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VITEK MANUAL

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Section: Vitek Manual	Subject Title: System Overview	
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SYSTEM OVERVIEW

From the MAIN MENU, the system is divided into 2 routinely used sections:

1. **"DAILY"**
- contains computer stored patient data:
 - a. Enter Patient Info
 - b. Patient Screen Query
 - c. Comment/Finalize

2. **"VITEK"**
- contains READER information:
 - a. tray directory
 - b. card status
 - c. card problems
 - d. READER status
 - e. QC file access

A. VITEK #

VITEK # = Card # = Last 6 digits of Lab# + isolate#

B. BEEPS

When Vitek **BEEPS**:

A red screen with error message will appear.

Select **"OK"**

Correct error (eg. printer off, reader door open, tray jams etc.)

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Section: Vitek Manual	Subject Title: Card Set UP - GPI/GPS and GNI/GNS Cards	
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CARD SET UP - GPI/GPS and GNI/GNS CARDS

A. Preparation of Inoculum

Use fresh 24 hours culture.

If insufficient growth for setting up inoculum, subculture isolate onto BA plate, incubate for a few hours and set up from a sweep of the growth.

Subculture frozen or freeze dried isolates twice before setting up any Vitek card.

Gram Negative (GNI/GNS)

Organism ---> 1.8 mL saline (1 McFarland) --50 μ L--> 1.8 mL saline
GNI (blue zone) **GNS**

Gram Positive (GPI/GPS)

Organism ---> 1.8mL saline (0.5 McFarland) -200 μ L-> 1.8 mL saline
GPI (red zone) **GPS**

Vortex suspensions for ID cards inoculations

Inoculate cards within 15 minutes.

B. Card Inoculation

1. Allow card to reach room temperature.
2. Remove protective package liner, visually inspect for holes or cracks in the foil material.
3. Label card with **Last 6 digits of Lab # + isolate #**. Isolate # should be identical in corresponding ID and susceptibility cards.
4. Mark **external tests marks** (positives) on appropriate cards:
oxidase/catalase
beta hemolysis/coagulase
Corresponding ID and susceptibility cards should have identical external tests marked.

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5. Insert transfer tube into inlet port.
6. Place inoculated test tube in filling stand.
7. Place assembled card and transfer tube on filling stand with the long portion of the transfer tube into the test tube.
8. Place filling stand with the assembled test kit into filling module.
9. Press '**FILL**' button **once**. 'READY' light will go out after a few moments.
10. When the 'READY' light returns, remove filling stand from filling module.
11. Cut transfer tube and seal card in heater/sealer module.
12. Check card for bubbles.
13. For ID Cards, remove bubbles by shaking.
14. For sensitivity cards, DO NOT SHAKE. Small bubbles will not cause problems. If very large bubbles are present, discard the card and repeat.
15. Insert card into tray.
16. **Put filled card into reader/incubator within 15 minutes.**
15. Check time and location of the next tray to be read by:
 - a) click on "**VITEK**" in main menu
 - b) click on "**READER**"
 - c) click on "**STATUS**"

Open reader/incubator.

Put new card into tray following 'next tray to be read'. Example: Next tray to be read: tray a put new card into tray a. (If a is full, trays b or c are also OK).

To Exit "STATUS" WINDOW:

- a) click on "**FILE**"
- b) click on "**QUIT**"

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Section: Vitek Manual	Subject Title: Card Set Up - <i>Neisseria</i> / <i>Haemophilus</i> ID (NHI) Cards	
Issued by: LABORATORY MANAGER	Original Date: October 4, 1995	
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CARD SET UP - NEISSERIA / HAEMOPHILUS ID (NHI) CARDS

A. Preparation of Inoculum

Organism -> 1.8 mL saline (3.0 McFarland) (yellow zone)

No sensitivity card done.

Vortex suspension.

Inoculate cards within 15 minutes.

After inoculation, incubate in non-CO₂ incubator for 4 hours.

B. Card Reading

At Main Menu:

1. click "VITEK"
2. click "ANALYSIS" (top row)
3. click "BIOANALYSIS"
4. click "PRODUCTS"
5. click "NHI" card
Compare card results with NHI color chart in the Technical Bulletin binder under NHI
6. Fill in results by clicking on biochemical button (+, -, ?)
7. click "ANALYZE"
8. click "PRINT" (bottom right corner) to print lab report
9. click "FILE"
10. click "QUIT"

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Section: Vitek Manual	Subject Title: Card Set Up - Anaerobe Identification (ANI) Cards	
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CARD SET UP - ANAEROBE Identification (ANI) CARDS

A. Preparation of Inoculum

Organism --→ 1.8 mL saline (3.0 McFarland) (yellow zone)

No sensitivity card done.

Vortex suspension

Inoculate cards within 15 minutes

After inoculation, incubate in non-CO₂ incubator for 4 hours.

B. Card Reading

At Main Menu:

1. click "VITEK"
2. click "ANALYSIS" (top row)
3. click "BIOANALYSIS"
4. click "PRODUCTS"
5. click "ANI" card
6. enter VITEK ID #
Ext Tests: Indole Gram Rx Morphology:
(see package insert table #2 for reactions)
Note test well #29 represents a carbohydrate control. Test wells #24 through
28 should be compared to test well #29 for interpretation.
7. click "ANALYZE"
8. click "PRINT" (bottom right corner) to print lab report
9. click "FILE"
10. click "QUIT"

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Section: Vitek Manual	Subject Title: Enter Patient Information	
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ENTER PATIENT INFORMATION

Patient information is generally downloaded automatically from LIS into Vitek when an isolate number is entered into the LIS isolate screen. Manual entry of patient information may be needed only when cultures are not worked up in the LIS.

At Main Menu *:

- 1) click on "**DAILY**"
- 2) click on "**Enter Patient Info**"
- 3) type in **Patient ID**: "XXX-XXX-XXX" MSH 9 digit number with hyphen (see pages 11 and 12 for codes).

Patient Name: "LASTNAME FIRSTNAME" Enter last name first, space, then first name.

Enter with capital letters.

Specimen Source: use "?" for list of codes.

Specimen Ward: use "?" for list of codes.

Collection Date: press "ENTER" (to default to today)

Lab #:

Culture Type: "CS"

Culture Status: "P"

Press space bar for next patient.

After last patient is entered:

- 1) press space bar
- 2) click "**FILE**"
- 3) click "**QUIT**"

- * If Main Menu is not on screen, hold left button of mouse down and move arrow to "Main Menu" and release button.

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Section: Vitek Manual	Subject Title: Daily Start-Up	
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DAILY START-UP

1. Check printout of Tape Backup status. File and initial maintenance log.
2. Change backup tape.
3. At "**MAIN MENU**":
 - a. click "**VITEK**"
 - b. click "**READER**"
 - c. click "**PRINT**"---- check temperature $35.4^{\circ}\text{C} \pm 0.3^{\circ}\text{C}$. File printout and document under "Vitek QC" worklist in the LIS.
4. Check purity plates.
5. At "**MAIN MENU**":
 - a. click "**VITEK**"
 - b. click "**SYSTEM**"
6. Check Problem Buttons (Refer to Policy #MI\VIT\05\01\v01)
7. After all top row buttons are set to 0 (except for "CREATE AUTOLINK"if there are Infection Control card results where no patient demographics has been entered):
 - a. click "**SYSTEM**" (button on the side)
 - b. click "**SORT**"
 - c. click "**by VITEK ID**"
 - d. click "**SELECT ALL**"
 - e. click "**PRINT**" (at the bottom right corner)
 - f. separate Lab Report printouts according to bench #
8. Remove cards from READER and discard into autoclave bag.
9. Wait for 1 hour (for READER to read through one complete cycle) then clean up "HOLD" file (see HOLD file section).

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Section: Vitek Manual	Subject Title: Problem Buttons	
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PROBLEM BUTTONS

Check PROBLEM BUTTONS:

CORRECT ? (card # can't be read by reader)

ADD ORGANISM (KEYID needed or organism selection eg. K. pneumo/K. oxytoca)

REVIEW (problem cards eg. no growth, unidentified, insufficient growth, no bar code)

CREATE AUTOLINK (patient demographics missing or specimen status not "P")

Correct any problems showing by clicking the PROBLEM BUTTON:

A. CORRECT ? (card # can't be read by reader)

1. click on desired card(s) to correct VITEK ID # or click on "**Select All**" to select all cards displayed on screen.
2. click on "**VIEW**"
3. type in correct VITEK ID #.
4. click on "v" to go to next card and repeat step c.
5. click "**FILE**" when all cards have been corrected.
6. click "**QUIT**"
7. click "**YES**"

B. ADD ORGANISM (KEYID needed or organism selection eg. K. pneumo / K. oxytoca)

1. click on desired card(s) to KEYID or click on "**Select All**" to select all cards displayed on screen.
2. click on "**VIEW**"
3. click on "**ORGANISM**" box
4. fill in ID code (in lower case) or click "?" for list to select from.
5. click on "v" to go to next card and repeat step d.
6. click "**FILE**"
7. click "**QUIT**"
8. click "**YES**"

C. REVIEW (problem cards eg. no growth, unidentified, insufficient growth, no bar code)

1. click on desired card(s) to REVIEW or click on "**Select All**" to select all cards displayed on screen.
2. click on "**VIEW**"
3. click "**PRINT**" (at the left bottom corner).

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4. to remove the card from the "Review" file: click "NOT REVIEW" button, while holding down left mouse button, move cursor to "REVIEW" button and release mouse button (if "NOT REVIEW" button is clicked the card result will remain in "REVIEW" file).
5. click on "v" to go to next card. Repeat steps 1 to 4.
6. click "FILE"
7. click "QUIT"
8. click "YES"
9. click "REVIEW" to reset counter.

D. CREATE AUTOLINK (patient demographics missing or specimen finalized)

1. Go to LIS to check that an isolate # has been entered in that order.
 - a. If not, enter the appropriate isolate #. Save and exit order.
 - b. If there has been an isolate # entered, go to LIS interface to repeat download (follow instructions on Interface Troubleshooting section of this manual).
2. Go back to Vitek and re-click "Create Autolink" button to reset counter.
3. If problem still exists, click "FILE"
4. Click "QUIT"
5. Click "DAILY"
6. Click "Enter Patient Info"
7. Go to lab # to retrieve a record that has been entered but finalized, then change STATUS to "P".
8. Click "FILE"
9. Click "QUIT"
10. Click "VITEK"
11. Click "CREATE AUTOLINK" to reset counter of this button.

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Section: Vitek Manual	Subject Title: Finalize Cultures	
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FINALIZE CULTURES

This is performed weekly on the first working day of the week.

At Main Menu:

1. click on "**DAILY**"
2. click on "**FINALIZE CULTURE**"
3. select cultures to finalize (select order up to 1 week ago)
Note: Check top and bottom of list to be sure all cultures > 1 week old are finalized. Because the last 6 digits of the accession #'s repeat each month, not finalizing will result in No Autolinks due to more than one file with the same # being preliminary.
4. click on "**FINALIZE**"
5. click on "**EXECUTE**"
6. click "**FILE**"
7. click "**QUIT**"

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Section: Vitek Manual	Subject Title: Change Finalized Record To Preliminary	
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CHANGE FINALIZED RECORD TO PRELIMINARY

At Main Menu:

1. click "**DAILY**"
2. click "**ENTER PATIENT INFO**"
3. click on "**Lab Number**" box
4. type in lab number (click on the correct record if more than one appear on the Lookup Table)
5. click "**Culture Status**" box, backspace, type in "**P**"
6. click "**FILE**"
7. click "**QUIT**"
8. when asked to save change, click "**YES**"

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HOLD FILE

The **HOLD FILE** contains the data from cards that have been removed from the VITEK READER but cannot be transferred to the data base eg. No Patient Info, No Final ID etc. Completed susceptibility cards without an ID do not need to be kept in the VITEK READER waiting for the ID to be entered but will automatically be transferred to the HOLD FILE. Card data in the HOLD FILE will only be held for 72 hours and will be purged.

To access the HOLD file:

1. click "**VITEK**" at Main Menu
2. click "**HOLD**"
3. move cursor to select card
4. click "**VIEW**"
5. correct the problem eg. Final ID
6. click "**PRINT**" (bottom right button) to print lab report

Transfer results:

7. click "**OPERATIONS**"
8. click "**TRANSFER TEST**"
9. click "**FILE**"
10. click "**QUIT**"

Remove card record from HOLD FILE:

11. click "**HOLD**"
12. move cursor to select card
13. click "**OPERATIONS**"
14. click "**REMOVE TEST**"
15. click "**FILE**"
16. click "**QUIT**"

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CORRECTING CARD LABEL WITH CARD STILL IN READER

- A) TO CORRECT CARD # ERROR** (wrong label, card label not recognized by reader etc.) while card is still in READER:

At Main Menu:

1. click "**VITEK**"
2. click specific tray # using Reader/Tray button OR click on "SYSTEM" to get a directory of all trays and readers.
3. select card that needs correction
4. click "**VIEW**"
5. click "**VITEK ID**" box
6. type in the correct VITEK # (the # that was read by the reader originally will remain on screen as CARD #)
7. click "**FILE**"
8. click "**QUIT**"

- B) TO CORRECT ISOLATE # ON CARD**

At Main Menu:

1. click "**VITEK**"
2. click specific tray # using Reader/Tray button OR click on "SYSTEM" to get a directory of all trays and readers.
3. select card that needs correction
4. click "**VIEW**"
5. click "**ISOLATE #**" box
6. delete the # in the box
7. type in the correct Isolate # (the # that was read by the reader originally will remain on screen as CARD #)
8. click "**FILE**"
9. click "**QUIT**"

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C) TO CORRECT WRONG EXTERNAL CARD MARK (ie. catalase, oxidase, coagulase or beta-hemolysis) If card was in READER for 1 hour or less:

At Main Menu:

1. click "**VITEK**"
2. click specific tray # using Reader/Tray button OR click on "SYSTEM" to get a directory of all trays and readers.
3. select card that needs correction ("STATUS" on the directory of the card must be "NEW" or "1:00" in order for the external card mark be altered).
4. click "**VIEW**"
5. click "**Ext Tests**" box
6. click the correct reaction
7. click "**FILE**"
8. click "**QUIT**"

If card was in READER for 2 hours or more, External Card Mark can not be changed.

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CORRECTING UNIDENTIFIED ORGANISM IN ID CARD

A. UNIDENTIFIED WITH INCORRECT EXTERNAL CARD MARK

If an organism is unidentified because of an incorrect external card mark (ie. catalase, oxidase, coagulase or beta-hemolysis), the result on the **REVIEW** file should be deleted and the correct organism identification and the biochemical reactions can be re-entered into the system through "**Enter Patient Info**" in the "**DAILY**" item from the Main Menu. **Lab reports cannot** be altered in the computer.

At Main Menu:

1. click "**VITEK**"
2. click specific tray # using Reader/Tray button OR click on "**SYSTEM**" to get a directory of all trays and readers.
3. select card that needs correction.
4. click "**VIEW**"
5. note the "Bionumber"
6. click "**ANALYSIS**" (top row)
3. click "**BIOANALYSIS**"
4. click "**PRODUCTS**"
5. click "**GNI**" or "**GPI**" card
6. click "**bionumber**" box
7. type in the Bionumber that was on the VITEK report
8. click "**Ext Test**" box
9. change the External Test result(s)
10. click "**ANALYSE**"
11. if an identification is generated, note the organism ID code
12. click "**FILE**"
13. click "**QUIT**"

If the **organism is identified** after changing the external card mark:

1. At Main Menu, click "**DAILY**"
2. click "**ENTER PATIENT INFO**"
3. click "**LAB #**" box
4. enter Lab #

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5. select appropriate record if Lookup Table appears, click "**OK**"
6. click "**ID**" (at the bottom of the screen)
7. enter "**TEST TYPE**" (GNI or GPI)
8. click "**ISOLATE NUMBER**" box and enter isolate #
9. click "**FINAL ORGANISM**" box
10. enter organism code or select organism from the lookup table pop-up
11. click "**BIONUMBER**" box and enter bionumber
12. click "**FILE**"
13. click "**QUIT**"
14. KEYID susceptibility card if necessary (see "**ADD ORGANISM (KEYID) FOR UNIDENTIFIED ORGANISMS FOR SUSCEPTIBILITY RESULTS** p. 16)

If the **organism is unidentified** after altering the external card mark:

1. Delete the card from **REVIEW** file (at "**REVIEW**": "VIEW" file and "REVIEW"). Repeat the Vitek ID or perform alternate ID system.
2. The multi-column paired susceptibility card result will be in "ADD ORGANISM" file waiting for an identification. Once card is removed from READER, the card result will be in the "HOLD" file. To access the HOLD file to enter final ID to the susceptibility card see **HOLD FILE** (p. 11)

B. UNIDENTIFIED ORGANISM WITH CORRECT EXTERNAL CARD MARK

1. Delete the card from **REVIEW** file (at "**REVIEW**": "VIEW" file and "REVIEW"). Repeat the Vitek ID or perform alternate ID system.
2. The multi-column paired susceptibility card result will be in "ADD ORGANISM" file waiting for an identification. Once card is removed from READER, the card result will be in the "HOLD" file. To access the HOLD file to enter final ID to the susceptibility card see **HOLD FILE** (p. 11)

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MIXED CULTURES BUT RESULTS HAVE BEEN TRANSFERRED

DELETE card results from the transferred data when purity plate shows a mixed culture:

1. At Main Menu, click "**DAILY**"
2. click "**ENTER PATIENT INFO**"
3. click "**LAB #**" box
4. enter Lab #
5. click "?" for Lookup Table
6. select appropriate record when Lookup Table appears, click "**OK**"
7. click "**CARD**" (at the bottom of the screen)
8. click the card to be deleted from the list
9. click "**SELECT**" box and enter isolate #
10. click "**DELETE**"
11. click "**FILE**"
12. click "**QUIT**"
13. click "**FILE**"
14. click "**QUIT**"

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**ADD ORGANISM" (KEYID) FOR UNIDENTIFIED ORGANISMS FOR
SUSCEPTIBILITY RESULTS**

Cards must have been read by the Vitek Reader before they can be KEYIDed. From Main Menu:

1. click on "**VITEK**"
2. click on "**SYSTEM**"
3. click on "**ADD ORGANISM**"
4. click on desired card(s) to KEYID or click on "**Select All**" to select all cards displayed on screen.
5. click on "**VIEW**"
6. click on "**ORGANISM**" box
7. fill in ID code (in lower case) or click "?" for list to select from.
8. click on "v" to go to next card.
9. click "**FILE**"
10. click "**QUIT**"
11. click "**YES**"

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Section: Vitek Manual	Subject Title: Upload Transferred Data	
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UPLOAD TRANSFERRED DATA

Transfer saved finalized results to LIS after card has been removed from reader.

1. At Vitek main menu
2. Click "**UPLOAD TRANSFERRED DATA**"
3. Click "**REPORTS**"
4. Click "**PATIENT REPORT**"
5. Click "**SPECIAL**"
6. Click "**LIST OF**"
7. Enter Lab #
8. Click "**VIEW**" - Confirm the selected report is correct
9. Click "**FILE**"
10. Click "**QUIT**"
11. Click "**DATA UPLOAD**"
12. Click "**OK**" "**FILE**" "**QUIT**"

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Section: Vitek Manual	Subject Title: Back-Up	
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BACK-UP

A. Daily Backup (Data Backup)

This is done automatically at 6 am. Check printout in the morning to confirm backup was successful. There are 3 tapes (A, B and C) for IMAGE backup. Change the tape daily and record in the Vitek QC log.

B. Schedule The Automatic Backup

When: To change the time of the backup due to planned power outages.

- How:
- 1) At Main Menu
 - 2) click "**SYSTEM**"
 - 3) click "**SYSTEM MAINTENANCE**"
 - 4) click "**BACKUP/RESTORE**"
 - 5) click "**SCHEDULE AUTOMATIC DATA BACKUP**"
 - 6) enter: **Hour of Automatic Backup**
Days of Automatic Backup
Print Backup Status set as "**YES**"
Disable Backup set as "**NO**"
use "LIST" button for list of hours and days, click "**OK**" after selecting from the list.
 - 7) click "**EXIT**"
 - 8) click "**EXIT SYSTEM UTILITIES**" to return to Main Menu

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Section: Vitek Manual	Subject Title: Quality Control	
Issued by: LABORATORY MANAGER	Original Date: October 4, 1995	
Approved by: Laboratory Director	Revision Date: May 30, 2001	

QUALITY CONTROL

QC all new lots of **identification cards** once when received in the lab. No further QC is required if all results are within limits. Perform QC's for 5 consecutive days if out-of-control results are observed (see QA technologist).

QC all new lots of **susceptibility cards** once when received and once weekly when lot is in use. Perform daily QCs when any out-of-control results are observed (see QA technologist).

Quality Control Set Up For Vitek Bench

DAY 1

Subculture purity plates from the stock slants to BA for the next days QC requirements.

DAY 2

1. Remove fresh subculture plates from incubator and check for purity.
2. At Main Menu:
 - a. click "**VITEK**"
 - b. click "**QC**"
 - c. click "**LOADLIST**"
 - d. select card by scrolling screen by screen; hi-light appropriate card type and lot # by holding left button down
 - e. click "**PRINT**"
 - f. click "**SELECTED ITEM**"
3. Proceed to set up cards according to the load list.

DAY 3

1. Remove purity plates from incubator and check purity.
2. Upon completion of the test, results will be transferred automatically to the permanent QC data base.

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3. Go to QC file to check for errors:
 - a. click on "**VITEK**"
 - b. click on "**QC**"
 - c. click on "**VIEW RESULTS**"
 - d. enter: **test type**
 lot #
 date range
 deviations only
 click "**OK**"
 - e. if exceptions are present, click "**YES**" to load results
 - f. click "**PRINT**"
 - g. click "**◆**" if there is more than one exception for this card type.
 - h. click "**FILE**"
 - i. click "**QUIT**"
 - j. click "**SYSTEM**"
 - k. move cursor to the problem QC card and click
 - l. click "**LAB REPORT**" button, hold left button and move cursor to "**RAW DATA REPORT**"
 - m. click "**PRINT**"
 - n. See Pauline/Glen for corrective action.
 - o. File load list, exception list, QC exception reports and raw data printouts in QC binder.
 - p. Repeat steps b to o for all card types.

For QC Results that appear in the "REVIEW" file eg. unidentified organism, delete result as in p. 8 and repeat test.

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Section: Vitek Manual	Subject Title: Change Date and/or Time	
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CHANGE DATE AND / OR TIME

Change Date and/or Time only when all cards has been finalized and no new cards are in the readers.

1. At **Main Menu**:
2. click "**SYSTEM**"
3. click "**SYSTEM MAINTENANCE**"
4. click "**CHANGE/SHOW DATE, TIME, and TIME ZONE**"
5. click "**YES**" for Daylight savings time
6. "Use default Daylight savings time?" click "**YES**"
7. move cursor to "Eastern U.S.; Colombia" and click to select time zone.
8. enter the date and time into the appropriate boxes.
9. click "**EXECUTE**"
10. click "**EXIT**"
11. click "**EXIT SYSTEM UTILITIES**"
12. screen will return to Main Menu

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Section: Vitek Manual	Subject Title: Reboot Instrument	
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REBOOT INSTRUMENT

From Main Menu:

1. Click "**System**"
2. Click "**System Maintenance**"
3. Click "**Stop the System**"
4. Click "**Execute**"
5. Press the on/off button on the Vitek CPU to turn off.
6. Wait 30 seconds.
7. Press the on/off button on the Vitek CPU to turn on.
8. When Login/Password prompts appear, type in Login: SUPV
Password: SUPV

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Section: Information Systems Manual	Subject Title: Troubleshooting for Interface	
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TROUBLESHOOTING FOR INTERFACE

Manual Downloading

Patient information not downloaded to instrument:

1. Go to **7. Interface** from main menu
2. **Interface** menu
3. Select 1. BactiAlert OR 2. Vitek
4. **DLoadlist**
5. Press space bar to **ALL**
6. Change Date Range to include problem order
7. **F12**
8. **F12**
9. Move the cursor to hi-light the order number
10. **<ENTER>**
11. Screen will display "downloading order #....."
12. Continue to hi-light another order number if required and repeat OR **F1**
13. **Quit**
14. **F1** to exit

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Manual Posting

Results from Instrument is not posted to LIS:

1. Go to **7. Interface** from main menu
2. **Interface** menu
3. Select 1. BactiAlert OR 2. Vitek
4. **Open**
5. Select the date the testing was posted from the instrument
6. **Ledipost**
7. Move the cursor to hi-light the order number
8. **F8**
9. A red "P" will appear beside the order when completed
10. Continue to hi-light another order number if required and repeat OR **F1**
11. **Quit**
12. **F1** to exit

Restart Instrument

(if Downloading or Posting does not resolve problem):

1. Go to **7. Interface** from main menu
2. **Setup**
3. Select **2 - Micro Instruments**
4. **Read**

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5. **F12**
6. At "BactiAlert" <**Enter**>
7. **F7**
8. **F12 x 3**
9. **Read**
10. **F12**
11. At "Vitek" <**Enter**>
12. **F7**
13. **F12 x 3**
14. **Quit**
15. **Select 3 - AutoDownloading**
16. **Read**
17. **F12**
18. **F7**
19. **F12 x 3**
20. **Quit**
21. **Select 3 - AutoPosting**
22. **Read**
23. **F12**
24. **F7**