



## LOGGING IN

## EXPLAINED

There are two different types of logging into the Avanta system: the UNIX login and the Avanta login.

The first login is at the UNIX, or operating system, level. This is the area where users normally type in their first name at the login prompt, and then a password. Please note that this login must always be entered in lowercase. A user may be required to repeat this login procedure depending on the type of terminal being used.

Please keep in mind that the UNIX login has nothing to do with the security levels within your practice. The UNIX login simply serves as an identifier at the operating system level and aids in troubleshooting various problems. A user's UNIX login may be used multiple times, but we recommend using a different name for each workstation. Any UNIX users you wish to add must be done by an Avanta representative.

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The second login is the Avanta login. After a user selects the desired practice from the Practice Selection Screen, they are prompted for a password. This Avanta password is linked to a user name and security profile for each user. This password is normally setup by the office administrator or manager. At this level, the user can be restricted from almost any part of the Avanta system. This type of security is how the Avanta system tracks and records user activity such as scheduling appointments, posting charges, and deleting ledger items.

If you have any questions about the two types of logging into the Avanta system, please call a software support specialist at Avanta.

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## Backup Tapes

Although your backup tapes are guaranteed for life by the manufacturer, they seldom last that long. If you suspect that you have a defective backup tape, please call an Avanta representative to help you determine if this is the case. If it is determined that you have a failed backup tape, please mail it to Avanta and we will replace it free of charge.