**LO Duty for 2 weeks in every 4.5 months**

**Daily QA Status Report:** This is a summary on status of all active Central QA testing that need to be furnished to Meg and all QA management. This report includes the following test environments.

* Current release Long Running CDRM environment
* Current milestone Starter environments
* Current milestone CDRM environments
* Central Preflights for Fusion Apps (FA), Patches for Fusion Apps (P4FA), Business Intelligence Patches (BIAPPS), High Water Mark (HWM) for previous one or two releases, OATS version, etc.
* Current KNEX reports for QA signoff of other activities such Cumulative Weekly Bundles for previous two releases, any QA mandates, Biweekly Milestone Releases, etc.

**Report Jango:** The above status report is created using Report Jango tool. It is the responsibility of the US LO POC to manage the list of current environments in the tool. This needs scanning of all the emails from FAEOPS, CWB patching team and coordination with 4PM QA POCs.

**Extraction and publishing the report:** On a daily basis, the LO POC extracts the summary from Report Jango and updates the central confluence page by noon PT. LO POC coordinates with 4PM QA POCs to review the failures in the report and provide further details that would be required for Meg. The report is then compiled and sent to Meg around 3PM PT.

**L2L Patching:** Thelong running environment of current release need to be patched with the latest FA label thus, it always stay current with all the family mergedown and critical fixes. For this task the US LO POCs does the below activities.

* Everyday morning at 8 PT check FABS tool to identify the FA label that need be patched.
* Use the EasyPatch toll to apply the label.
* Review the patching logs and release the environment after patching.

**P4FA Patching:** Thelong running environment of current release as well past 2 releases need to be patched with the latest P4FA label thus, it always stays current with Server Tech (ST) fixes. For this task the US LO POCs does the below activities.

* Keeps a constant eye on emails from FRE team that tags a P4FA label for the current release and past releases.
* Creates a patching schedule by consulting with 4PM QA POCs.
* Sends the schedule for Meg’s approval. Sometimes she will have question on the schedule. Such questions need to be answered promptly by coordinating with 4PM QA POCs.
* Once approved, coordinate with FAEOPS team to get the P4FA applied to the environment.

**BIAPPS Patching:** Thelong running environment of current release as well past 2 releases need to be patched with the latest BAIPPS label thus, it always stays current with BI team fixes. For this task the US LO POCs does the below activities.

* Keeps a constant eye on emails from BI team that tags a BIAPPS label for the current release and past releases.
* Creates a patching schedule by consulting with 4PM QA POCs.
* Sends the schedule for Meg’s approval. Sometimes she will have question on the schedule. Such questions need to be answered promptly by coordinating with 4PM QA POCs.
* Once approved, coordinate with BI team to get the label applied to the environment.

**Trigger LO on existing CDRM environments**: Trigger LO on all the environments that is either patched L2L, P4FA, BIAPPS, etc. To trigger LO the following tasks are performed.

* Based on the emails identify the environment that needs LO run.
* Identify the FAAT label that is appropriate for the LO.
* Validate 9 check list items before triggering the LO.
* Decide the tool LaunchPad or DR Jango to trigger LO.
* Select the parameters for the LO and then trigger.
* Just after the LO is trigger keep monitoring the DTE job on the results.
* If the servers of the environment goes to critical state then alert DEV team to triage and raise suitable bug on the server issues.
* Update QA families for any common issues for the LO.

**Trigger LO on new CDRM environments**: Trigger LO on the new CDRM environments that is just released by FAEOPS. To trigger LO, the following tasks are performed.

* Keep eye on FAEOPS email notification on availability of any new CDRM environment.
* Based on the emails identify the release and the milestone of the environment.
* Using the LaunchPad tool, run the Pre-requisite job.
* Once the pre-requisite was successful trigger LO as mentioned in the section “**Trigger LO on existing CDRM environments**”.

**Trigger LO on new Starter environments**: Trigger LO on the new Starter environments that is just released by FAEOPS. To trigger LO the following tasks are performed.

* Keep eye on FAEOPS email notification on availability of any new Starter environment.
* Based on the emails identify the release and the milestone of the environment.
* Using the StarterJango tool, run the configuration job.
* Once the configuration is successful trigger LO as per the environment.
  + For Source environment: Trigger Setup, Export & SVF in sequence.
  + For Target environment: Once the Export of the Source is complete, Trigger Import and SVF in sequence.
  + Follow up closely with the families whose tests get failed so that immediate action is made and the failure is resolved to unblock the downstream tests.