






Saving and Recalling Cases

Tape 3—0:00:10

RADAR allows you to save and recall your cases at a later time. Clipboard cases are saved into one big file, unless you specify otherwise. The default name of the file in which your clipboards are saved is REPERT.da1. This is called a catalog. You can create other catalogs so you can categorize your cases in a way that makes sense to you.

NOTE	In order to save or recall a case, you must be viewing the symptom clipboard.
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The Symptom clipboard has five icons which allow you to perform different tasks. The table below explains each icon.

Icon	Explanation
	Opens (recalls) a symptom clipboard in the current catalogue
	Saves the information currently in the symptom clipboard.
	Erases the current symptom clipboard. It does not affect information which may already be saved.
	Closes the current symptom clipboard.
	Provides context sensitive Help on the symptom clipboard.

General Information about Saving and Recalling Cases in RADAR

Individual cases are not saved in individual files. They are saved together in a file called REPERT.da1. RADAR refers to this as a catalogue. You can create additional catalogues as well. For example, you may wish to save your clients alphabetically in a

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separate catalogue for clients whose last names begin with letters A-D, etc. See page 63 for procedures to create new catalogues.

- If you are placing symptoms into the clipboard and your computer system crashes or gets turned off accidentally, RADAR will automatically produce a back up copy of your clipboards when you restart RADAR. This is true even if you have not yet saved the clipboard. You will notice when you restart RADAR that there are symptoms in the clipboard. The name of the backup clipboard is SOS. If you have saved the clipboard, RADAR will still name the backup SOS. If you made changes to the clipboard after naming it, the SOS file may be more current than the saved version.



Back up copy of clipboard.

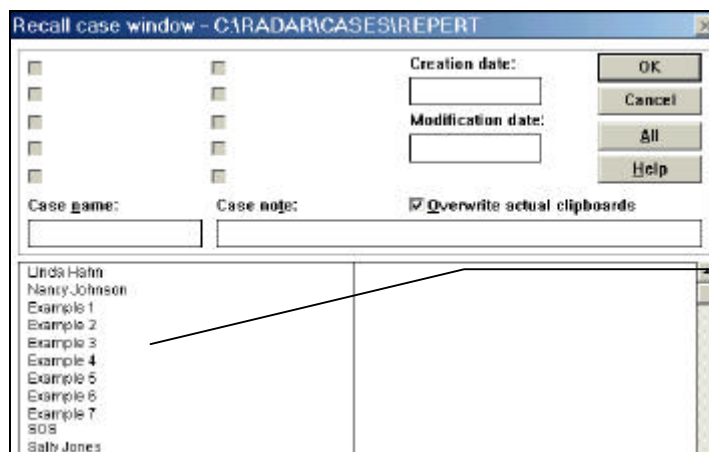
- If you have an SOS file in your list of case names at the time of the crash, RADAR may choose to name the file LAST.
- It is important to note, however, that if you place symptoms in the clipboard and then recall an existing patient clipboard without saving the data in the clipboard, the symptoms in the clipboard will be erased from memory. That is, you will overwrite the rubrics currently in the clipboard. No back up copy is available in this situation. *The SOS backup copy is only available after an unplanned or improper shut down.*
- If you accidentally delete a case from a catalogue, there is no way to get it back unless you have made a back up copy of your files.

To recall a saved case:

1. Press F7 to open the Symptom Clipboard window.
2. Click the Open icon

-or-

Choose File, Recall from Disk (Alt + F, r). The Recall Case window appears.



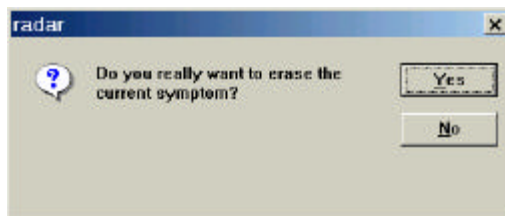
Saved cases

3. Double click on the case you wish to open or begin typing the name as it appears in the list.
4. When the name is highlighted, press Enter. The symptom clipboard will display the symptoms associated with that case.

- Press **F7** to open the Symptom Clipboard.
- Click the **Open** icon in the Symptom Clipboard window. The Recall Case window appears.
- Begin typing the letters of any case that has been saved, or click on the case you wish to open.
- Press **Enter**.

To delete a rubric from the clipboard:

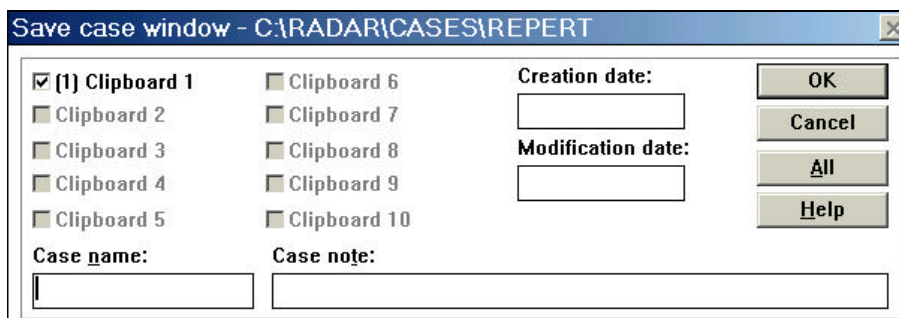
1. In the symptom clipboard, select the rubric you wish to delete by clicking on it
-or-
Arrow down so the finger is pointing at the rubric you wish to delete.
2. Press the delete key on the keyboard. The following dialog box appears, asking if you are certain you wish to delete the rubric from the clipboard.



3. Click Yes or press Enter to erase the symptom.

To save a case:

1. Click the Save icon
-or-
Choose File, Save to Disk. The Save Case window appears.



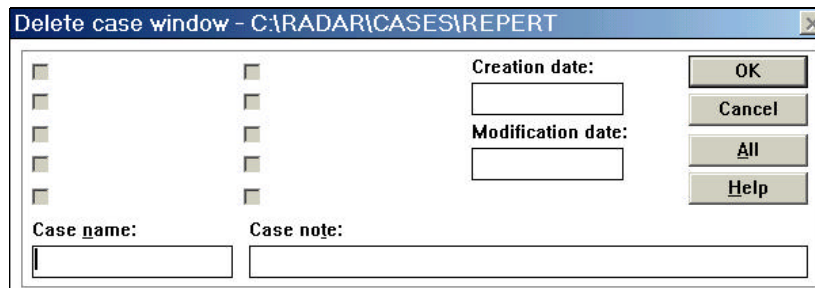
2. In the Case name box, enter the name you wish to give the case. For example, the client name. You may use spaces and upper and lower case letters.
3. In the Case note box, enter any information you feel is important about the case.
4. Press Enter or click OK. The case is now saved.

You may wish to delete a case from the file. Perhaps this case has been resaved into another catalogue, or is a client you haven't seen in 10 years.

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To delete a case:

1. Open the Symptom clipboard.
2. From the File menu, choose Delete Case (Alt + F, d). The Delete Case window appears.



3. Begin typing the name of the case you wish to delete, or click on it.
4. Press Enter or Click OK. You will be prompted to indicate whether you really want to delete the case.
5. Press Enter or Click Yes. The case is deleted.

Changing the Default Clipboard

Tape 3—0:01:50

In RADAR, the default clipboard is indicated on the Smart Icon bar by a blue clipboard. This is the location where rubrics appear unless otherwise specified when using the Quick Command method. You can change the default clipboard to save keystrokes, if you wish.

To change the default clipboard:

1. Position the mouse over the clipboard you wish to make the default clipboard.
2. Hold down the shift key.
3. Click the mouse on the clipboard. Notice the color of the clipboard changes to blue to indicate that this is now the default clipboard.

Case Catalogues

Tape 3—0:04:50

As indicated earlier, each case that is saved is stored in the same file, REPERT.da1. However, you can create new files, called Catalogues, in which to save your files. Perhaps you wish to save them alphabetically, or by year. Or, you may simply be overwhelmed by too many names in one catalogue. You can create catalogues to suit any purpose. Unlike case names, catalogue names are limited to 8 characters (letters or numbers). RADAR will automatically add the .DA1 file extension at the end of the file name. Whatever catalogue is open at the time you are saving a case is the catalogue that will contain that case you are saving.

NOTE

You must have the Symptom Clipboard open to either create a catalogue or open a catalogue. You cannot access those menu commands from the Save case window.

To create a case catalogue:

1. Open the symptom clipboard. Notice the title bar of the clipboard it says C:\RADAR\CASES\REPERT.
2. From the File menu, choose Create a New Catalogue of Cases. The Enter the Name of the New Catalogue dialog box appears.
3. In the File Name box, enter a name of up to 8 characters.
4. Press Enter. Notice title bar of the clipboard it says C:\RADAR\CASES\NEWNAME (whatever the new name is).

- Open the **Symptom Clipboard**.
- From the **File** menu, choose **Create a New Catalogue of Cases**.
- Enter whatever name you wish to give the new catalogue, up to 8 characters.
- Press **Enter**.
- Click the **Recall icon** in the Symptom Clipboard. Notice that there are no cases in the new catalogue.

Once you have created new catalogues, you must also open them as needed.

To open a case catalogue:

1. Open the symptom clipboard.
2. From the File menu, choose Open Another Catalogue of Cases. The Select the Catalogue of Cases you wish to open dialog box appears.
3. Choose the file name from the list.
4. Press Enter, or click OK. Notice the name of the selected catalogue appears on the title bar of the symptom clipboard.

- **Clear** the clipboard of rubrics, if necessary.

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- Enter the following rubrics into a clipboard. The numbers following the rubrics indicate the intensity of the symptom.
 - MIND - SUICIDAL disposition – thoughts (3)
 - MIND – SADNESS (3)
 - MIND - SUICIDAL disposition - hanging, by (1)
 - MIND - SENSITIVE - music, to (2)
 - MIND - CHEERFUL - stool – after (2)
 - MIND – VIOLENT (1)
 - MIND – MOROSE (1)
 - MIND – ABSENTMINDED (1)
 - MIND - AILMENTS FROM - anger - anxiety; with (2)
 - MIND - ANXIETY - conscience; anxiety of (1)
 - MIND - CONTRADICTION - intolerant of contradiction (3)
 - GENERALS - EVENING - 18 h - 18-21 h (1)
- Save it as **Suicidal case**.