In case you've missed or didn't read all the emails, fwd's and cc's the past two weeks here's what you've missed.

**Spotlight:**

- There needs to be a mobile workstation in the front office at all times.

- Please email your finals schedule to the ASM group (its_tm_asm@rit.edu) so that you don’t have to worry about requesting people to cover your shift.

- We are currently looking for the USB to SATA adapters, if you find them please return them to their respective locations.

- Thanks to the Tcenter DEV team we now have a new Tcenter Inventory page! No more checking out loaners 20 times with a few clicks.

- Seniors++; shift reports are to be done every single day that you are at work! No Excuses!

**Tech Management updates:**

- [DS]
  - When backing up data to sunshine and findat the naming convention is as follows: USERNAME-FP#
  - Before installing AutoCad on any FMS computer please verify that they have a license to use the program.
  - There is currently a windows update that is causing Outlook to constantly crash and if this issue is happening on a customer's computer please uninstall the update KB3097877.
  - For deploying cascade machines, please leave the old computer with the customer if they are on the Main domain. On the other hand bring the customer's old computer back if they are on the Finance domain.

- [RN]
• When backing up data to sunshine the naming convention is as follows: USERNAME-Tcenter#

Other ITS Updates:

• [CA]
  • More applications have been update and here is a list provided below
    ▪ AIR 19.0.0.241
    ▪ Dropbox 3.10.11
    ▪ Flash Player 19.0.0.245
    ▪ PuTTY 0.66
  • The MUNKI 2 deployment is still in progress and is in phase 2. What you will notice is that there is a change to the login screen on any Mac we support. Also, Managed Software Updates is now called Managed Software Center.

• [IA]
  • The Exchange Server has been upgraded to Exchange 2013.