

# Computer and Security Review Checklist

Date 12/19/19

Name Dani Guilan

Christy L

- Air Gap log file – When was it last run? Are both Christy and Public folders included?
- Location and presence of backup file for WinDSX database
- Location and presence of backup file for DoorKing database
- Location and presence of backup file Residents database
- Win DSX database backup in Carbonite
- Door King database backup in Carbonite
- Residents database backup in Carbonite
- Share folder working correctly
- Verify all board members have the password for the **SOCA Access Spreadsheet, Version 1**  
*all except Kit Jones*
- Update full disk backup for both computers
- WordPress and plugins up to date
- 1 week of WordPress backups in Dropbox
- No backup data files in Siteground/public\_html/wp-content/updraft (verifies all were transferred to Dropbox)
- Verify the information in the SOCA Access password spreadsheet *REV 12*  
*Enom check - expires 1/21/22 .Reviews expires 6/7/21*  
*SiteGround check - expires 1/15/20 card 0291 is current.*

# Computer and Security Review Checklist

What	Company
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Overall	
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- |                             |             |
|-----------------------------|-------------|
| ✓ Domain Registration       | Enom        |
| ✓ Web Host                  | SiteGround  |
| ✓                           | C Panel     |
| ✓ Website backup repository | Dropbox     |
| ✓ Website backup software   | UpdraftPlus |

Email	
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|-------------------|-----------|
| ✓ Carol Email     | Microsoft |
| ✓ Christy Email   |           |
| ✓ Webmaster Email |           |

Computers	
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- |                       |  |
|-----------------------|--|
| ✓ Carol Computer      |  |
| ✓ Christy Computer    |  |
| ✓ Computer SOCA Board |  |
| ✓ Admin account       |  |

Other Hardware	
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- |                           |                  |
|---------------------------|------------------|
| ✓ Cisco Router            |                  |
| ✓ Comcast Modem (Gateway) | Comcast          |
| ✓ Wi-Fi Access Point      | Luzul XAP-1500V1 |

Software Licenses	
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|------------------------|--------------|
| ✓ Acronis              | Cleverbridge |
| ✓ Adobe                | Adobe        |
| ✓ Carbonite            | Carbonite    |
| ✓ Front Gate Passcard  |              |
| ✓ Manager              | Door King    |
| ✓ Microsoft Office 365 | Microsoft    |
| ✓ Win DSX              |              |

Audio Visual System and WiFi gizmos	
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|-------------------|-------------------|
| ✓ ClubAV          | Audio Visual WiFi |
| ✓ Website Account | Sonos             |