

### Backing Up Your Database

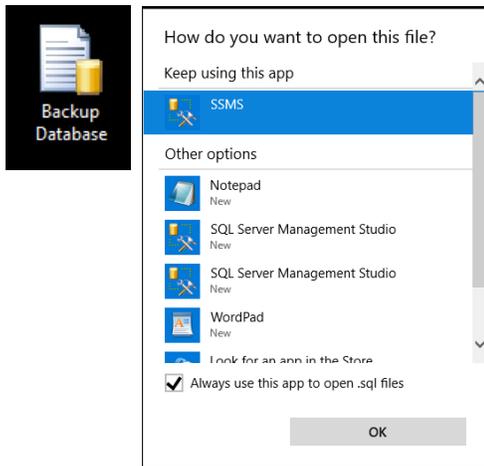
If you are new to using electronic health records, this may be a new concept to you. It is important to back up all electronic records with some sort of offsite backup device or service. There are many HIPAA compliant services available to have your data automatically backed up onto a cloud server.

Another method of backing up data is to use an external hard drive or flash drive. If you use an external hard drive, we recommend using a solid state drive since they are more resistant to damage with travel.

Your H2D Software Database does not automatically back up at this time. We have set you up with a shortcut to back up your data. Here is an overview of the simple backup process.

### Using the shortcut we provided:

Open the “Backup Database” sql script on your server’s desktop (the main windows screen).



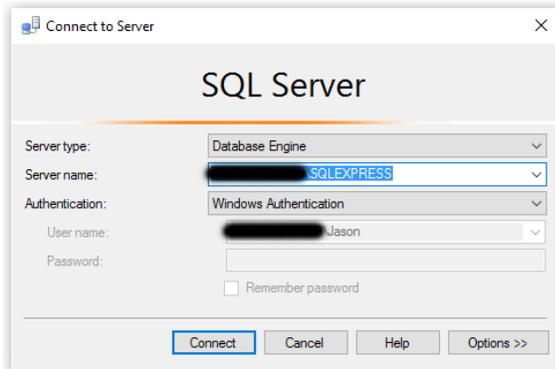
If asked how you would like to open this file, use SSMS (SQL Server Management Studio)

Select “Always use this app to open .sql files” and you should not be asked this in the future.

SSMS 2016 should open for you.



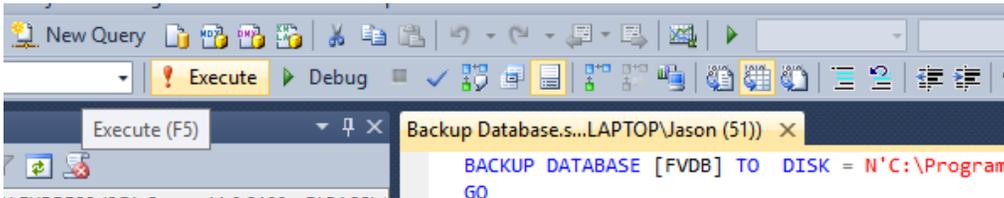
You will need to click “Connect” two times to log in to SSMS.



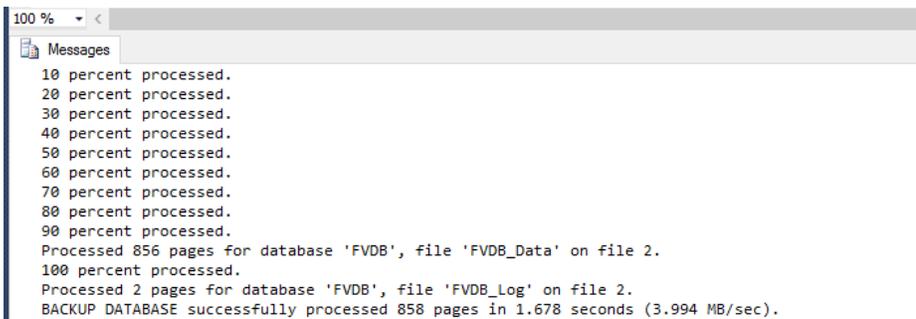
(Continued on the next page)

### Backing Up Your Database (Continued)

Click on the screen in the large, middle section of SSMS and it will highlight the border in yellow meaning it is selected. Then click “Execute” or press “F5” on your keyboard to run the database backup script.



Once you see this on the bottom of the middle screen, you have successfully backed up your database on the server.



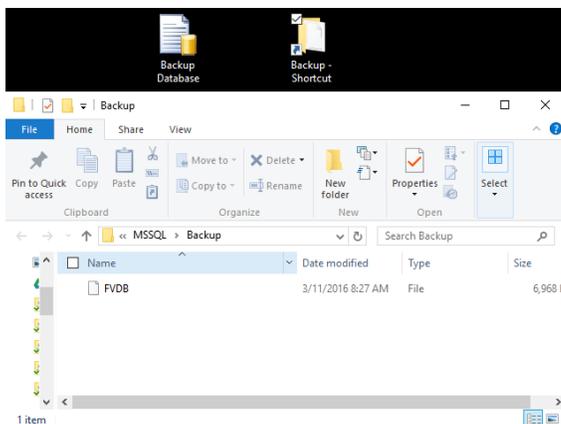
Close SSMS and repeat the steps above as often as you would like to back up your data. We recommend backing up your database at the end of each business day.

**\*IMPORTANT NOTE\***

**SSMS allows you to access your database at any time. Do not make any changes to your data tables, views, etc. as changes will likely cause your software to function incorrectly and may result in the loss of data. If you need help with your data for any reason, contact H2D Software. If you make changes directly to your database that require tech support to correct your mistakes, you will be charged for the time it takes us to make repairs, if repairs are possible.**

You will need to back up your database backup file with your external hard drive or backup service.

We have provided a shortcut to the backup file on your desktop.



FVDB.bak is the file you will want to back up with your offsite backup service/device.

In case you lose your shortcut icon, the default location of the file is:

C:\Program Files\Microsoft SQL Server\MSSQL11.SQLEXPRESS\MSSQL\Backup