
SITE MANAGERS DUTIES & CHECKLIST

There are routine duties that must be performed to ensure proper functioning and availability of the RPMS. Those performed daily include

- Check the Nightly Backup
- Check the CACHÉ Error Log
- Check Journalling
- Review Programmer and User Logons
- Check the Operating System Error log
- Review any Switch User activity (AIX Only)

Weekly duties are

- Check Space within CACHÉ

Monthly duties Are

- Check Taskman Queued Jobs
- Clean the Tape Drive
- Check the space in the Operating System

Annual Duties include

- Create recovery Floppies and Master Tape Backup
- Test the Tape Backup

