

### IT Asset Data Gathering Form

1. General Information				5. Existing Hardware Details			
RSC / Manager WSP/WTP/WSS	Manager C/E			Processor Brand	<input type="checkbox"/> Intel	<input type="checkbox"/> AMD	<input type="checkbox"/> _____
					Processor Model		
	Department			CPU Speed (GHz)			
In Charge EMP No:			RAM Type & Capacity			DDR	
2. Network Details				Storage Type		<input type="checkbox"/> HDD	<input type="checkbox"/> SSD
IP Address			Storage Capacity				
MAC Address			Dedicated GPU?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
PC / Device Name			GPU Model				
Connection Type		<input type="checkbox"/> Wired	<input type="checkbox"/> Wireless				
Connected Network			6. Upgrade and Maintenance Details				
VPN Circuit ID			Upgradable?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
VPN Dongle User Name			Upgraded On				
TightVNC Installed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	Upgrade	Part Serial No	Invoice No / Date	
AnyDesk ID			Motherboard				
3. Device Information				Processor			
<input type="checkbox"/> PC	<input type="checkbox"/> Laptop	<input type="checkbox"/> Tab		RAM			
<input type="checkbox"/> Monitor	<input type="checkbox"/> Projector	<input type="checkbox"/> Smart Board		Storage			
<input type="checkbox"/> Smart Display	<input type="checkbox"/> Television	<input type="checkbox"/> Printer		GPU			
<input type="checkbox"/> Photocopier	<input type="checkbox"/> Web Cam	<input type="checkbox"/> Camera		7. Printer/Photocopier Details			
<input type="checkbox"/> External Hard	<input type="checkbox"/> Speaker	<input type="checkbox"/> UPS		Printer Type	<input type="checkbox"/> Laser	<input type="checkbox"/> Inkjet	<input type="checkbox"/> Dot Matrix
<input type="checkbox"/> Switch	<input type="checkbox"/> Router	<input type="checkbox"/> Access Point			<input type="checkbox"/> Line	<input type="checkbox"/> Receipt	<input type="checkbox"/>
<input type="checkbox"/> Phone				Supported	<input type="checkbox"/> A4	<input type="checkbox"/> A3	<input type="checkbox"/> Bill / Discon.
<input type="checkbox"/> Face Machine	<input type="checkbox"/> Finger Machine			Paper Sizes	<input type="checkbox"/> Receipt	<input type="checkbox"/> Continuous Paper	
<input type="checkbox"/>				Consumable	<input type="checkbox"/> Ink	<input type="checkbox"/> Toner	
<input type="checkbox"/>				Type	<input type="checkbox"/> Ribbon		
Brand			Consumable Model				
Model			Print / Scan Speed				
Serial Number							
Asset Number			8. Monitor and Peripheral Details				
Purchased From				Monitor Brand			
				Monitor Serial No.			
Purchase Date				Monitor Type			
Warranty Expiry Date				Monitor Size (inch.)			
Condition	<input type="checkbox"/> Operational		<input type="checkbox"/> Needs Repair		Keyboard Brand		
	<input type="checkbox"/> Sent to Repair		<input type="checkbox"/> To be Disposed		Keyboard Serial No.		
Repair Agent				Mouse Brand			
Sent on				Mouse Serial No.			
Last Serviced Date							
Maintenance Agreement		<input type="checkbox"/> Yes	<input type="checkbox"/> No	9. IT Department Remarks			
Maintenance Agent							
Maintenance Agreement Duration							
From:		To:					
4. Software Details							
Windows OS	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 10	<input type="checkbox"/> 11			
Office Version							
Virus Guard Installed?		<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Virus Guard	<input type="checkbox"/> Kaspersky	<input type="checkbox"/>					
Virus Guard Expiry Date							