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