*The new business unit will need to be added to three databases: BSYS, CSYS, and CommonData (CD).*

PROGRAMMER:

1. Update the variables in the “Business Unit Add New - Add Unit Script.sql” script in samples (the script will do the following)
   1. Add the new unit to BSYS
   2. Add the new unit to CSYS
   3. Add cost center mapping to CSYS
   4. Update the business unit of the manager of the new business unit in CSYS..[SYSA\_DAT\_Users] (other agents are added to the new unit later by Systems Support).
2. Attach the script to the ticket.
3. Put the ticket in the manger of Systems Support’s court to assign an analyst to update the CommonData database

The following sample scripts have been incorporated into “Business Unit Add New - Add Unit Script.sql” or are no longer needed

1. "UNH 57298 - BSYS 1 Add Unit.sql" DCR.
2. "UNH 57298 - BSYS 2 Branch.sql" DCR. *(not needed as branches are no longer part of our organizational structure)*
3. "UNH 57298 - BSYS 3 Manager.sql" DCR.
4. "UNH 57298 - CSYS 1 Add Unit.sql" DCR.
5. "UNH 57298 - CSYS 2 UPDATE SYSA\_DAT\_Users.sql" DCR
6. "UNH 5729857298 - CSYS 3 INSERT new BU-CostCenter.sql" DCR

SYSTEMS SUPPORT ANALYST

1. Add the new unit to the CommonData database through the MS Access interface as follows:
   1. Select the Units tab and select the add new record row at the bottom (the row marked by \*).
   2. Enter the unit name in the “Unit or Review Category” column exactly as it appears in the ticket so the name is the same across all databases.
   3. Select the manager.
   4. Enter 1 for the Type.
   5. The SAS letter and LTD number can be left blank.
2. Put the ticket in the DBA’s court with instructions to run the attached script on nochouse.