



TENNESSEE BUREAU OF INVESTIGATION

Forensic Services Division

Breath Alcohol Unit Standard Operating Procedures Manual

Backing Up Test Data Using IntoxNet Software

Appendix A

Backing Up Test Data Using IntoxNet Software

1. Open IntoxNet on your computer
2. Select the "Configure" tab and ensure the data is going to the correct location.
3. Select the "Maintenance and Backup" tab.
4. Under "Location for Backup Sets" choose "Other". Select the external hard drive storage.
5. Using the software, access the IntoxNet tab and choose the "Maintenance" option.
6. Perform maintenance of data.
7. This should be done once per year or when the instrument database is full.

****This data needs to be delivered to the Nashville Breath Alcohol Unit to be placed in the main database file. ****