
DESKTOP CONFIGURATION

PROCEDURE

Vendor Name:	Godrej and Boyce Mfg. Co. Ltd.	Document No	IOWMS/SOP/6
Contract No:	GEM/2023/B/4123905	Revision No	0
Contract Date:	7th June 2024	Date	

IOWMS

Procedure: Desktop Configuration



Procedure

Connections

1. Godrej Site Person will unpack the new desktop received at site
2. He will make appropriate connections for Monitor, CPU, Keyboard, Mouse and LAN connection with Switch provided by Godrej.
3. Desktop supplied to BPCL will have pre-built Windows 11 Professional Operating System.
4. Once all the connections are done, Godrej Site Person will turn on the system.

Configurations

MAC Address Finding

1. Once the system is On, Godrej Site Person will open “Settings” -> “Network and Internet”-> “Status”-> “View hardware and connection properties” and note down the MAC address for Ethernet for the Desktop provided.
2. This MAC Address will be added to the MAC list of the switch as per the SOP for Setting of Switch.

Antivirus

3. Godrej Site Person will then download the Kaspersky Antivirus from the website, if not pre-installed
4. Once downloaded, he will install the same on the Desktop.
5. Based on the License received by him from Godrej Head Office, he will put the license in the Antivirus and finish the installation.
6. The Antivirus and Windows Updates will be checked by Godrej Person periodically, during AMC visits.

Password Policy

7. Godrej Person will then go to Start Menu-> Local Security Policy-> Account Policies-> Password Policy. Then Set the Password Policy as per the Password Policy document and apply.

User Interface

8. Once the above settings are done, Godrej person will then open the default browser (Microsoft Edge, Google Chrome, Internet Explorer)
9. Enter the URL, <https://platform.betterplace.co.in> and start the regular course of work.
10. Any data collection done on excel for bulk-upload containing PII, would be deleted from the desktop immediately after the upload is completed.

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