Backing Up and Restoring Your Data

This information applies to EZClaim Remote users.

Even though EZClaim Remote backs up your database daily, it is highly recommended that you make regular local backups of EZClaim so that, if server should encounter a problem, you will not have lost any patient and/or critical financial information.

Backup Your Database

Note: Before making a backup, first time only, you need to create an 'EZClaim Backups' folder on your local computers 'C' drive. This will be the folder on your computer that the EZClaim backup file is saved.

- 1. Click on 'File'
- 2. Click on 'Backup/Restore Utilities'
- 3. Click on 'Backup Data'

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Backup Data			
This procedure will back up all your patient and libraries, autofill libraries, and any memorized clai	claim data inclu ims you may hav	ding your code 'e.	
Data can be backed up to any type of disk drive. You may be asked to insert additional disks if all the data will not fit onto a single disk.			
Enter the filename that will contain the backup on the backup on the following characters: / : * ? '' < >	data: ≻I		
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	Cancel	Backup Now	

- 4. Click on the 'Browse' button
- 5. Click on the dropdown arrow to the Right of the Save in: box.



6. To save the backup file to your local C drive, you would select the 'C on <ComputerName>', where <ComputerName> is the name of your computer..

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Save as type: Backun Files (* zin)	Cancel

7. Navigate to the desired directory. In this case when backing up your database, select '*EZClaim Backups*' folder as the backup location. This process allows you to keep historical backups safe and secure.



- 8. Type in the File name: **Note:** You can use the numeric date without any punctuation or spaces.
- 9. Click on 'Save' button.



- 11. When the data has been backup you will receive a message like the screen above:
- 12. 'The data has been backed up to: (your filelocation and filename)
- 13. Click on 'OK', and your backup is complete

Restoring Your Database

OK

If you need to restore your EZRemote database please contact Tech Support for assistance (877) 650-0904.