Pharmacy Information System (PhIS)
and
Clinic Pharmacy System (CPS)

PhIS & CPS
Computer Proper Shutdown
Manual

Version	**: 1.0**
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Revision History

Version No.	Date of Release	Consolidated by	Verified by	List of changes from Previous Version
1.0	01-08-2019	Arif Syahrir Mohd Isah	Sophian Ezudean Mustapha	Initial document

Verified and Acknowledge by

Name	Role / Designation	Organization	Signature & Date
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Peer Review

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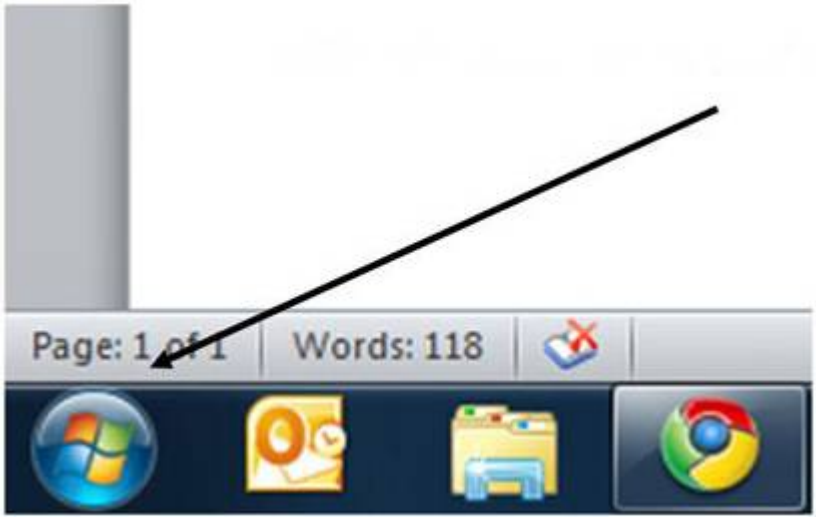
1.0	(QA) Juridah	- Overall review

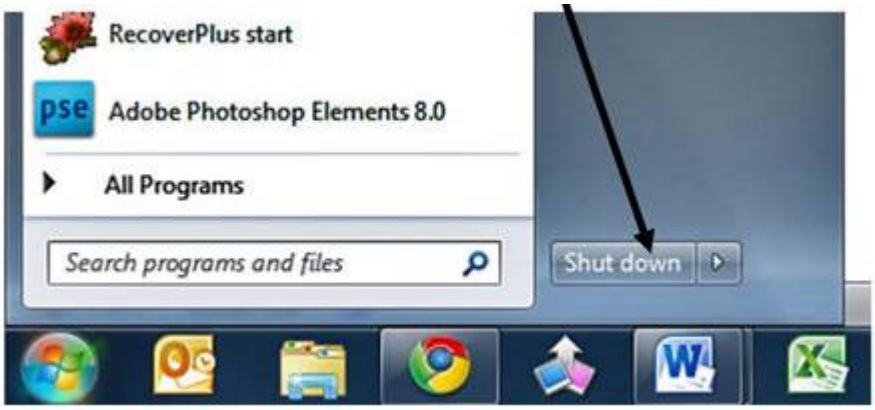
HOW TO TURN OFF A COMPUTER PROPERLY

*This guide can be applied to both of standard PhIS computer and DRBD computer as well.

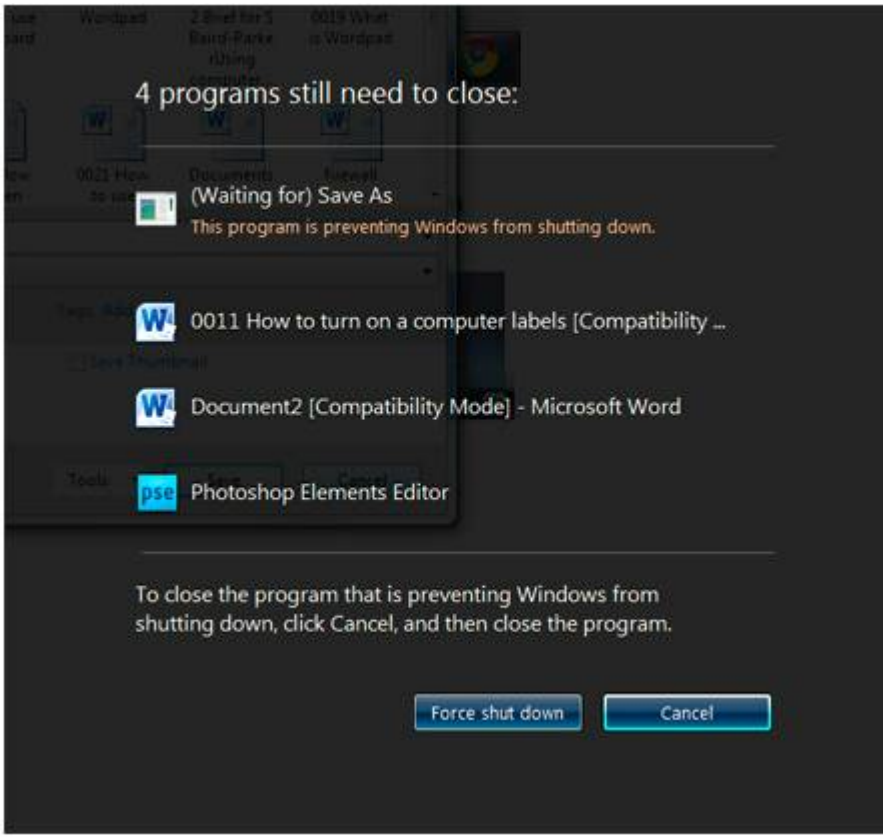
1. Click the **"Windows"** button at the bottom left hand corner of your screen



2. Click **Shut down**



3. If you have left any programs running or documents open, you will get a message similar to this



4. Click **Cancel** and then close everything that had been listed in the message, saving when necessary then try to Shut down again
5. Or click **Force shut down**. The computer will automatically close all your documents, programs and so on without saving anything. As a result, you may lose some data.
6. This is applied to both standard computer and DRBD computer as well. DRBD should turn on automatically when we on the computer on the next morning

Is it better to shutdown computer or leave it on?

1. Allowing computer to turn off when not being used will extend the life span of its components
2. Leaving it on wastes electricity and can slightly increase our bill
3. Computer performance generally benefits from an occasional reboot

What will happen if we don't shut down computer properly?

Sometimes we casually decide to shut down the computer by pressing the power button for few seconds or by pulling the plug.

During shut down:

1. System is halted
2. Background processes stopped
3. Files flushed from cache to the disk
4. All users are being logged out
5. ACPI shut down will be send (ACPI shut down is a signal sent to the OS by an ACPI compliant chipset)

Improper shut down will cause:

1. Files may be written incompletely
2. Data corruption
3. Data loss
4. Windows files missing
5. Incomplete registry files
6. System files corruption
7. Windows corruption