Site Readiness Checklist
Existing Location

The following items must be received prior to installation/training. **ALL ITEMS MUST BE RECEIVED A MINIMUM OF 2 WEEKS PRIOR TO INSTALLATION/TRAINING TO AVOID RESCHEDULING.**

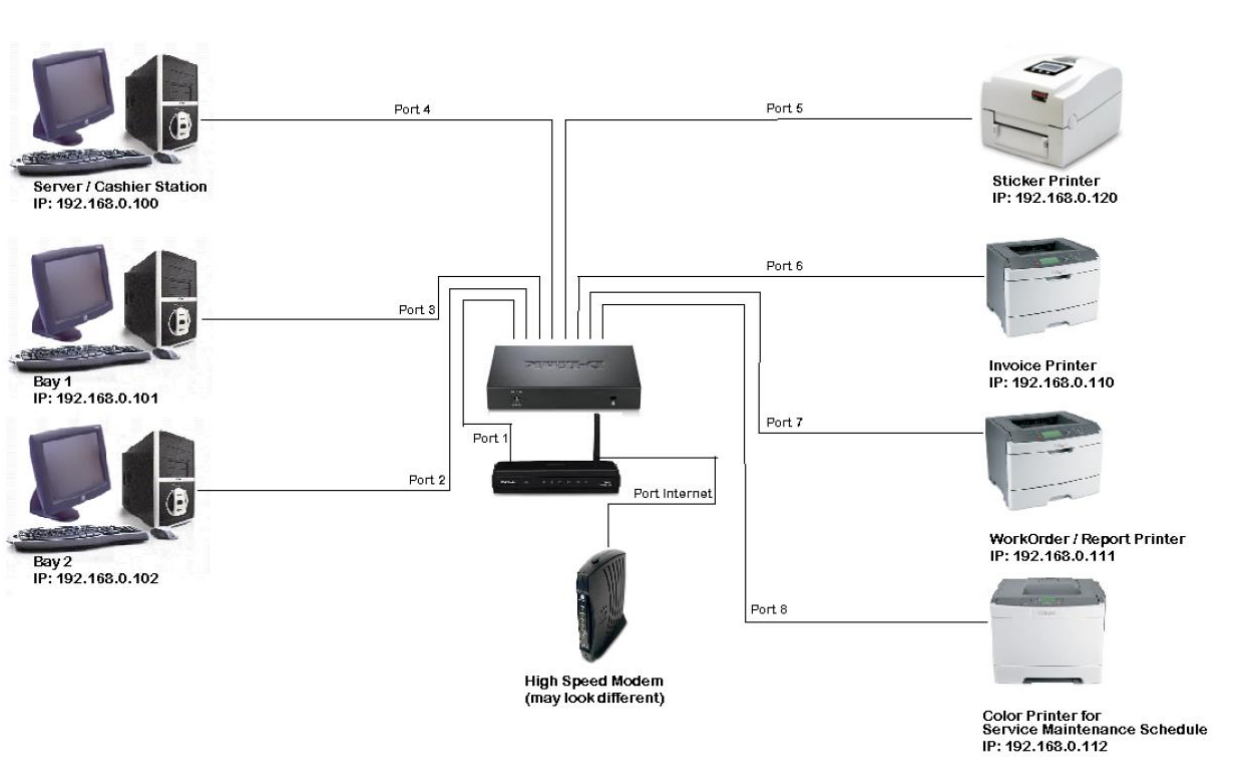Please **X** each box to acknowledge understanding.

☐ COMPLETE Inventory list, including vendors, costs, current quantities on-hand and selling prices has been compiled and emailed to Driverse Implementation Specialist.

☐ If converting data from another software program, data will need to be extracted from that system. Please follow the instructions found in the email for your software data conversion to Driverse. If your prior software system is on a local Windows machine we may be able to provide remote assistance in locating the files you need to provide to Driverse. If your instructions mention a list of database files, you should be copying those onto your desktop for a file transfer at a later date.
NOTE: All data will be collected twice to avoid gaps in your data and the conversion to Driverse. Despite our best efforts to line up the conversion with your operational date, you may be asked to manually collect and input data to help fill any gaps. All administrative passwords for current system must be complied and emailed to Driverse Implementation Specialist for data conversion.

☐ Permanent electricity/power has been run to all computers and printers.

☐ High-speed Internet must be active at the shop. Cat5/Cat6 cables have been run to all terminals and printer locations for internet access. Internet connection is working and has been **TESTED.**

☐ If providing own hardware, all computers are running a compatible Operating System, meet Driverse's specification requirements (see Driverse Minimum Requirements document) and all Windows/Antivirus updates are complete.

☐ Inform Driverse Implementation Specialist who will be responsible in training future employees after our visit. If the person being trained is different than the point of contact, please provide role and contact information of trainee. *We recommend the person receiving the training is someone who is hands-on, able to train others and IT literate.*

☐ Site Pictures showing all bays, computers, printers, and layout of shop sent to Driverse Implementation Specialist.

☐ If this is a conversion from another software program, please print all necessary sales reports for the week, month, and year end.

☐ Planned "open" date.

Authorized Signature: _____

Please scan and email a signed copy of this form to the Project Lead.

Setup of network and cable runs:

This is the normal setup of a 2 Bay Location. As you can see, all network cabling needs to be run from 1 central location. This is generally next to the main (Server) computer but may be in a different location.

We recommend having 1 extra Cat5e/Cat6 cable run to each location. For instance, if you have a PC, Sticker Printer and Workorder Printer at one station, we recommend having 4 cables. If any issues arise, an extra cable run will be in place. The cost of running an additional cable at the time of installation is minimal. However, running an extra cable after the fact, will be at a much higher cost. Additionally, if you decide to add another Sticker Printer, Workorder Printer, etc. at that location, the extra cable could be used.