AVANTA® FAX

May 25th, 2000

Practice Maintenance

The primary function of Practice Maintenance is to verify the integrity of the patient data and practice files. Typically, we recommend that this function be run once a week.

Before you run maintenance, make sure all workstations are the home or practice selection screen. To run maintenance for a single practice, select [C] Special Functions from the home screen, then [2] Authorized Functions, then [4] Practice Maintenance. A warning screen displays and reminds you to make sure that all other users are back to the home screen before proceeding. The next screen displays the 8 different sections of maintenance and the date and time they were last run. There is no need to select or de-select any of these items, just press enter to continue. Press [Y]es to begin practice maintenance. To run maintenance for multiple practices, select [C] Special Functions, [E] Multiple Practice Functions, then [6] Run Maintenance In Multiple Practices.

Maintenance is typically run at the end of the working day when there is no activity on the system. Depending on the size of your practice data files and the speed of your server's processor and disk drive, maintenance could take anywhere from 5 minutes to several hours. Refer to the "Started" and "Finished" time columns on the "Select Maintenance To Be Run" screen for information on how long your own system takes to run maintenance.

The system will display a message when you log in if any problems were encountered during maintenance. Please call Avanta if you see this message.

User Seminar News

The next half-day seminars will be held on June 27th, 28th, and 29th. They will cover the Report Groups and how they relate to and work with the Transaction Report, Collection Analysis Report, and the Financial Report Generator. Please call Alyson at Avanta and reserve your place soon!

- Holiday Hours -

Avanta will be closed Monday May 29th in observance of Memorial Day, and Monday July 3rd, and Tuesday the 4th for Independence Day. Technical support will be available on an emergency basis by calling Avanta.