

## Store and Forward

The Store and Forward process is done on two separate, disconnected computers. Each computer will have its own installation of CAREWare, including its own separate data file.

The **Central Installation** is the destination for the data. This is on the computer that will be **importing** data from the remote provider(s) and can serve as a real-time network or be maintained as a central data repository to which detached providers can regularly send their data.

The **Export Provider** is the working provider. This is on the remote computer that will be **exporting** data to the central installation. This may be a newly installed copy of CAREWare that users have been entering data into or a file that has been created using the conversion utility to convert a 3.6 data file.

NOTE: a single Central computer can import data from any number of remote providers.

The following table details instructions on the steps that need to be taken both on the Central location and on the Export Provider. It shows the order in which each step must be completed, as well as where each step takes place. If you have multiple providers to import, follow this process for each one.

<u>Central Installation</u>	<u>Export Provider</u>
Log in as a <b>central administrator</b> , go to the provider user manager, and create a new import adaptor (right-click on Store and Forward Import Providers).	
From the newly created adaptor, create a store and forward set up file (right-click on the provider name and choose the appropriate option).	
Transfer this set up file to the Export Provider that will be exporting data (the file extension for this file is .sfs).	
	Receive the setup file from the central admin.
	Log in the <b>central provider</b> and <i>Rebuild Changelogs</i> (Administrative Options > Changelog Operations > Rebuild Changelogs).
	Log into the <b>real time provider</b> you want to export (as a provider user, NOT as a

	central admin).
	Create an export adaptor - go to the provider user manager, right click on <b>Store and Forward Export Adaptors</b> , and choose <b>Create Export Adaptor</b> (For this step you will need to locate the setup file you received from the central admin).
	From the newly created export adaptor, create the export file (right-click the adaptor and choose Export Data). Note that this will usually create more than one file and may create many files, depending on the size of your database. These files will all have the same name with a sequential number appended the file name.
	Transfer the export file(s) to the central computer. <i>Note: If multiple files were created, be sure to send all of them.</i>
Receive the data file(s) from the <b>Export Provider</b> .	
Log in as a <b>central administrator</b> and begin the import process for the appropriate <b>Import Adaptor</b> (right-click on the adaptor and choose Import Data). <i>Note: When navigating to the location of the files, only one file will be shown in the window. The importer will start with this file and once the first file is complete, it will automatically process all the remaining files.</i>	

Once this is finished, the import process is complete for that **Export Provider**.

To view the data: Add a user to the **Import Adaptor**, log in, and view data just as you would for any other provider.

To convert the Import Adaptor to a Real-Time Provider: Right-click the adaptor and choose Convert to Real-Time Provider.

This will convert the adaptor to a normal Real-Time Provider, but note that *you can never again import data to this provider*, so be sure all the imports are complete before doing this.