# Information Technology Assessment

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| Business name: |  |
| Name of person in charge of the Assessment: |  |

1. Make a list of all company computers. Include the age, operating system, and condition of each computer.

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| **Computer Serial #** | **Age of Computer** | **Computer Operating System** | **Overall Condition of the Computer** |
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1. Make a list of all additional equipment used in the office. This list should include printers, copy machines, fax machines, phones, and routers.

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| **Type of Office Equipment** | **Age** | **General Condition of the Item** |
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1. Make a list of all of the tractors. Include the age of the tractor, general condition of the tractor, and the tractor's additional features. The list of special features should include a note about whether or not the tractor has a GPS unit or built in computer system.

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| **Tractor-Include Brand name and serial #** | **Age of Tractor** | **Special Features** | **Overall Condition of the Tractor** |
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1. Make a list of all other equipment used in the orchard. Don't forget to mention the type of software built into the equipment.

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| **Orchard Equipment** | **Age of Equipment** | **Special Features** | **Overall Condition of the Equipment** |
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1. Make a list of all other equipment used in the warehouse and storage units. The list should include scales, computers, skid-steers, etc. If a piece of equipment uses additional technology, record the type of technology.

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| **Warehouse Equipment** | **Age of Equipment** | **Special Features** | **Overall Condition of the Equipment** |
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1. What current system is in place for backing up data? Does the system handle both the data stored in the office computers as well as the information collected by the computers used on the tractors and other orchard equipment?

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1. Has software been installed to prevent the computer systems from getting hacked? Does the software get updated regularly?

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1. How reliable is the tech support that the company uses?

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1. Do all employees know how to use the equipment properly? Can they troubleshoot the software?

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1. Has the current technology been compatible with the software used by suppliers and buyers?

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