



**While the other guys are busy trying to  
sell you on the benefits of their  
client/server human resource  
information systems....**

**...we'd like to sell you on something  
you already believe in:**

**(Microsoft® technology)**

**HRVantage® for Client/Server  
is the only client/server HRIS  
that integrates with Microsoft  
FrontOffice and is based  
exclusively on Microsoft  
BackOffice technology.**

HRVantage for Client/Server is the HRIS solution progressive organizations have been waiting for. Its second generation client/server architecture, unparalleled flexibility, and unique and exciting new features add up to impressive benefits - without the usual risks.

Choice of currency, ease of translation and ease of localization make it the right choice for organizations operating within a global context, as well as those moving in that direction.

Comprehensive HR functionality, tight integration with Microsoft Office applications and superior after-sales support will meet HR's needs for years to come.

IS will benefit from a 100% Microsoft BackOffice foundation that integrates with the technology typical to most corporate environments and, at the same time, fully supports initiatives to re-engineer business processes and practices.

Isn't it nice to know that the best way to improve your bottom line is to help your clients improve theirs?

For more information on Spectrum's products and services, please refer to the Solutions In Action database.

***Client / Server - the Microsoft way.***

**Microsoft**  
SOLUTION PROVIDER

**S P E C T R U M**  
HUMAN RESOURCE SYSTEMS CORPORATION

## Software you need to purchase:

### For the file server:

- ▼ Microsoft Windows NT™, latest version
- ▼ Microsoft SQL Server™ for Windows NT, latest version

### For the workstation:

- ▼ Microsoft Access®, latest version
- ▼ Windows 95 or Windows NT Workstation, latest version, or MS-DOS® (version 5.0 or later) plus Windows for Workgroups, latest version

## Hardware configuration:

### File server requirements:

- ▼ Pentium™ processor
- ▼ 32 MB RAM minimum, 64 MB RAM recommended
- ▼ Disk space sufficient to handle network operating system, database and your employee population\*
- ▼ CD-ROM drive
- ▼ Backup device for SQL Server for Windows NT - refer to Microsoft hardware compatibility list for compatible devices

Note: Additional server(s) may be required depending upon the size of the HRVantage database and/or number of users. In the standard configuration, the most logical extension of the single file server concept is one server dedicated to Windows NT Server, performing domain and account management, and a separate server for SQL Server for Windows NT.

### Workstation requirements:

- ▼ 80486 (50 MHz minimum) or Pentium processor
- ▼ 16 MB RAM minimum
- ▼ Disk space sufficient to handle your desktop applications\*\*
- ▼ 3.5 inch high-density disk drive
- ▼ VGA or higher resolution monitor
- ▼ Microsoft mouse or other compatible pointing device

\* Note: Hard disk space should be sufficient for installation of Microsoft Windows NT Server, Microsoft SQL Server and HRVantage for Client/Server application files, plus a moderate number of data files. For planning purposes, each HRVantage SQL employee record will occupy approximately 60 Kbytes. The size of the hard disk should be increased proportionally to accommodate other applications, large numbers of employee records, etc.

\*\* Note: Hard disk space should be sufficient for installation of the workstation operating system, Microsoft Access, and that portion of the HRVantage for Client/Server application residing on the workstation. The size of the hard disk should be increased proportionally to accommodate other applications.

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# Technical Tips

**Question:** When sending List style reports to the screen, my HR/2000 6.0 system displays the error message "Sharing violation reading drive C: Abort, Retry, Fail?" After entering "A," I receive messages including "Access Denied by DOS" and "Cannot open the 849\_0.RPT file." How can I correct this problem?

**Answer:** While running HR/2000 6.0 within Windows, a sharing violation error occurs when sending List style reports to the screen or performing large selections. Your problems stem from the SHARE.EXE command which Windows inserts into the AUTOEXEC.BAT file. Revelation encounters problems with the SHARE.EXE command, resulting in errors such as you received. There are several solutions to this problem. Your first option is to remove the SHARE.EXE command from the AUTOEXEC.BAT file and reboot the machine. SHARE.EXE is not needed with DOS 5.0 or higher versions. Secondly, do not run HR/2000 6.0 Report Writer from within Windows. Additionally, you may create two AUTOEXEC.BAT files, one with the SHARE.EXE command and one without. This would require copying one of the AUTOEXEC.BAT files every time the user wanted to use Windows and copying another AUTOEXEC.BAT file when the user wanted to use HR/2000 6.0.

**Question:** How do I set up security so that my user may run reports, but is restricted from all other report processing options?

**Answer:** To restrict a user from certain report processing functions, create a new Master Menu and assign that menu to the user's security account. The easiest way to create the new menu is by copying and renaming the standard Master Menu. This new menu will differ from the standard menu only in reporting options offered to the user. To change reporting options on the new Master Menu, choose ADD/MODIFY MENUS from the Customization Menu and change the command REPORT.CTRL to REPORT.WRITER. This command may be changed by pulling up the Master Menu on the ADD/MODIFY MENUS screen and altering line three under Menu Options. In addition, you will need to modify the hot key <ALT><R> to replace the REPORT.CTRL command with the REPORT.WRITER command. REPORT.WRITER will take the user directly to the report processing screen without allowing the user to create or modify reports.

**Question:** All but two employees in the Human Resources Department of my company will receive 5% raises. What would be the most efficient way to update these salaries?

**Answer:** First, enter a MASS CHANGE using the <ALT><2> formula key at the rate field (see chapter 4-14 of the users guide). Next, select CHANGE OR UPDATE PENDING TRANSACTIONS. Then, press <F3> at the TRAN.NO prompt and select the desired employee. Modify rate at the NEW DATA TO POST FIELD or press <CTRL><D> twice if no change is desired. Repeat for the second employee. Run current Pending Transactions.

**Question:** Is there a way to produce print screens that do not replace borders and lines with ASCII characters?

**Answer:** If you are using an HP Laserjet or compatible printer, change the printer menu option SYM SET to PC-8. The HP's default setting, Roman-8, prints out ASCII characters in place of lines. However, by selecting PC-8, your printout will look exactly like the screen as it displays on the monitor.

**Question:** I would like page numbers on the organizational charts I create using the Organizational Charting Module. Any suggestions?

**Answer:** By placing a # sign in the chart title, the Organizational Charting Module will automatically number the pages of your organizational charts. If you would like the word "Page" before the numbers, type that word in the chart title before the # sign.

**Question:** I am trying to delete information from the HOURS.ENT screen on my HR/1200 system. However, using the <CTRL><D> hot key doesn't seem to work. What am I doing wrong?

**Answer:** Before deleting data from the HOURS.ENT screen, make sure that you have entered the employee number, absence start date and absence type. <F3> can be pressed at the Absence Start Date field to view only dates taken by a particular employee. The system will not delete information from the HOURS.ENT screen, unless these three items have been entered. After inputting the necessary information, press <CTRL><D> twice to delete the desired data.

**Question:** How do I print out all dictionary items for a specific file?

**Answer:** There are a number of ways to do this. One way is to

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press <F6> and type SCHEMA at the Command Line. This brings up a dictionary print utility which prompts the user to choose one file from a list of files. When the user has chosen a file, the utility will print all dictionary items and their formulas for that file to either the screen or the printer. **Note:** It may take several hours to print out a listing for large files such as Employee.

**Question: I am having difficulty installing my TD/2000 system. While the system calls drive A during install, my 3 1/2 inch disk bay is drive B. I have unsuccessfully tried the ASSIGN command through DOS 6.0. What is my next step?**

**Answer:** DOS 6.0, which lacks the ASSIGN command existing in previous versions of DOS, is causing your installation difficulties. If DOS had been upgraded to 6.0 on your system, the ASSIGN command would have been part of the previous DOS version, and would, therefore, have been carried over to 6.0. However, if DOS had never been loaded on your system before the installation of version 6.0, the ASSIGN command would not exist. Unfortunately, DOS 6.0 has no substitute command for ASSIGN. Further, the INSTALL.BAT file may not be edited to look for drive B, as other commands in the installation call drive A.

One solution is to call (206) 936-6735 and download the DOS6SUPP.EXE self extracting file. The modem settings are N, 8, 1, @1200, 2400, or 9600 baud. This file also contains the EDLIN, JOIN, and CODE PAGE file utilities which have all been removed from DOS 6.0. Anyone may call this BBS.

**Question: When printing list-style reports to a laserjet printer, a blank page always precedes my document. How do I eliminate this blank sheet?**

**Answer:** By implementing the following procedure, the initial blank page ejected before each List style report will be eliminated. From any menu, press <F6> to access the command line (for HR/Pro, press <ALT><F6>). Enter TEXT VOC *account name* <ENTER> (e.g. TEXT VOC HR2000). Move cursor to the line containing LOGON (APP.LOGON for APPLICANT). Press <F4> to insert a line above the logon. Type SET-OPTIONS (E). Press <SHIFT><F2> to save (for HR/Pro, press <ESC>). Log out and back in.

Considerations if your site uses both laser and dot matrix printers—When printing to a dot matrix printer, if a List report is sent following a Matrix or Document report (for HR/Pro users, if it follows a Form report), it may be necessary to manually form feed before sending the report. This is to ensure that the paper is properly positioned. By implementing the SET-OPTIONS (E) command, List reports will now start where the last report left off; therefore, if that is not at the end of a page, a form feed must be manually executed.

**Question: Is it possible to send data to a file instead of the printer using the command line?**

**Answer:** In order to send data to a file from the command line, press <F6> and type PDISK, then the file name or path name at TCL (example: PDISK A:\EMP and then press <E>). Next, type LIST and the file (example: LIST EMP ANNUAL.SALARY (P) ). To resume sending data to the printer, type PDISK PRN.

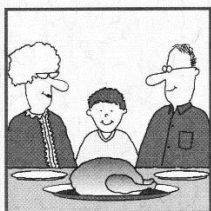
**Question: My system won't allow me to get past the Personal Data Entry screen when adding new employees to the database. Group security restricts me from viewing records other than those of employees in the HR department; however, I should still be able to add new employees. What is the cause of this problem?**

**Answer:** If you have been assigned Group Security, there may be problems adding new employees to the database. You may be unable to key in a new employee because the field relating to Group Security has not yet been filled out. To avoid this problem, add on to the Group Security selection sentence. For example, if you are to be restricted to DEPT.CODE "HR", the selection should be modified to say, WITH DEPT.CODE = "HR" "". The double quotation marks indicate a Null, or lack of value. You will then be able to see employee records for the Human Resource Department, as well as employee records where nothing has been entered in the DEPT.CODE field, i.e. a new employee. However, once you have entered a department code that is not HR and saved that at the Location screen, then you will not be able to continue in the "Add New Employees to the Database" sequence. If this presents a problem, you may want to consider rearranging the linked sequence to place the Location screen at the end of the sequence. See chapter 9 of the System Administrator's Guide.

**Question: During a REV to REV transfer from HR/2000 to TD/2000, I received the error message: "Can't read EMP.NO from target file TRAINEE DICT." Despite the message, the transfer seems to have worked. Can you tell me if I might have any problem with my system in the future as indicated by this error message?**



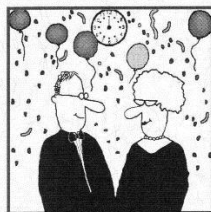
## YEAR-END perception



NOVEMBER



DECEMBER



JANUARY

SPECTRUM

*'Tis the season to be jolly...*

*..because this is the last holiday season you'll be forced to  
spend buried beneath tax reporting forms, system  
reconciliations and benefits changes.*

We've alerted your CFO to the fact that he or she can save up to 70% on payroll processing costs by giving you more control over payroll reporting, data tracking, timing, scheduling and changes.

So, if visions of W-2 forms are replacing the sugar plums that once danced in your head, maybe it's time for you to discuss with your CFO the advantages of HR/Pay®, Spectrum's fully integrated, PC-based human resource and payroll management system.

*"With employees in more than two dozen states, we face an enormous reporting burden during critical periods such as year end. However, HR/Pay has enabled us to greatly reduce the amount of time spent reconciling taxes for the different reporting agencies within each state. In addition, the ease with which we were able to produce W-2 forms and 1099 forms allowed us to be prepared well before the due dates."*

Karen Fisher, Payroll Manager  
Enesco

*"I made the decision to purchase HR/Pay the first time I saw it. It is incredibly flexible and easy to use. And, best of all, HR/Pay will pay for itself in just over one year."*

Mark E. Jarvis, Senior V.P. & C.F.O.  
Tuesday Morning, Inc.

## YEAR-END reality



NOVEMBER



DECEMBER



JANUARY