

Agilent G5263AA, G5264AA VWorks Software 14.0

Installation Checklist

Thank you for purchasing **Agilent VWorks Automation Control Software**. This checklist is used by the installing engineer to ensure that the instrument and associated systems are correctly installed, upgraded, and functioning as designed in your facility. This checklist will be completed at the end of the service and provided to you as a record of the installation.

Introduction

Customer Responsibilities

- 1 Customers should provide all necessary operating supplies, licenses etc. upon request of the engineer.
- 2 The manuals/media delivered with the system will be used as references. Please make sure that they are available.
- 3 A customer representative (System Administrator) should be available to the engineer while performing the installation. Some installation tasks will be beneficial to you if you are present – refer to sections in this checklist

Important Customer Web Links

- You can find links to videos, application notes, and other resources at <https://www.agilent.com/en/product/software-informatics/automation-solutions-software/vworks-automation-control-software>
- An *Agilent Resource Center* web page is available here: <https://www.agilent.com/en-us/agilentresources>
- Need technical support, FAQs, supplies? – visit our *Support Home page* at <http://www.agilent.com/search/support>
- Get answers. Share insights. Build connections:
Join the *Agilent Community* at <https://community.agilent.com/welcome>

Service Engineer's Responsibilities

- Only complete/printout pages that relate to the system being installed.
- Complete empty fields with the relevant information.
- Complete the relevant checkboxes in the checklist using a "X" or tick mark "✓".
- Check "Section not applicable" check boxes to indicate services/tasks not delivered, as appropriate.
- Complete the Service Review section together with the customer.
- Complete the fields for page numbers at the foot of each selected page.
- Complete the total number of pages field in the Service Completion section.
- Ask the customer to sign the Service Completion section including the customer's and your signature.

Additional Instruction Notes

- For detailed installation procedures, see the [VWorks Automation Control 14.0 Installation Guide](#) (part number D0005579).
- The VWorks 14.0 user documentation is available in the VWorks Knowledge Base, which is installed with the software. This Knowledge Base includes the following:
 - [VWorks Automation Control Plus Administrator Guide](#) and [VWorks Plus Quick Reference](#)
 - [VWorks Automation Control Standard Administrator Guide](#) and [VWorks Standard Quick Reference](#)
 - [VWorks Automation Control Setup Guide](#)
 - [VWorks Automation Control User Guide](#)
 - [VWorks Protocol Author Quick Guide](#)
 - User Guides for devices supported in VWorks 14.0, such as [Bravo Platform User Guide](#)
- PDFs of the user guides are installed in the following folder by default:
C:\Program Files (x86)\Agilent Technologies\VWorks\UserGuides\
- For Control Panel (OpenLab component) instructions, refer to one of the following:
 - [VWorks Automation Control Plus Administrator Guide](#)
 - [VWorks Automation Control Standard Administrator Guide](#)
- (*VWorks Plus only*) For Content Browser instructions, refer to the [VWorks Automation Control Plus Administrator Guide](#).

Software Installation

System Information

- Check this box if an instrument configuration report is attached instead of completing the table.

Software / Product Numbers	Revision	License Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Bundled Computer Hardware Information

- Section not applicable*

List the PC Name, Network Components and/or Peripherals	Model Number	Serial Number
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Preparation

- Unpack/verify the condition and completeness of shipment. For discrepancies, use the following table.

Product or Part Description	Observation	Action

- Discuss any specific questions or issues with the customer before starting.
- Discuss any configuration options with the customer before starting.
- Check for required service note applicability and firmware updates if connecting to instruments.
- Locate appropriate license authorization codes and/or license certificates and verify against sales order.
- Explain that registration packet and license number must be stored in a secure place.
- Upgrades only** – Ensure with the customer that instrument control settings, data, methods and so forth have been properly saved or archived before starting any installation procedures.

In the VWorks 14.0 software, use the **File > Export VZP File** command to export backup copies of your current protocols. For detailed instructions, see the "Exporting and importing protocols" topic in the [VWorks Automation Control User Guide](#).

Before you install the software

- Ensure that the computer meets the specifications detailed in the *VWorks 14.0 Site Preparation Checklist* and the Release Notes.
- Ensure the computer name contains only approved characters (alphanumeric and hyphen). Do not use underscores in the computer name.
- If applicable, install your automation devices, including power and communication cables.
- Ensure that the LAN-cable is connected, for example, the connection between the computer and the automation device. If not connected to a LAN, the installation of the Content Management component will fail (VWorks Plus only).
- Ensure that Microsoft Windows is configured to Never Sleep. If the computer goes into Sleep mode, a computer restart might be required before VWorks can successfully log-in to OpenLab Shared Services.
- If applicable, uninstall any previous versions of the VWorks software. See the [VWorks Automation Control 14.0 Installation Guide](#) for instructions.

Installation Procedure

Refer to the [VWorks Automation Control 14.0 Installation Guide](#) for detailed instructions on these checklist sections.

During the software installation, you will be prompted for login credentials. If this is a new installation, use the following credentials:

User name/Login: *admin*
 Password: *openlab*

Bundled PC Installation Tasks – section 1

Section not applicable

NOTE The installation wizard may trigger a reboot if the computer does not have all the prerequisites. Ensure that you save any work in process before continuing.

- Log on to Microsoft Windows as a local administrator.
- Copy the entire contents of the supplied USB drive to the **C:\Temp** folder on the computer: Unzip the **OpenLabForVWorks_2.5.0.927.zip** archive to **C:\Temp**.
- To run the installer, double-click the **OpenLabForVWorks_2.5.0.927.exe** file:
 - In the installation wizard, choose the edition for which you have a valid license: **VWorks Plus** or **VWorks Standard**.

- If the installation wizard triggers a reboot because the computer lacks some prerequisites, wait for the installation wizard to resume after the reboot before continuing.
- When prompted for Shared Services Administrator Credentials enter the login credentials.
- After installation is finished, go to the Windows Start menu **Apps > Agilent Technologies > Control Panel**. Use the same login credentials as in the previous step. After verifying that Control Panel opens, close Control Panel and then proceed to the next step.
- To run the VWorks14.0 installer, double-click the **VWorks_14.0.0.xxxx.exe** file, where xxxx is the build number.
 - Follow the wizard prompts to install Bravo IQOQ Test Utilities.
 - When the VWorks Login window opens, use the same login credentials as in previous steps.
 - Follow the wizard prompts to finish installing Bravo IQOQ Test Utilities, and then install VWorks 14.0.
 - When the VWorks Login window opens, use the same login credentials as in previous steps, and then finish the VWorks installation.
- Restart the computer.

Upgrading an installation from VWorks Standard to VWorks Plus - section 2

- Section not applicable*
- In the VWorks software, use **File>Export VZP File** to export backups of current protocols.
- In Windows, go to **Settings > Apps > Apps & features** and uninstall the following:
 - Agilent Bravo IQOQ Test Utilities
 - Agilent VWorks software
 - Agilent OpenLab Server (This uninstalls all related OpenLab components.)
- Perform the steps in section 1, above, to install **VWorks Plus**.

Changing an installation from VWorks Plus to VWorks Standard - section 3

- Section not applicable*
- In the VWorks software, use **File>Export VZP File** to export backups of the current protocols.
- In Windows, go to **Settings > Apps > Apps & features** and uninstall the following:
 - Agilent Bravo IQOQ Test Utilities
 - Agilent VWorks software
 - Agilent OpenLab Server (This uninstalls all related OpenLab components.)
- Perform the steps in section 1, above, to install **VWorks Standard**.

Post-Installation Tasks (Customer present)

Locate the User Documentation

- From the Windows Start menu go to **Agilent Technologies > VWorks Knowledge Base**.
- In the **VWorks Installation and administrator guides** topic, click the **Administrator Guide** link for your edition (VWorks Plus or VWorks Standard).

The screenshot shows the Agilent VWorks Knowledge Base interface. On the left is a navigation menu with the following items:

- VWorks Installation and Administrator Guides
- VWorks installation and administrator guides** (highlighted)
- VWorks Software Setup Guide
- VWorks Software User Guide
- VWorks 14 Quick Guide for Protocol Authors
- BenchCel Quick Guide
- BenchCel Microplate Handler User Guide
- Bravo Safety, Installation, and Quick Reference Guides
- Bravo Platform User Guide
- Centrifuge with Loader User Guides
- Microplate Labeler Quick Guide
- Microplate Labeler User Guide
- Microscan Barcode Reader Device Guide
- Labware MiniHub Safety and Installation Guide
- Labware MiniHub User Guide
- QPE User Guides


The main content area shows search results for "VWorks installation and administrator guides". It includes a search bar with "All" selected and a search term "Enter search term or phrase". Below the search bar, the results are organized into sections:

- VWorks installation and administrator guides**
- Computer requirements and installation instructions
- For either the VWorks Plus or Standard edition, see the following guide: [VWorks Automation Control Installation Guide](#)
- Guides for VWorks Plus edition

Guide	Topics
VWorks Plus Administrator Guide	<ul style="list-style-type: none"> • Compliance features • Software and workflow overview • Control Panel (an OpenLab component) <ul style="list-style-type: none"> – Configuration procedures – User access management – Licensing • Content Browser • Maintenance, including data and software backup and restore procedures
VWorks Plus Quick Reference	Overview of the: <ul style="list-style-type: none"> • Components • Features • Workflow

For instructions on the following tasks, refer to the *Administrator Guide* for your VWorks edition.

Configure and Install the License

- Explain that the 60-day start-up license starts at first launch of the software and ends 59 days later. A final license must be installed to continue using the software.
- Click the shortcut  to start **Control Panel** (OpenLab).
- Review with customer the steps needed to obtain a software license. If necessary, assist customer in obtaining a license with SubscribeNet.

Configure Authentication

- Document which configuration option the customer wants:
 - Internal
 - Windows Domain
- Complete the authentication configuration per the *Administrator Guide*.

Configure Security Policy

- Document the Control Panel security policy configuration options the customer wants:

Configuration option	Value	Notes

- Complete the Security Policy configuration per the *Administrator Guide*.

Configure Users, Groups, Roles

- Refer to the *Administrator Guide* and show customer how to configure user access to the software.
- Explain that VWorks supports only 4 roles: VWorks Administrator, VWorks Technician, VWorks Operator, and VWorks Guest.

Maintenance

- Explain the maintenance tasks described in the *Administrator Guide*, in particular how to backup and restore data.



Verify Connection to Instrument

- Section not applicable*
- Use the VWorks desktop shortcut to start the VWorks software.
- Refer to the instrument-specific *Installation Checklist* to establish the connection to the instrument.

Signature Page

Service Review

- Attach available reports/printouts to this documentation.
- Record the time/date of installation or upgrade completion in the customer's records/logbook.
- Complete the following Service Engineer comments section if there are additional comments.
- Review the installation/upgrade with the customer.
- Explain Agilent warranty for software (media only).
- Explain how to use manuals, guides, and online help.
- Explain how to get self-help, and FAQs online.
- Explain how to log a software service call and support services that are available.
- Advise customer of additional instrument training options.
- If the instrument firmware was updated, record the details of the change in the service engineer's comments box or if necessary, in the customer's IQ records.

Service Engineer Comments (optional)

If there are any specific points you wish to note as part of performing the installation or other items of interest for the customer, please write in this box.

Service Completion

Service request number _____ Date service completed _____

Agilent signature _____ Customer signature _____

Total number of pages in this document _____