

Weekly Checklist

Location INFORMATION

Date: _____

Equipment Location: _____

Check List-Week 1

- Verify Virus Protection- Microsoft Security Essentials is still working/enabled
- Scan Virus Protection
- Update Virus Protection
- Verify Homepage is set as www.ilepic.com
- Clear History
- Ensure Laptop is connected to hotspot
- Document and Report any Issues.

Check List-Week 2

- Verify Virus Protection- Microsoft Security Essentials is still working/enabled
- Scan Virus Protection
- Update Virus Protection
- Verify Homepage is set as www.ilepic.com
- Clear History
- Ensure Laptop is connected to hotspot
- Document and Report any Issues.

Check List-Week 3

- Verify Virus Protection- Microsoft Security Essentials is still working/enabled
- Scan Virus Protection
- Update Virus Protection
- Verify Homepage is set as www.ilepic.com
- Clear History
- Ensure Laptop is connected to hotspot
- Document and Report any Issues.

Check List-Week 4

- Verify Virus Protection- Microsoft Security Essentials is still working/enabled
- Scan Virus Protection
- Update Virus Protection
- Verify Homepage is set as www.ilepic.com
- Clear History
- Ensure Laptop is connected to hotspot
- Document and Report any Issues.