Device audit for care organisations

Use this form to list the phones and tablets in your homes and send it back to us. We'll check each one and tell you which can run Voop as it is.

> You don't need to give us children's names, phone numbers or IMEI numbers. Give each device your own label instead, such as "Oak House phone 2". **Fill in a row for every phone and tablet, then send it back to your contact at Voop or hello@voop.com.**

> **The make and model is the one thing we need.** Everything else is optional, but each extra detail helps us check your phones faster. For Samsung phones, please add the model number too.

1 How to find each detail

Menus vary a little between makes. These are the usual places.

Detail	Android	iPhone and iPad
Make and model Needed	Settings → About phone. Look for Model name, or Model.	Settings → General → About → Model Name
Model number Samsung: please add	Settings → About phone → Model number. On Samsung phones it starts with SM-, for example SM-S921B.	Settings → General → About → Model Number. Tap it once to see the number starting with A.
Software version Optional	Settings → About phone → Android version. On Samsung phones it's under Software information.	Settings → General → About → iOS Version
eSIM Optional	Open the phone keypad and dial *#06#. If an EID number appears, the phone supports eSIM. You don't need to write any of the numbers down.	
Locked to a network Optional	Phones sold in the UK since December 2021 can't be locked. For older phones, ask the network it came from, or try a SIM from a different network.	Settings → General → About → Network Provider Lock. "No SIM restrictions" means it isn't locked.
Managed by another system Optional	Look for "This device belongs to your organisation" or "managed by" in Settings or on the lock screen.	Settings → General → VPN & Device Management. A management profile there means it's managed.
Can you unlock it? Optional	Someone will need to unlock the phone and sign out of its Google account (or Apple ID) before it's reset. Answer yes if you have both the screen lock and the account details.	

If a device is managed by another system, note which one in the notes, for example Microsoft Intune, or ask whoever set it up.

2 Fill it in and send it back

On screen or on paper. Type straight into the Word version, which opens in Word, Word online or Google Docs. Or print the next page and fill it in by hand.

Send it back to your contact at Voop, or to hello@voop.com. A photo or scan of the paper form is fine.

What happens next. We check every device and tell you which can run Voop as it is, and which would need replacing. Your contact at Voop will go through the results with you.

3 Your devices

Organisation	Filled in by	Email or phone	Date

Only the make and model is needed (plus the model number for Samsung). **Yes or no columns:** write Y, N or ? if you're not sure. **Owned by:** O for the organisation, YP for the young person. **Used by:** YP, Staff or Spare.

Home	Your label	Phone or tablet	Make and model (needed)	Model number	Software version	eSIM?	Locked to a network?	Owned by	Used by	Managed by another system?	Can you unlock it?	Notes
Example: Oak House	*Phone 1*	*Phone*	*Samsung Galaxy S24*	*SM-S921B*	*Android 14*	*Y*	*N*	*O*	*YP*	*N*	*Y*	

Totals

Phones	Tablets	Android	iPhones and iPads	With eSIM

Need more rows? Print this page again, or add rows in the Word version.