

# Implementations - Live-Merge Checklist (Manitou)

12/21/2023 11:29 am EST

| Step | Task                                                                                                                                                                                                                                   | Complete |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1    | <b>Compile Conversion Files</b><br>Backup Source and Work databases, save FrontEnd script and additional scripts to Live-Merge output folder then transfer to production Manitou Server                                                |          |
| 2    | <b>Backup production Manitou Database</b><br>On primary Manitou server, take a backup of the Manitou database                                                                                                                          |          |
| 3    | <b>Restore Work and Source databases</b><br>Restore Work and Source databases to the primary Manitou server                                                                                                                            |          |
| 4    | <b>Check Licensing</b><br>In the Bold License Manager, check that customer has proficient licensing for additional accounts                                                                                                            |          |
| 5    | <b>Call Customer - Begin Live-Merge</b><br>Inform the customer that the Live-Merge is about to begin, replication is about to be dropped and you will call back (usually within 5-10 minutes) when services are about to be restarted. |          |
| 6    | <b>Drop Replication</b><br>Using the DB Manager, drop replication. Be sure to note which server is replicating out, some customers may be using a server labeled as 2 or 3 as their primary.                                           |          |
|      | <b>Truncate SerTables</b><br>Using the 'TruncateSerTables' script below, truncate the SerTables in the Work database to avoid duplicate additions during the conversion.                                                               |          |

```
USE [Customer]Work
```

```
DECLARE @name nvarchar(25)
```

```
DECLARE @sql nvarchar(max)
```

```
DECLARE db_cursor CURSOR FOR
```

```
SELECT
```

```
NAME
```

```
FROM SYS.TABLES
```

```
WHERE NAME LIKE 'Ser%'
```

```
ORDER BY NAME
```

```
OPEN db_cursor
```

```
FETCH NEXT FROM db_cursor INTO @name
```

```
WHILE @@FETCH_STATUS = 0
```

```
BEGIN
```

```
SET @sql = 'TRUNCATE TABLE ' + @name
```

```
PRINT('Truncated Table ' + @name)
```

```
EXEC(@sql)
```

```
FETCH NEXT FROM db_cursor INTO @name
```

```
END
```

```
CLOSE db_cursor
```

```
DEALLOCATE db_cursor
```

```
Delete from ConversionConfig where OptionName = 'LiveMergeSuccess'
```

|    |                                                                                                                                                                                                                                                                                                                       |  |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 8  | <b>Run FrontEnd Script</b><br>Run the FrontEnd script on the restored Work database. Ensure that the script runs successfully.                                                                                                                                                                                        |  |
| 9  | <b>Set Monitoring Status to Inactive</b><br>Before inserting the data in Manitou, set all account Monitoring Status in the Work database to inactive using the script below. This will help avoid issues during the conversion.<br><pre> use [Customer]\Work  update m  set m.commstate = 0  from monitoring m </pre> |  |
| 10 | <b>Run BackEnd Script</b><br>Run the BackEnd script on the restored Work database. Ensure that the script runs successfully. NOTE: If you receive a 'Primary_Key' error, rerun the FrontEnd then rerun the BackEnd to resolve the issue.                                                                              |  |
| 11 | <b>Run Extra Scripts</b><br>Run any extra scripts that are associated with the conversion.                                                                                                                                                                                                                            |  |
| 12 | <b>Call Customer – Before Restarting Services</b><br>Call the customer and let them know that services are about to be restarted. Ensure that all operators are at a good point that they can stop and log out of Manitou.                                                                                            |  |
| 13 | <b>Stop and Start Services</b><br>In the Manitou System Manager, stop services. First, stop active FEPs, then right-click on the Broker and select 'Stop All'. Once all services have stopped, right-click on the Broker again and select 'Start All'.                                                                |  |
| 14 | <b>Check with Customer – Can Operators Login?</b><br>Check with the customer to ensure that all operators are able to log in and that no data from before the conversion has been lost.                                                                                                                               |  |
| 15 | <b>Start FEP(s)</b><br>Start all active FEP(s).                                                                                                                                                                                                                                                                       |  |
| 16 | <b>Check with Customer – Are Signals Coming In?</b><br>Verify with the customer that FEPs are active and new signals are coming in. This can also be verified in the FEP Commander.                                                                                                                                   |  |

|    |                                                                                                                                                                                                                                                                                                                                                            |  |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 17 | <p><b>Update Monitoring Status to Active</b></p> <p>With signals arriving without error, update all converted accounts Monitoring to active using the script below in the Manitou database. Make sure they are ready and want to do this.</p> <pre> use Manitou  update m  set m.commstate = 1  from monitoring m  where ccreate = [Live-Merge Date]</pre> |  |
| 18 | <p><b>Check with Customer – Verification of Systems</b></p> <p>Allow the customer to take a few minutes to make sure all systems are functioning and operators are able to perform duties.</p>                                                                                                                                                             |  |
| 19 | <p><b>Allow Customer to Resume Normal Activity</b></p> <p>Wait 30 minutes – 1 hour to allow the customer to perform normal duties. During this time any discovered issues by the customer should be reported back to BOLD prior to rebuilding replication.</p>                                                                                             |  |
| 20 | <p><b>Restore Replication</b></p> <p>In DB Manager, restore replication to the correct primary server. Wait for all processes to complete and replication to fully restore.</p>                                                                                                                                                                            |  |
| 21 | <p><b>Drop Work and Source Databases</b></p> <p>Drop both the work and source databases from the primary server.</p>                                                                                                                                                                                                                                       |  |
| 22 | <p><b>Send Project Completion</b></p> <p>Send the customer the completed Bold Group Project Completion document and Project Completion Review Meeting Invite.</p>                                                                                                                                                                                          |  |
| 23 | <p><b>Call Customer – End of Day Check-In</b></p> <p>Call customer at the end of the day to verify everything is running smoothly and there are no data gaps.</p>                                                                                                                                                                                          |  |

SET