

# DOCUMENTING YOUR NETWORK

Suggested information that the administrator should record (and keep in a secure place on your *network* server, also a hard copy in the safe and offsite) is as follows:

## **Internet Service Provider**

provider name, account name, domain(s), password, any fixed IP addresses, *ADSL* settings, helpline number and email address, Webmail address and settings;

## **Website & email hosting**

provider name, account name, domain, administration address, passwords, helpline number and email address;

## **Router**

IP address, MAC address, administrator user name & password for admin, general settings, any warranty information;

## **Hub/switch**

MAC address and (if managed) IP address, administrator user name & password for admin;

## **Firewall**

as per router plus maintenance support contract information, helpline etc;

**Wireless router/access point**

as per router plus security settings e.g. WEP key;

**Network infrastructure**

map of points and point numbering (and if any being used for telephony);

**Server(s)**

IP address of server, IP range (e.g. 192.168.0.1 – 192.168.0.50),

internal *domain name*, admin password, *software* installed and license keys,

drive mappings, mail server settings (e.g. Exchange Server);

**Network printers**

IP addresses, share names;

**Network maintenance and support**

account details, contact, address, email & phone numbers etc;

**Back ups**

tape/CDR rotation routine, how to use software if installed, back up settings

(when, what, full or incremental);

**Software**

product license codes for Office etc, any maintenance agreements on

software such as databases, accounts packages etc, ;

And last, but not least, a copy of your computer inventory!

Make sure you include details of warranties, when they expire and who to contact (supplier or manufacturer).

It's also useful to have all your information on the equipment, software discs, drivers and so forth in one place where you can find them easily.

Source: <http://www.ictknowledgebase.org.uk/documentingnetworks>