



AutoClerk's acPMS System Requirements Checklist

AutoClerk's goal is for your property to have a solid installation that lasts for years. These specs are not arbitrary. To ensure acPMS' 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 acPMS [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 acPMS 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 8.1 Pro or Windows 10 Pro (not Windows 8 or 10 Home).**
 - ▶ **AutoClerk RECOMMENDS a dedicated server** for all installations for better data security & reliability.
 - ▶ **Networks of 3 stations must have a dedicated application server** but have the option of using Windows 8.1 Pro or Windows 10 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 8.1 Pro or Windows 10 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_AccelerPort 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 acPMS 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