Pfizer EDW Sweden Sell-Out BaU

Production Manual

Version 1.1

Contents

[1 Document control 3](#_Toc307993312)

[1.1 About this document 3](#_Toc307993313)

[1.2 Changes made to this document 3](#_Toc307993314)

[1.3 Purpose of this document 3](#_Toc307993315)

[1.4 Audience for this document 3](#_Toc307993316)

[2 Approval Section 4](#_Toc307993317)

[3 Process Specifications 5](#_Toc307993318)

[3.1 Process Specifications: Production Schedule 5](#_Toc307993319)

[3.2 Process Specifications: Back up data 6](#_Toc307993320)

[3.3 Download Data: Failover Actions 7](#_Toc307993321)

[3.4 Process Specifications: Download Data 7](#_Toc307993322)

[3.5 Download Data: Failover Actions 8](#_Toc307993323)

[3.6 Process Specifications: Production Process 8](#_Toc307993324)

[3.7 Production Process: Failover Actions 10](#_Toc307993325)

[3.8 Process Specification: QC 11](#_Toc307993326)

[3.9 QC: Failover Actions 13](#_Toc307993327)

[3.10 Process Specifications: Final Delivery 13](#_Toc307993328)

[3.11 Final Delivery: Failover Actions 15](#_Toc307993329)

[4 Process Summary & Deviations 16](#_Toc307993330)

[5 Appendices 17](#_Toc307993331)

[5.1 Appendix A1: Processing Server Information 17](#_Toc307993332)

[5.2 Appendix A2: FTP Location Information 17](#_Toc307993333)

[5.3 Appendix A3: FTP Location Information 17](#_Toc307993334)

[6 References / Glossary 18](#_Toc307993335)

[6.1 References 18](#_Toc307993336)

[6.2 Glossary / Abbreviations 18](#_Toc307993337)

# Document control

## About this document

|  |  |
| --- | --- |
| Author | Meherun Nesa Faruque |
| File location | SVN |
| Status | Released |
| Confidentiality | This document is confidential and must not be distributed outside of IMS Health. |
| Copyright | © 2011 IMS Health Incorporated or its affiliates. All rights reserved. |

## Changes made to this document

| Version | Sections changed or created | Date of change | Author or contributor name | Change summary |
| --- | --- | --- | --- | --- |
| 1.0 | All |  | Rounok Faruque | Draft document Created |
| 1.1 | All | 26-10-2011 | Meherun Nesa Faruque | Document update |

## 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 **3rd – 5th of each month**. Notification is sent to OCD team by mail.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Occurrence** | **Date (Live Data)** | **Delivery Deadline** | **Project commence date** | **Project End Date** |
| **Quarterly**   * **Monthly**   **Bi-weekly**  **Weekly**  **daily** | **3rd – 5th of each month** | **Two day from the notification** |  |  |

## Process Specifications: Back up data

| **Step #** | **Step Description** | **Expected Result** | **Full-Filled (Yes/No)** | **Failover Action #** |
| --- | --- | --- | --- | --- |
| **Process** | | | | |
|  | **Log in to Processing server mention in** [**AppendixA1**](#_Appendix_A1:_Processing) **and go to**  **Input**  **D:\CustomData\Pfizer\_EDW\Data\Input\Sweden\Sell-Out\Backup**   * Create a folder with the name of the previous delivery month (**BaU\_Sellout\_YYYMM**) * Select all the files from **\Input\Swden\Sell\_Out** * **Cut** all the files and paste at the created folder | Successful backup |  | 1 |
|  | **Output:**  **Go to** D:\CustomData\Pfizer\_EDW\Data\Output\Swden\Sell\_Out\Backup   * 1. **Create a folder YYYMM where MM = previous delivery month.**   2. **Copy all the files from D:\CustomData\Pfizer\_EDW\Data\Output\Swden\Sell\_Out\BaU**   3. **Paste the files in the newly created folder (D:\CustomData\Pfizer\_EDW\Data\Output\Swden\Sell\_Out\Backup\YYYMM)** | Successful backup |  | 1 |
|  | Go to**: D:\CustomData\Pfizer\_EDW\Data\Output\Sweden\_SellOut\BaU**  Keep the following three files:   * SYS\_CONTROL\_TABLE.TXT, * SYS\_DIMENSION\_DEFINITIONS.TXT, * SYS\_FACT\_DEFINITIONS.TXT   And **DELETE** rest of the files. |  |  |  |

## Download Data: Failover Actions

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

## Process Specifications: Download Data

| **Step #** | **Step Description** | **Expected Result** | **Full-Filled (Yes/No)** | **Failover Action #** |
| --- | --- | --- | --- | --- |
| **Process** | | | | |
|  | Download input file “**sellout\_star\_br.zip”** From FTP. See [**Appendix A2**](#_Appendix_A2:_FTP) for FTP address, credentials and locations  Download data to :  **D:\CustomData\Pfizer\_EDW\Data\Input\**  **Swden\Sell\_Out** | Successful download |  | 1 |
| **Testing** | | | | |
|  | Check Input .ZIP File Size with Previous | Size matched (3%-5% deviation) |  | 1 |

## Download Data: Failover Actions

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

## Process Specifications: Production Process

| **Step #** | **Step Description** | **Expected Result** | **Full-Filled (Yes/No)** | **Failover Action #** |
| --- | --- | --- | --- | --- |
| **Process** | | | | |
|  | Go to: D:\CustomData\Pfizer\_EDW\Data\Input\Sweden\Sell-Out |  |  |  |
|  | Unzip the input file into the folder **sellout\_star\_br** using **7-zip** | Successfully unzipped: |  |  |
|  | Open the file “**fact\_sellout\_brick\_totals.txt**” using **textpad** |  |  |  |
|  | **TEST:** |  |  |  |
|  | Check for the **latest month** at the end of the file. | If latest month is not available then we have the wrong input file. Contact OCD 2nd Level |  | 1 |
|  | **Process :** |  |  |  |
|  | Delete the unzipped folder “**sellout\_star\_br”** |  |  |  |
|  | Go to: D:\CustomData\Pfizer\_EDW\Pfizer\_Sweden\_Sellout\  Pfizer\_SE\_SO |  |  |  |
|  | Open SSIS **Pfizer\_SE\_SO.sln** |  |  |  |
|  | Open **import.dtxs** |  |  |  |
|  | Run **import.dtxs** |  |  |  |
|  | Open **Export Pacage BaU.dtxs** |  |  |  |
|  | Run **export Pacage Bau.dtxs** |  |  |  |
|  | Go to: D:\CustomData\Pfizer\_EDW\Data\Input\Sweden\Sell-Out |  |  |  |
|  | zip the following two text file as -SE\_STD\_SALES\_**YYYYMM**\_DHKPFZ007\_v1\_REFDATA.zip   * **SE\_PRODUCT\_MKT\_YYYYMM\_1.TXT** * **SYS\_DIMENSION\_DEFINITIONS.TXT** |  |  |  |
|  | This is the file for delivery |  |  |  |
|  | Zip the file **SE\_PRODUCT\_MKT\_YYYYMM\_1.TXT** as **SE\_PRODUCT\_MKT\_YYYYMM\_1.zip** |  |  |  |
| **Testing** | | | | |
|  | Check size:   * Check output files with previous output files. | Size matched (3%-5% deviation) considering the variation in input file size. |  | 1 |

## Production Process: Failover Actions

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

## Process Specification: QC

| **Step #** | **Step Description** | **Expected Result** | **Full-Filled (Yes/No)** | **Failover Action #** |
| --- | --- | --- | --- | --- |
| **Process** | | | | |
|  | Go to:  D:\CustomData\Pfizer\_EDW\QA Report\Sweden Sell Out BaU |  |  | 1 |
|  | Copy the excel file at the same place:  SE\_STD\_SALES\_**YYYYMM**\_DHKPFZ007\_v1.xls  Rename it with latest data month. |  |  | 1 |
|  | Open this new file |  |  | 1 |
|  | Go to: D:\CustomData\Pfizer\_EDW\Script\Pfizer Sweden BaU |  |  |  |
|  | Open the **QA.txt** text file |  |  |  |
|  | Open **SQL Server Management Studio**  from desktop |  |  |  |
|  | Connect |  |  |  |
|  | Select **PFIZER\_EDW\_FEED\_SE** |  |  |  |
|  | Open New Query |  |  |  |
|  | Execute each query from the **QA.txt** file and paste it to the previously open Excel file according to corresponding sheet name. |  |  |  |
|  | There is a query in the QA.txt as follows so that we can check is there any product that has change flag D. The query should not return any result  select \* from SE\_SO\_BAU\_FACT\_FILE  where PROD\_CODE in  (  select PROD\_CODE from dbo.SE\_SO\_BAU\_PRODUCT\_DIM\_2  where CHANGE\_FLAG = 'D'  ) | q |  |  |
|  | This QA workbook “SE\_STD\_SALES\_**YYYYMM**\_DHKPFZ007\_v1.xls” have to upload in the following location  /ftpfalcon/Pfizer\_EDW/Dhaka Output/QA Reports/Sweden Sell Out BaU |  |  |  |

## QC: Failover Actions

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

## Process Specifications: Final Delivery

| **Step #** | **Step Description** | **Expected Result** | **Full-Filled (Yes/No)** | **Failover Action #** |
| --- | --- | --- | --- | --- |
| **Process** | | | | |
|  | Log in to delivery server using credential at [**Appendix A3**](#_Appendix_A3:_FTP) |  |  | 1 |
|  | Download the delivery file here from processing server |  |  |  |
|  | Open IE |  |  |  |
|  | Click IMS Health UK Service  Log in using credential at **Appendix A4** |  |  |  |
|  | Select **Data Dropoff Tool**  Log in using credential at **Appendix A5** |  |  |  |
|  | Go to :  **G:\ftproot\Dhaka\_DataFeed\Rounok\Pfizer EDW** |  |  |  |
|  | Copy all the email address and put it in the Drop Off Tool |  |  |  |
|  | Select the delivery file **SE\_STD\_SALES\_YYYYMM\_DHKPFZ007\_v1.zip** |  |  |  |
|  | send |  |  |  |
|  | Now Open IE |  |  |  |
|  | Go to location [**ftp.axon-pharius.nl/pfizer**](ftp://ftp.axon-pharius.nl/pfizer)  **username: imsi\_pfz password: pbVe0Fs7** |  |  |  |
|  | Copy the delivery file **SE\_STD\_SALES\_YYYYMM\_DHKPFZ007\_v1\_REFDATA.zip** |  |  |  |
|  | Contact Mayela Morshed for rest of the Pfizer Eucan delivery Process |  |  |  |
|  | We have to send 2 separate delivery mail. 1st one for **SE\_STD\_SALES\_YYYYMM\_DHKPFZ007\_v1.zip**  and 2nd one for **SE\_STD\_SALES\_YYYYMM\_DHKPFZ007\_v1\_REFDATA.zip**. For the 2nd delivery mail, we have to attahced the following 3 files **SE\_GEOGRAPHY\_GEO\_YYYYMM\_1.TXT, SYS\_DIMENSION\_DEFINITIONS.TXT and SE\_PRODUCT\_MKT\_YYYYMM\_1.zip** |  |  |  |

## 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: Processing Server Information

|  |  |
| --- | --- |
| **Key** | **Value** |
| **server:** | **162.44.12.20** |
| **Username:** | **INTERNAL\plyasvc-dhkadmin** |
| **Password** | **Ask OCD team** |

## Appendix A2: FTP Location Information

|  |  |
| --- | --- |
| **Key** | **Value** |
| **FTP Server:** | **162.44.148.5** |
| **Username:** | ftpfalcon |
| **Password** | flight01 |
| **Location :** | **/ftpfalcon/Pfizer\_EDW/SWEDEN/BAU\_SELL\_OUT** |

## Appendix A3: FTP Location Information

|  |  |
| --- | --- |
| **Key** | **Value** |
| **FTP Server:** | **162.44.12.72** |
| **Username:** | INTERNAL\PINASVC-IMAdmin |
| **Password** | **Ask Ocd 2nd level support** |

# 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 |
|  |  |