

L&I, Office of Information Technology Procedure

Name:	Restart Procedure
Effective Date:	June 2017
Category:	Platform
Version:	1.3

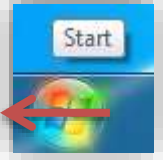
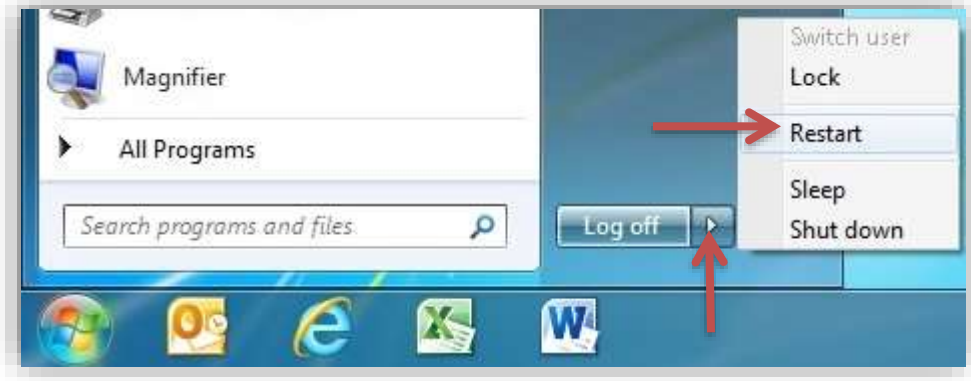
1. Scope:

This procedure applies to all Department of Labor & Industry (L&I) employees and business partners (hereinafter referred to collectively as "L&I Users").



2. Procedure:

The procedure is implemented by all L&I Users at the end of their shift.

A. Restart Procedure

Step	Action
1.	<p>Click the Windows "Start" button in the lower left hand corner of the</p> <div style="text-align: center;">  </div> <p>screen.</p>
2.	<p>Hover over the arrow next to the "Log off" button and click the "restart" option.</p> <div style="text-align: center;">  </div>
3.	<p>Ensure a light blue screen displays a "Shutting down..." "Operations are in progress," or an "...Installing Updates" message. If one of these messages is displayed the process is complete.</p>

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	 <p>The computer will then restart and go to the normal logon screen.</p>
4.	<p>If the screen darkens and displays a message that “programs still need to close,” wait two minutes and then click the “Force restart” button.</p>  <p>Ensure that one of the messages in step 3 (Three) is displayed before leaving your computer.</p>

3. References:

[L&I Policy Definitions Document](#)

[PLT-003](#) - PC Power Policy

4. Version Control:

<u>Version</u>	<u>Date</u>	<u>Purpose</u>
1.1	02/2015	Base Document
1.2	04/2015	Published
1.3	06/2017	Review/update with related policy