To restart the menu press <Alt>-M

\0 & \M	{Home}{WindowsOn}/OFHYQQ	Start up the program.
	{PanelOff}{WindowsOff}{/ Defaults;RecalcMode}m	
	{Menubranch MainMenu}	

MainMenu	Work Area	Set up	Delete	Reports
	Go to one of the property work	Set up a new v	Delete an existing work area.	
Next	{WindowsOff}	{WindowsOff	{WindowsOff}	{Menubranch Rep
	{Menucall Selection}	{Menucall Sel	{Menucall Selection}	
	{Goto}Base~{WindowsOn}	{Goto}Base~{	{Goto}Base~{WindowsOn}	
	{MenuBranch WorkMenu}	{Menubranch	{DoDeletion}	
			{MenuBranch MainMenu}	

Data	{WindowsOn}{End}{Down}	Go down to last data entry.
	{Down}{PanelOn}	Reposition for new entry.
	{Date}{?}~	GetDate
	/SND4~	Format the Date entry.
	{Right}	Reposition cursor for entry of description.
	{?}	Description entry.
	{Right}	Reposition cursor for next entry.
	{?}	Income Entry.
	{Right}	Reposition cursor for next entry.
	{?}{PanelOff}	Expense Entry
	{Right}	Reposition cursor for entry of running total.
	+{Left 2}	First part of formula.
	-{left}+{up}~	Remainder of Running Total Formula.
	{MenuBranch WorkMenu}	Return to WorkMenu.

DoDeletion	/EE{Right 4}{END}{Down}~	Erase everything below cursor.
	'~/EC~{Right}{PgUp}~	Blank renter name cell.
	Available for use~/EC~{Right	Indicate availability of work area.
	{PgUp}{Down}~	
	/EE{Right 4}{Up 6}~	Delete remaining old stuff.

Elsewhere	Worksheet	DOS
	Go to another Worksheet	Leave Lotus
	{Menucall Safety}	{Menucall Safety}

/FR{name}   /FX

Instructions   1 - Work Area   2 - Setup   3 - Delete   4 - Reports

               {Message Instruct1,1,1,0}   {Message Inst{Message Instruc{Message Instructe
               {Menubranch Instructions}   {Menubranch {Menubranch Ins{Menubranch Instr

Line   {Goto}Base~   Go to starting point.
               {End}{Down}   Move cursor to last data element.
               {Down}   Reposition cursor for insertion of end of year line.
               \=~/EC~.{Right 4}~   Insert a double line.
               {MenuBranch Maintenance}   Return to Maintenance Menu.

Maintenance   End of year   Help   New Tenant   Rent Change
               Insert End of Year Line   Update Tenant LiUpdate the current
               {Branch Line}   {Message Mai{NewTenant}   {Rent}
                                        {MenuBranch{MenuBranch M{MenuBranch Mai

NewTenant   {GOTO}base~{END}{DOWN}{DOWN}   Position Cursor.
               +"------Old Tenant---"&{UP}{END}{UP}   Get Old Tenant Name.
               {RIGHT}{UP 5}&"--------------------------"~
               {/ Block;Values}~~{RIGHT 4}   Make permanent.
               {/ Block;Copy}{UP}..{UP}~.{Down}~   Copy running total formula.
               {GetLabel Name of New Tenant? ,M21}   Get New Tenant Name.
               ~{Goto}Base~   Reposition Cursor.
               /ECM21~{RIGHT}{UP 8}~   Insert New Tenant Name into Heade
               {END}{DOWN}{DOWN}   Reposition Cursor.
               +"------New Tenant---"&{UP}{END}{UP}   Get New Tenant Name.
               {RIGHT}{UP 5}&"-------------------------"~
               {/ Block;Values}~~{RIGHT 4}   Make permanent.
               {CALC}   Update all calculations.

NewUnit   {DOWN}{Right}/SC29~   Position Cursor for question.

	Name of tenant?	Question.
	{Right}{PanelOn}	Position cursor for response.
	/DDL~	Insure that response is a label.
	{?}	Get response.
	~/EC~{END}{UP}{LEFT}~	Move tenant name to correct location.
	{Left}Street Address?	Next question
	{Right}	Position cursor for response
	{?}	Get response.
	~/EC~{END}{UP}{DOWN}	Move street address to proper location.
	{Left}City Address?	Next Question
	{Right}	Position cursor for response
	{?}	Get response.
	~/EM~{END}{UP}{DOWN 2}	Move city address to proper location.
	{Left 2}{Up}\-~	Start insertion of border line.
	/EC~{UP}.{Right 4}~	Insert new line.
	^Date{DOWN}^Recieved{RIG	Beginning of headings.
	^Description{RIGHT}^Income	
	{RIGHT}^Expenses{RIGHT}^Income	
	{UP}^Net{Left 4}	End of Headings.
	/EM{DOWN}{RIGHT 4}~{U	Move Headings to proper location.
	@Now~/EV~~/SND4~	Date New account set up.
	{RIGHT}Account Setup.~	Description Entry.
	{DOWN}{LEFT}\-~	Separation Line.
	{RIGHT 4}'~{UP}'~	Net Income Filler.

Print	{Goto}Base~	Go to starting point.
	/PLRAQB	Start print routine
	{Up 9}.{Down 9}	Establish upper left corner of print range.
	{End}{Down}{Right 4}~	Locate lower right corner of print range.
	SAFQ	Send everything to the printer.
	{MenuBranch WorkMenu}	Return to Work Menu.

Rent	{Goto}Base~	Reset Cursor.
	/ECE2~{Right}{Up 5}~	
	{GetLabel "Enter the current rental rate ",e1}	
	/ECE1~{Right 2}{Up 5}~	

/ECE3~{Right}{Up 4}~
{GetLabel "Enter the effective date ",e1}
/ECE1~{Right 2}{Up 4}~

\R   {Menubranch Reports}

Reports   YTD Income Report   Property List Exit   Return to Main Me
            Report of total Income for the List of Properties: with tenants & rental rates
            {Goto}GA9~   {Goto}GG9~   {Menubranch Mai
            {WindowsOn}{WindowsOff} {WindowsOn}{WindowsOff}
            {Report1}   {Calc}
                                       {Menubranch Report2}

Safety   Abandon   Save
            Don't save this worksheet Save the contents of this worksheet
            {Return}   /FSR
                                       {Return}

Selection

                                0   0Armando Lozano   0
            {Goto}P9~   {Goto}W9~ {Goto}AD9~   {Goto}AK9~
            /ENCBase~P9~   /ENCBase~w/ENCBase~Ad9~/ENCBase~AK9~

Other

                                       ,
            {Goto}CF9~   {Goto}CM9~ {Goto}CT9~   {Goto}DA9~
            /ENCBase~CF9~   /ENCBase~CI/ENCBase~CT9~/ENCBase~DA9~

SetUp   New Property   Main Menu
            Set up a new rental unit.
            {NewUnit}   {MenuBranch MainMenu}
            {MenuBranch SetUp}

View	4 Left		6 Right	2 Down	8 Up
	Move cursor left		Move cursor r	Move cursor dow	Move cursor up
	{Left}		{Right}	{Down}	{Up}
	{Menubranch View}		{Menubranch	{Menubranch Vie	{Menubranch Viev

WorkMenu	Data Entry		View Data	Maintenance	Print
	Enter new data		Examine data	End of year routin	Print Data
	{Goto}Base~		{MenuBranch	{MenuBranch Mɛ	{Branch Print}
	{Branch Data}				

BASE	CF9
DATA	B46
DODELETIO	B64
ELSEWHERE	B78
INSTRUCTIO	B86
LINE	B93
MAINMENU	B34
NEWUNIT	B99
NEXT	B36
OTHER	B149
PRINT	B123
REPORTS	B131
SAFETY	B137
SELECTION	B144
SETUP	B155
VIEW	B164
WORKMENU	B170
\0	B30
\M	B30

1

Instructions   Exit
Instructions oιLeave this worksheet
{Goto}M9~   {MenuBranch Elsewhere}
{Goto}M20~
{WindowsOn}
{Menubranch Instructions}

5 - Exit Help
Return to Main Menu
{Goto}A9~
{WindowsOn}
{WindowsOff}
{MenuBranch MainMenu}

Work Menu
Return to Work Area Menu
{MenuBranch WorkMenu}
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{Goto}AR9~ {Goto}AY9~   {Goto}BF9~   {goto}BM9~
/ENCBase~Al/ENCBase~AY9~   /ENCBase~BF9~   /ENCBase~BM9~

{Goto}DH9~ {Goto}DO9~   {Goto}DV9~   {Goto}EC9~
/ENCBase~Dl/ENCBase~DO9~   /ENCBase~DV9~   /ENCBase~EC9~

9 PgUp	3 PgDn	Return
Move cursor u	Move cursor down a scree	Return to previous menu
{PgUp}	{PgDn}	{Menubranch WorkMenu}
{Menubranch	{Menubranch View}	

Help	Next Property	Return to Main Menu
	Select another property to	Return to the Main Menu
{Message Wo	{Branch Next}	{Restart}
{MenuBranch	WorkMenu}	{Menubranch MainMenu}

Other Properties

Other Properties

{Goto}BT9~   {Goto}CA9~   {MenuCall Oth
/ENCBase~BT9/ENCBase~CA9~

{Goto}EJ9~   {Goto}EQ9~   {Goto}EX9~
/ENCBase~EJ9/ENCBase~EQ9/ENCBase~EX9

There are 5 options from the Main menu. They are:

    1) Work area - This takes you to the rental account that you
                 want to work on.

    2) Setup - Use this to setup new units and new tenants.

    3) Delete - Use to erase work areas that are no longer needed.

    4) Reports - Future development.

    5) Exit - Use this when you are done with Rental Manager.

Chris Mullany

Instruct1
_____

Work Areas

    These are sections of the worksheet that have been set aside for
maintaining data on individual rental units. Use the SET UP option if you
need space for a new rental unit.

    When you select this option, you will be presented with a selection
of work areas to choose from. Each work area has been labeled with the
address of the unit in question, followed by the Tenant's name. Move the
cursor to the unit you want, and press the ENTER key.

    When in the work area you will be able to view, enter, and print
information pertaining to the property in question. In addition, there
are several maintenance options that are explained in greater detail in
the Help section of the Work Area Menu.

Press any key to continue.

Setting up new Work Areas

This is the selection for setting up new work areas in the worksheet. You can have up to a total of 21 Work Areas. When you select this option, you will be presented with a list of work areas in the worksheet. Please select from those that are labeled as being "Available for use". Otherwise, you are liable to find yourself with a defective work area that has to be deleted. If none are available in the first list, check the second list for available work areas.

Once a Work Area has been selected for setup, you will be asked a few questions pertaining to the rental unit, after which it will be set up for use.

Press any key to continue.

Deleting Work Areas

Be very careful in using this option. In fact, make sure you have a backup, before doing anything. This WILL delete whatever is in the selected Work Area. Selection is made in exactly the same way as with the last two options. The final results are quite permanent.

Press any key to continue.

System Reports

At the present time, there is only one system report available. It will provide a grand total for Year to Date Net Income, broken down by Rental Unit.

Press any key to continue.

WorkArea Menu

Data Entry - Use this to enter rent payments and expenses. Leaving
          a blank in the Date field will cause the Entry to be
          ignored.

View - This option allows you move around the data area for viewing.

Maintenance - Use for End of Year maintenance and other updating tasks.

Print - This will automatically print out all information pertaining
          to the tenant.

Next Property - Allows you to select another work area.

          Press any key to continue.

Maintenance Help

End-of-Year - This is an End of Year routine that installs a double
          bar line at the bottom of the existing work area. It
          is important that this be done, or the Year to date
          information won't be accurate.

Rent Change - Enables you to update the rent information in the header
          area.

          Press any key to continue.

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s
Main Menu
Return to Main Menu
{Menubranch MainMenu}

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Mark Mellow
Sample Avenue
San Francisco

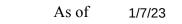| Date Recieved	Description	Income	Expenses
-	-	-	-
10/15/91	Account Setup.		
-			

Available for use

Net
Income

-

Left
Border

Available for use

Available for use

Available for use

1620

Available for use

Available for use

Available for use

Available for use

Available for use

Available for use

Available for use

Available for use

Available for use

Available for use

Available for use.

Available for use

Available for use

Available for us

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Available for use

Available for use.

Available for use.

As of   1/7/23

Net Income for the year.

Subtotals   0   0

Net Income for the year =   0

<u>Report1</u>

{GOTO}t8~   Go to top of year to date column for 1st work area.
{END}{DOWN}   Find the most recent value.
{/ Block;Values}~GB6 Transfer value to Net Income Report.
{GOTO}AA8~   Repeat for 2nd work area.
{END}{DOWN}
{/ Block;Values}~GB7~
{GOTO}AH8~   Repeat for work area 3.
{END}{DOWN}
{/ Block;Values}~GB8~
{GOTO}AO8~   Repeat for work area 4.
{END}{DOWN}
{/ Block;Values}~GB9~
{GOTO}AV8~   Repeat for work area 5
{END}{DOWN}

{/ Block;Values}~GB10~
{GOTO}BC8~   Repeat for work area 6.
{END}{DOWN}
{/ Block;Values}~GB11~
{GOTO}BJ8~   Repeat for work area 7.
{END}{DOWN}
{/ Block;Values}~GB12~
{GOTO}BQ8~   Repeat for work area 8.
{END}{DOWN}
{/ Block;Values}~GB13~
{GOTO}BX8~   Repeat for work area 9.
{END}{DOWN}
{/ Block;Values}~GB14~
{GOTO}CE8~   Repeat for work area 10.
{END}{DOWN}
{/ Block;Values}~GB15~
{GOTO}CJ8~   Repeat for work area 11.
{END}{DOWN}
{/ Block;Values}~GB16~
{GOTO}CQ8~   Repeat for work area 12.
{END}{DOWN}
{/ Block;Values}~GD6~
{GOTO}CX8~   Repeat for work area 13.
{END}{DOWN}
{/ Block;Values}~GD7~
{GOTO}DE8~   Repeat for work area 14.
{END}{DOWN}
{/ Block;Values}~GD8~
{GOTO}DL8~   Repeat for work area 15.
{END}{DOWN}
{/ Block;Values}~GD9~
{GOTO}DS8~   Repeat for work area 16.
{END}{DOWN}
{/ Block;Values}~GD10~
{GOTO}DZ8~   Repeat for work area 17.
{END}{DOWN}
{/ Block;Values}~GD11~
{GOTO}EG8~   Repeat for work area 18.
{END}{DOWN}
{/ Block;Values}~GD12~

{GOTO}EN8~   Repeat for work area 19.
{END}{DOWN}
{/ Block;Values}~GD13~
{GOTO}EU8~   Repeat for work area 20.
{END}{DOWN}
{/ Block;Values}~GD14~
{GOTO}FB8~   Repeat for work area 21.
{END}{DOWN}
{/ Block;Values}~GD15~
{GOTO}GA9~{Indicate}
{WindowsOn}{Calc}
{MenuBranch Option}

Option
Send to printer   Return

/PBGA1..GD20~   {MenuBranch Reports}
SAFQ
{MenuBranch Option}

Properties

Rental Property	Tenant		Rent
Sample Avenue	Mark Mellow		0
Available for use		0	0
Available for use		0	0
Available for use		0	0
Available for use		0	0
Available for use		0	0
Available for use		0	0
Available for use		0	0
Available for use		0	0
Available for use		0	0
Available for use		0	0
Available for use		0	0
Available for use		0	0
Available for use		0	0
Available for use		0	0
Available for use.		0	0
Available for use		0	0
Available for use		0	0
Available for use.		0	0
Available for use		0	0
Available for use.		0	0

Report2

Send to printer	View top of list	View bottom
/PBGG1..GI29~	{Goto}GG9~	{Goto}GG90
SAFQ	{WindowsOn}{WindowsOff}	{Goto}GG19
{MenuBranch Report2	{MenuBranch Report2}	{WindowsOn
		{MenuBranch

Return

{MenuBranch Reports}
)~
ı}{WindowsOff}
h Report2}