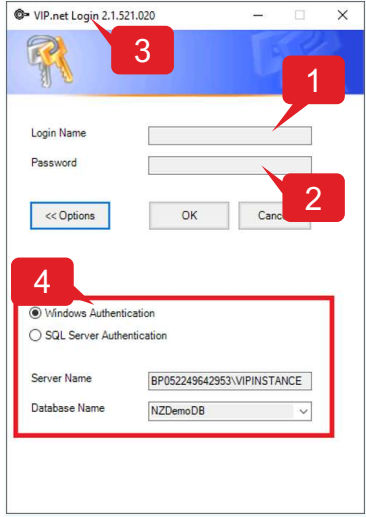




Getting Started – Login to Bp VIP.net



Login



Login to Bp VIP.net

To login to Bp VIP.net:

1. Enter your 'Login Name'.
2. Enter your 'Password' and click 'OK'.

Other features of the Login screen:

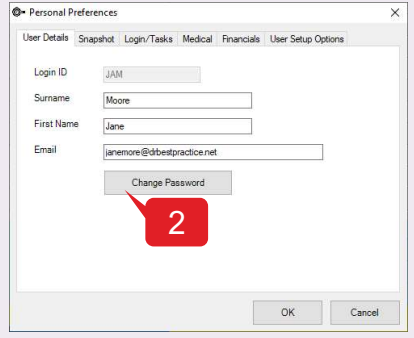
3. Displays your version of Bp VIP.net.
4. Click 'Options'. This area should be completed by your IT. Contact your Practice Manager if it is empty. Click 'Options' again to hide this section.

Change Password

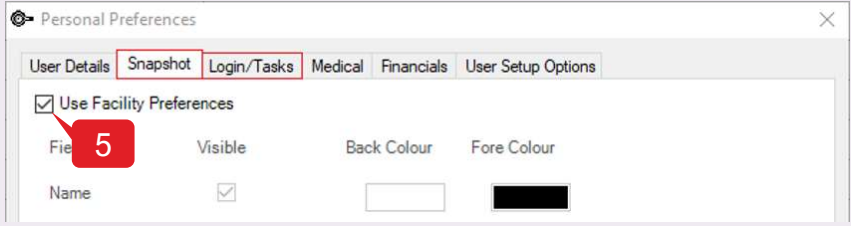
Changing your Password and Personal Settings

To change your Password and the screen displayed by default:

1. Click 'Setup > Personal Preferences'.
2. Click the 'Change Password' button.
3. Enter the new password.
4. Confirm the password and click 'OK'.



5. Click the 'Snapshot' tab and select 'Use Facility Preferences' or leave unticked to configure your own snapshot.

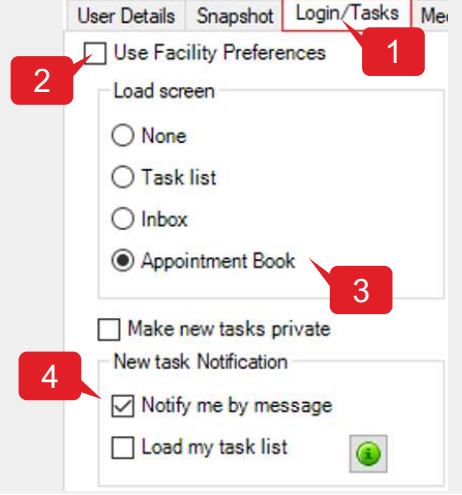


Change Load Screen

Load Screen and Task Notifications

To change your Load screen and display new task notifications:

1. Click the 'Login/Tasks' tab to select 'Load' screen and Task notification settings.
2. Untick 'Facility Preferences' to change personal preferences.
3. Select 'Appointment Book' to automatically load the Appointment Book when logging on.
4. Select 'Notify me by message' to display a note in the corner of the screen when a new task arrives.
5. Click 'OK'.



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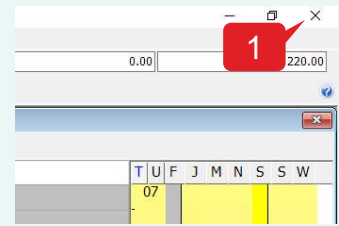
Getting Started – Login to Bp VIP.net

Log out

Log Out of Bp VIP.net

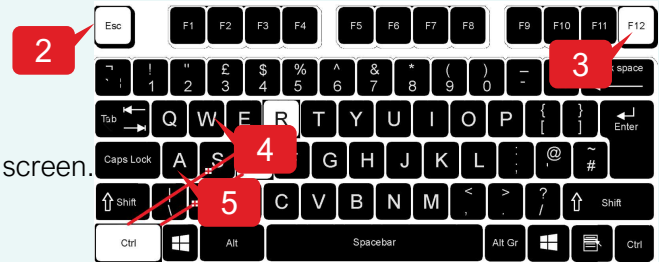
To log out of Bp VIP.net, carry out one of the following options:

- To close Bp Vip.net:
 - Click the 'X' in the top left corner of the screen to close Bp VIP.net, or
 - Click 'File > Exit' to close the application.



Other Shortcuts:

- Click the Esc key to cancel the action.
- Click 'F12' to save and close the screen you are in.
- Click 'Ctrl + R' to log out of Bp VIP.net but leave the login screen.
- Click 'Ctrl + D' in any date field to enter the current date.



Font and Display

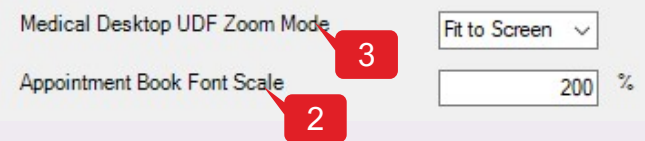
Changing the Font and Medical Desktop display

To change your size of the font in the 'Appointment Book':

- Click 'Setup > Workstation Preferences'.
- Change the percentage in the 'Appointment Book Font Scale' to suit.

To ensure the Medical Desktop fills the screen:

- Select 'Fit to Screen' in the 'Medical Desktop UDF Zoom Mode' field.



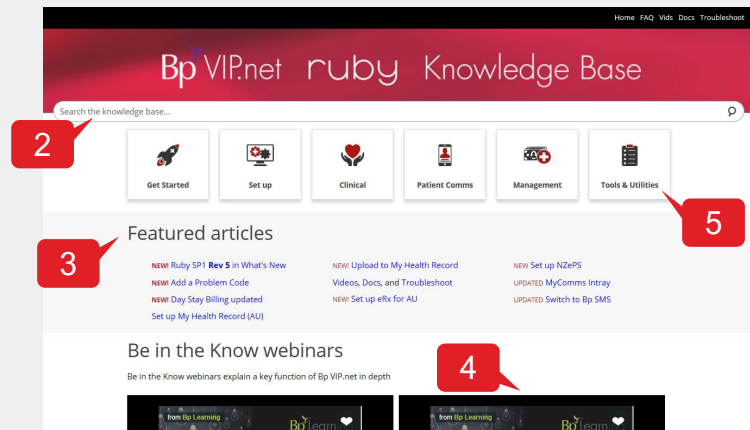
Changing the UDF Label Scale will affect the size of the UDF labels and is not recommended as it will throw out the resolution of all UDF screens.

HELP – The Knowledge Base

Bp VIP.net Knowledge Base

The Knowledge Base is an online user guide for different functions within Bp VIP.net.

- Click 'Help > Online'.
- Use the 'Search' field to enter key words related to functions e.g., Invoice.
- Use the 'Featured Articles' section to look at newly created content.
- Use the video tiles to watch a tutorial.
- Use the 'Get Started' | 'Set up' | 'Clinical' | 'Patient Comms' | 'Management' | 'Tools & Utilities' tiles to browse different content on the Knowledge Base.



Ask Bp Support to add a **Help** button to your 'Patient Details' and 'Medical Desktop'.

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