|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
|  |  |  |  |
|  |  |  |  |