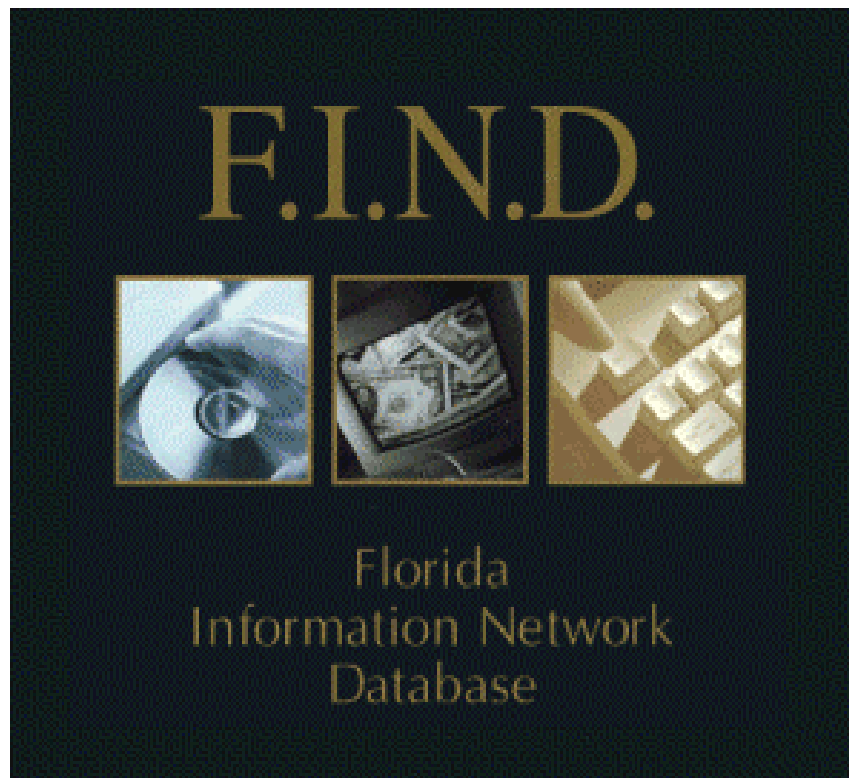


# F.I.N.D.



## Florida Information Network Database Manual

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## **Section 1.**

### **What is F.I.N.D.?**

**FIND 2004** is the most exciting new product available for Florida grant seekers. This Windows-based program includes detailed profiles of over 4,000 federal, state, and foundation grant programs, which disburse more than \$250 billion annually. With powerful search features, this comprehensive program drastically reduces research time and allows the user to take full advantage of a wide range of available grant programs.

## **Section 2.**

### **FIND 2004 Minimum Requirements**

Pentium 150 or greater

30 megabytes hard drive space

4X CDROM or greater

48 megabytes RAM or greater

DeskJet or Laser compatible printer

Windows® 98 or better

800 X 600 or better monitor resolution

Internet Explorer® 5.0 or better

## Section 3.

### Installing/Uninstalling F.I.N.D.

1. Insert the FIND 2004 CD into your CD-ROM drive. Setup will automatically run. If it does not, go to Start, Run, and type "*X:\setup.exe*". Replace "X" with your system's specific CD-ROM drive letter.
2. The setup screen pops up. Click next.
3. After clicking next, the installer describes the program being installed. Click next again.
4. The EULA (End User License Agreement) screen appears. Please read the terms and conditions for using this program. After reading the EULA, click "I Agree" to signal your agreement. Then press next.
5. The customer information screen opens. Type the name of the user, and the organization using F.I.N.D., and press next.
6. Press next on the Confirm Installation screen to confirm the installation.
7. Setup will then install the Florida Information Network Database.
8. Please read the installation notes for important information regarding the installation of FIND.

### Uninstalling the Florida Information Network Database

Go to Start Menu => Settings => Control Panel.

Double-click on Add/Remove Programs.

Click on the Florida Information Network Database entry.

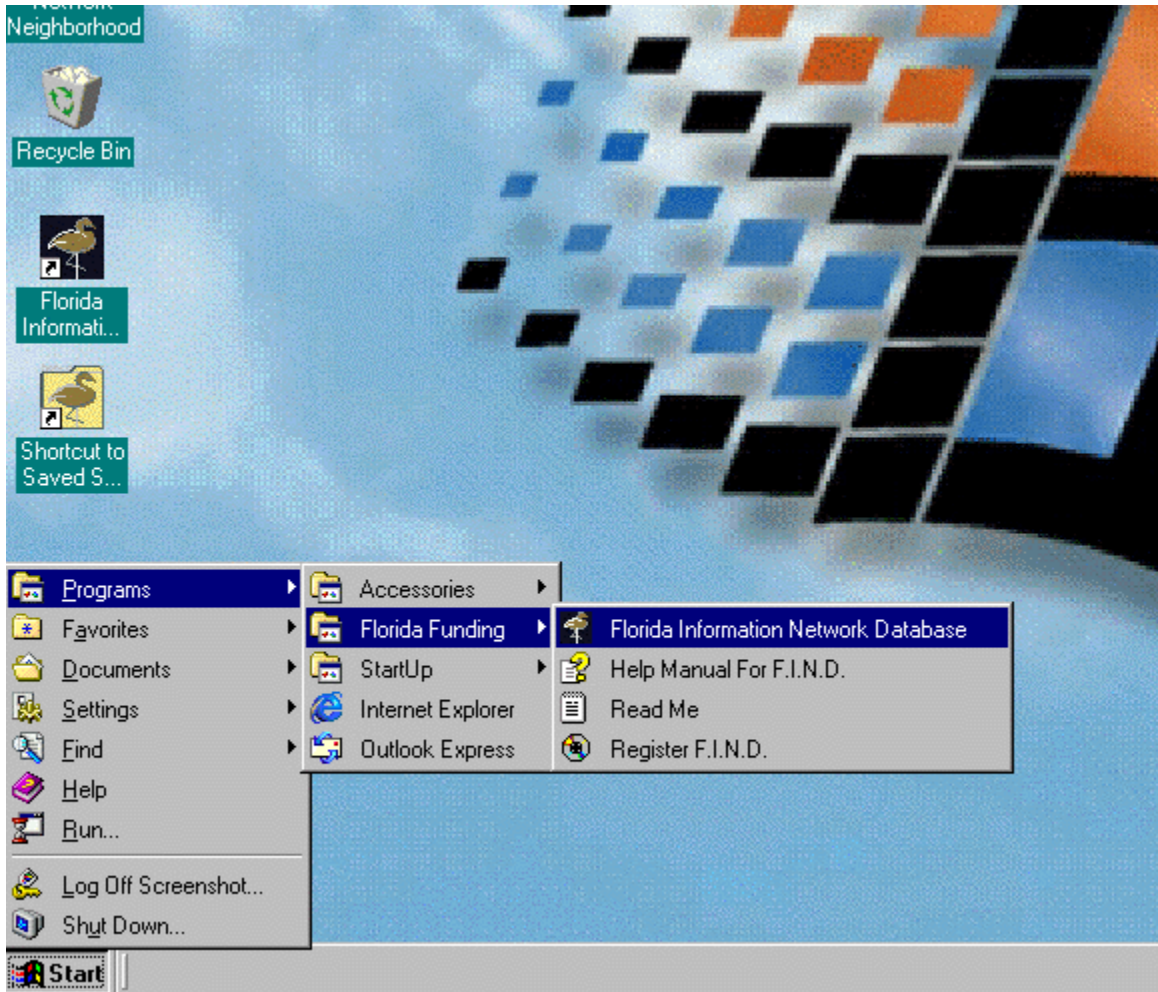
Click Add / Remove.

The FIND Installation Wizard window pops up. Click next.

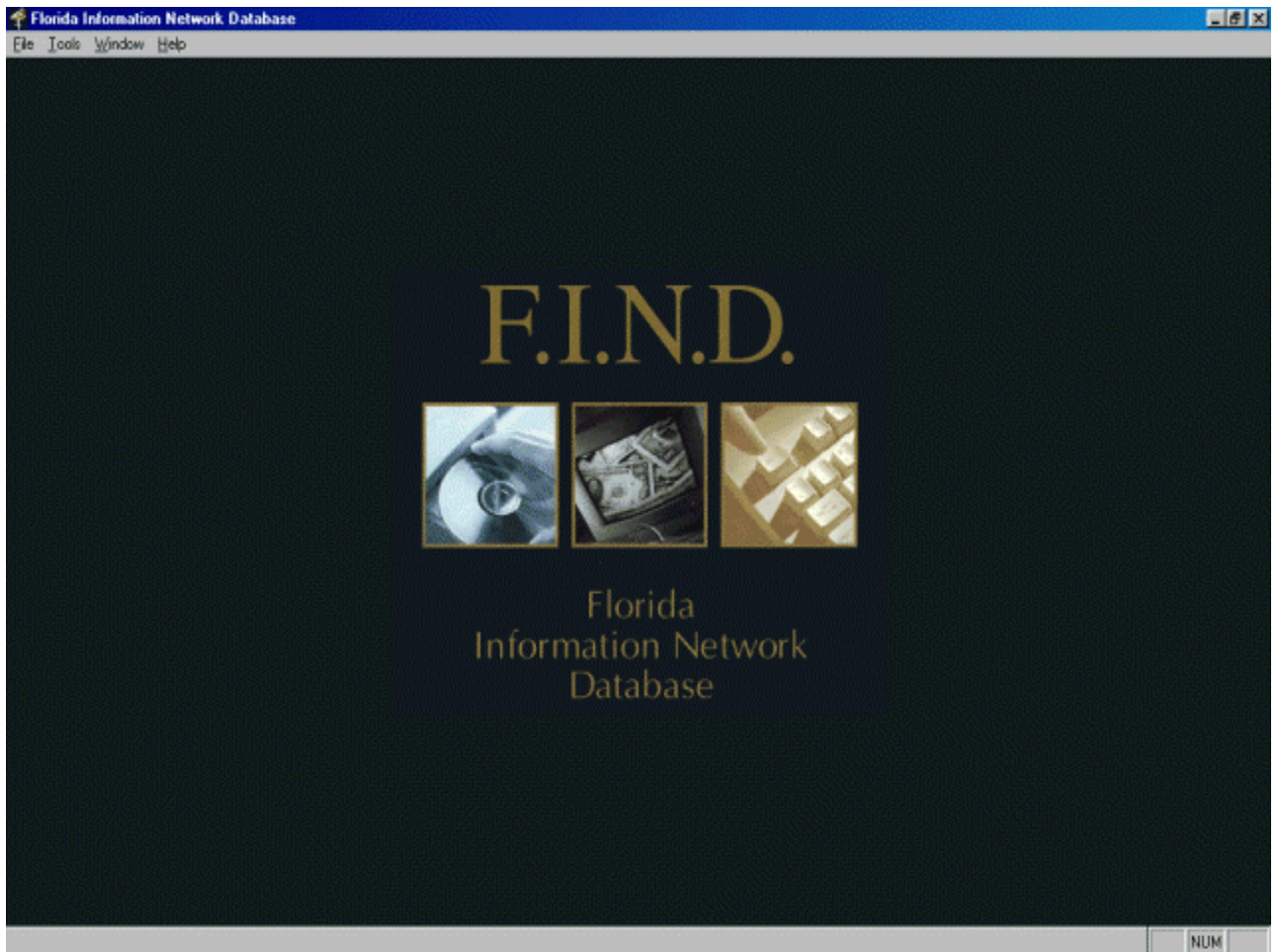
Click **Remove Florida Information Network Database** and click Finish.

# Starting Find 2004

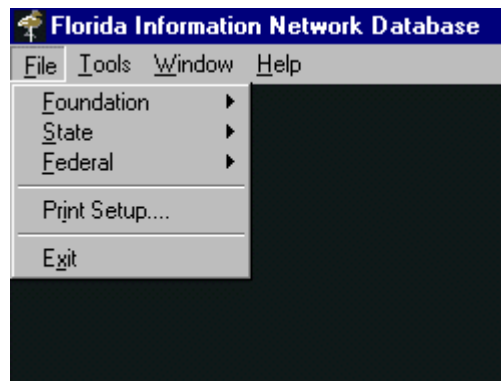
To start FIND 2004, simply double-click the icon on the desktop, or click the appropriate icon in the start menu. The icon is located in Start=>Programs=>Florida Funding=>Florida Information Network Database, unless otherwise specified at setup.



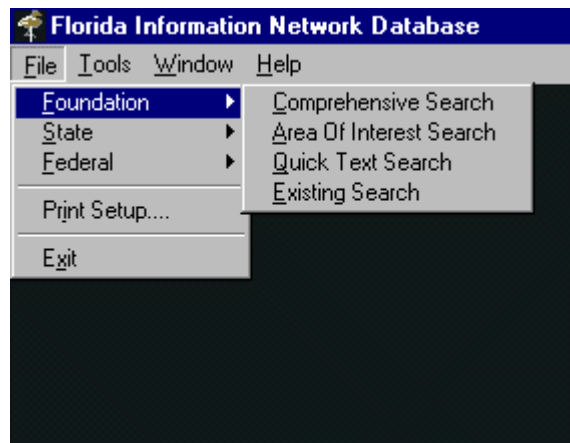
After FIND 2004 is loaded, the screen will display the FIND background, along with four menu items: [File](#), Tools, Window, and Help. [Click here for help on the file menu.](#)



## 4.1. The File Menu:



**4.2. Foundation** - This opens a sub-menu that gives four options:



- **Comprehensive Search** - Search the foundation database by the fields specified. Searchable fields include the Foundation Name, City, State, Zip Code, Tax ID Number, Assets, Total Amount Awarded, Officer, High Grant, Low Grant, Median Grant, Grant Recipient, and Geographic Area. At the bottom of the window there are two buttons - the "[AND Search](#)" button and the "[OR Search](#)" button. After selecting a search, the [Results Window](#) displays.

**Foundation Comprehensive Search**

Foundation Name

City Zip State

ID Number Assests >= Total Amount Awarded >=

Officer

High >= Low >= Median >=

Grant Recipient

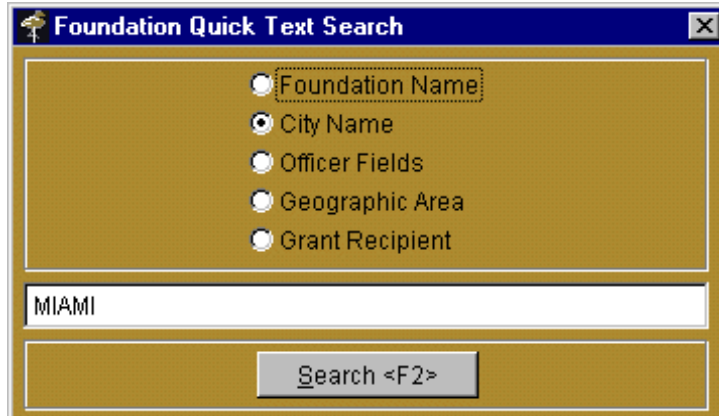
Geographic Area

- **Area of Interest Search** - After selecting this option, a window will appear with different categories to search from. Click the mouse on the appropriate item(s). The search will automatically bring up the [Results Window](#).

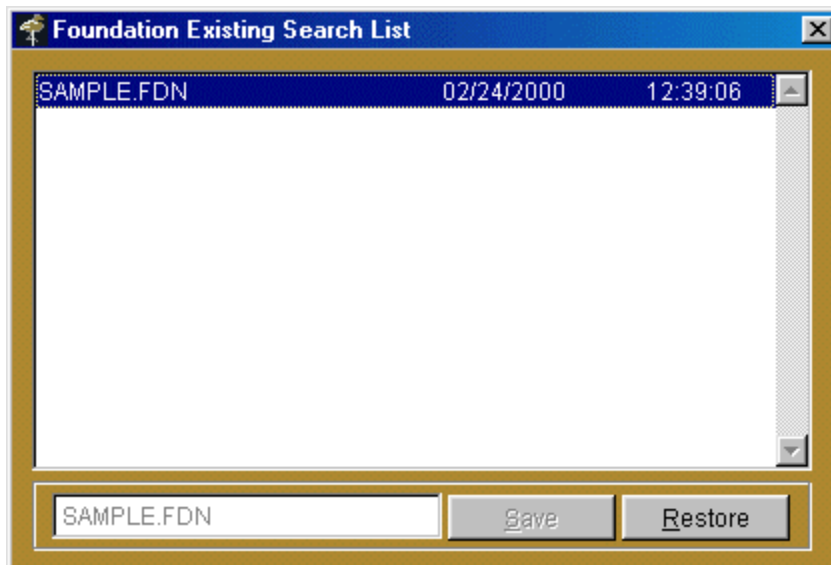
**Foundation Area Of Interest Search**

Arts & Cultural  
 Community  
 Education  
 Environment  
 Health  
 Medicine  
 Religion  
 Research  
 Scholarship  
 Social Services  
 Sports/Athletics  
 Other

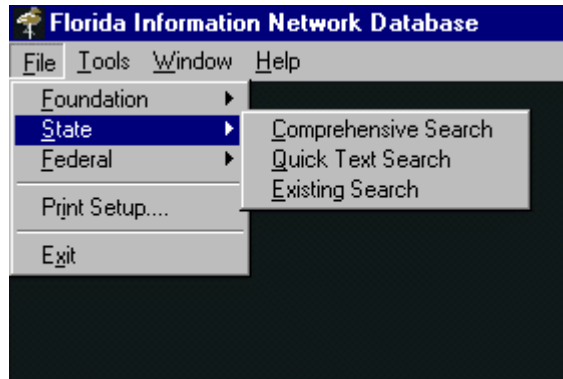
- **Quick Text Search** - After selecting the Quick Text Search menu item, a window will open with five search options - Foundation Name, City Name, Officer Fields, Geographic Area, and Grant Recipient. Select the textbox and type the criteria needed, then press search. The Quick Text Search will find the phrase in the category selected. The search will automatically bring up the [Results Window](#).



- **Existing Search** - To retrieve a previously saved search, select this option and click on the item needed. The search will automatically bring up the [Results Window](#).



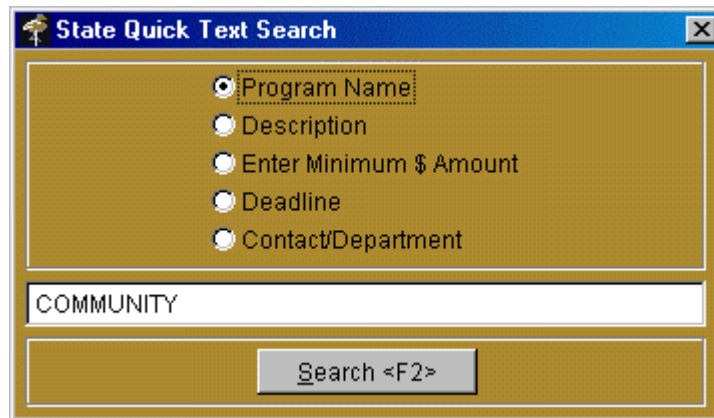
**4.3. State** - This opens a sub-menu that gives three options for searching the state grants information.



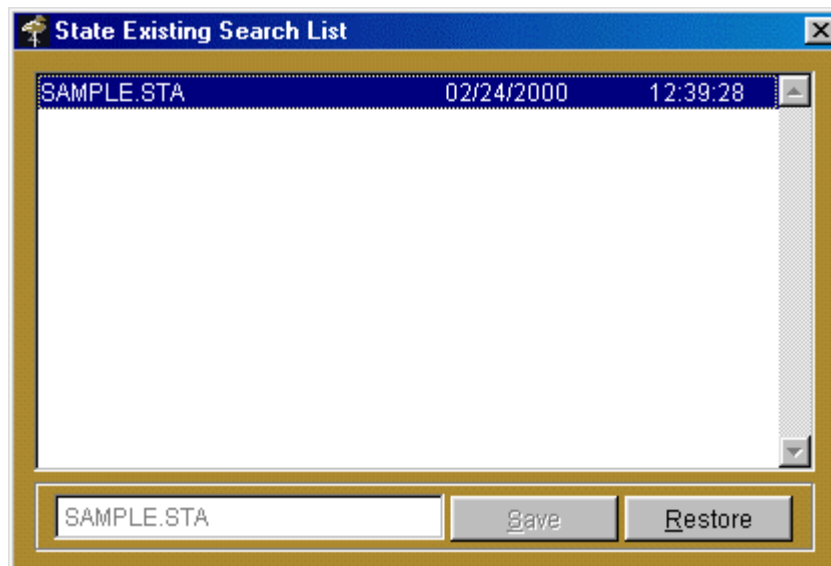
- **Comprehensive Search** - After selecting this option, a window opens with columns of categories to choose from. Click the appropriate item(s) and select the type of search. The search will automatically bring up the [Results Window](#).



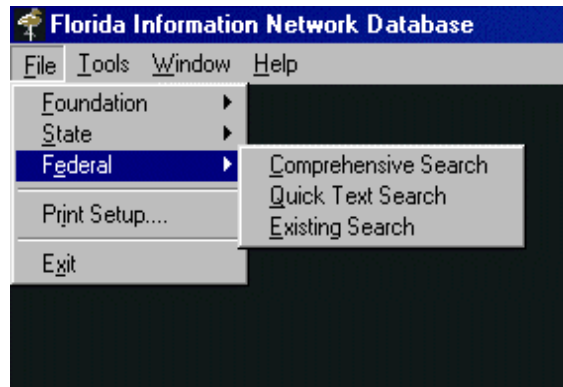
- **Quick Text Search** - Selecting this option will open the Quick Text Search window. The items to choose from are the Program Name, Description, Minimum \$ Amount, Deadline, and Contact/Department Information. After clicking the category, type the search phrase in the text box and click search. The search will automatically bring up the [Results Window](#).



- **Existing Search** - To retrieve a previously saved search, select this option, and click on the items needed. The search will automatically bring up the [Results Window](#).



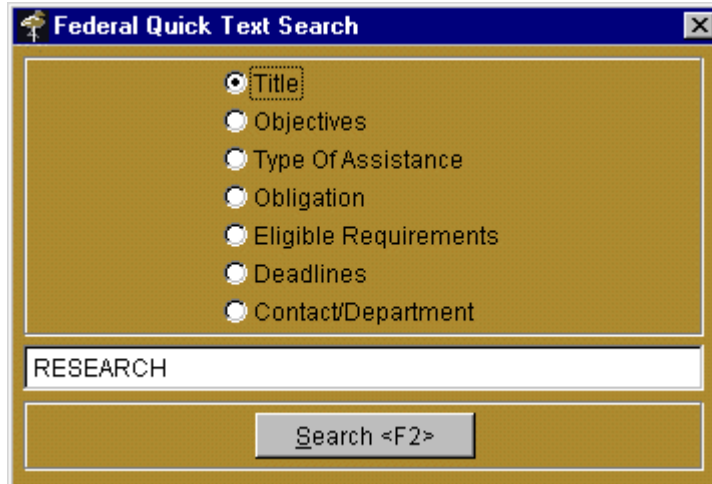
**4.4. Federal**– This opens a sub-menu that gives three options for searching the federal grants information.



- **Comprehensive Search** – Selecting this option opens a window with text boxes for Title, Objectives, Type of Assistance, Eligibility Requirements, Funds Available (greater than or equal to), Deadlines, and Contact/Department Information. After entering the search items, select the type of search to begin searching. The search will automatically bring up the [Results Window](#).

A screenshot of the 'Federal Comprehensive Search' window. The window has a blue title bar with a tree icon and a close button. The main area contains several text input fields for search criteria: 'Title', 'Objectives', 'Type Of Assistance', 'Eligible Requirements', 'Funds Available (Obligations)', 'Deadlines', and 'Contact/Department'. At the bottom, there are two buttons: 'QR Search <F2>' and 'AND Search <F3>'.

- **Quick Text Search** – Selecting this option will open the Quick Text Search window. The items to choose from are the Title, Objectives, Type of Assistance, Obligation, Eligibility Requirements, Deadlines, and Contact/Department Information. After clicking the category, type the search phrase in the text box and click search. The search will automatically bring up the [Results Window](#).



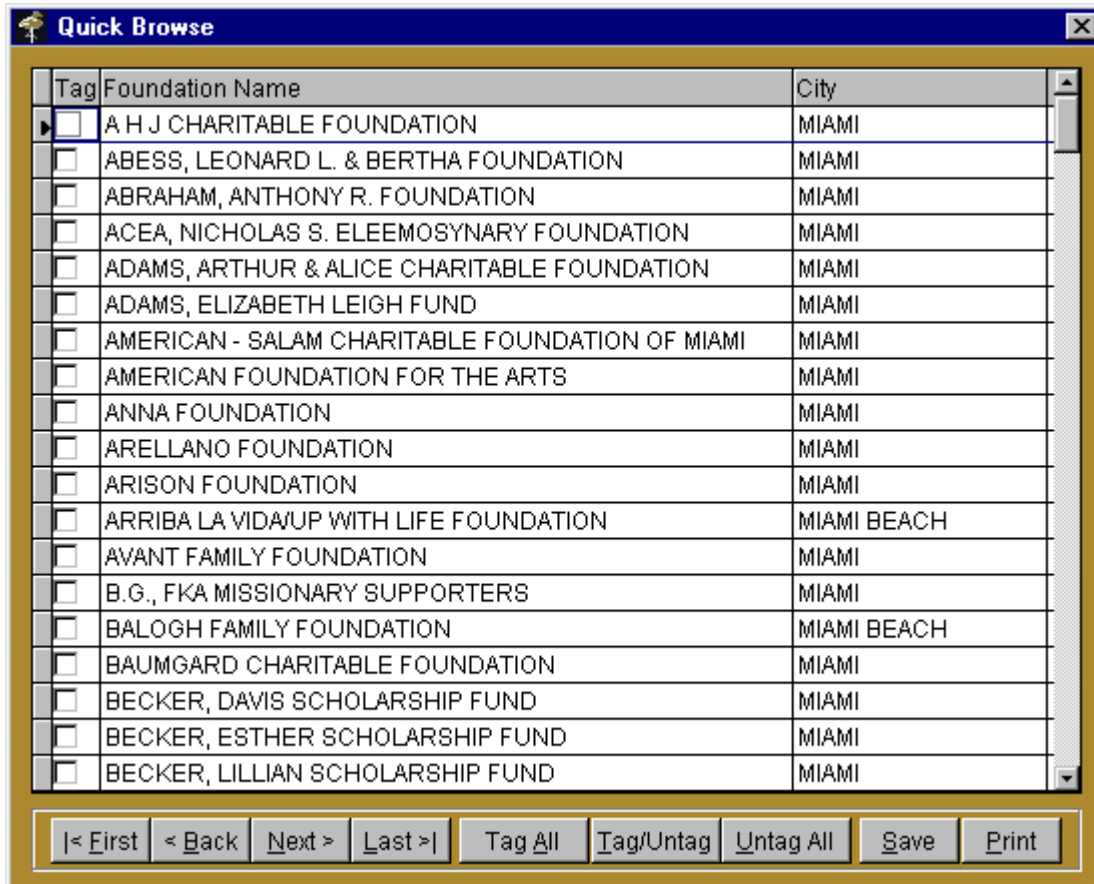
- **Existing Search** – To retrieve a previously saved search, select this option, and click on the items needed. The search will automatically bring up the [Results Window](#).





## 4.7. Browsing

**Quick Browse** - This window shows the results of the search alphabetically. It gives the option of tagging the records that you would like to print. You can also double-click the name of the record to view it in Extended Browse.



The screenshot shows a window titled "Quick Browse" with a table of foundation records. Each record has a checkbox in the "Tag" column, the foundation name in the "Foundation Name" column, and the city in the "City" column. The records are sorted alphabetically by name. At the bottom of the window is a control bar with buttons for navigation and actions.

Tag	Foundation Name	City
<input type="checkbox"/>	A H J CHARITABLE FOUNDATION	MIAMI
<input type="checkbox"/>	ABESS, LEONARD L. & BERTHA FOUNDATION	MIAMI
<input type="checkbox"/>	ABRAHAM, ANTHONY R. FOUNDATION	MIAMI
<input type="checkbox"/>	ACEA, NICHOLAS S. ELEEMOSYNARY FOUNDATION	MIAMI
<input type="checkbox"/>	ADAMS, ARTHUR & ALICE CHARITABLE FOUNDATION	MIAMI
<input type="checkbox"/>	ADAMS, ELIZABETH LEIGH FUND	MIAMI
<input type="checkbox"/>	AMERICAN - SALAM CHARITABLE FOUNDATION OF MIAMI	MIAMI
<input type="checkbox"/>	AMERICAN FOUNDATION FOR THE ARTS	MIAMI
<input type="checkbox"/>	ANNA FOUNDATION	MIAMI
<input type="checkbox"/>	ARELLANO FOUNDATION	MIAMI
<input type="checkbox"/>	ARISON FOUNDATION	MIAMI
<input type="checkbox"/>	ARRIBA LA VIDA/UP WITH LIFE FOUNDATION	MIAMI BEACH
<input type="checkbox"/>	AVANT FAMILY FOUNDATION	MIAMI
<input type="checkbox"/>	B.G., FKA MISSIONARY SUPPORTERS	MIAMI
<input type="checkbox"/>	BALOGH FAMILY FOUNDATION	MIAMI BEACH
<input type="checkbox"/>	BAUMGARD CHARITABLE FOUNDATION	MIAMI
<input type="checkbox"/>	BECKER, DAVIS SCHOLARSHIP FUND	MIAMI
<input type="checkbox"/>	BECKER, ESTHER SCHOLARSHIP FUND	MIAMI
<input type="checkbox"/>	BECKER, LILLIAN SCHOLARSHIP FUND	MIAMI

Control bar buttons: |< First < Back Next > Last >| Tag All Tag/Untag Untag All Save Print

To tag or untag records in the Quick Browse Window, either click the Tag/Untag Button while a record is selected or click on the checkbox next to it's name.

**IMPORTANT:** Tagging a record is necessary in order to print that record.

**Extended Browse** - This window shows the full records found in the search. It also gives the option of tagging the records that you would like to print.

The screenshot shows a software window titled "Foundation Extended Browse" with a blue title bar and a close button. The window contains several sections:

- Page Navigation:** Four tabs labeled "Page1", "Page2", "Page3", and "Page4". "Page1" is selected.
- Foundation Details:**
  - Foundation: A H J CHARITABLE FOUNDATION
  - Address 1: 7700 NORTH KENDALL DRIVE
  - Address 2: (empty)
  - City: MIAMI | State: FL | Zip: 33156
  - Phone: 305-279-6622 | ID Number: 650580813
- Financials:**
  - Current Assests: \$16,341.00
  - Prior Assests: \$10,110.00
- Officers:**
  - Officer 1: Jubinville, Henry, P
  - Officer 2: Gribbon, Patrick, T
  - Officer 3: (empty)
  - Officer 4: (empty)
  - Officer 5: (empty)
  - Officer 6: (empty)
- Grants Summary:**
  - Period: 12/96 | Total Grants: 16100.
- Category Selection:**
  - Arts & Cuktural
  - Health
  - Scholarship
  - Community
  - Medicine
  - Social Services
  - Education
  - Religion
  - Sports/Athletics
  - Environment
  - Research
  - Other
- Status:** Record: 1 Of 219 |  Tagged
- Navigation Buttons:**
  - < First | < Back | Next > | Last > |
  - Tag All | Tag/Untag | Untag All | Save | Print

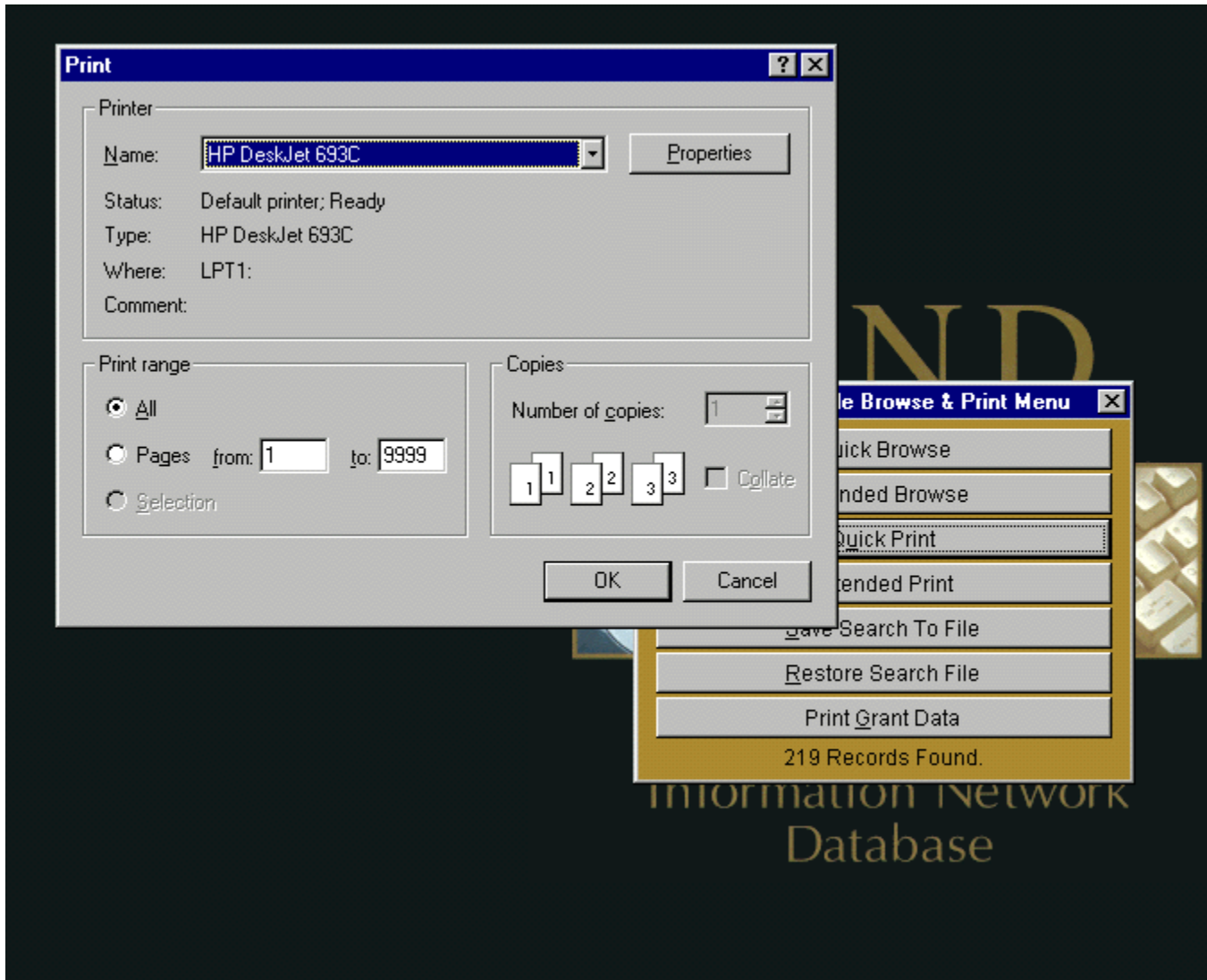
To tag or untag a record in the Extended Browse Window, either click the Tag/Untag Button or check the Tagged checkbox in the lower right-hand corner of the window.

**IMPORTANT:** Tagging a record is necessary in order to print that record.

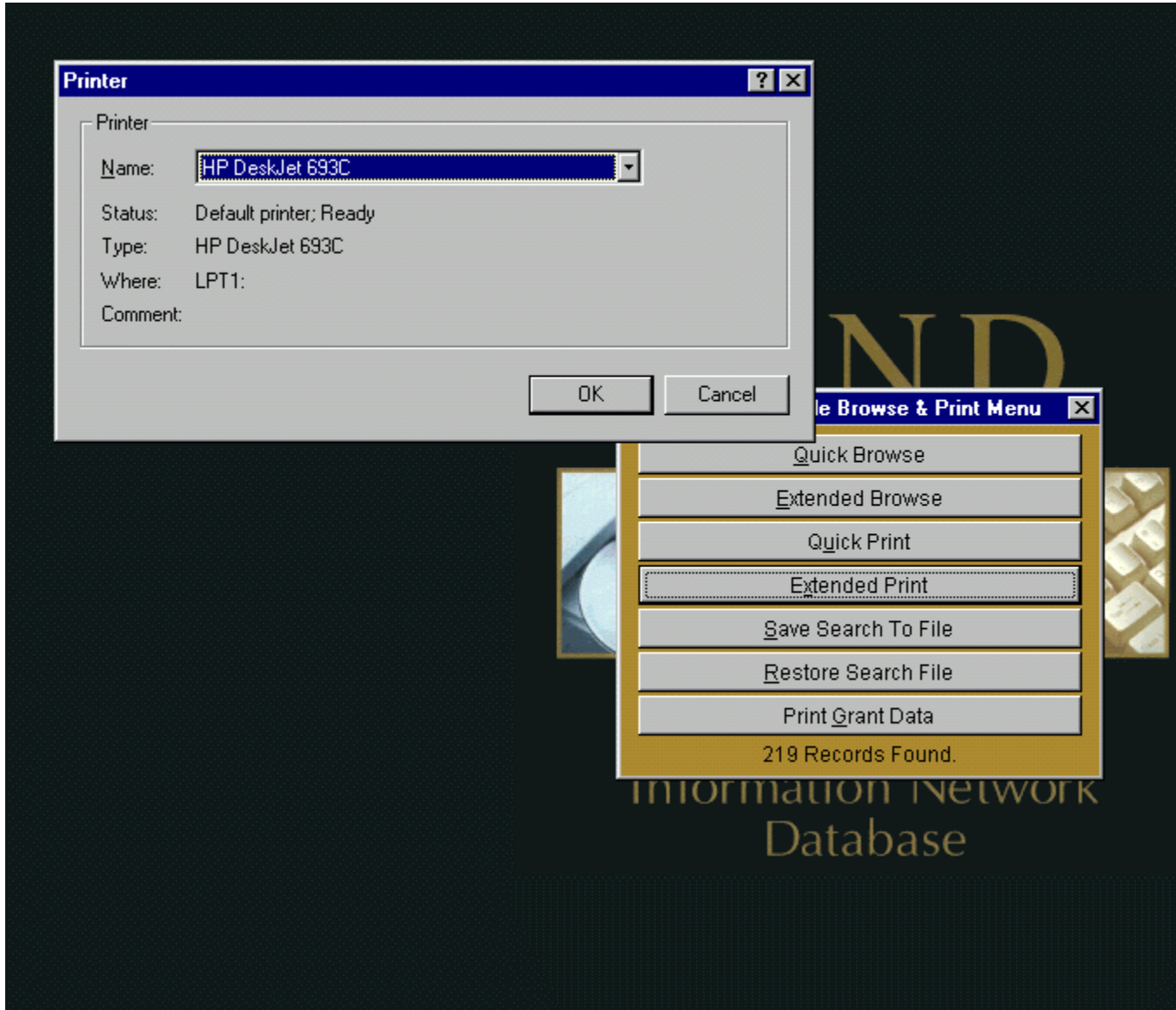
## 4.8. Printing

Records can only be printed if they are tagged. See the [Browsing](#) Section for further details.

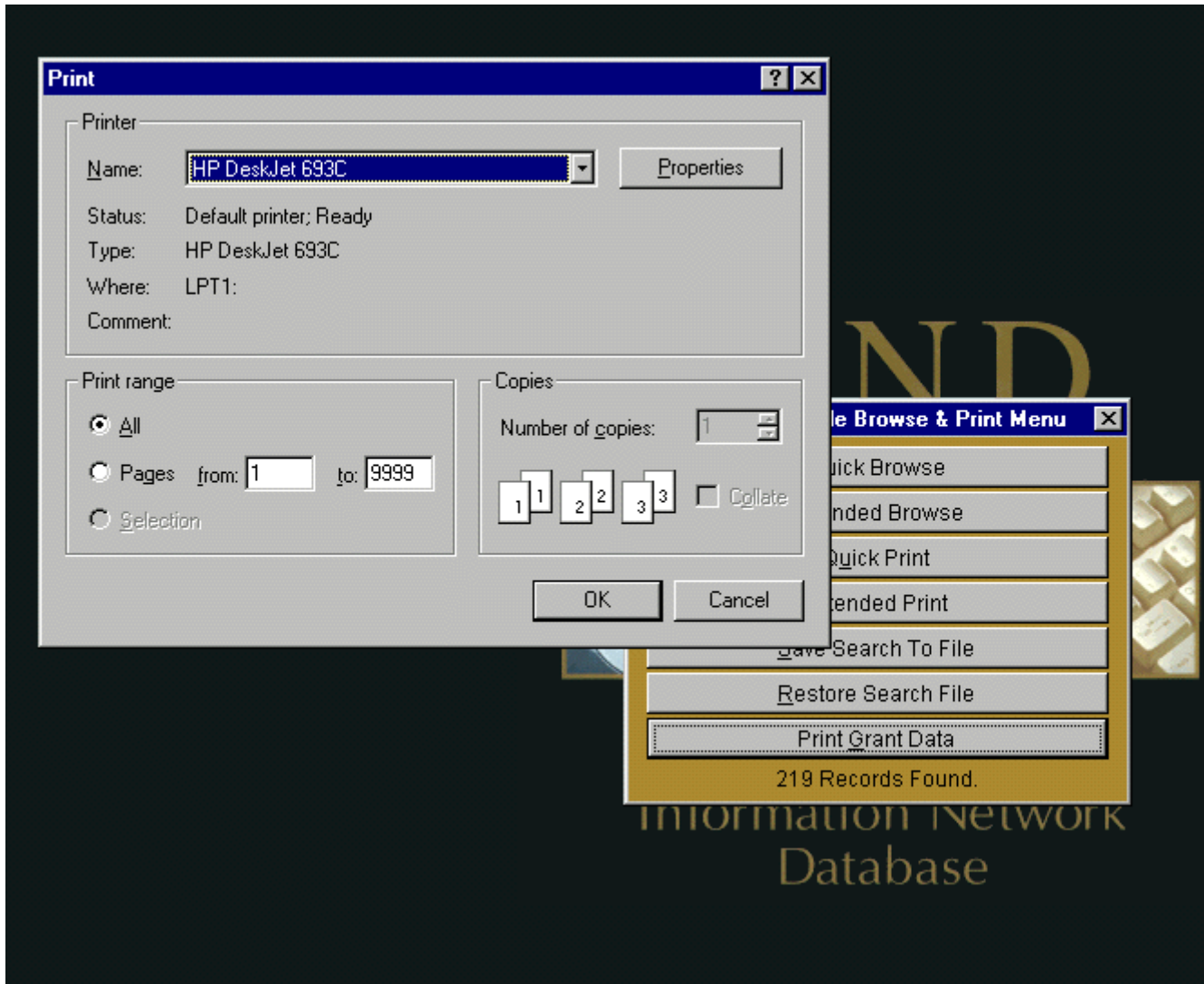
**Quick Print** - This option prints only the names and cities of all of the tagged records.



**Extended Print** - This option prints all the information of all of the tagged records.

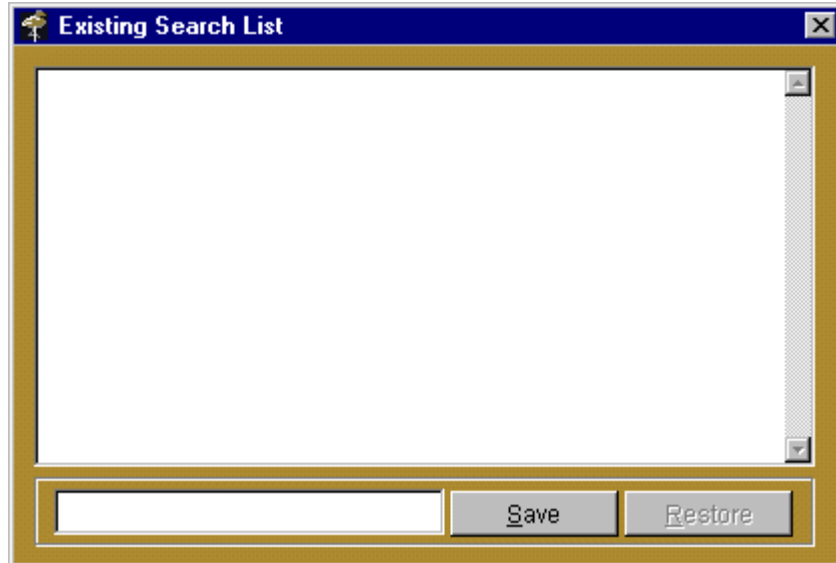


**Print Grant Data** - This option prints only the name and total grant amount of all of the tagged records.

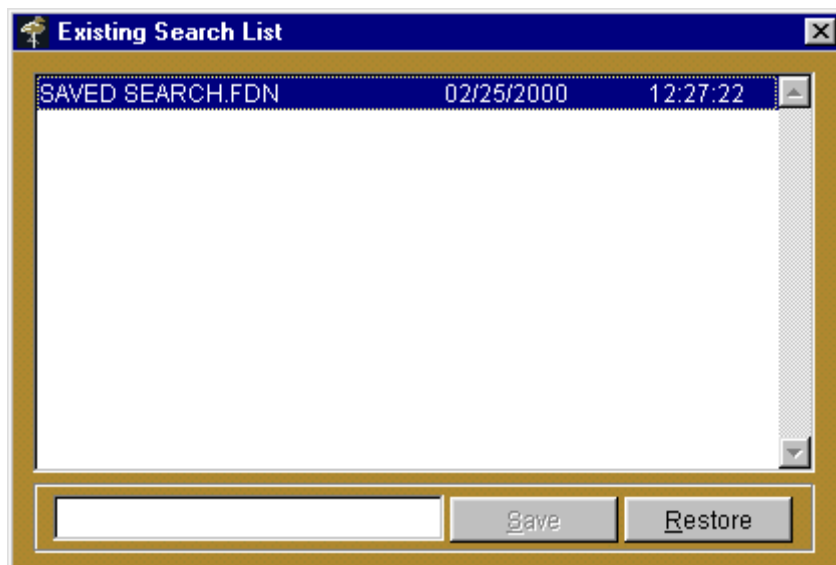


## 4.9. Saving & Restoring Searches

**Save Search to File** - Saves your current search, including all tagged records to a file for future use. To save, just type in a name and click Save.



**Restore Search File** - Restores a search that you previously saved. To restore, select a file and click Restore.





## Section 5

### Quick Tips

**<Esc> Key** - The escape key exits the current screen.

**<F2> Key** - The F2 key starts an “Or” Search.

**<F3> Key** - The F3 key starts an “And” Search.

**Double clicking on a quick browse record** - Opens that record in the corresponding extended browse screen.

**You must tag search results records to print them.**

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This Agreement shall govern any services or content related to the SOFTWARE PRODUCT, unless such services or content are subject to a separate written agreement between you and Florida Funding or its Representatives. However, the limitations of liability and disclaimer of warranties in this Agreement shall apply to Florida Funding and its Representatives with respect to such content or services except to the extent provided otherwise in a separate written agreement approved by Florida Funding between you and Florida Funding or the applicable Representative(s).

This Agreement does not limit any rights that Florida Funding may have under trade secret, copyright, patent, or other laws. The Representatives of Florida Funding are not authorized to make modifications to this Agreement, or to make any additional representations, commitments, or warranties binding on Florida Funding, other than in writing signed by an officer of Florida Funding. Accordingly, such additional statements are not binding on Florida Funding and you should not rely upon such statements. If any provision of this Agreement is invalid or unenforceable under applicable law, then it is, to that extent, deemed omitted and the remaining provisions will continue in full force and effect. The validity and performance of this Agreement shall be governed by Florida law (without reference to choice of law principles), except as to copyright and trademark matters, which are covered by federal laws. This Agreement is deemed entered into at Miami, Florida, and shall be construed as to its fair meaning and not strictly for or against either party.

YOU ASSUME FULL RESPONSIBILITY FOR THE USE OF THE SOFTWARE PRODUCT TO ACHIEVE YOUR INTENDED PURPOSES, FOR THE PROPER INSTALLATION AND USE OF THE SOFTWARE PRODUCT AND FOR VERIFYING THE RESULTS OBTAINED FROM USE OF THE SOFTWARE PRODUCT. FLORIDA FUNDING AND ITS SUPPLIERS AND SOFTWARE PRODUCT DEVELOPERS (MANAGEMENT AND COMPUTER CONSULTANTS, INC. MCC) DISCLAIM ANY WARRANTY THAT THE FUNCTIONS CONTAINED IN THE SOFTWARE PRODUCT WILL MEET YOUR REQUIREMENTS OR THAT THE OPERATION OF THE SOFTWARE PRODUCT WILL BE UNINTERRUPTED OR ERROR FREE.

Your use of the SOFTWARE PRODUCT indicates that you have read this Agreement and agree to its terms. You further agree that this Agreement is the complete and exclusive statement between you and Florida Funding relating to the subject matter of this Agreement.

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