**How to Run the SharePoint Daily Checklist**

**Accenture Federal Services**

**Operations Center**

Table of Contents

[1.0 Introduction 2](#_Toc509824161)

[2.0 Prerequisites 2](#_Toc509824162)

[2.1 Open the SharePoint Daily Checklist Template 2](#_Toc509824163)

[2.2 Open Previous Day’s Checklist from Outlook 2](#_Toc509824164)

[2.3 Open the SharePoint Windows Errors Template 2](#_Toc509824165)

[3.0 Standard Operation Procedure (SOP) 2](#_Toc509824166)

[3.1 Update On-Premise Server Sections of Checklist 2](#_Toc509824167)

[3.2 Update O365 Sections of Checklist 3](#_Toc509824168)

[4.0 Post Implementation Verification/Testing 3](#_Toc509824169)

[5.0 Document Revision History 3](#_Toc509824170)

# Introduction

 These are the steps to run the Daily Checklist for Operation Center Daily Updates. Below are attached the two documents needed for the checklist



# Prerequisites

## Open the SharePoint Daily Checklist Template

This will be the template used to create the checklist

## Open Previous Day’s Checklist from Outlook

This will be required to get the changes in SharePoint On-Premise server errors.

## Open the SharePoint Windows Errors Template

This will be used to calculate the changes in the SharePoint On-Premise server errors.

# Standard Operation Procedure (SOP)

## Update On-Premise Server Sections of Checklist

1. Log into AFSUCCJH001 and run these three PS Scripts as Administrator, by copying and pasting into Elevated Windows PowerShell prompt. These can be run in three separate elevated PS windows simultaneously:
	1. D:\scripts\BA\Get-RecentWindowsEventErrors
	2. D:\scripts\BA\Get-SharepointServicesReport
	3. cd \PowerShell\PSBIN\"UCC Maintenance Scripts"\

.\GetTS\_DriveSpace

1. After running 1-c above – note any server drive at 10% or below free space and notate in “**Drive Space Availability:”** section. Follow up with server owner for remediation.
2. Once this is complete, you should be receiving emails from the PowerShell scripts 1-a and 1-b giving you numbers and statuses.
	1. On the SharePoint Services Report e-mail, everything should be green. The rows that are blank are expected.
		1. The report should generate:
			1. Green rows for:
				1. AFSSTSAPP001,AFSSTSAPP002,AFSSTSWFE001,AFSSTSWFE002,AFSSTSDS101,AFSSTSDS102,AFSIASPAPP101,AFSIASPAPP102,AFSIASPWFE101,AFSIASPWFE102,AFSIASPSQL101,AFSIASPAPP103,AFSIASPWFE103,AFSIASPWFE104,AFSIASPSQL102,AFSSTSAPPDev001,AFSSTSAPPDev002,AFSSTSWFEDev001,AFSSTSWFEDev002,AFSSTSDS001,AFSIASPSQL301,AFSIASPSQL302
			2. Empty Rows for:
				1. AFSIASPAPP301,AFSIASPWFE301,AFSIASPWFE302,AFSIASPAPP303,AFSIASPWFE303,AFSIASPAPP304,AFSIASPAPP305,AFSIASPWFE305,AFSIASPWFE306,AFSIASPWFAPP301,AFSIASPOWWEB301,AFSIASPSQL305
	2. If anything is not green – report in in the SharePoint Services section. There are orange rows in the table – these represent the blank lines in the services report. Only change this table if something needs updated
	3. On the SharePoint Windows Errors report e-mail, open the e-mail and the Windows Errors template. Follow the instructions on the template which are in the right side of the spreadsheet.

## Update O365 Sections of Checklist

1. On your machine, activate your SharePoint Service Administrator role.
	1. Sign into <https://portal.azure.com>
	2. Activate SharePoint Service Administrator role
	3. Sign out of <https://portal.azure.com>
2. Sign into <https://afs365-admin.sharepoint.com>
	1. Take note of the space available as well as any errors or warnings on that site. Copy the Space Available in the first section of the Checklist Email called “**O365 SharePoint Tenant Storage Space Free:”**
3. Sign into <https://portal.office.com/adminportal/home> and check on the Message Center and Service Health sections, noting any current SharePoint issues or messages and notate them in the checklist section “**SharePoint Messages/Issues Since Last Report:**”

# Post Implementation Verification/Testing

None

# Document Revision History

| **Version** | **Date** | **Prepared By** | **Comment** |
| --- | --- | --- | --- |
| 0.1 | 03/26/2018 | Matthew.kostak | Initial Draft |
| 0.2 | 03/26/2018 | Matthew.kostak and g.monteleone | Review Completed – updates in details on steps made during review. Finalized checking steps. Submitting For Approval |
| 1.0 | 04/02/2018 | Matthew.kostak | Approved for Operation |
|  |  |  |  |