

User Name & State ID:

Date:

**USER / DARE PREP**

<i>Instructions: DARE submits SR. DARE/User completes Items 1-7. For non-std. S/W, DARE/User completes Item 11 of "ADS Tech" Section below. In addition, DARE/User provides installation CDs &amp; license keys. DARE/User signs &amp; dates completed form, then forwards to ADS. Upon work completion, ADS Tech signs. ADS Q/A signs. Department receives copy. ADS retains original.</i>		For ADS Dept Use Only
1.	Consolidate data & docs to user's profile: (C:\Documents and Settings\user_name\My Documents)	Yes   No
2.	Archive data & docs over 2-yrs old to CD, Zip, Floppy, or to External Drive; then purge files from C- or D-drive	Yes   No
3.	Consolidate and purge email attachments. (Enter location of attachments directory on next line)	Yes   No
4.	List additional data & docs to be saved: Brio, ADI, Crystal Rpts, etc.	Yes   No
5.	List shared printers: (Enter printer names & IP Addresses on next 2 lines)	Yes   No
6.	Is there a scheduled backup for user's "My Documents" directory? <span style="float:right">Yes   No</span>	Yes   No
	If yes, where is the backup located? <span style="float:right">Network   CD   2nd Drive   Zip</span>	
	If backup located on Network, list directory path:	
7.	List User's Network Drive-Mappings:	Yes   No

User Sign & Date:

**ADS TECH**

<i>Instructions: For non-standard software, DARE/User completes Item 11, listing desired application version, &amp; specifying license/key info. DARE/User to provide ADS installation CDs. Please Note: although ADS is responsible for installing applications, it is the responsibility of the DARE/User to configure them.</i>		For ADS Dept Use Only
8.	Local Userid and temporary password?	
9.	Static IP Address? <span style="float:right">or DHCP?</span>	Yes   No
10.	Standard BFA Applications -	<b>Installed?</b>
	Adobe Reader	Yes   No
	Altiris Client	Yes   No
	Antivirus - McAfee	Yes   No
	Eudora	Yes   No
	Internet Explorer	Yes   No
	Meeting Maker	Yes   No
	MS Office 2003	Yes   No
	Oracle JInitiator	Yes   No
	Oracle - Mark view Web Client	Yes   No
	Spybot	Yes   No
	Winzip	Yes   No
	WSFtp	Yes   No
11.	Non-Standard Applications - (List version & license/key where requested is circled "Yes")	<b>Requested? Installed?</b>
	ADI	Yes   No Yes   No
	Attachmate	Yes   No Yes   No
	BRIO	Yes   No Yes   No
	Cashnet	Yes   No Yes   No
	Crystal Reports	Yes   No Yes   No
	Secure CRT	Yes   No Yes   No
	Secure FX	Yes   No Yes   No
	Toad	Yes   No Yes   No
	Visio Pro	Yes   No Yes   No
	Others - (Enter name, version, license/key info on next two lines)	<b>Installed?</b>
		Yes   No
		Yes   No

Tech Sign & Date:

ADS Q/A Sign & Date: