

## Grocery Manager Contents

[Getting Started](#)

[Example](#)

[File Menu](#)

[Edit Menu](#)

[Create Menu](#)

[View Menu](#)

[Help Menu](#)

[Right Mouse Button](#)

File Menu

Print Menu

Exit

## 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.

## Print Menu

Aisles  
Aisle Sort Sequence  
Dishes  
Ingredients  
Menu  
Misc Items  
Shopping List  
Units of Measurement

Choosing any of the above items will print the appropriate report. If you want to see what the printed report would look like, choose the appropriate item on the [View Menu](#) to see the report onscreen.

## Edit Menu

Aisles

Aisle Sort Sequence

Dishes

Ingredients

Misc Items

Quantities on Hand

Units of Measurement

User Setup

## Edit Aisles

This screen is where you enter Aisles that you will to associate with Ingredients. The Aisle names can be up to ten characters long.

The Edit Aisles screen has the following items:

**Name Box:** Type the Aisle that you want to add in this box, then save it.

**Saved Aisles List Box:** All Aisles currently saved in the Aisle 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.

**Save Button:** Click this button to save an Aisle. Saving can also be done by pressing Alt-S.

**Delete Button:** Clicking this button, or typing Alt-D, will delete the Aisle that is in the Name box.

**Clear Button:** Clicking this button, or typing Alt-C, will clear anything that is in the Name box.

### **Important information about editing Aisles:**

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

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.

## Edit Aisle Sort Sequence

On this screen you can arrange the grocery store aisles in the order that you actually traverse them. For example, if the store has aisles 1-10 and also Meat and Produce sections (that don't have an aisle number), and you go through aisles 1-5, then stop at the Meat section, go through aisles 6-10, and then go to the Produce section, the Shopping List will print in this order.

To set up your preferred sequence, do the following:

The Sort Sequence 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 **Done** button. If there is a saved Shopping List, you will be prompted as to whether or not you want to recreate the Shopping List so that your new Aisle Sort Sequence will be reflected on the saved Shopping List. Click on yes if you want the Shopping List updated, or click on no and it won't be updated.

Under the **List** Menu selection are 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.

Entering a Sort Sequence is optional, but if it isn't done, the saved Aisles are alphabetically sorted and saved as a Sort Sequence.

## Edit Dishes

This is where you enter a Dish and associate Ingredients with it. Up to twenty Ingredients are allowed per Dish. Each Dish Name can be up to 30 characters long. The Ingredients available to be selected are limited to the ones that have already been saved on the Edit/Ingredients screen.

The **Edit Dishes** screen has the following items:

**Name Box:** Type the Dish name that you want to add in this box. Click on the button to the right of the Name box to see a list of saved Dishes. Click on any of the saved names to view this Dish.

**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.

**Ingredients in Dish List:** This is a list of all Ingredients that are part of the current Dish. You may remove any of these Ingredients by double-clicking on it.

**Quantity List:** This is a list of the Quantities that are associated with the Ingredients.

There are several ways to manipulate the Quantities:

- 1) Set the Quantity to the desired number by clicking on the **Plus** or **Minus** buttons, located by the Quantity box.
- 2) 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.
- 3) 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.
- 4) Clicking within the box that contains 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 this button to save a Dish. Saving can also be done by pressing Alt-S.

**Delete Dish Button:** Clicking this button, or typing Alt-D, will delete the Dish that is in the Name box..

**Clear Button:** Clicking this button, or typing Alt-C, will clear anything that is in the Name, Ingredient, and Quantity boxes.



## Edit Ingredients

This screen is where the Ingredients that make up the Dishes are entered. Before using this screen, you must have already entered the Units of Measurement that you will want to choose from on this screen (using Aisles is optional).

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

**UM Box** and **UM List:** Double-clicking on a UM will select it to be associated with the Ingredient. It will appear in the UM Box.

**Aisle Box** and **Aisle List:** Double-clicking on an Aisle will select it to be associated with the Ingredient. It will appear in the Aisle Box. To clear an Aisle from the AisleBox, double-click on the Aisle Box.

There are several ways to manipulate the **On Hand** quantity:

- 1) Set the quantity to the desired number by clicking on the **Plus** or **Minus** buttons, located by the **On Hand** box.
- 2) Type the desired number in the **On Hand** box.
- 3) Clicking within the box that contains 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 this button to save an Ingredient. Saving can also be done by pressing Alt-S.

**Delete Button:** Clicking this button, or typing Alt-D, will delete the Ingredient that is in the Name Box.

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

## Edit Misc. Items

This is where you enter items that you want to appear on the Shopping List that aren't part of a meal (entering Misc. Items is optional). For example, you could include things like a box of chocolate chip cookies, or detergent and shampoo.

To enter Miscellaneous Items, first you must enter them on the [Edit/Ingredients](#) screen. You can select anything to be a Misc. Item that has been saved as an Ingredient. Choose the Ingredient you want, enter the quantity desired, and click on Save.

### **Available Items List:**

This is a list of all Ingredients that are saved in the Ingredients database. Double-clicking any of these moves it to the "Saved Items" list.

### **Saved Items List:**

This is a list of all Misc Items. Double-clicking any of these removes it from the list.

**Done Button:** Click this button, or type Alt-O, when you are done changing the Misc Ingredients list. The list is saved, and the screen closes.

**Delete Button:** Clicking this button, or typing Alt-D, will delete the Misc Ingredient that is highlighted in the Saved Items List. Deleting can also be done by double-clicking on any Misc Ingredient in the Saved Items List.

**Clear Button:** Clicking this button, or typing Alt-C, will remove all items from the Saved Misc Items List.

**Qty Box and Plus/Minus Buttons:** Whatever number is in the Qty Box will be associated with the Misc Ingredient that you double-click on in the Items list. You may update a Misc Items quantity by clicking on any Misc Item in the Saved Items 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 within the box that contains the **Plus** & **Minus** buttons with the left and right mouse buttons performs the same action as clicking on the **Plus** & **Minus** buttons, respectively.

**Sort Menu:** This menu has three choices: **On**, **Off**, and **Now**. These choices pertain to the **Saved Items** list. When adding Ingredients to the list, the items can be immediately alphabetized when each item is added (**On**), never alphabetized while adding items (**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**) when you leave the Misc Items screen is saved and used when you reenter the screen.

**Note:** The Misc. Items list is saved, and all of the Misc. Items will reappear on every subsequent Shopping List you make unless you delete the items from this screen. There might be items that you buy every time you go to the grocery store, and so you could just leave these items saved and they will appear on the Shopping List every time it is printed.

## Edit Units of Measurement

This screen is where you enter Units of Measurement (UM's) that you will to associate with Ingredients.

The UM's can be up to ten characters long.

The Edit UM's screen has the following items:

**Name Box:** Type the UM that you want to add in this box. When done, save it by clicking the Save button, or pressing Alt-S.

**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.

**Save Button:** Click this button to save a UM. Saving can also be done by pressing Alt-S.

**Delete Button:** Clicking this button, or typing Alt-D, will delete the UM that is in the Name box.

**Clear Button:** Clicking this button, or typing Alt-C, will clear anything that is in the Name box.

### **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 Ingredients that it was associated with will reflect the change.

## Create Menu

Menu

Resume Menu Creation

Shopping List

Add to Inventory

## Create a Menu

There are two screens used when creating a Menu. They are:

Menu - Select Days  
Create Meals

## Menu - Select Days

On this screen you enter the starting and ending dates for the menu. For example, entering a start date of Feb. 14 and an ending date of Feb. 20 would let you plan meals for seven days - Feb. 14 through Feb. 20. Use the spin buttons to set the desired dates for the menu to cover. Press the **Done** button when you are finished, and you will then be presented with the Create Meals screen.

## Create Meals

**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 (Wed, Feb. 19, 1992, for example). Choose which Dishes you want for each day (up to four per day) by double-clicking on any Dish in the Saved Dishes list. To remove a Dish, double-click on the Dish you want removed.

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 day 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.

The **Create Meals** title bar will include the dates that your menu covers. For example, the title bar might look like :

"Create Meals: 02/19/92 - 02/23/92".

**Pause Button:** Click on this button (or use Alt-A) if you want to temporarily exit for some reason (maybe you forgot to enter a Dish that you wanted to have on the menu). All entries on the Menu are saved, and **Resume Menu Creation** appears under Create on **GMW's** main menu bar. This will take you back to where you left off in the Menu.

**Important Note:** If you use the **Pause** button and then exit and restart **GMW**, the **Resume Menu Creation** menu selection won't be available, and you'll have to start your Menu over again.

**Done Button:** When you click on this button (or use Alt-D), 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, and you are now ready to create a Shopping List. Select Create/Shopping List to do so.

**Note:** When selecting a date, **GMW** makes the following assumptions: If the date is previous to todays date, it assumes you're planning for the next year. For example, if today is 10/25/92, and you select a starting date of 5/10, **GMW** considers this to be 5/10/93. If todays date is 12/28/92, and you input a starting date of 01/05, **GMW** considers this to be 01/05/93.

## Create a Shopping List

Clicking on the Create/Shopping List menu selection generates a Shopping List. While the Shopping List is being prepared you will see a message that says "Creating Shopping List". When the message disappears, the Shopping List has been made, and you can now display it on the screen or print it. To display it, select View/Shopping List. To print it, select File/Print/Shopping List.



## View Menu

Aisle  
Aisle Sort Sequence  
Dishes  
Ingredients  
Misc Items  
Shopping List  
Units of Measurement

Choosing any of the above items allows you to view the selected report onscreen. If you want to print the report, choose the item from the [File/Print](#) menu.

## Some 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 ( **GMW** didn't allow this before v.1.05).

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) 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)

### 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 installs files all over the place, 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.

### Grocery Manager for DOS

I think there are many people that could put Grocery Manager to good use, but don't have the hardware (or just don't want) to run Windows. With this in mind, I am creating a DOS version of Grocery Manager.

The DOS version will be very similar to the Windows version, including such things as pull down menus, and mouse support.

Keep an eye out for Grocery Manager for DOS - it will be out soon!

## Getting Started

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 store you shop at.
- 3) The aisle that each ingredient is located on in the grocery store.
- 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.

**TIP:** Print out the file "FORM.TXT" that is in your **GMW** directory. This form will help you gather your information to enter into **GMW**.

Next: Continue with the [Example](#)

## Example

### How to Enter information into GMW

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)

First, 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."

Next, go to the Edit/Aisle 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.

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:

Name	UM	Aisle	On Hand
Spaghetti Noodles		Bag	5 1
Spaghetti Sauce Jar		6	1
Ground Beef	Lb.	Meat	1

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

Ingredients	Qty
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/Ingredient screen. The UM automatically displays on this screen because it was already input on the Edit/Ingredient 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 the menu, you can choose what you want to have with your spaghetti.

After entering all the dishes that you have, you are ready to create a menu. Go to the Create/Menu screen and enter the starting date that you want the menu to begin on, and

enter how many days you want the menu to be for. For example, entering Feb. 19, 1992 and 14 days would start the menu on Feb. 19, 1992 and the menu would cover the next 14 days. Press the **OK** button when you are finished, and you will then be presented with the **Create Meals** screen. When this screen first displays, you will see the date of the first day that you want the menu to start with (Wed, Feb. 19, 1992, for example), and also what day you are currently planning and how many days total you selected for this menu ("1 of 14", for example). Choose which Dishes you want for each day (up to four per day) by double-clicking on any Dish in the Saved Dishes list. To remove a Dish from the Today's Dishes List, double-click on the Dish you want removed. 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 day 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. When you are done entering Dishes, click on the Done Button, **Create Meals** screen will close.

**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.

### **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 things like detergent or shampoo. To enter Miscellaneous Items, first you must enter them on the Edit/Ingredients screen. You can enter anything on this screen, and then select it on the Edit/Misc. Items screen to be included on the Shopping List.

### **Aisle Sort Sequence**

Since it is doubtful that you traverse the grocery store aisles in numerical order, there is a feature called **Aisle Sort Sequence**. This allows you to 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. The Edit/Aisle Sort Sequence screen 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, go to the Edit/Aisle Sort Sequence screen. The **Sort Sequence 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 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 **Done** button.

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 (which happens to be in alphabetical order).

Now you are ready to create a Shopping List. Go to the Create/Shopping List menu selection, and while the Shopping List is being prepared you will see a message on the screen. When the message disappears, the Shopping List has been made, and you can now

display it on the screen or print it. To display it, select View/Shopping List. To print it, select File/Print/Shopping List.

You can also print out the Menu that you created and hang it up somewhere (on the refrigerator, perhaps?) so that you can reference it daily to see what you planned to have to eat each day. Select File/Print/Menu to do so.

## Help Menu

[Contents](#)

[Register](#)

[About](#)

To get help on almost any screen in **GMW**, press the F1 key.



The About screen displays (among other things) the following items:

- 1) The version number of Grocery Manager
- 2) How to contact the author

## 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. If you don't want these confirmation prompts, click on the check box so the check mark is gone, and these prompts won't happen.

**Short Shopping List:** Checking this box reduces the information when viewing or printing a Shopping List to just the Name of each Ingredient needed to buy, the Aisle it's located on, and the quantity to buy.

**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

**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 selected:

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 is a spin button:



Click on the up arrow to increment the number  
Click on the down arrow to decrement the number

## Add to Inventory

Selecting this presents you with your **Shopping List**. You can edit the quantities of each item (in case you didn't buy the exact amount on the Shopping List).

**Done 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, so if you don't keep track of what you have at home, just ignore this selection.

**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.

**Note:** The Add to Inventory menu selection will only be enabled if you have created a Shopping List.

## Edit Quantities on Hand

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

**Done Button:** Click this button, or type Alt-O, when you are done changing the Ingredient's quantities. The new quantities are saved, and the screen closes. If there is a saved Shopping List, you will be prompted as to whether or not you want to recreate the Shopping List so that your new Quantities on Hand will be reflected on the saved Shopping List. Click on yes if you want the Shopping List updated, or click on no and it won't be updated.

**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 Ingredients 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.

**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.

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

## 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 Box 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.

This list will be expanded in future versions - I have some ideas of how to put the right mouse button to work. Let me hear from you about how you would like to put it to use!

## 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 either of two 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.

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. It is extremely rare that I am not on CompuServe daily, so this is the best way to get a speedy reply from me.

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

### Special 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 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.

**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.