**M3 - Keep accurate records of network management tasks**

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| --- | --- | --- | --- | --- |
|  | Date | Time | Tools | Details |
| Identify the network assets | 22/10/2014 | 08:36 | None | We created a new user by right clicking on the desktop in order for a pop up to appear, and then you must select new and then user. |
| Backup and restoring files | 11/04/2014 | 12:54 | None | To backup files, you need to right click on the drive that you want to back up. Click on properties and then tools. Click on backup, and then back up the whole drive. This will take time. To restore, you do the same, but click on restore files. |
| User account creation and deletion | 1/05/2014 | 19:53 | None | To create and account, go on control panel and right-click and click “new” to “user”, and fill in the information for it. |
| Configuring virus scanning options | 1/05/2014 | 19:53 | None | Click on the virus options of what to scan. You can change the options for it, to when you want to scan it regularly. |