Preventive Maintenance User PC Software

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| Date/Time Checked : ...... Next Date/Time Checked : ......  User Name : ... PC Department Name : ...........  Computer Name : ........ IT Name/Signature : ................ | | |
| No | Description | Checklist (√/X) |
| 1 | Scan dan clean virus |  |
| 2 | Empty Recycle Bin |  |
| 3 | Clean internet temporary files and cookies |  |
| 4 | Windows ......... Windows Securiy updated to Version ... |  |
| 5 | Internet browser ....... updated to Version ... |  |
| 6 | Email Client .......... updated to Version ... |  |
| 7 | MS Office ........ updated to Version ... |  |
| 8 | PDF Reader ......... updated to Version ... |  |
| 9 | Internal software ....... updated to Version ... |  |
| 10 | Antivirus ..... updated to Version ... |  |