

Workstation Installation Certificate

Company

Location

1	PC	Complete	N/A
a	Badged	<input type="checkbox"/>	<input type="checkbox"/>
b	Asset Tag, this is the serial number (DYMO)	<input type="checkbox"/>	<input type="checkbox"/>
2	BIOS	Complete	N/A
a	AC Recovery On	<input type="checkbox"/>	<input type="checkbox"/>
b	Low Power Mode Off	<input type="checkbox"/>	<input type="checkbox"/>
c	Remote Wake Up	<input type="checkbox"/>	<input type="checkbox"/>
3	Local Settings	Complete	N/A
a	Set Administrator password to e*****	<input type="checkbox"/>	<input type="checkbox"/>
b	Everyone to be a member of local Administrator group if applicable	<input type="checkbox"/>	<input type="checkbox"/>
c	Check regional settings	<input type="checkbox"/>	<input type="checkbox"/>
d	Join domain if required	<input type="checkbox"/>	<input type="checkbox"/>
e	Ensure computer name is the asset tag	<input type="checkbox"/>	<input type="checkbox"/>
4	AVG Anti Virus	Complete	N/A
a	Install AV	<input type="checkbox"/>	<input type="checkbox"/>
b	Install updates	<input type="checkbox"/>	<input type="checkbox"/>
5	Automatic Updates	Complete	N/A
a	Install Microsoft Updates and Update	<input type="checkbox"/>	<input type="checkbox"/>
b	Set Automatic Updates	<input type="checkbox"/>	<input type="checkbox"/>
6	Internet Explorer	Complete	N/A
a	Install LogMein	<input type="checkbox"/>	<input type="checkbox"/>
7	Remote Desktop	Complete	N/A
a	Switch on Remote Assistance and Remote Desktop	<input type="checkbox"/>	<input type="checkbox"/>
8	Power Settings	Complete	N/A
a	Switch off Screen Saver	<input type="checkbox"/>	<input type="checkbox"/>
b	Set Power Options to all never and Save As 'Never'	<input type="checkbox"/>	<input type="checkbox"/>
c	Switch off Hibernate	<input type="checkbox"/>	<input type="checkbox"/>
9	Network Settings	Complete	N/A
a	Show icon in notification area when connected	<input type="checkbox"/>	<input type="checkbox"/>
b	Set Windows Firewall settings	<input type="checkbox"/>	<input type="checkbox"/>
c	Change Security Settings not to warn re Firewall	<input type="checkbox"/>	<input type="checkbox"/>
10	Asset Register	Complete	N/A
a	Update Asset Register	<input type="checkbox"/>	<input type="checkbox"/>
B	Update owner information	<input type="checkbox"/>	<input type="checkbox"/>

11	Additional Software Installed	Complete	N/A
a		<input type="checkbox"/>	<input type="checkbox"/>
b		<input type="checkbox"/>	<input type="checkbox"/>
c		<input type="checkbox"/>	<input type="checkbox"/>
d		<input type="checkbox"/>	<input type="checkbox"/>
E		<input type="checkbox"/>	<input type="checkbox"/>
F		<input type="checkbox"/>	<input type="checkbox"/>
g		<input type="checkbox"/>	<input type="checkbox"/>
h		<input type="checkbox"/>	<input type="checkbox"/>
i		<input type="checkbox"/>	<input type="checkbox"/>
J		<input type="checkbox"/>	<input type="checkbox"/>

12	Notes
<p style="font-size: 48px; opacity: 0.2; transform: rotate(-30deg);">CONFIDENTIAL</p>	

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