

Computer and Network Maintenance Checklist

To keep Chronicle (and your computer system in general) performing well, the network administrator should regularly do each of the following:

On Servers & Workstations

- ☐ Check for and install Windows updates.
- ☐ Check for and install Office updates.
- ☐ Check Windows event logs, and correct ALL errors and potential issues identified there.
- ☐ Monitor and maintain virus protection.
- ☐ Check for games, memory-intensive screen savers, and other programs that shouldn't be installed. It's especially important that no one install/play games or run other programs directly from the Chronicle server; this can seriously affect performance. If any inappropriate programs are found, uninstall them and notify management as necessary.
- ☐ Check with users to see if they are experiencing any computer or software problems.
- ☐ Periodically clean machines internally.

On Workstations Only

- ☐ Periodically defragment the hard drive.
- ☐ Regularly run Spybot and Ad-aware to scan for and remove ad and spyware. (This should be unnecessary on servers since users should never browse the Internet directly from a server.)

On the Servers Only

- ☐ Monitor drive space on the Chronicle server and on the file server.
- ☐ Maintain regular, rotating network backups that include Chronicle's backup folder, QuickBooks data folders, and any other key data. (However, do NOT directly back up from any hard drive on the Chronicle server; only back up from the backup folder Chronicle writes to your network. Please contact us if you have any questions about where to get the Chronicle data to back up.)
- ☐ Store copies of backups off-site.

General

- ☐ Check the firewall, making sure ports are closed except as needed for Chronicle and your other applications.
- ☐ Sweep and maintain spare filing.
- ☐ Make sure each computer has adequate memory, processor, hard drive space, etc., and suggest an upgrade plan to periodically replace obsolete machines.
- ☐ Make sure cables and switches are up to date and efficient.
- ☐ Organize all software by computer/user so you know what you have and so you can quickly find it if you need to reinstall any software.
- ☐ Arrange for someone to cover for you in case a network problem occurs when you are unavailable or away.

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Table of Contents Network Maintenance Checklist Template

1. Understanding the eBook Network Maintenance Checklist Template
 - The Rise of Digital Reading Network Maintenance Checklist Template
 - Advantages of eBooks Over Traditional Books
2. Identifying Network Maintenance Checklist Template
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Network Maintenance Checklist Template
 - User-Friendly Interface
4. Exploring eBook Recommendations from Network Maintenance Checklist Template
 - Personalized Recommendations
 - Network Maintenance Checklist Template User Reviews and Ratings
 - Network Maintenance Checklist Template and Bestseller Lists

5. Accessing Network Maintenance Checklist Template Free and Paid eBooks
 - Network Maintenance Checklist Template Public Domain eBooks
 - Network Maintenance Checklist Template eBook Subscription Services
 - Network Maintenance Checklist Template Budget-Friendly Options
6. Navigating Network Maintenance Checklist Template eBook Formats
 - ePub, PDF, MOBI, and More
 - Network Maintenance Checklist Template Compatibility with Devices
 - Network Maintenance Checklist Template Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Network Maintenance Checklist Template
 - Highlighting and Note-Taking Network Maintenance Checklist Template
 - Interactive Elements Network Maintenance Checklist Template
8. Staying Engaged with Network Maintenance Checklist Template
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Network Maintenance Checklist Template
9. Balancing eBooks and Physical Books Network Maintenance Checklist Template
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Network Maintenance Checklist Template
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Network Maintenance Checklist Template
 - Setting Reading Goals Network Maintenance Checklist Template
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Network Maintenance Checklist Template
 - Fact-Checking eBook Content of Network Maintenance Checklist Template
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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