

The Accidental Techie Supporting, Managing, and Maximizing Your Nonprofit's Technology

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TAKING INVENTORY

Workstation Inventory

| Purchase information (if available) | | | |
|-------------------------------------|-------------------------|-------------------|--------------|
| New: | If donation, from whom: | Date purchased: | Accepted by: |
| Vendor/Invoice: | | | |
| Phone: | E-mail: | Contact: | |
| Warranty: | Term: | Warranty expires: | |
| Tech support phone: | | | |
| Comments: | | | |

| Inventory information | | | |
|--|------------|-------------------|------|
| Inventory Date: | Make/model | ID no./serial no. | Cost |
| __ Tower __ Laptop __ Desktop | | | |
| Monitor (e.g., Dell M90 15" CRT, 17" ViewSonic VE175 LCD) | | | |

| | | | |
|--|--|--|--|
| Processor type/speed (e.g., Pentium4, 1G, Celeron, AMD) | | | |
| Hard disk size (e.g., 20 GB) | | | |
| Removable storage (e.g., CD-RW, CD, floppy and/or Zip) | | | |
| Docking station | | | |
| Modem ___ internal ___ external | | | |
| Scanner | | | |
| Local printer | | | |
| Operating system (e.g., Windows 9x, 2000, OSX) | | | |
| Latest OS patch (date or version) | | | |
| USB ports (number, location) | | | |
| Assistive technology | | | |
| Other: | | | |

| Network information | |
|---|--|
| Network card (Model, driver, connection 10/100/G) | |
| Office location/network ID | |
| Network printers attached | |

| Network information |
|---------------------|
|---------------------|

| Type | Name | Version | CD Key |
|----------------------|------|---------|--------|
| Word processor | | | |
| Spreadsheet | | | |
| Desktop publishing | | | |
| Database | | | |
| E-mail | | | |
| Web browser | | | |
| Backup | | | |
| Antivirus | | | |
| Update method | | | |
| Assistive technology | | | |
| Other: | | | |

| Staff who use this workstation | | | | | |
|--------------------------------|------|-------|-------|--------|--------|
| Date | Name | Dept. | Phone | E-mail | Office |
| | | | | | |
| | | | | | |

| Service and problem reports | | | |
|-----------------------------|----------|----|---------|
| Date | Resolved | By | Details |
| | | | |
| | | | |
| | | | |

| Replacement and retirement information |
|--|
| |

| Date | Part Replaced | Comments | Destination |
|------|---------------|----------|-------------|
| | | | |
| | | | |
| | | | |

DATABASE PLANNING WORKSHEETS

Step 1: Create a report list

| Report 1 | |
|--|--|
| Name of report | |
| Purpose of report | |
| Fields needed | |
| Criteria for selecting records for this report | |
| Statistics needed | |
| Report 2 | |
| Name of report | |
| Purpose of report | |
| Fields needed | |
| Criteria for selecting records for this report | |
| Statistics needed | |
| Report 3 | |
| Name of report | |
| Purpose of report | |
| Fields needed | |
| Criteria for selecting records for this report | |
| Statistics needed | |

Step 2: Create a form list

| Form 1 | |
|-----------------|--|
| Name of form | |
| Purpose of form | |
| Fields needed | |

| Form 2 | |
|-----------------|--|
| Name of form | |
| Purpose of form | |
| Fields needed | |

| Form 3 | |
|-----------------|--|
| Name of form | |
| Purpose of form | |
| Fields needed | |

Step 4: Diagram office procedures