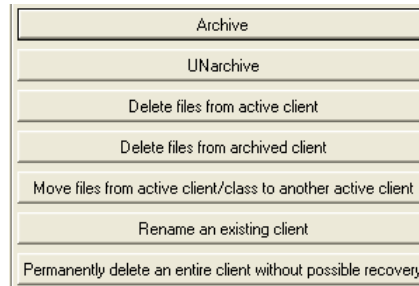




EEGer™ Client File Maintenance



From the EEGer **Files** menu, select **Archive** for the following functionality:

1. **Archive client files**

Compress session files to save hard drive space or back up to another drive.

NOTE: You must first change the destination directory for archives in *Preferences-Configuration-Data Locations* to back up to an external drive.

- The folder must exist and be connected before entering the file location or *path* in EEGer.
- The path entered must be exact. For example, if the folder you created is **E:\EEGer\Archive**, it will not work if you enter **E:\EEGer\Archives** or **E:\Archive** as the path.
- If the path is incorrect, EEGer saves to its default path – **C:\EEGer\Archives**.
- You can also back up files after Archive by copying the default folder, **C:\EEGer\Archives**, to an external drive.

2. **UNarchive client files**

Retrieve files from archives to access in Review/Spectral/Replay.

3. **Delete sessions**

Select individual session files to remove completely.

4. **Move sessions**

Move or combine client sessions to another Client ID.

5. **Rename a client**

Change the Client ID.

NOTE: Edit other client data - client's full name or birth date - using the selection from the *Client* menu)

6. **Delete a client**

PERMANENTLY delete all data and the Client ID; requires multiple confirmations.

(If any of these options are not available, you are using an older version of EEGer. Please visit www.eegspectrum.com and click the EEGer logo to access the installation download or call EEG Spectrum to order an installation CD at **1-818-789-3456**.)