

NETWORK BUSINESS SYSTEMS PROFESSIONAL SOFTWARE SYSTEMS

SYSTEM INTRODUCTION  
SYSTEM REFERENCE

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## **SECTION 1: INTRODUCTION**

Welcome to the NBS PROFESSIONAL SOFTWARE SYSTEM documentation!

NETWORK BUSINESS SYSTEMS' method of documentation will be a refreshing change from the conventional manuals you may be familiar with. When you purchase any PROFESSIONAL SYSTEM written by NETWORK BUSINESS SYSTEMS and start using the software, you will immediately notice the user-friendliness throughout all programs. Because of this, the documentation associated with any system has been written to provide the user with intelligent, easy to understand discussion of how to set up the system and the basic operational system overview.

All NBS SYSTEMS DOCUMENTS consist of the SOFTWARE SYSTEM MANUAL and the SPECIFIC SYSTEM PROGRAM DOCUMENTS. They will be organized alphabetically along with each SYSTEM manual for the quickest reference. Also, there will be no printed menus or screens in any of the documentation. NBS SOFTWARE is logically arranged from an easy to use menu system. Once you have read the SOFTWARE SYSTEM MANUAL and performed the SYSTEM SETUP, one of the next things you should do is familiarize yourself with the menu system. You can generally determine how each SOFTWARE SYSTEM works just by looking at the menu system. Also, why waste paper on showing you menus and screens that you will become expert on in very little time.

Each manual will be formatted the same, in several distinct sections. They are:

### **FEATURES**

### **REPORTS**

### **INTEGRATED WITH**

### **SYSTEM OVERVIEW**

### **SYSTEM BASIC OPERATIONAL FLOW**

### **SYSTEM SET-UP**

### **MENU STRUCTURE/PROGRAM DOCUMENTS**

The FEATURES section gives you a brief overview of the capabilities of the software system.

The REPORTS section lists the main reporting functions.

The INTEGRATED WITH section shows you the other NBS software systems that are directly interfaced with the module you are reading about.

The SYSTEM OVERVIEW section generally discusses the basic theory of that particular system.

The SYSTEM BASIC OPERATIONAL FLOW section provides an outline of the main programs required to operate the SYSTEM functions. Actual program MENU NAMES and PROGRAM NAMES are referred to in this section of the manual.

The SYSTEM SET-UP section provides a complete step-by-step procedure for setting up the particular system.

The PROGRAM DOCUMENTS section lists alphabetically the programs in the system. For example: The program used to create and maintain inventory parts is "Create/Edit Part:INPRTGUT". "Create/Edit Part" is the menu name and "INPRTGUT" is the program name. You will see the menu name from the NBS menus. You will see the program name in the bottom left hand corner of the screen when you are actually running the program. You can use the program name to look up the corresponding program document or refer to in the case of phone support.

## **SOFTWARE STARTUP**

Once you have read this manual and installed the NBS software on your system, it is recommended that you read each NBS Software System manual as you have purchased. This will give you a full understanding of the environment potentials that are available to your business.

You may want to study some of the actual main program documents such as are listed in the "MENU STRUCTURE/PROGRAM DOCUMENTS" section of each system manual.

Finally, you should consult with your NBS professional representative and other professional business advisors as necessary. Understand that you are not setting up a word processor or spreadsheet program but an entire business management system that will affect each and every person or department in the company.

After this planning, proceed to the "SOFTWARE STARTUP" manual for instructions on exact system setup procedures. This will walk you through the necessary and critical steps of setting up and making operational your NBS Software Systems. **NOTE: you must follow the "SOFTWARE STARTUP" manual exactly in order to correctly set up your system. THIS IS A MUST!**

## SECTION 2: SOFTWARE SYSTEMS

NETWORK BUSINESS SYSTEMS PROFESSIONAL SOFTWARE SYSTEMS consist of hundreds of programs that are highly integrated in order to provide a smooth user interface. This integration is discussed in Section 7: SYSTEM INTEGRATION. This does not mean you are confined to using the entire system. However, it does mean that when you are successfully operating any one of main NBS SOFTWARE SYSTEMS you will have already completed some of the steps necessary to allow easy addition of any other NBS SOFTWARE SYSTEMS. This integration is also explained in each NBS SOFTWARE SYSTEM MANUAL.

### NBS PROFESSIONAL SOFTWARE SYSTEMS

1. \*\*\*\*CLOCK IN / CLOCK OUT\*\*\*\*
2. SALES/CUSTOMER MGMT MENU #1
  1. SALES/SHIPPING MENU #1
    1. Retail Point of Sale
    2. Distribution Order Entry
    3. Order Modification/Cancel
    4. Order Confirmation Printing
    5. ORDER VIEWING/MAINT MENU #1
    6. DIST ORDER PRINTING MENU #1
    7. SHIPPING/UPS MANIFEST MENU #1
    8. SALES MAINTENANCE MENU #1
    9. SALES ORDER PACKAGES MENU #1
  2. CUSTOMER ACCOUNT FUNC. MENU #1
  3. BACKORDER RETRIEVAL MENU #1
  4. SALES ANALYSIS MENU #1
  5. MAILING LIST FUNCTIONS MENU #1
  6. TELEMARKETING MENU #1
  7. RETURN MERCH. PROCESS MENU #1
  8. COOP ADVERTISING SYS. MENU #1
  9. VALUE ADDED TAX RPTS. MENU #1
3. INVENTORY/MFG MENU #1
  1. INVENTORY/SERIAL MENU #1
  2. PURCHASE ORDERS MENU #1
  3. RECEIVING MENU #1
  4. PRICE SHEET FUNCTIONS MENU #1
  5. WORK ORDERS MENU #1
    1. W.O. MAINTENANCE MENU #1
    2. W.O. ROUTING MENU #1
    3. W.O. B.O.M. MAINT. MENU #1
    4. W.O. PROCESSING MENU #1
    5. W.O. PICKING SLIPS MENU #1
    6. W.O. TIME TRACKING MENU #1
    7. W.O. REPORTS MENU #1
    8. W.O. COST SYSTEM MENU #1

6. MRP PLANNING FUNCT.	MENU #1
7. DEFECTIVE PROCESSING	MENU #1
8. TOOL CRIB FUNCTIONS	MENU #1
9. ESTIMATING FUNCTIONS	MENU #1
4. ACCOUNTS RECEIVABLE	MENU #1
1. PAYMENT PROCESSING	MENU #1
2. CUSTOMER CREDIT RPTS	MENU #1
3. RECEIVABLES REPORTS	MENU #1
4. REFUND PROCESSING PROC	MENU #1
5. ACCOUNTS PAYABLE	MENU #1
1. FILE MAINTENANCE	MENU #1
2. PAYABLES PROCESSING	MENU #1
3. A.P. REPORTS	MENU #1
4. END OF PROCESSING	MENU #1
5. Change Company Number	MENU #1
6. PAYROLL	MENU #1
1. COMPANY FILE MAINT.	MENU #1
2. DIVISION FILE MAINT.	MENU #1
3. EMPLOYEE FILE MAINT.	MENU #1
4. AUTOMATIC PR PROCESS	MENU #1
5. MANUAL PAYROLL PROCESS	MENU #1
6. PAYROLL REPORTS	MENU #1
7. PERIOD END PROCESSING	MENU #1
7. GENERAL LEDGER	MENU #1
1. G.L. FILE MAINT.	MENU #1
2. G.L. FILE MAINT. RPTS.	MENU #1
3. TRANSACTION PROCESSING	MENU #1
4. GENERAL LEDGER REPORTS	MENU #1
5. SPECIAL PROGRAMS	MENU #1
6. CORPORATE PROGRAMS	MENU #1
7. RECURRING BATCHES	MENU #1
8. Change Company or Date	MENU #1
8. SYSTEM SETUP/NON-NBS	MENU #1
1. NBS SYSTEM SETUP	MENU #1
9. << EXIT THE SYSTEM - LOGOUT >>	

## **SECTION 3: OPERATING ENVIRONMENT REQUIREMENTS**

This section is provided only to give you a general overview of the SYSTEM OPERATING ENVIRONMENT REQUIREMENTS necessary to operate NBS PROFESSIONAL SOFTWARE. More detailed specifications for data storage and system configuration should be discussed with your NBS representative prior to your installation. When you purchase a valid copy of any NBS SOFTWARE you are guaranteed it will work in your system-operating environment.

NBS SOFTWARE is a MSDOS based software package and is most commonly used in environments utilizing MSDOS or Windows 95/98/ME/2000/NT/XT for single user systems and NOVELL or Windows NT for network systems. Therefore this documentation will assume you are working in one of these operating systems, such as on a Novell network. NBS SOFTWARE requires no other software or memory managers to operate (see the section below on memory).

### **SINGLE USER SYSTEM OPERATING ENVIRONMENT REQUIREMENTS**

(1) DATA STORAGE: NBS software requires a minimum Hard Disk of 100MB and highly recommends using a 300MB Hard Disk or greater. The smallest NBS system, such as the NBS GENERAL LEDGER SYSTEM will occupy a minimum of 2MB of hard disk storage before any data is entered. The full system will occupy almost 15MB of hard disk storage before any data is entered. (NOTE: If you purchase the source code, you will need approximately double the hard disk storage capacity required for the basic system.) As you can figure, you will use a fair amount of disk space just getting set up and with no other software on the system. You will want to plan for allowing several years of data to reside on your hard disk for quick reference.

(2) MEMORY: NBS SOFTWARE can operate within 640K conventional ram memory. You should provide at least 500K of usable conventional memory, out of the 640K total available. NOTE: If you encounter any memory errors while attempting to operate the NBS PROFESSIONAL SOFTWARE, then you have other memory resident programs (TSR) that are occupying conventional ram memory and causing a shortage of usable memory (SUCH AS: Modem communications programs, or clock-driven programs such as an automated backup program that turns on at a set time). This can be eliminated by removing the program from memory either by rebooting the system, or by removing the software from automatically loading into memory from your autoexec.bat file. A third way to eliminate the problem is to use memory management techniques that maximize your 640K conventional memory. You may need to consult with your hardware technician or with an NBS representative if this problem occurs. You will not need to make any adjustments when operation NBS software under all modern Windows based systems.

(3) VIDEO OUTPUT: NBS SOFTWARE can be ran on a monochrome or color monitor and will take advantage of the color if it exists. The initial system setup must be configured accordingly and is explained in Section 3. As you will probably use other software on your system, NBS recommends a color monitor due to the fact that more and more software being released requires a color monitor and will not operate on a monochrome monitor.

(4) PROCESSOR (CPU) must be an 8088 or greater. NBS recommends using at least a Pentium processor and if at all possible a 200mhz processor or faster. Again, as you will probably use other software on your system, NBS recommends using a Pentium processor due

to the fact that almost all software being released must have a Pentium processor to operate effectively. (Such as Windows and any graphics intensive programs) The NBS SOFTWARE utilizes a powerful database programming language that allows programs to open many databases at one time, making tremendous amounts of information available at one time. Because of this functionality, many programs will run noticeably faster on a Pentium processor.

(5) INPUT: NBS SOFTWARE typically uses the keyboard as the input device. You can use the optional bar-code reader input in the NBS DISTRIBUTION, POINT-OF-SALE SYSTEMS, and other areas. Certain functions of the NBS SOFTWARE utilize a mouse.

(6) OUTPUT: NBS SOFTWARE prints by default to the LPT1 port. This can be rerouted by using the MSDOS commands or any Windows or Novell printer handling. NBS requires a wide carriage printer for some of the more detailed analysis reports. There is far too much data that is critical to the user than can be crunched onto a narrow printer. You can also configure the NBS system to print to laser or ink jet printers in a condensed and/or sideways mode.

(7) MSDOS VERSION: NBS will run on MSDOS versions 3.X or greater.

## **MULTI-USER NETWORK SYSTEM OPERATING ENVIRONMENT REQUIREMENTS**

NBS SOFTWARE is designed to operate in a multi-user network environment. We cannot attempt to cover all the aspects of network requirements due to the fact that there are so many potential configurations possible, based on not only business software needs but on physical layout parameters. However, it is safe to assume that if you are operating on a version of NOVELL NETWARE 3.X or greater, or Windows NT or greater, then you will be able to operate NBS PROFESSIONAL SOFTWARE SYSTEMS. You should definitely consult with a NBS representative prior to the purchase of any NBS SOFTWARE to confirm.

(1) WORKSTATION REQUIREMENTS: All workstations on the network must meet the minimum requirements of the single user requirements listed above. Also, they do not require a hard disk some not even any output ports. As a rule, most PCs are equipped with LPT1, COM1, and COM2. The Novell workstation shell drivers do take up a portion of conventional memory. NOTE: If there are no other memory resident programs (TSR) in memory other than standard MSDOS and NOVELL software, you will encounter no problem!

(2) FILESERVER REQUIREMENTS: NBS recommends utilizing a fileserver with the following specifications:

- a. MEMORY: 1GB minimum
- b. HARD DISK: 40gb minimum
- c. OUTPUT: LPT1 minimum, for one system printer
- d. VIDEO: SVGA
- e. NOVELL LEVEL 3.X or greater

(3) NETWORK TOPOLOGY (wiring): NBS SOFTWARE does not care how you cable your network. (Ethernet, Token Ring, ArcNet, 10BaseT, 100BaseT, Wireless)

(4) NOVELL NETWARE VERSION: NBS SOFTWARE will operate with all supported versions of NETWARE. There are some limitations in the older versions of NETWARE that Network Business Systems, Inc.



must be considered, depending on the data storage requirements of the user. Again, you should consult with an NBS representative for specific information.

(5) PRINTING: On a network, the default print to LPT1 can be diverted through the NOVELL print queue routing to either a network printer (capture command), remote printer (capture and rprinter commands), or local printer. (endcap command) NBS requires a wide carriage printer for some of the more detailed analysis reports. There is far too much data that is critical to the user than can be crunched onto a narrow printer.

## SECTION 4: USER INTERFACE

### PROGRAMMING LANGUAGE

NETWORK BUSINESS SYSTEMS SOFTWARE has been written in the programming language DATAFLEX, version 3.2. DATAFLEX is a powerful 4th generation relational database system that is actually written in the "C" programming language. The database is actually a ISAM style database, which stands for "INDEXED SEQUENTIAL ACCESS METHOD". 4<sup>th</sup> generation programming language defines a programming in a more natural language.

When you purchased the NBS SOFTWARE, you also had to purchase a DATAFLEX single user or multi-user runtime license. This allows you to operate the NBS SOFTWARE. DATAFLEX 3.2 allows 4096 datafiles with up to 15 indexed fields per datafile. DATAFLEX reserves one datafile called "flexerrs.dat" for program runtime errors.

### PROGRAMMING CONVENTIONS

NBS PROFESSIONAL SOFTWARE SYSTEMS have been intelligently programmed to provide a smooth, consistent, common sense interface throughout all programs. Function keys, although not used in every program, represent the same behavior wherever used. These program power functions are referred to throughout the NBS documentation as the <IFF> NBS Indexed Field Functions. Here is a list of commonly used function keys:

(F1) This is the help key. Pressing this key in almost any screen will bring up a help screen that tells you the function of all the "power" keys that are active within the program you are currently running. Pressing the help key again in some cases will bring up another help screen that explains some of the entry fields and functions of the currently running program. When there are no more help screens available, the help screen will disappear and you will be returned to your initial entry screen.

(F2) This is the backfield key. If you are in an entry screen and discover that you have made an incorrect entry in a field, press the backfield key to move the entry cursor one field at a time until it is in the field you wish to correct.

(F3) This is the view list key. Pressing this key in certain fields will cause a view or selection list to pop up. The fields that allow for pop up are usually, but not always, surrounded by brackets. The selection list that pops up will display all the possible valid entries for the current entry field and allow you to search and select for the entry you wish to make.

(F6) This is the delete key. Pressing this key in certain programs will prompt you to confirm the deletion of a record or not. In most cases you are protected from deleting data that is depended upon in many programs, and are warned on screen that there is open business and you cannot delete that particular record. For instance, you cannot delete a customer that has open, unpaid orders on the system, or unshipped orders.

(F7) This key is used to pop up an options menu in many programs that allow you to choose to run additional programs without having to exit the programs you are currently running.

(F9) This is the clear screen key. When this key is available, it will clear all entries on the screen without saving any changes that were made.

(F10) This is the save entry or change screen key. When this key is available, it will either save the changes you have just made or it will move you to the bottom of the page or top of the next page.

(F4, F5, F8 ARE RESERVED FOR CUSTOM PROGRAM FUNCTIONS)

(PGUP) This key has two functions. The first function is used in entry screens in fields that also allow for the use of the (F3) view list key mentioned earlier. It can be used instead of the view list key. The fields that allow for the use of this key are usually surrounded by brackets. Pressing this key will display information about the record that comes in sequence before the currently displayed record. For example, if record "B" is currently being displayed, pressing the (PGUP) key will cause record "A" to be displayed.

(PGDN) This key has two functions. The first function is used in entry screens in fields that also allow for the use of the (F3) view list key mentioned earlier. It can be used instead of the view list key. The fields that allow for the use of this key are usually surrounded by brackets. Pressing this key will display information about the record that comes in sequence after the currently displayed record. For example, if record "A" is currently being displayed, pressing the (PGUP) key will cause record "B" to be displayed.

(ESC) This is the escape or exit key. Press this key any time you want to exit a program or procedure.

(ENTER) This key is also referred to as the RETURN key. Any time you make any entry into a field, press ENTER to accept your entry and move forward to the next field.

(UP ARROW) This key is used in pop up selection screens to move the highlight bar up one line. It may also trigger a program to move through multiple pages if they exist.

(DOWN ARROW) This key is used in pop up selection screens to move the highlight bar down one line. Like the <UP ARROW> key, it may also trigger a program to move through multiple pages if they exist.

<TAB> This key can be used to help find the record you are looking for in indexed fields. For example: if you are looking for the customer record with an ID of SMITH, you could type SMI and hit the <TAB> key which would cause the program to find the nearest record that started with a "SMI". You could then Page Up or Page Down to scroll and find the record you are looking for. You are not limited to the number of characters you type in before you hit the <TAB> key to find a record. The closer you can get it before you use the <TAB> key, the closer it will find!

Just as important, user-defined parameters set-up in the system setup file along with system interface parameters and controlled entry of screen displayed program choices all exist to keep all users within the boundaries of their own definition. (The system interface parameters are discussed in detail in Section 7.) If you have a choice of answering "Y" for Yes or "N" for No, then you will only be able to answer "Y" or "N". Also, you will appreciate the well-organized and smartly arranged smooth-lined screens that present the software in an easy to look at way.

Behind the smooth flow of the software systems lies the real power of NBS PROFESSIONAL SOFTWARE. Using the DATAFLEX 4GL programming language allows the software to open many databases...so do not let the friendliness of the software conceal the tremendous amount of data being stored and manipulated. This is not data that is being stored duplicate, but on the contrary. The ability to relate databases via identical fields or have multiple datafiles with single identical fields indexed, allows for quick access of data in a wide variety of ways.

## **USER SECURITY**

**SINGLE USER SECURITY** is most easily controlled by maintaining passwords for those programs that are considered off limits to various users.

**MULTI-USER SECURITY** can be controlled by the same way as a single user with only one functioning menu, or by actually providing a unique menu to each user that has only the programs the user is authorized or qualified to use. See the subsection on USER MENUS below.

## **USER MENUS**

The menu system utilized by NBS SOFTWARE SYSTEMS is one that is provided by DATAFLEX. NBS has logically organized the stock menu system with all the software systems you have purchased. Installation of both single user and multi-user software systems will call up this menu. It is highly recommended that this menu system be used as your overall computer system menu. It allows for non- NBS and non-DATAFLEX programs to be called up from the menu. You can edit a menu by executing the DATAFLEX provided program "MENUDEF" from the UTILITIES MENU. Help is on line within the program. Remember, your changes are final. You may want to make a backup before you start. (Just copy the data file MENU.DAT to MENU.BAK until you are successful)

You will notice that all NBS menu's are in "CAPITAL" and all programs are "not in capital".

In the event that custom menus for each user on a network are required, you will need to complete the following steps.

- (1) Provide a unique login for each user, with his/her own private directory. You will need to login as the network supervisor and use the command "syscon" to do this.
- (2) Allow access and full rights to each private user directory in each users private login script again using the NOVELL "syscon" command utility.
- (3) Route each user to his/her own private user directory from his/her private login script. This can be done by mapping a common drive letter in the system login script. We recommend using the system login script so that the drive letter is consistent for all users. For example:(MAPS1:=NBS1/SYS:%LOGIN\_NAME) The "%LOGIN\_NAME" is a variable that will be filled in by whatever the name is of the user that is logging onto the network. The drive letter assigned by Novell in this case would be Z:.

(4) Create an individual login script for each user and have the first line in the user's login script take the user to the private drive for his/her menu. Continuing the example above, the first line in the user's login script would be: DRIVE Z:.

(5) Either route your default printer from the login script and execute the menu or exit to a batch file called "SETITUP.BAT" that is located in each users private directory. (The last line in the login script should look like this: EXIT "SETITUP.BAT") You can then route the default printer and call up the user's private menu in this file. Use the MSDOS editor or an ASCII editor to create this file in each users private subdirectory.

#### 1ST EXAMPLE OF USER LOGIN SCRIPT

```
DRIVE Z:
#CAPTURE Q="DEFAULT_PRINTER" NFF NB NT TI=5
#DFRUN MENU
```

#### 2ND EXAMPLE OF USER LOGIN SCRIPT

```
DRIVE Z:
EXIT "SETITUP.BAT"
```

THE SETITUP.BAT FILE WILL CONTAIN:

```
ENDCAP
CAPTURE Q="DEFAULT_PRINTER" NFF NB NT TI=5
DFRUN MENU
```

(6) Copy the datafile MENU.DAT into each users private directory. Remove it from the NBS\DATA subdirectory after you have done this. (NOTE: You may want to rename it as MENU.BAK in the NBS/DATA subdirectory for a backup)

(7) You will need to then get into that users private directory and modify their menu according to the needs. You can do this by either confirming your correctly configured user private login by using it and getting into that particular user's menu system and choosing the MODIFY MENU option in their UTILITY MENU, or by getting into their subdirectory at the prompt level and executing the menu modification program by typing "DFRUN MENUDEF" at the prompt. BE SURE YOU ARE IN THE PROPER DIRECTORY BEFORE YOU BEGIN MODIFYING MENUS. (Hint: you can change the title of each user's menu so that you can look for it when you go to make changes.)

### **PRINTING**

These forms will be needed for operation of the following modules.

```
ACCOUNTS RECEIVABLE STATEMENTS: RAPIDFORMS # 29072 2 PART
ALL MAILING LABELS.....: 3.5" X 15/16....1 ACROSS
PAYMENT LABELS.....: SAME
PURCHASE ORDERS.....: PLAIN PAPER 8.5" X 11"
PACKING SLIPS, ORDERS, P.O.S.....: PLAIN PAPER OR NBS FORM 8.5"X11"
COOP STATEMENTS.....: PLAIN PAPER
```

ORDER CONFIRMATIONS.....: PLAIN PAPER OR NBS FORM 8.5"x11"  
PAYROLL CHECKS.....: RAPIDFORMS # XB6868 2 PART  
ACCOUNTS PAYABLE CHECKS.....: RAPIDFORMS # XB6860 3 PART  
REFUND CHECKS.....: RAPIDFORMS # XB6860 3 PART

**NOTE:** Payroll, Accounts Payable, and Refund Checks are all "**RAPIDFORMS FORMAT 1**".

SINGLE USER PRINTING will require a wide carriage printer for most sales reports, inventory reports, and accounting reports. This will also handle all checks, invoices, mailing labels, packing slips, purchase orders, receiving tickets, etc.

MULTI-USER PRINTING is a very optional user defined environment. There is only one pre-defined hardware configuration that must be provided for in order to effectively utilize two primary NBS software systems. This is the bar code printing capabilities in the NBS Purchasing/Receiving. You will need to consult with your hardware technician for the capabilities of your network. Please do not hesitate calling an authorized NBS representative.

Printing with the NBS SOFTWARE SYSTEMS can generally be decided within the execution of a report program. Most reports have the printer choice built into them. Utilizing NBS PRO SOFTWARE with MICROSOFT WINDOWS can make printing on a network to various printers extremely easy.

The installation process for both the SINGLE USER SYSTEM or the MULTI-USER NETWORK SYSTEM will employ the same basic setup configuration. You must adhere to this basic configuration in order to provide for clean system file management and for future upgrades. Do not hesitate calling NBS if you have any questions or problems with the installation process.

NBS SOFTWARE consists of the programs, datafiles, and the Dataflex runtime programs. When you purchased an NBS software system, you also purchased a Dataflex runtime disk. The runtime allows Dataflex programs to operate.

STEP 1: Create a directory called "NBS" off the root drive.

STEP 2: Within the NBS directory create a directory "DF32".

STEP 3: Within the directory "NBS\DF32" create the following subdirectories:

- a. "COMPILED" (required)
- b. "BIN" (required)
- c. "USR" (required)
- d. "SOURCE" (necessary only if you purchased source code)
- e. "LIB" (optional, if you wish to run demo data)

STEP 4: Modify the dataflex supplied "setpath.bat" and "dfenv.cfg" files to correspond with the directories listed above, with the final path to the drive mapping where your personal profile exits, in the case of a network. These files exist in the "NBS\DF32\USR" directory.

STEP 5: For networks, set up a group called "DATAFLEX" and attach each user that is going to use the NBS software to this group. You will use the NOVELL or Windows administration programs to do this.

STEP 6: Within the group "DATAFLEX", set up all network rights to the subdirectories listed above under the trustee directory assignments. You must not omit any of the directories.

Once the software has been installed onto the hardware, you can begin setting up the datafiles for the programs you have purchased. You will need to read the remainder of this manual and then proceed to read the NBS SOFTWARE SYSTEMS MANUALS for all the modules purchased.

Here is a chronological list of the very first programs you will be required to operate prior to operation of any NBS Professional Software Systems.

Create/Edit G.L. Accounts:GLMASTER  
System MultiCo. Setup:SACOMPAN  
System Setup File:SYSGUT  
Printer Setup:PRINTER

You will find these files from the main menu as listed:

## 8. SYSTEM SETUP/NONNBS

MENU #1

### 1. NBS SYSTEM SETUP

MENU #1

1. System MultiCo. Setup/SYSINFO
2. System Setup File/SYSGUT
3. Printer Setup File/PRINTER

After you have completed the above, you can start setting up all other software by simply reading the individual software systems manuals. NBS recommends that you start with the NBS Inventory, then the NBS Customer Account, then one or the other or both of the NBS Professional Sales Systems.



## **SECTION 6: DATA MANAGEMENT BACKUP**

Backing up data is a task that deserves the attention of the highest authority and utmost responsibility. There is always a possibility that the primary hard drives containing all of your data will fail totally! Remember, this is a mechanical device and has moving parts. It has not been designed to last forever. An improperly managed data backup and recovery policy or lack of one could result in an unrecoverable loss of data in the event of a total hard drive failure. Thinking about the impact on your company should sufficiently motivate you to immediately review and/or establish a data backup and recovery policy right now. NBS recommends that this task should be a follow up review item of no less than the president of the Company.

Here is a recommended set of guidelines that you may want to incorporate into your backup policy.

- 1) You should backup at the end of each working day, including weekends if data will change.
- 2) Whether you are using a tape backup device or diskettes, each backup volume should be labeled for the day of the week. You need not date them; the backup media will store the date of the backup. (I.e. Monday, Tuesday, Wednesday, etc.)
- 3) Store the backup volumes in a cool, dry place...not around any magnetic devices. Do not allow the backup media to become exposed to any adverse climates such as wetness or extreme heat or cold. You may want to incorporate a safety deposit box at your local bank for data storage off sight. NBS highly recommends this. You can have the person making the daily bank deposit perform this function.
- 4) Do not use a password on any backups. If a password is lost, the data on the tape is useless...final.
- 5) Have spare backup media on hand for immediate replacement of failures.
- 6) Exchange backup media at least once per year for new media.
- 7) Make a 100% backup of all NBS directories each backup. **DO NOT USE ANY ARCHIVING BACKUP ROUTINE THAT ONLY BACKS UP DATA THAT HAS CHANGED FROM THE LAST BACKUP.** This will only save a few dollars on the front end in backup media cost and will cause great confusion during the data recovery. Keep in mind; usually data recover is needed in a situation that is very demanding. Backing up 100% each time will provide the fastest and least confusing data recovery.
- 8) Establish the backup policy in writing. This should include the method, the names of the individuals responsible for each function, time frame, etc.
- 9) Incorporate the backup responsibility in the job description of the individuals who have a function in the backup policy. You will need at least two separate individuals, one for performing the backup and a supervisor. This can be the M.I.S. or possibly the C.O.O. Again, NBS recommends the president making this item a particular focus of their attention. The investment in the system and the various costs of the uses of the system may be one of the most significant investments of the company.

10) Thoroughly review the backup responsibility with all individuals and make sure each individual clearly understands.

11) Audit the backup policy on a defined and random basis. Do not tolerate non-compliance. You can calculate what the effect would be by having an open discussion with all users of the system. This may be a very good step in establishing the data backup and recovery policy!

## **RESORTING/REINDEXING DATA**

ALL NBS datafiles have various indexes on them. An index is a subfile to the main file that organizes the main file according to the alphabet in the case of the customer files for example.

As you enter new data into any NBS system, DATAFLEX automatically indexes those records. If you expand on that concept, think of 100 separate users each entering a new customer into the customer database at the same time. As each record is confirmed within possibly the same second or two, they are all automatically available in all indexes available on the customer file. (NAME, CUSTOMER ID#, STATE, ZIP, YTDSHIP, GROUP, SALES REP, etc.)

Occasionally however, due to cabling problems or general network signal interruptions a database can become corrupt. DATAFLEX will actually let you know this when a program attempts to use a dataflex index and encounters corrupt index data. You will be forced to reindex that file prior to any further operation of any programs that utilize the corrupted index. There is no help available from the program that you will use to reindex a datafile. You should consult with a qualified NBS support technician prior to reindexing any datafiles.

You will find the indexing options under the main menu option #8.

SYSTEM SETUP/NONNBS

MENU #1

- 2. Reindex Database's
- 3. Index all Databases'

By choosing option #2 above, you will be displayed a list of files by number and can press the return key to see all of the over 200 NBS datafiles. You can hit the "ESCAPE" key at any time while you are doing this to exit the program. You select the datafile you wish to reindex by typing in the number of the file. You will then be prompted with five choices. You will always choose option #1. This will recreate all indexes for the datafile you have chosen.

By choosing option #3 above, you will start the process of reindexing all databases' in the NBS system. If you have been using the system for a while or have large customer files, part files, or any large files this may take some time and the system is unusable until it is finished. If this process is interrupted you should start it again and let it finish!

## **MULTI-USER RESORTING/REINDEXING**

Reindexing on a network will be the same as on a PC except you will need to login as supervisor on the network and then need to have all users of the NBS software exit the NBS software system while you are performing the reindex function. You may want to go so far as to issuing the disable login command at the file server after you have logged in as a supervisor. This will prevent any users from getting back on to the network after they log out, until you

issue the enable login command at the server to reactivate it when you are through. Use the fastest computer!

## **ERROR CODES**

Occasionally you will be operating an NBS program and will encounter an error code at the bottom of the screen. These can be caused by a wide variety of data problems or program problems. These error codes are part of the DATAFLEX runtime system and are actually stored in a pre-defined datafile. NBS has added custom error codes to this datafile that are called upon by many programs when data problems are detected. If you encounter any of these errors, you will need to write down exactly what the error code was, the program that you were operating (bottom left corner of the screen), and the circumstances that you were in when the error occurred. Please call NBS to determine what this error code means and to obtain further instructions.

## **SECTION 7: SOFTWARE SYSTEM INTERFACE**

NETWORK BUSINESS SYSTEMS PROFESSIONAL SOFTWARE SYSTEMS consist of hundreds of programs that are highly integrated to provide a smooth operational flow, with the controls placed throughout the programs that prevent from entering incorrect data where common sense dictates that controlled data entry is a must. For instance, when you create a part number you are asked for the general ledger cost of goods sold account number and the general ledger sales account number. Why not control this data entry by requiring the account number to be a valid general account? Common sense dictates that in this case it would be wise to force the user to use a valid general ledger account number and nothing else. In this regard, the interface exists throughout the entire NBS software systems to provide the most efficient data processing environment possible.

## SECTION 8: SOFTWARE LICENSE AGREEMENT

### NBS LIMITED SOFTWARE LICENSE AGREEMENT

This document is a legal agreement between you, the licensee, Network Business Systems, INC. (NBS), an Illinois corp. It is proof of your license and should be treated as valuable property.

In consideration of payment of the license fee, which is part of the price evidenced by the receipt, NBS grants to the licensee a non-exclusive right, without right to sublicense or assign or rent or lease, to use this copy of NBS software on a single computer or on a network at one location, not to exceed maximum number of users allowed also evidenced by the receipt and any subsequent purchases of increased users. NBS reserves all rights not expressly granted, and retains title and ownership of the software, including all subsequent copies in any media. You may copy the software solely for backup purposes; all other copying of the software is expressly forbidden without written permission from NBS.

You may not reverse engineer, translate, decompile, disassemble, or create derivate works based on the SOFTWARE.

The software and accompanying user documentation are provides "as is" without warranty of any kind including the implied warranties of merchantability and fitness for a particular purpose, even if NBS has been advised of that purpose. NBS specifically does not warrant that the operation of the software will be liable for any direct, indirect, consequential or incidental damages arising out of the use of or inability to use such product even if NBS has been advised of the possibility of such damages.

This agreement also applies to any custom modifications to NBS software.

LICENSEE NAME: \_\_\_\_\_  
LICENSEE PHONE NUMBER: \_\_\_\_\_  
AUTHORIZED SIGNATURE: \_\_\_\_\_  
PRINTED NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_

## **SECTION 9: SOFTWARE SUPPORT/UPGRADES/CORRECTIONS**

### **INITIAL SUPPORT PERIOD**

#### **BEGINNING DATE:**

The initial support period starts exactly at the point that the software has been delivered to the user, regardless of terms of payment.

#### **INITIAL SUPPORT POLICY/BENEFITS**

NBS is continually enhancing and upgrading the software per customer's requests and per our scheduled software upgrades. (A list of scheduled software upgrades is available upon request.)

NBS desires to comply with all software modifications for its users as soon as possible and in conjunction with regularly scheduled software upgrades already committed to and in process. NBS also desires to maintain all modifications and upgrades as standard upgrades and in a non-custom environment. Meaning: NBS intends to support one universal version of the entire NBS Professional Software System for all users, all programs considered.

As with all NBS customers, your recommendations and requests are valid and encouraged. NBS sets forth to evaluate and possibly implement all user input. This process benefits all users as everyone receives all enhancements and software corrections. To be as effective as possible, all upgrades and corrections are handled at one time, thereby reducing cost to both the user and NBS.

NBS provides six months free phone support for software system questions. This phone support does not include training on software modules that was not covered by the initial installation training or phone support for newly purchased NBS software modules while under the initial support period.

NBS will provide all software enhancements and known software corrections at no charge to the user during the initial support period, along with documentation.

NBS does charge for the time and materials for the upgrade. Materials would usually be any new documentation charges or any long distance phone charges incurred during the upgrade process, for example: upgrades performed via modem. Time expenses do include any travel cost if required. Time expenses may also include any training necessary to effectively implement the new changes, including enhancing user menus. These expenses will be billed to the customer while under the initial six-month support period.

As new upgrades are completed and become available to the entire NBS user base, they will be installed to all users covered under the initial support period or an extended support period as soon as they can be coordinated. NBS will do everything within its power to not inconvenience any user during the upgrade time.

NBS requires that the user initiate all support calls, including all modem support. In the event that NBS is requested to generate the phone support or modem support call, the customer will be billed for the cost of the call.

This support agreement applies only to the NBS Professional Software Systems and does not extend over any hardware or network operational support.

## **EXTENDED SUPPORT PERIOD**

### **EXTENDED SUPPORT POLICY**

NBS "EXTENDED SUPPORT" is a critical and highly recommended option to maximize your investment in your business data processing system. As your business grows and changes along with all other users of NBS Professional Software, your software needs may change or expand. The extended support period is a long-term extension of the initial support period, with the same benefits and same policy, except purchased on an annual basis.

### **EXTENDED PERIOD COSTS**

The cost of the extended period support is based on \$500/user and would be due on the expiration of the initial support period.

### **SUPPORT PERIOD EXPIRED**

In the event that a user is not covered by any support agreement, phone support can be purchased in blocks of time. Regarding the software, upgrades and corrections are available as the user requests and will only be performed by NBS in a manner that brings the user up to the current version. No intermediate upgrading or corrections will be permitted. The cost of the upgrade will be based on the previously established price per each upgrade release that the user has not received. The user will also be charged for the installation costs as with any initial or extended agreement. This cost can be included as a part of any purchased blocks of time.

## **SECTION 10: CUSTOM PROGRAMMING**

As discussed under SECTION 9, the initial and extended support periods are intended to provide excellent benefits to the NBS user base at the most efficient and cost effective method available. However, there may be a valid justification when a user requests modification that will be totally unique and unusable to all other NBS software users.

There is one major consideration that must be fully understood by any NBS Professional software user that desires to have custom programming services. That is, when currently scheduled modifications and corrections are made available to the standard user base, there may be additional programming and development costs to any users that have had custom programming done. This would be incurred if those custom programs must be individually reprogrammed with the standard enhancements.

For instance, let us say that a user has had some kind of a custom modification to the main point of sale program "PSENTRY". This creates a new program under the same name "PSENTRY". Keep in mind that due to the high level of integration, the program name must stay the same. Let us also say that NBS was enhancing the standard "PSENTRY" program with some new features such as direct modem dial capabilities for VISA/MC payment verification/transfer as a scheduled enhancement to the standard program. In order for the custom program to receive the same enhancement, NBS will have to reprogram the custom program separate from the standard program. This is the only way to allow the custom program to retain its custom features and receive the new standard program enhancements also. There may be some additional development time as well, depending on the extent of change in the custom program logic compared to the standard program.

Custom programming costs due to modifications proprietary to one user will be solely incurred by that user. Those costs include the time for development, programming, documentation, and installation. There will be no additional cost for any extended support period due to custom programming.

Due to the higher costs mentioned above, we highly discourage the need to have aspects of software performance unique to one user and will attempt to assist a user with developing a reasonable intelligent alternative solution that does not incorporate custom programming.



## **SECTION 11: SOURCE CODE**

NBS owns all software source code for all standard programs and also any custom programs. Source code will not be made available on any NBS user's system unless separately purchased. In this case, NBS will grant a user the right to custom develop NBS source code on their own for their own internal business use. As of this time a price has not yet been determined. Please contact your NBS representative for more information regarding NBS source code.

NOTE: Custom programming by the user will require ownership of a DATAFLEX full development license, that comes with the additional programs including the source code compiler program and the database editor.

## **SECTION 12: GLOSSARY OF TERMS**

**ALTERNATE KEY** - A key used in conjunction with other keys to issue special commands to the computer or program.

**ASCII** - **American Standard Code for Information Interchange**. A standard code that allows computers to communicate with other computers and peripheral devices such as modems and printers. Every character is represented by an ASCII number.

**APPLICATION SOFTWARE** - Any program designed to perform a specific task or function. WordStar, SuperCalc, and Lotus 1-2-3 are examples of application software. Other types of software include, a programming language such as BASIC or an operating system such as DOS or NOVELL.

**BACKUP** - A copy of a file or an entire disk for use in case the original is destroyed or damaged.

**BAUD** - Bits per second, a measurement of the speed at which information is transferred between computers or between a computer and a peripheral device such as a modem or printer. For example, 300 baud equals 300 bits per second, or 30 characters per second.

**BIT** - An abbreviation for binary digit, it is the smallest unit for measuring computer data. A bit is 1/8 of a byte or character.

**BOOT** - From the bootstrap, to start up a computer. It refers to the process of transferring the operating system from the disk to the computers temporary memory (RAM)

**BUG** - An error or defect in computer hardware or software. The large tubes of early computer attracted moths that created problems, hence the term, bug.

**BYTE** - A group of eight bits that represent one character. The word THE is three bytes long.

**CENTRAL PROCESSING UNIT (CPU)** - Sometimes called the brain of the computer, the CPU is a single chip, typically about 2 inches long, that performs calculations and coordinates the activity of the entire system.

**COLD BOOT** - To start a computer when it is turned off by using the power switch.

**COMMAND** - An instruction that you transmit to the computer.

**CONTROL KEY** - The key used in conjunction with other keys to issue special commands to the computer or program. It is usually abbreviated CTRL.

**CP/M** - Short for Control program for Microcomputers, this popular operating system software runs on most 8 bit microcomputers. There is also a CP/M-86 operating system that runs on 16 bit computers such as the IBM-PC.

**CURRENT DIRECTORY** - The directory that you are working in.

**CURSOR** - A small line or rectangle that appears on your screen to point to your place in the text and usually indicates where the text you type next will appear. Sometimes the cursor is a blinking line.

**DAISYWHEEL PRINTER** - **See letter quality printer.**

**DATA** - A general term for any information that is stored or handled by a computer. The information you enter is data. Programs have instruction called data.

**DATABASE** - A group of similar data. For example, a separate database could exist for customer records, library books, a record collection or personnel files etc.

**DEFAULT** - A condition that is pre-set when you start a program.

**DELIVERY** - NBS shall not be responsible to User for any delay in deliver of any OMD products or equipment to User.

**DISK** - Usually round, magnetically coded mylar material that is used to store information from a computer and load programs into a computer. A floppy disk (also known as a diskette) is handled by its cardboard protective cover. A hard disk, also know as a fixed disk, works like a floppy but is permanently sealed in the computer and stores much more information than a floppy disk.

**DISK DRIVE** - The part of the computers hardware that reads information from and writes information to a disk. Like a stereo tape deck, the drive records and plays back information.

**DISKETTE** - Same as disk. While disk can sometimes be used to mean hard disk, diskette will always refer to a floppy.

**DOS** - **SEE OPERATING SYSTEM**

**DOT MATRIX PRINTER** - A device that prints characters made up of small dots. Dot matrix printers tend to be faster and less expensive than daisywheel printers, but do not leave as crisp an impression. See also, **LETTER QUALITY PRINTERS.**

**ENTER KEY** - A key on the keyboard sometimes designated by a bent arrow, and sometimes referred to as a **RETURN** key. In word processing, this key is pressed to end a line of text before the right hand margin or to enter a blank line. In most programs, you press enter after typing a command or entering data.

**ESCAPE KEY** - This key, abbreviated **ESC**, is used to cancel a command or move between sections or menus of a program.

**ERROR MESSAGE** - A statement that appears on your screen to inform you that an error has occurred. In some cases, the message includes some corrective action.

**FIELD** - A single item of data in a database. For example, the last name is a field in a personnel database.

**FILE** - A portion of a disk in which information is stored. A computer file is like a filing cabinet; it is a collection of data or information.

**FILENAME** - A sequence of characters, following special rules, to designate a file containing data that can be stored and retrieved by the user and the computer.

**FLOPPY DISK** - SEE DISK

**FORMAT** - (1) An operating system function that prepares a disk so that it can store data. (2) In some programs, the way text is arranged on the screen.

**FUNCTION KEYS** - Special keys, labeled, <F1> through <F12> on the upper portion of the keyboard that can be used as shortcuts to execute a command or series of commands specific to the program. Many times, the function of these keys can be changed by programmers.

**GRAPHICS** - (1) Representation of numbers and their relationships in the form of lines, bars, circles, and other diagram. (2) Any drawing or representation of an object.

**HARD COPY** - A copy of a document or file that is printed to paper sometimes referred to as a printout.

**HARD DISK** - SEE DISK

**HARDWARE** - The parts of the computer that you can see and touch. The disk drive, screen, and all the chips inside the computer are pieces of hardware.

**INPUT** - (1) Data that has been entered by a user. (2) To enter data (input the command).

**INSERT** - To add words or characters to a file.

**INSTALL** - Usually refers to customizing a program or an entire computer system.

**INTERFACE** - SEE PORT, PARALLEL INTERFACE, and SERIAL INTERFACE.

**JUSTIFICATION** - The alignment of text so that both the right and left margins are even. Most word processors justify text.

**KEYBOARD** - An input device used to input letters, numbers and commands.

**KILOBYTE** - 1024 bytes or characters. Abbreviated as K or KB. Think of a kilobyte as approximately 1000 characters.

**LASER PRINTER** - A device that prints an image on paper by using a light beam. The laser printer can be used to print graphics and many different typestyles.

**LETTER QUALITY PRINTER** - A device that prints characters like those produced by a good electric type writer. Also called a hard impression or daisywheel printer.

**LOCAL AREA NETWORK (LAN)** - A combination of hardware and software that allows a number of users at their own terminals to share the same information on the same disk. Users can also share printers as well.

**MEMORY** - SEE RANDOM ACCESS MEMORY and READ ONLY MEMORY

**MENU** - A list of options displayed on the screen that can be chosen by the user.

**MODE** - A particular set of features or circumstances that operate while you are using the program. Also the name of a DOS command to control the use of the screen and certain printers.

**MODEM** - An input output device that translates computer signals into telephone signals for transmission of computer information over telephone lines.

**MONITOR** - A display screen.

**MOUSE** - An input device that is rolled on a flat surface. The computer duplicates its movement on the computer screen.

**OPERATING SYSTEM** - The set of programs required for the computer to run. An operating system is like a director of operations for the computer, managing its resources and transmitting instructions between the hardware and the software. The essential functions of the operating system are found on all disks that can be "booted". These are called system disks because they contain the operating system. The most popular operating system for the IBM-PC is called PC-DOS. It is also known as MS-DOS or just DOS.

**OUTPUT** - Data from the computer that is sent to paper to be printed, printed on the screen or printed and stored on a diskette.

**PARALLEL INTERFACE** - A means of transmitting data from the computer to a printer. To have a parallel transmission, the computer must be equipped with a parallel interface, also known as a parallel port.

**PC-DOS** - SEE OPERATING SYSTEM

**PORT** - A connection or interface between the computer and another device such as a modem or printer.

**PRINTOUT** - A copy of a document or file that is printed to paper.

**PRODUCT IMPROVEMENT** - NBS reserves the right to improve, modify or change the products in whole or in part at any time prior to delivery thereof without incurring any liability to improve, modify or change any products previously delivered or to supply new products in accordance with earlier specifications.

**PROGRAM** - A set of instructions that tells your computer what to do. WordStar is a program. Everything you use on the computer is a program.

**PROMPT** - A question or message from the computer to the user.  
Network Business Systems, Inc.

**RANDOM ACCESS MEMORY** - The active part of computer memory where information can be temporarily stored and changed before it is permanently stored to disk. RAM is a temporary storage area. Any information in RAM is erased when the computer is turned off.

**READ** - To copy information from the disk to RAM or from one file to another.

**READ ONLY MEMORY** - Each computer has certain codes and instructions that are permanently stored in special chips called read only memory. These ROM chips contain information essential for the operation of the computer. The contents of the ROM can not be altered.

**ROOT DIRECTORY** - In the organization of directories and subdirectories, it is the main directory that is opened when you start DOS.

**SAVE** - In many program, a command that writes information from RAM to a disk.

**SECURITY** - Drawing, manuals, specifications, tests, programs, routines, and other technical data or information furnished, sold, or supplied to CUSTOMER by NBS including any software or firmware which may be incorporated or otherwise used within any equipment shall not be copied or otherwise reproduced (except as expressly provided in a License Agreement), disclosed, sold, or supplied to any other party, either in original or modified form, or used for any purpose other than CUSTOMER's use of the products without the prior written consent of the rightful owner of such software or firmware, NBS.

Title and full ownership rights to any firmware or other operating system software used or incorporated within the Products shall remain with NBS. The CUSTOMER acknowledges that any software, firmware, and other technical material referenced herein are proprietary and that unauthorized copying or disclosure thereof will cause substantial harm to NBS and any other party holding an interest therein. This prohibition of unauthorized copying or disclosure shall survive this agreement in perpetuity.

**SERIAL INTERFACE** - A means of transmitting data from the computer to a printer, modem or other device. To have serial transmission, you must have a serial port.

**SOFTWARE** - The program that contain the instructions to make your computer do what you want it to do.

**SYSTEM DISK** - A disk that contains the necessary operating system files that will allow the computer to start up. The system disk can also store application program files.

**SYSTEM UNIT** - A piece of hardware that contains the CPU, RAM, ROM, power unit and disk drive(s) of a computer.