|  |  |  |  |
| --- | --- | --- | --- |
| **Hardware Inventory** |   | **Media on Hand?** | **Notes:** |
| Current Administrator Password |   |   |   |
| Brand |   |   |   |
| Model Number |   |   |   |
| Serial Number |   |   |   |
|   | Motherboard Brand and Model  | ❒  |   |
|   | BIOS brand and model | ❒ |   |
|   | CPU brand, speed, and model | ❒ |   |
|   | RAM quantity and speed |   |   |
|   | Fixed/Hard disk(s) |   |   |
|   | Ethernet Adapter(s)  | ❒ |   |
|  | WiFi Adapter and configuration | ❒ |  |
|   | Video adapter and slot type | ❒ |  Screen resolution: |
|   | CD-ROM/DVD-ROM Drive(s) |   |   |
|   | Sound Card | ❒ |   |
|   | Attached printer(s) | ❒ |   |
|   | Misc. Hardware Item 1 | ❒ |   |
|   | Misc. Hardware Item 2 | ❒ |   |
|   | Misc. Hardware Item 3 | ❒ |   |
|   | Misc. Hardware Item 4 | ❒ |   |
|   |   |   |   |
| **Operating System configuration:** |    |   |   |
| Operating System |   |  |  ❒ Have media? |
| Computer Name |   |   |  ❒ Have product code? |
| Domain Name / Workgroup Name |  |  |  |
| IP Address assignment |  ❒ Dynamic IP |   |   |
| Partition and File System Scheme |   |   |   |
| ISP Settings |   |   |   |
| Mail Account Settings    <see below> |   |   |   |
| Defined Users: |   |   |   |
| Power Users Members: |   |   |   |
| Administrators Members: |   |   |   |
|  |  |  |  |
| **Required Applications:** |   |   |   |
|    ❒ Office suite |  ❒ Have media? |  |   ❒ Adobe Acrobat |
|   |  ❒ Have product code? |  |   ❒ Adobe Flash |
|   |   |  |   ❒ Firefox and/or Google Chrome |
|   |   |  |    ❒ Anti-virus application |
|   |   |  |   |
|   |   |  |   |
| **Data required to be migrated:** |   |   |  ❒ Desktop shortcuts |
|   |   |   |  ❒ Internet favorites |
|   |   |   |   ❒ Documents |
|   |   |   |   ❒ Pictures and Videos |
|   |   |   |   ❒ Music |
|   |   |   |   |
| **Mail Client Configuration:** |   |   |   |
| SMTP Server: |   |   |   |
| POP/IMAP Server: |   |   |   |
| Email Address: |   |   |   |
| Email account Password: |   |   |   |
|  |   |   |   |
| **Other Configuration Requirements:** |  |  |   ❒ Enable Remote Desktop |
|  |  |  |  |
|  |  |  |  |