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MEDIA AND EQUIPMENT MANAGEMENT
AUDIOVISUAL EQUIPMENT SCHEDULING PROGRAM

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Carlton E. Hoffman received his BA from Muhlenberg College, Allentown, Pennsylvania, and his MSLS from Rutgers University, New Brunswick, New Jersey. Mr. Hoffman has been an assistant professor at the University of Florida and an adjunct professor at the University of South Florida. For many years, he has been a media specialist and is now Director of Media Services for the Pinellas County School System in Clearwater, Florida.

Hope Roland Botterbusch received her BS from Millersville State College in Pennsylvania, and her MSLS from Wayne State University, Detroit, Michigan. She has had five years as a high school media specialist, and two years as supervisor of a television production studio and A/V services. She has presented papers on "The Use of Microcomputers in Media Centers" at both the Florida Association of Educational Data Systems and the Association for Educational Technology and Communication, and is currently Chairperson of Pinellas County's Media Microcomputer Pilot Project.

Program Designer

David F. Vera earned both his BS and his M.Ed. from the University of Florida, Gainsville. He has taught math at both the junior and senior high school levels for the past fifteen years, and computer programming at both the high school and college levels. He currently teaches both math and programming at Northeast High School in St. Petersburg, Florida, where he is also Chairperson of the Mathematics Department.

AUDIOVISUAL EQUIPMENT SCHEDULING PROGRAM

PREFACE

This guide provides step-by-step instructions for the operation of the SCHEDULING EQUIPMENT PROGRAM.

If the user will take time to study this manual while going through the program for the first time, he or she will find it to be an easy and efficient way of maintaining an equipment use schedule.

OBJECTIVES

The SCHEDULING EQUIPMENT PROGRAM was designed to provide a scheduling system for equipment that will:

1. Establish and maintain a data file of equipment.

2. Allow for retrieval of scheduled equipment by:
   a. date booked
   b. type of equipment
   c. ID#

3. Maintain a circulation record.

4. Display or print a listing of all overdue equipment.

This program will accept up to 400 pieces of equipment in the inventory file and will handle up to 100 bookings on any given date. A limitation, however, is that one piece of equipment can be booked no more than seven times per day.

If at any given time the cursor disappears and the computer will not accept information, it is because a reorganization of memory location is taking place. Please be patient, in six or seven seconds, the computer will complete the sorting and the user can continue program operation.

INTRODUCTION TO PROGRAM OPERATION

BEFORE READING THIS MANUAL, AND ESPECIALLY BEFORE OPERATING THE PROGRAM, PLEASE NOTE THE FOLLOWING SPECIAL INFORMATION:

1. Never turn machine ON, then OFF, with disk in drive.

2. Once the program is in operation, DO NOT RESET the program again until after option 4 from the PROGRAM MENU has been executed.

PROGRAM OPERATION

1. Turn on the computer.

2. Insert the Program disk into drive 0 (Drive 1 if Apple) and the Data disk into drive 1 (Drive 2 if Apple) with label side up, after red light goes off.

3. Close the disk drive latches.

For assistance in loading this program, please refer to the separate LOADING INSTRUCTIONS sheet included in this guide.
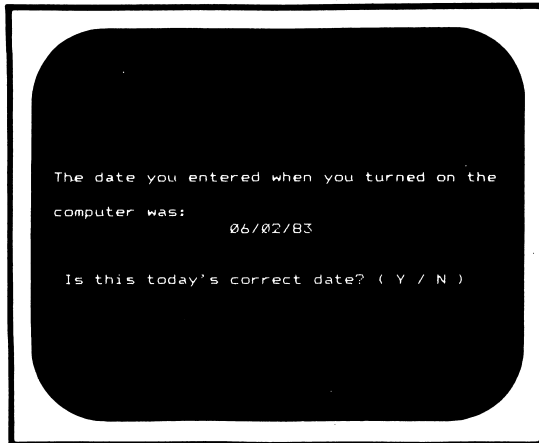
The computer will automatically begin the program.

Logo and credits will appear.

Enter the date, Press ENTER, or RETURN, depending on the computer. (IT IS EXTREMELY IMPORTANT THAT YOU ENTER THE *CORRECT* DATE!) "Enter the time" will appear next. Simply press ENTER. (This will appear on the TRS 80 version only.)

AUDIOVISUAL EQUIPMENT SCHEDULING PROGRAM

```
The date you entered when you turned on the

computer was:
                06/02/83

   Is this today's correct date? ( Y / N )
```

The first time you use the program, the following will appear:

NO EQUIPMENT DATA IS CURRENTLY STORED ON THIS DISK.

So, of the 4 options about to be displayed, only numbers 1 and 4 are currently available to you. Once you have entered an item all options will become available to you.

Press SPACE BAR to continue, and the PROGRAM MENU will appear as follows:

```
        ** PROGRAM MENU **

   1)  Access EQUIPMENT file

   2)  Access SCHEDULING file

   3)  Access CIRCULATION file

   4)  Exit the program

    <Press the NUMBER of the
     function you desire.>
```

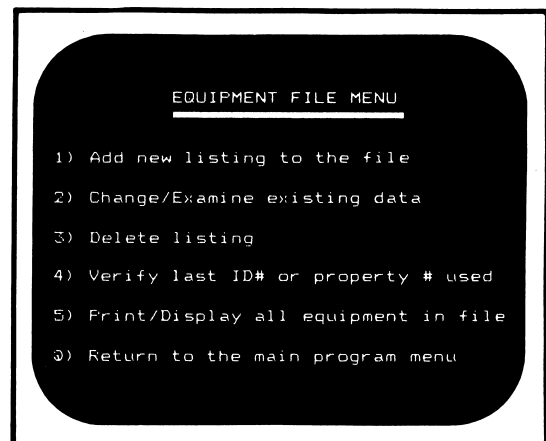**NOTE:** 2 and 3 are not available the 1st time you use the program.

NOTE: If the maximum number of characters for any field is exceeded, the computer will not accept them.

NOTE: If a mistake is made while working in a field, it can be corrected by backspacing; (press ◄—left arrow on the TRS 80 and the Apple, the INST DEL key on the PET, or the DELETE key on the Atari) then typing the corrected information.

If, however, a mistake is realized after pressing ENTER or RETURN, the correction may be made by pressing SHIFT and ◄—left arrow on the TRS 80, the ◄—left arrow key on the PET, or the ESC key on the Apple and Atari.

1. ACCESS EQUIPMENT FILE

If number (1) is selected from the PROGRAM MENU the following ACCESS MENU appears:

```
        EQUIPMENT FILE MENU

   1)  Add new listing to the file

   2)  Change/Examine existing data

   3)  Delete listing

   4)  Verify last ID# or property # used

   5)  Print/Display all equipment in file

   6)  Return to the main program menu
```

1. ADD NEW LISTING TO THE FILE

If number (1) is selected from the EQUIPMENT FILE MENU the following display appears:
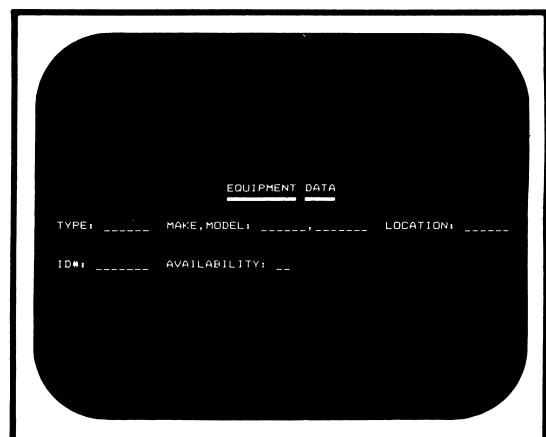
```
                EQUIPMENT DATA

   TYPE: _____   MAKE,MODEL: _____,_____   LOCATION: _____
   ID#: _____   AVAILABILITY: __
```

Input necessary information onto the display as follows:

Type — Indicate type of equipment according to the predetermined code.
See Appendix
Entry is limited to 6 alpha and/or numeric characters, including "/" and "-".

Make and Model — Indicate make and model according to the established code.
Make is limited to 6 alpha and/or numeric characters.
Model is limited to 7 alpha and/or numeric characters, including "/" and "-".

Location — Indicate where item is housed.
Limited to 6 alpha and/or numeric characters, including the characters "/" and "-".

ID# — Indicate identification, property or accession number
Limited to 7 alpha and/or numeric characters, including "/" and "-". Always enter at least 3 characters (e.g. 001).
If the user desires to use an accession number, that is, a consecutively numbered system, it is critical that duplicate ID#'s not be used. The computer will not accept duplicate ID#'s.

Availability — Indicate as follows: Enter (A) if equipment is available, (UR) if unavailable because of repair.

NOTE: Press ENTER or RETURN each time data for a field has been entered.

NOTE: Type, Make & Model, Location, and ID# are critical fields. They may not be left blank since these are the categories which distinguish one piece of equipment from another.

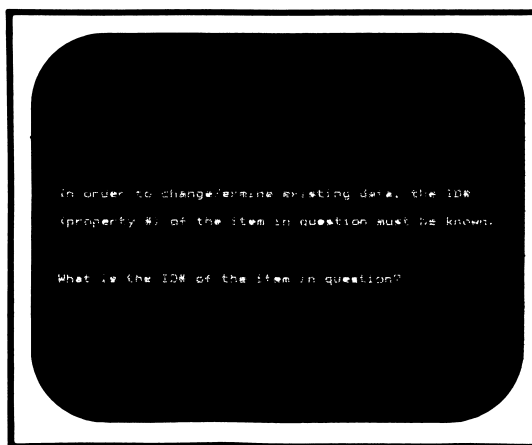After information is entered for a piece of equipment the following statement appears:

UPDATING THE EQUIPMENT FILE . . .

Then EQUIPMENT FILE MENU will reappear.

To add more data on equipment, type 1.

2. CHANGE/EXAMINE EXISTING DATA

If number (2) is selected from the EQUIPMENT FILE MENU the following display will appear:

Type the ID#, then press ENTER or RETURN.
Then the statement appears:

SEARCHING THE FILE . . .

EQUIPMENT DATA display will appear.
Each field will be identified by a letter of the alphabet which appears directly under the data already entered in that field.

TYPE THE LETTER OF THE DATA FIELD YOU WISH TO CHANGE OR @ TO RETURN TO THE EQUIPMENT FILE MENU.

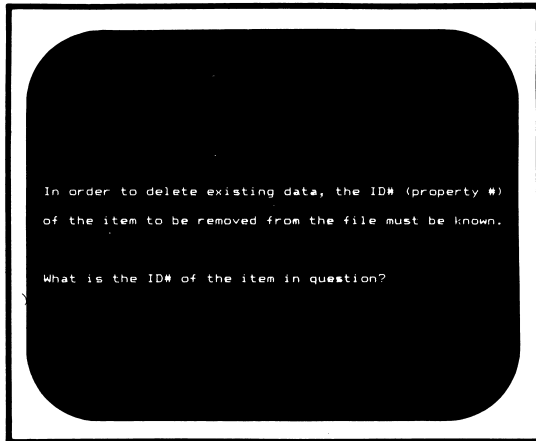If the letter of the appropriate data field is typed, the cursor will appear at that field.

The corrected information may be typed in, the ENTER or RETURN key pressed and the change is completed.

3. DELETE LISTING

If number (3) is selected from the EQUIPMENT
FILE MENU the following display will appear:

```
In order to delete existing data, the ID# (property #)
of the item to be removed from the file must be known.


What is the ID# of the item in question?
```

Type the ID#, then press ENTER or RETURN.
The Equipment Data display will appear with the
following question:

```
Is this the item you wish to delete?
Type < Y > for yes, < N > for no.
```
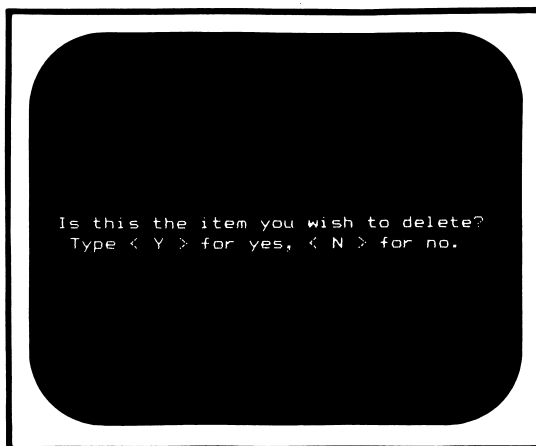
If (Y) is pressed, the item will be deleted and the
program will return to the EQUIPMENT FILE
MENU.

If (N) is pressed, the item will not be deleted and
the program will return to the EQUIPMENT FILE
MENU.

4. VERIFY LAST ID# OR PROPERTY# USED

If number (4) is selected from the EQUIPMENT
FILE MENU, the following appears:

```
The last ID# or property # used was:

        < 00000037 >




    Press SPACE BAR to continue . . .
```

Upon pressing SPACE BAR, the EQUIPMENT FILE
MENU reappears.

5. DISPLAY ALL EQUIPMENT IN FILE

If number (5) is selected from the EQUIPMENT
FILE MENU the following display:
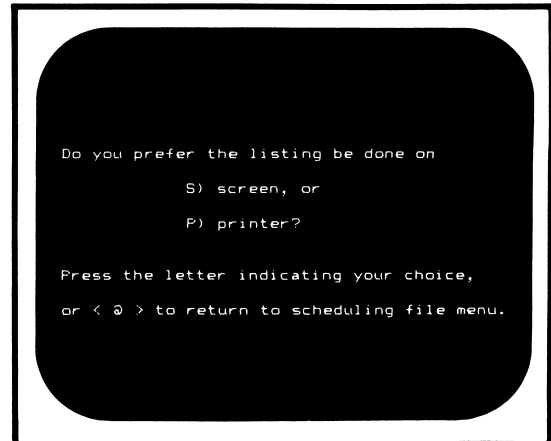
```
Do you prefer the listing be done on

        S) screen, or

        P) printer?

Press the letter indicating your choice,

or < a > to return to scheduling file menu.
```

If (S) is pressed, the listing will appear on the
screen.

If (P) is pressed, the listing will be printed instead
of appearing on the screen.

One at a time, the information on each piece of
equipment in the file will be displayed or printed
as follows:

If the SPACE BAR is pressed, the next item in the file will be displayed or printed.

If @ is pressed, the program will return to the MAIN PROGRAM MENU.

NOTE: The items will be displayed in order by ID NUMBER.
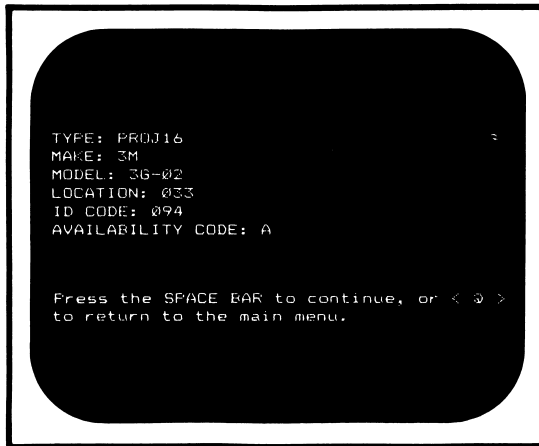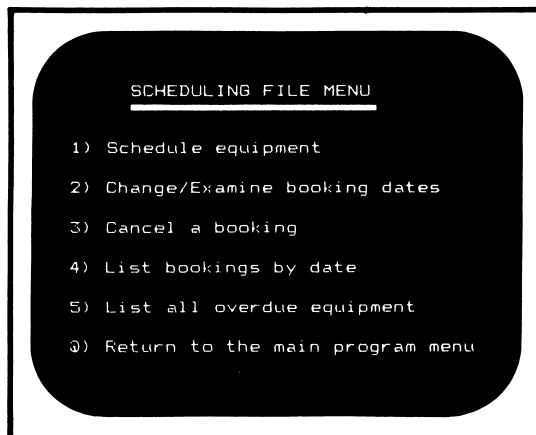
@ RETURN TO THE MAIN PROGRAM MENU

If @ is selected from the EQUIPMENT FILE MENU the following display will appear:

    STORING EQUIPMENT DATA . . .

And then the program is returned to the PRO-GRAM MENU

2. ACCESS SCHEDULING FILE

If number (2) is selected from the PROGRAM MENU the following menu will appear:

1. SCHEDULE EQUIPMENT

If number (1) is selected from the SCHEDULING FILE MENU the following display will appear:
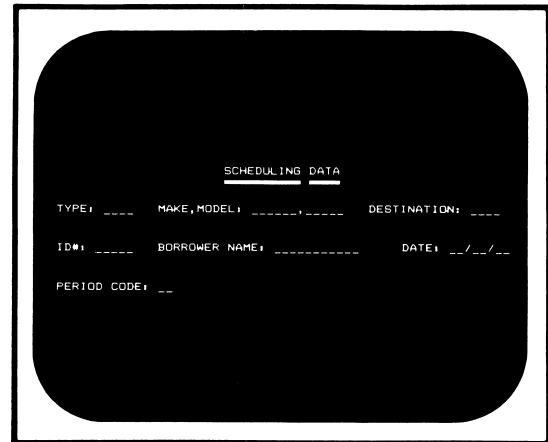
Input necessary information onto the display as follows:

Type — Indicate type of equipment according to the predetermined code.
See Appendix.
Entry is limited to 6 alpha and/or numeric characters, including "/" and "-".
When ENTER or RETURN key is pressed, the cursor will advance to the destination field.

Destination — Indicate where equipment is to be sent.
Entry is limited to 6 alpha and or numeric characters, including the characters "-" and "/".
When ENTER or RETURN key is pressed, the cursor will advance to the borrower name field.

Borrower — Indicate the name of the borrower.
Entry is limited to 15 alpha and/or numeric characters, including "/" and "-".
Press ENTER or RETURN.

Date — Indicate date borrower wishes to sched-ule equipment.
Entry is limited to 2 numeric characters for month.
Entry is limited to 2 numeric characters for day.
Entry is limited to 2 numeric characters for year.
Press ENTER or RETURN after each field.

Period Code — Indicate period(s) borrower wishes to schedule equipment.
Entry is limited to 2 numeric characters.
Enter the number of the first and last period(s) the equipment is to be used.

After information is entered for a piece of equipment the following statement appears:

```
AVAILABILITY SEARCH IN PROGRESS...

BOOKING IS NOW BEING CONFIRMED...
```

The SCHEDULING DATA form will be filled in by the computer that will show ID#, Make, and Model of equipment scheduled for date and periods desired, with the following question . . .

```
Do you wish to make any more bookings at this time?

Type < Y > for yes, < N > for no.
```

If (Y) is pressed, a blank SCHEDULING DATA form will reappear. Type in information desired.

If (N) is pressed, the program will return to the SCHEDULING FILE MENU.

NOTE: If there are no items on file for the equipment type entered, the following display will appear:

```
There is no record of any
equipment of type "VIDMON" on
this disk.




(Press SPACE BAR to continue)
```

Upon pressing the SPACE BAR, the program will return to the SCHEDULING FILE MENU.

NOTE: If ALL equipment of type requested is booked, the display will appear as follows:

```
None of the equipment of type <VCPB  > is

available for booking on the date requested:


               07/12/83.




        Press SPACE BAR to continue . . .
```
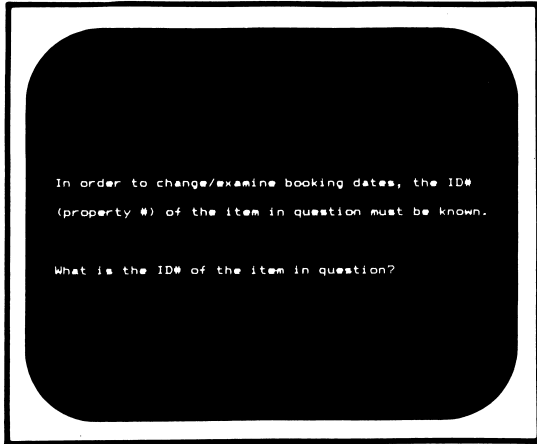
Upon pressing the SPACE BAR, the program will return to the SCHEDULING FILE MENU.
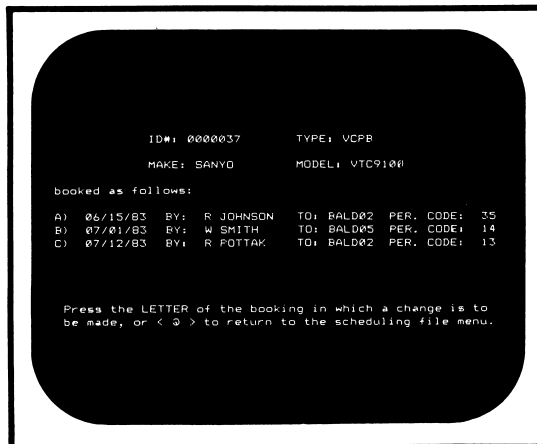
2. CHANGE/EXAMINE BOOKING DATES

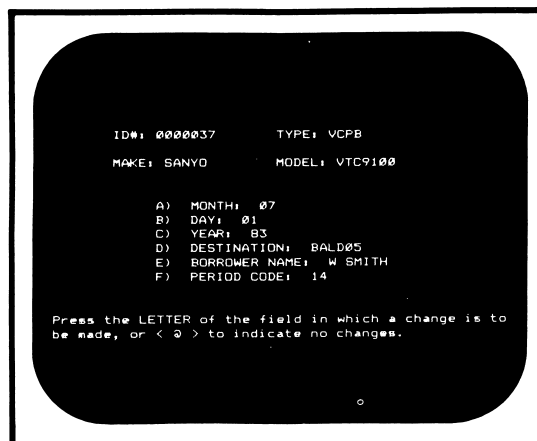If number (2) is selected from the SCHEDULING FILE MENU the following appears:

```
In order to change/examine booking dates, the ID#

(property #) of the item in question must be known.


What is the ID# of the item in question?
```

Type the ID#, press ENTER or RETURN.
Display appears as follows:

```
        ID#: 0000037       TYPE: VCPB

        MAKE: SANYO        MODEL: VTC9100

booked as follows:

A)  06/15/83  BY:  R JOHNSON  TO: BALD02  PER. CODE:  35
B)  07/01/83  BY:  W SMITH    TO: BALD05  PER. CODE:  14
C)  07/12/83  BY:  R POTTAK   TO: BALD02  PER. CODE:  13



 Press the LETTER of the booking in which a change is to
 be made, or < @ > to return to the scheduling file menu.
```

Each booking will be identified by a letter of the alphabet which appears to the left of the booking date. Upon pressing the appropriate letter, the following display will appear:

```
     ID#: 0000037       TYPE: VCPB

   MAKE: SANYO        MODEL: VTC9100


      A)  MONTH:   07
      B)  DAY:   01
      C)  YEAR:   83
      D)  DESTINATION:   BALD05
      E)  BORROWER NAME:   W SMITH
      F)  PERIOD CODE:   14

Press the LETTER of the field in which a change is to
be made, or < @ > to indicate no changes.


                      o
```

Upon pressing the letter of the field to be changed, the cursor will move to that field.
Type the change, press ENTER or RETURN.
The display will reappear with the correction.
Additional changes can be made in the same manner.

If @ is pressed, the booking display for the equipment in question will reappear.
Follow directions at the bottom of the screen.

3. CANCEL A BOOKING

If number (3) is selected from the SCHEDULING FILE MENU the following display appears:

```
    In order to cancel a booking date, the ID#

    (property #) of the item in question must be known.


    What is the ID# of the item in question?
```
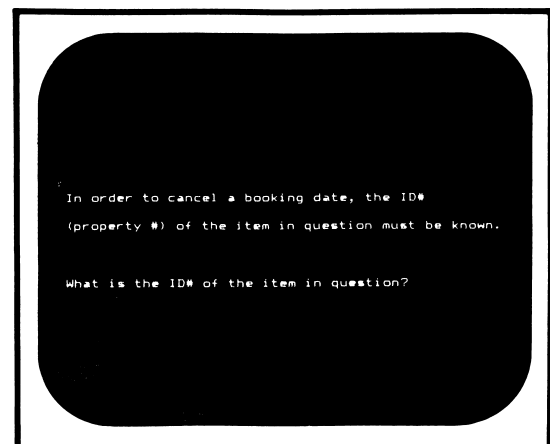
Type the ID# of the item in question.
Press ENTER or RETURN.

Booking display for the item in question will appear.
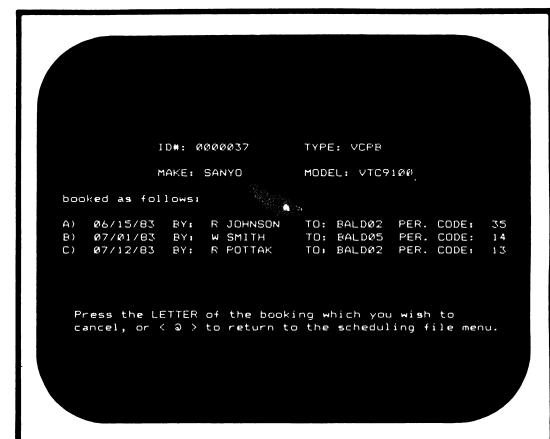
```
        ID#: 0000037       TYPE: VCPB

        MAKE: SANYO        MODEL: VTC9100
booked as follows:

A)  06/15/83  BY:  R JOHNSON  TO: BALD02  PER. CODE:  35
B)  07/01/83  BY:  W SMITH    TO: BALD05  PER. CODE:  14
C)  07/12/83  BY:  R POTTAK   TO: BALD02  PER. CODE:  13



 Press the LETTER of the booking which you wish to
 cancel, or < @ > to return to the scheduling file menu.
```

Upon pressing the letter of the booking to be cancelled, the following appears:

BOOKING (B) NOW BEING CANCELLED ...

DO YOU WISH TO CANCEL ANY OTHER BOOKINGS AT THIS TIME? TYPE (Y) FOR YES, (N) FOR NO.

If (Y) is pressed, the process will start over.

If (N) is pressed, the program will return to the SCHEDULING FILE MENU.

4. LIST BOOKINGS BY DATE

If number (4) is selected from the SCHEDULING FILE MENU, the following statement will appear:


```
Please type the date for which you wish the
bookings listed, using the format MM/DD/YY
and press the <ENTER> key.  Enter the word <MENU>
to return to the scheduling file menu.
```

Upon entering the date desired, you will be asked if you wish to see the information on the screen (S) or printed out (P).

If (S) is selected, bookings will be displayed by:

   PERIOD CODE, TYPE, ID#, BORROWER'S NAME, DESTINATION

If (P) is selected, bookings will be printed instead of appearing on the screen.

5. LIST ALL OVERDUE ITEMS
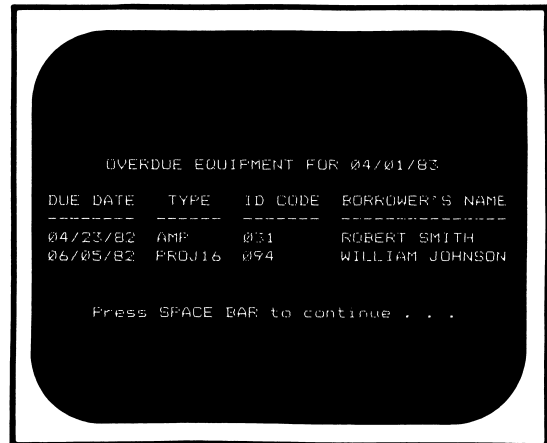
If number (5) is selected from the SCHEDULING FILE MENU, the following display will appear:


```
        OVERDUE EQUIPMENT FOR 04/01/83

DUE DATE    TYPE    ID CODE   BORROWER'S NAME
--------    ------  -------   ---------------
04/23/82    AMP      031      ROBERT SMITH
06/05/82    PROJ16   094      WILLIAM JOHNSON


     Press SPACE BAR to continue . . .
```

The file will be searched for all items which are still listed as being booked for previous dates.

If no overdue items are found, the following message will appear:


```
A search of the file indicates that there
are no overdue items at present.



     Press SPACE BAR to continue . . .
```
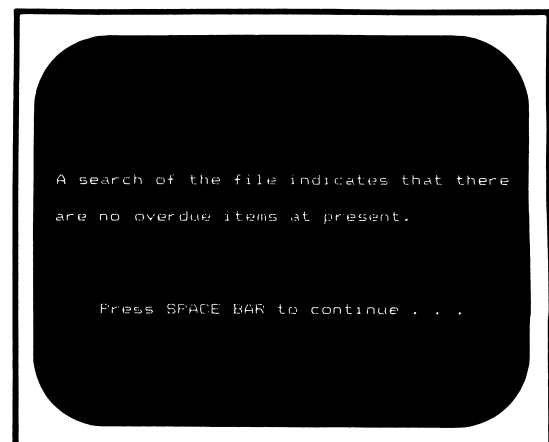
When the SPACE BAR is pressed, the program will return to the SCHEDULING FILE MENU.

If any overdue items are found, you will be asked if you wish to see the information on the screen (S) or printed out (P).

If (S) is pressed, the listing will appear on the screen.

If (P) is pressed, the listing will be printed instead of appearing on the screen.

The listing will appear in the following order:

   DUE DATE, TYPE, ID#, BORROWER'S NAME

8

At the end of the list, upon pressing the SPACE BAR, the program will return to the SCHEDULING FILE MENU.

@ RETURN TO THE MAIN PROGRAM MENU

If @ is selected from the SCHEDULING FILE MENU the PROGRAM MENU will appear.

3. ACCESS CIRCULATION FILE

If number (3) is selected from the PROGRAM MENU the following appears:

```
Please enter the type of equipment for which this
circulation status check is to be made.  Remember, the
maximum number of characters for the equipment type is 6.
Type the word < MENU > to return to the main menu.
```

Upon entering the type of equipment to be searched, the following statement appears:

```
    Records show that equipment type < VCPB   > has
    been booked < 3 > times.




Do you wish to do any more circulation checks at this time?
         Type < Y > for yes, < N > for no.
```

If (Y) is pressed, the first statement as given above will reappear.
If (N) is pressed, the program will return to the PROGRAM MENU.

If you type in the word CLEAR, and press the ENTER or RETURN key, all circulation counters will be reset to zero. The computer will display "all circulation records have been reset to zero." Press any key to return to the PROGRAM MENU.

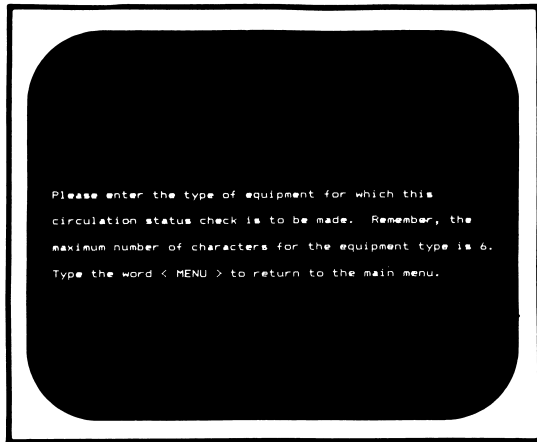# 4. EXIT THE PROGRAM

If number (4) is selected from the PROGRAM MENU the following display will appear:
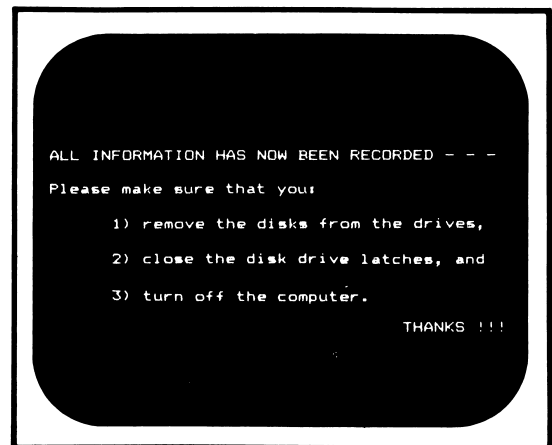
```
ALL INFORMATION HAS NOW BEEN RECORDED - - -

Please make sure that you:

        1) remove the disks from the drives,

        2) close the disk drive latches, and

        3) turn off the computer.

                                THANKS !!!
```

AUDIOVISUAL EQUIPMENT SCHEDULING PROGRAM

APPENDIX

The following list of equipment, codes, and life expectancy is not designed to be complete or definitive. The codes used in this list are merely suggestions. They may be used as is, modified, or ignored by the user. The authors suggest the use of brief codes whenever possible, thus allowing for later expansion without exceeding the 6 character field. For example: If ACR is used for audio cassette recorders, stereo and sync recorders may be identified by adding to the basic code.

Equipment life expectancy is based upon experience, but the true life expectancy depends upon the quality of the equipment, care in operation, and periodic maintenance.

SUGGESTED CODES AND LIFE EXPECTANCY FOR EQUIPMENT

CODE	TYPE	LIFE EXPECT-ANCY in years
	AUDIO EQUIPMENT	
AMPS	Amplification System-W/Speakers, Mike/Stand	6
AMP	Amplifier	6
ACP	Cassette Tape Player	3-6
ACR	Cassette Tape/Recorder	3-6
ACRSY	Cassette Tape/player/recorder/W Sync	6
CRDR	Card Reader	5
LCTR	Listening Center	10
LCTRC	Listening Center-Wireless/Console	5
MIC	Microphone	5
MICS	Microphone W/Stand	5
MIX	Mixer	7
PAP	Public Address System-Portable	7
RAD	Radio-AM/FM-Weather	6
RWT	Radio (Walkie Talkie)	3
PHONO	Record Player	10
STPHO	Record Player-Stereo W/Speakers	8
ATP	Reel to Reel Player	5
ATR	Reel to Reel Recorder	5
SPP	Sound Page Player	3
SPR	Sound Page Recorder	3
SPKR	Speaker	10
HPH	Headphone	2
HPHM	Headphone W/Mic	2

CODE	TYPE	LIFE EXPECT-ANCY in years
	MICROCOMPUTER EQUIPMENT	
COMP	Computer	10
DD	Disk Drive	10
PRNT	Printer	10
	MICROFORM EQUIPMENT	
FCHR	Microfiche Reader (include Microbook)	10
FCRP	Microfiche Reader/Printer	5
FLMR	Microfilm/Reader	10
FLMRP	Microfilm Reader/Printer	5
FLMFRP	Microfilm/Microfiche Reader/Printer	5
	PRODUCTION EQUIPMENT	
CAMEMM	Camera-8mm	5
CAMI	Camera-Instamatic	3
CAMIP	Camera-Instant Print	5
CAM	Camera-35mm	5
DISS	Dissolver	5
LENSC	Lens-Camera	10
PHOTOE	Photo Enlarger	10
PHOTOM	Photo Modifier	10
PRINTD	Print Dryer	10
PRINTW	Print Washer	10
PRGMR	Programmer	5
STROBE	Strobe	3
TIMER	Timer	3
LITES	Lights-Studio	10
LITEP	Lights-Portable	5
COPYST	Copy Stand	10
	PROJECTORS	
CRDR	Projector-Control Reader	5
FS	Projector-Filmstrip	10
FSS	Projector-Filmstrip/Slide	10
OPAQ	Projector-Opaque	15
OH	Projector-Overhead	10
MP8	Projector-8mm	5
SCAS	Projector-Ring Master or Caramate	5
MP16	Projector-16mm	7
SCAR	Projector-Slide/Carousel	7
SLP35	Projector-Slide/35mm	7
FSCAS	Projector-Sound Filmstrip/Cassette	5
FSR	Projector-Sound Filmstrip/Record	5
SOS	Projector-Sound on Slide	5

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CODE	TYPE	LIFE EXPECT-ANCY in years
	SCREEN	
SC	Screen, Projector	3
SCR	Screen, Rearview	5
	TELEVISION EQUIPMENT	
TVRBW	TV Receiver/B&W	5
TVRC	TV Receiver/Color	5
TVRM	TV Receiver/Monitor	5
TVM	TV Monitor	5
	VIDEO EQUIPMENT	
CAMVBW	Camera-Video/B&W	5
CAMBC	Camera-Video/Color	5
VCPU	Video-Player 3/4"	5
VCPV	Video-Player 1/2" VHS	5
VCPB	Video-Player 1/2" Beta	5
VCRU	Video-Recorder 3/4"	5
VCRV	Video-Recorder 1/2" VHS	5
VCRB	Video-Recorder 1/2" Beta	5
VTR	Video-Recorder Reel-to-Reel	5
VCRUP	Video-Recorder 3/4" Portable	5
VCRVP	Video-Recorder 1/2" VHS-Portable	5
VCRBP	Video-Recorder 1/2" Beta-Portable	5
VTRP	Video-Recorder Reel-to-Reel-Portable	5
TUTIM	Tuner/Timer	5
VED	Video-Editor	5
VSEG	Video-Special Effects Generator	5
	VIEWERS	
FSVW	Viewer-Filmstrip	5
FSVUC	Viewer-Filmstrip/Cassette	5
FSVUR	Viewer-Filmstrip/Recorder	5
SVU	Viewer-Slide	5
LITET	Light Table	20

DATA DISK OPERATION

This program consists of two disks: one Program disk and one Data disk. Each Data disk will hold about 600 entries. (This number will vary according to the hardware version used.)

To receive instructions on how to make a back-up copy of your Data disk, just boot the original Data disk by itself. The information will then appear on the screen.

Additional Data disks, for back-up or program expansion, are available from Educational Activities, Inc., P.O. Box 392, Freeport, NY 11520.

If you need immediate assistance with this or any Educational Activities microcomputer program, our customer service department is as close as your phone. Just dial toll-free 800-645-3739 (inside New York State, Alaska, or Hawaii dial 516-223-4666).

Also available from Educational Activities, Inc.:

AUDIOVISUAL EQUIPMENT INVENTORY PROGRAM — DK28000N
AUDIOVISUAL MATERIALS INVENTORY PROGRAM — DK28020
AUDIOVISUAL MATERIALS SCHEDULING PROGRAM — DK28030

Instructions for Operating
Your APPLE II® Disk Program

1. Insert the disk into the Drive. Use Drive I when two drives are present.

2. Turn on the computer and the monitor and wait until the IN USE light on the Drive goes off.

3. The program will execute and **▲** will be displayed. If this doesn't appear, restart the procedure.

4. After the introductory remarks have been displayed, the PROGRAM MENU will appear on the screen. Select the program you wish by following the instructions on the screen. (Single program diskettes do not contain a MENU.)

5. If you would like to stop in the middle of a program, press the CTRL key and the "C" key simultaneously, then press RETURN. This will bring you back to the PROGRAM MENU.

6. To return to the introductory remarks, press the CTRL key and the RESET key simultaneously.

7. If you wish to use a different disk, place it in the Drive and press the CTRL key and the RESET key simultaneously.

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