

**RefundPlus Refresh**

**Purpose:**

Migrate databases to Azure-managed instances by dropping current databases, copying, and validating new ones, renaming them, updating permissions, and moving them to System Admin.

**Before starting, please ensure that the services are stopped in the instance that is being refreshed:**

1. Log on to the instance with the MFA login (Azure Active Directory – Universal with MFA) on SSMS
   1. UAT - rfpl-sql-preprod-02.c07da6b21265.database.windows.net
   2. Staging - rfpl-sql-preprod.c07da6b21265.database.windows.net
   3. Test - rfpl-sql-devtest-02.40f5fdcbfb84.database.windows.net
   4. Dev - rfpl-sql-devtest.40f5fdcbfb84.database.windows.net
2. Drop the databases on the server using SQL Server Management Studio (SSMS). To do this, enter the script that will remove the existing databases from the server.

Doing this step is important. If the previous databases are not dropped, then the instance will max out at 100 and stop the import of the new databases and data. (The drop databases take about 30 - 45 minutes)

1. Navigate to the [Azure Portal](https://portal.azure.com/#view/HubsExtension/BrowseResource/resourceType/Microsoft.Sql%2FmanagedInstances)

Note: (You can set A-G while the databases are being dropped but you cannot do H until the databases are dropped; if you start it prior and it hits 100 DB it will start to fail, and the process will need to be restarted.)

* 1. Select the Source Instance (in most cases it will be rfpl-sql-prod)
  2. Go to the data management section.
  3. Select the databases needed (DBs that do not need to be moved over are PRL\_APLUS\_661\_PROD\_OLD, DBA, RFPLHDStorage, Perfstats, and HDTStorage databases)
  4. Inside the Database screen click on the checkbox of all the databases you want to copy then click on the Copy button.
  5. Press the Next: Destination detail button.
  6. Select a resource group
     1. For Dev/QA environments the resource group: RG-SQLDB-RFPL-DEVTEST
     2. For Stage/UAT environments the resource group: RG-SQLDB-RFPL-PREPROD
  7. Select the managed instance.
     1. Under RG-SQLDB-RFPL-DEVTEST
        1. RFPL-SQL-DEVTEST is the Dev Environment
        2. RFPL-SQL-DEVTEST-02 is the Test Environment
     2. Under RG-SQLDB-RFPL-PREPROD
        1. RFPL-SQL-PREPROD is the Stage Environment
        2. RFPL-SQL-PREPROD -02 is the UAT Environment
  8. Press Next: Review + Start
  9. Please validate that all the items are correct and ensure that the source instance is where the database is being pulled from. The destination is correct, and it is the instance where the database needs to be after copying is complete.
  10. Press Start
  11. Under the Operations details column for the databases that are being copied, there will be a “Copy in Progress” next to it. (Might have to adjust the ascending/descending to get them into view)
  12. Once the databases are complete (this could take up to 3 ½ hours depending on the number of databases selected) in the Operation Details column the databases that were being copied will now display “Copy Ready for completion” if there are multiple the best policy is to wait until they are all complete. Select them all and select Complete.

1. Once that is complete return to the SSMS and validate that all the databases are copied to the destination instance.
2. Rename the databases that are currently on the server using SSMS. To do this, enter the script that will rename the databases as per your requirements.

(The rename of databases takes about 30 -45 minutes)

1. Update the permissions of the migrated databases as necessary, then move them to the System Admin for application-level scripts. This step ensures that the migrated databases have the appropriate access permissions and are ready for application use.

(Permissions should take about 1 -2 minutes)

1. Once these steps are completed give the instance back to the system admins so that the team can run the application-level scripts and turn the services back on.

**NOTE: If you are curious about the operations performed on the Azure database you can check the** **sys.dm\_operation\_status table. This will tell you data on both ends of the process such as creating, copying, and deleting databases. This information is only retained for approximately one hour after the initial start.**

**select \* from master.sys.dm\_operation\_status**

**where** **state\_desc <> 'COMPLETED'**