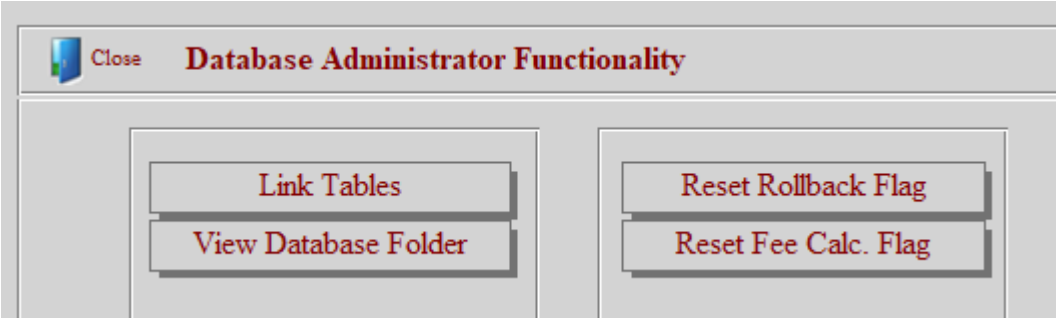
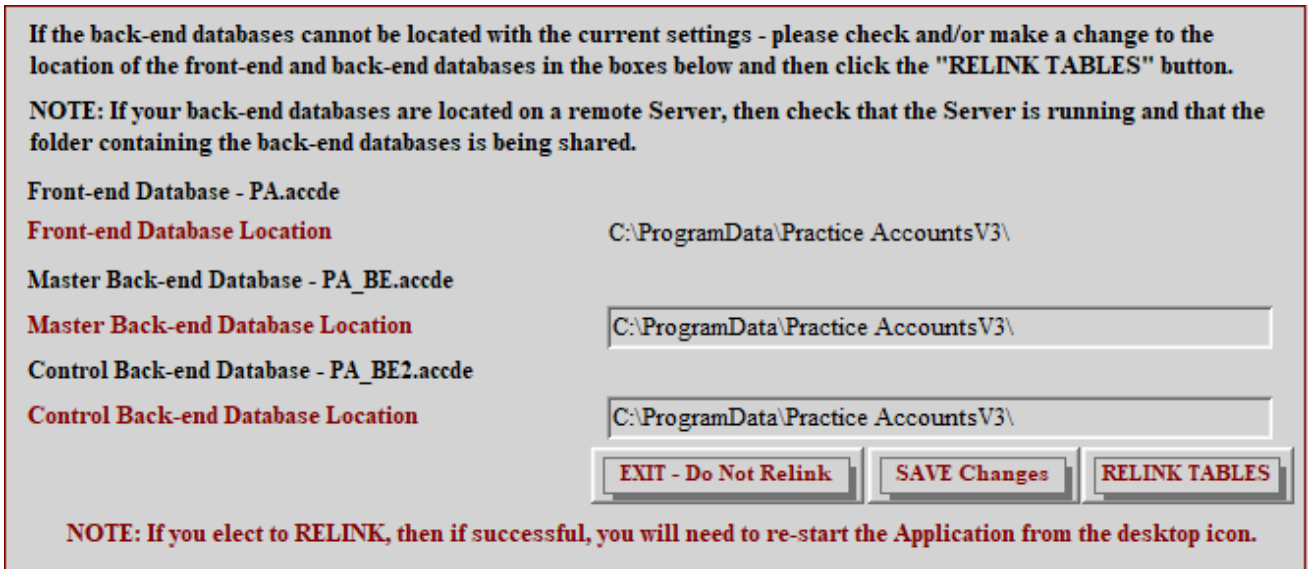
Administration

The currently available functionality under this heading is displayed below:



During the Installation of PA, the default location of the front-end and back-end databases is set as displayed below. This would normally be the locations for a 'Stand-Alone' installation of PA.



However, it would be more likely that the back-end databases are located on a server computer so that they can be included in the server backup schedule. This would then be a Workstation/Server installation of PA and therefore the location of the two back-end databases would be:

\\yourservername\Practice AccountsV3

Enter the server name location in the two boxes above, click the SAVE Changes button and if you receive a message that the named location was found, then click the RELINK TABLES button.

After successfully relinking, PA will close – simply reopen PA again from the red PA desktop icon.

On occasions, you may wish to make a copy of the PA_BE.accde back-end database before you run an import, fee calculation or other process or you may wish to rollback one of the auto-generated copies of the back-end database.

You would do this if, say for instance, you ran the fee calculation process and then realised that you had not set the correct licence/service fee percentage for a Practitioner.

By rolling the database back, you could then correct the fee percentage and then run the fee calculation process again.

WARNING – prior to running, say the fee calculation process, a copy of the back-end database is created with a file name – PA_BE_RollbackCF.accde. If you then ran the fee calculation process again before making, say the fee percentage change, the existing PA_BE_RollbackCF.accde file will be over-written and you would not then be able to make the, say fee percentage change.

If in doubt, please call PA Support to assist you with this functionality.

When the Import from BP process is run a rollback copy - PA_BE_RollbackIF.accde – is created and when running the fee calculation process, a rollback copy - PA_BE_RollbackCF.accde – is created.

If two users attempt to run those processes at the same time or perhaps there might be a network issue that arises during the running of those processes, a Flag is set and a message box displays.

When that occurs, the processes cannot be run again until the Flag is reset.

That can be accomplished by clicking the above Reset buttons.

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