

# Support

## Archiving and Restoring Patient Data (ClearPath Software (Nexoft) 4.3 or above)

There are a number of good reasons for archiving your patient data sets. Firstly, it enables the data to be held in a secure location (fireproof safe or similar) away from the workstation, secondly it becomes necessary as the hard drive of your workstation 'fills up'. Generally up to 200 patient sets can be stored on your workstation before disk space becomes an issue. Nexan recommends that you don't generally exceed 50 – 100 records.

These instructions cover the archiving of data to removable media, and the deletion of these files from disk.

Archiving data in this way is a simple Windows based operation. ***If you are unfamiliar with the Windows operations such as clicking and dragging you may wish to ask for more technical assistance to help you with this task.***

### Overview

To archive the data on a workstation and copy the archived data to DVD. Once the data is on the DVD it can be labeled and retained as an archived record of patient data. Archived data can be restored if it becomes necessary.

### Creating a new archive folder

*Prior* to archiving the data it is strongly suggested that you set up a separate archive folder within Windows as described below for this activity.

1. Close Nexoft and any other programs which may be running.
2. Double (left) click on the 'My Computer' icon on the desktop.
3. Double (left) click on the 'C:' disk icon.
4. Double (left) click on the 'ClearPath' folder.
5. Double (left) click on the 'Archive' folder.
6. Create a new folder inside the 'Archive' folder. To create a new folder use the menu at the top of the open window, left click on '**File**' then left click on '**Folder**'. Type in a folder name that is meaningful to you, however be sure to conclude the filename '**.cps**' for example **Archive1.cps**

**It is important to note that the folder name must include the last four characters .cps. The system will look for folders concluding .cps.**

### Archiving the patient data

Restart Nexoft in '**Admin**' mode (default password nexoft2). Go to the '**Archive Patient Records**' tab. You will see a list of all of the active patients on the system. The lower half of the tab offers:

#### Delete patient records from the system once archived to disk?

Checking this box will result in all of the records you archive being deleted from the main database. These records will not then be accessible to Nexoft unless you restore them (see 'restoring data' below).

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There is also a dropdown menu – showing blank when the tab is first clicked. Clicking on the dropdown arrow will enable a window which shows all of the archive folders available – you should left click (highlight) the folder name you created.

Finally there is an action button marked '**Archive**'.

To archive to your folder, highlight the patient record(s) that you wish to archive (left click on the record), be sure to check that the correct archive folder is highlighted and click on the '**Archive**' button. You will see a prompt showing the progress of the system archiving the records. More than one record can be selected at one time by highlighting multiple patients.

Once the archiving is complete then the data can be copied onto CD or DVD. DVD is the preferred format as it will hold more data – One CD will hold 5 to 6 patient data sets. A DVD will hold up to 50!! Note: Your archive should not contain more patients that the storage media you choose will hold.

### **Copying the data to disk**

To copy the data to disc, open the copy program and copy the archive folder that you created in to the action window (simply click and drag the folder into the program window). Follow the instructions of the copy program to 'burn' the data'. As a rough guide each patient data set (approx 100 MB) will take between 1 and 2 minutes. Once the 'burn' is completed, the disc will eject. Identify the disk using a soft marker pen.

### **Restoring data**

If at any time you need to restore a patient record, place the archive disk in the CD/DVD drive of your workstation.

1. Close Nexoft and any other programs which may be running.
2. Double (left) click on the 'My Computer' icon on the desktop. Size the window so that it takes less than half the screen, position this window so that you can see the 'My Computer' icon.
3. Double (left) click on the CD/DVD disk icon.
4. Locate the archive folder (remember the name will conclude .cps)
5. Open a second instance of the 'My Computer' window by double (left) clicking on the 'My Computer' icon on the desktop again.
6. Size and position this window so that you are able to see both windows at the same time.
7. Double (left) click on the 'C:' disk icon to open the folder.
8. Double (left) click on the 'ClearPath' folder to open the folder.
9. Double (left) click on the 'Archive' folder to open the folder. Depending on whether you have archived previous patients there may or may not be other folders visible in the Archive folder. (path: C:\ClearPath\archive)
10. Move the mouse pointer to the window showing the folder on the removable disc, left click on the folder and drag it to the archive folder in the second window. (Drag by clicking on the folder and continuing to hold down the left mouse key as you move the mouse pointer

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to the target window) . As an alternative you can 'copy' the folder from the CD/DVD and 'paste' it into the Archive folder.

11. At the conclusion of the copy exercise (irrespective of what approach you use) you will see a folder with the same filename as on your removable media (eg **patient01.cps**).
12. Close all the windows and start the ClearPath software in 'Admin' mode (default password 'nexoft2')
13. In Admin mode, go to the '**Restore Patient Records**' tab. Left click this tab, to open it. In the bottom right hand corner there is a '**Restore**' button, next to this is a window with a drop down table, click on the drop down tab and you will see (depending on previous archives) a number of folder options - one of which will be the folder you just pasted into the archive. Click on this folder name and the patient data information will appear in the window. Highlight the patient or patients data that you want to restore and click on the '**Restore**' button. (Bottom right hand corner). The Patient Data will be restored. Once the patients are restored log off from the ClearPath Software and restart Nexoft using your normal login (not admin mode) The patient(s) you have restored will show in the '**show all patients**' index and can be accessed and edited in the usual way.

**NOTE: If the patient data you are restoring has the same details as previously existing patient data on the system , the system will prompt you to change the patient identifier.**

**NOTE: The data format used by Nexan cannot be read by other software programs.**