

# GETTING STARTED WITH CERF

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## Download the Software

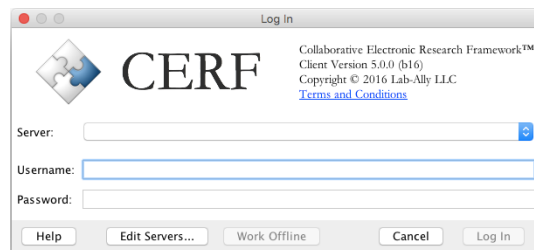
To gain access to CERF, you will first need to download our client software to any machine on which you will use CERF. You can download the client software from:

[www.lab-ally.com/download](http://www.lab-ally.com/download)

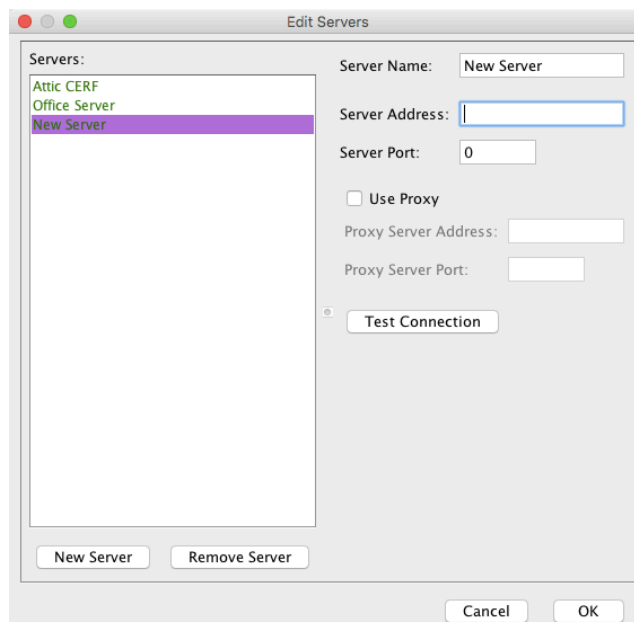
Download the CERF client installer version that is appropriate for your OS. (i.e., Windows or Mac). Depending on your connection speed, your client download may take 5 - 20 minutes.

## Launch CERF and Log In

When you first launch CERF, the Log In dialog will open automatically. The first time you log in, you will need to add a server. Click on “Edit Servers”

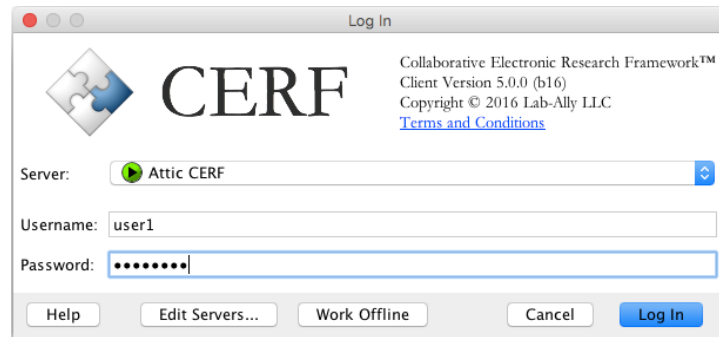


This launches the Edit Servers dialog (shown in the next image). You will be able to select from the drop-down list on the Log In dialog.



Click on the New Server button. Enter the server name, server address (which will be either the IP number of your CERF server, or the assigned domain name) and the port number (see your administrator) or select Use Proxy and enter the address and port. The server name can be whatever you want as long as the address is correct. The Test Connection button will tell you if this server is up and running. Click **OK**.

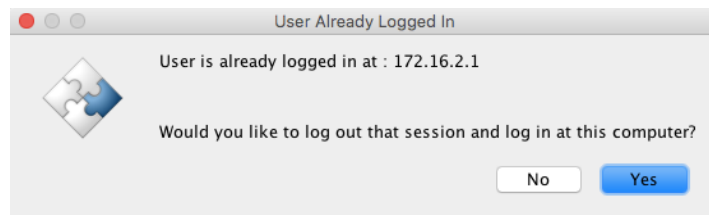
*TIP: The port number used by CERF is decided by your IT team. The default is 8080. If your server uses SSL, then the port number will usually be 443.*



A green icon shows that the server is available. If the server icon is red, it means the server is down; let us know at [support@lab-ally.com](mailto:support@lab-ally.com).

Enter your user name and password in the Log In dialog and click on Log In. The first time you log in to CERF, you will be prompted to change your password.

*Note: If you are currently logged in to CERF on another computer, you will see this dialog:*



*You can only be logged in on one computer at a time in accordance with US 21CFR11. Click the Yes button to log in. You will also see this message if your session was terminated through the Task Manager rather than by logging out.*

If you are unable to connect to your server, send an email to [support@lab-ally.com](mailto:support@lab-ally.com) describing the issue and steps you have taken.