



OCL Mail Manager © 2005 Falcon I.T. Services

Reference Manual

OCL Mail Manager V 1.0
© 2005 Falcon I.T. Services
2233 Calais Drive Suite 55A
Miami, FL 33141
(786) 299-2656

Table of Contents

Requirements & Installation

<i>System Requirements</i>	3
<i>Installing OCL Mail Manager</i>	3
<i>Miami Dade County Public Access Records</i>	3

Program Components

<i>File Types</i>	4
-------------------------	---

Getting Started

<i>Running OCL Mail Manager</i>	4
<i>Setting your Preferences</i>	4
<i>Creating a Keyword Filter</i>	5
<i>Entering Keywords</i>	6
<i>Editing Keyword File</i>	8
<i>Running the Program</i>	8

Merging Data to Labels & Forms

<i>Merging Data to Labels & Forms</i>	9
<i>Opening Templates</i>	9
<i>Record & File Delimiters</i>	10
<i>Printing Your Labels</i>	12
<i>Subcodes and Business Descriptions</i>	12

Disclaimer: OCL Mail Manager is a product of Falcon I.T. Services. Falcon I.T. Services is an independent software designer and is not affiliated with or endorsed by Miami-Dade County or its Public Access Records division.

System Requirements

IBM PC Compatible Pentium II or Higher
Windows 98 or Higher (2000 or XP Recommended)
128 MB RAM or Higher
100 MB or Higher Free Hard Disk Space
Microsoft Word 2000 or Higher

Installing OCL Mail Manager

Installing OCL Mail Manager is relatively simple. Just drag and drop the OCL Mail Manager folder from the CD ROM onto your computer's desktop. To do this, double click on your CD ROM icon in 'My Computer' to open the CD ROM directory. Next, right click on the OCL Mail Manager folder and select *copy* from the menu. Close the window and right click on your computer's desktop and select *paste*. This will copy the necessary files from the CD ROM on to your computer's hard disk drive.

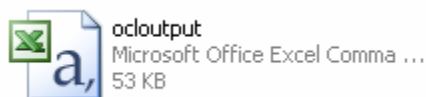
Miami Dade County Public Access Web Site and Information

You can keep OCL Mail Manager updated by calling Falcon I.T. Services or by purchasing the ocl.asc database from Miami-Dade County's Public Access Division. You can sign up by visiting <http://bbs.miamidadegov> or by calling 305-596-HELP and asking for **Public Access**. You can also visit <http://bbs.miamidadegov> for more information.

File Types

These following types of files will be used for mail merge and data conversion purposes. They are listed below by file type extension:

- .asc ASCII files. The ocl.asc is a database of over 100,000 businesses in Miami-Dade County. ASCII files will typically be represented by a generic icon.
- .csv Comma delimited files are used by Microsoft® Word for mail merge. OCL Mail Manager will create a comma delimited file called jaldayoutput that is then used by Microsoft Word for mail merge. Comma delimited files are typically represented by a small Excel® icon (if you have office) such as the one shown below.



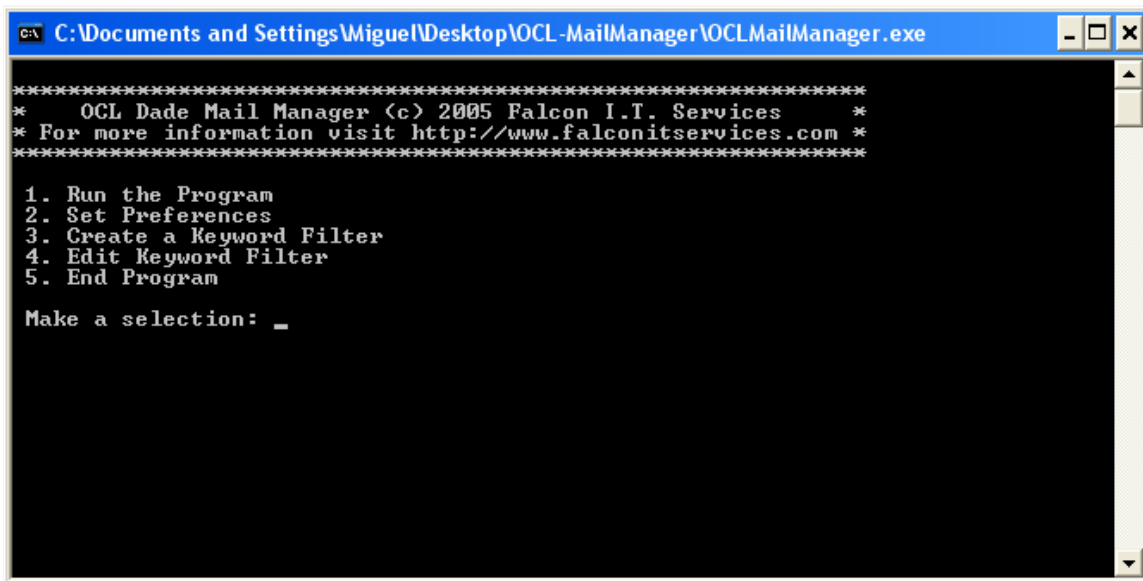
Running OCL Mail Manager

Before you use OCL Mail Manager for the first time, you will need to do two things: Set your preferences and create a keyword list.

Run OCL Mail Manager by double clicking on the OCL Mail Manager icon located on the OCL Mail Manager folder. The OCL Mail Manager icon looks like the one below:



After double clicking on the OCL Mail Manager, you will be greeted by the OCL Mail Manager menu:

The image is a screenshot of a Windows command prompt window. The title bar reads "C:\Documents and Settings\Wiguel\Desktop\OCL-MailManager\OCLMailManager.exe". The window contains a text-based menu with the following text:

```
*****  
* OCL Dade Mail Manager (c) 2005 Falcon I.T. Services *  
* For more information visit http://www.falconitservices.com *  
*****  
1. Run the Program  
2. Set Preferences  
3. Create a Keyword Filter  
4. Edit Keyword Filter  
5. End Program  
Make a selection: _
```

Setting Your Preferences

Preferences simply tells OCL Mail Manager how to handle your data. Some people may want to have their labels all capitalized, others prefer upper case and lower case characters. Whatever your preference, you can tell OCL Mail Manager how to handle your data and it will remember it and do it for you. There are several options. To begin, select option 2. You will be prompted by a series of questions:

Q. Do you want to perform proper case conversion?

If you choose YES, the Jalday Pro will convert the names and addresses into proper upper case/lower case characters for your labels.

Q. Do you want to exclude records with invalid addresses?

If you choose YES, Jalday Pro will exclude records without zip codes and without city and state fields.

Q. Do you want to use Subcodes?

If you select YES, OCL Mail Manager will prompt you to enter a Subcode when you run the program. A subcode is a code used to categorize business types. For example, the subcode for a Bingo Operator is BING1 and the subcode for a Bingo Lessor is BING2. You can find a list of subcodes at the end of this manual. Subcodes are compared only with the subcode field found on the database.

Q. Do you want to enable the keyword filter?

If you chose YES to the Subcode question, you will not be asked if you want the keyword filter enabled. When you use Subcodes, the keyword filter is not taken into account. If on the other hand, you chose not to use subcodes, you will be prompted whether or not you want to enable the keyword filter. If you choose NO, then all the records (all 100,000 plus) will be exported for mailers. If on the other hand, you choose YES, then you can export only records that contain a list of your chosen keywords. Keywords can be anything, business names, descriptions, addresses, cities, zip codes and even subcodes.

You can find a list of recommended keywords at the end of this manual. Keywords are compared will ALL data (all fields) found in the database.

Creating a Keyword Filter

This is arguably the most useful part of OCL Mail Manager. The keyword filter allows you to set up a list of keywords, and include ONLY the files that match those keywords. This allows you to send mailers only to certain types of businesses, certain zip codes, certain municipalities or even businesses that have certain names in the title: i.e. bonds (bail or bonds)

A keyword can be anything, it can be a name, a type of business or even a zip code. The filter uses a wildcard pattern so any part of a keyword that matches will trigger a file save.

If you want to create a keyword filter based on the business types, simply type words like cruise, vacation, travel, etc. into the keyword filter. This will save records that have these words in the business description field as well as in part of the company name.

If you want to see a list of business descriptions for use as keywords, you can find it towards the end of this manual.

OCL Mail Manager's search engine works by using wildcard keyword matches. You do not have to use the entire word. For example, if your keyword is :

Keyword	The Matching Business Name/Description
----------------	---

Interior	Connie's Interior Designs, Interior Design Interior Decorator Interior Security & Alarms, Corp.
-----------------	--

Int	Connie's Interior Designs, Interior Designs, Inc. Interior Decorations by Ruby, Inc. Interior Security & Alarms, Corp. International Wholesale Sprint Courier, Corp.
------------	---

Entering Keywords

To enter keywords, select option number three from OCL Mail manager's main menu. You will be prompted to a filter file name. You can name the filter anything you like. Type, for example, the word FILTER and press ENTER.

```
C:\Documents and Settings\Miguel\Desktop\OCL-MailManager\OCLMailManager.exe
*****
*   OCL Dade Mail Manager (c) 2005 Falcon I.T. Services   *
* For more information visit http://www.falconitservices.com *
*****

1. Run the Program
2. Set Preferences
3. Create a Keyword Filter
4. Edit Keyword Filter
5. End Program

Make a selection: 3

*****

Enter a name to give the filter file: filter_
```

Next, you will be prompted to enter keywords. Enter as many keywords as you like.

```
C:\Documents and Settings\Miguel\Desktop\OCL-MailManager\OCLMailManager.exe

1. Run the Program
2. Set Preferences
3. Create a Keyword Filter
4. Edit Keyword Filter
5. End Program

Make a selection: 3

*****

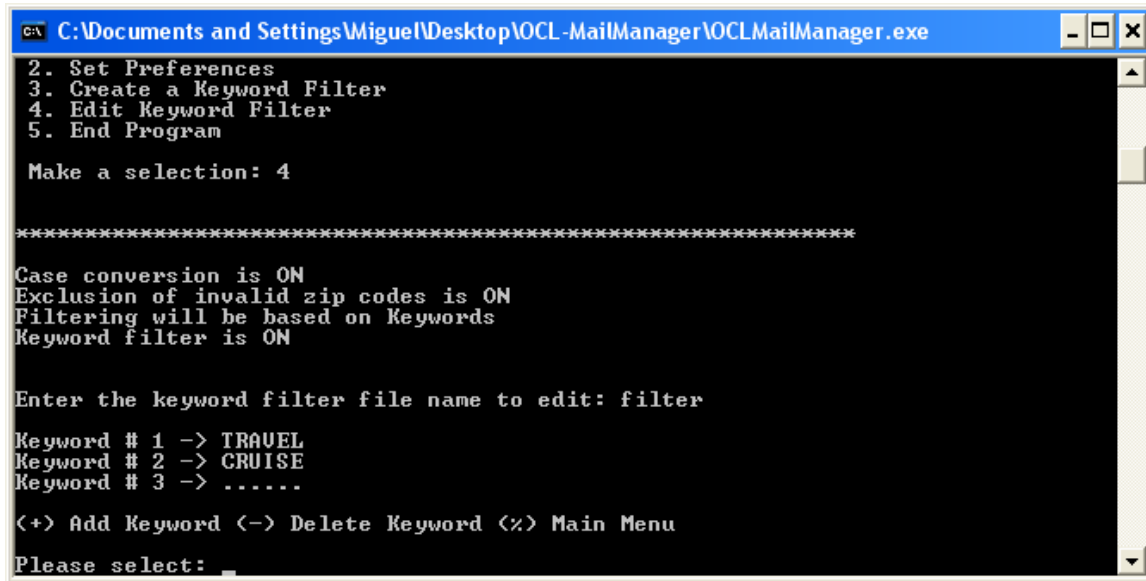
Enter a name to give the filter file: filter
Enter keywords below, one keyword at a time.
After each keyword, press [Enter]
When finished, type % then [Enter]

Enter keyword # 1 (or % when finish) travel
-> TRAUDEL
Enter keyword # 2 (or % when finish) cruise
-> CRUISE
Enter keyword # 3 (or % when finish) _
```

When done, type the percentage sign (%) and press enter. This will take you back to the main menu.

Editing the Keywords File

You can edit your keyword filter file by selecting number four from the main menu. You will be prompted to enter the name of the keyword filter you want to edit. Type FILTER and press ENTER to bring up the filter keyword file we just created.



```
C:\Documents and Settings\Wiguel\Desktop\OCL-MailManager\OCLMailManager.exe
2. Set Preferences
3. Create a Keyword Filter
4. Edit Keyword Filter
5. End Program

Make a selection: 4

*****

Case conversion is ON
Exclusion of invalid zip codes is ON
Filtering will be based on Keywords
Keyword filter is ON

Enter the keyword filter file name to edit: filter

Keyword # 1 -> TRAUDEL
Keyword # 2 -> CRUISE
Keyword # 3 -> .....

(<+) Add Keyword (<-) Delete Keyword (<%) Main Menu
Please select: _
```

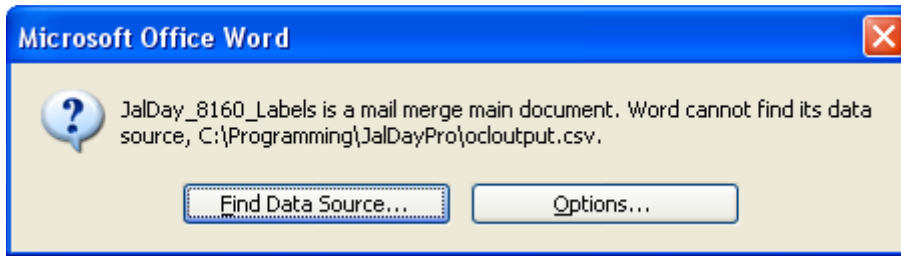
To add a keyword to the filter file, select (+) and press Enter. To remove a keyword from the filter file, select (-) and press Enter. Select (%) and Enter to return to the main menu.

Running the Program

Now that you have created a keyword file and set your preferences, you are ready to run the program. Press 1 from the main menu to run the program.

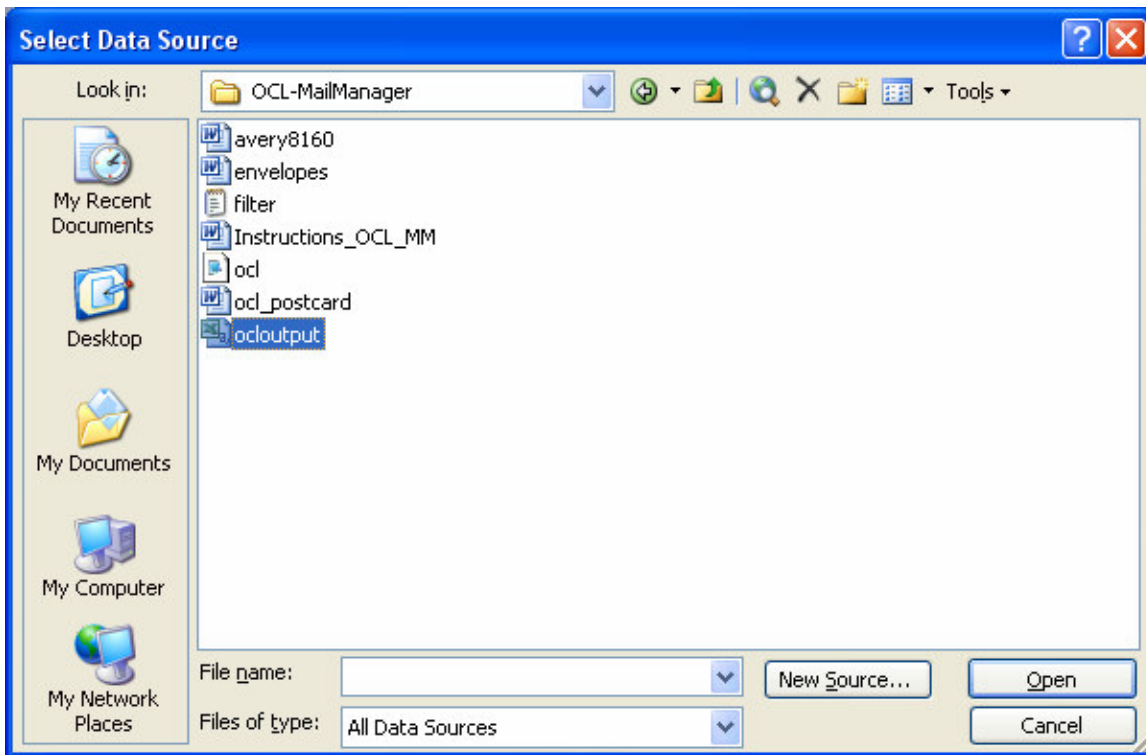
If you selected to use the keyword filter from the preferences, you will be prompted to enter a filter file name. Otherwise you will be prompted to enter a subcode. Once you have done this, you will see a series of asterisks (*) appear. This means that OCL Mail Manager is sifting through the database and saving the records that match your filter file or subcode. Depending on the speed of your computer, this may take a while, there are over 100,000 records to sort through.

The program will run and present you with an error status. Please make sure that the error status shows no errors. If there is an error, you will be provided with a detailed explanation of the error and the possible cause. You are now finished and ready to mail-merge.



Press the Find Data Source button and the search by clicking on the LOOK IN drop down menu (see next page). Point towards your OCL Mail Manager folder.

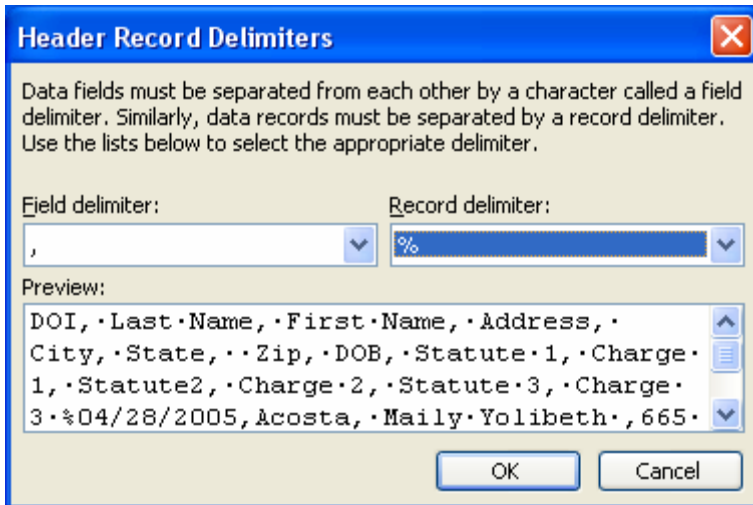
Find the file ocloutput (see below), highlight it and press the Open button.



Next, Microsoft Word will ask for for two pieces of information:

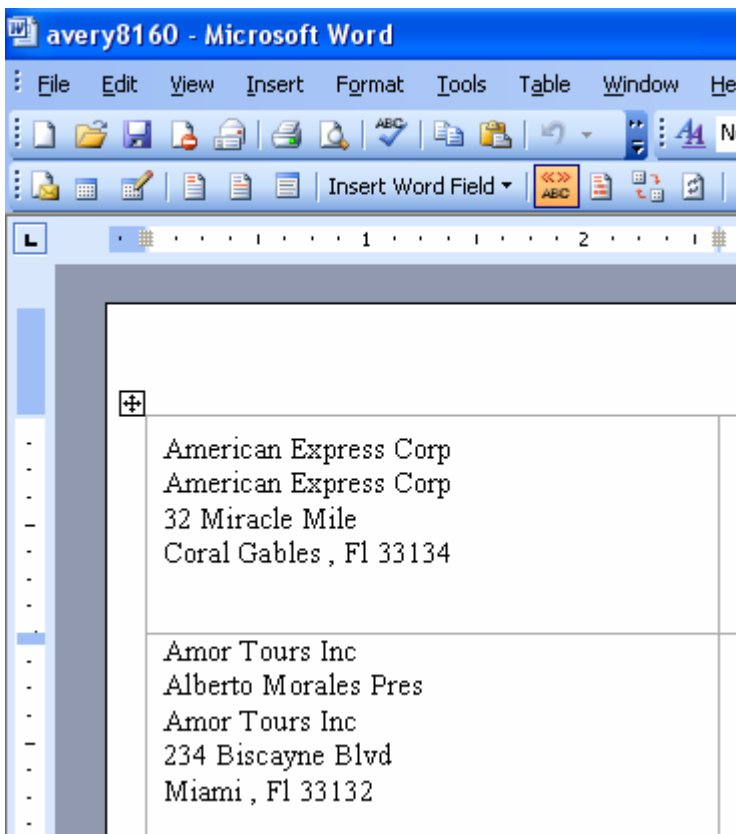
The Record Delimiter – This is a character that separates fields such as names, addresses, etc. The Record delimiter is a comma (,).

The File Delimiter – This is a character that tells Word that it has reached the end of the file and it's ready to read the next file. The file delimiter is a percentage sign (%).

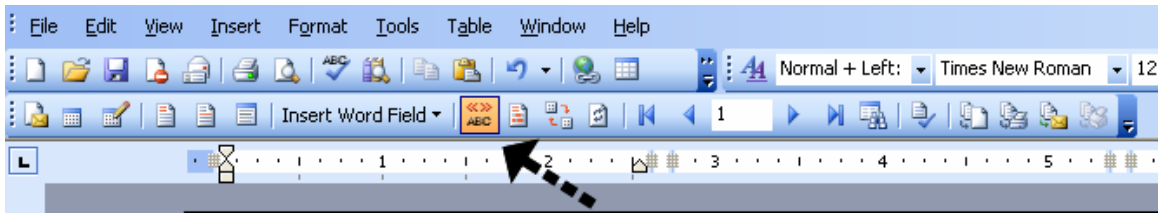


Select the comma and the percent sign and press OK. After the labels appear, press SAVE. This process is only for first time users. Once you press save, Word will remember your settings. You will not have to repeat this process again.

After you finish this process, Word will display the labels.

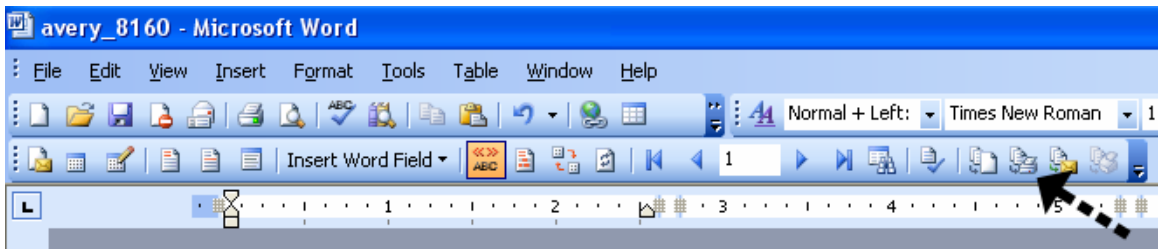


If you cannot see the names and addresses right away, press the View merge Data button on the mail merge toolbar (see arrow below).



Printing Your Labels

Printing your labels is simple. Press the Merge to Printer button on your mail merge toolbar (see arrow below).



Select the printer (if you have multiple printers) when prompted and press OK. Your labels or form letters should begin to print.

Subcodes and Business Descriptions

Use the following list to guide you in selecting subcodes and business descriptions. The business descriptions can be partially typed into the keyword filter but if you use subcodes, you have to type them exactly as shown in the list.

SUBCODE	DESCRIPTION
BING1	BINGO OPERATOR
BING2	BINGO LESSOR
NCLUB	NIGHT CLUB
SVC	SERVICE CHARGE
VET	VETERAN EXEMPTION
FAR	FARMERS MARKET
PAC	PACKING/PROCESSING PRODUCE
OCC	OCCASIONAL SALES-EXEMPT
ADV	ADVERTISING SPACE RENTAL
BOW	BOWLING LANES
CAR	CARNIVAL
CEN	AMUSEMENT CENTER OPERATOR

SUBCODE	DESCRIPTION
FAC	AMUSEMENT FACILITY
GOL	GOLF COURSE
NON	NON COIN AMUSEMENT
RID	AMUSEMENT RIDE
SWM	SWIMMING POOL
TEN	TENNIS COURTS
APT	APARTMENTS
HOT	HOTEL
MOT	MOTEL
RMS	ROOMS/BOARDING/GUEST HOME
CEM	CEMETERY
CIR	CIRCUS/CARNIVAL (NO SPONSOR)
BAR	SNACK BAR
DRI	DRIVE IN RESTAURANT
EAT	EATING ESTABLISHMENT
ICE	ICE CREAM/YOGURT BAR/PARLOR
TAK	TAKE OUT FOOD
BLDGS	SPECIALTY BUILDING
BLDG1	GENERAL BUILDING
BLDG2	SUB GENERAL BUILDING
BLDG3	SUB BUILDING
ELEC	ELECTRICAL
ELECS	SPECIALTY ELECTRICAL
ENGR	GENERAL ENGINEERING
ENGRS	SPECIALTY ENGINEERING
MECH	GENERAL MECHANICAL
MECHS	SPECIALTY MECHANICAL
PLUM	PLUMBING
PLUMS	SPECIALTY PLUMBING
DAE	DANCING OR ENTERTAINMENT
ONE	DANCING OR ENT/ONE NIGHT ONLY
CAB	CABLE TV
CABF	CABLE TV FRANCHISE
ELE	ELECTRIC PLANT
ELEF	ELECTRIC PLANT FRANCHISE
GAS	GAS PLANT
GASF	GAS PLANT FRANCHISE
TVA	COMMUNITY TV ANTENNA
TVAF	COMMUNITY TV ANTENNA FRANCHISE
AST	ASTROLOGY
FOR	FORTUNE TELLING
PAL	PALM READING
INS	INSURANCE ADJUSTOR
TIT	TITLE INSURANCE CO
DLR	DLR USED MOTOR VEHICLE PARTS
JYD	JUNK DEALER/JUNK YARD
LAN	LANDFILL/DUMP
SCR	SCRAP METAL PROCESSING
TRA	TRAVELING JUNK DEALER
DLR	DEALER/IN LPG/EQUIPMENT
LPGX	DEALER/INSTALLATION LPG
LPGXS	LPG INSTALLER
MFG	MFG LPG EQUIPMENT
ADV	ADVERTISING PRODUCTS MFG

SUBCODE	DESCRIPTION
APP	APPAREL/ACCESSORY MFG
ASP	ASPHALT PLANT
ASS	ASSEMBLY/FABRICATING
BAK	BAKERY
BEA	BEAUTY PRODUCTS MFG
BOA	BOATS/BOAT ACCESS/EQUIP MFG
CAB	CABINETS/WOODWORKING MFG
CAN	CANNING/BOTTLING
CHE	CHEMICAL PRODUCTS PROCESSING
CON	CONCRETE/CLAY/STONE PROCESSING
ELC	ELECTRICAL PRODUCT MFG
ELE	ELECTRONIC PROD MFG
FIL	FILM/PHOTO PROCESS/DEVELOP
FOO	FOOD PRODUCTS MFG/PROCESS
FUR	FURNITURE/FIXTURES MFG
GLA	GLASS PRODUCTS MFG
GUN	FIREARMS MFG
HEA	HEALTH/MEDICAL PROD MFG
JEW	JEWELRY MFG
KEY	KEYMAKING
LAB	DENTAL LAB
MET	METAL PROCESSING/MFG
MFG	MANUFACTURING
PLA	PLASTIC PRODUCTS MFG
PRI	PRINTING/LITHOGRAPH
PRO	PROCESSING
QUA	QUARRYING/MINING
REC	RECYCLING/REFINERS
RUB	RUBBER PRODUCTS MFG
SPO	SPORTING GOODS MFG
TAI	TAILOR/DRESSMAKER
TEX	TEXTILE PRODUCTS MFG
TOB	TOBACCO PRODUCTS MFG
WOO	WOOD/PAPER PRODUCTS MFG
ADM	ADMISSIONS
BEE	BEEPER/RADIO/CELLULAR COMM
BRI	BRIDGE CLUB
DIN	DINNER CRUISE
ELE	ELECTRONIC TELEPHONE INFO
ENT	ENTERTAINMENT/SPORTS PROMOTOR
FAC	FACIAL REJUVENATION
FEX	FOREIGN EXCHANGE
FIL	FILM/VIDEO PRODUCER/STUDIO
FIS	FISHING PIER
FRA	FRANCHISING
HAL	HALL FOR HIRE
HEA	HEALTH STUDIO MEMBERSHIP
LAB	LABOR CAMP
LEA	SPACE LEASING/RENTAL OPERATOR
MAL	SHOPPING MALL
MEM	MEMBERSHIP ORGANIZATION
MIS	MISCELLANEOUS BUSINESS
MKT	FLEA MARKET
OFF	ADMINISTRATIVE OFFICE

SUBCODE	DESCRIPTION
PAG	PAGEANT
PAT	FILM PATROL
PHO	RACE FINISH PHOTO EQUIP
PRO	PRODUCER/PRODUCTIONS
REC	RECORDING COMPANY/COORDINATOR
TEL	TELEPHONE/SATELLITE COMMUNCTN
TIP	TIP SHEET
WIR	WIRE SERVICE
AUD	AUDITORIUM
STA	STADIUM
THE	THEATRE
PAW	PAWNBROKER
ADM	ADMISSION FACILITY
COC	GAME COCK EXHIBITION
EXH	PERMANENT EXHIBIT
ABR	ATTORNEY BRANCH OFFICE
ACC	ACCOUNTANT
ACU	ACUPUNCTURE
APP	APPRAISER
ARC	ARCHITECT
ART	ARTIST/ILLUSTRATOR
ASS	PROFESSIONAL ASSOCIATION
ATT	ATTORNEY
AUT	AUTHOR/WRITER
BIO	BIOFEEDBACK
BUS	BUSINESS BROKER
CHI	CHIROPRACTOR
CON	CONSULTANT
COR	PROFESSIONAL CORP
CPA	CPA
CRT	COURT REPORTER
DEN	DENTIST
DES	DESIGNER
DIE	DIETICIAN/NUTRITIONIST
DIR	FUNERAL DIRECTOR
DIS	DISPENSING OPTICIAN
EMB	EMBALMER
ENG	PROFESSIONAL ENGINEER
FIR	PROFESSIONAL FIRM
FUN	FUNERAL DIRECTOR/EMBALMER
GEM	GEMOLOGIST
HAN	HANDWRITING ANALYST-AFFIDAVIT
HEA	HEARING AID SPECIALIST
HOM	HOMEOPATHIC PHYSICIAN
HYP	HYPNOTHERAPIST (AFFIDAVIT)
INT	INTERIOR DESIGNER
IRI	IRIDIOLGY
LAN	LAND SURVEYOR
LAR	LANDSCAPE ARCHITECT
MAE	MARINE ENGINEER
MAR	MARRIAGE & FAMILY CONSULTANT
MAS	MARINE SURVEYOR
MEN	MENTAL HEALTH COUNSELOR
MID	MIDWIFE

SUBCODE	DESCRIPTION
NAT	NATUROPATH
NUR	NURSE
OPT	OPTOMETRIST
OST	OSTEOPATHIC PHYSICIAN
PAL	PARALEGAL
PAR	PARAMEDIC
PAS	PHYSICIANS ASSISTANT
PHY	PHYSICIAN
POD	PODIATRIST
POL	POLYGRAPH EXAMINER
PSY	PSYCHOLOGIST
REA	R E APPRAISER
REB	R E BROKER
REF	REAL ESTATE FIRM
RAS	R E BROKER-SALESMAN
SCH	SCHOOL PSYCHOLOGIST
SOC	CLINICAL SOCIAL WORKER
THE	THERAPIST
VET	VETERINARIAN
ABS	ABSTRACT SERVICE
ACL	ADULT CONGR LIVING FACILITY
ADU	ADULT DAY CARE CENTER
ADV	ADV/MARKETING/PUB RELATIONS
AGR	AGRICULTURAL SERVICE
ALT	ALTERATION SERVICE
ALTH	ALTERATIONS
AMB	AMBULANCE SERVICE
ANI	ANIMAL SERVICE
ANS	ANSWERING SERVICE
ARM	ARMORED TRUCK SERVICE
AUC	AUCTIONEERING SERVICE
AUD	AUDIO VISUAL SERVICE
AUT	AUTO/TRUCK/VAN SERVICE
BAB	BABY SITTING SERVICE (ITIN)
BAR	BARBER SHOP/CHAIR
BEA	BEAUTY SERVICE
BIN	BINDING SERVICE
BKK	BOOKKEEPING/TAX SERVICE
BLO	BLOOD BANK CENTER
BOD	BODY/PAINT/REPAIR SHOP
BOX	COURIER DROP BOX
BTY	BEAUTY SHOP/CHAIR
BUS	BUSINESS SERVICES
CAL	CALLIGRAPHY SERVICE
CAR	CAR WASH/AUTO DETAILING
CAT	CATERING SERVICE
CHA	CHARTER/LEASING SERVICE
CHE	CHECK SERVICE/CHECK CASHING
CHI	CHILD DAY CARE FACILITY
CLE	CLEANING SERVICE
CLI	CLINIC
CLM	CLEANING/MAINTENANCE SERVICE
CMP	COMPUTER/DATA PROCESSING SERV
COL	COLLECTION SERVICE

SUBCODE	DESCRIPTION
COP	COPY/DUP/REPRODUCTION SERVICE
COU	COURIER SERVICE
CRE	CREDIT SERVICE
CRM	CREMATION SERVICE
CRU	CRUISE LINE
CUT	CUTTING/SEWING/PRESS SERVICE
DAT	DATING/INTRODUCTION SERVICE
DAY	DAY CAMP
DEL	DELIVERY/MESSENGER SERVICE
DIS	DISTRIBUTION SERVICE/CENTER
DIV	DIVING/SALVAGE SERVICE
DRA	DRAFTING SERVICE
DRY	CLEANER/LAUNDRY/ALTERATIONS
DSP	DISPATCH SERVICE
ELC	ELECTROLYSIS SERVICE
ELE	ELECTRONIC/TV SERVICE
EMB	EMBROIDERY/MONOGRAM SERVICE
EMP	EMPLOYMENT AGENCY
ENG	ENGRAVING SERVICE
ENT	ENTERTAINMENT/PARTY SERVICE
EQU	EQUIPMENT RENTAL/SERV/REPAIR
ESC	ESCORT SERVICE
EST	MASSAGE ESTABLISHMENT
EXC	EXERCISE/FITNESS CENTER
FAX	FAX SERVICE
FIL	FILM/PHOTO SERVICE
FIR	FIRING/KILN SERVICE
FRA	FRAMING SERVICE
FRE	FREIGHT FORWARDING/CARGO SERV
FUN	FUNERAL HOME
FUS	FUNERAL ESCORT SERVICE
GAR	GARBAGE/WASTE DISPOSAL
GRA	GRAPHIC/ART SERVICE
GRE	GREETING SERVICE
GUA	GUARD PATROL AGENCY
HEA	HEALTH CARE SERVICE
HEI	HEALTH TESTING-INVASIVE
HEN	HEALTH TESTING NON-INVASIVE
HOM	HOME CARE SERVICE
HOS	HOSPITAL/EMERGENCY ROOM
IMM	IMMIGRATION SERVICE
INF	INFORMATION/REFERRAL SERVICE
INS	INSTALLATION SERV (NO CONTR)
INV	PRIVATE INVESTIGATIVE AGENCY
ISP	INSPECTION SERVICE-NO TERMITE
JAN	JANITORIAL SERVICE
JEW	JEWELRY/WATCH SERVICE
LAM	LAMINATING SERVICE
LAN	LAND DEVELOPMENT SERVICE
LAW	LAWN/LANDSCAPE/TREE SERVICE
LOC	LOCKSMITH SERVICE
MAC	MACHINE/WELDING SHOP
MAI	MAIL/MAILING SERVICE
MAN	MANAGEMENT SERVICE

SUBCODE	DESCRIPTION
MAR	MARINE/BOAT SERVICE
MAS	MASSAGE THERAPIST
MIC	MICROFILM SERVICE
MOB	MOBILE AUTO MECHANIC
MOD	MODELING AGENCY
MON	MONITORING SECURITY SYSTEMS
MOS	MOVING/STORAGE SERVICE(LOCAL)
MOT	MOTOR VEH INSP STATION
MOV	MOVING/HAULING SERVICE(LOCAL)
NCV	NURSING/CONVALESCENT HOME
NEW	NEWSPAPER SERVICE
NOT	NOTARY
OPE	OPERATION CENTER
PAC	PACKING/CRATING SERVICE
PAR	PARKING LOT/VALLET SERV
PAS	PASSENGER TRANSPORTATION SERV
PER	PERSONAL SERVICES
PES	PEST CONTROL SERVICE
PHO	PHOTOGRAPHER/VIDEO SERVICE
PHY	PHYSICAL THERAPY CENTER
PIC	PICK UP/DELIVERY SERVICE
PKG	PACKAGING SERVICE
PLA	PLANT/FLOWER SERVICE
PRO	PROCESS SERVER
PTY	PARTY/ENTERTAINMENT SERVICE
PUB	PUBLISHING SERVICE
REC	RECORDING SERVICE
REF	REFINISH/FINISHING/DYE SERV
REN	RENTAL SERVICE
REP	REPOSSESSING SERVICE
RES	RESEARCH/SEARCH SERVICE
RPT	REPORTING SERVICE
RSV	RESERVATION SERVICE
SCA	SCALE SERVICE
SCH	SCHOOL BUS SERVICE
SEC	SECRETARIAL/CLERICAL SERVICE
SER	SERVICE&REPAIR (NON CONTRACTOR
SHI	SHIPPING/RECEIVING SERVICE
SIG	SIGN SERVICE (NON CONTRACTOR)
SLA	SLAUGHTER HOUSE
STE	STEAMSHIP SERVICE
STO	STORAGE SERVICE
STV	STEVEDOR AGENCY
SUB	SUBSTANCE ABUSE CONTROL CENTER
TAL	TALENT/THEATRICAL AGENCY
TAN	TRANSLATION SERVICE
TAT	TATTOO SERVICE(AFFIDAVIT)
TAX	TAXICAB SERVICE
TEL	TELEPHONE INSTALLATION SERVICE
TEM	TEMPORARY HELP SERVICE
TES	TESTING SERVICE(NON MEDICAL)
TOG	TOUR GUIDE SERVICE
TOU	TOUR/TRAVEL AGENCY
TOW	TOWING SERVICE

SUBCODE	DESCRIPTION
TRA	TRANSPORT SERVICE
TRP	TRAILER PARK/CAMPGROUNDS
TYP	TYPESETTING SERVICE
UNI	UNISEX SALON
UPH	UPHOLSTERY
VET	VETERINARY CLINIC
VID	VIDEO SERVICE
WAR	WAREHOUSE SERVICE
WEI	WEIGHT CONTROL SERVICE
WIN	WINDOW TINTING SERVICE
AUT	AUTO/TRUCK/VAN SALES
GUN	RETAIL FIREARMS
PHA	RETAIL PHARMACY
RET	RETAIL STORE
BBS	BARBER OR BEAUTY SCHOOL
COR	CORRESPONDENCE SCHOOL
DAN	DANCE SCHOOL/INSTRUCTIONS
DEN	DENTAL LAB SCHOOL
EDU	EDUCATIONAL INSTITUTION
ITT	INSTRUCTION/TRAINING/TUTOR
KAR	KARATE/JUDO SCHOOL
RES	REAL ESTATE SCHOOL
SCH	SCHOOL
SEM	SEMINARS/LECTURES
TEL	TELEGRAPH
TEL	TELEPHONE SYSTEM
COM	COMMODITY BROKER
CRE	CREDIT CARD COMPANY
DLR	DEALER IN INTANGIBLE P P
FIN	FINANCE/LOANS/INSTALLMENT
FRA	FRANCHISING
HOL	HOLDING COMPANY
INV	INVESTMENTS
MTG	MORTGAGE BROKER/LENDER
STO	STOCK & BOND DEALER
ATM	AUTOMATED TELLER MACHINE
BAN	BANK/TRUST COMPANY
FAC	BANKING FACILITY
MOB	MOBILE BANK FACILITY
SAV	SAVING & LOAN ASSOCIATION
AIR	AIRCRAFT/EQUIP/PART SALES
ANT	ANTIQUA DEALER
ART	ART DEALER/STUDIO
AUC	AUCTION SALES
BOA	BOAT/MARINE SALES
BUS	BUSINESS AGENT/MANAGER
CAN	CAN COLLECTION
CER	CERAMIC STUDIO/EQUIP/SUPPLIES
COI	COIN/STAMP DEALER
CON	CONCESSION STAND
CSA	CONCRETE SALES
CUS	CUSTOM HOUSE BROKER
DIS	DISTRIBUTOR
EXI	EXPORT/IMPORT

SUBCODE	DESCRIPTION
EXP	EXPORT
FIR	FIREWORKS SALES
FLE	FLEA MARKET SALES
FOO	FOOD/BEVERAGE SALES
GUN	FIREARM SALES
HOM	HOME IMPROVEMENT SALES
ICE	ICE CREAM VENDOR
IMP	IMPORT
INT	INTERIOR DECORATOR
LIQ	LIQUIDATOR
LUN	LUNCH WAGON/TRUCK
MAI	MAIL ORDER
MFG	MFG REPRESENTATIVE/AGENT
MOB	MOBILE HOME SALES
MON	MONEY ORDER SALES
NEW	NEWSTAND
NUR	NURSERY PLANT SALES WHOLESALE
OIL	DEALER IN PETROLEUM PRDTS
PED	PEDDLER
PRE	PRECIOUS METALS DEALER
PUR	PURCHASING AGENT
SAL	SALES BROKER/AGENT
SHI	SHIP CHANDLER
SHO	SHOWROOM SALES
SHP	FRUIT SHIPPING AGENT
SPE	SPECIAL EVENTS SALES
TAN	DEALING IN TANGIBLE PERS PROP
TEN	TENT SALES
TKT	TICKET SALES
TRA	SELLER OF TRAVEL
USE	USED MERCHANDISE SALES/NO PAWN
WAR	WAREHOUSE SALES
WHO	WHOLESALE
XMA	XMAS TREE SALES
YAT	YACHT BROKER
AMO	SERVICE/AMUSE MACHINE OPERATOR
LDY	LAUNDRY MACHINE
MAT	LAUNDROMAT/LAUNDRY ROOM
MDS	MDSE VEND MACHINE
MVO	MDSE VEND MACHINE OPERATOR
PEN	PENNY MACHINES
PTO	PAY TELEPHONE PROVIDER OPERATR
PTP	PAY TELEPHONE PROVIDER
SAM	SERVICE/AMUSE MACHINE
TVO	TV/RADIO/VIBRTNG MATTRESS
WSP	WATER/SEWER PLANT
RRD	RAILROAD
TAG	AUTO TAG AGENCY