

IT Inventory Template

I keep my IT Inventory in an Excel workbook with individual worksheets for the following major categories, with the subheadings under each on the sheet itself:

- Staff computers
 - Computer name
 - Primary user login
 - Location (department)
 - IP address
 - MAC address
 - Make
 - Model
 - Serial number/product number/service tag
 - Size of hard drive
 - Amount of RAM
 - Processor speed
 - Optical drive
 - Date of purchase
 - Warranty begin/end
 - Network drop number
 - Peripherals attached
 - Notes

156 Implementing Technology Solutions in Libraries

- Public computers
 - Computer name
 - Primary user login
 - Location (department)
 - IP address
 - MAC address
 - Make
 - Model
 - Serial number/product number/service tag
 - Size of hard drive
 - Amount of RAM
 - Processor speed
 - Optical drive
 - Date of purchase
 - Warranty begin/end
 - Network drop number
 - Peripherals attached
 - Notes
- Printers
 - Share name
 - Location (department)
 - IP address
 - Make
 - Model
 - Driver

- Date of purchase
- Warranty begin/end
- Network drop number
- Notes
- Servers
 - Server name
 - Location
 - IP address
 - MAC address
 - Make
 - Model
 - Serial number/product number/service tag
 - Size of hard drive
 - Amount of RAM
 - Processor speed
 - Optical drive
 - Date of purchase
 - Warranty begin/end
 - Network drop number
 - Notes
- Network equipment
 - Device name
 - Location (department)
 - IP address
 - MAC address

158 Implementing Technology Solutions in Libraries

- Make
- Model
- Serial number/product number/service tag
- Date of purchase
- Warranty begin/end
- Network drop number
- Notes
- Software
 - Name of software
 - Version of software
 - Number of licenses
 - License key
 - Maintenance expiration date
 - Location(s) where installed
- Vendor contact information
 - Company name
 - Contact name
 - Product(s) supported
 - Phone number(s)
 - Email address
 - Mailing address
 - Fax number
 - Notes

In addition, you might want to include a worksheet for the following:

- Equipment in storage: either prepare for deployment or out of service
- Telephones: include wireless as well
- Other specialty equipment (vending devices, scanners)

Passwords must also be documented but as securely as possible. Use a tool that will help you store and manage your passwords. I use a free product called 4UOnly from Dillobits software, available online at www.dillobits.com/4uonly.html. This tool allows you to store usernames and passwords for any purpose, and it includes features for writing notes, auto-generating passwords, and setting passwords to expire on a certain date. It requires one password to open the master password file, so you must remember that one, but the rest are safely stored for you.

