Server Name

Executive summary / Typical Use

Brief overview of how it's used and what it does for the company. Keep it non IT simple

Services Provided

Services functions protocols etc. Go into more depth here.

Configuration Overview

Describe the hardware and host setup here, OS, CPU, Ram, etc. Purchase order type stuff.

Hardware

Physical Server Additional Information

Heading 1	Heading 2
CPU & Core Count	2 Cores
RAM	4096 MB
Hard drives	25.00 GB
Make	N/A
Model	N/A
Serial	N/A
Service Tag	N/A
Purchase Order	N/A

Configurations

FQDN Hostname.domain.local IP 10.10.10.10 Subnet Mask 255.255.255.0 Default Gateway 10.10.10.1 Mac Address 00:AA:11:BB:22:CC Trust Domain joined or Standalone

Additional Hardware

If a physical server other hardware not listed above. Such as NIC, Raid controller and anything else.

Software

Used OS

Linux 2.6.x

System Software

List, in general, the software installed on the server. Operating system updates are omitted. Include anything at all out of the normal install. Include Runtimes such as .net and C++ etc. Software Name Version Reason Software1 1.0.1 Does function1 Software2 1.0 Runtime dependency

System Services

List, in general, the services installed on the server. Include anything that's a non-standard service. Service Name What job it does Openssh Allows ssh access Nginx Webserver

Backup & Recovery Plan

This is where you list local backups, network backups, tape backups, and put any backup schedules down to paper. Keep this updated. Don't omit RAID drives while they are not backup and recovery they should still be listed for documentation purposes. And always remember the goal is to recreate the data and services. Not to put stuff on tape. No matter how you recreate the data or service, those resources are your backup.

Performance Benchmarks

You have done performance benchmarks, haven't you? Just to get an idea of network traffic, CPU traffic, and RAM usage during business hours & off hours. Nothing fancy, just write what you know.

Installation Notes

Anything special about the install & the vendors that provide it goes here. Kind of an errata section.

Troubleshooting Sequences

General steps for services to reboot or steps needed to be performed to reboot the machine

Support Contacts

For support with $Vendor1 software, contact: $Vendor1 vendor1@vendor1support.com
https://support.symantec.com/en_US/contact-us.html 1 (800) 342 0652

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