



Appendix D: Server Inventory

Technical Assessment – Server

Staff Member: _____ E-mail Address: _____

Position/Title: _____

Organization: _____

Address: _____ City/State/ZIP _____

Hardware Information

Brand & Model: _____

Processor(s) Type: _____ Speed: _____

Hard Drive Capacity: _____

Hard Drive Free Space: _____

Memory (RAM): _____

Does this server have:

- | | | |
|--------------------|------------------------------|-----------------------------|
| CD-ROM drive | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| CD-RW drive | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| DVD drive | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Tape Back-up drive | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Software Information

Operating System: _____

Version: _____

Email Software: _____

Version: _____

Web Browser: _____

Version: _____

Virus Protection: _____

Version: _____

Security Software: _____

Version: _____

Word Processor: _____

Version: _____

Spreadsheet: _____

Version: _____

Services

Is this server connected to the internet? Yes No

If yes, please specify connection type:

Desktop Publishing: _____

Version: _____

Database: _____

Version: _____

Does this server:

Act as an internet server? Yes No

No

Act as an email server? Yes No

No

Act as an application server? Yes No

No

Utility Software: _____

(ex. Anti-virus software, Norton Utilities)

Version: _____

Other Software:

Please explain the back-up procedure for this server: