**Daily Tasks :**

1. Check Automation account alerts for all subscription.
2. Check Backup Replication status for all subscription which are not touched while preparing daily reports.
3. Checking and Deletion of Patching snapshots older than 8 days.
4. Need to adhere Server tagging policy prior or post patching activity.
5. Check and validate incidents, false alerts, communication to respective stakeholders and customer if confident about the reason. Make sure to acknowledge the alert once communicated to respective stakeholder to stop further notification of the alert and assure if either the alert is healed or follow three strike rule until resolved. Otherwise communicate the same to the tools team for investigation prior sharing with customer.
6. Check **Long-Running Machines Status Report** and inform within team and customer if any server is running more than its normal schedule without prior information or due to any issue.
7. Make sure while taking snapshot of the VM as per the request, you also create a meeting invite so it will be deleted as per it retention.
8. Communicate any required information in common teams group instead of individual.

**Weekly Tasks:**

1. Check AXIS Automation account on every Monday.
2. Check AXA Prod Server restart automation account job evert Monday
3. Need to add AutoShutdownDisabled with True Tag on AXAUWQCSUPSQL VM (10.120.10.42) before 8:30 AM (IST) on every Sunday.
4. Need to remove AutoShutdownDisabled Tag from AXAUWQCSUPSQL VM (10.120.10.42) at 2:00 PM(IST) on every Sunday.
5. Snapshot should be deleted after 8 days post patching activity.

**Monthly Tasks:**

1. Need to check and validate Start/Stop status of VMs post patching.
2. Need to check and validate Start/Stop status of VMs Pre and Post VAPT.
3. Validate that all patching snapshots older than 8 days are deleted (This activity needs to be performed on 1st week of every month).