

**BrainMaster™ System**  
**Type 2E Module & Software for Windows™**

**Session Librarian**

**“futils.exe”**

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# BrainMaster System

## Session Librarian (“futils.exe”)

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## 1.1 Introduction

This manual describes the use of the Session Librarian to pack or unpack your session folders. Packed folders can be sent via floppy disk, email, or any other transport method. This allows clinicians to prepare trainee folders for home or remote use. It also allows trainees to pack up their results to be sent to the clinicians for evaluation. The most common uses of Session Librarian are as follows:

Clinician packs and sends files to remote user to provide settings for home or remote training.

Remote user unpacks files, creating a folder to be used for home or remote training.

Remote user packs and sends files to clinician, for review and/or modification.

Clinician unpacks files for review and/or modification.

The cycle can be repeated, so that files can be reviewed, sent back to the remote user, used, and then sent back to the clinician for an ongoing program of remotely supervised EEG training.

## 1.2 The Library Files

Session Librarian creates and reads files that are in a proprietary format. These files are specially designed to pack up trainee/study folders for easy transport to another computer. Once transported to another computer, they are readily unpacked and used in the BrainMaster system.

Library files have a suffix “.bmz” for easy identification. For example, the library file for the folder “smitjohn” will be named “smitjohn.bmz”

Library files are stored in the intermediate directory c:\brainm.20\archive. They can be found there once they are created for further use such as emailing. In addition, the Session Librarian always offers to write the file to a floppy disk. Session Librarian also tries to look on a floppy disk first, to find any library files for unpacking.

If you do not want to use a floppy disk, that is fine. The instructions that follow will show you how to use Session Librarian with floppy disks or your hard disk, and how to use an email program if desired.

Note that each folder creates its own library file, and that each library file is associated with one folder. Thus, for example, if a clinician wants to prepare three folders for a client, then three library files will be necessary. This means that the clinician will need to select and pack each folder one at a time, for a total of three packing operations. Similarly, the client will need to unpack the folders one at a time. Each unpacking operation will include Pressing the button for “Read Archive from Floppy Disk”, selecting the file, and allowing the unpackign operation to complete.

## 1.3 Starting the Session Librarian

There are two basic ways to access the Session Librarian. The first is to run it from BrainMaster software. The second is to double-click (or “open”) a Session Library file (ending in “.bmz”), which will automatically activate the Session Librarian. In order to operate the Session Librarian from the BrainMaster software, do the following:

Using the BrainMaster “Bsetup” program, click on the button labeled “Folder Selection” that is on the BrainMaster Home Screen.

If you plan to pack up a folder, select that folder on the list.

Then click on Session Librarian.

This manual will give you detailed instructions on how to proceed from there.

## 2. Packing Up Sessions

This section describes how to pack up a trainee/study folder that exists on your PC. This is typically done for one of two reasons:

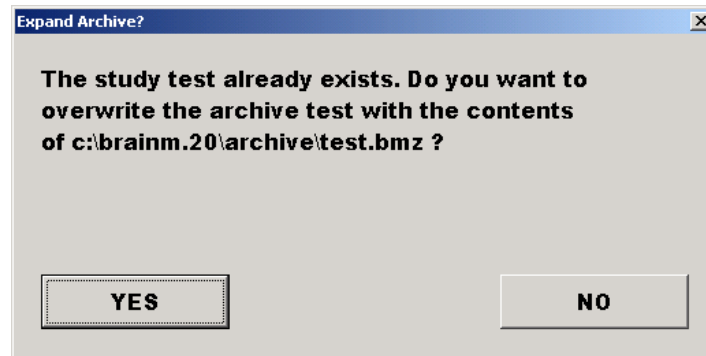
A clinician is packing up a folder for a trainee to take with them

A trainee is packing up a folder to give back to the clinician

Note that a folder can be packed up at any time. For example, a freshly created folder can be packed up so that the settings are provided to the home trainee. Or a folder that has been used in the clinician's office can be packed up so that the trainee can take it home and continue the training on their PC. Or, a trainee can pack up a folder after ½ the sessions have been used, so that the clinician can see their progress.

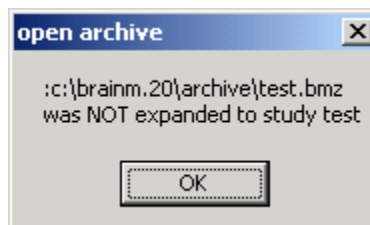
### 2.1 CAUTIONARY NOTE:

When a folder is packed up and then unpacked on another PC, the number of sessions used is transferred along with all the folder data. So you must be careful not to “overwrite” a folder that is being used for training from an earlier archive, since that may “back up” the session counter. Whenever you are about to overwrite an existing folder, you will see a message like:



Press “YES” to unpack the file and overwrite the existing folder. Press “NO” to cancel this.

If you cancel the unpacking, you will see a message like the following:



Say, for example, a trainee performs 20 sessions and sends a packed folder to the clinician, then performs 10 more sessions. Meanwhile, the clinician unpacks the folder with 20 sessions on it and reviews it. The trainee's PC now has 30 sessions used, while the folder on the clinician's PC has 20 sessions recorded. In this case, the clinician should NOT make changes to the settings, repack the folder, and send it back to the user. If this were to happen, the unpacked folder on the trainee's PC would reset to the 20 sessions, and the data for sessions 20-30 could be overwritten and lost.

If a clinician wants to revise settings and knows that the trainee is continuing training at home, then the clinician should create a new folder name, to contain the new settings. If the clinician wants to revise settings and the trainee is not using the BrainMaster during the time the clinician is evaluating the used sessions, then the clinician could safely repack the changed folder and return it to the trainee.

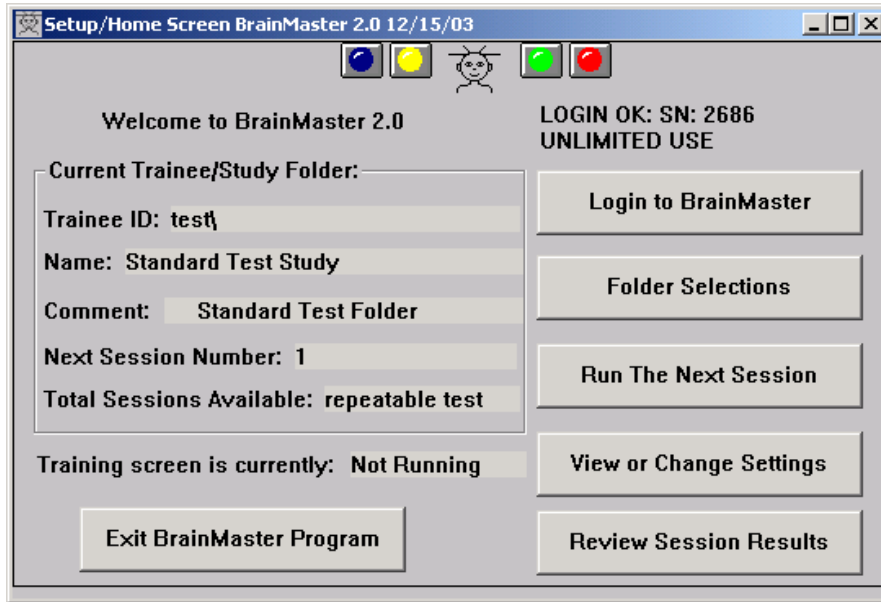
Also, if the trainee brings a folder into the clinician who then runs some sessions in the office, the clinicians would be safe to make changes, repack the folder, and return it to the trainee.

In the current software, the clinician and trainee must pay attention to this detail to make sure that they do not overwrite the session information and lose important data.

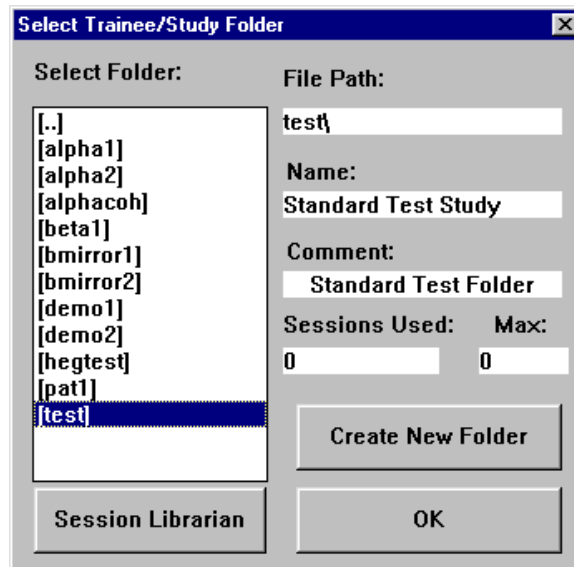
For the same reason, once a Library File has been unpacked and the folder used on the trainee's PC, the trainee should not attempt to re-unpack the Library File a second time. To do this would reset the session counter and lose data on the client's PC. Once a Library File has been unpacked onto a PC, the floppy disk (or emailed file) should be discarded and not re-used.

## 2.2 Packing Sessions onto a floppy disk

From the BrainMaster Home Screen:

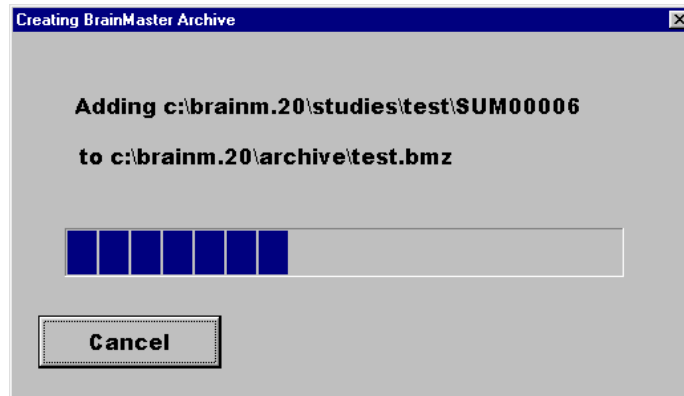


Press **“Folder Selections”** to get a popup box to select the trainee/study folder to be packed.

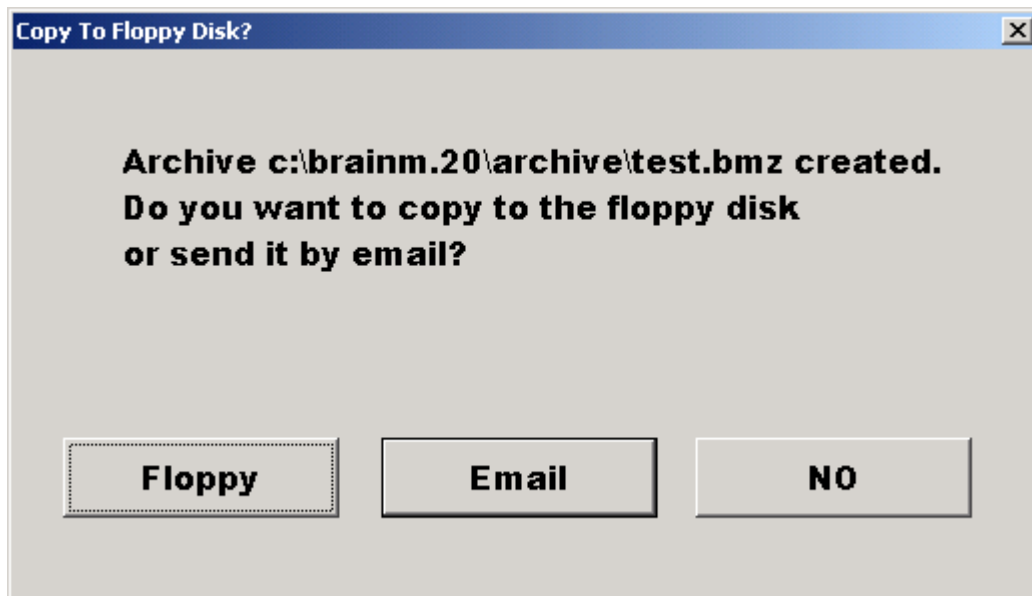


**NOTE:** It is essential that you select a trainee name before you click on **“Session Librarian”**. If you do not select a trainee, you could cause an error in Session Librarian that will cause it to terminate.

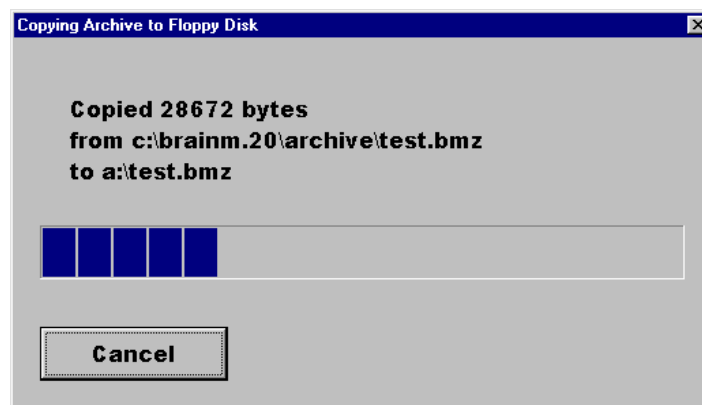
Make sure that the correct study name is identified. Then click on “Session Librarian” The following progress dialog will appear.



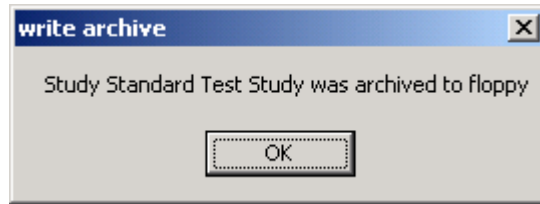
Then after this is complete, you should see the following dialog:



Click on “Floppy”. Then the following progress dialog will appear:



When the copy is complete, you will see the following:

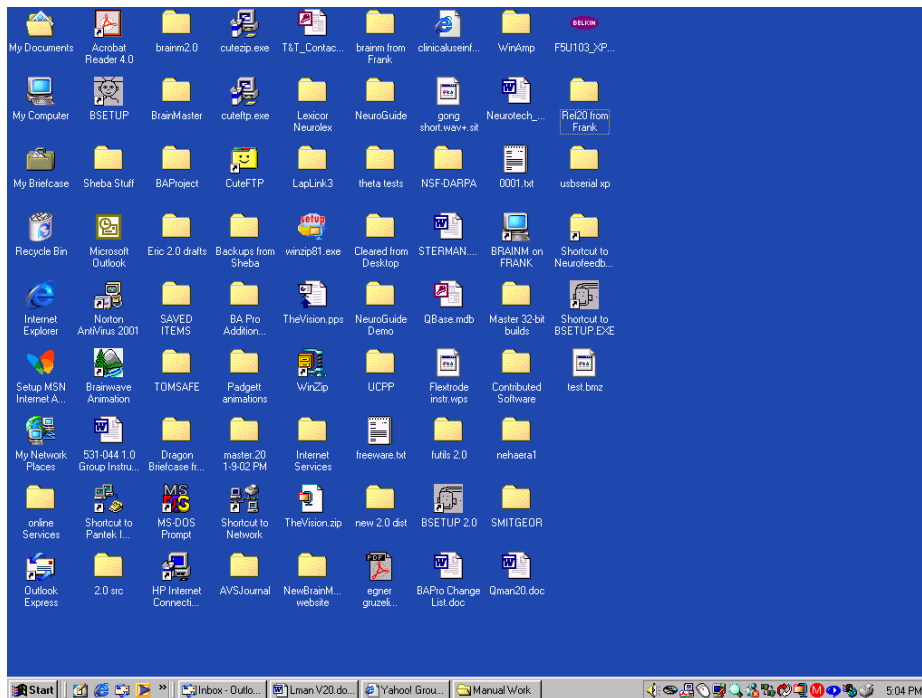


Now press “OK.” The packing operation is complete.

### 2.3 Inspecting Library Files Created on your PC

You may wish to look at the library files created on your PC, to ensure that they have been created as desired, and to confirm their location on your disk. To see the Library File on your floppy disk or hard disk, first double-click on the “My Computer” icon on your PC desktop.

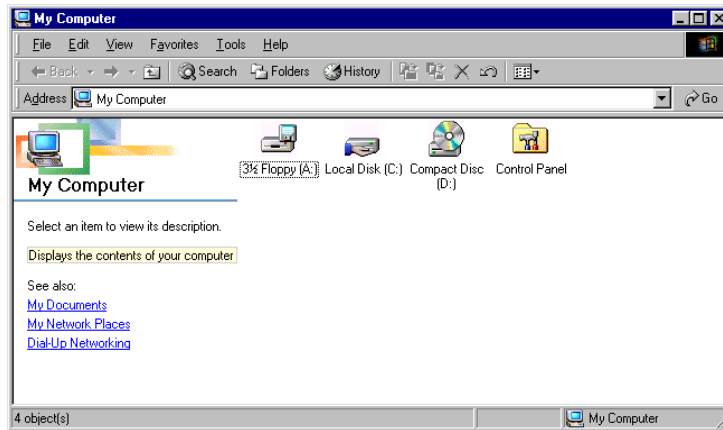
By the PC “desktop” we mean the entire display, which generally looks something like the following:



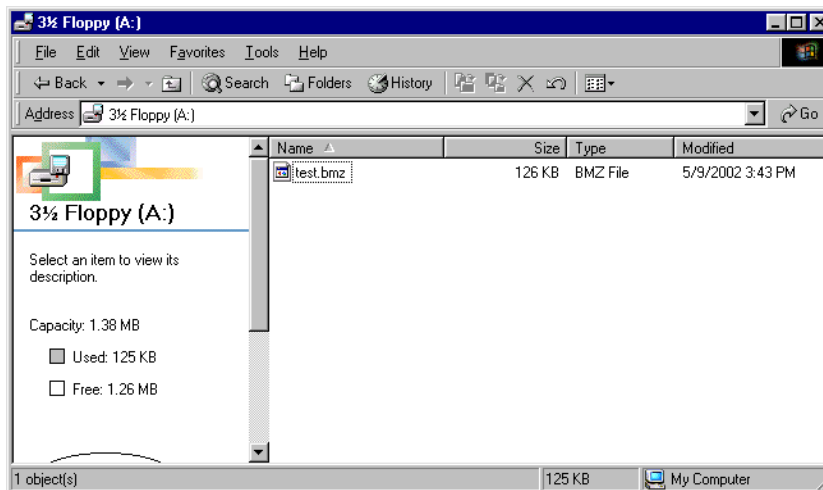
Note that there is an icon on the left column, second from the top, that looks like a small computer and is labeled “My Computer”. This is the “My Computer” icon. Move your mouse cursor to be over this icon, then rapidly click the left mouse button twice (“Double-click”). The “My Computer” dialog box should then appear.

You should see something like the following:





Now double-click on the icon for “Floppy (A:). You should then see the following:



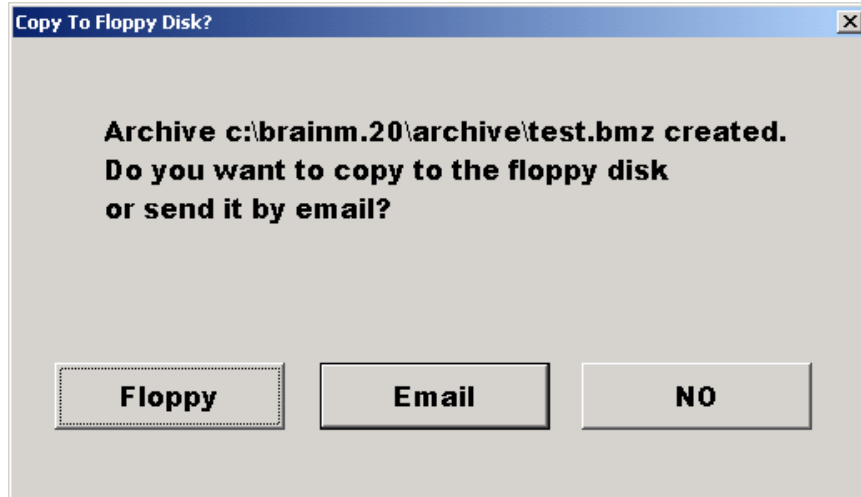
If you are a clinician, you now have a packed library file on your floppy disk to give to the trainee. If you are a trainee, you now have a packed library file on your floppy disk to give to your clinician.

You can put as many library files on a floppy as you like, up to the capacity of the floppy disk. If, for example, a clinician wants to provide a set of files to home user, for different training protocols, or to separately record assessment data, or for different family members, all the folders can be packed onto one floppy disk. Once the disk is taken home, the folders can be individually unpacked, one at a time, to produce the corresponding folders on the home user’s PC.

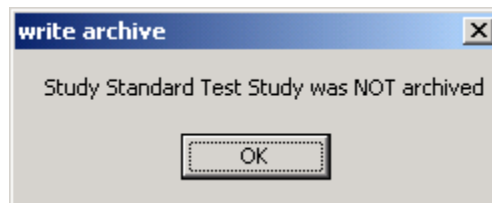
If you select the directory `c:\brainm\archive` instead of `a:`, you can see the files saved in the archive directory. This will contain copies of all library files that you have created on your PC.

## 2.4 Packing Sessions onto the Hard Disk (email, etc)

To pack sessions onto your hard disk, you will proceed as for a floppy disk, but do not put a floppy disk into your computer. When you reach the dialog box:



Press the button "NO". You should then see the message:



There will still be a copy of the archive file in c:\brainm.20\archive. You can retrieve this file and email or copy it manually, using "My Computer" (Windows Explorer) if you prefer.

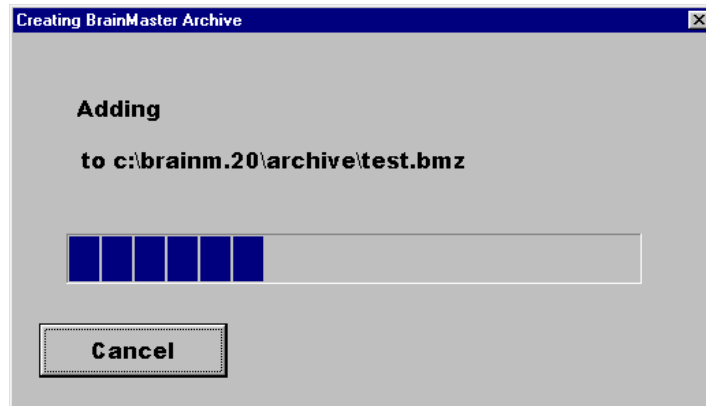
The program will then return to the Session Librarian Home Screen, at which point you should press the "Cancel" button. The created library files will reside in the directory c:\brainm.20\archive, from which they can be accessed for emailing, transmission using ftp (file transfer protocol), sst (secure shuttle transfer), or any other desired method.

### 2.4.1 Emailing Library files: Simple Method

Session Librarian has a built-in interface that will automatically put your library file into Microsoft Outlook Express as an attachment, ready to email. The simplest method to email a library file is as follows:

Select the file using "Folder Selections"

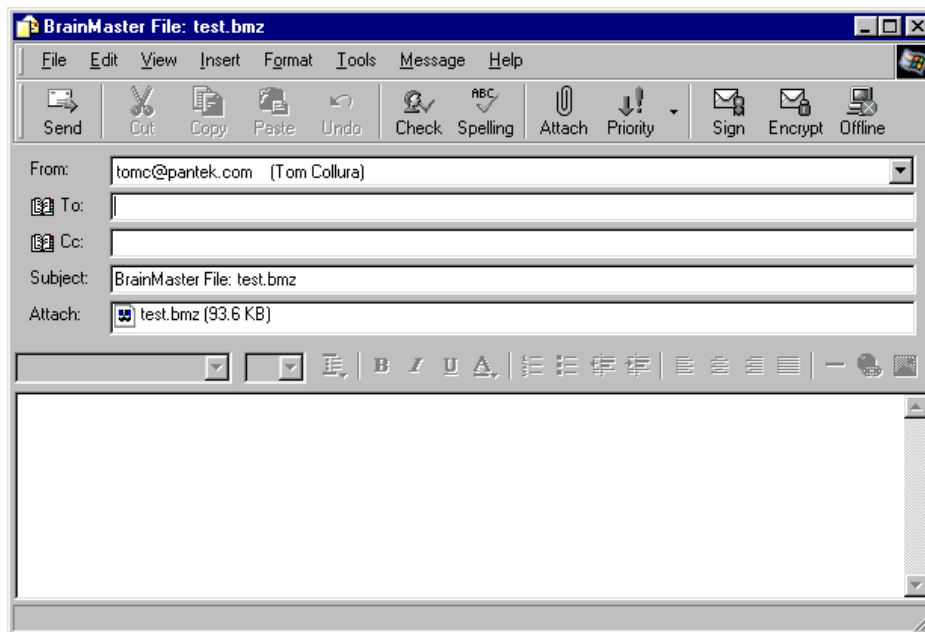
Press the "Session Librarian" Button. You should see a dialog box like the following:



Allow the progress dialog to proceed, and complete. Then you will see the following:

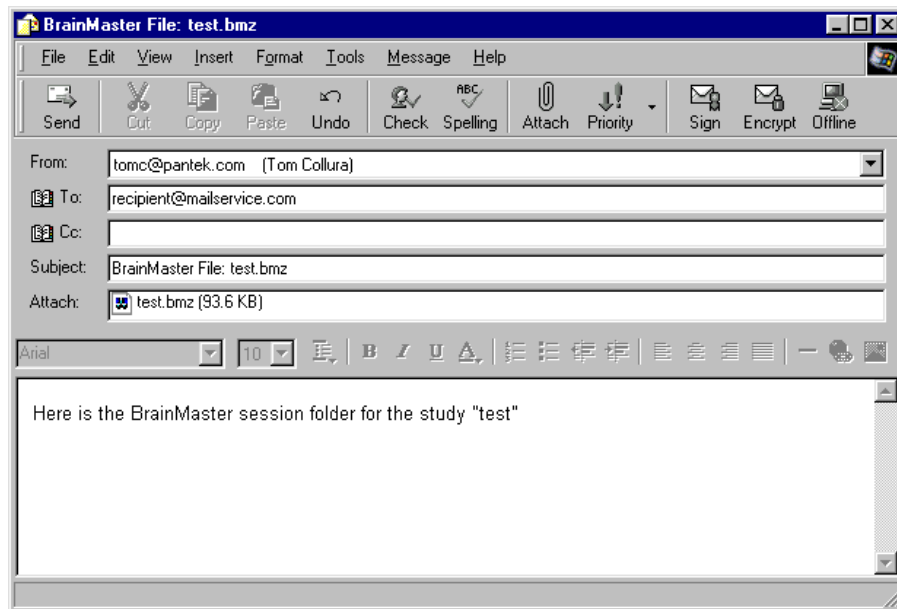


Now press the "Email" button. Outlook Express will then be started, and you will see the following screen:



Type the recipient's email address (if it is not already filled in) into the "To:" text box.

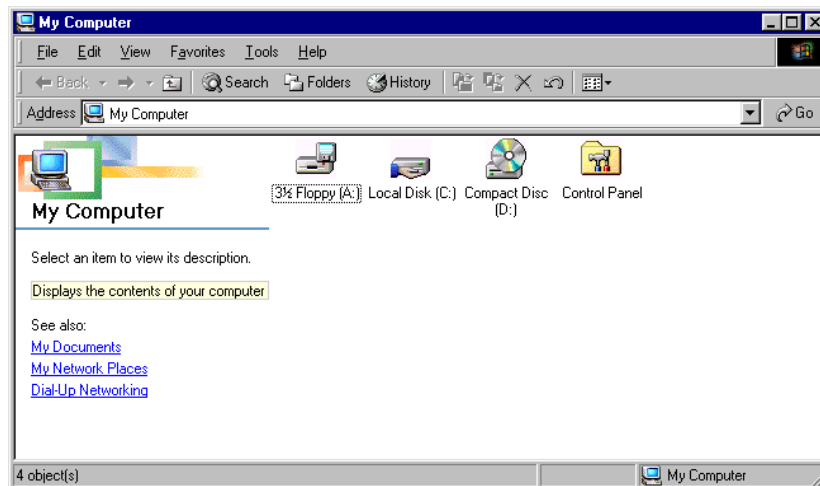
At this point, You may also type a message into the message area if desired, so your Outlook Express window will look something like the following:



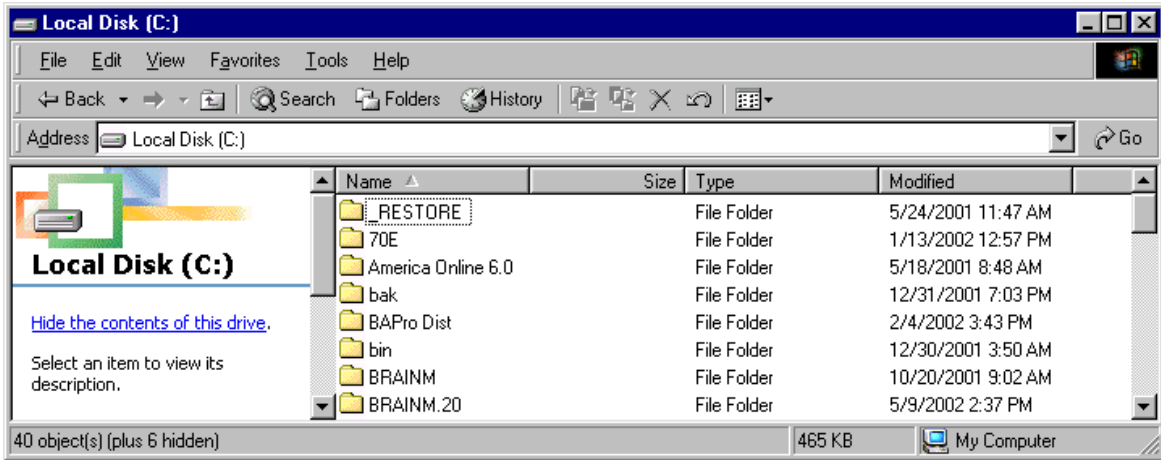
Now press “Send”. Outlook Express will then send the message, with the attachment, to the recipient.

## 2.4.2 Emailing Library files: Method 2:

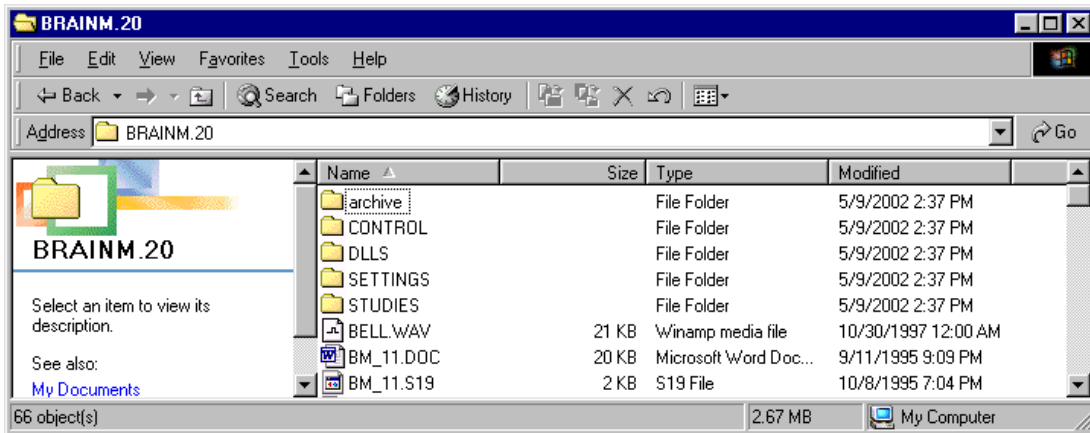
The second method is useful for sending an existing Library file directly from the hard disk, without using the BrainMaster software. This method uses Windows Explorer to find the file, and to send it to the recipient. First, locate the file on your hard disk, double-click on the “My Computer” icon on your PC “desktop”. You should see a dialog something like the following:



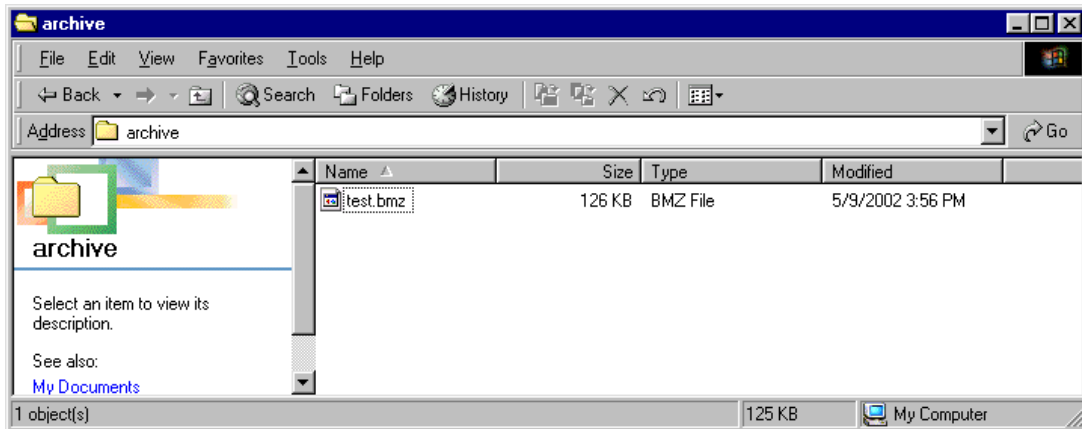
And double-click on the icon for “Local Disk (C:)”. You should see something like the following:



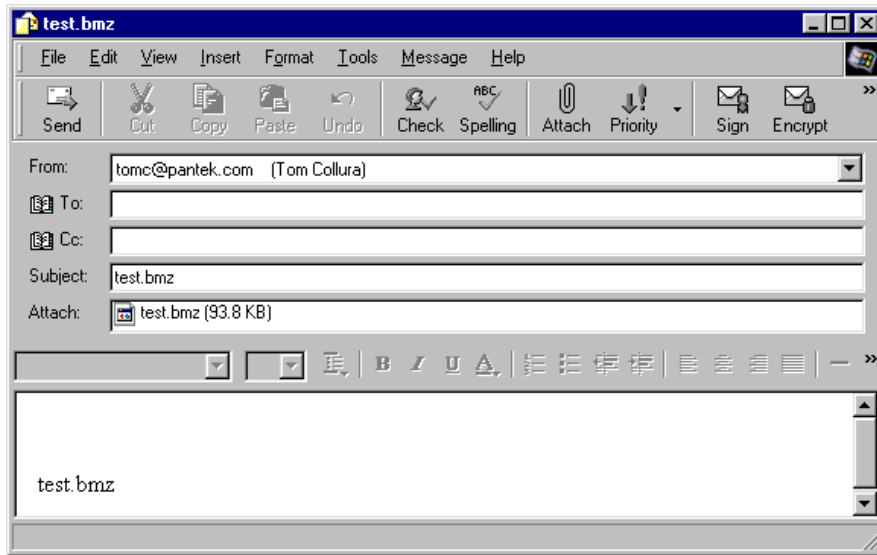
Double Click on the folder “BRAINM.20”. You will see something like the following:



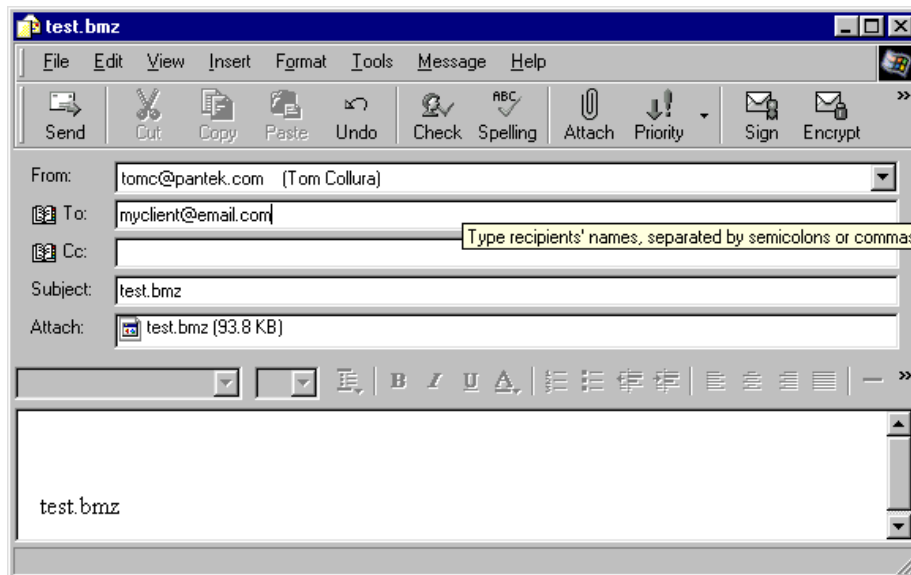
Double-click on “archive”. You will see something like the following:



You can use your right mouse button on the icon “test.bmz” to access a menu item “Send To”, then the menu item “Mail Recipient”. This will bring up your email program with a message that includes the library file as an attachment. You may type in the email address of the recipient at this time.



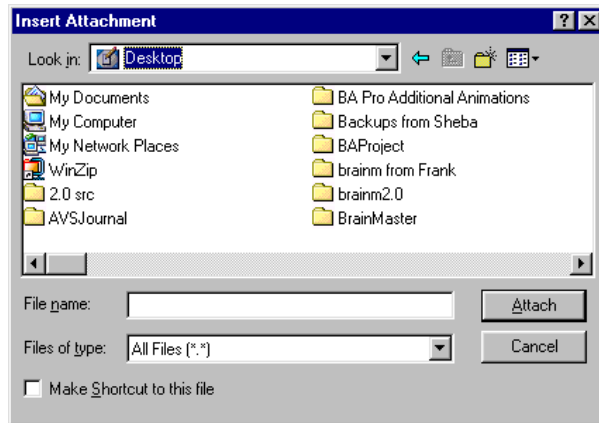
this is the time to type in the email recipient's email address (if it is not already filled in), as shown:



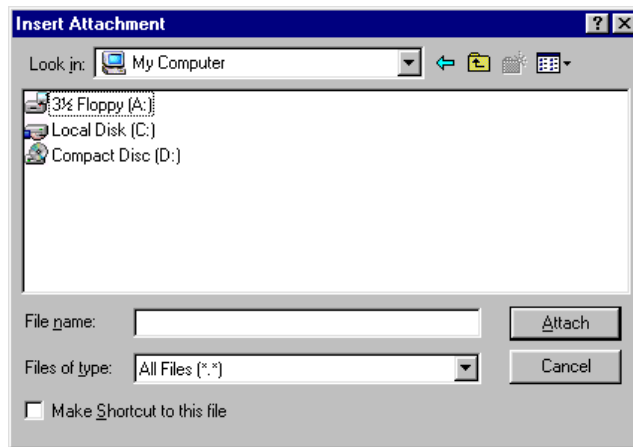
Now simply press the “Send” button and the email will be on its way to your recipient.

### 2.4.3 Emailing Hard Disk Files: Method 3:

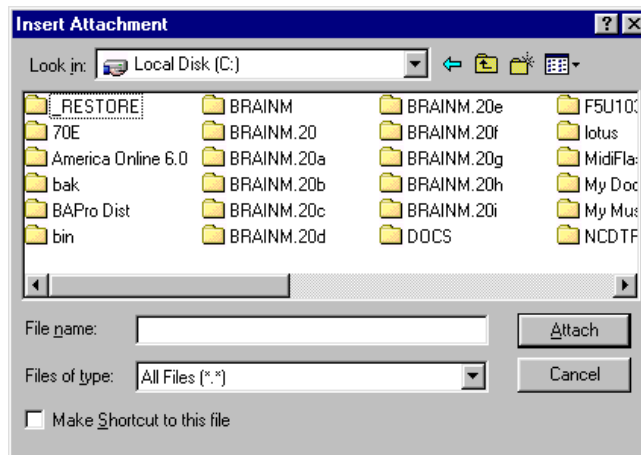
If you prefer to start with your email program and add the file to a message as an attachment, use this method. First bring up your email program, and press “New Mail” to start a new message. Then press the menu item “Insert/File Attachment”. The following dialog box should appear:



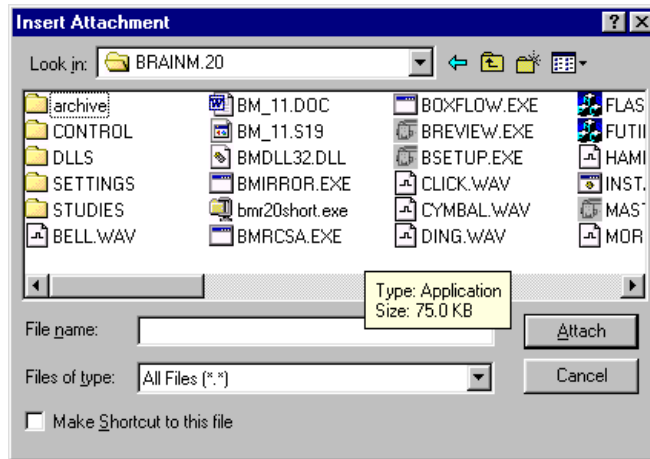
Double-click on “My Computer”. You should see a dialog box like the following:



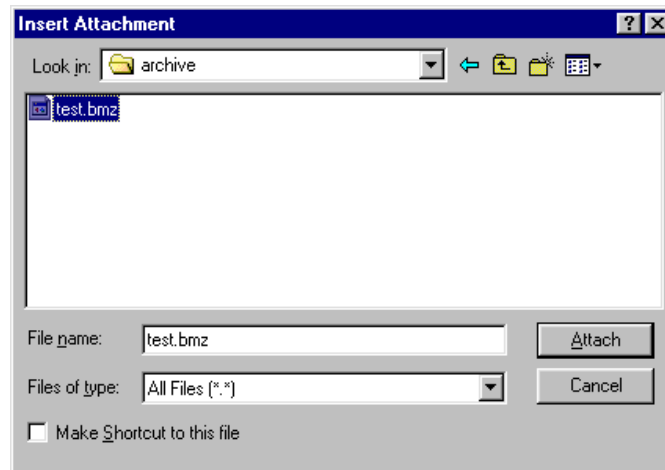
then double-click on “Local Disk”(C:)”. You should see a dialog box like the following:



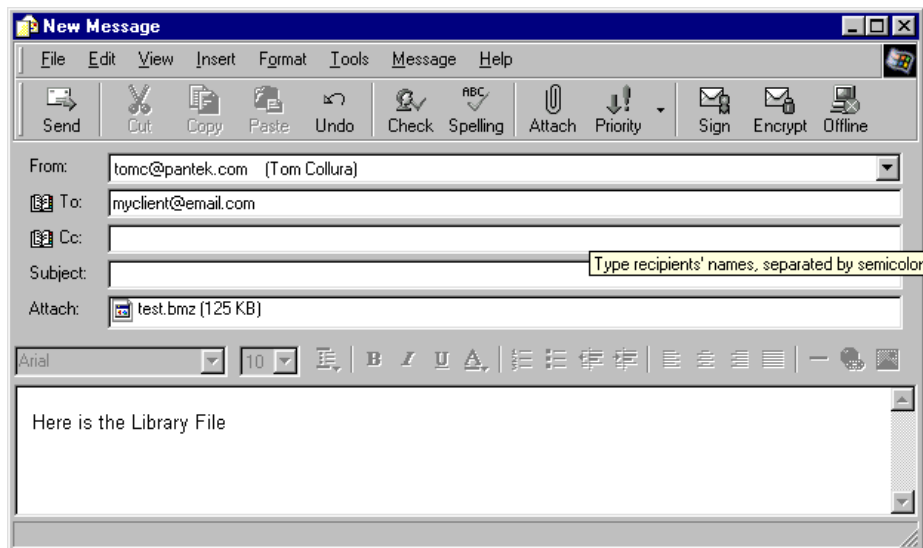
Now double-click on “BRAINM.20”. You should see something like the following:



Now double click on “archive”. You should see something like the following:



click on the library file, e.g. “test.bmz” shown above, then Click on “Attach” You should now see your email message with the file as an attachment:



Now type in the recipient’s email address, and a message as shown above.



Press “Send” and the message will be on its way with the Library File attached.

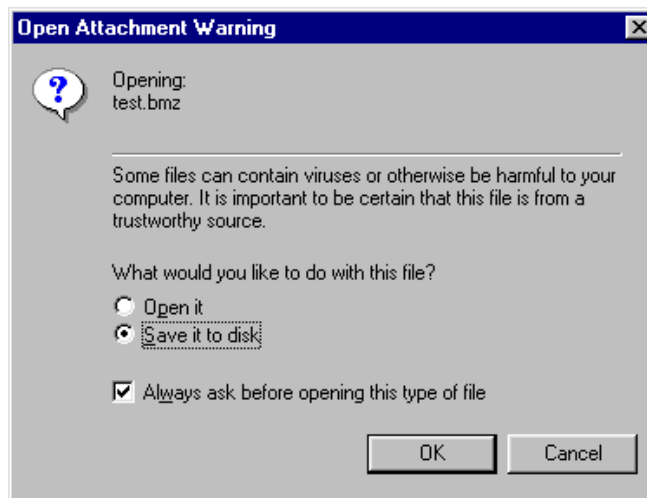
### 3. Unpacking Sessions

You can unpack sessions you have received on floppy disk, via email, or from another method (such as ftp, secure shuttle transfer, etc). In any case, the Library File will be on some location on your floppy disk or hard disk. This could be the floppy disk, the “desktop”, inside your email program, in a temporary folder, or in some other location. No matter where the file is located, you simply locate it and double-click on it (or right click and select “open”) to “open” in. This will start the Session Librarian, which will be able to unpack it to the correct location in the BrainMaster folders.

#### 3.1 Receiving files via email or internet

If you have received sessions via. email, ftp, sst, etc., proceed as follows:

Double-click (or right-click and select “open”) on the attachment or file, either in your email program, or in Windows Explorer. You should then see the following:

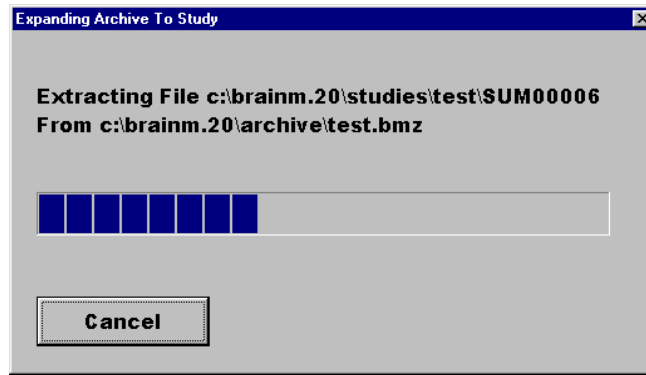


Select the item “Open it” and press “OK.”

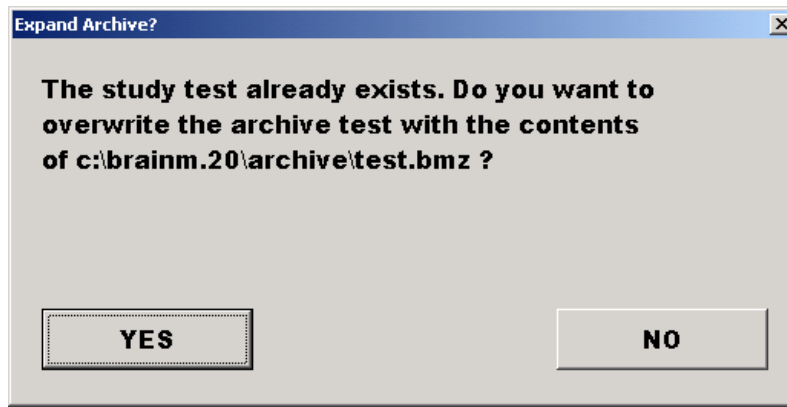
You should see a dialog box like the following:



Press “Yes” and allow the program to proceed. You should see a progress dialog box like the following:

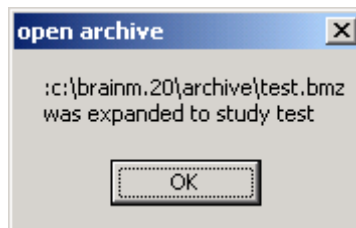


If the folder already exists on your system, you will then see the dialog box:



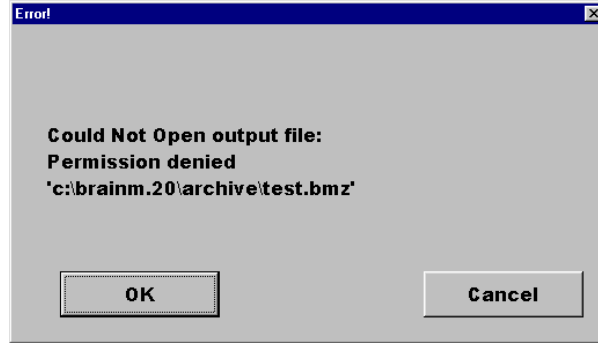
This simply informs you that the folder already exists. If you are sure you want to update it, then press "YES". Note: if you are updating an existing folder with new settings (from your clinician) or with new data (from a trainee), then it is OK to say "YES" and update the folder with all the new information.

If you press YES, you should see a progress dialog, followed by:



Press "OK" and the extraction is complete! The next time you run BrainMaster and run "Folder Selections," you will find that the received folder is now available for your use.

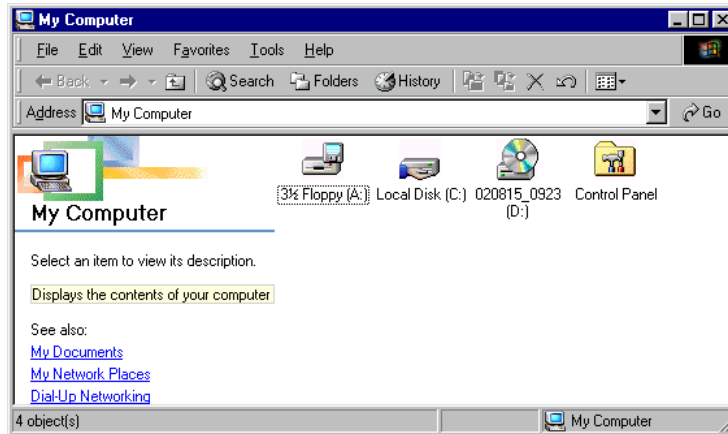
NOTE: If you see the following dialog:



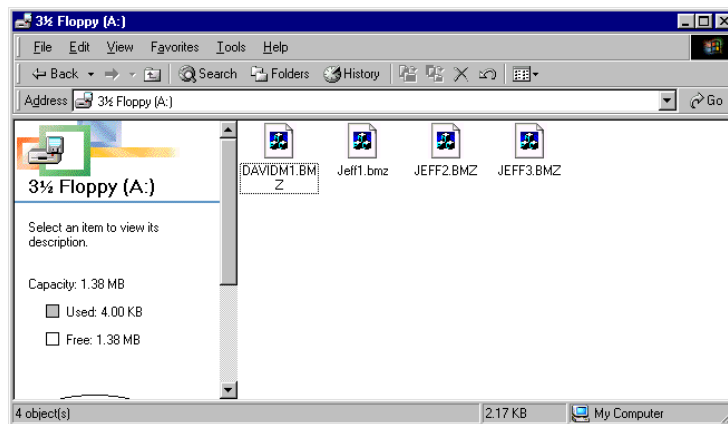
Make sure you are not running the Session Librarian already. Exit the Session Librarian and BrainMaster software. Then repeat the above steps.

### 3.2 Unpacking Sessions from a Floppy Disk

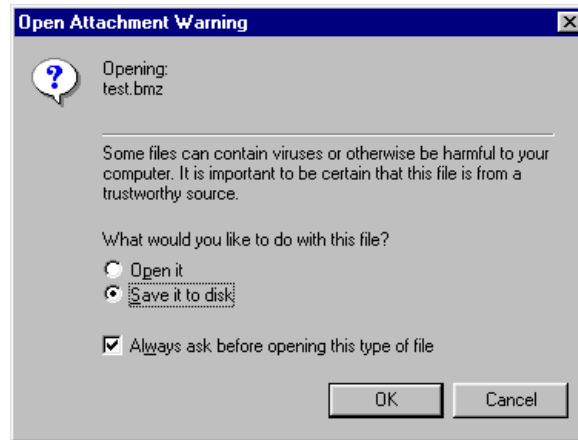
If you have received sessions on a floppy disk, proceed as follows:  
Click on "My Computer." This should bring up a "Windows Explorer" dialog as shown:



Double-click (or right click and select "open") on "3 1/2 Floppy (A:)" You should see an "Explorer" window that shows the files on the A: drive.



Double-click on the file icon (or right click and select "open") to "open" it. You should see a dialog box like the following:



Select “Open it”. And press OK. The program will then proceed as above, when receiving files by email or internet.

### **3.3 Special note regarding completed folders**

When a remote user uses all the sessions in a folder (e.g. 40 training sessions), then presses “Run the next session”, the BrainMaster software will automatically activate the Session Librarian and offer to pack and send the library file. This will make it easy for remote users to send in files for review whenever their sessions are completed.

### **3.4 Special note regarding the file “email.set”.**

If a folder contains a file “email.set”, the Session Librarian will read an email address from that file, and use it when sending library files created from that folder. This file is automatically created by the setup program when a clinician sets up a folder. Thus, any library files emailed from that folder will have the email address automatically written into the “To:” field of the Microsoft Outlook Express window. This feature makes it easy for clinicians to set up folders that will email the results to the clinician, with a minimum of user effort.