

# Backing Up and Restoring Your Data

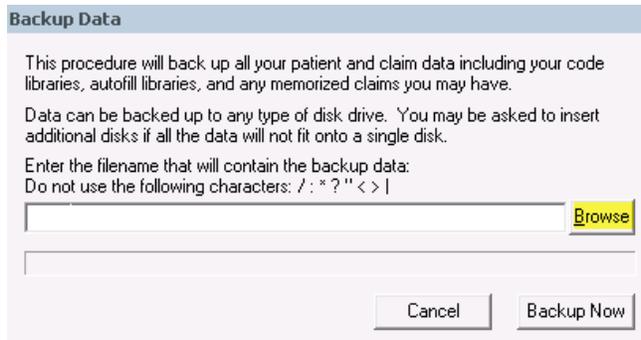
This information applies to EZClaim Remote users.

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.

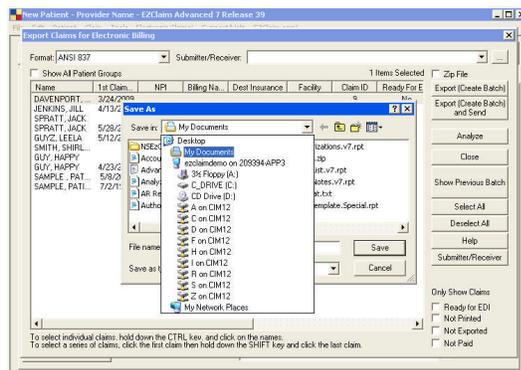
## Backup Your Database

**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.

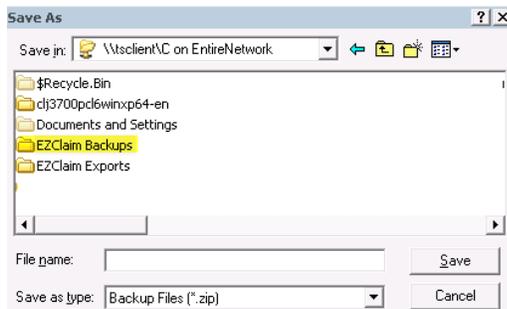
1. Click on 'File'
2. Click on 'Backup/Restore Utilities'
3. Click on 'Backup Data'



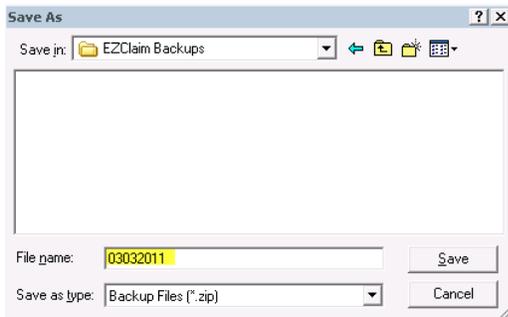
4. Click on the 'Browse' button
5. Click on the dropdown arrow to the Right of the Save in: box.



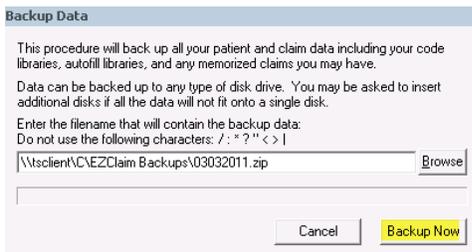
6. To save the backup file to your local C drive, you would select the 'C on <ComputerName>', where <ComputerName> is the name of your computer..



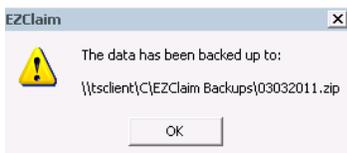
7. Navigate to the desired directory. In this case when backing up your database, select '**EZClaim Backups**' folder as the backup location. This process allows you to keep historical backups safe and secure.



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



10. Click on Backup Now.



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***

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