

CHILD AND ADOLESCENT FUNCTIONAL ASSESSMENT SCALE

**CAFAS<sup>®</sup>**  
**Computer System Version 5**  
made easy

---

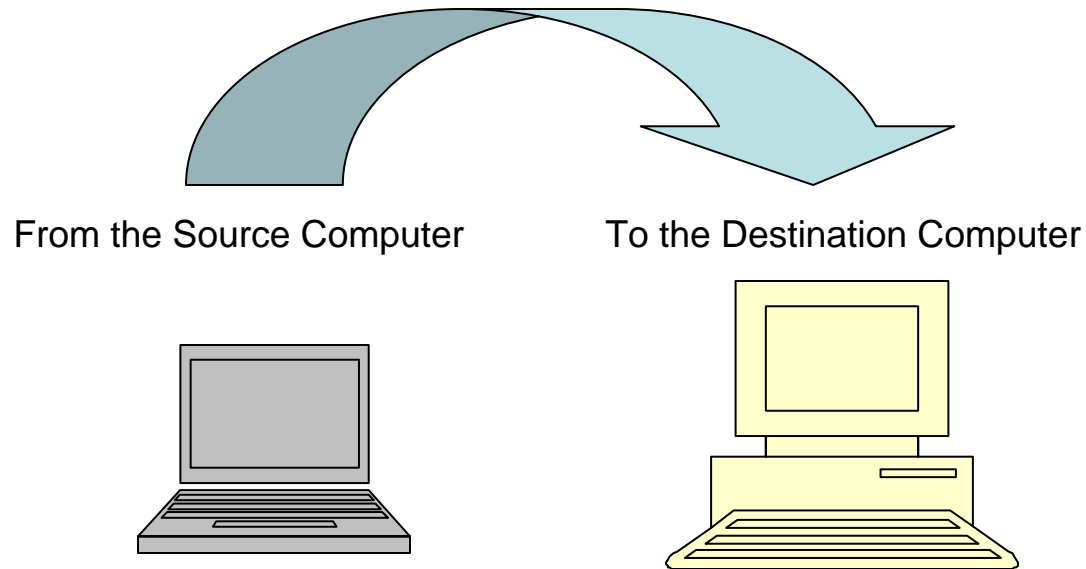
**License Transfer**  
**How to transfer cases from one  
computer to another**

---

September 2003

# CAFAS License Transfer

Transfer Selected CAFAS Cases



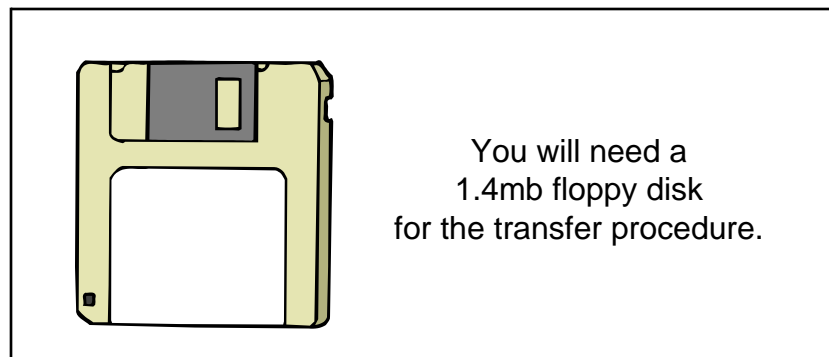
The License Transfer function in the CAFAS software allows you to transfer cases from one computer to another quickly and easily.

This can be particularly useful if you use a computer in the field (such as a laptop) but want to transfer cases to a desktop computer to maintain the integrity of your database so that you are able to generate aggregate reports and analyze agency data.

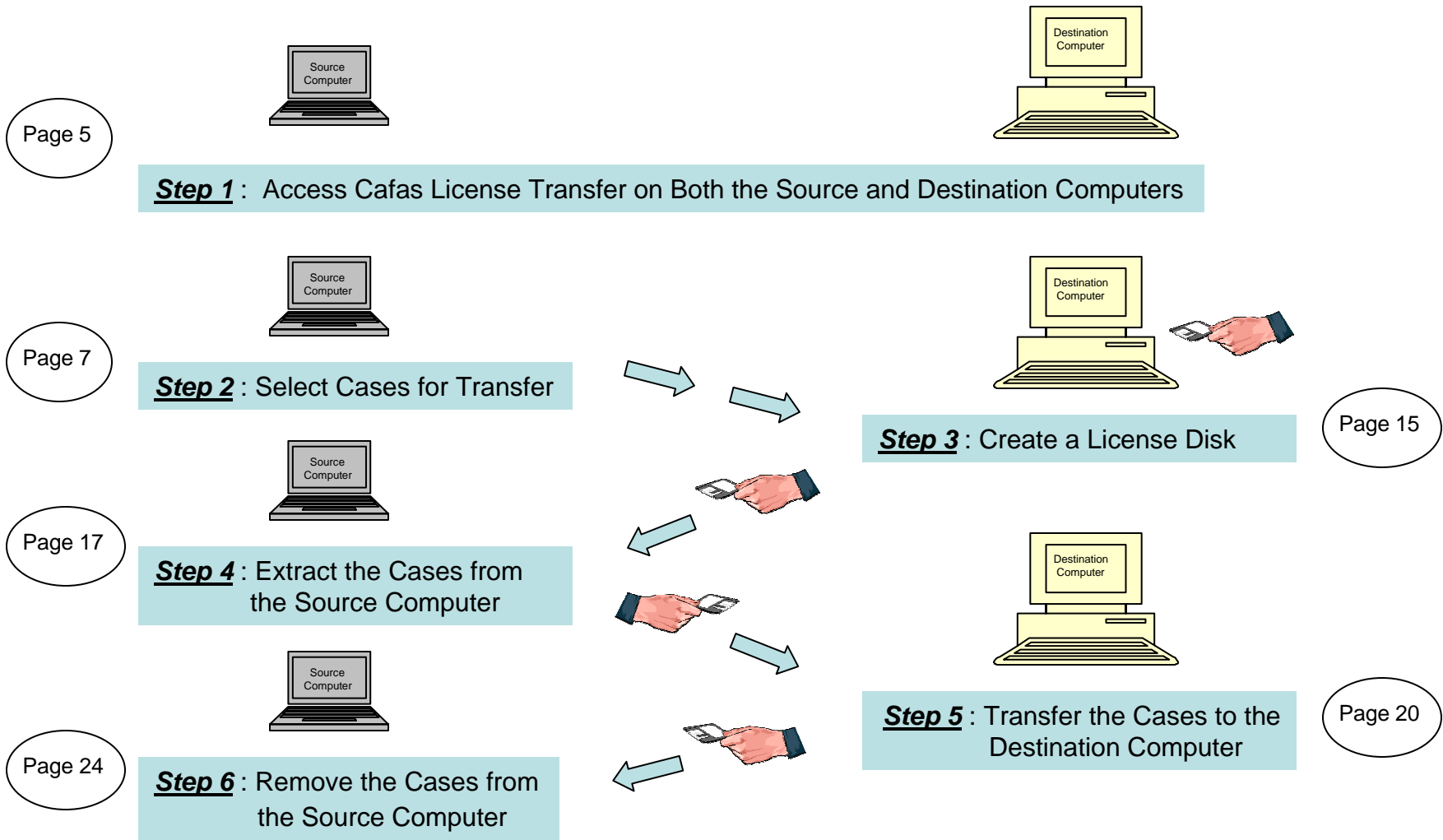
This booklet contains step-by-step instructions to guide you through the process. These step-by-step instructions are boldly numbered and are accompanied by visual information of what will appear on your computer screens.

To transfer a case, you need to ensure that:

1. You have the CAFAS software running on both computers
2. You have the same agency name and site name set up on both computers (otherwise the case you want to transfer will not be accepted by the destination computer).



# SUMMARY OF STEPS IN THE LICENSE TRANSFER PROCESS





## Step 1 : Access Cafas License Transfer on Both the Source and Destination Computers

The screenshot shows the Windows 98 Start menu with the following items:

- Shortcut to Denice's ...
- Shortcut to CAFAS 5...
- Access ThinkPad
- New Office Document
- Open Office Document
- Corel WordPerfect Suite 7
- Updating Virus Scan
- Programs
- Favorites
- Documents
- Settings
- Find
- Help
- Run...
- Log Off Denice Basnett...
- Shut Down...

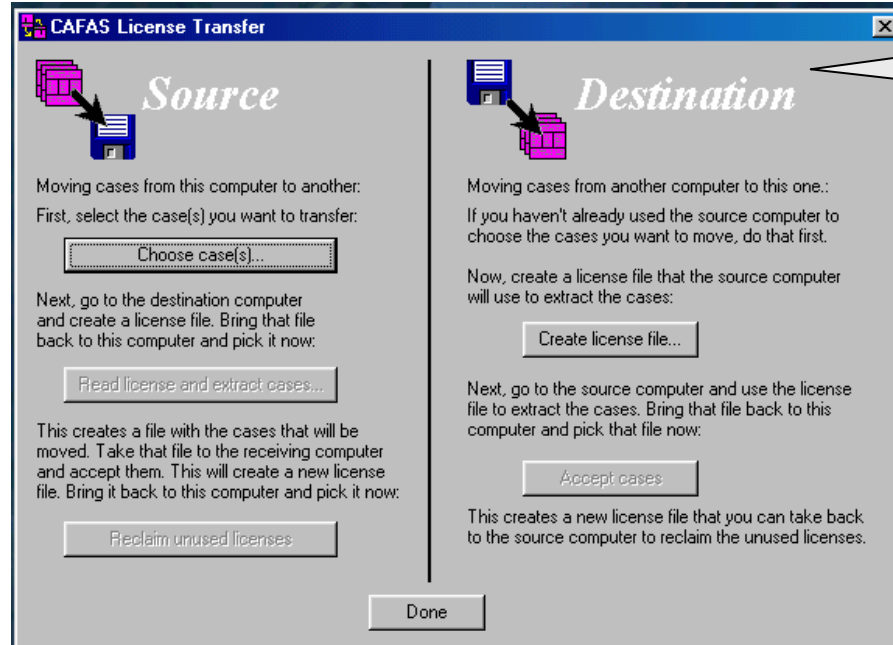
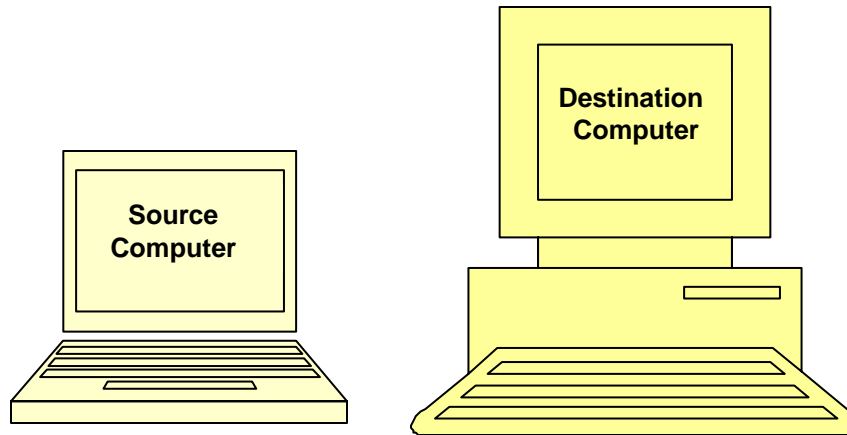
The Start menu is open, and the 'Programs' folder is expanded. The 'Cafas' folder is highlighted, and its sub-menu is open, showing the following items:

- Cafas Export
- Cafas License Transfer
- Make License Disk
- Cafas Installation Administration

Four numbered callouts indicate the steps to access the 'Cafas License Transfer' option:

1. Click on Start
2. Click on Programs
3. Click on Cafas
4. Click on Cafas License Transfer

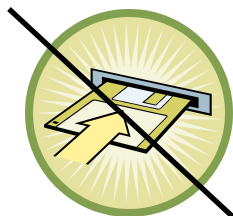
Step 1 : Access Cafas License Transfer On Both The Source And Destination Computers - continued



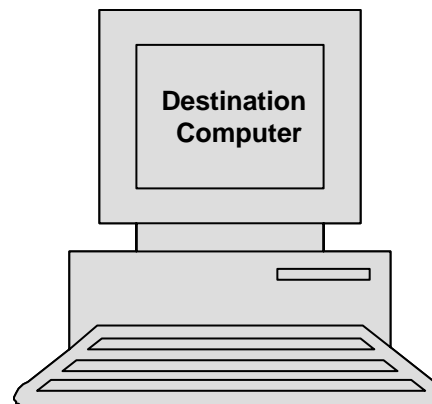
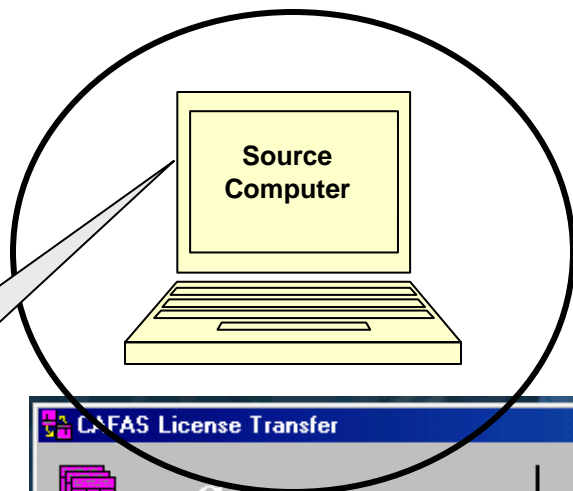
**CAFAS License Transfer** box needs to be on both computer screens



## Step 2 : Choose Cases for Transfer



You will not need a floppy disk at this point



1

On the Source Computer click on **Choose case(s)**

**CFAS License Transfer**

*Source*

Moving cases from this computer to another:  
First, select the case(s) you want to transfer:

Next, go to the destination computer and create a license file. Bring that file back to this computer and pick it now:

This creates a file with the cases that will be moved. Take that file to the receiving computer and accept them. This will create a new license file. Bring it back to this computer and pick it now:

*Destination*

Moving cases from another computer to this one.:  
If you haven't already used the source computer to choose the cases you want to move, do that first.  
Now, create a license file that the source computer will use to extract the cases:

Next, go to the source computer and use the license file to extract the cases. Bring that file back to this computer and pick that file now:

This creates a new license file that you can take back to the source computer to reclaim the unused licenses.

Step 2 : Choose Cases for Transfer - continued

The screenshot shows the 'CAFAS License Transfer' application window. It is divided into 'Source' and 'Destination' sections. A 'Cafas Chosen Cases' dialog box is open in the foreground. The dialog box contains a table with two columns: 'Name' and 'MRN or SSN'. Below the table are buttons for 'Add...', 'Remove', 'OK', and 'Cancel'. A callout box labeled '1' points to the 'Add...' button with the text 'Click on Add'. Another callout box points to the dialog box with the text 'Cafas Chosen Cases box appears'. At the bottom of the main window, there are buttons for 'Reclaim unused licenses' and 'Done'. A note at the bottom states: 'This creates a new license file that you can take back to the source computer to reclaim the unused licenses.'

Step 2 : Choose Cases for Transfer - continued

The screenshot shows the 'CAFAS License Transfer' window with a 'Select Agency/Site' dialog box open. The dialog box contains the following text: 'Please select the same agency/site that you use to log-on to the main CAFAS program and enter the corresponding password. Any license transfers (including previews) will be limited to data for the selected agency/site. Administrators should review the Installation Administration documentation for administrative log-on requirements and capabilities.' Below this text are two input fields: 'Agency/Site:' with a dropdown menu showing 'CMH / London' and 'Password:' with a masked field 'xxxxxx'. There are 'OK' and 'Cancel' buttons at the bottom right of the dialog box. A 'Done' button is located at the bottom of the main window. Annotations include: 1. A callout box pointing to the 'Select Agency/Site' dialog box with the text 'Select Agency/Site box appears'. 2. A callout box pointing to the 'Agency/Site' dropdown menu with the text 'Select your Agency/Site' and a circled '1'. 3. A callout box pointing to the 'Password' field with the text 'Enter your Password' and a circled '2'. 4. A callout box pointing to the 'OK' button with the text 'Click OK or press Enter' and a circled '3'.

**Select Agency/Site**  
box appears

**Select your Agency/Site** ①

**Enter your Password** ②

Click **OK**  
or press **Enter** ③

Step 2 : Choose Cases for Transfer - continued

**Cafas Query Filter**  
box appears

Click on **Select Now...**

**1**

**Cafas Query Filter**

Case Status

Both

Open

Closed

Name:   Search Using Wildcards

MRN or SSN:   Search Using Wildcards

City:   Search Using Wildcards

State:   Search Using Wildcards

Zip:   Search Using Wildcards

Select Now... Cancel

OK Cancel

Add... Remove

you can take back the unused licenses.

## 2.1 : To Transfer All Cases

**Cafas Select Cases** box appears

To transfer *all* cases click **OK**

**1**

	Name	MRN or SSN	Agency	
<input checked="" type="checkbox"/>	Sample	12345	Hospital for Sick Children	C
<input checked="" type="checkbox"/>	Harris	87765	Hospital for Sick Children	C
<input checked="" type="checkbox"/>	Moore	45000	Hospital for Sick Children	C
<input checked="" type="checkbox"/>	Kaladi	66708	Hospital for Sick Children	C
<input checked="" type="checkbox"/>	Tremblant	18881	Hospital for Sick Children	C
<input checked="" type="checkbox"/>	Evans	11937	Hospital for Sick Children	C
<input checked="" type="checkbox"/>	Van der Merwe	90992	Hospital for Sick Children	C
<input checked="" type="checkbox"/>	Van Riebeeck	0000	Hospital for Sick Children	C
<input checked="" type="checkbox"/>	Jones	88752	Hospital for Sick Children	C

Reclaim unused licenses

Done

This creates a new license file that you can take back to the source computer to reclaim the unused licenses.

## 2.2 : To Transfer Selected Cases

The screenshot shows the 'CAFAS License Transfer' dialog box. It is divided into 'Source' and 'Destination' sections. A 'Cafas Select Cases' sub-dialog is open, displaying a table of cases. The table has columns for Name, MRN or SSN, and Agency. The 'None' button in the sub-dialog is highlighted, and a callout box explains that to transfer selected cases, the user should click 'None'. Another callout box points to the selection boxes in the table, stating they will be empty. A large number '1' is also present.

**Source** | **Destination**

**Cafas Select Cases**

	Name	MRN or SSN	Agency
<input type="checkbox"/>	Sample	12345	Hospital for Sick Children C
<input type="checkbox"/>	Harris	87765	Hospital for Sick Children C
<input checked="" type="checkbox"/>	Moore	45000	Hospital for Sick Children C
<input checked="" type="checkbox"/>	Kaladi	66708	Hospital for Sick Children C
<input type="checkbox"/>	Tremblant	18881	Hospital for Sick Children C
<input type="checkbox"/>	Evans	11937	Hospital for Sick Children C
<input checked="" type="checkbox"/>	Van der Merwe	90992	Hospital for Sick Children C
<input checked="" type="checkbox"/>	Van Riebeeck	0000	Hospital for Sick Children C
<input type="checkbox"/>	Jones	88752	Hospital for Sick Children C

OK  
Cancel  
All  
None

To transfer *selected* cases click **None**

The selection boxes will empty

1

Reclaim unused licenses  
Done

## 2.2 : To Transfer Selected Cases - continued

The screenshot shows the 'CAFAS License Transfer' dialog box. It is divided into two main sections: 'Source' and 'Destination'. A 'Cafas Select Cases' sub-dialog is open, displaying a table of cases. The table has columns for 'Name', 'MPN or SSN', and 'Agency'. Several rows are highlighted in cyan, and the 'Van der Merwe' row is selected with a dark blue background. A callout box labeled '1' points to the checkbox next to 'Harris' with the text 'Select individual cases by clicking on the box next to the case name'. Another callout box labeled '2' points to the 'OK' button in the sub-dialog with the text 'Click OK'. Below the table, there are buttons for 'All' and 'None'. At the bottom of the main dialog, there is a 'Reclaim unused licenses' button and a 'Done' button. A note at the bottom states: 'This creates a new license file that you can take back to the source computer to reclaim the unused licenses.'

CAFAS License Transfer

Source | Destination

**Cafas Select Cases**

	Name	MPN or SSN	Agency
<input type="checkbox"/>	Sample	12345	Hospital for Sick Children C
<input checked="" type="checkbox"/>	Harris	87765	Hospital for Sick Children C
<input checked="" type="checkbox"/>	Moore	45000	Hospital for Sick Children C
<input checked="" type="checkbox"/>	Kaladi	66708	Hospital for Sick Children C
<input checked="" type="checkbox"/>	Tremblant	18881	Hospital for Sick Children C
<input type="checkbox"/>	Evans	11937	Hospital for Sick Children C
<input checked="" type="checkbox"/>	Van der Merwe	90992	Hospital for Sick Children C
<input checked="" type="checkbox"/>	Van Riebeeck	0000	Hospital for Sick Children C
<input type="checkbox"/>	Jones	88752	Hospital for Sick Children C

OK  
Cancel

All  
None

Reclaim unused licenses

Done

This creates a new license file that you can take back to the source computer to reclaim the unused licenses.

1 Select individual cases by clicking on the box next to the case name

2 Click OK

2.2 : To Transfer Selected Cases - continued

The screenshot shows the 'CAFAS License Transfer' application window. It features a 'Source' area on the left and a 'Destination' area on the right. A 'Cafas Chosen Cases' dialog box is open, displaying a table with the following data:

Name	MRN or SSN
Harris	87765
Tremblant	18881
Van der Merwe	90992

The 'Van der Merwe' row is highlighted in blue. The dialog box includes 'OK', 'Cancel', 'Add...', and 'Remove' buttons. A 'Reclaim unused licenses' button is located at the bottom left, and a 'Done' button is at the bottom center. A text box at the bottom right states: 'This creates a new license file that you can take back to the source computer to reclaim the unused licenses.'

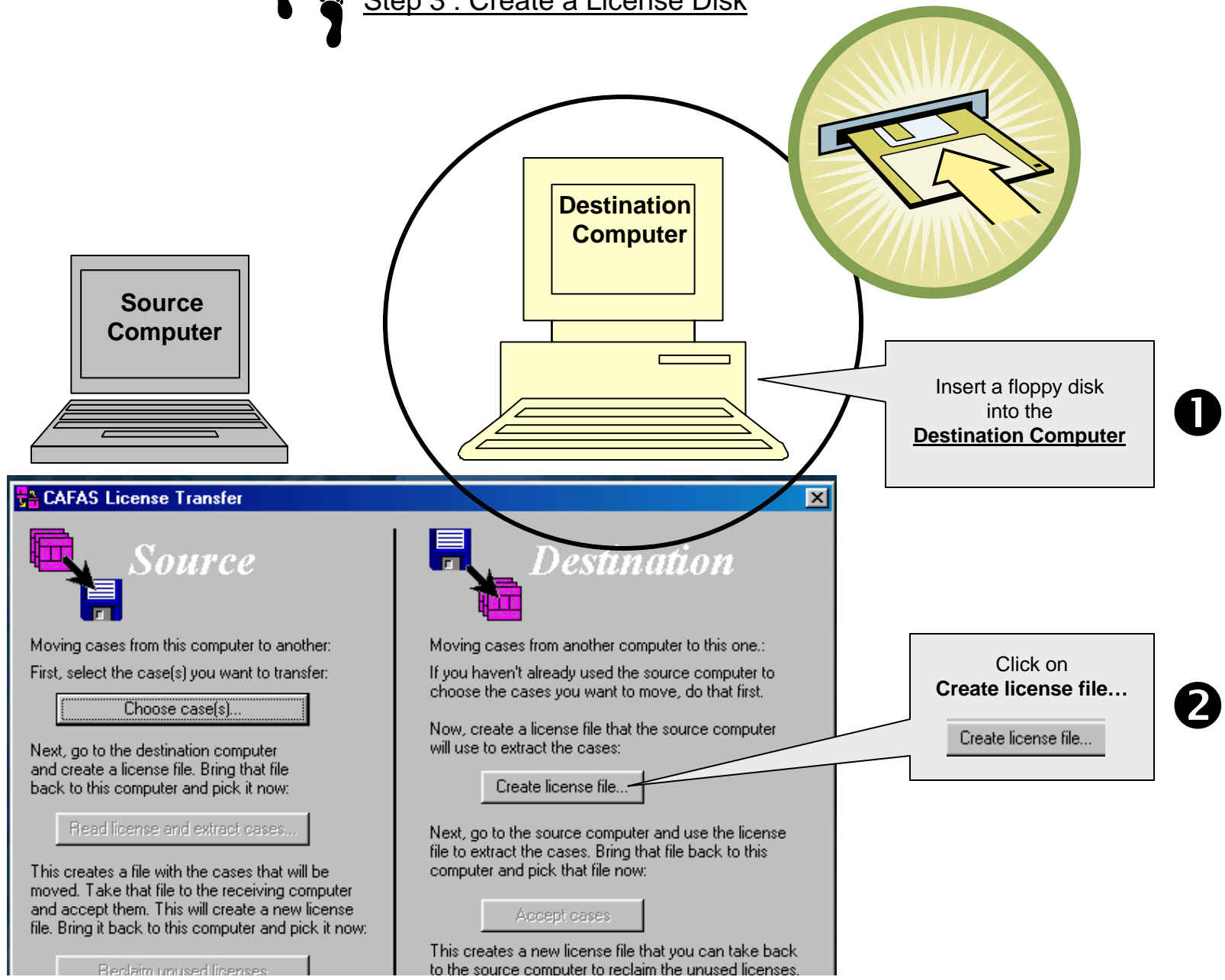
Callout boxes provide instructions:

- 1** Check that the cases you selected are listed
- 2** Click OK

Additional callouts include: 'Cafas Chosen Cases box appears' and 'Click OK' pointing to the 'OK' button in the dialog box.



### Step 3 : Create a License Disk

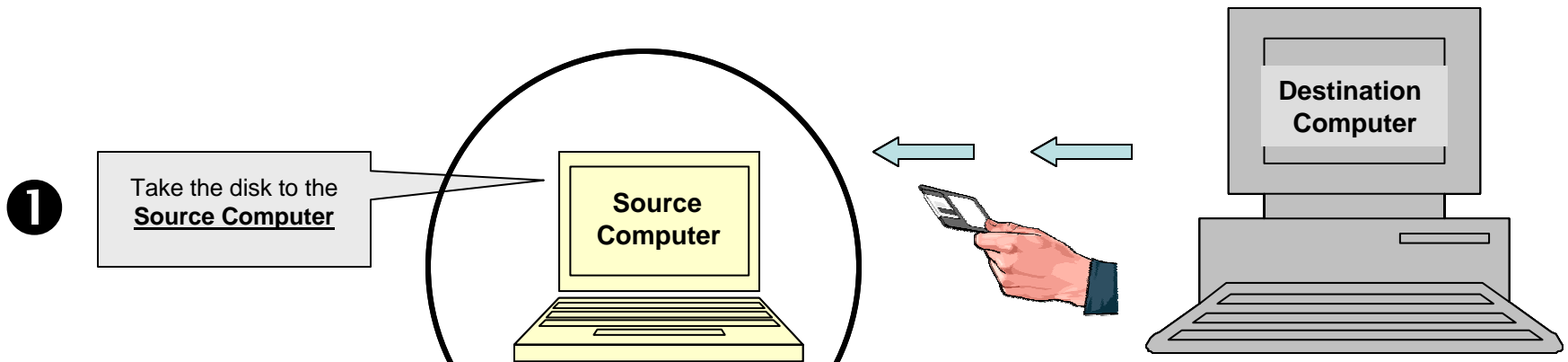


Step 3 : Create a License Disk - continued

The screenshot shows the 'CAFAS License Transfer' application window. A 'Save As' dialog box is open, showing the 'Save in:' field set to '3 1/2 Floppy (A:)'. The 'File name:' field contains 'Cafasxfr' and the 'Save as type:' dropdown is set to 'Cafas License Files (\*.clf)'. The 'Save' button is highlighted with a callout box labeled 'Click Save' and a circled '2'. Another callout box labeled 'Save in 3 1/2 Floppy [A:]' and a circled '1' points to the floppy drive selection. A third callout box labeled 'Save As box appears' points to the dialog box itself. The background window has 'Source' and 'Destination' labels and a 'Done' button at the bottom.



## Step 4 : Extract Cases from the Source Computer



The screenshot shows the "CAFAS License Transfer" window, which is split into two panels: "Source" and "Destination".

**Source Panel:**

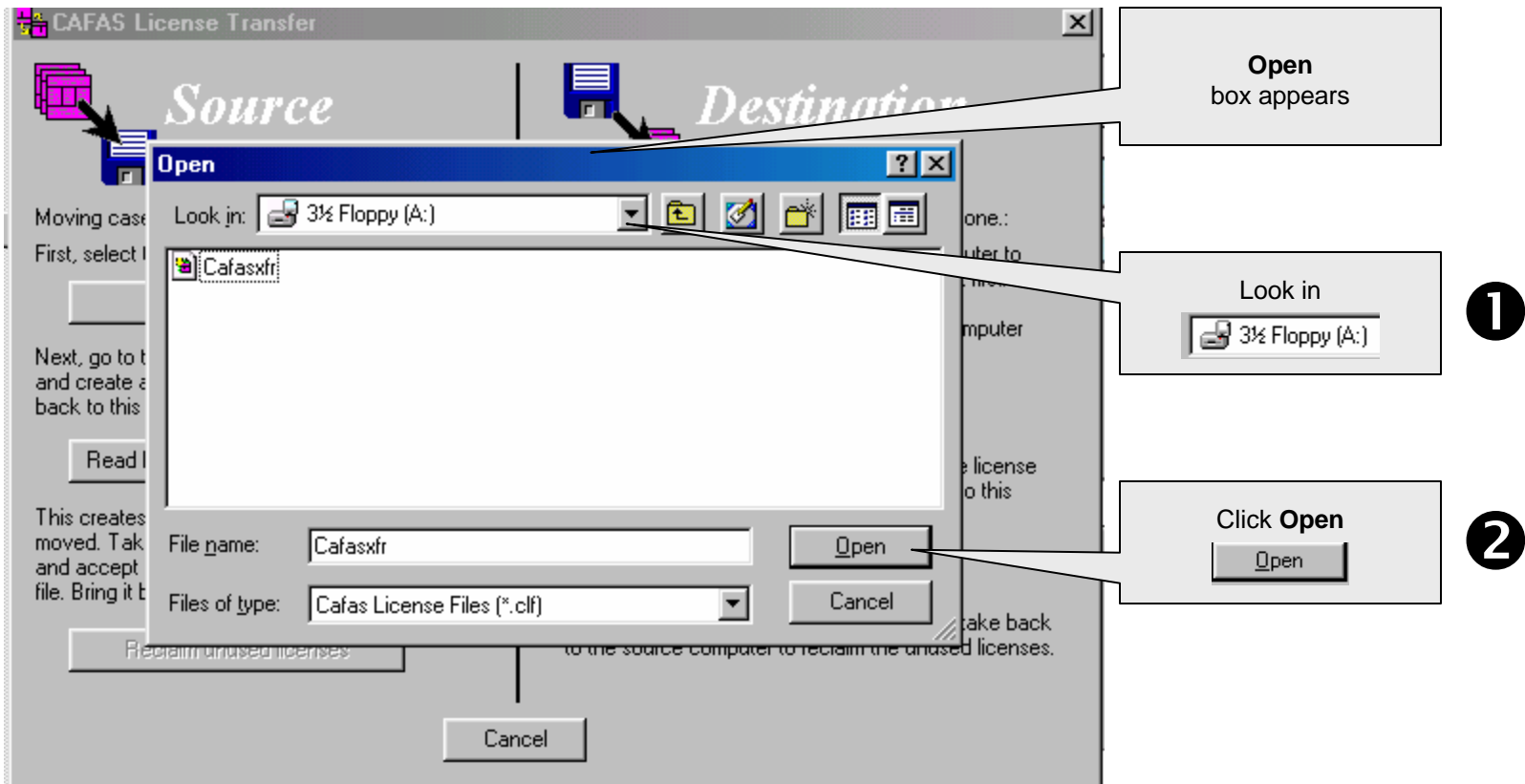
- Icon: A stack of pink folders with a blue floppy disk icon.
- Text: "Moving cases from this computer to another: First, select the case(s) you want to transfer:"
- Button: "Choose case(s)..."
- Text: "Next, go to the destination computer and create a license file. Bring that file back to this computer and pick it now:"
- Button: "Read license and extract cases..."
- Text: "This creates a file with the cases that will be moved. Take that file to the receiving computer and accept them. This will create a new license file. Bring it back to this computer and pick it now:"
- Button: "Reclaim unused licenses"

**Destination Panel:**

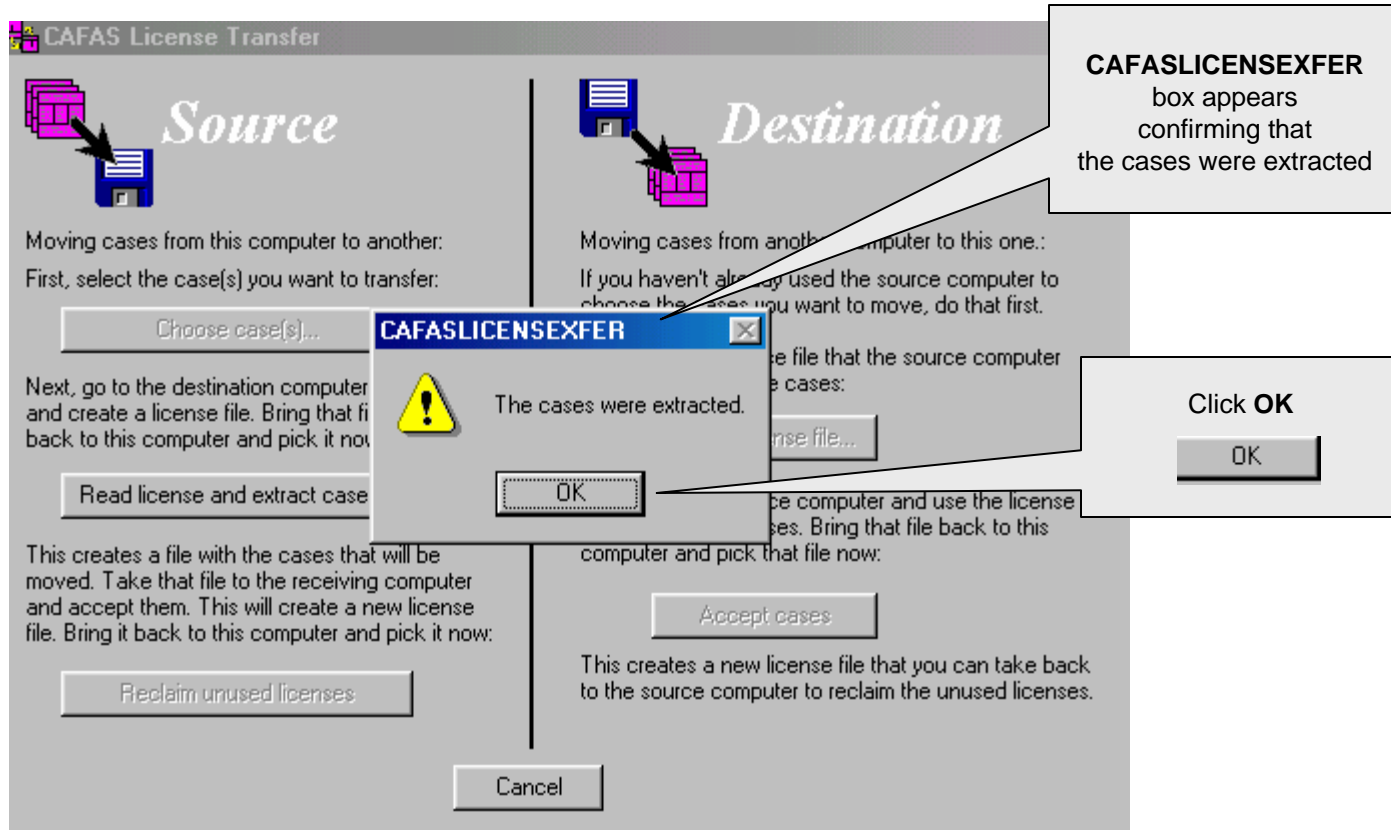
- Icon: A blue floppy disk icon with a stack of pink folders.
- Text: "Moving cases from another computer to this one.: If you haven't already used the source computer to choose the cases you want to move, do that first."
- Text: "Now, create a license file that the source computer will use to extract the cases:"
- Button: "Create license file..."
- Text: "Next, go to the source computer and use the license file to extract the cases. Bring that file back to this computer and pick that file now:"
- Button: "Accept cases"
- Text: "This creates a new license file that you can take back to the source computer to reclaim the unused licenses."

A speech bubble points to the "Read license and extract cases..." button in the Source panel with the text "2 Click on Read license and extract cases..."

Step 4 : Extract Cases from the Source Computer - continued

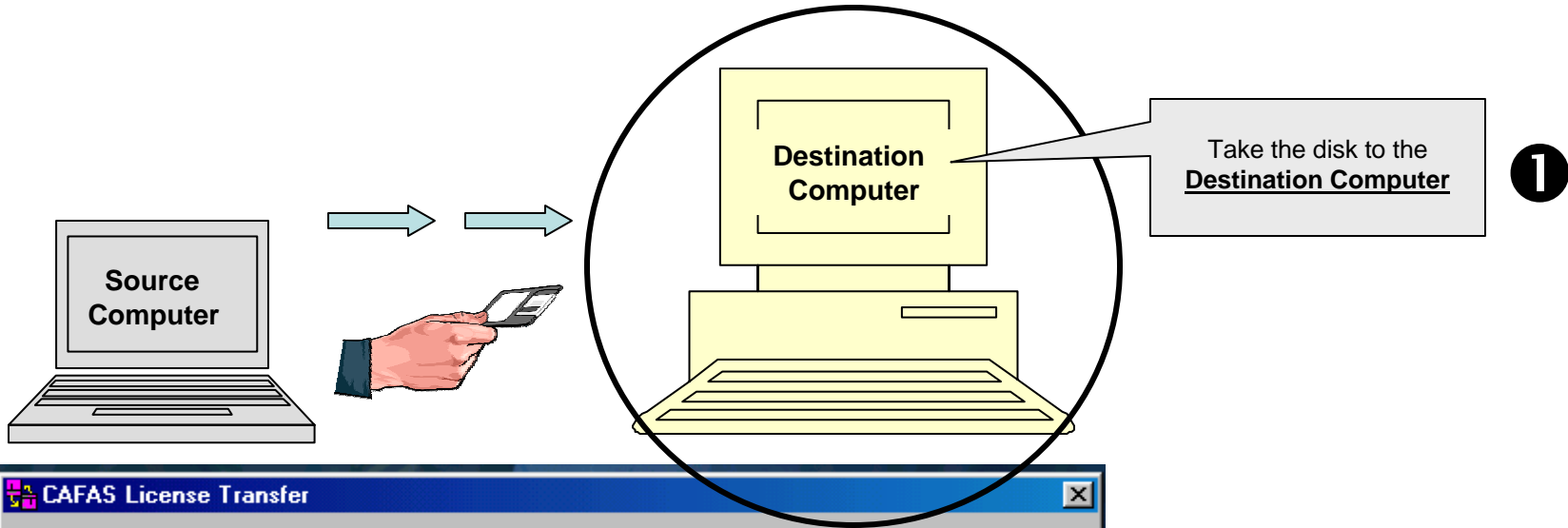


## Step 4 : Extract Cases from the Source Computer - continued





## Step 5 : Transfer Cases to the Destination Computer



CAFAS License Transfer

**Source**

Moving cases from this computer to another:  
First, select the case(s) you want to transfer:

Choose case(s)...

Next, go to the destination computer and create a license file. Bring that file back to this computer and pick it now:

Read license and extract cases...

This creates a file with the cases that will be moved. Take that file to the receiving computer and accept them. This will create a new license file. Bring it back to this computer and pick it now:

Reclaim unused licenses

**Destination**

Moving cases from another computer to this one.:  
If you haven't already used the source computer to choose the cases you want to move, do that first.

Now, create a license file that the source computer will use to extract the cases:

Create license file...

Next, go to the source computer and use the license file to extract the cases. Bring that file back to this computer and pick that file now:

Accept cases

This creates a new license file that you can take back to the source computer to reclaim the unused licenses.

Click on **Accept cases** 2

Step 5 : Transfer Cases to the Destination Computer - continued

The screenshot shows the 'CAFAS License Transfer' application window. It is divided into two main sections: 'Source' on the left and 'Destination' on the right. An 'Open' dialog box is overlaid on the 'Source' section. The dialog box has a title bar that says 'Open' and a 'Look in:' field set to '3½ Floppy (A:)', which is highlighted by callout 1. Below the 'Look in:' field is a list of files, with 'Cafasxfr' selected. At the bottom of the dialog box, the 'File name:' field contains 'Cafasxfr' and the 'Files of type:' dropdown is set to 'Cafas License Files (\*.clf)'. There are 'Open' and 'Cancel' buttons at the bottom right of the dialog box, with callout 2 pointing to the 'Open' button. The background application window has a 'Cancel' button at the bottom center. The overall interface is in a classic Windows XP style.

**Open box appears**

**1** Look in: 3½ Floppy (A:)

**2** Click **Open**

Step 5 : Transfer Cases to the Destination Computer - continued

The screenshot shows the 'CAFAS License Transfer' application window. It is divided into two main sections: 'Source' on the left and 'Destination' on the right. The 'Source' section contains instructions for selecting cases to transfer and buttons for 'Choose case(s)...', 'Read license and extract case...', and 'Reclaim unused licenses'. The 'Destination' section contains instructions for moving cases to the destination computer and buttons for 'Accept cases' and 'Cancel'. A central dialog box titled 'CAFASLICENSEXFER' is open, displaying a yellow warning icon and the message 'The cases were accepted.' with an 'OK' button. Annotations include a callout box pointing to the dialog box with the text 'CAFASLICENSEXFER box appears confirming that the cases were accepted', and another callout box pointing to the 'OK' button with the text 'Click OK'. A large black circle with the number '1' is positioned to the right of the dialog box.

Step 5 : Transfer Cases to the Destination Computer - continued

**CAFAS License Transfer**

**Source**

Moving cases from this computer to another:  
First, select the case(s) you want to transfer:  
  
Next, go to the destination computer and create a license file. Bring that file back to this computer and pick it now:  
  
This creates a file with the cases that will be moved. Take that file to the receiving computer and accept them. This will create a new license file. Bring it back to this computer and pick it now:

**Destination**

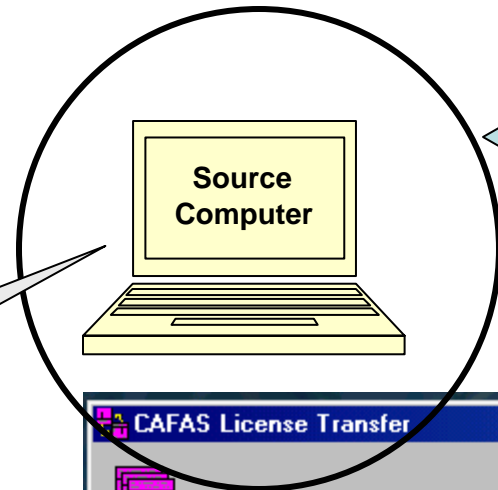
Moving cases from another computer to this one.:  
If you haven't already used the source computer to choose the cases you want to move, do that first.  
Now, create a license file that the source computer will use to extract the cases:  
  
Next, go to the source computer and use the license file to extract the cases. Bring that file back to this computer and pick that file now:  
  
This creates a new license file that you can take back to the source computer to reclaim the unused licenses.

On the **Destination Computer** click  **1**



## Step 6 : Remove the Cases from the Source Computer

Not completing this step will result in the case(s) existing on both computers



1

Take the disk to the Source Computer

2

Click on  
**Reclaim unused licenses**

**CAFAS License Transfer**

*Source*

Moving cases from this computer to another:  
First, select the case(s) you want to transfer:  
**Choose case(s)...**

Next, go to the destination computer and create a license file. Bring that file back to this computer and pick it now:  
**Read license and extract cases...**

This creates a file with the cases that will be moved. Take that file to the receiving computer and accept them. This will create a new license file. Bring it back to this computer and pick it now:  
**Reclaim unused licenses**

*Destination*

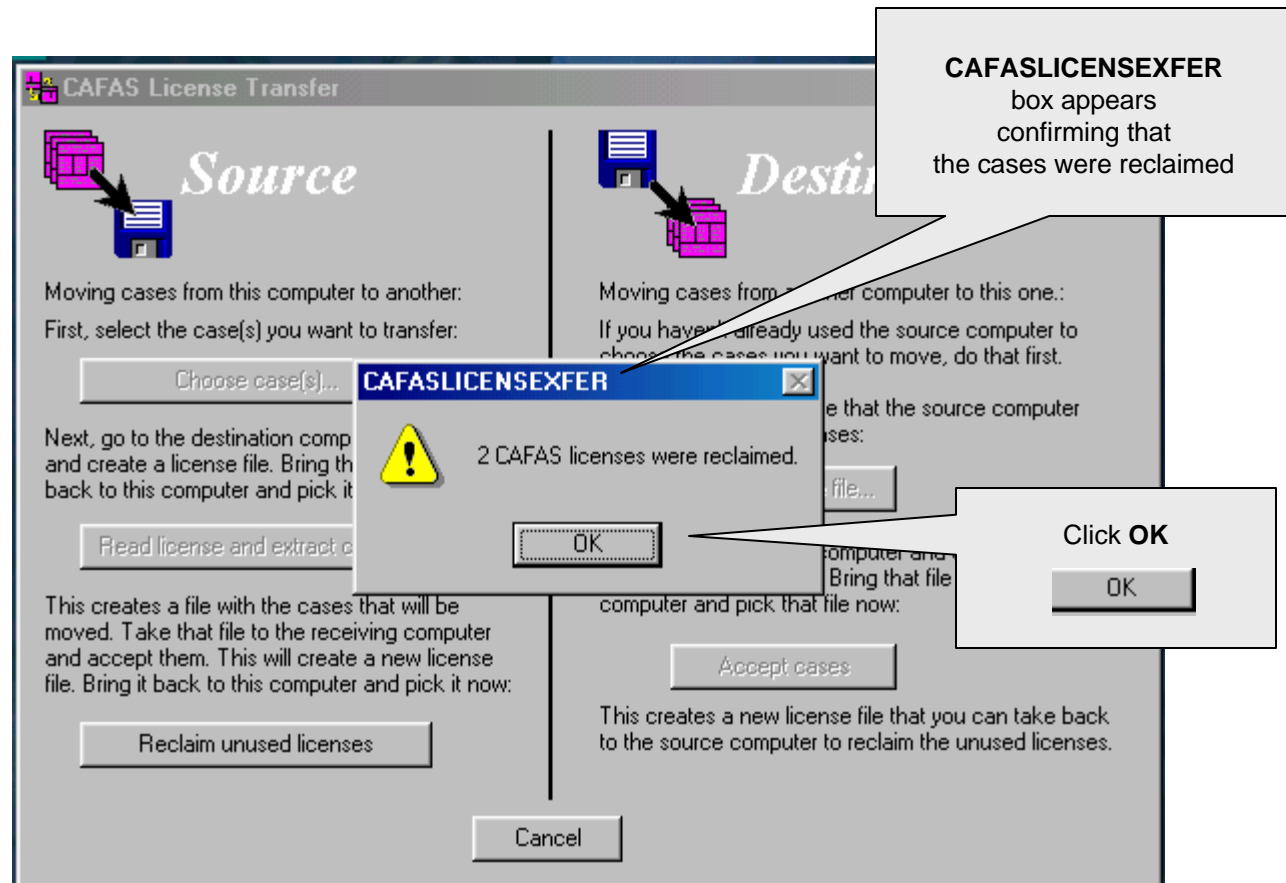
Moving cases from another computer to this one.:  
If you haven't already used the source computer to choose the cases you want to move, do that first.  
Now, create a license file that the source computer will use to extract the cases:  
**Create license file...**

Next, go to the source computer and use the license file to extract the cases. Bring that file back to this computer and pick that file now:  
**Accept cases**

This creates a new license file that you can take back to the source computer to reclaim the unused licenses.

**Cancel**

Step 6 : Remove the Cases from the Source Computer - continued



Step 6 : Remove the Cases from the Source Computer - continued

The diagram illustrates the process of removing cases from a source computer. On the left, a yellow laptop icon labeled "Source Computer" is circled. A callout box with a large number "1" points to the laptop, containing the text "On the **Source Computer** click" and a "Done" button. To the right is a screenshot of the "CAFAS License Transfer" window, which is split into two columns: "Source" and "Destination".

**Source Column:**

- Icon: A stack of pink folders with an arrow pointing to a blue floppy disk icon.
- Text: "Moving cases from this computer to another: First, select the case(s) you want to transfer:"
- Button: "Choose case(s)..."
- Text: "Next, go to the destination computer and create a license file. Bring that file back to this computer and pick it now:"
- Button: "Read license and extract cases..."
- Text: "This creates a file with the cases that will be... and. Take that file to the receiving computer... and... them. This will create a new license file. Bring... to this computer and pick it now:"
- Button: "Reclaim unused licenses"
- Button: "Done"

**Destination Column:**

- Icon: A blue floppy disk icon with an arrow pointing to a stack of pink folders.
- Text: "Moving cases from another computer to this one.: If you haven't already used the source computer to choose the cases you want to move, do that first."
- Text: "Now, create a license file that the source computer will use to extract the cases:"
- Button: "Create license file..."
- Text: "Next, go to the source computer and use the license file to extract the cases. Bring that file back to this computer and pick that file now:"
- Button: "Accept cases"
- Text: "This creates a new license file that you can take back to the source computer to reclaim the unused licenses."