TCM DOWNLOAD

HOW TO DOWNLOAD INFORMATION FROM TCM WEBSITE?

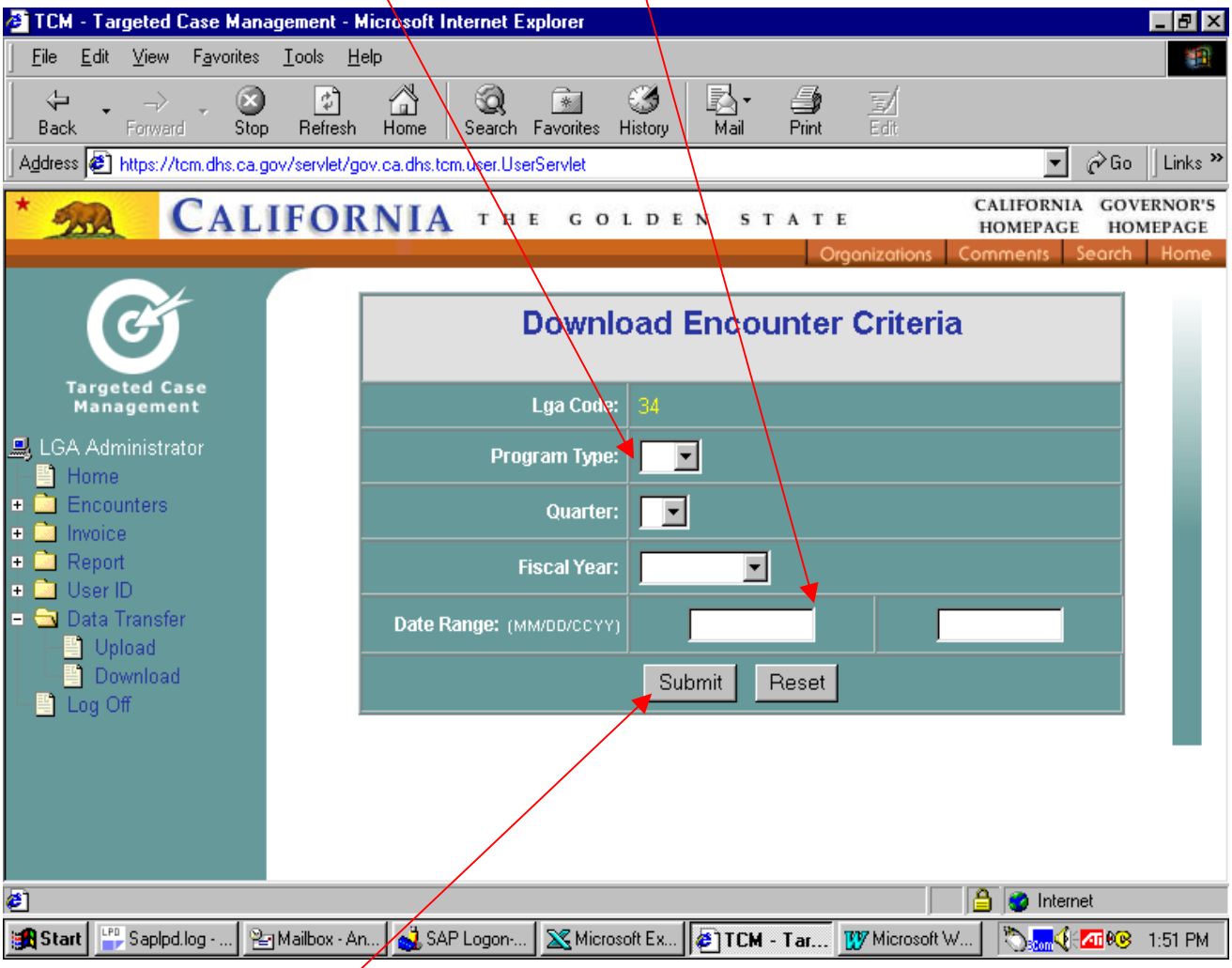
1. Log into the TCM Website as LGA Administrator

Enter your User ID and Password

2. Click on DATA TRANSFER

3. Click on DOWNLOAD

4. Enter type of PROGRAM and DATE RANGE you want to download



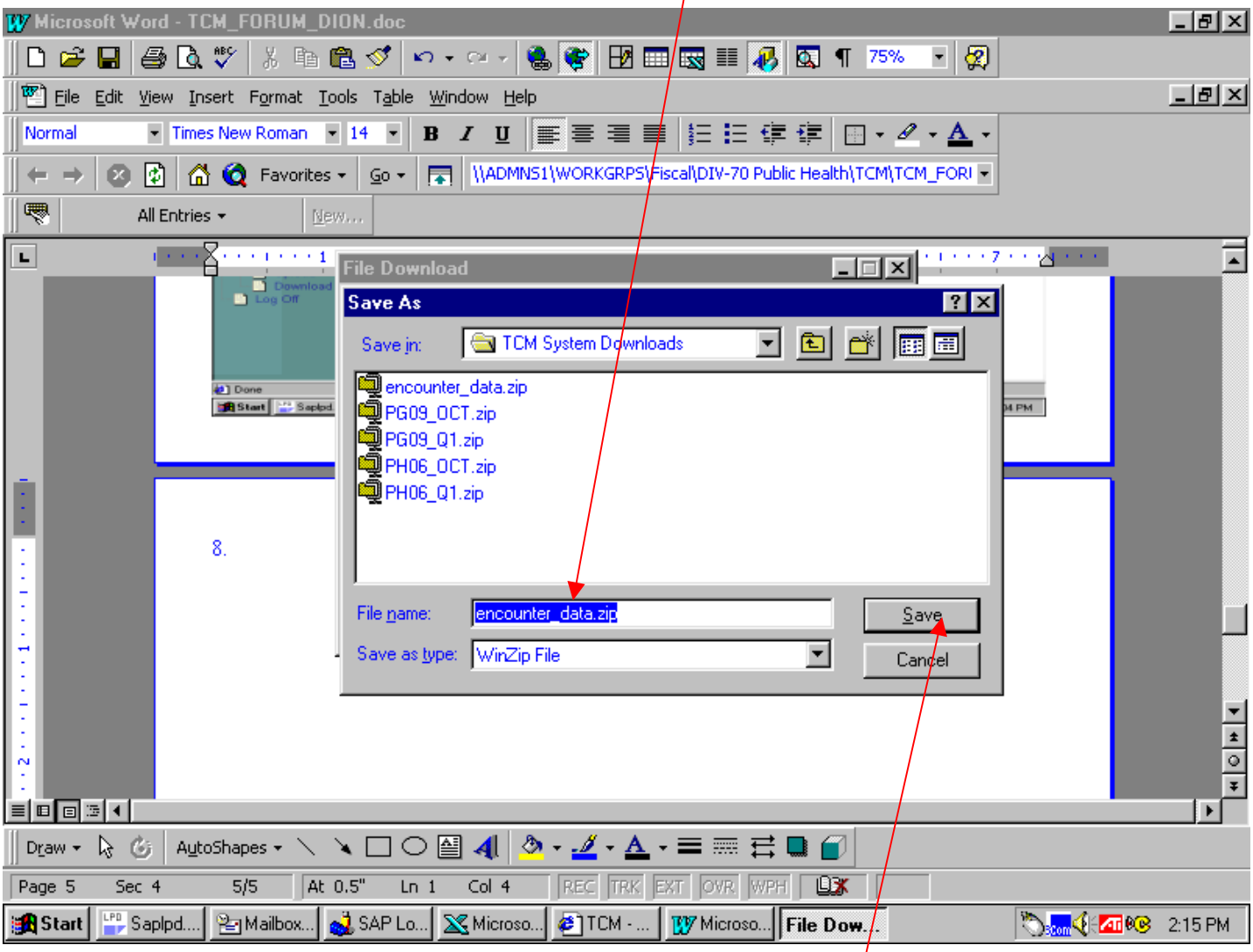
5. Click on SUBMIT

Tips: Select a specific Program type and select a quarter or date range. Leave Fiscal year blank to get results. For multiple programs select ALL for Program type, enter Fiscal Year to download current or prior fiscal year data.

6. You will get this result.

7. Click where it says, "Click Here"; then you get the dialog box below. Click on Save this file to a disk. Then click OK.

8. Another Dialog box appears and will ask you where do you want to save the data to be downloaded. Select the path where you want data file transferred with extension .zip



TIP: Make sure you have WinZip available before you do this step. WinZip is a software program that compresses the file. It can be downloaded at no cost from http://www.winzip.com

9. When you're sure you have WinZip installed, proceed to click Save.

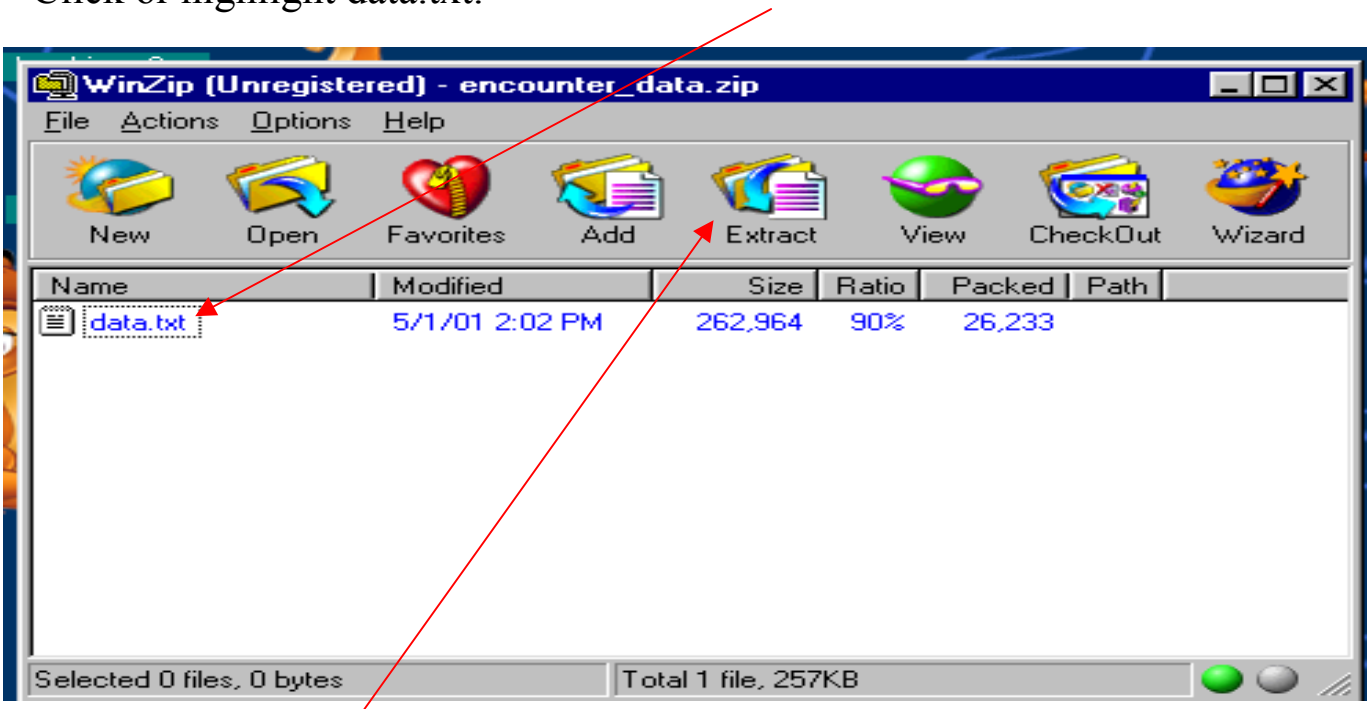
10. A dialog box appears, just click close.

11. Now you can Log off your TCM system.

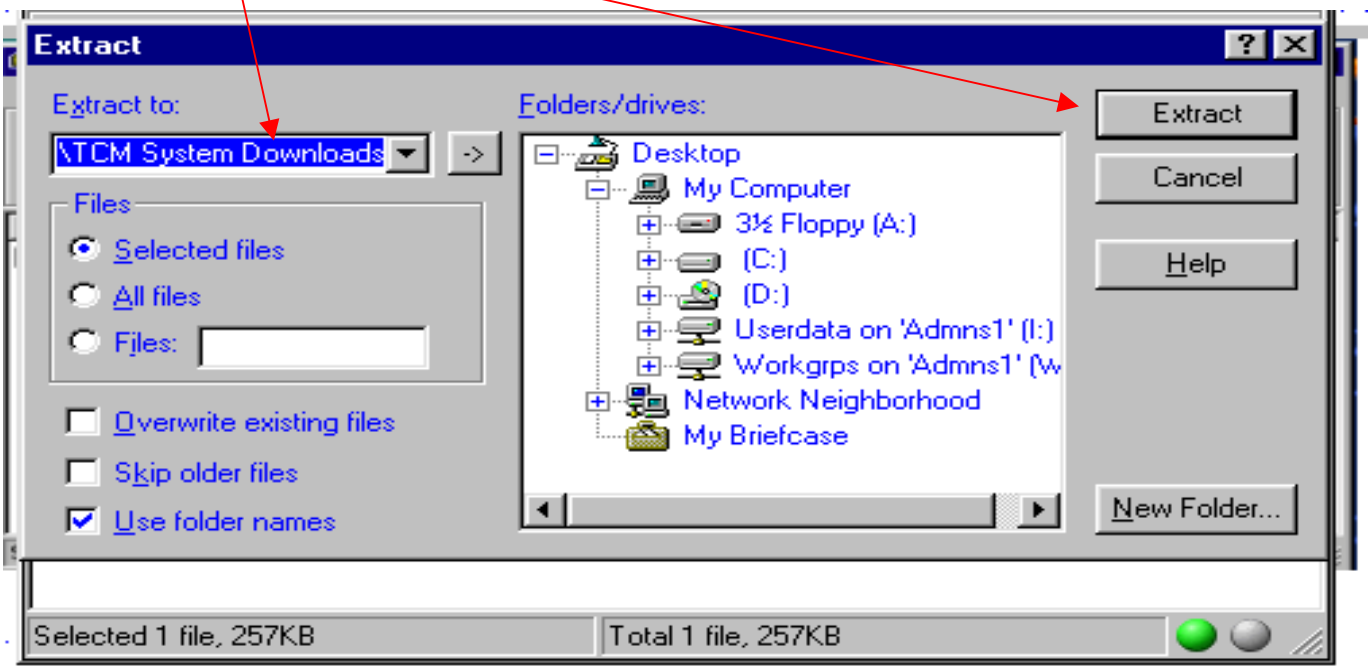
This should conclude the downloading process from the TCM system.

Convert your file from a zip file to a text file usingWinZip

12. Open WinZip. Double click on your folder called **encounter_data.zip**. Click or highlight data.txt.



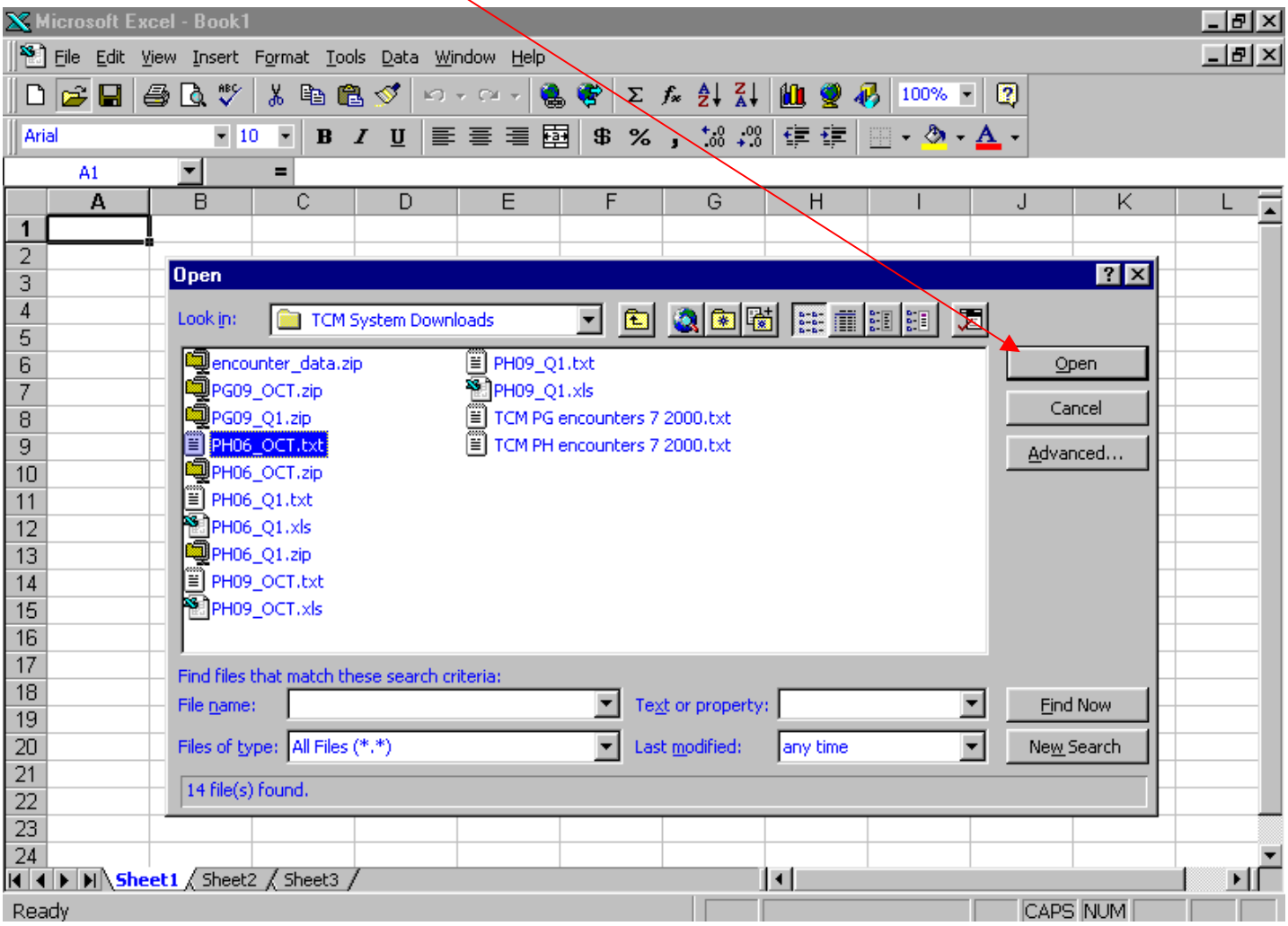
13. Click on Extract. Another dialog box will appear like below. Define path to save the file to. Then click extract from this box.



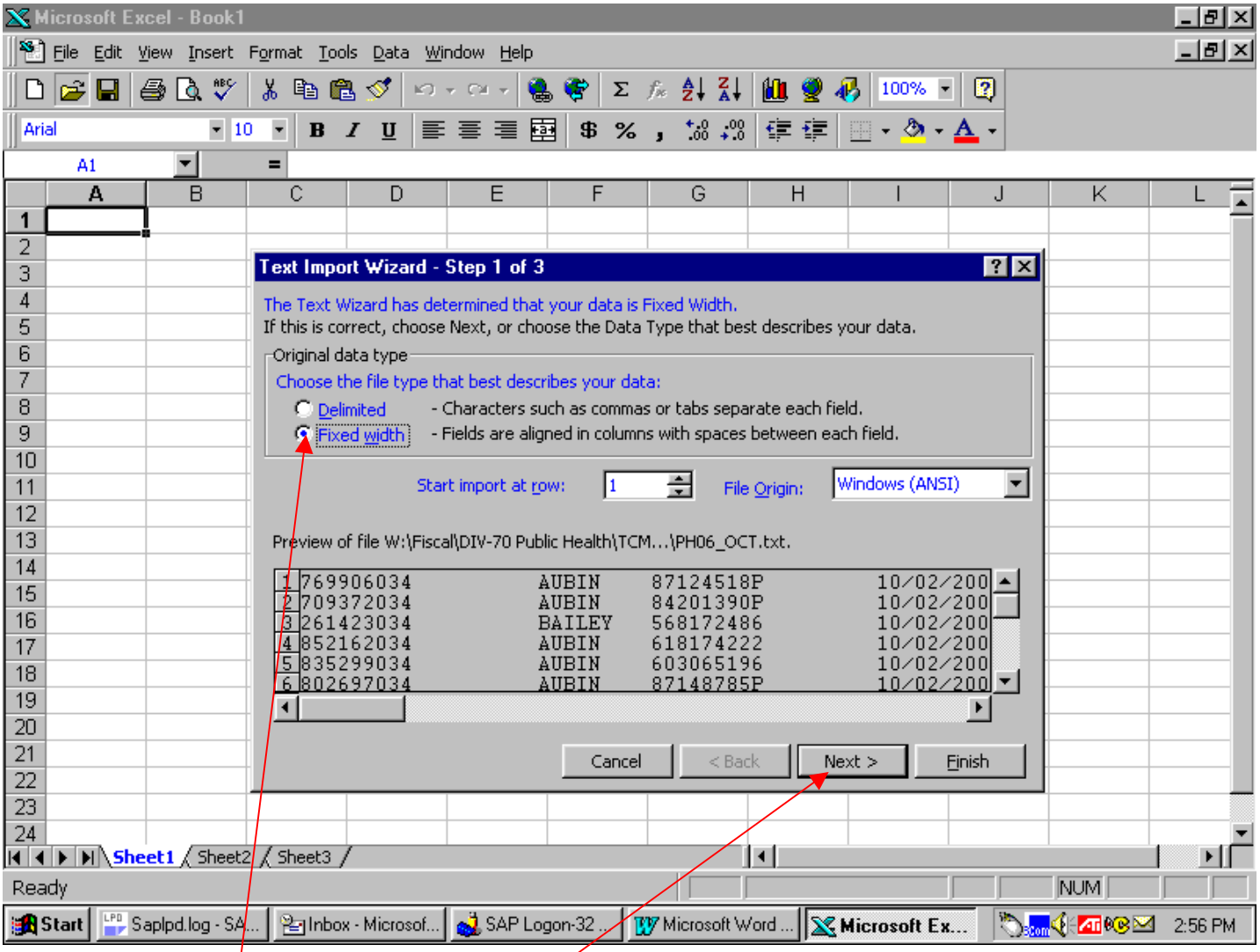
14. After transfer of data is completed, rename data.txt file to your preferred filename.
15. Close WinZip Window.

HOW TO UPLOAD ZIP FILE TO EXCEL OR ACCESS?

16. Open an empty Excel workbook. Open folder where you transferred or saved your file from step 14. Click open.



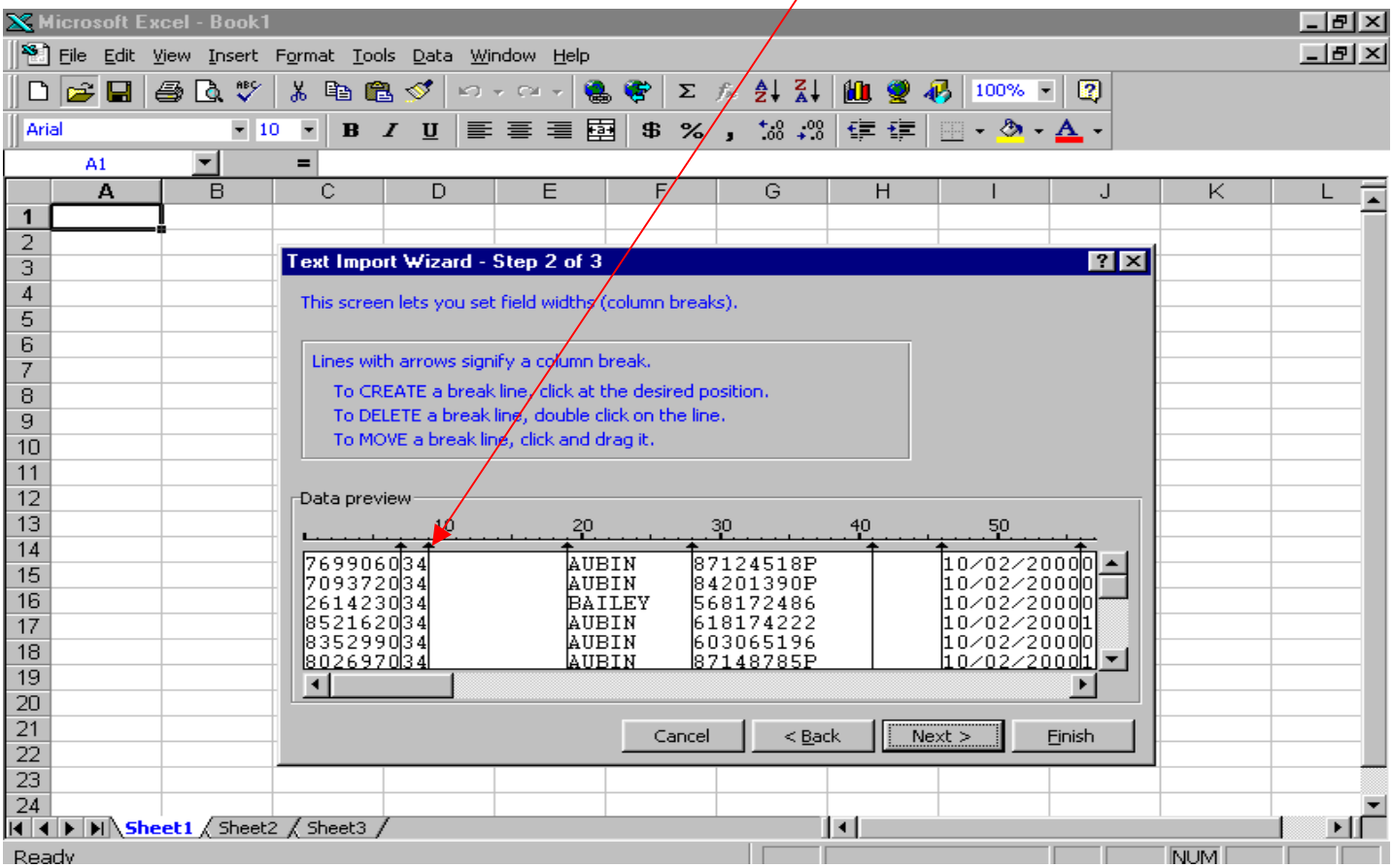
17.A TEXT IMPORT WIZARD dialog box will now appear.



18. It should be fixed width. Click next.

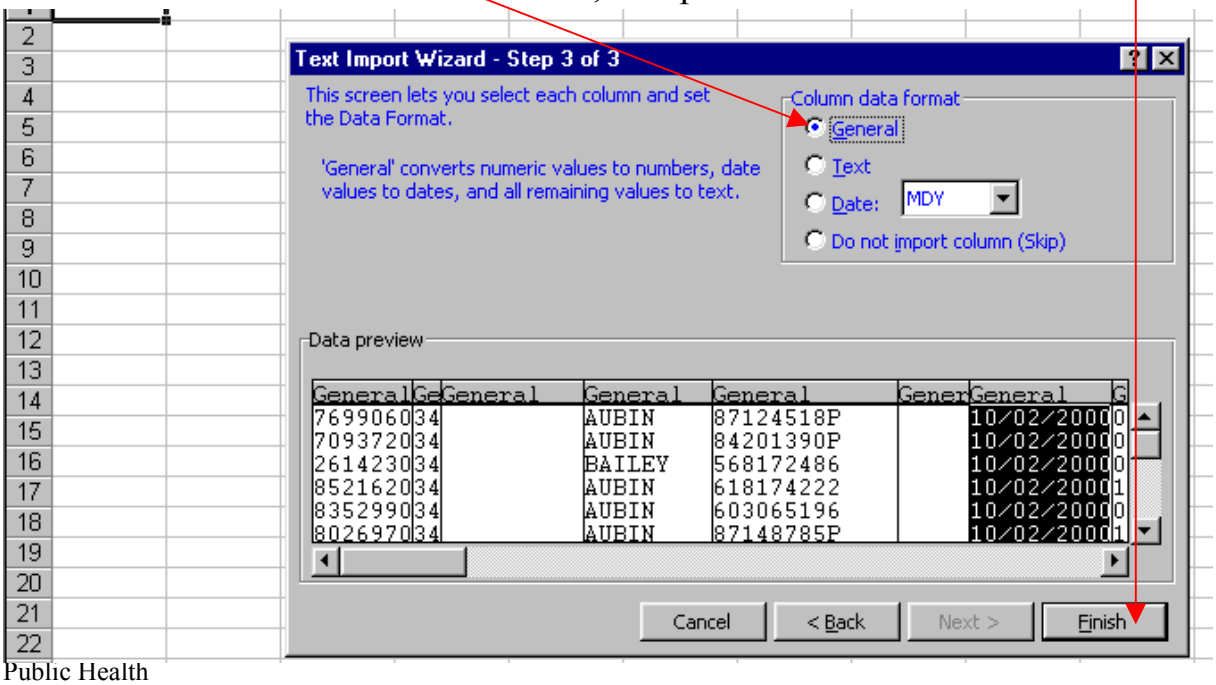
19. The next dialog box that appears is where you set your break line. Use the template available in the TCM tutorial to define the start & end positions of the fields

TIP: Set your break line exactly how you want your report to show. Single click where you want the break line to appear, double click to remove break line.



20. Click Next for the next dialog box for column data format. Click Finish when done.

TIP: Leave it to General or Text format, except for date/time fields.



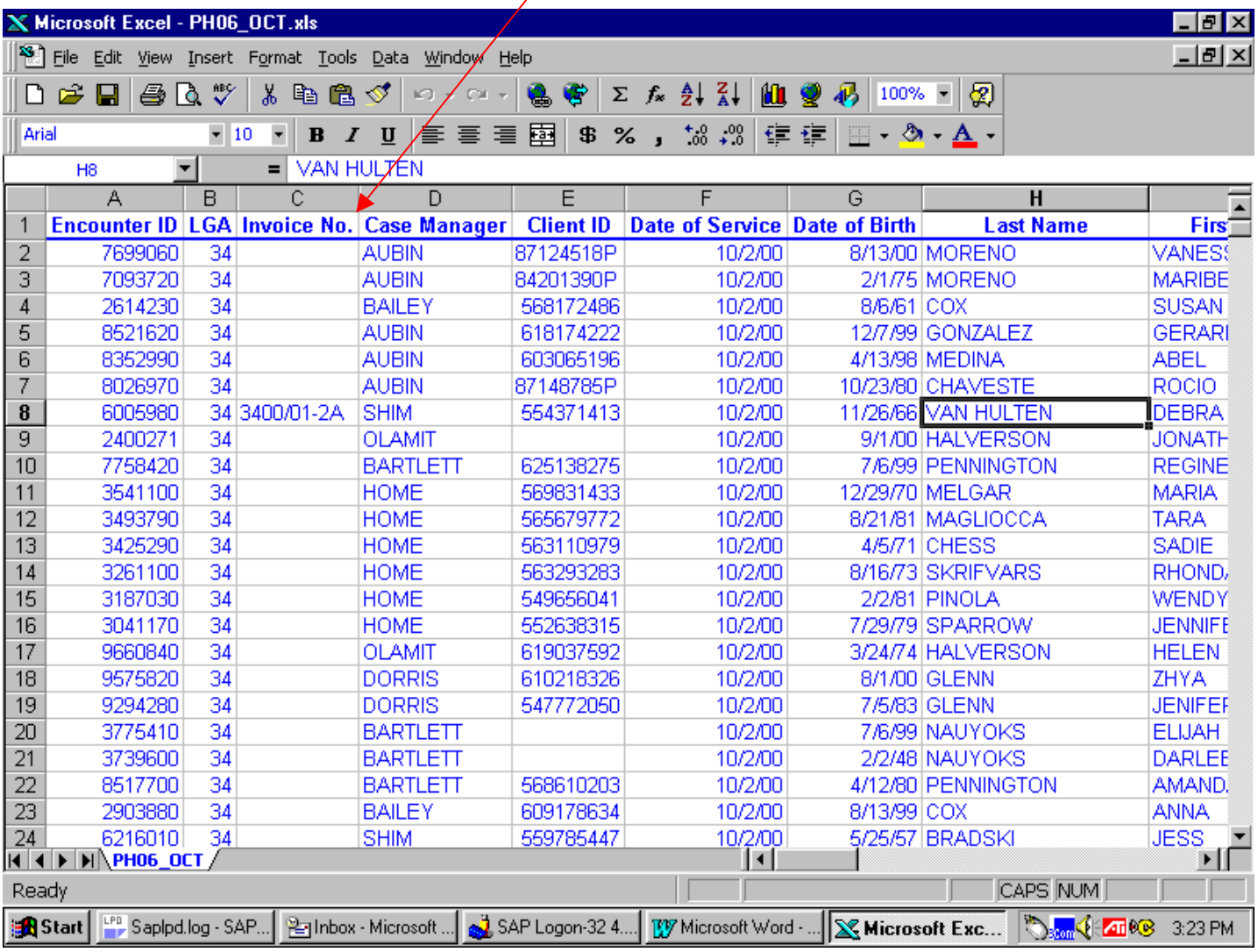
21. Re-format EXCEL Spreadsheet on how you want it to look. Save it to your preferred filename. You're ready to run your own reports.

You are ready to do whatever you want on your spreadsheet.

TIP: Don't forget to save your EXCEL File to an .xls file. Remember where you saved the file.

HOW ABOUT ACCESS: The process is almost the same to import directly from the data.txt file, follow the Import/Link wizard in Access. You can also import your Excel file directly into MS Access.

22. Open your formatted EXCEL file. Label your columns as how your report will show.



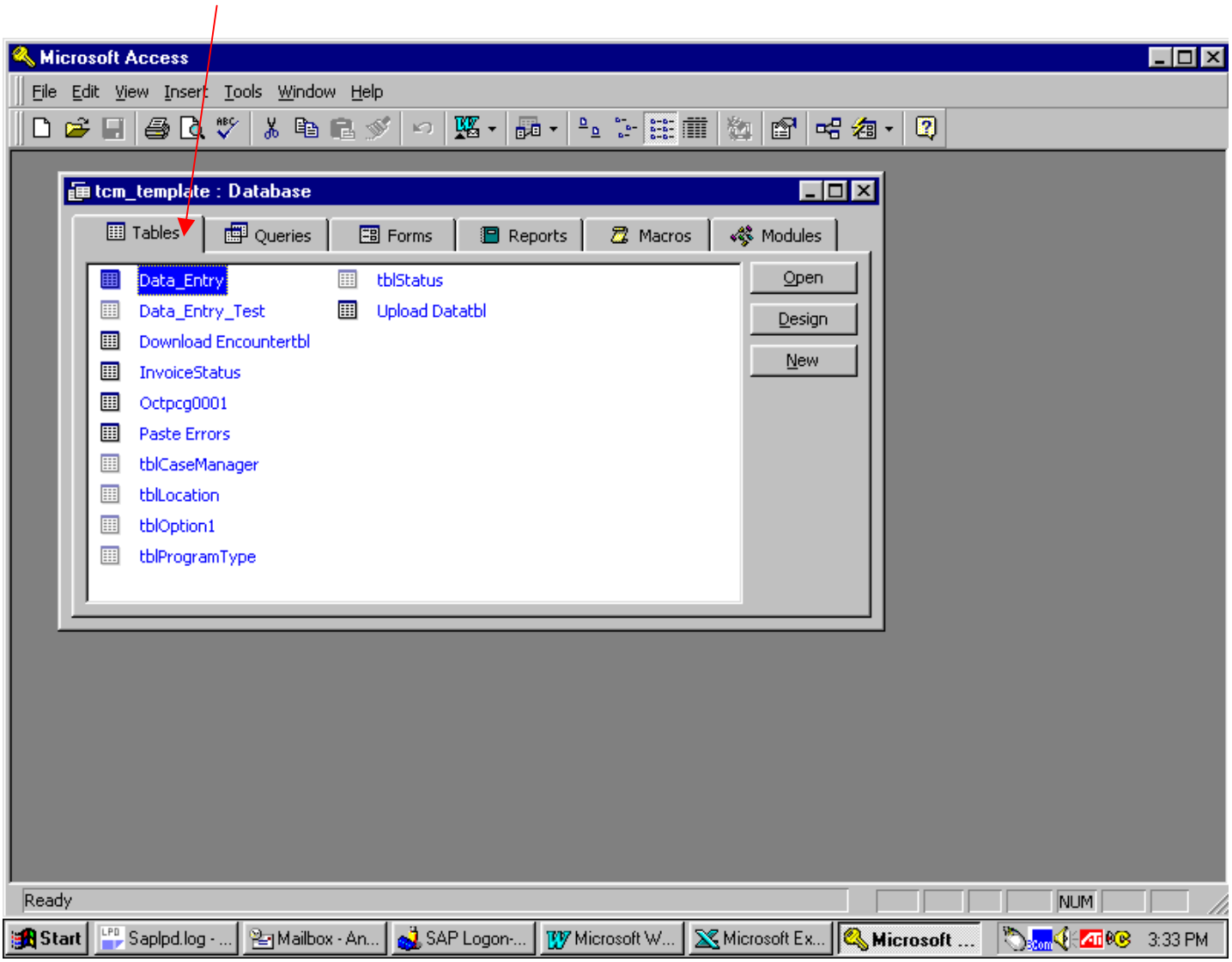
	A	B	C	D	E	F	G	H	
1	Encounter ID	LGA	Invoice No.	Case Manager	Client ID	Date of Service	Date of Birth	Last Name	Firs
2	7699060	34		AUBIN	87124518P	10/2/00	8/13/00	MORENO	VANESS
3	7093720	34		AUBIN	84201390P	10/2/00	2/1/75	MORENO	MARIBE
4	2614230	34		BAILEY	568172486	10/2/00	8/6/61	COX	SUSAN
5	8521620	34		AUBIN	618174222	10/2/00	12/7/99	GONZALEZ	GERARI
6	8352990	34		AUBIN	603065196	10/2/00	4/13/98	MEDINA	ABEL
7	8026970	34		AUBIN	87148785P	10/2/00	10/23/80	CHAVESTE	ROCIO
8	6005980	34	3400/01-2A	SHIM	554371413	10/2/00	11/26/66	VAN HULTEN	DEBRA
9	2400271	34		OLAMIT		10/2/00	9/1/00	HALVERSON	JONATH
10	7758420	34		BARTLETT	625138275	10/2/00	7/6/99	PENNINGTON	REGINE
11	3541100	34		HOME	569831433	10/2/00	12/29/70	MELGAR	MARIA
12	3493790	34		HOME	565679772	10/2/00	8/21/81	MAGLIOCCA	TARA
13	3425290	34		HOME	563110979	10/2/00	4/5/71	CHESS	SADIE
14	3261100	34		HOME	563293283	10/2/00	8/16/73	SKRIFVARS	RHOND
15	3187030	34		HOME	549656041	10/2/00	2/2/81	PINOLA	WENDY
16	3041170	34		HOME	552638315	10/2/00	7/29/79	SPARROW	JENNIFE
17	9660840	34		OLAMIT	619037592	10/2/00	3/24/74	HALVERSON	HELEN
18	9575820	34		DORRIS	610218326	10/2/00	8/1/00	GLENN	ZHYA
19	9294280	34		DORRIS	547772050	10/2/00	7/5/83	GLENN	JENIFER
20	3775410	34		BARTLETT		10/2/00	7/6/99	NAUYOKS	ELIJAH
21	3739600	34		BARTLETT		10/2/00	2/2/48	NAUYOKS	DARLEE
22	8517700	34		BARTLETT	568610203	10/2/00	4/12/80	PENNINGTON	AMAND
23	2903880	34		BAILEY	609178634	10/2/00	8/13/99	COX	ANNA
24	6216010	34		SHIM	559785447	10/2/00	5/25/57	BRADSKI	JESS

TIP: Please maintain confidentiality of information.

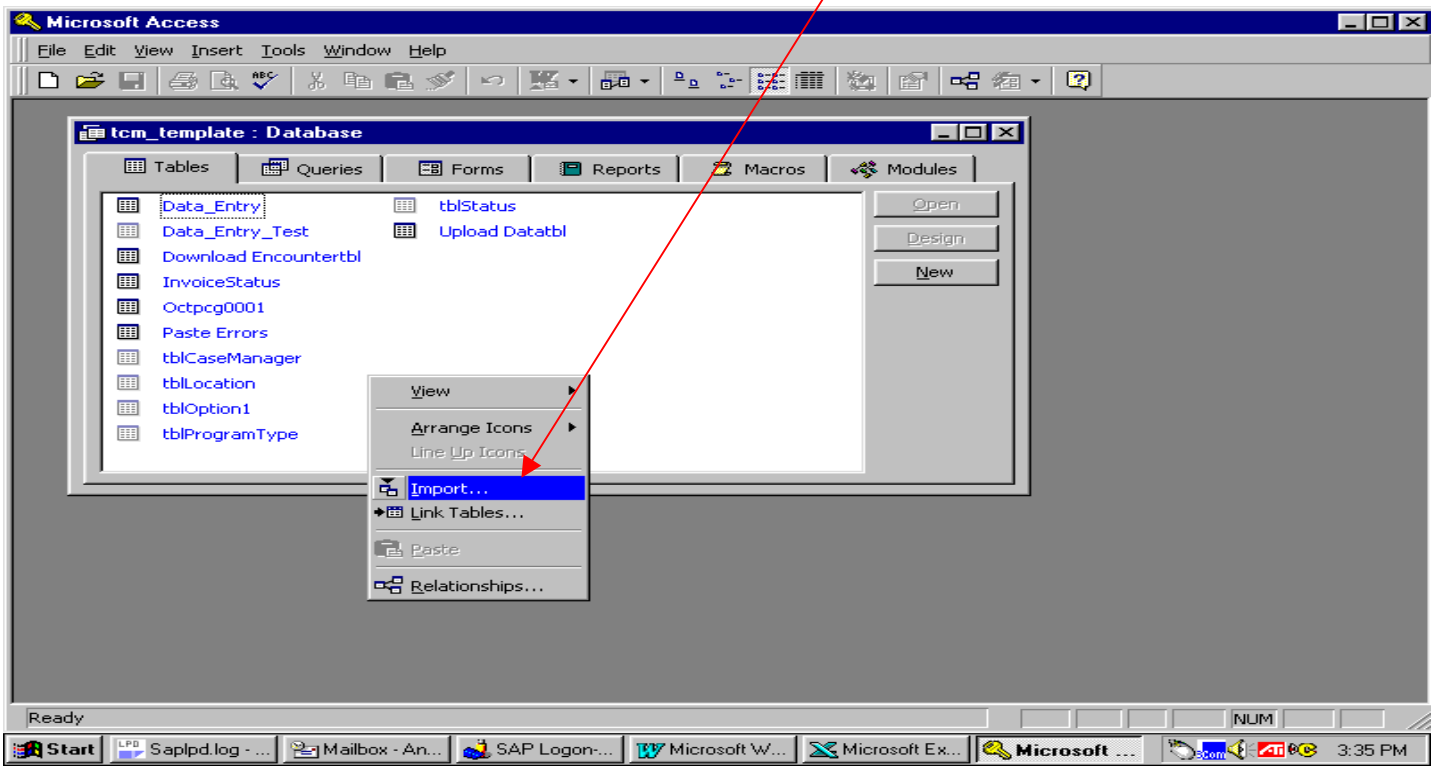
23. Open your TCM database if one already exists. If not, please create a database just for TCM tables.

TIP: It would be helpful in the long run to maintain a database just for TCM and protect your database with a password if you have to share your network with other people in your office. Backup regularly. **DO NOT LOSE THE PASSWORD, IT CANNOT BE RECOVERED!**

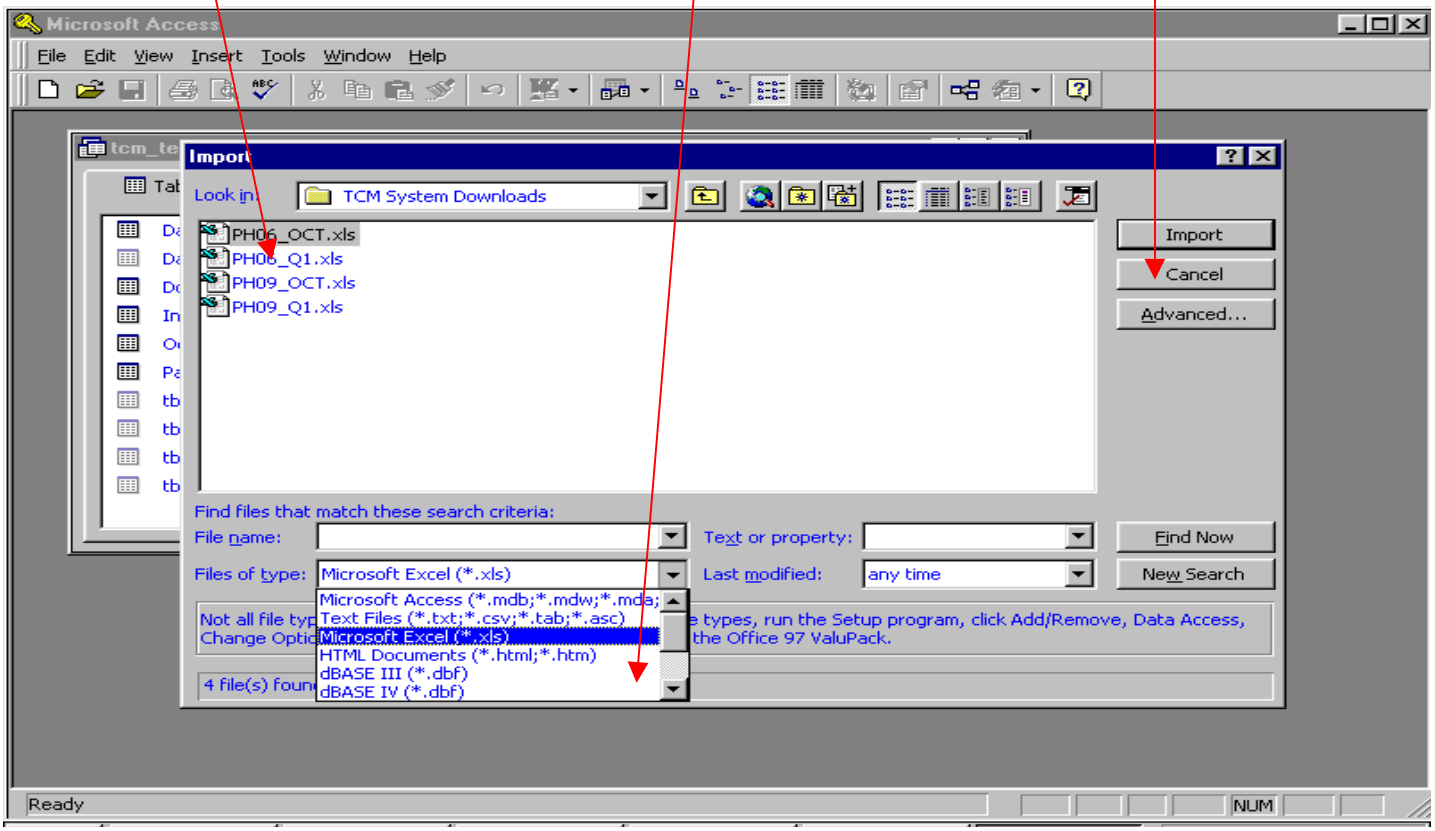
24. Go to TABLE tab.



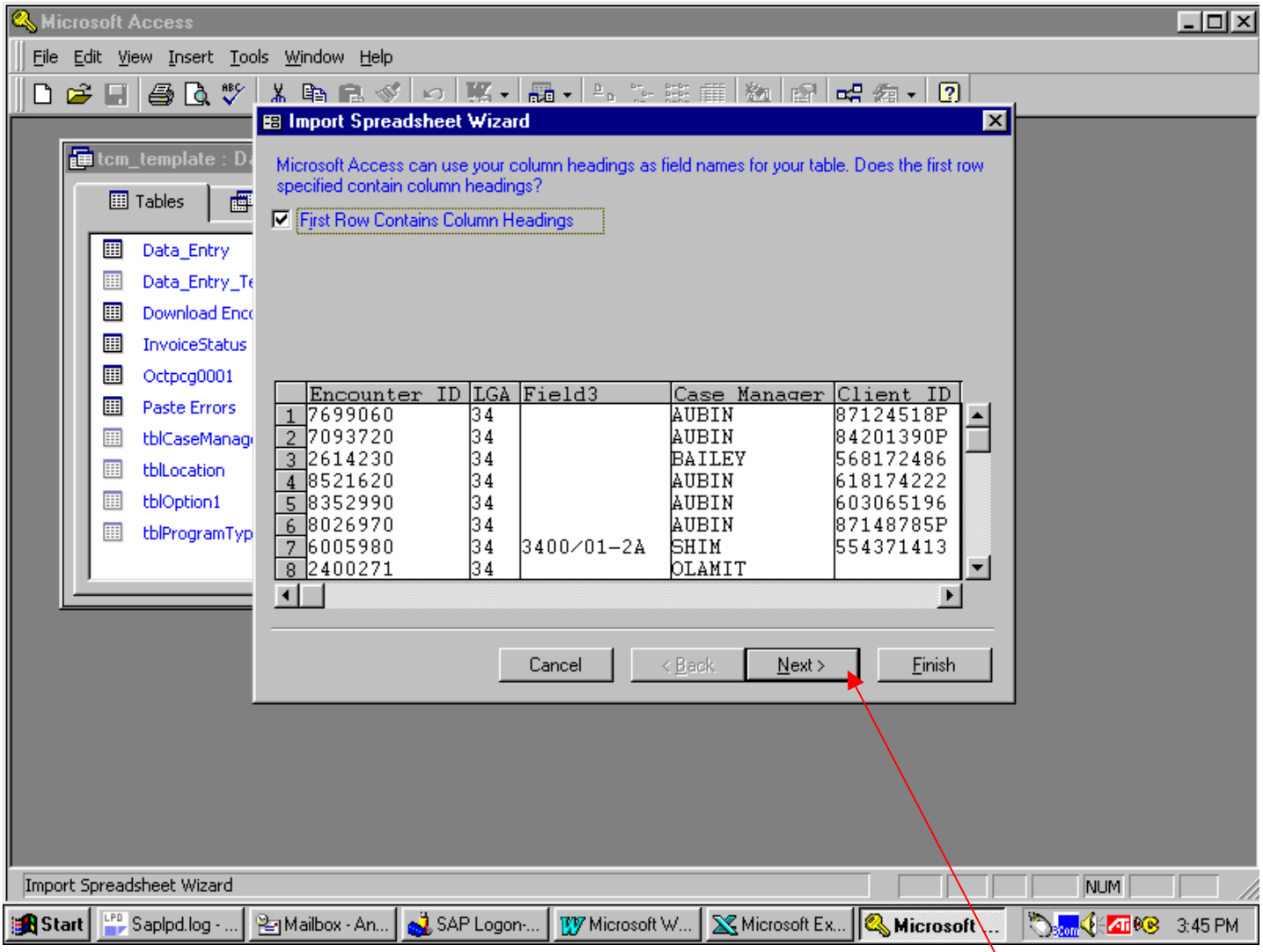
25. Right click anywhere on the TABLE tab. Click on Import.



26. Find the data.txt file you previously saved or the EXCEL file from step 21. Then click Import.



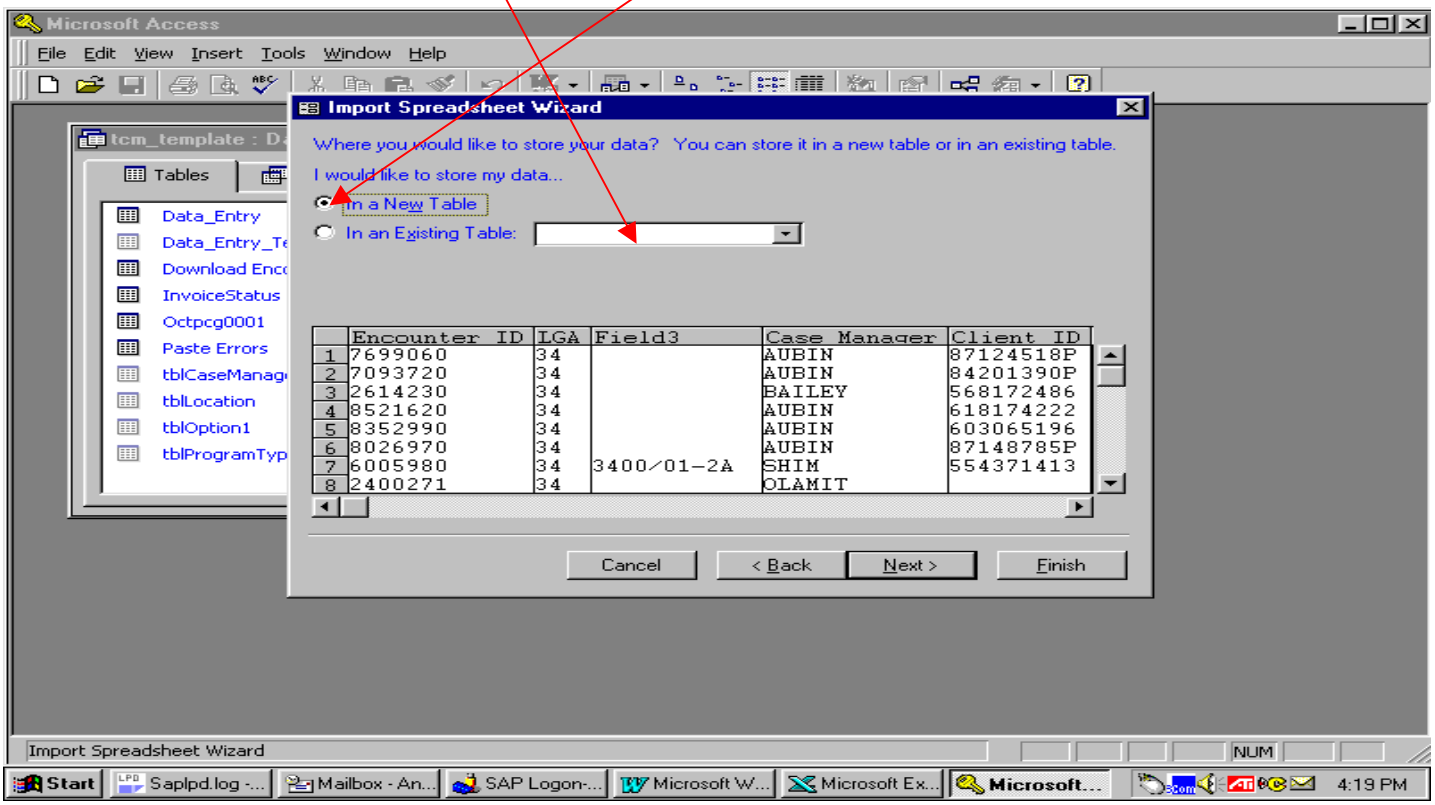
27.Now, still in ACCESS database. A dialog box will appear like this one.



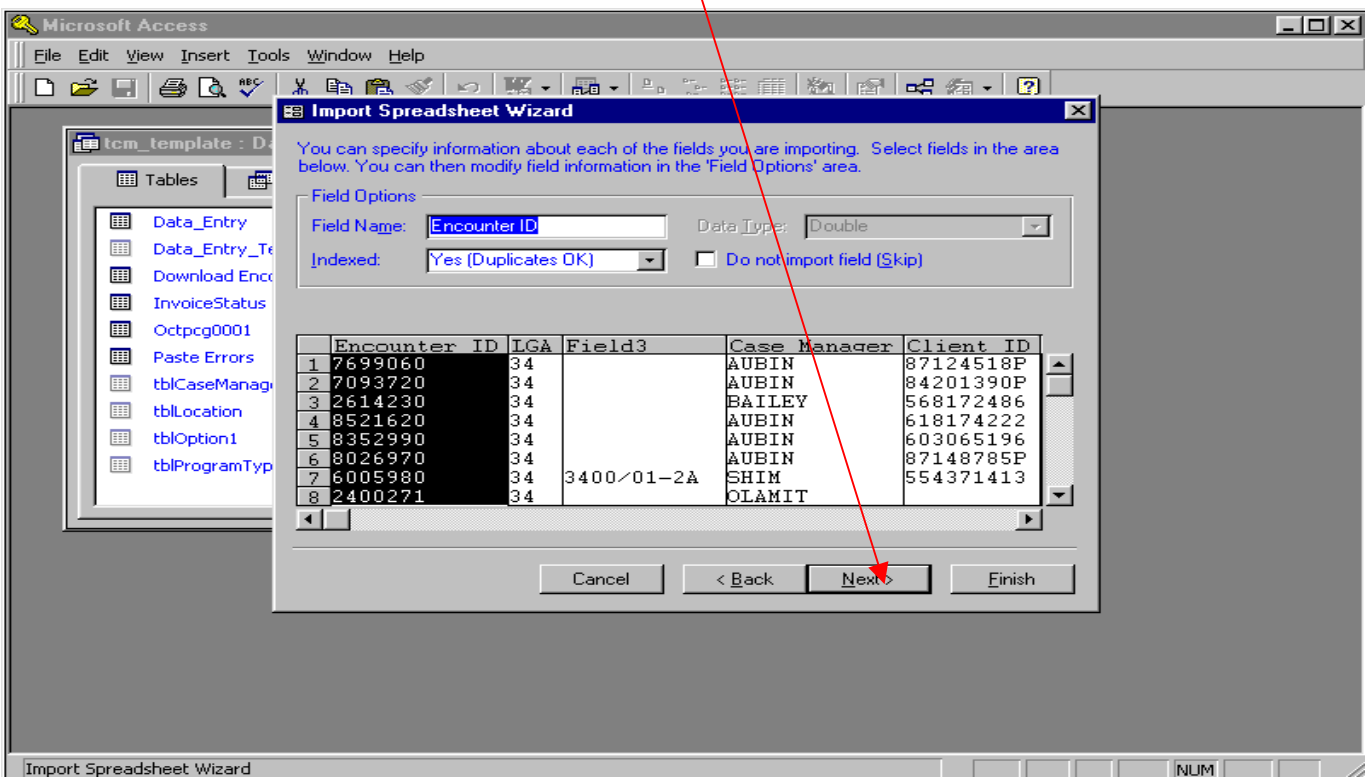
28.Click on the box that says, "first row contains…" This will not include the headings if you are trying to append the file to an existing table already. For a new table, do not click the box, the heading will also be transferred to the database table. Then click next.

TIP: If you have an existing table you wish to add the data you are trying to append, make sure the columns have the same heading and they are in the same order as the existing table.

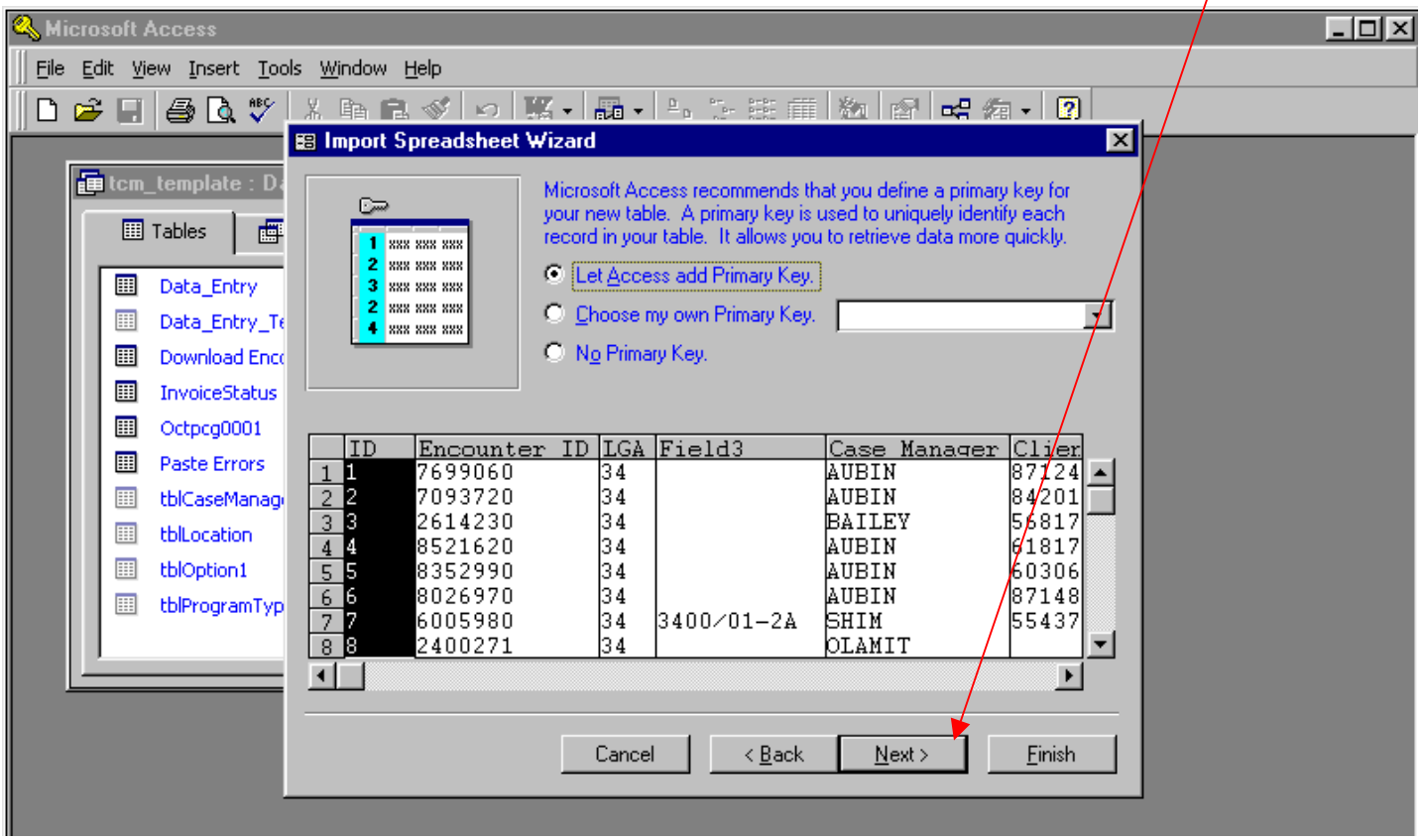
29. Determine if you will store your data in a New Table or to an Existing Table. For existing table, you will need the table name. Then click which one you prefer. Then click next

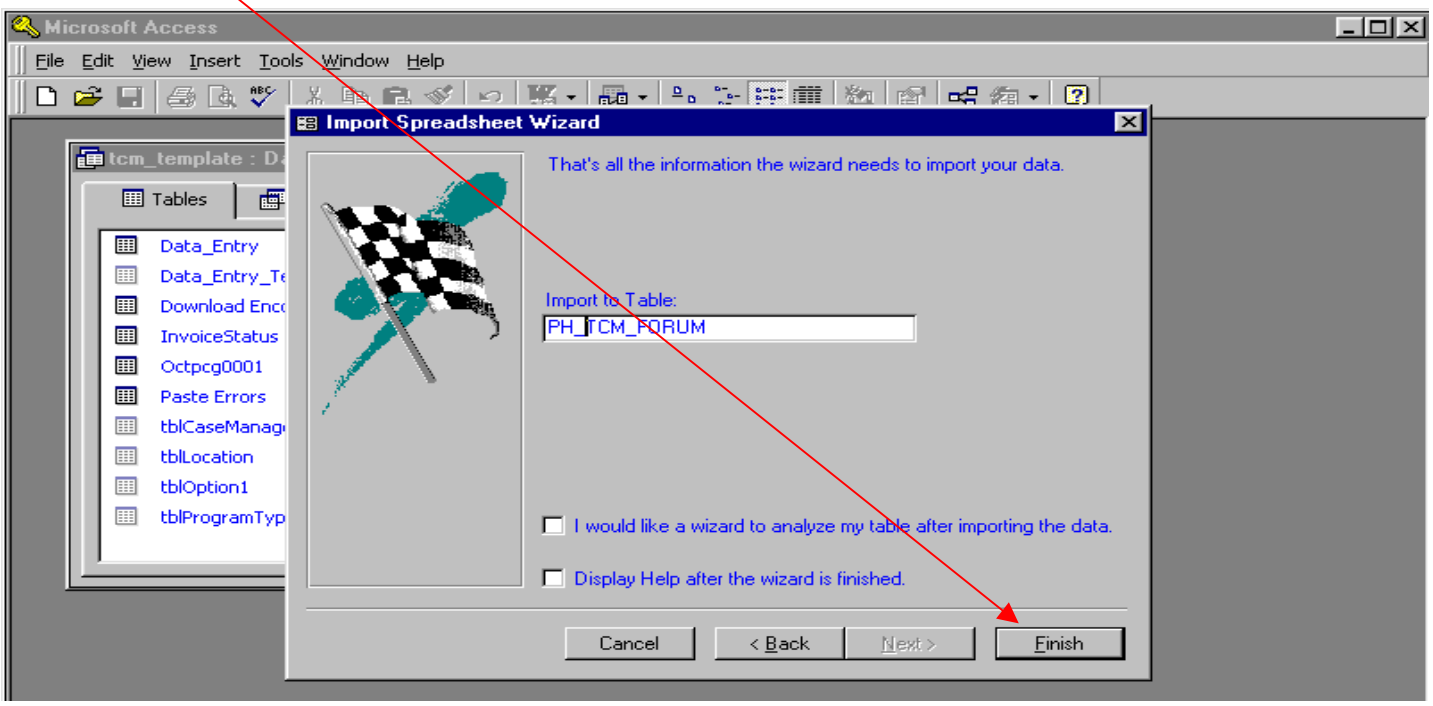


30. The next dialog box that will appear will give you an option to modify your fields. When you are done modifying the fields, click on Next.



31.Next is a window for formatting your access data file. After formatting click Next.



TIP: No primary key is a preference based on TCM database.

32.Click Finish when done. This concludes your downloading process.