DATA MANAGEMENT AFTER PATIENT DISCHARGE

The following instructions are for managing the data collected from patient monitoring sessions. These instructions are for CNS Monitors running OS A.12.121 and newer.

ARCHIVING DATA

1. Insert a CD/DVD or USB drive into the CNS Monitor.

   *Note:* The external media used for data archiving needs to have enough free memory space to accommodate the patient files to be archived.

   *Note:* If network archiving has been set up, Step 1 is optional.

2. From the opening screen, select Manage Data Files.

3. The Patient Data Management dialog will appear and provide a list of the monitoring sessions currently stored on the CNS Monitor. Select the monitoring session of interest and press **Archive** to create a permanent copy of it on external media.
4. Press the button corresponding to the archive media type inserted in the CNS Monitor in Step 1.

*Note:* If network archiving has been set up, the **Archive to Network** button will be displayed and may also be chosen during this step.

5. A progress bar will appear showing the progress of the archiving.

6. When it finishes successfully, a message will appear, saying ‘Successfully finished archiving’. Press **OK**.

7. Press **Done** to exit the Patient Data Management dialog and return to the opening screen.
ERASING DATA

1. From the opening screen, select **Manage Data Files**.

2. The Patient Data Management dialog will appear and provide a list of the monitoring sessions currently stored on the CNS Monitor. Select the monitoring session of interest and press **Erase**.

3. When the Erase Patient Data dialog appears, select **Erase** to confirm.

   *Note*: Once erased, the data cannot be recovered.

4. Press **Done** to exit the Patient Data Management dialog and return to the opening screen.
RESTORING DATA

1. Insert into the CNS Monitor the CD/DVD or USB drive containing the monitoring session to be restored.

   *Note:* Patient data folders need to be placed in a folder called **Archives_For_CNS_Monitor** at the root level of the external media used for restoring data. The **Archives_For_CNS_Monitor** is the location to which the CNS Monitor automatically exports patient data and from which it reads data for restoring purposes.  
   *Note:* If network archiving has been set up, Step 1 is optional.

2. From the opening screen, select **Manage Data Files**.

3. From the Patient Data Management dialog, select **Restore from Archive**.

4. Press the button corresponding to the media inserted in the CNS Monitor in Step 1 and containing the monitoring session to be restored.

   *Note:* If network archiving has been set up, the **Restore from Network** button may also be chosen during this step.
5. When the Restore Patient Data dialog appears, select the monitoring session of interest and press **Restore**.

   *Note:* If a monitoring session is already present on the CNS Monitor, it will appear as disabled in the list of patient files to choose from.

6. A progress bar will appear showing the progress of the archiving.

7. When it finishes successfully, a message will appear, saying ‘Successfully finished restore’. Press **OK**.

8. Press **Done** to exit the Patient Data Management dialog and return to the opening screen.