

Sheet1

TEXT,C,78

'A' will put you in the ADD RECORD mode, although instead of blank data, adding here will repeat data from the record currently marked with the arrow.

'D' will prompt you to either DELETE the currently marked record, OR, if already marked for deletion, you will be asked if you want to UN-DELETE this record. Deletes are marked with an '*'

Remember, This only "marks" the record Remove permanently using Maintenance. 'E' to EDIT the current record.

If you searched for your record using GENERAL Search (one of the fields other than LAST NAME or RECORD #), you can 'Continue' to seek more matching records by entering 'C'.

ALSO, if you precede your search data with a ? (eg. ?444), you can find a record with '444' anywhere in that field, not just at the beginning. (ONLY for character type fields)

'L' will print a 'QuickLabel' for you using a simple label format. You will define horizontal/vertical positions, and rows to skip afterwards allowing enough rows to 'eject' a postcard (?)

'P'peek is a screen allowing you to review record data, and access F6 memo capability at the same time.

'O' will call the Flexi-SORT prompt which will allow you to define the order of the records in this Browse list.

'S' will call Flexi-SELECT which will allow you to define which records you see in this Browse list.

NOTE: Flexi-Select will slow screen response time in large files.

'R' will produce the Search/Replace prompt from which you can REPLACE

START,C,8 STOP,L

EDIT ###

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data in any field, - FOR ALL RECORDS
 CURRENTLY SELECTED!!! Make sure that
 you have used Flexi-Select FIRST if
 you do not want to change the ENTIRE
 FILE!!! (entire file is default)

 ###
 ###
 ###
 ###
 ###

'T' will print a single letter on
 SOME B&B Systems.
 'F4' provides PHONE call
 capability. It access a MODEM
 attached to the COM port. Modem
 will dial number of the currently
 selected record. You pick up phone
 attached to outlet of modem and talk.

 ###
 ###
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 ###

'F6' produces word processing screen
 where you add 'extra notes' for a
 record. maximum lines=50 but can be
 changed in Options (Maint. Menu)
 (AVAILABLE ON SOME B&B SYSTEMS)

 ###
 ###
 ###
 ###
 ###

'F7' provides a quick way to edit
 data in ACTION1 and DATE1, while
 moving current data to ACTION2, etc.

 ###
 ###
 ###

'F8' will ADD a record to the
 Scheduling System, containing DATE1,
 and ACTION1, First/Last Names in
 the comments field.

 ###
 ###
 ###

Enter "A" and you will see a list of
 data fields. Use arrow keys to hi-lit
 the desired field, <Enter> to select.

FIELD

 ###
 ###
 ###

Use "E" to edit the line currently
 highlighted. But be careful, it is
 recommended to delete/add instead.
 But in Flexi-Select, you can add extra
 parentheses for more precise Boolean
 record selection. For example:

 ###
 ###
 ###
 ###
 ###

zip=55.or.zip=44.and.name=SMITH
 --DOES NOT SELECT THE SAME RECORDS AS--
 (zip=55.or.zip=44).and.name=SMITH

 ###
 ###

(Below is for FLEXI-SELECT Only):
 OPERATOR - Choose Equal, Not Equal,
 Less Than, etc. as your "test".

 ###
 ###
 ###

VALUE - Enter a value to test for.
 like, Last Name(LN)='Smith',
 or Zip Code(Z)='11100'.

 ###
 ###

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

###

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

LABEL

###

'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.

SELE

###

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

###

defined Page #2 output to the screen,
 instead of the printer. Or, just edit
 Page #1 each time and change output.
 FLEXI-SORT allows sorting on any fields

 ###
 ###
 ###
 ###

To change, add, or verify a sort, 'E'=
 Edit option boxes and Enter 'Y' in the
 sort box to see all previously defined
 sorts. Then you can Add/Delete or
 select a different sort. Sample sort:
 LAST NAME within ZIP CODE within STATE.

 ###
 ###
 ###
 ###
 ###
 ###
 ###

N will use the default sort, LAST NAME.
 Entering a # (1-20) will execute that
 sort #. Definitions saved in ?SORT.MEM
 SELECT records
 FLEXI-SELECT allows you to 'pick'
 certain records from the data file.

 ###
 ###
 ###
 ###
 ###
 ###

Entering Y will present you with a
 list of previously defined Selections
 that you can choose from.

 ###
 ###
 ###

N will use the default (entire file).

 ###

Again, like Flexi-sort, entering a #
 will automatically run a pre-defined
 Selection. Saved in ?SELE.MEM file
 Nth SAMPLING (Labels only)
 If you wish to select & print every
 10th record, enter 10 to skip 9.

 ###
 ###
 ###
 ###
 ###
 ###

START AT BEGINNING OF FILE?
 You may not want to start at the
 beginning of the file. For example,
 Your printer may have run out of paper
 half way through the file. You can
 skip a specific # of records, OR go
 to a specific last name.

 ###
 ###
 ###
 ###
 ###

Leave Blank to start at the top.
 OUTPUT?

 ###

Entering P will send the output to a
 PRINTER. Entering S will send output
 to the SCREEN (maybe you want to see
 the results on the screen first).

 ###
 ###
 ###

Entering F will send output to a DISK
 FILE (maybe you will want to print the
 results from DOS, or use another piece
 of software to print the results).

 ###
 ###
 ###

FORMAT ###
 Enter 'N' to allow you to run dBaseIII ###
 type files from DOS (.FRM files for ###
 reports/.LBL for labels). If you have ###
 dBase, you can write your own reports/ ###
 or label formats. ###

 Enter 'Y' to use Flexi-LABELS/ ###
 REPORTS, or to Add/Delete or select ###
 a different one. ###
 Enter a specific # to automatically ###
 run one of the previously defined ###
 Flexi-Labels or Reports. ###
 When importing ASCII/Lotus files into ###
 the main data file, each record should EXPORT ###
 be on a separate line, with fields in ###
 the proper order (ie. Check Appendix ###
 for the main data file structure. If ###
 the first field is LAST NAME, the ###
 import file should have LAST NAME ###
 first). An easy way to check is to ###
 export a sample file first and compare ###
 it to the structure of the file you ###
 are planning import. ###
 Importing DBaseIII files do not ###
 require any particular order because ###
 the field name is used. Thus, if you ###
 import a .DBF file which has a field ###
 name of WIDGET, and the WIDGET field ###
 is not contained in the main data file, ###
 all WIDGET values are ignored and not ###
 accepted in the main data file. ###
 You now need printer control codes in decimal form. Get your printer manual. INIT ###
 Look (often in the back) for the list of codes that control various ###
 functions for your printer. SOME B&B SYSTEMS will only prompt for one or ###
 two of these codes. ###

 EXAMPLE: To reset an EPSON MX-80 Printer, it needs:CHR(27) + CHR(64). ###

 ----- SAMPLE CODES FOR EPSON & COMPATIBLE PRINTERS ----- ###
 CONDENSED Print = 15 ###
 NORMAL PRINT / RESET printer = 27,64 ###
 (NEAR) LETTER QUALITY (or emphasized print) = 27,69 ###
 8 LINES/inch = 27,48 ###

 ----- SAMPLE CODES FOR HEWLETT PACKARD LaserJET+ ----- ###
 CONDENSED Print = 27,40,115,49,54,46,54,72 ###
 12 Pitch = 27,40,115,49,50,72 ###

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

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

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. ###

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. ###

THREE. To Re-Install (start over), just "ERASE CONFIG.MEM" ###
SEARCH/REPLACE - A POWERFUL FEATURE. MAKE SURE YOU HAVE SEARCH ###

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

(All blank=Quit) ###

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

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

This SHAREWARE was distributed with a Record limitation. DEMO ###

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: ###

B&B SYSTEMS ###
627 Madison ###
PO BOX 171 ###
Waukesha, Wisconsin 53187 ###
1-414-544-5988 ###
Register/Order Electronically thru Bulletin Board: 1-414-548-9034 ###

Sheet1

Several things to remember about your .LTR files:

LTRFILES ###

1. The files BEGIN.LTR, END.LTR should contain your salutation and closing statements (Including Dear... Sincerely... signee... etc.)

###

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.

###

Other field names you can use:{today}-prints month name, or {date()}

###

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).

###

TOP MARGIN will define the amount of space skipped at the top of letterhead

LTRSETUP ###

###

LEFT MARGIN defines the number of spaces skipped from the left edge (Note: this allows you to set up your .LTR files without margins)

###

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.

###

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.

###

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

###

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.

###

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

###

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

PRIN2

###

your company name in brackets in your letter, ie. [ABC Company], your B&B system will detect the LEFT bracket ([), and send the related Printer Control Command, TURN BOLD ON. Your company name will then print in BOLD. When the RIGHT bracket is encountered, the font command will be sent to TURN BOLD OFF.

So, select a command for your printer that you may find useful in your letters, for example, Underline, Double Strike, etc.

You can change these values later, by erasing the CONFIG.MEM file and re-installing, or go to the Maintenance Menu in your system.

SOME Sales Lead records have SALES/REP codes that were not found in the REPPFILE REP.DBF file. When this occurs, a file called REP.TXT is created indicating which Sales Lead Records have incorrect data.

PLEASE REVIEW this file and correct the Sales Lead records. SOME Sales Lead records have DISTRIBUTOR codes that were not found in t DISTFILE DISTRIBU.DBF file. When this occurs, a file called DISTRIBU.TXT is created indicating which Sales Lead Records have incorrect data.

PLEASE REVIEW this file and correct the Sales Lead records. When you are Browsing through records, you will be able to add TEXT for each record. This TEXT can be saved on your drive in two different ways

XUSEF

1) You can store your TEXT in separate files for each record. This method uses your record data to assign the name for the file. For example, if you use the default of using the 1st four characters of the LAST NAME, coupled with the 1st four characters of the FIRST NAME, the record JOHN SMITH will have TEXT stored in the file:SMITJOHN.NOT The advantage to this method is it's simplicity, reliability, and ability to access these separate files in DOS (outside of B&B Systems). A disadvantage is not being able to run a report which lists all notes.

2) You can select dBaselll's proprietary method of storing these notes in one file (.DBT). If you wish this option, enter spaces (blank). The disadvantage here is, corrupt this one file, and your notes are lost. In order to use separate files (1), you need to select a data field in your record that will be a unique identifier for a record. Using the 1st four characters of the Last Name and 1st four characters of the First Name (default) is a good choice assuming you won't have a lot of John Smiths (or won't be adding TEXT for every John Smith). If you are using a field containing a unique customer number, that is a good choice.

Just remember, the field you select should NOT contain data THAT WILL 1)BE DUPLICATED ELSEWHERE, 2)BE CHANGED OFTEN, 3)OR BE COMPLETELY BL

EXAMPLES: To use Company name, enter "CN"
To use last 8 digits of Home phone, enter "SUBS(hp,4,8)"
To use First and Last Names, enter "SUBS(ln,1,4)+SUBS(fn,1,4)"

Sheet1

To use dBase's proprietary .DBT file, enter blanks	###
A, E, D = Add, Edit or Delete TODO records	###
M = View a summary of the entire Month	###
P = Print a copy of the daily schedule	###
S = Shifts all daily TODO's ? days ahead or back WITHOUT conflict check	###
L = Look up any data in COMMENT field (looks forward)	###
C = Look up any CODE (looks forward)	###
R = Listing of TODO records Ranked in Code sequence	###
F = Copy COMMENTS into a future record (? days ahead) for Follow-up	###
ALT-01 = Takes you to 1st of month. ALT-20 takes you to 20th.	###
Home/End = In Daily screen - Go to Beginning or ending day of month	###
In Monthly screen - Go back or forward 1 year	###
PgUp/Dn = In Daily screen - Skips 1 day	###
In Monthly screen - Skips 1 month	###
DATE is the date of the TODO	###
EXTRA_DAYS is the number of extra days to ADD to this TODO	###
(1 week mtg = 6 extra days)	###
TIME is hundreds (eg. noon=1200, 1:00pm=100, 9:00a=900)	###
AM_OR_PM is an A or P (noon=P)	###
HALFHOURS is the length of the TODO's in halves (two hour meeting=4)	###
CODE can be any code indicating:C=Complete, D=Delegated, etc.	###
	###
NOTES:	###
On editing your schedule data:Use slash marks "/" in dates;	###
records with no "time" are listed under Unscheduled TODO's.	###
	###
D in Monthly screen deletes all records for month and includes	###
an option to print a list of deleted records. Deleting unwanted	###
records in this screen INCREASES SYSTEM SPEED	###