

**Document Information**

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| Client Name | TVS |
| Project | Managed Service |
| Document Name | SOP -TVS-Backup configuration and restoration |
| Activity Name | TVS-Backup configuration and restoration |
| Frequency | Every Sunday |
| Activity Time | 1 to 3 Pm |
| Version | V1.0 |
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| Validated by | Guru Raghavendra Prasath PK |
| Approved by | Mahavishnu |
| Date | 31-07-2023 |

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PURPOSE:....

The purpose of this document is to provide the detailed information about configuring snapshot backup and restore the backup step by step from end to end.

RESPONSIBILITY:....

It is the responsibility of the GCP Administrator to configure the Backup and restore process when necessary.

STEPS TO PERFORM THE ACTIVITY:....  
  
  
Backup configuration and restoration  
  
STEPS TO PERFORM THE ACTIVITY :  
  
Step 1: Open the GCP console and select snapshot:  
  
A screenshot of a computer

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Step 2: select the new snapshot schedule.  
  
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Step 3: Please fill the necessary details and click on create button. Below image for you reference.  
  
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A screenshot of a computer

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Step 4: Go to disk and select the schedular name which we created in backup schedular.

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Step 5: we can view all the backup in snapshot page with type scheduled.  
  
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Step 6: Application team will request to restore the missing data and we will follow the below steps. Navigate to the requested VM and click on edit  
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Step 7: click on Add new disk.  
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Provide the name of the disk and choose the snapshot (we will get the snapshot name in snapshot page)

and click done button.  
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Step 8: once we have added the snapshot click on save button.  
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Step 9: Login to the server and go to disk management.

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Choose MBR and then click next

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Step 10: Click on simple volume and click next to finish the disk formation.  
  
A picture containing text, screenshot, software, display

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Step 11: Copy the source file and paste into the destination path as requested by application team.

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**Summary**

The document is a Standard Operating Procedure (SOP) for TVS-Backup configuration and restoration. The activities outlined in the SOP are performed Every Sunday 1 to 3 Pm.

The SOP provides specific instructions and credentials to follow for each step. It also emphasizes the importance of informing the SPOC in case of any issues or difficulties accessing the server.

Overall, the SOP ensures a systematic and organized approach to Backup configuration and restoration of TVS.