

Chapter 7: Technical Features

TntMPD has a number of technical features for the advanced user. These features allow you to lookup and/or manipulate data in advanced ways.

This chapter covers:

1. How to prepare an existing list of contacts for importing into TntMPD.
2. How to protect your data through regular backups.
3. File | Maintenance features.
4. Data management tools on the Tools menu.
5. Tools on the Help menu.

Import Contacts

Before you can import your contacts, you need a TntMPD database set up (see Chapter 2). You can even have existing contacts in that database, as long as they are not in the list of contacts you wish to import. However, you **cannot** upload additional information about existing contacts.

STEP 1: PREPARE YOUR OUTSIDE DATABASE

Importing your contacts is the fastest way to hit the ground running with TntMPD. This is especially true if you are already maintaining your data in another data source such as Outlook, Excel, Access, or even Word. However, even if you just keep your list on paper, or are just starting out with a handful of names on paper, you can put it into Excel and load it into TntMPD much faster than by hand-keying all your data directly into TntMPD.

This chapter covers the importing of a “comma separated value” file (.csv) from Excel. A .csv file can be prepared from most programs.

It is easier to import from a file simply because there are 150 different fields you can import for every single contact. The more thorough your existing database, the more time you will save by importing your data. Those 150 fields are broken down into 10 basic areas:

- Name
- Address
- Phone

- Internet
- Notes
- Greetings
- MPD
- Personal / Professional Information
- Anniversary / Birthday Information
- User-defined Information

Starting on the next page is a list of all the fields for which you can import data. You will likely only have partial information on most of your contacts; in some cases, just a name and a phone number; in others, you may have quite a bit more. That’s okay.

I have helped many people convert their databases, and one thing I have noticed is that many databases have fields combined that are separated in TntMPD. For example, it is very common for a person to have a “Mr. & Mrs.” field in their current database while TntMPD has a separate field for the husband and the wife.

Grouping	Field Name	Value	Comments
Name	IsOrganization	TRUE	churches, companies, organizations
		FALSE	individuals
Name <i>(if Organization is "False")</i>	Title		
	FirstName		
	MiddleName		
	LastName		
	Suffix.....	ex. Jr., Sr., II., III.
	SpouseTitle		
	Spouse	spouse first name
	SpouseMiddleName		
	SpouseLastName.....	only if different than LastName
Name	CompanyName		
<i>If IsOrganization = "False" then "CompanyName" refers to where the individual works.</i>			
Address	SelectedMailingAddress.....	1	Home
		2	Business
		3	Other
Home Address	HomeAddress		
	HomeCity		
	HomeState		
	HomeZip		
	HomeCountry		
Business Address	BusinessAddress		
	BusinessCity		
	BusinessState		
	BusinessZip		
	BusinessCountry		
Other Address	OtherAddress		
	OtherCity		
	OtherState		
	OtherZip		
	OtherCountry		

Grouping	Field Name	Value	Comments
Phone	AssistantPhone		
	BusinessPhone		
	BusinessPhone2		
	BusinessFax		
	CallbackPhone		
	CarPhone		
	CompanyMainPhone		
	HomePhone		
	HomePhone2		
	HomeFax		
	ISDNPhone		
	MobilePhone		
	OtherPhone		
	OtherFax		
	PagerNumber		
	PrimaryPhone		
	RadioPhone		
TelexPhone			
TTYTDDPhone			
Internet	Email1		
	Email2		
	Email3		
	UserCertificate		
	PersonalHomePage		
	BusinessHomePage		
	NetMeetingAlias		
	NetMeetingServer		
	ComputerNetworkName		
	FTPsite		
	InternetFreeBusyAddress		
Notes	Notes		
Greetings	FullName	Formal greeting used to address envelopes
	Greeting	Greeting used inside letters
	ShortName	<i>Formatted:</i>	FirstName and Spouse LastName

Grouping	Field Name	Value	Comments
MPD	CreatedDate		When the contact was first added to the database
	OrgAccountIDs		Account ids associated with this contact by the organization. Multiple IDs can be separated by a comma. Example: 12345678, 87654321, 1827364
	Deceased	TRUE/FALSE	
	DirectDeposit	TRUE/FALSE	(This box will not check automatically from your org.)
	MPDPhaseID	0	n/a
		10	Never Contacted
		20	Ask in Future
		30	Call for Appt
		40	Appt Scheduled
		50	Call for Decision
		60	PARTNER-Financial
		70	PARTNER-Special
		80	PARTNER-Pray
		90	Not Interested
		100	Never Ask
	NeverAsk	TRUE	Never ask this contact for support
		FALSE	Allow asking this contact for support
	NextAsk	Date	When you should ask this contact for support
	PledgeAmount		If amount is greater than zero, PledgeFrequency must be greater than zero.
	PledgeFrequency	0	<none>
	1	monthly	
	2	bi-monthly	
	3	quarterly	
	4	quad-monthly	
	6	semi-annual	
	12	annual	
	24	biannual	

Grouping	Field Name	Value	Comments
MPD (continued)	PledgeReceived	TRUE	First check has been received for this pledge
		FALSE	First check has not been received for this pledge
	PledgeStartDate	Date	when the pledge started
	ReferredBy		Primary referrer
	ReferredByList.....		All those who have referred you to this contact. Each referrer should be on their own line (separated by a carriage return).
	Region		
	SendNewsletter	TRUE	Send this contact a prayer letter
		FALSE	Don't send this contact a prayer letter
	Magazine	True/False	
	LikelyToGive.....	0	Unassigned
		1	Least Likely
		2	Likely
		3	Most Likely
	Personal / Professional	AssistantName	
Children			
ChurchName			
Department			
FamilyLevel		0	<None>
		10	Very Extended
		20	Cousin
		30	Uncle/Aunt
		40	Grandparent
		50	Nephew/Niece
		60	Sibling
		70	Parent
		80	Grandchild
		90	Son/Daughter
	100	Immediate	
FamilySide	0	<none>	
	1	His	
	2	Hers	

Grouping	Field Name	Value	Comments
Personal / Professional (continued)	Hobby		
	JobTitle		
	ManagerName		
	NickName		
	OfficeLocation		
	Profession		
	SpouseCompanyName		
	SpouseHobby		
	SpouseNickName		
	SpouseProfession		
Anniversary / Birthday	AnniversaryDay		
	AnniversaryMonth		
	AnniversaryYear		(can be 2 digits or 4 digits)
	BirthdayDay		
	BirthdayMonth		
	BirthdayYear		(can be 2 digits or 4 digits)
	SpouseBirthdayDay		
SpouseBirthdayMonth			
	SpouseBirthdayYear		(can be 2 digits or 4 digits)
User	User1		
	User2		
	User3		
	User4		
	Categories		
	UserStatus		

When we created the Toontown database for this manual, we imported approximately 50 contacts, and about 31 fields (mostly name, address, phone, and personal information fields). Here's an example of what our Excel file looked like before we imported it:

	A	B	C	D	E	F	G	H	I	J	K
1	Title	First Name	Middle Name	Last Name	Suffix	Spouse Title	Spouse First Name	Spouse Middle Name	Spouse Last Name	Full Name	Greeting
2	Mr.	Mickey	Walter	Mouse		Mrs.	Minnie		Mouse	Mickey & Minnie Mouse	Mickey & Minnie
3	Mr.	Bugs		Bunny		Mrs.	Babs		Bunny	Bugs and Babs Bunny	Bugs & Babs
4	Mr.	Donald	Q	Duck		Mrs.	Daisy		Duck	Donald and Daisy Duck	Donald & Daisy
5	Mr.	Fred		Flintstone		Mrs.	Wilma		Flintstone	Fred and Wilma Flintstone	Fred & Wilma
6	Mr.	Tweety		Bird		Mrs.	Tweetilee		Bird	Tweety and Tweetilee Bird	Tweety & Tweetilee
7	Mr.	Peter		Pan		Mrs.	Wendy		Pan	Peter and Wendy Pan	Peter & Wendy

This is a list of each column and the TntMPD field name.

Note that the field names are not EXACTLY as shown in the table on the previous pages. In the table below, for example, "First Name" has a space. The table on the previous pages shows the data field names as they appear to the TntMPD database. The field names shown below reflect how they appear in the TntMPD import feature... they are slightly different. BUT... either one will work!

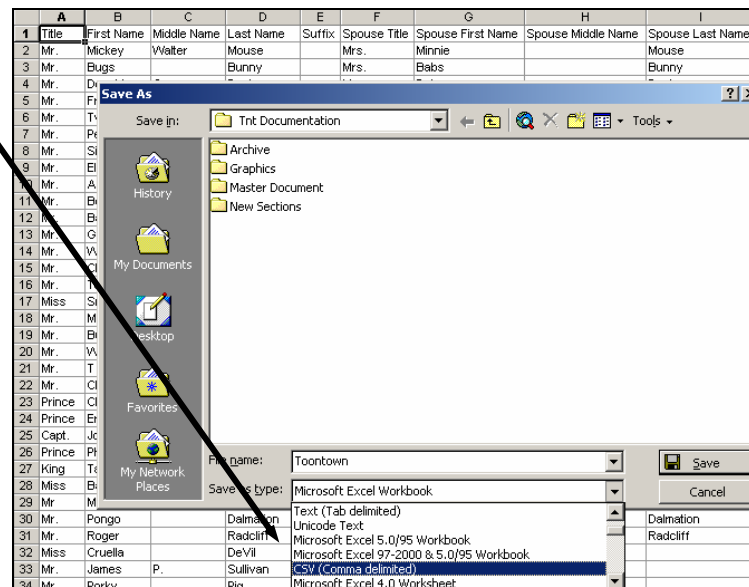
A: Title	I: Spouse Last Name	P: Home City	Y: Anniversary Year
B: First Name	J: Full Name	Q: Home State/Province	Z: Birthday Month
C: Middle Name	K: Greeting	R: Home ZIP/Postal Code	AA: Birthday Day
D: Last Name	L: Short Name	U: Mobile Phone	AB: Birthday Year
E: Suffix	M: Home Phone	V: Referred By	AC: Spouse Birthday Month
F: Spouse Title	N: Email1	W: Anniversary Month	AD: Spouse Birthday Day
G: Spouse First Name	O: Home Street Address	X: Anniversary Day	AE: Spouse Birthday Year
H: Spouse Middle Name			

Note: TntMPD automatically customizes the Full Name, Short Name, and Greeting based upon the first and last names you keyed. (This is covered more fully in Chapter 3: Managing Contacts.) You can load your own Greetings only if you do not want them to appear in the default TntMPD format.

STEP 2: PREPARE YOUR FILE

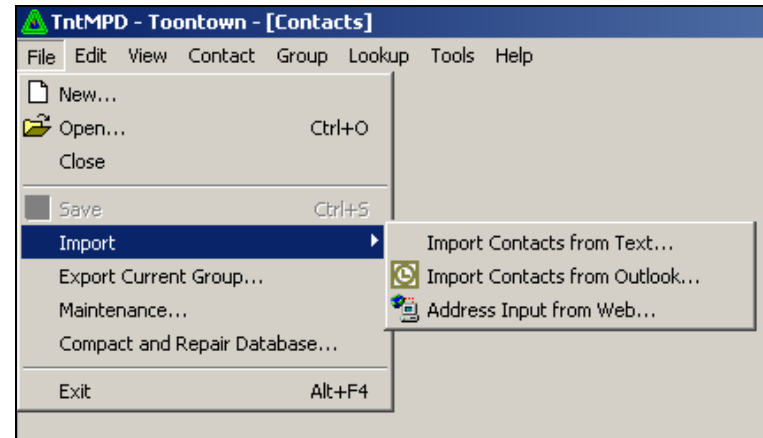
Again, because of the variety of database files out there, this chapter only covers files prepared in Excel.

- Save your file as a CSV (Comma Delimited) file.

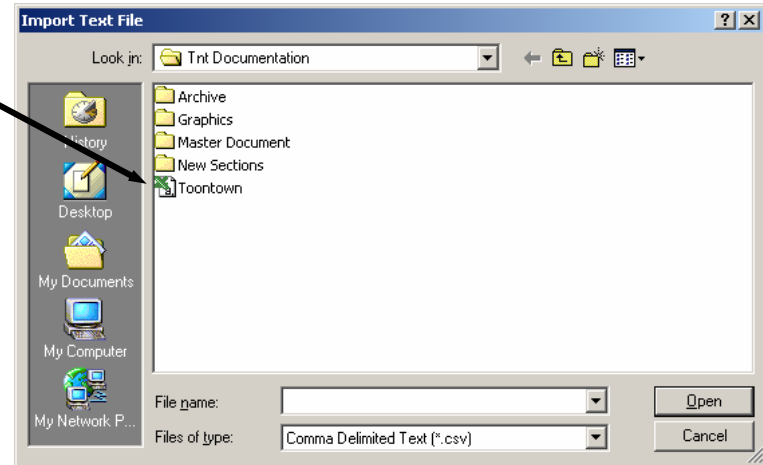


STEP 3: IMPORT YOUR FILE INTO TNTMPD.

- Open TntMPD.
- Select **File | Import | Import Contacts from Text.**

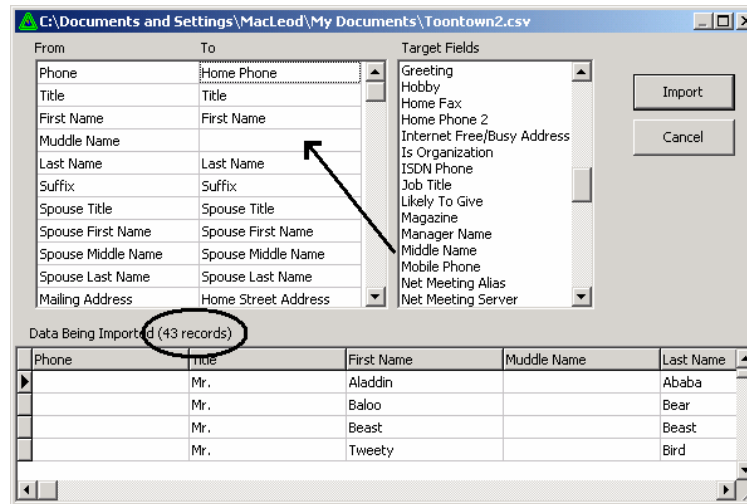


- Select your .csv file
- Click **Open**.



TntMPD attempts to match the field names in your .csv file with the official TntMPD field names. (This is why I mentioned on page 7-8 that it is okay if your .csv field names do not need to match the TntMPD field names exactly.)

- TntMPD will show you a sample of what it is attempting to import and the number of total records.
- If a field in the **To** column is blank, that means TntMPD was not able to identify what field you wanted. In this example, I mistyped “Middle Name” as “Muddle Name”. The solution is to scroll down the list of **Target Fields**, then click and drag the intended field to the blank field.
- Click **Import**.

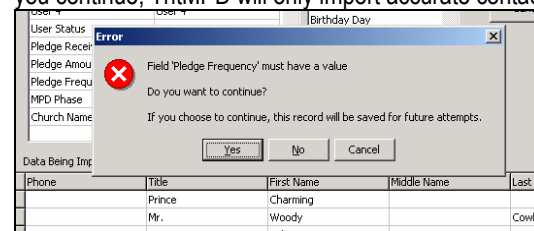


Author’s Note about Importing:

In addition to assorted biographical information, you can also import your contacts’ giving information such as pledge amount, pledge frequency, and MPD Phase (among many others). However, TntMPD is pretty particular about how that information must appear. For example, if you choose MPD phase as an import column, you must put an MPD phase for ALL contacts you are importing. You can’t just put some and leave the others blank. I am not familiar enough with every import issue to list them here, so I encourage trial and error.

When you load your .csv file, TntMPD will automatically count the records. This will help you ensure that you loaded the correct number of contacts.

If a record has an error, TntMPD will display an error message with the offending field (but not tell you which contact). I recommend you “Cancel”, return to your list and fix the problem rather than continue. If you continue, TntMPD will only import accurate contacts.



Backing Up Your Data

★ BACK UP YOUR DATA. BACK UP YOUR DATA. BACK UP YOUR DATA. ★

There is nothing I stress more strongly in this manual than the importance of backing up your TntMPD database. Because my MPD work is so central to my work as a missionary, my TntMPD database is my core volume of data. I want to protect it to the best of my ability.

I backup my data in two different ways, for two different reasons (these are explained in detail on the following pages):

1. Off-computer backup. I regularly create a CD with my TntMPD database on it, in case of a catastrophic failure to my computer. I was already doing this for my personal finance files, so it was easy for me just to add my TntMPD file to the CD. *Because I also use my TntMPD in my office location, I know there is always a backup copy on my office network as well.*

Some people prefer to keep a few historical backup copies, which they keep with separate dates.

2. On-computer backup. I often will work on MPD for 1-2 hours in a single evening, which could mean a lot of phone calls. I live in a rural area where brief power outages are common (multiple times a day during the rainy season). And my computer is five years old and periodically just locks up for no apparent reason. These three factors have compelled me to develop a process for backing up my TntMPD during the evening while I am working on it. I simply

close the file every 30 minutes or so, copy the database to another folder on my hard drive, then reopen the database and keep calling.

I developed this method from experience: One night after making calls for 90 minutes, my computer locked up. When I rebooted, my TntMPD file was corrupt and unusable—even though I had “saved” many times. I had to load my backup copy from the night before, but I lost all the phone call and task data from my 90 minutes of work. Some I could remember, but others I actually had to call back, apologize, and re-create the conversation.

Tip: Get a CD writer for your computer if you do not already have one. An empty TntMPD database is almost as big as a single floppy disk, and a well-used TntMPD database can be many times that size. There are software programs that will backup a file to many floppies, but if you are planning on backing up your TntMPD database regularly, a CD writer will make that process quick and easy.

OFF-COMPUTER BACKUP.

Your TntMPD database is a single file.

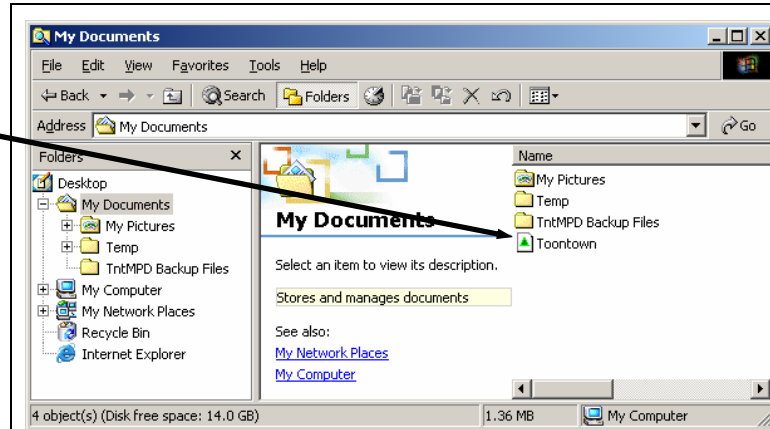
Backing it up is as simple as copying that single file onto a CD or a network.

If you have a CD writer with your computer, follow the instructions that came with the CD writer's software.

Another alternative is to email the file to yourself, if your email provider allows you to send large files. Then you have a 'backup' copy in your email box.

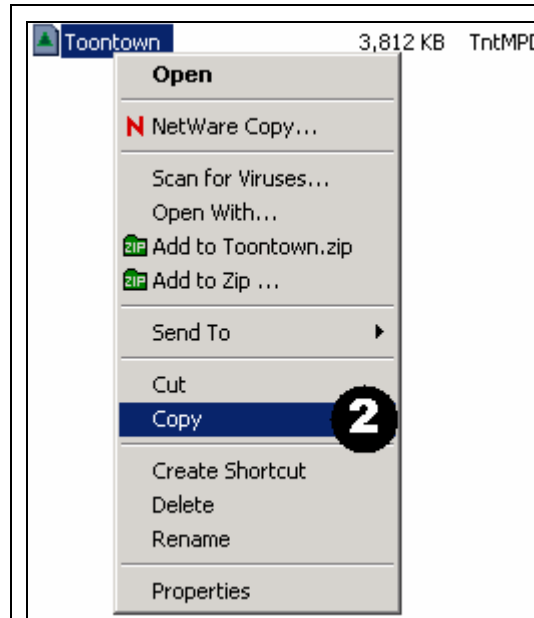
If you keep several historical copies, you might want to include a date in the filename:

- Racers TntMPD backup 2003-08-01
- Racers TntMPD backup 2003-08-15
- Racers TntMPD backup 2003-08-30



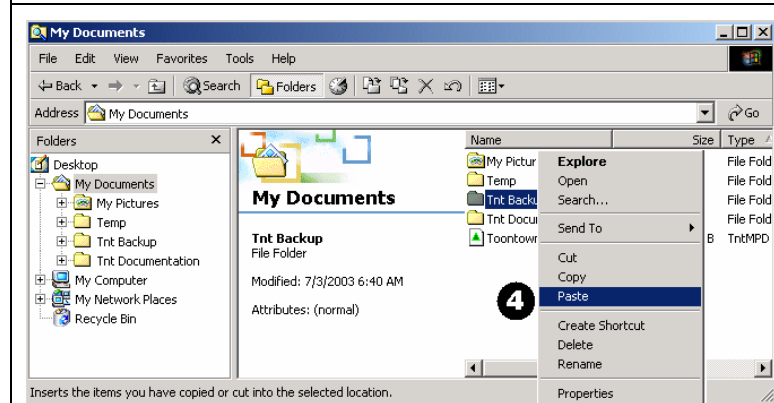
ON-COMPUTER BACKUP.

1. Find your database file in your Windows Explorer.
2. Right-click on the file name and select **Copy**.



3. Go to your backup directory (or make one if you do not have one already).
4. Right-click in that folder and select **Paste**.

*Notice in this example that my Toontown database is in the folder **My Documents**, while the on-computer backup file is in the folder **Tnt Backup**.*



Using TntMPD with multiple computers

It's not uncommon for someone to have multiple copies of their TntMPD database in use at the same time. For example, you may use TntMPD both at your office and at home. Or, you may use one file on your computer at the office while your spouse could be (simultaneously) using the file at home.

On the TntMPD web site, Troy Wolbrink has written two thorough descriptions of how to keep two copies of TntMPD in sync, and I recommend you go there for more information. But, in brief, there are two primary ways to manage multiple TntMPD database files:

1. **Copy the file to the remote location.** This process works well if you are the only person using the file, or you are at least keeping the master file. For example, if you use the file at your office and your spouse uses it at home, primarily for looking up names and addresses.

This is the method that I use. I have a high-speed internet connection at my house, and each evening before I begin my MPD work I log in to my office

network and upload the file to my home computer. At the end of the evening when I am finished, I transfer the updated file back to my office folder.

There are two big advantages to this method:

- a. Keeping my file on my office network ensures that it is being backed up consistently.
- b. I always have an almost-current back-up file on my home computer.

However, there are also disadvantages to this method, the biggest being that the file size (over 3 meg) would make this impossible without a high-speed connection.

2. **Use TntSync.**

TntSync is a database feature that allows you to synchronize two separate copies of your TntMPD database. This feature is covered in detail on the TntMPD web-site, on the Frequently Asked Questions page. (*See "How do I keep two copies of my database in sync with TntSync?"*)

Technical Menu Items

FILE | MAINTENANCE

Developer's Note: “The **Recalculate** section (first four buttons) should (in theory) never need to be pressed. There are many calculated fields which TntMPD should normally keep up to date automatically. Some examples would be:

MailingCity (based on SelectedMailingAddress + HomeCity, BusinessCity or OtherCity)

LastGiftDate (based on gifts)

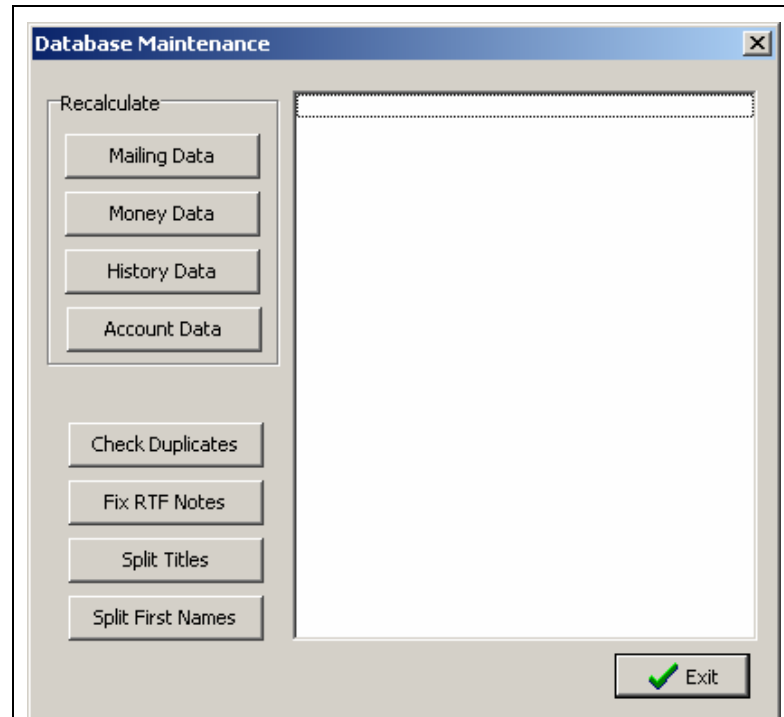
LastThank (based on history)

OrgAccountIDs (based on donor accounts).

If one were to alter data in the database directly (via Access), or if one were to run into any other problems (e.g., unresolved TntSync conflicts) then it would be recommended to run these buttons. They will NEVER do any harm, if anything at all.

Check Duplicates will scan all your contacts and look for contacts who might be duplicates. In our database, we have two (unrelated) people whose last names are the same and first names start with the same letter. When I pressed Check Duplicates, TntMPD flagged those two as potential duplicates.

Fix RTF Notes resolves a known bug where a contact's notes come over as RTF instead of plain text.”

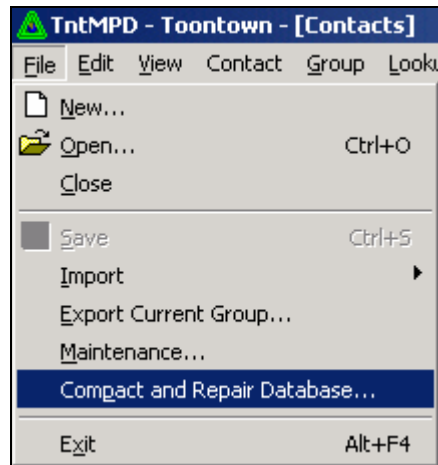


Split Titles and **Split First Names** can help repair a contact list where the titles came over as Mr. & Mrs. or the first names as Mickey & Minnie. This is more likely to happen if you load your list directly from Outlook.

FILE | COMPACT & REPAIR DATABASE

Keep your file as lean as possible by compacting and repairing your database frequently, especially if you download address and gift information from your ministry's web site.

- Select **File | Compact and Repair Database....**
- TntMPD will close your file, perform some maintenance on it, then reopen it.
- If you do not perform this step manually, TntMPD will automatically perform it every 30 days (that is, when you use it and it has been 30 days since it was last repaired).



Tools on the Help Menu

HELP | VISIT TNTMPD BULLETIN BOARD

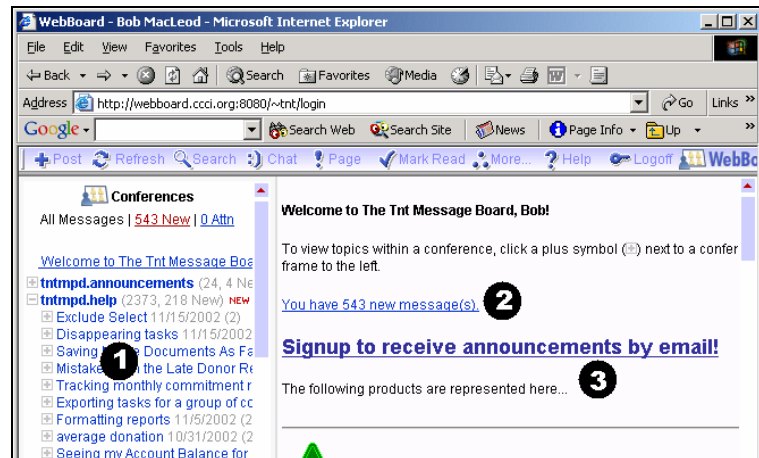
The TntMPD Bulletin Board is a place where you can go to find out more about specific topics, or post questions for others to answer.

This manual does not cover all the steps involved in using the Bulletin Board.

- Select **Help | Visit TntMPD Bulletin Board**. *TntMPD will automatically open your Internet browser. If you are not connected to the Internet, it will open your dial-up/login box.*
- Press **New User** or **Guest** to enter the site.



1. You can see threads of discussions for various topics
2. You can see all the messages posted since you last logged in
3. You can sign up to receive announcements by email.

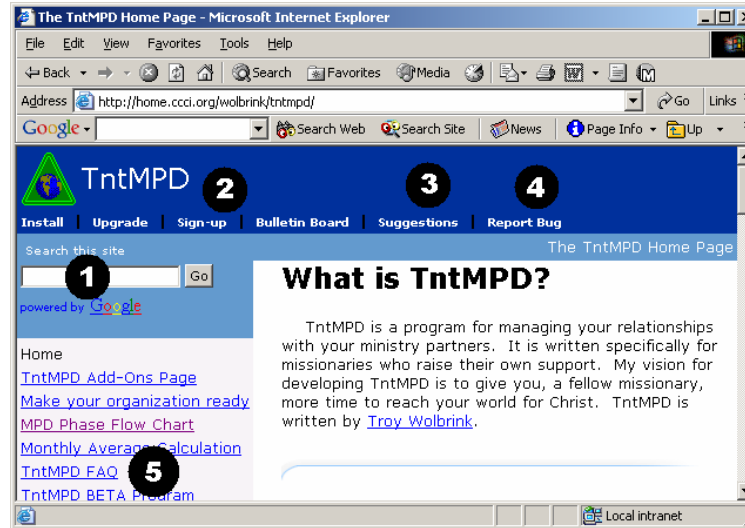


HELP | VISIT TNTMPD WEBSITE

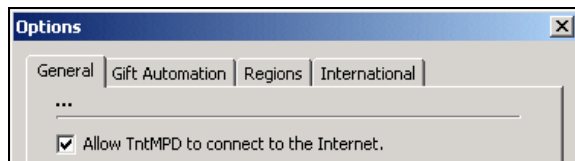
This is the site from which you downloaded TntMPD initially.

TntMPD website features (this is not an exhaustive list).

1. **Search** the entire site for any reference you key in.
2. **Sign-up** to message postings (also accessible through the Bulletin Board).
3. Make a **Suggestion** to Troy Wolbrink for a future enhancement to TntMPD.
4. **Report a Bug** to Troy to repair in a future release.
5. See some of the most **Frequently Asked Questions**.

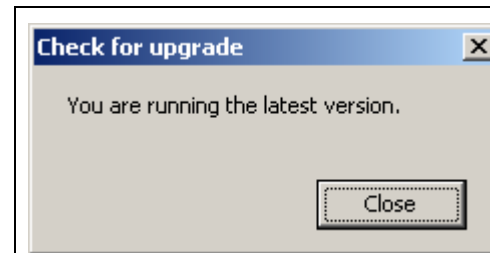


HELP | CHECK WEB FOR UPGRADE

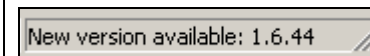


The Tools | Options box.

If you have the above box checked, TntMPD will automatically connect to the Internet and check for available upgrades and notify you when an upgrade is available. Alternatively, you can select **Help | Check Web for Upgrade** and TntMPD will tell you if an upgrade is available or not (if not, the box at right will show).

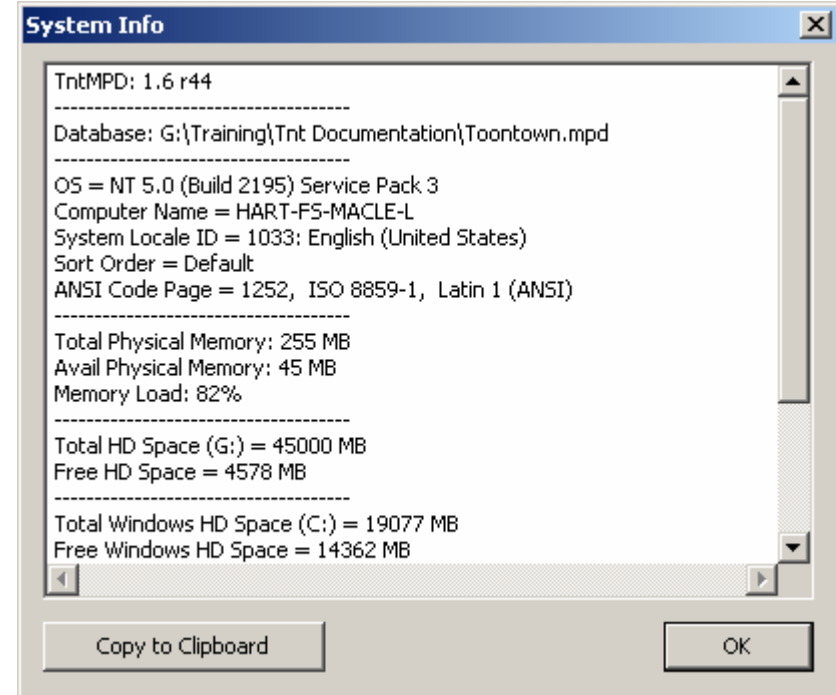


Tip: At the bottom of your Contact View is the "Status Bar". If there is an upgrade available, you will see a note there too:



HELP | VIEW SYSTEM INFO

- See fascinating information not only about the software, but also about your computer.



HELP | ABOUT

1. See the version number (in this example, "Version 1.6, release #44").
2. TntMPD been useful to you? You can make a contribution to Troy and Tammy Wolbrink's ministry with Campus Crusade for Christ.
3. This box will also show you the exact file directory where your database is stored.

