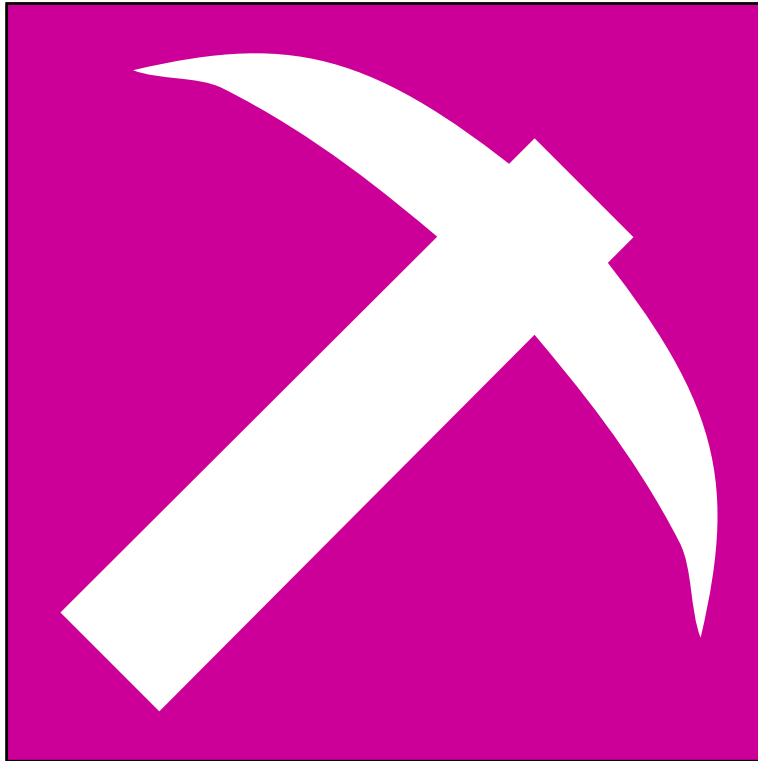


# Prospector

## Version 1.4 for the Sharp Zaurus Usage Manual

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## Installation

The installation method described requires the following:

- A Sharp Zaurus (obviously)
- A Compact Flash card or a Secure Digital card (if you don't have one now, you should get one anyway!)
- A Compact Flash card reader or Secure Digital card reader that will allow you to access a card from your workstation PC (ditto above)
- The Prospector installation package, (a *.ipk* file)

The installation method also assumes that you have downloaded, or otherwise loaded, the installation package onto your computer hard drive.

Attach the card reader to your computer if it is not already attached. Insert a card with at least 100KB of free space into the card reader. Copy the installation package onto the card. Remove the card from the card reader.

Insert the card into the Zaurus, according to Sharp's instructions. Navigate to the utilities screen (the tabbed pane with the wrench icon in the home area) and launch the "Add/Remove Software" application. Click the "install package" button. Prospector should appear as an option to install. Tap it, and then follow any instructions that follow. Prospector is now installed and ready to use! (Note that, for some installations, the Prospector launch item will appear in the Jeode screen, which is the tabbed pane with the weird red and black, circle-ish icon.)

## General Concepts

Prospector helps you track and maintain your job leads when you are looking for a new job. It does this by tracking *people*, who belong to certain *companies*. Thus, *people* and *companies* are the types of entities you will be tracking.

When looking for a job, the primary concern is usually with companies. So most of the information you store in Prospector will be about the companies with which you are interviewing. Different types of information is stored, including general company information, specifics about the progress of your relationship with the company (information that will likely change often, such as upcoming appointments and interviews, to-do items, conversation notes, etc), and information about people associated with the company.

As you probably know from your job searches, the people you contact will come in two forms: *prospects*, or the people who already work at the company with which you are seeking employment, and who will primarily be interviewing you; and *recruiters* (also known as “headhunters”), or the third-party agents who are hired by companies to find job candidates like yourself. Thus, when you add a new person to Prospector’s database, you indicate whether the person is a prospect or a recruiter.

A company can be associated with a single recruiter. As well, a company can be assigned a “main contact.” This person would be the primary prospect with whom you communicate. You can also associate an unlimited number of other contacts with the company.

Here’s a simple scenari. Let’s say you register with a “headhunter” agency, HeadHunters Inc. You are assigned to a recruiter named Suz Smith. The first thing you would likely do is enter Suz Smith’s contact info into Prospector, including her recruitment firms’ name as HeadHunters Inc, and assign her the role of “recruiter.”

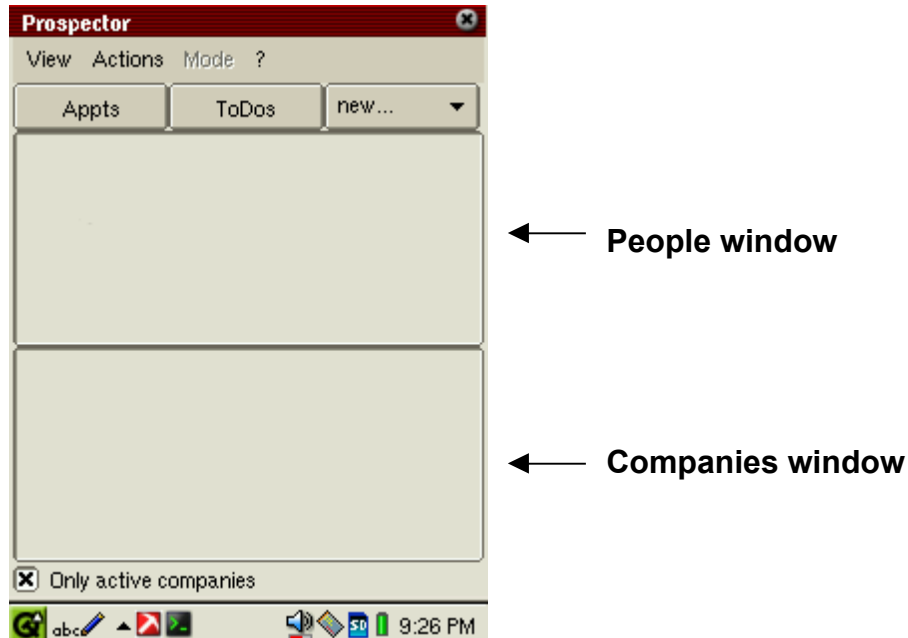
Suz contacts you and tells you that XYZ Inc. might be interested in speaking with you. She gives you the name and number of XYZ’s human resources person, John Jones, tells you that you have a 9AM meeting with John next Monday, and briefly describes XYZ to you. So you create an entry for John Jones, and assign him the role of “prospect”. Then you create an entry for XYZ Inc, filling in as much information as Suz has given you, including the brief description and the 9:00 AM appointment.

On Monday, after you meet with John, you are introduced to two other XYZ employees, Mary Martin and Dan Doe. So you create an entry each for Mary and Dan, and then associate them as “other contacts” within XYZ.

This is probably enough of an introduction to get you using Prospector. The rest of this guide covers the specifics of how to use the program.

## Adding Entries

When you first launch the application, you will have no entries. So, of course, the screen will look rather blank, as shown below:



The screen you'll see upon first launching Prospector.

The top frame will eventually display the names of people, as you enter them. Likewise, the bottom frame will display the names of companies that you enter. This is the main screen of the application, and can always be accessed by clicking the "View" menu and selecting "Main Screen."

The first thing you will likely do is enter the name of a contact person. To do this, either click the *new...* pulldown menu and select *person*, or click the *Actions* menu and choose *Add New Person*.



The two methods of adding a new person to Prospector.

You will be presented with an item list, similar to a page in an address book. The following items are available to be filled out (note that the only required item is a name—either a first or last name):

- *Title* – the person’s position within his/her company
- *First Name*
- *Last Name*
- *Phone number*
- *Fax number*
- *Mobile number* – Pager or cellular phone number
- *Email address*
- *Address* – street address or mailing address, whichever is more helpful to you
- *Other information* – any other important piece of information about the person
- *Role* – either Prospect or Recruiter
- *Recruiting Firm* – if the person is identified in the Role field as being a Recruiter, the Recruiting Firm field will become active, allowing you to enter the name of the recruiter’s company (if any.) Allowing a company name to be entered for a Prospect makes little sense here; you will associate the person as an employee of a company in that company’s screen.

Click the “Save” button at the top of the page to save this person permanently. The “Revert” button can be used here to clear any unsaved changes, but in the case of entering a new person, all it will serve to do is to clear the fields. It becomes more useful when you are actually editing a pre-existing person. The “Delete” button is grayed-out when entering a new person; it becomes active when you edit a pre-existing person.

You enter new companies in a similar manner; either click the *new...* pulldown menu and select *company*, or click the *Actions* menu and choose *Add New Company*. You will be presented with another item list, this one broken into categories:

#### **Company Info**

- *Name* – Name of the company
- *Location* – Whatever you define as a useful definition of location; for example, you may categorize your job leads by city, region, neighborhood (i.e. Downtown, South of Market, Sunset District, etc.) state, country, or any other criterion
- *Details* – Additional information about the company; size, industry, personality, etc.

#### **Job Search Specifics**

These items are the ones that are likely to need updating as your conversation with the company continues.

- *Conversations* – Notes about any conversations you have had about this company, including impressions you’ve received about the company, how interested they seem in you, etc.
- *To do* – Any to do items that you must perform for this company. The to-do items you enter in here will show up in a global list of Prospector to-do items.

- *Appointment* – Click the label and a popup window will appear, allowing you to enter the date and time of your next appointment with the company. The field below allows you to enter a description of this appointment.
- *Progress* – Indicates how far along you are in your interviewing process with this company. Use the pull-down menu to select the appropriate description.
- *Initiated By* – Who contacted whom first? Select “me” if you did, “them” if the company (or its recruiter) did.
- *Active* – A company is active by default. If your conversation cools off—perhaps you or the company loses interest, the company has a sudden hiring freeze, etc—but you don’t want to delete the company entirely, just de-select this checkbox. You can always re-select it later.

### **Contact**

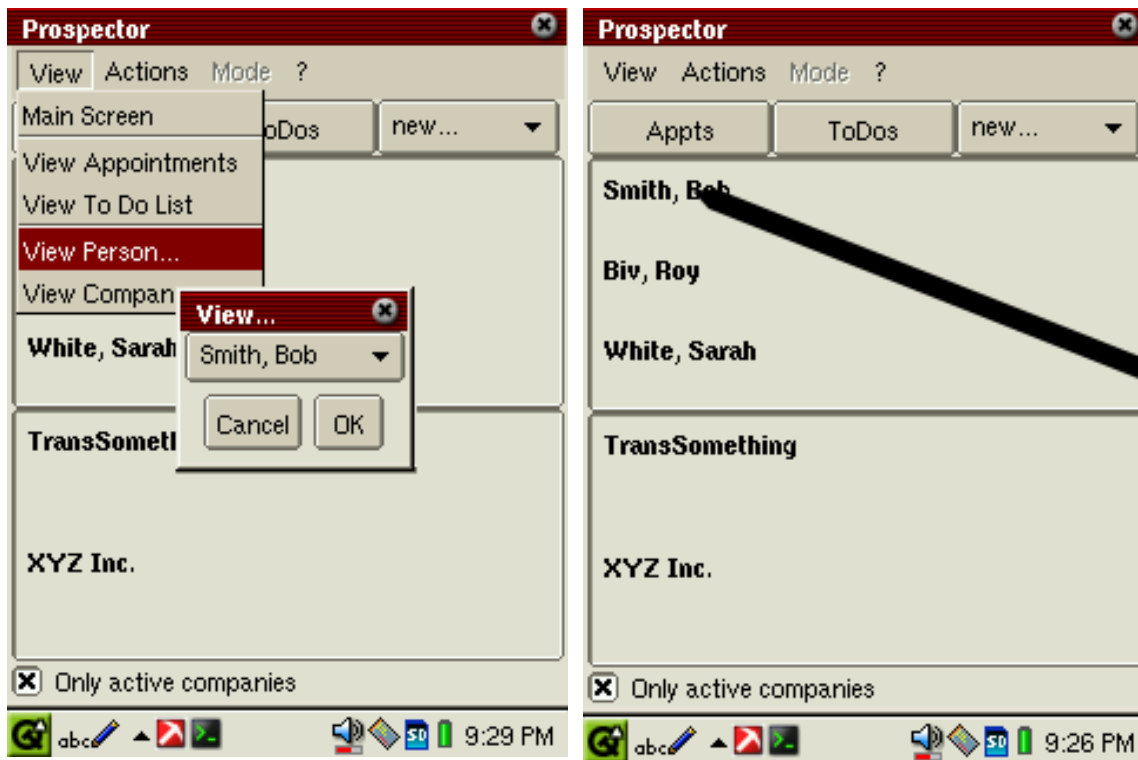
Here is where you associate people with the company.

- *Recruiter* – Select the name of the recruiter from the pulldown list. All people that you have previously recorded as recruiters will appear in the list. Leave the selection as “NONE” if the company is not using a recruiter.
- *Main* – Select the name of the main contact with whom you are communicating within the company. All people that you have previously recorded as contacts will appear in the list. Again, leave it as “NONE” if that’s most appropriate.
- *Others* – Select the name of any other contacts within the company. All people that you have previously recorded as contacts will appear in the list. Multiple selections are allowed in this list. To select a name, just click on it. To deselect it, click on it again.

Click the “Save” button to save the information for this company. As with the New Person screen, the “Revert” button can be used but is more useful when editing a pre-existing company. The “Delete” button cannot be used here.

## Viewing Recorded Information

Viewing people you have already entered can be done in one of two ways. One is to click the “View” menu and select “View Person.” A small window will appear, with a pulldown menu containing the names of all the people you have entered. Select the desired name and click “OK”. The other method is, when in the Main Screen, to simply click on the name of the desired person.



The two methods of viewing an existing person

Once you perform one of those actions, you’ll be presented with a screen listing all of the details you’ve entered so far. If you want to edit the person, just use the “Mode” menu (which will be enabled at this point) and select “Editable”. You’ll be presented with a screen that should look familiar: it’s the same screen you originally used to add that person, only now it’s pre-populated with the person’s information.

Viewing a company can be done in the same manner. Either select View -> View Person..., then select the company’s name in the popup window and click “OK”; or, just click on the name of the company from the main screen. After doing this, you will be presented with a screen listing the details of that company, similar to the View Person screen. There is one added feature of the View Company screen. As expected, this screen will list any contacts that you have associated with the company, along with their Ids (each person will be assigned a unique, numeric ID by Prospector; this is a safeguarding feature, in case you need to enter two contacts with the same name.) If you highlight any of the IDs and then click the

screen, you will be presented with the View Person screen populated with the highlighted person's information. Note that any of the text can be highlighted in the View Company screen, as long as the desired person's ID (including the parentheses surrounding it) are included in the highlighted portion. Those familiar with the Zaurus' interaction model will find that triple-clicking on the ID is probably the easiest way to jump to the person's information.



Each of the screens here demonstrate valid ways to quickly jump to information about a person. Note that in the first two frames, information about Sarah White is accessed. In the last frame, information about Helen Jones is accessed, since although two names are selected, her name is the first.

You can quickly view any to-do list items that you have entered for companies, or any upcoming appointments you have entered. To view to-do items, either click the “ToDos” button in the main screen, or click the “View” menu and select “View To Do List.” Similarly, to view upcoming appointments, either click the “Appts” button in the main screen, or click the “View” menu and select “View Appointments.” When in the appointments list window, you can click on any of the displayed appointments to view the description you’ve entered about that appointment.

## Registration

You'll notice that a nag window will appear at various times if the program is unregistered. Particularly, a window will appear at start-up; its 'cancel' button will be disabled until it has been displayed for a few seconds. In addition, you are only allowed to enter up to five people or companies before you register. This is because Prospector is distributed as shareware, meaning that you can use it for free for awhile, but if you decide that it is useful (for example, it helps you obtain a new job!) you are expected to pay the registration fee. Single-license registration fees are \$US7.

To register, go to <http://www.taubler.com/prospector/> for details. After you register, you'll receive a registration code via email. Just access the "?" menu and select "Register", and enter the code in the space provided. That's it! No more nag windows!

For additional questions, visit <http://www.taubler.com/prospector>