



## HLMS SYSTEM OVERVIEW

This provides an overview of the HLMS system including the screen layout, the keyboard commands and the functions.

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## SYSTEM OVERVIEW

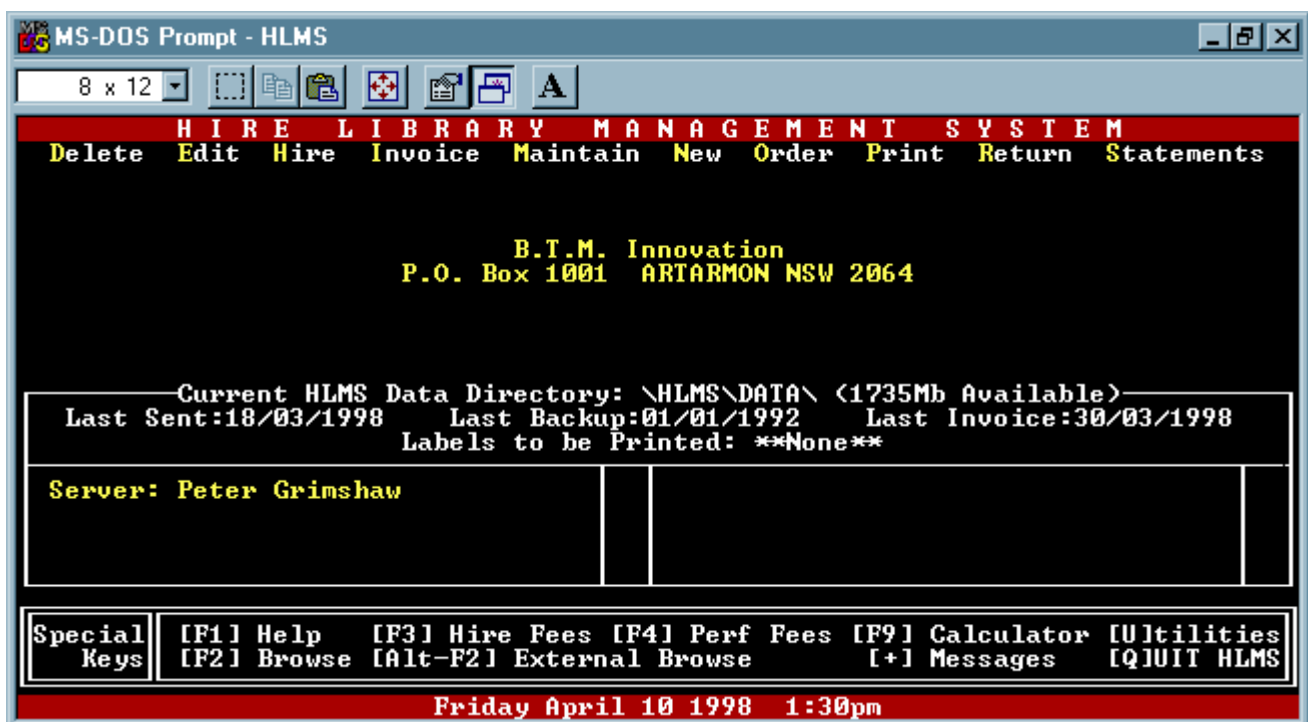
### WHAT IS HLMS?

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HLMS (Hire Library Management System) is a program designed specifically to handle the daily running of a music hire or rental library. This system keeps track of stock, upcoming orders, material out on hire or on order, invoicing, late returns, missing parts and royalty payments due publishers or composers.

### THE MAIN SCREEN

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The items listed across the top of the screen are headings or commands which describe the main functions. Each heading has a sub-menu which appears when the first letter of the command is typed. These functions are explained under the heading **Complete Functions**, below.

The centre of the screen will display your company name and address. Immediately under is displayed the directory from which HLMS is operating and how much free space is available in your computer. Beneath that information HLMS reminds you of the date the last order was shipped, the date of your last back up (if MBACKUP.BAT exists), the date of the last invoice and if there are any labels to be printed.

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The section under the shipping/invoice dates shows who is in HLMS besides the Server and what functions each is using (represented one letter and one number which corresponds to the Function Menu and item number being used. e.g. P1 = Print #1 Print Labels).

At the bottom is a list of the function keys available and their purpose. The time and date is taken from your computer's memory. If this is incorrect change it in your system settings.

## NAVIGATING THE SYSTEM

### KEYBOARD COMMANDS

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#### <Esc>

This key is very important and will allow you to leave or escape any function or difficult situation without saving your changes. The only exception is Yes/No Prompts which are described below.

### MENUS/Y N DIALOGS

Menus and Yes/No prompts are the most common form of user input in HLMS.

#### **Menus**

Menus consist of a list of options with a highlight bar to make a selection. You may use the <Up><Down><Home><End> cursor keys and the <Enter> key, or press a highlighted number or letter to select the option. Pressing <Esc> clears the menu making no selection. The menus that appear on the main screen also allow the use of <Left><Right> keys and the first letter of each Menu Title to change the active menu.

#### **Yes/No Prompts**

Any question for which HLMS requires a Yes or No answer are ALWAYS displayed on the status line at the bottom of the screen. When the Yes/No prompt is displayed "Y" or "N" MUST be typed to leave the prompt.

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## FUNCTION KEYS

Function keys are used throughout HLMS. Not all functions are available at all times and the action that is performed may change according to the area in HLMS you are currently working in. Function Keys can also be specially configured (see the section *User-Defined Keys* in Section 3. Setting Up HLMS).

<b>F1 Help</b>	The appropriate Help screen for the task you are performing will appear to assist you. While in Help, F2 will display a list of topics.
<b>F2 Browse</b>	When at the Main Screen the Browse screen will appear allowing the search for information by Composer, Work, Set, Account or Transaction.
<b>F3 Hire Fee Calculation</b>	Calculates hire fees according to the parameters set up in Charging Rates found under the Maintenance Menu.
<b>F4 Performance Fee Calculation</b>	Calculates performance fees according to answers given to on-screen questions.
<b>F5 Clear</b>	When available, will clear the data on the Browse screen
<b>F6 Check Status</b>	At Browse Screen enter COMPCODE and WORKNO, F6 shows the availability of materials after date required and performance dates have been entered on screen. If the dates entered are the default settings (today's date), the system will display the ACTUAL stock currently in place. If a Set is displayed, the status of that set only is displayed (this can be over-ridden by selecting <Shift><F6>).
<b>F7 Save Label</b>	At Browse Screen if an Account or Set is displayed you can save labels for future printing. The <i>Save Label for Future Printing</i> Screen may provide you with a number of label types to print (changed with the <Up> and <Down> arrow keys. Enter a type a number between 0-9 for the number of labels required.
<b>F9 Calculator</b>	On-screen calculator
<b>F9 Office Notes</b>	When entering orchestration notes (under Add New Work or Edit Work), available for office use. Information entered here will not normally appear on customers' forms unless directed to do so.
<b>F10 Save</b>	Save data entered

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# DATA ENTRY

## DATA EDIT FIELDS

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Data entry areas are represented by a flashing cursor. What you are able to type at any time may be controlled by HLMS so that only specific information (such as numbers as uppercase characters) may be entered. Incorrect responses will cause a beep to sound alerting you to that fact.

### DATA EDIT FIELD TYPES

There are several standard types of data entry fields.

**Character Fields** are the most common form usually represented by a blank box of varying length.

**Multi-Line Character Fields** are similar to Character Fields but allow more than one line of text. New lines are inserted with the <Enter> key and the information is saved with the <F10> key.

**Numeric Fields** can only accept numbers and the symbols “-.” are represented by a box with a 0 and are of varying length.

**Currency Fields** are a type of numeric field with a fixed size and 2 decimal points.

**Date Fields** are recognised by the vertical lines that separate the day/month year. The format of this may be defined in the System Settings of the Menu. You are not able to enter invalid dates (such as 31/02/1998). Note: HLMS uses 4-digit years, but you may enter just the last 2 numbers (ie: 98, 00) and HLMS will complete the rest.

### <ALT A> SPECIAL KEYS

When entering any data, the international alphabet may be achieved by pressing the <Alt><A> key together. A screen will appear wherein the letter plus the closest corresponding keyboard punctuation mark will achieve the desired accent. For example:

a" = ä    A" = Ä    e' = é    a` = à    c, = ç    | ^ = î  
n ~ = ñ    / 2 = ½

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## DATA ENTRY KEYBOARD COMMANDS

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### DATA ENTRY KEYS FOR NAVIGATION AND EDITING

<Up> or Ctrl E	Move up one line
<Down> or Ctrl X	Move down one line
<Left> or Ctrl S	Move left one character
<Right> or Ctrl D	Move right one character
<Ctrl><Left> or Ctrl A	Move left one word
<Ctrl><Right> or Ctrl F	Move right one word
<Home>	Move to beginning of current line
<End>	Move to end of current line
<Ctrl><Home>	Move to beginning of current window
<Ctrl><End>	Move to end of current window
<PgUp>	Move to previous edit window
<PgDn>	Move to next edit window
<Ctrl><PgUp>	Move to beginning of multi-line text
<Ctrl><PgDn>	Move to end of multi-line text
<Enter>	Move to beginning of next line
<Del>	Delete character in front of cursor
<Backspace>	Delete character behind cursor
<Tab>	Insert tab character or spaces
<Ctrl><Y>	Delete the current line
<Ctrl><T>	Delete word right
<Ctrl><B>	Reformat paragraph
<Ctrl><V> or <Ins>	Toggle insert mode
<F10> or <Ctrl><W>	Finish editing with save
<Esc>	Finish editing or process without saving the changes.
<+>	Will display additional information when "More (Select + to view)" or "+Display Notes" is visible. At Main Screen opens Message Dialog box to type and send a message to another HLMS User on your system.

### DATA ENTRY NAVIGATION KEYS

<Left> or <Ctrl><S>	Character left. Does change field
<Right> or <Ctrl><D>	Character right. Does change field
<Ctrl><Left> or <Ctrl><A>	Word left
<Ctrl><Right> or <Ctrl><F>	Word right
<Up> or <Ctrl><E>	Previous field
<Down> or <Ctrl><X> or <Enter> or <Ctrl><M>	Next field
<Home>	First character of field
<End>	End of first field
<Ctrl><End>	End of last field

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## DATA ENTRY EDITING KEYS

<Del> or <Ctrl><G>	Delete character in front of cursor position
<Backspace> or <Ctrl><H>	Delete character behind cursor position
<Ctrl><T>	Delete word right
<Ctrl><Y>	Delete from cursor position to end of field
<Ctrl><U>	Restore current field to original value

## DATA ENTRY INSERT/OVERWRITE MODE

<Ins> or <Ctrl><V> Toggles Insert Mode/Typeover Mode.  
(When in Insert Mode, **Ins** is displayed in the bottom right corner).

## DATA ENTRY EXIT (COMPLETION) KEYS

<Ctrl><W> or <Ctrl><C> or <PgUp> or <PgDn>	Finish and save data entry moving to next group
<Enter> or <Ctrl><M>	Finish and save data entry from last field
<Esc>	Finish data entry without saving current field

## ERROR MESSAGES

If the program ends with a message "Write this message down... an error has occurred". Immediately ensure that all systems using HLMS quit the program. To facilitate quick recovery from error, an EXACT copy of the error message should be sent to BTM Innovation. This may be done by using <Prt Scr> to send a copy of the message to a printer (or to the Windows Clipboard) or make an exact hand copy of message.

Two errors may occur during normal operation of HLMS:  
*Insufficient File Handles Message* which means that the FILES line in the CONFIG.SYS of the computer must be increased. (See the Installation section for more details).  
*A sharing violation has occurred...* message appears when 2 workstations attempt to log in as the server, or the server has logged off while a workstation is still operating.

## OTHER COMMON SCREENS

### THE BROWSE SCREEN

```
MS-DOS Prompt - HLMS
8 x 12
F1 HELP Browse Databases 10/04/1998
Code Input Field Description
COMPCODE: [SCHA] Schoenberg A. 2 Perfs 13/03/1998 to 14/03/1998
WORKNO: [2] Gurre-Lieder (UE) 130' Performance Details
SET: [2AA] BB D1 NZ International Festival - NZSO,
ACCOUNT: [83004] NZ International Festival Rundfunkchor(Berlin) Auckland
TRANSNO: [971223] Choral Society, Orpheus Choir of
More (Select + to view)
Sent: 19/01/1998 HC No.: 80054
By: SURFACE
Order No.:
Invoice #23648
I/Date: 31/03/1998
Hire Fees [H]F 0.00
Hire Fees Vocal [H]F 12.00
Phone/Fax [X]F 0.00
Local Freight [F]F 37.00
Overseas Freight [O]F 0.00
Handling Charge (P) [O]F 30.00
BROWSE
1.31/12/1998 PAEA 25 1 20003
2.16/10/1997 MILR 4 1AB 80001
3.16/10/1997 MILR 4 SP3 80001
4.14/03/1998 SCHA 2 1AC 83004
5.14/03/1998 SCHA 2 2AA 83004
Use Cursor Keys to make Selection || F1-COMP F2-WORK F3-SET F4-ACC || Esc:QUIT
```

When at the Main screen or a sub-menu list, F2 will present the Browse Screen. This function allows the searching of the database by composer, work, set, account and transaction. The screen is split into three parts. The upper-left side allows input of search criteria and the right side shows details of the choices made according to where the blue highlight bar is situated. The lower-left corner is the Browse Window which shows the relevant list when F2 is subsequently pressed.

#### BROWSING BY COMPOSER

The COMPCODE (Composer code) is made up of the first three letters of a composer's name and the first initial of the first name. e.g. BRITTEN, Benjamin is BRIB. This code is unique and may not be used by other composer. If there is more than one composer having a surname with the same first three letters and the same first initial as another already in the system, a substitute initial will be assigned automatically. For example. BERKELEY, Lennox may be BERL; BERNSTEIN, Leonard may be BERA; BERIO, Luciano may be BERB

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If the COMPCODE is known it may be typed in, or part thereof. Pressing <F2> will allow Browsing by composer surname. A list will appear in the Browse Window on the lower left of the screen. If no letters have been entered in the COMPCODE the list will begin at the top. By typing the first letter of the name required the list will jump to that letter of the alphabet. By typing the next letter of the name and so on, the list will jump to the corresponding name. If one or more letters have been entered before pressing <F2>, the Browse Window will show names beginning with what has been entered. To select press <Enter>.

## **BROWSING FOR A WORK**

After a COMPCODE has been chosen, information may be searched by Work. Work numbers may be entered manually or are assigned according to the order in which they were entered into HLMS and are only a way for the system to keep track of each title. Using <Down> move cursor to WORKNO. (Work number), by pressing <F2> again the Browse Window will show that searches may be done by

### **1. Quick Search**

This allows an alphabetical search of all works of the composer chosen. You may move more quickly down the list by typing the first letter of the title, followed by the second letter etc. The list will jump down to the selection you have made. You may also use the <PgUp> and <PgDn> as well as the arrow keys to make a selection. To choose press <Enter>.

### **2. Search for Word in Title**

You can display any titles that contain the entered word ANYWHERE in the title or subtitle. This may be useful if there are many titles by that composer and you can't remember the exact title name.

### **3. Browse from Current Work**

If a work is displayed, you can start browsing the works from that point.

## **BROWSING FOR A SET**

When a work has been selected a search may be done by set. Using <Down> move cursor to SET and press <F2>. A list of all sets appears in the lower-left window. If there is only one set in the system, it will be chosen automatically and displayed. Sets which have orders pending will have the set number plus a two-letter code e.g. 1aa or 2AB. When an order is entered a sub-set is created which contains the information about the order such as set requirements, performance organization, performance dates etc. Lower-case letters indicate there is a pending order that has not yet been sent. Upper-case letters indicate that the order has been sent. These sub-sets only represent what has been temporarily taken out of the master set and does not mean a completely different set.

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## BROWSING FOR AN ACCOUNT

To Browse for an account, it is not necessary to choose a composer or work. Move cursor to ACCOUNT and press <F2>. A list of search methods appears in the lower left-hand Browse box. You may search by

1. Quick Search.

This allows an alphabetical search of all customers in the system. You may move more quickly down the list by typing the first letter of the customer's company name, followed by the second letter etc. The list will jump down to the selection you have made. If there is no company name, start searching for a record by typing the | (vertical bar) and then the customer name. You may also use the <PgUp> and <PgDn> as well as the arrow keys to make a selection. To choose press <Enter>.

2. Speed Search by Name/Company

This allows you to type in a name or part thereof of the desired customer and a search will be made for all matching entries.

3. Search by City.

Similar to Search by Name. Type in the city desired and a search will be made for all customers in that city. **Note:** this search is not indexed and so it will take longer to see the results.

4. Search by Country

As above for city.

5. Abort and return to Menu

Leave without making a search.

## SEARCH BY TRANSACTION

A Transaction number is assigned to each order, or operation performed by the program as a way to keep track of all activity. Therefore each Order, Direct Charge, Missing Parts transaction etc. is assigned a unique number. Transactions may be searched for in a number of ways. By pressing <F2> when TRANSNO. (Transaction number) is highlighted, a list of all transactions in the system will appear in the lower left-hand corner Browse box. The list starts at the lowest transaction number to the highest number. The information shown in the box is listed as follows: Performance date, COMPCODE, WORKNO., SET, ACCOUNT.

Some transactions do not have actual sets of parts associated with them. These sets are represented by three asterisks and a letter indicating the type of set. For example sets represented by "\*\*\*D" are Direct Charges (invoiced without sending materials). "\*\*\*Q" are Quotes for possible performance, "\*\*\*C" are cancellations and "\*\*\*M" are missing parts.

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In order to narrow the search you may enter a COMPCODE with or without a WORKNO. and SET. A search will be made for all transactions by the composer and work entered. <F2> will show 3 options in the Browse box:

1. Browse from Transaction Number

If no number is entered it will start from the lowest transaction number.

2. Browse for Invoice/Credit Number

You will be prompted to enter a number of the credit or invoice you are looking for.

3. Search by Work Number (or composer).

If a composer and work number are entered a search will be made for transactions for that work only. If only a composer has been chosen a search will be made for transactions with that composer.

If only an ACCOUNT is entered a search may be made for all transactions with that account. Or if a composer or a composer and work are entered with an account, a search will be made for only transactions containing the selected composer, work and account. In this instance the search choices will include the following options:

4. Search by Account Number.

Will search for all transactions with chosen account.

5. Search for Transactions with Both.

Will search for transactions with chosen work and account or with chosen composer (if no work selected) and account.

<F5> will clear the screen to begin a new search.

## **VIEWING HIDDEN INFORMATION**

When browsing through a list of works, sets, accounts and transactions it is possible to view information which is not visible by pressing the following keys:

<F1> To view composer information

<F2> To view work information

<F3> To view set information

<F4> To view account information

<F5> To view transaction information

<+> To view multi-line text (such as performance details and account notes)

## **EXTERNAL BROWSE (ALT-F2)**

This facility has not yet been implemented.

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## THE PRINT SCREEN

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### SELECTING THE FORM

When the opportunity arises to print, a preliminary screen appears allowing the choice of either

1. Primary Form
2. Secondary Form
3. Do NOT print form.

HLMS allows two versions of most forms to be used—the Primary or most often used and the Secondary, or alternate form. If a Secondary form does not exist the Primary form is automatically chosen.

### PRINT SCREEN LAYOUT

After choosing the form desired the Print Screen appears. It has two parts the first section gives information about the form to be printed including:

- the name of the form to be printed; the length of the form in lines; margins for top, bottom and left; whether or not the form will be printed in Near Letter Quality (NLQ); number of copies to be printed; whether this is a form or a letter; and the file name which HLMS uses to print the form. These parameters may be changed through Edit Forms Specifications (Print #Edit Forms Specifications).

The second part gives information about the printer including:

- the printer to which the job will be sent as well as the port; the Status of that printer.

### PRINTING

If you wish a job to be sent to a printer other than the default given, type the Port number of the printer where the job should be sent, or press <Enter> to continue. The Status line will now read *Insert paper and make sure printer is on-line*. Press <Enter> again to proceed. After the job has been sent a message will appear giving the number of pages that have been successfully printed. This notice only means that the job has been successfully sent to the printer and does not comment on how well the printer did its job. If the form did not print correctly, type R to reprint job. Please note that the only forms that may not be reprinted after you have left the print screen are the Append/Edit and Delete Notices.

**If you do not wish to proceed press <Esc>. The Status line will read *WARNING! Document has not been printed*. You may then press either <Esc> again or <Enter> to return to the Main Screen.**

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## PRINTING TO A FILE

A print job may be sent to a text file (electronically saved on your hard drive or to a floppy disk) instead of a hard copy (printed on paper). This is useful to delay the printing of a form or to use the output in another program such as a wordprocessor. In the default setup of HLMS, Printer 4 is configured to be saved to a file OUTPUT.TXT which will be written over each time this is done. If a unique file name is desired or all printers have been allocated, type <F> at the printer selection screen and a blank space in place of the file name will appear so that a new name of up to 8 characters may be typed. The default extension is .TXT and the file will be saved in the \HLMS\DATA directory. After the file name has been typed you will be prompted *Do you wish to save Margins and Printer codes in File?* If the codes are saved, this will allow the file to be printed in future and look as it would if a hard copy had been printed immediately. If the codes are not saved, the text will be suitable for use by other computer programs.

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## COMPLETE FUNCTION OVERVIEW

### DELETE

Allows the deletion or removal of unused data. If a composer or some of his or her works have been reassigned to another company which you no longer represent, this information can be removed. The same may be done for customers that you do not need in your database. Cancel allows the deletion of an order. Stock transfer allows transfer of materials between publishers and their agents or branches.

### EDIT

Allows the editing or changing of data already in your system by composer, work, set, account or transaction.

### HIRE

Prints Hire contracts of material due for daily dispatch by calling up all transactions due to be sent, or by allowing the calling up of individual items to be sent. Print a list of works due to be sent. Reprint Hire contracts.

### INVOICE

Print invoices, credits or direct charges (transactions created to allow invoicing when no materials are sent). Allows keeping track of invoice payments (if this function is enabled in Maintenance #2 Edit System Settings #3 Edit Invoice Defaults).

### MAINTENANCE

Server - Change Screen Colours, Edit System Settings, Edit Charging Rates, Edit Printer Settings, Edit Publisher Database, Update EMC/EMCW databases, Reset System Clock, Database Maintenance.

Workstation - Change Screen Colours (only available for use with colour monitor.)

### NEW

Add new composers, works, sets, accounts and order new sets.

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## **ORDER**

Enter orders for materials in your system, enter orders for new sets, print list of sets on order, enter quote for an order to be confirmed, reprint application or reprint new set order.

## **PRINT**

Print labels; data from your system including all works, account list, fees, publisher list, report list (all or selected transactions from current records only); late return letters; late performance fees letters; text file maintenance (view, delete, copy or print text files created in the system); edit forms to your specifications.

## **RETURN**

Mark sets as returned, create missing parts letters, reprint missing parts letters, order replacement parts.

## **STATEMENTS**

Print statements for performance, monthly accounts (list of invoices/credits issued), access History records (can be viewed and edited (on Server only)), purge databases (remove completed records from current memory to History), print publisher statements for royalty payouts, purge file blank records (add or remove blank records in History to be edited with information and included on publisher statements).

## **UTILITIES**

Enables you to run external programs from within HLMS.

## **QUIT**

Exit HLMS.