# Professional Archive Manager

## How to Archive Patient Folders from Second Opinion Professional

The Professional Archive Manager is a utility that allows for the archiving of Patient folders from Second Opinion Professional. During the archive process, the Patient folders are stored in a retrievable format on the media that is selected. Once the archive is complete, the archived Patient folders are deleted / removed from the Second Opinion Professional databases. There is a Restore function in the Archive Manager to retrieve any archived folders in the future.
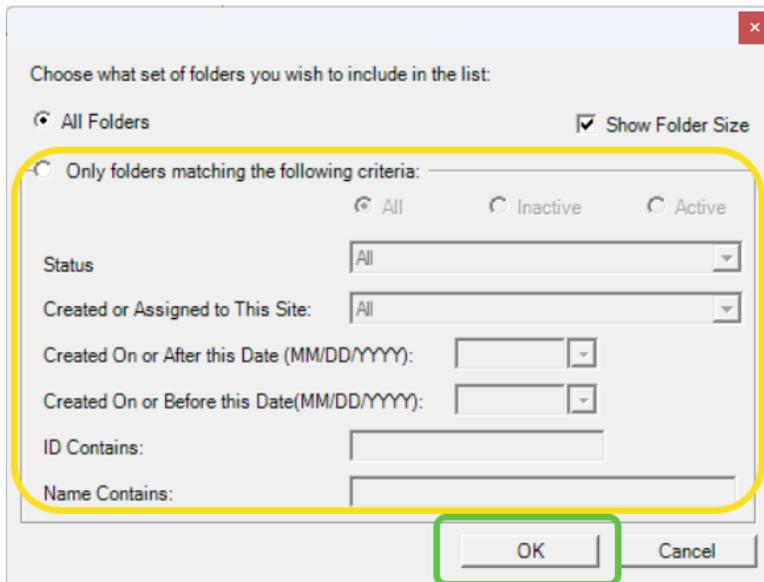
Start Archive Manager

Click the **Windows Start** menu and navigate to the **Second Opinion** section. **Double Click** the **Professional Archive** to run the program.
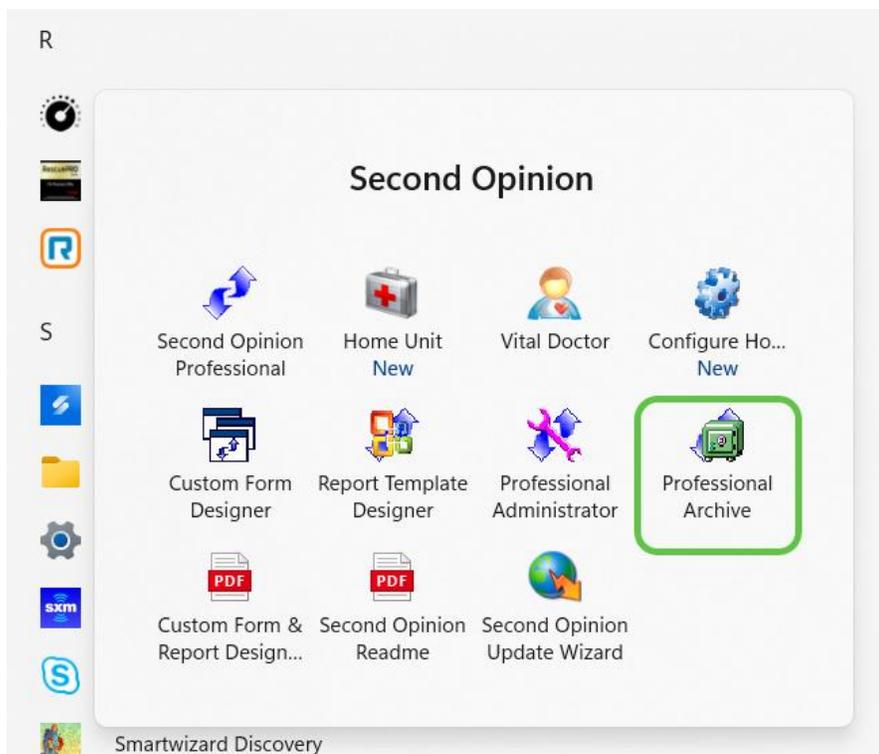
Once the Archive Manager loads, Log into the program using a user account with Administrator or Archive privileges. **Click** on the **Archive** button to start the process.
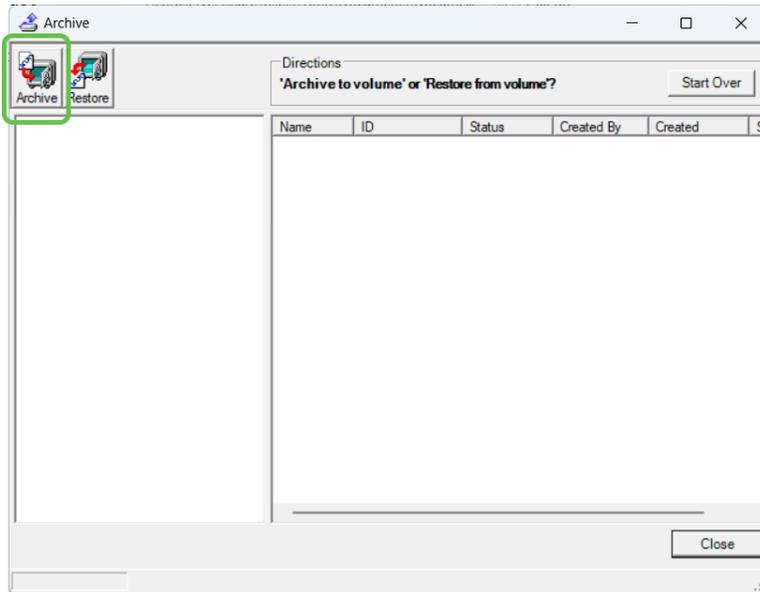

When the Archive process is initiated, the Locate Folder selection screen appears. The default selection is to display **All Folders**. The **Only Folders Matching** selection allows for a specific range of Patients to be listed in the next section of the process. When finished, **Click OK**.

A list of Patients based on the selection criteria will be displayed. Select the specific Patients to be archived. Once all the Patients to be archived are selected, **Click** the **Archive** button.
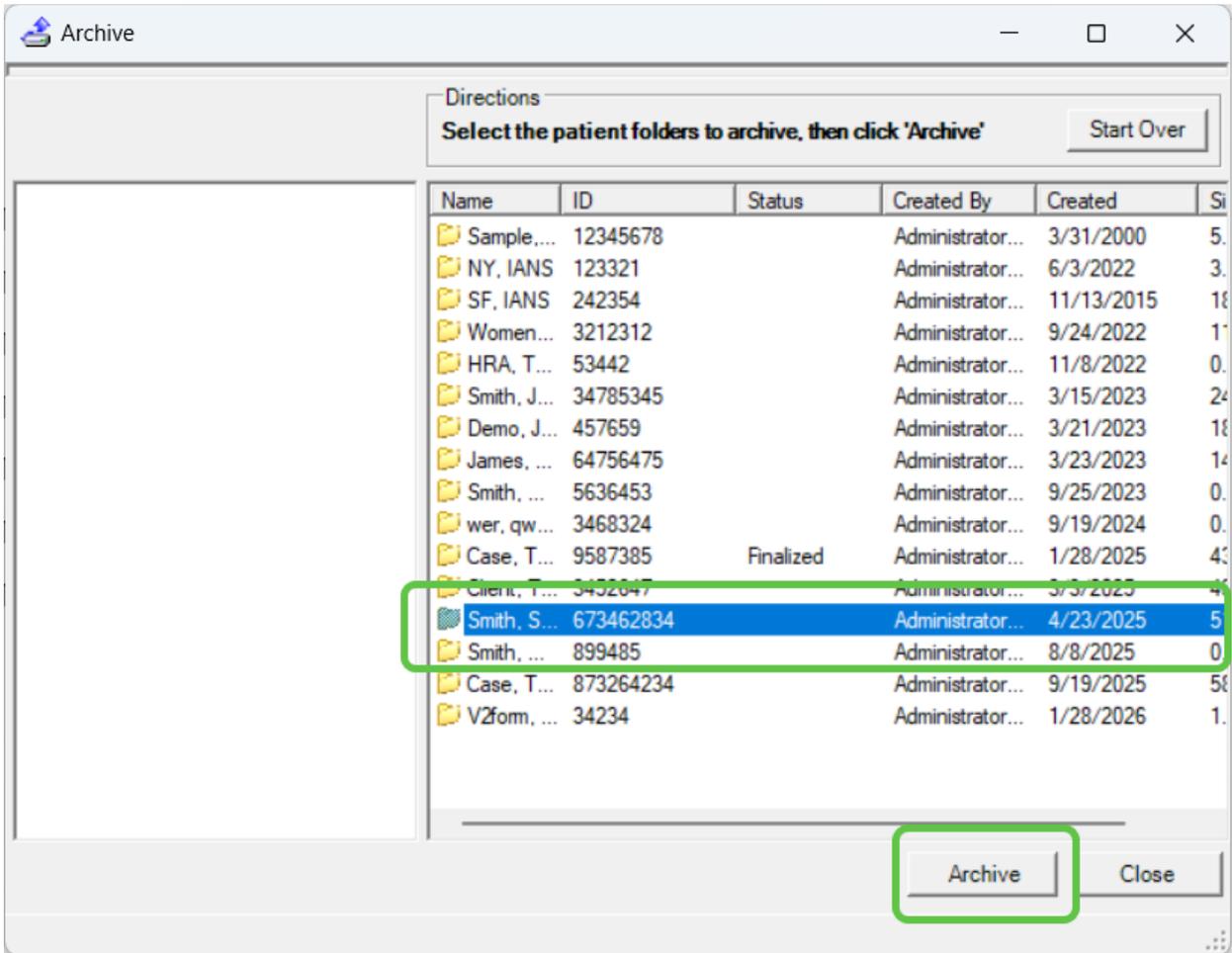

Note: The selection windows supports the traditional Windows selection hot-keys.

Ctrl-A, Selects All. Click an item then Shift Click the last item in the list, selects a range and holding down the Ctrl key while clicking Selects and Deselects an item.

The list of Patient folders to be archived are shown in the list. If the list is not correct, exit the windows and reselect the Patient folders to be archived. To continue, **Click** the **Options** tab.
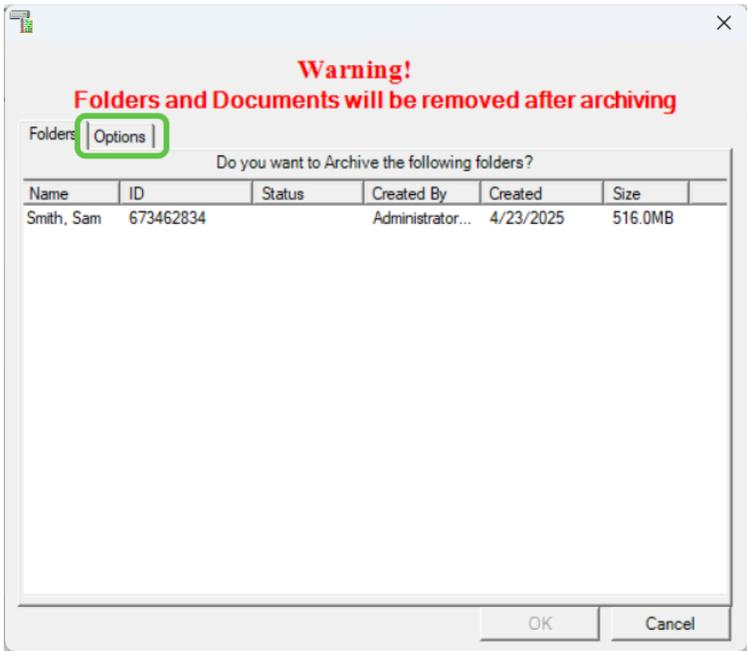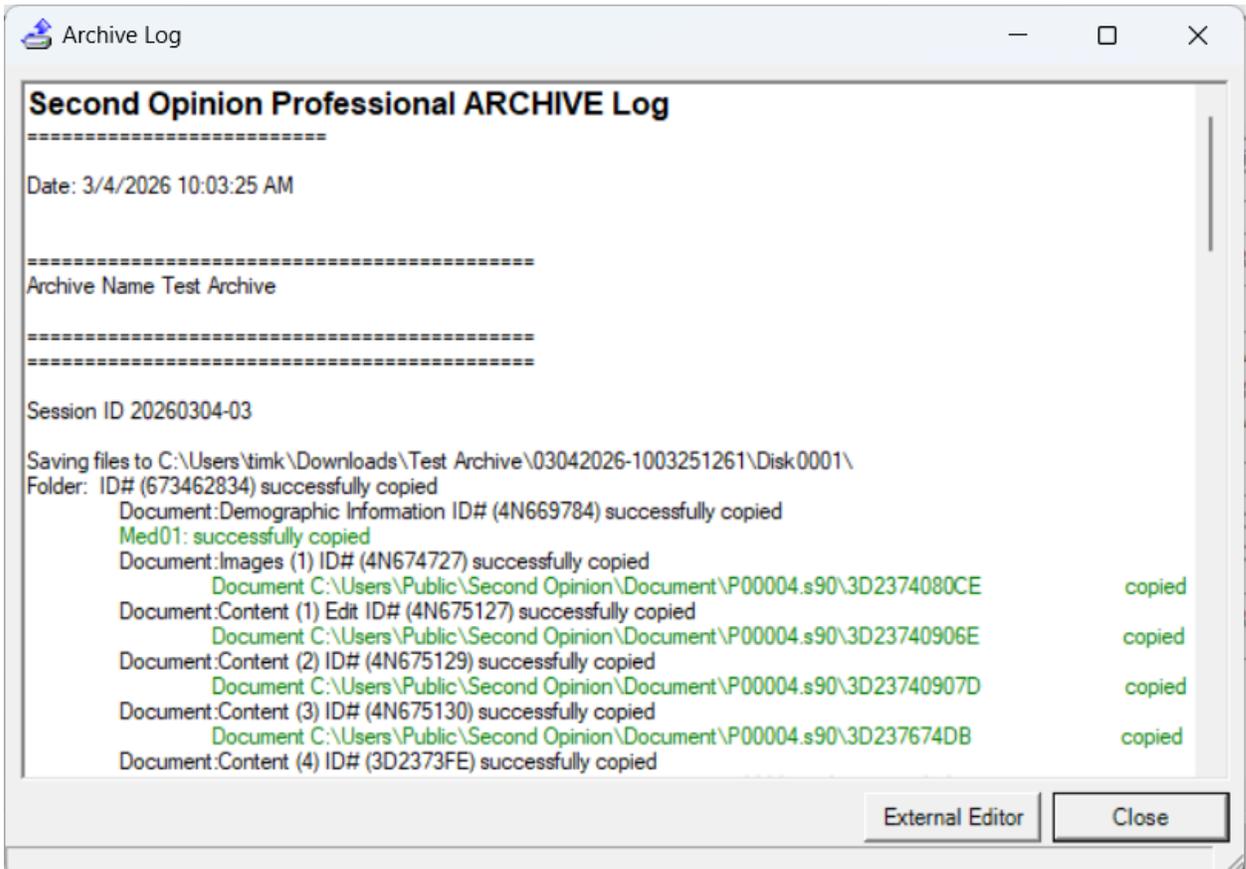

In the **Options** tab, **Choose** the **Destination Media Size**, **Destination path** and **Archive Name**. When finished, **Click OK** to start the archive.
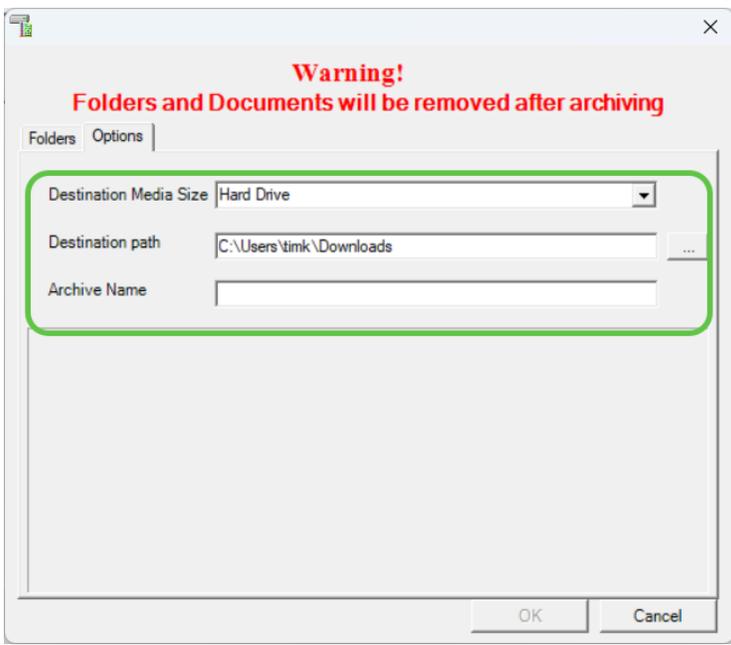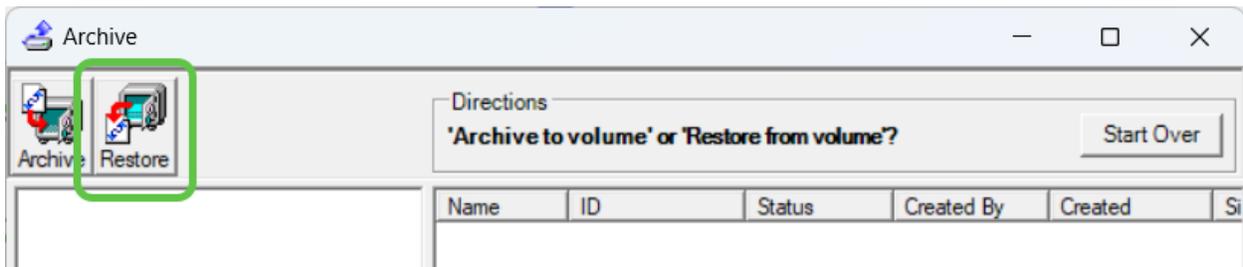
Once the archive process is complete, an **Archive Log** will be displayed. If you would like to save a copy of the archive log, **Click** the **External Editor** button and save a copy.


Archive Restore

To restore a Patient folder from an archive, **Click Restore**.

Next **Click Archive Log**, this will display a list of archives that have been completed in the past. **Click** the desired **Archive Log**, this will display the Patient folders included in the archive. Lastly, select the specific Patient folders to be retrieved and **Click Restore**, this will start the restore function. When complete, a **Restore Log** will be displayed.
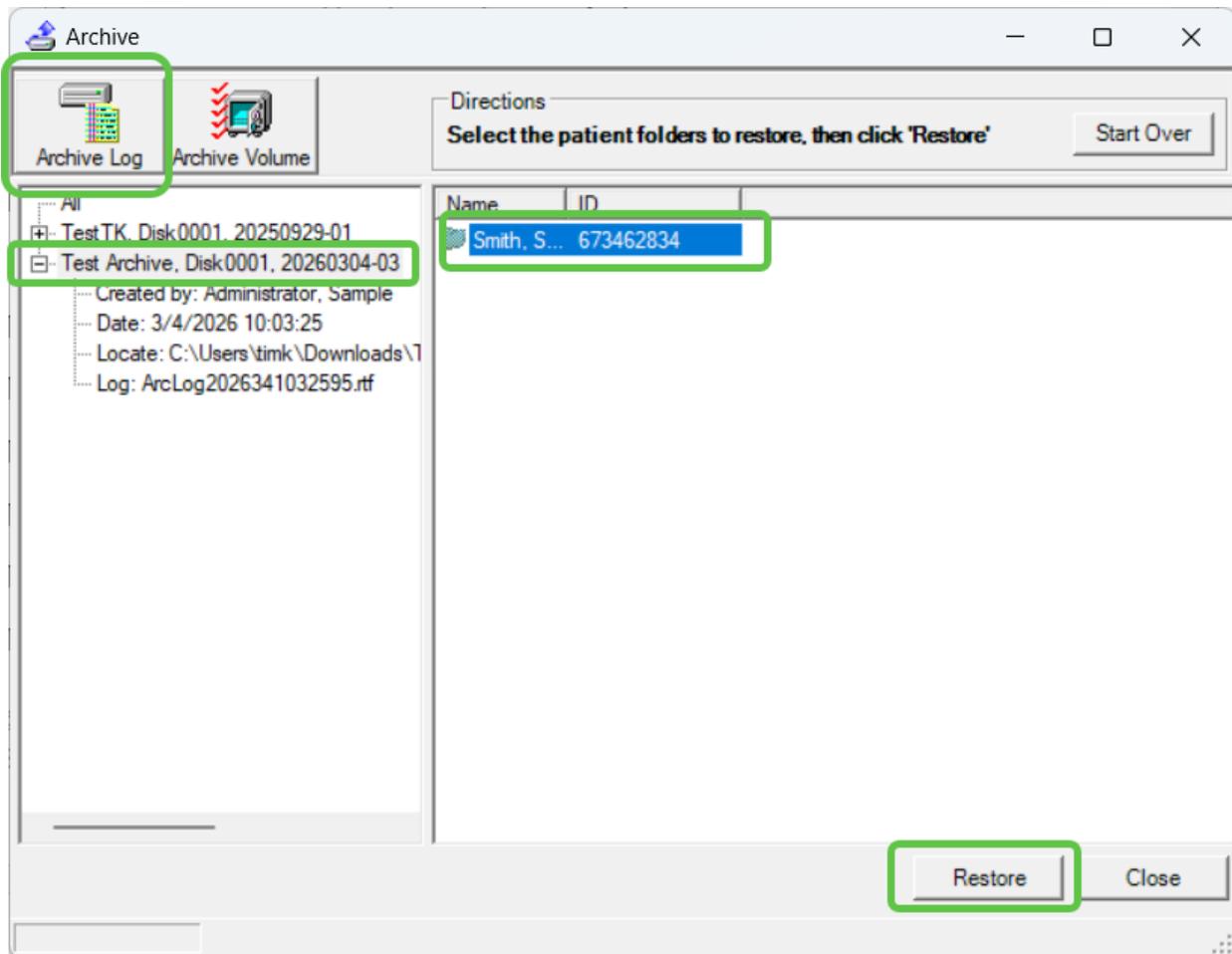
For More Information or Technical Support, Give Us a Call

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