

# Best Practices for Managing Data, Hardware & Software



## Audience

This document was created for University Advancement staff to provide best practices for managing data, hardware and software managed through the Constituent Management & Technologies (CMT) team.

*Every UCR staff is responsible for securing data and maintaining data integrity; prevent unauthorized access by securing your devices.*

1. Secure your device(s).
2. Clean your device(s).
3. Protect your device(s).
4. Shut down your laptop once a week.
5. Organize your digital workspace.
6. Network Connectivity
7. Report Unusual Activity.

If you have any questions about these best practices, please contact the CMT Team.

[Contact](#) | [Submit TFS Ticket](#)

## Secure Your Devices

- Use a strong password or pin to prevent unauthorized users from accessing University data, software, and other technology systems.
- Lock your screen before you walk away from your laptop to secure data:
  - PC: Windows + L
  - MAC: Ctrl + Command + Q
- Use a screen protector and/or case to ensure physical protection of portable devices.

## Clean Your Devices

- Clean your device(s) periodically to ensure long-term functionality.
- For wired/wireless keyboards/laptop, turn it upside down and give it a few shakes.
- You may also use compressed air to get crumbs, dusts, and other artifacts out of your devices.

## Protect your Devices

- Prevent laptop and docking station fan failure:
  - Do not place any objects on top of your laptop or docking station.
  - Do not leave your laptop on top of a pillow or quilt.
  - Do not leave your laptop turned on all of the time.
  - Do not have open container(s) with liquids near your devices.
- Shut down your computer once a week or every 2-3 days. Closing the laptop lid does not shut down your computer, it just locks it and is still turned on. Shutting down your computer is essential to reduce slowness, errors, and issues with opening or launching apps.

## Organize Your Digital Workspace

- Use logical and consistent folder structures to help with search and retrieval of data, documents, or resources.
- Clean your desktop. Too many open files and tabs will lead to slowness, increased power, and memory consumption.
- Permanently delete files you no longer need with sensitive information from your local computer and empty the recycle bin.

## Network Connectivity

- Always use a direct connection in the office via the docking station.
- Disconnect from wi-fi to prevent network conflicts and slowdown if you do not need to print on-site. \*NOTE: Wi-fi connection is needed to print on-site.
- When remote, always connect to the VPN to keep your connection secured.

## Report Unusual Activity

- If you receive an email that may be spam, malicious or suspicious, **do not click any links** in the email.
- Report the email to [abuse@ucr.edu](mailto:abuse@ucr.edu) or click on Report Phish in your Outlook desktop application.