

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

information already included, we will prep  
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MESS4,C,60

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cont

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zip code, we might want people in the s

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Because the people we're

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screen. We can see w

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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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The fifth line of the s

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t your own particular needs. Th

small bi

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ame zip code sorted by name. Zip code

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group of p

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interested in must be b

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adjective defin

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or the users and frees the data entry p

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MESS6,C,60

you can stop the demonstration by pressing

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user supplied when she de

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would be the first sort and name would

n this report.

gives their address,

eople and

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oth Black AND interested

needs. This user needed to tr

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we'll choose option 1

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people to customize the codes to facilli

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file they can mail merge. If your word process  
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skipped over it for t  
are needed), the fields it cont  
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

choose option

but people

the things we prepared now

ports and materials

istic, we'll choose

the criterion). We're interested

jective which denotes an interest

that's what

defined the adjective "small"

ted in small

istor

use zip code order

be the second. We won't use a secondary

This descriptive

phone numbers and a

select another

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

alled it with

tate data entry. We're now finished with

subgroup

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he call I

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

tion 0.

ople.

would include "all people"

il merge to

e option 1 - a sin

ested in option 1 - The presence

t in small business, so we'll choose

at we'll

biz". It is correct, so

all business

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if we were preparing

your sort in this case, so we won't see them

will appear on

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s, we'll choose 3 - a sin

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"black" in business

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use option 1-Add

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We'll choose option  
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ence. Thanks for your interest in T

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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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.	490	510
	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