

FASTFACTS

Operational Responsibilities

- **Ensuring compatibility between peripherals, i.e. making sure that the various components, add-ons and peripherals work together properly,**
- **Maintaining data consistency, i.e. preventing the creation and storage of multiple and/or differing versions of the same file,**
- **Ensuring data security, i.e. preventing unauthorized access to data, and performing regular backups,**
- **Maintaining data integrity, i.e. ensuring that reports from different periods are comparable, and**
- **Implementing measures to prevent accidental or intentional damage to the data.**

Failure to adopt good management techniques for microcomputers can cause *serious damage* to unit and departmental operations.

Consequently, managers must accept the responsibility for ensuring that computer equipment in their units is managed and used effectively.

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Managers' Responsibilities

- **Ensuring that appropriate and up-to-date documentation for specialized applications exists, and**
- **Ensuring that measures, including backup, are taken to prevent accidental loss of data due to hardware failure or employee error.**

To this end, managers must permit those assigned to use computer equipment to receive the necessary training on the hardware and software.

Training is the responsibility of Training and Development Programs (APF). Once a user in Headquarters has received training, additional support for the resolution of hardware or software problems is available upon request from the MISX Microcentre.

5.3.1 The Loan Agreement

In Headquarters, designated users are provided with the necessary hardware and software on loan from the MISX Microcentre. Users must sign a loan agreement (Form EXT 1114), agreeing to return the equipment and software in good condition when the approved requirement