

Support

Importing Data onto your System. (ClearPath Software (Nexoft) 4.3 or above)

Sometimes it is required to import a patient data file manually. Transferring 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.***

The Patient Data must be a complete archived file (or set of files). These files must be within a folder marked <filename>.cps (example **patient01.cps**) Normally the data will be on a CD or DVD ROM or removable drive/media.

It is important to note that the folder name includes the last four characters .cps. Do not rename the folder. The system will look for folders concluding .cps.

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 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

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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.