



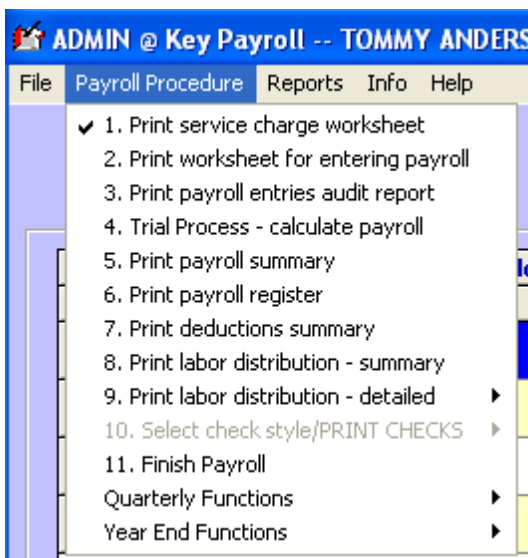
1-Minute Newsletter – Feb 2015

This is another installation of our 1-Minute Newsletter – we hope you find it helpful!

Windows 7 and Windows 8 Issues...

Recent updates to both Windows 7 and Windows 8 contain updated core Windows modules that are NOT COMPATIBLE with the older version of Club Office software. It's quite frustrating that Microsoft has removed some of the features our software has always used but it appears to be related to what they call, "security." In any event, when our software tries to use

one of these features that's been removed from Windows the software makes a "call" to the Windows system and you may get an "error 6." If you get this error, YOU NEED TO CONVERT TO THE NEW SOFTWARE! And for users who have a support plan with us, of course the conversion is FREE! Call us to schedule your conversion date: **952-941-0855**.



Payroll Processing

Payroll is one of the most complex of back office operations, and if you're new to it, YOU NEED HELP!!! Actually, what you *really* need are written procedures to follow. Some of that is already included in the payroll module when you choose the **Payroll Procedure** menu – the basic tasks are listed in numerical order and as you complete them, a check mark appears adjacent to the most recently completed task. However, the menu only scratches the surface as there are usually many smaller steps required to complete various tasks. For example, simply gathering time cards to make sure you have ALL of them is extremely important. And of course, making sure NEW hires are created and configured with jobs and pay rates so that payroll can be calculated for them... and... and.... the list gets pretty extensive in short order. Payroll processing accuracy is *crucially important* to everyone involved, and we've found that users that have a great many interruptions often make some rather egregious mistakes – mistakes that are often quite difficult to fix because payroll reporting is so incredibly time sensitive. *Call us and schedule some training!*

May We Suggest...

Using computers in the workplace (or at home, for that matter) is becoming less and less easy as reports of data security and illegal hacking activities increase. This puts the onus of dealing with these issues squarely on your doorstep. There are some issues that you *MUST* attend to for your Club Office system to run smoothly and we offer these topics as *essential* areas that need attention. Fixing these has worked very well for us and for others, too. If you'd like us to help you configure your computer for these rather technical issues, set up an appointment – we can usually configure your computer in only one ShowMyPC session. Cost: *peanuts*. Value: **Priceless**.

- **User Account Control:** intended to protect your computer (it does a really good job) but unfortunately, it can also prevent Club Office software from running. Club Office is not native to a Windows installation – and UAC is like a secondary Windows Firewall. It blocks things. We suggest either shutting it off altogether or no higher than the first from the bottom setting on the slider control that allows changing it.
- **Run as Administrator:** Do you use this? You should, and you should especially use this whenever you install a software update or the update may not 'take.'
- **Disk Cache:** this is a hardware setting and it's *extremely* important to turn it OFF. It can make a *HUGE* difference in the way your Club Office system functions.
- **Windows Firewall:** A firewall is designed to prevent changes to your computer and/or network. But it's very dumb; it doesn't know good application programs from bad, so its default setting is to just block nearly everything that goes through the network. It's the #1 cause of two computers not talking to one another.
- **Power Settings:** Windows has many settings intended to be energy saving and while they may in fact help out the environment a teensy, tiny bit, they can turn your computing experience into a nightmare of tech support problems.