

## HACCPAC

### Laptop Transfer Utility

The Laptop Synchronisation Utility allows you to take a laptop out of the office with a full copy of Haccpac, including a local copy of the database.

This enables you to look up rosters, information about clients, and produce reports – exactly as you would if you were using Haccpac in the office.

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## Haccpac Laptop Transfer Utility

This Utility is particularly valuable in several areas, for example, having access to all the information after hours. The person responsible for the roster after hours can easily look up the information they need to clarify a query or find a substitute on short notice.

Another use for a copy of Haccpac on a laptop is entering and updating client information at the time of a visit (or straight after while the information is fresh). This can save having to write all of the information. When you get back to the office the new data can be copied onto the office (main) Haccpac database.

The records which can be entered on the laptop, and later transferred to Haccpac at the office, include:

- Household records
- Person records
- Referrals
- Reviews
- Notes

Note: You cannot change rosters or any other information on the laptop – these changes would not be synchronised back to Haccpac at the office.

## How the Laptop Transfer Utility Works

The Laptop Transfer Utility has two options. One will copy data from Haccpac at the office to the

laptop. This gives you a complete copy of Haccpac data to take out of the office.

The second option synchronises Haccpac on the laptop with Haccpac in the office. This will copy changes and new records from the laptop to Haccpac in the office. This checks if the same records in the office have changed since you copied Haccpac to the laptop.

You may be interested to know that a copy of the office data is stored on the laptop separately from the Haccpac data. This is checked when you synchronise back to Haccpac at the office so records which have been changed in the office are not overwritten.

## Installing the Laptop Transfer Utility

You need to have Haccpac installed on the laptop. If Haccpac is not installed on the laptop, find the installation CD and do the installation. Don't forget to download the latest programs from the Vada Computing web site at and copy these to the Haccpac folder on the laptop.

You also need to copy the program Laptopsync.exe to the Haccpac folder on the laptop and make a shortcut to this program on the desktop. (If your data on the server is in SQLServer you will also need to copy Haccwinmda.dat and Haccwinmdb.dat to this folder).

Whenever you are copying to the laptop or synchronising with Haccpac at the office, the laptop needs to be connected to the network.

## Using the Laptop Transfer Utility to copy the latest Haccpac data

**(To the laptop, to take out of the office).**

Run the program Laptopsync.exe from the shortcut.

Select the tab – Copy to Laptop.

Check the locations of the data and change these if they are not correct.

Press Proceed to copy all the Haccpac data from the office to the laptop.

You can now take the laptop with you and have access to a full copy of Haccpac.

Please note: you will be able to change most of the client records (Household records, Person records, Referrals, Reviews and Notes) but the roster and other records are Read-Only.

## Using the Laptop Transfer Utility to Synchronise back to the office

**(After you have made changes on the laptop)**

Run the program Laptopsync.exe from the shortcut.

Select the tab – Synchronise from Laptop.

Check the locations of the data and change these if they are not correct.

Press Proceed to copy the changes you made on the laptop to Haccpac at the office.

On some occasions a record will have been changed at the office as well as on the laptop. It would be unwise to overwrite the changes so an error will be reported. You will be able to see which record is affected to decide what to do.

## Cautions:

Never copy the Haccpac data to the laptop or to the office version other than with the Laptop Transfer Utility. In other words, don't use My Computer or Windows Explorer.

Don't forget to keep Haccpac on the server up to date. We release new versions of Haccpac programs on a monthly basis, and these can be found on the web site. They should be copied to the office version of Haccpac as well as the to the laptop

You may use the laptop as a workstation when you are in the office. You will want to connect to the Haccpac data on the server, and you can do this with DBSelect.exe (in the Haccpac folder). Be careful that you don't lose track of the data you are connected to – the data all looks the same after you have done a copy or synchronise.

Note – when using DBSelect, you can drop down the file menu and see the last few paths that have been used. You can select one of these to save typing it in again

***After you synchronise with the office, remember to do a copy to the laptop. This puts all the changes which have been made at the office onto the laptop***