Downloading Procedure for Registry Data

1.   Open ***Trauma!***.

2.   Cancel the initial, center window that appears.

3.   Insert a 3½ floppy disk into the 3½ floppy drive or USB Flash drive.

4.   Select "Patients" and click.

4.   Select "Export" from the menu and click.

5.   In left side of the next window, select ***System!***.

6.   In the right side window, select "Patients" Select the "Arrival Date(s)" or other records desired to export to system. Send no information with arrival date before January 1, 2000. The state system registry will not have any data merged in with arrival dates from 1999 and earlier.

7.   Click "OK" in the upper right corner. If a window indicating dirty records appears, go to step 11.

8.   The next window that comes up will indicate at the top "Save As". Click "OK".

9.   If all is well, the program will complete the export and when done, will indicate "OK". Click "OK".

10.   Remove floppy disk (or USB flash drive), insert into stiff media mailer envelope and send to the Wyoming Trauma Program.

11.   If all is not well, the register contains unclean data or entry errors. This window will state the # of records requiring cleaning and will ask if you want to print a report. Click "Yes".

12.   Utilize this report to go to the records indicated and clean records or properly enter the necessary information.

13.   Once complete, begin procedure again. Any questions, problems, **CALL!** 888-228-8996 or (307-777-7955)   Ask for Jay Ostby.