



1-Minute Newsletter – Mar 2015

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

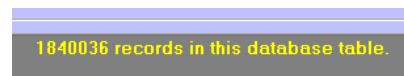
Speed up system performance...

Every computer database system that's ever been made requires periodic maintenance to keep it running efficiently. This is one of the functions that corporate information systems people do, but most small businesses don't have the luxury of on-site staffers, so the task normally falls onto your shoulders. Here are some tips that can help you:

1. Purge data you no longer need. The rule of thumb is that if you haven't needed it in the past year, you won't need it at all. When was the last time you had to look up a member ticket from 2008? Or 2012? The DAILY.MDB is just one of the databases that becomes quite large over time and the larger it becomes, the more work the database engine has to do to use it, which slows the overall system down. Information about performing an annual purge is below...
2. Use the MDBFIX tool *monthly*. We built this software module to repair and regenerate the internal indices of the databases because as you add, edit, delete and 'accept' transactions, the database encounters little "holes" where data used to be but is no longer there. These holes cause the database engine to work harder still because it not only has to keep track of where the data *is*, it has to keep track of where the data *is not!* The MDBFIX tool resets that relationship and removes that
3. Don't keep multiple applications open all day long: after you use an application, *close it*. It takes only one second to open Microsoft Word or Excel; less than two seconds to open Outlook. Even if you have to open each of these applications multiple times every day, how much time do you think you're saving by keeping them open? A total of maybe a half-a-minute? Actually, each application you keep open causes your computer to slow down by 50% because Windows has to divide its time between all the open applications. Keeping more than one application open is like driving with your feet pushing on both the gas and brake pedals simultaneously.
4. If you're squeamish about using the purge or MDBFIX tools yourself, Club Data provides data purge and maintenance services – all you have to do is call us and schedule it! Phone: 952-941-0855.

ADMEDIT PURGE – “How to”

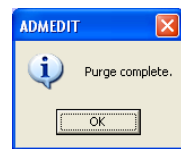
The administrator editor includes the Purge menu option that displays six main data areas where data typically accumulates. The areas that grow the most rapidly are A/R archived chits and if you have our SQLPos POS system, the SQLPos transaction history.



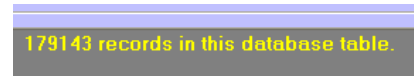
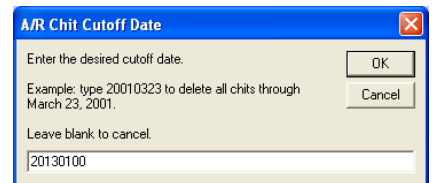
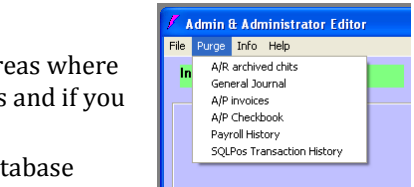
To find out how many records are in one of the database tables in the system, just select the database and table. After the editor has loaded the data, the number of records in that table are displayed in the helpwindow at the bottom of the screen.

This example shows the A/R chit archive database has more than 1.8 million records, which is likely several years' worth of data that's just sitting out there, cluttering up and slowing down the system. What's more, it takes longer to back it up regularly and some processes such as running monthly A/R processing are also affected and take longer to complete. A purge is definitely in order!

As this was the A/R chit archive database table, select the Purge function and the proper menu option. A box pops up on the screen asking you to type the cutoff date. In this example, we chose to purge everything prior to 2013. After that, a “Yes/No” confirmation box appears on the screen which allows you to continue or stop the purge process altogether. Selecting the “YES” button causes the purge to run...



Then **WAIT** for the purge completion box to appear! This may take several minutes, depending on how much data will be purged. While the purge is running, don't touch anything, don't click on anything – just let the module run to completion. In this example, after running the purge and still leaving two whole years of data in the database, more than 1.6 million unnecessary records were deleted!

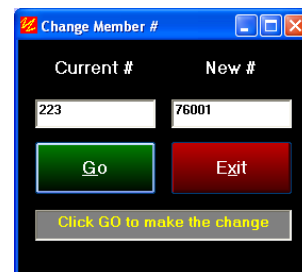


After you exit the administrator editor module, you should run the MDBFIX tool and “fix” the database you just purged. A purge leaves a huge group of “holes” in the database and you'll need to reset the database with MDBFIX tool. In this example, MDBFIX shrunk the DAILY.MDB database size from 426,004,480 bytes down to 37,281,792 bytes – a decrease of more than 388 million bytes of old, unnecessary data. That's a 91% reduction in size that will result in a vast increase in efficiency and speed, smaller and quicker backups and overall happier users.

Thinking about New members...

The spring almost always means new members join and, unfortunately, some member accounts go away, too. So what to do with the old accounts? Some clubs like to reuse member numbers and if you do, here are some do's and don'ts. For starters, **don't just replace the old member's name by typing a new name!** If you do, the new member will be linked to the former member's sales history, and that's generally not a good idea. Instead, do the following:

1. Make sure no one is currently using the membership or A/R modules first. This important procedure needs to be done with unfettered access to those two parts of Club Office.
2. Open Membership as the administrator, then click FILE – Change a member number.
3. In the first box, type the account's current number, and in the second box, type the new number to use. For example, you might use a number way out of your normal range, such as this example. (The highest member number is 99999.)
4. Click GO. The change member number function changes not only the member's account information, but all sales and payment history transactions as well. Then **wait for the module to finish its work**; the word DONE will appear in the gray window below the GO/Exit buttons when the renumber process is complete.
5. If the original account included sub-accounts (such as 223.01, 223.02 etc.) be sure to change them as well!
6. After the change, the original member number is vacant and be reused for a new member account.



Deleting a member account requires additional steps. First of all, the account's balance must be zero before the system will allow deletion and that means you may not be able to delete the account until after the close of the current month. If the member has a balance owing and you doubt you'll recover that money, you need to settle the account's balance so that it's zero. You'd do this by entering a "payment" to the account using an expense account that you've set up for "bad debts."

7. If the account's balance was not already zero, you also must set the account's dues billing code to zero, set the account's minimum billing configuration to "no monthly minimum" and uncheck all special interests to prevent the generation of automatic monthly transactions when the current month's month-end processing is performed. In short, you must settle the account and change its settings so that it doesn't create more automatic charges.
8. Further, if use our integrated SQLPos POS system and either "credit book" or "prizemoney" functions, those member balances must also be zero. To zero them you would apply "purchases" to the member account through the POS system using a miscellaneous non-taxable inventory item (such as "use credit") and tender the sale using either the credit book or prizemoney tenders. These transactions will properly relieve the liability accounts in the general ledger as well as zero those special member credit balances.
9. After completing the current billing month and the account's balances are zero, you can delete the account by first recalling the account to the screen, choosing MODIFY and selecting the DELETE button. One or more confirmation messages may appear, and while deletion is fairly quick, you must WAIT until the screen resets itself to the lookup screen.
10. So that you're understand the scope of a member deletion, here's what happens when a member account is deleted:
 - a. Account balances are verified as zero
 - b. Main account data is deleted
 - c. Address data is deleted
 - d. Special interest data is deleted
 - e. Comments are deleted
 - f. Miscellaneous data is deleted
 - g. Stock settings are deleted
 - h. Member balances are deleted
 - i. If **PATS** is installed, the respective physical amenities are reset to billingcode 0, owner information reset to member #0 and the owner name is populated with a deleted member notation.
 - j. If **SQLPos POS** is installed, all transactions linked to the member account in both the SQLPos central transaction history and the inventory database are reassigned to member #0, and the member account is removed from the remote copies of the membership database. Remote transaction databases on the registers are NOT updated.
 - k. If **Event Manager** is installed, all events linked to the member account are reassigned to member #0 and the customer name field updated with a deleted member notation.
 - l. All system sales and payment transactions linked to the member account are reassigned to member #0 and the memo field is populated with the original member numbers account and date of deletion.
 - m. Note that historical data files created for Online Statements are not changed as the working copies of these files are located on the Internet and as such are disconnected from Club Office. However, the next time statements are updated, the member indexing file (zzindex.php) will not have the former member's login information and he/she will not have access to the old data. If a new member is assigned the same number, he/she will likely have a different account ID and PIN anyway, which the previous member would not know.