Database for Phone Messages, Miscell

Category	Date	Last Name	First
Consult	2 May 83	Boldur	Robert
School	2 May 83	Komansky	Susan
Misc	2 May 83	Hefter	Charles
Consult	21 May 83	Tosner	Ronald
Computer	27 May 83	Cumpbell	Phil
Computer	31 May 83	Pednick	Debra
Consult	31 May 83	Saniels	Robert
Misc	31 May 83	Romich	Robert
Misc	31 May 83	McKenzie	Donald
Misc	31 May 83	Santgadi	Dick
School	31 May 83	Websten	Fred
Consult	31 May 83	Laurer	Jerry
Consult	1 June 83	Teiffler	Jeff
Consult	20 June 83	Bonoma	Tom

*   *   *   *

Finding Things

*   *   *   *

Category   Date   Last Name   First
Consult

*	*	*	*
			What is Extracted
*	*	*	*
Category	Date	Last Name	First

DESKTOP is a message-minder, a calendar, a memo-writer, a client
tracker, and a sratchpad system. Entry of much data is driven by
"macros," or ALT-key driven sequences. Here's how it works in brief:
see the files "INSTRUCT" and "DESK.DOC" on DISK 2 for more.

    1. Messages
   Use this part of the screen to track your phone messages and
to-dos. To enter an item, hold down the ALT key and type "e" at the
same time. You will be prompted to give a category for the entry, a
date, and the other data needed. There are only two "tricky" parts
here. First, to enter the date, you must type the LAST TWO DIGITS
ONLY of the year, then RETURN, then TWO MONTH DIGITS, then RET
then TWO DAY DIGITS, and finally RETURN. The "macro" will put in t
commas and such for you. Also, messages aren't CLEARED when entered
but only after action is taken. To clear a message after you no
longer need it, position the cursor at the message you want to clear
in the clear column, type ALT + "C" and enter the date as given above.
[MORE TO COME. HIT KEY MARKED 'PG DN' ON THE RIGHT OF `
    You can also use some of 1-2-3's advanced find and extract
capabilities to find messages. To do this, hit the F5 function key,
type FINDIT, and then RETURN. Enter the criteria you want. For
instance, to find only records pertinent to Consulting, enter
"Consult" under the Category label, then hit ALT + F for the "find"
menu, and choose messages for the finding to be done.
    Complex finds and extractions can be done as well; see your
1-2-3 manual, pages 195-200, for full information. Or, hit /, D, Q,
then Function Key 1 for full on-line help.
    There's no reason you can't create criterion and output ranges
for any other of DESKTOP's screens. There's a second one builtin to
find Appointments, for instance. But, we don't have so many clients
that we need retrieval for this!
    To print your messages hit Alt + P for the print menu.
    2. Appointment Calendar
    Goto the appointments range either from the main menu or by
typing F5 and then APPOINTMENTS. Appointments are entered with AL
Dates are input as above; i.e., type 83, return, 06, return, and 10,

return for 06/10/83.

    The only tricky part is entering times, where you type the hours
(in 24 hour notation), return, and the minutes. Thus, 8:15 AM
becomes 08<RETURN>15<RETURN>, and 6:30 PM 18<RETURN>30<F
There's no reason you can't use standard 12-hour time format; you
just won't be able to enter AM or PM next to the entry in this
revision. The rest of the entries are self-explanatory. It is
assumed you do not have appointments which do not result in action.
To find an appointment, hit Alt + f and then Appts. after entering
the criteria for the search. To print them, hit Alt + P.

    3. Client Tracking

    You may be in a business in which you have clients, or people
you see which generate income for you. Alternatively, you might be a
salesman with accounts that you call on. This little spreadsheet
allows rather simple tracking of such affairs.

    You hit ALT + m to enter clients, one line at a time. The
macros take it from there. Date and time are as explained above.
    To print your clients list, hit Alt + P.

    4. Memos and Letters

    Either by typing F5 and then 'MEMO' or from the main menu, you
have available to you an approximately two-page 8 and 1/2 by 11 space
to write letters and memos. 1-2-3 was not designed specifically for
such work, but does a pretty good job with short documents. Here's
how to make it work.

    Type in a line of text, being sure to indent the first of each
paragraph with a ' and then 5 spaces. Try to keep your lines shorter
than 255 characters, but you can just keep typing on a line 'till
1-2-3 beeps at you. Then, erase the current word you're typing, hit
<RETURN>, and hit the Justification macro, ALT + j. Viola! Your
text is now justified as a paragraph. If there is more to add to the
paragraph, go to the last line, the incomplete one, and type Function
Key 2, F2. Continue entering text till the paragraph is done or
until you fill up the line again, then use the Justification macro

again.

    When you are ready to print your document, hit the print macro,
Alt + p. Follow the directions given. Unless you change them,
you'll get a standard top and bottom margin and a footer with the
page number and today's date. For very short documents, you may want
to redefine the Memo range (type /RNC Memo, then ESC, then ., then
move the cursor to the bottom of your text, then RETURN) to save
printing paper. If this doesn't bother you, don't worry about it.

    5. Scratchpad

    Scratchpad is another 8 and 1/2 by 11 area you can write on,
print, and the like for notes or whatever marks you need to make on
electronic paper. It doesn't have any entry macros associated with
it, because it is unclear how you might use it.

TYPING ALT + P WILL TAKE YOU TO THE PRINT MENU, WHICH `
TO PRINT ANY OF THESE RANGES. THE SYSTEM IS SET UP FOR
IBM PRINTER.

    Implementation Notes

    You can change, modify, create new ranges and macros for DESKTOP
in any way you'd like. About the only thing that won't change
automatically with inserted columns and the like are the macros,
which you'll have to edit to be compatible with your alterations.
You certainly, for instance, could create a criterion range (name it
CLIFIND) and output range (name it CLIOUT) for your client listing
if you have lots of them or don't purge the range
regularly. I haven't found this necessary. And, you can learn a lot
about 1-2-3's macro capabilities, including menu generation, by
typing F5 MACROS and studying what you find there. You can use the m
menu at any time by typing ALT + Z. As you get used to the program,
you'll want to go to ranges directly (e.g., F5 + MEMO). To get to
the print menu, type ALT + P at any time.
    This program is being marketed under the FREEWARE<TM>concept.
If you've found it useful to you, hit the PG DN key for a commercial

message.
[END INSTRUCTIONS.TYPE ALT+Z TO RUN MENU, ALT+P TO PRI

THE COMMERCIAL

The Freeware concept encourages the widest possible
dissemination of software. If you have found this program useful,
please copy it, give it to your friends, and put on it bulletin
boards. Do NOT distribute it without the documentation file or with
alterations you've made.
    If you have used this program and found it worthwhile,
please send a $25.00 donation to support this work. In return,
you'll be registered as an owner, and be put on our list for
notification as updates occur. If you wish to get a copy of the
program, send two formatted (either DOS) disks and prepaid mailer to
me. Or, send the $25 donation and I'll supply the disks and postage.
    The address is:

                          Microcomputer Management
                          45 Drum Hill Road
                          Concord, MA 01742
                           Thank you. Tom Bonoma   SOURCI

END***	END***	END***	END***
Calendar	Messages	Memos	Clients
Enter appointment	Enter phone messa	Enter memoranda ar	Track client time
{goto}appointmen	{goto}Messages~	{goto}Memo~	{goto}Clients~
/XQ		/XQ/XQ	/XQ

Message	Memo	Appoint.	Client
Print the messages	Print letter/memo	Print appointments	Print clients
/XC\Q~	/XC\L~	/XC\B~	/XC\Y~
/XQ	/XQ	/XQ	/XQ

laneous Notes, To-Dos From Office

ALT + P to print

Phone	Cleared
(213) 394-5685	2 May 83
	2 May 83
369-0100 x3457	28 May 83
	1 June 83
303-431-4661	1 June 83
245-8830	1 June 83
236-4519	1 June 83
404-157-7000	
895-1967	13 June 83
723-5631	2 June 83
	2 June 83
301-221-3222	1 June 83
	1 June 83
None	19 July 83

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          Phone   Cleared
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          Phone   Cleared

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NT INST.]

E TCD 292.
END******   END***
Scratchpad   Instructions
Make notes on topics   Get insructions o
{goto}Scratchpad~   {goto}Instructio
/XQ   /XQ

Scratch   Instruct
Print scratchpad   Print Instructions
/XC\S~   /XC\N~
/XQ   /XQ

*

                                               Matter

Wants a one-day seminar on marketing.

Wants a job as research assistant.

The good slides team had; prof.

Wants me to consult re: natonal sales force.

Wants to talk about IBM PC program GRAFTALK

Supports VW locally; wants to help w/ any problems.

Book August 22, 23, 24, 25. Wait for call.

X 3117 unknown

Truck for school playground

Same

Call about outside activities

Call about contract.

Thinks they want to make decision on MAN before going further.

Desktop, revision 1.0 is finally done!

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Matter

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Matter

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Save and Exit
Save SAMPLE.WKS and leave 1-2-3 for Lotus Access System
/FSSAMPLE~R~
/qY~
/XQ~

Return
Quit Print
/XQ

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Company

National Systems, Inc.
None
University
National Systems
Redding Group
unknown
Digital Company
Hewlett-Packard
New England Computer
New England Tel
Dartmouth School
Corporate
Diversified Services
Microcomputer Management

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Address
1111 Lyons, Santa Monica, CA

45 Drum Hill Road, Concord, MA 01742

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Appointments

Date	Time	With
=	=	=
12 June 83	08:00	Charlie Schultz
12 June 83	09:00	Herb Wasson
12 June 83	11:00	Susan Willoughby
12 June 83	12:00	Charlie & Debbie
9 July 83	19:50	DESKTOP
17 July 83	19:23	DESKTOP

#   #   #
                                    Appointment Finder
Date   Time   With
          12 June 83 11:00

#   #   #
Find Menu Alt + F
Find Messages   Find AppoQuit
Locate a Message   Locate an Return to Normal Ops.
/DQIMessagefind~/DQIAPP'/XQ

Q~{Query}   {QUERY}
/xq   /XQ

FINDER ALT + F
/XMFINDMENU~

Alt + p to print

ıutes.

Action

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Wants review of 1-2-3

Courtesy call...waste!

Wants research job

rethink proposal

final alterations

more alterations

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Alt+p=Print

Client

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#20-2

#30-1

Herbie Schwartz

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/XLEnter Category:~
{right}/XLInput Last Name:~~{right}/XLAnd
{RIGHT}{right}/XLMatter:~~{right}/XLCo

Clients Tracking   Enter Alt + M to enter a line

Purpose	Date	Hours	Action
=	=	=	=
Meeting	1 June 83	12.1	None
Phone	2 June 83	.9	Write
Visit to NJ	2 April 83	7.8	None
General Consulting	18 July 83	2.1	None

\#   \#   \#   \#

Macros...How it's done

Entry Macros (Alt)+E for MESSAGES

{GoTo}A1~{GoTo}A4~{end}{down}{down}
~~{right}@DATE({?},{?},{?})~
First:~~{right}/XLAnd Phone:~~
mpany:~~{right}/XLAddress:~~

{end} {left} {end} {left} {end} {left}

Clear Macro (Alt)+C for MESSAGES
/rfd1~@DATE({?},{?},{?}){down}~

Date Macro (Alt + D)   Time Macro (A
          @DATE({?},{?},{?})~   {?}:{?}~

Appointment Macro ALT + a

{goto}k2~{end} {down} {down}
{?},{?})~{right} {?}:{?}~{right}
right}/XLWhat is to be done? ~~

Clients Macro ALT + M

lown}/XLEnter Client Name: ~~
}/XLHours to Nearest Tenth: ~~
XLEnter Action to be Taken: ~~

Memorandum Justify ALT + j

ight} {right} {right} {right} {right}
{down} {down} {down} {down}~

Menu Operation on Initiation: eventually \0, and \Z
/XMMenu~

Print the Instructions to the Program -ALT + n
/PPOHxx{ESC}DESKTOP|@|DESKTOP~
F||Page -#-~QRINSTRUCTIONS~GPQ~/XGQ149~
/XR

Print the Scratchpad ALT + s
ATCHPAD|@|SCRATCHPAD~
F||Page -#-~QRSCRATCHPAD~GPQ~~

/XR
Print the Memorandum ALT + L
      /PPOHxx{ESC}||@~
  f||Page -#-~QRMEMO~GPQ~~
/XR
Print the Messages ALT + Q
PPOHxx{ESC}MESSAGES||@~
f||Page -#-~QRMESSAGEPRINT~GPQ~
/XR

Print the Appointments Alt + B
xx{ESC}APPOINTMENTS||@~
f||Page -#-~QRAPPOINTMENTS~GPQ~
/XR

Print the Clients ALT + Y
  /PPOHxx{ESC}CLIENTS||@~
F||Page -#-~QRCLIENTS~GPQ~
/XR

Menu Operation - Print Various Ranges
/XMmenu2~

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1983	$212100	111.0%	$19000
1982	$191000	199.0%	$9000
1981	$96000		$1000

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Growth

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Review of Ms. 83-163

have done a nice, if overly long and not entirely
supported, application of Deutsch's good work to
relationships. I have some problems in addition to
methodology chosen, and some concerns about the
ever, I believe with some revisions that this paper is

concerns include an an abstract which is only poorly
he article and uses too much space, an introduction
tarted with the second paragraph on page 1 and from which
an be culled, and a discussion section which is poorly
out 50% too long. These concerns can, I suspect be
l through revision.

s about the method are worries in the vein of
l hypocrisy shown by the authors. Whatever else his
is insistent that the basic unit of social analysis is
ne individual. For the authors to go blithely off
st one partner in the interactions relevant to their
o severe biases, retrospective and ego-errors, and a
roblems which simply cannot be fixed in this study. It
both inappropriate and near a travesty to test
with an individually-based method, instead of going the
much more difficult, but much more appropriate,
d which would have involved both members of the relevant
died. Though there is no fixing it, the authors
ld discuss the short-comings of the method they used,
y of their findings to error, and why it is still a
use.

e results, it is curious that the authors make little or
he lack of differences between independent and negative
eractions. This negative result, which is largely
paper, is one of the most interesting from his
t of view, and deserves some space. The points the
n power are well taken, but they might want to check
ure (e.g., Tedeschi, 1974 JPSP) confirming
iew.

, I like this paper and would like to see it published.
fication has to be made for the methodology, some
the less well-expected results, and some trimming done.

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