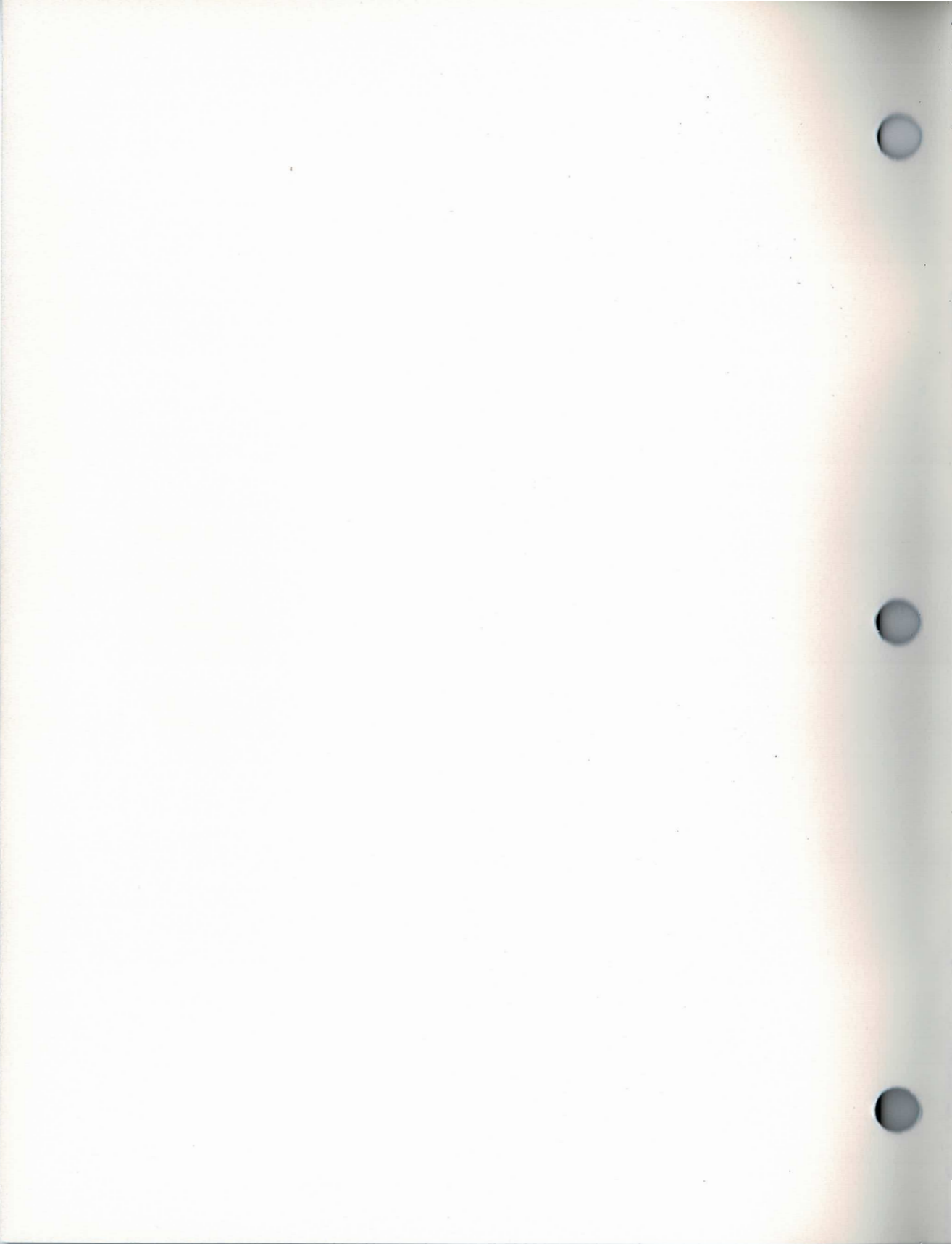


# GRiDMaster User's Guide







# **GRiDMaster User's Guide**

April 1986

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## About This Book

This manual explains how to use GRiDMaster, a software product designed to run on your computer.

---

**What Is GRiDMaster?** The GRiDMaster program performs the function of many office tools, providing a calendar, a to-do list, and an activity scheduler for time management. It also serves as a file folder, card file, organization chart, and calculator for performing often-used business calculations.

In addition, the GRiDMaster program lists ten often-used phone numbers, which you can automatically dial; and ten files or applications, which you can automatically retrieve. Once you have selected a file from this list, you can transfer to other files and immediately return to GRiDMaster whenever you wish.

---

**File Requirements** To use GRiDMaster, the following files must reside under the Programs Subject on an active device, such as an attached hard disk or floppy diskette drive.

<b>Title</b>	<b>Kind</b>
GRiDMaster	Alarm
GRiDMaster	Compass Icons (If you have a GRiD Compass computer)
GRiDMaster	GRiDCase Icons (If you have a GRiDCase or IBM PC computer)
GRiDMaster	Run Organizer
Sound	Device
Executive	Run (You need version 3.1.7 or later of Executive. If you have an earlier version, copy the version supplied on the GRiDMaster diskette to your start-up device.)
GRiDAccess	Run (Optional. You need it to dial phone numbers from GRiDMaster. GRiDAccess must be purchased and installed separately from GRiDMaster; it is not included on the GRiDMaster diskette.)



**Prerequisites** This guide provides reference information on using the GRiDMaster program. To use GRiDMaster, you should be familiar with your computer's keyboard as well as menus, forms, and the procedures for creating and managing files. These elements are described in the *Getting Started* tutorial and in the *GRiD Software* manual.

**Organization of This Manual** The manual is organized as follows:

- The introduction gives an overview of general information you will find helpful when using the program.
- Chapters 1 through 10 contain reference information on each of the GRiDMaster tools.
- Chapter 11 lists the commands that are common to two or more of the GRiDMaster tools. Chapters 1 through 10 refer to the common commands in Chapter 11.

**Books You May Need** You may need to refer to the following books as you use this guide:

- *Getting Started*, for introductory information on the keyboard, menus and forms of your computer, and on creating and handling files.
- *GRiD Software* manual, for reference information on using GRiD software.
- *GRiDAccess User's Guide*, for reference information on using the GRiDAccess program.

**Typographical Conventions** As you read this guide, you should be aware of the following typographical conventions regarding keycaps and the use of the keyboard.

### Keycaps

Keycap labels are in uppercase, just as they appear on your keyboard. Thus, when you see the symbol CODE, you should press the key labeled CODE, rather than type the word "CODE" letter by letter.

### Multi-Key Operations

Throughout this manual you are instructed to perform multi-key operations, such as "press CODE-RETURN." When you see a hyphen between two keycap names, press the keys in the order in which they appear. Press the first key



and, while holding it down, press the next key. Thus, when you read “press CODE-RETURN,” you should press the CODE key and, while holding it down, press and release the RETURN key. When you see hyphens between three keycap names, press the first two keys and, while holding them down, press and release the last key.

**Confirm**

You are instructed both in this manual and in prompts that appear on your computer screen to “confirm” that a form is filled out correctly or that you are ready to go on to the next step of the task at hand. The proper response to a “confirm” request is to press CODE-RETURN.



# Introduction to Application: Overview of GRiDMaster

This overview of GRiDMaster shows you how to create a GRiDMaster file and explains many of the functions provided in GRiDMaster.

**About GRiDMaster** GRiDMaster combines the function of ten office tools all in one application. The tools and their corresponding functions are summarized in Table In-1.

Table In-1. *Summary of GRiDMaster Tools*

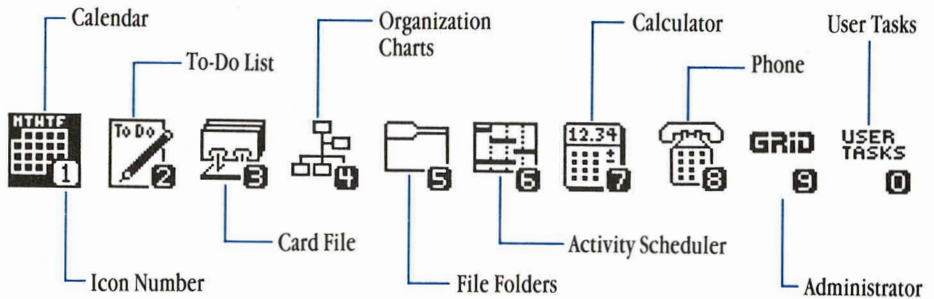
<b>Tool</b>	<b>Function</b>
Calendar	An appointment book. Appointments can be either displayed or printed by date. An alarm will notify you of important events.
To-Do List	A scratch pad where daily tasks or objectives can be written and subsequently displayed or printed out.
Card File	Creates and updates employee information cards, which contain information normally found in most personnel files. From the information you enter in the cards, GRiDMaster can create organization charts, place telephone calls, and print mailing and telephone lists.
Organization Charts	Displays or prints a chart showing the hierarchical location of employees within an organization. The charts are created from the employee information cards created by Card File.
File Folders	A note pad where you can write memos or any other information you want to retain in written form and subsequently print. You can associate a file folder with a specific employee information card, and then directly access the folder from Card File as you view the corresponding card.



<b>Tool</b>	<b>Function</b>
Activity Scheduler	Creates and subsequently displays or prints in graphic form a project schedule showing activities and their corresponding start- and stop-dates.
Calculator	Performs a variety of mathematical functions normally associated with an advanced hand calculator.
Phone	Makes and receives telephone calls through the telephone or handset attached to your computer. The Speed-Dial facilities allow the automatic dialing of up to ten telephone numbers.
Administrator	Sets various options—the time and date, date format, and typeface are examples—associated with the other GRiDMaster tools. Specifies the text, worksheet, database, graph, and other files that you wish to access through User Tasks.
User Tasks	Provides direct access from GRiDMaster to up to ten files in your system that you specify through the Administrator.

Each tool is represented by an “icon,” or pictorial display, at the bottom of your screen (see Figure In-1). A number appears with each icon, indicating the CODE-number combination you must press to get the GRiDMaster tool you want. For instance, the number 7 appearing with the calculator icon informs you that pressing CODE-7 retrieves the calculator.

Figure In-1. Icons Representing the GRiDMaster Tools



**NOTE:** Later if you decide you no longer need to display the icons and you want to save space on the screen, you can turn them off using the Options command found under the Administrator (icon 9). See the Options Command in Chapter 9.

**Using GRiDMaster—Overview** You should follow the steps below the first time you use GRiDMaster.

**To Use GRiDMaster**

1. Create a file with Kind set to "Organizer". Figure In-2 shows a sample file specified in the File form.

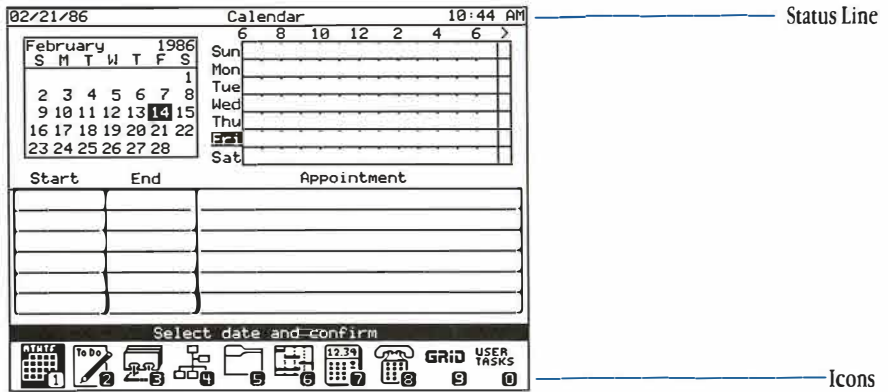
Figure In-2. Organizer File Specified in File Form

Device	Hard Disk
Subject	Personal files
Title	My desktop organizer
Kind	Organizer
Password	<input type="checkbox"/>

Select a file and confirm or press Code-? for help

2. When you retrieve GRiDMaster, the program always displays the Calendar tool (Figure In-3). The highlighted icon at the bottom of the screen and the status line that appears at the top of the screen indicate the tool you are using. When you are viewing a document in one of the GRiDMaster tools, the title of the document appears in the status line.

Figure In-3. *The Calendar Tool.*



If you are an IBM Personal Computer user, you can, at this point set the time and date using the GRiDMaster's Set Time command described in Chapter 9. You can also set the time and date using GRiDManager before entering GRiDMaster.

3. To use a GRiDMaster tool, press the appropriate CODE-number combination. For example, if you want to perform a business calculation, press CODE-7. To write a project schedule, press CODE-6.

**NOTE:** You cannot create an organization chart (CODE-4) directly. GRiDMaster creates them automatically from the information you enter in Card File (CODE-3). See Chapter 3.

Within each GRiDMaster tool (except User Tasks), you can see the available commands and a summary of their functions by pressing CODE-?.

4. Under Administrator (CODE-9) you can define ten *tasks* that automatically retrieve a file or application you specify. You then access these tasks under User Tasks (CODE-0). See the Assign Task command under Administrator in Chapter 9 for details.
5. Using the Transfer Command (CODE-T), you can print out data created in many of the GRiDMaster tools.
6. When you are ready to exit GRiDMaster, press CODE-Q (Quit) or CODE-ESC (Cancel). These commands cause you to exit GRiDMaster and save any changes to your file since it was last updated.



**Creating Documents** You can create documents in Card File, File Folders, and Activity Scheduler.

After selecting one of these three tools, GRiDMaster displays a form to let you specify the name of the document you want to create.

For example, when you select File Folders (by pressing CODE-5), GRiDMaster displays the form shown in Figure In-4. You can then enter the folder title and the name of the file drawer in which to store the folder. These forms vary with each GRiDMaster tool.

Figure In-4. *File Folders Form*

The image shows a screenshot of a form titled 'File Folders Form'. It contains two input fields: 'File drawer' and 'Folder title'. Below these fields is a dark bar with the text 'Edit: Select folder(s) and confirm'.

**Retrieving Documents** You can retrieve a document (employee information card, file folder, organization chart, or activity schedule) in three ways:

- Fill out the form displayed by the GRiDMaster tool and confirm.
 

**NOTE:** For your convenience, when you access a GRiDMaster tool you've used previously, GRiDMaster fills in the first item on the form (Company, File drawer, or Project name) with the previous selection you had used. You can either press RETURN to keep the same item or fill in the form with a different choice.
- Use the Find command (CODE-F) to search for a particular sequence of characters in your document. For more information on using CODE-F, see the Find command (CODE-F) section in Chapter II.
 

**NOTE:** You can use the Wildcard character when filling in the GRiDMaster Document form or Find form. For more information on how to use a Wildcard character, see the Wildcard Command (CODE-W) section in Chapter II.
- Press the CODE-SHIFT-number combination to retrieve related documents on a person. There may be times when you are viewing a document for a particular person in one GRiDMaster tool, and you want to see related documents on that person in other tools. GRiDMaster provides cross-referencing by a person's name among the following

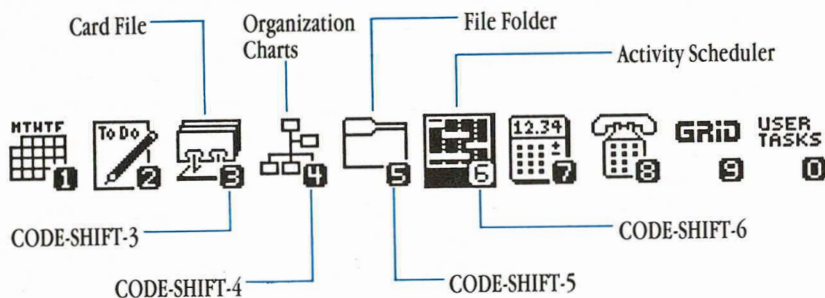
GRiDMaster tools: Card File, Organization Charts, File Folders, and Activity Scheduler (see Figure In-5). You can quickly switch between a person's employee card, company organization chart, file folder, or activity schedule chart by pressing CODE-SHIFT and the icon number of the tool in which the related document is stored.

**NOTE:** To retrieve the activity schedule chart of a particular person from their employee card, organization chart, or file folder, you must assign this person's name to one of the tasks appearing in the schedule (see Properties command under Activity Scheduler). If the person is assigned to several schedules, you can retrieve each additional schedule by confirming.

For the activity scheduler, this quick retrieval works only in one direction. Although you can go from a person's employee card, organization chart, or file folder to the person's associated activity schedule by pressing CODE-SHIFT-6, you cannot go from an activity schedule to other documents on a particular person using the CODE-SHIFT keys because several people may be associated with that activity schedule.

**NOTE:** To allow switching between related documents on the same person, that person's name must be entered identically in all pertinent documents.

Figure In-5. Tools with Related Documents



### Using the CODE-SHIFT Keys—An Example

Using the CODE-SHIFT keys lets you quickly retrieve related documents on a person as the following scenario shows.

Let's say you want to phone a prospective client, John Howard at Data Works. Before calling him you decide to read his file folder to see if there is any current information about him which you should know. To retrieve his folder you press CODE-5. GRiDMaster then displays the File Folders form for you to fill in. You specify John Howard's file folder and confirm.

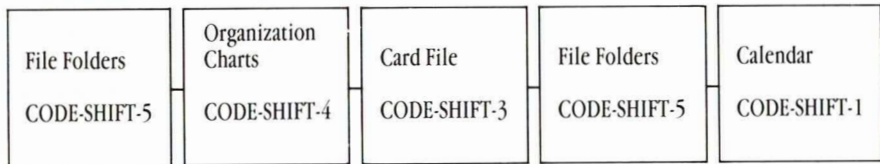
After reading his file folder, you decide to refamiliarize yourself with his company's organization and the employees with whom he is working. Pressing CODE-SHIFT-4 retrieves the organization chart for Data Works, highlighting John Howard's name.

After studying the organization chart you decide to phone John Howard. You press CODE-SHIFT-3 to retrieve his employee information card; an outline surrounds his work number. You phone him by pressing CODE-A and confirming this phone number. Later, while talking to him, you retrieve his file folder again (by pressing CODE-SHIFT-5) and jot down points in the conversation that you want to remember.

At the end of the conversation you schedule a luncheon meeting. You retrieve Calendar (by pressing CODE-1) and enter the meeting time in your GRiDMaster appointment book.

Figure In-6 outlines the steps described in the above scenario.

Figure In-6. *Client Follow-Up Scenario*



### **Saving Documents**

Any changes that you make to your document are automatically saved when you exit it. If you are working on a long document, you should periodically save it by pressing CODE-T (for the Transfer menu) and confirming the first item on the menu (Save This File).

GRiDMaster also automatically saves your document if there has been no keyboard input for approximately one minute. This feature is useful if you are interrupted while working on a document and leave it on the screen without saving it.

---

**Exiting a Document** If you wish to exit the document currently displayed on your screen, confirm or reselect the tool in which the document resides. GRiDMaster displays a form asking for the title of a new document that you wish to retrieve. Note that any changes you make to your document are saved when you exit it.

After exiting your document you can either

- Select a new document and confirm
- Press the appropriate CODE-number to shift to another tool,  
or
- Press CODE-ESC or CODE-Q to exit GRiDMaster.

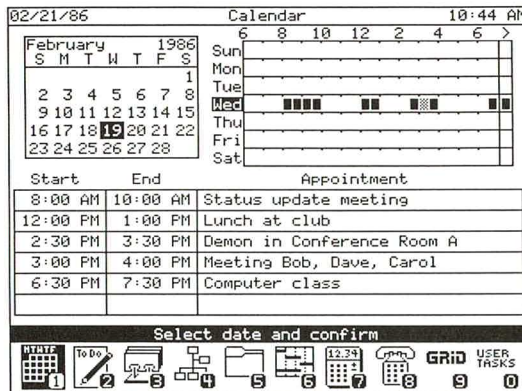


# Chapter 1: The Calendar (CODE-1)

The Calendar lets you keep track of appointments and important events you have scheduled. This tool includes an appointment book (for entering your appointments), a monthly calendar (for selecting the day of the month on which you want to schedule appointments), and a week-at-a-glance calendar (for viewing appointments for that week). With the Calendar you can also set an alarm to notify you of important events.

Whenever you first enter GRiDMaster, Calendar is activated with the current date highlighted on the monthly calendar. A sample Calendar display is shown in Figure 1-1. Note that the highlighted date on the monthly calendar corresponds to the date in the appointment book. The week-at-a-glance calendar shows you all the appointments you have for that week.

Figure 1-1. *Calendar Display*



## Selecting Dates on the Monthly Calendar

You use the monthly calendar to select the date on which you want to schedule appointments in the appointment book. To select a different day of the month, press one of the arrow keys. Pressing CODE-↑ or CODE-↓ moves you by month; pressing CODE-SHIFT-↑ or CODE-SHIFT-↓ moves you by year.

After selecting a date, confirm your selection. The cursor then appears in the appointment book, where you enter your appointment. Thereafter, whenever you wish to return to the monthly calendar, just confirm (press CODE-RETURN).

---

**Scheduling Appointments in the Appointment Book** To schedule an appointment, enter the beginning and ending times of your appointment in the areas marked Start and End.

Describe your appointment in the area marked Appointment (see Figure 1-1). Your description can be as long the space provided and should not exceed more than one line.

If you want to note a special event, such as a birthday or a payday, describe it in the space provided but leave the beginning and ending times blank. Also, if you don't know how long an appointment will last, just give the beginning time. Note that these events won't appear on the week-at-a-glance calendar (Figure 1-1).

### Entering Appointment Times

Initially GRiDMaster is set to display a 12-hour clock, but you can set it to the 24-hour clock used in Europe and by the military. See the Options command as described in Chapter 9 for details.

GRiDMaster assumes a 12-hour time period from 7:00 a.m. to 7:00 p.m. Thus to specify 9:30 a.m. you simply enter the time 9:30; GRiDMaster assumes you mean a.m. To specify 9:30 at night, you need to write 9:30 p.m.

Don't worry about entering your appointments in chronological order. GRiDMaster puts them in chronological order for you whenever you confirm. For on-the-hour appointments, you need enter only the hour. For example, you can type 12 instead of 12:00. Also, whenever you confirm, GRiDMaster will convert an abbreviated time, such as 12, to 12:00.

After scheduling your appointments, confirm, and they will be marked on the week-at-a-glance calendar (Figure 1-1). Any appointments for that week appear on the calendar. If you have scheduled appointments for 7:00 p.m. or later, a mark appears in the last column. Overlapping appointment times are indicated by a shaded area on the calendar.

### Setting the Alarm

You can set an alarm for your appointments with the Properties command (CODE-P). See Properties—CODE-P below for details. After setting the alarm, GRiDMaster notifies you of your appointment by sounding an alarm and/or displaying a message on the screen. The scheduled alarm will go off (if your system is turned on) from within any application; you don't have to be working in your organizer file.

If an alarm should go off when your machine is not powered on, it will go off the next time you turn it on.



**The Calendar Commands** The Commands menu appears when you press CODE-?. This menu displays all the available commands and a summary of their functions.

Figure 1-2 shows you the commands available when you are in the monthly calendar.

Figure 1-2. *The Commands Menu (Viewing the Monthly Calendar)*

```

Calendar overview
Options CODE-O Archiving options
Quit CODE-Q Exit
Transfer CODE-T File handling, printing
Usage CODE-U Show memory and device usage
Cancel CODE-ESC Exit

Commands: Select item and confirm
Version 3.1.7 of GRIDMaster

```

Figure 1-3 shows you the commands available when you are in the appointment book.

Figure 1-3. *The Commands Menu (Viewing the Appointment Book)*

```

Appointment overview
Duplicate CODE-D Duplicate appointments
Erase CODE-E Erase appointments
Insert CODE-I Insert appointments
Move CODE-M Move appointments
Options CODE-O Archiving options
Properties CODE-P Set alarm
Quit CODE-Q Exit
Transfer CODE-T File handling, printing
Usage CODE-U Show memory and device usage
Cancel CODE-ESC Exit

Commands: Select item and confirm
Version 3.1.7 of GRIDMaster

```

All the items in Figures 1-2 and 1-3 (except Options, Properties, and Transfer) are described in Chapter II.

**Options—CODE-O** The Options command (CODE-O) displays the Options form as shown in Figure 1-4. Each item in the form is described below.

Figure 1-4. *The Options Form*

<b>Retain</b>	Discard	Archive
Past appointments	<input type="text" value="Retain"/>	
Discard / Archive after	1 week	
Options: Fill in form and confirm		

### Past Appointments

This option determines whether past appointments are retained, discarded, or archived to a separate file. GRiDMaster stores your appointments in a text file specified under the same Device, Subject, and Title as your organizer file. Make sure you have no other existing text file with the same name, otherwise GRiDMaster will append your appointments to the end of that file. Each time you use GRiDMaster, any appointments over one week or one month old are discarded or archived as determined by the Discard/Archive After option (see below).

Initial setting is Retain. Choices are Retain, Discard, Archive.

### Discard/Archive After

This option determines when your appointments are discarded or archived to a file. You determine whether appointments are discarded or archived by the Past Appointments option (see above).

If you set this option to 1 week, then each time you retrieve GRiDMaster any appointments over one week old are discarded or archived; if you set the item to 1 month, any appointments over one month old are discarded or archived.

Initial setting is 1 week. Choices are 1 week, 1 month.

**Properties—CODE-P** The Properties command (CODE-P) allows you to set an alarm for one or more of the scheduled appointments in your appointment book.

**NOTE:** If you are running GRiDMaster on a GRiDCase Computer from a 3 ½-inch diskette, you must copy the file of Title "GRiDMaster" and Kind "Alarm" to the operating system diskette or the diskette you use to boot with.

### To Set the Alarm

1. Move the cursor to the row containing the appointment for which you wish to set the alarm.
2. Press CODE-P.
3. The following form appears.

Figure 1-5. *Properties Form*

Time	No alarm
Alarm time	No alarm
Alarm mode	Sound and Message
Properties: Fill in form and confirm	

4. Confirm the form after you have set the alarm time.

**NOTE:** You can disable the alarm throughout the entire appointment book. For more information, see the Options Command (CODE-O) under Administrator in Chapter 9.

Each item on the Properties form is described below.

### Alarm Time

This item determines the time at which the alarm sounds for individual appointments. If you wish to set an alarm, select the Time item. The starting time of the appointment for which you are setting the alarm automatically appears in the form. You can keep this alarm time setting or erase it and type in a different one. For example, if you wanted the alarm to remind you of a meeting at 10:30, you might want to replace the alarm time of 10:30 initially appearing in the Properties form with 10:25 to ensure that you get to the meeting on time.

**NOTE:** GRiDMaster stores your alarm times in a file which it automatically creates the first time you set the alarm. The file appears under the Subject "Programs" with the title "GRiDMaster" and Kind "Alarms."

Initial setting is No Alarm. Choices are Time, No Alarm.

## Alarm Mode

This item determines whether GRiDMaster sounds the alarm and/or displays a message on the screen notifying you of your appointments.

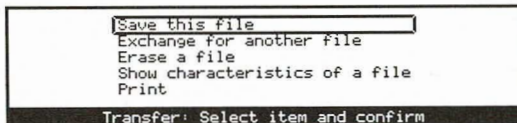
Confirming removes the appointment message from the screen.

Initial setting is Sound and Message. Choices are Sound, Message, Sound and Message.

---

**Transfer—CODE-T** The Transfer command (CODE-T) causes the Transfer menu to appear (Figure 1-6).

Figure 1-6. *The Transfer Menu.*

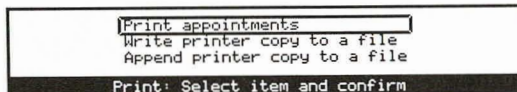


All the items in Figure 1-6 (except Print) are described in alphabetical order under Transfer—CODE-T in Chapter II.

---

**Transfer (Print)—CODE-T** When you select Print and confirm, the Print menu (Figure 1-7) appears.

Figure 1-7. *The Print Menu*



The items in Figure 1-7 (except Print Appointments) are described in alphabetical order under Transfer (Print)—CODE-T in Chapter II.



### Print Appointments

The Print Appointments item lets you print the appointments for any of the days in your appointment book (see Figure 1-8). After confirming the Print item, GRiDMaster will prompt you for the starting and ending dates of the period that you want printed. GRiDMaster initially provides the starting and ending dates of the currently selected week in the monthly calendar. You can keep these dates or erase them and type in different ones. If you want to print your appointments for only one day, give the same starting and ending date.

Figure 1-8. *Printed Appointments*

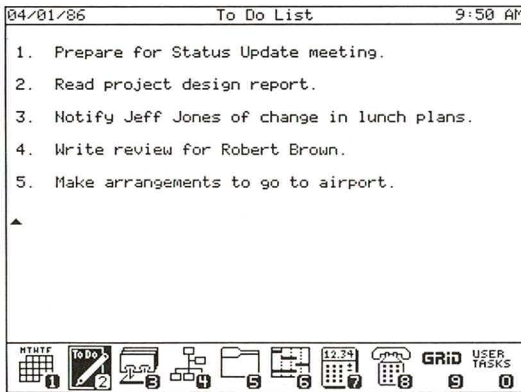
Wednesday February 19, 1986		
8:00 AM	10:00 AM	Status update meeting
12:00 PM	1:00 PM	Lunch at club
2:30 PM	3:30 PM	Demon in Conference Room A
3:00 PM	4:00 PM	Meeting Bob, Dave, Carol
6:30 PM	7:30 PM	Computer class



## Chapter 2: The To-Do List (CODE-2)

The To-Do List lets you create a list (Figure 2-1) in which you record your activities or objectives.

Figure 2-1. *A Sample To-Do List*



---

**Creating a To-Do List** You create a to-do list by pressing CODE-2; GRiDMaster then displays a blank screen and blinking cursor. You can now begin typing in the items on your to-do list.

The to-do list has automatic indentation. This means that the cursor automatically indents when you press RETURN. The cursor indents the same number of spaces that the previous line is indented. This feature is useful for writing short, indented lines of text as in outlines.

---

**The To-Do List Commands** The Commands menu (Figure 2-2) appears when you press CODE-?. This menu displays all the available commands and a summary of their functions.

Figure 2-2. *The To-Do List Commands Menu*

```

To Do List overview
Duplicate CODE-D Duplicate selected text
Erase CODE-E Erase selected text
Move CODE-M Move selected text
Quit CODE-Q Exit
Transfer CODE-T File handling, printing
Usage CODE-U Show memory and device usage
Cancel CODE-ESC Exit

Commands: Select item and confirm
Version 3.1.7 of GridMaster

```

All the items in Figure 2-2 (except Transfer) are described in Chapter 11.

---

**Transfer—CODE-T** The Transfer command (CODE-T) causes the Transfer menu to appear (Figure 2-3).

Figure 2-3. *The Transfer Menu.*

```

Save this file
Exchange for another file
Include text file into To Do list
Write To Do list to a file
Append To Do list to a file
Erase a file
Show characteristics of a file
Print

Transfer: Select item and confirm

```

All the items in Figure 2-3 (except Print) are described in alphabetical order under Transfer—CODE-T in Chapter 11.

---

**Transfer (Print)—CODE-T** When you select Print and confirm, the Print menu (Figure 2-4) appears.

Figure 2-4. *The Print Menu*

```

Print To Do list
Write printer copy to a file
Append printer copy to a file

Print: Select item and confirm

```

All the items in Figure 2-4 (except Print To-Do List) are described under Transfer (Print)—CODE-T in Chapter 11.

**Print To-Do List**

The Print To-Do List item prints out your to-do list in the same format as it appears on your screen. The title "To Do List" appears at the top of the page.





## Chapter 3: The Card File (CODE-3)

Card File lets you create employee information cards (see Figure 3-1) on company employees. Each card contains an entry space for the employee's work and home phone numbers, address, manager's name, and job title. Two lines are provided for entering comments about an employee.

With the Card File you can phone an employee by selecting one of the phone numbers appearing on the information card. Also, GRiDMaster uses the data from all the existing employee cards for a particular company to produce an organization chart.

Figure 3-1. *A Sample Employee Information Card*

The screenshot shows a window titled "Data Works: Howard, John" with a date of "04/01/86" and time of "10:01 AM". The main area contains a form with the following fields and values:

Work number (1)	765-4321
Work number (2)	x522
Home number	
Title	Director, Sales
Address	12345 Main St.
Address	
City	Mt. View
State	CA
ZIP Code	94041
Country	
Manager	Brown, Jean
Comments	
Comments	

Below the form is a status bar with the text "Confirm to select another card" and a row of icons including a keyboard, a pencil, a printer, a folder, a calendar, a phone, and a "GRID USER TASKS" button.

**Creating an Employee Information Card** You create an employee information card by pressing CODE-3; GRiDMaster then displays the Card File form (Figure 3-2) asking for the name of the company and employee for whom you are filling out the card. When filling in the employee name, specify the last name followed by a comma, a space, and then the first name or initials. For example,

Jones, Albert

**NOTE:** You can enter names in any format you wish. GRiDMaster alphabetizes the names starting from the leftmost character entered. The last name first system is recommended only because it is the standard method of alphabetizing names. To allow switching between related documents on the same person, a person's name must be entered identically in all pertinent documents.

The last few lines of the form (comment fields) are not visible until you move the outline down to the bottom of the form using the ↓ key.

Figure 3-2. *Card File Form*



The image shows a screenshot of a software interface. At the top, there is a text input field with the label 'Company Name' to its left. Below the input field, there is a dark horizontal bar containing the text 'Edit: Select card(s) and confirm' in white.

After you fill in the Card File form and confirm, you must confirm once more to create a new card. GRiDMaster then displays a blank information card for you to fill in.

To avoid filling in the Card File form each time, you can create an employee card using the Create Multiple Cards command (see description below).

**NOTE:** You can print employee information cards or produce mailing labels and a company phone list from them. See the Transfer—CODE-T command below for details.

---

**Retrieving an Employee Information Card** To retrieve an employee information card, either fill in the Card File form (see Figure 3-2) or use the Find command, as described in Chapter 11. Also, you can retrieve an information card by pressing CODE-SHIFT-3 instead of CODE-3. For more information, see the Retrieving Documents section in Chapter 1.

**NOTE:** To exit viewing a card, confirm or press CODE-3. GRiDMaster then displays the Card File form to let you select another card.

---

**Phoning a Number on the Information Card** You can phone a telephone number appearing on an employee's information card. You can also make telephone calls from Phone (CODE-8). Before phoning the first number you must complete several prerequisites. See the section Making a Phone Call in Chapter 8.

The steps below describe how to phone an employee listed in Card File.

#### **To Phone an Employee**

1. Select the information card of the employee you wish to call.
2. Use the arrow key to select the number you wish to dial.
3. Press CODE-A. The Idle menu appears.

See the steps list “To Dial a Number” in Chapter 8, that describes the procedures used to dial a number.

### Creating an Organization Chart from the Information Cards GRiD-

Master uses the information you enter on an employee card to create an organization chart for the employee’s company. You can view the chart in Organization Charts (CODE-4). The location of the employee’s name on the chart is determined by the entry in the Manager item on the employee’s card. If you create other employees’ cards for this company, their names will also appear on the organization chart.

To view a company’s organization chart, a card must exist for the person at the top of the chart. To identify the top person, leave the Manager item blank on his or her information card. Any additional employee information cards must indicate the employee’s manager who in turn must be in the organization chart.

For information on viewing organization charts, see the section If You Can’t View Your Organization Chart in Chapter 4.

**NOTE:** Erasing an employee information card removes the employee’s name from the associated organization chart. If you erase all the employee information cards, you can no longer view the organization chart.

### The Card File Commands

The Commands menu appears when you press CODE-?. This menu displays all the available commands and a summary of their functions.

Figure 3-3 shows you the commands available when you are not viewing an information card.

Figure 3-3. *The Card File Commands Menu (Not Viewing a Card)*

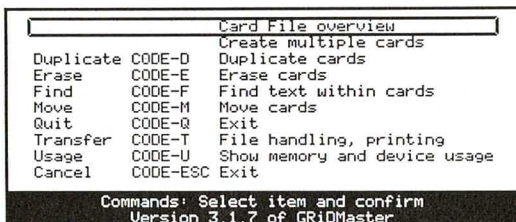




Figure 3-4. shows you the commands available when you are viewing an information card.

Figure 3-4 *The Card File Commands Menu (Viewing a Card)*

Card File overview	
Properties	CODE-P Staff position
Quit	CODE-Q Exit
Transfer	CODE-T File handling, printing
Usage	CODE-U Show memory and device usage
Cancel	CODE-ESC Exit

Commands: Select item and confirm  
Version 3.1.7 of GRiDMaster

All the items in Figures 3-3 and 3-4 (except Create Multiple Cards, Properties, and Transfer) are described in Chapter 11.

**Create Multiple Cards—CODE-?** The Create Multiple Cards command lets you create multiple employee information cards, eliminating the need to fill in the Card File form each time. After confirming this command, GRiDMaster displays a blank information card with space for entering the company and employee name (Figure 3-5).

Figure 3-5. *Information Card When Using the Create Multiple Cards Command*

Card File	
Company	
Name	
Work number (1)	
Work number (2)	
Home number	
Title	
Address	
Address	
City	
State	
ZIP Code	
Country	
Manager	
Comments	
Comments	

Confirm for next blank card

After filling in the card, confirm; GRiDMaster then displays another blank card for you to fill out. This process continues until you confirm an empty card or press CODE-3, which causes GRiDMaster to display the Card File form.



**NOTE:** When you create an employee information card, GRiDMaster uses this information to create an organization chart for that employee's company. You can view the organization chart by selecting Organization Charts (press CODE-4). For more information, see the above section, "Creating an Organization Chart from the Information Cards."

**Properties—CODE-P** The Properties command lets you specify whether or not an employee is a member of the staff, for example, secretaries or other support personnel. When you specify staff, this is reflected in the associated company organization chart by a position below and to the right of the employee's manager (see Chapter 4). Pressing CODE-P displays the Properties form as shown in Figure 3-6.

Initial Setting is No. Choices are Yes, No.

Figure 3-6. *The Properties Form.*

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Staff position	<input type="text" value="No"/>		
Properties: Fill in form and confirm			

**Transfer—CODE-T** The Transfer command (CODE-T) causes the Transfer menu to appear (Figure 3-7).

Figure 3-7. *The Transfer Menu.*

Save this file	<input type="text"/>
Exchange for another file	
Erase a file	
Show characteristics of a file	
Print phone lists	
Print mailing labels	
Print cards	
Transfer: Select item and confirm	

All the items in Figure 3-7 (except Print Card File, Print Mailing Labels, and Print Phone List) are described in alphabetical order under Transfer—CODE-T in Chapter II.

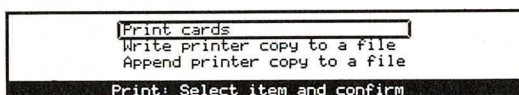
---

## Transfer (Print Card File, Mailing Labels or Phone List)— CODE-T

When you select one of the above Print items and confirm, the Print menu (Figure 3-8) appears.

**NOTE:** The item Print Cards on the Print menu is used to print data from more than one information card and appears when you are not currently viewing a card on your screen. When you are viewing a single card, the item Print This Card appears on the menu.

Figure 3-8. *The Print Menu*

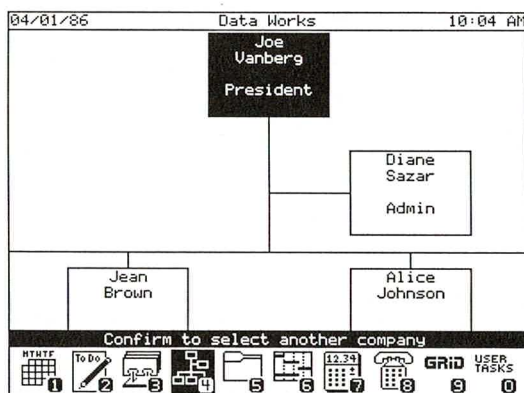


All items in Figure 3-8 are described in alphabetical order under Transfer (Print)—CODE-T in Chapter 11.

## Chapter 4: The Organization Charts (CODE-4)

Organization Charts lets you view charts (see Figure 4-1) showing the organization of employees in a company. These charts are created from data you enter in the employee information cards. For more information, see Chapter 3, The Card File (CODE-3).

Figure 4-1. *A Sample Organization Chart*



**Viewing an Organization Chart** To view a company's organization chart, press CODE-4; GRiDMaster then displays the Organization Charts form (Figure 4-2) where you specify the name of the company. After you fill in the Organization Charts form and confirm, GRiDMaster displays a chart similar to the one shown in Figure 4-1.

**NOTE:** Diane Sazar, whose name appears on the chart, is a member of the clerical staff. Her position was specified by setting the Properties form to Yes when filling out her employee information card under Card File (CODE-3).

Figure 4-2. *Organization Charts Form*

Company

Select company: Fill in form and confirm

To add more names to the chart, create an employee information card for each additional employee. You cannot add additional names directly to the organization chart.

**Moving About the Organization Chart** You can move about the organization chart by pressing one of the arrow keys. When you have an employee's name highlighted on the screen, pressing  $\uparrow$  moves you to that employee's manager. When the manager's name is highlighted, pressing  $\downarrow$  moves you to the employee on the level directly below the manager. When there is more than one employee on a level, pressing  $\leftarrow$  or  $\rightarrow$  moves you to the employee to the left or right of the highlighted employee.

Remember that you can instantly retrieve a highlighted employee's information card or file folder by pressing CODE-SHIFT-3 or CODE-SHIFT-5, respectively. For more information, see the section Retrieving Documents in Chapter 1.

### If You Can't View Your Organization Chart

You may not be able to view an organization chart for one of two reasons:

- You did not identify the person whom you want to appear at the top of the organization chart. If so, then GRiDMaster displays the following message:

```
11054: Top-Level Manager Not Defined
```

If you receive this message, you need to review your employee information cards to determine which card(s) is causing the problem.

For GRiDMaster to draw an organization chart for a company, you must specify the person that you want to appear in the top managerial position on the chart. For example, if you filled out employee cards for employees in different divisions of a company and you did not specify the manager across these divisions, GRiDMaster would not know how to connect these groups together in the chart.

To identify the person at the top in the organization chart, leave the Manager entry space blank in this employee's information card.

- You created an employee information card for an employee, but GRiDMaster does not know where to fit this employee into the organization chart. If so then GRiDMaster displays the following message and menu:

```

┌───────────────────────────────────────────────────────────────────────────────────┐
│ Draw organization chart ignoring extra people  

│ Edit the card of the first extra person  

└───────────────────────────────────────────────────────────────────────────────────┘
People were found who weren't in the chart

```



For example, if you fill out an employee card for Bob Smith and designate Susan Carson as his manager, but there is no card for Susan Carson, then GRiDMaster does not know how Bob Smith fits in the organization since his manager is missing.

Not identifying an employee's manager when filling out an employee information card presents the same problem.

Choosing the first item on the menu "Draw organization chart ignoring extra people" lets you display the chart with the information as provided. If you choose the item "Edit the card of the first extra person," GRiDMaster does not try to display the organization chart but instead retrieves the employee information card of the first person that it could not fit into the organization chart.

---

**Erasing an Organization Chart** To erase a company's organization chart, you must erase all the employee information cards belonging to the company. To remove specific employees' names from the chart, erase their respective information cards.

---

**Retrieving an Organization Chart** To retrieve an organization chart, you can either fill in the Organization Charts form (see Figure 4-2) or use the Find command, as described in Chapter II. You can also retrieve an organization chart by pressing CODE-SHIFT-4 instead of CODE-4. For more information, see the section Retrieving Documents in Chapter I.

**NOTE:** To exit viewing an organization chart, confirm or press CODE-4. GRiDMaster then displays the Organization Charts form to let you select another chart.

---

**The Organization Charts Commands** The Commands menu appears when you press CODE-?. This menu displays all the available commands and a summary of their functions.

Figure 4-3 shows you the commands available when you are not viewing an organization chart.



Figure 4-3. *The Organization Charts Commands Menu (Not Viewing a Chart)*

```

Organization charts overview
Find      CODE-F  Find specified text
Quit     CODE-Q  Exit
Transfer  CODE-T  File handling, printing
Usage    CODE-U  Show memory and device usage
Cancel   CODE-ESC Exit

Commands: Select item and confirm
Version 3.1.7 of GRIDMaster

```

Figure 4-4 shows you the commands available when you are viewing an organization chart.

Figure 4-4. *The Organization Charts Commands Menu (Viewing a Chart)*

```

Organization chart overview
Quit     CODE-Q  Exit
Transfer  CODE-T  File handling, printing
Usage    CODE-U  Show memory and device usage
Zoom     CODE-Z  Zoom view in and out
Cancel   CODE-ESC Exit

Commands: Select item and confirm
Version 3.1.7 of GRIDMaster

```

All the items in Figures 4-3 and 4-4 (except Transfer and Zoom) are described in Chapter II.

---

**Transfer—CODE-T** The Transfer command (CODE-T) causes the Transfer menu to appear (Figure 4-5).

Figure 4-5. *The Transfer Menu.*

```

Save this file
Exchange for another file
Erase a file
Show characteristics of a file
Print

Transfer: Select item and confirm

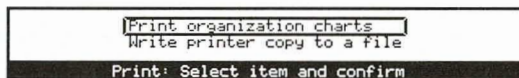
```

All the items in Figure 4-5 (except Print) are described in alphabetical order under Transfer—CODE-T in Chapter II.

**Transfer (Print)—CODE-T** When you select Print and confirm, the Print menu (Figure 4-6) appears.

**NOTE:** The item Print Organization Charts on the Print menu is used to print more than one organization chart and appears when you are not currently viewing an organization chart on your screen. When you are viewing an organization chart, the item Print This Organization Chart appears on the menu.

Figure 4-6. *The Print Menu*



The items in Figure 4-6 are described in alphabetical order under Transfer (Print)—CODE-T in Chapter II. You can set the printing options of individual organization charts using the Set Printing Options for this Organization Chart item (see below). This item only appears when viewing a single organization chart.

### **Set Printing Options for this Organizational Chart**

The Set Printing Options for this Organizational Chart item determines the format and appearance of your organization chart when you print it or write it using one of the following items on the Print menu:

- Print Organization Charts
- Print This Organization Chart
- Write Printer Copy to a File

Note that GRiDMaster automatically prints your chart across the length of the paper. No page breaks are included, so if the chart does not fit on a page, GRiDMaster extends the chart onto the next page. It also prints the company name, or any other title, at the top of your chart. For instructions, see the Print Options form below.

When you select the Set Printing Options for This Organization Chart item and confirm, the Print Options form appears on the screen (see Figure 4-7).

Figure 4-7. *The Print Options Form*

System-wide	Built-in	GRiD 53	GRiD 64	GRiD 80
Typeface	System-wide			
Heading	Company name			
Print options: Fill in form and confirm				

Each item on the form is explained below.

**Typeface** This item lets you select the type font used when printing out your organization chart. The settings correspond to font files that reside in the "Programs" Subject and whose Kind is set to "Font." The initial setting is System-wide. This setting is determined by the Typeface setting in the GRiDManager Options form. Other sample type fonts are shown in Figure 4-8.

Figure 4-8. *Sample Type Fonts*

TypeGRiD4x8
TypeGRiD5x8
TypeGRiD6x8
TypeGRiD8x14
TypeExpand12x8
TypeBlock9x12

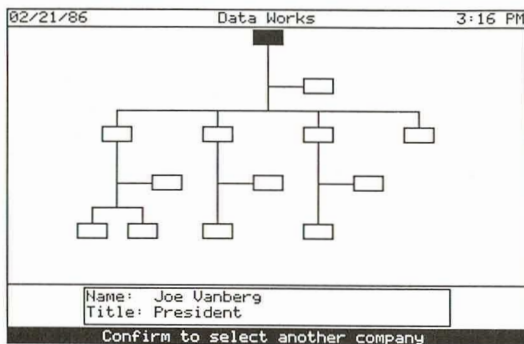
**Heading** This item lets you display a heading which appears at the top of your chart. The default heading is the company name. You can specify as many characters as will fit across your paper (to a maximum of 80). This length varies according to what type font you are using.

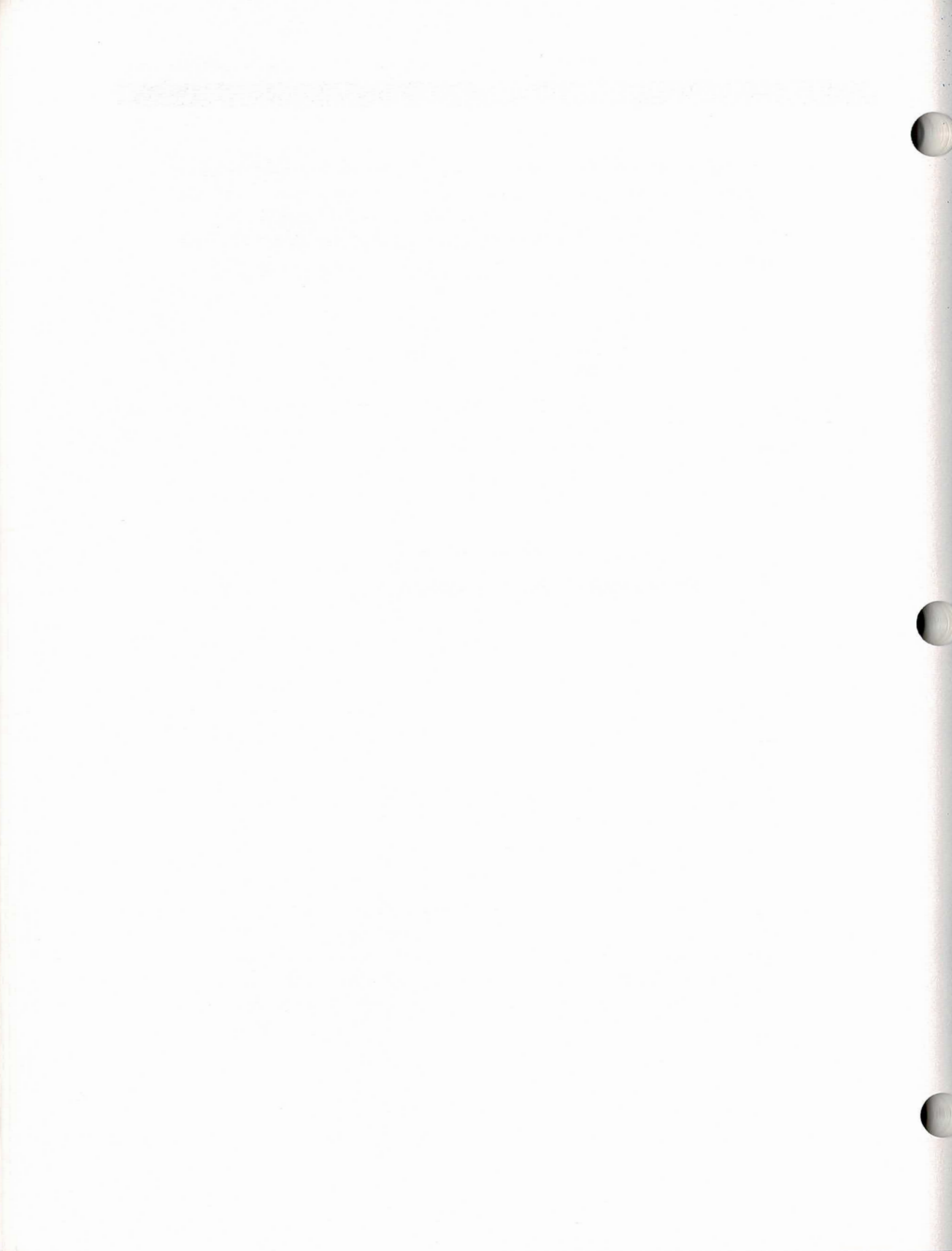
---

**Zoom—CODE-Z** The Zoom (CODE-Z) command reduces an organization chart, making a larger portion of the chart visible on your screen. Pressing CODE-Z causes the organization chart to alternately zoom down and zoom up. Figure 4-9 shows a reduced version, created with CODE-Z, of the chart shown in Figure 4-1.

The name and title of the currently highlighted employee on the chart appears in the box on the bottom of the screen. If you move to another employee on the chart, that employee's name and corresponding title appears in the box. To see the enlarged version of the organization chart again, press CODE-Z.

Figure 4-9. Using the Zoom Command







## Chapter 5: The File Folders (CODE-5)

File Folders lets you create and store file folders (Figure 5-1) containing brief notes you normally jot down on a scratch pad, remarks you write on a yellow sticker, or even business correspondence you type on your typewriter.

Figure 5-1. *A Sample File Folder*

04/01/86 Data Works: Howard, John 10:09 AM

John has been with Data Works for 4 years.

Aggressive, drives a hard bargain, but fair-minded.

Holds considerable influence with his manager, Jean Brown (UP, Sales).

Interests: International trade and politics.

Status: Married with 3 children.

Confirm to select another folder

HTYPE To do [grid] [document] [tree] [screen] [calendar] [clock] [phone] GRID USER TASKS

**Creating a File Folder** You create a file folder by pressing CODE-5; GRiDMaster then displays the File Folders form (Figure 5-2) asking for the file drawer name under which to store your file folder, and the title of your file folder.

Figure 5-2. *File Folders Form*

File drawer

Folder title

Edit: Select folder(s) and confirm

After filling in the File Folders form and confirming, you must confirm once more to create a new folder. GRiDMaster then displays a blank screen and blinking cursor. You can now begin typing text in your file folder.

The file folders have automatic indentation. This means that the cursor automatically indents when you press RETURN. The cursor indents the same number of spaces that the previous line is indented. This feature is useful for writing short, indented lines of text as in outlines.

---

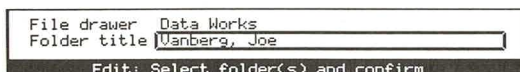
## Creating a File Folder for an Employee Listed in Your Card File

If you wish, you can create a file folder associated with each employee listed in your card file. GRiDMaster provides cross-referencing by a person's name among Card File, Organization Charts, File Folders, and Activity Scheduler. Using the CODE-SHIFT keys, you can quickly switch between related documents on a particular person in these tools. For further information, see the section Retrieving Documents in Chapter 1.

To create a file folder associated with an employee listed in your card file, enter the company name in the File Drawer item and the name of the employee in the Folder Title item as shown in Figure 5-3.

Make sure that the format of the names on the employee information card and the folder are the same.

Figure 5-3. *Creating a File Folder for Joe Vanberg*



The screenshot shows a form with two input fields. The first field is labeled 'File drawer' and contains the text 'Data Works'. The second field is labeled 'Folder title' and contains the text 'Vanberg, Joe'. Below the fields is a dark bar with the text 'Edit: Select folder(s) and confirm'.

---

**Retrieving a File Folder** To retrieve a file folder, either fill in the File Folders form (see Figure 5-2) or use the Find command, as described in Chapter 11. Also, you can retrieve a file folder by pressing CODE-SHIFT-5 instead of CODE-5 as explained in the above section Creating a File Folder for an Employee Listed in Your Card File.

**NOTE:** To exit viewing a folder, confirm or press CODE-5. GRiDMaster then displays the File Folders form to let you select another file folder.

---

**The File Folder Commands** The Commands menu appears when you press CODE-?. This menu displays all the available commands and a summary of their functions.

Figure 5-4 shows you the commands available when you are not viewing a file folder.

Figure 5-4. *The File Folders Commands Menu (Not Viewing a Folder)*

```

File folders overview
Duplicate CODE-D Duplicate folders
Erase CODE-E Erase folders
Find CODE-F Find text within folders
Move CODE-M Move folders
Quit CODE-Q Exit
Transfer CODE-T File handling, printing
Usage CODE-U Show memory and device usage
Cancel CODE-ESC Exit

Commands: Select item and confirm
Version 3.1.7 of GRiDMaster

```

Figure 5-5 shows you the commands available when you are viewing a file folder.

Figure 5-5. *The File Folders Commands Menu (Viewing a Folder)*

```

File folders overview
Duplicate CODE-D Duplicate selected text
Erase CODE-E Erase selected text
Move CODE-M Move selected text
Quit CODE-Q Exit
Transfer CODE-T File handling, printing
Usage CODE-U Show memory and device usage
Cancel CODE-ESC Exit

Commands: Select item and confirm
Version 3.1.7 of GRiDMaster

```

All the items in Figures 5-4 and 5-5 (except Transfer) are described in Chapter II.

---

**Transfer—CODE-T** The Transfer command (CODE-T) causes the Transfer menu to appear.

Figure 5-6 shows you the Transfer menu that appears when you are not viewing a file folder.

Figure 5-6. *The Transfer Menu (Not Viewing a Folder)*

```

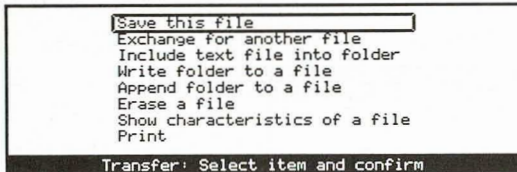
Save this file
Exchange for another file
Erase a file
Show characteristics of a file
Print

Transfer: Select item and confirm

```

Figure 5-7 shows you the Transfer menu that appears when you are viewing a file folder.

Figure 5-7. *The Transfer Menu (Viewing a Folder)*



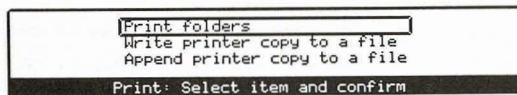
All the items in Figure 5-6 and 5-7 (except Print) are described in alphabetical order under Transfer—CODE-T in Chapter 11.

---

**Transfer (Print)—CODE-T** When you select Print and confirm, the Print menu (Figure 5-8) appears.

**NOTE:** The item Print Folders on the Print menu is used to print more than one file folder and appears when you are not currently viewing a folder on your screen. When you are viewing a single folder, the item Print This Folder appears on the menu.

Figure 5-8. *The Print Menu*



All the items in Figure 5-8 are described under Transfer (Print)—CODE-T in Chapter 11.



# Chapter 6: The Activity Scheduler (CODE-6)

Activity Scheduler lets you create an activity schedule showing all the tasks needed to complete a project. This tool includes a table for entering your tasks and a chart for viewing this data graphically (Figure 6-1).

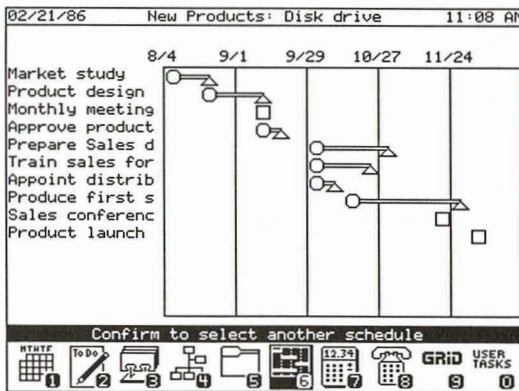
Figure 6-1. Activity Schedule Table and Chart

02/21/86 New Products: Disk drive 11:06 AM		
Task	Start	End
Market study	08/06/86	2
Product design		3
Monthly meeting	09/10/86	
Approve product design		1
Prepare Sales documents	10/05/86	4
Train sales force	10/05/86	3
Appoint distributors	10/05/86	1
Produce first stocks	1	6
Sales conference	11/19/86	
Product launch	12/05/86	

Percent complete

Responsible person

Properties: Fill in form and confirm



## Schedule Chart Key

- Specifies beginning time
- △ Specifies ending time
- Specifies milestone



You create an activity schedule by pressing CODE-6; GRiDMaster then displays the Activity Scheduler form (Figure 6-2) asking for the project name and the name of your schedule.

Figure 6-2. *Activity Scheduler Form*

The image shows a screenshot of a software form. At the top, there are two text input fields. The first is labeled 'Project name' and the second is labeled 'Schedule name'. Below these fields is a button with the text 'Edit: Select schedule(s) and confirm'.

After you fill in the Activity Scheduler form and confirm, you must confirm once more to create a new schedule. GRiDMaster then displays the schedule table.

---

**Filling in the Schedule Table** The Schedule table has columns that let you specify a task and its starting and ending dates. Each task description should not exceed one line. Note that you can specify what percentage of the task is complete by using the Properties (CODE-P) command. See the Properties command (CODE-P) below for details.

### **Specifying the Person Responsible for a Task**

You can (using the Properties command) specify the person responsible for a task.

Once you have specified a responsible person, you can then, by pressing CODE-SHIFT-6, automatically retrieve the schedule from the person's information card, file folder, or organization chart. This quick retrieval only works one way. You cannot go from an activity schedule to other documents on a particular person using the CODE-SHIFT keys because there may be several people associated with an activity schedule. For further information, see the section Retrieving Documents in Chapter 1.

### **Entering Your Dates**

To enter a date use the following format: 2/14/86. You can enter dates in alternate formats using the Options command described in Chapter 9. If you do not specify a year, GRiDMaster places the current year in the schedule table the next time it redraws the table.

When entering the starting and ending dates, either specify the dates on which a task starts and ends or specify a start date and a relative duration. For example, you could specify a task beginning on 12/10/84 and ending on 12/16/84, or you could specify a beginning date of 12/10/84 and an ending date of 7. The 7 stands for one week. You can have the 1 signify one day by changing the setting of the Options form. See Options—CODE-O below for more details.

You can also delay the start of a task by a specific number of weeks (or days) by entering a relative delay for the start date. The task is delayed the specified number of weeks (or days) from the previous task's ending date. If the task is the first one in the schedule table, the task is delayed starting from the current date.

For example, you could specify a task with a starting date of 2 and an ending date of 4. If the previous task ended on 3/1/85, then the current task would be scheduled to start two weeks after 3/1/85 and would continue for four weeks. You can have the relative delays specify weeks or days, depending on the setting of the Options form.

**NOTE:** If you do not specify the first starting date in the schedule table, GRiDMaster assumes it is the Monday of the current week. Thereafter, if you do not specify a starting date, GRiDMaster assumes it is the first weekday (not Saturday or Sunday) after the previous task's ending date.

To specify a significant key event or "milestone" that is floating (i.e. depends on the previous task's ending date) leave the starting date on the schedule table blank (or enter a relative delay) and enter 0 for the ending date. To specify a milestone on a fixed date, enter that date for the starting date and enter 0 or nothing for the ending date.

You can enter comments in the schedule table by leaving both the starting and ending dates blank.

### Displaying All Dates in Your Schedule Table

If you have entered any ending dates as relative durations, any starting dates as relative delays, or left any dates blank, you can have GRiDMaster convert these dates and display them as exact dates in the table by setting the Display All Dates item in the Options form to Yes. Figure 6-3 shows you how the above schedule table (Figure 6-1) appears when you display all the dates.

**NOTE:** You cannot modify your dates after setting the Display All Dates item to Yes. If you wish to change them, set the Display All Dates item back to No and then make your changes.

Figure 6-3. *Displaying All Dates on the Schedule Table*

02/21/86 New Products: Disk drive 11:18 AM		
Task	Start	End
Market study	08/06/86	08/19/86
Product design	08/20/86	09/09/86
Monthly meeting	09/10/86	09/10/86
Approve product design	09/11/86	09/17/86
Prepare Sales documents	10/05/86	11/01/86
Train sales force	10/05/86	10/25/86
Appoint distributors	10/05/86	10/11/86
Produce first stocks	10/19/86	11/29/86
Sales conference	11/19/86	11/19/86
Product launch	12/05/86	12/05/86

Confirm to select another schedule

**Displaying the Schedule Chart** To display the schedule chart, (Figure 6-1), press CODE-G. If you wish to return to the schedule table, press ESC. Use the arrow keys to scroll through the chart. (You can also use CODE-Arrow to scroll one screen at a time or CODE-SHIFT-Arrow to scroll to the chart's limits.) Note that the first date appearing at the left of the chart is the Monday of the current week.

The Schedule Chart is initially divided into columns representing periods of four weeks. You can change it so that each column represents a period of a week using Display All Dates under the Options (CODE-O) command as described later in this chapter. The filled-in area between the starting and ending dates represents that percentage of the task that is complete. If a task is 50% complete, then 50% of the area between the starting and ending dates is filled in. Specify these percentages using Properties—CODE-P (see description following).

**Retrieving Your Activity Schedule** To retrieve your activity schedule table or chart, either fill in the Activity Scheduler form (see Figure 6-2) or use the Find command (see Chapter 11). Note that if you select an already existing schedule, GRiDMaster displays the schedule chart. Pressing ESC displays the table. To see the chart again, press CODE-G (for Graph). You can also retrieve a schedule by pressing CODE-SHIFT-6 instead of CODE-6 as explained in the section Retrieving Documents in Chapter 1.

**NOTE:** To exit viewing a schedule, confirm or press CODE-6. GRiDMaster then displays the Activity Scheduler form to let you select another schedule.

**The Activity Scheduler Commands** The Commands menu appears when you press CODE-?. This menu displays all the available commands and a summary of their functions.

Figure 6-4 shows you the commands available when you are not viewing a schedule chart or table and press CODE-?.

Figure 6-4. *The Activity Scheduler Commands Menu (Not Viewing a Chart or Table)*

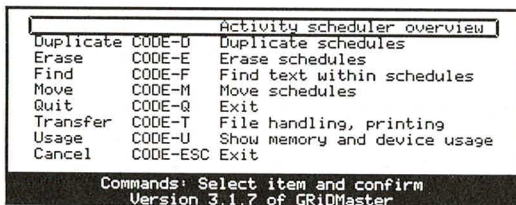


Figure 6-5 shows you the commands available when you are viewing a schedule table.

Figure 6-5. *The Activity Scheduler Commands Menu (Viewing a Table)*

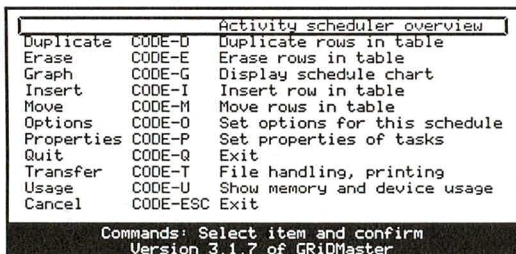




Figure 6-6 shows you the Commands menu that appears when you are viewing a schedule chart and you press CODE-?

Figure 6-6. *The Activity Scheduler Commands Menu (Viewing a Chart)*

Activity scheduler overview		
	Escape	Return to schedule table
Options	CODE-O	Set options for this schedule
Quit	CODE-Q	Exit
Transfer	CODE-T	File handling, printing
Usage	CODE-U	Show memory and device usage
Cancel	CODE-ESC	Exit

Commands: Select item and confirm  
Version 3.1.7 of GRiDMaster

All the items in Figures 6-4, 6-5, and 6-6 (except Escape, Graph, Options, Properties, and Transfer) are described in Chapter 11.

---

**Escape—ESC** When the schedule chart is displayed, pressing ESC displays the table. To see the chart again, press CODE-G (for Graph).

---

**Graph—CODE-G** The Graph command (CODE-G) lets you view the activity schedule chart when the table is displayed on your screen. To return to the table, press ESC.

---

**Options—CODE-O** The Options command (CODE-O) displays the Options form as shown in Figure 6-7. Each item in the form is described below.

Figure 6-7. *The Options Form*

Weeks	Days
Time units	Weeks
Display all dates	No

Options: Fill in form and confirm

### Display All Dates

This setting lets you view all your dates in the schedule table. Any durational or delayed dates appear as complete dates. Any blank starting dates in the table appear as exact dates. If you do not specify the first starting date in the table, GRiDMaster uses the Monday of the current week. Thereafter, if you do not specify a starting date, GRiDMaster uses the date following the previous task's ending date.



This setting has no effect if you have entered all complete dates in your table.

**NOTE:** You cannot modify your dates after setting the Display All Dates item to Yes. If you wish to change them, set the Display All Dates item back to No and then make your changes.

Initial setting is No. Choices are Yes, No.

### Time Units

This setting determines whether the numbers indicated on the schedule table (when specifying a relative duration or delay) represent weeks or days.

Initial setting is Weeks. Choices are Weeks, Days.

**Weeks** When the schedule table is displayed, the numbers entered in the table represent weeks. For example, if you enter a 2 as the ending date, the 2 represents two weeks. Additionally, when the schedule chart is displayed, it is divided into columns, representing periods of four weeks.

**Days** When the schedule table is displayed, the numbers entered in the table represent days. For example, if you enter a 2 as the ending date, the 2 represents two days.

**NOTE:** Weekend days (Saturday and Sunday) are not counted as part of a relative duration or delay. For example, if a task having a duration of 2 days begins on a Friday, it will end on the following Monday (not Saturday).

Additionally, when the schedule chart is displayed, it is divided into columns, representing periods of seven days.

**Properties—CODE-P** The Properties command (CODE-P) allows you to assign attributes to each of the tasks appearing on the activity schedule table. Pressing CODE-P displays the Properties form as shown in Figure 6-8. Each item in the form is described below.

Figure 6-8. *The Properties Form*

Percent complete	<input type="text"/>
Responsible person	<input type="text"/>

Properties: Fill in form and confirm

### Percent Complete

This item specifies what percentage of a task is completed. You can enter up to three digits. Entering the number 50 means the task is 50% completed; 100 means 100% completed. The percentage you enter in this item appears graphically on the schedule chart as the filled-in area between the starting and ending dates.

### Responsible Person

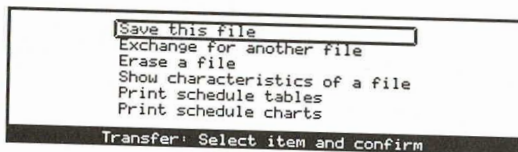
This item specifies the person responsible for a task. Enter the name of the responsible person in the following format: last name, first name.

Once you have specified a responsible person for a task appearing in a schedule, GRiDMaster provides a quick method for retrieving this schedule when you are viewing other documents on this person. For more information, see the above section "Specifying the Person Responsible for a Task."

---

**Transfer—CODE-T** The Transfer command (CODE-T) causes the Transfer menu to appear (Figure 6-9).

Figure 6-9. *The Transfer Menu.*

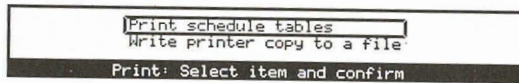


All the items in Figure 6-9 (except Print Schedule Tables and Print Schedule Charts) are described in alphabetical order under Transfer—CODE-T in Chapter II.

---

**Transfer (Print Schedule Tables or Print Schedule Charts)—CODE-T** When you select Print Schedule Tables or Print Schedule Charts and confirm, the Print menu (Figure 6-10) appears.

**NOTE:** The item Print Schedule Tables on the Print menu is used to print more than one schedule and appears when you are not currently viewing a schedule on your screen. When you are viewing a single schedule, the item Print This Schedule appears on the menu.

Figure 6-10. *The Print Menu*

All the items in Figure 6-10 are described in alphabetical order under Transfer (Print)—CODE-T in Chapter 11. You can set the printing options of individual schedules using the Set Printing Options for this Schedule item (see below). This item only appears when you are viewing a single schedule.

### Set Printing Options for this Schedule

The Set Printing Options for this Schedule item determines the format and appearance of your schedule chart when you print it or write it using one of the following items on the Print menu:

- Print Schedules
- Print This Schedule
- Write Printer Copy to a File

Note that GRiDMaster automatically prints your chart across the length of a page. If the entire chart does not fit on a page, GRiDMaster extends the chart onto another page. It also prints the date and page number in the lower-right corner of your chart. You can print the title of the project, the project manager's name, the revision number of the project, and any remark you assign. For instructions, see the Print Options form below.

When you select the Set Printing Options for This Schedule item and confirm, the Print Options form appears on the screen (see Figure 6-11).

Figure 6-11. *The Print Options Form*

 A screenshot of a form titled "Print Options". At the top, there are tabs for "System-wide", "Built-in", "GRiD 53", "GRiD 64", and "GRiD 80", with "System-wide" selected. Below the tabs are five text input fields: "Typeface" (containing "System-wide"), "Heading", "Manager", "Revision", and "Remarks". At the bottom of the form, there is a footer instruction that reads "Print options: Fill in form and confirm".

Each item on the form is explained in alphabetical order below.

**Heading** This item lets you display a heading which appears at the top of your chart. You can specify as many characters as will fit across your paper (to a maximum of 80). This length varies according to what type font you are using.

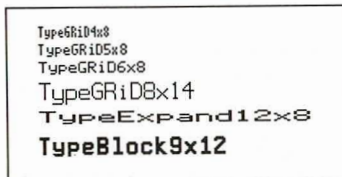
**Manager** This item lets you display the name of the manager responsible for the project. You can specify as many characters as will fit across your paper (to a maximum of 80). This length varies according to what type font you are using.

**Remarks** This item lets you include a remark about your schedule. You may want to include the name of the person(s) responsible for the project, for example. You can specify as many characters as will fit across a page (to a maximum of 160). This length varies according to what type font you are using.

**Revision** This item lets you display the revision number or letter of the project schedule you are printing.

**Typeface** This item lets you select the type font used when printing out your schedule chart. The settings correspond to font files that reside in the "Programs" Subject and whose Kind is set to "Font." The initial setting is System-wide. This setting is determined by the Typeface setting in the GRiDManager Options form. Other sample type fonts are shown in Figure 6-12.

Figure 6-12. *Sample Type Fonts*



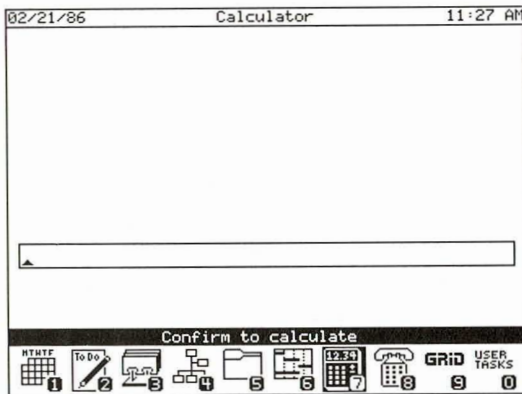


## Chapter 7: The Calculator (CODE-7)

You can use the Calculator for addition, subtraction, multiplication and division, as well as the built-in functions shown in Table 7-2.

After selecting the Calculator (by pressing CODE-7), GRiDMaster displays the screen shown in Figure 7-1.

Figure 7-1. *Calculator Screen*



The band across the screen is the calculator display area where you perform your calculations. You can print your calculations using Transfer—CODE-T as described later in this chapter.

To perform a calculation, enter your numbers and valid arithmetic operator(s) and confirm. Table 7-1 shows the valid arithmetic operators. They appear in the order in which they are performed during an evaluation.



Table 7-1. *Arithmetic Operators*

Operator	Meaning
( )	Group expression for evaluation
$\wedge$	Exponentiate
-	Negate
*	Multiply
/	Divide
$\setminus^1$	Division produces integer
Mod <sup>2</sup>	Division produces remainder
+	Add
-	Subtract

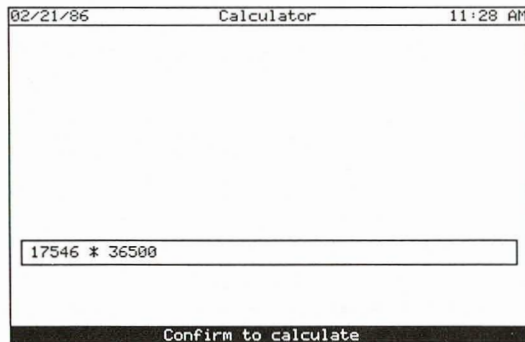
<sup>1</sup>This operator is produced by pressing CODE-SHIFT-APOSTROPHE.

<sup>2</sup>The Mod operator must be preceded and followed by a space as in 6 Mod 3.

The following examples illustrate which operations are performed first:

$(4 - 3) * 2$	equals 2
$3 - 4 * 2$	equals - 5 (not - 2)
$2 * 3 * 4 + 2$	equals 26 (not 36)
$6 + 8 / 2$	equals 10 (not 7)

To multiply  $17,546 \times 36,500$  you would enter the numbers as shown in Figure 7-2.

Figure 7-2. *Multiplication Operation*

**NOTE:** Pressing CODE-= (the Equation command) lets you redisplay and change the last equation you entered. You can then modify the equation to perform a slightly different calculation.

**Using the Built-In Functions** The Calculator offers several built-in functions (see Table 7-2) that perform mathematical operations and display the result. All built-in functions except PI are followed by an *expression*. An expression consists of one or more numeric values separated by valid arithmetic operators (Table 7-1). The following are examples of valid and invalid expressions:

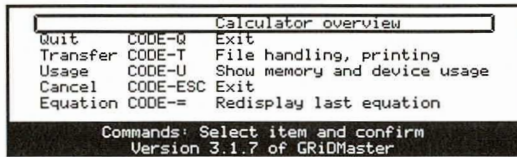
Trunc(135.6 + 13.50)	(valid)
Sqr(171 + 2567)	(valid)
Log(7456)	(valid)
Abs(64-23-7456)	(valid)
Round"3 + 2*7"	(invalid, quotes [""] are not a valid operator)
24Mod3	(invalid, the Mod operator must be preceded and followed by a space)
2 * Pi(3 * 2)	(invalid, you cannot specify an expression in the Pi function)

When you enter an invalid expression, the message `Bad Expression` appears on your screen. Use the `BACKSPACE` key to modify the incorrect expression(s).

Table 7-2. *Built-in Functions*

<b>Function</b>	<b>Description</b>
ABS (expression)	Calculates absolute value of an expression.
ACOS (expression)	Calculates an expression's arc cosine in radians.
ASIN (expression)	Calculates an expression's arc sine in radians.
ATN (expression)	Calculates an expression's arc tangent in radians.
COS (expression)	Calculates an expression's cosine in radians.
EXP (expression)	Returns value $e$ (the base of natural logarithms, approximately 2.72) raised to the power of the expression.
LOG (expression)	Calculates natural logarithm of the expression.
LOG10 (expression)	Calculates base-10 logarithm of the expression.
PI	Returns value of pi, 3.141592653589.
RND (expression)	Generates a random number between 0 and 1.
ROUND (expression)	Removes decimal portion of the expression and returns a rounded integer.
SIN (expression)	Calculates sine of the expression in radians.
SQR (expression)	Calculates square root of the expression.
TAN (expression)	Returns the tangent of the expression in radians.

**The Calculator Commands** The Commands menu (Figure 7-3) appears when you press CODE-?. This menu displays all the available commands and a summary of their functions.

Figure 7-3. *The Calculator Commands Menu*

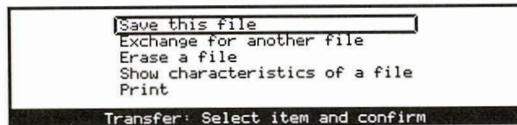
All the items in Figure 7-3 (except Equals and Transfer) are described in Chapter II.

---

**Equation—CODE- =** The Equation command (CODE- =) displays the last calculation you performed. This is useful if you want to modify the previous numbers you entered.

---

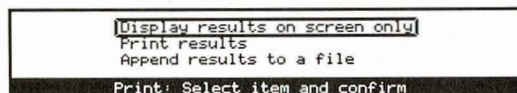
**Transfer—CODE-T** The Transfer command (CODE-T) causes the Transfer menu to appear (Figure 7-4).

Figure 7-4. *The Transfer Menu.*

All the items in Figure 7-4 (except Print) are described in alphabetical order under Transfer—CODE-T in Chapter II.

---

**Transfer (Print)—CODE-T** When you select Print and confirm, the Print menu (Figure 7-5) appears.

Figure 7-5. *The Print Menu*

The items in Figure 7-5 are described in alphabetical order below.

**Append Results to a File**

The Append Results to a File item appends your calculations to the end of any data already present in the file you specify. Any calculations you subsequently make both appear on the screen and are transferred to the file.

To stop writing your calculations to the file, confirm the Display Results on Screen Only command.

**Display Results on Screen Only**

The Display Results on Screen Only item stops the writing of your calculations to a file, if you have confirmed the Append Results to a File command; it stops the printing out of your calculations on the printer, if you have confirmed the Print Results command.

**Print Results**

The Print Results item prints out your calculation on the printer. After confirming this command, any calculations subsequently appearing on the screen print out.

To stop printing your calculations, confirm the Display Results on Screen Only command.

**NOTE:** If you are using any of the Epson MX-series printers, you will notice that the printer always prints one line behind the current line displayed on your screen. All your calculations print out when you stop printing by confirming the Display Results on Screen Only command.



## Chapter 8: The Phone (CODE-8)

Phone lets you create a list of frequently-used telephone numbers that you can dial, and also lets you set the long distance dialing options needed to make some calls. If you are using a long distance service (such as MCI® or GTE Sprint®) you need to specify the telephone number of the network and other necessary information to make your call.

---

**Making a Phone Call** You can make a call with Phone by using the Dial or Redial a Number command, the Select Speed-Dial Number command (see descriptions below), or from an employee information card in Card File (see Chapter 3).

Before making a telephone call you must follow the steps shown below.

### To Make a Telephone Call

1. Ensure that GRiDAccess is under the Programs Subject on an attached device. If you are a new user to GRiDAccess, you may want to consult the *GRiDAccess User's Guide*.
2. Set the GRiDAccess Always Active item on the Options form to Yes under Administrator (see Chapter 9).
3. If you are using a long distance telephone service (such as MCI® or GTE Sprint®), before attempting to dial, you must change the settings in the Options form (see Options command below).
4. Ensure that your telephone is plugged into a wall jack and the telephone jack on your computer. You will need a telephone T-connector to do this; refer to the Owner's Guide for your computer for details.

**NOTE:** If you are using a GRiD Compass computer, you can purchase a special handset that attaches to the computer allowing voice communication with no need for a telephone. Refer to the *GRiD Compass Owner's Guide* for details.

When you have activated GRiDAccess, plugged the telephone or handset into your computer, and correctly set the Options form, you are ready to make your phone call.

To begin dialing a phone number, the Idle menu should be displayed on your screen. Then complete the following steps using the GRiDAccess program to dial the number.

### To Dial a Number

1. Confirm the Idle menu (Figure 8-1) with the outline around Dial the Phone.

Figure 8-1. *Idle Menu*

```

Dial the phone
Dial the phone and send a file
Dial the phone and receive a file
Answer the phone and send a file
Answer the phone and receive a file
Change telephone configuration
Select item and confirm
Version 3.1.5 of GRiDAccess
  
```

2. The Dial Access form (Figure 8-2) appears.

Figure 8-2. *Dial Access Form*

```

Phone number      (415) 961-5500
Outside access prefix 415
Local area code   9
Modem type        Internal
Dial type         Touch-tone
Wait for answer   30
Speaker volume    Medium
Dial access: Fill in form and confirm
  
```

Fill in the form and confirm. The way you fill in the form depends on your telephone configuration. Refer to Chapter 3 in the *GRiDAccess User's Guide* for more information on filling in this form.

3. To hang up the telephone, press CODE-A. The Active menu (Figure 8-3) appears.

Figure 8-3. *Active Menu*

```

Hang up the phone
Execute telephone commands
Change telephone configuration
Send a file
Receive a file
Cancel file transfer
Select item and confirm
Phone is in use
  
```

4. Select the item Hang Up the Phone and confirm.

**The Phone Commands** The Commands menu (Figure 8-4) appears when you press CODE-?. This menu displays all the available commands and a summary of their functions.

Figure 8-4. *The Phone Commands Menu*

```

Phone overview
Dial or redial a number
Select speed-dial number
Assign speed-dial number
Clear speed-dial number
Options CODE-O Set phone characteristics
Quit CODE-Q Exit
Transfer CODE-T File handling, printing
Usage CODE-U Show memory and device usage
Cancel CODE-ESC Exit

Commands: Select item and confirm
Version 3.1.7 of GRiDMaster

```

All the items in Figure 8-4 (except Assign Speed-Dial Number, Clear Speed-Dial Number, Dial or Redial a Number, Options, Select Speed-Dial Number, and Transfer) are described in Chapter II.

**Assign Speed-Dial Number—CODE-?** The Assign Speed-Dial Number command lets you create a list of up to ten phone numbers that you can dial automatically.

After confirming this command GRiDMaster displays the Speed-Dial Numbers menu containing the numbers one through ten. To enter a phone number, select one of the ten numbers and confirm. You can select a number which already contains a name and phone number. Whatever new name and number you assign with this command will overwrite the one specified in the menu.

GRiDMaster then displays the following form to let you specify the name and number of the person who you want to appear on your phone list. Fill in the form and confirm.

```

Name 
Number 
Assign speed-dial number: Select item and confirm

```

After confirming, the Phone Commands menu is again displayed on your screen.

When you retrieve the Speed-Dial Numbers menu again, the name and phone number you have just specified appear on it (see Figure 8-5 below).

Figure 8-5. *Name and Phone Number Assigned on Speed-Dial Numbers Menu*

1:	Information	411
2:	Phone repair	611
3:	Time	767-1234
4:		
5:		
6:		
7:		
8:		
9:		
0:		

Select Speed-dial number: Select item and confirm

To cancel a number, see the Clear Speed-Dial Number command below.

---

**Clear Speed-Dial Number—CODE-?** The Clear Speed-Dial Number command lets you delete one of the phone numbers entered using the Assign Speed-Dial Number command. After you confirm this command, GRiDMaster displays the Speed-Dial Numbers menu containing the names and corresponding numbers. To delete a number, select it and confirm.

---

**Dial or Redial a Number—CODE-?** The Dial or Redial number command (CODE-?) lets you either redial the last number you phoned or erase it and enter a number of your choice.

Before you can dial a number, several prerequisites must be met. See the steps list "To Make a Telephone Call" in the section Making a Phone Call.

Confirm this command and you are ready to begin the dialing process. The steps list "To Dial a Number" describes the procedures used to dial a number.

---

**Options—CODE-O** The Options command (CODE-O) displays the Options form as shown in Figure 8-6. Each item in the form is described in alphabetical order below.



Figure 8-6. *The Options Form*

<b>Direct dial</b>	Long distance service
Service type	<input type="text" value="Direct dial"/>
Service number	
Access code	
Access code delay	0
Options: Fill in form and confirm	

### Access Code

The Access Code item specifies your customer access code after you have connected to the telephone service network. This code allows you to get an open line for your phone call. You can enter up to six digits.

No initial setting.

### Access Code Delay

The Access Code Delay item determines how many seconds GRiDMaster delays before sending your customer access code (specified in the Access Code item) to the telephone service network.

After the specified delay, GRiDMaster automatically enters your access code. You should listen on your handset to make sure that the delay you make is long enough to successfully make the connection.

Initial setting is 0 seconds. Choices are 0 to 9 seconds.

### Service Number

The Service Number item specifies the phone number that connects you to the long distance telephone service network (such as MCI or GTE Sprint).

No initial setting.

### Service Type

The Service Type item specifies whether you are using a long distance telephone service (such as MCI or GTE Sprint) or dialing a phone number directly. If you are using a long distance telephone service, specify the phone number which connects you to the telephone service network in the Service Number item.

Initial setting is Direct Dial. Choices are Direct Dial, Long Distance Service.

---

**Select Speed-Dial Number—CODE-?** The Select Speed-Dial command lets you automatically dial a number selected from the Speed-Dial Numbers menu.



Before you can dial a number, several prerequisites must be met. See the steps list "To Make a Telephone Call" in the section Making a Phone Call. When you confirm this command, GRiDMaster displays the Speed-Dial Numbers menu containing the names and corresponding phone numbers you have assigned.

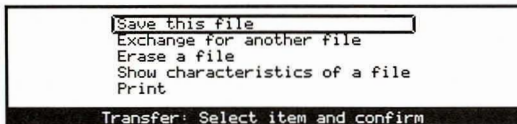
To phone one of these numbers, select it from the list and confirm. Alternately, you can select a phone number by pressing CODE and the appropriate menu number.

You are now ready to begin the dialing process. The steps list "To Dial a Number" describes the procedures used to dial a number.

---

**Transfer—CODE-T** The Transfer command (CODE-T) causes the Transfer menu to appear (Figure 8-7).

Figure 8-7. *The Transfer Menu.*

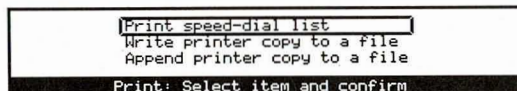


All the items in Figure 8-7 (except Print) are described in alphabetical order under Transfer—CODE-T in Chapter II.

---

**Transfer (Print)—CODE-T** When you select Print and confirm, the Print menu (Figure 8-8) appears.

Figure 8-8. *The Print Menu.*



All the items in Figure 8-8 (except Print Speed-Dial List) are described in alphabetical order under Transfer—CODE-T in Chapter II.

### Print Speed-Dial List

The Print Speed-Dial List item prints out the current names and numbers appearing in your Speed-Dial Numbers menu. Figure 8-9 shows a sample list.

Figure 8-9. *Printed Speed-Dial Numbers List*

Name	Number
Information	411
Phone repair	611
Time	767-1234



## Chapter 9: The Administrator (CODE-9)

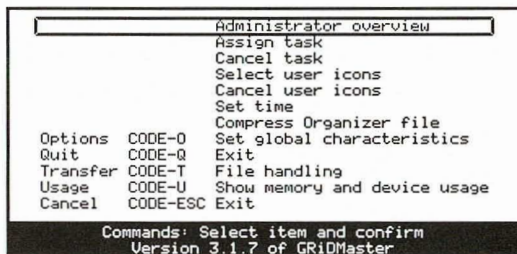
Administrator lets you specify the format of data appearing in the GRiDMaster tools, set the time of your internal clock, and define up to ten files or applications that you can access from within GRiDMaster using CODE-0, described in Chapter 10.

After pressing CODE-9 (to retrieve Administrator) the Commands menu (Figure 9-1) appears on your screen.

---

**The Administrator Commands** The Commands menu displays all the available commands and a summary of their functions.

Figure 9-1. *The Administrator Commands Menu*



The items in Figure 9-1 (except Assign Task, Cancel Task, Cancel User Icons, Compress Organizer File, Options, Select User Icons, Set Time, and Transfer) are described in Chapter 11.

---

**Assign Task—CODE-?** The Assign Task command lets you define up to ten tasks that are accessed when you press CODE-0 (to retrieve User Tasks). In each task definition you specify the title of the file or application that you want to retrieve.

After confirming this command GRiDMaster displays the Task menu (Figure 9-2) containing the task numbers one through ten.

Figure 9-2. *The Task Menu*

Task 1:
Task 2:
Task 3:
Task 4:
Task 5:
Task 6:
Task 7:
Task 8:
Task 9:
Task 0:

Assign task: Select item and confirm

To define a task, select one of the task numbers and confirm. You can select a number which already contains a file assigned to it. After confirming, GRiDMaster displays the File form to let you specify the name of the file you want to retrieve. Fill in the File form and confirm.

GRiDMaster then displays the following menu which determines whether your GRiDMaster file remains in memory when you later access your file.

Yes	No
Remove GRiDMaster while running task	No

Assign task: Fill in form and confirm

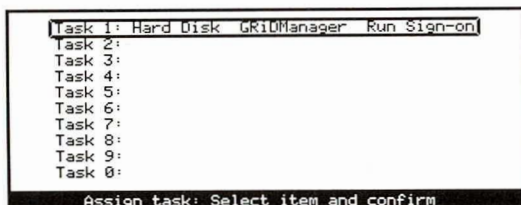
If you leave this menu set as it is, GRiDMaster remains in memory when you access your file. You can then immediately return to your organizer file by exiting from the file you most recently retrieved.

If there isn't sufficient memory in main memory (RAM) for GRiDMaster and the file, set this menu to Yes. When you exit the task there will be a slight delay as GRiDMaster is retrieved from a storage device.

After confirming the above menu, the Administrator Commands menu is again displayed on your screen.

When you retrieve the Task menu again, the title of the file, the Device on which it is stored, and its Kind ("Worksheet," "Text," "Database," etc.) appear next to the task number to which you assigned it. For example, Figure 9-3 shows you the file assigned to Task 1 on the Task menu.



Figure 9-3. *File Assigned to Task 1 on Task Menu*

**NOTE:** If you move your file to a different device or subject, you need to redefine it on the Task menu. Reselect the task number and confirm. Then fill in the File form with the correct item designations.

To cancel a task, see the Cancel Task command below.

You can replace a filename on the Task menu with a different one using the Assign Task command. Whatever new name you assign with this command will overwrite the one previously assigned.

---

**Cancel Task—CODE-?** The Cancel Task command lets you cancel a task defined using the Assign Task command (see above). After confirming this command GRiDMaster displays the Task menu (Figure 9-3) containing the assigned tasks. To cancel a task, select it and confirm. The filename that you specified for that task number is then erased. You can then assign a different file to that task number using the Assign Task command.

---

**Cancel User Icons—CODE-?** Using the Select User Icons command, you can cause GRiDMaster to display unique user-defined icons for the tasks you have defined under User Tasks (CODE-0). The Cancel User Icons command cancels the user-defined icons; the next time you press CODE-0, the user task menu is displayed instead of your user-defined icons.

---

**Compress Organizer File—CODE-?** The Compress Organizer File command causes GRiDMaster to release space not needed by your organizer file. When you erase items from your organizer file, gaps are left which waste storage space. This command packs together all your organizer data so no space is wasted.

If your organizer file needs compressing when GRiDMaster loads it, GRiDMaster automatically detects this and displays the message `Confirm to compress organizer file`. When you confirm this message, your organizer file is compressed.

**Options—CODE-O** The Options command (CODE-O) displays the Options form as shown in Figure 9-4. Each item in the form is described in alphabetical order below.

Figure 9-4. *The Options Form*

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>
Display icons	Yes
GRiDAccess always active	No
Alarm on	No
Date format	Month/Day/Year
Time format	American (HH:MM AM)
Current typeface	System-wide

Options: Fill in form and confirm

### Alarm On

This item determines whether the alarm is enabled throughout the entire appointment book in Calendar (CODE-I). To set the alarm for individual appointments, see the Properties command under Calendar in Chapter 1.

Initial setting is No. Choices are Yes, No.

### Current Typeface

This item lets you change your typeface, thereby changing the number of characters appearing on your screen. When you increase the number of characters, you increase the amount of information that appears.

The settings correspond to titles of one or more files that reside in the "Programs" Subject and whose Kind is set to "Font." The initial setting is System-Wide; the titles of other font files distributed with GRiD-OS appear as choices.

**NOTE:** If you have other type fonts on your active memory devices, they also appear on the screen.

**Date Format**

This item determines the format of dates entered in the Activity Scheduler and the date continually displayed at the top of the screen. The following are the three formats you can use to enter the date, January 9, 1986:

1/9/86

9/1/86

9-Jan-86

Initial setting is Month/Day/Year. Choices are Month/Day/Year, Day/Month/Year, Day-Month Name-Year.

**Display Icons**

This item determines whether the icons that normally appear at the bottom of the screen are displayed. If you already know the tools associated with each CODE-number, you may want to turn off the icons to save space on the screen.

Initial Setting is Yes. Choices are Yes, No.

**GRiDAccess Always Active**

This item determines whether you can make and receive telephone calls (using a telephone or handset plugged into your computer). You can make phone calls from Card File (see Chapter 3) or from Phone (see Chapter 8).

When you set this item to Yes, GRiDAccess (the program used for telephone communication) is *activated*. When you activate GRiDAccess, the operating system brings it into main memory (RAM) where it remains until you deactivate it by setting this item to No or turning off your computer. For more information on using GRiDAccess, see the *GRiDAccess User's Guide*.

If you set this item to Yes, ensure that GRiDAccess is in the "Programs" Subject of the diskette you boot with. If you change this item from Yes to No, the change will not take effect until the next time you boot your computer.

Initial setting is No. Choices are Yes, No.

### Time Format

This item determines the format of the times entered in the appointment book in Calendar and the time continually displayed at the top of the screen. The following are the three different formats for the same time:

3:00 p.m.	American
1500	Military
15.00	European

Initial Setting is American. Choices are American, Military, European.

---

**Select User Icons—CODE-?** The Select User Icons command allows you to display your own unique icons for each of the tasks you have defined under User Tasks (CODE-0). Instead of seeing a menu of tasks when you press CODE-0, you see your user-defined icons.

After you select and confirm this item, the File form appears. You specify and confirm a file of Kind "Font" that contains your user-defined icons. Then, when you press CODE-0 to access your user tasks, the icons you have defined appear instead of your task definitions.

You can select a different icon file with this command, or cancel it with the Cancel User Icons command.

**NOTE:** For information on creating a file of user-defined icons, contact your GRiD representative.

---

**Set Time—CODE-?** The Set Time command lets you set the time and date of the internal clock of your computer. This command determines the time and date the system notes in the file directory, as well as the time and date displayed on your screen. This command is identical to the Set Time command under the GRiDManager program. The most recent setting specified, whether in GRiDMaster or under GRiDManager, determines the time to which the clock is set.

To execute the command, select Set Time from the Commands menu and confirm. The Set Time form (Figure 9-5) appears, which you fill in and then confirm.



Figure 9-5. *The Set Time Form*

Hour	11
Minute	37
AM / PM	AM
Month	February
Day	21
Year	1986
Day of week	Friday

Set time: Fill in form and confirm

**NOTE:** If you are using the IBM Personal Computer, you need to set the time and date after you power-up your computer. You can either set it before retrieving GRiDMaster using the Set Time command under GRiDManager, or you can set it using GRiDMaster's Set Time command.

---

**Transfer—CODE-T** The Transfer command (CODE-T) causes the Transfer menu to appear (Figure 9-6).

Figure 9-6. *The Transfer Menu.*

Save this file
Exchange for another file
Erase a file
Show characteristics of a file

Transfer: Select item and confirm

All the items in Figure 9-6 are described in alphabetical order under Transfer—CODE-T in Chapter 11.





## Chapter 10: The User Tasks (CODE-0)

User Tasks lets you access the tasks that you defined in Administrator (CODE-9). Each task definition specifies the name of a file or application that you want GRiDMaster to retrieve. See the section Assign Task—CODE-? in Chapter 9 for information on defining tasks.

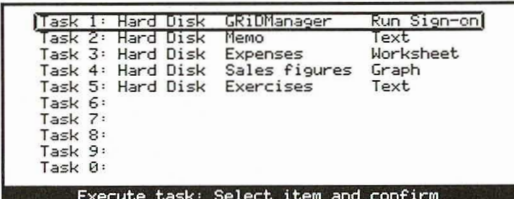
**Selecting Your Tasks** You can access User Tasks by pressing CODE-0, which displays the Task menu (Figure 10-1) containing the tasks created under Administrator. You then select the desired task in two ways:

- Select the task from the menu and confirm,
- or
- Select the task by pressing CODE and the task number appearing on the menu.

GRiDMaster retrieves the file you have specified for that task.

**NOTE:** If you wish to exit User Tasks before selecting a task, you can do so by pressing ESC.

Figure 10-1. *Sample Tasks on Task Menu*



Task 1:	Hard Disk	GRiDManager	Run Sign-on
Task 2:	Hard Disk	Memo	Text
Task 3:	Hard Disk	Expenses	Worksheet
Task 4:	Hard Disk	Sales figures	Graph
Task 5:	Hard Disk	Exercises	Text
Task 6:			
Task 7:			
Task 8:			
Task 9:			
Task 0:			

Execute task: Select item and confirm

**NOTE:** You can return to your original organizer file by pressing CODE-ESC (Cancel) or CODE-Q (for Quit) and then confirming from the file that you most recently retrieved. When you return to your organizer file, the Calendar tool (CODE-1) is displayed on your screen.



---

## Chapter 11: Common Commands in GRiDMaster

This chapter gives an entry in alphabetical order for each command that can be used with one or more of the following GRiDMaster tools: Calendar, To-Do List, Card File, Organization Charts, File Folders, Activity Scheduler, Calculator, Phone, and Administrator.

---

### Cancel—CODE-ESC GRiDMaster Tools: All.

The Cancel command (CODE-ESC) causes you to exit GRiDMaster and saves any changes to your file since it was last updated. The data in your file is updated whenever you confirm a document or press the specified CODE-number combination when selecting a tool. Alternately you can save changes in your file by pressing CODE-T and selecting the item Save This File.

Note that pressing CODE-Q (Quit) and CODE-ESC (Cancel) perform the same function.

---

### Commands—CODE-? GRiDMaster Tools: All.

The Commands command (CODE-?) displays a list of all the commands available in the GRiDMaster tool you are currently using; you also see a summary of each command function. To invoke a command, you can either press the CODE-key combination shown in the list or move the outline over the desired command and confirm.

---

### Duplicate Documents—CODE-D GRiDMaster Tools: Card File, File Folders, Activity Scheduler.

The Duplicate Documents command (CODE-D) lets you make a duplicate copy of your employee information card, file folder or activity schedule. This command is not available while you are viewing your document. After you press CODE-D, GRiDMaster displays a form asking for the name of your source document. You can use Wildcard characters when specifying the name of your document; the Wildcard characters allows you to duplicate multiple documents with one command. See the Wildcard—CODE-W section later in this chapter.

**NOTE:** Never insert the Wildcard character in combination with other characters in the subject or title of the destination document.

After confirming the source document(s), you name and confirm the destination documents(s) in the form that appears.

Next, the Verify Duplicate form appears (see Figure 11-1). This form gives you the name of the destination and source documents. The word *over* on the form indicates that the document will be duplicated over an existing document; *to* indicates that the document will be duplicated into a newly created document.

Figure 11-1. *Verify Duplicate Form for File Folders*

```

04/01/86      File Folders      10:22 AM

                Duplicate
File drawer Forecasts
Folder title July

                to
File drawer Forecasts
Folder title August

Yes No Single All
Response Yes
Verify duplicate: Fill in form and confirm
  
```

You have the following choices on the form.

- Yes            The document is duplicated and the name of the next source document to be duplicated (if additional documents remain) appears in the message line. You are then prompted for its disposition.
- No            The document isn't duplicated and the name of the next source document to be duplicated (if additional documents remain) appears in the message line. You are then prompted for its disposition.
- Single        After the document is duplicated, duplication halts, even if additional source documents remain.
- All            The source document and all remaining source documents are duplicated. You aren't prompted to confirm their duplication.



---

**Duplicate Text—CODE-D** GRiDMaster Tools: Calendar, To-Do List, File Folders, Activity Scheduler.

The Duplicate Text command (CODE-D) copies text from one location to another within the appointment book, to-do list, a file folder, or an activity schedule table. The original text remains intact.

To duplicate text, move the cell outline or cursor to the text you wish to duplicate, press CODE-D, and select the text to be duplicated. Note that in the appointment book or an activity schedule table you can duplicate only whole rows.

After you select the data to be duplicated, confirm.

If you are in the appointment book, confirming your data causes the cursor to appear in the monthly calendar. You then use the arrow keys to choose the new appointment date to which you want your appointment(s) duplicated and confirm.

If you are in the to-do list or a file folder, you then move the cursor to the location where you want the data inserted and confirm.

If you are in the schedule table, you then move the outline to the row where you want the data inserted and confirm.

In all cases, the data being duplicated remains as it was.

To cancel the Duplicate command, press ESC or issue another command.

---

**Erase Documents—CODE-E** GRiDMaster Tools: Card File, File Folders, Activity Scheduler.

The Erase Documents command (CODE-E) lets you erase one or more employee information cards, file folders or activity schedules. This command is not available while you are viewing your document. After you press CODE-E, GRiDMaster displays a form asking for the name of the document(s) you want to erase. You can use Wildcard characters to erase multiple documents with one command.

After you type in the name of the document(s) and confirm, you are prompted to verify how the documents(s) are to be erased. See Verify Duplicate form under Duplicate Files—CODE-D. The choices for CODE-E are the same as for CODE-D, except documents are erased instead of duplicated.

**NOTE:** When erasing employee information cards, the employee's name is erased from any associated organization chart. If all the employee information cards for a company are erased, then the organization chart for that company is erased also.

**Erase Text—CODE-E** GRiDMaster Tools: Calendar, To-Do List, File Folders, Activity Scheduler.

The Erase Text command (CODE-E) erases text you select from your appointment book, to-do list, a file folder, or an activity schedule table.

To erase text, move the outline or cursor to the text you wish to erase, press CODE-E, select the text to be erased and confirm. Note that in the appointment book or activity schedule table you can erase only whole rows.

To cancel the Erase command, press ESC or issue another command.

**Find—CODE-F** GRiDMaster Tools: Card File, Organization Charts, File Folders, Activity Scheduler.

The Find command (CODE-F) lets you retrieve a document (employee information card, file folder, etc.) in one of the GRiDMaster tools listed above by searching for a particular sequence of characters in the document. When you press CODE-F the Find form (Figure 11-2) appears.

Figure 11-2. *Find Form*

Find

Find: Fill in form and confirm

Fill in the form with any sequence of characters (including spaces). After you confirm the form, GRiDMaster searches for the first occurrence of the sequence of characters in your documents in the GRiDMaster tool you are currently in. It searches through all the existing documents in alphabetical order. When it finds the specified characters, it retrieves the document containing them and positions the cursor after the sequence of characters.

Each time you press CODE-RETURN (for confirm), GRiDMaster searches for the next occurrence of the sequence of characters. When GRiDMaster cannot find any further occurrences of the specified text, the following message appears:

No further matches to text specified

If you see this message and think further occurrences of the text remain, make sure you have specified the text in the Find form accurately.

You can use the Wildcard character ( . . . ), in combination with other characters when filling in the Find form. For information on using the Wildcard character, see the command Wildcard—CODE-W below.

**NOTE:** You may locate employee information cards by searching for one of the comments appearing on the card. For example, you could retrieve all the employee cards which had the word “fishing” as a comment, by specifying “fishing” in the Find form.

---

**Insert Text—CODE-I** GRiDMaster Tools: Calendar, Activity Scheduler.

The Insert command (CODE-I) lets you insert one or more new rows in your appointment book or a schedule table.

To insert the row of text, move the outline to the row where you wish the inserted text to appear, press CODE-I and confirm.

To cancel the Insert command, press ESC or issue another command.

---

**Move Documents—CODE-M** GRiDMaster Tools: Card File, File Folders, Activity Scheduler.

The Move Documents command (CODE-M) lets you move source documents to new or existing destination documents within a GRiDMaster tool. After CODE-M is executed, the original document is erased and an identical one is created with a different title. This command is not available if you are currently editing your document. Issue this command by pressing CODE-M. GRiDMaster displays a form asking for the name of the source document(s). You can use Wildcard characters when specifying the name of your document; the Wildcard characters allow you to move multiple documents with one command. See the Wildcard—CODE-W section later in this chapter.

**NOTE:** Never insert the Wildcard character in combination with other characters in the subject or title of the destination document.

After confirming the source document(s), you name and confirm the destination document(s) in the form that appears.

You then decide how documents are to be selected; see Verify Duplicate form under Duplicate—CODE-D (Documents). The choices for CODE-M are the same as for CODE-D, except documents are moved instead of duplicated.

---

**Move Text—CODE-M** GRiDMaster Tools: Calendar, To-Do List, File Folders, Activity Scheduler.



The Move Text command (CODE-M) moves text in the appointment book, to-do list, a file folder, or an activity schedule from one location to another. The original text is removed from its original location and reappears at its new location.

To move text, move the cell outline or cursor to the text you wish to move, press CODE-M, select the text to be moved and confirm. Note that in the appointment book or an activity schedule table you can move only whole rows.

If you are in the appointment book, confirming your data causes the cursor to appear in the monthly calendar. You then use one of the arrow keys to choose the new appointment date to which you want your appointment(s) moved and confirm.

If you are in the to-do list or a file folder, you then move the cursor to the location where you want the data moved and confirm.

If you are in the schedule table, you move the outline to the row in which you want the data inserted and confirm.

In all cases, the data being moved is deleted from its original location.

To cancel the Move command, press ESC or issue another command.

---

**(Tool) Overview—CODE-?** GRiDMaster Tools: All.

The (Tool) Overview command (CODE-?) describes the basic features of the tool and explains the function of many of the commands.

---

**Quit—CODE-Q** GRiDMaster Tools: All.

The Quit command (CODE-Q) causes you to exit GRiDMaster and saves any changes to your file since it was last updated. The data in your file is updated whenever you confirm a document or press the specified CODE-number combination when selecting a tool. Alternately you can save changes in your file by pressing CODE-T and selecting the item Save This File.

Note that pressing CODE-ESC (Cancel) and CODE-Q (Quit) perform the same function.

---

**Transfer—CODE-T** This section describes the items in the Transfer menu that are common to two or more GRiDMaster tools.

For information on items not covered below, see the Transfer—CODE-T section for the GRiDMaster tool you are using.

**Append *DocumentType* to a File**

GRiDMaster Tools: To-Do List, File Folders.

*DocumentType* can be a to-do list or file folder.

The Append *DocumentType* to a File item performs the same function as the Write *DocumentType* to a File except that the transferred data is appended to the end of any data already present in the destination file.

After you select and confirm this item, the file form appears for you to specify and then confirm the destination file.

See the Write *DocumentType* to a File item, later in this section.

**Erase a File**

GRiDMaster Tools: All.

The Erase a File item lets you delete files as you are working within an organizer file.

After you select and confirm Erase a File, GRiDMaster displays a form asking you to specify the file you want to erase. You can use this command with the Wildcard character when you want to erase more than one file.

See Wildcard—CODE-W below for more information on how to use the Wildcard character.

**Exchange for Another File**

GRiDMaster Tools: All.

The Exchange for Another File item lets you exit from your current GRiDMaster file to the destination file you select. Any changes you made to your organizer file are saved by the time you issue this command. After confirming this command, GRiDMaster displays the File form (Figure 11-3) to let you specify the file you want to retrieve.



Figure 11-3. The File Form with Initial Settings for Exchange for Another File

Get new file and its application	
Get new file only	
Device	Hard Disk
Subject	Physiology
Title	Courses
Kind	Database
Password	
Next action	Get new file and its application
Exchange: Fill in form and confirm	

The Next Action item determines whether only a file or both a file and its corresponding application is made available after the exchange is performed.

The initial setting is Get New File and its Application. Choices are described below.

- |                                  |                                                                                                                                                                                                                                                                                                                     |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Get New File and Its Application | Both the file and the corresponding application are made available. The application is determined by the Kind of file you specify. For example, if you exchange an organizer file for a graph file, the GRiDPlot application and graph file (which will appear on the screen) are brought into main memory for you. |
| Get New File Only                | Only the file is made available. This setting does not apply to GRiDMaster since you cannot use data from other kinds of files in your organizer file.                                                                                                                                                              |

**Include Text File into *DocumentType***

GRiDMaster Tools: To-Do List, File Folders.

*DocumentType* can be a to-do list or file folder.

The Include Text File into *DocumentType* item lets you include a text file into your current to-do list or file folder.

After you select and confirm this item, the File form appears. You specify and confirm the file to be included. You then move the cursor to the point where the data is to be included and confirm.

### Save This File

GRiDMaster Tools: All.

The Save This File item updates your file. The entire file (not just the changes) as well as the current settings on any forms are saved on the permanent storage device assigned to the file.

The data in your file is also automatically saved on your permanent storage device whenever you confirm a document or select a tool by pressing the specified CODE-number combination.

### Show Characteristics of a File

GRiDMaster Tools: All.

The Show Characteristics of a File item displays a report (Figure 11-4) that gives you information on a file. After you select and confirm Show Characteristics of a File, GRiDMaster displays the File form. Specify the desired file and then confirm.

Figure 11-4. *File Characteristics Report*

Device	Hard Disk
Subject	Physiology
Title	Courses
Kind	Database
Version	0.0.0
Length	5496
Created	Sunday 3-Nov-85 5:32 PM
Modified	Thursday 7-Nov-85 12:47 PM

**File Characteristics**

**NOTE:** The Length item in the form gives the number of characters in the file. Using the Usage command (CODE-U), you may want to determine if enough space is free on a particular device to store your file. In comparing the Length item and the CODE-U statistics, remember that the statistics displayed by the Usage command (Figure 11-8) are given in thousands of characters, while the Length item in Figure 11-4 gives the actual number of characters.

### Write *DocumentType* to a File

GRiDMaster Tools: To-Do List, File Folders.

*DocumentType* can be a to-do list or file folder.

The Write *DocumentType* to a File item lets you put a copy of your to-do list or file folder into a file you specify. When you retrieve your file, the to-do list or folder appears in the same format as it does on your display.

After you select and confirm this item, the file form appears for you to specify and then confirm the destination file.

See also Append *DocumentType* to a File, earlier in this section.

---

**Transfer (Print)—CODE-T** This section describes items in the Print menu that are common to two or more GRiDMaster tools. The Print menu appears after you select and confirm Print in the Transfer menu.

### **Append Printer Copy to a File**

GRiDMaster Tools: Calendar, To-Do List, Card File, File Folders, Phone.

The Append Printer Copy to a File item performs the same function as Write Printer Copy to a file except the data you transfer is appended to the end of any data already present in the destination file.

See Write Printer Copy to a File, later in this section.

### **Print *DocumentTypes***

GRiDMaster Tools: Card File, Organization Charts, File Folders, Activity Scheduler.

*DocumentTypes* can be employee information cards, organization charts, file folders, or activity schedules.

The Print *DocumentTypes* item appears on the Print Menu when you are not currently viewing a document on your screen. This item lets you print one or more employee information cards, mailing labels, phone lists, organization charts, file folders, or activity schedule charts or tables.

You can print your data on the following items:

- continuous 3 × 5 index cards
- continuous 3 × 5 rotary file cards (for example, Rediform Model 06921/0C921)
- continuous mailing labels (for example, Avery Model 4060)

These items may be purchased at your local stationery and computer specialty stores.

**Printing Employee Information Cards** When printing information from employee information cards, you can print the card itself or have GRiDMaster use the data from the card to print a mailing label or phone list (see Figure 11-5).

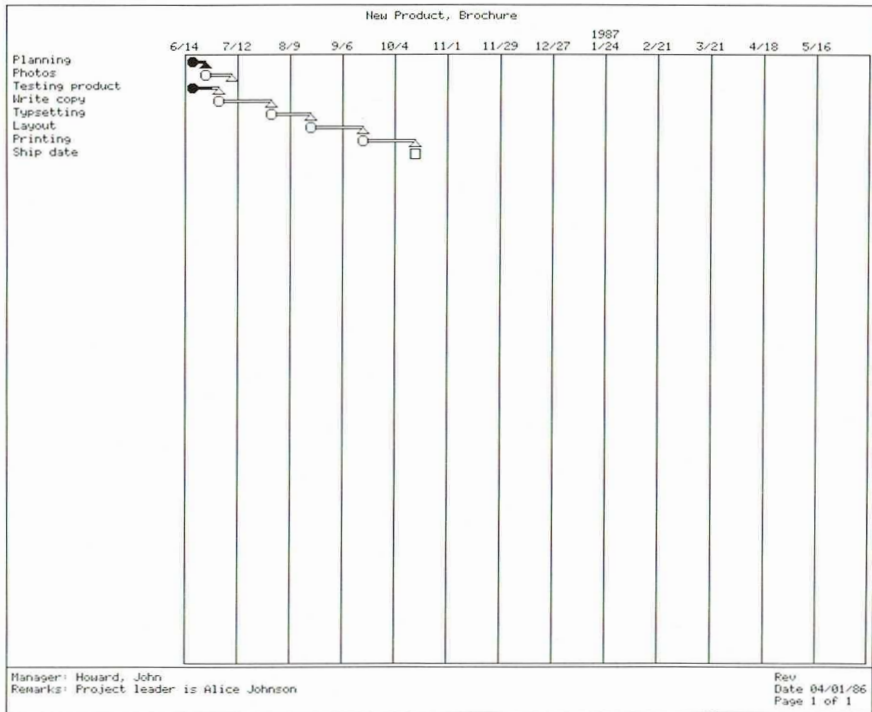
Figure 11-5. Printed Card, Mailing Labels, Phone List

<p>Josie Amaden VP Cntrl Rgn Darvon Corporation 223 Pacheco Houston, Texas</p>	<p>Josie Amaden VP Cntrl Rgn Darvon Corporation 223 Pacheco Houston, Texas</p> <p>(512) 436-4800 (512) 436-4801 (512) 499-3752</p> <p>Joe Vanberg</p>		
Mailing Label	Employee Card		
Phone List			
<b>Darvon Corporation</b>			
Name	Work number (1)	Work number (2)	Home number
Josie Amaden	(512) 436-4800	(512) 436-4801	(512) 499-3752
Jane Benoit	(213) 473-5678	(213) 473-5679	(213) 467-5578
Susan Bentley	(212) 435-6782	(212) 435-6783	(212) 436-4455
Eve Berry	(415) 961-5800		(415) 966-5555
Penny Block	(415) 961-5800		(415) 966-4455
Sandra Boeing	(415) 961-5800		(415) 967-3323
Jean Brown	(415) 961-5800		(415) 998-4455
Frank Callihan	(212) 435-6782	(212) 435-6783	(212) 433-4444

**NOTE:** If you are using an 80-character-line printer, GRiDMaster prints the list in condensed type. Otherwise, it prints the list in normal type.

**Printing Schedules** When you print an activity chart (see Figure 11-6) the format is determined by either the initial options or the options you selected in the Print Options form (for details, see the section Set Printing Options for This Schedule in Chapter 6).

Figure 11-6. Printed Schedule Chart

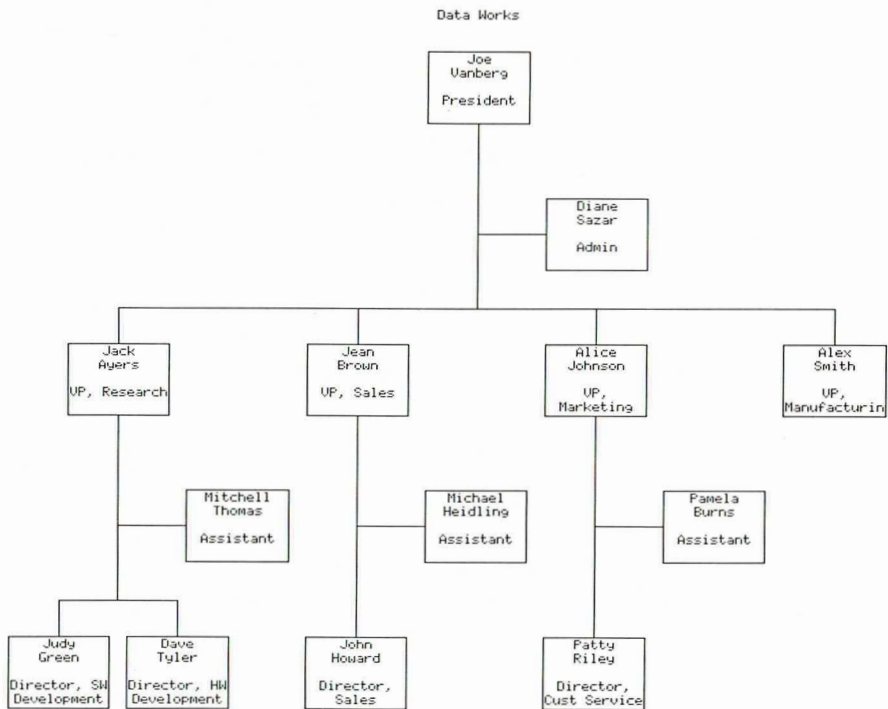


Note that GRiDMaster automatically prints the chart lengthwise on a page with the date and page number appearing in the lower-right corner. If the entire chart does not fit on a page, GRiDMaster extends the chart onto another page.

**Printing Organization Charts** When you print out a company's organization chart (see Figure 11-7) GRiDMaster automatically prints your chart across the length of a page. If the entire chart does not fit on a page, GRiDMaster extends the chart onto another page.



Figure 11-7. Printed Organization Chart



**NOTE:** You can print more than one document by entering the Wildcard character (formed by pressing CODE-W) in the form. For information on using Wildcard characters, see Wildcard—CODE-W below.

After you confirm the Print item, GRiDMaster displays a form to let you specify the name of the document(s) you want printed. After confirming your choice, the printer begins printing your document.

You can halt printing at anytime by pressing ESC.

### **Print This DocumentType**

GRiDMaster Tools: Card File, Organization Charts, File Folders, Activity Scheduler.

*DocumentType* can be an employee information card, organization chart, file folder, or an activity schedule.

The Print This *DocumentType* item appears on the Print Menu when you are currently viewing a document on your screen. This item lets you print the document currently displayed. For information on the format of your documents, see the Print *DocumentTypes* item described above.

After you confirm the Print item, the printer begins printing your document. You can halt printing at anytime by pressing ESC.

### **Write Printer Copy to a File**

GRiDMaster Tools: Calendar, To-Do List, Card File, Organization Charts, File Folders, Activity Scheduler, Phone.

The Write Printer Copy to a File item lets you put a copy of a document created with one of the above tools into a file you specify. When you retrieve your file, it appears on the display in the same format as it would appear on a printed page. Note that the copy of the activity schedule you see on your display reflects any settings you make in the Print Options form.

**NOTE:** When specifying the destination file for an organization chart or activity schedule, GRiDMaster automatically fills in the File form with the Kind set to "Canvas." You can then modify your chart or schedule using the GRiDPaint program. For information on modifying these documents, refer to the *GRiDPaint User's Guide*. Note that GRiDPaint can only read a one-page document. If your chart or schedule is longer than a page, the extra pages will not appear when you retrieve your document under GRiDPaint.

See also Append Print Copy to a File, earlier in this section.

---

### **Usage—CODE-U** GRiDMaster Tools: All.

The Usage command (CODE-U) displays a report (Figure 11-8) that shows the space usage both in main memory (RAM, or Random Access Memory) and on the permanent storage devices (such as Bubble Memory, Hard Disk, and Floppy Disk) currently attached to your computer. In the report, the usage of the permanent storage device is shown at the top, and the usage of main memory (RAM) is shown in the highlighted message strip at the bottom of the display.

This command helps determine whether adequate space is available on a device for a new file or for the file you're currently working on. Use CODE-U before you create a new file and/or save your current file. If space is scarce on your primary storage device, you may want to delete unnecessary files or move them to a floppy diskette or some other permanent storage device.

Figure 11-8. *The Usage Report*

Tuesday		1-Apr-86 10:30 am	
Device	Hard Disk		
Subject	Programs		
Title			
Kind			
Hard Disk	9894 In Use	594 Free	
Floppy Disk	Not Ready		
System:	334	Application: 48	Data: 1 Free: 141
Usage (in 1000s of characters)			

Note that the amount of storage in use and available is shown in thousands of characters (one character is equivalent to one byte). The usage is shown for all permanent storage devices currently attached to your computer. If a device is attached, but not active, the notation Not Ready appears next to its name.

The usage for main memory, which appears at the bottom of the screen, is explained below.

System	The amount of main memory used by GRiD-OS.
Application	The amount of main memory occupied by the application you're currently using.
Data	The number of bytes occupied by the current Organizer file.
Free	The number of bytes (in thousands) not in use.

**NOTE:** To remove this form from your screen, press ESC or issue another command.

---

### **Wildcard—CODE-W** GRiDMaster Tools: Card File, File Folders, Organization Chart, Activity Scheduler.

The Wildcard Character lets you create, delete, erase, move, or retrieve multiple documents within a GRiDMaster tool with just one command.

The rules for using Wildcard characters are given below.

- You enter the Wildcard character ( . . . ) by pressing CODE-W.
- Any blank line you leave in a form will automatically be filled in with the Wildcard character.

- You can specify a Wildcard character in the subject or title of a form and use it with one of the following commands:

Duplicate Documents—CODE-D

Erase Documents—CODE-E

Find—CODE-F

Move Documents—CODE-M

- You can use the Wildcard character either alone or with other characters.  
**NOTE:** With the Duplicate and Move commands, never insert the Wildcard character with other characters when specifying the subject or title of the destination document.
- The Wildcard character and the other character, if any, determine which documents are selected.

Let's say you are in the Card File tool and you want to search for all the employee information cards for the Company Smith Realtors. You would fill out the Card File form as shown in Figure 11-9.

Figure 11-9. *Sample Form Using Wildcard Character*

The image shows a screenshot of a software interface. At the top, there is a text input field with the label 'Company Name' on the left and the text 'Data Works' inside the field. Below the input field, there is a dark horizontal bar containing the text 'Edit: Select card(s) and confirm' in a light color.

GRiDMaster will retrieve all the employee information cards listed under the Subject "Smith Realtors". To see the next card, confirm (press CODE-RETURN).

If you fill in an entire GRiDMaster Tool form using only Wildcard characters (or leaving all blank lines), all the documents in that particular GRiDMaster tool will be selected.



# Appendix: Error Messages

This appendix explains the error messages that you may receive while using GRiDMaster.

## **11050: Illegal use of wildcards**

What happened

You incorrectly used the Wildcard character when issuing the Move (CODE-M) or Duplicate (CODE-D) commands. When specifying a title in the destination document you must not use the Wildcard character in combination with other characters as in "Gov . . . dne" or "Gov . . . " because the destination is ambiguous.

What to do

Revise the title(s) which contain the illegal Wildcard character.

## **11051: No definition for this task**

What happened

GRiDMaster attempted to run a task when there was no task definition assigned to it.

What to do

Assign a task definition using the Assign Task command under the Administrator tool (CODE-9).

## **11052: Company and name must be filled in**

What happened

You tried to create a card in Card File (CODE-3) using the Create Multiple Cards command when the company and name items were left blank.

What to do

Complete the card by making sure you have specified both a company name and the name of the person for whom you are filling out the card.

## **11053: No data selected**

What happened

GRiDMaster tried to print from your appointment book or schedule table when it was empty.

What to do

Add data to your appointment book or schedule table and try printing again.



**11054: Top-Level manager not defined**

- What happened GRiDMaster attempted to display an organization chart when you did not specify the top-level manager in the organization.
- What to do Retrieve Card File (CODE-3) and specify the top-level manager of the organization by leaving the Manager item blank on that employee's information card.

**11055: Bad expression**

- What happened Calculator (CODE-7) tried to evaluate an invalid expression.
- What to do Check to make sure you are using valid arithmetic operators or one of the available built-in functions.

**11056: Unable to dial. GRiDAccess not active**

- What happened You pressed CODE-A to dial a number and nothing happened.
- What to do Activate GRiDAccess by setting the GRiDAccess Always Active item to Yes under Administrator (CODE-9).

**11057: Invalid date format**

- What happened You specified an invalid date(s) when printing out your appointments.
- What to do Respecify your dates according to the date format set on the Options form under Administrator.

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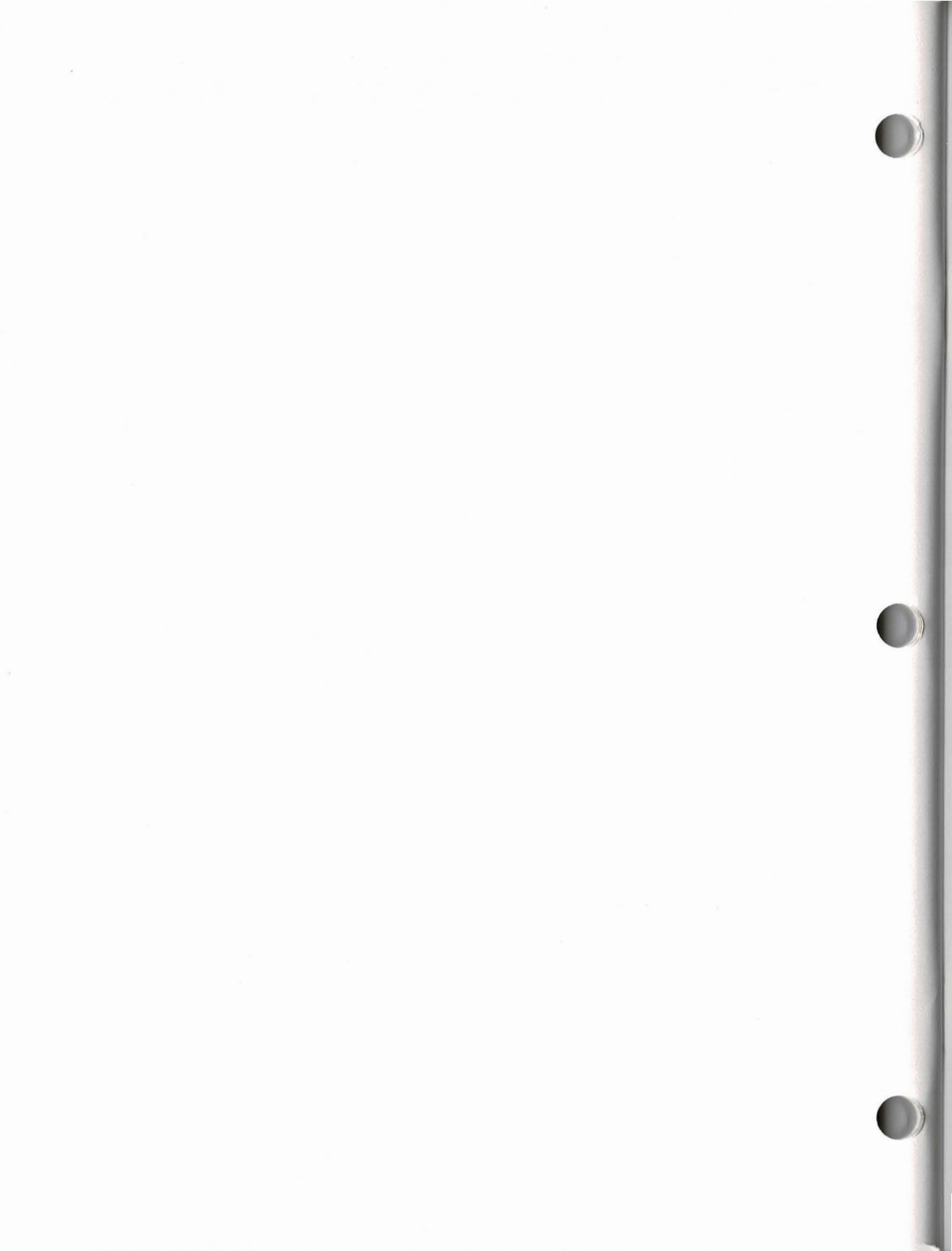
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