Quality Assurance Checklist for Newly Deployed Computers

**NOTE:** This is to be performed *by a second person* before the computer is handed over to end user.

1. Can you log on with the SSCS local admin account using the password that’s stored in Lastpass?

2. Is the user account configured as an administrator, not a standard limited user? (Computer Management MMC in Windows; or System Preferences -> Users & Groups in MacOS)

3. Is the owner of the computer listed in Solarwinds inventory? Also, check to see if the department is designated.

4. Is the Buysite Purchase Order number (if known) in Solarwinds inventory?

5. Is the computer properly named according to the SSCS sticker affixed to the computer? (System setting in Windows; or System Preferences -> Sharing in MacOS)

6. Is the hard drive encrypted? (Bitlocker Manager & Dell Encryption console in Windows; or System Preferences -> Security & Privacy -> FileVault tab in MacOS?

7. Is the decryption recovery key stored on the appropriate escrow server? In DDPE server (<https://sscsddpe.uchicago.edu:8443/webui/login>) if Windows; or in Jamf (<https://casper.uchicago.edu:8443>) if staff-owned mac or in Lastpass.com if faculty-owned mac.

8. If it’s a mac any faculty owned Windows computer, is the hard copy note of the initial temporary password included with computer?

9. Has the UChicago Box [tracking spreadsheet](https://uchicago.app.box.com/integrations/officeonline/openOfficeOnline?fileId=839475169663&sharedAccessCode=) been updated to indicate that the computer has been received, provisioned and handed over?

NOTE ON BULK ORDERED COMPUTERS

Bulk ordered computers will have their QA check done in two separate stages.

Since we may not know who will be the user of a bulk-ordered computer at the time we deploy its OS and software, we will complete some of the above QA steps when the software is installed and then complete the remaining steps when the user is known but before the computer is handed over.

Specifically, at the time of the initial deployment of OS & software, the QA checker will complete steps 1, 4, 5, 6, and 7. When the user is known, the QA checker will complete steps 2, 3, 8, and 9 before the computer is handed off.