

Allison Lab Computing Policies

- Always install operating system and software updates promptly
- Do not disable anti-virus software
- Remove all viruses detected by anti-virus software or call OIT if you have trouble
- All lab computers must be password protected
- All lab computers and files on them are property of the University of California
- Do not store personal information on lab computers
- Be extremely careful about downloading files and programs from the internet
- Be extremely careful about visiting unknown or non-scientific websites
- Do not let files accumulate on the desktop
- Do not make a separate folder for yourself (with your name)
- Do not create new user accounts on computers
- Use worksheets in Excel to organize data where possible rather than creating new files
- Give all files descriptive names
- Use the following naming convention for all lab-owned computers:

Three folders in My Documents:

Current Projects

“Project 1”

Data

Protocols

(other folders as necessary)

Finished Projects

Folders containing information not related to lab projects. These will not be backed up and will be deleted when you leave the lab.

Name files as: YYMMDD<descriptive name>, e.g. 090127AllisonLabComputingPolicies.doc

Microplate reader users:

Log on to the Guest account

Open My Documents folder and create a folder with your name or your lab’s name

Organize and save your files, experiments, and protocols within your named folder

Remove outdated/unused files

Do not leave files on the desktop

BACK UP your data; we are not responsible for lost data