

## Important Content Update Message

We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

## Running Backups to a Thumb Drive or External Drive

Last Modified on 12/23/2019 3:26 pm EST

When running backups to a backup drive:

1. Ensure that the flash drive is formatted in NTFS. We recommend this since FAT32 only allows a file up to 4gbs in size to be saved.

🚁 Removable Disk (D:) Properties 🔀	Format Removable Disk (D:)
General Tools Hardware Sharing ReadyBoost Customize	Cagacity: 29.8 GB File system NTFS
File system: FAT32	<u>A</u> llocation unit size
Used space: 16,384 bytes 16.0 KB Free space: 31,998,869,504 bytes 29.8 GB Capacity: 31,998,885,888 bytes 29.8 GB	4096 bytes       Restore device defaults       Volume label       OP Backup Drive
Drive D: OK Cancel Apply	Format gptions ✓ Quick Format <u>Start</u> <u>Close</u>

2. To create the backup jobs set the database location to the database files found in the gdbmed directory on the main server. Specify the location where you would like the backups





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to go to.

**Note**: Folder paths must be created, for the backup to work properly. Normal path to the gdbmed is server-ip:drive letter:\gdbmed\ .The two databases are medical.gdb and docimage.gdb.

Event 🔀	Event X
Schedule       Database       Backup       Restore       Notification       Firebird Options         Source Database       Browse       Import path to database from opsetup.ini         Database       127.0.0.1;C:\gdbmed\medical.gdb       >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Schedule       Database       Backup       Restore       Notification       Firebird Options         Folder       Path to Folder where backup files will be stored       C:\opbackups\bakmed       Image: Copy the above backup file to another folder         Image: Copy the above backup file to another folder       Image: Copy the above backup file to another folder       Image: Copy the above backup file to another folder
Use default <u>a</u> uthentication settings <u>Test</u> Test the connection	Preserve Files <u>N</u> umber of backup files to save in destination (0-99) 2
Help OK Cancel	Help OK Cancel

3. Go back into the OP Backup program and right click on the newly created jobs and run the backup jobs to ensure that everything has been set correctly.

**Note**: Perform the backup during non-business hours so you are not slowing down your practice.





Construction Backup Service			
😭 Scheduled Jobs 🍐 Global Settings 😵 Mar	nage Backup Service		
Event	Schedule	Destination	Status
"medical.gdb" Daily at 3:00 AM on MATRIX	Daily at 3:00 AM, MTWTFSS	C:\opbackups\bakmed	Idle
"docimage.gdb" Daily at 3:00 AM on MATRIX	Daily at 3:00 AM, MTWTFSS	C:\opbackups\bakdoc	Idle
"opdocs.gdb" Daily at 3:00 AM on MATRIX	Daily at 3:00 AM, MTWTFSS	C:\opbackups\bakdoc	Idle
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New Job Edit Delete Cloh			
	٦	<u> </u>	1
Help		OK Apply	Cancel
Service is Running			

