

# TechRepublic's server templates

This document contains a number of templates you can use to record important information about the server(s) on your network. Additionally, you can record other details, such as information about workstations, on the blank template we've included. Simply store this document on your computer and use Microsoft Word to access it when you need it. Or perhaps an even better idea would be to print the templates and store them in a three-ring binder near your servers so they'll be handy when you have to record or update information as it changes.

We've included 12 templates for you to modify and use, along with sample information to get you started. Just delete the sample information and enter your own. You can create as many pages as you need for your documentation by copying and pasting the pages.

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Server\_\_\_\_\_

**Template 1: General information**

ITEM	DESCRIPTION	NOTES
Computer Name:		
Date Installed:		
Location:		
Network ID:		
Manufacturer:		
Serial Number:		
Purchase Cost:		
Present Value:		

Server\_\_\_\_\_

## Template 2: Hardware specifications list

HARDWARE ITEM AND DESCRIPTION	NOTES	VALUE	
Computer Name: COMPAQACCT	Server1	1,200	
Date Installed: 20/Nov/1999			
Location: Accounting			
Network ID: ACCT101			
Manufacturer: Compaq			
Serial Number: XXXXXXXXXX			
Hard Drive: 30 GB Maxtor (C)			
Hard Drive: 30 GB Maxtor (D)			
Floppy Drive: (Sony) 1.4 MB (A)			
Zip Drive: (IMATION) 120 MB (I)			
CD-ROM: (Writer) (G)			
CD-ROM: 24x Sony for software installs only			
Sound Card: SIS			
Speakers: KINYO Multimedia			
Tape Backup: HP/Colorado T3000			
Mouse: Logitech 3 Button			



















