

## 2.2 Check retrieved files have been imported

- Check for any data that may have had to be retrieved by Actiheart engineers, and therefore would have needed importing into your database. Make sure these have been imported. (Typically these files will have been transferred via email).

### ***How to Import Retrieved Files***

When files containing AH files are e-mailed they most often arrive in zip files. It is possible to import the file back into the main user database.

- If files are e-mailed – save in a location where you can locate easily. E.g. C:\Program Files\Actiheart\Actiheart ver 2.1\data\
- On windows explorer open the location where saved and right click on the zip file. Click on “Extract here” This will convert the file back to a .mdb file which will appear in the same folder which can now be opened in the actiheart software.

### **Importing file into appropriate database**

Open AH software and select the database containing the data to be imported. The data can be viewed if necessary at this point (it will say no information found on this user).

Highlight the file of interest from the appropriate menu ie. If it is a long term file, you must be in the Long Term Recording menu.

1.

File Name	Date
99901_free	24/Apr/2004 06:00
99904_free	20/Mar/2004 06:00
99905_free	20/Mar/2004 06:00
99912_free	17/Mar/2004 06:00
99914_free	04/Mar/2004 06:00
99915_free	18/Feb/2004 08:00
<b>99934_free</b>	<b>26/May/2004 06:00</b>
99939_free	09/Mar/2004 06:00
99940_free	08/May/2004 06:00

The following screen will appear:

Recording no. 333 Type Variability  
User and test ID 99934\_free  
Started at 26-May-2004 06:00  
Ended at 11-Jun-2004 20:43  
Epoch 60 Bytes recorded 130936  
Actiheart  
Serial No. H83000412 Battery 2.44 V  
Calibration 175  
User details  
User ID 99934  
Age 39 Sex Female BMI 24  
Height 1.67 Weight 67 Sleep HR 45  
File export Database export  
Target Database C:\Documents and Settings\user83\Actiheart Data\Export 21Apr2009.mdb  
OK

Click on the database export tab at the bottom of the screen and select the target database for where you want this file to be added to (the appropriate dbase where the user's original information was entered).

Click 'ok' after target database has been set (the file & user information will be copied so the file will still exist in the appropriate main user database).

Change databases through the main database tab to check that the file has been imported to the correct database.

**NB: Take great care when deleting files to make sure they exist in another database (make sure there is a back-up copy!).**