

Instructions for use:

Please note the attributes are listed on the next worksheet within this document. When you create your spreadsheet from the template, you can delete this "instr

- 1 Read comments associated with each field in the spreadsheet. Make sure you understand what each field represents.
- 2 Review your current asset inventory(ies) to determine what data is responsive to the requested data.
- 3 Either:
 - a. Copy and paste existing data into the appropriate column of the template spreadsheet, or
 - b. Send your current inventory file (in spreadsheet format), along with a mapping file that defines the relationship between the columns in your spreadsheet and the columns in the template.
- 4 For columns that have no equivalent in your current inventories, acquire the information by direct observation, if the column is on the 'required' list. If the column is on the one of the optional elements, then it's up to you. This optional, or 'Extra-credit', information is especially useful for mission-critical line of business servers, as opposed to conventional infrastructure servers such as file/print, DNS, web, etc.
- 5 Send to central location.

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