

NPD Update 3.54 (08/12/02) by Acorn Data Systems

New Release Adds Features To Make You More Productive

New Key Features:

- A special route to hold non-delivery Bill To Addresses
- Option to not generate bills for Office Pay (PP).
- Bill Print by Select Code AFTER presort.
- Enter Cash Receipts on separate computer.

What's on this NPD CD?

- **New NPD Installation**—to install NPD on a new computer.
- **NPD Update**—to update NPD with the latest features on your current computer.
- **AcornFTP**—to update earlier version of AcornFTP.
- **Adobe® Acrobat Reader 5.0**—the latest upgrade for reading PDF files.

You may install any of the four applications on this CD that you need. It is redundant to run both the **NPD Update** and the **New NPD Installation**. The **New NPD Installation** and the **AcornFTP** may restart your computer.

Save This CD

In the event that you buy a new computer in the future, you can use this CD to install the most recent **NPD** version. If you have an Internet connection and want to take full advantage of it to manage your business, we encourage you to install **AcornFTP** if you have not already done so. The best way to download a new version of **NPD** online is to use the **Download NPD Update** button in **NPD Tools**. (The password is **update**, all in lower case.)

Modifications and Buttons to Look for on NPD 3.54:

1. **AcornFTP** has been revised. The new version is 2.0 build 07/19/2002. If AcornFTP is already installed, NPD Update will automatically update you to the new version.
2. When using **Bill Now**, you can force an advance bill before its time.
3. Serve Reports now show PH with the penthouse number.
4. The two router reports now include the Zip Code. This allows you to see multiple Zip Codes within a city.
5. The **Editions** screen in System Maintenance now displays the duration and replacement edition of RPOs.
6. The RPO screen under **Generate New Rates** now shows the duration and total price for the RPOs.
7. Routes can now be coded as “*Non Delivery*”. Use this to create a special route for Bill To Addresses that are not in your delivery area. The Non Delivery check box is next to the Hawker Route check box on the Route Edit screen. (Non delivery addresses also include PO Boxes within your Zip Code.) A route number of POB is suggested. By placing all such addresses on the Non Delivery route, they get CASS certified just like your delivery addresses. In **Edit Subscriber**, use the **Add Address to Address Table** button to add addresses not already in the Address table. Use the Non Delivery route unless it's a delivery address in your area.
8. The Generate Bills screen now has an option to not generate bills for Prepaid/Office Pay customers.
9. The **Print Bills by Select Code** feature allows you to do one presort for all your bills and then print them by select code. An example of when you may want to use this feature is when you want to use special

paper for bills to Sunday Only customers. This requires that you manually merge the two (or more) printings by the presort requirements. Additional information is provided in the **NPD How To** entitled “*How to Use the Print by Select Code Feature*”.

10. The **Cash Receipts Export/Import** feature allows you to enter checks on a different computer while you continue to use your main computer. The other computer must have NPD installed along with a current copy of your NPD database. The export file will easily fit on a blank floppy. However, you can use a ZIP disk or CD-R/RW. For more information, see the **NPD How To** entitled “*Cash Receipts Export/Import*”.
11. A **NPD How To** entitled “*How to CASS Certify your NPD Addresses*” has been prepared.

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FYI: Tips that will make your work a little easier

1. **Passwords:** The password to download a **NPD** update from **NPD Tools** is **update**. The password to **FTP** an **Export for Address Check** is **earl**.
2. **Central Records:** The Washington Post is moving forward with its Central Records project and providing more customer service online. We suggest that you become **proficient in basic email and web browser functions**, if you are not already.
3. **When to Call Acorn Data:** The best time to call with problems or questions is Monday through Friday between 8:30 a.m. and 11:00 a.m., or between 1:30 p.m. and 6:30 p.m. *Please limit calls at other times to emergencies only.*
4. **Higher Screen Resolution:** In the near future, NPD will be supporting 800x600, or higher, resolution so your screens are easier to read. At that time, NPD will no longer be supporting the older 640x480 resolution. If you still use the 640x480 resolution, call Earl Merrill to discuss.
5. **Be Safe, Back Up Your Work:** Use the **Backup on Normal Exit** option on the Main Switchboard to automatically back up your work on **NPD**. This feature is not a replacement for external backups (you should continue to do that), but it is a convenient way to restore your database.
6. **Keep Up to Date, Get on My Email List:** Stay informed of updates, tips and other valuable information. If you are not already on my email list, send an email to emerrill@acorndata.com. Include your name and area number. Also, remember to notify me of any changes to your address, phone or email.
7. **Payments via PayPal:** You can make quick, secure Visa/Master Charge payments to Acorn with PayPal. PayPal is reputable and a free service. It provides the credit card service for eBay and several other web sites. To join PayPal, visit **NPD** at www.acorndata.com and go to the **NPD eStore** page which has a link to PayPal. After you have joined, you must return to **NPD eStore** to enter your payment.
8. The **NPD How To** documents are published on the Acorn Data web site under **NPD Technical Notes**.
9. **Keep Track of Your Updates:** You may want to consider keeping this and previous **NPD** updates in a three ring binder for easy reference.

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