

Sign Backup Reports

Occasional and sometimes unpredictable system downtime is inevitable. Your ECS might have planned downtime for an update; you might lose network access due to equipment failure, or your power may go out during a storm. Providing clinical staff access to current patient information during a planned or unplanned system outage can reduce or eliminate the outage's impact on patient care.

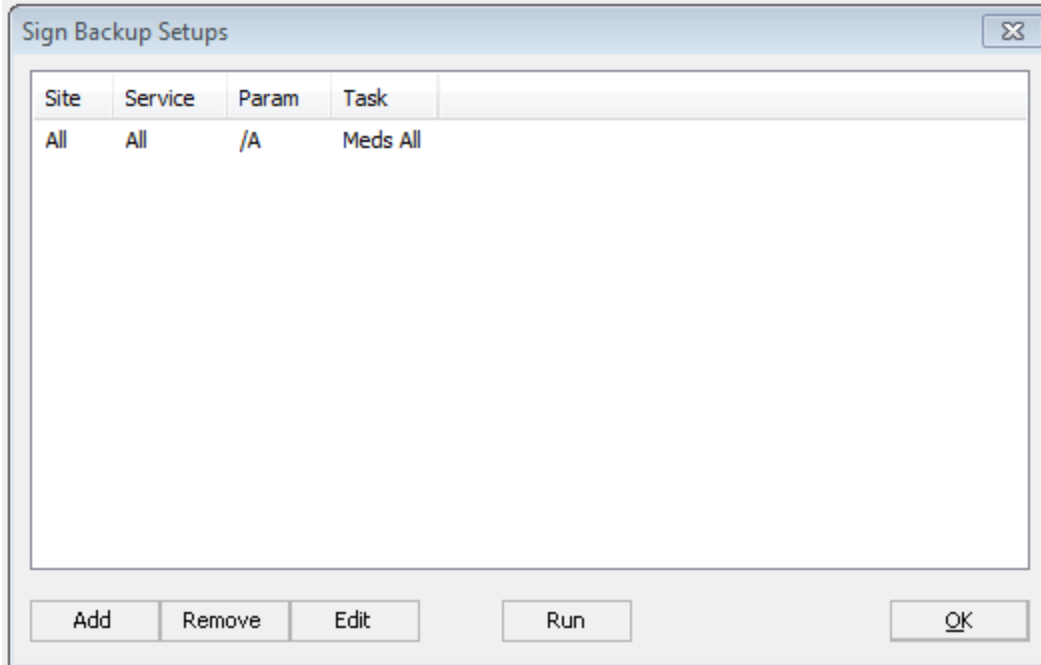
American Data has several facilities that rely on the electronic medication pass feature in our Electronic Charting System (ECS) to chart passing medications. The Sign Backup utility can be used to back up your MAR tasks. In a worst case scenario where computers cannot access the SQL server where all of the ECS data resides, the Sign Backup utility allows the users to have these backup files saved to a stand-alone computer that has access to a printer. The backup medication pass is available in Adobe PDF documents that can be printed out for doing the medication pass by paper instead of electronically.

You can run the Sign Backup utility manually or configure Windows Task Manager to run the task automatically. Follow the instructions below to set up the utility to run for your site(s).

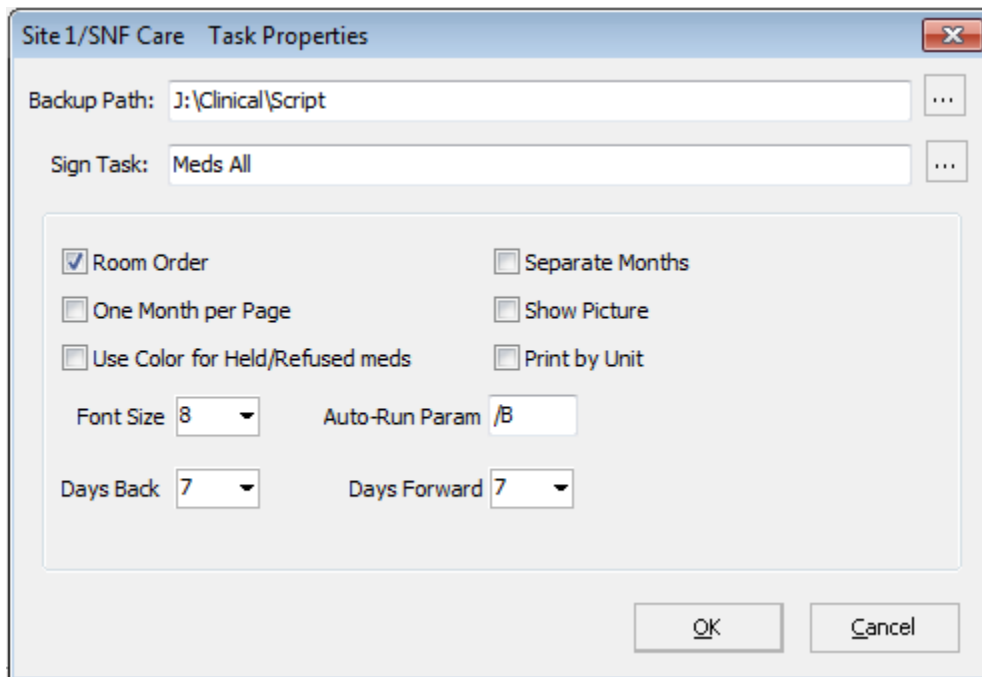
Configure Sign Backup settings for your sites in ECS

Complete the following steps on any computer with ECS access.

1. To access the Sign Backup utility, log into ECS and follow the path **American Data – ECS > Setup > Sign Backup**.
2. The Sign Backup Setups window appears. This window will initially be empty. Add the site(s) that you want to run your backups on. Note that the Service column is reserved for future development and at this time will always be set to All.



- To add a site, click **Add**. The Sites selection window appears listing your sites and also the option to selection "All". If you select **All**, the backup runs on all of your sites and you do not need to set up any other sites. You can also add all your sites individually, which is a good option if you'd like to run backups on your sites with different options or different tasks. You can also select the same site several times if you want to run several tasks or different task options for the site.
- After selecting a site, click **OK**. The Task Properties window appears.



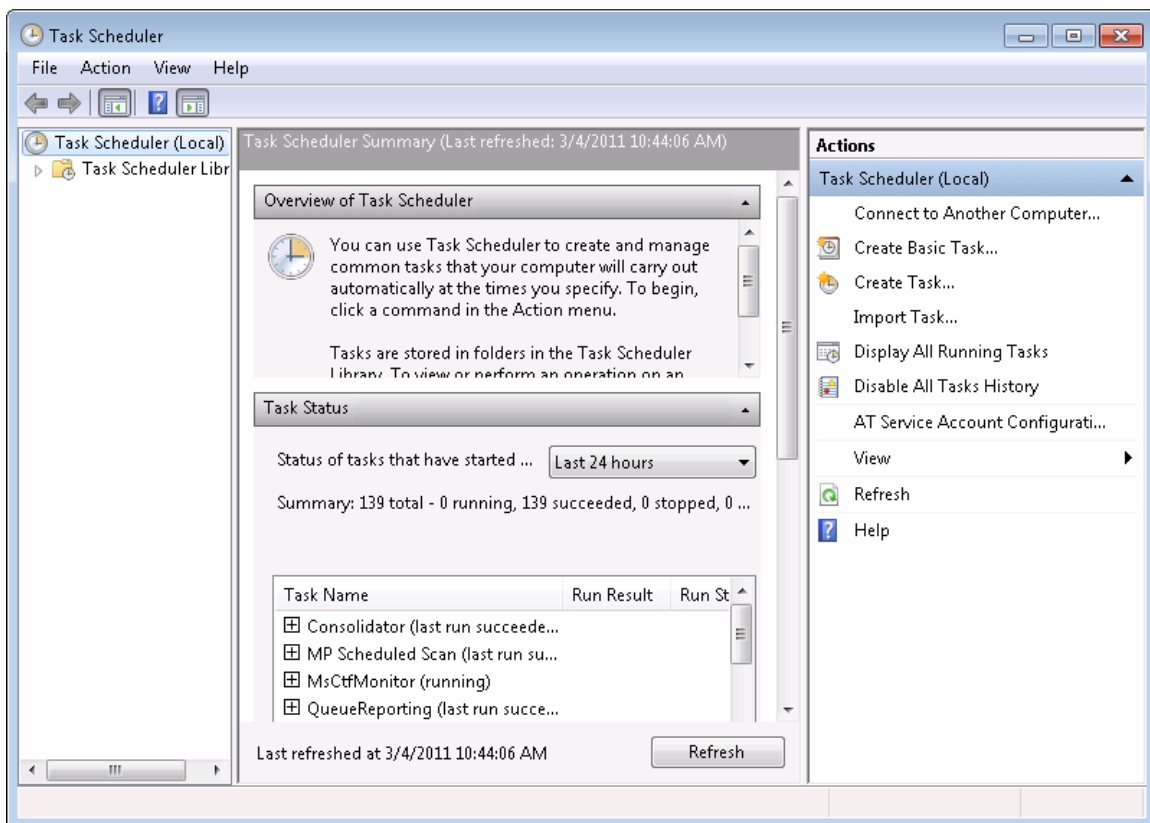
5. Use the Task Properties window to configure your options for the particular site you selected. Here's a rundown of the available options:
- **Backup path** (required). Enter a valid backup path here. You can set different backup paths per site for better organization. This path is where the .pdf's will be saved. It is important that these files are saved or copied to the computer that will be used as a failsafe attached to a non-network printer and an alternate power source or backup power.
 - **Sign task** (required). Select the Sign task (e.g., All Meds) you want to run for this site.
 - **Room Order**. Select this checkbox if you want to see the list of clients arranged in room order instead of alphabetical order.
 - **One Month per Page**. Select this checkbox to show 31 days of cells instead of 16, resulting in narrower cells.
 - **Use Color for Held/Refused Meds**. Select this checkbox to display signatures of Held/Refused items in blue and red instead of putting parenthesis "(" around the signatures as is done with black and white or grayscale printing.
 - **Separate Months**. Select this checkbox to keep the information for each month on separate pages instead of having part of June and July, for example, on the same page.
 - **Show Pictures**. Select this checkbox to display the resident's photos on the backups.
 - **Print by Unit**. Select this checkbox to break up the saved .PDF files into separate .PDF files by site and unit. The files will be named 'mar_Site1_Unit1.pdf', 'mar_Site1_Unit2.pdf', 'mar_Site2_Unit1.pdf', etc. This can be useful to make sure each unit has the .PDF they need and so they don't need to sort through information for resident's not in their unit.
 - **Font Size**. Select the desired font size for the medication orders. Note that the signature font size does not change due to the limited space available to display signatures in the cells. The default font size is 8.
 - **Auto-Run Param**. ECS automatically assigns a letter to each site you set up. The first site you set up will be /A, the second will be /B, and so on. These can be used to set up Windows Task Manager to automatically launch the backups. See the section below for additional information.
 - **Days Back and Days Forward**. Set how many days will be displayed before and after today's date.

Configure Windows Task Scheduler to automatically run the Sign Backup utility

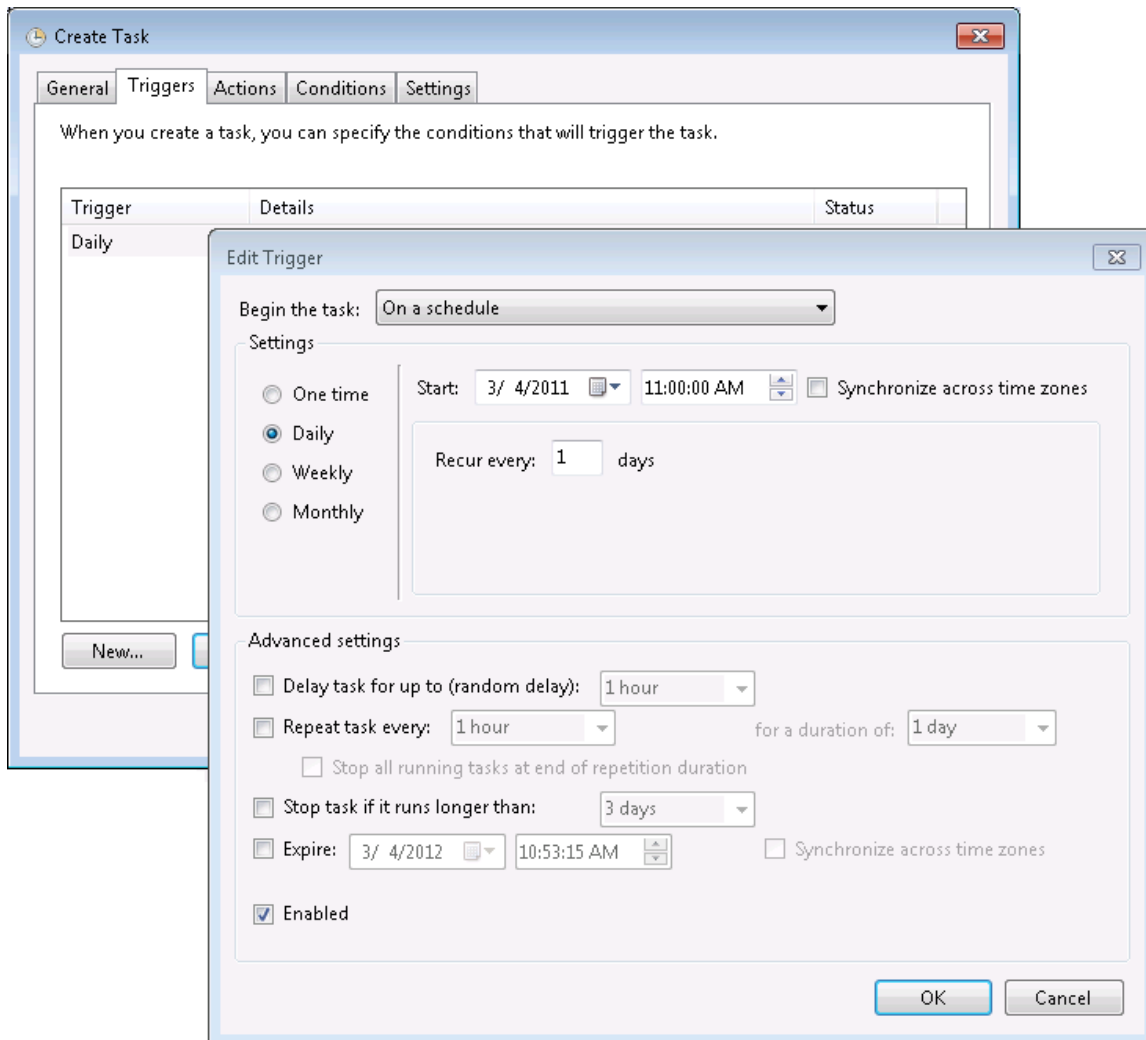
After your backup settings are complete for all of your sites, the next step is to set up the Sign Backup to run as a scheduled task using the Windows Task Scheduler. The Task Scheduler is used to schedule automated tasks that perform actions at a specific time or when a certain event occurs. Note that you do have the option to manually run the backups from the Sign Backup form. To do so, log in to ECS and follow the path **American Data – ECS > Setup > Sign Backup**. Select which site(s) you want to back up and click Run.

1. Access the Task Scheduler: go to Start Menu > All Programs > Accessories > System tools > Task Scheduler. Another way of finding it, is to type task in the Start Menu's search bar and, under Programs, choose Task Scheduler.
2. After you open Task Scheduler you will see three panels. Note that these may vary depending on which Windows version you are using.
 - a. Task Scheduler Library - helps you navigate among all the tasks;
 - b. Task Scheduler Summary - shows information about most recent tasks;
 - c. Actions - allows you to create, import or delete a task, to run, disable, enable and set properties to a specific task.

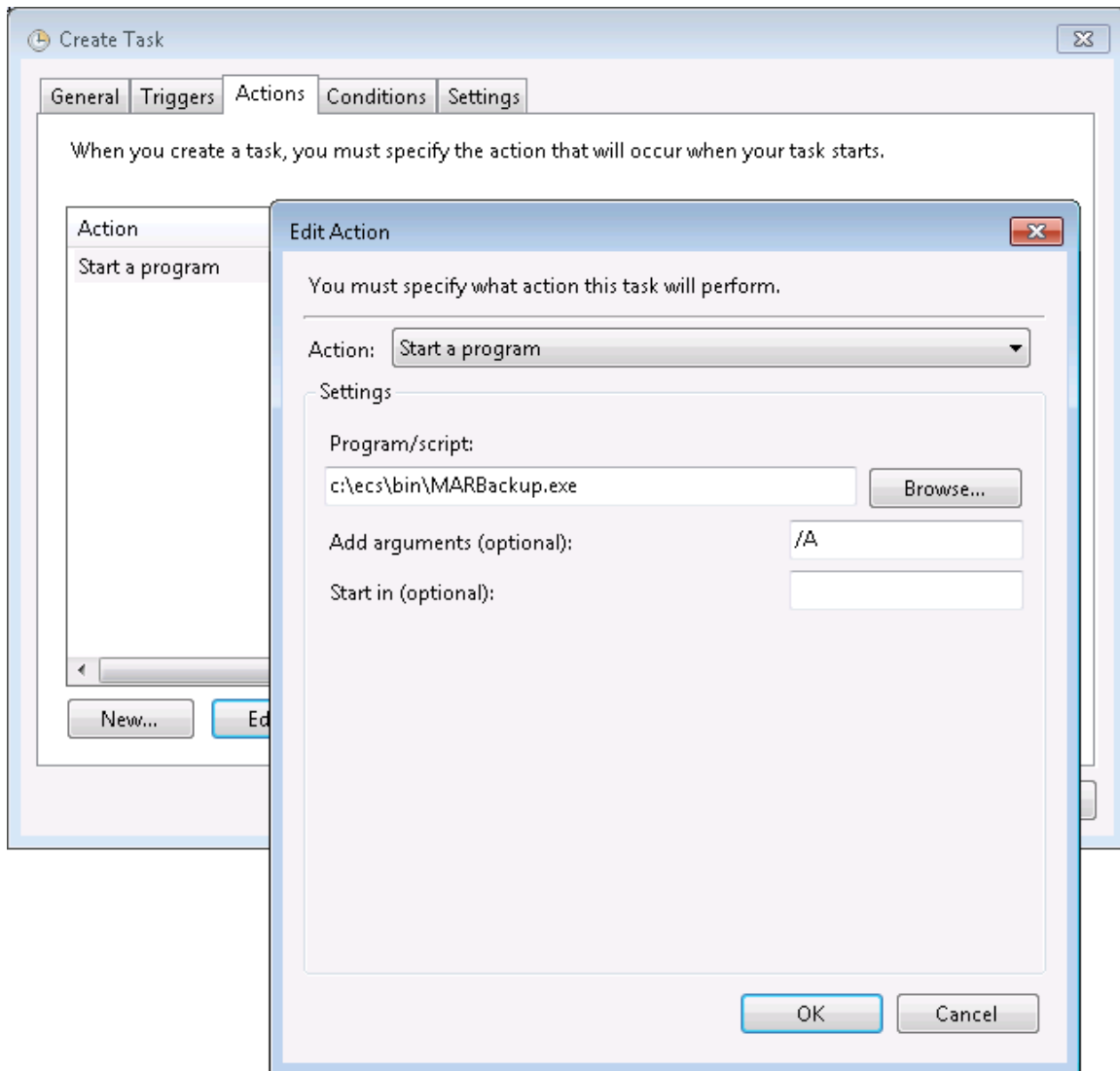
All three are shown in the screenshot below.



3. On the right side of the screen, select **Create Task**. The Create Task window appears.
4. Click on the Triggers tab to set up the list of conditions that trigger the Sign Backup task. Here, you can see details on each trigger and the status of the trigger - enabled or disabled, if available. Click **New** and select the settings you want for the Sign Backup task (e.g. set it to run daily at a specific time).



5. Click on the Actions tab to set up the action that will occur when the Sign Backup task runs. Click **New**. Set the action to Start a program and select the path to the MARBackup.exe.



6. In the Add arguments field, enter the arguments for your executable. This is the param value (/A, /B, etc.) set up in the Sign Backup in ECS. For example, if campus 1 has a param value of /A and you want the Task Scheduler to automatically run the Sign Backup for campus 1, you would enter /A in this field. If you want to run campus 1, campus 2, and campus 3 from the same task. you can add all 3 params in this field (e.g., /A /B /C). If you leave the param field empty, it runs all of your backups
7. In the Start In field, you can specify a start-in folder for the executable (marbackup.exe). This might be the c:\ecs\bin\ folder.
8. To print the reports from your backup, browse to your backup folder (e.g., c:\ecs\backups) and double-click any or all of the .PDF files in the backup folder. You can print the reports from the Adobe Acrobat Reader program.