

Tour Group Responsibility-Computers

Josh Jurs 29 August 2001

The person in charge of the computers for the Tour Group has many responsibilities which include both the hardware (printers, scanners, etc...) and software. These include the following:

- Setup and take down of all computer/hardware in the following areas: Computer Room (Rm. 300a), secretary and assistants offices, Dr. Tour's computer, and any computer/hardware located in the instrument room (Rm. 260).
- Software compliance- i.e. only software that has been licensed and approved by Dr. Tour & the computer person can be setup and installed on the tour group computers-**All unauthorized software will be deleted from the hard drive!**
- Debugging and cleaning of all Viruses. Update of all computer virus .dat files from the Rice University IT web page to keep the Virus program up to date. (Additional help can be obtained from the Rice University IT department by submitting a request to-Dr. Problem).
- Routine Maintenance; such as, deleting temporary internet files, running scan disk and defragmenting the hard drive to keep the computers running smoothly.
- Supervision of cleaning computers on Tour Group Lab Cleanup days.