Perpetual Eucharistic Adoration

Adorer Tracking Program
User's Guide & Reference — Ver 3.02

Behold the Bread of Angels -
Becomes the Food of Pilgrims

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PERPETUAL EUCHARISTIC ADORATION ADORER TRACKING PROGRAM

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PROGRAM VERSION - 3.02

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MICHAEL A. GALLAGHER

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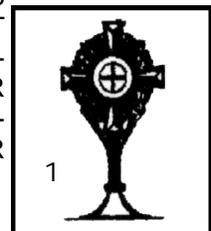
BACKGROUND

This program and the reports were structured around the Perpetual Adoration Program at St. John of Rochester in Fairport, New York.

We have two Program Administrators who have been assigned to the overall operation of Perpetual Adoration in the parish.

There are 4 Divisional Leaders each of whom is responsible for the operation and coverage of a six hour period.

Each leader has six hour coordinators reporting to them for the six hour period for which they are responsible. Each Coordinator is responsible to see that their hour has coverage each day of the week.

GENERAL INFORMATION

This documentation and the help screens make reference to various entries that you can make while entering data for your adoration program. In order to set those data items off from the rest of the instructions, we have included them in quotes. You should not type the quotes when entering the data.

HELPFUL HINTS

This software is geared towards a full 24 hours per day, seven days per week Adoration Program. If you are only scheduling one or two days each week for Adoration you can still use this software. Simply enter an adorer record for each of the days not being scheduled and fill in each of the hours in that record for that day with an "A". For example, if you are not having adoration on Mondays and Tuesdays each week, enter an adorer named "Monday" and one named "Tuesday". In each of the respective records you can indicate that all hours for that day have coverage. This will avoid the printing of unnecessary information on the reports.

INSTALLATION

The programs should have been un-zipped into a temporary directory.
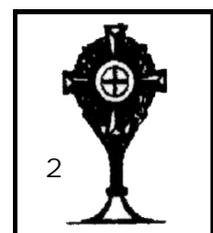
If you are installing to run from DOS, then you should run the program DOSSETUP.EXE from the DOS Prompt. You will be prompted for certain information needed for the installation and then all appropriate files will be copied to the selected directory.

If you are installing to run from Windows, then you should run the program SETUP.EXE from within Program Manager and then follow the installation instructions.

Once installed, you can then use Choice 7 from the Main Menu (Edit Configuration Data) to change the Church Name and the Start Date of Adoration on the configuration file to customize the program for your Church.

RUNNING THE PROGRAM

From DOS - Once the installation is complete you can run the program from the MS-DOS prompt by typing "PA" while in the \PERPADOR sub-directory (or the directory you selected at installation time).

From Windows - A program icon should have been created when you ran the Windows installation. Double click this icon to begin running the program under Windows. This is a DOS program and it will actually run under DOS and then return to Windows when completed.

MAIN MENU

The main menu gives you eight choices:

```
        1 = ENTER NEW ADORER RECORDS
       2 = CHANGE ADORER INFORMATION
        3 = GENERATE ADORER LISTINGS
         4 = CREATE ASCII FILES
          5 = PRINT MAILINGS/LABELS
           6 = PURGE INACTIVE ADORERS
            7 = EDIT CONFIGURATION DATA
             99 = EXIT PROGRAM
```

ENTER NEW ADORER RECORDS - (CHOICE 1)

This option provides you with access to all data fields for each new adorer that you wish to enter. The program identifies each re-

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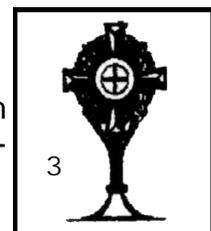
cord by the name of the adorer. **You should therefore not attempt to add duplicate names to the file.**

Simply press "Enter" when prompted with "PRESS ENTER TO ADD NEW ADORER (Z TO EXIT):". This will create a new adorer record.

IN ORDER TO OBTAIN LISTINGS IN ALPHABETICAL ORDER, BE SURE TO ENTER THE INDIVIDUAL ADORER NAMES AS FOLLOWS: "SMITH, MARY".

This screen consists of two sections; a Basic Data section at the top of the screen and the Adorer Hours Data section at the bottom of the screen. Pressing the F3 key will switch you between these two sections of the screen. Pressing the F2 key will cycle the Adorer Hours Data section of the screen (lower section) through the seven days of the week. Pressing the F1 key at any field will bring up a help screen describing what the valid entries are for each field. You can move around the screen using the arrow keys and when the data is correctly entered, pressing the F10 key will update the record.

Each hour field can contain either an "A" or a "C" or both. "A" is for adorer and "C" is used to identify an Hour Coordinator. The "C" code may be entered on any day of the week and it will apply to all days of the week for that particular hour. You should try to enter the "C" code on a consistent day of the week for each coordinator, for example Sunday, so that you know what day to look on to change the coordinator code in the future.

After entering the various hour codes you will notice that when you press F2 or F3 the ACTIVE DAYS field displays an 'X' under the letter of the day of the week that contains data. This allows you to identify which days are coded for each person.

The basic adorer data can be updated no matter which day of the week you have selected. Some of the special field codes are identified below as well as through the help screens.

PROGRAM ADMINISTRATOR - This field is coded with a "1" or a "2" if the person is a Program Administrator. Two people can be coded this way. If more than two people are coded as a program administrator, the program will only recognize the last two records that were coded this way.

If you elect to use an adorer record named "MASS" to show coverage during the times that Mass is celebrated then that record should be coded with an "8" in this field. This avoids un-

4
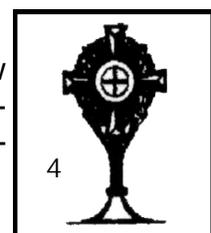
necessary printing of this record on reports.

If you want to purge a record at a later time, then code this field with a "9".

LEADER - The leader field is coded as follows:

"1" = Midnight to 5 AM   "2" = 6 AM to 11 AM
"3" = Noon to 5 PM   "4" = 6 PM to 11 PM

Only four people can be coded as Leaders.

SUBSTITUTE - The substitute field is coded with a "Y" if you want the person to appear on the substitute listing.

Pressing F10 will update the record and take you back to the screen requesting you to "PRESS ENTER TO ADD NEW ADORER (Z TO EXIT):" Pressing enter will allow you to enter another adorer and entering "Z" will take you back to the main menu.

CHANGE ADORER INFORMATION - (CHOICE 2)

This option allows you to change and update existing information for each adorer. The screen that appears requests that you enter the first 6 characters of the name you wish to update. This will result in an alphabetical list of names appearing on the screen which match (or closely match) the name you entered. By using the up and down arrow keys, you can then easily locate the individual you wish to update. Pressing enter when the name of the adorer appears between the two arrows on the screen will bring up that individuals record for updating. Pressing 'Esc' instead of pressing enter will take you back to the main menu. For updating instructions, see the data entry instructions under CHOICE 1.

GENERATE ADORER LISTINGS - (CHOICE 3)

This option allows you to generate various reports to help you in the administration of the Perpetual Adoration Program. Be sure that your printer is turned on and has paper in it. IN ORDER TO OBTAIN LISTINGS IN ALPHABETICAL ORDER, BE SURE TO ENTER THE INDIVIDUAL ADORER NAMES IN CHOICE 1 ABOVE AS FOLLOWS: "SMITH, MARY".

1. Master File Listing: This is a list in alphabetical order of the complete file of records.
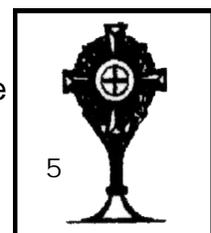
2. Adorers By Hour listing: This is a list that identifies the adorers by each hour of the day. The program administrators, leaders, hour coordinator and the individual adorers for the week are listed on a separate sheet for each hour of the day.

   You can choose to print all hours or individual hours at your discretion.

3. Open Hour Listing: This generates a list of all hours that do not have an adorer assigned.

4. Substitute Listing: This generates a list in alphabetical order of those who signed up to be substitutes.

5. Inactive Adorers: This generates a list of all records on the file that are not active in any aspect of the program. Adorers are intactive when they do not have time recorded in their records.

6. Leader/Coordinator List: This generates a convenient listing of all Administrators, Leaders and Coordinators.

CREATE ASCII FILES - (CHOICE 4)

This option generates a file containing the Name, Address1 and Address2 of the individuals selected from the menu. The file is an ASCII file with the fields enclosed in quotes and separated by commas. You can use these files for data input into other applications you may be running.

PRINT MAILINGS/LABELS - (CHOICE 5)

This option gives you a choice of creating mailers or labels. The mailers are printed on 8-1/2 by 11 paper and can be folded to fit into a standard size window envelope which makes mailing easy.

The mailers have different formats depending on whether the individual is signed up for an hour, whether they are a substitute or whether they are inactive. Basically, the mailer is used as verification of coverage for an individual who is currently signed up for an hour and as an invitation for those who are substitutes and inactive.

The mailer choice prompts you for return address information as well as a phone number which is printed on the mailer.

Both the mailer and label options allow you to select all adorers, inactive adorers or substitute adorers. The output is sorted in zip
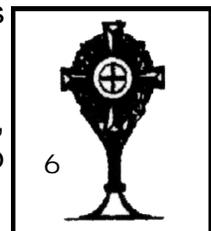
code order for ease in mailing. For <u>non-laser</u> printers, the label output will include 5 lines of sample labels so that you can align the forms in the printer.

In order to obtain proper spacing for the mailers and labels, you must first enter the spacing data in the "EDIT CONFIGURATION DATA" option as outlined in Choice 7.

PURGE INACTIVE ADORERS - (CHOICE 6)

This option will purge all records that have previously been coded with a "9" in the Program Administrator Field. It should be used to create more room on the data files and to get rid of any unwanted records showing up on the listings.

EDIT CONFIGURATION DATA - (CHOICE 7)

This option allows you to customize the system for your Church, your Adoration Program and your printer. The printer Control Codes are entered as the decimal representation of the printer codes required to achieve the identified printer function. The decimal codes are generally found in the appendix to your printer manual. When entered using this option, each individual decimal representation of the printer codes must be separated by a comma. Please contact me if you have questions regarding this feature.

The mailer and label spacing parameters are also entered here (on screen 2) with the option to print sample layouts for verification of proper spacing.

FILES CREATED BY THE PROGRAM

In addition to the SETUP files, the PA.EXE file, the PERPADOR.CFG file, the PA.ICO file and the README.NOW file that are copied to your computer during the initial setup, the following files are created by the program during regular operation. The files with an extension ".BAK" may be deleted at your discretion after you have printed all reports for a particular update. These files will be recreated next time you run the program.

---File Type--	--------File Name and Description--------	--Status--
Master Files	PERPADOR.MST (Current Master File)	Permanent
	PERPADOR.IDX (Master File Index)	Permanent
	PERPADOR.OLD (Prior Master File)	Permanent
	PERPADOR.BAK (Temporary Master File)	Temporary
Listing Files	PALSTMST.BAK (Master Listing)	Temporary
	PALSTHRS.BAK (Adorers by Hour Listing)	Temporary
	PALSTOPN.BAK (Open Hour Listing)	Temporary
	PALSTSUB.BAK (Substitute Listing)	Temporary
	PALSTOLD.BAK (Inactive Records)	Temporary
	PALSTLDR.BAK (Admin/Leader/Coord List)	Temporary
Mailer Files	PAMAILER.BAK (Adorer Mailings)	Temporary
	PALABELS.BAK (Adorer Labels)	Temporary
ASCII Files	PALBLMST.BAK (Complete Master File)	Temporary
	PALBLALC.BAK (Admin/Leader/Coord)	Temporary
	PALBLADR.BAK (Adorers)	Temporary
	PALBLSUB.BAK (Substitutes)	Temporary
	PALBLOLD.BAK (Inactives)	Temporary
Misc. Files	SCREEN.BAK	Temporary
	UNSORTED.BAK	Temporary
	SORTED	Temporary
		Temporary

TELEPHONE SUPPORT

Telephone support is offered at no charge and can be obtained by contacting the following individual:

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