**Cleanup of manually taken Disk Snapshots**

1. Login to Bluecrest portal.
2. Check for Disks.
3. Download sheet of Disks and check Time Created.
4. Filter with date.
5. Check if any new Disk is added or not, if disk added then check who created the disk.
6. Send mail to the owner who created that disk and get approval to delete the disk or not.

