

audit**maker**<sup>®</sup>

for health professionals



**A generic tool for clinical audit**

**Upgrade Manual**

by Dr. Sepehr Shakib

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**auditmaker: A generic tool for clinical audit: Upgrade Manual**

by Dr. Sepehr Shakib

Substantive editing and layout: Paul Hoadley (Logic Squad, paulh@logicsquad.net)

Copy editing and proofreading: Philip Roberts (Logic Squad, phil@logicsquad.net)

Published by **Logic Squad**

P.O. Box 321

RUNDLE MALL 5000

Australia

<techdocs@logicsquad.net>

Published 2003/05/07

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The documentation provided in this manual was correct at the time of publication.

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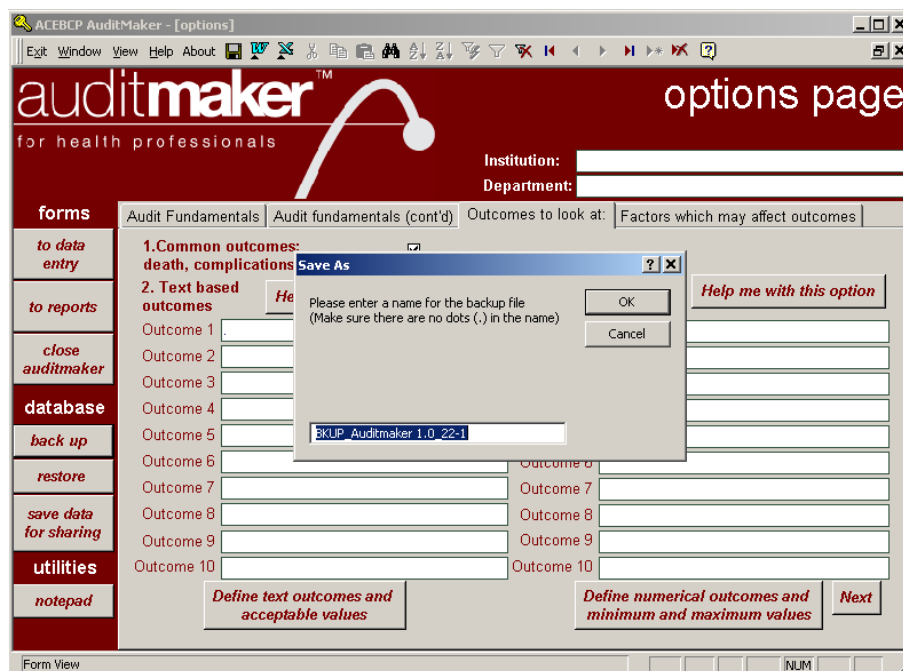
# Upgrading auditmaker

The first step in upgrading your version of **auditmaker** is to back up your existing database:

## Procedure 1. How to back up

1. Press the **Back Up** button to save a copy of your current data.
2. This will bring up a **Save As** dialog box (see **Figure 1**). On the bottom of this will be a file name which will begin with BKUP\_ then the name of your file followed by the date. This is the default name given to your backup file.

**Figure 1. Save As dialog box**



3. Choose to keep the default name of the back up or alternatively put in your own name. (As a general rule, because the default version has the date on it as well, I would recommend keeping it.) When you put a name in make sure there are no dots (‘.’) in the name because the name will be truncated after that point. (Don't ask me why, it's a **Windows** thing!)
4. Press **OK**.

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5. The back up is done. The file name that you gave will be saved in the same folder that the copy of **auditmaker** that you are working on is sitting in.



### Note

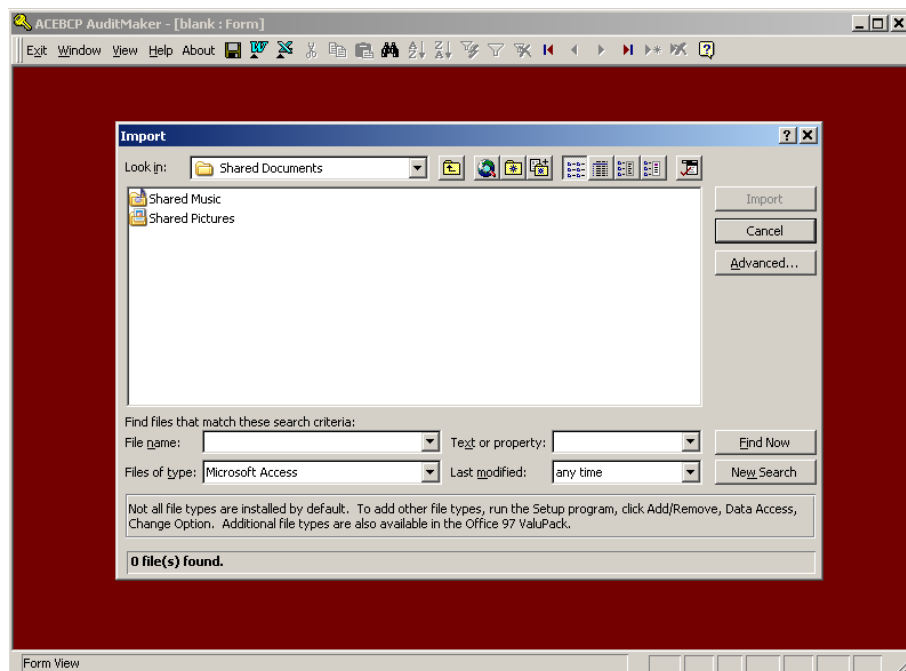
If the name you choose for the back up is the name of an existing file in that folder, then **auditmaker** will instead ask you if you want to write over the existing file.

You can then proceed to upgrade **auditmaker**:

## Procedure 2. How to upgrade

1. Make a copy of the new upgraded version of **auditmaker**, and name it.
2. Double-click this copy to open it. (This will take you to the Options Page.)
3. Press the **Restore** button. The dialog box shown in **Figure 2** will appear.

**Figure 2. Import dialog box**



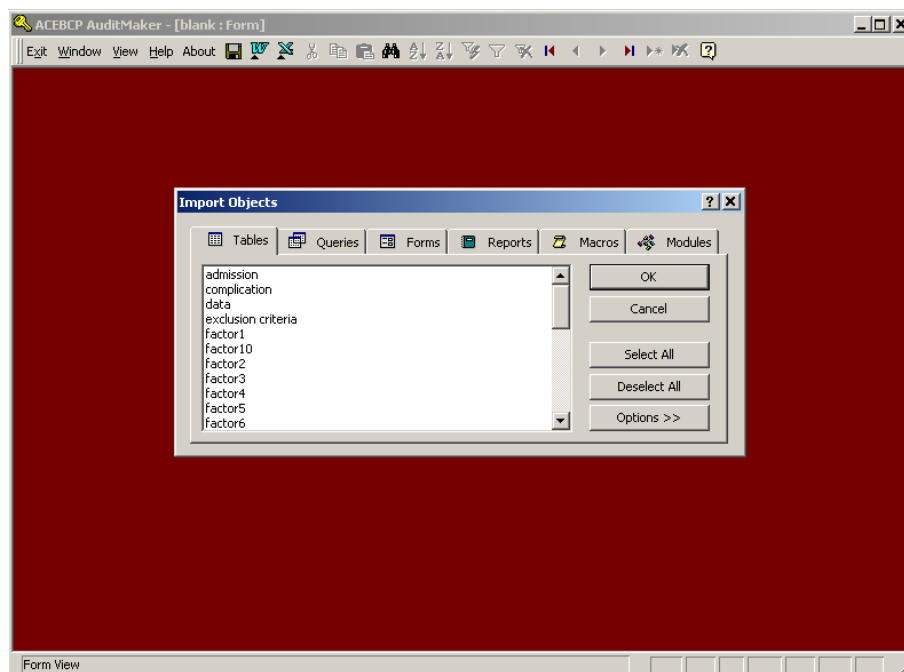
4. The screen will go blank and a dialog box will open asking you to nominate the file that you would like the data to be imported from. The default directory is My

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Documents, hence you may need to look elsewhere to find the file that has the back up information that you would like to restore from.

5. When you find the backed up file either click on the file and press the **Import** button on the right or double-click on the file.
6. This will open up another dialog box (see **Figure 3**), which will ask you which objects you want to import. (These objects are the different tables that contain the data in the file you are backing up from.)

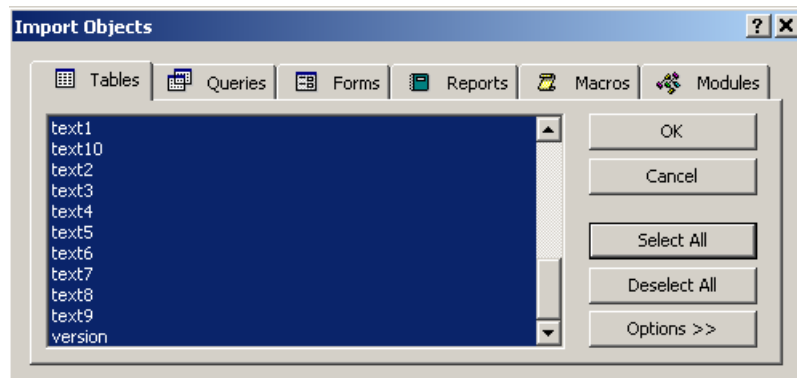
**Figure 3. Import Objects dialog box**



7. Press the **Select All** button on the right to choose all of the objects (see **Figure 4**).

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**Figure 4. Import Objects dialog box: items selected**



8. Press **OK**.
9. **auditmaker** should confirm that your data has been restored. Press **OK**.