

NEWSLETTER



Standing L to R: Chung On Tsui, Limin Chen, Rosemary Steane, Margie Peat, Phoebe Kwan, Greg Pryde, Philippa Taylor

Seated L to R: Ben Leung and Keith Flexton

Absent: Nicola Dickey, Sue Meekan, Nigel Murphy

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The team at HealthSoft wish you a
happy and healthy New Year

This Month's Update

Due to the holiday season, we've kept updates (and reading of the newsletter) to a minimum this month. Only the drugfile and supplier files will be updated.

Over the page is important information on running the update and how to do backups, which might be useful for your Locums.

Auckland Anniversary Weekend

Monday 30 January is Anniversary Day for the Auckland region. Our office will be closed for the day, however the emergency phone service will be available as usual.



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BACKUPS AND UPDATES

MONTHLY UPDATE

The monthly update process hasn't changed. Here's a reminder of the different methods available:

a) **Auto Process - at the close of business on the last working day of the month**, exit out of LOTS on all computers and leave the master LOTS computer on. Around 2am in the morning of the first of the month, LOTS will automatically run the Update, the Monthly Forecast and the Debtors Rollover. A checklist will appear on your screen to let you know if the processes have been successful or not.

OR

b) **Manual Process - at the close of business on the last working day of the month**, exit out of LOTS on all computers. Then on the master, go to the LOTS Start Menu, select 'Monthly Update' on the top menu and then select 'Run Rollover & Forecast, Download & Run Update Immediately'. When you click OK, it will start the forecast, rollover and update process. This will take a while; you may leave the computer on overnight to finish the process.

OR

c) If you don't want to leave the computers on over the long weekend, switch them off. On the first working day of the month, switch on the Master computer first. When the Master computer is switched on, the Rollover, forecast, and update will run. (Don't work on the slaves while the forecast and debtors rollover is happening).

Checking the Update has run: To check the month of the drug file your computers are running on: go to the LOTS Start Menu. It will display the month of the Drug file and program files on the bottom yellow bar. Also another quick check is to search for a card named: "**NEW CARD**". This will show the month of the drug file you are using.

BACKUPS

Backups should be done daily. (If you subscribe to an off-site backup system e.g. NEXUS, then the procedures below do not apply).

Normal Daily Backup

1. Make sure the flash drive is inserted into the drive.
2. From the LOTS Start Menu, go to Tools, Backup.
3. If not already selected, select the drive to backup to.

Normally this will be D: or E: Do not backup onto C:, as that is the hard drive and already contains the working copy, and backing up again onto the same medium does not achieve much. If changing the drive letter, watch to see if the device concerned has its light flashing when the backup is being made, to confirm that it really is going onto the correct disk.

4. Select 'Daily Backup' to backup the database each day.

The computer will do a differential backup (just backup the changes) when the daily backup is selected, then every 14 days the computer will automatically do a 'fortnight backup' (the full database). There is no need for you to change your selection for this. Note: the fortnight backup will take a little bit longer.

Monthly Backup

Note that only the monthly backup contains the Claim files - so it is important you do a monthly backup once a month. We suggest you do this at the end of each month. This will also backup any documents stored in the LOTS folder.