SOP-S004

Create backup copies of all software received in PUCL

Purpose: To maintain a certified backup copy of all software used in PUCL, to place the copy in a secure location.

Procedure:

1. The software will be provided for use, ONLY after it has been logged in using **SOP003**.
2. Identify the product on **SOP003** and determine if a CD-backup can be made. If the software is a CD-ROM, the backup will be a CD-ROM. If the software is a single floppy disk or less than 5 floppy disks, the backup should be made onto floppy disks.
3. Make 2 backup copies of the software.
4. Check off the **SOFTWARE TRACKING FORM** (FORM001) provided with this package of original software as each step is completed.
5. VERIFY that the product information is correct and that the CODE number is printed on the ORIGINAL CD or floppy.
6. PRINT the same information from the original onto the BACKUP CD-and place the tracking label sticker (matching the SOFTWARE TRACKING FORM)) onto the cd cover or floppy disk.
7. VERIFY that the backup software works by using **a copy** to install the software on PUCL computers.
8. Fill in the installation location of the software on the **SOFTWARE TRACKING FORM** (i.e. U:/public/newsoftware/location
9. Return the original disks, the **SOFTWARE TRACKING FORM**, and the backup copies of the software, to Gretchen Lawler.
10. Place the SOFTWARE TRACKING FORM in the 3-ring binder for computer software purchases.
11. SIGN and date the form.

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Created by: J.Paul Robinson, February 21, 1998

Verified by:_____Date:_____   _____

                Print Name   Sign Name