

File Stream 4.5 Pre-installation form



CUSTOMER INFORMATION:

Name:

General Contact:

Address:

Tel:

Fax:

E-mail:

IT contact:**

Post Code:

Tel:

E-mail:

** Must be a full network administrator, able to map drives, give permissions, passwords, and install programs etc.
Also SQL Server administrator if using SQL Server

System Purchase Details:

Pre Installation Requirements (The following system requirements must be met.)

- **A minimum of Microsoft .NET 4.6.2 MUST BE INSTALLED ON ALL FILE STREAM PCs PRIOR TO OUR INSTALLATION.**
- **For Microsoft Outlook add-ins to operate correctly then Office 2013 or Office 2016 must be installed.**
- The requested Information must be available and relevant decisions made before our installation engineers arrive on the install day.
- **THE NETWORK ADMINISTRATOR MUST BE PRESENT** to ensure a smooth installation takes place, allowing our installation staff enough time to train users.
- Ensure you have a list of all the computer names to be added to the File Stream License Manager

N.B. You must make sure ALL DATA is backed up prior to installation of File Stream. In addition a REGULAR BACKUP SYSTEM MUST BE EMPLOYED TO SAFEGUARD AGAINST LOSS OF FILE STREAM DATA INCLUDING IMAGES FOLDER AND SQL DATABASES. Please refer to www.filestreamsystems.co.uk and select "Support\Support documentation\FAQ" for guidance.

PCs and software:

PLEASE REFER TO www.filestreamsystems.co.uk & SELECT MINIMUM HARDWARE & OS UNDER "SUPPORT \ SUPPORT DOCUMENTATION " TO CONFIRM YOUR HARDWARE & OPERATING SYSTEMS ARE APPROPRIATE

- Will File Stream be installed in a Terminal Services (e.g. Citrix) environment? Y / N
- Do you have any systems installed that use Microsoft SQL? Y / N

Database Information:

| Please complete below. | COMPUTER NAME/SERVER |
|--|----------------------|
| What is the Name or IP Address of the Server where File Stream will be installed | |
| Where on your system is the SQL Server installed? | |
| Where do you want the document Images to be stored? | |

Authorisation Signature:

We confirm that

- our Server and PC specifications have been checked and configured as required:
- all vital data will have been backed up prior to install:
- we accept the File Stream Terms & Conditions of sale*: and that all preparations have been made as set out above.

Signed: _____ Name: _____

Date: _____ Position in Company: _____

PLEASE COMPLETE THIS FORM AND EMAIL TO
support@filestreamsystems.co.uk

We cannot install until this form has been received back.