



# Wolf EMR Offline User Guide

Wolf EMR Offline v1

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# Wolf EMR Offline

If you lose your connection to Wolf EMR (for example due to an internet outage), you can view a read-only copy of:

- Your appointment schedule for today and yesterday (by default).
- Partial Medical Summaries for patients who have booked appointments on the read-only copy of the appointment schedule.

Each night, your clinic's appointment schedule and associated patient medical summaries are saved in a program called Wolf EMR Offline. Data is saved on a designated PC in your clinic (called the "host computer" or "Business Continuity Copy (BCC)").

If you lose connection to your Wolf EMR, you can connect all clinic workstations to this read-only copy of your data for the interim.

When you view appointments and Medical Summaries through Wolf EMR Offline, the windows look different than they do in Wolf EMR. For this reason, employees and providers should occasionally log into Wolf EMR Offline so they feel comfortable navigating the program.



## Important notes:

- The Wolf EMR Offline host computer (BCC) must be left on overnight so that it can import information from the Wolf EMR data centre
- On the Wolf EMR Offline host computer (BCC), do not change the original Windows configuration settings, such as the IP address and the Windows Administrator Username and Password, or Wolf EMR Offline may not work
- You cannot access Wolf EMR Offline from Sunray devices.
- Because Wolf EMR Offline saves medical record data only for patients with booked appointments, if you take walk-in patients, you cannot view those patients' medical records.

In the event that you loose connection to Wolf EMR, you can:

- Connect to Wolf EMR Offline (see ["Connecting to Wolf EMR Offline" on page 6](#))
- View a read-only copy of your appointment schedule (see ["Viewing your appointment schedule in Wolf EMR Offline" on page 8](#))
- Print your appointment schedule (see ["Printing your appointment schedule from Wolf EMR Offline" on page 12](#))
- View basic Medical Summaries for patients with booked appointments (see ["Viewing a patient's medical information from Wolf EMR Offline" on page 13](#))

## Connecting to Wolf EMR Offline

If your internet is down or if you have lost your connection to the Data Center for any other reason, don't panic - you can still access a read-only copy of your appointment schedule and view basic medical information for patients with booked appointments by connecting to Wolf EMR Offline. You connect to Wolf EMR Offline by opening an internet browser and entering your clinic's Wolf EMR offline URL. You can also create a desktop shortcut on your workstation, so you can access Wolf EMR Offline in one click (see ["Setting up desktop shortcuts to Wolf EMR Offline" on page 20](#) )

### Steps

1. On your workstation, open an internet browser such as Firefox, Internet Explorer, or Google Chrome (Firefox preferred).



If your internet is down, the internet browser displays a message such as:

- "You're not connected to a network"
- "This web page is not available"
- "Server not found"

Ignore this message, as Wolf EMR Offline can load without an internet connection.

2. In the address bar on the top of the internet browser window, perform one of the following actions:
  - If the computer you are working on happens to be the host computer or BCC (contains the Wolf Offline data), enter the text: **localhost/offline**, and then press **Enter**.
  - If you are on any workstation other than the host computer, enter: **<ip address of the pc hosting Wolf Offline>/Offline**, and then press **Enter**.



#### Tips:

- The IP address of the Wolf EMR Offline host computer should be labeled on your clinic's host computer.
- The address you enter should follow the format **"###.###.###.###/Offline"**



**Note:** You cannot access Wolf EMR Offline from Sunray computers.

The Wolf EMR Offline login page opens.

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health solutions

### Offline Portal Login

Please select the user and enter your password

Role

User  
 Beata S, MD, FRCPC, Pediatrician  
 Emmett H (Staff)  
 Janna S, MD PhD FRCPC  
 Levi C (Staff)  
 Mitch C. W, MD, FRCPC, Pediatrician  
 Moses C, MD FRCPC  
 Shondra G (Staff)  
 Terrance M, MD FRCPC  
 Vanna B  
 Xavier R (Staff)

Enter Password

**Log in**

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3. If your clinic has a large number of users, and you are having trouble finding your name, in the **Role** drop-down list, select your role. The user list is filtered to display only users of the selected role.
4. In the **User** list, select your name.
5. In the **Enter Password** field, enter your Wolf EMR Offline password.



**Note:** This password is different than your regular Wolf EMR password. If your clinic uses single sign-on, then every user typically has the same Wolf EMR Offline password. You can ask a user with administrative authority what the clinic's password is. See [“Setting or resetting your clinic's Wolf EMR Offline password” on page 25.](#)

6. Click **Log In**. Wolf EMR Offline opens, with today's appointment schedule displayed.

## Viewing your appointment schedule in Wolf EMR Offline

In Wolf EMR Offline, you can view a read-only copy of your appointment schedule for today and yesterday (by default). The appointment schedule looks different for front-end staff members than it does for providers:

- If you are a front-end staff member: You see appointments for all providers booked for today.
- If you are a provider: You see your own schedule only.




**Tip:** By default, Wolf EMR Offline contains only appointments for today and yesterday. If you want Wolf EMR Offline to display appointments for more days in the past and future, you can change your Wolf EMR Offline import settings. See [“Setting Wolf EMR Offline import options” on page 26](#).

### Steps


1. Log into Wolf EMR Offline. See [“Connecting to Wolf EMR Offline” on page 6](#). Wolf EMR Offline displays your appointment schedule for today, with:

**Front-end staff:** Schedules displayed for up to 6 providers who have appointments booked for today.





Xavier R | [Sign out](#)  
**Wolf Clinic**

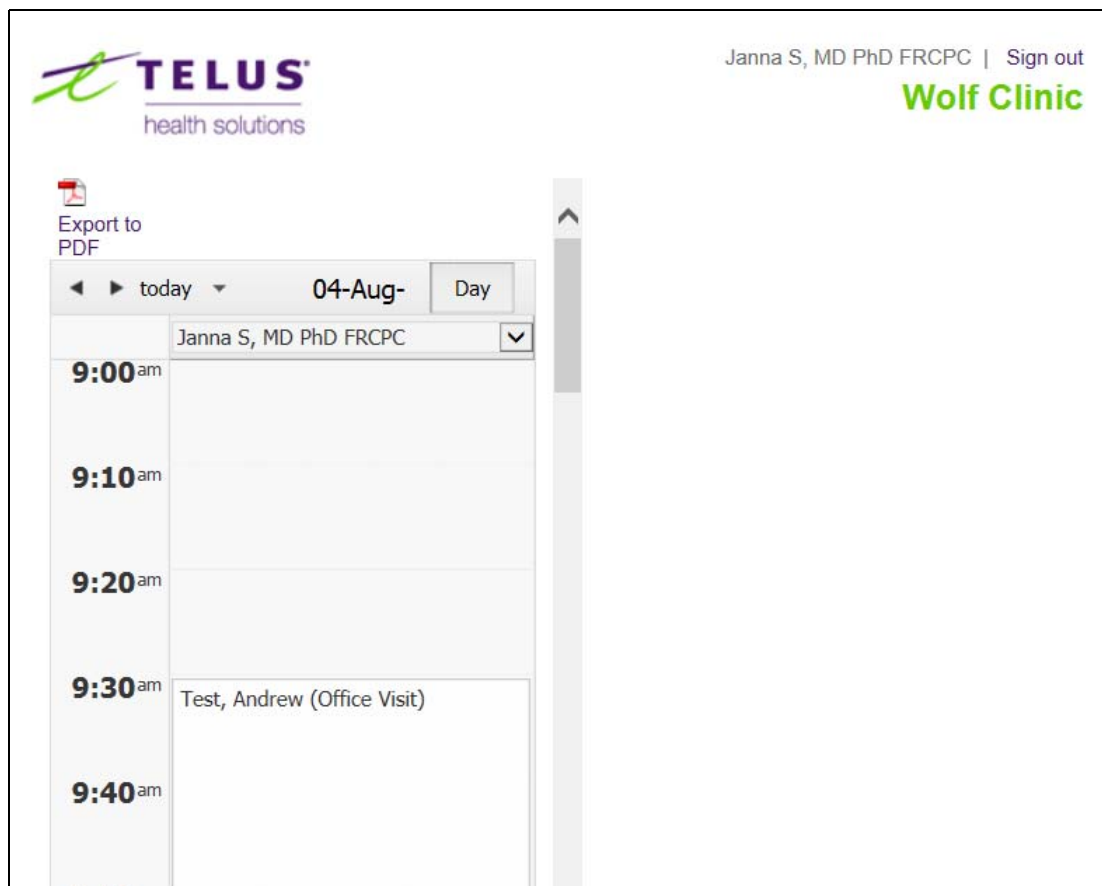

[Export to PDF](#)

◀ ▶ today ▼
04-Aug-2017

Day



	K, Warner ▼	S, Beata, Dr. ▼	M, Terrance, Dr ▼	S, Janna, Dr. ▼	C, Moses, Dr ▼
<b>9:00</b> am	Test, Arlie (Office Visit)	Test, Arnulfo (Office Visit)			
<b>9:10</b> am					
<b>9:20</b> am					
<b>9:30</b> am			Test, Foster (Office Visit)	Test, Andrew (Office Visit)	
<b>9:40</b> am					
<b>9:50</b> am					

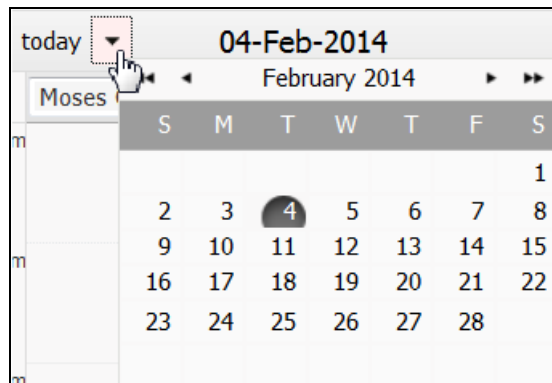
**Providers:** Your schedule displayed on the left side of the window.



**Note:** If you are a provider, you cannot view other providers' schedules.

2. To navigate to another day on the schedule, perform one of the following actions:

- To move back one day, on the top left of the schedule, click .
- To move forward one day, click .
- To navigate back to today's date, click **today**.
- To view appointments for a specific date, beside **today**, click the down arrow, and then select a date on the calendar.



3. To change the hours displayed, perform one of the following actions:
  - If you are viewing business hours but want to view a 24-hour day, scroll down to the bottom of the schedule, and then click **Show 24 hours**. The appointment schedule displays all appointments from between 12:00am to 11:50pm.
  - If you are viewing a 24-hour day and want to view only business hours, scroll down to the bottom of the schedule, and then click **Show business hours**. The appointment schedule displays appointments within your clinic's normal business hours.
4. Front-end staff: To change the provider displayed in a column, at the top of the column, in the provider drop-down list, select the provider's name.

**Note:**

- If the provider you want is not available in the list, the provider does not have any booked appointments for the day you are viewing.
- Once you select a provider, the provider's schedule remains in the column until you close Wolf EMR Offline.
- If your clinic has more than one location, you can select a provider from any location. Providers for all locations are available to choose as long as they have appointments booked for the selected day.

5. To view more detailed information about an appointment (for example, any appointment notes for the patient), on the schedule, hover your cursor over the appointment.

10:20 am		
10:30 am		
10:40 am		
10:50 am	Test, Amber	
11:00 am	Test, Jodi (Throat )	
11:10 am		

**When:** Fri Aug 04 2017 10:45:00 GMT-0700 (Pacific Daylight Time)

**Location:**

**Duration:** 15minutes

**Subject:** Test, Amber (Office Visit)

**Patient BirthDate:** 06-Nov-1992

**Notes:** New patient - Have patient complete forms

## Printing your appointment schedule from Wolf EMR Offline

If you want a paper-copy of your clinic's appointment schedule, from Wolf EMR offline, you can export your clinic's appointment schedule to a PDF document. You can then print the document similar to how you print other PDF documents.

### Steps

1. Open the Wolf EMR Offline Appointment Schedule, navigate to the day you want to print, and then at the top of each column select the practitioner(s) you want to include in the printout. See ["Viewing your appointment schedule in Wolf EMR Offline" on page 8](#).
2. At the top of the appointment schedule, click **Export to PDF**. A PDF version of your appointment schedule opens in your default PDF viewer (for example, Adobe Reader or Google Chrome).
3. From the PDF viewer, print the document.



**Note:** The button or file option you choose to print the document is different for each PDF viewer.

## Viewing a patient's medical information from Wolf EMR Offline

You can view the following health information for any patient displayed in the Wolf EMR Offline appointment schedule:

- Current history (including encounters, medications, allergies and problems)
- Past history (including surgeries, resolved problems and obstetrical history)
- Personal history (including social history, family history and harmful substances)
- Investigations (including lab results received through direct electronic import)



**Note:** Because Wolf EMR Offline saves medical data each night for patients with booked appointments, you cannot view patient data for walk-in patients.



**Tip:** By default, Wolf EMR Offline contains only medical information for patients with appointments booked for today and yesterday. If you want Wolf EMR Offline to include medical information for patients with booked appointments further into the past or into the future, you can change your Wolf EMR Offline import settings. See [“Setting Wolf EMR Offline import options” on page 26](#).

### Steps

1. In Wolf EMR Offline, navigate to the patient's appointment. See [“Viewing your appointment schedule in Wolf EMR Offline” on page 8](#).
2. On the patient's appointment, click the patient's name. The patient's Medical Summary displays in the right pane, with the **Current History** tab selected. The **Current History** tab displays the patient's:
  - Encounters (includes all encounter notes, messages, follow-ups, and referrals related to the patient)
  - Problems
  - Current Medications
  - Vaccinations
  - Allergies

## Current History

## Past History

## Personal History

## Investigations

## Test, Jodi

S, Janna, Dr.

Age: 14

Phone (H): (333) 333-3333

Address: 123 Testl Court, Somewhere, AB, T1F 0E1

Born: 06-Mar-2003

Phone (W):

Gender: F

PHN: 555555555

## Encounters

+	10-Jul-2017	Follow Up	
+	19-Jun-2013	Message to All Staff Members	
+	22-Apr-2013	Message to Dr. Janna S, MD PhD FRCPC	
+	25-Mar-2013	Message to Dr. Janna S, MD PhD FRCPC	
+	13-Mar-2013	Message to Dr. Janna S, MD PhD FRCPC	
+	16-Jan-2013	Message to Dr. Janna S, MD PhD FRCPC	
+	15-Jan-2013	Message to All Staff Members	
+	30-Jul-2008	Message to Unknown Staff Member	

## Problems

global developmental delay

behavioral challenges

Constipation

Hypertriglyceridemia

## Current Medication

Melatonin 5 mg PO qhs

PEG 3350 10 gm po od

Topiramate (Topamax) 25 mg ii PO BID

## Vaccinations




No Records to Display

## Allergies

6-mercaptopurine Allergy, Mild



**Tip:** To view detailed information about an encounter, in the **Encounters** area, beside the encounter, click **Expand** (+).

Encounters		
	14-Jan-2009	Message to All Staff Members
	06-Jan-2009	Message to All Staff Members
	04-Mar-2008	Referral to ACH G I Clinic (GASTROENTEROLOGY) Referral to ACH G I Clinic (GASTROENTEROLOGY)Urgency: RoutineBooking Notes: Consult; Consultation letter text



**Tip:** By default, Wolf EMR Offline contains only encounters for the past two years. If you want Wolf EMR Offline to include encounters further into the past, users with administrative authority in Wolf EMR can change your Wolf EMR Offline import settings. See [“Setting Wolf EMR Offline import options” on page 26](#).

- To view a patient's past medical history, click the **Past History** tab. The following patient information is displayed:
  - Inactive problems
  - Previous medications
  - Surgeries
  - Obstetrical History (if applicable)

Current History	Past History	Personal History	Investigations
-----------------	--------------	------------------	----------------

**Test, Jodi**
**S, Janna, Dr.**

Age: 14  
Phone (H): (333) 333-3333  
Address: 123 Testl Court, Somewhere, AB, T1F 0E1

Born: 06-Mar-2003  
Phone (W):

Gender: F  
PHN: 555555555

**Inactive Problems**

- Pyelonephritis
- Polydipsia and polyuria
- Rectal Bleeding - NYD

**Previous Medications**

- Melatonin (NA) 2 mg PO qhs
- Melatonin 10 mg PO qhs
- Topiramate (Topamax) 12.5 mg PO OD X 2 weeks then increases to 12.5 mg PO BID
- Topiramate (Topamax) 25 mg tabs, take 12.5 mg po q hs X 2 weeks, then 12.5 mg bid X 2 weeks, then 12.5 mg q am and 25 mg qhs X 1 week followed by 25 mg po bid X 1 week (week 6). Then change to 25 mg q am, 37.5 mg q hs X 1 week then 37.5 mg bid

**Surgeries**

No Records to Display

**Obstetrical History**

G:	P:	A:	L:	Term:	Preterm:
----	----	----	----	-------	----------

4. To view a patient's personal information, click the **Personal History** tab. The following patient information is displayed:
- Social history
  - Family history
  - Harmful substances and other risk factors (including smoking, alcohol, and other substances)



Current History	Past History	Personal History	Investigations
-----------------	--------------	------------------	----------------

<b>Test, Jodi</b>	<b>S, Janna, Dr.</b>
-------------------	----------------------

Age: 14	Born: 06-Mar-2003	Gender: F
Phone (H): (333) 333-3333	Phone (W):	PHN: 555555555
Address: 123 Testil Court, Somewhere, AB, T1F 0E1		

**Social History**

Marital Status: Single	Significant Other:
Income:	Occupation:
Education Level:	

**Family History**

Bipolar Disorder	Maternal Uncle
Bipolar Disorder	Maternal Grandfather
Sensory integration issues	Mother
learning struggles	Mother
learning struggles	Father
Attention Deficit Disorder ADD	Mother

**Harmful Substances/Risk Factors**

Smoking: ?? Not Known ??	Pack Years Smoked:
Alcohol:	T-ACE Score: 0

5. To view the patient's labs and other investigations, click the **Investigations** tab. The patient's results display in a table format.

Current History   Past History   Personal History   **Investigations**

**B, Phil** **W, Willa, Dr.**

Age: 77      Born: 18-Oct-1935      Gender: M  
 Phone (H): (111) 111-1111      Phone (W):      PHN: 999  
 Address: 123 Test Place, Whistler, BC

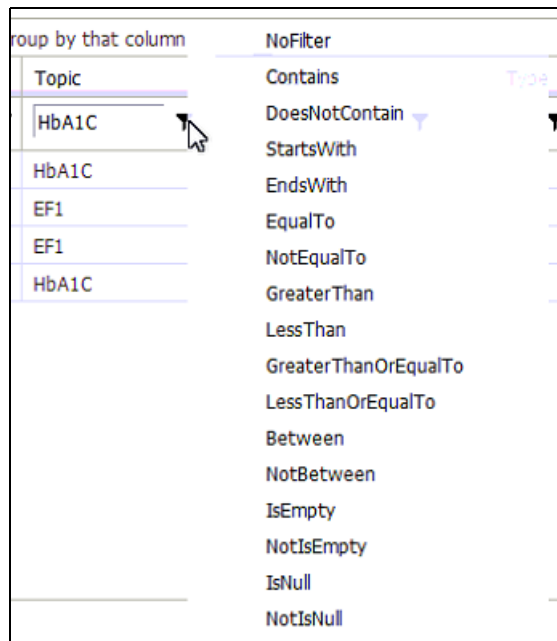
Drag a column header and drop it here to group by that column

Observed ▾	Status	Topic	Test	Type	Result	Range	Notes
<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>		
30-Mar-2012	F	Creatinine	Creatinine		87 umol/L	70-120 umol/L	Facility: LIFELABS
30-Mar-2012	F	Creatinine	Estimated GFR		73 mL/min	>=60 mL/min	Facility: LIFELABS
30-Mar-2012	F	Alkaline Phosphatase	Alkaline Phosphatase		87 U/L	48-138 U/L	Facility: LIFELABS
30-Mar-2012	F	Gamma GT	Gamma GT		30 U/L	10-58 U/L	Facility: LIFELABS
30-Mar-2012	F	ALT	ALT		21 U/L	<80 U/L	Facility: LIFELABS
30-Mar-2012	F	CK/CKMB Cardiac Muscle Enzymes	CK		134 U/L	<300 U/L	Facility: LIFELABS
30-Mar-2012	F	Lipids	Cholesterol		3.88 mmol/L	2.00-5.19 mmol/L	TOTAL ABS NEUT = NEUTS + BANDS Facility: LIFELABS
30-Mar-2012	F	Lipids	LDL Cholesterol		1.66 mmol/L	1.50-3.39 mmol/L	TOTAL ABS NEUT = NEUTS + BANDS Facility: LIFELABS
30-Mar-2012	F	Lipids	HDL Cholesterol		1.38 mmol/L	>0.90 mmol/L	TOTAL ABS NEUT = NEUTS + BANDS Facility: LIFELABS



**Tip:** By default, Wolf EMR Offline contains only investigations/labs for the past two years. If you want Wolf EMR Offline to include investigations further into the past, users with administrative authority in Wolf EMR can change your Wolf EMR Offline import settings. See [“Setting Wolf EMR Offline import options”](#) on page 26.

6. To display investigations for a specific date, in the **Observed** column, click and then, on the calendar, choose a date.
7. To reorder the list of investigations, click the header of the column you want to sort the list by.
8. To filter the table to display only results with the selected column value, in the field at the top of the column, enter the value, and then to the right of the field, click . In the list of filter options, click an option. For example, to view all HbA1C values, in the **Topic** field enter “HbA1C”, click , and then click **Contains**.



9. To rearrange the investigation table columns, click and drag a column to its new location.

## Managing Wolf EMR Offline

For Wolf EMR Offline there are a number of tasks required to configure and maintain the system, including:

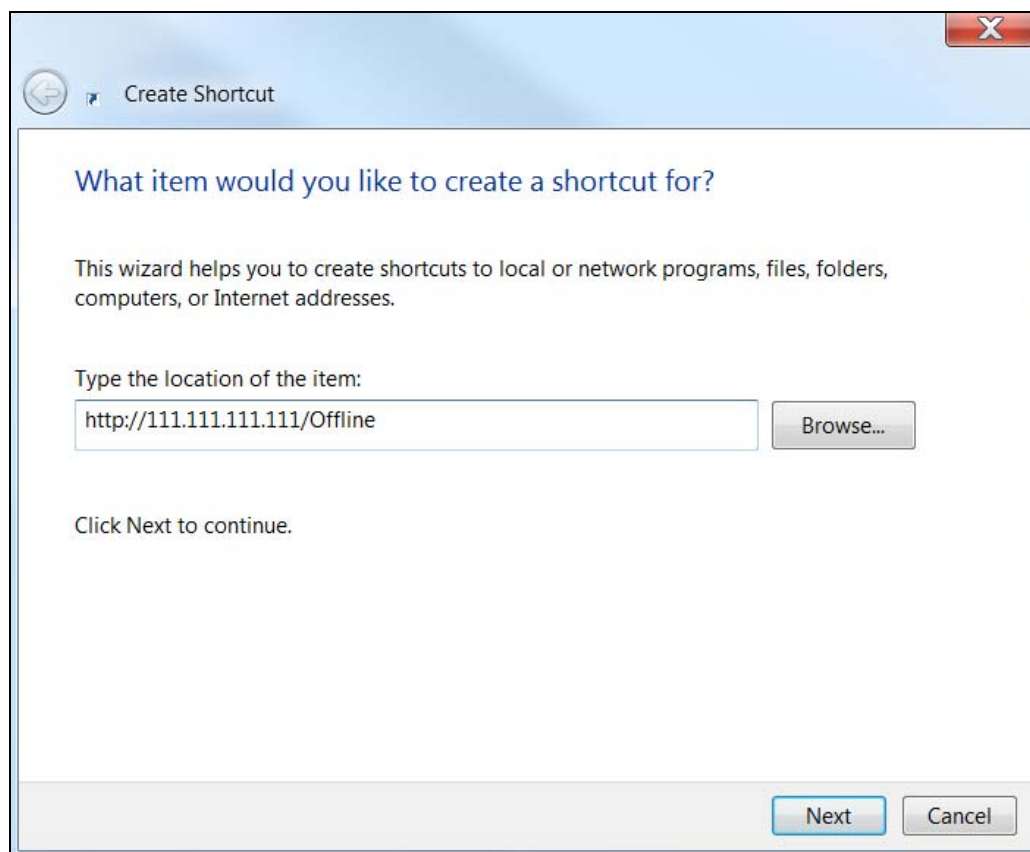
- Setting up desktop shortcuts to Wolf EMR Offline (see [“Setting up desktop shortcuts to Wolf EMR Offline” on page 20](#))
- Regularly testing that Wolf EMR Offline is working correctly (see [“Testing Wolf EMR Offline \(Weekly maintenance\)” on page 21](#))
- Enabling users to access Wolf EMR Offline (see [“Enabling users access to Wolf EMR Offline” on page 22](#))
- Setting a clinic-wide Wolf EMR Offline password (see [“Setting or resetting your clinic's Wolf EMR Offline password” on page 25](#))
- Setting Wolf EMR Offline import options (see [“Setting Wolf EMR Offline import options” on page 26](#))

## Setting up desktop shortcuts to Wolf EMR Offline

In the event of an EMR outage, staff and practitioners need to access their appointments and patient data as soon as possible. For this reason, you should create a shortcut to Wolf EMR Offline on the desktop of every compatible computer in your clinic. Users can then open Wolf EMR Offline in one click.

### Steps

1. Navigate to the computer's desktop (not the Wolf EMR remote desktop), and then right-click. An option menu displays.
2. Click **New > Shortcut**. The Create Shortcut window opens.



3. In the **Type the location of the item** field, enter **http://<ip address of the pc hosting Wolf Offline>/Offline**, and then click **Next**.

**Tips:**

- The IP address of the Wolf EMR Offline host computer should be labeled on the host computer.
- The address you enter should follow the format “**http://###.###.###.###/offline**”

4. In the **Type a name for this shortcut** field, enter **Wolf EMR Offline**, and then click **Finish**. A shortcut appears on the computer's desktop.



## Testing Wolf EMR Offline (Weekly maintenance)

Because you use Wolf EMR Offline only in the rare event that you lose connectivity to Wolf EMR, it's important that you test the program regularly (weekly is optimal) to ensure your data is saved properly each day. It's also important that you access the program regularly so you remember what to do if the internet goes down.



**Note:** In order for the host computer to download your data daily, the host computer must:

- Remain on overnight
- Connected to the internet overnight

### Steps

1. On any other workstation in your clinic, open Wolf EMR Offline. See [“Connecting to Wolf EMR Offline” on page 6](#).
2. Open today's appointment schedule and ensure that today's appointments are populated. See [“Viewing your appointment schedule in Wolf EMR Offline” on page 8](#).



### Troubleshooting

**Q:** Most of the appointments are populated, but I noticed some are missing. What should I do?

**A:** If a few of the appointments are missing from today's appointment schedule, it is likely that those appointments were booked today. Wolf EMR Offline contains only data as of last night. Check the missing appointments to verify they were booked today.

3. From the Wolf EMR Offline appointment schedule, open a patient's medical information. Click each tab and ensure that data is populated correctly. See ["Viewing a patient's medical information from Wolf EMR Offline" on page 13](#).
4. When you are finished, at the top right of the window, click **Sign out**.

## Enabling users access to Wolf EMR Offline


Wolf EMR users can access Wolf EMR Offline only if they are enabled for the "Offline Portal". The method you use to enable a user to access Wolf Offline depends if the user is:

- A front-end staff member (see ["Enabling front-end staff to access Wolf EMR Offline" on page 22](#))
- A provider (see ["Enabling providers to access Wolf EMR Offline" on page 23](#))

## Enabling front-end staff to access Wolf EMR Offline

Users with administrative authority in Wolf EMR can enable employees to access Wolf EMR Offline from the employee's user profile (via the Employees in Clinic window).

### Steps

1. On the Wolf EMR launch page, click **Configuration** (  ).
2. Click **View > Employees**. The Employees in Clinic window opens.
3. In the **Employee** drop-down list, select the employee's name.
4. In the **General** tab, select the **Offline Portal** check box.


The screenshot shows the 'Employees in Clinic' application window. The 'Employee' dropdown is set to 'Test, MQA'. The 'General' tab is active, displaying various fields for the employee's information. The 'Name' section includes 'Family: Test', 'Given: MQA', and 'Middle:'. The 'Address' section includes 'Line 1: 123 Test Court', 'Line 2:', 'Municip: Somewhere', 'Prov:', and 'Postal:'. The 'Phone Numbers' section includes 'Home:', 'Pager:', and 'Cellular: 111-111-1111'. The 'E-Mail' section has a text field. The 'Working in Clinic' section includes 'Start: 09/Apr/2013' and 'Up To:'. The 'Personal' section includes a 'Change Password' button, 'Last Change: 13/Jun/2013', and 'BirthDate: 26/Jun/1976'. The 'Primary Location' dropdown is set to 'Wolf Clinic'. In the bottom right of the 'General' tab, there are three checkboxes: 'Uses Workdesk' (checked), 'Administrator' (checked), and 'Offline Portal' (checked and highlighted with a red box). There are also buttons for 'Memberships' and 'Security Rules'.

5. Click **Save** (.

## Enabling providers to access Wolf EMR Offline

Users with administrative authority in Wolf EMR can enable providers to access Wolf EMR Offline from the provider's user profile (via the Office Service Providers window).

### Steps

1. On the Wolf EMR launch page, click **Configuration** (.
2. Click **View > Physicians/Service Providers > Office Service Providers**. The Physicians/Office Service Providers in Clinic window opens.
3. In the **Office Service Provider** drop-down list, select the provider's name.
4. Click the **Other Data** tab, and then in the **Use of Online Records** area, in the **Start** field, enter today's date (if there is not a date entered already).

Physicians / Service Providers in Clinic

File View Options Reports

Office Service Provider: Test, Doctor

Name / Address | Other Data | Company / Bank | Locum Work Coverage | Billing | Skills | Security | PCR | TELLUS Health Exchange |

Personal: Change Password, Last Change: 04/Oct/2016

Appointment Style: Length: 15 min, Long Length: 30 min, Patients per Appointment: 1

Time Definition Type: Out of Office Hours, Office Hours

Locum Information: For Service Provider: [Dropdown]

Primary Hospital: <None>

Service Provider Type: Licensed Physician

Investigation Codes: 3003849 (Lab ID), Edit Codes

Usage Metrics: Collect

Accentus Initial Feed (Only for this Physician): Person ID: 21, Accentus ID: [Field], College ID: 12345

Lab Label Default: Last Appt Prac

Prescription Options: Print Medications on Rx, Non-Prescriber

Include in Reporting: Daysheet Report, Print Border, Extra Lines, Portrait

Default Appt Reason: Search: [Field]

Cycle Time: Cycle Time, Prompt When Marking, Mark Finish Time

Use of Online Records: Start: 30/Nov/2009, Up To: [Field]

- Click the **Security** tab, and then select the **Offline Portal** check box.

Physicians / Service Providers in Clinic

File View Options Reports

Office Service Provider: Test, Doctor

Name / Address | Other Data | Company / Bank | Locum Work Coverage | Billing | Skills | Security | PCR |

Administrator

Offline Portal






### Trouble-shooting

**Q:** When I go to activate Wolf Offline for a user, the **Offline Portal** check box is greyed-out. Why is this happening?

**A:** This usually occurs when your clinic does not have Advanced Security enabled on your system. To enable Advanced Security, follow these steps:

1. On the Wolf EMR home page, click **Configuration** (  ). The Configuration window opens.
2. Click the **Runtime Configuration** tab.
3. Select the **Use Advanced Security** check box.


6. Click **Save** (  ).

## Setting or resetting your clinic's Wolf EMR Offline password

If users at your clinic are set-up with single sign-on (that is, they enter only one password to access Wolf EMR), all users share the same Wolf EMR Offline password. This is because most users rarely access Wolf Offline, and have a difficult time remembering their password. The clinic manager, or another user with administrative authority in Wolf EMR, usually owns the password, and then reminds clinic users what the password is in the event that Wolf EMR Offline has to be accessed.

Users with administrative authority in Wolf EMR, can reset the clinic's Wolf EMR Offline password using the **Master BCC** employee profile (via the Employees in clinic window).

### Steps

1. On the Wolf EMR launch page, click **Configuration** (  ).
2. Click **View > Employees**. The Employees in Clinic window opens.
3. In the **Employee** drop-down list, select **Master, BCC**.
4. In the **Personal** area, click **Change Password**.

The Change Password window opens.

5. In the **New Password** field and the **Confirm New Password** field, enter the password.
6. Click **OK**.

## Setting Wolf EMR Offline import options



Each night, Wolf EMR automatically exports your clinic's appointments (and associated patient health information) to the Wolf Offline host computer (BCC). This data is what you see when you access Wolf EMR Offline. By default, Wolf EMR is set to export appointments only for the current day and the day prior. If, however, you want to increase the number of days exported, from Wolf EMR, you can configure how many days prior to the current day and how many days following the current day are exported each night.

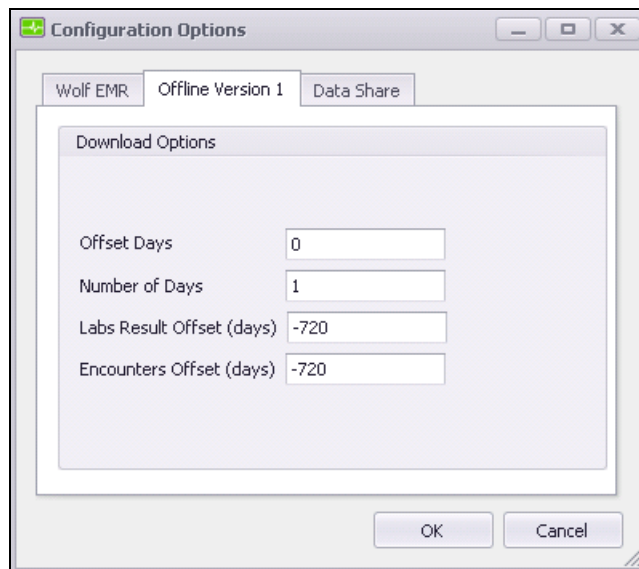


**Caution:** EMR performance (speed and reliability) reduces as the number of days exported increases. Do not set Wolf EMR to export more than three days prior and three days past the current day.

Users with administrative authority in Wolf EMR can also configure how many years worth patient encounters and investigations (labs) are exported for patients with booked appointments. By default, the Wolf EMR is set to export encounters and investigations for the past two years.

## Steps

1. On the Wolf EMR home page, at the top left of the window, click the  icon.
2. In the list of options, choose **Configure** (). The Configuration Options window opens.
3. Click the **Offline Version 1** tab.



4. Using the following table, configure your clinic's Wolf EMR Offline export settings.

Field	Description
<b>Offset Days</b>	<p>Determines how many days in the past Wolf EMR will export appointments (and associated patient medical information) for. By default this value is set to 1 day (-1 days).</p> <p>To modify this value, enter a minus sign (-) followed by the number of days back you want to see appointments for.</p>
<b>Number of Days</b>	<p>Determines how many days in the future Wolf EMR will export appointments (and associated patient medical information) for. By default this value is set to 0 (0 days).</p> <p>To modify this value, enter the number of days in the future you want to see appointments for.</p>

Field	Description
<b>Labs Result Offset (days)</b>	<p>Determines how many days in the past Wolf EMR will export Investigations/lab results for. By default this value is set to two years (-720 days).</p> <p>To modify this value, enter a minus sign (-) followed by the number of days back you want to see patient investigations (labs) for. For example, if you want to see the past three years worth of investigations for each patient, enter -1095.</p>
<b>Encounters Offset (days)</b>	<p>Determines how many days in the past Wolf EMR will export encounters for. By default this value is set to two years (-720 days).</p> <p>To modify this value, enter a minus sign (-) followed by the number of days back you want to see patient encounters for. For example, if you want to see the past three years worth of encounters for each patient, enter -1095.</p>

- Click **OK**. The new settings take effect on the next export to the Wolf EMR Offline host computer (BCC).





## Questions?



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