Welcome to Right Fielder!

Right Fielder simplifies data processing by taking poorly organized databases without descriptive field names and inconsistent structure and producing a properly organized and structured list with data assigned to the proper field ready to be included in your mailing lists. Right Fielder also recognizes and flags suspected foreign addresses. Process up to 1 million records per hour.

System Requirements

Right Fielder requires:

- Microsoft® Windows 98, Me, NT, 2000, 2003, XP or Vista.
- Intel Pentium III® or better.
- 64 MB of RAM minimum. 128 MB of RAM is recommended.
- 10 MB of available hard disk space.

Installation

To install from a CD:

1. Insert the installation disk into your CD-ROM drive.
2. The installation program should start automatically and the install program will appear.
3. Follow the on-screen instructions.

If installation does not start automatically:

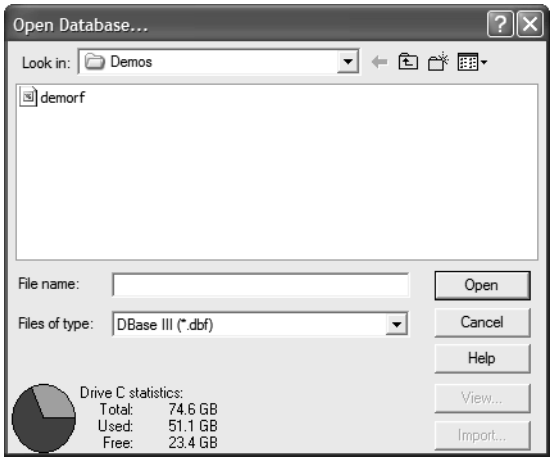
1. Click the **Start** button on the task bar.
2. Click **Run...**
3. Type **d:\setup.exe** (where d: is your CD-ROM drive letter).
4. Follow the on-screen instructions.

Open a File

RightFielder can open dBase files (*.dbf) and multiple formats of text files.

1. To open a file, click the **File** menu and select **Open Database...**
2. Right Fielder displays the **Open Database...** dialog.

3. Select the database file to be processed and click **Open**.



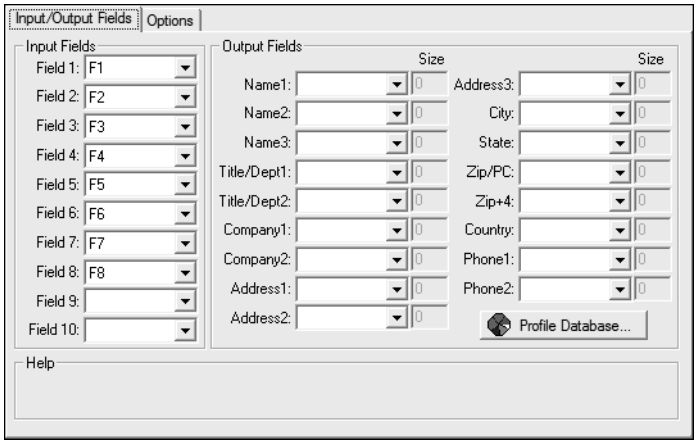
4. If there is a setup file with the same name as the database file in the same folder, Right Fielder will ask if you want to open the existing file. Click **Yes** to open the existing setup file.

New Setup

The setup file instructs Right Fielder how handle data in the input file, which fields to read, which to write and which to ignore.

To create a new setup:

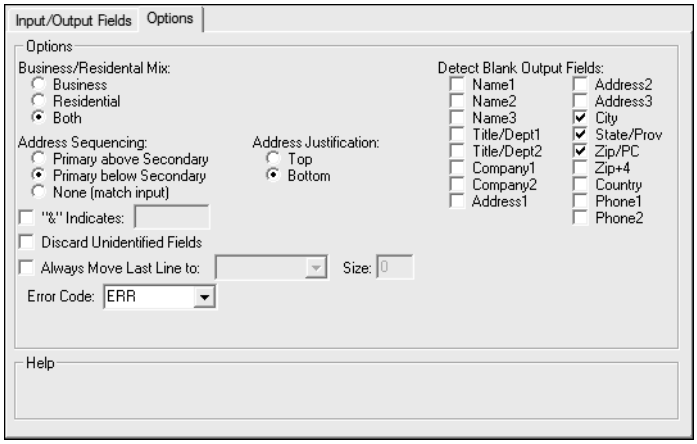
1. Click the **File** menu and select **New Setup...**.



2. Right Fielder displays the **Input/Output Fields** tab of **Setup** dialog.
3. By default, Right Fielder selects the existing fields in the database in order the order they appear as the **Input Fields**. You can exclude certain fields from processing and change the order using these dropdown lists.
4. Once you have selected your input fields, click the **Profile Database...** button to see Right Fielder's best estimate of the type of information contained in the current database.
5. Select the output fields using the second and third column of dropdown lists. If you are working with dBase files, you can enter names for each field and in the boxes and these fields will be created when Right Fielder processes the file.
6. If you select existing fields, Right Fielder will enter the size in characters of this field in the **Size** box. If you are creating new fields, you must enter a number greater than zero in this box.

Setup Options

The Setup Option tab gives more precise control over how Right Fielder handles data from the input fields and writes it back to the output field.

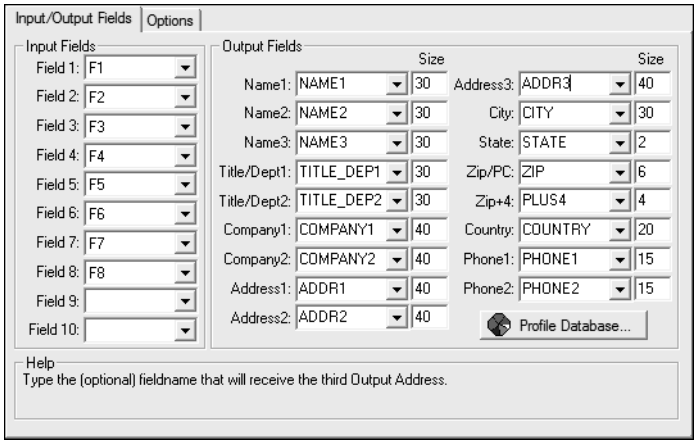


1. Select the best **Residential / Business Mix** for the current database. This determines how Right Fielder handles records where it's ambiguous whether the address is a business or residence.
2. Select the **Address Sequencing** option. This controls which is written back first, the secondary address or the street address. If you select Primary Below Secondary, for example, Right Fielder will write the suite number to the Address1 field and the street address to Address2.

3. Select the **Address Justification** option. This controls which address field will always written to during processing. For example, if you select three address fields and select Top, Address1 will always be used and other address data, if any, will be written to Address2 and if necessary, Address3.

   If you were to select Bottom, then the last address field will always be the highest one configured on the Input/Output Fields tab. In other words if you configure three address fields and a given record has two addrss fields, then the address data will be written to Address2 and Address3 while Address1 is left blank.

   If you select **Primary below Secondary** Address Sequencing and **Bottom** Address Justification, this will always place the street address in the last address field that you configure.



   In the Setup shown above, the street address would be placed in ADDR3 and the secondary, if any, would be in ADDR2. This setup ensures that the street address always appears in the same field.

4. Check the **"&" Indicates** box if an ampersand character (&) is typically found in the Name, Department/Title or Company field and use the accompanying text box to indicate what type of field or fields are likely to contain an ampersand.

   "C" indicates a company name, "D" a department or title and "N" a person's name. Enter "NC" to indicate that ampersands are found in person names and company names but not departments or titles. Enter "NNC" to tell Right Fielder that ampersands are more likely to occur in person names than company names.

5. Check **Discard Unindentified Fields** and Right Fielder will not write input fields that it can't identify as a specific data type to any of the output fields. If not, Right Fielder places unidentified data according to its best guess. Leaving this unchecked may require more cleanup after processing but checking it might discard valuable information (the original data will still be in the input field, however).

6. Check **Always Move Last Line To** if the last field in each record is always a specific datatype that requires special handling. For example, it may be that the last field in each record contains barcode data. You would use this option to tell Right Fielder to always write this field to an output field called “BARCODE.”

   If you are working with a dBase file, you can enter the name for this field and in the box and this field will be created when Right Fielder processes the file.

   If you select an existing field, Right Fielder will automatically enter the size of this field in characters in the **Size** box. If you are creating a new field, you must enter a number greater than zero in this box.

7. Select a field that Right Fielder will used to write any error codes. If you are working with a dBase file, you can enter the name for this field and in the box and this field will be created when Right Fielder processes the file.

   You must set an Error field in order to use the **Edit...** function under the **Analyze** menu.

8. Under **Detect Blank Output Fields**, check the output field types that you want Right Fielder to check to see if no data was returned. If these output fields are not returned, an error code is returned to the Error field. This allows you to flag records that, for example, do not have a recognizable city, state or ZIP Code.

9. To finish creating the setup, click **OK**.

Saving the Setup

To save the setup:

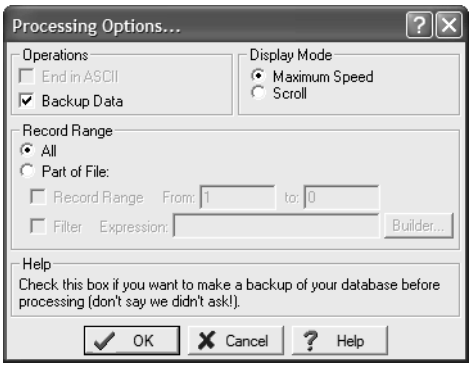
1. Click the **File** menu and select **Save Setup**.
2. Right Fielder displays the **Save Setup** dialog. It will suggest the base name of the selected database as the name for the setup file.
3. Enter a different name if you do not want to use the suggested name.
4. Click **Save**.

Processing the Database

To begin processing a database file, click the **Processing...** menu. Right Fielder displays the **Processing Options** dialog.

1. By default, Right Fielder writes back the output data as a dBase file. Check **End in ASCII** to create a text file as the output file.
2. To create a backup copy of your original data, check **Backup Data**.

3. Select the **Display Mode**. **Maximum Speed** gives priority to processing over updating the screen, while **Scroll** displays every record as it is process, at the expense of processing speed.



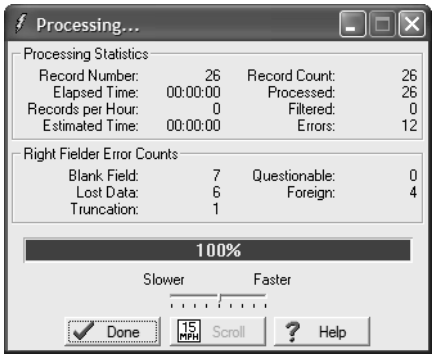
4. Select the **Record Range** to control which records are processed. Select **All** to process every record or choose **Part of File** to limit the records that Right Fielder processes.

   - **Record Range** — Enter a range of records for Right Fielder to process.
   - **Filter** — Enter a dBase express to control which records are processed. Click the Builder... button to use the Expression Builder to create the expression. For more information on these advanced features, see the help file.

   If you select both **Record Range** and **Filter**, Right Fielder will apply the filter to the selected range of records.

5. To begin processing, click **OK**.

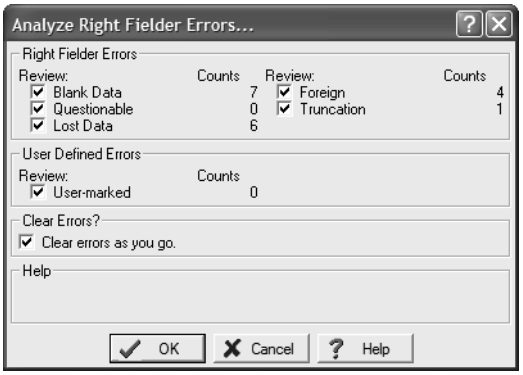
6. After Right Fielder has finished processed, click **OK**. The program displays the processing results screen.



7. Click **Done** to return to the main screen.

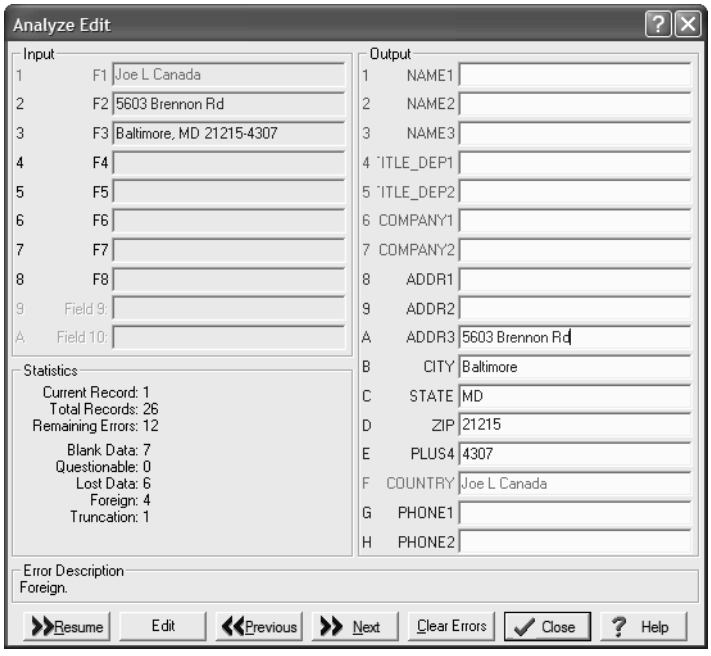
Analyzing Results

To begin analyzing the results of the most recenting processing, click the **Analyze** menu and select **Edit...** Right Fielder displays the **Analyze Right Fielder Errors** options.



- If you do not want to analyze records with a certain type of error, uncheck that box.
- The **Clear Errors as you go** option clears the errors from records as you edit them on the next screen.

Click **OK** to proceed to the Analyze Edit screen.



You can use this screen to perform the following operations:

- If a particular field has been misidentified, such as a company field being output to the name field, click on the current field and drag the data to the correct field.
- If you need to alter the contents of any field, click the **Edit** button. You will then be able to type in any of the Output fields. While editing, the **Edit** button will become the **Save** button. After making all necessary changes, click the **Save** button before proceeding.
- To proceed to the next or previous record without clearing the error in the current record, click the **Next** or **Previous** button.
- Once you have finished analyzing the current record, click Resume to proceed to the next record with an error. If **Clear Errors as you go** as was checked on the previous screen, any error will cleared from the current record.
- To clear the errors from the all records, click **Clear Errors**.
- When you are finished analyzed the current database, click **Close**.