

Computer Team Meeting 3/21/19

Attendees: Melissa Pappas, Phil Lee, Diane Anastos, Gerard Forys, Ron Sexton, Bill Hughe

New laminated sheets with the new help desk address have been handed out. The new address is PHAtechhelp@gmail.com.

Passwords are in the process of being changed. Aaron is doing this. You can email password suggestions to Diane.

Checklist:

Aaron made up a new computer station checklist. This can be used by admins at their own sites and by Peers when they go out to a site.

Computer update/Fix Checklist			
	Yes/No	Time/Date Completed	Notes
Hi-Rise			
Date:			
Time:			
Computer Name:			
Current OS:			
Computer Evaluation as of turning it on			
Is the Use policy showing?			
Is it's timer set to 15 seconds read time?			
Is the computer frozen on the admin side?			
Is the computer currently running the latest windows 10?			
Is Deep Freeze/winselct active on the computer upon arrival?			
Is the admin/Deepfreeze passwords correct?			
Start Time	DONE check	Time/Date Completed	NOTES
Tasks (Computer Admin Acct. Update/Maintenance)			
Check time is correct			
Delete excess printers			
Set default printer			
Update apps with Ninite			
Remove all installer files and sensitive information			
Add admin profile icon if missing			
Make sure internet is connected and set to auto connect			
Tasks (Community Acct. Update/Maintenance)	DONE Check	Time/Date Completed	NOTES
Add adblocker to all web Browsers			
Delete any files or internet history			
Update wallpaper and icon if blank or old			
Make sure Presidents Council Webpage is the Homescreen			
Make sure Most used apps have Desktop Icons			
Tasks (Computer Admin Acct. Update/Maintenance)	DONE Check	Time/Date Completed	NOTES
Finish	DONE check	Time/Date Completed	NOTES
Log into admin side			
Make sure Timer is set correctly w/ 15 second wait			
Refreeze Computer			
Date:			
Time:			
Final NOTES			

Most of these things should be done already. This is a reminder to check that they are. There were questions about whether everything on the checklist applied to our computers. You can make copies of this form and start using them when you do computer maintenance.

A question was asked about blocked websites and if there is still a procedure for getting them unblocked. Diane will check and see if Aaron is still checking on requests to unblock sites.

People using computers for an excessive amount of time was discussed. Even though the computers are set to restart after a certain amount of time that doesn't prevent someone from staying at the computer after it restarts or moving to another computer.

Both Seal and Exchange had issues with this.

Cleveland had an issue where two computers thawed spontaneously.

There are still Clorox wipes and air dusters available if anyone needs them.

Next meeting: April 18th