

GENERATE A RAW TEXT FILE OF PROCEDURES/ENCOUNTERS



The Download Procedures section is used to generate a text file of procedures entered for your program. This is a 2-step process; first the file needs to be selected for exporting and then the file will need to be downloaded.

To generate this file you will have to login to the Case Log System.

Once logged in select **Case Entry**. Select **Download Procedures** (fig. 35).



Figure 35: Case Entry

To generate the file for exporting, click on the **Request new export file** button (fig.36).

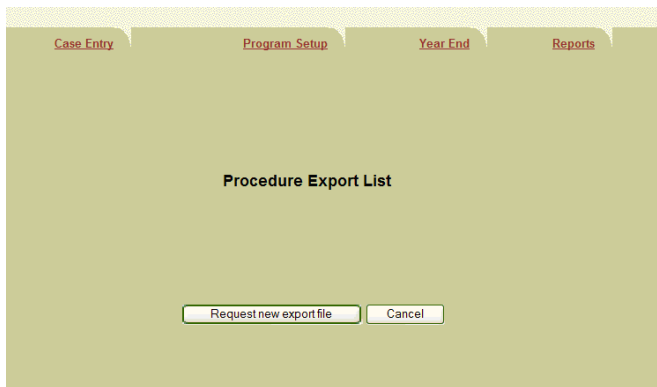


Figure 36: Procedure Export List

You can export the data for an individual resident, as well as a particular date range. If you leave the fields blank, a listing of all procedures will be generated (fig. 37). Press **OK**. **Please Note:** If logged in as a resident, only procedures for that resident can be exported.

Selection Criteria for Export File

Program Id 4401234567

Resident ALL

Date Range [] / [] / [] to [] / [] / []

Procedure Type Procedures

OK CANCEL

Figure 37: Selection Criteria for Export File

A file for all residents' procedures performed will be generated. To cancel a request, click on "Cancel Request" before the file is generated. The file is run from our server at 2 am; 8 am; 12:30 pm and 5:00 pm Central time. At that time, the file will be ready for downloading (fig. 38).

Procedure Export List

Files waiting for processing

Request Date	Selection Criteria	Status
6/12/2007 8:48:06 AM	All Procedures for Green, Mark	Cancel Request

Request new export file Cancel

Figure 38: Procedure Export List with Files waiting to be processed

Once the file has been generated you will need to download it to your computer.

To download the file to your computer, click on the filename link. A message box will open allowing you to select “open this file under current location” or “save this file to disk”. Select “Save this File to disk,” and specify where you want to save the file on your computer.

The downloaded file is a self-extracting zip file named ‘procedures’. Simply double-click on it and a window will pop up (Figure 39) Specify in which directory you want to put the data (the default is c:\procedures), and click finish. This will extract the file (the first ten characters of the name will be the program id). The resulting text file is tab-delimited with field names on the first row. It can be imported into Excel, Access, FoxPro, etc.

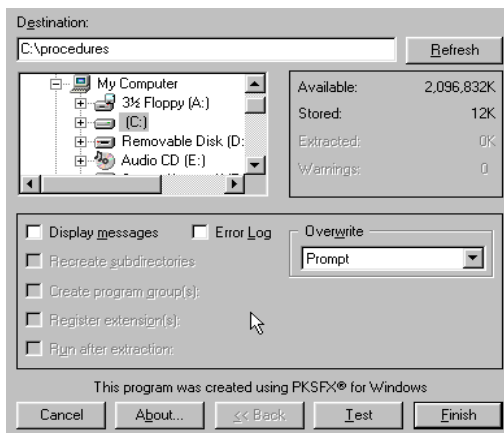


Figure 39: Procedure Data pop-up Box