

INSTRUCTOR NOTES ON 06 Taking a Computer Inventory

Seminar intro Talking Points

1. This Inventory is useful:
 - Anytime you buy hardware or software
 - If you need to repair or rebuild your computer
 - If you need to build a new computer
2. Seminar helps take the Inventory, and preserve it for later use.
3. The “What to Collect” sheet defines both what to collect and what to use to preserve it.

HAND OUT THE “WHAT TO COLLECT IN YOUR INVENTORY” SHEET

Explain what is on the sheet. Talk about various products that might be used to preserve it.

HAND OUT THE TAKING A COMPUTER INVENTORY BROCHURE

Overview the Brochure

First: If you brought your own Laptop, download both Belarc & CurcialScan programs from the Internet.

Second: Run Crucial Scan (talk to how to print it out at home).

Locate and define stuff on the report.

Fill out the RAM info on the Brochure.

Third: Run Belarc (talk to how to print it out at home).

Locate and define stuff on the report.

Fill out the remaining info on the Brochure.

Fourth: **AT HOME**

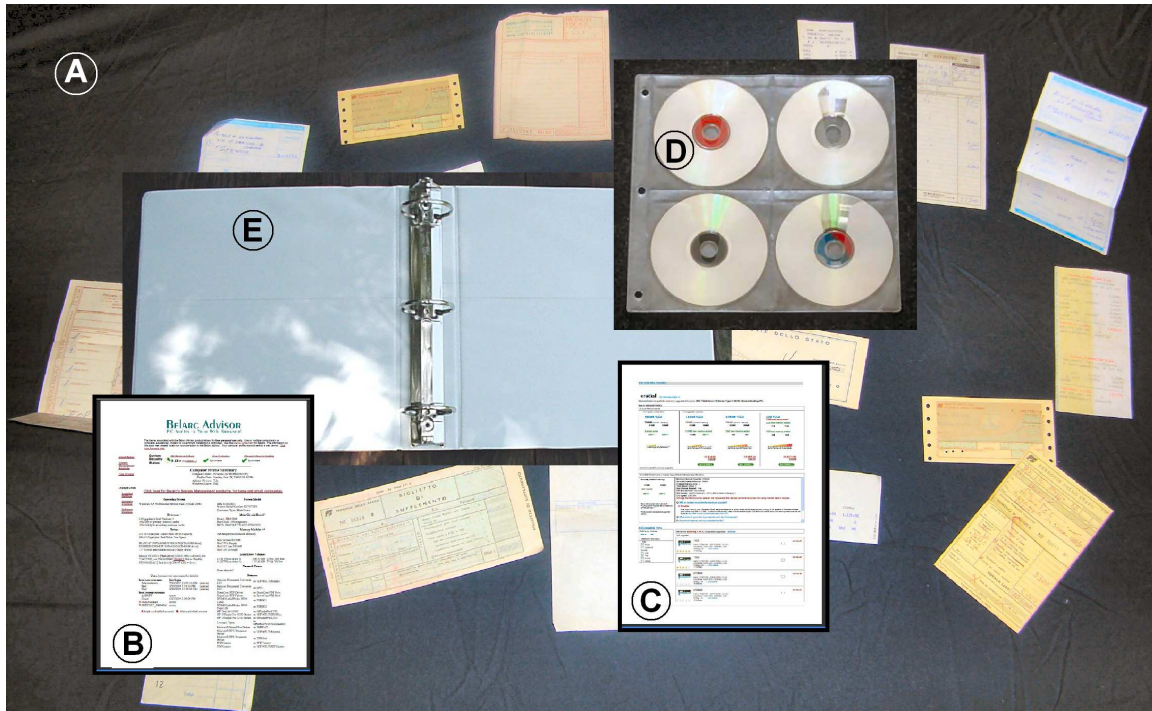
1. Acquire your computer purchase receipts, Warranties, Computer and Software Booklets, and any Directions. Gather all your program CDs.
2. Run and print both CrucialScan and Belarc reports.
3. Optional - Print out Inventory.PDF sheet from the Computer Inventory Course Disks folder.
4. Fill out the inventory sheet printed in 3 Above.

Fifth: Acquire the office supplies needed to archive your Inventory.

Sixth: Assemble your Inventory.

WHAT TO COLLECT IN YOUR INVENTORY

- A. Receipts, Warranties, Booklets, Directions
- B. Belarc Report
- C. CrucialScan Report
- D. Program Disks housed in 3 ring binder CD Pages
- E. Sites and Passwords



A, B, C. Receipts, Warranties, Booklets, Directions, Belarc Reports, and CrucialScan Reports can be housed in heavyweight sheet protectors. Office Depot® Brand Top-Loading Sheet Protectors, Heavyweight, Nonglare, Clear, Box Of 50 Item # 498831 \$11.99



D. Program Disks housed in 3 ring binder CD Pages. Office Depot® Brand CD/DVD Sleeves For 3-Ring Binder, 80 Capacity, Pack Of 10 Item # 947100 \$9.99



E. 3 Ring Binder. Office Depot® Brand Recycled Professional Series Binder, 1 1/2" Rings, 400-Sheet Capacity, 8 1/2" x 11", Blue Item # 183860 \$5.66



HARDWARE

Computer Brand & Model _____

Computer Serial Number _____

Enclosure Type _____

Mother Board Brand _____

Bus Clock _____

Bios _____

RAM Memory Total _____

Slot 1 _____

Slot 2 _____

Slot 3 _____

Slot 4 _____

Processor Brand & Model _____

Processor Speed _____

Hard Drive 1 _____

Hard Drive 2 _____

CD/DVD Drive 1 _____

CD/DVD Drive 2 _____

Video Adapter _____

Display 1 _____

Display 2 _____

Mouse _____

Keyboard _____

Printer 1 _____

Printer 2 _____

Speakers _____

Microphone _____

Video Camera _____

Controller 1 _____

Controller 2 _____

Controller 3 _____

Controller 4 _____

Modem _____

UPS _____

USB Hub _____

Network Router _____

Internet Modem _____

Scanner _____

External Drive 1 _____

External Drive 2 _____

Network name _____

SOFTWARE (Post all program keys on page 3)

Operating System _____

Word Processor 1 _____

Data Base 1 _____

Spreadsheet 1 _____

Word Processor 2 _____

Data Base 2 _____

Spreadsheet 2 _____

Image Processor _____

Greeting Cards _____

CD/DVD _____

Media Player 1 _____

Media Player 2 _____

Media Player 3 _____

Media Player 4 _____

Adobe Reader _____

OCR _____

Label Maker _____

OTHER

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IDs & Passwords

Computer Access 1 _____

Computer Access 2 _____

Computer Access 3 _____

Computer Access 4 _____

Internet Access _____

Email 1 _____

Email 2 _____

Email 3 _____

Email 4 _____

Network Access _____

Internet Accounts

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

Program Keys

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

