



Fig 9. Internet Monitor Program

Click Upload Changes and the Active System Searches all your Cardexes and Comment Files. If they are marked as changed, then the Active System makes a copy of the file and then encrypts the copy and then bundles it to be UpLoaded. The file marker indicating changes is then reset. Once all your files are searched and changes encrypted, the system UpLoads the encrypted bundle to a secure place on the Active System Website. No one can access these files without the proper authorization. Active Healthcare will then download the files to their secure computers and delete the uploaded files from the website. In the event you need to restore your data, and all of your backups have failed (Which should be an almost never situation) then Active Healthcare will be able to un-encrypt your data and send it to you for restoration.

# Backup and Restore



## I. Basic Principles of Backing Up Your Data

You should backup often and consistently. Secondly, you should backup to a different location. It is unrealistic to backup to a different location every time you back up, so you should setup a rotation. In other words, if you are backing up to CD's, you should have a CD for Week 1, one for Week2, one for Week 3, one for Week 4 and one for Week 5. If the CD's are Re-Writable, then you can re-use the same CD's each month. However, you should make an extra Backup to a separate CD at the end of each month and set that aside and not re-use it. The basic principle here is that some, or all of your data may get corrupted, destroyed, copied over etc. However, you may not become aware of the situation for days, weeks, or even months later. If this is the case, and you are backing up your data to the same place, then you will have already overwritten your good data with another copy of the corrupted data. If you are backing up to a different location each time, then you need only back track to the copy of your data that is still good, and restore from there.

If you are backing up to another computer or hard drive, tape drive or Zip drive, you should setup a different folder for each backup. Then, make a folder for each month and make an extra backup to that folder at the end of the month.

Copies of your monthly backups should be made and stored off site. If a fire or flood occurs, this could destroy your computer and all copies of your backups. Therefore, make copies of your monthly backups and store them in a secured climate controlled building or safety deposit box.

If your facility has a network and the network server is backed up each day by the network administrator, you could arrange with the network administrator to backup to a folder on the server, or have the network administrator include your computer in the daily backup. This is very convenient, consistent, and safe.

of your server.

## V. UpLoading Changes to the Active Healthcare Website

By default, the Active System is set to upload changes made to your cardexes and comment files on Wednesdays. This occurs the first time you load the Active System for the Day. It will not occur if you keep your computer in the Active System and never leave it. UpLoading requires an internet connection. If you have dialup internet, you must dialup and sign on before you load the Active System the first time on Wednesday. UpLoading will only take a few seconds if you have high speed internet access. It will take a couple of minutes with dialup access.

If you want to disable or enable this function, click Facilities, and then Setup Rosters, Colors.....

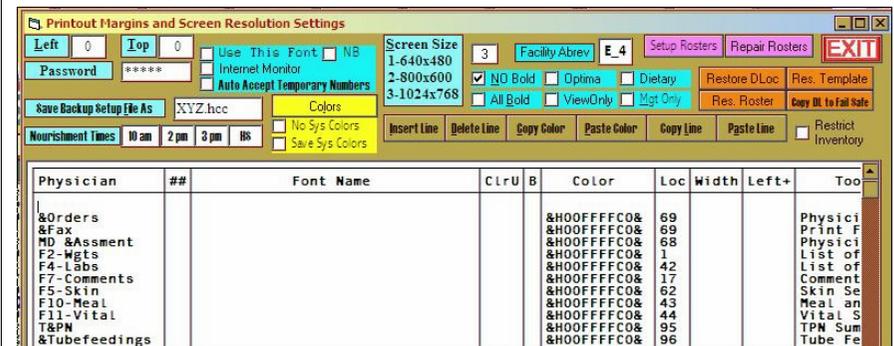


Fig 8. Setup Rosters Program

Not the light blue check box at the top of the screen called Internet Monitor. To disable Internet Monitoring, Check the Box and then uncheck it. Leave it unchecked to disable internet monitoring. To enable internet monitoring, simply check the box and leave it checked. Click Exit when you are done. You will be dropped out of the Active System completely.

If you want to UpLoad your changes now, and not wait for Wednesday, you can activate the upload by clicking Facilities, then click Internet Monitor Setup. Fig 9 on the next page appears.

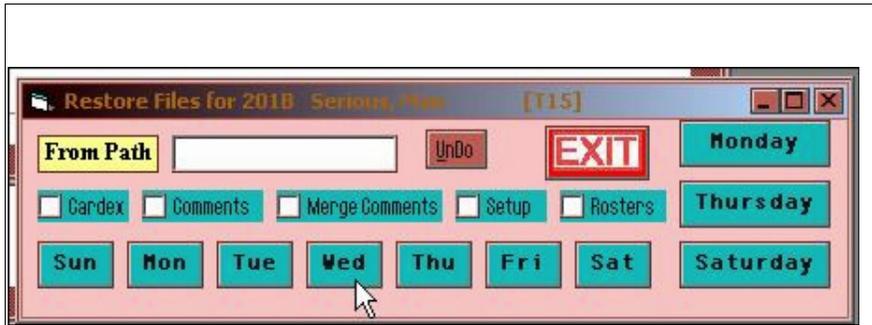


Fig 7. Restore from Automatic Backup

The Active System does everything possible to make sure your data remains intact. However, eventually you will have a cardex corrupted from a surge or drop in electricity while your computer is writing to a file, or a virus will take a bite out of your data. You go to a resident's cardex or admission screen and you find that it contains some garbage data. So, now you have to restore from your backup. The easiest way to do this is to hilite the resident on your Roster Screen and then click Restore at the top of the Screen. Then go to the Restore from Automatic Backup and click it. Figure 7 appears. You may or may not have any idea when the actual corruption occurred. So, the idea is to check the Cardex checkbox and then start with the week day before today and click it. The cardex will be restored from that day. Then minimize the program and go to the resident's cardex and check it to see if it is restored with good data, or the same corrupted data. If the data is still corrupted, then click the Restore program on your Taskbar (the bar going across the bottom on your screen) to bring the Restore Program back into focus. You can now click Undo to Undo the restore and/or click the next week day back and try again. Keep Trying until you find the uncorrupted data. Notice this is only good for 7 days back. It might be a good idea to change the folder you are doing automatic backups to to a different folder each week. Then you would indicate which folder to restore from in the From Path slot at the top of the Restore program. You could use folders Week1, Week2, Week3, Week4. The folders will be created for you when you specify them in the Automatic Backup Program. Then you just specify c:\Week1 or c:\Week2 etc.. in the Form Path slot above. If you are backing up to a Server, the c: would be replace by the drive letter of

## II. How to Backup to CD's

The example here uses the Nero CD Rom Burning software. It is a good software package that can be obtained at [www.nero.com](http://www.nero.com) at a very reasonable price. However, if your computer comes with a CD burner, it already has CD burning software on it that works very similar to this example. Obtain Blank CD's from any department store, or electronics store. Blank CD's are becoming less and less expensive. The CD's that can only be written to once are less expensive and you can copy to them faster. Re-Writable CD's are more expensive, slower, and re-writing to them can be tricky. You need to watch what you are doing. Since one of the principles of backing up is to backup to a different place each time, it might be a good idea to spend the 10 to 20 cents each time you do a backup and backup to a different CD each time.



Fig 1. Opening Screen of Nero Software. Select Make Data Disk

Place a blank CD in your CD Rom burner (writer) and click the Nero Icon on your desktop. Fig 1. screen appears. Click the Data Icon and then click Make Data Disc. The screen in Fig 2. appears

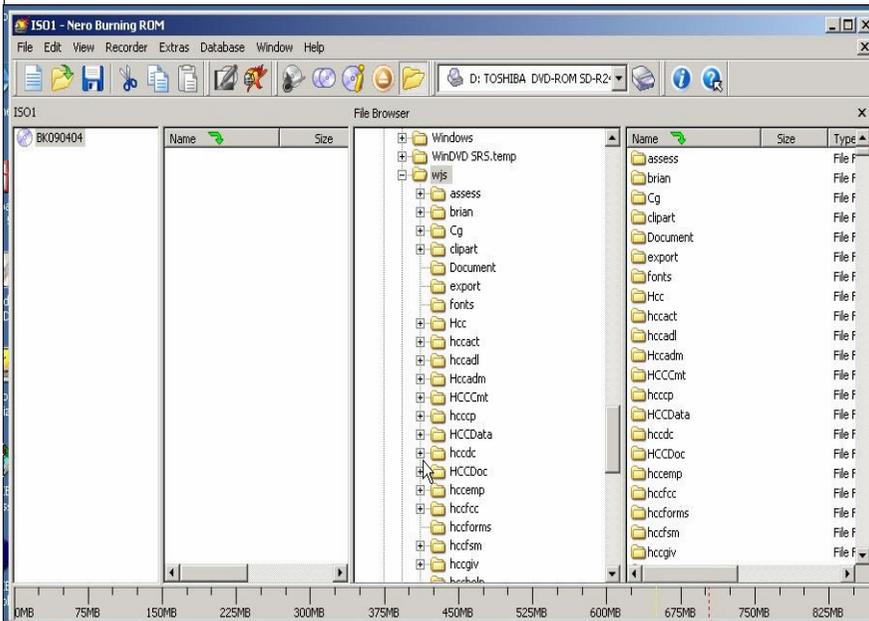


Fig 2. Making a Data Disc in Nero

Four columns are shown. The far left column shows the folders that you have place to be copied to your CD. Currently there are no folders shown. Note that this is where you can also change the name or title of your CD. Click on the name next to the small picture of a CD. The name opens up in a box with a cursor for you the type in a new name. Note the name put in here was BK090404. This is the date of your backup. The initial name of your CD will be "NEW".

The second column shows the content of each folder that is selected in the first column. The third column contains the folders on your computer. Notice the Directory (folder) tree structure. If you go to the top of the list of folders, you will find Local Disk C: listed. This is your "ROOT" directory or folder. In Fig 2. the folder "WJS" is showing. This the the main folder for the Active Sytem. All Data and programs are stored



Fig 6. Automatic Backup Program

Notice that you can select Week Day backups and backups for Monday, Thursday and Saturday. The week day backups are copied to the folder specified in the slot to the right and into folders off this folder named MON, TUE, WED, THU, FRI, SAT. A backup is done each day. The Monday, Thursday and Saturday Night Backups are copied to the folders specified to their right and into folders named Monday, Thursday, and Saturday respectively. The time of the backups are done is specified at the bottom in the boxes to the right of the Yellow Hour label. The example shows the backup is scheduled for 11:30 pm. Military time is used.

Note that you can also schedule print jobs to be done overnight. Then when you come in in the morning, the printouts will be waiting for you as if your secretary got there before you and printed everything out. Unfortunately, the program will not make your coffee and pour you a cup.

HCCDATA - Contains all your Cardex's in a folder called Data1. Each resident's cardex is in a file called Resno.~1 where Resno is the residents medical record number or the temporary number assigned by the Active System.

HCCCMT - Contains all the Comment Files in a folder called CMT1. Resno.\_1 for Dietitian Comments  
Resno.C1 for CDM Comments

Setup - Contains the Cardex Template, Comment Template Diet List, Standard Comment files, ICD9 Codes Medication List

HCC\Setup All the setup files for all the Active System programs

in folders off this folder. Fig 3. and 4 show which folders off the WJS folder should be included in your backup.

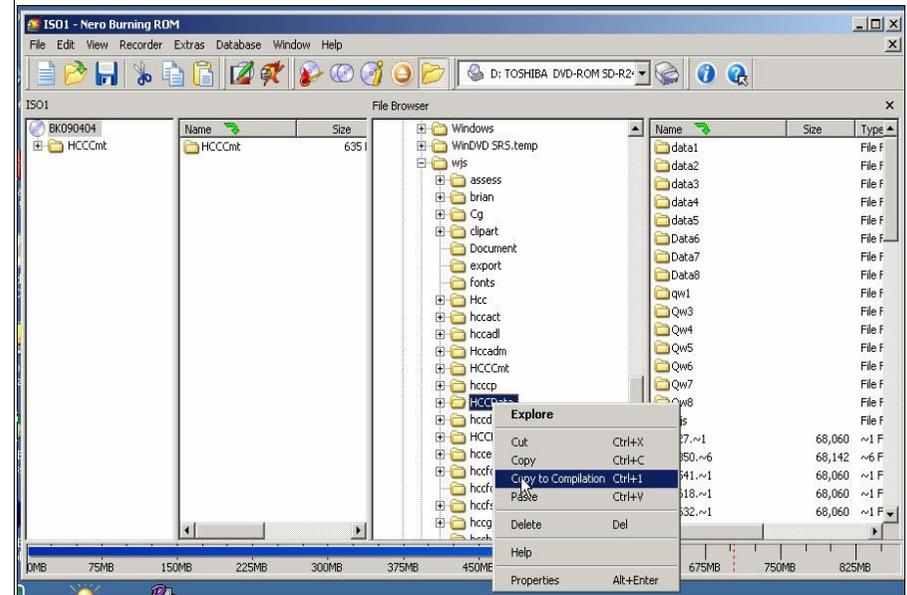


Fig 3. Right Click a Folder and then click Copy to Compilation

#### IV. Automatic Backup Using the Active System

Figure 6 on the next page shows the automatic backup program in the Active System. You access this program by clicking Facilities, then go down to the Automatic Backup line and click it. This program will allow you to backup to a specified location on your hard drive or onto another external drive or network drive. It can be set to perform a backup every night. If you backup to your hard drive, this is not a true backup, but it can provide you with a very quick way to restore data. This is useful in restoring cardex's of individual residents when needed. Using this system, you can restore the most recent best copy and continue with your work without missing a beat. However, this system will be useless if your hard drive crashes. An even better situation would be to have an assigned folder on the facility network server you can backup to. Then you have ready access to it, and your backup copies are backed up when the server is backed up.

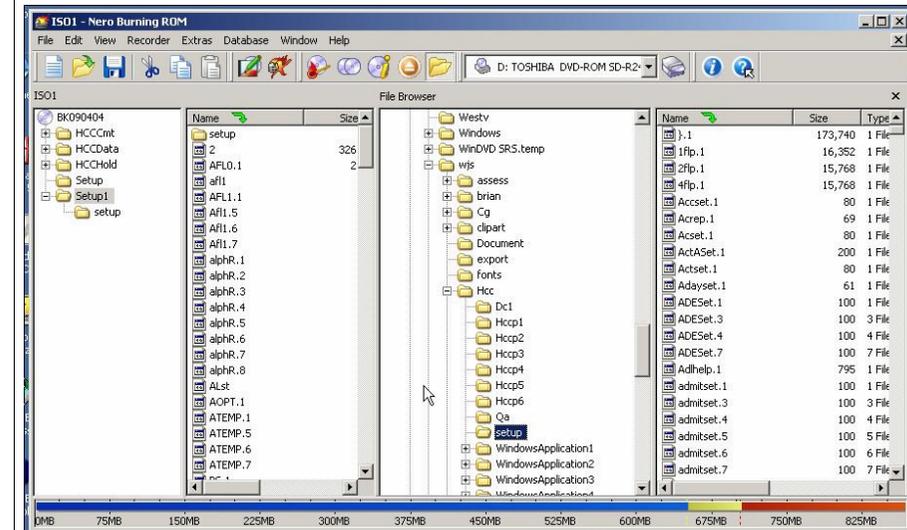


Fig 4. All folders set to be copied. Review all columns

Figure 4 shows all the folders that should be set to be copied. You right click a folder and then click copy to compilation to set it to be copied. This is shown in Figure 3.

Notice that the folder Setup has two versions. The Setup Folder off the WJS folder should be set to be copied. However, there is another folder called Setup which is off the HCC folder which is off the WJS folder. If you simply got to this Setup Folder and set it to be copied, you will get a message telling you it will over write the Setup Folder already set to be copied. So, you either have to copy the whole HCC folder which is very large because it contains all your programs, or you click on the Setup1 folder in the first column and then set the HCC Setup folder to be copied to the Setup1 Folder on your CD. You may want to copy the whole HCC folder if you have space on your CD because this gives you a copy of all your Active System programs also. However, you have copies of your programs on your setup disk, and you can always obtain copies from the [www.ahpg.net](http://www.ahpg.net) website or by contacting Active Healthcare.

Notice the bar at the bottom of the Nero screen in Figure 4. It starts out blue, then changes to yellow and then to red. This means there is too much data to fit on the CD. This occurred in the example because the computer used had several accounts on one computer. This will not happen on a computer with only one facility's data on it.

Once you are finished setting your folders to copy, then click the Burn Icon at the top. Burning your CD should take approximately 5 minutes. Get a permanent marker and write the date of the backup directly on the top side of the CD. Store the weekly CD's in your office and make an extra monthly backup on CD. Move the extra monthly backup off site. Keep three months of backups on site. Each month, move the oldest monthly CD's off site.

### III. Restoring Data

In the event you discover that some valuable data has gotten corrupted, or eaten by a virus, you will need to restore from the CD's you backed up on. To do this, insert the CD in your CD Rom. The CD viewing window will appear as shown in figure 5. on the next page.



Fig 5. CD Viewing Window Appears after inserting a CD into your CD-ROM

Click Open folder to view files using Windows Explorer. You can also access the files on your CD by clicking your My Computer Icon on your desktop, or by Right Clicking the Start Button and clicking Explore.

The idea is to find the data on the CD that you want to restore and right click the file or folder and then click Copy. Then move through the folder tree to your Local Disk C: (Your Root Directory) and find the WJS folder. Then find the folder or file you want to restore and right click a blank spot within the folder and then click Paste. Presto! your data is restored.

The following page shows the names of the folders within the Active System (this means they are located off of the WJS folder) and the types of data they contain. This will help you know where to find and/or restore your data.