User Documentation

REUNION TRAKKER

By **Alpine Software**

January 18, 2007

Genlevel 3.0

Contents

Introduction

Welcome

Welcome to

Who Should Use Reunion Trakker?

- Reunion Trakker is

Although you don't have to be a computer expert to use Reunion Trakker, you should be familiar with the following:

The Microsoft Windows/95 operating environment and conventions.

Use of a mouse

User's Guide

This User's Guide tells you everything you need to know to use Reunion Trakker.

Chapter 1, *Getting Started*, shows you how to SETUP Reunion Trakker and set it up. Chapter 2 and the subsequent chapters show you how to use Reunion Trakker.

Quick-Start Recommendations

Everybody wants documentation, but few want to read it from cover-to-cover. Everyone wants to get on with the task at hand.

That's why you'll find a "Quick-Start Recommendation" in the introduction to most chapters. The Quick-Start Recommendation suggests the quickest way to use the chapter. The Quick-Start Recommendation points out what you must read and what you can save for later reference.

Reunion Trakker Technical Support

If you need telephone support, call **(503) 59809083**. Telephone support hours are from 6:00 p.m. to 10:00 p.m. Monday through Friday, Pacific standard time.

You may contact us via the Internet at support-team@alpinesoft.com

When you contact technical support, please provide your Reunion Trakker serial number. You'll find your Reunion Trakker Serial Number located on the back side of your distribution diskettes.

Registering Reunion Trakker

This program is released as Shareware.

You may use this program for 60 days free as a trial. Registration beyond the 60 day trial is requires a purchase of the program. After that time you are expected to either register this program, or remove it from your computer.
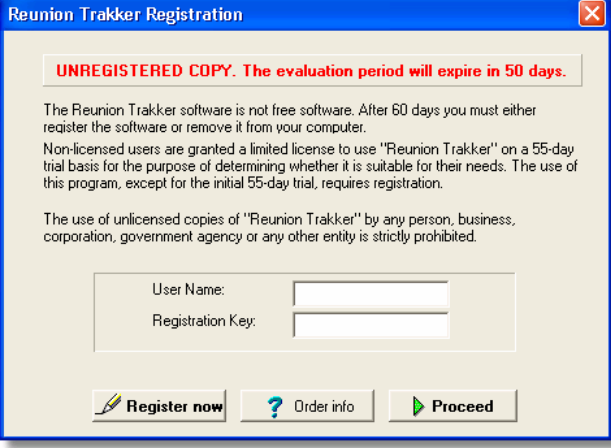
What registering will get you:

- A registration code which will remove all the annoying "Shareware Reminder" Windows.

- Information on upgrades to Reunion Trakker. (For the foreseeable future, and probably forever, all upgrades to Reunion Trakker will be free to registered users.)

- A lifetime license to use Reunion Trakker

- A warm fuzzy feeling that you did the right thing.

- The more people who register this shareware, the more incentive to make Reunion Trakker even better.

Registration Options:

We only have one registration method for registering the program. Please go to our WEB site www.alpinesoft.com and select the Online Order Desk item. This page will guide you the process of registering the program with **RegSoft**.

After you have received your registration key using the Reunion Trakker menus, select Registration Info, and then select Enter your Registration Number at which time the following screen will be displayed:

Reunion Trakker Registration Screen

Fill in your name and your number exactly as it appears on the email that was sent to you by alpine software.

Getting Started

This chapter shows you how to SETUP Reunion Trakker on your computer and how to run it. When you're ready to SETUP Reunion Trakker, you'll need the Reunion Trakker SETUP Disks.

The chapter concludes by pointing out some things that you should know to help you use Reunion Trakker.

Quick-Start Recommendation Read this entire chapter. It's chock full of useful information.

Chapter Contents

Installing Reunion Trakker

This section shows you how to install and run Reunion Trakker.

To install Reunion Trakker on your computer you run the program SETUP.EXE on the Reunion Trakker SETUP compact Disk.

Important   You cannot simply copy files from the SETUP Disks to your hard disk. You must use the SETUP program to decompress and install the Reunion Trakker files in the Reunion Trakker directories.

Before You Begin Installation

Before you install Reunion Trakker, make sure that your computer meets the minimum requirements.

Check the Hardware and System Requirements

To run Reunion Trakker, your computer system must meet these requirements:

- Any IBM®-compatible computer with an 80486DX processor or higher.
- A mouse.
- 64 MB RAM.
- A hard disk with 6 megabytes of free space.
- A CD ROM Drive.
- VGA or higher resolution monitor (At least 800 x 600).
- Microsoft® Windows/9x/NT/2000® (this is a requirement, this version WILL NOT run under Windows 3.x).
- Installed Windows fonts: Arial, Courier New and Times New Roman

Running Install

Begin the Reunion Trakker installation process by running SETUP.EXE. If you are installing from a floppy disk drive other than A, adjust the instructions accordingly.

To run SETUP

Start Windows/95. Close all other Windows applications.

Insert Reunion Trakker SETUP Disk 1 in drive A.

From the File menu of the Program Manager or File Manager, choose Run.

In the Command Line text box, type a:setup and click OK.

Install displays a dialog telling you that it will SETUP Reunion Trakker in the c:\Reunion Trakker directory, or another directory of your choice.

Follow the instructions on the screen.

Install ends.

What SETUP Installs

Reunion Trakker Directories

Install creates a \Mbr directory on your hard disk if it does not already exist with the following files:

File	Description
RT.EXE	The main program

Running Reunion Trakker

To initialize Reunion Trakker

From the Windows Program Manager, start Reunion Trakker by double clicking on the Reunion Trakker icon:

Selecting the Reunion Trakker window

Double clicking the Reunion Trakker Icon

Using Reunion Trakker

Main Screen

Reunion Trakker – Main Screen

When you first start the program you will see a screen much like the one illustrated above. First and foremost you should go to the Systems Settings menu and enter information about your club including setting your logo.

The remainder of this section covers the menu system, the use of the toolbars, and the navigation toolbar.

File Menu

The following table briefly describes the File menu options.

File Menu	
Option	**Purpose**
Alumni	Add/Change/Delete Alumni Information
Task List	Add/Change/Delete Task list items
Contacts	Add/Change/Delete Contacts
Expense	Add/Change/Delete Expense
Income	Add/Change/Delete Income
Event Items	Add/Change/Delete Event Items (things you sell)
System Options	Maintain and set System Options
Lookup Tables	Add/Change/Delete the various lookup tables
Database Maintenance	Pack and clear tables
Exit	Closes Reunion Trakker

Reports Menu

The following table briefly describes the Reports menu options.

Reports Menu	
Option	**Purpose**
Alumni	Prints out the standard Alumni reports
Labels/Name Tags	Prints Labels and Name tags for Alumni members
Financial	Prints out the standard Financial reports (expense/income)
Task List	Prints Task list reports
Other Reports	Prints all other standard reports
Report Manager	Displays the Report Manager. From here you may modify any of the standard reports or design and run your own custom reports
Letters	Letter/Mail Merge

Registration Info

The following table briefly describes the Registration menu options.

Registration	
Option	**Purpose**
Contents...	
About	

Help Menu

The Help menu contains options for accessing Reunion Trakker Help

The following table briefly describes the Help menu options.

Help Menu	
Option	**Purpose**
Contents	Displays the help system
Alpine Software WEB site	Using your default browser this menu item will display the Alpine Software WEB site.
About	Displays the Reunion Trakker About Box

Toolbar Controls
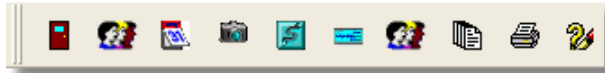
Icon	Shortcut	Meaning
	Close	Close and exit the Ham Organizer application
	Alumni	Displays the Membership Screen
	Task List	
	Memory Book	
	Income	
	Expense	
	Contacts	
	Item Master	
	Report Explorer	Displays the Report Explorer Screen
	Help	Invokes the Help system

Database Navigation Toolbar

Icon	Shortcut	Meaning
◀◀	Next Page	Will move forward in the database by 10 records
▶	Next	Displays the next record in a table as defined by the record Order and Filter.
◀	First	Displays the first record in a table as defined by the record Order and Filter.
▶|	Last	Displays the last record in a table as defined by the record Order and Filter.
◀	Prior	Displays the previous record in a table as defined by the record Order and Filter.
−	Delete	Deletes the current record from the table. Relational Integrity is enforced.
▶▶	Prior Page	Will move backwards in the database by 10 records
✓	Post/Save	Saves data entered while adding, Copying or editing a record and ends the add or Copy.
+	Add	Displays blank form fields for adding a record to a table. If the form is a child in a Related Forms group, the primary key fields in the parent record are automatically entered into the foreign key fields of the new child record.
↻	Refresh	Refreshes the current record
▲	Edit	Edits the current record
✗	Cancel	Cancels and edits that have been made
▣	Close	Closes the current window and takes you back to the previous window.

Filtering Data

Lookup Fields

You will notice that on some of the fields in the edit screens there is a little box to the right of the field with an arrow pointing down like the following status field:

Status: In Use ▼
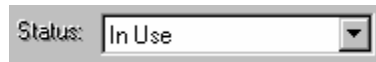
These fields use lookup tables (described later) for field validation. In plain English you must have a record in the corresponding table for this field to be valid. The following fields use this feature:

State

Committee

Expense Category

Income Category

Survey Category

Alumni

Data Entry

Each time the Alumni function is started for a given day the program will scan the database and perform some analysis for you. A screen with a progress bar will be displayed indicating its progress through the database. The following actions will be completed:

.
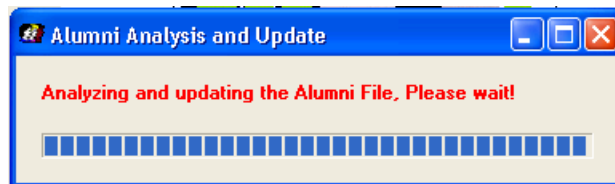
Alumni Analysis and Update Screen

Basic Data

Once these actions have been completed the following Alumni screen will be displayed:
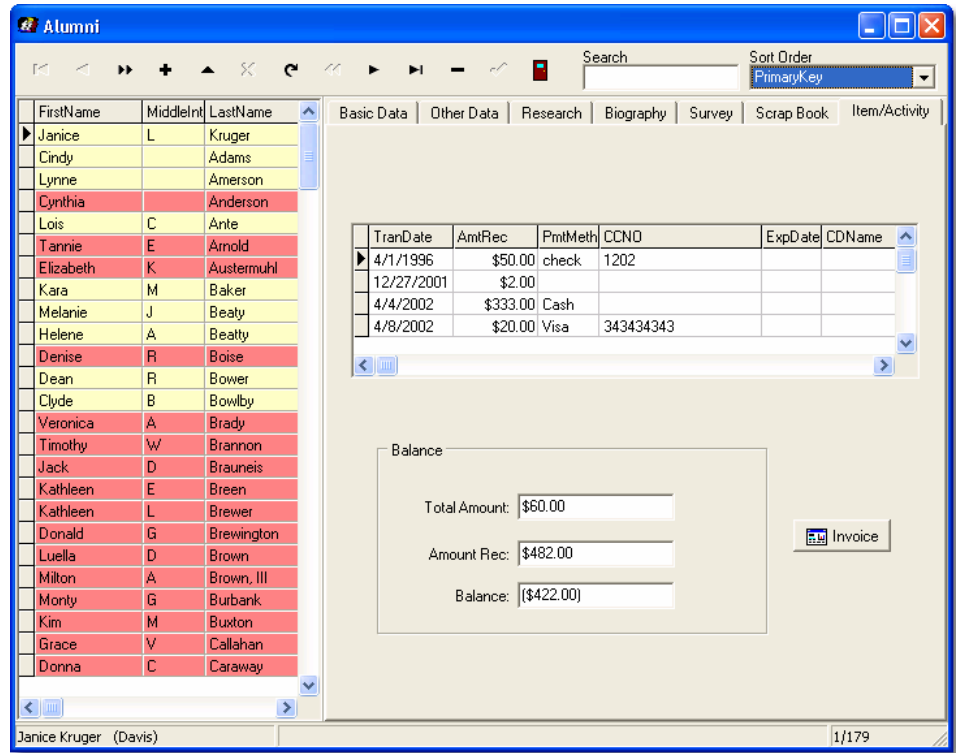
Alumni Screen – Basic Data Tab

On the left hand side of this screen is a grid that contains all of the alumni ordered using the Sort Order drop down box at the top right of the screen. The default order for the alumni data is last name followed by first name.

An entry on the alumni grid that is red indicated that the address is not valid (the Valid address check box is not checked)

Fields Used on the Basic Data Tab	
Field	**Contents**
First	First Name
Last	Last Name
Married	Married Last name
Nick Name	Nick Name to be called by
Birth Data	The date of birth. *VERY IMPORTANT*

SSN	Social Security Number. ***VERY IMPORTANT*** Having a SSN from each alumni member will facilitate locating people in the future if they have moved. This information is not displayed on any of the reports.
Marital Status	Select one of the following: **Single** **Married** **Divorced** **Other**
Date Married	The date this person was married. If you discover that a member has been divorced don't forget to erase this entry.
Spouse	This persons Spouse first name
Occupation	Primary occupation. Be specific, Computer Programmer, High School Teacher, Insurance Agent, or House Person
Email	Email address
Sex	Sex, either M or F
Address 1	First line of address. Try and avoid the use of post office boxes. In 10 years between reunions the box will no doubt belong to someone else and will be very hard to track
Address 2	Second line of address
City	City
State	State, use the drop down box to select a valid state
Zip	Zip or postal Code
Private Address	If this alumni does wish to have his/her address published in any of the reports/memory books/ or scrapbooks check this box. All of the standard reports products by Reunion Trakker will omit address with this box checked.
Valid Address	When and if you can verify a valid address check this box.
Home Phone	Home phone number
Work Phone	Work Phone number
Alt Phone	Alternate Phone number (cell)
Fax	Fax number
Private Phone	If the alumni does not wish to have his/her phone number published in any of the reports, memory books, or scrapbooks check this box. All of the standard reports products by Reunion Trakker will omit phone numbers with this box checked.

Other Data

The Other data tab contains additional basic information for the alumni member.


Other Data Tab

Pictures: Pictures are stored in the database and can be entered using standard windows Copy and Paste. To add a picture go to your favorite photo program and select the picture you want to use by using the Windows Copy function (normally cntl-C) then select the picture area with the mouse and paste the image using the paste function (cntl-V).

Fields Used on the Other Data Tab	
Field	**Contents**
Confirm to Attend	The normal sequence of events for planning a reunion are to send out invitations to each alumni. When these invitations have been returned and the person has indicated they will attend then this box must be checked.
Invitation sent	When you use the Send Invitation feature of the program, once completed this box will be checked. If you need to re-send an invitation then un-check this box and run the Send Invitation feature again.
Print Name Tag	If you have used the Print Name tag feature then the program will check all alumni that have had name tags printed. If you need to re-print a name tag then un-check this and re-run the Print Name Tag function.
Located	If this alumni has been located then check this box.

Year Deceased	If the alumni has passed away then enter the year this occurred.
Date of Last Update	This is the date of the last time this alumni record was updated.
Optional Fields	8 additional fields can be customized for your own use. The first step is to update the field descriptions using the System Options screen then when you display this screen the fields will be properly named.

Research

This screen is used to record many of the minor details that you can use on subsequent reunions to locate alumni. For example if you know a brothers name you might be able to locate him before you can locate the alumni. So please keep this information updated during dormant years. If you learn about some one moving, getting married, etc, record it *HERE!*


Research Tab

| Fields Used on the Research Tab	
Field	**Contents**
Mother	Mothers full name, DOB, and address
Father	Fathers full name, DOB, and address if different from mothers
Siblings	Siblings names, DBO and addresses
Children	Children's names, DOB, and addresses
Friend 1	Full name, address and any other information you might have
Friend 2	Full name, address and any other information you might have
Friend 3	Full name, address and any other information you might have
Notes	Any additional research notes. No limit.

Biography

Enter free form biographic information for each alumni member.

Biography Tab

Survey

The first step to using the survey features are to develop a questioner and ask specific questions. For example a question might be "Provide your education" and the alumni member would provide the details.


Survey Tab

Using the database tool bar add/change or delete Survey records. For each survey you add you may enter unlimited text.

Tip: When you develop your questioner ask for a lot of personal information like hobbies, special interest, awards, pets, recent travel and other fun stiff that others would enjoy to read.

Fields Used on the Survey Tab	
Field	**Contents**
Survey Category	Select from one of the valid Surveys. If the survey does not exist you mad add a new survey using the survey screen
Text	Enter free form text that was provided on the questioner.

Scrap Book

One of the nice features using the Alumni Trakker program is to generate a scrapbook with individual information about each member. There are a number of ways that you can collect information, one of which is to send out a survey questioner asking for information and entering that information into the database. While the Survey feature asks for specific information the Scrap Book tab can be used to enter additional life history information.
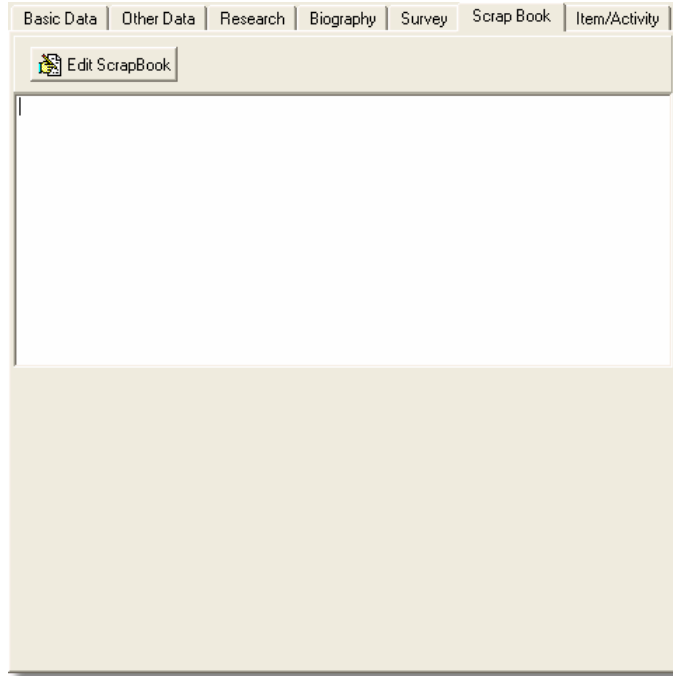

Scrap Book Tab

Pressing the Edit Scrap book button will display the Word-Pad like editor where you can enter information. The editor provides special formatting features like font, Bold, italics, etc.

Item/Activity

The Item/Activity Tab is used to sell and reserve items for your reunion. Such items could be Scrap Books, tee shirts, and pictures. Activities could be Ice Breaker, Dinners, picnic, etc. You can also include freebies here.

This screen shows a grid containing each unique transaction, the amount collected and any outstanding balance.


Item/Activity Tab

To add a new transaction press the Invoice button which will display the Item/Activity Invoice screen.

Item/Activity Invoice

This screen is broken up into 2 parts. The top section contains information on the amount and how the payment was received. The bottom section contains a list of all of the items that have been purchased.


Invoice Screen

Fields Used For Payment Information	
Field	**Contents**
Amount Rec	Enter the total amount of money received.
Transaction Date	Enter the date of this transaction. Normally this will be filled in with the current date.
Payment Method	Enter one of the following Payment Methods: **Cash** **Check** **Visa** **M/C**
Card No	For credit cards enter the credit card number
Exp Date	For credit cards enter the credit card expiration date
Name on Card	For credit cards enter the name on the credit card
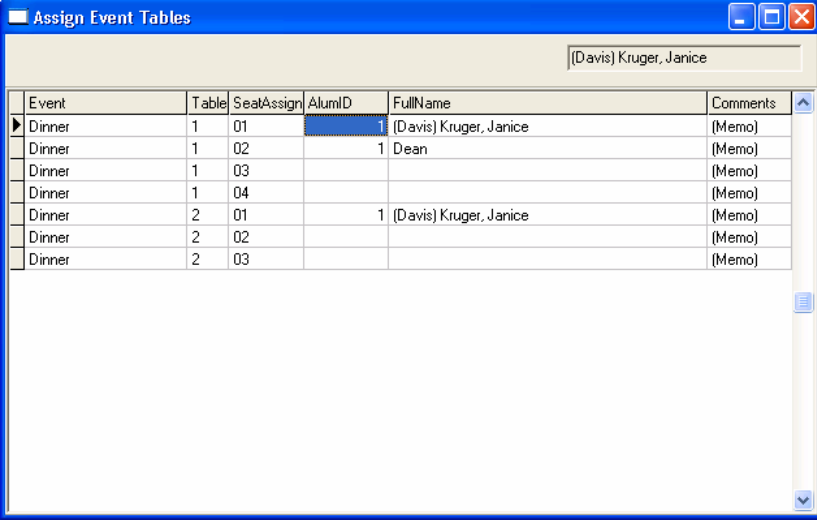
Check No	For checks enter the check number

Fields Used For Event Items	
Field	**Contents**
Item	Select from one of the valid Event Item entries.
Quantity	Enter the total quantity for this item
Cost Ea	Read-only The unit cost from the Event Item table
Total	Read-only calculated total (quantity times Cost Ea)
Table Assign	If this item has a table assignment press the Table Assign button to select a table, seat.
Table	Read-only Once you have selected a table this field will be updated with the table/seas assignments
Guest Name	If this item is for a guest, enter his/her name here
Guest Age	Age of guest member
Guest Sex	Sex of guest member

Tip: If you will be bringing a guest member such as your spouse, then first add a Event Item record for your self, save it and then add a second record for the guest member. Then when you go and print table place cards there will be two, one for the alumni and the other for the guest.

Event Table Assignments

Some events may require you to assign tables and seats like formal sit down dinners, while others may not like Ice Breakers, picnics. You may set up table assignment features by first building the Table Assignment database and then when you sell an item such as a dinner you may use this screen to assign a table/seat.

Event Table Assignment

This screen will display a list of all available tables/seats and will include tables/seats that have been assigned to this alumni.

To select a table/seat, simply double click on the desired row. The program will then assign the table/seat. You will see the name column updated with the alumni members name.

Memory Books

Introduction

In addition to producing picture albums from your Alumni data the program can also store and build a specialized Memory Book of special pictures. At our last reunion we had a professional photographer taking pictures at the formal dinner. These pictures in addition to other casual pictures formed the basis for our memory book.

Data Entry

Using the memory book feature is quite simple if you understand some basics of photo capturing and Windows cut, copy, and paste. When you select the Memory Book feature the following screen will be displayed:
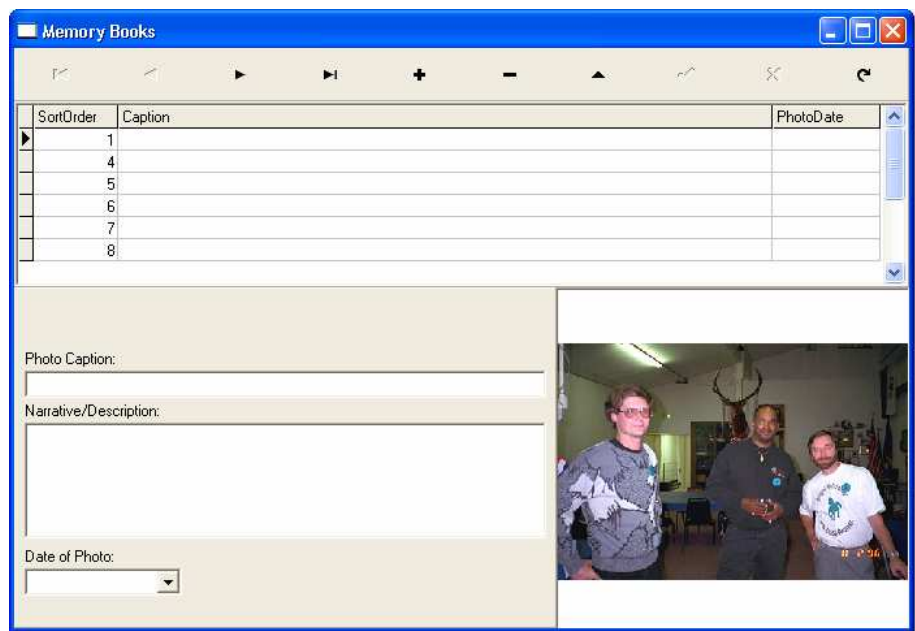
Memory Book Screen

Task List

Introduction

The task list is used to keep track of all of the details during the countdown before the reunion.

Task List Screen

Items that have not been started are highlighted in Red.

Fields Used on Task List Screen	
Field	**Contents**
Task Assigned To	Enter the full name of who is assigned to this task. This may be either an alumni member or someone or organization outside. You may also assign task to time line items like things that must be done by a certain date.

Status	Status of this task: **Not Started** **In Progress** **Complete**
Date Assigned	The date the task was assigned. When you add a new task this will default to the current date.
Due Date	This is the date you expect this task to be completed.
Task	This is a brief task description
Narrative	Use the to document or describe the task in full details. You may use the Rich Text Editor by right clicking on this field:

Reunion Contacts

Introduction

Planning and organizing a reunion involves maintaining contact information with many people and organizations outside your alumni class. The Reunion Contacts screen can be used like a name and address book of those contacts.
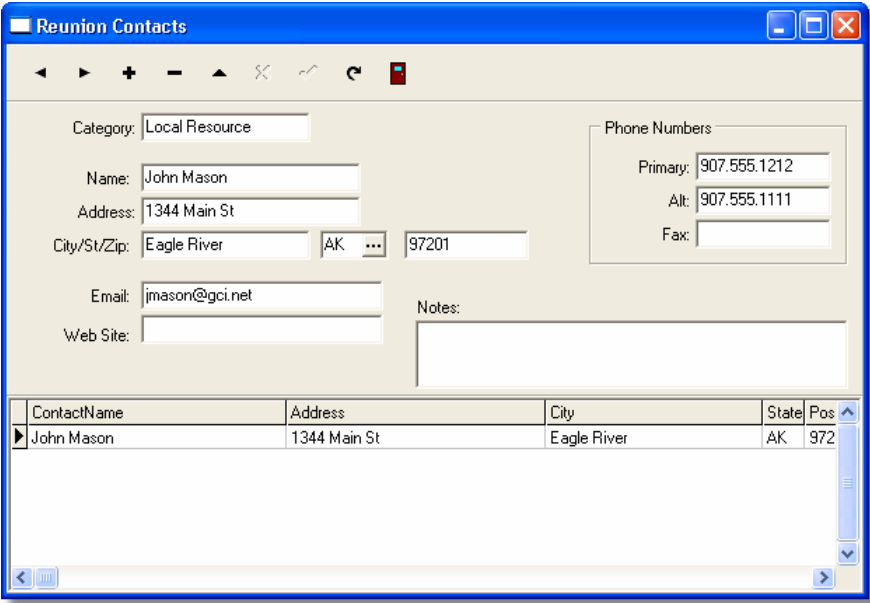
Reunion Contacts Screen

Fields Used on Reunion Contacts Screen	
Field	**Contents**
Category	User to group contacts: **Vendors** **Local Facilities** **Local Stores**
Name	The full name of the contact

Address	Address
City	City
State	State
Zip	ZIP or Postal code
Email	Email address
WEB Site	WEB site URL address
Notes	Notes about this contact. I.E. the service they provide, verbal quotes for services, or any other detail that might be important
Primary Phone	Primary phone number
Alt Phone	Alternate phone (cell) number
Fax	Fax number

Expenses

Introduction

Another important part of Reunion Trakker is keeping track of all your reunion expenses. The Reunion Expense screen is used for that purpose and we suggest that you keep track of every penny you spend. After the reunion is over you can run a summary report to see if your expenses were balanced to money received on activities and items sold.
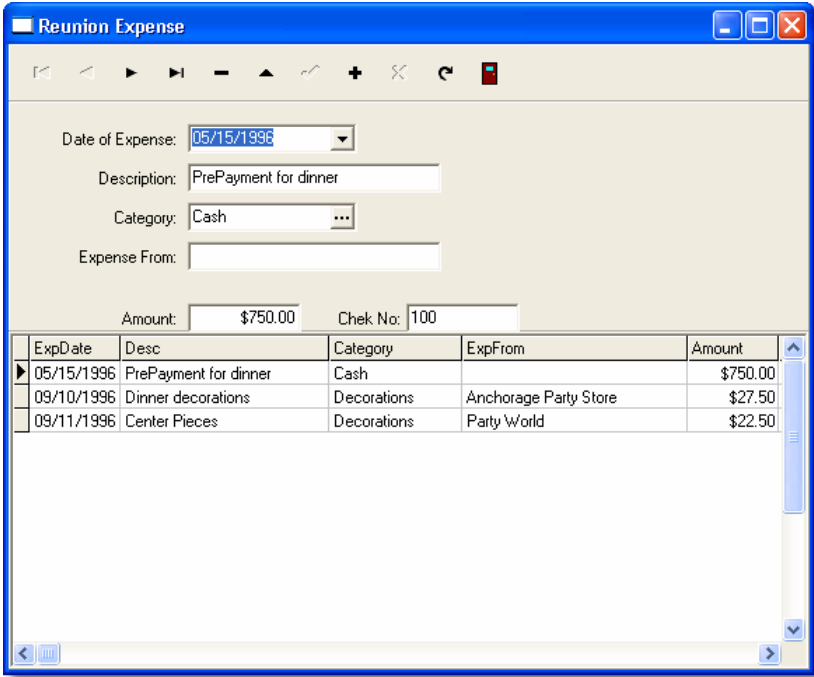
Reunion Expense Screen

Fields Used on Reunion Expenses Screen	
Field	**Contents**
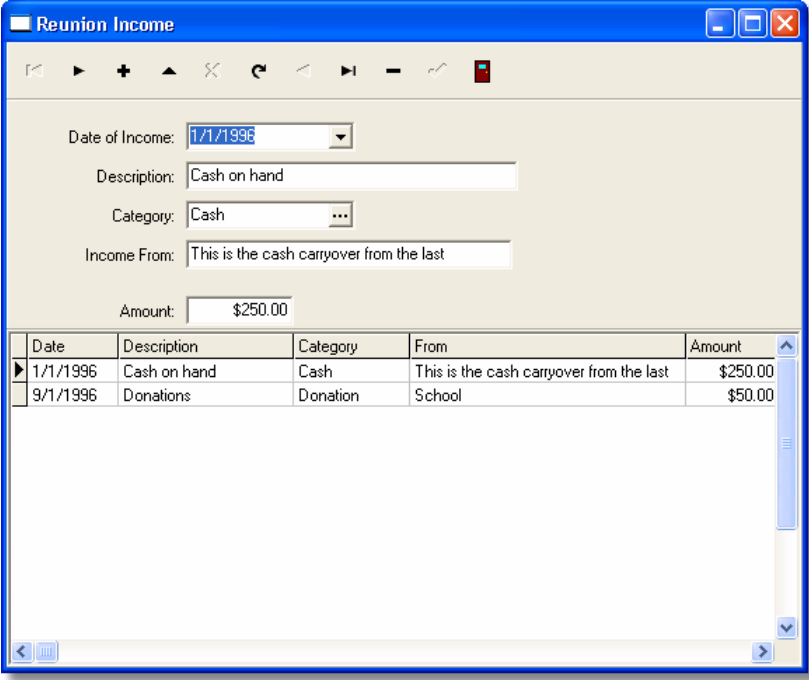
Date of Expense	Enter the date you incurred this expense. When a record is added this field will be updated with the current date and may be changed if desired. This date should be the same date as the date on your receipt.
Description	Enter a brief description. This could include additional details about the expense. For example the category might be "Picnic" and the description could be "Paper Plates", "Cups", or "Plastic Ware".
Category	Enter a category for this expense or press the drop down box to select a valid category. If you need to add categories please see the section on Expense Category. You should at a minimum set up a category for every event activity/item in your Items database then when you have an expense for an activity it will match.
Expense From	The name of the establishment where you incurred this expense
Amount	Total amount for this expense
Check No	Your check number that was written for this expense.

Tip: When you setup your reunion, get a checking account on one of your local banks. Then when you have a reunion expense, you can write a local check. This will facilitate better book keeping. Also **NEVER** pay with cash.

Income

Introduction

Other income included donations and moneys received to the reunion mostly for startup expenses.

Reunion Income Screen

| Fields Used on Reunion Income Screen	
Field	**Contents**
Date of Income	Date you received this income. When you add an item the program will enter the current date which may be changes if required.

Description	Brief description of this income. Again useful for reporting purposes. If the income is for a number of items abbreviate to anything you can understand later.
Income Category	Enter a category for this Income or press the drop down box to select a valid category. If you need to add categories please see the section on Income Category. You should at a minimum set up a category for every event activity/item in your Items database then when you have an income for an activity it will match.
Income From	Who/were of the name of the establishment this income was received from.
Amount	Total amount of this income.

Tip: When you setup your reunion enter the first income item as your balance from your last reunion.

Event Items

Introduction

Every activity or item sold for your reunion must have an item in the Event Item database. Additional entries can be made for free items or free activities.
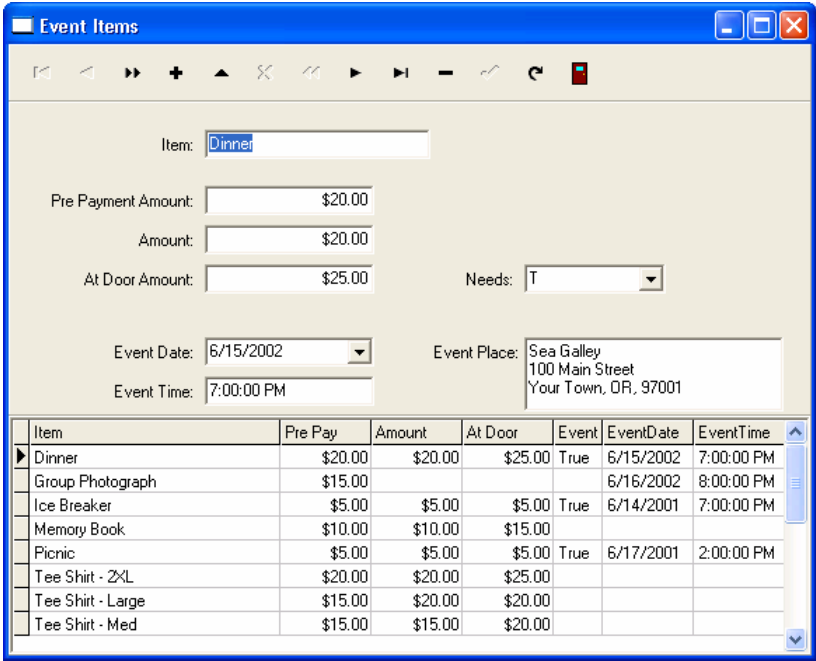
Event Item Screen

Fields Used on Event Item Screen	
Field	**Contents**

Item	Item description: **Dinner** **Ice Breaker** **Tee-Shire** **Picnic** **Memory Book**
Pre-payment Amount	If you offer a special price for prepaying enter it here.
Amount	The normal purchase amount
At Door Amount	The at door, or late amount
Needs	Special needs for this item: T = Table Assign S = Size
Event Date	This is the actual date for this event. If this entry is for a purchase item you may leave this field blank
Event Time	This is the actual Time of this event. If this entry is for a purchase item you may leave this field blank
Event Place	The place or location for this event

Table/Seat Assignment

Introduction

This database is used only if you are going to set up an event where table and or seating will be assigned such as a formal dinner. If you have such an activity you will add a record for each unique position. I.E. Table 1, seat 1, 2, 3, 4, 5, 6, Table 2, etc. This screen is used only to add the inventory, the actual assignment of tables/seats is done using the Table assignment features in the Invoice section.

Table Seat Assignment Screen

Fields Used on Table/Seat Assignment Screen	
Field	**Contents**

Event	This is the event for which you are assigning tables/seats
Table	Table number
Seat Assign	Seat assignment number

The remaining fields on this screen should not be updated on this screen.

Lookup Tables

Committee

This screen is sued to validate the committee field on the Alumni screen. You must have a corresponding entry in this table.

Committee Lookup Table Screen

Fields Used on Committee Lookup Screen	
Field	**Contents**

Committee	Name of the committee
Chairperson	The chairpersons full name
Address	The chairpersons address
City	The chairpersons city
State	The chairpersons state
Postal	The chairpersons postal or ZIP code
Phone	The chairpersons phone number
Fax	The chairpersons fax number
Email	The chairpersons email address
Homepage	The chairpersons WEB Home Page URL

Expense Category

The Expense Category lookup table is used to validate Expense items and group like items together. You should set up as many categories as you need to separate expenses.
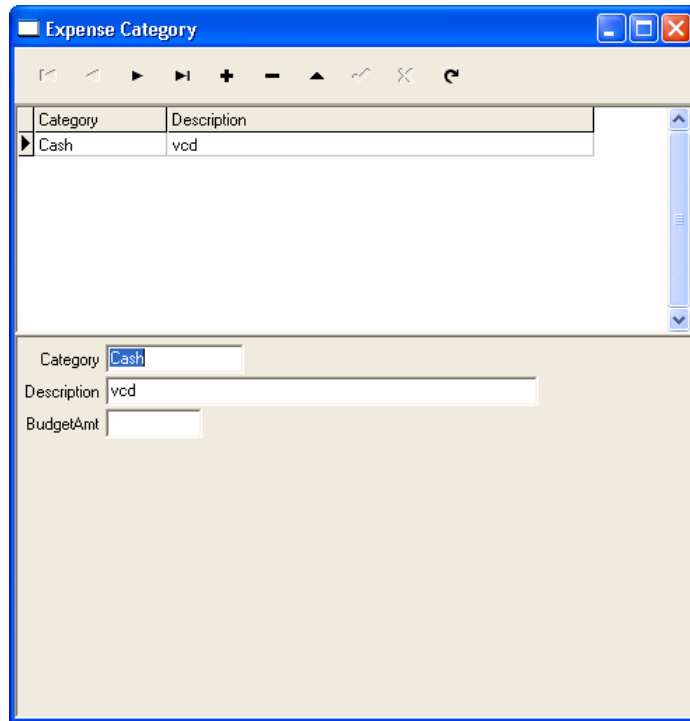
Expense Category Lookup table screen

Fields Used on Expense Category Screen	
Field	**Contents**
Category	Category
Description	Description of this Expense Category
Budget Amount	Enter the total amount you are budgeting for this expense

Income Category

The Income Category lookup table is used to validate Income items and group like items together. You should set up as many categories as you need to separate income items.
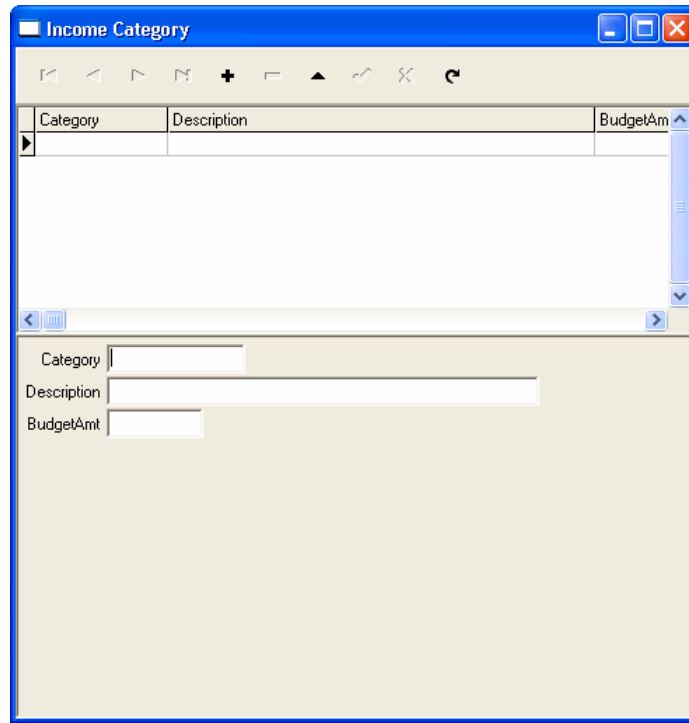
Income Category Lookup table Screen

Fields Used on Income Category Screen	
Field	**Contents**
Category	Category
Description	Description of this Income Category
Budget Amount	Enter the total amount you are budgeting for this Income item

Survey Category

The survey lookup table is used to validate surveys in the alumni database.
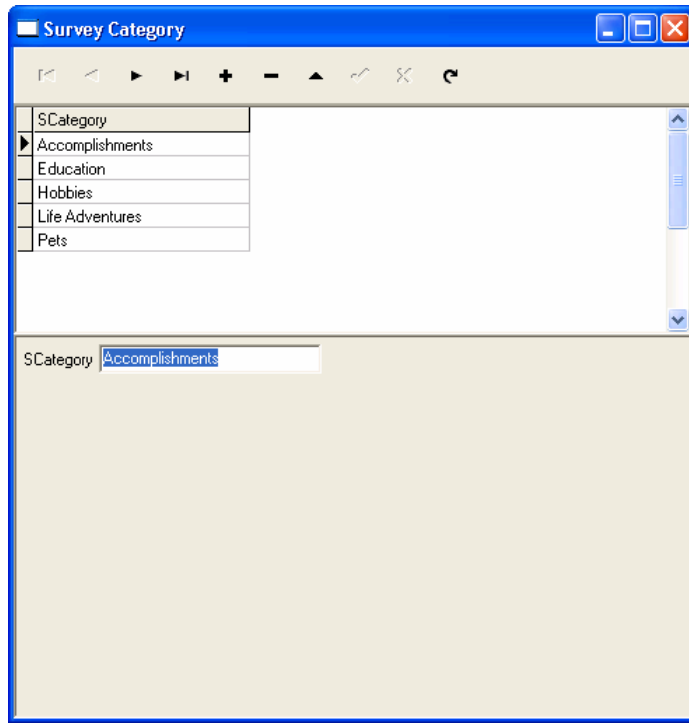
Survey Category Lookup Table Screen

Fields Used on Survey Category Screen	
Field	**Contents**
Survey Category	Survey Category

Tip: When and if you send out an invitation to your Alumni also include a survey of questions to be answered. By using a specific set of categories you will insure that if you produce memory or scrap books the information will be consistent.

US States

The US States table is used to validate entering state codes.
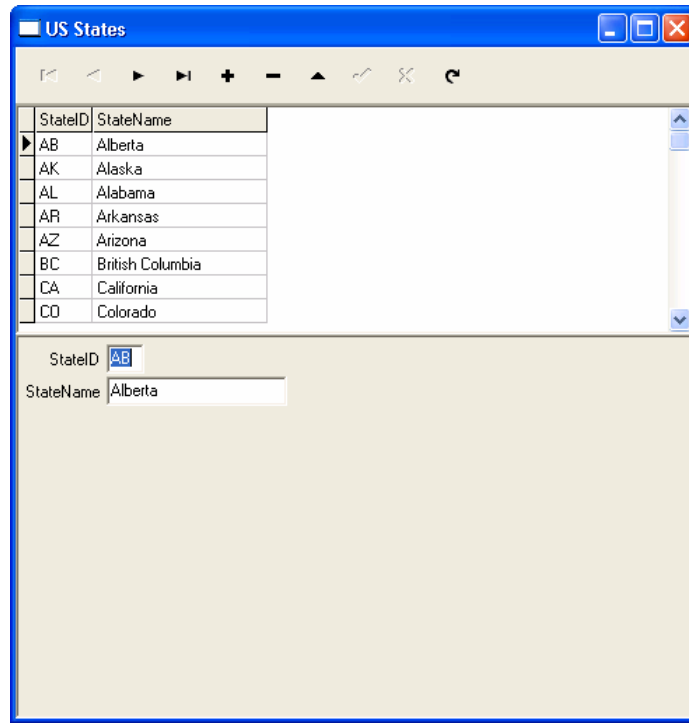
US States Lookup Table Screen

Fields Used on US States Screen	
Field	**Contents**
State	State Code
State Name	Full name of State

Program Options

Introduction

The Program Option screens are used to customize your version of the software. As things change in your organization you make changes as needed.

School Reunion Tab

Program Options – School/Reunion Information Tab

The first page is used to set your club name, address and other information.

Fields Used on the School\Reunion Tab

Field	Contents
School	School Name
Address	School Address
Slogan	Your Class Slogan
Anniversary	
Class of	Your class graduation Year (I.E. 1976)
Reunion Date	The date of your reunion
Contact	Primary reunion Contact name
Contact Address	Primary reunion Contact address
Phone	Primary reunion Contact phone
Fax	Primary reunion Contact fax
Email	Primary reunion Contact email address

Logo Tab
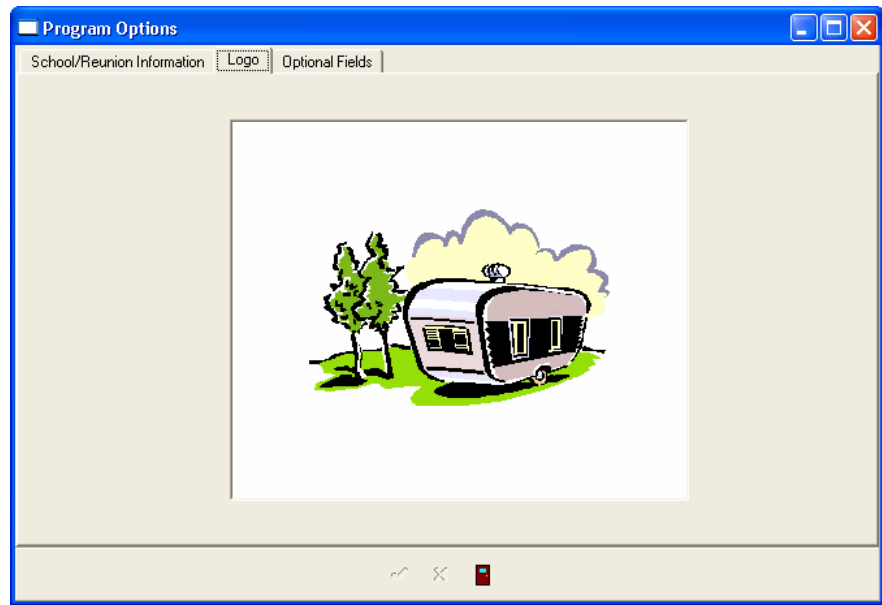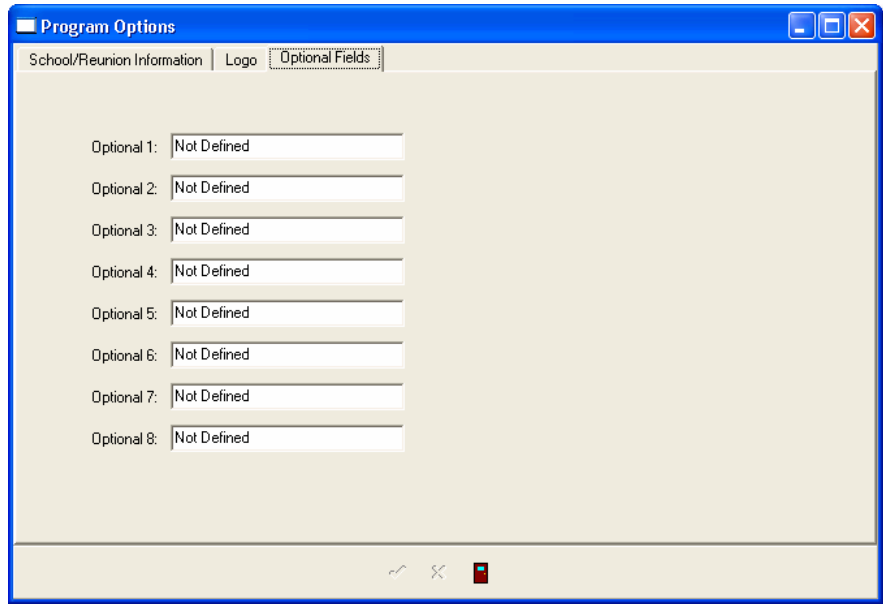
Program Options - Logo Tab

The logo tab is used to store an image for your reunion. This image is used on most of the reports and generated output.

Optional Fields Tab

Using Reunion Trakker you will soon discover that there are many fields that you can use to record most of the details about your alumni members. Using the optional fields (8 included) you can define custom fields used to gather specific information. Some examples include: sports and school clubs.

Program Options – Optional Fields Tab

For each field enter a descriptive caption that will be used on the Alumni Other Data Tab.

Reporting

Report Explorer

The Report Explorer is covered in a separate manual
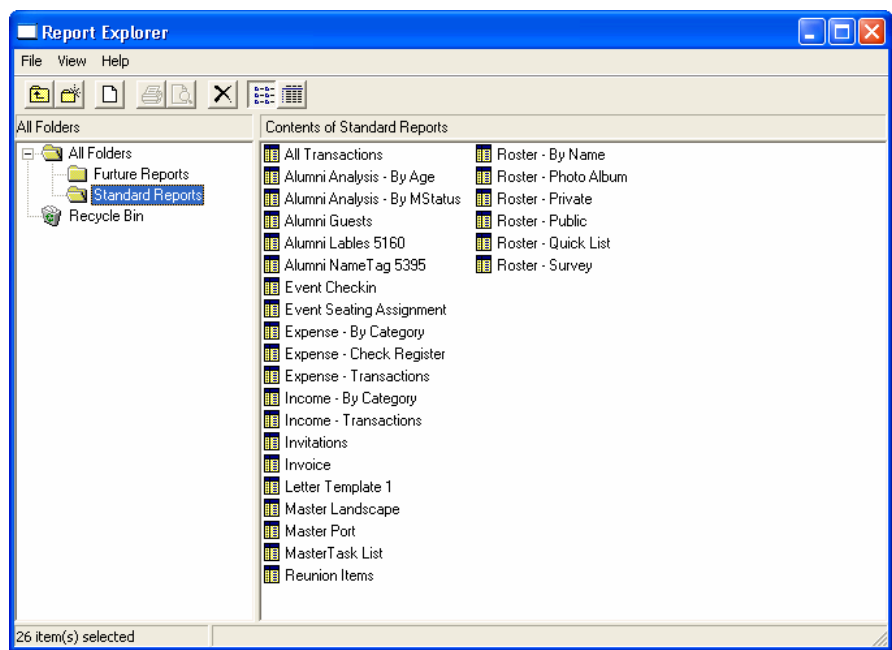
Report Explorer Screen

Print Preview Screen

Mail Merge

Introduction

The mail Merge functions of the program will allow you to create an unlimited number of letter templates, then send those letters to either all or selected Alumni. When you select Mail Merge from the Report menu the following screen will be displayed:
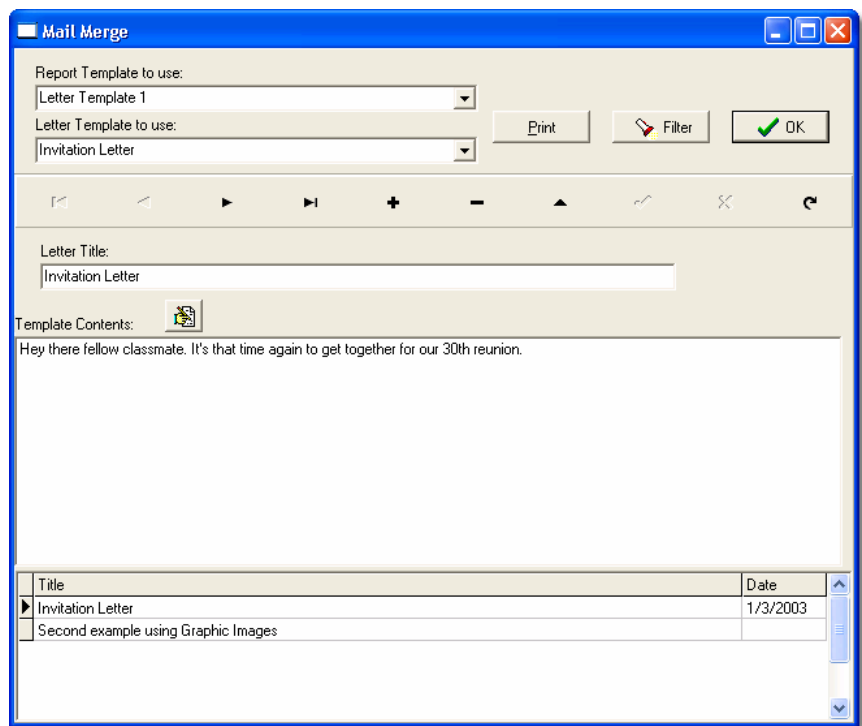
Mail Merge Screen

The top section of the screen is used to control the Mail Merge Process and the bottom section is used to create **Letter Templates**.

Letter Templates

Before you can start using Mail Merge you must first create a Letter Template. A Letter Template will contain the constant text that will be repeated on each letter for your Alumni members. There are only 2 items that must be created for each Template:

Fields Used on the Letter Template Section	
Field	**Contents**
Letter Title	This is the descriptive name of the Letter Template
Template Contents	The actual contents or body of the letter. You can use the Edit button to invoke the Rich Text editor if you need to use additional word processing features like inserting graphic images. For more information on the Rich Text Editor please see the section later in this manual.

Ideas for Letter Templates:

- Invitation Letter
- Invitation Letter with survey
- Invitation Follow-up Letter
- Reminders
- Second Mailings

Merging Letters

Now that you have finished at least one letter it is time to create the letters. If you wish to send out a letter to everyone in your Alumni database then pressing the Print button will complete this for you. When you press the print button you will be able to preview the letters before actually printing the letters, this way you may tweak the letters as needed.

On the other hand if you want to only create letters to specific Alumni members you can use the Alumni Filter option by pressing the Filter button which will display the following screen:
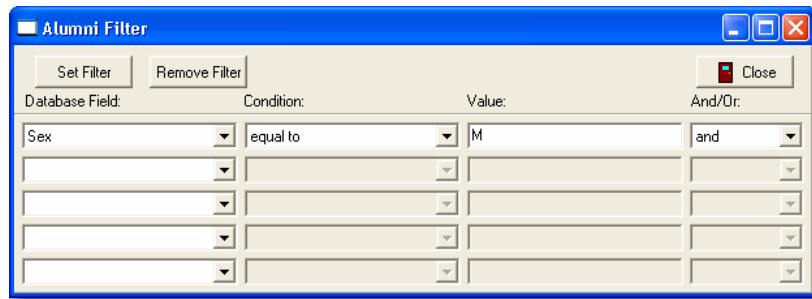
Mail Merge Filter Screen

Fields Used on the Alumni Filter Screen	
Field	**Contents**
Database Field	Select from the drop down any of the Alumni database fields
Condition	This is the condition you will be testing for: **Equal to** **Not equal to** **Greater than** **Less than** **Greater than or equal to** **Less than or equal to** **Null** **Not null** **Starting with** Select the condition that matches your needs
Value	This is the actual value you will be testing for. Note that case sensitivity will be enforced. For example a sex of m is not the same as M
And/Or	Used to set and or conditions.

So, in our above example we will set a filter to create letters only to Alumni whose Sex is M (male). The trick here is to play around with the program ans see how it works.

After you have filtered your Alumni pressing the print button will create the merged data and preview the letters before printing. This way you may tweak the letter template as necessary for your needs.

Rich Text Editor

Introduction

In a number of places in the program where you input text data you have the ability to enter this text using the Rich Text Editor. Specifically the following fields support this feature:

- Alumni Biography

- Alumni Scrap Books

- Memory Book Narratives

- Task List Narratives

- Mail Merge Letter Template

Using Rich Text you will be able to control the formatting including Font selection/size, include a graphic, plus others.

To use the Rich Text Editor you may either press the Edit button on the appropriate screen or right click on one of the narrative fields listed above in which case you will see the following sub-menu displayed:

Rich Edit Sub-Menu

Help on the features of Rich Text can be found by opening Windows Wordpad and selecting the Help item.

Full Screen Editor

If you selected the Edit option by either pressing an edit button or right clicking a narrative and selecting Edit the following screen will be displayed:
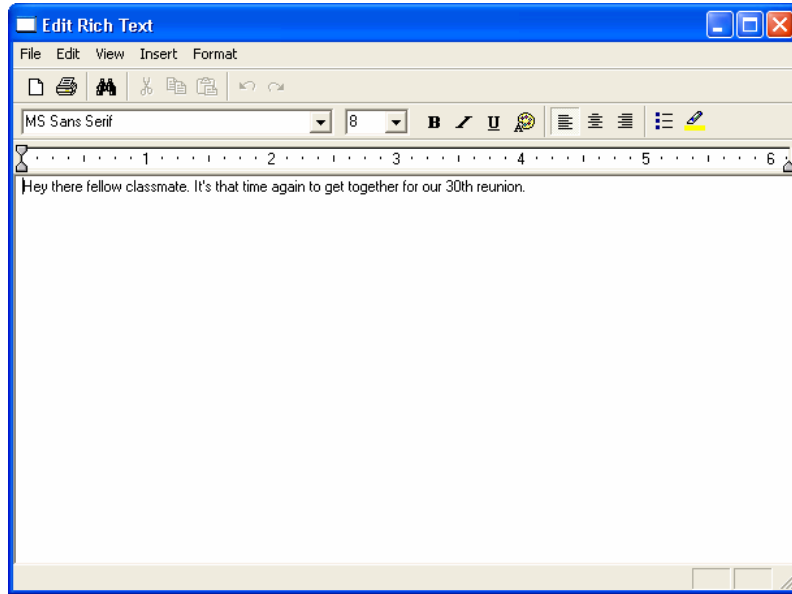
Rich Text Edit Screen

Again, most of the features of using Rich Text can be found in the Windows Wordpad help.

When you have completed your narrative press the File, save and Exit to be returned to the program,

Database Table Specifications

Tables

AlumiInvDB.DB - Alumni Invoice

¹	Field name	Field type	Field size	Key	Req	Description
1	ID	Smallint		X		
2	Invoice	Smallint		X		
3	TranDate	Date				
4	AmtRec	Currency				
5	PmtMeth	String	6			
6	CCNO	String	20			
7	ExpDate	String	6			
8	CDName	String	20			
9	CardName	String	30			
10	Invoiced	Boolean				

Alumitem.DB - Alumni Items

¹	Field name	Field type	Field size	Key	Req	Description
1	Invoice	Smallint		X		
2	Unikey	Float		X		
3	Item	String	20			
4	Event	Boolean				
5	ItemQty	Smallint				
6	UnitCost	Currency				
7	Amount	Currency				
8	EventTable	String	25			
9	ID	Smallint				
10	Size	String	10			
11	GuestName	String	30			
12	GuestSex	String	1			
13	GuestAge	Smallint				

Alumni.DB - Alumni Members

¹	Field name	Field type	Field size	Key	Req	Description
1	ID	Smallint		X		
2	FirstName	String	15			
3	MiddleInt	String	1			
4	LastName	String	20			
5	Married	String	20			
6	NickName	String	15			
7	Sex	String	1			
8	SpouseName	String	20			
9	ChildNames	String	60			
10	Address1	String	30			
11	Address2	String	30			
12	City	String	30			
13	State	String	2			
14	PostalCode	String	10			
15	CityStZip	String	60			
16	HomePhone	String	20			
17	WorkPhone	String	20			
18	AltPhome	String	20			
19	Fax	String	20			
20	Email	String	50			
21	SSN	String	11			
22	DateUpdate	Date				
23	PvtPhone	Boolean				
24	PvtAddr	Boolean				
25	Confirm	Boolean				
26	Located	Boolean				
27	ValidAddr	Boolean				
28	Attending	Boolean				
29	MStatus	String	10			
30	Occupation	String	30			
31	BirthDate	Date				
32	PrintTag	Boolean				
33	InvatationSent	Boolean				
34	Committee	String	20			
35	Biography	BLOB	100			
36	ScrapBk	BLOB	100			
37	Research	Memo	10			
38	MomInfo	String	35			
39	DadInfo	String	35			
40	Siblings	String	35			
41	Ref1	String	60			
42	Ref2	String	60			
43	Ref3	String	60			
44	Photo	Graphic				
45	HomePage	String	60			
46	MaritalStatus	String	10			
47	YearMarried	Smallint				
48	Option1	String	25			
49	Option2	String	25			
50	Option3	String	25			
51	Option4	String	25			

52	Option5	String	25			
53	Option6	String	25			
54	Option7	String	25			
55	Option8	String	25			
56	Age	Smallint				
57	FullName	String	40			
58	PrintPhone	String	20			
59	PAddress1	String	30			
60	PAddress2	String	30			
61	YearDeceased	Smallint				
62	DateMarried	Date				

AlumSurvey.DB - Alumni Survey

¹	Field name	Field type	Field size	Key	Req	Description
1	Id	Float		X		
2	SurveyCategory	String	25	X		
3	SurveyNotes	Memo	75			

Committe.DB - Committee Memebrs

¹	Field name	Field type	Field size	Key	Req	Description
1	COMMITTEE	String	20	X		
2	Chariperson	String	30			
3	Address1	String	30			
4	Address2	String	30			
5	City	String	25			
6	State	String	2			
7	Postal	String	9			
8	Phone	String	20			
9	Fax	String	20			
10	Email	String	60			
11	Homepage	String	60			

Contacts.db - Other Contacts

¹	Field name	Field type	Field size	Key	Req	Description
1	ContactName	String	30	X		
2	Address	String	30			
3	City	String	25			
4	State	String	2			
5	PostalCode	String	10			
6	PriPhone	String	20			
7	AltPhonr	String	20			
8	Fax	String	20			
9	Email	String	50			
10	HomePageURL	String	50			
11	Category	String	25			
12	ContactNotes	Memo	50			

ExpCategory.DB - Expense category Lookup table

[1]	Field name	Field type	Field size	Key	Req	Description
1	Category	String	15	X		
2	Description	String	50			
3	BudgetAmt	Currency				

Guests.db - Guests

[1]	Field name	Field type	Field size	Key	Req	Description
1	Id	Float		X		
2	GuestNo	Float		X		
3	FirstName	String	30			
4	MiddleInt	String	1			
5	LastName	String	30			
6	NickName	String	25			
7	Sex	String	1			
8	Relationship	String	15			

IncCategory.DB - Income Category

[1]	Field name	Field type	Field size	Key	Req	Description
1	Category	String	15	X		
2	Description	String	50			
3	BudgetAmt	Currency				

Items.DB - Reunion Items

[1]	Field name	Field type	Field size	Key	Req	Description
1	Item	String	20	X		
2	PreItemAmt	Currency				
3	ItemAmt	Currency				
4	AtDoorAmt	Currency				
5	Event	Boolean				
6	EventDate	Date				
7	EventTime	Time				
8	EventPlace	Memo	50			
9	Needs	String	1			

Letters.DB - Letters

[1]	Field name	Field type	Field size	Key	Req	Description
1	Title	String	60	X		

¹						
2	Date	Date				
3	Text	BLOB				

Options.DB - System Options

¹	Field name	Field type	Field size	Key	Req	Description
1	Slogan	String	30			
2	ClassOf	Smallint				
3	RDate	Date				
4	School	String	30			
5	SAddr1	String	30			
6	SAddr2	String	30			
7	SAddr3	String	30			
8	RAddr1	String	30			
9	RAddr2	String	30			
10	RAddr3	String	30			
11	RPhone	String	20			
12	RFax	String	20			
13	REmail	String	40			
14	Graphic	Graphic				
15	RLetter	BLOB				
16	Anniversary	Smallint				
17	ReunionDate	String	20			
18	ContactPerson	String	25			
19	Option1	String	25			
20	Option2	String	25			
21	Option3	String	25			
22	Option4	String	25			
23	Option5	String	25			
24	Option6	String	25			
25	Option7	String	25			
26	Option8	String	25			
27	NextInvoice	Smallint				
28	NextItem	Float				
29	NextAlumni	Float				
30	Dt	Date				
31	NextGuest	Float				
32	LetterName	String	60			
33	LetterTemplate	String	60			
34	LetterText	BLOB	10			

PhotoAlbum.DB - Memory Books

¹	Field name	Field type	Field size	Key	Req	Description
1	Category	String	20	X		
2	SortOrder	Float		X		
3	Caption	String	60			
4	Narrative	Memo	10			
5	Photo	Graphic				
6	PhotoDate	Date				

rbField.DB - Report Explorer

¹	Field name	Field type	Field size	Key	Req	Description
1	TableName	String	60	X		
2	FieldName	String	60	X		
3	FieldAlias	String	60			
4	Selectable	String	1			
5	Searchable	String	1			
6	Sortable	String	1			
7	DataType	String	60			
8	AutoSearch	String	1			
9	Mandatory	String	1			

rbFolder.db - Report Explorer

¹	Field name	Field type	Field size	Key	Req	Description
1	FolderId	Autoinc		X		
2	Name	String	60			
3	ParentId	Integer				

rbItem.db - Report Explorer

¹	Field name	Field type	Field size	Key	Req	Description
1	ItemId	Autoinc		X		
2	FolderId	Integer				
3	Name	String	60			
4	Size	Integer				
5	ItemType	Integer				
6	Modified	DateTime				
7	Deleted	DateTime				
8	Template	BLOB				

rbTable.db - Report Explorer

¹	Field name	Field type	Field size	Key	Req	Description
1	TableName	String	60	X		
2	TableAlias	String	60			

Rexpense.DB - Expenses

¹	Field name	Field type	Field size	Key	Req	Description
1	ExpDate	Date		X		
2	Desc	String	40	X		
3	Category	String	15			
4	ExpFrom	String	40			

5	Amount	Float				
6	CheckNo	String	6			

Rincome.DB - Income

¹	Field name	Field type	Field size	Key	Req	Description
1	IncDate	Date		X		
2	Desc	String	40	X		
3	Category	String	15			
4	IncFrom	String	40			
5	Amount	Float				

States.db - US States

¹	Field name	Field type	Field size	Key	Req	Description
1	StateID	String	3	X		
2	StateName	String	20			

SurvCat.db - Survey Category Lookup

¹	Field name	Field type	Field size	Key	Req	Description
1	SCategory	String	25	X		

TableAssign.DB - Table Assignment

¹	Field name	Field type	Field size	Key	Req	Description
1	Event	String	20	X		
2	Table	String	3	X		
3	SeatAssign	String	3	X		
4	AlumID	Smallint				
5	Invoice	Smallint				
6	Comments	Memo	10			
7	FullName	String	40			

TaskList.DB - Task List

¹	Field name	Field type	Field size	Key	Req	Description
1	AssignTo	String	30			
2	AssignDate	Date				
3	DueDate	Date				
4	Task	String	100			
5	Notes	BLOB	100			
6	Complete	Boolean				
7	TaskStatus	String	15			