

"Ask LODI"

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"Ask LODI"

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SECTION 1 INTRODUCTION

Introduction

"Ask LODI" is a combination desk blotter, appointment book, calendar of events, Rolodex, memory jogger, tickler file and secretary. You can store almost anything from appointments, to the solution of a hard to diagnose engine problem, just by entering "data statements". Retrieving the information is as easy as typing in a question.

Organization of this manual

Section 2 explains how to enter the system. Section 3.0 explains the day-to-day use of the system. Section 3.1 shows examples of using Ask LODI.

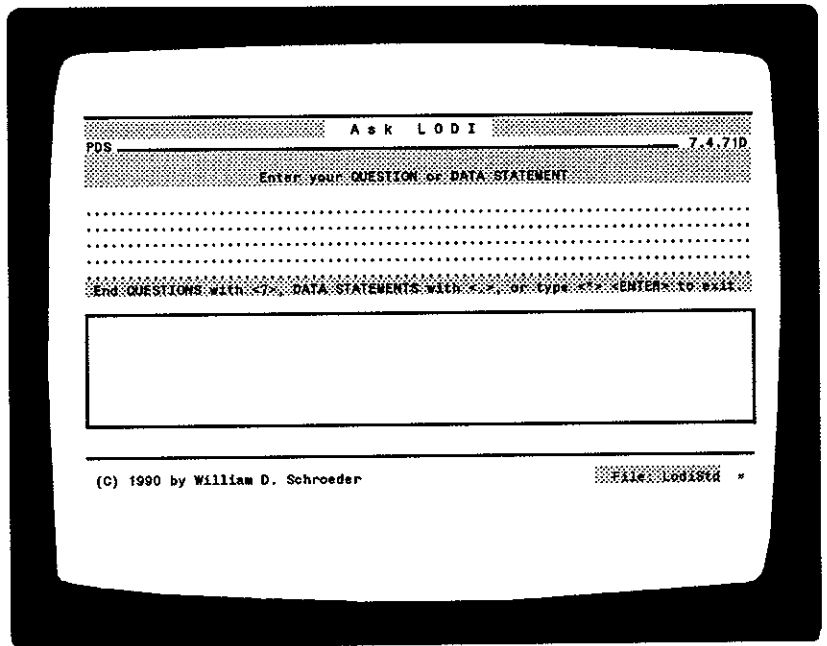
"Ask Lodi"

SECTION 1
INTRODUCTION

SECTION 2 ENTERING "Ask LODI"

Start "Ask LODI"

To start "Ask LODI" from any point in the Precision Data Systems software, press [Alt]-[L]. The following will appear:



"Ask LODI" may be started from any menu or during the filling of any field within the Precision Data Systems software. "Ask LODI" is not available from within any posting or end-of-period function. "Ask LODI" is not available while printing a report.

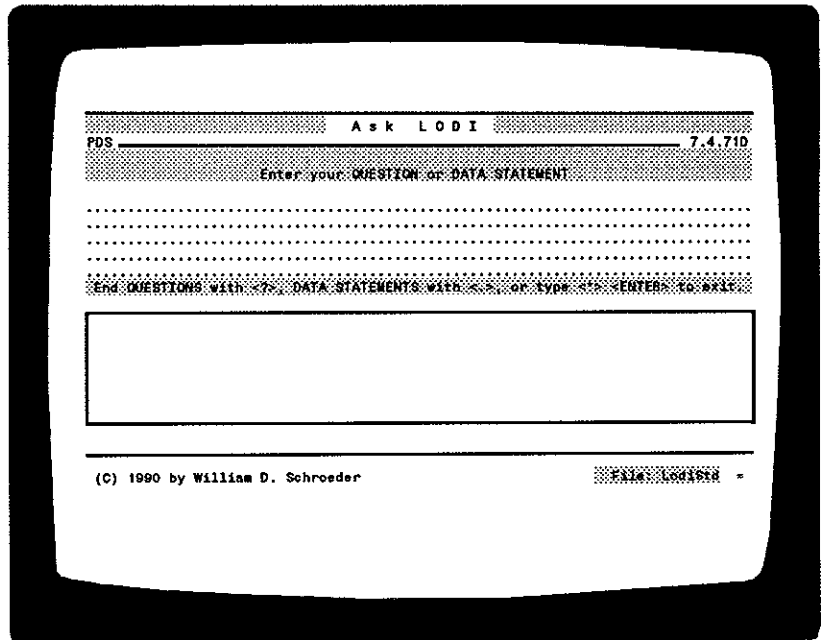
"Ask LODI"

SECTION 2
ENTERING "Ask LODI"

SECTION 3.0 GENERAL OPERATION

Main display

Upon entering "Ask LODI", the main display screen will appear:



Screen sections

The screen is divided into two sections; the upper section is the entry area where you enter data statements and questions. The lower area is the response area. It shows the answers to your questions and menu selections.

Data statements

Data statements (also referred to as answers or records) are the information you want to store in "Ask LODI". Data statements can be up to 400 characters in length. Data statements MUST end with a period [.] .

Capitalization

"Ask LODI" will store data statements exactly as entered. Thus you should enter data statements capitalized the way you would like them displayed when retrieved.

Edit keys

While entering data statements or questions the following keys can be used to edit your entry: [Insert], [Delete], [End], [Home], [Tab], [All Arrows], [Backspace] and [Esc]. (See Section 1 in the Precision Main Menu manual for more information.)

Precision tip: Pressing [Esc] while entering data statements or questions will erase the information entered.

Asking a question

To get information from "Ask LODI" just ask a question. Questions MUST end with a question mark [?] or a slash [/].

Precision tip: When asking a question capitalization does not matter, but, spelling does.

"Ask LODI"

SECTION 3.0 GENERAL OPERATION

Ignored words & characters

When asking a question you can type in as little as one or two words. "Ask LODI" will display the data statements which contain the most words matching your question. The following common words and characters are ignored when searching for possible answers:

A	FIND	ME	THEN	YES
ABOUT	FOR	MIGHT	THERE	'S
ALL	GAVE	NO	THEY	S'
ALSO	GET	NOT	THING	.
AN	GIVE	NOW	THIS	/
AND	GOT	OF	WAS	+
ARE	HAS	ON	WERE	=
AS	HOW	OR	WHAT	!
AT	I	PLEASE	WHEN	\$
BE	IF	SHOULD	WHERE	;
BRING	IN	SOME	WHO	:
CAN	IS	TELL	WHY	%
COULD	IT	THAT	WILL	&
DO	LIKE	THE	WOULD	“

Display all data statements

It is possible to have "Ask LODI" display all data statements contained in the file. Enter an asterisk and a question mark in the entry area, then press [Enter].

Precision tip: When displaying data statements in this manner you will not be allowed to edit or delete the statements.

Menu selections

When menu selections are displayed near the bottom of the screen, you may move between them by using the [Right Arrow], [Left Arrow] and [Tab] keys. Pressing [Enter] will cause the highlighted selection to be chosen and acted upon. Most menu options may also be selected by pressing the indicated key.

Next

Pressing will display the next possible answer to your question.

Exit

Pressing will exit the display record mode and return you to the data entry part of the screen.

Print

Pressing will allow you to print the possible answers selected by "Ask LODI". After pressing the following menu selections will be displayed:

Print THE DISPLAYED record
Print ALL selected records
[C]-Cancel

Use the [Tab], [Right Arrow] or [Left Arrow] to move between selections. When the selection you want is highlighted press [Enter]. Selecting "Print THE DISPLAYED record", will print only the answer displayed on the screen.

"Ask LODI"

SECTION 3.0 GENERAL OPERATION

Selecting "Print ALL selected records" will print all answers that have been selected in response to your question. Selecting [C]-Cancel or pressing [C] will cancel the print command.

Edit

Pressing [E] will allow you to edit the answer currently displayed on the screen.

Delete

Pressing [F] will delete data statements from the system. After pressing [F] the following menu selections will be displayed:

Delete THE DISPLAYED record
Delete ALL selected records
[C]-Cancel

Use the [Tab], [Right Arrow] or [Left Arrow] to move between selections. When the selection you want is highlighted press [Enter]. Selecting "Delete THE DISPLAYED record", will delete only the record displayed on the screen. Selecting "Delete ALL selected records" will delete all records that have been selected by your question. Selecting [C]-Cancel or pressing [C] will cancel the delete command.

To exit "Ask LODI"

Any of the following commands exit "Ask LODI" and returns you to Precision Data Systems, exactly where you were before:

Q	X	BYE	END	[Enter]
DONE	EXIT	QUIT	SYSTEM	

"Ask LODI"

SECTION 3.0
GENERAL OPERATION

SECTION 3.1 SAMPLE SESSION

This sample session will give you an example how "Ask LODI" can work for you. Start "Ask LODI" from any point in the Precision Data Systems software by pressing [Alt]-[L]. Then type in the following data statements:

```
APPOINTMENT MONDAY 10/01 8AM BILL THOMAS -  
FORD RUNNING ROUGH. [Enter]
```

```
APPOINTMENT MONDAY 10/01 9AM CAROL SMITH -  
PONTIAC FOR A TUNE UP. [Enter]
```

```
MY WIFE'S BIRTHDAY IS APRIL 15TH. [Enter]
```

```
MY WEDDING ANNIVERSARY IS JUNE 6TH. [Enter]
```

```
PRECISION DATA SYSTEMS PHONE NUMBER IS (708)  
371-6555. [Enter]
```

```
APPOINTMENT MONDAY OCT. 1ST 9:30AM JOE GREEN  
- PICK-UP FOR A BRAKE JOB. [Enter]
```

```
A PARTS COMPANY PHONE NUMBER IS (123)  
555-1111. [Enter]
```

```
TERRY DALEY IS DUE A RAISE ON JUNE 10TH. [Enter]
```

```
DAVE JONES' IS DUE A RAISE ON APRIL 21ST. [Enter]
```

```
THE ASE MEETING IS ON JUNE 20TH AT 7:30PM.  
IT'S BEING HELD AT THE HOLIDAY INN. [Enter]
```

The next step is to retrieve the data statements. To do this just ask a question. Type in the following question:

```
WHO HAS AN APPOINTMENT ON 10/01? [Enter]
```

"Ask LODI" will search for answers using the highlighted words. The other words in the question are words which are ignored when retrieving the data. (Refer to the list in Section 3.0.) The following answer will be displayed:

```
Appointment Monday 10/01 8am Bill Thomas - Ford running rough. [Enter]
```

Press [Enter] or [N] and the next answer will be displayed:

```
Appointment Monday 10/01 9am Carol Smith - Pontiac for a tune up. [Enter]
```

Press [Enter] again.

You will notice "Ask LODI" did not find the data statement about Joe Green's appointment. Remember, the data statements with the most words matching your question will be displayed. In this example the data statement about Joe Green had only one matching word. The data statements about Bill Thomas and Carol Smith each had two words matching the question.

"Ask LODI"

SECTION 3.1 SAMPLE SESSION

Precision tip: When typing in data statements you must be consistent when entering things such as dates and phone numbers. Enter them in the same format each time. Dates could be entered "MM/DD/YY" each time. When entering phone numbers always put "phone number" in the data statement.

Next ask the following question:

WHO HAS AN APPOINTMENT FOR MONDAY? [Enter]

The following answer will be displayed:

Appointment Monday 10/01 8am Bill Thomas - Ford running rough. [Enter]

Press [Enter] or [N] and the next answer will be displayed:

Appointment Monday 10/01 9am Carol Smith - Pontiac for a tune up. [Enter]

Press [Enter] or [N] and the next answer will be displayed:

Appointment Monday Oct. 1st 9:30am Joe Green - Pick-up for a brake job. [Enter]

This time "Ask LODI" found all three data statements. Each data statement contained two words matching the question, appointment and Monday.

With the entry for Joe Green and the menu selections still displayed, correct the date on the data statement. To do this use the [Right Arrow], [Left Arrow] or [Tab] to move the highlighted bar to [E]-Edit and press [Enter]. Pressing [E] will also work.

Use the [Arrow Keys] to move the cursor to the "O" in Oct.. Next type: 10/01. Then press [DELETE] three times. Now press [Enter]. The statement displayed in the response section will now show the corrected entry. Move the highlighted menu bar to [*]-Exit and press [Enter], or press [Q] to return to the entry area of the screen.

Next ask the following question:

PHONE NUMBER?

The following answer will be displayed:

Precision Data Systems phone number is (708) 371-6555.

To get a printed copy of the answers selected by your question, move the highlighted menu bar to [P]-Print and press [Enter] or press [P]. Next the following menu selections will be displayed "Print THE DISPLAYED record", "Print ALL selected records" and [C]-Cancel. To print just the record displayed on the screen move the highlighted menu bar to "Print THE DISPLAYED record" and press [Enter]. Moving the highlighted menu bar to "Print ALL selected records" will print all the selected records. Move the highlighted menu bar to [*]-Exit and press [Enter], or press [Q] to return to the entry section of the screen.

"Ask LODI"

SECTION 3.1 SAMPLE SESSION

Next ask the following question:

WHAT IS GOING TO HAPPEN IN JUNE?

"Ask LODI" will display the following answer:


My wedding anniversary is June 6th.

Press [Enter] and the next answer will be displayed:

Terry Daley is due a raise on June 10th.

Press [Enter] again and the next answer will be displayed:

The ASE meeting is on June 20th at 7:30pm. It's being held at the Holiday Inn.

If you wanted to delete these three records, leave the answer about the ASE meeting displayed on the screen. Move the highlighted menu bar to [#]-Delete and press [Enter] or press . Next the following menu selections will be displayed "Delete THE DISPLAYED record", "Delete ALL selected records" and [C]-Cancel. Move the highlighted menu bar to "Delete ALL selected records" and then press [Enter].

Now if you were to ask "What is going to happen in June?", the following will be displayed:

** SORRY ** I don't know about that - Please try again.

The above message will appear when "Ask LODI" cannot find an answer to your question.

Precision tip: Before using "Ask LODI" for your own information, delete the data statements entered at the beginning of this sample session.

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SECTION 3.1
SAMPLE SESSION

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"Ask LODI"

I N D E X

P PRECISION

Data Systems, Inc.

UPGRADE MM 10-12-01

Main Menu

October 12, 2001

13957 s. kostner avenue
crestwood, illinois 60445
(708) 371-6555

ASK LODI

A "To Do" list function has been added to the system. Once something is added, it will not appear on the "todo" list until it is time to do it. Once the item appears on the "todo" list it continues to appear until the item is deleted or it's "todo" date is changed to a future date.

Precision tip: After installing this upgrade the Ask Lodi -"ToDo" list function will be available at the Precision Main Menu. It will become available from other programs in future upgrades.

"Todo" items must be entered beginning with the key word **TTTT** which must be followed by a blank space and then the date. Dates must be entered in MM/DD/YYYY format. As with any item added to Ask Lodi, the last character typed must be a period. For example, an entry might read:

TTTT 01/02/2002 REVIEW INSURANCE POLICY WITH AGENT.

You may retrieve the list by typing **TTTT TODAY?** or you may type **TTTT** followed by the date as described above. You may retrieve a list of items you need to do in the near future by using any future date in place of today's date.

To remove items from the "Todo" list use the "Delete" function. If the item is something that repeatedly occurs at the same time each month or year, change the date by editing the item.

Precision tip: See the Ask Lodi instruction manual for more information on the delete and edit functions.

The following upgrades should appear on your PDSLOG.DTA file:

PI 10-22-00	TL 11-03-00	CA 02-02-01	MM 03-12-01	PI 07-29-01
MM 10-23-00	MI 11-04-00	FD 02-03-01	CA 06-08-01	SM 08-03-01
FD 10-27-00	QI 11-05-00	MA 02-04-01	PI 06-09-01	PI 08-24-01
SM 10-28-00	MA 12-08-00	CA 03-09-01	MM 06-10-01	
CA 10-29-00	CA 01-12-01	FD 03-10-01	CA 07-27-01	
MA 11-01-00	FD 01-13-01	PI 03-11-01	FD 07-28-01	

NOTE: Upgrade disks issued prior to purchasing your system will not appear. Also, upgrades for parts of the system you have not purchased will not appear.