

**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.

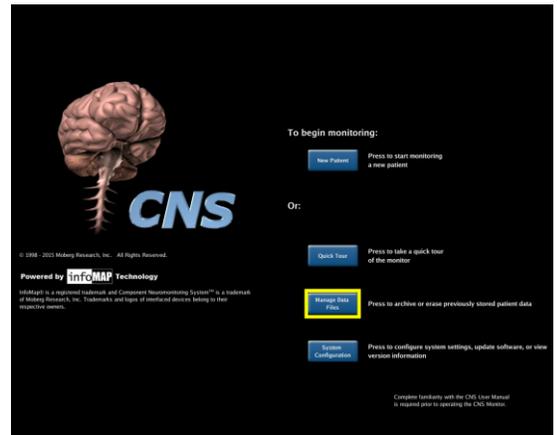
**ARCHIVING DATA**

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

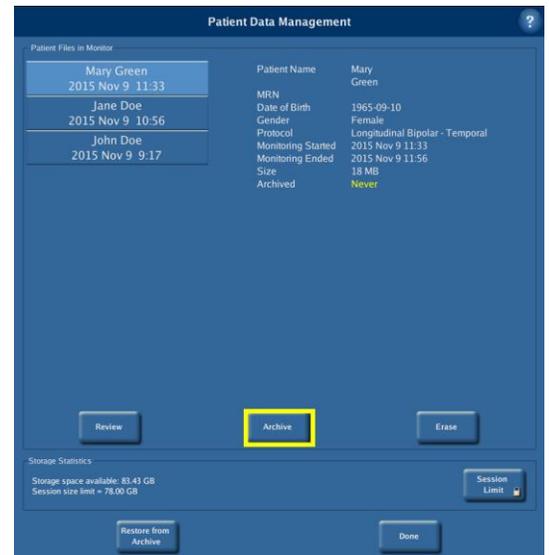
*Note:* The external media used for data archiving needs to have enough free memory space to accommodate the patient files to be archived.

*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.

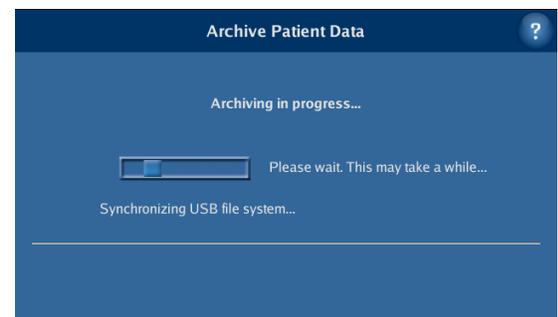


4. Press the button corresponding to the archive media type inserted in the CNS Monitor in Step 1.

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

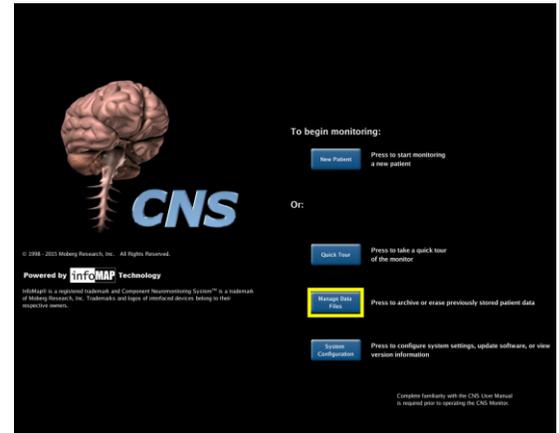


5. A progress bar will appear showing the progress of the archiving.
6. When it finishes successfully, a message will appear, saying 'Successfully finished archiving'. Press **OK**.
7. Press **Done** to exit the Patient Data Management dialog and return to the opening screen.

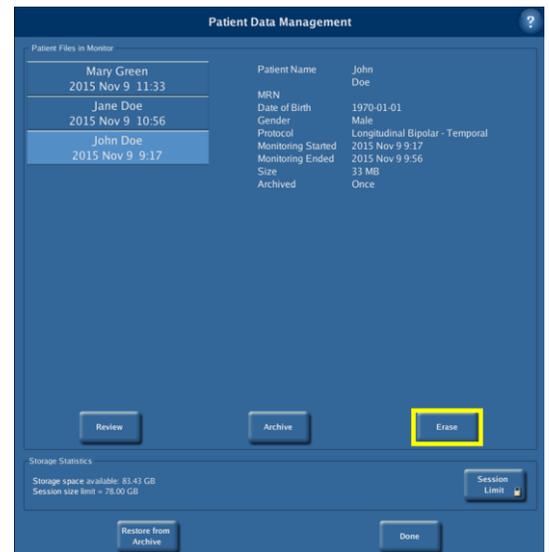


ERASING DATA

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.



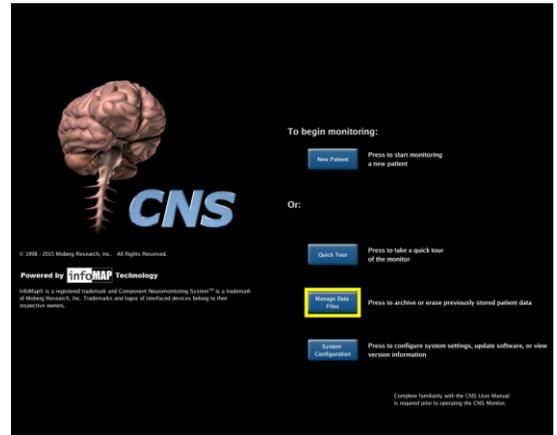
### RESTORING DATA

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.



- 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.

- A progress bar will appear showing the progress of the archiving.
- When it finishes successfully, a message will appear, saying 'Successfully finished restore'. Press **OK**.
- Press **Done** to exit the Patient Data Management dialog and return to the opening screen.

