**Date:**

**Manager: Signed:**

**Time taken to complete:**

|  |
| --- |
| **Standard checks** Deep Freeze Enterprise – for just Norton updates set it to ‘boot thawed on next’. For Microsoft updates set it to ‘boot thawed’ as there needs to be a normal restart to install the updates. N.B. After the restart set DFE to ‘boot frozen’! |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action to be carried out** | **Computer 1** | **Computer 2** | **Computer 3** | **Computer 4** |
| **Norton Internet Security****Type** Norton into Start Menu then **run** Live Update and Quick Scan Number of updates?Size?Norton Quick Scan? Y/N*Remember to unpin Norton and any other software from the Start Menu* |  |  |  |  |
| **Windows 7** Check for and install updates (**Type** “microsoft update” into search bar in Start Menu)Number of updates?Size? |  |  |  |  |
| **Java** updates needed? Y/N(go to the [www.java.com](http://www.java.com) **click** on “Do I have java” – don’t download any toolbars!!!) |  |  |  |  |
| **Adobe Reader** updates? Y/N**Open** Adobe Reader>**Help**>**Check for updates** |  |  |  |  |
| **Adobe Flash Player (Active X/Plugin)****Adobe Air****Adobe Shockwave****Type** ‘Programs and features’ into Start Menu and check the latest versionsGo to <http://get.adobe.com/flashplayer> Updates needed? Y/N<http://get.adobe.com/air> Follow instructions to download (you will get the update)Updates needed? Y/N<http://get.adobe.com/shockwave> Updates needed? Y/N |  |  |  |  |

**Summary and any unresolved issues to type into comments box on online form?**