

WELCOME!

Welcome to the Stripper program. In not so many words, the Stripper takes the monthly billing report from your Centigram, and converts it into an easy to read Excel spreadsheet which may be sorted on a number of user defined criteria, and printed in a report format which can also be changed by the user. (Custom Sorting, and Report formatting require working knowledge of Microsoft Excel). This current version of Stripper has been tested on Centigram software versions 5.02 and 5.03C.

The only requirements to use Stripper are:

- A PC compatible computer connected to your Centigram via Serial/Null Modem cable or modem.
- VT-100 Terminal emulation software such as Procomm, capable of capturing screen data to a file on disk.
- Sufficient amount of free disk space for work files (10 MB will work)
- Microsoft Excel version 5.0 or higher (Requires MS-Windows 3.1 or higher)
- The free time required to download the monthly billing report.

That's all there is to it! I hope you will find this program to take the ordinarily mundane and resource intensive chore of producing the monthly billing report, and make it a quick and simple task.

This documentation is designed to take the smallest amount of computer literacy for granted, with the exception of limiting the instructions on terminal program features to that of Procomm, if you are using a different terminal program, you will need to check your operations manual for specific key operations.

To Install Stripper:

1. Place the 3.5" Installation diskette in your drive, change to that drive by entering either "A:" or "B:" depending on which it is.
2. Enter "INSTALL". Stripper will be placed in a directory called "C:\STRIPPER", and a batch file called "STRIPPER" will be placed in your root directory allowing you to call up the program from any DOS prompt by entering "STRIPPER".

Step One: Download the billing report

You will need to gain access to your Centigram via your terminal program. If your system does not give you access to it through an automated menu, you will need to load the program from the DOS prompt "C:\>".

If your terminal program is Procomm, you *should* be able to load it by entering:

```
CD\PROCOMM  
PROCOMM
```

For Procomm Plus:

```
CD\PCPLUS  
PCPLUS
```

(note each line must be ended by pressing "ENTER")

You now need to access the Centigram main menu. Depending on how you are connected to your Centigram, you will either first need to press "ENTER" to obtain a "Log in" prompt, or simply press <CTRL><Z> to get to the "Enter Passcode:" prompt. After you have signed in you will see the Centigram main menu:

```
(c) All Software Copyright 1983, 1991 Centigram Corporation  
All Rights Reserved.
```

```
MAIN MENU
```

```
(M) Mailbox maintenance  
(R) Report generation  
(S) System maintenance  
(X) Exit
```

```
Enter letter in () to execute command.  
When you need help later, type ?.
```

```
COMMAND (M/R/S/X) :
```

Select the Report menu by typing "R" at the menu prompt and pressing enter. You will then be presented with the report menu.

Report Menu Prompt:

COMMAND (B/C/D/E/F/G/H/I/J/L/M/P/R/S/T/U/V/X) :

Select the Billing report sub-menu by entering “B”. You will then be presented with the billing report menu:

BILLING Report Menu:

```
(A) Adjust rates
(B) Billing report
(G) Gather data
(M) Mailbox Blocked report
(P) Previous billing report
(T) Termination report
(X) Exit
```

COMMAND (A/B/G/M/P/T/X) :

There are three different reports that Stripper can read:

(B) Billing Report (Which contains current billing information for the previous month)

(P) Previous billing report (Billing report from the month before last)

(T) Termination report (Current mailbox statistics)

To Download Billing Reports:

To download the Current Billing Report, Enter “B”. For the Previous Month’s report, enter “P”. With the exception of one additional prompt both billing report Procedures are identical. If you selected the (P) previous month’s report, you will see the following prompt:

Where should billing data come from? (F/H/X)

Enter “H” for Hard Disk.

In both reports you will be presented with the following series of prompts:

Billing Report Prompts:

```
Report destination (c/s1/s2) [c]:
range of extensions to bill? (start-end) [hit return for all]
FCOS service to bill? (1-64) [hit return for all or ? for help]
LCOS service to bill? (1-64) [hit return for all or ? for help]
GCOS service to bill? (1-64) [hit return for all 32,000 or ? for help]
NCOS service to bill? (1-64) [hit return for all or ? for help]
department code to bill? [hit return for all]
pager system number to bill? [hit return for all] * Pause Here
```

For the total cumulative monthly billing report, you will want to simply press “ENTER” for all of these prompts. (Note, for custom reports, you can limit the Billing report to a particular range of mailboxes, or a certain ID code for companies, etc.)

At the prompt: “**pager system number to bill? [hit return for all]**”, pause for a moment. At this point you will want to tell Procomm that you wish to turn on the screen capture (Log File) feature by press <ALT>[F1], a pop-up Window will prompt you for a file name.

Chose an 8 letter description for your report, ending it with the extension of “.RPT” and the path “C:\STRIPPER\”. (Example: “C:\STRIPPER\BILL1294.RPT”).

Press “ENTER” ONCE to enter the file name and start the Log File (Status Bar Will Display “Log OPEN”) Then press “ENTER” again to start the billing report.

The billing report will dump to your screen, but will also be captured to a text file on disk with a name you specify.

Note that running this billing report will in most cases take quite some time (at least an hour), and it might want to be something you do over night. Also, while the report is running, in most cases, you won’t be able to access your Centigram for normal use.

To Download a Termination Report:

COMMAND (A/B/G/M/P/T/X) :

Enter “T” from the Billing Report Menu. You will see the following prompts:

Report destination (c/s1/s2) [c]:

At this Prompt, Press <ALT><F1> to turn on the log capture of Procomm. You will be prompted for a file name as above. (Example “C:\STRIPPER\TERM.RPT”) Enter the path and filename for your termination report and press (Enter). The status bar will say “Log OPEN”.

You will then see the following prompts:

Termination Billing Report

Enter account to report (hit return to exit) *

The termination report works differently than the billing report. You must enter the mailbox number(s) one at a time, and it will not accept ranges or group codes. However, it does supply up to the minute information. Enter each mailbox number in sequence that you would like statistics for. You may sometimes get a warning, ignore it, and when asked for the base rate, simply press enter. Do this for each mailbox. When you are done, press “ENTER” to exit.

Once the Billing or Termination report is finished, you will be back at the Billing Report Sub-menu prompt. Press <ALT>[F1] again to turn off the log file report. (Status bar will then display “Log CLOSED”). At this point the report has been downloaded from your Centigram to your PC.

You may selectively continue to download billing and termination reports into the Stripper directory (C:\STRIPPER\) as necessary. Make sure that each one has a unique 8 letter description and ends with the extension of “.RPT”

When you are finished downloading:

Log off from the Centigram, enter “X” to all menus back to the main menu. When you are logged off, The Centigram will say “Console shut down, press CTRL-Z to reactivate”.

If you did not sign on through a “Log In” prompt, you can exit Procomm by pressing <ALT><X> and answering “Yes to the “Exit Procomm?” Prompt.

If you signed on at the “Log in” prompt, you will need to exit back to the Network prompt again by pressing ~. [ENTER].

This will return you to the Menu, exit the menu and then exit Procomm as described above.

You are now ready to run the Stripper program and Process the downloaded data.

Step Two: Run Stripper

Access Stripper at the DOS prompt by entering the following commands:

```
CD\STRIPPER  
STRIPPER
```

Main Screen:

```
                S T R I P P E R  
          Billing Report Condensing Utility  
                Version 1.23  
                05-25-96  
                by  
          Stephen R. Strowbridge, Jr.  
Report Files on Disk:  
  
1: DFB0295  2: DFB0395      3: DFB0495      4: WPB0295      5: WPB0395  
6: WPB0495  
  
[S]trip Report File  Delete [R]eport File  Delete [T]ext File  E[X]it Stripper
```

Program Options:

Press: **S** To **S**trip a Report (.RPT) File
 R To Delete a downloaded **R**eport (.RPT) File
 T To Delete a Stripped **T**ext File (.TXT)
 X to **E**xit the Stripper Program

Stripping a Report File:

The Stripper main screen shows the names of all downloaded billing report files in its directory. Each name has a number next to it. To Strip a particular report file, you may either first press "S", followed by the number of the report file you wish to strip, or you may simply press the number of that report file. (Pressing the number only works for the first 9 reports stored, additional ones will require you to press "S").

Upon selecting the report file you wish to strip, you will be presented with a few "Custom Options" for stripping the report.

Custom Options for Stripping a Report File:

- [E] Exclude a particular Group
- [I] Include a particular Group
- [ENTER] Strip Entire Report File
- [D] Don't Strip this Report File (also <ESC>)

The custom options Allow Stripper to “Strip” even more out of the report. If you wish to strip the entire report, simply press [ENTER] and Stripper will prompt you for an output file name and do so.

When specifying the output file name for your Stripped report file, you have the capability to combine statistics from different companies and even from different month's billing reports into one file, by specifying the same output name each time.

When you enter a name for your output file, “OUTPUT”, for example, if the file already exists, Stripper will tell you so, and ask if you wish to “A” Append to it, “O” Overwrite it, or Cancel by pressing <ESC>.

Appending to the file will add the new statistics to the end of the existing ones. Overwriting the file creates a new report containing only the current statistics to be stripped.

Excluding Groups:

This option will tell stripper to Exclude a particular group that you specify. You will be prompted for a FULL or PARTIAL group code to exclude, and ALL MAILBOXES that match the criteria of the EXCLUSION will be omitted from the Stripper output file.

Note that you may enter PARTIAL descriptions, as well, and stripper will EXCLUDE every mailbox that has a group code BEGINNING with a partial description. You should also note that these EXCLUSIONS are “CASE sensitive”, whereas, if you ask to exclude “ABC”, everything beginning with “ABC” will be omitted, however, mailboxes containing “abc” will not.

Including Groups:

This handy option saves you the time to download custom billing reports from the Centigram, and if you have a complete billing report for a particular month, you may Strip it, INCLUDING only the Group/Company code that you wish to have statistics for. You may even save the results in a custom file name.

As with the exclusion, specify a FULL or PARTIAL group code to INCLUDE (CASE sensitive), and stripper will only report the mailboxes meeting the specified criteria, ALL OTHER mailboxes will be excluded from the output.

You may combine several different INCLUSION reports into one by specifying the SAME OUTPUT FILENAME each time, and then “A” APPEND to the file.

File Maintenance:

Stripper allows you to “Clean Up” unneeded work files in it’s directory.

The Report (RPT) file, is the actual billing report downloaded in its entirety from the Centigram. This file will, in most cases, be quite large, consuming lots of hard disk space. After you have Stripped this file by pressing “S”, and completed your Spread sheet, you can delete these from your hard disk by pressing “R”. Make sure you delete them **ONLY AFTER** you have the complete spreadsheet. Once they are deleted, the only way to get them back is to download them from the Centigram, **AGAIN!** Also bear in mind that you can only retrieve information from the Centigram one or two months back from your current month, so if you feel that you may need to retrieve information from a report 3 or more months down the road you might want to keep it.

The Text (TXT) file, is the “Stripped” RPT file, which is formatted into columns, with headings and totals, and is ready to be imported into Excel. It is considerably smaller than the RPT file, but they can start to eat up space on your disk as well. You can also delete these files by pressing “T” after you have completed your spread sheet, and if you accidentally delete one, you can get it back by “Re-Stripping” the RPT file of the same name. (Granted you haven’t deleted the RPT file).

Typical Procedure:

1. Download Centigram Billing Report into “C : \STRIPPER”
2. Run Stripper
3. Press “S” to Strip, and choose file number(s).
- 4 . Exit Stripper and Run Excel, and format the spreadsheet based on the Stripped TXT file(s) in directory “C : \STRIPPER” (All of which is outlined in Step 3 on the following page)

AFTER you have created and printed your spreadsheets, for file maintenance:

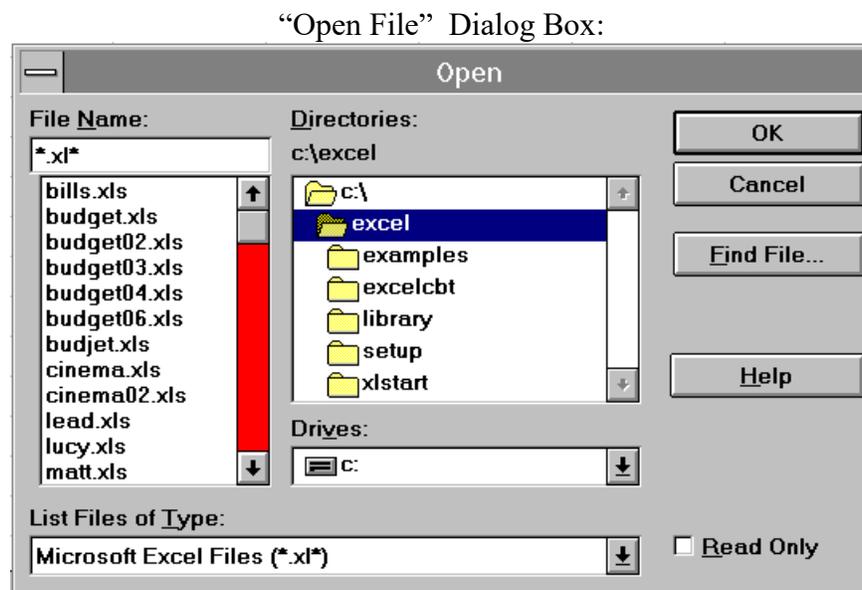
1. Run Stripper
2. Choose “T” to delete the unneeded TXT files, (Delete the text files first)
3. Choose “R” to delete the unneeded RPT files

To exit Stripper, press “X” when you are at the main screen and are not in a prompt.

Step Three: Creating Excel Spreadsheet

You are now ready to Process the Stripped report. Once it has been converted into a spreadsheet, you will have a lot of flexibility on customizing it. You can Sort your report on any one of the fields, like the user name or group code or mailbox number.

Load Excel by first loading Windows, then double clicking on the Excel Icon from the appropriate group in your program manager. Once Excel is loaded, pull down the “File” menu, by either pressing <ALT><F> or clicking on the word “File” with your mouse. Then select “Open” by either pressing “O” or clicking on the word “Open” with your mouse.



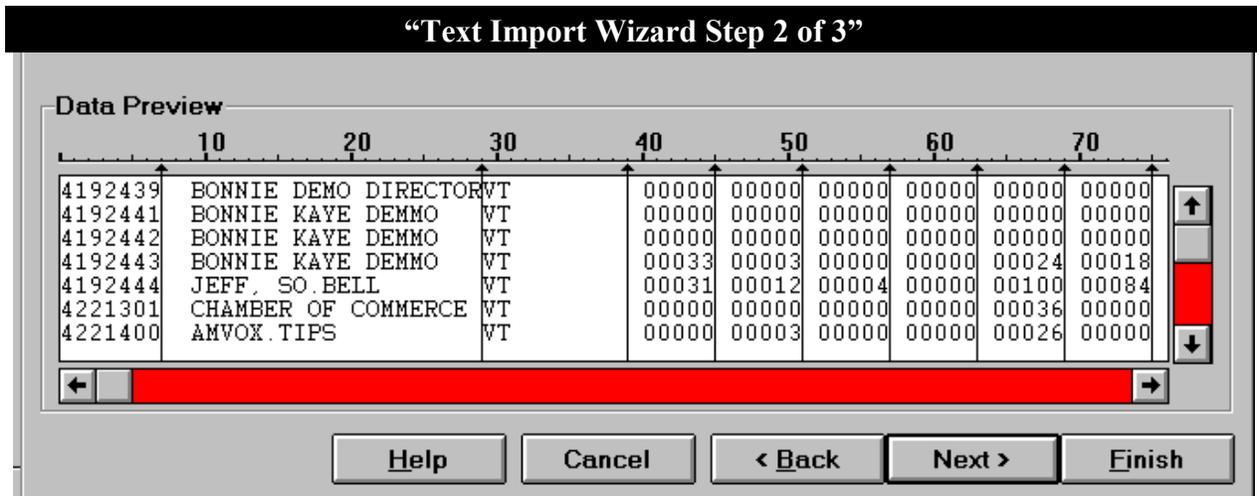
The first thing you will want to do it to change the file Type by clicking on the arrow above. You will want to change the file type to Text files “.TXT” The next thing you will want to is to select the Directory C:\STRIPPER from the Center dialog box above under the heading Directories: Do this by first double clicking on the C:\ open folder icon, then scrolling down until you find the STRIPPER folder, and double click on that. From there all text files will be listed in the left most dialog box, under the heading File Name:

Then lastly, double click on the appropriate “.TXT” file name to bring it into Excel.

Configuring Input fields:

Microsoft Excel version 5.0 came out with a handy new feature for inputting text files in a “parsed” format, where each distinguishable field of information can be placed in a separate column in the spreadsheet. This is called the “Text import Wizard”.

When you have selected the **text** file that you wish to open, you will be presented with the Import Wizard Dialog box. The heading will begin by saying “Text Import Wizard Step 1 of 3”. Click on the **Next>** button to be presented with Step 2 and a screen similar to the following:



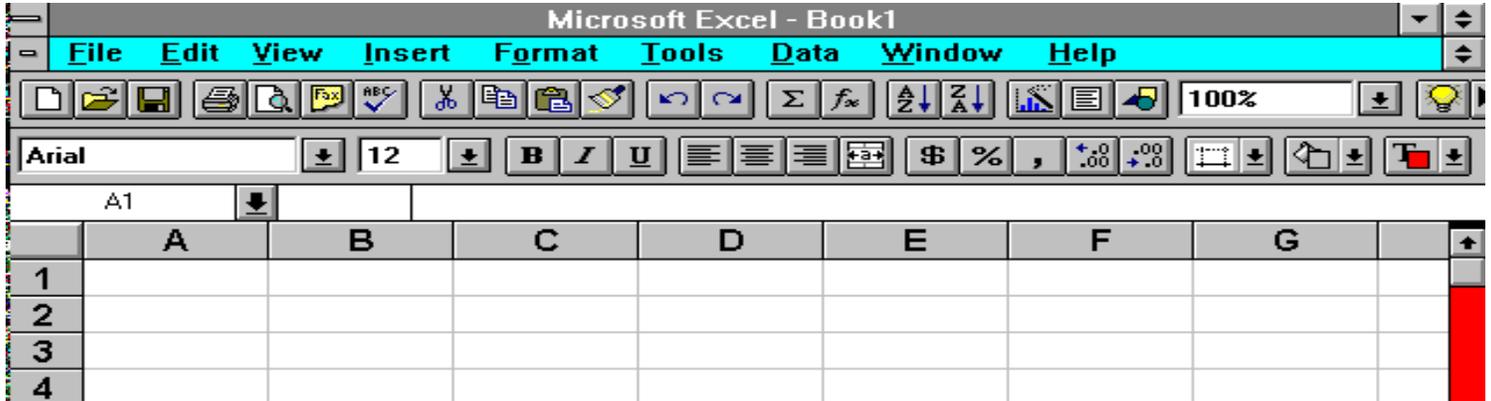
The vertical line placement is what separates each field into cells of the spreadsheet. You will most likely need to add or move a few lines until all fields are separated. The best positions to have these lines in are: 9, 29, 39, 47, 55, 63, 71, 79, 87, 95, 103. To add a separating line, simply click anywhere in the white area where you want to place it. You can then “drag” it to an exact position. It would be a good idea to scroll through the data fields to make sure that all columns are consistently separated and that none “run over” into another column. All columns don’t fit in the view Window, so it will be necessary to scroll to the right.

When you are satisfied that all the columns are equally separated, simply click on the “Finish” button. Excel will do the rest.

At this point, the “Stripped” text file is now an Excel spreadsheet. This first thing you will want to do is to pull down the “File” menu again, select “Save As...” then change the file Type to Excel Workbook. Then select the C:\EXCEL directory and click on “OK”.

Step Four: Customizing your Excel Report

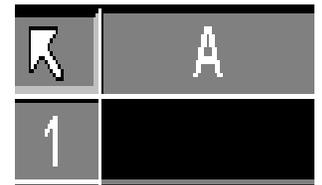
Sample Excel 5.0 Screen:



The information of your Stripper report will be in 12 columns of your Excel spreadsheet (A-L). There are five things you will need to do to create your report:

1. Create column summaries (Optional)
2. Define Print Area and Print Titles
3. Sort Report (Optional)
4. Set up column headings and widths
5. Print Report

Before you do those, now might be a good time to select the font character and size for the report. You may either do this by choosing "Select ALL" from the Edit menu, or by selecting the Square just ABOVE The Row 1 and just LEFT of the Column A headers on your work sheet. This should highlight (blacken) the entire sheet.



The font and character size you will want to select are **Arial, 10 point**. There are a few ways to this, one of which is to pull down the Format menu, select "Character" or "Font", then Select "Arial", "10 point", "normal" from the dialog box, and then click on "OK".

Creating Column Summaries:

Press **<CTRL><END>** to reach then end of the spreadsheet. Press **<HOME>** to return to Column A of the last line with "Total Records". Move the Arrow keys or mouse to Column D of that line. Press the "Auto Sum" button on your toolbar. The auto sum button has a strange " Σ " looking character on it. Press Enter.

You may repeat this step though column L, or if you are an advanced Excel user, you can "Drag and Drop" the summary all the way across. (Note, you may wish to place a border around the summaries, also, Stripper has also included the totals, this is just a confirmation.)

Defining Print Area:

If you are using Excel 5.0, Select “Page Setup” in the File Menu, click on “Sheet”, then click in the area that says “Print Area” to get a cursor blinking in the field, finally, click on the sheet itself, outside of the dialog box.

Both Versions of Excel:

Press <CTRL><END> again, then **HOLD DOWN** the (**SHIFT**) button, and then press <CTRL><HOME>. The entire spreadsheet will then be highlighted. While continuing to **HOLD DOWN** the **SHIFT** button, Press the Down Arrow until the highlighted area is just below the column headings (Row 6).

In Excel 4.0 Select “Set Print Area” from the Options Menu, Press Enter or Click on “OK”. In Excel 5.0, the sheet will be highlighted by a dashed line border, move your mouse back to the dialog box of “Page Setup” and click on the “OK” button.

The highlighted area will be selected as the printable spreadsheet.

Sorting Report (Optional):

Note: By default, your Billing Report will be downloaded in Mailbox # order, If this the desired format, you may choose to skip the sort routine.

Press <CTRL><END> then <HOME>. Move the Cursor just **ABOVE** the line that has the “Total Records” and Column Summaries. Move the cursor over to column L of that line.

HOLD DOWN the (**SHIFT**) Button, and press <CTRL><HOME>. Every thing except the last line should now be highlighted. While Still **HOLDING DOWN** **SHIFT** press the **DOWN** **ARROW** until the Report Headings are excluded (Row 6).

Select The Data Menu. If you are using Excel 4.0, you must first choose “Set Database”. Click on “Sort”. A dialog box will appear offering three fields to sort on, and each can be either in Ascending or Descending order. Note that the first choice is the Primary sort field, and each subsequent sort field, if selected will be sub sorted within it’s preceding sort category. Once you have selected the sort criteria, press “OK”. The report is now sorted.

For example, if you wanted your entire billing report sorted by the group code “ID”, set the primary sort field to be column “C” then click on “OK”.

Setting up Column Headings and Widths:

Press <CTRL><HOME>. Using your mouse, Click on The row number “1” Just to the left of Column (A1) and then, HOLDING DOWN the left mouse button, DRAG the mouse down to Row number two. The first two rows, including the numbers to the left of them should be highlighted. Press the right mouse button. Select “Insert” from the pop up menu.

Select these two rows:

	A	B	C	D	E	F	G
1							
2							

You should now have two blank lines just ABOVE the Column Headings of your spreadsheet. Line 1 & 2 are yours to head your report. An example would be:

	A
1	Voice-Tel of South Florida
2	Billing Report, May, 1996

Stripper places column headings in each cell for you, using three rows. For a better visual effect, you can delete the fourth row with the “dashes”, and place a “border” around each of the previous three for each column.

	A	B
1		
2		
3		
4		

Next you will need to set the column widths for each column. The easiest way to do this is to click on the Letter column header “A” for example with the Right mouse button, this will highlight that column, and pop up a menu will appear, select “Set Column Width..” and enter the appropriate number as defined in the chart below.

The Column Widths are suggested to be configured as follows:

A	B	C	D	E	F	G	H	I	J	K	L
8	22	14	7	7	7	7	9	7	7	7	7

Setting Print Titles:

The last thing you will need to do before printing is to set the Print Titles, which will repeat on each page of the report. This is the information you’ve defined as your report header in the first five rows.

Setting Print Titles, Continued:

Choose “Page Setup” from the File menu, then choose “Sheet”. Click in the box that says “Rows to repeat at top” with the mouse, then with the mouse, highlight the first five rows as described above (\$1:\$5) , and click on “OK”.

If you haven’t already, Select “Page Setup” from the File Menu.

Select the “Margins” Section, and input the following:

Top:	1.0”
Bottom:	0.5”
Left:	0.125”
Right:	0.125”
Header:	0”
Footer:	0.25”

Disable Grid lines by removing the “☒” or bullet “☉” (“Sheet” section of 5.0). Select “Header/Footer” section and disable the header. Add a “Custom Footer” of “**Page &Page of &Pages**” Which will show as “Page X of Y”

Select “Print Preview” and make sure that all 12 Columns fit your page. It might be necessary to adjust the margins and/or column widths to accommodate all the information and fit it to your page.

Printing the Report:

The Last Step !

It might be a good time to save your spreadsheet again.

Click on the toolbar button with the picture of the printer !

(Make sure the print preview shows the entire width of the sheet fitting on each page)

It’s suggested that you print your report on continuous form so it can be bound.

Notes:

It is virtually impossible to outline all the wonderful things you could do with your report using Excel. Excel is very versatile, and with a little creativity and imagination, you can create first class presentations.

Don’t forget you can run your billing report or Strip only selected criteria, as well. For example, a range of mailboxes, or an individual ID code, which you could then create custom reports for your clients and sales staff very quickly and easily. This proves to be a wonderful analysis tool, especially for companies on a pilot program.

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