

Computer Team Meeting 4/18/19

Attendees: Melissa Pappas, Diane Anastos, Gerard Forys, Ron Sexton, Bill Hughe, Julia Hupperts, John Cardoza, Keri Levin, Ron Sexton

Recognition Event:

Computer Peers will be recognized this year.

The event is on May 24th at the Wilder Foundation(Lexington And University Aves.)

Several speakers from the Computer Team are needed. (They'll just say a few words about what they do for our computers.)

Melissa will be one of the speakers. Ron will be the other.

Printers:

Every site should have a scanner with their printer. A few hi-rises don't have a working scanner. A question was asked about scanning to pdf or Word. Brother printers will scan to pdf using the Control Center app. An OCR app is needed to scan to Word format.

External Hard Drives:

Each hi-rise should have an external hard drive for backing up files.

Neill and Dunedin don't have external hard drives.

Quickbooks Peers should be backing up files to an external hard drive or flash drive.

Peers should take their flash drives with them when they finish at a site. (Off-site backup. Also prevents the drives being taken and used for something else.)

Invoices and Peer assignments:

Once Peers are assigned they need to fill out an invoice and have someone from the hi-rise sign off on it. It is fine if you aren't able to fix a problem.

Try to submit invoices within a month and a half of when the work is performed. If you wait too long you won't get reimbursed.

It was asked that Aaron notified people before coming to work on the computers.

Next meeting: May 16th

