

# **HELPFUL INFORMATION**

# PC-ACE Pro32 Helpful Information

## Deleting a line of service from a claim

Go to the Billing Line Items tab, put your cursor at the beginning of the service line you intend to delete and select **F7**.

## Copying a line of service on a claim

Go to the Billing Line Items tab, put your cursor at the beginning of a new service line, select **F5**. This will copy the line directly above.

## The importance of the Backup feature

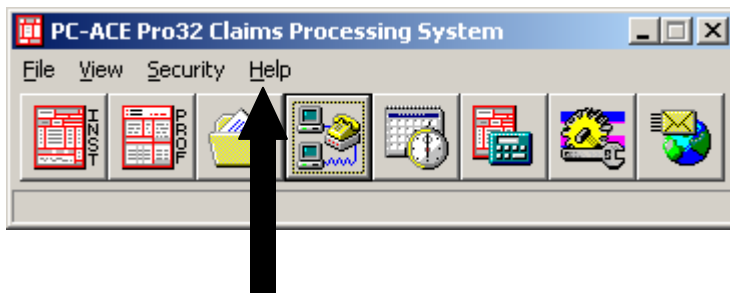
PC-ACE Pro32 has the capability to do system backup and restores. In the event of a system “crash” a complete database restore operation can be performed from the most recent backup. If you choose not to backup your PC-ACE Pro32, it is possible all information entered in the software could be lost.

Each time you exit the PC-ACE Pro32 program you will be prompted to perform a backup. You can either click the “Cancel” to skip the backup or you can select a Destination Drive or Folder for the placement of the backup data and then click “Start Backup” to initiate the process.

We recommend you keep a current backup of your PC-ACE pro32.

## Checking the version of PC-ACE Pro32 on your computer

Choose, About PC-ACE Pro32 from Help on the PC-ACE Pro32 Processing System toolbar. There will be a number on the screen; this is your current version. (example: 2.12.0.100)



## Notification of Updates/Changes to PC-ACE Pro32

Notification will go out via e-mail to all PC-ACE Pro32 users that are signed up for the E-mail list. If you are not signed up, you may do so by going to: [www.ask-edi.com](http://www.ask-edi.com), click on E-mail List Sign-Up from the home page.