

PC Anywhere Installation Checklist

Customer Name: _____
Installer: _____
Install Date: _____
Terminal: _____

PC Anywhere Version: _____
Connection Method: _____
Contact Person: _____
NT Service or Application _____

Computer Name	Operator Name	Phone# / IP Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- PC Anywhere Installed
 - Icon for "Crown Host" created in Program Group
 - Operator(s) Training
 - Connection Test with Crown -Date: _____ Initials: _____
 - If Multiple Terminal, create following transfer icons:
 - Transfer Rates
 - Transfer Base →Term
 - Transfer Term → Base (i.e. "Transfer BUF to ROC")
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Notes:

Signed: _____ Date: _____

New Site Setup Information

Server Software	Administrator User Name	Administrator Password	
PC Anywhere Computer Name			
Network Layout			
Contact Persons	Computer Persons	Limited Skill Persons	
IT Information	Contact Information		
In House <input type="checkbox"/>	Name:		
Outside Contractor <input type="checkbox"/>	Phone:		
Experience Level	Low	Medium	High
Additional Information:			
Router Information			
IP Address:			
User Name:			
Password:			
Notes:			



Pre-Install Checklist

Please sign and return this checklist to Crown Data Systems within 1 week prior to the date of installation.

Network

- Network installed and has a designated directory for the CMS data
- Network Printer is installed (LaserJet or equivalent)
- List of access names & passwords (supervisor) available for point person

Computers/Workstations

- Running Windows 2000 or better
- Workstations configured to attach to the Network
- Have read/write/edit access to the CMS directory
- Workstations can print to the Network printer
- Workstations located to accommodate all CMS users
- Workstations must have access to a modem (for those that must fax/transmit/host)

Software

- PcAnywhere must be installed and tested so Crown Data has remote access
- SQL Server must be installed to run the CFM Database
- Active Directory should be installed to manage network user accounts (Recommended)

Personnel

- Point person must be chosen and made available for all training sessions
- Point person must be able to allocate time and attention to **all** training
- Groups to be trained are pre-determined and scheduled
- Groups must be able to allocate necessary time to training sessions

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Signed: _____ **Date:** _____