

Manager Notes Entry Program

PROGRAM NAME: TMGRNGUT

MENU OPTION TITLE: Manager Notes Entry Program

MAIN MODULE: TELEMARKETING

HELP KEY ACTIVE: NO

PROGRAM OVERVIEW

This program is a powerful communication tool. Any person with access to this program can enter in data that any inbound and outbound sales person will see every time they get into their system. This is a simple text editor with global information disbursement.

PROGRAM OPERATION

Once you enter into the program, you will see a large open space. This is where you will type in text. At the bottom of the screen you will see five choices. Following is a brief description of each:

1) (A)dd: Select "A" and press <ENTER>. You can now type text into the first line. When you have filled up the first line, press <ENTER> to go to the second line. Notice that the line number is already supplied for your convenience. The lines #' are incremented by ten so you can insert if needed.

2) (C)hange: This option allows you to retype a part of a line without deleting all of the text or having to start over.

3) (D)elete: To delete any lines of text first you must highlight the line press "D" and then press <ENTER>. You will be asked twice to confirm deleting function before the line will be deleted.

4) (S)ee More: If there is more text than can be see on one screen you can type "S" and press <ENTER> to view any more pages.

5) (Q)uit: Press "Q" to quit the program and save your work.