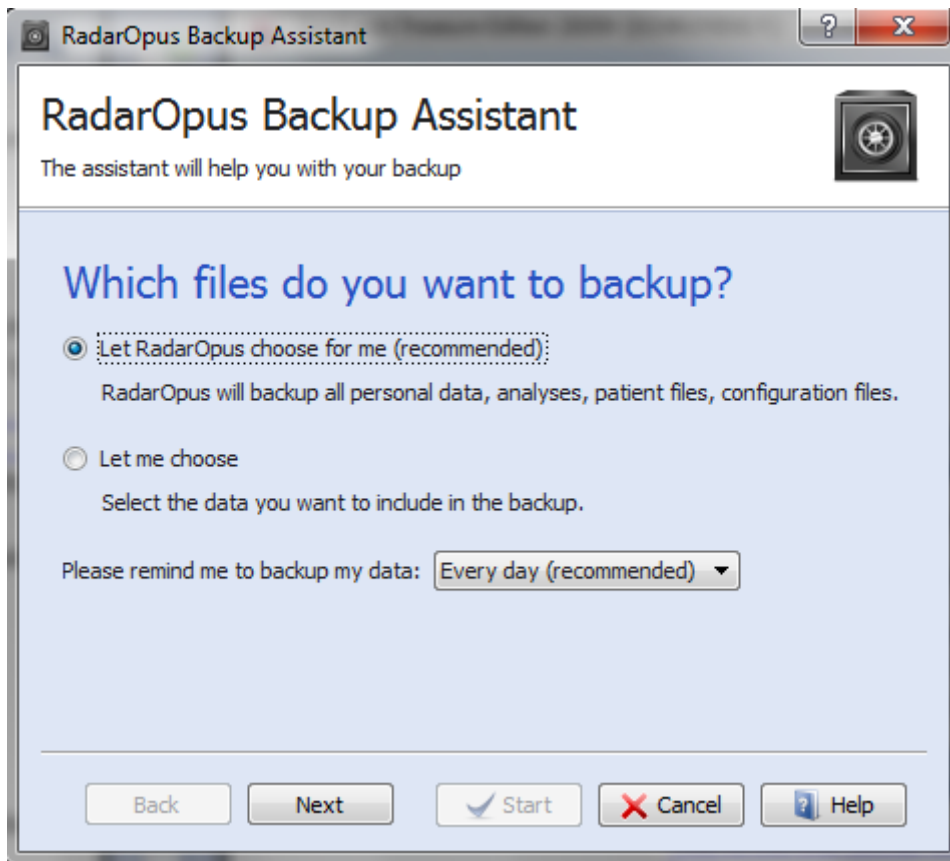# BACKUP AND RESTORE

Foreword

Here is the procedure to backup and restore your patient information and analyses.

Backup your data

To start the backup, in the main RadarOpus menu click on Tools ►Database Management ►Backup. You will see this window:

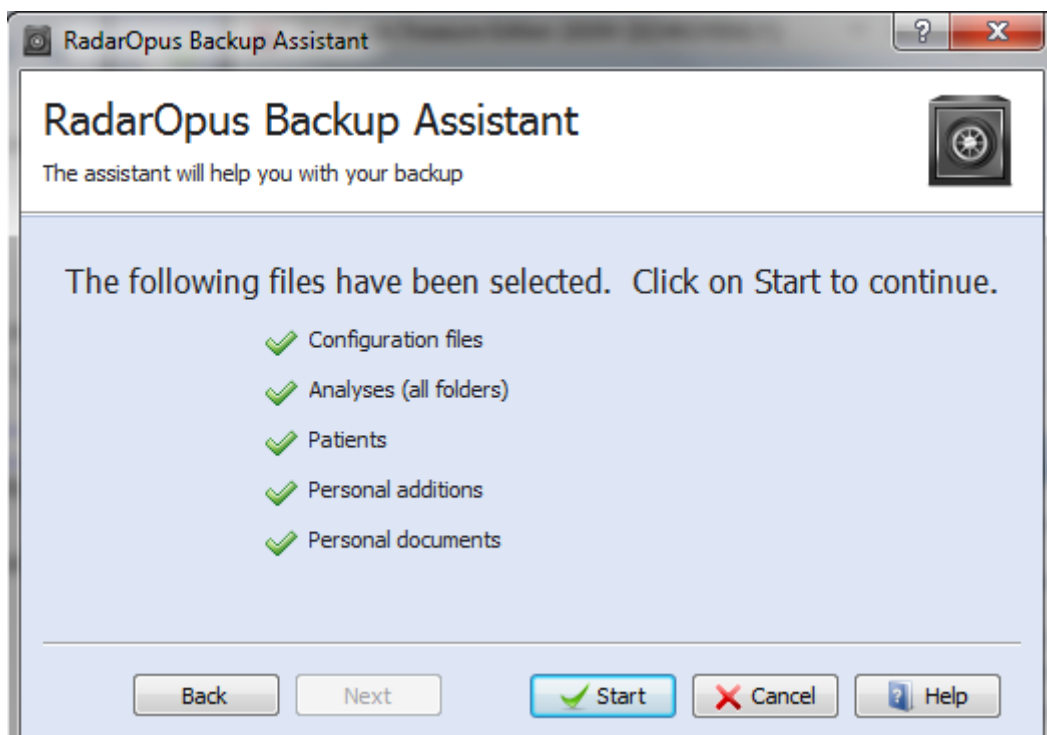You can either let RadarOpus choose which information to backup or you can make your own choice.

You can also have RadarOpus remind you about making a backup every day, once a week or once a month. We recommend that you always do a backup if you have put new information in the program.

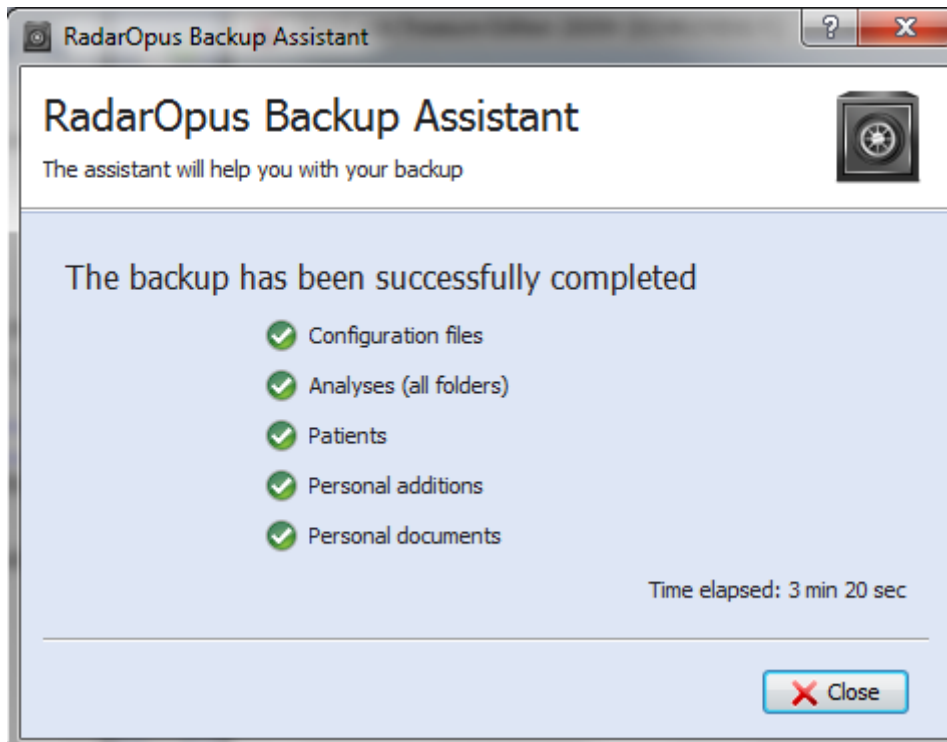Once you have made your choice, click on Next.

Now click on the Browse button to select the destination folder for your backup. We recommend you choose a place outside the \RadarOpus folder or, even better, that you do your backup on a USB stick or an external hard disk. Click on Next.

Now you can see the list of files that have been selected for backup.

Click on start to launch the backup process. The time needed to accomplish the backup depends on the amount of data stored in your database and the speed of your computer.

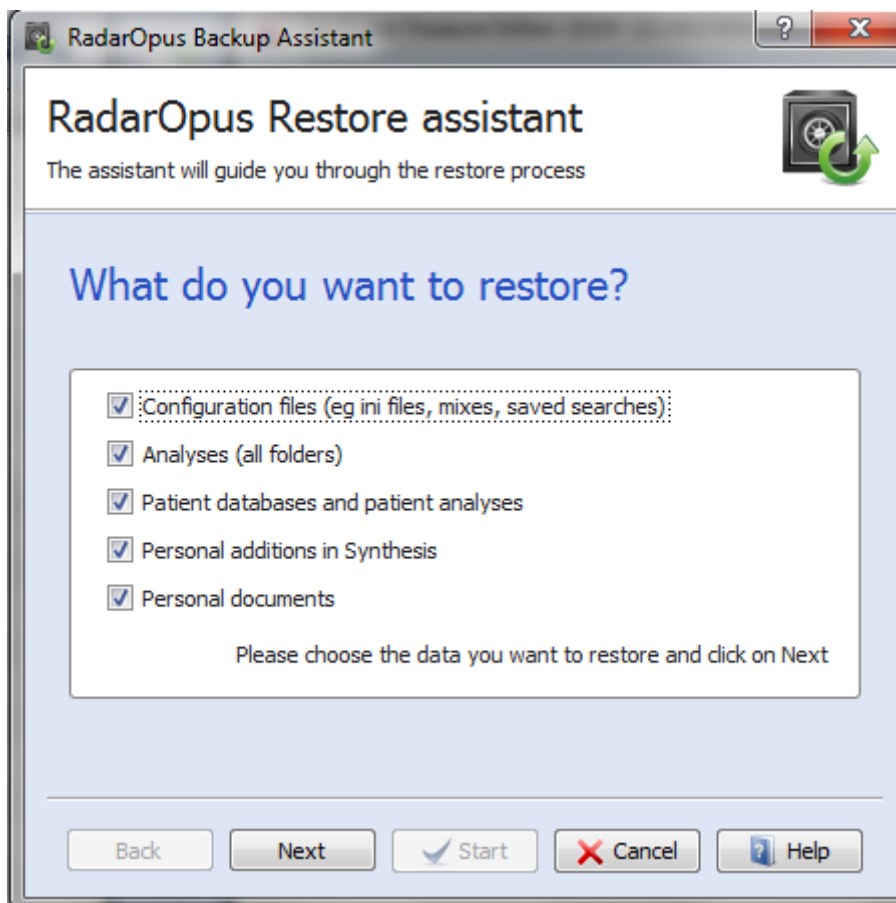Once the backup process has completed, you will see the following screen.

The backup is saved in the designated place (in this example on the USB stick G:\) in a folder called RadarOpus_Backup_YYYY_MM_DD_HH_MM_Full, where Y is the year, M the month, D the date, H the hour and M the minutes.

The green ticks next to the data indicates that the backup was successful.

Click on close to leave the RadarOpus Backup Manager.

Restoring the backup

To restore a backup, in the main RadarOpus menu click on Tools ►Database Management ►Restore. This will open a window in which you can select the data you want to restore. By default all data types are restored. You can change this by unticking the categories you do not want to restore.
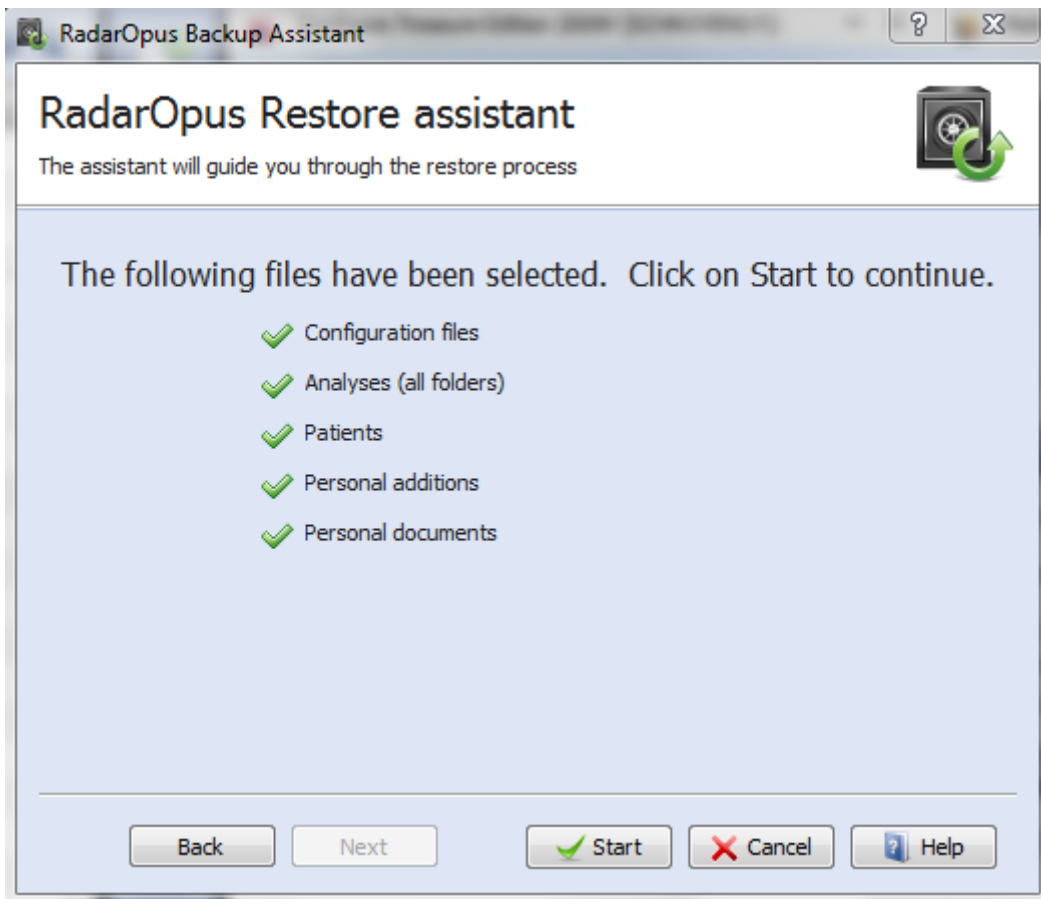

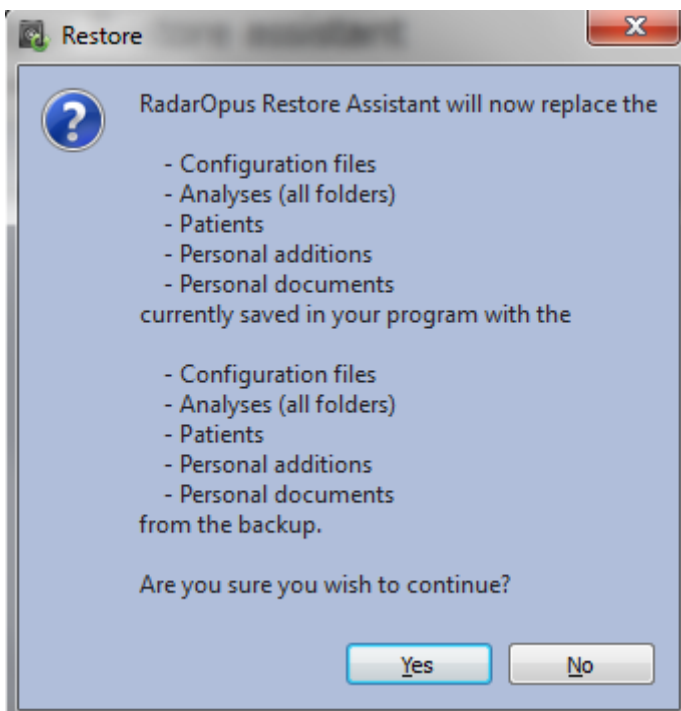Click on next when you have made your choice, this will lead you to the following screen.

First click on the Browse button and select the backup folder (in the format RadarOpus_Backup_YYYY_MM_DD_hh_mm)
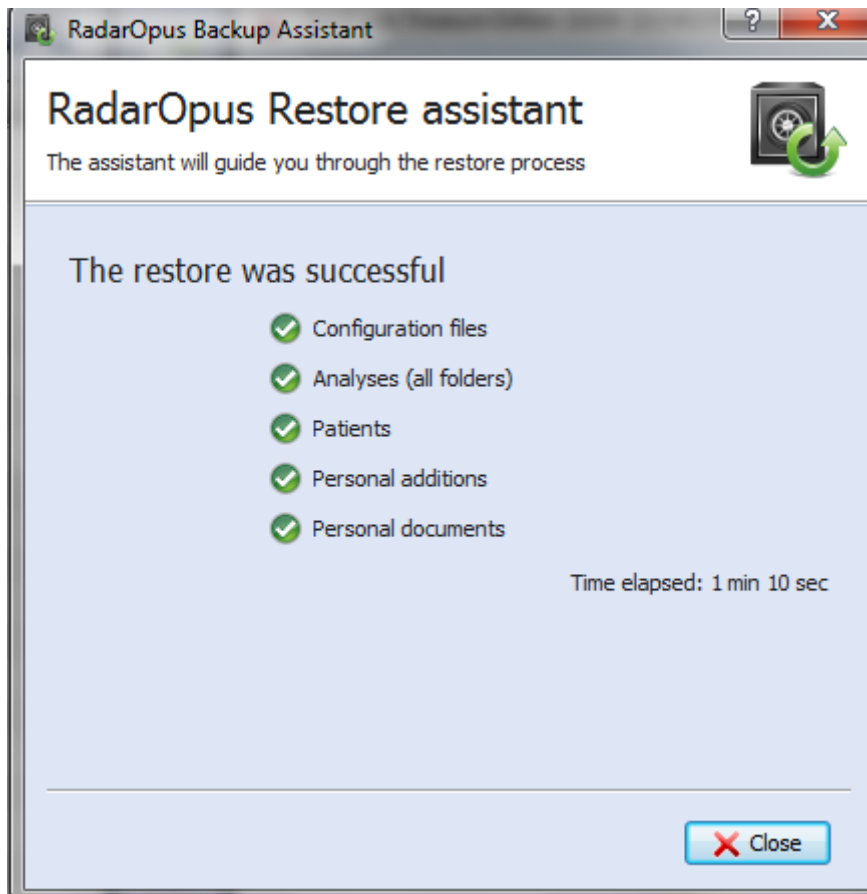
Once you have selected the folder click on the Next button.

This screen summarizes the data that will be imported. Click on Start to launch the restore process. RadarOpus will ask you to confirm the restore process:

Click on Yes.

Click on close to leave the RadarOpus Restore assistant and RadarOpus will restart automatically.