



Have questions about what you read this month in our newsletter?

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www.cogitateinc.com

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Import Fuel Program

The new reports that support the Import Fuel program are now being used at Saginaw County Road Commission. The Import Fuel program creates and adds to a data base of information obtained from a gas station's fuel pump when a credit card is used by your drivers to purchase gas. This data base can be uploaded to your hard drive and the information it contains can be printed using a variety of reports that were written for this application. Note that none of your data bases (equipment, inventory, accounts payable, work orders) are updated by this Import Fuel data.

New Positive Pay Format

A new positive pay format for The Huntington Bank is currently being tested.

Rate Shield

A new feature has been added to Payroll Post called Rate Shield. It is available under the Hotkey menu in Payroll Post. Turn Rate Shield on to avoid changing an employee's Pay Rate by mistake. You can

turn Rate Shield off to allow a pay rate change to be made.

9G Backup Update

Version 9.12 is now available. The next time you backup your data, this new version will automatically install itself. Be sure you allow at least 5 minutes for 9G Backup to be completely updated.

You will need to enter new Alert email information after this update.

Bar Code Gun Meetings

Cogitate is asking for your interest in meetings to train users in the use of our Bar Code Gun and software product. We have already scheduled one meeting for users who approached us asking for this kind of support and want to know if anyone else would be interested in scheduled centralized meetings. Please contact Brett Brouwer (brett@cogitateinc.com) with your level of interest.

Pro Fund Accounting Tip of the Month

Although it is a good idea to run the "Check for Updates" regularly, it is especially important to run it before you do your payroll, or your payroll quarterly tax reports. This will assure that you have the latest programs.

UtilAbility Tip of the Month

Maintaining User Security Information

Maintaining the User Security information within UtilAbility is really quite simple. The new Security Maintenance form simplifies the task of maintaining user information. To access this new form, click on the Security Maintenance menu item located under the File menu on the Main screen.

On this form you can add a new user, modify existing user information (including resetting their password), and

remove existing users.

To add a new user, click the New User button. The only information you need to enter is the User Name, whether or not you want to enable their login (Enabled Check Box), and whether or not you want that user to be able to maintain user information (Administrative Rights Check Box). When the new user logs in, they will be able to create/enter their password. You can add as many users as you wish.

To modify existing user information, select the user you want to modify and then type over any information that is already there including their User Name, whether or not their login will be enabled, and whether or not they will be able to maintain user information. You can also reset the user's password by clicking the

Set Password button. The next time the user logs in, they will need to enter a new password. Each user controls their password information which is not accessible from the Security Maintenance form.

To remove an existing user, highlight the user you want to remove and then press and hold the CONTROL key and then press the DELETE key and confirm whether or not you wish to delete the user record.

As long as you have Administrative Rights enabled for your User information, you will be able to maintain the User Security Information any time you wish.

On Change

by Jim Harlan

I take pride in embracing change. I love the challenge of new ideas and new ways of doing things. It really is a small conceit that I have. So when Microsoft replaces Dot Net 3 programming with Dot Net 4 programming, I relish the chance to get my hands dirty with the new, improved programming tools.

Or so I think; however, I must admit I get a tiny bit annoyed when publications I read every day like the *Detroit News*, *New York Times*, or *Wall Street Journal* change their format; where I instinctively knew

where things were in the old style I find that I'm just a little irritated that I don't know where things are in the new format. Even just changes to the background color cause a small reduction in my comfort level. I feel a similar irritation when, as I change from Windows XP to Windows 7, the hard won knowledge of where to find things needs rediscovering on the new operating system. It wasn't broken, so why did they fix it?

Of course, over some period of time and with use, I find my old comfort zone once again and am converted to the new way. And then I congratulate myself for being so flexible. But when

Windows 8 comes out I know I'll go through the same irritation to comfort zone cycle once again.

So, am I a hidebound curmudgeon set in my ways and unable to accept change, or am I a dynamic intellect able to adjust to an ever-changing environment and enjoy the improvement of new ways? The latter certainly sounds better than the former, so I would hope that is what I am.

But I'm not sure. I spend most of my time thinking in an effort to make my brain flexible enough to understand new concepts and improve my problem-solving abilities.

Somehow it's not right that I have to expend effort to relearn something I already knew. Big changes that improve my knowledge or improve my programming skills are certainly worth the effort but trivial things like a change to the location of a sub menu that contains a needed function are indeed an irritation.

So maybe I am a hidebound dynamic intellect. In any case, I guess I should just move on and get over it!



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