Zephyr Conversion Process	**Reponsibiity**

- ☐ Zephyr
  - ☐ Set date for Data Dump — Zephyr
  - ☐ Notify ISCS — Zephyr
  - ☐ Make sure all parties are available — Zephyr
    - ☐ ISCS — Zephyr
    - ☐ Nathan (Equipment) — Zephyr
    - ☐ Ron Row (Software) — GNW
  - ☐ Make sure all machines have enough memory and space for conversion, transfer and upload
    - ☐ ISCS — Nathan
      - ☐ Last dump network testing was going on at ISCS during the transfer - very slow
    - ☐ Zephyr Macs — Nathan
    - ☐ GNW Machines used for conversion — Ron
  - ☐ Set a new business beginning date and renewal beginning date for flex plan — Zephyr
    - ☐ Communicate dates prior to start of download — Zephyr
- ☐ Conversion
  - ☐ Take current data and export tables to create a new data file — Ron
    - ☐ This is the file the data is imported to
  - ☐ On GNW machine
    - ☐ Clean out old data files and other files used — Ron
      - ☐ This assures that GNW has clean data files to start with
  - ☐ ISCS dumps their data out — ISCS
    - ☐ Takes 9-10 hours
  - ☐ GNW begins download of ISCS files — Ron
    - ☐ Takes 8-10 hours
      - ☐ Some files can be downloaded from ISCS without waiting for full download is complete. Actually shortens time when this is done.
    - ☐ Run terminal program — Ron
      - ☐ Checks lines of the files GNW is using
      - ☐ Look up each file in the schema making sure they match
        - ☐ Takes 20-30 minutes
        - ☐ If match is not made, ISCS file has to be re-downloaded and the process begins again
      - ☐ After the download
        - ☐ 2 programs run
          - ☐ 1 takes their format and splits it into SQL readable format
          - ☐ 2 reads it
            - ☐ Takes around 10 hours
          - ☐ After read the number of records are checked and should match the numbers of records in the database
            - ☐ If the number of records does not match (one file) then that file can be deleted
            - ☐ If more than one record the import must be done again
    - ☐ After the download and import are done the machine is restarted.
  - ☐ New Data File
    - ☐ copied to another folder
      - ☐ the ISCS files are indexed
        - ☐ takes 45 minutes
      - ☐ then the conversion of the data from their format into our tables
    - ☐ the files are exported out to a folder on the hard drive
      - ☐ this process takes 12-14 hours
    - ☐ the files are then over to the Zephyr site
      - ☐ this takes 2-2.5 hours
  - ☐ Files on Zephyr's Site
    - ☐ run program that completes various clean up and conversion issues that were not caught in the first process
      - ☐ this takes 6-7 hours
  - ☐ Data file is backed up
    - ☐ need to make sure that Zephyr's back up machine is working — Nathan
- ☐ TO GO LIVE
  - ☐ ISCS needs to stop sending notices, invoices, decs, etc. — Nathan
  - ☐ System is checked to make sure the "end of day" will start in the new database — Walt
    - ☐ Zephyr system will immediately begin sending data to Datamatx at cut off of ISCS