

Basic Computer Audit

Every business should know what they are currently doing to keep their computer systems running properly. Please use the area below each topic to describe, to the best of your knowledge, your system for each topic.

Backups – are the often forgotten about after initial setup. You should know the following about your backup: what, when, where & how.

Firewall (Intrusion Prevention) – will block or drop the unwanted traffic from coming into your network. Typically you can route and forward traffic with it as well. (send email to your server)

Email – is it hosted in-house or out-sourced? What do you do when an employee leaves? Are there rules as to how it should be used?

Anti-Virus – is becoming less important in the computer world as having a good firewall and web filtering, that can cut down on your risk of getting a virus.

System Maintenance – on your computers include: cleaning computers, removing old software, updating software and much more.

Licensing – software from word processing to software specific to each industry. How are you managing the purchasing and well as tracking where it is being used.

Software Updates – should be rolled out on a regular basis, solving problems before users notice them. This also provides another form of security, by blocking the known problems.

Purchasing – Who is in charge? What are the steps to follow when purchasing?

Documentation – can simplify daily tasks and help when new people are dealing with the system. Keeping this up-to-date is just as important as having it. Old documents that are no longer valid can hurt when the system is down.

Spam Filtering – should be in place if you are hosting your own email, as well as with many email providers. Are you using a hardware or software filter? Does it need renewed every year?

Web Filtering (Content Filter) – are required in some situations. Blocking offensive content as well as sites such as YouTube and Twitter that consume employee's time, can save the company time and money.

Error Logs – can provide information on hardware and software issues that computers are having. Server logs should be checked on a regular basis to prevent system downtime.
