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ÛÛÛÛÛÛÛÛ Make sure disk drive door is closed & press ENTER ÛÛÛÛÛÛÛÛÛÛÛÛ

Watch here for instructions during PREVIEW

Éííííííííííí»

° DATA ENTRY °

Èííííííííííí¼

ENTER Actual Data

INPUT Quotas

ÛÛÛÛÛÛÛÛ A L W A Y S Press the Alt Key with the LETTER ÛÛÛÛÛÛÛÛÛÛÛÛ

Éííííííííííí»



Note the new total for the month of May.

Note Bob's Quota for the month of May.

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Now that you have learned the 5 Main Keys you have opened the door to a Library of over 50 applications.

SALES AND MARKETING OPTIONWARE APPLICATIONS

- Sales & Marketing Perf.
- Regional Sales Perf.
- Sales Perf. vs. Quota
- Competitive Sales Perf.
- Competitive Sales Proj.
- Price List Database

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PERSONNEL OPTIONWARE APPLICATIONS

Employee Time Reporting  
Employee Time Analysis

COMING SOON ... PROLEASE (tm) APPLICATIONS  
A complete Property Management System

OPTIONWARE - Redefines the word EASY!

For more information see your local dealer or call

Alt + Z - Return to ACCESS    Alt + Q - Restart DEMO



Sheet1

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Page 9

Sheet1

Too many digits in Input or Total cell.  
6 Digits Maximum. Do NOT use commas.

Press the Esc key, then press Alt + Q  
to return to the Main Menu.

Press the Ctrl + Break keys and then  
press Alt + Q to return to Main Menu.

Reload the Application. An illogical  
cell reference has occurred.

Jan	Feb
1300	1394.46615693159
995.87861506734	1166.49764632341
321.247933884151	427.236432577483
-----	-----
2617.12654895149	2988.20023583248
=====	=====

Jan	Feb
1300	1500
1000	1100
200	300
-----	-----
2500	2900
=====	=====

OPTIONWARE LIBRARY

OPTIONWARE LIBRARY

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Y UAAAAAAAAAAAAAÿ P

Y<sup>3</sup> 3 P

Y<sup>3</sup> 3 P

Y<sup>3</sup> 3 P

Y AAAAAAAAAAAAAAÛ P

BBBBBBBBBBBBBBBBBBBB

OptionWare (tm) is a library of over 50 business applications that tap the power of Lotus 1-2-3 (tm) to satisfy your specific job requirements.

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P Y P Û Y

PÛÛY PÛÛÛY

UUUUUUUUUUUUUUUUUUUUUU

Y Press ENTER to begin P

Y the PREVIEW... P

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(PREVIEW Version)

SALES  
PERFORMANCE  
AGAINST QUOTA

Version 1.2  
01-Feb-84

PREVIEW

Press ENTER

É|||||»

° PRINT & SAVE °

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P  
S

PRINT Reports  
SAVE "PREVIEW"

É|||||»



Press ENTER

Mar	Apr	May	Jun
1400	1600	1200	1100
1400	1700	1000	900
600	900	200	150
-----	-----	-----	-----
3400	4200	2400	2150
=====	=====	=====	=====

Press ENTER

- Sales & Marketing History
- Regional Sales History
- Sales Districts Hist. vs. Quota
- Competitive Sales History
- Projected Sales by Region
- Product Market Share Proj.

Employee Business Expenses  
Employee Directory









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The OptionWare Library covers topics in the areas of:

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- o
- o
- o

There are four types of OptionWare applications:

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FINANCIAL OPTIONWARE APPLICATIONS

Financial Performance  
Balance Sheet Perf.  
Balance Sheet Proj.  
Income Statement Hist.

ASSET MANAGEMENT OPTIONWARE APPLICATIONS

Asset Management Perf.  
Inventory Performance  
Fixed Assets Performance

A1~/wgpe/xg{?}l1~O18~/xg{?}Q1~W18~/xg{?}Y1~AF9~/xg{?} A1~/wgpe/xg{?}l1~O18~/xg{?}Q1~W18~/xg{?}Y1~A  
/wgpd/c0~A39~/c00~G88~/c1~A59~A21~B36~/xg{?}A41~B48~/wgpe/xq /wgpd/c0~A39~/c00~G88~/c1~A59~A21.

Sheet1

/wgpdy21~Z23~REVIEW OPTIONS: Type a NUMBER and press ENTER...~Z36~/xgREVIEW #{?}/reZ23~/c1A~A119~  
/wgpdq21~R23~ENTER ACTUAL SALES: Type a NUMBER and press ENTER...~R36~/xgENTER #{?}/reR23~/c2A~A  
/wgpdy101~Z103~COMPARE OPTIONS: Type a NUMBER and press ENTER ...~Z116~/xgCOMPARE #{?}/reZ103~Y8  
/wgpdc4A~Z56~Y41~Z43~GRAPH OPTIONS: Type a NUMBER and press ENTER...~Z56~/xgGRAPH #{?}/gnu1~q/c4  
/wgpdq41~R43~PRINT OPTIONS: Type a NUMBER and press ENTER...~R56~/xgPRINT #{?}/reR43~/c6~A59~A41~B  
A21~B36~/wgpdc6A~A39~/fsPress ENTER to Save PREVIEW...{?}ssssssssssssssssssssssssswgpd/c7~A59~A41~B48  
/xg{?}|121~O138~/xg{?}Q121~W138~/xg{?}Y121~AF138~/xg{?}A141~G150~/xq /xg{?}|121~O138~/xg{?}Q121~W  
A141~G150~/frACCESS Press Enter to Continue...{?}AUTO123~ A141~G150~/frACCESS Press Enter to

OPTIONWARE LIBRARY

0  
0  
0  
0

- 10 Years of History and 5 Years of Plan
- 12 Months of Actual vs. Plan (including YTD)
- 4 Quarters or 5 Years (with 5 growth methods)
- Special purpose applications

Press ENTER to continue ...



Sheet1

Tom Jones  
Bob Pasqual  
Ellen Owens

Q QUIT TO MAIN MENU

Actual vs Quota - Current Month

Actual	Quota
1850.43104040436	1850.43104040436
1633.24823386502	1700
1470.99144086242	1500

Q QUIT PgRight for More Summaries

Sep	Oct	Nov
1177.69529605284	1241.79519281104	1465.85698584011
978.365771635436	1041.97156753336	1227.63111729139
187.803751300089	506.609169528893	524.006711868755
2343.86481898837	2790.37592987329	3217.49481500026

Sheet1

Sep	Oct	Nov
1000	1200	1300
1000	1300	1300
200	500	500
-----	-----	-----
2200	3000	3100
=====	=====	=====

OPTIONWARE LIBRARY

Financial History  
Balance Sheet History  
Income Statement Performance  
Income Statement Projections

Asset Management History  
Accounts Receivable Perf.  
Fixed Assets History

01/29/23  
4

Var	% Var
---	-----
0	0.0%
-66.7517661349848	-3.9%
-29.0085591375828	-1.9%

Dec

1407.95947581825

1452.65197296198

679.624339471872

-----  
3540.23578825211

=====

Dec

1100

1400

600

-----

3100

=====









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ALL OptionWare applications use a standard Main Menu and its associated Options Lists which follow two key principles:

Main Menu selections revolve around 5 simple functions:

Alt + E - ENTER Data  
Alt + D - DISPLAY Data

ÛÛÛÛÛÛÛÛÛÛ Press the number 1, then press ENTER. ÛÛÛÛÛÛÛÛÛÛ

Choose Monthly Sales from the Options List.



Change the graph to line form.

Press the number 0, then press ENTER.

Choose 0 to return to the main menu.

3 -5- 3	3	3
3 -6- 3	3	3
3 -6- 3	3	3
3 -7- 3	3	3
3 -0- 3	3	3

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SALES TOOLS OPTIONWARE APPLICATIONS

Sales Follow-Up Reports

Customer Mailing List

PERSONAL OPTIONWARE APPLICATIONS

Bank Acct. Reconciliation

Reservations & Appointments

CASH MANAGEMENT OPTIONWARE APPLICATIONS

Cash Flow Projections

Petty Cash Manager

OPTIONWARE PRINCIPLES

- Always press the Alt key with a letter.
- Choose a number and Press ENTER.

Alt + V - VIEW Graph

Alt + P - PRINT Reports  
Alt + S - SAVE Data

Press ENTER to continue ...

1

Monthly Sales

2

Sub-Analysis

0

QUIT TO MAIN MENU

Summary Report  
Sub-Analysis Report  
Mthly Sales Comparison

0

QUIT TO MAIN MENU

Actual vs Quota - YTD

-----	Actual	-----	Quota
	6174.85270041972		6174.85270041972
	5260.31724619679		5200
	4407.29046266526		4400

Q QUIT PgRight for More Summaries

The first step is to REVIEW Quotas.  
Note Bob's Quota for the month of May.  
The second step is to ENTER Sales.

Bob's Actual Sales in May were \$1,210.

Watch the worksheet recalculate the total.  
Note the new total for the month of May.  
Third step is to COMPARE Sales vs Quotas.  
The fourth step is to GRAPH the Quotas.

The fifth step is to PRINT the Reports.  
The sixth step is to SAVE your changes.  
We're going to simulate saving the file.  
The seventh step is to buy OptionWare.  
Watch here for instructions during PREVIEW

OPTIONWARE LIBRARY

Sales Call Reports

Credit Card Report  
Monthly Calendar

Capital Expend. Analysis

Press 1 & ENTER

Sheet1

8« x 11" V  
8« x 11" H  
8« x 11" V

Press 0 & ENTER

Var	% Var
---	----
0	0.0%
60.3172461967915	1.2%
7.29046266525984	0.2%

Press Alt + R  
Press ENTER  
Press Alt + E

Press 1210 ENTER

Press ENTER  
Press ENTER  
Press Alt + C  
Press Alt + G

Press 1 & ENTER



Sheet1

Press 4 & ENTER

Press 0 & ENTER

Press Alt + P

Press Alt + S

Press ENTER

Press ENTER

Press ENTER











Variances are calculated automatically.

Press the number 5, then press ENTER.

We want to COMPARE the month of May.

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ORGANIZATIONAL OPTIONWARE APPLICATIONS

- Department Budgets Perf.
- Department Budgets Proj.
- History of SG&A Expenses
- Manpower & Expense Perf.

PRIVATE & FINANCIAL OPTIONWARE APPLICATIONS

- Investment Management
- Personal Mailing List
- Personal Income Tax (1040)
- Asset Records for Insurance

PURPOSE OF PREVIEW

R - REVIEW  
E - ENTER  
C - COMPARE  
G - GRAPH  
P - PRINT  
S - SAVE

Press ENTER to continue ...

- 1 Monthly Quotas
- 2 Actual Data
  
- 0 QUIT TO MAIN MENU

- 1 Monthly Quotas



Sheet1

- 2 Any Line - Actual vs Quota
- 3 Redraw as BAR graph
- 4 Redraw as LINE graph
  
- 0 QUIT TO MAIN MENU

Actual vs Quota Totals - Current Month

Q QUIT PgLeft for More Summaries

ACTUAL QUOTA

May  
1270  
1210  
270  
-----  
2750  
=====

[Note Bob's Actual and Quota figures.]

1  
2  
3  
4  
5  
6

Jan  
Feb  
Mar  
Apr  
May  
Jun

0 QUIT TO MAIN MENU

OPTIONWARE LIBRARY

Sheet1

(Simulated)  
(Simulated)

Press 1 & ENTER

Press 1 & ENTER

-----	Actual	-----	Quota	Var	-----	% Var
	13001.470448703	13450.4310404044		-449		-3.3%
	39521.3397556241	38174.8527004197		1346		3.5%
	94327.4138278037		92299	2028		2.2%

	May	Var	% Var
	1270	0	0.0%
	1000	210	21.0%
	200	70	35.0%
	-----	-----	-----
	2470	280	11.3%
	=====	=====	=====

Sheet1

Press ENTER

7	Jul
8	Aug
9	Sep
10	Oct
11	Nov
12	Dec

Press 5 & ENTER

Department Budgets History  
Breakdown of SG&A Expenses  
Projected of SG&A Expenses  
Manpower & Expense History

Personal Budgeting  
Activity Reports  
Graph Maker  
Phone Messages