

## Agilent CrossLab Start Up Services

# Agilent MicroLab v5.7 Software Site Preparation Checklist

Thank you for purchasing software from **Agilent Technologies**. CrossLab Start Up is focused on helping customers shorten the time it takes to start realizing the full value of their instrument system investment.

Correct site preparation is the key first step in ensuring that your instruments and software systems operate reliably over an extended lifetime. This document is an **information guide and checklist** prepared for you that outlines the software requirements for the system set up in your lab.

# Introduction

## Customer Information

- If you have questions or problems in providing anything described as part of Customer Responsibilities below, please contact your local Agilent or partner support / service organization for assistance prior to delivery. In addition, Agilent and/or its partners reserve the right to reschedule the installation dependent upon the readiness of your laboratory.
- Should your site not be ready for whatever reasons, please contact Agilent as soon as possible to re-schedule any services that have been purchased.
- Other optional services such as additional training, operational qualification (OQ) and consultation for user-specific applications may also be provided at the time of installation when ordered with the system but should be contracted separately.

## Customer Responsibilities

Ensure that your site meets the following specifications before the installation date. For details, see specific sections within this checklist, including:

- The **computing environment** and the necessary space is made available.
- The number and location of **electrical outlets** for your computer systems and peripherals are planned.
- Your site meets the **software, hardware, and networking specifications** described later in this document.
- Locate your **sales order information**, software authorization codes, and/or software licenses/certificates.
- Check for Hotfix, Microsoft updates, and patch compatibility appropriate for the customer's system. **Critical Note: Current Microsoft updates and Windows version must be installed in the customer provided PC before installation can begin.**
- The necessary **software media**, disks etc. are available including upgrade/update disks.
- That a suitable **backup solution** is identified for your software **data**.
- If you are upgrading your software, ensure you take a backup of your system and data.
- If Agilent is delivering **Installation and Introduction services**, users of the instrument system should be present throughout these services. Otherwise, they will miss important operational, maintenance, and safety information.

- Availability of a **system/network administrator** as needed to connect to your intranet.
- For additional information please consult the Series 4500/5500 FTIR operational Manual
- Please consult the **Special Requirements** section for other product-specific information.

## Important Customer Web Links

- To access Agilent training and education, visit <http://www.agilent.com/chem/training> to learn about training options, which include online, classroom and onsite delivery. A training specialist can work directly with you to help determine your best options.
- To access the **Agilent Resource Center** web page, visit <https://www.agilent.com/en-us/agilentresources>. The following information topics are available:
  - Sample Prep and Containment
  - Chemical Standards
  - Analysis
  - Service and Support
  - Application Workflows
- The **Agilent Community** is an excellent place to get answers, collaborate with others about applications and Agilent products, and find in-depth documents and videos relevant to Agilent technologies. Visit <https://community.agilent.com/welcome>
- Videos about specific preparation requirements for your instrument can be found by searching the **Agilent YouTube** channel at <https://www.youtube.com/user/agilent>
- **Need to place a service call?** [Flexible Repair Options | Agilent](#)

# Site Preparation

## Software Specifications for Workstations, Clients and Servers

### Special notes

- If you have purchased a system including hardware instrumentation, refer to the instrument Site Preparation Checklist for requirements regarding laboratory bench space requirements.
- When the term 'MicroLab' software is used, it refers to MicroLab PC, and the concurrently installed applications MicroLab Lite, MicroLab OQ and MicroLab Quant.
- MicroLab 21 CFR Part 11 Pharma Software is only supported on:
  - English OS and English Language software installation
  - Microsoft Windows 10 Pro/Enterprise 64-bit operating systems
- Refer to the MicroLab Software Installation Instructions for 21 CFR Part 11 Environments document G4984-90005 for more information on MicroLab 21 CFR Part 11 Pharma Software.
- Refer to the System Requirements document G4984-90006 for the most recent information.
- Read the current version of the Software Status Bulletin (SSB) which ships with the software.
- The Release Notes and Software Operation Manual are installed with the software.

Software Specification Description	Supported	Comments
<b>Operating system name, version</b>	Windows 10 Professional Windows 10 Enterprise Windows 10 Enterprise LTSC 2021	Version: 21H2 English OS and 64-bit configuration required for 21 CFR Part 11 Pharma Software
<b>O/S .NET and other add-ons</b>	Adobe Reader	Appropriate version installed with MicroLab Software if not already present
	.NET Framework 3.5 and .NET Framework 4.7 - 4.5.1	Installed with MicroLab 21 CFR Part 11 Pharma Software if not already present
	Microsoft SQL Server 2014 Express Edition Microsoft Server 2016 R2 64-bit	Installed with MicroLab 21 CFR Part 11 Pharma Software if not already present
	Microsoft SQL Server 2014 Express Edition SP3 Cumulative Update 4	Windows 10 only

Software Specification Description	Supported	Comments
		If required, must be installed separately after MicroLab v5.7 21CFR Part 11 installed
	Microsoft Word 32-bit	Not installed with MicroLab Software. Required for creating Report Templates. The Report Designer Plug-In is supported on Microsoft Word 32-bit version only (installed on a 64-bit O/S) The version can be verified on Microsoft Windows 10 by checking in Microsoft Word under File>Account>About Word
<b>Language and Regional settings/compatibility</b>	English	For installation of Latin American Spanish and Brazilian Portuguese Language Packs: Language must be selected in the Operating System settings for the software to install in the specified language
<b>Account settings/privileges</b>	Full Local Administrator privileges	Required for installation, configuration and upgrading
<b>Specific drivers</b>		Installed during MicroLab Software Installation

## Computer Hardware Specifications for Workstations, Laptops, Clients and Servers

### Special notes

- Please note that the ‘Software Installation Site Preparation Tool’ does not currently support MicroLab software.

### Workstations, Clients and Servers

Hardware Description	Minimum	Recommended	Comments
<b>Processor type and speed</b>	Intel® Core i5-8365U (1.6 GHz, 6MB cache)	Intel® i5-12500 (3.0 GHz, 18MB cache)	Intel chipset
<b>Memory</b>	8 GB RAM	8 GB RAM	
<b>Internal storage/peripherals/media</b>	500GB	500GB 7200 RPM SATA Hard Drive	Current Bundled PC: 512GB SSD
<b>External ports</b>	USB 2.0 Type-A	USB 3.2 Type-A	
<b>Video peripherals</b>	Intel UHD Graphics	Intel UHD Graphics 630	Current Bundled PC: Intel UHD Graphics 770
<b>Audio peripherals</b>	HD Integrated Audio	HD Integrated Audio	
<b>Peripherals</b>	USB Keyboard and Mouse	USB Keyboard and Mouse	

### Laptop Computer

Hardware Description	Minimum	Recommended	Comments
<b>Processor type and speed</b>	Intel® Core i5-11457 (1.1 GHz, 6MB cache)	Intel® Core i5-1245U (1.6 GHz, 12MB cache)	Intel chipset
<b>Memory</b>	8 GB RAM	8 GB RAM	
<b>Internal storage/peripherals/media</b>	Internal SSD 512 GB	Internal SSD 1024 GB	
<b>External ports</b>	USB 2.0 Type-A	USB 3.2 Type-A	
<b>Video peripherals</b>	Intel UHD Graphics	Intel UHD Graphics 620	
<b>Audio peripherals</b>	HD Integrated Audio	HD Integrated Audio	
<b>Pointing peripherals</b>	USB Mouse	USB Mouse	

## Networking Specifications

### Special notes

- *Section Not Applicable*

Network Specification Description	Minimum	Recommended (if applicable)	Comments
Network type, bandwidth, speed, protocol etc.			
Additional network or instrument communication card requirements			

### Special Requirements

- Ensure that all Microsoft updates have been processed on the PC. This can be done through the control panel by selecting Start > Settings > Update & Security > Check for updates. Continue to check for O/S updates until no further updates appear. This may require you to reboot your system several times.
- Failure to install the latest Windows O/S updates and Certificates may cause an error during the software install.
- For Mobile Products (4100 Exoscan, 4300 Handheld FTIR and 4500 Portable FTIR Systems) a Laptop or PC must be available to load the software, load/check the firmware and complete the system performance testing.

## Service Engineer Review (Optional)

### Service Engineer Comments

If the Service Engineer completed a review of the Site Preparation requirements with the customer, the Service Engineer should complete the following sections below.

If there are any specific points that should be noted as part of performing the service review or other items of interest for the customer, please write in this box.

## Site Preparation Verification

Service Request Number:

Date of Review:

Service Engineer Name:

Customer Name:

Service Engineer Signature:

Total number of pages in this document: