Checklist for Caseworkers and Supervisors
To Prepare for New Desktop Personal Computers (PC)

Please check off the following as either you or your LAN Administrator complete the item in preparation for the delivery of your new PC.

☐ I've removed all my files (Word documents, such as UCRs, progress notes, correspondence, Court documents, personnel documents, and personal items; Other files, such as Excel spreadsheets, etc) from the "C" drive of my old PC.

☐ I've moved all of the work files that I want to keep to either my "H" drive or to a diskette.

☐ I've saved a copy of my Microsoft Exchange Personal Address Book on my "H" drive.

☐ I've saved a copy of my Microsoft Exchange Personal Folders on my "H" drive.

☐ I've saved a copy of my Microsoft Schedule+ Calendar file on my "H" drive.

☐ I've prepared myself for my new PC.

  ☐ I've looked at the training video.

  ☐ I've reviewed the "New Computer Quick Start Guide."

☐ I know how to get to and use the following computer functions that I will need on my new PC:

  ☐ my e-mail (look at, create and send)

  ☐ my CONNECTIONS caseload

  ☐ my UCR documents

  ☐ my WORD documents

  ☐ other _____

  ☐ other _____

☐ There is a colored sticker on my computer to indicate that it is to be replaced.

☐ I know who in my agency can help me with my new PC if I have problems.

 Name of helper:_____ **Phone #:** _____

You can also get help from the CONNECTIONS Help Desk at 1-800-759-3832.