

Reference : ADMINISTRATIVE SERVICES - MIS
Section : ADMINISTRATIVE SERVICES
Title : MIS TRAINING/RESOURCE ROOM
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I PURPOSE

The MIS training/resource room has been established on the 3rd floor of the MTC building as a technical resource, production tool and training area.

In order to maintain the availability, dependability, and integrity of the systems, their hardware and software the following policy MUST be followed.

II POLICY

Eligible users:

1. Employees with a need to improve current work skills.
2. Employees needing to provide an environment for vendor demonstrations.

Operational Guidelines:

1. No installations of software packages. Exception vendor demonstration software, vendor MUST restore system to its original configuration,
2. Do not alter any system configuration or application configuration files including but not limited to autoexec.bat, config.sys, *.bat, *.ini, *.pif.
3. Do not alter any hardware configuration.
4. Users violating the above guidelines will be denied access to the training room and its resources.
5. Users are expected to have some knowledge of the software application they are requesting use of.

Equipment:

Personal Computers:

8 - Pentium 4 2.6ghz running Windows 2000 operating system

1- Laptop

1 - Color Television

1 – VCR

1 – LCD Projector

1- HP 2200 laser printer

Services:

Resources may be scheduled for use Monday – Friday, 8:00 am – 4:00 pm. Installed software applications are listed below:

- I MIMS
- I Lawson HR
- I Microsoft Office Applications

- I Corvu
- I Link One Viewer

Using Equipment:

Requestor:

- A. Complete MIS Training/Resource Room Service Request

Employee Use:

1. Department
2. Department Supervisor's Name
3. Requester's Name
4. Service to be used
5. Service Date
6. Hours
7. Knowledge of Application

Vendor Use:

1. Department
2. Department Supervisor's Name
3. Requester's Name
4. Service to be used
5. Service Date
6. Hours
7. Additional Resources Required

- B. Obtain Supervisor's approval.
- C. Submit form to MIS manager one or more weeks prior to service date.

Manager, MIS:

1. Reviews the Request
2. Provides requestor with a confirmation of service date.
3. Post scheduled service date on training room calendar
4. Assist the requester with usage of software applications, training materials and equipment.

Requestor:

Restores system to original state (remove files created).