



data in any field, - FOR ALL RECORDS	FALSE
CURRENTLY SELECTED!!! Make sure that	FALSE
you have used Flexi-Select FIRST if	FALSE
you do not want to change the ENTIRE	FALSE
FILE!!! (entire file is default)	FALSE
	FALSE
'T' will print a single letter on	FALSE
SOME B&B Systems.	FALSE
'F4' provides PHONE call	TRUE
capability. It access a MODEM	FALSE
attached to the COM port. Modem	FALSE
will dial number of the currently	FALSE
selected record. You pick up phone	FALSE
attached to outlet of modem and talk.	FALSE
	FALSE
'F6' produces word processing screen	FALSE
where you add 'extra notes' for a	FALSE
record. maximum lines=50 but can be	FALSE
changed in Options (Maint. Menu)	FALSE
(AVAILABLE ON SOME B&B SYSTEMS)	TRUE
	FALSE
'F7' provides a quick way to edit	FALSE
data in ACTION1 and DATE1, while	FALSE
moving current data to ACTION2, etc.	FALSE
	FALSE
'F8' will ADD a record to the	FALSE
Scheduling System, containing DATE1,	FALSE
and ACTION1, First/Last Names in	FALSE
the comments field.	FALSE
Enter "A" and you will see a list of	FALSE
data fields. Use arrow keys to hi-lit	FALSE
the desired field, <Enter> to select.	FALSE
	FALSE
Use "E" to edit the line currently	FALSE
highlighted. But be careful, it is	FALSE
recommended to delete/add instead.	FALSE
But in Flexi-Select, you can add extra	FALSE
parentheses for more precise Boolean	FALSE
record selection. For example:	FALSE
zip=55.or.zip=44.and.name=SMITH	FALSE
--DOES NOT SELECT THE SAME RECORDS AS--	FALSE
(zip=55.or.zip=44).and.name=SMITH	FALSE
(Below is for FLEXI-SELECT Only):	TRUE
OPERATOR - Choose Equal, Not Equal,	FALSE
Less Than, etc. as your "test".	FALSE
	FALSE
VALUE - Enter a value to test for.	FALSE
like, Last Name(LN)='Smith',	FALSE
or Zip Code(Z)='11100'.	FALSE

FIELD

CONNECTOR - Choose Quit, or add more conditions (AND/OR), like:  
Last Name=?? AND Zip code=??

'PgUp/Dn' will display each of 10 possible formats.

'A' will get you in the Add mode.  
After selecting the desired line, Enter  
'A' again to display the field names  
and allow you to select fields to add  
to that label line.

'E'dit to change the set-up values (multiple boxes) or make changes directly to the label layout.  
EDIT continued  
(When adding text, make sure it has single quotes and '+' separates fields/text) If unsure, use 'A' to add fields.

To insert blanks, put the SPACE(#) command into the line. For commas, insert in quotes. (eg. c+';' will print, the city and a comma).

'C' will COUNT labels to be printed.  
'ENTER' or 'RETURN' will run the  
displayed label.

NOTE: in addition to fields, and text, you CAN insert Printer Control Commands in either blank lines, or at the start of lines with data. See your printer manual for the DECIMAL CODES to control certain functions. Enter CHR(printer code). Use '+' to connect multiples. The DESCRIPTION area is for your use. You can use it to identify the label type (3 across - Avery), sort type, or any other information that identifies the selections on this particular page.

You have up to 10 pages that will hold a variety of sorts/record selections. For example, Page #2 may have the same sort, etc. as Page #1, but you may have

[illegible]

defined Page #2 output to the screen,	FALSE
instead of the printer. Or, just edit	FALSE
Page #1 each time and change output.	FALSE
FLEXI-SORT allows sorting on any fields	TRUE
	FALSE
To change, add, or verify a sort, 'E'=	FALSE
Edit option boxes and Enter 'Y' in the	FALSE
sort box to see all previously defined	FALSE
sorts. Then you can Add/Delete or	FALSE
select a different sort. Sample sort:	FALSE
LAST NAME within ZIP CODE within STATE.	FALSE
	FALSE
N will use the default sort, LAST NAME.	FALSE
Entering a # (1-20) will execute that	FALSE
sort #. Definitions saved in ?SORT.MEM	FALSE
SELECT records	TRUE
FLEXI-SELECT allows you to 'pick'	FALSE
certain records from the data file.	FALSE
	FALSE
Entering Y will present you with a	FALSE
list of previously defined Selections	FALSE
that you can choose from.	FALSE
	FALSE
N will use the default (entire file).	FALSE
	FALSE
Again, like Flexi-sort, entering a #	FALSE
will automatically run a pre-defined	FALSE
Selection. Saved in ?SELE.MEM file	FALSE
Nth SAMPLING (Labels only)	TRUE
If you wish to select & print every	FALSE
10th record, enter 10 to skip 9.	FALSE
	FALSE
START AT BEGINNING OF FILE?	FALSE
You may not want to start at the	FALSE
beginning of the file. For example,	FALSE
Your printer may have run out of paper	FALSE
half way through the file. You can	FALSE
skip a specific # of records, OR go	FALSE
to a specific last name.	FALSE
Leave Blank to start at the top.	FALSE
OUTPUT?	TRUE
Entering P will send the output to a	FALSE
PRINTER. Entering S will send output	FALSE
to the SCREEN (maybe you want to see	FALSE
the results on the screen first).	FALSE
Entering F will send output to a DISK	FALSE
FILE (maybe you will want to print the	FALSE
results from DOS, or use another piece	FALSE
of software to print the results).	FALSE

FORMAT	TRUE
Enter 'N' to allow you to run dBaseIII	FALSE
type files from DOS (.FRM files for	FALSE
reports/.LBL for labels). If you have	FALSE
dBase, you can write your own reports/	FALSE
or label formats.	FALSE
	FALSE
Enter 'Y' to use Flexi-LABELS/	FALSE
REPORTS, or to Add/Delete or select	FALSE
a different one.	FALSE
Enter a specific # to automatically	FALSE
run one of the previously defined	FALSE
Flexi-Labels or Reports.	FALSE
When importing ASCII/Lotus files into	EXPORT FALSE
the main data file, each record should	FALSE
be on a separate line, with fields in	FALSE
the proper order (ie. Check Appendix	FALSE
for the main data file structure. If	FALSE
the first field is LAST NAME, the	FALSE
import file should have LAST NAME	FALSE
first). An easy way to check is to	FALSE
export a sample file first and compare	FALSE
it to the structure of the file you	FALSE
are planning import.	FALSE
Importing DBaseIII files do not	TRUE
require any particular order because	FALSE
the field name is used. Thus, if you	FALSE
import a .DBF file which has a field	FALSE
name of WIDGET, and the WIDGET field	FALSE
is not contained in the main data file,	FALSE
all WIDGET values are ignored and not	FALSE
accepted in the main data file.	FALSE
You now need printer control codes in decimal form. Get your printer manual. INIT	FALSE
Look (often in the back) for the list of codes that control various	FALSE
functions for your printer. SOME B&B SYSTEMS will only prompt for one or	FALSE
two of these codes.	FALSE
	FALSE
EXAMPLE: To reset an EPSON MX-80 Printer, it needs:CHR(27) + CHR(64).	FALSE
	FALSE
----- SAMPLE CODES FOR EPSON & COMPATIBLE PRINTERS -----	FALSE
CONDENSED Print = 15	FALSE
NORMAL PRINT / RESET printer = 27,64	FALSE
(NEAR) LETTER QUALITY (or emphasized print) = 27,69	FALSE
8 LINES/inch = 27,48	FALSE
	FALSE
	FALSE
----- SAMPLE CODES FOR HEWLETT PACKARD LaserJET+ -----	FALSE
CONDENSED Print = 27,40,115,49,54,46,54,72	FALSE
12 Pitch = 27,40,115,49,50,72	FALSE

## Sheet1

NORMAL(10 Pitch)/RESET = 27,69  
 Use Upper feed tray = 27,38,108,49,72  
 Use Lower feed tray = 27,38,108,52,72

FALSE  
FALSE  
FALSE  
FALSE  
FALSE

### Three Points to keep in mind when installing your system.

TRUE  
FALSE

ONE. You can use any codes you want. If your printer supports several LETTER QUALITY font styles, you can select anyone you want. If you want to define the NEAR LETTER QUALITY to a Prestige typestyle, or a Courier typestyle, go ahead.

FALSE  
FALSE  
FALSE  
FALSE  
FALSE

TWO. Since a new config.mem file is automatically prepared every time you run your system without a file called config.mem on the same directory, you can have two versions of a config.mem file for EACH of your printers. For example, you have installed the proper codes for an EPSON printer, and now wish to also use a Laserjet as your main printer, RENAME your config.mem file to CONFIGA.MEM after installation. Re-running your system will prepare another CONFIG.MEM file. Each time you run your system, you will be prompted to select loading printer control codes from config.mem (Main), or configa.mem (Alternate) files. If you switch Main/Alternate printers at a later date, just switch file names.

FALSE  
FALSE  
FALSE  
FALSE  
FALSE  
FALSE  
FALSE  
FALSE  
FALSE  
FALSE

THREE. To Re-Install (start over), just "ERASE CONFIG.MEM"

SEARCH/REPLACE - A POWERFUL FEATURE. MAKE SURE YOU HAVE SEARCH

FALSE  
FALSE  
FALSE

ENTER NEW DATA INTO THE LINES BELOW. REMEMBER, ALL EXISTING DATA WILL  
REPLACED BY ANY NEW DATA YOU ENTER HERE. ANY LINE LEFT BLANK WILL LEA  
EXISTING DATA UNCHANGED. YOU ARE URGED TO RE-VERIFY THAT YOU HAVE AL  
SELECTED THE CORRECT RECORDS - REVIEW REPORT or LISTING FIRST!

FALSE  
FALSE  
FALSE  
FALSE  
FALSE

(All blank=Quit)

(To force a field to BLANK or 0, FILL the field with 1's)

FALSE

(To force the proper Case (Initial Caps) in character fields, enter:PROPER)

FALSE

This SHAREWARE was distributed with a Record limitation.

DEMO

FALSE  
FALSE  
FALSE

It was distributed for use by anyone, but in order to support further enhancements, it was necessary for some incentive to be built into this system to encourage registration. Your data IS NOT LOST, it is saved in .dbf files. By registering, you will receive a new .EXE file without limitations. You are a valued user of our products. Registration and any concerns you may have, can be directed to:

FALSE  
FALSE  
FALSE  
FALSE  
FALSE  
FALSE  
FALSE

B&B SYSTEMS

PO BOX 171

FALSE

Waukesha, Wisconsin 53187

FALSE

1-414-544-5988

FALSE

Register/Order Electronically thru Bulletin Board: 1-414-548-9034

FALSE

Several things to remember about your .LTR files:

LTRFILES

FALSE  
FALSE

1. The files BEGIN.LTR, END.LTR should contain your salutation and closing statments (Including Dear... Sincerely... signee... etc.)		FALSE
2. Any VARIABLE data from your data files can be printed by enclosing the fields names with "curly brackets". For example, to print the customer's first name in the body of the letter, enter {fn}. For listings of field names, see the Appendix in the Documentation.		FALSE
Other field names you can use:{today}-prints month name, or {date()}		FALSE
3. Use "square brackets" to START and STOP any special printer codes. For example, you can use [ to define when you want to START BOLD printing, and then use ] to indicate when to send the commands to your printer to RETURN to normal printing (the brackets won't print).		FALSE
TOP MARGIN will define the amount of space skipped at the top of letterhead	LTRSETUP	FALSE
LEFT MARGIN defines the number of spaces skipped from the left edge (Note: this allows you to set up your .LTR files without margins)		FALSE
If you elect to send TRAY control codes (for 2 TRAY PRINTERS or 2 printers if they are software selectable), the printer code you entered during Installation (for tray 2) will be sent after printing page 1, the remaining pages for that letter are then printed on plain bond (from tray #2 or printer #2). Tray code #1 will then be sent before printing the next ltr. If data was entered in the BELLRINGER code, such as "add catalog #10", you can elect to have the printer pause after that letter (for inserting the catalog.		FALSE
If you elect to use a FORM letter, enter Y, and you will be prompted for the file name. That file, ?.LTR, will be printed on each letter, regardless of any product interest code on the Sales Lead record.		FALSE
NOTE: Use "E" to enter the EDIT mode and change the Vertical Line spacing because B&B has automatically detected a change in the number of lines.	LBLLINE	FALSE
If you had a 3-line label, with 3-lines of spacing between labels, and you add a line to make a 4-line label, you should NOW only skip 2 lines between labels.		FALSE
The next two FONT DEFINITIONS are ONLY important if you have a printer with two paper input trays, or if you have two printers connected simultaneously and can "software select" which one prints. This allows you to load LETTERHEAD in one tray/printer, and PLAIN BOND in the other tray/printer for pages 2, 3, etc. If you do not have this capability, just <ENTER> to bypass the codes. Prior to printing letters, you will be given the option to send these codes to your printer.	PRININT	FALSE
You will be asked to assign a font command to the Left and Right Brackets. For example, let's say you enter your printer's font command to TURN BOLD ON for the left bracket, and TURN BOLD OFF for the right bracket. The effect is that you can change fonts "on the fly" in your letters. Then, when you use your word processor to create your letters, if you enclose your company name in brackets in your letter, ie. [ABC Company], your B&B	PRIN2	FALSE

# Sheet1

system will detect the LEFT bracket ([), and send the related Printer	FALSE
Control Command, TURN BOLD ON. Your company name will then print in BOLD.	FALSE
When the RIGHT bracket is encountered, the font command will be sent to	FALSE
TURN BOLD OFF.	FALSE
So, select a command for your printer that you may find useful in your	FALSE
letters, for example, Underline, Double Strike, etc.	FALSE
You can change these values later, by erasing the CONFIG.MEM file and	FALSE
re-installing, or go to the Maintenance Menu in your system.	FALSE
SOME Sales Lead records have SALES/REP codes that were not found in the REPFIL	FALSE
REP.DBF file. When this occurs, a file called REP.TXT is created	FALSE
indicating which Sales Lead Records have incorrect data.	FALSE
PLEASE REVIEW this file and correct the Sales Lead records.	FALSE
SOME Sales Lead records have DISTRIBUTOR codes that were not found in thDISTFIL	FALSE
DISTRIBU.DBF file. When this occurs, a file called DISTRIBU.TXT is	FALSE
created indicating which Sales Lead Records have incorrect data.	FALSE
PLEASE REVIEW this file and correct the Sales Lead records.	FALSE
When you are Browsing through records, you will be able to add TEXT for	XUSEF FALSE
each record. This TEXT can be saved on your drive in two different ways	FALSE
1) You can store your TEXT in separate files for each record. This	FALSE
method uses your record data to assign the name for the file. For	FALSE
example, if you use the default of using the 1st four characters of	FALSE
the LAST NAME, coupled with the 1st four characters of the FIRST NAME,	FALSE
the record JOHN SMITH will have TEXT stored in the file:SMITJOHN.NOT	FALSE
The advantage to this method is it's simplicity, reliability, and ability	FALSE
to access these separate files in DOS (outside of B&B Systems).	FALSE
2) You can select dBaseIII's proprietary method of storing these notes in	FALSE
one file (.DBT). If you wish this option, erase the default value (blank).	FALSE
In order to use these separate files, you need to select a data field in	TRUE
your record that will be a unique identifier for a record. Using the	FALSE
1st four characters of the Last Name and 1st four characters of the First	FALSE
Name (default) is a good choice assuming you won't have a lot of	FALSE
John Smiths (or won't be adding TEXT for every John Smith). If you are	FALSE
using a field containing a unique customer number, that is a good choice.	FALSE
Just remember, the field you select should NOT contain data THAT WILL	FALSE
1)BE DUPLICATED ELSEWHERE, 2)BE CHANGED OFTEN, 3)OR BE COMPLETELY BLA	FALSE
EXAMPLES: To use Company name, enter "CN"	FALSE
To use last 8 digits of Home phone, enter "SUBS(hp,4,8)"	FALSE
To use a numeric field like SALES, enter "STR(sales)"	FALSE
To use dBase's proprietary .DBT file, enter blanks	FALSE
A, E, D = Add, Edit or Delete TODO records	DAY FALSE
M = View a summary of the entire Month	FALSE



# Sheet1

P = Print a copy of the daily schedule	FALSE
S = Shifts all daily TODO's ? days ahead or back WITHOUT conflict check	FALSE
L = Look up any data in COMMENT field (looks forward)	FALSE
C = Look up any CODE (looks forward)	FALSE
R = Listing of TODO records Ranked in Code sequence	FALSE
F = Copy COMMENTS into a future record (? days ahead) for Follow-up	FALSE
Home/End = In Daily screen - Go to Beginning or ending day of month	FALSE
In Monthly screen - Go back or forward 1 year	FALSE
PgUp/Dn = In Daily screen - Skips 1 day	FALSE
In Monthly screen - Skips 1 month	FALSE
NOTE: D in Monthly screen deletes all records for month and includes	FALSE
an option to print a list of deleted records	FALSE
Deleting unwanted records in this screen INCREASES SPEED	FALSE
DATE is the date of the TODO	TRUE
EXTRA_DAYS is the number of extra days to ADD to this TODO	FALSE
(1 week mtg = 6 extra days)	FALSE
TIME is hundreds (eg. noon=1200, 1:00pm=100, 9:00a=900)	FALSE
AM_OR_PM is an A or P (noon=P)	FALSE
HALFHOURS is the length of the TODO's in halves (two hour meeting=4)	FALSE
CODE can be any code indicating: C=Complete, D=Delegated, etc.	FALSE
	FALSE
NOTES on editing your schedule data:	FALSE
Use slash marks "/" in dates	FALSE
Records with no "time" are listed under Unscheduled TODO's	FALSE