# Installation Completion

[Indicate n/a where not applicable]

|  |  |
| --- | --- |
| Item | Details |
| **Component and/or software installed** | [List the characteristics of the component] |
| **Backup completed** | Y / N |
| **Backup location and filename** | [List a path where the backup would be saved and filename] |
| **Changes made to the computer system** | [List what you’ve changed on this system] |
| **New configuration of the computer** | [List the new configuration settings of the computer] |
| **Configuration tools used** | [Describe the tools you used to configure the component] |
| **Backup successfully restored** | Y / N |
| **Technician** | [Your name] |
| **Date installation completed** | [Date of component installation] |
| **Tests completed** | [List the tests you performed to test the components and/or software] |
| **Testing tools used** | [Describe the tools you used to test the component] |
| **Test results** | [List the outcome of the tests] |
| **Comments** | [List any comments you may have such as problems you might have had with the installation, etc.] |

## Installation Completion Sign Off

## Installation signed off by:

**Name:** [Name of the appropriate person signing off the installation]

**Role:** [Their role e.g. Network Manager, End user]

**Signature:**

**Date:** [Date]

## Installation signed off by: (if applicable)

**Name:** [Name of the appropriate person signing off the installation]

**Role:** [Their role e.g. Network Manager, End user]

**Signature:**

**Date:** [Date]