**Detailed checklist (EDT SQL Server PC) Facility:**

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| **#** | **Task (milestone)** | **Check if done** |
|  | Create and Copy latest EDT database backup to USB-stick and to Laptop |  |
|  | Service computer equipment (PC, printer) |  |
|  | Restore computer to pre-activated Windows 7 EDT system image (server version) |  |
|  | Re-activate MS Office 2010 with SP2 (ver.14.0.7015.1000) ; Update CCleaner |  |
|  | Change TrueCrypt Volume password for data drive to “facility code-name\*\*\*” |  |
|  | Update TeamViewer display name and PC name to “facility code-name” |  |
|  | Copy the latest EDT backup for the facility into the loading folder and reload the EDT db |  |
|  | Verify that Kaspersky antivirus is activated, up to date, and up and running |  |
|  | EDT and EDT reports successfully running (including updating referral site codes in PAM) |  |
|  | Test data transfer and remote desktop connection |  |
|  | Connect label printer, set the right port for “Generic/Text Only” and test printing of labels |  |
|  | Install EDT mobile, export, dispense and import data (*Do not upload test data!*) |  |

**Detailed checklist (EDT Workstation) Facility:**

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| **#** | **Task (milestone)** | **Check if done** |
|  | Service computer equipment (PC, printer) |  |
|  | Restore computer to pre-activated Windows 7 EDT system image (workstation version) |  |
|  | Re-activate MS Office 2010 with SP2 (ver.14.0.7015.1000); Update CCleaner |  |
|  | Verify that Kaspersky antivirus is activated, up to date, and up and running |  |
|  | Open EDT, EDT reports in admin mode, update path to EDT SQL Server and test |  |
|  | Connect label printer, set the right port for “Generic/Text Only” and test printing of labels |  |

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| **#5** | **Change TrueCrypt Volume password for data drive to “facility code-name\*\*\*”** | **Check if done** |
|  | Dismount volume (if mounted), Under “Volume” enter path: C:\EDT\Data\Data |  |
|  | Click on Volume Tools | Change Password and change the password accordingly |  |

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| **#5** | **Open EDT, EDT reports in admin mode, update path to EDT SQL Server and test** | **Check if done** |
|  | Open folder M:\EDT\restore\  Select “EDT” file, Hold the SHIFT key, hit ENTER and release keys once EDT file is open |  |
|  | Open table “refdbTables”; select column “SQLServer” and hit CTRL+H;  Under “Find What:” type “.” (exclude inverted commas)  Replace With: EDT server name  Close table |  |
|  | Open table “tblSQLTables”; select column “SQLServer” and hit CTRL+H;  Under “Find What:” type “.” (exclude inverted commas)  Replace With: EDT server name  Close table |  |
|  | Open the forms section and double click the “Relink” form and click on “connect”; after relinking is successful close the EDT file |  |
|  | Repeat the same steps for the “EDT Reports” file |  |
|  | Run the restore EDT shortcut on the desktop |  |

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| **#7** | **Copy the latest EDT backup for the facility into the loading folder and reload the EDT db** | **Check if done** |
|  | Copy the latest EDT backup from the laptop/USB stick into  M:\SPS\Tools\NDB\Data\Loading\ |  |
|  | Rund the “03\_Reload\_EDTdb” script in  M:\SPS\Tools\NDB\Scripts\reloadEDTdb\ |  |
|  | Select (Y)es at first prompt and (N)o at additional prompts |  |

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| **#11/6** | **Connect label printer, set the right port for “Generic/Text Only” and test printing of labels** | **Check if done** |
|  | Connect label printer |  |
|  | Go to Start Menu, Devices and Printers and Open preferences of “Generic/Text Only” |  |
|  | Select the Ports tab and see if there is another port existing that is not selected “USB” |  |
|  | Select that port, apply and close window |  |
|  | Test printing of labels |  |