

Editing Laboratory Policies and Procedures

Department: IAFT – Technical

1. OBJECTIVES:

- 1.1 To ensure a continuous and optimal laboratory operation while minimizing application errors and downtimes
- 1.2 To ensure the safety and security of students' final projects
- 1.3 To document the usage of the editing laboratory

2. POLICY STATEMENTS:

- 2.1 The Laboratory Assistant's responsibilities:
 - 2.1.1 Daily checkup of all editing workstations
 - 2.1.2 Ticket to ICT regarding matters related to the editing workstations
 - 2.1.3 Ticket to Engineering regarding matters related to physical fixtures
 - 2.1.4 Backup student projects in the external hard drive for proper storage
 - 2.1.5 Fill up the laboratory daily statistics for editing laboratory usage
 - 2.1.6 Record all borrowed and returned laboratory equipment
 - 2.1.7 File incident reports for damaged equipment
- 2.2 The Registrar's responsibility:
 - 2.2.1 Provide the laboratory assistant with the list of the new (101) students for the creation of their usernames and passwords
 - 2.2.2 Provide ICT with list of those who have graduated or left the school to delete their usernames and passwords
- 2.3 The ICTs responsibilities:
 - 2.3.1 Check the editing workstation that encountered a problem based on the received ticket
 - 2.3.2 Reformatting of the drives, reinstalling its predefined applications, applying software updates and patches, and doing preventive maintenance every six months provided it's the end of the school term
- 2.4 The Student's responsibilities:
 - 2.4.1 Provide their own hard drive as storage of their own projects
 - 2.4.2 Report to laboratory assistant any workstations and equipment not working properly for documentation or repairs if need be

- 2.5 Editing laboratory schedules are as follows:
- 2.5.1 The laboratory is open from 8:00AM to 6:00PM for normal weekdays; up to 5:00PM only for Fridays
 - 2.5.2 On weeks 6 and 7, the laboratory is open until 12 midnight
 - 2.5.3 On weeks 8 and 9, the laboratory is open for 24 hours

3. **FORMS:**

- a. Editing Laboratory Daily Statistics
 - Indicates the following details:
 - Date
 - Lab In-Charge
 - Time
 - Workstation Number
 - User (to be filled up by the laboratory assistant)
- b. Equipment Request Sheet (IAFT-Tech Form 3A)
 - Filled up by borrower/ student
 - Indicates the following details:
 - Date Submitted
 - Date Needed
 - Return Date
 - Purpose
 - Equipment Needed
 - Requestor's Name and Signature
 - Contact Number

4. **PROCEDURES:**

- 4.1 Student Final Project Storage Procedure:
 - a. Students will export their final projects in QuickTime movie
 - b. Give the exported QuickTime movie to the laboratory assistant for screening preparation and archival purposes
 - c. QuickTime movie will be stored in the LACIE External Drive
- 4.2 Procedure for borrowing and Returning of Equipment:
 - a. Students will ask the Equipment Request Sheet (IAFT-Tech Form 3A) from the laboratory assistant
 - b. Fill up the necessary details
 - c. Submit the filled request form to the laboratory assistant
 - d. Laboratory assistant gives the student the equipment he needs and files the form

- e. Upon returning, the laboratory assistant checks the returned equipment and fill up the return date
- 4.3 Ticketing to Helpdesk Procedure:
- a. User will call the attention of the laboratory assistant if problem is encountered while using the editing workstation
 - b. Laboratory assistant will file a ticket through the ICT Trouble Ticket system
 - c. An ICT personnel will check the reported workstation
 - d. The workstation will be pulled out if ever the problem is hardware related
 - e. The laboratory assistant will file an incident report
- 4.4 Procedure for Creation of User Accounts:
- a. Registrar provides the list of new students to the laboratory assistant
 - b. Laboratory assistant will file a trouble ticket to ICT for the creation of new student accounts
 - c. ICT will reply in the ticket the created usernames with their corresponding passwords
 - d. Laboratory Assistant will give the usernames and passwords to the new students during their first day of class in Editing 101