

C. COMPUTER SHUT DOWN

Computer Users are responsible for shutting down their computer workstation, as well as, any other workstation he/she may be using when leaving for the day.

IMPORTANT: In case of power failure, Computer Administrator is responsible for shutting down the server within **6 minutes** using the following steps:

1. Click on Start
2. Click on Shutdown
3. Shut down Windows 2000 Server appears
4. What do you want the computer to do?
5. Shutdown
6. OK

In the absence of the Computer Administrator, the following chain should be followed for shutting down the Server:

1. Clerk Chief 1
2. Human Resources
3. Administrative Specialist II
4. Accountant Administrator I

In case of power failure, you have **6 minutes** to turn the power off to your computer workstation using the following steps:

1. Save your work
2. Close all programs
3. Follow Step by Step Procedure for Shutting Down the Computers

Notify Computer Administrator if computer doesn't stay up during a power failure.