

Monday, September 26, 2011

Procurement	
Hardware	Chuck/Albin/Dick
Software	“
New Accounts	Chuck/Albin/Chris
Passwords	Chuck/Albin/Chris
Email	“
Network/PC	“
PC issues	Chris/Albin/Jim/Chuck
Printers	“
FAX devices	“
Scanners	“
PC Software	
Windows	Any IT Staff
MS Office	Any IT Staff
GroupWise	Chuck/Chris/Albin
Outlook	Chuck/Chris/Albin
Access Database	Alan/Dick
FileMaker Database	Albin/Alan
SOVA Database	Albin
Training/Presentation Setup	Any IT Staff
Computer Virus/malware	Chuck/Albin/chris/Jim
Web Updates	Chuck/Albin/Jim
Brochures/Certificates/ID's	Albin/Jim
VPN Connections Issues	Chuck
Online Conferencing	
Adobe Connect (COC)	Chuck
WebX	Jim
BlackBerry	Dick/Albin/Chris/Jim