

# How to share files via USB flash disk?

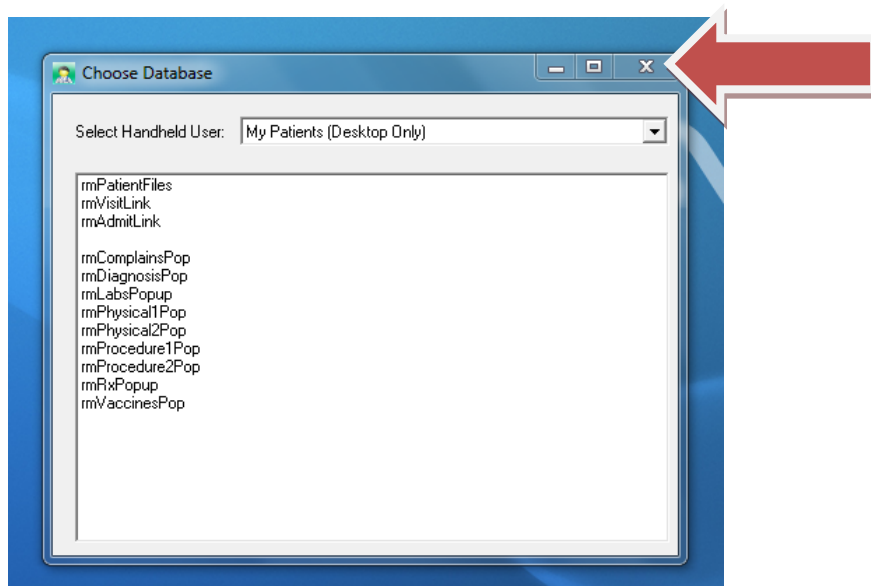
This is used when you want to view the files from your secretary's desktop in your laptop. Both your laptop and the secretary's desktop must have the Patient Files program installed and configured.

## At the secretary's desktop do the following:

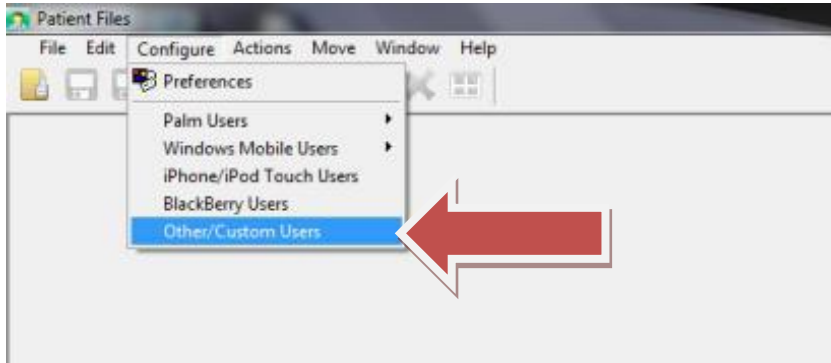
1. Insert a USB flash disk and click Open Folder to View Files.
2. Now click Start button, click computer, click local disk C.
3. Inside local disk C look for the folder named MyPatients4. Right click it and click copy.
4. Go to the USB flash disk and paste MyPatients4 folder there.
5. Safely remove the USB flash disk.

## Do the following with your (doctor's) laptop:

1. Insert the USB flash disk that you used above.
2. You now need to configure Patient Files program to read the files saved in the USB flash disk. To do that just follow these instruction:
  - a. Double click Patient Files icon at desktop to open and you will see the box same as the figure below. Now click the X at the upper right corner.

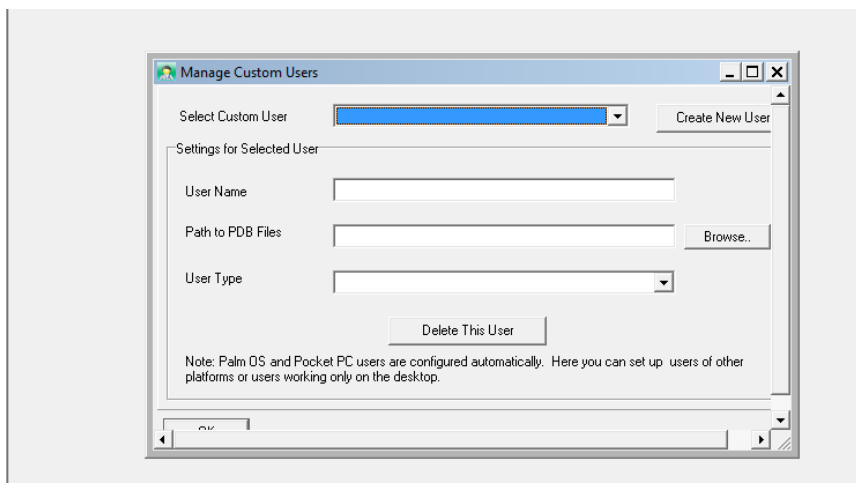


At the screen below click **Configure** at task bar, then click **Other/Custom users**,



You will see the box below and just do the following:

1. Click Create New User
  2. At the User Name, change customuser to **MyPatients USB**
  3. At Path to PDB Files, click the Browser button then under Computer look for the USB name (ex. Kingston), then click it to open, then look for **MyPatients4** folder there, click it and click OK.
  4. At the user type, set it to Desktop only.
  5. At the left lower corner, click the OK button.
  6. Click File then Exit the application
- (Note: this configuration steps doesn't need to be done daily, don't worry)



Now reopen again Patient Files icon to view the the box below. At the Select Handheld User, click it and set it to **MyPatients USB**. This will now allow the program to view the files you have in the USB flash disk which came from your secretary's desktop.

Note: If you set this program to **MyPatients USB** as seen above make sure the your USB flash disk containing the MyPatients4 folder is connected to your laptop. At the end of the clinic day just handover the USB disk to your secretary for her to overwrite MyPatient4 folder making your USB disk updated.