VAX® INTOUCH®

MAINTAIN

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Preface

MAINTAIN is a general file maintenance program designed to enable the user to maintain INTOUCH data structures. **MAINTAIN** provides the flexibility to:

- ADD records
- CHANGE records
- INQUIRE about records
- DELETE records

Purpose

This document serves as an introduction to **MAINTAIN**. It describes in detail the procedures used to maintain files. It provides examples showing how to add, change, inquire and delete data within INTOUCH data structures.

Intended Audience

This document is intended for VAX INTOUCH users who need a simple procedure to maintain their INTOUCH data structures. **MAINTAIN** is designed for casual users. All that is required is a general background in entering data on a VAX computer.

1 Overview of MAINTAIN

MAINTAIN allows the user to add, change, inquire and delete records. Listed below is a summary of these procedures:

- **ADD**

  Add a New Record. You can create an entirely new record. For example, a company's billing information (company name, address, etc.)

- **CHANGE**

  Change Information. You can change existing data, e.g., a company's address or the name of a contact person.

- **DELETE**

  Delete a Record. You can delete an entire record.

- **INQUIRE**

  Inquire about Information. You can look up a company's record to review the information it contains.

Each of the above procedures is described in the following chapters.

In addition, MAINTAIN provides:

- **NAR**

  Narrow Width. This is the normal width of 80 columns (characters). By default, MAINTAIN presents data on a narrow screen.

- **WID**

  Wide Width. This item allows the flexibility of choosing a wider screen to accommodate more columns of data. The screen width is 132 columns (characters).

- **KEY**

  Change key of reference. If a data file has more than one key field, you can select which key field to use to address the data. For example, if the ID number and the last name are both key fields, you can select whether you want to get the records by entering the ID number or by entering the last name.

MAINTAIN also provides the following MISCELLANEOUS items:

- **MAIL**

  Allows a user to send, receive and read incoming electronic mail.

- **SYS**

  VMS SYSTEM Commands allows a user to return to the System Prompt ($) without having to exit MAINTAIN.

- **EXIT**

  Allows a user to get out of the MAINTAIN utility and return to the system prompt.

1.1 MAINTAIN Prompts

The prompts within MAINTAIN come from the INTOUCH Data Dictionary. The Data Dictionary contains the field definitions and any other information required to access data in a given field.

The Data Dictionary is often referred to as the Definition File.

2 Using the Maintain Menu

This chapter describes MAINTAIN's Main Menu and how to use the menu.

2.1 The Maintain Main Menu

When you are in MAINTAIN, you will be using the MAINTAIN Main Menu. This menu gives you a choice of menu options. You can ADD, CHANGE, DELETE or INQUIRE on records and perform other miscellaneous options.

Example 2–1 Maintain Main Menu

```
Main Menu                          TTI_RUN:CLIENT

Available Selections                Screen Widths
  ADD  - Add New Record               NAR  - Narrow Width
  CHA  - Change Information           WID  - Wide Width
  DEL  - Delete Records               KEY  - Change key of reference
  INQ  - Inquire on Information

Miscellaneous
  MAIL - VMS MAIL facility
  SYS  - VMS SYSTEM Commands
  EXIT - Exit Program



Option? _______________

EXIT = Exit                      Maintain V4.1          \ = Back  HELP = Help
```

At the top left of the screen you see the words "Main Menu" and at the bottom of the screen is the word "Maintain" followed by a version number. This indicates that you are in the MAINTAIN File Maintenance Utility.

In the middle of the top line of the screen is the name of your INTOUCH data (file) structure. e.g., TTI_RUN:CLIENT.

In the middle of the screen, you see the menu options that are available to you. The menu options are ADD, CHA, DEL, INQ, etc. The option names appear in the left-hand column with their descriptions in the right-hand column. E.g., ADD - Add New Record.

At the bottom of the menu screen, the following commands are displayed:

- **EXIT**

  Enter EXIT to exit from the procedure you are in or to exit out of MAINTAIN.

- **\ (Backslash)**

  Enter "\" (backslash) to backup to the previous prompt or screen.

- **HELP** <Help text>

  Enter HELP or press the Help key to get helpful information about a particular prompt.

To select a menu option, type in the name of the option at the **Option?** prompt.

Example 2–2 Selecting a Menu Option

```
Option? ADD_____________

EXIT = Exit                          Maintain V4.1              \ = Back  HELP = Help
```

To exit from a menu item and return to the MAINTAIN Main Menu, type EXIT at the prompt.

Example 2–3 Exiting from a Menu Item

```
Add                                  TTI_RUN:CLIENT                  Screen 1 of 2



Client ID number? EXIT_

                                   Client ID number
EXIT = Exit                          Maintain V4.1              \ = Back  HELP = Help
```

3 Using MAINTAIN

This chapter contains instructions on how to get MAINTAIN started.

3.1 Starting up MAINTAIN

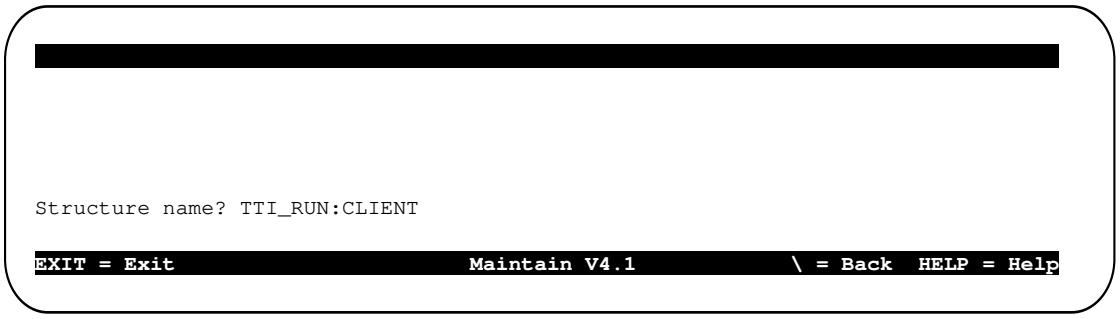
In order to start up MAINTAIN, you must first sign on to the computer.

At the VAX prompt (the "$") you invoke MAINTAIN by entering the word **MAINTAIN** in upper or lower case letters.

```
$ MAINTAIN
```

After a few seconds, the MAINTAIN start up screen is displayed and you are prompted for the **Structure name**. Enter the name of the INTOUCH data structure that you want to maintain. e.g., TTI_RUN:CLIENT.

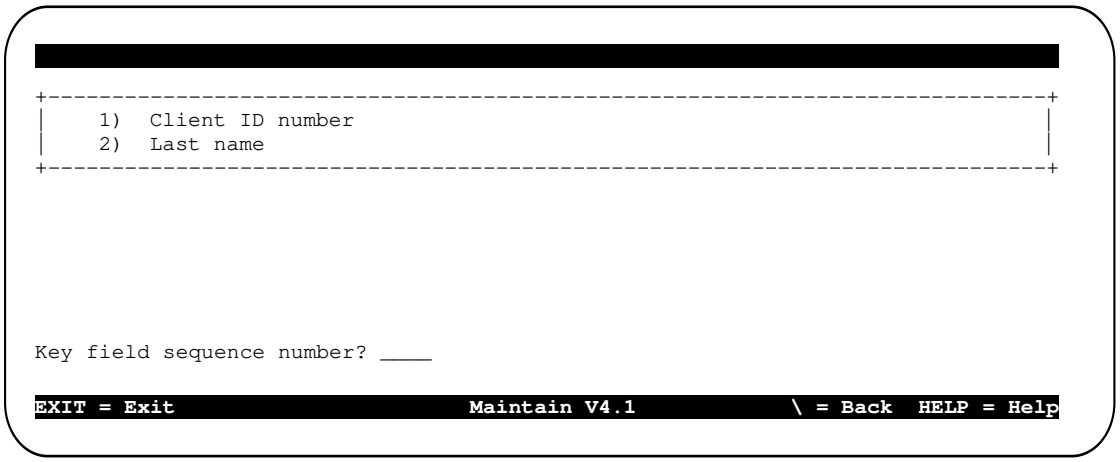
Example 3–1 MAINTAIN Startup Screen



3.2 Lookup Key

If your structure has more than one lookup key, you will be asked to select a *key field* (e.g., Client ID number, Last name) to be used for looking up data records.

Example 3–2 Key Lookup List Screen



If you select item **1 - Client ID number**, you will be asked for the client ID number whenever you want to maintain or inquire on a record. If you select **2 - Last name**, you will be asked for the last name.

Select the key lookup field you want to use.

3.2.1 Changing the Lookup Key

The **KEY** item on the MAINTAIN Main Menu allows you to change the key lookup field used to access the records. The following is an example of an occasion when you might want to change the lookup key.

You might want to look up a record by an ID number, but do not have the number at hand. If you know the client's last name, however, you can select the **KEY** option on the Main Menu and change the lookup key from the Client ID number to the Last name.

(You can refer to the appendix section, "Short Cuts and Hints", for additional information.)

3.2.2 The Main Menu

After you select the key lookup field you want to use (you are not asked for the key lookup field if there is only one key field), the MAINTAIN Main Menu is displayed. The menu options are:

ADD	- Add New Record
CHA	- Change Information
DEL	- Delete Records
INQ	- Inquire on Information
MAIL	- VMS MAIL facility
SYS	- VMS SYSTEM Commands
EXIT	- Exit Program
NAR	- Narrow Width
WID	- Wide Width
KEY	- Change key of reference; this menu option is only displayed if there is more than one key field

To select an option from the MAINTAIN Main Menu, enter the name of the option. (The name can be abbreviated to three characters.)

For example, if you want to add a new record, enter **ADD** at the *Option?* prompt.

To exit the MAINTAIN file maintenance utility, enter **EXIT** at the *Option?* prompt. The screen will be cleared and you will be returned to the System Prompt **$**.

4 Adding Records

4.1 ADD Option

```
Main Menu                          TTI_RUN:CLIENT

Available Selections                Screen Widths
  ADD  - Add New Record               NAR  - Narrow Width
  CHA  - Change Information           WID  - Wide Width
  DEL  - Delete Records               KEY  - Change key of reference
  INQ  - Inquire on Information

Miscellaneous
  MAIL - VMS MAIL facility
  SYS  - VMS SYSTEM Commands
  EXIT - Exit Program



Option? ADD_____________

EXIT = Exit                        Maintain V4.1          \ = Back  HELP = Help
```

Selecting **ADD** from the MAINTAIN Main Menu will allow you to add one or more records. You can create an entirely new record or several new records. For example, you might want to add a new client record. This record might contain data such as client name, address, phone number, etc.

To select the **ADD** option, enter **ADD** at the *Option?* prompt.

After the **ADD** option is selected, the **Add** input screen will be displayed.

4.2 ADD Example

Depending on the number of fields in the record, there can be 1 or more **Add** input screens.

Example 4–1 ADD Input Screen

```
Add                              TTI_RUN:CLIENT                    Screen 1 of 2

Id                :
Last name         :
First name        :
Initial           :
Business          :
Street            :
City              :
State             :
Zipcode           :     0
Business phone    : (   )    -   0
Last contact      :   /  /
Salesman          :
Mother            :
YTD balance       :       $0.00
Age               :   0
Weight            :      0
Bday              :

Client ID number? _____

                                    Client ID number
EXIT = Exit                          Maintain V4.1            \ = Back  HELP = Help
```

The **Add** input screen is used to enter new information.

This screen contains the names of the record fields and fill-in areas for the new data. At the lower left of the screen is the field prompt text and underscores for entering the contents of the fields. At the top right side of the screen, you will see the number of screens of information there are to be filled in. In the middle of the top line of the screen is the name of the file (e.g. TTI_RUN:CLIENT). The word "Add" appears in the upper left corner of the screen, which tells you that you are in the "Add" procedure.

When you are at an input prompt (e.g., Client ID number), you can do one of the following operations:

- Type in the new data and press the RETURN key to enter it.
- Use the <UP ARROW> or the <BACKSLASH> to backup to the previous prompt. If you are at the first prompt, you will be returned to the MAINTAIN Main Menu.
- Press the RETURN key any number of times to advance to a specific field entry line.
- Type in **HELP** or press the Help key and you will receive a screen of helpful information.

- Type **EXIT** to go back to the MAINTAIN Main Menu.
- Jump to another screen by pressing the > key and entering the number of the screen you want to jump to. For example, to jump to the second screen, enter >2.

The following is an example of a record which was added to the TTI_RUN:CLIENT file.

Example 4–2 Example of an Added Record - Screen 1

```
Add                              TTI_RUN:CLIENT                  Screen 1 of 2

Id              : 80999
Last name       : Woods
First name      : Molly
Initial         : J
Business        : Woods Computer Service
Street          : 9988 North St.
City            : San Diego
State           : CA
Zipcode         : 92131
Business phone  : (619) 555-1212
Last contact    :   /  /
Salesman        : Sam
Mother          : Jones
YTD balance     :       $0.00
Age             :   0
Weight          :      0
Bday            :

Birthday (YYYYMMDD)? ________

                                 Birth date (YYYYMMDD)
EXIT = Exit                        Maintain V4.1            \ = Back  HELP = Help
```

Example 4–3 Example of an Added Record - Screen 2

```
Add                              TTI_RUN:CLIENT                  Screen 2 of 2

COMMENT          : This is a temporary client._____________________________
                   _____________________________________________________________
                   _____________________________________________________________
                   _____________________________________________________________
                   _____________________________________________________________




                                Press  GOLD/F  when finished
EXIT = Exit                        Maintain V4.1                \ = Back  HELP = Help
```

When you have finished entering the data on the FINAL line of the LAST screen, a message is displayed which tells you that the record has been added.

You are returned to the first prompt of the first input screen and can add another record. If you do not want to add another record, you can enter EXIT or \ to return to the MAINTAIN Main Menu.

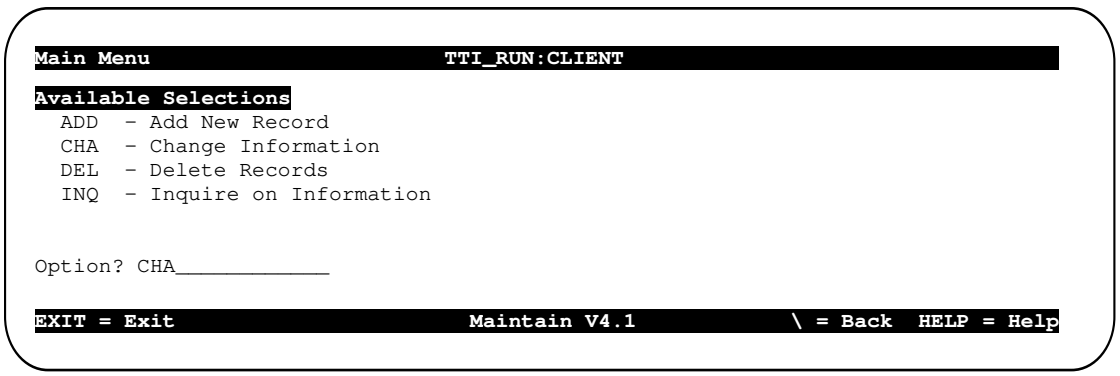
5 Changing Information

5.1 CHANGE Option

Selecting the **CHA** option from the MAINTAIN Main Menu will allow you to change information in a record or records. You can change information in one or more fields. For example, in TTI_RUN:CLIENT, you might need to change a client's address and also add some information that was not entered when the record was added.

Note

You cannot change a PRIMARY KEY. A primary key has been determined by the person who set up the structure. E.g., in TTI_RUN:CLIENT, you cannot change the Client ID number, which is the primary key. Also, alternate keys marked "no change" cannot be changed. By default, structures created by INTOUCH allow all alternate keys to be changed.



To change the data in a record, select the **CHA** option.

After the **CHA** option is selected, the Key Value Screen is displayed. This screen asks you for the key value of the record to be changed.

5.2 CHANGE Example

Suppose you want to change information in TTI_RUN:CLIENT. At the Key Value prompt, you will be prompted for the client ID number. Enter the ID number of the client whose record you want to change.

As an example, the record that was added will be changed. You can enter **80999** as the key value.

Example 5–1 Key Value Screen

```
Change                              TTI_RUN:CLIENT




Enter id value? 80999

EXIT = Exit                          Maintain V4.1          \ = Back  HELP = Help
```

5.2.1 Change Screen

After the key value is entered, the first screen (there can be two or more screens depending on the number of data fields) used to change information is displayed. This is the Change Screen. This screen shows the names of the fields and the current contents of each of the fields.

At the lower left of the screen is the field prompt text and underscores for entering the change. At the top right side of the screen, you will see the number of screens of information that can be changed. In the middle of the top line of the screen is the name of the file. The word "Change" appears in the upper left corner of the screen, which tells you that you are in the "Change" procedure.

To get help, type in **HELP** or ? or press the Help key at any field prompt and you will receive a screen of helpful information.

Enter \ if you want to go back to a previous prompt. Entering EXIT or \ at the first prompt will take you back to the Key Value Screen.

You can jump to another screen by pressing the > key and entering the number of the screen you want to jump to. For example, to jump to the second screen, enter >2. You can also jump to a field by entering > and some letters of the field name.

To replace the contents of a field, type in the new contents OVER the old. You will see the new information in place of the old displayed on the screen.

To change information *within a field*, use the <LEFT ARROW> and <RIGHT ARROW> keys to move the cursor. Then use the <DELETE> key to delete characters or type in new characters. The new characters will be inserted into the field.

5.2.2 Example of a Change

Suppose you want to change the street address. You can press the RETURN key until you get to the Street prompt. Then, type in the new street over the old street. You can also add the birthday. After the changes have been made, the screen will appear as follows:

```
Change                          TTI_RUN:CLIENT                  Screen 1 of 2

Id              : 80999
Last name       : Woods
First name      : Molly
Initial         : J
Business        : Woods Computer Service
Street          : 9898 South Drive
City            : San Diego
State           : CA
Zipcode         : 92131
Business phone  : (619) 555-1212
Last contact    :   /  /
Salesman        : Sam
Mother          : Jones
YTD balance     :       $0.00
Age             :   0
Weight          :      0
Bday            : 19650414

Last name? Woods_____________

                                    Last name
EXIT = Exit                     Maintain V4.1           \ = Back  HELP = Help
```

When you have finished making all the changes, enter EXIT or continue pressing the RETURN key to get past the last data field. The record is changed and a message is displayed which tells you that the record has been changed. You will be returned to the Key Value Screen.

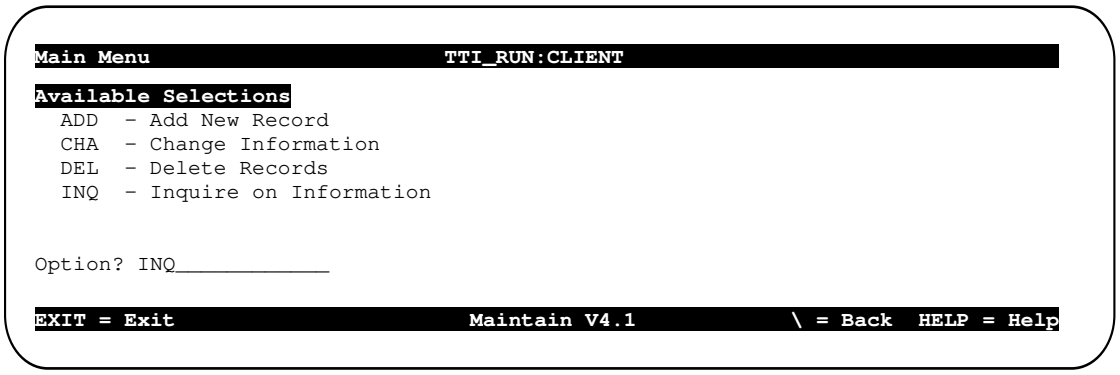
To change another record, type in the record's key value. If you do not want to change another record, enter EXIT or \. You will be returned to the MAINTAIN Main Menu.

```
Change                          TTI_RUN:CLIENT




Enter id value? EXIT_

EXIT = Exit                     Maintain V4.1           \ = Back  HELP = Help
```

6 Information Inquiry

6.1 INQUIRY Option

Selecting the **INQ** option from the MAINTAIN Main Menu will allow you to review information in a record or records. For example, in TTI_RUN:CLIENT, you might want to see if a certain client has a record or check a client's address or determine if there is a phone number for a particular client.



To inquire on data in a record, select the **INQ** option.

After the inquiry option is selected, the Key Value Screen is displayed. This screen asks you for the key VALUE of the record to be inquired on.

6.2 INQUIRY Example

Suppose you want to inquire about information in TTI_RUN:CLIENT. At the Key Value prompt, you will be prompted for the client ID number. Enter the ID number of the client whose record you want to inquire on.

As an example, the record that was added and changed will be inquired on. You can enter **80999** as the key value.

Information Inquiry

```
Inquire                              TTI_RUN:CLIENT




Enter id value? 80999

EXIT = Exit                           Maintain V4.1              \ = Back  HELP = Help
```

After the ID number is entered, the Inquiry Screen is displayed. This screen shows the field names and the current contents of the fields.

Example 6–1 INQUIRY Screen Display

```
Inquire                              TTI_RUN:CLIENT                  Screen 1 of 2

Id              : 80999
Last name       : Woods
First name      : Molly
Initial         : J
Business        : Woods Computer Service
Street          : 9898 South Drive
City            : San Diego
State           : CA
Zipcode         : 92131
Business phone  : (619) 555-1212
Last contact    :   /  /
Salesman        : Sam
Mother          : Jones
YTD balance     :       $0.00
Age             :   0
Weight          :      0
Bday            : 19650414


                            Press the RETURN key to continue
EXIT = Exit                           Maintain V4.1              \ = Back  HELP = Help
```

At the top right side of the screen, you will see the number of screens of information that will be displayed. In the middle of the top line of the screen is the name of the file. The word "Inquire" appears in the upper left corner of the screen, which tells you that you are in the "Inquiry" procedure.

When you press the RETURN key, the next screen of data will be displayed.

```
Inquire                          TTI_RUN:CLIENT                  Screen 2 of 2
COMMENT         : This is a temporary client.




                         Press the RETURN key to continue
EXIT = Exit                       Maintain V4.1            \ = Back  HELP = Help
```

To review a previous screen, use the backslash key (\) to back up.

When you have pressed the RETURN key after the last inquiry screen is displayed, you will be returned to the Key Value Screen.

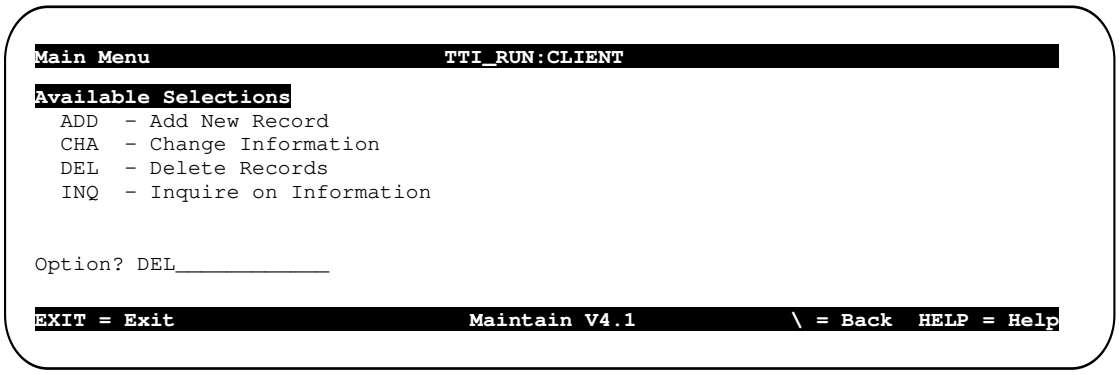
To inquire on another record, type in the record's key value. If you do not want to inquire on any other records, enter EXIT or \ and you will be returned to the MAINTAIN Main Menu.

```
Inquire                          TTI_RUN:CLIENT




Enter id value? EXIT_

EXIT = Exit                       Maintain V4.1            \ = Back  HELP = Help
```

7 Deleting Records

7.1 DELETE Option

Selecting the **DEL** option from the MAINTAIN Main Menu will allow you to delete one or more records. For example, you might want to delete a record from the TTI_RUN:CLIENT file.



To delete a record, select the **DEL** option.

After the delete option is selected, the Key Value Screen is displayed. This screen asks you for the key value of the record to be deleted.

7.2 DELETE Example

Suppose you want to delete a TTI_RUN:CLIENT record. At the Key Value prompt, you will be prompted for the client ID number. Enter the ID number of the client whose record you want to delete.

As an example, the record that was added, changed and inquired on will now be deleted. You can enter **80999** as the key value.

Deleting Records

```
Delete                              TTI_RUN:CLIENT



Enter id value? 80999

EXIT = Exit                          Maintain V4.1          \ = Back  HELP = Help
```

After the ID number is entered, the Delete Screen is displayed. This screen shows some or all of the field names and the current contents of the fields.

Example 7–1 DELETE Screen Display

```
Delete                              TTI_RUN:CLIENT                 Screen 1 of 2

Id              : 80999
Last name       : Woods
First name      : Molly
Initial         : J
Business        : Woods Computer Service
Street          : 9898 South Drive
City            : San Diego
State           : CA
Zipcode         : 92131
Business phone  : (619) 555-1212
Last contact    :   /  /
Salesman        : Sam
Mother          : Jones
YTD balance     :       $0.00
Age             :   0
Weight          :      0
Bday            : 19650414

Delete this record? No_

EXIT = Exit                          Maintain V4.1          \ = Back  HELP = Help
```

At the top right side of the screen, you will see the number of screens of data. For a delete, only the first screen is displayed regardless of whether there are 2 or more screens of data. In the middle of the top line of the screen is the name of the file. The word "Delete" appears in the upper left corner of the screen, which tells you that you are in the "Delete" procedure.

You are asked if you want to delete this record.

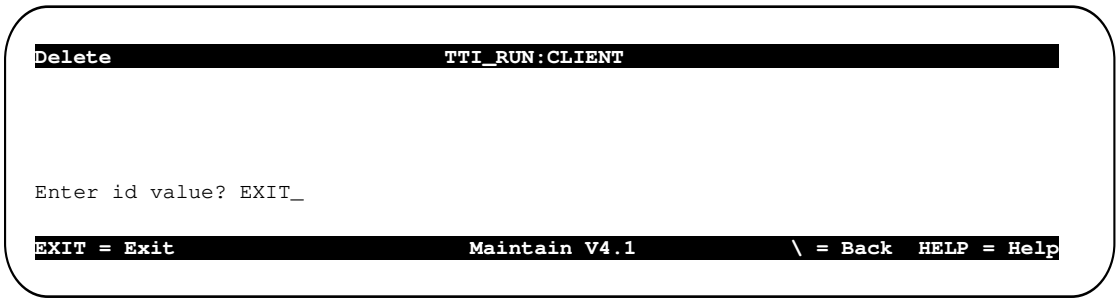
Press the RETURN key to accept the default of "No" or enter **N** if you do NOT want to delete this record.

Enter **Y** if you do want to delete this record.

If you enter **Y**, the record is deleted and a message is displayed which tells you that the record has been deleted.

You will be returned to the Key Value Screen.

To delete another record, type in the record's key value. If you do not want to delete another record, enter EXIT or \. You will be returned to the MAINTAIN Main Menu.

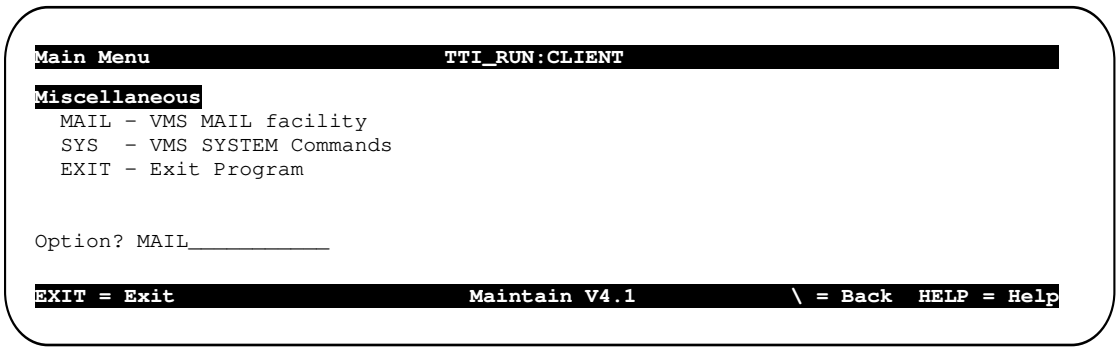


8 Miscellaneous Menu Options

This chapter summarizes the various miscellaneous options you can select from the MAINTAIN Main Menu.

8.1 Electronic MAIL

The **MAIL** menu option allows you to read, send and receive electronic mail messages. If you are a mail recipient, a message will be displayed at the bottom of your screen informing you of a mail message.



8.1.1 Sending MAIL Messages

To *SEND* an electronic mail message, select the **MAIL** option. The following prompt will be displayed:

```
MAIL>
```

At this prompt, type in **SEND**.

Enter the name of the person to whom you want to send a message and enter the subject:

```
MAIL> send
To:     Fred
Subj:   Client information has been entered
```

When you have finished entering your message, press GOLD/F and your mail message will be immediately sent.

To exit from MAIL, enter EXIT at the mail prompt. You will be returned to the MAINTAIN Main Menu.

8.1.2 Receiving MAIL

When you *RECEIVE* Electronic Mail, a message is printed on the bottom of your screen which says that you have received a mail message.

To read your mail message, select the **MAIL** option. The MAIL prompt will then be displayed. Enter the word **READ** and your message will be displayed. Enter EXIT to exit out of MAIL. You will be returned to the MAINTAIN Main Menu.

If you are at the System Prompt ($), you can type in the word **MAIL** and the MAIL prompt will be displayed. When you have finished reading/sending mail messages, enter EXIT.

8.2 VMS System Commands

The **SYS** menu option allows you to return to the System Prompt (the $ prompt) without having to exit out of MAINTAIN.

```
Main Menu                          TTI_RUN:CLIENT

Miscellaneous
  MAIL - VMS MAIL facility
  SYS  - VMS SYSTEM Commands
  EXIT - Exit Program


Option? SYS_____________

EXIT = Exit                        Maintain V4.1          \ = Back  HELP = Help
```

When **SYS** is selected from the MAINTAIN Main Menu, you will be at the system prompt and the screen will display:

```
Passed to VMS...  Press  RETURN  when done.  USER:[JEANNIE]
$$
```

The double dollar sign ($$) reminds you that you have gotten to the system prompt from MAINTAIN.

When you want to return to MAINTAIN, press the RETURN key at the $$ prompt and the Main Menu will be displayed.

8.3 EXIT MAINTAIN

The **EXIT** menu option takes you out of MAINTAIN and places you at the system prompt ($).

```
Main Menu                          TTI_RUN:CLIENT

Miscellaneous
  MAIL - VMS MAIL facility
  SYS  - VMS SYSTEM Commands
  EXIT - Exit Program


Option? EXIT___________

EXIT = Exit                         Maintain V4.1          \ = Back  HELP = Help
```

8.4 Changing Screen Width

The **WID** menu option will change your screen width to 132 columns (characters).

The **NAR** menu option will change your screen width to 80 columns (characters). This is the INTOUCH default.

```
Main Menu                          TTI_RUN:CLIENT

Screen Widths
  NAR  - Narrow Width
  WID  - Wide Width
  KEY  - Change key of reference


Option? WID____________

EXIT = Exit                         Maintain V4.1          \ = Back  HELP = Help
```

A Problem Solving

This appendix contains a list of error messages you might encounter and the possible reasons and remedies for them.

Table A–1 Error Messages

Your computer beeps (no message)	You might have forgotten to press RETURN. E.g., in ADD or CHANGE, at the end of a line of information you have just added or changed. Or, in ADD or CHANGE, you tried to use the DOWN ARROW when you should have pressed the RETURN key to advance to a line.
Your computer beeps (no message)	You might have tried to enter too much information on a line. E.g., in ADD or CHANGE.
"xxxxxxx not found"	In TTI_RUN:CLIENT, when in CHANGE, you will get an error message, "ID xxxxx not found" if you try to change the PRIMARY KEY, which is the client ID number.
"Invalid Option"	You have entered the incorrect spelling of an option.
"Last x not found"	TTI_RUN:CLIENT is case sensitive. You need to enter an upper-case letter or letters.
"Numeric number expected"	You tried to enter a word instead of a number.
"Structure not found"	You may have misspelled the structure name.

B Short Cuts and Hints

This appendix contains short cuts and helpful hints to enable the MAINTAIN user to use the utility more easily. For example, if there are multiple screens, you can advance to the next screen or find a field when doing an add or change by using a certain key combination.

B.1 Jumping to the Another Screen

To speed up advancing to another screen, press the > key and enter the number of the screen you want to advance to. For example, to advance to screen three, enter >3.

B.2 Jumping to a Specific Field

When doing a change, you can jump to a specific field by pressing the > key and entering the field name or the first few letters of the field name you want to change. For example, to advance to the "Age" field, enter >AGE in either upper or lower case letters.

B.3 Changing the Lookup Key

You can change the key by which you look up a record. For example, you can change from Client ID number to Last name.

Suppose you want to look up a record by an ID number, but you do not have the ID number. If you know the client's last name, you can change the lookup key from Client ID number to Last name and find the client record.

To change the lookup key to Last name, select the **KEY** option on the MAINTAIN Main Menu.

```
Main Menu                          TTI_RUN:CLIENT

Screen Widths
  NAR  - Narrow Width
  WID  - Wide Width
  KEY  - Change key of reference


Option? KEY_____________

EXIT = Exit                        Maintain V4.1          \ = Back  HELP = Help
```

The Key Lookup Screen will be displayed. The number shown at the *Key field sequence number?* prompt, tells what key lookup field is currently being used. If the number is **1**, the

key lookup field is currently the Client ID number. If the number is **2**, the key lookup field is currently the Last name.

If the key lookup field is the Client ID number, you can now change it to be the Last name by entering **1** at the prompt.

Example B–1 Key Lookup Screen

```
Main Menu                          TTI_RUN:CLIENT

+-------------------------------------------------------------------------------+
|    1)  Client ID number                                                       |
|    2)  Last name                                                              |
+-------------------------------------------------------------------------------+



Key field sequence number? 1___

EXIT = Exit                        Maintain V4.1          \ = Back  HELP = Help
```

The key lookup field can be changed at any time.

B.4 Doing a Name Search

To look for a record by the last name when you are uncertain of the spelling, you can do a *name search*.

Using the TTI_RUN:CLIENT structure, set the key lookup to "Last name" (if it is not already the key lookup field). At the Key Value Screen prompt, enter the first letter of a last name. TTI_RUN:CLIENT is case sensitive, so you must be aware that some fields contain upper and lower case letters. For this example, enter the uppercase letter **D**.

Example B–2 Doing a Name Search

```
Change                              TTI_RUN:CLIENT


Enter last value? D_________________

EXIT = Exit                          Maintain V4.1            \ = Back  HELP = Help
```

After the **D** is entered, the screen will display:

```
Change                              TTI_RUN:CLIENT
+-------------------------------------------------------------------------------+
|    1)  Derringer          80561  Dale                                         |
|    2)  Donaldson          56009  George                                       |
+-------------------------------------------------------------------------------+


Sequence Number?

EXIT = Exit                          Maintain V4.1            \ = Back  HELP = Help
```

You can now enter a number at the *Sequence Number?* prompt to select which client record you want to change. The selected client record will be displayed.

If there had been only one last name starting with **D**, that record would have been displayed.

You can perform this search procedure when in the CHANGE, INQUIRE and DELETE options.

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