# Work instruction: Upgrade status Servers

This document describes the work instruction of the daily check “Upgrade Status Servers”. The goal of this work instruction is to check the upgrade status of all servers in the environment. They all must have the status “No action required”.

# Involved servers

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

# Steps

|  |  |
| --- | --- |
| Step | Screenshot |
| Step 1:  Open a RDP session to the Admin server |  |
| Step 2:  Open the Central Administration site |  |
| Step 3:  Browse to “System Settings > Manage servers in farm” |  |
| Step 4:  Check if all servers have the status “No action required”  If this isn’t the case: Create an incident to have this corrected. |  |
| Step 5:  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

Servers that haven’t been upgraded properly, must be corrected by running the Configuration Wizard on that specific server. Connect to the server and start the Configuration Wizard via the start menu, or open a command prompt as Administrator and start the following command:

*PSConfig.exe -cmd upgrade -inplace b2b -wait*