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For all of you environmentally conscious people out there we now offer paperless statements and newsletters. If you would like to help us save the environment email your clinic name, phone # and email address to:

amy@vet-software.com

and we will start emailing your monthly statement and newsletter directly to you.

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Advantage Keyboard Shortcuts

Advantage has many keyboard shortcuts (Hot-Keys) built into it. Many users prefer working on the keyboard to the mouse and if that is you, read on.

Alt Key Shortcuts

First of all, many pull down menu and icons have short cut letters that can be accessed by pressing a combination of the Alt key plus another key. For instance pressing **Alt+L** in most windows will display the Select client window. **Alt+A** will display the appointment schedule, **Alt+B** will display the boarding calendar, etc. Notice the letter that is underlined on menus and toolbars.

Function Key Shortcuts

There are currently three function key shortcuts in Advantage

F2 – displays a hot-key lookup of all your items and services. This was discussed in detail in the July 08 newsletter.

F3 – This is hotkey to Timetracker clock in/out menu

F4 – This is hotkey to Provider Tracker menu

All of these function key shortcuts can be accessed from anywhere in Advantage, even the invoice window or medical records window.

Date Shortcuts

When you work with Advantage, most likely you are frequently entering dates. All reports prompt for date ranges, invoice dates, appointment dates, patient birthdates, etc. Many users like the handy mouse calendar tool included with Advantage. You can quickly scroll days, months, years by clicking on different areas of the calendar tool.

You can also click into the date field and manually enter a date using the keyboard.

There are several keyboard shortcuts that are handy for changing dates. You can enter any of the following keys while the cursor is in a date field.

T = Today

M = First day of the month

H = Last day of the month

Y = First day of the year

R = Last day of the year

+ = Move day forward 1 day

- = Move day backward 1 day

So if you wanted to run a report from the first day of the month to the last day of the month, click into the From date and press "M", then click into the To date and press "H". The hot-key letters are not case sensitive, so typing in either "T" or "t" will bring up today's date. Try it, you might save you some time.

Quote of the month: I find television very educating. Every time somebody turns on the set, I go into the other room and read a book.

- Groucho Marx (1890 - 1977)

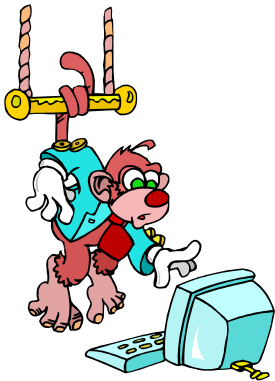


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Backup, Backup, Backup

What is the most valuable part of your computer system? That fancy new color printer? Perhaps the new server computer? Wrong! Your practice data is the most valuable piece of your computer system. Most equipment can be replaced fairly quickly and inexpensively, but your data can't be replaced. That is why making regular backups is an important part of any system maintenance strategy. A database backup should be done daily in Advantage, and data should be kept away from the main server computer and perhaps a copy kept off premises as well. Your particular backup strategy is up to you, but here are some basics. For any questions or help on creating a backup strategy for your practice, please call our office.

Make a backup daily: There is really no excuse not to use the built in Advantage backup tool. A backup can be copied to any computer drive accessible to your computer. Simply click File/Backup database from the main Advantage window to access the backup menu.

Keep multiple backups: It's very easy to make a backup. Get in the habit of backing up to multiple devices (Another computer, flash drive, home computer, etc). It's a scary thought if you do have a crash and you have one backup on one device.

Get the backup data off your server computer: Making a backup and storing the backup on your server C: drive is a good start. However, if you have a problem or crash on your server computer you could potentially lost both your live data as well as your backup. If you backup to your server computer, you should copy the backup file or perhaps the entire folder where you store backups to a removable device on a regular basis (at least weekly). Possible removable devices might include a USB flash drive, external hard drive, CD/DVD-Rom, or Internet storage site.

Get the backup off the premises: It is a very good idea to keep a recent backup (not necessarily the most recent) away from the practice. At home is the popular destination. Computer theft is probably more common than fire, flood, earthquake, etc. these days. In any case if all computers are damaged or stolen, it is a nice plan to have your data at home. VETECH offers a complimentary backup license for Advantage. You can install Advantage on a home computer for no charge. Then on a regular basis, restore your practice data to this computer.

Check the Backup/Understand the basics: Frequently we ask users to send a backup to us to investigate some issue. Most backups arrive and we can read them with no trouble. However sometimes we get a blank CD, blank flash drive, a copy of a users "My Documents" folder, etc. Take some time to understand what a backup actually is, and understand how to view the contents of a backup drive and check file size and dates to make sure that backups are valid. This is NOT a technical task.



SO, ... HOW'S YOUR DAY GOING?