eeger™
NEUROFEEDBACK SOFTWARE

Consultation Import/Export

The Consultation Import/Export feature in EEGer allows you to send or receive data for review without worrying about setting up all of the associated details in EEGer (e.g., name or session plan).

Follow these instructions for exporting a file to the Windows Desktop or importing a file for use with a second EEGer system. *We recommend finding a tutorial to learn how to work with files in Windows or assigning the task to someone who is comfortable working with files and folders.*

Set the Export RAW Data Files Preference Setting – one time only

If this is the first time you're doing an export and want to include Raw data (the complete recording of the EEG data), you should check the EEGer preference setting. Most EEGer systems are automatically set to include Raw data for export/import, but it's easy to make sure the preference is set correctly so that you can select all files you need.
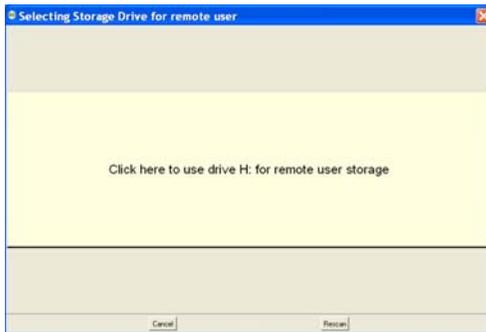
1. From the **Preferences** menu, select **Configuration**.
2. Click the **Preferences** tab.
3. Check the box labeled "**Allow raw data files at Export**".
4. Click **Store Settings** and close the Preferences window.

- **Raw data** files contain the EEG data that was recorded and stored during the session.
- **Summary data** files contain the data that appears for Review button in EEGer. It shows summary data about the session, how many periods, what protocols, etc.
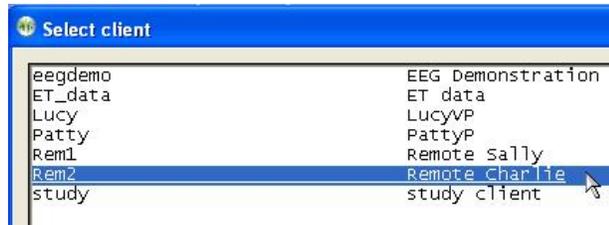
Export Consultation Data

1. In EEGer, from the **Files** menu, select **Consultation Import/Export - Export Consultation data to desktop**.

2. Select the client name for data export. (Double-click or click once to highlight and click the OK button.) Remote Users: First click the really big button to select the USB storage device drive.
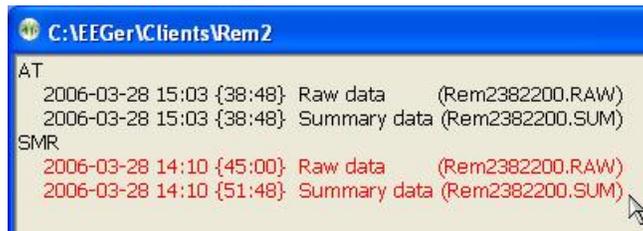

Remote Use: Select Drive   *Client Selection*

3. Click the file(s) you want to include in the export to highlight (red) or click the header to select all files of that type (e.g., SMR). Session date and time are displayed to help identify the sessions. Click **OK** to save the export file.

Select Files to Export

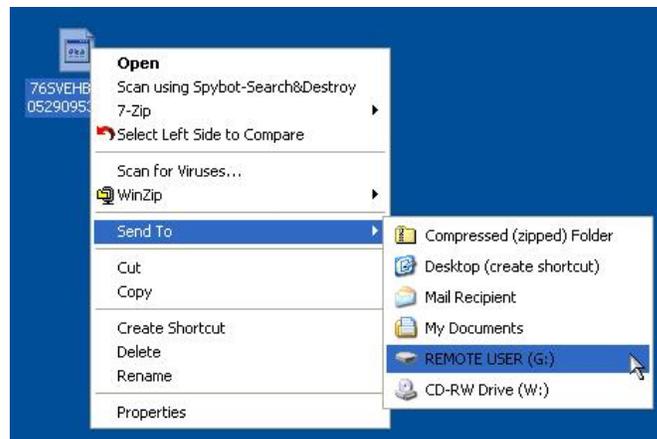4. Click **OK** again on the Export Completed message.

Export Complete

Copy/Send an Exported File

1. Exit EEGer and locate the exported file on your Windows Desktop. The filename contains letters and numbers followed by an underscore and the date. The extension is ECE, but that might not be visible depending on your computer settings.
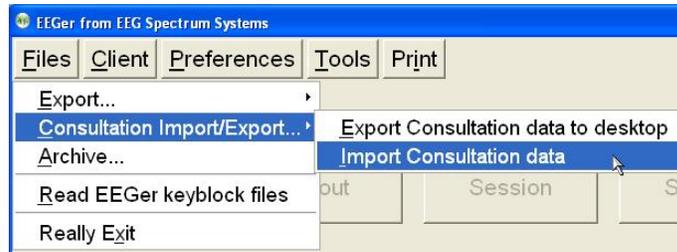

2. Click the exported file using the RIGHT mouse or trackpad button. On the menu that appears, LEFT-click on **Send to**. Choose the desired destination –
    a. *Mail Recipient*: If the system has Internet access and has a default email program, an email message appears with the file as an attachment.
    b. *Remote USB Flash*: the file is copied directly to the drive (drive name and drive letter vary, in the sample image REMOTE USER (G:) is the USB drive)
    c. **CD or DVD drive**: CD/DVD drives require that the file then be "written" to the disk after being copied there.
        i. Go to My Computer (Computer in Vista), and double-click the CD/DVD drive to open.
        ii. Select the "*Write these files to CD*" option from the **Files** menu
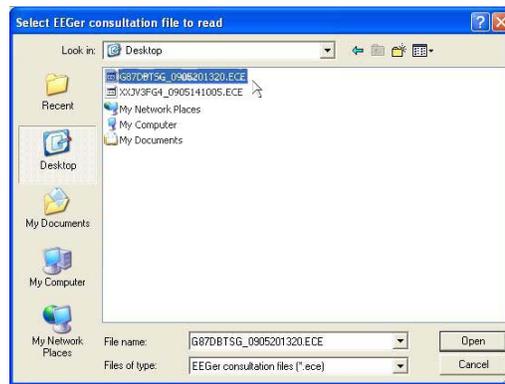   iii. Follow the prompts in the CD Writing Wizard.

3. If you need to email the file and did not use the Mail Recipient option, you'll need to create a new email and attach the file to send it for review.

Import Consultation Data

1. The EEGer Consultation file is either on disk or attached to an email. If you receive the file via email, SAVE it to the hard drive or removable drive/disk rather than opening the attachment.

2. In EEGer, click the **Files** menu. Select **Consultation Import/Export** then **Import Consultation data**.

3. Use the Windows Open dialog to choose the location and file to be imported. Click **Desktop** then click the filename to select the file and click **Open**.

4. Click the file(s) you want to include in the import to highlight (red) or click the header to select all files of that type (e.g., SMR). Session date and time are displayed to help identify the sessions.

Select Files to Import

5. Click **OK** to begin the import. Click **OK** again on the Import Completed message.

Import Complete

6. Click **Select Client** and choose the client ID for which the data was imported.

7. Click **Review** to look at imported *Summary* data; click **Replay Raw Data** to play back imported *Raw* data.