Easy Dent by Data Tec – **Backup Strategies**

There are many steps to ensure proper backup. Here are some of the ones we highly recommend. Remember, **Data Tec** has **no responsibility** for your data backup or recovery; this is **your responsibility**.

A: Server or Main Computer Backup

1) Backup your **entire Server or Main Computer's hard disk** every night to an external removal hard disk or tape. Especially if you are using the EDR functions and Digital X-Rays. We recommend having your hardware network technicians set this up for you.

2) Make sure the backup includes the entire **\EZW** folder and all subfolders and files from your **Main Computer**. Also you will need to be sure and set up the backup to pick up your Digital X-Rays wherever your imaging software stores them.

3) Alternate between at least 5 different backup sets. It's smart to use a different tape or disk for each day of the week.

4) Take at least one of the backups out of the office each week. Take it home! Fire proof boxes won't keep computer media safe or away from a robbery. Since you will be taking them out of the office you should use a backup program that provides both encryption and password protection.

5) Review your Backup Software's reports making sure your backups are running successfully. We recommend creating a manual log then having whoever is responsible for backup in your office signing and dating each time they review the report.

6) Have you hardware support technician verify that your backups are good.

Note: Image backup software packages like **Macrium's Reflect** provide a good way to Backup entire disk drives.
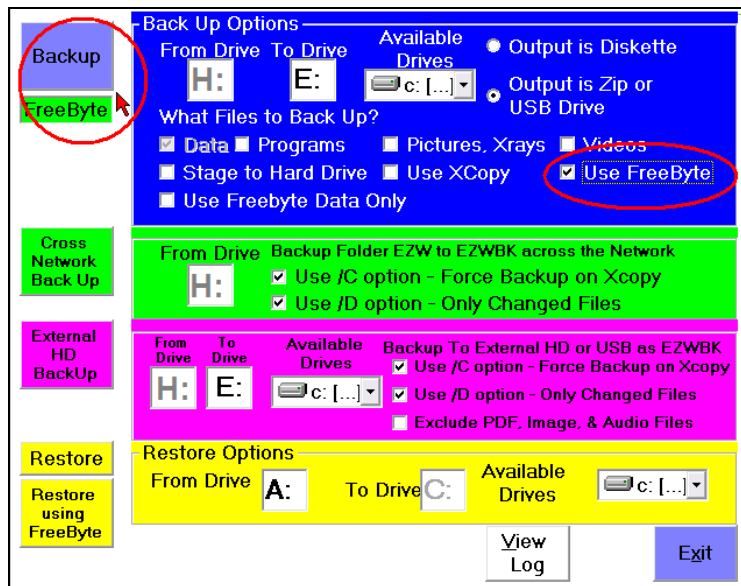
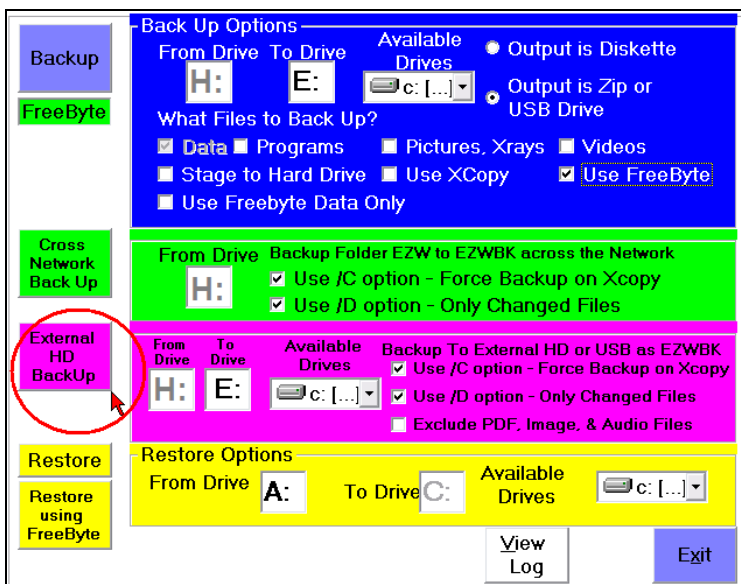# *Easy Dent* by Data Tec – **Backup Strategies**

B: EasyDent Only Backups

You may use a the EasyDent Primary Menu "Backup" button to backup up EasyDent Only (**doesn't include digital X-Rays from your imaging package**) to external Devices.

*** Only run these options when no one else is using EasyDent ***

1) If you are **NOT using the EDR** features you can back up the EasyDent **\EZW** Main computer's folder by using the Primary Menu's "Backup" button and then use the top **light blue** "**Backup**" button.

2) If you **are using the EDR** features you can back up the EasyDent **\EZW** Main computer's folder by using the Primary Menu's "Backup" button and then use the **magenta colored** "**External HD Backup**" button.
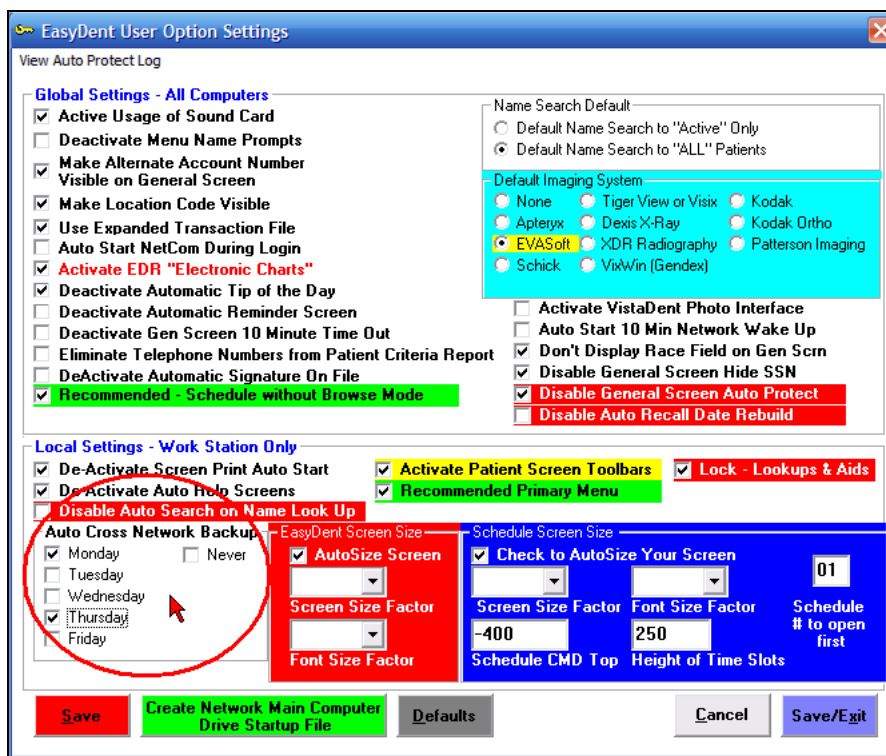
C: Auto Cross Network Backups

1) Allow the weekly EasyDent backups to run at each work station. These backups create a copy of your patient database, billing, insurance, and appointment information on the work station computer. **Note: patient charts and x-rays are not backed up.**

2) Use the **Primary Menu "Options" button** to set the day or days of the week at each computer you with this to run. We recommend having different days set for different work stations.

3) When the backup window starts, you can simply minimize it and continue to work.
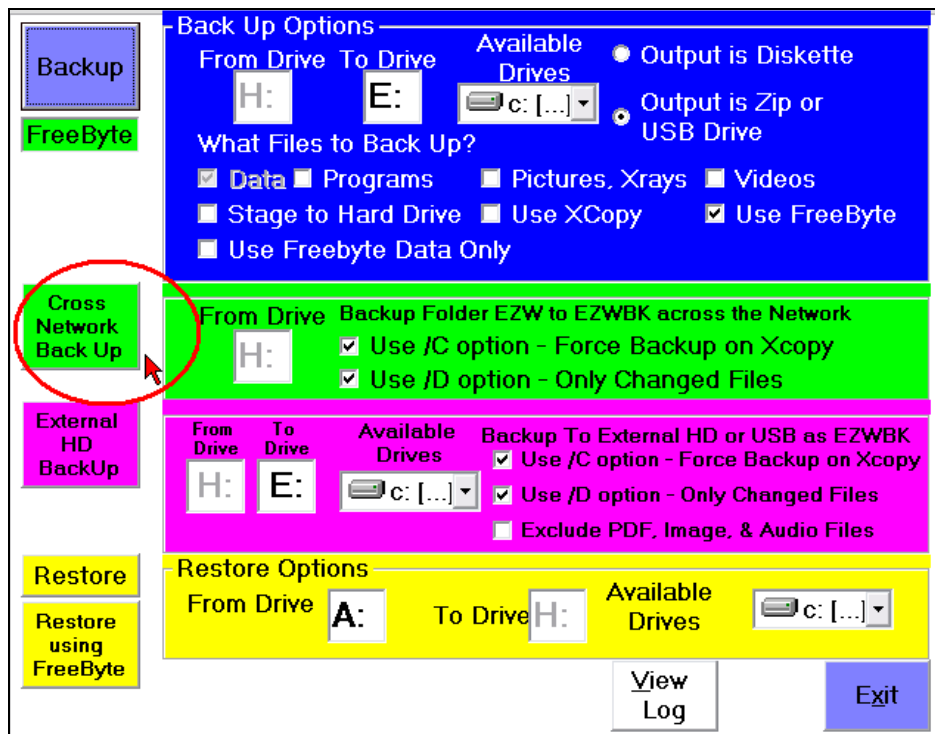
D: Cross Network Backup (from server to work stations)

1) Run the Cross Network backup, at least weekly, to one or more work stations. Activate this from the Primary Menu then select the "Backup" button and select the Green Cross Network backup button.

2) Only run this when no one else is using EasyDent, for example over lunch or at at the End of the Day.

3) This backup will create a folder called **\EZWBK** on the workstation that contains all the data from the **\EZW** folder on your server, this includes patient charts. Typically your digital x-rays are stored in your digital x-ray folders, not in **\EZW**.

4) The first time this runs it can take a long time due to the number of files involved, so it is wise to run it the first time overnight. After the first time, it should only backup changed or newer files and you could run it over your lunch hour.

5) A great thing to do is to schedule Windows to run this once a day. Just schedule the file **C:\Netmenu\Netback.bat** This file is created the first time you use the Green Cross Network backup button.

*** Only run this option when no one else is using EasyDent ***

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E: Internet Backups

1) Internet backup services **DO NOT** replace other backups, they only serve as an extra safeguard.

2) Backup the entire **\EZW** folder on the Main Computer.

3) We recommend **www.idrive.com**

4) The first time it runs it could run for a couple days to initially get all the data

5) Set this service to backup up changed files over night and keep multiple version of the data.

6) To be HIPAA compliant, most services provide an encrypted backup. Be sure to keep your passwords in a safe place. That's up to you to verify.

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F: Periodic Permanent Backups

1) Create a permanent backup on DVD of your **Main Computer's \EZW** folder Periodically, such as monthly or at least quarterly.

2) Most Backup programs, will let you encrypt the backup using a password. This is a great idea, but you must make sure you don't lose your password.

3) Don't use re-writable DVD's. They are unreliable. "Write Once" DVD's are acceptable.

There are lots of backup techniques you can use.

Remember you can never have too many backups.

Backup is Your Responsibility