

# Backing up the software (MAC)

## Overview

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All users of Medical-Objects Capricorn Client should ensure that a backup copy of the Medical-Objects software is made regularly. The Capricorn folder contains an archive if all messages sent/received through the system which can be used for auditing purposes.

If you have any questions or require any further assistance, Feel free to contact the Medical-Objects Helpdesk on (07) 5456 6000.

## Backing up the Software

Create a back up of your Medical-Objects Capricorn software by creating a duplicate of the Medical-Objects download client within your app draw. The following instructions detail how to do this. If you have any further questions or encounter any issues, please contact the Medical-Objects Helpdesk on (07) 5456 6000.

Note:

Please ensure that your Medical-Objects software is functioning correctly before performing the backup.

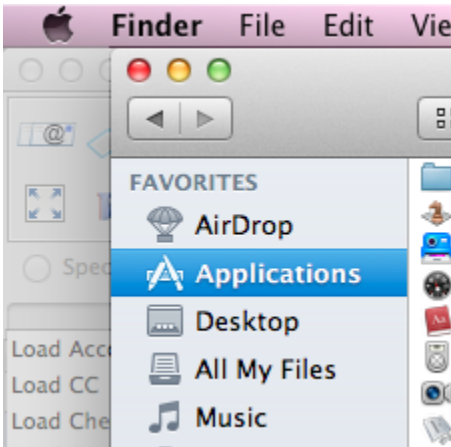
1. Make sure your Medical-Objects download client is not running. Click on the globe icon in the tray.



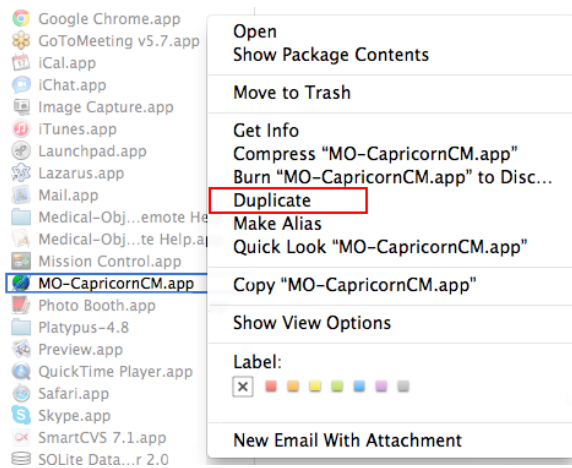
2. In the following window, Click the **Exit** button to close the software.



3. Click on **Finder**, and navigate to your **Applications Draw**.



4. Find the Medical-Objects software - typically called **MO-CapricornCM**.
5. Right click on the application, and select **Duplicate**.



6. Once the process is completed, rename the file to **MO-CapricornCM Backup**
7. The backup is now completed. If there are any issues with your Medical-Objects download client, You will be able to restore this backup. Remember to make backups regularly.