




## Don't Forget – Vision On-Screen Help

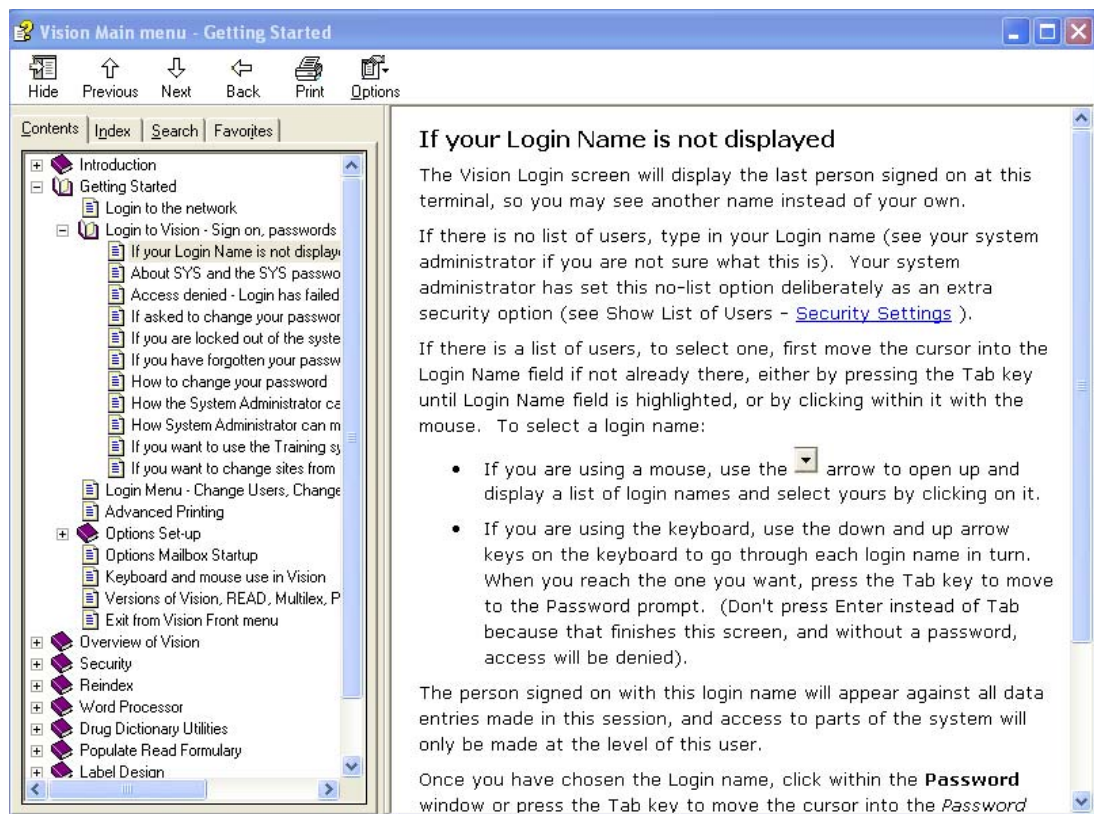
On-screen help is available within every module of Vision, as well as at the front menu. To use help for a particular area, you must first access the module. For example, to look up help on prescribing, first go into **Consultation Manager** and access help from there. Or for help on registering patients, go into **Registration** then click on **Help**.

To access Vision on-screen help – Either click

on **Help** or press F1 within a Vision module or at the screen where you need help. Click on **either Contents** then **+**  to expand. Click on **?** for help topics

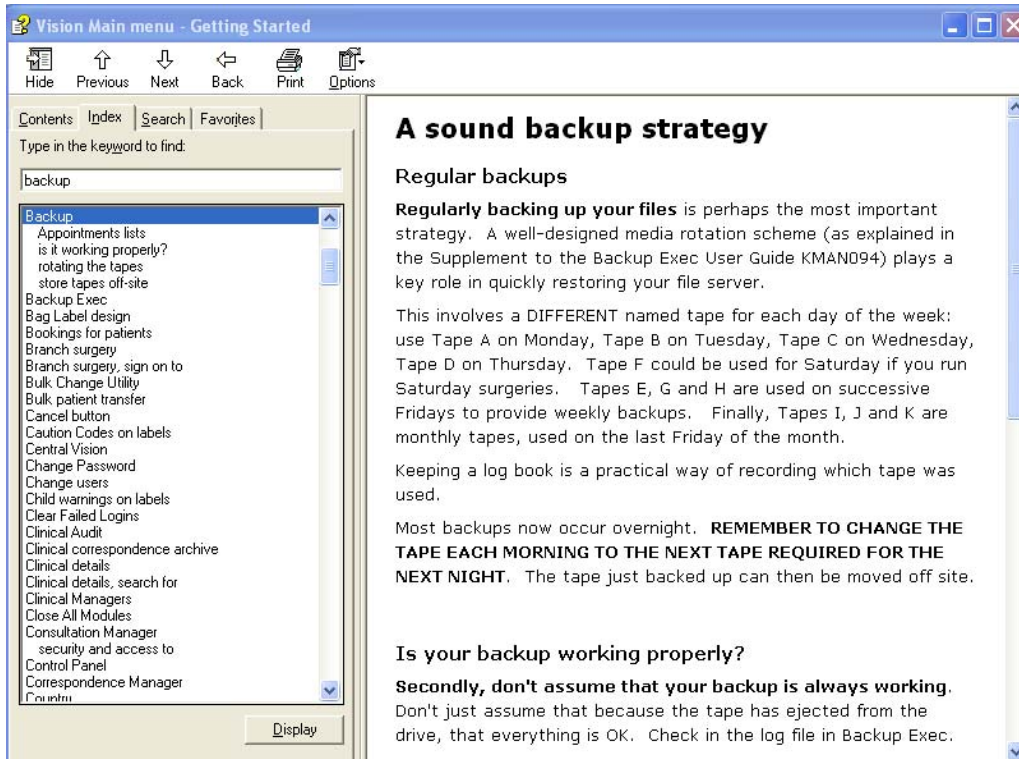
**Previous** goes to the previous topic on the Contents **Next** to the next topic on the Contents

**Back** to previous topic you were viewing



**Print a Help Topic** - first display the topic you want, then press the **Print** icon at the top left of the screen; or right mouse click and select **Print**

**Point to coloured underlined words** (the cursor changes to a pointing hand), and click once to jump to that

**A sound backup strategy**

**Regular backups**

**Regularly backing up your files** is perhaps the most important strategy. A well-designed media rotation scheme (as explained in the Supplement to the Backup Exec User Guide KMAN094) plays a key role in quickly restoring your file server.

This involves a DIFFERENT named tape for each day of the week: use Tape A on Monday, Tape B on Tuesday, Tape C on Wednesday, Tape D on Thursday. Tape F could be used for Saturday if you run Saturday surgeries. Tapes E, G and H are used on successive Fridays to provide weekly backups. Finally, Tapes I, J and K are monthly tapes, used on the last Friday of the month.

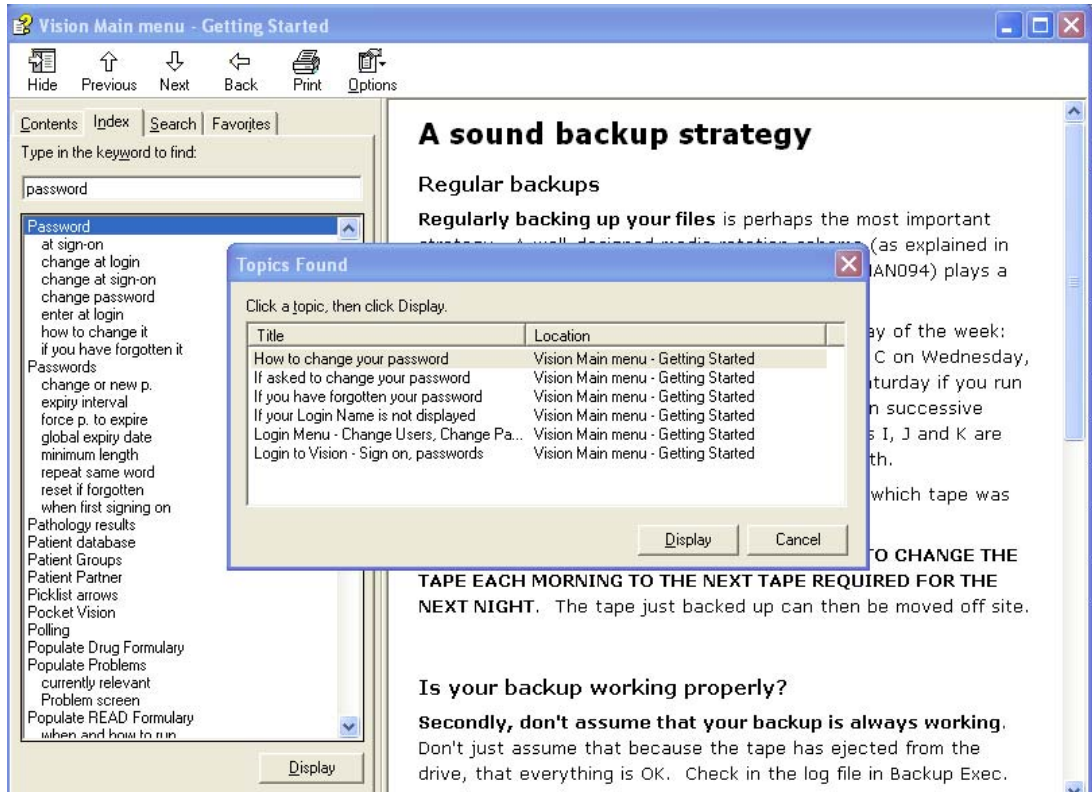
Keeping a log book is a practical way of recording which tape was used.

Most backups now occur overnight. **REMEMBER TO CHANGE THE TAPE EACH MORNING TO THE NEXT TAPE REQUIRED FOR THE NEXT NIGHT.** The tape just backed up can then be moved off site.

**Is your backup working properly?**

**Secondly, don't assume that your backup is always working.** Don't just assume that because the tape has ejected from the drive, that everything is OK. Check in the log file in Backup Exec.


The **Index** lists topics and contents headings alphabetically. In the top box, type in the required topic, either partly or in full. Relevant topics will be listed in the lower box. Double click on the required topic (or click once then click on Display).



**Search**

searches ALL the help text and thus is one of the most powerful tools for finding help on a subject.

For example, to find password references within the front menu help, go to the Search tab, type *password* and press Enter which lists any sections that contain the word *password*. Click on one of these to highlight, then click on Display, or double click on the line. That help screen will be displayed.

**Exit from Help** - To exit from Help, click on .