

## LCL.net & QuickBooks Training Warning

The Women of the Moose are receiving many inquiries concerning the use of Chapter Laptop Computers for the 2-HOTT (2-Day Hands on Technical Training) Classes that are to be required for Recordors starting with the new Chapter Year. In an effort to clarify things, the following Guidelines should be followed.

### ***Using a Computer without live Chapter/Lodge/Legion Data***

If the Laptop or Desktop you will be using for the 2-HOTT Class **“IS NOT”** the Computer being used to keep the Fraternal Unit Records, the QuickBooks and LCL.net software should be loaded on the Computer prior to arriving to take the Class. Contact the Technical Trainer well in advance of the Class Date if you are having problems installing the software. The Student Files/Company of the programs should be used for the 2-HOTT training class.

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**Note:** Sometimes the Programs for one reason or another will not install on certain Computers. Therefore, it is best to have the software installed prior to going to the Class to insure that you have usable software on your Computer for the Class. This is most important since the Hands on aspect of the Class is what makes it effective. The Technical Trainer(s) teaching the Class will not have time before the Class to install software on the Learners Computers.

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### ***Using a Computer with live Chapter/Lodge/Legion Data***

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**Note:** The LCL.net Training Edition **“SHOULD NEVER”** be loaded on a Computer with the Fraternal Unit LCL.net Version on it. They are not compatible.

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If the Laptop or Desktop you will be using for the 2-HOTT Class **“IS”** the Computer being used by a Fraternal Unit to keep their Records, it still may be used for the 2-HOTT class, but it is most important that some precautions are taken prior to using it.

Prior to the Class, a Backup Copy of both the LCL.net Membership Records and the live QuickBooks Company should be made to a removable storage device such as a Thumb Drive or a CD and put in a safe place just in case the Records need to be Restored following the Class.

It would also be wise to print out a Balance Sheet and Profit and Loss Statement for the current month prior to the Class. After the Class you can return the Computer programs to the live Companies, print another Balance Sheet and Profit and Loss Statement and compare them with the ones from before the Class to make sure no live data was lost or altered in any way during the training.

The Student Files/Company of both the LCL.net and QuickBooks Programs should be used for the training Class.

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**Note:** Do not make the mistake of telling yourself that nothing is going to happen to your live data. Computers sometimes have a mind of their own and strange things happen even to the systems of Computer Literate people. **(Be Safe, Humor Me, Do the Backups prior to Class)**

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**Remember:** Once Computer Data is gone, it takes a miracle of sorts to get it back, if at all.

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