

Newsletter for April 2007 from Club Data Corporation.

This newsletter is sent every month to Club Office users to:

- Remind you that there is a new software update on the Clubdata.Com website.
- Provide helpful hints or information that you may find of value.

Software Updates:

Club Office software is being updated continuously, either to add new features or report formats or to correct situations that has been identified. It is our intention that all users on support will take the time to update their software once a month, on the first or after, so that everyone is on the "latest and greatest" version of code and can take advantage of the latest features. In the download area, download the file that includes SQLPos or does not include SQLPos as appropriate for your club.

Updating the Updates:

Unfortunately, on occasion, an update introduces a need to make a further update - which is often done during the month and is available prior to the next monthly update. For April, there is such a need for sorting within the Report Generator module. After you have updated the basic software, download the RptGen.exe file from the Club Data web site and place it in the CDCO folder.

Setting up E-Mail:

We have had some questions about setting up to e-mail customers so we've attached a document that you may place in your procedures manual.

User Defined Fields:

An option in the system allows you to define up to 30 fields or pieces of information for either members or employees and then print selected fields as needed. See the attached document.

Backing Up Your Database:

We want to remind you that when you are backing up your database that there can be no other users in the system. Depending on the backup technique used, files are not copied when they are open and the backup is either not completed or is not complete.

Bill Hallberg
Club Data Sales and Support
952-941-0855

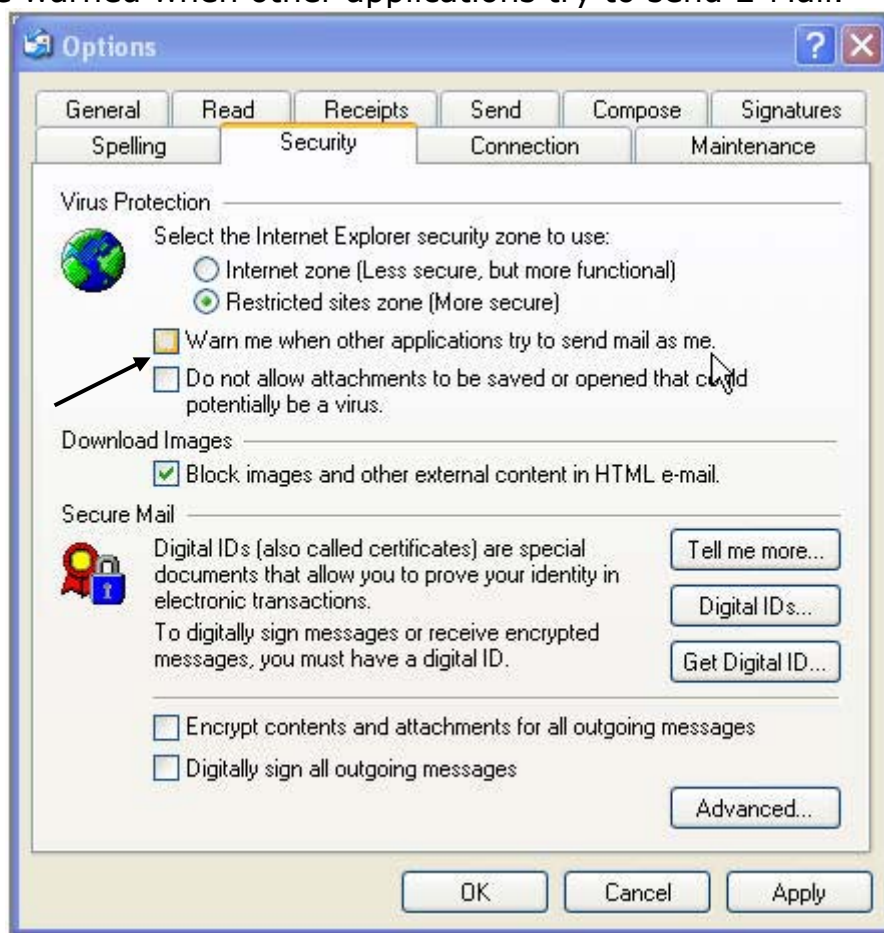
Attachments:

- Setting Up for E-Mail
- User Defined Fields

Setting up for E-Mailing Members using Outlook Express

Within Club Office, there are four items to remember when setting up to send E-Statements or E communication to your members - guests.

- Use Microsoft Outlook Express rather than Outlook.
- Insure that that all of the E-Mail addresses have the "@" sign – eg: Bill@ClubData.com
- To avoid having the annoyance of having to click ok for every E-Mail, turn off the feature under Tools/Options/Security asking to be warned when other applications try to send E-Mail.



- Insure that any worm settings in McAfee or Norton are turned off so multiple copies of the same message are allowed to be sent.

User Defined Fields for Members and Employees

Within Club Office, you can define up to 30 fields to record miscellaneous information for either members or employees that can be printed while showing just the fields selected for printing.

For either members or employees, go to the User Defined Info Screen.

The screenshot shows a software window titled "ADMIN @ Employee - 1 Tommy Anderson". The window has a menu bar with "File", "Select Employees", "Setup Jobs/Deductions", "Reports", "Payroll Configuration", "Info", and "Help". Below the menu bar is a toolbar with buttons: "New", "Lookup", "Previous", "Next", "Modify", "Save", "Delete", "Cancel", and "Exit".

The main area of the window is divided into several sections:

- Main:** A list of fields for employee information, including Number (1), Last Name (Anderson), First Name, MI (Tommy), Social Security # (444-33-2222), Birthdate (19650922), Age (41), Employment date (20000730), Terminated date (0), Current status (1-Working), Last review date (0), Next review date (0), Rate change date (20061021), Tax State (MN), Salaried/Hourly (H), POS Operator ID (1), POS AccessNum (1), and Password (25000).
- Address 1:** Fields for Name (Tommy Anderson), Apt/Unit (Apt 19), Street (3320 Watkins Glen Rd.), City (Hereandthere), State (MN), Zip (55443), and Phone (952-941-0855). A checkbox "Set as main address" is checked.
- Address 2:** Fields for Name, Apt/Unit, Street, City, State, Zip, and Phone. A checkbox "Set as main address" is unchecked.
- Notes:** A text area containing the following text:
Last edit:
07-31-2000@20:41:35
by Admin

Prior employer: GEF
Golf Club, Atlanta, GA.
Excellent references --
was in line for asst
greens supt position
but marriage plans
moved him here.

At the bottom right of the window, there are two buttons: "User Defined Info" and "Earnings Detail". At the bottom center, a status bar displays "Found 5 records".

User Defined Fields for Members and Employees

When one of the fields is highlighted, you can change the description by over typing the label. Fill in the data as applicable.

The screenshot displays a software window titled "ADMIN @ Employee - 1 Tommy Anderson". The main form contains the following fields:

- Number: 1
- Last Name: Anderson
- Name: Tommy Anderson
- Apt/Unit: Apt 19
- Notes: Last edit: 07-31-2000@20:41:35 by Admin

An overlay window titled "User Defined Information - acct#: 1" is open, showing a table of user-defined fields:

Field Name	Description	Value
Driver Lic:		6444-444-4444
Emerg Contact Name:		Amy Backup
Emerg Phone:		999-999-8765
Emerg Address 1:		1234 Main Street
Emerg Address 2:		
Emerg City:		Here and There
Emerg State:		MN
Emerg Zip:		55555
Special Training:	CPR, First Aid	
Special Equipment:	Ditch Witch	
Spec Equip Lic Numb:	N/A	
Spouse Name:		Katy
Child 1, Name - Age:		Bob 6
Child 2, Name - Age:		Maia 4
description		Stuff
description		
description		
description		
description		
description		

Buttons for "Help", "Select All", "Print", "Save", and "Exit" are visible at the top of the overlay window. The "Print" button is highlighted with a mouse cursor. On the right side of the main form, there are buttons for "User Defined Info" and "Earnings Detail".

User Defined Fields for Members and Employees

For members, the user defined information tab is in a slightly different location but the application is the same as for employees.

ADMIN @ Account information for: # 207 - Bob Anderson

File Global Editor Info Help

New Delete Main Info **User Defined** Financial Notes Interests Next --> Lookup or Cancel Modify Save Exit

Main Info

Number: 207.00 Class Code: G Golf Billing to: 2

Last Name: Anderson Dues Billing Code: G 125.00 current month dues Newsletter to: 2

First Name & MI: Bob Social Sec. #: n666666 Locker #: B-209 Misc mail to: 3

Occupation: Airline Pilot Review Date: 0 Tax Exempt: Stock (Y/N): N

Birthdate: 19550714 51 SQLPos - use alternate price level: Suspended: Votes: 0

Join Date: 19990315 8 Terminated: Sub. Accts: 3

Address #1 Address #2 - Billing Address #3

Capt. Robert J. Anderson Bob Anderson Bob and Mary Anderson

Atlas Aviation 3579 Alabama Avenue S. 3579 Alabama Avenue S.

1357 Airline Drive 1234 Main Street

Minneapolis Hereandthere

State/Zip MN 55555 State/Zip MN 55123 State/Zip MN 55123

612-555-1212 612-555-2345 612-501-2039 612-501-2039

Fax 612-567-8901 Fax Fax

captrja@atlasaviation.com bobmary@aol.com bill@clubdata.com

E*Mail statement to above address

Get previous account per the current lookup criteria

+ User Defined Information - acct#: 207

Help Select All Print Save Exit

Brand of Clubs	Ping	<input type="checkbox"/>	description	<input type="checkbox"/>
Preferred Ball	Titleist	<input type="checkbox"/>	description	<input type="checkbox"/>
Favorite Color	Aqua	<input type="checkbox"/>	description	<input type="checkbox"/>
		<input type="checkbox"/>	description	<input type="checkbox"/>