

## ADMINISTRATIVE ORDER 52

The following information management standards are established for all departments for networked desktop technology. It is understood that resources and training dictate the timeframe in which these standards can be **fully** implemented. For purpose of intra/interdepartmental connectivity and Internet access, AT LEAST ONE(1) dedicated workstation meeting or exceeding these standards should be established in each department prior to January 1, 1998:

### SOFTWARE STANDARDS

ITEM	STANDARD
Operating System	Windows 95
Spreadsheet	Microsoft Excel*
Word processing	Microsoft Word*
Presentation Graphics	Microsoft PowerPoint*
Database Manager	Microsoft Access**

\* Included in Microsoft Office Standard

\*\* Included Microsoft Office Professional

### WORKSTATION HARDWARE & RELATED PERIPHERALS

ITEM	STANDARD
Desktop PC	Gateway
Monitor	Gateway
Mouse	Gateway
Laser Printer	Hewlett Packard
Color Printer	Epson
Microprocessor	Pentium
RAM	32 MG
Hard Drive	1 GB
Network	3-com Etherlink network card
Modem	28.8 or higher

**INTERNET**

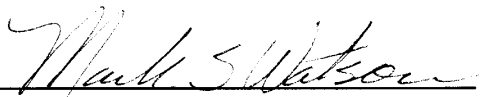
ITEM	STANDARD
Internet Service Provider	State of Montana
E-Mail	
Browser Software	Microsoft Explorer
Web Page Host	Yellowstone County
Web Page Design***	Yellowstone County/IRD
Technical Support	IRD****

\*\*\* Approval & coordination by Assistant City Administrator & IRD Liaison with Yellowstone County.

\*\*\*\*With the assistance of Yellowstone County Liaison.

The amendments adopted herein shall take effect November 18, 1997.

Dated this 18th day of November, 1997.

  
Mark S. Watson, City Administrator