

1 Empower Software Maintenance Procedures

Waters strongly recommends you institute and observe standard operating procedures that ensure the periodic performance of the maintenance procedures presented below. Whether or not you perform the procedures, however, Waters accepts no responsibility for system damage or data loss.

1.1 Scope of maintenance procedures

You must perform maintenance procedures, and establish guidelines for periodically performing these maintenance tasks:

- Running a virus check
- Verifying the integrity of the hard drive
- Backing up data

1.2 Preliminary maintenance procedures

Perform the maintenance procedures for the system components according to the schedules recommended in these sources:

- For hardware, refer to the applicable hardware documentation.
Recommendation: Because computer technology evolves rapidly, upgrade computer hardware every three years, or whenever a major repair not covered by warranty is required.
- For software, refer to the applicable Empower online Help or system administrator's guide for information about software-related backups.

1.3 Running a virus check

Periodically use a third-party, virus-checking software to search for viruses on the Empower Personal Workstation, Workgroup, Workgroup Secondary PC, Client, Enterprise Server, or LAC/E^{32™} module software, to verify the integrity of the disk.

1.4 Verifying the integrity of the hard drive

To prevent issues of system performance, such as system slowdown, periodically run a disk-analyzing utility on the Empower Personal Workstation, Workgroup, Workgroup Secondary PC, Client, Enterprise Server, or LAC/E³² module software. If results indicate fragmentation of the hard drive, use third-party, disk utility software to defragment the

drive. Refer to the hard drive manufacturer's documentation and the operating system documentation before you run the defragmentation utility.

Requirement: Ensure that you backup the entire hard drive before you run the defragmentation utility.

1.5 Backing up Empower software

To ensure against loss of projects (data and database), periodically backup the projects and database of the Empower Personal Workstation, Workgroup, Workgroup Secondary PC, Client, Enterprise Server, or LAC/E³² module software system to a suitable storage medium, such as tape or a disk drive. Any data acquired between backups can be lost to system or database failure. The more critical your data, the more often you should back it up.

1.5.1 Backing up projects

In [Form 1-1](#) or another suitable log, record each project backup.

See also: For details about backing up projects, see “Backing Up and Restoring Projects” in the Empower Online Help.

1.5.2 Backing up databases

In [Form 1-1](#) or another suitable log, record each database backup.

See also: For details about backing up a Workstation database, see “Backing Up the Empower Database” in the Empower Online Help. For details about backing up a Server database, see the “Backing Up the Empower Database” section of the *Client/Server System Administrator's Guide*.

1.6 Empower software maintenance

In the system log in the qualification binder, compile a record of the maintenance performed on the Empower Personal Workstation, Workgroup, Workgroup Secondary PC, Client, Enterprise Server, or LAC/E³² module software system components, including scheduled maintenance procedures and corrective servicing.

Form 1-1 System project and database backup log

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Form 1-1 System project and database backup log (Continued)

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