



Newsletter for April, 2008 from Club Data Corporation

This newsletter is sent to Club Office users to:

- Remind you that there is a new software update for Club Office on the Clubdata.Com website. In addition to Club Office, there is an update this month for SQLPos and Time Clock.
- Provide helpful hints or information that you may find of value.

Software Updates:

It is our intention that all users on support will take the time to update their software once a month after month end so that everyone is on the "latest and greatest" version of code and can take advantage of the latest features. In the download area for Club Office on the Club Data web site, download the file, UpdateCDCO.EXE which will be the "normal" update or UpdateCDCOPlus.EXE if you have SQLPos also. Event Manager has its own update.

This Month:

- In the Time Clock module, there is a new option that allows for user controlled printing of "punch in" and "punch out" tickets.
- In Point of Sale, there are 3 changes being introduced.
 - In the Inventory Lookup, there is a toggle switch for showing or not showing the cost of an item. This feature can be very important when making selling price decisions.

| Item # | Department | Description | Hide Cost | | |
|--------|------------|----------------------------------|-----------|---------|--|
| 17009 | Banqu | Bacon Wrapped Water Chestnuts | \$15.00 | \$65.00 | |
| 17015 | Banqu | Barbecued Meatballs | \$20.00 | \$40.00 | |
| 17014 | Banqu | Barbecued Smoked Sausages | \$20.00 | \$40.00 | |
| 17022 | Banqu | BBQ Rib Buffet | \$4.50 | \$12.95 | |
| 17008 | Banqu | Breaded Mushrooms | \$10.00 | \$35.00 | |
| 17035 | Banqu | Broiled or Fried Walleye | \$6.00 | \$16.95 | |
| 17010 | Banqu | Cheese Ball with Crackers | \$18.00 | \$70.00 | |
| 1701 | Banqu | Chicken Tenders with Honey Musta | \$0.00 | \$75.00 | |
| 17018 | Banqu | Cold Cut Buffet | \$2.00 | \$7.95 | |
| 17017 | Banqu | Egg Rolls with Teriyaki Sauce | \$20.00 | \$60.00 | |
| 17001 | Banqu | Fresh Fruit Kabobs | \$15.00 | \$45.00 | |
| 17002 | Banqu | Fresh Fruit Platter with Strawbe | \$20.00 | \$80.00 | |
| 17019 | Banqu | Grill Buffet - Brats and Hamburg | \$2.50 | \$8.95 | |
| 17032 | Banqu | Herb Chicken Breast with Gravy | \$5.60 | \$13.95 | |
| 17003 | Banqu | Imported and Domestic Cheeses | \$18.00 | \$65.00 | |
| 17004 | Banqu | Imported and Domestic Cheeses wi | \$23.00 | \$80.00 | |
| 17005 | Banqu | Imported and Domestic Cheeses wi | \$27.00 | \$95.00 | |
| 17021 | Banqu | Lasagna Buffet | \$4.00 | \$9.95 | |
| 17016 | Banqu | Potato Skins with Salsa and Sour | \$20.00 | \$65.00 | |
| 17033 | Banqu | Prime Rib with Au Juis | \$7.80 | \$21.95 | |
| 17000 | Banqu | Silver dollar buns w/ham or turk | \$15.00 | \$65.00 | |
| 17030 | Banqu | Sliced Slow Roasted Pork with Gr | \$7.60 | \$16.95 | |
| 17031 | Banqu | Sliced Slow Roasted Roast Beef w | \$7.40 | \$16.95 | |
| 17007 | Banqu | Stuffed Mushroom Caps | \$23.00 | \$90.00 | |

- If you create a button with the Inventory Department's name (to 5 characters), the Inventory Lookup will be for items in that department. In the list above, if a button had been created labeled "Banqu", only items from the banquet department would be included in the lookup.
- There is a capability to set the times during which "Happy Hour" pricing will be in effect. During those times, the Alternate Retail Price from the Inventory list will be used for the retail price.



- There are few minor updates to eliminate some issues in Club Office Accounting.

Change in FTP site:

We have just changed our web hosting which is resulting in a small login change in use of the FTP site. For those of you who are storing your database backups on our FTP site, look at our website for the new sign-in procedure.

Tip of the Month:

We are getting lots of questions about backup of the data base like:

How?

When?

Retention Strategies?

Please see the information below to answer some of these questions.

Please share this newsletter with your colleagues.

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Backup Strategies-01

Introduction: Backing up the Club Office Data Base is an important task that should be performed regularly to avoid a potentially serious situation where you have a failure of some sort and need to restore.

Your hardware might fail or your database may get corrupted or become non-usable for a variety of reasons. Or, for some reason (such as a sales tax audit going back a few years) you may want to see your database as of a certain point of time.

Strategies: There are different strategies that you may develop for your backup routine – and they should be thought out and implemented for them to be effective. Keep in mind that the effort to restore a database and make it current is in direct proportion to the time since you last backed up. As you develop your strategy, weigh the effort of backup frequency vs the effort to restore from an older backup and then rekey to get current.

As the strategy is developed, you need to also think about which generations of the database to retain (such as month end and year end) and the length of time to retain them. Most people will retain a copy of month end databases for the current year and then retain copies of the year end databases for a few years. For the year end databases, the entire CDCO folder should be retained so you have the generation of code that the database was created with and can easily recover without chasing software versions.

Storage location is also a consideration. Off site storage is especially critical if you are to be able to recover from a major calamity such as a flood or fire. Off site storage for monthly and year end databases is normally a must.

Possible Scenario:

Use the Club Office backup routine on a daily basis to create a backup in the CDCO directory and then copy that backup to a “memory stick”. Using the Club Office technique that includes the date and time in the backup name will prevent overwriting of a database with a newer generation. By having the backed up databases both on the hard drive and a memory stick that can be carried with you, you should be able to both have the convenience and speed of your local hard drive while having the security of an off site location.

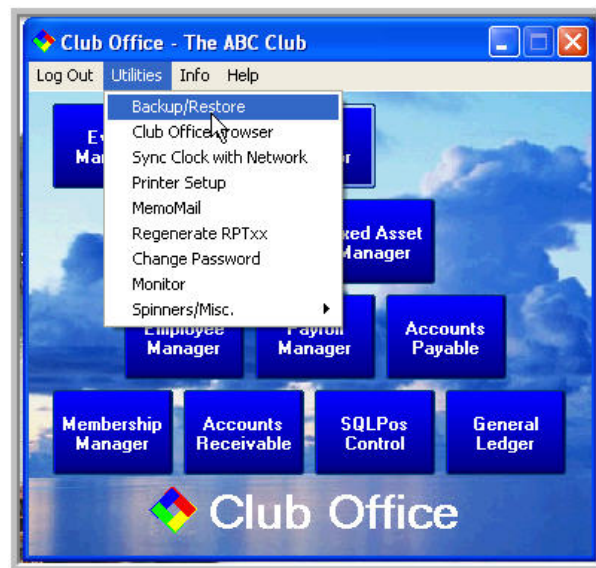
Monthly, and annually, before month end, make a copy of the entire CDCO folder to a CD so you have the correct software in case it’s needed. Using PKZIP can reduced the file size to help it fit on one CD.

Using the Club Data Backup and Restore Utility for Backing Up:

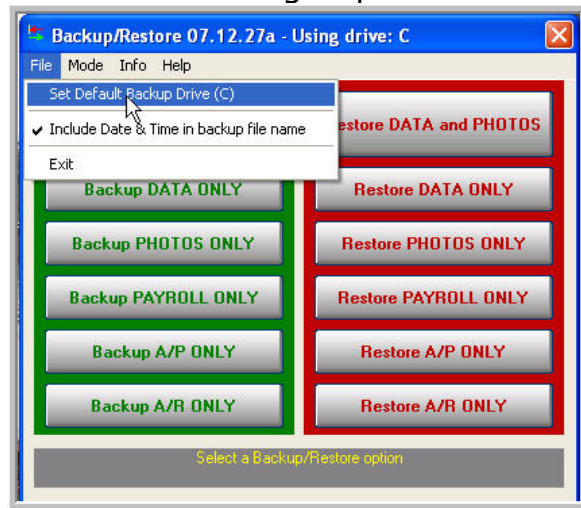
From the pyramid, go to Utilities.



Go to Backup/Restore.

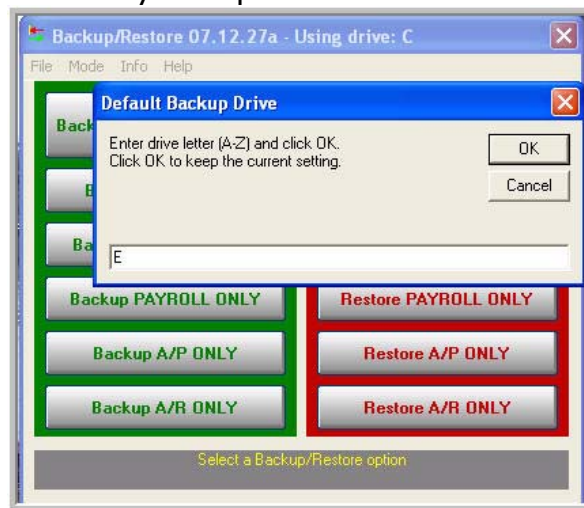


Click on File. Then, click on the "Include Date & Time" line to insert a check mark so the date and the time are included as part of the file name. This will prevent over writing of previous files.



Also, Click on "Set Default Backup Drive" to choose the drive to write to. If you choose the C drive, the backup will be created in the CDCO directory.

When you click on the Default Backup Drive, it will open this window. Make the appropriate entry and press OK.



Validate that the drive is correct.

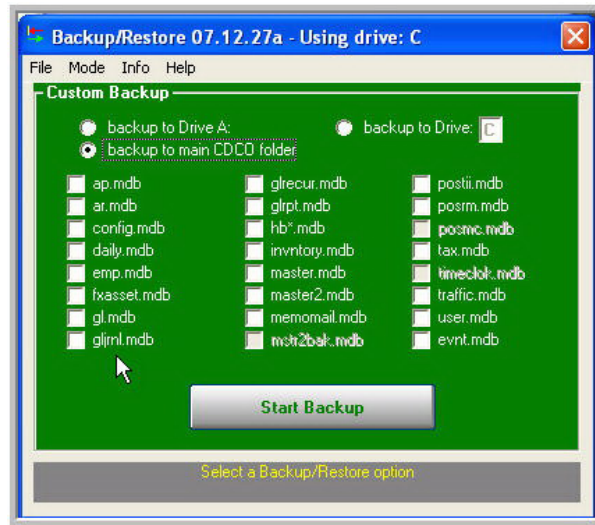


When starting your backup, choose the group to backup, normally Data Only. (The photos can be backed up on their own as frequently as needed so you catch new photos as they are included.)

Should you want a custom backup for some reason, you can select the specific areas that will be included in the backup.



When this custom backup screen comes up, select the files desired. You may want to use this option to be sure that like files are placed on a CD or to just backup a selected part of the DB, such as payroll, for a particular purpose.



Examples of file names with year, month, date, and time. The first file is the custom backup, the next has "ph" for photos only after the CDCOBK, the next few are backed up without photos (they have NP in the name) and the last example is a backup of the databases including photos. (CDCOBK). Payroll would have a name including PR, etc.

| Name | Size | Type | Date Modified |
|-----------------------------|-----------|-------------|--------------------|
| custombk.zip | 53 KB | WinZip File | 3/28/2008 9:44 AM |
| cdcobkph20080328@093539.zip | 2 KB | WinZip File | 3/28/2008 9:35 AM |
| cdcobknp20080328@093509.zip | 12,753 KB | WinZip File | 3/28/2008 9:35 AM |
| cdcobknp20080303@134034.zip | 12,753 KB | WinZip File | 3/3/2008 2:41 PM |
| cdcobknp20080116@091136.zip | 12,829 KB | WinZip File | 1/16/2008 10:12 AM |
| cdcoback20080328@093331.zip | 12,755 KB | WinZip File | 3/28/2008 9:34 AM |

Use of the FTP Site:

Remember that Club Data has made a portion of our website available to you to store your database. This FTP site is under your control and is free of charge for clubs on support. For FTP instructions, go to ClubData.com and log in as a user. If using the FTP site, you might just back up to your CDCO directory and then make a copy of that database to the FTP site. This would be your off site storage.