



1-Minute Newsletter – Nov 2015

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

EMV Credit Cards - Redux

We have completed implementation of the new EMV “chip card” requirements for processing credit cards through SQLPos, our integrated POS system, and by the time you read this, we hope to have received official certification from the card processing gurus that it’s okay to release the new software to customers. We’re using the VeriFone VX 805 keypad, and it’s a nice, compact and inexpensive countertop unit that provides capability for the traditional card swipe method, the new chip card method (insert into a slot at the front of the unit) and the soon-to-be-released contactless method whereby the customer can simply wave the card over the top of the device. The device must be programmed by Mercury with the special security codes required for your merchant account and you’re much safer ordering it through us instead of trying to find one on the Internet. Cost is \$350 per unit which includes the unit, the proper USB or serial connection cable and an hour for installation. Delivery charges are extra and vary depending on the quantity ordered and method of delivery you choose.



2015 W2/1099 Forms Reminder

If you haven’t yet ordered your W2 and 1099 forms for this year, please do so now so that we’ll have enough to fill your order! Order forms were sent out to everyone in September and if you can’t find yours’, call us right away. 952-941-0855.

Regular Maintenance

There are things that every computer user should do periodically. This is for the health of your computer, your data, and your sanity because they’re intended to give you a more secure computing environment. And if you do them, you *will* find that things work better. You must make time for them but we guarantee that it will be time well spent!

- **Reboot.** Most people let their computers run 24x7 and never consider restarting them. You should. Windows exhibits memory management problems if the computer isn’t restarted every now and then. The result can often be a memory-starved situation for some applications and then they crash or display an error message. Worse yet, if the problem occurs during a G/L repost or a month-end A/R procedure (both of which use quite a bit of the computer’s memory) unpredictable things can happen. Don’t risk it. Reboot your computer every other day or so. And while you’re at it, reboot the server every week, too. You’ll be glad you did!
- **Data backup.** Not only the Club Office backup, but how about your documents and spreadsheets, too? You’ve likely spent a lot of time over the past few days, weeks and months on those things and it would be a shame to lose them if your computer died. It’s so easy to make a backup – it’s a simple drag-and-drop operation from your DOCUMENTS folder to an USB memory stick and it takes only a few minutes – do it at least once weekly!
- **MDBFIX.** This is the Club Office database repair and reindex tool, and it’s built into the Club Office utility menu at the top of the main pyramid menu screen. It’s also found as a menu option on the Manager panel of our SQLPos POS system. Proactively, you should run this monthly on ALL your databases – even the POS units. You must pick a time when nobody will be using Club Office except YOU because running it while someone else is busy entering tickets or working in the system can be *disastrous*. The benefit of using MDBFIX is that it plugs the inevitable holes that occur in databases from adding/editing data and it resets the internal indexing all databases need so that they can run efficiently which helps eliminate error conditions and slowness.