

Radar Automatic Backup Feature

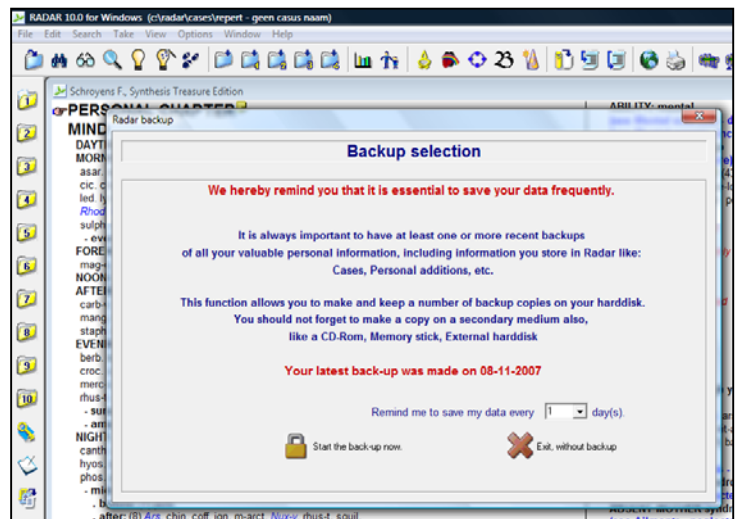
When you Exit the Radar program you will get a message warning you to make a backup.

You should set the frequency (Remind me to save my data every 7 days) so that you are reminded at least once a week.

Note: The reminder will only be displayed once a day, when you exit Radar.

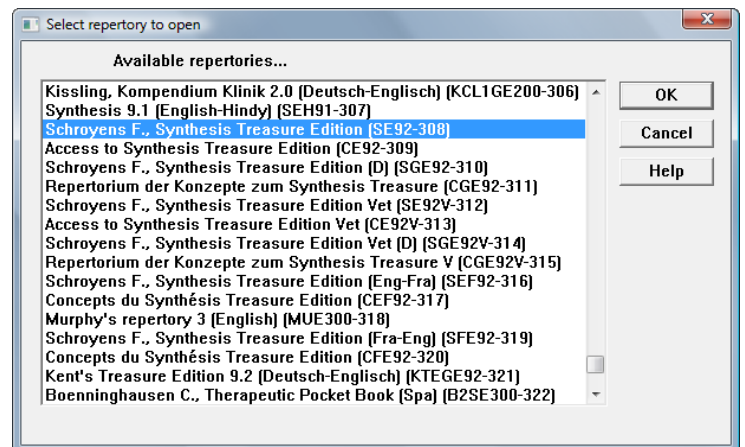
Step 1:

Click on 'Start the backup now'



Step 2:

Select the repertory in which you make personal additions. Press OK.

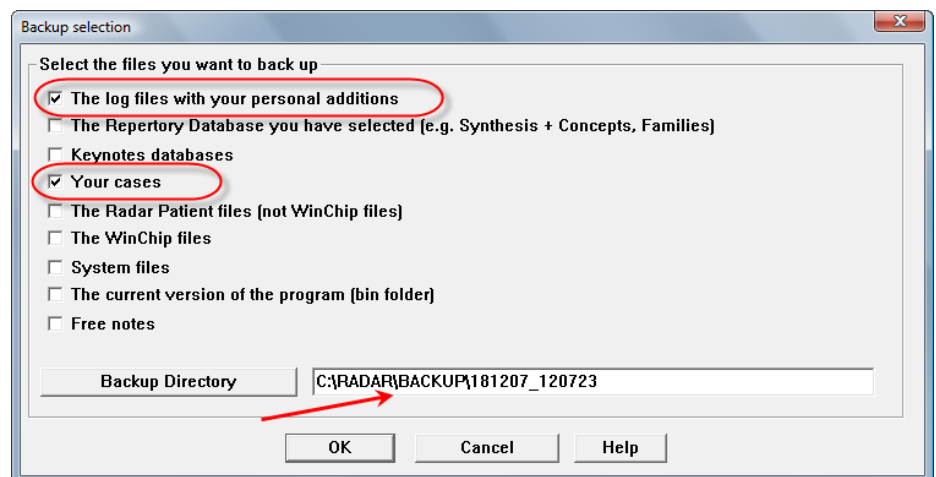


Step 3:

The normal Radar user only needs to select these two options from the list of files to backup; see screen shot:

Note also the 'location' of the backup; by default it is:

C:\Radar\Backup



The normal user should include:

- **The Log files with your personal additions**
- **Your Cases (these are the saved Clipboards)**

You may de-select all other options unless of course you are storing personal information in the files proposed in the backup selection.

- For example, you may have added personal information to the Radar Keynote files
- Or you may want to include the Freenotes if you store personal files there
- Or if you use the WinChip program to store your patient information and do not make a backup of Winchip when you exit the program.

Log files (Repertory additions)

All additions of Remedies/symptom notes and Cross References you make in the repertory are stored in what is called a LOG file.

Just like a captain's log book, all changes are recorded in this file.

It is not necessary to do a backup of the whole Repertory database itself as you can always do a new installation of Radar and use the log files to re-inject all the additions stored in your log files in the new Repertory.

Locating the backup:

In the above screen shot, the program will store the backup in the following folder

C:\Radar\Backup(subfolder: day-month-year-time)

Each time you do a backup, a backup folder will be added to the main backup location. The name of the backup respects this format: DAY-MONTH-YEAR-TIME

Warning:

We strongly advise you to make a backup on your hard disk every day or at least every week.

If you store detailed patient information on your computer, for example in Winchip, you should make a backup every day, or even twice a day!

So if you loose information you can always recuperate it from one of your backups. Computers are notoriously unreliable; they might be stable for many years, but nobody is protected one hundred percent from an incident such as a hard disk crash or a virus infection which will happen without any warning.

IMPORTANT

Making a backup on your hard disk is good protection, but it is much safer to make the backup on some kind of external support, such as

- A memory stick
- A re-writeable CD/DVD
- An external hard disk

It is also wise to keep at least the last 2 or 3 backups.

Tip:

Copy the Radar backup to your \My Documents folder.
Then copy the whole folder \My Documents to another media as described above

For more information read the ‘Repertory Utilities’ manual

To restore information: read about this in the ‘Repertory Utilities’ manual, or ask your local Radar representative for help.

Location of Program files:

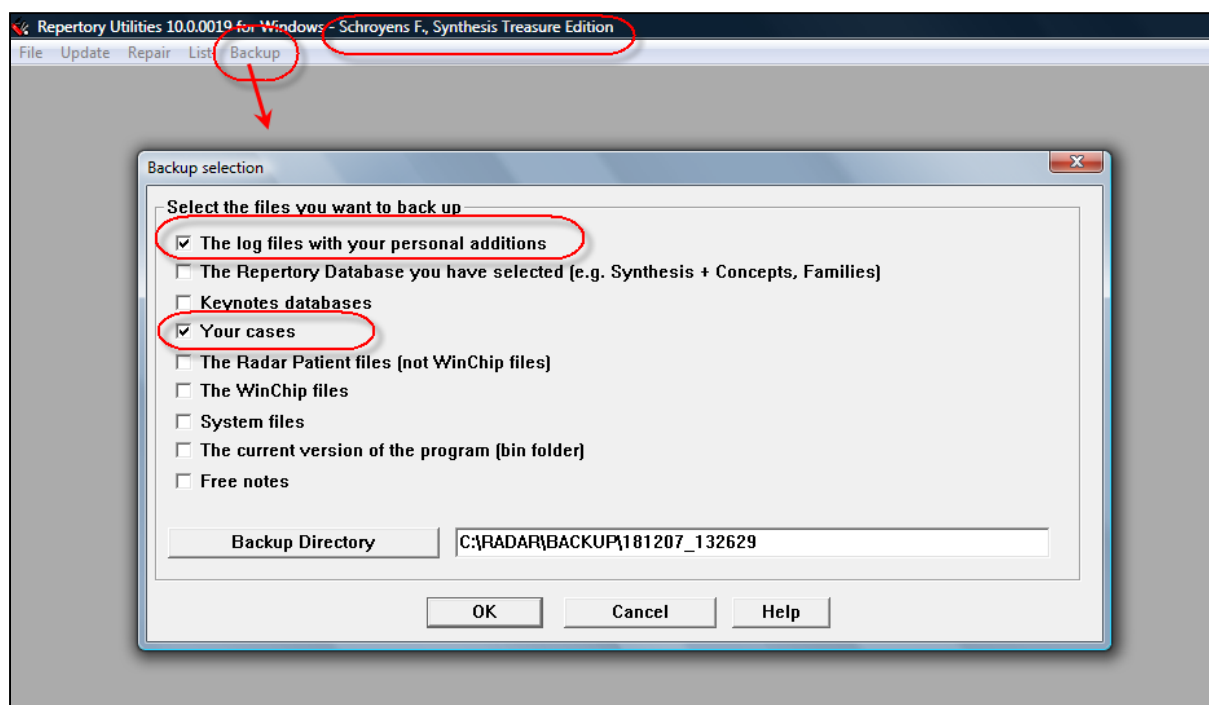
- Cases (clipboards) are located in **C:\Radar\Cases**
- Log files (repertory additions) are located in **C:\Radar\Log**

Manually Starting the Radar backup

The Backup Reminder window will only display once a day.
However, it is possible to start the Radar backup manually whenever you want.

You can find it by:

- Clicking on the Start button
- Programs
- Archibel Software (Radar 10) or Radar program group (Radar 9)
- Repertory Utilities
- Select the repertory you make additions in and press OK
- From the Menu select Backup to open the Backup Selection dialogue box.



Note: In the top bar, you will see the name of the repertory you have selected.