

## CLIENT MAINTENANCE CHECKLIST

Tyler recommends best practices maintenance for desktops and servers based on recommendations made by Microsoft and other industry leaders. These checks are in addition to existing maintenance procedures you already have in place.

FREQUENCY	DEVICE/APPLICATION	ITEM
Daily	Odyssey	Log out and close the Odyssey application at the end of each day.
Weekly	Desktop	Reboot desktops at least once during the week.
Weekly	Desktop	Leave desktops powered on over the weekend to allow virus scans and upgrades to run.
Monthly	Desktop	Delete all files in the Windows Temp directory.
Monthly	Desktop	Apply critical Windows updates on a regular basis.
Monthly	Desktop	Keep malware/virus/spyware definitions up-to-date.
Monthly	RDS Server	Apply critical Windows updates on a regular basis.