STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Backing up Organisation Data		Doc. No.	IT108
Scope	IM&T Directorate			
Purpose	To ensure all members of the IT department can successfully manage the daily backup procedure of organisational data and domain settings to an external storage media device.			
GUIDELINES	**To be followed by assigned members of the IT department to manage the daily backup of the organisation data from the domain servers.**			

PROCEDURE		RESPONSIBILITY
1.	Log onto the UC24-DC01 domain server from the server room and open the application Backup Exec 2010 software.	IT Department
2.	Once the software loads, click on the job monitor tab and review the previous night's backup to ensure it has ran correctly.	IT Department
3.	If there are any reporting's of failed or cancelled, then investigate the issue. Failed messages will require further investigation but cancellation messages normally report that the backup tape drive for the date period was not inserted. Further support can be accessed from Advanced Health and Care.	IT Department
4.	If the backup is successful, change the tape drive to the next tape in sequence and put the previous night's backup tape drive in the fire proof safe located in the upstairs storage room.	IT Department

NHS
Urgent Care 24

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Title	SOP IT108 Backing up Organisational Data	Doc. No.	IT108
Version	V4		
Approving Managers/Committee	IT Department		
Date Ratified			
Department of Originator	Head of IT		
Responsible Executive Director			
Responsible Manager/Support			
Date Issued	13/07/2011		
Review Date	November 2016 or when there is a change in the process.		
Target Audience	Operational, IT Staff, Administration and Operational Directorate		

Version	Date	Control Reason	Accountable Person for this Version
V1-	2011-2013	**Reviewed and updated accordingly**	IM&T
V5	November 2015	**Reviewed and updated accordingly**	Head of IT

Reference documents	Electronic Locations	Locations for Hard Copies
	Urgent Care 24 Intranet / SOPs / Operations section	Standard Operating Procedures File in the Call Centre.

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