1 Purpose

This document describes the procedure and a process for starting and shutting down the SEC Ellipse ERP system. The SEC Ellipse ERP system runs an Oracle database with three (instances) namely: ellprd, elldev, elltrnand all running under HPUnix 11.31. The procedure is intended for SEC Systems Administrator to use ONLY in times of System Maintenance.

2 Scope

The procedure serves as fine grained guide with step by step tasks to follow in cases where the SEC Ellipse ERP System needs to be shut down or brought up after a maintenance exercise. Due to the fact that passwords are supposed to be changed from time to time, passwords are not included as part of this procedure.

3 References
SEC I.T Policies

4 Definitions

ERP – Enterprise Resource Planning

SAN – Storage Area Network

5 Responsibilities

The Systems Administrator – Only the System Administrator OR an approved IT department employee is responsible for executing the commands of shutting or starting up the Ellipse system.
The Business Systems Engineer – Only the Business Systems Engineer or the IT Manager can approve the shutting down of the SEC Ellipse system (ERP).

6 Procedure

6.1 Shutting down the system

a) Obtain or seek approval for the shutting down the SEC Ellipse system, by filling the Systems Shutdown request form.
b) Login in the SEC Ellipse system using asshsession to IP address 147.110.192.90.
c) Enter username (instance name) and enter password.

d) Stop the Ellipse instances.
- On the command prompt Type <ellprd@ellipse>*su - ellprd*
- Type <ellprd@ellipse>stopellinst.pl –t –c normal –b
- Type <ellprd@ellipse>*su – elldev*
- Type<elldev@ellipse> stopellinst.pl –t –c normal –b
- Type <elldev@ellipse>*su – elltrn*
- Type<elltrn@ellipse> stopellinst.pl –t –c normal –b
- Exit the root shell. Type #> exit

e) Stop the Oracle listener
- On the command prompt Type <ellprd@ellipse>*su - oracle*
- Type <oracle@ellipse>lsnrctl stop
- Type *exit*

f) Stop the Ellipse Oracle databases.
- On the command prompt Type<ellprd@ellipse>*su - oracle*
- Type <oracle@ellipse>export ORACLE_SID=ellprd
- Type <oracle@ellipse>sqlplus /nolog
- Type SQL>connect sys/'' as sysdba
- Type SQL>shutdown immediate
- Type<ellprd@ellipse>*su - oracle*
- Type <oracle@ellipse>export ORACLE_SID=elldev
- Type <oracle@ellipse>sqlplus /nolog
- Type SQL>connect sys/'' as sysdba
- Type SQL>shutdown immediate
- Type <ellprd@ellipse>*su - oracle*
- Type <oracle@ellipse>export ORACLE_SID=elltrn
- Type <oracle@ellipse>sqlplus /nolog
- Type SQL>connect sys/'' as sysdba
- Type SQL>shutdown immediate
- Type <ellprd@ellipse>*su - oracle*
- Type <oracle@ellipse>export ORACLE_SID=boprd
- Type <oracle@ellipse>sqlplus /nolog
- Type SQL>connect sys/'' as sysdba
- Type SQL>shutdown immediate
- Type SQL> exit

g) Switch user to root. By typing # su - root

h) Shutdown the operating system

a. To halt the system i.e. No reboot. Type #shutdown –y –h 0
b. To reboot the system, Type #shutdown -y –r 0

6.2 Starting up the System

a) Power up the HP Integrity BL870c i2 Blade Server. Make sure that the SAN is up and running as the server data is on the SAN.
b) After it has fully started up, Telnet to its IP address 147.110.192.90
c) Enter username (instance name) and enter password. <ellprd@ellipse>.
d) Startthe Ellipse Oracle databases.
   <ellprd@ellipse>*su - oracle*
   - Type <oracle@ellipse>export ORACLE_SID=ellprd
   - Type <oracle@ellipse>sqlplus /nolog
   - Type SQL>connect sys/'' as sysdba
   - Type SQL>startup
   - Type <ellprd@ellipse>*su - oracle*
   - Type <oracle@ellipse>export ORACLE_SID=elldev
   - Type <oracle@ellipse>sqlplus /nolog
   - Type SQL>connect sys/'' as sysdba
   - Type SQL>startup
   - Type <ellprd@ellipse>*su - oracle*
   - Type <oracle@ellipse>export ORACLE_SID=elltrn
   - Type <oracle@ellipse>sqlplus /nolog
   - Type SQL>connect sys/'' as sysdba
   - Type SQL>startup
   - Type <ellprd@ellipse>*su - oracle*
   - Type <oracle@ellipse>export ORACLE_SID=boprd
   - Type <oracle@ellipse>sqlplus /nolog
   - Type SQL>connect sys/'' as sysdba
   - Type SQL>startup
   - Type SQL> exit

   g) Start the Oracle listener
   - Type <ellprd@ellipse>*su - oracle*
   - Type <oracle@ellipse>lsnrctl start
   - Type *logout*
   h) Start the Ellipse instances.

- Type <ellprd@ellipse>*su - ellprd*
- Type <ellprd@ellipse> startellinst.pl –t –c cold –b
- <ellprd@ellipse>*su – elldev*
- Type<elldev@ellipse> startellinst.pl –t –c cold –b
- <elldev@ellipse>*su – elltrn*
- Type<elltrn@ellipse> startellinst.pl –t –c cold –b
- Exit the root shell. Type #> exit

i) To check if the SEC Ellipse system has been successfully started, Login onto Ellipse using the Ellipse Winclient, and entering your username, this should take you to the SEC Ellipse system menu.

7 Records

Reference No	Title	Responsible	Retention period
Q-F-IT-F-06	Systems Shutdown Request Form	Business Systems Engineer/Systems Administrator	Indefinitely