Computer Operating System Upgrade Worksheet

Please complete this worksheet and return it to CASTS. Worksheet instructions can be found at http://support.okstate.edu/computer-worksheets

My Name: ___________________________ Building/Room: ____________
Department: ___________________________

OCS Inventory
Date/Time Completed: ____________
Computer Location: ____________

☐ I did not run inventory script.
  ○ Computer is non-functional
  ○ Manual Computer Inventory Form is attached.

OCS Inventory Link: http://support.okstate.edu/ocs-inventory

Current Operating System (Select 1) New Operating System (Select 1)
  ○ Windows 7
  ○ Windows XP
  ○ Mac OSx 10.6 - 10.8 (Snow Leopard - Mountain Lion)
  ○ Mac OSx 10.9 - 10.11 (Mavericks - El Capitan)
  ○ Linux - __________
  ○ Mac OSx 10.9 - 10.11 (Mavericks - El Capitan)
  ○ Mac OS 10.12 (Sierra)
  ○ Linux - __________

Special Setup (Circle all that apply.)

Remote Access: Yes No

Dual or Multi Boot: Windows MacOSx Linux _______ Other

Virtual Machine: VM Fusion Parallels Virtual Box -License fee may apply to selection

Storage Cloud(s): Dropbox SkyDrive GoogleDocs Box Other _______

Peripherals:
Circle all that apply.

USB Printer
Network Printer
Wireless Keyboard
Graphics Tablet
Web Camera
Assistive Technology
USB Scanner
Network Scanner
Wireless Mouse
External Hard Drive
Microphone
Ergonomic Accommodations

BackUp Routine:

Documents
  ☐ I backup documents
  ☐ I do not backup documents

Email
  ☐ I archive email
  ○ I do not archive email
  ○ Email not used on this device

NOTES:

☐ Notes continued on additional # of pages.