

B. Opening

Opening the CBT Lab:

- a. Turn on all of the lights and open blinds – if required – Baytown location on central panel.
- b. Turn on all lab computers monitors and towers by pressing the “power” button located on the desktop computer unit.
- c. At the CBT Lab monitoring station, open the Shortcut to CBT log in for author ware. This is used to update course launcher for trainees to log into the program.
- d. Pull up Primus – this is used for verification of scores only. **Only ISTC employees are allowed to view Primus software. For security purposes temporary employees are not allowed access into the system.**

D. Closing

- a. Make certain that all headphones have been cleaned. Each chair should be sprayed with refreeze weekly. All station cubicle desk and keyboards should be dusted and wiped thoroughly.
- b. All computer monitors and towers are turned off. To turn off a computer, click the Windows Start button, click Shut Down (make sure that “Shut Down” is selected in the Shut down Windows box) and click the “Ok” button.
- c. Close any open window shades – if required – Baytown lab does not have windows.
- d. Turn off all of the lights in the CBT Lab if required.
- e. All fail test routing slips are placed in an envelope and dated and brought to Customer Service at the end of the day.