

# Particle Physics Division

## Support Services

### Data Support Group Policy

#### Microsoft Software licensing

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#### Overview:

In 2004, the laboratory entered into a multi-year enterprise agreement with Microsoft. This agreement gives PPD Data Support the ability to standardize on Desktop software from Microsoft. Systems that are covered under this agreement will benefit from the fixed annual cost per product, desktop imaging, new version rights, home use program, and annual True Up<sup>1</sup>. The terms of the agreement cover a range of products<sup>2</sup> and services that enhance the ability of support experts to service the needs of their users.

Distribution of software products is based on criteria that have been approved by PPD Division Office and PPD Data Support management.

#### Criterion:

##### Processor speed – 1GHz and above

- Computer systems must be owned by Fermi Lab and have a property tag.
- Desktop support group for your computer is – PPD Data Support Group.
- PPD Data Support Group required software:
  - ★ Tally System
    - TS.Census - Inventory tracking
    - TS.Deploy - Software deployment
  - ★ Anti-Virus - McAfee Virus Scan
- PPD Data Support Group will request annual funding for Office Pro and Windows Pro.
- PPD user's Department Head must approve funding for all Microsoft products not listed above prior to installation by the PPD Data Support Group.

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<sup>1</sup> New Windows systems are added as they are acquired, software license fee is annually for the remaining term of the agreement.

<sup>2</sup> Front Page, MS Office X for Mac, Office Pro, Project Pro, Visio Enterprise, Visio Pro, Visio Standard, Visual C++, Visual Fox Pro, Visual Studio, Windows Pro.

**Processor speed – less than 1GHz**

- Computer systems must be owned by Fermi Lab and have a property tag.
- Desktop support group for your computer is – PPD Data Support Group.
- PPD Data Support Group required software:
  - ★ Tally System
    - TS.Census - Inventory tracking
    - TS.Deploy - Software deployment
  - ★ Anti-Virus – McAfee Virus Scan
- Computer systems in this category will continue to be maintained at the current operating system and office product.
- The remaining Microsoft software products are not supported and will not be allowed to be included in the annual true-up program. Users wishing to purchase those products may purchase the software through the normal procurement procedures.
- Users who purchase their own software are responsible for maintaining software license and media. PPD Data Support Group will not install any user purchased software without proof of ownership and original media.

**Exemption from the above criterion:**

- Both the PPD Division Head and the user's Department Head must approve a formal request prior to implementation by PPD Data Support Group.