DATATEC
EASYDENT
Backup Plan

The most important thing you can do is to ensure proper backup. Relying on your hardware/network company is a start. Having an active role in your backup is most important! Remember, **Data Tec** has **no responsibility** for your data backup or recovery; this is **your responsibility**.

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4 Important Types
1) **Daily External USB Hard Disk Backups**
2) **Daily Backups to workstations**
3) **Weekly Backups to workstations**
4) **Online Backup**

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1) Daily External USB Hard Disk Backups
Backup EasyDent Daily to an external Hard Disk.
Rotate through USB drive backup disks, one labeled for each day of the week.
Periodically rotate one disk out of the office at all times in case of fire, theft, etc.

2) Daily Backups to Workstations
Use the Primary Menu Options button and select days of the week under
"*Auto Cross Zip Backup*". This will automatically create a zip backup at the Workstation of your Patient Posting, Billing, Insurance, and Scheduling data.
(this does not include clinical data, i.e. visit notes, scanned in documents)

3) Weekly Cross Network Backups to Workstations
Once a week at each workstation over lunch of last thing at night click the
Primary Menu "Backup" button then the green "Cross Network Backup" button.
Data Tec can help you set this up to run automatically, if you like.

4) Online Backup
An online backup service is a great extra precaution.
If you use https://www.idrive.com/ Data Tec or your hardware/network company can help you set it up.

==**Having multiple types of backups is a must, just like having a parachute is for a fighter pilot.**==
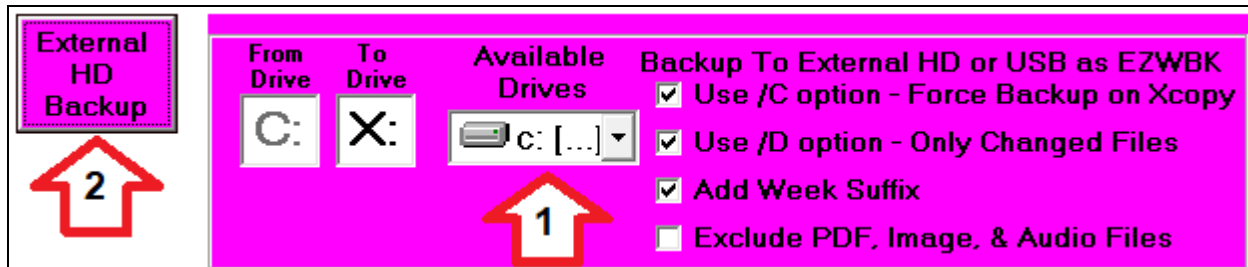
Backup Details

1) Daily External USB Hard Disk Backups

Backup EasyDent Daily to an external Hard Disk.
Rotate through USB drive backup disks, one labeled for each day of the week.
Periodically rotate one disk out of the office at all times in case of fire, theft, etc.

a. Make sure no one else is using EasyDent.
b. Plug in your Portable Hard Drive, windows should display what drive letter it's using.
c. From the Primary Menu select the "*Backup*" button.
d. On the magenta-colored section, set the "*To Drive*" to the drive letter of the Portable Hard Drive by using the "*Available Drives*" drop down arrow.
e. Use the magenta "*External HD Backup*" button, follow on screen instructions.
f. The first time this runs for each week of the month it can run a long time, you can let it run overnight.
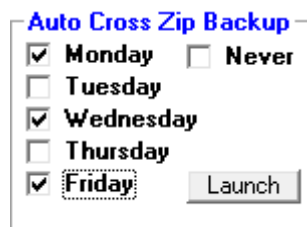

Note: We recommend having "Add Week Suffix" checked to make a separate backup for each week of the month. In other words, your backup drive should eventually have 5 or 6 complete backups on it.

2) Daily Backups to Workstations

Use the Primary Menu Options button and select days of the week under "*Auto Cross Zip Backup*". This will automatically create a zip backup at the Workstation of your Patient Posting, Billing, Insurance, and Scheduling data.
(this does not include clinical data, i.e. visit notes, scanned in documents)
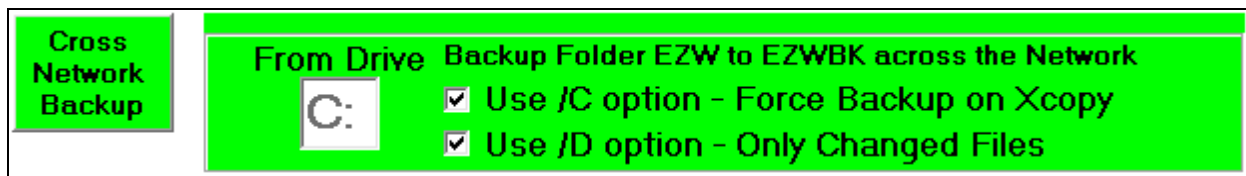
Backup Details continued

3) Weekly Cross Network Backups to Workstations

Once a week at each workstation over lunch of last thing at night click the Primary Menu "*Backup*" button then the green "*Cross Network Backup*" button.

Make sure no one else is using EasyDent.

This option will copy all the EasyDent software and data, including patient clinical information to the local workstation. The first time this runs it can take a long time, you can let it run overnight. From then on it will run much faster.

==Data Tec can help you set this up to run automatically, just call us==.

4) Online Backup Details:

An online backup service is a great **extra** precaution.
If you use **https://www.idrive.com/** Data Tec or your hardware/network company can help you set it up.

- **Make sure the backup only runs at night** when no one is using EasyDent
  (Otherwise it can make your system run extremely slow)
- The backup must include your Main Computers read \EZW folder
  (for example: H:\EZW)
- You should also include your X-Ray image systems folder
- You will still need the local backups as outlined in #1 & #2 above
- Let Data Tec review your Online backup setup with you
- Remember you should not totally rely only on the Online Backup!