Allergan Portugal

Production Manual

Version 2.0

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# Document control

## About this document

|  |  |
| --- | --- |
| Author | Meherun Nesa Faruque |
| File location | SVN |
| Status | Draft |
| Confidentiality | This document is confidential and must not be distributed outside of IMS Health. |
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## Changes made to this document

| Version | Sections changed or created | Date of change | Author or contributor name | Change summary |
| --- | --- | --- | --- | --- |
| 1.0 | All | 14-09-11 | Meherun Nesa Faruque | Document created |
| 2.0 | Process specification | 13-12-12 | Foujia Afifa | Production process steps updated. |

## Purpose of this document

*This document specifies the defined steps for running a production that can be re-run on different schedules. It is important the person performing the installation is following this script step by step and is proofing the adherence to the document by filling the expected results and confirming with his signatures.*

## Audience for this document

*This document has been written for:*

* *Production Team*
* *Infrastructure Teams*

# Approval Section

|  |  |  |
| --- | --- | --- |
| **Author** | **Date:** | **Signature:** |
| First/Last Name Role/Function Company Location |  |  |
| **Approver(s)** |  |  |
| Approving for....  First/Last Name Role/Function Company Location |  |  |
| Approving for....  First/Last Name Role/Function Company Location |  |  |

# Process Specifications

|  |  |  |
| --- | --- | --- |
| **Installation Review** | **Name/Details** | **Date & Signature** |
| **Executed by:** | *First/Last Name Role/Function Company, Location* |  |
| **Results reviewed & approved by :** | *First/Last Name Role/Function Company, Location* |  |
| **Results reviewed & approved by:** | *First/Last Name Role/Function Company, Location* |  |

## Process Specifications: Production Schedule

Data will be live on ***2nd week of every month (8-12).)***.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occurrence** | **Date (Live Data)** | **Delivery Deadline** | **Project commence date** | **Project End Date** |
| **Quarterly**   * **Monthly**   **Bi-weekly**  **Weekly**  **daily** | ***2nd week of every month (8-12).*** | **On the day of notification mails** |  |  |

## Process Specifications: Process Flow

## Process Specifications: Production Process

| **Step #** | **Step Description** | **Expected Result** | **Full-Filled (Yes/No)** | **Failover Action #** |
| --- | --- | --- | --- | --- |
| **Process** | | | | |
|  | Input Data confirmation will come from  Sousa, Sandra (Lisbon) <SSousa@pt.imshealth.com> | Input File name  **ARP\_PT\_M\_ALLERGAN\_C01250-26343.zip**  Extract it you eill find a abf file  **ARP\_PT\_M\_ALLERGAN\_C01250-26343.abf** |  |  |
|  | Login to PLYSSQL147P. | User name: internal\plyasvc-allerganadmi  Password – Quw7Wrer |  | 1 |
|  | Open SQL Server Management Studio -> Server Type = Integration Services -> Connect. | Successfully Completed |  | 1 |
|  | Also Connect to the Database Engine. Connect -> Database Engine -> Connect |  |  |  |
|  | Select the database **Allergan** and click **New Query** |  |  |  |
|  | Run the query to see the status -  select \* from data\_load\_status |  |  |  |
|  | Click Stored Package -> MSDB | Successfully Completed |  | 1 |
|  | Right Click **Allergan\_Load\_Portugal\_IAM2008->** Run Package -> Execute | Successfully Completed |  | 1 |
|  | When package run started, this will truncate the table data\_load\_status. So we need to run the below query again to see the status of latest production run.  select \* from data\_load\_status |  |  | 1 |
|  | If new Product/Pack found then system will stop.  We will get the below Status while run the query  select \* from data\_load\_status    open the Document **Allergan Portugal - Product Pack Checking and Update.docx** for further steps. | If any problem found contact to Rounok, Faruque (frounok@bd.imshealth.com). |  |  |
|  | If new Product/Pack found then system will stop and send us a mail having "New item requiring a multiplication factor".    If Multiplication factor required then open the Document **Allergan Portugal Manufacturer and Factor Update.docx** for further steps. | If any problem found contact to Rounok, Faruque (frounok@bd.imshealth.com). |  |  |
|  | After the production run Successfully we receive a confirmation mail and it will generate the 3 files at D:\FTP\Allergan\_Production\_Output  data\_load status table running the query  select \* from data\_load\_status | 3 Files are  **PortugalSummary.txt,**  **P\_PRODUCT\_MKT\_2110.txt**  **Portugal\_RSA.csv** |  |  |
|  | Run **Allergan\_File\_Rename** package.  Right Click Allergan\_File\_Rename -> Run Package -> Execute | This will rename the Portugal \_RSA.csv as Portugal \_MMYYYY.csv where MM = production run Month and YYYY = Production run Year and kept at D:\FTP\Allergan\_Production\_Output\Renamed\_Outputs folder. This is the file need to be delivered to Allergan. |  |  |
|  | Check the file size of the file Portugal\_MMYYYY.csv with previous output file. |  |  |  |
|  | Check the number of rows in the file Portugal\_MMYYYY.csv with previous output file. |  |  |  |
|  | Copy the file Portugal\_MMYYYY.csv and paste at \\162.44.12.72\d$\Allergen\Norway\YYYYMM\ where YYYY= current production data year and MM = current production data month. |  |  |  |
|  | Download the Portugal\_MMYYYY.csv at local PC for delivery at  \\10.223.200.33\exchange\Rafayel\Allergan\Portugal |  |  |  |
|  | Open the Document **Allergan Portugal - QC.docx** and continue the further process. |  |  |  |
|  | | | | |
|  | | | | |
| **Testing** | | | | |
|  | Match size of all the zip files. | All the zipped file size will match with previous delivery same type files. |  | 1 |

## Production Process: Failover Actions

| **Action #** | **Action Description** | **Owner** |
| --- | --- | --- |
|  | Contact OCD 2nd level support. |  |

# 4 Process Summary & Deviations

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Process Summary** | | | | | | | |
| *Write quick summary of production process, what do the results showing us, is the system stable and can go into production?* | | | | | | | |
| Successfully Executed & Delivery Accepted | |  | Successfully Executed with Deviations, see table below | |  | Not Accepted, Need to Re-Run the Process, see deviations in table below |  |
| Deviation resolution file is maintained here: | | *Add ARC location or JTRAC instance name* | | | | | |
| **Deviation #** | **Process Step #** | | | **Deviation Description** | | | |
| *D001* | *1.5.2* | | | *Deviation description, what was expected, what has happened?* | | | |
|  |  | | |  | | | |
|  |  | | |  | | | |
|  |  | | |  | | | |
|  |  | | |  | | | |
|  |  | | |  | | | |
|  |  | | |  | | | |

**Table x:** Process Summary & Deviations

# Appendices

## 

## Appendix A1: Processing Server Information

|  |  |
| --- | --- |
| **Key** | **Value** |
| **Server:** | **PLYSSQL147P** |
| **User id:** | **INTERNAL\FRounok** |
| **Password:** | **Feb\_2013** |
|  |  |
|  |  |

# References / Glossary

## References

The table below lists other materials that are relevant to this document.

|  |  |  |  |
| --- | --- | --- | --- |
| Document Title | Document Name/Number | Version / Date | Author /Location |
| Production Checklist | Production Checklist | 1.0 | OCD Team |
|  |  |  |  |

## Glossary / Abbreviations

Below is a glossary of terms that may be used in this document.

| **Glossary Term** | **Explanation** |
| --- | --- |
|  |  |

| **Abbreviation** | **Explanation** |
| --- | --- |
| OCD | Ongoing client delivery team |
|  |  |