eMAR Backup User Guide

Updated 9/2/2022

Best Practices for eMAR Backup Server

- Print this guide and keep it by the backup server computer.

- Check backup server daily to make sure it is functioning.
    - There should be backup folders for every hour of the day.
    - Notify HOCS and EHR team if it is not working

- Make sure the backup server computer is in a location that is accessible to nursing staff in the event of PCC/Internet system downtime.

Login to Backup Server Computer
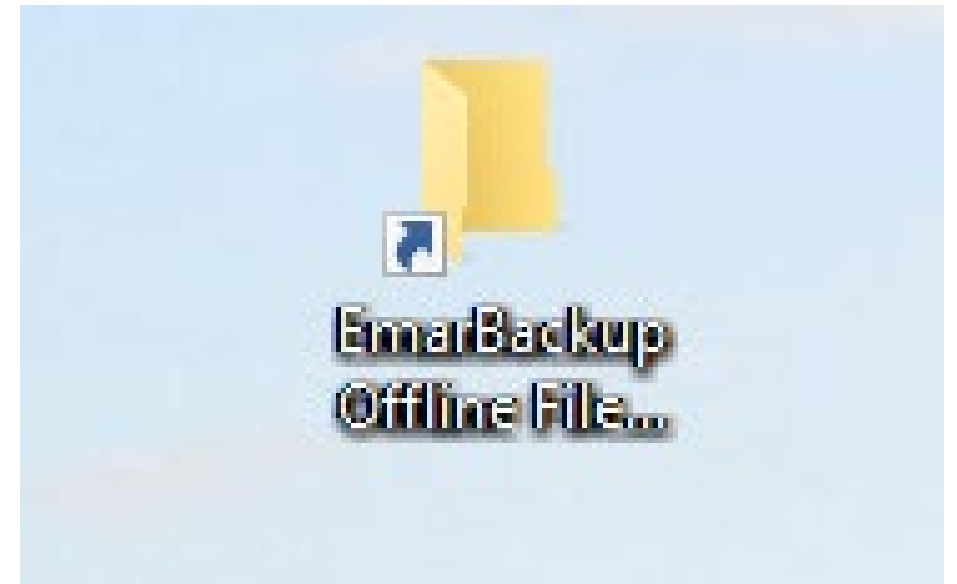
Press Ctrl+Alt+Del on keyboard

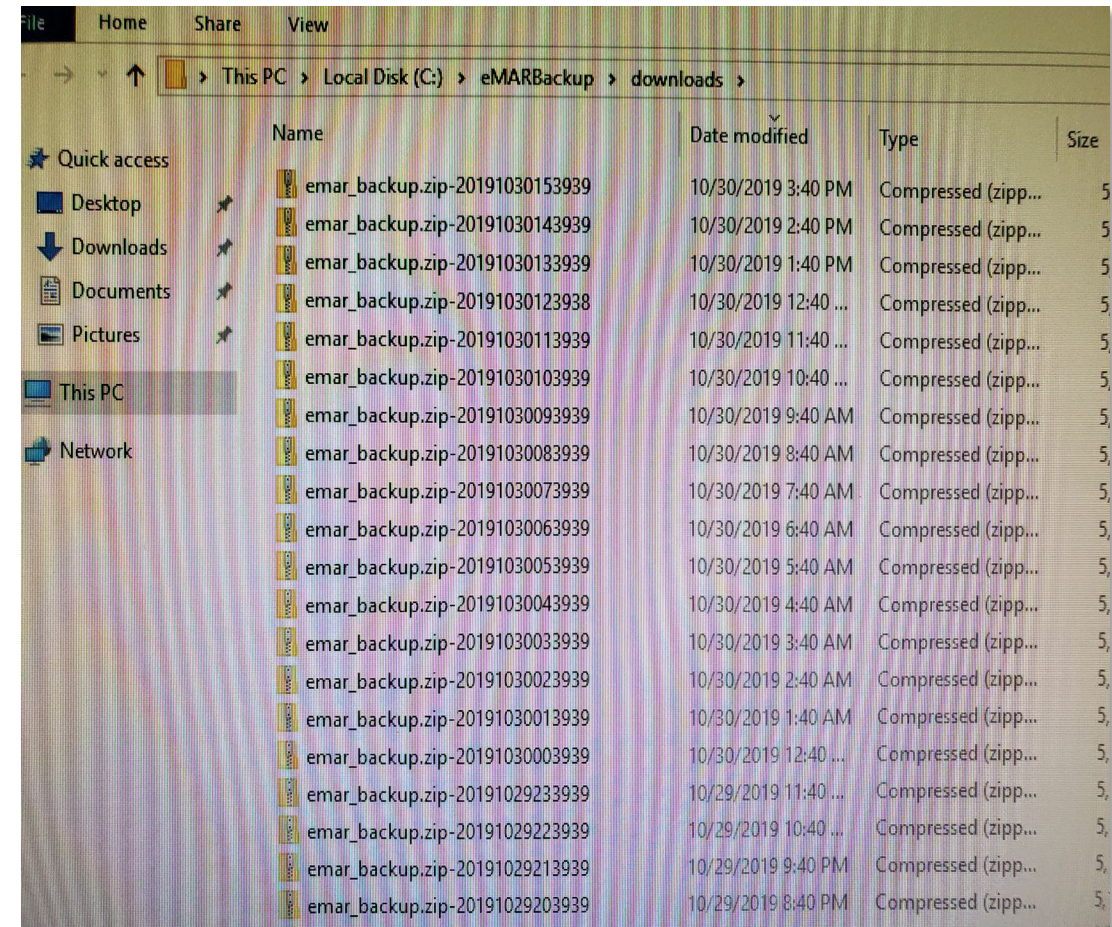Login: eMAR Backup should display

Enter password "pcc" (lowercase).
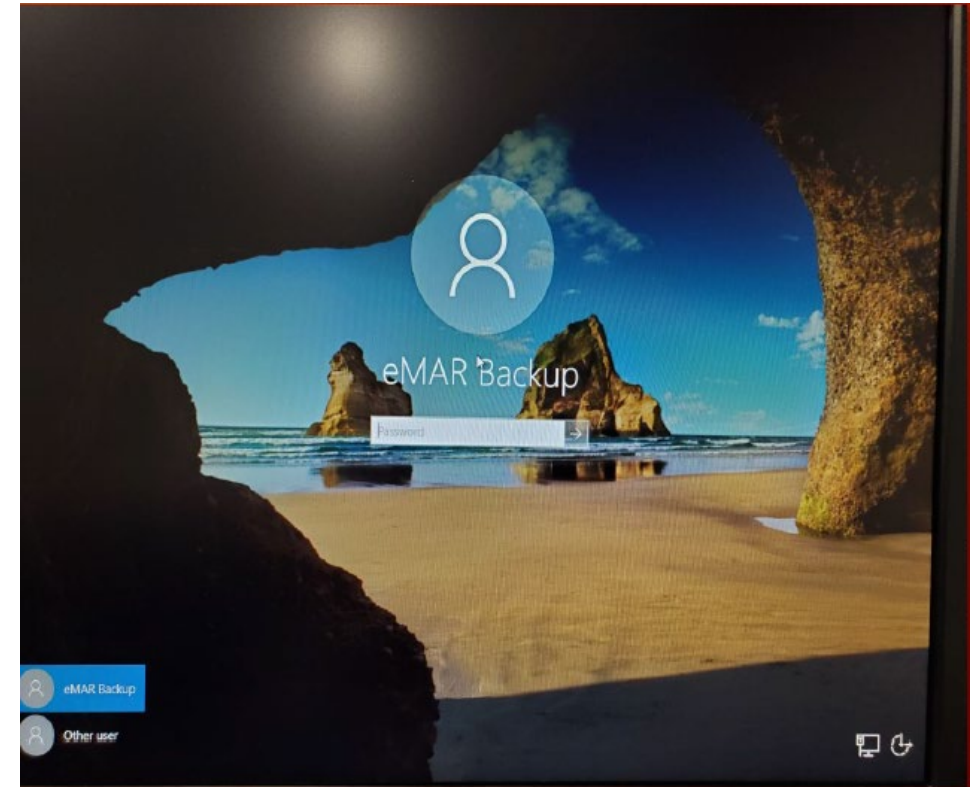
Accessing eMAR/eTAR Backup Files

Double click on EmarBackup
Offline Files

Open eMAR/eTAR Backup Files

Double click on the most recent folders to view the contents.

View/Print the eMAR/eTAR files

When folder is opened
double click a pdf file
to view and print the
MAR/TAR files.

Name	Size
emar_2-High_Appts_5.pdf	81 138
emar_2-High_DOCREC_4.pdf	81 477
emar_2-High_Lab_6.pdf	81 922
emar_2-High_MAR_1.pdf	611 126
emar_2-High_Restorative_3.pdf	81 574
emar_2-High_TAR_2.pdf	399 385
emar_2-Low_Appts_5.pdf	81 138
emar_2-Low_DOCREC_4.pdf	81 477
emar_2-Low_Lab_6.pdf	81 922
emar_2-Low_MAR_1.pdf	703 859
emar_2-Low_Restorative_3.pdf	81 574
emar_2-Low_TAR_2.pdf	462 261
emar_3-High_Appts_5.pdf	81 138
emar_3-High_DOCREC_4.pdf	81 477

Logout

When finished press Ctrl+Alt+Del
and choose "Sign out".

Login Troubleshooting

NOTE: If you do not see **eMAR Backup** on login screen after pressing Ctrl+Alt+Del please use the following steps to reach the eMAR Backup.

1. Choose "Other user" from bottom left of screen

2. Enter Username of *.\eMARBackup* (be sure to include dot backslash   prefix)

3. Password is *pcc* [in lowercase]