Application – Connectwise – DB Cleanup After Mail Out – How To

<Words>space-space<words>space-space<words>space-space<words>

<Primary Subject> - <Focused Subject> - <Action> - <Minor information>

Primary Subject	Focused Subject	Action	Minor Information
Application	Automate	Install	Win
Azure	Attache	Ignoring Alerts	Ios
Backup	ATO	Reset Domain Password	Service Based
Browser	Dropbox	Agent Install	General
Datacentre	Filesmart	Tracking Issue	Gui
Mail	IPFX	Creating Service Ticket	Silent
MSP Tools	Azure	Reduce Alert Noise	Process
Network	DR Plan	Using Charge Codes	Overview
Network Diagram	Chrome	Overview	Process
Offboarding	O365	Post Install	Compatibility
Onboarding	Exchange	Source Location	Automation
Powershell	Autodiscover	Multi User File Locking	Upgrade
Printing	Signature	Copy Files	Source location
Remote Desktop	Cyberoam	Activate Email Link	List
Router	AD	Portal Access	Pop Up
Security	Franchise	Re Register server	Requirements
Server	Windows Updates	Obtain Keys	How To
Standards	Papercut	Android Phone	Request
SOE	Cyberoam	Sent as plain text	Deployment
VOIP	Deep Instinct	Outlook performance issues	Solution
VPN	Deployment	Migrate to new server	Portal
Web	Monitoring Database	Disable User	Command Line
	Build Process	Enable User	Template
	Account Naming Convention	Create New User	Troubleshooting
	Skype for Business	Application Publishing	Audit
	Open VPN	Generic Screenshots	Report
	Go Daddy	Disable high Dpi detection	Device
	PortProxy	Setup DDNS	Expire
	SSL Certificate	Written approval procedure	Renewal
		Optimise using a RAM disk	Non Automate Environment
		Rights Management	

Guidelines

- Check the global documents tab before creating a document
- Review existing documents for naming convention to help.
- Do not use the Company name in the document title.
- Each word in a title **must be a capital**.
- Shorten words where possible.
- Remove filler words (The/For/On etc)
- Change "and" to "&"
- Space before and after each dash
- These are not hard and fast rules – Use discretion
- If it makes sense to have 5 sections then put a 5th section in.
- If it makes sense to only have 3 then only use 3.

Words To Shorten

- Installation = **Install**
- Configuration = **Config**
- Windows = **Win**
- Office 365 = **O365**
- Standard operating environment = **SOE**
- Active Directory = **AD**
- Customer = **Client**
- Database = **DB**
- Connectwise = **CW**
- Document = **Doc**
- Version = **V**
- Information = **Info**
- Command = **CMD**
- And = **&**
- Labtech = **CW Automate**
- Connectwise = **CW Manage**