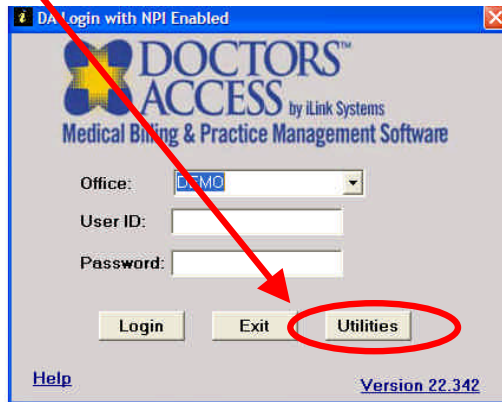


T BACKUP AGENT Process

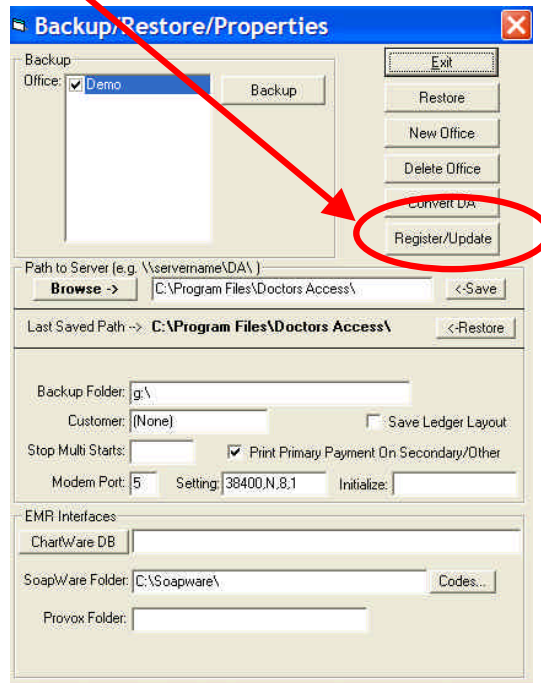
Please be sure that you are running DA Version 22.340 or higher. If you are not running version 22.340, please refer to the following weblink, on instructions to download your update:
http://www.doctorsaccess.com/help/support-archive/gd_da-update092107.pdf

Activating BACKUP AGENT Service

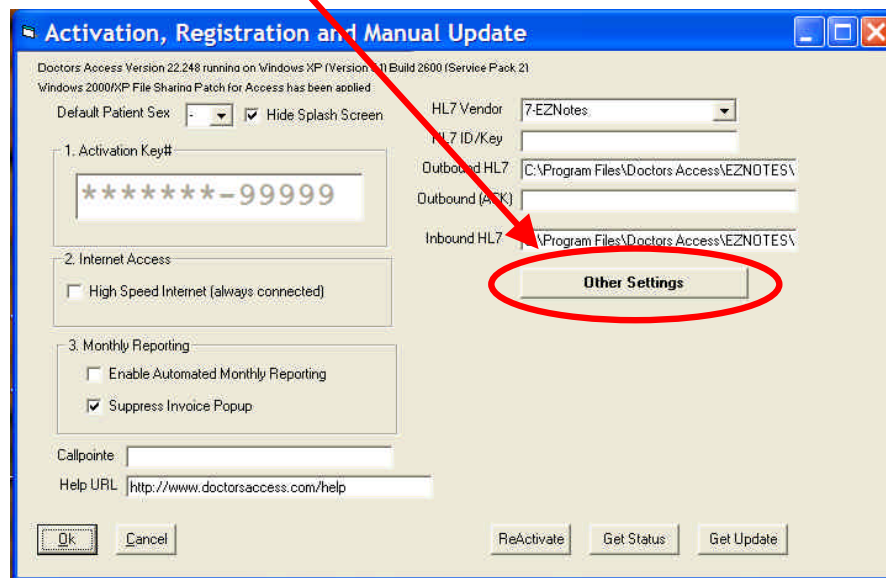
1.) From the Doctors Access (DA) login screen, **Single-click** on the UTILITIES icon.



2.) **Single-click** on REGISTER/UPDATE

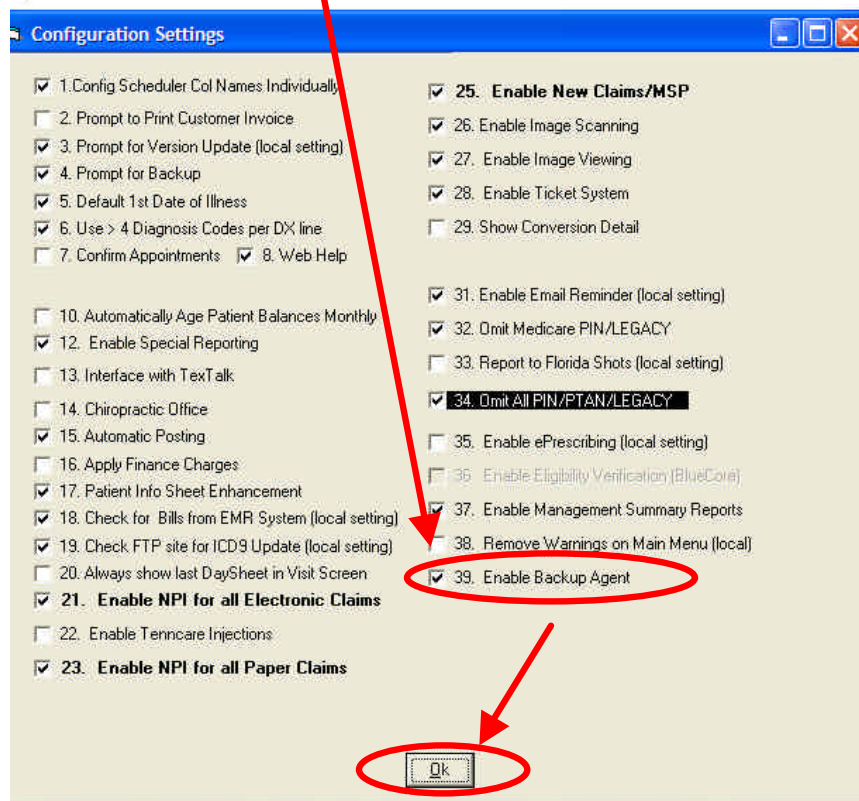


3.) Single-click on OTHER SETTINGS icon



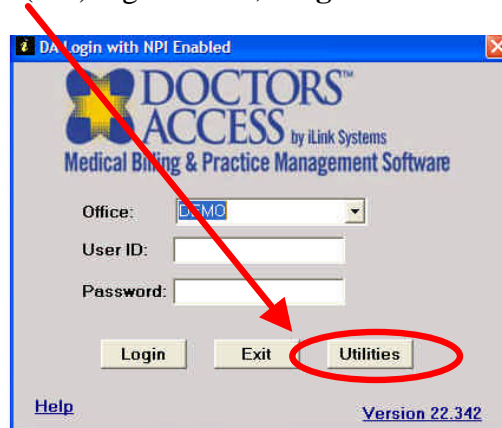
4.) Put a checkmark in box #39, by **Single-clicking** in the white box. Then **Single-click** on the OK button to close the screen and EXIT back to the main DA login screen.

NOTE: Do not check off any other options, unless otherwise instructed by a DA Representative

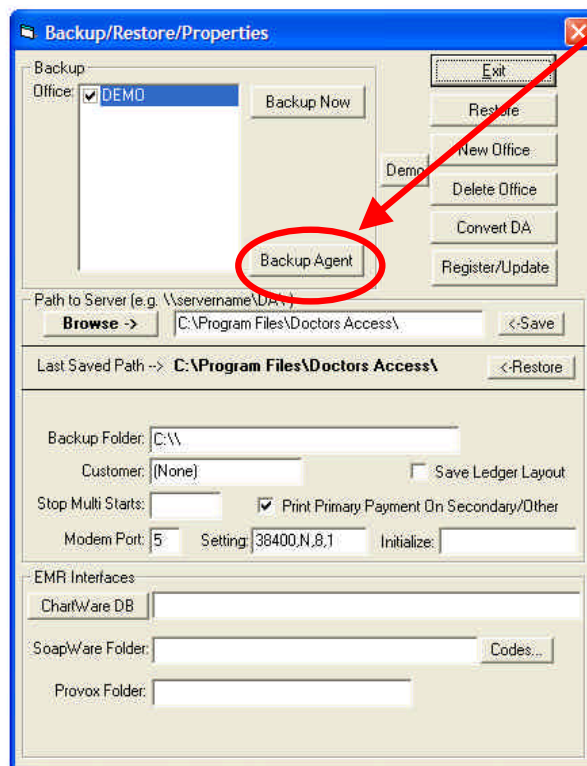


Using BACKUP AGENT

- 1.) From the Doctors Access (DA) login screen, **Single-click** on the UTILITIES icon.

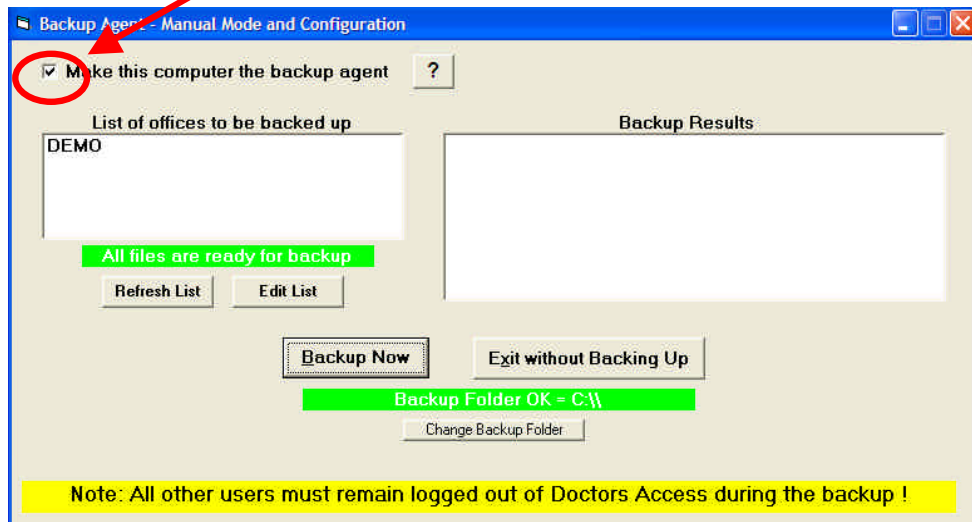


- 2.) If the BACKUP AGENT service has been properly activated, you will now notice a new icon labeled, “Backup Agent.” To backup your database, click on icon, “Backup Agent.”



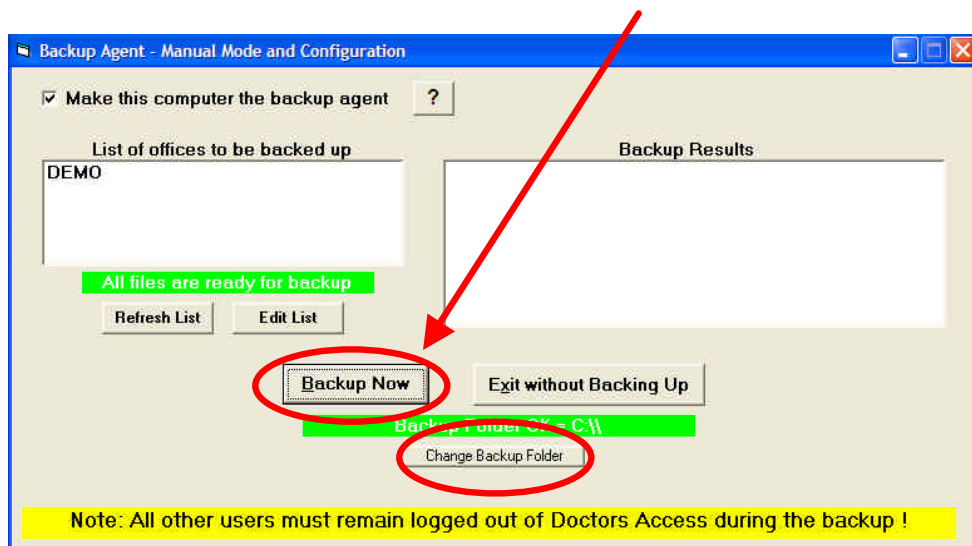
- 3.) The new Backup Agent now allows you to configure your backup process to run automatically at midnight (12 a.m.), during closed office hours. This automated service cannot be reconfigured to a different time. To enable this option, click on the box titled, ***“Make this computer the backup agent.”***

NOTE: This option should only be activated on one computer/server within your office. This is an ***optional*** service. If you wish to complete your backups manually, then you do not need to activate this option.

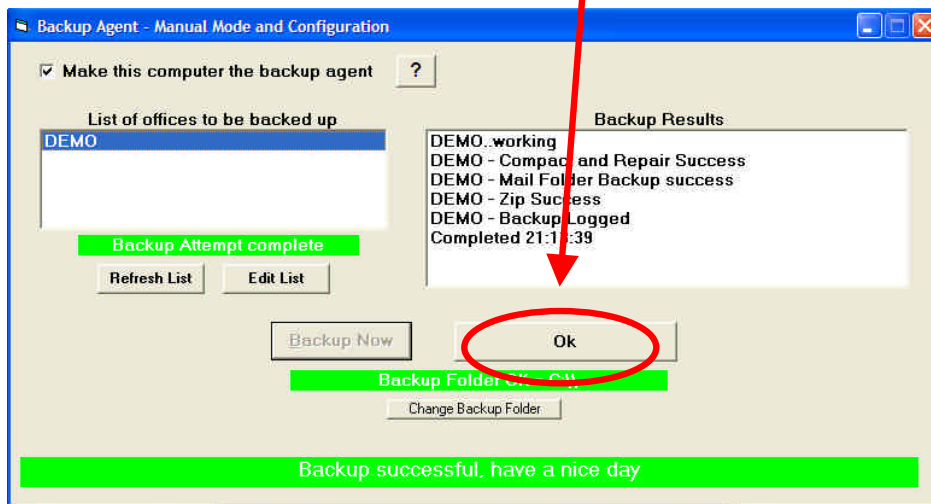


- 4.) To complete your backup, ensure that your backup item is connected/inserted properly (*i.e.* **USB Flash drive, CD-R, CD-RW, external hard-drive, etc.**). To change your backup folder, click on, **“Change Backup Folder,”** then click on, **“Backup Now.”**

NOTE: All users must be logged out of Doctors Access system prior to clicking the **“Backup Now”** option.



- 5.) Backup process will start and progress will be listed under the “**Backup Results**” menu. Once the backup has been completed, notification bar at the bottom will confirm a **SUCCESSFUL** backup and you can click on the, “**OK**” button.



- 6.) Click the “**Exit**” button to return to the DA login screen.

