Site Details for ABC Company

Prepared by Sharon Bennett, Bennett Business Connections
January-31-13
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Site Overview

Include information about the company, including type of business, how many employees and a general description of their systems.

Site Contact Information
Main Contact:
John Smith
ABC Company
john@abccompany.com
abccompany.com
416.989.3434

123 Main Street
Toronto, Ontario
M1L 1S2
Domain Information
Domain Name: Doman Provid
Doman Provider:
Expiry:

ISP Information
ISP Name: Bell Canada
Account #: AB12345
Username: johnabc
Password: highlysecuresecretpassword
Inside IP Address: 192.168.1.1
Outside IP Address: 192.15.32.1
PPPoE Username: johnabc
PPPoE Password: highlysecuresecretpassword
Connection Type: DSL
Modem Make: Speestream
Modem Model: 1950
Notes: Modem is provided by Bell. Upgraded February 2012.
Email Information
Email Provider: Microsoft Office 365
Email Method: Exchange Online
Technical Support 1-800-865-9408

Office 365 Access
https://login.microsoftonline.com
Admin accounts:

Email Account Username and Passwords

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<th>User</th>
<th>Email</th>
<th>Password</th>
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Pop Setting
Server Name: pod51037.outlook.com
Port: 995
Encryption: SSL

IMAP Setting
Server Name: pod51037.outlook.com
Port: 993
Encryption: SSL

SMTP Setting
Server Name: pod51037.outlook.com
Port: 587
Encryption: TLS
Server Information
- **Total Number of Servers:** 1
- **Server Name:** CompanyServer
- **Server Role:** AD, DNS, File Share
- **Server IP:** 192.168.1.10
- **Subnet Mask:** 255.255.255.0
- **Default Gateway:** 192.168.2.1
- **DNS:** 192.168.2.10
- **Server Make:** Dell PowerEdge
- **Warranty Expiry:** January 2015
- **Server O/S:** SBS 2012
- **Admin Username:** admin
- **Password:** Highlysecretsecurepassword
- **Server Applications:** Quickbooks

### SBS 2012 Username and Passwords

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<th>Account Type</th>
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### Workstations

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<th>IP</th>
<th>Primary User</th>
<th>Applications and Licenses</th>
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ABC Company Site Details
January-31-13
**Backup Information**

Backup Method: Cloud
Online Portal: cloudbackup.com
Username: 
Password: 
Backup Size: 
Backup Application: 
Strategy Description: 

Notes:

Include any additional backup documentation, including off-site rotation, who is responsible for off-site backups etc.
Networking Information

Domain: abcompany.local
Subnet: 192.168.1.x

Router Information

Total Number of Routers:

Router #1
Router Model: Linksys 9600
# Ports: 4
Router IP: 192.168.1.1
Router Username: admin
Router Password: admin
Wireless Security: WPA2
Wireless Key: highlysecretsecurepassword
Port forwarding:
DHCP Range:
Firewall Settings:

Router #2
Router Model:
IP:
Router Username:
Router Password:
DHCP Server:
DHCP IP Scope:

Notes: Include any special settings, ie bridge mode settings, VPN connections etc.
Switch Information
Total Number of Switches:

Switch #1
Switch Make: Cisco Catalyst 2960
# Ports: 24
Username: 
Password: 
IP: 

Other Devices

Device Name: Office Printer
Device Type: Multipurpose Printer/Scanner/Fax
Device Make: Canon IR3040
IP: 192.168.1.50
Username: 12345
Password: 12345
Settings: 
Additional Details:
Site Schematic

Small Office Layout Example
January 31, 2013
Applications
Standard Workstation O/S: Windows 7
Standard Office Version: Office 2010
Anti-Virus: Microsoft Security Essentials

Miscellaneous Information

3rd Party Applications
Configuration
Unique Setup
Required ports
Support Contact
Etc.
Contacts
IT Support:  Bennett Business Connections
Microsoft Partner  
Guelph, Ontario  
(519) 993-0223  
Sharon@bennettbusinessconnections.com

Phones:  Bell Canada  
Bob Smith, Account Rep  
310-2355

Copier:  Guelph Business Machines

ISP:  Bell Canada  
Bob Smith, Account Rep  
310-2355

Web Site Hosting:  XYZ Company  
Mary Brown, Account Rep  
519.858-9898  
mbrown@xyzcompany.com

3rd Party Support: