**Britvic Backups are monitored and failures are identified and handled via incident management**

1. Login to saacon in below Three region

<https://emea-de-090.asn.saacon.net/Citrix/SaaconV4/auth/silentDetection.aspx> - EMEA and APAC

<https://na-tx-020.asn.saacon.net/Citrix/SAaCon_NAV4/site/default.aspx> - NAM

1. After Logged in into Saacon click on windows button and search for Microsoft Remote Desktop Client(RDP)

Graphical user interface

Description automatically generated



3.Now put IP address of Terminal/region (Ireland, North Virginia, Singapore)

EMEA Terminal Server 1 : 156.150.40.42 (Ireland)

EMEA Terminal Server 2 : 156.150.40.25 (Ireland)

NAM Terminal Server 1 : 156.150.42.53 (North Virginia)

NAM Terminal Server 2 : 156.150.42.25 (North Virginia)

APAC Terminal Server 1 : 156.150.43.44 (Singapore)

APAC Terminal Server 2 : 156.150.43.9 (Singapore)

Graphical user interface

Description automatically generated



4.Enter AD1 username and click on connect after that it will ask you for password so enter your password click on OK .

Then you will see following screen .Now open chrome /firefox browser.

A screenshot of a computer

Description automatically generated with medium confidence

5.Put the link as per region mentioned below

(EC2EUW1L9015) Private IP: 156.150.40.15 https://cpm.euw1.toolingpr.mpcaws.idm.atos.net (Ireland)

(EC2USE1L9015) Private IP: 156.150.42.51 https://cpm.use1.toolingpr.mpcaws.idm.atos.net (North Virginia)

(EC2ASE1L9015) Private IP: 156.150.43.49 https://cpm.ase1.toolingpr.mpcaws.idm.atos.net (Singapore)

Graphical user interface, text, application, chat or text message

Description automatically generated



6.Enter your credentials username and password and sign in

A screenshot of a computer

Description automatically generated

7.Now click on left panel **Backup Monitor** and check the status of backup (successfully ,failed)

If there is backup status is failed for any account so need to investigate and notify to team.

Graphical user interface, application

Description automatically generated



8. Follow same process for APAC and NAM region using below Jumphost and Access link.

Jumphost:

NAM Terminal Server 1 : 156.150.42.53 (North Virginia)

NAM Terminal Server 2 : 156.150.42.25 (North Virginia)

APAC Terminal Server 1 : 156.150.43.44 (Singapore)

APAC Terminal Server 2 : 156.150.43.9 (Singapore)

Access link.

(EC2USE1L9015) Private IP: 156.150.42.51 https://cpm.use1.toolingpr.mpcaws.idm.atos.net (North Virginia)

(EC2ASE1L9015) Private IP: 156.150.43.49 https://cpm.ase1.toolingpr.mpcaws.idm.atos.net (Singapore)