1. The new business unit will need to be added to three databases: BSYS, CSYS, and CommonData (CD).
2. Instructions for each database are given below.
3. Run the DCR sql scripts listed below to update BSYS and CSYS. Run the scripts in the order given.
4. Do not proceed if the first script for each database does not run successfully.

BSYS

Run the following sql scripts:

1. " - BSYS 1 Add Unit.sql" DCR.

2. " - BSYS 2 Branch.sql" DCR.

3. " - BSYS 3 Manager.sql" DCR.

CSYS

Run the following sql scripts:

1. " - CSYS 1 Add Unit.sql" DCR.

2. " - CSYS 2 UPDATE SYSA\_DAT\_Users.sql" DCR

CD

Systems Support can update the CommonData database directly through its interface (let Jay know if you need help finding the interface).

Select the Units tab and enter the new business unit on the bottom line (the line marked by \*). Be sure the unit name is entered as Training & Communications and not a variation of Training & Communications so the name is the same across all databases.

Enter "Ashlynn McCarter" as the manager, enter 1 for the Type, The SAS letter and LTD number can be left blank.