



# Complete Clinic Software<sup>(tm)</sup>

CCS, Inc.  
1802 Williamson Ct Ste 200  
Brentwood, TN 37027-7042

(800) 989-6576  
Local (615) 309-7074  
Fax (615) 373-0334  
info@completeclinic.com  
www.completeclinic.com

---

## Protect Yourself Never Overwrite a Backup

The loss of critical data can have enormous financial, legal and productivity ramifications for your businesses.

It is almost certain that at some time you will encounter one of the following situations:

- Hard disk failure
- Power failure
- Systems software failure
- Accidental or malicious use of deletion or modification commands
- Destructive viruses
- Natural disasters (hurricanes, fire, flood, earthquake, ICE STORMS and so on)
- Theft or sabotage

And this year we have seen almost all of these.

While many clinics backup their data regularly, we find that they do not save backups long enough. There are many situations that can cause data corruption that may not surface for weeks or months. If someone deletes a client by mistake or on purpose, you may not recognize it until the clients next visit which could be 6 months or more.

One way to prevent such losses is NEVER OVERWRITE A BACKUP. CDs are cheap, reliable and store large quantities of information. A CD will hold 640mb of data. Based on a sample of 15 clinics of all sizes and lengths of time using Complete Clinic Software, compressed data backups typically range from 4mb to 30mb. Thus a single CD could hypothetically hold anywhere from 20 to 160 backups.

Another factor in support of CDs is that they are cheap. CDR disks cost from \$.30 to \$.40 each and CDRW disks cost anywhere from \$.50 to \$.80 each purchased in quantities of 10-50. Thus for under \$5.00 you can put 6 CDs in service (1 for each day of the week you are open). By using the "Create a Unique" file name option in Complete Clinic 2005 and by using a CD only once per week and if the CD holds a minimum of 20 backups, those 6 CDs will backup your files for 5 months without ever overwriting the same backup.

Going 5 months with the same CDs is a bit long. While they are reliable, they are not indestructible, so we recommend you change them out at least every 2 months just to be safe. With that, you can backup every day for a year and never overwrite a backup, all for \$30.00 or less. That's cheap insurance.

If you store images, your backups will be much larger. In this case, you may want to consider backing up to DVDs. A DVD RW will hold 4.7gb of data or the equivalent of 7 CDs. We have several projects underway relating to backups that will hopefully allow you to backup directly to DVD from our software in the near future.

Keep in mind that the backup method described only protects your Complete Clinic data files. If you have other applications that are important to you, you need take additional steps to protect those files as well.

Any computer that has a CDRW drive (\$45-\$100) running Windows XP will backup directly to CDs. If you don't have at least 1 computer running Windows XP, it might be time to consider one. If you are still backing up to floppy disks, STOP.

When it comes to losing data, we don't need any more close calls. A small investment on your part now will let us all sleep better at night.