**UW Medicine - Pathology**

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Cytovision Archiving and Restoring Procedure

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| Adopted Date: 09/24/10Review Date: 09/30/10Revision Date: 04/23/11 |

PURPOSE

To archive completed Cytogenetics cases and restore cases when necessary using CytoVision.

PROCEDURE

1. Archiving
2. Open CytoVision
3. Choose the *Research Only* option
4. Choose the *Archive and Restore* icon at the top right hand corner of the screen
5. Check settings to be sure the “Y” drive is selected for archiving. DO NOT archive to the “D” drive!
6. Check “*status flags*” and choose “*completed*” in the drop down menu
7. Click “*apply filter*”
8. Click “*select all*” and wait for program to finish finding all completed cases
9. Check “*delete after archiving*”
10. Click “*archive*”
11. CytoVision will then begin archiving all selected cases
	1. Restoring
		1. Follow steps A-C above
		2. Click the “*restore cases*” tab
		3. Enter case number in the box that says “*for*”
		4. Click “*apply filter*”
		5. Hit “*restore button*” and case will then appear in the case library

Written By: Director Approval:

(Signature and Date) (Signature and Date)

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Cytogenetic Supervisor