Workshop Maintenance

To gain the most performance from your network, windows workstations require regular maintenance to be performed to keep them running efficiently, this is not due to you having a Smart-Net Server, the same applies whatever your server or network system may entail. This maintenance will also improve your network performance and reduce internet traffic. The maintenance steps below should be performed at least monthly.

Windows Updates:
Ensure that all windows workstations have had all critical updates installed.
To update your windows open Internet Explorer then select Tools then Windows Update. Follow the prompts. Ensure you install all critical updates.

AntiVirus:
Ensure you have up to date antivirus software running. You should check this regularly. Most antivirus products have an icon in the system tray that you can right-click on to get version / signature dates etc from. Check that the data files are no older than a few days.
Remember there is always a 'window of opportunity' between new viruses being created and the solution being released. Treat all emails from unknown sources with suspicion. Likewise emails with attachments from anyone.
Remember before doing a manual virus scan or using a virus removal tool under WinXP to turn off the Windows System – Restore or the virus may be restored at a later date by windows. (Right Click on My Computer, select System Restore Tab etc)

Spyware:
This is one of the biggest causes of extra call / traffic charges on your internet account as well as using up a lot of bandwidth on your internet connection. If you are using Windows XP then visit www.microsoft.com for their AntiSpyWare Application. If you are running Win98 then do a visit www.lavasoftusa.com for their Adaware product or do a google search for a suitable product. Beware some products out there actually infect your workstation with spyware to get you to purchase the paid version to clean it off! Remember to keep your antispyware application updated!

Delete Temp Files:
Open Internet Explorer. Click on Tools, select Internet Options then on the General tab in the Temporary Internet files area click on the 'Delete Files' button.

Empty The Recycle Bin:
Right Click on the Recycle Bin and select 'Empty Recycle Bin'.

De-fragment the Hard Drive:
This speeds up hard drive access by having all the data in a logical position without gaps etc on the hard drive where deleted files once were etc.
Ensure all applications / programs are closed.
Click on My Computer, Right Click on the Hard Drive, select Properties, click on the Tools tab then select 'Defragment now'. This is best done when the workstation is not going to be used for some time as it may take a while.