

**Promoting SACKER Requests**

**Strategic Projects**

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| **Summary & Background:** | This procedure describes how to promote SACKER Script and SAS requests.  The SACKER Database is used to maintain SAS and Script requests. The database is designed to send notification e-mails through each stage of the SDLC. All SDLC stage gates must be completed and approved prior to code promotion. |
| **Related letters:** |  |
| **Related queues:** |  |
| **Resources/Authority:** | Director of Technology and Innovation |
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**Procedures**

**Business Systems Analyst (Strategic Projects or Systems Support)**

1. **Receive Notification of Promotion**
   1. Receive an e-mail notification that a SAS or Script request is in Promotion status.
   2. Access the SACKER request.
      1. Access the SACKER database.
      2. Access the SAS or script request that needs to be promoted.

Notes: You can also search for the request in your court using the “My Requests” button.

* + - * Type the script request number in the *Script Number* field.
      * Type the SAS request number in the *SAS Number* field.
  1. Check the SACKER notes on the request for CCB approval being given.
     1. If no CCB note is found, CCB notes can be checked and/or an emergency CCB email can be sent out if the request needs to be promoted urgently per approval from management
        + \*Note: 3 out of 5 approvals are needed for a virtual emergency CCB to be considered approved
     2. If CCB note is found in the history continue with promotion
  2. Check the SACKER history for department management sign off that CCB has been received.
     1. If a manager has not noted that CCB approval has been received, contact them to do so or wait until they have done so before proceeding.
     2. In the event all managers are out of the office, CCB confirmation approval can be given by a senior analyst who has received permission to do so.
  3. Check the SACKER history to verify that the programmer has merged the code to master.
     1. If the programmer has documented this step, continue with the promotion steps.
     2. If the programmer has not documented this step, the analyst must reach out to the programmer and request that the code get merged and documented in SACKER.
  4. Click on the Promotion button in SACKER
     + - Follow the promotion instructions as detailed by the programmer(s)
  5. If the request is to promote a remotely schedule SAS job, proceed to *Section B Promote SAS* for additional instructions.
  6. If the request is to promote a locally scheduled SAS job, proceed to Section C for additional instructions
  7. If the request is to promote a locally scheduled SQL, proceed to section D for additional instructions
  8. If the request is to promote a SSRS, proceed to section E for additional instructions
  9. If the request is to promote a User Script, proceed to section F for additional instructions
  10. If the request is to promote a Scheduled Script, proceed to section G for additional instructions
  11. If the request is to retire a script, proceed to section H for additional instructions

1. **Promote Remotely Scheduled SAS**
   1. Remotely Scheduled promotions.
      1. Access the AES Link application.
      2. Select the “Open SAS Migration Tools” button.
         * Insert the applicable server name into the *server name* field
           + For UHEAA/Commercial jobs it will be “host143.aessuccess.org”
           + For CornerStone/Federal jobs it will be “host203.aessuccess.org”
      3. Type in your password into the *Password* field and select the “Save & Continue” button.
      4. Select the “Move Files to Production” button.
      5. Select the applicable SAS ID from the *Test Directory Files* field that has “.sas” at the end of the file name.
      6. Drag it into the *Drop SAS Files Here* field.
      7. Select the applicable SAS ID from the *Test Directory Files* field that has “.jcl” at the end of the file name.
      8. Drag it into the *Drop JCL Files Here* field.
      9. Select the “Next” button.
      10. Once verification of file transfer is received, select the “Close” button to log out of AES Link.
      11. Proceed to section I Complete Promotion.
2. **Local Scheduled SAS** 
   1. Promote locally scheduled SAS
      1. Access the Left batch computer(lpp-2970) via the VNC viewer
      2. Open the network directory C:\Enterprise Program Files\SasCoordinator
         * Copy and paste the SAS code into the directory
      3. Access Jams
         * If a test Jams job was previously set up, copy the test job from Cornerstone test/ UHEAA test to the live folder
         * If no test job exists, select the correct region and create a Jams job.
      4. In the Source tab of Jams, enter the following information:
         * "C:\Enterprise Program Files\SasCoordinator\SasCoordinator.exe" "sasfilelocation:C:\Enterprise Program Files\SasCoordinator\[insertSASfilename].sas " region:{insert correct region arguments }
         * Example: "C:\Enterprise Program Files\SasCoordinator\SasCoordinator.exe" "sasfilelocation:C:\Enterprise Program Files\SasCoordinator\dw01MonthlySave\_DW01.sas" region:legendprod
      5. In the “Properties” in Jams, set up the schedule information:
         * Schedule Days
         * Insert Start Date
         * Insert End Date
         * Check Auto submit if job should run automatically
         * Ensure Job has the correct Source options
      6. Proceed to *Section I Complete Promotion*
3. **Local Scheduled SQL**
   1. Promote locally scheduled SQL
      1. Access the Left batch computer(lpp-2970) via the VNC viewer
      2. Open GIT and access the master branch code for the request
      3. Access Jams
         * If a test Jams job was previously set up, copy the test job from Cornerstone test/ UHEAA test to the live folder
         * If no test job exists, select the correct region and create a Jams job.
      4. In the Source tab of Jams, copy the promotion code from GIT and paste the SQL code into Jams.
      5. In the “Properties” field within Jams, set up the schedule information:
         * Schedule Days
         * Insert Start Date
         * Insert End Date
         * Check Auto submit if job should run automatically
         * Ensure Job has the correct Source options
      6. Proceed to Section I Complete Promotion
4. **SSRS promotion** 
   1. **Promote SSRS** 
      1. Have Developer switch connections to UHEAASQLDB and deploy in release mode to the applicable folder.
      2. Confirm with the developer that all subscriptions and schedules, if needed, have been established.
      3. For the SSRS job, access and run the code to ensure the report is working as expected with live data
      4. Proceed to *Section I Complete Promotion*
5. **User Scripts**
   1. Promote scheduled Script
      1. Move the code from the test network location to the live network location
         * Uheaa – Below are the most common network locations for Uheaa promotions
           + Test location: X:\PADU\UHEAACodeBase
           + Live Location: X:\Sessions\UHEAA Codebase
         * CornerStone - Below are the most common network locations for CornerStone promotions. Follow promotion notes to determine where to access and move the code
           + Test Location: Y:\Codebase\Applications
           + Live Location: Z:\Codebase\Applications
      2. Move request to DBA to run any needed stored procedures
      3. Proceed to *Section I Complete Promotion*
6. **Scheduled Scripts** 
   1. Promote scheduled Script
      1. Move the code from the test network location to the live network location
         * Uheaa – Below are the most common network locations for Uheaa promotions
           + Test location: X:\PADU\UHEAACodeBase
           + Live Location: X:\Sessions\UHEAA Codebase
         * CornerStone - Below are the most common network locations for CornerStone promotions. Follow promotion notes to determine where to access and move the code
           + Test Location: Y:\Codebase\Applications
           + Live Location: Z:\Codebase\Applications
      2. Move request to DBA to run any needed stored procedures
         * Once stored procedures have been completed, continue to the next step**.**
      3. Access the Left batch computer(lpp-2970) via the VNC viewer
      4. Access Jams
         * If a test Jams job was previously set up, copy the test job from Cornerstone test/ UHEAA test to the live folder
         * If no test job exists, select the correct region and create a Jams job.
      5. In the Source tab of Jams, enter the following information:
         * UHEAA
           + Inset the file path of the application or script
           + Example: Z:\Codebase\Applications\SCRAINTUPD\SCRAINTUPD.exe" live UHEAA
         * CornerStone:
           + Inset the file path of the application or script
           + Example: Z:\Codebase\Applications\SCRAINTUPD\SCRAINTUPD.exe" live Cornerstone
      6. In the “Properties” field within Jams, set up the schedule information:
         * Schedule Days
         * Insert Start Date
         * Insert End Date
         * Check Auto submit if job should run automatically
         * Ensure Job has the correct Source options
      7. Proceed to *Section I Complete Promotion*
7. **Retire Script**
   1. Retire Script from Reflection Session
      1. Access the applicable Live reflection session at X:\Sessions (UHEAA Live) or Z:\CodeBase\Sessions (CornerStone Live)
      2. Remove any applicable button tied to the script
         * Right click on the button on the toolbar and select *Remove Button*
      3. Remove any applicable drop down menu items tied to the script
         * Select *Setup*
         * Select *Menu*
         * Locate the menu item for the script and select *Remove*
      4. Remove the applicable modules/Visual Basic code for the script
         * Hit ALT+F11 within the session
         * Open *Modules* on the left hand side of the screen
         * Locate the script ID and right click on it
           + Select *remove*
         * If the script id cannot be found, open up the module for “CSharp” and search for rows of code within that module with the script ID
           + If any are found within the CSharp Module, delete those rows only from that module
      5. Save all changes to the modules and session before closing
   2. Delete the code from all live locations
      1. Access X:\Sessions\UHEAA Codebase (UHEAA Script) or Z:\Codebase\Scripts (CornerStone Scripts) or Z:\Codebase\Applications (CornerStone Standalone applications)
      2. Delete all .dll files or folders with the script ID of the retired process
   3. Proceed to *Section I Complete Promotion*.
8. **Complete Promotion**
   1. Return to the SACKER request.
   2. If a SACKER request requires remote scheduling, put the request in a “Scheduling” status.
      1. Once the scheduling change has been completed, select the “Promotion” button.
   3. If the request does not require a scheduling change, select the “Promotion” button.
   4. When prompted, select “yes” to generate an email.