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This document, generated by the HAVEN Help Desk staff, is a condensed version (without screen prints) of the instructions for frequently performed procedures with HAVEN software. The following six topics are discussed:

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NOTE #1: CREATING DIRECTORIES FOR BACKUP/EXPORT

- Click the <START> button (usually located in the lower, left-hand corner of your screen.) Go to <PROGRAMS> and <WINDOWS EXPLORER>.

- Click on the C:\ drive on the left side of the screen.

- Choose <FILE> at the top of the screen, <New>, and <FOLDER>. You will now see "New Folder" on the right.

- Type the word "Export" to name the folder. You should see that it types over "New Folder".   Then press the <ENTER> key on your keyboard. This will save the file name.

- Repeat steps 1-3 and type the word "HHAbkup" to name the folder. (Again, it types over "New Folder".) Then press the <ENTER> key on your keyboard. This will save the file name.

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NOTE #2: SETTING UP PATHS IN HAVEN

- From the HAVEN Management Screen select <PREFERENCES> at the top of the screen and choose <PATHS>.

- Select the "BackUp" box and type "C:\HHAbkup". This sets the default backup path to the folder created in Note 1.

- Select the "Exports" and type "C:\Export." This sets the default export path to the folder created in Note 1.

- Click <OK> at the bottom of the screen to complete the process.

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NOTE #3: THE HAVEN EXPORT PROCESS

After typing in your User ID and Password, the first screen you will see in Haven is titled "Haven Management Screen". From here, follow these steps to complete an export:

- Click <OPTIONS> at the top of the screen and choose <EXPORT>.

- Fill in the "Export Description". *Note:* Type any description you want. Example: <your name> Export #1

- Fill in the box for "Export path and file name" (Drive letter): \(folder name)\(file name).txt.   For example: C:\export\031200.txt   (In this example, 031200 represents the current month, day, and year.)

   You may also choose to click the yellow folder to the right of the export path and file name to use the browse feature.

   If you have set your preferences to use a default path for export you should see C:\export\ for your export path and file name. You will need to complete the file name by typing "031200.txt" (or whatever the current month, day, and year is) after the "C:\export\" that already appears.   When finished, it should appear as "C:\export\031200.txt".

- The assessments that are available to export will appear in the box titled "Select Assessments to be Included in Export". If you want all assessments showing to be exported, click "Select All".   You can choose individual assessments by holding down the Ctrl key on your keyboard and selecting the individual assessments you wish to include. (Those excluded will appear, and be available to export, the next time you open the Haven Export screen.)

- On export, if either production or test submission is selected, any private pay assessments will be encrypted and the M0160 field will be blanked out in the export file. If local use is selected, no encryption is done and the M0160 field is not blanked out. The submission type "Local Use" should be used whenever transmissions within an agency are required.)

- Click <EXPORT> to complete the process. You have now successfully created an export file. You may exit HAVEN.

- You must now use your IBM/AT&T Global Dialer to connect to the state and submit the export file.

NOTE #4: BACKING UP HAVEN DATABASES TO FLOPPIES

IMPORTANT: We recommend that this be done using a different disk each day. This database contains all of the assessments you have entered.

- Click <START>, <PROGRAMS>, and <WINDOWS EXPLORER>.

- Double click the "Haven" folder. This opens the folder so you can view the contents.

- Hold down the "Ctrl" key on your keyboard and select the "Hha.mdb" and "Export.mdb" files so they are both highlighted. Release the "Ctrl" key.

- Right click your mouse on either of these files. A list should appear. Choose "Send to" and then "Floppy A:\" from that list. NOTE: You will see it copy the files to the A:\ drive.

- When completed, remove the floppy disk and store in a safe place.

- If you receive a message that the disk is full, refer to Win95 or Win98 backup instructions; your database is to large to use this method.

TO RESTORE FROM DISK

Important: The following steps need to be performed only if the data cannot be repaired any other way. Call the HAVEN Help Desk 1-877-201-4721 if you have any questions.

Read carefully before attempting.
Use most recent backup.

- Insert the disk into drive A:\

- Click <START>, <PROGRAMS>, and <WINDOWS EXPLORER>.

- Click the Floppy A:\ drive on the left side of the screen.

- Hold down the "Ctrl" key on your keyboard and select the "Hha.mdb" and the "Export.mdb" files so that they are both highlighted, release "Ctrl" key.

- Click <EDIT> at the top of the screen and choose <COPY>. NOTE: You will not notice any change at this time.

- Click the C:\ drive from the left side of the screen.

- Click the "Haven" folder once so that it is highlighted.

- Click <EDIT> at the top of the screen and choose <PASTE>. NOTE: You will receive a message stating "The file already exists. Do you want to overwrite?" Choose "Yes". This will complete the process.

- *WARNING*: All data entered since this backup will be lost.

- If you are not sure at this point, call the HAVEN Help Desk 1-877-201-4721.

NOTE #5: *USING MICROSOFT â BACKUP – WINDOWS 95*

HAVEN INITIAL BACKUP:

- If installed, Backup is accessed by clicking <START>, <PROGRAMS>, <ACCESSORIES>, <SYSTEM TOOLS>, and <BACKUP>. [If not listed, Backup can be added thru Control Panel – Add/Remove Programs – Windows Setup. You will need the Windows 95 CD or Disks].

- The Backup screen lists the three steps to creating a backup. Following is more detail.

- Click the "+" next to the C:\ drive to list all folders. Scroll down to the "Haven" folder and click to display the contents. Click the boxes next to the "Export.mdb", and "HHA.mdb" to select these for backup. Click <NEXT> to continue.

- With a blank 3 ½ floppy inserted, Select "3 ½ Floppy [A:]". Click <START BACKUP>. Use "Haven" for the backup set label. The backup window will shows the status. You will be prompted for additional diskettes (if needed).

- The backup window will indicate when operation is completed.

ADDITIONAL BACKUPS

NOTE: For the safety of your backups, you may want to use 2 or more sets of disks and rotate.

- Repeat the steps of the Initial Backup from the prior step.

- The backup progress window will indicate when operation is completed.

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TO RESTORE:

- Backup is accessed by clicking <START>, <PROGRAMS>, <ACCESSORIES>, <SYSTEM TOOLS>, and <BACKUP>.

- Click the "Restore" tab and select "3 ½ Floppy".

- Assure that "A:\MyHaven.qic" is selected. Insert backup floppy. If you have a multiple disk backup, insert disk 1. Click C:\ and select the "Haven" folder to list files.

- Select the appropriate files to restore. Click <START RESTORE> to continue.

- The restore progress window shows the status. (NOTE: You may be prompted for additional diskettes.) The window indicates when Restore is complete.

Help Desk Notes
QUICK-REFERENCE
Questions and comments may be answered at (877) 201-4721

NOTE #6: USING MICROSOFT â BACKUP – WINDOWS 98

<u>HAVEN INITIAL BACKUP</u>

If installed, Backup is accessed by clicking <START>, <PROGRAMS>, <ACCESSORIES>, <SYSTEM TOOLS>, and <BACKUP>. [If not listed, Backup can be added thru Control Panel – Add/Remove Programs – Windows Setup. You will need the Windows 98 CD.]

- For initial setup select "Create a new backup job". Click <OK>. Choose "Back up selected files, folders and drives". Click <NEXT> to select files, folders and drives.

- Click the "+" next to the C:\ drive to list all folders. Scroll down to the "Haven" folder and click the folder to display the contents. Click the boxes next to the "Export.mdb", and "HHA.mdb" to select these for backup. Click <NEXT> to continue.

- Choose "All selected files". Click <NEXT> to continue.

- Backup will be to File, click the folder to choose the drive.

- Click the drop down arrow to the right of Look in:, Select 3 ½ Floppy [A:].

- You may name the set, "MyHaven". The default is "MyBackup". Click <OPEN>. Click <NEXT> to continue.

- Choose "Compare" to verify the backup. Always choose "Compress" to save disk space.

- Name this backup job "Haven".

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- With a blank 3 ½ floppy inserted, click <START> to begin. Monitor Backup progress indicator. Microsoft Backup will prompt "Please insert another media to continue" when the disk is full.

- Backup Progress window will indicate when operation is completed.

ADDITIONAL BACKUPS

Backup is accessed by clicking <START>, <PROGRAMS>, <ACCESSORIES>, <SYSTEM TOOLS>, and <BACKUP>.

- Choose "Open an existing Backup job". Select "Haven" and insert a 3 ½ floppy disk. Click <START>. If you are using the same diskettes for backup you will be prompted "This media contains one or more backup sets. Do you want to overwrite?" Click <OVERWRITE> to continue. (NOTE: For the safety of your backups, you may want to use 2 or more sets of disks and rotate.)

- Backup Progress window will indicate when operation is completed.

TO RESTORE:

Backup is accessed by clicking <START>, <PROGRAMS>, <ACCESSORIES>, <SYSTEM TOOLS>, and <BACKUP>.

- Select "Restore backed up files".

- Assure "A:\MyHaven.qic" is selected. Insert backup floppy. If you have a multiple disk backup, insert disk 1. Click <NEXT>.

- Be sure the correct backup date is selected.

- Click the "+" by the C:drive, then click the "Haven" folder to list files. Select the appropriate files to restore and click <NEXT> to continue. Verify that original location is selected and click <NEXT> to continue.

- Select "Always replace the file on my computer". [With Haven backup, files are replaced as a last resort for a non-repairable, corrupt database.]

- Click <START> to restore. Diskette dataset is verified. Restore Progress window shows status. (NOTE: You may be prompted for additional diskettes). The Restore window indicates when restoration is complete.