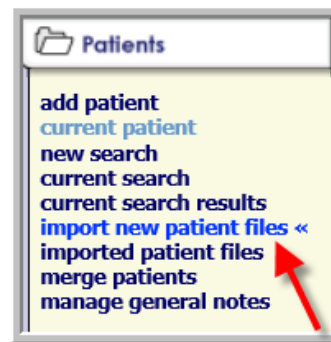


USING THE DEMOGRAPHIC IMPORT TOOL

Use the following directions to import demographic information on a daily basis:

Step 1: Click on the **Patients** Tab.

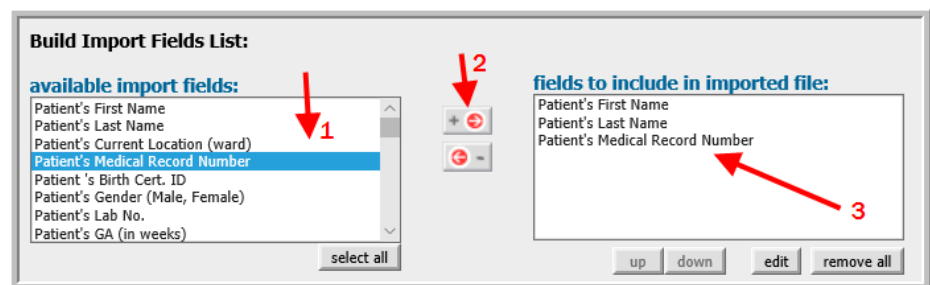


Step 2: Click on **import new patient files**.

Step 3: Create a “map” for your demographic information:

You will need to know the order of the fields of your data (i.e., last name, first name, medical record number, etc.).

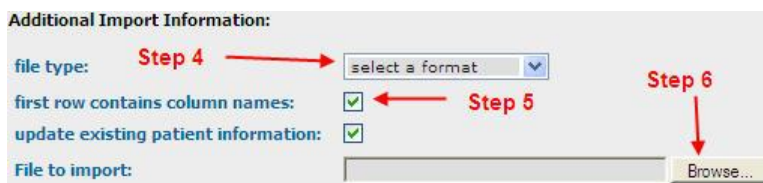
1. Select the fields in the **Available Import Fields** box.
2. Use the arrows to add them to the **fields to include in imported file** box.
3. Make sure that the order of the fields is identical to the file from your hospital.



Step 4: After you have the fields selected, select the **File Type** from the drop down menu in the **Additional Import Information** section of the screen.

Step 5: If your data contains a row with the field names, then check the **first row contains column names** box.

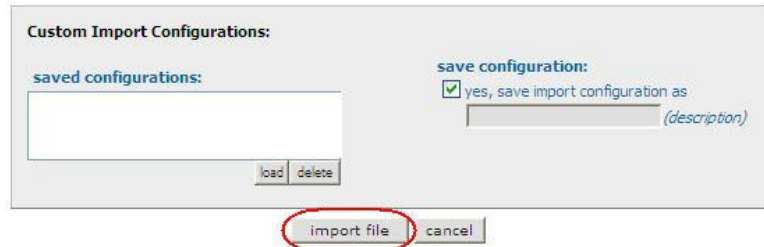
Step 6: Use the **Browse** button to select your data file.



Step 7: Before importing, click the **Yes, save import configuration as** box and type a description of the file. This allows you to avoid the previous steps the next time you need to import data with the same format (See Below).



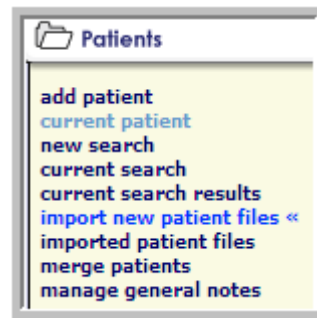
Step 8: Click the **import file** button. The system will now import your data and tell you the status of each file that is imported.



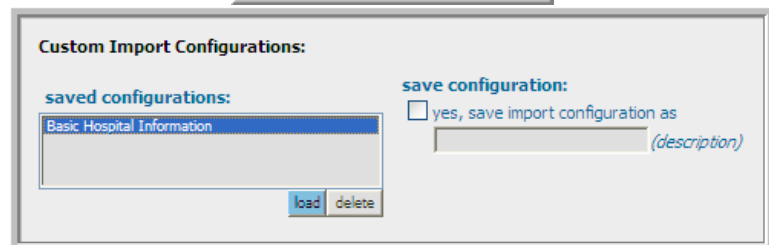
LOADING A SAVED IMPORT MAP

Once you have saved your import map, you can load each time you need to import results.

Step 1: Click on **Import New Patient Files** on the **Patients** tab.



Step 2: Click on the import map you would like to load in the **saved configurations** box; then click **load**.



Step 3: Use the **Browse** button to select your data file; then click **Import File**.

