

Backup Solution Setup SOP:

Purpose:

The purpose of this SOP is to provide guidelines for backing up and setting restore points in employees laptop.

Authorship:

This SOP was written by Juan Maldonado.

Scope:

This SOP applies to all new hires – volunteer, part time, and full time – who are issued laptops for work-related purposes.

Responsibilities:

The following personnel are responsible for implementing this SOP:

1. IT dept/contractors – distribute, create, and configure the backup script.

Prerequisites:

Prior to distributing the backup script solution the following tasks must be complete:

1. The necessary software – Windows 10 pro – must be installed.
2. The new user's account has been created in the company's system/domain.
3. The new user's role & responsibilities have been clearly defined.
4. The new user has been informed about the company's IT policies and procedures and has signed the AUP.

Procedure:

5. New user has completed backup solution information training.
 1. Distribute the PowerShell script to user laptop
 2. Transfer files user wishes to backup to the Documents folder.
 3. Execute the backup solution script.
 4. Check the backup folder in root directory to verify file have been backed up.
 5. Check the restore point program in Windows to verify that restore point has been created.

References:

1. Restore pint on Windows: <https://learn.microsoft.com/en-us/windows/win32/sr/restore-points>
2. ROBOCOPY: <https://learn.microsoft.com/en-us/windows-server/administration/windows-commands/robocopy>

Definitions:

1. Restore point: Windows restore point is a feature in Microsoft Windows operating systems that allows users to take a snapshot of their system's configuration at a specific point in time.
2. Backup: A backup is a copy of data, files, or information that is made to protect against data loss or corruption.
3. ROBOCOPY: This is a command that is built-in Windows used for copying files and directories. ROBOCOPY is particularly useful for efficiently copying large amounts of data .

Revision History:

11/16/2023 -- "Backup Solution Setup SOP" created by Juan Maldonado