



February 5, 2004

**OKLAHOMA BULLETIN NO. 270-4-3**

**SUBJECT: IRM – Reboot Policy for Oklahoma NRCS Computers**

**Purpose:** To establish a reboot policy for Oklahoma NRCS Computers.

**Expiration Date:** September 30, 2004

In order to automatically install antivirus software and other software updates, a system reboot is often required. In addition, computers that have been running continuously without a reboot will have “orphan” processes that take up valuable memory and cause a computer to slow down.

By way of this bulletin, it is Oklahoma’s policy for each employee to “reboot” their computer at the end of each day as practicable. In other words, at the end of the work day “reboot” the computer instead of logging out. To reboot the system, please follow the instruction below:

- Close any open applications
- Click Start (lower left corner of screen)
- Click Shutdown
- The “What do you want the computer to do?” box should contain the word “Restart”. If not, click the list selection button at the right end of the box, then click on “Restart” from the drop down list.
- Click [OK]

If you have any questions, please contact Bill Porter, ASTC (ER/IT), at (405) 742-1206.

/s/ (Leslie R. Conner – Acting)

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