

## LabMIS – Initial Questionnaire

To avoid undue delay in dealing with your enquiry, please complete all Responses as far as possible in handwriting or typing (in MS Word) and Email/Fax fax this form back to McSoft(UK) Ltd – LabMIS Database Coordinators – [coord@labmis.co.uk](mailto:coord@labmis.co.uk) or fax 01480-381862 (Answer machine for problems is 01480-462587 to leave a message).

Item/ Question / Detail Rqd	Response (Enter ? if not understood or N/A if Not Applicable)				
Company Official/Registered Name in BLOCK CAPITALS (Used for Initializing the Databases and shown in all Report Headers) <b>Please note, once initialized, this name is encrypted and cannot be changed by the User</b>					
Director's Name (e.g. Paul Smith) This is the name that will appear in the signature block on letters produced by the Database.					
Company Full Address:					
Company Tel No					
Contact Email address.					
No of PCs expected to be used for Processing Data in the Database. ie 10					
Give these PCs a Serial Number (ie 1,2,3,4 ...) and then for each provide details as per the example opposite. <b>Please note LabMIS for Access is Licensed for no more than 6 PCs.</b>	<u>Serial</u>	<u>Processor</u>	<u>RAM</u>	<u>Windows</u>	<u>Office</u>
	1	2.3GHz Pentium4	256Mb	WinXPPro	2000 Pro
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
10					

<b>Item/ Question / Detail Rqd</b>	<b>Response (Enter ? if not understood or N/A if Not Applicable)</b>
Please supply Name and Telephone No of the <b><u>One</u></b> person nominated as the Database Manager to deal with setting up new data for use by other Users and for acting as the Technical Point Of Contact (POC) with McSoft(UK) Ltd	
Your Company's FY runs From – To (e.g. April to March)	
Your Company's First Date for your FY (e.g. 1 <sup>st</sup> April)	
Your Company's Working Week starts on which day? (e.g. Sunday)	
Do you have a network?	Yes/No
If 'Yes', what is the letter of your shared drive?	
How did you hear about the LabMIS Database Package?	
What Online <u>Username</u> would u like to use to gain access to these details?	
What Password would u like to use with your online username?	
Do you use Sage for your Payroll?	