

Purpose This form serves as a checklist for a Tecan authorized Field Application Specialist on the main verification process, however, this form does not contain details. It must be filled out after installation and software updates.

NOTE: This checklist serves for software verification only and does not cover any process validation. Please add this Document to the Maintenance and Service Logbook, Doc. No. 392815.

Customer information	
For customer information and instrument information, please fill out the form or refer to Service Order No:	
Contact person:	
Lab site:	
Address:	
Software Version:	
For more information see Maintenance and Service Logbook, Doc. No. 392815.	
Reference documents	
See Installation Qualification, Doc. No. 393848	

Freedom EVOware Software	Acceptance Criteria	Done	
EVOware Installation Qualification (Doc. No. 393848) filled in		Done	☐
Freedom EVOware Sample Tracking	Acceptance Criteria	Installed	
Check client connection (refer to ST Software Manual, chapter 6.5.1)	Client can connect to Drivers	Passed	☐
Check database connection (refer to ST Software Manual, chapter 6.5.2)	Server can connect to database	Passed	☐
Check reporting connection (refer to ST Software Manual chapter 7.1)	ST Web reporting tool can be started and logon is successful	Passed	☐
Freedom EVOware Normalization Wizard	Acceptance Criteria	Installed	
Start a sample script and check Wizard window of the command section	'Normalization' and 'Quantitation' Wizard are visible	Passed	☐
Freedom EVOware Sample Oriented	Acceptance Criteria	Installed	
Start a sample script and check Wizard window of the command section	'Reagent Addition' and 'Sample Distribution' Wizard are visible	Passed	☐
Freedom EVOware Hit-Picking Wizard	Acceptance Criteria	Installed	
Start a sample script and check Wizard window of the command section	'Hit-Picking' Wizard is visible	Passed	☐
TouchTools Suite (Software module specific tasks)	Acceptance Criteria	Installed	
Start a sample script with the Application Starter	Sample scripts and flush are working correctly	Passed	☐
Start a sample script with the QuickStart		Passed	☐
Start Instant Pipetting and flush the system		Passed	☐
Te-Chrom Wizard (Software module specific tasks)	Acceptance Criteria	Installed	
Create a simple script using the Te-Chrom Wizard	Sequence of scripts and flush are working correctly	Done	☐
Run the script		Passed	☐
Buffer Creation Wizard (Software module specific tasks)	Acceptance Criteria	Installed	
Create a simple script using the Buffer Creation Wizard	The Plate Layout can be created or imported and a valid EVOware script is generated	Passed	☐
Freedom EVOware WeighStation Wizard (Software module specific tasks)	Acceptance Criteria	Installed	
Start the weigh station sample script. The weigh station user interface opens after script start.	'WeighStation' user interface is visible	Passed	☐
TouchTool PCR Wizard (Software module specific tasks)	Acceptance Criteria	Installed	
Create a script using the PCR Wizard		Done	☐
Run the script using TouchTools	Script working correctly	Passed	☐

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PMP (Software module specific tasks)	Acceptance Criteria	Installed	☐
- Create an EVOware script, as described in the "Scripting" chapter of the PMP option application manual (Doc 395390). No wash steps needed for the Air LiHa. Use all PMP channels in the script. - Run the script with water, volume of 100 µl. - Run the script by aspirating from empty cavities, volume of 100 µl (choose "go to z-max on liquid detection error during script execution). - Run the script by aspirating liquid soap (the level of the soap should not exceed 1 cm above z-max to avoid contamination of the DiTi adapter in case your choice of soap can't be detected by cLLD). Use a volume of 100µl for the Liquid LiHa and volume of 30µl for the Air LiHa.	No error is reported in the Sample Tracking "Platemap PMP report" Error 25 (Aspirate Error) is reported in the Sample Tracking "Platemap PMP report" Error 9 and 13 (Clot, PMP Clot) are reported in the Sample Tracking "Platemap PMP report"	Done Passed Passed	☐ ☐ ☐ ☐
QC Kit on EVO (Software module specific tasks)	Acceptance Criteria	Installed	☐
- Check the EVOware scripts, as described in the QC Kit Application Software Manual (Doc.) - Run the script	Sequence of scripts (Workflow), devices and reports are working correctly	Done Passed	☐ ☐
Additional Software Add-ons and Options (Software module specific tasks)	Acceptance Criteria	Installed	☐
- Check the EVOware Add-on and Option scripts with reference to corresponding Software Manual (Doc. No.) - Check if driver is installed - Create the relevant scripts and run	Sequence of scripts (Workflow), devices and reports are working correctly	Done Done Passed	☐ ☐ ☐
- Check the EVOware Add-on and Option scripts with reference to corresponding Software Manual (Doc. No.) - Check if driver is installed - Create the relevant scripts and run	Sequence of scripts (Workflow), devices and reports are working correctly	Done Done Passed	☐ ☐ ☐

The Field Application Specialist confirms that the software has been verified in accordance with this operation qualification. Approval by the Lab Manager is required.

Verification date

Name of Field Application Specialist

Name of Lab Manager

Signature

Signature