OMNISCIENT

EPFL Innovation Park

TO TICK WITH THE OWNER

IT checklist

Tick what the company uses today. Two minutes, no technical knowledge needed.

Devices

- ☐ Windows PCs
- ☐ Macs
- ☐ Tablets
- ☐ Work phones

Email

- ☐ Microsoft 365, Outlook
- ☐ Google Workspace, Gmail
- ☐ Other email

Shared files

- ☐ Server or NAS in the office
- ☐ OneDrive, SharePoint
- ☐ Google Drive
- ☐ Dropbox
- ☐ USB sticks, external drives

Backups

- ☐ Automatic
- ☐ Done by hand
- ☐ None
- ☐ Not sure

Security

- ☐ Antivirus
- ☐ Password manager
- ☐ Two-factor login
- ☐ Firewall, VPN

Software

- ☐ Accounting
- ☐ Quotes and invoices
- ☐ Customer records
- ☐ Scheduling, bookings
- ☐ Till
- ☐ Payroll
- ☐ Stock
- ☐ Trade-specific software
- ☐ Excel spreadsheets

Website

- ☐ Showcase website
- ☐ Online booking or appointments
- ☐ Online shop
- ☐ No website

Who looks after IT

- ☐ Someone in-house
- ☐ An outside provider
- ☐ Nobody

Company

Contact person, phone or email

Filled in by

☐ The owner agrees to be contacted by Omniscient