



SECTION 3

SETTING UP HLMS

This section describes the procedures required to configure the system to your own requirements and to add your own information.

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CONFIGURING HLMS

DISPLAY LANGUAGE

While HLMS is written and displayed in English, if the Language Routines are installed you may change almost any written text on the screen to any language you choose.

Note: The language routines are only available if the file LANGUAGE.DBF is installed in the \HLMS\DATA directory. If this file does not exist please contact B.T.M. Innovation. These changes may only be made on the HLMS Server.

While the menus, display message or Yes/No prompt is displayed hold down the <Ctrl> key while pressing <Enter>. An Edit Menu Dialog box will appear with the Original text shown on the first line. The second line says "Change to" and shows the original text. Type in the appropriate translation and <Enter> to save or <Esc> to leave without saving changes. To revert back to the original text, simply leave the "Change to" line blank.

To change the default keys of the Yes/No prompts, edit the final "Do you wish to Quit HLMS" prompt and enter appropriate translations for Yes and No.

Note: Not all messages may be able to be translated. If the Edit Menu Dialog does not appear, then this message may not be changed.

SYSTEM SETTINGS

System Setting may be changed by the HLMS Server. This is option #2 available under the **Maintenance Menu**.

CHANGE PASSWORD/ACCESS

Upon entering the program you will be required to type in a password. The default password for the Server is <SERVER>. The default password for the Workstations are (as appropriate) <WS1>, <WS2>, <WS3> etc. Upon entering the program you should change the passwords to something that only you know by selecting this option.

Move cursor to Server <Enter>, type name of Server (your name) <Enter>, type password <Enter>. Since the Server has complete access to all functions, Access is skipped.

For additional users move cursor to the appropriate line such as WS1 and press<Enter>. Type name of person at Workstation 1 <Enter>, type password (each password must be different) <Enter>, a Select Access box will now appear. Move the cursor down the list and <Enter> for each function this person will be allowed to access. If All functions, move down the list and choose <All>. Choose <Save Changes> when finished. Repeat process for all other Workstations.

CHANGE REGISTRATION DETAILS

If you register your copy of HLMS, or you change your registration details, this option will allow you to record the changes on HLMS. Before you begin this operation, you must obtain a licence from BTM Innovation. Make sure you enter the information EXACTLY as it appears on the licence.

EDIT SYSTEM DEFAULTS

This option allows you to change the following:

Date Display/Print Format

Some valid formats include:

DD/MM/YYYY (Day/Month/Year)

MM/DD/YYYY (Month/Day/Year)

YYYY/MM/DD (Year/Month/Day)

DD.MM.YYYY (Day.Month.Year)

Currency Symbol

A single character representing the currency (eg: \$ £ L)

Last Transaction/Invoice/Credit and Hire Contract Numbers

The may be changed if you wish but it is advisable that these be changed only when you install the system as these will be kept in succession as they are used. If you wish to use the same numbering system for Credits as for Invoices enter <0>.

Number of Days to Send Parts

The number of days you wish to allow before HLMS reminds you to send the materials. If for example you choose to allow 3 days for the sending of parts, HLMS will remind you 3 days before the required date listed on your orders to send the materials. If you need to have for example 3 days to send some orders and 7 days to send others it is advisable to choose a compromise number of days to send and alter your required dates to account for this. e.g. If the number of days to send is set at 7 but you only need 2 days for shipment for the materials to arrive on time, choose the date that the materials should be sent out and add 7 days to come up with the required date. If the required date is set at January 17 it will show on the Send all Works Due List on January 10. Therefore you should send the materials on January 10 and they should arrive January 12 at their destination.

Number of Days to Return Parts

The number of days grace allowed to return materials. This number is used to determine if materials are late and if therefore a late letter should be sent.

Copyright Period

Enter the number of years after death that composers works are copyright in your territory. Leave at 0 if you want to be asked for each work.

Client Display Format

This lists the order in which client information will appear on the client screen any text that is displayed alongside. To edit, select the position, type in a new label (with a maximum of 6 characters) and select the position on-screen.

Quit

If you wish to save changes say <Y> (yes) to the question *Do you wish to save changes?*

INVOICE DEFAULTS

Invoices may be completely customised to suit your tax situation and currency. As with all functions under Maintenance the Server must be the only one in the system (no Workstations may be logged in) to make changes.

Upon entering Invoice Defaults you will see of list of items under 4 column headings: Description, Display text (This is what it will say on your display screen. You may have a different description on your printed invoice form if you wish), Type (of fee - which may be [H]ire, [P]erformance, [F]reight, [X]Fax/Phone [O]ther), Amount (tax percentage), and Tax (whether or not it is taxable). You may move up or down the list with the Up or Down Arrows, and across by using <Enter>:

Tax Calculation

Press <Enter> to change the description for the word "Tax", <Enter> again to choose which items should be taxable. A sub-menu will appear on screen to allow this selection. There are 5 categories of charging types: Hire Fees [H], Performance Fees [P], Fax/Phone Charges [X] and Other [O]. These categories are used by HLMS to display breakdowns of charging and for tax calculation purposes. They cannot be altered. Use the Up and Down Arrows to go to the appropriate line and <Enter> to turn off or on, or <Esc> to leave unchanged. <Enter> to move to Amount and type appropriate tax rate percentage. If you have more than one tax rate, enter the amount most frequently used. You may change the rate when you are actually creating the invoice. If no tax is required, the amount should be left at 0.

Charge Fields 1 - 5

These are for your standard charges for hire, performance and out of pocket expenses such as freight or phone/fax (The word in brackets is the database field). <Enter> to change the display text, <Enter> to move to Type. Once again the sub-menu will appear. Move to the appropriate type of fee and <Enter> to select it. If you have a different rate for any of these items, insert it in Amount, otherwise the default tax rate as given under "Tax Calculation" will be used.

The "Tax" column will automatically read Yes or No according to your selections under "Tax Calculation".

User-Defined Types 1- 4

These are 4 pre-defined "Other" types that are displayed in a menu when you Enter Charges (plus you can create new types for every invoice as you go). You may use these for common charges or ANY type and can include a default amount.

Special Fee Types 5-8

This is the same as the User-Defined Types but has two special features - any entry using this field DOES NOT appear in the auto-invoicing until an amount is entered, and you have an additional description entry of the charge. This is useful for such things as Performance Fees which require box office, Commercial Hire Recording Fees, Broadcast Fees, etc. You may also create special Late Return Fee letters for each type defined here.

Missing Parts Charge

This is used for keeping track of parts not returned with the set and for charging if not returned at all. This may be edited as the other categories above.

Currency Amount Print Format

Currencies can be printed in British/North American style (2,347.98) or European style (2.347,98) and currency field allows for values from -99,999,999.99 to 999,999,999.99. <Enter> will show a sub-menu screen "Print Currency Format". Answer the questions as they pertain to your currency and <Esc> to save changes.

Lowest Currency Unit

Some currencies round to values other than 1/100 (0.01) of the currency amount. This option allows you to set the lowest valid currency unit. Note: This option should NOT be used for simple rounding when the tax calculation must be accurate to 2 decimal places.

Multi-Transaction Invoice

This feature allows you to put charges for different works performed on the same concert date on the same invoice. If you wish to use this feature <Enter> will change to "Yes", <Enter> again will change back to "No".

Prepayment Facility

If you wish to keep track of customers who must pre-pay before an order is sent out, press <Enter> to say "Yes", <Enter> again will change back to "No". If a customer is marked as "Prepay" a warning will alert you to this fact when trying to send orders.

Date-Paid Facility

If you send publisher or composer royalty statements and only pay royalties on transactions for which you have been paid, this facility allows you to keep track of what has been paid and what has not and will only print transactions on royalty statements which have been marked as paid. Press <Enter> to say "Yes", <Enter> again will change back to "No".

Auto-Invoice Date

You may have the Automatic Invoicing Facility bring the transaction up on the Performance Date or the Dispatch Date. <Enter> will change from one to the other.

Exit

To leave press <Esc> and answer the question *Do you wish to save changes?*

BATCH FILES

There are 2 batch files that can be configured to automate backing up your data files and system date/time setting.

MBACKUP.BAT

This is the batch file to perform regular backup of your data. If this file exists, when you leave HLMS you will be prompted "Do you wish to Backup your Data Files". Answering Yes to this prompt will force HLMS to exit with the DOS error code 9. This must be handled by a startup batch file (an example of which is in Section 1). When the startup batch file is run, it calls the MBACKUP.BAT file to backup the data. An example of the content of MBACKUP.BAT would be:

```
PKZIP -a -ex C:\HLMSBKUP\HLMS\DATA\*. * SETTIME.BAT
```

This file sets the date and time of the system. **Note:** This routine should not be used on systems running Windows which has its own programs for maintaining date and time. An example of the content of SETTIME.BAT would be:

```
DATE  
TIME
```

USER-DEFINED KEYS

This feature is typically used to describe repetitive messages for Perusals, Credit Notes and Cancellations may be changed. Also, the Function keys (F2 - F10) across the top of your keyboard may be set up to produce any repetitive phrase you may use. A total of 27 combinations with the <Alt>, <Ctrl> and <Shift> keys may be used as you wish. e.g. If you use a particular phrase such as 1 month rental, 1 performance in many of your hire order descriptions, you could set up <Alt> <F2> to produce that phrase when the <Alt> key is held down and the <F2> is pressed.

If you cannot remember the assigned phrases, pressing the <F1> key in combination with the <Alt>, <Ctrl> and <Shift> keys will provide a list of phrases for selection.

The message for Perusals, Credit Notes and Cancellations may be changed by moving the Up or Down Arrows to the desired line and <Enter>. Type the desired change and <Enter> again.

If you wish to Edit a User-Defined Key move cursor to <Alt>, <Ctrl> or <Sh>(Shift) and <Enter>. Move cursor down to appropriate function key and typed desired phrase, <Enter> to save, <Esc> to abort.

REMOVE USER-LOGIN

In the event that any user other than the HLMS Server leaves HLMS unexpectedly due to system error, they will not be able to re-start HLMS using their password. This feature allows you to remove a user-login when this situation occurs. **DO NOT** select a user that is still within HLMS.

CHARGING RATES

HLMS will automatically calculate a hire fee according to any number of different fee scales (accessed by the F3 key) once they are set up. To do this if you are at the Main Screen type <M> (for Maintenance), #3 Charging Rates #2 Add Charging Rate. Enter a description of the fee structure—this can be whatever you wish. The program uses the first letter of your description plus a number assigned by HLMS as identification. e.g. If the first structure you enter is called Professional the code will be P0, or for Semi-Professional it will be S0, but if you also have another structure called Students the code will be S1 because it is the second structure entered that begins with the letter "S".

After entering the description press <Enter> and a screen will appear which will allow you to enter the appropriate charges on a per minute basis. You may enter each charge individually, or you can use the short cut keys:

- = Will copy the same charge as the previously entered
- + Will add the difference between the last 2 charges entered so that a cumulative rate may quickly inserted.

After you are finished press <F10> to save. You are now prompted to enter a per minute fee for any works over 80', then percentage reductions given for less than e.g. 30 parts, if you do enter a reduction amount you will be given a second line for possible further reductions e.g. less than 10 parts. If you entered nothing on the first reduction line, the second line will be skipped. Next you will be prompted for reduction given for non-copyright works, and then reduction given for repeat performances. Lastly answer the prompt *Do you wish to save changes?*

PRINTER SETTINGS

As each brand of printer has its own codes and there are too many available to be able to support all of them you may need to consult your printer manual on the necessary Start Codes as well as the codes for print attributes (Near Letter Quality - NLQ, bold, condensed, enlarged, italics).

HLMS supports 4 printer ports. The default setting for Port 4 is as a text printer named OUTPUT.TXT so that forms may be printed to it and then viewed on the screen (<P> #5 Text File Maintenance #1 View Text File). All ports may be set up to go to either dot matrix type printers or LaserJet type printers. Default codes are given for Epson type printers and HP LaserJet Series (this contains the latest, up-to-date codes).

To edit the printer ports, from the Main Screen type <M> #4 Printer Settings #1 Edit Printer #1(or desired printer).

Location

This is the location of the printer port or filename. **Note:** Network printer connections MUST be redirected to a standard printer port .

Name

Is the name you use to identify the printer

Connected

This option is for use on networks where a network printer is connected locally and redirection is not possible. For example, if Workstation 1 has a printer that everyone on the network sees as LPT2, placing the name of Workstation 1 will automatically print to the local (LPT1) port when that user prints to that printer.

Printer Codes

Printer codes are special instructions which are sent to the printer to instruct it to perform special tasks (select paper, and print type). The *Start Codes* are sent whenever a document is printed and all other codes are called according to the content of the document.

The manual supplied with your printer will list codes supported (see example below). The majority of these commands begin with an Escape character (Decimal 27) followed by a series of numbers and letters representing ASCII codes from 0 to 127.

HLMS requires printer codes to be entered as Decimal numbers separated by a space. HLMS recognises two special words - ESC which may be substituted for Decimal 27, and **LEN** which is a special code for entering the number of line per page in printer codes.

For example, your printer manual may have a table that looks something like this:

<u>Format</u>	<u>Command</u>	<u>Hexidecimal</u>	<u>Decimal</u>
ESC x n	Set/Cancel NLQ Print Mode	1B 78 n	27 120 n
ESC C n	Page Length (No. of Lines)	1B 43 n	27 67 n
SO	Enlarged Character Mode	OE	14

In HLMS, you should ignore the Hexidecimal column and use the Decimal column. To enter the above commands (in the same order), you would need to enter:

27 120 1 **or** ESC 120 1 **To set NLQ On**
27 67 LEN **or** ESC 67 LEN **To set the page length in lines**
14 **For Enlarged Mode.**

More than 1 command may be included on the same line, and so to direct the printer to do all of the above in one line, enter

ESC 120 1 ESC 67 LEN 14

Incorrect codes will usually appear in the printed output as extraneous symbols. One source of errors is due to numbers. If the Format for a code is displayed as ESC 8, the resulting HLMS printer code should be ESC 56. This is due to the fact that ASCII numbers 0 - 9 are represented by the decimal 48 - 57. By using the numbers in the Decimal column, this error will be avoided.

Default Epson FX Codes

This copies the default settings for the EPSON FX escape set. (Compatible with the majority of Dot Matrix printers).

Default HP - LaserJet Series II codes

This copies the default settings for the HP LaserJet range of laser printers.

Note: Due to the fact that the HP LaserJet does not support all of the above codes, the set up is as follows: Start Codes - Resets Printer and selects Manual Feed, NLQ ON selects portrait mode, NLQ OFF selects landscape mode and CONDENSED ON selects the secondary font. The italics command will only be supported if your LaserJet contains italic fonts.

Clear

Clears the screen of ALL entered codes.

Quit

If you answer the prompt *Do you wish to save changes?* with Yes, your changes will be saved and you have the option to print a test page.

PUBLISHERS

Publishers must be entered BEFORE entering any works.

Each work in the database must have its publisher listed so that fees collected for that work may be paid to the appropriate company. Even if you don't print publisher royalty statements you must assign a publisher to each work in the database which will allow the extraction for printing of all works assigned to a particular publisher. In order to do this you must enter the publisher information. From the Main Screen type <M> (Maintenance) #5 Publisher Database #2 Add Publisher. Enter the name of the publisher, a publisher code (Each publisher must have its own unique code to identify it (up to 3 letters). Choose a code that is logical for you.), the address and the commission percentages that are to be paid for Hire and Performance fees (if no performance fees are payable, this can be left at 0%). When finished answer prompt *Do you wish to save changes?*

The system comes with your details entered. To change details which are displayed on the main screen you must change them here.

EDIT FORMS SPECIFICATIONS

(Also see Appendix I for a complete list of all forms)

In order to start using the system you must set up the forms (which define the content of all printed output such as invoices, orders, hire contracts etc.). Only the Server may edit forms. Each form in HLMS can be fully customised to suit your purposes and situation. Almost all forms allow you to have a Primary (or most often used) form and a Secondary (or alternate) form. The most important forms to be set up when you begin are: Application form (used to print orders for reserved materials), Order Confirmation, Quote (for fees quoted for possible future performances), Works Due to be Sent (for printing a list of what is to be sent out on a particular day or week), Hire Contract (or instrumentation sheet listing what is being sent to which customer and when it is due back), Labels (shipping, mailing and set (for internal use if desired)), Invoice and Credit. Other forms may be set up as needed.

From the Main Screen type <P> (Print) #6 Edit Form Specifications Choose the form you wish to edit .

EDIT PRINTER SETUP

Select the Default Printer (The printer you want it to go to. If you have more than one printer, choose the one most often used.)

You now will see a sub-menu giving information about the form.

Stationary - Enter the name of the Stationery (or paper) you use. This should be any name that best describes this for your circumstances (eg Letterhead, A4 Paper).

Total Lines per Page - Enter the length of the page you use (in number of lines - A4 = 71, North American letter size = 66)

Margins - (top and bottom are in number of lines, left is the number of characters to indent). These settings can be used to manipulate the position of the printed output after the form has been created.

Near Letter Quality - Using the default printer settings this has two uses:

Epson (Dot Matrix) NLQ - This uses more dots per inch and prints more neatly but slower

HP Laserjet - Selects Portrait/Landscape mode.

This option can also be used for such things as selecting a different paper path.

Is this a Letter - changes the way the form is printed.

Number of Copies - selects the number of copies of a form.

Use Currency Format - will use the currency format defined under Invoice Defaults.

Primary/Secondary Form Title - allows you to enter more meaningful titles for primary and secondary forms.

Press <Esc> when finished and answer the prompt "*Do you wish to save changes?*".

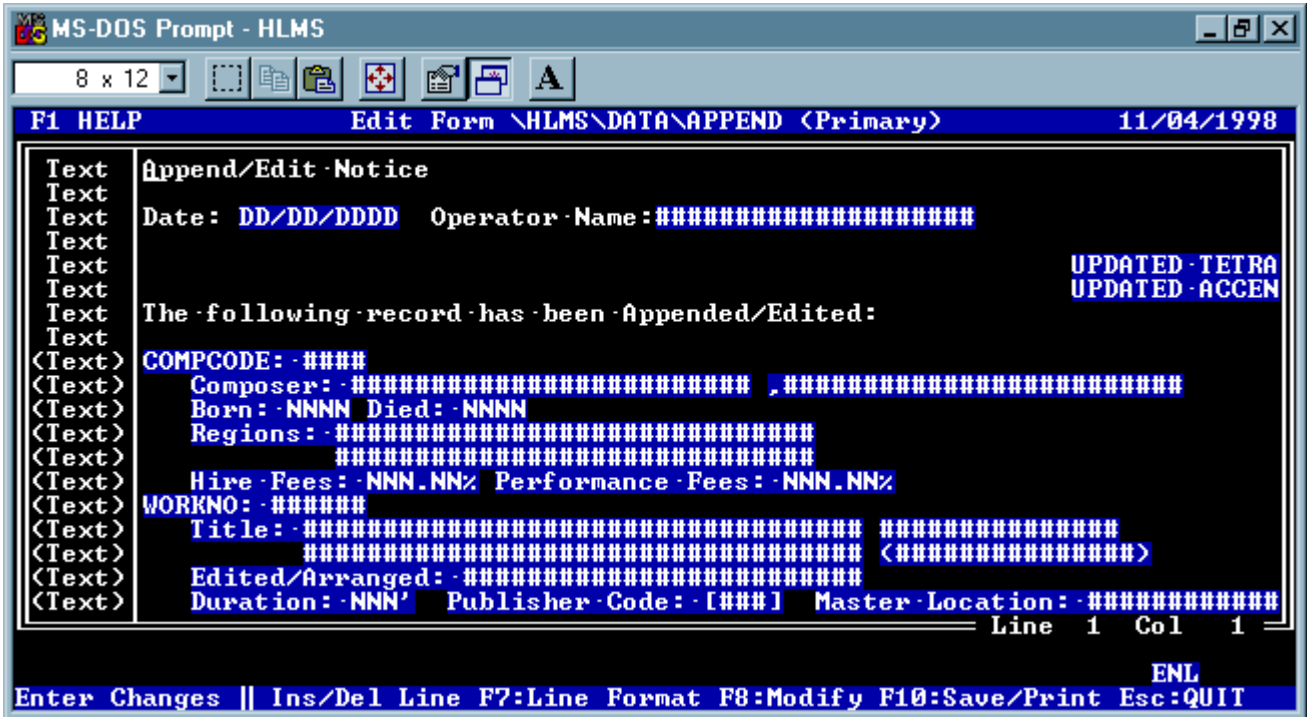
PRINT ALIGNMENT PAGE

Selection of this option will place you into the Print Menu and an Alignment Test Page will be printed. The numbers of this page form a matrix of coordinates to simplify the positioning of text and assist in the setting in margins.

PAGE LAYOUT

The program comes with some forms already set up, which you can use if you wish or change them to a more useful configuration to suit your purposes. Every form is adaptable.

Choose Primary Form to begin. You are now in the Page Layout Screen.



This screen consists of three major divisions, which are called the Blackboard (the screen), the Line Format (column on left-hand side) and the Format Code Description (the information you enter on what to print and where). The Blackboard displays the form exactly as it appears on the printed page. Format Codes are represented by highlighted blocks with number or hash symbols (#). Spaces entered between typed words are shown as a dot. The line Format contains either of the following: Head, Text, or Foot. If the Line has been marked to Skip if Blank, the previous words will be enclosed in brackets. If you wish to create your own form instead of the page layout provided you can erase the page by using <F10> #5 Erase Contents of Page.

Screen Navigation: To move around the screen you can use the directional arrows, PgUp, PgDn, Home and End. In addition, the Tab key will allow jumping from Format Code block to block. The Ins key will insert blank lines and the Del key will delete any line as long as it is blank.

To create a new form you need to:

1. Enter the text and format codes using the <F8> Function key (see below). To enter standard text (which will appear every time the form is printed), simply type the required words in any blank space on the screen. You may use the Backspace key to delete the last character (This will leave spaces represented by dots). Use the arrow keys to move the cursor around the Blackboard as spaces are saved. Unnecessary spaces may be removed by the Remove Unused Space option explained below under the F10 function.
2. Enter necessary Sums and Totals as well as Printer Codes using <F8> (see below).

-
3. Enter Line Formats using <F7> (see below).
 4. Print and Save using <F10> (see below).

FUNCTION KEYS AND THEIR USES IN EDITING FORMS

F8 Used to enter and edit Text and Format Codes

The sub-menu for F8 includes:

1. Add Block
2. Copy Block
3. Delete Block
4. Edit Block
5. Move Block
6. Printer Attributes
7. Return to Document

Note: If you are not currently on an existing block the F8. menu displays only: 1. Format Code; 2. Sum; 3. Total; 4. Printer Attributes; 5 ABORT. These options are explained below.

Add Block

Each item has a Format Code to distinguish it. Each of these codes has been given a specific number of characters suited to its purpose e.g. Account number can have up to 8 characters or Composer Surname can have up to 25 characters etc. These blocks may be placed on the Blackboard (or screen) and moved to the place where you want them to be printed. Watch the bottom of the screen. As the cursor is moved around the Blackboard the names and characteristics of the blocks will appear along the bottom. It will give the name and number of the block, whether or not the Trim is set to yes or no (see below for further explanation on this), and for Text boxes the length of the line and line number will appear in brackets e.g. Text #83 (60,5), meaning 60 characters long and the fifth line of text.

Add Block has its own sub-menu:

1. Format Code
2. Sum
3. Total
4. Abort

You can add 3 different types of Blocks: Format Codes, Sums, Totals.

Format Codes

This include things such as (customer) Account Name, Address, Composer Name, Title, Orchestration (Complete or Client), Performance Date, Late Return Date.

1. Format Codes

Will give you a list of all the codes which may have a use on the particular form you are editing. Therefore you will not find codes for example. necessary to deal with royalty payments on the Application Form code list as those codes would only be applicable to a Publisher Royalty Statement, and not useful on a Application Form.

To place a code on the Blackboard move the cursor to the place you wish it to appear and type <F8> #1 Add Block #1 Format Code. To choose a code either scroll with the arrows or type the first letter of the code name and the list will jump to the first item with that letter, then use the arrows to move to the item. Press <Enter> to choose.

You will then be asked *Do you wish to remove leading and trailing blanks?* If you are creating a letter where it would not look right to have 15 blank spaces after a composer's name that is only 10 characters long, you would want to remove leading and trailing blanks so that there is no extra space. If on the other hand you are filling in a form where the items must go in specific spaces you would not want to remove leading or trailing blanks or all your data will be bunched together. For Text blocks such as for Orchestration details or Performance Details you will be asked how long you wish the line to be (in characters) and what the line number is. These lines may be as long as you want and you may have as many lines as you want.

True/False Statements: Next you will be asked to fill in a True/False statement. This is useful for instances such as Subtitles or Editors/Arrangers. If there is a Subtitle or Arranger, in the True box you should type <#> (which means print the format code block text) and in the False box insert a space “[]” (which means print a blank if there is no Subtitle or Arranger as applicable. If a space is not inserted in the False box a “0” will be printed which is useful when dealing with numbers e.g. strings. If you are sending strings: 5 1st violins, 4 2nd violins, no violas, 3 celli, 2 bass, if you have left the False boxes empty for the string codes the following will be printed: 5 4 0 3 2. If you wish to have a dot printed after the string numbers, enter in the True box <#> (Meaning print the code plus a dot). True/False Statements can also be used in letter forms e.g. Late Return Letters. In writing for example the following opening sentence, “We are writing to you at this time to inquire about the rented/perusal materials to the above-mentioned work.” Where the phrase rented/perusal is use the code #82 Performances. In the True box type “rented” and in the False box “perusal”. Therefore if the work was performed there would be a performance number listed (e.g. >0) and the True statement would be used, if not the number of performances would be listed as “0” and the False statement instruction would be printed.

After answering the True/False, the block will appear on the screen.

Important: Watch the bottom of the screen for messages. You will see *Use <up> <down> <left> <right> to move Text <Esc> to Abort. Press <Enter> to Place Text Here.* If the block is too large for the space you have chosen, the message *Press <Enter> to Place Text Here* will not appear. This means the block must be moved somewhere where there is sufficient space. You may need to place the block in a temporary spot and rearrange other blocks into to fit it in. Also important to note when <Backspace> is used to erase text typed directly on the Blackboard, spaces are left, seen on the screen as dots, which prevent another block from being put on that exact spot. To delete this space, go to <F10> #4 Remove Unused Space. The dots and unused space will be removed.

Text Fields: When inserting numerous lines of Text Fields e.g. Performance details or Orchestration, the lines **must be** of equal length or some data will be omitted.

Sums and **Totals** both add/subtract/multiply/divide numbers and display the total. However Sum should be used for subtotals within the Text and Totals are used in the Footer only, when a cumulative total is required. **Totals not in the Footer are treated as Sums.** Totals are less flexible as you may only have 9 per document and they may only be used in the Footer (at the end of the document). To enter a Sum or Total choose one or the other. You will be asked *Is this Sum/Total a Currency Amount?* (e.g. European Format). If you answer <N> you will be shown a screen in which you must enter the length of the number you wish it to be and the number of decimal places. If you answer <Y> you will not see this screen but will go directly to the Enter Formula screen. If this is not a currency amount you will see "T #? (12,2)=" if you chose the default of a 12 digit number with 2 decimal places. The "?" is a number assigned by HLMS in the order entered to keep track of each total. If this is a currency amount you will see "T #? (0,0)". Press <Enter> and a list will appear of all the Format Codes which have been entered on the screen. Use the up and down arrows and <Enter> to choose the code you wish to use and then insert any mathematical symbol as appropriate then press <Enter> again and choose the next code to be inserted. You may create almost any mathematical equation using numbers, decimals, or brackets to add, subtract, multiply or divide as required. Please note that unless a format code is on the form it will not appear in the selection box. If you need a format code but do NOT want it to be displayed on the form, you will have to include it somewhere on your form with a space in both the True and False boxes. This will never print, but will be available in the Sum/Total selection box. When finished press <F10> to save.

Copy Block This will copy a block already on the screen. Move to the block to be copied, press <F8> #2 Copy Block. The copy will appear as a flashing box. Use the arrows to move it to where it should go and then <Enter> to place it.

Delete Block Will remove any block not required. Move to desired block press <F8> #3 Delete Block. You will then be asked *Are you Sure You Wish to Delete this Block?*. Once a block has been deleted it cannot be undeleted. If a block is deleted in error you will have to insert it again through Add Block.

Edit Block Make changes to an existing block. Move to desired block press <F8> #4 Edit Block. You are asked *Do you wish to Change Format Code?* If yes, you are presented with a menu to choose a Format Code, Sum or Total as desired. If you choose Format Code the procedure is the same as inserting a code for the first time. The Sum/Total procedures are also the same as inserting it for the first time. If you answer no to changing the format code you are asked if you wish to remove leading and trailing blanks and then you may edit the True/False boxes.

Move Block Move block around Blackboard. Move to desired block press <F8> #5 Move Block. Use the arrows to move to desired place. Press <Enter> to place.

Printer Attributes Allows the use of Bold, Condensed, Enlarged, Italics or Underlined text. **Note:** Not all options are available on all printers and use of the commands that change the size of the print (Enlarged and Condensed) may affect the spacing on the form. You may have to experiment with the placement of Format Codes which are to print condensed or enlarged so that they print where you wish them to.

Use the arrows to move to your choice or type the corresponding number on the Printer Attribute Menu. Choosing that option once turns the feature ON, choosing it twice turns it off, choosing it three times changes it to no printer code. Upper case is ON and lowercase is off. To use a printer attribute the ON code should be put at the beginning of the section for which the different print is required, and OFF should be placed after the section, so that normal print will appear after that point on the form. If Printer Attributes are in use as you move the cursor around the Blackboard, the upper or lower case codes will appear in the lower right-hand corner of the screen.

Please remember that after an ON symbol has been placed all of the following text remains in that mode until an OFF symbol is found. If OFF codes are not placed in the document at all, the commands may stay in force for every form printed after that document unless the printer is reset. It is not necessary to put ON and OFF codes before and after each format code block if they are all part of one section which is to be condensed (or enlarged or made bold).

F7 Used to format lines

The sub-menu under F7 includes:

1. Header
2. Text Body
3. Footer
4. Skip if blank
5. Return to Document

Each form can be made up of three parts: Head, Text and Foot.

Header

The Header is the part of the form which you want to print on each page e.g. Performances List. The Header may contain your company name, address, form name e.g. Performances from (date) to (date), page number, current date. After entering the codes and text to be in the Header, move cursor to last line of Header and press <F7> #1 Header. All the lines above the cursor as well as the line the cursor is on will now be named Header.

Text Body

The text is the data that should be printed on the form only once. Text is the default format used unless the lines have been marked specifically as Header or Footer.

Footer

The data that should be printed at the end of the form such as Total number of Performances or totals of the column(s) of monetary figures printed in the text section. To mark a section as Footer, move cursor to first line of section to be marked, press <F7> #3 Footer. All lines from the cursor down will now be Footer.

Skip if blank

Used to skip a line that is blank on a form such as a letter, label or hire contract so that if there is no data to be printed on it, a space will not be left on the printed page. When used the description in the far left column is bracketed e.g. (text).

Important

As what you see on the screen is how your form will appear. If you use a Header section the form **must** also have a Footer section or the items will print one per page instead of many items to a page. To achieve this enter all Format Codes and text desired on the form. Mark the desired Header lines as such. Move cursor to the last text line on which are inserted format codes or text typed directly on the Blackboard. Move cursor down one line, insert code(s) which you wish in the Footer. This should include a Total of some kind. If you do not want this to actually print, insert a blank space in the True AND False statement. Mark the lines from there to the bottom as Footer (If you do not have a marked Header on the form, this will not work.). Next move the cursor back up to the last text line and press the insert key until a warning appears: *Lines cannot be Inserted - Maximum Form Height Reached*. This will ensure that the Footer lines are kept to a minimum and that there is ample room for the text lines.

F10 Used to Save, Exit, Remove unused space, Print test page etc.

The menu for F10 is as follows:

1. Save Changes and Quit.
2. Do NOT Save Changes and Quit.
3. Print Test Page.
4. Remove Unused Space
5. Erase Contents of Page
6. Copy Layout to Secondary Form
7. Return to Document

1. Save Changes and Quit

After you have changed the form, wish to save the changes made and return to the Edit Form sub-menu. You may then <Esc> back to the previous menus or choose <Q> (Quit).

2. Do NOT Save Changes and Quit

If you do not wish to save the changes made, but want to return to the Edit Form sub-menu.

3. Print Test Page

To print a test page to view what has been entered on the form or to check placement on the page of the codes entered. Also very helpful when trying to determine proper placement of blocks which are enlarged or condensed.

4. Remove Unused Space

Spaces are represented by dots on the screen usually between characters typed directly on the Blackboard or between format codes and characters typed on the Blackboard. To remove unused space choose this option. Blocks may not be placed over spaces. You will receive a warning that the block is too large for the space available.

Note: Even after Backspacing to remove unwanted characters, there will be spaces left behind even if you do not see any dots. Use this option to remove them.

5. Erase Contents of Page

If you do not wish to use the layout on the Blackboard as given or do not wish to edit the contents but wish to start again, this option will clear the Blackboard. You will be prompted *Are you sure you wish to Erase Page?* in case this option has been chosen accidentally.

6. Copy Layout to Secondary Form

You may use a Secondary or alternate form for of most of your Forms. This option allows you copy the Primary to the Secondary Form and then make changes, so that you do not have to start from the beginning again.

7. Return to Document

If you have chosen F10 in error and wish to return to the Blackboard.

ENTERING STOCK/ACCOUNT INFORMATION

ADDING NEW COMPOSERS

All data regarding works and sets are attached to the composers in the database. Go to <N> (New) #1 New Composer.

You will be first prompted *Do you wish to copy from Composer File?* This file contains the dates and nationality information of many composers. If you answer <Y> (Yes) a Dialog box will appear. Type the beginning letters of the composer. If the composer is in the file as you type the name the closest match will appear in the Field Description Window. When the correct name has appeared, type <Enter> and the information will be copied.

If the correct composer does not appear press <Esc> to abort the routine and then manually enter the information. Insert the year BORN and year DIED (if the composer is alive simply press <Enter> to leave entry blank). Year BORN may not be left blank. If you do not know the year of birth you can put in an approximate date by preceding the year with "c" (ie c1200). If the year DIED is blank or less than the copyright period specified in Maintenance #2 System Settings #3 Edit System Defaults), the program displays a message **This Composer is in Copyright.**

Enter Regions of Nationality. You will now be in the Browse Window with a selection of eight different Nationalities and QUIT as listed below:

North America	Eastern Europe	Asia
Western Europe	Pacific	Southern & Central Americas
Middle East	Africa	

Every composer may be associated with up to two separate Nationality Regions. Select the Region by using the cursor keys or with the numbers 1-8 and <Enter>. If no region is required, select Q or <Esc>. After the first Region has been selected, the routine repeats so that a second region or QUIT may be selected. (This allows searched in EMC (Electronic Music Catalogue) for composers of a particular region.)

You are then prompted *Do you wish to Enter Composer Commission Rates?* Y(es) allows the printing of separate composer statements from purged entries (found under History) with hire and performance fees calculated at the percentages specified. **Important Note:** Composer percentages take precedence over Publisher percentages.

If for example you need to pay a publisher 40% and the composer another 40% from the same transaction **do not** enter Composer Commission, as transactions with commissions (marked with a COMPCODE in History) will not appear on the publisher's statement. Instead print publisher statement then in History Edit transaction to add the COMPCODE plus any pay out percentage changes and then print composer statements. On the Publisher Statement Print List (<S> #5 Publisher Statements Enter Dates of Relevant Period to be printed #3 Print Selected Records Use arrows and <Enter> to choose Statements to be printed) these will be shown with the PUBCODE plus the name of the composer.

You then will be prompted to 1. Save changes and exit, 2. Re-enter information, or 3. Do Not save changes and exit.

If you select #1, the computer automatically creates a unique composer code (COMPCODE) based upon the first 3 letters of the surname and the first letter of the first name. As every COMPCODE must be unique, the program automatically checks for other composers that have the same combination of letters and replaces the first name initial with the next available letter beginning from A. For example, Luciano Berio if entered first, would have the code BERL and Leonard Bernstein would have the code BERA.

You then will be prompted to 1. Save changes and exit, 2. Re-enter information, or 3. Do Not save changes and exit. If you wish you are given the opportunity to print an Append/Edit Notice which will print a hard copy for your records of the information added (or edited). If you never use this and do not wish to see this print screen, rename the file APPEND.DBF (found in the \HLMS\DATA directory), APPEND.OLD and it will not appear. This print screen will appear for every composer, work or set that you add or edit unless you rename the file.

You next are prompted *Do you wish to enter Work Information Now?*

ADDING NEW WORKS

If you have just added a new composer answer <Y> to *Do you wish to enter Work Information Now?* If you wish to add a work to a composer already in the database enter a COMPCODE. You will be prompted with *Do you wish to use this selection?* You are now required to enter a work number. Each work by the same composer must have its own unique work number. The work number consists of six letters or numbers in any combination. If you wish the system will automatically assign a number in sequence starting at 1. Press <Enter> (or to abort press <Esc>). If the number entered already exists a warning will appear and you will be required to re-enter the number. Next insert Title (This may not be left blank. If the title is longer than the space allowed, abbreviations may be necessary.), sub-title if required (this may be used for foreign translations or continuation of the title if desired, or if the work is an aria, enter the name of the opera from which it is derived), the opus number, composition date, and editor/arranger. Only the title must be entered the other headings may be left blank.

Next you must assign a publisher by choosing the appropriate one from the Browse Window. These publishers have been previously entered through Maintenance Menu (#5 - see above for further instruction). Use the cursor keys, or type the first letter of the publisher's name (the input is case sensitive) and <Enter> when the correct entry is displayed. You are then asked if the composer is in copyright to which you should answer <Y> (Yes) or <N> (No).

Now enter the Duration, in minutes. The Duration consists of a number between 1-999. If you do not know it, you can enter an approximate duration by preceding the value with a "c" (ie c10). Next if desired, enter the Master Location. This is the primary storage place for the materials in your library. When a new set is added, the Master Location is always presented as the Default Location. The Location can be any combination of letters and numbers. Letters automatically convert to upper case.

You are now asked *Do you wish to enter Work Commission Rates?* If you answer Y(es) you will be required to enter the Hire and Performance percentages. These percentages are used to calculate the commission from invoices when Purging (Statements #4 Purge Databases. Further information may be found under Other Activities: Purging Your Data).

IMPORTANT: Work percentages take precedence over Composer percentages (which take precedence over Publisher percentages), and will be printed on individual statements by composer (if you have composer percentages entered in the system, otherwise they will print on the publisher's statement at the rates entered).

Next you must enter a Description. The description is used by the companion Electronic Music Catalogue (EMC) programs to search for works according to scoring. The default given is orchestra but this may be changed to suit the particular work. You may type a description of up to 160 characters. This should be typed in lower case with the exception of first letters and vocal abbreviations (e.g. S.A.T.B.—the periods or full stops between the letters are important), which may be in upper case.

Description Hints

- In order for this to work most efficiently it is important to be consistent in the type of descriptions you use. For example decide what your definition of chamber orchestra or ensemble is, and ensure that all works of that description are named as such.
- Keep the descriptions as concise as possible.
- Use generic descriptions whenever possible e.g. string quartet instead of 2 violins, viola and cello
- For ensemble/instrumental works of fewer than four instruments, list each instrument individually; for larger groups use words like quartet, septet, nine instruments etc.
- For choral works where you would like to specify the voices, separate each voice with a period or full stop e.g. S.A.T.Bar.B.

Press <F10> when you have finished typing the description and the program displays its interpretation of your description broken into three categories - Genre, Solo and Mode

Genre	Generic descriptions e.g. Orchestra, Opera, etc.
Solo	Solo instruments, or voices e.g. flute, violin, etc.
Mode	Descriptive terms e.g. high, chamber, quintet, etc.

A complete list of keywords may be found in Appendix III.

If a word in the description is not displayed in the breakdown, then it may have been mistyped or it is not recognised by the program.

After the description breakdown has been displayed, you are prompted *Is this correct?* <N> (No) will take you back to the Description Entry point. <Y> (Yes) will save the changes.

You are now prompted to enter the Orchestration/Notes. This field is a Text Field and may be as long as you require. You may include orchestration, plus other information such as availability, price codes etc. When entering orchestrations, the line may be broken in the middle of a word as the screen word wraps the text. Do not be concerned by this as the line will be displayed in full when printed or in EMC or on your hire contract. You may avoid this by inserting a space in the orchestration line. When you have finished press <F10> to save or <Esc> to abort.

When editing the Orchestration/Notes, it is possible to include information that is only visible to the users of HLMS and not clients. F9 will print *****Office Use Only*****. Any text after this will not appear in EMC files, or any forms that uses the format code #183 *Orchestration Client*. On forms where you wish to see these notes use format code #74 *Orchestration Complete* (Further information on form setup and format codes can be found in Appendix I and under Setting up HLMS for the First Time: Forms). Press <F10> to save changes (or <Esc> to abort) and then #1 Save Changes and Exit when done. You will then be asked *Do you wish to enter Set Information Now?*

HINT: If a work is incorrectly entered against the wrong composer the only way to correct it is to delete the work and re-enter it with the right composer. If an order has already been made against the work, the order will have to be cancelled and re-entered after the work has been correctly re-entered.

ADDING NEW SETS

If you have just entered a new work answer <Y> to the question *Do you wish to enter Set Information Now?*. If you wish to enter an additional set to a work already in the database, enter the COMPCODE and WORKNO. (or Browse for them). Answer the prompt *Do you wish to use this selection?*

There are two types of Sets: Master and Standard. Master Sets are the most versatile. Any part of a Master Set may be extracted and sent out. Standard Sets are most useful when the complete materials will be sent out at all times such as a set reserved for a particular orchestra, as you are not given an opportunity to choose which materials will be sent. It is assumed that the complete materials will be sent each time.

As with work numbers, each set must have a unique number or letter. Master sets are numbered 1-999 and Standard sets are labelled with letters. If you wish the system to automatically assign the next available number to a Master set simply press <Enter>. If you wish to automatically assign the next available letter to a Standard set, type <A>. It may be useful on Standard sets to use letter codes which describe the orchestra for whom it is reserved such as LSO for London Symphony Orchestra or NYP for New York Philharmonic, etc.

Next enter the number of: scores (full and miniature), winds/brass/ percussion in the set, wind sets, strings (in score order), vocal scores (and language), and choral scores. If the scores are S.A.T.B. together put the number in the Soprano category and you can have a note on your hire contract to explain that. If they are split male/female, put the female under Soprano and the male under Tenor.

There are four blank lines available under the choral section which may be used for any items which do not fit in the previous categories such as split strings, 3rd violins or solo parts. These lines are in two parts: the left is for the description and the right for number describing how many of that item are in your library. The Set info section may be used for any note that you wish to write (these only appear on the screen). The Location is the place in your library where the set may be found. If there is a Master Location listed on the Work information, this will appear as a default, but may be changed if desired. The Condition should be chosen next: New, Good, Fair, Poor or Unknown. The Date Added will automatically be inserted by the system. When finished Save Changes and Exit.

ADDING A NEW ACCOUNT

To add a new account go to <N> (New) #5 New Account. Enter the account number—this may be any combination of letters and/or numbers up to 8 characters. Next enter the Company name, (contact) name, Pos(ition), Sal(utation) (to be used in form letters), (mailing) address, e-mail, phone and fax numbers, usual shipping method (if desired), shipping address, reference code (see below), fee code (select from the browse box in the lower left-hand corner. This only appears after you have entered your fee structures), whether or not the customer is charged tax (if you have selected that option under Maintenance), whether or not the customer must prepay, and finally enter any notes of any nature or length that you wish. You may either <Esc> to not enter any notes or F10 to save. There are two options for displaying the notes: Normal and High Priority. Normal Priority will display when the customer record is on the screen and you press <+> “Display Notes” will be visible and flashing beside the customer’s name as a reminder that there are notes to be viewed. High Priority (denoted by the phrase “+ DISPLAY NOTES!”) will automatically display when the customer is chosen when entering an Order or Direct Charge. This is useful for example if an account is on hold for non-payment as reminder that orders are not to be accepted. At other times the DISPLAY NOTES phrase will flash on and off. (Please note if you are using HLMS through a Window e.g. WIN95 or WIN 3.1 the NOTES will not flash but will still be highlighted beside the customer’s name.). You should then Save Changes and Exit.

The screen layout of the Accounts may be changed in the System Settings option of the Maintenance Menu.

REFERENCE CODES

You may set up a list of single letter, case sensitive reference codes which can be used in conjunction with the program Mail List Manager (see Appendix IV - Associated Programs). These codes can represent the interests of your customers, or any other way you wish to be able to categorise your customer list. In Mail List Manager you can filter your list to only view customers with a particular code or codes for mailing and other purposes. e.g. chamber orchestras could be listed under "C", full orchestras under "O", opera companies under "o", Churches under "c", universities under "U" etc. To add a reference press <Enter> at the highlighted phrase "Edit Customer Reference". When the "Enter Selection" box appears, you will now see a sub-menu which will allow you to add, modify or delete a reference. Choose #1 Add a reference. Enter a single letter code (it is case sensitive) <Enter> then type the long-form description, <Enter> to accept. It now appears on the Reference list. Move the highlight bar with the arrows to the reference you wish to choose (or type the first letter and the list will jump to it) and <Enter> to select. The short-form reference code(s) will appear beside the "Ref:" heading.