



Keep Your Avanta System Clean!



Cleaning extraneous files is an Avanta function that is normally overlooked, but nevertheless should be performed on a semi-regular basis. Although less critical now that hard disk space is and more abundant, cleaning out your old temporary files is still something that should be done periodically.



Before you Clean Extraneous Files, first check to make sure that no one is in the middle of running any reports or billing. Cleaning out the extraneous files removes all temporary files that may have been created in order to print or display information. For example: All reports, bank deposit slips, statements are first created as a temporary file and then sent to your printer. After printing has occurred, the file is no longer needed, but is kept temporarily on the disk for analysis by the Avanta support staff in case there were any problems.



To clean extraneous files, select **[C] Special Functions** from the Home Page, then **[3] Clean Extraneous Files**, then **Yes** or **[Enter]** to proceed. Your workstation will display the files being deleted as it finds them. This process could take anywhere from a few seconds to several minutes depending on the speed of your system and the number of files being deleted.



Updates Are Coming

A new Avanta update is being released this month and will include, among other things, the new HIPAA compliant ANSI 4010 format change. The Avanta Bug Busters continue to test all new features and enhancements to ensure a smooth and efficient transition. Dan will be calling your office soon to schedule an appointment for this new Avanta update.

If you have any questions regarding the upcoming update, or suggestions for new or improved features, please give us a call or submit our Support Form from the Avanta website.

FREE Avanta Seminar

Our next free seminar, *Understanding Avanta Reports*, will outline and review many of the new and most commonly used Avanta reports.

For your convenience, Avanta will offer four free sessions at two separate locations over two days. The locations that have been selected for this seminar include our office in Agoura Hills and the Cedars Sinai Building in Los Angeles. Morning and afternoon sessions are available at our office on Tuesday August 26th and at the Cedars Building on Wednesday August 27th. For a map and directions to our office in Agoura Hills or to the Cedars Building in Los Angeles, please see our website or call our office for more information.

Please contact Jennifer at Avanta to RSVP. As space is limited, a 48-hour cancellation notice is required. If you are unable to attend our seminars, private training can be scheduled at your office for the regular training fee.