



**Beachwood
Systems
Consulting**

The Next Wave

WWW.BEACHSYS.COM

A Newsletter for Managers That Depend on Computer Applications to Accomplish Their Goals

Issue #1

October, 1999

(216)765-0220

Letter from the Principal

Welcome to the inaugural issue of our company's newsletter. We know that each of you is bombarded with advertisements and information in general every day, so we have made it a goal to include useful tips to help you better manage your computer environments (that is not to say that we didn't do a little self-promotion too!). We very much appreciate your feedback on the newsletter or on any other aspect of the services we offer. Like your own companies, we are constantly striving to improve our firm. Our mission statement says that we will become the best information services company in our market segment.

Steve Luc and I are very pleased to announce that Adam Ryan has become a Principal and stockholder in Beachwood Systems Consulting, Inc. Those of you who have worked with Adam know that it is well deserved. He is a CPA, certified by Macola on every module including ERP manufacturing, and is a specialist in EDI.

O.K., I know you want to know our opinion about Y2K. I saw a cartoon once that had a cave man sitting next to a fire with his children at his feet. The caption was, "Tell us again what happened in the year 2000." Stock up on champagne... I hear there is going to be a shortage.

Sincerely,
Steve Rogers

Taking Control of Y2K

Preparedness for the turn of the millennium is not necessarily a complex matter. By focusing on a few key areas, most small to medium sized businesses can rest assured that their critical systems will still be operating on January 1st.

The first order of business is checking the file servers for compliance. The BIOS and the clock must be tested. After that, the desktop PC's must undergo the same scrutiny.

The network operating system and other software applications usually can be upgraded according to manufacturer's specifications. Most of the time, a quick tour of the manufacturer's web site reveals a number of downloadable instructions, fixes, and patches where needed. Many recent software packages are already compliant.

It pays to hire a professional to check systems and machines for Y2K compliance. However, hiring a consulting firm can be expensive and may not fit the scale and scope of the problem. There are several commercial software packages that hunt down compliance issues on individual desktop PC's.

Norton 2000 is a good compliance checking software package. Norton 2000 was named "Best End-User Software" at FOSE '99. It will pinpoint and repair potential conflicts and problems in the operating system as well as some software applications. It is widely available. Check 2000 by Greenwich Mean Time is another fine program. Check it out at <http://www.gmt-uta.com/>.

There is one change that has been widely published for Windows 95, 98, and NT pc's:

- Double-click on My Computer
- Double-click on Control Panel
- Double-click on Regional Settings
- Click on the "Date" tab at the top of the window
- If "Short Date Sample" is in two-digit ("yy") year format, pull down the corresponding list box and select a four-digit format ("yyyy").
- Click Apply, then OK

Microsoft states that the change is not required for Year 2000 compliance and is only needed to avoid displaying ambiguous dates.

Inside:

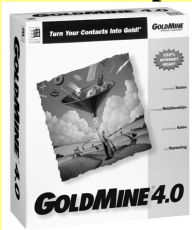
Page Two:

- **GoldMine: Not your father's Rolodex**
- **Preventative maintenance for your network**

Page Three:

- **Macola 7.5: Big functionality, small to midsize companies**

Tricks and Tips for



- Upon logging into GoldMine each day, be sure to check your calendar first in order to be adequately prepared for the day's activities. There is a good chance, considering GoldMine's powerful synchronization tools, that somebody has scheduled an appointment for you without informing you first!
- Maintain your databases regularly. By rebuilding, you will increase performance and minimize the likelihood of error messages.
- Have a real-time question? Check the Knowledge Base in Goldmine by pulling down "View" from the menu bar and selecting "InfoCenter". There you will find answers to common questions and troubleshooting solutions.
- For all the latest information on Goldmine, contact Beachwood Systems' website at www.beachsys.com open twenty-four hours a day.

GoldMine : Not Your Father's Rolodex

GoldMine provides the tools businesses need to gather, store and analyze customer information in order to win - and more importantly - retain customers. Designed for the workgroup, GoldMine collects and centralizes much critical information flowing through an organization; the result is an internal organizational structure that has every employee working at maximum effectiveness and efficiency. With GoldMine's unique solution to managing prospect and client information, teams can spend less time on administrative tasks and more time realizing results.

GoldMine bridges the gap between complex, expensive Sales Force Automation software and lower-end Contact Managers

to give you high-end results at an affordable price.

Network users will appreciate GoldMine's new licensing flexibility. In the past, each remote user license cost hundreds of dollars, but now, network administrators can undock users from the network, thus transforming them into licensed remote users. And while remote, thanks to GoldMine's seamless direct IP dial-up connections and modem-to-modem connections, users can synchronize even user-defined fields and linked documents..

GoldMine is an indispensable tool for any business.

Network Health and Happiness: An

The Next Wave sat down with Beachwood's Systems Consultant Alex Kovtun to find out about critical network administration issues.

TNW: Just about everybody understands the concept of backing up critical files... how often should somebody perform a backup?

AK: The question each administrator much ask him or herself is, "How much data am I willing to lose between backups?" Once they understand this concept, they can develop their own timetable for performing backups. File servers should be backed up daily.

TNW: What else is important to know about backups?

AK: Some software, such as e-mail and database systems,

always have their files open. In general, open files do not get backed up by default. Also, a backup tape should always be taken off site. Think what you would do if you came to work one morning and a fire had destroyed the area where your file server and backup tapes were stored.

TNW: How about desktop pc's?

AK: Run scandisk and defrag about once a month. Delete all unneeded files in the 'temp' directory on your system.

TNW: How do you know if your file server is having problems?

AK: On a Novell server, press Ctrl-Esc to get a list of current screens, then press "1" to go to the console prompt. Look for unusual messages every couple



What is Macola?

Macola is an integrated suite of accounting, distribution, and manufacturing applications. Just take a look at the column to your right to get a glimpse at Macola's remarkable power. What the column doesn't say is that Macola runs on Novell and Windows (NT/98/95/3.1)!

Founded twenty years ago in Marion, OH, Macola Software capitalized on the needs of small to medium sized manufacturing firms with revenues of \$5 million to \$100 million. Now a global corporation with sales of over \$30 million and international growth of over 200% per year, Macola can serve the manufacturer with international aspirations.

The true power of the Macola Suite is in its *flexibility*. Screens

can be customized without programming. Each module has set-up options that will tailor the module for your environment. Custom reports can be developed quickly and easily.

Macola is modular and fully integrated, that is to say that the entire suite is totally synchronized and shares a single graphical user interface (GUI) theme. Each module and frequently used file is accessible from the "Macola Workspace", making hunting down files through folders and trees and thing of the past.

Macola is fully Y2K compliant. Contact Adam Ryan at Beachwood Systems to find out if Macola is right for your business.

Interview with Alex Kovtun, MCSE

of days. On an NT server, look in the event log for items with a red stop sign next to them or a yellow exclamation mark.

TNW: How can I protect my business from a virus?

AK: Obviously, you ought to purchase an anti-virus software package. However, even the best anti-virus software package won't be effective if you fail to consistently update the virus signature files. Then, of course, scan the entire system for viruses regularly.

TNW: Do you have any more advice for maintaining a healthy, happy network?

AK: One of the most important things that users can do is to properly exit each application and exit the Windows operating system properly. Don't just turn

off your computer. Files can and will get damaged by doing this. Sooner or later your Windows workstation will hang up while in a program (contrary to Bill Gates' propaganda, Windows is not perfect!). You should always press the CTRL-ALT-DEL keys to bring up the Task Manager to attempt to shut down that task manually. Also for quite a few error messages, it is best to shut down your pc and reboot before continuing. Otherwise, the errors can continue to compound themselves and create even more problems.

This Month's Modules from

MACOLA[®]

S O F T W A R E

- e-Commerce

Accounting:

- General Ledger
- Accounts Payable
- Accounts Receivable
- Assets and Depreciation
- Payroll / Human Resources
- Bank Book
- Currency Manager
- EDI

Distribution:

- Inventory Management
- Order Entry
- Purchase Order / Receiving
- Advanced Distribution
- Serial / Lot Control
- Shipping Automation System
- Bill Of Material
- Production Order Processing
- Bar Coding / Data Collection

Manufacturing:

- Master Scheduling
- MRP
- Standard Product Routing
- Shop Floor Control
- Advanced Planning System
- Manufacturing Cost Accounting
- Standard Costing
- Labor Performance
- Shop Data Collection

Reporting:

- ERS
- Crystal Report Writer
- Microsoft Access
- F9

Database:

- Pervasive P.SQL
- Microsoft SQL Server

**For More Information
On the Products and Services of
Beachwood Systems Consulting**

Complete this form and fax it to (216) 765-0211
Or mail it to:
BSC, PO Box 22690, Beachwood, OH 44122

Name _____

Company Name _____

Address _____

City, State, Zip _____

E-mail _____

Phone _____

Fax _____

I would like information on:

Macola Software Programming Services

GoldMine Network + PC Support

Extra Issues of *The Next Wave* # issues

Focus on Programming:

Feeling out of control?

Can't find that data you need?

Have to hunt through stacks of paper to answer a question?

Microsoft Access may be your answer. There are times when data does not lend itself to capture by your operational systems. A useful Access based system can be developed in as little as 40 hours, including the database tables, input forms, queries, and reports. Next time you are fumbling for information, ask yourself, "What would it be worth to me to have this now?"



Beachwood Systems Consulting, Inc.
P.O. Box 22690
25800 Science Park Drive, Suite 100
Beachwood, Ohio 44122
(216) 765-0220

