

MediEase 2.1+ Back-up Protocol

SynCo Technologies recommends you follow a back-up procedure to save copies of all files in case there ever is a problem with your PC or network. You would then have a safe copy of your work.

Following is a procedure for backing-up MediEase data files on a single PC workstation.

- C:\Mediease\data directory should be backed up daily. (If C is not the MediEase drive, use the appropriate drive letter.)
- Utilize a back-up utility program that will back-up MediEase files onto disks or tapes. Follow the directions of the utility program. (Veritas Backup programs are available for well under \$100)
- Keep one week's worth of back-ups at all times.
- Keep one back-up for the first day of the current and prior month for archival purposes.

For Example:

1. On the first day of the month create a monthly back-up and a daily back-up. Store the monthly back-up in a safe place.
2. Back-up at the end of each day, rotating five disks, tapes or the back-up media you are using.
3. Rotate two disks, tapes or the back-up media you are using for the monthly back-up.
4. You will always have the previous five days and the first day of the current and prior month backed-up.