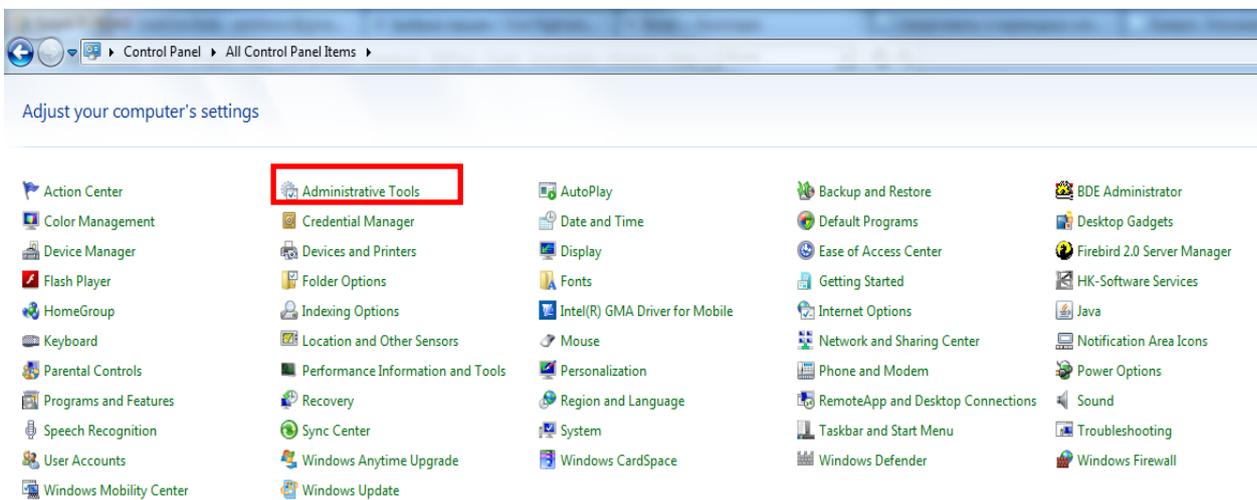MedITEX instructions for clinical IT administrators:

Instructions for configuring a scheduled task for MedITEX Backup

This instruction describes how to configure a scheduled task to automatically backup all MedITEX system files.
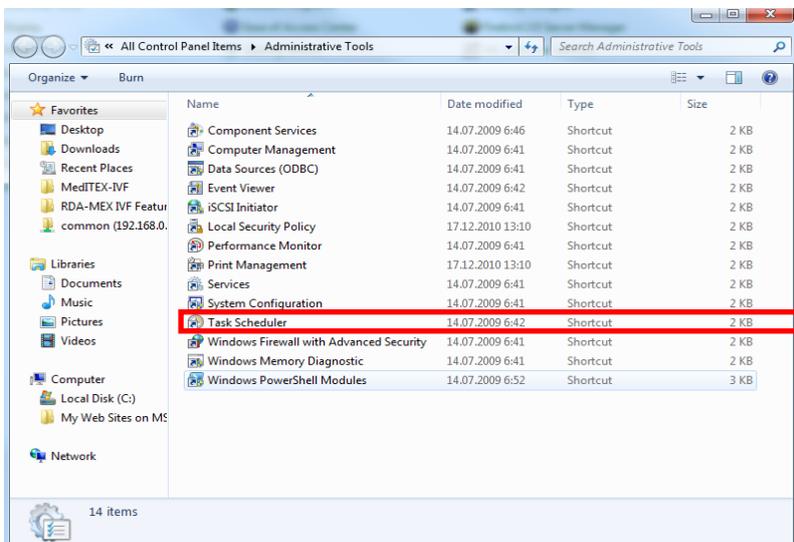
This backup will be saved on the local hard drive where MedITEX IVF is installed.

We strongly recommend that the IT Administrator configures a backup which saves all data from the installation folder on an external medium. Normally this folder is named *Critex*, in order to facilitate the future support of the system.
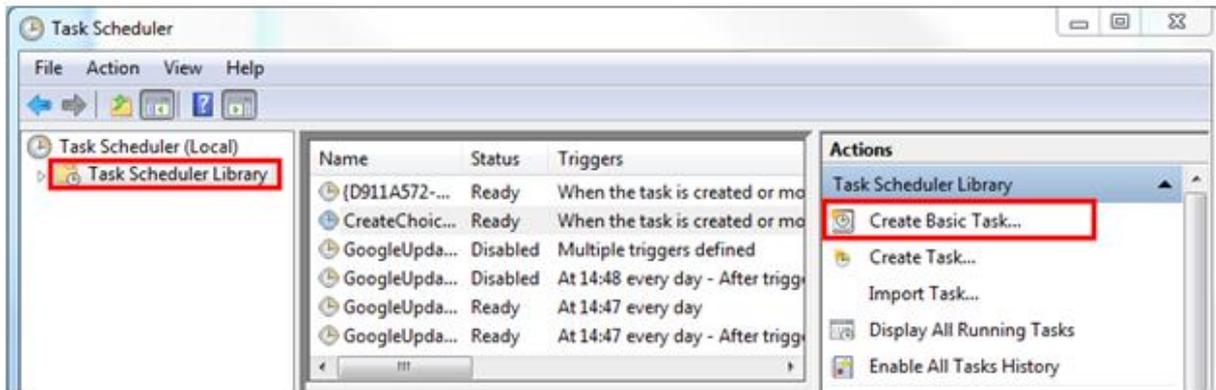
1. At first go to *"Control panel -> All Control Panel Items"* and choose *"Administrative Tools"*:
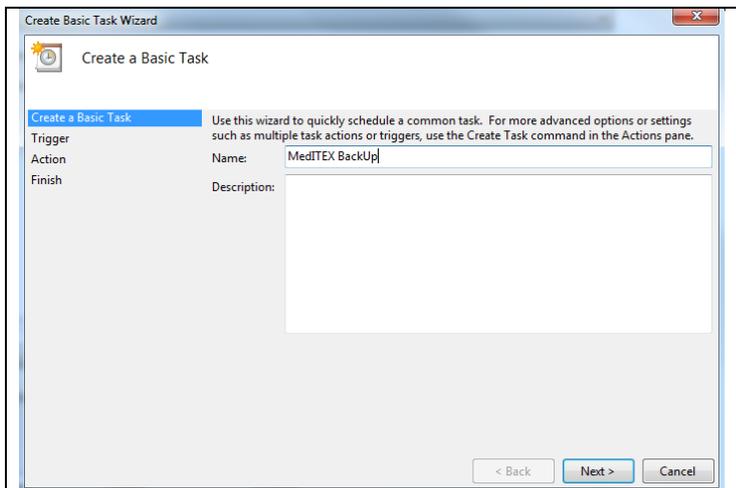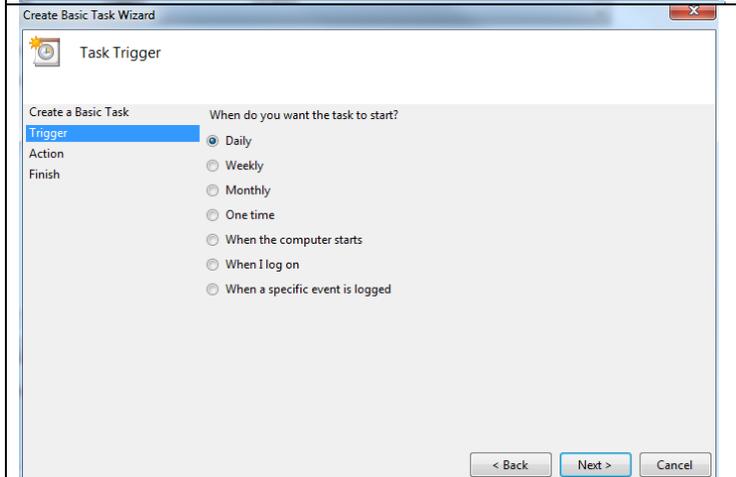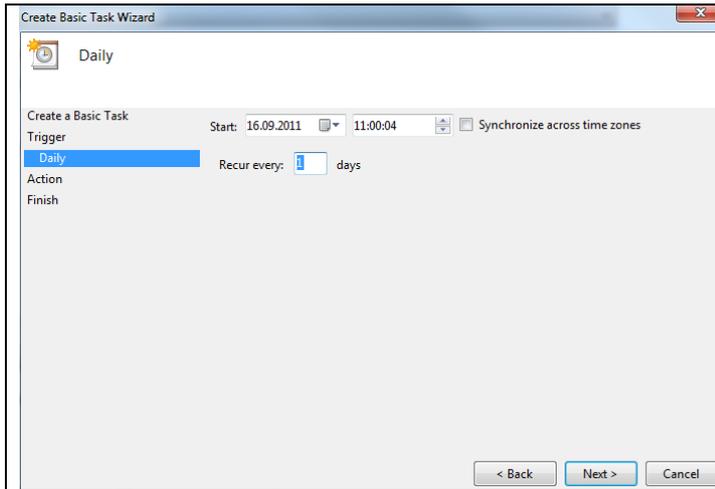

After that you choose *"Task Scheduler"*:

Then the Task Scheduler window opens. There you have to open the *"Task Scheduler Library"* and click on *"Create Basic Task"*.
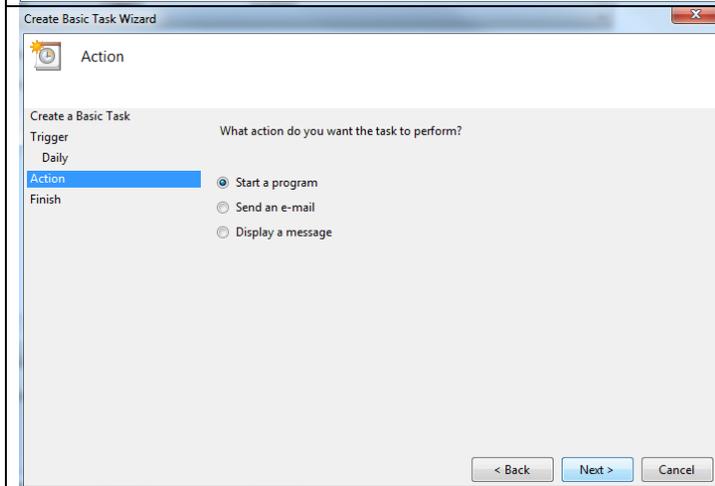

2. In the next few steps you will find the instruction how to configure the MedITEX_Backup routine so that it starts automatically at an in the task defined time.

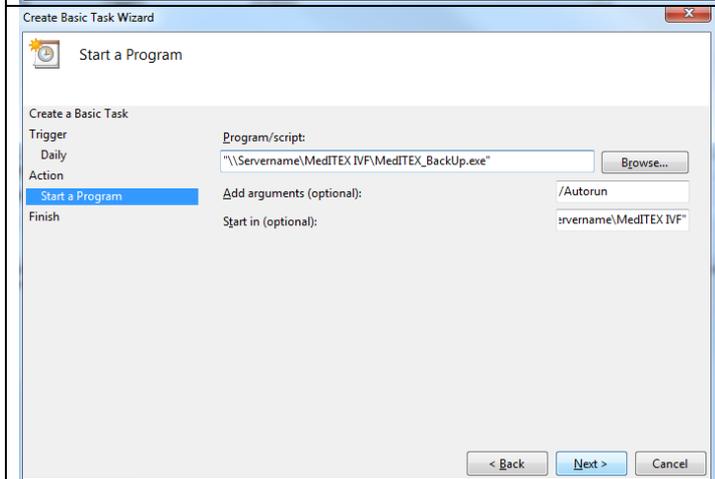|	
	The first step to do is to define a name for the scheduled task, e.g. **MedITEX BackUp**.
	After that you have to set the timing of the saving progress. It is recommended that you let run this task **daily**.

Now you have to define the starting date and the time when the backup should take place. During the backup nobody will be able to work with MedITEX IVF. So it is recommended to schedule it in the evening or during the night.

In this window you have to define that the task should start a program.

Now you choose the application which should be started through the scheduled task. Please configure the entries as shown in the image to the left.
The program path and Start in section should be entered with quotation marks.

Finally click the "**Finish**" button and the scheduled task for the daily **MedITEX Backup** will be created.