Thank you for choosing **The Phone Master!** We hope you find this software useful! The following is the outline of using the software.

Note: The on-line information will contain more up to date information on the Phone Master features.

Section 1   What Is Phone Master?

The Phone Master is a powerful yet easy to use organizer. It was designed for use by people who need to be able to quickly look up information on a person and help organize data. It is designed to be FLEXIBLE and will let you decide how things should look!

S O M E   F E A T U R E S

CUSTOMIZED LABELS
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You can customize all labels in order to use the software your way. To modify a label simply click on the label you would like to change and type the new description. You may save your work to a label file by choosing "LABELS" and "SAVE" from the pull down menu.

REMINDER BOXES
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Reminder boxes are the best way to keep yourself organized! You may use the search feature to reload the list box based on the what you want to see. For example, if you need to call someone tomorrow you can add the name to your directory and click on NEED TO CALL. The next day you can search on the box marked NEED TO CALL. The system will load the selection box with only the names you marked NEED TO CALL.

AUTOMATIC DIAL
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If you own a modem and have your phone plugged into the modem you can let Phone Master dial the phone for you. You can use the smart directory feature to dial other modems.

SMART DIRECTORY
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You can use Phone Master to keep track of regular phone numbers (phone numbers of people) AND modem numbers. When you select a modem number and click on the "DIAL" button the Phone Master will bring up a terminal package for you to communicate with!

SORTS YOUR WAY
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The selection box can sort on any field you would like to, Company Name, Last name, phone number etc... It can be changed at any time. Since you decide what to call the labels the software can be a powerful organizer!

Searching For Data

The **Phone Master** has a powerful and easy to use search feature. you can search for a name either by changing the column the system displays in the selection box (for example use company name instead of last name), selecting names that have a check box checked or just search for text.

**** Using Check Boxes *****

On the bottom of the form there are six check boxes. You may give these boxes any labels you would like. For example if you are in sales you may want to label each box with a description such as 'Unhappy', 'Product Interest' etc...

The power of the organizer comes into play when you use

the search capability in conjunction with the check boxes. If you click on the search button you will be given the choice to each search for text or search the check boxes.

Important Note: The check box marked "HOST" when you first use The **Phone Master** (far right box) has a special feature. If you check on this box you are telling the **Phone Master** that it will be dialing a modem which will load a terminal package.