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Master Music Manager™

Quick Start User Guide, Version 5.0

Macintosh® and Windows™ versions

A Brief Introduction to Music Manager Software™

In development and evolution since 1990, this Macintosh®/Windows™ Cross-Platform Version 5.0 of Music Manager Software™ is a powerful database designed for school, church and other professional music directors, librarians and music personnel. Master Music Manager™ is designed to assist in planning and organizing the administrative tasks that so often take up much of each day. WorshipManager™, the newest generation of HymnIndex™, the software that set the standard for Hymnal Reference and Worship Planning, is a comprehensive Worship Planner, referencing over 30 Hymnals and Chorus Books. Our goal and purpose at Music Manager Software™ in developing new versions is to produce powerful, yet easy-to-use software resources. The graphical interface of the software is clear and intuitive. The attractive data entry screens and report forms are designed for clarity and functionality. The interface enables even a computer novice to quickly understand how to enter data, access files, perform searches and reports with an ease of use never before available in Music Administration or Worship Planning software. Version 5.0 includes many new features throughout all of the modules, and the capability for customizing them and designing new ones when needed.

Music Manager Software™ is built on the database engine Panorama™ from ProVue Development. Panorama™ is an extremely fast RAM-based user-friendly database application. The full version of Panorama Direct™ is included with the purchase of Music Manager Software™. Many Panorama™ menubar commands appear alongside Master Music Manager™ Custom Menus.

By the way, don't feel that you're locked into any preset form. You may easily modify the design, including fonts (typesyles and sizes), labels and fields (see the Panorama Handbook.pdf file included on the CD-ROM for instructions on how to do that). The only things you can't change are the automatic functions (and our copyright info!). And, if you REALLY get serious about programming and want to do some heavy duty database developing, you may want to purchase the full developer's version of Panorama™. Contact us for availability and current pricing.

Music Manager Software™ is a computer resource designed and enabled for the twenty-first century. We appreciate the opportunity to serve you and help make your music administration tasks easier. Oh, yes, one more thing...you'll notice that this User Guide isn't written with a lot of technical jargon and difficult to understand terminology. At Music Manager Software™ we pride ourselves on performing complicated tasks in an easy fashion, so, we'll just talk you through some things. If you have any questions that aren't answered here or in the Panorama Handbook.pdf documentation, we're only a phone call away. Even if you never have a technical question, give us a call or send us an E-mail and let us know what you think about the software, and any ways you think it can be improved. We listen to our customers...this version 5.0 is a direct result of feedback we have received about previous versions. We'd love to hear from you.

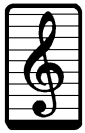
PLEASE NOTE: In order to use Music Manager Software™ you MUST be familiar with basic Macintosh® and/or Microsoft® Windows™ commands and functions. If you don't understand how to do basic things such as pointing, clicking, dragging with the mouse, copying files, creating folders, selecting, copying and moving files, choosing commands from pull down menus, using scroll bars and editing text, etc. you should refer to the documentation and tutorials that came with your computer.



Master Music Manager™ version 5.0

This quick-start user guide is intended to point out new and unique features and commands included in Master Music Manager™ 5.0.

NOTE: ALWAYS enter modules from the Main Screen (Master Module Manager™). When you single-click on a KlikTab™, automatic procedures are generated, guiding you to the proper window, selecting and sorting data, etc. IF YOU ACCESS FILES AND FORMS DIRECTLY WITHOUT GOING THROUGH THE PROPER PROCEDURES, DATA WILL NOT BE ENTERED CORRECTLY. ALWAYS ENTER THROUGH THE “FRONT DOOR”.



Clicking the Treble Clef KlikButton™ (located in the top left corner of windows) takes you back one level. ALWAYS click on the treble clef KlikButton™ to close the window.

•••• NEVER click on the “CLOSE WINDOW” box in the Title Bar to exit. ••••

Master Music Manager™ includes the following modules:

★ New features in ver. 5.0 are **highlighted** ★

Master Module Manager™

The new **KlikTab™ interface** of the opening screen is the main control center for Master Music Manager™. From it you may navigate from module to module without using menubar or keyboard commands. Just point to the **KlikTab™** of the module you wish to open and click once. It's that simple. You may also click on the MODULES menu and access the module of your choice. You may edit user information by selecting EditUserInfo from the MusicMgr Menu or by clicking on the **Help/Setup KlikTab™**. This information is used by all modules and should be periodically updated as necessary. You may also access the Music Manager Software™ website by clicking on the **www.musicmanager.com website link** (Windows™ only). To access **Full Menus** from the opening screen of any module, click the large icon in the left center of the screen. To return to **Limited Menus**, click the icon again, or click the Treble Clef icon.

Note: Version 5.0 introduces “**Help Prompts**”. This feature offers step-by-step instruction for many of the basic commands and many of the new features. Once you feel that these instructions are no longer necessary the prompts may be disabled by selecting “**Help Prompts Options**” on the main screen, or in the **MusicMgr Commands Menu** and selecting “OFF”. The prompts may be temporarily turned “Off” or “On” from the opening screen of any module at any time. The settings will revert to that indicated on the Master Module Manager™ the next time the software is launched.

Membership File Module

To open the Membership File, single-click the **Members KlikTab™**. This module contains data records for Children, Youth, College and Adult Choral, Band, Orchestral and Handbell groups. Absences and grades may be entered, you may send memos or letters, note confidential personal information, prepare fax documents and enter information about parents and other family members. Letters may also be sent from the “Family Info” form.

After you've opened the Membership Module, first click a “**Group Type**” **KlikTab™**, then an appropriate “**Age Group**” **KlikTab™**. NOTE: The “Children” category represents preschool through primary school (grade 5 or 6), and “Youth” represents middle school (or junior high) through senior high.

The Membership File (like all modules) is a comprehensive datafile. You may enter Choral, Band, Orchestral or Handbell group members in one datafile, then sort, separate, manipulate and report the data any way you like. A photo of the member may be pasted to the photo field of the data record in the lower center part of the form.



ClikTab™ commands introduced in this module:

CUSTOMIZE - Explains the procedure to create new forms or edit existing ones. (Recommended for advanced users only.)

EASY SEARCH - Searches every field of every record for the information and generates a list.

SEND E-MAIL - Links with the E-mail application and addresses an E-mail to the currently selected member.

SEND LETTER - Send a letter, memo, compose a fax, or send a form letter to one or more members.

ABSENCES - Record absences either by entering a date absent for a single member, or clicking a box from an absence report and automatically updating every member record.

SELECT GROUP - Limit the visible records to those of one particular group...(choir or band, etc.).

PROMOTE - Promote the member to the next grade or class...Seniors are marked as "Alumni" and remain on the database until removed.

CONFIDENTIAL - Confidential Information on the member. To gain access to this information the user must confirm access, so as to avoid accessing the information by mistake in the presence of others.

MISC. INFO - Opens a new form for miscellaneous information.

FAMILY INFO - Information on Parents/Spouse/Children. Letters to parents may be sent directly from this form.

REPORT - View a listing of the currently selected members.

SELECT ALL - Choose the data records to be displayed and searched.



ClikButton™ commands Introduced in this module:

SCAN & SEARCH - With a BarCode scanner (not included, available separately) you may scan the member's ID number and instantly access that member's data record.

ADD A NEW MEMBER TO THIS GROUP - Creates a new data record, correctly formatted for the module with the date entered and proper category information.

ADD THIS MEMBER TO ANOTHER GROUP - Duplicates the current record to allow the enrollment of the member in another group.

LABELS - Select and Print Mailing Labels and **BarCode Labels**.

SEARCH & REPORT - Searches every field of every record for the information and generates a list.

ADVANCED SEARCH - Opens a Find/Select search dialog for manual searches.

FOLDER ASSIGNMENTS - Assign music to individual or entire groups quickly and easily (for more details, see Music Library.)

ABOUT POP-UP DATA ENTRY - The right side of each data entry record includes Pop-Up data entry fields. Click and hold the mouse on the label of the field, click the selection and it will appear in the data field boxes to the left of the Field Labels.

Music Library Module

To open the Music Library, single-click the **Library ClikTab™**. This module contains data records for Choral, Instrumental, Vocal, Keyboard, and Handbell printed music and also allows you to enter Drama library selections. You may search the entire library, or click the ClikTab™ of the desired module and the Data Entry screen will open to select just that part of the library to be displayed.

When you access the Music Library through the Master Module Manager™, you'll notice the Main Screen of the Music Library has several options. As in the case of the Membership File, the Music Library is a comprehensive library, capable of cataloging any type of composition: choral, instrumental, vocal, etc.



ClikTab™ commands Introduced in this module:

STATUS REPORT - Lists all titles on order, assigned to the members or on loan.

PARTS LIST - Opens the Parts List for the title you have selected. There you're able to enter numbers of copies of various instrumental parts. Just click to enter the number, and double-click to select the instrument. (Note: if your monitor does not "refresh" the screen, and the form appears to have black boxes on it, there's an invisible "refresh" button in the top center of the form. You can also access the command from the Menubar.)

As previously mentioned, many fields containing commonly used data are linked to a master list. Such is the case with the Composer, Text Author, Arranger and Publisher fields. Double click the field, then press the Key Command + (down or up arrows).

RECORDINGS - Links to your Reference Recordings Library, searches for a recording containing the currently selected title, and displays a list of all recordings matching that search. If no matches are found, all titles are displayed.

ON LOAN - Opens a form to record music loaned out. You may also view a report of all titles on loan.

COMMENTS - Like the Misc. Info, it allows additional space to record data about a library title.

FAVORITES - Opens a list of selections marked as being a "favorite" title on the main data record.

DATES USED - Opens the **newly designed Date Report Form**, where you may keep track of the last 10 dates a piece has been performed, which group performed it, and the **time of the performance**. When you're entering dates, if it's within a 3 week span, all you have to do is type in the day of the week (sun, mon, tue, wed, thu, fri, sat) for the current week, for last week, add "last" (last sun, last mon, etc.) and for next week, add "next" (next sun, next mon, etc.). The Master Music Manager™ knows which dates to enter! In fact, this data entry procedure can be used in any "date" fields within the database. Now you don't even have to check a calendar for simple date entries! Just click on the Treble Clef ClikButton™ to exit this screen.

LIST/REPORT - Displays a list of currently selected titles

IN FOLDER - Clicking the "**In Folder**" **ClikTab**™ enables you to link to the Membership File and either assign or remove a selection to an individual member or entire group, or view the folders of the members to whom the selection is assigned. Individual copies of Library selections may be sequentially numbered and entered on the Folder Assignments form.



ClikButton™ commands Introduced in this module:

ADD ANOTHER TITLE FROM THIS COLLECTION - Creates a duplicate data record of the original, leaving blank only the information necessary to add another title from the collection. Enter the information for the new record, and make any necessary changes to data that was transferred.

SCAN A BARCODE AND ADD A NEW DATA RECORD - By typing or scanning (BarCode scanner available separately) the information from the BarCode of an item or Music Library selection a new data record may be quickly and easily created. This new feature enables the user to scan and search BarCode information in an included reference library, and if the selection appears there, the information associated with that selection is instantly transferred to the new record. If the information is not present, the information is entered as usual by typing and using the Pop-up data entry commands.

LABELS - By clicking the LABELS ClikButton™, designated as either a ClikTab™ or BarCode ClikButton™, the user may print either Address Labels or **BarCode labels** directly from the Master Music Manager™.

CREATE RECORDINGS ENTRY- Copies information about selection into a new data record in the Recordings Libray.

SEARCH OPTIONS

EASY SEARCH & REPORT - Searches all fields for the information entered and generates a listing of all data records containing that requested information in any field.

MULTI-FIELD SEARCH - Allows the user to search by seven of the most often searched fields and refine the searches by limiting the parameters with successive searches.

SCAN BARCODE & SEARCH - Searches existing entries by BarCode and opens the data record.

ADVANCED SEARCH OPTIONS - Opens a standard Find/Select dialog box for manual searches.

ORDER THIS TITLE - Opens a form where you may enter Music Dealer information, then when you click the ClikTab™ labeled "Continue with Order" it generates a form that may be printed, then mailed or faxed to the music dealer. The dealer's website may also be accessed from this form through a ClikTab™ (Windows™ only).

Recordings Library Module

To open the Recordings Library, single-click the **Recordings KlikTab™**. Almost identical to the printed Music Library, with special Pop-up fields, customized for recordings. Enter information on all of your Cassettes, Compact Discs, LPs, Reel-to-Reel tapes, Accompaniment Tracks, DVDs or any other type of recorded music or video.



ClikButton™ commands Introduced in this module:

GO TO MUSIC LIBRARY - Similar to the “Find Recording” command in the Music Library module, this Recordings Library command does just the reverse...it searches the printed Music Library and looks for a match to the currently selected Recording Selection Title and displays a listing of every Music Library record matching the search.

Music Inventory Module

To open the Music Inventory, single-click the **Inventory KlikTab™**. This module actually has two components: the **Equipment Manager™** and the **Wardrobe Manager™**. The Equipment Manager™ keeps track of supplies, musical instruments, sound equipment, when your pianos were last tuned, etc. The Wardrobe Manager™ could actually be considered an entity in itself. When you access the Wardrobe Manager™ from either the Master Module Manager™ or within the Inventory Module, it sorts out all wardrobe items, and opens to a screen that enables you to enter names and sizes of various wardrobe items. While choir directors will use this feature for assign choir robes & outfits, this module is especially useful for Band Directors. It will automatically assign such uniform items as Coats, Pants, Shirts, Shoes, Hats, etc. quickly and easily NOTE: As you enter data in the Wardrobe Manager, be sure to enter the type of item in the data record. The automatic searches & assignments search that field for matches. A useful timesaving feature in the Wardrobe Manager™ is a command that creates duplicate records. All you need to do is enter an inventory number and size. Equipment and musical instruments may be assigned in a similar procedure in the Equipment Manager™.



ClikTab™ commands Introduced in this module:

ASSIGN ITEM - This ClikTab™ in the Wardrobe Manager™ opens the Assignment Form where wardrobe items may be assigned to different members. In the assignment process a member's name is entered, either by scanning an ID BarCode number or typing the member's name. Items are then assigned based on the size and availability of the item. A listing of all items assigned to an individual may be generated as well as an assignment letter that may be sent to the member.

ITEMS OUT - This procedure generates a listing of all wardrobe items currently assigned.

ASSIGN EQUIP. - This ClikTab™ in the Equipment Manager™ performs the same function as the ASSIGN ITEM procedure, assigning equipment instead of wardrobe items.

EQUIP. OUT - This procedure generates a listing of all equipment items currently assigned.

VIEW PHOTO OF ITEM - Copy a photo for identification and insurance purposes.



ClikButton™ commands Introduced in this module:

SCAN & ASSIGN - Automates the ASSIGN EQUIPMENT procedure by scanning a Member's ID Number and opening the Assignment Form.

Address Book Module

To open the Address Book (Personal Directory), single-click the **Address Book ClikTab™**. Designed to keep track of friends, colleagues, business contacts and other groups, such as parents organizations and school booster clubs, this module is very much like a card file, with basic Address, Phone and Personal information included. This is much more, of course, because you can also send letters and memos just as in the Membership File. Form letters may also be sent to people entered in this file. Just imagine, with a few basic commands, one may completely automate all correspondence!



ClikButton™ commands introduced in this module:

VIEW PLANNING CALENDAR - Click to access the Music Manager Planning Calendar.

WEBSITE - Access a company website referenced in the Address Book when online.

Accounts Module

To open the Accounts Module, single-click the **Accounts ClikTab™**. Just about everybody hates to deal with budgets, fund-raising and generally keeping track of money. Keeping records in a General Ledger book takes a lot of time. Using a spreadsheet requires a lot of expertise, programming and data entry to set everything up. Everybody wants a practical easy-to-use accounting software program. Well, when we first started designing an accounting module for Music Manager Software™, we knew that there just had to be a better way...and we believe we've found it!

Instead of thinking along the lines of a spreadsheet, with it's complicated rows and rows of data cells, why not think about it in the terms everyone can understand...a checkbook! Keeping a checkbook register is the first practical experience most people have related to accounting. So, we designed a general ledger along those lines. Just think about it...everything is either a deposit (funds raised) or a withdrawal (money paid out). Add an unlimited number of categories, and you have complete flexibility. Now you can keep track of all expenditures (debits) and funds deposited (credit), and do custom reports and printouts for any person or category.



ClikTab™ commands Introduced in this module:

OPEN RECEIPT FORM - Opens a Form where deposits may be recorded and receipts generated.

OPEN ACCOUNTING REPORT - Opens a report listing all credits and debits. Reports may be generated for totals contributed by individuals, fund balances by category, or by other searches. **UPDATE INFORMATION** - Although the module is personalized when the software is first initialized, it may become necessary to update Names and Addresses for the user or organization. Clicking on this ClikTab™ will update information currently entered in the Master Module Manager™ User Setup Form.

Wardrobe Manager™

To open the Wardrobe Manager™, single-click the **Wardrobe KlikTab™**. The Wardrobe Manager™, part of the Inventory Module, could actually be considered an entity in itself. When you access the Wardrobe Manager™ from either the Master Module Manager™ or within the Inventory Module, it sorts out all wardrobe items, and opens to a screen that enables you to enter names and sizes of various wardrobe items. While choir directors will use this feature for assign choir robes & outfits, this module is especially useful for Band Directors. It will automatically assign such uniform items as Coats, Pants, Shirts, Shoes, Hats, etc. quickly and easily.

Word Processor Module

Open the built-in Word Processor module by clicking on the **Word Processor KlikTab™** in the Master Module Manager™. To select fonts, sizes and features, click on the word processor screen, click the TEXT menu and choose options. This full-featured Word Processor module is described in more detail in the Panorama Handbook included on the Music Manager Software™ Installer CD-ROM.

Personal Planning Calendar Module

To open the Planning Calendar single-click the **Calendar KlikTab™**. This helpful calendar displays Events, Announcements, To Do Messages and other reminders in a convenient monthly display. Like any other form (window) this calendar may be printed if desired. To enter reminders, Click on "Enter Data". There you may enter, search, sort and edit data.

Lesson Manager™ Module

Designed for children's choir directors or school teachers, this form provides a form to plan a daily lesson or rehearsal. Select this module from the Master Module Manager™ under the MODULES Menu.

Automatic Procedures

To help you better understand how the timesaving automatic procedures work, let's take an example. If you start with the Master Member Manager screen of the Membership File you can see how the groups are separated by Age and Performance groups. When you click on the "Choral" KlikTab™ the database performs several functions automatically: first it selects all records, it then looks for all members designated as being "Choral". When you then select an age group (click on the "Adult" KlikTab™) it then searches within that group for all "Active" adult members and eliminates all other records from the selected group. Three searches are performed with one click. Now we're on the Adult Choir Membership Record. The screen opens to a "Sample" data record. Use this placeholder record for your first Adult Membership File record. This record is pre-formatted, so all you have to do is double-click (edit command) on the "First Name" field, type and tab from field to field. You'll notice that as you begin entering information, certain places on the screen (previously hidden) begin to display data. In the Membership File, the member's full name appears in the top.

There are also several timesaving features included with the software you'll want to know about.

Zip Code Auto Entry

In the Membership, Personal Directory and Inventory Modules, you may take advantage of the built-in Zip Code Dictionary. Instead of entering the city, state and zip all you do is tab through the city and state fields, and enter the Zip Code. The Zip Code Dictionary contains city and state information for over 40,000 zip codes. The ZipMagic!Data file must be in the same folder with Panorama™ or Music Manager Software™. Do not rename this file. As you enter data, typing and tabbing from field to field,

tab through the city and state fields, enter the Zip Code, then watch what happens. Unless the Zip Code is a relatively new one (or the US Postal Service hasn't notified us) the City and State of that Zip Code are automatically entered in the data record. If not, you'll need to enter the City and State manually. NOTE: If a Zip Code that you entered does not appear in the built-in Zip Code Dictionary, the City and State fields may not display if you tab from the Zip Code field. There are two solutions...either enter the Zip Code first, then type the City and State, and by-pass the Zip Code field by clicking in a field after the Zip Code, or remove the ZipMagic!Data file from the folder.

Spell Checker

The Spelling Dictionary allows you to check the contents of your database for spelling errors. This is especially useful for memos, faxes and letters. The spelling dictionary contains about 118,000 words. As with the Zip Code Dictionary the Spelling Dictionary must be in the same folder as Panorama™ or Music Manager Software™ and must not be renamed.

When you are editing a data cell, choose Check Spelling from the Edit Menu. This command will start checking for spelling errors starting at the current cursor position. If it finds an error or unfamiliar word it will stop and highlight the word. If the word is misspelled you can correct the error. To resume scanning for more spelling errors choose Check Spelling from the Edit Menu again.

Clairvoyance™

Once you have entered several data records you may notice a strange and wonderful thing happening. If you're typing text you've typed before (in many fields), the program will sense you're making a repeat entry, and will complete your typing. If you're not entering the exact information, don't worry, just keep typing, and when your typing varies from the previous entry, that additional text will disappear

Auto Lookup

In some fields where there may be a lot of duplicates (such as City, State, Group Name, etc. in this module, and Composer, Author, Publisher, etc. in the Music Library, for example) you can scroll through all previous entries, as well as some others that have been added for your convenience. To do this, double-click on the field to go to the edit mode, then use the Command or Control Key Command +(down arrow or up arrow) to move forward and backward through your choices.

A note about letters, memos and labels....

- Letterhead and memo templates are predesigned for your use. The data you entered in the User Setup box when you first installed the software is transferred to the various reports and forms for you, but you can always adapt the originals or create a new one. The letterheads and memo forms include a word processor in the letter text area. All you have to do is click and start typing. The commands for the word processor are in the TEXT menu that is displayed once you've started typing.
- For Form Letters (same letter sent to multiple names) use the Form Letter Template and follow the 1-2-3 steps.
- To print mailing labels either select the Mailing Label form from the View menu, or from the View menu, select NEW FORM, give it a name, click on Quick Label, then select the Avery label template you're using (if your label isn't listed, measure it and enter the size in the appropriate boxes). Then you'll be asked to select the fields to be displayed on the label. Just double click, press return for the next line, select the typestyle and size, and you've just created a custom Label form. It's that easy. *A quick tip...when you have your template displayed on the screen, select the SETUP menu, choose form preferences and click on the View-as-List option. That way, you'll see all of the selected names displayed on the form.*

NOTE: THIS IS VERY IMPORTANT!!!

WHENEVER AVAILABLE, USE THE ClikButton™s AND ClikTab™s TO OPEN FORMS. YOU SHOULD NOT ACCESS FORMS FROM THE VIEW MENU UNLESS YOUR DATA IS SELECTED AND FORMATTED. EVERY TIME YOU CLICK ON A CLIKBUTTON™, IT FORMATS AND SELECTS THE CORRECT DATAFILES FOR YOU. AS LONG AS YOU'RE WORKING WITH THE SAME GROUP OF DATA RECORDS, YOU CAN CHANGE FORMS TO GIVE YOU DIFFERENT VIEWS OF THE DATA.

To close a window, or return to a previous screen, click on the treble clef. If that doesn't close the form, use the Close Window Command (Control or Command Key + W).

Menubar Commands

Panorama™ standard menubars - These are fully described in the Panorama Handbook.pdf documentation, included on the CD-ROM. Many of these menu commands are disabled in Music Manager Software™ because they are not needed, or may cause unnecessary confusion. Special Menus for Music Manager Software™ have been added where necessary. Here are descriptions of menu items in Master Music Manager™ you may find useful. Note: Many of these commands are only displayed in the "Graphic Design" or "Setup" mode and may not be visible at all times.

Note: Many frequently used menu commands are accessible with Keyboard Commands. These appear next to the Menu item. To access a menu item by a Key Command, Windows™ users should press and hold the Control Key+the Letter or Number next to the menu item; Mac™ users should press and hold the Command (Apple) Key+the Letter or Number next to the menu item. Using Key Commands is the EASIEST way to perform routine commands.

NOTE: Some standard Panorama™ menu commands will not perform automatic formatting of data entry in Music Manager Software™. These are noted in the documentation.

FILE MENU

These should be familiar to any Windows™ or Mac™ user. Here are some features and functions you should know:

OPEN FILE

NOTE: NEVER..NEVER...NEVER use the Open File command to open the modules in Master Music Manager™. ALWAYS open through the Master Module Manager™.

REVERT TO SAVED...A real lifesaver if you ever need it...takes you back to the last saved copy.

SAVE COMMANDS:

This is a good time to discuss how data is saved in Music Manager Software™. By default, the software does not automatically save every time you type or edit data. It saves when you create a new record or when you close a module. As you are working, especially if you are designing a custom form or report, you may not want to save as you type, so the database saves data when you give the Save command.

There are three types of Save commands in the software:

SAVE Command or Control Key +S

the standard save command, that saves an existing datafile...

SAVE AS...

saves the existing document as it currently exists as a NEW file (the original file is not saved)...

SAVE A COPY AS...

saves a copy (for backup or other uses) and does not affect the open copy. Note: If you want to automatically save your data regularly, select SAVE AS, click on the Automatic save box, type in a number, and then save the document as itself. *Be sure that you're saving in the correct folder.* You may be prompted that you're about to overwrite the original, if you do, everything's ok, as long as you're sure you're saving in the right place. Note: This feature is disabled in some versions of Panorama.

ARRANGE WINDOWS

Here's a very helpful feature. When you select this menu, keep the mouse button down, and you'll see (on the bottom levels) which modules and forms (windows) are currently open, You can navigate from window to window safely by using this feature, (if you've properly opened them in the first place) without fear of losing the special automatic formatting. The other features of this menu item are described in the Panorama Handbook.pdf documentation.

HELPFUL HINT: Sometimes forms and reports appear (some are designed that way) without toolbars and/or scrollbars. If you ever want to display the toolbar and scrollbars for a window in which they don't appear, close that window by clicking the close box on the titlebar (or using the CloseWindow command in the menubar), hold the ALT or OPTION Key and select that form from the VIEW menu.

EDIT MENU

UNDO *Command or Control Key +Z*

Use this command when you want to change an action you have just performed. Most actions may be "undone" if you *immediately* choose this command.

CUT *Command or Control Key +X*

COPY *Command or Control Key +C*

PASTE *Command or Control Key +V*

These standard Mac™ and Windows™ commands are available to you in Music Manager Software™.

ADD NEW RECORD

Another typical menu item, but be warned....

WARNING: DO NOT ADD NEW RECORDS with this menubar command. YOU WILL LOSE ALL FORMATTING AND AUTOMATIC DATA ENTRY if you use this Panorama™ Menubar Command.

VIEW MENU (For Experienced Users Only...)

Here's where you can directly access Data Sheet (the actual database), Design Sheet (where fields and field properties are created and assigned) and the various forms, reports and screen designs.

NOTE: Do not routinely use this menu command to initially open a form. You should use the icons and ClikButton™s in Music Manager Software™ to open forms in order to keep the data formatted.

SEARCH MENU

The heart of any database is its ability to search, manipulate and report data, and we (naturally) think Panorama™ is the best. Here are the commands you'll want to use:

FIND/SELECT *Command or Control Key +F*

Selecting this command brings up a dialog box with several options. You may...

- FIND (a single instance of the search criteria)...
- SELECT (all of the records containing the search word or phrase, excluding all others)...
- SELECT WITHIN (limiting the search to those records you have currently selected)...
- SELECT ADDITIONAL (building a list by adding more and more records).

You may also choose multiple search criteria in the same search by clicking on the down arrow in the lower left corner. There you may enter may different Fields, Types of Search, and Search Word(s). Many of these commands are contained within the automatic procedures built into Music Manager Software™ by clicking on Icons, ClkButton™'s of various shapes, sizes and designs or Field Labels. The software is full of shortcuts, all designed to make your work easier and faster.

FORMULA FIND/SELECT

Stay away from this...it's for advanced users and programmers.

SELECT ALL *Command or Control Key +A*

Selects all records for searches and reports.

FIND NEXT *Command or Control Key +G (the G stands for "Go to" next)*

After using the Find command, this takes you to the next record containing that search criteria.

CHANGE

Great for making either minor or wholesale changes. For instance, we use this command in an automatic procedure that promotes students from one grade to the next. Just select the field, enter the word(s) you want to change from, then type the word(s) you want to change to and Voila!

SELECT FROM SERVER/FORMULA SELECT FROM SERVER...

Unless you've purchased the client/server package (Macintosh® only) directly from ProVue Development, these are not applicable.

These next four commands may seem a bit unusual, kind of like going around the world to go next door, but, upon closer inspection.....

Let's say we have a small group of music library datafiles that we want to share with a colleague who also has Master Music Manager™. We could copy the entire Music Library Module, but that would be impractical if we have a large file. So, we can select part of that larger library and create a copy to share.

First, SAVE your data. Then SAVE AS to a new file name, then select the titles to be grouped. If you want to group files that have little in common, you could choose them and individually designate them by putting a code letter or word in the comment field such as "xyz".

Then you can search that comment field for "xyz" and Select those records. That's when you use the SELECT REVERSE command. Now you've chosen everything BUT the titles you want.

Next, give the REMOVE UNSELECTED command. A Warning! dialog box will appear. Not to worry, you are (or should be) working with a copy of your original data, so, select DELETE, and there you have it, a slimmed-down datafile, ready to copy to disk or E-mail to your colleague. NOTE: You may also choose SAVE AS, and save the data as a Text File (.txt).

SPECIAL NOTE:

At this point, a word about backing up your data. There's an adage among experienced computer users that goes, "It's not IF you're going to lose your data, it's just a matter of WHEN you're going to lose it." Always back up on a regular basis (the more often you enter data, the more often you should back it up!) on a disk other than your computer's hard disk. The easiest way to back up is to copy the entire folder (the default folder is MusicMgr) to a network drive, an external hard drive, CD-ROM recorder or perhaps a Zip™ or JAZ™ drive.

SELECT DUPLICATES

Selects files that are exactly the same within a field. Useful if you've entered the same information twice by mistake, or you want to clean up your datafiles.

SELECT SUMMARIES

Forget this one. You won't need this command unless you become an advanced user.

SORT MENU

SORT UP Command or Control Key +U

The command that sorts any selected field A to Z or 0 to 9.

SORT DOWN

This command sorts the opposite, Z to A and 9 to 0.

NOTE: If you've created a SUMMARY either accidentally or on purpose, your data will not sort correctly. Choose REMOVE SUMMARIES, then SORT UP or SORT DOWN.

MATH MENU

While Panorama is a database, it can act like a spreadsheet as well. Most of these commands are not particularly applicable to casual users, with a couple of exceptions.

The commands *TOTAL Command or Control Key +T* and *AVERAGE Command or Control Key +J*, well, total and average a field containing numbers.

The next two menu commands are also useful, although I'm not quite sure why they're in the Math Menubar.

FILL... puts in a word or phrase in ALL of the selected records, so be careful with this command.

EMPTY FILL does the same, except only in records that contain no data in the selected field.

The other commands in this menu are for advanced use. They are described in the Panorama Handbook.pdf documentation if you need descriptions.

SETUP MENU

Stay away from this menubar unless you want to check on your Panorama registration or do some customizing. The only command you may wish to use is the *SHOW RECORD COUNT*. This command the toggles counter on/off in the lower left corner of the window. It should be turned on unless you have a particular reason not to show how many records are selected out of the total.

MUSICMGR MENU COMMANDS

These are custom Menus strictly for Music Manager Software™ applications. Many of them are duplicated with Key Commands or may be accessed by clicking on KlikButton™ or Icons. These include:

DUPLICATE RECORD *Command or Control Key +D*

Copies the current record to a new data record for easier repetitive data entry.

SORT A-->Z *Command or Control Key +U*

Alphabetizes (sorts) the data in the selected field.

SORT Z-->A - Sorts the data in reverse order.

OPEN HIDDEN WINDOW - If a window seems to “disappear” this procedure (explained in the help prompts) may open the hidden window.

CLOSE WINDOW *Command or Control Key +W*

Closes the current window.

CUSTOM MENUS

In many of the Master Music Manager™ modules additional Menu Choices are available. These are always to the right of any default Panorama™ menubars.

PANORAMA TOOLBOX

Unless you want to do some advanced programming or customizing, you probably won't need to use the toolbox located in the upper left corner of the window. These tools give you access to design features, allow you to record an action (for programmers only), move forwards and backwards through the data. Two up arrows take you to the first record, Two Down Arrows to the last, and single arrows move up or down one record at a time.

WARNING -----**WARNING**

Do not use the ADD NEW RECORD command in the toolbar. DO NOT ADD NEW RECORDS with this toolbar command. YOU WILL LOSE ALL FORMATTING AND AUTOMATIC DATA ENTRY if you use this standard Panorama™ Command.

WARNING -----**WARNING**

Be very careful when you use the CUT RECORD command. You're prompted as a precaution. If you delete a record by mistake, and you have recently saved, you can choose Revert, or (here's a helpful tidbit...) if you've really messed up, but don't want to lose all the work you've done prior to your little faux pas you can Save As to a different name, close that file, and reopen your original file (it's like revert, but you can reconstruct data you've entered since the last full save.

NOTE: ALWAYS enter modules from the Main Screen (Master Module Manager™) When you click on an icon or KlikButton™, automatic procedures are generated, guiding you to the proper window, selecting and sorting data, etc. IF YOU ACCESS FILES AND FORMS DIRECTLY WITHOUT GOING THROUGH THE PROPER PROCEDURES, DATA WILL NOT BE ENTERED CORRECTLY. ALWAYS ENTER THROUGH THE “FRONT DOOR”.

Clicking the Treble Clef (located in the top left corner of most windows) takes you back one level. Always click on the treble clef to close a window. DO NOT click the “close window” box in the Title Bar.

Entering Data in Master Music Manager™

Your First Step...

You must first enter your personal data in the UserSetup form. It is essential that you enter all of the data in the appropriate spaces so that all datafile modules will have access to this information. When you have completed this, click on the ClikButton™ labeled "When you're done...Click HERE". Your data will be merged into the various modules for use in reports, correspondence and data entry.

How Data Is Stored

In each module, data is stored in one comprehensive datafile. In the Music Library and Membership Modules, by entering "key designators" in certain fields, the data may be grouped, searched and sorted. For instance, the Music Library Module contains Choral, Instrumental, Handbell, Vocal and Keyboard Music. By designating the type of music (which is done automatically when you click on the "New Record" ClikButton™), similar data records may be grouped together. You always have the option of selecting all data records if you want to do a complete search or report. Note: Do not delete any "Sample" or "Placeholder" data records that are already entered in the database. These contain "designators" used in creating new data records.

Many data entry forms contain Pop-up fields. You may click on any of the predefined choices, or enter another value for the datafield. Once you have selected a datafile, you are ready for data entry. All Data Entry screens are similar in format. If the opening screen has data entered, click on the "New Record" ClikButton™. This automatically enters the Datafile Record No., Date Entered and Designator Type. You may now begin entering the information. To move back one field, hold down the Shift key while pressing the Tab key. The Return or Enter Key will not advance you from field to field. You must use the Tab key. Of course, you may click on any field (or double-click if you have existing data in the field) and enter or edit information.

NOTE: Use Sample Records for the first data record in a module. If you do not have any data records in that category DO NOT delete the Sample records. You *may* use them later, and once deleted, they cannot be replaced except with a complete reinstallation of the entire software package.

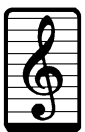
Library Modules (Print Music and Recordings)

Special Features:

If you are entering selections from a collection (or recording) you will not need to reenter all of the information when you create a new data record for each song or selection. By clicking on the ClikButton™ labeled "Add another title (or selection)", you will automatically create a duplicate record of the collection or recording. You may then edit and add information for the new data record.

Reports

You may select any pre-formatted report by clicking on the icon or ClikButton™ in the data entry record. You may also design a new customized report form. For example, clicking **Dates Used** in the Music Library Module will open the Dates Used Report for the current selection. To enter a date, type in the date, click "Insert This Date", and the data will be updated. It will keep track of the last ten times the piece was used.



***ALWAYS ENTER THE MODULES THROUGH THE MASTER MODULE MANAGER™
AND EXIT BY CLICKING ON THE TREBLE CLEF ClikButton™.***

***If you access the various forms directly, you will lose all formatting,
the data will not be properly separated and sorted and you may have to reinstall.***

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Visit us on the World Wide Web: www.musicmanager.com

E-mail: sales@musicmanager.com

(Tech support is not available by E-Mail)

Music Manager Software™ (Sales Only): (800) 282-9220

Music Manager Software™
(Customer Service & Tech support): (336) 282-9220
Monday-Friday, 9am-4pm Eastern Time

About Network Installations..

Panorama datafiles may be shared over a network. Each computer must have a licensed and registered copy of Panorama Direct installed on the hard drive. To purchase additional licenses contact Music Manager Software at (800) 282-9220. The MusicMgr folder may reside either on the hard drive (default installation), or may be moved to a shared network drive. If the folder is moved, the shortcut (alias) on the desktop should point to the file: Master Module Manager in the MusicMgr folder. *Note: the file may have the extension .pan following the file name.*