



TRILUTION® LH v4.0

INSTALLATION QUALIFICATION PROCEDURES

The Installation Qualification (IQ) procedures are aimed at end users who are implementing GLP-type requirements and can be readily incorporated into proprietary Standard Operating Procedures (SOPs).

Product Identification

Manufacturer

Gilson, Inc.
3000 Parmenter Street
PO Box 620027
Middleton, WI 53562-0027 USA

Software Name:	TRILUTION LH Software
Software Version:	4.0
Serial Number*:	
*Refer to the supplied registration card or contact your local Gilson representative for this information.	

Supplier

Organization	<hr/>
Address	<hr/> <hr/> <hr/> <hr/>
Phone Number	<hr/>
Fax Number	<hr/>
Name of Gilson Representative	<hr/> <hr/>

User

Organization	<hr/>
Department	<hr/>
Site (Room)	<hr/>
System that Includes the Software	<hr/>
Primary Contact	<hr/>
Name	<hr/>
Phone	<hr/>
Email	<hr/>
Date of Installation	<hr/>

Pre-Installation

PC Specifications

An internet connection is required for installation, but after installation/registration, it is recommended to disconnect from the internet. Because the PC is your system controller, any automatic updates may interfere with your running system.

Recommended PC Configuration

Processor	Quad Core (2.7 GHz)
Memory (RAM)	8.0 GB
Hard Drive	500 GB-1 TB (200 GB available)
I/O Ports	One Serial port required for Gilson Server: Native or USB to RS-232 Adapter* Additional Serial ports for GEARS devices: USB to RS-232 Adapter* One Ethernet port USB ports for USB devices
Display	Resolution: 1440 x 900 (or greater) Colors: True Color (32-bit) Text Size: 100%
Operating System	Microsoft® Windows® 10 Professional (64-bit)**

* Contact your local Gilson representative for recommended vendors and models.

** Windows 10 must be a clean install. Upgrades from Windows 7 to Windows 10 are not recommended.

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Checklist

Before beginning the software installation, complete the following checklist. Refer to the TRILUTION LH Software v4.0 Installation Instructions for more details.

- Install Microsoft® Windows® Updates
- Set Power & Sleep Options
- Log On as System Administrator
- Close All Running Applications
- Set Region & Language Options
During installation, Regional Settings must match the operating system language.
- Temporarily Disable Antivirus Software
- Temporarily Disable Firewall

Documents

The following TRILUTION LH v4.0 documents are provided on the Gilson Software USB.

- User's Guide
- Installation Instructions
- Installation Qualification (IQ) Procedure
- Validation Certificate

Installation

Install TRILUTION LH according to the installation instructions provided.

Verification

TRILUTION® LH V4.0	STEPS	DESCRIPTION	VERSION
	1	Before starting TRILUTION LH for the first time: <ul style="list-style-type: none"> • Log on to the PC as a local System Administrator. • Set the Language to English (United States). Verify the following: <ul style="list-style-type: none"> ○ The decimal symbol used is a period and not a comma. ○ The short date and long date formats are set to month/day/year. 	
	2	Start TRILUTION® LH v4.0. Select Start and then select Gilson Applications > TRILUTION LH . Alternatively, TRILUTION LH can be started by double-clicking on the TRILUTION LH icon on the desktop. This icon is created automatically during installation.	-----
	3	If any Windows Security Alerts appear with Gilson as the Publisher, select Allow Access .	
	4	Log in to TRILUTION LH with the Username Administrator and the Password Admin . (Change the password if prompted.)	
	5	Select About on the Liquid Handling menu to view the number of Temporary Days remaining for the software.	
	6	Select System Info to view the version information (shown in the title bar). Record the version in the column on the right.	

GEARS	STEPS	DESCRIPTION	VERSION
	1	Start the GEARS Configuration Utility. Select Start and then select Gilson Applications > GEARS Configuration Utility .	
	2	Select About from the Help menu to view the version information. Record the version in the column on the right.	-----
	3	Close the GEARS Configuration Utility.	
TRILUTION LH BACKUP UTILITY	STEPS	DESCRIPTION	VERSION
	1	Start the TRILUTION LH Backup Utility. Select Start and then select Gilson Applications > TRILUTION LH Backup Utility .	
	2	Select About to view the version information. Record the version in the column on the right.	-----
	3	Close the TRILUTION LH Backup Utility.	
PROPERTY PAGE CREATOR (OPTIONAL)	STEPS	DESCRIPTION	VERSION
	1	Start the Property Page Creator. Select Start and then select Gilson Applications > Property Page Creator .	
	2	Select About to view the version information. Record the version in the column on the right.	-----
	3	Close the Property Page Creator.	

Acceptance

If no installation problems were detected or installation problems that were detected were resolved, have the local Gilson representative who verified the installation of the TRILUTION LH provide the information requested below.

Gilson Representative	_____
Organization	_____
Signature	_____
Date	_____

Software Overview

Have the end user(s) who were present for software overview for TRILUTION LH provide the information requested below.

Name	<hr/>
Name	<hr/>
<input type="checkbox"/> End user was provided with a copy of this document.	