

# 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.

# Network Maintenance Checklist Template

**David Lilburn Watson, Andrew Jones**

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the authors' names.

## **Network Maintenance Checklist Template:**

*MCSE Windows Server 2003 Network Infrastructure Planning and Maintenance Study Guide* Mark Foust, James Chellis, Matthew Sheltz, Suzan Sage London, 2007-03-31 This exam 70293 is an MCSE core requirement and an MCSA elective Now updated for the new version of the exam covering Windows Server 2003 R2 and revised with enhanced troubleshooting guidance and new case studies The CD ROM includes the cutting edge WinSim simulation program hundreds of sample questions the entire book in PDF format and flashcards Over 2 7 Microsoft certifications have been awarded to date

Cybersecurity for Hospitals and Healthcare Facilities Luis Ayala, 2016-09-06 Learn how to detect and prevent the hacking of medical equipment at hospitals and healthcare facilities A cyber physical attack on building equipment pales in comparison to the damage a determined hacker can do if he she gains access to a medical grade network as a medical grade network controls the diagnostic treatment and life support equipment on which lives depend News reports inform us how hackers strike hospitals with ransomware that prevents staff from accessing patient records or scheduling appointments Unfortunately medical equipment also can be hacked and shut down remotely as a form of extortion Criminal hackers will not ask for a 500 payment to unlock an MRI PET or CT scan or X ray machine they will ask for much more Litigation is bound to follow and the resulting punitive awards will drive up hospital insurance costs and healthcare costs in general This will undoubtedly result in increased regulations for hospitals and higher costs for compliance Unless hospitals and other healthcare facilities take the steps necessary to secure their medical grade networks they will be targeted for cyber physical attack possibly with life threatening consequences Cybersecurity for Hospitals and Healthcare Facilities is a wake up call explaining what hackers can do why hackers would target a hospital the way hackers research a target ways hackers can gain access to a medical grade network cyber attack vectors and ways hackers hope to monetize their cyber attack By understanding and detecting the threats you can take action now before your hospital becomes the next victim What You Will Learn Determine how vulnerable hospital and healthcare building equipment is to cyber physical attack Identify possible ways hackers can hack hospital and healthcare facility equipment Recognize the cyber attack vectors or paths by which a hacker or cracker can gain access to a computer a medical grade network server or expensive medical equipment in order to deliver a payload or malicious outcome Detect and prevent man in the middle or denial of service cyber attacks Find and prevent hacking of the hospital database and hospital web application Who This Book Is For Hospital administrators healthcare professionals hospital healthcare facility engineers and building managers hospital healthcare facility IT professionals and HIPAA professionals

**Network Management and Security** International Engineering Consortium, 2006 A thorough detailed look into the world of the telecommunications the internet and information industries and their relation to networks and security global specialists have come together in this volume to reveal their ideas on related topics This reference includes notable discussions on the design of telecommunications networks information

management network inventory security policy and quality and internet tomography and statistics      **Microsoft Windows Server 2003** Rand Morimoto, Michael Noel, Alex Lewis, 2006 This book covers the planning design prototype testing implementation administration and support of Windows 2003 and Active Directory as well as the security aspects of protecting an organization from external and internal attacks Additionally this book addresses the design and implementation of DNS WINS DHCP and Global Catalog Servers that make up the backbone of an Active Directory implementation back cover      **Network World** ,2000-04-10 For more than 20 years Network World has been the premier provider of information intelligence and insight for network and IT executives responsible for the digital nervous systems of large organizations Readers are responsible for designing implementing and managing the voice data and video systems their companies use to support everything from business critical applications to employee collaboration and electronic commerce      **Operations Support Systems: Solutions and Strategies for the Emerging Network** International Engineering Consortium, 2003-09-15      **PC User's Troubleshooting Guide** TechRepublic, Incorporated, 2003-05      **Rapid Instructional Design** George M. Piskurich, 2015-01-20 The classic guide to instructional design fully updated for the new ways we learn Rapid Instructional Design is the industry standard guide to creating effective instructional materials providing no nonsense practicality rather than theory driven text Beginning with a look at what instructional design really means readers are guided step by step through the ADDIE model to explore techniques for analysis design development intervention and evaluation This new third edition has been updated to cover new applications technologies and concepts and includes many new templates real life examples and additional instructor materials Instruction delivery has expanded rapidly in the nine years since the second edition's publication and this update covers all the major advances in the field The major instructional models are expanded to apply to e learning MOOCs mobile learning and social network based learning Informal learning and communities of practice are examined as well Instructional design is the systematic process by which instructional materials are designed developed and delivered Designers must determine the learner's current state and needs define the end goals of the instruction and create an intervention to assist in the transition This book is a complete guide to the process helping readers design efficient effective materials Learn the ins and outs of the ADDIE model Discover shortcuts for rapid design Design for e learning Millennials and MOOCs Investigate methods for emerging avenues of instruction This book does exactly what a well designed course should do providing relevant guidance for anyone who wants to know how to apply good instructional design Eminently practical and fully up to date Rapid Instructional Design is the one stop guide to more effective instruction      **Guide to Securing Microsoft Windows XP Systems for IT Professionals: A NIST Security Configuration Checklist** Karen Scarfone, 2009-08 When an IT security configuration checklist e.g hardening or lockdown guide is applied to a system in combination with trained system administrators and a sound and effective security program a substantial reduction in vulnerability exposure can be achieved This guide will assist personnel responsible for the

administration and security of Windows XP systems It contains information that can be used to secure local Windows XP workstations mobile computers and telecommuter systems more effectively in a variety of environments including small office home office and managed enterprise environments The guidance should only be applied throughout an enterprise by trained and experienced system administrators Illustrations

**The Project Manager's Guide to Health Information Technology Implementation** Susan M. Houston, 2017-08-14 This book focuses on providing information on project management specific for software implementations within the healthcare industry It can be used as a beginners guide as well as a reference for current project managers who might be new to software implementations Utilizing the Project Management Institute's PMI methodology the defined process groups and knowledge areas will be defined related to implementing custom and Commercial Off The Shelf COTS software The Software Development Life Cycle SDLC is a standard for developing custom software but can also be followed for implementing COTS applications as well How will the system be set up from an architecture and hardware standpoint What environments will be needed and why How are changes managed throughout the project and after These questions and more will be reviewed The differences between types of testing are defined as well as when each are utilized Planning for the activation and measuring the success of the project and how well the strategic need has been met are key activities that are often not given the time and effort to plan as the other parts of the implementation project This new edition updates the current content to better align with the newest version of the PMI's Project Management Body of Knowledge PMBOK the latest technology and concepts In addition this new edition includes additional chapters covering security and privacy contract management and system selection and transition to support

**A Blueprint for Implementing Best Practice Procedures in a Digital Forensic Laboratory** David Lilburn Watson, Andrew Jones, 2023-11-09 Digital Forensic Processing and Procedures Meeting the Requirements of ISO 17020 ISO 17025 ISO 27001 and Best Practice Requirements Second Edition provides a one stop shop for a set of procedures that meet international best practices and standards for handling digital evidence during its complete lifecycle The book includes procedures forms and software providing anyone who handles digital evidence with a guide to proper procedures throughout chain of custody from incident response straight through to analysis in the lab This book addresses the whole lifecycle of digital evidence Provides a step by step guide on designing building and using a digital forensic lab Addresses all recent developments in the field Includes international standards and best practices

**Drone Operations in United Kingdom** Eugen Toma, Unmanned aircraft systems UAS commonly referred to as drones have rapidly become a vital tool across the United Kingdom From recreational hobbyists flying for fun to professional operators conducting inspections surveys and emergency response missions drones are reshaping the way we work play and interact with the airspace In the U K drone operations are regulated by the Civil Aviation Authority CAA The CAA's role is to ensure that drone activities are carried out safely responsibly and in compliance with aviation law Unlike in some countries where regulations differ significantly between

commercial and recreational flying the U K has adopted a risk based framework that applies rules consistently depending on the category of operation rather than whether the flight is commercial or hobby This means that whether you are a filmmaker flying for business a surveyor collecting data or simply a recreational flyer enjoying your drone at a park the same fundamental safety principles apply However professional and higher risk operations require additional authorizations training and risk assessments *International Conference on Communications* ,1991 CompTIA Security+ Review Guide James Michael Stewart,2017-12-04 Consolidate your knowledge base with critical Security review CompTIA Security Review Guide Fourth Edition is the smart candidate s secret weapon for passing Exam SY0 501 with flying colors You ve worked through your study guide but are you sure you re prepared This book provides tight concise reviews of all essential topics throughout each of the exam s six domains to help you reinforce what you know Take the pre assessment test to identify your weak areas while there is still time to review and use your remaining prep time to turn weaknesses into strengths The Sybex online learning environment gives you access to portable study aids including electronic flashcards and a glossary of key terms so you can review on the go Hundreds of practice questions allow you to gauge your readiness and give you a preview of the big day Avoid exam day surprises by reviewing with the makers of the test this review guide is fully approved and endorsed by CompTIA so you can be sure that it accurately reflects the latest version of the exam The perfect companion to the CompTIA Security Study Guide Seventh Edition this review guide can be used with any study guide to help you Review the critical points of each exam topic area Ensure your understanding of how concepts translate into tasks Brush up on essential terminology processes and skills Test your readiness with hundreds of practice questions You ve put in the time gained hands on experience and now it s time to prove what you know The CompTIA Security certification tells employers that you re the person they need to keep their data secure with threats becoming more and more sophisticated the demand for your skills will only continue to grow Don t leave anything to chance on exam day be absolutely sure you re prepared with the CompTIA Security Review Guide Fourth Edition *Guidelines to Minimize Downtime During Pipe Lining Operations* Thomas D. Rockaway,R. Timothy Ball,2007 This report provides best utility practices to minimize downtime during pipe lining operations Downtime refers to not only the amount of time customers are without water service but also the amount of time customers must rely on temporary service endure restricted service or are served by less secure networks The report reviews pipe lining procedures in current use by water utilities and identifies those that improve efficiency and reduce costs *Designing and Building Enterprise DMZs* Hal Flynn,2006-10-09 This is the only book available on building network DMZs which are the cornerstone of any good enterprise security configuration It covers market leading products from Microsoft Cisco and Check Point One of the most complicated areas of network technology is designing planning implementing and constantly maintaining a demilitarized zone DMZ segment This book is divided into four logical parts First the reader will learn the concepts and major design principles of all DMZs Next the reader will learn how to configure the actual hardware

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Bill Aulet,2024-03-27 An expanded updated version of the award winning bestselling one stop entrepreneurial book used by hundreds of schools globally that has helped create or make better hundreds of thousands of entrepreneurs Disciplined Entrepreneurship Expanded and Updated starts by combining the timeless and insightful principles of Disciplined Entrepreneurship with the practical tools found in the Disciplined Entrepreneurship Workbook into a single comprehensive package The book also has been updated with recent developments in the field and examples as well as a robust new library of additional resources Author entrepreneur professor and Managing Director of the Martin Trust Center for MIT Entrepreneurship Bill Aulet systematically walks readers through exactly how to create a successful startup This book presents a detailed sequential but not linear integrated and proven 24 step framework that any entrepreneur can apply immediately to improve their chances of entrepreneurial success Readers will also find The number one process reason that new ventures fail Entrepreneurship is not an art but rather a craft that can be learned How the best idea or product is no assurance at all that you will win there is much more Perfect for aspiring founders and entrepreneurs within existing organizations Disciplined Entrepreneurship Expanded Updated is also an invaluable resource for anyone who has already begun their entrepreneurial journey and needs practical hands on tools to help them take their business to the next level

**The Best Damn IT Security Management Book Period** Susan Snedaker,Robert McCrie,2011-04-18 The security field evolves rapidly becoming broader and more complex each year The common thread tying the field together is the discipline of management The Best Damn Security Manager s Handbook Period has comprehensive coverage of all management issues facing IT and security professionals and is an ideal resource for those dealing with a changing daily workload Coverage includes Business Continuity Disaster Recovery Risk Assessment Protection Assets Project Management Security Operations and Security Management and Security Design Integration Compiled from the best of the Syngress and Butterworth Heinemann libraries and authored by business continuity expert Susan Snedaker this volume is an indispensable addition to a serious security professional s toolkit An all encompassing book covering general security management issues and providing specific guidelines and checklists Anyone studying for a security specific certification or ASIS certification will find this a valuable resource The only book to cover all major IT and security management issues in one place disaster recovery project management operations management and risk assessment Unifying the Field of Digital Twins for Urban

Management Ramy Elsehrawy,Bimal Kumar,2025-05-19 Unifying the Field of Digital Twins for Urban Management presents a holistic and integrated approach to the rapidly evolving field of digital twins for urban management The framework offers a structured approach that encompasses both theoretical underpinnings and practical applications      **Bioterrorism** Joseph R. Masci M.D.,Elizabeth Bass,2004-12-28 In the battle against bioterrorism one of the greatest challenges is finding the ideal balance between complacency and overreaction The goal is to be so well prepared that we can prevent catastrophic outcomes in the event of a bioterrorist attack while strengthening our ability to prevent and treat naturally occurring infectious diseases Bioterr



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