

PC-Legal News www.pclaw-sk.com Company Update

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Elizabeth has moved to Regina

Hello everyone! As you are part of my client family I would like to announce my return to Saskatchewan. My home is now in Regina and I will keep my office space in Saskatoon. I will look for shared office space in Regina eventually. If anyone has space in Regina you would like to give up to a consultant like me, please call me!

Back-ups - Please ensure you have one!

- 1) Zip disk or floppy disk
- 2) CDRReadWriteable
- 3) Tape drive

With all of the above media you need to make sure it can hold the complete backup as well as have two to six sets so you alternately back up daily (Mon, Tues, Wed, Thurs) and have a rotating Fri Week 1 and Fri Week 2 back-up. And the person doing the back-up should put the backup in a fire-proof safe or take it home with them EVERYDAY!

Version 6 is here in all it's spendor!

Well I asked most of you to hold back for the first few releases, but now version 6 is here to stay and is much more robust. We are at version 6.22b now and I believe most of the "kinks" have been resolved.

REMEMBER If you have questions on converting or upgrading your program to the current version call Elizabeth 306-821-3300 or Alumni Computer Group TODAY! Call 1-800-387-9785

- We ARE interested in having you contact us when you are in the area.
- We are also interested in receiving your newsletter.
- We are not interested at this time.

Firm Name _____
Contact _____

TIPS on Register: Did you know that you can void a cheque through the register as quick as a click of your mouse? Go to the register and click on the item you want to remove. PCLaw automatically reverses the entry by you clicking the VOID/NSF button in the bottom right hand corner. If it is a client receipt that has been returned PCLaw will reverse the payment. It's never been this easy before!



Elizabeth Gauthier is...



Provincial Schedule

June 13 - St. Paul, Alberta (UFO Landing Site)

June 16-17 - Regina - Melville (area)

June 18-19 - Saskatoon

June 23-27 - Regina and area

June 30 - July 4 - Saskatoon Area

July - 7-August 31 - Saskatoon Regina and area

September - holidays 1st 2 weeks

Sept - provide training - Legal Assistant Program

Call the trainer today to book your session!

Phone: 306-956-3933 Fax 306-956-3934

Email: pcst@pcst.net Cellular: 306-821-3300

TRAINING SESSIONS - BOOKING 2 WEEKS IN ADVANCE

USERS: WS Setup, create matters, walk around program, initial templates, and more...

BOOKKEEPER: Session, bank rec's, month end, year end, reports and more...

SYSTEM ADMINISTRATOR: Template editing, security, network and data verification maintenance...

NEW UPDATE ALL USERS: Introduction to update, new payroll users, features and functionality.

CUSTOM: Any combination of above sessions.

TEMPORARY SERVICES: Holiday and temp. relief of

SASKATOON
PC▲LEGAL
Consulting Services & Training Ltd.

