**ROLES OF A SYSTEM ADMINISTRATOR**

Installing and configuring computer software and hardware

Managing network servers and technological tools

Setting up accounts and workstations

Ensuring security through access controls, backups and firewalls

**ACTIVITIES DONE BY A SYSTEM ADMINISTRATOR DURING USERS ACCOUNT MANAGEMENT**

Adding, modifying or deleting user accounts. The system administrator is tasked with the creation of user identities in the server.

Changing the role of a user. Depending on the system, each user has a role. Be it administration or just basic roles, the system administrator is tasked with managing user roles.

Generating reports on selected user accounts. The system administrator keeps track of user accounts and their given roles. He also keeps track of details such as the date of the creation of the account and deletion, if the account was deleted.

**ACTIVITIES DONE BY A SYSTEM ADMINISTRATOR DURING HARDWARE MANAGEMENT**

Capacity Planning

System settings and configuration

User notification and documentation

Adding and removing hardware

**AREAS WITHIN AN ORGANIZATION THAT SHOULD BE BACKED UP**

The finance section. It is important to back up the finance database of an organization as this is a vital part of an organization.

The Human Resource section. It is important not to lose data pertaining to the details of the employees.

The security department of an organization also needs to be backed up in case anything bad happens and the data is needed as evidence.