

HELPTITLE,C,34	HELHELPPFILE,C,12
PROFESSIONAL CARRIER V1.25	
File Management	cust.hlp
Customer List	clist.hlp
Route	ROUTE.HLP
Delivery #	ORDER.HLP
Delivery Type	DELTYPE.HLP
Cost	COSTD.HLP
Payment Method	PAYMENT.HLP
Collection Frequency	FREQ.HLP
Credit	CREDIT.HLP
Late Charges	LT.HLP
Past Due Charges	PSTDUE.HLP
Discount	DISCOUNT.HLP
Comments	COMM.HLP
Edit Customer Info	cust1.hlp
Last Name	LNAME.HLP
First Name	FNAME.HLP
Middle Initial	MINIT.HLP
Street Number	STNUM.HLP
Street Name	ST_NAME.HLP
Appartment Number	APPT_NUM.HLP
City	CT_NAME.HLP
State	STATE.HLP
Zip or Postal Code	ZIP.HLP
Phone Number	PHONE.HLP
Interrupt Delivery	int_del.hlp
Stop Delivery	STOP.HLP
Resume Delivery	RESUME.HLP
Reason for Interruption	REASON.HLP
Street Names	stnames.hlp
Street Name	ST.HLP
City Names	ctyname.hlp
City Name	CITYNZME.HLP
Delivery Type	dtype.hlp
Delivery Type	DELTYPE.HLP
Cost	COSTCD.HLP
Route List	PRLP0000.UEH
Route Letter	RTLET.HLP
Route Description	RTEDESC.HLP
Business History	hist.hlp
Pays At Office History	offhist.hlp
Money Management	mm.hlp
Collections	collect.hlp
Amount Paid	AMTPAID.HLP
Amount Past Due	AMTPST.HLP
Amount Credited	AMTCR.HLP
Paid To	COLPDTO.HLP
Comments	COMM.HLP
Pays At Office Collections	offcoll.hlp
Amount Paid	AMTPAID.HLP
Amount Past Due	AMTPST.HLP
Amount Credited	AMTCR.HLP

Paid To	COLPDTO.HLP
Comments	COMM.HLP
Tips Received	tips.hlp
Week Ending	WKEND.HLP
Tips Received	MADETIP.HLP
Income from Newspaper Office	tips.hlp
Week Ending	WKEND.HLP
Income from Office	INCOFF.HLP
Payments to Newspaper Office	tips.hlp
Week Ending	WKEND.HLP
Payment	PAYMOFF.HLP
Expenses	exp.hlp
Type Of Expense	TEXP.HLP
Date Purchased	EXDATE.HLP
Brand Name	BRAND.HLP
Description	EXDESC.HLP
Where Purchased	WPURCH.HLP
Cost	EXCOST.HLP
Printed Reports	prnrep.hlp
Lists	lists.hlp
Customer List	cuslist.hlp
Route	ROUTLET.HLP
Sort Order	SORTORD.HLP
Double Spaced	DBLSPACE.POP
Collection List	collist.hlp
Route	ROUTLET.HLP
Sort Order	SORTORD.HLP
Double Spaced	DBLSPACE.POP
Telephone List	tellist.hlp
Route	ROUTLET.HLP
Sort Order	SORTORD.HLP
Double Spaced	DBLSPACE.POP
Expenses	exrep.hlp
History	histrep.hlp
Business History	hislist.hlp
Starting Date	STDATE.HLP
Ending Date	ENDDATE.HLP
Office History	ohlist.hlp
Starting Date	STDATE.HLP
Ending Date	ENDDATE.HLP
Invoices	invrept.hlp
Collection Invoices	collinv.hlp
Pays At Office Invoices	collinv.hlp
Labels	labels.hlp
Mailing Labels To Customers	lblauth.hlp
Other Label Printing	labe.hlp
Line 1	MYOW0029.UEH
Line 2	MYOW0030.UEH
Line 3	MYOW0031.UEH
Line 4	MYOW0032.UEH
Line 5	MYOW0033.UEH
Mail Merged Letters	popnote.hlp
Use Customer Database	popnote.hlp

Sheet1

Use Collection Database	PRLP0004.UEH
Use Pays At Office Database	PRLP0005.UEH
User-Defined Reports	zfre.hlp
Printer Setup Utility	prse.hlp
Utilities	util.hlp
Sort Files	fsort.hlp
Color Selection	color.hlp
Renumber Delivery Order	renum.hlp
Route	ROUTLET.HLP
Set Printer Port	setport.hlp
Choose Port	SETPORT.HLP
Set Late Charge	late.hlp
Late Charge	LATECHG.HLP
User's Manual	manual.hlp
Help Topics	F2 HOME0008.UEH
Appointments	F3 appt.hlp
Calculator	F4 popc.hlp
Company Name	F5 SUPP0017.UEH
Carrier Name	YOURNAME.HLP
Street	ADDR.HLP
City,State Zip	CSZIP.HLP
Office Name and Address	F6 SUPP0017.UEH
Carrier Name	YOURNAME.HLP
Street	ADDR.HLP
City,State Zip	CSZIP.HLP

HELPLINE,C,70

HELPSCR,M HELPPROC,HE

Opens a list of options to manipulate your route.

PRLPRO ###

Add/Edit/View/Delete Customer list.

###

Type in the letter of the route for this customer.

CUSTOMR ###

Type in the number to determine the route's delivery order.

Enter the delivery type.

Press <ENTER> to accept the cost.

Select the method of payment for this customer.

Select the frequency of collections and press <ENTER>.

Enter the credit this customer might have.

Modify late charges.

Modify past due money.

Enter the percentage of discount this customer will receive.

Type in any comments pertaining to this customer.

Edit Customer Information.

CUST1 ###

Type in the last name of the customer.

Enter the first name of the customer.

Type in the middle initial of the customer.

Type in the street number.

Enter the street name.

Type in the apartment number, if applicable.

Enter the City, or select from list.

Enter the state abbreviation.

Enter this customer's zip or postal code.

Type in the phone number.

INT\_DEL ###

Enter the date to stop delivery.

Enter the date to resume delivery.

Enter the reason for the interruption.

Add/Edit/View/Delete Street names.

STRNAME ###

Re-type the street name, if not correct.

Add/Edit/View/Delete City Names.

ED\_CITY ###

Type in the name of the city.

Add/Edit/View/Delete Type and Cost of Delivery.

DTYPE ###

Enter the delivery type.

<ENTER> the cost of this type of delivery.

Add/Edit/Delete/View Routes and Route Descriptions.

RTE\_LET ###

Enter the route letter for this route.

Enter a brief description of this route.

View a complete history of your paper route business.

HISTORY ###

View a complete history of the customers who pay at the office.

OFFHIST ###

Keeps track of collections and payments.

###

Mark a collection list.

COLLECT ###

Change the amount the customer paid, if applicable

Press <ENTER> to accept amount past due, or make adjustments.

Press <ENTER> to accept the credit, or type an additional amount.

Enter the date they are paid up to.

Type in any comments pertaining to this customer.

Mark a collection list of customers who paid through the office.

OFFCOLL ###

Change the amount the customer paid, if applicable

Press <ENTER> to accept amount past due, or make adjustments.

Press <ENTER> to accept amount credited, or make adjustments.

Sheet1

Enter the date they are paid up to.		
Type in any comments pertaining to this customer.		
Add/Edit/View/Delete Tips Received This Week.	TIPS	###
Select the Week Ending Date.		
Enter the amount of tips you made this week.		
Add/Edit/View/Delete from the Newspaper Office.	INCOME	###
Select the Week Ending Date.		
Enter the amount of income from the office this week.		
Add/Edit/View/Delete Payments to the Newspaper Office.	PAY_OFF	###
Select the Week Ending Date.		
Enter the amount of payment made to the newspaper office this week.		
Add/Edit/View/Delete all expenses for the business.	EXPENSE	###
Enter the type of expense.		
Enter the date the purchase was made.		
Enter the name of the item purchased.		
Enter a brief description of the expense.		
Enter the place or business where the expense was incurred.		
Enter the cost of the expense.		
View or Print All Reports.		###
View/print the lists reports for this program.		###
View or Print a Customer List.	CUSLIST	###
Enter the route letter.		
Select the sort order of this list.		
Select 'Yes' for double spacing, 'No' for single spacing.		
View or Print Collection List.	COLLIST	###
Enter the route letter.		
Select the sort order of this list.		
Select 'Yes' for double spacing, 'No' for single spacing.		
View or print a telephone list of your customers.	TELLIST	###
Enter the route letter.		
Select the sort order of this list.		
Select 'Yes' for double spacing, 'No' for single spacing.		
View or print expenses.	PREXPEN	###
View/print the history files.		###
View or Print Your Business History.	HISLIST	###
Enter the starting date of the range.		
Enter the ending date of the range.		
View or Print Your Office History.	OHLIST	###
Enter the starting date of the range.		
Enter the ending date of the range.		
View and print invoices to customers.		###
Print invoices from your collection list.	COLLINV	###
Print invoices from your collection list.	OFFINV	###
Print mailing labels to customers or design your own.		###
Mail-merge labels from the author database.	LBLCUST	###
Edit and print your own return address labels.	OTHLBL	###
Type in the first line of this label.		
Type in the second line of this label or leave it blank.		
Type in the third line of this label or leave it blank.		
Type in the fourth line of this label or leave it blank.		
Type in the fifth line of this label or leave it blank.		
Use this option to write mail merged letters.		###
Use this option to write mail merged letters.	LCUST	###

Sheet1

Use this option to write mail merged letters.  
Use this option to write mail merged letters.  
Define and print reports.  
Add/Edit/View/Delete printer configurations.

LCOLL ###  
LOFFICE ###  
###  
###  
###

Packs and re-indexes all databases in this application.  
Change colors and select exploding or fixed windows.  
Renumber the delivery order numbers.  
Enter the route you want to re-number.  
Set printer port.  
Select the printer port.  
This option will set the charge if a customer is past due.  
Type in the amount you charge for past due accounts.  
View or Print the manual.

###  
###  
RENUM ###  
SETPORT ###  
LATE ###  
MANUAL ###  
AD\_HTOP ###  
###  
###  
CARRIER ###

Type in your name to be used on invioeces.  
Type in your address.  
Type in you City, State, and Zip/Postal Code.

OFFINIT ###

Type in your name to be used on invioeces.  
Type in your address.  
Type in you City, State, and Zip/Postal Code.

.LPMAJOR,L