

# micromasters

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1984  
8595 program  
+895 DBase II

## THE VOLUNTEER ADMINISTRATOR

The Volunteer Administrator is an easy to use, menu driven database system. dBASE II is a reliable, proven data base manager developed by Ashton Tate.

The Volunteer Administrator has many useful features:

- \* The ability to store and access volunteer information.
- \* The ability to categorize volunteers by special skills which they possess.
- \* The capacity to store and access all volunteer jobs.
- \* The capacity to store dates and hours worked by volunteers for tax purposes.
- \* The ability to track various outside organizations to which volunteers belong.
- \* The ability to track the turnover rate for each job.
- \* Valuable information provided includes:
  - \* A report of volunteers by day and time blocks specified by the user.
  - \* volunteers which possess a particular skill specified by the user.
  - \* A listing of all volunteers who are on call.
  - \* volunteers belonging to an organization specified by the user.
  - \* A listing of all vacant jobs which need to be filled.
  - \* A listing of the turnover rate for each job.
  - \* A listing of all jobs in the system.
  - \* A report which lists volunteers scheduled for evaluation, or orientation or recognition..
  - \* A report which lists volunteers having birthdays in a particular month.
  - \* A report which provides race and sex statistics of volunteers.
  - \* A report listing the dates and hours worked through the year for tax purposes.

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## DO YOU HAVE QUESTIONS ABOUT COMPUTERS?

### WE CAN HELP!

Micromasters is a company whose business is to assist you in maximizing your investment in your computer system. We have over 15 years combined experience in business and computer related fields. Our degrees are in Business Administration and Business Programming. Not only are we computer systems specialists, but we are computer system users; we know what a user is looking for and we know how to provide it.

### HOW CAN WE HELP?

- By helping you select the best computer system to meet your business and budgetary needs
- By helping you get the most out of your current hardware and software
- By being on manufacturers' mailing lists for updates and recent discoveries so our information remains current
- By being members of outside software support groups and therefore having access to technical enhancements that may benefit your business and your system
- By being experienced programmers
- By developing software packages specialized for unique needs that will operate on **ALTOS, APPLE, COMMODORE, DEC, IBM-PC, IBM DISPLAYWRITER, TRS-80, TEXAS INSTRUMENTS, VECTOR GRAPHICS, XEROX, ZENITH, OSBORNE, HEWLETT PACKARD, SAGE, AND MANY MORE!**
- By customizing existing "off the shelf" software to make it match your business methods rather than you having to change your existing methods in order to use the software
- By offering you a Support/Maintenance Agreement that allows you to have a programmer available to answer questions, advise on problems, install "patches", provide system housekeeping and more!
- By assisting in system installation
- By training your personnel to effectively use your system

### WHO HAVE WE HELPED?

Our clientele includes representatives from the following business and professional fields: Medicine, Architecture, Construction, Engineering, Transportation, Wholesale and Retail Sales, Insurance and more.

If you think Micromasters can help you with your computer needs, we probably can. If we can't, we'll tell you who can, because our reputation is our most important asset. Let's get together to discuss how Micromasters can help you make your business a more profitable one!