MMM

Production Manual

Version 0.1

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# Document control

## About this document

|  |  |
| --- | --- |
| Author | Anika Nower |
| File location |  |
| Project Root Directory |  |
| Status | Draft |
| Confidentiality | This document is confidential and must not be distributed outside of IMS Health. |
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## Approval

|  |  |
| --- | --- |
| Approved By |  |
| Role | Project Manager |
| Approval Date |  |

## Changes made to this document

| Version | Sections changed or created | Date of change | Author or contributor name | Change summary |
| --- | --- | --- | --- | --- |
| 0.1 | All |  | Anika Nower | Document Created |

## 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:

* Project Team
* OCD Teams

# Production Process

|  |  |  |
| --- | --- | --- |
| **Installation Review** | **Name/Details** | **Date & Signature** |
| **Executed by:** |  |  |
| **Results reviewed & approved by :** |  |  |
| **Results reviewed & approved by:** |  |  |

## Production Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occurrence** | **Date (Live Data)** | **Delivery Deadline** | **Project commence date** | **Project End Date** |
| * **Quarterly** * **Monthly**   Bi-weekly  Weekly  daily | Upon confirmation from onshore (Sarah Robertson), | \*ENABLE cut-off + 4 days for Monthly  \*ENABLE cut-off + 5 days for Quarterly | April-2013 | March-2014 |

## Process Flow

Update database, check LIVE dashboard and notify onshore

Go Ahead from Onshore?

Yes

Email notification from onshore

No

Call (Dilruba)

Run MMMCubeprocessTest Job

No

Yes

Email to Onshore

Successful?

Yes

Check Dashboard (TEST version)

## Download Data: Failover Actions

| **Action #** | **Action Description** | **Owner** |
| --- | --- | --- |
|  | Contact Dilruba or Anika |  |
|  | Contact Infra |  |
|  |  |  |

## Production Process: Process Specifications

| **Step #** | **Step Description** | **Expected Result** | **Full-Filled (Yes/No)** | **Failover Action #** |
| --- | --- | --- | --- | --- |
| **Process** | | | | |
|  | Confirmation Email from Onshore to initiate the job |  |  |  |
|  | Login into the Server  162.44.196.245  INTERNAL\DACASVC-GDCRDPAdmin  Wh2t3v3r | Successful Login |  | 2 |
|  | Open SQL Server Management Studio with Database Engine |  |  |  |
|  | Goto:  DB Name: NOVARTIS\_MMM\_RAW\_DATA\_DB  Table Name: DataLiveStatus | Select DataLiveSatatus table to check the latest release month/qtr row was created or not?  Successfully created. |  |  |
|  | Run MMMCubeProcessTest Job | Successfully finished (around 1.5 hours) |  | 1 |
|  | Check TEST Dashboard  Go to: http://custemea6.imshealth.com/NOVARTIS/MMM/TEST/login/  login with  User name : ims,  password: ims  browse page 'Market Analysis' you will see the heading  if latest period is not there  For Cache clear  go to: http://custemea6.imshealth.com/NOVARTIS/MMM/TEST/clearcache  press both of the buttons  press 'Return Home'  browse page 'Market Analysis' you will see the heading  if latest date(Monthly/Quarterly) is as expected and dashboard can be browsed | Latest period is as expected |  | 1 |
|  | Notify to Onshore |  |  |  |
|  | Confirmation Email from Onshore to go ahead with LIVE production |  |  | 1 |
|  | Login to the same server and Open SQL Server Management Studio with Analysis service part |  |  | 1 |
|  | We will take Back-up of 'NOVARTIS\_MMM\_TEST' in Location E:\MMM  uncheck > 'Apply Compression' & 'Encrypt backup file' |  |  |  |
|  |  |  |  | 1 |
| Click ok. | | |  |  |
|  | Check E:/MMM Backup file size |  |  |  |
|  | Delete 'NOVARTIS\_MMM\_PROD' |  |  |  |
|  | Restore Database Which you have Back-up already | restore 'E:\MMM\NOVARTIS\_MMM\_TEST.abf' as 'NOVARTIS\_MMM\_PROD' |  |  |
|  |  |  |  |  |
|  | | |  |  |
|  | Rename 'E:\MMM\NOVARTIS\_MMM\_TEST.abf' in previous format, check in E:/MMM |  |  |  |
|  | Go to: http://custemea6.imshealth.com/NOVARTIS/MMM/PROD/login/  login with  User name : ims,  password: ims  For Cache clear  go to: http://custemea6.imshealth.com/NOVARTIS/MMM/PROD/clearcache  press both of the buttons  press 'Return Home' |  |  |  |
|  | Browse and check LIVE Dashboard for latest date Notify Onshore | Latest period is as expected |  |  |

## Production Process: Failover Actions

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

# How to Handle Simple Changes & Test

| **Step #** | **Description** | **Succeeded**  **(Yes/No)** |
| --- | --- | --- |
|  |  |  |

# Process Summary & Deviations

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Process Summary** | | | | | | | |
|  | | | | | | | |
| 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: | |  | | | | | |
| **Deviation #** | **Process Step #** | | | **Deviation Description** | | | |
|  |  | | |  | | | |
|  |  | | |  | | | |
|  |  | | |  | | | |
|  |  | | |  | | | |
|  |  | | |  | | | |
|  |  | | |  | | | |
|  |  | | |  | | | |

**Table 1:** Process Summary & Deviations

# Appendices

## Appendix A2: Process Server Information

|  |  |
| --- | --- |
| **Key** | **Value** |
| **Server:** | 162.44.196.245 |
| **Username:** | INTERNAL|DACASVC\_GDCRDPAdmin |
| **Password:** | **Wh2t3v3r** |

**5.2 Appendix A1: Dashboard URL**

**TEST URL**

http://custemea6.imshealth.com/NOVARTIS/MMM/TEST/login/

User name: ims

Password: ims

**LIVE URL**

http://custemea6.imshealth.com/NOVARTIS/MMM/PROD/login/

User name: ims

Password: ims

# 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** |
| --- | --- |
| ENABLE | ENABLE is a Novartis Data Warehouse Project developed and maintained in Dhaka. |

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