

# SOFTWARE UPDATE NOTES

## VERSION 4.50

You should read this document thoroughly before updating to the latest version 4.50 of Hairlink<sup>SQL</sup>. While there are many changes within the update, the major feature-changes and feature-additions are described here in some detail. For further assistance, and for further minor updates since the publication of this document, please refer to the online help system under the **Help / What's New...** menu.

*These notes are VERY IMPORTANT and should be handed out to every member of your team so that they can become more efficient at using HAIRLINK<sup>SQL</sup>. We commonly find that many users in a clinic are unaware that the system can be used in a more efficient manner, either due to a lack of training, or simply because the feature-set has been improved in new versions but they have not been informed!*

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# Important Changes

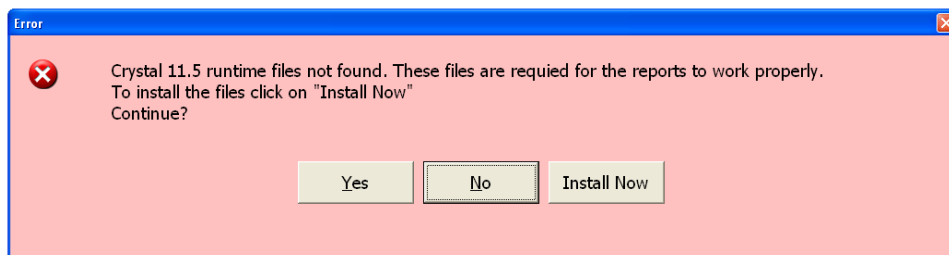


## Crystal Report Upgrade

**IMPORTANT**

Version 4.5 of Hairlink<sup>SQL</sup> has now been updated to support a newer version of the Crystal reporting engine providing many new features such as enhanced export functions and a built in PDF creator. This has required significant development and testing time as all reports have been redone and tested to ensure compatibility.

After updating, you will see a message on each workstation stating that the Crystal runtime files are required. Click '**Install Now**' and click next on each of the stages, once finished say '**No**' to restart.

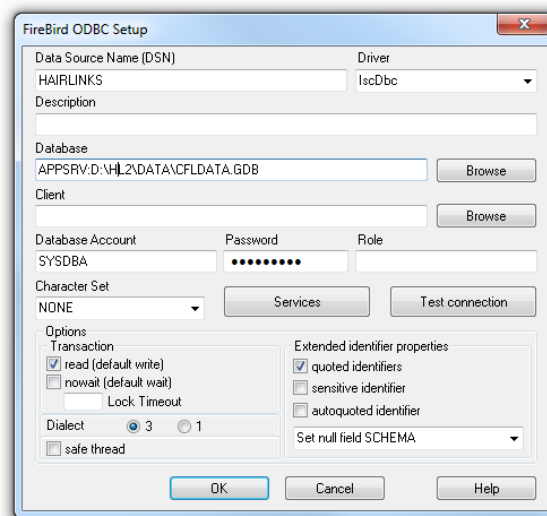
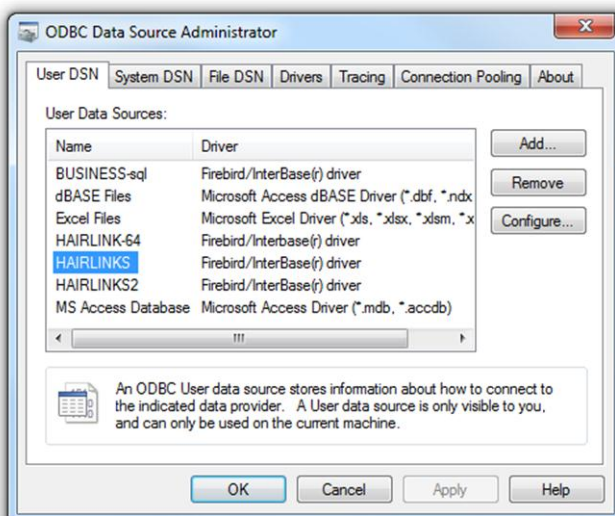


### Easysoft ODBC Driver:

Easysoft ODBC drivers are no longer supported as of version 4.5 due to this upgrade. If you experience issues generating reports after upgrading to version 4.5 of Hairlink<sup>SQL</sup>, please follow the following steps to check what ODBC driver you are using.

### Checking your ODBC Driver:

If you are running a 32bit edition of Windows, first open the ODBC Data Source Administrator window from **Start | Control Panel | Administrative Tools | Data Sources (ODBC)**. If you are running a newer 64bit edition of windows, open Computer and browse to '**C:\Windows\Syswow64\**' and open '**odbcad32.exe**'. Once open, you should see HAIRLINKS in the list with Firebird/InterBase driver to the right just like the first image below. If you double-click on 'HAIRLINKS' you will see a screen like the second image below. Click test connection to confirm that your ODBC driver is set up correctly. If you are not set up with the Firebird ODBC driver or your test connection fails, please contact support for assistance.





## Report Margins

Margin settings can now be customised for each individual report; you can choose whether you want to have margins or no margins at all. This is handy when you would like reports to print on letterhead paper as the printout needs a big margin so that the report will leave enough room for the letterhead. Other reports which print on plain paper can be printed right at the top and thus need little or no margin. You can customise margins for labels as well.

### Changing Report Margins:

To edit Report margins go to **Options | Picklist Setup | Reports | Other Reports or Special Reports**, double click to open the report you wish to alter, change Custom Props to 'Yes' and then edit the margin values. (Values are in 1/48<sup>th</sup> of an inch, therefore 48 represents 1 inch).

The 'SR-001 Tax Invoice' and 'SR-002 Tax Receipt' settings under **Options | Picklist Setup | Reports | Other Reports** will need to be checked specifically as they will automatically be set to using "Custom Properties" once upgraded to 4.5. Ensure that 'Print Logo' settings are correct as well as any top margins that may be required if using letterhead paper.

Name	SR-001 Tax Invoice	Report	Status	Profile	KIERAN
Category	Invoice	Preview	Yes	Reserved	Yes
Printer	Receipt 1	Shared		Custom Props	Yes
Print Logo	Print Text Logo			Left Margin	
Template	A4 Invoice				

**IMPORTANT**



## Version Checking

The application will now abort if your version is older than others on the network. Inconsistent version numbers can cause corruption on your database so a version check is now done. If a computer is running an older version please contact the CFL helpdesk.

# Diary

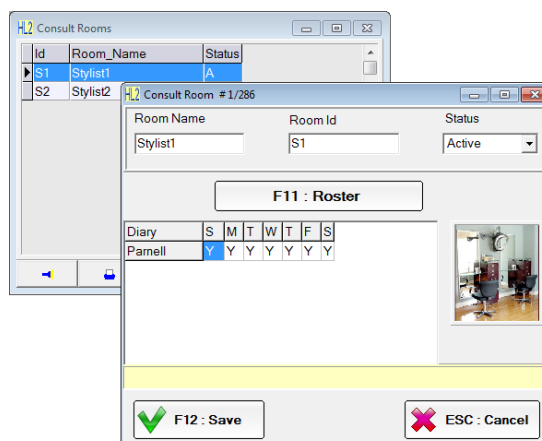
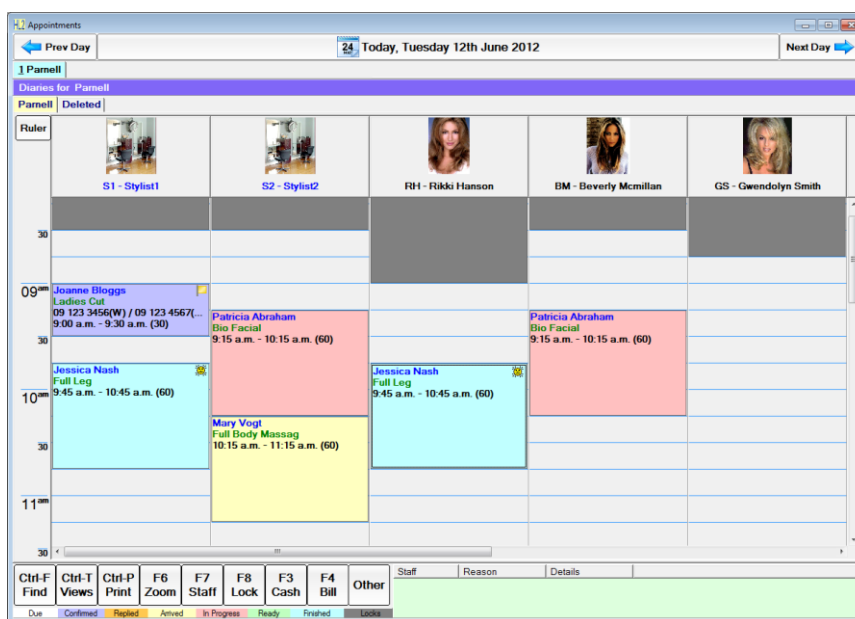


## Room Based Diary Columns (Instead of Staff Based)

Version 4.5 of HairlinkSQL brings the ability to create bookings for rooms or generic staff members etc rather than individual staff members. This means that you can make bookings to a 'room' or 'stylist 1' without having to define the specific person that will be performing the service. This is especially useful when you don't know what staff members will be working on the day as it allows you to assign the booking to a staff member when billing rather than having to move around all the appointments. When you start billing it will prompt you to enter your ID.

To set this up, go to **Options | Picklists | Diary | Staff Room Bookings**, click '+' to add a new staff room. Give the Staff Room a name and ID then assign the roster exactly as you would for a normal staff member. Wait a minute or two for the Background Processor to allocate the room to the diary and you will be able to start making appointments.

**NOTE:** Staff are still required to be added to the diary but can be out of view if you wish at the end of the list of room columns. When the appointment is picked up from the room column and the staff member is selected, the appointment is copied to the staff member's column. There are two reasons for this. Firstly users can look back historically at the diary to see who performed a consult. Secondly, Hairlink<sup>SQL</sup>'s advanced reporting features such as the staff productivity and analysis reports need to know which staff member performed the consult for accurate data calculations.





## Create Appointments in Past

You are now able to create appointments in the past. This is useful for cases when a client may not have had an appointment booked or for afterhours/weekend work when a computer was not accessible; this feature allows accurate/actual dates to be entered.



## Appointment Creation/Editing Tracking

Staff information will now also be recorded for the staff member who created the appointment and also the person who last edited it. This is great if you want to find out who deleted your appointment or if you need to ask the person who created the appointment for more information. Note that for staff details to be recorded, staff members will need to be logged in when creating or making the change. You can enforce this by requiring that staff members be logged in before performing these functions by changing the diary access settings under **Options | Setup | Staff | Access**.

Mary Vogt	
Full Body Massag	
11:00 a.m. - 12:00 p.m. (60)	
Mary Vogt (# 1/32292) Full Body Massag 11:00 a.m. - 12:00 p.m. (60) Created on 12/06/2012 9:46 a.m. Changed by Gwendolyn Smith on 12/06/2012 10:04 a.m.	



## Diary Fit to Actual Time:

This new option will shrink appointments if completed before actual end time. This is to allow other appointments to be slotted in. This option may be enabled in Setup | Diary | 1: Diary Options | Fit To Actual Time.



## Appointment Conflict Diary (4.4)

A newly added feature in the Diary is the "Appointment Conflicts" Diary. This diary is shown if there is an appointment that conflicts with another in the diary. If an appointment is made and the duration exceeds the timeslot, then once that appointment is finished Hairlink<sup>SQL</sup> will ask if you would like to place it in the Appointment Conflict diary. Once in the Appointment conflict diary you can navigate to the appointment book to find another timeslot or staff member that can accommodate the duration. Once a free timeslot has been found just use your mouse to drag the appointment into the free space. To enable/disable this feature, go to: **Options>Setup>Diary>Tick/Un-tick "Use Conflicts Diary"**

<b>Waiting List</b> Waiting List list, Select the cell and press "ENTER" key to change the duration. 24/01/2012 Ann Chelsea Smith Massage 0210666200(M) 12:00 p.m. - 12:45 p.m. 45
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Appointment Notes:** Fixed an issue where appointment notes could be lost when client details are viewed before saving the notes.

**Diary Reasons:** Corrected an issue where under certain conditions the diary reason was not being properly copied into the history summary field.

**Find Appointment:** The Find Appointment window now allows you to filter by branch in the case of clients that visit multiple branches. Branch is also now visible on the future appointments screen.

**Diary Search:** The staff filter in the diary search now works correctly.

**Long Appointments:** Appointments in excess of 9 hours now work correctly in the diary.

**Hotel Module:** Added additional mailmerge variables to hotel forms including booking details.

**Hotel Issues:** Various improvements have been made to the hotel module to fix issues and improve usability.

**Rooms Conflict:** Are reported on in a better fashion, with correct time etc.

**Forms Printing:** Fixed an issue where HairlinkSQL could print to the wrong bin in a multi-bin printer.

**Diary Reason (4.4):** Fixed an issue where 5 minutes long Diary Reasons were not getting saved.

**Diary Reason (4.4):** Updated to enable deletion and inactivation of diary reasons.

**Diary Reasons (4.4):** Diary Reasons can now support more than 20 characters.

**Rebook Appointment (4.4):** Fixed an issue where re-booking appointment from a bill was not updating the client record and the Staff Performance report.

**Multi Company (4.4):** Fixed an issue where the new client form was showing clients from a different company.

# Client History

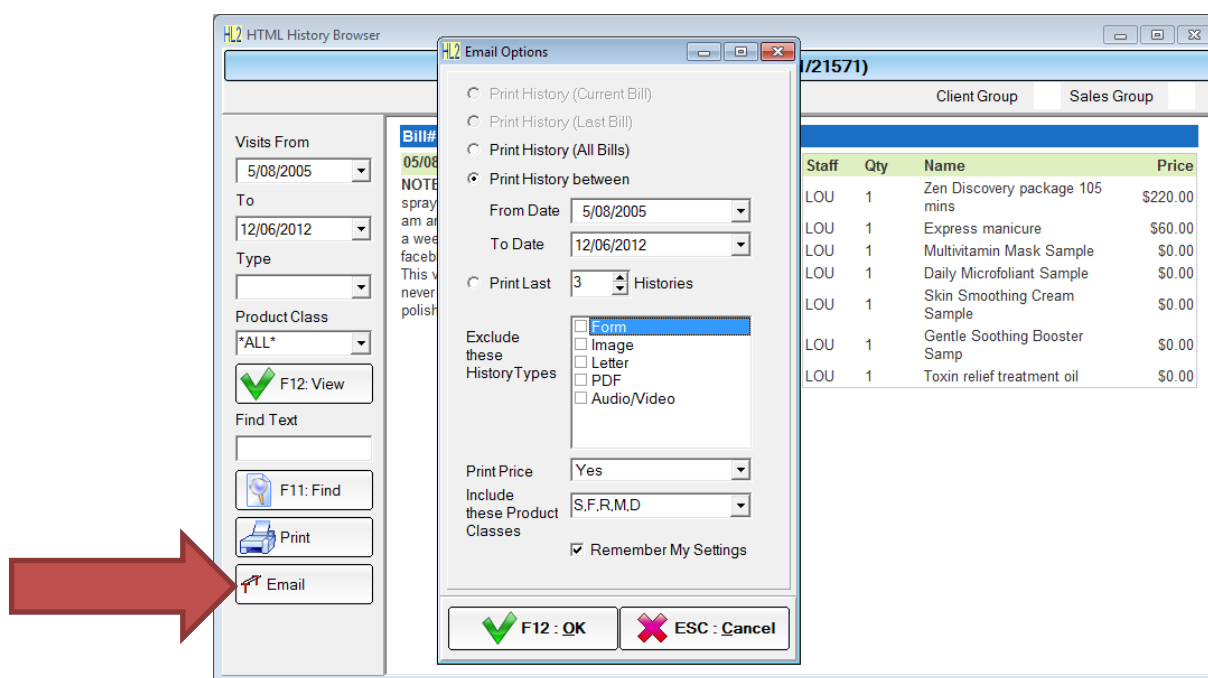
## **PDF History Emailing**

You can now email a PDF copy of a client's history directly from the History Browser. This provides a quick-fire way of sending history to anyone that requires the client's history. The PDF can also be customised allowing you to select what information you wish to include e.g. exclude prices.


To send a history PDF, first open the history browser by opening a client record then choosing **Actions | History Browser** or choose **Hist Menu | History Browser** from an open history. Next, click on the **'Email'** button located on the sidebar of the history browser. You will then be given email options including the number of histories back you wish to send and whether you wish to show or hide prices. If you select the **'Remember My Settings'** checkbox, these options selected will be saved as the new defaults for future emails sent from your PC.

Once you have checked the settings click **'F12: OK'**, you will then be given a chance to format the email before it is sent using the HTML editor. Once happy, click **'Send Now'**.

*NOTE: Your outgoing mail settings must be configured in Hairlink<sup>SQL</sup> (under Options->Setup->Misc->Internet) before you will be able to email clinical history.*



## **Attach PDF to History**

 You can now attach PDF documents directly to a client's history. This a great feature for importing documents that are scanned to PDF etc. To add a PDF file to history, select add page from an open history and select the Type as PDF. Once added, click in the blue area next to filename and choose 'Load from file', you will then be asked where the PDF document is located and when you double click on the file it will be imported into Hairlink<sup>SQL</sup>. You may then delete the original source file or archive if you wish as the PDF is copied into the Hairlink<sup>SQL</sup> file structure.



**Video File in History:** Videos on history did not always play correctly on Windows 7; addressed by detecting them and opening a separate window to run them.

**History Abbreviation Delete:** Added the ability to delete unwanted history abbreviations.

## Billing

### **Tax Receipt / Invoice Enhancements**

Company Name is now displayed in Billing and Account History. Previously printed invoices only shows First names and Last names.

Inv Date: 23/02/2012

Bloggs Company  
Attn Mrs. Anne Bloggs  
21 Waikato Street  
Takapuna  
Auckland 1234



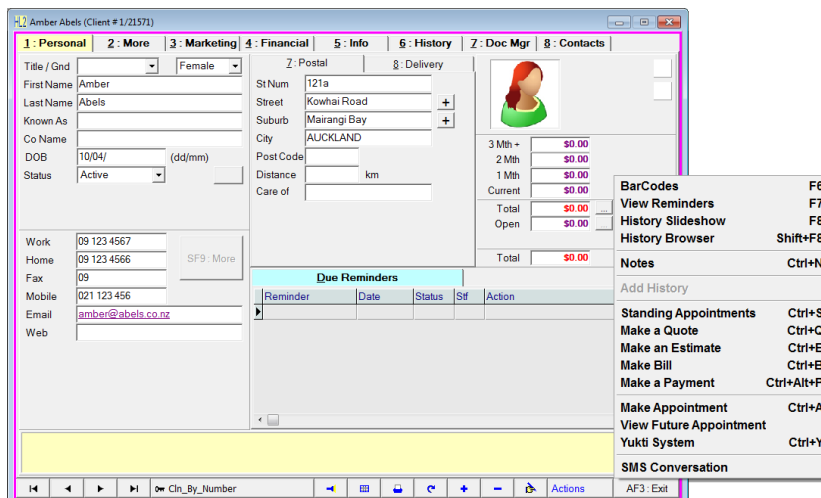
Invoice No: 1/233544  
Account No: 2/630  
GST Number 72-342-836

### **Bonus Point Message on Bill**

A new bonus point message can now be printed on invoice. This message will be printed only if the client has a positive bonus point available including any bonus point gained on the bill. To enable this, go to **Options->Setup->Billing->Messages** and select a message line for 'Message for Clients with Bonus Points'.

### **Account Payment (4.4)**

A new option has been added inside the Actions Menu from the Client record to allow you make payments. This is especially useful if you have opened the client record to advise a client how much they owe, after which they decide to actually make a payment. You can also use the keyboard shortcut **Ctrl+Alt+P** to make a payment even quicker.



The screenshot shows the 'Amber Abels (Client # 1/21571)' window. The 'Actions' menu is open, displaying various options. The 'Make a Payment' option is highlighted, and a red arrow points to it. The menu also includes options like 'View Reminders', 'History Slideshow', 'History Browser', 'Notes', 'Standing Appointments', 'Make a Quote', 'Make an Estimate', 'Make Bill', 'Make Appointment', 'View Future Appointment', 'Yukti System', 'SMS Conversation', and 'AF3: Exit'.

Reminder	Date	Status	Sf	Action



## **Amount Owing including Open Transactions (4.4)**

The amount owing on the billing window can now include the current bill, open bills and batched bills. This is a really good view to have for staff doing billing. They can immediately notice if the client has an outstanding unfinished bill and easily advise how much the client owes to date. The Client's balance on the client record also now includes open bills and batch bills as separate lines with an overall total (See Client section of update notes for more information).

To enable this option, go to **Options | Setup | Bills** and tick '**Balance Owing Includes Open Transaction**'.

Note: When Balance Owing Includes Open Transactions on bills;

1. Current bill is EXCLUDED. This is so you can just type in the owed amount when doing an Account Payment rather than having to subtract the current bill total from the owed amount.
2. When Incentive Discount is offered on and open bill it is EXCLUDED, not deducted, from the Owes amount. This is because incentive discount can be offered on cash payments which cannot be determined until payment stage.
3. Account Payments on open bills will be EXCLUDED from the Owes amount.
4. Batched Bills: Totals will only work if bills have payment applied correctly, so in following cases there is potential for error:
  1. With Batched Bills, Client total Balance (in client screen) is updated after closing (saving) batched bill.
  2. A Batch bill that is edited while Batch Mode is OFF will be EXCLUDED from the owed amount. This is because the Amount Charged on Batch Bills is only updated after 'F12: Payment' is pressed on the bill. If the bill is edited while batch mode is off you can only select 'F11: Save and Exit'

Transaction Type	Included / Excluded
Current Bill	Excluded
Incentive Discount	Excluded
Account Payment	Excluded
Batch Bill Edited while Batch Mode is OFF	Excluded
Discounts	Included
Future Bills	Excluded

**Import Quote to Bill:** You will now be prompted to print any labels on the bill after importing a quote into an invoice.

**Batched Bill:** Fixed a problem where batched bills were being converted to normal bills regardless of what option was selected.

**Emailing Receipts:** Corrected the email subject to say '**Receipt**' to avoid confusion.

**Billing from Arrivals (4.4):** Fixed an issue where bills started from Arrivals that went directly into Clinical History were ending up in unfinished bills even though payment had been taken and bill finished.

**Quotes (4.4):** In previous versions there was an issue with users being able to transfer quotes into the holding tank. This should not be possible and therefore has been fixed.

**Emailing Invoice (4.4):** Fixed an issue where emailed invoices were not being formatted correctly. This process requires a valid printer as the PDF has to be formatted with the correct fonts and page size from the printer. Users will now be informed if printers are a problem.

# Products



## Product Price Change Logging

Changes to product pricing are now logged on a new price history tab on the history tab of each product record. This includes changes to list price, sell price, pack sell price, average cost and rounding. It can also record the staff ID (if logged in), user, pc and branch that it was changed at as well as if it was changed on a creditor invoice, from search and replace or on the product record. To view this new tab, open a product record and go to **History->Price History**.

Date	Change Type	Change By	Last Cost	List Price	Unit Sell inc GST	Pack Sell	Average Cost	Markup
12/06/2012 12:02:21 p	Current	INV-# 1/722 GS	\$39.710	\$42.500	\$83.090	\$83.090	\$39.710	
12/06/2012 12:01:39 p		Staff						
12/06/2012 12:01:34 p		Staff						
21/02/2012 3:35:16 p	Initial							



## Product Rounding

A Rounding field has been added to the Product Profile so that all new products created with this profile will automatically have its pack sell price rounded to the nearest 5 cents, 10 cents, dollar etc. To set this up, go to **Options->Picklists->Product->Profile**, select the profile you wish to edit and then change the setting for 'Rounding'. You can also change this setting for existing products from the 'More' tab of the product record.

For those unfamiliar with profiles, every time you create a new product you are asked to select a product profile. New profiles can be added and customised to save time and ensure consistency when creating new products. For example, preferred suppliers, product categories, rounding and barcode options can be predefined for each new product created with this profile, any of these options can be later changed if needed. There are also similar profiles for clients.

1 : General		2 : Misc	
Buy Tax 1	GST	Category 1	Food
Buy Tax 2	Buy_Tax__1	Category 2	CFL
<input type="checkbox"/> Tax 2 on Tax 1		Category 3	Default
Sell Tax 1	GST	Category 4	Default
Sell Tax 2	Sell_Tax__	Category 5	Default
<input type="checkbox"/> Tax 2 on Tax 1		Reporting	No
Pref Supp	Computer Fanatics Limite	Rounding	10

**Complex Products:** Fixed a problem where the change component button is temporarily disabled while creating complex products.

**Product Category List:** Product categories are now refreshed on the product screen etc if changed in picklists.

**Stock Adjustment (4.4):** Removed the ability to perform stock adjustments on non-stocked items.

**Stock Movement Tab (4.4):** Stock take lines will no longer appear on the stock movement tab in the product record when no changes to the stock have been made.

**Product Rounding (4.4):** Fix an issue where rounding was not working when product is created.

**Reporting Product (4.4):** The use of Search and Replace no longer includes Reporting Products.

**Reporting Product (4.4):** Previously with Reporting Products, once it is added none of the fields can be edited. A fix has been applied so that any new Reporting Product created can be edited. This is useful if a mistake was made where two Reporting Products were made accidentally.

*Note: Just like other products, some fields cannot be changed once it has been used.*

**Search and Replace (4.4):** An update has been applied that allows for a negative percentage figure to be used for Sell Price if you wish to decrease your sell prices by a percentage.

**Product Labels (4.4):** Adjusted to refresh on the Product Form automatically if a new label is added on any machine.

**Product screen Error (4.4):** Resolved an issue where the error message "Dataset not in Edit/Insert mode" appears when editing a complex product.

## Client

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### ***Client Balance Reconciliation Report***

A new client balance reconciliation report has been added allowing you to print out what visible on the client balance reconciliation screen. This screen is great for getting your head around what makes up their current owing amount. To view this screen, open the client record that you wish to view for, and then click on the '...' button next to their total owing. You can then use the print button to generate the report for that month, use the month forward and back buttons to view other months.

## Client Balance Reconciliation

Officer Jenny

Date	Type	Details	3 Mth+	2 Mth	1 Mth	Current	Total	Acc Paid	Balance
1/04/2012		Balance Carried Forward	0.00	0.00	0.00	0.00	0.00	0.00	0.00
29/05/2012	Tax Invoice	Inv# - 1/233753	0.00	0.00	0.00	56.22	56.22	0.00	56.22
29/05/2012	Tax Invoice	Inv# - 1/233754	0.00	0.00	0.00	44.93	44.93	0.00	101.15
29/05/2012	Tax Receipt	Inv# - 1/233755	0.00	0.00	0.00	0.00	-101.15	-101.15	0.00
29/05/2012	Tax Invoice	Inv# - 1/233756	0.00	0.00	0.00	97.11	97.11	0.00	97.11
29/05/2012	Tax Invoice	Inv# - 1/233757	0.00	0.00	0.00	33.68	33.68	0.00	130.79
29/05/2012	Tax Receipt	Inv# - 1/233758	0.00	0.00	0.00	0.00	-100.00	-100.00	30.79
		<b>Closing Balance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>231.94</b>	<b>-100.00</b>	<b>-100.00</b>	<b>30.79</b>



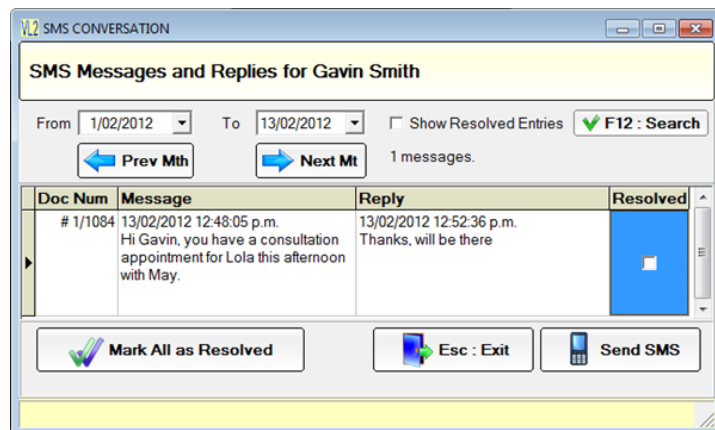
### **Client Balance including Open Transactions (4.4)**

The Client's balance on the client record also now includes open bills and batch bills as separate lines with an overall total.



### **SMS Conversation (4.4)**

The full message from an SMS reply now shows in the SMS conversation window along with the original message.



**Client Search:** Client search now works with Client Groups properly.

**Compulsory Client Referral (4.4):** In the latest version of 4.4, if referral is compulsory, "None" is removed from the referral method on the New Client Form

**Doc Manager Description (4.4):** Resolved an issue where the Bulk Mailer Email Subject was not displaying in the Doc Manager Description.

**City Name Field Format (4.4):** A new fix has been applied where users can now enter field names using case sensitive letters inside a name with no spaces, e.g. McLarenville. This setting can be changed inside the **Options > Setup > Client > Format City Name**. If Format City Name is un-ticked you will be able to place capital letters inside a name with no spaces.

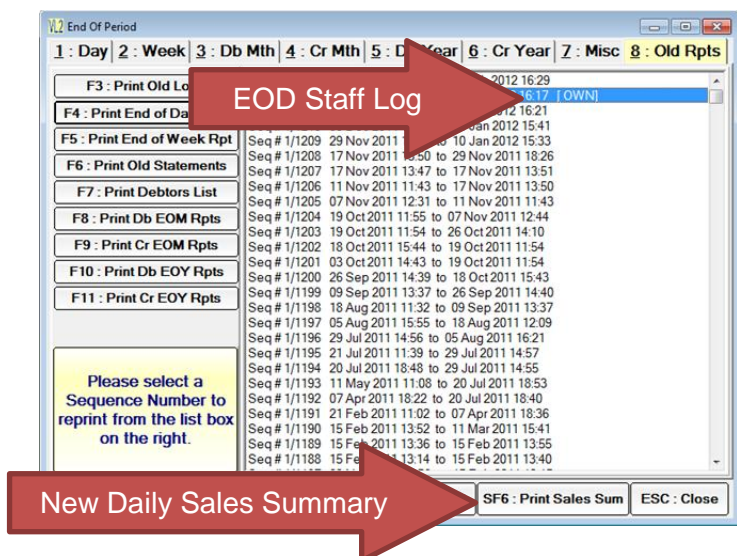
# End of Period

## **End of Period Logging (4.4)**

Staff performing End of Day may now be recorded and displayed in the End of Day screen and Old Logs. To use this feature End of Day needs to be disabled for the Default Access Level under Options | Setup | Staff | Access | End of Day. End of Day printouts also state the name of the End of Day user in the report title.

## **Daily Sales Summary (4.4)**

Added a new option to preview or print a sales summary at any time. This is very useful for clinics that want to find out their takings for the day so far without starting an EOD. This will preview/print the Sales Summary for the CURRENT sequence.



**End of DAY Sales Summary (Till 1)**  
Seq = #4251, 8/05/2012 1:36:26 p.m. to 7/06/2012 11:24:55 a.m. for -

Product Category	Sales(exc.)	GST	Total(inc.)
Enviro R	132.18	19.82	152.00
Wax M	60.87	9.13	70.00
<b>Total Categories: 2</b>	<b>193.05</b>	<b>28.95</b>	<b>222.00</b>

Payment	Amount
Cash	146.00
Eftpos	76.00
<b>Grand Total</b>	<b>222.00</b>

Number of Transactions	Amount
Bills	3
<b>Total</b>	<b>3</b>

**End of Day (4.4):** Removed the ability for users to add/remove an extra line on the Cash Up screen. This is a big issue for sites that merge overnight as it can cause merging errors.

**End of Week:** The end of week dates will now be initialised when enabling for the first time.

**End of Month:** The ability to fully complete End of Month early has now been disabled; this has been done to help prevent inconsistencies between statements sent and monthly totals.

**End of Month:** EOM now checks for unprocessed invoices properly to avoid inconsistencies.

**Debtors List Analysis Report:** "Total of transactions not included on statements" has been corrected for refunds.

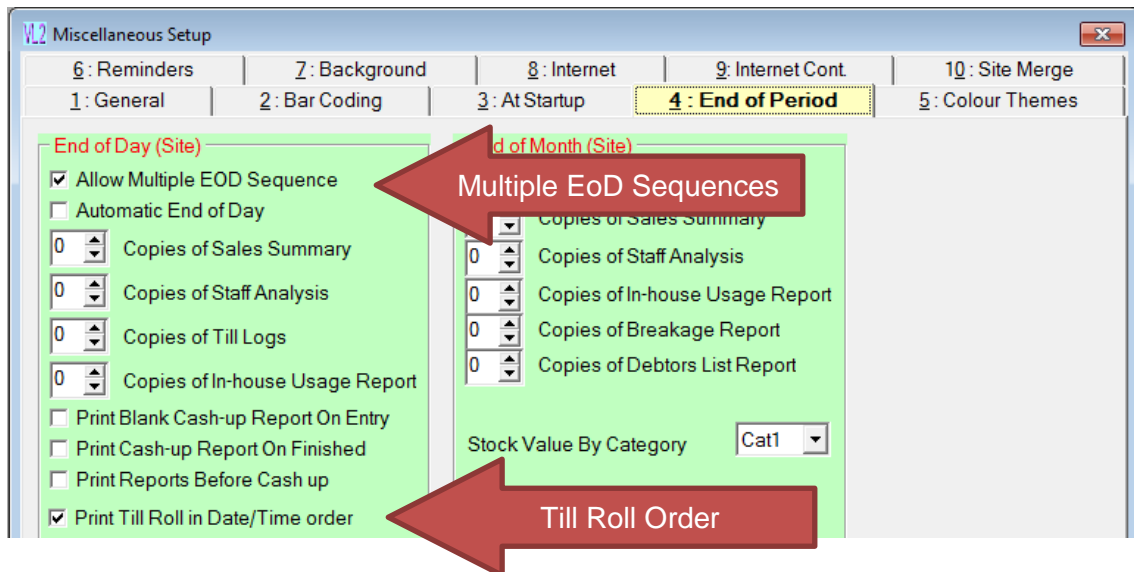
**Statement Page Numbers:** Corrected an issue that sometimes caused statements to have incorrect page numbers.





## End of Day Sequence (4.4)

Added a new Setup option where users can enable/disable multiple EoD sequences. This feature can be changed with a setup option from **Options | Setup | Misc | End of Period** and tick/un-tick "Allow Multiple EOD Sequence".



With this option ticked, when EoD is in progress on workstation A, workstation B are able to put a bill through and workstation B will start a new sequence. So at any one time clinics will be running two sequences. During this time if a bill is put through, Hairlink<sup>SQL</sup> will not prompt a message saying EoD is in progress.

***Note:** EoD is unable to be cancelled once it has been started if you have the option ticked.*

If you choose to un-tick this option, EoD will be handled like it was in the previous version of Hairlink<sup>SQL</sup> where only one sequence is generated at a time. Other workstations that did not start the EOD will not be able to finish bills while EOD is in progress. On the computer that started EOD a warning message will popup when you are finishing a bill telling you that EoD is still in progress and that finishing the bill will cancel EoD.

***Note:** EoD is able to be cancelled once it has been started if you have the option unticked. All that is necessary is to put through a bill on the computer that started EoD.*



## Till Roll Order by Day/Time

The bills in the till roll reports are now ordered by time instead of by invoice number. If you wish to change this back, you can do so from **Options->Setup->Misc->End of Period** and then un-ticking 'Print Till Roll in Date/Time order'.



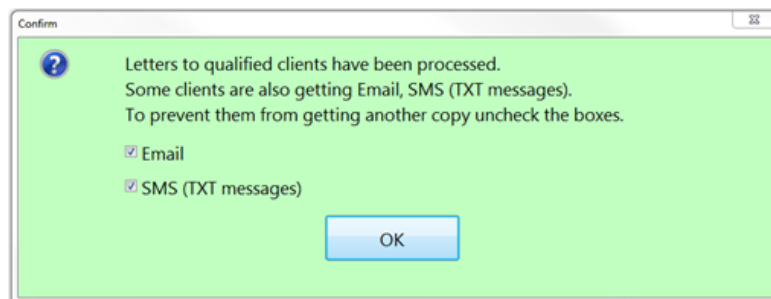
# Mailers and Reports



## ***Sending Single Bulk Mailer***

A common dilemma when sending bulk mailers is choosing which format to send. Some clients will have a postal address, email address and mobile number on file but you may not want to send them the mailer in all three forms as this results in unnecessary extra costs. Other clients may only have a postal address, or may only have a mobile number but you want to ensure that everyone gets a mailer. Version 4.5 of HairlinkSQL now provides the solution by allowing you to send out one format (e.g. emails) to clients first and then exclude these clients from receiving other formats, ensuring that each client only gets a single correspondence.

To use this feature, once you have sent mailout of a particular type (using the tab of your preferred format) a message will pop up asking you whether you still want to send other mailer types to the clients you've just sent to. To prevent them from receiving other mailer types, un-tick the options that appear in the popup.



## ***Account Payments Report***

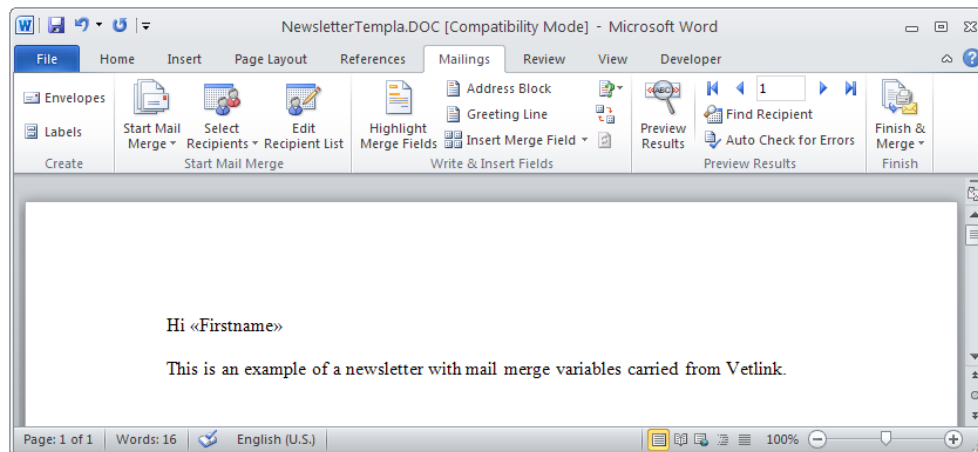
A new report showing account payments that have been processed in HairlinkSQL is now available. You can filter this report by date range and by client. This report can be useful for reconciling account payments before statements are sent or against your bank statement. You can find this report under **Reports | Reports/Lists | Billing**

<b>Hairfanatics Ltd</b> 21 Barrys Point Road, Takapuna, Auckland Ph: (09) 489-2280					
<b>Account Payment</b>					
Site = Orewa From 01/01/2012 To 29/02/2012					
Bill Number	Client Name	Date	Time	Payment	Amt Paid (\$)
1/233278	Joe Bloggs (1/6780)	09/01/2012		Eftpos Credit Card	50.00
1/233280	Joe Bloggs (1/6780)	09/01/2012		Cash	200.00
1/233294	Jenny Jennson (2/578)	09/01/2012		Eftpos	100.00
1/233298	Elizabeth Tes (1/6868)	09/01/2012		Cash	51.08
1/233319	Adam Adams (1/6350)	09/01/2012		Cash	100.00
1/233325	Helen Clark (2/630)	10/01/2012		Cash	134.62
1/233342	Elizabeth Tes (1/6868)	10/01/2012		Cheque	150.05
1/233350	Elizabeth Tes (1/6868)	10/01/2012		Cheque	-150.06
1/233351	Elizabeth Tes (1/6868)	10/01/2012		Cash	150.06
1/233352	Michael Savage (1/6727)	10/01/2012		Cash	100.00
1/233366	Elizabeth Tes (1/6868)	11/01/2012		Cash	36.05
1/233393	Adam Adams (1/6860)	13/01/2012		Cash	-621.44
1/233400	Joe Bloggs (1/6780)	17/01/2012		Cash	200.00
1/233401	Joe Bloggs (1/6780)	17/01/2012		Cash	400.00
1/233402	Joe Bloggs (1/6780)	17/01/2012		Cash	400.00
1/233459	John Key (2/632)	24/01/2012		Cash	400.00
1/233479	Helen Clark (2/630)	10/02/2012		Cash	101.56
1/233556	David Bell (2/926)	29/02/2012	01:26:20p.m.	Cash	274.79
1/233557	David Bell (2/926)	29/02/2012	01:27:08p.m.	Eftpos	35.68
<b>Total</b>					<b>\$1,912.40</b>



## Microsoft Word Integration

Version 4.4 of Hairlink<sup>SQL</sup> brought Microsoft Word (version 2003 +) integration to reminders and bulk mailers. Version 4.5 of Hairlink<sup>SQL</sup> adds the ability to use Word to create product handouts for aftercare instructions, marketing etc as well as creating letters from the client's document manager. To use Word instead of Hairlink<sup>SQL</sup>'s free built-in document editor, simply select blank word document as a template when adding a letter to document manager. Make sure Word is installed for the user you are going to use to edit with as well as any computers that will be printing these word documents.



**Emails:** Hairlink<sup>SQL</sup> will now warn you when there is no subject entered on an email.

**SMS Template Save:** Resolved an issue in bulk mailers where text message templates were not being saved the first time they were created.

**Status Bar - SMS:** Solved an issue where the SMS icon could flash despite there being no outstanding issues.

**Document Extensions:** File extensions for documents are now case insensitive.

**Staff Performance (4.4):** A fix has been applied to improve data management.

**Staff Productivity Report (4.4):** Adjusted for speed.

**Staff Performance Report (4.4):** Staff Performance is now updated to include rebooking.

**History Reports (4.4):** Have been optimised.

**Staff Productivity Report (4.4):** Have been optimised.

**Reports (4.4):** Invoice Summary report now includes reporting products.

**Bulk Emails (4.4):** Mail merged names are now correctly inserted when sending over 10,000 Emails.

**Bulk Mailers (4.4):** An update has been applied to the way Bulk Mailers are generated. Previously when generating a list of clients, it can be slow to process if massive amounts of data is analysed, such as all clients together with bills. This is primarily because the server runs out of memory.

**Client Bonus Point Report (4.4):** Added new filter option to select which bonus point scheme to use for multi company users.

**Emails (4.4):** An adjustment has been made to the way Emails are sent from Hairlink<sup>SQL</sup>. Emails that are sent from Hairlink<sup>SQL</sup> will be marked as spam by the ISP if too many are sent at a time. Up to 10

emails for a maximum of 1 minute are sent at a time. Some ISP's have other limits such as 1000 emails per day. It is up to you to find out what your ISP's limit is for your account. You can request them to increase the limits if it is going to be a problem.

**Outlook Attachment (4.4):** Emails sent from Hairlink<sup>SQL</sup> now handles daylight saving more robustly.

## Misc

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**Packing Slip Invoice:** Fixed an issue where a packing slip converted to invoice could display as a packing slip rather than as a packing slip invoice.

**Print Barcode Menu:** Printing barcodes from packing slips now works correctly.

**Background (4.4):** Now restarts once a day to make sure the connection to the database is working and that all variables and handles are current. If there is a noticeable issue where in the morning the Background is not opening, you may need to add it to the list of Trusted Sites under the Local Intranet from **Start>Control Panel>Internet Options>Security>Local Intranet**, then add the Network Drive. *Note: If the clinic has no drive mapping, then the above method is not necessary.*

**Payment Run (4.4):** Optimised how users are editing the Pay per Supplier so that it no longer takes time after Payment Run is loaded and is faster for the user to use.

**Log Off (4.4):** When staff log-off happens automatically, it no longer stops the generation of emails and statements. Previously Email that was being generated got paused when Hairlink<sup>SQL</sup> automatically logged the user out due to keyboard inactivity. This was especially bad for those clinics that send hundreds of Emails out, only to find that Hairlink<sup>SQL</sup> has not generated the list because of automatic log off.

**Checkboxes (4.4):** Adjusted how checkboxes work. They now work with a single click throughout the application.

**Creditor Invoice:** The logged in staff will now be saved when the invoice is changed.

**Payment Run Total:** The payment run screen has been fixed to include the total of payments.

**Notes:** The notes button will now light up blue when there are notes present on client and product records etc.

**Payment Summary:** This report now works with custom payment methods.



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