

INSTRUCTIONS FOR THE *TELE-TERR* PROGRAM

This program is designed to use national selected internet databases to query and make reports for telephone and letter writing listings for gated or restricted territories. This program is designed so each congregation can download the program to “their” computer and create personalized files to serve their area of responsibility.

The information page is divided into two main sections. They are:

The LEFT columns - “Territories” The RIGHT columns - “Search Data”

Each section has self explaining symbols for “adding”, “deleting” and “scrolling” through your entries.

Before inputting any information, please read the next two paragraphs to get an overview.

Concerning the LEFT section, you must manually input the information into the first two columns and the third will self generate the date when you have produced a report. In the “*Number*” column you will enter the number you have assigned to that territory. Under “*Locality*” you must enter the name of the territory. This is generally , but not restricted to, the name of the apartment complex, mobile home park, community, etc.

The RIGHT section is for entering the information concerning the street addresses which directly relate to the community or complex. These entries are referred to as “Search Terms” and are divided into two categories and each type is entered differently as noted below.

SAVING your data can be done at any time by clicking “*File*” then “*Save*”.

1) ENTRIES UNDER “TERRITORIES”

First enter the number who have chosen. Next, enter the community name. Now that you have entered the territory number and name you are ready for the addresses or Search Terms. The “+” symbol will you allow to enter additional territories.

2) ENTRIES UNDER “SEARCH DATA”

Your cursor should still be in the Locality box or at least highlighted for the next step to begin. To enter the addresses you must first click on the top left box called “*Search Data*”. The screen now changes to where you see a new box called “*Search Terms*” directly below Search Data. To the right of the box Search Terms is (*Right click to test a search*).

Note: If you have a complex that has one address with building, apartment or unit numbers you will need to put the single address in *House No.* If the community contains one or more entire streets then this box will be left blank. (For any exception to this, refer to the end of these instructions.)

When you start to type in your address information a box entitled “*Address Entry Form*” will appear on your screen. (This has been designed to insure that the entered information will be in the format recognized by the web sites.) After filling out the appropriate spaces, click “OK”. To add the next street (“search term”) simply click the “+” symbol appearing above the “Zip” box and the entry form will appear again with repetitive information already there.

Note: If you click outside the designated boxes while you are entering an address the entry will be erased and you will have to re-enter the information.

3) VERIFING INFORMATION

Next, highlight the Street Name box and "right" click. This will provide you with a number of options to verify if the information you entered is correct. It is recommended that you first use USPS Address Checker and then either one of the maps to verify location. The .com web sites may also be used..

4) TIME TO QUERY THE INFORMATION

After you have entered all the required Search Terms and verified each is correct per the options, click on Query Contact Data. This will start a search through the nationwide telephone databases selected for this program. The results of the search will show up on your computer screen. If the report shows "00" entries for any one street in all three web sites then we will need to re-check your information. In most cases it is simply that no homes are on that street in which case you may want to delete that entry.

Note: you can click on each street and click Contact Data and the names for that street will show up on the screen without doing any printing. Click Search Data to get back.

At this point you can preview your results by clicking "Open Territory Report" at the top right corner. **Before you print** you must decide if you want the entire list, a phone list or a letter writing list. To do this you must click on "File" which appears at the top left corner. Then click on "Settings". Under "Filter Report by Phone Number" will appear three options of which you will chose.

Normal – no filter (this should open with this filter being used)

Include only contacts WITH a phone number – THIS IS YOUR PHONE LIST

Include only contacts WITHOUT a phone number – THIS IS YOUR LETTER WRITING LIST

After checking which one you want, click *OK*. By clicking on "Open Territory Report" again you will see your new report. You can now print the finished product by clicking "File" and "Print".

Note: Remember to SAVE after you produce your reports.

Note: These reports will show automatically under each territory each time you open your program. BUT if you have completed the territory information but do not query the information then the next time you open this program that territory will not show a report. In this case you will have to click "Search Data" to see the information you entered under "Search Terms".

QUERY NOTES AND RESTRICTIONS

The web sites used have built in security systems which detect the use of computer generated search programs and will restrict usage after a short period of time. Because of this, you will only be able to query a few territories within a 24 hour period of time, depending on the size of your territory. Since the web sites are updated on a daily basis, it is recommended that you produce your list(s) as needed and not create a stock pile for your territory book.

Whitepages.com works on all entries. Searchbug.com and Addresses.com will only work when a number is entered in "*HouseNo*".

At present, each web site used provides a limit of 100 names for a each *Search Term* free of charge. Additional names can be accessed, but at a cost. Research is currently being done to upgrade this program to provide that service for you. More information on this will be provided as developed. Of course, you have the option to use this provision by registering with the individual web site and compiling the additional names manually.

Upgraded tele-terr programs are sent out periodically and can be downloaded without any change to the information you have already entered.

EXCEPTION (1) - In Gilbert, Arizona the same streets run throughout the length of town but are divided into a number of sections. In this case, each individual address had to be entered so the query would only cover a specific section of the street.

EXCEPTION (2) – In Midvale, Utah there is a territory in which each apartment building has it's own numerical address. In this case, each building was entered as a Search Term. The report then showed the apartments within each building.