VALID V Daily Operation Schedule

Date: 2020-08-03

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start Time | Job Name/Operation Take | Ops | RC | Server | Remarks |
| 8:00 | Perform PPS System Health Check and send comfirmed email to related parties. (https://pps.td.hksarg/pps/) |  |  | TDOA | (Re : PPS COPM 11) |
| 8:15 | Check the status of 4 LOs' Health Check Monitoring PC |  |  | TDOA | (Remarks : Re: Operation Notice 041/10) |
| 8:30 | Download GPMIS file from V5 |  |  | m5ppc02 |  |
| 8:40 | Upload GFMIS file to Treasury Remarks : Must before 20:00 for Mon - Fri, 14:30 for Sat) |  |  | m5ppc02 |  |
| 8:40 | Check VRMS daily backup |  |  | VRMSVR101W |  |
| 9:30 | Collect 3PAR Log Files (Both PCC and SCC) and then send email to SPWeekly@hpe.com |  |  | m5ppc01 | (Remarks : Re : COPM 19.3.4) |
| 10:00 | Mount PPS backup tape GEN: |  |  | PPSPRD-SVR1 | (Remarks : Re: PPS COPM 9.1.1) |
| 10:00 | Sent last WK of PPS backup tapes to SCC and take back another set of tapes to PCC |  |  |  | (Remarks : Re : PPS COPM 6.5.5) |
| 10:00 | Mount VRMS backup tape GEN: |  |  | VRMSVR101W |  |
| 10:00 | Check Daily DB backup on PCC Data Protector Manager DB-VALIDPRO-u5pdb01-FRI □ DB-VALIDPRO-u5pdb02-FRI □ Oracle8 VALIDPRO-ONLINE-FRI □ IDB DP-IDB-FRI □ |  |  | m5ppc01 |  |
| 10:00 | Synchronize the wall clock and CCTV System clock in SCC against HK Observatory (Within 1 min deviation is tolerated) |  |  |  | (Remarks : (Re: Operation Notice 025/08) www.hko.gov.hk/nts/ntime.htm) |
| 10:00 | Refer to last Sunday inventory, order stocks from related parties when items touch minimum level |  |  |  |  |
| 10:00 | Counter-check the generation number and quantity of all backup tapes that offsite to SCC |  |  |  |  |
| 10:00 | Check Daily DB backup on SCC Data Protector Manager DB-VALIDPRO-u5ddb01-FRI □ DB-NONPRO-u5ddb0a\_db0b\_FRI □ Oracle8 NP-U5DDB-ORACLE-FRI □ IDB SCC-DP-IDB-FRI □ Time completed at : \_\_\_\_\_:\_\_\_\_\_ |  |  | remote to m5dpc01 |  |
| 10:00 | Sent last WK of VRMS backup tapes to SCC and take back another set of tapes to PCC |  |  |  |  |
| 10:00 | Mount daily DB backup LTO5 tapes Mon-Sun |  |  | MSL4048\_m5pdp01\_library | (Remarks : Re: COPM 10.2 Mount Mon - Sun into Slot 1 - 7 and Mon - Sun Mirror into Slot 13 - 19 respectively) |
| 10:00 | Check Date of SAV Virus Definitions File for both PCC / SCC VALID V Servers on IE |  |  | m5ppc01 or m5ppc02 | (Remarks : Re COPM 15.2) |
| 10:00 | Offsite PCC DB backup LTO5 tapes Mon-Sun mirror to SCC, then take back another set of tapes to PCC |  |  | MSL4048\_m5pdp01\_library |  |
| 10:00 | Take SCC DB backup LTO5 tapes Mon-Sun to SCC and bring back previous week tapes to PCC |  |  |  |  |
| 10:00 | Offsite previous month UX IMG and WINS tapes to SCC, take back another set of tapes to PCC |  |  |  |  |
| 10:00 | Offsite previous month VMS02 and VMS04 tapes to SCC, take back another set of tapes to PCC |  |  |  |  |
| 10:00 | Take SCC monthly Non-Prod DB tapes to SCC and bring back previous month tapes to PCC |  |  |  |  |
| 10:00 | Take SCC monthly UX IMG and WINS tapes to SCC and bring back previous month tapes to PCC |  |  |  |  |
| 10:00 | Take SCC monthly VMS02 and VMS04 tapes to SCC and bring back previous month tapes to PCC |  |  |  |  |
| 10:00 | Check SCC AHUs auto-switch to CRAC |  |  |  |  |
| 10:00 | Mount SCC daily database LTO 5 backup tapes Mon - Sun |  |  | SCC MSL4048\_m5pdp01\_library | (Remarks : Mount Mon - Sun into Slot 1 - 7 ) |
| 11:30 | Dismount last month UX IMG and WINS tapes from SCC LTO Tape Library ; Mount SCC monthly UX IMG and WINS LTO5 tapes |  |  | SCC MSL4048\_m5pdp01\_library | (Remarks : Mount into Slot 30) |
| 11:30 | Dismount last month VMS02 and VMS04 tapes from SCC Tape Drives ; Mount SCC monthly VMS02 and VMS04 LTO5 tapes |  |  | SCC u5dVMS02 & 04 Tape Drives | (Remarks : Mount into Slot 29) |
| 11:30 | Replace VEOS II weekly backup tape and Check the system LED of VEOS2DAS1 and VEOS2DDB1 Set : |  |  | SCC IS5-2 veos2das1 veos2ddb1 |  |
| 11:30 | Perform SCC Equipment Checking |  |  |  |  |
| 11:30 | Dismount last month Non-Prod DB tapes from SCC LTO Tape Library ; Mount SCC monthly Non-Prod DB LTO5 tape Set : |  |  | SCC MSL4048\_m5pdp01\_library | (Remarks : Mount into Slot 31) |
| 11:30 | Counter-check the generation number and quantity of all backup tapes that take back from SCC |  |  |  |  |
| 11:30 | Ensuring no data restore work performing by V5 Support Team during offsite, take out all ad-hoc mounted backup tapes from SCC tape library and lay back |  |  |  |  |
| 13:00 | Replenish blank papers into corresponding printer trays (Replace Toner Cartridge and Maintenance Kit when prompt) |  |  |  |  |
| 13:00 | Health check on operation equipment in PCC and SCC, including EMAS, VALID\_V UPS, CCTV, WiFi |  |  |  |  |
| 13:00 | Run SQL "generate\_scheduled\_task\_list" and "generate\_failed\_running\_task\_list" |  |  | m5ppc01 |  |
| 13:00 | Copying CMIS report file from m5ppc02 to Q drive |  |  | m5ppc02 | (Remarks : Re: SCOp1 Email 3/5/2019) |
| 17:30 | Check: all lasejet print queue in "ready" status □ all line printer print queue in "paused" status □ report generator is ready in m5prpt01 □ DocQueFlow status □ |  |  | msprpt01, m5pprt01 | (Remarks : Re: COPM 17.1) |
| 17:30 | Run SQL "generate\_scheduled\_task\_list" and "generate\_failed\_running\_task\_list" |  |  | m5ppc01 |  |
| 18:00 | Run SQL "generate\_scheduled\_task list" report |  |  | m5ppc01 |  |
| 19:00 | Health check on operation equipment in PCC and SCC, including EMAS, VALID\_V, UPS, CCTV, WiFi |  |  |  |  |
| 20:00 | Prepare USB Drive for Payment Agent Files Download |  |  |  |  |
| 20:00 | Check dayend recon completed message from STLO |  |  | Communication Board |  |
| 20:00 | Check dayend recon completed message from KTLO |  |  | Communication Board |  |
| 20:30 | Check dayend recon completed message from KLO |  |  | Communication Board |  |
| 20:30 | Check dayend recon completed message from HKLO |  |  | Communication Board |  |
| 20:30 | Download transaction file from HKPost |  |  | m5pagt03 |  |
| 20:30 | Daily Batch job started. Total number of batch job :\_\_\_\_\_\_\_\_\_ |  |  |  |  |
| 20:30 | Download memo and transaction file from PPS |  |  | m5pagt02 |  |
| 21:00 | Download memo and transaction file from ATM |  |  | m5pagt02 |  |
| 21:30 | Download memo and transaction file from JETCO |  |  | m5pagt02 |  |
| 21:30 | Upload PPS memo □ and transaction file □ to VALID V |  |  | m5ppc02 | (Remarks : Must after batch job started and before 00:00) |
| 21:30 | Upload ATM memo □ and transaction file □ to VALID V |  |  | m5ppc02 | (Remarks : Must after batch job started and before 00:00) |
| 21:45 | Upload JETCO memo □ and transaction file □ to VALID V |  |  | m5ppc02 | (Remarks : Must after batch job started and before 00:00) |
| 21:45 | Upload HKPOST transaction file □ to VALID V |  |  | m5ppc02 | (Remarks : Must after batch job started and before 00:00) |
| 21:45 | Run SQL "generate\_payment\_agents\_success\_upload\_list" & Backup Payment Agent Files to Network Drive |  |  | m5ppc01 | (Remarks : Re: COPM 10.6.6) |
| 21:45 | To ping IP addresses of ITS UPS at TDOA PC |  |  | TDOA | (Remarks : Re: O/N #01/2019) |
| 21:45 | Download file from Judiciary CASEMAN's Passive Gateway |  |  | m5ppc02 | (Remarks : Re: COPM 10.7 Timeframe: 21:45 - 22:30 ) |
| 21:45 | Check Passive Gateway File Download status whether change to "SUCCESS" |  |  | m5ppc02 | (Remarks : Re: COPM 10.7) |
| 22:45 | Upload file to Judiciary CASEMAN's Passive Gateway |  |  | m5ppc02 | (Remarks : Timeframe: 01:00 - 02:00 Re: COPM 10.7) |
| 01:00 | Run SQL "generate\_hard\_copy\_report\_print\_summary" and check printing status |  |  | m5ppc01 |  |
| 03:10 | Perform VALID V Application Health Check \*\*\* heed msg "MQ Status check - SUCCESS" on OMI \*\*\* 1. Check Address Engine at https://valid5.td.hksarg/valid □ 2. Check Online Report of Web Server 01 at https://u5pweb01:7011/valid □ 3. Check Online Report of Web Server 02 at https://u5pweb02:7011/valid □ 4. To ping IP addresses of ITS UPS at TDOA PC □ |  |  | m5ppc02 & TDOA | (Remarks : Re: [1] - [3] COPM 17.2 [4] O/N #01/2019) |
| (After Printing) | Perform Dedicated Network Application Health Check 1. Check Online Report on A19 in HKLO □ 2. Check Address Engine on A19 in HKLO □ 3. Check Online Report on C11 in KLO □ 4. Check Address Engine on C11 in KLO □ |  |  | m5ppc02 | (Remarks : Re : COPM 17.4 A19 IP address : 172.16.242.102 C11 IP address : 172.16.193.127) |
| 06:05 | Health check on operation equipment in PCC and SCC, including EMAS, VALID\_V UPS, CCTV, WiFi |  |  |  |  |
| 06:30 | Run SQL "generate\_scheduled\_task\_list" and "generate\_failed\_running\_task\_list" |  |  | m5ppc01 |  |

|  |  |
| --- | --- |
| **Prepared by:**  **Name:**  **Position:**  **Shift:** Choose an item.  **Signature:** | **Verified by:**  **Name:**  **Position: Shift:** Choose an item.  **Signature:** |