

Saving Patient Records/Backing up/ Transferring Patient Data

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Backing up/ Transferring Patient Data

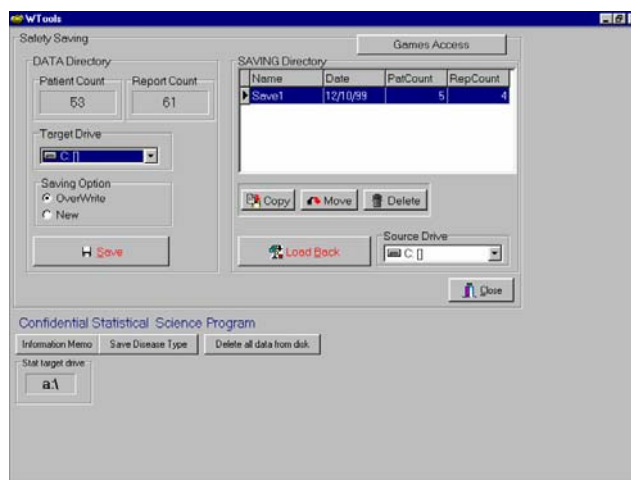
This is identical to saving patient records.
The Tools and/or Windows Explorer route can be used.

The information is saved on any media/file external to Clasp Folder and the loaded back. The location for transfer can be:

- Floppy disc (if available and sufficiently large to accept the files)
- An USB memory stick
- On the computer “C” drive
- On the computer “C” drive and then written to CD.

Tools Function

The tools function also is the main way to save the patient data files to a separate location, either for backup or for security when updating Clasp32. The option of using windows explorer is added to cover cases where the Tools function is not available is not accessible e.g. Clasp can’t be opened or the patient files are too big to fit onto a floppy. These facilities are also suitable for moving patient files between computers.



Access: Main Screen>Tools

Tools can be accessed without directly from the main screen without having to run demographics etc.

The *left hand side* is for saving the patient data to an area outside Clasp32/Focus.

The *right hand side* is for reloading the Patient files into Clasp32

Saving Patient Files (Left side of Tools)

1. Select the target Drive: I suggest a dedicated floppy as I don't know where to find the file afterwards on the C drive (hard drive).
2. If this is a later save i.e. if you have done a save before then select "Overwrite"
Otherwise select "New"
3. Click on Save
4. A message window will show, displaying the patient files Examin YGO etc.
5. The Tools will display when finished.
6. Click Close

Reloading Patient Files (Right side of Tools)

1. Select the source drive (usually A-Floppy)
2. Click on Load Back
3. An Info box will display "Load this save". Click Yes.
4. A message window will show, displaying the patient files Examin YGO etc
5. A message will display asking if you want to Exit now to changes?

If you answer NO then the data will not be loaded

If you answer "Yes" Clasp32 will close. Reload and the data will be there.
(You can check via Demographics / Load Patient button.)

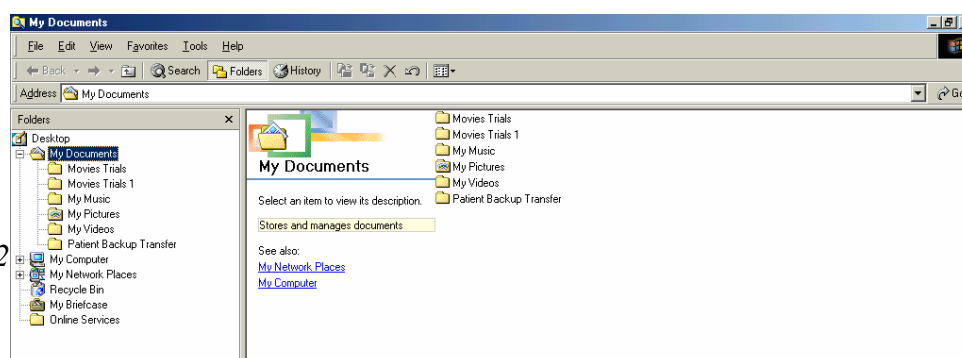
The Windows Explorer Route

Saving Patient Data

Access Windows Explorer (usually START/Programs/Windows Explorer)

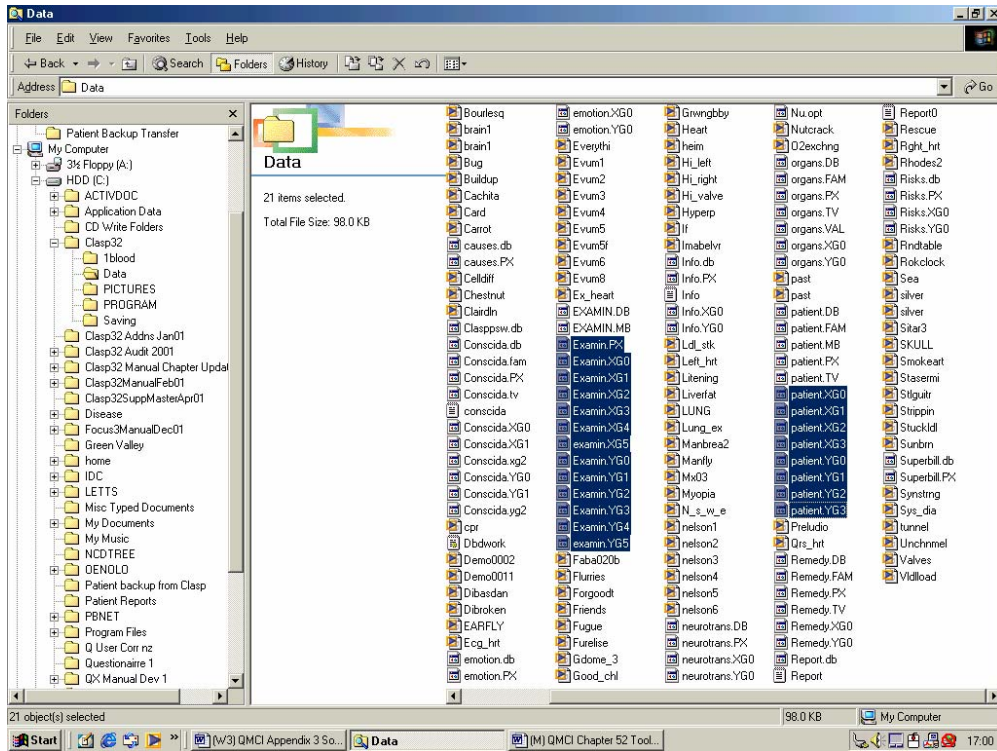
Use the down arrow at the right end of the "address" box to select the "C" drive.

This will now show in the left hand column. Double click this to show all the folders under the "C" drive.



1. Now set up a new folder in the “C” drive to accept the Clasp files (or use My Documents). Click file at the top left on the toolbar, then New, then Folder. A New Folder will appear in the right hand listing: type in Px File Save. This will also appear in the left hand list (Folders)
2. Double click on Clasp32 in the left column and then double click on Data. The end result will be a listing on the right of all the files in the Data folder.

Now each



select of the

highlighted files and drag them in turn (move the mouse to the filename) to the folder on the left column called “Px File Save” that you have just set up. The files involved are:

Patient, Patient .FLM, Patient.MB, Patient.PX, Patient.TV, Patient.XGO & XG1 & XG2 & XG3 & YGO & YG1 & YG2 & YG3

ExamIn, ExamIn.mb, ExamIn PX & XGO & XG1 & XG2 & XG3 & XG4 & XG5 & YGO & YG1 & YG2 & YG3 & YG4 & YG5.

Alternatively you can select them all by holding down Ctrl as you click on each one and then drag the collection into the “Px File Save” folder.(you can release when the “Px Save File” shows in blue.

Restoring Patient Data

Putting them back after loading Clasp is just the reverse. Do this before you run Clasp.

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Double click on Clasp32 Folder to show its folders.

Double click on “Px Save File” to show all the files in the right hand column and then drag them back into the “Data” folder under “Clasp32”.