1. Monitoring of In-Housed Production Databases

Monitor the existence of the in-house production databases in the production server.

Office or Division: Database Management Division

Classification:

- Simple

Type of Transaction:

- G2G - Government to Government

Who may avail:

- Various City Departments and Offices

CHECKLIST OF REQUIREMENTS:

1. Database Checklist Form

2. Console to execute the process

WHERE TO SECURE: ITDD Database Management Division

STEPS	APPLICANT / CLIENT	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1. Runs the database server file monitoring script on the SQL production server as part of the operational procedure.	None	1 Hour	ITDD-DMD Database Maintenance & Monitoring Section Chief
		2. Processes the output report of the script into an excel format, presenting active databases			
		3. Provides a digital copy of the report to the immediate supervisor for review.			
		4. Safely preserves the report in accordance with the Department's compliance requirements			
		5. Updates the DB Monitoring Checklist			
		TOTAL		1 Hour	
END OF TRANSACTION					