

I N D I V I C A

Checking Your OSCAR Backups

Your system consists of three OSCAR servers.

| Name | Location | Purpose |
|--------|--------------------|---|
| OSCAR1 | In the office | OSCAR1 is your <i>main server</i> . You work on this server every day. This is the server that you add appointments, write chart notes, create consultation requests, and bill OHIP for your services. |
| OSCAR2 | In the office | OSCAR2 is your <i>onsite backup server</i> . Whenever you make an entry in OSCAR1 it is copied to OSCAR2. You may not make changes to your OSCAR2 server. |
| OSCAR3 | Outside the office | OSCAR3 is your <i>offsite, geo sync server</i> . Once a night OSCAR1 backs up to your OSCAR3. You may not make changes to your OSCAR3 server. |

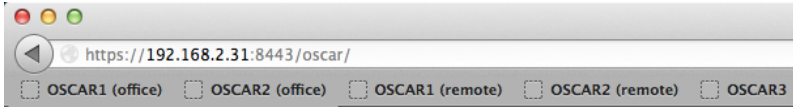

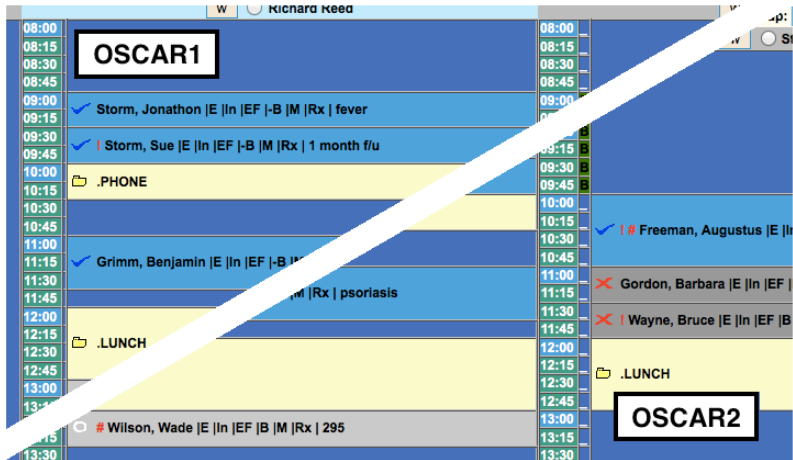
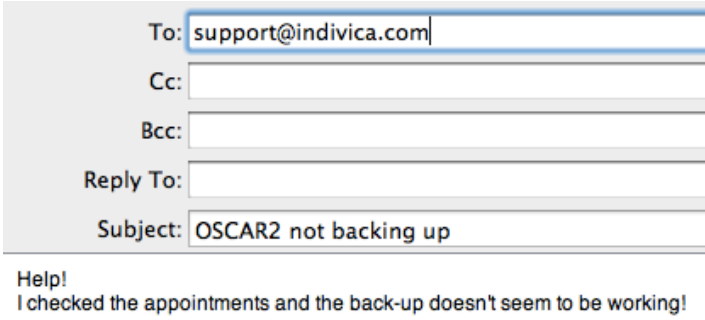
Once a day you **must** check your backup servers to ensure they are functioning properly.



Note: In this document, the bookmarks for the OSCAR systems have already been set either by an Indivica technician or an office IT staff member. If you need help with this, please email support@indivica.com for assistance.



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| <p>Click on your OSCAR2 or OSCAR3 bookmark.</p> |  |
| <p>Log in to the server with your username and password.</p> <p>Go back to the last day your clinic was open.</p> |  |
| <p>Ensure that the status of the appointments in your backup server match the status of the appointments in your OSCAR1.</p> |  |
| <p>If the status does not match, email support@indivica.com and report that your back-up is not working.</p> |  |

