

Additional Functions

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Additional Functions Overview

The BOOMS Additional Functions are tasks which are not often performed during the normal daily operation of the system. These Functions range from non-BOOMS tasks such as any DOS Command to BOOMS specific tasks such as "CANNED" Special Instructions File Maintenance. The various Utilities are discussed in the following sections.

DOS Commands (U1)

The system allows you to enter into DOS processing mode without leaving BOOMS. Selecting FUNCTION "U1" (Utilities, DOS Commands) from the Main Selection Menu results in:


- Prompt message:

Are You Sure??? (F2/Yes,Fn/No)

- The CLEARING of the screen
- DOS messages:

**Enter "EXIT" to return to BOOMS
DOS Release x.x**

The prompt message verifies that you really want to go to DOS. Press Function Key 2 (F2) if you do or press any other Function Key to stay in BOOMS. The first DOS message is a reminder on how to return to BOOMS. The "DOS Release" message will vary depending on the particular version of DOS that is running on your computer.

 **Any valid command can be entered. However, caution should be exercised. Commands that cause themselves to be made SYSTEM RESIDENT (TSRs) should not be issued because this may cause unpredictable results when you return to BOOMS. Also, commands that affect the SYSTEM CATALOG ("BSYSCAT.DBF") or the SCREEN DEFINITION FILE ("BSCREENS.DBF") should not be issued because these files are ALWAYS in OPEN status while BOOMS is running.**

To return to BOOMS from DOS Mode, enter "EXIT" from the DOS Command prompt. This will result in a return to the Main Selection Menu.

Additional Functions Menu (U2)

The Additional Functions Menu allows you to do the following:

- Maintain and Print the "CANNED" Special Instructions File
- Establish "Exchange Balance" relationships between mailers
- Display file statistics
- Establish a branch office operation
- Control Client Discounting
- Run the Files Utility
- Setup List Selections & Abbreviations

Selecting Additional Functions Menu

The Additional Menu is selected by Function "Utilities", sub-function "Additional Menu" ("U2") from the Main Selection Menu. Selecting this option results in:

- Replacing of the Main Selection Menu with the Additional Functions Menu (Figure 14.1)
- The positioning of the cursor at the "Function" input area.

Processing for this menu is similar to the processing for the Main Selection Menu. That is, further processing is selected by a Function and a Sub-Function (e.g. "S1" entered in the function field selects "SPECIAL INSTRUCTIONS, MAINTENANCE").

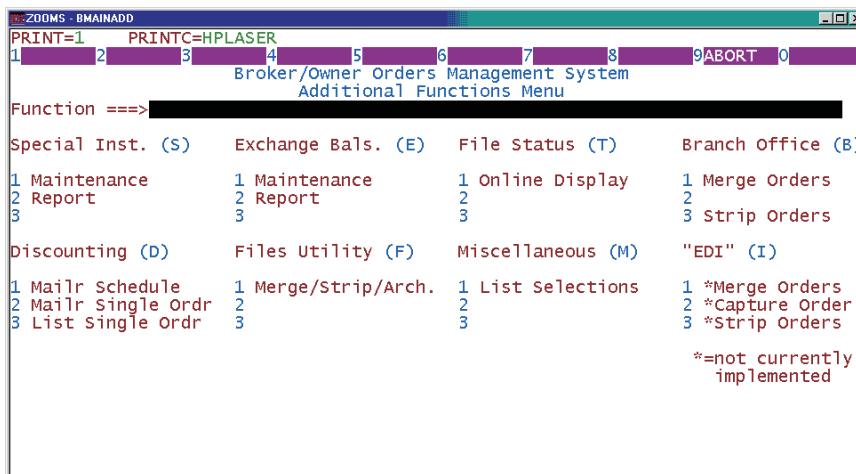


Figure 14.1. Additional Functions Menu

