



**DDMS User's Manual**  
**Book VII: System Maintenance and Utilities**

September 1996 Revision • Item # S-UTIL-7

## DDMS Manual Book VII: System Maintenance and Utilities

© Copyrighted by D.D.M.S., Inc.  
Printed in the United States of America.

### CREDITS

Editor: ..... Mike Malloy

Technical

Editors: ..... Jason Albrecht  
Dan Brown  
Andrew Crain  
Jim Crelia  
Crystal Dennstedt  
Carol Gee  
Bryan Grissom  
Greg Hastings  
Sean Jowers  
Mimi Kintli  
Danny Kuhlman  
Barry Oubre  
Eric Patterson  
Michael Sconce

Copy Editors: ..... Mike Malloy  
Paula Patterson  
Sharon Sutcliffe

Writer: ..... Robin Law  
Stephanie McNamara  
Sharon Sutcliffe

## CONTENTS AT A GLANCE

Chapters	Screens
Introduction .....	N/A
<b>Volume 1: Maintenance</b>	
<b>Part A: Operational Procedures and Changes Reports*</b>	
1: Daily Procedures .....	(M-A)(M-C)
2: Weekend Compression Procedures .....	(M-B)
3: Compressing Files.....	(Z)
4: Reporting Item Changes .....	(M-E)
5: Month-End Sales Journal Procedures .....	(M-I)
6: Setting Operational Parameters .....	(LM)
<b>Part B: File Display and Maintenance</b>	
7: Displaying Selectors .....	(+W-A)
8: Making Temporary Selector Changes (Mass Changing) .....	(+W-B)
9: Using the Selector Library Utility .....	(+W-C)
10: Using the Format Library Utility .....	(+W-D)
<b>Volume 2: Utilities</b>	
<b>Part C: Utilities</b>	
11: System Utilities.....	(Z-A)
12: Compiler Utilities.....	(Z-B)(M-J)
13: Copy Utilities .....	(Z-C)
14: Print Utilities .....	(Z-D)
15: View Utilities .....	(Z-E)
16: Disk Utilities .....	(Z-F)
<b>Part D: Miscellaneous Utility Programs</b>	
17: Printer Setup .....	(@)
18: Printing Uncataloged Reports.....	(+X)
19: Cataloging Selectors .....	(L)
20: Releasing Records .....	(+R)
21: Using Online Communications .....	(+T)

\* The [H] Hedburg System Accounts Receivable Update function in the (M) Operational Procedures screen will be documented in an upcoming book, the *DDMS to Hedburg Interface Manual*.

<b>Chapters</b>	<b>Screens</b>
22: Formatting Diskettes .....	DOS
23: Running Diagnostic Programs .....	(Z-B4)
24: Finding Control Characters in Files .....	(Z-B4)
25: Modifying Report Writer Formats and Selectors .....	(Z-B4)
26: Modifying Inventory Files .....	(Z-B4)
27: Converting Word Processing Files to ANSI Format .....	(Z-B4)
28: Searching Word Processing Files .....	(Z-B4)
29: Checking P-MASTER for Invoice Due Dates .....	(Z-B4)
30: Restoring the AR-MASTER File .....	(Z-B4)
31: Renumbering Your Customer Database .....	(Z-B4)
32: The Planner .....	(?)

### **Volume 3: Configuration**

33: System Configuration Procedures .....	(Y)
34: Dynamic Device Procedures .....	(YD)

### **Volume 4: Period-Ending Procedures**

35: Using the President's Screens .....	(PD)
36: Performing Period-Ending Procedures .....	(MK)
37: Period-Ending Parameters.....	(LM1)

### **Volume 5: Security**

38: Setting Screen Passwords .....	(X)
39: Restricting Access by Salesperson or Order-Writer Number .....	(LØ)(HY)
40: Limiting Users to Specific Functions .....	(HYF)
41: Masking and Setting Passwords for Cost and Sales Information .....	(LG3)(LG5)(LG2)
42: Requiring the Modem Password.....	(Z-A4)

### **Volume 6: Word Processor and Text Editor**

#### **Part E: The Word Processor**

43: The ED-WRITER Word Processor Screen .....	(!)
44: Working With Documents .....	(!)
45: Using the Help Screen .....	(!)
46: Working With Text .....	(!)
47: Using the Editor Control Panel.....	(!)
48: Viewing Documents .....	(!)
49: Printing Documents.....	(!)

**Chapters**

**Screens**

50: Configuring Documents ..... (!)  
51: Deleting Configurations..... (!)  
52: Using the Editor Utilities ..... (!)  
53: Converting Documents to DOS Format ..... (!)

**Part F: The Text Editor**

54: Working With Documents ..... (\*)  
55: Working With Text ..... (\*)

Appendix A: Appendix of Files ..... N/A  
Appendix B: Dedicated Functions ..... N/A  
Appendix C: Key Fields ..... N/A

