

TML/MSH Microbiology Department Policy & Procedure Manual	Policy #MI\VIT\13\01\v01	Page 1 of 1
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**"