

Info-PLUS



"PAYABLE UPON DELIVERY" NEW FUNCTION

Thanks to the new "payable upon delivery" V10 function, OGC-PLUS gives you a better control of your delivery transactions.

With a quick glance, you can now consult the delivery in process list for those payments which have not been completed in the system. Maximize control and minimize administrative time managing payments upon delivery, by adding the new method.

Contact us to discover how this new method can streamline your operations in this busy time with deliveries.

CHANGE IN SALARY TABLES

As we do every year, we ask you to review your taxation tables with regards to the upcoming July 1st 2008 rate changes.

As soon as the new governmental rates are available, we will post a document with all the necessary information on our website. We will then ask you to complete with necessary updates.

If you have any questions, please do not hesitate to contact us regarding this document.

OGC Inc.

Calgary
Kitchener
Montreal

TELEPHONE :
1-888-OGC-PLUS

FAX :
1-866-900-2112

An advertisement for the OGC web portal. It features a laptop displaying the portal's interface with the text: 'web portal', 'The perfect add-on for OGC-Plus', 'Get a free demo', 'Contact your sales representative 1.888.642.7587 or sales@ogcinc.ca', and 'Go to www.ogcinc.ca for more details'. To the left of the laptop, the text 'NOW AVAILABLE' is written vertically. To the right, there is a photo of a woman and a man, and a blue box with the text: 'MORE THAN A WEB SITE AND EVEN MORE THAN AN ONLINE STORE !'. At the bottom of the laptop, the text 'info@ogcinc.ca 1.888.642.7587' is displayed.

THE IMPORTANCE OF "SHUT DOWN"

It is important to "shut down" your server regularly in order to maintain its maximum performance.

This procedure cleans the temporary folders, restores the pointers, and closes all unnecessary files. As a result, unneeded files and procedures left in the system will be closed automatically and the computer will be able to restart "clean".

The "shut down" should be done weekly.

To ensure a successful "shut down", please follow the following procedure:

- 1- Verify that there are no active users on the system.
- 2- Execute the OGC "shut down" procedure by logging onto the server as user: *shut*

Example :

login : shut

Password : *****

- 3- When the message "Safe to Power Off" or "Press Any Key to Reboot" appears, turn off your computer.
- 4- Wait 5 minutes before turning on the computer.
- 5- A report will print to confirm that the shutdown was executed successfully.

Please remember that you, the user, are responsible to complete the "shut down" of the computer regularly in order to avoid problems.

The full detailed procedure can be found on our website, in the customer section.

STATUTORY HOLIDAYS

Please note that our offices will be closed on Tuesday, June 24, as well as on Tuesday, July 1st. Emergency support will be available. Simply call 1888-OGC-PLUS and dial 8, or call 514-386-7653 to leave a voicemail message.

*The entire OGC team
wishes you a great summer !*



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