

VALET:

- Log out of Point-Care
- Tap **START+**
- Select **VALET+** (this is a letter **V** in blue font on your PDA, if you cannot find the **V** on your horizontal top icon line when you tap **start+** you can locate the **V** under **programs+** as **CHB Valet+**)
- If you get a pop-up stating **you have un-synched visits in Point-Care+**, tap **YES+** to this message and proceed.
- In the Valet screen, tap the **DOWNLOAD+** button (you should see the bars start to load)
- Tap **CLOSE+** when you get the green screen

REFRESH:

- Log into Point-Care
- Tap **ACTION+** (bottom left on calendar screen)
- Select **MAINTENANCE+**
- Tap **CONNECT+**
- Tap **OK+** to **connection established+** message
- Tap **SELECTIVE REFRESH+** button
- Tap **ALL+** button (bottom middle on maintenance screen)
- At this time, a box will pop up with the message: **Are you sure you want to start a refresh on the tables that are checked?** Select **YES+**

IF YOU GET A RED SCREEN, PLEASE CALL THE HELPDESK FOR ASSISTANCE...YOU SHOULD NOT AT ANY TIME DURING THIS PROCESS SELECT "RENEW", AS THIS MAY RESULT IN LOST DATA...PLEASE CALL AND HELPDESK STAFF WILL DIRECT YOU THROUGH THE PROCESS. 732-224-6833.