

## Dual Recording File Management

File conventions explained and the step-by-step process to follow on completion of a dual recording study



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## File Formats

### Dual Recording creates two types of files:

**TEV** – System Events (host on/off, impedance check, start, stop)

**TVX** – Annotations (Integrity Check, Eyes Open, Eyes Closed)

### Amplifiers have two different file formats:

**BDF** – T4A files



**EDF** – MK3 files



### Video and Video Time File formats:

**MP4 or AVI** – Video Files, 1-hour segments (settings can change this)

**TVS** – Time File of the Video File, 1-hour segments (settings can change this)

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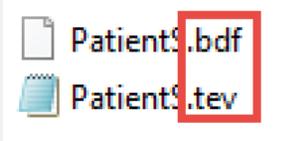
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## File Storage and Naming Conventions

PC Recording	Amplifier Recording
<p>All of the files are stored on the Tablet or Laptop. This is acquired because the PC recognizes the data on the amplifier due to Bluetooth</p>	<p>All the files are stored on the CF or SD card inserted into the amplifier</p>
<p><b>bdf or edf, tvx, tev, avi/mp4 (video) and tvs files</b> go to the patient video folder.</p>  <p><i>The file extension is lowercase for PC data</i></p>	<p><b>BDF or EDF and TEV</b></p>  <p><i>The file extension is uppercase for card data</i></p>
<p>The files go directly to the Patient Video Folder</p>	<p>The files are copied from the card to an external source (laptop, flash drive, or tablet) via a card reader</p> <ul style="list-style-type: none"> <li>• <b>Trackit F USB hub</b> contains the card reader – the files are loaded onto a drive in File Explorer</li> <li>• <b>Trackit V</b> uses the card reader – the files are loaded onto a drive in File Explorer</li> </ul>

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## Once the study is complete

1. **Stop Study**
2. **Remove Card** and move it to an external source via card reader or USB Hub
3. **Plug in external hard drive** and create a PC Recording Folder for patient
4. **Copy the edf/bdf and tev file** from the Patient Video Folder from the system to the PC Recording folder on the External Drive
5. **Delete the edf/bdf and tev file** from the Patient Video Folder (tvx, tvs, and avi/mp4 remains in the Patient Video Folder)
6. **Insert the card to the hub or card reader** to access the card data (a new drive will appear when inserting the card to the hub or card reader)
7. **Select the EDF/BDF and TEV file** and right click *select copy*
8. **Open the Patient Video Folder on the system** for your patient, right click and paste the BDF/ EDF and TEV file.  
You should have a BDF/EDF, TVX, TEV, and multiple TVS and MP4/AVI files.
9. **Copy your patient's video folder from the system** and paste into the External Drive (you will upload with the Patient Video Folder from the external drive to your review software)

### IMPORTANT

- *Copy Files to External Hard-drive or Upload to Review Software (Rendr Portal) prior to deleting from the unit*
- *Delete all files from the system (patient video folder/recycle bin/created folders) once confirmed the study is moved to an external drive or uploaded to review software. All files should be removed from the system prior to being deployed with a different patient to remain HIPAA compliant..*

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## For additional assistance

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