



THE AMBULANCE SERVICE ASSOCIATION
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National Clinical
Effectiveness Programme

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JRCALC/ASA CHD Database

Archiving and Export Functions

The following pages will guide you through the archiving and export functions of database.

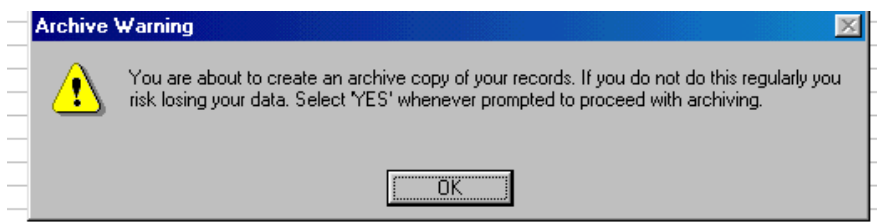
It is advisable to archive the database at regular intervals. The minimum standard is once a month although good practice suggests a weekly or even daily archive is advisable.

There are 8 stages to the archiving and export function. It may seem cumbersome to have dialogue boxes appear at every stage but these provide vital information and will highlight any errors that occur during the process.

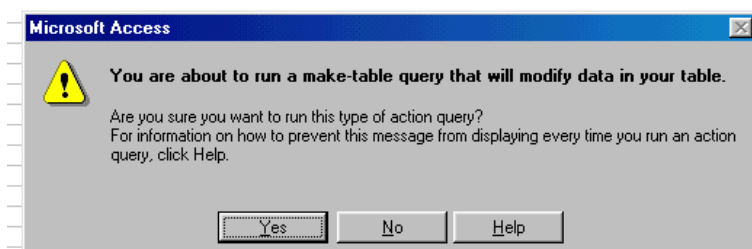
Once the data is exported it is to be copied to the ASANCEP via a mechanism to be agreed at installation on a monthly basis for national analyses.

INSTRUCTIONS

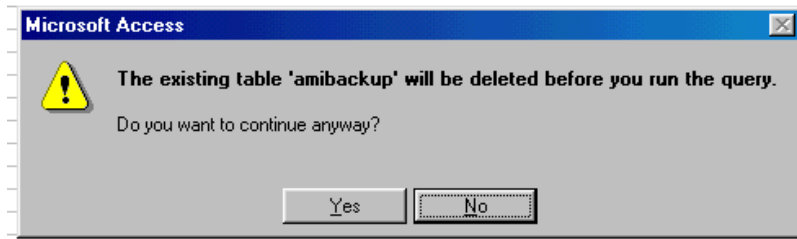
1. Starting the archive function



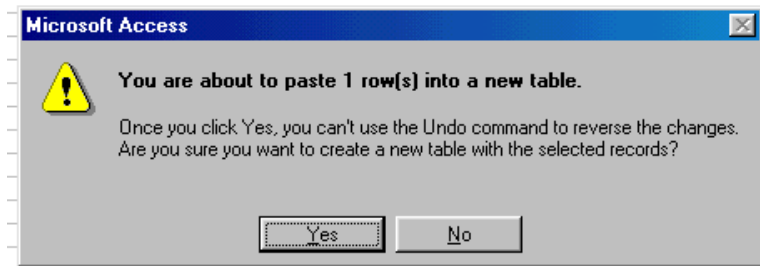
2. The first step is to create a new table for the archived records. This must include all records and therefore supercedes any previous version which must be replaced.



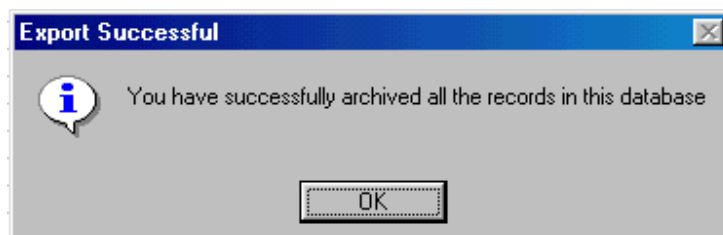
3. As part of the same process the previous version of the archive must be deleted



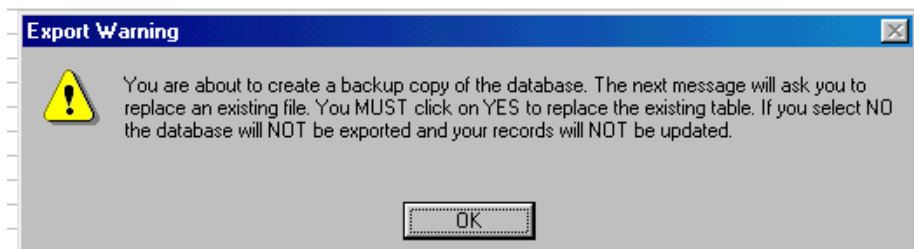
4. The records are then pasted into the archive table for future reference. The number of rows represents the number of records to be archived.



5. This message lets you know the archiving has been successful



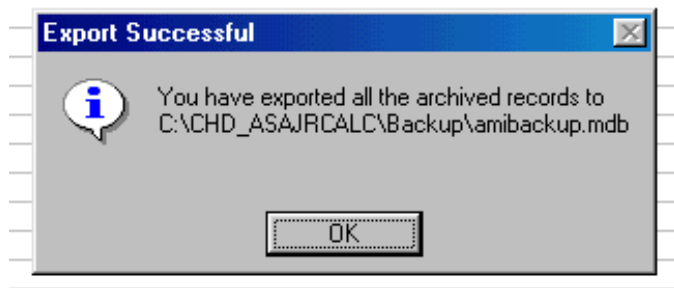
6. The next step is to export the archive to a separate database



7. Again because you are replacing earlier data you must overwrite the existing table.



8. This message lets you know the archive and export function is complete



The archive and export functions are run simultaneously to ensure all records and backup copies are the most up-to-date versions of your data.