

ArcBI TS Newsletter

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ArcSys Hot Tip

Do you feel like your screen logs off too quickly? If you have access to the Company Builder screen, you can control how many seconds elapse between menu cycles. A new field has been added and it allows you to choose from 300 to 4800 seconds for the logoff time.



Message Center Enhancements

The Red Planet message center is a hub in many businesses that help individuals manage their work more efficiently. Two new ideas have come along recently that others may find of interest.

First, was an idea inspired by Matt Cobb at Alpine Internal Medicine. He needed to have a mechanism of being able to store messages into personal folders. In the below screen you will notice a field 5, **my-**

sages will appear, click on the **Filter** button, choose the folder, and only those messages will be displayed. You may print or you can re-assign a message to a different folder.

Second, was an idea inspired by Craig Stephens of Salt Lake Orthopaedic Clinic. He needed a way of being able to find a person in his phone list. The below screen shot shows a long list of phone numbers in field 17. You can use the slider bar to scroll up

folders. Enter in this field a list of folder names that you want to use to categorize messages. Then, when you are reviewing a message, click the Archive button (which is at the bottom of that screen). Next, click on the choice to store this message in the designated folder. Now, when you want to see your list of messages in a given folder, you click on the **archived** button in the above screen, the list of mes-

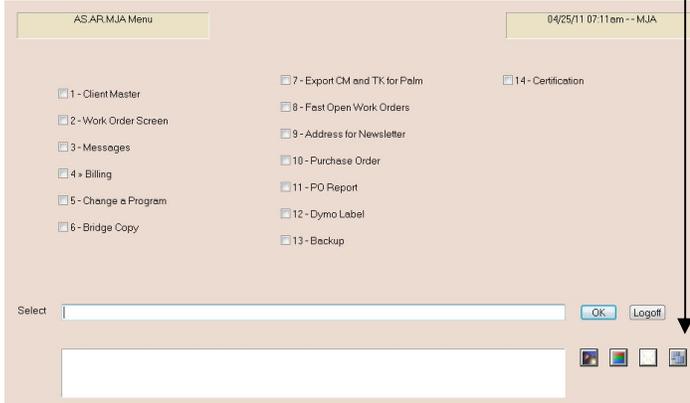
and down through the list, or, you can type in a part of the name of the person you are searching for in field 4, **phonenumber**. A pop-up window will appear with the name of the person(s) you were looking for.

Thanks to Matt and Craig for two great ideas! Contact us for setting up these features in your message center.

Multi-Sessions



On your menu you will now see a new icon displayed in the lower right corner. This is the Multi-Session icon and allows you to have more than one Wintegrate session available on the Windows taskbar. If you have been using the LOGTO command to jump between accounts, you will find this button to be of particular value.



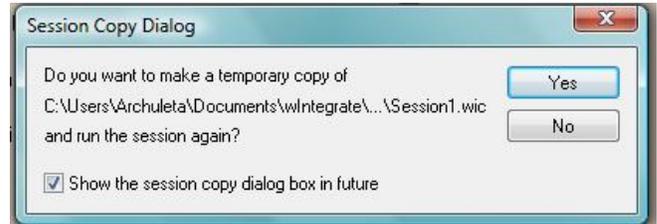
As you have observed, the first time you bring up any Red Planet screen, there is a pause while it is loading. After that, the screen always pops up quickly. When you use LOGTO, then this delay starts all over as you move between each account.

By using this new icon you can have a separate Windows session available for each account that you are frequently working in. Then, you just click on the task at the bottom of your screen to move between each session.

The first four times this button is clicked, you will get a "warning" message. It is meant to make you think about what you are doing (and hopefully scare off those who don't). If you click Yes to proceed, then a screen appears showing a list of available sessions.

This is the tricky part. Which session should you choose? Most often, the one you want to select is **Session1**. (However, for older systems, we have used other session names to designate what we call your Default Session.) At this point you SHOULD get a message asking if it is ok to make a copy of the existing session. You can click Yes. Otherwise, click No.

If you selected the right session, you will see the usual "connecting to..." message. Press the Enter key, wait for your login message, and proceed to log in.

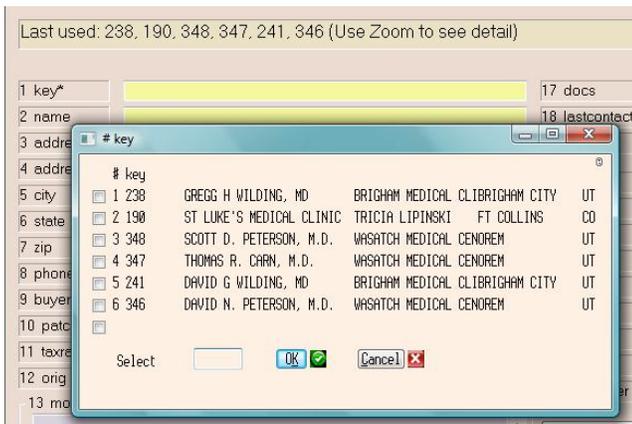


If you don't get your customary login message, see a black screen, or you see an unusual host ip address, close this session (click on the red X in the top right corner). Make a mental note that the session you selected isn't the one to choose in the future. Click back in your active menu, click the Multi-Session icon and try again.

If you use this feature for handling multiple a/r accounts, you need to be on your toes to remember which account you are working in. You may start changing things that you did not want to because you thought you were in account "A" but you were really in "B". If you use this feature to have another session opened for the same logon account, remember that the last entered patient, customer, or transaction is remembered based on your user name—not the session. Lastly, this feature does consume data base licenses, so use it wisely.

Zoom Feature

When your cursor is in the first field of a screen, you can type in a minus sign (dash) to bring up the last displayed record. Additionally, you can type alt-Z or click on Zoom. This will display the last 6 records you have viewed.



Wildcard Feature

When your cursor is in the first field of a screen, typing in a name brings up the primary cross reference. You may page up or down in the event you came close but didn't find what you were searching for. At times, you may not even be close. Now you can click on the Wildcard button (or press the F4 key) within the cross reference pop-up and then enter ANY word, number, or phrase. A search will commence through the entire file and up to 100 entries will be displayed where this piece of text may exist.

