



## **Newsletter for October, 2009 from Club Data Corporation**

This newsletter is sent monthly to Club Office users to provide helpful hints or information that you may find of value.

### **This Month:**

**Updated SQLPos Software (Highly recommended.)** There has been a change in logic as it pertains to the use of multiple tenders. While not an issue until recently reported by one club, a software change has been made so you can not use both a member charge and a credit card for payment on the same chit. If, however, your customer pays with both cash/check and a form of charge, the cash/check must be tendered prior to the charge. To update your SQLPos software, install **up-add-sqlpos.exe** to your CDCO directory and then push the software changes to your workstations.

**Club Office Update:** There have been some minor performance and security changes to update Club Office. Just download and install this **updatecdco.exe** into your CDCO directory.

**Procedure for backing up your database:** We are pleased that people are really trying to keep a current backup of their database available for use in case of “the bound to happen” catastrophe. Attachment one shows a very clean and simple method to backup your database so you should never get caught without a current backup.

### **Year End Tax Forms and Tax Form Processing:**

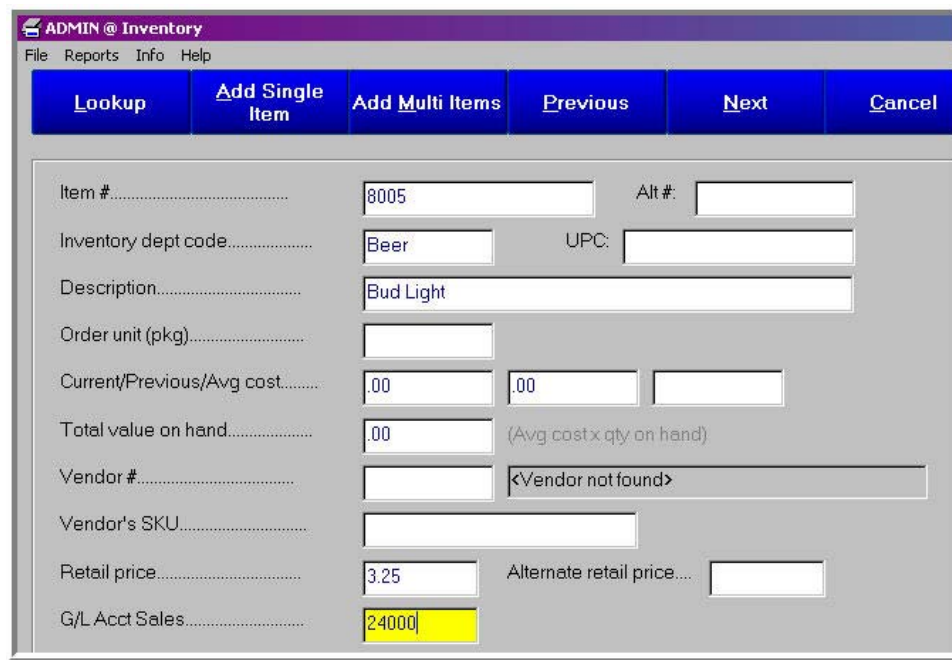
A letter is being sent reminding you that once again, we have W-2's and 1099's forms available and that we can print your year end tax forms for you. If you want Club Data to print your year end tax forms, please contact Dave and let him know so he can place you on his schedule.

You may want to just purchase the year end forms and process your own documents. If so, let Dave know that, also, so we can order enough forms.

**Future Club Office Change:** In January, we will be merging the on-line help with the updated Club Office manuals. This will give you the ability to pull up a user manual from within the Club Office modules. For this to happen, you will need to have Acrobat Reader available on each of the Club Office computers that will be accessing the help files. Between now and January, please follow the attached link to Adobe.com to download and install Acrobat Reader on each of your computers. (In using Reader, we are continuing our practice of using industry standard software for our applications and utilities.)

<http://get.adobe.com/reader/>

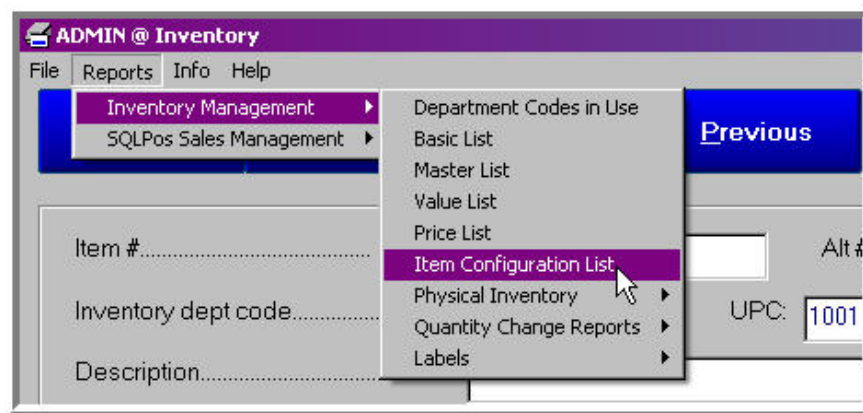
**Inventory Item Maintenance:** We suggest that SQLPos users should quickly review the sales account for every with the POS item field checked on the database to insure that there is a valid account number in the account number field.



The screenshot shows a software window titled "ADMIN @ Inventory" with a menu bar (File, Reports, Info, Help) and a toolbar with buttons: Lookup, Add Single Item, Add Multi Items, Previous, Next, and Cancel. The main area contains a form with the following fields:

Item #.....	8005	Alt #:	
Inventory dept code.....	Beer	UPC:	
Description.....	Bud Light		
Order unit (pkg).....			
Current/Previous/Avg cost.....	.00	.00	
Total value on hand.....	.00	(Avg cost x qty on hand)	
Vendor #.....		<Vendor not found>	
Vendor's SKU.....			
Retail price.....	3.25	Alternate retail price....	
G/L Acct Sales.....	24000		

A quick way to do this might be to print the Item Configuration List for all departments and quickly scan the list to visually check out the field.



Even if you have items that are on the item list with no retail, but are trying to keep track of use through SQLPos, you need an account number.

**Current Hardware Recommendations:** With the availability of different configurations of computers changing on a daily basis, and clubs needing to purchase hardware as the needs come up, we thought that it would be a good idea to identify our current recommendation for computers. Currently we are recommending / purchasing the Dell Optiplex 740 for around \$650 to \$700, depending on promotions. Specs include

Slim Line Case	2 GB of Ram
DVD Writer for backups (or at least a CD or DVD reader for use in installing software.)	Upgrade (for \$10) to 160 GB hard drive if you have other applications on the unit. For POS, take normal.
Operating System "Down grade" to XP Pro	Comes with 1 parallel port, 1 serial port, and 6 or 7 USB ports.

Other considerations: Seriously consider having all machines with the same operating system (XP) unless you want the opportunity to learn and trouble shoot more than one operating system.

Consider the ports you need when you purchase your computers. For example, new computers don't come with a PS2 port so card swipers probably will not work. If you have printers and monitors that use the older ports, you may choose to also purchase new peripherals that have USB ports or you may have to include add on boards with additional serial or parallel ports.

Please share this newsletter with your colleagues.

**Bill Hallberg**  
**Club Data Sales and Service**

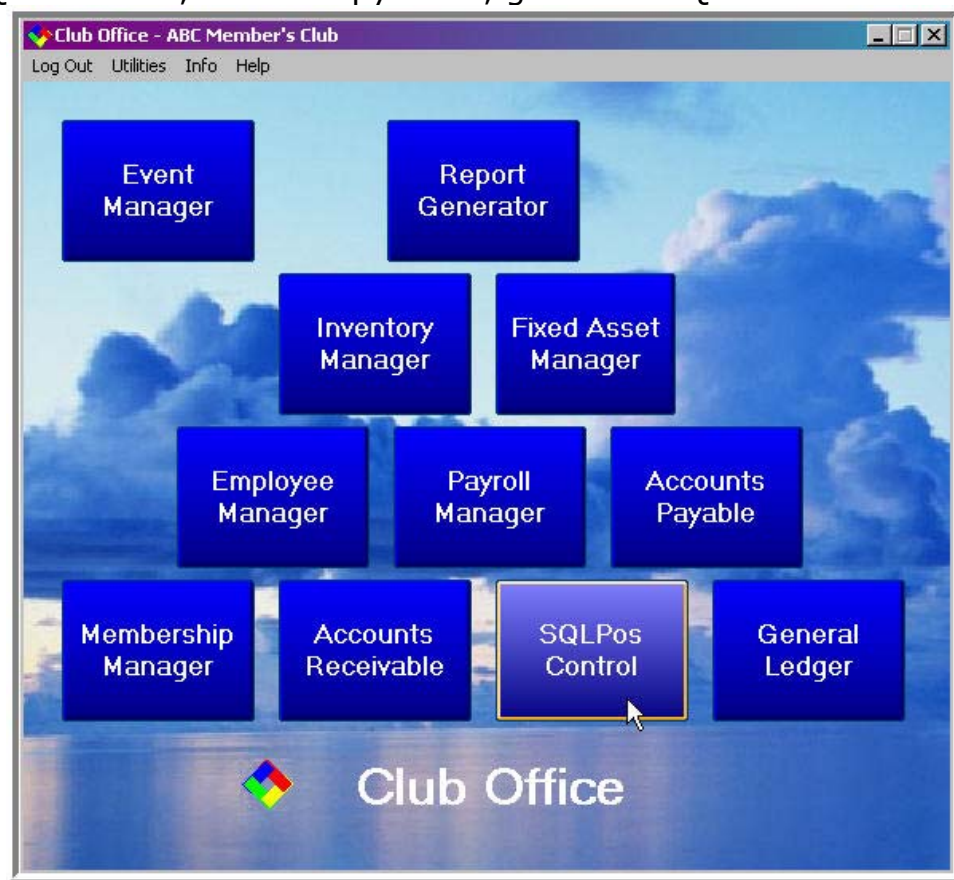
## Backing Up Club Office

Backing up Club Office is important for a variety of reasons and can prevent painful issues later on.

There are different strategies to backup Club Office (such as backing up your entire computer or backing up the entire CDCO directory and the entire CDCONODE for each of the POS workstations). One fairly complete (and easy) strategy is to get backups from each of the POS workstations in CDCO and then backup Club Office from the Utilities tab. This strategy allows for easy recovery if needed.

**If you do not have SQLPos, you can skip to page 3.**

For SQLPos users, from the pyramid, go to the SQLPos Control Panel.

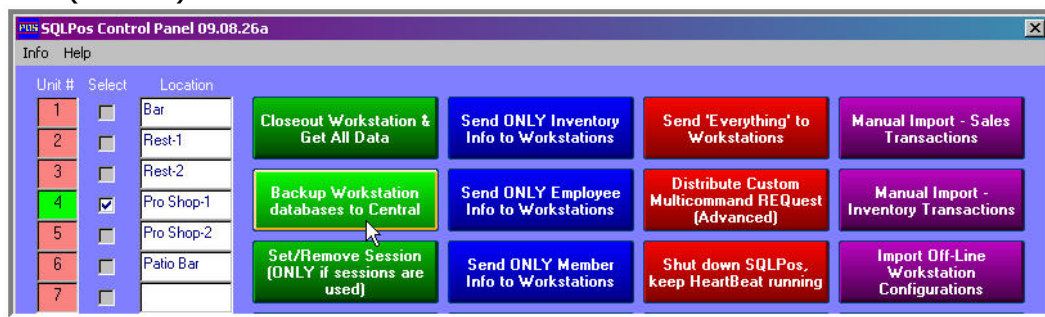


Wait some time for the POS workstations to be recognized (turn to green), and place a check to select each of the workstations in the Select field for the "green" units.

Prior to backup, you may choose to close out each of the registers and get all current sales data.



Then, you might choose to backup each of the workstation databases to central (CDCO).

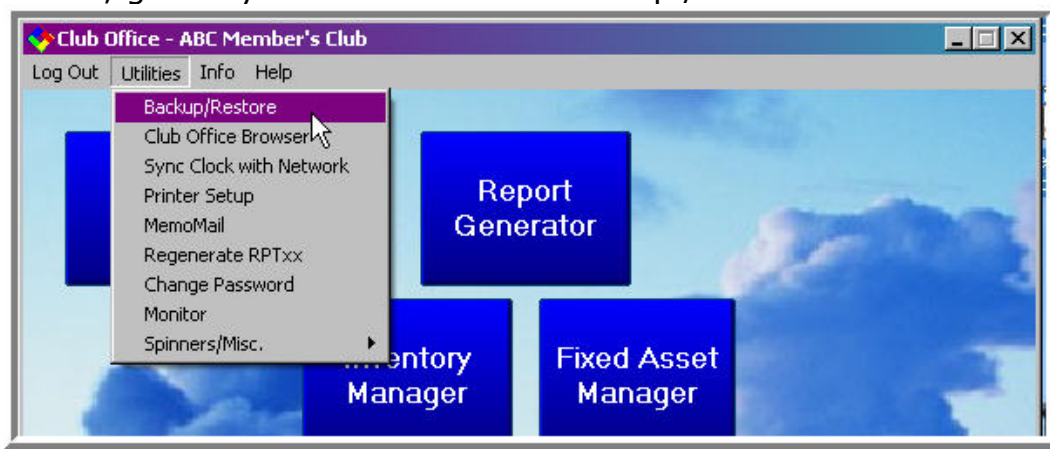


Press the Backup Workstation databases to Central button which will include all of the workstation databases and their configurations.

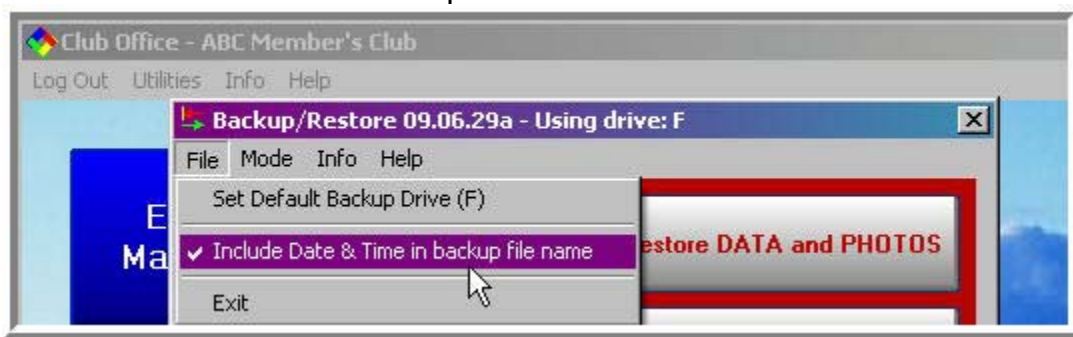


When backing up the register information has been completed, back up the Club Office databases.

To do this, go to Pyramid – Utilities – Backup / Restore.



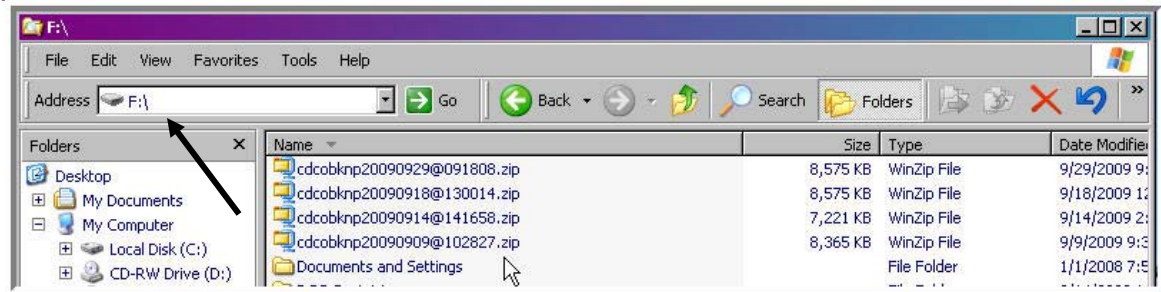
On a one time basis, set the backup drive and place a check on the line "Include Date & Time in backup file name."



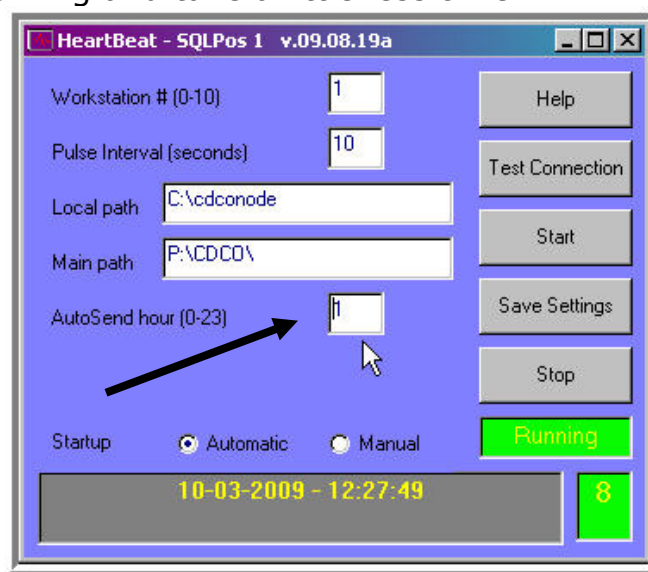
Select the information to backup, normally Data Only for the clubs not using photos in their SQLPos member identification process.



The result will be a file called CDCOBKNP(date-time).zip on the drive you selected. This zip file will provide the necessary files to restore any of the databases if needed. If you are using a memory stick, to avoid having all of your eggs in one basket, consider rotating memory sticks, perhaps one for each day of the week. (Memory sticks are cheap.)



If the SQLPos workstations and Heartbeat and the server are always left on as recommended, a complete backup of the POS workstations is automatically created at a scheduled time each night. The time is set via the "Configuration Pulse" button on "Heartbeat". This creates a more complete backup that the "Make Global Workstation Backup" on the SQLPos Control Panel Screen creates. With AutoSend turned on, making a backup every morning starting with the instructions on page 3 might be good timing and take a little less time.



**Summary:** There is no substitute for having a backup that can be used in the unlikely situation where it is needed. If done more frequently, the effort to restore if needed is less than if the backups are done less frequently. Backups are like an insurance policy that you hope you never need to use. Do you want to spend your time backing up now or do you want to spend your time recovering later? That is your choice.