
FAQ – “How to I move between 2 or more databases?”

Once in Snapshot, to change into another facilities database:-

Go to

- File
- Select Database
- Browse
- Double click on the database you require (e.g. Birds Nest Hospice and St Elsewhere Hospital)
- OK

Go back to

- File
- Open Main Screen
- OK

Then log on

- Shift F7
- Type in password admink

If, on opening up the main screen and logging on, you do not see any data, you will need to **reset which Facility and Provider unit** SNAPshot should be focusing on.

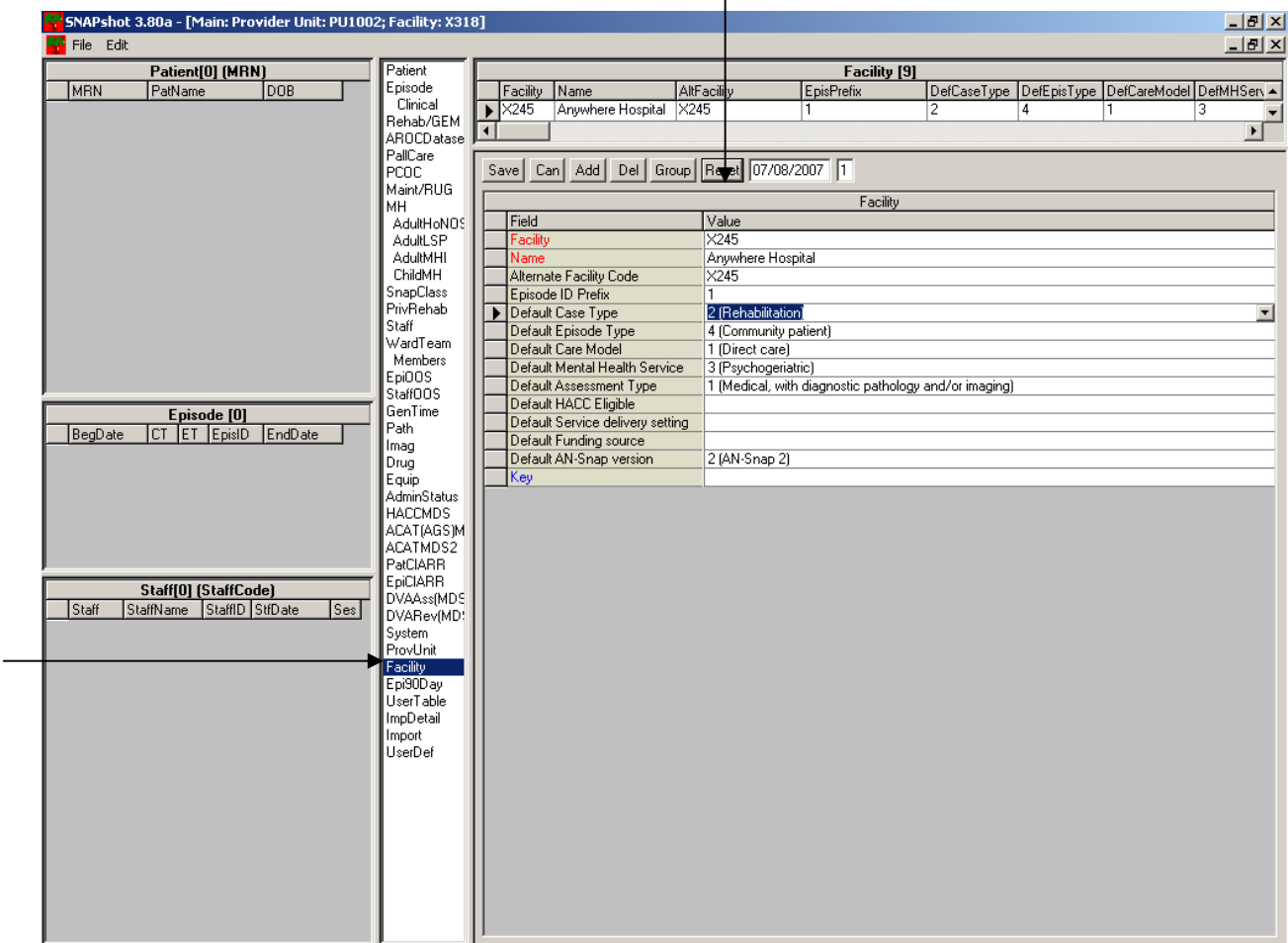
To do this, simply highlight Facility in the set list and then click on Reset (this button can be found in the middle of the right hand window), refer to Figure 1, now highlight ProvUnit in the set list and click Reset again, refer to

Figure 2

. At this point your data should 'magically' reappear (see

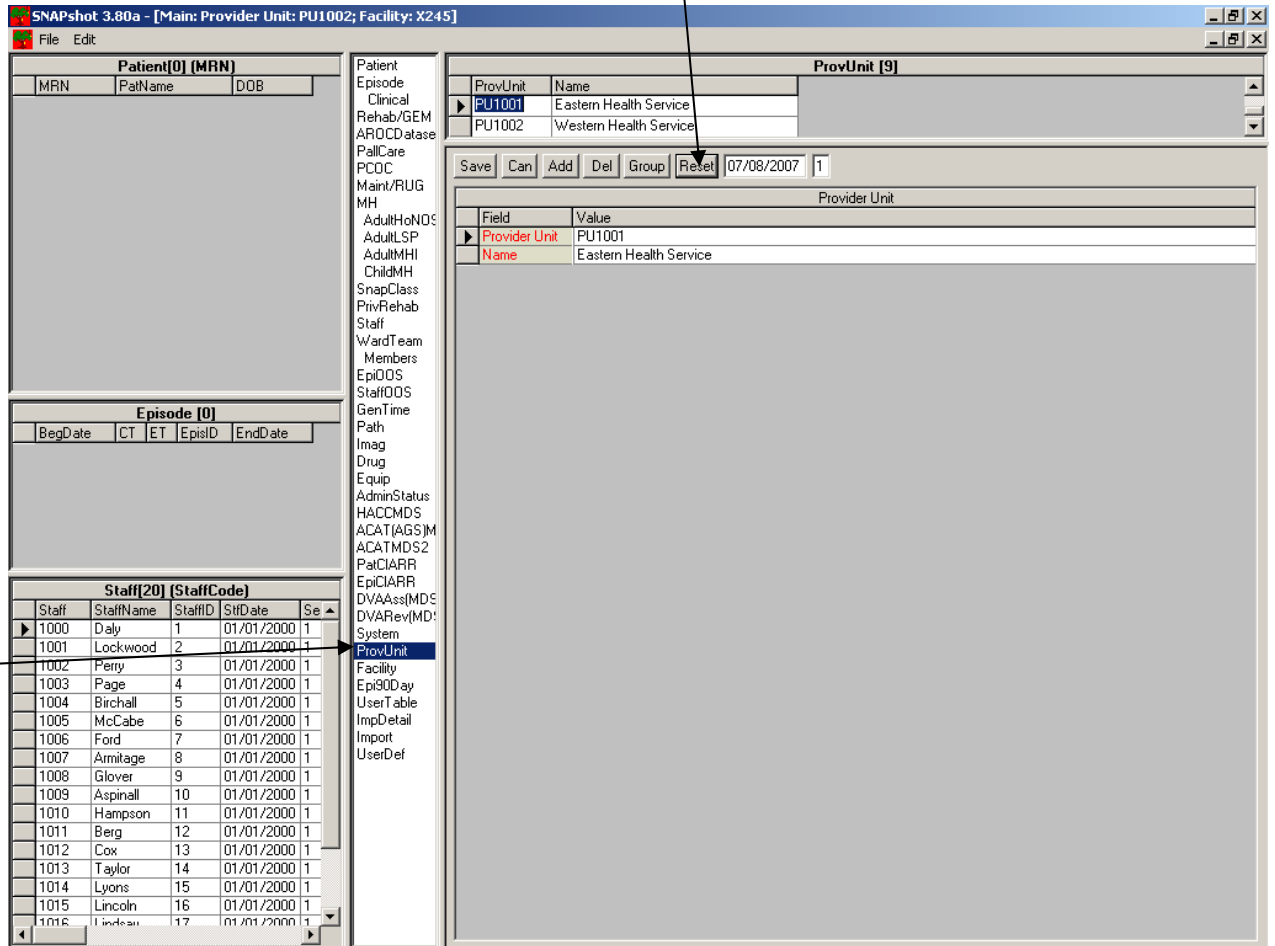
Figure 3). If you have more than one Facility or Provider Unit you will need to also select the appropriate Facility/ProvUnit in the multi list (top right hand window)]

Figure 1 Resetting the Facility



Once the Facility has been reset, the Facility wide data items will be visible.

Figure 2 Resetting the Provider Unit



Once the provider Unit has been reset the data sets under that provider unit will be visible.

Figure 3 After resetting the Facility and Provider Unit

The screenshot displays the SNAPshot 3.80a application window. The main interface is divided into several panes:

- Patient[20] (MRN):** A list of patients with columns for MRN, PatName, and DOB. The first row is highlighted.
- Episode [1]:** A table showing episode details with columns for BegDate, CT, ET, EpisID, and EndDate.
- Staff[20] (StaffCode):** A list of staff members with columns for Staff, StaffName, StaffID, StaffDate, and Sex.
- ProvUnit [9]:** A configuration window for Provider Units. It includes a table with columns for ProvUnit and Name, and a 'Reset' button. The 'Provider Unit' field is highlighted.

The 'ProvUnit [9]' window shows the following data:

ProvUnit	Name
PU1001	Eastern Health Service
PU1002	Western Health Service

The 'Provider Unit' configuration table shows:

Field	Value
Provider Unit	PU1001
Name	Eastern Health Service

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