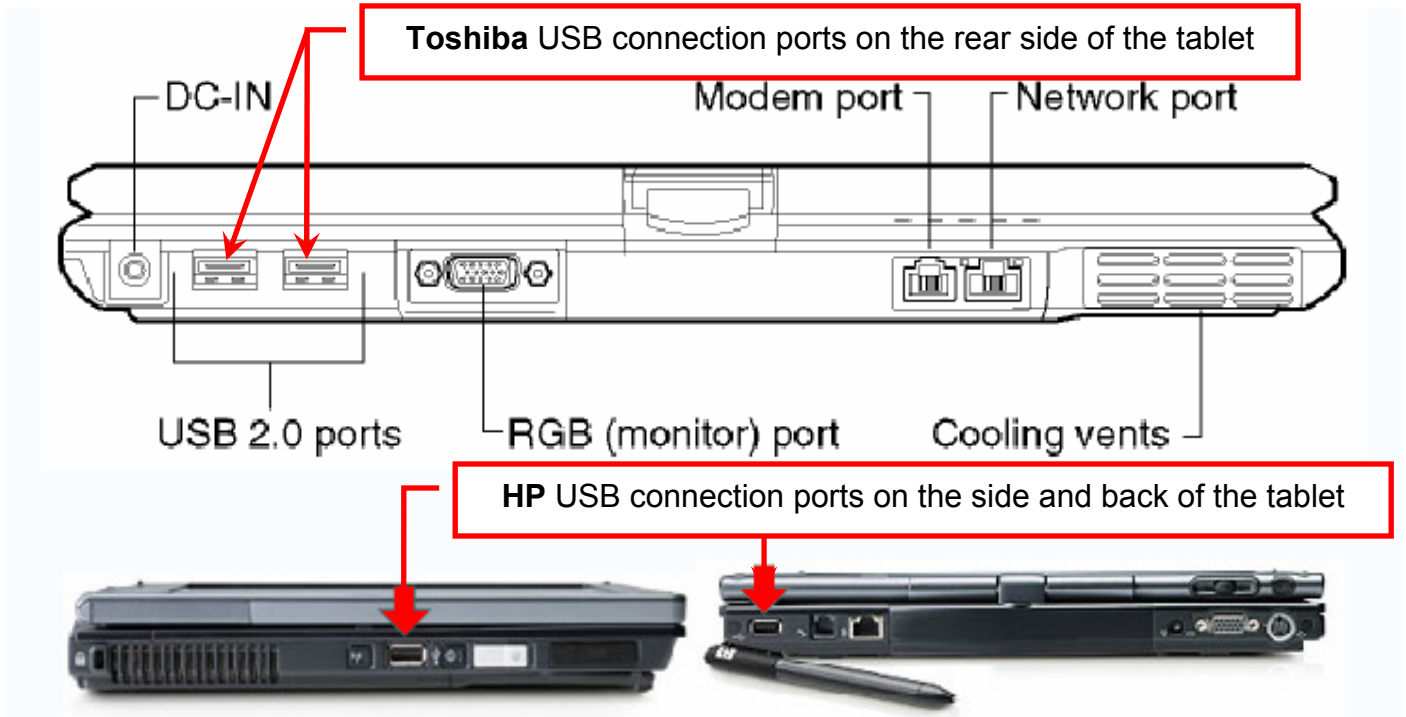


Using Flash Drives to Store QIS Data

Inserting the Flash Drive into the USB Port:

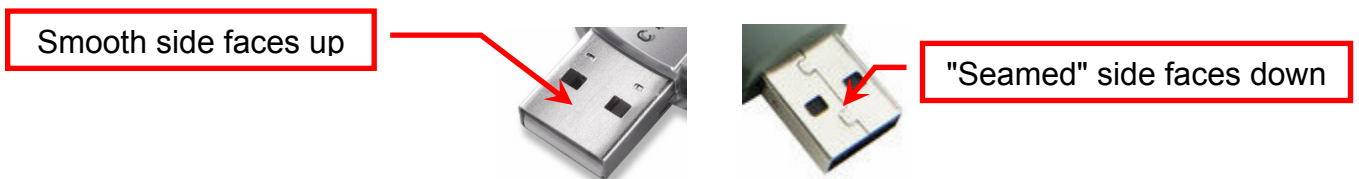
The flash drive connects to any available USB ports. Figure 1¹ shows the two USB ports on the rear side of the Toshiba Portege M200 tablet PCs. These are the same ports used to connect to a printer.

Figure 1: Location of USB ports on the Tablet PCs



Remove the cap, and insert the flash drive into one of the USB ports on your tablet PC (shown in Figure 1) so that the "seamed" side of the USB Connector (Figure 2) is facing down.

Figure 2: Both Sides of the Flash Drive's USB Connector



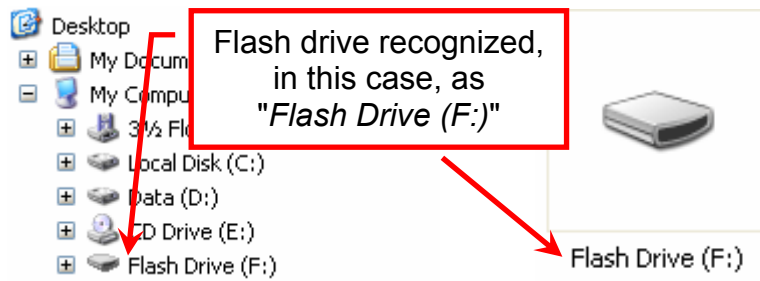
¹ Image from the Toshiba M200 Portege specifications document.

Using Flash Drives to Store QIS Data

Accessing the Flash Drive:

1. Once the PC "recognizes" the removable storage device, it assigns the flash drive a drive letter, such as (D:) or (E:) preceded by a name, such as "PKBACK# 001", "Flash Drive" or "Removable Disk", depending on the flash drive brand (see Figure 3 for an example).

Figure 3: Tablet PC's Recognition/Naming of a Flash Drive in Windows Classic Folders and Thumbnail View




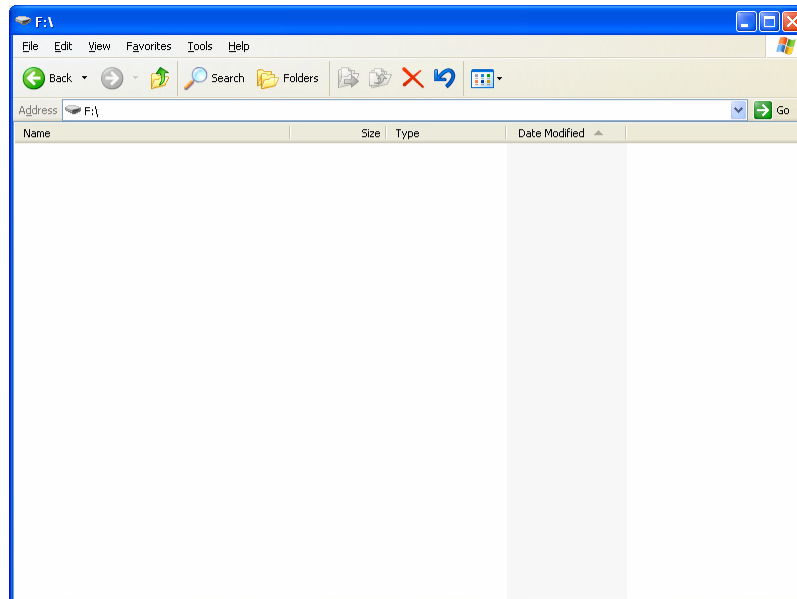
2. A green arrow icon  will appear in the notification area of your computer's System Tray (bottom right corner of the desktop on the far right of the taskbar). A Windows Explorer window displaying the flash drive contents should appear (see Figure 4).

Figure 4: Flash Drive Contents Window (empty)



Using Flash Drives to Store QIS Data



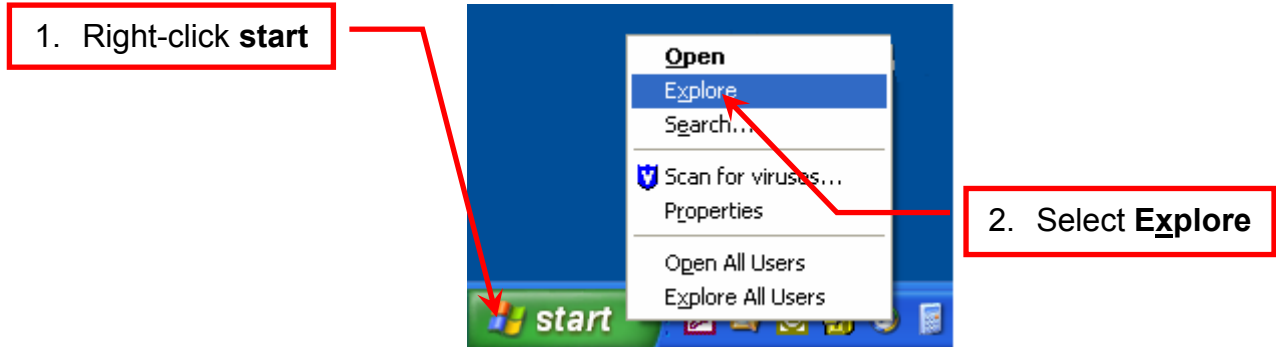
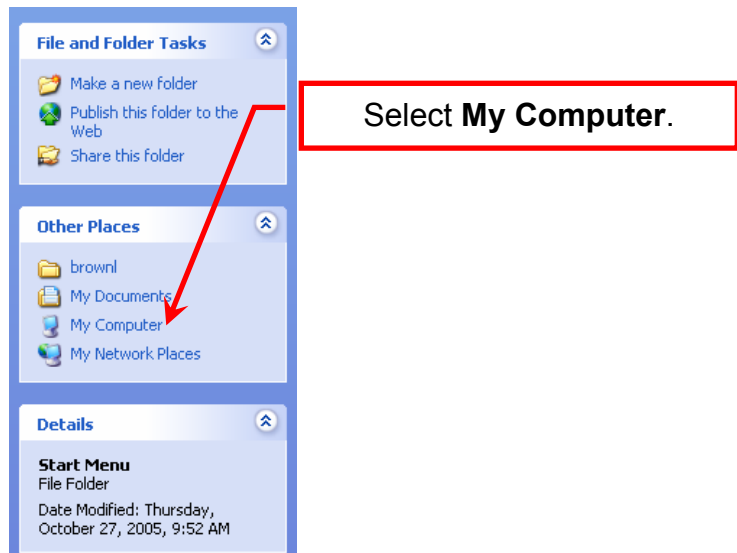
If the Explorer window does not appear, right click **start** ( or ) on your desktop taskbar, and select **Explore** (see Figure 5).

Figure 5: Accessing Windows Explorer



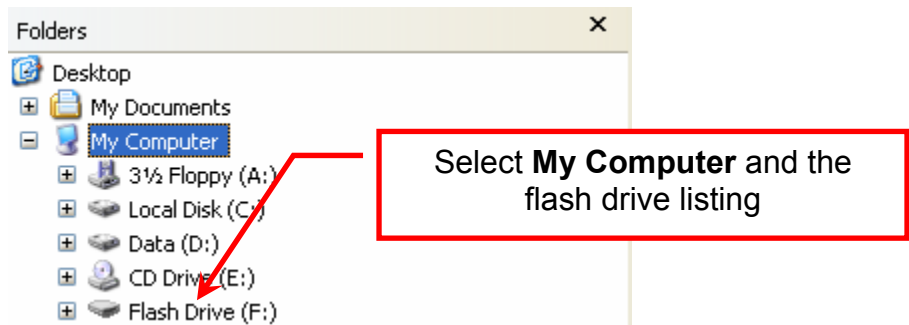
- If the left-side pane displays **Common Tasks** (see Figure 6), select **My Computer**; then select the flash drive listing on the right side of the screen.

Figure 6: Display of Folders and Tasks Views in Explorer




- If the left-side pane displays the **Classic Windows Folder View** (see Figure 7), scroll to locate and select the flash drive listing.

Figure 7: Classic Windows Folder View in Explorer



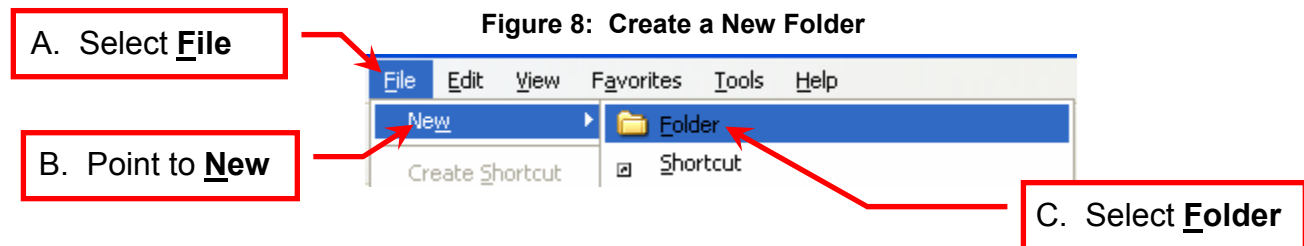
Using Flash Drives to Store QIS Data

NOTE: Typically, you will use the flash drive within the confines of the QIS DCT software. Consequently, each time you insert the flash drive to import or export QIS data to the flash drive from the QIS DCT, you must close the Explorer window that automatically appears.

To close the pop-up Explorer window, click the X ( or  - depending on the Windows Theme) in the top right corner of the screen.

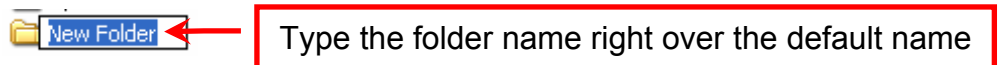
Creating Survey Folders on Flash Drives (Before the Survey)


1. Insert the flash drive into your laptop PC's Universal Serial Bus (USB) port. A Windows Explorer window displaying the flash drive contents should appear; if not, complete the instructions above in Step 2 of *Accessing the Contents of the Flash Drive* to locate and access the flash drive.)
2. On the **File** menu, point to **New**, and select **Folder** as in Figure 8.



3. At the bottom of the folder/file list in the contents pane on the right side of the screen, a new folder is displayed with the default name, **New Folder**, selected. If you inadvertently leave the field and the folder name remains "**New Folder**" (as in Figure 9), right-click the folder, select **Rename**, type the name, and proceed to Step 4.

Figure 9: Default New Folder Name



4. Type the facility name followed by the date, and then press **Enter**.  GoodCare 05 01 2006

If you are serving as the TC for the next survey, continue to Step 5.

If you are not serving as the TC for the next survey, stop here, you are done.

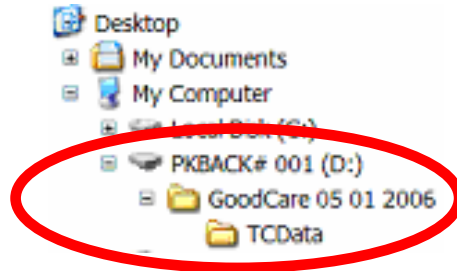
Create the TC Data folder:

5. On the **File** menu, point to **New**, and select **Folder**.
6. At the bottom of the folder/file list in the contents pane on the right side of the screen, a new folder is displayed with the default name, **New Folder**, selected.

Using Flash Drives to Store QIS Data

7. Type **TC Data** and then press **Enter**. The primary laptop's flash drive should contain a facility folder named for the facility and survey date, and a subfolder named **TCData**, as in **Figure 10**:

Figure 10: Contents of TC's Facility Folder



Safely Removing the Flash Drive from the USB Port:

When you are done using the flash drive, whether you are using it within the QIS DCT or in Windows Explorer, you must safely unplug the device from your computer by directing the tablet PC to stop accessing it. There is more than one way to do this (double-clicking, right-clicking, and left-clicking); these instructions involve the fewest amounts of keystrokes of the three options.


1. Left-click the **Remove Hardware** icon () located in the System Tray to the right of the Taskbar, as in Figure 11.

Figure 11: Safely Remove Hardware option in System Tray of Taskbar



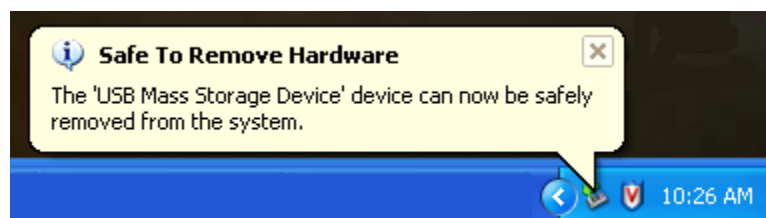
2. Left click the pop-up option "**Safely remove USB Mass Storage Device - Drive([assigned letter:])**" as shown in Figure 12.

Figure 12: Pop-up Option to Safely Remove Hardware



3. Once the tablet PC displays the message that it is "**Safe To Remove Hardware**" (Figure 13), you can remove the flash drive from the USB port, and the message will disappear.

Figure 13: Message that the Device Can Be Removed

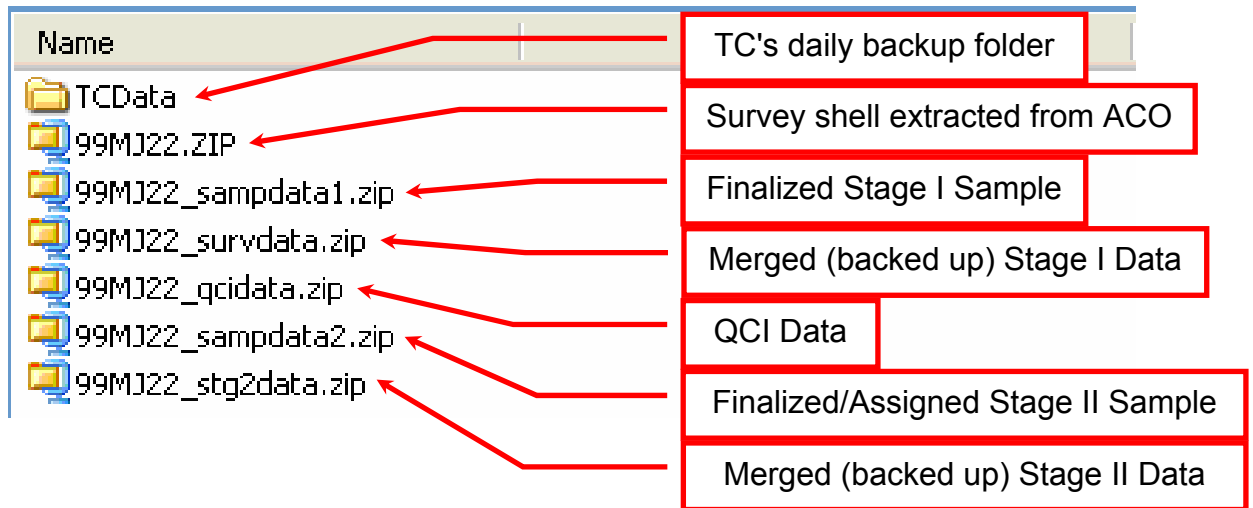


Using Flash Drives to Store QIS Data

TC Flash Drive Folders and Contents at the End of a Survey

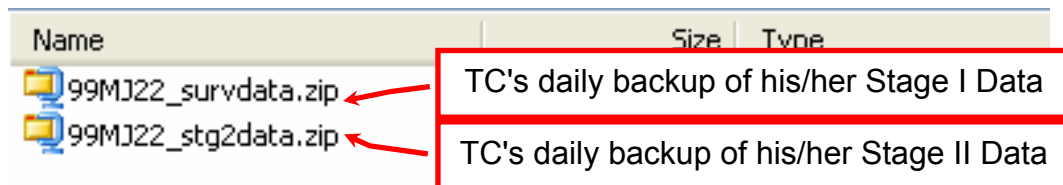
The TC should save QIS files created on the primary laptop in the facility folder as indicated in the QIS Checklist. An example of the list of QIS data files exported/saved to the facility folder throughout a survey is shown in Figure 14.

Figure 14: TC's Flash Drive Facility Folder Contents



The TCData folder is used **only for the TC's daily data backup**. An example of the QIS data files that the TCData subfolder of the facility folder on the primary laptop's flash drive should contain at the end of the survey is shown in Figure 15.

Figure 15: TC's daily backup folder (TCData) Contents



Survey Team Member (other than TC) Flash Drive Folders and Contents at the End of a Survey

Survey team members working at secondary laptops will have only two files in the facility folder of their flash drives: their backup of Stage I data, and their backup of Stage II data. The QIS data files that the facility folder on the secondary laptops' flash drives should contain at the end of the survey are the same as those files shown in Figure 15.