# Newsletter for May 2007 from Club Data Corporation

This newsletter is sent monthly to Club Office users to:

- Remind you that there is a new software update on the Clubdata.Com website.
- Provide helpful hints or information that you may find of value.

## Software Updates:

Club Office software is being updated continuously, either to add new features or report formats or to correct situations that has been identified. It is our intention that all users on support will take the time to update their software once a month, on the first or after, so that everyone is on the "latest and greatest" version of code and can take advantage of the latest features. In the download area, download the file that includes SQLPos or does not include SQLPos as appropriate for your club.

## Software Changes in Club Office in the end of April update:

Changes or features that you should know about are:

- New report generator reports (31 and 32) for terminated or suspended members.
- Credit limit field in A/R. A/R Finish can automatically suspend members over the credit limit which can affect SQLPos.
- TimeClock. Updating of the software on remote computers has been simplified.
- The Inventory "Add-multi-items" feature no longer defaults the UPC Code or the Alt-# field from the previous record.
- SQLPos functions: There is a simplified, more streamlined process for splitting and printing a check into more than one check.
- Email and cell phone numbers have been added to the vendor screen. (No reports yet.)
- The total of all unpaid invoices is reported on the AP Invoice selection screen.
- The total of a vendor's outstanding invoices shows on the vendor screen.
- Colored buttons operate with a single click.

## **Use of Memory Sticks:**

Users frequently use the newly popular memory sticks to back up their Club Office system or to move data from one computer to another. When backing up the system using a PKZIP routine and writing directly to a memory stick, there is an issue that you should know about and take corrective action now. Namely, if you write directly to the memory stick (i.e. Drive E:), rather than to a hard drive for transfer to the memory stick <u>and</u> the system does not have a volume name, PKZip will add it's own name to the memory stick and the file created will not be of use. To eliminate this problem, you can go to Properties for the memory stick and insert a volume name such as "Bill-1", "Scott-3", "Tech-4", "Daves", or "Kays".



#### **Use of Memory Sticks – cont:**

Remember that a memory stick is excellent for moving data from one computer to another. We do not recommend them to keep your only copy of a file. Memory sticks get lost, they go through the wash, and they have been known to fail. In addition, if a backup overwrites the existing backup on a memory stick, there will only be one generation of the file available and you may need to go back to an older backup. Use another computer, a CD, or DVD, or another folder on your computer in addition to the memory stick to retain a file.

### **Refreshing SQLPos Databases for better performance:**

If you are using SQLPos, please refer to the attached document for information about refreshing your SQLPos history for better register performance.

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Attachment:

• Refreshing SQL Databases

## **Refreshing SQLPos Databases for Better Performance**

Within the Club Office SQLPos module, Club Data retains register history in both the register's CDCONODE folder and in the central CDCO folder. As time passes, the register history file will become quite large which can hinder performance unless maintenance is performed. Club Data recommends that the register history files should be periodically backed up and replaced with empty files for better performance. This process should be run at least once a year, when your machines seem to be working sluggishly, or as recommended by Club Data personnel. **This process will not affect the data stored in the central CDCO folder.** 

When the process is run, the history data is included in a newly created history file or it is appended to an existing history file. The history files may be read using Microsoft Access. The new, empty file that is created is called HBPOSXxx.mdb where the xx is the register number. The file of history is called HBPOSXxx.mdb.yyyymmdd where the yyyymmdd is the year, month, and date data was last appended to the history file.



#### Procedure to update the SQLPos history files:

- 1. Run the procedure when there is no activity on any of the POS registers.
- 2. Process any sales transactions that are on hold.
- 3. Close out the register and insure that all of the sales transactions have been sent to central CDCO.
- 4. Shut down the POS workstation, keeping Heartbeat running.
- 5. From the SQLPos Control Panel, press the select box to select the register that you want to run the procedure on.
- 6. Press the Archive XACT Databases button.
- 7. Follow the instructions and prompts.
- When complete, you may choose to <u>copy</u> the HBPOSX.MDB.yyyymmdd file to another storage location leaving the existing file in the CDCONODE folder.

### **Refreshing SQLPos Databases for Better Performance**

nit # Select			-
2	Closeout Workstation & Get All Data	Send Inventory, Member Reset Item Buttons to and Employee info to Current A/R Department	Clone Workstation
3		😵 Club Data Help Editor 📃 🗖 🔀 🍱	
4	Backup Workstation	File Search Info	Manual Import - Sale:
5	databases to Central	should be performed only when the workstation A 9s is quiet yet with HeartBeat actively connected to Club Office.	Transactions
7	Set/Remove Session		Manual Import -
8	used)	Archive XACT Databases	Inventory Transaction
9 -		Through the normal course of use, transaction data will accumulate in the XACT database on each workstation, causing SQLPos to manage	Import Off-Line
10	Make Global Workstation Backup Get ONLY Sales Transactions from Workstations Get ONLY Transaction History from Workstations Get Button/Config	more and more data. Over time, this can cause as it	Workstation Configurations
		takes more work to manage more data. To	
		workstations to full performance, select this option.	Create Update for Off-Line Workstation
		** CAUTION ** This feature REPLACES the	
		active database with a BLANK copy after archiving the active database. DO NOT USE	Refresh XACT Databases
		THIS FUNCTION ON A WORKSTATION UNLESS ALL SALES TRANSACTIONS HAVE	
		BEEN SENT TO CLUB OFFICE VIA EITHER CLOSEOUTS OR MANUAL TRANSFER FOR	
	Settings from Workstations	THAT WORKSTATION.	Archive XACT Databases
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