

# File Stream 4.5 Pre-installation form



## CUSTOMER INFORMATION:

Name:

General Contact:

Address:

Tel:

Fax:

E-mail:

IT contact:\*\*

Post Code:

Tel:

E-mail:

\*\* Must be a full network administrator, able to map drives, give permissions, passwords, and install programs etc.  
Also SQL Server administrator if using SQL Server

## System Purchase Details:

## Pre Installation Requirements (The following system requirements must be met.)

- **Microsoft .NET 4.6.2 MUST BE INSTALLED ON ALL FILE STREAM PCs PRIOR TO OUR INSTALLATION.**
- **For Microsoft Outlook add-ins to operate correctly then Office 2010, Office 2013 or Office 2016 must be installed.**
- The requested Information must be available and relevant decisions made before our installation engineers arrive on the install day.
- THE NETWORK ADMINISTRATOR MUST BE PRESENT to ensure a smooth installation takes place, allowing our installation staff enough time to train users.
- Ensure you have a list of all the computer names to be added to the File Stream License Manager

**N.B. You must make sure ALL DATA is backed up prior to installation of File Stream. In addition a REGULAR BACKUP SYSTEM MUST BE EMPLOYED TO SAFEGUARD AGAINST LOSS OF FILE STREAM DATA INCLUDING IMAGES FOLDER AND SQL DATABASES. Please refer to [www.filestreamsystems.co.uk](http://www.filestreamsystems.co.uk) and select "Backing Up File Stream" under the Technical tab for guidance.**

## PCs and software:

**PLEASE REFER TO [www.filestreamsystems.co.uk](http://www.filestreamsystems.co.uk) & SELECT MINIMUM HARDWARE & OS UNDER TECHNICAL TAB TO CONFIRM YOUR HARDWARE & OPERATING SYSTEMS ARE APPROPRIATE**

- **Will File Stream be installed in a Terminal Services (e.g. Citrix) environment? Y / N**
- **Do you have any systems installed that use Microsoft SQL? Y / N**

## Database Information:

| Please complete below.   | COMPUTER NAME/SERVER |
|--|----------------------|
| What is the Name or IP Address of the Server where File Stream will be installed |                      |
| Where on your system is the SQL Server installed?                                |                      |
| Where do you want the document Images to be stored?                              |                      |

## Authorisation Signature:

We confirm that

- our Server and PC specifications have been checked and configured as required:
- all vital data will have been backed up prior to install:
- we accept the File Stream Terms & Conditions of sale\*: and that all preparations have been made as set out above.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Date: \_\_\_\_\_ Position in Company: \_\_\_\_\_

PLEASE COMPLETE THIS FORM AND EMAIL TO  
[support@filestreamsystems.co.uk](mailto:support@filestreamsystems.co.uk)

*We cannot install until this form has been received back.*

Our standard terms and conditions of sale can be seen on our website at  
[Filestream Document Management Terms and Conditions of Sale](#)