ImagePilot Backup

Image Pilot Software

1. Close ImagePilot
2. From the desktop, open the **Service Tool** and logon with a password of **2923**
3. On the menu on the left, select **Export**
4. Beside **Image** open **Settings.**
5. For **Folder Settings** click **Browse**; Navigate to **Computer** and then select your backup drive.
6. In the list on the left, you have a few choices:
   a. Check the box beside all years to backup all images from all years.
   b. Check only one box to back up only one year.
   c. Expand the year and select a specific months to backup.
   d. Expand the month and choose specific days to backup.
7. Once you have made your selection, at the bottom of the window, select **OK**.
8. The system will run the backup.
9. After it has finished, click **OK.**
10. Beside **System Settings & DB & Log** click **Settings**
11. Choose the same output location for this as you did your images.
12. Put a check in the **System Settings** box and click **OK**.
13. It will back up the system and database settings, then click **Save & Exit**.

A daily backup is recommended, but sometimes that might not be realistic. Use your judgment to determine a backup schedule which works for you. Backups are about what you can risk losing vs what you can afford to do.

Example: If you can risk losing nothing, ever, under any circumstances, you will run a backup after acquiring each image. That will be quite time consuming if you have a high volume of x-rays to complete.

If you can risk that you may lose a day's worth of images, then backup daily. That will mean that once per day someone will have to run the backup; best done at a specific time of the day to develop habit.

If you can risk losing a week's worth of images, then by all means run the backups weekly. That will be less time spent by someone running backups leaving them more time for other tasks.

It is ultimately up to you to determine the value of your information and how much work time will be put into them to develop a proper schedule.

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