

The **Alarm** Checkbox when tapped indicates it has been selected by a tick appearing in the box. This means that an alarm will be emitted 24 hours prior to the event.

The **Repeat** function on the following line when selected, allows you to determine how often you would like this event to occur in the datebook. the default is **None**.

Once completed you may **OK** or **CANCEL** the information. **Delete** will erase the event on screen.

The information will be automatically placed in the datebook section of your Palm Pilot. to remove from the datebook simply select **delete** while in the datebook.

You are now returned to the **DateNotes** screen. The **Find** key at the base of the screen (not the palm find button) when selected will enable you to search specific fields or all fields.

The **Rpt** key will perform the search again.

Please note the arrows which appear at the bottom right hand side of the screen. When tapped these will scroll the screen smoothly to display all information entered.

The **Sort** key allows you to define in which order you would like to view the available records by field priority.

## PERSONAL DETAILS

**Job Title** as with the previous entries this can be customized accordingly.

**Telephone** you may find that many of your contacts have the same dialing prefixes. To save time edit the pop up list to include these. The same applies to **e mail** which already has some of the more common words and signs. **Mobile** and **Fax** same applies.

The **Introduced by** and Partner selection, allows you to select a name from the **First Contact+** main screen.

The Mutual Friends selection will also take you to the main database of records, but will permit multiple entries to show all mutual friends.

The **Contact Notes** section of **First Contact +** is designed to allow a freehand approach to note taking. The common phrases pop up list is editable. By entering information in this section you can refer to a previous meeting or you can paste notes from another application.

We hope you enjoy using this program. We welcome any comments or suggestions.

Please contact us at [info@zeusfaber.com](mailto:info@zeusfaber.com)

Thank you.