ERS4 Notebook Feature

ERS has the capabilities of allowing staff to use laptops in the field to collect data and merge it with the master (mother) computer. This is not a quick process, but, with care and attention, it can be done efficiently. Below are the step-by-step instructions for setting up and using the Notebook Feature of ERS accessed from the Data Interchange on the ERS Main Switchboard.

Establishing the Master (mother) Computer System

1. Assign one computer as the master (mother) computer. This is usually the fixed computer in the main office.
2. Assign each laptop a fixed identification number. The laptop should be externally labeled for easy recognition.
3. Initialize ERS on the master computer.
4. Select System Administration from the ERS Main Switchboard.
5. Select DataDB & Table DB.
6. Select Maintain.
7. Select File Manager.
8. Highlight ERS.
9. Select File.
10. Select Create Directory.
11. Type in the name (Identification number) of the first laptop.
12. Select OK.
13. Repeat steps 9, 10, & 11 for each laptop.
14. Select the "X" in the upper right-hand corner of the File Manager screen. Do not select the "X" in the upper right-hand corner of the ERS screen, because this will throw you out of the program.
15. Select Add DataDB.
16. Type in the name (Identification number) of the first laptop. This name needs to be exactly the same as the Database created during step 11 above.
17. Select Next.
18. Select Browse. This will send you to the Locate File popup screen. C:\ERS should be highlighted in blue with the directories listed below. If this is not the case, double click on the C:\ERS until it expands, listing the newly created databases.
19. Select the Name of the database created under the File Manager screen, which is exactly the same as the name of the New Database.
20. Select OK.
21. Select Save.
22. Repeat steps 15, 16, 17, 18, 19, 20, & 21 for each of the new databases created for each laptop.
23. Select the back door of the Add DataDB, Add TableDB screen.
24. Select the back door of the Maintain screen.
25. Select the back door of the System Administration screen.
26. Select Data Interchange from the ERS Main Switchboard.
27. Select Prepare Copy Database.
28. Select Browse.
29. Select the Name of the first laptop from the list of available folders under ERS.
30. Select OK.
31. If you get a popup screen that states "Warning" C:\ERS\(Name of Laptop)\ersdat40.mdb exists, do you want to overwrite?" Select OK. If you do not, go directly to step 32.
32. Select Prepare.
33. If you get a popup screen that states "Warning: C:\ERS\(Name of laptop)\ersdat40.mdb exists, do you want to overwrite?" Select OK. If you do not, skip to step 34.
34. A popup screen will appear, "Ready to prepare a copy database at C:\ERS\(Name of laptop)."
35. Select OK.
36. A popup screen will appear that states, "preparing copy of database."
37. A popup screen will appear that states, "C:\ERS\(Name of laptop)\ersdat40.mdb successfully prepared."

38. Select OK.
39. Repeat steps 26 - 38 for each of the new databases created for each laptop.
40. Select the back door.
41. Select the Ambulance Icon.
42. Select the Change DataDB/TableDB on the ERS Tools screen.
43. Select the Name of the first laptop's DataDB name.
44. Select Make Current.
45. Select Backup.
46. Insert a newly formatted disk, labeled Name of first Laptop in the A: drive.
47. Select the Backup DataDB box.
48. Select Backup.
49. A popup screen will appear that states, "Delete all files from the ROOT directory of diskette before writing the Zip file?" Select NO.
50. A popup screen will appear that states, "Please insert the first disk on the multi-volume set. Press OK when ready or cancel to abort." Select OK.
51. A popup screen will appear that states, "Backup to file 'A:\ersdat40.zip' completed successfully. You may wish to use the Test feature under Restore to make sure the backup is good." Select OK.
52. Repeat steps 42 - 51 for each of the new databases for each laptop. REMINDER: You will need a new diskette for each of the laptops, with the individual laptops' names on the diskettes.
53. Select Exit when all of the new laptop databases have been backed up.

Individual Laptop Setup

The newly created backup diskettes will now need to be loaded onto their individual laptops. The following steps will need to be repeated for each of the laptops.

1. Secure the first laptop.
2. Initialize the ERS system on the laptop.
3. Select System Administration from the ERS Main Switchboard.
4. Select DataDB & TableDB.
5. Select Maintain.
6. Select File Manager.
7. Highlight ERS.
8. Select File.
9. Select Create Directory.
10. Type in the Name (Identification number) of the first laptop.
11. Select OK.
12. Select the "X" in the upper right-hand corner of the File Manager screen. Do not select the "X" in the upper right-hand corner of the ERS screen, because this will throw you out of the program.
13. Select Add DataDB.
14. Type in the Name (Identification number) of the first laptop. This name needs to be exactly the same as the database created during the File Manager screen.
15. Select Next.
16. Select Browse. This will send you to the Locate File popup screen. C:\ERS should be highlighted in blue with the directories listed below. If this is not the case, double click on the C:\ERS until it expands, listing the newly created databases.
17. Select the Name of the database created under the File Manager screen which is exactly the same as the name of the New Database.
18. Select OK.
19. Select Save.
20. Select the back door of the Add DataDB, Add TableDB screen.
21. Select the back door of the Maintain screen.
22. Select the back door of the System Administration screen.
23. Select the Ambulance Icon.
24. Secure the first laptop's backup disk - labeled with the name of the laptop.

25. Put the diskette in the A: drive of the first laptop.
26. Select Restore.
27. Select Locate.
28. Select ersdat40.zip from the popup Locate File screen.
29. Select OK.
30. Select Next.
31. Select Browse.
32. Select the Name of the laptop from the ERS folder.
33. Select OK.
34. Select Restore.
35. A popup screen will appear that states, "C:\ERS\(Name of laptop)\ersdat40.mdb exists, do you want to overwrite it?"
36. Select Yes.
37. A popup screen will appear that states, "Restore from file 'A:\ersdat40.zip' completed successfully."
38. Select OK.
39. Select Exit.
40. Initialize ERS on the laptop.
41. Select System Administration from the ERS Main Switchboard.
42. Select DataDB & TableDB.
43. Select the Name of the laptop.
44. Select Attach.

This will return the user to the ERS Main Switchboard. From this point, data entry may begin onto the system. Verify that the following message at the bottom of the screen, in yellow, is the message "(Name of laptop) is a CopyDB dated XX/XX/XX XX:XX AM/PM." If the message is not present, the steps will need to be repeated.

These steps must be repeated for each laptop, using the specifically labeled laptop backup diskette.