



Memorandum

#11-028

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: March 11, 2011

SUBJECT: *Growth XP Data Loss Prevention Instructions*

We have received reports of incidents where data was lost from the Growth XP system. As a result, an addendum was created to address the use of the save function (Ctrl+S) as well as providing instructions on properly exiting Growth XP to avoid the loss of data in instances such as:

- power outages
- accidental pressing of the “power” button on the computer
- pulling the power cord out, or
- “locking up” of the software.

When data is entered into a record it is initially stored in a temporary file. Data is immediately transferred to the permanent file when (Ctrl+S) is pressed while the US-WIC growth chart is displayed or when Growth XP is closed correctly.

Reports have also been received regarding the backup of data. Currently, we are working on a revision to the backup process that will allow more data to be stored on the DVDs. Instructions will be released once this update has been finalized.

The *Growth XP Data Loss Prevention Instructions* are on pages 2 and 3 of this memo. Please save your data frequently to ensure that nothing is lost.

If you have any questions or require additional information, please contact Leona Duong, Clinical Nutrition Specialist, at (512) 341-4520, or Leona.Duong@dshs.state.tx.us.

GrowthXP - Data Loss Prevention

This Growth XP addendum addresses the use of the save function (Ctrl+S) as well as instructions on properly exiting Growth XP to avoid the loss of data in instances such as:

- power outages
- accidental pressing of the “power” button on the computer
- pulling the power cord out, or
- “locking up” of the software

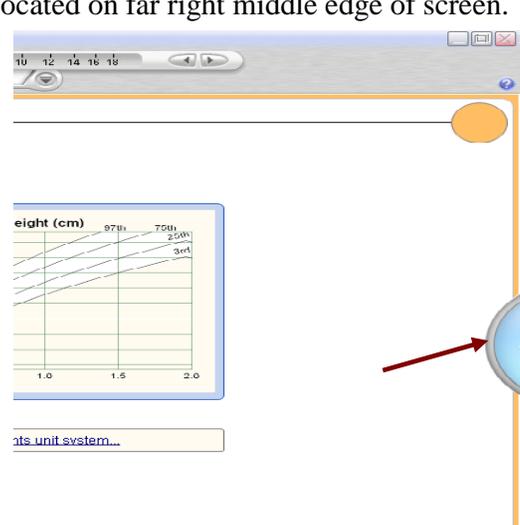
When data is entered into a record it is initially stored in a temporary file. Data is immediately transferred to the permanent file when (Ctrl+S) is pressed while the US-WIC growth chart is displayed (Procedure 1) or when Growth XP is closed correctly (Procedure 2). The Save function activates when the user presses the Control (Ctrl) key and the “S” key at the same time, (Ctrl+S).

To ensure that all data entered in Growth XP is saved correctly follow the procedures below:

Procedure 1:

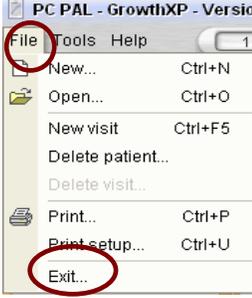
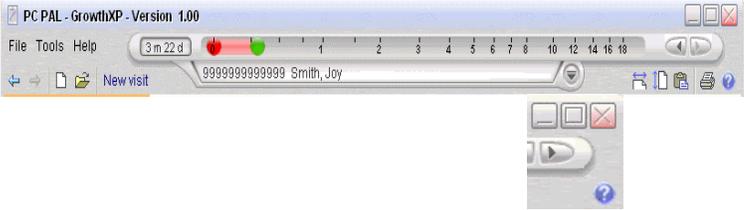
(Ctrl+S) Function	
1	Enter patient or visit data
2	View the US-WIC growth chart
3	Press (Ctrl+S) to save
4	Print the growth chart

Users are encouraged to enter patient or visit data, view the US-WIC growth chart (using Option A or B below) and then press (Ctrl+S) each time, prior to printing the growth chart.

<p>Option A. Click “Growth Chart” under GROWTH CHART in the left pane.</p> 	<p>or</p>	<p>Option B: Click the blue half circle located on far right middle edge of screen.</p> 
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Procedure 2:

Remember, it is important to always shut down the application properly at the end of the day. Use the table below as a guide: In Step 1, choose Option A or B. Then proceed to Step 2.

Exiting Growth XP Application		
Step 1	<p>Option A. Click File, and then Exit.</p> 	<p>Option B: Click on the red “X” on the top right of screen.</p> <p>OR</p> 
Step 2		