

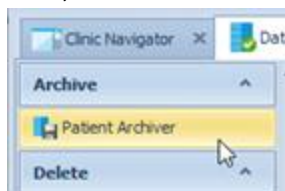
Licensee Data Archiving Instructions

To archive patient data from TheraOffice Web, please follow the below steps:

1. Login to TheraOffice Web as a user with administrator access (**Do not use the Administrator user name**).
2. Click the backstage menu and then select **Administrator** and then click **Database Manager**.



3. Next, from the left side bar select **Patient Archiver**.



4. Next, it's recommended to click the **Active Patients** button to show all patients. Next, check the checkbox to select all patients from the left checkbox column. Set the archive path to save to

your local computer by clicking the ellipse in the **Output Folder**.

Select all the patients that should be archived by checking the checkboxes

Last Name	First Name	Alt. Id #1	Active	Pat ID#
Graves	Nicole		<input checked="" type="checkbox"/>	5
Hammond	Jason		<input checked="" type="checkbox"/>	3
Harris	Rodger		<input checked="" type="checkbox"/>	7
Johnson	Rick		<input checked="" type="checkbox"/>	8
Johnson	Larry		<input checked="" type="checkbox"/>	4
Kelsey	Donna		<input checked="" type="checkbox"/>	1
Long	Frank		<input checked="" type="checkbox"/>	6
Smith	Jane		<input checked="" type="checkbox"/>	2

Archive

Deactivate Patients After Archiving: ☒

Output Folder: ...

Progress:

The archiver will move patients and their related information out of the database and onto disk storage, thus freeing up space in the database. Please note that once a patient is archived, they are removed from the TheraOffice database. Though all information is still available that is stored in the archive folder, the patient will need to be re-entered if they return. Please keep all files archived in a safe place as it's unencrypted and should be backed up.

Show Active or both active and inactive patients

Select the path to archive patients to on your local computer

When ready click the Archive button

5. When ready, click the **Archive** button.
6. The archive process may take a long time depending on the number of patients archiving.

Before sending in final notice to close down the TheraOffice Web database, please double check that you have all files in the archive folder that you selected in step 4 and the files can be opened properly.