

HDIS

Health Department Information System

Helping You...Help Others

Web Sync

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Web Sync Setup



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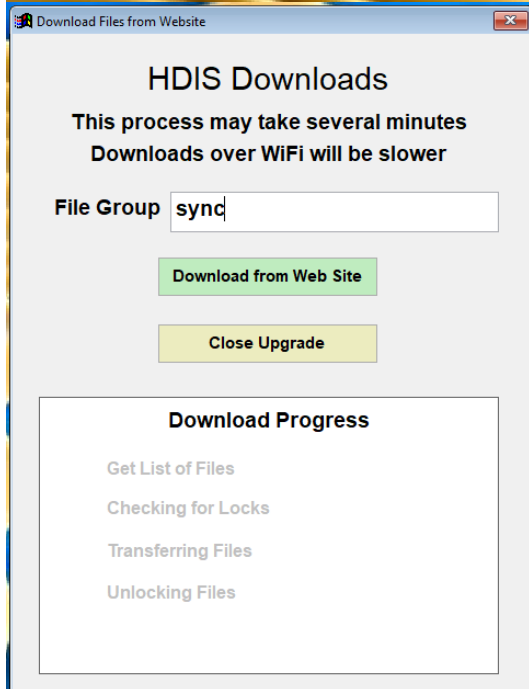
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All data examples containing personal names, company names (or companies), vehicle information, or locations that appear in this guide are fictitious in nature and do not refer to, or portray, in name or substance, any actual names, organizations, entities, or institutions. Any resemblance to any real person (living or dead), organization, entity, or institution is purely coincidental.

After running the HDIS update, they would need to open HDIS Remote.

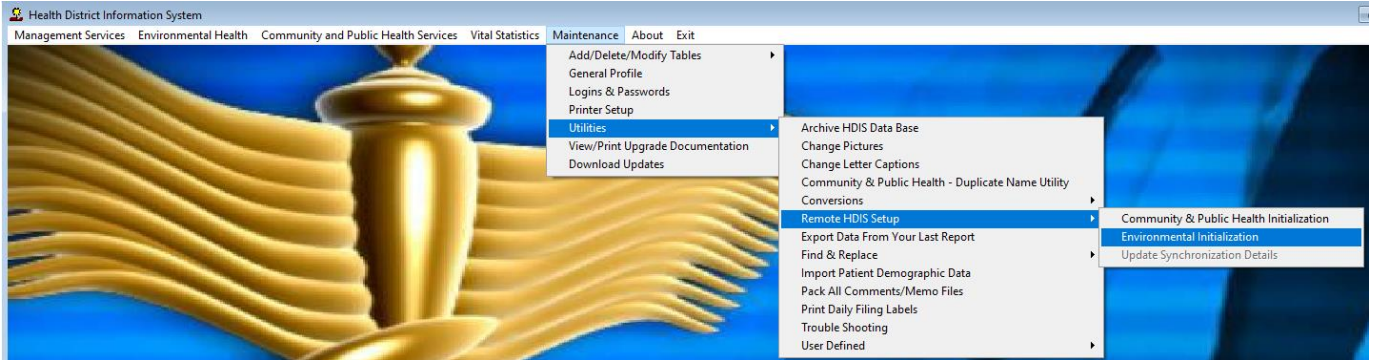
Once HDIS Remote is open they will need to click:

- **Maintenance > Download Updates**

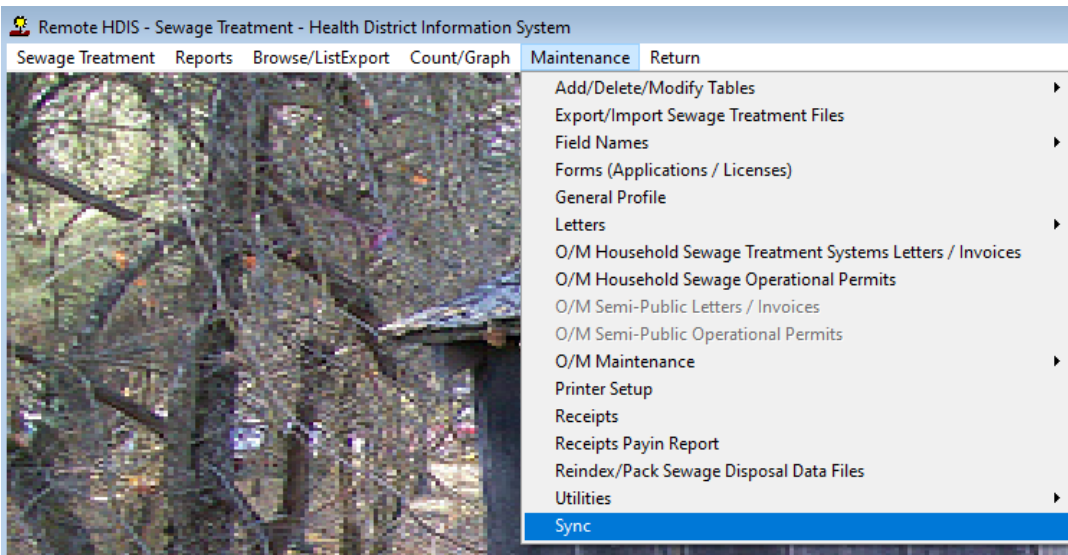


- **Once this screen appears, type "sync" and click Download from Web Site**
- **This will close out HDIS remote.**
- **Reopen HDIS remote**

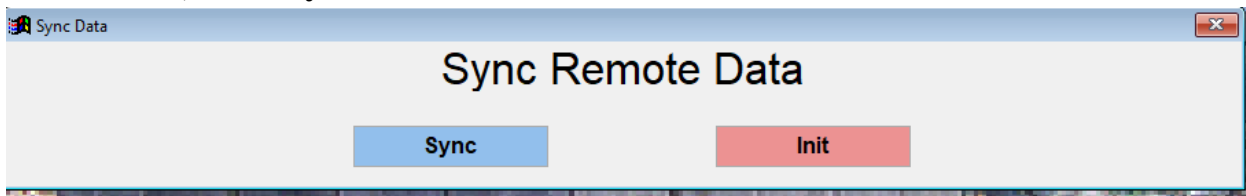
- **Navigate to Maintenance > Utilities > Remote HDIS Setup > Environmental Initialization**



- **Select the modules that are used to Initialize them.**
- **Once finished, navigate to those modules.**
- **In the modules, under Maintenance, you will see a "Sync" option at the bottom**



- **Making sure there are no current exports, run "Init" - This will copy (overwrite) the server contents into the Remote HDIS.**
- **Afterwards, run "Sync"**



- **Once all these steps are completed, Export/Import will now be done from each individual module by going into the Maintenance screen and clicking "Sync"**
- **Init only has to be done once during this initial setup phase.**