



What's New with Point Software: Why You'll Want to Talk with Us at the June Conferences

If you plan on attending the MCTA or MAAO June conferences, you should also plan on visiting Point's booth. We have been busy developing a lot of exciting new offerings for both software and services that we're certain you'll want to hear more about – products that will streamline your operations while expanding your capabilities. Here's a preview of what's new with Point Software, just to spark your interest.

Next Generation Collection

Development is well underway for our next generation collection system. Our software developers thoroughly researched the available technologies and blended the best ones to provide a solid framework for revamping into a contemporary design while retaining all the merits of our legacy product. In short, we used the same approach that Ford did when they reintroduced the Mustang; we took a recognized, high-performance product and gave it modern styling and engineering.

Preserving the core operability was a top objective, as we deem losing function for form to be unacceptable. Unlike some new systems that we've seen, we've been able to continue support bar code technology. We were certain to carry over this and the software's other automa-

tion features, as they are key to efficiency that is needed now more than ever.

New for the next generation product is a move to the Caché database engine. One benefit of this technology is the ability to store and access information for multiple departments in a single database. Now we will be able to create connections between the collector and the assessor in a more natural manner for a faster, more extensive result. Another design feature you will be interested in is the ability to run the software either as a terminal application that mirrors the original system or a browser-based solution that furnishes the flexibility of the Internet.

ReportWeb™

When we deployed ReportNET™ in 2006, its adopters gained a number of advantages, including the ability to electronically archive, search and e-mail reports. A full browser-based replacement is currently in the works to further extend this agile application. ReportWeb™ will enable users to export reports to MS Word, MS Excel, PDF HTML or XML so they can do even more with their data.

Lockbox Posting Service

In the last year, we began engaging in lockbox posting services with a couple of our customers, yielding a significant reduction in labor costs



for the collector's office. By outsourcing their posting to us, one community was able to eliminate a part-time clerical employee and the associated benefits, as well as a lot of office clutter.

Remote Deposit Capture

We have long recognized the potential of remote deposit capture technology and are now actively involved in discussions toward using that technology for handling internal payment batches. The process we developed for this is very much akin to what we used for our original CheckCache™ technology, introduced back in 2003.

DocumentLink™

The DocumentLink™ electronic document management system (EDMS) continues to evolve to provide more functions and applications. The City of Chelsea is a great working example of

this with their use of DocumentLink™ for code enforcements and inspections, along with the associated workflows that comprise those processes. Our goal in the expansion of this product is to further integrate municipal government offices through connectible Internet applications, facilitating the sharing of common information.

Make a Point to Talk to Us

With 20 years of experience, we continue to embrace new technology and ideas on behalf of our customers. If you haven't seen us lately, you're missing the Point.

We invite you to talk to us about any of the new and upcoming products discussed in this article and how they benefit you. Stop by our booth or, if you can't make the conference, be sure to give us a call.



Calendar of Events

Date(s)	Event	Location
June 1-5	IAAO Course 201: Appraisal of Land <i>Sponsored by the Massachusetts Chapter of IAAO</i>	Comfort Inn & Suites Colonial 215 Charlton Road Sturbridge, MA
June 1-5	CAAO Annual Assessors School	University of Connecticut Storrs, CT
June 11	MAAO Data Collection Workshop	Kingston Town Hall 23 Evergreen Street Kingston, MA
June 14-17	MCTA Conference <i>Come see us at Booth 4!</i>	Cape Codder Resort & Spa 1225 Iyannough Road Route 132 & Bearnse's Way Hyannis, MA
June 23-26	MAAO Summer Conference	Red Jacket Beach Resort 1 South Shore Drive South Yarmouth, MA

Initializing Municipal Lien Certificates for Fiscal 2010

If you issue municipal lien certificates (MLCs) through the Point collection system, we would like to remind you that you need to set the MLC defaults for the new fiscal year prior to generating the MLCs.

To set the defaults:

1. Access the MLC startup files by selecting **LIEN CERTIFICATES** from the main menu then selecting **STARTUP FILES**.
2. Access the MLC defaults.
3. Specify the fiscal year for which you want to set default values. If prompted, indicate you want to edit the values.
4. Enter the number to be used for the first MLC generated in the selected fiscal year.
5. Enter a default cost to be charged per MLC ordered.
6. Indicate whether your municipality issues real estate tax bills on a quarterly or a semiannual basis.
7. Enter up to five standard comments that can be automatically inserted in the apportionments section of an MLC.
8. Enter the number assigned to the printer you want to use as the default for printing MLCs.
9. Save the MLC defaults.

NOTE: After setting the MLC defaults, municipalities that have yet to go through the tax billing conversion process for the new fiscal year (such as those that issue real estate tax bills on a semiannual basis) must also set up the Interest Base File for the new fiscal year and initialize that fiscal year prior to generating MLCs.

Tech Tips

Many of you use Microsoft Excel for reports that will be printed and shared. If that's the case, shouldn't your worksheets identify themselves?

You can accomplish this easily by adding information to the header and footer of a worksheet. Don't forget to format the text to give your report a more polished look.

To add information to the header and footer of an Excel worksheet:

1. Access the header and footer. In Excel 2007, this is done by clicking the **Insert** tab at the top of the screen then clicking **Header & Footer**. In Excel 2003 or older, this is done by opening the **View** menu then selecting **Header and Footer**. The "Page Setup" window appears with the "Header/Footer" tab on top.
2. Click the **Custom Header** button. The "Header" window appears.
3. Enter the desired information into the left, center and/or right sections. You can either type it in or click the available autotext buttons to insert common information such as the page number, date or filename. (Autotext items will appear here inside square brackets preceded by an ampersand, e.g. **&[Page]** for the page number.)
4. Select the text then click the button bearing the letter **A** to apply text formatting.
5. Click **OK** to return to the "Page Setup" window.
6. Click the **Custom Footer** button then repeat steps 3-5.
7. Click **OK**.

Repeat this process for any other worksheets contained in the Excel file.