Update Checklist

Dynamics 365 Business Central Online

Item	Environment	Description	Date	Done
1	All	Access Business Central Admin Centre		☐
2	All	Add notification recipients and subscribe to Microsoft 365 Message Centre		☐
3	All	Set update windows		☐
4	All	Telemetry / Applications Insights		☐
When update notifications are received				
5	All	Attend DXC "What's New" Webinar and review release notes		☐
6	Sandbox	Create a sandbox		☐
7	Sandbox	Integration setup		☐
8	Sandbox	Set update date		☐
9	Sandbox	Test key processes		☐
10	Production	Set update date		☐