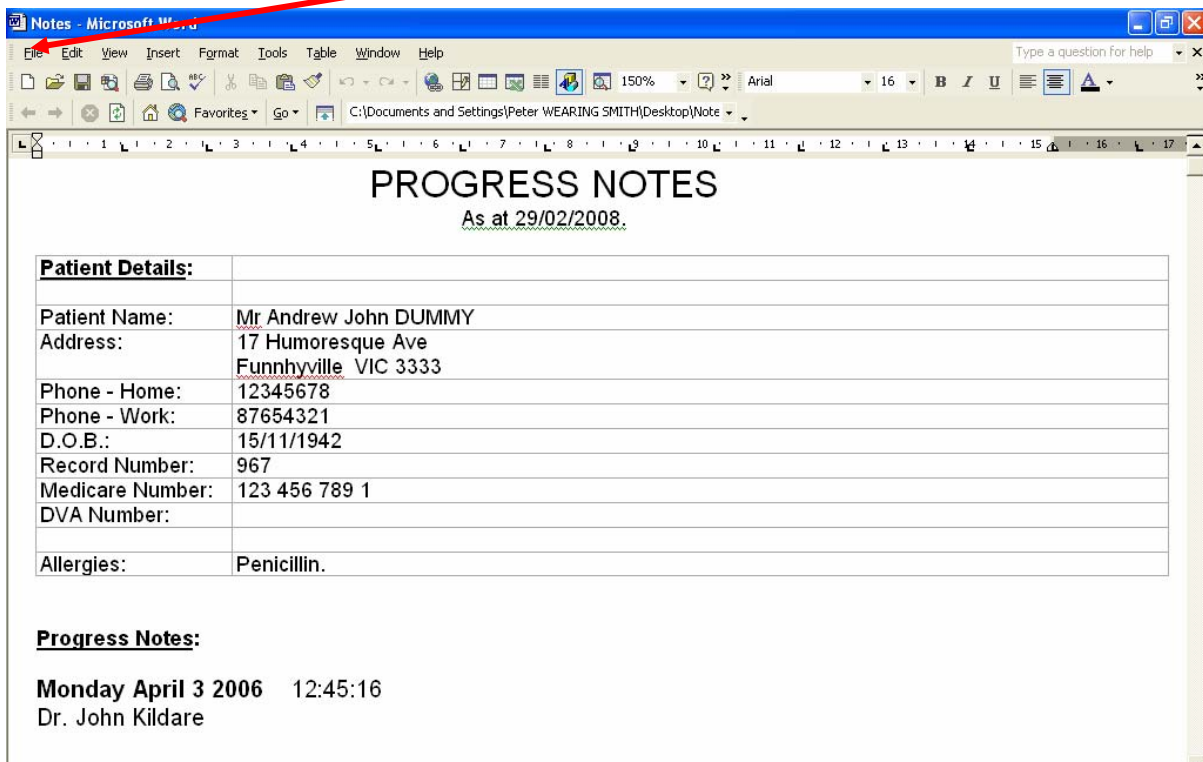


## Loading data, such as clinical notes, into the flashID™ device

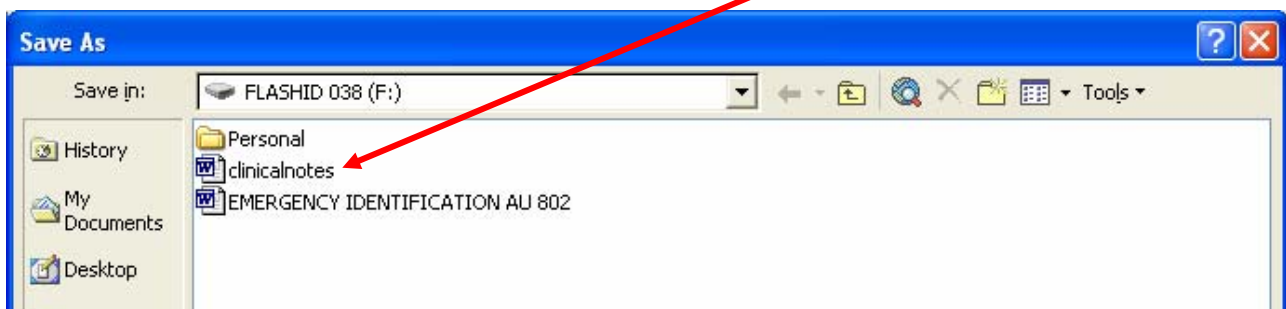


To save required patient data from Medical Director, MediLink – or similar patient management programs – as a Word document please adopt the following procedure.

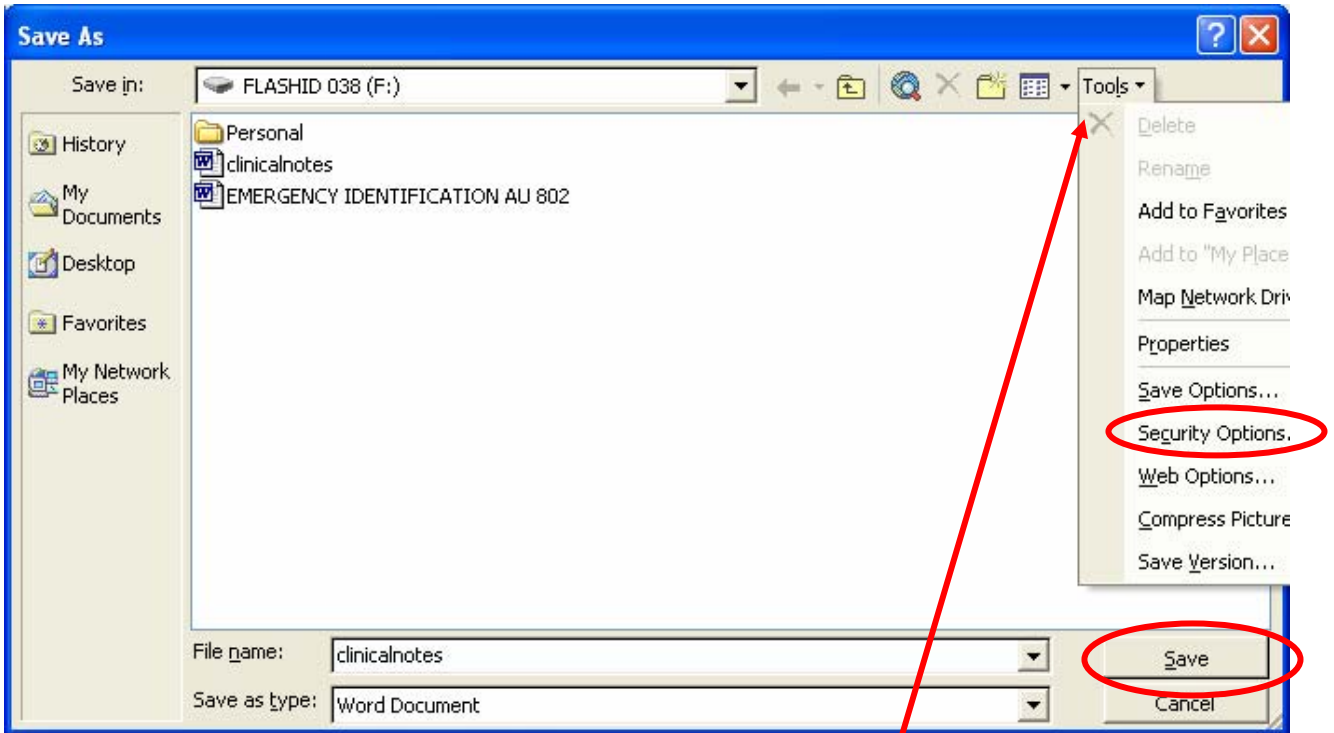
With the flashID device plugged into a USB port of the computer, open the Word or text document containing the data to be saved, then In the **File** drop-down box in the top left-hand corner of your screen, go to **Save As...**



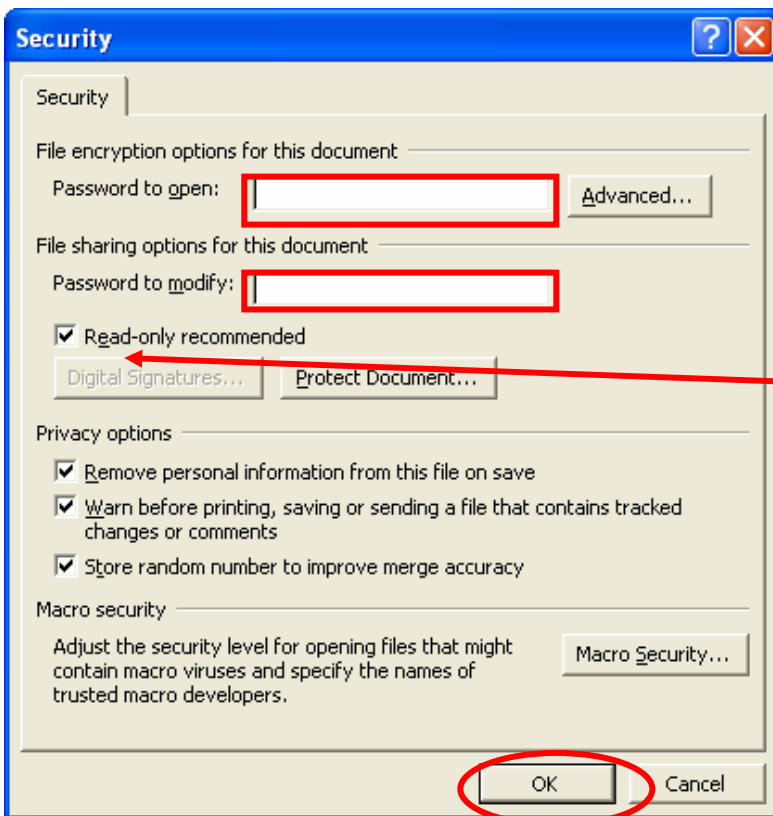
In **Save As**, ensure you are in the right drive for the flashID device, with the contents of the drive as shown below, and that you click on the file named **clinicalnotes**



**Loading data, such as clinical notes,  
into the flashID™ device**



If patient requires information password-protected click on **Tools** drop-down, then click on **Security Options**. (If password protection not required, click on **Save** button)



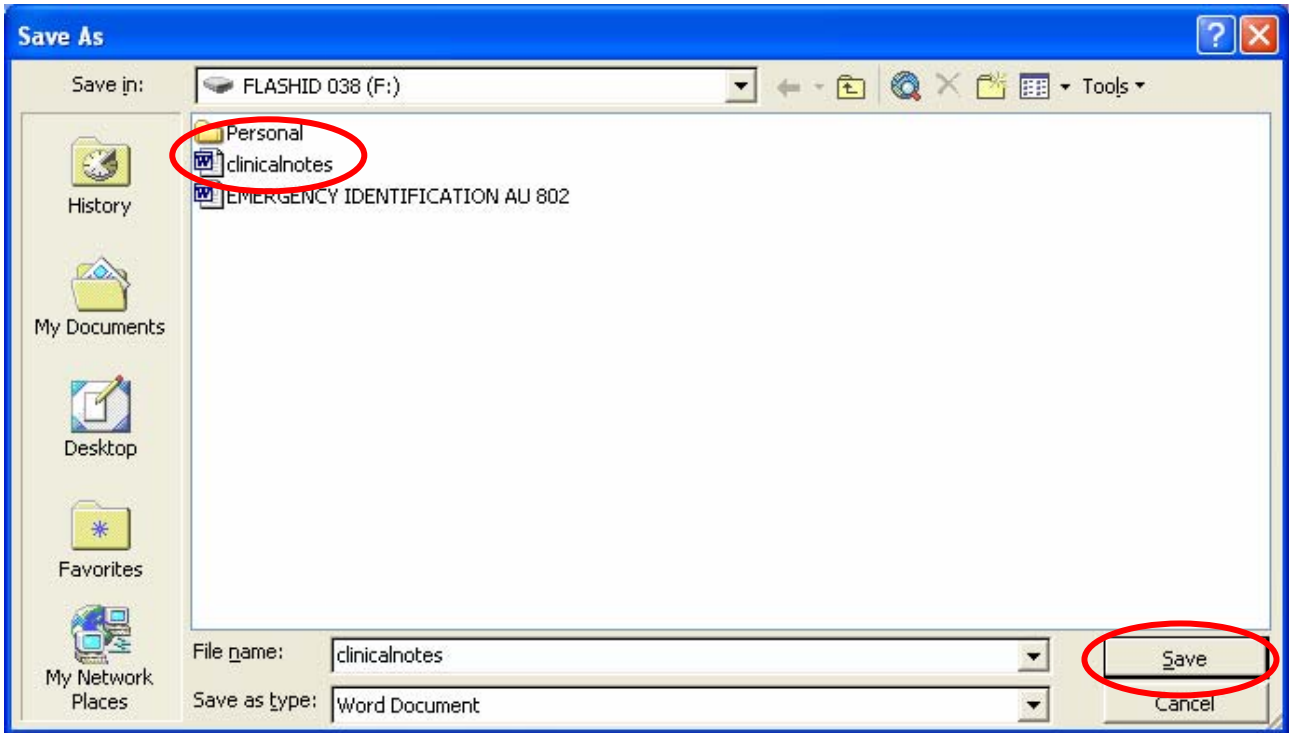
If password protection is required, agree a suitable password with the patient, then enter password in the Security window's **Password to open** box, and also in the **Password to modify** box

Ensure that the **Read-only recommended** box is checked

Ignore Privacy options settings

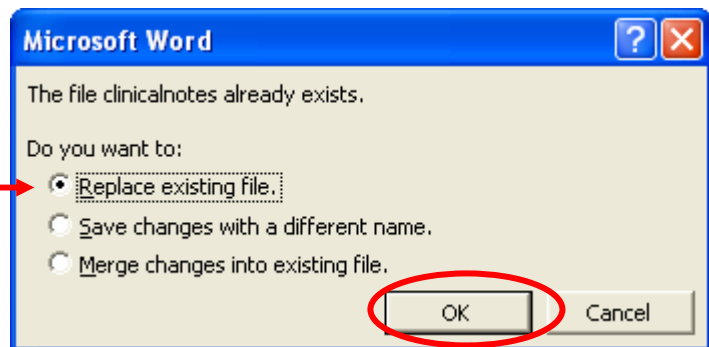
Then to save security settings click **OK** button

Loading data, such as clinical notes,  
into the flashID™ device

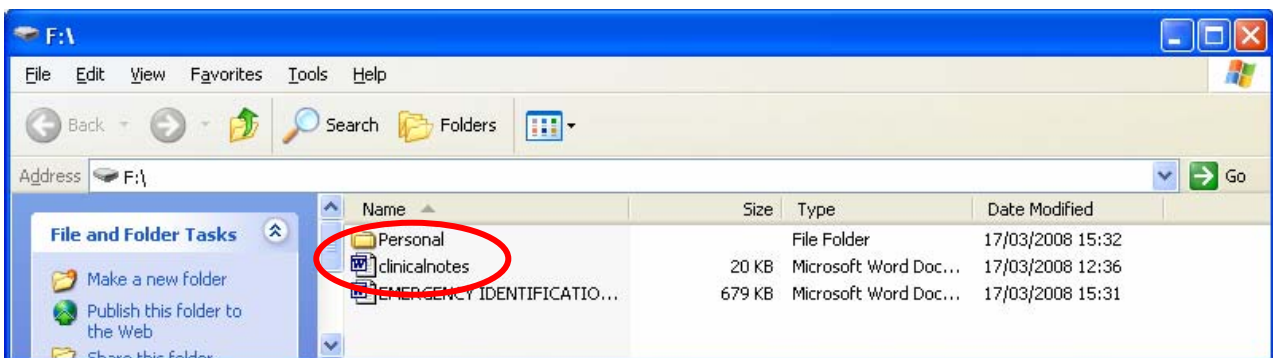


Ensure that the name of the document is **clinicalnotes** (one word, lower case – this is most important) then click on **Save** button

The screen on the right may appear. If so, ensure that **Replace existing file** is checked, then click **OK** button

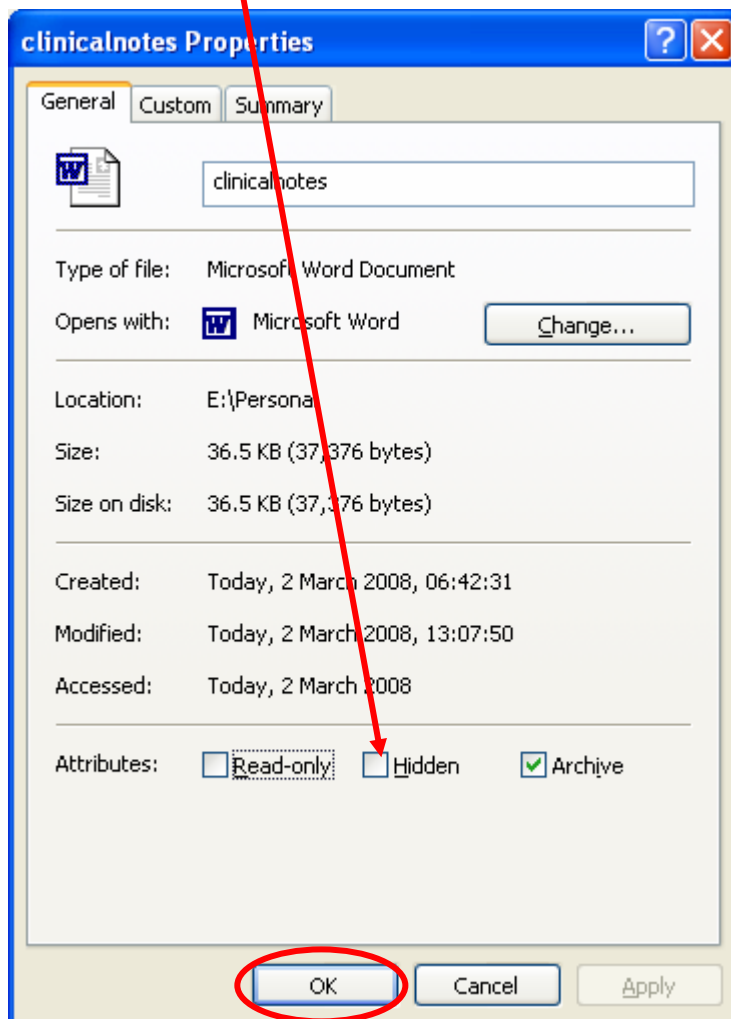


Once the **clinicalnotes** file has been saved, as an added security measure, please use Windows Explorer to find once again the FLASHID device's window, then **right-click** on document **clinicalnotes**



**Loading data, such as clinical notes,  
into the flashID™ device**

In the window that opens click on Properties and in the box that then opens, as illustrated below, check the box that says **Hidden**



Click **OK** button and all is finished

**Thank you for your cooperation.**

If you have any questions, please do not hesitate to call us on (02) 4833 7988,  
(03) 9018 7806 or toll-free on 1300 761 690.

Alternatively email [peterws@flashID.net](mailto:peterws@flashID.net)

**BEFORE REMOVING FLASHID DEVICE,  
PLEASE FOLLOW THE SAFETY PROCEDURE ON THE NEXT PAGE**

Loading data, such as clinical notes,  
into the flashID™ device

**Warning**

***Unplugging the flashID USB device***

Before you unplug the flashID device from a computer you must first stop the device by double-clicking on the Safely Remove Hardware icon located on the right hand side of the taskbar.



When prompted make sure you click on the correct device (in this case Drive F:) – below



When you see the Safe To Remove Hardware message (below) you may safely remove the device from the computer.



This procedure is essential because Windows uses write caching features. Safely removing the hardware ensures that files are properly in place before Windows allows you to unplug the device.

**Failure to follow this procedure can result in corruption of files and may invalidate any warranty.**