Access ECP Backup Files

In emergency cases where facilities have issues or cannot access their site, ECP does a backup of some of your system reports every few days.

Navigate to the ECP web site: **ecp123.com**.

Click **Download Backups** at the bottom of the home page. The Backups Login window will display.



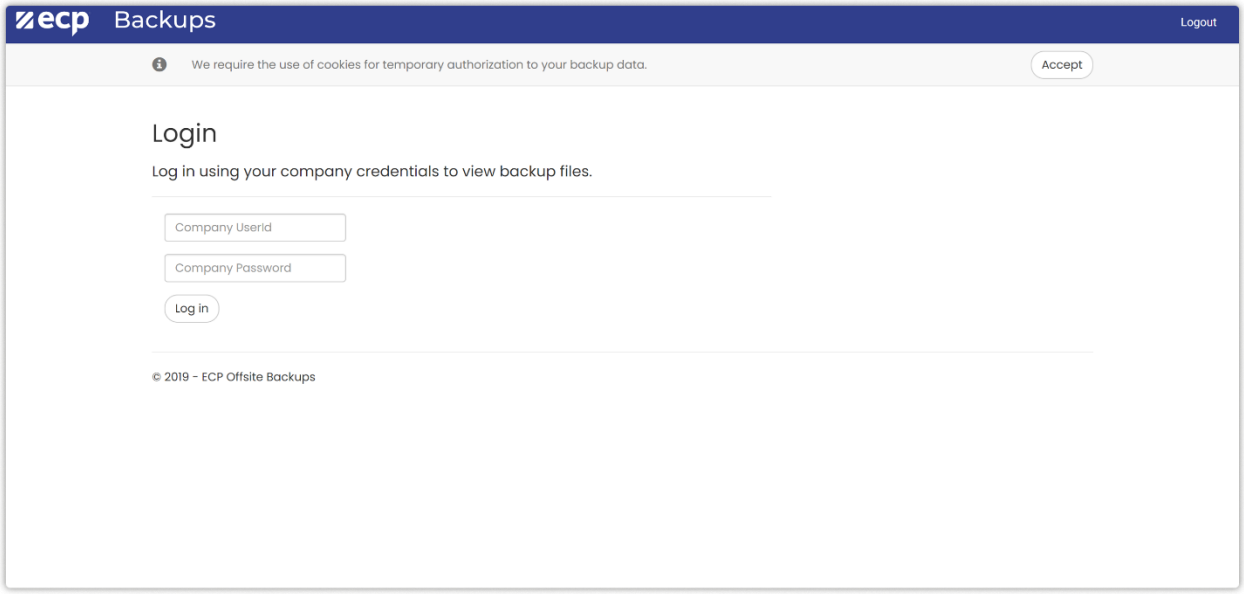
Log in

Click **Accept** to allow the use of cookies for temporary authorization to your backup data.

Enter **Company Name** and **Company Password** in the text fields.

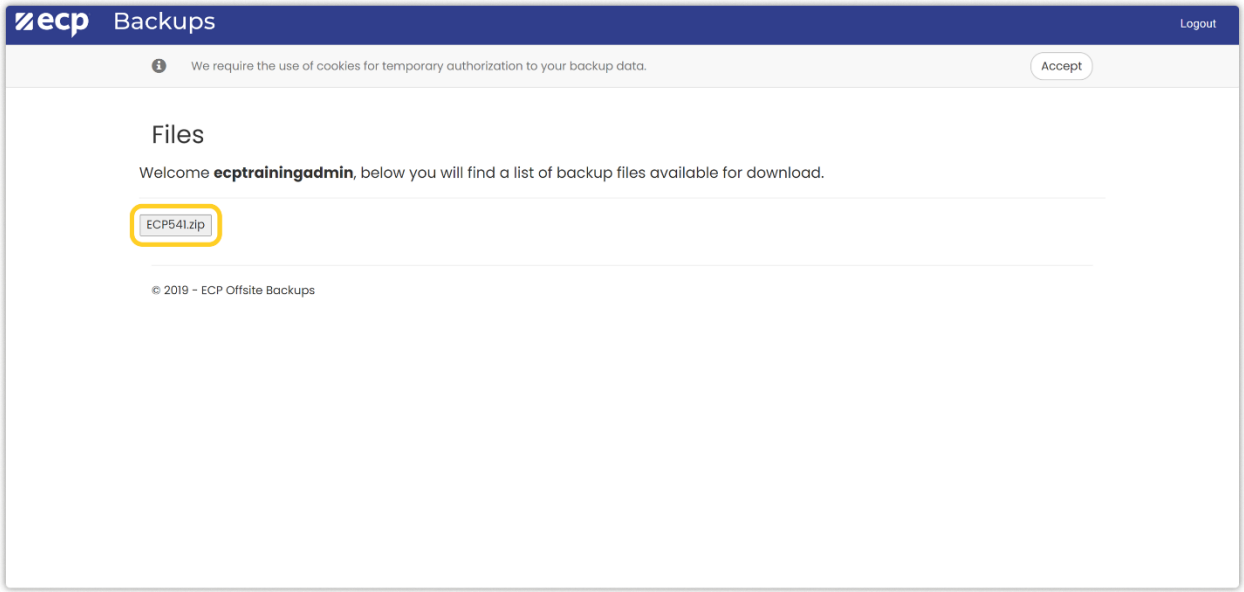
PLEASE NOTE: Backups are not accessible using the "Admin" location credentials. The individual location login credentials must be used to access backups for each location.

Click **Log In**. The Files download window will display.



Download Files

Click the **ZIP file** to download a copy to your computer. Files that are available include **Medication Administration Reports (MARs)**, **Care Administration Records (TARs)**, **Physician Order Sheets**, and **Face Sheets**.



Navigate to the downloaded files. Double click a **file name** to open it. The Password Needed window will display.

Enter the **Company Password**. A PDF of the file will open.