

Software Related Preventive Maintenance

Procedures

1. Windows Upgrade and Update (If the capacity of the PC is good, the OS needs to be Windows 10)
2. Move files from C drive (Desktop, Documents, Downloads, Music, Pictures and Video) to D drive for future security issues.
3. Remove unnecessary programs from Control Panel
4. Remove extensions from web browsers.
5. Install / Update Antivirus Program (Use AVG Free)
6. Install if some necessary application programs are missing
7. Activate Windows and MS-Office programs
8. Perform Disk Clean Up
9. Perform Disk Defragment
10. Copy the Intranet short cut icon
11. Teach the staff regarding the systems implemented in the institute (Intranet, Help Desk, Photo Gallery, TEEL and E-Library)
12. Create system restore point

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