

This example gives simple steps for copying studies to a backup directory on an external hard drive. The same steps can be used for different types of storage location. If you have a very secure network environment, you may want an IT person to help you set up the backup folder so that ShowCase always has permission to write to the folder.

To create a backup directory

- From the ShowCase File menu select "Create New DICOM Directory..."
- Click on the **Browse** button and navigate to the external hard drive.
- If you already have a folder created to use for backing up studies, select the folder. If not, click on the "Make New Folder" button and create a folder. Then make sure the new folder is selected.
- Click on the **Create** button. When the empty study list displays, select "Remember this Folder".
(For more information, go to ShowCase Help menu Index and type "create directory".)

To move studies to the backup directory

- Select (ctrl-click on) the study or studies you wish to back up. (For example studies with today's date)
- Click on the **Copy** button at the bottom of the study list and select the backup folder as the copy destination.

NOTE: Always use the Copy function in ShowCase to move studies. This keeps the index file updated correctly. Never move studies into the backup folder using Windows Explorer

To delete studies from the active directory

- Select (ctrl-click on) the study or studies in the study list that you wish to delete.
- Click on the **Delete** button at the bottom of the study list. A warning dialog will appear. Double-check your study selection and confirm the delete operation.

WARNING: Deleting Studies is permanent so make sure the studies are safely copied to a backup location before deleting them!

Troubleshooting tips:

1. If studies have been copied to the backup folder outside of ShowCase, you will need to run Repair to get them to show up in the study list.
2. If the backup folder does not show up as a Copy destination, use the Browse button to locate the folder and then check the box above the study list that says "Remember this Folder".
3. If you have a very large number of studies, you might have multiple backup folders, for example a folder for each month or year.