



## AutoClerk System Requirements Checklist

AutoClerk's goal is for your property to have a solid installation that lasts for years. These specifications are not arbitrary. To ensure acPMS functions and capabilities perform as specified, and for your protection, **make sure your Network Administrator (vendor) follow best practices regarding your network security.** See acPMS' PA-DSS Implementation Guide for details. It is located at [www.myautoclerk.com](http://www.myautoclerk.com) on the Home page. acPMS requires your vendor have some level of Microsoft Certified Information Technology Professional (MCITP) certification.

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

- Your Network Administrator **reads and follows** acPMS' System Specifications found at [www.myautoclerk.com](http://www.myautoclerk.com) on the Home page. They can also be found at the end of acPMS' PA-DSS Implementation Guide.
- You or your vendor order the correct equipment.
- The specified hardware is delivered.
- Your Network Administrator properly installs the ordered equipment.
  - Best Western properties have additional specific requirements that are listed in the System Specifications on [www.myautoclerk.com](http://www.myautoclerk.com)

Ensure your hardware meets the following five (5) criteria:

**(Have your Network Administrator initial each of the five (5) items below and designate your server OS if applicable)**

1. **PCs: Every PC must be business grade.** A 'home' version PC (like those found in 'Big Box' stores) may save money in the initial purchase but will ultimately cost you more in lost productivity and data. \_\_\_\_\_
2. **Workstations: Every workstation PC must run Windows® 10 Pro (not Windows® 10 Home)** \_\_\_\_\_

▶ acPMS 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® 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® 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 depending on how many serial interfaces the property is purchasing. The expander must be installed on the server** (or station 1 for those without servers). The only acceptable serial port expanders are the **Digi board\_AccelePort Xr920, (Digi Neo for low profile solutions)** or the **Ionetworks Edgeport USB to multi-port RS232C.** \_\_\_\_\_
  - a. You can purchase an expander through [Technology At Work](#).
  
5. **Backup: acPMS 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! Please see separate documentation on [www.myautoclerk.com](http://www.myautoclerk.com) for additional information on 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

\_\_\_\_\_  
Property Owner/General Manager

\_\_\_\_\_  
Hardware/Network Vendor Representation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Version #	Date	Reviewed by	Changes made
2.0	11/2019	?	Updated for content, references
3.0	9/15/2021	Holly McGlothlin	Reviewed for grammar and links