

"Do It Yourself" Technology Audit

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1. Workstations



Do your devices have a valid warranty?	What age are your devices?		
If not, have you considered purchasing extended warranty?	We recommend replacing devices any older than 5 years.		
Yes No	up to 2-4 4 or 2 yrs more yrs		
Do your staff take their work stations or laptops out of the office?	Do they store business data on the devices used away from the office?		
Yes No	Yes No		
If yes Can the devices be remotely wiped?	Are they encrypted?		

What operating system is on your devices?

If PC -> == > @	> System > About	If Mac	> About this Mac
Windows 7	Windows 8	Windows 10	
Other (please specify)]

FYI: Windows 7 and 8 are no longer supported by Microsoft so we strongly advise you to upgrade to Windows 10.









2. SERVERS	4. NETWORKING
How many servers fall under your care? Servers Are they physical or virtual? Physical Virtual	What is the make and model of your Router? Make Model Model
	Do you have an additional network switch? Yes No If yes MAKE MODEL
All servers or important PCs should have a UPS power system to keep them online in the event of power failure. A UPS provides emergency power to keep hardware on in the event of a power surge/cut. What operating system is on your devices? Server 2016 Server 2019	Use <u>speedtest.net</u> to measure your internet bandwidth UPLOAD: DOWNLOAD: PING: PING:
Other (please specify) 3. PRINTERS How many printers fall under your care? Printers MAKE MODEL	What type of internet do you have? DSL FTTC FTTP Leased Other (please specify)
Do your printers have a valid warranty? If not, have you considered purchasing extended warranty? We recommend replacing printers after 5 years to be a printer of the pr	Yes









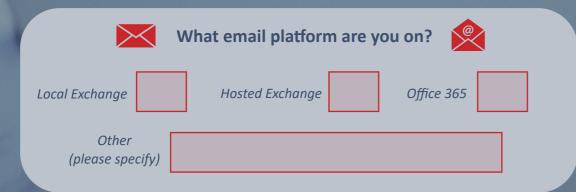








5. EMAIL



6. DATABASES

What databases do you use?				
Please specify:				

7. REMOTE ACCESS

		What do your staff use for remote access?				
VPNs	Termi	inal Services		Citrix		
Other (please specify)						

8. FILE SHARING

What do your staff use for file sharing?				
OneDrive	SharePoint	Dropbox	Google Drive	
Other (please specify	<i>ı</i>)			



9. PASSWORDS

Do you have a password policy in place?	This should include encouraging Complex passwords
Yes No	Changing passwords regulalrly Two factor authentication (2FA)

10. ANTIVIRUS

	What, if any, anti-virus software is in place currently?	
Please specify:]
	NOTE: If you have no antivirus, or only a free/basic version, we recommend upgrading.	

11. BACKUPS

Do you have a working backup for EACH device?		Does it back up to the cloud or an external drive?
Yes	No	Cloud External Drive
3		
Wha	at backup software do y	ou use? Is it encrypted?
	-	
	How regularly do you	ır backups happen?
	We recommend of	once per day.
Please specify:		















