

# Catalogue Enquiries

To access the catalogue search select F9 Cat. Search from the Main Menu or the Sales Menu.



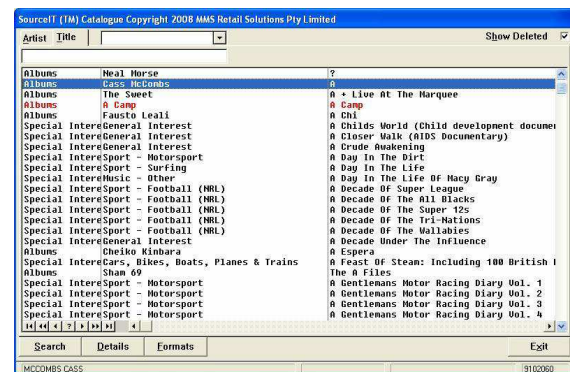
## Basic Search By Artist Or Title

Initial entry, (selecting F9) takes you directly to Artist searching. If you know the name of the artist, simply start typing. Always start with surname, eg to find Elton John, you would type JOHN, ELTON, or Tom Petty & The Heartbreakers you would type PETTY, TOM. As each letter is typed the search proceeds.

If the artist is unknown but you know the title, select Alt T Title to move to the Title Search tab and then start typing the title.

You can also select a section from the drop list if you wish to browse only Movies or Music Video or Albums etc.

Any lines showing in red indicates that all formats for this title are deleted. You may uncheck the Show Deleted box at the top to hide all deletions.



## Detailed Catalogue Search

When a more detailed search is required, e.g. finding which album a track is on or searching by catalogue number, select Alt S Search after F9 Cat. Search.



### Not all catalogue items contain track listings.

#### Steps:

1. Input a valid Operator ID.
  - ☞ The transaction indicator will display SALE and the Control Menu will change to the Main Menu.
2. Select F9 Cat. Search from the Main Menu.
  - ☞ You may also select F9 Cat. Search from the Sales Menu after inputting an item for sale.
3. Select Alt S Search.- ☞ The detailed search is displayed.
- 4. Input your search requirements.
  - ☞ Be specific but ensure that spelling is correct. Sometimes it may be better to input less than more, e.g. searching for the track 'Love And Devotion', this track is in the database as "Love **And** Devotion' and also as 'Love **&** Devotion'. In this instance inputting 'Devotion' as a word search will find both, whereas inputting 'Love And Devotion' will find one only. Inputting 'Love' alone will result in too many matches.

By specifying the exact criteria of your search, a more precise result will be displayed. Select F2 to F6 to specify the field for the search and select F7 to F10 to specify where, within the field search will occur.



#### F2 Artist

The criteria input is an Artist name or part thereof.

#### F3 Title

The criteria input is a Title or part thereof.

#### F4 Track

The criteria input is a Track name or part thereof.

#### F5 Cat. No.

The criteria input is a Catalogue or product number. .

#### F6 Bar code

The criteria input is a barcode.

#### F7 Start

Search only for items that begin with the search criteria - valid for artist, title and track searches only.

#### F8 Anywhere

Search for the criteria anywhere within the field - valid for artist, title and track searches only.

#### F9 Word

Search only for an entire word - valid for artist, title and track searches only.

#### F10 Exact

Search only for an exact match.

Off to the right, using the right arrow key on your keyboard, there may be further information, eg release and deletion dates, stock ID number (if a stock item), barcode number etc.

Depending on the type of search you have done you may also sort the results by using the available tabs.

Alt I Title	Sort alphabetically by Title.
Alt A Artist	Sort alphabetically by Artist.
Alt E Date	Sort chronologically by release date.

# Catalogue Service

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Catalogue Service is an option provided by Resense which, on a regular basis, automatically distributes update data to WinSTORE clients.

## *Receiving Updates*

With the Catalogue Service enabled, all updates are automatically received and applied. No user intervention is required..

## *Applying Updates*

With the Catalogue Service enabled, all updates are automatically received and applied. No user intervention is required.

