Introduction

The Broker/Owner Orders Management System (BOOMS) is a PC-based, integrated order-entry and accounting system for LIST BROKERS and LIST MANAGERS. It is designed to provide an easy flow of "ORDERS" from "Order Entry" to "Invoicing" to "Accounts Receivable/Accounts Payable" and, if necessary, back again. The reporting system provides a wide range of reports that can be produced on demand as well as daily, weekly, monthly, year-to-date, and at year-end.

BOOMS treats BROKERAGE and MANAGEMENT Orders in a similar manner, allowing the two types of Orders to be entered into the System in a uniform format. In this way, the number of special considerations when entering one type of order as opposed to the other is reduced to a minimum.

BOOMS is a Menu-driven system. All capabilities of the system can be accessed through a Main Selection Menu. In addition, all or portions of the data produced within the system can be converted to standard ASCII (text) format. In this format the data can be further analyzed using any of a number of statistical packages (e.g. Lotus 123, Borland Quattro or Microsoft EXCEL) or even input into a word processing system for special formatting (e.g. WordPerfect, Microsoft Word or Corel Ventura).

After SIGNING-ON to the BOOMS System, all further options can be selected from the Main Selection Menu. Once an option is selected, either a totally new screen replaces the Main Selection Menu or, if only a small amount of information is required to process the request, it will be requested from a "Window" that overlays the lower part of the Menu.

Most of the BOOMS screens are of the "Fill-in-the-blanks" type. As opposed to selecting one of several options from a list, these screens let you enter VALUES into designated areas on the screen. The Order Entry Main Screen is an example of this. Another type of Screen is the HELP Screen. It provides "display-only" descriptive information about the options and/or format of the screen that you were viewing when "help" was requested. You will want to take advantage of the BOOMS help facility as an aid to navigating around the system (See Appendix D).

Each screen provides a "STATUS & ERROR" Message Area. For the most part, the messages displayed in this area are self-explanatory. A detailed listing of all ERROR/STATUS messages is provided in APPENDIX A of this Guide.

On each screen, BOOMS displays the meaning of the 10 Function Keys. These Keys are uniformly defined from one screen to the next. That is, if you want to ADD an Order to the System, ADD a List description to the System, or ADD a Mailer description to the System, the request is always the same (Press Function Key Number 3). Print requests are always initiated by pressing Function Key Number 2. Although many screen provide unique functions, these basic tasks (and others like them) are similar throughout the system..