# Work instruction: Check Search gatherer logs

This document describes the work instruction of the daily check “Check Search Gatherer Logs”. The goal of this work instruction is to detect and resolve all errors and warning which were encountered during the indexing process.

# 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 “Application Management” and under “Service Applications” click “Manage service applications” |  |
| Step 4:  Open the Search Service Application by clicking on the name. |  |
| Step 5:  Under “Diagnostics” click “Crawl Log” |  |
| Step 6:  Review the Errors and Warnings for all content sources. |  |
| Step 7:  Check if the issues are mentioned in the “Allowed Exceptions” list.  If this isn’t the case: Create an incident to have this corrected. |  |
| Step 8:  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

All found issues must be investigated. Depending on the type of issue, different actions must be taken. Use the Gatherer and ULS log to troubleshoot the issue.