



Remote System Administration (Checklist):

Daily/Weekly

- Review intrusion list for security break-ins and unsuccessful break-in attempts
- Check logs for hardware device errors, summarize events and look for any patterns
- Review batch and print queues to identify any issues
- Review expected (regularly occurring) batch jobs to identify issues that prevented jobs from completing successfully
- Review log files for system manager batch jobs to identify task errors
- Check disk space utilization
- Check status of all jobs running
- Review logs for unexpected reboots and/or interrupts to service
- Review audit log and summarize overall security alerts and intrusions
- Performance Tuning
- Backup

Monthly

- Check manufacturer website for new releases of Patches using your log-in credentials
- Execute AUTOGEN and review reports
- Summarize accounting log

Quarterly

- Software versions
- Firmware versions
- Perform security check on SYSUAF

Other Tasks as Requested

- Apply patches
- Update software
- Set up print queues
- Clean up and manage files
- Manage user accounts
- Crash dump analysis
- Backup/Restore
- T4 Performance review (performance analysis trending tool)