

Standard Operating Procedures
Backing up OTO Suite V Software

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Approved by	Audiology Governance Meeting
Date of Approval	17th May, 2024
Date of next review This is the most current document and is to be used until a revised version is available	17th May, 2027

Aim and scope of Standard Operating Procedure

This procedure relates to the backing up of data from OTOSuiteV Video Head Impulse laptop to the K: drive. (shared drive for vHIT testing) This should be performed at the end of the working day when the equipment has been used. The SOP also includes importing information back into the software.

Using (VHIT) laptop asset number 19708 registered with Worcestershire technical services.

Target Staff Categories

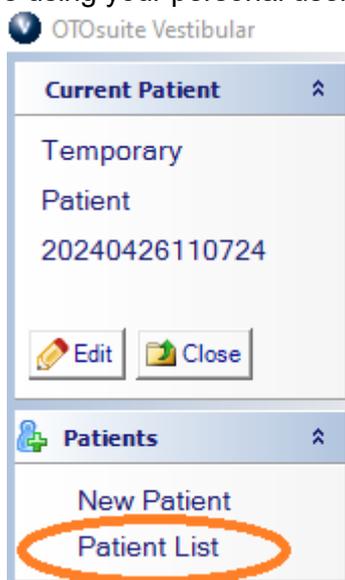
Audiologists involved in balance testing.

Key amendments to this Standard Operating Procedure

Date	Amendment	Approved by:
17 th May, 2024	First Document Approved	Audiology Governance Committee

How to backup test data

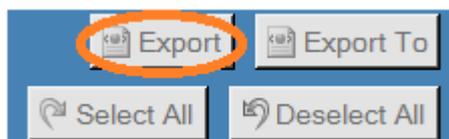
1. Open OTOsuiteV software. If a popup appears “Do you want to allow this app to make changes to your device?” select “Yes”.
2. Log in to the software using your personal username and password.



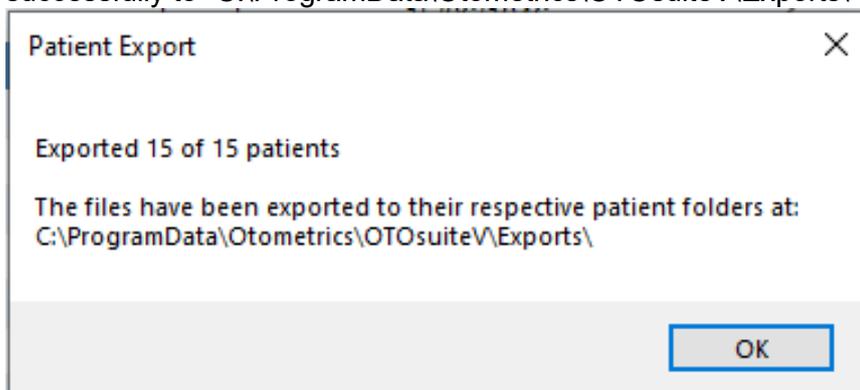
3. Go to the patient list
4. Select the Export tab



5. Select the patients you wish to export using the check boxes on the left of the patient names.

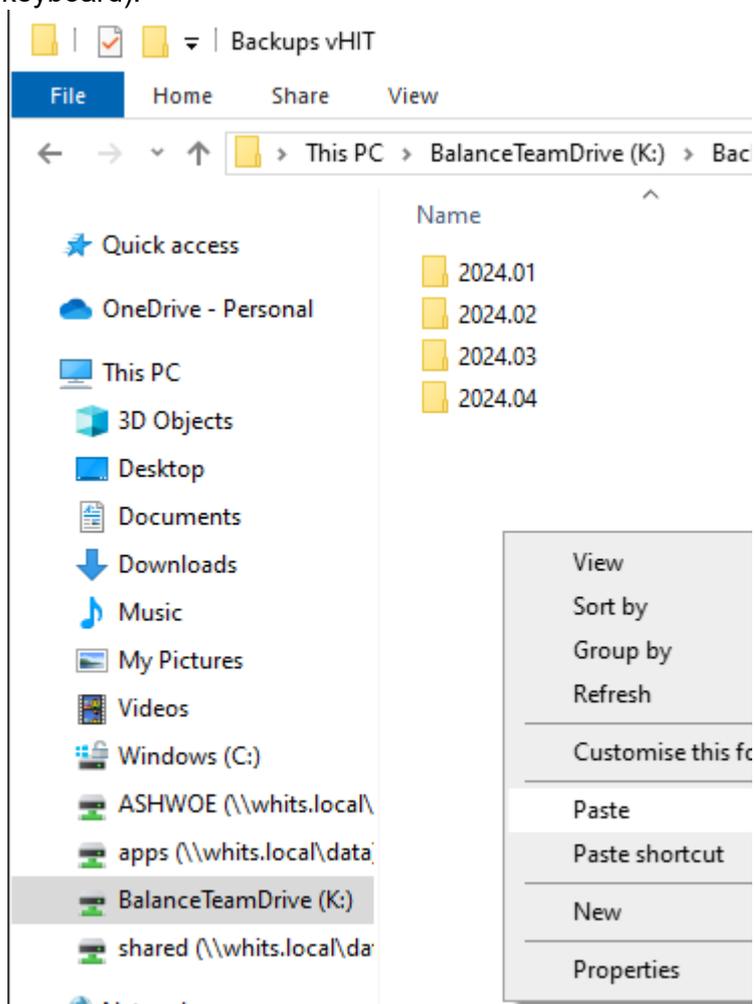


6. Select Export
7. You will see a pop-up confirming that the selected patients have been exported successfully to “C:\ProgramData\Otometrics\OTOSuiteV\Exports\”



8. Go to file explorer and access the folder “C:\ProgramData\Otometrics\OTOSuiteV\Exports\”

9. Select the patient files (these will be in the format “last name, first name_ID number”), right click on the selected files, and select “Cut” (or press Ctrl + X on the keyboard)
10. Navigate to “K:\Backups vHIT” and select the folder related to the month the test was performed, if it is a new month you will need to create a new folder (right click on empty space in the folder New>Folder) using the naming format “YYYY.MM” then paste into this folder by right clicking and selecting paste (or press Ctrl + V on the keyboard).



11. Backup of test data is complete.

How to import test data

1. Using file explorer locate the test data you wish to import in the folder “K:\Backups vHIT”
2. Select the patient files (these will be in the format “last name, first name_ID number”), right click on the selected files, and select “**Copy**” (or press Ctrl + C on the keyboard) – ensure that you do not “Cut” the files as they must remain backed up on the K:\ drive.
3. Navigate to the folder “C:\ProgramData\Otometrics\OTOSuiteV\Imports\” and “Paste” (or press Ctrl + V on the keyboard) to duplicate the records in this folder ready to be imported.
4. Follow Steps 1 to 3 as above.

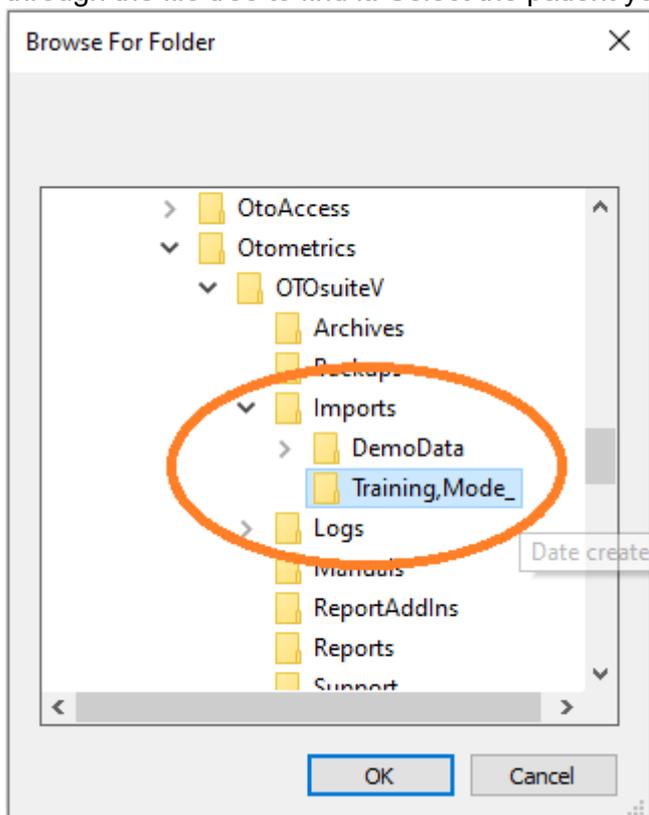
5. Select the Import tab.



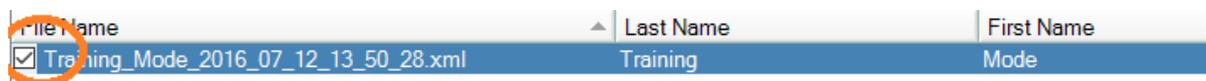
6. Select "open folder" in the bottom left side of the screen.



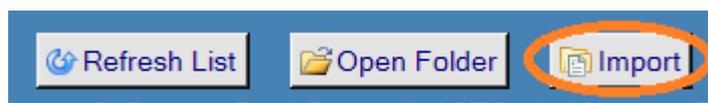
7. This will open the menu and the Import folder should already be selected, if not scroll through the file tree to find it. Select the patient you wish to import and press OK.



8. Tick on the record to select them in the patient list.



9. Press "Import" at the bottom of the screen.



10. The data will now be available to select in the patient list and you will be able to view any tests that have been performed previously.