

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.

 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.





224 S. Maple St., Ambler, PA 19002 USA

+1 215-283-0860

support@moberg.com

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- Select Destination

 Select archive destination

 Archive to

 Cancel

 Archive Patient Data

 Cancel

 Archiving in progress...

 Synchronizing USB file system...
- 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.

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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.







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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.







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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.

	Restore Patient Data	i	?
Press Restore to restore the selected patient file. Patient files already resident on the monitor have been disabled.			
John Doe 2015 Nov 9 12:21 Mary Green 2015 Nov 9 11:33	Patient Name MRN Date of Bith Gender Protocol Monitoring Stanted Stre Archived	John Dee 1370-01-01 Male Longitudinal Bipolar - Temporal 2015 Nov 9 12-22 2015 Nov 9 12-22 2015 Nov 9 12-22 1 MB Orice	
Restore		Done	

Restore Patient		
Preparing to restore		
Cancel		

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