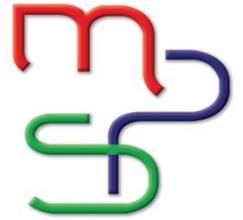


All computers must be left switched on at close of business



MPS Dispensary Machines

Scheduler

Every evening between 9pm and 12 midnight a program called MPS scheduler will connect to URS Headoffice and upload all the stores dispensing information. It will then push down all the MPS changes made in Headoffice to stores, drug substitutions, and personal list changes etc. If a machine is left on without being restarted this can cause scheduler to stop working. A reboot of the machine will automatically happen at 6am on Mondays and Thursdays with a database reorganise happening every 7 days this will normally reset scheduler and enhance the performance of your MPS.

URS notify McLernons each morning with sites that have not connected to URS Headoffice.

If you have had a power cut or someone has accidentally switched the MPS machine off or you are having issues with broadband please contact McLernons Helpdesk and advise them of this.

Please make sure all Locums know this procedure and are aware of the MPS password to reboot the machine.

Back ups

It is essential that your MPS backup control window is left running at all times.

The password for Backup control is - medicine

During the day this means MPS will do a backup every 20 minutes of the previous 20 minutes work enabling us in the event of a hard drive failure of restoring your data back to within 20 minutes of your last dispensing.

A full back up is scheduled to run every morning at 4am with a database reorganise running every 7 days this will

To ensure your backups run every evening close down all opened programs on MPS except the back up control, this must be left opened for the backup to run.

Antivirus

Antivirus runs live on all dispensary machines; it will also run a scheduled scan on a Sunday morning at 7am

Antivirus software protects against known viruses to avoid viruses and Trojans entering your system be cautious of unknown sites and social networking sites as these are high risk targets for both.

MPS Retail Machines

Scheduler

Every evening between 9pm and 12midnight a program called MPS Retail Scheduler will connect to URS Headoffice and upload all the stores sales information. It will then push down all MPS Retail changes made in Headoffice to stores, price changes, orderlist changes etc.If a machine is left on without being restarted it can cause scheduler to stop working.A reboot of the machine will automatically happen at 6am on Mondays & Thursdays this will normally reset scheduler.

At close of business switch off all slaves MPS Retail machines and leave the master machine switched on.

Remember to always open the master first; if you aren't sure which the master is, it will say Terminal 1 under the clock face on the bottom left of the sales screen

URS notify McLernons each morning with sites that have not connected to URS Headoffice.

If you have had a power cut or someone has accidentally switched the MPS Retail machine off or you are having issues with broadband please contact McLernons Helpdesk and advise them of this.

NB

Please do not set up windows scheduled tasks on any of the stores systems. This will cause issues if other software updates and scheduled tasks clash i.e. credit card machine updates.

Backups

These can be run when MPS Retail is being used and will not affect sales.

On the master machine from the sales screen

Menu>Utilities>Backup>Backup now

You should have 4 memory pens, MWF, TTS, Weekly and Monthly

The MWF is for a Monday Wednesday and Friday daily backup

The TTS is for a Tuesday Thursday and Saturday daily backup

Weekly backups should be done once weekly on a Monday morning as an extra precaution

Monthly backups should be done on the 1st working day of the month again as an extra precaution.

N.B Please leave your Broadband on at all time.