☻===⌐ "Thσ Executiveí MailPersonó (C⌐ 1986 ====☻

versioε 6.5

CP/M80 & MS/DOS Version

⊥ Multiplσ Databasσ Mailinτ Lis⌠ Manager¼ Forφ Lette≥ Generato≥
anΣ Telephonσ Numbe≥ Locator

b· Jame≤ A« Gronek
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"Thσá Executiveíá MailPersonóá i≤á ß se⌠á oµá commanΣá file≤ ì

☻==== DOCUMENTATION FOR "The Executive! MailPerson" v 6.5 ====☻

☻==== Overview ====☻

"Thσ Executiveí MailPersonó (TEM⌐ i≤ ß comprehensivσ mailinτ ì

a«   add/edit/deletσ entrie≤ iε an· numbe≥ oµ databases

b«   generatσá 1/2/3/┤á widσ label≤

c«   generatσ mergσ printeΣ letters without MailMerge

d.   generatσ ß MailMerge compatible datafile

e.   rapidly locate telephone numbers for Names or Companies

f.   create new databases from the Main Menu

g.   list directories of database members to screen or print

h.   purge duplicate entries by user specified criteria

i.   automatically records date of entry or edit

j«á   holΣ o≥ presen⌠ thσ datß iε Name¼á Company¼á Zipcodσ o≥ ì

k«á   prin⌠á singlσ labels/envelope≤ ì

l.   combine multiple databases into a single database

m«á   allow≤ u≡ t∩ fou≥ ke· words/phrase≤ pe≥ recorΣ fo≥ usσ ì

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☻==== Installation & Necessary Files ====☻

"Thσá Executiveíá MailPersonó seſ consist≤ oµ thσá followinτ ì


```
MAIL.CM—             - Thσ Maste≥ CommanΣ File
MAIL01.CMD\
MAIL02.CMD  \
MAIL03.CMD    \
MAIL04.CMD      \
MAIL05.CMD        \
MAIL06.CMD          \
MAIL07.CMD            \
MAIL08.CMD             > Support Files called by MAIL.CMD
MAIL09.CMD            /
MAIL10.CMD          /
MAIL11.CMD        /
MAIL12.CMD      /
MAIL13.CMD    /
MAIL14.CMD  /
MAIL15.CMD/
LETTER.DB╪           - Workinτ filσ fo≥ MAIL.CMD
TEMPLATE.DBF        - Working file for MAIL.CMD
ZIPS.DBF            - State/Zipcode combinations database
ZIPS.NDX            - State/Zipcode combinations index
```

Thσá followinτ file≤ arσ SAMPL╀ FILEᴸ whicΦ YO╒ wil∞ neeΣ t∩ ì


```
SETPRINT.CM—        - Samplσ printe≥ configuratioε file
RETADDR.CM—         - You≥ Returε Addres≤ Information
```

Thσá followinτá file≤á arσá createΣ b·á thσá prograφá durinτ ì


```
SYSDATE.ME═         - Thσ systeφ datσ memor· file
PWARN.ME═           - UseΣ b· thσ Singlσ Label≤ Routine
LINES.ME═           - UseΣ b· thσ Singlσ Label≤ Routine
```

```
TEMPMEM.ME=          - Temporar· file¼ no⌠ usuall· seen...
CDR.MEM              - Temporar· file¼ no⌠ usuall· seen...
DB.MEM               - Temporar· file¼ no⌠ usuall· seen...
HL.MEM               - Temporar· file¼ no⌠ usuall· seen...
MPINPUT.DBF          - Temporary file, not usually seen...
```

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Additionally¼á thσá prograφ i≤ provideΣ witΦá thσá followinτ ì

```
ZIPMAINT.CMD         - A utility program for use in maintaining
                       the State/Zipcode data file
MOVEID.CM—á          - ⊥á utilit· prograφ t∩ clea≥ thσá mailinτ ì

FILLID.CM—á          - ⊥á utilit· prograφ t∩ fil∞á thσá mailinτ ì

MAILCNVT.CM—         - ⊥ utilit· prograφ tha⌠ convert≤á previou≤ ì


FMAIL.CM—á           - ⊥á versioε oµ thσ Maiε CommanΣ filσá fo≥ ì

TEST.LT╥             - ⊥ samplσ forφ lette≥ format
TEST.MMG             - A sample MailMerge formatted letter
MAIL65.DO├           - Thi≤ file
-README.1ST          - The file you should have read first...
```

Iµá yo├á arσ usinτ ß dua∞ flopp· drivσ system¼á al∞á oµá thσ ì

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==== Data File Formats ====

MAIL65.DB   - 'Shell° Datß Structure

Flσ	Namσ	Typσ	Width	Contents
00	TITL		001	Title Code
00	POSITIO		012	Other Title
00	NAM		04	Las⌠ Namσá» Firs⌠ Name
00	O		040	Company Name
00	ADD		035	Address Line 1
00	ADDR		035	Address Line 2
00	CIT		030	City
00	STAT		002	State
00	ZI		010	Zipcode
01	HPHON		013	Home Phone #
01	WPHON		013	Work Phone #
01	TAG		001	Selection Tag 1
01	TAG		001	Selection Tag 2
01	TAG		001	Selection Tag 3
01	TAG		001	Selection Tag 4
01	PRILIS		012	Primary Keyword/Mail Code
01	SECLIST		012	Secondary Keyword 1
01	SECLIST		012	Secondary Keyword 2
01	SECLIST		012	Secondary Keyword 3
02	ENT:DAT		008	Date of entry/edit
02	COUNTR		015	Country (foreign mailing)
*¬ Tota∞ *¬			00307	

```
MAIL65.NA≈         - 'Shell° Namσ Inde° Structure
     Index key = $(NAME,1,25)

MAIL65.CM╨         - 'Shell° Compan· Inde° Structure
     Index key = $(OF,1,20)

MAIL65.ZI╨         - 'Shell° Zipcodσ Inde° Structure
     Index key = ZIP

MAIL65.DTE         - 'Shell' Entry Date Index Structure
     Inde°áke·á╨ $(ENT:DATE,7,2)+$(ENT:DATE,4,2)
                 +$(ENT:DATE,1,2)
```

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==== Preinstalling Default Settings ====

FMAIL.CM≈ i≤ ß versioε oµ thσ Maiε CommanΣ filσ thaʃ caεá bσ ì

find‖   STOR┼ µ T╧ signoε   -- 'f° t∩ ski≡ earl· panel≤ anΣ ì

find‖á STOR┼á 'B° T╧ cd≥   --   substitutσ thσ drivσ lette≥ ì

find‖á STOR┼á 'B° T╧ d≥   --   substitutσ thσ drivσ lette≥ ì

MS/DO╨á user≤ wit⏀ harΣ disk≤ shoulΣ changσ thesσ t∩ 'C° anΣ ì

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☻===⌐ Hardware/Softwarσ Requirement≤ ====☻

TE= require≤ ☻dBASEII☻¼á versioε ☻2.4é o≥ ☻2.43*é iε orde≥ t∩á ruε

TE=á i≤á distributeΣ iε tw∩ forms«á Al∞ CM— typσ file≤á arσ ì

TE=á i≤ designeΣ t∩ ru℩ o℩ an· compute≥ syste℘ tha⌠ ca℩á ru℩ ì

Thi≤á versio℩á o℘á TE= i≤ designeΣ t∩ ru℩á unde≥á CP/M8⠿á o≥ ì

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☻===⌐ Ho≈ d∩ � us℩ it⌐ ====☻

T∩á ru℩ th℩ progra℘ plac℩ th℩ file≤ o℩ disk(s⌐ a≤á describeΣ ì

Yo⌡ wil∞ b℩ prompteΣ fo≥ ß ☻WORKINGé driv℩ (wher℩ ar℩ th℩ datß ì

Yo⅃á wil∞á bσ prompteΣ fo≥ ß ☻COMMANDé drivσá (wherσá arσá thσ ì

Oncσ thσ prograφ know≤ wherσ everythinτ i≤ located¼ yo⅃ wil∞ ì

Afte≥ providinτ thσ date¼á yo⅃ wil∞ bσ prompteΣ t∩ ente≥ thσ ì

----┘ NOT┼ <----
Iµá yo⅃ arσ jus⌠ startinτ u≡ thσ prograφ fo≥ thσ firs⌠ time¼ ì

Yo⅃ wil∞ bσ presenteΣ witΦ thσ maiε men⅃ oµ TE≡ whicΦ i≤ oε ì

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---- Main Menu of The Executive! MailPerson ----
☻Thσ Executiveí MailPersoε (C┌ 1985 - filename.DBF

```
------------------------------------------------------------------------
Command Drive: A:        Working Drive: B:        System Date: 01/01/86
------------------------------------------------------------------------
```

```
          Mailinτ Option≤                    Utilit· Options

   - EXI┺                            ⊥ - Director· oµ Defaul⌠ Disδ
   - Ente≥ ne≈ entrie≤              ┬á- Selec⌠á ß differen⌠ databasσ
   - Edit/deletσ entrie≤            ├ - Creatσ ß Ne≈ Databasσ
   - Makσ Label≤                    ─ - Consolidate Databases
 ─á- WritσáLetter≤á                 ┤á- ConfigurσáPrinte≥áOptions
 ╤á- Quicδ telephonσáRolade°á       ┝á- Qui⌠át∩áWordSta≥
 ╫á- Prin⌠áSinglσ Labels/Envelope≤á ├ - Qui⌠ t∩ ß dBAS┽ .CM─ Filσ
 ╖ - Rese⌠áLette≥ Datσ              ┖ - Rese⌠ Systeφ Datσ
 ╖ - Director· oµ Databasσ Member≤  ┌á- Selec⌠áNe≈áWorkinτ Drivσ
 ╫ - Browsσ throug╓ Databasσ        ╨á- Quicδ Lis⌠ oµ Databasσ Members
 Yá- 2/3/4 Wide Labels              ╤ - Analyzσ List ID≤áiε Database
 Z - Create MailMerge File          ├á- PurgσáDatabasσáoµáDuplicatσ Records


          Ente≥ you≥ choice¼ please«

Waiting
       ☻
```

          A⌠ thσ heaΣ oµ thσ Maiε Menu¼ thσ CommanΣ anΣ Workinτ drive≤ ì

          Thσá Maiε Men⌡ i≤ divideΣ int∩ tw∩ primar· functiona∞ areas¼ ì

☻===╝ MAILIN╬ OPTION╙ ====☻

☻0é - Quit to Operating System

    Thi≤á selectioε wil∞ closσ al∞ opeε files¼á updatinτá recorΣ ì

☻1éá- Enter New Entries

    Thi≤ allow≤ yoↃ t∩ ente≥ ne≈ member≤ int∩ thσ database«á YoↃ ì

    Iµá yoↃá choosσ t∩ Batc⏀ input¼á thσ prograφ wil∞á creatσá ß ì

╚ ╙ ╬   = ┴ ╔ ╠ ╜ ╬ ┬ ╓ ╚ ┻ ╫ (c⌐ Addinτ Databasσ Entries
      1 = "Mr." áááááááááááááá2 = "Mrs."
      3 = "Ms." ááááááááááááá4 = "Dr."
      5 = "Mr. & Mrs." ááááááá6 = People with no Title
      9 = Use Position Field as Title
      0 = Companies with no name field

   Enter Title code   : :   Entry Date:
   Enter Last name   :   :
   Enter First name(s)   :   :
   Enter Co. name   :   :
   Enter Position   :   :
   Enter Address   :   :
   Enter Address 2   :   :
   Enter City   :   :
   Enter State   : :
   Enter ZIP code   :   :
   Enter Country   :   :
   Ente≥áHomσáPhonσ   ║á   ║áEnte≥ Worδá Phonσá ║   :
   Ente≥áLis⌠áId ║á   ║ :á   ║ ║á   ║ ║   :

      Selec⌠ ß titlσ codσ froφ thσ eigh⌠ presented¼ anΣ ente≥ eac⏀ ì

thσ titlσ codσ i≤ OTHE┬ THA╫ '0'¼á yo⅃ musſ providσ ß namσ iε thσ ì

Unles≤á yo⅃ ente≥ ß countr· namσ (fo≥ foreigεá mailing⌐á TE= ì

Thσá state/zi≡ file≤ arσ a≤ currenſ a≤ ╔ coulΣ makσ theφá aſ ì

Lisſá I—á field≤á arσ 'Freσ Text° area≤ fo≥ yo⅃ t∩á ente≥á ß ì

Thσ firsſ Lisſ I— FielΣ i≤ reserveΣ fo≥ ß bulδ mailinτ code¼ ì

Aſ thσ conclusioε oμ thσ record¼ ß prompſ wil∞ appea≥ askinτ ì

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☻2éá - Edit/delete Entries

Thi≤ selectioε allow≤ yo⌋ t∩ edi⌠ an· recorΣ iε thσ databasσ ì

Iµ yo⌋ selec⌠ NAME¼á yo⌋ wil∞ bσ prompteΣ fo≥ thσ name(s⌐ t∩ ì

-- NOTE --

Thi≤ searc⏀ routinσ i≤ CAS┼ SENSITIVE!!í Iµ yo⌋ entereΣ al∞ ì

Thσá progra⏀ wil∞ automaticall· validatσ thσ state/zi≡á codσ ì

Iµ yo⌋ wis⏀ t∩ deletσ ß compan· record¼á simpl· ente≥ blank≤ ì

A⌠ thσ conclusioε oµ thσ record¼ ß promp⌠ wil∞ appea≥ askinτ ì

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☻3é – Make Labels

Thi≤á selectioεá print≤á standarΣ 15/16ó b· |á 1/2óá mailinτ ì

Yo⅃ wil∞ bσ askeΣ iμ yo⅃ wisΦ t∩ makσ label≤ fo≥ AL╪ member≤ ì

Iμ yo⅃ selec⌠ b· Lis⌠ Id¼á yo⅃ wil∞ bσ prompteΣ t∩ ente≥ thσ ì

Iμ yo⅃ selec⌠ b· Entry/Edi⌠ date¼á yo⅃ wil∞ bσ prompteΣá fo≥ ì

Iμ yo⅃ selec⌠ b· tagging¼á yo⅃ wil∞ bσ presenteΣ eacΦ recorΣ ì

Yo⅃á wil∞ bσ askeΣ iμ yo⅃ wisΦ thσ label≤ iε Name¼á Company¼ ì

TE= wil∞ appenΣ thσ datß froφ thσ Firs⌠ Lis⌠ I— fielΣ t∩ thσ ì

Makσ surσ you≥ printe≥ i≤ se⌠ correctly.

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☻4é - Write Letters

Thi≤ i≤ onσ wa· t∩ writσ letters«á Yoⅉ wil∞ bσ askeΣ iμá yoⅉ ì

Oncσá yoⅉ havσ selecteΣ thσ member≤ t∩ receivσá thσá letter¼ ì

You≥á tex⌈á filσá wil∞á bσ mergeΣ witΦá thσá name≤á iεá you≥ ì

YoⅉÁ wil∞á bσá prompteΣ fo≥ ß namσ unde≥ whicΦ t∩á savσá thσ ì

YoⅉÁ wil∞á bσ askeΣ iμ yoⅉ wisΦ t∩ ruε label≤ fo≥á thσá samσ ì

-- NOTE --

Thσá datßá filσ containinτ you≥ generateΣ forφá letter≤á caε ì

Iμá you≥ databasσ i≤ to∩ largσ t∩ makσ ß singlσ lette≥ pass¼ ì

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☻5é - Quick Telephone Rolodex

Iµá yo⌡á neeΣá ß phonσ number¼á selec⌠á this«á Yo⌡á wil∞á bσ ì

Iµá yo⌡á selec⌠ ß Person'≤ name¼á yo⌡ wil∞ bσ askeΣ fo≥á thσ ì

Iµá yo⌡ selec⌠ ß Company'≤ name¼á yo⌡ wil∞ bσ askeΣ fo≥á thσ ì

☻6éá - Print Single Labels/Envelopes

Thi≤á selectioε wil∞ allo≈ yo⌡ t∩ usσ you≥ printe≥ t∩á prin⌠ ì

☻7éá - Reset Letter Date

Thi≤á selectioε wil∞ promp⌠ fo≥ ß datσ t∩ prin⌠ oεá letters« ì

☻8é - Directory of Database Members

Thi≤á selectioε wil∞ allo≈ yo⅃ t∩ ruε ß Director· Listinτ oμ ì

☻9éá - Browse Through Database

Thi≤ selectioε wil∞ placσ yo⅃ iε 'Browse° mode«á Browsσ modσ ì

è

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☻Yéá - 2/3/4 Wide Mailing Labels

Thi≤ selectioε wil∞ allo≈ yo⅃ t∩ creatσ mailinτ label≤ 2¼ 3¼ ì

Yo⅃ wil∞ bσ offereΣ thσ opportunit· t∩ selec⌠ any¼á o≥á all¼ ì

TE= wil∞ appenΣ thσ datß froφ thσ Firs⌠ Lis⌠ I— fielΣ t∩ thσ ì

Afte≥á yo⅃ havσ selecteΣ thσ member≤ anΣ thσá sequence¼á yo⅃ ì

☻Zé - Create MailMerge File

Thi≤á i≤ anothe≥ wa· t∩ generatσá letters«á Thi≤á selectioε ì

Title¼á Firs⌠ Name¼á Las⌠ Name¼á Company¼ Addres≤ Linσ 1¼ Addres≤ ì

Iµá yo⌡ havσ entereΣ ß countr· namσ (fo≥á foreigεá mailing)¼ ì

Title¼á Firs⌠ Name¼á Las⌠ Name¼á Companyφ Addres≤ Linσ 1¼ Addres≤ ì

Mos⌠á oµá thσá field≤á wil∞ bσ encloseΣ iεá doublσá quotσá marks¼ ì

è

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-- NOT┼ --
Thi≤ selectioε i≤ oµ N╧ US┼ t∩ yo⌡ unles≤ yo⌡ havσ MailMergσ ì

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☻===╝ UTILIT╝ OPTION╚ ====☻

☻Aéá - Directory of Default Disk

Thi≤á selectioε wil∞ clea≥ you≥ screen¼á displa· ß director· ì

☻Bé - Select a Different Database

Selec⌠á thi≤ t∩ changσ databases«á Yo⌡ wil∞ bσ prompteΣá fo≥ ì

☻Cé – Create a New Database

Selec⌠ thi≤ t∩ creatσ ß ne≈ database« Iµ yo⌡ arσ startinτ u≡ ì

☻Déá – Consolidate Databases

Thi≤á selectioε allow≤ yo⌡ t∩ adΣ datß record≤ froφá anothe≥ ì

☻Eé – Configure Printer Options

Iµ yo⌡ wisΦ t∩ configurσ thσ printer¼ selec⌠ this« Thσ filσ ì

☻Féá – Quit to WordStar

Thi≤ selectioε wil∞ closσ al∞ files¼ exi⌠ froφ TE≡ anΣ ente≥ ì

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☻Géá – Quit to a dBASE Command File

Thi≤á selectioε wil∞ allo≈ yo⌡ t∩ exi⌠ froφ TE≡ anΣá 'chain° ì

☻Hé – Reset System Date

This≤á selectioεá wil∞ promp⌠ fo≥ ß systeφá datσá (MM/DD/YY)« ì

☻Iéá - Select New Working Drive

Thi≤ selectioε wil∞ allo≈ yo⌡ t∩ changσ workin⊤á disks«á Yo⌡ ì

☻Jé - Quick List of Database Members

Thi≤á selectioεá wil∞ providσ ß quicδ listin⊤ o⌡á Name≤á an∑ ì

☻Kéá - Analyze List IDs in Database

Thi≤á selectioε wil∞ displa· thσ Lis⌠ ID'≤ froφ eacΦá recor∑ ì

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☻Lé - Purge Database of Duplicate Entries

Thi≤á selectioεá wil∞á allo≈ yo⌡ t∩ purgσ you≥á databasσá oμ ì

You≥á purgeΣá datafilσ wil∞ bσ saveΣ a≤ UNIQUE.DB╞ witΦá thσ ì

☻===⌐ CAUTION ⌐ ====☻

(1⌐á   Iµ yo⌡ havσ ß largσ numbe≥ oµ name≤ iε you≥á database¼ ì

(2⌐á   Thσá 'Purge° functioε i≤á ver·á DIS⊤á INTENSIVE!íá I⌠ ì

(3⌐á   LIS⌐ I— searcΦ routine≤ arσá CASE-SENSITIVEíá Iµá yo⌡ ì

(4⌐   Thσ Director· oµ Member≤ routine≤ arσ memor· intensive« ì

(5⌐á   Thσá Duplicatσá RecorΣ Purgσ functioε ma· crasΦá oεá ß ì

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☻===⌐ PRINTING YOU⊤ FOR= LETTER∟ ====☻

Oncσá TE= ha≤ saveΣ you≥ filename.TX∟ forφ lette≥á file¼á i⌠ ì

Yo⅃á ma·á changσ thσ formattinτ command≤á (pagσá offse⌠á anΣ ì

Iμ yo⅃ d∩ no⌠ havσ WordStar¼ yo⅃ ma· usσ you≥ worΣ processo≥ ì

Iμ yo⅃ havσ MailMerge¼ refe≥ t∩ you≥ manua∞ fo≥ instruction≤ ì

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☻===⌐ SOURCᵻ CODᵻ ====☻

Thσá Executiveíáá MailPersoεá i≤á supplied¼áá completσá witΦ ì

James A. Gronek
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Send Cash, Check or Money Order to above address.
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Maricopa County Residents include 6.0% sales tax
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→→