

# Asset Checklist

## Financial Services

### BACK END

What type of Multifunction printer was available in the back office?

Did this area have sufficient handheld scanners?

☐ Yes☐ No☐ NA

Was Fax line used in the branch?

☐ Yes☐ No☐ NA

Was surplus IT equipment available in the branch?

☐ Yes☐ No☐ NA

### BILLING COUNTER

What is the total numbers of tellers operating in this zone?

What type of Pin Pads are used?

☐ Ingenico☐ Verifone820

Which note counters are available in this area?

☐ Nexbill☐ Dolphin☐ Delarue☐ Dors230|800

Which Forex note counters are available in this zone?

Nexbill

Dolphin

Delarue

Dors230|801

Were the cheque reader and slip printers in working condition?

Yes

No

NA

Were the cabling area clean and well maintained?

Yes

No

NA

## DATA AND SERVER AREA

What kind of Ubuntu server has been installed?

M73

IBM X235

What kind of PABX (Elastix) server has been installed?

M73

IBM X235

Which model Cisco router has being installed?

1800 Series

2800 Series

4300 series

Was the Storage PC available and functional in the cabinet?

Yes

No

NA

Was the lock in the data cabinet functional?

Yes

No

NA

Was the cabling near the cabinet area well maintained?

Yes

No

NA

Attach the data cabinet image

UPLOAD

Signature

SIGNATURE

## DIGITAL AREA

For Digital banking area how many computers are being allocated?

Were cable lock available on all the notebooks?

Yes

No

NA

Were all the HP 400 printers kept in the zone operational?

Yes

No

NA

## GENERAL

Date of audit

DATE

2017-01-01

Branch Address

Which connectivity did the branch have?

Diginet

Fibre

Was Wifi available?

Yes

No

NA

Did the branch have Wifi hotspot vinyl display on the shopfront?

Yes

No

NA

Was Q-Man available at the branch?

Yes

No

NA

Was digital content playing on the video wall / screens?

Yes

No

NA

Was the branch equipped with Digital Retrofit kiosks?

Yes

No

NA

## SALES & SERVICE AREA

Please mark the items provided to the staff members.

☐

Signature pad

☐

Pinpad

☐

OFV

In this zone how many multifunction printers are being installed?

Were all these multifunction printers in good condition?

Yes

No

NA

Which model multifunction works in this area?

Were proper digital content displayed on the TV?

Yes

No

NA

Was the cabling in the area well maintained?

Yes

No

NA