**Server & PCs**

The IT systems at Gaia House centre around a Dell PowerEdge T110 II Server (approx. 3 ½ years old) which runs Windows Server 2008 configured as a simple file server (non-domain based). There are approximately 15 client PCs and laptops in the building all running Windows 7.

**Network**

The network is spread primarily over two floors – the top floor houses the administration offices, and the ground floor – reception and maintenance offices. Server, network switch and router are situated on the top floor.

**Broadband**

Broadband is via satellite, as BT’s below par terrestrial infrastructure cannot support the supply of normal broadband.

Wireless access is supplied to parts of the building by daisy-chained wireless repeaters.

We frequently have issues with rationing the available broadband bandwidth – as this is limited to 100gb per month and is frequently exceeded, which triggers throttling of the bandwidth. A recent project to investigate alternatives to the current satellite system did not turn up many hopeful alternatives. The current system is quite unsatisfactory, however, given our reliance on the internet for much of what we do.

In addition to the above, many of the resident coordinators have personal laptops, tablets and phones which connect wirelessly to the network.

**Email**

There is an in-house VPOP3 mail-server which resides on the Dell server and routes the mail around the network to the client PCs which access IMAP accounts on the mail server through Windows Live mail.

**Software**

Client PCs have Microsoft Office 2010 Professional suite, with most users using Word, Excel and Access.

**Database**

The Gaia House Bookings database is MS Access based, and handles all retreat bookings.

**Accounting**

Accounting software used is Quickbooks, running on 3 PCs with Quickbooks database server running on the Server.

**Website**

The website is WordPress based, managed in-house, developed and maintained by the IT Consultant. Retreat Bookings can be made on the website and are downloaded and imported into the database which is used to manage all the bookings

**Mobile Working**

Some staff work from home with laptops and work out of Dropbox.