

Powerful, Yet Easy to Use!

Introduction

KeyesPunch™ by Computer Keyes was designed to provide an efficient and highly accurate method of performing full speed *heads-down* data entry and *two-pass* verification.

AS/400:

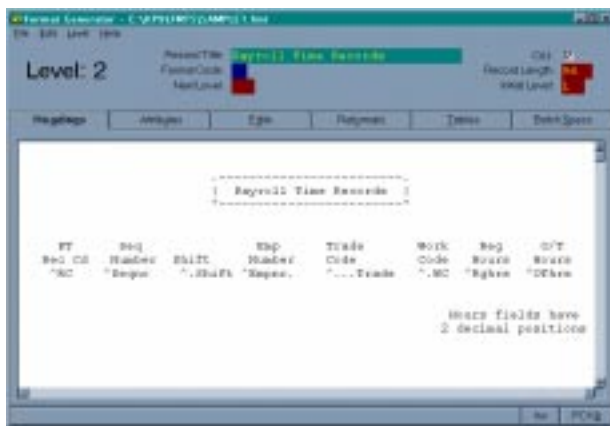
The AS/400 will create files directly on its main disk drives. After keying and verifying files, the data can be further processed on the local system or transmitted to a host system for processing. Links to IBM's RJE software, a popular method used to transfer data entry files to a host, is provided in the software.

IBM PC and Compatible:

Files may be keyed on PC floppy diskettes, hard disks, or on a network server drive. The data can be processed on the PC, or any link may be used to transfer the files to a host system. Files can also be saved to tape.

Formats

Screen formats for any application can be generated by an operator in minutes. Each screen is painted to look like the input document. After painting the screens, the operator further describes the format by filling out attributes for each data entry field. This would include such things as: where each field goes in the record, what type of data is to be keyed (alpha/numeric), field checking, field totaling, auto duplication, auto skipping, prefilling, etc.



A complete edit language is also available to perform specialized edits on the fields, if desired. You can easily add master file lookups or zip code file substitutions.

Data Entry File

Record lengths from 1 to 9999 may be defined and used by the data entry system. Data entry files can be keyed with up to 100,000 records per batch on an AS/400 or 1 billion records on PC's, then combined into larger files when they are finished.

Data Entry

As an operator keys data, the program checks each field as specified in the format. Field checking may include: alpha/numeric checking, modulus 10 or 11 self-check digits, range checks, table lookups, date checks, mandatory enter or fill. Up to 9 fields may be accumulated to compare against batch totals. Fields can be automatically duplicated, skipped, prefilled with constants, dates, field totals, or auto incremented.

Right justification with zero or blank fill is supported as well as signed numeric fields that are *overpunched* in the right most column.



During data entry, the previous record is shown to the operator on the top of the screen for reference. The data entry file can be easily updated at any time. Records may be added, deleted, or inserted. You can find records in the file by browsing or searching by content or by record number.

Reformatting

Fields do not have to be keyed in the same sequence as they appear in the file. You may place the fields on the screen in the most convenient order for keying.

After files are keyed the data can be further processed with a reformat language. Records may be broken up or combined and data may be removed or rearranged.

Unconditionally Guaranteed

Verification

After keying data into a file, the same or a different operator may then verify the data. Verify bypass fields are automatically placed on the screen for you. As the verify operator keys the data, each character is checked and compared to the original data. Characters that do not match the original data will cause the program to sound an alarm and lock the keyboard. This checking is done on a character by character basis on PC's, but on a record by record basis on the AS/400, for efficiency. After a mismatch is found on the AS/400, the cursor is placed at the beginning of the field, allowing the operator to correct the mismatch.

A verify correction is made when the operator keys the same mismatch twice in a row. The original mismatched fields are then shown to you for visual comparison. The verify operator may add, change, insert, or delete records at any time during the process.

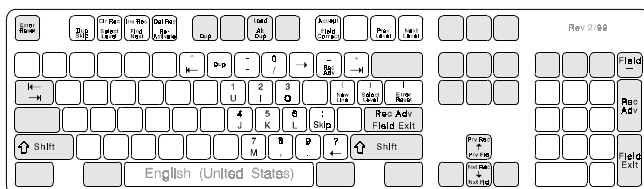
Keyboards

AS/400:

Any of the standard terminals may be used with the KeyesPunch programs to perform data entry. The most popular terminals are the ones that offer an optional *Data Entry Style* keyboard, which includes a reverse numeric keypad imbedded in the alpha characters.

IBM PC and Compatible:

Each operator will have a choice of keyboard styles while using the KeyesPunch programs. They may choose a standard PC style layout or an 029 *Data Entry Style* layout on their keyboard. The data entry style layout features a reverse numeric keypad imbedded in the alpha characters. When you choose the DE style keyboard, the keys will be automatically remapped to the new functions. A keyboard template and a set of keytop labels are included with the system to clearly show the new definitions of the keys.



Guarantee

30 Day Free Trial Period:

For over 20 years Computer Keyes has offered a 30 day free trial period. If within 30 days, you find that the system does not completely meet your needs, you may return the entire package without obligation.

No Bug Guarantee:

If you find that the current version of KeyesPunch does not perform a function as intended, Computer Keyes will correct the problem at no charge.

Support

Technical Support:

Computer Keyes provides **free** Hot-Line technical support to assist you in the use of the KeyesPunch programs.

Upgrades:

When new features are added to the system, the new release may be obtained for a small upgrade charge.

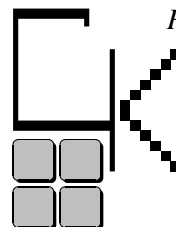
System Requirements

AS/400:

OS/400 Operating System (V3R2 or higher)
Application Development Tools (recommended)
Communications Utilities (optional for RJE)
Disk Storage (30 Mb minimum - 200 Mb maximum)

IBM PC and Compatible:

Windows 3.1/95/98/NT
486 or faster processor
Disk Storage (5 Mb minimum - 100 Mb maximum)
LAN (compatible with all LAN systems)



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Packed With Features

On-line Training

A complete tutorial is included with the system. The tutorial will take from 2 to 4 hours to complete for each operator. It will teach them the concepts and terminology of data entry. They will learn how to key, verify, and process data entry files. And they will learn how to build formats to be used by the system. No previous experience is required to use the tutorial, yet it was written so that an experienced operator can speed through the tutorial to learn valuable tips and techniques for more efficient data entry.

Security (AS/400 only)

The AS/400 system has a built in security system to prevent unauthorized tampering with or viewing of data entry files. It can be used to protect confidential data and it can narrow the scope of activities that are allowed to be performed by each operator.

Data Entry from Images (PC only)

Data entry can be performed from a series of images using the *Data Entry Image Viewer*. You program the image views to change as you move from field to field and to each record.

Batch Status Tracking

The system will automatically keep track of the status of each batch as it is being worked on. When you select batches for keying, verifying, or processing, the status of the batches are always shown. The status includes whether or not the batch has been completely keyed, verified, balanced, or processed.

The system uses this status to help you select the proper batches for each function being performed. For example, the system can select all batches for a particular job that are completely keyed, verified, balanced, but not already processed.

Forced Balancing and/or Verification

You may set up some of the jobs so that balancing and/or verification of a batch is required before it can be processed. When a batch is selected to be processed, the system will make sure that it has the correct status.

Editing

A complete edit language can be used to validate your data, access master files, change the normal sequence of entry, or to modify the data entry records. The edit language is simple to learn yet powerful enough to completely control the data entry process.

Operator Statistics

The system keeps a complete log of operator statistics including the total keystrokes per hour for each batch for the keypuncher and the verifier. It also tracks the number of verify corrections made in each batch. The statistics can be viewed or sorted and printed in several formats for any time period.

Additional Features

- ◆ Automatic Dup/Skip
- ◆ Verify Bypass
- ◆ Auto Record Advance
- ◆ Record Backspace
- ◆ Constants
- ◆ Left/Right Justification
- ◆ Format Chaining
- ◆ Field Totals
- ◆ Range Checks
- ◆ Table Lookups
- ◆ Date Checks
- ◆ Modulus 10/11 Self-Checking
- ◆ Mandatory Enter/Fill
- ◆ Auto Incrementing
- ◆ Record Insert/Delete
- ◆ Searches
- ◆ Field Calculations
- ◆ Full Screen Scrolling
- ◆ Trail Verification
- ◆ Global Changes
- ◆ Zip Code Lookups
- ◆ Custom Data Types
- ◆ Tab Fields/ Tab Order
- ◆ Automatic Batch Naming
- ◆ Reformatting of Output Data
- ◆ Complete On-Line Help

Same Day Shipping

PRICING (Effective 9/1/99)

AS/400 (Version 3):

Select the maximum number of operators that will be doing data entry at the same time.

<u>Maximum Operators</u>	<u>Total Price</u>	<u>Maximum Operators</u>	<u>Total Price</u>
01-04	\$2800	21-25	\$ 9375
05-08	4800	26-30	10500
09-12	6000	31-40	13000
13-16	7200	41-50	15000
17-20	8200	Over 50	18000

Second, third or fourth copies	15% discount
Fifth & additional copies	30% discount
Additional manuals	\$ 35
Maintenance fee	None

AS/Entry & System /36 (Version 11.6):

First copy:

Data Entry Emulator	\$1850
Batch Control System	\$ 995

Second, third or fourth copies	15% discount
Fifth & additional copies	30% discount
Models 5363 & 5364	1/3 discount
RPGII source programs	\$495
Maintenance fee	None

PC(Version 9):

Select the maximum number of operators that will be doing data entry at the same time. You will receive a manual for each 5 licenses. Additional manuals may be purchased for \$35 each.

<u>Maximum Operators</u>	<u>Standard Program</u>	<u>Key from Images</u>	<u>Maximum Operators</u>	<u>Standard Program</u>	<u>Key from Images</u>
01-05	\$1650	\$3300	15	\$4200	\$ 8400
06	1930	3860	20	5600	11200
07	2210	4420	25	6250	12500
08	2490	4980	50	11500	23000
10	2800	5600	75	15750	31500
12	3360	6720	100	19000	38000

