

## **Managing Your Data: Preparing for Your Hardware Replacement**

### **How are your settings and data transferred to your new workstation?**

We utilize an automated tool to migrate user settings and data files to new workstations. This comprehensive tool allows our technicians to move the data to the new workstation and provides a seamless transition for our users by maintaining the look and feel of their old workstation. The data files including shortcuts and wallpaper will appear in much the same manner. If you have any non-standard software, please let us know as soon as possible. If you notify us prior to your systems' replacement, we can assure that the new software is redeployed to your new workstation. Saving your data/documents to your 'My Documents' folder located on your current systems 'Desktop' will help to ensure all of your data will appear on your new system as it does on your old system. Maintaining an up-to-date Connected Backup will ensure the safety of all of your data.

### **Data Storage Options**

Currently you may have data storage options for maintaining your data files: CD Rom, Floppy Drives, Zip Drives, USB Flash Drives, and Connected DataProtector. Zip and Floppy Drives are now obsolete; DVD R/W has replaced CD ROMs; and floppies have been replaced by flash drives as the most popular method for portable data. One constant is Connected - the very robust and highly secure method to maintaining an automated back up - the best way we here at MC can ensure that our data is protected.

### **Software**

We have two categories of software – Standard and Non-Standard. Standard software is made up largely of site-licensed productivity software. A complete list can be found at our website. Non-Standard software is any software that was purchased by the College for use on College equipment that is not included on the standard software list. Only College-owned software may reside on College PCs. We are required to verify that valid licensing exists prior to deploying that software to your new workstation. When a non-standard software package is requested to be deployed to a replacement workstation, the request to IT Projects is forwarded to OIT Asset Management to verify valid licensing information in following with our normal approval processes.

### **Identifying Hardware Scheduled for Replacement**

The current hardware cycle for PC's and Laptops is approximately four years from date of purchase. Flat panel Monitors have a life cycle of eight years. It is important to note that replacements are scheduled according to purchase date and not installation date.

## Where to Find Additional Information

The IT Projects Group maintains a website that enables our clients to take part proactively in the replacement process. Early in each Academic year, our clients can find information regarding the upcoming replacement projects. Our website is easily reachable by clicking "[HERE](#)". There you will be able to find information that includes the project plan, status reports, and a search option. In addition, other helpful documents can be found there including the list of standard software and steps for resetting your passwords. The Project Plan shows the timeframe for the completion of each phase. With that information, you can compare our progress with the status reports to understand better, where we are and where we are headed.

