

NUCHFMESS1,C,60

9 44 Welcome to The Fund-Raiser's Assistant. Thi
9 6 This i
9 20 Option 2 - Record MO
9 29 Here, we enter the event or p
9 48 Since this is the first time I've recorded contr
9 29 Here we have the opportunity
9 33 Individual activities are usually
9 17 Just as the event
9 11 Here again,
9 54 The Fund-Raiser's Assistant lets you keep track of con
9 11 This client
9 1
9 8 Enter th
9 18 Enter the name of
9 7 We'll a
9 12 Here we ente
9 7 Alice a
9 1
9 55 The Fund-Raiser's Assistant contains 2 complete sets o
9 16 Option 5-Use ADJ
9 16 Since Alice is i
9 14 This is the fi
9 4 A lo
9 30 We can use as many adjectives
9 12 Option 2 - E
9 8 We could
9 29 We could record a variety of
9 40 Now that we have added them to our datab
9 1
9 23 Now it's time to record
9 1
9 5 We en
9 5 We'll
9 7 We can
9 1
9 1
9 36 Because there is no spouse, The Fund
9 10 Option 5 -
9 21 I know he's also inte
9 7 He's al
9 6 We'll
9 4 A lo
9 29 Note that the adjectives curr
9 16 We could keep ad
9 15 Enter the amoun
9 1
9 13 Now I want to
9 7 I'll ad

Sheet1

9 5 A des
9 9 It's for
9 18 I know it's in the
9 1
9 1
9 26 Oh, the code is "scholarsh
9 1
9 19 This contribution w
9 10 I'll choos
9 28 Enter the amount, check numb
9 28 If I had to wait until I was
9 7 Make th
9 6 Save t
9 1
9 14 I've recorded
9 26 I could stop now, in which
9 22 Now I can check the in
9 16 I'll compare eac
9 22 Everything is correct,
9 1
9 22 Here the contributions
9 10 Here are t
9 1
9 1
9 8 Let's cu
9 23 Assume that after enter
9 25 Because we keep track of
9 18 Assume that my org
9 13 I currently h
9 14 Because my org
9 1
9 6 I want
9 3 Che
9 5 My la
9 18 Printers need cert
9 24 The two most common type
9 8 For regu
9 5 I'll
9 3 Ret
9 17 Option 5 - Inform
9 11 Even though
9 8 If someo
9 5 Let's
9 11 Each contri
9 11 I want to a
9 15 There is now a
9 12 I also want
9 3 The
9 14 There are many

Sheet1

9 6 Is the
9 10 If we try
9 3 Add
9 3 Sel
9 7 Leave t
9 8 Option A
9 2 Sh
9 5 We wo
9 14 We could add,
9 28 Option 6 is very useful if y
9 7 Let's a
9 10 Since this
9 1
9 2 En
9 3 Yes
9 16 The adjective is
9 6 Now fo
9 13 She's not in
9 4 Ente
9 8 We'll mi
9 3 Lea
9 5 Optio
9 3 She
9 3 Let
9 3 The
9 2 Sa
9 1
9 39 When we're finished with the PTA list,

MESS2,C,60
s guided tour will show you how to enter and
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

f addresses, one for the home and the other for the bus
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
ase, we enter the amount of their contri

the next contribution.

ter t
add
add spo

-Raiser's Assistant generated identi
Use adjec
rested in small busin
so inte
add fa
nger
ently used with this person a
ding information
t, check number

record money
d mail_

cript
the schol
dictionary, so I

p", not "skolarship". If

as from the Thomase
e option 1
er and in-kind information.
finished recording contribu
e chang
hem wi

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

stomize
ing the information so
peoples ethnicity, I've d
anization divides
ave no use fo
anization is n

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ain codes sent to
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Alice Thom
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change or view
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we'll leave all the entry fields blank.

MESS3,C,60

change information. The information in the
introduction. Using 10 characters
activity dictionary. If I had mistyped an exist
event. This description will
be added to
an expanded
each organization is considered a "client" and each cam
work and needs

you receive
the money. Instance
Thomas
home address
spouse

ness. You may prefer that mail sent to the home be add
describe Alice a
business issue
used this adjective
When we're finished, we just
Address let
whatever
and by selecting from these op
tion, the check number and if it is an

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
re listed just above the hori
. When done, we
and in-kind in

received fro
0715 to

ion f
arship fu
won't add it. I'

my entry hadn't been check

s, but I don't reme
because t
There is a note on the check
tions, I might forget. Fort
e to th
th the

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

The Fund
far, I realize that the
efined a field for ethnic
our geographical a
r any special
ot a political

ke sur
the
rinte
them when they are
compatibles(most dot ma
ting, I
n to
to
idual People lets
as was ente
ade cont
at t
temized by
hnicity, wh
thnicity", not
ir district,
re
but we don't

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ested s
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s
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more people b
all share a common characte
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rst time w

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dded. We also h
next p
but we can a
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THIS ENDS THE DATA ENTRY DEMONSTRATIO

MESS4,C,60

"reports" demo will be entered. After reading the dictionary how much, when and in terms or less, we might describe the activity, this would catch my error and I could appear in reports and make a project, a political campaign or something in the dictionary, the campaign needs to be assigned to a client as it is added. to be added

read the head of a person, you send us to our information Bud for

addressed to the couple and mail sent to the office be added and Bud in any way. If possible, we'll create a descriptive, so we can't describe leave the adjective blank. (send us enter by information. When we are finished, in-kind contribution. We could also change

the default. Since it's

next to our home in

mailing names. Because I know he works, the descriptive is already in the family. Now we're finishing the horizontal line. Now we're finishing the selection. We will

make a mailing with the dictionary

or th
nd and I
I choose option 3

ed against the dictionary

mber their first na
his is the
saying they have a new phon
unately I can do it right no
e phone
new i

, 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

-Raiser'
re is no easy way to re
ity. I could define up t
rea into districts
logical(Yes/
one, I've dec

e it i
li
r pri
to change their p
trix printers fit this c
will als
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th
you add, view an
red, I can
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date, amoun
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have time to e

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N. YOU CAN EITHER QUIT THE PROGRAM FRO

MESS5,C,60

ng the explanations, press one of 3 keys. "

scree

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

ressed only to Alice. The Fund-Raiser's Assistant gene

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 AI

nge basic information about them(this wo

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

hed with adjectives, so we'll

- save Bob Fran

on't change bas

e send out on

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mistakenl
and see what codes

of campaigns, the contribu

me. I'll leave the
right cou
e number, so I'll choose to
w. I'll choose option 7 to
number
nforma

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

s Assist
cord certain informatio
o 5 character fields, but
. Here I've defin
No) fields.
ided to turn o

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rint modes, such a
lass) or HP Laserjet com
o use th
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M THE NEXT MENU OR CONTINUE EXPLORING T

Sheet1

MESS6,C,60

C"(without the quotes) continues the tour, "

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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.

rates both forms, and you can modify them as desired.

gful to us.

indicate that.

he dictionary

and add or modify adjectives)

rmation.

anted.

ice and Bud Thomas as is

uld return us to the menu we just left w

MESS7,C,60

Q" quits the tour and "H" hides this explana

ith its information recording options).

ess the enter key

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base

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work mailing name to start with Mr.

nklin.

t have to add it.

es.

ives.

leave the entry blank.

klin as is.

ic information

July 15

y

Sheet1

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y type th
are available.

e code as

tions would have been spli

t between a number of camp

first name blank.
ple. I rec
change basic information.
change their phone numbers.
s
tion.

ognize the

code blank
ose option 2 and continue
t on the screen.
is correct.
correct them now.

the silent auction.
mailing

ant for
n that is very importan
right now I have no use
ed a numeric field
I've left the
ff the politic

this par
t to my group. So I wi
for anything besides ethn
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Sheet1

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HE FUND-RAISER'S ASSISTANT. IF YOU HAV

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EN'T WORKED THROUGH THE REPORTS

Sheet1

MESS8,C,60

tion box if it is obscuring a relevant part

MESS9,C,60

of the screen that you want to see.

KOUNTER,N,4,0

If you haven't tried the "H" option to see the full screen, try it now.

"skolars

hip"

aign codes that all stand

for the same thing.

ir address

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ticular

ll define fields for my
icity. If I think of mor
hich will include
mes they star
hose options d

user.
specific purpose.
e later, I'll add them.
that information.
ted with.
on't appear.

inter.

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My printer is HP laser
P Laserj

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e.
d to regular.
jet compatible.
et.

nu

recording money r

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I'll use op

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11.

to save them a

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tion A.
d appear here.
t option B.

s is.

Sheet1

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return to the
having to edit each one to
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hip li
s to add new
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a couple

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RATION, THAT WOULD BE A GOOD PL ONTINUE. THANKS FOR YOUR INTEREST.