

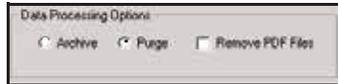
To permanently remove patients from the Q-Tel RMS system:

Note: The purge process can take up to 2 minutes per patient. Do not purge more than 10 patients at one time.

1. Click the **Purge/Archive Utility** icon on the desktop.



2. Select the **Purge** option.



3. Select the files you want to purge. Generate a list of patients by clicking the **All** check box and then **Search Patients** to list all patients on the system.



You can also list specific patients by MRN, last name, completion date, or last session date. Enter the conditions and click **Search Patients**. A list of patients that meet your criteria displays.

4. Click the check box for each patient and/or program you want to purge or click the **Select All** box to select all patients in the list.
5. Click **Add to Final Purge/Archive List**.

The system displays the selected patients. Review the list to ensure that only those patients to be removed from the system are listed.

6. Click **Purge**. A message confirmation dialog box displays. Click **Yes** to continue or **No** to cancel.

The system prompts for a batch name for this purge.

7. Click **OK** to use the default name.

When the process is complete, the system prompts you to tune the database.

8. Click **Yes**.

When the hourglass displays as the regular cursor tuning is complete.

Note: For further details on the purge/archive process, consult the *Q-Tel® RMS User Guide*.

To archive patients (and permanently remove them from the Q-Tel RMS database):

Note: The archive process can take up to 2 minutes per patient. Do not archive more than 10 patients at one time.

1. Click the **Purge/Archive Utility** icon on the desktop.

2. Click **Archive** under Data Processing Options.

Note: Selected patients are purged after archiving.

3. Select the files you want to archive. Generate a list of patients by clicking the **All** check box and then **Search Patients** to list all patients on the system.

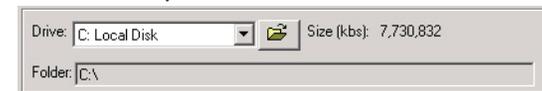
Alternatively, specify patients by MRN, last name, completion date, or last session date. Enter the conditions and click **Search Patients**. A list of patients that meet your criteria display.

4. Click the check box in front of each patient and/or program you want to archive or click the **Select All** box to select the entire list.

5. Click **Add to Final Purge/Archive List**.

The system displays the selected patients. Review the list to ensure that only those patients to be removed from the system are listed.

6. Click the down arrow by the drive selection. A list of available drives displays. Click on the drive where you want to archive the files.



7. Click **Archive**. A confirmation dialog box indicates these files will be deleted from the server. Click **Yes** to proceed or **No** to cancel.

A dialog box displays indicating the estimated number of MBs needed to write the archive.

8. Click **OK** to proceed with the archive.

9. The system prompts for the archive name, click **OK** to use the default name.

When the archive completes, the system prompts you to tune the database.

10. Click **Yes**. When the tuning is complete, the hourglass displays as the regular cursor.

Note: Although you can view archived patient data with the Q-Tel RMS Archive Viewer, you cannot restore a patient from archive back to the Q-Tel RMS system.

