

## How to backup Medmont Studio patient data

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#backup utility #data folder #database #db

#### Target audience

Medmont Studio system administrators

#### Requirements

- Medmont Studio
- Enough disk space for a copy of the backup

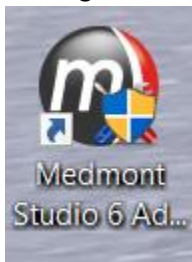
#### Purpose

This document describes the recommended process to backup all Medmont Studio patient, exam and instrument data.

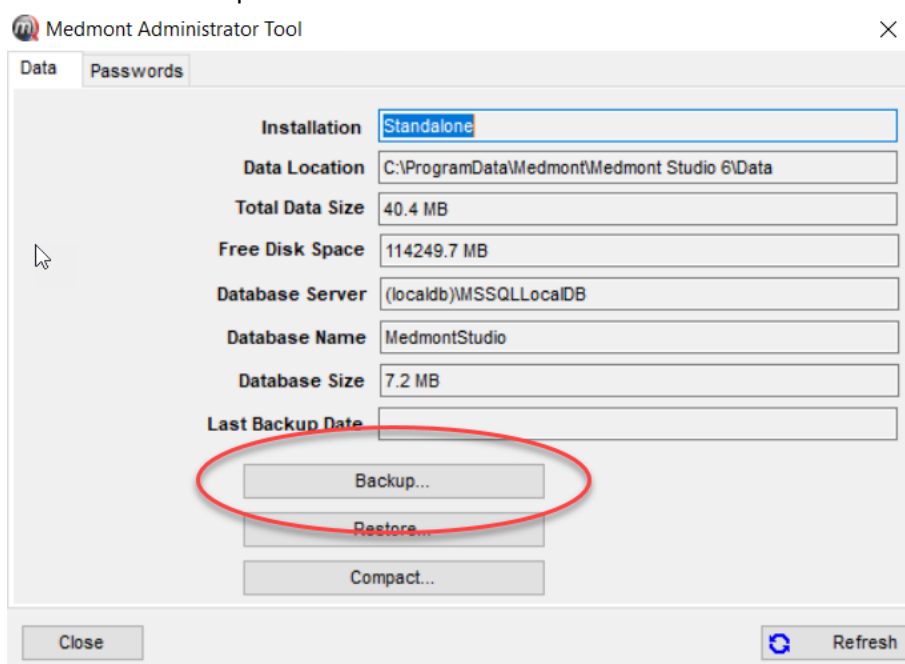
#### For Medmont Studio 6.2 and above

(see instructions for Medmont Studio 6.1.4 and previous below)

1. On the server or standalone PC, open the “Medmont Studio 6 Administrator Tool” but double clicking the desktop icon or in the Start Menu:

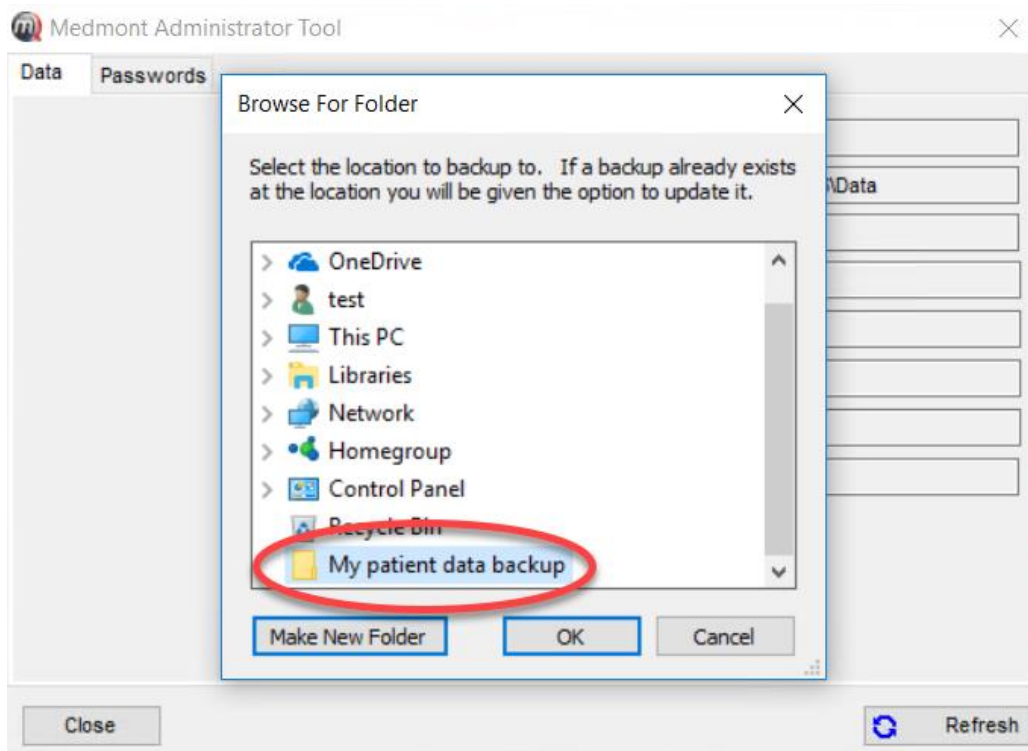


2. Click on the “Backup...” button:

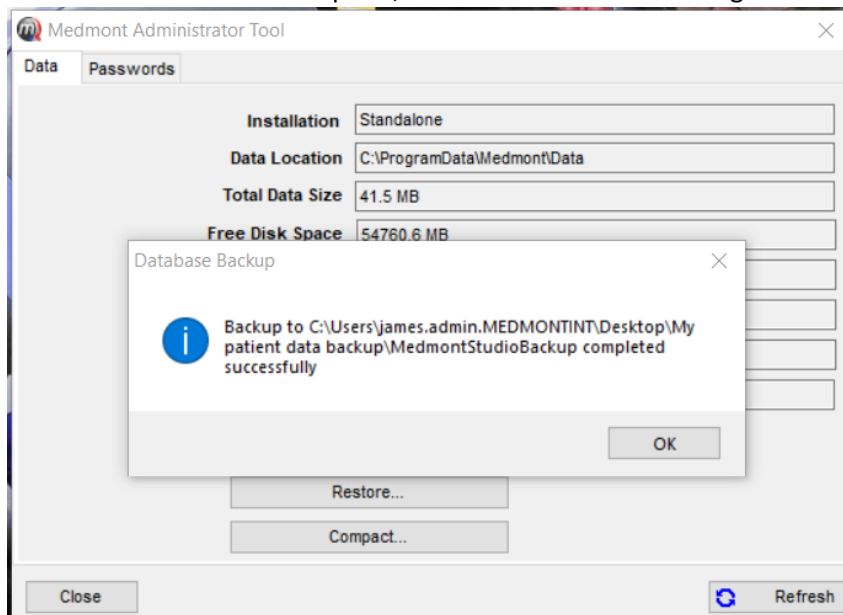


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3. Browse to where you want to store your backup and click "OK". In this example, we've created a folder on the desktop called "My patient data backup":



4. It will then run through the backup process. Depending on the size of your patient data, it may take some time. Once complete, it should show the following screen:



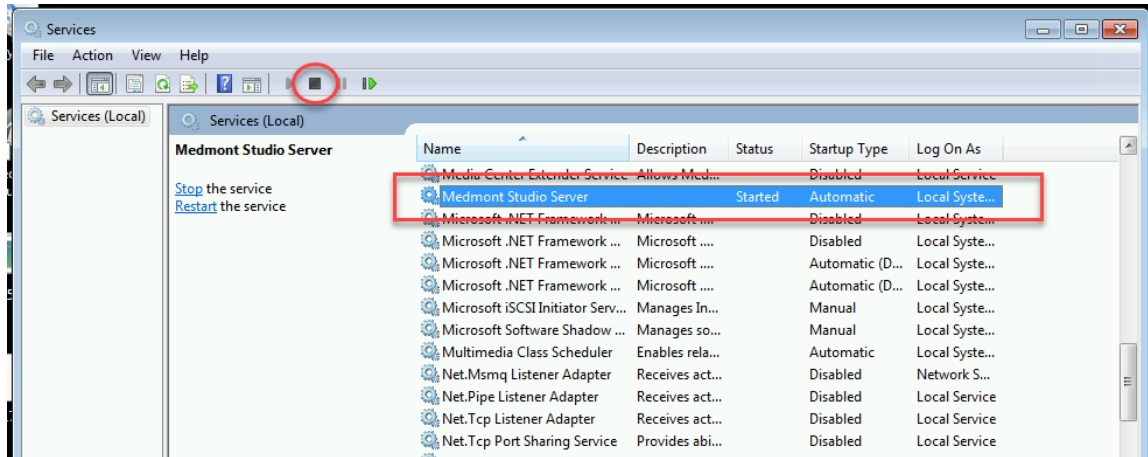
5. Click "OK" and then "Close"

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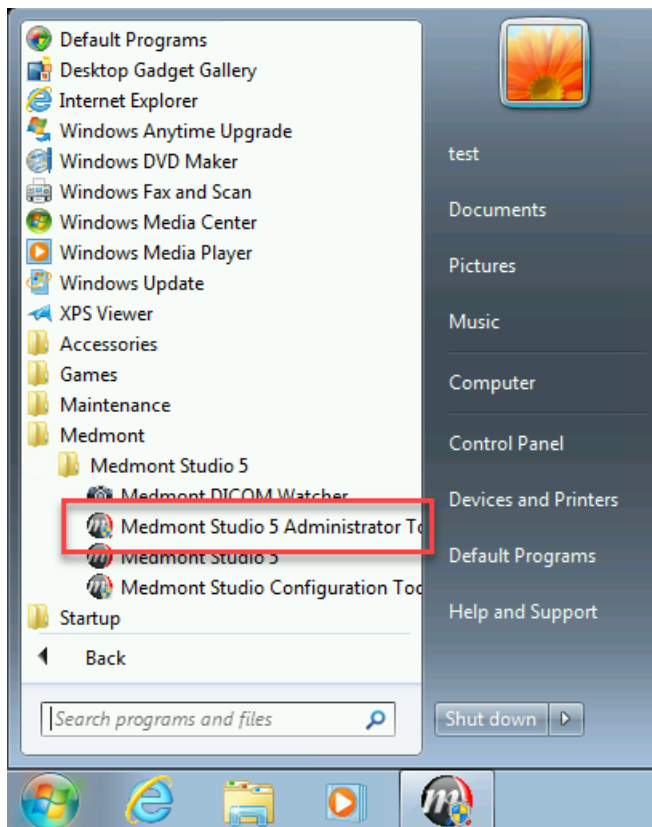
For Medmont Studio 6.1.4 and previous

(see instructions for Medmont Studio 6.2 and great, see above)

1. Ensure all instances of Medmont Studio are closed
2. If running as a Medmont Studio “Server”, stop the “Medmont Studio Server” service by going to Services → selecting “Medmont Studio Server” and clicking the “Stop” button:

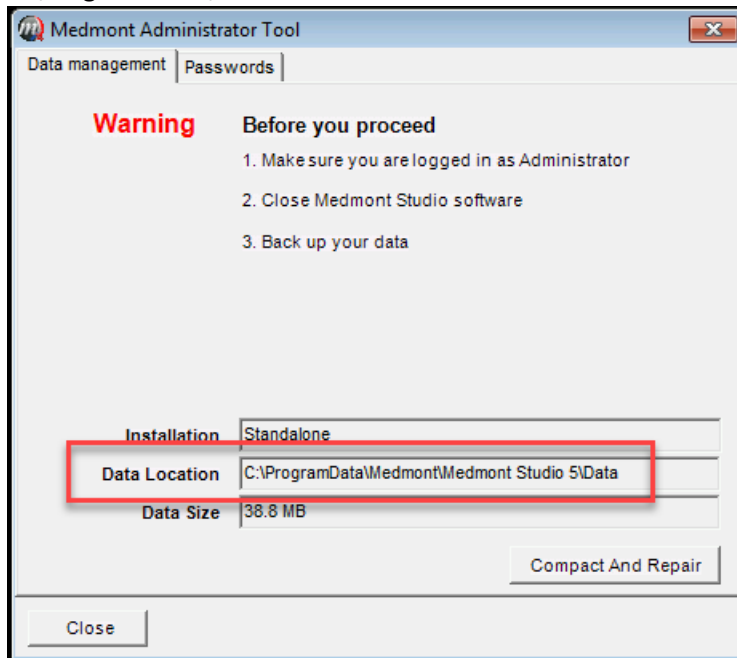


3. Run the Medmont Studio Administration Tool. It can be found under All Programs → Medmont → Medmont Studio Administration Tool:



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- Once open, make note of the “Data Location”. Below is the default location of C:\ProgramData\Medmont



- Close the Medmont Studio Administrator Tool
- Make a copy of the \Data folder and **ALL** child files and folders to a backup location
- If running as a Medmont Studio “Server”, start the “Medmont Studio Server” service by going to Services → selecting “Medmont Studio Server” and clicking the “Start” button:

