

**Review Module I2      Data Maintenance & Backup**  
**Level                              Quantum Biofeedback Practitioner**

*Remember to record your hours and score for your IMUNE Qualification Application.*

No.	Lev	Question	Ans.
<b>General</b>			
1.	QBP	Client and SOC information is stored within the patient screen of clasp as a table with information accessed by selecting a name and using the computer keypad arrow to move across.	
2.	QBP	There is no function within the software for backing up patient data.	
3.	QBP	The tools facility is designed to enable backing up of patient data and reports.	
4.	QBP	The tools function is accessible from the main button screen.	
5.	QBP	Patient data and clients reports are stored in the data folder within the clasp folder.	
6.	QBP	The group of files associated with patient data are all labelled with "patient" and "examin".	
7.	QBP	The storage of any patient data records may be subject to data protection legalities.	
8.	QBP	Client permission should be given for storage of their information on a computer system or on a paper system.	
9.	QBP	One secure method of preventing unauthorised access if you only store patient information within the clasp folder would be to have a special password.	
10.	QBP	One method of security against unauthorised access to client information would be to have a special password to enable you to log on to your computer and thus only you to access the clasp program.	
11.	QBP	A secure method of protecting against unauthorised access to patient reports would be to store these on removable media (floppy disk, pen drive) and keep this in a secure location.	
<b>Tools Function</b>			
<i>The function of the tools facility is multiple and enables:</i>			
12.	QBP	Saving client data to a backup location.	
13.	QBP	Reloading client data.	
14.	QBP	The tools data directory will indicate the number of patients and the number of reports.	
15.	QBP	The target drive enables saving of patient data and reports to hard disk, floppy disk or pen (USB) drive.	
16.	QBP	The tools facility provides a selection for over writing previously saved information or creating a new information.	
17.	QBP	The right hand part of the tools screen is associated with loading previously saved information.	
18.	QBP	The source drive enables reloading from computer hard drive, floppy	

		disk or usb pen drive.	
19.	QBP	The confidential statistical science program is associated with conformity to use of the IRB tagged facility.	
20.	QBP	The tools facility can be used to transfer client data between computers.	
21.	QBP	It is smart to make a client data back up on a regular basis.	
22.	QBP	The only location that patient data is automatically stored (demographics information) is within the clasp folder.	
23.	QBP	When re-loading the program “print patient data” button will enable you to print core information of your client list.	
<b><i>Alternative to Tools</i></b>			
24.	QBP	Windows Explorer is the same as Internet Explorer.	
25.	QBP	Windows Explorer provides a means to access these files.	
26.	QBP	It is possible to select the “patient” and “examin” files and copy these to another location.	
27.	QBP	It is possible to load back these files after updating the program.	
<b><i>Transferring Between Computers</i></b>			
28.	QBP	It is possible to use either Tools or Windows Explorer to transfer between computers.	
29.	QBP	This function will synchronise files between computers.	
30.	QBP	This function will overwrite files.	
31.	QBP	If computer A has been used for more clients than computer B then when files are copied across from computer B to computer A the extra clients will be retained.	

***If a question or the answer is unclear please discuss with colleagues/your trainer. It will not be possible for IMUNE to respond to individuals for clarification. If after discussing as above clarification is required then please do contact [QBP@imune.net](mailto:QBP@imune.net).***