



## **7.7 PhotoBiz Microsoft Office Usage Policy**

### **Policy Purpose and Scope**

The purpose of this policy is to define a clear process for requesting use of Microsoft Office (hereafter referred to simply as Office) and to limit the amount of licenses to those that have a clear need to use Office. Those who do not need Office can simply use Libre Office (hereafter referred to simply as Libre). Note that this is not meant to discourage Office use – those who have a valid need for Office can, and will, be provided a license. Rather, it is to reduce license costs by offering a lower cost (free) alternative to those who do not require advanced Office features.

### **Roles and Responsibilities**

The IT Department will install Libre on all machines that it manages. Employees are encouraged to try Libre Office to see if it meets the required needs. If it fails to do so, it is the employee's responsibility to contact IT and their manager, if applicable, to request a copy of Office. IT will be responsible for managing and tracking Office licenses.

### **Operational Procedures**

Libre will be installed on all machines that IT manages by default. New Office installations, or upgrades, will be provided upon request as follows:

1. Requestor Must Provide Written Explanation & Request For Office To IT
  - a. This must show that the requestor has evaluated Libre or their current version of Office and can explain why it does not suit his/her needs. Valid explanations include:
    - i. Showing clear compatibility issues that would be fixed by installed or upgrading Office.
    - ii. The need to share documents that have Office-specific features both in and outside of the Company where a PDF will not suffice.
    - iii. Office formatted documents need to be shared between a 3<sup>rd</sup> party.
    - iv. Requestor's Manager approval.
2. After receiving the request, IT will install an appropriate copy of Office on requestor's machine.
3. IT will document the license, version, and needs for Office by the requestor.
4. Requestor will not need to submit any further requests for the same version of Office (such as when upgrading to a new machine), however a new request must be submitted in order to receive an upgraded / newer version of Office.