



Database Script Update Process

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REVISION CONTROL

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This document will delineate the business process by which all database update scripts in our production environment will be requested, approved, executed, and documented at CSU – Channel Islands.

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1.0 Purpose

The CSU-CI Database Script Update Process supports and coordinates running scripts for inserting, updating, and deleting system data at the database level. This update process will ensure that the scripts are performing as desired in a non-production environment and require authorization prior to executing this script in a production environment. This process was developed in response to auditing recommendations from the Chancellor's Office

2.0 Resources

CSU-CI Help Desk Reference Guide – This document outlines submitting effective and complete help desk tickets. Reference this document when submitting the initial request.

[CSU-CI Database Instance Usage Strategy](#) – This document outlines the various production and non-production database instances. Reference this document when developing and testing the database script.

3.0 User Groups

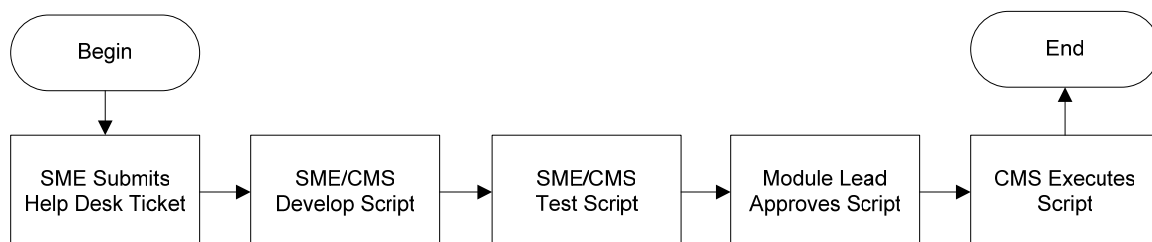
CMS Technical Support (CMS) – Application System Analysts and CMS Technical Support

Subject Matter Experts (SME) – System users for each module with knowledge of PeopleSoft functionality and CSU-CI business process

Module Leads (Module Lead) – System users for each module having data ownership and security access

Module Lead	Data Ownership	Modules Covered
Art Flores	Human Resources	Administer Workforce, Develop Workforce, LCD, Recruit Workforce, Self-Service, Time & Labor
Damon Blue	Records & Registration	Advisement, Academic Structure, Student Records, Transfer Credit
Emily Deakin	General Accounting	Accounts Payable, General Ledger, Student Financials
Missy Klep	Internal/External Reporting	Budgets, Purchasing
Nick Pencoff	Financial Aid / A&R	Admissions, Campus Community, Financial Aid

4.0 Business Process Diagram



5.0 Process Overview

Database scripts are requested, developed, tested, approved, and executed in the following manner.

5.1 SME Submits Help Desk Ticket

SME submits the initial Help Desk ticket using the CSU-CI Help Desk Reference Guide. The ticket should contain as much information as possible concerning the ticket. Here is an example:

Type: Enterprise Applications
Subtype: PeopleSoft/CMS
Category: SA - Admissions
Action Required: CMS - Data Cleanup
Target Database: HCIPRD
Cleanup Population: ID 123456789 should have one ADAPPL checklist from the Checklist Maintenance pages.

5.2 SME/CMS Develop Script in Non-Production

SME/CMS develop the script in a non-production environment. The exact population should be selected for insertion, alteration, or deletion. The script should contain all the necessary documentation. Here is an example:

```
-- Work Order: #1234
-- Script Author: Joseph Dobzynski, Jr.
-- Execution Date: 9999-99-99
-- Tables Affected: PS_PERSON_CHK_ITEM, PS_PERSON_CHECKLST
-- Purpose: Duplicate checklists tagged for removal.

-- Setup Logs
SET LOG C:\TEMP\WO1234.LOG;
SET OUTPUT C:\TEMP\WO1234.DAT;

-- Export Affected Tables/Records
EXPORT PS_PERSON_CHK_ITEM
WHERE (COMMON_ID = '123456789' AND SEQ_3C = '2');
EXPORT PS_PERSON_CHECKLST
WHERE (COMMON_ID = '123456789' AND SEQ_3C = '2');

-- Execute Script
DELETE FROM PS_PERSON_CHK_ITEM
WHERE (COMMON_ID = '123456789' AND SEQ_3C = '2');

DELETE FROM PS_PERSON_CHECKLST
WHERE (COMMON_ID = '123456789' AND SEQ_3C = '2');
```

5.3 SME/CMS Test Script in Non-Production

SME/CMS test the script in a non-production environment. SQL should be written to ensure that the correct change was made to the correct population and that all data integrity requirements have been satisfied.

5.4 Module Lead Approves Script for Production

Module Lead approves the script for execution in production. The approval should be made via email to both the SME and CMS. This approval is stored within Track-It for later reference.

5.5 CMS Executes Script in Production

CMS executes the script in production. The same checks should verify the correct population was affected. The exported records should be stored for at least one week to ensure the change did not affect production processing. This script should be stored on a shared drive for later review.