Backup and Restore: Using the RadarOpus backup
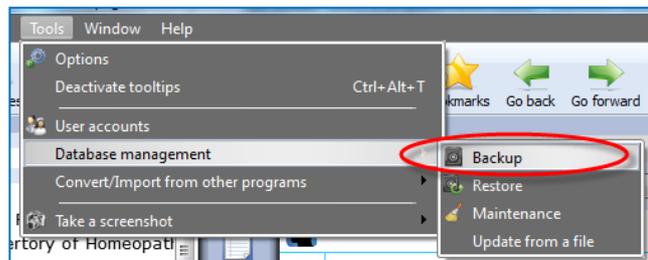
Create the backup

It is important that you make regular backups of your cases and patient information stored in the RadarOpus database, but also of all your other personal files which are on the computer.

- You can choose to make a backup when you close RadarOpus and are prompted to do so.
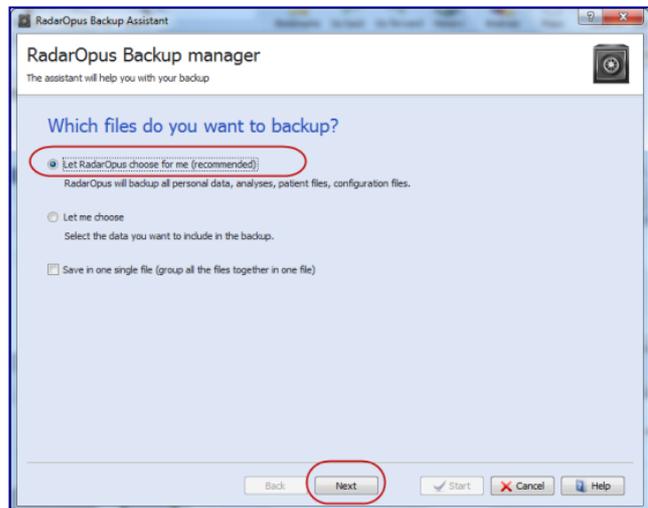- But you can also start the backup yourself.

To start a Backup manually:

Go to **Tools**, **Database management** then select **Backup**

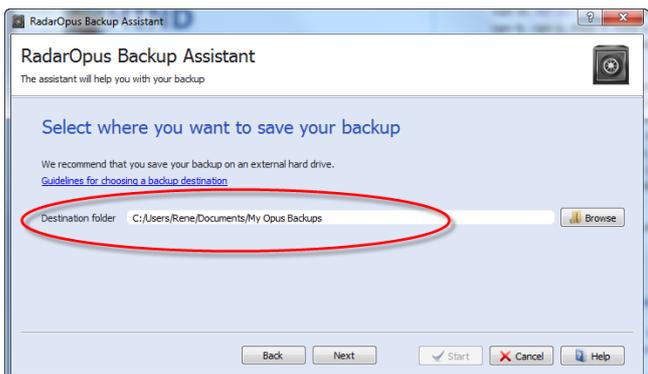Then: Select the recommended setting:
Let RadarOpus choose for me

Then click on **Next** to continue.

Click on the **Browse** button and select a folder where the backup will be saved.

Attention: make sure you **select a folder*** on your hard drive to save the backup.
For example, on Windows:

C:\Users\Your-name\Documents\Opus-backups

Check carefully if you see the correct location path mentioned in the field "Destination folder" box.

Click on **Next** to continue, then click on **Start**

*A simple method is to create in your Documents folder, a folder for example "**RadarOpusBackups**".
Then if you make a copy of this folder Documents to an external drive, it will include also the RadarOpus backups.
You MUST make regularly a backup of all your personal files which are stored on a computer to an external drive because one day it will surely go wrong. It can be a few months, one year, of 10 years, but the computer and/or drive will one day fail suddenly.

The Backup Name
The name of the RadarOpus backups will contain the
Year_Month_Day_Time when it was created.

Name
📁 RadarOpus_Backup_2013_01_23_16_21_Full

Directly to an External media
You can also save the RadarOpus backups directly to the external drive: Memory stick, External Hard drive.
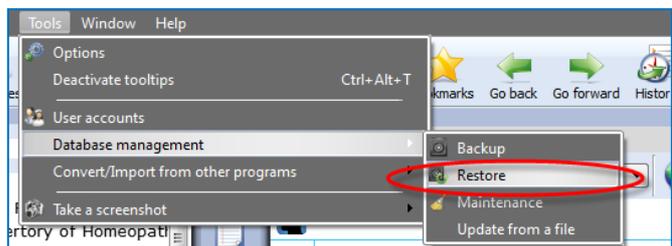
Keep several backups
It is always best to keep <u>several</u> backup copies. And from time to time you can delete a few older ones.

Restore a backup (it overwrites all existing patient info)

Attention: if you restore a full backup (or only the **patient file,** or only **separately saved analysis)** then the corresponding existing information in your program will be overwritten. This is not a "merge" function.
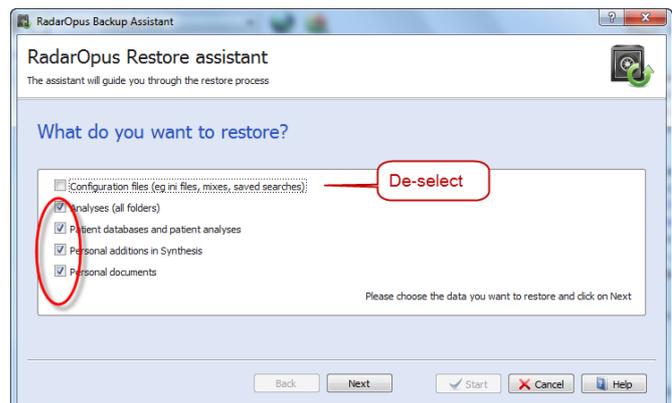
Go to **Tools**, **Database management** then select **Restore**

Only for older RadarOpus versions.
Not important for RadarOpus 2.0 or higher.

It is suggested to **de-select** one item: **Configuration files.** And keep the rest selected.
When you Restore such backup, do not include these Configuration files.

Click on **Next**, then on **Start**.

You Login and Password

When you have created a Login and Password to start RadarOpus it is store in the Backup.
If you Restore a backup, you will need to use the Login and Password used with this (older) backup.

Interchangeable between Mac and Windows

A RadarOpus backup made on a **MAC** can be restored to a **Windows** version only if both programs are using the same program version.

Exchange between different RadarOpus versions

You can Restore a backup created with an **older** version into a RadarOpus with a **newer** version, but not the opposite.

Using a Cloud Service like 'Dropbox', 'OneDrive' or 'GoogleDrive'

You can use a Cloud drive to store your RadarOpus backups to.

But it is **NOT** advised to use a cloud drive to exchange files all the time between different computers you are using. Because the reality is that there is often a delay in the whole process to upload the files, then download again on the other computer: and this can result in problems.

How to store several backups on an external drive

Tip: On your external drive create for example backup folders called:

- General backup 20190114
- General backup 20190130
- General backup 20190207

Real backup software

There is also real backup software available, which can backup automatically, much more efficiently, and daily only the files which are changed since the previous backup.
Often such software is included on external drives.

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So, keep in mind:
Make a RadarOpus backup regularly.
And make sure you store it on an external drive also,
together with all your other personal files.

You should keep <u>at least</u> 2 or 3 copies of your backups, because often you only find out some weeks later, that you might have deleted an important personal file. Then is will still be possible to go back in time and find that file in one of your older backup's.

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