



# Simtrak™ Mobility

A decade-long background in professional and amateur sport medical data collection, analysis, and reporting.

for USB installations

## IMPORT / EXPORT > DATA the Simtrak™ Help Guide series

### A. Import A Data Synchronization File

#### Receiving the File

1. Each import process begins with the receipt of a special file from the remote location (sender). See “Sending the File” in the Export A Data Synchronization File section of this document for file naming convention.
2. Save the file(s) to the main simtrak folder.

#### Importing the File into an Organization

1. Log in to the software, and select the organization (*only one organization at a time*) you want to import into (File / Select Organization). **See paragraph in box on next page about setting up multiple organizations if not already done.**
2. Choose Utilities from the Main Menu.
3. Select Import from the drop down menu.
4. Click on Import Information at the bottom of the screen. (*If the Import Information button is grayed out and not available, it is most likely because there are no new import files in the main simtrak folder for the selected organization.*) All import files in the main simtrak folder that are for the selected organization (item #1 above) will be imported as a group. The software will automatically complete the import process, and the Import Personnel and Weekly Information screen will close.
5. For importing into additional organizations, repeat the steps #1-4 (*you don't need to log in each time, just do the second part of item #1 each time*).

### **Special Note:**

When importing files to update the medical coordinator/central office location database, it can be important to have a way of tracking what imports have been received (from whom or from what remote location/organization). For example, if you have five remote locations sending import files every Monday, you will need a way to keep track of which locations sent their update (data synchronization) file each Monday and which ones are still due. If someone at a remote location is out of town on Monday, then you will want to have them send it on Tuesday or the day next possible. In that way, each location sends in a file each week (or other cycle period) to keep up the sequence. Everyone sends in export file number 5 the same week, number six the same week, and so on, and no one skips a week and sends in export file number 5 in week 6, as an illustration. One idea is to keep a simple hand-written log in a notebook or in a text document on your computer.

### **About Importing Multiple Organizations**

1. Importing multiple organizations requires that each individual organization be set up in the software at the location that is doing the importing.
2. Each such organization needs to be set up separately on the importing computer, using the procedure described in the SETUP Help Guide document (found at [www.simtrak.com](http://www.simtrak.com) at the Help tab, or on the software compact disc in the Documentation folder and called Simtrak Mobility (*number*) Setup).
3. Set up each organization with the same choices as were used to do the setup on the remote computer (*where the import file is coming from*) for that organization, with the same boxes checked and so on, but with the following exceptions:
  - a. Make sure these two boxes are not checked, even though they may be checked on the remote (exporting) computer: Master Organization, Export Service and Schedule Only.
  - b. DO NOT MAKE ANY DATA PATHS ADDITIONS OR CHANGES ON YOUR COMPUTER (SIMTRAK™ MOBILITY USB).
4. Then, make one organization Master Organization (first checkbox) at the Settings tab in the Organization Setup window. For this, choose the organization, if there is one, which is maintained primarily on this computer and not imported. If there is no such organization, then create a dummy organization that is set up solely to serve as the Master Organization.

## B. Export A Data Synchronization File

### Generating the File

For the organization the user is logged in under (*the export will be performed for only that organization*):

1. Make sure you are logged in to the organization you wish to export.
2. Select Utilities from the Main Menu.
3. Select Export from the drop down menu.
4. Click on Export Information at the bottom of the screen. (*If the Export Information button is grayed out and not available, it is most likely because there were no records added, deleted, or changed since the last export was performed so there is no export file you can create and send.*) The export utility will export only the records not previously exported – additions, deletions, or changes.

The software will automatically complete the export file generation process, close the export screen, and return you to where you were before performing item #2 above.

Note:

*The export file in step #4 for data synchronization is automatically placed in the main simtrak folder.*

### Sending the File

The user then provides the newly generated export file (*see Note above*) to the medical coordinator or other designated central office role.

The file will be named in the following format:

WEX + Organization Number + Sequential Number of Export Generated

For example, WEX01001 is the very first export done (last three characters of file name, “001”) for organization number 01 (the two numbers after the letter X, “01”). The sixth time a user does an export to the coordinator/central office for Organization 01, the file name will be WEX01006. Look for the correct file name (the numbers in it) when attaching and sending the export file.