Cat's Meow
Contact Access Tool
(a Microsoft Access application)

Contact Management

Track all your contacts.
> Include all individuals and organizations: NAMI Members, Prospective Members, Friends, Medical and MH service providers, Government Employees and Elected Officials, Media, Grantors, etc.

Search as many as 20 fields to create a search as simple or complex as you need.
- Find individual or sets of records.
- Use wildcard characters for maximum search flexibility.
- Send customized letters.
- Track those letters and recipients.

Print Newsletter labels in zip code order to accommodate bulk mailing requirements.

Once a month generate **Membership Renewal Letters** (three notices) with one click. Form letters can be re-written easily and as often as desired.

Membership Forms, pre-completed, can be printed for inclusion with customized solicitation letters, and membership renewal letters.

Track **cash and non-cash donations**, plus **volunteer hours** to fulfill grant requirements.

Generate **Thank You Letters** as frequently or infrequently as you wish, with a single click. These form letters are customized for Membership Renewals, Donations, and New Memberships. As above, can be easily re-written.

Track additional notes in a **comments box**.

Groups, arranged hierarchically
- Hold current (and historical) data.
- Include roles and notes fields.
- Use for tracking records as well as interacting with members of the group.
  (Board of Directors, Volunteers, subsets of volunteers, F2F class members and teachers), Sets of special contacts – Churches, Hospitals, Shelters, etc.)
- Custom letter feature, with historical records kept for easy retrieval and re-use.

Standard Reports

- **Membership reports compliant to NAMI National's specifications.**
- Membership lists and totals (with historical comparisons).
- **Financial** Reports – print by date, alphabetically, or by Fund type.
- **Volunteer hours** – print by date, alphabetically, or by Activity type.
- **Non-cash donations** – same as above.

Quality and Maintenance

- Specialty functions **find inactive records, duplicated records, and other data entry errors.**
- Back up procedures, detailed how-to, etc.
- Compatible with DropBox.com for **continuous back up**.
- **Password-protected maintenance section** allows
    Combo boxes to be reset.
    Edit form and custom letters.
    Group types and subtypes to be created and edited.
    Review recent changes.
    Archive groups.

Additional Features

Label making function allows you to print mailing labels on standard Avery stock, skips over used labels to reduce waste and save trees.

Printed letters compatible with standard **window envelopes**.

Data for sets of contacts or Groups can be printed in several different preset formats, including a **table easily converted to Excel** for further re-configuration and/or distribution.

Email features for individual records or bulk mailings. (More email features are in design phase, including automated monthly renewal letters via email.)

Call Log
- Tracks each incoming request or interaction.
- Uses drop boxes with auto fill features.
- Create customized reports as well as annual statistical summary reports.

Training
- **Help buttons on each page** link to instructions specific to that page.
- Illustrated Support Manual (30 pages).
- **2 page overview** with **hyperlinks** to most common procedures.
- Short videos illustrating all procedures available soon.

Support
Remote assistance provided via LogMeIn.com.
We continually make improvements, mostly based on user requests. Because this system comes in 2 files – Data file and Application -- we are able to provide **upgrades** without impacting your data.
We provide **data conversion** and **customization** services. Quote available on request.

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