
Chapter 7 System Module



Overview

The System Module is used primarily by TIMS System Administrators and TIMS users with High security access. The System module performs tasks such as:

- Transmitting and receiving data from other TIMS sites
- Managing TIMS data
- Managing the TIMS system
- Performing TIMS-related administrative tasks
- Creating system-related reports and logs

The Transmission feature includes dialing or answering a call from another TIMS site, receiving TIMS files in the Inbox, sending TIMS files from the Outbox, sending non-TIMS information, and adjusting the COMM Port settings. Data Management functions include Ad-Hoc Queries, Frequency Report, Data Dictionary, Export, User-Defined Variables, Database Backup, Database Recovery, Purge Records by Site, and Purge Client Records.

The System Management (Mgt) feature consists of setting system preferences and security assignments. Administrative tasks include the creation of spin-off diskettes (used by the Reporting Area level only) and TIMS table maintenance. System reports include Activity Log, Transmission Log, User-Defined Data Dictionary, Users Rights/Access, Unacknowledged Transfer File Report, and Unacknowledged Record Report.

The TIMS System Administrator will setup most of the TIMS system information, such as preferences, user security, and table maintenance before individual users access TIMS.

Quick Start

Open the System Module

There are two ways to open the System module...

- Open the **C**lient menu and select **S**ystem.
If the current module does not have a Client menu, choose the first menu from the left.

Or

- Click the **S**ystem button on the toolbar.



Change Password

A user with Low, Medium, or High security access can change their personal password. The information below is for individual users. The System Administrator can also use this feature to reset the SYSADMIN password.

To change your TIMS password...

1. Open the **S**ystem Mgt menu and select **S**ecurity.



2. Enter the old Password and press the **T**AB key.
3. Enter the new Password and press the **T**AB key.
4. Retype the new Password for confirmation.
5. Click the **S**ave button and then the **C**lose button.

Add a New User

Note: Only a TIMS System Administrator can add a new user.

To add a new TIMS user...

1. Open the **S**ystem Mgt menu and select **S**ecurity.



2. Click the **N**ew button.
3. Enter the detail information on the bottom of the window.
4. Click the **S**ave button to create the account.
5. Click the **C**lose button.

Edit System Preferences

Note: Only a TIMS System Administrator can edit System Preferences.

1. Open the **S**ystem **M**gt menu and select **P**references

Or

Click the **P**references button on the toolbar.



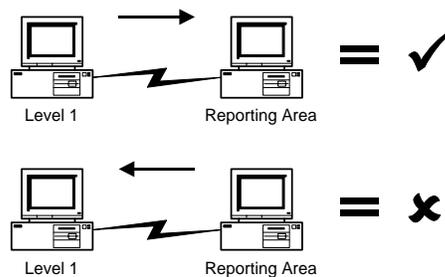
2. Enter the desired preference settings for the items listed.
3. Click the **F**iles button.
4. Enter the location for the TIMS files.
Most of the file locations will be entered automatically during installation.
5. Click the **S**ave button on the Location of TIMS Files window, then click the **C**lose button.
6. Click the **S**ave button on the System Preferences window, then click the **C**lose button.

Transmission Overview

The **Transmission** functions are used to send and receive surveillance data, ARPE data, and other files via modem. Surveillance and ARPE data are collected and prepared for transmission in the Surveillance and Program Evaluation modules, respectively, but the transfer file is actually sent and received by the transmission functions of the System module.

Data Flow Restrictions

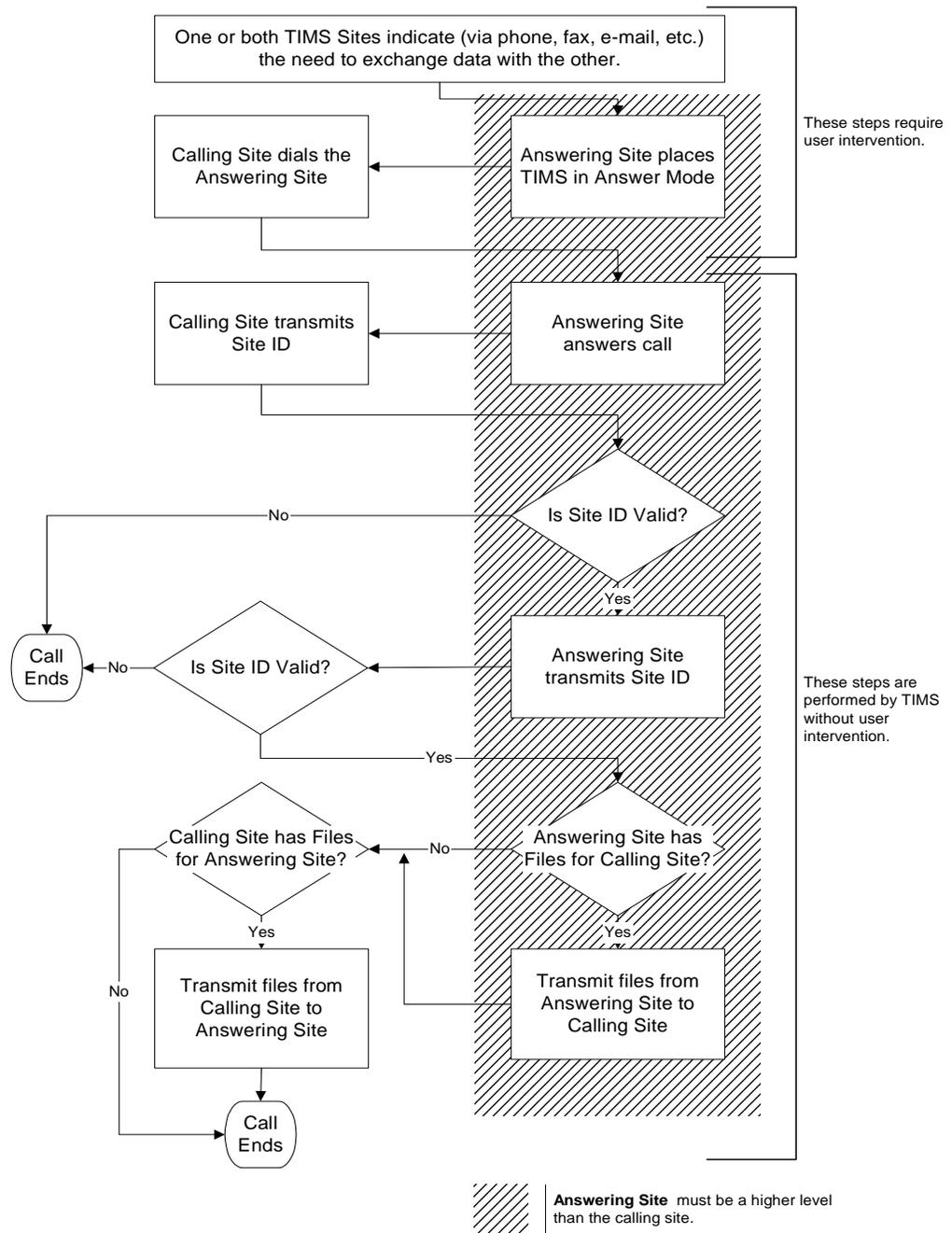
To ensure data integrity and prevent data duplication errors, TIMS restricts the data flow between different TIMS levels. The lower site on the hierarchy must always initiate the data transmission call. For example, a Level 1 site may dial a Reporting Area site, but a Reporting Area site cannot dial a Level 1 site. Any Reporting Area files which must be transmitted to a Level 1 site (acknowledgements, State Case Numbers, etc.) must wait until the Level 1 site dials the Reporting Area before the files are transmitted. See the Surveillance Reporting Hierarchy chart in the Surveillance Module chapter (Chapter 4) for details.



When a modem connection is established, the TIMS application will automatically perform the following operations:

1. The Answering Site verifies the Calling Site's TIMS ID. If the Answering Site does not recognize the Site ID, the call is terminated.
2. The Calling Site verifies the Answering Site's TIMS ID. If the Calling Site does not recognize the Site ID, the call is terminated.
3. From its Outbox, the Answering Site transmits all files intended for the Calling Site.
4. From its Outbox, the Calling Site transmits all files intended for the Answering Site.
5. The call ends.

Transmission Data Flow



TIMS automatically places the files received into the proper location (e.g., Inbox). TIMS also provides a Transmission Log Report that allows you to review all incoming and outgoing transmissions.

Note: Users with System Administrator and High user access privileges can send and receive data between TIMS sites. Only TIMS System Administrators can use the Assimilation function to incorporate the transmitted data into the TIMS database.

Person-To-Person Cooperation

Exchanging data between sites requires that the TIMS users on both ends of the transaction communicate and cooperate with one another. In the following example, a Level One site transfers a surveillance file to the Reporting Area and picks up the acknowledgement file.

Step	Level One	Reporting Area
1	Calls Reporting Area to say that there are data to transmit.	•••
2	•••	Puts TIMS in Answer mode.
3	Uses the TIMS Dial command to dial the Reporting Area site.	•••
4	TIMS transmits the Surveillance data (SURV) file to the Reporting Area site.	TIMS receives the Surveillance data (SURV) file from the Level One site.
5	TIMS call ends.	TIMS call ends.
6	•••	Assimilates the surveillance data received from the Level One site. An Acknowledgment (ACK) file is created and placed in the Outbox.
7	•••	Calls Level One site with request to pick up Acknowledgment (ACK) file.
8	•••	Puts TIMS in Answer mode.
9	Uses the TIMS Dial command to dial the Reporting Area site.	•••
10	TIMS receives the Acknowledgement (ACK) file from the Reporting Area site.	TIMS sends the Acknowledgement (ACK) file to the Level One site.
11	TIMS call ends.	TIMS call ends.
12	Assimilates the Acknowledgment (ACK) file.	•••

Transmission: Dialing and Answering

Calling Another TIMS Site

Use the **Dial** function to initiate a data transfer to another TIMS site. When a connection is made, all files for both sites will be exchanged automatically.

In order for the call to be successful, the TIMS application at both sites must be properly registered, and the Answering Site must have TIMS in Answer Mode.

To dial a TIMS site...

1. Open the **System** module.
2. Use one of the following methods to display the TIMS Dialing List:
 - Open the **S**ystem menu and select **T**ransmission, then select **D**ial
 - Click the **Dial** button on the toolbar



- Press **Ctrl + D**

The TIMS Dialing List window appears. To close the window, click **C**ancel.

Site Name	Modem Phone Number
CA LEVEL 1	(404)321-5176
CA LEVEL 2A	(222)222-2222
CA LEVEL 2	(404)321-9428
CALIFORNIA	(404)321-0343

Dialing Prefix: Dialing Suffix:

Use Alternate Modem Number: Alternate Number:

Add the Alternate Number to the List: Replace Current with Alternate:

Long Distance: Include Area Code:

3. Select the TIMS site you want to connect to by clicking its name in the list.

Sites are added to this list during the Setup and Spin-Off processes. To maintain data security, users cannot add new TIMS sites to the list.
4. If your phone system requires that you enter a code before dialing a phone number, enter the code in the **Dialing Prefix** box.

For example, many institutional phone systems require that you dial a 9 to access an outside line.
5. If your phone system requires that you enter a code after dialing a phone number, enter the code in the **Dialing Suffix** box.

For example, some institutional phone systems require an access code to use long-distance service.
6. If the Answering site requests that you temporarily dial a different number to connect to them, select **Use Alternate Modem Number** and enter the different number in the Alternate Number box.

The alternate phone number will only be used for the current call.

Use Alternate Modem Number: Alternate Number: [] -

7. Select **Include Area Code** if you need to dial the area code for the number you are calling, but the number is still within the local calling area.

For example, the metropolitan Atlanta, GA area has several area codes making it necessary to dial all ten digits for local phone calls (404-555-1212).

8. Select **Long Distance** if you are calling a number that is long distance.

This adds a 1 to the dialing prefix.

9. Click the **OK** button to dial the selected TIMS site.

The Dial Monitor window is displayed. Click the **Abort** button to cancel the dialing process.



The Dial Monitor displays the status of the call. Once the connection is established, the two sites will automatically begin exchanging files.

Adding an Alternate Phone Number for a TIMS Site

You can add an alternate number for TIMS sites previously registered on your system to the TIMS dialing list.

Note: TIMS will dial the new number when the procedure is complete. You can click the **Abort** button at any time to stop the outgoing call.

To add a number to the TIMS Dialing List...

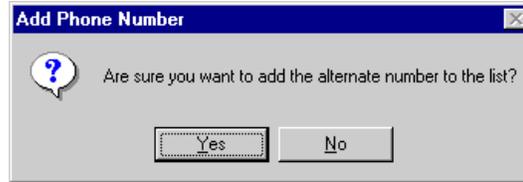
1. Open the **System** module.
2. Use one of the following methods to display the TIMS Dialing List:
 - Open the **S**ystem menu and select **T**ransmission, then select **D**ial
 - Click the **Dial** button on the toolbar



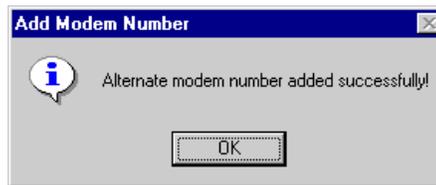
- Press **Ctrl + D**
3. Select the appropriate TIMS site.
 4. Select **Use Alternate Modem Number** and enter the different number in the Alternate Number box.
 5. Select **Add the Alternate Number to the List**.

Add the Alternate Number to the List:

6. Click the **OK** button.
7. Click **Yes** to confirm that you want to add the new number to the TIMS Dialing List or click **No** to cancel the Add Phone Number operation and continue dialing with the alternate number.



8. Click the **OK** button to close the Add Modem Number dialog box and dial the new number.



The Alternate phone number will appear in the list.

OR-DPH DISTRICT 12 (BEND)	(404)555-1003
OR-DPH DISTRICT 12 (BEND)	(404)555-1005

Permanently Replacing a Modem Phone Number for a TIMS Site

If the phone number for a TIMS site registered on your system has changed permanently, you can replace the current modem phone number with the new one.

Note: TIMS will dial the new number when the procedure is complete. You can click the **Abort** button at any time to stop the call.

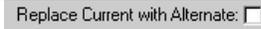
To replace a modem phone number for a site in the TIMS Dialing List...

1. Open the **System** module.
2. Use one of the following methods to display the TIMS Dialing List:
 - Open the **System** menu and select **Transmission**, then select **Dial**
 - Click the **Dial** button on the toolbar



- Press **Ctrl + D**
3. Select the appropriate TIMS site.
 4. Select **Use Alternate Modem Number** and enter the new number in the Alternate Number box.

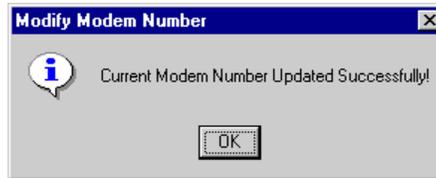
5. Select **Replace Current with Alternate**.



6. Click the **OK** button.
7. Click **Yes** to confirm that you want to change the modem phone number or click **No** to cancel the Change Phone Number operation and continue dialing with the alternate number.



8. Click the **OK** button to close the Modify Modem Number dialog box and dial the new number.



The new modem phone number will appear in the list.

Deleting an Alternate Phone Number

If an alternate phone number you've added to the dialing list is no longer valid, TIMS allows you to delete it.

To delete an alternate phone number...

1. Open the **System** module.
2. Use one of the following methods to display the TIMS Dialing List:
 - Open the **System** menu and select **Transmission**, then select **Dial**
 - Click the **Dial** button on the toolbar



- Press **Ctrl + D**
3. Select the alternate phone number you want to delete.

Only alternate phone numbers can be deleted. Primary phone numbers added through the spin-off process cannot be deleted.

Site Name	Modem Phone Number
Centers for Disease Control	(404)321-2098
OREGON DEPT PUBLIC HEALTH - TB DIV	(404)321-0343
OREGON DEPT PUBLIC HEALTH - TB DIV	(404)555-1005
OR-DPH DISTRICT 12 (BEND)	(404)555-1003

4. Click the **Delete** button.

- Click the **Y**es button to confirm that you want to delete the alternate phone number. Click the **N**o button to cancel the delete operation.



- Click the **O**K button to close the Delete Modem Number message box.



Ending a TIMS Communication Session

A TIMS communication session will end for one of two reasons:

- All the files have been transferred and the two sites have disconnected normally
- Or
- An error has occurred and the session must be terminated.

The procedure for ending a communication session is the same at both the calling and answering sites.

End a Normal Communication Session

To end a communication session that has successfully completed...

- Click the **O**K button to close the Dial Monitor window.

Terminate a Communication Session

To prematurely end a communication session...

- Click the **A**abort button on the Dial Monitor window to disconnect the modem and stop data flowing between the two sites. Any file in the process of being transferred will remain in the sending site's Outbox.
- Click the **O**K button to close the Dial Monitor window.

The other TIMS site modem will automatically disconnect when it no longer detects a response from your site.

Accepting Calls from Other TIMS Sites

The **A**nswer function activates the modem and the TIMS software to receive calls from other TIMS sites. While in Answer mode, TIMS will wait for incoming calls and begin communicating with the other site and transmitting data files as soon as the call is received. By default, TIMS will accept calls for 20 minutes from the time it was placed in Answer Mode. If no calls are received in the 20-minute period, Answer Mode automatically ends and TIMS will not answer incoming calls. After the connection is made, no further user actions are required to process incoming phone calls.

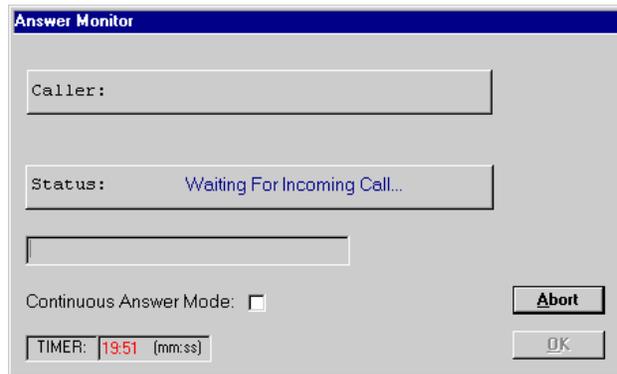
To place TIMS in answer mode...

1. Open the **System** module.
2. Use one of the following methods to begin Answer Mode:
 - Open the **S**ystem menu and select **T**ransmission, then select **A**nswer
 - Click the **Answer Mode** button on the toolbar



- Press **Ctrl + A**

The Answer Monitor window is displayed.



To end Answer Mode, use one of the following procedures:

- If a communication session has been initiated and completed, or the 20-minute answer period has expired, click the **OK** button to close the Answer Monitor window.

Or

- To end Answer Mode before a call has arrived or completed, or before the 20-minute answer period has ended, click the **Abort** button then the **OK** button to close the Answer Monitor window.

Placing TIMS in Continuous Answer Mode

TIMS provides a continuous answer mode that extends the answer period beyond the standard 20 minutes and allows you to receive multiple consecutive calls. Continuous Answer Mode resets the timer at the end of each 20-minute cycle.

To place TIMS in continuous answer mode...

1. Open the **System** module.
2. Use one of the following methods to begin Answer Mode:
 - Open the **S**ystem menu and select **T**ransmission, then select **A**nswer.
 - Click the **Answer Mode** button on the toolbar



- Press **Ctrl + A**

3. Select Continuous Answer Mode.

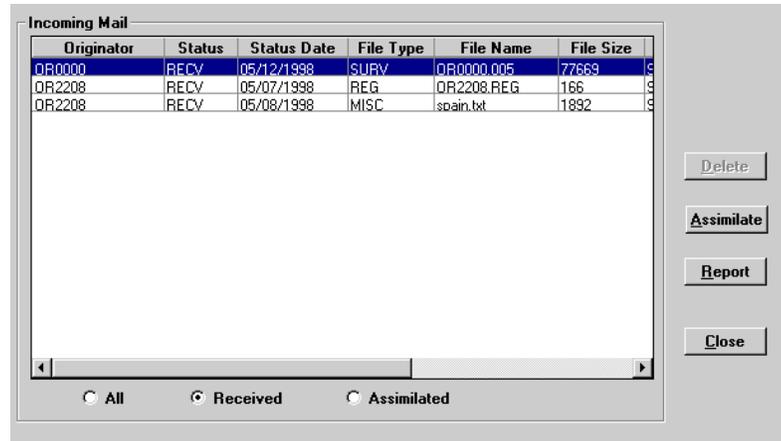
Continuous Answer Mode:

To end Continuous Answer Mode...

- 1.** Clear the **Continuous Answer Mode** check box.
- 2.** Click the **Aabort** button.
- 3.** Click the **OK** button.

The TIMS Inbox

The Inbox is a directory on your computer or network where TIMS files received from other sites are displayed and processed. Use the Inbox to assimilate received data into your database, create reports on the received data files, and delete received data files.



Incoming Mail List

The Incoming Mail list allows you to select and process files that your site has received from other TIMS sites.

The list is divided into nine columns, each displaying a different type of information. Not all the column headers are visible at all times; use the horizontal scroll bar at the bottom of the Incoming Mail list to adjust the visible portion of the list.

- **Originator** - The Site ID of the site that created the file.
- **Status** - The status of the transmitted file. Valid options are RECV (received), ASSIM (assimilated) and DELETE (deleted).
- **Status Date** - The date the file received its current status.
- **File Type** - A code describing the type of file in the Inbox.
 - ACK** (Acknowledgement): An electronic receipt which informs the sender that their surveillance data have been received and assimilated by the receiving site.
 - SURV** (Surveillance Data): Surveillance records from another TIMS site.
 - PMR** (ARPE Data): ARPE records from another TIMS site.
 - SITE** (Site Information): Information used during the registration process.
 - REG** (Registration Info): Information used to register a lower-level TIMS site with your system.
 - MISC** (Miscellaneous file): A file received via the TIMS Misc. File Transfer option.
- **File Name** - The actual name of the file. See *Transfer File Naming Conventions* later in this chapter for additional details.
- **File Size** - The size of the transferred file, in bytes.
- **Initiator** - The assigned user ID of the person who received the file from the sending TIMS site.

- **Transmit Date/Time** - The date and time the file was transmitted from the sending TIMS site.
- **Userid** - The assigned user ID of the last person to process the file.

Filtering Options

You can adjust which files are displayed in the Incoming Mail list by selecting the appropriate filter option button at the bottom of the list.

- **All** - Displays all transmitted files in your Inbox directory, regardless of their current status.
- **Received** - Displays all transmitted files in your Inbox directory that have not been assimilated. Received is the default option.
- **Assimilated** - Displays all previously assimilated files.

Buttons

The Inbox window also has the following buttons:

- **Delete** - Click **D**el~~e~~te to remove the selected file from the inbox. See *Deleting Files from the Inbox* later in this chapter for additional information.
- **Assimilate** - Click **A**ssimilate to integrate the data from the selected transfer file with your database. See *Assimilating Data from the Inbox* later in this chapter for additional information.
- **Report** - Click **R**eport to display a series of reports on the selected data file. See *File Transmission Reports (Inbox and OutBox)* later in this chapter for additional information.
- **Close** - Click **C**lose to close the Inbox window.

Transfer File Naming Conventions

The name of data transfer files consists of a Site ID and a three-digit sequence number. For example, OR2208.006 would be the sixth (006) data transfer file created by Oregon (OR) site 2208. The sequence is always incremented by one, regardless of the data file's destination.

Site ID	Sequence
	
OR2208.006	

Acknowledgement filenames add "AC" to the original data transfer file name. For example, OR2208.006 would be acknowledged by OR2208AC.006.

Registration files are named with the Site ID with a REG extension. For example, OR2208.REG would contain registration information for Oregon site 2208.

Open the Inbox

To open the TIMS Inbox...

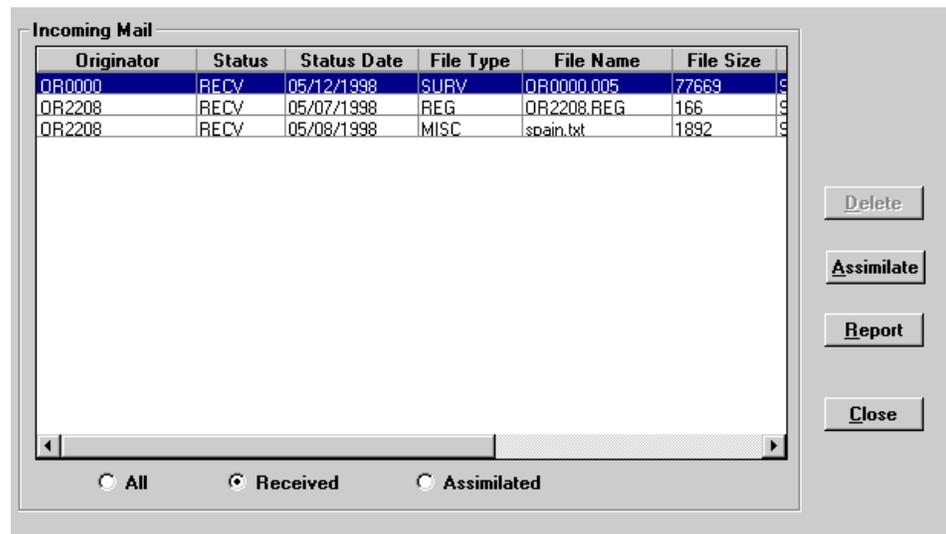
1. Open the **System** module.
2. Open the **System** menu and select **Transmission**, then select **InBox**

Or

- Click the **Inbox** button on the toolbar.



The Incoming Mail window is displayed.



Assimilating Data from the Inbox

The Inbox lists files that have been transmitted to your site. These files must be assimilated for them to be incorporated into your database. Different file types require slightly different assimilation procedures and accomplish different things.

Note: Only a TIMS System Administrator can use the Assimilate function.

General Assimilation Steps

The following steps are required to assimilate all file types.

To assimilate...

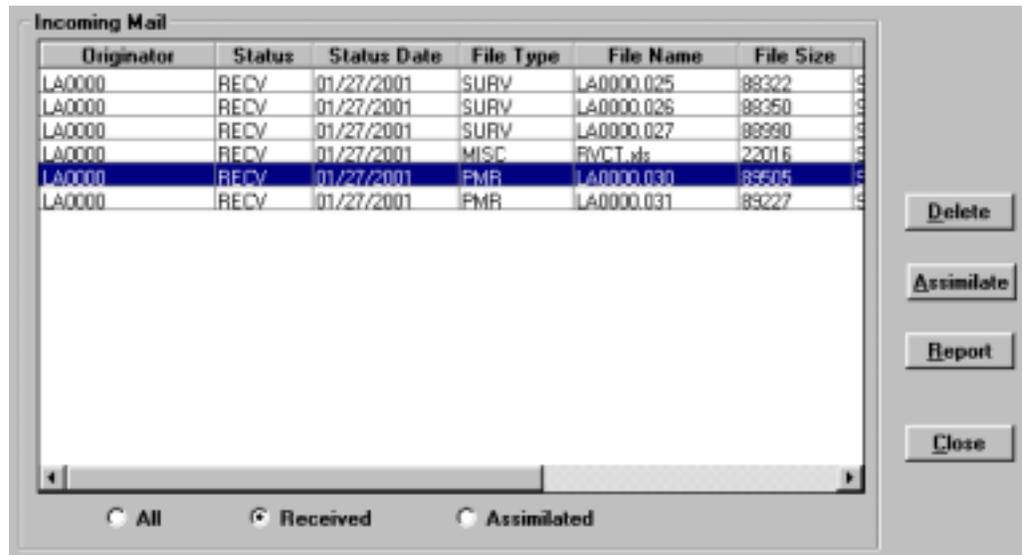
1. Open the **System** module.
2. Open the **System** menu and select **Transmission**, then select **InBox**

Or

- Click the **Inbox** button on the toolbar.



The Incoming Mail window is displayed.



3. Select a file with RECV status in the Incoming Mail list.
Files from the same originator must be assimilated in the order they were received.
4. Click the **A**ssimilate button.
If the Assimilate button is not active, the selected file cannot be assimilated.

Assimilate Surveillance, ARPE, and Site Information Data

Assimilating a surveillance, ARPE, or site information file will incorporate data from another TIMS site into your TIMS database, or update or delete existing records which had already been transferred and assimilated.

To assimilate surveillance data, ARPE data, and site information...

1. Open the **S**ystem module.
2. Open the **S**ystem menu and select **T**ransmission, then select **I**nBox
Or
 - Click the **I**nbox button on the toolbar.



3. Select the file you want to assimilate from the Incoming Mail list.
4. Click the **A**ssimilate button.
The assimilation process may take several minutes to complete.
5. Click the **O**K button to close the Assimilation is complete dialog box.

The number of assimilated records should match the total number of records transferred in the corresponding data transmission.



Assimilate Miscellaneous File Transfers and Registration Files

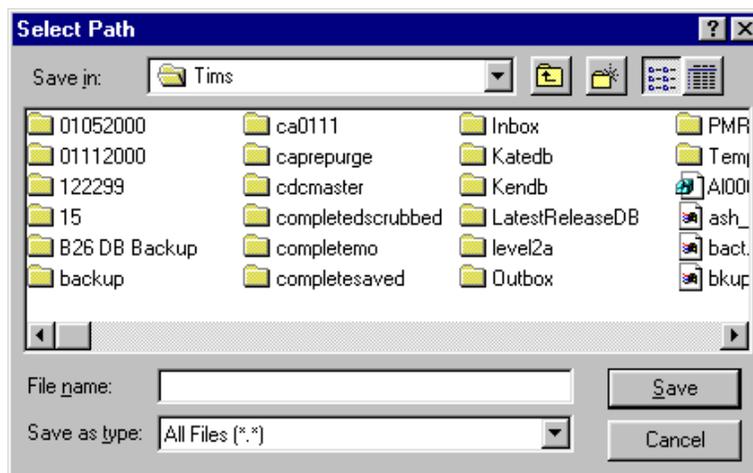
Registration Files and files transferred using the Miscellaneous File Transfer feature are not integrated into the TIMS database. The assimilation process allows you to specify a location where they will be stored.

To assimilate miscellaneous file transfers and registration files...

1. Open the **System** module.
 2. Open the **System** menu and select **Transmission**, then select **InBox**
- Or
- Click the **Inbox** button on the toolbar.



3. Select the file you want to assimilate from the Incoming Mail list.
4. Click the **Assimilate** button.
5. Use the Select Path dialog box to select the directory where you want to place the registration file or miscellaneous file.



6. Enter the **File name** for the file.
DO NOT select one of the files in the list. This will give the file to be assimilated the same name as the selected file, which will overwrite the selected file.
7. Click the **Save** button to complete the assimilation. Click the **Cancel** button to stop the assimilation process.

Deleting Files from the Inbox

TIMS allows you to remove surveillance, ARPE and miscellaneous files (files transferred to your site through the Misc File Transfer function in TIMS) from the Incoming Mail list before they are assimilated. Registration and Acknowledgement files cannot be deleted. Once assimilated, surveillance and ARPE files cannot be deleted.

It is important to note that the Inbox Delete function simply removes the file from the Incoming Mail list, or in the case of surveillance or ARPE transfer files, marks them Deleted. No files are removed from the system and no disk space is freed. To actually delete the file, you must use the delete function in your operating system.

To delete files from the Inbox...

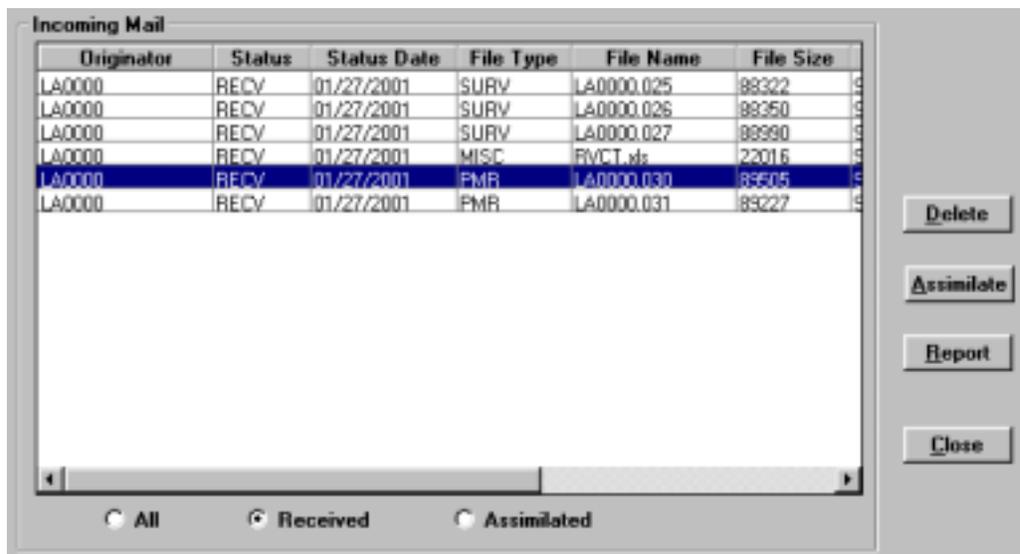
1. Open the **System** module
2. Open the **System** menu and select **Transmission**, then select **InBox**

Or

- Click the **Inbox** button on the toolbar.



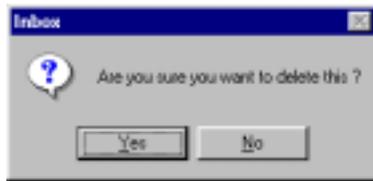
3. Select the file you want to delete from the Incoming Mail list.



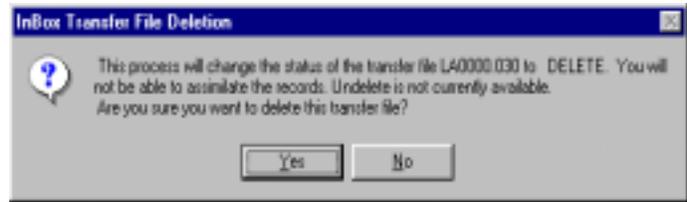
4. Click the **Delete** button.

If the delete button is not active, the selected file cannot be deleted.

5. Different file types will display different confirmation dialog boxes for different file types. In either case, click **Yes** to confirm that you want to delete the selected file or click **No** to cancel the delete operation and return to the Inbox.



Miscellaneous (.MISC) File

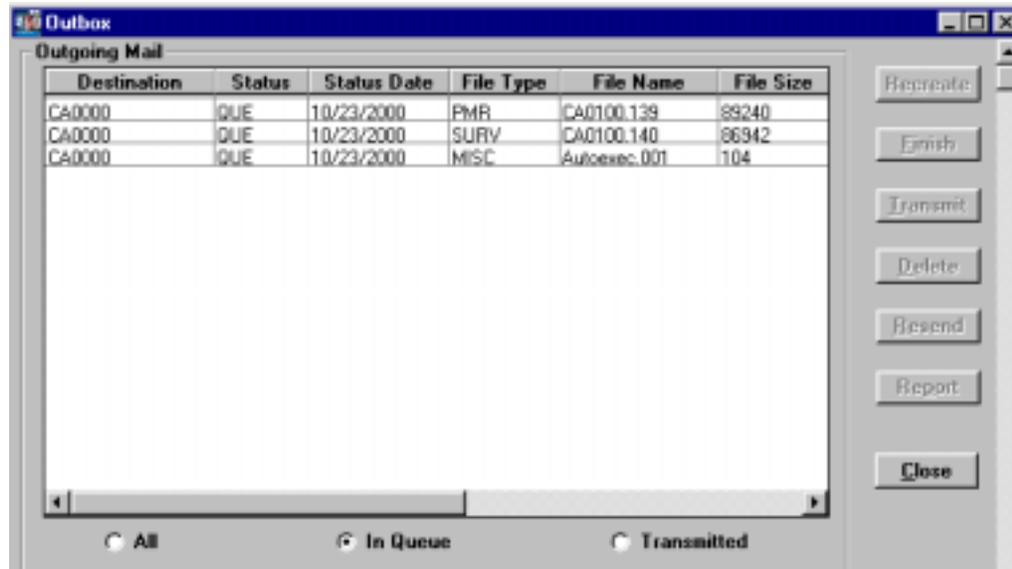


Surveillance (.SURV) or ARPE (.PMR) File

6. If there are no more files to delete or process, click **C**lose to close the Inbox window.

The TIMS Outbox

The Outbox is a directory on your computer or network where files that are to be transmitted to other TIMS sites are stored prior to their transmission. The TIMS Outbox window displays relevant information about the outgoing files and provides several options for processing them.



Outgoing Mail List

The Outgoing Mail list allows you to transmit, resend, recreate, finish and delete transfer files, in addition to creating reports on files being transferred to other TIMS sites.

The list is divided into ten columns, each displaying a different type of information. Not all the column headers are visible at all times; use the horizontal scroll bar at the bottom of the Outgoing Mail list to adjust the visible portion of the list.

- **Destination** - The TIMS Site ID that will receive the file being transmitted from your Outbox.
- **Status** - The status of the file to be transmitted. Valid statuses are:
 - QUE**: Waiting to be sent (the status code is short for queue).
 - SENT**: The file has already been sent.
 - DELETE**: The file has been deleted.
 - INCOMP**: A problem developed while the file was being created and it is incomplete. Use the Finish command to complete it.
- **Status Date** - The date the file received its current status.
- **File Type** - A code describing the type of file in the Outbox.
 - ACK** (Acknowledgement): An electronic receipt that informs the sender that their surveillance data have been received and assimilated by the receiving site.
 - SURV** (Surveillance Data): Surveillance records for another TIMS site.
 - PMR** (ARPE Data): ARPE files for another TIMS site.
 - SITE** (Site Information): Contains TIMS Site data, used during registration.
 - REG** (Registration Info): Information used to register a lower-level TIMS site.

-MISC (Miscellaneous file): File placed in The Outbox via the Misc. File Transfer option.

- **File Name** - The actual file name of the file to be transferred.
- **File Size** - The size in bytes of the file to be transferred.
- **Initiator** - The assigned User ID of the person who prepared the file for transfer.
- **Transmit Date** - The date and time the file was transmitted.
00/00/0000 00:00:00:000 indicates the file has not been transmitted yet.
- **Data/Time** - The date and time the file was created.
- **User ID** - The assigned User ID of the last person to process the file.

Filtering Options

You can adjust which files are displayed in the Outgoing Mail list by selecting the appropriate filter option button at the bottom of the list.

- **All** - Displays all files that have been or will be transmitted from your Outbox directory, regardless of their current status.
- **In Queue** - Displays all files that are waiting to be transmitted from your Outbox directory. In Queue is the default option.
- **Transmitted** - Displays all previously transmitted files.

Buttons

The Outbox window also has the following buttons:

- **Recreate** – Click **Recreate** to recreate a surveillance transfer file. See *Recreate a Surveillance Transfer file* later in this chapter for additional information.
- **Finish** – Click **Finish** to continue creating an incomplete surveillance file. See *Finish Creating Surveillance Data Transfer Files* later in this chapter for more details.
- **Transmit** – Click **Transmit** to send a file directly from the outbox. See *Transmitting from the Outbox* later in this chapter for more details.
- **Delete** – Click **Delete** to remove a file from the Outbox. See *Deleting Files from the Outbox* later in this chapter for additional information.
- **Resend** – Click **Resend** to resend a previously transmitted file. See *Re-Send a Previously Transmitted File* later in this chapter for more information.
- **Report** - Click **Report** to display a series of reports on the selected data file. See *File Transmission Reports (Inbox and OutBox)* later in this chapter for additional information.
- **Close** – Click **Close** to close the Outbox window.

Recreate a Surveillance Transfer File

TIMS allows you to recreate a surveillance transfer file if it has not already been acknowledged by the receiving site. To use this function, you must contact the TIMS Help Desk at (404) 639-8155 to receive a Recreate Surveillance Transfer File password.

To recreate a surveillance transfer file...

1. Open the **System** module.
2. Open the **S**ystem menu and select **T**ransmission, then select **O**utBox

Or

- Click the **Outbox** button on the toolbar.



3. Select the surveillance transfer file you want to recreate from the Outgoing Mail list.
 4. Click the **Recreate** button.
- Note: If the Recreate button is not active, then the selected file cannot be recreated.*
5. Enter the password provided by the TIMS Help Desk and click the **OK** button. Click the **Cancel** button to stop the recreate process.



A series of windows will appear providing details of the Recreate process.

6. When the Recreate process is complete, the following dialog box appears.



7. Click the **OK** button to close the dialog box.

Finish Creating Surveillance Data Transfer Files

Use the Finish function if the process of creating the surveillance data transfer file (in the Surveillance module) was interrupted before it was completed. Unfinished files have INCOMP status.

To finish creating surveillance data transfer file...

1. Open the **System** module.
2. Open the **S**ystem menu and select **T**ransmission, then select **O**utBox,

Or

- Click the **Outbox** button on the toolbar.

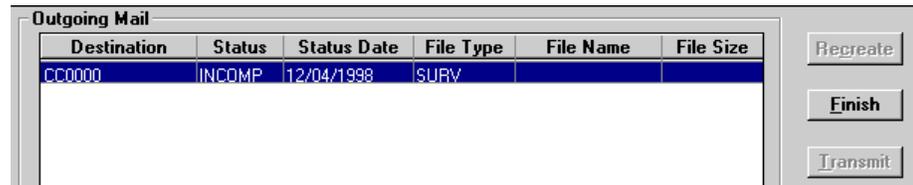


3. Select the **All** or **In Queue** filter option button at the bottom of the Outgoing Mail list.



4. Select the unfinished transmission file and click the **Finish** button.

Unfinished files will have INCOMP status.



A series of windows will appear providing details about the Finish process.

5. When the Finish process is complete, the following dialog box appears.



6. Click the **OK** button to close the dialog box.

Transmitting from the Outbox

You can transmit files to a specific site directly from the Outbox without having to use the Dial command.

To transmit data...

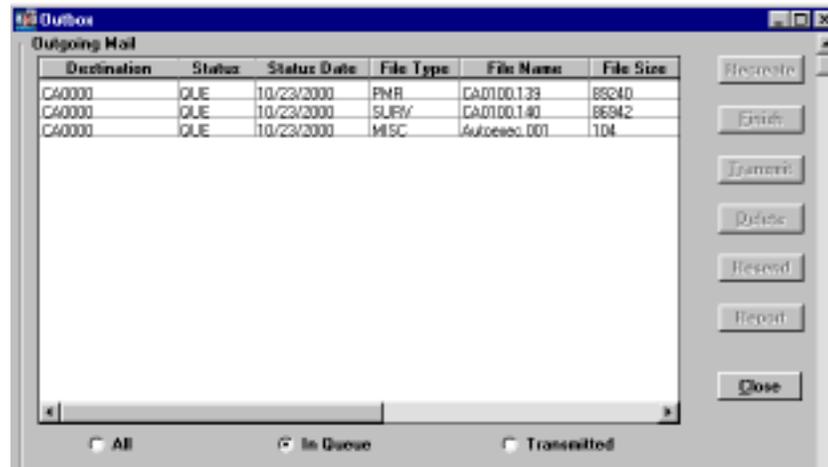
1. Open the **System** module.
2. Open the **System** menu and select **Transmission**, then select **OutBox**,

Or

- Click the **Outbox** button on the toolbar.



The *Outgoing Mail* window is displayed.



3. Select the **In Queue** filter option button to display only those files waiting to be transmitted.
4. Select the file that needs to be transmitted.

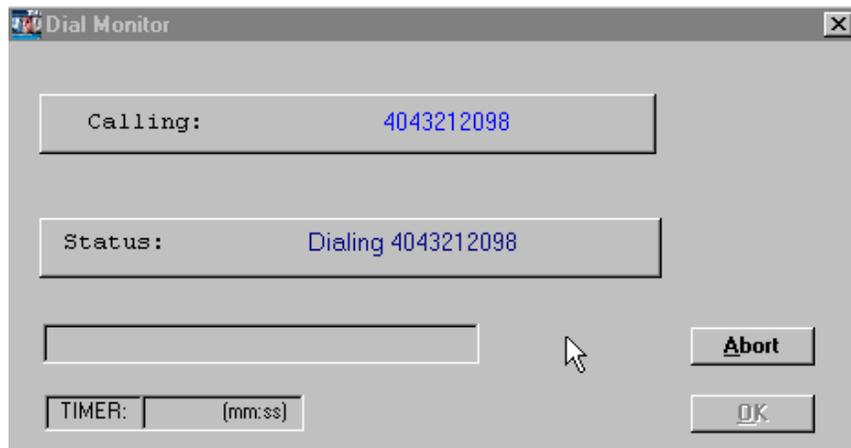
All files that are in queue for the same site as the selected file will be sent.

5. Click the **Transmit** button.

The MODEM NUMBER window is displayed.

6. If necessary, adjust the MODEM NUMBER dialog box to accommodate your dialing conditions:
 - If your phone system requires that you enter a code before dialing a phone number, enter the code in the **Dial Prefix** box.
 - If your phone system requires that you enter a code after dialing a phone number, enter the code in the **Dial Suffix** box.
 - Select **Long Distance** if you are calling a number that is long distance.
 - Select **Include Area Code** if you need to include the area code for the number you are calling, but the number is still within the local calling area.
7. Click the **OK** button to dial the selected TIMS site.

The Dial Monitor window is displayed.



8. When the communication session is complete, click **OK** to close the Dial Monitor window. Click **Abort** to cancel the dialing function.

Deleting Files from the OutBox

You can delete miscellaneous (.MISC) and ARPE (.PMR) files from the OutBox. These files can only be deleted before they have been transferred to another site. TIMS does not allow you to delete surveillance data files or acknowledgements.

To delete files from the OutBox...

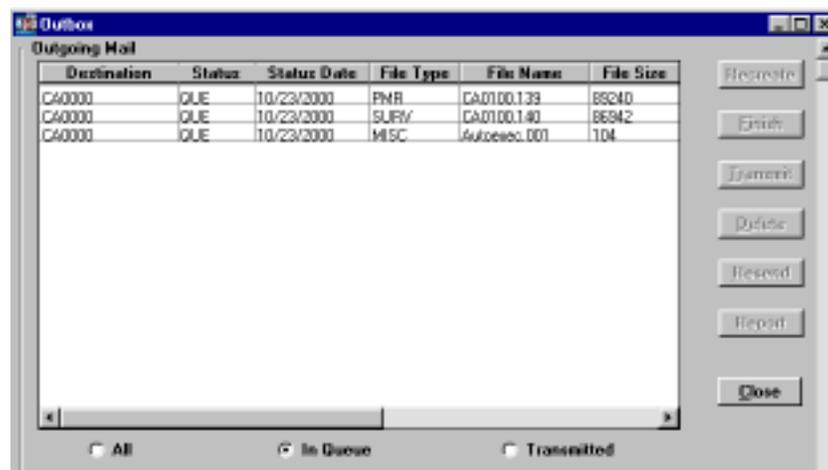
1. Open the **System** module.
2. Open the **System** menu and select **Transmission**, then select **OutBox**

Or

- Click the **Outbox** button on the toolbar.



The Outgoing Mail window is displayed.

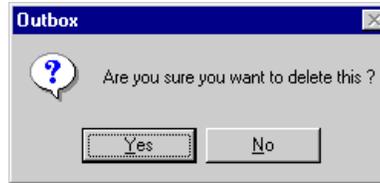


3. Select the **In Queue** filter option at the bottom of the Outgoing Mail list to display files that have not yet been transmitted.
4. Select the MISC or PMR file to be deleted.

- Click the **Delete** button.

If the Delete button is not active, you cannot delete the selected file.

- Click the **Yes** button to confirm that you want to delete the file. Click **No** to cancel the Outbox File Deletion operation.



Re-Send a Previously Transmitted File

Previously transmitted surveillance data transfer files may need to be re-sent due to an error at the receiving site. Check with your contact at the receiving site to confirm that they did not receive the file prior to re-sending any file.

To re-send a previously transmitted file...

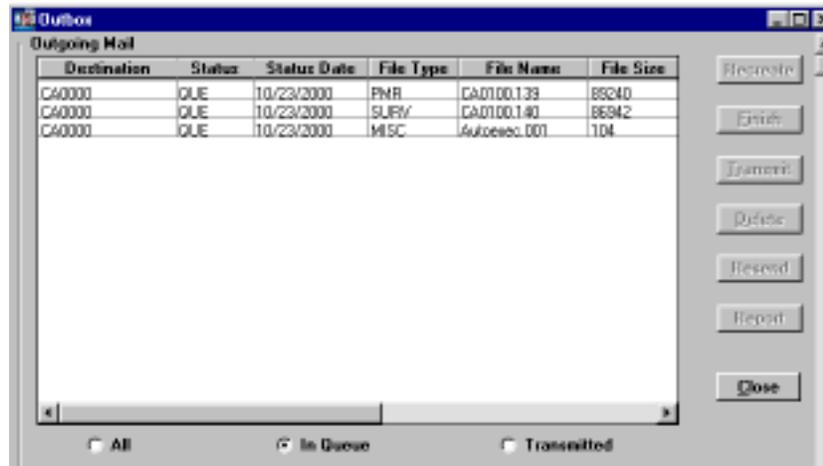
- Open the **System** module.
- Open the **System** menu and select **Transmission**, then select **OutBox**

Or

- Click the **Outbox** button on the toolbar.



The Outgoing Mail window is displayed.



- Select the **Transmitted** filter option button to display a list of previously transmitted files.



- Select the file that needs to be re-transmitted.
- Click the **Resend** button to change the file's status to QUE.

If the Resend button is not active, then the selected file cannot be resent.

The file will be transmitted to the appropriate site during the next connection to that site.

File Transmission Reports (Inbox and OutBox)

TIMS provides surveillance and ARPE file transmission reports for files transmitted to and transferred from your site. Reports on files transferred to your site are generated in the Inbox; reports on files transferred from your site are generated in the Outbox. The following information is provided in the heading for each surveillance report: **From** (Site ID of the site initiating the transfer), **To** (Site ID of the site receiving the transfer), **Transmission Number** (filename of the transferred file), and the **Date/Time Created** (the date and time the transmission report was generated).

An ARPE report and six Surveillance reports are available:

- **Aggregate Reports for Program Evaluation (ARPE)** - Displays the actual Aggregate Report for Program Evaluation contained in the file.
- **Status of Transferred Records** - A one-page report that displays the number for each status (New, Updated, and Deleted) and each type (RVCT, Follow-Up 1, Follow-Up 2, Client, Address, and SURVS-TB UDV) of records transferred with the selected file. A Database Summary of the total number of each type of record is displayed.
- **Frequency of Reported Records** - A total of non-deleted transferred records sorted by Month-Year Reported and Site ID.
- **Frequency of Count Value** - Displays the number of New or Updated verified cases by the Month-Year Counted, Count Decision and Case Verification value included in the selected surveillance data file. This report is sorted by Month-Year Counted and Case Verification value and is paginated by Site ID. The total number of records for each Site ID is included at the end of the data for each site.
- **Data Transmission Counted Data** - Lists the Client Name, Site ID, State and City/County Case Numbers, the date the record was last updated, the Status Code (N=New, U=Updated, D=Deleted), and Case Verification assignment. For verified cases of TB, the Count Status and Month-Year Counted values are displayed. Within each type of record, (RVCT, FU-1, FU-2, Client, Address, SUDV), the line-list is sorted by Site ID, and State and City/County Case Numbers.
- **Non-Verified Records Listing** - A list of New or Updated non-verified records of TB (Suspects and records classified as Not TB) which are included in the transfer file. This list is sorted by Site ID, and State Case Number and City/County Case Number. The report includes Site ID, State Case Number, City/County Case Number, Month-Year Reported, and Case Verification.
- **Deleted Records Listing** - A list of deleted records, sorted by Site ID, State Case Number and City/County Case Number. The report includes Site ID, State Case Number, City/County Case Number, Month-Year Reported, Case Verification, and Count Decision.

View a Transfer Report

The transfer reports are identical between the Inbox and the OutBox. The following screen captures are taken from the OutBox, however, the same procedures apply to the Inbox.

To view a transfer report...

1. Open the **System** module.

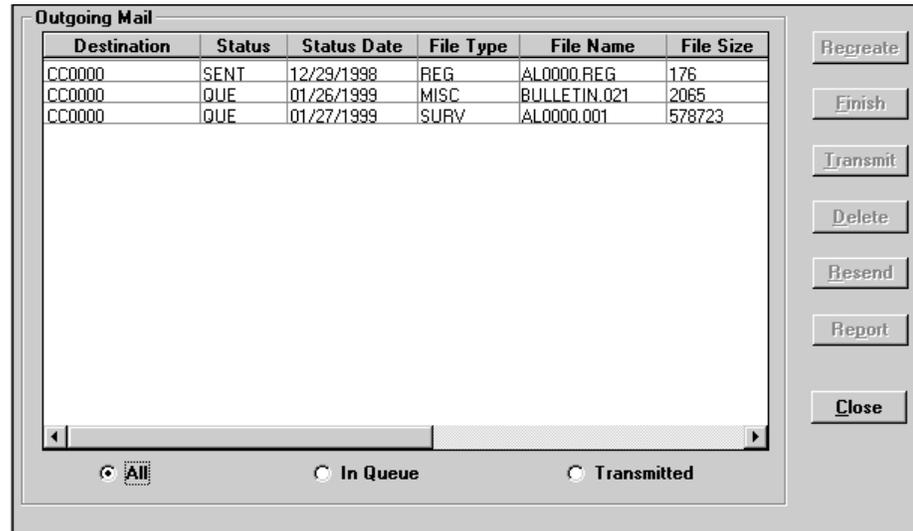
- Open the **S**ystem menu and select **T**ransmission, then select **O**utBox (or **I**nBox)

Or

- Click the **O**utbox or **I**nbox button on the toolbar.



The *Outgoing or Incoming Mail* window is displayed.



- Select a filter option using the buttons at the bottom of the Outgoing or Incoming Mail list.

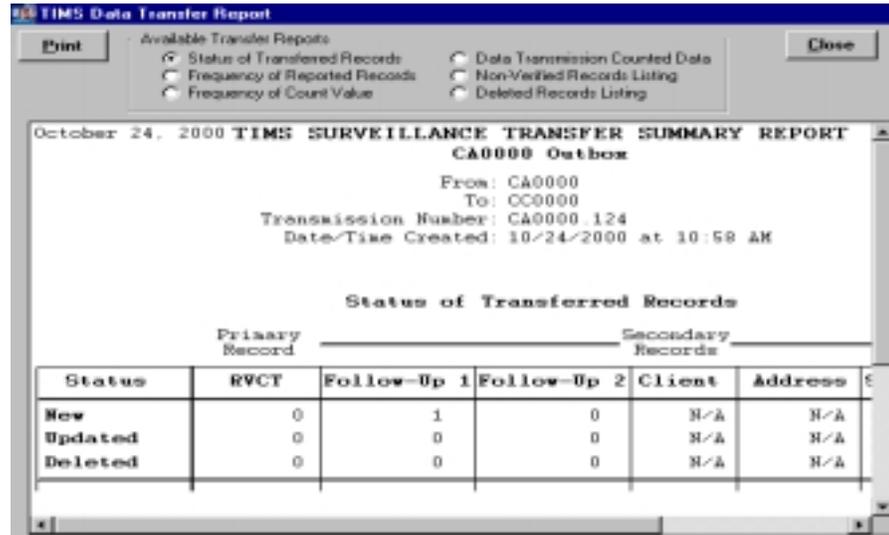


- Select the surveillance transfer (SURV) file or ARPE transfer (PMR) file from the document list.

Destination	Status	Status Date	File Type	File Name	File Size
CC0000	QUE	10/24/2000	SURV	CA0000.124	88977
CC0000	QUE	10/24/2000	PMR	CA0000.125	89231

- Click the **R**eport button.

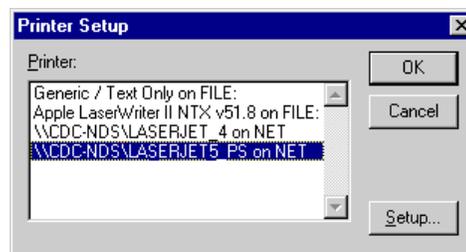
For surveillance transfer files, the Status of Transferred Records report automatically appears. This is the default report.



- For surveillance transfer files, select the desired report from the Available Transfer Reports group.



- Review the report. Use the horizontal and vertical scroll bars to navigate through the report.
- To print the report, click the **Print** button. Select a printer from the Printer Setup dialog box and click the **OK** button. Click **Cancel** to return to the report screen. Click **Setup** to specify printer options.



- To view a different report from the same surveillance transfer file, select a different report name from the Available Transfer Reports group. The report window will automatically update with the selected report.
- When finished viewing and printing reports, click the **Close** button to return to the Incoming Mail or Outgoing Mail window.
- Click **Close** to return to the System window.

Transferring Miscellaneous Files

The Miscellaneous File Transfer option allows TIMS to transfer non-TIMS files to another TIMS site. The miscellaneous file transfers are placed in the OutBox to be transmitted.

WARNING! Do not select a file in the TIMS Outbox (defined in the Preferences section of the System module). Selecting a file in the TIMS Outbox will produce a TIMS error and destroy the selected file.

To transmit Miscellaneous files...

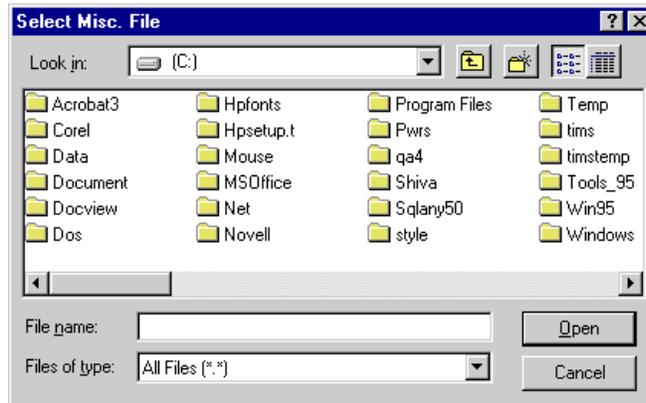
1. Open the **System** module.
2. Open the **System** menu and select **Transmission** then select **Misc. File Transfer**

Or

- Click the **Misc. File Transfer** button on the toolbar.

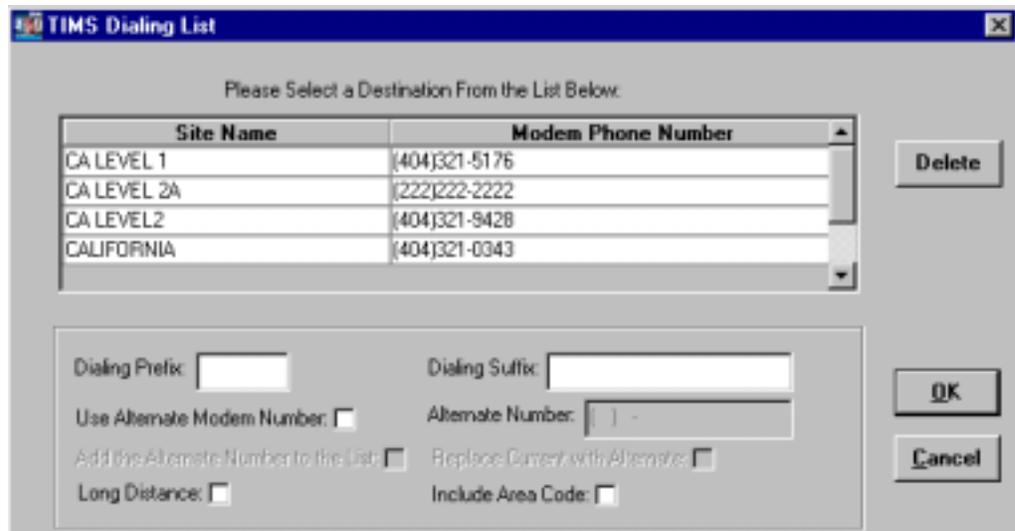


The Select Misc. File dialog box is displayed.



3. Select the file you want to transfer. **DO NOT** select a file from the TIMS Outbox directory.
4. Click the **Open** button.

This will display the TIMS Dialing List.



5. Select the destination site from the Site Name list and click the **OK** button.

The selected file is placed in the Outbox and will be transferred to the specified site during the next communication session with that site.

6. Click the **OK** button to close the File Transfer message box.



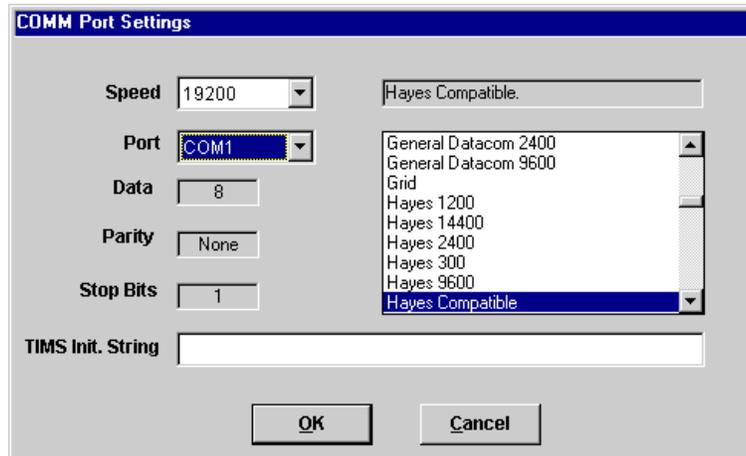
Configure TIMS Modem Settings

COMM Port Settings allows you to configure and fine-tune your modem. If you are having trouble connecting to another TIMS site, adjusting the settings on the COMM Port Settings dialog box may help solve the problem.

To configure your modem...

1. Open the **System** module.
2. Open the **S**ystem menu and select **T**ransmission, then select **C**omm Port Setting.

The COMM Port Settings dialog box is displayed.



3. Select your modem from the list on the right side of the dialog box.
*If your model is not listed, select **Hayes Compatible**.*
4. Select the fastest speed your modem supports from the Speed list.
5. Select the COM port your modem is attached to (or configured as, if you have an internal modem) from the Port list.
The Data, Parity, and Stop Bits values cannot be edited.
6. The TIMS Init. String box allows you to enter custom initialization values for your modem. This should be left blank unless you are specifically instructed to enter a value by a TIMS Help Desk representative.
7. Click the **OK** button.

Ad-Hoc Queries

The Ad-Hoc Query feature allows users to extract TIMS information from the database. With Ad-Hoc Query, you can specify exactly what information is displayed by selecting specific tables and column(s) within those tables, and imposing criteria filters on the information that is extracted.

There are three steps to creating a query:

1. Select a primary table and secondary table(s).
2. Select column(s) from within the selected table(s).
3. Add criteria and sort conditions.

Note: Users with Medium, High, and System Administrator security rights have access to the Ad-Hoc Query feature.

Create an Ad-Hoc Query

To create an Ad-Hoc Query...

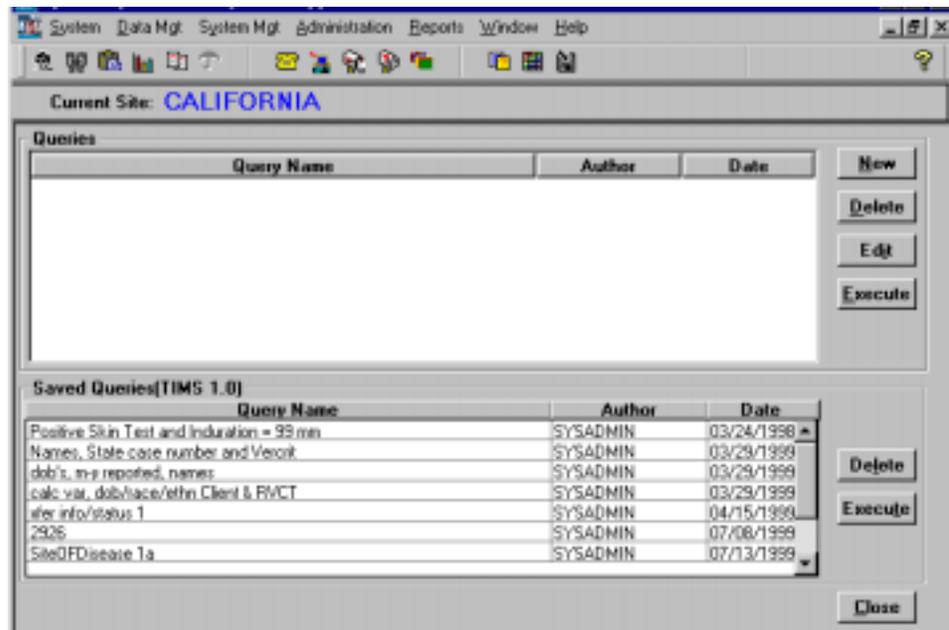
1. Open the **System** module.
2. Open the **Data Mgt** menu and select **Ad-Hoc Queries**

Or

- Click the **Ad-Hoc Query** button on the toolbar.

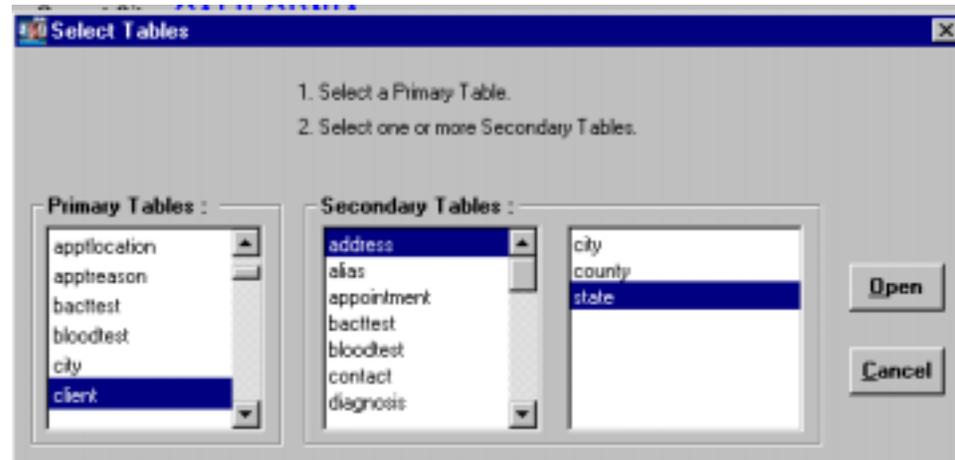


The Ad-Hoc Query Summary window is displayed.



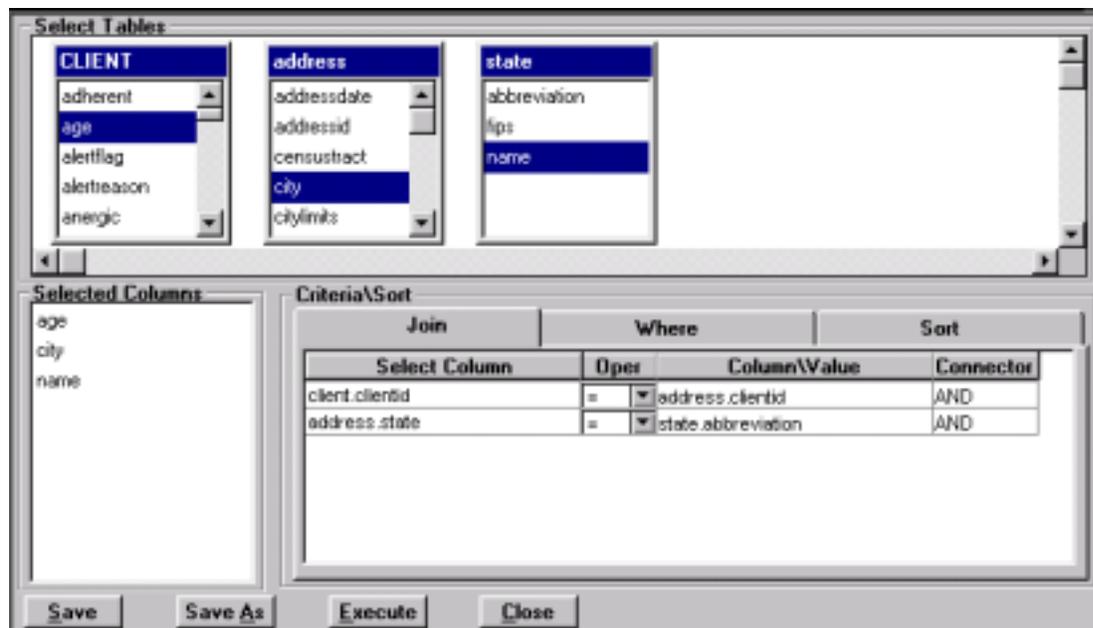
3. Click the **New** button on the Ad-Hoc Query Summary window.

The Select Tables window is displayed.



4. Select a primary table from the Primary Tables list then select one or more secondary tables from the Secondary Tables list.
5. Click the **Open** button to accept the selected tables and create the query specifics.

The Create a Query window is displayed.



6. To specify each column required for the query, select that column name from the appropriate table in the Select Tables area. The highlighted column(s) will appear in the Selected Columns list. To remove a column from the query, click on the previously highlighted column in the Select Tables area to remove the highlighting. The column should disappear from the Selected Columns list. **NOTE:** Only the columns listed in the Selected Columns list will appear on the query report.

**To view the description and usage information for a column, just place the mouse over the column and the yellow description/usage help will display. To turn off the help display, right click in the Select Tables area and select Show Help to remove the check mark from the menu. Likewise if Help is not visible, right click in the Select Tables area and select Show Help to place the check mark on the menu.*



7. To add conditions to the amount of information and order of information that is displayed for the query use the three tab pages (**Join**, **Where** and **Sort**) in the Criteria/Sort Area. See *Adding Query Criteria* for additional information.
8. Click the **S**ave or **S**ave **A**s button to save the query. Enter a Query Table Name and click the **S**ave button.
9. Click the **E**xecute button to perform the query. See *Executing an Ad-Hoc Query* for additional information.
10. View the report and then select one or more of the following options:
 -  Create a **t**itle for the report. Enter the title for your report and click **O**K
 -  Modify the **m**agnification of the preview. Select the magnification or show rulers and click **O**K.
 -  **P**rint the report. Select the appropriate printer and click **O**K.
 -  **F**ind **t**ext within the report. Enter the exact text to find within the report, and then click **F**ind **N**ext to find the next match. Click **C**ancel to cancel the find.
 -  **S**ave the report. Enter a file name and select a file format and location and click **S**ave.
11. Click the **C**lose button to close the Ad-Hoc Query window.

Adding Query Criteria

The criteria feature allows you to extract very specific information from the TIMS database using the **Join** and **Where** tabs. It also allows you to determine the sort order for the report using the **Sort** tab. The **Join** tab enables you to modify the table joins, such as modifying the table join to an outer join. The **Where** tab permits you to setup a WHERE clause for your query, for example, WHERE lastname = 'SMITH' will only return those records of clients with the last name of 'SMITH'. The **Sort** tab allows you to determine the order in which the items will appear on the report.

Join Tab

Criteria\Sort			
Join	Where		Sort
Select Column	Oper	Column\Value	Connector
client.clientid	=	address.clientid	AND
address.state	=	state.abbreviation	AND

The standard joins are defined for each table displayed in the **Join** tab when the tables are selected. These joins are also added/deleted appropriately as tables are added/deleted. You may modify the operator for the joins.

The available operators are:

<u>Numerical Operator</u>	<u>Description</u>
=	Equals
>	Greater Than
<	Less Than
<>	Not Equal To
>=	Greater Than or Equal To
<=	Less Than or Equal To
*=	Left Outer Join
=*	Right Outer Join

For example,

A LEFT OUTER JOIN B (A *= B)

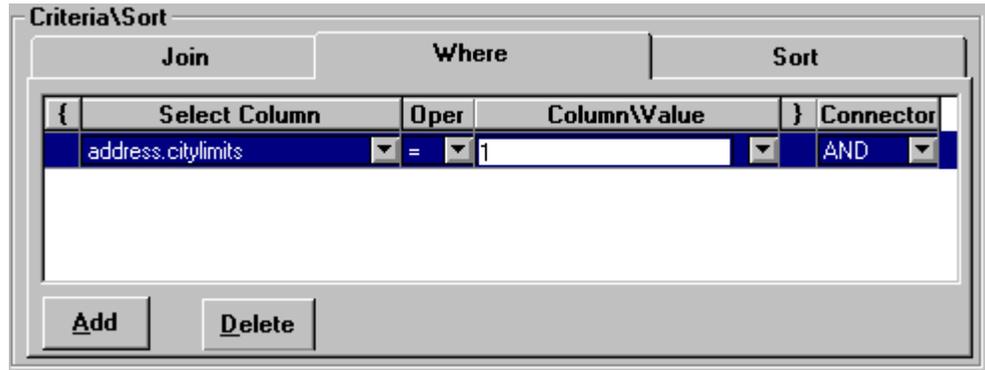
includes all rows of table A whether or not there is a row in B that satisfies the join condition. If a particular row in A has no matching row in B, the columns in the join corresponding to table B will contain the NULL value.

Similarly,

A RIGHT OUTER JOIN B (A = *B)

includes all rows of table B whether or not there is a row in A that satisfies the join condition.

Where Tab



The **Where** tab allows you to extract very specific information from the TIMS database.

1. Select **A**dd button to add a new **Where** criteria.
2. Select column from the **Select Column** dropdown list.
3. Select an operator from the **Operator** dropdown list.

The available operators are:

<u>Operator</u>	<u>Description</u>
=	Equals
>	Greater Than
<	Less Than
<>	Not Equal To
>=	Greater Than or Equal To
<=	Less Than or Equal To
Is Missing	Is Blank or Null
Is Not Missing	Is Not Blank or Not Null
Like	Similar to a specified pattern
Not Like	Not similar to a specified pattern

Like and Not Like

The **Like** and **Not Like** conditions require a pattern to be specified for the column to be compared to. This pattern may contain any number of wild cards. The wild cards are:

<u>Wild Card</u>	<u>Matches</u>
_ (underscore)	Any one character
% (percent)	Any string of zero or more characters
[]	Any single character in the specified range or set
[^]	Any single character not in the specified range or set

All other characters must match exactly.

For example, the search condition

```
... name Like 'a%b_'
```

returns any row(s) where name starts with the letter a and has the letter b as its second last character.

Similarly,

```
...name Like 'sm[iy]th'
```

returns any row(s) where name is the one of the following strings 'smith' or 'smyth'.

A range of characters is specified by giving the ends of the range, separated by a hyphen. For example,

```
...name Like '[a-r]ough'
```

returns the strings 'bough' and 'rough', but not 'tough'. The range of characters [a-z] is interpreted as "greater than or equal to a, and less than or equal to z". The lower end of the range must precede the higher end of the range. For example, any LIKE condition containing the expression [z-a] returns no rows, as no character matches the [z-a] range. You can combine ranges and sets within a square bracket.

For example,

```
... name Like '[a-rt]ough'
```

returns the strings 'bough', 'rough', and 'tough'.

The caret character (^) is used to specify a range of characters that is excluded from a search. For example,

```
... name Like '[^a-r]ough'
```

returns the string 'tough', but not the strings 'rough', or 'bough'. The caret negates the entire rest of the contents of the brackets.

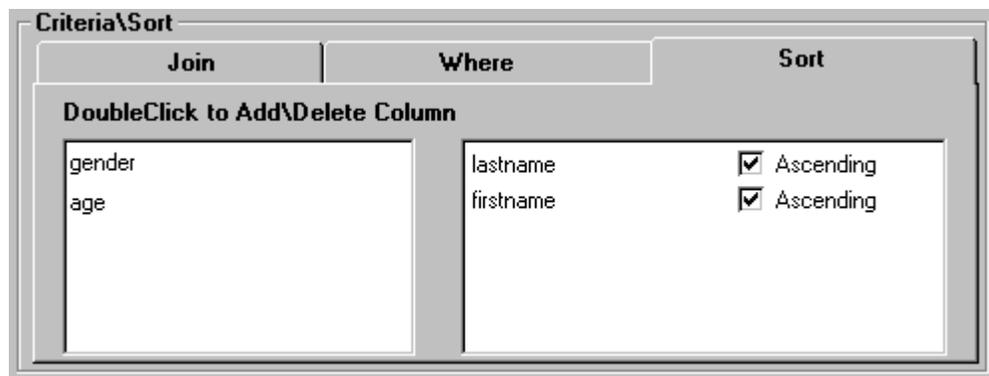
4. Select a column/value for the **Column/Value** column. To select a value, type in the value (refer to the Usage information about the type of data and potential values stored in the selected column). Note that the **Is Missing** and **Is Not Missing** operators do not require any value to be typed in the **Column/Value** column.

To add additional criteria, click the **Add** button again and repeat the process. Be sure to add a connector in the Connector column. The available connectors are:

<u>Connector</u>	<u>Description</u>
AND	Both the criteria in this line and the next line must be met.
OR	The criteria in this line or the next line must be met.

You may also set up parentheses (), to group criteria. Be sure to select both a left parenthesis and a right parenthesis.

Sort Tab



The **Sort** tab allows you to specify the order in which the records should display in the report.

1. Double-click on a column in the left box to move the selected column to the right (sort order) box. The order of the columns in the right box (from top to bottom) is the sorting order in which the records will display.
2. To remove a column from the right box, double-click on the selected column and it will return to the left box.
3. To change the column's sort from ascending to descending, click on the check mark in the **Ascending** box to clear it and therefore sort in descending order.

Deleting an Ad-Hoc Query

Only the author of a query or a TIMS System Administrator can delete an Ad-Hoc Query.

To delete an Ad-Hoc Query ...

1. Open the **System** module.
2. Open the **Data Mgt** menu and select **Ad-Hoc Queries**

Or

- Click the **Ad-Hoc Query** button on the toolbar.



3. Select the query you want to delete.

4. Click the **D**el~~e~~te button.
5. Click **Y**es button to confirm that you want to delete the query.

Editing an Ad-Hoc Query

To edit an existing Ad-Hoc Query ...

1. Open the **S**ystem module.
2. Open the **D**ata Mgt menu and select **A**d-Hoc Queries

Or

- Click the **A**d-Hoc Query button on the toolbar.



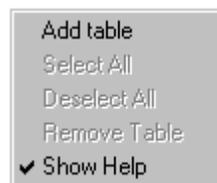
3. Select the query you want to edit.
4. Click the **E**dit button, and then modify selected tables, columns, and criteria as required.

Note: If you are not the author of the query, you must use the **S**ave **A**s command to save the changes (you cannot edit another user's query).

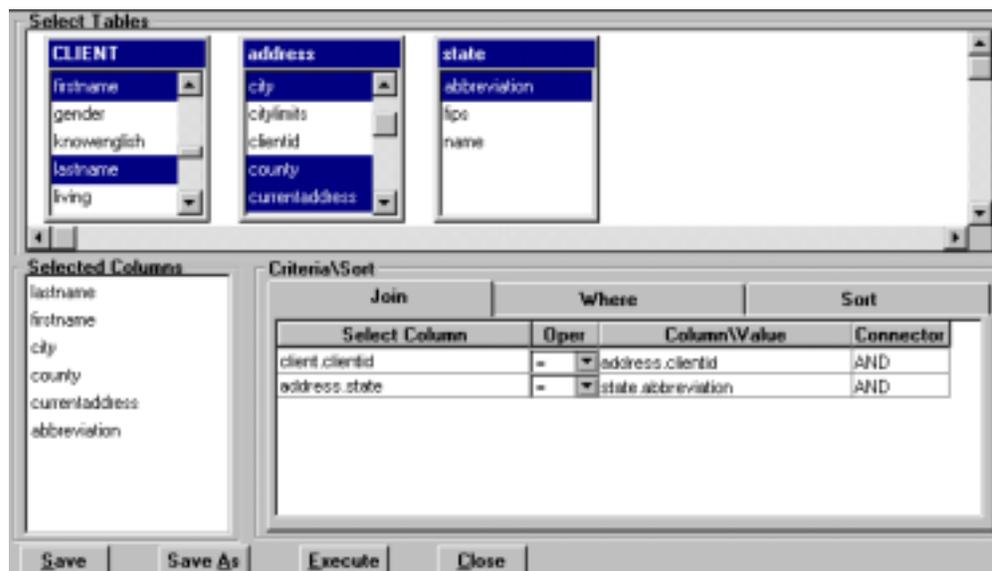
Adding/Deleting Tables

To add a new table to the query ...

1. Right click in the Select Tables area and select **A**dd Table.



The Select Tables window appears.



2. Select the new secondary table to be added then click the **Open** button. **NOTE:** To add a new primary table you must create a new query.

To delete a table from the query ...

Right click on the table (in the Select Tables area) to be deleted and select **Remove Table**.



Executing an Ad-Hoc Query

To execute a query ...

1. Open the **System** module.
2. Open the **Data Mgt** menu and select **Ad-Hoc Queries**

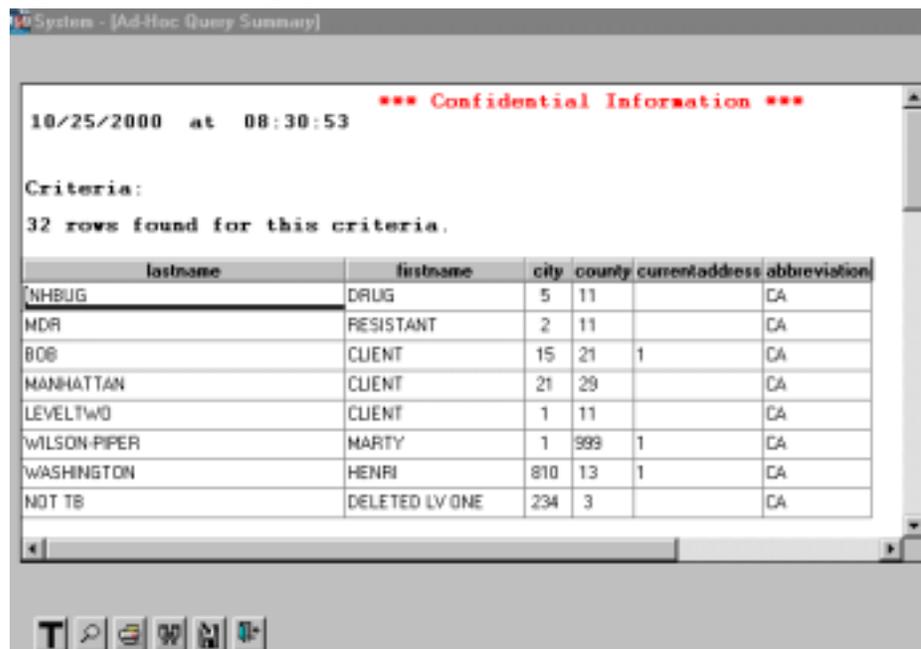
Or

- Click the **Ad-Hoc Query** button on the toolbar.



3. For an existing query, select the query you want to run, and then click the **Execute** button.
4. For a new query, create a query by clicking the **New** button, then selecting tables and columns and setting up criteria for the query, then click the **Execute** button as described in previous section.

The results preview window is displayed.



This window enables the user to preview the query results.

-  Create a **title** for the report. Enter the title for your report and click **OK**.
-  Modify the **magnification** of the preview. Select the magnification or show rulers and click **OK**.
-  **Print** the report. Select the appropriate printer and click **OK**.
-  **Find text** within the report. Enter the exact text to find within the report, and then click **Find Next** to find the next match. Click **Cancel** to cancel the find.
-  **Save** the report. Enter a file name and select a file format and location and click **Save**.

The available formats are:

CSV	Comma Separated Values
CSV with headers	Comma Separated Values with headers
DBase 2	dBASE II
DBase 3	dBASE III
DIF	Data Interchange Format
Excel	Microsoft Excel Worksheet
Excel with headers	Microsoft Excel Worksheet with headers
HTML Table	Hypertext Markup Language, table layout
PowerSoft Report	PowerSoft Report
SQL	SQL Tables.
SYLK	Symbolic Link format
SYLK with headers	Symbolic Link format with headers
Text	Tab-delimited text (ASCII) format
Text with headers	Tab-delimited text (ASCII) format with headers
WKS	Lotus 123 worksheet (Version 1.0 and 1.0a)
WKS with headers	Lotus 123 worksheet with headers (Version 1.0 and 1.0a)
WK1	Lotus 123 worksheet (Version 2.x)
WK1 with headers	Lotus 123 worksheet with headers (Version 2.x)
Windows Metafile	Windows Metafile format (graphic)

5. Click the **Close** button to close the preview screen.



Saved TIMS 1.10 Queries

The Ad-Hoc Query feature allows execution and deletion of queries saved in prior versions of TIMS.

Note: This feature will be REMOVED in a later version of TIMS; therefore you should create new queries for any old queries to be retained.

Executing a Saved TIMS 1.0 Query

To execute a Saved TIMS 1.0 Ad-Hoc Query...

1. Open the **System** module.
2. Open the **Data Mgt** menu and select **Ad-Hoc Queries**

Or

- Click the **Ad-Hoc Query** button on the toolbar.



The Ad-Hoc Query Summary window is displayed.

3. Select the query from the Saved Queries (TIMS 1.0) area that you want to run.

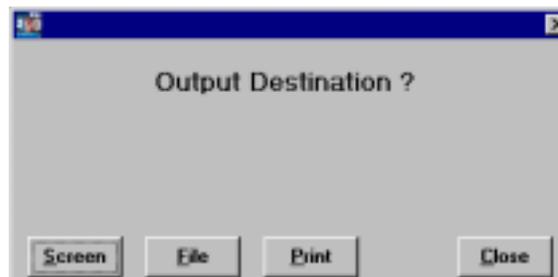
Saved Queries(TIMs 1.0)		
Query Name	Author	Date
Positive Skin Test and Induration = 99 mm	SYSADMIN	03/24/1998
Names, State case number and Vercrit	SYSADMIN	03/29/1999
dob's, m-y reported, names	SYSADMIN	03/29/1999
calc var, dob/race/ethn Client & RVCT	SYSADMIN	03/29/1999
xfer info/status 1	SYSADMIN	04/15/1999
2926	SYSADMIN	07/08/1999
SiteDFDisease 1a	SYSADMIN	07/13/1999

Delete

Execute

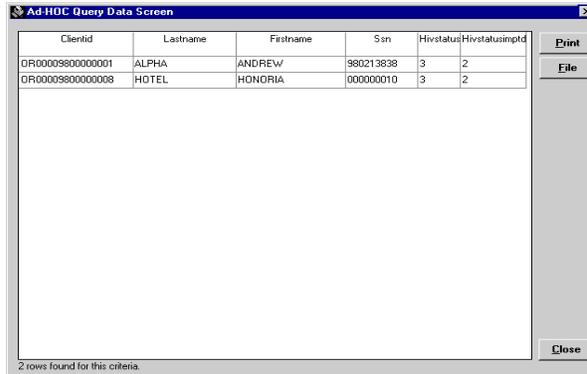
4. Click the **Execute** button.

The Output Destination window is displayed.



5. Select the output destination for your query: **S**creen, **F**ile, or **P**rint.

- **S**creen displays the results in a window that provides the option of printing the query or saving it to a file. Click the **C**lose button to return to the query window.



- **F**ile allows you to save the query results in a variety of file formats. Enter a file name, select a file format and location and click the **S**ave button. Click **OK** to close the Confidentiality Warning Statement. Click the **C**lose button to close the Output Destination window.

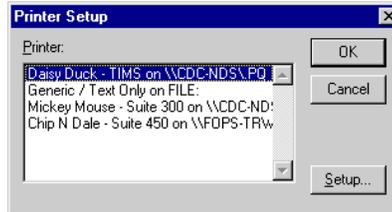


Windows 95 or NT

The available formats are:

CSV	Comma Separated Values
CSV with headers	Comma Separated Values with headers
DBase 2	dBASE II
DBase 3	dBASE III
DIF	Data Interchange Format
Excel	Microsoft Excel Spreadsheet
Excel with headers	Microsoft Excel Spreadsheet with headers
HTML Table	Hypertext Markup Language, table layout
PowerSoft Report	PowerSoft Report
SQL	SQL Tables.
SYLK	Symbolic Link format
SYLK with headers	Symbolic Link format with headers
Text	Tab-delimited text (ASCII) format
Text with headers	Tab-delimited text (ASCII) format with headers
WKS	Lotus 123 worksheet (Version 1.0 and 1.0a)

- WKS with headers** Lotus 123 worksheet with headers (Version 1.0 and 1.0a)
 - WK1** Lotus 123 worksheet (Version 2.x)
 - WK1 with headers** Lotus 123 worksheet with headers (Version 2.x)
 - Windows Metafile** Windows Metafile format (graphic)
- **P**rint enables you print the results of your query. Select the appropriate printer and click the **OK** button. Click the **C**lose button to close the Output Destination window.



Deleting a Saved TIMS 1.0 Query

Only the author of a query or a TIMS System Administrator can delete an Ad-Hoc Query.

To delete an Ad-Hoc Query...

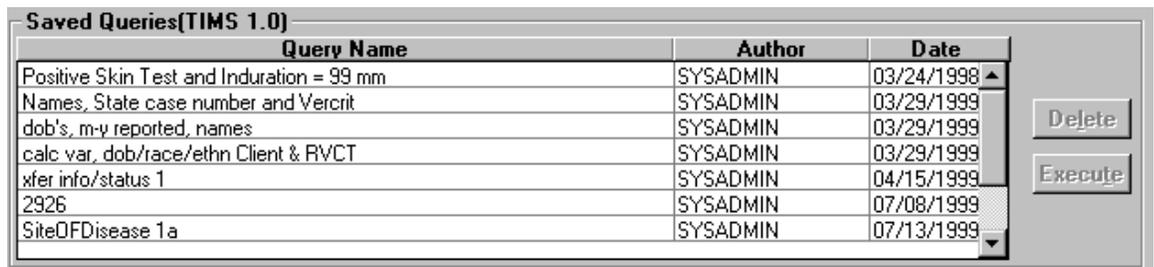
1. Open the **S**ystem module.
2. Open the **D**ata Mgt menu and select **A**d-Hoc Queries

Or

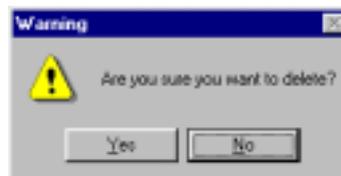
- Click the **A**d-Hoc Query button on the toolbar.



3. Select the query from the Saved Queries (TIMS 1.0) area that you want to delete.



4. Click the **D**elete button.
5. Click the **Y**es button to confirm that you want to delete the query.



Frequency Reports

The Frequency Report feature allows TIMS users to generate a frequency table for any data item collected in TIMS. The report displays the number of occurrences, percentage of occurrences, percentages by row and percentages by column.

There are four steps to creating a Frequency Report:

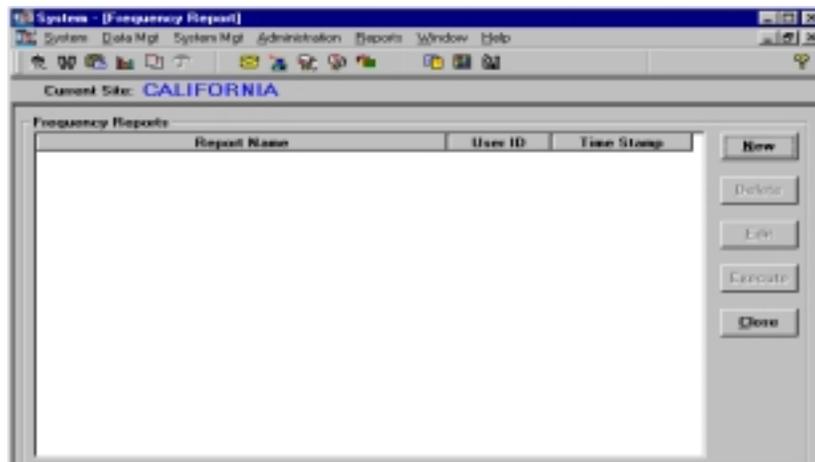
1. Select a table and select a row from within the selected table.
2. Select a column from the same table or select a second table and then select a column.
3. Specify display values, if desired.
4. Add criteria conditions, if desired.

Create a Frequency Report

To create a Frequency Report ...

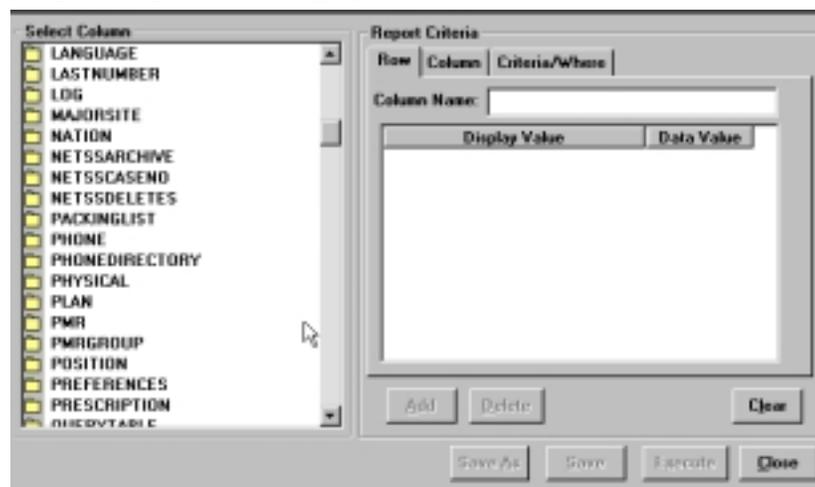
1. Open the **System** module.
2. Open the **Data Mgt** menu and select **Frequency Report**

The Frequency Report main window is displayed.

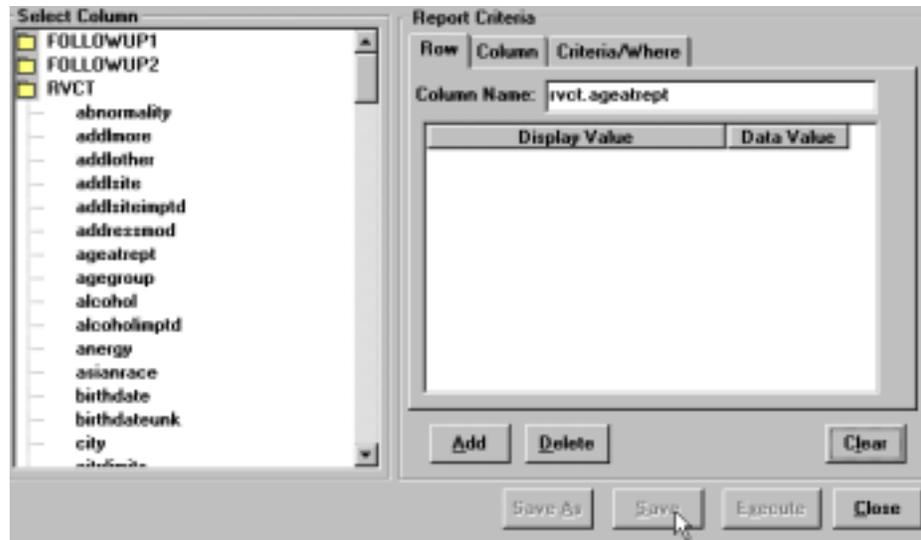


3. Click the **New** button on the Frequency Report window.

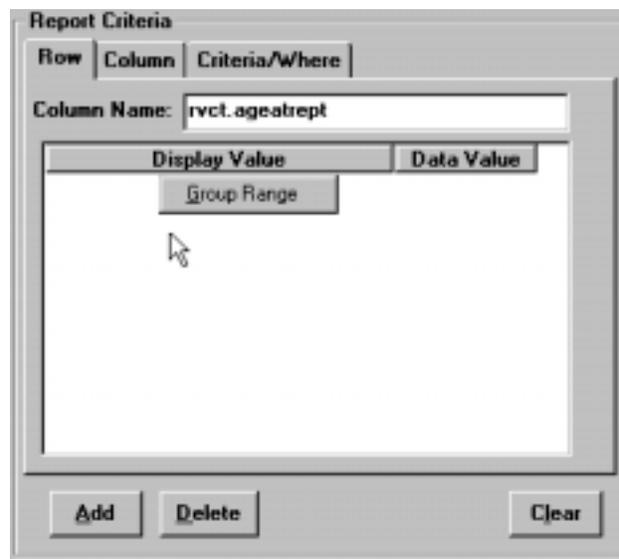
The Frequency Report Setup window is displayed.



- To select a **Row Column Name**: Select (double-click) the appropriate table name in the Select Column area to display the list of columns within that table. Select a column name and either drag it to the Row Column Name field or double-click on it to place the selected column in the Row Column Name field.



- To set up display information for the row item selected, first decide whether you need a value display (default display) or a range display. To change from value display to range display, right click below the Display Value column and select **Group Range**.



- Click the **Add** button and enter the Display Value (labels that will be displayed as row headers) and the Data Value or the From/To values. Repeat this process until all display values required are entered.

Note: If any display values are specified, those variables whose display values are not specified will not appear on the frequency report.

Report Criteria

Row | Column | Criteria/Where

Column Name:

Display Value	From	To
<=20		-20
21-40	21	-40
41-60	41	-60
61-80	61	-80
81-100	81	-100
>100	100	-999

7. Select the **Column** tab and repeat above steps 4-6 to select a **Column Column Name** and setup its display values.
8. To setup an extraction of more specific information from the TIMS database, select the **Criteria/Where** tab.
9. Click the **Add** button, then select the appropriate field from the dropdown list for placement in the Where column.

In the following example, the specified criteria is rvct.vercrit (the vercrit field from the RVCT table)=1 (positive culture). Note that data dictionary information is available by positioning the cursor over the fieldname.

Report Criteria

Row | Column | Criteria/Where

Select Column	Oper	Column/Value	Connector
rvct.vercrit	=	1	

vercrit
Description : Calculated Variable: Case Verification Criteria

Usage : Length: 1, 0=Not a Verified Case, 1=Positive Culture, 2=Positive Smear/Tissue, 3=Clinical Case Definition, 4=Verified by Provider Diagnosis, 5= Suspect Case, See Appendix SUR IV of the TIMS User Guide

10. Select an operator from the Operator dropdown list.

The available operators are:

<u>Operator</u>	<u>Description</u>
=	Equals
>	Greater Than
<	Less Than
<>	Not Equal To
>=	Greater Than or Equal To
<=	Less Than or Equal To
Is Missing	Is Blank or Null
Is Not Missing	Is Not Blank or Not Null
Like	Similar to a specified pattern
Not Like	Not similar to a specified pattern

11. Enter the value to match in the Where value column.

12. To add additional criteria, click the **Add** button again and repeat the process. Be sure to select a connector from the Connector column.

The available connectors are:

<u>Connector</u>	<u>Description</u>
AND	Both the criteria in this line and the next line must be met.
OR	The criteria in this line or the next line must be met.

Note: Click **Delete** to delete a selected criteria row. To start completely over at any time, click the **Clear** button and all information will be cleared.

13. Click **Save** button to save the query. Enter a name for the query and click the **Save** button.
14. Click **Execute** button to perform the query. See *Execute a Frequency Report* for additional information.
15. Click **Close** button to close the Frequency Report Setup window.

Delete a Frequency Report

To delete a Frequency Report ...

1. Open the **System** module.
2. Open the **Data Mgt** menu and select **Frequency Report**.
3. Select the report you want to delete.
4. Click the **Delete** button.

A Warning message window is displayed.



5. Click **Y**es button to confirm that you want to delete the report.

Edit a Frequency Report

To edit an existing frequency report ...

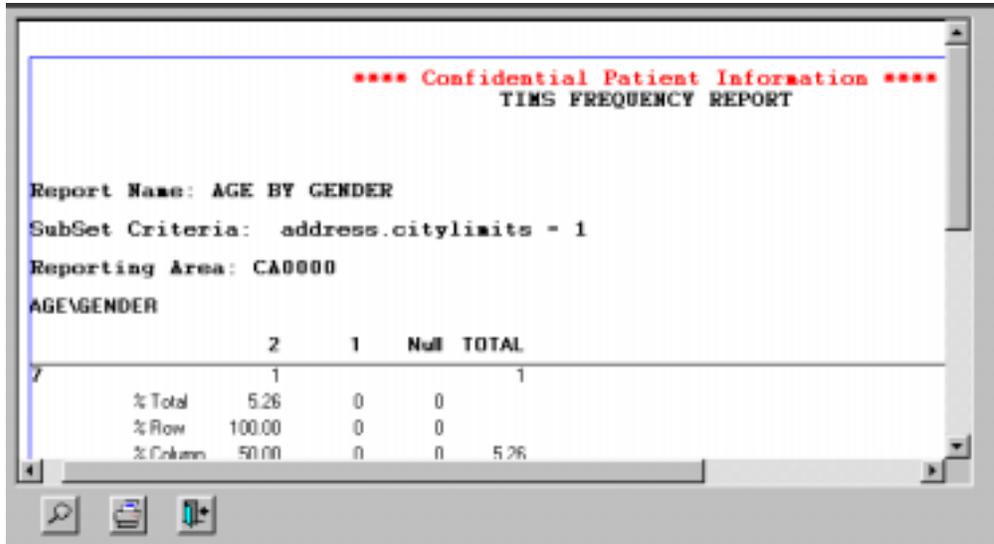
1. Open the **S**ystem module.
2. Open the **D**ata Mgt menu and select **F**requency Report.
3. Select the report you want to edit.
4. Click the **E**dit button, and then modify row/column display values and criteria as required. **Note:** In order to edit the row or column selected, you must reset the report and start completely over.
5. Click **S**ave **A**s or **S**ave button to save the query. Enter a name for the query and click the **S**ave button.
6. Click **E**xecute button to perform the query. See *Execute a Frequency Report* for additional information.
7. Click **C**lose button to close the Frequency Report Setup window.

Execute a Frequency Report

To execute a frequency report ...

1. Open the **S**ystem module.
2. Open the **D**ata Mgt menu and select **F**requency Report.
3. For an existing report, select the report you want to run, and then click the **E**xecute button.
4. For a new report, create a simple report by clicking the **N**ew button, then selecting row, column and criteria for the report, and then click the **E**xecute button.

The Frequency Report preview window is displayed.



**** Confidential Patient Information ****
TIMS FREQUENCY REPORT

Report Name: AGE BY GENDER
SubSet Criteria: address.citylimits = 1
Reporting Area: CA0000
AGEGENDER

	2	1	Null	TOTAL
7	1			1
% Total	5.26	0	0	
% Row	100.00	0	0	
% Column	50.00	0	0	5.26

The screenshot shows a window with a title bar and a scrollable area containing the report text and table. At the bottom of the window, there are three icons: a magnifying glass, a printer, and a window with a plus sign.

This window allows you to preview the report results.



Modify the **magnification** of the preview. Select the magnification or show rulers and click **OK**.



Print the report. Select the appropriate printer and click **OK**.

5. Click the **Close** button to close the preview window.



Sample Report

**** Confidential Patient Information ****

TIMS FREQUENCY REPORT

Report Name: AGE BY GENDER

Subset Criteria: uscitizen = 1

Reporting Area: GAOOOO

1 →	AGEIGENDER			2
<=20		%Total % Row %Column		
21-40		% Total % Row % Column		
41-60		% Total % Row % Column	4 →	← 5
3 →	61-80	%Total % Row % Column	6 →	← 7
	81-100	%Total % Row %Column		
	>100	%Total % Row % Column		
	TOTAL	% Row		
			8	← 9

**** Confidential Patient Information ****

06/06/2000 at 14:45:06

Page 1 of 1

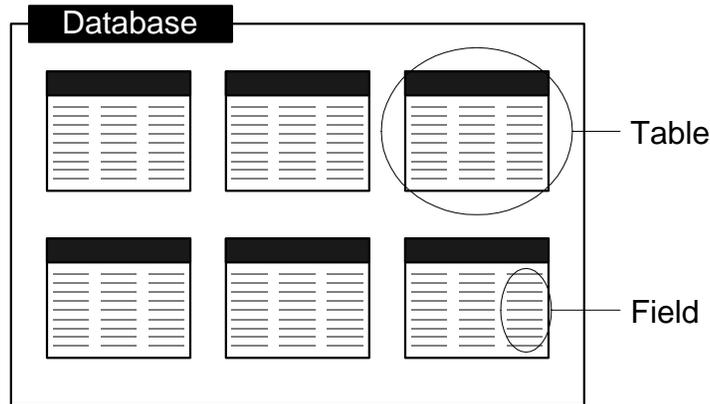
*

Item Descriptions

1. The Output Data Items selected from the Select Columns list are displayed. The first data item is always the row and the second is always the column. In the sample report, the row Output Data Item is <AGE> and the column Output Data Item is <GENDER>.
2. The assigned Display Values or if none are assigned the values found in the database for the column Output Data Item are displayed. In the sample report, the following Display Values are displayed: Male, Female and Unk are displayed.
3. The assigned Display Values or if none are assigned the values found in the database for the row Output Data Item are displayed. In the sample report, the following Display Values are displayed: <=20, 21-40, 41-60, 61-80, 81-100 and >100.
4. The frequency for the row/column cell is displayed. This number displays how many records in the report have the characteristics of the row value and column value that intersect this cell. In the sample report, the number “5” in the report cell means that five records in the report are Males in the age group 41-60 (criteria value) (column value) (row value).
5. The percent total for the cell is displayed. This number displays what percentage of the total number of records included in the report is represented by the frequency for this cell. In the sample report, the number “45.45” means that 45.45% (5/11) of all records in the report are males in the age group 41-60.
6. The percent row for the cell is displayed. This number displays what percentage of the total number of records with the specific row value is represented by the frequency for this cell. In the sample report, the number “100.00” means that in the age group 41-60 100.00% (5/5) are males.
7. The percent column for the cell is displayed. This number displays what percentage of the total number of records with the specific column value is represented by the frequency for this cell. In the sample report, the number “71.43” means that of males 71.43% (5/7) are in the age group 41-60.
8. The percent total for the column is displayed. This number displays what percentage of the total number of records is in the specific column value. In the sample report, the number “63.64” means that of all the records included in the report 63.64% (7/11) are males.
9. The percent total for the row is displayed. This number displays what percentage of the total number of records is in the specific row value. In the sample report, the number “45.45” means that of all the records included in the report 45.45% (5/11) are in the age group 41-60.
10. The total number of records for the row. In the sample report, there are a total of 5 records (1 male, 2 females, and 1 Unk) in the age group 21-40.
11. The total number of records for the column. In the sample report, there are a total of 7 male records (1 in age group 21-40, 5 in age group 41-60, and 1 in age group 61-80).
12. The total number of records included in the report. In the sample report, there are a total of 11 records.

Data Dictionary

The TIMS application is built around a large and complicated database. A database is a collection of tables that are composed of related fields. The Data Dictionary feature allows you to view information about the TIMS database including its tables and fields. Information in the Data Dictionary is view-only; it can be displayed and printed, but it cannot be modified in any way.



Note: Users with Medium, High, and System Administrator security rights can view the Data Dictionary.

Not all tables are available in the TIMS Data Dictionary. If you need information about tables or fields that do not appear in the data dictionary, call the TIMS Help Desk at (404) 639-8155.

Viewing the Data Dictionary

To view the data dictionary...

1. Open the **System** module.
2. Open the **Data Mgt** menu and select **Data Dictionary**.

The Data Dictionary window is displayed.

TIMS Fieldname	Size	Type	Description	Required
deathcert	10	varchar	Currently not implemented	No
deleted	1	char	Currently not implemented	No
episodeid	16	char	Currently not implemented	Yes
ethnicity	1	char	Ethnic Origin	No
eventstamp	8	timestamp	Last date and time this record was modified	Yes
firstname	30	varchar	First Name:	Yes
gender	1	char	Sex	No
knowenglish	1	char	Language: Understand English	No
lastname	35	varchar	Last Name:	Yes
living	1	char	Currently not implemented	No
localid	9	char	City/County Case Number:	No
middlename	20	varchar	Middle Name:	No

3. Select a table from the Subject list to display all the fields within that table.

A description of the table is displayed in the Description box.

Each field description is divided into five columns:

- **TIMS Fieldname** - The actual fieldname as defined in the TIMS database.
- **Size** - The maximum number of characters the field will hold.
- **Type** - The type of data stored in the field. The following data types occur in the TIMS database:

-Date: A calendar date, such as a year, month and day. The year can be from the year 0001 to 9999. For historical reasons, a DATE column can also contain an hour and minute; however, the TIMESTAMP data type is recommended for anything with hours and minutes. A DATE value requires 4 bytes of storage.

-Time: Time of day, containing hour, minute, second and fraction of a second. The fraction is stored to 6 decimal places. A TIME value requires 8 bytes of storage. (ODBC standards restrict TIME data type to an accuracy of seconds. For this reason you should not use TIME data types in WHERE clause comparisons that rely on a higher accuracy than seconds.)

-Timestamp: A point in time, containing year, month, day, hour, minute, second and fraction of a second. The fraction is stored to 6 decimal places. A TIMESTAMP value requires 8 bytes of storage. Although the range of possible dates for the TIMESTAMP data type is the same as the DATE type (covering years 0001 to 9999), the useful range of TIMESTAMP date types is from 1600-02-28 23:59:59 to 7911-01-01 00:00:00. Prior to, and after this range the time portion of the TIMESTAMP may be incomplete.

-Numeric: A decimal number with precision total digits and with scale of the digits after the decimal point. The defaults are scale=6 and precision=30.

-Char: Character or alphanumeric characters of fixed length.

-Varchar: Character or alphanumeric characters of variable length.

-Longvarchar (Longvarch): Arbitrary length character data. The maximum size is limited by the maximum size of the database file (currently 2 gigabytes).

-Integer (Int): Signed integer of maximum value 2,147,483,647 requiring 4 bytes of storage (e.g., in the range of -2,147,483,647 to +2,147,483,647).

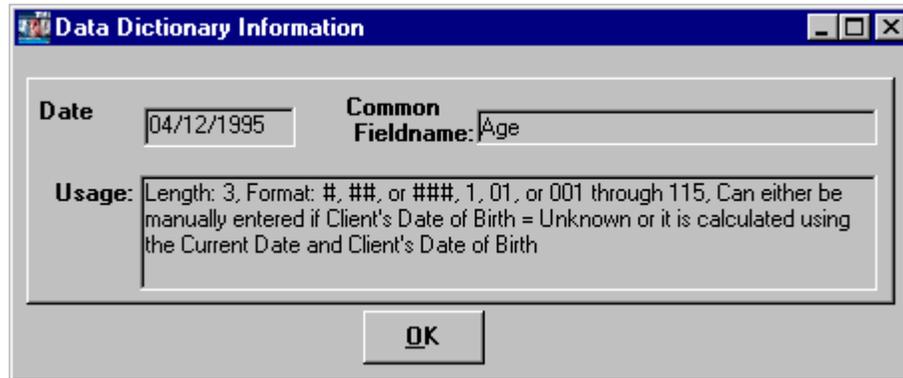
-Smallint: Signed integer of maximum value 32,767 requiring 2 bytes of storage (e.g., in the range of -32,767 to +32,767).

-Tinyint: Signed integer of maximum value 255 requiring 1 byte of storage (e.g., in the range of -255 to +255).

-Binary: Binary data of maximum length size (in bytes). If size is omitted, the default is 1. The maximum size allowed is 32,767. The BINARY data type is identical to the CHAR data type except when used in comparisons. BINARY values will be compared exactly while CHAR values are compared without respect to upper/lowercase (depending on the case-sensitivity of the database) or accented characters.

-Long Binary: Arbitrary length binary data. The maximum size is limited by the maximum size of the database file (currently 2 gigabytes).

- **Description** - A brief description of the field.
 - **Required** - Indicates whether the field must contain data.
4. To view specific information about a field, select it in the list and click the **Usage** button.



- **Date** - The date the field was added to the TIMS database.
 - **Common Fieldname** - The name that appears on the TIMS data entry window where the information is entered.
 - **Usage** - provides a list of acceptable values (where applicable) for data in that field.
5. Click the **OK** button to close the Data Dictionary Information window.
 6. Click the **Print** button to print the fields of the current Subject table.
 7. Click the **Close** button to exit the Data Dictionary window.

Export

TIMS allows you to export entire database tables in a variety of common file formats. Once data have been exported, the data can be imported into other applications for further processing. Please note that exported data does not meet CDC security requirements. It is your responsibility to ensure that client confidentiality is maintained. Refer to the *TIMS User's Guide Introductory Chapter*, pages xii-xviii, for more information about confidentiality.

There are three types of TIMS data exports:

Table - Exports fields from a particular TIMS table or tables.

UDV - Exports all the user-defined variables associated with a particular TIMS table or tables.

Flat File - Exports a fixed length ASCII file that can be imported and processed by both PCs and Mainframes.

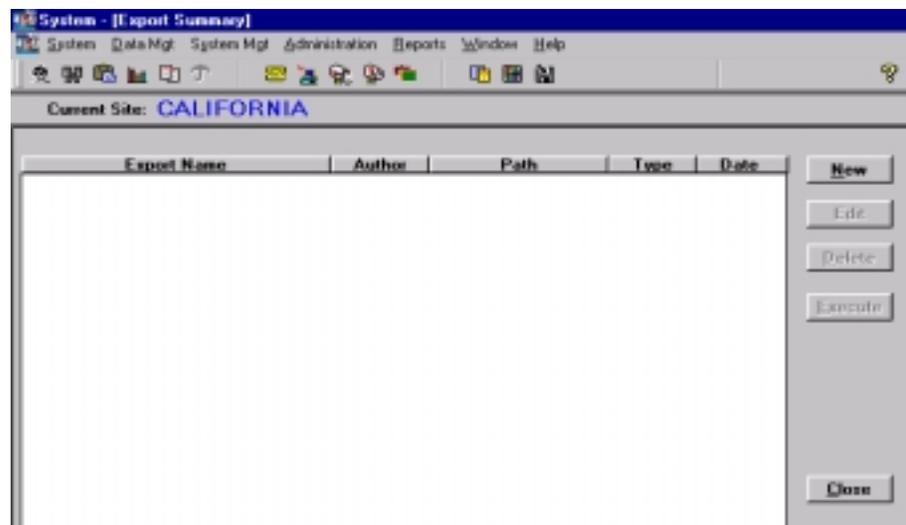
Note: Users with High or System Administrator security rights and HIV clearance have full access to the Export feature.

Exporting Data from TIMS Tables or User-Defined Variables (UDV)

To export data from the TIMS database...

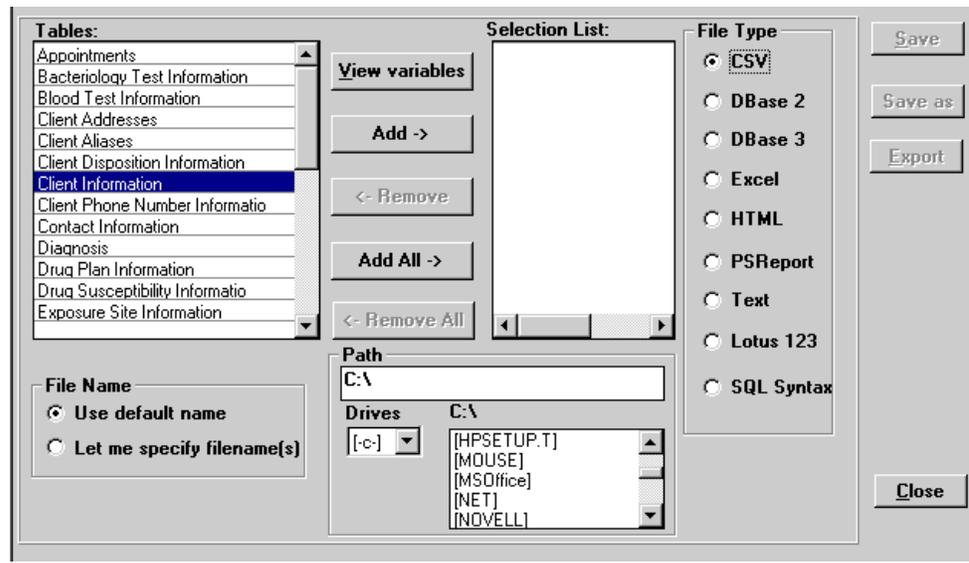
1. Open the **System** module.
2. Open the **Data Mgt** menu, select **Export**, and then select **Table** or **UDV**.

The System – [Export Summary] screen appears.

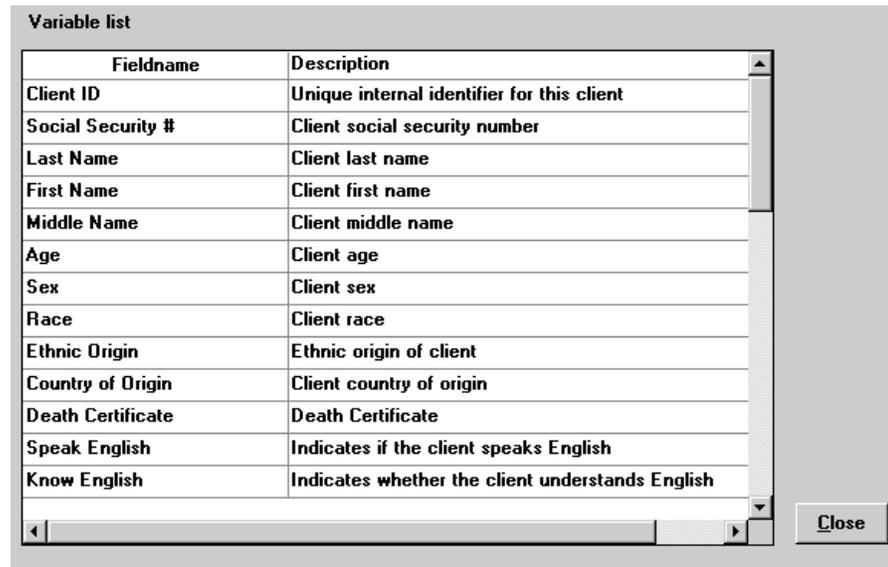


3. Click the **New** button.

The Export Data window is displayed.



4. Select a table from the Tables list.
 - If desired, click the **View variables** button to display the fields included in the selected table. Use the horizontal and vertical scroll bars to navigate through the report. Click **Close** to close the Variable list and return to the Export Data window.



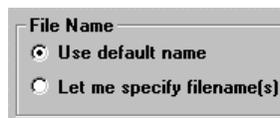
5. Click the **Add** button to move the selected table to the Selection List.
The Selection List displays all tables selected for export.
6. Select and add as many additional tables as necessary. To add all the TIMS tables (export the entire TIMS database), click the **Add All** button. You can also remove tables from the selection list using the **Remove** or **Remove All** buttons.

7. Select the format for the exported file from the **File Type** group:

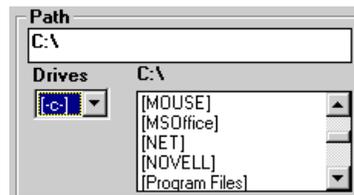
The available formats are:

CSV	Comma Separated Values
DBase 2	dBASE-II
DBase 3	dBASE-III
Excel	Microsoft Excel Worksheet
HTML	Hypertext Markup Language
PSReport	PowerSoft Report
Text	Fixed width field file (ASCII)
Lotus 123	Lotus 1-2-3 Worksheet
SQL Syntax	SQL Tables.

8. Select a method for naming the exported file:

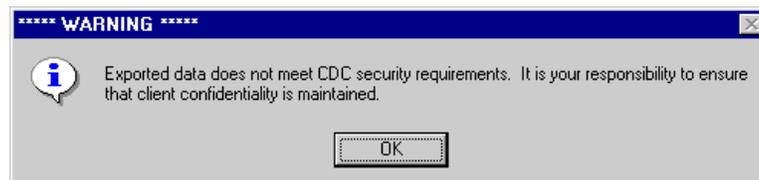


- **Use default name** creates a file name based on the table name with an extension that reflects the file type. The user cannot alter default names.
 - **Let me specify filename(s)**, allows you to replace the default file name with a name that you enter.
9. Enter or select the **Drive** and **Path** where the exported file will be saved using one of the following methods:



- Type the desired location into the Path box,
- Or
- Select the appropriate drive from the Drives list, then select the appropriate directory and subdirectories from the list which appears to the right. The selected location will appear in the Path box.
10. Click the **Export** button to start the export process.

*The confidentiality warning message box appears. Click **OK** to close the message box and proceed with the export process.*



11. The Export File Names window displays. Click the **C**lose button to close the Export File Names window and to begin exporting. The Export Data window is displayed again.



If you selected *Let me specify filename(s)*, change the name(s) for the exported files by selecting the existing name and typing in a new one.

12. When the export process has completed, you can save the current export configuration so that it can be run again. To save the current export configuration, click the **S**ave button.

The Export Table Name dialog box is displayed.



13. Enter a name for the export configuration.
 14. Click the **S**ave button.
 15. Click the **C**lose button to close the Export Data window.

Execute a Saved Export Configuration

You can execute defined export configurations any time after they have been saved. After an Export has been defined and saved, it can be executed at a later date. The System Administrator can execute all export files.

To run an export configuration which has been defined...

1. Open the **S**ystem module.
2. Open the **D**ata Mgt menu, select **E**xport, and then select **T**able or **U**DV.

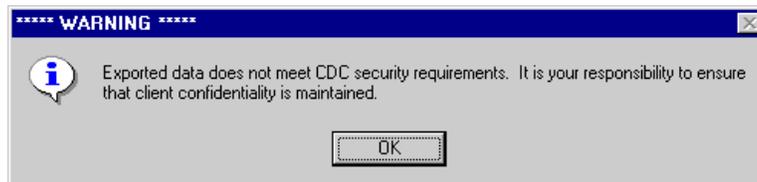
The Export Summary window is displayed.

Export Name	Author	Path	Type	Date
RVCT TEXT EXPORT	AJA300	D:\	Text	05/27/98
RVCT FLT	AJA300	D:\	Text	05/28/98
CLIENT INFORMATION	AJA300	D:\	CSV	05/28/98
CLIENT + DIAGNOSIS	AJA300	D:\	CSV	05/28/98
RVCT/F1/F2	AJA300	C:\tb_data\dbf	D Base III	05/28/98

Buttons: New, Edit, Delete, Execute, Close

3. Select a saved export configuration.
4. Click the **Execute** button.

*The confidentiality warning message box appears. Click **OK** to close the message box and proceed with the export process. The Export Summary window is displayed again.*



5. The export file will overwrite the previously saved export data.
6. Click **Close** to exit the Export Summary window.

Edit a Saved Export Configuration

A saved export configuration can be modified or the user can use an existing configuration as a foundation for a new one.

To modify an export...

1. Open the **System** module.
2. Open the **Data Mgt** menu, select **Export**, and then select **Table** or **UDV**.
3. Select the **Export Name** to be edited.
4. Click the **Edit** button.
5. Make the desired changes.
6. Click the **Save** button to save the changes to the file or click the **Save As** button to save the modified configuration under a different name, leaving the original intact.

The confidentiality warning message box appears. Click **OK** to close the message box and proceed with the export process.



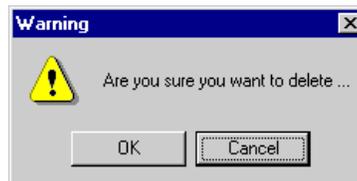
7. Click the **C**lose button to return to the Export Data Window. Click **C**lose again to return to the Export Summary Window.

Delete a Saved Export Configuration

The author or a TIMS System Administrator can delete a previously saved export configuration.

To delete a saved export configuration...

1. Open the **S**ystem module.
2. Open the **D**ata Mgt menu, select **E**xport, and then select **T**able or **U**DV.
3. Select the saved export configuration you want to delete.
4. Click the **D**elete button.
5. Click the **O**K button to confirm that you want to delete the export configuration. Click **C**ancel to abort the deletion process.



6. Click the **C**lose button to close the Export Summary window.

Flat File Export

The TIMS Flat File Export feature exports only Surveillance data (Client, RVCT, Follow Up-1 and Follow Up-2) in a non-delimited ASCII file, which is suitable for importing and processing by both mainframe and PC-based applications. Comment fields are not exported. The exported file is a 255-character ASCII text file with two lines per record. The default file name is RVCTDATA.TXT, although the user may specify another name. See Appendix SUR XII for information about the export file format.

There are three options for exporting a Flat File:

1. **Automated** - Exports all records that have been added, deleted, or updated since the last automated export.
2. **Set Subset Criteria** - Allows the user to specify the subset as any one or combination of the following: Month-Year Reported date range, export from date and time, Site IDs, and to include or exclude deleted records.
3. **All Surveillance Data** - Exports all Surveillance records in the database.

Performing an Automated Flat File Export

The Automated Flat File Export function will export all records that have been updated (new, modified, or deleted) since the last automated Flat File Export. Updated records can be created or modified locally, or can originate at one or more associated lower sites.

To perform an Automated flat file export...

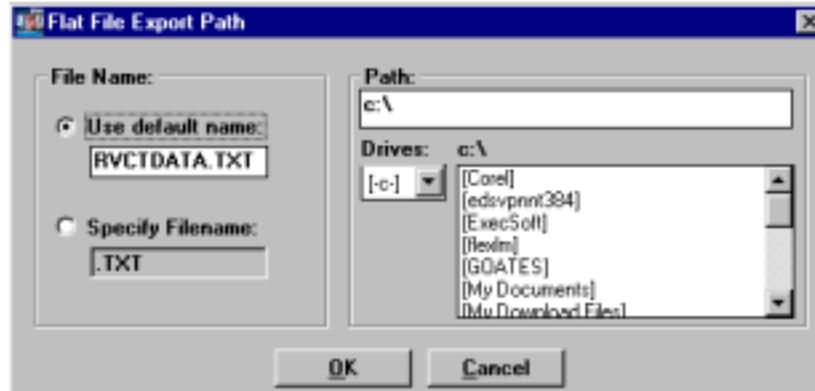
1. Open the **System** module.
2. Open the **Data Mgt** menu and select **Export**, then **Flat File**.

The Flat File Export Criteria window is displayed.

3. Select **Automated** in the Export Mode group.
4. Select whether you want to export deleted records.

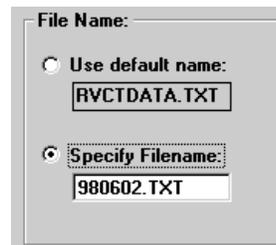
5. Click the **Browse** button to specify the filename and path.

The Flat File Export Path dialog box is displayed.

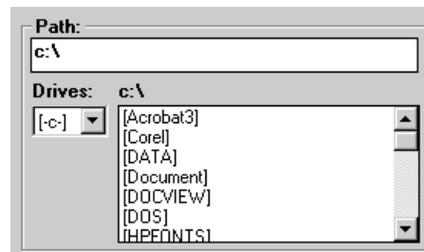


Click **C**ancel to return to the Flat File Export Criteria window.

- To use the default file name, select **Use default name**. To define a name for the file, select **Specify Filename** and type in new name.



- Enter or select a path for the exported file using one of the following methods:



- Type the desired location into the Path box,
- Or
- Select the appropriate drive from the Drives list, then select the appropriate directory and subdirectories from the list which appears to the right. The selected location will appear in the Path box.
- Click the **O**K button on the Flat File Export Path dialog box to return to the Flat File Export Criteria window. The Path and File Name will automatically be entered into the Path block.
 - Click the **O**K button on the Flat File Export Criteria window to begin the export. To discontinue the export, click **C**lose to exit the Flat File Export Criteria window.

10. The confidentiality warning message box appears. Click **OK** to close the message box and proceed with the export process.

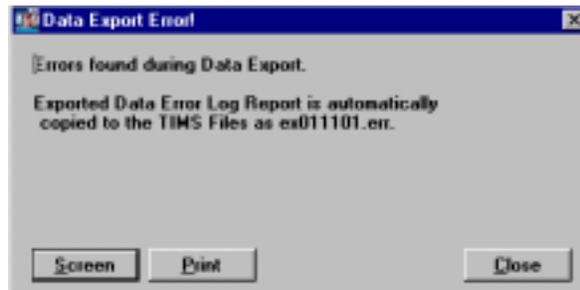


The Flat File Export in Progress dialog box appears and enables you to follow the progress of the export procedure. Once the export has begun, you cannot stop or interrupt the Flat File Export.

In the example below, a total of 58 records were processed. Of those, 26 met the specified criteria and were scanned for two types of data errors: Verified cases that were alive at diagnosis and have no initial drug regimen, and invalid drug combination in initial drug regimen. All 26 records were exported. Click **C**lose to close this dialog box.



11. If errors were found during the Data Export, the Data Export Error window will appear. The Exported Data Error Log report is automatically created and saved to the directory specified previously for the export file. You may view this report by clicking the **S**creen button, or print it by clicking the **P**rint button. Click the **C**lose button to return to the Flat File Export Criteria window.



12. Click the **C**lose button when the export is complete.

Specify Criteria for a Flat File Export

The Flat File Export function can be customized to export a subset of surveillance data. The subset criteria can be any one or combination of the following: Site ID, Month-Year Reported date range, export date and time, and include or exclude deleted records.

To specify criteria for a flat file export...

1. Open the **S**ystem module.
2. Open the **D**ata Mgt menu and select **E**xport, then select **F**lat File.

The Flat File Export Criteria window is displayed.

3. Select **Set Subset Criteria** in the Export Mode group.
4. If you want the data from all sites to be included in the export, choose **No** in the Select Sites group. If you want to limit the sites of origin for the exported source data, select **Yes** in the Select Sites group, then choose the sites whose data you want to include on the Site List dialog box. When Yes is clicked, the list of available sites automatically appears.

Sites	Code
CALIFORNIA	CA0000
CA LEVEL 1	CA0100
CA LEVEL2	CA0111
CA LEVEL 3A	CA0122
CALIFORNIA LEVEL ONE BEE	CA0200

- To include all sites, click on **Include All Levels** and a check mark will appear in the box. To deselect all sites, click to remove the check mark.
 - To select multiple sites, hold down the **Ctrl** key while clicking on the individual sites. To deselect multiple sites, hold down the **Ctrl** key while clicking on the individual sites.
 - To select a range of sites, select the site which represents the start of the range, then select the end of the range while holding down the **Shift** key.
5. Click the **OK** button to return to the Flat File Export Criteria window, or click **Cancel** to abandon the site selection operation and return to the Flat File Export Criteria window.

6. Select whether you want to export deleted records.



Export Deleted Records?
 Yes No

7. Specify the **Month-Year Reported** date range of the records you want to export.

The default beginning date is not specified, and the default ending date is the current month and year. If the default dates are not changed, all records will be exported.



Date criteria on Month-Year Reported:
 Beginning: 00/0000
 Ending: 06/1998

- If no Beginning date is specified, all records with Month-Year Reported on or prior to the Ending date will be exported.
 - If no Ending date is specified, all records with Month-Year Reported on or after the Beginning date will be exported.
 - If both the Beginning and Ending dates are not specified, all records will be exported.
8. Enter the start **Date** and **Time** of the range of updated records (added, modified, or deleted) you want to export in the **Export From** group. All records with an eventstamp value (date and time the record was last updated) on or after the Date and Time specified will be included in the export.

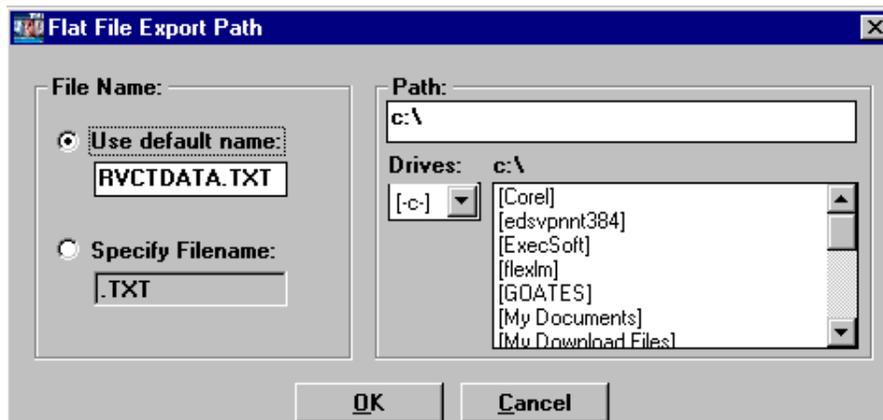
This is similar to Automated Export, but allows you to specify start date and time.



Export From:
 Date: 00/00/0000
 Time: 00:00 AM

9. Click the **Browse** button to specify the filename and path.

The Flat File Export Path dialog box is displayed.



Flat File Export Path

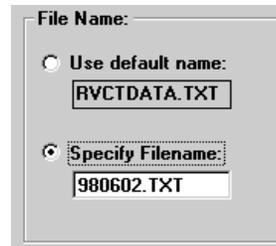
File Name:
 Use default name:
 RVCTDATA.TXT
 Specify Filename:
 .TXT

Path:
 c:\

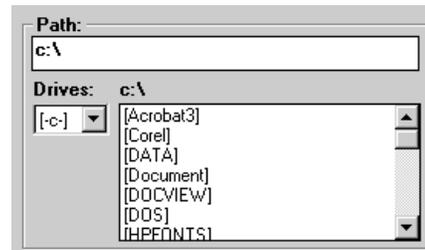
Drives: c:\
 [-c-] [Corel]
 [edsvpnt384]
 [ExecSoft]
 [flexlm]
 [GOATES]
 [My Documents]
 [My Download Files]

OK Cancel

10. To use the default file name, select **Use default name**. To define a name for the file, select **Specify Filename** and type in new name.



11. Enter or select a path for the exported file, using one of the following methods:



- Type the desired location into the Path box,
- Or
- Select the appropriate drive from the Drives list, then select the appropriate directory and subdirectories from the list which appears to the right. The selected location will appear in the Path box.
12. Click the **OK** button on the Flat File Export Path dialog box to return to the Flat File Export Criteria window. The Path and File Name will automatically be entered into the Path block.
13. Click the **OK** button on the Flat File Export Criteria window to begin the export. To discontinue the export, click **Close** to exit the Flat File Export Criteria window.
14. The confidentiality warning message box appears. Click **OK** to close the message box and proceed with the export process.



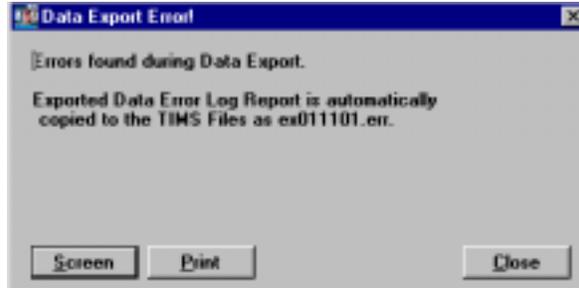
The File Export in Progress dialog box enables you to follow the progress of the export procedure.

You cannot interrupt the Flat File Export once it has begun.

In the example below, a total of 58 records were processed. Of those, 26 met the specified criteria and were scanned for two types of data errors: Verified cases that were alive at diagnosis and have no initial drug regimen, and invalid drug combination in initial drug regimen. All 26 records were exported.



15. If errors were found during the Data Export, the Data Export Error window will appear. The Exported Data Error Log report is automatically created and saved to the directory specified previously for the export file. You may view this report by clicking the **S**creen button, or print it by clicking the **P**rint button. Click the **C**lose button to return to the Flat File Export Criteria window.



16. Click the **C**lose button when the export is complete.

Performing a Flat File Export for All Surveillance Data

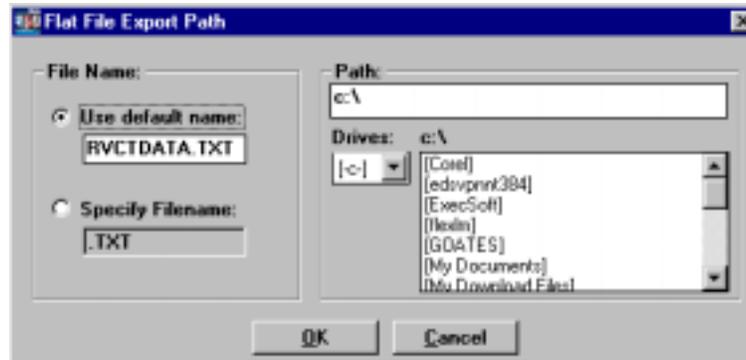
TIMS enables you to export all surveillance data in the flat file format, regardless of the record's update status.

To export all surveillance data in the flat file format...

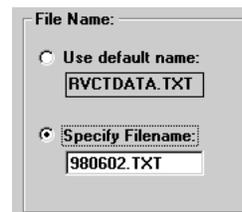
1. Open the **S**ystem module.
2. Open the **D**ata Mgt menu and select **E**xport, then select **F**lat File.
The Flat File Export Criteria window is displayed.

3. Select **A**ll Surveillance Data in the Export Mode group.
4. Select whether you want to export deleted records.

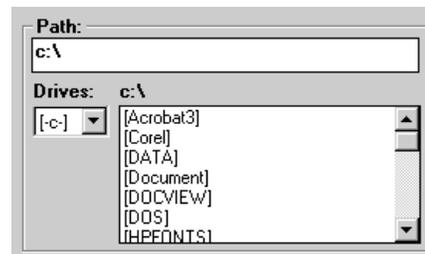
5. Click the **B**rowse button to specify the filename and path.
The Flat File Export Path dialog box is displayed.



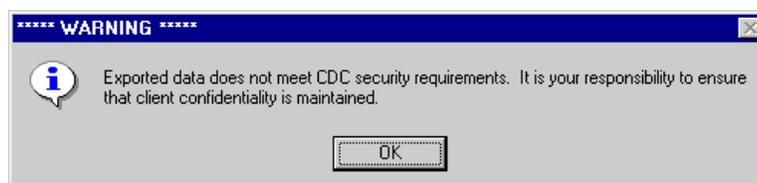
6. To use the default file name, select **Use default name**. To define a name for the file, select **Specify Filename** and type in new name.



7. Enter or select a path for the exported file using one of the following methods:



- Type the desired location into the Path box,
- Or
- Select the appropriate drive from the Drives list, then select the appropriate directory and subdirectories from the list which appears to the right. The selected location will appear in the Path box.
8. Click the **OK** button on the Flat File Export Path dialog box to return to the Flat File Export Criteria window. The Path and File Name will automatically be entered into the Path block.
9. Click the **OK** button on the Flat File Export Criteria window to begin the export process. To discontinue the export, click **Close** to exit the Flat File Export Criteria window.
10. The confidentiality warning message box appears. Click **OK** to close the message box and proceed with the export process.

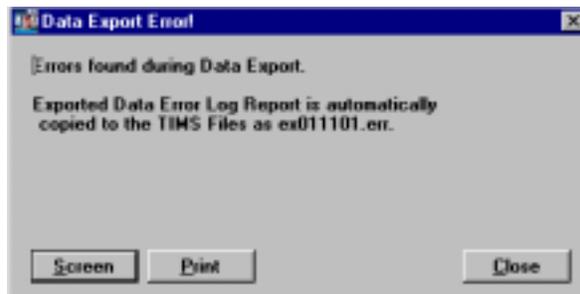


The File Export in Progress dialog box enables you to follow the progress of the export procedure. Once the export has begun, you cannot stop or interrupt the Flat File Export.

In this example, a total of 123 records are processed. Because this is a flat file export of all surveillance records, all 123 records are scanned for data errors and all 123 records are exported. In this type of export, all three numbers should be the same, unless the user chooses not to export deleted records.



11. If errors were found during the Data Export, the Data Export Error window will appear. The Exported Data Error Log report is automatically created and saved to the directory specified previously for the export file. You may view this report by clicking the **S**creen button, or print it by clicking the **P**rint button. Click the **C**lose button to return to the Flat File Export Criteria window.



12. Click the **C**lose button when the export is complete.

User-Defined Variables

The User-Defined Variable (UDV) feature allows Reporting Areas and individual sites to collect and store TB-related information that is not part of the standard TIMS application. There are two types of user-defined variables:

Global UDVs are defined by the reporting area and apply to all sites within that reporting area's jurisdiction. Information entered in Global UDVs is transmitted to the Reporting Area, but is not transmitted to the CDC. Global UDVs must be defined before Spin-Off diskettes are created for lower sites (see the Spin-Off Disk section later in this chapter for additional details). Global UDVs can be defined for the Client Addresses, Client Information, Follow Up Report - 1, Follow Up Report - 2, and RVCT tables.

Local UDVs are created by individual sites to collect and store site-specific data. The information entered into Local UDVs is not transmitted to any other site. Local UDVs can be defined for the following tables: Bacteriology Test Information, Blood Test Information, Client Addresses, Client Aliases, Client Information, Contact Information, Medications, Follow-Up 1, Follow-Up 2, History Information, Hospital Information, Prescription Information, Referrals, RVCT, Skin Test Information, Therapy Event Information, Worker Information, and X-Ray Information.

The User-Defined Field windows are displayed automatically if a UDV on that window is marked **Entry is Required**. Users can also display the window by clicking the **User-Defined Variable** button on the TIMS window.



Note: Only a TIMS System Administrator can create and modify User-Defined Variables. UDV definitions cannot be removed once data has been entered into them.

Add a User-Defined Variable

To define a User-Defined Variable...

1. Open the **System** module.
2. Open the **Data Mgt** menu and select **User-Defined Variables**, then select **Global** or **Local**.

The User-Defined Variables window is displayed.

Prompt	Type	Size	Active	Required
			No	No

Field Name: Active

Prompt: Entry is Required

Description:

Type: ▼

Size:

Variable Name:

3. Select the window where you want to place the UDV from the Subject list.
4. Click the **New** button.
5. Enter the information requested:
 - **Field Name** - The actual name of the field that will be created in the TIMS database.
 - **Prompt** - The text that will appear on the User-Defined Fields window instructing what type of information should be entered.
 - **Description** - A description of the UDV.
 - **Type** - Select one of the following data types for the variable:
 - Character:** Will accept any alphanumeric characters.
 - Number:** Entry must be a number.
 - Date:** Data must be a date entered using the MM/DD/YYYY format.
 - Yes/No/Unk:** The answer to the prompted question must be either Yes, No, or Unknown (Y/N/U). This variable type is also known as Boolean.
 - **Size** - Allows you to limit the size of the entered value (not available for all data types).

- **Variable Name** - A descriptive, detailed name for the field that will be used when directly querying the database (not available in the current version of TIMS).
 - **Active** - UDV's that are not marked Active will not be displayed in the User-Defined Field window.
 - **Entry is Required** - Indicates that the UDV must contain data when the associated window is opened.
6. Click the **S**ave button.
 7. Click the **C**lose button to close the UDV window.

Edit a User-Defined Variable

To edit a User-Defined Variable...

1. Open the **S**ystem module.
2. Open the **D**ata Mgt menu and select **U**ser-Defined Variables; select **G**lobal or **L**ocal.
3. Select the window that contains the UDV you want to change from the Subject list.
4. Select the UDV you want to change.
5. Click the **E**dit button.
6. Make the necessary changes.
The Type cannot be changed.
7. Click the **S**ave button.
8. Click the **C**lose button to close the UDV window.

Delete a User-Defined Variable

Note: A UDV cannot be deleted once data has been entered.

To delete a User-Defined Variable...

1. Open the **S**ystem module.
2. Open the **D**ata Mgt menu and select **U**ser-Defined Variables; select **G**lobal or **L**ocal.
3. Select the window that contains the UDV you want to delete from the Subject list.
4. Select the UDV you want to delete.
5. Click the **D**efine button.
6. Click the **Y**es button to confirm that you want to delete the selected UDV.
7. Click the **C**lose button.

Database Backup

Database Backup and Recovery are features that work together. The TIMS Help Desk must be called prior to any restoration, whether from a tape backup, a TIMS backup, or any other form of backup. The TIMS Help Desk will determine the appropriate backup, transmissions to and from that site, and the data prior to any restoration. This will help eliminate the need for prolonged investigation and correction of the data after problems occur.

The TIMS System Administrator should copy (backup) the TIMS database to CD or diskette(s) at regular intervals and store the copies in a separate and secured (locked) location. The TIMS backup is the primary backup supported by TIMS and the TIMS Help Desk. Please note that automated tape backups will not backup the TIMS database if it is not unloaded. It is not recommended that automated tape backups be the sole backup mechanism for TIMS. This will help ensure that data are not lost should a problem develop with the main TIMS database. Users do not have to exit TIMS to complete the backup.

Suggested backup times:

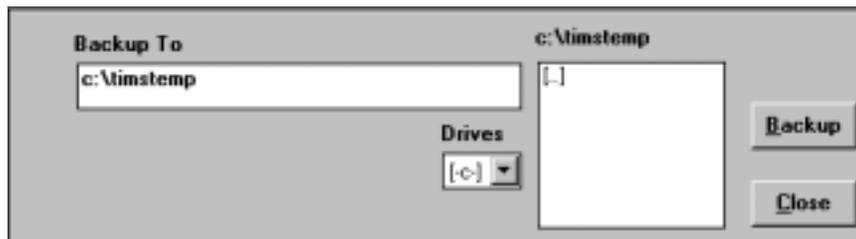
- After a data entry session
- Before a data transmission
- At the end of each month
- Before performing an upgrade

The TIMS backup compresses the entire TIMS database, including patient identifiers and confidential information, into a zip (.zip) file. The file is not encrypted, so users should ensure that CDs or diskettes containing the backup file(s) are securely stored. Refer to the *TIMS User's Guide Introductory Chapter* for more information about confidentiality.

To backup the TIMS database...

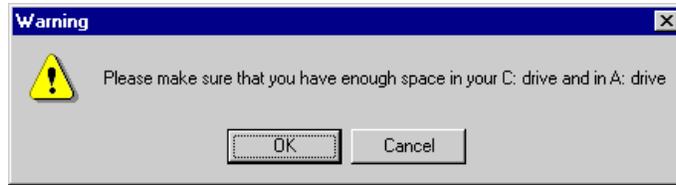
1. Open the **System** module.
2. Open the **Data Mgt** menu and select **Database Backup**.

The Database Backup window is displayed.

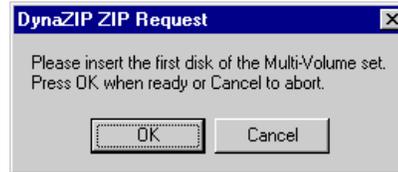


3. Enter or select the location where the backup file will be stored.
You can type the full drive and directory or select the Drive and then the directory.
4. Click the **Backup** button to begin the backup process.
5. Click **OK** to close the Warning message box. Click **Cancel** to return to the Database Backup window.

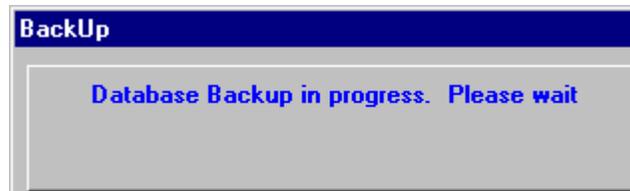
When saving to the A: drive, the backup function requires space on the C: drive to write temporary files.



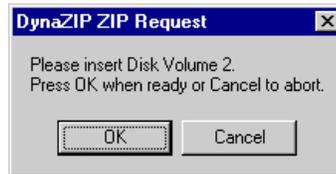
6. If you selected a CD or diskette drive as your backup location (highly recommended), insert a CD or blank, formatted diskette in the specified drive and click the **OK** button.



The "please wait" window is displayed as the backup is processing.

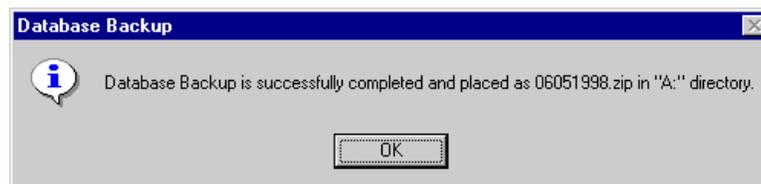


7. If you selected a diskette drive as your backup location, insert additional diskettes when prompted. Be sure to properly label the order of the diskettes.



8. When the backup is finished, the Database Backup dialog box will appear. Click **OK** to return to the Database Backup window.

The filename is the date the backup was completed.



9. Click the **C**lose button to exit the Database Backup window.

Database Recovery

You can restore a TIMS database backup using the Database Recovery function. To help ensure that data integrity is maintained throughout the reporting hierarchy, you must contact the TIMS Help Desk at (404) 639-8155 to receive a Database Recovery password. The Help Desk team will provide you with the database recovery password and help you ensure that no data are lost when the current version of the TIMS database is replaced by the backup version.

The Restore feature does not actually update the existing database with a previously backed up copy. Instead, the database is restored to a temporary directory (c:\timstemp) where it can be moved into the default TIMS database directory once all TIMS related applications are closed.

Note: All data entered since the backup that is restored will be lost.

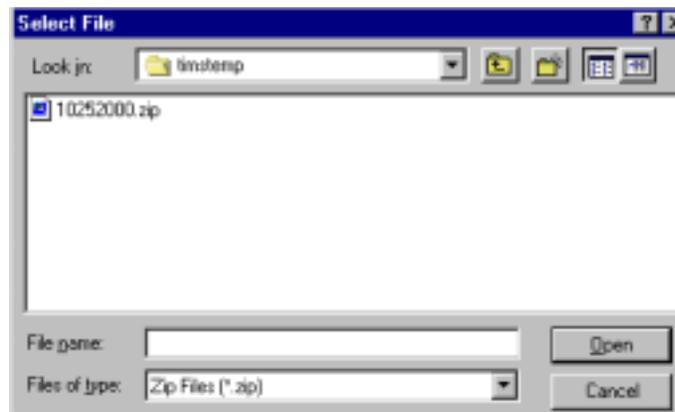
To restore the TIMS database...

1. Open the **System** module.
2. Open the **Data Mgt** menu and select **Database Recovery**.

The Database Recovery window is displayed.



3. Enter the location where the backup file was placed in the Restore from box or click the **Browse** button to find the file. Select the file and click the **Open** button.



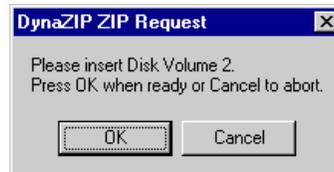
4. Click the **Restore** button to begin the Database Recovery procedure. Click the **Close** button to cancel the operation.
5. Call the TIMS Help Desk at (404) 639-8155 to receive your password.

To help save time, please have your Site ID and License Number available when you call. These were provided to your site when TIMS was first installed.

6. Enter the password exactly as the TIMS Help Desk provided it to you and click the **OK** button. Click the **Cancel** button to return to the Database Recovery window.



7. If you are restoring from diskettes, TIMS will prompt you to insert a new diskette when necessary. Insert the diskette and click **OK**.



8. Once the backup database files have been restored on your PC, you must move the restored files to the TIMS database directory. The procedure differs slightly between LAN and Stand Alone installations. Follow the instructions on the Database Restore message box to complete the Restore operation:

LAN

The following message box is displayed when the LAN database restore procedure is complete.



Stand Alone

The following message box is displayed when the Stand Alone database restore procedure is complete.



9. Click the **OK** button to close the Database Restore message box.
10. Click the **Close** button on the Database Recovery window.

Purge Records by Site

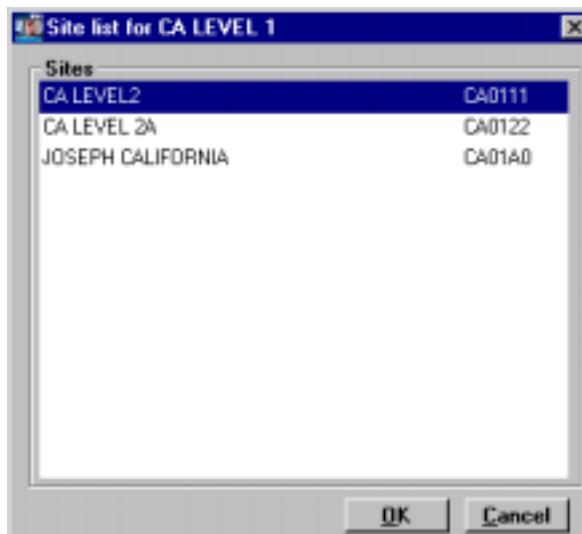
The Purge Records by Site function allows you to delete all the records in your database that were transmitted from a lower site. For example, a Reporting Area site could delete all the records from a particular Level 1 site. Furthermore, you have the option of specifying whether to include lower sites under the selected site or just delete the records from the selected site.

To purge records by site...

1. Call the TIMS Help Desk at (404) 639-8155 for a Purge Records password.
2. Open the **System** module.
3. Open the **Data Mgt** menu and select the **Database Backup** command to make a backup copy of your database.
4. Open the **Data Mgt** menu and select **Purge Records by Site**.
5. Click the **OK** button to close the Warning dialog box



6. Select the site whose records you want to purge and click the **OK** button.
Click **Cancel** to exit the Purge Records by Site function.



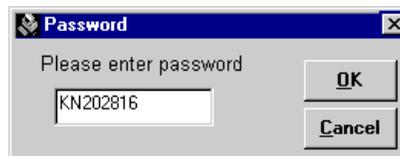
7. Choose whether you want to include or exclude the records from lower sites. Click **Cancel** to return to the Site List window.



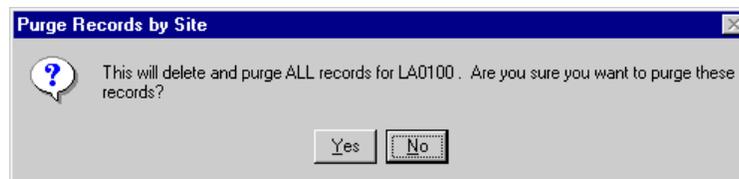
8. If you select **Exclude Lower Site(s)**, only the records created at the selected site will be purged. If you select **Include Lower Site(s)**, all the records from that branch of the surveillance hierarchy would be purged. See the chart below for an example of a Level 1 site with two Level 2 sites reporting to it. When **Include Lower Site(s)** is selected, the records from all three sites are purged.

	Exclude Lower Site(s)	Include Lower Site(s)
Purged	LA0100	LA0100 LA0101 LA0102
Not Purged	LA0101 LA0102	

9. Enter the Purge Records password exactly as the TIMS Help Desk provided it and click the **OK** button. Click **Cancel** to return to the Site List window.



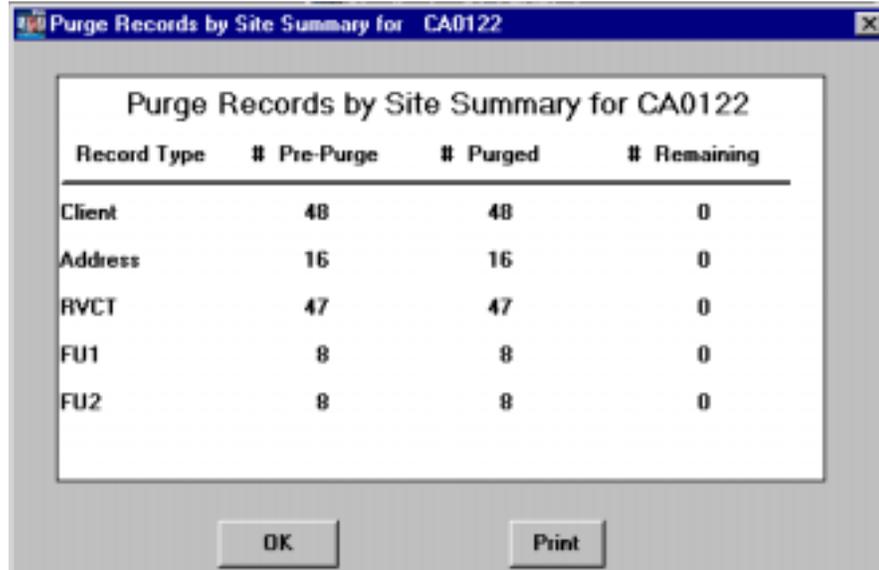
The Purge Records by Site dialog box appears.



10. Click the **Yes** button if you are sure you want to continue with the purge operation. Click **No** to abort the Purge Records by Site operation.

The Purge Records by Site Summary for window appears.

In the following example, 48 Client records were eligible to be purged (# Pre-Purge), 48 were purged (# Purged), and 0 were remaining to be purged (# Remaining) after completion of the Purge Records by Site operation. All record types (Address, RVCT, etc.) are similarly summarized on this window.



Record Type	# Pre-Purge	# Purged	# Remaining
Client	48	48	0
Address	16	16	0
RVCT	47	47	0
FU1	8	8	0
FU2	8	8	0

11. Review the Purge Records by Site Summary. Click the **Print** button to print a copy of the summary.
12. Click the **OK** button when finished.
13. Repeat steps 6 through 11 for additional sites, if necessary.
14. Click the **Cancel** button when finished.

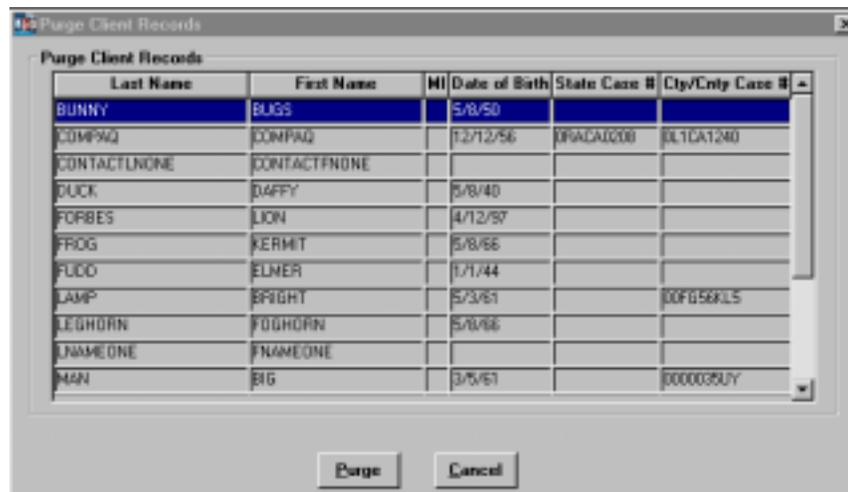
Purge Client Records

The Purge Client Records function allows you to delete selected client records that have only client, address, and patient management information. If Client records still have Surveillance data attached, they will not be eligible to be purged until the Surveillance data are removed (refer to *Surveillance Record Deletion* in Chapter 4 of this manual for more information).

To purge client records...

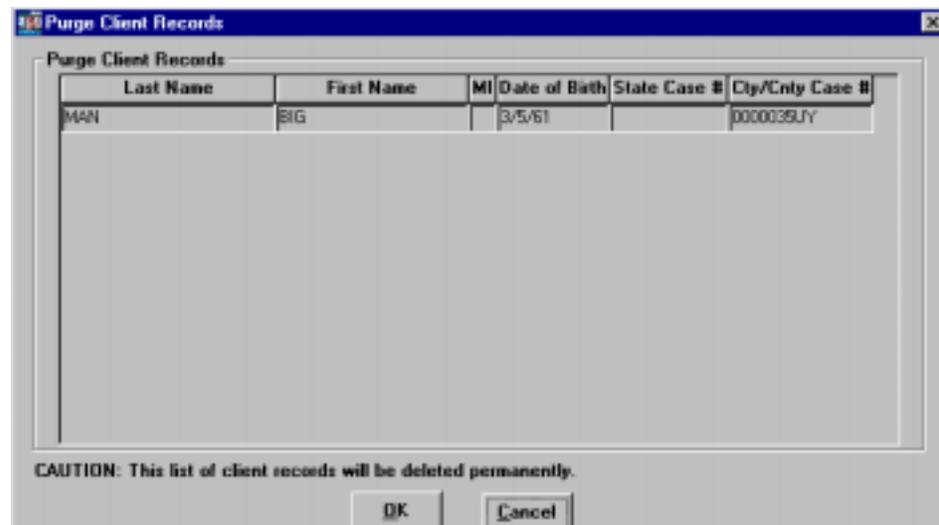
1. Open the **System** module
2. Under the **Data Mgt** menu, select the **Database Backup** command to make a copy of your database.
3. Open the **Data Mgt** menu and select **Purge Client Records**.

The Purge Client Records window appears.

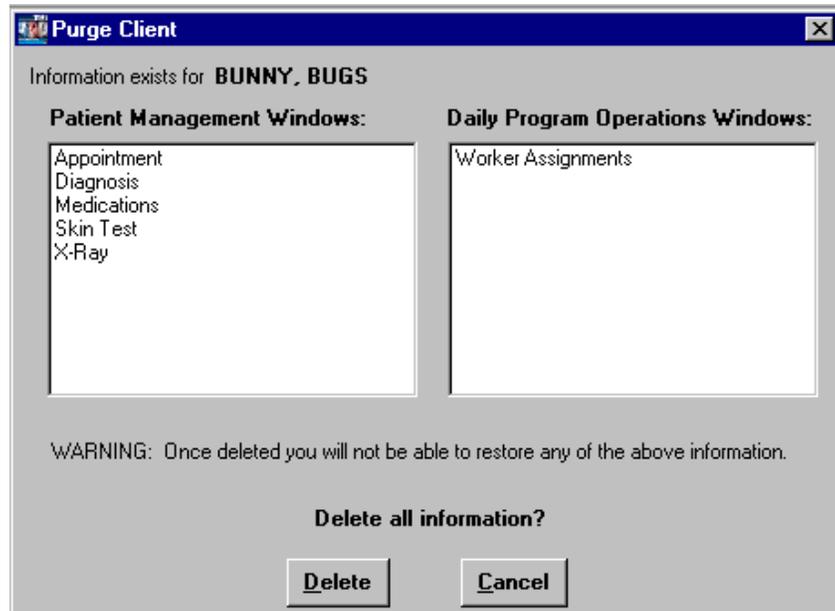


4. Select a client or multiple clients to purge. To select multiple non-contiguous clients, hold down the **Ctrl** key while clicking the mouse button. To select a range of clients, click on the first client in the range, then hold down the **Shift** key while selecting the last client in the range. Click **Cancel** to exit the Purge Client Records operation.
5. Click the **Purge** button.

The Purge Client Records Caution message box appears.

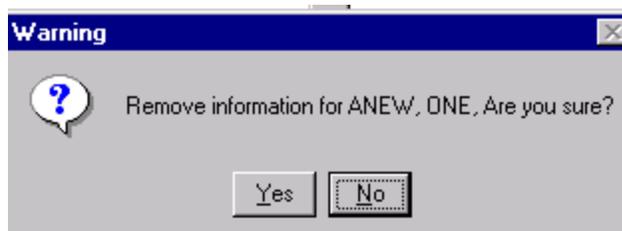


6. Click **OK** to permanently remove these clients from your database. Click **Cancel** to return to the Purge Client Records window.
7. If Patient Management or Daily Program Operations Information exists for any of the clients you selected to purge, a window will appear to let you know which patient Management and Daily Program Operations windows still contain information for each client. Click **Delete** if you wish to delete the Patient Management and/or Daily Program Operations information for the client. Click **Cancel** to return to the Purge Client Records window.



Note: Once deleted, you will not be able to restore any of this information.

8. A Warning Box will appear. Click **Yes** if you are sure you want to delete this information. Click **No** to cancel.



9. The Purge Client Records Report will appear. This report lists the Client ID, Last Name, First Name, State Case Number, City/County Case Number, and the number of Address, Alias and Phone records which existed for all records purged from the database. Use the horizontal and vertical scroll bars to view the report.



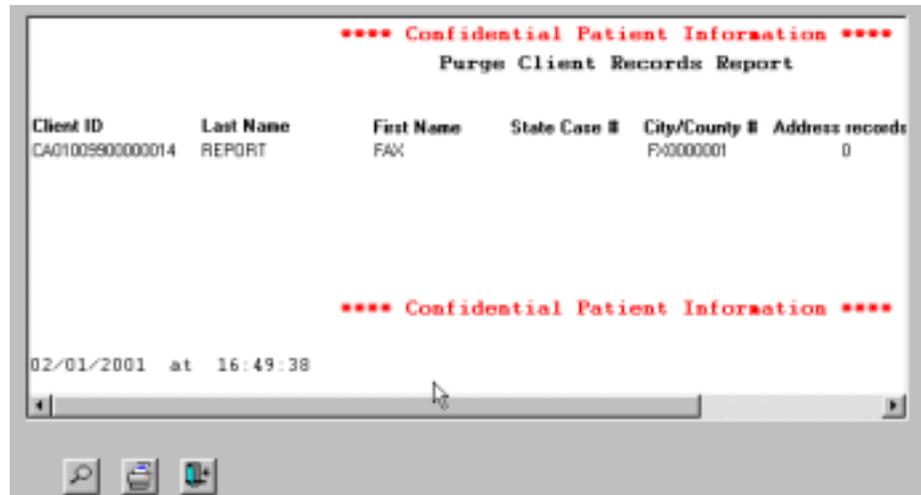
Click the **Magnification** button to modify the magnification of the preview. Select magnification or show rulers and click **OK**.



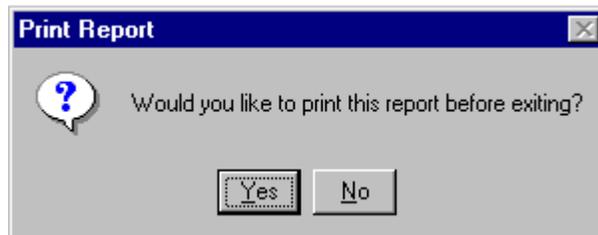
Click the **Print** icon to print the report.



Click the **C**lose icon to close the report window and exit the Purge Client Records function.



10. The Print Report dialog box appears. Click **Y**es to print the report. Click **N**o to exit the Purge Client Records function.



Preferences

A TIMS System Administrator can use the Preferences section to set options that influence how TIMS operates and manages data.

The options include:

Client Matching Sensitivity. Determines the sensitivity of the algorithm used when a search is performed. *Always Search for Matching Client* determines whether or not search is made for Clients with similar names.

Consecutive days medications missed considered to be non-adherent (the flag on the Focus Line will become red when a client is non-adherent). This information is site-specific and not used for any Performance Reports.

Percentage of prescribed doses missed until considered to be non-adherent (the flag on the Focus Line will become red when a client is non-adherent). This information is site-specific and not used for any Performance Reports.

Number of appointments missed or canceled until considered non-adherent (the flag on the Focus Line will become red when a client is non-adherent). This information is site-specific and not used for any Performance Reports.

Validate surveillance data before saving. Not available in the current version of TIMS.

Confirm appointments for tests automatically. If this is selected, appointments are automatically documented and confirmed when test data is entered.

Screen timeout. The number of seconds of system inactivity before TIMS automatically locks up, preventing unauthorized access to sensitive client data. Usually referred to as the TIMS Screen Saver.

Minimum Memory. Not available in the current version of TIMS.

The TIMS System Administrator can also use the Preferences section to establish the location of TIMS files such as Data files, Application files, InBox files, OutBox files, Help files, and NETSS files.

Note: The TIMS System Administrator has full access to the System Preferences feature. Users with High and Medium security access can view the System Preferences.

Set System Preferences

To set the System Preferences...

1. Open the **System** module.
2. Open the **System Mgt** menu and select **P**references

Or

- Click the **Preferences** button on the toolbar.



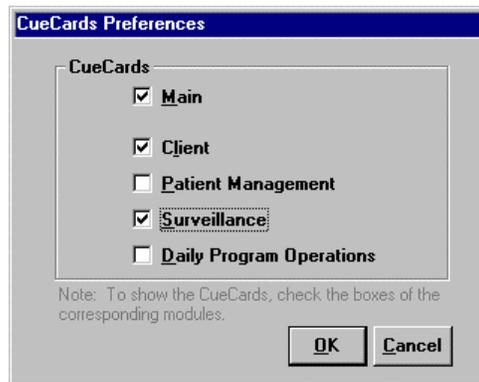
The System Preferences window is displayed

3. Select the desired Client Matching Sensitivity.
4. Check the **Always Search for Matching Clients** box if you want TIMS to automatically look for clients with similar names, case numbers, etc. prior to adding a new client.
5. Enter a number of missed medications and appointments to indicate when a client is considered Non-Adherent. This information is used only at the TIMS site.
6. Check the **Confirm Appointments** box if tests should be confirmed automatically.
7. Enter or select the amount of time before the TIMS screen saver should initiate in the Screen Timeout (seconds) field.
8. Click the **F**iles button to input the directory for TIMS files.

The Location of Files window is displayed.

9. Enter the directories where the TIMS files are found.
Most of the file locations will be entered automatically during installation.
10. Click the **S**ave button.
11. Click the **C**lose button to return to the Preferences window.
12. Click the **C**ueCards button.

The Cue Cards Preferences dialog box is displayed.



- 13.** Check the boxes beside the module names to indicate when CueCards should appear.
- 14.** Click the **OK** button.
- 15.** Click the **Save** button on the initial Preference screen to save changes on the Files and CueCards windows.
- 16.** Click the **Close** button to exit the System Preferences window.

Security

TIMS provides the Security option to allow you to change your password and the TIMS System Administrator at the site to enter, modify, view, and delete user security information. Security information consists of the following information:

- User name
- User ID
- Access level
- Password expiration date
- Access to viewing HIV information
- Active or inactive status
- Phone number and site location

Initially, TIMS sets the password equal to the user ID (which is six alphanumeric characters). It is recommended that the user change the password when they login for the first time. The Password screen is available to all users for the purpose of changing their password.

The TIMS Security feature allows the TIMS System Administrator to restrict TIMS usage for certain individuals, as well as define each individual's rights. The rights are defined as System Administrator, High, Medium, and Low. The TIMS System Administrator has access to everything in TIMS. Only one System Administrator can be logged into a TIMS site at a given time.

You can keep a history of all users by making a user inactive rather than deleting the user.

See Appendix SYS I for more information on security levels.

Note: TIMS System Administrators have full access to the Security feature. Users with High, Medium, and Low security access can change their own password.

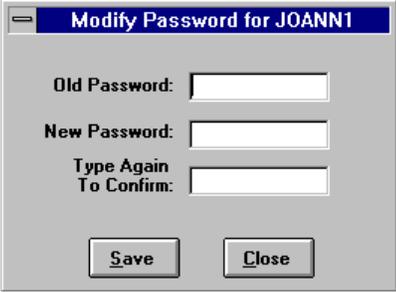
Change Individual User Passwords

This feature enables non-System Administrator users to change their personal passwords.

To change a password...

1. Open the **System** module.
2. Open the **System Mgt** menu and select **Security**.

The Modify Password dialog box is displayed.



3. Type your current password in the Old Password box.
4. Type your new password in the New Password box.
5. Re-type your new password in the Type Again To Confirm box.
6. Click the **S**ave button followed by the **C**lose button.

Changing the System Administrator Password

This feature enables TIMS System Administrators to reset their password.

To change a password...

1. Open the **S**ystem module.
2. Open the **S**ystem Mgt menu and select **S**ecurity.
3. Select the System Administrator User ID that you are currently logged in as from the Security browse list.
4. Click the **E**dit button.
5. Click the **P**assword button.

The Modify Password dialog box is displayed.



6. Type your current password in the Old Password box.
7. Type your new password in the New Password box.
8. Re-type your new password in the Type Again To Confirm box.
9. Click the **S**ave button followed by the **C**lose button.

Add a TIMS User

Only TIMS System Administrators can add a TIMS user.

To add a TIMS user...

1. Open the **S**ystem module.
2. Open the **S**ystem Mgt menu and select **S**ecurity.

The Security window is displayed.

User Name	User Id	Access Rights	View HIV
AMELIA AMAZON	AJA300	System Administrator	Yes
BENJAMIN BRAZOS	BOB399	High	Yes
BARTHOLOMEW HORVATH	BTH001	System Administrator	Yes
ELAINE EAST	EEE000	Low	No
IRENE INDUS	IKI000	System Administrator	No

Show Active Users
 Show Inactive Users
 Show All Users

User Name: User ID:

Access Level: Yes No View HIV Information?

Password Expires: Yes No Is User Active?

Phone: Location:

3. Click the **N**ew button.
4. Enter the following information:
 - **User Name** (The user's real name, e.g., John Smith, Mary Johnson, etc.)
 - **User ID** (Must be between six and ten characters)
 - **Access Level** (System Administrator, High, Medium, and Low. See *Appendix SYS I* for details.)
 - **Password Expiration Date** (The user will get three grace logins after password expiration to allow them to change their password.)
 - **HIV Information Access Rights**
 - **Active User Status**
 - **Phone Number**
 - **Users Current Location**
5. Click the **S**ave button.

The new user's password is the same as the user's ID; to maintain security, the password should be changed the first time they log into TIMS.
6. Add additional users, if necessary. When finished, click the **C**lose button.

Edit a User's Security or Reset a User's Password

Only TIMS System Administrators can use this feature.

To modify user rights...

1. Open the **S**ystem module.
2. Open the **S**ystem Mgt menu and select **S**ecurity.
3. Select the user from the Security browse list.
4. Click the **E**dit button.
5. Modify the information. If a user has forgotten their password, click the **P**assword button and the password will be reset to the User ID.

The user's password is reset to the user's ID; to maintain security, the password should be changed the first time they are in TIMS.

6. Click the **S**ave button.
7. Click the **O**K button.

Deleting a TIMS User

Only TIMS System Administrators can use this feature.

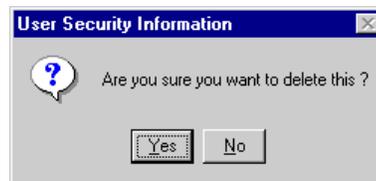
Note: To retain a record of the user, remove the worker from Active status. This will prevent the user from logging on to TIMS, but will retain the worker's previous TIMS activity.

To delete a user...

1. Open the **S**ystem module.
2. Open the **S**ystem Mgt menu and select **S**ecurity.
3. Select the user from the Security browse list.
4. Click the **D**efine button.
5. Click the **O**K button on the Warning message box to confirm that you want to delete the selected user. Click the **N**o button to abandon the delete user operation.



6. Click the **Y**es button on the User Security Information message to confirm that you want to delete the selected user. Click the **N**o button to abandon the delete user operation.



Spin-Off Diskettes

Note: The Reporting Area should finalize defining any Global UDVs prior to creating the first Spin-Off Diskette. After the first Spin-Off Diskette is created, Global UDVs cannot be created or edited.

Note: Call the TIMS Help Desk at (404) 639-8155 prior to starting this procedure.

The Spin-Off Diskette feature is used to create a new Level 1 or Level 2 site and to deliver state and site specific information from the Reporting Area to Level 1 and Level 2 sites. If a Reporting Area wants to establish a new lower level site, they should call the TIMS Help Desk at (404) 639-8155 to exchange information. It is required that CDC know the name, address, phone number, type of installation, and modem numbers of the new site; the Reporting Area will need the license number and the Site ID from CDC. Once this information is exchanged, CDC will mail TIMS installation software to the Reporting Area to be distributed to the appropriate site.

If a Reporting Area wishes to establish a new surveillance site, they first must contact the Division of Tuberculosis Elimination, Surveillance and Epidemiology Branch (SEB) at (404) 639-8117. SEB will determine the readiness of the site to perform surveillance activities. A surveillance site is defined as a TIMS site that will collect, enter, and transmit surveillance data through TIMS. SEB will contact the Reporting Area to discuss surveillance-related activities and personnel at the newly requested site. No license number will be distributed by the TIMS Help Desk until SEB approves the new site.

When TIMS is started for this first time, a message is displayed asking you to enter your Site ID. You are then asked to insert the first Spin-Off Diskette. The registration window will be displayed for confirmation and corrections. Once registration is completed, the site will automatically, via modem, call CDC to register. After the registration process, the TIMS Login screen appears with the User ID entered as SYSADMIN. SYSADMIN is also the password.

Once the initialization of the Spin-Off diskettes is complete, the TIMS System Administrator should update the Preferences, enter User IDs, enter Local UDVs, and enter Workers.

Site ID Naming Conventions

The TIMS Site ID contains a total of six characters. The Reporting Area abbreviation is the first two characters followed by four numbers. The Reporting Area will always contain four zeros (GA0000 for the Georgia Reporting Area). The Level 1 sites use the first two numbers and are 01 through 99 (GA0100 through GA9900). The Level 2 sites use the last two numbers and are 01 through 99 depending on the Level 1 site they belong to (GA0101 through GA9999).

The Site ID is validated to insure the following:

- It is consistent with the Reporting Area; if Georgia, all sites must begin with GA.
- The levels are appropriate; to have a Level 2 site, there must be a corresponding Level 1 site.

Create Spin-Off Diskettes

The Reporting Area will create Spin-Off Diskettes for all local sites (Level 1 and Level 2).

To create Spin-Off Diskettes...

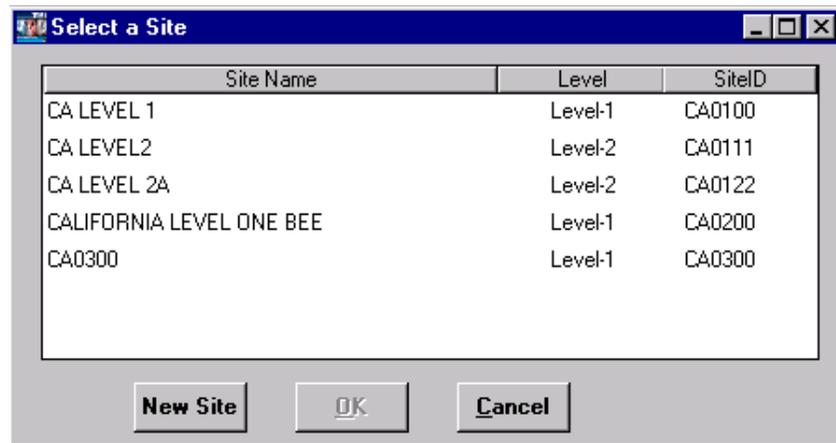
1. Open the **System** module.
2. Open the **Administration** menu and select **Spin-Off Diskettes**.

Or

- Click the **Spin-Off Diskettes** button on the toolbar.



The *Select a Site* window is displayed.



3. If the Site ID is on the list, select it and click the **OK** button, then proceed to step 6. If the site is not on the list, click the **New Site** button.

The *New Site List* is displayed.



4. Click the **New** button.

The Please Enter SiteID dialog box is displayed.



5. Enter the Site ID and click the **OK** button.

The Site Information window is displayed.

6. Enter the site name, address, phone number, and contact persons. Also select either Stand Alone Installation or LAN Installation. If a LAN installation, enter the number of workstations, number of users, and license number.

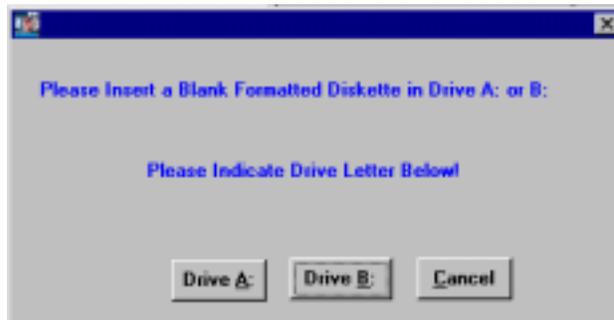
Contact the TIMS Help Desk at (404) 639-8155 (if you have not already done so) and give them this information. They will then provide you with a license number and the TIMS installation software.

7. Click the **Add** button in the lower portion of the window.
8. Enter the site's modem phone number in the number column of the Modem Phone Numbers list.
9. Enter a description (usually the site name) in the Description column.

Number	Description
(404)555-1004	Black Bayou Health Center

10. Click the **Save** button
11. Click the **Spin-Off** button.

12. Click the appropriate drive letter button for the drive you intend to use to create the spin-off diskettes.



13. Insert the first diskette and click the **OK** button



14. If prompted to insert additional diskettes, follow the on-screen instructions.

When more than one diskette is used, the sequence in which the files are copied must be used by the receiving site to process the diskettes. Label all diskettes in the correct sequence.

15. When the spin-off process is complete, click the **OK** button.



16. If necessary, repeat the spin-off process for additional sites. Click the **Close** button on the Site Information window when finished.

Register a TIMS Site using Spin-Off Diskettes

TIMS must be installed prior to installing the Spin-Off Diskette(s).

To initiate the Spin-Off Diskette(s)...

1. Start TIMS.

A message box will be displayed prompting you to insert the first Spin-Off Diskette.



2. Insert the Spin-Off Diskette.

If there is more than one diskette, be sure to insert in the order marked.

A message will appear asking for the Site ID.



3. Enter the **Site ID** and click the **OK** button.

The TIMS Site Registration screen appears.

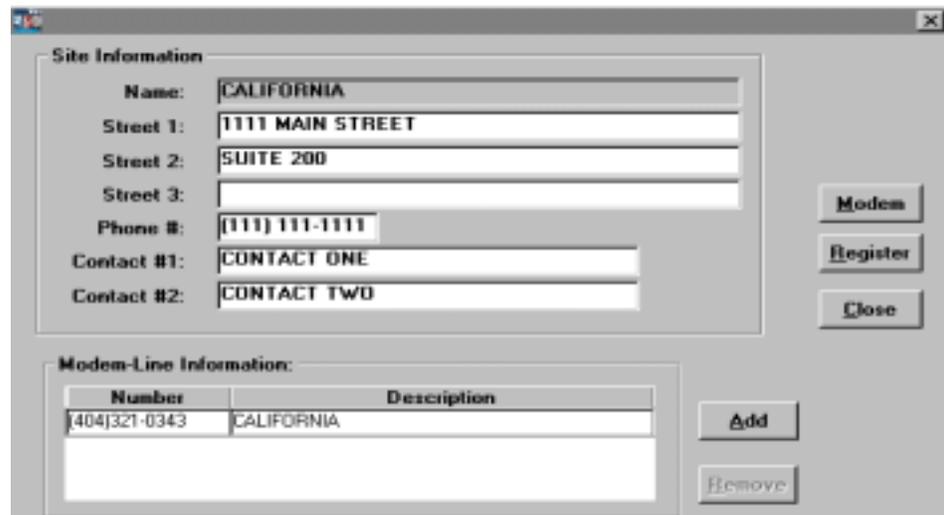


4. Enter the **License Number**.

Call the TIMS Help Desk at (404) 639-8155 if you do not have this number.

5. Click the **Register** button.

The Site Information window is displayed.

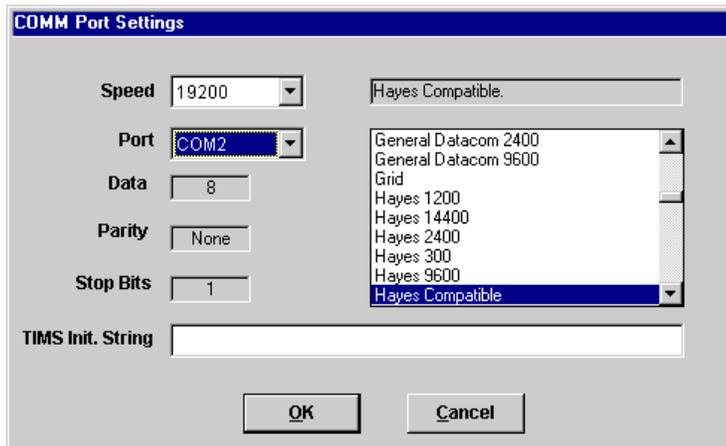


6. Make corrections to the information, if necessary.

You must have at least one modem number listed and the modem must be connected.

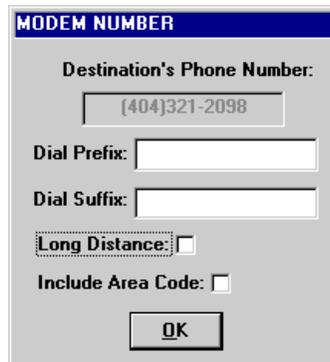
7. Click the **Modem** button.

The *COMM Port Settings dialog box* is displayed.



8. Select your COMM Port settings and click the **OK** button.
9. Click the **Register** button.

The *Modem Number dialog box* appears, enabling you to dial CDC and register your site. This is the only time a Level 1 or Level 2 site will connect to CDC.

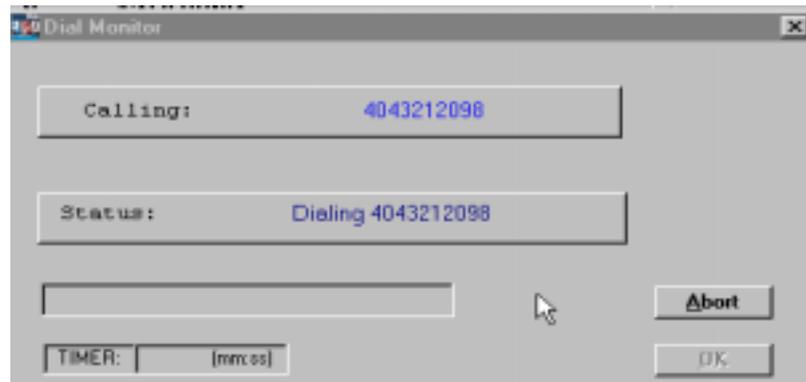


10. Indicate if this is a Long Distance call, and whether you need to include the Area Code. Enter a Dial Prefix or Suffix if needed.

The *Dial Prefix* is used if a number must be dialed from your site before dialing the actual modem number (i.e. 9-555-1212). The *Dial Suffix* is used if a number such as an authorization number needs to be used to access a long distance service.

11. Click the **OK** button.

The *dial monitor window* will appear.



12. TIMS will initialize the modem to dial CDC and complete the registration process. While connected with the CDC computer, your copy of TIMS will send its Site ID, receive and verify the CDC's Site ID, and transfer a registration file to the CDC site. No user actions are required during the communication session.
13. Click the **OK** button when the registration is complete.



14. The TIMS Login window is displayed. To Login, type your User Id in the User Id field.
15. Type your password in the Password field.
Passwords are not case-sensitive: PASSWORD=password = PassWord
16. Click the **OK** button.

Table Maintenance

TIMS data lists are maintained by the TIMS System Administrator. The Table Names are included with TIMS software and cannot be modified. Some Table Items are initially blank and will need to be created with current, site-specific information.

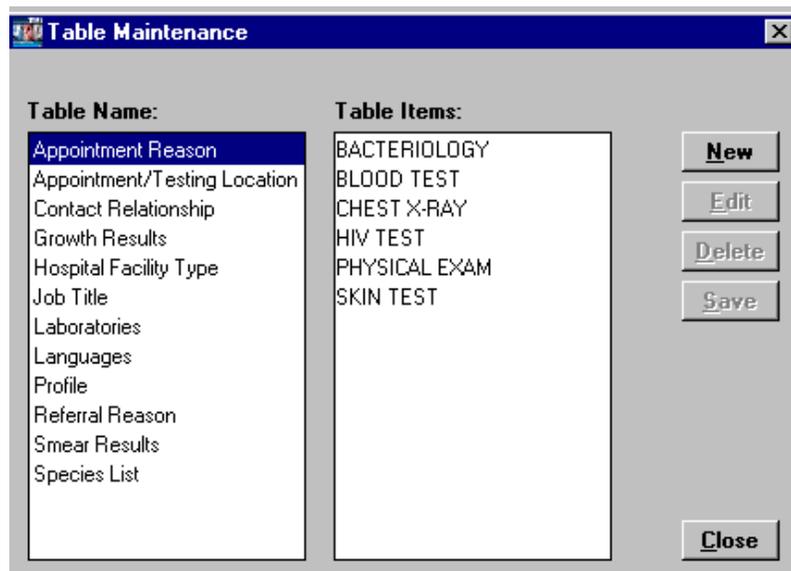
Note: Only TIMS System Administrators have access to the Table Maintenance feature.

Adding Table Items

To add table items...

1. Open the **System** module.
2. Open the **Administration** menu and select **Table Maintenance**.

The Table Maintenance dialog box is displayed.

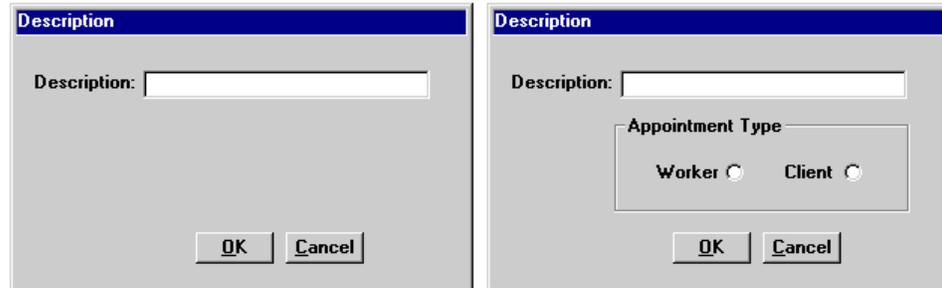


3. Select a Table Name from the list.

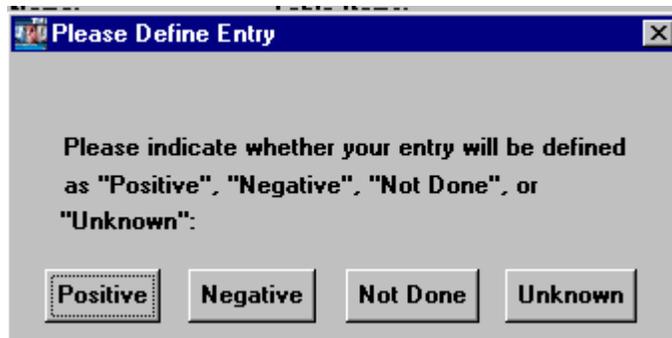
The available items appear in the Table Items list.

4. Click the **N**ew button.
5. Enter the Description for the new item.

If you are adding an Appointment Reason, you must specify whether the appointment is for clients or workers.



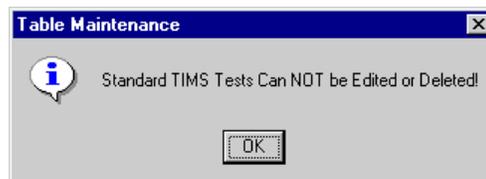
6. Click the **O**K button.
7. If asked to define entry, specify the meaning of the entry by clicking the appropriate button.



8. Click the **S**ave button on the Table Maintenance window.
9. Repeat the process for additional items, if necessary. When finished, click the **C**lose button.

Editing Table Items

You can change the characteristics of table items that were added at the local site. Standard table items that were part of the original TIMS distribution cannot be modified. In most cases, the Edit button will not be enabled when a standard TIMS table value is selected. In other cases, a message box will appear.

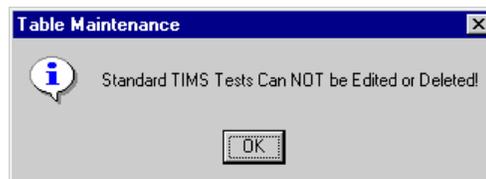


To modify table items...

1. Open the **System** module.
2. Open the **A** Administration menu and select **T** Table Maintenance.
3. Select a Table Name from the list.
The available items appear in the Table Items list.
4. Select the Table Item to be edited.
Table Names cannot be edited.
5. Click the **E** Edit button.
If the Edit button is not enabled, you cannot change the selected item.
6. Edit the item.
This will change the item wherever it has been selected.
7. Click the **O** OK button.
8. Click the **S** Save button.
9. When you have finished editing table items, click the **C** Close button.

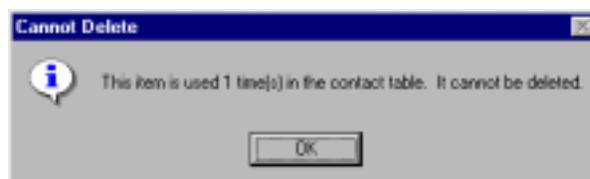
Deleting a Table Item

You can delete table items that have been added at your site as long as they are not used to store TIMS data. You must remove all references to the item before you can remove it. Standard table items that were part of the original TIMS distribution cannot be deleted. In most cases, the Delete button will not be enabled when a standard TIMS table value is selected. In other cases, a message box will appear.

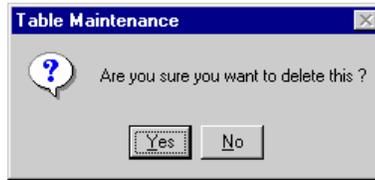


To remove a table item...

1. Open the **System** module.
2. Open the **A** Administration menu and select **T** Table Maintenance.
3. Select a Table Name from the list.
The available items appear in the Table Items list.
4. Select the Table Item to be deleted.
Table Names cannot be deleted.
5. Click the **D** Delete button.
Note: If the Table Item is currently used in TIMS, it cannot be deleted until all references to the Table Item are removed.



6. Click the **Y**es button on the Table Maintenance message box.



7. When you have finished deleting table items, click the **C**lose button.

Reports

The System Reports are defined in Appendix RPT SYS with a sample of each report. The reports include Activity Log, Transmission Log, User-Defined Data Dictionary - Global and Local, Unacknowledged Transfer File Reports, Unacknowledged Records Reports, and Users Rights/Access.

Uninstalling TIMS

To Uninstall the TIMS application...

1. Shut down all applications, including the applications you want to remove.
2. Using the File Manager or Explorer for Windows 95 and NT, open the following file: Windows/Psuninst/setup.exe or Windows/Psuninst/setflop.exe.
The Uninstall Programs window will be displayed with all the PowerSoft products listed.
3. Be sure that only TIMS is checked to be uninstalled. Uncheck the programs you do not want to remove.
4. Click the **Next** button.
5. Continue with the uninstall program. If you have any questions, call the TIMS Help Desk at (404) 639-8155.

Caution:

The Uninstall program lists all the available PowerSoft products installed. If you have other PowerSoft applications or Utilities installed in your system, be very careful to check only the products you want to uninstall.

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