**Accessing the Laboratory Procedures during downtime**

**(Medialab is down or internet outage)**

**Location of Business Continuity Appliance (BCA) – Computer with Red Keyboard**

Bridgeport: Central Processing – right corner.

Milford: By the Hematology Desk

**Accessing MediaLab Backup on the Downtime Computer**

1. Go to the downtime computer and click on the downtime icon 
2. Click on YNHHS – MediaLab highlighted below
3. Document Control files begin with “dc”
	1. Compass files begin with “cp”
	2. Inspection Proof files begin with “ip”
4. Select the appropriate file based on the division
	1. “dc\_885202\_bh\_full” is for the Bridgeport campus
	2. “dc\_885200\_bhmc\_full” is for the Milford campus
5. Once you click into the appropriate division folder, you will see the various manuals at the top of the list.
	1. These folders contain a table of contents, the history of the manual, and the listing of controlled copies.
6. Scrolling further down, you will see each document contained in the division listed alphabetically with its own folder.
	1. These folders contain the current vision, any previous versions, the face sheet, and an excel file with the history of the document.