

MicroBiz Newsletter

May 2008



Update Your MicroBiz!



MicroBiz 12.5

MicroBiz version 12.5 has been released. Please join us in updating your software to apply all of the new features, fixes, and enhancements from this latest version to your business.

Enhancements include:

- ◆ **Return Barcodes on Receipts**
- ◆ **Menus Protected From Work Screen**
- ◆ **Training Video**
- ◆ **New User Manual**
- ◆ **Updated Help File**
- ◆ **Canadian Debit Support Through Express Link**
- ◆ **Aggregate SKUs on Liquor Controller**
- ◆ **X-Charge Gift Card Balance on Receipts**
- ◆ **And many more!**

You must be on a support contract to obtain your free upgrade or you will need to contact Sales at (800)-937-2289. Please visit our website at www.MicroBiz.com to download your software. You may obtain a CD by calling MicroBiz Tech Support at (800)-929-8324. You may also visit our website to obtain a full listing of enhancements and fixes.

To Download:

First, be sure that you have made a backup of your "Business" and "Bizwin" folders on your MicroBiz server. Both can commonly be found on your Local disk (C:) drive. If not, they can be found on the drive in which you have MicroBiz installed.

Visit our website at www.MicroBiz.com and click on the link for "Updates and Downloads." Next, click on the link for "Download MicroBiz," and the link for "MicroBiz 12.5 Download." You will then be prompted to enter in your serial number. Your serial number can either be found on your attached key block or on bottom left corner of the blue screen when you first enter into MicroBiz. When you have entered in your serial number, click on the "Submit" button. Finally, click on the "Download Now" button and you are ready to upgrade your software.

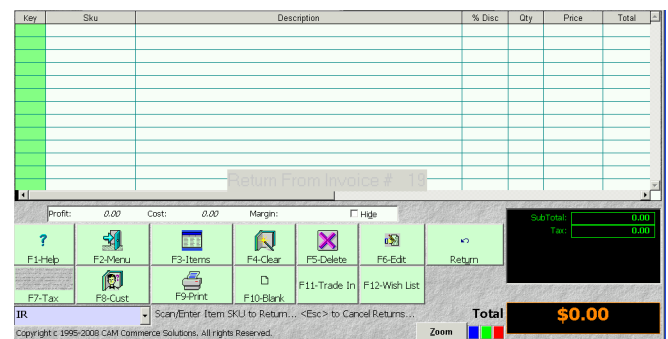
Be sure that you are out of MicroBiz when you install. ***Also note that the install will clear out all credit card numbers saved on file in compliance to new law.** Install on your server with the "Full Install" option first, followed by your workstations by using the "Additional Workstation" option. You are now ready to use all of the new features included in MicroBiz 12.5.

Return Barcodes on Receipts

The enhancement of "Return Barcodes on Receipts" makes returning items to your inventory easier and more secure. To make the most of this feature, you should be using an invoice that includes a barcode. Your invoice type can be set in "Management" – "Customize" – "Hardware Settings" – and "Printers" tab. Invoice type can be set up on the buttons underneath "Default Invoice Type."

Simply scan the barcode on your invoice in the SKU box to enter into "Invoice Return" mode. Load the return items normally either by scanning or by using the "F3-Items" button. At this point, you will be prompted if the item loaded to the work screen is not an item that was on the original invoice.

Even if you do not use an invoice with a barcode, you can still use this feature by typing "IR" (Invoice Return) into the SKU Box. Click on the "Browse Invoices" button to locate the original invoice. After locating the invoice, click on the "OK" button and you will be entered into Invoice Return mode. * Please note that you can still use the original return feature by using the "Return" button or by typing "R" into the SKU box.



MicroBiz thanks its customers for their suggestions and reporting of issues. We heavily rely on our customers to make the program as accommodating to your needs as possible. We hope for your support as we further MicroBiz into its next release!

MicroBiz Tech Support (800) 929-8324
Sales Office (800) 937-2289
Please send newsletter feedback to:
editor@camcommerce.com