1 Purpose

This document describes the procedure and a process for performing the SEC Ellipse ERP system health check. 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 daily System Checks and 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 is being health checked for pro-active system maintenance. This procedure is done daily in the morning and forms part of the SEC IT Daily procedures. 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

N/A

4 Definitions

ERP – Enterprise Resource Planning

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 performing the SEC Ellipse system (ERP) Health Check.

6 Procedure

6.1 System Daily Checks

a) Checking Ellipse instances
- Type <ellprd@ellipse>*su - mincomcm*
- Type <mincomcm@ellipse>ps -ef | grepellprd
- Type <mincomcm@ellipse>ps -ef | grepelldev
- Type<mincomcm@ellipse>ps -ef | grepelltrn
- Type <mincomcm@ellipse>ps -ef | grepboprd

b) Checking CICS status
- Type <ellprd@ellipse>*su - mincomcm*
- Type <mincomcm@ellipse>ps -ef | grepcicsas

c) Checking errors
- Type <ellprd@ellipse>*su - mincomcm*
- Type <mincomcm@ellipse>cd log
- Type more <latest log file>, e.g. more MERM.out.20120415_230138

d) Checking overnight run
- Type <ellprd@ellipse>*su - mincomcm*
- Type <mincomcm@ellipse>cd log
- Type more <latest overnight log file>, e.g. more SEC.OVERNIGHT_20120563afbjn.log

e) Checking batch
- Type <ellprd@ellipse>*su - mincomcm*
- Type <mincomcm@ellipse>batch status details

f) Checking system backups
- Type <ellprd@ellipse>*su - mincomcm*
- Type <mincomcm@ellipse>cd /orabackup/backups
- Type more <latest backup log file>, e.g. more backup.log.106.12.2300.files

g) Checking disk usage
- Type <ellprd@ellipse>*su–mincomcm*
- iType <mincomcm@ellipse>bdf

h) Checking system mail
- Type <ellprd@ellipse>*su–mincomcm*
- Type <mincomcm@ellipse>mailx

i) Checking database free space
- <ellprd@ellipse>*su - oracle*
- Type <oracle@ellipse>export ORACLE_SID=ellprd

- Type <oracle@ellipse>sqlplus /nolog
- Type SQL>connect sys/'' as sysdba
- Type SQL>select b.tablespace_name, tbs_sizeSizeMb, a.free_spaceFreeMb from (select tablespace_name, round(sum(bytes)/1024/1024 ,2) as free_spacefrom dba_free_space group by tablespace_name) a,(select tablespace_name, sum(bytes)/1024/1024 as tbs_size from dba_data_files group by tablespace_name) b where a.tablespace_name(+)=b.tablespace_name;

j) A text file is produced as evidence with output from the above commands and emailed to the sec-it distribution list. i.e. Ellipse_report_<date>.txt, e.g. Ellipse_report_010312.txt

7   Records

N/A