



Jalday Professional Version 2.0 © 2005 Falcon I.T. Services

# Reference Manual

Jalday Professional V 2.0  
© 2005 Falcon I.T. Services  
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## 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 Jalday Professional

Installing Jalday Professional is relatively simple. Just drag and drop the Jalday Pro 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 Jalday Pro 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

In order to use Jalday Pro, you will need to download the Jalday.asc files from the Miami Dade County Public Access web site. You will need a user name and password and an Internet connection. You can sign up by visiting <http://bbs.miamidade.gov> or by calling 305-596-HELP and asking for **Public Access**. You can also visit <http://bbs.miamidade.gov> to download the necessary files or obtain additional information about Miami Dade County Public Access files.

Jalday Pro allows you to mail merge the following data files:

Jalday0.asc – Yesterday's arrest log.  
Jalday1.asc – Two days backlog of arrest logs.  
Jalday2.asc – Three days backlog of arrest logs.  
Jalday5.asc – Full week of arrest logs

Once you have logged on to the Miami Dade County Public Access Web site, download the file of your choice into the Jalday Pro folder on your computer.

## 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 are downloaded into your Jalday Pro folder directly from the Miami-Dade County Web site. ASCII files will typically be represented by a generic icon.

.txt Text files are used for filters and for logs. You can open test files by double-clicking on their icons. Text files are represented by a small notepad icon such as the one shown below.



.csv Comma delimited files are used by Microsoft® Word for mail merge. Jalday Pro 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.



Keep in mind that Microsoft® Windows does not typically show you the file extension types, it only shows the file names. For example, the file *filter.txt* appears as *filter* only. Keep this in mind when running the program, since Jalday Pro runs in DOS, you will need to use the correct file extensions.

## Logs

Jalday creates an output log called log.txt which is located in your Jalday Pro folder. Log.txt can be opened simply by double clicking on its icon. It shows all the records, including details of which records were saved to the mail merge file and for what reason. It also shows a list of statute numbers and charges along with the names and addresses of the arrested.

The second log is stored in the Archive folder in the Jalday Pro folder. The archive log is a log of the mail merge records, names addresses and charges. The archive files shows only those records that were saved and merged. You can turn this feature on and off however we recommend that you turn it on. This way you will have a record of all the names you have sent marketing information to by date. You may be required by law to keep such a record.

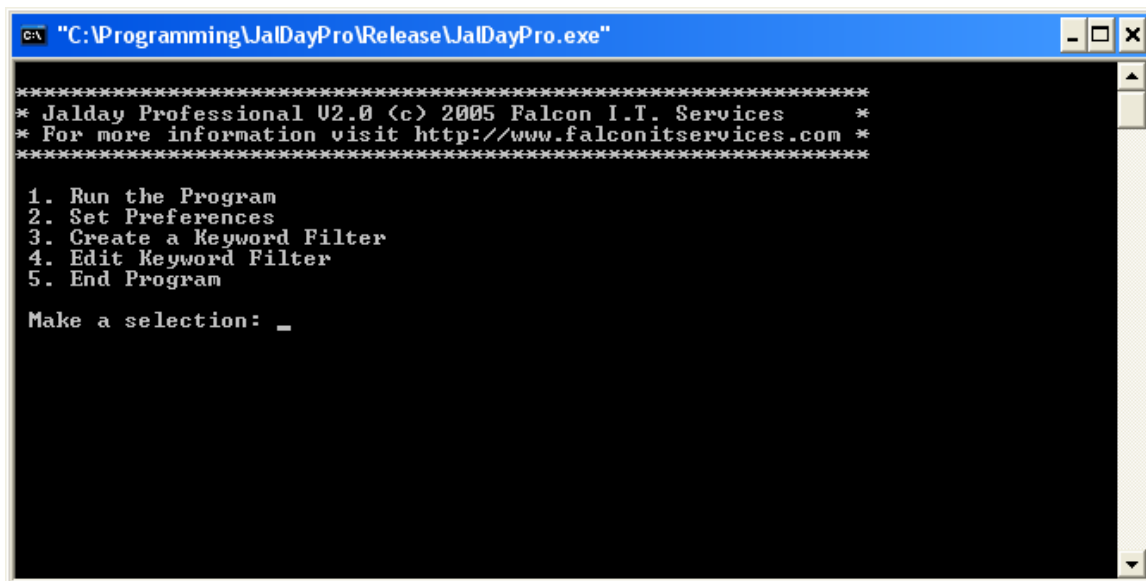
## Running Jalday Pro

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

Run Jalday Pro by double clicking on the JalDay Pro icon located on the Jalday pro foilder. The Jalday icon looks like the one below:



After double clicking the Jalday Pro icon, you will be greeted by the Jalday Pro menu:

A screenshot of a Windows command prompt window. The title bar reads 'C:\Programming\JalDayPro\Release\JalDayPro.exe'. The window contains a text-based menu with the following text:

```
*****  
* Jalday Professional U2.0 (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 Jalday Pro how to handle your data. Some people may want to have their labels all capitalized, thers prefer upper case and lower case characters.

Whatever your preference, you can tell Jalday Pro 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. Would you like to be prompted for a file name every time?**

If you answer YES, Jalday Pro will ask you for the name of the Jalday file you downloaded from the Miami Dade County Public Access Web Site every time you run the program.

If you answer NO, Jalday will ask you to input the name of the file that you will be using and it will always use this file to filter your data. If, for example, you plan to download the jalday0.asc file daily, and you know you will always use the jalday0.asc file, simply answer NO and type jalday0.asc when prompted for the download file name. Jalday Pro will remember this information and you will not have to type it in again.

On the other hand, if you are not sure how often you will be downloading the jalday files and you may wish to alternate between jalday0.asc, jalday1.asc, etc, then answer YES and input the name of the jalday download file every time you run the Jalday Pro software.

**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 enable the keyword filter?**

If you choose YES, Jalday Pro will mail merge only those records that match your specific keywords. Otherwise, all records will be saved into the mail merge file.

**Q. Do you want to enable multi-filter mode?**

If you choose YES, Jalday Pro will prompt you for a filter name when you create a keyword filter file as well as every time you run the program. Otherwise, Jalday Pro will create a filter named filter.txt and use it every time you run the program.

Choosing YES and creating multiple filters allows you to separate mail merge records into separate classes. For example, you can separate DUI's and DWLS's into separate mailings by creating two separate keyword filter files. If you do not plan to send multiple brochures, select NO when prompted for multi-filter mode.

**Q. Do you want to save copies for future reference?**

If you select YES, Jalday Pro will create an archive copy of your daily mail merge in the folder *Archive*. You should choose YES to this option because you may be required by law to keep a record of the prospects that you send information to.

## Creating a Keyword Filter

This is arguably the most useful part of Jalday Pro. 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 DUI's, DWLS's etc.

A keyword can be anything, it can be a name, a type of infraction or even a statute number. The filter uses a wildcard pattern to any part of a keyword that matches will trigger a file save. You will likely be concerned with two types of keyword matches, the CHARGE and the STATUTE.

If you want to create a keyword filter based on the CHARGE, simply type words like DUI, DWLS, etc. You can also use statute numbers such as 316223 (note that we do not use the dot, i.e. 316.223).

If you want to see a list of statutes and charges, you can look in the LOG that is created after you run the program. Double click on the log icon to open the log file. The log icon looks like this:



After you double click on the icon, a file log will appear showing all the records. You can find the name of the defendant, address, city, state and zip as well as the statute numbers and charges (see next page).

Scroll down the log file and see what keywords or statute numbers you wish to have in your keyword file.

You do not have to use the entire statute number or word. For example, if your keyword is :

### **Keyword**      **Jalday Pro will save records with the words...**

Abuse              All records with charges such as child abuse, spouse abuse, etc.

Car                 All records with cartheft, carjack etc.

Cartheft           All records with cartheft, but not carjack.

89313              Statutes that begin with 893113 such as 89313006B, 89313006A1, etc

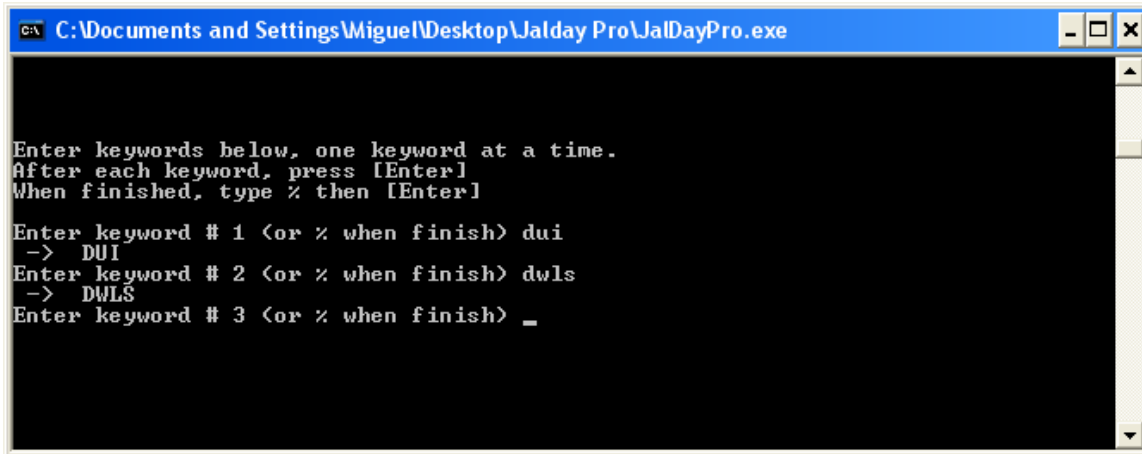
330                 Zip codes or statutes that begin with or contain 330 such as 33015.

```
log - Notepad
File Edit Format View Help
***** Output Log File *****
Total Records Processed: 324
Total Records Saved: 10
*****
Record # 1 Excluded --> No Keyword Match
ACOSTA, JOSEPH RICHARD
7601 E TREASURE DR 231
NORTH BAY VILL , FL 33141
Statute/Charge
901900      DEADLY MISSILE/THROW
.....
Record # 2 Saved! --> Matched Keyword
ACOSTA, MAILY YOLIBETH
665 NW 152 ST
MIAMI, FL 33169
Statute/Charge
430200      RESIST OFF W/O VIOL
32203001    NO VALID DRIVERS LIC
3161930     DUI
```

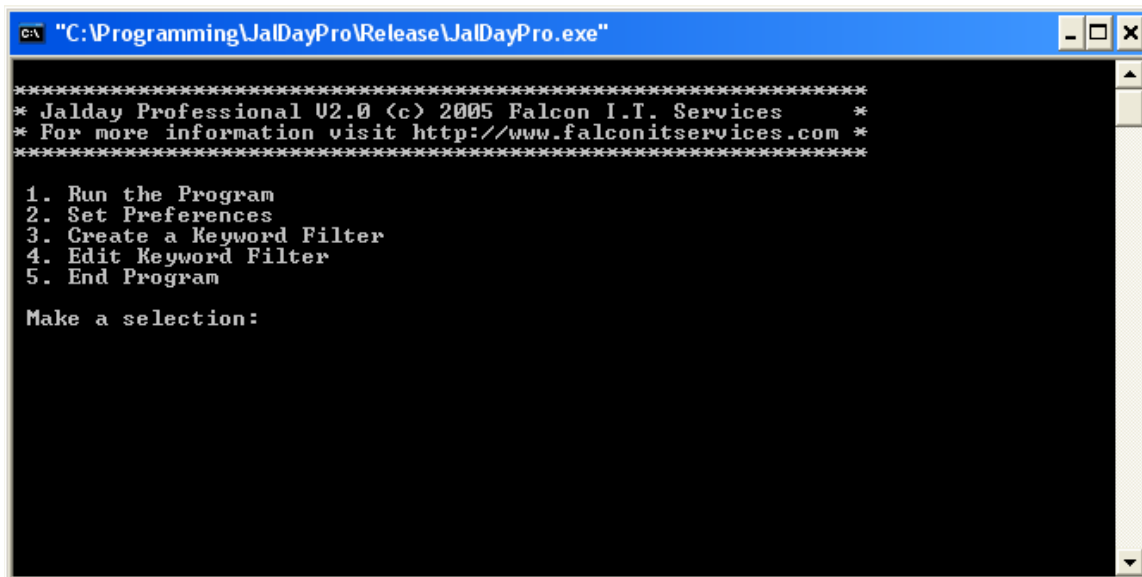
The log file, pictured above, will allow you to scroll through all of the records and give you an idea of keywords to use for your keyword file.

### Entering Keywords

To enter keywords, select option two from Jalday Pro’s main menu. You will be prompted to enter keywords.



Enter as many keywords as you like. 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. If you set the preferences to use multi-filter mode, you will be prompted to enter the name of the keyword filter you want to edit. Otherwise this option will edit the default filter, filter.txt.

```
C:\Programming\JalDayPro\Release\JalDayPro.exe
* For more information visit http://www.falconitsservices.com *
*****
1. Run the Program
2. Set Preferences
3. Create a Keyword Filter
4. Edit Keyword Filter
5. End Program

Make a selection: 4

*****

Enter the keyword filter file name to edit: filter.txt

Keyword # 1 -> DUI
Keyword # 2 -> .....

(<+) 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 in your preferences to have Jalday prompt you for a download file name, you will be asked to enter a file name. Type the name of the file that you downloaded from the Miami Dade County Public Access Web site, such as jalday0.asc, jalday5.asc, etc.

If you enabled multi filter mode, Jalday Pro will ask you for the name of a filter to use. Type in the name of the keyword filter that you want to use, such as filter.txt.

```
C:\Programming\JalDayPro\Release\JalDayPro.exe

Total Records Processed: 325
Total Records Saved: 10
An output log can be found in file log.txt
Error status: There are no errors.
Saving copy as 05-29-05-filter.txt in the Archive folder.
*****
* Jalday Professional V2.0 (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: _
```

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.

### Merging Data to Labels and Forms

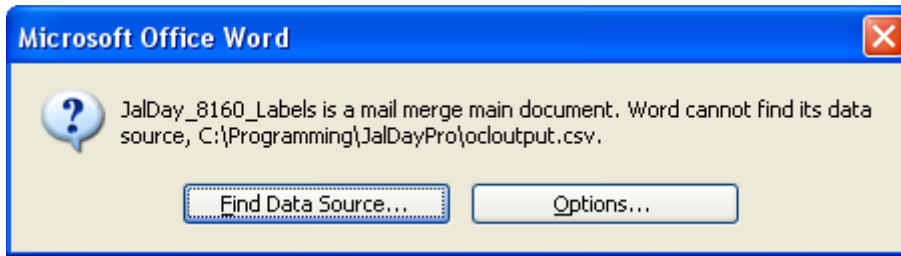
Jalday Pro includes templates for Avery 8160 standard address labels, standard # 10 envelopes as well as form letters. Please make sure you have your Mail Merge Toolbar turned ON. In Microsoft Word, go to TOOLS, LETTERS AND MAILINGS and make sure there is a checkmark by SHOW MAIL MERGE TOOLBAR. The mail merge toolbar looks like this:



### Opening a Template

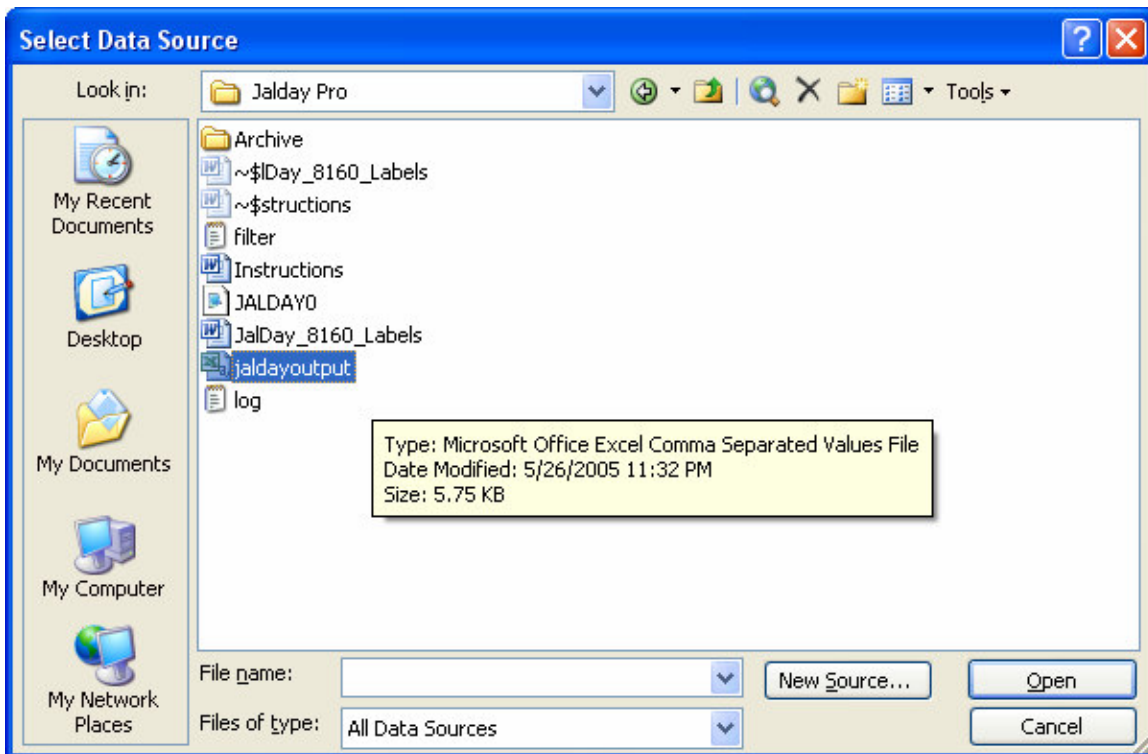
Open the Jalday Pro folder. Double click on the icon of the template you wish to use. It will open in Microsoft Word.

The first time you use the template, Microsoft Word will prompt you for a file location. It will ask you to find the data source (see below). The data source is the file that Jalday Pro created which contains your mail merge data.



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

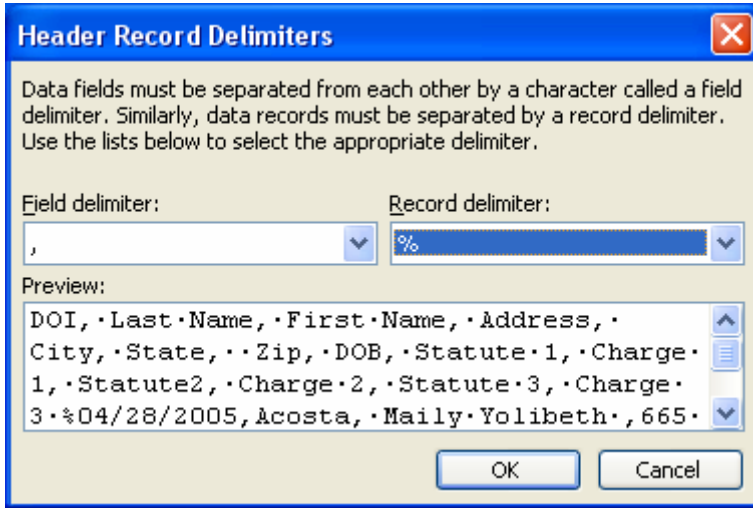
Find the file jaldayoutput.csv (see below) and double click on the file's icon or highlight it and press the Open button.



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

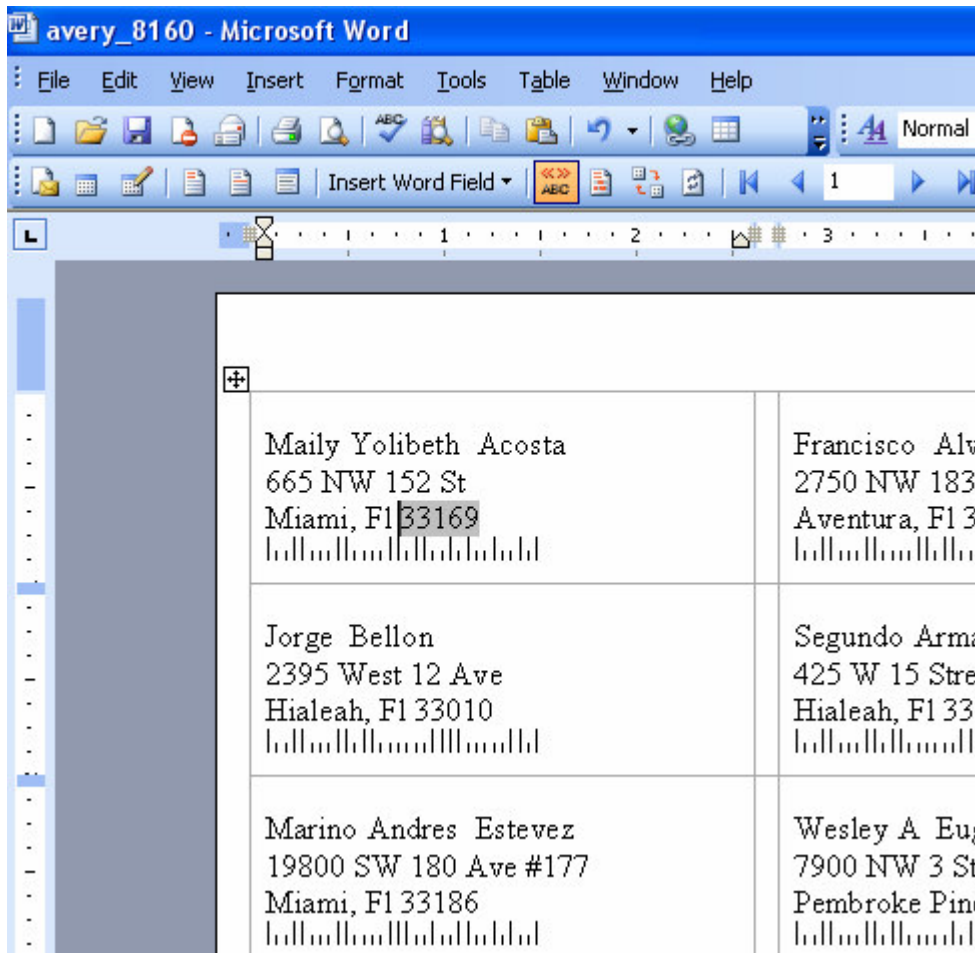
**The Record Delimiter** – This is a character that separates fields such as names, addresses, etc. The Record delimiter is a comma (,).

**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.

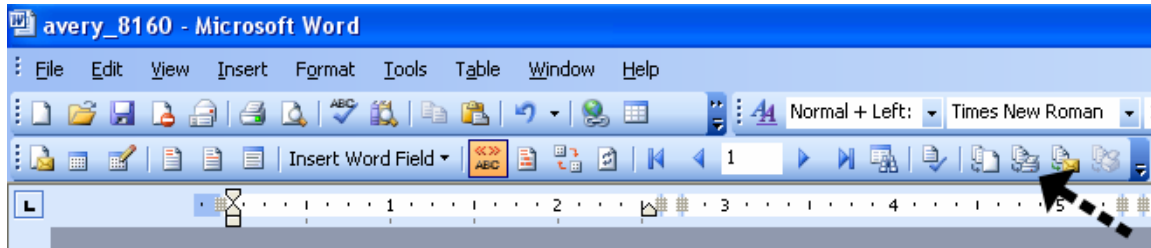


If you cannot see the names and addresses right away, press the View merge Data button on the mail merge toolbar (see arrow below).



## 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.