What Job Summary?

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DISCLAIMER OF WARRANTY

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LICENSE

The following terms and conditions apply to the use and/or distribution of *What Job Summary?*:

1. WJS is being distributed as Shareware; it is **not** free. You are granted a limited license to use WJS for an evaluation period of up to 60

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days, to determine if it suits your needs. Any other use of WJS or use past this period requires registration.

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TECHNICAL SUPPORT (HOW TO REACH ME)

If you have questions or need help, just send a note to me through the mail or a BBS listed below. Registered users, those intending to register within 30 days, vendors, and sysops may contact me via telephone as well. Sysops and shareware vendors please see VENDOR.DOC for distribution information.

Mail   Angel Babudro, "Organic Computer Wizardry", Box 132, Paonia, CO 81428 USA
Phone   (303) 527-6756 Tue-Sat 10am-6pm Mountain Time

I am normally available by phone during the hours stated above. If you get the answering machine please leave a message. Unregistered users: please try again later; I am happy to answer your questions but I cannot afford to pay for the call.

Official Distribution Bulletin Boards

My software packages are "**free**" downloads on the BBSs listed below - you need not subscribe to download my shareware (although other files or functions may require subscription). You may send questions or comments to me on The Researcher's BBS and Expanding Horizons - address your comments to "Angelo Babudro" (I use "Angelo" to avoid gender confusion, and I'm used to both names anyway). Scan for the file name **WJS*.*** to locate the latest version.

West Coast   Researcher's BBS (CA)   USR Dual (805) 949-8151
                Enter "**J;136**" to join the OrganicSftwr conference then use "**F**" to list files and "**E**" to post messages for me. Over 4 gigabytes of files on-line; anything you want is here. Messages can be sent to this board for me via FidoNet 1:102/1310.

                Expanding Horizons (CO)   14.4k V.32 (303) 241-2847
                This is my local BBS so it is the one I most often update and check for messages. Log on to this board with the name "**OC WIZ**" and the password "**WHAT**" - this will bypass the usual questionnaire so you can begin downloading right away. Next, enter "**J;3**" to join conference #3, then type "**F**" to view

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the list of my software.

Midwest Rusty 'n Edie's BBS (Ohio), six phone numbers:
      HST 16.8 (216) 726-1804
      Hayes 28.8 (216) 726-3642
      Hayes V-series (216) 726-3610
      2400/V32/ZyXEL 19.2 (216) 726-2620
      USR HST Turbo 21 (216) 726-3628
      CompuCom Speed (216) 726-3584

East Coast Excalibur (Central NY) USR Dual (315) 736-3792
FREQ (File REQuest) from this board via RBBS address
A:954/401, FIDO address 1:26501, or ICN address
91:315/101.

WhiTech BBS (NC)ZyXEL 14.4 V32b/V42b (910) 944-1165
File Request (FREQ) via Fido address 1:3636/2.

Software Creations (MA) - over 120 lines. Home of Night Owl
CD-ROM.
      USR Courier 2400 MNP5 (508) 365-2359
      USR Dual Standard 14.4k (508) 368-7036
      USR HST/Dual Std 16.8k (508) 365-2032
      USR Dual Std v.32Terbo (508) 368-6604

ORDERING METHODS, AND REGISTRATION FEES

Years of effort have gone into this software in the hopes that many people will be willing to pay for a small part of the development. Kindly remember that **if you use this software past the 60-day trial period** you are asked to **pay the registration fee.**

Benefits of Registration

The Shareware (unregistered) version of WJS is fully functional so that you may try all of its features and know exactly for what you are paying. Past the 60-day evaluation period WJS will display reminders to register your copy or discontinue use of the software, but it will always continue to be fully functional.

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When you register you have the following benefits:

-       You get the latest version direct from the author with automated installation and bonus Shareware & Freeware.

-       You get a complete introductory course in using computers for business which includes sections on hardware, software, and DOS in addition to WJS.

-       Telephone support - you can talk to the software author who can help you right away and is committed to making the software work well for you.

-       Updates are free - get them from a local BBS or vendor. As new features are added, WJS' price is sometimes adjusted to reflect the dramatic increase in its value to users. By registering now, you pay the current (low) price and are entitled to the higher-priced features.

-       You can subscribe to receive new versions as soon as they are released so you will always have the latest features and enhancements.

-       The Shareware License display and Unregistered Edition delay go away.

-       It rewards the author for thousands of hours of software development done without pay and from which you are deriving benefit. It's the right thing to do and will surely come back to you in blessings & good karma.

How To Order

Send cash, check, or money order in U.S. funds; Canadian cheques or foreign cash are also acceptable. No Purchase Orders please; instead use the invoice (below) and, since you are and have been using the Unregistered Edition, consider it the case that you are paying for delivered merchandise.

If you prefer to use a credit card, you can order WJS from Public (software) Library with your MC, Visa, AmEx, or Discover card by calling 800-242-4PsL (from overseas: 713-524-6394) or by FAX to 713-524-6398 or by CompuServe to 71355,470. THESE NUMBERS ARE FOR ORDERING ONLY. I CANNOT be reached at those numbers. To contact me for information about dealer pricing, volume discounts, site licensing, the status of shipment of the product, the latest version number, or for technical information, call 303-527-6756 or write me at PO Box 132, Paonia, CO USA 81428. With Shareware you try the software before buying it; therefore, product returns are not allowed.

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When ordering from PsL ask for **product #11519**.

Pricing

Use License with Disk, Manual, and Computer Course — $99. License to use one copy of WJS along with the latest Registered Edition on disk with automated installation, the latest version of documentation on disk, notification of updates & upgrades, and a printed 3-ring-bound manual. The manual contains an introductory course in computers plus a complete guide to using WJS. The course covers computer components (hardware), DOS & software basics, etc. Companion course disks are also provided. This course is for the newcomer and covers all the topics necessary to understand and maintain your computer. Manuals are printed on tree-free paper (50% hemp/50% cereal straw).

Wholesale & OEM — If you want to bundle WJS with your own special product or service and resell it, please write to me with your idea.

Site License –– If your firm has multiple computers on which WJS will be installed you may opt to purchase a Use License (above) plus a site license. With a site license you are provided with a disk for each computer but just one printed manual which may be photo-copied (although additional copies may be purchased). Use the Help/Site License option on the WJS menu to print a Site License form.

Free Updates — When you register I will send you a "key" which will work with future releases. You can download updates from a bulletin board or otherwise obtain an update and it will recognize your registration "key".[1]

Updates Though the Mail — An update disk with the latest versions of all my shareware costs $4.00 plus shipping. Updates are released every 1-4 months.

Update Subscription –– You can subscribe to receive updates automatically through the mail. In return you agree to send $4 plus shipping within 15 days. There is no time commitment; either party

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[1]Be sure to **delete** CONFIG.WJS from copies you share with BBSs and others. Not only does it contain all the settings on your system and certain pieces of your data, it also contains your registration key and your name.

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may cancel at any time with written notice.

Prices & specifications are subject to change without notice. Vendors & sysops please see VENDOR.DOC & SYSOP.DOC.

Give & Receive Support - Register the software you use

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INVOICE & REGISTRATION
Credit card orders see "How To Order" above

REMIT TO: **FROM:**

  Angel Babudro   Name_____
  "Organic Computer Wizardry"
  PO Box 132   Company_____
  Paonia, CO 81428
  USA   Address_____

                                     _____

                                    Phone_____

Use License   Registration & disk   ($99) _____

Shipping &   Continental U.S. - add $3
Handling   Canada, AK, HI, VI, PR - add $5
                  Outside U.S.A. & Canada - add $9   _____

                                  ** T O T A L = $_____

        Send new updates every 1-4 months and bill me $4
        plus shipping. I will send payment within 15 days or
        return the disk to cancel this service.
                  Initials_____

Disk size & quantity   [__] 3½"   [__] 5¼"
Drive density   [__] Low (DD) required   [__] High (HD) ok
FDFORMAT/FDREAD   [__] FDFORMAT extended densities okay

Printer make(s) & model(s)_____

Which version are you using now? (see Help/About screen)_____
I got my copy from _____
I saw a review in_____

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Upon receipt of this paid invoice the latest Registered Edition disk and any options ordered above will be sent. Mail with your cash, cheque, money order in U.S. funds; Canadians may send Cdn$. Put comments on back. Allow 1-4 weeks for the latest version to land on your doorstep. Thank you for registering!

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WHAT DOES THIS SOFTWARE DO?

What Job Summary? is a tool to help you keep track of jobs for which you are contracted or sub-contracted. WJS gives you an easy way to track **summary** information about your jobs; the estimating and details are left entirely up to you. WJS then provides reports for the banker and bonding company as well as to help analyze your work load.

WJS can track up to 2.6 million jobs per year, which is a limit of the numbering system used; your practical limit will be determined by your computer speed & hard disk capacity and will probably be in the under-10,000-jobs-per-year range. For each of these jobs WJS has a place to enter the relevant bid, cost, and income figures - somewhat like a spreadsheet. Since WJS is **not** an estimating or billing package, it seems reasonable to assume that you will have total amounts calculated from another programme (or by hand). For this reason, WJS does not attempt to duplicate the functions of these other software packages, but rather it takes totals and puts them all neatly in one place and prints reports which are probably not available in your other software packages.

The function keys are the same as the Timberline estimating package. Whether or not you are familiar with Timberline estimating, keep an eye on the bottom of the screen for function key definitions.

SYSTEM REQUIREMENTS

Any PC-compatible computer with at least 350k of free RAM should work fine, however a 286 or better and a hard disk are preferred since WJS is a data base application which inherently involves a lot of disk access.

WJS has been tested on MS-DOS 3.3, 5.0, and 6.2. It should work properly under PC-DOS or MS-DOS version 3.1 or later although I recommend only 3.3 and 5.0 be used -- it's worth the money to upgrade. WJS's operating speed is quite acceptable on an 8MHz 80286 computer. You will need about 240k of disk space for WJS and its necessary files plus disk space for the information you will enter. Any dot matrix printer should work fine. If yours isn't on the list, try one of those that are - most use similar codes, the biggest variant being font codes. If your printer won't work with what is there, please tell me and your registered edition (or update) will include your printer.

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Theoretically, WJS can accommodate 2.6 million jobs per year and each job can have up to ten lines. WJS uses 109 bytes per line of data, so you will need 11k to 107k of storage per 100 jobs entered depending on the number of lines used. Data base applications, such as this one, tend to access the disk frequently so it is much better to use a hard disk, but WJS can run on a floppy. In its minimum configuration, WJS requires about 216k of storage, so a 360k floppy disk will have room for about 1,300 lines of data.

Using With MS Windows

WJS can be run as a DOS application under Windows 3.1 although it is not a Windows application (in other words, it runs the same in DOS or Windows and you cannot use any of Windows' features with WJS, such as the clip-board). If you don't use Windows or use it only occasionally (as I do), then use WJS from DOS since it will work faster without Windows' overhead. If you normally have Windows loaded, however, then go ahead and set up an icon for WJS. To do this, highlight or create a group (i.e., pop open a group's window or use the File/New option to create a new group), then use File/New to create a program item and define it as C:\WJS\WJS.EXE (or whatever directory you are using) and set the data directory to C:\WJS or some other, as you desire.

Using With 4DOS

WJS has been tested with 4DOS versions 4.0 and 5.0. There are no special needs or considerations.

RUNNING What Job Summary? FOR THE FIRST TIME

If you received your copy of WJS on disk it has an installation programme on it. Using INSTALL is faster than setting up manually, and it won't change your AutoExec or CONFIG, so I'd suggest:

1. Put the floppy in a drive
2. Type "**d:INSTALL**" where "d:" is your drive (e.g., "A:")

INSTALL is not necessary, however. If you have received WJS from a bulletin board then you have installed it by unpacking the archive. I strongly suggest that you put the software in a directory of its own (for example, C:\

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WJS). You can run the package from any directory since data files will be created if they are not present. In this way you can also keep more than one set of data files by using different directories.

Documentation Files

If you have WordPerfect 5, just load WJS.WP. Instructions for re-formatting are in a comment at the top of the document. If you don't have WordPerfect 5 or a way to convert the WJS.WP file to your word processor, then use WJS.TXT which is an ASCII file generated from WordPerfect for a "standard printer." Your printer should be set to CR/CR (carriage return does NOT produce a line feed), which is the most common setting. If you see double printing of titles change this setting.

After INSTALL is finished you can type "WJS" to start *What Job Summary?*. The "WJS" command runs a batch file which merely changes to the proper drive & directory then runs WJS. You can delete this file if you are using a menu or would rather type the commands yourself.

Using the Menus

WJS employs the familiar, standard 2-dimensional pull-down menu system. There is a horizontal menu of choices — File, Data Entry, etc. Under each of the horizontal choices is a menu of functions pertaining to that item — it is a two-dimensional menu, in other words.

There are three ways to select an item from the menu:

1.   Press the letter which is highlighted in the option description
2.   Use the Up/Down/Right/Left arrows to highlight the option you want then press ENTER (a.k.a. RETURN or CR)
3.   Use a mouse to select the option you want (click with the left button)

Some sub-menus (such as the Help Index) do not have highlighted options. On these menus you must use the arrow keys to highlight your choice then press ENTER.

If you want to cancel an operation you selected, just press the Esc ("Escape") key.

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Quick Start

Type "WJS" and press ENTER; press "P" (Preferences) and go down the list of choices, setting each screen as you see fit. There is on-line help which can be accessed by pressing the F1 key while on any data entry screen or via the "**H**elp" menu's "**I**ndex" option.

FILE MANAGEMENT AND EXIT

The choices under the File menu have to do with your system set-up, file management, and ending the programme.

Year-end Close-out

The purpose of this function is to remove jobs history from the files, thus freeing up disk space. When you select this option you a window will open with three fields to fill in:

1.   Cut-off year (assumes current year minus 2) - All data during or before this year will be erased from the file.

2.   Keep pending jobs on file - If you answer "Y" (Yes) then jobs with a "P" (pending) status will be kept on file, regardless of their bid date.

3.   Report to printer - If you answer "Y" (Yes) then all jobs which are removed from the file will be printed. An audit trail, if you will.

Rebuild Indices

This function is provided in the event you ever have a power outage or for some other reason the index files become damaged. If you notice anything strange -- like dates are in the wrong order, records are mysteriously missing, etc. -- just rebuild the indices and they'll probably go away.

Making Back-up Copies of Your Files

Your computer is a machine and one day it will probably break down. **F**ile/**B**ack-up protects your information by making a copy of it on another

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disk.

You must have a formatted disk ready. You can use the same back-up disk over and over again (the new copy will over-write the old one), but it is a good idea to alternate at least three back-up copies just in case you have a problem while creating a back-up, in which case you have two copies on which you may rely. When the work you've done since your last back-up would be heart-breaking to lose, it's time to make another back-up.

Using compression software packs more information in less space (so you can use fewer floppy disks) but requires more memory (RAM). The compression software WJS is programmed to use and their memory requirements are as follows:

ARJ 2.41 needs at least 300k free
LHARC 2.13 needs at least 189k free
PKZip 2.04g needs at least 157k free

After you select **F**ile/**B**ack-up a summary window pops open and a menu of methods will be presented, starting with "DOS Copy" and including each compression technique for which you have enough free memory. Once you choose a method you are asked to enter the back-up destination (which is typically a floppy disk drive, such as A:, but you may decide to back-up to another hard disk, a network drive, etc.). All WJS data files will then be backed-up to the destination disk and directory using the method shown in the window.

Restoring Files from a Back-up Copy

If you ever need to recover data files from a floppy disk you made using the File/Back-up command (above), just place the floppy disk in its drive and select **F**ile/**R**estore. The first thing you will be asked is to specify the disk drive from which to restore files. Once you highlight a drive and press ENTER the list of files on that disk will be shown - individual data files as well as any compressed archives. Highlight each file you wish to restore and press the SpaceBar key; you will see an arrow appear next to each file as it is selected. If you change your mind, just press the SpaceBar again and the arrow will go away, indicating that the file will not be restored. Alternately, you may use the mouse and click the left button instead of using the arrow keys and SpaceBar.

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Once you have selected all the files you wish to restore press the ENTER key or click on the "Ok" button with a mouse. Each file will be copied into the current data directory.[2] Any compressed archives being restored will automatically be expanded.

Formatting Floppy Disks

This option is for those times when you have decided to make a back-up copy of your data but don't have a formatted disk handy or want to re-format a disk to check for any bad spots. **File/Format Floppies** lets you format a floppy disk to your computer's standard density without exiting WJS. By "standard density" I mean that if you have a high density drive you can only format high density disks (in other words, WJS doesn't pass any parameters to DOS FORMAT). There is an exception to this:

If you have What Floppy Format? (WFF.EXE) available somewhere in your DOS search path, WJS will automatically access it for formatting floppy disks so you can format any kind of disk using FDFORMAT. (You will receive a complimentary copy of the latest version of WFF with your WJS registration. FDFORMAT is a Freeware product by another author and can be found on my support BBSs.)

DATA ENTRY ("JOBS")

The Jobs menu of *What Job Summary?* lets you enter the data pertaining to your jobs. There are two data entry screens:

1.   General job information (number, name, bid amount, estimated cost, and bid due date)
2.   Cost figures (bid amount, original estimated cost, cost to date, billed to date, revised estimated cost)

NOTE: You must first create a job on the General screen before you may access it on the Cost Figures screen. New jobs can only be added on the General screen.

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[2]The directory from which WJS is started is considered the data directory - it is where the data files are stored. For example, if you are in the C:\WJS\DATA directory and you run WJS from there, then files will be created in, backed-up from, and restored to this directory.

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Notice the available function keys at the bottom of the screen: F1 always saves and ends the current operation (e.g., if you are entering a line of information for a job, pressing F1 will save the line and end data entry for that job). F2 always cancels the current operation without saving (old values are restored) (e.g., if you are entering changes to a line and press F2 the old data for the line will be restored and data entry for that job will be ended).

Entering New Jobs

While on the General screen press the **Ins** (insert) key. The cursor will "jump" to the bottom of the window and wait for you to start entering information. WJS will attempt to guess the next job number based on the default job letter (defined on the Preferences/Fiscal Year screen), the current fiscal year (defined on the Preferences/Fiscal Year screen), and the last job number on file for that letter & fiscal year. Press ENTER after each item you enter. Use the up and down arrow keys to move between the fields and the right/left arrows to move around within a field.

Editing Existing Jobs

To change information on either the General Info or Costs screen just highlight the line you want to change and press ENTER. You can then change anything on that line except for the job number (Job numbers are key items in the files and can't be changed). If you must change a job number you will have to delete and re-enter the information.

Job Codes

Each job must have a unique identification code. Each job code may have one to ten lines of information. Each line may have it's own status, dollar amount, and bid due date. This allows you to group separate elements of a similar job together under one job code. For example, let's say you are bidding on a job that will take several years to complete and has been split into four phases; you are bidding separately on each phase. When you enter the job you can put a "Phase I" line, a "Phase II", line, etc. and enter the dollar amounts, status, and bid date for each phase. If you get two of the bids just mark those two phases as "Y" (yes) and the other two as "N" (no).

<u>The format of a Job Code</u>

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Job codes are entered in the format "A#####" where "A" is a letter used to segregate jobs (perhaps different departments in your organization, different companies owned by a larger corporation, or for different types of jobs) and "#####" is a job number from 00000 to 99999. I recommend that you use the format "Ayy###" where "yy" is a two-digit year, or the format "Ay####" where "y" is a one-digit year.

Using this format of job numbering gives WJS a simple but effective and flexible means to separate jobs. If you have no need to separate your jobs just make them all one letter such as "A" or the first letter of your name.

When you add new jobs WJS will automatically supply the next available job code based on the default job letter & fiscal year entered on the Preferences/Fiscal Year screen. You can type over this with a new job code as necessary.

How Many Jobs Can I Track?

The filing system used by WJS can store 5.5 million records per file. Since each line is a record this gives WJS a theoretical limit of 5.5 million lines of job information, although even the fastest PC would have trouble with a file that large. (See System Requirements, above, for disk storage requirements.)

Practically speaking, then, WJS is unlimited except by your hard disk and computer speed. The rule of "Ayy###" works well, but if you have more than 26,000 jobs per year or if you need to have more than 1,000 jobs under a letter then you can make up your own numbering scheme. A good alternative would be to use a single digit year (Ay#### - for example, J21001 for department J, year 1992, job #1001) which would give you 260,000 jobs per year for ten years. Whatever numbering scheme you use, remember that each job must have a unique code.

Dollar Amounts

Enter currency figures without any symbols, such as commas. The only non-numeric character allowed is a period/decimal point.

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Bid Date

Enter the bid date in the form "mmddyyyy" (month/day/year). For example, "01011992" is Jan. 1, 1992. The slashes are entered for you. Be sure to fill in all numbers, even zeros — "1192" won't work for 1/1/92 -- enter "010192" instead.

REPORTS

Rather than describing each report here, it makes more sense for you to print a sample of each. Just highlight the one you want, follow the instructions on the screen. The Status Report has a sub-menu from which you must choose one or more report options. The Work On-hand/Completed report has a sub-menu for which one item must be chosen.

One note: I have chosen to use the extended graphics characters (ASCII 127-254) rather than use the rather crude vertical bars (|), plus signs, etc. for the reports. Most printers made after 1982 are able to print these characters and it allows WJS to print nicer looking reports. If you experience problems (e.g., you see a line of italic Ms or Ds where a horizontal line should be) look in your printer's manual for a Character Set 1 or 2 setting, which may be a DIP switch or a front panel menu setting, and change it. If you have trouble you can call me and I'll try to help.

PREFERENCES

The Preferences menu contains options which help you customize the operation of WJS and set necessary parameters, such as the type of printer you have. Please check each Preferences screen before making full use of WJS, otherwise something might seem wrong with the software whereas it is due to the set of conditions under which WJS is operating.

Settings: Back-up Method, Country, etc.

Under the File menu is an option which allows you to back-up & restore your data to/from other disks for safety. These operations will use the DOS COPY command unless you use this option to change it.

You will see a menu of four choices of methods to use when backing-

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up and restoring: DOS COPY (the default), ARJ, LHARC, or PKZIP. In order to use ARJ, LHARC, or PKZIP compression software you **must** have the compression programme available in your DOS PATH. In addition, you will also need enough free memory (RAM) to run both WJS and the compression software.

Country setting

WJS does not yet make use of this setting, but I have put it in the menus for near-future use.

Fiscal Year

To give you a report of your job activity for your company's fiscal year, WJS needs to know the beginning month of your fiscal year. Select Preferences/Fiscal Year and enter the beginning month number (1 for January, 2 for February, etc.). Highlight the "Ok" button and press ENTER or just press F1 (function keys are shown at the bottom of the screen).

WJS assumes you have a wide-carriage (15-inch) printer for the Work On-hand/In progress reports since it is a 200+ column report. If you have a 10-inch (narrow carriage) printer you won't be able to print the Work reports. On a laser printer you can manually set the printer for landscape mode and a small font like Line Printer.

Defining your Printers

Before you can print anything you will have to tell WJS which printer you will use. WJS can print reports on PCL lasers or dot matrix printers, although the Work On-hand/Completed reports are so wide that they require 15-inch paper or a very, very tiny font. Until you define your printer(s) and font(s) there will be a flashing message at the bottom of the screen and you will not be able to print anything.

The Printer definition window shows the current settings. Use the arrow keys to move around, and press the **F3** key to change anything. For example, to set your printer move the cursor down to that line then press **F3** and a menu of choices will appear. Highlight your printer (or one compatible with it) and press **ENTER**. Then move down to the font definition and press F3 again. Highlight your font selection and press **ENTER**. When you are finished, highlight the "Ok" button and press **ENTER**. Alternately, you can

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press **F7** to save the screen and exit.

<u>Default Directory for Laser Printer Soft Fonts</u>

If you define a laser printer you can set a default soft font directory by highlighting this field and pressing **F3**. Enter the directory name on your hard disk (e.g., "D:\VENTURA\") which contains your soft fonts. WJS will check to see if the directory name you entered is valid and if it exists, and will inform you if not. Then, when you set fonts for printing, you can choose the "Soft font" option and select from your fonts on disk.

HELP

The Help menu has two options: About and Index. "About" gives some information about the programme and free memory. Index gives a menu from which you may choose a topic and press ENTER, whereupon a helpful window of information will appear. :) It's a handy (albeit brief) on-line manual.

PROBLEMS AND ERROR MESSAGES

WJS tries to handle most problems without any attention from you, however, there are times when an error happens which WJS is unable to handle. There are three types of errors which you may experience:

1.   Condition error - this is a problem due to an operating condition. Examples of this type of error are if a printer is off-line when you try to print or if a file is locked by another user on a network. WJS will report the condition in a window and, once you press ENTER or click the "Ok" button WJS will continue operating.

2.   File error - these problems cause an error screen to appear which suggests a possible solution to the problem and, if you can't fix it, my address and phone number is shown so you can contact me. A common reason for this error is that an index file contains a bad entry (perhaps due to a power outage). The most common solution to these problems is to re-index your files (**F**ile/re-**I**ndex).

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3.　Programme error - this is a mistake of mine and will cause the programme to abruptly end with a one-line error message and a message like "Press any key to return to system." Report these errors to me right away, please. Just like other large software packages, WJS contains hundreds of thousands of instructions and the bigger it gets the more likely it is that a "bug" will creep in there somewhere. These errors get top priority and are usually fixed and a new version released within a day.

If anything happens that you don't understand, or if you can't get WJS to do what you want, I would appreciate knowing about this so I can fix the software or update the documentation as necessary.

Most software of any significance has "bugs" which are errors of logic in the programme. PC-DOS, MS-DOS, and Windows all have "bugs" which can cause problems. As WJS goes through its evolution, bugs are removed; as new features are added new bugs sometimes find their way into the software. I place great emphasis on keeping data safe and know of no person who has ever lost data due to a problem in WJS. However, problems with DOS or computer equipment may cause data to be lost in rare circumstances.

If any of your data seems to be missing exit to PC-DOS (or MS-DOS) and type "CHKDSK d: /F" (without the quotation marks and replacing "d:" with the drive on which you store your WJS files, such as "C:"). If you are using MS-DOS version 6 or later, use the command "SCANDISK d:" (without the quotation marks and replacing "d:" with the drive on which you store your WJS files) since it performs a more thorough test. These commands will check your disk for any problems pertaining to the files on them. The SCANDISK utility can also perform a surface scan which tests the entire disk to be sure all areas of it are usable.

If CHKDSK or SCANDISK find any errors they will be reported to you and you will be asked for input on correcting the errors. CHKDSK only knows how to clear any errors and turn "orphan" data into new files. By "orphan" data I mean data which is on your hard disk but for which DOS has lost the information about the file to which it belongs. Normally this data is not usable or requires tremendous effort to make it usable again. I suggest you do **not** create files from this data unless you have lost a tremendous amount of data which would be very difficult to re-enter or the data is irreplaceable. Beyond this point you will require the help of someone who knows how to recover damaged files. Contact me if you cannot find a local consultant to

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perform this service for you.

SCANDISK is able to identify bad sections of your disk and attempt to move data to safe areas. If the area is badly damaged the attempt to move data may not be entirely successful. If SCANDISK tells you it has found problems on your disk I suggest you let it fix them. If your data is irreplaceable or would take a tremendous amount of effort to re-enter, then I recommend that you get the help of a consultant. At the very least make a complete back-up copy of your data files (or the entire hard disk) so that you can attempt to restore information in case files are so badly damaged that information becomes lost.

In most cases you will find that no data is missing and all you need to do is re-index your files for the "missing" entries to re-appear. To re-build the index files just select the Re-index option on the File menu.

FILES WHICH MAKE UP THE PACKAGE

What Job Summary? consists of the following files:

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file_id.diz    *  Description file for BBSs
desc.sdi       *  Description file for BBSs
WJS.EXE           The executable file
WJS.HLP           The help file
WJS.TXT        *  The ASCII file of this document
WJS.WP         *  WordPerfect 5 file of this document to format for your
printer
READ.ME        *  A file containing late-breaking news
ORDER.FRM         Order form for all of my software — please "TYPE
ORDER.FRM > PRN" to print it
PRINTER.DAT       Printer "driver" file
SYSOP.DOC      *  Registration offer for BBS sysops
VENDOR.DOC     *  WJS distribution information
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These are the files which make up WJS. If you distribute evaluation copies to friends and bulletin boards please be sure to include all of these files. Additional files will be created in the same directory as you use the software. The files marked with an asterisk (*) can be deleted if disk space is a premium, but I ask that you please keep ORDER.FRM on disk until you decide whether or not to register.

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What Job Summary?

Registered users — please keep the file CONFIG.WJS only for yourself as it contains your registration key and system settings. Share only those files listed above.