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| Integrate Baseline Log Comments into Cobra |
| **Process Description:** |

| Integrate Baseline Log Comments into Cobra **Steps** | | **Comments** |
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|  | * Open Cobra and Navigate to the SQL Command Utility * In Cobra click **<Tools>, <SQL Command Utility>** * Highlight and Delete any text in the SQL Statement Field |  |
|  | * Navigate to the updated Baseline Log Comment Template for the current month * Copy all of the Concatenate statements in Column N * Example of the statement   1. update baselog set logcomment = 'BCR 54 Sep 2016', ccn = 'BCR 54' where program = '0481' and wp = 'AFP' and refno = '6509' |  |
|  | * Navigate back to the Blank SQL Command Utility * Paste the copied concatenated statements from the Baseline Log Comment Template into the blank SQL Statement Field (Depending on how many statements there are, this may take some time to process) * Click **<Execute>,** this may take several minutes |  |
|  | * Run a Log Report in Cobra   + No Filters/ Run the report as is   + Re-Apply a filter for the current period   + Ensure that the Log Comments have been updated in Columns D & E |  |
|  | * Validate Log Comments to Baseline Log Comment Template * Ensure that the BCR linked to each Work Package in the Log Report matches the BCR list in the Baseline Log Comment Template |  |