**Technology Profile from Lynn Perez Hewitt**

Name of organization:

Technology used: (i.e. website, social media, cloud based tool)

If Website:

* + URL
  + Where is domain registered?
  + What is expiration of registration?
  + Who registered the domain?
  + What is username and password to access registration?
  + Who is the hosting provider?
  + What is the term of the hosting (expiration)?
  + Who developed the website (programmer)?
  + What development tools were used to code the website (e.g. Dreamweaver, Word Press, Flash, Jumla, etc)?
  + Are there any third-party plug-ins used?
  + What is the hosting provider’s O/S platform? (Windows server – which version, Linux, Apache, etc.

If social media:

* + Name of social media (twitter, FaceBook, Pinterest, etc.)
  + Who is administrator?
  + When was “page”/presence established for this organization?
  + Is there more than one administrator?
  + List managers/administrators
  + Have any additional functionalities been added/used?

If Cloud-based tool:

* + Name of tool., i.e. DropBox, HootSuite, etc
  + Username
  + Password
  + Naming conventions used
  + Limitations of tool if applicable, i.e. number of users per license of within free use.
  + Fee for use?