Dear client: “West Mercia Employment”

Record the current, status of your systems:

Your devices include of two types of system such as **CEO Office:** PC

Lenovo Ideacenter 310 19.5 All in one PC,

And the **General Office**: Laptop Acer Aspire one 150

1- **CEO Office:**

**PC**

**Lenovo Ideacenter 310 19.5 All in one PC**

This system work with an Intel Celeron, Dual core J3355 Processor with the speed of 2GHz/ 2.5 GHz (Burst) 2 MB Cache, and it handles a DDR3 R.A.M. with 4 GB size, also it has an Integrated/ On-Board Graphics card with 1 TB HDD 5400 PM storage; Optical drive that connected to the PC is DVD RW and we can see the USB Ports such as USB ports 2.0, 3.0, HDMI.

The Operating system is Microsoft Windows 10 on the PC, and I can see the software Microsoft office Adobe Acrobat installed on the system, I see a monitor 19.5 LCD Display and a printer 1 inkjet (Epson Stylus Colour 440) which is connected to the PC.

Connectivity for this system is Wired, Wireless 802.11 b/g/n, Bluetooth, and network status is Stand-alone.

2-**General office:**

**Laptop**

**Acer Aspire one 150**

This system work with an I Intel Atom N270 Processor with the speed of 1.6 GHz, and it handles a (DDR2 SDRAM) R.A.M. with 1 GB size, also it has a Mobile Intel 945GSE Graphics card with 120 GB HDD Sata storage; Optical drive that connected to the laptop is DVD RW and we can see the USB Ports such as USB ports 2.0, 3.0, HDMI.

The Operating system is Linux on the Laptop, and I can see the software Microsoft office Adobe Acrobat installed on the system, I see a monitor Include in laptop 14inch Display and a printer 1 inkjet (Epson Stylus Colour 440) which is connected to the laptop.

Connectivity for this system is Wireless 802.11 b/g/n, and network status is Stand-alone.

Explanation the benefits of installing and maintaining hardware in the two different technology systems of West Mercia Employment that you must know, and consider:

**CEO Office:**

# It needs to have a better printer, and it needs a scanner that I suggest: (“HP Desk Jet 4130e HP+ enabled Wireless Colour Printer”) and connect to the pc with USB 2.0 or with WIFI to scan the customers documents or print the document that a customer needs, and this PC has a problem with the integrated/ on-board Graphics which can cause a problem with data’s quality, and because Integrated graphics hardware doesn’t use a separate memory bank for graphics. Instead, the GPU (Graphics Processing Unit) uses system memory that is shared with the CPU (Central Processing Unit), and it can make the CPU to process slow which can cause a problem, and it cloud damage the data of the customer that we scanned and saved in the PC such as the customers ID picture, which we must consider that we cannot upgrade the graphics card so there is two solution or we can buy a new memory install to help the graphics of our data have a better quality, or by installing Adobe photoshop software we can make the pixels of the data (pictures) smaller to get a better quality. It might also need an SSD hard drive to process faster than the HDD hard drive.

# **GENERAL OFFICE:**

IT need to have an internal and external Hard drive which it has a more storage, and I suggest: (“WD1TB external Portable Hard Drive HDD”) with USB 3.0 connection, because the data of the customers that saved on Laptop can be a large size and we must consider a bigger storage for the data and also the back up or we can buy an Internal hard drive SSD, and we must consider that the RAM size which is on the laptop it must be change because for long-term using the laptop can cause a damage to the system also it makes the system to work slower. I suggest changing the RAM with something powerful and bigger size. For this laptop which is Laptop Acer Aspire one 150 the most powerful RAM that we can use is 2GB RAM size.

System 2” **GENERAL OFFICE**” and explanation the implications for the organisation, of maintaining and installing hardware in that system:

\*The reason that I choose this system is because of how important that system is, and for making sure that General Office system is safe and having a stable condition we must consider a plan.

First about maintaining the **Acer Aspire one 150** that it can be useful but with each time using you will feel the slow work of the laptop and it can cause problems like lagging, process slower, random freezing (Low RAM can may cause your system to freeze at random times.), Random Rebooting (it can cause problem such as loosing data.), Programs and Apps Not Responding, and Blue Screen of Death (which is you can mot use the system.).Now you can understand that in terms of using this system can damage all the data of client and organisation, and you may losing your system it can be risky to using this Laptop for longtime is better to use a better RAM with higher memory for getting a good result of using this Laptop.

Second thing that you must consider and take it seriously is the **storage** of the system, the data, and the backup. I must say we need external hard drive to make sure the organisation does not lose the data of the client. But as I said for changing the hard drive if we want to use an internal hard drive, we also need external hard drive to take out the data on save on after changing the internal hard drive than we transfer the data from external hard drive to in to the internal hard drive or for bringing the cost down we can just use external hard drive to keep the data and backup safe but it needs safety and be take care of the storage.

**To Manager of West Mercia Employment company:**

**-report of the strengths and weaknesses of their current systems.**

**Explanation:**

General office system has been checked and the current system have many \*problems but I must say the **strengths** on this system for you that operating system as a Linux make the system mostly safe, and CPU (Intel Atom Processor N270 1.6GHz) has a good result on the system, the wireless connectivity (Wireless 802.11 b/g/n) its perfect. but as a weakness of your system, I must say because of the DDR2 RAM 1G the system has random freezing, and some of the Programs and Apps Not Responding very well, also the storage is mostly full which can cause problems for saving new data.

As a Comprehensive description you must know this system not going to last for long and soon you will have problems with this system.

Links:

New memory:

<https://www.googleadservices.com/pagead/aclk?sa=L&ai=DChcSEwiy-tWexK7_AhXV7e0KHcpJAyQYABALGgJkZw&ae=2&ohost=www.google.com&cid=CAASJeRoOinJYDUq_xXqDjuc8I-WDWghPdbAI-4COZs0LiZb0amr9Uc&sig=AOD64_2RiWJdiApV64v5WFCtzeEq5Rfn7w&ctype=5&q=&ved=2ahUKEwjojdGexK7_AhWEoFwKHR66DDQQ9aACKAB6BAgEEB0&adurl=>

New hard drive:

<https://www.googleadservices.com/pagead/aclk?sa=L&ai=DChcSEwiWtty8xK7_AhVRx-0KHTcWDjsYABAGGgJkZw&ae=2&ohost=www.google.com&cid=CAASJeRoE5ovYKiMNfTHl2hGozq7NbunwstD3s_5to5U45q8sewGDl0&sig=AOD64_37R9GaJZDxu35RevtdlFyOjvCF1Q&ctype=5&q=&ved=2ahUKEwju_NO8xK7_AhXPTsAKHc1dAUUQ9aACKAB6BAgDEA8&adurl=>

**TO: West Mercia Employment**

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