INFO,C,77

TOPIC: PROGRAM DESCRIPTION

StarSearcher(tm) is a CONTACT MANAGEMENT/PRODUCTIVITY system designed for professional entertainers. With StarSearcher, you have instant access to the names, addresses and phone numbers of hundreds of booking agents & industry contacts both American and International. The Shareware Version of StarSearcher comes with a database of 500 industry contacts. Registration only costs \$35.00 US, and with it, the REGISTERED USER receives the latest version of StarSearcher along with a database containing an ADDITIONAL 3500 names of Talent & Booking Agents, and other industry contacts.

StarSearcher is much more than just a database!

StarSearcher contains a built in PHONE DIALER, a TEXT EDITOR for creating letters, and the ability to MERGE DATA from your database to these letters. Letters sent are automatically logged to the contact, as are phone calls, when made using the built in phone dialer.

A Full Featured APPOINTMENT SCHEDULER, with the ability to PRINT 6 MONTH BOOKING CALENDARS, and a TO DO list provide additional functionality. With StarSearcher, keeping track of your career has never been easier!

TOPIC: WHAT'S NEW

Now in it's third release, StarSearcher (v 1.3) has undergone a number of significant changes:

- * StarSearcher will run under Windows 3.1 (tm) Microsoft Corp. as a DOS APPLICATION.
- * StarSearcher v1.3 is FASTER on all counts. User's with slower 8088-80286 machines will notice a dramatic increase in program speed. Ver. 1.3 is as much as 1000% faster on some operations.
- * StarSearcher v1.3 is SMALLER. FREE RAM requirements are now only 570K Some import/export features have been moved to the companion program STARPORT 1.2 which is provided at no cost for registered users.
- * StarSearcher v1.3 now features MOUSE SUPPORT. While not required, a Microsoft (tm) compatible mouse is fully supported.
- * StarSearcher v1.3 PERSONAL DATABASE now supports all of the features of the Master Database, including Contact tracking, Notes, etc.

TOPIC: WHAT'S NEW (Cont.)

- * StarSearcher v1.3 has a greatly improved telephone dialer. COMM PORTS 1-4 are Supported. Dialout is faster and easier than with version 1.1.
- * Context Sensitive HELP has been replaced with an ON-LINE MANUAL.
- * StarSearcher v1.3 provides a SEARCH DATABASE function for any user defined TEXT found in the DESCRIPTION, CONTACT, CITY, COUNTRY or NAME data fields.
- * StarSearcher v1.3 may be configured to provide a `DAY AT A GLANCE' view of appointments while moving around the Appointment Calendar. This option may be turned off for slower computers.
- * StarSearcher v1.3 now supports 8 COLOR PALETTES, selectable from the CHANGE SETUP module.
- * Numerous additional changes have been made to speed up StarSearcher and enhance it's functionality.

TOPIC: SYSTEM REQUIREMENTS

StarSearcher will run on any IBM (tm) compatible computer with at least 560K AVAILABLE RAM and a Harddrive running DOS 3.1 or later. While it will run on an 8088 machine (XT/PC), it's performance, particularly while in the text editor, will be less than satisfactory. A fast 80286 or faster machine is recommended. Under DOS 570K Free RAM is required.

For WINDOWS 3.1 users, StarSearcher & StarPort both are both well behaved when run as a DOS application under Windows. PIF files & ICONS are provided for both applications. See the section called WINDOWS INSTALLATION for more information. An 80386 computer with a Minimum of 2 Megs of RAM is required.

StarSearcher will run on both color and monochrome displays.

StarSearcher will automatically detect the presence of a color monitor, & may be configured to run in any of 8 Color palettes (WHITE/BLUE/RED/CYAN/YELLOW/GREEN/MAGENTA/MONO) which may be selected from the CHANGE SETUP menu selection under the UTILS pulldown menu. Some MONO VGA (Laptop) users may need to manually set their color palette to MONO (under UTILS - SETUP).

If EMS memory is available, StarSearcher will take advantage of this additional memory, using up to 64K.

TOPIC: SPECIAL KEYS

The following are shortcut keys to speed data entry and navigation.

KEY PRESS RESULT

F7 ³ Inserts current TIME into a Description field

ESCAPE KEY ESC 3 Exits out of MENUS, HELP SCREENS, or LOOKUP BOX

³ While in an EDIT SCREEN pressing ESC abandons all

³ changes made to that screen

3

DELETE DEL ³ Delete displayed RECORD or LINE in Appointment book.

3

ARROW KEYS 3 ARROWS moves cursor up/down one line in LOOKUP BOX,

³ moves menu selector up/down or left/right

3

PGUP / PGDN ³ PGUP/PGDN pages forward/backward in LOOKUP BOX

³ PGDN will also jump to the bottom of a data screen

³ On some screens, PGUP/PGDN will skip records.

3

LEFT MOUSE BUTTON ³ Equivalent to pressing the ENTER key to Select item

RIGHT MOUSE BUTTON ³ Equivalent to pressing the ESC key in most areas TOPIC: MENUS

Files Database Schedules Expenses List Mgr Utilities Help StarSearcher v 1.13s

ÉIIIIIIIIIIIII)»

The <- -> arrows will move to the pulldown on either side of the current menu. Each Menu item has a HIGHLIGHTED PICK key for faster access.

NOTE: The ^v characters in this manual refer to UP & DOWN ARROWS.

MOUSE USERS: A block mouse cursor will appear in the menu if a mouse was detected. You may click on any menu selection by moving this cursor to the desired item & pressing the LEFT mouse button. The RIGHT button simulates the ESC key, and will retract/exit from the current menu.

TOPIC: MENUS (Cont.)

All other menus are either horizontal buttons (shown above) or vertical

Check Boxes. The operator may use the UP/DOWN or LEFT/RIGHT ARROWS to move from button to button. When the appropriate selection is highlighted, the operator may press the ENTER key to select that item. Each menu selection has a Highlighted PICK CHARACTER which may be entered on the keyboard to go directly to that selection. Mouse users can click on the desired selection or press the RIGHT MOUSE BUTTON to Quit.

Some menus have up/dn arrows on the right corners. These menus allow the operator to use the PGUP/PGDN keys or mouse click on these arrows to scroll a list box on the screen or to skip records.

The third type of menu is a Check Box. The Up/Down Arrow keys will move the \hat{u} from option to option. Pressing ENTER selects the option with the \hat{u} in it. Pressing ESC abandons the check box. Mouse users may use the Left Mouse button for ENTER and the Right Mouse button for ESC .

TOPIC: EXITING THE PROGRAM

As with any database system, it is very important to exit StarSearcher properly. Files must be closed and data must be written to the hard drive upon exiting the system. Therefore it is important that the operator always exits StarSearcher by Selecting the FILES Pulldown menu and then QUIT.

FAILURE TO USE THIS METHOD CAN RESULT IN LOSS OF DATA.

NEVER TURN OFF THE COMPUTER WHILE THE SYSTEM IS RUNNING!

Some computers utilize a disk caching system that delays the writing of data to the harddrive (Ie. SMARTDRV) until the cache is full. Most of these caching programs allow the operator to turn this feature off. There is a known problem with MS-DOS 6.0 (tm) where some files are not written after exiting an application.

In the event that a power failure occurs while in StarSearcher, some index files may become corrupted. If this occurs, run the UTILS - INDEX REBUILD.

WE STRONGLY URGE ALL USERS OF STARSEARCHER TO MAKE FREQUENT BACKUPS AND WE ENCOURAGE THE USE OF AN UNINTERRUPTABLE POWER SUPPLY (battery backup).

TOPIC: DOS INSTALLATION

StarSearcher comes with an installation program called SETUP.EXE that will copy the appropriate files to the drive and directory of your choice.

You may manually install StarSearcher by creating a subdirectory on the desired drive (we recommend C:\STAR) and then creating a sub-subdirectory called \DATA where all data and index files must be placed.

All .EXE , .COM, .CFG , .FRM, and .LBL files must reside in the C:\STAR directory. The .DBF file PALETTE.DBF must also be placed in this directory.

All other .DBF files must be placed in the \DATA subdirectory.

Additionally, your config.sys file should contain the commands;

FILES = 45 (or greater) BUFFERS= 32 (or greater)

Once installed, StarSearcher may be started by entering the C:\STAR sub directory and typing STAR [ENTER] or STARVGA [ENTER] for VGA computers.

Custom setup of the StarSearcher $\,$ system is accomplished by entering the CHANGE SETUP module in the UTILS pulldown menu.

TOPIC: WINDOWS INSTALLATION

You may also install StarSearcher from within Windows. From the Program Manager, select the FILE pulldown menu. Select RUN and supply the Drive letter and install program name (ie, A:SETUP.EXE).

Once all files are copied to your hard drive you may then create a new program GROUP by selecting NEW from the FILES pulldown menu in the Program Manager. Enter in the group Name (ie, STARSEARCHER) and a Group file name (IE, STARSRCH) or let WINDOWS name it for you.

Click on the New Program Group Icon and MAXIMIZE it. Select the FILE Pulldown menu and select NEW. Select PROGRAM ITEM and click on OK. Under Description type STARSEARCHER. Under Command line type STARVGA.COM. Then type in the WORKING DIRECTORY. The WORKING directory is the directory where you instructed the SETUP program to install StarSearcher (ie. C:\STAR).

You may change the Default MS-DOS icon by selecting one of the Default icons used by the PROGRAM MANAGER or by selecting the STARS.ICO icon provided with StarSearcher and found in the WORKING DIRECTORY.

You should then repeat the steps above with STARPVGA.COM to install the StarPort Utilities program. StarSearcher will now run under Windows.

TOPIC: VGA FONTS & CGA SNOW

VGA monitor users may start StarSearcher by typing STARVGA [ENTER] to use the special VGA FONTS (Note: Some EGA monitors may also work).

The VGA font program (VGAFONT.COM) may be used when using other programs, although no guarantee of compatibility is made by CDC. This VGA font is removed upon exiting StarSearcher, but may be re-activated by typing VGAFONT ENTER . To deactivate this font, issue any video mode (ie, MODE CO80) DOS command.

Some early CGA monitors may produce SNOW during screen writes. This is a common problem, and if you have a CGA monitor, you probably already know if this will be a problem.

If your monitor is plagued with snow you can set the [SNOW ON CGA] to YES in the UTILS - CHANGE SETUP - MISC menu. This will eliminate this snow but will reduce the speed of screen draws.

NOTE: MONO VGA users may need to set their color palette to MONO, manually using the UTILS - SETUP - COLOR menu selection.

TOPIC: STARTING STARSEARCHER

The first time StarSearcher is started after installation, it will Create all of the index files. This will only take a minute or two.

Upon starting StarSearcher, a brief loading screen will appear, followed by the log in screen. When first used, no password is setup, and the operator need only press the [ENTER] key. You may define a password in the UTILS CHANGE SETUP menu.

TOPIC: STARTING STARSEARCHER (Cont.)

A list of all appointments scheduled for the coming week are displayed upon startup. This feature may be turned off under the CHANGE SETUP menu.

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```
ÉÍÍÝ DATE Í TIME ÍÍÍÍ APPOINTMENT ÍÍÍÍÍÍÍÍÍ TYPE ÍÍ DAYŸŸÍÍÍÍ

° 05/29/93 5:00pm NIGHT CRUISE GIG -B- Saturday °

° 05/30/93 5:00pm NIGHT CRUISE -B- Sunday °

° 06/01/93 3:00pm SEA AIR CONDO DANCE -?- Tuesday °

° 06/02/93 3:00pm JAM SESSION @ HUGO'S -?- Wednesday °

° 06/02/93 00pm JAM SESSION @ HUGO'S -?- Wednesday °

° 00pm JAM SESSION @ HUGO'S -?- Wednesday °

° 00pm JAM SESSION @ HUGO'S -?- Wednesday °

° 00pm JAM SESSION @ HUGO'S -?- Wednesday °

° 00pm JAM SESSION @ HUGO'S -?- Wednesday °

° 00pm JAM SESSION @ HUGO'S -?- Wednesday °

° 00pm JAM SESSION @ HUGO'S -?- Wednesday °

° 00pm JAM SESSION @ HUGO'S -?- Wednesday °
```

Appointments scheduled during the next 7 days

Press ENTER or ESC to Continue...

TOPIC: STARTING STARSEARCHER (Cont.)

Files Database Schedules Expenses List Mgr Utilities Help

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The main pulldown menu screen (above) divides the program into 7 separate parts. From here, the power of StarSearcher is at your fingertips!

FILES - Select Database to Use or Quit System

DATABASE - Add/Edit/Print/Search selected database

SCHEDULES - Appointment book, and Calendar

EXPENSES - Daily Expense log, Reports, Phone Log Reports

LIST MGR - To Do Lists and Misc lists

UTILITIES - Index Rebuild, Change Setup, Registration, etc.

HELP - Online Manual & Product Catalog

TOPIC: FILES PULLDOWN MENU

Files Database Schedules Expenses List Mgr Utilities Help

StarSearcher v 1.13s

ÉIIIIIIIIIIIIII

° Master Database ° <= Select Industry Database

°ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ

° Personal Dbf ° <= Select Personal Database

°ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ

° Quit Program ° <= Exit StarSearcher

È[[[[[[[]]]]]]]4

This pulldown menu will allow the operator to switch between the MASTER or INDUSTRY database and the Personal Database. Once selected (the default upon startup is the MASTER DATABASE), all operations are performed on this database.

TOPIC: DATABASE PULLDOWN MENU

The Second Pulldown menu is the Database Menu. Here you will find the modules to help you manage your databases.

```
ÉIIIIIIIIIIIII
O Add/Edit/Tag
O <= Complete Database functions to ADD/EDIT/TAG records</p>
°ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
o Merge to Letters
<= Merge Data from the current Database into Letters</p>
°ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
° Print Labels ° <= Print Labels from the current Database
°ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
° List Database ° <= Print out records in Master/Personal Database
°ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
° Clear All Tags ° <= Remove Tags from currently tagged database records
°ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
o Delete Tagged o <= Delete All database Records with Tags
°ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
° Tickler Report ° <= Tickler report on last contact Date
°ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
o Note(s) Printouto <= Print Notes attached to the current Database</p>
È[[[[[[[[[[[[]]]]]]]]]]4
```

TOPIC: ADD/EDIT/TAG - CONTACTS

° °05/22/93 LETTER # 2 SENT ° ^oName : A Comic Cafe °Address: 1215 Powers Ferry Road o °C/S/Z: Marietta GA 30067 °° 0 0 °Phone # 1 : 1-(404)956-7827 °Phone # 2 : -() -0 0 : Comedy Clb ∘Type 00 0 °Contact:

TOPIC: ADD/EDIT/TAG - CONTACTS (Cont.)

As shown on the previous page, the ADD/EDIT screen consists of three windows, plus a pushbutton menu. The UPPER LEFT window holds the CURRENT ADDRESS RECORD. Beside it is listing of contacts with this addressee, with the most recent shown first. The window above the menu indicates the STATUS of your database, including the total # of records, the order (NAME or ZIP-CODE), and the status of any FILTERS in use.

BROWSE - Pops up a Browse Box (over the CONTACT HISTORY BOX)

ADD - Add one or more records to the Master Database

EDIT - Edit currently displayed record

C'TACT - Add/Edit/Del Contacts manually. Add Notes, Dial Phone, etc.

VIEW - Turn ON/OFF History Display, Change Display Order, Set Filter

TAG - TAG or UNTAG currently displayed record

SEARCH - Pop up a Search Window for user supplied Text.

TOPIC: ADD/EDIT/TAG - CONTACTS (Cont.)

You may move back and forth within the database by pressing the PGUP/PGDN keys or by clicking on the UP and DOWN arrows on the right end of the menu.

The order and/or filter selected using the VIEW option will limit which records are displayed.

On slower machines you may wish to DISABLE HISTORY when moving among records, as showing these contacts will slow system response.

Owners of slower machines may also wish to set DUEL WINDOW DATA DISPLAY to OFF. This will stop StarSearcher from updating the Current Record window while browsing records (See next page).

TOPIC: BROWSING RECORDS

Finding the right record is easy with ÉÍÍÍÿ Jump by Typing A-Z ÿÍÍÍÍ»

The UP/DN arrows move the selection cursor within the box, while PGUP/PGDN advance or backup one full screen. To Select, HIGHLIGHT and press ENTER . To abandon the browse without making a selection, press [ESC]. The previous record will remain on screen. Tagged records have a û next to them. Mouse users can PGUP/PGDN and select a record by double clicking next to it.

TOPIC: ADDING or EDITING RECORDS

0 °Name : ^oAddress: °C/S/Z: O °Phone # 1 : -(Type °Phone # 2 : _-(__ Type 0 0 ^oType °Contact: oSalutation: `Dear 0.0 0 FILTER: ? ° ° °Tagged: N

New records may be added to the database by selecting [ADD]. A blank input screen will appear where you may enter record information. IF [EDIT] is selected, the current record's datafields may be edited. Pressing the [ESC] key while adding a record ABANDONS this record entry. Pressing [PGDN] while Adding or Editing will jump to the end of the record. At a minimum, all records must contain some text in the NAME field.

Aside from the Name/Address information there are fields to describe the type of phone # (Ie, WRK/FAX/CEL), a descriptive Type (Ie, Director), the name of the contact, and a Salutation field for mail merge letters.

TOPIC: FILTERS

Each record may be assigned a 1 character filter code ÉÍAVAIL FILTERSÍÍ» (A-Z). The first 17 (A-R) filters are preassigned and °* NO FILTER ° the records included with StarSearcher are identified °A AFTRA/SAG/EQ ° by these filters. You may add up to 8 (S-Z) additional °B ENT. BUREAUS °

°D CRUISE LINES °

Whenever a FILTER field is presented in StarSearcher °E AMUSEMENT PK ° the operator may enter a [?] and a picking list of all °F FAIR/FEST ° available filters will appear. Highlight the filter °G COMEDY CLUBS ° desired and press [ENTER]. The filter code will be en- °H NIGHTCLUBS ° tered into the field for you. The first selection in °I THEATRES ° this list is always NO FILTER. You may also directly °J SHOW PRODUCR ° enter the filter code (A-Z). °K PERF ARTS °

°L PERSONAL MGR °

Filters may be used to VIEW specific types of records ^oM CASINOS ^o and in the generation of REPORTS or in the EXPORTING of È[[[[[[[[[i]]]]]]]]] data.

Unasigned filters (S-Z) may be assigned `on the fly'. Select any filter with `Not Assigned' from the list and press ENTER. You may then enter a new description. See [CHANGE SETUP] - DEFINE FILTERS for more information. TOPIC: CONTACT HX - [C'TACT]

ÉÍÍÍÍÍŸ CONTACT HISTORY ŸÍÍÍ»

o

Each database record may have an unlimited °05/22/93 LETTER # 2 SENT ° number of CONTACT HISTORY RECORDS. Some of ° ° these records are automatically generated by ° ° the MAIL MERGE and PHONE DIALER modules. You ° ° may manually ADD/EDIT/DEL these records from ° ° the [C'TACT] menu. ° °

Notes may be added to any History record. °

0

Contacts with notes attached are displayed ° ° with a û beside them. Phone calls are high-° ° lighted.

È[[[[[[[]]]]]]]]

o Date : // o Desc :

- ° Û ADD EDIT KILL DIAL NOTE QUIT Û ° °

TOPIC: NOTES

- ° 1 A note of up to 15 lines may be added to any contact history record °
- ° 2 using the built in text editor. This editor is also used for create-°
- ° 3 ing longer (45 line) letters when accessed from the UTILS ADD/EDIT °
- ° 4 LETTERS menu selection

° 5

° 6 This editor features word wrapping, Insert/Typeover modes, Tabs, and °

```
Sheet1
o 7 line/char deletion.
o 8
٥.
                                 o
                                 o
0
                                 o
° 0[...5...10...15...20...25...30...35...40...45...50...55...60...65...]0°
o PGDN PGDN Next/Prev Scrn F8 Delete Line
                                      INS Toggle Insert o
O HOME END Start/End Line DEL Delete Char
                                      F4 Center Text
o F5 Close Up Paragraph
                     ESC Exit/Save
Typeover mode
                    NOTE EDITOR
                                       Screen 1 of 1
TOPIC: DIAL
<sup>o</sup>Name : A Comic Cafe
                          °°05/29/93 1(404)956-7827 @13:20°
<sup>o</sup>Address: 1215 Powers Ferry Road
                             0005/22/93 LETTER # 2 SENT 0
°C/S/Z: Marietta
                GA 30067
                                          o
°Phone # 1 : 1-(404)956-7827
°Phone # 2 : -( ) -
                         00
<sup>o</sup>Type
       : Comedy Clb
°Contact:
                     00
<sup>o</sup>Salutation: `Dear
                                        o
                  :'(Optional)00
                TAGGED: N ºº
°Filter : G
```

o o (û) 1-(404)-956-7827

QUIT Û °() 956-7827 ° Û 1ST# 2ND# \circ $\hat{\mathsf{O}}$

TOPIC: DIAL (Cont.)

The Dialer function requires that a Hayes (tm) compatible modem be installed (1200 baud or faster) attached to either the COM1/COM2/COM3 or COM4 serial port and you must have set your COM port using the CHANGE SETUP menu.

When Selecting a number to dial, three formats are displayed. Use the <-> keys or Mouse to select the proper format. This feature allows the program to dial local or long distance numbers.

Once dialed, the operator is instructed to pick up the receiver and is given the option of logging this call. In the event of a wrong number or of

no answer, the operator can direct that no record will be created.

You may disconnect the modem after picking up the receiver by pressing any key after the [PRESS ANY KEY TO DISCONNECT] prompt appears. Disconnecting the modem will not hang up the phone as long as you have picked up the receiver.

NOTE: Users upgrading from StarSearcher v1.11. This dialer no longer requires the shelling out to DOS to access the modem. This change not only speeds up the dialing process, it also allows users with as little as 570 K of Free RAM to use this feature.

TOPIC: VIEW

The [VIEW] option provides one way to alter the way in which records are displayed. Four option screens will appear. You choices are : SHOW/DISABLE HISTORY, ALL/TAGGED RECORDS, NAME/ZIPCODE ORDER, and FILTER ON/OFF.

```
ÉIIIIIII CHANGE VIEW IIIIIIIII)»
ÉÍÍÍÍÍÍÍÍ CHANGE VIEW ÍÍÍÍÍÍÍÍ»
o
  CONTACT HISTORY DISPLAY
                                  RECORD DISPLAY TYPE
o
o
   () SHOW HISTORY
                              () ALL RECORDS
o
                               (û) TAGGED RECORDS
   (û) DISABLE HISTORY
0
o
                                  o
0
  Use ^v to Move Selector °
                            Use ^v to Move Selector °
°{ENTER} Selects {ESC} Abandons°
                              °{ENTER} Selects {ESC} Abandons°
```

You may also toggle between ALL RECORDS and TAGGED Records by pressing the TAB key when at the horizontal bar menu. If a FILTER is in effect it will be retained. If no tagged records are available ALL RECORDS will be displayed.

TOPIC: VIEW (Cont.)

```
ÉIIIIIII CHANGE VIEW IIIIIIIIIIIIII
                                ÉIIIIIIII CHANGE VIEW IIIIIIIII)»
o
0
   RECORD DISPLAY ORDER
                                       RECORD FILTER SETTINGS
0
0
    (û) NAME ORDER
                                   (û) SET FILTER ON
0
                                    () SET FILTER OFF
    () ZIP CODE ORDER
o
o
                      0
                           SET FILTER TO: ?
0
                  0
  Use ^v to Move Selector

    Use ^v to Move Selector

°{ENTER} Selects {ESC} Abandons°
                                    °{ENTER} Selects {ESC} Abandons°
```

È[[[[[[[[[[[[[[[[[]]]]]]]]]]]]]]]/4 È[[[[[[[[[[[]]]]]]]]]]]]]/4

Setting the FILTER ON and SET to [A] will allow only records with the [A] filter to be displayed

Views may be changed as often as desired. All view options reset to their default values (CONTACT HISTORY ON/NAME ORDER/NO FILTER) when you exit this module.

TOPIC: SEARCH

New to version 1.13 is the ability to search for records that contain a user specified string or text. To find all records with the city CHICAGO the operator selects the CITY field and enters `CHI' in the Search Field.

The program will scan all records, stopping at each match. The operator may continue the search, tag the record and continue, or quit the search.

```
ÉIIIIIIIII SEARCH MODE IIIIIIIIII ÉIIIIIIIII SEARCH MODE IIIIIIIIII
° SELECT FIELD TO BE SEARCHED
                                   Search City Field
0
                                           0
    () Description
                       Find :CHI
0
    () Contact
                  0 0
                                   0
0
                 0 0
                                  o
    (û) City
                  0 0
                                   0
0
    () Country
0
    () Name
О
               0 0
                     Enter Text to Find
   Use ^v to Move Selector
° ENTER Selects ESC Abandons ° ° Press ENTER on BLANK to Exit °
TOPIC: MERGE LETTERS
 Files
       Database Schedules Expenses List Mgr Utilities Help
 ÉIIIIIIIIIIIIII
              StarSearcher v 1.13s
 o Add/Edit/Tag
 => ° Merge to Letters° ° Sample Letter
                                    # 13 °
 ° Print Labels ° °
 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
 o List Contacts o o
                                 o
 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
                                        o
 ° Clear All Tags ° °
 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
 o Delete Tagged o o
 o Tickler Report o
 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ Mail merged letters may be printed from the Master
```

A series of questions will be asked, starting with which letter template to use.

TOPIC: MERGE LETTERS

ÉIIIIIIII MAIL MERGE IIIIIIIII)» You will be asked next which records o to merge (TAGGED,by FILTER, or ALL) & o in what order to print. (û) TAGGED RECORDS () BY SINGLE FILTER During the printing of letters this o () ALL RECORDS ÉIIIIIIIIIIIIIIIIIIIII (û) NAME ORDER Printing... ESC to Pause () ZIPCODE ORDER È[[[[[[]]]]]]]4 message will appear. If a printer jam o occurs or if you run out of paper, you o Use ^v to Move Selector ° ENTER Selects ESC Abandons ° may pause the printout. È[[[[[[]]]]]]]

You will then be given the choice of resuming this printout or to quit. If you elect to quit, you will have the option of restarting this printout without printing previously printed letters. To restart, reenter the printout parameters, previously printed items will be skipped. A contact record will be generated for each letter printed.

If you elect to resume a printout and then change your mind you will need to go to the UTILS - PRINT-JOB RESET menu to clear the unfinished printjob.

TOPIC: PRINT LABELS

```
ÉIIIIIIIIIIIIII)»
 o Add/Edit/Tag
 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ ÉIIIIIIIIII PRINT LABELS IIIIIIIIII)»
 Merge to Letterso
 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ°
                         (û) TAGGED RECORDS
=> ° Print Labels ° °
                   () BY SINGLE FILTER
 () ALL RECORDS
 o List Contacts o o
 (û) NAME ORDER
 ° Clear All Tags ° °
                   () ZIPCODE ORDER
 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ°
 ° Delete Tagged ° °
                    (û) PRINT ALIGNMENT LABEL °
 () SKIP ALIGNMENT LABEL °
 ° Tickler Report ° °
 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ°
                         Use ^v to Move Selector
 ° Note(s) Printout° ° ENTER Selects ESC Abandons °
```

As with Mail Merge Letters, mailing labels may be generated. No contact history records are gener-

ated by the printing of labels. You may halt the printing of labels by pressing the ESC key.

TOPIC: LIST CONTACTS

Contacts Schedules Expenses List Mgr Personal Utils Quit

ÉIIIIIIIIIIIII StarSearcher v 1.13s Add/Edit/TagOutput< o Merge to Letterso o °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ° (û) TAGGED RECORDS ° Print Labels ° ° () BY SINGLE FILTER °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ () ALL RECORDS => ° List Contacts ° ° °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄİ (û) NAME ORDER ° Clear All Tags ° ° () ZIPCODE ORDER ° Delete Tagged ° ° Use ^v to Move Selector ° ºÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ º ENTER Selects ESC Abandons º °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ

TOPIC: CLEAR ALL TAGS

Files Database Schedules Expenses List Mgr Utilities Help

ÉIIIIIIIIIIIIIIII StarSearcher v 1.13s ° Add/Edit/Tag ° °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ ÉÍÍÍÍÍÍÍÍÍ WARNING!ÍÍIÍIÍÍ)» o Merge to Letterso o °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ ° You are about to CLEAR ALL EXISTING ° ° Print Labels ° ° RECORD TAGS. Doing so will CLEAR ° °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ° 31 tags. No records will be harmed.° o List Contacts oo °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ ° If you wish to proceed, type CLEAR ° => ° Clear All Tags ° ° below. Any other response will cancel° °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ° this request o Delete Tagged o o °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ° o Tickler Report o o o Note(s) Printouto by selecting [CLEAR ALL TAGS].

TOPIC: DELETE TAGGED

```
ÉIIIIIIIIIIIII
                StarSearcher v 1.13s
 o Add/Edit/Tag
 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ° ÉÍÍÍÍÍÍÍÍÍÍ W A R N I N G ! ÍÍÍÍÍÍÍÍÍÍ»
 o Merge to Letterso o
 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ ° You are about to DELETE ALL TAGGED °
 ° Print Labels ° ° RECORDS. This will permanently Delete°
 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ° 21 records.
 o List Contacts oo
 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ ° If you wish to proceed, type DELETE °
 ° Clear All Tags ° ° below. Any other response will cancel°
 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ° this request
=> ° Delete Tagged ° °
 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ°°
                                                  0
 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
 <sup>o</sup> Note(s) Printout<sup>o</sup> Note: This option PERMANENTLY DELETES ALL TAGGED
 È[[[[[[[[[[[]]]]]]]]]]/4
                   RECORDS FROM THE CURRENT DATABASE! Do not
                 use this unless you are sure you want this
                 to happen.
TOPIC: TICKLER REPORT
               Contact Tickler List
ÉIIII Contact Search Parameters IIIIII» ÉIIIIIII SCANNING RECORDS IIIIIIII»
o Last Contact (in Days): 180
                        Record #
                                    1
o P)rinter or S)creen : P
                          00
o Filter (A-Z, Blank) :?
                                   Please
                              Wait...
<sup>o</sup>Use PAUSE key to Stop Screen Listing<sup>oo</sup>
<sup>o</sup>StarSearcher can prepare a list of those people with whom you have logged<sup>o</sup>
oa contact in the past. This list may be extracted based on the number ofo
odays since your last contact, and by any of the 26 filters. This reporto
omay be sent to the screen or to your printer.
```

Database Schedules Expenses List Mgr Utilities Help

This tickler report provides the Contact Name, Last Date Contacted, Type of Contact (Letter/Call/Etc.) and the # of days since the last contact.

TOPIC: NOTES PRINTOUT

Files

Contact Notes Report

ÉIIIII Note Search Parameters IIIIIIII » ÉIIIIIIII SCANNING RECORDS IIIII » o Oldest Date: 04/29/93 0 0 0 o o Record# o Newest Date : 05/29/93 0 0 0 0 0 o Tagged Only: N 0 0 Please o Filter :? 0 0 Wait... 0 0

TOPIC: SCHEDULES

Files Database Schedules Expenses List Mgr Utilities Help

ÉIIIIIIIIIIIII

- ° Appointments ° <= Appointment Calendar
- °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
- ° Calendar Views ° <= View 6 MONTH CALENDAR 5 WAYS
- °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
- ° Set Apps by Date° <= ADD MULTIPLE APPOINT. BY DATE
- °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
- o Del Apps by Dateo <= DEL MULTIPLE APPOINT. BY DATE
- °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
- ° Print Schedule ° <= PRINT A 6 MTH BOOKING SCHEDULE È!!!!!!!!!!/4

All appointments and scheduling tasks are handled using the third pull down menu.

TOPIC: APPOINTMENTS

APPOINTMENT CALENDAR

[°]StarSearcher can prepare a listing of all notes stored within a specified°

[°]date range. You may print either ALL NOTES or NOTES FROM TAGGED CONTACTS°

[°]ONLY. You may also specify a FILTER. Due to the processing time required,°

othis report is only available as a printed report.

```
0 3 1 3 2 3 3 3 4 3 5 3 6 0 0
0 0
0 7 3 8 3 9 3 10 3 11 3 12 3 13 0 0
0 0
° 14 3 15 3 16 3 17 3 18 3 19 3 20 ° °
0 0
° 21 <sup>3</sup> 22 <sup>3</sup> 23 <sup>3</sup> 24 <sup>3</sup> 25 <sup>3</sup> 26 <sup>3</sup> 27 <sup>° °</sup>
0 28 3 29 3 30 3 3 3 0 0
0 0
0 3 3 3 3 3 0 0
                   0
00
               0
                              0 0
                   0
                              0 0
CURSOR KEYS or MOUSE to SELECT DATE °
                                              0 0
                    ENTER APPOINTMENTS
TOPIC: APPOINTMENTS (Cont.)
      o Appointments for Monday November 15th, 1993 o
      ÉÍTimeÍÍËÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍType» ÉÍTimeÍÍËÍÍÍIÍIÍIÍIÍIÍIIIType»
o 1:00amo
                 o o 1:00pmo
                                    0
° 2:00am°
                 o o 2:00pmo
o 3:00amo
                 o o 3:00pmo
                                    0
                                    o
o 4:00amo
                 o o 4:00pmo
                                    o
o 5:00amo
                 o o 5:00pmo
                 o o 6:00pmo
o 6:00amo
o 7:00amo
                 o o 7:00pmo
o 8:00amo
                 o o 8:00pmo
o 9:00amo
                 o o 9:00pmo
                  o o10:00pmo
°10:00am°
                  o o11:00pmo
°11:00am°
```

Types: [A] APPOINTMENT [B] BOOKING [?] TENTATIVE BOOKING or [BLANK]

A ° °MIDNITE°

Each day can hold 24 appointments or bookings. You may use the [HOME] key to clone the previous time slot, while the [DEL] key deletes the currently highlighted time slot.

TOPIC: APPOINTMENTS (Cont.)

° NOON °LUNCH WITH JOHN

Entries in the Appointment Calendar may be classified by 1 of 4 codes. Code [A] is reserved for APPOINTMENTS while Code [B] is reserved for BOOK-INGS. A [?] signifies a TENTATIVE BOOKING. This should be used when you do not wish to completely rule out scheduling a booking for this date, but may have plans that could be changed. Finally, a Blank Code is used when an entry is none of the above. This is particularly useful for putting notes or reminders in the calendar.

These Appointment codes are used when generating Calendar Views or when printing a BOOKING SCHEDULE.

Adding or Deleting Appointments that span more than one day are easily handled using the [SET APPS BY DATE] and [DEL APPS BY DATE] menu selections in the [SCHEDULE] pull down menu.

When working in this Daily appointment mode, the [HOME] key clones the previous time slot's contents to the current slot. The [DEL] key deletes a time slot's entry. The [TAB] key and <-> keys move from the AM to PM side of the book.

```
Pressing [ESC] returns to the Monthly Appointment Calendar Screen.
TOPIC: CALENDAR VIEWS
o May
                                           1993
                                                                June
                                                                                                           1993
                                                                                                                                                                       1993°
                                                                                                                                   July
° Su Mo Tu We Th Fr Sa Su Mo Tu We Th Fr Sa
                                                                                                                                                                       Su Mo Tu We Th Fr Sao
                                          1
                                                                      1 2 3 4 5
                                                                                                                                          1 2 3°
                                                                      6 7 8 9 10 11 12 4 5 6 7 8 9 10°
° 2 3 4 5 6 7 8
° 16 17 18 19 20 21 22 ÉIIIIIIIIDISPLAY OPTIONSIIII 19 20 21 22 23 24°
° 23 24 25 26 27 28 29 °
                                                                                                                                  ° 26 27 28 29 30 31°
° 30 31
                                                     ° (û) STANDARD CALENDAR
                                                                                                                                                    o tober

    August

                                             1993 ° () ALL BOOKINGS
                                                                                                                                                                                         1993°
° Su Mo Tu We Th Fr Sa ° () APPOINTMENTS
                                                                                                                                                             o Mo Tu We Th Fr Sao
° 1 2 3 4 5 6 7 ° () TENTATIVE BOOKINGS °
° 8 9 10 11 12 13 14 ° () ALL DAYS WITH ACTIVITY ° 4 5 6 7 8 9°
° 15 16 17 18 19 20 21 °
                                                                                                                                 ° 11 12 13 14 15 16°
24 25 26 27 28 29 30°
° 29 30 31
                                                                   26 27 28 29 30
                                                                                                       31
Û SELECT VIEW
                                                                      ADVANCE 6 MTHS GO BACK 6 MTHS
                                                                                                                                                                                                                       OUIT Û
  MASTER DATABASE
                                                                                                                                                           MEMORY:119744
TOPIC: SET APPS BY DATE
                                             Set Appointments by Date Range
° ° MARCH
                                                                                                                                                  1994°
°START TIME (le. 1200):
                                                                                                °° SUN MON TUE WED THU FRI SAT°
                                                                                                °END TIME (le. 1400):
                                                                     00 3 3 1 3 2 3 3 3 4 3 5 0
°START DATE: 03/24/94
                                                                                                   ^{\circ} 
                                                                                                        ºENDING DATE: 03/24/94
                                                                    ^{\circ} 
                                                                                             °DESCRIPTION:
                                                                    00203213223233243253260
```

The calendar on the right is controlled by pressing either PGUP or PGDN while in any data entry field. This calendar is replaced by status box once the process of adding appointments begins. If there are any existing appointments that would conflict with the ones being generated you will be notified and given the option to overwrite the existing appointment.

TOPIC: DEL APPS BY DATE

° ° MARCH 1994° °START TIME (le. 1200): °° SUN MON TUE WED THU FRI SAT° °END TIME (le. 1400): 00 3 3 1 3 2 3 3 3 4 3 5 0 °START DATE : 03/24/94 00 63 73 83 93103113120 °ENDING DATE: 03/24/94 ° STOP! DELETE REQUESTED ° ° 27 3 28 3 29 3 30 3 31 3 3 ° ° ALL CORRECT? YES NO QUIT ° È[[[[[[[[[[[[]]]]]]]]]]]]/4

Appointments may also be removed over a span of days by using this module. Once again, the calendar on the right may be controlled by pressing PGUP or PGDN while in any data input field.

TOPIC: PRINT SCHEDULE

Files Database Schedules Expenses List Mgr Utilities Help

É	iiiiiiiiiii Schedule Pr	intout [[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[[
o Start Date :	: 05/01/93	0	
o Comment	·		0
o Comment	·		0
0		0	
	ÍÍÍÍÍÍÍ Print Schedule NT SCHEDULE (Co	e ? (Y/N): Y	

One of the most useful facets of the StarSearcher appointment calendar is the ability to print out BOOKING SCHEDULES on a single sheet of paper, that span 6 months at a time.

This booking schedule displays, at a glance, those dates where you are already booked by placing a block on that date. On Days where a TENTATIVE BOOKING exists, a double question mark ?? appears.

With this feature you can send an updated availability schedule to your agent (or family) every month. Armed with this schedule, you will always know if you are available for a booking. NOTE: APPOINTMENTS ARE NOT SHOWN, ONLY BOOKINGS or TENTATIVE BOOKINGS.

Two versions of this report are available. The standard version uses the extended ASCII character set to produce boxes and lines, while a second version uses only the lower ASCII character set. Not all printers support this extended ASCII set. If your's does not, use the CHANGE SETUP menu selection to change to the NON IBM ASCII printer setting.

TOPIC: PRINT SCHEDULE (Cont.)

YOUR NAME GOES HERE YOUR ADDRESS GOES HERE

1 2 °° 1 2 3 4 5 6 ??

•• •• •• •• •• •• 8 9 •• •• •• ••

•• •• 13 14 15 16 17 •• ?? ?? ?? ?? ?? ??

18 19 20 21 22 23 24 22 23 24 25 •• •• ••

25 26 27 28 29 30 31 •• •• ••

(Note : The complete printout covers 6 months per page)

TOPIC: EXPENSES

ENTER EXPENSES

Files Database Schedules Expenses List Mgr Utilities Help

> StarSearÉIIIIIIIIIIIIIIIIIIIIIIII Log Expenses °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ o Expense Report o °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ ^o Phone Log È[[[[[[[]]]]]]]4

The tracking and reporting of travel related expenses are handled using the fourth pulldown menu. From here you can enter daily expenses, print the expense report, and produce a telephone log report.

```
TOPIC: LOG EXPENSES
        EXPENSE DATA ENTRY
ONOVEMBER
           1993 ° ° TIME
                   EVENT
                          TYPE°
°ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÖ° NOON°LUNCH WITH JOHN
                                       ^{0}A^{0}
0 3 1 3 2 3 3 3 4 3 5 3 6 0 0
0 0
0 7 3 8 3 9 3 10 3 11 3 12 3 13 0 0
0 0
° 14 ³ 15 ³ 16 ³ 17 ³ 18 ³ 19 ³ 20 ° °
                                0 0
° 21 3 22 3 23 3 24 3 25 3 26 3 27 ° °
0 0
0 28 3 29 3 30 3 3 3 3 0 0
0 3 3 3 3 3 0 0
           0
0 0
                   0 0
                             0 0
CURSOR KEYS or MOUSE to SELECT DATE °
```

```
TOPIC: LOG EXPENSES (Cont.)
°DAILY EXPENSES FOR 05/29/93
                                BUSINESS PURPOSE SEA AIR CONDO
°° TAXI/BUS FARES 0.00
                          ° °ENTERTAINMENT
<sup>∞</sup> AUTO RENTAL FEES 45.00
                             o oPLACE
                                           SEA GRILL BAR °°
<sup>∞</sup> AUTO MILEAGE $
                    0.00
                          ° °NATURE OF EXPENSE DINNER & DRINKS °°
<sup>∞</sup> AIRFARE/TRAIN/ETC 0.00
                            ° °PERS. ENTERTAINED J.SMITH/M.JONES °°
<sup>∞</sup> PARKING EXPENSES 5.00
                             ° °PURPOSE
                                             NEGO NEW BOOKING **
<sup>∞</sup> TOLLS/FEES
                 0.00
                         ° È[[[[[[[[]]]]]]]]
                         ° ÉIIIIIIII PHONE EXPENSE IIIIIIII»°
00 GAS/OIL/MISC
                 12.00
°ÉÍÍÍÍÍÍÍÍÍÍ LODGING ÍÍÍÍÍÍÍÍÍÍÍ)» °PHONE #3 0.00 FAX
                                               4.50 00
                             ° È[[[[[[[[]]]]]]]]
<sup>∞</sup> LODGING EXPENSE
                     44.00
°È!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!/¼
°ÉIIIIIIIIII MEALS IIIIIIIIIII)» ÉIIIIIIIII MISC EXPENSES IIIIIIIII)»
<sup>∞</sup> BRKFST 6.50 DINNER 12.00 ° °MISC #1 6.00 DESC : BANJO STRG<sup>∞</sup>
<sup>∞</sup> LUNCH
          5.00 OTHER 0.00 ° °MISC #2 0.00 DESC:
oo TIPS
                     ° °MISC #3 0.00 DESC :
        3.00
°È[[[[[[[[[[[[[]]]]]]]]]]]]/4 È[[[[[[[[]]]]]]]]]
TOPIC: EXPENSE REPORT
  Files
        Database Schedules Expenses List Mgr Utilities Help
              StarSearÉIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
                 ° Log Expenses °
                 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
                => ° Expense Report °
                 °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
                0
                     EXPENSE REPORT BY DATE
                ° DATE RANGE: 04/29/93 -> 05/29/93
                             É
This expense report requires o S)creen or P)rinter: P o128 col Reporto
                                    °Will wrap on °
a printer that can print 128 °
columns of text. The screen o Print Report (Y/N) : Y oScreen Displayo
report will wrap long lines.
                                    È[[[[[[[[[[[[[1]]]]]]]]]]]
                ° Use PAUSE key to Stop Screen Listing °
```

È[[[[[[[[]]]]]]]]]

TOPIC: PHONE LOGS

Files Database Schedules Expenses List Mgr Utilities Help

TOPIC: LIST MANAGER

Files Database Schedules Expenses List Mgr Utilities Help

This fourth pulldown menu provides access to StarSearcher's list manager modules. Two different types of lists are supported.

First, the TO DO list allows the operator to maintain a date sensitive list of items to be accomplished. As items are satisfied, they are removed from the list.

The second type of list is a generic list of items, such as packing lists or song lists. Up to 26 different lists may be maintained.

```
TOPIC : TO DO LIST

TO DO LIST

Ö DATE DUE ÍÍÍÍ DESCRIPTION ÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍ

O O O
```

0

° DATE DUE: 05/29/93

° DESCRIPT: CALL JIM ABOUT POSSIBLE BOOKING IN ATLANTIC CITY °

TOPIC: TO DO LIST (Cont.)

The TO DO list has two views. The first is for UNSATISFIED ITEMS DUE ON or BEFORE THE CURRENT DATE and the second is for ALL UNSATISFIED ITEMS. To change the current view select VIEW. This will toggle the view.

To add an item (see previous screen) select ADD and fill in the date & description.

Items may be satisfied (or just deleted) by selecting SATISFY and highlight the desired item. Press [ENTER] to satisfy. If you decide not to Satisfy an item, press [ESC].

Items may also be edited using the same highlight & select procedure.

A TO DO LIST report may be printed by selecting REPORT.

When exiting this module, all items satisfied are removed.

TOPIC: DEFINE LISTS

A Not Defined
B Not Defined
C Not Defined
D Not Defined
Q Not Defined
D Not Defined
E Not Defined
R Not Defined
F Not Defined
S Not Defined

\sim	ı_	_	_ 1	. 1
	n	е		

0	G Not Defined	T Not Defined	0
0	H Not Defined	U Not Defined	0
0	I Not Defined	V Not Defined	0
0	J Not Defined	W Not Defined	0
0	K Not Defined	X Not Defined	0
0	L Not Defined	Y Not Defined	0
0	M Not Defined	Z Not Defined	0

TOPIC: MISC LISTS

MISC LISTS

° WHITE SPORTS COAT

° 3 LINEN SHIRTS ° 6 PAIR SOCKS °

o o o

È[[[[[[[[[[[[[]]]]]]]]]]]]]

o

A typical list is shown above. The current list is displayed in the middle box, while list items are displayed in the upper box. The PGUP/PGDN keys or clicking the mouse on the ^v scrolls the list up and down.

TOPIC: MISC LISTS

[°]You may define up to 26 different lists within StarSearcher. These lists ° °can contain any information you desire. Some possibilities include pack-° °ing lists for various climates, equipment check lists, or song sets for °

[°]different acts. Each list may contain an unlimited number of items. \Box

TOPIC: MISC LISTS

0

Items may be added, edited, or deleted to any of the 26 lists.

```
TOPIC: INDEX REBUILD
        Database Schedules Expenses List Mgr Utilities Help
 Files
            StarSearcher v 1.13s
                              ÉIIIIIIIIIIIIII
                        o Index Rebuild o<=
                        °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
      °°ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
          PLEASE WAIT
      o
                       o o Add/Edit Letterso
      0
                            °°ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
          REBUILDING
                       o o Print-Job Reset o
                           \circ \circÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ
            INDEXES
```

COMPLETED

oo Registration o

° È[[[[[[[[[]]]]]]]]/4

If your files are damaged by a power outage or any other cause, they may often be fixed by Rebuilding the indexes. Rebuilding indexes also removes records marked for deletion, improving performance and reducing the size of your data files.

TOPIC: CHANGE SETUP

° PASSWORD : QUIET MODE :Y °

° PRINTER PORT : LPT1 LPT1/LPT2/COM1/COM2

OUSE IBM CHAR SET: Y N' If printout lines are `garbage' Output Tours Bulgues (A.1.)

° COMM PORT (0,1-4): 2 0 for none TOUCH TONE PHONE? (Y/N):Y °

° ELIMINATE SNOW ON OLDER CGA MONITORS (Y/N) : N °

° {ENTER} REQUIRED TO CONFIRM DATA FIELD ENTRY (Y/N) : N

° DISPLAY NEXT 7 DAY'S APPOINTMENTS ON STARTUP (Y/N) : Y

0

° ENABLE DUEL WINDOW DATA DISPLAYS (80386 Recommended) : Y

° MOUSE CLICK SENSITIVITY (1) 8088 (3) 80386 (5) 80486: 5

Above is the 1st of 5 setup screens for StarSearcher, accessed under the MISC setup menu selection.

TOPIC: [CHANGE SETUP] - MISC

PASSWORD: This is entirely optional. If you choose to password protect your program enter any 6 character password in this field.

You should write this password down and file it.

QUIET MODE: Select Y if you do not wish StarSearcher to use warning beeps.

PRINT PORT: Most users will enter LPT1.

IBM CHAR: If your printer DOES NOT SUPPORT the IBM extended Printer char. set answer N.

COMM PORT: Comm port your modem is connected to.

DUEL DATA: StarSearcher can refresh more than one screen at a time when browsing records in ADD/EDIT/TAG or when using the Appointment/

Expense Calendar. Recommended for Fast Machines only.

MOUSE SET: If you are using a mouse you can adjust the click sensitivity by entering a number between 1 (Slow Machine) and 5 (Very Fast Machine)

TOPIC: [CHANGE SETUP] - PALETTE

```
ÉÍÍPALETTE SELECTIONÍÍÍÍ»

° () White Palette °

° (û) Blue Palette °

° () Red Palette °

° () Cyan Palette °

° () Magenta Palette °

° () Green Palette °

° () Yellow Palette °

° () Mono Palette °

ÈÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍÍ/Í⁄4
```

StarSearcher has 8 separate color palettes to choose from. The default is WHITE. StarSearcher will usually detect a monochrome monitor, and set the palette to MONO. If this does not happen, you will have to manually set the palette. Some monochrome laptop displays can handled various shades of grey and can work with some of the color palettes. You may wish to experiment by choosing different color palettes.

Palette changes made here do not take effect until you exit StarSearcher and then return.

TOPIC: [CHANGE SETUP] - SELECT PRINTER

```
ÉÍÍÍŸ AVAILABLE PRINTERS ŸÍÍÍ» StarSearcher has built in support for well
° 1 * USER DEFINED PRINTER *° over 100 different printers. Simply find
° 2 AMSTRAD DMP3000
                          o your printer in the list box, highlight it
O 3 APPLE IMAGE WTR
                          o and press [ENTER].

<sup>o</sup> 4 APPLE LASER WTR

                          0
° 5 BROTHER DM40 DP
° 6 BROTHER DM40 WP
                          o It may take a few seconds to read and con-
° 7 BROTHER DX-15XL
                         o vert the PRINTER.CFG file.
° 8 BROTHER HR-40
° 9 BROTHER HR-5
                        <sup>o</sup> The default setting is an IBM PROPRINTER.
° 10 BROTHER IF-50
ÉÍÍÍIÍÍCURRENTLY SELECTEDÍÍIÍ» the next section - DEFINE PRINTER.
<sup>o</sup> 55 IBM PROPRINTER
È[[[[[[]]]]]]]
```

TOPIC: [CHANGE SETUP] - DEFINE PRINTER

If you were unable to find your particular printer in the printer list, you have two options. First, you should check your printer manual to see if your printer EMULATES any of the printers listed. Most printers emulate IBM or EPSON printers. If so, select one of these. Failing that, you can define your own printer setup by entering the printer strings found in your printer manual for the following printer functions;

STANDARD PRINT - COMPRESSED ON - COMPRESSED OFF - NLQ / BOLD

TOPIC: [CHANGE SETUP] - DEFINE FILTERS

```
° A AFTRA/SAG/EQ
                       N MEDIA
° B ENT. BUREAUS
                       O RECORD COMPANY
° C CASTING DIR.
                      P MUSIC PUBLISH
O D CRUISE LINE
                      Q RECORD PRODUCER
° E THEME PARKS
                       R MISC
                      S NOT ASSIGNED
° F FAIRS/FESTS
° G COMEDY CLUBS
                        T NOT ASSIGNED
° H NIGHTCLUBS
                      U NOT ASSIGNED
° I THEATERS/VENUE
                        V NOT ASSIGNED
<sup>o</sup> J SHOW PRODUCER
                        W NOT ASSIGNED
° K PERF ARTS
                     X NOT ASSIGNED
° L PERSONAL MGR
                        Y NOT ASSIGNED
                     Z NOT ASSIGNED
O M CASINOS
```

NOTE: The database supplied with StarSearcher already has these filters assigned. We recommend that you do not change filters A-R.

The filter file is shared between the MASTER and PERSONAL databases and changes to the filter file will be reflected in either database.

TOPIC: ADD/EDIT LETTERS

ADD/EDIT LETTERS

ÉÍÍÍÍÍÍÍÍÍÿÿLETTERS ON FILE ÿÍÍÍÍÍÍÍÍÍí»			
 Letter of Introduction 	# 1 °		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
È[[[[[[[]]]]]]]]]			

Any number of 1 page letters may be stored (limited by diskspace) with StarSearcher. These letters may be used to merge with the data in either database. The PGUP and PGDN keys (or mouse) may be used to scroll the list of letters on file.

TOPIC: ADD/EDIT LETTERS (Cont.)

° DESCRIPTION : Letter of Introduction # 1°

° LEFT MARGIN (1-69) : 5

o o

° RIGHT MARGIN (2-70) : 65

° SALUTATION (Default) : Dear Sir:

When Adding or Editing a letter you must first supply the description and margins, along with a default Salutation. When mail merging from your data base, any custom salutation stored in a record is automatically substituted for the default salutation.

While margins may be changed at any time, the existing contents of that letter are not reformatted to the new margin settings.

TOPIC : ADD/EDIT LETTERS (Cont.)

ÉIIIIIIIIIIIIII TOP 15 LINES IIIIIIIIIIIIIIIIIIIIIIIIIIIIII

° (2.5") RESERVED FOR LETTERHEAD ÉÍMERGE FIELDSÍ»°

° 1	[&COMPANY NAME]	ه ر	COMPANY/NM °°
° 2	[&ADDRESS LINE]	° AD	DRESS 00
° 3	[&CITY/STATE/ZIP]	[&DATE.] °	CITY/ST/ZP 00
° 4	0	COUNTRY	00
° 5	[&SALUTATION]	° SAL	UTATION ⁰⁰
o 6	0	DATE 00)
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	10152025303540	1 1 1 1 1 1 1 1 1 1	-
	ON PGDN Next/Prev Scrn F8		• • • • • • • • • • • • • • • • • • • •
	 HOME END Start/End Line DEL Delete Char F4 Center Text 		
° F5 Close Up Paragraph F9 Insert Merge ESC Exit & Save °			
E1111111111111111111111111111111111111			

TOPIC: ADD/EDIT LETTERS (Cont.)

Merging data from your database into a letter is as simple as pressing the F9 key and selecting one of the data fields to insert in to the letter.

This text editor puts heavy demands on slower computers (although it runs well on a 16Mhz 386sx) and a fast typist may type faster than the editor can handle. If this occurs a beep will sound. Pause typing for a few seconds to let your computer catch up.

Word wrapping is supported, as are tabs & text centering. The Insert key toggles between Insert & Typeover modes.

Deleting text on one line does not cause the following lines to close up, as this slows down the editor. After deleting text you may close up these spaces by placing the cursor at the end of the line and pressing F5.

The F4 key will center the text of the current line.

The F8 key will delete the current line.

TOPIC: PRINT-JOB RESET

Files Database Schedules Expenses List Mgr Utilities Help

o If you halted the printing of labels o o Change Setup o o not to RESUME this printout you should o o Add/Edit Letterso o select YES below ° °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ °ÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄÄ É!!!!!!!!!!!!!» Registration È[[[[[[[[[[[]]]]]]]]]]/4 **RESET PRINT-JOB?** 0 YES NO È[[[[[[]]]]]]]]

If you interrupt the printing of MAIL MERGE LETTER or LABELS you have the option of RESUMING that printout. If you select RESUME and then decide not to print the remaining items, you must reset the PRINT-JOB using this menu selection.

TOPIC: OTHER SOFTWARE FROM CDC

Coston Dev. Corporation is actively working on specialized versions of StarSearcher for specialty acts, such as musicians, magicians, writers, and songwriters.

Additionally, a JobSearcher version will be available (2nd Qrtr '94) that provides a database of hundreds of personnel directors. You can create mail multiple resumes and track who you sent them to, and when. An Activist version, with all members of Congress, will be available for those who would like to make their voice heard in Washington.

Other programs available from Coston Development include;

- * DOSSIER: A unique `People' Database that J.R. EWING would LOVE!
- * CONEST: Powerful Contractor's Estimating System (Avail Fall 93)
- * PAYTAXX : Federal Payroll Tax Calculator
- * MKLABEL : A label maker with database
- * MINSTOR: A complete Mini Storage Management System (3rd Qrtr '94)
- * INTOUCH : A multiple Database system similar to StarSearcher but designed to handle up to 8 different databases.
- * XBTOOLS : Database Programming Tools & Library

TOPIC: COMMON QUESTIONS ANSWERED

- Q. I only use MicroSoft Windows. Can I still run StarSearcher?
- A. ABSOLUTELY! StarSearcher may be run in Windows 3.1 as a DOS Application in either Standard or 386 Enhanced modes.
- Q. I get a strange group of characters in some of the message boxes.

- A. You have started StarSearcher with the VGA switch without first loading the VGAFONT.COM program into memory. Use the STARVGA.COM startup program for VGA machines and STAR.COM for all others.
- Q. I have EMS memory. Can I use it?
- A. Yes. Up to 64 K of EMS memory is automatically used by StarSearcher.
- Q. My printer prints `garbage' when I print the BOOKING SCHEDULE.
- A. Your printer does not support the extended ASCII character set.

 Change the [USE IBM CHAR SET] to `N'. Also, you may need to change the printer setup. The default is for an IBM PROPRINTER.

TOPIC: COMMON QUESTIONS ANSWERED (cont.)

- Q. I get a an Incompatible Mouse driver warning upon startup.
- A. StarSearcher requires a mouse/driver combination that is Microsoft compatible. Some third party mouse drivers are not compatible. Upon start up, StarSearcher looks for a mouse driver. If it finds one it issues an illegal command. If it is accepted the mouse driver is not fully compatible and mouse support is disabled.
- Q. My computer seems to run a little slow. What can I do?
- A. Several things. First, Defrag your harddrive. DOS 6.0+ and many 3rd party utils can do this for you. Second, Re-Index your files. This will PACK (delete) records marked for deletion. Third, avoid using Compressed drives (ie. Dblspace) as they will slow any database system. Fourth, disable the DUEL WINDOW DISPLAY under Setup.
- Q. I sometimes get a screen 'artifact' stuck on my screen. What gives?
- A. A few TSR programs can trap `artifacts' under the mouse cursor when they pop up. Avoid those TSR's that do this if you can. This is a `cosmetic' problem, and should not affect your data.

TOPIC: ABOUT COSTON DEV CORP

Coston Dev. Corp has been providing custom database software for IBM & COMPATIBLE computers for more than a decade. Working in DBXL/QUICKSILVER (tm) Wordtech, CLIPPER 5.2 (tm) Computer Associates, and QUICKBASIC (tm) Microsoft, we have produced dozens of applications programs.

Michael Coston, the owner and President, is a boat bum living aboard a sailboat with his wife Cheryl, on St. Pete Beach, Fla.

`Banjo' Jim Coston is a professional entertainer with a long list of credits both in the United States and abroad. When not on tour, Jim lives

in the French Quarter of New Orleans and frequents the major BBS's.

Much of the credit for this software must go to Jim Coston. The original concept was his, as were dozens of ideas for features and the compilation of the database information.

Cheryl Coston contributed both ideas and countless hours of debugging & testing time, plus she put up with me on my 'bad' programming days.

StarSearcher would never have been completed without their substantial efforts.

TOPIC: FOR PROGRAMMERS ONLY

StarSearcher was written entirely in DBXL 1.3 and Compiled using Quick-Silver 1.3, both fine products of what used to be WordTech Systems. Alas, WordTech is no longer in the XBASE business, having sold their compiler to BORLAND, who promptly ditched it.

Many programmers are surprised to learn that no external programming libraries were used in creating this product. The mouse driver, Dialer and many other low level functions are pure DBXL code.

Over the years CDC has created an extensive library of custom `Objects' that provide advanced functions within the XBASE language. Some are DBXL specific, while others run under DBASE (tm) BORLAND, ARAGO (tm) BORLAND, and other XBASE environments.

TOPIC: CONTACTING COSTON DEV

For the foreseeable future, our address is:

COSTON DEVELOPMENT CORPORATION P.O. BOX 66281 ST. PETE BEACH, FL 33736

We may also be contacted via E-Mail on GENIE. My address is M.COSTON

Our COMPUSERVE E-MAIL address is 70670,156.

We are also available for custom programming projects.

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