**Standard Operating Procedure (SOP) Document**

**Azure VM Restoration SOP**

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**Work Instructions for Azure VM Restoration - In Application Issue**

1. **Create New storage account in same region where RSV is located**

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1. **Click on Review + create.**
2. **Now go to Backup and select restore point and click on “Restore VM”**

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1. **Click On Restore.**

**New VM (Exela-Track-02) will be restored/created with host name in OS same as old VM Exela-Track-01 and different IP.**

1. **To maintain the same private IP as before, shutdown the old VM and change the IP of the old VM in Network Interface as static and then provide same IP of old VM to this new VM in Network Interface as static as shown below.**

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1. **Click on Save.**
2. **Remove Akamai and re-connect the new VM to domain.**

# **Document Control**

**Summary of Changes**

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| --- | --- | --- | --- | --- | --- |
| **Revision Number** | **Revision Date** | **Author or Reviser** | **Reviewer** | **Approver** | **Nature of Change** |
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