EMAIL INTERVIEW INVITATION & QUESTIONNAIRES

Workstation Inventory Email Interview Invitation

Dear HR colleagues,

For those who don't know me, my name is Joyce and I am an Intermediate HR Business Analyst in the HR Information Systems team. Every 4-5 years, HR department replaces our workstation hardware. It's time to do it again in 2019. I would like to ask for your participation in an email interview. The purpose of this email interview is to obtain data for analysis of our current workstation hardware usage, which will then be used for investigating options for replacement. A formal report will be submitted to Director, HR information Systems and Administrator, Office Management and Exec Support for review and consideration. Whether you are a VDI user or a PC/Laptop user, the email interview contains maximum of 8 questions and should take about 5 minutes of your time. Your participation is voluntary. However, I do encourage all of you to participate as this will increase the accuracy of our workstation inventory and help our team plan the workstation hardware replacement for the next 5 years.

If you would like to participate in the interview, please reply to this email and I will forward the interview questions to you.

Thank you,
-Joyce

Please send your responses to joyce.wu@ubc.ca
by Tuesday, November 26, 2019 at 4:30PM

Dear HR colleagues,

Thank you for participating in the Workstation Inventory Email Interview. Please follow the instructions provided below to answer questions regarding your computer equipment, and **email your responses to me at** joyce.wu@ubc.ca **by 4:30PM on Tuesday, November 26, 2019.**

If you need assistance answering the questionnaire, feel free to contact me or arrange a time for me to visit your workstation. I will need a few minutes to access your machine and gather the specifications to answer the questionnaire.

VDI Users:

1. VDI User: Y/N **Please indicate that you are a VDI user**
2. Monitor size and quantity: 19" or 23", 1 or 2 monitors
3. Keyboard: Regular or Ergonomic
4. Mouse: Regular or Ergonomic
5. Other Equipment: i.e. webcam, external speakers, etc.

PC and Laptop users:

1. PC or Laptop: **Please indicate which one you use.**
2. **Laptop users only**: what type of docking station do you have? Old docking stations require you to snap the laptop into the dock. New ones connect with a USB cable.
3. Do you use Remote Desktop
4. Monitor size and quantity: 19" or 23", 1 or 2 monitors
5. Keyboard: Regular or Ergonomic
6. Mouse: Regular or Ergonomic
7. Other Equipment: i.e. webcam, external speakers, etc.
8. System information: Screenshot or indicate BIOS Version/Date, Processor and the Installed Physical Memory (Ram)

Instruction on how to access your workstation's System Information is provided on the next page. If you have any questions, feel free to reach out.

Thank you,
-Joyce

Instructions on Accessing System Information

a) Go to the start menu and Type 'sys' into the CMD line and select System Information.
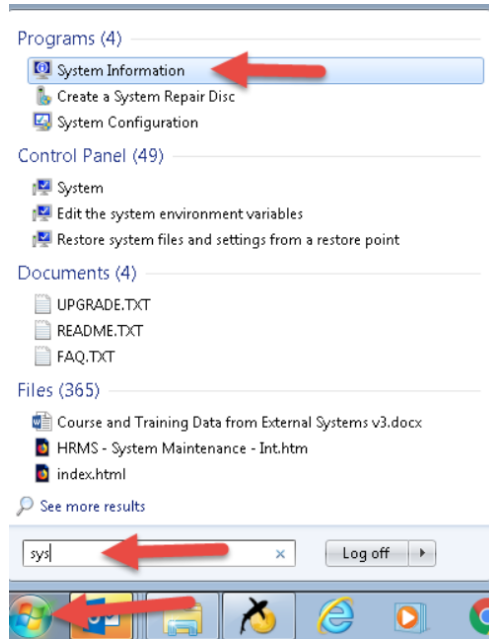
b) Either take a screenshot of the page or list the BIOS Version/Date and the Installed Physical Memory (Ram) information in your response

Item	Value
OS Name	Microsoft Windows 7 Enterprise
Version	6.1.7601 Service Pack 1 Build 7601
Other OS Description	Not Available
OS Manufacturer	Microsoft Corporation
System Name	EMPL-CDW563
System Manufacturer	Dell Inc.
System Model	OptiPlex 7020
System Type	x64-based PC
Processor	Intel(R) Core(TM) i7-4790 CPU @ 3.60GHz, 3601 Mhz, 4 Core(s), 8 Logical Pro...
BIOS Version/Date	Dell Inc. A02, 11/20/2014
SMBIOS Version	2.7
Windows Directory	C:\WINDOWS
System Directory	C:\WINDOWS\system32
Boot Device	\Device\HarddiskVolume1
Locale	United States
Hardware Abstraction Layer	Version = "6.1.7601.24511"
User Name	Not Available
Time Zone	Pacific Daylight Time
Installed Physical Memory (RAM)	8.00 GB
Total Physical Memory	7.91 GB
Available Physical Memory	3.05 GB
Total Virtual Memory	15.8 GB
Available Virtual Memory	10.2 GB