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HOWDY!

DSA IT Liaisons Communications Committee
11/5/2019

► Agenda

- Tech Tip: New DivIT Security Patching
- Laserfiche Demo Review
- TAMU Software Acquisition Process
- This month in DoIT
- Q&A

► Oct 4, 2019 Laserfiche Demo

- MP4 available for [download](#) in DSA IT Liaisons folder
 - Document Properties/Repo Navigation 02:12 - 05:49
 - Record Management 05:50 - 06:47
 - Repo Search Options 09:29 - 10:53
 - Microsoft Office Integration 12:20 - 14:54
 - Laserfiche Forms 20:55 - 26:03
 - Reporting Capabilities 30:02 -

▶ Obtaining Laserfiche Access

- All Staff (02) are licensed to use Laserfiche without any charges
- Repo access granted by unit admins (e.g. DoIT = Tracy Bush).
 - Unit admins can add members by emailing lfsupport@tamu.edu or using the new [DiVIT Request Process Page](#)
- Units are billed on number of images stored in the repo
 - Tier 1: 0-150,000 images - \$2,500 annually
 - Tier 2: 150,000-3.3 million images - \$0.15 per 100 images/month
 - Tier 3: More than 3.3 million images - \$0.10 per 100 images/month
- [Review the Full Rate Sheet](#) for more information

Critical Security Patching

New Requirement

- Critical Patches installed within 30 days of release on End-User Devices and Servers
(*TAMU System Internal Audit*)

DoIT Process (Existing)

- **DSA Workstations** are updated and rebooted typically on the **fourth weekend of every month** (outside DSA business hours) but **may be done on any weekend**.
- **IT Infrastructure & Services** are updated during standing maintenance windows, which are the **first and third Sundays of every month between 12:00AM (midnight) and 12:00PM (noon) CST**.

Impact to Departments

- Though the **patch windows have not changed**, there will likely be an **increase in patch frequency**.
- Users should **save their work** and **log off** of their workstations (leaving them powered on) at the end of the work week and on weekends. The workstation update process will reboot workstations.

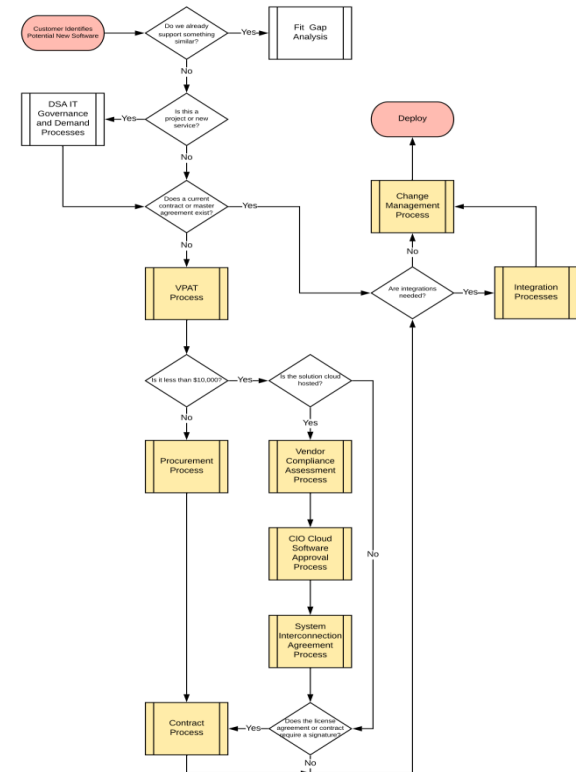


Software Acquisition Process

Anthony Schneider

Software Acquisition Process

- To inform and increase awareness of requirements when acquiring new software
- Includes recent and new processes outlined in University SAPS



This month in DoIT

Justin Ellison / Cameron Baker

► This month in DoIT

- **Notable Projects:**

GetInvolved MSC Online Application Go-Live (Nov 18)

CAPS Infrastructure & Endpoint Consolidation

OSX & iOS Support Project

- **Data Center Infrastructure Upgrades**

- MCDC redundant power and switches (Nov 3)

- Fibertown to WCDC move (Nov 23 & 24) - *Service Outage*

- **Student Services Building Move and Occupancy Prep**

- **Hiring to fill vacancies (Dir, PM, Apps, SysAdm, SD, DB, Policy)**



Department Q&A

Anthony Schneider