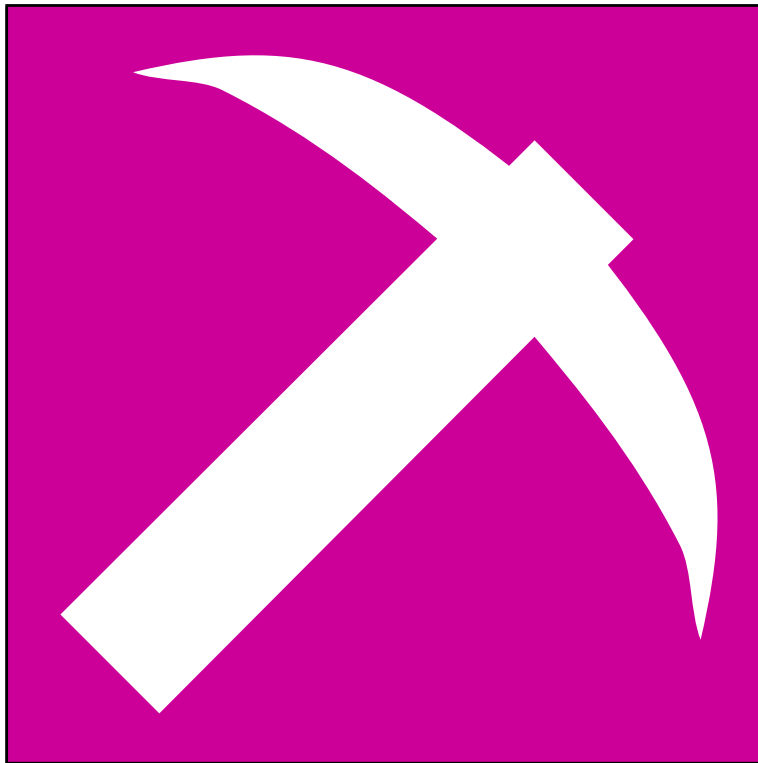


Prospector

Version 1.0 for the RIM Blackberry Usage Manual

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Installation

The installation method described requires the following:

- A RIM Blackberry (obviously)
- Sync software
- The Prospector installation package, (a *.cod* file and a *.axl* file)

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

Install the Prospector package according to the instructions provided by Research In Motion. The application will then appear in the Blackberry's main window as the icon shown below:

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.”

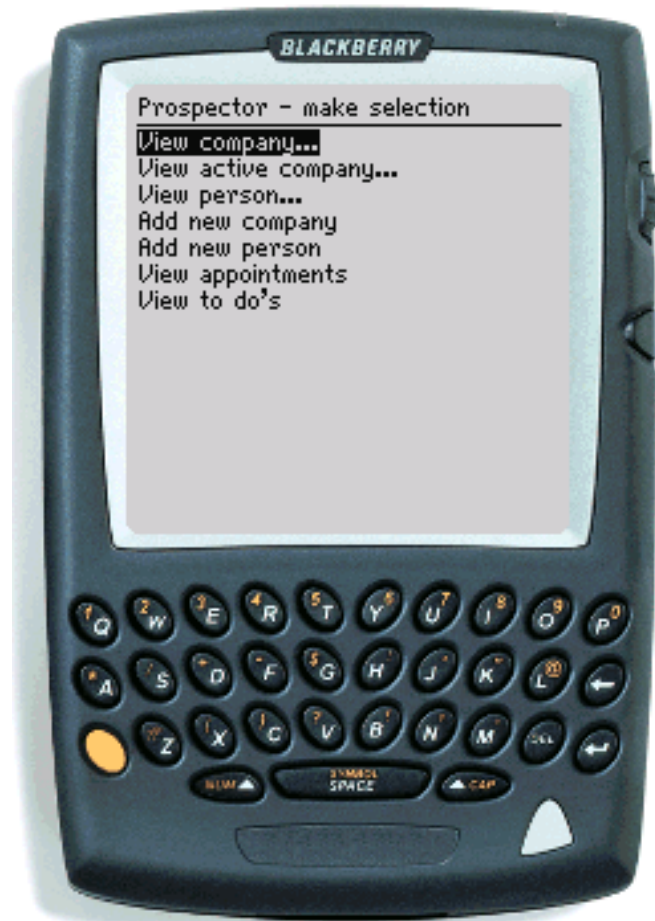
Suz contacts you and tells you that XYZ Inc. might be interested in speaking with you. She gives you the name and number of XYZ’s human resources person, John Jones, tells you that you have a 9AM meeting with John next Monday, and briefly describes XYZ to you. So you create an entry for John Jones, and 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, the screen will look as shown below:



The screen you'll see upon first launching Prospector.

It will allow you to choose what action to perform. After first launching the application, you will not have any data entered. So choosing any of the first three or last two options (those that begin with “View”) will not yet yield any results. Instead, you will first want to enter data.

The first thing you will likely do is enter the name of a contact person. To do this, scroll down to “Add new person”, click the scroll wheel, then select “Select.”

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 prospect's job title, such as "CIO"

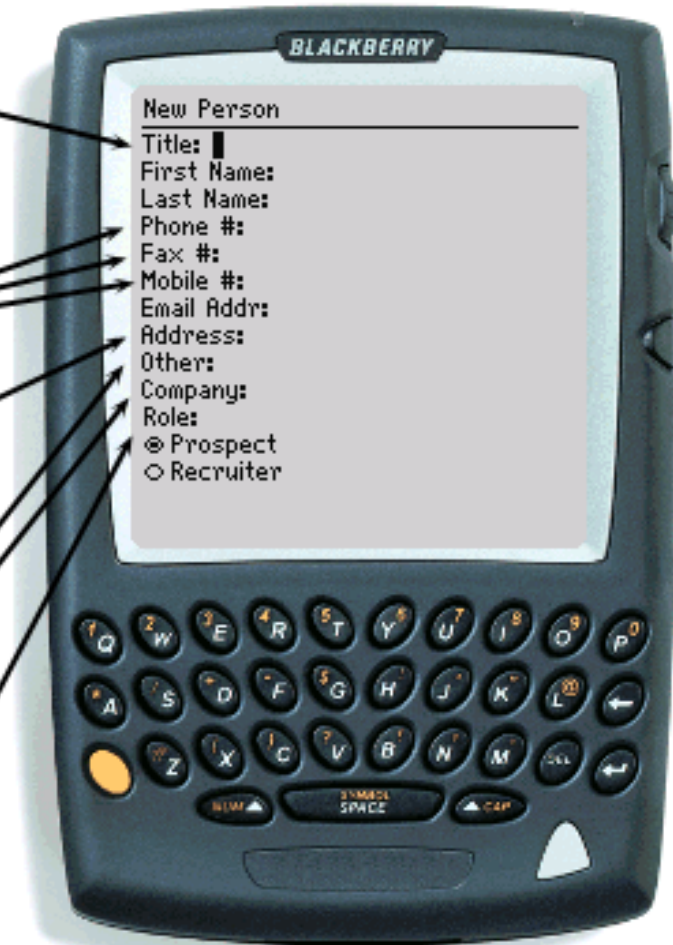
Phone numbers: Enter the prospect's main phone number for "Phone #", his/her fax number for "Fax #", his/her pager or cellphone number for "Mobile #." Any other numbers can be entered in "Other."

Address: Enter the prospect's mailing address. Thank you cards are still a good idea!

Other: Enter any other important information about the prospect.

Company: The company the prospect works for. This is mostly useful for Recruiters.

Role: Select Prospect if the person works for your desired company; select Recruiter if s/he is a third-party agent.



The screen you'll use to enter a new person.

- *Title* – the person's position within his/her company
- *First Name* – the person's first name
- *Last Name* – the person's last name
- *Phone number* – the person's main phone number
- *Fax number* – the person's fax number, if any
- *Mobile number* – the person's pager or cellular phone number, if any
- *Email address* – the person's primary 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, such as a secondary email address or another phone number
- *Role* – either Prospect or Recruiter
- *Company* – the company the person works for. This is most important if the person is a recruiter; you can enter the name of the recruiting firm. Otherwise, you can enter the name of the company that the prospect works for. But keep in mind that you will be entering information about this company, including tying this person to the company, in the *New Company* screen. So entering the company name here for a prospect would be redundant.

Click the scroll wheel to retrieve the menu. Selecting “OK” button will save this person permanently. “Revert” can be used here to clear the fields, or when editing an existing use, clear any unsaved changes.

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 with the following items:

Name: The company's name, such as "XYZ Inc."

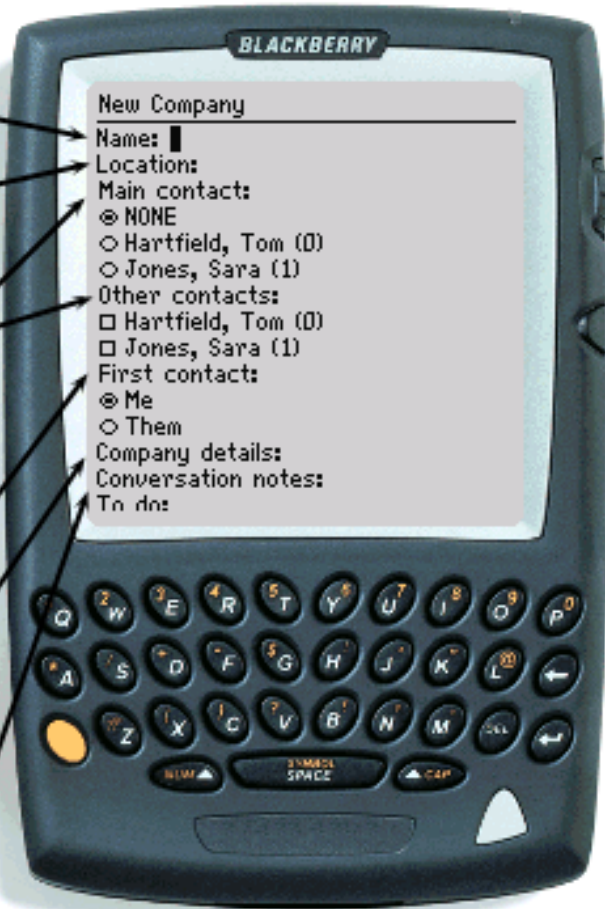
Location: A description of where the company is located that is meaningful to you, such as "Downtown", "Denver", "East Coast", or "Europe"

Contacts: the main contact is the primary person within the company with whom you maintain contact; other contacts are other people in the company who you've met. The lists allow you to select from prospects you've already entered.

First contact: Select "Me" if you'd originally sought out the company; "Them" if they'd sought you out.

Company details: Important or interesting information about the company.

Conversation notes: Ongoing notes regarding conversations or meetings you've had with the company.



The screen you'll use to enter a new company (before scrolling.)

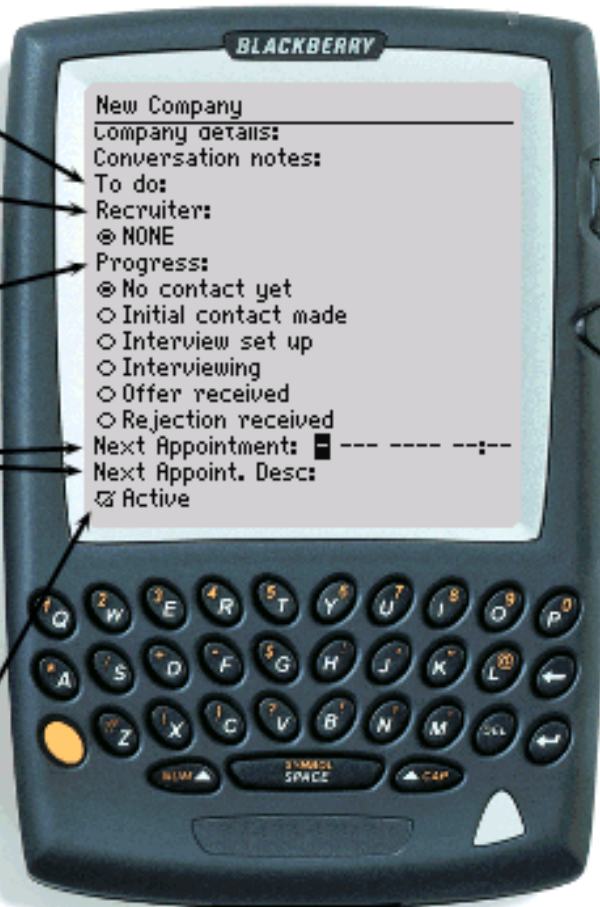
To do: Enter any tasks you need to perform for this company, such as "Send references."

Recruiter: Select the recruiter, if any, who you are working through; select "NONE" if you are not working through a recruiter

Progress: Keep track of what progress you've made with this company.

Next Appointment: If you have an upcoming appointment or interview with this company, use the date selector here to enter the time and date of the appointment. Also enter a description of the appointment under "Next Appt. Desc." Enter a date that has already passed to clear any pre-existing appointments entered.

Active: Leave this box selected as long as you are actively pursuing employment by this company.



The screen you'll use to enter a new company (after scrolling.)

- *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.
- *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.
- *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.

Choose the “OK” selection from the menu 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.

Viewing Recorded Information

Viewing people you have already entered can be done via the main menu, by selecting “View Person.” You will be presented with a list of people you have already entered. Choose the name of the person who you want to view.

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 menu 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. From the main screen, select “View Company,” and select the name of the company you want to view. 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 Prospector-assigned Ids. If you decide to jump to a person listed here (or any other person, for that matter) you can simply activate the menu with the scrollwheel and select “Go to person,” and then select the name of the person you want to view.

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, “View To Do’s” from the main screen. Similarly, to view upcoming appointments, select “View Appointments.”

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.handango.com> 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>