

# **Video Librarian for Windows**

## **Top Rated Video Library Management Program**

**Created by:  
Lemuel D. Turner**

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## **Reference Manual**

**TurboSystemsCo  
P.O. Box 965368  
Marietta, GA. 30066-0007**

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If you decide to register send your registration fee of \$25.00 + \$4 S/H (North America) \$8 S/H (All Others) to TurboSystemsCo P.O. Box 965368 Marietta GA. 30066-0007. Or you can use your MasterCard, VISA or AmEX by calling 1-800-257-7221, 1-770-516-8575 or by FAX to 1-770-591-4988.

By registering you will receive: (1) the latest version of the program; (2) a printed and bound manual; (3) A program to convert your Video Librarian DOS files to the new format; (4) A utility program to import/export dBase and ASCII data to and from Video Librarian; (5) A catalog of discounted products; (6) Free technical support, via phone, fax, CompuServe, Genie, America On Line or Prodigy. (7) Announcements of all major upgrades and the being offered the upgrades at low cost.

Individual users are encouraged to pass along copies of Video Librarian to their friends for evaluation. Please encourage them to register if they find the program useful.

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## INTRODUCTION

Video Librarian is a fast easy to learn and use database manager that will help you organize and keep track of your video tape library. With this program you can quickly search your video library and print reports to the screen or printer. This program can also print labels to place on your VCR tapes for easy identification.

## PROGRAM REQUIREMENTS

PC with 4MB RAM, 386 or greater CPU, 2.7MB of available hard disk space.

Microsoft Windows 3.1 or later

DOS 3.1 or higher

## INSTALLATION/UNINSTALL

To install the program perform the following:

(1) Choose run from the Program Manager File Menu. (2) Type A:\INSTALL or B:\INSTALL if installing from a floppy drive. If installing from the hard drive execute INSTALL.EXE from the directory where it is located. (#) Follow the on screen instructions.

**UNINSTALL** - To uninstall Video Librarian select the Video Librarian Uninstall icon in the Video Librarian group.

## STARTING

To start the program select the Video Librarian icon from the Video Librarian Applications group.

## DATA OPERATIONS

This section describes how to add, edit, delete, undelete, copy and save records. All these features can be selected from the toolbar. This section also covers each of the input fields.

**ADD BUTTON** - Click the Add Button on the toolbar to create a blank record to type your information. You can move from field to field by using the mouse key or the [Tab] key. Press the save button to save the information to disk.

**DELETE BUTTON** - The Delete Button marks the currently displayed record as deleted. The record is no longer displayed, but is still stored on disk. Prior to packing the database, the record can be restored by use of the Undelete Button.

**UNDELETE BUTTON** - The Undelete Button is used to undelete a record previously marked for deletion. This must be used in conjunction with the View Menu item on the Main Menu. Select View Menu then Deleted Records. Then only the records previously marked for deletion are displayed. Press the Undelete Button to undelete the displayed record.

**COPY** - Copy makes a duplicate record of the displayed information. This is useful when adding records that have almost identical information. After typing the changed information, click Save to write the record to disk.

**SAVE BUTTON** - The Save Button writes the displayed information to disk. After adding, editing or copying the button must be clicked to save the information to disk.

## EDITING A RECORD

To edit a record use your mouse to place the cursor in the field you want to change, make the changes then click the Save Button. You can also use the [Tab] key to move to the field you want to change.

## INPUT FIELDS

The program has fields for Title, MovieNo, Rating, Critics, Color, Star, CoStar, Cast, Director, Category, Publisher, Year, Time, TapeNo, VCR Start Counter, VCR Stop Counter, Recording Speed, Note, and a 254 character memo field.

The fields for Star, Costar and Director are single fields and the names should be entered in these fields, Lastname, First Name. For example:

**Star:** Turner, Kathleen    **CoStar:** Douglas, Michael    **Dir:** Devito, Danny

When entering data into the **TapeNo** field all six spaces must be used for the sort/index routine to work correctly. Numbering examples - 000001 - 999999; C00001 - C99999.

The **MovieNo** field is automatically assigned a unique number by the program.

## **BROWSE/QUERY**

Several methods are provide to browse and query your database. The Find Button is used to search for information on one of index fields, which is extremely fast. The Query Button can be used to perform complex searches on multiple fields. There are also four Browse Buttons that can be used to browse through the database.

## **BROWSE BUTTONS**

**First** - Moves the database to the first record based on the primary index selected. The primary index can be changed by selecting View|IndexOn from the Main Menu and then selecting one of the displayed indexes and pressing the OK key.

**Last** - Moves the database to the last record in the database based on the primary index selected.

**Prev** - Moves the database to the previous record in the database based on the primary key selected.

**Next** - Moves the database to the next record in the database based on the primary index selected.

## **FIND BUTTON**

Click the Find Button to locate an item by RECORD#, CATEGORY, LOCATION, OWNER or ITEM. When the button is clicked the Find Value window is displayed. Select the field you want to search and then enter the what you are looking for in the text box. If an exact match is found, the item is displayed in the Inventory Entry Window.

If multiple matches are found, a popup Choose a Record Window is displayed with the cursor placed on the first item that matches. If no match is found, the cursor is placed on the item that is the nearest match. The window allows you to browse through the database and choose any item for display in the Inventory Entry Window.

## **QUERY BUTTON**

While the Find Button can only search one index field, the Query Button allows you to perform complex searches on any combination of fields. When the Query Button is clicked the Query Window is displayed. In the Query window you can select the index order you want the resulting query displayed. You setup your search criteria in the window then press the Apply Button to perform the query. You can also Save/Recall Queries to disk, by selecting File from the Query Window.

## **REPORTS**

Select Reports from the Main Menu to display the Report Menu. You can select reports that can be displayed to the screen or printer.

### **Printer Reports**

If you select one of the printer reports, the report is generated and sent directly to your printer.

### **Screen Reports**

If you select one of the Screen Reports from the menu it is generated and displayed in a window. You can page through the reports using the arrow keys at the bottom of the window. You can send the report to your printer by selecting the printer icon at the bottom of the window. The button with the three rectangles allow you to zoom the report. The first click of the button, give you a full page view of the report, the second click gives you a magnified view of the report and the third click returns the report to it's original size.

The Suitcase Button and the Paper Clip Button located at the bottom of the report screen are inoperative in the current version of the program.

## **Report Types**

There are various report types that can be listed by the program. To see the contents of each report, just list the report to screen.

The Spine and Top video cassette reports only list one title per label. So if you have several titles on each tape, only the first title will be listed on the label along with the tape#. See the order from to order the spine and top labels required by the program.

If you select one of the Printer reports, the entire list will be sent to your printer. If you just want to print a partial report to the printer, select the equivalent screen report first. After the report is generated to the screen, press the Printer icon at the bottom of the screen and you can specify the range of pages you want to print.

NOTE: You can have multiple reports open -- but they all must be closed prior to exiting the program.

## **MAIN MENU**

The Main Menu provides a means to access and perform all functions required by the program. Most of the functions can be performed from the toolbar. However, if you do not have a mouse you can use the Main Menu to perform all actions required by the program. To access the Main Menu without the mouse, press the F10 function key. To select a Menu Item, press ALT + the underlined letter displayed for the menu item. There are also a few functions that can only be accessed from the menu such as ReIndex.

## **FILE MENU**

The Open Menu displays Data Entry | Update Categories | Loan Window | Update Ratings | Update Critics | Update Speed. These items open the applicable data entry windows to allow you to enter data in the main screen or update the various lookup list used by the program (categories, ratings, critics, speed). The loan window allows you to sign out movies to individuals. When someone returns a movie, just look up the movie number, press the loan button and delete the record.

Save Menu saves the changed record to the disk file.

Exit closes the program and returns you to the place from which the program started.

## **EDIT MENU**

The Edit Menu displays the standard windows items for copying/cutting and pasting information to and from the clipboard. Highlight a field and select the appropriate item.

## **RECORD MENU**

The Record Menu provides the same functions that can be accessed from the toolbar.

## **TOOLS MENU**

The ReIndex | Pack items displays the ReIndex window that allows you to select the files you want to reindex. In addition to rebuilding the index files, the Pack item removes the records marked for deletion by the Delete Button from the database. Once the database is Packed, the records previously marked for deletion cannot be Undeleted. You should reindex the database if you notice the records are not being displayed in the correct order.

## **VIEW MENU**

The Index Order allows you to select the index order that the items are displayed when the First, Last, Next And previous keys are accessed.

Natural Order displays the records in the order that they were entered in the database.

Query Order displays the items in the order selected on the Query Screen when building the Query.

Deleted Records displays the records marked for deletion by the Delete Button. The records displayed can be Undeleted so they can be displayed normally again.

## **REPORTS**

See the previous section for information on the reports available.

## **WINDOWS**

Allows you to arrange the displayed windows in standard windows formats.

## **HELP**

About displays the copyright and version information about the program.

Contents displays the programs help file.



