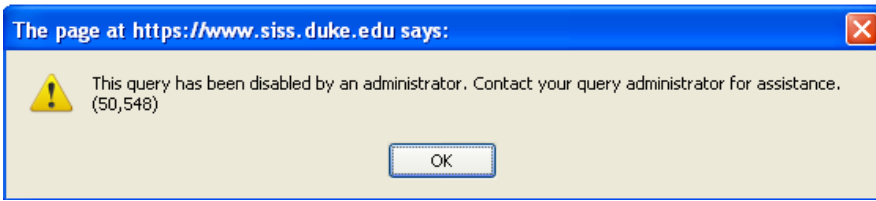


Locked Query Procedures - 9 Production Database

Queries not tested prior to the go live date were locked to prevent them from being run in the Production database after go-live. This was done to prevent an adverse effect on database performance. These queries do exist in the database, but cannot be executed until they have been tested in the 9TST (9 Test) database and the SISS Office has removed the lock. If you run a query in 9PRD and get the following message, that query is locked.



To remove a query block you have two options:

1. Migrate the query to the 9RPT database (queries are not locked in 9RPT)
- or-
2. Edit the query (if necessary) and run in the 9TST database

Instructions to migrate a query from 9PRD to 9RPT:

Send an email to siss-ops@duke.edu stating the following:

- Query Name

Query migrations are normally completed within a few hours.

Instructions for testing a 9PRD query to remove a lock

Send an email to siss-ops@duke.edu stating the following:

- Query Name
- 9TST database test date

Note: This email should be sent within 2 days of the 9TST database run date to allow SISS staff to locate the query run statistics quickly and to alleviate the need for retesting.

Please note the following (from the Production Query Development Policy):

Queries to be run in Production must meet the following Requirements:

- The query is used to troubleshoot current (same day) processes or data for corrections.
- The query is used to monitor the daily processing of data
- The query is used in decision support and requires current date data for accurate results.

The complete policy document is located at: <http://www.sissoffice.duke.edu/query.htm>