

# USER GUIDE

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# 1. Installation of Personal Music Collection Database

**Precondition:** User must have OpenOffice.org installed on his computer.

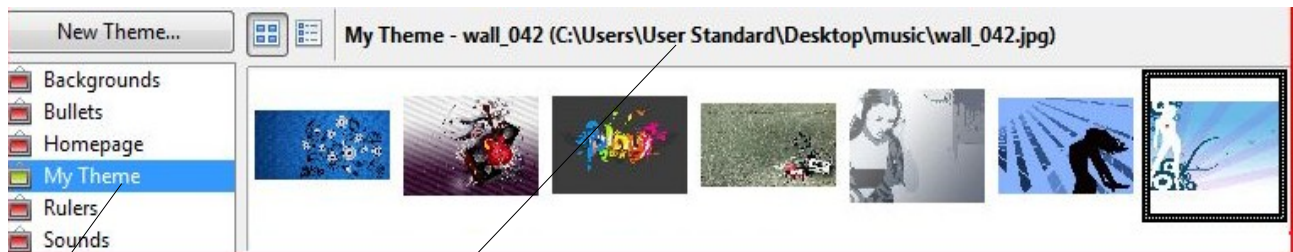
To install Personal Music Collection Database (PMC) do the following:

- Create directory for “Personal Music Collection”, “MDB” folder
- Create nested directory “Covers”
- Copy “Personal Music Collection.odt” file into the MDB directory
- Copy “User Guide.pdf” file into the MDB directory
- Place images related to MI into the “Covers” directory

*Database forms has some preset backgrounds. To be able to see them (optional), user needs to:*

- Place “music” folder with form's backgrounds (do not rename files) to the desktop (Fig.1)
- Place content of “music” folder in the “Gallery”/ ”My theme” folder (Fig.1)
  - open any form in edit mode
  -  • click “Gallery” button located on the toolbar (picture on the left)
  - Choose folder “My theme”
  - Right mouse click on it and select “Properties”
  - Select Tab “Files”
  - Click “Add” button
  - Navigate to folder Desktop/music
  - Add pictures one by one
  - Close form and save changes

***Fig. 1\_Gallery content***



Folder "My Theme"

Directory for form's backgrounds

- If your OpenOffice.org Base don't feature [Sun Report Builder](#) you must install it to be able to work with reports. Follow provided link to download it. Installation instructions provided [here](#) .
- Double-click on the "Personal Music Collection.odt" file to start working with PMC Database.

## 2. Working with Personal Music Collection Database

### 2.1. General Information

Database “Personal Music Collection” allows user to input new information through existing forms and to retrieve desired information using a set of reports.

Forms are used for entering data into the fields of one or more tables connected to this form. They simplify data entry and help to prevent possible errors giving the user possibility to choose data from List Boxes or using option buttons.

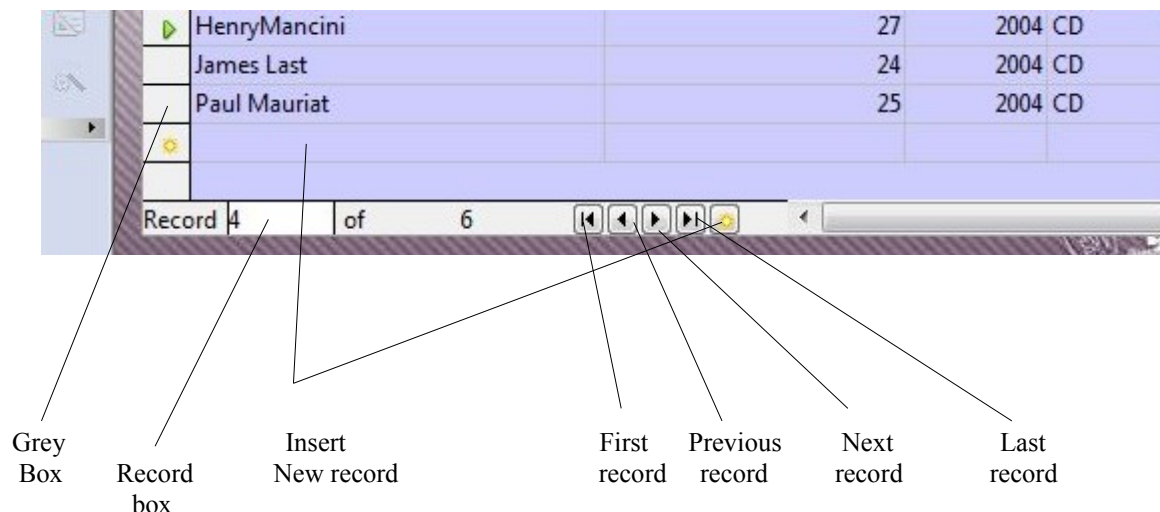
Existing reports are used to provide database content in convenient manner according to user requirements. User can print out any report, if needed. Queries create a new table from the existing tables and used for searching and sorting of data.

This User Guide doesn't have chapter “Query” because existing reports are based on queries and it was planned that user will use reports, not queries to retrieve desired information and display it in a way that's easy to understand.

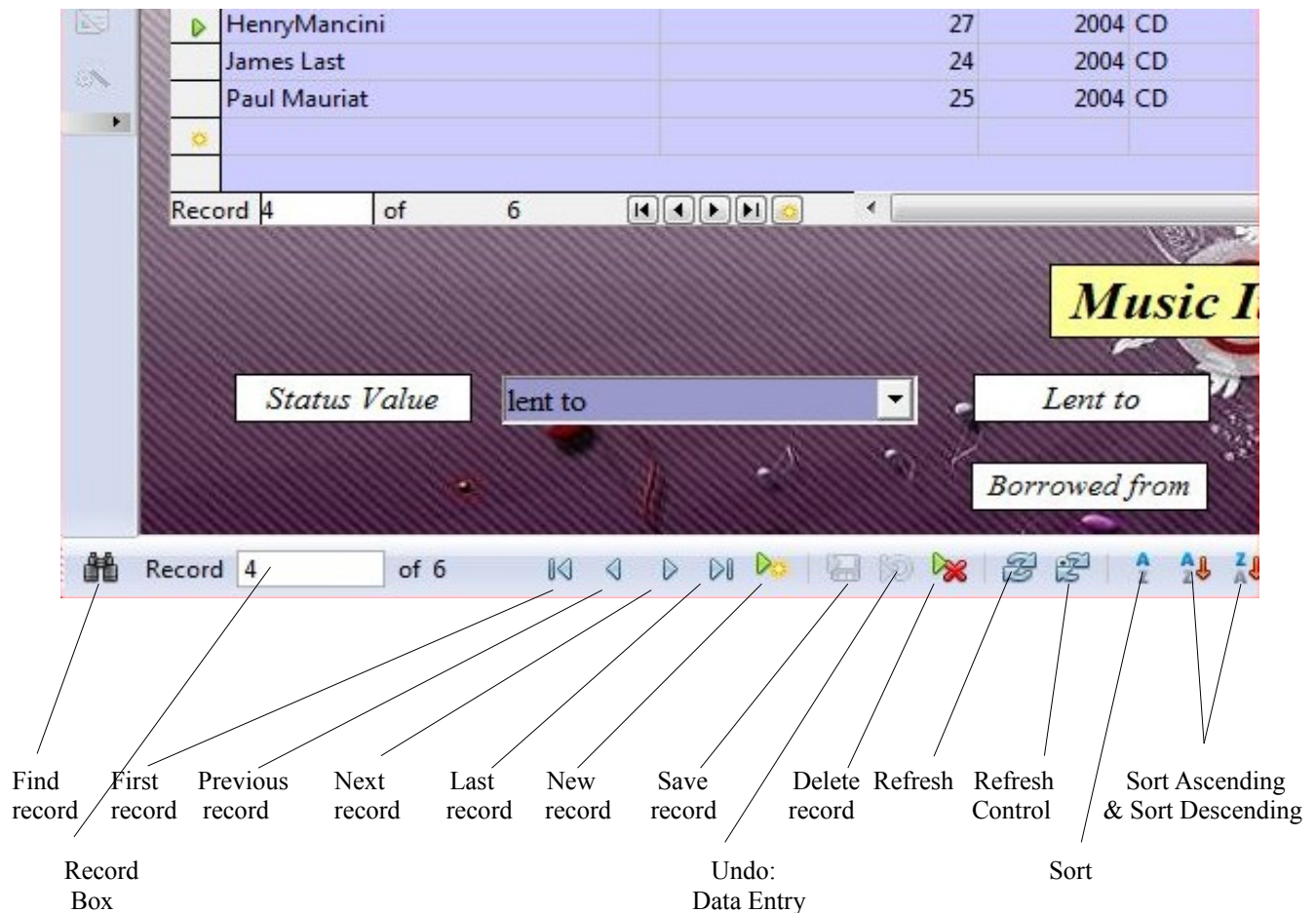
### 2.2. Navigation Bar functionality

For navigation in the form use the navigation bar at the bottom of the form (Fig.3), every data sheet form/subform has its own navigation bar (Fig.2). Data sheet navigation bar has only directional arrows and “New Record” icon, other buttons located only in Form Navigation Bar. All buttons from Form Navigation Bar can be used for working with data sheet. In provided images (Fig.2 and Fig. 3) user can become acquainted with features of both navigation bars.

**Fig. 2 \_Data Sheet Navigation Bar**



**Fig. 3\_Form Navigation Bar**



**Functionality description:**

- ◆ **Grey box** – left-click on the “Grey Box” to select entire row. Use “Shift” + “Arrow Up” and “Arrow Down” if you want to select several rows. Right-click on the “Grey Box” and select “Delete rows” or press “Delete” key to delete these records.
- ◆ **Record box** - “Record Box” displays the number of the record whose data is shown in the form. To use “Record Box” to display a particular record, user should know the number of this record. Enter this number into the “Record Box” and use the “Enter” key to show this record.
- ◆ **Find record** – click to search for particular record
- ◆ **First record** – click to show first record, in data sheet to move cursor to first record
- ◆ **Previous record** – click to show previous record, in data sheet to move cursor to previous record
- ◆ **Next Record** – click to show next record, in data sheet to move cursor to next

record

- ◆ **Last Record** - click to show last record, in data sheet to move cursor to last record
- ◆ **New Record** – click to insert new record
- ◆ **Save Record** – click to save entered data

NOTE: Sometimes it is useful to use “Save Record” button to be able to work with subform. For example, in “Musical Composition & Description Data Entry Form”, “Musical Composition Performance Information Subform”, at the time of entering new record, becomes active only after this record was saved.

- ◆ **Undo: Data Entry** – click to undo data entry that wasn't saved
- ◆ **Delete Record** – click to delete one chosen record
- ◆ **Refresh** – click to refresh data in all controls at once.

NOTE: After refreshing form will display first record, in data sheet cursor will be located at the first record.

- ◆ **Refresh Control** – refreshes data particularly for selected control
- ◆ **Sort** - allows to sort data in forms. User should choose fields and parameters for data sorting.
- ◆ **Sort Ascending** – to sort records in ascending order locate cursor to the field or column by which you want them to be sorted and click on this icon
- ◆ **Sort Descending** - to sort records in descending order locate cursor to the field or column by which you want them to be sorted and click on this icon

### 2.3. Working with forms

PMC database has 7 forms. Description of each of them will be provided separately. This chapter will include tips, descriptions and recommendations that can be applied to all of them.

Tbl.1 located below explains meaning of some fields and columns names used in PMC database.

**Tbl. 1 \_ Terms description**

<b>Term</b>	<b>Description</b>
Music Item Set	MP3 disc containing several Albums, or Multiple Album, containing more than one album, or a Box set with CD/DVD collection

Music Item	Set of any Musical Compositions or Single Musical Composition or Album
Music Item Catalogue Number	The inventory, catalogue number given to Music Item by collector
Location	Shelf, or URL, or address on Hard Drive, USB
Musical Composition	Any Instrumental or Vocal Music
User's Category (My Music Category)	User can have his/her own category of music if he/she wants
Music Style	Pop, Disco, Classic, Latin, Spanish guitar, Rock, Hard rock , Jazz, Folk, etc
Composition Type	Song, Instrumental Composition, Symphony, etc
Media Type	CD or DVD disc, cassette, vinyl disc, etc
Format	MP3, WMA, Midi, etc
Performer Nick	Groups ("ABBA", "Rolling Stones", "Pink Floyd" etc. ), Orchestra, Nick, Real Name
Rating	Rating 1-5
MI Status	In collection, lent to, borrowed to, on order, on sale

To enter or edit data in a form user should open this form from the main database window.

To do so:

- Click the Forms icon in the "Database" list
- Find needed form in the "Forms" list
- Double-click on the form's name

In opened form look for mandatory fields or columns. User must enter data there in order to save a record. Mandatory fields are marked with "\*" symbol. All other not mandatory fields can be empty all the time and will be filled only according to user's desire.

To delete a record user can use the "Delete Record" button. Deletion of records depends on the object user would like to delete. If this particular record is used in the other related table, it is impossible to delete it not to break data integrity. If user would like to delete such objects, it's necessary to delete all relations before (the records would be saved in their tables but not joint to this object). It is better not to do this. User also could allow "Delete Cascade" and "Update Cascade" for these relations

(Tools/Relationships), to delete connected information together, but by doing that he/she will put at risk a deletion of valuable data. This variant also is not recommended.

However, following tables have “Delete Cascade” and “Update Cascade” options enabled.

1. Music Item Set – Music Item
2. Music Item – Music Item Status
3. Music Item – Musical Composition (table containing performance information), but not MC Description, because it may be used in other record
4. Performer – Performer Members

For these tables it is possible to delete record and related to it data that used in the other table, because in these cases user know for sure what data he/she is intended to delete. For example, you could delete MI Set with all connected to this set Music Items and Status, if applied.

To do so:

- Open Music Set Data Entry Form
- Place cursor on one of MI Sets names
- Click “Delete Record” button

In other cases procedure of data deletion performs analogically.

TIP: To delete one or several rows in data sheet user should do following actions: left click on the “Grey box” located left to the row to select entire row and use “Shift” + “Arrow Up” and “Arrow Down” if you want to select several rows. Right-click on the “Grey Box” and select “Delete rows” or press “Delete” key to delete record or records. User also could use “Delete Record” button here, but it only will delete one first record, even if user selected several records.

To look for a particular record that was entered before, user can use arrows “First Record”, “Last Record”, “Previous record” and “Next record” on the Navigation Bar. However, this method is suitable only in the beginning, at the time when user has only few records in his/her database. In database with big number of records it is recommended to use button “Find record”.



To find record:

- Place cursor at any Text Box, for example, at the “Style”.
- Click “Find record”
- Enter Style you are willing to find at the “Search for” text field of “Record search” window. You don't have to worry about keeping upper and low case characters, database will search for this value based only on its spelling.
- Use other available parameters to simplify your search.
- Click “Search” button
- If such record exists, it is chosen

If database has several records satisfying your search you could cycle between them clicking “Search” button.

TIP: If user know the record number he/ she is looking for the easiest way to find this record is to insert record number to the “Record box” and press “Enter” key.

Use “Tab” key in form to move from one field to another. In forms that do not have data sheet subform (for example, Person Data Entry Form) using the “Tab” key through whole record would save all of the data entered in fields and display empty fields for a new record. In form that have data sheet form and/or subforms use “Tab key” to move cursor from one column to another and eventually to a next record. To move between data sheets locate mouse cursor on one of the data sheet columns and use left mouse click.

TIP: In data sheet use “Arrow Up” and “Arrow Down” keys to move from one record to another.

NOTE: Make it into your consideration that “Tab” key can not be used in a text field to make spaces, since we use it for moving between fields. Use “Spacebar” instead. Moreover, in text field “Enter” key only can be used to make a line break by moving the cursor to the next line.

Some forms have dropdown List Boxes. List Boxes contain data entered through corresponding form. The needed value will be able for choice in List box only if it was entered and saved in related form first.

In order to get this value from dropdown list in easy and quick way, user needs to open List box and start typing this value, until List Box displays it, sometimes even a couple of characters would be enough.

**TIP:** If List Box has several values starting with a same letter it is possible to use repeated typing of the first letter to cycle List Box through the values with this same first letter.

It is not necessary to open dropdown List Box to go through its elements. User could locate cursor on any List Box and use mouse wheel to scroll through List Box content.

**WARNING:** Pay attention where located your cursor at the time when you scrolling mouse wheel for other purposes, or you could accidentally change data in List Boxes.

To be able to replace the value entered by mistake in List Box with an “empty” field some fields in forms have one record with the value “\_NONE”. This value should have underscore at the beginning of this word to position this record first in forms List Boxes.

**WARNING:** It is recommended not to edit this value and keep it all the time. If user deleted or edited this value by mistake he/she should restore it.

Some forms in fields have default values, you can see them when you entering new record. You could erase them, leave them as it is or edit.

**NOTE:** Performance Time field in forms has default value 00:00:00 for Musical Composition or 00:00 for Music Item, “Music Item Size” has default value 0.00.

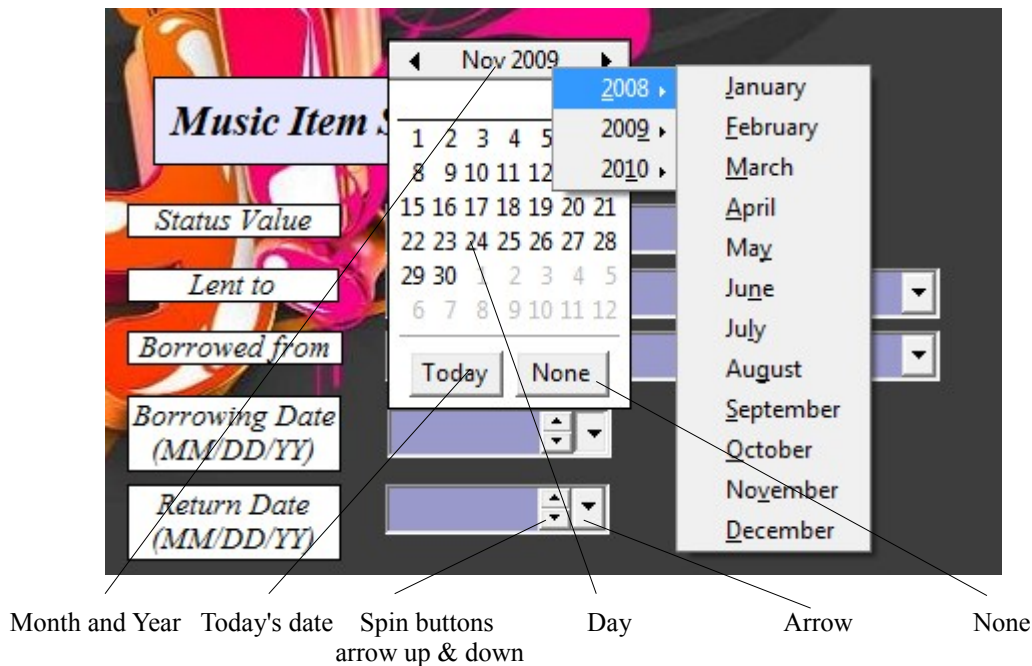
**TIP:** Some fields in forms have help text, that could be useful. You could see this text by positioning cursor other this field.

To place Cover Images for Music Item in “Image Control” user should know the path where these images are stored. For this purpose, it is recommended to use nested “Covers” directory. The easiest way to display cover image for Music Item is to double click on “Image control”, where applicable, and in appeared pop-up window choose image directory. After this action is completed cover image becomes visible in the form and its directory automatically appears in “Cover path” field or column. Another way to display cover image is to enter “Covers” directory with file name in “Cover path” field or column.

All Date fields in forms features dropdown calendar (Fig. 4). The most convenient way to enter a date in the Date field is to use the dropdown calendar. Click

the arrow to open it, click it again if you want close it. Use “None” button to close a calendar and to display empty field, if Date field had a date in it this action would erase it. Click on “Month and Year” if you want to choose year and month in 3 years interval including year that is shown on calendar now (2009), then choose the date you want, don't forget to choose a day.

**Fig. 4\_ “Calendar Dropdown**



Navigate the calendar by clicking the arrows at the top of the calendar. Calendar on fig. 4 shows November 2009 to move calendar back on one month (October 2009) click the left arrow before November, click the right arrow after 2009 to move calendar forward on one month (December 2009). Multiple clicks on left or right arrows will change the month and year according to the number of clicks. Click “Today” button if you want to choose today's date.

All Date fields and Time fields in forms have spin buttons. Spin buttons can be useful if you want to increase or decrease entered value. Spin buttons in Date (MM:DD:YY) and Time (HH:MM:SS or HH:MM) fields work for each part of the field independently. To change MM in Date field you should place cursor to MM part and use spin buttons, to change SS in Time field place cursor to SS part and use spin buttons, etc. Multiple clicks on up or down arrows will increase or decrease value according to the number of clicks.

For example, we have Borrowing date 07/22/09 (MM/DD/YY) if you want to change it to 07/24/09 place cursor to the 22 (DD) part and click arrow up two times. To make it 20 from 24 (DD) click arrow down four times.

### 3. Forms Description

#### 3.1. “Composition Type, Style, Category and Language Data Entry Form” and “Media, Format, Location, Country, and Publisher Data Entry Form”

These forms contain data sheets for several tables. The tables contain information about Media type, Language, Country and other independent values. To enter this data user needs to use these complex forms (Fig.5 and Fig.6). Values entered in the forms become available for choice in other Data Entry forms through dropdown List Boxes. The first record in every data sheet should contain value “\_NONE” in order to be able to have “empty” fields in other forms.

*Fig. 5\_ “Composition Type, Style, Category and Language Data Entry Form”*

The screenshot shows a data entry form with a blue background and a white silhouette of a person with a red heart. On the left, there is a vertical list of records. On the right, there are four tables, each with a title and a list of records. The tables are:

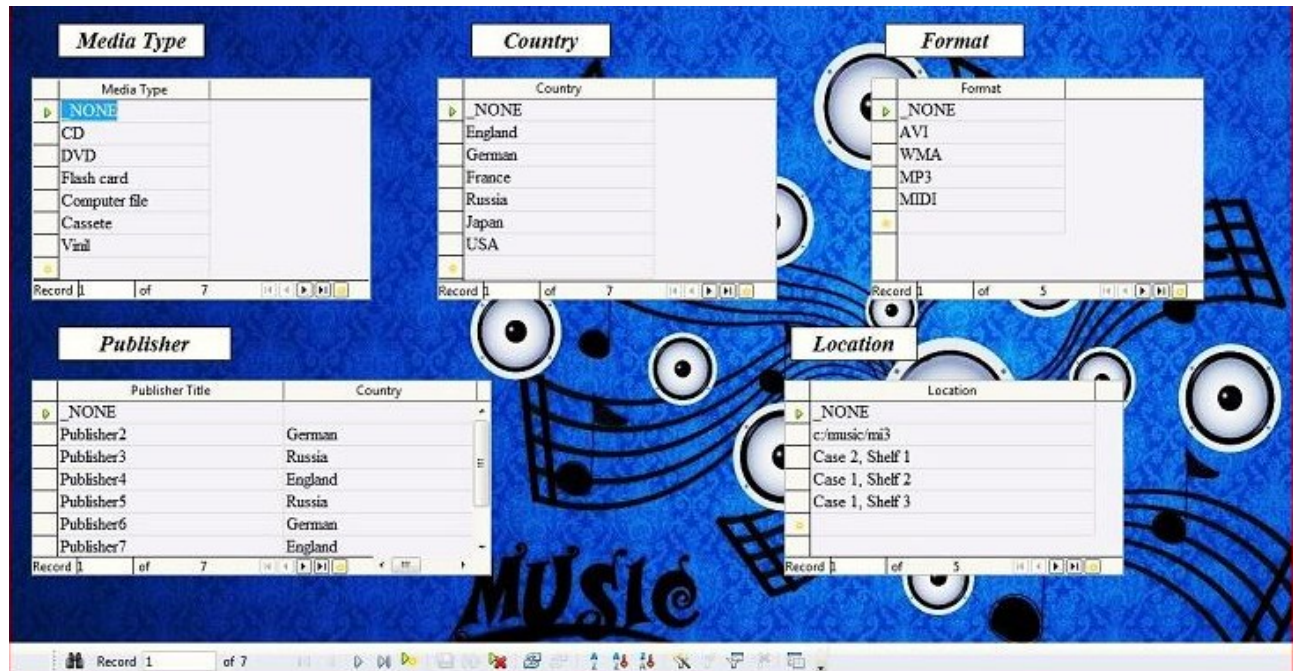
- Composition Type**: Records include \_NONE, Instrumental, Choir, Sonata, Opera, Symphony, and Piano Concerto. Record 1 of 10.
- My music category**: Records include \_NONE, Music of 70th, Party Music, Blue mood, Rock and Pop, Music of 90th, and Favorite. Record 1 of 7.
- Music Style**: Records include \_NONE, POP Music, Jazz, Classic, Disco, Spanish Guitar, Rock, Folk Song, R&B, and Heavy Metal. Record 1 of 10.
- Language**: Records include \_NONE, English, Spanish, Russian, German, and French. Record 1 of 6.

If a new value for these tables is needed during filling another form, it should be entered and saved in one of these two forms. To be able to see and use it through List Box from the initial form, user should add needed values doing the following:

- open suitable Data Entry form
- enter needed value
- click “Save Record” button
- return to the corresponding filling form
- position cursor at correct List Box

- refresh data (click “Refresh Control” button on the Navigation Bar at the bottom of the form)
- look for value you just entered

**Fig. 6\_ “Media, Format, Location, Country, and Publisher Data Entry Form”**



### 3.2. Music Set Data Entry Form

This form (Fig. 7) is used for entering new Music Item Set and its content with description of each Music Item. User is able to add music item status using “Music Item Status Data Entry Subform”, which is also located there.

“Music Set Data Entry Form” has “Music Item Title” field as mandatory, however, this field is mandatory only for “Music Item Entry Subform”. It is possible to create record by entering data only in “Set Name Entry Form”.

To create new record user needs to:

- click a “New Record” button on the Navigation Bar or position cursor at the empty record located after last entered record
- enter Music Set Name

- move cursor to the “Music Item Entry Subform” and enter music item description
- add status if needed (press “Save Record” button first)
- locate cursor back to the “Music Item Entry Subform”
- click “New Record” button or position cursor at the empty record located after last entered record
- enter next music item description

To add Musical Compositions for every Music Item use "Musical Composition Description & Performance Information Data Entry Form".

**Fig. 7\_ “Music Set Data Entry Form”**

The screenshot displays a software interface for music set data entry. It features three main subforms:

- Set Name Entry Form:** Located at the top left, it includes a dropdown menu for "MusicItem Set Name" with options: ".NONE", "Cheo Gold", and "Grand Instrumental". Below it is a record indicator showing "Record 3 of 3".
- Music Item Entry Subform:** A data table in the center with the following columns: Music Item Title\*, Number of Compositions, Year of Issue, Media, Format, Size, Performance Time, Catalogue Number, Location, Publisher, and Date of. The table contains six rows of data for various artists and their compositions.
- Music Item Status Data Entry Subform:** Located at the bottom, it includes fields for "Status Value", "Lent to" (with a dropdown menu showing "Ivanov Petr"), "Borrowing Date (MM/DD/YY)" (08/23/08), "Borrowed from", and "Return Date (MM/DD/YY)" (12/31/08).

The background of the interface features a decorative image of a guitar and floral patterns. A "Cover" label is visible in the top right corner.

Music Item Title*	Number of Compositions	Year of Issue	Media	Format	Size	Performance Time	Catalogue Number	Location	Publisher	Date of
Ennio Morricone	18	2004	CD	MP3			In25	Case., Shelf 2	Compilation "Бсадро-диск"	
Nino Rota	18	2004	CD	MP3		01:41	In25	Case., Shelf 2	Compilation "Бсадро-диск"	
Michel Legand	26	2004	CD	MP3			In25	Case., Shelf 2	Compilation "Бсадро-диск"	
Henry Mancini	27	2004	CD	MP3			In25	Case., Shelf 2	Compilation "Бсадро-диск"	
James Last	24	2004	CD	MP3			In25	Case., Shelf 2	Compilation "Бсадро-диск"	
Paul Mauriat	25	2004	CD	MP3			In25	Case., Shelf 2	Compilation "Бсадро-диск"	

To enter next Music Set Name user needs to return cursor back to “Set Name Entry Form” and complete from the beginning all steps that were described above.

To edit existing record choose Music Item Set Name. Music Items description is shown in the data sheet, any record can be edited.

To delete MI Set with Music Items and all other related information user needs to locate cursor on correct “Music Item Set Name” and click button “Delete Record”. User also can erase any Music Item from “Music Item Entry Subform” or Status, if added.

### 3.3. Music Item Data Entry Form

This form (Fig.8) has one main form and two subforms and is designed for entering Music Item and its Description for the Music Item that is not a part of a Set. This form also can be used for editing of existing data, that was entered through this form, or through “Music Set Data Entry form”. For this purpose, this form has “MI Set” List Box, but this List Box is not part of the tab order. It is supposed that it will be used only for editing of existing records.

**Fig. 8\_ “Music Item Data Entry Form”**

**Music Item Data Entry Form**

Music Item Title \* Unplugged  
MI Set  
MI Catalogue Number CD01  
Location Case 1, Shelf 2  
Music Item Size (GB) 0.00  
Total Performance Time 02:01  
Year of Issue 1992  
Number of Compositions 14  
Publisher  
Cover Image Path Covers\unplugged.jpg

Media Type CD  
Format WMA  
Date of Purchase (MM/DD/YY) 06/09/07  
Price \$9.99  
Notes Clapton caught the "unplugged" trend just at the right time, when the public was hungry to hear how well rock stars and their material could hold up when stripped of elaborate production values. Clapton himself

**Music Item Status Data Entry Subform**

Status Value in collection  
Lent to  
Borrowed from  
Borrowing Date (MM/DD/YY)  
Return Date (MM/DD/YY)

**List of Musical Composition Performances for this MI**

MC Title	Performer&Notes	Year of Performance	Performance Time	Track #
Signe	Eric Clapton, 1992; in 19:	1992	00:00:00	1
Before You Accuse Me	Eric Clapton, 1992; in 19:	1992		2
Hey Hey (Baby)	Eric Clapton, 1992; in 19:	1992	00:00:00	3
Tears In Heaven	Eric Clapton, 1992; in 19:	1992		4
Lonely Stranger	Eric Clapton, 1992; in 19:	1992	00:00:00	5
Layla	Eric Clapton, 1992; in 19:	1992	00:00:00	7
Running On Faith	Eric Clapton, 1992; in 19:	1992		8

TIP: If you made mistake in “Music Set Data Entry Form” and assigned Music Item to a wrong set or placed single item to one of the existing sets, this is a form where you can correct this mistake. Assign this Music Item to the right set or choose value “\_NONE” if it doesn't belong to any set.

To enter new Music Item user should:

- click “New Record” button
- enter Music Item Title and music item description
- add status if needed (press “Save Record” button first)
- enter or edit information for Music Compositions containing in this MI.

To input a new Music Item repeat all steps that were described above from the beginning.

If you want to add music item status, use “Music Item Status Data Entry Subform”. If you want to delete Status locate cursor on “Status Value” and press “Delete Record” button.

"List of Musical Composition Performances for this MI" contains Musical Compositions that was entered before by using "Musical Composition Description & Performance Information Data Entry Form" . It is possible to enter Musical Composition Title from “Musical Composition Title” List Box and add other useful information in the columns of this subform. The columns contain information about particular performance of every Musical Composition, for example, Performer & Notes, Year of performance, Performance Time, etc.

NOTE: "Musical Composition Performance Information Subform" of "Musical Composition Description & Performance Information Data Entry Form" and "List of Musical Composition Performances for this MI" subform of “Music Item Data Entry Form” displays information from the same tables. If you filled both parts of "Musical Composition Description & Performance Information Data Entry Form" and entered musical compositions (at least their titles) and their performances information for particular Music Item (at least Music Item Title), you will be able to see and edit this data through "List of Musical Composition Performances for this MI" subform. But if you want to enter “Conductor” and “Soloist” for any musical composition you have to use "Musical Composition Performance Information Subform", because "List of Musical Composition Performances for this MI" subform doesn't have it.

It is possible to delete particular musical composition from the “List of Musical Composition Performances for this MI" subform. To do so left-click on the “Grey Box” to select entire row. Use “Shift” + “Arrow Up” and “Arrow Down” if you want to select several musical compositions at once. Right-click on the “Grey Box” and select “Delete rows” or press “Delete” key to delete these records. These actions will only erase particular performances of the musical compositions connected to the Music Item, but will not erase the information from “Musical Composition Description” part of the "Musical Composition Description & Performance Information Data Entry Form" and their other performances connected to other music items.

To delete musical composition and it performances use "Musical Composition Description & Performance Information Data Entry Form".

To delete music item with related to it information (Status, Performances of Musical Compositions connected to it) place cursor on the “Music Item Title” and click “Delete Record” button.



### 3.4. Musical Composition Description & Performance Information Data Entry Form

This form (Fig.9) consist of two parts: main form the “Musical Composition Description” and subform the “Musical Composition Performance Information Subform”. Main form is used to keep information about particular Musical Composition (Title, Composer, Author, ...). As we know, the same Musical Composition can be performed by different performers, at different time periods or in different arrangements. For storing information about particular performance of every Musical Composition that is contained in the particular Music Item use the subform. To be able to connect Musical Compositions to the Music Item, Music Item should be entered in the database first.

*Fig. 9\_ “Musical Composition Description & Performance Information Data Entry Form”*

The screenshot shows a web-based data entry form with a blue background and a silhouette of a person. The form is organized into two main sections, each with a yellow header. The top section, 'Musical Composition Description', contains several input fields: 'Musical Composition Title' (text box with 'Everybody oughta make a change'), 'Style' (dropdown menu with 'POP Music'), 'Composition Type' (dropdown menu with 'Song'), 'My Music Category' (dropdown menu with 'Favorite'), 'Year of Issue' (spin box), 'Language' (dropdown menu with 'English'), 'Composer' (dropdown menu with '\_NONE'), 'Author' (dropdown menu), 'Lyrics' (text area with lyrics), and 'Notes' (text area). The bottom section, 'Musical Composition Performance Information Subform', contains: 'Music Item Title' (dropdown menu with 'Cher Gold disc 1'), 'Rating' (star icons), 'Performer & Notes' (dropdown menu with 'Cher'), 'Conductor' (dropdown menu), 'Solott' (dropdown menu), 'Year of Performance' (spin box with '2002'), 'Performance Time' (spin box with '00:00:00'), and 'Track #' (text box with '3'). A Windows taskbar is visible at the bottom of the screenshot.

For data entry:

- Position cursor to the Musical Composition Title field
- click “New Record” button on the Form Navigation Bar
- enter Musical Composition Title
- fill in necessary information for *one* Musical Composition at the “Musical

Composition Description” form

- click “Save Record” button
- choose MI Title (you can type several first characters to the MI Title List Box to find it) and fill in necessary information at the “Musical Composition Performance Information Subform”.

Repeat these actions to enter other musical compositions. Before clicking “New Record” button to enter next musical composition (“Musical Composition Description” part of the form) make sure that cursor is located on the “Musical Composition Title” text box.

Compositions entered through this form becomes visible in the “List of Musical Composition Performances for this MI” subform of “Music Item Data Entry Form”.

NOTE: User must enter Music Item Title to each Musical Composition if he wants to see list of compositions belonging to this Music Item through “List of Musical Composition Performances for this MI” subform.

To look for a particular record (musical composition) that was entered before, it is recommended to use button “Find Record”. The cursor should be placed at the “Musical Composition Title” Text Box. The search procedure was described at the chapter 2.3 Working with forms. After your search was successfully completed you will see in the form ordered record. Now you can edit data in both parts of the form or use this composition to make a new record for the other performance of this Musical Composition with new information entered in "Musical Composition Performance Information Subform". To make a new record for the other performance of this Musical Composition, place cursor at the “Music Item Title” field and click “New Record” button. Now you can enter new information for another variant of this composition.

To erase record place cursor at the first field of the form or subform and click “Delete Record” button.

NOTE: To be able to delete information from “Musical Composition Description” form, first, user must delete all existing performances for this musical composition entered through “Musical Composition Performance Information Subform”.

### 3.5. Performer Data Entry Form

“Performer Data Entry Form” (Fig. 10) is a combination of two forms “Enter Performer Information” and “List of performer members” data sheet for choosing “Performer Members” from Persons list which this performer consists of. “Performer Nick” can be a real name of the artist, name of band, artist nick, name for orchestra, etc.

This form appears with an “\_NONE” record. This record needs to have “\_NONE” value all the time, so user could use it in other forms as “empty” field. To create a new record click New Record button on the Navigation Bar at the bottom of the form.

**Fig. 10\_ “ Performer Data Entry Form”**

Enter Performer Information	
Performer Nick *	_NONE
Country	
Notes	

List of Performer Members	
Person's Last Name, First Name	Role
_NONE	

In the subforms of the "Musical Composition Description & Performance Information Data Entry Form" and the “Music Item Data Entry Form” Performer is joint with Notes (“Performer&Notes) to give user the opportunity to choose the performer with a certain staff, for example, performer for particular year when his/her/group's members were changed. Make it into your consideration, when you enter Performer information.

Example for the Performer with different stuff:

1. Click “New record” button
2. Enter :

- “Performer Nick” = “PFM\_1”
  - “Country”
  - “Notes” = “stuff 1995”
3. Place cursor at the List of Performer Members.
  4. Enter:
    - Names and Roles
  5. Click “New Record” button
  6. Enter :
    - “Performer Nick” = “PFM\_1”
    - “Country”
    - “Notes” = “stuff 1998”
  7. Place cursor at the “List of Performer Members”.
  8. Enter:
    - new Names and Roles

As a result there are two records for Performer “PFM\_1” which has different stuff for different performance periods.

Please note that “Performer Data Entry Form” doesn't show list of all performers stored in database. In order to find particular performer (“Performer Nick”) you have to know number of record you are looking for and use “Record Box” or you can use “Find Record” button.

TIP: If you don't know correct spelling of the performer you are looking for or not sure if this performer is already in database or not, you can look for it through “Performer&Notes” List Box. This List Box features the list of all performers (how to search in List box is described in chapter 2.3. Working with forms).

It is possible to delete performer with all related performer members, to do so place cursor at the “Performer Nick” field and click “Delete Record” button.

NOTE: This procedure will only delete Performer members from this list, but not these persons from database. So, you could choose this person again for another performer. To delete a particular person use “Person Data Entry Form”.

### 3.6. Person Data Entry Form

This form (Fig. 11) exists for entering information about all persons from Music Database. It could be performer, conductor, author, performer members and others. All new persons should be entered through this form, in order to be able to choose them in other forms.

This form appears with an “\_NONE” record. This record needs to have “\_NONE” value all the time, so user could use it in other forms as “empty” field. To create a new record click “New Record” button on the Navigation Bar at the bottom of the form .

*Fig. 11\_ “ Person Data Entry Form”*

Please note that “Person Data Entry Form” doesn't show list of all persons stored in database. In order to find particular person you have to know number of record you are looking for to use “Record Box” or Last Name, First Name (if entered) of the person to use “ Find Record” button.

**TIP:** If you don't know correct spelling or full name of the person you are looking for or not sure if this person is already in database, you can look for it through any List Box that features the list of all persons entered through “Person Data Entry Form”. It can be “Author”, “Composer” list or any other. Remember it is even enough to know first letter of person's last name to go through list of persons whose last name is starting with a same letter (how to search in List box is described in chapter 2.3. Working with forms).

To delete person from database use “Delete Record” button.

NOTE: Person you want to delete should not be used as a performer member in “Performer Data Entry Form” or database won't allow it deletion until it will be free of relations.

## 4. Reports

This chapter contains information about all reports, describes purpose of each report, what information it gives and how it sorts this information. Reports are based on queries and used to retrieve desired information and display it in convenient way. Some queries and reports ask user to enter preset parameter and start with “Parameter Input” window. User could see a name of the preset parameter in the “Parameters” dialog box. To run this query or report he/she should enter desired value of this parameter in the text box “Value” and press button “OK”.

**WARNING:** It is extremely important to enter parameter value with identical spelling as it stored in Database, keeping the same upper case and low case characters, or database won't find parameter you entered.

### ***4.1. A full list of the collection with albums (MI)/sets catalogue numbers and Location (if desirable)***

This report gives user possibility to look over and print out list of all items from the collection with assigned by collector Catalogue Number and Location where this items are stored.

*This report will show following information:*

- Music Item Catalogue Number
- Music Item Title
- Music Item Set Name
- Location

Represented by four variants:

5.1.1 \_List of MI by Catalogue Number – ordered by Catalogue Number

5.1.2 \_List of MI by MI Title - ordered by MI Title

5.1.3 \_List of MI by Set Name- ordered by MI Set Name

5.1.4 \_List of MI by Location- ordered by Location

### ***4.2. Musical composition list of the particular music item sorted by Track Number***

Report Music Item Content gives user possibility to see a content of certain Music Item.

The report shows following information:

- Music Item Title
- Number of musical compositions
- List of compositions sorted by track number, ascending order.
- Track #
- Performance Time of each composition
- Location

#### **4.3. Musical composition list of the particular music item sorted by Performer and Musical Composition Title**

This report represents list of Musical compositions for the certain Music Item sorted by “Performer Nick” and “MC Title” in ascending order.

The report shows following information:

- Music Item Title
- Performer Nick
- Number of musical compositions
- List of compositions sorted by Performer Nick and Title
- Track #
- Performance Time of each composition
- Location

Represented by two variants:

5\_3\_1\_MIContent by Performer

5\_3\_2\_MIContent by Composition Title

#### **4.4. Search of Specific Musical Composition belonging to various Music Items**

This report allows user to track all variants of the certain Musical Composition with general information about this composition and which Musical Album this composition belongs.



The report shows following information:

- Musical Composition Title
- Composer
- Author
- Music Item Title
- Year of Issue
- Location
- Performer
- Year of Performance
- Performance Time
- Track #
- Rating
- 
- Soloist
- Conductor

Represented by two variants:

5.4.1. MusicalCompositionVariants

5.4.2. MusicalCompositionVariants with Soloist and Conductor

#### ***4.5. List of compositions with a preset rating sorted by Music Item Title and Performer Nick***

This report gives user a list of compositions with a preset rating.

The report shows following information:

- Musical Composition Title
- Style
- Composition Type
- Users Category
- Rating
- Performer Nick
- Music Item Title

- Music Item Catalogue Number
- Location

Represented by two variants:

5.5.1. Rating\_by MI Title - sorted by MI Title

5.5.2. Rating\_by Performer - sorted by Performer

#### **4.6. Lists of lent and borrowed items**

This report allows user to find out items that are temporary out of the collection or borrowed from somebody, and the date when they should be returned.

The report shows following information:

- Music Item Title
- Music Item Catalogue Number
- Location
- Borrowing Date
- Return Date
- Borrower (person whom this item was lent)

Represented by three variants:

5.6.1.1. LentTo\_byLastName – ordered by Last Name

5.6.1.2. LentTo\_byReturnDate – ordered by ReturnDate

5.6.2. BorrowedFrom\_byReturnDate – ordered by ReturnDate

#### **4.7. A compositions list of a preset Style**

This report allows user to see list of compositions for the defined style.

The report shows following information:

- Musical Composition Title
- Style
- Performer Nick
- Music Item Title
- Music Item Catalogue Number

- Location

#### **4.8. A compositions list of a preset Composition Type**

This report allows user to see list of compositions for the defined composition type.

The report shows following information:

- Musical Composition Title
- Composition Type
- Performer Nick
- Music Item Title
- Music Item Catalogue Number
- Location

#### **4.9. A compositions list of a preset Category**

This report allows user to see list of compositions for the defined category.

The report shows following information:

- Musical Composition Title
- User's Category
- Performer Nick
- Music Item Title
- Music Item Catalogue Number
- Location

#### **4.10. A compositions list of a preset Composer**

This report allows user to see list of compositions for the defined composer.

The report shows following information:

- Musical Composition Title
- Composer
- Performer Nick
- Music Item Title
- Music Item Catalogue Number

- Location

#### **4.11. A compositions list of a preset Author**

This report allows user to see list of compositions for the defined author.

The report shows following information:

- Musical Composition Title
- Author
- Performer Nick
- Music Item Title
- Music Item Catalogue Number
- Location

#### **4.12. A compositions list of a preset Performer**

This report allows user to see list of compositions for the defined performer.

The report shows following information:

- Musical Composition Title
- Performer Nick
- Music Item Title
- Music Item Catalogue Number
- Location

#### **4.13. A music items list of a preset Media Type**

This report allows user to see list of Music Items for the defined media type.

The report shows following information:

- Music Item Title
- Media type
- Music Item Catalogue Number
- Location

#### **4.14. A music items list of a preset Format**

This report allows user to see list of Music Items for the defined format.

The report shows following information:

- Format
- Music Item Title
- Music Item Catalogue Number
- Location

#### **4.15. A music items list for a preset Location**

This report allows user to see list of music items for the defined location.

The report shows following information:

- Music Item Title
- Music Item Catalogue Number
- Location

#### **4.16. Lyrics of the particular song**

This report gives user opportunity to find lyrics for any particular song from his/her music collection.

The report shows following information:

- Musical Composition Title
- Composer Name
- Author Name
- Lyrics

#### **4.17. Definite Music Item location**

This report designed to help user to find definite location of particular Music Item.

The report shows following information:

- Music Item Title
- Music Item Catalogue Number
- Location

#### **4.18. List of songs in preset Language**

This report displays a list of songs in particular language.

The report shows following information:

- Song Title
- Language
- Musical Composition Title
- Composer Name
- Author Name

#### **4.19. List of performers ordered by Country they belong**

This report orders all performers from users musical collection by country they belong.

The report shows following information:

- Performer Nick
- Country

#### **4.20. List of music items with Prices and Purchase Dates ordered by dates**

This report gives user possibility to obtain information about money spending and dates of purchase.

The report shows following information:

- Music Item Title
- Music Item Catalogue Number
- Performer Nick
- Price
- Date of Purchase

#### **4.21. List of Performer Members**

This report obtains information about every performer stored in music database and gives user a list of performer members for each of them.

The report shows following information:

- Performer Nick
- Performer Country
- Notes
- Person Name
- Role
- Person Country
- Person Notes

#### **4.22. Music Item Price**

Average price calculated for Music Item based on all entered prices for Music Items in collection, Total value of all collection, and highest and lowest prices for Music Items in collection.

The report shows following information:

- Min (Price)
- Average Price
- Max (Price)
- Total Collection Price

#### **4.23. Music Item list with Status ordered by Status Value**

This report gives user information about Music Item Status.

The report shows following information:

- Music Item
- Status String
- Borrower
- Lender
- Borrowing Date
- Return Date