Lisungwi: EMR Data Entry for Chifunga and Matope

**Prepare laptop for remote clinic**

1. Login to laptop with user APZU ADMIN
2. PARENT: Check that you can connect to the central server <http://192.168.1.7:8180/openmrs>
3. PARENT: Check if the previous sync was done successfully (do a Cohort query and search for encounters at the remote location with the date of the remote clinic)
4. Check that you can connect to the laptop <http://localhost:8080/openmrs>
5. Windows-Startmenu: All Programs – OpenMRS – Prepare Child Server
6. Follow instructions and thoroughly check for errors
7. If you see any unusual message, you can NOT use this computer for remote data entry

**Data entry for remote clinic**

On the remote server:

1. Login to laptop with user APZU ADMIN
2. Start computer and use OpenMRS <http://localhost:8080/openmrs>

With a 2nd computer connected to the remote server through a cable:

1. Start computer and use OpenMRS <http://10.10.10.10:8080/openmrs>

**Synchronize remote clinic data to central server**

1. Login to laptop with user APZU ADMIN
2. PARENT: Check that you can connect to the central server <http://192.168.1.7:8180/openmrs>
3. Check that you can connect to the laptop <http://localhost:8080/openmrs>
4. Go to Administration – Synchronization – Configuration and “synchronize now” (via Web)
5. Click on “Send/Receive changes via web”
6. Wait until the button “Send/Receive changes via web” becomes active again
7. Check all entries and make sure that a green SYNCHRONIZED is written there
8. Go back to Configuration and choose “synchronize now” again
9. Click on “Send/Receive changes via web”
10. Repeat step 7 and 8 until now entries in “Updates to be synced” show up anymore
11. PARENT: Check if the data from the remote clinic is now visible on the parent server (do a Cohort query and search for encounters at the remote location with the date of the remote clinic)