

# TICKLER LETTERS

## TABLE OF CONTENTS

---

SECTION 1 - INTRODUCTION .....	1
SECTION 2 - COMPOSING THE LETTER .....	3
SECTION 3.0 - THE MENU .....	7
SECTION 3.1 - REVIEW AUTOMATIC TICKLER LETTERS .....	9
SECTION 3.2 - PRINT AUTOMATIC TICKLER LETTERS .....	11
SECTION 3.3 - GENERATE MANUAL TICKLER LETTERS .....	15
SECTION 3.4 - CANCEL TICKLER LETTERS .....	17
SECTION 3.5 - EXPAND THE SYSTEM .....	19
SECTION 3.6 - SYSTEM STATUS .....	21
APPENDIX A - SAMPLE LETTER .....	23
APPENDIX B - USING A CUT SHEET FEEDER .....	25
APPENDIX C - PRINTER CONTROL FILE .....	27
INDEX .....	i

Revised 03/14/2001

TICKLER LETTERS

TABLE OF CONTENTS

---

## SECTION 1 INTRODUCTION

Description	Tickler letters extends the capability of Filedrawer and C.A.R.S.. It allows you to send letters reminding customer's of important services which were noted on their repair orders.
Posting to Tickler letters	The Tickler letters are placed onto a list of Tickler letters to print by closing out the repair order in C.A.R.S. and transferring it. A Tickler letter will become accessible only after both of these actions have been done and the time set for printing has pasted.
Purpose of this manual	Tickler letters is an extension of Computerized Automotive Repair order System (C.A.R.S.) and Filedrawer. Tickler letters allows you to send letters reminding customer's of important services which were noted on their repair orders. The system and the instruction manual assume and require no prior computer experience, but does assume some knowledge of C.A.R.S.. The instruction manual will lead you through all the necessary steps needed to implement and use the system. The manual was written to be used as a tutorial manual and as a reference manual. You will find the instructions organized in a step-by-step manner.
Organization of this manual	Section 2 explains how to compose and enter the letter. Sections 3.0 through 3.6 explain the day-to-day use of the system.

TICKLER LETTERS

SECTION 1  
INTRODUCTION

---

## SECTION 2 COMPOSING THE LETTER

Composing the letter

The system is supplied with the text of the Tickler letter pre-entered. You may change the text of the Tickler letter at any time. Before printing your first Tickler letters you may wish to compose your own Tickler letter.

Line length, maximum line count for letter

The system will leave about 1 inch for the left margin. Your printer will print the text ten characters to the inch. The system allows a maximum line width of 67 characters. There are 11 lines on the screen. There are only 10 lines available for the text of the letter. The other line is used to tell the system where to print the Description of work from the repair order.

Description of work box

When you have decided where you would like the Description of work box to print, type:

**\*DESCRIPTION OF WORK\***

**Precision tip:** Leaving 1 blank line before and 1 blank line after **\*\*DESCRIPTION OF WORK\*\*** will make the letter look better. See Appendix A, starting on page 23, for a sample letter.

**Precision tip:** The **\*\*DESCRIPTION OF WORK\*\*** must be in all capital letters.

Include the make and model

Regardless of the method used to create the text of the letters, the system can be made to insert the make and model of the vehicle in the text of the letter. The computer will search the text of the letter and substitute the make and model of the vehicle for the following distinct group of characters:

**\*\*VEHICLE\*\***

Thus, to cause the make and model of the vehicle to appear in the letters, you need only include **\*\*VEHICLE\*\*** (without the quotes) wherever you want the make and model to appear within the letter.

**Precision tip:** The **\*\*VEHICLE\*\*** must be in all capital letters.

As you plan the text of the letter, keep in mind that the vehicle make and model may be as short as "VW" or as long as "Cadillac Sedan DeVille". **\*\*VEHICLE\*\*** occupies only 11 characters. A make and model could be as long as 30 characters or as short as 2 characters.

Include Previous Service Date

The system can include a reference to the previous service date and mileage. To include the previous service date in the letter, use **"MM/DD/YY"** (without the quotes). To include the previous service mileage, use **"MILES"** (without the quotes). (Example: Your last oil change was on MM/DD/YY at MILES miles.)

**Precision tip:** Both **"MM/DD/YY"** and **"MILES"** must be in all capital letters.

Entering Tickler letters system

To enter the Tickler letters system, at the "Precision" Main Menu, press **T**. The Tickler letters main menu will appear.

# TICKLER LETTERS

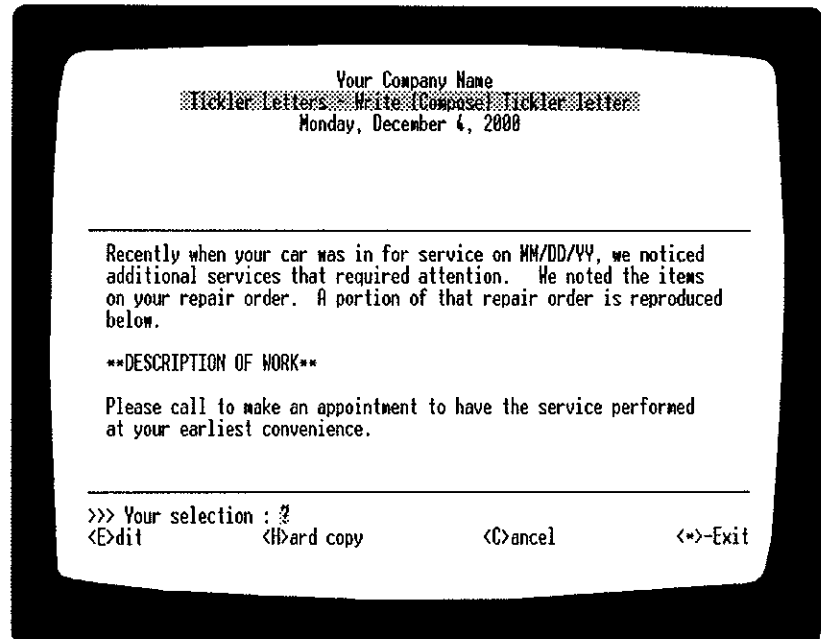
## SECTION 2 COMPOSING THE LETTER

---

Entering the Tickler letter text

At the Tickler Letters main menu press **[W]** to select the Write (Compose) Tickler letters.

After a few moments, the screen will show:



Using the compose function

The Compose function may be used to review and edit the existing text, enter new text or print a copy of the letter as it is currently in the system.

Edit

Pressing **[E]**dit will allow you to enter new text for the letter or make changes and corrections to the existing text.

Hard copy

To print a hard copy of the letter as it is currently stored in the system, press **[H]**. The computer will print one copy of the letter.

Cancel

If you have made changes to the existing text and decide you would like to retain the original text, press **[C]**ancel. The system will warn you that you are about to erase the changes you have just made and ask:

"Are you sure you want to do this? **[Y/N]**).

**Precision tip:** Using **[C]**ancel will restore the original text. Once you exit the Compose function by pressing **[\*)**, the computer will write the text of the letter as shown on the screen to the disk and this text will become permanent.

Ending a paragraph

As you add or insert text, word-wrap automatically rearranges the lines of text to accommodate the new text. **[Enter]** ends the current paragraph by placing a paragraph symbol (¶) in the text. Paragraph symbols never appear on the hard copy.

# TICKLER LETTERS

## SECTION 2 COMPOSING THE LETTER

---


**Precision tip:** For more information on word-wrap, see Section 1 of the Precision Main Menu manual.

Blank lines between paragraphs

To make a blank line between paragraphs, enter a line with no text on it. To enter a blank line, just press [Enter] without typing anything else. After you have finished the last line, press [Esc] to tell the computer that you have completed the entering of the text.

You may now get a copy of what you have typed as explained above.

Exit Compose

After entering the desired text, press , this will return you to the Tickler letters main menu.

The Tickler Letters is ready to use.

TICKLER LETTERS

SECTION 2  
COMPOSING THE LETTER

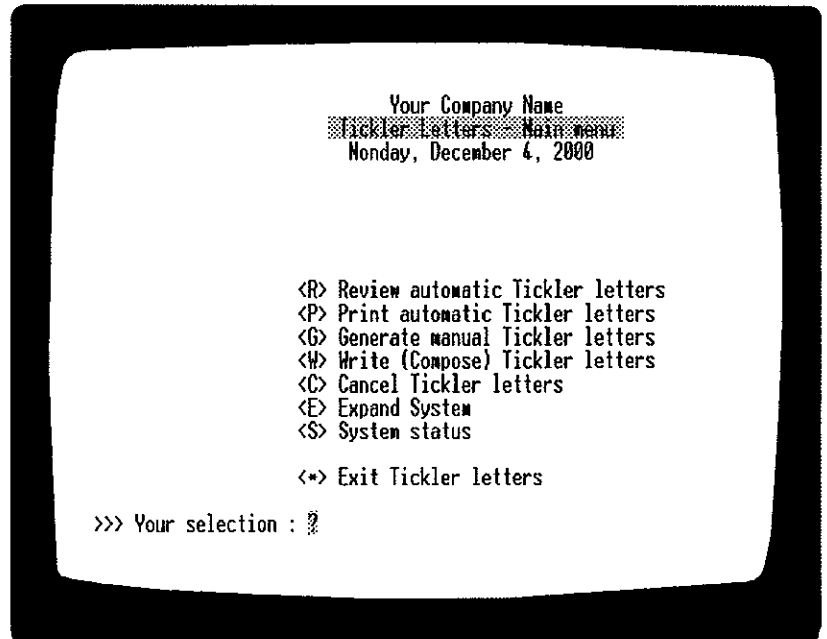
---



## SECTION 3.0 THE MENU

Entering Tickler letters system

To enter the Tickler letters system, at the "Precision" Main Menu, press **F1**.  
The Tickler letters main menu will appear:



Description of each function

The menu displayed on the screen is your access door to the Tickler letters system. Briefly, here is what each choice will do:

#### Review automatic Tickler letters

Allows you to see who will be getting Tickler letters and from which invoice the Description of work will be taken.

#### Print automatic Tickler letters

Prints the Tickler letters which are due to print at this time.

#### Generate manual Tickler letters

Allows you to print a Tickler letter for any customer at any time.

#### Write (Compose) Tickler letters

Allows you to enter or edit the text for the Tickler letters.

#### Cancel Tickler letters

Allows you to cancel a Tickler letter before printing the letters.

#### Expand system

Will allow you to expand the capacity of the Tickler letters holding area by 100 letters (up to a maximum of 32,766).

#### System status

Gives you vital information needed to control the Tickler letters function.

TICKLER LETTERS

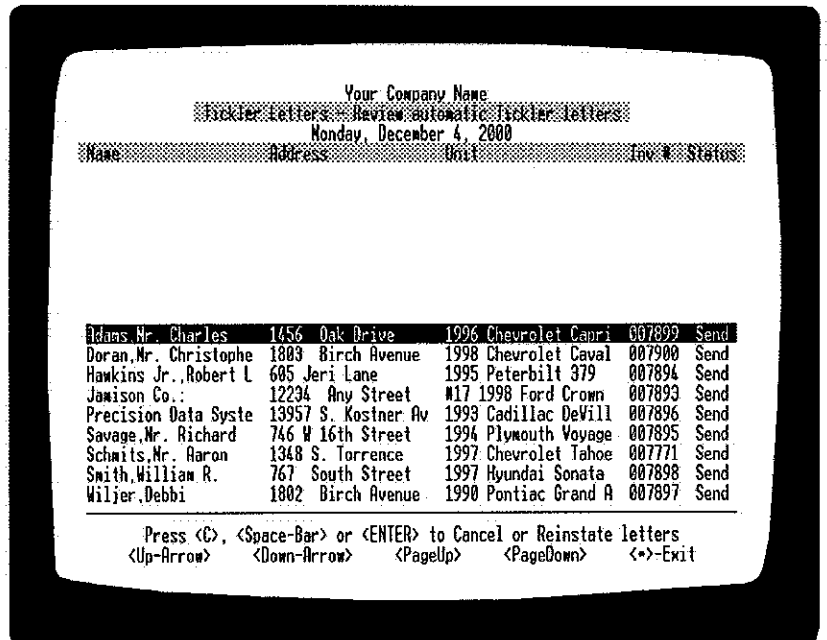
SECTION 3.0  
THE MENU

---

## SECTION 3.1 REVIEW AUTOMATIC TICKLER LETTERS

### Review Automatic Tickler letters

Review automatic letters allows you to see who will get Tickler letters and to which invoice the letter refers. To review the Tickler letters that will print, press **[R]**. The following will appear:



To see more names use the [Page Up], [Page Down], [Up Arrow] and [Down Arrow].

### Cancel the Tickler letter

If you do not wish to send a particular letter, highlight that entry then press **[C]**, [Space Bar] or [Enter] to cancel that letter. The word CANCEL will appear on the right-hand side of the screen. If you have canceled a letter and would like to reinstate it, repeat the process.

**Precision tip:** If you exit the Tickler letters function and have not printed the remaining letters, the system will reinstate the canceled letters. (See Section 3.4, starting on page ?, of this manual for information on permanently canceling letters.)

TICKLER LETTERS

SECTION 3.1  
REVIEW AUTOMATIC TICKLER LETTERS

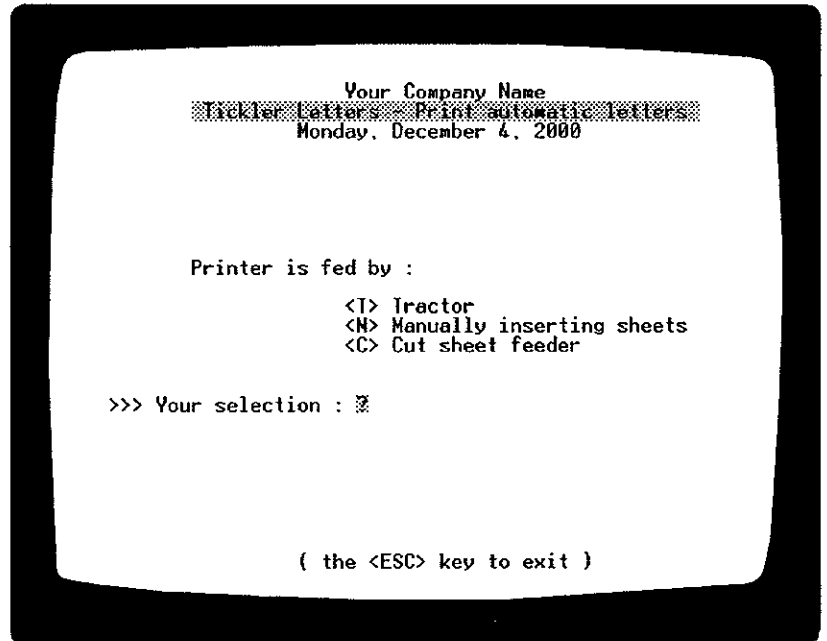
---

## SECTION 3.2 PRINT AUTOMATIC TICKLER LETTERS

Print Automatic Tickler letters

The Tickler letters automatically selected for printing are called automatic Tickler letters. To print automatic letters, press **P** for Print automatic Tickler letters.

Now the screen shows:



Type of printer

A tractor feed printer uses continuous paper that is pulled through the printer by punched holes along the edges. A manual feed (friction feed) printer loads paper like a typewriter, one sheet of paper at a time. A Cut sheet feeder is a printer equipped with a bin that automatically feeds single sheets of paper. (See Appendix B, starting on page 25, for more information on using a Cut sheet feeder.) Select the type of printer that is appropriate by pressing the corresponding letter.

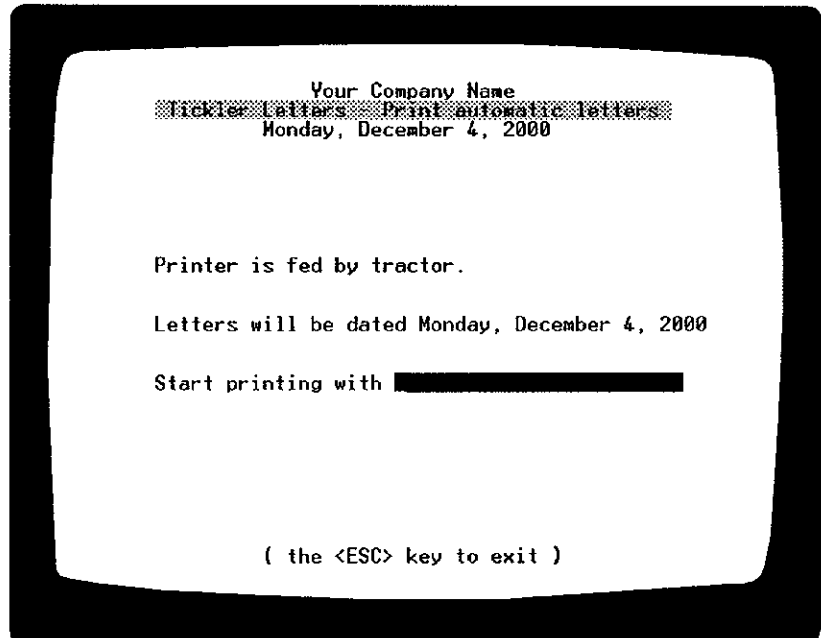
# TICKLER LETTER

## SECTION 3.2 PRINT AUTOMATIC TICKLER LETTERS

---

Date to appear on the letters

As indicated, enter the date to appear on the letters. Use the MM/DD/YY format as before. Pressing [Enter] will cause the date to default to the system date. The screen will show:



Start printing with :

You may specify the point at which the letters will start printing. This is useful when printing letters after the printer has jammed or printing has been interrupted. Press [Enter] to print all the letters. To start the printing at some point other than with the first letter, type in the name with which the printing is to begin, then press [Enter].

Adjust the paper

Load the paper into the printer. If you are using single sheets of stationery (manual printer option), load the paper so the left edge of the paper lines up with the zero mark on the paper scale and the top edge of the paper is about 4 lines (2/3 of an inch) above the print head. If using tractor feed paper, make sure the left perforation is lined up just to the left of the zero mark on the paper scale and the top edge of the paper is positioned so that the print head will print on the very top line of the paper. If using a Cut sheet feeder consult the instructions supplied with the feeder for proper positioning. After positioning the paper, press [Enter]. The letters will print.

Aborting the printing

While printing letters using a cut sheet feeder or a tractor, if you need to abort the printing, press [Esc]. Printing will soon stop. You will be given the opportunity to reprint the letters.

After printing the letters, the system will ask:

```
Are letters okay? ( Y/N )
```

# TICKLER LETTER

## SECTION 3.2 PRINT AUTOMATIC TICKLER LETTERS

---

If you need to reprint the letters

Examine the letters. If you find something wrong with the letters, press N. You will be allowed to reprint them. If the letters are okay, press Y.

The system will now ask:

Print list of letters ? ( Y/N )

A list of letters

You may print a list of everyone who received letters. The list requires 8½ inch continuous paper. You should always print a list of the letters and save it. The list will include phone numbers. Keep track of those that respond to your Tickler letters. Consider calling those that do not respond.

When the list is complete, the system will ask:

Is list of letters okay ? ( Y/N )

If the list did not print correctly or if you wish a second list, you may reprint it. If no list is desired press \* to exit.

TICKLER LETTER

SECTION 3.2  
PRINT AUTOMATIC TICKLER LETTERS

---



## SECTION 3.3 GENERATE MANUAL TICKLER LETTERS

### Generate Manual Tickler letters

Generate manual Tickler letters allows you to print a Tickler letter for any customer at any time. To print a manual letter press **[G]** to Generate manual Tickler letters. Answer the "Printer type" question as appropriate. Next, enter the date to appear on the letter. Press **[Y]** in response to "Are all entries correct? (Y/N)".

The following screen will appear:

```
Tickler Letters - Generate manual tickler letters

Home:                               Work:
Vehicle:                            

Comment:                             Description of work:

>>> Print manual tickler letter for Invoice# [redacted]

( the <ESC> key to exit )
```

### Enter invoice number

You will now be allowed to enter the invoice number for the manual letter you wish to print. If you would like to print another manual letter enter the invoice number. After you have printed the last manual letter, press **[Esc]**. The system will return to the Tickler letters - Main menu.

TICKLER LETTER

SECTION 3.3  
GENERATE MANUAL TICKLER LETTERS

---

## SECTION 3.4 CANCEL TICKLER LETTERS

Cancel Tickler letters

The Cancel Tickler letters function allows you to cancel a Tickler letter for any customer at any time. To cancel a Tickler letter, press **C**. The following screen will appear:

```
Tickler Letters: Cancel Tickler Letter

Home:                               Work:
Vehicle:                             Comment:
Description of work:

>>> Cancel tickler letter for Invoice# [redacted]

( the <ESC> key to exit )
```

You will now be allowed to enter the invoice number for the Tickler letter you wish to cancel.

Enter the invoice number

After entering in the invoice number the following will be displayed:

```
Tickler Letters: Cancel Tickler Letter

Precision Data Systems, Inc.:      Invoice# 007896 Page 3
13957 S. Kostner Avenue          Total    175.90
Crestwood, IL 60445 1922        September 28, 2000
Home: (708) 371-6590           Work: (708) 371-6555
Vehicle: 1993 Cadillac DeVille

Comment:
Description of work:
Transmission service
Lube, oil and filter change
Cooling system flush

OUR INSPECTION OF YOUR VEHICLE SHOWS IT NEEDS THE FOLLOWING:

Rear brakes

>>> Press <ENTER> to cancel letter or the <ESC> key to not cancel <<<
```

## TICKLER LETTERS

### SECTION 3.4 CANCEL TICKLER LETTERS

---

Cancel the Tickler letter

The system will display the Description of work for the repair order. If you would like to cancel this Tickler letter, press [Enter]. If you do not want to cancel this letter, press [Esc] key.

Return to menu

The system will ask for another invoice number, if you wish to cancel another letter enter the invoice number. If you have no other letters to cancel, press [Esc] to return to the Tickler letters Main menu.

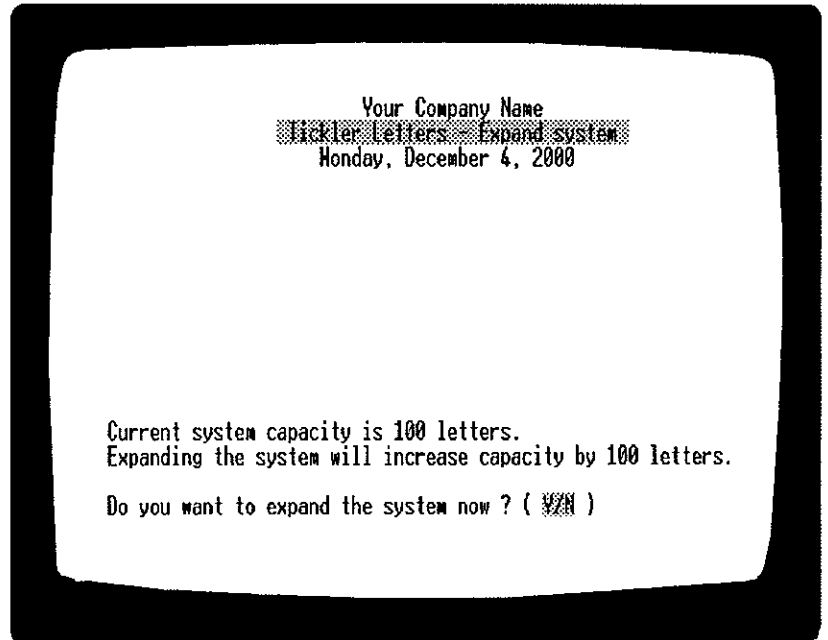
## SECTION 3.5 EXPAND THE SYSTEM

Expand the system

The current system capacity can be expanded in steps of 100 items up to a maximum capacity of 32,766. The C.A.R.S. Transfer paid repair orders function tells you when it is necessary to expand the current system capacity. For convenience, you may force the system to expand at any time.

Forcing system expansion

To force the system to expand, press **[E]** at the Tickler letters main menu.



You should not expand the system much beyond your immediate needs. Each time the system is expanded it uses additional space on the hard disk and requires additional space on backup disks. Once expanded the system cannot be made smaller.

TICKLER LETTERS

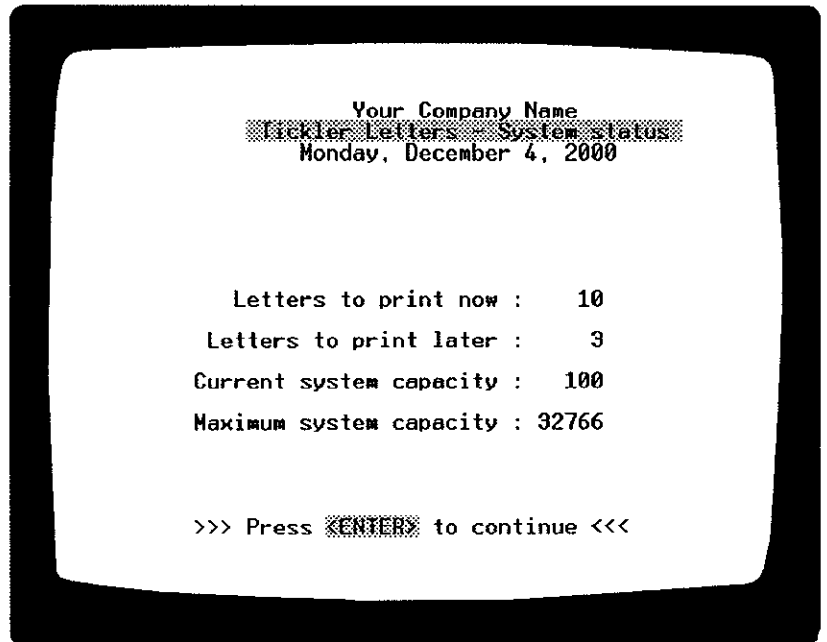
SECTION 3.5  
EXPAND SYSTEM

---

## SECTION 3.6 SYSTEM STATUS

Checking system status

To check system status, press **[S]**. The screen will show this:



Letters to print now

Letters to print now represents the number of letters in the system which will print if you were to choose Print automatic Tickler letters right now.

Letters to print later

Letters to print later represents the number of letters in the system which will be printed in the future.

Current system capacity

The current system capacity is set for 100 letters. It can be expanded by 100 letters at a time. (See Section 3.5 Expanding the system, starting on page ?, for more information.) The number of letters to print now plus the number of letters to print later can never exceed the current system capacity.

Maximum capacity

The Maximum capacity of the Tickler letters system is 32,766 letters.

Press [Enter] to display the Tickler letters main menu.

TICKLER LETTERS

SECTION 3.6  
SYSTEM STATUS

---



APPENDIX A  
SAMPLE LETTER

---

**YOUR COMPANY NAME**  
13957 S. Kostner Avenue  
Crestwood, Illinois 60445  
(708) 371-6555

August 04, 1998

Ms. Marilyn R. Adams  
12123 Any Street  
Your Town, US 12345 6789

Dear Ms. Adams,

Recently, when we serviced your vehicle, we noted additional services which should be performed. A portion of that repair order is printed below.

-----  
"Description of work" from Invoice #005673 dated June 22, 1998  
-----

Oil change, filter, lubrication - check all fluid levels.  
Check noise in back when car goes in reverse.  
Tune up engine - idles rough, stalls in morning, black smoke may need choke  
unloader.

OUR INSPECTION OF YOUR VEHICLE SHOWS IT NEEDS THE FOLLOWING:  
Needs rear brakes.

-----  
Please call at your earliest convenience for an appointment to have these  
services performed on your 91 Chevrolet Caprice.

Very truly yours,

Your Company Name  
Pete Jones

TICKLER LETTERS

APPENDIX A  
SAMPLE LETTER

---

## APPENDIX B USING A CUT SHEET FEEDER

### Overview

An optional cut sheet feeder attachment for your printer will enable you to print your letters on single sheets of letterhead or typing paper. This will eliminate the need to tear apart continuous paper.

### Program considerations

With most cut sheet feeders the program must be coordinated with the requirements of the cut sheet feeder. The Service Manager™ includes a data file (cfsfeedr.dta) to tell the system the requirements of the cut sheet feeder. This data file consists of three numbers separated by commas. The first number tells the system how much extra indentation is required when printing with the cut sheet feeder. The second number tells the system how many blank lines are to be printed at the top of the letters before the letterhead. (It does not matter if you are not having the system print the letterhead for you.) The third number tells the system the form length in number of lines. The form length is usually 66. (Standard paper is 66 lines long.) Some cut sheet feeders require extra lines for paper handling. Some printers may require a form length of less than 66 lines. You can reduce the top margin and adjust the top-to-bottom position of the printing if necessary.

### Changing the Cfsfeedr.dta file on a Windows 95/98 system

Exit the Precision Data Systems software to the Windows "Desktop". Click on the icon for the "Ms-Dos prompt". If you do not have an "Ms-Dos prompt" icon on the Windows "Desk top", click on the "Start" button. Next, click on Programs, then click Ms-Dos prompt.

**Precision tip: If you don't have an icon for the Ms-Dos prompt, call us. We will help you make one.**

The computer will go directly to an Ms-Dos "C" prompt. The Ms-Dos prompt should say C:\PDS>. If it does not, type `CD \PDS` then press [ENTER].

### On an Ms-Dos system

On an Ms-Dos system, exit the programs to the Ms-Dos prompt (C:\PDS>). The Ms-Dos prompt should say C:\PDS>. If it does not, type `CD \PDS` then press [ENTER].

### Both systems

Next type:

```
COPY CON CFSFEEDR.DTA [Enter]
```

After you press [Enter] the cursor should appear on the blank line below. Next type the three digits as explained above. For example type: `207` [Enter]. Then press [Ctrl]-[Z], then press [Enter]. The computer should respond 1 file(s) copied. Now whenever printing letters and the cut sheet feeder option is selected, the system would start each line two inches to the right of the normal print position and space the paper up at the end of each letter an extra 12 lines.

**Precision tip: If you have The Service Manager™ this file may be changed through The Service Manager™ Company setup.**

## TICKLER LETTER

### APPENDIX B USING A CUT SHEET FEEDER

---

Return to Precision Data Systems

Windows 95/98 users type: **E****X****I****T** and press [Enter] to return to the "Windows Desktop". Then click on the "Pds-Menu" icon. Ms-Dos users type: **P****D****S** and press [Enter]. You will be returned to the "Precision Main Menu".

## APPENDIX C PRINTER CONTROL FILE

Customize the letterhead	You can customize the letterhead (company name and address) printed at the top of your letters by having the system tell the printer to select a special print style. The information necessary for the system to do this is stored in the printer control file (CFSPRN.DTA).
CfsPrn.Dta file	The CFSPRN.DTA file contains numbers (printer control codes) to tell the printer which print style to use for printing the letterhead, followed by a second set of numbers, to tell the printer which print style to use for printing the body of the letters. This is followed by a third set of numbers, to tell the printer which print style to use for the Description of work section of the letters. Last is a set of numbers, to tell the printer how to switch back to "normal" printing (the print style usually used for printing reports).
Characters per inch for letterhead	Printer control codes are numbers separated by commas. The first number in the file tells the system how many characters that will be printed per inch for the print style you have chosen for printing the letterhead. If this number is not correct the letterhead will not be correctly centered.
Type style for the letterhead	The second number tells the system how many codes are required to tell the printer how to select the type style you have chosen for the letterhead. The next numbers will be the actual ASCII codes themselves (see printer manual for codes). For example, if the print style you have chosen for the letterhead requires four codes there will be four numbers.
Characters per inch for the body of the letters	The next number tells the system how many characters that will be printed per inch for the print style you have chosen for printing the body of the letter. (This number is usually 10.)
Type style for the body of the letters	The next number tells the system how many codes are required to tell the printer how to select the type style you have chosen for the body of the letter. The next numbers will be the actual ASCII codes themselves (see printer manual for codes). For example, if the print style you have chosen for the body of the letter requires six codes there will be six numbers.
Characters per inch for the Description of work section	The next number tells the system how many characters that will be printed per inch for the print style you have chosen for printing the Description of work section of the letters. (This number is usually 17.)
Type style for the Description of work section	The next numbers tell the printer how to select the type style you have chosen for the Description of work. The next numbers will be the actual ASCII codes themselves (see printer manual for codes). For example, if the print style you have chosen for the post cards requires five codes there will be five numbers.
Characters per inch for reports	The next number tells the system how many characters that will be printed per inch for the print style you have chosen for printing reports. (This number is usually 17.)

## TICKLER LETTERS

### APPENDIX C PRINTER CONTROL FILE

---

Type style for reports

The next number tells the system how many codes are required to tell the printer how to select the type style you have chosen for the reports. The next numbers will be the actual ASCII codes themselves (see printer manual for codes). For example, if the print style you have chosen for the reports requires five codes there will be five numbers.

# TICKLER LETTERS

## INDEX

---

### A

Aborting the printing .....	12
Adjust the paper .....	12
Appendix A - Sample Letter .....	23
Appendix B - Using A Cut Sheet Feeder .....	25
Appendix C - Printer Control File .....	27

### B

### C

Cancel the Tickler letter .....	9
Cancel the Tickler letter .....	18
Return to menu .....	18
Cancel Tickler letters .....	17
Enter invoice number .....	17
CfsPrn.Dta file .....	27
Changing the Cfsfeedr.dta file .....	25
On an Ms-Dos system .....	25
Windows 95/98 system .....	25
Characters per inch for reports .....	27
Characters per inch for the body of the letters .....	27
Characters per inch for the Description of work section .....	27
Composing the letter .....	3
Description of work box .....	3
Entering the Tickler letter text .....	4
Entering Tickler letters system .....	3
Include Previous Service Date .....	3
Include the make and model .....	3
Line length, maximum line count for letter .....	3
Using the Compose function .....	4
Current system capacity .....	21
Customize the letterhead .....	27
Characters per inch for letterhead .....	27
Type style for the letterhead .....	27

### D

Date to appear on the letters .....	12
Description of each function .....	7

---

# TICKLER LETTERS

## INDEX

---

Cancel Tickler letters .....	7
Expand system .....	7
Generate manual Tickler letters .....	7
Print automatic Tickler letters .....	7
Review automatic Tickler letters .....	7
System status .....	7
Write (Compose) Tickler letters .....	7
Description of work box .....	3

### E

Enter invoice number .....	15, 17
Entering the Tickler letter text .....	4
Entering Tickler letters system .....	3, 7
Expand the system .....	19
Forcing system expansion .....	19
Maximum capacity of 32,766 .....	19

### F

Forcing system expansion .....	19
--------------------------------	----

### G

Generate Manual Tickler letters .....	15
Enter invoice number .....	15
Getting a Directory of Business Letters created	
Ms-Dos system .....	25

### H

### I

Include Previous Service Date .....	3
Include the make and model .....	3
Introduction .....	1
Description .....	1
Organization of this manual .....	1
Posting to Tickler letters .....	1
Purpose of this manual .....	1



# TICKLER LETTERS

## INDEX

---

### J

### K

### L

Letters to print later .....	21
Letters to print now .....	21
Line length, maximum line count for letter .....	3

### M

Maximum capacity .....	21
------------------------	----

### N

### O

Organization of this manual .....	1
-----------------------------------	---

### P

Paragraph symbol ( ¶ ) .....	4
Posting to Tickler letters .....	1
Print a List of letters .....	13
Print Automatic Tickler letters .....	11
Aborting the printing .....	12
Adjust the paper .....	12
Date to appear on the letters .....	12
If you need to reprint the letters .....	13
List of letters .....	13
Start printing with : .....	12
Type of printer .....	11
Printer Control File .....	27
CfsPrn.Dta file .....	27
Characters per inch for letterhead .....	27
Characters per inch for reports .....	27
Characters per inch for the body of the letters .....	27
Characters per inch for the Description of work section .....	27

# TICKLER LETTERS

## INDEX

---

Customize the letterhead .....	27
Type style for reports .....	28
Type style for the body body of the letters .....	27
Type style for the Description of work section .....	27
Type style for the letterhead .....	27
Purpose of this manual .....	1

### Q

### R

Reprint the letters .....	13
Review automatic Tickler letters .....	7, 9
Cancel the Tickler letter .....	9

### S

Sample Letter .....	23
Section 1- Introduction .....	1
Section 2 - Composing The Letter .....	3
Section 3.0 - The Menu .....	7
Section 3.1 - Review Automatic Tickler Letters .....	9
Section 3.2 - Print Automatic Tickler Letters .....	11
Section 3.3 - Generate Manual Tickler Letters .....	15
Section 3.4 - Cancel Tickler Letters .....	17
Section 3.5 - Expand The System .....	19
Section 3.6 - System Status .....	21
Start printing with : .....	12
System Status .....	21
Checking system status .....	21
Current system capacity .....	21
Letters to print later .....	21
Letters to print now .....	21
Maximum capacity .....	21

### T

The Menu .....	7
Cancel Tickler letters .....	7
Description of each function .....	7
Entering Tickler letters system .....	7

---

# TICKLER LETTERS

## INDEX

---

Expand system .....	7
Generate manual Tickler letters .....	7
Print automatic Tickler letters .....	7
Review automatic Tickler letters .....	7
System status .....	7
Write (Compose) Tickler letters .....	7
Type of printer .....	11
Type style for reports .....	28
Type style for the body body of the letters .....	27
Type style for the Description of work section .....	27

### U

Using A Cut Sheet Feeder .....	25
Changing the Cfsfeedr.dta file .....	25
Overview .....	25
Program considerations .....	25
Return to Precision Data Systems .....	26
Using the compose function .....	4
Blank lines between paragraphs .....	5
Cancel .....	4
Edit .....	4
Ending a paragraph .....	4
Exit Compose .....	5
Hard copy .....	4
Paragraph symbol (¶) .....	4

### V

### W

### X

### Y

### Z

---

TICKLER LETTERS

I N D E X

---