

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## DESKTOP AUTHORITY BASICS VERSION 8

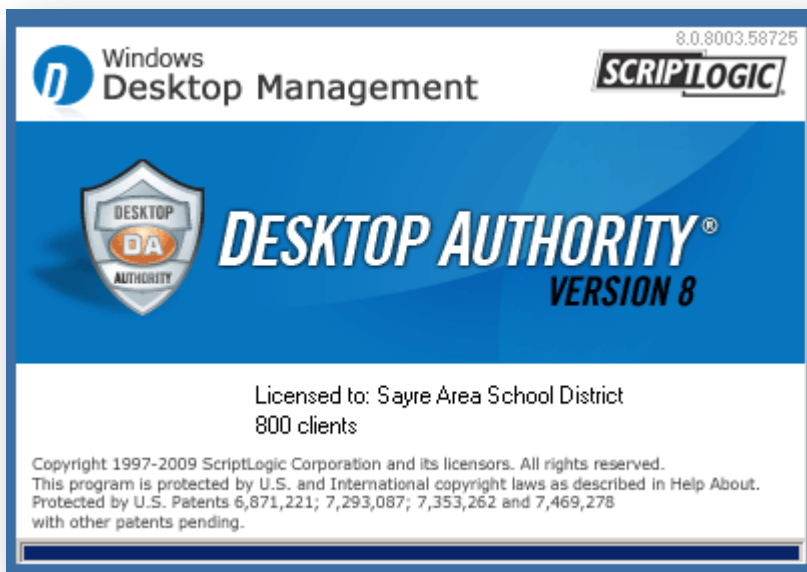
### Purpose

This handout describes some of the basic features with Desktop Authority Version 8 such as:

1. Ensure proper version of Desktop Authority is running
2. Delay “Inactivity Detection”
3. Quickly Lock your Computer

### Splash Screen

When logging into the SASD Network, you should see the following splash screen:




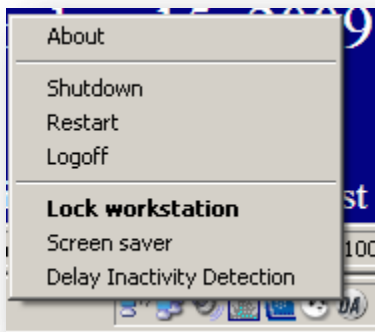
If you see the above screen, you are on version 8.

## System Tray

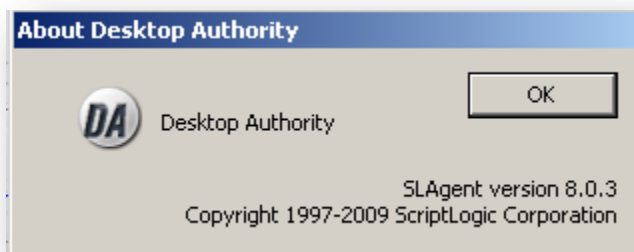


In your bottom right hand corner of your screen, you should see the DA icon

If you right-click on the  icon you will see the following menu choices:



If you select About, you will see the current version of DA on your PC – see sample below of version 8.

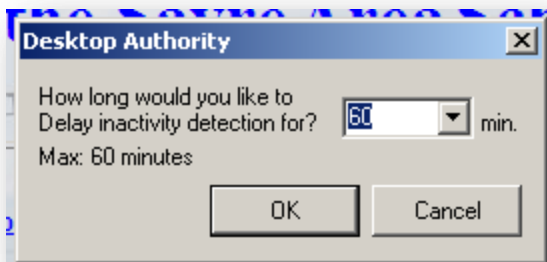
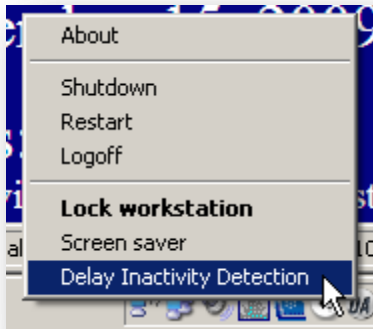


Just click on OK to close

## Delay Inactivity

Another new feature is “Delay Inactivity Detection” – see below:

Right-click on the Desktop Authority  icon

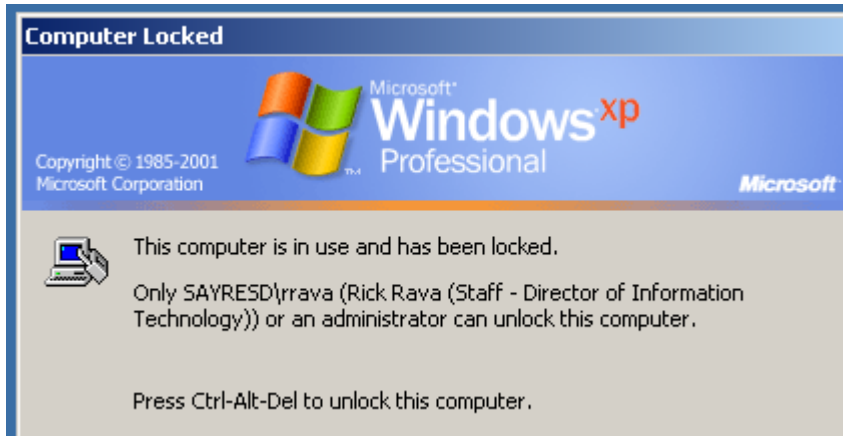


If you are working after hours and wish to delay the detection of inactivity for say 60 minutes, you could walk away from your PC and it will not be detected for that time period for inactivity (delaying the power off of your PC)

## Quickly Locking Your PC

Another new feature is the quick lock of your PC:

Left Mouse Click on the Desktop Authority  icon



Your PC is now locked

To unlock, just CTRL-ALT-DEL and type in your PASSWORD