* 1. Job Creation - Individual accounts
     1. Check master file  (<https://shutterfly.sharepoint.com/:x:/r/sites/AffirmaDataAssessment/Shared%20Documents/General/Migration%20Master/Google%20Drive%20Migration%20Master.xlsx?d=w3e79136978d44a4086ca9d786b458b71&csf=1&web=1&e=P0Nvte>) for accounts
     2. Update job tracking sheet <https://shutterfly.sharepoint.com/:x:/r/sites/AffirmaDataAssessment/Shared%20Documents/Migration%20Updates/Migration%20Assets/OneDrive%20Migration/OneDrive%20Migration%20Tracking%20Sheet.xlsx?d=wc9369901fc694138bd3771ef1514d876&csf=1&web=1&e=p9DsnR> for list of users.
     3. Create jobs for My Drive Section and Unorganized section - User PowerShell on VM to create jobs. Gautam can handle job creation.

* 1. File Download
     1. Download files for Shared with me section. SkySync takes forever to execute shared with me files and licensing becomes an issue. So we have a file download utility installed on VM .20 @C:\FileDownloadutility.  Gautam executes this utility. It takes around 24 hours to download files for a wave. Execute this on day 1 for the wave.
     2. For successful users, create network file share jobs(NFS Script)
     3. For unsuccessful users, create jobs directly through Google drive as source. – (CreateJobs Script)
  2. Create jobs for Territory drives
     1. Create destination connection for each SharePoint site
     2. Create user mapping for connection combination
     3. Create jobs for territory drive
        1. 3 jobs - My drive, Sharedwithme section, Unorganized
  3. Update job tracking sheet <https://shutterfly.sharepoint.com/:x:/r/sites/AffirmaDataAssessment/Shared%20Documents/Migration%20Updates/Migration%20Assets/OneDrive%20Migration/OneDrive%20Migration%20Tracking%20Sheet.xlsx?d=wc9369901fc694138bd3771ef1514d876&csf=1&web=1&e=p9DsnR> for list of jobs.
  4. Create reports - using PowerShell.
     1. Create an individual report for each user
     2. Create one report for entire wave
     3. Reports should be recreated post any changes made to jobs.
  5. File Migration
     1. Start Territory drive jobs first.
     2. Next… start Shared with me jobs for users.
     3. Execute mydrive, network file jobs, Unorganized in the order mentioned.
     4. Keep tracking flagged & retry items.
        1. Mark items with below category as "ignored"
           1. Permission issues
           2. Access Rule Warnings
           3. Security Identifies Warnings
     5. Rerun "my drive" jobs with files in "unknown errors", "IO failure", or "Item not found" failure.
  6. File Deletion activity
     1. A utility is installed on VM .20 "C:\GraphDownloadUtility"
     2. Setup users for particular wave in DB with status as empty string.
     3. Execute command "GraphDriveSDK.exe list" for users to create list of files for deletion.
     4. Execute command "GraphDriveSDK.exe delete" to remove identified files.

* 1. QA - jobs
     1. Make sure to check status of all jobs.
     2. Ensure files in retry mode and other failures have been taken care of.
     3. Ensure jobs for all users have been executed.
  2. Report Issues
     1. All issues reported in skysync for files not going through should be reported in <https://shutterfly.sharepoint.com/:x:/r/sites/AffirmaDataAssessment/Shared%20Documents/Migration%20Updates/Migration%20Assets/OneDrive%20Migration/Migration%20Issue%20Tracker.xlsx?d=w1cfaeccfb7e449c4afde7eeaae941193&csf=1&web=1&e=hSgHNA>
  3. Send a daily report to client on progress
* How do you access users One Drives?