## System

## Data backup

In the first step, data is backed up with the help of **snapshots**, which are created directly on the data storage responsible for the CCS and can be restored relatively easily by the HRZ. The snapshot schedule is as follows:

- Every day at 02:00 a.m.
- Every week on Sunday at 03:00 a.m.
- Every month on the 1st Saturday at 03:00 a.m.

The data backup is carried out in the second step with the help of **backups**, these are transferred from the data storage responsible for the CCS to a backup system. The backup schedule is as follows:

• Every Monday at 05:00 a.m. with a retention period of 3 months

## Updates

The servers are provided with regular updates at the end of each semester break; the exact time of the required work is communicated at least one week in advance. Security-critical updates must be installed as soon as they become known; in this case, notification will be given at short notice.

After an update, the caches of the web browsers must generally be deleted to ensure proper functioning:

- Log out of the Collaboration Cloud in the web browser
- Close the tab
- Google Chrome:
  - Settings > Cache (type in) > Clear browsing data
    - Period: Total time
    - Browser history: deactivated
    - Cookies and other website data: deactivated
    - Images and files in cache: activated
    - Click on the [Delete data] button
  - Restart the web browser
- Microsoft Edge:
  - Settings > Privacy, search and services
  - Section "Delete browser data" > Select items to be deleted
    - Time range: Total time
    - Browsing history: deactivated
    - Download history: deactivated
    - Cookies and other website data: deactivated
    - Cached images and files: activated

- Click on the [Delete now] button
- Restart the web browser

## • Mozilla Firefox:

- Settings > Cache (type in) > Remove data...
  - Period: All
  - Cookies and website data: deactivated
  - Temporary files and pages in the cache: activated
  - Click on the [Delete] button
- $\circ\,$  Restart the web browser

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