



I got the idea for Grocery Manager from watching my wife plan her grocery shopping trip. We go shopping every two weeks, and before shopping it helps to know what to buy. My wife would sit down with a blank piece of paper, decide what to have for dinner every night for two weeks, and then make a shopping list (from memory) of all the items needed to make each of the dinners on the menu. After coming back home with our groceries, we would immediately start a "what we forgot" list. To put off going back to the grocery store as long as possible to get the forgotten items, we would shuffle around the dinners, placing the ones that we didn't have all the ingredients for at the end of the menu.

A Word Before You Proceed

After you read all this, it might sound like a lot of work to use Grocery Manager for Windows (GMW). It takes some effort to get it set up, but after the bulk of the information is entered, GMW's usefulness will be seen. Once you have your information entered, all that is required is to choose what meals you want to have on which day, add in the miscellaneous items that you want on the shopping list (this is optional), and then create and print it.

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100 Quick Start

These instructions **DO NOT** cover basic information about GMW like how to traverse the screens. For detailed info, use help while running GMW, or see the documentation file GMW_DOCS.WRI

To make a **Shopping List**, first you must make a **Menu**. A **Menu** consists of starting and ending dates, and one or more **Dishes** for each day on the **Menu**.

A salad will be used for an example of how to prepare GMW to make a **Menu** and **Shopping List** for you. Here's the details of the salad:

Name: Dinner Salad

<u>Ingredient</u>	<u>Qty Needed</u>	<u>Where in Store</u>	<u>Price</u>
Lettuce	1/2 Head	Produce section	\$0.69
Radishes	1/2 Bunch	Produce section	\$0.59
Cucumber	1/2 Each	Produce section	\$0.89
Bacon Bits	1/4 Jar	Aisle # 3	\$1.39
Cheese	1/8 LB	Dairy section	\$2.19

- 1) Go to the **Edit/Store** screen, enter the name of a grocery store, and then exit the screen.
- 2) Select the **Store** from the **Store** dropdown list (below GMW's main menu).
- 3) Go to the **Edit/Aisles** screen and enter the Aisles needed - Produce, 3, and Dairy.
- 4) Go to the **Edit/Aisle Sort Sequence** screen and arrange the aisles in the order you actually will traverse them at the store.
- 5) Go to the **Edit/Units of Measurement** (UM's) screen and enter the **UM's** needed to make the salad - Head, Bunch, Each, Jar, and LB.
- 6) Go to the **Edit/Ingredients** screen and enter the ingredients needed - Lettuce, Radishes, Cucumber, Bacon Bits, and Cheese. As you enter each ingredient, enter the appropriate **UM**, **Aisle**, and **Price** that goes with each one.
- 7) Go to the **Edit/Dishes** screen and enter "Dinner Salad" for the name of the **Dish**, and then pick the salad's **Ingredients** from the list so that they will be associated with the Dinner Salad. Enter the appropriate quantity needed for each **Ingredient**.
- 8) Go to **Create/Menu**, and enter a name for this **Menu**. Click on the **Save** button, then click on the **Menu - Select Days** button. The **Menu - Select Days** screen will appear, and now choose your starting and ending dates for the **Menu**. Next, click on the **Save** button. You now will see the **Menu - Select Dishes** screen - select at least one **Dish** that you want to have each day, and then press the **Create Shopping List** button.

To view the list, go to **View/Shopping List**. To print it, go to **File/Print**, check the box beside **Shopping List**, and click on the **Print** button. You may also either view or print the **Menu** that you made and hang it up somewhere as a reminder of what **Dishes** you're having each day.

101 Entering Information into GMW

Before actually using GMW, it would be easiest to have the following

information ready so that you can enter everything at once:

- 1) A list of meals, the ingredients and the quantities needed to make each meal.
- 2) The aisle names in the grocery stores you shop at.
- 3) The aisle that each ingredient is located on in the grocery stores.
- 4) How much of each item you currently have at home.

Items 2-4 are not mandatory, but if these features are used, GMW will provide a shopping list that is organized by how you traverse the grocery store, and will take into account what items you already have at home so that you don't buy more than you really need of an item. At first, you could just enter item #1, and later, after you gather the other information, enter them.

Throughout this explanation, a Spaghetti dinner will be used as an example:

Spaghetti:

- 1 bag spaghetti noodles (found on aisle 5 and you have 1 bag at home)
- 1 jar spaghetti sauce (found on aisle 6 and you have 1 jar at home)
- 1 lb. ground beef (found in the Meat section and you have 1 lb. at home)
(entering the aisle and quantity you have at home is optional)

Stores

You must have at least one Store saved. Go to **Edit/Stores** and enter at least one name of a grocery store you shop at.

Aisles

Go to the **Edit/Aisles** screen and enter the aisle names. Most grocery stores number their aisles, so you could just enter the numbers for all the aisles at this time. Entering Aisles is optional.

Aisle Sort Sequence

This feature exists because you may not traverse the grocery store aisles in numerical order. You may determine what order the aisles will appear on the **Shopping List** when it is printed. For example, a grocery store has aisles 1 through 8, and Meat and Produce sections that don't have aisle numbers. You end up traveling through the store in the following manner: aisles 1-4, Meat, 5-8, and Produce. **Aisle Sort Sequence** allows you to place the aisles in this sequence so that they appear on the **Shopping List** in that order. If you change the way you traverse the grocery store in the future, the sequence is easily changed. To set up your preferred sequence, have the **Store** selected that you want to setup an **Aisle Sort Sequence** for in the **Store** list (right below GMW's main menu). Go to the **Edit/Aisle Sort Sequence** screen. The **Sort Sequence** list displays all saved **Aisles** for the current **Store**. Click on any of the **Aisles**, and the item will be highlighted and the cursor will change

to a horizontal double-arrow. Move the cursor to the **Aisle** that you want to insert the highlighted **Aisle** above, and click again. The highlighted **Aisle** is now repositioned. Do this until you are satisfied with the sequence that the **Aisles** are in, and then click on the **Save** button.

Units of Measurement

Go to the **Edit/Units of Measurement**(UM) screen, and enter every Unit of Measurement that you will use. For the above example you would enter "bag", "jar", and "lb.".

Ingredients

Now you will enter the ingredients that will be used for all meals. At this time you are just entering ingredients that are not yet associated with any particular dish, so if a can of tomato paste is used in three different meals, it only has to be entered once. Go to the Edit/Ingredients screen and enter each ingredient. Here is what would be entered for the spaghetti dinner:

<u>Name</u>	<u>UM</u>	<u>On Hand</u>	<u>Store</u>	<u>Stocked?</u>	<u>Aisle</u>	<u>Price</u>
Spaghetti Noodles	Bag	1	Safeway	Y	5	\$1.59
Spaghetti Sauce	Jar	1	Safeway	Y	6	\$2.49
Ground Beef	Lb.	1	Safeway	Y	Meat	\$1.99

Dishes

Now enter the Dishes. Go to the **Edit/Dishes** screen and enter the information for each dish. Here is what would be entered for the spaghetti dinner:

Dish Name = Spaghetti

<u>Ingredients</u>	<u>Qty</u>
Spaghetti Noodles	1
Spaghetti Sauce	1
Ground Beef	1

When selecting an ingredient, you can only pick from the ingredients that already have been entered and saved on the **Edit Ingredients** screen.

If you have other things with your spaghetti, like garlic bread or a salad, but wouldn't have the same thing every time you have spaghetti, you wouldn't want to include these things as ingredients of the spaghetti, so make these items **Dishes** of their own. Enter salad as a **Dish** name and enter what you use to make the salad as the **Ingredients**. Do the same for the garlic bread, and then when you are creating a **Menu**, you can choose what you want to have with your spaghetti.

Miscellaneous Items

Next, enter any **Miscellaneous Items** that you want to appear on the **Shopping List** (this step is optional). **Miscellaneous Items** are anything that you would buy at the grocery store that aren't part of a meal, but you would like them to appear on the **Shopping List**. For example, you could include a box of cookies, or detergent and shampoo. To enter **Miscellaneous Items**, first you must enter them on the **Edit Ingredients** screen. After you have done this, open the **Edit/Misc Item Groups** screen. First, enter a name for this group of **Misc Items**. Double-click on anything in the **Available Items** list, and it will appear in the **Group Items** list. To change a quantity, click on an item in the **Group Items** list and then use the **Plus & Minus** Buttons. If you want this particular group included when a **Shopping List** is made, check the **Include Group on Shopping List** check box.

Note: Entering a Sort Sequence is optional, but if it isn't done, the Aisles will appear on the Shopping List in the order that they are saved in the Aisle database.

Creating a Menu and Shopping List

Go to the **Create/Menu** screen and enter a name for the **Menu**. Click on **Save** and then click on **Create Menu**. You will now be presented with the **Menu - Select Days** screen. Select the starting date that you want the **Menu** to begin with by clicking on a date on the calendar. Notice that the **Start Date** is highlighted - this means that the date you click on will become the **Start Date**. After clicking on a **Start Date**, now the **End Date** is highlighted. Click on a date and it becomes the **End Date** (click on different dates on the calendar a few times while watching the **Start** and **End Dates** - you'll catch on to what's happening). When you have the dates you want, click on the **Save** button. Now the **Menu - Select Dishes** screen appears. The screen's title bar will show what dates you entered (an example: **Menu - Select Dishes: 09/11/93 - 09/13/93**). The **Saved Dishes** list has all saved **Dishes**, and any of these may be included on the **Menu**. Double-clicking on any **Dish** in this list puts it into the **Today's Dishes** list. Notice below the heading **Today's Dishes** is a date - this is the first day of the dates you selected on the **Menu - Select Days** screen. Click on the **Spin Button** and the date will change. To remove a **Dish** from the **Today's Dishes** list, double-click on the **Dish** you want removed. Continue adding **Dishes** to whatever day you want them on - just remember that you must have at least one **Dish** on each day. When you are done entering **Dishes**, you have a choice to make - click on the **Save** button, and the information you entered will be saved and the screen will close, or click on the **Create Shop List** button, your information will be saved, and you will be presented with the **Make Shopping List** screen (If you click on **Save**, you can come back later and make a **Shopping List** from the information you just entered).

TIP: If you go out to eat on a certain day, you obviously wouldn't want to plan a meal for that day. To take care of this on the menu, enter a Dish with the

name "Eat Out", and don't enter any ingredients. Choose "Eat Out" as the only Dish for that date. The menu will show "Eat Out" for that date, and since there are no ingredients associated with that Dish, nothing will show up on the Shopping List to buy for that meal.

There are three selections on the **Make Shopping List** screen: **Current Store**, **All Stores**, and **Select Store(s)**. Some of the selections may not be available (if there is only one saved store, then **All Stores**, and **Select Store(s)** aren't available). If you have more than one **Store**, you can make a **Shopping List** for each **Store** based on your current **Menu**. Clicking on the **Select Store(s)** option will reveal a list box with all the **Stores** in it. Select which ones you want to make a **Shopping List** for by clicking on them once (clicking on a selected item will deselect it). The **Ignore Stocking Status** check box works hand in hand with the **Is item stocked at this store?** check box on the **Edit/Ingredients** screen. If the box isn't checked, GMW checks each **Ingredient** to see if it is stocked at a **Store**, and if it is, it won't make a **Shopping List** for that **Store**. In other words, you will only get **Shopping Lists** for **Stores** where you can get **ALL** the items needed for **EVERY Dish** called out on your **Menu**. If you want a **Shopping List** for every store you've selected regardless of whether or not the store has all the items, check this box.

To print the Shopping List(s) you've just made, go to **File/Print**.

102 Follow the Steps: How to use GMW

Follow the Steps is a special feature found in the online help file. It is highly recommended to anyone who would like to quickly learn how to enter information in GMW. Following the steps in the online help file is very easy because you just click on the item you want to know about and you're taken there by the magic of hypertext (it's not quite the same in a word processor <grin>).

Follow the Steps is a logical order to follow when entering information in GMW. This is only a suggestion, and not an iron-clad procedure that **MUST** be followed, but it will get you going with a minimum of fuss.

There are screens that depend on certain information existing before they can be of any use to you. For example, to make a **Dish**, you must have already entered **Ingredients**, **Units of Measurement**, and (optionally) **Aisles**. If you try to enter the **Edit Dishes** screen and no **Ingredients** exist, you will get a message telling you that there must be **Ingredients** saved before you can enter **Dishes**.

103 GMW's Main Screen

Status Line: This line is used by GMW to tell you what's going on. For example, when GMW is making **Shopping Lists** it will report what it's doing here.

Store Dropdown List: This is a list of all the saved **Stores**. Many screens in GMW reference the current **Store** - this is where it is selected.

ToolButtons

Cascade Button: Clicking on this cascades all the open windows (this is the same as selecting **Window/Cascade**).

Create Menu Button: Clicking on this button is the same as selecting **Create/Menu**.

Exit Button: Clicking on this button is the same as selecting **File/Exit**.

Help Button: Clicking on this button opens the help file and shows information for whatever screen is active.

Print Button: Clicking on this button is the same as selecting **File/Print**.

104 Print

Check the box beside the reports you want, click on the **Print** button, and all of the reports are sent to the printer.

To see what information is included on a report, select the report you're interested in from the **View** menu. The same information you see onscreen will be printed when you select the same report from the **Print** menu.

Printing to a File

Here's how to send any of GMW's printed reports to a file, which you can then import into any word processor and modify however you want:

Go to the **Windows Control Panel**, and double-click on the **Printers** icon. Look at the list under the **Installed Printers** heading, and choose the one selection from the three choices below that best describes your situation:

1) Generic / Text Only on FILE:

Click on it, and then click on the **Set As Default Printer** button. You are ready to print to a file from GMW.

2) Generic / Text Only with something other than FILE:

Click on **Generic / Text Only** once, and click on the **Connect** button.

Double-click on the **FILE:** selection in the **Ports** list, and then click on the **Set As Default Printer** button. You are ready to print to a file from GMW.

3) Generic / Text Only isn't in the list:

Click on the **Add** button. Double-click on **Generic / Text Only**, and have your Windows install disks ready. After **Generic / Text Only** appears under the **Installed Printers** heading, click on it once, and click on the **Connect** button. Double-click on the **FILE:** selection in the **Ports** list, and then click on the **Set As Default Printer** button. You are ready to print to a file from GMW.

Printing a Shopping List

There are eight columns of information for a **Shopping List**. If all eight are desired, you will most likely have to use landscape mode when printing so all eight will fit on the page. If you use portrait mode and expect all eight columns, a couple will probably be missing. You may not want all eight columns printed. If not, see **View Screen Customizing** for details on how to choose which columns you want printed, and in what order.

If you want all eight columns in portrait mode, you can print to a file, and then import it into a word processor and choose a small font that will allow all eight columns to fit on one line. See the section **Printing to a File** for instructions on how to do this.

105 Exit

This selection closes all open windows, and shuts down GMW. If there is any unsaved information in any of the open windows, you will be asked if you want to save before exiting.

106 Edit Aisles

Enter the **Aisle** names from each **Store** on this screen. When the **Edit/Aisles** screen opens, the title bar will read **Aisles: <Store name>**. The **Store** name is the one that is currently selected in the **Store** dropdown list (below GMW's main menu). Multiple **Edit/Aisles** screens can be open at once - just select another **Store** from the **Store** dropdown list, and choose **Aisle** from the **Edit** menu to open **Edit/Aisles** for that **Store**.

Name Box: Type the **Aisle** that you want to add in this box. **Aisle** names can be up to ten characters long.

Saved Aisles List: All saved **Aisles** for the current **Store** appear in this box.

Description Box: Enter anything you want in this box, up to 60 characters long.

Clear Button: Clicking this button will clear anything that is in the **Name** box.

Delete Button: Clicking this button will delete the **Aisle** that is in the **Name** box.

Save Button: Click this button to save the **Aisle** in the **Name** box.

Status Box: This box will display one of these:

Entering New Record

Editing: <name of Aisle>

Record: Saved

Important Information About Editing Aisles

An **Aisle** can't be deleted that is associated with an **Ingredient**. It's association with any **Ingredients** must be removed, then it can be deleted.

When you delete an **Aisle**, it is also deleted from the **Aisle Sort Sequence** list.

When you change an **Aisle**, the **Sort Sequence** and **Ingredients** lists reflect the change.

When you save a new **Aisle** and a **Sort Sequence** list exists, the new **Aisle** is appended to the end of the **Sort Sequence list**.

107 Edit Aisle Sort Sequence

When the **Edit/Aisle Sort Sequence** screen opens, the title bar will read **Sort Seq: <Store name>**. The **Store** name is the one that is currently selected in the **Store** dropdown list (below GMW's main menu). Multiple **Edit/Aisle Sort Sequence** screens can be open at once - just select another **Store** from the **Store** dropdown list and choose **Aisle Sort Sequence** from the **Edit** menu to open an **Edit/Aisle Sort Sequence** screen for another **Store**.

When the **Sort Sequence** window is active, the **List** menu will appear on GMW's menu bar. The **List** menu has two choices: **Default & Undo**. **Default** changes the **Sort Sequence** to a list of the saved **Aisles** in alphabetical order. **Undo** restores the **Sort Sequence** back to the way it was when you first opened the **Sort Sequence** screen.

Sort Sequence List: This list displays all **Aisles** that you have entered and saved on the **Edit/Aisles** screen. Click on any of the **Aisles**, and the item will be highlighted and the cursor will change to a horizontal double-arrow. Move the cursor to the **Aisle** that you want to insert the highlighted **Aisle** before, and click again. The highlighted **Aisle** is now repositioned. Do this until you are satisfied with the sequence that the **Aisles** are in, and then click on the **Save** button

Save Button: Click on this button when you are done arranging the **Aisles** in the sequence you want. Keep in mind that when changing a **Sort Sequence**, any **Shopping List** that used this **Sort Sequence** when it was made should be recreated so it will reflect your new **Sort Sequence**.

Note: Entering a Sort Sequence is optional, but if it isn't done, the Aisles will appear on the Shopping List in the order that they are saved in the Aisle database.

108 Edit Dishes

Any saved **Ingredient** may be associated with any **Dish**. Each **Dish** can have up to 2,000 **Ingredients**. Later, you will pick the **Dishes** you want on each day of a **Menu**, and the **Ingredients** it takes to make the **Dishes** will show up on the **Shopping List**.

Name Box: Type the **Dish** name that you want to add in this box, or click on the button to the right of the **Name** box to see a list of saved **Dishes**. Click on any of the names in the list to view this **Dish**. A **Dish** name can be up to 30 characters long.

Saved Ingredients List: This is a list of all **Ingredients** that are saved in the **Ingredients** database. Double-clicking on any of these selects the **Ingredient** to be part of the **Dish**, and it appears in the **Ingredients in Dish** list. The number that is in the **Quantity** box will appear with the **Ingredient**.

Ingredients in Dish List: This is a list of all **Ingredients** that are part of the current **Dish**. You may remove any **Ingredient** by double-clicking on it. Clicking on any of the **Ingredients** in the **Ingredients in Dish** list highlights it, and then when you use the **Plus** or **Minus** buttons, that **Ingredients** quantity changes accordingly.

Quantity List: This is a list of the **Quantities** that are associated with the **Ingredients**. To change a number in this column, click on it, then use the **Plus** and **Minus** buttons, or type a number in the **Quantity** box and press return.

Quantity Box: Type the desired number in the **Quantity** box. Double-click on the **Ingredient** you want to add to the **Dish**, and the **Quantity** appears beside the **Ingredient**.

Plus & Minus Buttons: Clicking these buttons increment & decrement the number in the **Quantity Box**. Clicking near these buttons with the left and right mouse buttons performs the same action as clicking on the Plus & Minus buttons, respectively.

Clear Button: Clicking this button will clear anything that is in the **Name** box, **Ingredients in Dish** list, and **Quantity** box.

Clear List Button: Click on this button to clear just the **Ingredients in Dish** list.

Delete Dish Button: Clicking this button will delete the **Dish** that is in the **Name** box.

Save Button: Click this button to save a **Dish**.

Status Box: This box will display one of these:

Entering New Record

Editing: <name of Dish>

Record: Saved

Sort Menu: This menu has three choices: **On**, **Off**, and **Now**. These choices pertain to the **Ingredients in Dish** list. When adding an **Item** to the list, the **Items** can be immediately alphabetized when each one is added (**On**), never alphabetized while adding them (**Off**), or alphabetized when desired (**Now**). The ability to turn the sorting off is provided in case the sorting routine noticeably slows down your computer (and annoys you). The choices on the **Sort Menu** can be activated by their shortcut keys: **On** = Ctrl-N, **Off** = Ctrl-F, **Now** = Ctrl-W. The current setting (**On** or **Off**) is saved when you exit, and reused when you open the screen again.

109 Include/Exclude Misc Item Groups

Just before creating a **Shopping List** is a good time to look at which **Misc Item Groups** you have marked to be included on the **Shopping List**, and make any adjustments before creating a new one. Open the **Edit/Include Exclude Misc Item Groups** screen to see which **Groups** are tagged for inclusion on a **Shopping List**. This screen is a shortcut that allows you to quickly decide which **Misc Item Groups** should be included when a **Shopping List** is made. It performs the same function as using the **Include**

Group on Shopping List checkbox on the **Edit/Misc Item Groups** screen, but is quicker since you can see all the **Misc Item Groups** on one screen, change the ones you want, and then save them all at once.

Group Names: This is a list of all the saved **Misc Item Groups**.

Include?: Click on the item you want to change. They will alternate between **Yes** and **No** with each mouse click. If Include is **Yes**, that **Misc Item Group** will be included on any **Shopping Lists** you make until you change **Include** to **No**.

Save Button: Click on this button to save any changed information and exit the screen.

110 Edit Ingredients

The **Name**, **UM**, and **Store** fields are required before you are allowed to save an **Ingredient**. The **On Hand** and **Price** fields default to zero. If you don't want to keep track of what quantities you have at home, just leave the **On Hand** field zero. If you don't want GMW to total your **Shopping Lists** for you, leave the **Price** field zero.

Name Box: Enter the **Ingredients** name in this box. It may be up to 30 characters long.

UM Dropdown List: Choose a **UM** from this list to be associated with the **Ingredient**.

On Hand Box: Type the desired number in the **On Hand** box.

Quantity Plus & Minus Buttons: Clicking these buttons increment & decrement the number in the **On Hand** box. Clicking near these buttons with the left and right mouse buttons performs the same action as clicking on the Plus & Minus buttons, respectively.

Store Dropdown List: Choose the **Store** from this list that you want to edit.

Is item stocked at this Store Check Box: Checking this box tells GMW that this **Ingredient** is carried at this **Store**. This information is used when **Shopping Lists** are created to tell you whether or not you can go to a certain **Store** to get all the **Ingredients** you need.

Aisle Dropdown List: Choose an **Aisle** from this list to be associated with the **Ingredient**. If you don't want an **Aisle** to be associated with the

Ingredient, choose {NONE} from this list.

Price Box: Enter the price of the **Ingredient** here. You can enter a different **Price** for each **Store** for the same **Ingredient**. GMW will use this information when creating **Shopping Lists** to help you do some comparison shopping to see which store would be cheaper to go to for a given **Shopping List**.

Price Plus & Minus Buttons: Clicking these buttons increment & decrement the number in the **Price** box. Clicking near these buttons with the left and right mouse buttons performs the same action as clicking on the Plus & Minus buttons, respectively.

Save Button: Click this button to save an **Ingredient**.

Clear Button: Clicking this button will clear anything that is in the **Name**, **UM** and **Aisle** boxes.

Delete Button: Clicking this button will delete the **Ingredient** that is in the **Name** box.

Status Box: This box will display one of these:

Entering New Record

Editing: <name of Ingredient>

Record: Saved

Important Information About Editing Ingredients

Each **Ingredient** exists under every **Store**. Each **Store** may not carry every **Ingredient**, so this is where the **Is Item Stocked at this Store** checkbox comes in. If the **Ingredient** isn't stocked at a particular **Store**, don't check this box.

Note: When using the **Ingredient** screen, the **Store** dropdown list (below GMW's main menu) disappears because the **Ingredient** screen has a **Store** dropdown list of its own.

111 Edit Misc Item Groups

This is where you enter **Items** that you want to appear on the **Shopping List** that aren't part of a meal. Before an **Item** can become part of a **Misc Item Group**, it must be saved via the **Edit/Ingredients** screen.

Misc Item Groups are handy for things like cleaning items, spices, snacks, and anything else that might not be on a **Menu** but you want on the **Shopping List**.

When you create a **Menu**, any **Misc Item Group** that has its **Include Group on Shopping List** checkbox checked will have its **Items** included on the **Shopping List**.

Name Box: Enter the **Groups** name in this box. It may be up to 30 characters long.

Include Check Box: Check this box if you want the **Items** in this **Group** to be included in **Shopping Lists** you make. Any **Group** with this box checked will be included in all **Shopping Lists** made until you uncheck this box.

Available Items List Box: This is a list of all saved **Ingredients**. Double-clicking any of these moves it to the **Saved Items** list.

Group Items & Qty Lists: This is a list of all **Misc Items** in the current **Group**. Double-click on any item to remove it from the list.

Plus & Minus Buttons: You may update an **Items** quantity by clicking on any **Item** in the **Group Items** list to highlight it, and then clicking on the **Plus** or **Minus** buttons. Clicking near these buttons with the left and right mouse buttons performs the same action as clicking on the Plus & Minus buttons, respectively.

Quantity Box: Whatever number is in the **Qty Box** will be associated with the **Item** that you double-click on in the **Available Items** list. Change the quantity by typing a new number into the **Qty** box and pressing the return key.

Clear Button: Click on this button to clear everything in the **Name** box, **Available Items**, and **Group Items** lists.

Clear List Button: Clicking this button will remove all **Items** from the **Group Items** and **Qty** lists.

Delete Button: Clicking this button will delete the current **Misc Item Group**.

Save Button: Click this button to save changes to the **Misc Item Group**.

Sort Menu: This menu has three choices: **On**, **Off**, and **Now**. These choices pertain to the **Saved Items** list. When adding an **Item** to the list, the **Items** can be immediately alphabetized when each one is added (**On**), never alphabetized while adding them (**Off**), or alphabetized when desired (**Now**). The ability to turn the sorting off is provided in case the sorting routine noticeably slows down your computer (and annoys you). The choices on the **Sort Menu** can be activated by their shortcut keys: **On** = Ctrl-N, **Off** = Ctrl-

F, **Now** = Ctrl-W. The current setting (**On** or **Off**) is saved and used when you reenter the screen.

Status Box: This box will display one of these:

Entering New Record

Editing: <name of Group>

Record: Saved

112 Edit Quantities on Hand

This screen presents you with a list of all saved **Ingredients**, and lets you manipulate their **Quantities on Hand**.

Ingredients List: When you click on an **Ingredient** in this list, it's **Quantity on Hand** is put in the **Quantity** box so you can change it.

Quantity Box: When you click on an **Ingredient** in the list, it's **Quantity on Hand** is put in this box so you can change it. You may update an **Ingredient's** quantity by clicking on the **Plus** or **Minus** buttons, or typing a new number into the **Qty** box and pressing the return key.

Plus & Minus Buttons: Clicking these buttons increment & decrement the number in the **Quantity Box**. Clicking near these buttons with the left and right mouse buttons performs the same action as clicking on the Plus & Minus buttons, respectively.

Zero Qtys Button: Click on this button, and a dialog box will ask for confirmation that you want to set all the **Ingredient's Quantities on Hand** to zero. Click on yes to zero all quantities.

Save Button: Click this button when you are done changing the **Ingredient's** quantities. The new quantities are saved, and the screen closes. After saving new quantities on this screen, all existing **Shopping List** quantity information will be out of date. Recreate any **Shopping List** that you want to reflect quantities accurately.

Note: If the selection **Allow Negative on Hand Values** is selected on the **User Setup** screen, you will be allowed to enter a negative number in the Qty Box, but the only way to enter a negative number is with the **Minus** button.

113 Edit Stocking Status

This is where you can quickly change the **Is item stocked at this Store?** status for any (or many) **Ingredient(s)**.

Ingredient Names: This is a list of all the saved **Ingredients**.

SaveButton: Click on this button to save any changed information and exit the screen.

Stocked?: Click on the item you want to change. They will alternate between **Yes** and **No** with each mouse click. If **Stocked** is **Yes**, you are saying that the **Ingredient** is stocked at the current **Store**.

114 Edit Stores

Enter the names of the **Stores** that you will be using in GMW on this screen. Before entering various screens, you will pick a **Store** from the **Store** dropdown list, which is below GMW's main menu.

Name Box: Type the **Store** that you want to add in this box. It can be up to 30 characters long.

Clear Button: Clicking this button, will clear anything that is in the **Name** box.

Delete Button: Clicking this button will delete the **Store** that is in the **Name** box.

Save Button: Click this button to save a **Store**.

Status Box: This box will display one of these:

Entering New Record

Editing: <name of Store>

Record: Saved

115 Edit Units of Measurement

Enter any **UM**'s that you want to use with the **Ingredients** on this screen.

Name Box: Type the **UM** that you want to add in this box. It can be up to 10 characters long.

Saved UM's List Box: All **UM**'s currently saved in the **UM** database will be in this list box. Double-Clicking on one of them will put it in the **Name** Box, and you may edit or delete it.

Clear Button: Clicking this button, will clear anything that is in the **Name** box.

Delete Button: Clicking this button will delete the **UM** that is in the **Name** box.

Save Button: Click this button to save a **UM**.

Status Box: This box will display one of these:
Entering New Record
Editing: <name of UM>
Record: Saved

Important Information About Editing UM's

You can't delete a **UM** that is associated with an **Ingredient**. You must first remove the **UM** from being associated with any **Ingredients**, then delete the **UM**.

When you change a **UM**, any **Ingredient** that it was associated with will reflect the change.

116 Edit User Setup

Confirmation Prompts: There are places in GMW where you are asked to confirm the choice you have just made, such as when you delete or update a record. Leaving this box unchecked disables these prompts.

Show Zero Quantities on Shopping List: This is easiest to explain by showing an example. When **Show Zero Quantities** is checked, this is what can appear on the **Shopping List** for a particular item:

-----	Quantity	-----
Needed	on Hand	to Buy
10.00	10.00	-

You don't need to buy any of this item because you need 10 for your current menu, and you already have 10 at home.

If you uncheck the **Show Zero Quantities** checkbox, this line won't appear on your **Shopping List**.

Subtract Quantities Needed: Checking this box will subtract the **Quantity Needed** of each **Ingredient** on the **Shopping List** from the **Quantity on Hand** for that **Ingredient** when a **Shopping List** is made. If you don't keep inventory of what you have on hand, then leave this unchecked.

Allow Negative on Hand Values: Checking this box will allow the **Ingredient's Quantity on Hand** values to be negative numbers in certain situations. Here's an example:

If **Quantity on Hand** for tuna is 1, **Quantity Needed** is 3, and you specify on the **Add to Inventory** screen that you only bought 1 can when you were at the grocery store, the **Quantity on Hand** amount for tuna would be -1. Here's what happens when the **Add to Inventory** function is run when **Allow Negative on Hand Values** is checked:

New Quantity on Hand = (Current Quantity on Hand + Quantity Bought) - Quantity Needed

The tuna example would be: New Quantity on Hand = (1 + 1) - 3, so New Quantity on Hand would be -1.

If **Allow Negative on Hand Values** isn't selected, and the above formula's result is less than zero, the **Quantity on Hand** will be set to zero.

This feature could be useful if you needed an item that the store didn't have and you want to remember that you still need it.

Default Number of Days: If you usually make a menu for 14 days, then enter 14 here and when you create a menu, the starting and ending dates will span 14 days.

Save Button: Click this button to save the current settings and exit.

117 Create Menu

Creating a menu consists of three screens:

Menu - Select Name, **Menu - Select Days**, and **Menu - Select Dishes**.

Menu - Select Name

This is the first step in creating a **Menu**. On this screen you select a **Menu** name from the list or create a new one.

Name Box: Type the **Menu** name that you want to add in this box. It can be up to 30 characters long.

Clear Button: Click on this button to clear the **Name** box.

Delete Button: Click on this button to delete the current **Menu** name.

Create Shop List Button: Click on this button to create (or recreate) a **Shopping List** for a saved **Menu**. The **Menu - Select Dishes** screen will open.

Menu - Select Days Button: Click on this button when you have selected a saved **Name** from the list and are ready to proceed to the next step in making a **Shopping List**, which is the **Menu - Select Days** screen.

Save Button: This button saves the current entry.

Status Box: This box will display one of these:

Entering New Record

Editing: <name of Menu>

Record: Saved

Menu - Select Days

On this screen you select the starting and ending dates for your **Menu**.

Calendar: If the **Start Date** is highlighted, clicking on a date on the calendar will set it to that date. If the **End Date** is highlighted, then clicking on a date will set it.

Start Date: The **Menu** starts on this date. Set this date by clicking a date on the calendar when the **Start Date** is highlighted. If you want to set the **Start Date** and it isn't highlighted, click on the **Start Date** box to highlight it, then click on a date.

End Date: The **Menu** ends on this date. Set this date by clicking a date on the calendar when the **End Date** is highlighted. If you want to set the **End Date** and it isn't highlighted, click on the **End Date** box to highlight it, then click on a date.

Month Increment & Decrement Buttons: Use these to see the next or previous month.

Save Button: Click this button after picking the starting and ending dates you want, and you will then be presented with the **Menu - Select Dishes** screen

Menu - Select Dishes

This is where you choose which **Dishes** you want on each day of the **Menu**.

Saved Dishes List Box: This list contains all the **Dishes** that you may choose from to include on your **Menu**. Double-click on any **Dish** and it will be added to the **Today's Dishes** list for the currently selected day.

Today's Dishes List Box: When this screen first displays, you will see the date of the first day that you want the **Menu** to start with (Sat, Sep. 11, 1993, in this example). Choose which **Dishes** you want for each day by double-clicking on any **Dish** in the **Saved Dishes** list. To remove a **Dish**, double-click on the **Dish** you want removed.

Spin Button: Use the spin button to go to the different days in your menu. You don't have to start with day one and end with the last day on your menu. If you know what you want to have on next Saturday, use the spin button to get you to that day, fill in the **Dish(es)**, and go on to whatever day you want to fill in next. Just remember that you must have at least one **Dish** on each day.

Create Shopping List Button: Clicking on the **Create/Shopping List** menu selection opens the **Make Shopping List** screen, where you choose if you want the current **Menu** made for one, all, or selected **Stores**.

Save Button: When you click on this button, each day is checked to see if it includes at least one **Dish**. If not, you are notified of this, and given an opportunity to correct the problem. When all is ok, The **Menu** information is saved (a **Shopping List** isn't created).

Make Shopping List

There are three choices under the heading **Make Shopping List for:**

Current Store: Selecting this will make the **Shopping List** just for the current **Store**.

All Stores: Selecting this will make the **Shopping List** for all **Stores**.

Selected Store(s): Selecting this will open the bottom half of the screen, and you can select which **Store(s)** you want the **Shopping List** created for. Click on **Stores List** for more details.

Ignore Stocking Status Check Box: Checking this box tells GMW to ignore whether or not an **Ingredient** is stocked at a certain **Store**. If this is unchecked, GMW checks each **Ingredient** to see if it is stocked at a **Store**, and if it is, it won't make a **Shopping List** for that **Store**. In other words, you will only get **Shopping Lists** for **Stores** where you can get **ALL** the items needed for **EVERY Dish** called out on your **Menu**.

Make Button: Click on this button to begin making the **Shopping List(s)**.

Stores List: This is a list of all the saved **Stores**. Click on the ones you want a **Shopping List** created for, and then click on the **Make** button.

118 Add to Inventory

The purpose of this screen is to let you change the quantity you bought, since you don't know before going to the store whether or not you'll be able to get everything on your list, or just may decide that you want more of an item than the quantity that is on the **Shopping List**.

When you click on the **Save** button, the numbers in the **Qty Bought** column are added into the **Qty on Hand** numbers that are found on the **Edit/Ingredients** screen.

If you don't want to keep inventory of what you have at home, just ignore **Create/Add to Inventory**.

Item: This is a list of all the items on the selected **Shopping List**.

Qty Needed: This is the quantity needed to make all the **Dishes** on the selected **Menu**.

Qty on Hand: This is the quantity you currently have at home.

Qty Bought: This is **QtyNeeded - Qty on Hand**. If the quantity you purchase is different than the quantity shown, click on the item, and change the **Qty Bought** to what you actually bought.

Qty Box and Plus/Minus Buttons: Whatever number is in the **Qty** box will be associated with the **Ingredient** that you click on in the **Shopping List**. You may update an **Ingredient's** quantity by clicking on any **Ingredient** in the list to highlight it, and then clicking on the **Plus** or **Minus** buttons. Changing the quantity can also be done by typing a new number into the **Qty** box and pressing the return key. Also, clicking near the **Plus & Minus** buttons with the left and right mouse buttons performs the same action as clicking on the **Plus** & **Minus** buttons, respectively.

Save Button: Click on this when you are done editing the quantities, and they will be added to the current **On Hand** quantities of these items (using this feature is optional).

119 View Aisles

You will be presented with the option of viewing the current **Store's Aisles**, or all **Store's Aisles**. Select which you want, and the view screen will open.

120 View Aisle Sort Sequence

You will be presented with the option of viewing the current **Store's Aisle Sort Sequence**, or all **Store's Aisle Sort Sequences**. Select which you want, and the view screen will open.

121 View Dishes

You will be presented with the option of viewing the **Dishes** in a **Brief** or **Detailed** format. **Brief** shows you only the **Dishes** names, and **Detailed** includes all information pertaining to each **Dish**. Select which you want, and the view screen will open.

122 View Ingredients

Choosing this selection views information about all **Ingredients**.

123 View Menu(s)

Saved Menus List: Click on each **Menu** that you want to view, and then click on the OK button to view them.

All / None Button: When the button says **All**, click on it and all **Menus** will be selected for viewing. If the button says **None**, clicking on it will deselect all the **Menus**.

OK Button: Click on this button to view the selected **Menu(s)**.

124 View Misc Item Groups

You will be presented with the option of viewing the groups in a **Brief** or **Detailed** format. **Brief** shows you only the **Group's** names and whether or not they will be included on **Shopping Lists**, and **Detailed** includes all items in each Group. Select which you want, and the view screen will open.

125 View Shopping List(s)

Saved Shopping Lists: Click on each **Shopping List** that you want to view, and then click on the **OK** button to view them.

All / None Button: When the button says **All** click on it and all **Shopping Lists** will be selected for viewing. If the button says **None**, clicking on it will deselect all the **Shopping Lists**.

OK Button: Click on this button to view the selected **Shopping List(s)**.

126 View Stores

Choosing this selection produces a list of all **Stores**.

127 View UMs

Choosing this selection produces a list of all **Units of Measurement**.

128 View Screen Customizing

The order in which the columns appear can be changed . Just click on the heading of the column to move (the mouse pointer will change shape), and then click on the heading of the column to swap it with.

Your preferred arrangement is saved and will be used any subsequent time you view the screen again.

The following reports have user configurable columns:

Ingredients - Current
Ingredients - All
Ingredients - without Store Info
Shopping List

The printed reports for the above items mirror the saved viewing preferences with one exception:

Ingredients - All: Name, UM, and On Hand will always be the first three columns on a printed report.

Column Menu

The items in this menu are the available columns that can be viewed. The columns with check marks beside them are the visible columns, and the ones without check marks aren't visible. Clicking on any of the selections that don't have a check mark will make that column visible, and clicking on any of the selections that have a check mark will hide that column.

129 Window Menu

Cascade, Tile, Arrange Icons: These commands rearrange any windows that are currently open in GMW.

All open windows in GMW are listed on the bottom of the Window menu. Selecting one will make it the active window.

130 Help Menu

To get help on almost any screen in GMW, press the **F1** key or click on the Help Toolbutton

Contents: This selection opens the help file and displays the **Contents** screen.

Search: This selection opens the help file's search box so you can immediately type in a word or phrase to search for.

About: The About screen displays (among other things), how to contact the author and the version number of Grocery Manager

131 Right Mouse Button

This is a list of where the right mouse button is used in GMW.

1) On any screen that has the **Plus & Minus** buttons you may right mouse click in the box that contains these buttons (or near the buttons if they aren't in a box) and it is the same as clicking on the **Minus** button.

This feature is intended to allow you to increment and decrement the quantity in the **Qty** or **Price** boxes without having to move the mouse between the **Plus & Minus** buttons. This feature is used on the **Edit/Dishes**, **Edit/Ingredients**, **Edit/Misc Items**, **Edit/Quantities on Hand**, and **Create/Add to Inventory** screens.

132 Details of How GMW Works

Entering Data

When entering data into GMW, you can capitalize anywhere you desire. The capitalized letters will appear on the printouts and **View** screens exactly as you enter them, but GMW doesn't discern between Potatoes and potatoes, so you can't save both as an **Ingredient**. If you enter and save an **Ingredient**, access that **Ingredient** later and realize that you forgot to capitalize, you may capitalize the word and resave it.

You can reuse the same word as an **Ingredient** and **Dish**. For example, you want to call a **Dish** "Hamburger Helper", but you also want to use that as

one of the **Ingredients** so you get a box of Hamburger Helper at the grocery store. In this case, GMW allows the same name to be reused. If ever in doubt, just try it - the worst that can happen is that you'll get a warning message.

The following are the maximum number of characters for data entered in GMW:

- 1) UM's: 10
- 2) Aisle Names: 10
- 3) Ingredient Names: 30
- 4) Dish Names: 30
- 5) Menu Names: 30
- 6) Misc Item Group Names: 30
- 7) Store Names: 30
- 8) Any numeric entry must be less than 10,000 and have no more than 2 digits to the right of the decimal point (format: nnnn.nn)

133 Uninstalling Grocery Manager

There are many Windows programs that install files all over your hard drive and also modify your WIN.INI and/or SYSTEM.INI files without telling you what they're up to. Removing programs like this is a guessing game, at best. To keep anyone from lumping GMW into that category of "rude" programs that are nearly impossible to uninstall, here's how to completely remove any trace of GMW:

- 1) First, view the file **GMW.INI** in your GMW directory. Look for the heading **[DLL]**, and below it will be two items:

VBRUN200=
VBISAMMX=

Beside each of these items will be one of the following:

Installed: The file was copied to your hard drive during the GMW installation.

Overwritten: The file existed on your hard drive, but was chosen to be overwritten during the GMW installation.

Already Existed: The file already existed before the GMW install, and nothing was done to it.

Install Not Used: The GMW installation program wasn't used.

The above information will help you determine whether or not these files existed on your hard drive before GMW was installed.

In your Windows System directory you will find **VBISAMMX.DLL** and **VBRUN200.DLL**. With the above information you can decide whether or not these need to be deleted.

- 2) Remove all files in the GMW directory and the GMW directory itself.
- 3) Delete the Program Manager group and/or icon(s), if installed.

That's it! GMW doesn't use **WIN.INI** or **SYSTEM.INI**, so there's nothing to remove from these files.

134 Registering Grocery Manager

The registration fee for Grocery Manager is \$25 + Shipping.

Registering entitles you to:

- 1) A licensed copy of GMW. It doesn't have the "Unregistered Evaluation Version" reminder on the main screen and printouts, or the opening info screen
- 2) Free updates, automatically sent to you, for one year from registering.
- 3) Support for Grocery Manager. You may contact me in a number of ways:
 - a) US Mail. Send to:
Paul Davison
Absolute Value Software
4325 SW Stoddard Dr.
Aloha, OR 97007
 - b) CompuServe email. My account number is 72327,1673.
 - c) Internet. Address messages to:
INTERNET:72327.1673@compuserve.com
 - d) RIME (RelayNet) ASP conference.

There is no time limit to receiving support after becoming a registered user. Feel free to contact me in either of the above mentioned ways, and I will respond as soon as I can. CompuServe is the fastest way to get a message to me. It is extremely rare that I am not on CompuServe daily.

Please feel free to contact me if you are evaluating Grocery Manager and have any questions, problems or comments.

Special Shipping Offer

I am offering a special deal to save you some money (and save me some work!): if you have a CompuServe account and would be willing to receive the registered version via CompuServe's private electronic mail, I will only ask a total of \$28. This is the cheapest option, and (oddly enough) the fastest delivery method. Since you already have the Shareware version of

GMW, you have the files that are the largest part of GMW - the DLL files. These files rarely change, so I would send you whatever files you would need to update you to the latest version. If you have CompuServe's Standard Plan, it won't cost any more than your normal monthly fee to receive GMW via electronic mail (with the Standard Plan, CompuServe charges you to SEND electronic mail, not to RECEIVE it). You will receive your registered copy of GMW the quickest way possible, and the cheapest (is this legal?!). This is a really great way to go if you aren't in the USA!

Payment Methods

If you want to pay by check or money order, choose one of these methods:

- 1) Click on **Help/Register**, fill in the blanks, click on **Print**, and a ready to mail form is printed. Include check or money order, fold the form twice, put a stamp on it (and some tape to hold your check or money order in!), and its ready to go - no envelope needed.
- 2) Print the file ORDER.WRI, fill it in, put it in an envelope with your check or money order, and mail it.

If you want to use **Visa, Master Card, Discover,** or **American Express,** any one of the four following ways may be used:

- 1) Call 1-800-2424-PsL, or 713-524-6394
- 2) Fax 713-524-6398
- 3) CompuServe mail to PsL @ 71355,470
- 4) Mail information to:
 PsL
 P.O. Box 35705
 Houston, TX 77235-5705

The credit card orders are done through a company called Public (software) Library. They notify me of your order, and I ship it to you. They are providing a valuable service for Shareware authors like me so that you can use your charge card to register our software.

Be sure to specify the **Windows** version of **Grocery Manager**, because there also is a DOS version.

IMPORTANT: Do **NOT** call PsL for any other reason than to place an order. Any questions about the status of the shipment of the order, refunds, registration options, product details, technical support, etc, must be directed to Absolute Value Software.

135 Special Offer for Registering GMW

JCS Marketing (an ASP approved vendor) publishes a CD-ROM filled with Shareware. It's called the **JCSM Shareware Collection**, and they are extending a special offer to anyone who registers GMW. You can purchase their CD-ROM for 1/2 price - only \$9.95 + shipping (\$2 USA, \$3 Canada, \$5 other). When you register GMW, I will automatically send you a certificate that you can redeem with JCS for this 1/2 price deal.

136 Shortcut Keys

Sometimes you may rather press a key than click a mouse, so here's a list of shortcut keys that are in GMW:

Key	Function	Comments
Ctrl-C	Clear	Shortcut for the Clear button
Ctrl-D	Delete	Shortcut for the Delete button
Ctrl-E	Erase	Used on Misc Item Groups & Dish screens to erase only the list of Ingredients
Ctrl-P	Print	Shortcut for the Print button
Ctrl-S	Save	Shortcut for the Save button
Ctrl-X	Exit	Shortcut to close a screen

137 ASP Ombudsman Statement

"Paul Davison is a member of the **Association of Shareware Professionals** (ASP). The ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help. The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products. Please write to the ASP Ombudsman at 545 Grover Road, Muskegon, MI 49442-9427 or send a CompuServe message via CompuServe Mail to ASP Ombudsman 70007,3536- 9427 or FAX 616-788-2765".

138 Required legal statement (to keep myself out of hot water)

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