# Protocols

## Beginning of Week

Check on supplies, and order as necessary:

- Office supplies, especially toner and paper, plus colored paper for warehouse.
- Skids, boxes, and shipping labels for warehouse. (Shipping labels are under shipping desk. Order more when we get down to two full boxes.)
- Warehouse supplies at the end of aisle 1, especially:
    - Pallet wrap (try to have at least 2 rolls on hand, preferably more).
    - Packing tape (when they make boxes, they go through this fast, so try to have at least 2 cases).
    - Tub liner (make sure to have one roll in box, plus one open roll).

## End of Week

Backups:

- Backup training database via phpMyAdmin
- Backup projects data (create a bash script to do this and execute via cron)

## Beginning of Month

- Reset MISys measurables to zero and class from “notok” to “ok”, where applicable
- Calendar on website: delete last month's events. (Adjust featured event as necessary.)

## End of Month

- Change protection status of Supplier On Time Delivery log to restrict editing.

## December

- Create new Supplier On-Time Delivery Log
- Order new vacation planner calendar

## Last Day of Year

- Changes dates of Sherri's reports in QuickBooks
- Move boxes from office to storage
- Update measureables for year on website

- Export training records from Moodle

# First Day of Year

- Delete unused office supply items from QuickBooks
- Create shortcuts on desktop to new:
    - Supplier On-Time Delivery Log
    - Customer 8D Log

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