

Title	Document 35 - WebSAMS System Operation Task List <i>(Expected Routine Task List for TSS or System Support Personnel of School)</i>
Version	2.6
Date	11 st Apr, 2016

Tasks	Daily	Weekly	Monthly	Ad-Hoc	Related documentation
WebSAMS Server					
Operations					
Re-Start of WebSAMS			X	X	COPM Section 6.6
WebSAMS Version Upgrade			X	X	AOM Section 8.3
Housekeeping of WebStart Upgrade			X		AOM Section 8.4
Check version upgrade log E:\temp\wsup1	X				AOM Section 8.3.12 & 8.3
Regular Backup	X	X	X	X	COPM Section 6.7
Check backup software log	X				COPM Section 6.7.6
Check Apache log D:\WebSAMS3.0\Apache\logs	X				COPM Section 6.7.6
Check Virus Scanning log	X				COPM Section 6.7.6
Check Windows Event Viewer log		X			COPM Section 6.7.6
Install Only Windows High Priority Updates (Excluding new releases of Service Packs and Internet Explorer)		X		X	Control Panel > Windows Update

Tasks	Daily	Weekly	Monthly	Ad-Hoc	Related documentation
WebSAMS Server					
Setup					
Change Password of:					
- System Administrator				X	AOM Section 8.5
- Assistant System Administrator				X	AOM Section 8.6
- WebSAMS Server OS				X	COPM Section 6.4.2
- DB a/c for end user computer				X	COPM Section 6.4.4
Integrated Login				X	COPM Section 6.4.5
Schedule Job				X	AOM Section 8.1
Virus Update				X	COPM Section 6.4.3
Http Server					
Operation					
Ad Hoc Backup of System File				X	COPM Section 7.7.1
Review Server Log			X		COPM Section 7.7.2
Change password of Server OS				X	COPM Section 7.4.3
Reboot Server			X		COPM Section 7.4.1 & 7.6
Setup					
Virus Update	X				COPM Section 7.4.4