



AutoClerk System Requirements Checklist

Revision 5.0 4.01.13

Is your Network Administrator helping you avoid costly mistakes?

AutoClerk's goal is for your property to have a rock-solid installation that lasts for years to come. AutoClerk's specs are not arbitrary, but the result of years of in-the-field experience, performing hundreds of installations and learning what works well in the long term and what does not. To ensure AutoClerk's functions and capabilities perform as specified, and for your protection, **make sure your Network Administrator (vendor) follows best practices with regard to network security. See AutoClerk's [PA-DSS Implementation Guide](#) for details.** AutoClerk requires your vendor have some level of Microsoft Certified Information Technology Professional (MCITP) certification.

AutoClerk technicians will **NOT** install AutoClerk software on computers that **do not meet minimum specifications (as stated in 1-5 below)**. If specs are not met, it **will delay your installation and increase your costs**. To avoid costly repairs and delays, **please be absolutely sure**:

- Your Network Administrator **reads** and **follows** AutoClerk's [specifications](#).
- You **order** the [correct equipment](#) from your vendor.
- Your vendor **delivers** your hardware as specified.
- Your Network Administrator [properly installs](#) the equipment you ordered. Best Western setups click [here](#).

Ensure that your hardware *meets* the following five criteria:

(Have your Network Administrator initial each of the items below and designate your server OS if applicable)

- _____ 1) **PCs: Every PC must be business grade.** A home PC (like those found in 'Big Box' discount stores) may save money in the initial purchase, **but will ultimately cost you far more** in lost productivity and data.
- _____ 2) **Workstations: Every workstation PC must run Windows 7 Professional (SP1) or Windows 8.1 (not Windows 7 Home, not XP-Home, not Vista operating systems).**
 - ▶ **AutoClerk RECOMMENDS a dedicated server** for all installations for better data security & reliability.
 - ▶ **Networks of 4+ stations must have a dedicated application server** with only (click one below):
 Windows Server 2012 Windows Server 2008 r2 standard
 - ▶ **Networks of 3 stations must have a dedicated application server** but have the option of using Windows 7 Pro (SP1) or Windows 8.1 Pro as the dedicated application server.
 - ▶ **Networks of 1 to 2 stations may run as a peer-to-peer network** but have the option of using Windows 7 (SP1) Pro or Windows 8.1 Pro as the dedicated application server.
- _____ 3) **Network Interface Card: Every PC must have a Network Interface Card (NIC) made by 3Com, Intel or Broadcom and must be a gigabit or 100mb/sec.** Lesser NICs have been known to cause data corruption.
- _____ 4) **Serial port expander: A serial port expander may be required for interfaces. It must be installed on the server (or station 1 for those without servers). The only acceptable serial port expanders are the Digiboard AccelePort Xr920, (Digi Neo for low profile solutions) or the Ionetworks Edgeport USB to multi port RS232C.** To purchase, click here: [Technology At Work](#).
- _____ 5) **Backup: AutoClerk recommends every installation have an external and/or removable media, and/or off-site backup solution.** Optical drives (e.g. CD/DVD burners) **must not** be used for backups performed by the AutoClerk program! **Click: [here](#) for full details regarding backups.**

Warning: If no other external backup service or removable media backup is performed, the hotel is at risk of catastrophic data loss in the event of a disaster, loss (hard drive crashes) or theft.

Property Name

Hardware/ Network Company Name

Owner / General Manager Name

Representative Name

Date

Date