

# OS Management SOP:

## Purpose:

To increase efficiency to users on the network, patch security flaws, protect data and ensure compatibility.

## Scope:

OS Version Control

## Responsibilities:

IT System Administrator

## Prerequisites:

Full network access and control for users.

## Procedure:

- Configure synchronization update from Microsoft Update and WSUS servers
- Navigate to WSUS console to view and manage updates pulled from Microsoft Update
- Approve and deploy updates in WSUS
- Configure group policy settings for automatic updates
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## References:

- <https://learn.microsoft.com/en-us/windows-server/administration/windows-server-update-services/manage/viewing-and-managing-updates>
- <https://learn.microsoft.com/en-us/windows-server/administration/windows-server-update-services/manage/setting-up-update-synchronizations>
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## **Definitions:**

[What words are used throughout this document and procedure which have specific meanings that must be respected.]

- Policy -- "why?"; broad, overarching guidance
- SOP -- "what, when, why"; could be multiple SOPs to support a specific policy
- Work Instructions -- "how"; in-depth, step-by-step directions for a particular task

## **Revision History:**

4/5/2023 -- "OS Management" created by Jordan Marshall