

Cups?...Nope, Pints: Operating Plans, IS Policies



-Allison Winter-

-IS Director-

3/8/06

Information Systems Policies:

Drop-Box: The drop-box has limited access to Allison Winter, Jen Hess, Morgan Johnson, Alice Lakian, Jenny Kerwin, Rich Potocek, Jonathan Schwartz, and Ben Smith. However, all company members can drop documents into the folder. The drop-box folder is only to be used by Cups?...Nope, Pints company members and only for company documents. Any documents found in the folder that do not pertain to the company will be deleted. Documents should be saved in the format as specified on the next page.

To Access the Management Folder and company drop-box:

- If the computer is connected to the network open My Computer, if not go to start, press run, then type \\netspace and then enter.
- Open the folder labeled Projects
- Open the folder labeled Mgmt101Spring2006
- Open the folder labeled mgmt101c
- You are now in Cups?...Nope, Pints company folder
- Simply drag your item over top of the drop box and let your mouse button go

Templates Location:

- In the company folder mentioned above, in the templates folder
- Go to students, then the a folder, then the folder labeled amw019, the public folder, the folder labeled mg 101, and finally the folder labeled templates
- On the company's website

Formatting of Documents:

For All Written Documents:

- Should be placed on the letterhead template
- Use font Times New Roman
- Use font size 12pt
- Line spacing should be 1.5

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For graphs and charts:

- Please use the template designed for the particular graph or chart you are making
- Gantt Chart: use Arial, size 8pt

If there is more than one page to be placed on the letterhead template:

- Have your document opened in Microsoft publisher
- Press Insert, press page, enter the number of new pages you wish to have, press the button that corresponds with the choice “after current,” press the button that corresponds with “duplicate all objects on,” then type page 1. This way all graphics will be in the correct spot.

To Save Your Document:

- Your division or department_last name_first initial_document title
- For example: IS_winter_a_IS policies for operating plans
- Use the following abbreviations for your division or department:
 - BIZ for Business
 - SER for Service
 - REP for Reports
 - HRM for Human Relations
 - IS for Information System
 - FIN for Finance