

### ARCHIVING PATIENT DATA AT THE END OF A MONITORING SESSION

The following instructions are for archiving patient data at the end of a monitoring session. These instructions are for CNS Monitors running OS A.12.121 and newer.

#### PATIENT DISCHARGING AND ARCHIVING

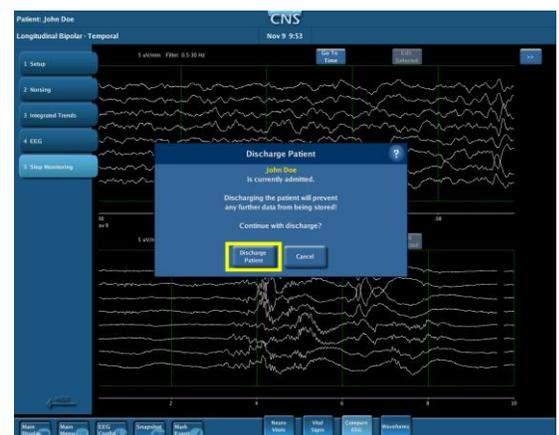
1. Insert a CD/DVD or USB drive into the CNS Monitor for archiving the ongoing monitoring session.

*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. At the end of the monitoring session, press on the **Stop Monitoring** step on the left side of the screen. (If the protocol steps are not showing, press on the tabs on the left side of the screen to expand the steps menu.)
3. When the 'Pause or Discharge?' dialog appears, select **Discharge Patient**.

4. Select **Discharge Patient** to confirm and proceed.



5. The Patient Discharged dialog will appear, offering three options:
  - a. **Archive Now** will create a permanent copy of the monitoring session on external media.
  - b. **Archive Later** will retain a copy of the monitoring session in the CNS Monitor, for archiving at a later time.
  - c. **Erase** will permanently discard the patient monitoring session.

*Note:* Once erased, a monitoring session cannot be recovered.

6. Select **Archive Now**.

7. 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 also be displayed and may be also chosen during this step.

8. A progress bar will appear showing the progress of the archiving. When it finishes successfully, a message will appear, saying 'Successfully finished archiving'.
9. Press **OK**.

10. The Patient Discharged dialog will re-appear, offering now two options:
  - a. **Keep Session** will retain a copy of the monitoring session in the CNS Monitor.
  - b. **Erase** will permanently discard the patient monitoring session from the CNS Monitor.
11. The opening screen will appear and the CNS Monitor will be ready for admitting a new patient.

