

The Pulse – Issue 40

December '11

Hello CC'ers!!

This year has been another busy one here at PulseTec Solutions with many new clients and a move to new larger offices. The team here at PulseTec would like to thank you for your support this year and we look forward to working with you all in the year to come. Remember, suggestions are always welcome as ClientConnect is an evolving product and to make it work even better for you, we value your input too.

Neil, Kim, Roshini and all the staff at PulseTec Solutions would like to take this opportunity to wish you all a safe, happy Christmas and good fortune and prosperity for all in 2012!

Reminders

Our office will be **closed** for the 3 days from Christmas to the New Year.

We will be back to full service ready for the New Year from 3rd January onwards!
If there are any **urgent** issues, please leave us a message and we will get back to you.

As usual, please send **ALL** correspondence to support@pulsetecsolutions.com NOT to our personal emails because if we are away, you may not be answered and we don't want that to happen. You can also phone us directly on +61 (0)3 9878 7813 or check out our support website <http://support.pulsetecsolutions.com> for handy hints, instruction sheets and archived newsletters.

Handy Hint Number 40 – End of Year



As we are fast approaching the end of year, there are a few tasks that you may like to consider looking into now.

You can use the '[Mail Merge](#)' function to send out your Christmas wishes and deals for clients.

The '[Forward Date Invoices](#)' function allows you to move the due dates of invoices forward which is really useful if you plan to close your gym/studio, or you have clients taking breaks from training.

As always, ensure that you are taking regular '[Backups](#)' of the system. It would be a good idea to take a separate Backup as at 31/12/2011 and store this in a safe place in case it is ever needed in future.

For those that use our '[Remuneration](#)' system, it would also be handy to record a snapshot of Remuneration as at 31/12/2011 for your reference.

Remember that useful Guides for all of these tasks (and many others!), as well as our past Newsletters may be found on our **Support Website** at <http://support.pulsetecsolutions.com>

Mail Merge

If you want to stay in touch with your clients over Christmas, or send them Greetings or New Years offers, ClientConnect can help!

The Mail Merge function in the Clients and Enquiries area enables you to send out bulk messages to all your Clients. You also have the ability to filter the list and send different messages to different groups of Clients.

Be sure to check with your email host if there are any limits to the number of messages that you may send out in a particular time frame.

What an easy way to send Christmas Greetings to all of your valued clients!



Forward Date Invoices

If you are planning on closing your gym/studio over the Christmas/New Year period, you may wish to Forward Date any Invoices that fall due during this period.

You can forward date invoices for a particular client, or for ALL unpaid invoices in the system.

RELEASE NEWS

Version 3 Users

Please contact us ASAP. Version 3 is no longer supported. Customers that have a current support agreement can upgrade to V4 at no charge, so please give us a call and we can install the latest features for you. If you do not have a support agreement, please contact us to purchase V4.

Version 4 Users

Our latest release - V4.3.13.0 is now available to customers with current Support Agreements. Please contact us for information regarding the download.

If there is a topic that you would like us to cover, or you have a specific task that you need to perform, please give us a call and we can help you find a solution.



MERRY CHRISTMAS!!