

HOMER



OSTN02™ enabled

Contents

1. Introduction	4
2. Application Basics	5
2.1. Logging On.....	5
2.2. Application Exit.....	6
2.3. Navigation	6
2.3.1. Menu Navigation	6
2.3.2. Mouse Navigation	6
2.3.3. Keyboard Navigation.....	6
2.3.4. Standard Screen Navigation	7
3. Screens Basics.....	9
3.1. Screen Items	9
3.2. Standard Screen Types	10
3.2.1. Maintenance Screens	10
3.2.2. Report Screens	10
3.2.3. Letter Screens.....	11
4. Security.....	12
4.1. The Supervisor Role.....	12
4.2. The Administrator Role.....	12
4.3. The Guest Role	13
5. Data Manipulation.....	14
5.1. Querying Information.....	14
5.1.1. Standard Queries	14
5.1.2. Advanced Queries	14
Arithmetic Operators	15
Logical Operators	15
Comparison Operators.....	15
Useful Functions.....	16
5.2. Inserting Data.....	16
5.3. Updating Data.....	16
5.4. Deleting Data.....	16
6. Report Preview Basics.....	17
7. Word Basics	18
8. Backup Utility	19
Appendix I - Troubleshooting.....	21
Word cannot find its data source, DATASOURCE	21
Appendix II - Homer Menu Map.....	22
Appendix III – Reference Data.....	24
Appendix IV – Coordinate Reference Systems and Distance Calculations	26
Appendix V - Screen Layouts	27
Analyse Tables.....	27
Additional Information.....	27
Backup Log	27
Backup Type Maintenance.....	28
Calculate Distance	28
Additional Information.....	28
Calendar	29
Additional Information.....	29
Change Password.....	30
Additional Information.....	30
Club Maintenance.....	30
Club Secretary Maintenance.....	31
Contact Maintenance	32
Additional Information.....	32
Coordinate Transformation	33
Additional Information.....	33
Delegate Maintenance.....	33
Distance Report	34
Additional Information.....	34

Federation Maintenance	35
Additional Information.....	35
Federation Secretary Maintenance.....	35
Fee Maintenance.....	36
Invoice Maintenance	36
Invoice Reports (General)	38
Additional Information.....	38
Join Individual's Rings	39
Additional Information.....	39
Letter Maintenance	39
Loft Maintenance.....	40
Lost and Found Birds.....	40
Additional Information.....	40
Lost Bird Deletion	41
Additional Information.....	41
Mailing List Maintenance	41
Measurement and Location Maintenance.....	42
Member Maintenance	42
Non Member Maintenance	43
Notes	43
Additional Information.....	43
Race Validation	44
Additional Information.....	44
Race Point Maintenance.....	44
Reference Maintenance	45
Ring Batch Deletion.....	45
Additional Information.....	45
Ring Log Deletion	46
Additional Information.....	46
Ring Log Query.....	46
Ring Registration.....	47
Additional Information.....	47
Ring Search	47
Ring Transfer.....	48
Additional Information.....	48
Ring Transfer Log Deletion.....	49
Additional Information.....	49
Ring Transfer Log Query	49
Additional Information.....	49
Ring Type Maintenance	50
Tape Maintenance.....	50
Union Explorer	51
Additional Information.....	51
Union Maintenance.....	51
Union Secretary	52
User Maintenance	52
Additional Information.....	52
VAT Maintenance	53

1. Introduction

HOMER is a Racing Pigeon Administration and Measurement System. HOMER provides the flexibility to allow the Union to store all of its data in one source and keep it inline with any changes as these occur.

HOMER can store information at all levels from the Union and Federations through Clubs to the Lofts and Members as well as additional information that may be useful to the Union.

It also provides the facility to record loft coordinates and race point coordinates. HOMER can produce several reports for distances between lofts and race points. Any changes to loft coordinates and any requests for distance reports are logged on the system, so that these can be easily invoiced through HOMERS Invoice facilities.

In addition to HOMERS report facilities, it also provides a link to Microsoft Word to create simple as well as complex letters and documents based on data extracted from HOMER. These Letters can be sent out to their recipient via post, email or fax.

HOMER provides a working calendar, so that specific diary events can be logged and actioned on the system. A complex note facility is also included so that notes can be associated to almost all entities held within HOMER.

HOMER offers a high level of security by providing different levels of access to different users; it also has its own backup facilities and is built on an ORACLE Database to ensure database continuity, security and availability.

2. Application Basics

2.1. Logging On

To access the functionality of Homer, one must first Logon. To Logon one must place the mouse cursor over the Homer Icon (fig.1) on the Desktop and double-click with the left mouse button to initiate the application. If the Desktop is not visible due to other applications being open, press the Windows Key+"M" to minimize all applications to make the Desktop visible.

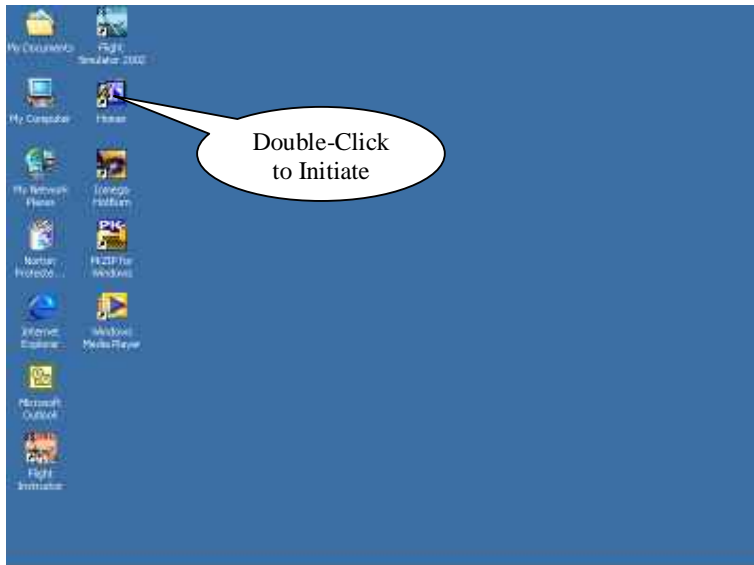


Fig.1

After a short period of time (an egg-timer may appear while the application loads) a new window will appear with another smaller window inside. This smaller window is used to Logon to Homer (fig.2). The cursor will appear in the Username Field, enter your username, and then press the "Tab" key to navigate to the Password Field (you can also use the Mouse to navigate between fields and buttons). Once you have entered your password tab again to the Database Field and enter "HOMER" (none of the above is case-sensitive). Once all the above has been entered click or "Enter" on the "Connect" Button to access the application.

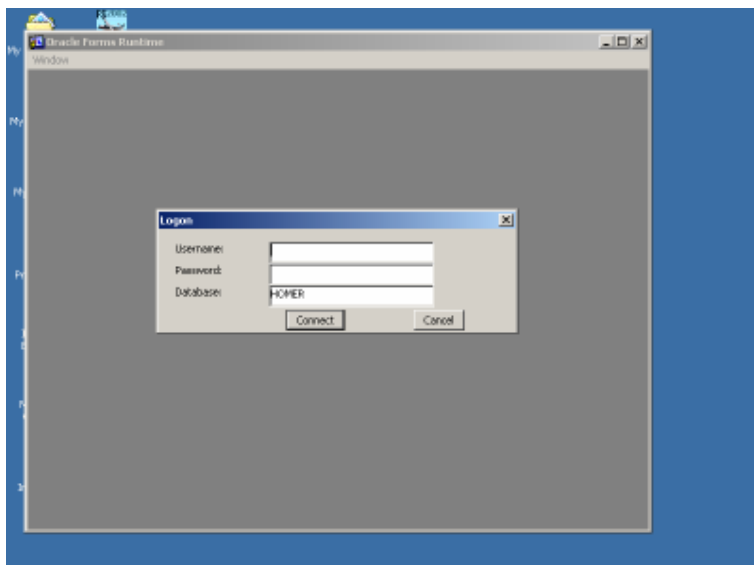


Fig.2

If the Username, Password or Database is entered incorrectly then you will be prompted to re-enter your details. You will receive three chances to get these details correct, if on the third attempt you still get these details incorrect, the application will shutdown and you will have to initiate the Logon Sequence again.

2.2. Application Exit

To exit from the Homer Application, activate the item "File" on the Toolbar Menu and then select the "Exit" option.

2.3. Navigation

2.3.1. Menu Navigation

Once you have successfully logged on you will be presented with the main screen (fig.3).



Fig.3

To navigate around the menu you can either use the mouse or the keyboard.

2.3.2. Mouse Navigation

Click on the Menu Item on the Toolbar Menu you wish to expand with the left mouse button. The menu will expand giving the options available under this menu. To choose one of these options you can click on these once to activate the desired option.

If the menu option is a sub-menu it will have a small arrowhead to the right hand side of the menu item, clicking on this will expand the sub-menu.

If you wish to alter your choice, moving your cursor to another menu item will cause this item to be expanded and your original choice will collapse.

2.3.3. Keyboard Navigation

If you press the "Alt" key, the Hot Key for each menu item will appear. A Hot Key underlines a character in the menu that can be used for navigating. If you press a Hot Key, the first Menu Item with that Hot Key will appear highlighted, by pressing it again it will highlight the next Item that shares that key, and so on.

Once the desired item is highlighted, press the "Enter" key and the Toolbar Menu will be expanded. You can continue to use the Hot Keys to navigate further, if only one option has

that specific Hot Key on a menu, by pressing the Hot Key the menu option will be activated. However if more than one menu option shares the same Hot Key, pressing that key will navigate between these, and you will have to press the “Enter” key to activate the highlighted option.

To collapse a menu press the “Esc” key and the menu will be closed and the focus will be given back to the parent menu.

Once the Toolbar Menu has been activated you can also use the cursor keys to navigate the menus.

2.3.4. Standard Screen Navigation

From the example of the Loft Report Screen (fig.4) one will note there are two toolbar menus; these can be used to navigate through the screen. The top menu is the Default Toolbar Menu; the second menu is the Smartbar Menu that holds a subset of the most commonly used items from the Default Menu in an iconic format. The Statusbar at the bottom is used to display information regarding the status of the screen.

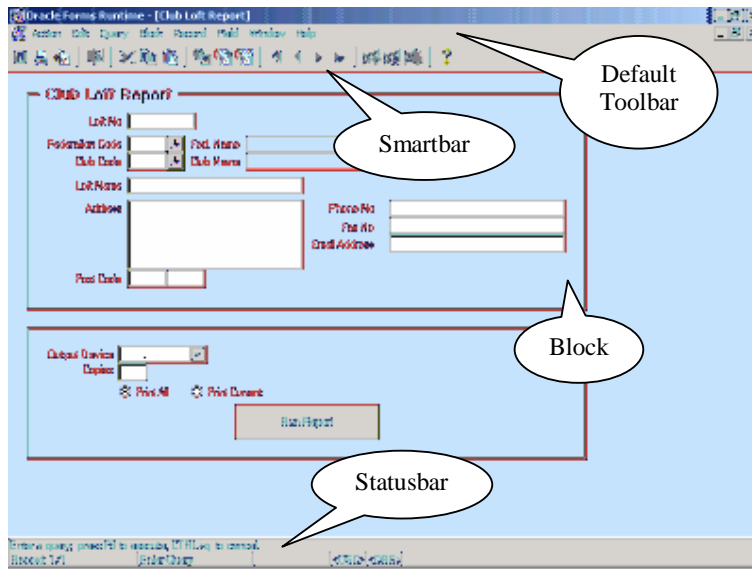












Fig.4

The items on the Smartbar menu from left to right are as follows:

Icon	Smartbar Item	Keyboard Equivalent	Description
	Save	F10	Save all changes to the database. If you make any changes and forget to save these, you will be prompted to save your changes as you exit the screen.
	Print	SHIFT+F8	Sends a copy of the screen to the printer.
	Printer Set-up		Allows you to modify options relating to the set-up of the printer.
	Exit	CTRL+q	Exits from the screen to the previous screen or menu.
	Cut	CTRL+x	Cuts the highlighted text item contents.
	Copy	CTRL+c	Copies the highlighted text item contents.
	Paste	CTRL+v	Pastes the previously “Cut” or “Copied” text into the current text item
	Enter Query	F7	Enter Query Mode, allows the user to enter text to query the database on. Use % as a wildcard.

	Execute Query	F8	Executes a query based on the items populated during "Enter Query". If no items were entered or "Execute Query" was executed without any "Enter Query", then all items from the database are returned.
	Cancel Query	CTRL+q	If in Enter Query Mode and "Execute Query" returns no rows "Cancel Query" takes you out of Enter Query Mode.
	Previous Block	CTRL+PGUP	Moves control from one block to the previous block. Blocks are usually identified as being contained within a Frame (fig. 4 contains only one block).
	Previous Record	SHIFT+PGUP	Moves control to the previous record.
	Next Record	SHIFT+PGDOWN	Moves control to the next record.
	Next Block	CTRL+PGDOWN	Moves control to the next block.
	Insert Record	F6	Inserts a new record.
	Remove Record	SHIFT+F6	Deletes the current record.
	Lock Record		Locks the current record so no other session can make changes to it. The lock is only removed if the block is saved, cleared or you exit from the screen.
	Help	F1	Brings up the properties of the current Text Item.


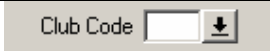

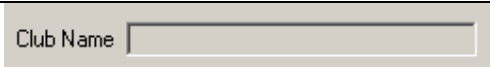



Other Notable Keys:

<i>Smartbar Item</i>	<i>Keyboard Equivalent</i>	<i>Description</i>
List of Values	F9	If the Text Item has a button to the right with a downward pointing arrow and a line. Then the item has a List of Values.
Change Tab Page	CTRL+TAB	Moves control to the next Tab Page.
Notes	ALT+n	If the screen has a "Notes" button then you can also navigate to the Notes Screen using the button or the keyboard equivalent.
Contacts	ALT+c	If the screen has a "Contacts" button then you can also navigate to the Contacts Screen using the button or the keyboard equivalent.

3. Screens Basics

3.1. Screen Items

The following is a list of items found on the screen of the Homer Application:

Screen Item	Description
	<p>Text Item: A text item is an interface control that displays and allows editing of text. The text is displayed in a field in either single or multi-line format.</p>
	<p>Text Item with LOV: If the Text Item has a button to the right with a downward pointing arrow and a line, then the item has a List of Values. Either by pressing key F9 when this item is in focus or by clicking on the button the list of valid values for this Text Item will appear.</p>
	<p>List Item: If the Text Item has a button to the right with a downward pointing arrow and no line, then the item has a Drop Down List. Either by pressing down arrow key when this item is in focus or by clicking on the button the Drop Down List for this List Item will appear.</p>
	<p>Display Item: Display items are similar to text items with the exception that display items only store and display fetched or assigned values.</p>
	<p>Button: Buttons are interface items that end users select to execute commands or initiate actions. Pressing the Enter Key while the button is highlighted or by clicking on the button with the mouse will activate the button.</p>
	<p>Notes: If a Block has one of these buttons attached to it, then it is possible to attach notes to the associated records. If the button appears as in Figure a, then no Notes are associated with the current record in the Block, if however the button appears as in Figure b, then there are Notes associated with the current record in the Block. Clicking on the button with the mouse will call up the Note Maintenance Screen so that you can maintain the Notes for the current Record.</p>
	<p>Contacts: If a Block has one of these buttons attached to it, then the records in the Block relate to Contact Details. Clicking on the button with the mouse will call up the Contact Maintenance Screen so that you can maintain the Contact Details for the current Record.</p>

3.2. Standard Screen Types

The majority of screens in the homer application fit into the following three categories: Maintenance, Report and Letter, which are described in more detail below. Those screens that are dedicated to specific purposes are explained separately later in this document.

3.2.1. Maintenance Screens

The Maintenance Screens are used to maintain (Query, Insert, Update and Delete) the core data of Homer Application i.e. Member, Loft, Club and Federation Data. The majority of screens on Homer serve this purpose and have the word "Maintenance" in their Screen Title.

How to perform Queries, Inserts, Updates and Deletes are discussed in *Section 5. Data Manipulation*.

3.2.2. Report Screens

All reports are based on the principle of Query by Example. Using the Loft Report (fig.5) for example one will note there are two blocks; the first is the Query Block, the second the Control Block.

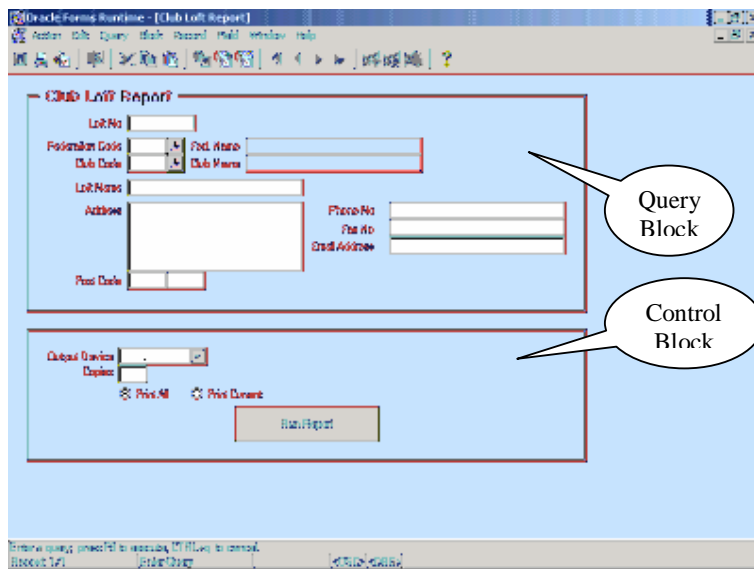


Fig.5

The user will enter a query in the Query Block and execute the query (See Section 5.1. Query Information for more information on how to build a query). This will return the rows that match the query condition.

Once the user is content with the result of the query they can then choose what Output Device (Internal Reports) or Channel (External Reports) they wish the report to be written to.

Reports designed for internal use have a choice of two Output Devices: Screen or directly to the Printer, if they choose the printer they can then choose the number of copies of the report they require.

Reports designed for external use have a choice of six Channels:

- Preferred Media: The report will be sent via the Preferred Media dictated by the recipient.
- Email Only: Sent only to recipients marked as having a Preferred Media of Email.
- Force as Email: Sent to all recipients who have an Email Address recorded.
- Force as Post: Sent to the printer for all recipients even if their Preferred Media is Email

Post Only: Sent to the printer only for those recipients marked as having a Preferred Media of Post.
 Screen: Sent to the screen for all recipients regardless of their Preferred Media.

Once they have chosen all these details if they press the “Run Report” the report will be written to the Output Device requested.

After running a report, if the user wishes to re-run the same report but for a different query, the control must be returned to the Query Block before attempting to enter a new query.

NOTE: One will not be able to run a report unless a valid query has been entered in the Query Block.

3.2.3. Letter Screens

Like Reports all Letters are based on the principle of Query by Example. Using the Loft Letter (fig.6) for example one will note there are again two blocks; the first is the Query Block, the second the Control Block.

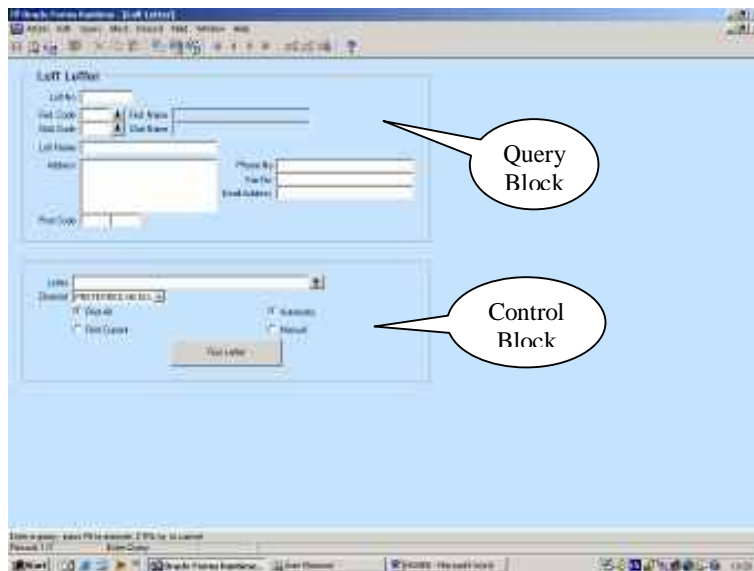


Fig. 6

The user will enter a query in the Query Block as in the Report Screen and execute the query. This will return the rows that match the query condition.

Once the user is content with the result of the query they can then choose what Letter they wish to use by pressing the button against the Letter List Item and choosing the appropriate letter.

Once they have chosen all these details if they press the “Run Letter”. If “Manual” Process is chosen Microsoft Word will be initiated and the selected letter will be loaded. While in Word the letter can be manipulated and printed (See Section 7. *Word Basics* for more details). If “Automatic” Processing is chosen Word will be opened and the Letters will be sent as a background process/

If the user wishes to re-run the same letter but for a different query the control must be returned to the Query Block before attempting to enter a new query.

NOTE: One will not be able to run a letter unless a valid query has been entered in the Query Block.

4. Security

There are three levels of access to the Homer Application and these have been defined as by the following roles:

- Supervisor
- Administrator
- Guest

Each user of the Homer Application will be assigned one of these roles depending on their responsibility within the business. If a User does not have security rights to execute a menu option that option will appear greyed out.

4.1. The Supervisor Role

The Supervisor Role has the highest level of access and this role should be restricted to the minimum number of users. The Supervisor Role has QUERY, INSERT, UPDATE and DELETE rights on all entities relating to the Homer Application, only excluding the Union Table where they do not have DELETE rights as one set of Union Details should exist on the system at all times.

4.2. The Administrator Role

The Administrator Role will be the most common role used, this gives the user the right to QUERY, INSERT, UPDATE and DELETE the following:

1. Club Secretaries
2. Contacts
3. Delegates
4. Federation Secretaries
5. Federation Race Points
6. Invoice Items
7. Lofts
8. Loft Members
9. Mailing Lists
10. Mailing List Members
11. Measurements and Locations
12. Members/Non Members
13. Notes
14. Ring Types

QUERY, INSERT and UPDATE on the following:

- Fees
- Invoices
- Letters
- Lost and Found Birds
- Race Points
- References
- Rings
- Ring Types
- Value Added Tax

QUERY and INSERT on the following:

- Ring Log

And QUERY on the following:

- Clubs
- Federations
- Unions
- Union Secretaries

4.3. The Guest Role

The Guest Role has the lowest level of access rights to all the entities on the Homer Application. The Guest Role allows the user SELECT access only to all entities, there is a default user that is associated with this role with a username and password of "GUEST".

NOTE: Usernames and passwords on the Homer Application are NOT case sensitive.

5. Data Manipulation

5.1. Querying Information

5.1.1. Standard Queries

If one wishes to query (or browse) information on a screen, one must first either click the Enter Query Icon on the Smartbar or press the "F7" key.

NOTE: Queries cannot be executed in all blocks. If a query cannot be executed the error "FRM-41003: This function cannot be performed here" will appear on the Statusbar at the bottom of the screen.

When in Enter-Query Mode the Enter Query Icon will appear greyed out and the words 'Enter-Query' will appear on the Statusbar.

Once in Enter-Query Mode, one can populate items with the information that one wishes to base their query on.

The following wildcards can be used when populating items:

"_" - An underscore in the pattern matches exactly one character in the value. Consider entering "Smith_" in the Surname Text Item on the Contact Maintenance Screen, the following Surnames may be returned: "Smithe", "Smithy" and "Smiths".

"%" - A percent sign in the pattern can match zero or more characters in the value. Consider entering "Ma%" in the Surname Text Item on the Contact Maintenance Screen, the following Surnames may be returned: "Mallin", "Markle", "Marlow", "Marvins", "Marvis" and "Matos".

Once the details of the query have been entered, one will either click the Execute Query Icon on the Smartbar or press the "F8" key, and details relating to query will be displayed.

NOTE: if no data matches the query that was entered then the screen will return to Enter Query Mode, so that one can redefine the query. However if one wishes to cancel the Query as no data was returned then one can either press the Cancel Query Icon on the Smartbar or press the "Ctrl" and "q" Keys

NOTE: if one wishes to modify and re-execute the last query then if one presses the Enter Query Icon or the "F7" Key twice then the last query will be redisplayed ready to be modified and executed.

5.1.2. Advanced Queries

More advanced queries can be performed on a screen if one has knowledge of the underlying Item Name.

To find what the underlying Item Name of a Text Item is then do the following: Place the cursor on the Text Item of interest, then select "Help" from the "Help" option on the Toolbar Menu. A new widow will appear with a title "Properties of Item [Item Name]": in this window are properties of the current item; one property that is important is the "Data Type" Number, Character or Date. Now armed with this information one can now perform more advanced queries. To exit from this pop-up window back to the main window press the "OK" button.

To initiate an advanced query one must first either click the Enter Query Icon on the Smartbar or press the "F7" key. Once in Enter Query Mode insert an "&" into one of query able Text Items, click the Execute Query Icon on the Smartbar or press the "F8" key and a pop-up window with the title "Query/Where" will appear as in figure 7.

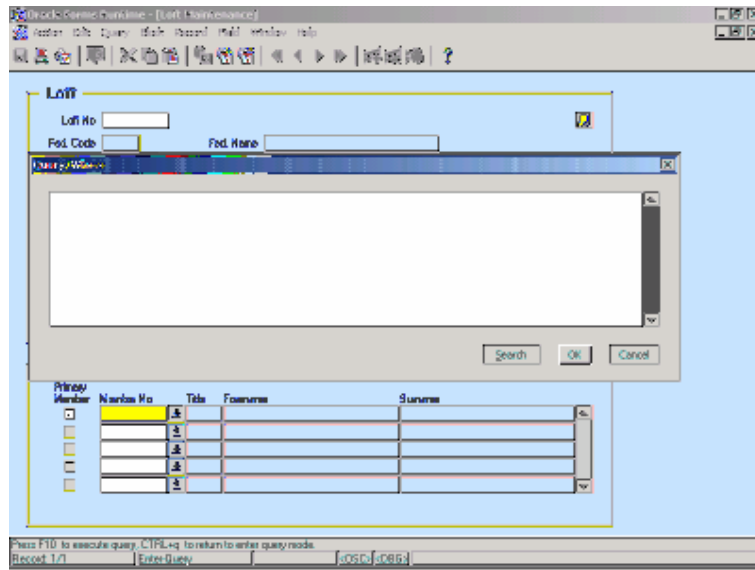


Fig. 7

Using this window, the underlying Item Names of the Text Items and the following Operators one can build advanced queries:

Arithmetic Operators

Operator	Function
+ - (one operand)	Denotes a positive or negative expression.
* /	Multiplication and division.
+ - (two operands)	Addition and subtraction.

Logical Operators

Operator	Function
NOT	Reverses a logical expression's result.
AND	Combines two or more logical expressions: TRUE if all are true; otherwise False.
OR	Combines two or more logical expressions: TRUE if any are true; otherwise False.

Comparison Operators

Operator	Function
=	Test for equality.
!= <>	Test for inequality.
> >= < <=	Greater than, greater than or equal to, less than, less than or equal to.
[NOT] IN (set)	[Not] equal to any member of a set e.g. club_key IN ('A+D', 'A+I', 'AAD')
[NOT] BETWEEN x AND y	[Not] greater than or equal to x and less than or equal to y.
[NOT] LIKE p	Matches [does not match] a specific pattern. '%' matches any sequence of characters; '_' matches any single character.
IS [NOT] NULL	Is [not] null.

Useful Functions

<i>Function</i>	<i>Return value</i>	<i>Value Returned</i>
LENGTH(<i>char</i>)	Numeric	Length of <i>char</i> in characters.
LOWER(<i>char</i>)	Character	<i>char</i> , with all letters in lowercase.
NVL(<i>expr1</i> , <i>expr2</i>)	Depends on <i>expr1</i> and <i>expr2</i>	<i>expr2</i> , if <i>expr1</i> is null; otherwise returns <i>expr1</i> .
SUBSTR(<i>char</i> , <i>m</i> , [<i>n</i>])	Character	A substring of <i>char</i> , beginning at character <i>m</i> , <i>n</i> characters long (if <i>n</i> is omitted, to the end of <i>char</i>).
SYSDATE	Date	Current date and time.
UPPER(<i>char</i>)	Character	<i>char</i> , with all letters in uppercase.

Once one has entered their Advanced Query, if one presses the “OK” button and all rows that match the current query will be returned.

For example:

1/ If one wishes to see all lofts relating to the clubs “Alexandria”, “Beith” and “Wigtown”, one would enter the following:

```
club_key IN ('ALE', 'BEI', 'WIG')
```

or:

```
club_key = 'ALE' OR club_key = 'BEI' OR club_key = 'WIG'
```

2/ If one wishes to see all lofts that are currently valid, one would enter the following:

```
SYSDATE BETWEEN start_dt AND NVL(end_dt, SYSDATE)
```

or:

```
start_dt <= SYSDATE AND (end_dt IS NULL OR end_dt >= SYSDATE)
```

3/ If one wishes to see all lofts with the word “smith” in it then one would enter the following:

```
UPPER(loft_nm) like '%SMITH%'
```

NOTE: If character values are included these should be enclosed in single quotes, and dates should also be presented as follows: 'DD-MON-YYYY'

```
e.g. 01/01/2002 : '01-JAN-2002'
      31/04/1996 : '31-APR-1996'
```

5.2. Inserting Data

Data can almost be added at anytime except while in Enter Query Mode, or if the screen does not allow data input. Either click the Create Record Icon or press the “F6” Key and a blank record will be created. Enter all of the required fields, or the application will not allow you to navigate off the field or commit the record Key “F10”. Commit data regularly so that it is not lost, and new data is not visible to other users until it has been committed.

5.3. Updating Data

Perform a query to bring back the record(s) to be modified. Change the fields as required, note that not all fields/records are updateable. Commit data regularly so that it is not lost, and updated data is not visible to other users until it has been committed.

5.4. Deleting Data

Like updating data perform a query to bring back the record(s) to be deleted. Either click the Remove Record Icon or press the “SHIFT” and “F6” Key to delete a record. Note one must have the required privileges to delete records. Commit data regularly so that it is not lost, and deleted records are visible to other users until these have been committed.

6. Report Preview Basics

If one runs a report and selects "SCREEN" as the output device, when one presses the "Run Report" Button a Report Progress Window will appear. Once the Report has been Initiated and Formatted the Report Progress Window will disappear and the Report Preview Window will appear. The Report Preview Window is similar to the standard screen with a Default Toolbar Menu and a Smartbar Menu that holds a subset of the most commonly used items from the Default Menu in an iconic format as in figure 8.

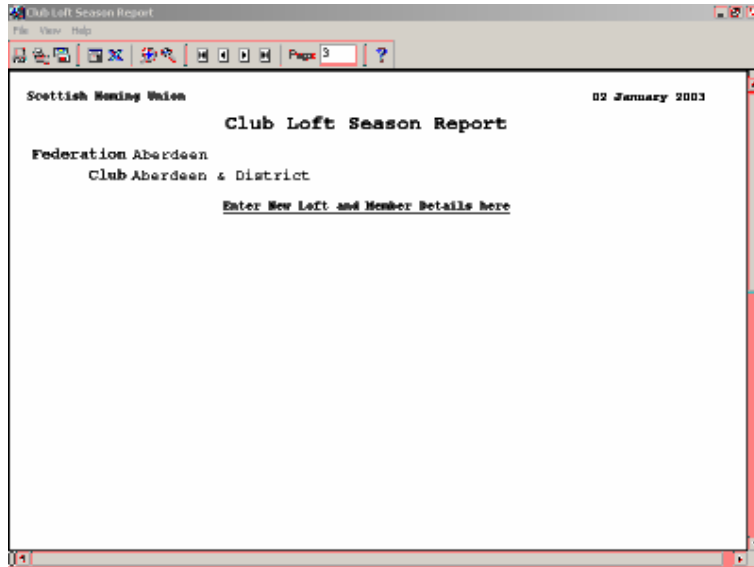


fig. 8

The items on the Smartbar menu from left to right are as follows:


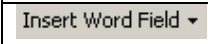













<i>Icon</i>	<i>Smartbar Item</i>	<i>Keyboard Equivalent</i>	<i>Description</i>
	Print		Sends the report to the printer.
	Page Setup		Modifies the page setup for the report.
	Mail		Send the report as an email (if this option is setup).
	New Previewer		Open the report in another Report Previewer. May be useful for comparing different pages.
	Close Previewer		Exits from the Report Previewer back to the Report Screen.
	Zoom In	F9	Enlarge the report.
	Zoom Out	F10	Reduce the size of the report.
	First Page		Jumps to the first page of the report.
	Previous Page		Jumps to the previous page of the report.
	Next Page		Jumps to the next page of the report.
	Last Page		Jumps to the last page of the report.
	Go to Page		Jumps to specified page of the report, in this example page three.
	Help		Brings up the properties of the current Text Item.

7. Word Basics

Microsoft Word has extensive help facilities, just press “F1” to access Microsoft Word Help.

Microsoft Word has many toolbars on top of the default toolbar; the main one that will be used in conjunction with HOMER is the Mail Merge Toolbar. This tool should appear automatically when Microsoft Word is called from HOMER

The items on the Mail Merge Toolbar from left to right are as follows:

<i>Icon</i>	<i>Toolbar Item</i>	<i>Description</i>
	Insert Merge Field	Allows the user to add additional data fields to a document. Pressing the button will provide a list of data fields available; when one of these is selected it will be inserted into the document at the cursor position.
	Insert Word Field	By inserting word fields in a merge document, you can include additional information in the resulting merged documents and control how Microsoft Word merges the data (See Microsoft Word Help for more information).
	View Merge Data	Populates the merge document with data from the data source, so one can view the results
	First Record	Used in conjunction with “View Merge Data”. Displays the data from the first record.
	Previous Record	Used in conjunction with “View Merge Data”. Displays the data from the previous record to the current record.
	Go to Record	Used in conjunction with “View Merge Data”. Displays data from the record number specified.
	Next Record	Used in conjunction with “View Merge Data”. Displays the data from the next record to the current record.
	Last Record	Used in conjunction with “View Merge Data”. Displays the data from the last record.
	Mail Merge Helper	Mail Merge Helper is used to build or modify existing merge documents.
	Check for Errors	Checks for errors when merging data from the data source with the merge document.
	Merge to New Document	Merges the data source with the merge document and creates a new document.
	Merge to Printer	Merges the data source with the merge document and sends the output to the printer.
	Start Mail Merge	Allows the user to perform more complex data merges.
	Find Record	Allows the user to search the data source for specific data within a specific data field.
	Edit Data Source	Allows the user to modify the data source. Not recommended for beginners.

To exit from Microsoft Word back to HOMER, select “File” from the Standard Toolbar, and then “Exit” from the sub-menu.

NOTE: Control will not be returned to the HOMER Application until the Microsoft Word Session is closed.

8. Backup Utility

Homer comes with its own backup utility. Two screens are used to set up the Backup Utility: the Tape Maintenance Screen (fig. 9) and the Backup Type Maintenance Screen (fig. 10), these screens are available from the main menu.

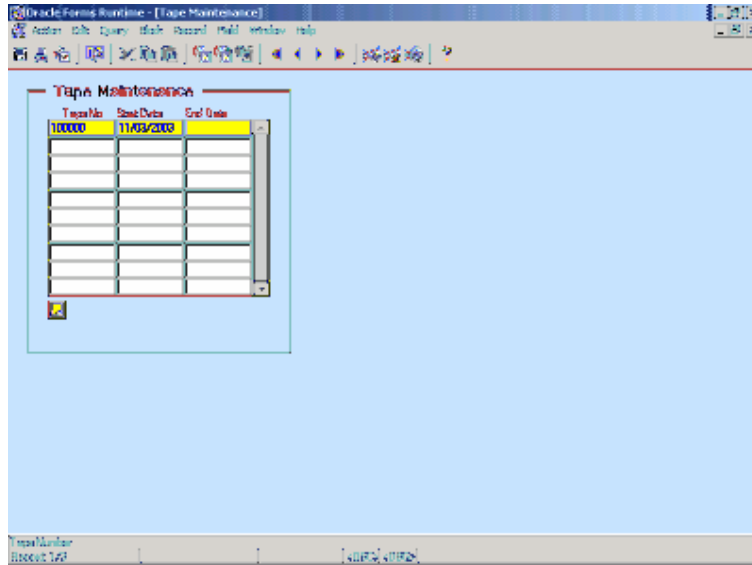


fig. 9

The Tape Maintenance Screen is used to identify what tapes are available to the Backup Utility. Homer allocates the Tape Numbers sequentially starting at 100000.

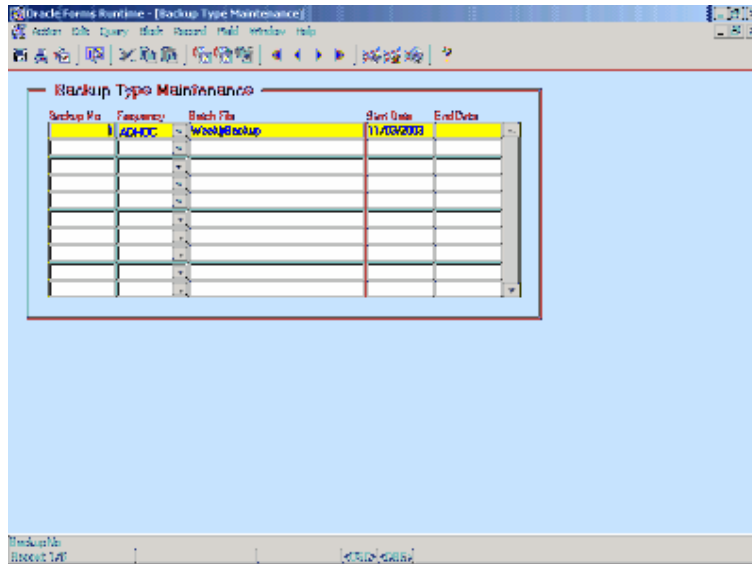


fig. 10

The Backup Type Maintenance Screen is used to identify what Batch Files are associated with each Backup Frequency. The Batch Files are Command Files that can be modified to accommodate a range of backup devices and methods; these files should be stored in the directory identified on the Reference Data Screen: 'SYSTEM' (Domain), 'BACKUP_PATH' (Code).

To initiate the Backup Utility double click on the Backup Icon and login when prompted. Once one has logged in one will be presented with the Backup Screen (fig. 11).

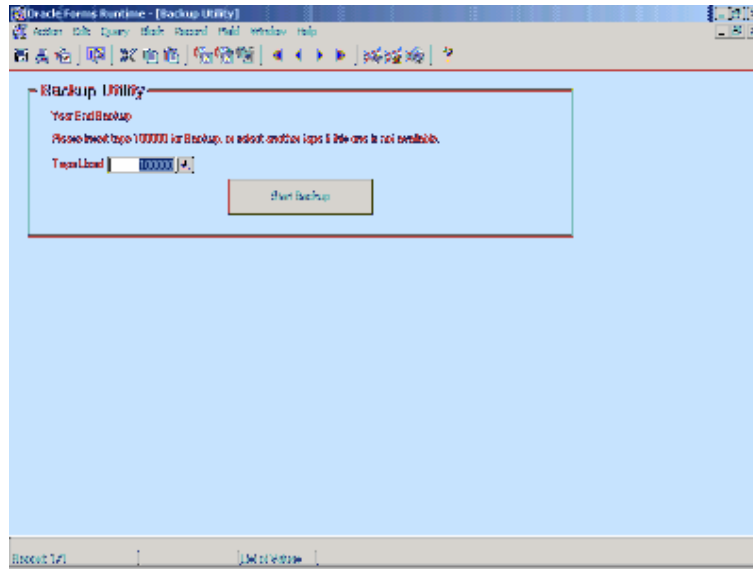


fig. 11

The title of the Backup Utility is type of backup to be performed (in this case a Year End Backup).

The next sentence identifies what tape is expected. Use the 'Tape Used' List Item to choose the actual tape used in the backup then insert the tape and press the 'Start Backup' button to initiate the backup.

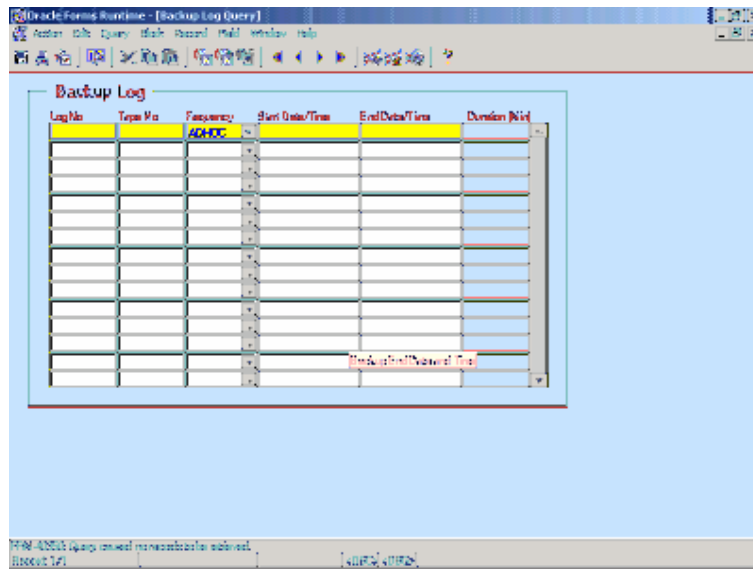


fig 12

The final screen that is also available from the main menu is the Backup Log Screen (fig. 12). This screen gives information on what backups have been performed, what tape have been used and the duration of the backup.

Appendix I - Troubleshooting

Word cannot find its data source, DATASOURCE

When creating letters the mail merge document may lose its association with its data source (this is most likely to happen if the letter is not read-only).

When this error occurs perform the following steps:

1. Ensure the letter with the issue does not have the File Attribute "Read-Only" ticked. To see this Attribute Right-Click on the File and select the last option "Properties".
2. Now run the letter in question via the Homer Application. Run in Manual Mode and not Automatic and ensure there is data available. For Lost Bird or Transfer Letters, uncheck a sent item so that it will be picked up.
3. When the letter is opened via Microsoft Word you may get a dialog box titled "Microsoft Word" will appear saying "[Document Name] is a mail merge main document. Word cannot find its data source, DATASOURCE", two buttons will also appear one labelled "Find Data Source..." the other "Options...". Press the button labelled "Find Data Source..." and another window titled "Open Data Source" will appear, this window can be used to navigate to the location of the data source.
Else:
If the dialog box does not appear then click on the "Open Data Source" icon on the Mail Merge Toolbar.
4. As a result of Step 3 another window titled "Open Data Source" will appear, this window can be used to navigate to the location of the data source, which by default is set to "C:\PROGRAM FILES\HOMER\TEMP".
5. Click on the file to highlight it and then press the button labelled "Open", and a final window will appear titled "Header Record Delimiters". In this window there are two list items one labelled "Field delimiter", the other "Record delimiter". In the Field Delimiter List Item select the value "|" and in the Record Delimiter List Item choose the "~", then press the button labelled "OK".
6. Now your document will once again be linked to its data source, remember to save your document to save the link and then check the File Attribute "Read-Only" again.

Appendix II - Homer Menu Map

- File
 - Exit
- Calendar
- Union
 - Union Maintenance
 - Union Secretary Maintenance
 - Union Explorer
- Race Points
 - Race Point Maintenance
 - Coordinate Transformation
 - Calculate Distance
 - Race Point Reports
 - Race Point Report
 - Distance Report†
- Federation
 - Federation Maintenance
 - Federation Secretary Maintenance
 - Federation Delegate Maintenance
 - Federation Reports
 - Federation Secretary Report
 - Delegate Report
 - Distance Report†
 - Federation Secretary Letters
 - Delegate Letters
- Club
 - Club Maintenance
 - Club Secretary Maintenance
 - Club Reports
 - Club Secretary Report
 - Club Loft Report†
 - Loft Season Report†
 - Club Member Report†
 - Primary Club Member Report†
 - Suspended Club Member Report†
 - Ring Allocation by Club Report†
 - All Ring owned by a Club Member Report†
 - Distance Report†
 - Club Letters
 - Club Secretary Letters
- Loft
 - Loft Maintenance
 - Loft Reports
 - Club Loft Report†
 - Loft Season Report†
 - Suspended Loft Report
 - Ring Allocation by Loft Report†
 - All Ring owned by a Loft Member Report†
 - Loft Member Report†
 - Distance Report†
 - Loft Letters
 - Loft Member Letters
- Individuals
 - Contact Maintenance
 - Member Maintenance
 - Non Member Maintenance
 - Mailing List Maintenance

- Member Reports
 - Club Member Report†
 - Primary Club Member Report†
 - Loft Member Report†
 - Suspended Club Member Report†
 - All Rings owned by a Club Member Report†
 - All Rings owned by a Loft Member Report†
 - Loft Member Letters
 - Member Letters
- Non Member Letters
- Mailing List Letters
- Ring
 - Ring Registration
 - Ring Transfer
 - Ring Search
 - Ring Validation
 - Join Individual's Rings
 - Lost and Found Birds
 - Ring Transfer Log Query
 - Ring Log Query
 - Ring Batch Deletion
 - Lost Bird Deletion
 - Ring Log Deletion
 - Ring Transfer Log Deletion
 - Ring Reports
 - Ring Allocation by Club Report†
 - Ring Allocation by Loft Report†
 - All Ring owned by a Club Member Report†
 - All Ring owned by a Loft Member Report†
 - Ring Log Report
 - Unused Ring Report
 - Lost and Found Bird Letters
 - Transfer Lettes
- Invoices
 - Measurement and Location Maintenance
 - Invoice Maintenance
 - Invoice Reports
 - Invoice Report
 - Invoice Summary Report
 - Unpaid Invoice Report
 - Paid Invoice Report
- Utilities
 - Reference Maintenance
 - Ring Type Maintenance
 - VAT Maintenance
 - Fee Maintenance
 - Letter Maintenance
 - Tape Maintenance
 - Backup Maintenance
 - Backup Log Query
 - User Maintenance
 - Change Password
 - Analyse Tables
- About

† This Item appears on more than one menu.

Appendix III – Reference Data

The following Table gives a breakdown of the Reference Data, which can be viewed via the Reference Maintenance Screen:

<i>Domain</i>	<i>Code</i>	<i>Description</i>
BACKUP_FREQ	-	List of Backup Frequencies. Do not modify used internally.
CHANNEL	-	List of methods of sending Letters. Do not modify used internally.
FED_OPTIONS	-	List of Options for whether the Federation Code is required as part of the Ring Number. Do not modify used internally.
FEE_CATEGORY	-	List of Fee Categories. Fee can be categorised for accounting purposes, this list can be extended.
FEE_TYPE	-	List of Fee Types, mostly used for invoicing. May be added to, but use caution.
HEADER	-	List used to identify how to order the Distance Reports. Do not modify used internally.
INVOICE	-	List used to identify what level to create measurement invoice items at. Do not modify used internally.
ITEM_TYPE	-	List used to identify the purpose of measure and location items. Do not modify used internally.
MEDIA	-	Mediums by which letters can be sent. Do not modify used internally.
OUTPUT	-	List of available Output Devices, used by the Internal Reports. Do not modify used internally.
REPORT	-	Report level for Invoices. Do not modify used internally.
REPORT_DESC	-	List of Report Descriptions associated with Homers Reports. These Descriptions will appear in the "Subject" if sent by email. Do not modify used internally.
REP_CHANNEL	-	List of methods of sending External Reports. Do not modify used internally.
RING_LOG_TYPE	-	List used to identify the purpose of a ring log item. Do not modify used internally.
ROLES	-	Security Roles available for assigning to users. Do not modify used internally.
SEASON	START	The Day and Month of the start of the racing season as displayed on the Loft Season Report. Default: 1 st of March.
SYSTEM	BACKUP_DEVICE	The drive associated with the backup device
SYSTEM	BACKUP_PATH	The path of the backup scripts.
SYSTEM	COORDINATES	Identifies what coordinate system to use for storing the position of a loft. Once set it should not be changed Values: "NORTHINGS" or "EASTINGS" for National Grid, "LONGITUDE" or "LATITUDE": Polar Coordinates. Default: EASTINGS
SYSTEM	COUNTRY	Identifies which country constants to use in converting coordinates.
SYSTEM	DEBUG	"Y": runs the application in debug mode where pop-up widows appear to identify the

		applications navigations through its routines. "N": (Default) runs the application in normal mode.
SYSTEM	DESFORMAT	The format the External Reports will be saved as:PDF, HTML, RTF and XML, the default is PDF.
SYSTEM	DISTANCE	Unit of measurement used to display distances calculated ('N' – Nautical Miles, 'M' – Statute Miles, 'K' – Kilometres, 'X' – Twelfths).
SYSTEM	EARTH_MODEL	Earth Model to use in calculating distances and coordinates ('AIRY1830' or 'GRS80').
SYSTEM	EMAIL_BODY	The path to the file to use as the body of any email created for the External Reports.
SYSTEM	FILE_TYPE	The file type to create as a Datasource for MS Word, can be XML or TXT, default is TXT. Do not modify used internally.
SYSTEM	LAST_TAPE	Do not modify used internally to identify the tape used in the last backup.
SYSTEM	LETTER_PATH	The path on the Server to the Directory that contains all of the standard letters.
SYSTEM	MAX_DELEGATES	The maximum number of Delegates that can be associated to a Federation Default: 5
SYSTEM	REPORT_PATH	The path on the Server to the Directory that contains all of the Report Executables.
SYSTEM	RING_ALLOCATION	The default ring allocation, either "LOFT" (Default) or "MEMBER".
SYSTEM	TEMP_PATH	The path on the Clients used as a temporary storage area. The path must exist.
SYSTEM	WINDOW_STATE	The default window state of each screen when initiated, either "MINIMIZED", "NORMAL" or "MAXIMIZED" (Default).
SYSTEM	VAT_REG_NO	The VAT Registration Number that will appear on the invoices.
SYSTEM	WORD_EXE	The path and executable of Microsoft Word on the Clients.
TITLE	-	List of Titles used by the Title List Item on many of the Screens (add as required).
VISABLE	-	List of Communication types that have to be sent manually via MS Word, currently Email only. Do not modify used internally.

Appendix IV – Coordinate Reference Systems and Distance Calculations

Homer uses two Coordinate Reference Systems:

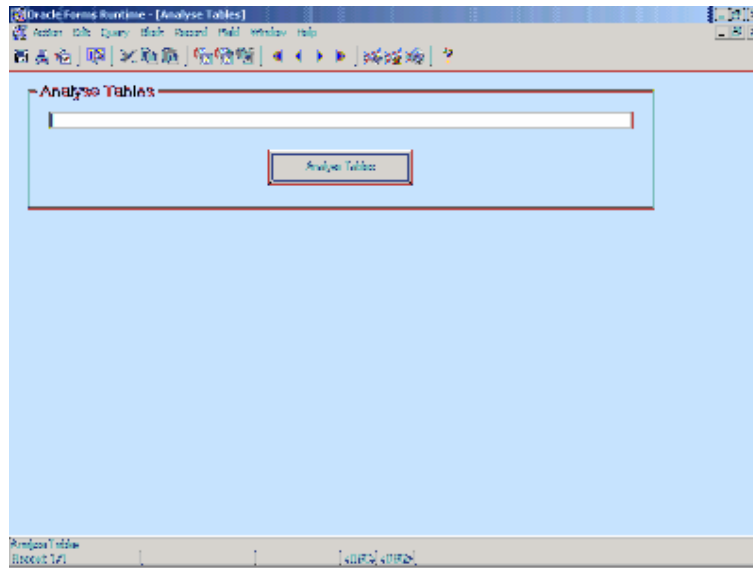
- Eastings and Northings (OSGB36: Ordnance Survey Great Britain 1936 -National Grid). Eastings and Northings can be used to define the location of a Loft.
- Latitude and Longitude (GRS80: a Global Reference Ellipsoid used in the WGS84 (World Geodetic System 1984, used to describe the position of GPS satellites and ground stations)). Latitude and Longitude are used to define the location of Race Points and optionally the Lofts.

Distances are calculated between two points of a given latitude and longitude using the Vincenty's Formula (Inverse Method), which is also based on the GRS80 Ellipsoid. As Vincenty's Formula uses two points of a given latitude and longitude then any Loft Location that has been entered in Eastings and Northings has to be transformed into Latitude and Longitude. This is done by first transforming OSGB36 Coordinates to ETRS89 (European Terrestrial Reference System 1989) Coordinates, these coordinates are then transformed into Latitude and Longitude using the GRS80 Ellipsoid, all this is done using datum and calculations provided by the Ordnance Survey.



Appendix V - Screen Layouts

Analyse Tables

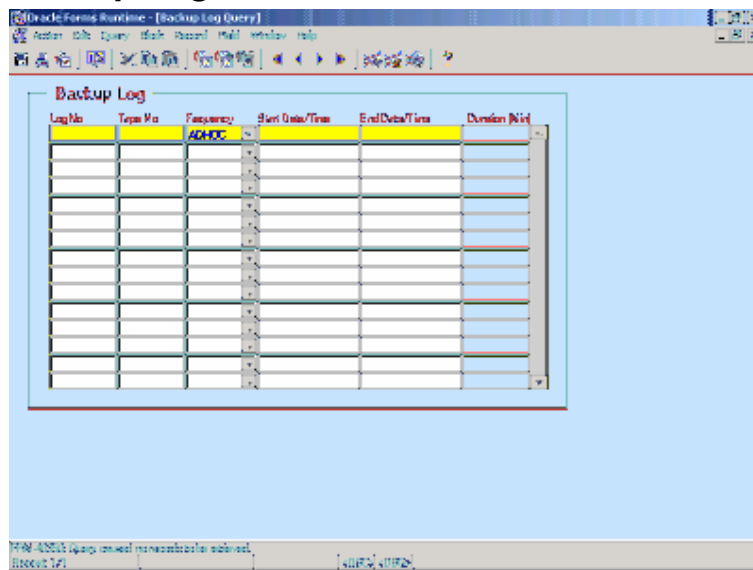


Additional Information

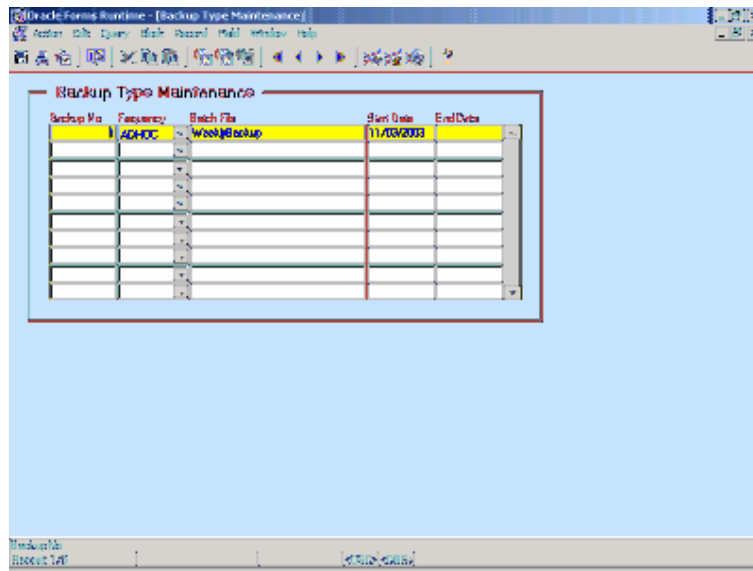
Press the “Analyse Tables” button to analyse all the database tables used by the HOMER Application, do this frequently. By analysing the tables, one builds statistics on the data held in the database tables so that the HOMER Application can choose the best method of retrieving data promptly for reports and screen queries.

NOTE: No need to commit on this screen.

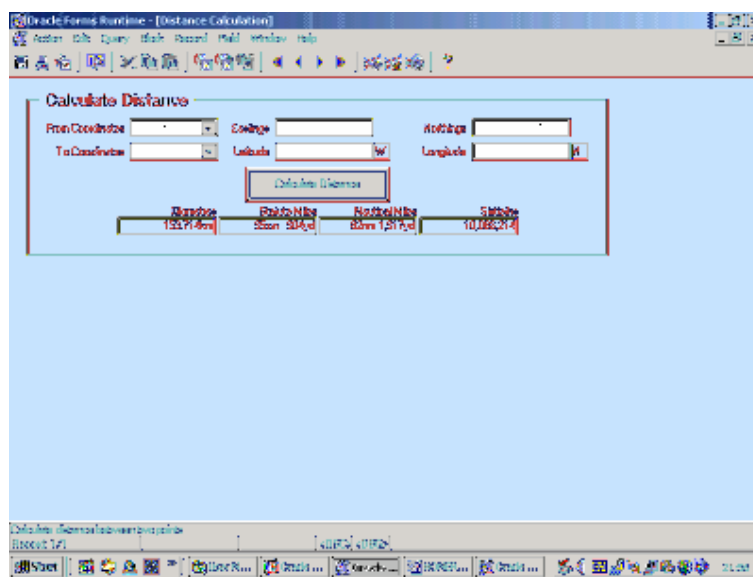
Backup Log



Backup Type Maintenance



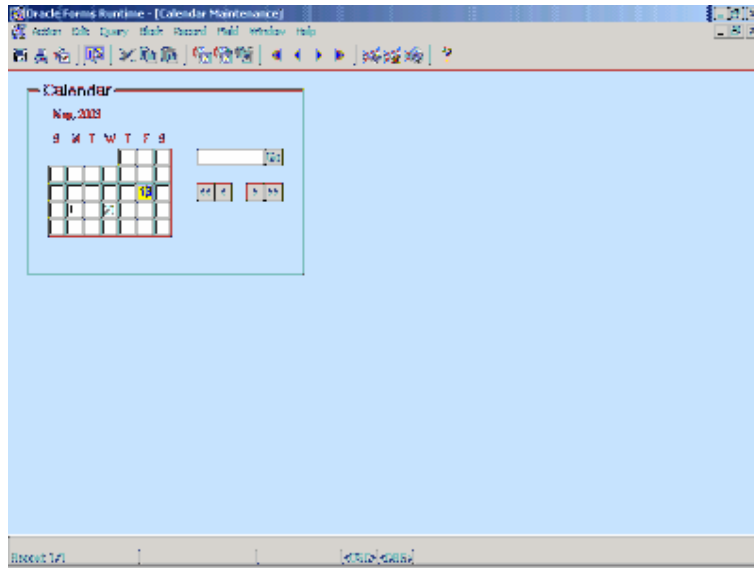
Calculate Distance



Additional Information

Calculate distance between two points, both points can be either Eastings and Northings or Latitude and Longitude. Results are given in Kilometres, Statute Miles, Nautical Miles and Sixtieths (Calculations and transformations as per Appendix IV).






Calendar



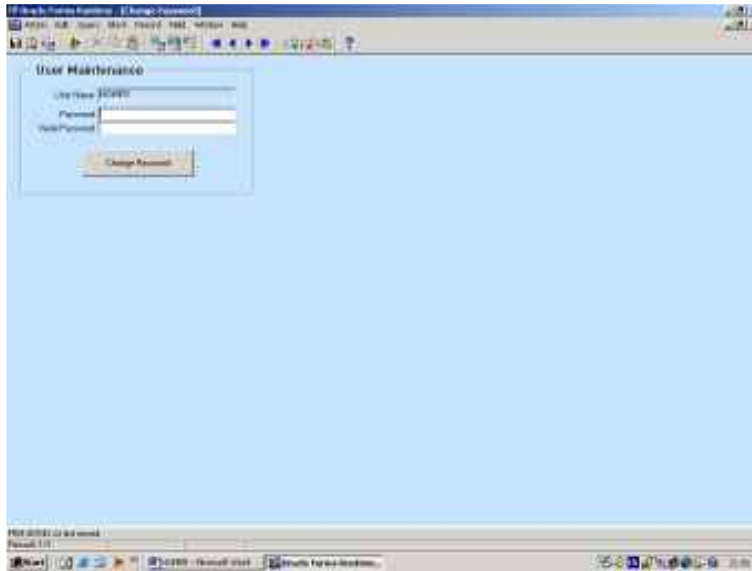
Additional Information

Double click on a text item with a calendar date on it to view or modify the calendar entries for that date. If the background of a text item is yellow (or red if it is today's date) then this is active date. If the text of the text item is bold then calendar entries exist on this date.

The follow table outlines the other key features of the calendar:

<i>Button/Item</i>	<i>Description</i>
	Enter a date in the text item and press the "Go" button to take you directly to that date.
	Press this button to move the current date back one month.
	Press this button to move the current date back one day.
	Press this button to move the current date forward one day.
	Press this button to move the current date forward one month.

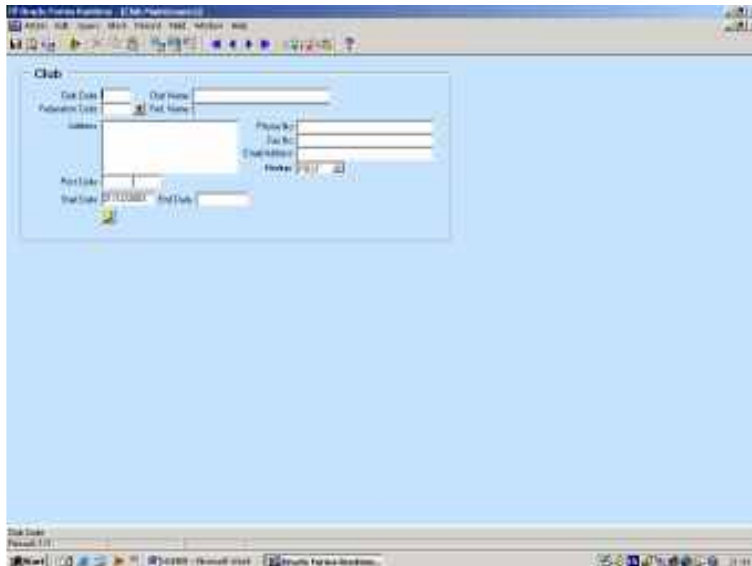
Change Password



Additional Information

Allows the current user to reset their password.

Club Maintenance



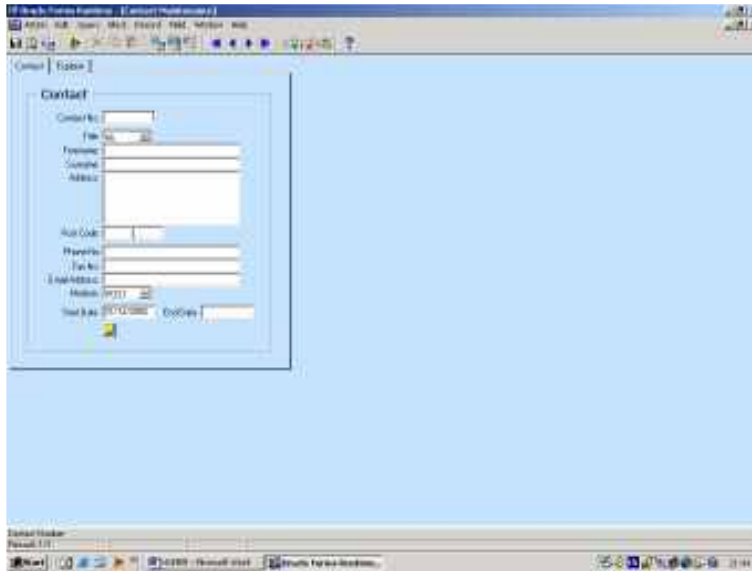
Club Secretary Maintenance

The screenshot shows a web browser window with the title "Oracle Forms Runtime - [Club Secretary]". The browser's address bar contains "http://www.homer.com/...". The main content area displays a form titled "Club Secretary" with the following fields:

- Formation Date:
- Club Name:
- Club Name:
- Yrs:
- Formation:
- Summers:
- Publance:
- Prod Date:
- Phone No:
- Fax No:
- Email Address:
- Start Date:
- End Date:

At the bottom of the form, there are two small icons: a yellow triangle and a blue square. The browser's status bar at the bottom shows "Main Data" and "Recent 1/1".

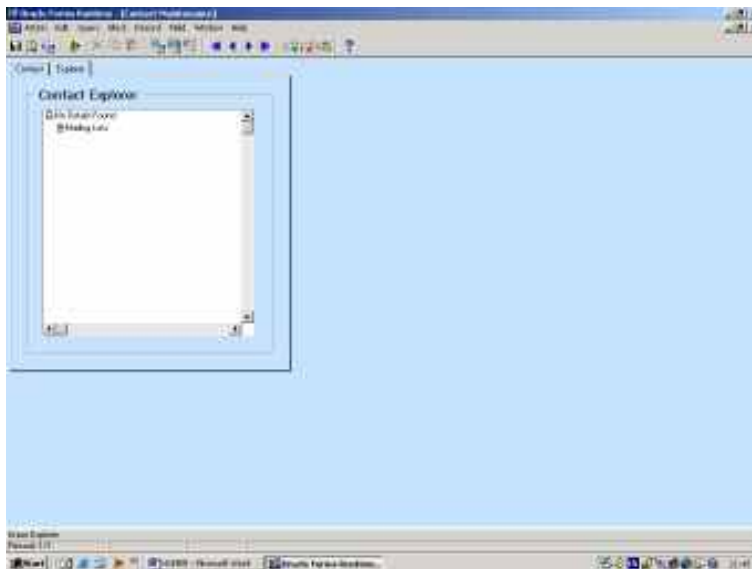
Contact Maintenance



The screenshot shows a web browser window with a form titled "Contact" in a light blue frame. The form contains the following fields:

- Contact No: [text input]
- File: [text input]
- Firstname: [text input]
- Surname: [text input]
- Address: [text input]
- Rail Code: [text input]
- Phone No: [text input]
- Fax No: [text input]
- E-Mail Address: [text input]
- Mobile: [text input]
- Year Began: [text input]
- End Date: [text input]

At the bottom of the form, there are two buttons: "Save" and "Cancel". The browser's address bar shows "http://www.railclub.org.uk/".



The screenshot shows a web browser window with a screen titled "Contact Explorer" in a light blue frame. The screen displays a list of contacts with the following entries:

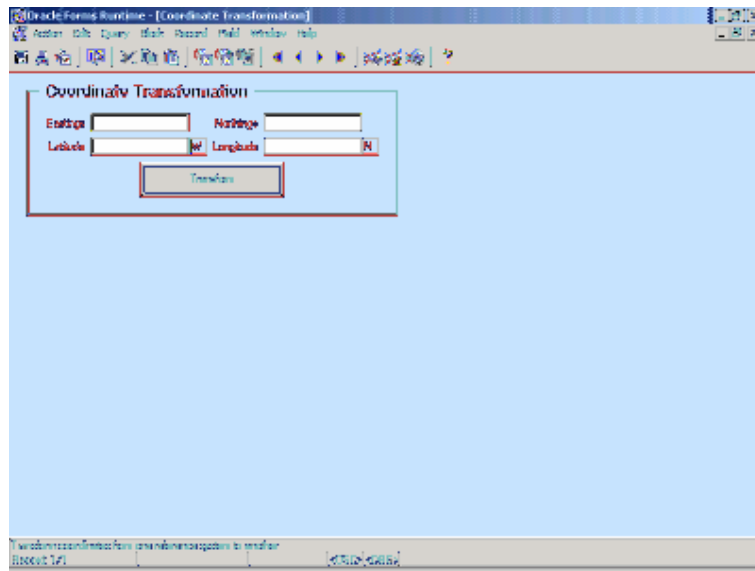
- John Smith
- Mary Lee

At the bottom of the screen, there are two buttons: "Save" and "Cancel". The browser's address bar shows "http://www.railclub.org.uk/".

Additional Information

The Contact Explorer Screen shows where a contact is used within the system. Are they a Federation Secretary, Delegate, Club Secretary, Member or Non Member and when? It also shows what mailing lists this person is associated with.

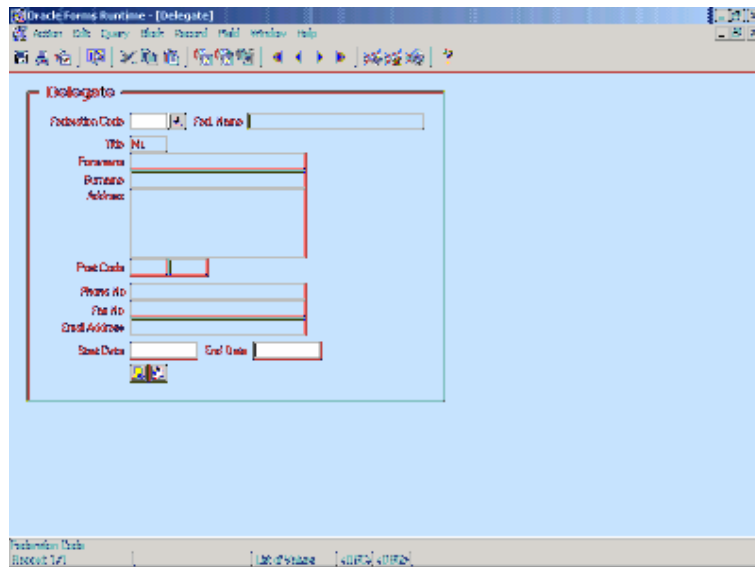
Coordinate Transformation



Additional Information

Converts Eastings and Northings to Latitude and Longitude and vice versa as per calculations and transformations in Appendix IV.

Delegate Maintenance



Distance Report

The screenshot shows a software window titled "Distance Report". At the top, there are several controls: a "Report Level" dropdown menu currently set to "LOFT", a "Report by" dropdown menu set to "RACE POINT", and a "Use Federations Race Points" checkbox. Below these are two columns of data, each with a "Loft ID" and "Name" header. At the bottom of the window, there are "Invoice" and "Invoice Level" fields, and a "Print Report" button.

Additional Information

Report Level: Level at which to choose what lofts to report; LOFT: Choose individual Lofts; CLUB: All Lofts for the chosen Clubs; FEDERATION: All Lofts for the Clubs of the chosen Federations.

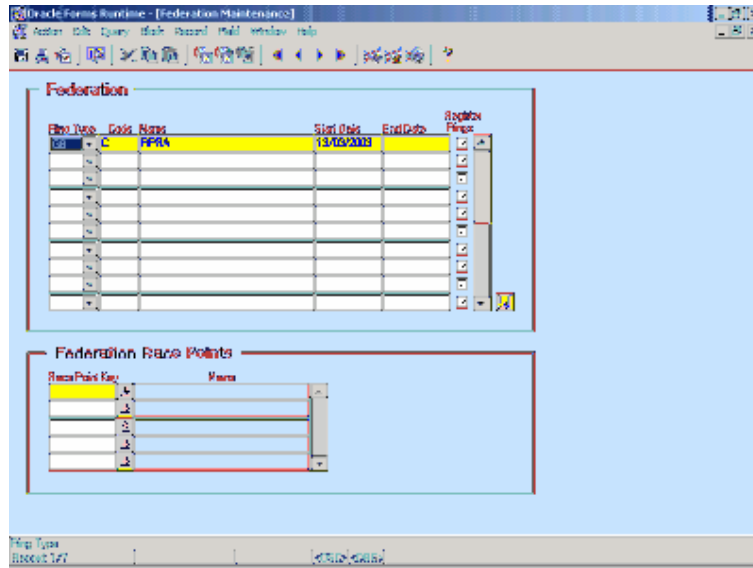
Report by: Choose whether to report results by LOFT or RACE POINT.

Use Federations Race Points: Use Race Points associated with a Lofts Federation.

Invoice: If checked, creates invoice entries for this report.

Invoicing Level: Create invoice entries either at CLUB or LOFT or FEDERATION Level. This also dictates who receives the email.

Federation Maintenance

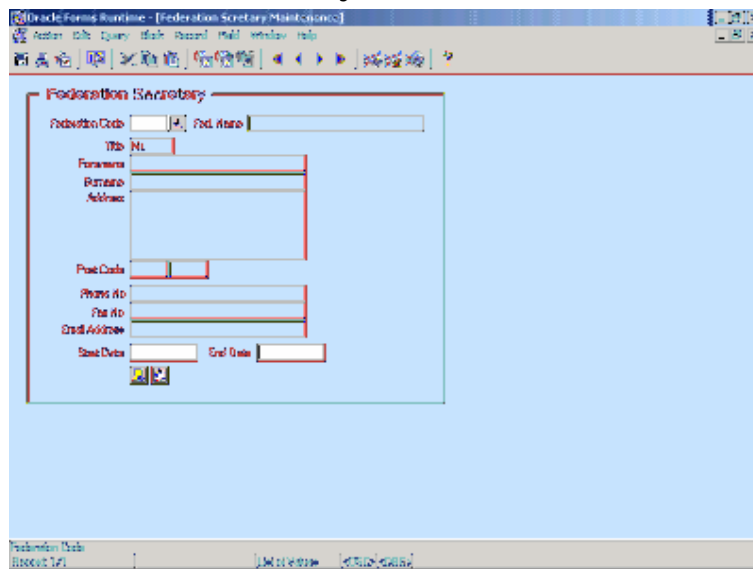


Additional Information

The Register Rings Check Box is used to identify what Federation Codes can be used when Register Rings

Enter the Race Points associated with a Federation and these can be used automatically when creating a Distance Report.

Federation Secretary Maintenance



Fee Maintenance

The screenshot shows a window titled "Fee Maintenance" with a table containing the following data:

Fee Type	Fee Charge	Amount	Rate	Fee	Start Date	End Date
ADULT	ADULT PPM/CHRS	7.50	1	0	01/01/2000	
ADULT	ADULT PPM/CHRS	7.50	1	0	01/01/2000	
ADULT	ADULT TIE TYPE	7.50	1	0	01/01/2000	
ADULT	ADULT TIE TYPE	7.50	1	0	01/01/2000	

Invoice Maintenance

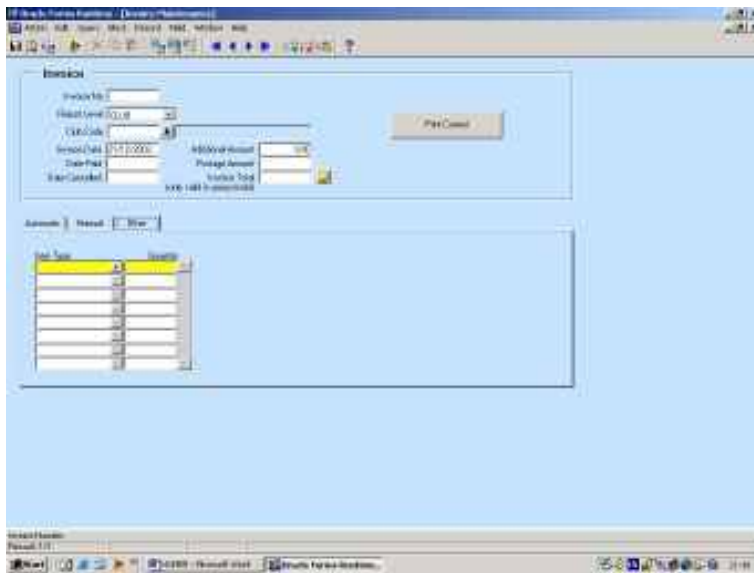
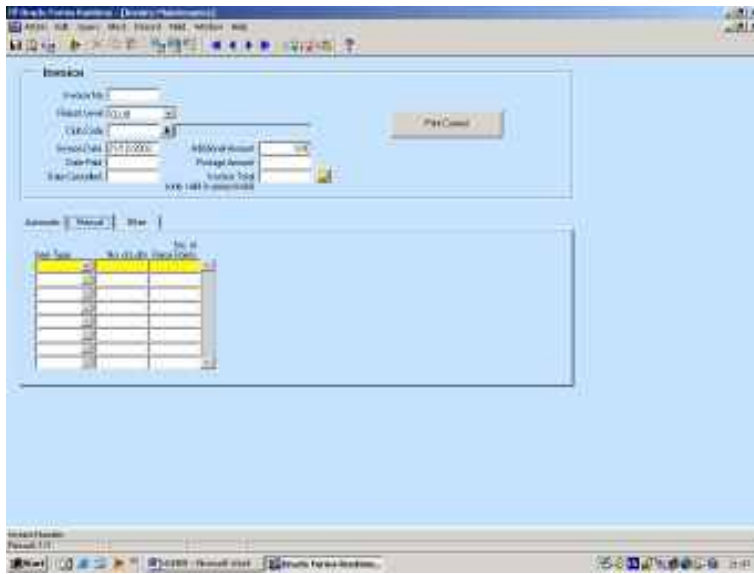
The screenshot shows a window titled "Invoice Maintenance" with a form for invoice details and a table of invoice items.

Invoice Form Fields:

- Invoice No.:
- Invoice Level:
- Invoice Date:
- Invoice Total:
- Invoice Period:
- Invoice Status:
- Invoice Amount:
- Invoice Total:
- Invoice Date:
- Invoice Period:
- Invoice Status:

Invoice Table:

Inv. No.	Inv. Date	Inv. Period	Inv. Status	Inv. Amount	Inv. Total	Inv. Date	Inv. Period	Inv. Status



Invoice Reports (General)

Additional Information

In any of the Invoice Reports, you can select a date range, enter your date range in the first block, and then perform a query as normal in the second block, before requesting the report in the third block. If you change your dates you must then re-query the second block.

If you only enter a start date then the query will return all invoices on or after the date entered, if you only enter an end date then the query will return all invoices on or before the date entered.

Join Individual's Rings

Additional Information

Enter either the Loft or Member Number from which one will be transferring the rings. Enter either the Loft or Member Number to which one will be transferring the rings. Enter the date on which the transfer will be effective and press the "Transfer all Rings". A dialog box will appear for the user to confirm the transfer. Press "Yes" to confirm the transfer and the details will be validated and another dialog box will appear to report the success of the transfer. Press "No" to cancel the transfer and modify the details.

NOTE: No need to commit on this screen.

Letter Maintenance

File Location	Description
BLANK LETTER.DOC	Blank Letter

Loft Maintenance

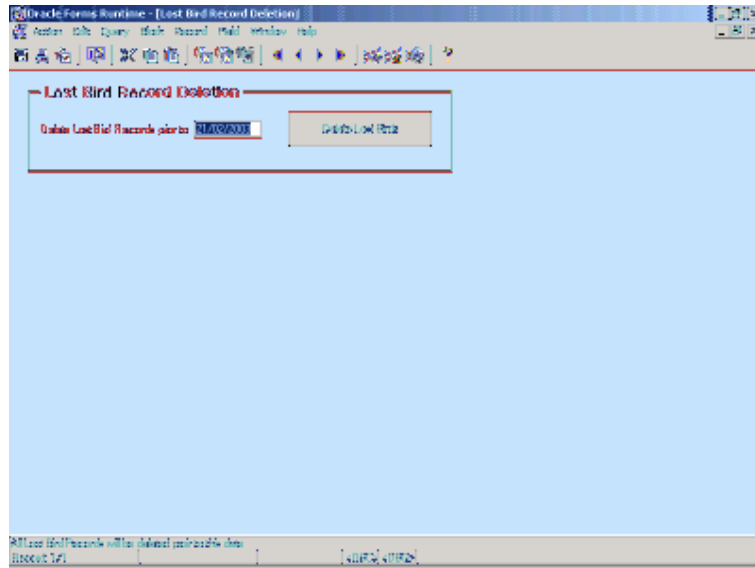
Lost and Found Birds

Additional Information

Enter the details of the Lost Ring and when these are correct the Owner Details will appear. If the Finder is a Loft enter their Loft Number on the Loft Tab Page, if the Finder is a Member or Non Member enter their Number on the Member Tab Page (use the "Contacts" button to search or enter a new Non Member). If the finder is a non-fancier their details can entered on the Other Tab Page. Additional Notes to the Owner and Finder can be entered on the Notes Tab Page. Once all the details regard the Lost Bird has been entered this information can be committed to the database.

NOTE: if the "Print Status" has a tick, it cannot be re-printed from the "Lost and Found Bird Letters" Screen until the tick is removed.

Lost Bird Deletion

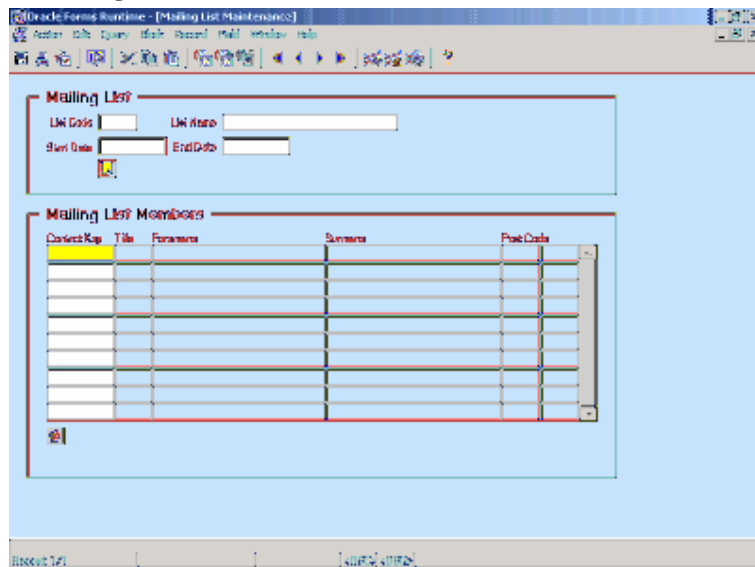


Additional Information

Enter the date prior to which all Lost Bird Records will be deleted. Press the “Delete Lost Birds” button to delete the data from the database. A dialog box will appear for the user to confirm the deletion. Press “Yes” to confirm the Lost Bird Record deletion and another dialog box will appear to report the success of the deletion, or press “No” to cancel the deletion and modify the date.

NOTE: No need to commit on this screen.

Mailing List Maintenance



Measurement and Location Maintenance

Oracle Forms Runtime - [Measurement and Location Maintenance]

Action: Edit Query: Back: Record: F10: Window: Help

Measurement and Location

Measurement Location	Item Type	Club Code Unit	Club Name Club Name	No. of Lots	No. of State Plot/Seg	Transaction
21	DISTANCE	MEA	Lawrence		10	2003/2003
			Kowaraha			
			Kowaraha			
			Lawrence			
			Kowaraha			
			Kowaraha			
			Lawrence			
			Kowaraha			

Measurement and Location Number
Record 1/1

Member Maintenance

Oracle Forms Runtime - [Member Maintenance]

Action: Edit Query: Back: Record: F10: Window: Help

Member

Member No:

Full Code: Full Name:

Club Code: Club Name:

Title:

Forename:

Surname:

Address:

Post Code:

Phone No:

Fax No:

Email Address:

Start Date: End Date:

Prop. Part: Supp. To:

Private Member: Lot No:

Member Number
Record 1/1

Non Member Maintenance

The screenshot shows a window titled "Oracle Forms Runtime - [Non Member Maintenance]". The window contains a form titled "Non Member" with the following fields:

- Name:
- ID:
- Parameters:
- Address:
- Post Code:
- Phone No:
- Fax No:
- Start Date:
- End Date:

At the bottom of the window, there is a status bar with the text "Non Member-Member" and "Record 1 of 1".

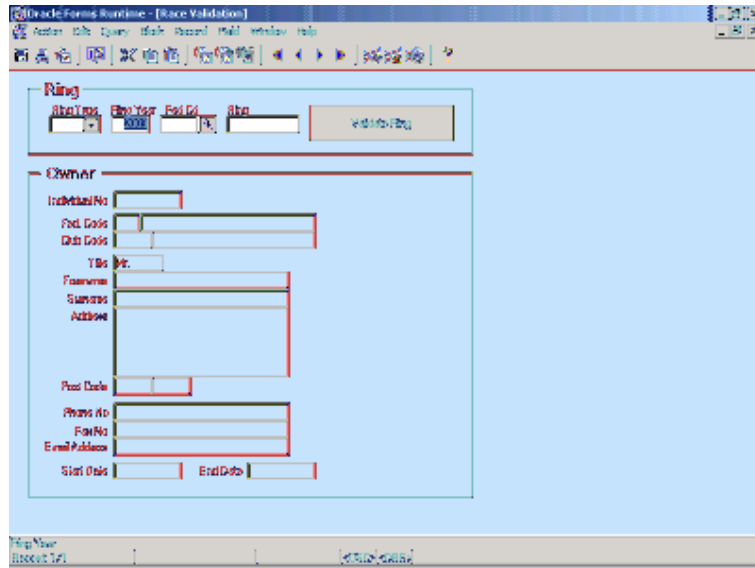
Notes

The screenshot shows a window titled "Oracle Forms Runtime - [Contact Maintenance]". The window contains a large empty text area for notes. At the bottom of the window, there is a status bar with the text "Notes" and "Record 1 of 1".

Additional Information

Notes are limited to a maximum of 2048 characters.

Race Validation

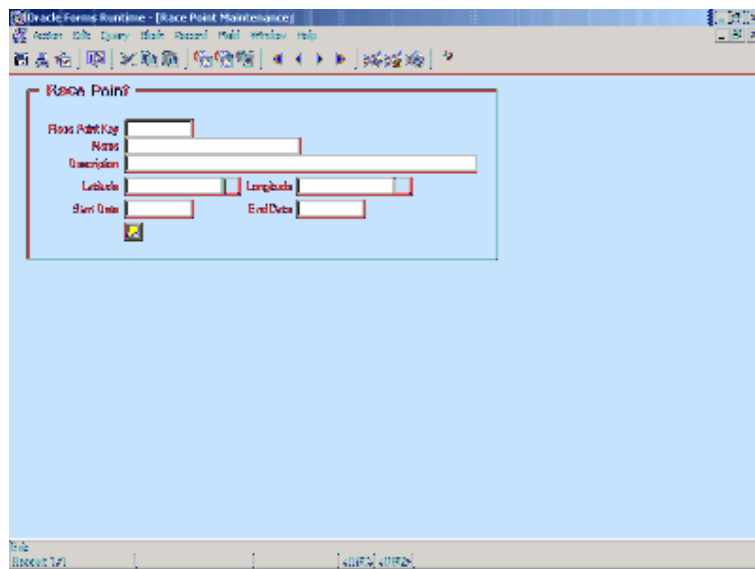


Additional Information

Enter the Ring Details one wishes to validate, press the “Validate Ring” button and if the Ring exists the Owner Details will appear in the Owner Block, else a dialog box will be displayed informing one that the Ring does not exist.

NOTE: No need to commit on this screen.

Race Point Maintenance



Reference Maintenance

Domain	Reference Code	Reference Description
INQUIRY_FEE	A	ADVICE

Ring Batch Deletion

Additional Information

Enter the details of the Ring Batch to be deleted. Press the “Delete Ring Batch” button to delete the data from the database. A dialog box will appear for the user to confirm the deletion. Press “Yes” to confirm the Ring Batch deletion and another dialog box will appear to report the success of the deletion, or press “No” to cancel the deletion and modify the date.

NOTE: No need to commit on this screen.

Ring Registration

Additional Information

If one is registering Ring(s) to a Loft enter the Loft Number on the Loft Tab Page, else if one is registering Ring(s) to a Member enter the Member Number on the Member Tab Page. Then enter the Ring Details and press the “Register Ring(s)” button, a dialog box will appear for the user to confirm the registration. Press “Yes” to confirm the registration, if the Ring(s) being registered conflict with those on the database a dialog box will be displayed with an appropriate message, else a dialog box will inform one that the registration has been a success. Else press “No” to cancel the registration.

NOTE: No need to commit on this screen.

Ring Search

Ring Type	Ring Year	Fest	Start Ring	End Ring	Transfer Date

Ring Transfer

Additional Information

When transferring Rings, enter the details of the first Ring(s) to be transferred, then press the "Validate Ring(s)" button and the Ring Details entered will be validated and if correct the Owner Details will be displayed. If the Ring(s) are being transferred to a Loft enter the Loft Number on the Loft Tab, else if these are being transferred to a (Non) Member enter the (Non) Member Number on the Member Tab, then press the "Transfer Ring(s)" button and a dialog box will appear for the user to confirm the transfer. Press "No" to cancel the transfer or "Yes" to confirm the transfer and another dialog box will appear to report the success of the transfer. The user will also be prompted if they wish to transfer more rings from the same Loft/Member, if they choose "Yes" the next rings entered will be checked to ensure these belong to the same Loft/Member.

NOTE: No need to commit on this screen.

Ring Transfer Log Deletion

The screenshot shows a web application window titled "Ring Transfer Log Deletion". At the top, there are two buttons: "Delete Ring Transfer Log" and "Delete Ring Transfer Log". The main area is a light blue background. At the bottom, a status bar displays the text "Ring Transfer Log will be deleted by the user" and "Record: 1/1".

Additional Information

Enter the date prior to which all Ring Transfer Log Records will be deleted. Press the “Delete Ring Transfer Log” button to delete the data from the database. A dialog box will appear for the user to confirm the deletion. Press “Yes” to confirm the Ring Transfer Log Record deletion and another dialog box will appear to report the success of the deletion, or press “No” to cancel the deletion and modify the details.

NOTE: No need to commit on this screen.

Ring Transfer Log Query

The screenshot shows a web application window titled "Ring Transfer Log Query". At the top, there are two buttons: "Send Query" and "Send Query". The main area is divided into two sections: "Vendor" and "House Owner". Each section has a "Log No" field, "Post Code", "Date" field, "Address" field, "Post Code", "Phone No", "Fax No", "Email Address", and "Send Date" field. At the bottom, a status bar displays the text "Data is query: select * from RingTransferLog" and "Record: 1/1".

Additional Information

Allows the user to query recent Ring Transfers and re-request Letters if and when necessary.

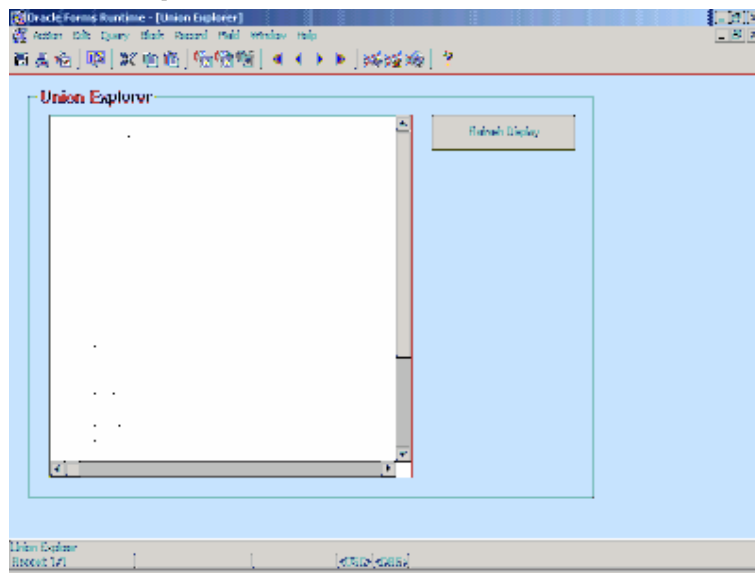
Ring Type Maintenance

Default Type	Description	Federation Key	Ring Length	Start Date	End Date
DELE	Deleter	NOT USED	10	1/1/03/2003	

Tape Maintenance

Tape No	Start Date	End Date
100000	1/1/03/2003	

Union Explorer



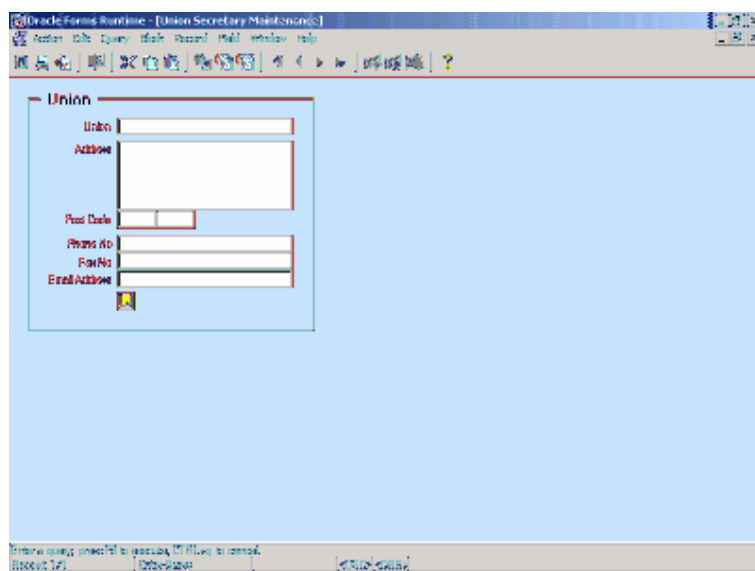
Additional Information

Click on a “+” to expand a branch of the tree or click on a “-“ to collapse a branch.

Double-click on a branch to jump to a screen to view the associated details. If one double-clicks on a generic branch like Federations, Clubs or Lofts, one will jump to the associated screen and will be able to view either all Federations, all Clubs relating to the Parent Federation or all Lofts relating to the Parent Club (in that order). If one double-clicks on a specific entity one will jump to the associated screen and only the details of the chosen entity will be viewable.

If one is using the Explorer for extended periods of time the information being displayed may become out of date due to the actions of other users. Press the “Refresh Display” button to refresh the explorer with data in its current state.

Union Maintenance



VAT Maintenance

