



www.SBITS.Biz
 Russell Grover
 16086 SW Melinda St.
 Beaverton, OR 97007
 (503) 536-6326

Before Your SBS2003 Installation!

Required information for your server install.
 Please Discuss with all Appropriate Personal.
 (Domain Names cannot be change once the server is installed.)

This is required information for a successful installation of your Small Business 2003 Server.
 If you have Questions, Please don't hesitate to call me. (503) 536-6326
 (If you need additional space please use additional pages)

Domain name of your server (Recommend domain plus .LAN ie: SBITS.LAN): _____

Name of your SBS Server (Recommend Simple name, ie: SBS2003.): _____

Primary Domain of sending out Email (Example: @sbits.biz) _____

Additional Domains that you are receiving email from _____

Format of email address (See Below for Examples): _____

(examples: FirstNLastN@domain.com, FirstN.LastN@domain.com, FirstNLastInitial@domain.com InitialFirstNLastN@domain.com)

If you have a Current Domain Name what is it, and the name of the server. _____

(Please Write down Login ID and Password for that Server.) _____

Backup Domain Controller or secondary Server Write down Name/IP _____

(Please Write down Login ID and Password for that Server.) _____

Please Determine Administrative Password for Server Please Follow Secure Guidelines _____

Please Write down Additional Servers you have on the network and Purpose of them.

What is your current network Layout?

What is your External IP? (Go to SBITS.biz to find out what it is.) _____

Is this a Static IP or Dynamic IP? Static Dynamic

What is your Primary DNS (Provide by your ISP) _____

What is your Secondary DNS (Provided by your ISP) _____

What is your Default Gateway (Provided by your ISP) _____

What is your internal IP Range? (Example 192.168.0.1 – 192.168.0.244) _____

Would you like this changed during the Installation? Yes No

If so to what range would you like? _____

What Currently Issues your IP, and the IP range? (DHCP Sever?) _____

IP Range: _____

Do you have a current VPN Connections to another site? If so what is the IP's of the other site?

Domain(s)

Company(s) you register your domain(s) with: _____

(Example; www.Networksolutions.com www.GoDaddy.com) Phone Number: _____

Support Email Contact: _____

Account Login and Password (Write down and Save) _____

FireWall

Name and Model of firewall _____

Also write down firewall login ID and Password. _____

If this is a supported firewall Please Write down Account Number: _____

Contact person at Firewall Support : _____

Email: _____

Telephone Number: _____ Website: _____

Setting Limitations (You can also limit specific users on these items, below are global settings.)

Mail Box Size Limitation?

- None (Not Recommended)
- 200 MB (Default)
- 500MB
- Other _____

Message Size Send Limitation?

- None (Not Recommended)
- 10MB (Default)
- 5MB
- Other _____

Personal Drive Space Limit? (My Documents)

- None (Not Recommended)
- 1GB (Default)
- 2GB
- Other _____

Login Limits?

- None (Recommended for Most Businesses)
- 7:00am – 6:00pm
- Weekdays Only
- Other _____

My Document Retention using Shadow Copy

(This allows you to Recover Files Deleted by Users.)

- None (Not Recommended)
- 250MB
- 500MB
- Other _____

Email Trash Retention (# of days before delete.)

- None (Not Recommended)
- 31 Days (Default)
- 14 Days
- Other _____

Customization

Roaming Profiles or Local Profiles?

(Roaming profiles are typically used in production environments.)

- Local Profile (Standard install, stored on PC)
- Roaming Profile (Stored on Server)
- Combination of Both (Depending on Users)

(For Install have Complete list of Users names.)

Types of Users? (Please Give Estimate)

- _____ Standard Users (Default Permissions.)
- _____ Mobile Users (Default Plus VPN Access)
- _____ Power Users (Above Plus Manage Groups)
- _____ Administrators (Unrestricted - 2 max.)

(For Install have Complete list of Users names.)

Standard Login ID?

- FirstNameLastInitial (Recommended)
- FirstInitialLastName
- FirstandLastName
- Other _____

Backup Software?

- SBS Wizard (Recommended and Free)
- Backup Assist
- Arch serve
- Other _____

Allow Users to have Admin Permissions to Desktop

(This enables users to Install Software.)

- No (Recommended for non technical users.)
- Select Few (Please Have List completed.)
- Yes (Recommend only for tech heads.)

Other Desktop Operating Systems? (Other than XP Pro)

(Note: XP Home Can Not Login locally to a Domain!)

- Win 98SE, Win ME, Win 2000 _____
- XP Home (Local network) _____
- XP Home (on Remote Clients.) _____
- Mac OS _____

Estimate Number of Remote Users.

- None
- VPN _____
- Remote Desktop Access _____
- Outlook Web Access _____

Additional Services Required other than Standard SBS

- None
- FTP
- SQL
- Other _____

Name of Internet Service Provider (ISP) (Example Verizon, Comcast) _____

Phone Number: _____ Office Support Hours: _____

Owner of Account _____ and Password _____

Website: _____

Business Address _____

Website Hosting

Host Provider(s) where you host your Website(s) at; _____

Contact Phone Number: _____ Email Support: _____

Account Login and Password _____

Server Virus Spam Software:

If you have preferred Server/Virus/SPAM Software to install? Please List it here.)

(SBITS.Biz Recommends Trend Micro SMB for a complete Solution.)

Please List your current Client Virus Software Solution. (And Expiration Date.)

Drive Mapping

Write down Current Login Mappings from Login Scripts: (Copy and Save to Disk if Complex)

Groups

Write down Groups and list of users in those groups.

(Example of Groups: Administrative assistants, IT Support, Sales, Board of Directors)

Also write down Special Permissions they need differently from the rest.

Do you wish to Block Porn sites and other bad sites from internet surfing?: Yes No

This service is FREE from OpenDNS.com

OpenDNS gives you the option to block dozens of categories on your networks for free, with OpenDNS, you make the choice about what's available on your network.

If YES Please check boxes of types of sites you want blocked from your network.

- | | | |
|---|--|--|
| <input type="checkbox"/> Adult Themes | <input type="checkbox"/> Hate/Discrimination | <input type="checkbox"/> Portals |
| <input type="checkbox"/> Adware | <input type="checkbox"/> Health | <input type="checkbox"/> Proxy/Anonymizer |
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Humor | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Auctions | <input type="checkbox"/> Instant messaging | <input type="checkbox"/> Search engines |
| <input type="checkbox"/> Blogs | <input type="checkbox"/> Jobs/Employment | <input type="checkbox"/> Sexuality |
| <input type="checkbox"/> Chat | <input type="checkbox"/> Lingerie/Bikini | <input type="checkbox"/> Social networking |
| <input type="checkbox"/> Classifieds | <input type="checkbox"/> Movies | <input type="checkbox"/> Software/Technology |
| <input type="checkbox"/> Dating | <input type="checkbox"/> News/Media | <input type="checkbox"/> Tasteless |
| <input type="checkbox"/> Drugs | <input type="checkbox"/> Nudity | <input type="checkbox"/> Television |
| <input type="checkbox"/> Ecommerce/Shopping | <input type="checkbox"/> P2P/File sharing | <input type="checkbox"/> Video sharing |
| <input type="checkbox"/> File storage | <input type="checkbox"/> Phishing | <input type="checkbox"/> Visual search engines |
| <input type="checkbox"/> Gambling | <input type="checkbox"/> Photo sharing | <input type="checkbox"/> Weapons |
| <input type="checkbox"/> Games | <input type="checkbox"/> Pornography | <input type="checkbox"/> Webmail |

Share Point 2.0 Services

SBS 2003 Comes with Share Point Services, Share Point Services is an Intranet website that you can customize adds files and edit layout. Enter Name or names of users that have Access to Documents and you believe is competent to add and make physical changes to the website (Administrative User accounts already have full access to Sharepoint service page edit, this is an additional permission to 1 or 2 people to edit the internal website) Name of person or persons:

Are you Interested in SharePoint 3.0 (Additional Installation Fee required.) Yes No

Do you have any Wireless Access Points? (WiFi) Yes No

What is the routers IP _____

Login IP and Password _____

What Encryption are you using (Example: WEP WPA) _____

What are the Encryption Keys: _____

Printers, please list the names of your network printers, and if you print to them using TCP/IP List their Static IP

Information you think will be helpful for a successful installation: (Use Additional Pages if required.)

