

To:  
 Dealership's Name  
 ( ) - fax

From:  
 POWER Software Consultants  
 ( 937) 485-4039 fax

**LOG - ONLINE TRANSACTION SYSTEM**

POWER Software Consultants:

This letter serves as my formal request to have the Online Transaction Journal (LOG) retention changed. I would like this change made within the next 10 days.

I understand this change will impact the amount of LOG data stored in the LOG database and therefore will reduce the amount of unused space in the LOG database. I believe the LOG database on my current computer system can adequately accommodate this extra data retention.

I also understand and agree that increasing the LOG data retention periods can do any or all of the following:

- a) Use additional disk space necessitating a disk upgrade
- b) Necessitate a memory upgrade
- c) Necessitate a server upgrade
- d) Cause batch jobs to take longer to run
- e) Delay workstation response time

I understand and agree that the cost to upgrade disk drives, memory and/or server will be at our dealership's expense. I agree to hold The Reynolds & Reynolds Company and its affiliates harmless against any action resulting from this data retention change.

SIGNATURE: \_\_\_\_\_ NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEALERSHIP NAME: \_\_\_\_\_

CLIENT BRANCH TO BE CHANGED \_\_\_\_\_

Enter the number of days, months or years in the first slot provided. Enter the unit (day, month or year) in the appropriate column.

	CURRENT:		CHANGE TO:	
	QTY	DAYS/MONTHS/YEARS	QTY	DAYS/MONTHS/YEARS
CODES NOT AFFECTING ON HAND (Example)	60	DAYS	3	MONTHS
CODES NOT AFFECTING ON HAND (03, 04, 05, 06, 11, 12, 16, 18)				
CODES AFFECTING ON HAND (01, 02, 07, 08, 10, 13, 14, 15, 17, 20, 25, VOID)				
PARTS RECONCILIATION SYSTEM (50, 51, 52)				

Reynolds & Reynolds:  
 Supervisor Approval \_\_\_\_\_

Rev. 02/08