
FAQ – “How do I set up a database in SNAPshot?”

Creating a SNAPshot Database

You can have any number of SNAPshot databases on your system and you can use the File>Select Database menu option on the empty screen to select the database you wish to process. The first step, however, is creating an empty database.

To create a database you must copy an empty ‘template’ database called ‘SnapOrig.mdb’ but to do this you must be logged on as the Administrator and you must have Exclusive access to the database.

Select SnapOrig.mdb

When you start Snap for the first time you will receive an error message saying that Snap cannot locate the database called ‘c:\SnapShot\snap.mdb’.

From the empty screen use the File>Select Database menu option to open the File Dialog and select the \SnapShot\SnapOrig.mdb database.

When you click on the OK button you will receive a message warning you that you will not be allowed to open this database since it is provided only for the purposes of copying.

Logon as Administrator

Note that each time you select a different database you will have to enter the Administrator password for that particular database unless you wish to logon as a normal user.

Use the File:Administrator Options menu item to open the Administrator dialog.

Enter the password – by default ‘admink’ – and click the exclusive mode tick box. Then press the ‘Logon as Administrator’ button and press Exit.

Copy SnapOrig.mdb

From the empty screen use the File:Database Utilities menu option to open the Utilities dialog. Press the ‘Copy Database’ button and enter the name of the database – for example ‘Snap.mdb’.

Press Exit to quit the Utilities dialog.

Select the new database

From the empty screen use the File>Select Database menu option to open the File Dialog and select the new database. This operation will log you off as Administrator since each database has its own passwords.

Open the Main screen

Use the File:Open Main Screen menu option to open the main processing screen. When it opens you will have access to only one data set – the Facility set. Since this is a new database there are no Facilities defined and so you will have to logon as Administrator because only the Administrator can define passwords. You can do this from the Main screen but note that you cannot set the Exclusive access flag from this screen – you must use Administrator Options to set the flag.

To logon as Administrator, with the EditView selected (the cursor is positioned on it) hold down the Shift key and press F7. The Password dialog will appear and you can enter the Administrator password (default 'admink').

Add a Facility record

Click on the Add button to add a new record and enter the Facility details. As a minimum you must enter the four character code and a name but you may also enter default values for fields such as CaseType.

Press the Save button to save the record and then define the user password for this facility by pressing F7 (without the Shift key).

You will have to enter the password twice. If you forget a user password you, as Administrator, can create a new one at any time. If you forget the Administrator password see the chapter on Administrator Functions.

After you have added a user password you will see the encrypted value in the read-only field called 'Key'.

You can repeat this process for as many facilities as you wish to define.

Add a ProvUnit (Provider Unit) record

Before you can add patient records to the database you must define at least one provider unit.

Select the ProvUnit data set, press the Add button and add a ProvUnit record.

Select a ProvUnit/Facility

When you have finished defining ProvUnit and Facility records you must select one of each for processing. To do this select the ProvUnit data set, select the required ProvUnit in MultiList and then press the Reset key. Then repeat the process for the Facility dataset.

Now look at the main Snap title bar and you should see the codes for the selected ProvUnit and Facility. This is important whenever you start a Snap session you should check that the correct ProvUnit/Facility codes appear at the top of the Snap window.

If you require any further assistance, please contact your PCOC Quality Improvement Facilitator.