

# Networking the PreViser Oral Health Information Suite™ (OHIS™) on Windows 2000

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## A notice about backing up your data file

It is critical that you back up your data on a schedule corresponding to the level of work it would require to re-create that information in case of a major loss of data. In other words, if you are updating your data every day, but would be willing to re-entering the data lost in one day, you might want to do a daily backup. If you are updating your data extensively every hour and could not manage re-entering data you would lose in an entire day, you might want to perform hourly backups. Whatever interval of time that you are comfortable with having to re-enter lost data should guide how frequently you schedule a backup.

The key data you need to preserve (your patients' records and information you have entered into the PreViser OHIS™) resides in one place within the application's structure. This means you only need to pay attention to that single file in your backup activities. The crucial data file is named “**prevdbe.mdb**”. It is located within a folder named `_Database` within the main application folder (PreViserRC).

Please refer to the “Disaster Recovery” section in your PreViser User’s Guide or on the PreViser Support website for more details and information about backing up this file on your computer and to an off-site location. That data is **only** located on your local hard drive(s) and is not transmitted to PreViser’s servers, so protecting that file is vital.

That single data file, `prevdbe.mdb`, is the file that needs to be shared across your network. The rest of this document shows you how to configure your network so all users can access that same data file.

Remember, sharing this file on a network makes it available to all users on the network. It also leaves it vulnerable to attacks or corruption from a virus from any computer on that network. You can reduce your potential exposure to this type of damage with good network security policies, virus protection software, and regular data backup.

## High Level Steps

### Overview:

There are two steps involved in setting up your computers to run the OHIS™ over a network:

1. The first step is to set up the folder to be shared on the "server."
2. The second step is to configure each "client" computer to point to the server's shared data file.

Allow a few minutes on each computer for this process. Close the OHIS™ program while you are making updates and configuration changes.

### Definitions:

You will be using the PreViser OHIS™ in the context of a network architecture made up of a "server" and "client" computers, where the user's PC (the client) is the requesting machine and the server is the supplying machine, both of which are connected via a local area network (LAN) or wide area network (WAN). For this documentation, we will use the terms "client" and "server" according to the following definitions:

The "**server**" computer is a computer on the network that manages your network resources; in this case the server processes requests from the client to extract data from or to update the data file. Any user with access to the network may access that data file from the user interface of the OHIS™ on the individual client.

The "**client**" is the individual user's computer (the PC or workstation), which relies on the server for resources (in this case, for storing and maintaining the data file).

Note that the program is named the Oral Health Information Suite™, referred to here as OHIS™, but you may also see references to the program with the name "RiskCalculator™," an earlier name for the software.

### **High-level steps on each computer:**

#### ***SERVER:***

- 1) Install the OHIS™. This installs the necessary components and a data file on the "server" computer.
- 2) [Share the PreViser Data folder](#). This will make the data file available to the client computers.
- 3) Open the OHIS™.
- 4) Enter your user information into the "Options Screen."

#### ***CLIENT:***

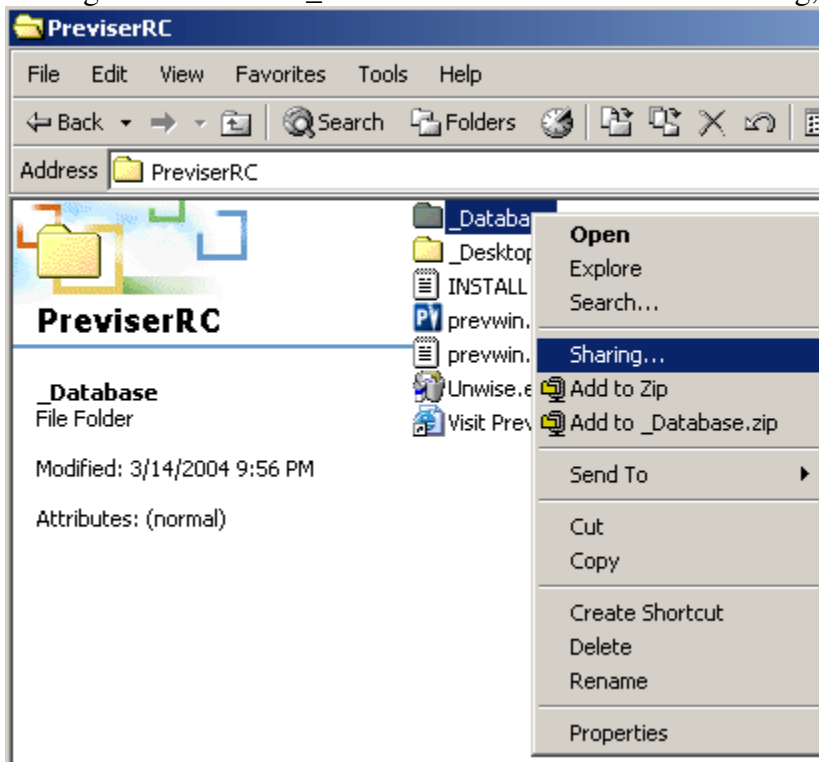
- 1) Install the OHIS™. This installs the necessary components and a data file on the "client" computer.
- 2) [Reconfigure the Data Source Name \(DSN\)](#). This tells your client computer to ignore the local data file on that client computer, and instead, use the data file on the server.
- 3) [Test the Configuration](#).

## Detailed Steps

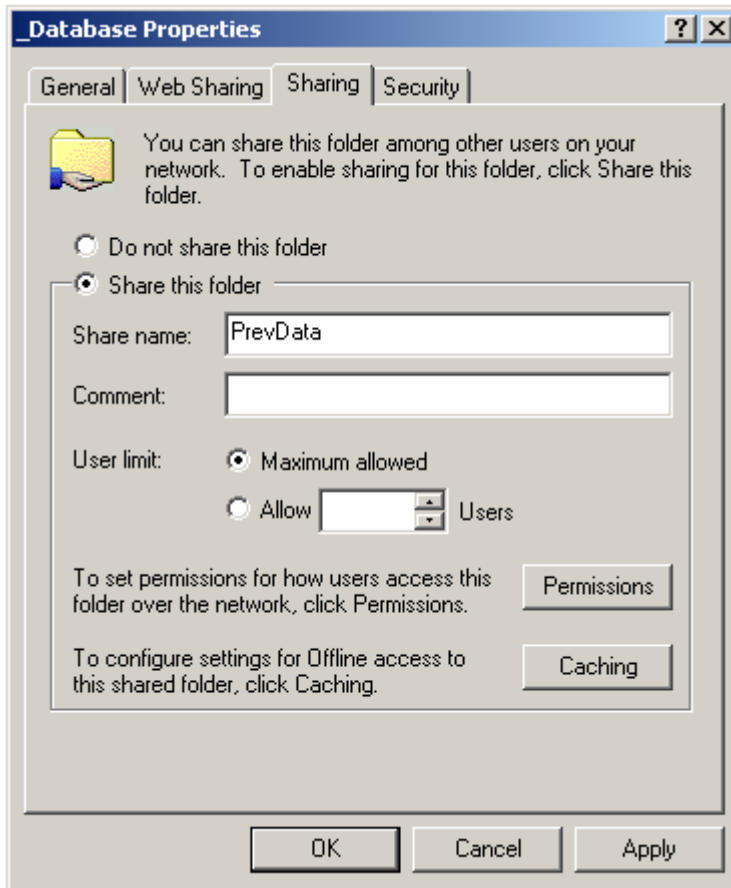
### I. Server: Sharing the PreViser Data folder

(Note: The steps in this section need to be performed on the Server computer.)

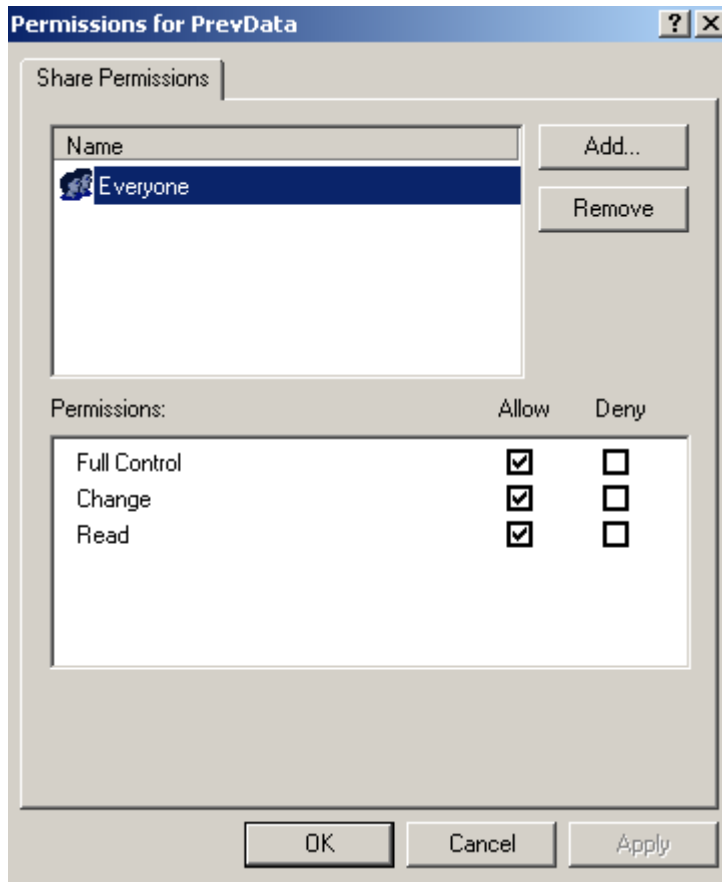
1. After you have installed the PreViser OHIS™ on the server computer, browse to the folder named “PreviserRC” on that machine. This folder holds the application files. If you kept the default settings when you installed the program, the folder is typically located on your “C” drive, in the “Program Files” folder. For example “C:\Program Files\PreviserRC\”.
2. Open the folder “PreviserRC” to display its contents.
3. Right-click on the “\_Database” folder and choose “Sharing,” shown below.



4. On the “\_Database Properties” screen that opens (shown below), click “Share this folder.”



5. Change the Share name to "PrevData."
6. Click the "Permissions" button to display the Permissions screen shown below:



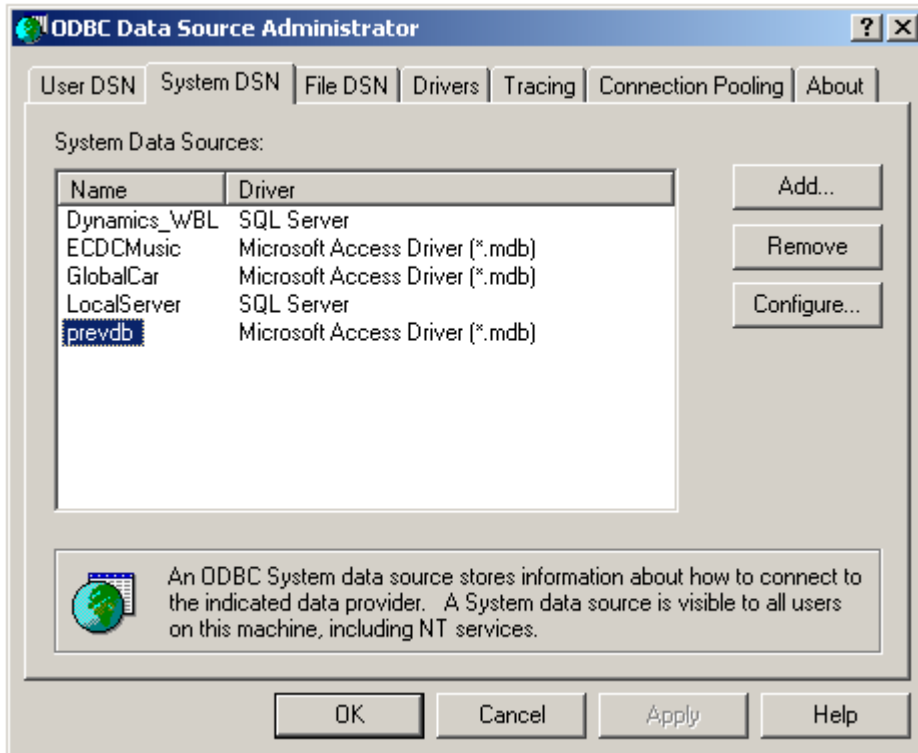
7. Make sure the appropriate name or group name appears in the top box, and that “Allow” is checked for “Full Control” in the Permissions field at the bottom. This permits everyone named there to access that data source (PrevData) across the network.
8. Click “OK” to close the Permissions screen.
9. Click “OK” to close the PrevData Properties screen.
10. You have now enabled your data file to be shared and modified across the network by all users with permission to access the network.

## ***II. Client(s): Reconfiguring the DSN***

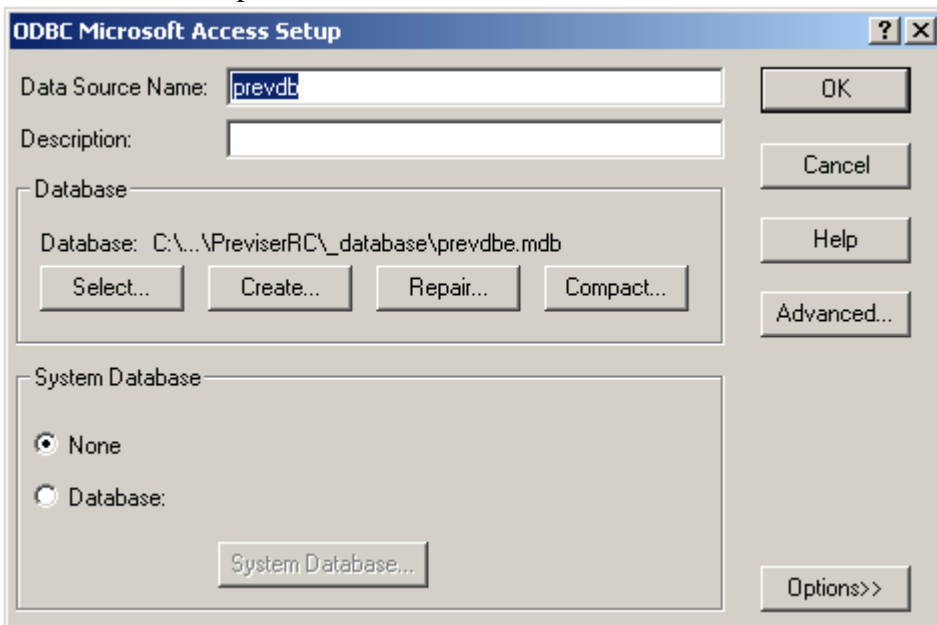
(Note: The steps in this section need to be performed on each and every Client computer on your network that will be using the OHIS™.)

1. Open Control Panel on your computer (Click Start→Settings→Control Panel, or double-click on My Computer from your desktop, then double-click on Control Panel).
2. Open “Administrative Tools” (double-click on that icon).
3. Open “Data Sources (ODBC)” (double-click on that icon). This will open the ODBC Sources Administrator window.

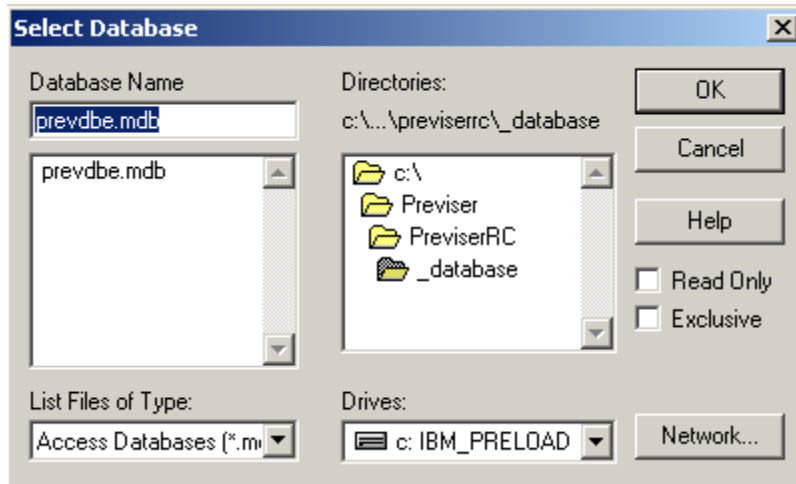
4. Click the “System DSN” tab. (You will see a view of the ODBC Data Sources Administrator window as shown below.)



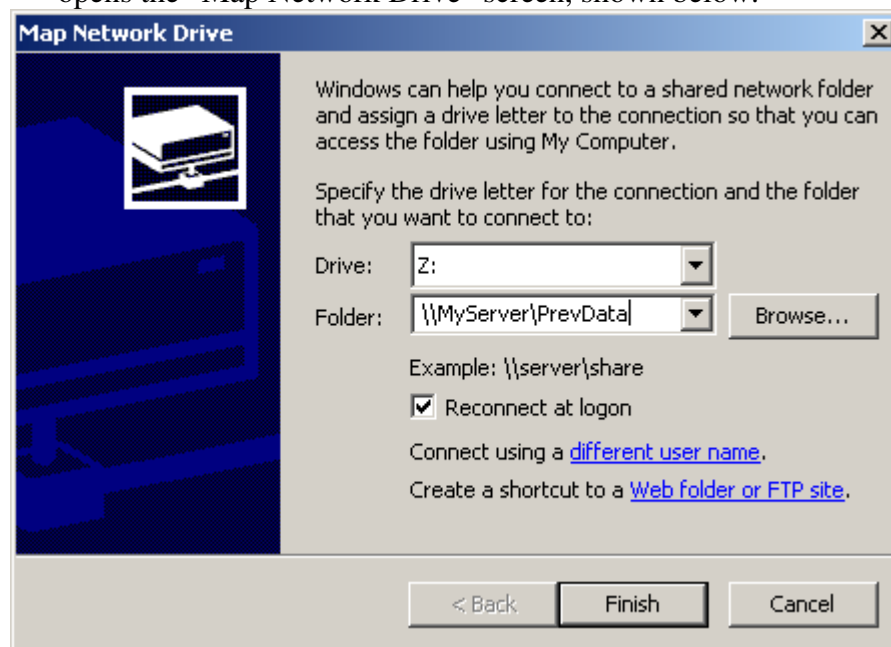
5. Double-click “prevdb”.



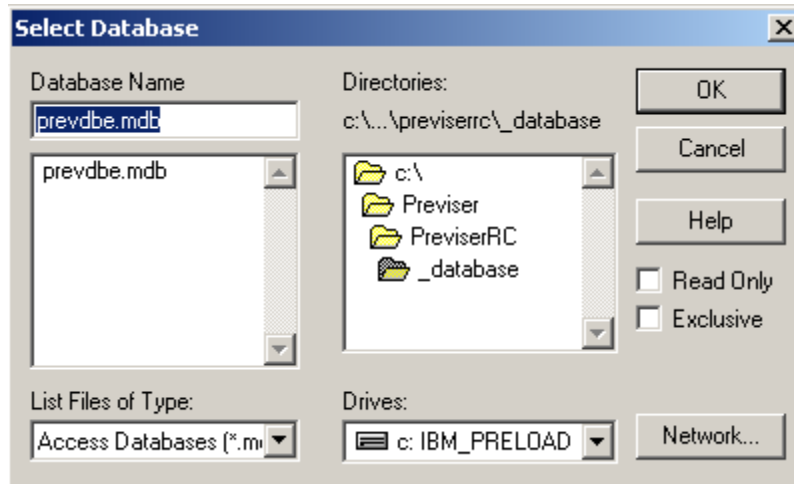
6. In the “Database” Section, click “Select.”



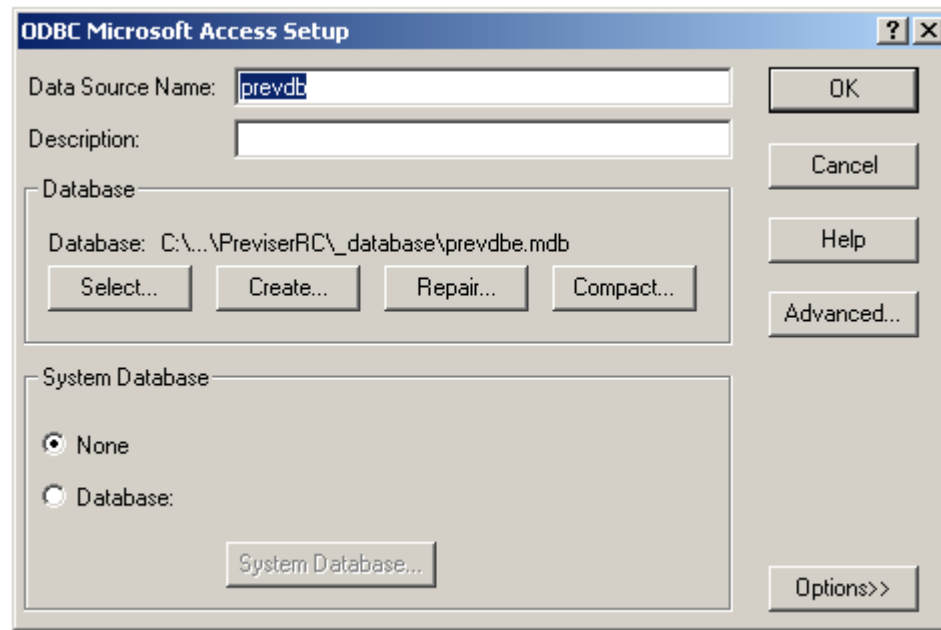
7. Your next step is to map a drive to the Server's PreViser data Share.
  - a. From the "Select Database" screen click the "Network" button, which opens the "Map Network Drive" screen, shown below.



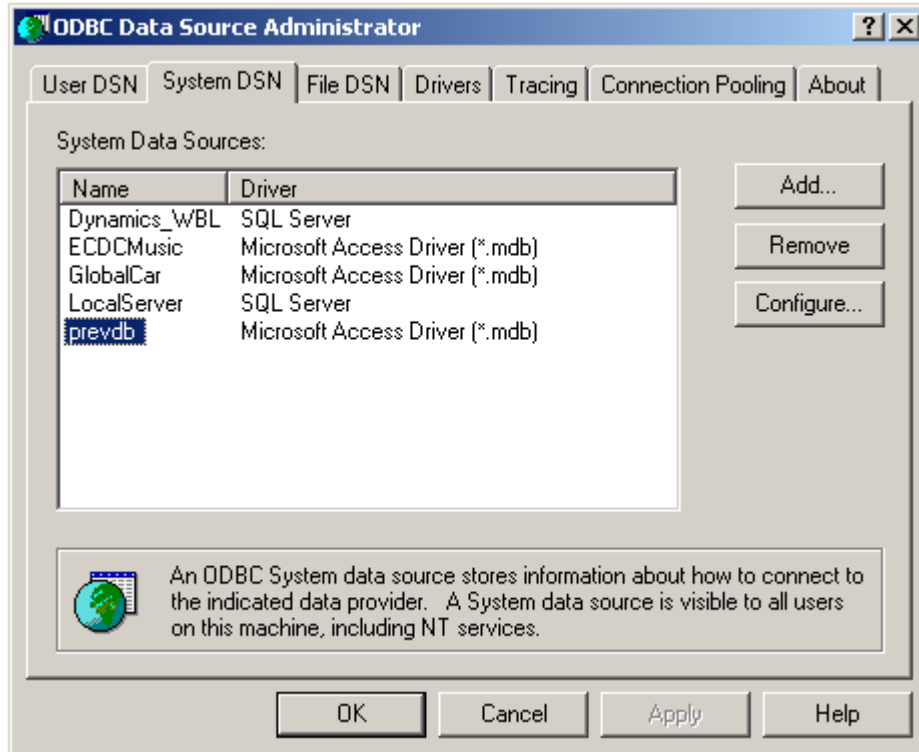
- b. In the Drive box, choose a drive letter not currently in use. For example, "Z:"
- c. In the "Folder" text box, enter your SERVER's Previser Data share (configured above). For example, [\\MyServer\PrevData](#) (where "MyServer" is the computer name of your server)
- d. Make sure "Reconnect at login" is checked.
- e. Click "Finish."



8. You are now back to the “Select Database” screen (shown above). Select “prevdbe.mdb” from the “Database name” text screen (by clicking once on that file name in the list, so it appears in the Database Name field).
9. Click “OK.”
10. You are now back at the “ODBC Microsoft Access Setup” screen (shown below). Click “OK.”



11. You are now back at the “ODBC Data Source Administrator” screen (shown below). Click “OK.”



12. Your “Data Source Name” should now be correctly reconfigured. You may close the Administrative Tools window. You should go on to the next section to check your setup.

## Testing the Configuration

After completing all the above steps, you should test to ensure you have configured things correctly. Open the OHIS™ application on the client. You should see the same information as you see when you open the application on any other client on the network or on the server. You may check the setup by reviewing a couple of key components:

- a. Click the “Options” button to review your Options page. Any data you have entered on this page on the server computer (for example, your Username and Password), should appear on each client machine.
- b. Click “Browse All Patients” to review your list of Patients you have created in PreViser. You should see the same Patients on your client machines as on your server.
- c. Open an individual’s Patient Details page (i.e. click on a Patient from the Browse All Patients Records screen and look at that Patient’s summary list of Risk Assessments. These should be the same accessed from every computer on the network.

## Further Help

If you have further questions, comments, or feedback about using the OHIS™ on your network, please feel free and welcome to contact PreViser Support. During business hours, we may be reached by phone at 360-661-5763 or by email at [support@previser.com](mailto:support@previser.com); you may also find what you are seeking on the PreViser Support Center at <http://support.previser.com>.

In order for you to set up the OHIS™ to run on your network, we are assuming:

- You have full administrative privileges to the computers you will configure.
- You know the system requirements, and how to install and set up the application itself. If you need help with this, please refer to the [Installation Guide](#) posted on the Support site.