

Dell PC Build Checklist

User Name: _____

User ID: _____

Built and Delivered By: _____

Date: _____

In Shop:

- Put Dell Standard Image on PC
- Set computer name as ("User ID"pc01)
- Install Windows Updates
- Add UserID to Admin Group on PC
- Install any extra software needed (must have legal license)

On Site:

On Old PC:

- Make sure user has all personal files moved to network storage
<\\uefp02\users\UserID>
- Copy user's profile (c:\Documents and Settings\UserID) to
<\\uesupport1\share\backup\UserID>
- Check Outlook Setup; make sure user is not using PST files on personal folder. If PST files are being used, copy PST files to network storage
- Check and record any printers that are installed
- Check and record any mapped drives
- Remove old PC and tape label with user's info on top of PC
- Install new PC

On New PC:

- Have user log in and setup Email, Printers and Mapped Drives
- Add My Documents folder to desktop
- Remove User's old profile
 - Copy old favorites folder contents to new profile
 - Copy old desktop folder contents to new profile
 - If applicable, copy old personal folder contents to My Documents
- Check Internet access
- Ask user to check system to ensure their software settings are OK

Received By:
