SyncTimes

INSTALLATION IS APPROACHING!

We're excited to be onsite and take one big step towards our go-live date. Please use the checklist below to prepare for a successful installation.

BUILDING ACCESS

☐ **AFTER-HOURS ACCESS**
The install team may need to stay after normal business hours to complete installation. Please appoint a representative to coordinate access to your facilities after hours.

☐ **BADGES**
We will be moving throughout the building, including exam rooms, team areas, and data closets (IDFs). Please prepare 3 visitor badges (or physical keys) with sufficient access to perform the SyncTimes install.

☐ **STAGING AREA**
We'll need space where we can spread out our tools and equipment. Conference rooms or other low-traffic areas work best. Please reserve a space, ideally central to the install area.

COMMUNICATION

☐ **FORMAL INTERNAL COMMUNICATION**
By now staff should be aware about SyncTimes. Send a formal communication or calendar invite to inform them about installation time frames. Let them know the times installers will be in patient rooms, on ladders, in hallways and team rooms.

EQUIPMENT

☐ **LADDERS**
The installation team will have their own tools, but we will need a couple of ladders tall enough to easily reach into the ceiling.

☐ **VACUUM**
Please provide a vacuum to help us clean up after ourselves.

PRIOR WORK

☐ **ETHERNET RUNS TESTED**
All ethernet runs should be terminated and tested in advance of the install.

☐ **PORT MAPPING**
Please provide a port mapping spreadsheet indicating which port of each patch panel corresponds to each tablet, Flowstation, and locating drop.

☐ **FLOWSTATIONS INSTALLED**
TV's and tablets should be installed before our install team arrives. This will allow us to test the entire system before we go live.