

# Image Backup

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DX-R & scil IPS Software



This document is intended for scil animal care company employees and clients. This document is for training purposes only.

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To back up your DX-R or scilIPS software you only have to back up, at most, three folders on your hard drive and, at least, one folder. There is no special program required to do this.

First, the most important folder:

## **N:\dicompacs**

This folder contains a dicom copy of every image you have sent to the PACS since you started using the machine. Included are images that you have imported and sent to it from another modality. It is mandatory that you back this folder up if you want to make sure your images are safe.

The next most important folder:

## **C:\dicompacs**

This folder contains your DXR or scilIPS program. Backing this up will save all of your personal settings and log files. This includes: tools you favorite, overlays, dicom sends, e-mail settings, clinic info, worklist settings, etc. Backing this up ensures that all of that information can be reconfigured very quickly on system restoration.

The final folder that would complete the backup:

## **D:\dicompacs**

This folder contains dicom images for DXR or scilIPS only. It also contains the raw data for the images. This data is useful only for process editing. But they are usually not necessary to keep.

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.