Bayer Staging Area

Production Manual

Version 1.2

Contents

[1 Document control 3](#_Toc307994446)

[1.1 About this document 3](#_Toc307994447)

[1.2 Changes made to this document 3](#_Toc307994448)

[1.3 Purpose of this document 3](#_Toc307994449)

[1.4 Audience for this document 3](#_Toc307994450)

[2 Approval Section 4](#_Toc307994451)

[3 Process Specifications 5](#_Toc307994452)

[3.1 Process Specifications: Production Schedule 5](#_Toc307994453)

[3.2 Process Specifications: Backup & Download Data 6](#_Toc307994454)

[3.3 Download Data: Failover Actions 7](#_Toc307994455)

[3.4 Process Specifications: Data Processing 7](#_Toc307994456)

[3.5 Input Data Conversion: Failover Actions 8](#_Toc307994457)

[3.6 Process Specifications: QA 9](#_Toc307994458)

[3.7 Production Process: Failover Actions 12](#_Toc307994459)

[3.8 Process Specifications: Final Delivery 13](#_Toc307994460)

[3.9 Final Delivery: Failover Actions 15](#_Toc307994461)

[4 Process Summary & Deviations 16](#_Toc307994462)

[5 Appendices 17](#_Toc307994463)

[5.1 Appendix A1: Download Server Information 17](#_Toc307994464)

[5.2 Appendix A2: Processing server Information 17](#_Toc307994465)

[5.3 Appendix A3: Upload Server Information 17](#_Toc307994466)

[6 References / Glossary 18](#_Toc307994467)

[6.1 References 18](#_Toc307994468)

[6.2 Glossary / Abbreviations 18](#_Toc307994469)

# Document control

## About this document

|  |  |
| --- | --- |
| Author | Anika Nower |
| File location | SVN |
| Status | Released |
| 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 |
| --- | --- | --- | --- | --- |
| 0.3 | All |  | Ahsan Feroz |  |
| 1.1 | All |  | Meherun Nesa Faruque | Document Updated |
| 1.2 |  |  | Anika Nower |  |

## 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

Please find the delivery schedule from the linked PDF file.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occurrence** | **Date (Live Data)** | **Delivery Deadline** | **Project commence date** | **Project End Date** |
| **Quarterly**   * **Monthly**   **Bi-Monthly**  **Weekly**  **daily** | Find the delivery schedule from the linked PDF file. |  |  |  |

## Process Specifications: Backup & Download Data

| **Step #** | **Step Description** | **Expected Result** | **Full-Filled (Yes/No)** | **Failover Action #** |
| --- | --- | --- | --- | --- |
| **Process** | | | | |
|  | **Backup:** |  |  |  |
|  | Log in to the processing server using Credential at **Appendix A2.** |  |  | 1 |
|  | Go to the location:  **D:\customers\Bayer\_IRE\Input\Backup**  Create a New folder named **Myyyymm**  [For example, for backup of month 04 of 2011, the folder name is **M201104**] |  |  |  |
|  | Take backup of the files in  **D:\customers\Bayer\_IRE\Input**  To the newly created **Myyyymm folder.** |  |  | 1 |
|  | **Data Download:** |  |  |  |
|  | Open the application **FileZilla.** |  |  |  |
|  | Download the following two Files from FTP using Credentials in **Appendix A1.**  **1)IRM37400.Mmm**  **2)IRM37300.Mmm**  To the following location:  **D:\customers\Bayer\_IRE\Input** |  |  | 1 |
|  | Change the extension of the input files to **.zip** from **.Mmm** | Successfully changed to Zip files. |  | 1 |
|  | Go to the location:  **D:\customers\Bayer\_IRE\Output**  Copy the 3file without sql file |  |  |  |
|  | Take backup of the files in  **D:\customers\Bayer\_IRE\Output\Archieve**  Paste the files  Again copy the .xls file |  |  |  |
|  | Paste in D:\customers\Bayer\_IRM\Output  Rename the with latest period |  |  |  |

## Download Data: Failover Actions

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

## Process Specifications: Data Processing

| **Step #** | **Step Description** | **Expected Result** | **Full-Filled (Yes/No)** | **Failover Action #** |
| --- | --- | --- | --- | --- |
| **Process** | | | | |
|  | Go to the Location:  D:\customers\Bayer\_IRE\SSIS |  |  |  |
|  | Open the file:  **BayerIrelandDataFeed.sln** |  |  |  |
|  | Open “**BayerIrelandFeed.dtsx**” package.  Run the package. | Successfully run and two output text file created :  D:\customers\Bayer\_IRE\Output |  | 1 |
|  | There are two files in output location with latest period  **20110501\_PRODUCT.txt**  **20110501\_SALES.txt** | These two files are deliverables. |  | 1 |
|  |  |  |  |  |

## Input Data Conversion: Failover Actions

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

## Process Specifications: QA

| **Step #** | **Step Description** | **Expected Result** | **Full-Filled (Yes/No)** | **Failover Action #** |
| --- | --- | --- | --- | --- |
| **Testing 1** | | | | |
| 1. | Check the Current Output file size with the previous Output | Size similar |  | 1 |
| **Testing 2 (Input Vs Output)** | | | | |
|  | Go to the location:  D:\customers\Bayer\_IRE\Output |  |  |  |
|  | Find the file:  **Bayer\_IRM\_QA\_MMYYYY.xls** |  |  |  |
|  | Copy the file in same location and **rename** it with **latest month**.  Eg: For month 05 of 2011, it should be **Bayer\_IRM\_QA\_052011.xls** |  |  | 1 |
|  | Open the file **Bayer\_IRM\_QA\_MMYYYY.xls** |  |  |  |
|  | Go to location:  D:\customers\Bayer\_IRE\Input |  |  |  |
|  | Extract the two zip files. | There will be two Folders:  **IRM37300**  **IRM37400**  There will be one **XXXXXXXX.PRM** file in each of the folders. |  |  |
|  | Open the **.PRM** file under **IRM37300**  with application **System Utility** | File successfully loaded and dataview is open. |  | 1 |
|  | Make query with the following :   1. Rows: Take only PROD. Take the products under it. 2. Measure: Take EURO only 3. Time Period: Latest time period. 4. Retrieve 5. Select all and Copy all. |  |  |  |
|  | Open the **.PRM** file under **IRM37400**  with application **System Utility** |  |  |  |
|  | Make query with the following :   1. Rows: Take only PROD. Take the products under it. 2. Measure: Take EURO only 3. Time Period: Latest time period. 4. Retrieve 5. Select all and Copy all. | Except : LEVONELLE 1.5MG  NORLEVO from PROD |  | 1 |
|  | Pest it to the QA excel file- sheet- **dataview**- cell- **A12**. |  |  |  |
|  | Pest it to QA excel file – sheet- **dataview –** cell – **A37** |  |  |  |
|  | Log on to database SQL Server 2005 with credential:  Server name: **PLYSSQL126U**  Authentication: Windows Authentication |  |  | 1 |
|  | Open QA.Sql file from D:\customers\Bayer\_IRE\Output |  |  |  |
|  | Open **new query** under database:  **BAYER\_IRE\_FEED** |  |  |  |
|  | * Pest the query here and modify the **month** here:   'MTH/2011/**02**'   * Execute it. |  |  | 1 |
|  | Copy the result and pest it to the QA excel file – sheet- **Compare- Cell A3** | Result Sales – **OK**  Result Product- **TRUE**  For all the cells. |  | 1 |
| **Testing 3** | | | | |
|  | Run the following query to check if any new product has been added or not which is not available in the bridge table.  Query:  select distinct Product from dbo.BIF\_OUTPUT\_20080201\_PRODUCT  where product not in (select distinct product from dbo.BIF\_TEMP\_PRODUCT) | If it results any product name then that product should be bridged first by the on shore team and after that the whole process should be run again.  Contact the **2nd level support** in this case. |  | 1 |
|  |  |  |  |  |

## Production Process: Failover Actions

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

## Process Specifications: Final Delivery

| **Step #** | **Step Description** | **Expected Result** | **Full-Filled (Yes/No)** | **Failover Action #** |
| --- | --- | --- | --- | --- |
| **Process** | | | | |
|  | Download the deliverable files **YYYYMMVV\_PRODUCT.txt**  **YYYYMMVV\_SALES.txt**  From the following location to your **local Machine**.  D:\customers\Bayer\_IRE\Output |  |  |  |
|  | Log in to Delivery Server with Credential at **Appendix A3** |  |  |  |
|  | Download the deliverable files to  **Desktop\Delivery** from your **Local Machine**. |  |  |  |
|  | Go to  **D:\Transfer\Simple Mail Client (Final)\Simple Mail Client (Final)** |  |  |  |
|  | Open **SimpleMailClient.exe** |  |  |  |
|  | Copy the mail format from below |  |  |  |
|  | **IMS Health Delivery [imshealthdelivery@uk.imshealth.com] ------------------------------------------------------------------------------------------------------ john.mcdonnell@bayer.com ------------------------------------------------------------------------------------------------------** FConnolly@ie.imshealth.com;CElliott@uk.imshealth.com; ralamjoarder@bd.imshealth.com; ijunaid@bd.imshealth.com; frounok@bd.imshealth.com;LNDA-IMProdSupp@bd.imshealth.com  **------------------------------------------------------------------------------------------------------ Delivery Notification - Bayer Ireland IRM Datafeed January 2011 ------------------------------------------------------------------------------------------------------ Attached is the Mmmm 2013 Bayer IRM data.**  **Please do not reply to this e-mail. If you have any queries, please mail IMHarewoodProdSupp@uk.imshealth.com or contact your IMS service manager.**  **Kind Regards**  **Global Services Delivery**  **IMS Health**  **www.imshealth.com**  **The information contained in this communication is confidential and is intended only for the use of the recipient named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please re-send this communication to the sender and delete the original message or any copy of it from your computer system. Thank You** | | | |
|  | Change the **Delivery Month** in the **subject** and **Body**. |  |  |  |
|  | Attach the two delivery file- -> Brows -> Desktop\Delivery. |  |  |  |
|  | Send. | Confirmation window will be shown. |  |  |
|  | Click OK. |  |  |  |

## Final Delivery: Failover Actions

| **Action #** | **Action Description** | **Owner** |
| --- | --- | --- |
| 1 | Contact OCD 2nd level support. |  |
|  |  |  |

# 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: Download Server Information

|  |  |
| --- | --- |
| **Key** | **Value** |
| **FTP Server:** | **162.44.12.94** |
| **Username:** | **lndsftp01\ProdFTP** |
| **Password:** | **pinftp1** |
| **Location:** | **/Prods/IMSFTP2/IRM/Respective Month Name** |

## Appendix A2: Processing server Information

|  |  |
| --- | --- |
| **Key** | **Value** |
| **Server address:** | **162.44.129.64** |
| **Location:** |  |
| **Username:** | **DACASVC-GDCRDPAdmin** |
| **Password:** | **Wh2t3v3r** |

## Appendix A3: Upload Server Information

|  |  |
| --- | --- |
| **Key** | **Value** |
| **Server:** | **162.44.129.64** |
| **Username:** | **DACASVC-GDCRDPAdmin** |
| **Password:** | **Wh2t3v3r** |

# 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** |
| --- | --- |
| PRM | File extension for data view file |

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