



USDA Office of the Chief Information Officer

## **Information Technology Services - ITS**

### **Minnesota**

ITS recommends that you restart your workstation on a daily basis and that your workstation be left powered on at night and connected to the network, when possible. Security patches, virus definition files, software updates, backups, vulnerability scans, etc. are performed on workstations at night.

The process that ITS recommends each person perform when they leave the office at the end of the day is to click on Start -> Shutdown -> Restart -> OK. This process will log the user off, restart the workstation and install updates after the user has left the office.

Those users who travel with their laptops or tablets should regularly connect their workstations to the USDA network to get software updates applied. This process may reboot your machine once or several times depending on the type of update and how many updates your machines is receiving. Please allow ample time for this process to complete which may take up to a couple hours depending on how long your machine has been off the network and how many updates are being applied. Updates vary in size and complexity of installation, so an update may finish in a few minutes or much longer with bigger updates.

ITS recommends that users with a Gateway laptop power off their laptops on weekends to help cool them off and extend the life of the hard drive, due to a significant overheating problem. The Gateway laptops may take longer to start up on Monday mornings, since patches may need to be installed. There will also be times when you may want to power off any workstation such as for power outages, storms, lengthy vacations, etc.

You should also consider powering off monitors, printers, and scanners at nights and weekends to conserve on power consumption. System 36 printers and console monitors should not be powered off nights and weekends.

If you have any questions, please contact your ITS Specialist or myself.

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