Changing a Documents Tab Folder Name
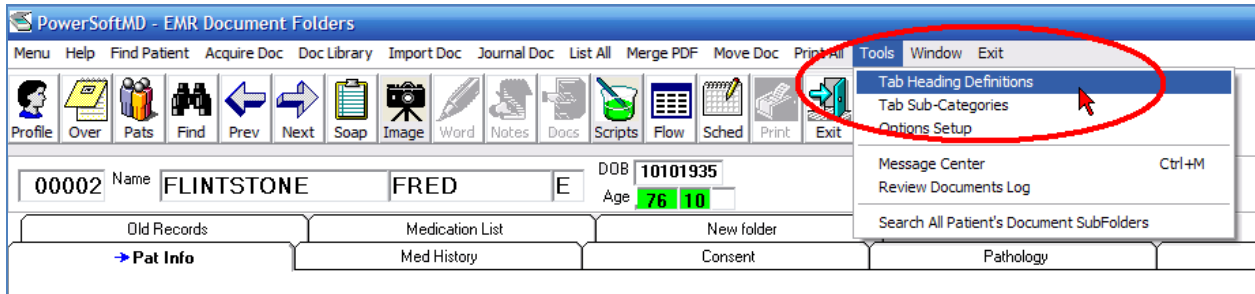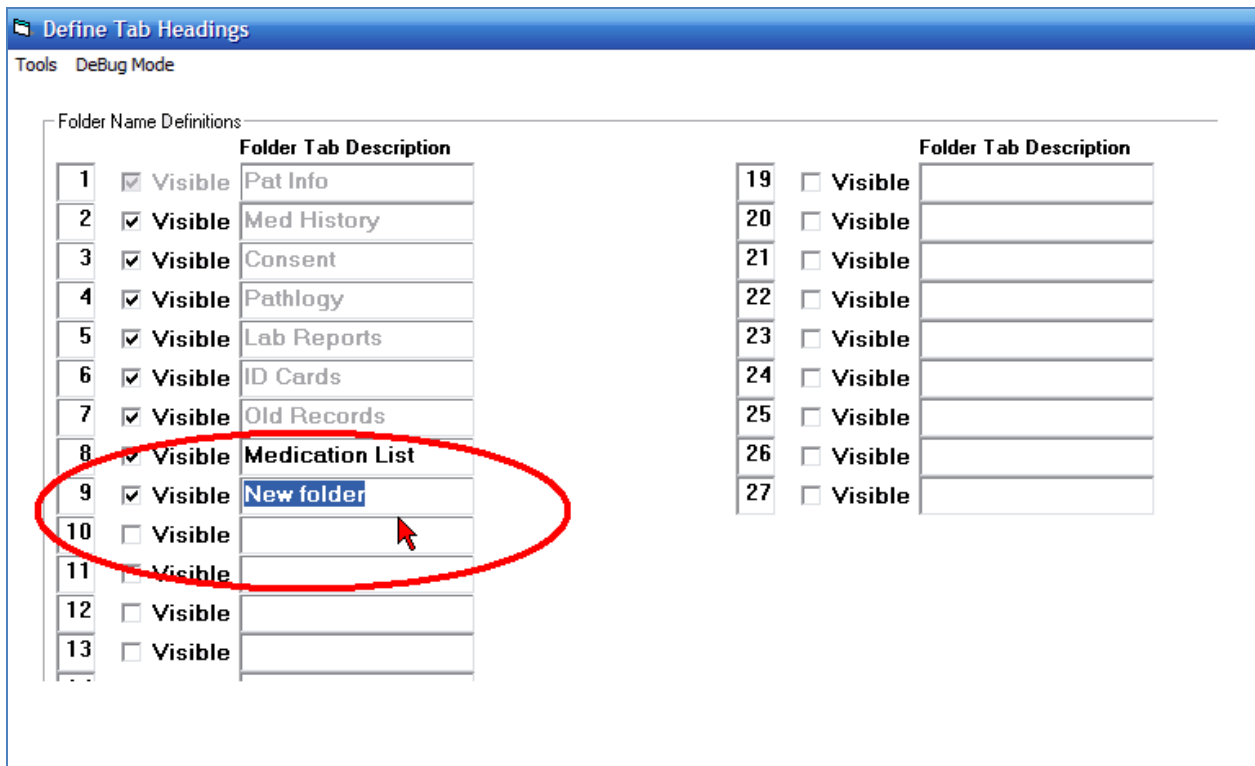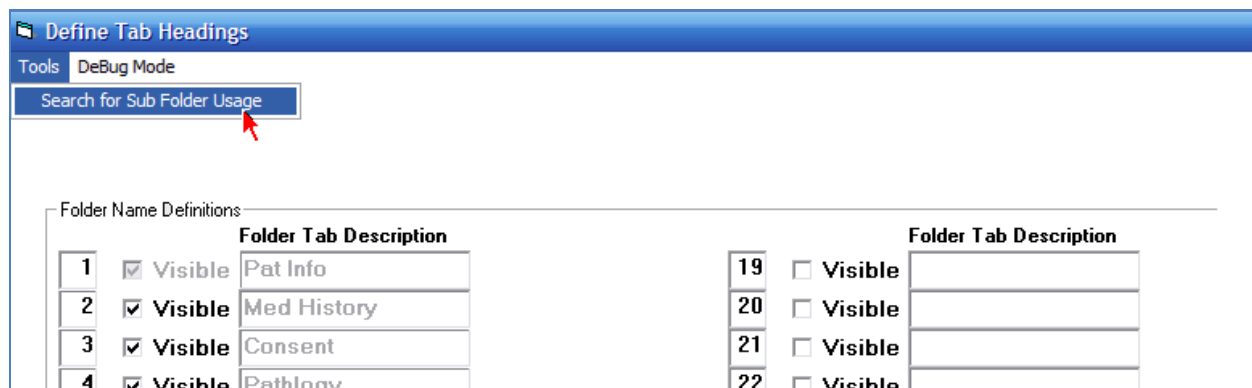
1) Make sure you have a complete PowerSoftMD Backup, use a cross network backup if you like, not a support backup.

2) Open Documents folder for any patient.

3) Select the top toolbar "Tools" option, then "Tab Heading Definitions".
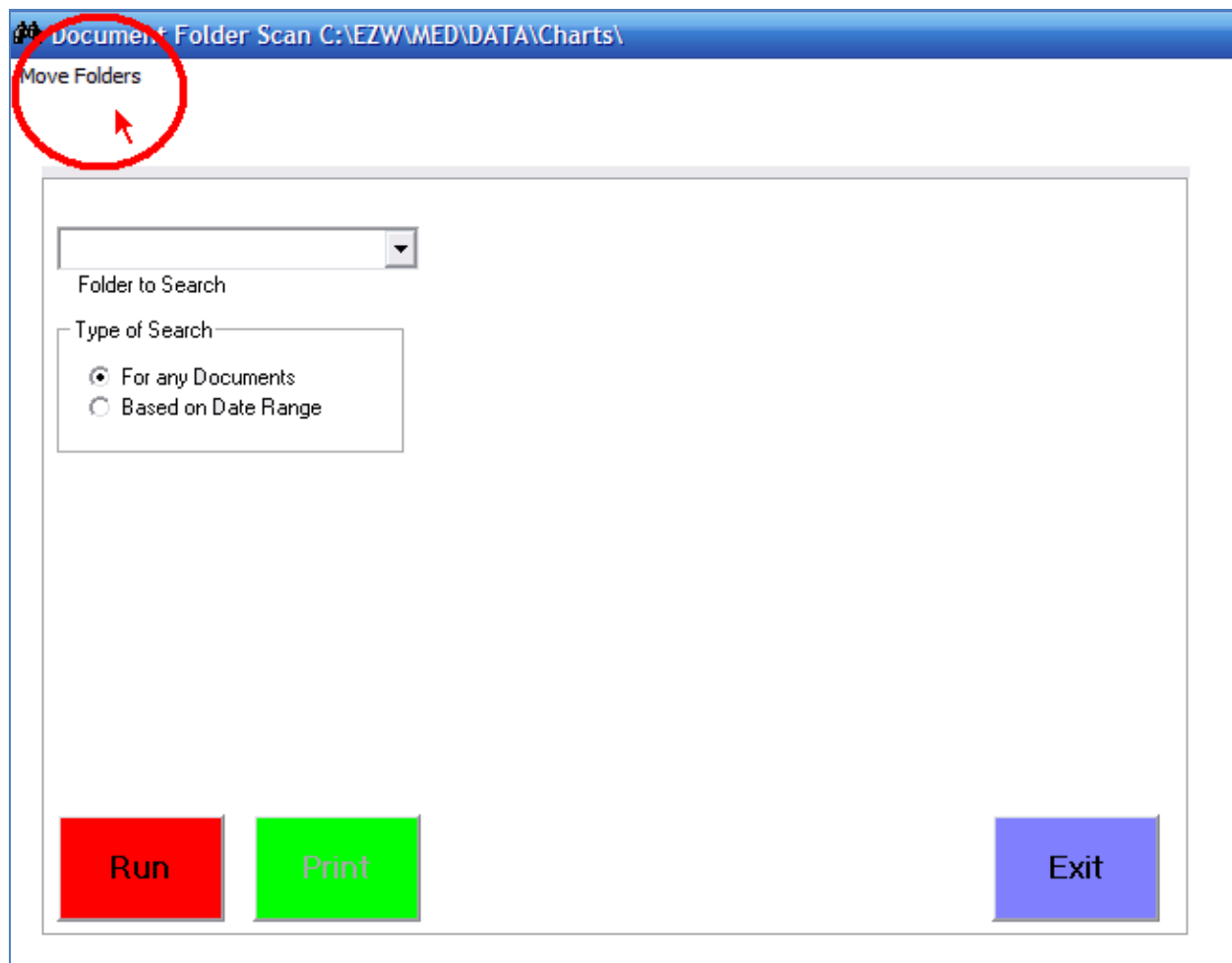

4) Data Tec can supply any needed passwords.

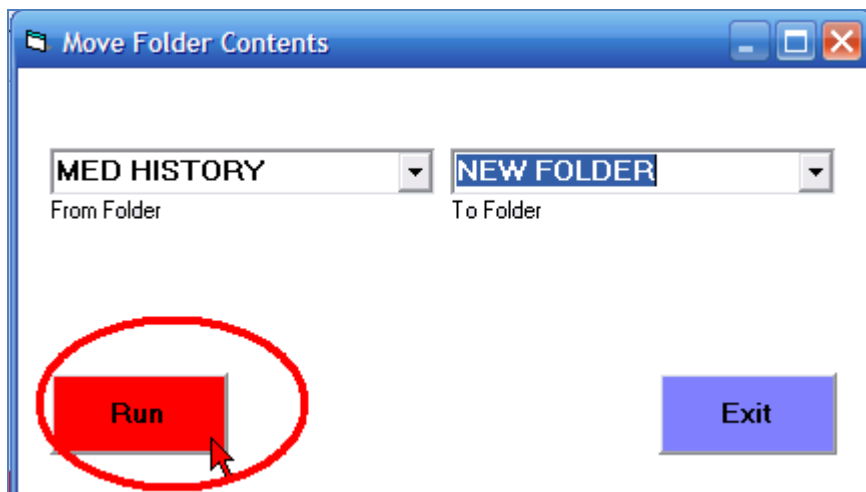5) Define the New Folder Tab Description and Check it's check box.

6) Open the option from the tool bar called "Search for Sub Folder Usage".

7) Select the top toolbar "Move Folders" option.

8) Select the Folder where you wish to move the files from and the Folder you want the Files to be moved to, then click the Red "Run" button.

9) Once returned to the Folder Search screen, run a search for each folder. You should find no patients with files in the old folder, and see all the patients Listed under the new folder.

10) Then you can return to the Tab Headings Definitions and do away with the old Folder name, Delete it if you like.