

EZ-CAMP2™

Camp Management Software

Version 5 Update



Version 5 Has Arrived!

EZ-CAMP2 is better than ever! Many of these dramatic improvements are the result of suggestions from you, our users, and we thank you, and welcome further feedback regarding version 5, or any features and enhancements you would propose. We believe this update will help you use your system better and demonstrates our commitment to provide the best possible software and support to meet your evolving needs.

This newsletter highlights the many great enhancements that version 5 gives you, including the corresponding page number from the new manual so you can find more information. One enhancement that we're really excited about is the new ability to add formulas to allow a field's value to be calculated.

Formulas

A new field type called **Formula** is now available in the Cabinet Wizard. This field type allows you to calculate a computed value based on other fields, constants, conditionals, or any fields or values allowed in a FoxPro expression (we've added an Appendix to the manual to highlight some useful FoxPro expressions for formulas and reports). The field can be decimal numeric, date or character. Formula fields can be placed on screens, used in EZ-Viewer, included in reports, or merged into letters (page 239).

For example, you might want to calculate the charge for additional services (horseback riding, crafts). The formula for the **Additional Fees** field is the sum of the three other fields, all of which include dollar amounts for each activity. The **Additional Fees** field would be read-only on the Camper tab.

The screenshot shows the 'Formula Editor' window for 'Pines Conf Center'. The field name is 'Additional Fees', the field type is 'Decimal Numeric', and the length is 5. The formula entered is '[Horseback] + [Archery] + [Arts & Crafts]'. Below the editor is a preview table:

Fees	
Horseback Riding Fees:	100.00
Archery Fees:	50.00
Arts & Crafts Fees:	50.00
Additional Fees:	200.00

There are many other uses for formulas. For example, you can create a formula to combine Title and Parent1 LN (Last Name) into a single field called NAME to improve report legibility or to use on a mailing label. You can also use a formula to calculate an employee's salary by multiplying the employee's wage by their hours. There are many options with this great new feature – start setting formulas up for your organization!

Update Materials:

- *CD-ROM*
- *New User Manual*
- *Description of Enhancements*
(see inside)
- *Installation Instructions*
(see back page)

This update is provided at no additional cost as one of the benefits of your annual Support Plan.

If you have any questions about this update, please call SofterWare support at **215-628-0401**. You can also e-mail support@softerware.com.

EZ-CAMP2 Version 5: New

Refer to your User Manual page

Invoice E-Mail

In addition to printing invoices, you now have the option to e-mail them as well. You can send the invoice as either HTML, which is included in the body of an e-mail, or as a PDF, attached to the e-mail.

You can choose the e-mail address you want to use for the message, and define the subject and the text for the e-mail. You also have the option to save a copy of every invoice you send. See the Invoices Report for more information on how to use this feature (page 133).

E-mail Invoice options box

Date	Category	Camper	Description	Charges	Credits & Payments	Balance
1/17/2003	First Session Tuition	Jack Apollo		\$3500.00		\$3500.00
1/17/2003	First Session Tuition	Alex Apollo		\$3500.00		\$7000.00
1/17/2003	Sibling Discount	Alex Apollo			\$350.00	\$6650.00
1/17/2003	Horseback Riding	Alex Apollo		\$300.00		\$6950.00
1/17/2003	Transportation			\$150.00		\$7100.00
1/17/2003	Payment		Deposit		\$1000.00	\$6100.00
				Current Totals	\$7450.00	\$1035.00
				Total Charges	\$350.00	\$6100.00
				Total Credits	\$1000.00	
				Total Payments		
				Previous Balance	\$0.00	
				Current Balance		

Sample HTML Invoice

Templates

Post Templates to a Selection – You can now post sessions (page 53), ledger transactions (page 177), or group templates (page 184) to many records at once, either those that match a selection you create or to all your records. For example, you can post a template containing multiple charges to campers that are registered for a specific session. This can really save time for transactions or sessions that are not determined when you originally enter the registration.

Template is now also tracked as a transaction entry source on the Ledger or Sessions tabs. This allows you to see which ledger or session transactions were posted via a template.

YTD Payments: 100.00

Camper	EZ-EFT	Print Invoice...	Cash Receipts
go Summ	Jack Apollo	\$0.00	\$10.00
go Summ	Jack Apollo	\$0.00	\$50.00
go Summ	Jack Apollo	\$0.00	\$10.00
		\$0.00	\$0.00
		\$120.00	\$0.00

Account	Camper	\$ Unit	Amount	Balance	Initial	Entry Program
go Summ	Jack Apollo	\$0.00	\$10.00	\$60.00	EZ	LEDGER
go Summ	Jack Apollo	\$0.00	\$50.00	\$110.00	EZ	TEMPLATE
go Summ	Jack Apollo	\$0.00	\$10.00	\$120.00	EZ	TEMPLATE
		\$0.00	\$0.00	\$120.00	EZ	LEDGER

Reports

Increased Default Screen Size – The default screen size for EZ-CAMP2 has now increased to 800x600 pixels, which is an increase of 20%. So put away your bifocals and enjoy your easier-to-read screens!

Enhancement Highlights

See numbers for complete details.

Reports

New Output Options for Reports – All reports in the system, including Wizard and Report Designer reports, can now be printed or saved as .PDF and .HTML files. These new formats allow you to easily send reports to your board of directors, parents or other designated people electronically. A new Export folder in your EZ-CAMP2 Reports folder will be the default location for the .PDF and .HTML files (page 95).



Ability to Export Reports to Excel – With version 5, you can now export the Aging Report, Deposit Report, and additional Designer reports to Excel. This adds to the existing A/R Summary, Ledger, Period Analysis and all Wizard reports (page 95).

Improved Selection in AR Reports – *Yes, you can now select on ledger transaction data (amount, category, comment, camper, etc.) on all reports!* For instance, you can run a Ledger report and select all transactions for Credit Card payments that are over a certain amount.

Other Ledger Fields in A/R Reports – Any transaction field (e.g. # Units, etc.) can be added to any A/R Report (such as Invoices) using the Report Designer.

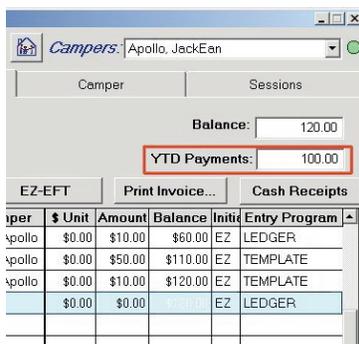
Rearranged Report Library Buttons – The buttons have been rearranged, so that the Done button is on the right side, where it is located on most other screens. Now, there's no chance of accidentally deleting a report!



Accounts Receivable

Increased Payment Amounts – EZ-CAMP2 can now accept payment amounts up to \$999,999,999.99.

Addition of YTD Payment Field to Ledger Tab – This field on the ledger tab shows a total of payments a family has paid in a year. This field can be useful for parents who want a year-end statement of payments which may be deductible on their income taxes.

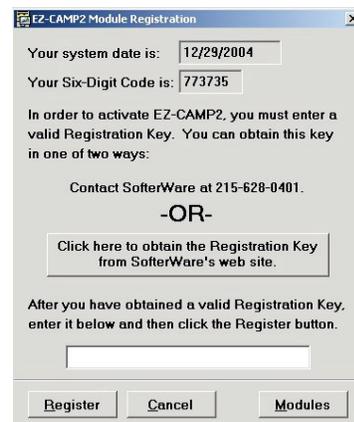


Unique IDs for Deposit Numbers

– Each deposit number for cash receipt batches is now unique across cabinets, reducing the possibility of errors and making bank reconciliation much easier.

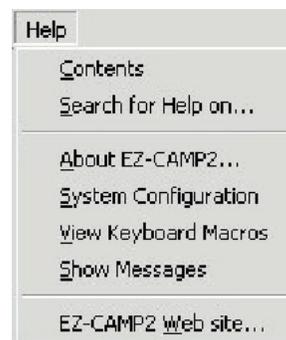
Product Registration

Ability to Register EZ-CAMP2 and Modules via the Web – You can now handle your EZ-CAMP2 product registrations on our web site for new systems or additional components. This gives you the flexibility of registering evenings, weekends, or any time that suits you! A link within Register New Modules will take you to the online registration page of our web site (page 283).



Other Helpful Features

Access to EZ-CAMP2 Web Site – You now have the ability to access our client only web site from the EZ-CAMP2 Help menu. Just click the option called EZ-CAMP2 Web site to access the most recent downloads, newsletters, and our document library (page 14).



Marking Grid Rows Using Shift+Click – In EZ-Viewer, you can now mark multiple records using Shift+Click.

To do this, click in the M column of the first row you want to select, press and hold down the SHIFT key, and then click the last row you want to select. This is especially helpful for Global Change or Select-a-Merge (page 74).

M	Family Stat	Parent Last Na	Parent First Na	Balance	State	Parent 1 Pho	Parent 1 Wc
✓	Active	Beinstein	Laura	15.25	NJ	201-732-4334	201-554-900
✓	Active	Beppers	Morris	685.55	NY	516-634-973E	718-344-768
✓	Active	Bigsby	Ninah	510.00	ON	416-568-619C	416-342-342
✓	Active	Borak	Susan	51.00	NY	914-893-935E	
✓	Active	Borak	Eliana	96.90	PA	610-726-1857	215-345-765
✓	Active	Brod	Barbara	207.06	NJ	201-932-219C	201-343-942

Pictures Included in Backups and Restores – The Pictures folder has now been moved to the Data folder, in the location where your EZ-CAMP2 system is stored. It will now be backed up automatically every time you do a full backup of your system.

Alphabetized List of Office Administration Features – Each chapter in the Office Administration Table of Contents is now alphabetized to make it easy to find the features you need.

Installation Instructions

Make a Backup – Very Important!

Run **EZ-CAMP2 Office Administration**, then open **Chapter 2 (Cabinet & Drawers)**, and select **Backup a Cabinet**. Choose the option to backup ALL cabinets.

Installation for Single Users and Network Server

To install this update on a single computer or on a network server (using any workstation that accesses EZ-CAMP2 from the server), follow the steps below.

- 1 Make sure no other programs are running on your computer, and that no one else is running EZ-CAMP2.
- 2 Insert the EZ-CAMP2 Version 5 Update CD into the drive. If it does not run automatically, click on Start, then Run, and type d:\setup.exe (or replace d: with the letter of your CD-ROM drive if different).
- 3 Click **Update Programs**, then click **Update EZ-CAMP2 System**.
- 4 Run through the installation process (the default installation is to C:\EZCAMP2). If you are installing it someplace else, change the folder location accordingly (for example, F:\EZCAMP2 for the network server).
- 5 Remove the CD from the drive.
- 6 Open EZ-CAMP2 by double-clicking on your EZ-CAMP2 icon. Let the program update the data and the system (various messages display on your screen during the update). This may take some time, especially if you have several cabinets. When completed, the title bar should say EZ-CAMP2 Version 5.
- 7 If you have just installed this update to a network server, follow the procedure below for all workstations licensed to run EZ-CAMP2 from the server.

Licensed Workstation Install

Once Version 5 is installed on your server, you don't need to use the Update CD at each workstation. When EZ-CAMP2 is opened at each workstation, the following prompt appears:

Version doesn't match – would you like to update?? NOTE: You must be logged on as Administrator to perform the update. If you are not, click "No", log off and then log on as Administrator. Otherwise, click "Yes".

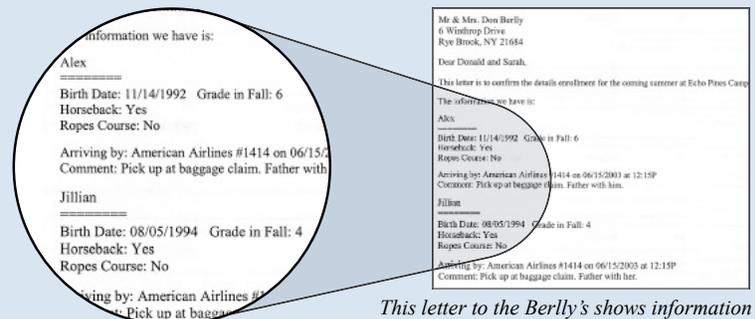
If the users are logged on as Administrator, they should proceed by clicking on the "Yes" button. Otherwise, you will need to log on to the workstation as Administrator. When you click the "Yes" button, the application will launch the workstation update from the server. Follow the instructions to complete the update on the workstations. If you have any questions about this update, please call SofterWare support at **215-628-0401**. You can also e-mail support@softerware.com.

Don't forget about Version 4 Improvements!

Our recent survey made us aware that some clients don't know about or are not using valuable enhancements made in Version 4. Highlighted below are a few that you may have overlooked, with Version 5 manual page number for further reading.

E-mail link to Outlook or Outlook Express – If you are using Outlook for e-mail, you can now simply press CTRL-ENTER when on an e-mail field to send e-mail to a camper or family. See also Insta-Merge enhancement for sending personalized merge e-mails (page 49).

Insta-Merge Family or Multi-Session Letters – This provides a simple way to include information about multiple children or multiple sessions in a single merge letter (page 213).



This letter to the Berly's shows information for both their children.



EZ-Finder – This great new toolbar item makes finding records by any field quick and easy. You can search on up to three fields at once and even browse through the records that meet the search. **Note:** Right click on EZ-Finder window to change search fields (page 78).

Record Numbers – The system-created ID Numbers for a child or family can now be shown on screen or included on reports and selections. They're also available in EZ-Viewer and EZ-Finder to make it easy to select a record by its unique ID Number (page 235).



GET THE MOST FROM VERSION 5!

Topics:

- Invoice E-Mail
- Saving Time with Templates
- Improved Accounts Receivable Features
- New Reports and Exports
- Many Other Enhancements!

NEW WEBINAR! The best way to get up to speed with Version 5 is to attend our **Version 5 Highlights** webinar. Learn how to take full advantage of the many useful new enhancements, including formulas, new reports, templates, e-mail features and more.

Version 5 Highlights

For dates or to register, visit www.softerware.com or call 888-220-8111