Follow-up Checklist after completing IT Survey

Brief Description

Comprehensive IT audit that will analyse the readiness for the Queensland AG show APP integrating with the show societies. Ensuring compliance with the current IT standards meets the minimum requirements.

To efficiently compile this data, please have the following information prepared for when the Eckoo team member contacts your show society.

IT Requirements

- ☐ Devices to be close by (i.e., desktop/computers, laptops, tablets, printers & any other IT device that assists your show society)
  - o Make and Model devices
  - o Serial Numbers, SNID
  - o Purchase dates
- ☐ Any IT related device warranty details or receipts/bills

Domain & Website Requirements

- ☐ Domain host details
- ☐ Website host details
- ☐ Email Server details
- ☐ Software that is used within the business
  - o Programs and software that the show society uses to assist their everyday activities

Phone & Internet Services

- ☐ Phone Bill/Invoice
  - o Types of phone services used
- ☐ Internet Bill/Invoice
- ☐ Internet connectivity information
  - o Make and Model of Modem/Router
  - o What type of Internet is being used for the show society e.g. NBN, ADSL2+, 4G Etc).
  - o Serial number of Modem/Router

Society Profile & Payment Documents

- ☐ ID Requirements
  - ○ Business Documents
    - ▪ Proof of Address (Rental/lease agreement, Rates bill, Water or electricity bill)
    - ▪ Company Logo
  - ○ Personal Identification – President (Passport, Driver's License)
  - ○ Financial Documents
    - ▪ Bank Account (Front page of bank statement, Stamped letter from the bank)
    - ▪ Trust Deeds (Optional, unless you are a trust)
- ☐ Application Form
  - ○ Full Legal Name
  - ○ ABN
  - ○ Trading Name
  - ○ Billing Account Details & Direct Debit Request
  - ○ Settlement Account Details (can be "As above")