

# POLAR GP installation checklist

Practice name		
Key contact (must be available on day)		
Job Title		
Phone		
Email address		
Other users to be setup in POLAR	Name: Email: Do you want this user to have access to financial data?	

## IT support details:

IT support – internal/external	
IT contact	
Phone number	
Email address	
Would you like us to liaise with your IT Support regarding the installation?	

## EMPHN to fill in: checklist system requirements

- Add site to Hummingbird
- Agreement signed
- Installation complete
- Users set up
- Update status on CRM
- Introduction email sent to PM with details