

Automatically Store Message Center Notes Over 6 Months Old

When you are finished handling a patient's message in the Message Center you should use the **Store Icon** and store the message in the patient's EMR folder. Storing the messages makes them available from the patient's SOAP Note screen. In addition, it keeps the Message Center running much faster.

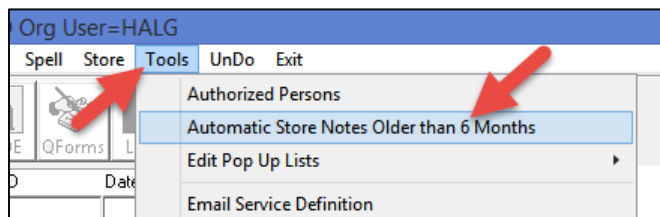
There is a **special Utility** option available in the Message Center that allows you to list all patient messages that haven't been stored in their patient folders, which are 6 months old or older. Then you can have the Utility Store the messages for you.

To use this Utility:

A: Complete a **Full Backup** of your PowerSoftMD system.

B: Call Data Tec and get the current Special Password.

C: From the Message Center screen select the top toolbar **"Tools"** option, then select **"Automatic Store Notes Older than 6 Months"**. When prompted supply the Special Password.



D: Run the Utility: (It will handle a maximum of 10,000 messages at one time)

1. Note reminding you do complete a Full PowerSoftMD backup, first.
2. Optionally select one User at a time, this is highly recommended.
3. Click the **"List Notes Older than 6 Months"** button.
4. Click all the notes you wish to Store, use **"Click All"** button if you wish.
5. Run using the **"Move Scheduled Notes to Patients Folder"** button.

