ATRAR

USER GUIDE

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Installation

Tip - *Before installing ATRAR it is wise to take the following precaution (as is sensible before all software installations): Run Disk Defragmenter to prepare the free space on the hard disk. It is located under Programs, Accessories, System Tools on the Start Menu. If it reports an error it may be necessary to run Scan Disk as well. With a nearly full large hard disk which has not been defragmented recently the defragmentation process can take a long time and may be best left running overnight!*

To install ATRAR from CD-ROM place the CD-ROM in the drive. If the installation does not start automatically (probably due to Auto Insert Notification being turned off on your PC) select Run from the Start menu and enter "X:\Setup.exe" in the Open box where "X" represents the CD drive letter (usually this is "D" if there is only one hard disk in your computer).

To install ATRAR from floppy disks insert disk 1 and run "A:\Setup.exe" where A is the letter of the floppy disk drive.

Follow the prompts during the installation program which leads you through the process. It is strongly recommended that you do not change the default location for the installation unless you have good reason to do so. If you choose to do so then it will be necessary to enter the location each time an update is added.

After the installation process is complete there is no need to restart the computer unless prompted to do so. "ATRAR" will appear in the Start Menu under Programs.

Technical Support

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These details are also available from inside ATRAR by selecting About ATRAR from the Help menu or by clicking on the ATRAR logo in the middle of the menu screen.

Tip - *The details can be selected and copied from here to another Windows application using copy and paste.*

When telephoning for support please be at your computer if possible and have the following information to hand:

From the bottom left of the About ATRAR screen *(click on the ATRAR Logo in the middle of the menu screen)*
Program Version
Database versions
•   Data
•   Application
•   ICD

Any error numbers and messages displayed on the screen during problems.

Is the error repeatable? If so please give details of how to make it happen.

Display Modes

ATRAR is best run with a display mode of 256 or more colours and resolution of 800 by 600 or 1024 by 768. These settings give a good balance between screen area and font size.

Warning: Never change the display resolution while ATRAR is running as this may lead to errors which could cause a loss of data.

Starting ATRAR

When the program starts the initial screen displays program information. The user can enter the program by selecting OK.

To make it easier to start ATRAR you may wish to make a shortcut to it on the desktop. To do this open Windows Explorer (Start, Programs, Windows Explorer), ensure that the window is not taking up the whole screen and go to the folder C:\Program Files\DSCS\ATRAR. Here you will find a file named ATRAR.EXE (the .EXE at the end may not show depending on your Explorer configuration). Using the right mouse button the user can drag this file out of the Explorer window and drop in on an area of the desktop where there are no icons. When the user releases the right mouse button a small menu will appear from which Create Shortcut should be chosen. [The shortcut can be renamed by clicking on it once and pressing F2] ATRAR can now be started by double clicking on this shortcut.

First Run

When ATRAR first runs it will display a message to tell the user that the Assessment, Treatments, Reports / Audit and Fees buttons are disabled. This is because these features cannot be used until there are patients entered in the database file. Once a valid patient entry is made (and that patient is listed as Current in the Status - see Patient Details) these will be enabled.

Backing Up Data

It is recommended that the user make regular backups of the data entered into ATRAR. ATRAR has an automatic backup facility (see Options and Database Utilities below) built into it which will make a copy of the data file in a sub-folder called Backup.

As this data is still on the hard disk it could be lost in the case of theft of the computer, a hard disk crash, power failure or operating system failure. Therefore these backup files should be copied onto your normal backup media (e.g. floppy disk, zip drive or tape drive) regularly. It may be possible to configure your backup software to automatically include the Backup folder in your regular backups.

Automatic backups have names which include the date and time of the backup.

Restoring a data file is done with the database utilities program.

Tip - restoring a data file from a previous backup file will loose all data entered since the backup file was made (this is why it is sensible to make backups regularly). If you are unsure about restoring a backup make a new backup before restoring the old one. Should you need to you can then restore the new backup to return to the state prior to restoring the old backup.

Options

In order to simplify the entry of data several default options can be set. These are available by clicking on the Options button from the main screen. When changes are made they will only be saved if the user clicks the **Save** button. To abandon changes choose **Cancel**.

- The Patient Details Defaults make the adding of new patient details less arduous.
- The Treatment options allow the user to specify their usual treatment techniques which will be used as the defaults for new treatments. The reset button clears the treatment defaults.
The needling duration must be entered in seconds, minutes or hours by entering the number followed by S for seconds, M for minutes or H for hours.
- The backup options allow the user to specify their preferred Backup option. **Automatic** will make a backup copy of the data file after prompting the user each time ATRAR is closed. **Manual** will start the database utilities when ATRAR is closed to allow the user to perform a manual backup specifying a backup file name. **None** disables the automatic backup facility.
- The Financial options are for the fee tracking and invoicing features.

Patient Details

When there are no patients in the database the user selects patient details they are automatically presented with a New Patient Entry screen.

The minimum information required in a patient's record is the Surname and Forename(s). Once these are filled in it will be possible to save the record. If the user tries to enter a duplicate patient surname and forename ATRAR will warn the user and allow them to select the existing entry or force the new entry.

Tip - If there are duplicate names in the database it could lead to confusion for the user but there is no limit to ATRAR to stop their entry if needed. As it is possible to have many diagnoses for each patient it should never be necessary to have the same patient entered more than once.

The Comments box is limited to 64KB of information, which is equivalent to about sixteen full pages of text. The other text boxes are limited to twenty characters apart from the Forename, which can be up to thirty and the Address box, which can be up to two hundred and fifty.

The Date of Birth field will accept dates entered in a number of formats, for instance 23/4/69 or 23 Apr 1969. The date that is interpreted from the entered text is then displayed in an unambiguous format. In the case of ATRAR not recognising the format used or interpreting the date incorrectly try using dd/mm/yyyy.

The Status of patient option allows for patients, which are not currently undergoing a course treatment, to be archived. The data is still retained in the database but the patient will not be listed in the Initial Assessment or Treatment screens. This will keep the numbers of patients listed to a more manageable number.

Navigation through the data for existing patients is achieved by using the forward and backward arrows in the bottom left of the screen. In addition the patients listed can be reduced using the letters grid to only show patients whose surname begins with a particular letter. To show all patients again click on All in the grid. Also in the grid is a Current / Inc Archive area which can be used to also display the archived patients and can be used in conjunction with the letters.

To move on to the Initial Assessment for the selected patient you can use the Init Assessment button.

Initial Assessment

If you move from Patient Details directly to Initial Assessment the current patient will automatically be selected. However on opening Initial Assessment directly from the main menu screen no patient will be selected. In this case the patient will need to be selected from the list in the top left of the window before you can view, edit or add the assessment data.

Tip - In drop-down lists, as used here for patient, it is very quick to find an entry by typing the first letter of the entry you are looking for. This will select the first entry in the list beginning with that letter.

The minimum data required for an Initial Assessment record is any single piece of data (e.g. VAS Baseline, Date / Time, a pain area or characteristic etc.) However the more, relevant, data entered the better for reporting and audit later on.

In the title of the window the current edit status is displayed showing the user if the record has been modified and if it is a new entry. Modifications can be saved manually with the **Save** button, which is also the **New** button when the data has not changed. If the record is modified but not saved when the user closes the Initial Assessment screen ATRAR will ask if the user wishes to save the data or abandon changes.

The date and time of the initial assessment can be directly entered in the box provided or can be selected using the built in Calendar screen.

New Initial Assessments for a new complaint with the same patient can be added by clicking on the **New** button. *Note that if the data has been modified this button is the Save button so it will be necessary to save or cancel the modifications and then use the **New** button.* If there are multiple Initial Assessments for the patient the arrow buttons can be used to move back and forth through the Assessments.

The Comments area can be used to enter additional information and is limited to 64KB of text.

Modified Assessments can be saved with the Save button or the changes can be abandoned with the **Cancel** button.

Social and medical history of the patient can be added using the **History** button.

Initial Assessments can be deleted with the **Delete** button. *Users should note that this will also delete the corresponding treatment, results and fees records based on this Initial Assessment.*

Duration of Presenting Complaint

The duration of the presenting complaint can be entered in days, weeks, months or years in the Duration of Condition box.

The format for data entry is as follows:

nn.n tttttt

Where:
nn.n   is the numeric value (parts of a unit must be entered as decimals)
ttttt   is the text identifying the units

Valid identifying text strings are shown below:

Units	Required	Other valid strings for the unit				
Days	d	da	day	days	dy	dys
Weeks	w	we	week	weeks	wk	wks
Months	m	mo	mon	month	months	mth
Years	y	ye	yea	year	years	yr

History of Presenting Complaint

The History screen allows the user to enter information about the history of the presenting complaint. The text boxes can contain as much information as required. The user can also enter the number of cigarettes smoked per day and the alcohol consumption per week in the boxes provided.

To enter a new line in the text boxes hold down the Control key while pressing Enter (Ctrl-Enter).

Once the data has entered or edited it can be saved by clicking on the **Done** button. This also returns ATRAR to the Initial Assessment screen.

To abandon changes use the **Cancel** button.

To reset all the boxes use the **Clear** button

ICD-10 Classification

ICD-10 © 1992 The World Health Organisation.

The WHO's ICD-10 diagnosis classification is included to allow coding of the Initial Assessment.

The ICD-10 classification can be used to assign a code to the diagnosis. However, due to the limitations of ICD-10, it is quite possible that the complaint the patient is suffering from is not listed in ICD-10.

To search for a classification code type a key word in the box and press Enter. This will perform a search of all the classifications and display the list if they are available. If the keyword is not found in the ICD-10 terms the user is given the option to repeat the search on all the ICD-10 subcategories which may find a relevant entry but is slower than only searching the terms.

If there is a code assigned it can be removed with the **Clear ICD Code** button. Should the user wish to change the classification they can search again. In this case confirmation to replace the existing code is requested to stop accidental changes.

Pain Data

If applicable pain characteristics can be noted with one predominant characteristic and as many secondary characteristics as required. If applicable the pain area can also be specified.

A Visual Analogue Scale (VAS) baseline can be assigned to the Initial Assessment by either directly entering the value into the VAS box or using the **VAS Baseline** button to display the on-screen VAS entry window which the patient can use to enter the value.

Visual Analogue Scale (VAS)

The Visual Analogue Scale (VAS) can be used to record the patient's perception of pain. It is recorded as a number from 0 (no pain) to 100 (the worst pain imaginable).

From the Initial Assessment and Treatment Results screens the user can bring up a VAS screen for entry of the VAS value.

If the patient is happy to use the computer mouse they can click in the blue box on the VAS screen to select the number.

Selecting **OK** will copy the new VAS value to the record the user was editing.

Selecting **Cancel** returns to the previous screen with the VAS value unchanged.

Clear clears the VAS value.

Calendar

When the user needs to enter a date and time they can bring up the Calendar screen.

The date and time currently selected is shown at the top of the screen. The year and month are highlighted in blue and the day of the month is shown in red. The time is highlighted in blue on the right.

The year can be changed by clicking on the year to either side of the current year.

The month can be selected by clicking on it. The day of the month can be selected by clicking on it. Days in the current month are highlighted in bold text. Clicking on a non-highlighted number (i.e. a date in the previous or next month) will go to that month (and year if necessary) and select that day.

Selecting **OK** returns to the previous screen and copies the current date & time from the calendar to that record.

Selecting **Cancel** returns to the previous screen but does not change the date & time.

Selecting **Now** changes the currently selected date & time to the current setting of the computer's clock.

Treatments

The Treatments screen enables the user to view, edit and add the treatments. The patient needs to be selected from the list unless the user has come directly from the Initial Assessment screen.

Under the patient list is the list of Initial Assessments for that patient. If there are more than one the most recent will be selected. Others can be selected by the user clicking on the list.

If there are no treatments already entered for that Initial Assessment then the user is asked if they wish to add a new one.

Date and time for the treatment can be entered directly in the box provided or selected with the calendar.

If the patient is listed as "Private" in Patient Details the fee and paid boxes will be enabled.

When there are multiple treatments the arrows can be used to move back and forth through them.

New treatments can be added using the **New** button (which also acts as the **Save** button when changes have been made). By default the new treatment will copy the data from the displayed treatment. If the displayed treatment is not the most recent the user will be asked if they want to base it on the displayed treatment or the most recent treatment.

Treatments can be cleared using the **Clear** button which will return the values to their defaults and the date to that of the relevant Initial Assessment.

The needling duration will default to the value entered in the Options screen for the first treatment for a new Initial Assessment. The needling duration must be entered in seconds, minutes or hours by entering the number followed by S for seconds, M for minutes or H for hours.

Treatments can be deleted using the **Delete** button. *All data based on that treatment (i.e. diagram, results & fees) will also be deleted.*

Default properties for points added to the treatment can be selected from the lists at the bottom of the window.

The chosen points for the treatment will be displayed in the grey box. They cannot be edited there as they must be selected in the **Points List** (see below) but the text can be selected to be copied to other applications if required.

Comments can be added as required. To enter a new line in the comments box hold down the Control key while pressing Enter (Ctrl-Enter)

Points List

The Points List screen is accessed from the Treatments screen and used to select or edit the points used for a treatment. Up to 50 points can be selected per treatment.

Clicking on a channel in the list will display that channel's points in the points list. These points can then be selected by double clicking on them or by using the arrow keys to move to them and pressing Enter on the keyboard.

The default properties for new points can be selected in the top right corner. To change the properties for an individual point click on it in the "Selected Pts" list and change the properties with the controls below the default settings.

To delete an individual point from the selection click on it and use the **Delete Point** button. To completely clear the selection use the **Clear All** button. To revert to the original list of points use the **Revert** button. To cancel your changes and return to the Treatments screen use the **Cancel** button. To save the changes and return to the treatment screen use the **Done** button.

Findings / Treatment Diagram

The treatment diagram facility is accessed from the treatments screen. It is has recently been reworked and now allows the addition of treatment points. These diagrams are saved with the treatment records.

The type of feature to draw can be selected from the right side of the toolbar and the size of the brush adjusted with the box at the right end of the toolbar. Placing the mouse pointer over a toolbar button and holding it still fo two seconds will display a tool-tip which explains what the button does.

It is possible to move back and forth through the treatments using the arrow buttons. If the drawing has been changed and not saved the user is prompted to save it before changing treatments or leaving the drawing screen.

Tip - *Slow drawing motion gives better results, especially on slower computers at the start of drawing.*

The **Trt** button returns to the treatment screen. The **Save** *(floppy disk icon)* button saves the drawing data. The **Cancel** *(red cross)* button discards any edits and returns to the treatment screen.

The **Clr** button clears the drawing completely. The **Revert** *(heavy curved back arrow)* button reverts the drawing to the state when it was last saved. The **Undo** *(light curved back arrow)* button undoes the last drawing action(s) one at a time until the drawing is as when it was last saved.

The **Prin**t *(printer icon)* butto n prints the curr ent im age on the defa ult win dow s prin ter. T o cha nge printe r it is necessary to do so in the Reports / Print window from the main menu.

To add treatment points use the needle button near the other drawing buttons. Click at the desired location and a box will pop up allowing the setting of properties for that treatment point. After the properties have been set for the first point they are automatically copied for subsequent points. The Reset button clears the settings and the cance l button ab andon s adding that treatm ent point.

Results

Treatment results can be entered, edited and viewed from the results screen which is accessed via the Treatments screen. The Patient and Initial Assessment can be selected at the top of the screen and the treatments are then listed in the rows below.

To edit or enter the result click on the row for the treatment and use the controls at the bottom of the screen to make the changes.

To enter a new line in the com ments box hold down the Control key while pressing Enter (Ctrl-Enter).

The **Clear** button cle ars the re sults for the selected treatm ent.

The **Revert** button abandons changes made to a result and reloads the original results.

The **Save** button sa ves the re sults for the selected treatm ent.

The **Cancel** button ab andon s chan ges an d returns to the treatm ents sc reen.

The **Treatmen ts** button will return to the treatments screen but will check for changes first and prompt the user to save unchanged data.

Printing Reports

The basic reporting facility allows the printing of Assessment and Treatment data. The reports can include the patient's personal details at the top of the report or can be anonymous. Anon ymous reports always have the Patient Id number at the top to identify the patient. This number is displayed in the Patient Details screen.

On the reports screen there is a list of patients who have treatment data stored in the database. In the bottom left of the sc reen is the facility to include C urrent or A rchived p atients or b oth in the list.

Using the options at the bottom of the screen it is possible to sort the list (in both ascending and descending order) on Surname, Date of Diagnosis or Date of Birth.

To select a patient & diagnosis for printing click on the relevant row in the list. This will also display statistics / results at the bottom of the window for the treatme nts associated with the diagnosis selected where applicable.

To preview the report select the **Preview** option.

To print the report anonymously select the **Anonymous** option (the Patient Number will still be printed so that you can check which patient it was).

Version 5.02 of ATRAR introduces new printing and print preview functionality. The new facilities are:

•   Multiple page print preview
•   Option to print treatment diagrams in reports
•   Option to choose which pages to print
•   Option to save reports as self-extracting / viewing exe files to email to others

On the Reports / Print screen there is a new option to Print Graphics. Selecting this option will add the treatment diagrams to the report (one treatment and its associated diagram will appear on each page).

Print Preview
If preview is selected the previewer will launch in a new window. Multiple pages can be navigated with the arrow buttons or with the Page Up/Down, Home and End keys. You can also jump to a specific page with the button with the question mark on.

Clicking the print button allows the user to choose the printer, set properties and select pages to print.

Clicking the save button prompts the user for a file name to save the report to.

Graphics Printing
For graphics printing we now recommend a computer with a minimum of 64 megabytes of RAM. Each treatment graphic takes up about 1 megabyte of memory which means that trying to print a set of treatment graphics for a long course of treatments will use a large part of the available RAM if there is less than 64 megabytes. The printing will still work with less RAM but it may take considerably longer.

Fees
The Fees section is currently under development. Any data entered in the Fee box of the Treatments window is saved and will be available for reporting and analysis once the Fees section is implemented.

Reference
The reference section displays a list of the basic points covered in the BMAS Basic Course. Along with Location, Anatomy and nerve information there is a list of some of the traditional uses for the point.

The Search Uses button can be used to constrict the list of points to those containing the word of interest in the "Traditional Uses" box. To return to the full list again use the Search Uses button again and enter "all" in the box.

A diagram can be displayed showing the location of the point with an overlaid summary of the text information.

Trigger Points
The trigger point reference shows associated pain diagrams and trigger points.

The user can select an area of the body and then select the relevant muscles in the list. Trigger points are shown as crosses on the diagram.

Where applicable a cautionary note is displayed in red text.

Utilities
Warning: Incorrect use of the Database Utilities could lead to irreversible loss of data. Before using the utilities read the following warnings and instructions carefully.

The database utilities are a collection of utilities available from one screen for the manipulation of the database file. They should not be run whilst ATRAR is running because they need exclusive access to the database file and will fail with an error if it is in use.

They can be started in two ways:
(a)   Select Utilities from the main menu screen. This will shut down ATRAR and start the utilities.
(b)   Directly by selecting Database Utilities under ATRAR in the start menu.

If there is a problem with the database file that stops ATRAR from running you will need to use method (b).

Tip - *After deleting a large amount of data from the database use the database utilities to compact the database and save disk space. Compacting also resets the Patient Id numbers.*

Compact Database
The data file will grow in size as data is added but it does not shrink as data is deleted. If the file is too large and many records have been deleted some disk space may be regained by compacting the database file.

Repair Database
The data file can become corrupted if the system crashes, is reset without exiting Windows, the power fails or there are disk errors. Sometimes the error can be repaired using this option. If this fails try making a backup of this file and restoring a known good file from a previous backup.

Backup Data File
Backup copies the data file to another file as a spare in case of problems with the working file. A backup should be made regularly, as a rule a backup should be made whenever the data entered since the last backup is too much to be easily re-entered. If selected, automatic file names will be generated from the system date and time.

Restore Data File
Restore copies the backup data file selected to the working data file to recover from system crashes etc. This process will irretrievably delete any data entered in ATRAR after the backup file restored was made, *backup often!* If you are unsure about restoring the data file first make a new backup of the current data file. This new backup can then be restored to return the system to its original state.

Warning - Automatic backups are made to files on the hard disk. If the computer is stolen or the hard disk fails it may not be possible to retrieve these backups. For disaster recovery it is essential to have your data backed up on removable media that are stored away from the computer. If you require more advice on this please contact us.

Installing Updates
Updates to ATRAR are free and made available via the ATRAR website. Where we have an email address for a user an email will be sent giving information about the update and how to install it. For important updates users without an email address will receive a CD and letter giving instructions on how to install the update.

Tip - *As with all updates it is wise to make a backup of the data prior to installing the update.*

Error Reports

ATRAR has a built in system to trap and log errors. If ATRAR experiences an error it should intercept it and display the Error Report window. This gives details of the error but many of these details are rather cryptic!

In order to help diagnose the problem the error information is saved to a file called ATERRORS.TXT in the ATRAR folder. When reporting a problem that results in an error this file should be sent to Matley Software as it will make it very much quicker to resolve the problem.

If the user has additional information that may help trace the error they can enter it in the user information box.

If the error reported is with one of the database files it may be possible to fix it with the Repair Database function found under Utilities from the Menu screen.

The user can choose one of the following courses of action:

Exit

This is the safest option and will try to recover from the error, close all files in use and exit ATRAR in an orderly fashion.

If it does not work (as can occur if the user has previously tried Retry) the user may need to close the main ATRAR window or even resort to Alt-Ctrl-Del and end the ATRAR task.

Retry

If the error message gives a clue to a problem the user can fix, such as a full hard disk they can select retry after resolving the cause of the error.

Previously there was also an Ignore option but this has been removed as it could lead to loss of data if not used correctly.

Uninstalling ATRAR

To uninstall ATRAR: From the Start menu select Settings - Control Panel. Then select Add/Remove Programs and select ATRAR in the box and double click on it. Follow the prompts through the process. During the removal process you may be asked if you wish to remove "Shared Files" which are no longer in use, you can safely remove these (see caveat below). If you are not sure then leaving them installed will not cause any problems other than using up some more hard disk space.

At the end of the removal process there may be a message that it could not remove some components. This is to avoid deleting the backup data files, which may contain data the user wishes to keep and means the folder C:\Program Files\DSCS\ATRAR cannot be deleted. If you are *sure* you will never need the data contained in the backup files in the backup folder you can safely delete this folder.

Note on shared files:
It is a Windows standard that as part of the installation process all programs register their use of shared files already installed on your computer. The vast majority of programs do conform to the standards, like ATRAR, but there is no guarantee that all programs conform.

If a program is installed after ATRAR and fails to log its dependence on one of the files installed by ATRAR it may not work properly after ATRAR's uninstaller removes the shared files. If this is the case that program will need to be reinstalled after ATRAR is removed.