Computer Use Policy and Procedures

HiFlex Physio

Policy

Staff are required to comply with the following procedures involving their use of HiFlex Physio computers. These include:

- Properly switching on their desktop computer.
- Correctly logging on to their account in the desktop computer.
- Safely switching off their desktop computer.

HiFlex Physio observes proper use of its equipment to ensure reliability during tasks related to work and extend service lifetimes. As such, HiFlex Physio requires the staff to follow user procedures in switching on, logging on and shutting down their assigned desktop computer.

This policy sets out guidelines for activating, accessing and shutting down HiFlex Physio computers. The primary purpose is to promote responsible computer ownership and reduce the likelihood of breakdowns that might affect company functions.

Switching On the Desktop Computer

The following steps must be observed during the start of the shift and the computer is switched off:

- Check that the power cables are connected to the desktop computer and power outlets. Ensure that voltage regulators and extension leads are switched on, where applicable.
- Locate and switch on the power buttons on the desktop tower and computer screen

Procedures

Logging On the Desktop Computer

After successfully switching on the computer and have already been provided login details, the employee must:

- Wait for the logon screen to appear
- Enter the username and password for their desktop computer

Switching Off the Desktop Computer

The following steps must be observed at the end of the shift with the employee preparing to shut down the computer:

- Check that any changes made in files have been saved and there are no open applications
- Locate the power icon on the Start Menu and select shut down