

## Standards for Software & Hardware

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**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.
- Software is to be distributed initially via a custom Windows image, and updated via centrally-administered server deployment.

#### **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 or AMD manufactured after 2015 or later.
  - RAM: 4 GB
  - Hard-drive: 120 GB
  - Network adapter: Integrated 10/100/1000 Ethernet

#### **Required Software:**

- Operating Systems:
  - Computers: Microsoft Windows 10
  - Accounting Server: Virtual Machine on Windows Server 2012 R2
  - Primary Server: Windows Server 2012 R2
- Productivity Software:
  - Word Processing: MS Word 2013 or later
  - Spreadsheet: MS Excel 2013 or later
  - Database: MS Access 2013 or later
  - E-Mail / scheduling: MS Outlook 2013 or later
  - Presentations: MS PowerPoint 2013 or later
  - Cloud storage: MS OneDrive
  - Browser: MS Internet Explorer and Google Chrome Enterprise
  - Antivirus/Internet Security: Microsoft Security
  - PDF: Adobe Reader DC
- Utilities:
  - Archival/compression: 7zip extractor
  - VPN: Sonicwall GlobalVPN
  - Videoconferencing: Zoom
  - Remote assistance: ConnectWise ScreenConnect Client
  - Password manager: BitWarden
- Critical Systems:
  - Accounting: SAGE 100 2019