

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	

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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

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MESS3,C,60

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MESS4,C,60

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"expired" t

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file's name (demo1 - the root

"demo" that you entered plus a

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and create more reports. If you hav

en't already done the "DATA ENTRY" d

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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

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MESS6,C,60

you can stop the demonstration by pressing

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we'll choose option 1

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mail

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I next step. Then try the tutorial

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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 of the operation. But people would include "all people" in the merge to option 1 - a single option 1 - The presence in small business, so we'll change what we've defined the adjective "small"

ted in small business issues. If we were preparing a different sort in this case, so we won't see that name will appear on

phone numbers and a selection and a 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 whatever we have the criteria, so we'll choose option

subgroup. I'll call it

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 operation. People would include "all people" in the merge to option 1 - a single option 1 - The presence in small business, so we'll change what we've defined the adjective "small"

all business issues. If we were preparing a different sort in this case, so we won't see that name will appear on

an itemized list of the other group.

s, we'll choose 3 - a single

of the user defined fields for

"black" in the business component of

use option 1-Whatever we have the criteria, so we'll choose option

up. I'll call it

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We'll choose option  
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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

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	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