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
```

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

MESS2,C,60	MESS3,C,60
r will give you an overview of its features. After read	ing the screen explanations that will appear in this box
s the	introd
NEY RECEIVED lets yo	u record who gave ho
roject which generated this c	ontribution. Using 10 charac
ibutions from the auction, auct_0907 isn't in my	activity dictionary. If I had mistyped an exist
to assign a description to ou	r event. This description wi
part of a larger campaign, perha	ps for an endowment, a building p
was new and need	ed to be added to
we can giv	e an expand
tributions for a number of different organizations. E	ach organization is considered a "client" and each cam
is also ne	w and needs
e date y	ou recei
the person who gav	e the money. Inst
dd Alic	e Thoma
r a spouse,	home address
nd her	spouse
of addresses, one for the home and the other for th	e business. Mail sent to the home may be sent to the
ECTIVES lets us	describe Alice a
nterested in sma	ll business issu
rst time we've	used this adj
nger	des
as we like to describe people.	When we're finished, we just
dit Business	Address let
enter w	hatever
information about Alice and B	ud by selecting from these op
enter the amount of their contribution, the ch	eck number and if it is an in-kind contribution
erify th	is infor
the next contribution.	The last activity is
ter t	he ne
add	him t
add spo	use and
-Raiser's Assistant generated identi	cal home and work salutations and ma
Use adjec	tives lets
rested in small busin	ess. Since that adje
so inte	rested
add fa	mily t
nger	des
hed w	ith t
ding information	. When done, we
t, check number	and in-kind in
s c	orr
record money	received fro
d mail_	0715 to

cript ion f
building fund and I mistak
 dictionary, so I won't add it. I'l
ok at t hem alp

not bldg. Now, all my contr ibutions will be assigned to

as from the Thomase s, but I don't reme
tion 1 because this is the r
er and in-kind information. There is a note on the check
se option 7 to cha
e chang e to th
hem wi th the
 thi s is
all the contri butions I have
 case the contributions I' ve entered would not yet b
formation I've entered before I make it a pe
h of my checks a gainst this info
 so I'll choose to upd ate the contribution h

 are grouped together by activity. This list
he contrib utions rec

ut fund-raising acti vities lets us see h
ee how the Sil
t enter part of
aiser's As sistant fi
iew the report
ibutions, no matter whe n entered. Since we onl
inish t 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
enly think th
l 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

MESS5,C,60	MESS6,C,60
e tour, "Q" quits the tour and "H" hides this box in cas	e it is obscuring a relevant part of the screen below.
scree	n.
response to what act	ivity/program.
be an auction and its date us	ing the format auct_0907.
uld type in a different code. But it's not an er	ror and I want to add it to the dictionary
them more understandable to	the non computer users.
ome other specific purpose. Here	we describe that larger goal.
so the campaign i	s also new.
ion for the	reports.
If you are only keeping track of contributions for on	e client, you would always enter the same code here.
d to the di	ctionary.
contribu	tion.
ou can also enter	a company name.
r datab	ase.
and telepho	ne numbers.
m a cou	ple.
nly to Alice. The Fund-Raiser's Assistant generates	both forms, but they can be modified as desired.
y that is meanin	gful to us.
an adjective to	indicate that.
ll add it to t	he dictionary
tion	.
We can always come back later	and add or modify adjectives)
usiness info	rmation.
ion we w	anted.
we select option 0 - Save Al	ice and Bud Thomas as is
them(this would return us to the menu we just	left with its information recording options)
s correc	t.
correct, we'll just pr	ess the enter key
ntrib	utor
data	base
nformat	ion
s in a formal office, I changed his	work mailing name to start with Mr.
be Bob Fra	nklin.
he dictionary, I won'	t have to add it.
ly issu	es.
adject	ives.
tion	
jecti	ves.
- save Bob Fran	klin as is.
on't change bas	ic information
e send out on	July 15
ctionar	y

e rep	orts
e code for th	at is "bldg"
and see what codes	are available.
ally by	code.
instead of being split betwe	en "building" and "bldg"
me. I'll leave the	first name blank.
recognize the	ir address.
e number, so I'll choose to	change basic information.
phone nu	mbers.
number	s
nforma	tion.
rect	.
e the activity	code blank
manent file. But I'll cho	ose option 2 and continue
abase. I'll look at i	t on the screen.
sure everything	is correct.
re any errors, I could	correct them now.
d in this session from	the silent auction.
y from the	mailing
ng money for our var	ious projects.
tion di	d.
vity cod	e.
oper activ	ity.
screen	.
previous session, they	're all that appears.
ut acti	vities

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