

TML/MSH Microbiology Department Policy & Procedure Manual	Policy # MI\VIT\06\01\v01	Page 1 of 1
Section: Vitek Manual	Subject Title: Finalize Cultures	
Issued by: LABORATORY MANAGER	Original Date: October 4, 1995	
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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**"