

Remote Data Backup Needs Assessment Questionnaire

Thank you for choosing The Net Idea for your Data Backup needs. Below are some questions that will tell us what your backup plan needs are. Please ensure you complete this questionnaire for EACH computer that will need to be backed up.

1. Do you need / want your Email to be backed up? Yes _____ No _____
2. Please indicate the software your organization uses for the following categories. If there is no category for some important software, please indicate in the space provided.

PIM, Email, Calendar, Address Book	
Outlook, Outlook Express, Thunderbird, etc	
Wordprocessing, Spreadsheets	
Word, Excel, Lotus, Corel, WordPerfect	
Accounting / Book Keeping A/R A/P	
Quick Books, Quicken, Simply Accounting, MYOB	
Customer / Vendor List / Data Base	
Access, Lotus Approach, Filemaker	
Desktop Publishing, Graphic Design	
Publisher, Illustrator, Draw,	
Engineering and CAD	
AutoCAD, Visio	
Multimedia – Audio, Video, Presentation, & Production	
Power Point, Producer, Flash, VST, MIDI	
Inventory Control	
PowerPOS, POSI, Bar Code Readers	
Resource Library	
Legal, Medical, Technical Reference libraries	
Logical Programming (PLC), Automation, Control	
Controllers for manufacturing equipment.	

Please list other software used in your organization that is not listed in the previous chart:

3. The above software stores or saves data files to your computer. It is these files that would need to be backed up. To get a better idea on the service plan that is needed, we need to know roughly how much data is stored on the computer. Most Windows based computers will encourage use of default folders to save this data to. Open your "My Documents" folder, and right click the folders indicated below. Select properties, and record the size of each folder. Once this is done, close the "My Documents" folder. Now right click the "My Documents" icon on your Desktop, and choose properties. Record the size of the folder below.

My Music: _____

My Pictures: _____

My Videos: _____

My Documents: _____

4. Some Programs store the Data files elsewhere on your computer. A common location is typically C:\Documents and Settings\USER\Application Data... (Where USER is the username for your account on Windows) In the spaces below, please try to provide the location for your Data Files if they are different from Question 3. Using the steps in Question 3, please try to specify the size of the folders. If possible, indicate if the files are multimedia. (Pictures, Audio, Video) If you do not know, or cannot find, we will work with you to locate them.

Folder 1: _____

Folder 2: _____

Folder 3: _____

Folder 4: _____

5. Tell Us about your Internet Connection. Do you have High Speed Service?

Yes _____ No _____

If you use a different ISP other than The Net Idea, please contact your ISP and provide us information on your Internet Connection Speed.

Upload Speed _____ (Indicate Mbps or kbps)

Download Speed _____ (Indicate Mbps or kbps)

6. Locate your "My Computer" icon (Typically on your desktop or in your START menu) and right click the icon. Choose properties, and provide the version of Windows you are currently running: (e.g. Windows XP SP2)

7. Please provide contact information for the person whom to deal with for setting up the service.

Name: _____

email: _____

Phone: _____

Best time to call: _____

Thank you for answering the above questions. This information will allow us to provide you with an accurate quote and an expected service plan level. We will work with you to ensure you have the best backup policy to suit your needs, and to ensure you don't pay more than you have to. Please complete this form and send it back to us. You can email completed forms to solutions@netidea.com. If you have any other files or data not covered here that you would like to include in your backup, please indicate on a separate sheet. If possible indicate the size of the files, and indicate if these files are multimedia.