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Drawn	V. Grimm	Guideline IQ/OQ of CheckScanner® and CheckReport® Software	 greiner bio-one
Date	May 28 2008		
Revision	01		

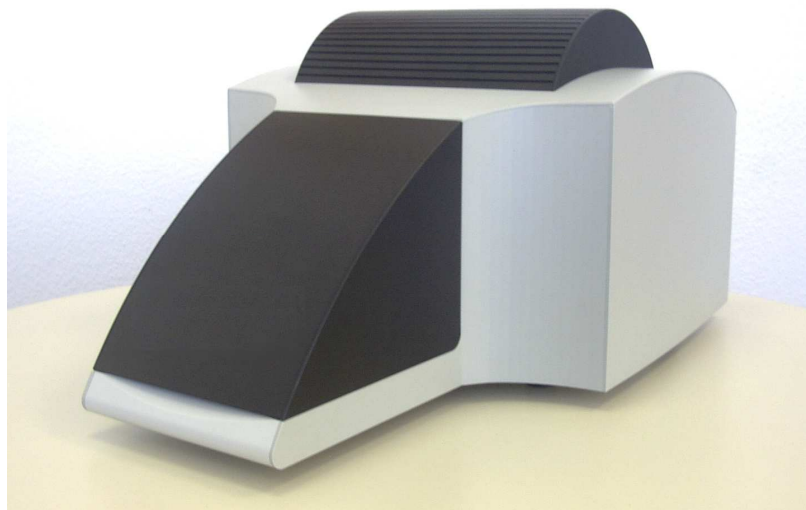
Installation and Qualification of CheckScanner™ and CheckReport™

This document is intended to be used together with


- *the CheckScanner™ User Guide*
- *the CheckReport™ Installation Guide*
- *the CheckReport™ User Guide,*
- *the form sheet “Installation/Operation Qualification for CheckScanner and CheckReport Software”*

all of them in the effective version.

It describes how to do the installation- and operation-qualification (IQ / OQ) of the CheckScanner™/CheckReport™ system and gives annotations to the qualification tests.



CheckScanner™

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HOW TO COMPLETE THE FORM SHEET “INSTALLATION / OPERATION QUALIFICATION FOR CHECKSCANNER AND CHECKREPORT SOFTWARE”

IQ – INSTALLATION QUALIFICATION

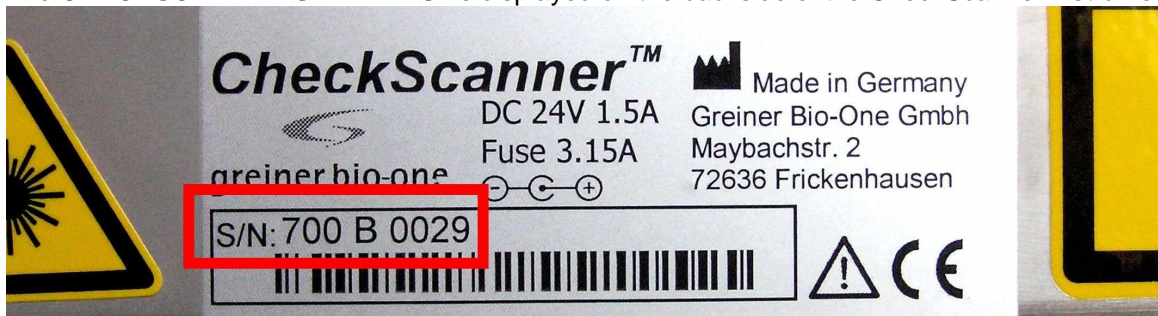
CONTACT

Give all requested **CONTACT** details.

INSTRUMENT DATA

CHECKSCANNER SERIAL NO.

The **CHECKSCANNER SERIAL NO.** is displayed on the backside of the CheckScanner instrument:



INTEGRITY

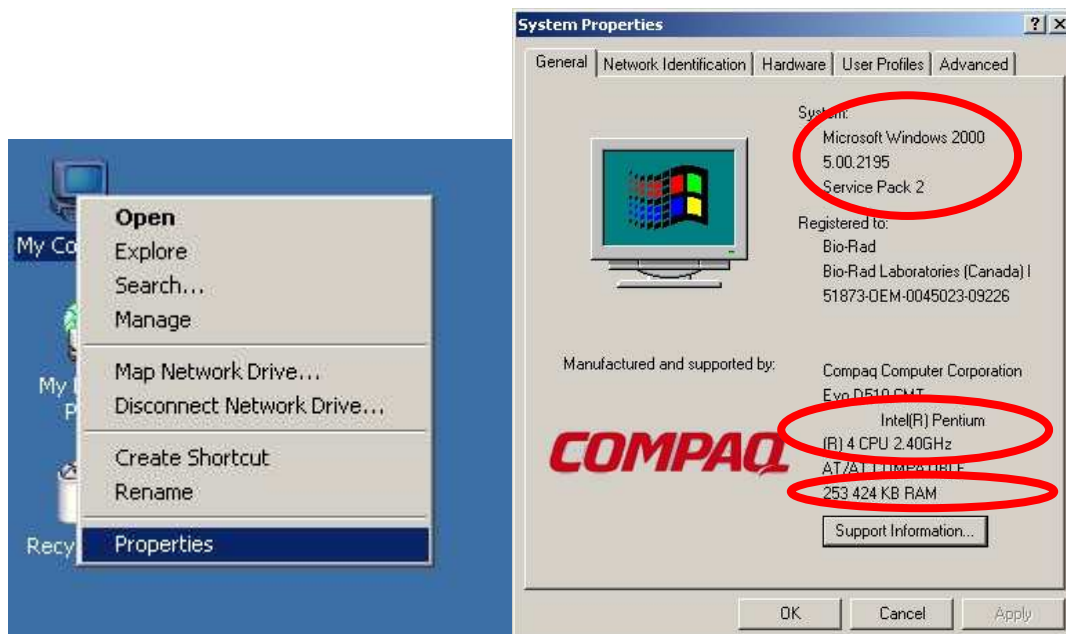
Record if the CheckScanner accessories are complete according to the enclosed part list.

CONTROLLING COMPUTER /CHECKREPORT SOFTWARE VERSION

OPERATING SYSTEM, RAM SIZE, PROCESSOR

Record the following features:

The **OPERATING SYSTEM, RAM SIZE, PROCESSOR** are displayed under “**My Computer**”, “**Properties**”, [Deutsch: “Arbeitsplatz”, “Systemeigenschaften”]

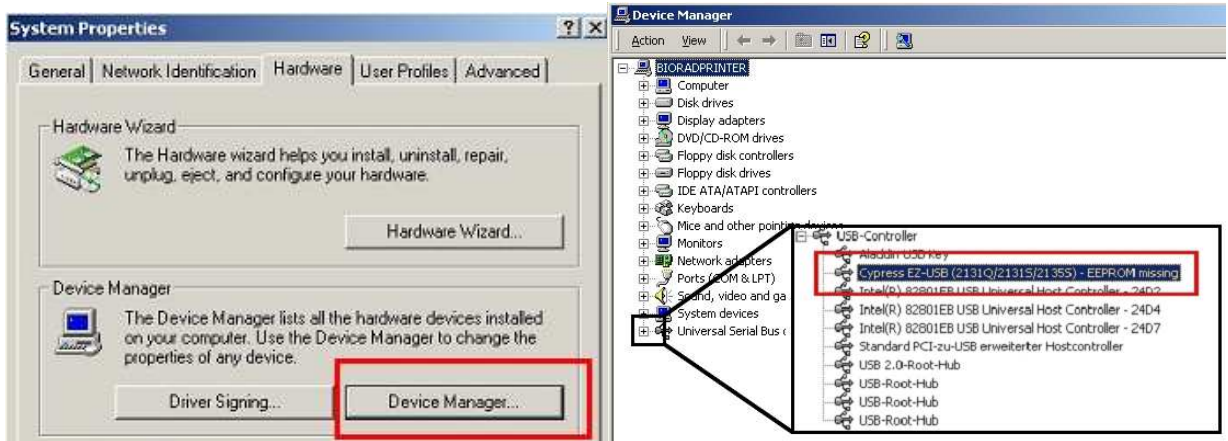


ASSOCIATE HARDWARE

Record the **ASSOCIATE HARDWARE**: Which hardware is connected to the computer, e.g. printers, other machines?

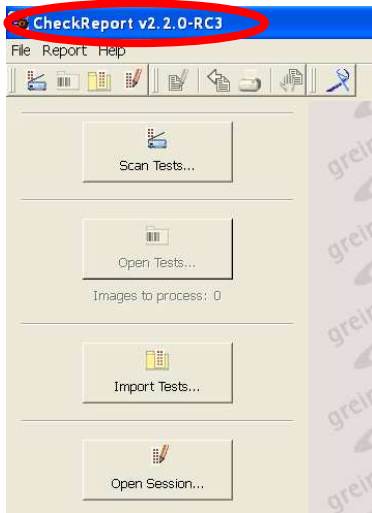
USB-DRIVER

The **USB-DRIVER** can be found in **“My Computer”, “Properties”, “Hardware”, [Deutsch: “Arbeitsplatz”, “Systemeigenschaften”, “Hardware”]**.



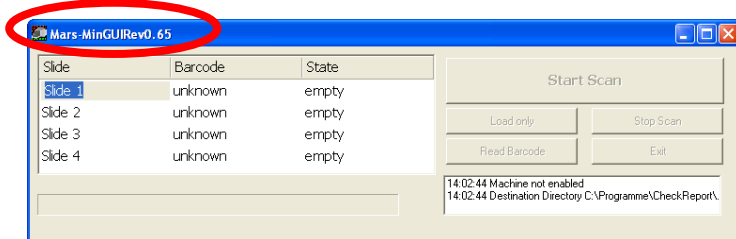
CHECKREPORT VERSION NO.


The **CHECKREPORT VERSION NO.** is displayed in the title bar of the CheckReport software:



MARSMINGUI-REV.

The **MARSMINGUI-REV.** number of the instrument control software is shown in the title bar of the opened scanner control window:



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HOST-IDENTIFIER

For CheckReport Version 3.0.1 or higher: To find the **HOST-IDENTIFIER** start module CheckReport™ Results, a dialogue showing the machine specific host key pops up. Click **Export** to store the host identifier in a file.

For CheckReport Version 2.2.5 or lower: To find the **HOST-IDENTIFIER** start module CheckReport™ Results, Log in as standard user (created according to CheckReport™ User Guide), Choose **File->Help**, Select tab **Licence**, Click on the button **Export** to store the host identifier in a file.

OO –OPERATION QUALIFICATION

CHECKSCANNER

INSTALLATION LOCATION

follow the description on IQ/OQ

Electromagnetic devices: Devices that emit electromagnetic waves may affect measurement data, or cause the instrument to malfunction. DO NOT operate the following devices in the immediate vicinity of the instrument when it is in use: Mobile or cordless phones; Transceivers; other electrical devices that generate intensive electromagnetic waves.

BARCODE READING

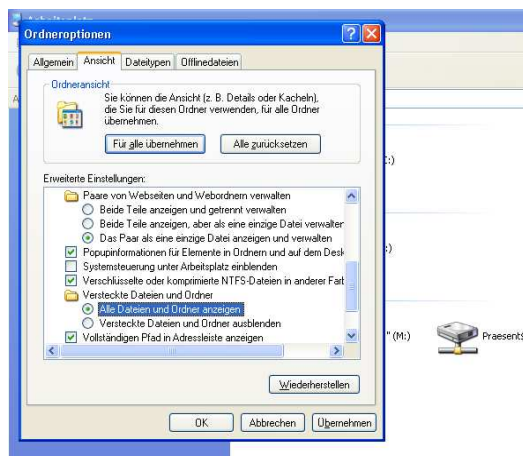
Use an oCheck test slide for testing, follow the description on IQ/OQ


SCAN/IMAGE STORAGE

First of all make sure that all folders are visible in the WindowsXP system by choosing „Extras“, „folder options“ in the Windows Explorer.



Within the “folder option” activate the option „show all folders“. Confirm the choice. [German: “Ordneroptionen”, “Alle Dateien und Ordner anzeigen”]



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The image is stored in „unprocessedimages“ at C:\Documents and Settings\All Users\Application Data\CheckReport

BASIC IMAGE CHECK

Perform a **BASIC IMAGE CHECK** using CheckReport Software (follow the description on IQ/OQ).

DETAILED IMAGE REVIEW

The necessary **DETAILED IMAGE REVIEW** will be performed by the GBO technical support, therefore the image has to be uploaded to <https://download.de.gbo.com/> to a predefined user account (Get USER-ID and PASSWORD in advance).

CHECKREPORT SOFTWARE

Follow the procedure described in the CheckReport™ Installation Guide and User Guide and perform the operation qualification according to the description on the IQ/OQ.

CONFIRMATION OF TRAINING

Confirm which details were trained and who was trained.