

Sheet1

NUCHFMESS1,C,60

6 56 Welcome to The Fund-Raiser's Assistant. This guided tou
6 6 This i
6 20 Option 2 - Record MO
6 29 Here, we enter the event or p
6 48 Since this is the first time I've recorded contr
6 29 Here we have the opportunity
6 33 Individual activities are usually
6 17 Just as the event
6 11 Here again,
6 54 The Fund-Raiser's Assistant lets you keep track of con
6 11 This client
6 1
6 8 Enter th
6 18 Enter the name of
6 7 We'll a
6 12 Here we ente
6 7 Alice a
6 1
6 52 The Fund-Raiser's Assistant contains 2 complete sets
6 16 Option 5-Use ADJ
6 16 Since Alice is i
6 14 This is the fi
6 4 A lo
6 30 We can use as many adjectives
6 12 Option 2 - E
6 8 We could
6 29 We could record a variety of
6 47 Now that we have added them to our database, we
6 8 Now we v
6 23 Now it's time to record
6 1
6 5 We en
6 5 We'll
6 7 We can
6 1
6 1
6 36 Because there is no spouse, The Fund
6 10 Option 5 -
6 21 I know he's also inte
6 7 He's al
6 6 We'll
6 4 A lo
6 5 Finis
6 16 We could keep ad
6 15 Enter the amoun
6 3 It'
6 13 Now I want to
6 7 I'll ad

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6 5 A des
6 13 It's for the
6 18 I know it's in the
6 7 I'll lo
6 1
6 28 Oh, the code is "building",
6 1
6 19 This contribution w
6 14 I'll choose op
6 28 Enter the amount, check numb
6 9 I'll choo
6 7 Make th
6 6 Save t
6 4 Yes,
6 14 I've recorded
6 26 I could stop now, in which
6 22 Now I can check the in
6 16 I'll compare eac
6 22 Everything is correct,
6 1
6 22 Here the contributions
6 10 Here are t
6 1
6 1
6 20 Option 3 REPORTS abo
6 7 Let's s
6 8 I'll jus
6 10 The Fund-R
6 7 Let's v
6 23 This includes all contr
6 7 We'll f

Sheet1

MESS2,C,60

r will give you an overview of its features. After read
s the
NEY RECEIVED lets yo
roject which generated this c
ibutions from the auction, auct_0907 isn't in my
to assign a description to ou
part of a larger campaign, perha
was new and need
we can giv
tributions for a number of different organizations. E
is also ne

e date y
the person who gav
dd Alic
r a spouse,
nd her

of addresses, one for the home and the other for th
ECTIVES lets us
nterested in sma
rst time we've
nger
as we like to describe people.
dit Business
enter w
information about Alice and B
enter the amount of their contribution, the ch
erify th
the next contribution.

ter t
add
add spo

-Raiser's Assistant generated identi
Use adjec
rested in small busin
so inte
add fa
nger
hed w
ding information
t, check number
s c
record money
d mail_

MESS3,C,60

ing the screen explanations that will appear in this box
introd
u record who gave ho
ontribution. Using 10 charac
activity dictionary. If I had mistyped an exist
r event. This description wi
ps for an endowment, a building p
ed to be added to
e an expand
ach organization is considered a "client" and each cam
w and needs

ou recei
e the money. Inst
e Thoma
home address
spouse

e business. Mail sent to the home may be sent to the
describe Alice a
ll business issu
used this adj
des
When we're finished, we just
Address let
hatever
ud by selecting from these op
eck number and if it is an in-kind contribution
is infor
The last activity is

he ne
him t
use and

cal home and work salutations and ma
tives lets
ess. Since that adje
rested
mily t
des
ith t
. When done, we
and in-kind in
orr
received fro
0715 to

Sheet1

cript
building fund
dictionary, so I
ok at t

not bldg. Now, all my contr

as from the Thomase
tion 1 because
er and in-kind information.
se option
e chang
hem wi
thi
all the contri
case the contributions I'
formation I've entered
h of my checks a
so I'll choose to upd

are grouped together
he contrib

ut fund-raising acti
ee how
t enter
aiser's As
iew the
ibutions, no matter whe
inish t

ion f
and I mistak
won't add it. I'l
hem alp

ibutions will be assigned to

s, but I don't reme
this is the r
There is a note on the check
7 to cha
e to th
th the
s is
butions I have
ve entered would not yet b
before I make it a pe
gainst this info
ate the contribution h

by activity. This list
utions rec

vities lets us see h
the Sil
part of
sistant fi
report
n entered. Since we onl
he repo

MESS4,C,60

, press one of 3 keys. "C"(without quotes) continues th
uctory
w much, when and in
ters or less, we might descri
ing activity, this would catch my error and I co
ll appear in reports and make
roject, a political campaign or s
the dictionary,
ed descript
paign needs to be assigned to a client as it is added.
to be adde

ved the
ead of a person, y
s to ou
information
Bud for

couple, while mail sent to the office may be sent o
nd Bud in any wa
es, we'll create
ective, so we'
crip
leave the adjective blank. (
s us enter b
informat
tions. When we are finished,
. We could also change basic information about
mation i
the default. Since it's

xt co
o our
home i

iling names. Because I know he work
me descri
ctive is already in t
in fami
o our
crip
he ad
select option 0
formation. We w
ect
m a mailing w
the di

or th
only think th
I choose option 3
habetic

the one and only one code,

mber their first na
ight people. I
saying they have a new phon
nge their
e phone
new i
cor
, so I'll leav
e part of the people's per
rmanent part of my dat
rmation to make
istories. If there we

s the monies I recorde
orded toda

ow we're doing raisi
ent Auc
the acti
nds the pr
on the
y have the two from our
rts abo

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MESS5,C,60

e tour, "Q" quits the tour and "H" hides this box in cas
scre
response to what act
be an auction and its date us
uld type in a different code. But it's not an er
them more understandable to
ome other specific purpose. Here
so the campaign i
ion for the
If you are only keeping track of contributions for on
d to the di

contribu
ou can also enter
r datab
and telepho
m a cou

nly to Alice. The Fund-Raiser's Assistant generates
y that is meanin
an adjective to
ll add it to t
tion
We can always come back later
usiness info
ion we w
we select option 0 - Save Al
them(this would return us to the menu we just
s correc
correct, we'll just pr

ntrib
data
nformat

s in a formal office, I changed his
be Bob Fra
he dictionary, I won'
ly issu
adject
tion
jecti
- save Bob Fran
on't change bas

e send out on
ctionar

MESS6,C,60

e it is obscuring a relevant part of the screen below.
n.
ivity/program.
ing the format auct_0907.
ror and I want to add it to the dictionary
the non computer users.
we describe that larger goal.
s also new.
reports.
e client, you would always enter the same code here.
ctionary.

tion.
a company name.
ase.
ne numbers.
ple.

both forms, but they can be modified as desired.
pful to us.
indicate that.
he dictionary
.
and add or modify adjectives)
rmation.
anted.
ice and Bud Thomas as is
left with its information recording options)
t.
ess the enter key

utor
base
ion

work mailing name to start with Mr.
nklin.
t have to add it.
es.
ives.
ves.
klin as is.
ic information

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e rep
e code for th
and see what codes
ally by

instead of being split betwe

me. I'll leave the
recognize the
e number, so I'll choose to
phone nu
number
nforma
rect
e the activity
manent file. But I'll cho
abase. I'll look at i
sure everything
re any errors, I could

d in this session from
y from the

ng money for our var
tion di
vity cod
oper activ
screen
previous session, they
ut acti

orts
at is "bldg"
are available.
code.

en "building" and "bldg"

first name blank.
ir address.
change basic information.
mbers.
s
tion.
.
code blank
ose option 2 and continue
t on the screen.
is correct.
correct them now.

the silent auction.
mailing

ious projects.
d.
e.
ity.
.
're all that appears.
vities

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MESS7,C,60 MESS8,C,60 MESS9,C,60 KOUNTER,N,4,0