

SOFTWARE AND ON-LINE SERVICES ACCESS CHECKLIST

- Current copy of communications software with logon scripts
 - Install if a computer is available; provide uploading instructions.
 - Add dial-up information for all hard-wired services.
 - Change phone numbers for local access from remote locations.

- In-house online services
 - Provide dial-up access phone number, account number, and passwords.
 - Outline search procedures.

- Print out
 - Phone numbers and alternate numbers for remote site
 - Logon protocols
 - Account number
 - Password
 - Phone number for each service's help desk.

- Duplicate
 - Information for major on-line services
 - Thesaurus and search procedures.

- Word processing software
 - Current version.

- Fax
 - Internal? include phone number
 - Provide basic send/receive information
 - External? include phone numbers
 - Operating procedures.

- Voicemail
 - Instructions for external access of internal system
 - Alternate service.

- Electronic Mail System

- External access for internal system
 - Alternate service.
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- Remote MIS or data site information and phone numbers

 - Phone and account numbers for
 - Federal Express
 - UPS
 - Courier services
 - Document delivery services.

 - Company phone books, especially for alternate office sites.

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