SOP-S003

Receiving and Logging in NEW SOFTWARE

Purpose: To identify and certify all software, and to create paper trail, license information and backup copies of all software received in PUCL.

Procedure:

1. Upon receipt of ALL software products, the packing slip must be copied and placed into the SOFTWARE PURCHASE 3-ring binder. (send original to business office)
2. Check that the material received matches the material ordered.
3. Enter the software name, serial number, the license CODE number, and the date received into the database file called   **N:\manage\log\softlog.doc**…(old in sftwrlog.doc to be found in **c:\mydocuments**)
4. Fill in the WARRANTY card, make a copy to be placed into the SOFTWARE PURCHASE binder and post the card.
5. Remove all **disks or CDs** from the package and **write JPR in permanent pen on all items**.
6. Locate the **manuals**, and **write JPR in permanent pen on the front cover, inside and side binding**.
7. AFTER all paperwork is complete, pass on the master disks, manuals and instructions to Steve Kelley for backup copy preparation using **SOP004.**
8. Provide the SOFTWARE TRACKING FORM with the above package. This must be retrieved and filed as listed.
9. After backup copies are made, the ORIGINAL disks, CDs or tapes must be returned to Gretchen Lawler to file in the LOCKED filing cabinet located in file cabinet at conference table, third drawer down. Each package will be separated using a file folder and filed in the order of the SOFTWARE TRACKING FORM number.

Created by: J.Paul Robinson, February 21, 1998

Verified by:_____ Date:_____   _____
                                    Print Name   Sign Name