Standards for Software & Hardware

**Purpose:** The intent of the following policy is to establish office automation standards in order to minimize complexity, facilitate maintenance, and maximize support.

**Policy:** It is the policy of CDS to maintain flexible hardware and software standards that are reflective of system needs and new technologies.

**Procedure and/or Process:**

**General Guidelines:**

* These standards will be changed as new products are approved as standards for the agency.
* Deviations from these standards must be requested from the Data Systems Manager and will be considered on a case-by case basis.

**Hardware Acquisitions:**

* All computers purchased must be able to run standard Windows applications.
* Computers must meet manufacturer’s recommended (not minimum) requirements for the operating system and needed applications. At a minimum:
	+ Processor: Intel Pentium 4, 2.8 GHz, 2MB cache
	+ RAM: 2 GB
	+ Hard-drive: 80GB
	+ Network adapter: Integrated 10/100/1000 Ethernet
	+ Operating System: Microsoft Windows 7

**Software:**

* Operating Systems:
	+ Computers: Microsoft Windows 7
	+ Accounting Server: Virtual Machine on Windows Server 2008 R2
	+ Primary Server: Windows Server 2008 R2
* Productivity Software:
	+ Word Processing: Microsoft Word 2010
	+ Spreadsheet: Microsoft Excel 2010
	+ Database: Microsoft Access 2010
	+ E-Mail / scheduling: Microsoft Outlook 2010
	+ Presentations: Microsoft PowerPoint 2010
	+ Integrated Suite: Microsoft Office Pro 2010
	+ Browser: Microsoft Internet Explorer Google Chrome
	+ Website development: Adobe Dreamweaver
	+ Antivirus/Internet Security: Microsoft Security Essentials and Microsoft Office 365
* Critical Systems:
	+ Accounting: SAGE 2017
	+ Human Resources: Abra