

# ***Table of Contents***

# ***Chapter 8***

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# 8

## **Miscellaneous Functions**

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This chapter will demonstrate how to access the miscellaneous functions available in the LCL.Net software. These miscellaneous functions include performing the following:

- Displaying help and system information
- Backing up data
- Exiting the system
- Restoring data

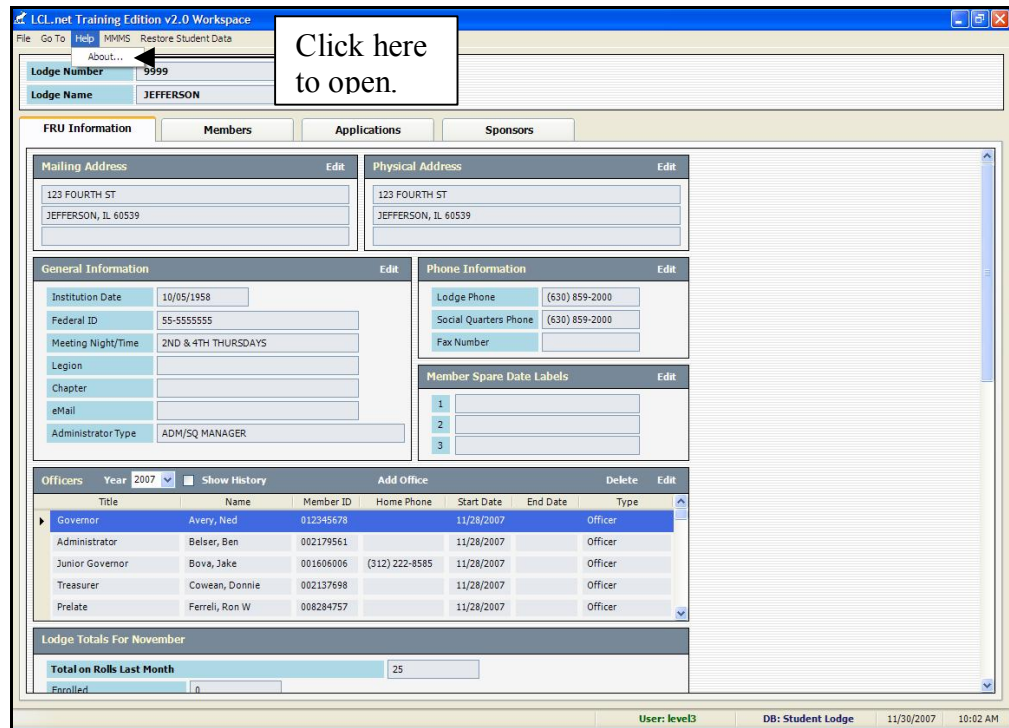
### **Business Rules**

The miscellaneous functions available in LCL.Net are used to maintain the Lodge database information stored on your computer. It is very important to double-check all actions when working with your Lodge database information.

## Help Menu (About)

The Help menu *About* function is to reference the Membership software version information and the System information for the computer the software is installed on.

The *About* function is located under the **Help** menu.

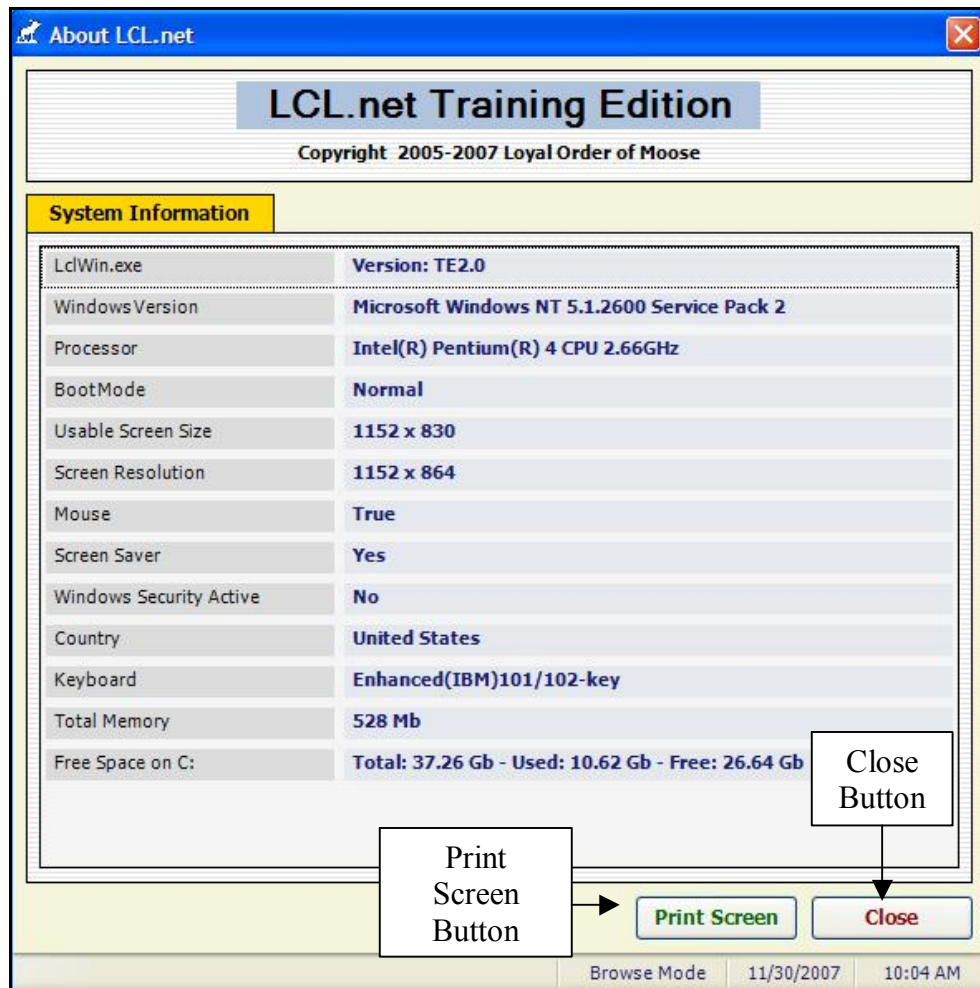


In order to take a look at the *About* window features, we must open the window.

- ➔ Click the **Help** drop down menu and then click *About* in the menu to open the *About* window.
- The About window opens.*

## System Information Tab

The **System Information** tab will allow you to reference the operating system version and specific computer information.



- **Windows Version** – Displays the type of Windows operating system and the version.
- **Processor** – Displays the type of Processor chip installed on the computer.
- **Boot Mode** – Displays the boot mode for the computer. ("Normal", "Safe Mode", etc.)
- **Usable Screen Size** – Displays the usable screen size for the computer.
- **Screen Resolution** – Displays the current screen resolution setting.
- **Mouse** – Displays "True" if a mouse is installed on the computer. Displays "False" if no mouse is located.

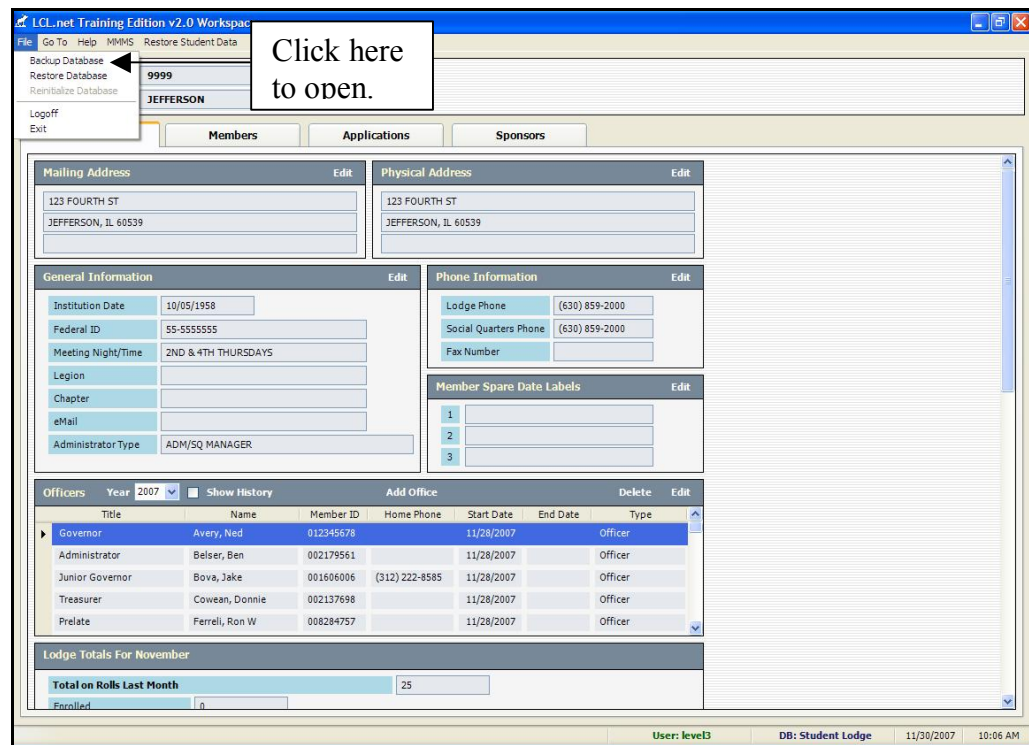
- **Screen Saver** – Displays a "Yes" if a screen saver is active on the computer. Displays a "No" if the screen saver is deactivated.
- **Windows Security Active** – Displays a "Yes" if there is any special Windows security activated. Displays a "No" if no special security is detected.
- **Country** – Displays the Country setup for the computer.
- **Keyboard** – Displays the type of Keyboard setup for the computer.
- **Total Memory** – Displays the total amount of Memory installed in the computer.
- **Hard Drive Information** – Displays all the hard drives installed on the computer along with the free space and total space of the hard drive.
- **Print Screen** – This button will send the displayed window to the printer.
- **Close** – This button will close the About Membership window.

## Backup

The Backup function is used to make a back up copy of your Lodge Membership information. You can save this back up copy to a specific location on your computer, such as a hard drive, CD, jump drive, or flash drive. The Backup function does not allow you to backup to a tape drive.

**Note:** A backup question will appear when you exit the LCL.Net program, providing you with the opportunity to backup each time you exit the software. If a backup is performed, the backup question will not appear again for three days.

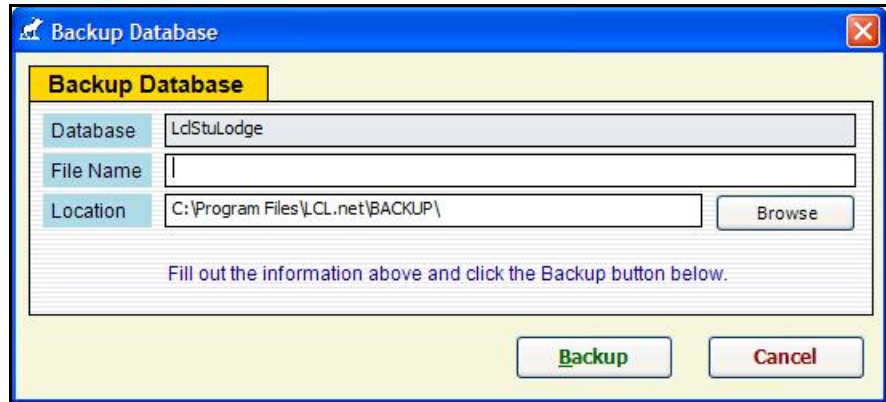
The Backup function is located under the **File** menu.



In order to take a look at the Backup window features, we must open the window.

- ➔ Click the **File** drop down menu and select *Backup* in the menu to open the Backup window.  
The Backup window will open.

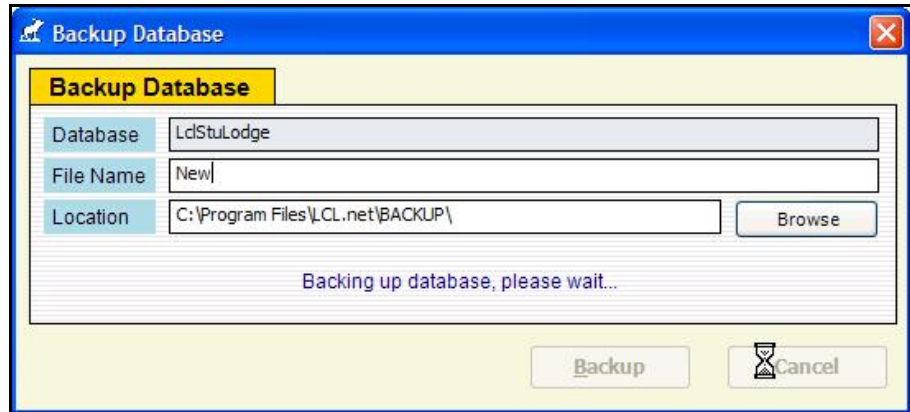
Once open, the Backup window will allow you to enter your backup filename and select the location where the file will be saved.



To name and date your file, simply enter your desired backup filename.

**Note:** It is recommended that you date your backup filename. This allows you to identify each backup point in case you must restore your data.

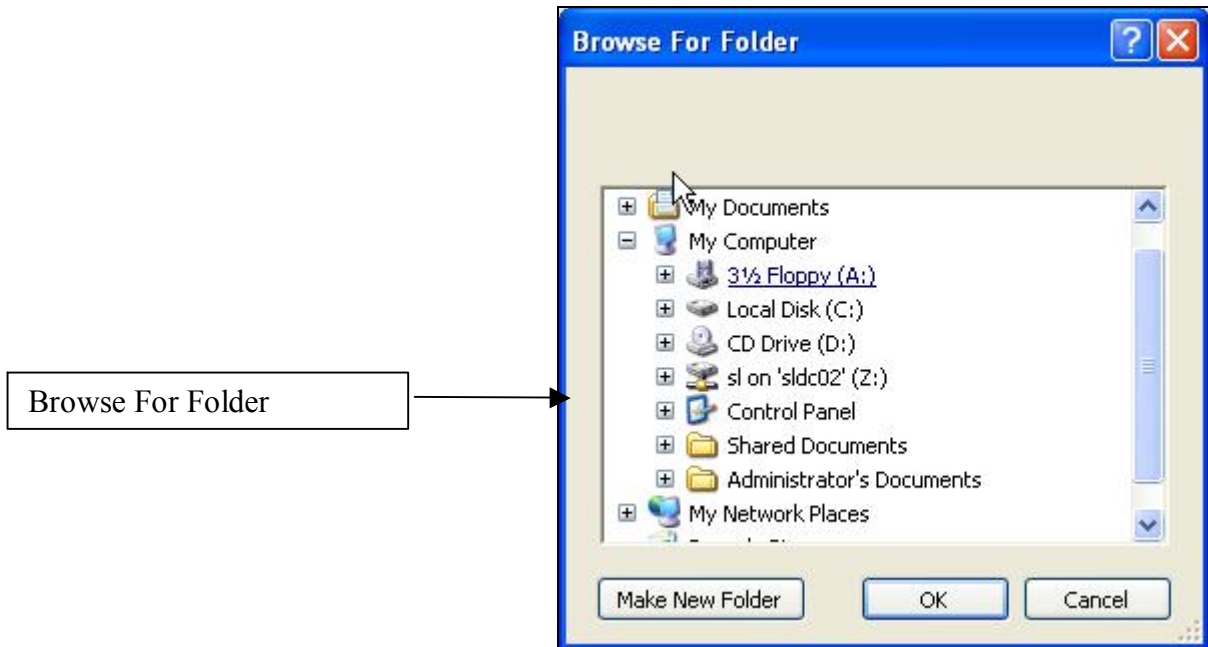
The Location field displays the default backup location on your computer system hard drive. This location will show each time you enter the Backup function. To change the location where you want to save the backup file you must click the **Browse** button.



The following items are included in the Backup Database window.

- **Filename** – This field is used to enter the specific file name for the data backup being performed.
- **Location** – This field displays the selected backup location for the file. To change this location you must use the **Browse** button.
- **Backup** – This button will create the backup file using the Filename and Location data entered.

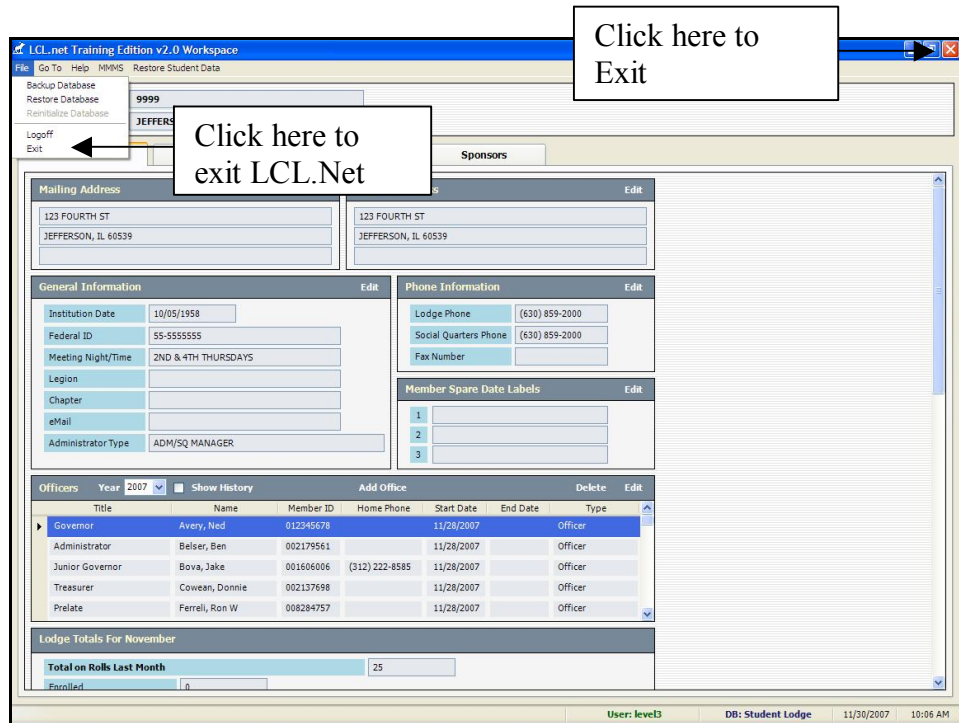
- **Cancel** – This button will exit the Backup window without saving the backup file.
- **Browse** – This button opens the *Browse For Folder* window, allowing you to select a location where the backup file will be saved.



The *Browse For Folder* window is used to navigate to the location (hard drive or removable media) you wish to save the backup file to. To select a backup folder you must click to highlight the folder in the window. To create a new folder inside a selected folder, use the **Make New Folder** button. When the desired location is selected, click the **OK** button to continue. Click the **Cancel** button if you wish to exit the window and return to the *Backup* window.

## Exit LCL.Net

The *Exit LCL.Net* function allows you to exit the LCL.Net software program when all data entry activities have been completed. The *Exit LCL.Net* function is located under the **File** menu.



### In order to exit the LCL.Net software:

- ➔ Click the **File** drop down menu and select *Exit LCL.Net* in the menu to close the LCL.Net program.  
*The LCL.Net software will close.*

**Note:** If a backup has not been performed in the past three days an LCL.Net Backup dialog box will be displayed allowing you to create a backup file of your Lodge data prior to closing.

## Restore Function

The Restore function has been removed from LCL.net. Should it become necessary to restore your LCL.net Files from a Backup, you must contact the Moose International Help Desk and make an Appointment for them to call you and assist in the Restoration process.

**Help Desk Phone Number:**      **630-906-3658**

**Help Desk E-Mail Address:**      [helpdesk@mooseintl.org](mailto:helpdesk@mooseintl.org)