

SIERRA II

CD ARCHIVING INSTRUCTIONS

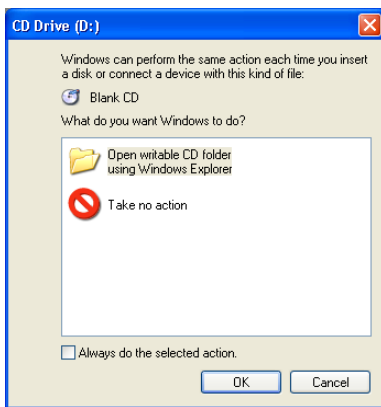
Sierra Version 3.3 Windows XP Drag'n Drop CD or Built-In XP Burner

Toshiba 6100 Laptops have the capability of archiving to CD by two different methods. **Method #1** is to archive and export within the Sierra Program using Windows XP's built-in CD burner software. **Method #2** is to archive files outside of the Sierra Program using the Drag'n Drop CD software. Drag'n Drop CD has three icons, Music, Disc Backup & Data, which are displayed on the Windows desktop.

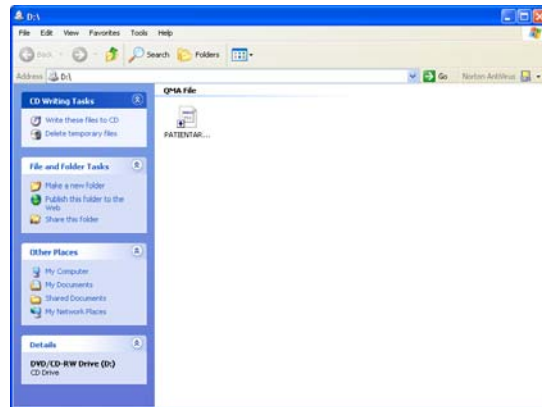
Read the instructions for both methods and decide on the one that seems the easiest for you to follow.

METHOD #1 – Archiving to CD from within the Sierra Program using Windows XP's built-in CD burner software.

1. Insert the archive CD into the CD-R drive, one of the following windows will appear. Depending on the status of the CD. If Blank CD, click **Take no action**. If used CD, click on red X in upper right hand corner.

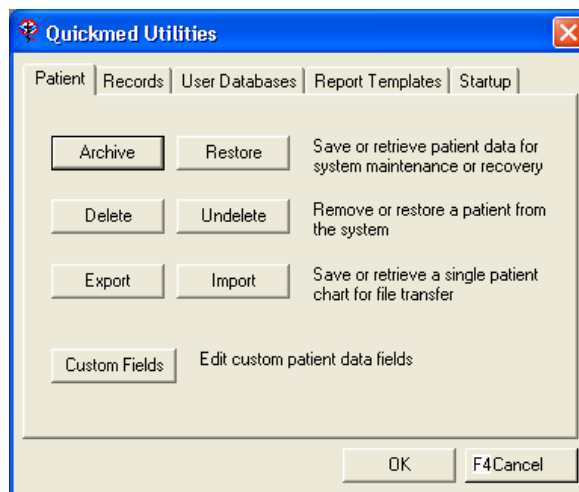


Blank CD



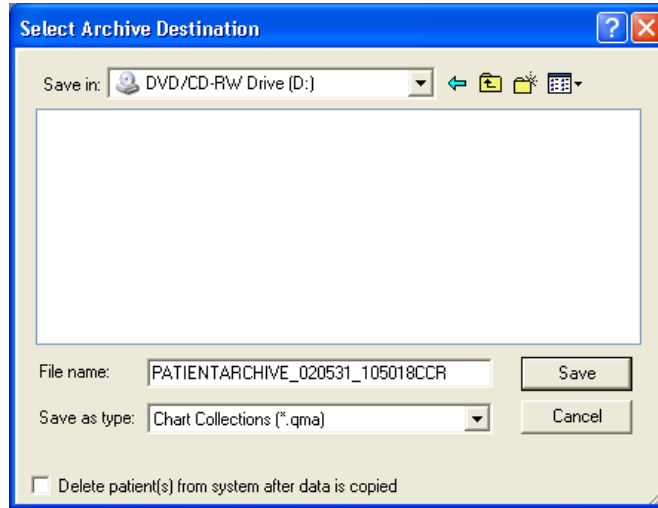
Previously used CD

2. Start the Sierra program.
3. From the **Edit** menu, select **Quickmed Utilities**. The Quickmed Utilities window is displayed and automatically defaults to the **Patient** tab.



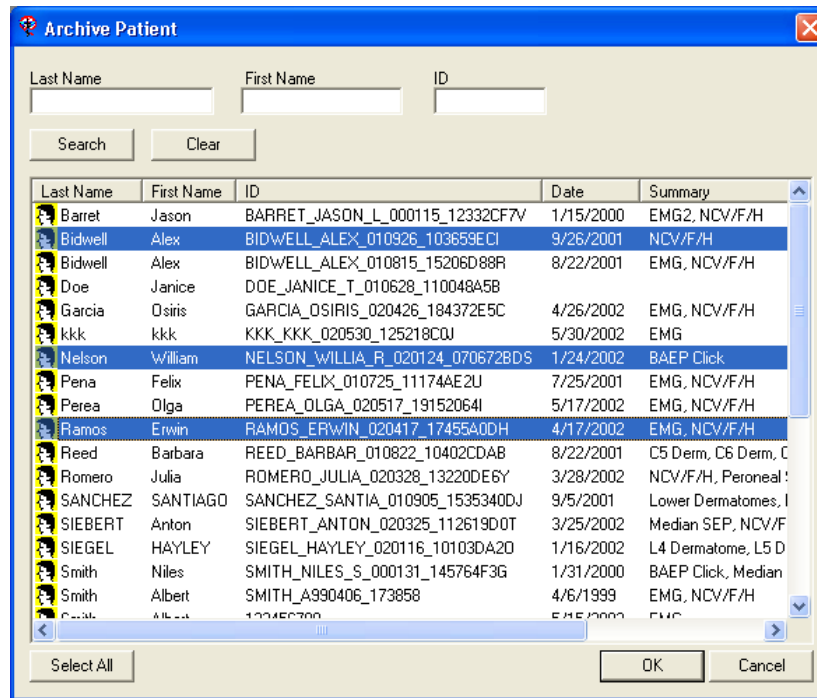
Quickmed Utilities Window

- In the Quickmed Utilities window, click on the **Archive** button. The “Select Archive Destination” window is displayed.



Select Archive Destination Window

- Change the “**Save In**” field to the **Drive letter** associated with your **CD-RW** drive.
- Use the **File name** that is automatically generated (i.e., patientarchive_xx_xx) or type your own name for the archive file (i.e., May 2002 Patients).
- Uncheck the box labeled “**Delete patient(s) from system after data is copied**” See page 8 for instructions on deleting patients after archiving. Click the **Save** button. The “Archive Patient” window is displayed.

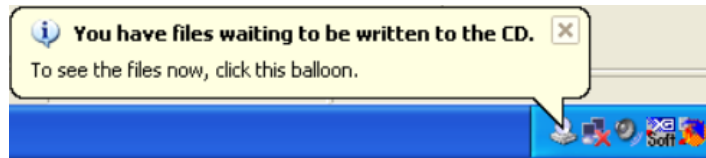


Archive Patient Window

- Select a patient by clicking on the patient’s name, to select multiple patients hold down the shift key and click on patient names (this will select groups) or hold down the control key to select multiple individual patients. To select all patients, Click on

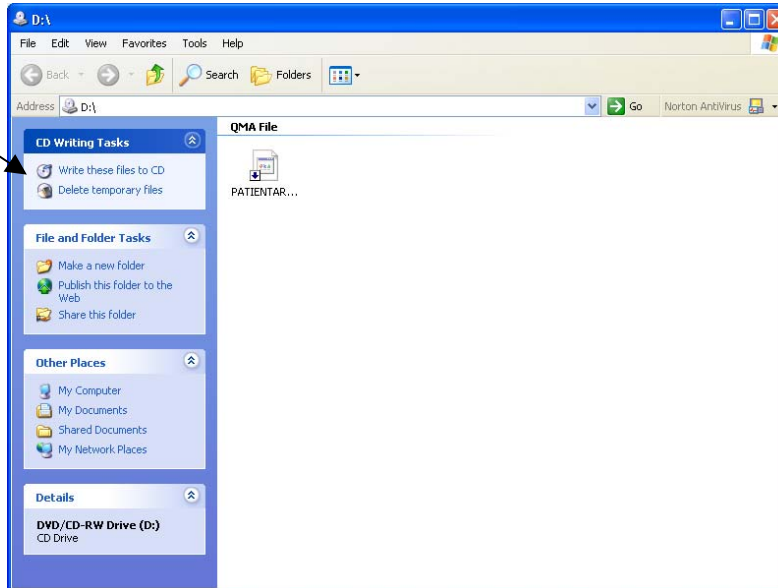
Select **All** button in lower left corner. When all patients to be included in this archive file have been selected, click on the **OK** button.

9. Wait for the following balloon message to appear in the lower right-hand corner of the computer screen (this may take a few seconds). Click on the balloon message, the “CDRW drive “ window is displayed.



Balloon Window

“Write these files to CD”



CDRW drive Window

10. Click on the task “Write these files to CD” shown above. The CD Writing Wizard Window is displayed.



CD Writing Wizard Window

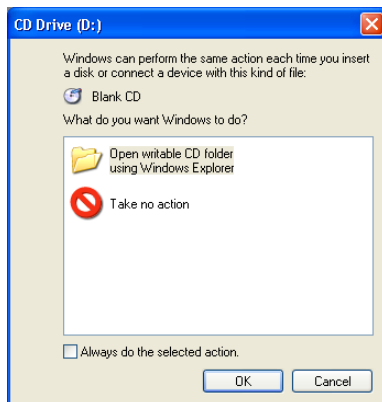
11. Type the **Name** you want to give to the CD, or click Next to use default name. Click **Next**. After files are copied, the CD is ejected and the following window is displayed.



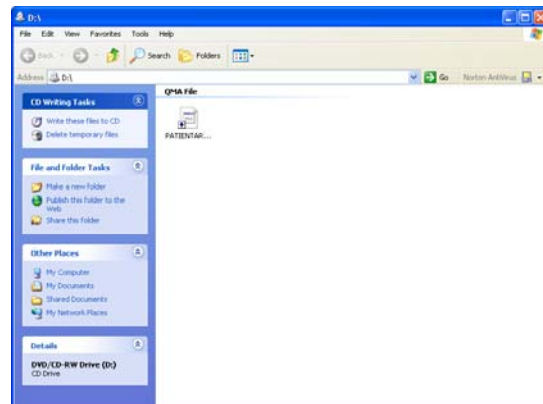
12. Click on **Finish**, the above window closes and you are back to the CDRW drive Window.
13. Close this window and Click **OK** in the Quickmed Utilities Window.
14. The archive process is complete. *It is a good idea to put the CD back into its protective case until the next archiving session.*

METHOD #2 – Archiving to CD outside the Sierra Program using the Drag’n Drop software.

1. Insert the archive CD into the CD-R drive, one of the following windows will appear. Depending on the status of the CD. If Blank CD, click **Take no action**. If used CD, click on red X in upper right hand corner.

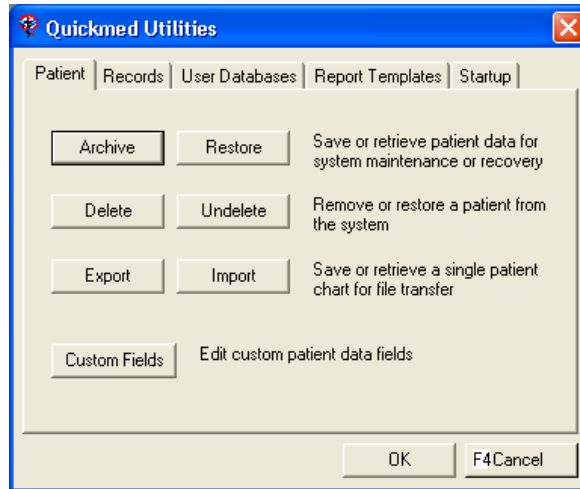


Blank CD



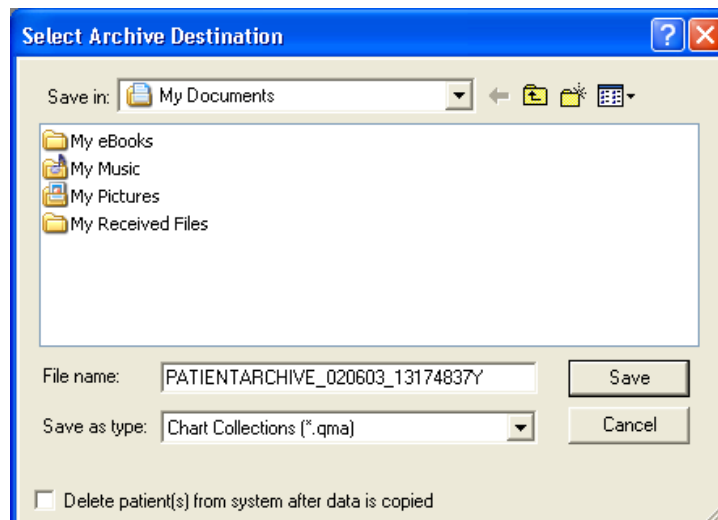
Previously used CD

2. Start the Sierra program.
3. From the **Edit** menu, select **Quickmed Utilities**. The Quickmed Utilities window is displayed and automatically defaults to the **Patient** tab.



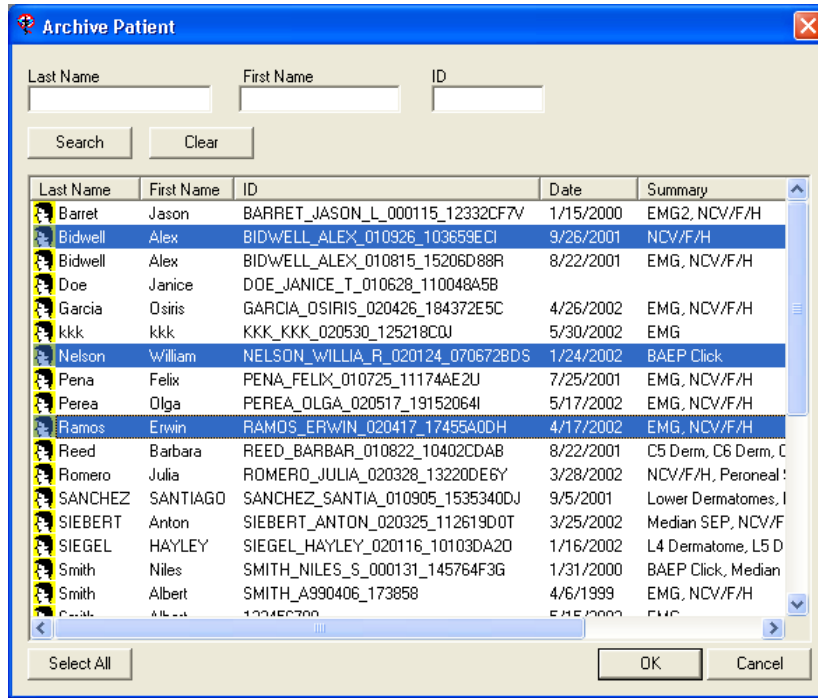
Quickmed Utilities Window

4. In the Quickmed Utilities window, click on the **Archive** button. The “Select Archive Destination” window is displayed.



Select Archive Destination Window

5. Change the “**Save In**” field to the location where you would like to save archive file (ie., **My Documents**).
6. Use the **File name** that is automatically generated (i.e., patientarchive_xx_xx) or type your own name for the archive file (i.e., May 2002 Patients).
7. Uncheck the box labeled “**Delete patient(s) from system after data is copied**” See page 8 for instructions on deleting patients after archiving. Click the **Save** button. The “Archive Patient” window is displayed.



Archive Patient Window

8. Select a patient by clicking on the patient's name, to select multiple patients hold down the shift key and click on patient names (this will select groups) or hold down the control key to select multiple individual patients. To select all patients, Click on **Select All** button in lower left corner. When all patients to be included in this archive file have been selected, click on the **OK** button.
9. Open folder that contains file you want to burn to the CD (i.e., My Documents folder). Click and drag the file to **Drag'n Drop CD Data** icon located on the lower right area of your desktop.



Desktop with Drag'n Drop CD icons

10. The icon will animate by spinning like a tornado. It will then have an orange arrow, and will show a Ready Status. When you have finished dragging all the files to be copied on the CD, click the **Orange Arrow** on the Data icon.



11. After clicking on the orange arrow the Drag'n Drop CD Data icon status will change showing the following progression. The CD will eject automatically when finished.

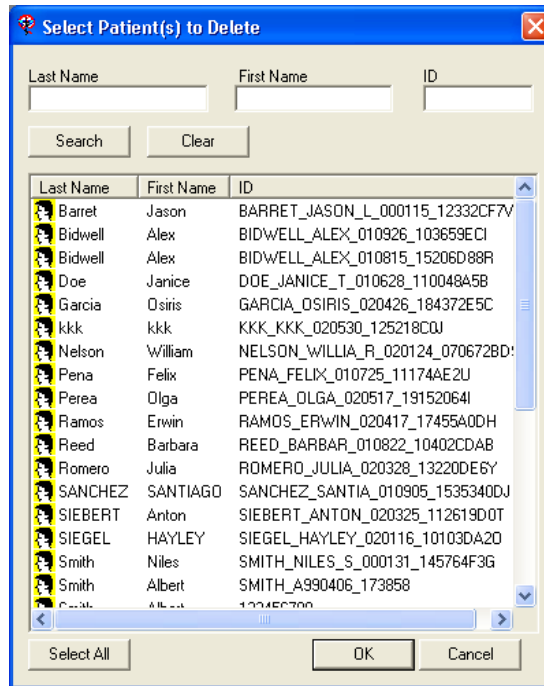


12. The archive process is complete. *It is a good idea to put the CD back into its protective case until the next archiving session.*

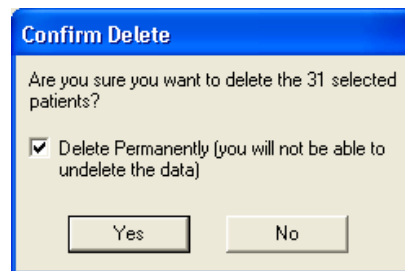
Delete Patients

The **Delete** function is used to remove the patient's chart from the Quickmed Database. To delete patient(s) from the database, follow these steps.

1. From the **Quickmed Utilities** window, Patient Tab.
2. Click the **Delete** button, a list of all the patients on the system is displayed.
3. Click on a patient(s) name to select, to select more than one patient hold down the control key while clicking on the patient names, to select all, Click the **Select All** button in the lower left side of window.
4. Click the **OK** button to delete the highlighted patients.



5. A confirmation message is displayed on the screen. To delete the selected patient charts **permanently** place a checkmark in the box shown. Click the **Yes** button.



If the “Delete Permanently” box is not checked the selected patient charts are removed from the Quickmed Database but are not actually removed from the hard disk drive. The patient charts are placed in a temporary folder located at C:\Quickmed\QMDeletedCharts. The **Undelete** function can be used to restore any patient charts that were deleted by accident.