

KPL CERTIFICATE MAKER

OVERVIEW

The **KPL CERTIFICATE MAKER** system was designed to streamline the process of issuing and recording marriage licenses. The system allows an operator to record the marriage license data directly from the prospective bride and groom, issue the official license form and record the indexing data in a single pass. A marriage certificate can also be issued at that time without any additional data entry. When the license is returned, the operator simply records the date of marriage, book and page reference and witness information. No longer is it necessary to type the information once on the multi-part form, make necessary corrections in triplicate (or void the license and start over), record the issuance of the license and then retype the data for the index when the license is returned.

The **KPL CERTIFICATE MAKER** system can run in conjunction with the **KPL RODAP** and **KPL VITAL STATISTICS** systems, or it can run as a separate unit. The system is easy to use because the entry screen matches the official license form issued by the NC Department of Vital Records. Operators who are used to typing the form on a typewriter will be pleased at the ease with which they can enter the data into the system and correct it. Once the data is recorded in the system, the **KPL Query** system provides simple and instant access to the information.

The procedure for entering, printing, and recording a marriage license follows:

- 1) Enter the marriage license data into the **MARRIAGE ENTRY SCREEN**.
- 2) Print the marriage license on the official form using the report **PRINT MARRIAGE LICENSE**.
- 3) If desired, print the marriage certificate using the report **PRINT MARRIAGE CERTIFICATE**.
- 4) Once the license has been returned, record the date of marriage, book and page reference, and witness data in the screen **CONFIRM MARRIAGE LICENSE FOR INDEX**.
- 5) Print the various index reports you require using the report programs provided with the **KPL CERTIFICATE MAKER** system.

A detailed description of each step in the process is provided in the remainder of this document.

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MARRIAGE ENTRY SCREEN

DESCRIPTION

The **MARRIAGE ENTRY SCREEN** is a central component of the **KPL CERTIFICATE MAKER SYSTEM**. The screen is used to provide for data entry of marriage license information. The screen follows field for field the official marriage license form provided by the NC State Department of Vital Records.

The final record indexing takes place in the screen **CONFIRM MARRIAGE LICENSE FOR INDEX**. All records entered into the system may be retrieved for viewing through the **KPL Query** system.

Note that access to the **MARRIAGE ENTRY SCREEN** must be restricted to those authorized to create and modify records. Failure to guard access to this screen through proper login/password usage and control may put your data at risk.

OPERATION

Here are some helpful hints to simplify entering and updating marriage records.

- All data entered is automatically shifted to uppercase. You do not have to **Shift** or use **Caps-Lock**.
- Pressing **Tab**, **Enter**, or **Down Arrow** will advance you to the next field.
- Pressing **Shift-Tab**, or **Up Arrow** will return you to the previous field.
- If you are in the process of entering/updating data and do not wish to continue, pressing the **Delete** key (or the **Del** key on the numeric keypad if the **Num Lock** light is not on) will cancel the entry and return you to the menu.
- The name of the currently active table (**marriage table**) is displayed on the second line on the right side of the screen and the screen displays brackets "[]" denoting the lengths of the fields.
- Comments are displayed on the last two lines of the screen to prompt as to the data expected in the current field.

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ADDING NEW RECORDS

Adding marriage records into the **MARRIAGE ENTRY SCREEN** involves entering all of the groom's data on one screen, followed by all of the bride's data on a second screen.

Note: If you are simply recording marriages that have taken place in the past (recapturing your marriage data from prior years), and if the address and parental data is not required, you may use the **CONFIRM MARRIAGE LICENSE FOR INDEX** screen to complete the data entry. Otherwise, you must first record the license data located on the upper part of the form in the **MARRIAGE ENTRY SCREEN** and then go to the **CONFIRM MARRIAGE LICENSE FOR INDEX** screen to complete the indexing (i.e. date of marriage, book/page, and witnesses).

- 1) After selecting the **MARRIAGE ENTRY SCREEN** from the menu, the entry screen appears.
- 2) Select **A** to begin adding a new record.
At this point, the system fills in certain default data items. For example, the certificate data defaults to the current date.
- 3) **Marriage Cert Date** : This field contains the current date as the default license date. If this is not correct, move the cursor back to that field and enter the correct date.
- 4) **Lic #** : This field is provided to contain the license number. There are no restrictions to the data that may be entered in this field. You may use the license number printed on the marriage license or some other numbering scheme. Note that this number will be used to print the marriage license
- 5) **GROOM** : The groom's name is broken into three parts and entered into the fields present on this line. The first name is entered into the first field, the middle name is entered into the middle field, and the last name is entered into the third field.
- 6) **State** : The groom's state of residence is entered in this field. The default of **NC** is provided, but may be changed if necessary.
- 7) **County** : The groom's county of residence is entered into this field.
- 8) **City** : The groom's city of residence is entered into this field.
- 9) **Inside** : This field indicates whether or not the groom resides in the city limits. A **Y** or an **N** is entered.
- 10) **Street** : The groom's street address is entered into this field.
- 11) **Birth County** : The groom's county of birth is entered into this field.

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- 12) **ST** : The groom's state of birth is entered into this field. The default of **NC** is provided, but may be changed if necessary.
- 13) **Birth Date** : The groom's date of birth is entered into this field. Use the form **mm/dd/yyyy** as in **01/15/1960**.
- 14) **Age** : The groom's age as of the license date is entered into this field.
- 15) **FATHER's FIRST** : The groom's father's first name is entered into this field.
- 16) **LAST NAME** : The groom's father's last name is entered into this field.
- 17) **STATE** : The groom's father's state of birth is entered into this field.
- 18) **ADDRESS** : The groom's father's current address (if living) is entered into this field. Some abbreviation may be necessary. If the father is not living, the word **DECEASED** may be entered.
- 19) **MOTHER's FIRST** : The groom's mother's first name is entered into this field.
- 20) **LAST NAME (Maiden)** : The groom's mother's maiden name is entered into this field.
- 21) **STATE** : The groom's mother's state of birth is entered into this field.
- 22) **ADDRESS** : The groom's mother's current address (if living) is entered into this field. Some abbreviation may be necessary. If the mother is not living, the word **DECEASED** may be entered.
- 23) **RACE** : A single character denoting the groom's race is entered into this field.
- 24) **NUMBER** : The number of this marriage for the groom is entered into this field. For example, if this is the first marriage for the groom, enter **1**. If it is the third, enter **3**.
- 25) **LAST ENDED BY** : Enter the manner in which the groom's last marriage ended (DIVORCE, DEATH, ANNULMENT, etc). If the **NUMBER** field contains a **1**, then leave this field blank. The words **Not Applicable** will print on the license.
- 26) **ON** : Enter the date the groom's last marriage ended in the form **mm/yyyy** as in **12/1990**. If the **NUMBER** field contains a **1**, leave this field blank. The letters **N/A** appear.
- 27) **ELEM** : Enter the number of years of elementary education completed by the groom. The default of **8** years appears, but may be changed if necessary.

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- 28) **HIGH** : Enter the number of years of high school education completed by the groom. The default of **4** years appears, but may be changed if necessary.
- 29) **College** : Enter the number of years of college education completed by the groom.
- ** After completing entry in this field, the bride's screen will appear.
- 30) **Bride** : The bride's name is broken into three parts and entered into the fields present on this line. The first name is entered into the first field, the middle name is entered into the middle field, and the last name is entered into the third field.
- 31) **MAIDEN** : The bride's maiden name is entered into this field. If the bride's maiden name is identical to the bride's last name, leave this field blank. The system will fill in the field with the bride's last name upon completing the **Add** function.
- 32) **State** : The bride's state of residence is entered in this field. The default of **NC** is provided, but may be changed if necessary.
- 33) **County** : The bride's county of residence is entered into this field.
- 34) **City** : The bride's city of residence is entered into this field.
- 35) **Inside** : This field indicates whether or not the bride resides in the city limits. A **Y** or an **N** is entered.
- 36) **Street** : The bride's street address is entered into this field.
- 37) **Birth County** : The bride's county of birth is entered into this field.
- 38) **ST** : The bride's state of birth is entered into this field. The default of **NC** is provided, but may be changed if necessary.
- 39) **Birth Date** : The bride's date of birth is entered into this field. Use the form **mm/dd/yyyy** as in **01/15/1960**.
- 40) **Age** : The bride's age as of the license date is entered into this field.
- 41) **FATHER's FIRST** : The bride's father's first name is entered into this field.
- 42) **LAST NAME** : The bride's father's last name is entered into this field.
- 43) **STATE** : The bride's father's state of birth is entered into this field.
- 44) **ADDRESS** : The bride's father's current address (if living) is entered into this field. Some abbreviation may be necessary. If the father is not living, the word **DECEASED** may be

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- entered.
- 45) **MOTHER's FIRST** : The bride's mother's first name is entered into this field.
 - 46) **LAST NAME (Maiden)** : The bride's mother's maiden name is entered into this field.
 - 47) **STATE** : The bride's mother's state of birth is entered into this field.
 - 48) **ADDRESS** : The bride's mother's current address (if living) is entered into this field. Some abbreviation may be necessary. If the mother is not living, the word **DECEASED** may be entered.
 - 49) **RACE** : A single character denoting the bride's race is entered into this field.
 - 50) **NUMBER** : The number of this marriage for the bride is entered into this field. For example, if this is the first marriage for the bride, enter **1**. If it is the third, enter **3**.
 - 51) **LAST ENDED BY** : Enter the manner in which the bride's last marriage ended (DIVORCE, DEATH, ANNULMENT, etc). If the **NUMBER** field contains a **1**, then leave this field blank. The words **Not Applicable** will print on the license.
 - 52) **ON** : Enter the date the bride's last marriage ended in the form **mm/yyyy** as in **12/1990**. If the **NUMBER** field contains a **1**, leave this field blank. The letters **N/A** will print on the license.
 - 53) **ELEM** : Enter the number of years of elementary education completed by the bride. The default of **8** years appears, but may be changed if necessary.
 - 54) **HIGH** : Enter the number of years of high school education completed by the bride. The default of **4** years appears, but may be changed if necessary.
 - 55) **College** : Enter the number of years of college education completed by the bride.

Once all entries have been completed, you may scroll through the fields and review the information. To complete the transaction, press **Esc**. This will record the new marriage license entry.

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CORRECTING RECORDS

Occasionally it is necessary to correct or update information record in the marriage index. This is a simple process that involves retrieving the record via the **KPL Query** system and updating the incorrect data items.

The method for correcting a marriage index entry is:

- 1) After selecting the **MARRIAGE ENTRY SCREEN** option from the menu, the entry screen appears.
- 2) Start the data retrieval process by selecting **Query** from the menu. Note that if data appears in any of the fields, press **Ctrl-C** to clear the fields.
- 3) Enter sufficient data in any of the fields to identify the record you are retrieving and press **Esc** to execute the query. For example, entering the license number should uniquely identify a particular record. The marriage certificate date and last name can also be used, but more than one record may be retrieved.

If there is a match, a marriage index record will appear on the screen.

If there is not a match for the search values you entered, the following message will appear:

There are no rows satisfying the conditions

Press **Q** to select **Query** again. Verify the search values you entered and perhaps alter them to correctly identify the record in question. Return to the beginning of Step 3 to try again.

- 4) If more than one record was retrieved (see the lower left corner of the screen for the number of rows or records found), select **N** for **Next** or **P** for **Previous** until the record you wish to update is displayed.
- 5) Select **U** to begin the update. Press **Tab** (or **Shift-Tab**), **Up Arrow** (or **Down Arrow**), or **Enter** until you are in the field containing the data to be changed. Enter the correct data and press **Esc**.

If you wish to make corrections to additional records, return to Step 2.

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CONFIRM MARRIAGE LICENSE FOR INDEX

DESCRIPTION

The **CONFIRM MARRIAGE LICENSE FOR INDEX** screen is used to record the date of marriage, book and page reference and witnesses. The screen is most often used in conjunction with the **MARRIAGE ENTRY SCREEN** to complete the marriage license index entry. The typical process is that after the license has been issued and the lower portion of the form has been completed by the person performing the ceremony, the form is returned to the Register of Deeds office. A book and page reference is assigned and the license is indexed.

Note: If you are simply recording marriages that have taken place in the past (recapturing your marriage data from prior years), and if the address and parental data is not required, you may use the **CONFIRM MARRIAGE LICENSE FOR INDEX** screen to complete the data entry. Otherwise, you must first record the license data located on the upper part of the form in the **MARRIAGE ENTRY SCREEN** and then go to the **CONFIRM MARRIAGE LICENSE FOR INDEX** screen to complete the indexing (i.e. date of marriage, book/page, and witnesses).

If the **CONFIRM MARRIAGE LICENSE FOR INDEX** screen is used with the **MARRIAGE ENTRY SCREEN**, the bride and groom data does not need to be reentered. The original entry is retrieved and the appropriate dates and other data are added to the record. This information can then be reproduced in a variety of printed indexes.

OPERATION

There are two procedures that may be used depending on whether a previously entered license is being confirmed or if an original entry is being made directly into this screen for purposes of indexing "old" marriages.

Confirm Indexing on a Previously Entered License

- 1) After selecting **CONFIRM MARRIAGE LICENSE FOR INDEX** from the menu, the entry screen appears.
- 2) Retrieve the existing marriage license entry by selecting **Query** from the menu. If data appears on the screen, press **Ctrl-C** to clear the screen.
- 3) Enter the license number of the license to be indexed into the **Lic #** field. Press **Esc** to execute the query.

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If there is a match, the marriage license record including the certificate issuance date, the groom's name and the bride's name will appear on the screen.

If there is not a match for the search values you entered, the following message will appear:

There are no rows satisfying the conditions

Press **Q** to select **Query** again. Verify the search values you entered and perhaps alter them to correctly identify the record in question. Return to the beginning of Step 3 to try again.

4) If more than one record was retrieved (see the lower left corner of the screen for the number of rows or records found), select **N** for **Next** or **P** for **Previous** until the license record you wish to update is displayed.

5) Select **U** to begin the update. Press **Enter** twice to skip to the **Book** field.

6) **Book** : Enter the number of the book the license is recorded in.

If a Book Prefix field is present (denoted by the brackets [] located immediately before the **Book** field), a letter designating a specific book series may be entered.

7) **Page** : Enter the number of the page the license is recorded on.

If a Page Suffix field is present (denoted by the brackets [] located immediately after the **Page** field), a letter designating an inserted page may be entered.

8) **DATE OF MARRIAGE** : Enter the date the marriage ceremony was performed in the form **mm/dd/yyyy** as in **01/15/1994**.

9) **RECORDED ON** : Enter the date the license was recorded in the form **mm/dd/yyyy** as in **01/17/1994**. After pressing **Enter**, the cursor will move to the first name field for the first witness.

10) **WITNESSES** : Three name spaces are provided to enter the names of witnesses recorded on the marriage license. Each name is split into a first name field and a last name field. Since only two witnesses are required on the license form, one name space may be used to record the name of the person who performed the ceremony.

After completing the witness's names, press **Esc** to record the indexing data.

If the cursor is moved passed the last name field of the third witness name, it will move to the first name field of the groom. Normally you **do not** change the groom's and bride's names. If you do, the names will no longer match the data on the printed form.

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Using Screen for Original Index Entry

- 1) After selecting **CONFIRM MARRIAGE LICENSE FOR INDEX** from the menu, the entry screen appears.
- 2) Begin adding a new index record by selecting **Add** from the menu.
- 3) **MARRIAGE CERT DATE** : The date the marriage license was issued is entered into this field.
- 4) **Lic #** : Enter the license number of the license to be indexed into the **Lic #** field. This field may be left blank.
- 5) **Book** : Enter the number of the book the license is recorded in.

If a Book Prefix field is present (denoted by the brackets [] located immediately before the **Book** field), a letter designating a specific book series may be entered.

- 6) **Page** : Enter the number of the page the license is recorded on.

If a Page Suffix field is present (denoted by the brackets [] located immediately after the **Page** field), a letter designating an inserted page may be entered.

- 7) **DATE OF MARRIAGE** : Enter the date the marriage ceremony was performed in the form **mm/dd/yyyy** as in **01/15/1994**.
- 8) **RECORDED ON** : Enter the date the license was recorded in the form **mm/dd/yyyy** as in **01/17/1994**. After pressing **Enter**, the cursor will move to the first name field for the first witness.
- 9) **WITNESSES** : Three name spaces are provided to enter the names of witnesses recorded on the marriage license. Each name is split into a first name field and a last name field. Since only two witnesses are required on the license form, one name space may be used to record the name of the person who performed the ceremony.

If the cursor is moved passed the last name field of the third witness name, it will move to the first name field of the groom.

- 10) **GROOM** : The groom's name is broken into three parts and entered into the fields present on this line. The first name is entered into the first field, the middle name is entered into the middle field, and the last name is entered into the third field.
- 11) **Bride** : The bride's name is broken into three parts and entered into the fields present on this line. The first name is entered into the first field, the middle name

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is entered into the middle field, and the last name is entered into the third field.

- 12 **MAIDEN** : The bride's maiden name is entered into this field. Even if the bride's maiden name is the same as the bride's last name, enter the name. This will insure getting a correct index report on the bride's maiden name.

Press **Esc** to complete the entry. To continue entering records, return to Step 2.

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PRINT MARRIAGE LICENSE

DESCRIPTION

This report program is used to print the marriage license data on the official marriage license form. The **KPL CERTIFICATE MAKER** system uses a printer designed especially for handling multi-part forms such as the one provided by the State. Since several models of this type of printer are available, the instructions will refer to general operational procedures.

OPERATION

To print a marriage license, follow the steps listed below:

Note: If the certificate printer is attached to a terminal, rather than to the system console, make certain that the terminal has been turned on before continuing. If this is not done, the license form will not print and the **PRINT MARRIAGE LICENSE** procedure will have to be repeated.

- 1) After the marriage license data has been entered into the **MARRIAGE ENTRY SCREEN**, load the marriage license form into the printer:
 - Make certain the printer has been turned on,
 - insert the form facedown into the paper loading area,
 - press the **LOAD** button on the printer,
 - make certain the printer is on-line (or ready).

The form should advance to the proper location in the printer. If for some reason it does not, press the **FORMFEED** button on the printer to eject the form. DO NOT attempt to back the form out by turning the platen adjust knob.

- 2) From the menu, select **PRINT MARRIAGE LICENSE** option.
- 3) Enter the license number of the marriage license you wish to print (exactly as the license number was entered into the **MARRIAGE ENTRY SCREEN**).

After a few moments, the license form will begin printing.

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PRINT MARRIAGE CERTIFICATE

DESCRIPTION

This report program is used to print a marriage certificate on the form provided by the county Register of Deeds. The **KPL CERTIFICATE MAKER** system uses a printer capable of providing special print fonts to create an attractive certificate for display by the married couple. Since several models of this type of printer are available, the instructions will refer to general operational procedures.

OPERATION

To print a marriage certificate, follow the steps listed below:

Note: If the certificate printer is attached to a terminal, rather than to the system console, make certain that the terminal has been turned on before continuing. If this is not done, the certificate will not print and the **PRINT MARRIAGE CERTIFICATE** procedure will have to be repeated.

- 1) After the marriage license data has been entered into the **MARRIAGE ENTRY SCREEN**, load the marriage certificate into the printer:
 - Make certain the printer has been turned on,
 - insert the certificate facedown into the paper loading area,
 - press the **LOAD** button on the printer,
 - make certain the printer is on-line (or ready).

The certificate should advance to the proper location in the printer. If for some reason it does not, press the **FORMFEED** button on the printer to eject the certificate. DO NOT attempt to back the certificate out by turning the platen adjust knob.

- 2) From the menu, select **PRINT MARRIAGE CERTIFICATE** option.
- 3) Enter the license number of the marriage license of the couple you wish to print a certificate for (exactly as the license number was entered into the **MARRIAGE ENTRY SCREEN**).

After a few moments, the certificate will begin printing.

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APPENDIX A: ENTRY SCREENS & FUNCTIONS

The first two lines on each entry screen contain information concerning the available functions as well as the name of the current data table you are working within (i.e. grantor, marriage, birth, etc.). The last two lines on the entry screen display status information and field entry comments to assist you when entering data.

Entry Screen Functions may be selected by using the cursor (arrow) keys to highlight the desired function or by typing the first letter of the function, i.e. type **A** to select **Add**. More menu functions exist than will appear on a single row on the screen. By moving the cursor to the ellipsis (...), an additional set of functions will appear.

The functions include:

- Exit** Selecting the **Exit** function by pressing **E** causes the entry screen to terminate and takes you back to the menu.
- Query** Allows you to retrieve records from the database using nearly any of the fields (individual data elements, i.e. Grantor's Last Name, Record Date, Book, Book and Page, etc.) displayed on the screen. For an indepth discussion of querying, see **Appendix D: KPL Query**

To perform a query,

- select the **Query** menu option
- Use the **Tab** (or **Shift-Tab**), **Up Arrow** (or **Down Arrow**) or **Enter** key to move to the fields you wish to search on (i.e. Record Date or Last Name)
- Enter the value(s) to search for and press **Esc**

If records (rows) containing the search values were found, the number of rows with those values will be displayed and the first record that contains the search values will be displayed on the screen. Selecting **Next** or **Previous** will step through the retrieved records one at a time until the list is exhausted.

If the search values were not found, the message

There are no rows satisfying the conditions

will be displayed. You may then select the **Query** menu option again or any other menu option to continue.

To retrieve all records within a given table, select the **Query** menu option and press **Esc** without entering any search values. The total number of records (rows) within the table will be displayed on the lower right corner of the screen and the first row in the table will be displayed on the screen.

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Advanced Querying

Occasionally it is useful to select records based on the values being greater than or less than (or having some other relationship to) a specified value. For example, suppose you wish to retrieve all records in the marriage table with a license date prior to 01/01/93. To perform this query, follow the above instructions and enter <01/01/1993 in the License Date field. Pressing **Esc** will retrieve any records matching that condition.

A number of "relational" operators are available within the query screens. Pressing **Ctrl-W** within the Query screen will display these options. See **Appendix B: On-Line Help and Editing Commands** for a list of operators and information on using them.

Next The **Next** option is used in conjunction with the **Query** option to step forward through a series of rows retrieved via querying. Once the list of rows has been stepped through, the message

There are no more rows in the direction you are going is displayed. Selecting **Previous** will move you in the opposite direction.

Previous The **Previous** option is used in conjunction with the **Query** option to step backward through a series of rows retrieved via querying. Once the list of rows has been stepped through, the message

There are no more rows in the direction you are going is displayed. Selecting **Next** will move you in the opposite direction.

Add The **Add** option is used to add rows to the current table. Selecting **Add** places the cursor in the body of the entry screen at a location determined by the entry program. You then enter the appropriate data in the entry screen fields.

Certain fields allow only specific types of data. If you are prompted by the message

Error in field

you have entered a type of data that is not allowed in that field. For example, if you try to enter **January 15, 1994** in a field requiring a date, the error message will be displayed. Simply reenter the date in the form **01/15/1994** and the system will accept it.

Certain fields also require unique items. For example, within the **Instrument Code table**, only one record can have the instrument code of "DT" for Deed of Trust. Attempting to enter a second record with the code of "DT" will result in the following message being displayed:

ISAM error: duplicate value for record with unique key

To correct this entry, use a value that does not appear in any other record.

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- Update** The **Update** option is used to modify existing rows within a table. The row to be modified must first be queried to bring it up on the screen. Selecting **Update** then allows you to move through the fields and change information within the fields. After modifying the data, press **ESC** to complete the update on the row, or press **Delete** to cancel the update and leave the row as it was. See **Appendix B: On-Line Help and Editing Commands** for detailed instructions on using available editing commands within the data fields.
- Remove** **Remove** allows you to permanently delete a row from the table. This option should be used with great care.
- Table** The **Table** function is used to change the currently active table within an entry screen. Most screens only use one table and selecting the **Table** function has no effect. However, entry of real estate transfers requires you to use the **Table** function to change between the instrument (fnum) table, grantor table and grantee table.
- To change tables, simply select the **Table** function until the desired table name is displayed on the second line right side of the screen. Repeatedly selecting **Table** causes the entry screen to cycle through the available tables.
- Screen** The **Screen** function allows you to display the next available screen in the entry program. Some entry programs (Real Estate Index Screen and Marriage Entry Screen) contain more than one screen. Repeatedly selecting the **Screen** function cycles through the available screens.
- Master** The **Master** function allows you to change back to the "master" table in a series of tables. For example, the **fnum table** is the master table for the **grantor table** which in turn is the master table for the **grantee table**. For an example of the usage of the **Master** function, see the discussion on **Correcting Records** within the **REAL ESTATE INDEX SCREEN** section.
- Detail** The **Detail** function performs a similar operation to the **Table** function except that when you change to a "detail" table, you still have access to the linkage provided by the "master" table. For an example of the usage of the **Detail** function, see the discussion on **Correcting Records** within the **REAL ESTATE INDEX SCREEN** section.

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APPENDIX B: ON-LINE HELP AND EDITING COMMANDS

The **RODAP** program includes context-sensitive on-line help relating to the available entry screen functions and data editing commands. Pressing **Ctrl-W** at almost any point within an entry screen causes the following help text message to be displayed on the screen. Note that this help applies only to the entry screen functions, data field editing functions and query options. A more detailed description of these items appears on the following pages.

CTRL X : Deletes the current character
CTRL A : Toggles in and out of character insertion mode
CTRL D : Clears to the end of the field
left : backspace
right : forward space
up : Traverse backwards through the fields
CTRL F : Fast-Forward through the fields
CTRL B : Fast-Reverse through the fields
CTRL C : Clears all columns in current table (Query mode only)
CTRL P : Brings in the most recent column value of that row (Paste)
CTRL W : Display Help Message
ENTER : Next Field
CTRL I : Next Field
down : Next Field
ESC : Entry complete (Process entry)
DELETE : Abort command (Cancel entry)

Pressing the **Enter** key after the above information is displayed will display the following screen:

QUERY COMPARISON SYMBOLS:

<	Less than	<=	Less than or Equal to
>	Greater than	>=	Greater than or equal to
=	Equal	<>	Not equal
>>	Last value (only for indexed columns, without other comparisons)		
<<	First value (same conditions as last value)		
:	Range (inclusive)		
	OR condition		

The colon for range comparisons is typed between the desired range values

The pipe symbol for OR separates the different possibilities

All other symbols are typed in front of the column value

An asterisk (*) is used for wildcard comparison of character columns

A blank field means don't care

To match for a blank character field, use the equality symbol

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Entry and Editing Commands

The commands that appear when **Ctrl-W** is pressed may be used to assist in data entry and editing. It is useful to remember when entering or editing data is that the system is normally in the **overwrite** mode, which means newly typed data will "write over" any existing data in that field on a character by character basis. This mode can be changed by using the editing command **Ctrl-A**, which is described below.

A detailed description of each command follows:

- Ctrl-X** Deletes the current character.
For example, in a last name field the following was entered:
Branch Bank and Trust
The entry should appear as: **Branch Bank & Trust**
To change the entry, use the arrow keys to place the cursor on the letter **a** in the word **and**. Type the character **&** on top of the **a**. Now press **Ctrl-X** two times and the letters **nd** will be erased.
- Ctrl-A** Toggles in and out of character insertion mode.
The default mode for entry and editing is **overwrite**. Newly typed data writes over any existing data in a field. Pressing **Ctrl-A** changes the mode to **insertion** which causes data to be inserted **before** the current position of the cursor. For example, in a last name field the following was entered: **Branch Bank Trust**
The entry should appear as: **Branch Bank & Trust**
To change the entry, use the arrow keys to position the cursor on the space between **Bank** and **Trust**. Press **Ctrl-A**. Press the spacebar and enter the character **&**. Leaving the current entry field will change the mode back to **overwrite** or entering **Ctrl-A** while in the same field will toggle the mode back to **overwrite**.
- Ctrl-D** Clears to the end of the field.
This command provides a quick means of clearing unwanted data from a field. It is often used when reentering a short data item into a field containing a long data item. For example, in a last name field the following was entered: **Branch Bank and Trust Company**
The entry should appear as: **Branch Bank**
To change the entry, use the arrow keys to position the cursor on the space between **Bank** and **and**. Press **Ctrl-D**. All data in the current field appearing to the right of the cursor will be deleted.
- left** Refers to the **left** arrow key. Pressing this key moves the cursor one character to the left in a field. If the cursor is in the first position of a field, pressing the **left** arrow moves the cursor to the first position of the previous field.

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- right** Refers to the **right** arrow key. Pressing this key moves the cursor one character to the right in a field. If the cursor is in the last position of a field, pressing the **right** arrow moves the cursor to the first position of the next field.
- up** Refers to the **up** arrow key. Pressing this key anywhere within a field moves the cursor to the first position of the previous field.
- Ctrl-F** Fast-forward through the fields.
Pressing **Ctrl-F** from anywhere within an entry field moves the cursor to the first position of the first field on the next line.
- Ctrl-B** Fast-reverse through the fields.
Pressing **Ctrl-B** from anywhere within an entry field moves the cursor to the first position of the first field on the previous line.
- Ctrl-C** Clears all columns in the current table (**Query** mode only).
While performing queries, data will occasionally be left in fields after a query is completed. This data, if not cleared out, will likely cause any subsequent queries to fail. To clear extraneous information from the screen, press **Ctrl-C** while in any field in the table you wish to query on. Note that on screens containing multiple tables, it may be necessary to change tables to perform the clearing operation. A fast and reliable means of clearing all tables is to exit the screen and reenter it.
- Ctrl-P** Brings in the most recent column value of that row (Paste).
This command is useful when entering data that repeats from record to record, such as, grantors sharing a common last name, or transfers sharing a common location or description. For example, in the grantor last name field, the following entry was made: **Higginbotham**
If the next grantor's last name is the same, pressing **Ctrl-P** in the next grantor's last name field will fill in the last name exactly as it was spelled before.
Note that this works only for a field entry that is identical to the last entry made in that field in a single entry session.
- Ctrl-W** Display Help Message.
Pressing **Ctrl-W** will cause the help message shown on page one of this appendix to be displayed.
- Enter** Pressing the **Enter** key moves the cursor to the first position of the next field. No data is changed as the cursor moves through the fields.
- Ctrl-I** Pressing the **Ctrl-I** key moves the cursor to the first position of the next field. No data is changed as the cursor moves through the fields.

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down Refers to the **down** arrow key. Pressing the **down** arrow key moves the cursor to the first position of the next field. No data is changed as the cursor moves through the fields.

Esc Entry complete (Process entry).
The **Esc** key has a special purpose within the system. It literally means "**perform the function specified**". The **Esc** is not used to "bail out" of an entry screen. The **Delete** key is used for that purpose.

While in the **Add** function, pressing **Esc** means "add the data entered on the screen to the current table". While in the **Update** function, pressing **Esc** means "save the changes entered on the screen to the current table". While in the **Query** function, pressing **Esc** means "perform the query as specified on the screen"

Delete Abort command (Cancel entry).
The **Delete** key has a special purpose within the system. It literally means "**cancel whatever operation was specified immediately; make no changes, add no data**". If an operation is inadvertently selected, pressing the **Delete** key cancels the operation without changing anything. It can be used to cancel reports that were started, provided printing has not yet begun.

Query Comparison Symbols

An indepth discussion of the query comparison symbols is provided in **Appendix D: KPL Query**

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APPENDIX C: REPORTS

DESCRIPTION

All modules within the **RODAP** system of applications are supported with various reports. Since the **RODAP** system is capable of presenting information in many forms and individual sites may have customized reports, each separate report will not be presented in detail. This discussion provides the general philosophy behind the reporting features and basic operating instructions.

A small number of reports do not require operator input. When selected, these reports simply process the data and present it. Most code table lists (i.e. **Instrument Code Table**, **Often-Used Abbreviation Table**, etc.) are processed in this manner.

Most reports depend on dates and/or names for sorting and selecting data, and will request ranges of dates and/or ranges of names to be included in the reports. When requested, a range of data is considered **inclusive**. For example, a report generated with the range "01/01/1994" through "12/31/1994" will include data having dates of "01/01/1994" and "12/31/1994" and all dates between those.

Note: Computers "alphabetize" data in a very strict order based a numerical code that is assigned to each character (called **ASCII**). In brief, that order is (in ascending order):

- Nothing (null)
- other special characters
- space character
- punctuation and other symbols i.e. quotes, parentheses, etc.
- numbers (in numerical order: 0, 1, 2, ..., 9)
- Capital letters (in alphabetical order: A, B, C, ..., Z)
- Lowercase letters (in alphabetical order: a, b, c, ..., z)

OPERATION

To run a report, simply select the report from the **RODAP** menu.

To cancel a report **before printing begins**, press the **Delete** key. A prompt will appear at the bottom of the screen:

Press return to continue

Press the **Enter** key to return to the menu. To cancel a report **once printing has begun**, see the document titled "**Unix System Administration Tasks**"

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If the report does not prompt for information, it will begin processing and output should appear after a short period. If prompts for operator input appear, provide the input requested to begin processing. The prompts usually request a range of date or a range of last names.

Responding to Prompts

If the prompts are similar to these,

Please Enter Beginning Recording Date to Include:

Please Enter Ending Recording Date to Include....:

enter the first and last date to be included in the report using the date format of: 01/01/1994 (1994 may be abbreviated to 94).

If the prompts are similar to these,

Please Enter Beginning Last Name to Include:

Please Enter Ending Last Name to Include....:

several options are available for input. Select one that matches your requirements from the list below:

- You wish to include every name in your database (that falls within the date range you specified). For the beginning last name, press **Enter**. For the ending last name, enter the letters **ZZZZ**. Pressing **Enter** starts the selection at the very beginning and entering **ZZZZ** stops the selection with a name beginning with four Zs.
- You wish to include everyone whose last name begins with **A**. For the beginning last name, enter the letter **A**. For the ending last name, enter the letters **AZZZZ**.
- You wish to include everyone whose last name starts with **A, B, C, or D**. (This type of selection is useful when you are reprinting your **Consolidated Real Property Index** for the entire year, or longer. It allows the printing to be split into more manageable sections.) For the beginning last name, enter the letter **A**. For the ending last name enter the letters **DZZZZ**.
- You wish to print all records for a certain name (for example **BROWN**). For the beginning and ending last name enter **BROWN**.

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APPENDIX D: KPL Query

Overview

The KPL Query system provides a means to retrieve data to an entry screen based on user-selected criteria. Nearly every field in a given table may be used in a query. Multiple fields may be specified in the search criteria in a single query to enhance (restrict or expand) the search. [Note: the **search criteria** are the data elements specified for the **KPL Query** system to look for within the tables being queried.]

An example of querying might be to ask the system to retrieve a land transfer record that was recorded in Book 125 on Page 313. If the query is executed properly and a transfer was recorded with that information, the system will retrieve that record and display it on the screen. Otherwise, a message will be displayed describing why the record was not retrieved.

A useful concept to understand is the **current list**. Records retrieved via a query (one or more) are placed in the **current list**, a temporary storage area that provides access to just those records. If a query is executed and only one record is retrieved and placed in the current list, that record is displayed and is immediately available. If multiple records are retrieved and placed in the current list, the first record found in the database is displayed. The remaining records in the current list may be viewed or updated by stepping forward or backward through the list using the **Next** and **Previous** functions, respectively.

There are many different types of queries that may be executed. However, the results are similar in that the end result is one or more records being retrieved for access (updating, viewing, etc.). Several different types of queries are explained in the following examples.

Searching for a Single Record

To locate a single record within the current table first determine if a single field or combination of fields can uniquely identify the record in question. For example, the **INSTRUMENT NO** field contains an eight digit number that uniquely identifies an instrument. Using the **Book** and **Page** fields together should also uniquely identify an instrument. Note that fields left blank in a query indicate that the data contained in those fields will be ignored. To begin the query, follow these steps:

- Select the **Query** menu option.
- Use the **Tab** (or **Shift-Tab**), **Up Arrow** (or **Down Arrow**), or **Enter** key to move to a field(s) that contains data unique to the record in question.
- Enter the search criteria (values) and press **Esc**.

If the search criteria can be located in a record or records, the number of records found and placed in the current list will be displayed (lower left corner of screen), and the first record matching the criteria will be displayed. If a single record search was being performed and more than one record was retrieved, then the search criteria did not uniquely identify the record.

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If a record containing the search criteria could not be found, the following message will be displayed:

There are no rows satisfying the conditions

Alter the search criteria and try the query again. Note that the search criteria must match the record data exactly. If the query search criteria is complicated and difficult to match exactly, see the section in this appendix titled "**Query Comparison Symbols**"

Searching for Multiple Records

Searching for multiple records is usually easier than for a single record because the search criteria need not uniquely identify a single record. This type of search is useful for finding all records recorded under a given name, or all records entered on a given date. Note that fields left blank in a query indicate that the data contained in those fields will be ignored. To begin the query, follow these steps:

- Select the **Query** menu option.
- Use the **Tab** (or **Shift-Tab**), **Up Arrow** (or **Down Arrow**), or **Enter** key to move to a field(s) that contains data identifying the records in question.
- Enter the search criteria (values) and press **Esc**.

If the search criteria can be located in a record or records, the number of records found and placed in the current list will be displayed (lower left corner of screen), and the first record matching the criteria will be displayed.

If a record containing the search criteria could not be found, the following message will be displayed:

There are no rows satisfying the conditions

Alter the search criteria and try the query again. Note that the search criteria must match the record data exactly. If the query search criteria is complicated and difficult to match exactly, see the section in this appendix titled "**Query Comparison Symbols**"

Searching for All Records

Searching for all records is simply a means of retrieving all the data to the screen so it can be viewed or updated. It is also useful for counting the number of records stored. To begin the query, follow these steps:

- Select the **Query** menu option.
- Press **Esc**.

The number of records found in the current table and placed in the current list will be displayed (lower left corner of screen). The first record will be displayed. The records will be displayed in the order they were recorded in the table, not alphabetically.

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If the following message is displayed:

There are no rows satisfying the conditions

verify the current table has no values displayed in any of the fields (use **Ctrl-C** to clear the fields). Once this has been verified, try the query again. If the same message is displayed, exit the screen, reenter it and try once more. If it fails again, note the current table name and call **KPL Technical Support**.

Using Data in the Current List (Next/Previous)

Records retrieved via a query (one or more) are placed in the **current list**, a temporary storage area that provides access to those records. If a query is executed and only one record is retrieved and placed in the current list, that record is displayed and is immediately available. If multiple records are retrieved and placed in the current list, the first record found in the database is displayed. The remaining records in the current list may be viewed by stepping forward or backward through the list using the **Next** and **Previous** functions, respectively.

Note: Once the records have been queried, they may be simply viewed, or they may be edited (updated).

Selecting the **Next** function from the menu will step forward one record in the current list. Selecting the **Previous** function from the menu will step backward one record in the current list. If either function is selected and the following message appears:

There are no more records in the direction you are going

all the records in the current list in the direction you are going (forward or backward) have been viewed. To continue viewing, select the opposite function to reverse direction.

Note: When adding data, all data added during a single entry session is also placed in the current list. Records may be viewed without querying by using the **Next** and **Previous** functions. Once the entry screen is exited, or once a query is executed, the current list will no longer contain the newly added records. (However, they will have been saved!)

Performing Queries in Multi-Table Systems

Multi-table systems, such as **RODAP** and **UCC** store data in different tables depending on the data being stored. For example, **RODAP** stores instrument data within the **fnum table**. Grantor data is stored in the **grantor table** and grantee data is stored in the **grantee table**. This arrangement affects the way information is queried and how queried information is accessed. To use this arrangement most effectively, the concept of **master-detail** table relationships must be understood.

The **master-detail** relationship allows queries to be processed for multiple tables with a single command. For example, querying a transfer record by **INSTRUMENT NO** brings up the instrument data contained in the **fnum table** (master) as well as all of the grantor and grantee information for that instrument contained in the **grantor table** (detail) and **grantee table** (detail). It is unnecessary to separately query the grantor or grantee data, because querying the master record automatically retrieves the detail records.

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Once the query has been performed for the master table, access the data retrieved from the first detail table by selecting the **Detail** function from the menu. This changes the **current table** to the first detail table. Using the **Next** and **Previous** functions in the detail table will display all records in that table that are associated with the record displayed in the master table.

Records in the second detail table may be accessed by selecting the **Detail** function from the menu again. Using the **Next** and **Previous** functions in the detail table will display all records in that table that are associated with the record displayed in the master table. To return to the master table, select the **Master** function from the menu until the name of the master table is displayed.

This process is demonstrated in the following example. Three transfers were recorded on 06/01/1994. Each transfer record had one or more grantors and one or more grantees. To view those records, in their entirety:

- Query the records by selecting the Query function, enter the date **06/01/1994** in the **RECORDED** field, and press the **Esc** key.
- The system responds by displaying the first record and by displaying the following message (lower left corner of screen):
3 row(s) found
- Select **Next** (and **Previous**) to display all three transfer instrument records in the **fnum table**, as well as the first grantor and first grantee for each transfer.
- With the first transfer record on the screen, select **Detail** to change the current table to the **grantor table**.
- Select **Next** (and **Previous**) to display all grantor records that exist for the transfer record currently being displayed.
- With the first transfer record still on the screen (disregard any grantor information currently being displayed), select **Detail** to change to the **grantee table**.
- Select **Next** (and **Previous**) to display all grantee records that exist for the transfer record currently being displayed.
- Select **Master** once to return to the **grantor table** (all grantor records are available again) and select **Master** once more to return to the **fnum table**.
- Select **Next** once to display to second instrument record in the **fnum table**, as well as the first grantor and first grantee for the second transfer record.
- Follow the same steps as stated for the first transfer record to view the second and the third record.

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This procedure is very useful for editing documents on the screen prior to printing a proofing report. However, it is vital that a proofing report be printed and reviewed before printing the final index.

Query Comparison Symbols

Selecting the on-line help function will provide the following list of symbols and functions that may be used to perform sophisticated queries (see **Appendix B - On-Line Help and Editing Commands** for information on the help function):

QUERY COMPARISON SYMBOLS:

<	Less than	<=	Less than or Equal to
>	Greater than	>=	Greater than or equal to
=	Equal	<>	Not equal
>>	Last value (only for indexed columns, without other comparisons)		
<<	First value (same conditions as last value)		
:	Range (inclusive)		
	OR condition		

The colon for range comparisons is typed between the desired range values

The pipe symbol for OR separates the different possibilities

All other symbols are typed in front of the column value

An asterisk (*) is used for wildcard comparison of character columns

A blank field means don't care

To match for a blank character field, use the equality symbol

The following discussion describes each symbol and function and provides information about using the symbols in a query. Note that when using these symbols in a query, occasionally, the information that is entered into a field will exceed the field length. When that happens, the information being entered will begin to appear in a special location in the lower left corner of the screen.

< Less Than

The < symbol is used in date or number fields to locate records having data in those fields that are numerically less than the data specified in the search criteria. For example, to locate all records having a **RECORD** date prior to 01/01/1994, select **Query** and in the **RECORD** date field, enter: **< 01/01/1994**

<= Less Than or Equal To

The <= symbol is used in date or number fields to locate records having data in those fields that are numerically less than or numerically equal to the data specified in the search criteria. For example, to locate all records having a **RECORD** date prior to 01/01/1994, select **Query** and in the **RECORD** date field, enter: **<= 12/31/1993**

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> Greater Than

The > symbol is used in date or number fields to locate records having data in those fields that are numerically greater than the data specified in the search criteria. For example, to locate all records having a **RECORD** date after 12/31/1993, select **Query** and in the **RECORD** date field, enter: **>12/31/1993**

>= Greater Than or Equal To

The >= symbol is used in date or number fields to locate records having data in those fields that are numerically greater than or numerically equal to the data specified in the search criteria. For example, to locate all records having a **RECORD** date after 12/31/1993, select **Query** and in the **RECORD** date field, enter: **>= 01/01/1994**

= Equal

The = symbol is used is to locate records having information that is exactly equal to the data specified in the search criteria. Using the = symbol is equivalent to simply specifying the search criteria in a field or set of fields without using any comparison symbols. For example, to locate all records having a **RECORD** date of 01/01/1994, select **Query** and enter either of the following in the **RECORD** date field: **= 01/01/1994** or **01/01/1994**
The result will be the same.

The = symbol does have one particularly useful feature. It can be used to look for records having nothing in a field or set of fields. This significance may not be immediately obvious, but simply leaving a field blank in a query indicates the query should ignore that field. Therefore, blank fields match everything.

Finding records with blank fields is useful for verifying the consistency of the database, i.e. looking for partially entered or otherwise invalid records. For example, to search for all records containing a blank **INSTRUMENT CODE** field, select **Query** and enter an = symbol in the **INSTRUMENT CODE** field.

<> Not Equal

The <> symbol is used to search for records containing data in a field that is not equal to the data entered in the search criteria. For example, to find all records that were not recorded with **DT** in the **INSTRUMENT CODE** field, select **Query** and enter to following in the **INSTRUMENT CODE** field: **<> DT**

>> Last Value

This symbol is used in an indexed column only, with no other comparison being made in any other column, to locate the last record entered in a table. In the **KPL** system, this symbol is not useful.

<< First Value

This symbol is used in an indexed column only, with no other comparison being made in any other column, to locate the first record entered in a table. In the **KPL** system, this symbol is not useful

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: **Range (inclusive)**

The : symbol is used primarily in a date or numeric field to locate all records having data in the field that falls within a specified range of values. For example, to locate all records recorded during the month of January in 1994, select **Query** and in the **RECORD** date field enter: **01/01/1994 : 01/31/1994**

| **OR condition**

The | symbol is used to locate records having data in a given field that may be equal to one of several different values, i.e. the field may contain **value1** OR **value2** OR **value3**, etc. For example, to locate all records recorded with the value of **CN** or the value of **NS** in the **INSTRUMENT CODE** field, select **Query** and enter: **CN|NS**

* **Wildcard comparison of character columns**

The * symbol is used to match any string of characters in a query being performed on a character field, i.e. alphabetic versus date or numeric field. For example, if querying on the last name field in the grantor table using the name: **BROWN** the only records that would be found would be those having the last name of **BROWN**. To find all records containing the name **BROWN** as part of the last name, enter: **BROWN***

The records found by this query could include **BROWN**, **BROWNE**, **BROWNING** and other variations beginning with the name **BROWN**.

This method could be used for locating all occurrences of punctuation characters or other invalid combinations of characters.

? **Wildcard for a single character (undocumented)**

The ? symbol does not appear when the on-line help message is requested, but it is useful to locate records having a single occurrence of any character in a character field. For example, if querying on the last name field in the grantor table using the name: **BROWN** the only records that would be found would be those having the last name of **BROWN**. To find all records containing the name **BROWN** followed by any one letter the last name, enter: **BROWN?**

The records found by this query could include **BROWNE**, **BROWNS** and other variations beginning with the name **BROWN** followed by any single letter.

Summary

The **KPL Query** system is a flexible and powerful tool to assist office staff in managing and maintaining their data. Since queries do not cause any modifications of data (unless the **Update** function is selected), the key to becoming proficient with **KPL Query** is to experiment.

Another key to making **KPL Query** work for you is to be consistent in data entry. Use the code tables as much as possible to standardize the appearance of data. This supports a goal of the indexing standard to make searches more efficient and effective.

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Glossary of Terms

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