

XtremeCT Micro-CT Management

Task	When	How
QC1 scan and evaluation.	Daily	http://bonelab.ucalgary.ca/system/files/SCANCO+-+Manual+-+XtremeCT.pdf#page=42
Clean out scratch files more than a week old.	Daily	Usually performed automatically by the disk maintenance script. You should normally receive an email Monday morning, if not, check the batch queue: \$ show queue sceval_batch
Backup GOBJs to DISK4:[MICROCT.PROJECTS.ARCHIVE.GOBJ]		
Clean up the printer queue.		
Weekly backup to disk (UE, UM, etc...)	Weekly (Mondays)	Also check the log: \$ eve sys\$scratch:disk_maintenance.log Restart the disk maintenance script: \$ @COM:SUBMIT_DISK_MAINTENANCE.COM
Delete empty data directories.		
Summarize disk usage.		
Backup COM directory to disk DISK4:[MICROCT.PROJECTS.ARCHIVE]		
Remind users to backup/clean-up data.	Weekly	
QC2 scan and evaluation.	Weekly	http://bonelab.ucalgary.ca/system/files/SCANCO+-+Manual+-+XtremeCT.pdf#page=42
Project disk backup.	Quarterly (Mar, Jun, Sep, Dec)	http://bonelab.ucalgary.ca/system/files/MicroCT_Disk_Backup.pdf
Check for issues related to daylight savings time change (SYMBIONT process).	Bi-Yearly	http://bonelab.ucalgary.ca/content/microct-management#cpu http://bonelab.ucalgary.ca/content/microct-management#time
Renew the OpenVMS licenses on all Calgary systems (XtremeCT, vivaCT 40/μCT35).	Yearly (August)	http://bonelab.ucalgary.ca/content/microct-management#update_vms_license

vivaCT 40/ μ CT35 Micro-CT Management

Task	When	How
Clean out scratch files more than a week old.	Daily	Usually performed automatically by the disk maintenance script (runs in the microct and bonelab user accounts). You should normally receive an email Monday morning for each user account, if not, check the backup queue: \$ show queue sceva3_backup Also check the log: \$ eve sys\$scratch:disk_maintenance.log Restart the disk maintenance script: \$ @COM:SUBMIT_DISK_MAINTENANCE.COM
Weekly backup to disk (UE, UM, etc...)	Weekly (Mondays)	
Delete empty data directories.		
Summarize disk usage.		
Backup COM directory to disk DISK5:[BONELAB.PROJECTS.BACKUP] COMMANDS_BONELAB.SAV COMMANDS_MICROCT.SAV		
Remind users to backup/clean-up data.	Weekly	
QC1 scan and evaluation.	Weekly	http://www.ucalgary.ca/microct/system/files/Calibration%20-%20instructions%20for%20VivaCT40.pdf
QC2 scan and evaluation.	Monthly	http://www.ucalgary.ca/microct/system/files/Calibration%20-%20instructions%20for%20uCT35.pdf
Project disk backup????	Quarterly (Mar, Jun, Sep, Dec)	http://bonelab.ucalgary.ca/system/files/MicroCT_Disk_Backup.pdf
Check for issues related to daylight savings time change (SYMBIONT process).	Bi-Yearly	http://bonelab.ucalgary.ca/content/microct-management#cpu http://bonelab.ucalgary.ca/content/microct-management#time
Renew the OpenVMS licenses on all Calgary systems (XtremeCT, vivaCT 40/μCT35).	Yearly (August)	http://bonelab.ucalgary.ca/content/microct-management#update_vms_license