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.
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The following screen will appear:

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!).