

## IN2IT regular maintenance operations

Cluster only	IN2IT exchange	IN2IT access	IN2IT social	IN2IT live	Action	Tools to be used	Daily	Weekly	Monthly	est. Time	Impact
<b>Daily check</b>											
	✓	✓	✓	✓	in IN2IT "manager" tab, all status blow "System Status" servers must be in green	IN2IT web admin interface	✓				
✓	✓				in IN2IT "manager" tab, watchfolders must be in "running" or "canceled" status	IN2IT web admin interface	✓				
	✓				in IN2IT "manager" tab, watchfolders must be allocated to all nodes	IN2IT web admin interface	✓				
<b>Weekly check</b>											
	✓	✓	✓	✓	Go to the IN2IT dashboard and check status of the server	IN2IT web admin interface		✓			
					Check on all counters, if they have been over or under limits	IN2IT web admin interface		✓			
✓	✓	✓	✓	✓	Check the monitoring tab and investigate unexpected and recurring issues	IN2IT web admin interface		✓			
	✓		✓	✓	Check that recent jobs have been assigned to all nodes	IN2IT web admin interface		✓			
<b>System</b>											
	✓	✓	✓	✓	<b>Server installation (single node):</b> reboot the operating system, Woody/IN2IT service will restart automatically.	Windows			✓	10 min	<b>Production stopped</b>
	✓	✓	✓	✓	<b>Client installation:</b> reboot the operating system, then restart the application from the desktop icon.	Windows			✓	10 min	<b>Production stopped</b>
✓	✓	✓	✓	✓	Cluster installation: - Stop the Woody/IN2IT service on all nodes. - Restart all additional nodes and check their status in Manager console after reboot. - Restart the manager node and check its status in Manager console - Check in Manager console that additional nodes reconnected properly	Windows			✓	10 min / server	<b>Production stopped</b>
	✓		✓	✓	Check IN2IT service is running	Windows			✓	1 min.	<b>Production stopped</b>
				✓	Start (1) VideoServer then (2) the scheduler	Windows			✓	1 min.	<b>Production stopped</b>
	✓		✓	✓	Log in to administration page	Windows			✓	2 min.	
	✓	✓	✓	✓	Clean Woody 'Temp data folder' (see configuration on admin page 'Setup')	Windows			✓	2 min.	
	✓	✓	✓	✓	Clean Woody log backup folder: C:\ProgramData\Woody technologies\Woody in2it\log\backup	Windows			✓	2 min.	
✓	✓	✓	✓	✓	Check space on local drive	Windows			✓	1 min.	
✓					<a href="#">Check database status on first node (documentation here)</a>	ArangoDB web interface			✓	2 min / server	
✓					<a href="#">Check database replication on additional nodes (documentation here)</a>	ArangoDB web interface			✓		
<b>Avid</b>											
	✓				Check and clean Avid Interplay Transcode temp folder (outgest workflows only)	MCCUX or Interplay Access			✓		