

BCMh – Lap Top Export / Import Files

Connect your lap top to the Network.

Before Leaving the Health Department

Import BCMH Client Files

Click “Remote HDIS” icon.

Click “Community and Public Health Services”

Click “BCMh”

Click “Maintenance”

Click “Export/Import to Lap Top”

Click “Import BCMH Clients From Server” radio button

Click OK button

Click Continue button

Upon Return to the Health Department

Export BCMH Client Files

Only Export one lap top at a time.

Click “Remote HDIS” icon.

Click “Community and Public Health Services”

Click “BCMh”

Click “Maintenance”

Click “Export/Import to Lap Top”

Click “Export BCMH Clients to Server” radio button

Click OK

Click Continue

Click close when finished.

Note: Only Export / Import one Lap Top at a time.

**** All of the above is performed under the “Remote HDIS” icon.**