

## **OTHER HLMS ACTIVITIES**

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This section describes other activities required to use and maintain the HLMS system throughout the year.

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## SENDING MESSAGES

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If you wish to send a message to one of your colleagues on HLMS (a Workstation) you may do so at the Main Screen Screen by typing <+>. A message box will appear with "Message from (your name), the current date and time. If you have only one workstation in addition to the server the name of that person will appear automatically. If there is more than one workstation you will be given a choice of recipients. Type your message and press <F10> to save or <Esc> to abort. Your message will be sent. If the recipient is not in HLMS the message will appear when he or she next enters the program. If he or she is in HLMS the message will appear on his or her screen. Messages are updated every minute. Workstations may also send messages to any other user in the same manner.

## PRINTING LETTERS AND LISTS

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### PRINT DATABASES

To print lists of the data contained in your system, from the Main Screen type <P> (Print) #2 Print Databases

1. Print All Works
2. Print Account List
3. Print Fees
4. Print Publisher List
5. Print Report Database
6. Stock take Materials

#### **1. Print All Works**

You may print all works or only works of one publisher or one composer or works stored in one location in your library or combination thereof. Choose the parameters you wish and then print list. This uses the Complete Piece Listing form.

#### **2. Print Account List**

To print a list of your customers. This uses the Account Listing form.

#### **3. Print Fees**

To print a list of your different fee schedules. This uses the Fees List form.

#### **4. Print Publisher List**

To print a list of the publishers, their addresses and pay out figures. This uses the Publisher List form.

#### **5. Print Report Database**

To print a list of the transactions in your system. You may narrow this selection by date, publisher, composer or account. This uses the Report Database form.

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## PRINT LATE RETURN LETTERS

To print letters to send to customers with overdue materials from the Main Screen type <P> (Print) #3 Print Late Return Letters. You may print:

1. ALL Late Return Letters
2. NEW Late Return Letters
3. List Only
4. Individual Letters

### 1. ALL Late Return Letters

Prints all late letters whether or not a previous letter has been sent.

### 2. NEW Late Return Letters

Prints only late letters for transactions that have not received a letter.

### 3. List Only

Prints a list of all outstanding transactions so you can decide which items should receive a letter.

### 4. Individual Letters

You are first prompted *Do you wish to Enter Transaction Number?* If so, you may enter the number of the transaction you wish to print. In not, it scrolls through all outstanding transactions in numerical order, allowing you to either skip the item or print a letter.

This uses the Late Return Letter form.

## PRINT LATE FEE LETTERS

From the Main Screen type <P> (Print) #4. Print Late Fee Letters  
Any charge entered in the the Special User-Defined Fees section MUST have an amount inserted before it appears on the automatic invoicing. These letters print reminders to customers to supply the information you need to insert this information. For example, if you charge Performance fees after you received Box Office Figures from your customers, this form letter reminds those late in reporting their Box Office to do so. In order for HLMS to find and print these letters you must have set up a "Special Fee Category" (Maintenance #2 System Settings #4 Edit Invoice Defaults OR entered it manually on the transaction charges). These charges are not invoiced unless a fee has been entered. If you wait for Box Office Figures to charge a flat percentage and the fee is blank, Print Late Fee Letters will send a reminder to the customer to provide that information.

This uses the the four Late Fee forms.

## REPLACE MISSING PARTS

See the Section in Section 4. Under Return.

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## PRINT ORDERED SETS LIST

From the Main Screen type <O> (Order) #4. Print Ordered Sets List  
Prints list of all sets on order and not yet received.

## MONTHLY STATEMENTS

From the Main Screen type <S> (Statements) #2 Monthly Account  
Statements

Prints all invoices and credits issued in a month. The sub-menu is

1. Change Month
2. Print Monthly Statement
3. Display Monthly Totals

### 1. Change Month

Choose the month you wish to have printed.

### 2. Print Monthly Statement

After you have chosen the month to be printed using #1, prints  
relevant statement. **Important Note:** Print monthly statements  
BEFORE you purge the databases or the statement will not be a true  
reflection of the activity of the month. Uses the Monthly Invoice form.

### 3. Display Monthly totals

After the desired month has been chosen this will display on screen  
the totals of all invoices, credits, and transactions not charged. It also  
shows by fee category the total hire, performance, freight, fax/phone,  
other fees and tax charged. A breakdown by publisher is available by  
using the <PgDn><PgUp> keys. If you want to print this statement  
either use your Print Screen key on your keyboard. **Note:** Under  
Windows, pressing the PrtScr will copy the information to the  
Windows clipboard (unless the the PrtScr Option is not selected) and  
so you must use the Copy function and take it into a word processing  
program to Paste for printing.

## PERFORMANCE STATEMENTS

From the Main Screen type <S> (Statement) #1 Performance  
Statements

Choose the beginning and ending dates required. The selection may  
be further narrowed by publisher, composer, account or combination  
thereof. This uses the Performance Statement form.

### HINTS

Performance Statement information is taken from the current list only  
and performances from transactions which have been purged (see  
below) will not appear. Therefore statements should be printed  
BEFORE you purge.

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Performance Statements of purged items may be printed through HISTORY. The <F5> print function is available to print records from HISTORY. The form used is History List. See *Printing Records* under History for further information.

## **PUBLISHER STATEMENTS**

These statements use the information stored in History to produce royalty reports on fees billed and what is due other publishers or composers. The databases must be purged first before this function will work (see below).

From the Main Screen type <S> (Statement) #5 Publisher Statements

Enter desired beginning and ending dates. (If you are NOT using the Date Paid Facility you must select the range of dates for the publisher statements by selecting the ST Purge files. Select and unselect files with <Enter> (a \* indicates a selected file) when the file required is highlighted and <Esc> to leave the routine.

You may then:

1. Re-enter Dates
2. Print Complete Listing
3. Print Selected Listings

### **1. Re-enter Dates**

Use this to correct errors.

### **2. Print Complete Listing**

Print all publisher/composer statements. After the information has been copied to the PUBSTMT file from the History files the print screen will appear. A different statement is printed for every publisher and every composer with a commission percentage under the composer or work. After the statements have printed you will be prompted *Do you wish to Print Complete Statement?* The Complete Statement includes not only all the transactions printed on the publisher/composer statements, but all transactions that were NOT charged which have the invoice number 9999999. This could be used for reconciliation purposes.

### **3. Print Selected Listings**

Choose the statements you wish to print. Statements are listed by their PUBCODES. Those items which contain COMPCODES will appear with the composer's name beside the PUBCODE. Choose items to print by using the arrow keys and <Enter> to select. A check mark will appear beside your choice. Press <Esc> when finished. The print screen will appear. If you have primary and secondary forms for publisher statements choose the form to be used. After the statement has been printed you will be prompted *Do you wish to Print Complete Statement?* This uses the Publisher Statement form.

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### **Royalty Statement Suggestions:**

After Purging, print a complete list of all statements first and go through each item looking for errors which need to be corrected. These can be edited through HISTORY by the Server only (see below). Items you do not want printed on the payee statement should have the PUBCODE changed to your own code so that they will print on your statement. You may find it helpful for invoices for which partial credits have been issued to edit the invoice amount to reflect the credit, put your own PUBCODE on the credit note, and change the pay out percentage on the credit to 0.00. This may be less confusing to the payee and condense the statement. For invoices which have been completely credited, put your own PUBCODE on both the invoice and credit as well as changing the pay out percentages to 0.00.

Remember that Composer percentages take precedence over Publisher percentages and Work percentages take precedence over Composer percentages. Transactions with COMPCODES will print on separate statements. If you need to pay the publisher, for example 40% and the composer 40%, print the Publisher statements FIRST and then go back and edit the COMPCODE (and any necessary pay out percentage changes) into each transaction as needed. Print the composer statements. Works with individual pay out percentages will be printed on statements by composer, otherwise they will print on the publisher's statement at the rates entered. When COMPCODES are entered the Publisher Statement Print List (<S> #5 Publisher Statements Enter Dates of Relevant Period to be printed #3 Print Selected Records) these will be shown with the PUBCODE plus the name of the composer.

## **PURGING YOUR DATA**

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If you print publisher/composer royalty statements you should purge your data 2-4 times a year at least (you may purge up to 9 times a month, if desired) depending on whether you pay royalties quarterly or semi-annually. Even if you do not issue royalty statements you should purge at least 2 times as year to clean up your databases and remove completed transactions which clutter up your system. Purged transactions are copied to the \HLMS\STMT directory to a file name beginning with the prefix ST, followed by the month and year in which it was created, followed by an underscore ( \_ ) and a number from 0-9 (the first one of the month will be numbered "0", the second purge of the month "1" etc.). These files can be accessed through History (see below).

Before you proceed make a COMPLETE Back up of all your directories including \HLMS, \HLMS\DATA and \HLMS\STMT. **If you happen to encounter any problem you will be able to copy this back and have no damage.**

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From the Main Screen type <S> (Statement) #4 Purge Databases

All Workstations must be logged off before you can proceed. The next screen will show when the last purge took place, the file name and invoice/credit dates it contains. It gives the name of the new file to be created and prompts *Do you wish to Continue?* The subsequent screen asks you to enter the date of the last invoice/credit to purge. All completed transactions in current memory up to that date will be copied to History. Depending on how many transactions there are to be purged and how much clean up is to be done, the purge may take some time. You should do this when you have time to spare as IT CANNOT BE INTERRUPTED once the process has begun without resulting in serious damage. After you have entered the date of the last invoice/credit to purge you are prompted again *Are you SURE you wish to Continue?* It then copies the records to be purged over to the Statement file, cleans up the databases and reindexes. Workstation access is reopened upon completion.

## HISTORY (ALT-H)

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History is a program within HLMS which stores transactions that are complete while allowing the information contained to still be accessible. When the current databases are purged (see above) only transactions which have been invoiced will be copied to the \HLMS\STMT directory. If payment has not been received (if that option is enabled under Maintenance) or if the materials have not been returned, the transaction will also stay temporarily in the current databases. When the materials are returned and/or the payment is received, a notice will appear that the transaction has been deleted (removed from the current files to History). In History transactions that have not been paid will have "Not Paid" beside Date Paid. When the payment date is entered under Invoice #4 Payment Received, that date will be copied over to the record in History and then deleted from the current database.

From the Main Screen type <S> (Statement) #3 History, or use the shortcut ALT H.

You will now see a screen that allows the entry of criteria for a search of the databases. Searches may be done by:

1. Invoice Dates
2. Invoice Number
3. Credit Number
4. Transaction Number
5. Publisher Code
6. Performance Dates
7. Composer
8. Title
9. Company/Name
10. Performance Details

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You may enter only one criterium or several criteria to narrow the search field. Once the criteria have been entered type <L> (Locate) to begin a search. A list of matching transactions will appear on screen (Browse Mode) with the data listed in columns of: TRANSNO., COMPOSER, WORKNO., TITLE, SUBTITLE, EDNAME. If you use the right arrow the screen will scroll right to see more data. This may also be viewed more easily by pressing the <TAB> key which will switch the screen to Record Mode.

The Function keys available are listed at the top of the screen.

F1 Help  
F3 Search Options (return to search criteria screen)  
F5 Print  
F8 Edit (only available to Server)  
F9 Total (gives total of invoices found in search)  
F10 (or Esc) Quit  
TAB Toggle from Browse to Record Mode and back again

Once in Record Mode all the details of the transaction are shown on the screen regarding the composer, work, customer, performance date(s), details. The Server may edit any of these details using the <F8> function key. Upon pressing <F8> you are prompted *Do you wish to Edit Date Paid?* If yes, you may change the Date Paid. You may then continue and edit any other detail. If no, you may edit any other detail as necessary.

**Note: History does not check for errors, so edit carefully. When pay out percentages are changed the Commission amount will automatically change to reflect the new payout amount. When finished press <F10> to save or <Esc> to abort.**

## PRINTING RECORDS

To print press <F5> and choose to print all records or only the single record currently highlighted. If you wish to print some specific records, when in either Record or Browse Mode press <Enter> and an asterisk (\*) will appear beside the TRANSNO. When the desired records have been chosen, press <F5> #2 Print Marked Records. This uses the History List form.

## PURGE FILE BLANK RECORDS

If you need to add records to the History databases this may be done by typing <S> (Statement) #6 Purge File Blank Records. You may now Add blank records or delete blank records that are no longer need (e.g. you added more blank records than necessary). To Add you must select the Statement file to which they are to be added and then enter the desired number of blank records. When finished go back into History and search for the word "Blank" in the title or composer. The records added should appear.

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Using F8 edit the record to include the desired data. When finished go back to the Search criteria screen and press <I> for Index. The files will be reindexed and the newly added records will then be found in the normal way.

## **EMC/EMCW DATA UPDATE**

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EMC - Electronic Music Catalogue for DOS or EMCW - Electronic Music Catalogue for Windows is a versatile companion program to HLMS which uses the information entered in HLMS to allow extensive searches of the data by composer, title, editor, duration, anniversary, century, geographical region, publisher, work description, orchestration or by any information entered. This is more fully explained in Appendix IV Associated Programs. For EMC/EMCW to work you must copy the information from HLMS to EMC/EMCW. To do this:

From the Main Screen type <M> (Maintenance) #6 EMC/W Data Update #1 Update EMC Data.

All workstations must be logged off to do this. It may take some time to copy the data and you are warned of this and prompted *Do you wish to Continue?* If yes, the screen will show the number of records to be copied and the progress as they are copied. (EMC must be closed for this to work otherwise a warning that your databases are corrupt and should be reindexed appears before closing HLMS.) When finished an index in the \EMC directory will be built {Peter I noticed that on my notebook this was built immediately but on my office computer it happened only when I opened the catalogue in EMCW. Which is correct and less confusing to our readers?} and an archive file of your HLMS databases will be made and stored in the DATA.LZH file under \HLMS. A message will appear showing the number of records copied. Upon pressing <Enter> database files will be reopened and workstations may then re-enter.

EMC/W is also a promotion tool for your library. You can copy the EMC/W files onto disk and send them out to your customers to install on their computers. A copy of the program and the data are put on disk for the customer. When installed on their computers they can browse through your library information and will perhaps request promotional scores and tapes. This is a good way to have forgotten materials rediscovered. EMCW also allows you to attach biography and sound clip files which are accessed by icons on screen.

To make a copy of the DOS version choose #2 Copy EMC (DOS) Files to Disk. Enter disk drive letter. Insert blank formatted disk into drive. Follow onscreen instructions.

To make a Windows copy of EMC choose #3 Copy EMC (Windows) Files to Disk. Enter disk drive letter. Insert blank formatted disk into drive. Follow onscreen instructions.

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If you wish to edit the copy parameters choose #4 Edit Options. You may then:

**1. Edit Destination File Name**

The default name is your company files. You may choose another file if desired.

**2. Include Work Numbers**

Copies HLMS work numbers with data.

**3. Do NOT Include Works Without Sets**

If you do not want titles of works copied for which there are no sets in your library.

**4. Change EMC Destination Directory**

The default directory is \EMC. This is where the DOS data is stored

**5. Change EMCW Destinations Directory**

The default directory is \EMCW\DATA. This is where the Windows data is stored.

**6. Change the EMCW Biography Directory**

This is the directory which stores your biographies and photos. HLMS looks for files with the same Composer Code as a filename and the extensions TXT (for text biographies) and BMP (for photos). For example if you have composer biography for Igor Stravinsky, you would save it in a file called STRI.TXT and a bitmap photo as STRI.BMP in the Biography directory.

**7. Edit Information File**

On the right-hand side of the opening EMC/W screen you may enter any information you wish. Use this selection to edit it.

## AUDIT DATABASES

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This function will show you the totals for entries of composers, works, sets, clients and reports in your system.

From the Main Screen type <M> (Maintenance) #8 Audit Databases  
You will be prompted *Do you wish to Display Audit of Database Usage?*