Using the uCertify Virtual Labs
## Epi Info 7®

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Introduction – for all software

This document contains instructions for Adding Time to Prevent Losing Your Work, Navigating the Virtual Lab, Saving Your Work, and Accessing Saved Files Later.

For instructions on *completing course specific lab assignments*, refer to the exercise directions housed in the course's virtual lab.

Opening the Virtual Lab Desktop

1. Click the software title in the gray box at the bottom of the screen.
2. "**Power Button**" to open the virtual lab desktop.
   Note: *Activating the virtual lab desktop may take up to 5 minutes. If the virtual desktop does not respond after ~10 minutes, click the refresh button to try again.*
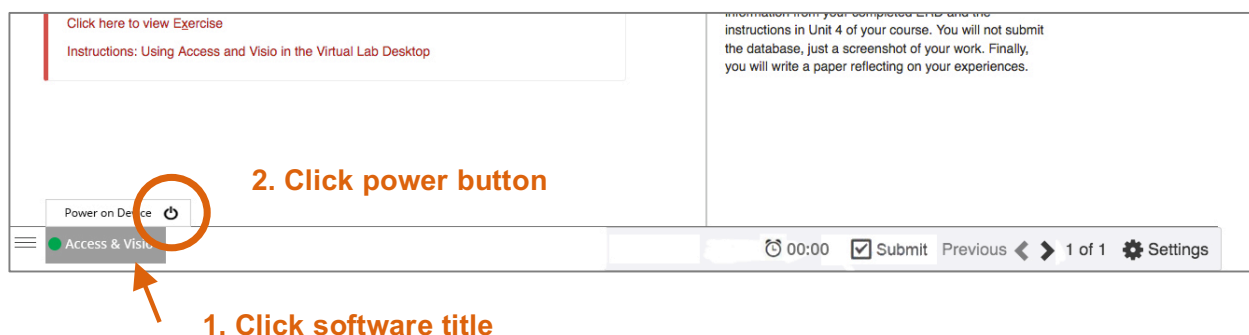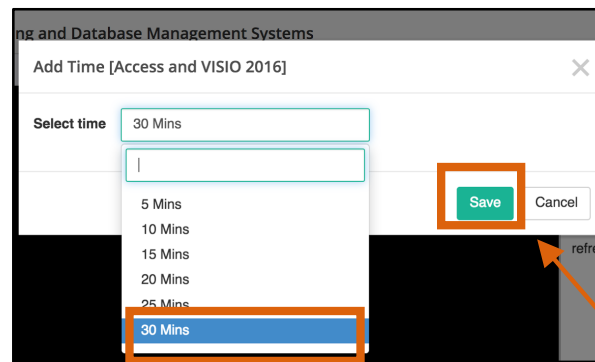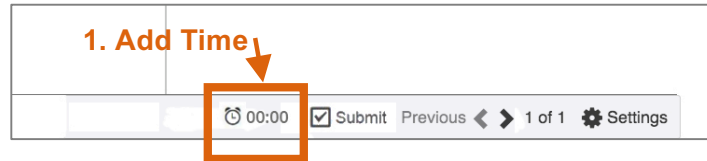

Before You Begin: Adding Time to Prevent Losing Your Work

The virtual labs are hosted on remote servers, which have automatic countdown timers, ensuring software is turned off when not in use. The default time allotted for the uCertify desktop is **30 minutes**.

To ensure you have enough time to complete your lab, **add additional time to your session *before* you begin.** You can add time in 30 minute increments – and 99 minutes is the maximum time allowed. We recommend setting the time to the maximum and adding additional time as you work, to avoid the timer running out. **If time runs out before you save your work, YOUR WORK WILL BE LOST.**

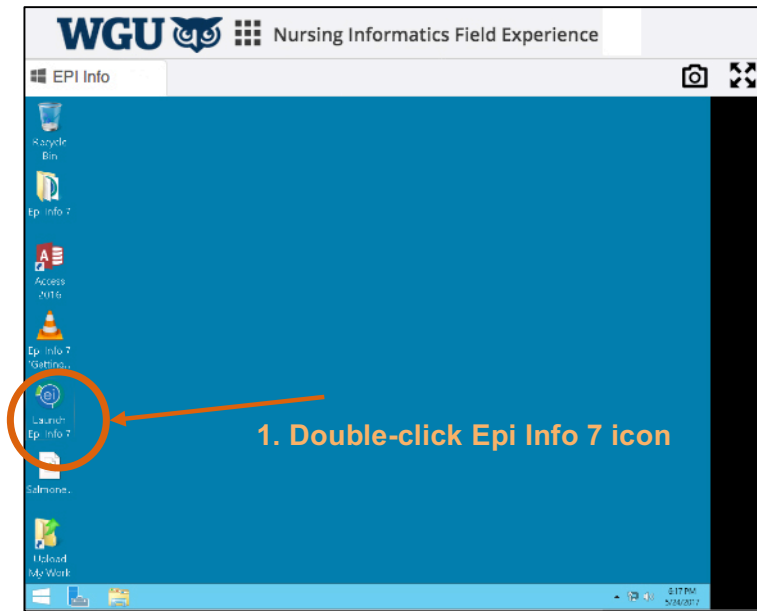Complete the following steps to add time to the virtual lab timer.

1. Click "**Add Time**"
2. **Select the number of minutes** from the dropdown.
3. Click "**Save**."

1. Add Time

⏰ 00:00 ☑ Submit Previous ‹ › 1 of 1 ⚙ Settings

ng and Database Management Systems

Add Time [Access and VISIO 2016] ✕

Select time   30 Mins

5 Mins
10 Mins
15 Mins
20 Mins
25 Mins
30 Mins

Save Cancel

refres

3. Click Save

2. Select Minutes

Epi Info 7®

Opening Epi Info

1. **Double-click the Epi Info 7 icon** on the virtual lab desktop.

2. You are now ready to use the software within the virtual lab environment. Remember to **save your work** and **add time** to the countdown timer to ensure your work is not lost.

## Saving Epi Info Files to the uCertify Evidence Tab

Like working on your personal computer, you must **save your Epi Info files if you intend to return to them or continue working on them later**.

When working in the virtual lab you must upload your work to the Evidence tab if you wish to review or continue working with that file later. **If you do not upload your work to the Evidence tab, it will be lost,** and you will not be able to return to it.

Save the Epi Info File to the Virtual Lab Desktop Folder

1. When you close Epi Info 7®, the software automatically saves work in named files or projects. However, you **must still save** to the Evidence tab or it will be lost when you exit the virtual lab.
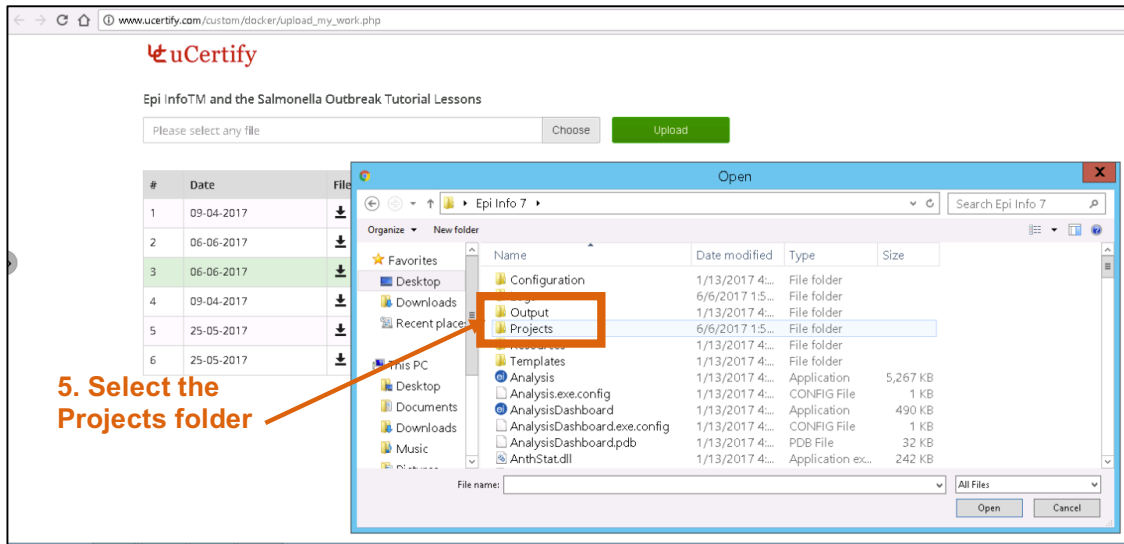
2. To save to the Evidence tab, double-click **Upload My Work** from the virtual lab desktop.
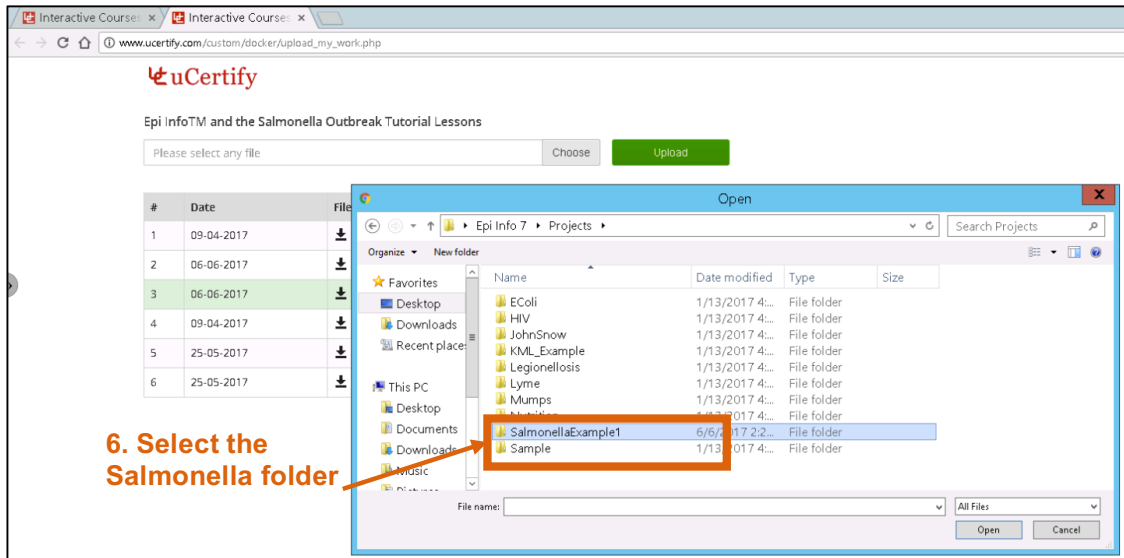

**2. Double-click
Upload My Work**
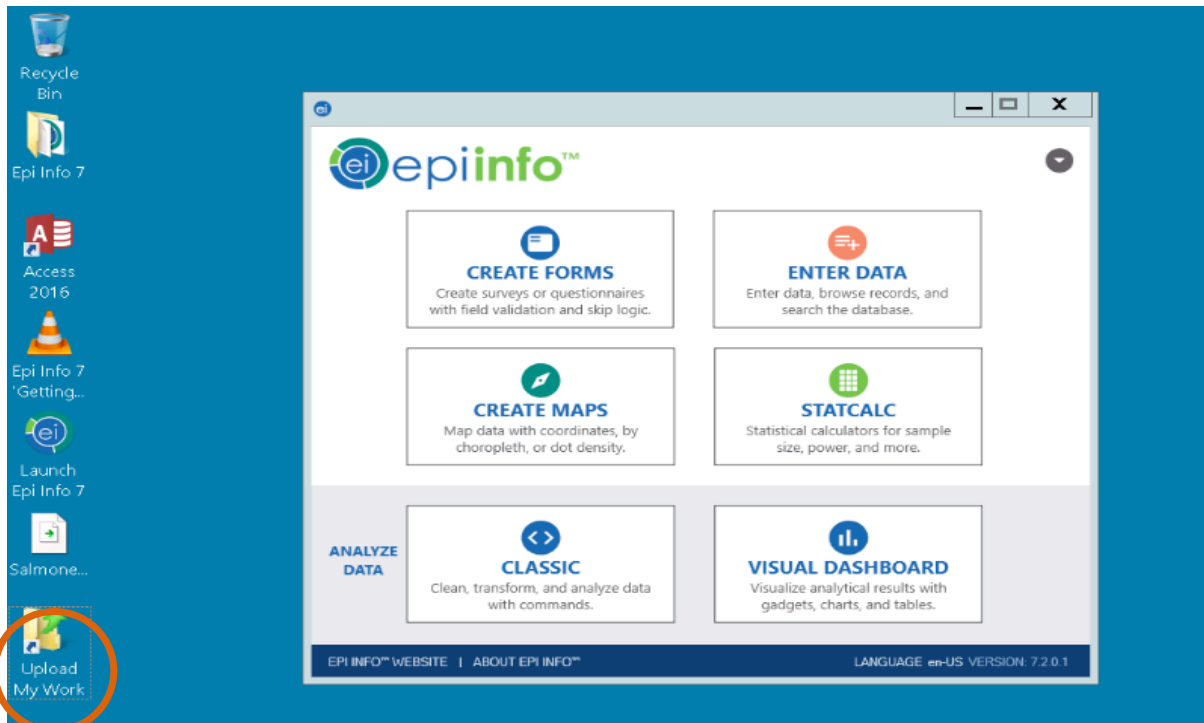
3. Click **Choose.**
4. Navigate to the **Epi Info 7 folder** (Desktop > Epi Info 7)

3. Click Choose
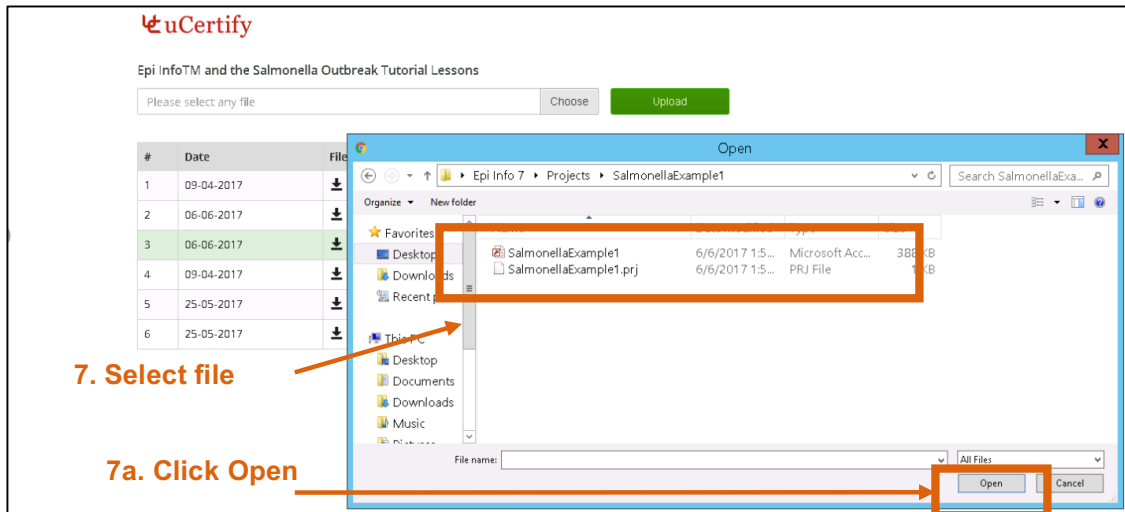
**4. Select the Epi
Info 7 folder**
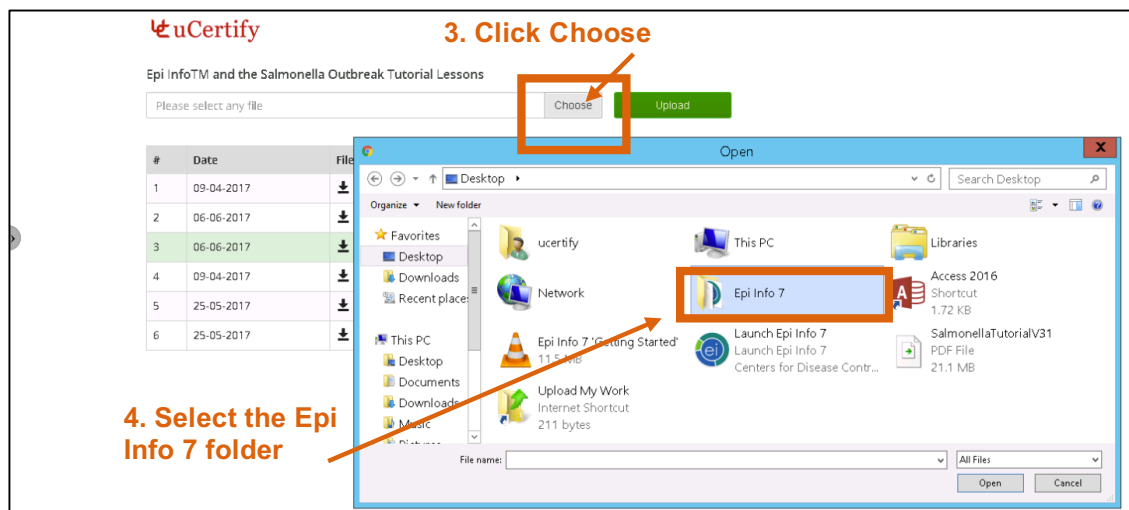
5. Navigate to the **Projects folder**.

6. Locate the saved file(s) in the Salmonella folder (or the folder name you created).

7. Click to select the desired the files.
   You **must upload both the .prj and .mdb files** to access the Epi survey at another time.

7. Select file

7a. Click Open

8. Verify the correct file(s) is listed in the selection box.
9. Click **Upload** to save the file to the uCertify Evidence tab.
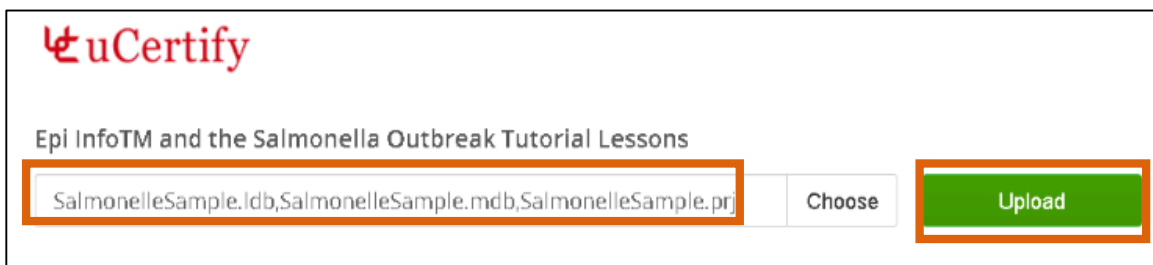
10. Confirm the file uploaded to uCertify's **Evidence tab**. Repeat steps 7-9 to upload any additional files.
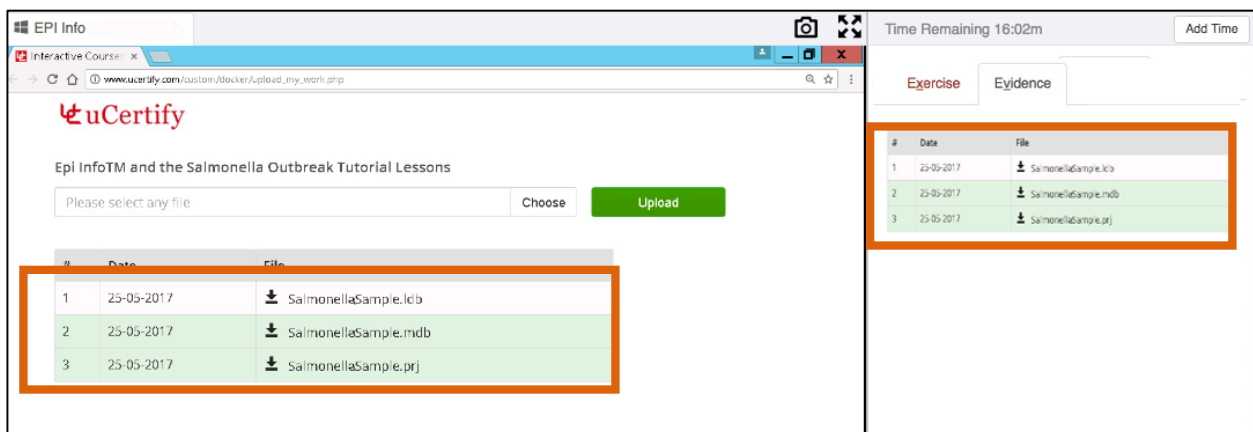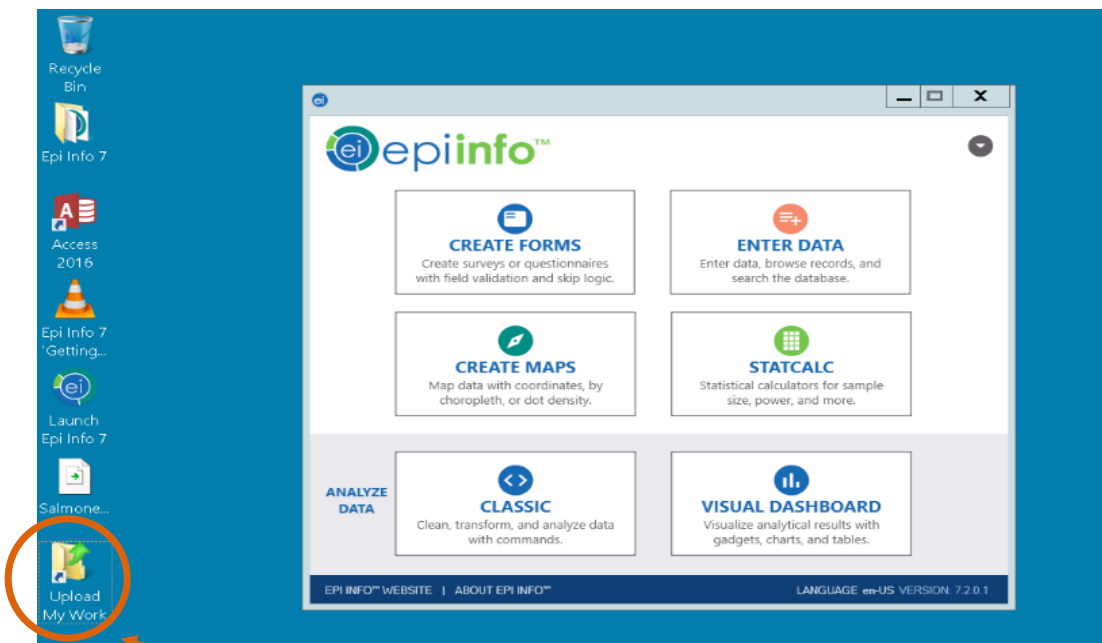
Accessing Saved Files

There are two instances in which you might want to access saved files.

1. To **continue working on a file** saved to uCertify
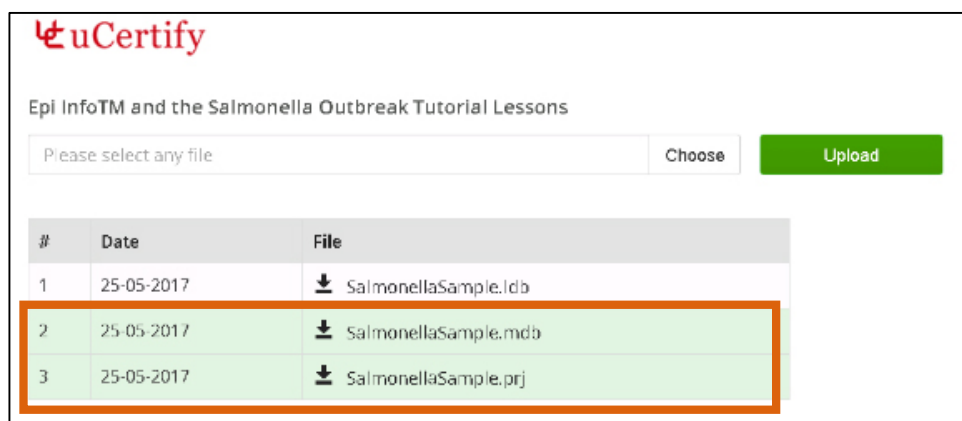2. To **download and save copies** to your personal computer

To Continue Working on a File Saved to uCertify

1. Double-click **Upload My Work** from the virtual lab desktop.
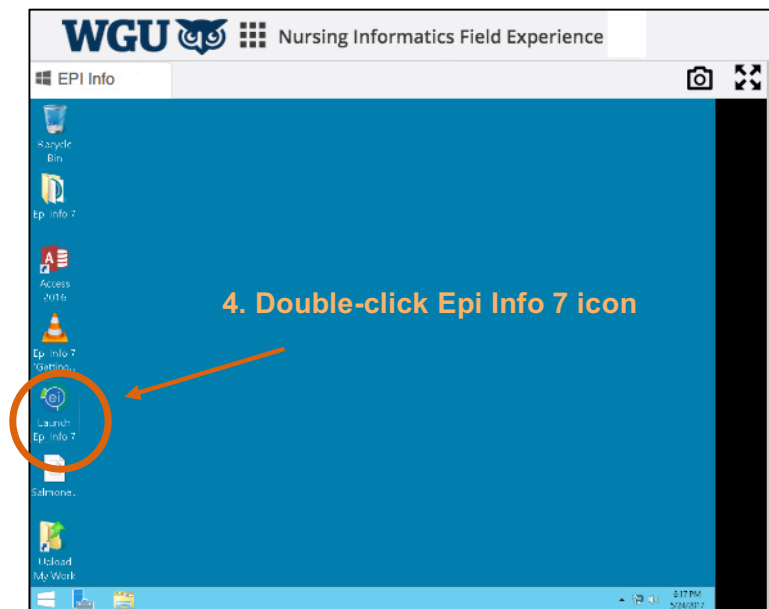

1. Double-click Upload My Work

2. Click on the **name(s) of the file** you want to download to the virtual lab desktop.
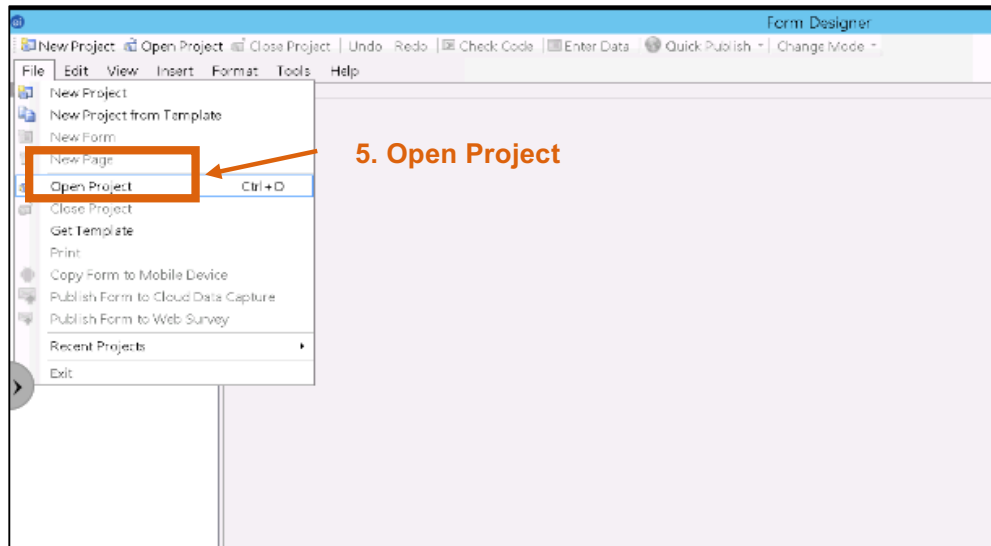   **You must download both the .prj file and the .mdb file.**

3. The file(s) will download to the bottom of the screen, and will be in the Downloads folder on the virtual desktop.
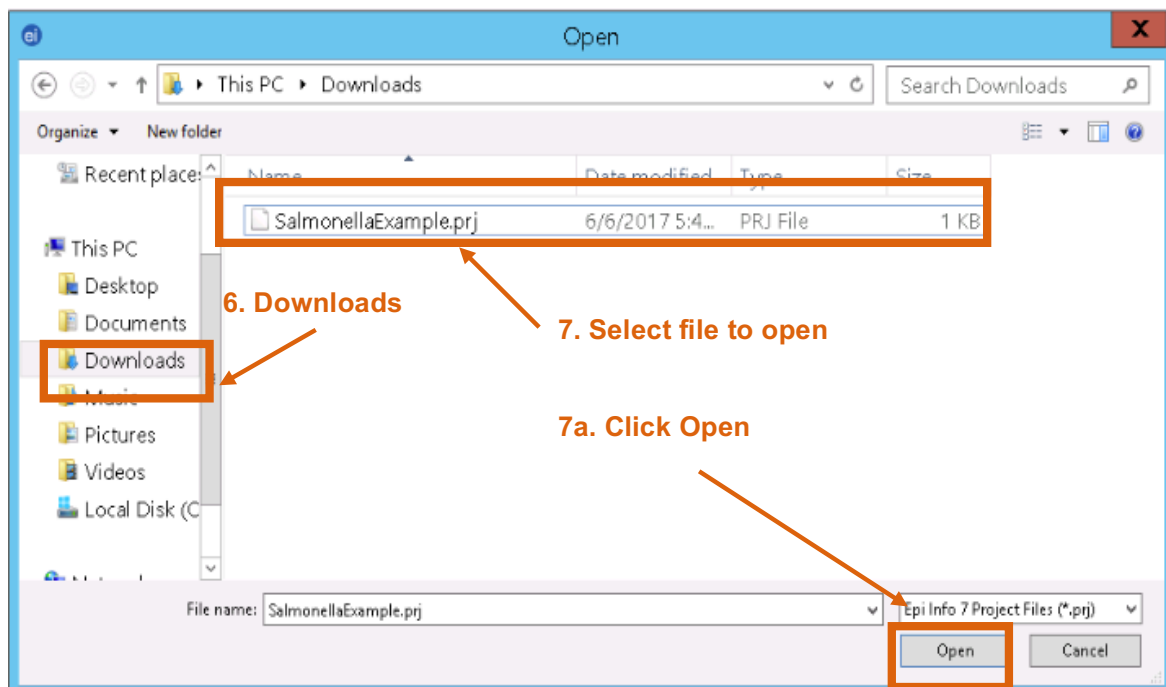

4. Open Epi Info 7® (from the virtual desktop)

4. Double-click Epi Info 7 icon

5. Select **Open Project**.

5. Open Project

6. Navigate to the **Downloads** folder.
7. Select the .prj file and click **Open** to continue working on the Epi file.

6. Downloads

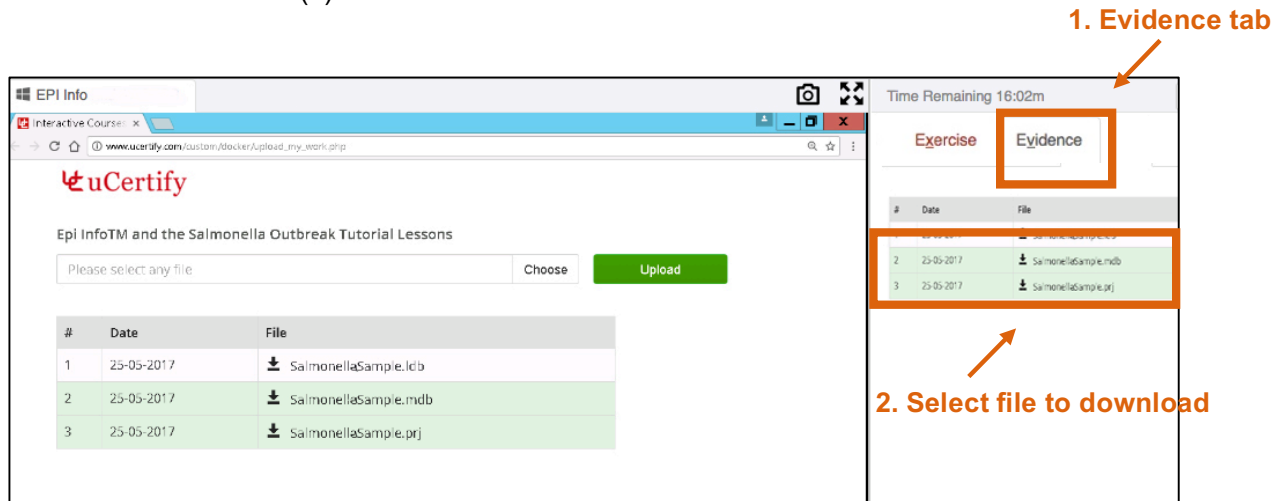**7. Select file to open**

7a. Click Open

8. When you are finished with your edits, be sure to **re-save** your work and **re-upload** to the uCertify drive.

To Download and Save Files to Your Personal Computer

If you wish to maintain copies of your work on your personal computer, you can download any files you previously saved to the uCertify Evidence tab. You must have installed Epi Info 7 to your personal computer to open Epi Info 7 files saved to your personal computer.

Downloading Files Saved to uCertify

1. **Select the Evidence tab.**
2. Click on file(s) to download.

3. **Save File** to your computer.