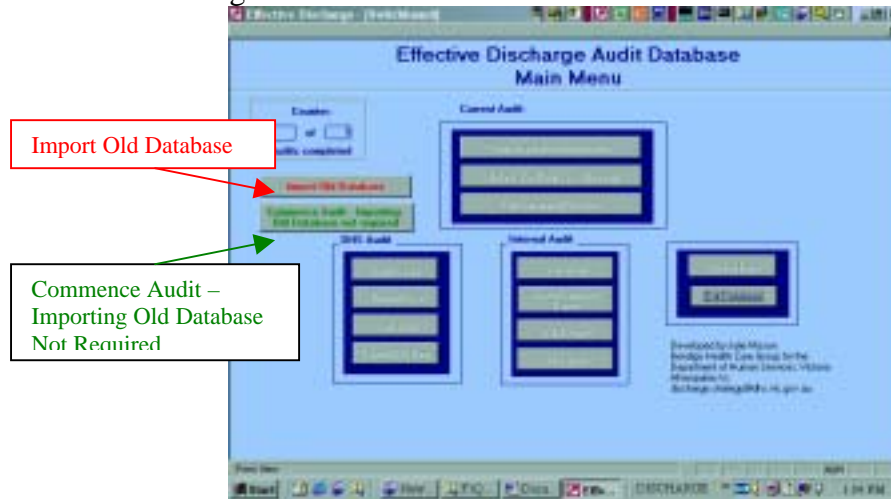


Instructions for Transferring your Access 97 Database Version to the New Discharge Database Access 97 Version 2

Once you have copied the new database onto your computer (either by downloading it off the Internet or unzipping and detaching the attached file), you should open the new database. The screen should like Figure 1 below.

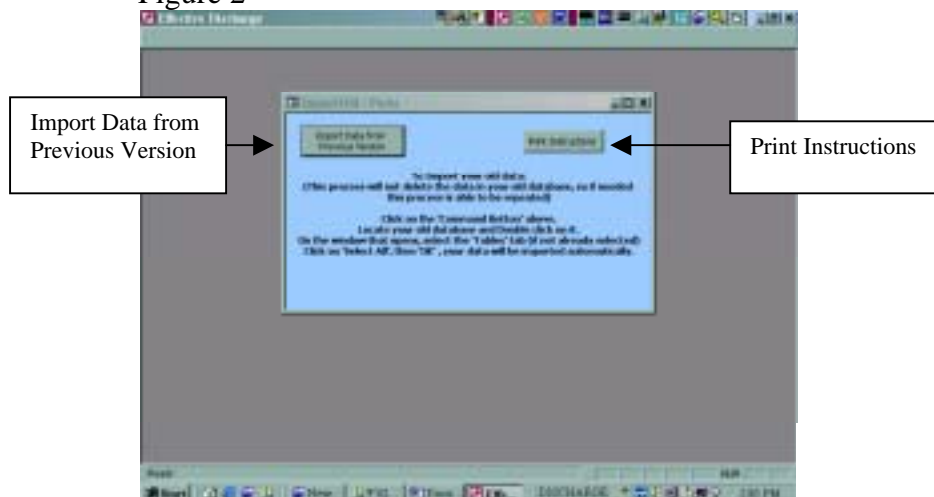
Figure 1



If you have yet to commence auditing you can click the green coloured button saying 'Commence Audit – Importing Old Database Not Required'. You should conduct the audit as per the instructions in the Manual.

If you have already commenced auditing on the original database, you should click on the red 'Import Old Database' button. A screen like Figure 2 will appear.

Figure 2



The 'Print Instructions' button will enable you to obtain a print out of this screen.

To import your old database, click on 'Import Data from Previous Version'. There may be a short delay in the next screen appearing. Please be patient.

A browser box will appear and you should use this to locate your old database and then click 'Import'. It may take a minute or two for the import process. A screen like Figure 3 below will appear.

Figure 3



Click on the tab named 'Tables'. It should then be the first screen in the box.

Click on 'Select All'. The box will change from a white background to a green background as shown in Figure 3.

Click 'OK'. The transfer will commence. It will take a minute or so for the transfer to complete.

When the transfer is complete the main menu page of the database will appear (without the red and green buttons) and you can continue auditing from the point you left off.

If you have archived your data already, you will have to import the archive file you created when you did the archive so that you can produce the reports.

A new database will have to be downloaded each time you want to import an old database (i.e. if you have more than one database because you are auditing multiple hospitals, you will have to download a separate database for each of them).

Changes to the new Database

The Denominator for Performance Indicator 3 may be less than in the previous report. This is due to the fact that the database was adding a number to the total for the denominator for every community provider rather than for each patient (e.g. where a patient had 2 referrals to community providers, the patient was being counted twice for this calculation rather than once).

The Total Discharge Compliance Score may also change, as there was a slight problem with the calculation of this score.