

Sheet1

NUCHFMESS1,C,60	MESS2,C,60
9 43 Welcome to the REPORTs demonstration of The	Fund-Raiser's Assistant. Using the sample
9 16 The Fund-Raiser'	s Assistant just
9 13 Option 3 - RE	PORTS about f
9 36 Each activity is considered to be pa	rt of a campaign which may be to rai
9 21 The sample informatio	n contains contributi
9 10 We see eac	h fund-rai
9 6 Let's	see wh
9 20 "auct_0907" is a cod	e that this user dev
9 1	
9 17 The activity, cam	paign and client
9 8 We're fi	nished w
9 5 Now w	e'll
9 23 First, let's identify w	hich people we want to
9 12 Option 2 - S	pecify Crite
9 18 Let's only look at	those people who
9 29 In this case, we could look f	or people who ARE interested
9 32 These are the different criteria	we can use to identify our targ
9 8 This use	r calls
9 26 Our new criteria for ident	ifying our target subgroup
9 1	
9 9 Now we'll	prepare
9 5 Let's	see
9 20 We'll look at them i	n alphabetical order
9 39 After choosing our primary sort, we can	choose up to three other sort keys. F
9 15 This gives us t	he opportunity
9 1	
9 1	
9 20 For each person who	meets our selection
9 10 Let's stop	preparing
9 5 Optio	n 2 I
9 1	
9 24 Let's find all the black	s who are interested in
9 1	
9 30 In addition to coming with man	y built in characteristics, Th
9 1	
9 1	
9 14 It's possible	to enter an al
9 22 As we build our select	ion criteria, it's dis
9 1	
9 15 Because interes	t in small busi
9 10 Enter the	adjective
9 39 The description of the criteria uses th	e long definition of "small biz", which
9 1	
9 1	
9 6 Let's	prepar
9 3 We'	ll
9 9 We'll sel	ect the o
9 1	

Sheet1

9	8 We'll ch	ange the
9	1	
9	7 We coul	d inclu
9	4 We w	ill
9	10 We could a	lso includ
9	4 We'l	l lo
9	17 The call list giv	es the name. addr
9	1	
9	8 Let's pr	epare a
9	12 We can print	envelopes o
9	1	
9	9 We can ch	oose eith
9	48 First we name the file. Then we indicate the ma	ximum file size. This is because some word proc
9	12 For example,	we could ad
9	21 We can start in the b	eginning or the middl
9	31 After the mail merge file is cr	eated, this screen displays the
9	4 We'r	e fi
9	1	
9	36 This ends the "REPORTS" demonstratio	n. Feel free to do more selections

Sheet1

MESS3,C,60

information already included, we will prep  
finished checki  
und-raising a  
se money for an endowment, a buildin  
ons made to two activ  
sing activ  
o has  
ised to denote a sil

are at the top of

ith acti

get s

include in our reports

ria lets us

are interested in

in small business(the presenc

et subgroup. Adjectives are des

this adj

is listed on the fifth li

reports a

their

. We could choose a

or example, if our primary sort was on

to describe who

criteria (interested

reports a

ets u

small business issues.

e Fund-Raiser's Assistant also

phabetical ran

played in a box on the

ness issues is

we created

the user supplied when she defined "sm

e a re

pre

order in w

MESS4,C,60

are reports about events and people and per

ng the integrity

ctivities sho

g project, a political race or somet

ities which are part

ity and th

given

ent auction on 9/7/9

the screen. The

vity rep

ome r

or direct mail output.

identify whi

small business. S

e of the criterion), or peopl

criptions that YOU DEFINE to sui

ective "

ne of the heading, using a

bout peop

cont

ny of the other ways

zip code, we might want people in the s

has been selec

in small business i

bout this

s ide

Because the people we're

gives you the ability to add

ge, but that i

screen. We can see w

denoted by the

, "small b

all biz". This makes it more readable f

port w

par

hich we w

Sheet1

compute

r's desc

de cont

ributio

incl

ude

e the misc

ellaneous

ok a

t th

ess and phone num

bers. It could al

file for

mail me

r print mail

ing labels a

er dBase

or ASCII

essors read the entire mail merge file into memo

ry and therefore have a limit to the size of the

d the phrase

"expired" t

e. (This option has

been there for all th

file's name (demo1 - the root

"demo" that you entered plus a

nish

ed w

and create more reports. If you hav

en't already done the "DATA ENTRY" d

Sheet1

MESS5,C,60

form mail merge operations. At any screen, of some of its ws how well i hing else. We can see a detailed li of a campaign to endo e total am to the 2. Codes are covered

n each contributo

orts, so

eport

The fifth line of the s

ch people we

ince that is just

e who ARE NOT interested in s

t your own particular needs. Th

small bi

n expanded description the

le who ar

ribut

listed. For instan

ame zip code sorted by name. Zip code

ted to appear o

ssues), this report

group of p

ntify

interested in must be b

characteristics unique to your

sn't applicabl

e're not finished, so

adjective defin

iz". We co

or the users and frees the data entry p

ith ou

e a

ant the n

MESS6,C,60

you can stop the demonstration by pressing

internal pointer

ndividual fun

st of each contribution to one activ

w a scholarship for m

ount each

silen

more thoroughly in

r is listed toget

we'll c

s abo

creen tells us that any

want our re

a single character

mall business (the absence of

is sample user has defined an ad

z", so t

user supplied when she de

e interes

ion h

ce, we might want to

would be the first sort and name would

n this report.

gives their address,

eople and

our

oth Black AND interested

needs. This user needed to tr

e in this case

we'll choose option 1

ed for that pur

uld have c

eople to customize the codes to facilli

r new

ca

ames on t

Sheet1

ription

to make

ns on t  
the  
notes and/  
is o  
so contain any of

he call  
addr  
or the adj  
n th  
the other inform

rge. We  
s well. We'l

'll choo  
I choose opt

text. We  
file they can mail merge. If your word process  
o everyone w  
e reports, but we've  
counter in case multiple files  
ith

'll prepa  
r is one of the 90% or more that use the disk, t  
ho hasn't co  
skipped over it for t  
are needed), the fields it cont  
mail

emonstration, that would be a logica

I next step. Then try the tutorial

Sheet1

MESS7,C,60

"Q". If this message obscures a part of the screen. We are now at the introductory activities have been completed for each activity in a campaign. We'll look at this repository. The data entry demonstration, the tutorial

her with the date

choose option

but people

the things we prepared now

ports and materials

istic, we'll choose

the criterion). We're interested

jective which denotes an interest

that's what

defined the adjective "small"

ted in small

istor

use zip code order

be the second. We won't use a secondary

This descriptive

phone numbers and a

select another

new group

in small business issue

ack ethnicity, so she used one

. We'll enter

so we can add the small

pose, we'll choose

alled it with

tate data entry. We're now finished with

subgroup

ll

he call I

MESS8,C,60

e screen you want to see, just press "H" to the introductory activities have been completed for each activity in a campaign. We'll look at this repository. The data entry demonstration, the tutorial

and amount of the

tion 0.

ople.

would include "all people"

il merge to

e option 1 - a simple

ested in option 1 - The presence

t in small business, so we'll choose

at we'll

biz". It is correct, so

all business

ies.

if we were preparing

your sort in this case, so we won't see them

will appear on

an itemized list of the

other group

roup.

s, we'll choose 3 - a simple

of the user defined fields for

"black" in business

l business component of

use option 1-Add

whatever we

h the criteria, so we'll choose option

up.

list

list display

Sheet1

it more

list,  
ess.  
ectives, b  
e sc  
ation we were ask

se optio  
ion 3-Prepar

re it in  
his number should be very large. Finally, you c  
ntributed to  
he sake of brevity.)  
ains and the subdirectory where  
mer

where you get actual hands on experi

readable

but we

ut we won'  
reen  
ed if we wanted t

n 5-Dire  
e files for

dBase for  
an enter your word processing subdirectory and t  
this year's  
We'll choose option  
it is located. If you have dB  
ge.

ence. Thanks for your interest in T



Sheet1

MESS9,C,60	KOUIOLDKOUNT,N,4,0
see the screen, then any key to continue.	10 10
y screen.	20 20
done.	30 30
Let's look at the summary.	40 40
rt on the screen.	50 50
.	60 60
	70 70
al and the manual.	80 80
	90 90
e contribution.	100 100
	110 110
	120 120
le" in our database.	130 130
include.	140 140
gle criterion.	150 150
nce of the criterion.	160 160
oose option 1 - Adjectives.	170 170
enter.	180 180
we'll choose option 0.	190 190
	200 200
ess.	210 210
	220 220
a mailing.	230 230
e option for the other two sort keys.	240 240
n each page.	250 250
	260 260
	270 270
heir contributions.	280 280
.	290 290
	300 300
	310 310
mple "AND" selection.	320 600
	330 620
r that specific purpose.	340 630
	350 640
	360 650
th fields.	370 660
f the criteria.	380 670
	390 680
jectives.	400 690
wanted.	410 700
0-Use the current selection criteria.	420 710
	430 720
	440 730
	450 470
t.	460 480
ayed.	470 490
	480 500

Sheet1

.	490	510
	500	520
won't.	510	530
	520	540
t.	530	550
.	540	560
o include.	550	570
	555	
ct Mail	560	740
Mail Merge.	570	750
	580	760
mat.	620	800
he mail merge file will be placed there.	630	810
campaign.	640	820
1-At the beginning	650	830
ase, try looking at this file.	660	840
	670	850
	680	860
he Fund-Raiser's Assistant.	690	870