



Schedule Recovery

Although the Schedule software is designed to be as bullet proof as possible, you can still lose data by human error and/or network hardware failures.

Recovery

- 1) The first step is to make a good back up copy of PowerSoftMD as it exists right now!
- 2) If you have lost the entire schedule or one of the schedules you can use your extensive in office backup system to recover the files. The schedules are stored on the server in the `\\ezw\sched\data` folder. The file name format Where the individual schedules are stored is: `SCXXYYYY.RND`
The **XX** is the 2 digit schedule number, the **YYYY** is the 4 digit year.
- 3) From the top of the Schedule select the "Print" option then "Audit Scan". Running this option will scan the schedule and compare it to the patient records. Any inconsistencies will be listed.
- 4) From the top of the Schedule select the "Print" option then "Log Report". Set this report for the schedule number in question and a date range. The schedule automatically logs the last 12,000 appointments made for Each schedule separately.
- 5) From the top of the Schedule select the "Utilities" then select "View Drive C Log". Each work station keeps its own separate log on its local Drive C of scheduled Appointments, in case you lose schedule logs on your server.
- 6) From the "Primary Menu", select the "Reports Menu", then select "Patient Search by Criteria" and run a report using the "Appointments Date" range criteria. This will look at patient records and give you a report based on the appointment information stored in the patient's records.

Be sure and contact Data Tec for assistance.
