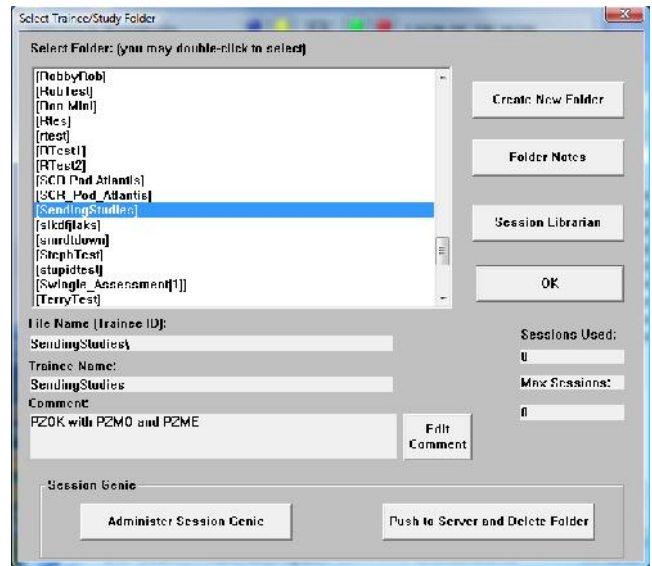


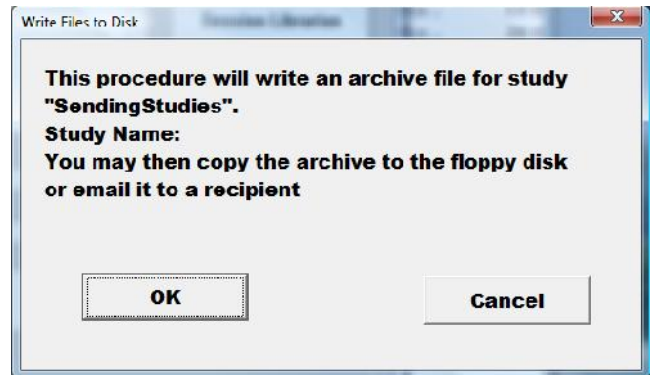
BMZ Files

Creating A BMZ from a Studies File

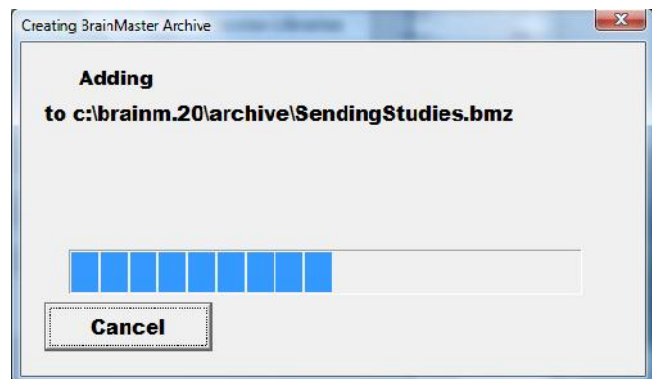
1. From the Setup/Home Screen, click the Folder Selection Button. This will bring you to the Select Trainee/Study Folder screen. On this screen, highlight the Folder you would like to create into a BMZ file, and click Session Librarian Button.



2. When the following screen pops up, click OK to continue.



3. Another screen will pop up to show progress. Nothing is needed to be done. Simply wait for the extraction to complete to continue.



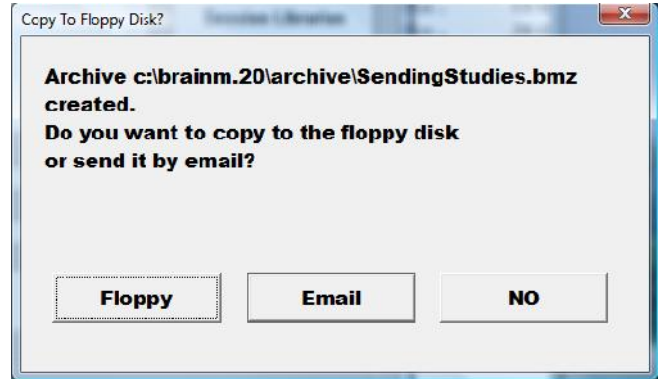
4. When the following screen appears, it will give you 3 options: Floppy, Email, NO.
 - A. **Floppy** – This option will only work with a Floppy Disk. If you do not have a floppy drive, it will not function properly.
 - B. **Email** – In order for this to work properly, two things are needed. First, proper E-mail information needs to be filled in from the Login page(See attached Picture). Second, the E-Mail account has to be tied through Microsoft Outlook.



[Optional] Personal Information:

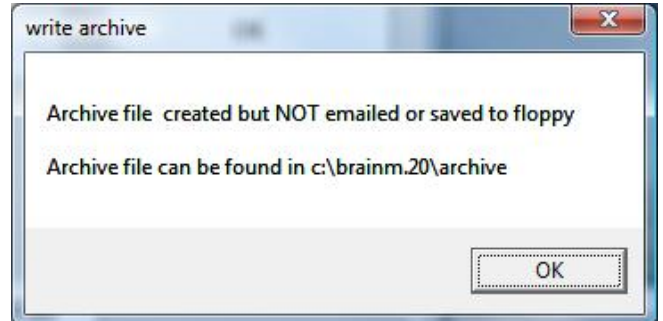
Name: BrainMaster Support

Email: support@brainm.com



- C. **NO** – This is the option that most people will use. This will still create the BMZ, but it will not E-Mail it, or save it to a Floppy, it will simply create the BMZ File at C:\brainm.20\archive

5. Depending on which option that you choose above, you will receive a message stating that the action has been completed.

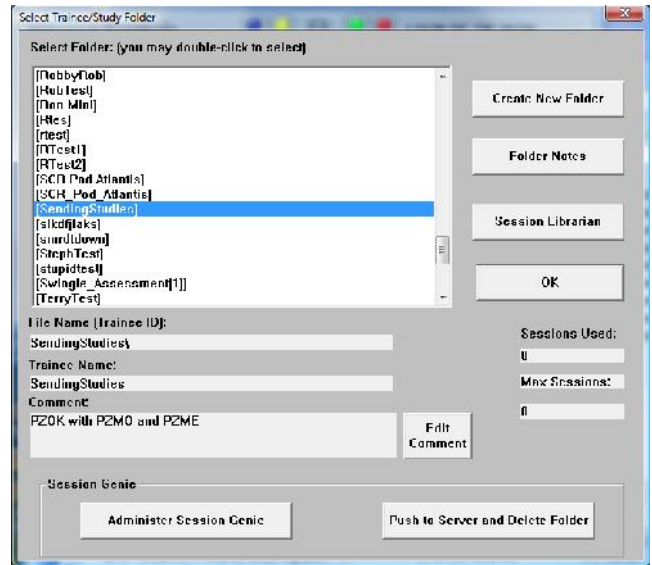


You now have a BMZ file created.

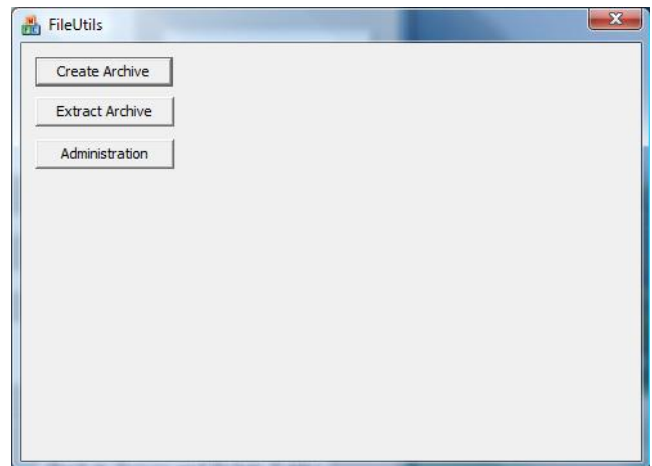
Creating a BMZ from a Settings File

PLEASE NOTE: This method can only be done if you have purchased a BrainMaster Clinical License

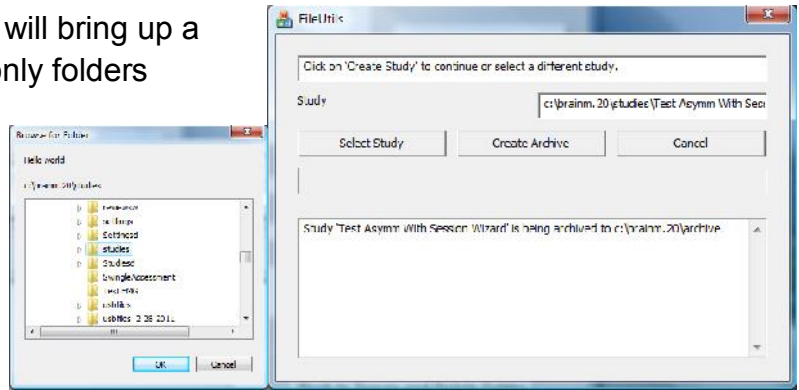
1. From the Setup/Home Screen, click the Folder Selection Button. This will bring you to the Select Trainee/Study Folder screen. On this screen, highlight the Folder you would like to create into a BMZ file, and click Administer Session Genie Button.



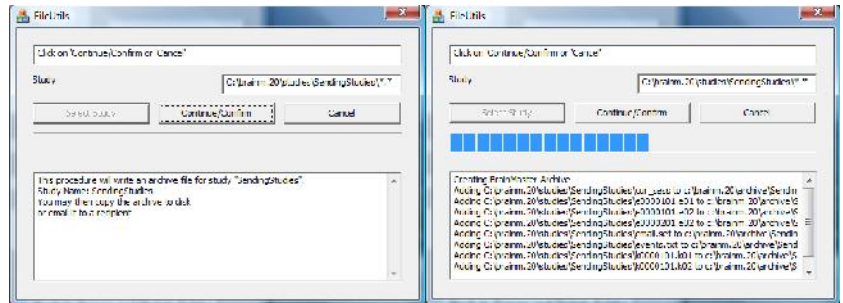
2. When the FileUtils Screen opens, click the Create Archive Button.



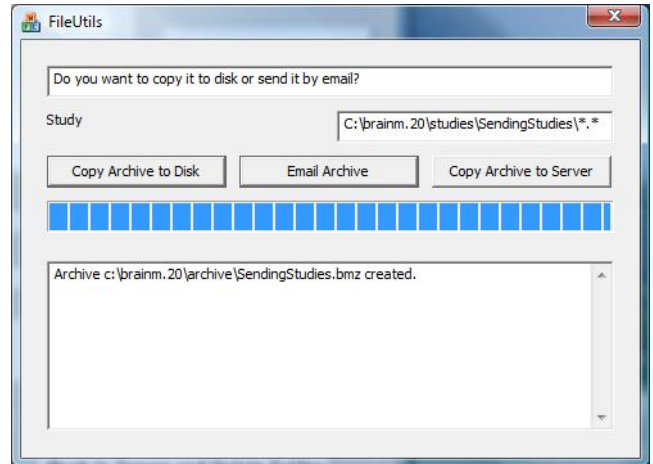
- Click The Select Study Button. This will bring up a menu in which you can choose not only folders located in the Studies folder, but the Settings folder as well. After you have the file that you would like to Archive, click OK on the Browse For Folder Menu, and then the Create Archive Button on the FileUtils Screen to continue.



- To continue, you will have to click the "Continue/Confirm" Button. After you do this, you will see a Blue Progress bar, and a list of tasks that are being completed.



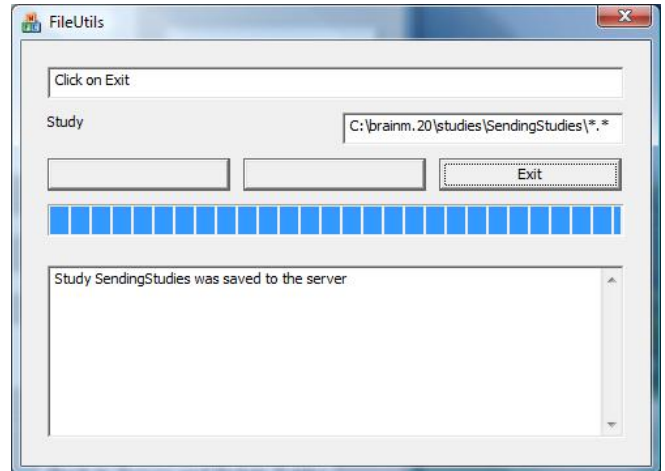
- When the following screen appears, it will give you 3 options: Copy Archive to Disk, Email Archive, or Copy Archive to Server.
 - Copy Archive to Disk** – This option will only work with a Floppy Disk. If you do not have a floppy drive, it will not function properly.
 - Email Archive** – In order for this to work properly, two things are needed. First, proper E-mail information needs to be filled in from the "Login" page(See attached Picture). Second, the E-Mail account has to be tied through Microsoft Outlook.



- Copy Archive to Server**– This is the option that most people will use. This will still create the BMZ, but it will not E-Mail it, or save it to a Floppy, it will simply create the BMZ File at C:\brainm.20\archive

BMZ File

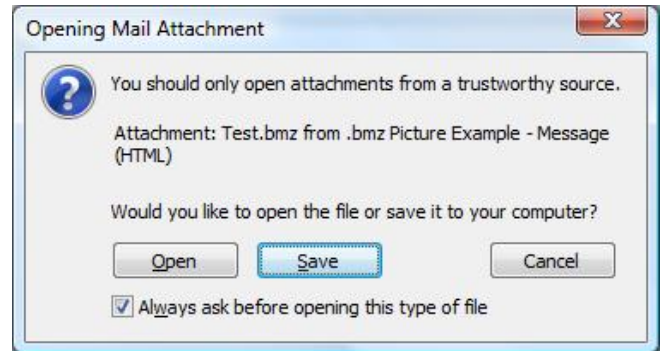
6. Depending on which option that you choose above, you will receive a message stating that the action has been completed.



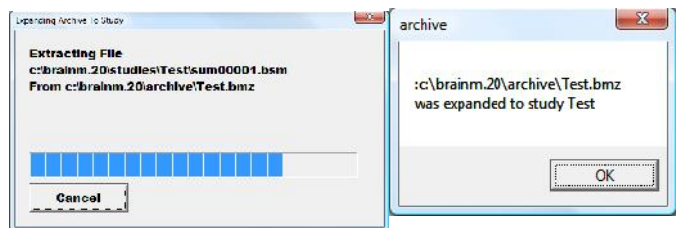
You now have a BMZ file created.

Import Received/Downloaded BMZ Files

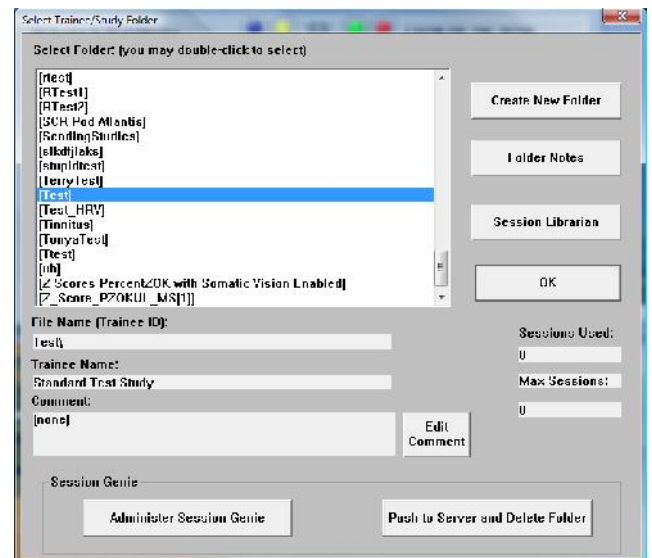
1. There are 3 ways BMZ Files can be received: E-Mail, Removable media, or downloading from the internet. Double-click on the BMZ file, and choose Open or Run, depending on your version of Windows.



2. The system will now take over. Press OK when prompted.



3. The folder is now expanded for use in your studies folder. You can access this folder by clicking Folder Selection Button on the BrainMaster Setup/Home Screen.



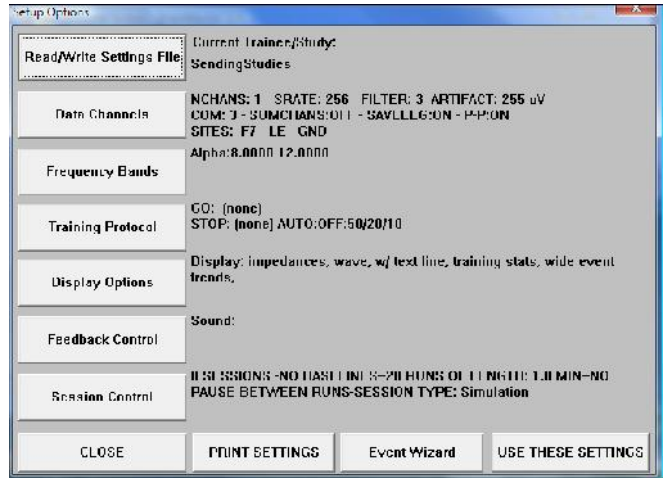
Moving Studies File to be Used as Settings File

PLEASE NOTE: This method can only be done if you have purchased a BrainMaster Clinical License

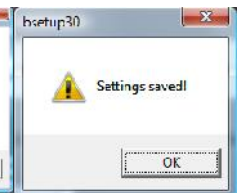
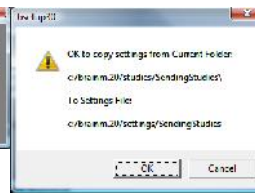
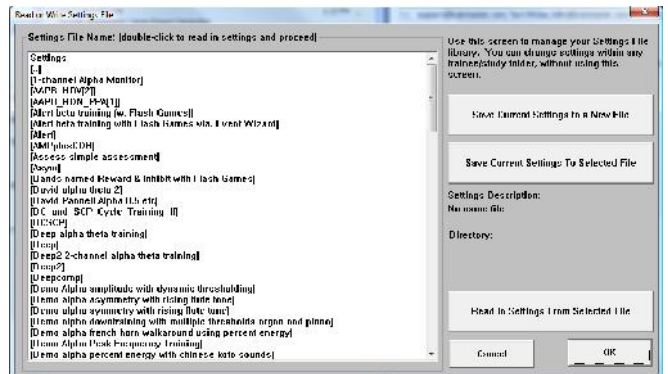
1. On the BrainMaster Setup/Home Screen, click the Folder Selections Button and select the file that you would like to be converted to a Settings File.



2. From the Setup/Home Screen, click the View or Change Settings Button. Once this is complete, then click the Read/Write Settings File Button.

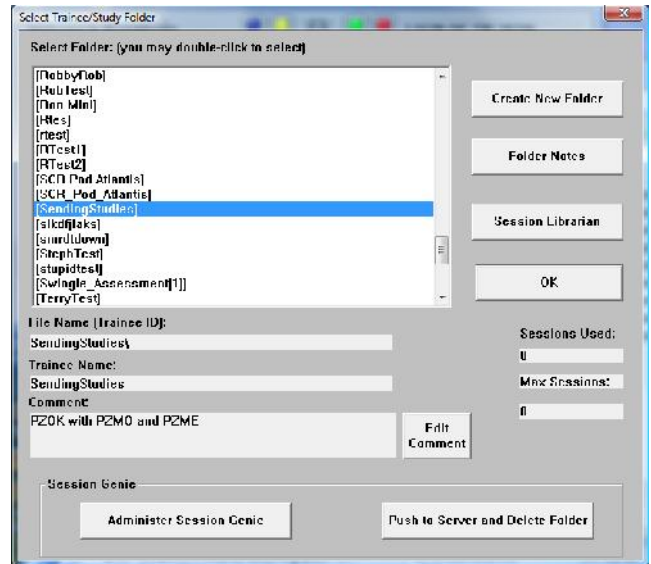


3. In the Read or Write Settings File Menu, you will click the Save Current Settings to a New File Button. After doing this, click OK to all the prompts to follow. After you click OK on the Settings saved screen, you will now be able to use the folder as a settings protocol.

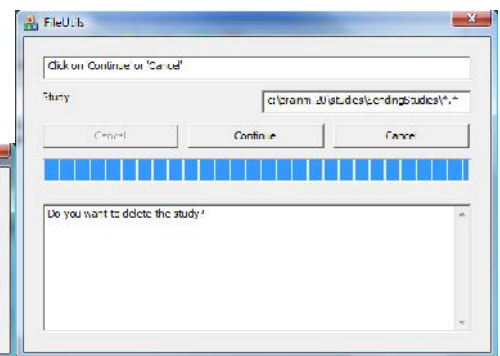
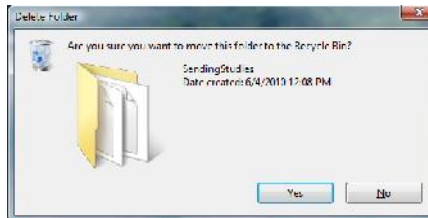


Archiving Old Studies Folders

1. From the Setup/Home Screen, click the Folder Selection Button. This will bring you to the Select Trainee/Study Folder screen. On this screen, highlight the Folder you would like to remove, and click the Push To Server and Delete Folder Button.



2. The system will take over. Once the archiving process is completed, it will ask if you are sure that you want to move the folder to the recycling bin. Click Yes to continue.



The folder has now been deleted from the Studies Directory. A BMZ of this file has been created, and is saved at C:\brainm.20\archive.

