**Weekly Updates**

**February 14, 2014**

|  |  |  |
| --- | --- | --- |
| Test | Description of Changes | Affected Individuals |
| Ctrl+Alt+del | Please get in the habit of locking your computer when you step away. Why does this matter?* After 15 minutes, a screen saver will lock your computer.
* A secondary timer starts where at 60 minutes of no activity, the computer will reboot ☹
* If multiple users are logged on to one computer when you go to restart, a pop-up message will display warning about logging of all the users. Select ok.
 | All Staff |
| Multi-user computers | When a computer is locked, you can choose to switch the user and log on even if the original user is still logged on and locked. | All Staff |
| Cerner desktop Shortcut | Under start, all programs right click on the Cerner icon and choose send to desktop. This will create a shortcut on the desktop for the logged on user. You will need to do this on each computer as you log on to them. | All Staff |
| Windows 7 Help | Here is a [link](http://hennote1.co.hennepin.mn.us/IT/MSTools.nsf/Title/Training%20Resources) to training options for Windows 7. The video indicated below is short and recommended by Jackie. Feel free to follow through with the training resources as you feel necessary.Select this video | All Staff |
| FIT Testing | Just a reminder that FIT testing is next Wed & Thurs (Feb 19 & 20). See schedule below -- * Kim West – Feb 19th 0820
* Leah Atkins – Feb 19th 0900
* Sondra Brooks-Retic – Feb 19th 1120
* Sue Seim – Feb 20th 0820
* Deb Jaakola – Feb 20th 0920
* Heather Labs – Feb 20th 1140
* Hilina Berhe – Feb 20th 1220
* Sue Johnson – Feb 20th 1240
 | All Staff |

**Procedure Additions, Updates and Changes:**