

SOP 6: Cumulative Database (KM_E Creation)

Version 1.0

Revision History Log:

Previous Version #	Revision Date	Author	Changes Made	Reason for Change	New Version #
	November 2012	S. Hoekman, W. Johnson, B. Moynahan, C. Sergeant	Initial version		1.0

Summary

After certification of a KM_D submission, the CSV corrected observation file remains available in the staging area. Data in this file are loaded into the staging cumulative database, after deleting any previous submission for the subject year. Once that is done successfully, the staged updated submission content is propagated to the production database.

Loading is performed by an automated process. The input CSV file is examined before being loaded. The input KM_D file must meet mandatory criteria before any attempt is made to update the database with it. KM_E database content is solely based on certified KM_D data files. Certification of KM_D is inherited by KM_E, and the application automatically marks database content as certified.

All steps are performed by the Data Manager.

Detailed Steps

A. Data Manager Tasks

1. Before attempting to update the cumulative database, verify the year's certified KM_D corrected data file is still intact in the staging area. KM_E database updates can only come from certified staged KM_D files.
2. If the KM_D deliverable for the submission unit was marked sensitive in its Submission_Log entry:
 - a. Create a Submission_Log entry for this KM_E using the web tool, marking its status also as sensitive.
 - b. Update the annual deliverable tracking spreadsheet with the date of completion for KM_E.
 - c. Propagate only the tracking spreadsheet to production.
 - d. The process is complete – no data are actually added to the database.
3. Otherwise use web application http://165.83.57.239/KM_DM_create_KM_E.aspx on the management site to create and validate the KM_E.
 - a. Indicate to the program which certified KM_D submission from the offered choices to use as the basis for the KM_E.

- b. The submission log entry will be automatically created and updated by the application as progress is made.
 - c. The KM_D components are revalidated
 - i. If a mandatory criterion is violated, the KM_E will not be created and the process ends.
 - ii. Failure suggests either undetected flaw in the predecessor KM_D or a KM_D that was altered after it received certification. The issue must be investigated and corrected before a KM_E can be created for the year.
 - d. If this submission unit has previously been stored in the database, then the new data will totally replace the older year submitted
 - i. The web application will only erase/replace the earlier data if the operator confirms this with the “overwrite” button on the screen.
 - ii. Should loading of the new data fail later in the process, any erased prior data will remain erased. Remedial action, such as correcting the underlying KM_D, will be needed to repopulate the submission unit (i.e., year).
 - e. Once the tasks performed by the application complete, their results are automatically documented in a findings file stored in the same folder as the underlying staged KM_D data file.
 - f. When complete, the web application updates the submission status.
 - i. If it is not Certified, check the screen or the findings file to determine the nature of the problem, correct the issue, and resubmit.
4. Using SQL Server management studio, update the production database rows and submission log entry for the submission unit from the staging server.
- a. Connect to the staging server.
 - b. Be sure the production server is accessible as a “linked server”.
 - c. Delete from the production server WHERE YEAR=yyyy.
 - d. INSERT INTO production.table SELECT * from staging.table WHERE YEAR=yyyy.
 - e. Select some data from the production table to verify it has been populated.
5. Update the annual deliverable tracking spreadsheet with the date of completion for KM_E and propagate it to production.
6. Update the scope of the formal metadata so it includes the new date range and propagate it to production.