Daily Check List Summary

To ensure your messages are processed in a timely manner, the following is a list of checks that your practice should carry out every day

From **Mail Gateway** :

- **Check the Clinical Schedule**:
  - If there were any errors in the last clinical interface run, the **Clinical Schedule** section displays in red, simply select **Run Now** to clear. If the error does not clear, contact the Helpdesk on the usual number.
- **Check the Task Status tabs**:
  - If there are any Task errors the relevant tab displays in red, see the relevant topic for details on clearing Task errors.

From **GP Communicator** :

- Check the **Attention** folder, copies of messages in error display here.
  - Action any messages that require attention, see **Resolving Messages in Error** in the GPC and Mail Gateway Help Centre.
- Check the **Today** folder within the **Incoming** folder and **Outgoing** folder to check that your messages are being sent and received.
  - Files should not be in there for more than 24 hours. If they are there for longer, select **Run Now** within **Mail Gateway** to refresh and now check again.

Other Tasks in summary

Weekly:

- From **Mail Gateway** , select **Rebuild Folders**, see **Rebuild Folders and Restart** in the GPC and Mail Gateway Help Centre this helps prevent any problems from occurring.