

TML/MSH Microbiology Department Policy & Procedure Manual	Policy #MI\VIT\14\01\v01	Page 1 of 1
Section: Vitek Manual	Subject Title: Back-Up	
Issued by: LABORATORY MANAGER	Original Date: October 4, 1995	
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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