


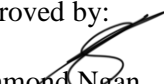
MITSUKOSHI MOTORS PHILIPPINES, INC.		
POLICY AND PROCEDURE		
POLICY TITLE :	COMPUTER MAINTENANCE & VIRUS CHECKING	Ref. No.
DEPARTMENT :	INFORMATION TECHNOLOGY	ITD-15-12-0301
TO :	BRANCH MANAGER, CASHIER AND ASSISTANT CASHIER	

OBJECTIVE

1. To educate the branch employees on how to maintain their computers to promote longevity of computer equipment within the branch.
2. To minimize unplanned (emergency) maintenance of computer equipment and ensure continual operations of branch.
3. Prevention of overhead costs in regards to branch repairs of equipment.

POLICIES

1. Everyone is responsible for the procedure and maintenance of their computer.
2. Special permissions must be obtained from the Information Technology department prior to configuring any computer systems (i.e., web server, mail server, file server, account server, and application server).
3. The Information Technology Department shall be responsible for the following:
 - 3.1. Provide networking services.
 - 3.2. Conducting routine inspection to ensure the integrity and security of the MMPI network.
 - 3.3. Conducting routine inspection to ensure the currency of the licenses and apps.
4. At any given point the branch is not allowed to access, download or use any sites or files that is not in the scope of branch responsibilities. (ie. graphic sites, gaming sites, social networking sites, music files, video files and such).
5. Continual breakage of branch IT equipment will be pursued by the IT department thru HR department.
6. USB devices must be at all times scanned prior to opening files to avoid viruses.

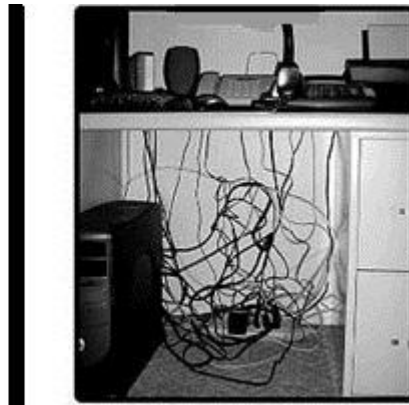
Prepared By: Suzelle Ngan 	Approved by:  Richmond Ngan Executive Officer	Effective December 2015	Page 1 of 6
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PROCEDURE

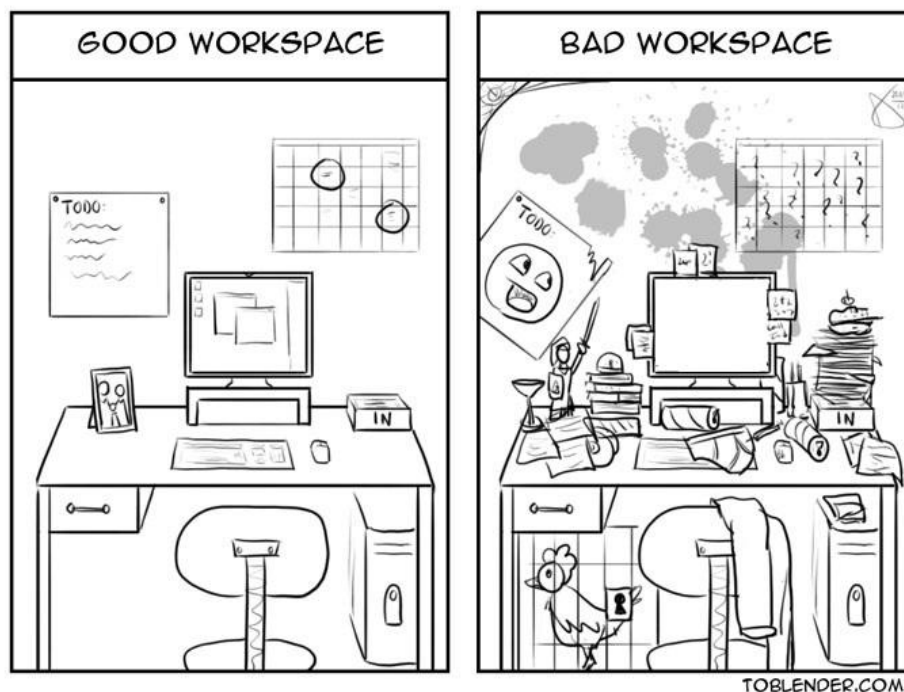
1. Hardware Concerns


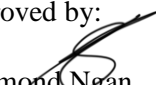
1.1. Make sure your computer are well and properly cleaned physically.

1.1.1. Avoid messy cables and dusty computer desk by cleaning them before you start your daily task.



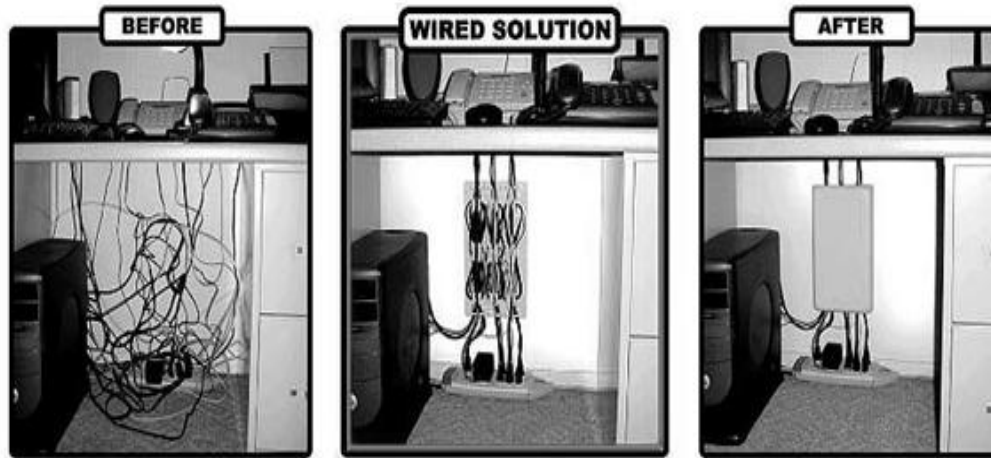
1.1.2. If you're moving your computer, take the opportunity to clean your desk and floor as well.



Prepared By: Suzelle Ngan 	Approved by:  Richmond Ngan Executive Officer	Effective December 2015	Page 2 of 6
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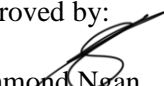
1.1.3. Clean cabling will help prevent snags and stresses on your computer ports.

1.1.4. If you have a lot of peripherals, consider using cable management of some type. Twist ties work fine or you can use a full out cable solution.



1.1.5. While you're wiping down your desk, wipe down the monitor too. CRT screens can be cleaned with any mild glass cleaner, but LCD screens can't tolerate it. Use a dampened cloth or a product specifically made for LCD screens.




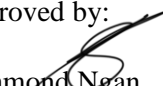
Prepared By: Suzelle Ngan 	Approved by:  Richmond Ngan Executive Officer	Effective December 2015	Page 3 of 6
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- 1.1.6. Keyboards can be turned upside down to dump out crumbs and dirt, or keys can be pried off and the whole assembly cleaned with duster.



- 1.1.7. Make sure that all power cables are using AVR or good surge protector. This will affect the lifespan of your computer. Do not plug power cables of computer and printers directly on the wall outlet (AC).



Prepared By: Suzelle Ngan 	Approved by:  Richmond Ngan Executive Officer	Effective December 2015	Page 4 of 6
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2. Software Concerns

2.1 Run antivirus and spyware scans every week on Mondays by following steps below:

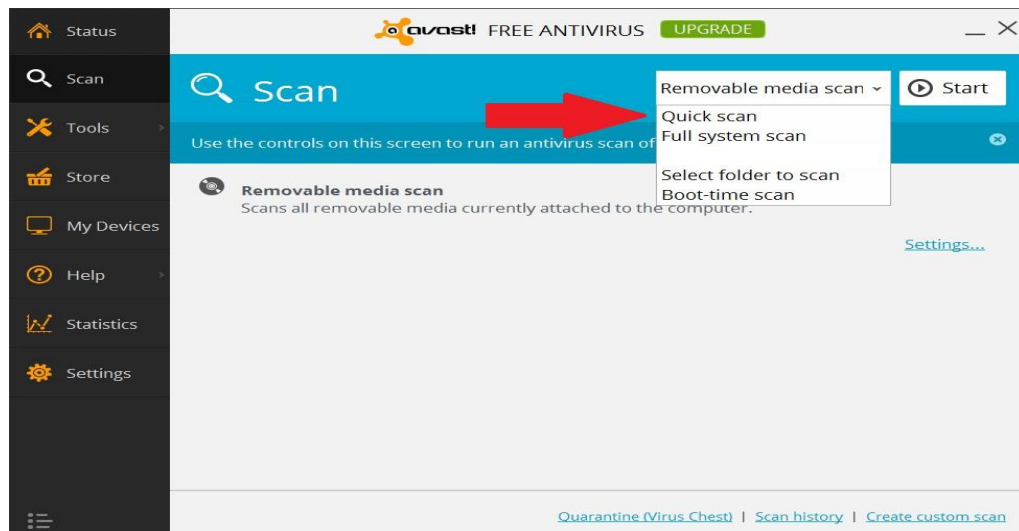
2.1.1 Launch the Avast software by double clicking on the icon labeled “Avast Antivirus” on your desktop.


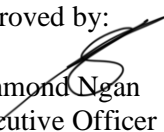


2.1.2 The main Avast program window will load on screen.

2.1.3 The program's default configuration means that it will already monitor all newly downloaded files for viruses, so the only thing left to do is perform a full scan of the existing files on your computer

2.1.4 Select the “Quick Scan” option from the window on screen to allow the program to begin analyzing your hard drive. If any malicious programs or files are found during the scan they will automatically be quarantined and deleted.

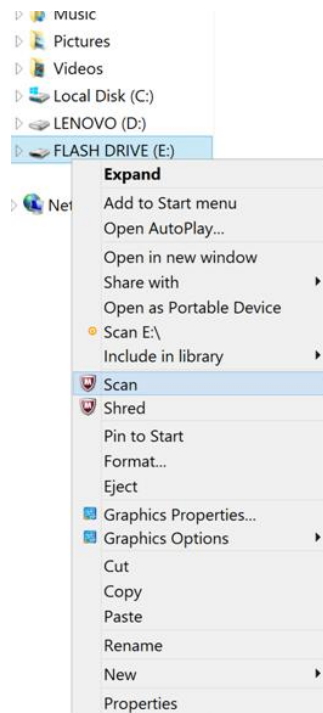


Prepared By: Suzelle Ngan 	Approved by:  Richmond Ngan Executive Officer	Effective December 2015	Page 5 of 6
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2.1.5 Allow Avast to keep running on your computer whenever you browse the Internet. The program will scan your e-mails and downloaded files to make sure they are virus free. It will also help prevent attack sites from opening in your Web browser.

3. USB Concerns


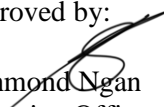
3.1 Run virus scanning for USB device to avoid getting any virus in computer. See image below for steps 3.2 to 3.4



3.2 Right click the USB Drive

3.3 Click Scan to scan for virus

3.4 Once ok then access files if not then do not open USB

Prepared By: Suzelle Ngan 	Approved by:  Richmond Ngan Executive Officer	Effective December 2015	Page 6 of 6
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