

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":

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🔆 Favorites	Name	Date modified	Туре	Size		
📃 Desktop	Component Services	14.07.2009 6:46	Shortcut		2 KB	
🚺 Downloads	ह Computer Management	14.07.2009 6:41	Shortcut		2 KB	
Recent Places	📷 Data Sources (ODBC)	14.07.2009 6:41	Shortcut		2 KB	
퉬 MedITEX-IVF	😹 Event Viewer	14.07.2009 6:42	Shortcut		2 KB	
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👤 common (192.168.0.	👼 Local Security Policy	17.12.2010 13:10	Shortcut		2 KB	
	Performance Monitor	14.07.2009 6:41	Shortcut		2 KB	
🥽 Libraries	🔚 Print Management	17.12.2010 13:10	Shortcut		2 KB	
Documents	Services	14.07.2009 6:41	Shortcut		2 KB	
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Pictures	🔊 Task Scheduler	14.07.2009 6:42	Shortcut		2 KB	
🚼 Videos	🔗 Windows Firewall with Advanced Security	14.07.2009 6:41	Shortcut		2 KB	
	📷 Windows Memory Diagnostic	14.07.2009 6:41	Shortcut		2 KB	
💻 Computer	😹 Windows PowerShell Modules	14.07.2009 6:52	Shortcut		3 KB	
🚢 Local Disk (C:)						
퉬 My Web Sites on MS						
🗣 Network						
14 items						



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

Task Scheduler				
File Action View Help				
Task Scheduler (Local) Task Scheduler Library	Name	Status Ready	Triggers When the task is created or mo	Actions Task Scheduler Library
	 GoogleUpda GoogleUpda GoogleUpda GoogleUpda GoogleUpda GoogleUpda 	Ready Disabled Disabled Ready Ready	When the task is created or mo Multiple triggers defined At 14:48 every day - After trigge At 14:47 every day At 14:47 every day	 Create Basic Task Create Task Import Task Display All Running Tasks

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.

Create a Basic Task: I'Tigger Action Finish Description: West	Create Basic Task Wizard		X	
Center & brail Table Use this valued to quickly schedule a common task. For more advanced options or satting such as mulpite task schoos or higges, use the Cente Task command in the Actions panel Action New: MedTE DeckUpit Finish Description The first step to do is to define a namele for the scheduled task, e.g. MedITEX Back Up. The first step to do is to define a namele for the scheduled task, e.g. MedITEX Back Up. Each Net Center Back Task Ward Meen Center Task Trigger Daily Action New is center Monthly Daily Finish When do you want the task to start? Action Daily Monthly Daily Finish When do you want the task to start? Monthly Daily Monthly Daily When a specific event is logged	Create a Basic Tas	k		
Create Basic Task Wizard Task Trigger Daily Action Finish When do you want the task to start? Action Weekly One time When the computer starts When I log on When a specific event is logged After that you have to set the timing of the saving progress. It is recommended that you let run this task daily.	Create a Basic Task Trigger Action Finish	Use this wizard to quickly schedule a common task. For more advanced options such as multiple task actions or triggers, use the Create Task command in the Act Name: MedITEX BackUp Description:	or settings tions pane.	The first step to do is to define a name for the scheduled task, e.g. <i>MedITEX</i> <i>BackUp</i> .
Task Trigger Create a Basic Task When do you want the task to start? Trigger Daily Action Weekly One time When the computer starts When the computer starts When log on When a specific event is logged After that you have to set the timing of the saving progress. It is recommended that you let run this task daily.	Create Basic Task Wizard	- Duck	X	
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	Create a Basic Task Trigger Action Finish	When do you want the task to start? Daily Weekly Monthly One time When the computer starts When I log on When a specific event is logged	Gard	After that you have to set the timing of the saving progress. It is recommended that you let run this task daily .



Create Basic Task Wizard			
Daily			
Create a Basic Task Trigger Daily Action Finish	Start: 16.09.2011 • 11:00:04 • Synchronize across time zones Recur every: days	N d s r N s r	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 hight.
Create Basic Task Wizard Action Create a Basic Task Trigger Daily Action Finish	What action do you want the task to perform? Send an e-mail Display a message < Back Net > Cancel	lı t	n this window you have to define that he task should start a program.
Start a Program Create a Basic Task Trigger Daily Action Start a Program Finish	Program/script: "\\Servername\MedITEX.IVF\MedITEX_BackUp.exe" Browse Add arguments (optional): /Autorun Start in (optional): rvername\MedITEX.IVF" < Back Net Cancel	N s e li T s r	Now you choose the application which should be started through the scheduled task. Please configure the entries as shown in the image to the eft. 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.