

Introduction

This is a computer program to store input data and print reports compiled from the data. It is designed to facilitate the processing of Clients ordering Meals prepared by the Oliver Anderson Hospital and distributed by Collinsville Area Church members. The program responds to **Buttons** being pressed. Following is an Overview of the operations, MOW menu **Buttons** and their actions, and a How to: do some of the normal Operations and their flow of response. The Lists of **Buttons**, *Displayed forms*, generated *Reports*, and the underlying [Database tables] are in the order displayed on the MOW menu. The Lists separate the *Displayed forms*, **Buttons**, generated *Reports* and the underlying [Database tables] into their respective types and provides their respective page numbers. A Database Dictionary is supplied as well.

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Actions Overview

The **Displayed forms** and generated Reports are as indicated. indicates a user action.

Start Computer

Start program (program retrieves date from system to compute meal totals, etc...)

(**New Client**) Input new client First and Last names.

Input changes on **Client form** (tabbed notebook of forms linked to database) ...

Computer computes changes.(start [Activate], pause, or end [Inactive] changes)
(Route #, Delivery #, Directional) changes to **Client forms** and **Maps** as required due to new, start, pause, end changes.

... Each route requires a Delivery sheet, Delivery instructions, and a Map for any changes.

Every day... after any changes or pauses etc... Press the [WORK] button for computer recording of the days meals to client records.

Computer will:

(All printing has been changed to a person pressing buttons on subject form.. Many are in Bill Printing.. Nothing is printed automatically anymore.. Left to indicate the day to send a report)

Compute and print Daily summary (Header: Date; a Listing: PER ROUTE of Name, Diet, # of meals; and a Footer: Total meals by type, people, {County; City, Sex, Race totals})

Update Client Meal Count ({Weekly & Monthly Clients [MOW CMD]}).

Mondays: Computer will print forms required for the rest of the week:

for Wednesday: print Frozen Food Order report (Weekly request to hospital (Meal provider) for that weekends frozen food)

for Thursday: print Food Order report (Weekly request to hospital for next weeks meals)

for Friday: print Weekly Deposit Summary reports (Weekly billing to clients paying by the week: 1 page per route to fold over into envelope {use to annotate ACTUAL payment received per client }to contain 1 sub-sheet per client bill to collect on that route) and Deposit Summary* (to annotate client payments) Input payments into **computer form** and place into bank envelope - the deposit slip will be printed upon demand (or Print from **Deposit Slip**). (links to *Transactions Receipts* to record deposit amount)

Monthly...Computer compiles Meal Count for the number of meals the Hospital will charge MOW. The report is printable from **Food, Meal Count View**.

print Monthly Deposit Summary report (List of Monthly clients (to use as checklist annotation of incoming checks) input payments into **computer form** ... similar to Weekly report.

Program Commands

Upon program activation a *Splash* <0> screen form is displayed while the program is loading the *MOW* form.

Meals On Wheels (MOW) <Main> form contains many **Buttons** which act as Command or Form selections. Computer action is monitored by a Progress Bar at the right of the form which displays completion status graphically.

The *MOW* Form is displayed at the top of the screen and has **Buttons** to activate their associated tasks or forms. Forms allow viewing and editing data contained in the database... not necessarily in the same format (look and feel) as entered from written forms nor as printed for reports... Most of the action will be in the *Client* or *ATM* forms. The *MOW* and most of the other forms have a **Help** and a **Close** or **Exit** Button. **Help** buttons activate Help text concerning the current form. **Close** or **Exit** buttons close the current form or exit the application. All forms display help hints next to an area when the mouse is paused over it. On the left of this form help comments are displayed immediately concerning what the mouse is over on any and all forms. The Help comments area is also used to display completion status of computations that take time to complete.

Work is not a form, it is a *MOW* Form button to tell computer to process data for today . It computes the data record action required by posting client meals into the database, forms, and reports. Client changes should be made first, then the **Work** button needs to be pressed to process data for the day. All required reports display for printing automatically after the data is processed on Monday and the *Daily Summary* displays every day . With the exception of the *Daily Summary*, reports can be printed at any time by accessing the **Print** buttons on the respective forms.. If work has already been pressed for the day, then a message pops up that the work has been done and to see the forms or reports for any desired action. Every day the *Daily summary (Work, MOW01DS.rtf, Clients.db into DSRxx.db and FFxxx.db)*; a daily list of Clients, Diet, Number of meals delivered, is printed automatically after the processing is done. On Friday it includes the meals for the weekend. [DSR1..7.db], [DSRS.db], [DSRM.db] (Generated temp to Daily Summary) : Daily Status Routes; Count Stats; Diet Stats.

[modays.db (Data constants)] Month - Days in Month Look-up table used to compute billing cycles (program has code to cover leap years)

Holiday is a *MOW* Form button to tell computer to process data for Holidays . Client records must first be marked with the Holiday box, as to requiring a meal for the holiday. When pressed the **Holiday** button processes data similar to the **Work** button. Holiday Delivery Sheets can be printed from *Client Information, Route* forms as are all the Route Instructions and Delivery Sheets.

New is activated by pressing a button on the **MOW** Form which displays a form to enter New Client First and Last names. The **OK** button tells the computer to make the required new client database records. The computer makes all records required for a new Client (Enter the new clients First & Last Name in the **New Clients** <0> dialog-form that pops up). The records are in the Client, MOW CMD (client meals), DR, C_Poc_Ref, Pause, C_Bills, and C_B_Meal databases. Activate the New Client on the Clients Inactive page. The **Cancel** button escapes the process. The **Help** button brings up context help on **New Clients**.

Clients: press to View-Search-Change Client Records.

The **Clients** button selects the **Client Information** <> form, which is a tabbed notebook containing these sub-forms related to their database tables: **Client**, **Route**, **Doctors**, **POC** ({Point Of Contact} : References), **Client Meal Changes**, **WCM**, **MCM** and **Inactive**. The top of the form contains: Last Name, Date, a Navigator, Route Selector, Help button, Print button, and a Close button. **Client** Displays data of this databases: [Clients.db {} **Active** ClientTable **Reports** **Active** ClientTableR; Clients_TEMP.db to Client Information] Master record of database s holding information about every client. Every item must be filled in or checked on this, Route, Doctors, and POC when a Client is first activated into the database. {With the exception of the few items with blue titles.} Other than processing Client s bills every week, this initial form completion is all the computer interaction that a client normally requires. {On other forms, if any items (database fields) require change or can be changed they will normally have a green rather than a white area. Also any item with a blue text should not be changed.}

Toggle Pause and Deactivate Client Buttons control the Clients Active status. A Client Pauses when there have a Doctors appointment, etc... They are deactivated when they Cancel, etc... thus removed from the Active Clients. [C_Pause.db {} **Active** C_Pause_TEMP.db to Client Pauses]. Pressing **Toggle Pause** posts a new record for every clients pause (except for the automatic Pause/Double or Triple) Pressing again un-pauses the Client. Pause records can be printed in **Transactions**, **Client Billing**.

Birthday button uses the Clients.db to process *Client Birthdays Age*(Client, MOW02CB[qr], Clients.db into BDay.db) into a report listing them by birth month and produces statistics of client ages. [Bday.db {} **NA** Client Birthdays Age]

Route Contains the individual client directions. Every Route (6): has 2 Reports generated from the Client database table selected from the lower portion of the form and a map.

Delivery sheet (Route, MOW03DS[qr], Clients.db) [Reports][Rt1..6]

Delivery instructions (Route, MOW04DI[qr], Clients.db) [Reports][Is1..6]

Map Printed while looking at the map. Maps are made in **Maps**.

Delivery sheet, Delivery instructions, and Maps are to be printed on demand.

There are also [Holiday] and [Rt SC: Small Cooler] Delivery sheets and

instructions. The [Holiday] *Delivery sheets* prints the Clients that have been marked as Holiday on the Client record. (All 6 routes are printed when [Holiday] is selected.) Holiday instructions would not make sense unless the Clients records were altered... if desired the alternate (Paused) instructions could be manually switched with the normal instructions, thus saving both sets of instructions; the maps would require manual processing to delete, print the maps, and then replace the clients at their proper locations. [RtSC: Small Cooler] filters out all except the Client record marked for the Small cooler... if not set properly many records could be printed, rather than the 1 small cooler record.

Doctors displays information pertaining to the Clients Doctor. Data is contained within the database: [C_Doctor.DB{} **Active** (No Report)] There is space allocated for display of 2 Doctors per Client. There is no report nor database printed, and usually no interaction in or to be put in the Doctor database.

POC: Referrals- References: Points of Contact. [C_PocRef.DB{} **Active** (Generates C_M_Label.db)] 2 Referrals- References- Points of Contact per Client. This forms left side name and address data is used to generate *Mailing Labels (to POC)(Client Billing, MOW05ML[qr], Clients.db and C_PocRef.DB into C_M_Label.DB)* and *Mailing Label List (selfish)(Client Billing, MOW06ML[qr] {MailLabels.wpd}, Clients.db and C_PocRef.DB into C_M_Label.DB)* using [C_M_Label.DB **Inactive** LabelTable, **Reports Active** MailTable (Generated temp to Mailing Labels)]. Labels are required to mail bill-receipts to the responsible person that will actually pay for the Client meals. This is done by marking the POC Pays area on the **Client Information**, **Client** form. Although both have a (___), either may use POC or selfish address by pressing the **Selfish Labels** button before pressing the **Make Mailing Labels** button. These labels are made (processed) and printed in **Transactions, Bill Printing**. Any label editing actually is required to be performed as editing the Client database in the Clients, Route, or POC forms. The MailLabels.wpd report can be used to print envelopes rather than labels, with a little ingenuity. Also any word processor that can read the C_M_Label.db can use it in a mail merge to print envelopes. In any case; the envelope printing is outside the envelope of this program and no buttons are available to command the word processor to self activate, process and print the envelopes.

Client Meal Changes is where corrections are made - after the fact.

[BK_Meals.db{} **Active** BK_Meals_TEMP.db to Client Meal Changes] Bought-Kept Meals tied to Client ID, Last Name, Date, Cost, Bought, Kept, Note. (Annual). Press **Start a Record** to make a record, enter the data, then press **OK Finished** to process the data. **Print** selected Client s Bought-Kept records onto the *Client Meal Changes, (Client Meal Changes, MOW07CM[qr], BK_Meals.DB into BK_Meals_Temp.db)* report.

WCM (Weekly Client Meals): Record of Clients paying weekly and the number of meals received per day. Select the month to view from the Month selection. Pressing **Activate** selects the database into a dbgrid and filters the MOW CMD as either monthly or not monthly (Weekly). Press **De-Activate** when finished and/or database is closed when forms are paged. WCM and MCM are for viewing ONLY. Meal changes are done in Client Meal Changes so that the computer changes the Client, Pause, Bill, Meal and MOW CMD databases. The report Client Meal Counts (WCM, MOW08CG[qr], MOW CMD.db to CMD_TEMP.db) tracks clients to meals received per day. Selection from the **WCM** (Weekly) or **MCM** (Monthly) forms using the (**Select**) and selecting the correct month will determine whether Weekly or Monthly Clients are printed from the form.

[MOW CMD.DB **Inactive** ; FoodOrderSource: **Active** (CMD_TEMP.db to Quick Report Client Meal Counts) [CMD_MMMYYYY.db **Inactive** (Monthly backup)]: CMD: Client Meals Daily [Last Name, Client ID, Monthly, 1..31]: Client ID is the Client ID, Last Name - ditto, Monthly is Boolean as whether Client pays weekly or Monthly. 1..31 store number of meals for that months day : -n..-1,0,1..2 number of meals delivered that day to that client ID. (Kept meals receive a 1 in MOW column and a 0 in the designated Client column {when the Hospital sends a meal and the Client is on pause... }) (0 is paused or inactive because computer fills spaces with a 0) (-1 meals are those UnKept (or actually bought at a fast food franchise) at MOW and used when the Hospital does not send a meal and the meal is taken from the freezer (or bought) for delivery.) (Bought meals receive a -1 in B. MOW column and a 1 in the Clients column, thus the Hospital count is accurate and the Client count is accurate) (2 meals for a person getting double meals) MOW CMD is copied monthly and stored as CMDMMYYYY . Thus every month MOW CMD is generated from the Active Clients.

MCM (Monthly Client Meals): Record of Clients paying monthly and the number of meals received per day. All actions are similar to **WCM** except this form displays Monthly Clients meal status.

Inactive displays information pertaining to the Clients Active Status. Data is from the Clients record. This form is a method to **View** and change the status on Clients who are not currently active. New Clients are placed here until activated by pressing the **Activate** button while moused in the clients name. Activation of a client returns the display to Active Clients. Active clients are De-activated using the **Deactivate Client** button on the **Clients** form, and thus returned to the Inactive status. Annually the Inactive clients are removed from the database (Not copied to the new current database, they are left in the Client_YYYY.db). These may be printed by accessing the **Last Years.** button and then pressing the **Print** button which prints the Client Information (Inactive, MOW09CI[qr], Clients.db into Clients_Temp.db) report. With the printout the Client information

must be re-entered to restart a deactivated client from a previous year. This keeps annual reports correct and is the only method that was discovered.

Inactive client bills may be paid on this form using the lower portion of the form **Inactive Bill Collector** and pressing the **Process Payment** button.

Maps is a link to DeLorme© mapping program. Used to select-edit-print Route maps.

Maps (Maps, DeLorme©) - Provides maps of the client routes and address locations.

Routes: [MapView.db **Active** (NA) Maps] repeatedly kept current, not a record

Clients: [MapClient.db **Active** (NA) Maps] repeatedly kept current, not a record

Clients Processes Client data changes into database records readable by the mapping program... although they will be lost clients until placed on the map in the correct location.

Meals :

Food ◇ Make, View, Store, or Print data about the meals.

Food Order View Pressing **Work** process the data and then pressing **Print** activates the program to print the Food Order (Food Order View, MOW10FO[qr], Clients.db into foodorder.db) weekly request to the Hospital (Meal provider) for the meals required for next week. The **Navigator** allows selection of past reports. Also available for processing and printing in **Reports**. **Print all** activates all [foodorder.db] records to be printed as a listing Food List (Food Order View, MOW11FL[qr], foodorder.db). [foodorder.db **Active**, **Reports Active** (Generated storage) Food Order, Food List] Weekly Food Order report... kept forever and a year (Annual).

Food Order Pickups an addendum editor to **Food Order**... Data input for the Pickup meal Clients.

Frozen Food View

Pressing **Work** process the data and then pressing **Print** activates the program to print the Frozen Food Order (Frozen Food View, MOW12FF.rtf, Clients.db into FFxxxx.db) weekly request to the Hospital (Meal provider) for the frozen meals for that weekend. [FFxxxx.db] is used to make the report. The **Navigator** allows selection of past reports. [FFANNUAL.DB **Active** (Generated storage) Frozen Food List] stores the composite of the weekends meals reports.(it is kept annually). [FFANNUAL.db] stores (estimated) total ... if actual (as delivered) Client names & data are required they can be collated-computed from [MOW CMD.db] and [Client.db] records. **Print all** activates all [FFANNUAL.db] records to be printed as a listing Frozen Food List (Frozen Food View, MOW13FL[qr], FFANNUAL.db).

[Ffxxxx.db (Generated temp to Frozen Food Order)] [FFSD, FFSDS, FFSLs, FFSR] comprise the Frozen Food Order Report for Saturday Diabetic, DBLS, LS, Regular; ditto for Sunday [FFSSD, FFSSDS, FFSSLs, FFSSR,], and a header [FFHEAD.db] for Date, and the Church delivering the meals. [FFSAT.db

& FFSUN.db] are collated weekly to record data for Fridays DailyStatus reports and stored in FFANNUAL.db.

Meal Count View Meal Count (Meal Count View, MOW14MC.rtf, MOW CMD.db into HOSPITAL.DB into HOSPITAL_TEMP.DB) Monthly total of meals received from the hospital (Meal provider) for that month. (Ensure is not counted, totaled, billed, nor configuration costed and so must be manually annotated on the bottom of the form prior to sending to the hospital) (The report is sent to the Hospital after which they send back a bill for payment for the meals). Each record contains: Hospital Client, Meals (today), Total (month) [HOSPITAL.DB **Active** (Generated storage) HOSPITAL_TEMP.DB to Meal Count] (now). Monthly databases can be viewed using the Select a Month to View selector (Simply mouse the hole to the left of the desired month). ([HOSPITAL_MMMYYYY.DB (monthly backup)]) monthly kept annually). Select a month other than the current one through this forms Select a Month to View selector. The **Retotal** button retotals the records after being updated from the **Meal Totals View** forms **Change** button. The area to the lower right comprises the report area. **Process and Print** the records after selecting a month from the Hospital Meal Totals selection. There is a **Remove V days** button to remove the additional attribute records from the V button of the **Meal Totals View** form.

Meal Totals View

[Cdaily.db **Active** (Generated storage with a flag made for reports) Monthly Meal Totals] Daily data dump (Totals, County ± City, Sex, Race...) (Annual). Records can be scrolled into view using the bar at the right of the records. Select a Month to Process or Print is used for month selection of the following buttons. **V**, **VPrint** and **VClean** inspect the **Meal Count View** and **Meal Totals View** for Verification. (Actually recomputes them using the Client and MOW CMD databases as a base reference; and makes a Verified record in the C_Daily database. If a Client changes Diet type there is a notation made to their Health memo, however there is no correction for the change and past meals will be recomputed as the new diet type...) They make additional records for inspection of values compared to the current values. Monthly Meal Totals (Meal Totals View, MOW15MM[qr], Cdaily.db) **Change** actually recomputes and CHANGES the **Food, Meal Count View** and **Food, Meal Totals View** from the selected month s database. **Total MTV** totals the selected month of **Food, Meal Totals View** records and makes a Monthly Totals record in the C_Daily database, and the **Print MTV** prints the totaled record as a Monthly Meal Totals report and also prints a Monthly Summary (Meal Totals View, MOW16MS.rtf, Cdaily.db) report similar to the Daily Summary, except this has the meals for the month. ~~(Also both reports report the same data so maybe print the V Print even when running the Total MTV...~~ No? Are the Print actions the same? Where did the Monthly summary GO?-) In any case **VClean** will remove the extra records (Although is should also clean

the extra records on the Meal Count form). **Close** and **Help** buttons are available for your confusion.

Wheels Button activates the Meals On Wheels Delivery form.

Delivery <> Is the main Delivery form containing Church, Dates, and Delivery forms; and **Help** , **Close** buttons.

Church contains Church POC, name, phone #, and address information and their Service Week (VIP#). **Navigator** selects a Church. **Dial the Phone** button dials the selected church s phone. **Print** the Church POC (Church, MOW17PC[qr], Church.db) List of Church Point Of Contact information. Update this form as information changes. These Church information pages are Vital as they are used throughout all computations as a source of Church names, and delivery dates.
[Church.db {} **Active** (Church POC Data) Church POC report]

Dates List of Week-Dates the Churches deliver meals - Linked to Delivery Church Provides records for the Delivery Churches and their duty date weeks. [Cdate.db **Active** (Generated storage reported in MD__.db)]
Dates, Church serving: used to select church and the week beginning and end. (Annual)... Actually is made to be self-evolving in that monthly it computes **Process Dates** a continual (right number of) list of [13] Churches and their **Cleanse Dates** [52] weeks of delivery dates. The **Print Dates** button uses [13 MD___.db **Inactive** generated by Cdate.db to Delivery Schedule] databases to store the dates for retrieval into the report. YYYY+ MEALS - ON - WHEELS DELIVERY SCHEDULE (Dates, MOW18DS.rtf, Cdate.db into Mdx.db)

Delivery stores church volunteer information counts into/from Cdaily.db. **Little Bit** button does nothing at all (except chew candy). Select records using the scroll bar on the left side of the form. Every day Church volunteers could be recorded and this could be a separate database of each weeks (months) totals.

Miles :

Miles <0> is a simple grid to enter mileage driven to investigate routes. **Mileage** has a red button that starts a new record with today s date, however if past dates records are being entered they must be done by copying or changing a date inserted onto/into the form. A Green arrow button checks all records for correct month entry, in accordance with the date entered onto the form. The month is used to separate the records when accessed by the month selector. This is done to print out just 1 months data for submission to accounting travel reimbursement. Previous, current, or all months can be accessed using the month selector. Mileage (Miles, MOW20ME[qr], Mileage.db) - Report on recorded mileage **Print Report**

prints the report based on the month(s) selected. **Print Screen** simply dumps an image of the current screen to the printer. **Help** and **Close** buttons perform actions as on all forms; they activate the help system or close the form, respectively. [MILEAGE.db {} **Self-Active** to Mileage] Miles traveled (Annual)

ATM

All Transactions Made (ATM) <> (Finances)(Transactions: Billing, Expenses, Receipts) Browse Transactions, Billing, Expenses, Receipts and allow transactions other than the automatic client bill payment procedures. **New D Slip** has no reason for being? **Summary** summarizes the ongoing Deposits into the **Receipts** form. **Navigator** rotates through the collated Deposit Slip-Transaction- Deposits.

Deposit Slip is a combination form for viewing or printing selected Deposit Slip, Deposits, and Transaction data; All linked to their Master Deposit Slip. Computer tracks receiving checks-cash from daily and monthly clients and prints Deposit slip report for bank after all client payments have been entered into the **Client Billing** form. Computer updates the **Transactions**, **Receipts** form. Transaction - Bill link to Fin database for weekly & monthly client collections from [C_Bills.db] records. Many bills numbers linked into a duplicating Deposits.db having a DSDATE# item that is used to put into DepositSlip.db as a link to MOWFin.DB as a single transaction receipt under Meals .

1 [DepositSlip.db] to many [Deposit.db] records to 1 [MOW Fin.db] transaction (usually- however if a Less Cash Received amount is entered for the Deposit Slip then it creates a transaction for the deposit. (and 1 in the Expense Ledger?) {Well we do not allow LCR to be used anyway}... thus 2 transactions on a bill deposit slip. Other deposit slips can have many transactions per Slip. [DepositSlip.DB {} **Active Reports Active** (DepositSlip_TEMP.db to Deposit Slip report]

The Deposit slip report is for bank deposits of client payments (weekly and monthly... stored for the year in Bill, Deposits and Fin; the totals are recorded in the [MOW Fin.db] database using the deposit slip linked to a transaction number under the Transaction Number field.) The Deposit Slip report includes a cash received which is linked as an expense to the Transactions database [MOW Fin.db].

Current Deposit Slip (Deposit Slip, MOW21CD[qr], DepositSlip.db) , Selected Deposit Slip (Deposit Slip, MOW22SD[qr], DepositSlip.db) , List of Deposit Slips (Deposit Slip, MOW23LD[qr], DepositSlip.db) & Current Deposits (Deposit Slip, MOW24CD[qr], Deposits.db) , Selected Deposits (Deposit Slip, MOW25SD, Deposits.db) , List of Deposits (Deposit Slip, MOW26LD[qr], Deposits.db) & Transactions (Deposit Slip, MOW 27TX[qr], MOW Fin.db) , Current reports

are printed after the payments have been entered into the **Bill** database form and the **Summary** is pressed.. The records also in **Transactions** and **Deposits** are printed from **Deposit Slip** as Selected records placed into xxx_Temp.db s.

Lists of Deposit Slips and Deposits are printed from the _____ form using the _____ button.

Trax displays several Deposit Slip transactions at a time. [MOW Fin.db {} **Active** (MOW Fin_TEMP.db **Reports Active** to Transactions report)] the table stores every transaction from Expenses and Deposit Slips. Multiple transactions can be deposited on the same Deposit Slip # or checked out on the Expense#. Client bills -Deposits are grouped together by DepositSlip.db into 1 transaction for that days deposit using the Receipt and Meals items.. **Make 1** produces a blank transaction, after filling in the form press **Add to Deposit Slip** to complete the transaction. This form includes a look-up table of Group ID fields used on reports of types of Receipts. Expense transactions are in the **Payments** form.

LCR (Less Cash Received) displays an input for the amount to be deducted from a deposit... used to buy lunches... if a Less Cash Received amount is entered for the Deposit Slip then it creates a transaction for the deposit (a debit record in the Expense.db) using the **Submit: OK** button. Valid only when a Deposit Slip is active and plausible only when not depositing all the money collected from Clients. ~~Used for buying stamps, etc.~~ Not used under present accounting system. The depositor can not be a receptor of funds.

Deposits displays many deposits of a Deposit Slip selected using the Navigator on the **ATM** form, generally most useful to review Client payments and the interaction of Deposit Slip-Deposits-Bill-Transaction. Database records are stored in [Deposits.DB {} **Active Reports Active** Deposits_TEMP.db to Deposits report)] Which has a Bill-Deposit-Deposit Slip Link. Links to C_Bills in **Client Billing**. Deposits are printed from the **Deposit Slip** form.

Payments: Payments made by MOW to pay for debts incurred. These include Salary, Meals (to Anderson Hospital) and all the columns in **Expenses** in the Financial Summary. **Make Expensive Trax** button maintains an Expense record and makes one(1) transaction record every time the button is pressed that day. The purpose is for new checks to be transacted on command. [Expenses.DB {} **Active Reports Active** Expenses_TEMP.db to Expenses report] Grid of expenses and transactions... transacted into and kept (Annual). A **Circular Green Arrow** re-summarizes the expenses and their associated transactions, recounting the transactions and totaling the amount totals. **Print** produces the Expense Ledger (Payments, MOW28EX[qr], Expenses.db into Expenses_TEMP.DB) report of the selected Expense and associated Transactions into a **Transactions** report.

Receipts: Receipts for all of this years Financial Summary **Summarize** button re-tabulates on command. Receipts Summary (Receipts, MOW29RS[qr], MOW Fin.db into ATM-RCT.DB and the Expenses Summary (Expenses, MOW30ES[qr], MOW Fin.db into ATMEXP.DB) are single page summary grids of Expenses and Receipts printable from their respective **Receipts** or **Expenses** forms. [ATM-RCT.DB **Active** (Generated storage of Deposits into Receipts Summary)] Grid of receipts... computed into and kept (Annual)

Expenses: Expenses for all of this years Financial Summary **Summarize** button re-tabulates on command. [ATM-EXP.DB **Active** (Generated storage of Expenses into Expenses Summary)] Grid of expenses... computed into and kept (Annual)

R E View: Selected **Transaction**, **Receipts** or **Expenses** groups are listed and printed to the MOW ATM Report (R E View, MOW31MA[qr], MOW Fin.db into MOW Fin Temp.db) report. Transaction Groups are what form the Receipt/Expense columns of data. Thus all entries of a column can be viewed and/or printed rather than only the month s total as in the actual Summary.

Client Billing: [C_Bills.DB {} **Active** Client Bills]

1 Bill per Client per week (to [Deposit.db] records to 1 [DepositSlip.db] to 1 [MOW Fin.db] transaction) {either edit this daily or gather from CMD... needs a Begin-End date for the week (new bill # every week for every active weekly client)}. Deposit Slip reports are printed by the MOW Director after all that days bills have been entered into the **Bill** form using the **Process** button

The Pause, CBMeal, and Deposits databases are also viewed on this form. The **Print Pause records** button prints the selected client pause records to the Client Pauses (Client Billing, MOW32CP[qr], C_Pause.db) report. The **Print Meal, Bills and Bill Payments** button prints the Deposit and C_B_Meal data into the reports defined in **C Collate**.

Bill Printing: provides a location to process, edit, and print receipts and mailing labels.

Use the dialog to choose which report to **Print**, **Preview**, **Setup**(Printer setup) ; or for a few... to **Edit** and/or **Process** data into reports. Provides forms to edit certain of the tables used to make reports... or the actual report data prior to being placed on a form. The **Report Data Editor** is used to edit these and the Syscfg.db. Also Deposit Summaries are available for printing. Mailing label reports are listed in **POC**, as they use that database for their information.

Make Mailing Labels make mailing labels and the **Selfish Labels** button adds the POC or (Self) attribute to the list.

Edit Mailing Labels [C_M_Label.db] Mailing list for Monthly P.O.C. to pay their Client s bills.

Make Receipts

Edit Receipts (Week) [C_RCT_D.db] Weekly receipts

Edit Receipts (Month) [C_RCT_M.db] Monthly receipts

Client Meal Weekly payment receipt (Bill Printing, MOW33WR[qr], Clients.db into C_RCT_D.db) Weekly reports (2 types, 1 for/per route (6); 1 for/per customer in that route (9)). [C_RCT_D.db **Inactive Reports Active** (Generated temp to Weekly receipts)]

Client Meal Monthly payment receipt (Bill Printing, MOW34MR[qr], Clients.db into C_RCT_M.db) reports (2 types, 1 for/per route (6); 1 for/per customer in that route (9)). [C_RCT_M.db **Inactive Reports Active** (Generated temp to Monthly receipts)]

Weekly Deposit Summary (Bill Printing, MOW35WD.rtf, Clients.db into DSTxx.db) similar to the Daily summary (plus payment balance) , except it excludes the monthly paying clients. [DST1..7 (Generated temp to Weekly Deposit Summary)]; Payment due for Weekly Clients.

Monthly Deposit Summary (Bill Printing, MOW36MD.rtf, Clients.db into DSTxx.db) similar to the Daily summary (plus payment balance), except it excludes the weekly paying clients. [DSTM1..7 (Generated temp to Monthly Deposit Summary)] Payment due for Monthly Clients.

Deposit Summary* (Bill Printing, MOW37DS.rtf, Clients.db into DSSxx.db) similar to the Daily summary except instead of meals it annotates monthly paying clients with a *. [DSS1..7 (Generated temp * for Deposit Summary)]

Clients Meals: Uses Client and Cdaily databases to total the Client and Meal counts for a given time. Pressing **Dates** tabulates current data for a given time period; **Month** tabulates historical (past) data for the selected month; **Year** tabulates historical (past) data for a year. **Print** button prints the associated data onto the Client Meal Report (Clients Meals, MOW38CM[qr], Clients.db and C_Daily.db into ClientCount.db) report. [ClientCount.DB **Active**(Generated temp to Client Meal Report)]computed into and kept (Annual). The Clients reported are available on the Client Meal Report s Clients (Clients Meals, MOW39CC[qr], Clients.db and C_Daily.db into ClientCountPeople.db) report. [ClientCountPeople.DB **Active**(Generated temp to Client Meal Report s Clients)] attendant Clients recorded-computed into and kept per Client Meal Report (Annual)

C Collate: View Client s C_Bills, C_B_Meal and Deposits databases. This views only the **Activate** activated Client bill-meal-and-deposit records. **Release** the client after viewing the records. The databases are also viewed in **Client Billing**. **Print**

button prints the Client s associated data onto the Client Meals (C Collate, MOW40CM[qr], C_B_Meal.db) , the Client Bills (C Collate, MOW41CB[qr], C_Bills.db) and the Client Bill Payments (C Collate, MOW42CP[qr], Deposits.db) reports. [C_B_Meal.DB{} **Active** Client Meals] Records computed into and kept for every active client for every Week (or Month) (Annual)

Verify the client Bills against their payments and if necessary **VPrint** the report of Bills unpaid amounts and the number of meals in the Bills Verified (C Collate, MOW43BV[qr], C_Bills, CB_Meals, and Deposits.db into Bill_Verified.db) reports. Uses [Bill_Verified.DB **Active** Reports **Active** (Generated temp to Bills Verified)].

Client Meal Payments: uses Client, Deposits, MOW CMD databases to list each (and every) Client and their associated Meals and Payments totals. **Month** tabulates current or historical (past) data for the selected month; **Year** tabulates current or historical (past) data for a year. **Print** button prints the associated data onto the Clients: Meals Payments (Client Meal Payments, MOW44MP[qr], Clients.db and MOW CMD.db and Deposits.db into C_Totals.db) report. [C_Totals.DB **Active** (Generated temp to Clients: Meals Payments)] Computed into and kept (Annual)

Notes :

Rich Text Editor? <0> is a simple word processor that is used to process and print the xxx.rtf reports and is available for simple word processing tasks.

Phone :

Phone <0> list for agencies and numbers not belonging to another button Phone (Screen print MOW19PH[NA]) Provides a Phone list to support agencies (Phone numbers are also on the Client- Doctors- POC records, and in the Church records). **Print** the Report is a screen dump of the data grid currently displayed on the screen. **Dial** clients phones, select using the **Navigator** , get **Help** , **Close** the form. [Phone.db{} **Self- Active** (No report)]

Dates **Dates <0>** is a helpful gadget form. No processing or data is required. The calendar supplies dates in the proper format to Copy & Paste into forms, and is a visual aid. Dates are also available on the **Clients** form for copying into the form s data record, wherever possible-or needed.

Clients Client Information Client Meal Changes and **Food Meal Totals View** have dates on the form; however, the dates will be computed and placed in the form automatically. There could be instances when **Client Meal Changes** occur after the

current date and thus the actual date of the occurrence will be required. The **Calendar** can thus be utilized to spin the date onto the **Calendar** form for copying.

ATM Transactions, Client Meals Report and **Mileage** are the only forms REQUIRING dates to be entered. There are already current dates in the required format on the form. Changing the dates is simple substitution, however the calendar can be used to copy prior dates for placement on the form. **Mileage** has a red button that starts a new record with today's date, however if past dates records are being entered they must be done by copying or changing a date inserted onto/into the form.

About *About* ⇨ this program, its Copyright, and a **Config** button to activate a configuration editing dialog:

Configuration (Syscfg.db) Data Edit provides a **Report Data Editor** form to change the configuration (and cost of meals). The **Report Data Editor** is the same as used for editing Receipts and Labels in **Client Billing**. [Syscfg.db (Program data storage)]. Configuration and Meal cost database are repeatedly kept current.

Help Table Of Contents entry to help system. Push **Help** Button to pop-up [Windows (tm) ®©!" ● ●●□●■● □§□(c) Help system] **Help** <0> . (Topics: {Contents, Index, and Find of Descriptive Information} and {How To...}). Other methods of acquiring help are: Context sensitive help using the [F1] button {Descriptive information}, **Help** buttons on individual Forms provide {How To...} help, Flyover Hints pop up when the mouse is paused over buttons and forms, and Help Comments are displayed at the top left of the **MOW** form concerning what the mouse is currently over (often the same words as the flyover help, though sometimes more in depth hint-help)

Exit Press to quit, close, exit, stop, shut-down, escape-from, bury, kill, leave the application program. (Shuts down the program... computer checks for undone computations prior to close)

Types of **Input forms** (for manual notation, mailing to clients for them to fill out)

Client application form (WP) is available for printing and is expected to be used to record new client information, and or be sent to the client for their response.

Client application form is a duplicate of the current form... as will be most of the reports . This printed form provides the data to be input into Client, Doctors, POC, and Bill databases.

Church Sign-up Sheet (WP) is a printable grid to be filled in by Church delivery personnel to sign up for a Route per day

Types of **Accessory forms** (*.wpd documents similar to some of the included reports; these are available at your own risk with no program activation nor help nor responsibility)

Daily summary (Work, MOWDS.wpd, Clients.db into DSRxx.db); a

Daily summary (Work, MOWDSFriday.wpd, Clients.db into DSRxx.db and FFxxx.db)

Mailing Label List (selfish)(Client Billing, MOW06ML[qr] {MailLabels.wpd}, Clients.db and C_PocRef.DB into C M Label.DB)

Frozen Food Order (Frozen Food View, MOWFF.wpd, Clients.db into FFxxxx.db)

Meals On Wheels Financial Summary (Receipts and Expenses, MOWATM.wpd, MOW Fin.db into ATM-RCT.DB and ATMEXP.DB) single page summary

How to:

Normal Operation: Press **Work** button: computer generates data and on Monday all required reports will be displayed (Daily Summary, Frozen Food, Food Order, Receipts, and Deposit Summary). A report can be produced at any time by pressing the print button on the respective form and the selected report will be printed. The **Food** reports Frozen Food and Food Order can be produced, viewed, and printed on their respective **Food** forms. On the Bill Printing form Mailing Labels and Receipts are printed to send to the monthly clients POC s to pay the dependent client s bills. Mailing labels can be printed all on one page as the Mailing Label List report. Pressing the **Selfish** button prior to processing the labels changes the data to include the Client and either Self or the clients POC who actually pays the bill. This is used to place and mentally connect the POC to the Client.

Change a Client (Add, Drop, Pause, Route change, ...Edit the Client records)

Add: **New Client** form is used to enter client names, (Pressing **OK** commands the computer to make new records for the client). (Dependent Clients are entered and activated before the Bill paying client, the Client ID is required to be entered on both forms to link them together) The client is activated on the **Client Information, Inactive** form. **Client Information** forms to be filled in are **Client, Route, Dr, and POC**. Maps are made using the **Map** button and reports are printed for the route sheet and directions on the **Route** form.

Drop: **Deactivate** button on the **Clients** form

Pause: **Pause** button on the **Clients** form. Pressing again un-pauses the client. Status is viewed on the Paused checkbox... DO NOT click the box to change Pause status as required actions are not taken unless the **Pause** button is pressed.

Route change: **Client** Route and Delivery # s, **Route** directions, and use **Report** to print new Delivery sheet and directions.

Holidays (Thanksgiving, Christmas). Mark the Client as Holiday on the **Client** record prior to pressing **Holiday** button on **MOW** Button Menu. On **Report** form press the **Holiday** button and the records marked with Holiday will be printed. Letter to Clients (requesting them to annotate by checking a box for meal delivery per the Holiday, signing, and returning the letter) printed the 1st of the holiday months (Nov1 {Thanksgiving} & Dec1 {Christmas}).

Small Cooler. Small coolers are used in addition to a routes cooler when the route temporarily expands to more than 9 clients. Cooler capacity or other emergencies. The Small Cooler boxes should only be used on 1 route however, the boxes are only used when printing the forms so several routes can have small coolers - but the boxes have to be checked to print a Small Cooler route. Mark the Client record with small cooler button. On Report form press the RtSC button (for Route and Instructions) and the records marked with Small

Cooler will be printed. **Route** Direction Memo and **Client** Diet Memo should be annotated to indicate SMALL COOLER.

Change Meal count: Client meal Bought -or- Added Late, Kept -or- Paused Late. Go to Client-Meal Change and input the data and press buttons.

Record Client Bill payments on the **ATM, Client Billing** form. Rotate Client records with the **Navigator**, enter amount received, place mouse arrow into holder, press the **Process** button, write the amount received on the Payment status paper, Rotate Client records... Mailing Labels and Receipts are printed to send to the clients to pay their bills. The receipts are estimated as they are printed prior to the actual due date. Known errors can be corrected on the **ATM, Client Billing** form by pressing the **Edit Receipt** button and editing the records on the form prior to printing them. Monthly clients can only pay one time per bill... Deactivated clients who pay latent bills are processed on the **Client Information, Inactive** form using the **Inactive Bill Collector** portion.

Record a Deposit (other than Client bills) on the **ATM, Transactions** form.

Church Delivery dates can be printed by accessing the **Churches, Dates** form.

Change Client meal cost on the **About** form using the **Config** button and editing the amount on the displayed form.

Print all the selected Clients bills, meal and payment records on the **ATM, Client Billing** or **ATM, C Collate** forms.

.Finance Receipt - Expenses (edit?) ; Deposit Slip - Transactions (corrections)

- .> Wrong amount entered for Client Payment.
 1. Change Deposit
 2. Make a Deposit Slip rejuvenator: Go through all Deposits and retotal then change Transaction of the Deposit Slip
 3. Rerun the ReSummary to place new Transaction values in Receipt/Expenses
 4. Change Bill - Amount from Last Payment due
 5. Make sure Bill always retotals Amount Due every time a meal is added.
- .> Other Transactions: Just change the Amount of the transaction and Run ReSummary

Meal Changes: Changing the value on WCM or MCM does not change Bills or C_B_Meals... use B_K_Meals.db in Client Meal Changes.

? What exactly is Bought, Kept, Added Late, Paused Late?

- .> Edit the database if a mistake occurs
 - . Over-billed (meal not delivered; input a pause for that day) or under-billed (meal not made... change the delivery BUT NOT the hospital count)

- . unmade meal delivered (bought from local fast food, etc...)
- . unpaid bill
- .> Recover from computer crash... daily computation of the Meal Count and Daily Summary Status Report, daily backup of data to a floppy, Daily summary kept as paper record

Bugs; To Do List

Reports:

- . ~~Annual Report [Annual.DB] or [MOW CMA.DB] unknown database - report Annual Report. Monthly (V in **Meal Totals**) and Annual (No way, see _____ in **ATM**) similar to Daily Summary.~~
- . .Report Review for Help file and this and that and the other catchup editing of this document and the Help file... always ongoing continuing forever

Programming:

- . .in MOW form the Church and week served needs to have a locate and find rather than the current get the next ones : Answer: maybe fixed sometimes.
- . .Annual backup - of all records, make new Bill and C_B_Meal records (using numbers restarting for this year from 1) (Annual database of Client meals, payments totals ... starting with New year NO meals only the amount due is transferred),
- . ~~**back up of the database .val etc. indices and memos.** Answer: Would have to rewrite everything to use a last years database not the Clients.db, C_Bills.db, etc...~~
- .
- . In datanewyear FFAAnnual keeps records for the last 100 or 21 days, change near new year
- . Need to make a database for Church Delivery personnel counts rather than Cdaily.
- . ANSWER: WHY only put it in Once a week... then it gets totaled into reports.
- . ~~Automatic entering of Salary, Meal Cost into Expenses ANSWER: Not a reality~~
- . New, Activate, Deactivate change what dates?
- . Weekly total by route 1..6,9 (7 columns+Total) Reg, LS, DB, DBLS| Total Week start-end Date ??? Moms sheet??? do not understand
- . ~~On Monday The Meal Count View to Retotal, Copy the Church Names into Church over Churches.~~

Install:

- . .Phone dialer to actually dial phone requires a modem in the computer. How to change Port # during install
- . .Install - location of files using a dialog - database Alias editor - Help file location, syscfg.db Install program must have base data and be functional with only the 5 MOW records
- . !! Can syscfg be found ? Is location hard coded? !! Is anything hardcoded? Answer MUST be NO to enable installation.
- . The **Little Bit Navigator** button changes the database Alias... need to make a form to change it... and get this button a job.
- . .Daily backup to a floppy
- . .Maps: Memory Print; Study PMAP 3 to duplicate good stuff... Graphic painter; Overview window. ... now it calls Delorme mapping program rather than Pmap dll inside this program
- . .(Hospital Communications: *faxed* daily, weekly, or monthly...?)
- . Check Delphi Distribution... how to make Alias, is Data Desktop ok to give out?

- . How to have the Install change Mapmaker location and program name; Name of Meal Provider, Choice of 13 names, or just 1, or as many as necessary.

Database Dictionary

- . Where and why are Tables activated or inactivated
- . Where and why are Filters used (in DoDisable: Active Clients nor filter for Route#,delivery#,LName)
- . Where and why are Indexes changed
- . Where are things disabled besides calling DoDisable?
- .
- .
- .
- .

LISTS of Displayed Forms, Buttons, Generated Reports, and Database Tables

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Database Dictionary

Database name Default links, filters

[Index name]<Indexed field(s)>

(Forms: that access this database){Reports: generated from this database}

DSR 1..7], [DSRS], [DSTM] None, Inactive. (Forms: Generated from Clients) {Reports: Daily Status Report}

modays.db None, Inactive. (Forms: na){Reports: na} Never changed: a Look up table of number of days in the 12 months. Computer has code to compute for Leap year s February 29 days.

Clients.db IndexFieldNames: Route #;Delivery #;Last Name; Filtered: True; Filter: Active ;]
IndexName:cbill,CBmeal, LastName, RouteD ;IndexFieldNames CurrentBill#,
CurrentMeal#, Last Name, Route #;Delivery #;Last Name
(Forms: Clients: Client, Route, Inactive; ATM: Client Billing){Reports: portions in Client Information, Route, Birthdays, etc...}

<Client ID> /Client ID is the link to many other databases: Clients, C_Bills, Doctor, Poc_Ref, C_B_Meals, BK_Meals, Pause, Deposits, and MOW CMD.
portions Viewed in Client, Bills
portions Reported in many; Client.db printed in Inactive Clients.

C-Pause.db [MasterSource: ClientSource; MasterFields: Client ID ; IndexName: cid
(Forms: Clients: Client, ATM: Billing){Reports: Pause selected client s pauses}
Accessed on Client, displayed on ATM Client Billing. Reported in ATM Client Billing

Bday.db Inactive, NONE. Clients birthdays are ordered by month. Generated from Clients.db and only printed to a report: not viewed.

C-Doctor.DB [MasterSource: ClientSource; MasterFields: Client ID ;IndexName: C-id
(Forms: Clients, Doctors){Reports: None}

C-PocRef.DB [MasterSource: ClientSource ; MasterFields: Client ID ;IndexName: cid
;IndexFieldNames: Client ID; Filtered:False ; Filter: ;]
(Forms: Clients: POC){Reports: Mailing Labels} POC pays box on Client form controls
access to address for labels

C_M_Label.DB NONE (Forms: Bill Payment) {Reports: POC Mailing Labels, Selfish list of addresses} Generated from Clients.db and C-PocRef.db . Edit labels on Bill Payment form

BK_Meals.db [MasterSource: BillSource ; MasterFields: Client ID ;IndexName: cid;
IndexFieldNames: BK#, Client ID; Filtered: False; Filter: ;]
(Forms: Clients: Client Meal Changes; Client Billing, C Collate) {Reports: } Meal Changes
BK_Meals changes MOW CMD to actually store data for use.

MOW CMD.DB Filtered: when actively accessed; Filter: Monthly is a Boolean field;
(Forms: WCM and MCM Filtered per report for Monthly; Hospital Meal Count)
{Reports: Grid of Weekly(Monthly) Clients }
Kept inactive so tricks can be done with the databases

CMD_Temp.DB (Forms: Used as temporary changer) {Reports: } see MOW CMD.db

CMD_MMYYYY.db (Forms: Clients: WCM and MCM when called for historical
months) {Reports: Generated into Hospital.db }
see MOW CMD.db

MapView.db (Forms: MOW) {Reports: NA: used to print maps internally}
MapClient.db (Forms: MOW) {Reports: NA: used to print maps internally}

foodorder.db IndexName: WeekBD ;IndexFieldNames: foo number, Week Begins
(Forms: Hospital Food order) {Reports: Hospital Food order} Generated from Clients
<foonumber> copy record #1 as Base information container

FFANNUAL.DB IndexFieldNames: Date (Forms: Frozen Food) {Reports: } Annual Frozen Food
report totals per weekend day (Estimated - not accurate or updated)

Ffxxxx.db report storage (Forms: Generated from Clients.db in Frozen Food, base data stored in
FFAnnual.db) {Reports: Frozen Food}

HOSPITAL.DB NONE (Forms: Hospital: Meal Count) {Reports: Hospital Meal Count}
Generated from MOW CMD.db. Holds (a month of) daily meal totals for report to
Hospital

HOSPITAL_Temp.DB for Reports. see Hospital.db

HOSPITAL_MMYYYY.DB Monthly backup of months data storage see Hospital.db

Cdaily.db NONE Annual data dump storage (Forms: Meal Totals) {Reports: } MOW CMD totals
into this. Used by V, TotalMTV, _____, and _____ to generate monthly totals.
<DailyN> Data Depository

Church.db IndexName: Ch ; IndexFieldNames: Church, VIP# ; Filtered: False; Filter: ;]
(Forms: Churches: Church) {Reports: } 13 Churches, their address, POC, Phone number,
etc... used to compute Church Delivery Dates

CDATE.db IndexName: ch, web, wend ; IndexFieldNames: Church, Week Begins, Week Ends, Week# ;Filtered: False; Filter: ;]
(Forms: Church, Dates){Reports: Church Delivery Dates }Generates 52 dates... rotating through the Church.db churches into MD__.db s

MD__.db Generated to make the Church delivery dates report from CDates.db
The 13 __ are : SP, FB, SL, FC, SF, UM, UP, AG, MH, SJ, HC, PR, GS
(Forms: Church, Dates){Reports: Year ____ Delivery Dates }

Phone.db NA a self active database. (Forms: Phone) {Reports: }Non-Client phone # for Food Agencies

MILEAGE.db NA a self active database. (Forms: Miles){Reports:Mileage }

DepositSlip.DB IndexName: DSDATED ;IndexFieldNames: Deposit Slip Number, DSDATE ;Filtered: False; Filter: ;]
(Forms: Deposit Slip){Reports: Deposit Slip}
<Dslip#> /link to Deposits and MOW Fin through <DSDATE>
Any Collection of Deposit Slip - Transactions(s) - Deposit(s) can be viewed/printed in Transactions, Deposit Slip or the selected group type of Transactions can be viewed/printed in R E View.

MOW Fin.db [MasterSource: DSlipSource ; MasterFields: Deposit Slip Number ; IndexName: deposit ;
IndexName: Date, deposit, Group ID, Transaction Type IndexFieldNames: Date, Deposit Slip Number, Group ID, Transaction Type, Transaction Number ;Filtered: False; Filter: ;]
(Forms: Transactions; R E View) {Reports: Transactions} See Deposit Slip
<Transaction Number> is a link back to Deposit Slip. R E View views and prints selected transaction group types.

Deposits.DB [MasterSource: DslipSource; MasterFields: DSDATE; IndexFieldNames: DSDATE
IndexName: BillN, cidBill, DDay ;IndexFieldNames:Bill #, Client ID;Bill #, DSDATE, DSDATE; Bill #
Filtered: False; Filter: ;]
(Forms: Deposits){Reports: Deposits} See Deposit Slip

Expenses.db ;IndexFieldNames:Expense# Similar to Deposit Slip, this is for Expenses : outgoing.
(Forms: Payments){Reports: Expenses }

ATM-RCT.DB. NA a displayed database of results.
(Forms: Receipts){Reports: MOW ATM.wpd} Generated from Transactions

ATM-EXP.DB NA a displayed database of results.

(Forms: Expenses){Reports: MOW ATM.wpd} Generated from Transactions. Results dumped here (Unpaid) from Bill payments and Deactivations with money due

C_Bills.DB [MasterSource: ClientSource ;MasterFields: CurrentBill# ; IndexFieldNames Bill #
IndexName: Billn, cid, lname, route ; IndexFieldNames: Bill #, Client ID, Last Name,
Route ; Filtered: True; Filter: ;]

(Forms: Clients ID to ATM Client Billing){Reports: } Not actually used for reports, similar data is generated for Client Meal Payments. <Bill Number> links these client bill values to Deposits for no purpose as changes make it inaccurate and C_B_Meal is not updated either. Only MOW CMD.db has accurate Client Meal Count

C_RCT_D.db INACTIVE Report data cache [IndexFieldNames: Route#;Delivery#]

(Forms: Bill Payments){Reports: Weekly Receipts} Generated. Call Data Editor to edit the receipts

C_RCT_M.db INACTIVE Report data cache [IndexFieldNames: Route#;Delivery#]

(Forms: Bill Payments){Reports: Monthly Receipts} Generated. Call Data Editor to edit the receipts

DST1..7 INACTIVE Report data cache

(Forms: Generated from Clients){Reports: Weekly Deposit Summary}

DSTM1..7 INACTIVE Report data cache

(Forms: Generated from Clients){Reports: Monthly Deposit Summary}

DSS1..7 INACTIVE Report data cache

(Forms: Generated from Clients){Reports: * Deposit Summary}

C_B_Meal.DB

[MasterSource: BillSource ;MasterFields: Bill #

IndexName: Billn, CBMeals, cid, lname

IndexFieldNames: Bill #, CBMeal, Client ID, Last Name

;Filtered: False; Filter: ;]

(Forms: Client Billing){Reports:} Weekly or Monthly Meal register, as done, needs to be updated when Hospital Meal Count is generated (to-do)

Client Count.DB IndexFieldNames: CCR#

(Forms: Client Meals){Reports: Client Meal Report } Generated on command from Clients and CDaily to cover a reporting period... 1 record for Client Meal Report report using ClientCount_TEMP.DB_

ClientCountPeople.DB IndexFieldNames: CCR# links the people to the Client Meal Report report using ClientCountPeople_TEMP.DB in Client Meal Report People report.

C_Totals.db IndexFieldNames: Client ID
Generated on command from Clients.db and MOW CMD.db to cover a reporting period... 1 record for a report

Syscfg.db (Forms: About Config calls Data editor to edit the Configuration){Reports: na}
Recorded Memory for the program, includes meal cost value and last years last bank amount.