

MARKET MONITOR

A Personal Portfolio Management Program
For the Coleco AdamTM Computer

By Coleco (Canada) Limitée

MARKET MONITOR

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OVERVIEW

MARKET MONITOR is a management system for the personal investor that is designed to run on the Coleco Adam. It is easy to use and requires very little time to learn.

MARKET MONITOR maintains fifty buy or sell transactions on fifteen securities. The securities are entered into a "security dictionary".

MARKET MONITOR has many other features. Realized capital gains are calculated and reported to help the investor prepare his income tax data. A Valuation Report may be generated to compare a portfolio's cost value with its present market value. The current price of each security may be maintained automatically by the Financial Post Data Service or entered manually.

In short, MARKET MONITOR provides the investor information that would otherwise be available only through a broker or portfolio manager. MARKET MONITOR can be used to experiment with "paper portfolios" and is an easy alternative to manual bookkeeping.

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COMPUTER REQUIREMENTS

Computer System

Coleco Adam

TV or monitor

Communications (optional)

Coleco modem

WHAT YOU RECEIVE

- 1 MARKET MONITOR Digital Data Pack
- 1 User Guide
- 1 User Registration Card
- 1 Data Service Registration Card

PRICING REQUIREMENTS

MARKET MONITOR can receive current prices from The Financial Post Data Service. This service may be used to automatically maintain current prices in the security dictionary.

You may also manually maintain current prices through a convenient method that allows you to "step through" the securities in the dictionary.

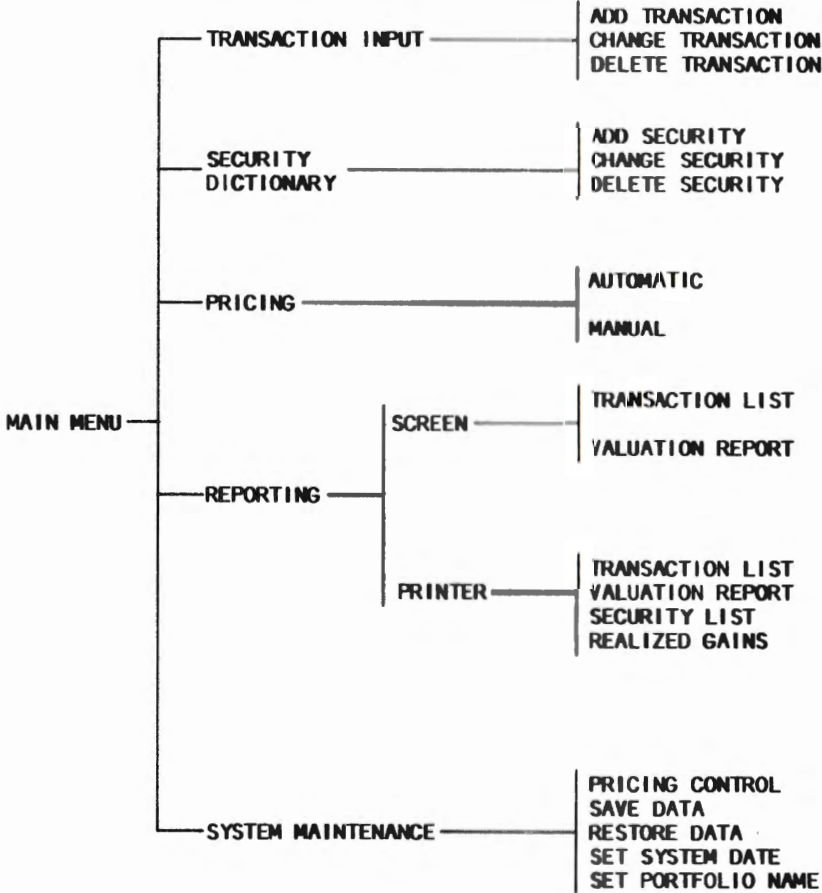
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WHAT YOU NEED TO KNOW TO RUN MARKET MONITOR

We assume that you are familiar with the securities market and its practices. In no way should it be construed that this software package will increase profits or reduce losses. MARKET MONITOR's goal is to make keeping track of investments a pleasant experience.

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MENU MAP



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QUICK REFERENCE

1/8's Table

1/8	=	.125
2/8	=	.250
3/8	=	.375
4/8	=	.500
5/8	=	.625
6/8	=	.750
7/8	=	.875

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GETTING ACQUAINTED

STARTUP

MARKET MONITOR is an easy-to-use program that was designed for the investor rather than the computer expert. As with all programs, MARKET MONITOR has a personality that you need to get to know.

We recommend that you read this entire section prior to entering real portfolios. We also recommend that you follow along on your computer as you read.

To start MARKET MONITOR:

- load SmartBasic.
 - insert the SmartBasic Digital Data Pack in a data drive;
 - press the Reset Computer button on the Memory Console. The computer will respond with a system prompt (a square bracket) in the lower left corner;
- put away the SmartBasic Data Pack and insert the Market Monitor Data Pack in the same Data Drive;
- type **run market.monitor** in lower case (don't forget the period!) and press the **Return** key.

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- **Be Patient!** It takes MARKET MONITOR about 7 minutes to load.

If an I/O error occurs, repeat the last step.

The first thing MARKET MONITOR will ask for is today's date. You can type in a new date or just press the **RETURN** key to accept the date already there. Dates must be entered in the format **DDMMYY**. For example, September 9, 1984 would be **09SEP84**.

CHOOSING WHAT TO DO

The Main Menu displays all the options available. To select an option, press the Smart Key (labelled I to VI at the top of the keyboard) that corresponds to your selection. Your selection will take effect immediately.

RETURNING TO THE PREVIOUS MENU

Regardless of the option chosen, the **Escape** key will return you to the previous menu. To return to the Main Menu, retrace your steps by pressing the **Escape** key as many times as necessary. With the help of the Menu Map, follow the paths of MARKET MONITOR and familiarize yourself with the "look" of each screen. Remember to use the **Escape** key to retrace your steps.

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ENTERING DATA

Data Input screens are screens used to enter all the data that MARKET MONITOR needs. These screens contain prompts for the information required and areas for you to enter data. The cursor, a short, blinking line, will be positioned at the start of the first area for data entry. You should read the prompt and enter the data requested. You can use the right and left arrow keys and the backspace key to move the cursor around. The number or letter you type will appear where the cursor is located. To move to the next data entry area, press the **RETURN** key, the down arrow key, or the **TAB** key. If you made a mistake on a previous answer, you can use the up arrow key to move back to that answer.

When all data is entered, you will be asked to verify that all the answers are correct. If they are not, you will have the opportunity to go back and change any answer.

You can also press the **Escape** key at any time and return to the last menu you were on. All the data you entered on that screen will be ignored.

TYPING AN INCORRECT RESPONSE

Numerous checks have been incorporated into MARKET MONITOR to prevent inappropriate data from being accepted. When you type an inappropriate response, MARKET MONITOR will cause your computer to beep and

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reject your entry. For example, if a dollar amount is requested, alphabetic and punctuation characters will be rejected. A single beep indicates an inappropriate key has been pressed or you have reached the maximum length for a response. A double beep indicates an invalid response and is accompanied by a message on the last line of your screen.

(YES/NO) QUESTIONS

You will be asked to verify some of the commands you execute with **Y** or **N**. These responses should be considered carefully. For example, you will be asked to verify with **Y** before anything is deleted. Don't be too hasty in confirming the deletion as you will not be able to "undelete" once the data is gone.

SYSTEM DATE

MARKET MONITOR uses the date entered by you as its system date. Wherever a date is required, the system date is used as the default. You may elect to use the default by simply pressing **Return** in any date field, or you may type in another date.

Dates must be entered in the format of DDMMYY.

To change the system date, see **SET SYSTEM DATE** in the section on **SYSTEM MAINTENANCE**.

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STARTING YOUR PORTFOLIOS

The following steps outline how to enter your initial securities into MARKET MONITOR:

1. Read **SECURITY DICTIONARY** in this guide.
2. If your security prices are to be maintained automatically read **PRICING CONTROL** in the **SYSTEM MAINTENANCE** section of this guide. Enter the information required to do Automatic Pricing.

If your security prices are to be maintained manually, read **MANUAL PRICING** in the **PRICING** section of this guide.

3. Organize the securities you wish to enter into the security dictionary **on paper**. Pay attention to each attribute. Some attributes are difficult to change once transactions are entered, so verify each item.
4. Enter your securities into the security dictionary. Print a Security List (see **REPORTING**) to verify that what was entered is correct. Make any necessary changes.
5. Read **TRANSACTION INPUT**. Organize your holdings **on paper**. The minimum information required to enter your holdings are symbol, date, quantity, price, and total charges.
6. Enter your holdings using the **BUY** transaction.

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7. Print a Transaction List to verify that what you have entered is correct. Make any necessary changes.
8. To update the security prices, you may wish to do an Automatic Pricing at this point. See **AUTOMATIC PRICING** in the **PRICING** section.

Once your initial data is entered, maintain your holdings on a daily or weekly basis, whichever is convenient. Use the **BUY** and **SELL** transaction types. You may update the prices in the dictionary whenever you wish.

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SECURITY DICTIONARY

The security dictionary holds the securities that you enter into MARKET MONITOR. The dictionary may contain up to fifteen securities. When a security is entered, MARKET MONITOR will ask you about the security.

Add Securities permits the addition of new securities and their attributes to the dictionary.

Change securities allows changes to a security's attributes.

Note: If a security has had no transactions entered, its attributes may be easily changed. If there are transactions entered for the security, changes are limited to the name, pricing symbol, pricing code, price date, and price attributes only.

Delete Securities removes securities from the dictionary. If transactions exist for the security you wish to delete, an error message will be displayed. If transactions do not exist for the security, you will be required to confirm your choice with **Y**.

While in **Add**, **Change** or **Delete**, the **Escape** key will return you to the Security dictionary Menu.

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SECURITY ATTRIBUTES

name

- a maximum of 20 characters in length;
- may be the security's name or any meaningful description of the security (for example, IBM or Int'l Business Mach.).

security symbol

- a maximum of eight characters in length;
- must be unique;
- may include all punctuation marks;
- used to access the security throughout the program;
- to change a symbol, **Delete** the entire security then **Add** the security again;
- see **Helpful Hints** for suggestions on what to do if a symbol requires changing and transactions exist for the security.

pricing symbol

- pricing symbol for the Financial Post Data Service if a modem is to be used;
- must be entered if pricing code is **A**.

units per lot

- the number of units of the security that the price refers to (for example, Options are priced, quoted and sold in 100's; Common Stocks are priced in units of 1);

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- an entry is required;
- a minimum of 0.001 and a maximum of 9999 may be entered;
- once transactions have been entered for the security, you will not be allowed to change this attribute. See **Helpful Hints** for suggestions if this situation occurs.

pricing code

- a pricing code identifying the method to be used to maintain the security's price;
- an entry is required and must be one of **A** (automatic) or **M** (manual);
- see the **Pricing** section of this user guide for further details on the different pricing methods.

date

- the date associated with the trading price entered;
- an entry is required;
- to use the current system date displayed on this field, press **Enter**.

price

- the trading price of the security;
- may be left blank;
- a maximum of 9999.999 may be entered.

SECURITY DICTIONARY ERROR MESSAGES

Security already exists

- Cause You tried to **Add** a security symbol that already exists in the dictionary. A security symbol must be unique.
- Remedy Enter a unique security symbol to continue the addition of the new security.

Security not found

- Cause You tried to **Change** or **Delete** a non-existent security.
- Remedy Try again, but this time type a valid security symbol.

Transactions exist. Reenter

- Cause You tried to **Delete** a security that has transactions associated with it.
- Remedy Delete all the transactions for the security before attempting to delete the security again. See **Helpful Hints** in this user guide.

Security dictionary is full

- Cause The security dictionary is full. The dictionary can only hold fifteen securities and it has reached its limit.

- Remedy Delete some of the securities you are not using. See **Helpful Hints** for other alternatives.

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TRANSACTION INPUT

MARKET MONITOR manages Buy and Sell transactions. Up to fifty transactions can be entered for one portfolio. When a transaction is entered, MARKET MONITOR will ask you about the transaction.

Add Transaction permits addition of a new transaction. You will be asked to enter security symbol, date, type, quantity, price and charges. Once all this information has been entered, you will have the opportunity to go back and change any field.

Change Transaction allows you to change the quantity, price and charges for any transaction. You may not change the security symbol, date, or type for a transaction that has already been entered. To change the security symbol, date, or type, delete the transaction and reenter.

Delete Transaction allows you to delete a transaction. Enter a transaction number to delete. You will be asked to confirm with Y before the deletion becomes final.

Note: Since transactions are kept in date order, if you add or delete a transaction, then the transaction number of all transactions dated after the added or deleted transaction will be changed. Print a new Transaction List to determine the new transaction numbers.

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TRANSACTION TYPES

There are two transaction types that you may enter into the Transaction Input screen. They are Buy and Sell.

Buy

The buy transaction increases the amount of a security you hold. Enter the purchase date, the number of shares bought, the price per share, and additional expenses such as commission. The total cost of your purchase is calculated in the Cost field.

Sell

The sell transaction is the opposite of a buy transaction. It decreases the amount of a security you hold. Enter the date of sale, the number of shares sold, the price per share, and any expenses incurred to transact the sale such as commission. The total proceeds of your sale is calculated in the Proceeds field.

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TRANSACTION ATTRIBUTES

The attributes on the Transaction Input screen are:

Security Symbol

- maximum 8 characters;
- must be the same as entered in the Security Dictionary.

Type (B/S)

- short for transaction type;
- you may enter B (Buy) or S (Sell).

Date

- the transaction or trade date;
- press **Enter** to use the default system date or override the default date by typing in your own.

Quantity

- the number of shares traded or the value transacted if the security is a bond, note, etc.;
- an entry is required and 99999 is the maximum allowed;
- the entry may have up to three decimal places.

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Price

- the price at which the trade was transacted;
- an entry is required;
- 9999.999 is the maximum entry allowed.

Charges

- the additional costs incurred in transacting the trade such as commissions and foreign exchange charges;
- 9999.999 is the maximum entry allowed;
- the entry may be a negative value.

Cost

- calculated by multiplying Quantity by Price by Units and adding Charges on a Buy transaction;

$$\text{Cost} = (\text{Qty} \times \text{Price} \times \text{Units}) + \text{Charges}$$

Proceeds

- calculated by multiplying quantity by Price by Units and subtracting Charges on a Sell transaction;

$$\text{Proceeds} = (\text{Qty} \times \text{Price} \times \text{Units}) - \text{Charges}$$

Note: The **Cost** and **Proceeds** fields are calculated only after all other information has been entered. You may not change this field directly, but can adjust the **Price** and **Charges** fields until a satisfactory result is obtained.

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TRANSACTION INPUT ERROR MESSAGES

Security not found

Cause You entered a transaction for a security that could not be found in the dictionary.

Remedy Reenter the security symbol or add the security to the dictionary.

File is full – cannot add

Cause 50 transactions is the maximum allowed.

Remedy Press Escape to return to the Transaction Input menu. See **Helpful Hints** on the alternatives available to you.

Selling more than you have

Cause You tried to sell more of the security than you own.

Remedy Enter another amount in the quantity field.

Future quantity negative

Cause You tried to add, change, or delete a transaction that results in a negative quantity. The addition, change, or deletion is not allowed.

Remedy Correct the quantity and reenter the transaction.

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Invalid Price

- Cause Price cannot be negative or greater than 9 999, 999. Field cannot start with a space (blank).
- Remedy Enter valid price.

Invalid Charge

- Cause Charge must be between 9999.999 and -9999.99. Field cannot start with a space (blank).
- Remedy Enter valid charge.

Invalid Quantity

- Cause Quantity must be between 0.001 and 99999. Field cannot start with a space (blank).
- Remedy Enter valid quantity.

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PRICING

There are two methods available to assist you in maintaining current prices in the security dictionary. They are:

- Automatic Pricing;
- Manual Pricing.

AUTOMATIC PRICING

Automatic Pricing retrieves current prices from the Financial Post Data Service via a telephone line and a modem. This module **will not** request current prices for securities whose security code is Manual.

Prior to executing Automatic Pricing, pricing information must be entered into the system. See **System Maintenance - Pricing Control** on the Main Menu and in this user guide.

Always save your data before executing Automatic Pricing. Then if the computer "hangs" (for any reason) during communications and you need to turn it off, you won't lose the changes you've made to your portfolio.

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Using the Adam Modem

Make sure your modem has been installed and connected according to the instructions supplied with the modem. Make sure the MARKET MONITOR Data Pack is in the tape drive, then select Automatic Pricing from the Pricing menu. Everything is automatic from here on.

Note: MARKET MONITOR must first load the communications module into the computer's memory before calling the Financial Post Data Service. After completion of Automatic Pricing, the main program will be re-loaded into memory.

The following messages will be displayed on the screen to keep you informed on the status of the pricing:

DIALING

- The phone number entered into Pricing Control is being dialed.

CONNECTING

- The Financial Post Data Service is being connected and your password is being sent. The current quotes data base is being accessed.

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"security symbol" "price"

- Securities with a pricing code matching the accessed Data Service are being individually priced. You should check that each price shown is reasonable for that security. A data communications error may result in an incorrect price. Note that if a question mark (?) appears instead of a price for a particular security, automatic pricing has received an invalid price or a price of zero. Retry automatic pricing. If the question mark appears again, price the security manually.

PRESS ANY KEY TO CONTINUE

- Security prices have been successfully updated.
- After pressing any key, you will be returned to the Pricing Menu.

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Points Of Discussion Concerning Automatic Pricing

Other than for U.S. Treasury Bills, the last trade price is used to update the security dictionary. If one does not exist, the closing price is used. For U.S. Treasury Bills, the bid price is used.

AUTOMATIC PRICING ERROR MESSAGES

Not found

- Cause The data service does not have a security with that symbol.
- Remedy Check the guide supplied by the data service and make sure your symbol is correct. Any security not found is eligible for Manual Pricing.

Not connected

- Cause A modem is not attached to your computer; the telephone is not connected to your modem; the telephone line is dead; the phone number dialed is invalid; the phone number dialed is busy; the phone number dialed does not return a carrier detect signal; or the Data Service disconnected you.
- Remedy Check all of the above and try again.

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Time out

- Cause The data service was disconnected; your password was incorrect; or the phone line went dead.
- Remedy Return to Pricing Control. Make sure you entered the correct password. Make sure your telephone line is working. Try Automatic Pricing again.

I/O error or Fatal error

- Cause See Appendix A. These errors will cause MARKET MONITOR to disconnect from the service and hang up the phone. Pressing any key will return you to the **PRICING** menu.
- Remedy Retry Automatic Pricing. If the error reoccurs, try turning the computer off then on again and restarting the whole procedure (see **Getting Acquainted**).

Note: Turning off the computer will erase any information that has not been saved. This is why you should **always** save your data **before** entering Automatic Pricing.

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MANUAL PRICING

Manual Pricing is a method of manually maintaining current prices in the security dictionary.

Only those securities whose security code is **M** (manual) and those securities whose prices were not updated successfully by the most recent Automatic Pricing run are eligible for Manual Pricing. These securities will be displayed on the screen.

The securities are individually presented in security symbol order with the cursor on the date field.

You may type in a new date or retain the old date by simply pressing **Enter**. Adjust the current price in the same manner.

When all the securities have been priced or whenever you wish to return to the pricing Menu, press the **Esc** key.

If nothing happens when you press the Manual Pricing option Smart Key, there are no securities to be priced manually and you will then be immediately returned to the pricing selection menu.

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REPORTING

MARKET MONITOR can produce the following reports:

- Security List;
- Transaction List;
- Valuation Report;
- Realized Capital Gains Report.

Each report uses the current system date as its "as of" date. Since you may change the current system date to any date, your choice will have varying results on some reports. For example, the Valuation Report calculates the number-of-units field as of the current system date. Thus, it is possible to report your security positions last month-end by changing the system date, but the market-value column will not necessarily reflect the prices of that time.

Printer Reports

All the reports may be printed on the Adam printer. Make sure you have paper in the printer before selecting a report to be printed.

Screen Reports

The Transaction List and Valuation Report may be printed on the Adam screen as well as on the printer. These two reports are condensed versions of the Printer reports, and can be used to get **approximate** values from your portfolio.

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THE SECURITY LIST

- Generated in security symbol order.
- An "*" beside a security price indicates that the security was not priced during Automatic Pricing. The price retrieved from the Data Service was regarded invalid. Therefore, the price on the list is the old price.
- Shows all securities regardless of system date.

THE TRANSACTION LIST

- Produced in transaction date order.
- Shows all transactions, regardless of system date.
- Remember, Total Cost/Proceeds is calculated as

Quantity x Price x Units + charges for a Buy, and

Quantity x Price x Units - charges for a Sell.

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THE VALUATION REPORT

- Compares cost value with the market value based on the last price update of the security.
- Calculates the unrealized capital gain or loss for each security position.
- Total Cost is calculated as

Quantity x units x average price (including charges)

and is recalculated after every Buy transaction.

- Market Value is calculated as

Quantity x units x market price.

- The % column is the percentage of the total portfolio's market value that this security represents. (Note - a 100% market value will be shown as 00%.)
- Transactions that are beyond the current system date are not included in producing the report.

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THE REALIZED CAPITAL GAINS REPORT

- Sorted by security symbol and trade date.
- Calculates the realized capital gain or loss by subtracting the total cost of the security from the proceeds of the sale.
- The Purchase date is the date of the earliest purchase of this security, and is reset whenever the security position becomes zero.
- Proceeds of Sale is calculated as

Quantity sold x units x sell price

and does not include selling charges.

- Cost Base is calculated as

Quantity sold x units x average cost as of date of Sell

- Transactions which produce realized capital gains or losses, but are dated beyond the current system date, are not included in the report.

Note: The precision of each number printed on the report will be within 1/2 of the smallest digit printed. Dollar amounts are within 1/2 of one cent of the exact amount. Quantity and Average Cost amounts are within 1/2 of 1/1000 of the exact amount. It may appear that columns of numbers do not add correctly, but in fact all numbers are kept internally to nine digits of precision. Rounding errors occur only when the number is printed.

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SYSTEM MAINTENANCE

System Maintenance on the Main Menu is used to enter the information needed to run Automatic Pricing, save and restore your data, set the system date, and change the name associated with the portfolio.

PRICING CONTROL

Pricing Control allows you to enter the parameters required to run Automatic Pricing using the Financial Post Data Service. These parameters need not be entered if all security prices are to be maintained manually.

The Financial Post Data Service will provide you with a booklet listing the different services provided, the phone numbers to use, and other information.

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Pricing Parameters

Phone

- Enter the phone number of the Financial Post Data Service.

Note: Carriers have a different phone number for each baud rate they support. Make sure that the phone number you enter is appropriate to the baud rate of your modem.

- A comma or the letter P cause a pause during dialing. You must put at least one P at the beginning of the number. If you must wait for a trunk line from your office, put 3 P's after the trunk digit, e.g. **P9PPP555-1212**. These pauses should be added, as a delay is usually required to obtain the dial tone. All characters except P's, commas and numbers will be ignored.
- For direct dialing, don't forget to include the area code and the long distance linkage, if applicable.

Passwd

- Enter your password (each Data Service subscriber is given a unique and private password).

SAVE DATA

The data you enter is stored in the computer's memory. If you turn off or reset the computer, all your data will be

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erased from the computer's memory. To permanently save the data, you must use this option to write the data onto a Digital Data Pack.

MARKET MONITOR will tell you the date that this backup will have. If this is the date you want, then insert a Data Pack in the Data Drive and press the **Store / Get** key. If the date is not correct, then press the **Escape** key.

Market Monitor will always try to save the data on the same Data Drive that the program was loaded on.

NOTE - backups of the data should be made onto a Data Pack that is **not** the master program Data Pack. In this way, if something should happen to your master Data Pack, you will still have a copy of your data.

RESTORE DATA

If you need to restore an old version of your data (or load another portfolio) you can use this option to load data from a Data Pack into the computer's memory. This will replace the data that is currently in memory.

To load the data, insert the backup Data Pack in the Data Drive, and then press the **Store / Get** key. After the data has been loaded, use the **Set System Date** option to see the date of this backup.

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Market Monitor will always try to load the data from the same Data Drive the program was loaded on.

SET SYSTEM DATE

This option allows you to change the system date. The system date is the date the computer will use as the default wherever a date answer is required. For some of the reports, MARKET MONITOR will report transactions only up to the system date.

To change the system date, enter the new date in the form of **DDMMYY** (e.g. 01JAN84).

SET PORTFOLIO NAME

Use this option to set the name, up to 12 characters, of the portfolio. This is the name that will appear at the top of the reports. This option should be used to identify the different portfolios you might have.

To set the portfolio name, enter a name just as you want it to appear on the reports.

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HELPFUL HINTS

MULTIPLE PORTFOLIOS

You may use MARKET MONITOR to follow more than one portfolio. To use additional portfolios, you need a separate Digital Data Pack for each one.

To start another portfolio:

1. Save the current portfolio by selecting **SAVE DATA** from the System Maintenance on the Main Menu.
2. Remove the MARKET MONITOR master Data Pack and insert a blank, formatted Data Pack.
3. Modify your first portfolio's data by adding, changing, and deleting securities and transactions until you have the second portfolio's data correct.
4. Save this new portfolio on the new Data Pack by selecting **SAVE DATA** from the Maintenance Menu. Make sure you label the Data Pack with the name of your new portfolio.
5. Whenever you want to work with a portfolio, place the appropriate Data Pack in the Data Drive and select **RESTORE DATA** from the Maintenance Menu.

Remember, you can have only one portfolio per Data Pack. Your main portfolio should always be on the MARKET MONITOR master Data Pack, since that is the portfolio automatically loaded when you start.

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HOW TO PREVENT THE LOSS OF DATA

Make Backup Copies On A Regular Basis

Use the **SAVE DATA** option in **SYSTEM MAINTENANCE** to make backup copies of your data on a Digital Data Pack. Backups are separate copies of your data that are stored separately and used only in case of a problem with your regular Data Pack. Use a Data Pack other than the master Data Pack for your backups! A backup copy should be made after every session in which you changed any information. If you ever need to recover your data, use the **RESTORE DATA** option.

YOU HAVE REACHED 50 TRANSACTIONS

What do you do if you've reached 50 transactions? There are two alternatives:

Delete Transactions

You can make some room by deleting transactions from the portfolios. The most eligible candidates for deletion are

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transactions for securities which you no longer own. Print a Transaction List and a Realized Capital Gains/Losses Report before you delete. These reports will serve as a "paper copy" of the transactions which you may want to retain for income tax purposes.

Balance Forward

Print a Valuation Report for your present portfolio. Save your data onto a backup Data Pack (not the master Data Pack!). Delete all the transactions currently in the file (start with the latest transaction and work back to the first transaction). Using the information on the Valuation Reports, buy each security holding into the file. Use the quantity and average cost figures on the Valuation Report as the quantity and price on the Add Transaction screen for each security. When you've entered each holding, you will have exactly what you had on the old set, but without the details. Retain the old set as you may need the transactions on it to prepare income tax information.

YOU HAVE REACHED 15 SECURITIES

This condition is similar to the above.

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Delete Securities

Delete securities that do not have transactions associated with them, or delete securities which you no longer own.

For securities you no longer own but have transactions for, the transactions must first be deleted before the security can be deleted. Print a Security List, a Realized Capital Gains/Losses Report for all active portfolios prior to deleting transactions. The reports will serve as a "paper copy" for income tax purposes. Once all the transactions are deleted, the security itself may be deleted.

CHANGING SECURITY SYMBOL AND NAME

You may wish to change the symbol of a security because you've made a mistake while entering the security into the dictionary, or the security itself has changed its name and symbol.

If there are no transactions entered for the security, changing the security symbol is relatively simple. Delete the security from the dictionary, then add it again using a new symbol and name.

If there are transactions entered for the security, then delete the transactions first. Once all the transactions are gone, delete the security from the dictionary, then add it again using a new symbol and name. Reenter all the

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transactions under the new symbol to reinstate your holdings.

If there are transactions entered for the security, another alternative would be to leave the security in the dictionary as is. Create the security again under the new symbol and name. You now have the same security in the dictionary twice. Sell all your holdings held under the old symbol and name for cost. Make sure that your proceeds are equal to your costs so that no realized capital gains or losses are incurred. Your holdings under the old symbol and name are now at zero. Buy your holdings under the new symbol and name for cost. You have in effect transferred your holdings from the old security symbol to the new security symbol.

CHANGING SECURITY CODE AND/OR UNITS

Once transactions have been entered for a security, you will not be allowed to change the security code or units of trade.

You will have to delete all the transactions including split transactions, before changes to these two fields will be allowed. Once the changes are made, reenter all the transactions to reinstate the holdings.

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AT YEAR-END

At year-end, if the number of transactions on file is low and if you feel that the number of transactions for the coming year is small, then continue using your present file. Note that if you choose to use the same file for more than one year, the Realized Capital Gains/Losses Report will contain information for more than the current year gains and losses.

If the number of transactions on your file is nearing the maximum allowed, then we recommend that you create a new file and balance forward your present holdings onto the new set. See **Balance Forward** in this section.

If you prefer to have a Realized Capital Gains/Losses Report for the current year only, then you may wish to balance forward your holdings anyway, even though there is plenty of room on your file.

USE "WHAT IF" TRANSACTIONS

Because you see the effect of every transaction on your holdings immediately, and because transactions are easy to add, change or delete, you may enter contemplated transactions. For example, you may want to know what position your total capital gains or losses would be if you sold half of your IBM shares.

Remember to delete these "what if" transactions when you are through.

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USE MARKET MONITOR FOR "PAPER" PORTFOLIOS

MARKET MONITOR is also ideal for "paper" portfolios. How would you invest \$20,000.00 in the marketplace? Find out with MARKET MONITOR. When the time comes to enter real portfolios, your "paper" portfolio can be easily deleted.

APPENDIX A - I/O ERROR MESSAGES

Specific error messages for each section of the program are covered in specific chapters. This section covers Input/Output (I/O) Errors and Fatal System Errors.

Input/Output errors are stated as

I/O ERROR X. RETRY? (Y/N)

where X is a number below.

- **5 - End of Data.** You are attempting to load an invalid file, or an error occurred while reading the file. Try the operation again.
- **7 - File not found.** The file you wanted to load was not on the Data Pack. Insert the correct Data Pack and try again.
- **8 - I/O Error.** The program could not read the Data Pack. Make sure the Data Pack is firmly in place and that it is the correct one.
- **9 - No more room.** There is no more room on the Data Pack. Use a new Data Pack.
- **10 - File Locked.** You locked the file using Smart-Basic. Unlock the file and try again.
- **12 - No Buffers Available.** You forgot to close files used in another program. Exit MARKET MONITOR and close the files.

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If you correct the error, type **Y** to retry the operation. If you continue to get I/O Errors, the program may stop with a Fatal System Error.

If you do not retry the operation, and you were attempting to load a data file, the data in memory will be initialized to an empty file. This is one method of creating a new empty portfolio.

Fatal Error X. Restart

A serious error has occurred. The program will attempt to restart itself after you press any key. The program or the data may not have been loaded properly. Reload the data by selecting **RESTORE DATA** from the Maintenance menu and retry the operation. If that is not successful, restore a backup copy of your data and retry the operation. If the operation still fails, turn the computer off then on again and reload the program as outlined in **Getting Acquainted** (Startup).

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APPENDIX B - NUMERIC LIMITS

The following numeric limits are in effect:

- Costs, Proceeds, Gain/Loss amounts

max +99999.99
min -99999.99

- Total dollar amounts

max +999999.99
min -999999.99

- Units/Lot, Quantity amounts

max 99999
min 0.001

- Charges amounts

max +9999.99
min -9999.99

- Price amounts

max 9999.999
min 0.000

For calculated numbers, if overflow occurs, it will be indicated by printing as many significant digits as will fit and appending the number symbol (#) to the end of the number. E.g. if the actual calculated number was

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23456.78 but its maximum size was **9999.99**, then the number would beprinted as **23456.#**.

For overflow numbers that are extremely large (i.e. more than 999,999,999.00) the number may be printed in exponential format. For example, 1,234,000,000.00 would be printed as 1.234E9.

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90-DAY LIMITED WARRANTY

Coleco warrants to the original consumer purchaser in Canada that the physical components of this Medium ("medium" refers to the digital data pack or disk) will be free of defects in the material and workmanship for 90 days from the date of purchase under normal in-house use.

Coleco's sole and exclusive liability for defects in material and workmanship of the Medium shall be limited to repair or replacement at an authorized Coleco Service Center. This warranty does not obligate Coleco to bear the cost of transportation charges in connection with the repair or replacement of defective parts.

This warranty is invalid if the damage or defect is caused by accident, act of God, consumer abuse, unauthorized alteration or repair, vandalism or misuse.

ANY IMPLIED WARRANTIES ARISING OUT OF THE SALE OF THE MEDIUM INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE LIMITED TO THE ABOVE 90-DAY PERIOD. IN NO EVENT SHALL COLECO BE LIABLE TO ANYONE FOR INCIDENTAL CONSEQUENTIAL, CONTINGENT OR ANY OTHER DAMAGES IN CONNECTION WITH OR ARISING OUT OF THE PURCHASE OR USE OF THE MEDIUM. MOREOVER, COLECO SHALL NOT BE LIABLE FOR ANY CLAIM OF ANY KIND WHATSOEVER BY ANY OTHER PARTY AGAINST THE USER OF THE MEDIUM.

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SERVICE POLICY

Please read your Owner's Manual carefully before using your Medium. If your Medium fails to operate properly, please refer to the Operating Tips Manual or the Operating Procedures in the Disk Drive Manual. If you cannot correct the malfunction **after** consulting these manuals, please call Customer Service on Coleco's **toll-free service hotline : 1-800-361-2122 or 1-112-361-2122 for British Columbia residents.** This service is in operation from 8h30 to 17h, Eastern Time, Monday through Friday.

If Customer Service advises you to return your Medium, please return it postage prepaid and insured, with your name, address, proof of the date of purchase and a brief description of the problem to the Service Center you have been directed to return it to. If your Medium is found to be factory defective during the first 90 days, it will be repaired or replaced at no cost to you. If the Medium is found to have been consumer damaged or abused and therefore not covered by the warranty, then you will be advised, in advance, of repair costs.

If your Medium required service after expiration of the 90-day Limited Warranty period, please call Coleco's toll-free service hotline for instructions on how to proceed: **1-800-361-2122 or 1-112-361-2122 for British Columbia residents.**

IMPORTANT:

SAVE YOUR RECEIPTS SHOWING DATE OF PURCHASE.



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