I'm not robot

reCAPTCHA

Next

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GPA ASSIST plus
Practice Maintenance Schedule Template

Equipment	Date Checked	Action Required	Action Completed	Name of person checking	Signature of person checking	Due Date for next Check
Auriscope						
Blood Glucose monitors						
Equipment for Maintaining airways (adults & children)						
Equipment to assist ventilation						
Electrocardiograph						
Examination Light						
Eye examination Equip.						
Fire Extinguishers						
Measuring Tape						
Ophthalmoscope						
Oxygen Tank						
Peak Flow meter						
Resuscitation Equipment						
Scales						
Smoke Alarms (batteries)						
Spacer for inhaler						
Sphygmomanometer (small, medium, large cuffs)						
Spirometer						
Stethoscope						
Thermometer						
Torch						
Visual Acuity Charts (electrical)						
X-ray viewing facilities						
Steriliser						
Vaccine Fridge						

Hardware (CPU, Monitor, Printer, Keyboard, Mouse)	Hardware Size, RAM & CPU Capacity	Model Purchased	Serial Number	Date Purchased	Cost

Computer preventive maintenance checklist format. Computer preventive maintenance checklist form.

From the latest news on social media or news, to the management of the entire company, computers are here to stay. ; 160; These machines carry out every day incredible amounts of work and sensitive data both automatically and through human manipulation. What would happen if your computer breaks right away? Considering the hysteria of mass to which occurs when a large-scale computer failure such as Y2K was found, probably nothing good. The time spent replacing the unit, or moving to a computer could seriously affect a person or company, and this is before calculating the price of repairs or a new computer. However, here at Process Street we love to find small tips and tricks to maximize your success and minimize the impact of when proverbial affects the fan. By performing this computer maintenance guide every week, you can cancel such potential disasters as humanly as possible; You will have passed through the best method to keep your machine alive, from software update and security, to dust cleaning from your system (literally and figuratively). Read if you're ready to improve the life and performance of your computer for free! Prima Before starting with the meat of the process, it is necessary to ensure that all vital information is recorded in the form Â 160; reference fields later. What operating system does the machine use? An option will be selected here Which internet browser uses the machine mainly? An option will be selected here This is mainly to ensure that you have a consistent recording of when each computer had the last maintenance run, along with the person who was responsible for that session. If you want to record more or more information, just add or change the appropriate form fields. TheStep. Update system packages. In Linux systems running Ubuntu, all you need to do is open the terminal and run this command: sudo apt update & pt south apt upgrade you'll want to â, 160; run reset to make sure all updates have been started. As well as the operating system, it is necessary to make sure that the following are also updated and pop them in the module field below. Security programs (firewall, antivirus, etc.) Software (Adobe Flash Player, Adobe Reader, Java, etc.) Plugin (Grammarly, Evernote Web Clipper, etc.) Driver (graphical drivers, audio drivers, etc.) It is quite easy to update your macOS system. We have outlined all the steps in the sub-checklist below, just check each step as you go. If you do not want to update a specific item, you can also choose to update the programs one by one. Waiting for updates to end To check for system updates on a Windows device, before loading the Settings application either by browsing to it from the Start menu, is then the "All Applications" list, or by typing into the search bar. The entire process is described below: Click Updates and Security Wait for the updates to be finished If your machine is running pre-Windows 10, just change your Windows Update browsing, which should be available by looking at the program list from the Start menu or by typing "Windows Update" in the search bar. Forward in the blitz maintenance is the task to delete unnecessary browser files. It is recommended to delete at least the browsing history, download history, cache and cookies for best security practices, go to make sure that nothing is obstructing the system or marking you as a spam target. This will also help improve the security of the system by eliminating temporary files created by the sites you visit, but this will vary depending on your situation. In any case, we have outlined the entire process for you here: Open the Chrome menu at the top right of the browser Navigate to the Clear Browsing Database section The time period you want to cancel click â â «Clear Browsing Data» The method to delete Firefox files is simple; The whole process is clearly clearly in the sub-check list below. Most browsers have a similar method to delete their files, but if you are unsure then look for the method for the particular browser. For security reasons, we recommend that you delete at least your cookies and files stored in the cache, so that you are not at risk of being a target for spam or phishing. Select "Clear Recent History" (If the menu bar is hidden, press Alt to make it visible) Select the desired time scale Select which details you want to delete Now you are in charge of removing unnecessary browser files. For best security practices, you should at least clear your browsing history, download the history, cache and cookies. This is to ensure that nothing is clogging the system or mark it as a target for spam. We've done the job of outlining the whole process for you below: Select "Clear History and Website Data..." Select the desired time interval Have you ever had the experience of sitting at work in the morning, fresh and arranging to go, only to find yourself stalled for 30 minutes while you wait for your computer to load? You'd be surprised how much it can be reduced simply by configuring your boot programs. Ubuntu is also easier than Windows or Mac, as all you need to do is the following: Click on "Startup Applications" Disable unnecessary Mac startup applications usually run programs that launch us when you log in, rather than when the system starts – if you can't find the program you want to disable in you Objects of Login, read this post by Joe Kissell to delve into the old boot system. Follow these steps to open the "Start Items" menu and remove unwanted programs: Select the username on the right Select the "Start Items" tab Check the boot that you want to remove Press the symbol "In Windows 10" to remove the program, you can choose the boot programs from the Task Manager. Right-click on the Start icon and select Task Manager or simply press Ctrl+Shift+Esc (a convenient point for a program becomes insensitive too). From here, you can change the status of a startup program (enabled or disabled) by right-clicking on the item in the Task Manager.The complete procedure is described in this sub-checklist: Right-click on the Start icon Select the program you want to disable Change The status in "Disabled" Your specific antivirus software may vary, but anything is still necessary to perform a full system check.It's just that you can use the popular Linux-based anti-malware software ClamAV if you haven't already installed anything. To install ClamAV, do the following on the terminal: sudo apt install clamav clamtk After that, update the ClamAV antivirus database with this command: sudo freshclam Don't forget to configure the "Settings" menu to select the following items: "Scan files starting with a dot" "Scan files larger than 20 MB" directory recursively" Now you are ready to start scanning the system. Select "Filesystem" from the main menu if you want to scan the entire system. Otherwise, specify which directory accordingly. Select "Scan A Directory" Selecting the directory you want to check ClamAV will give you the opportunity to delete or quarantine the threats it found after the completion of the scan. Make sure you don't interfere with critical system files before deleting or moving anything. Mac, and the macOS operating system they use, contain real security vulnerabilities like any Windows machine. As such, you should be running regular anti-malware scans on your system. With any antivirus software installed on your machine, perform a full system check. After checking, we recommend you toA deal with all the threats that the software Detected by removing them or quarantine. Opening the antivirus program Perform a complete check of the quarantine system or delete any next detected threats in our list of security measures in the IT support process to open and perform any antivirus program installed on the machine. Malwarebyte Malwarebyte is completely free and does the job beautifully; head to their site and download it now if there is nothing else already installed. Once you have malwarebytes (or your choice program,) run it and make sure your entire system is included in the scan. this can also take a heavy piece of time depending on the size of your system, so make sure you turn in and inform your customer or anyone who is waiting for maintenance. open the quarantine of the antivirus program or erase the threats detected at last, â delete or quarantineáany threat that are detected. computers consist of working hardware parts, and their software components, the hardware must be regularly checked and inspected for failures or irregularities. using the secondary checklist in this activity, â carefully inspect each component and record what you find through the various fields of the module. Control the monitor for dead pixels check computer accessories for damages (keyboard, mooe, etc.) check the fans that work properly check is installed correctly is the damaged computer or in need or repairs? an option will be selected here which damage has been observed to your computer? If you have defective or damaged parts, you must ensure they are replaced as soon as possible. even if you are doing repairs yourself, you will need to allow management and accounting to know the necessary parts and inventory updates. we planned in advance and did the dirty work for you - the results of your maintenance report so far were collected together in this useful little email widget. all you have to do is verify that the information is all correct and press sends. it is easy to forget the cleaning of two of the most important and heavily touched parts of the computer system: the keyboard and the mooe.These components can be easily cleaned with compressed air. Use the fine nozzle on the can to enter the corners and cracks of the keyboard and mouse to explore any powder or dirt resident. Laptops canparticularly prone to rubberized keyboards due to their portable nature, then be very careful if cleaning a portable keyboard. Apply compressed air under the keyboard keys Clean the keyboard with antibacterial wipes Clean the mouse with antibacterial wipes Anything you do,194; 160; never use a vacuum cleaner to clean your physical components. The potential damage to a keyboard or mouse is small, however it is better to break the habit before going to clean your tower, as the static generated by a vacuum cleaner can damage your electrical components. Powder can seriously affect the performance of a computer, especially if it obstructs fans. Towels or laptops can be easily dusted with a dry and clean cloth, but remember to stay away from any electrical component to avoid static damage. If you can see that your desktop fan is gummed with powder, spray some compressed air to remove it (after making sure your machine is out earlier). Make sure the machine is turned off Clean the outside of the tower with anti static powder Dislodge in the fan with compressed air The final stage in the physical side of your computer maintenance is to organize the jungle of cables ranging from and to your machine. Use velcro ties194; to tie your cables together and keep them off the road. If your desk has holes for your cables to go in you can do this one step further and tie them together inside your desk to hide them from the view. This will make your workplace look much better, and will do it much less similar to 160; for you (or anyone approaching your computer) to trip on a cable and break a piece of equipment or a bone. Make sure the cables are arranged for color and function Make sure noobstruct access to the machine Make sure no cable obstructs access to the work area Ensuring that all cables are in good condition is always a good idea to factor and running the disk cleaning program is as part of routine maintenance. Disk cleanup, if not executed executed may take some time to complete, but you can keep the scanning time to a minimum by running it whenever you do regular maintenance. This will essentially remove all unwanted and temporary files on your computer, similar to before when we deleted our browsing history and cache. See the video below, for example Mediational State, for a quick drive on disk cleaning in your Mac. The process is outlined in the sub-functions here: Select "Go" in the Type menu bar in "~/Library/Caches" Delete files/folders that are taking the most space type in "/Library/Caches" (note the lack of "~") Delete folders that occupy multiple space To run a disk cleanup on Windows, start by looking for "Desk Cleaning" in the search bar and clicking the resulting program. Select the drive you want to clean up, and then click "OK". Disk cleaning will then run on the chosen disk, presenting the options of what you can delete. For the whole process, just follow these sub-compits and you will have the clean disk in no time: Select which drive you want to run Disk Cleanup on Select which files you want to delete Defragaming your drives is not something that the average user thinks of doing, but can pay huge dividends if done regularly - it is time to make sure you are not the average user and defragment your disks. You can unfreeze your drives on Windows by typing "Defragment and Optimize Drives" in your search bar and selecting 160; the resulting program. With the uploaded program, you need to analyze each unit of the list by selecting it and clicking "Analyze". If someone returns with the minimum level of fragmentation, that particular drive will have to be optimized (which is another way of saying "Defragmented"). Type "Defragment and Optimize Drives" If the results indicate that the disk is fragmented, doon "Optimize" This is hardly missile science, but remember to empty the recycle bin regularly can work wonders to keep the machine running smoothly. Emptying the recycle recycling is one of the few processes that is more or less the same on almost all operating systems with a graphical interface. The only difference is how different systems choose to call the icon. For Windows, it's "Cestino", for macOS users is "Cestino", and for Linux (Ubuntu) is "Cestino." Just right-click the basket icon from the desktop and select «Empty.» Every little help, and even when not in use an abundance of programs can inlay the processing power of your computer – now you have to uninstall all programs that are not used or necessary anymore. Â On Ubuntu systems, Synaptic Package Manager can be launched from the command line by entering the following: sudo synaptic & otherwise, follow this file path to open the GUI Package Management Tool, which allows you to remove unwanted software packages: Open «Synaptic Package Management» Now select the package you want to get rid of and click on "Mark for Removal." Selected package marked for removal To remove an app from your Mac, all you have to do is drag the application into the Recycle Bin and then empty the trash. Open the Applications folder Move the application into the Recycle Bin To uninstall a non-needed program in Windows, type "Programs and Features" in the search bar or follow the following path: Select «Programs and Features» From this screen you can order the programs installed according to criteria such as installation date, size and last usage date. To uninstall a program: Select the program you want to uninstall All that remains is to restart the computer one last time to apply the necessary updates or configurations. As well as finalizing all software updates or modifications, this will also provide tough evidence as to the effects of your maintenance efforts. For example, after this final reboot, lendAt the time of startup of the new system; If any number of startup programs or even removed a part of temporary files has been disabled, you should be able to see a one improvement already in the installation time. Compare boot time with latest maintenance Consider potential improvements on this maintenance process Congratulations, your computer maintenance checklist routine is complete. Complete.

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