



## **ADMINISTRATION**

### **LAPTOP DETAILS**

This document is for information only

Version 2 – September 2013

Upon advice – individual identity information redacted April 2016

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The Association owns 3 laptops which are available to be “loaned” to members of ManCom to assist in their work (the holders). Currently these are the Treasurer and the PWA Secretary. The 3<sup>rd</sup> one is currently spare (was used by the C Team Captain). They are intended to be used for the storage and maintenance of all files, letters and other documents relating to these posts and remain the property of the Association. In the event of the designated holder resigning, their laptop must be handed over to their successor or the Chairman. It will be responsibility of the holder to remove any personal data prior to such a handover.  
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**HARDWARE** - Each Laptop is supplied with a carrying case containing -

DELL INSPIRON LAPTOP Model xxxx-xxxx identified by its Service Tag Number as follows.

xxxxxxx (Treasurer) xxxxxxxx (Spare) xxxxxxxx (PWA Secretary)

MOUSE – Logitech M305 Wireless

SANDISK ULTRA USB BACKUP (8MB) (containing System Recovery data – **not to be used**)

SANDISK Cruzer Blade USB Flash Drive (4MB) (for data transfer use)

AC Adapter (for mains connection)

### **SOFTWARE**

OPERATING SYSTEM – Windows 7 Home Premium Edition (Service Pack 1)

MICROSOFT OFFICE 2010 – Home and Student version. This is additional software installed from a Family Pack covering 3 PCs. The installation CD held by the PWA Secretary.

SECURITY and BACKUP – Norton 360 Premier Edition. This is additional software installed under a 3 PC license agreement that is renewed automatically each August. The original Installation CD is held by the PWA Secretary. As well as providing comprehensive virus and other protections, it has been configured to provide automatic daily backups of all Documents.

### **CUSTOMISATION and USAGE**

Apart from the installation of MS Office and Norton (see above), the Laptops have all been identically configured and personalised as follows.

Logon screen shows the NYSMBA logo and the holders job title.

Desktop is in NYSMBA colours (Maroon/Gold)

Desktop shows a Clock, Calendar, Norton shortcut and local Weather graphic.

Google is set as the default browser

Changes to any of the above should only be made with ManCom agreement so that these can be duplicated across all 3 laptops – thus keeping all them all identically configured.

All NYSMBA data must be stored within the relevant folder set up in the MY DOCUMENTS library. A shortcut to this folder has been placed on the Task Bar and/or DeskTop for convenience. All documents created must be placed in this folder which is covered by the automated backup procedure run daily by Norton.