

What We Have

BUSINESS

FILLED IN BY

DATE

REVIEW AGAIN ON

A first pass, by hand. The spreadsheet version has room for everything and counts what matters; this page is for the walk around the building and the first read of the statements.

1 People and accounts

Lesson 1 · everyone with a login in the last year, including your IT provider

PERSON	ROLE	HERE / LEFT	ADMIN?	TWO-STEP?	ACCESS REMOVED?
		☐ Here ☐ Left	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
		☐ Here ☐ Left	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
		☐ Here ☐ Left	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
		☐ Here ☐ Left	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N
		☐ Here ☐ Left	☐ Y ☐ N	☐ Y ☐ N	☐ Y ☐ N

2 Apps and services

Lesson 2 · statements, receipts, the admin console, ask everyone

APP OR SERVICE	HOLDS (MONEY, EMAIL, CUSTOMER DATA, FILES)	OWNER	TWO-STEP?	LEVEL
			☐ Y ☐ N	☐ Top ☐ Every ☐ Low
			☐ Y ☐ N	☐ Top ☐ Every ☐ Low
			☐ Y ☐ N	☐ Top ☐ Every ☐ Low
			☐ Y ☐ N	☐ Top ☐ Every ☐ Low
			☐ Y ☐ N	☐ Top ☐ Every ☐ Low
			☐ Y ☐ N	☐ Top ☐ Every ☐ Low
			☐ Y ☐ N	☐ Top ☐ Every ☐ Low

3 Devices

Lesson 3 · computers, phones, printers, router, cameras, terminals, the box in the closet

DEVICE	WHO USES IT	STRANGER CAN REACH IT?	UPDATES ON / SUPPORTED?	LEVEL
		☐ Y ☐ N ☐ Ask	☐ Y ☐ N ☐ ?	☐ Top ☐ Every ☐ Low
		☐ Y ☐ N ☐ Ask	☐ Y ☐ N ☐ ?	☐ Top ☐ Every ☐ Low
		☐ Y ☐ N ☐ Ask	☐ Y ☐ N ☐ ?	☐ Top ☐ Every ☐ Low
		☐ Y ☐ N ☐ Ask	☐ Y ☐ N ☐ ?	☐ Top ☐ Every ☐ Low
		☐ Y ☐ N ☐ Ask	☐ Y ☐ N ☐ ?	☐ Top ☐ Every ☐ Low
		☐ Y ☐ N ☐ Ask	☐ Y ☐ N ☐ ?	☐ Top ☐ Every ☐ Low
		☐ Y ☐ N ☐ Ask	☐ Y ☐ N ☐ ?	☐ Top ☐ Every ☐ Low

4 Vendors

Lesson 4 · what they hold · how fast they tell us · who we call on a Friday night

VENDOR	WHAT OF OURS THEY HOLD	EMERGENCY PHONE (A PERSON)	TELLS US WITHIN