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| WI-CP021 Update Cobra Baseline Log |
| **Process Description:** |

| **Load Cobra Baseline Log Processing Steps** | | **Comments** |
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|  | 1. Find the integration reference number in Cobra.  * In Cobra click **<Project>, <Project Audit>** * Click the ellipsis for Project: Navigate to an select the correct program. Click **<Next>.** * On the Log Operation screen, select the radio button to **Edit the log comment and change number.** Click **<Next>.** * If you loaded the baseline more than once you’ll have several transaction numbers and could have several dates. Working with the **Transaction number,** click the dropdown and note all the transaction numbers for this month. |  |
|  | 1. Export the log for those log dates from Cobra via SQL.  * In Cobra click **<Tools>, <SQL Command Utility>** * In the **SQL Command Utility** window, type the following statement: * select \* from baselog where program = 'pgmid' and refno = '#' (where # is the transaction number. * Where pgmid is your program. Pgmid and # must be in single quotes * Highlight the statement and click **<Execute>.** * When the data displays, click in the data window, right click and select **Save As**. Save the file to your current month working files. As an alternative, you can select all rows of data, right click and select **Copy** then paste the data into an Excel worksheet. What you do not get by doing it this way are the column headers. |  |
|  | 1. Prepare the file for adding the concatenate statement.  * If you ended up with more than one file, you can combine them into one worksheet. * Keep the file in this format up through Column R. Delete Columns S through V. * Copy all the data to a new Excel workbook then you can delete this file. * In the new file: * In Column N, change the comment to the correct one for each change. * In Column R, change the change number to the correct one for each change * In Column S, Row 2, enter the following statement: * =CONCATENATE("update baselog set logcomment = ","'",N2,"'", ", ccn = ","'",R2,"'"," where program = ","'",B2,"'", " and wp = ","'", G2,"'", " and refno = ","'",J2,"'") * It is best if you copy it from here the first time then from the previous month’s file from then on. There are a lot of single and double quotes in this statement and it can be very tricky to type * Notice you are using refno and not bbl\_date. * Copy the statement down all rows. * Select all of the update statements and click **<Copy>** |  |
|  | 1. Update the baseline log with change numbers via SQL.  * In Cobra click **<Tools>, <SQL Command Utility>** * In the **SQL Command Utility** window, right click and click **<Paste>** * Highlight all the statements and click **<Execute>.** * No data will display * Run the same select statement you did in the beginning to make sure all changes were made. |  |
|  | 1. Run a CPR3 to compare the values of each change in Cobra with the change value as approved |  |