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
    - Restart the web browser

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