# Work instruction: Policy Compliance

This document describes the work instruction of the monthly check “Policy Compliance”. The goal of this work instruction is to check all servers in the environment comply with the SharePoint configuration baseline.

# Involved servers

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

# Steps

|  |  |
| --- | --- |
| Step | Screenshot |
| **Important: The defined policies are checks by using PowerShell scripts. These generate log files with the results of these checks.** | |
| Step 1:  Open a RDP session to the Admin server |  |
| Step 2:  Browse to X:\Logs and open the most recent log | **REMARK:** POWERSHELL SCRIPT HAS TO BE CREATED. |
| Step 3:  Review if all completed successfully. |  |
| Step 4:  If this isn’t the case: Create an incident to have this investigated. |  |
| 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

When incompliances with the configuration baselines are detected, determine how this happened. Then make sure this is corrected as soon as possible, either by updating the configuration baseline or by correcting the setting on the environment.