

Biotage® Extrahera™ HV-5000 GLP Software Checklist

The following document will ensure that the GLP software is correctly installed and that all necessary tasks have been performed. For network configuration and other settings refer to the User Guide.

Please use the checklist below to track progress of the software installation and fill out this form electronically. A printed copy should be signed by both the Field Service Engineer and customer and provided to the customer after completion.



Installation Checklist

Software installation

✓	Tasks	Notes
	Install the GLP Software	
	Install the GLP Licence	Ensure that the system is installed with the latest version of Software.

Software Configuration, Verification and Functional Testing

✓	Tasks	Notes
	Create an account with a system administrator access level and activate the account. Record the details.	Make sure that the system administrator is present when setting the user name, user password and email (optional). Password: The user's password for logging in to the system and the remote viewer (if enabled). The password must contain between 8 and 40 characters, at least one upper case and one lower case character, and at least one number.
	Set the default expiry date to 120 days.	After 120 days customer will receive a notification to reset the password.
	Ensure that the system administrator can log in with the correct credentials.	Log out and log back in.
	Verify that the network port (LAN) is functional.	Check the functionality by connecting to your laptop and ping the IP address.

Record Section

System Information

Extrahera Serial# _____

Application SW Version _____

User First Name _____

User Last Name _____

Email (optional) _____

Password _____

Notes

This checklist confirms installation has been provided as outlined in this document.

Company Name and Location _____

Customer Name _____ **Date** _____

Field Service Engineer _____ **Date** _____

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