

Centaur Software Backup Checklist

This checklist is an example of how to track/record that your daily backups for your dental4windows/Practice Studio SQL/Media Suite data files are being done. Feel free to use this checklist or to make your own that better suits your needs.

Please be aware that Centaur Software does not setup or recommend backup software for our customers. Please refer to your IT Technician for such assistance/advice.

Your practice should nominate staff that are responsible for performing the backup each day of your working week. To help identify faulty backup media, each device should be clearly labelled (ie: Monday, #1, etc). Each media should be used on the same day every week (ie: on Tuesdays the '#2' media should be used, on Wednesdays the '#3' media should be used, etc).

The purchase date should be recorded for each device.

Upon completion of your backup process, the results should be checked by reading the log file of whichever backup software you are using. You should look for errors, failures, etc in the log file and note what files were not backed up. For the location of these log files please contact the support department of the software vendor, check the user guide or visit their website.

Each month the principle of the practice should review the Backup Checklist to ensure it is being done and that any errors are being looked into/fixed.

What if there are errors?

If there are errors in the backup software's log file and it fails to backup anything, or fails to backup non-Centaur Software files please call either your IT technician or the support department of whichever software failed to backup (ie: if your MYOB data failed call MYOB support).

If there are errors with the backup and they indicate a problem backing up a file associated with dental4windows/Practice Studio SQL/Media Suite, please call Centaur Support on 1300 855 312. Please note that we may need to refer you to your IT Technician.

If you are unsure what software the files are associated with please call Centaur Support for advice.

Do I need to configure the Backup Software to backup new data?

Have you installed new software recently?

If so, does the software need to be backed up? (ie: installing a music player doesn't need to be backed up, but new accounting software does).

Please also contact the support department of that software to find out how to backup their data.

Does my Backup Media need to be upgraded?

On the Backup Checklist, record the size of the backup media being used. This should be in MB (megabytes) or GB (gigabytes) or TB (terabytes).

At the end of the month record the total size of the last backup.

If the total size is within 10-20% of the media size, you should discuss with your IT Technician about upgrading your backup media to a larger size.

Does my backup media need to be replaced?

If you start seeing failures on a particular backup media it should be checked for errors by your IT Technician. If it is found to be faulty it should be replaced with a new one.

Backup media usually has a guaranteed Mean Time Between Failure (MTBF). This means the device is under warranty not to fail for this period of time (usually in years). When the media is getting close to this period of time (based on the purchase date) you should discuss with your IT Technician about testing/replacing the media.

Do I need to maintain my backup media?

Certain backup media/devices should be cleaned/maintained on a regular basis (ie: Tape Drives). You should discuss this with your IT Technician who will advise you on the correct maintenance for your device (how to and how often). If you do, then the same checklist below can be used however separate checklists should be maintained (1 for Backups, 1 for Maintenance).

Centaur Software Backup Checklist

Week 1					
Day	Date	Person Responsible	Media Name	Passed (Y/N)	Notes (Errors/etc)
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

Week 2					
Day	Date	Person Responsible	Media Name	Passed (Y/N)	Notes (Errors/etc)
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

Week 3					
Day	Date	Person Responsible	Media Name	Passed (Y/N)	Notes (Errors/etc)
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

Week 4					
Day	Date	Person Responsible	Media Name	Passed (Y/N)	Notes (Errors/etc)
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

Last Backup Size: _____

Media Size: _____

Sign Off: (should be presented to the principle of the practice)

Practice Manager: _____

Signed: _____

Date: _____