# Work instruction: Quick environment check

This document describes the work instruction of the daily check “Quick Environment Check”. The goal of this work instruction is to quickly check if all important components in the environment are functioning correctly.

# Involved servers

|  |  |  |
| --- | --- | --- |
| Acceptance | Production | Disaster Recovery |
|  |  |  |

# Steps

|  |  |
| --- | --- |
| Step | Screenshot |
| Step 1:  Open an Internet browser on your workstation. |  |
| Step 2:  Open the specified pages and check if these loads correctly. | https://<root url> |
| Step 3:  Open the Search Center and perform a search for the mentioned keywords. Check if results are returned. | https://<root url>/sites/search  Keywords:  Section Colleagues: your own name |
| Step 4:  Open de Application2 page and check on the link “Application2” in het menu. Check if the page loads correctly. | https://<app2 url> - Click on the link |
| Step 5:  If you run into any issues: Create an incident for every issue, so the cause can be investigated. |  |
| Step 6:  Record your findings in the “Registration list Periodic Checks” |  |

# Automatic check

This check is part of the Periodic Checks script, which means the above checks do not have to be performed manually. Analysis will take place by reviewing the generated e-mail and taking actions if issues are reported.

# resolution

Depending on the functionality that is not working, different actions must be taken. Check which functionality is not working and take the corresponding actions.