**Offline Installation Request**

**Section A – To be completed by the Vessel**

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| --- | --- |
| Vessel & Management Company Name: | Click or tap here to enter text. |
| Read and understood Offline Installation Process, explained [here](https://support.managemyvessel.com/hc/en-us/articles/360000166253-The-Offline-Installation-process): |[ ]
| Belarc Report run and sent to MMV:  |[ ]
| Confirmation of Minimum requirements as stated [here](https://support.managemyvessel.com/hc/en-us/articles/360000180954-System-Requirements-and-IT-Requirements): |[ ]
| Vessel Main Point of Contact Details:  |
| Click or tap here to enter text.  |

**Section B – To be completed by MMV**

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| Server verified: |[ ]
| Sandbox expiration date: | 18/05/2018 |
| Sandbox installation URL: |
| Click or tap here to enter text. |

**Section C – To be completed by the Vessel**

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| Log Me In Client (LMIC) installed and operational, more info [here](https://support.managemyvessel.com/hc/en-us/articles/360000180954-System-Requirements-and-IT-Requirements):  |[ ]
| Sandbox downloaded and available on **server** Desktop: |[ ]
| Administrator level login details for server sent to MMV:  |[ ]
| Vessel Location, current internet bandwidth & connection type: |
| Click or tap here to enter text. |
| Any further information (Auto Sync will be set for 0200. State below if you would like a different time): |
| Click or tap here to enter text. |

**Section D – To be completed by MMV**

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| Offline install completed & Initial Sync run: |[ ]
| Sync shortcut & Offline shortcut on Desktop: |[ ]
| Server name & IP Address: |[ ]
| Part of Active Directory? If yes, enter Domain Name below: |[ ]
| Click or tap here to enter text. |
| URL for Offline Access:  | Click or tap here to enter text. |
| Username for Auto sync: | Click or tap here to enter text. |