

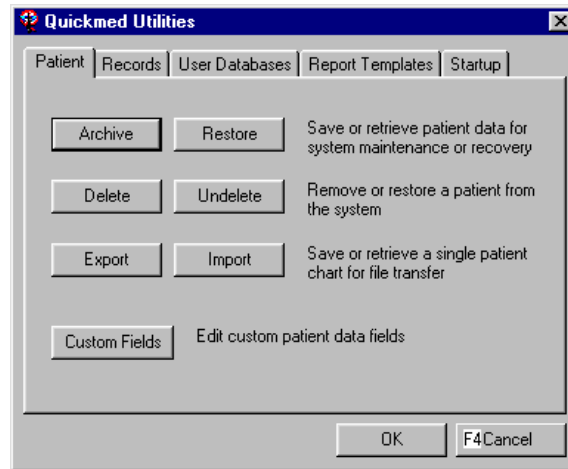
SIERRA II CD ARCHIVING INSTRUCTIONS

Sierra Version 3.2.17

Adaptec DirectCD Version 2.5x or 3.0x

Prior to starting the Archive process please check the Direct CD settings as described on page 5.

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



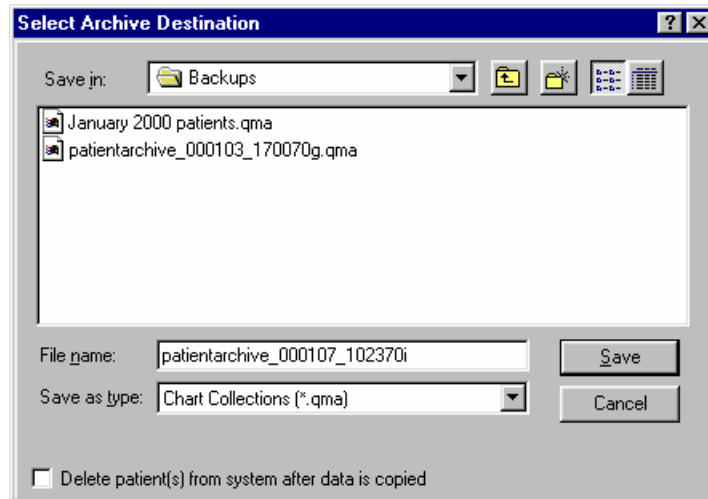
Quickmed Utilities Window

3. Insert the archive CD into the CD-R drive.
4. Find the **DirectCD** symbol in the Windows Taskbar. This is the area next to the time of day in the lower right-hand corner of the display.



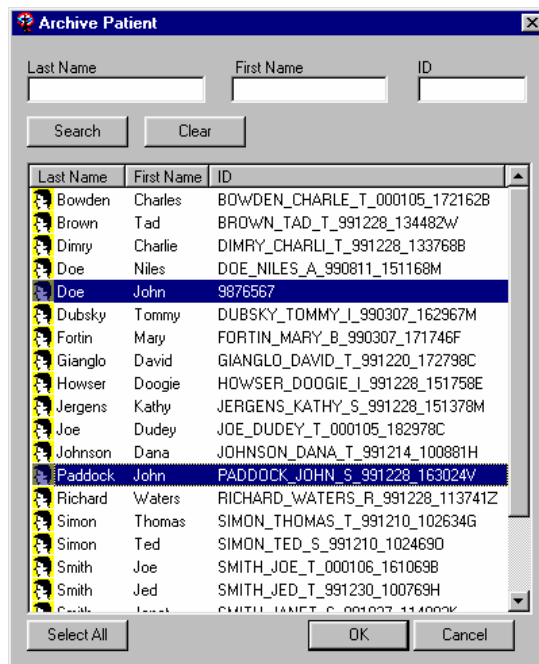
DirectCD Icon in the
System Tray.

5. **Right click** the mouse over the **DirectCD** symbol. From the pop-up menu select **Format** if the disk is new, or select **Make Writable** if the disk has been used before.
6. On the **Format** or **Make Disc Writable** window, click on the **Next** button.
7. On the **Name Your Disc** window, enter an optional name for the disc and click **Finish** (if you have previously entered a name for the disc, the name will already be displayed).
8. The CD is now converted to a writable state. With DirectCD version 2.5x and higher you will see a small red check mark on the DirectCD symbol in the taskbar. This red check mark indicates that the CD is in the writable state.
9. In the Quickmed Utilities window, click on the **Archive** button. The “Select Archive Destination” window is displayed.



Select Archive Destination Window

10. Change the “**Save In**” field to the **Drive letter** associated with your CD-R drive.
11. 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 2000 Patients).
12. Uncheck the box labeled “**Delete patient(s) from system after data is copied**” See page 3 for instructions on deleting patients. Click the **Save** button. The “Archive Patient” window is displayed.



Archive Patient Window

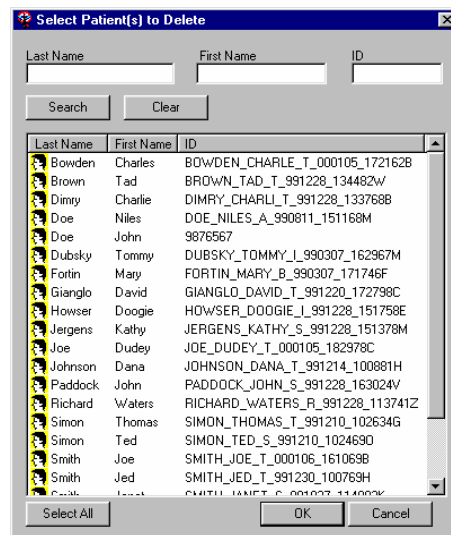
13. Select patient by clicking on the patient name, to select multiple patients hold down the control key and click on patient names. To select all patients, Click on **Select All** button in lower left corner. When all patients to be included in this archive file have been selected, click on the **OK** button and the archive file will be written to the CD.
14. After the archive file has been written to the CD, click **OK** to close the Quickmed Utilities window.
15. Now it is time to **Finalize** the CD. Finalizing the CD protects the data and allows the CD to be read on standard CD-ROM drives in other computers.

16. **Right-click** the mouse over the **DirectCD** symbol in the Windows System Tray. Select **Finalize** from the popup menu. From the Finalize window, click **Finish**
17. The CD is finalized and is automatically ejected from the drive. The archive process is complete. *It is a good idea to put the CD back into its protective case until the next archiving session.*

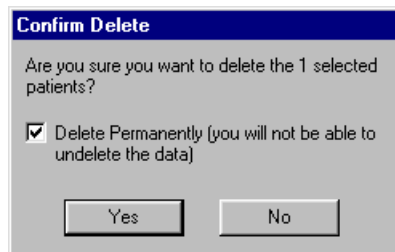
Delete Patients from the Sierra's database after archiving

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

1. From the **Quickmed Utilities** window.
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.



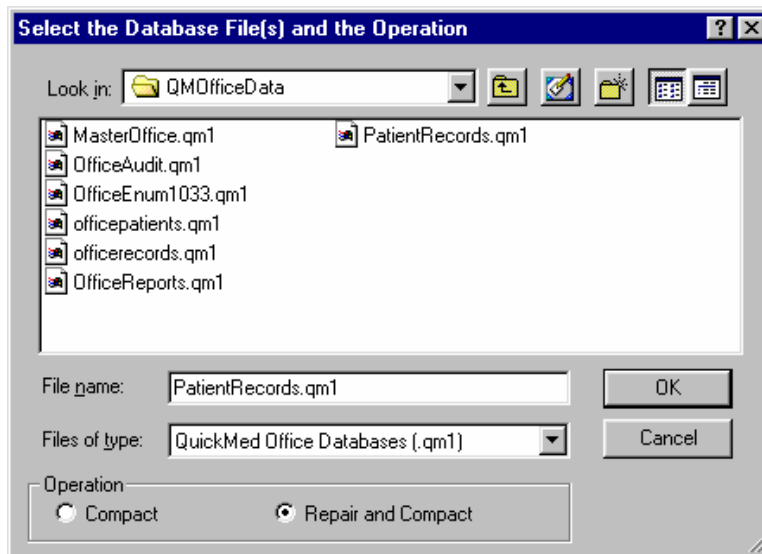
5. A confirmation message is displayed on the screen. To delete the selected patient charts **permanently** place a checkmark in the box shown. Click the **Yes** button.



After deleting a large number of patients from the Sierra's database it is a good idea to run the Compact/Repair utility as described below.

Database Compact/Repair Utility

1. Start the utility by clicking on the **Windows Start** button.
2. Select **Run** from the start menu.
3. Type the command, **C:\Cadwell\Quickmed\DBCCompactRepair** and then click **OK**.
4. The **DBCCompactRepair** window will be displayed.



5. Change the "**Look In**" field to the **C:** drive, then double click on the **Quickmed Folder** to open it.
6. Now, double click on the **QMOfficeData Folder**.
7. Change the "**Files of type**" field to **QM Office Databases.qm1**.
8. In the **Operation** section, select the **Repair and Compact operation**. *The small black dot should appear in front of this operation.*
9. Highlight the appropriate QuickMed Database by clicking on it, you should compact the **Officepatients.qm1** database first and then repeat these steps to compact the **Patientrecords.qm1** database afterwards.
10. Click the **OK** button to perform the selected operation.

Recordable CD Settings

DirectCD Version 2.5d and 3.0x

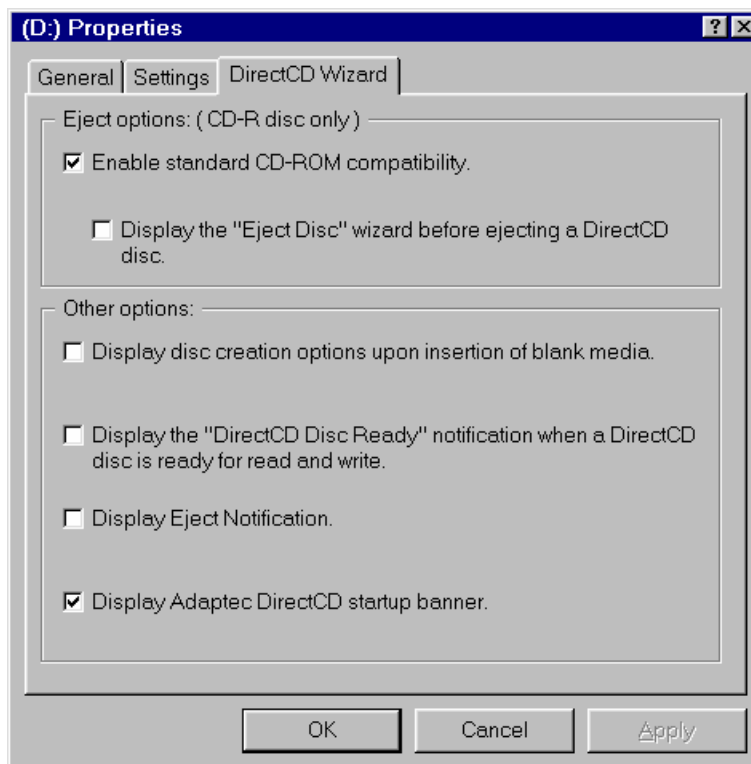
To Check the DirectCD Settings:

1. Insert a CD into the recordable CD Drive. (This can be a new blank CD or a CD that has been archived to before and is not yet full)
2. Right-click the mouse over the Adaptec DirectCD icon in the lower right corner of the screen. From the pop-up menu, select **Properties**.



↑ Adaptec DirectCD icon
in System Tray.

3. The Properties Window is displayed.
4. Click on the DirectCD Wizard Tab.
5. Six check boxes will be displayed. **Only the first and last boxes should be checked** (see picture shown below). After checking the appropriate boxes, click on the Apply button. Then, click the OK button.



If the appropriate check boxes are not maintained after re-booting the computer you will need to obtain a DirectCD software patch from Adaptec or Cadwell Laboratories.