

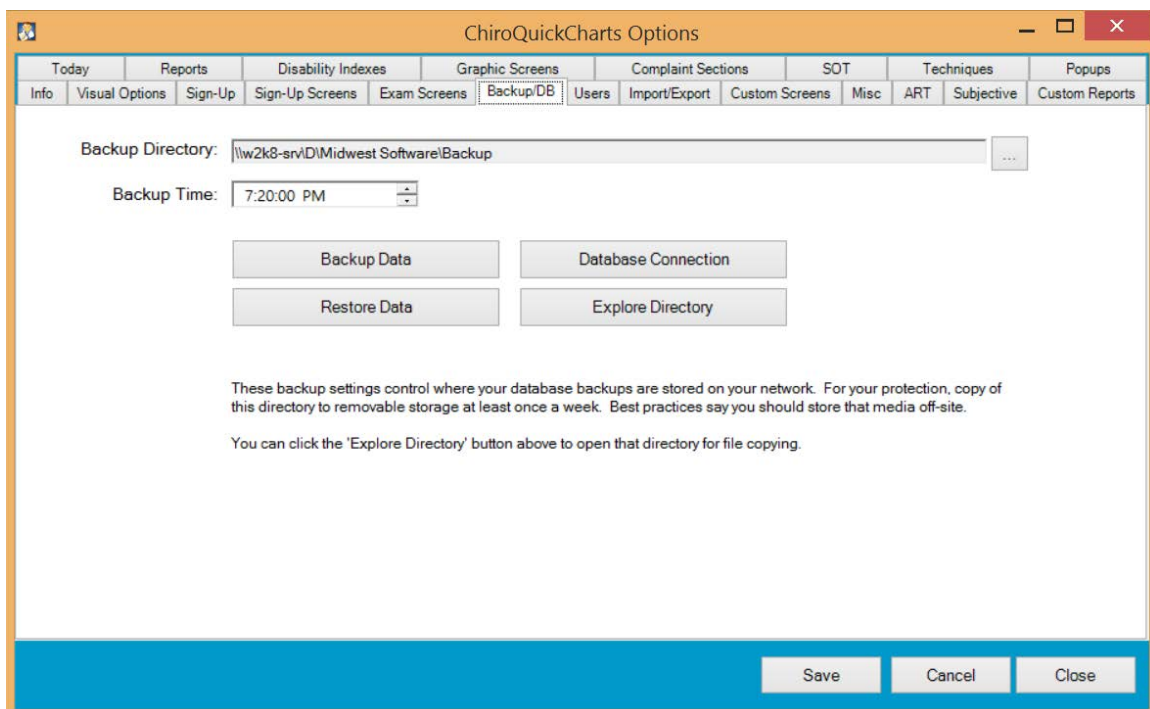
Chiro QuickCharts Database Backup Instructions

The Backup process built into CQC is the first line of defense against data loss and corruption. It provides a quick and easy way to restore data to your system in the event of system failure or data entry issues.

For your safety, backing up your database **must** happen on a regular basis. The backup process described below makes a copy of your database data and saves it in the backup location you choose. **That process is not a replacement for a full backup of your server.** We highly recommend that you speak with your local technician about full off-site backups off all of your systems and software, including Chiro Quick Charts.

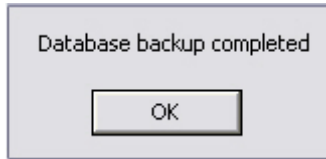
Backing Up Your Database

To setup the backup feature, start by picking the location that the backup will be stored. In the example, the chosen directory is C:\Backup. If you are backing up to a new directory, you will need to ensure that the location exists before you try to configure Quick-Charts. You may also direct the backup to an external drive attached directly to your server.



You also need to set the time that the backup will run. In the example, the time chosen is 7:20PM. We recommend that you schedule this to run after all of your notes for the day have been entered and nothing new will be added to CQC until the next morning.

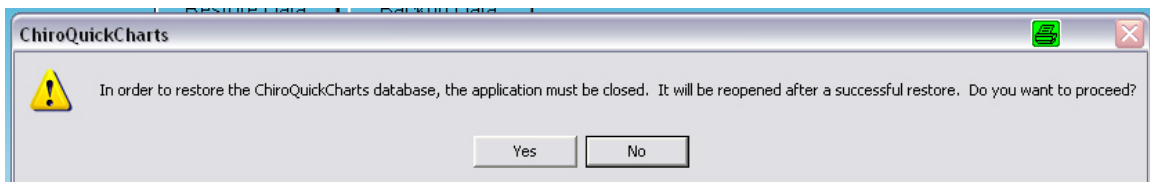
Once you have picked your location and time, you can test the new settings by clicking the “Backup Data” button. If everything was configured properly, you will see the following message.



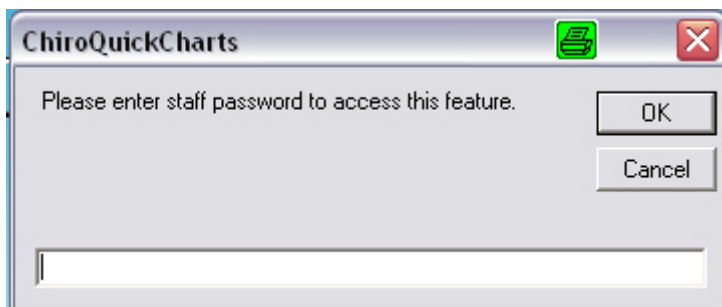
Restoring Your Database

To restore data from a backup, first ensure that all users are out of the system and that CQC is not running on any of the workstations or Kiosk machines and that the Quick-Charts services are shut down on the server. If you are unsure how to do this, please contact our support office for assistance.

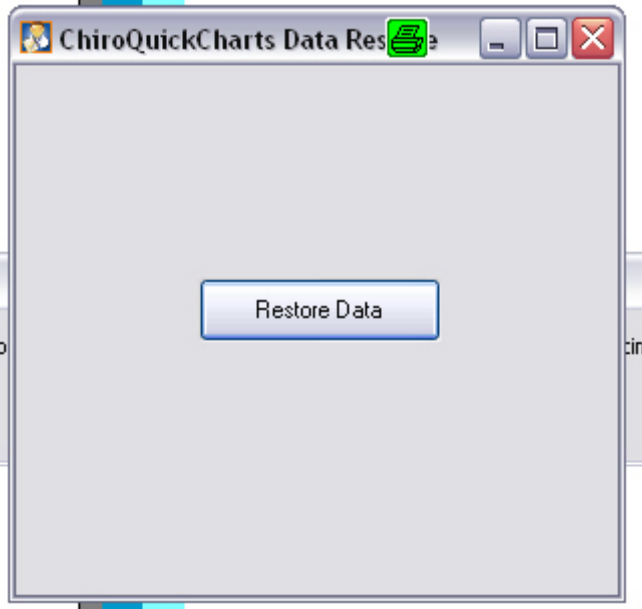
Once everyone is out of the system and the services are turned off, click on the “Restore Data” button. You will be presented with a screen that looks like to following.



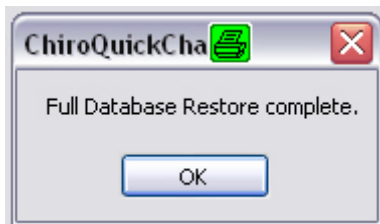
Choose yes, and allow Quick-Charts to close. You will then be prompted for the Staff Password to continue with the restore.



Enter your Staff password and choose OK. This will bring up the restore window. Make sure that CQC is closed and then hit Restore Data. Be sure to click the button only one time.



The data restore should take only a few moments. When it is complete, you will see the following message.



Congratulations! You have successfully restored Quick Charts! You may now have users log back in and go back to work. Your database will be current as of the date and time of your last back up.