

Computer Inventory and Maintenance

Computer identifier and/or location: _____ Desktop All-in-one Laptop Other
Owner (company or individual): _____
Technician: _____ Date inventory taken: _____
Primary user of this computer: _____

*****This document contains confidential information. Only authorized personnel should view this document.*****

Computer Inventory and Maintenance

Section 1: Windows and Windows Settings

Administrator account name: _____ Password: _____

Control Panel>System and Security>System

OS edition _____ Service Packs installed _____
System rating (Windows Exp. Index) _____ Installed memory (RAM) _____
Processor _____ Processor speed _____
System type _____ Computer name _____
Workgroup _____ Windows product ID _____

Control Panel>System and Security>Windows Update>Change settings

Update schedule _____

Control Panel>System and Security>Backup and Restore

Backup schedule _____ Backup media _____
Backup folders _____

Control Panel>User Accounts and Family Safety>Add or remove user accounts

User account(s) _____ standard administrator Password? yes no
_____ standard administrator Password? yes no
_____ standard administrator Password? yes no

Section 2: Network Settings

Control Panel>Network and Internet>Network and Sharing Center>Change adapter settings (a.k.a. Network Connections)

Local Area Connection:

Network name _____ home work public
Configuration dynamic static: IP address _____ Subnet mask _____
Default gateway _____
DNS server _____ DNS server _____

Wireless Network Connection:

Network name _____ home work public
 Configuration dynamic static: IP address _____ Subnet mask _____
 Default gateway _____
 DNS server _____ DNS server _____
 Security type _____ Network security key _____
 Encryption type AES TKIP WEP WPA WPA2 Other _____

Control Panel>Network and Internet>HomeGroup

Homegroup no yes: Homegroup password _____

Control Panel>Network and Internet>Internet Options>Programs

Internet Explorer default web browser? yes no

Section 3: Applications Installed

Control Panel>Programs>Programs and Features

MS Office edition _____
 Antivirus software McAfee Norton MS Security Essentials Other: _____
 Browser(s) Mozilla Firefox Google Chrome Other: _____
 Other productivity applications: (Name/publisher)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Antivirus software>Home or Settings

Program name _____ Automatic updates? yes no Scheduled scans _____

Section 4: Hardware Installed

Msinfo32.exe>System Information>System Summary

System mfr _____ System model _____

Msinfo32.exe>System Information>Components>Storage>Drives

Drive #1 letter _____	Drive #2 letter _____	Drive #3 letter _____
#1 Description _____	#2 Description _____	#3 Description _____
#1 Size _____	#2 Size _____	#3 Size _____
#1 Vol. name _____	#2 Vol. name _____	#3 Vol. name _____
#1 Serial no. _____	#2 Serial no. _____	#3 Serial no. _____

Msinfo32.exe>System Information>Components>Storage>Disks

Disk #1 mfr _____	Disk #2 mfr _____
#1 Model no. _____	#2 Model no. _____
#1 Partitions _____	#2 Partitions _____
#1 Size _____	#2 Size _____

Control Panel>System and Security>Device Manager

Display adapter name _____ Driver version _____
Driver files/paths _____

Network adapter: Ethernet name _____ Driver version _____
Driver files/paths _____

Network adapter: WiFi name _____ Driver version _____
Driver files/paths _____

Sound controller _____ Driver version _____
Driver files/paths _____

Observations>Additional hardware

Monitor brand _____ Monitor model _____ Native resolution _____

Video adapter brand _____ Video adapter model _____

Video adapter installed on Motherboard AGP x_____ PCI-Express x_____

Ethernet brand _____ Ethernet model _____

Ethernet installed on Motherboard PCI PCI-Express x_____

WiFi brand _____ WiFi model _____

WiFi installed on Motherboard PCI PCI-Express x_____

Description _____ Connection type/location _____

Description _____ Connection type/location _____

Description _____ Connection type/location _____

Description _____ Connection type/location _____

Description _____ Connection type/location _____
Description _____ Connection type/location _____

Section 5: BIOS Settings and Data

BIOS System Setup menus

BIOS version _____

Processor type _____

Total memory _____ Memory speed _____ Host clock frequency _____

Number of memory slots and how each is used _____

_____	Size	_____
_____	Size	_____
_____	Size	_____
_____	Size	_____
_____	Size	_____
_____	Size	_____

Wake on LAN setting _____

Boot device priority _____

Supervisor password (if set) _____ Power-on password (if set) _____

Other BIOS non-default settings

(Troubleshooting, cont.)

Date **Technician** **Symptoms**

Activity taken/Outcome: _____

Activity taken/Outcome: _____

Activity taken/Outcome: _____

Activity taken/Outcome: _____

Activity taken/Outcome: _____

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