Sample hardware inventory spreadsheet

If you don't want to or are not comfortable using the free Belarc Advisor download or the free (ad-supported) Spiceworks Inventory tool to inventory your computers, you may use a simple form like the below to "manually" document the information about all of your organization's computer assets. Add rows as needed.

Name (of computer or person using)	Processor Speed	Operating System	Purchase date	Hard drive size	RAM	Brand (i.e.make/ model)	Rating (1=great; 5=toss)