Information Technology
IT Government Services

Special points of interest:

- Updates!!!
- Data Safety
- Archiving Email
- New Stuff
- SharePoint

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Coeur d'Alene Tribe

About Our Department

The Coeur d'Alene Tribe Information Technology (IT) Department includes a consortium of programs such as IT Government Services, Red Spectrum Communications, Geographic Information Systems (GIS), and the Tribal Radio Station, KWIS 88.3 FM. The goal at IT Services is to provide innovative and accessible technical solutions that preserves and promotes tribal knowledge. We accomplish this by providing Network and Computer Services, Telecommunications, and Information Systems support to all departments within the Tribal Government. Our competent staff provides access to the tribal network and its myriad of resources (e.g., internet, email, shared files). It oversees Network and computer installation, and upgrades as well as troubleshooting and repairs issues. We also provide a centralized location for new telephone service or a change in service. Additionally, IT Gov. Services offers information security, backup, sharing, document archiving, and information dissemination through the intra- and inter-nets. Lastly, the Tribal website design and maintenance is under IT Services purview.

What's New?

What is new to the IT and GIS? Well we have a new IT help desk employee, Casey Moore. Graduated last year with an A.A.S in Computer Information Technology. He started at the beginning of March coming from the casino where he worked in Project Maintenance for the past 3 years while going to school. He will be answering the phones and helping you with whatever your computer and other related needs are. Feel free to call or stop by with whatever issues you are having and he would be more than willing to help you.

It is an exciting time for the Tribal network, we are moving to the latest in Microsoft Server technology. We are currently in the process of upgrading the e-mail server from Exchange 2003 to Exchange 2013, which is the most current Microsoft email system. In order to perform this upgrade, a whole new Tribal Windows 2012 Network Infrastructure needed to be created: CDATRIBE2.LOCAL. The new network has many improvements over the old Tribal Windows network system: it enforces stronger security on Tribal data; uses a more efficient data transfer on the internal network, has better functionality of network monitoring and has improve handling of storing data. The Tribe's old Windows network has many servers running outdated Windows Server operating systems which need to be upgraded and moved to the new Tribal Windows network. This project is projected to take until the end of 2015. During that time you will receive occasional email messages about the network going down for maintenance. The upgrades of all Windows servers will be done over weekends to minimized disturbance to the work week, but there may be some extended periods where e-mail and other network services will be down through the weekend or evenings. For any questions contact James Franklin.

Staff

IT Director

- Valerie Fasthorse

IT-GIS Manager

- James Twoteeth

Network Administrator

- James Franklin

Database Administrator

- Andrew B. Schiley

Telecommunication Technician

- Jim Taylor

Computer Technician

- Greg Harper

IT Help Desk

- Casey Moore

Microsoft Office 2010

"Microsoft has reimagined the traditional Office experience for a mobile-first, cloud-first world " Talking about new Office 2016

Microsoft Office 2013

Archiving

Emails in your Microsoft Outlook take up a lot of storage on the servers when you aren't deleting them or archiving them. And when the server's storage starts getting full, the server starts to slow down. When it slows down, then it takes a little longer to get emails to their destinations. With that said, here is a step by step procedure showing how to archive the emails you don't want to delete. When you archive your emails, they get put into a folder on your personal computer in the "My Documents" folder labeled "Outlook Files".

Here is how you can archive your important emails:

1. Open Outlook.
2. Select: **File** > **Info** > **Cleanup Tools** (Mailbox Cleanup).
3. Click on **Archive** in the dropdown box.
4. In the window that opens you can change the settings to Archive:
   All your folders and subfolders.
   A single folder and all its subfolders.
   Set Outlook to Archive everything before a specified date.
5. Click **OK** and the Archive file will be created and attached to Outlook.
6. The Archive process will then run using the settings you previously entered. All email received before the date you selected will be moved to the Archive file. If the email being Archived is in a folder named John Doe, it will be stored in a folder named John Doe in the Archive file. If a folder does not have email old enough to be Archived, the folder will not be created in the Archive file until it does.

Note: To see if the Archive process is running, look at the lower right-hand corner of the Outlook screen.

7. When the Archive process has finished right-click on the Archive and select Close "archive".

Remote Backup

Restore

Saving to your H: drive

There are a lot of issues that go on in the technologic world.

-Crashing computers,

-failing hard drives,

-losing the access to your computer,

-malware and viruses attacking your computer and

-many other ways that can lose your important data

So IT services provide you with an H: drive that is on the network and is backed up daily. Everything that is important for you to do your job should be saved on your personal H: drive. When you open Computer from the Start menu, you will see a network drive that has your name on it. Usually first initial and last name is how it is labeled. Save all your files in this drive and you can even throw your pictures in there as well. This way you won't lose you important files.

If you need help in this matter, feel free to call the IT Helpdesk and we can help you in this matter.

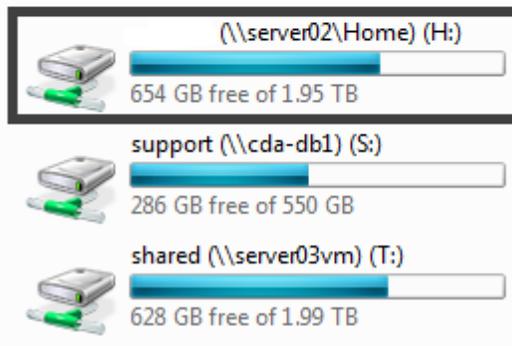**Backup everything before its gone!**

◢ Hard Disk Drives (1)

Local Disk (C:)

63.9 GB free of 148 GB

◢ Devices with Removable Storage (1)

DVD RW Drive (D:)

◢ Network Location (3)

(\\server02\Home) (H:)

654 GB free of 1.95 TB

support (\\cda-db1) (S:)

286 GB free of 550 GB

shared (\\server03vm) (T:)

628 GB free of 1.99 TB

Here is where it would be located with your first initial and last name (example: jdoe). Inside black box.

Exciting renovation to SharePoint

Over the past few months, I have been planning and developing a new **SharePoint** strategy to fully utilize its capabilities and functions.

Our internal **SharePoint** Site: (http://internal or http://intranet) has been moved to a new host server and database server. Also it has been upgraded to **SharePoint** 2010. This will make things easier to share and collaborate as a team. There are some great idea's to make this into so much more than it is currently. The vision is to make **SharePoint** the central go to place for each Program. Documents, calendars, forms, requests, etc., all can be managed in one central location. The current look and feel has been retained only for aesthetic reasons and to make sure that host server can handle to load and traffic. In a few short weeks it will be upgraded to the new theme and look. Everything will operate the same and may even be easier to navigate and browse as it is very user friendly.

I will be scheduling classes later this year to assist in creating shares and document repositories. These will be available for Programs to use and streamline a few of the processes and workflows that currently are in place. The objective is make transitions smoother, create less "Leg" work, and digitize all workflows that can be done with **SharePoint** and a computer.

If you have any questions or comments, please don't hesitate to call or email.

Andrew Schiley — Database Administrator/Developer

Share:
Connect with employees across the Tribe. Use **SharePoint** to engage with people, share ideas, and reinvent the way you work together.

Organize:
Whether you're working as a team or an individual, **SharePoint** helps you organize information, people, and projects.

SharePoint 2010 integrates seamlessly with Office 2010 and Office 2013. Making document storage, creation and sharing that much simpler. Also creating forms has never been easier with the latest version of InfoPath.

Various Projects in the IT Department

Some of the Applications that have been developed by us, have been updated. This was simply to keep the apps up to date with the most current version of runtime environment. Most of the programs were built in .net Framework version 2. Microsoft's most current version for .net development is 4.5.1. This has a lot of feature enhancements that make applications run smoother, faster and with more features available to the end users.

I have been upgrading some of the applications to the newer .net Framework 4.5.1. Eventually all apps will be running the newest version of runtime.

Some of the apps that have been updated are; The IT Asset Disposal Application, IT Inventory Application, Red Spectrum FTTH Inventory and Work Order System, Phone List Lookup, Department of Education Student Reporting Application (not fully complete) and the Mobile Phone List System.

I am waiting to test copies of the Lake Encroachment System, the Tribal Enrollment CRM, and the Resolutions and Resolutions Upload Sites with Framework 4.5 to verify the upgrade will no cause issues. Functionality is key and in some cases an upgrade is not necessary nor warranted.

Also I am currently working on an integration with all of the apps and SharePoint. That would provide an all in one approach to everything.

.NET 2015 is the umbrella that represents the key pieces of the .NET platform delivered from Microsoft, including the .NET Framework, the recently announced .NET Core, and a shared common layer of packages, compilers and runtime. Read the .NET blog post about the evolution of the platform and the different pieces that make .NET 2015..

Dispose of your unwanted equipment!!!!!!

We can Help!!

-Computers/laptops

-Monitors

-Key boards/Mice

-UPS/Surge Protectors

-Printers

-Old Cell Phones

-Old video/tape cassette recorders

-And many more!

Property disposal process

In the event that you have old computers or old electronics that you don't need anymore, there is a process for getting rid of them.

First, you can contact IT Government services for a disposal form. The IT representative will tell you what you need to fill out to process your request.

Second, once you have filled out the form and received the proper authorization and signatures, then IT can take the form and disposal item.

Third and finally, we have someone that comes and takes all the disposal items and recycles them.
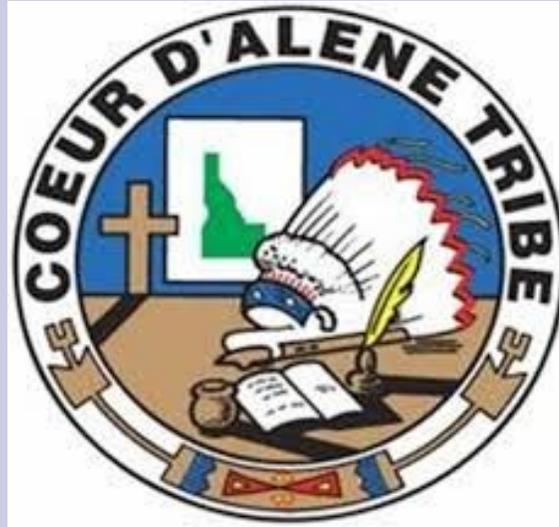
So please get with IT Government Services, and have your equipment recycled and out of your way. Call us anytime at 208-686-2064. Thank you.

REUSE
REDUCE
RECYCLE

Coeur d'Alene Tribe
GIS/IT Services

850 A Street
PO Box 408
Plummer, ID 83851

Phone: (208)686-1800

Find us on the internet!

http://www.cdatribe-nsn.gov/IT/InformationTechnology.aspx

http://intranet/Pages/IT.aspx

Updates, Updates, Updates

Updates are very important for your computer. Updates keep your computer running at top performance. They will also update your security essentials so that your computer can be better protected from malicious software and viruses. It will also take care of some bugs you may be having with certain programs or everyday procedures. It is very simple to update your computer. All computers are set to download updates automatically, so you just have to press the shutdown button from the start menu when you see a little shield next to it. Shut it down at night and in the morning your computer is good to go. If you want to know more about this feel free to call the IT helpdesk.
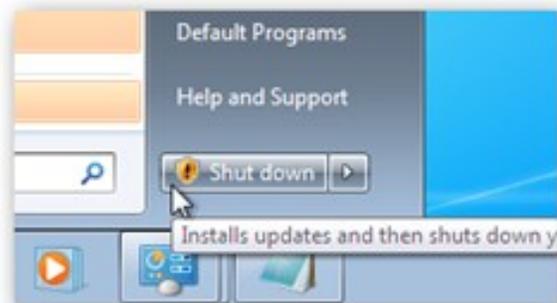
This is what you want to look for when its time to install updates.