Task …

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hardware | | | | | |
| Impact on organization | Level of support (reason) | Resources (tools) | Frequency | Task | Object |
| Dust and debris can impair connections to the motherboard and even keep your computer from working, mainly because they can increase the heat on the board. (3) | Outsource  (To focus on core business) | Microfiber cloths.  Water.  Compressed air.  Isopropyl alcohol or glass cleaner.  Computer screen cleaning wipes.  Q-tips.  Screwdriver.  (2) | every 3-6 months (1)  (whatsabyte, 2022) | Cleaning the motherboard | Personal computer |
| Defragging the hard drive give you more space on your hard drive.  (5) | In house  (Save cost and time) | Defragment and optimize drives | Monthly  (4) | Defrag the hard drive | Hard drive |

Introduction ……

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| --- | --- | --- | --- | --- | --- |
| Software | | | | | |
| Keeping your anti-virus software up to date is essential to provide protection against the latest threats. (6) | In house  (More flexible) | Control panel  (Program applet) | Daily  (4) | Update antivirus | Virus software |
| To fix the vulnerabilities and errors in Windows and associated software, and they occasionally add new features.  (7) | In house (reduce cost and time) | Control panel  (Program applet) | Daily  (4) | Run Microsoft update | Operating system |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Network | | | | | |
| To restore network functions in times of a network disaster  (9) | In house Flexibility | TFTP server | Monthly  (8) | Back up the current network device configuration file from the network device | Back up |
| to locate and remove any malicious threats on your device.  protect your valuable pieces of information while surfing online.  (10) | In house more flexible | Control panel  (Program applet) | Weakly  (4) | Scan for antivirus | Run antivirus scan |

References

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(6) <https://www.strath.ac.uk/professionalservices/is/cybersecurity/updatesandanti-virus/>

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(10) <https://www.geeksforgeeks.org/anti-virus-its-benefits-and-drawbacks/>

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