3.2 Carry out routine network management activities to meet requirements.

Regular Maintenance activities are important to maintain network performance, reliability, and security of the network. It includes various tasks, tools, and documentations.

1.**Backup and Restore Files** – schedule regular backups of data, configurations, and system states. Test restoration process to ensure data integrity and recovery capabilities.

2.**User Account Creation and Deletion** – Create new user accounts with appropriate permissions and roles. Delete or disable inactive or former employee accounts to maintain security. Tools such as Active Directory, User Management tools can be used for this task.

3.**Design and Develop Login Scripts** – Create and maintain login scripts to automate tasks such as drive mappings, printer setups using tools like Bash, PowerShell, or Windows Group Policy. This automates user environment settings and improve productivity and consistency.

4.**Virus Scans** – Regularly perform comprehensive virus and malware scans on all network devices. Update antivirus/antimalware software and keep the signature file updated to the last version. Tools such as Norton, McAfee, Windows Defender can be used for this task.

5.**File cleanup** - Periodically clean unnecessary files, temporary files, and logs. Implement policies for regular file cleanup and log rotation. This task help to optimize storage use and improve system performance.

6.**Documentation** – Document all maintenance activities, issues encountered, and resolutions. Use log to track trends and identify issues.