

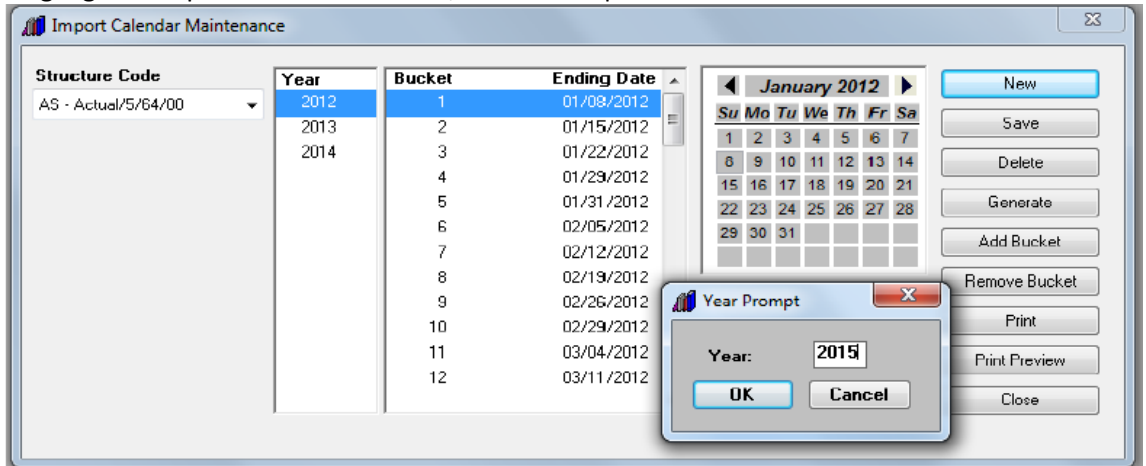
STRATUM/DATATRACKER DATABASE

YEARLY MAINTENANCE STEPS

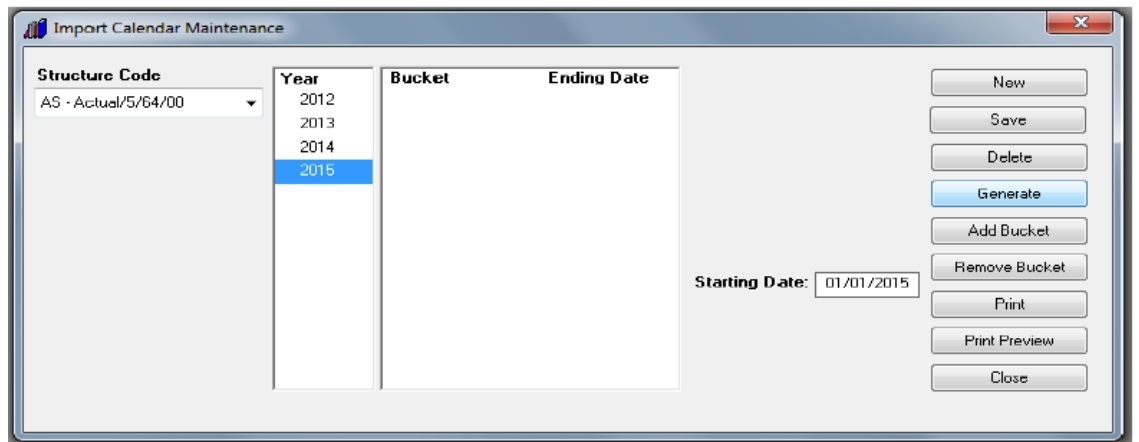
*****IMPORTANT NOTE: Before starting make sure to have backup of calendar tables . . .
DTVBX, DTVG, DTVS, DTVSCUR and DTVSI.**

I. VERIFY NEW YEAR IS DEFINED FOR – IMPORT CALENDAR

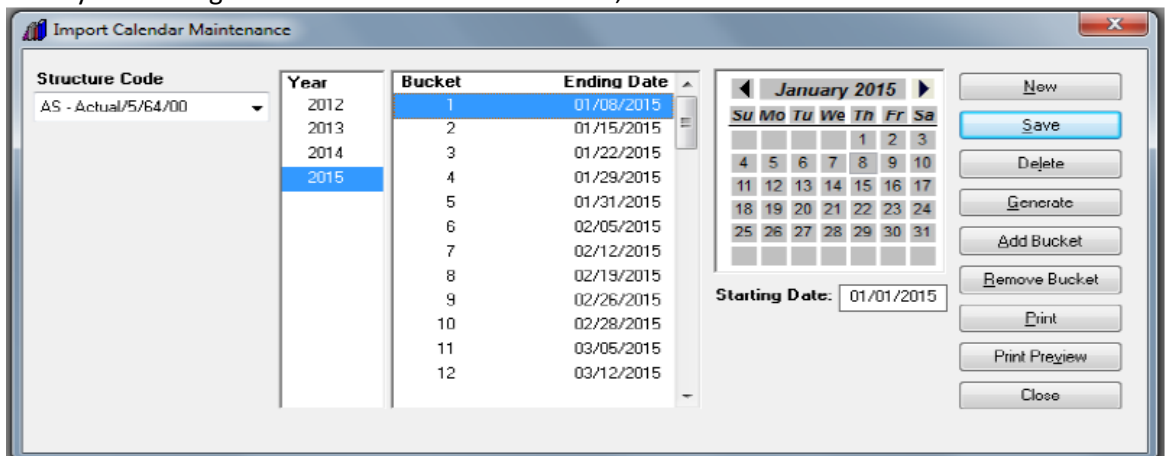
- 1) In Stratum.Planner Administration Component, select Utilities and Import Calendar
- 2) In Import Calendar . . .
 - a) Highlight the specific Structure Code, select New | Enter New Year and select OK.



- b) Enter the Start date for the New Year in Start Date and select Generate button.

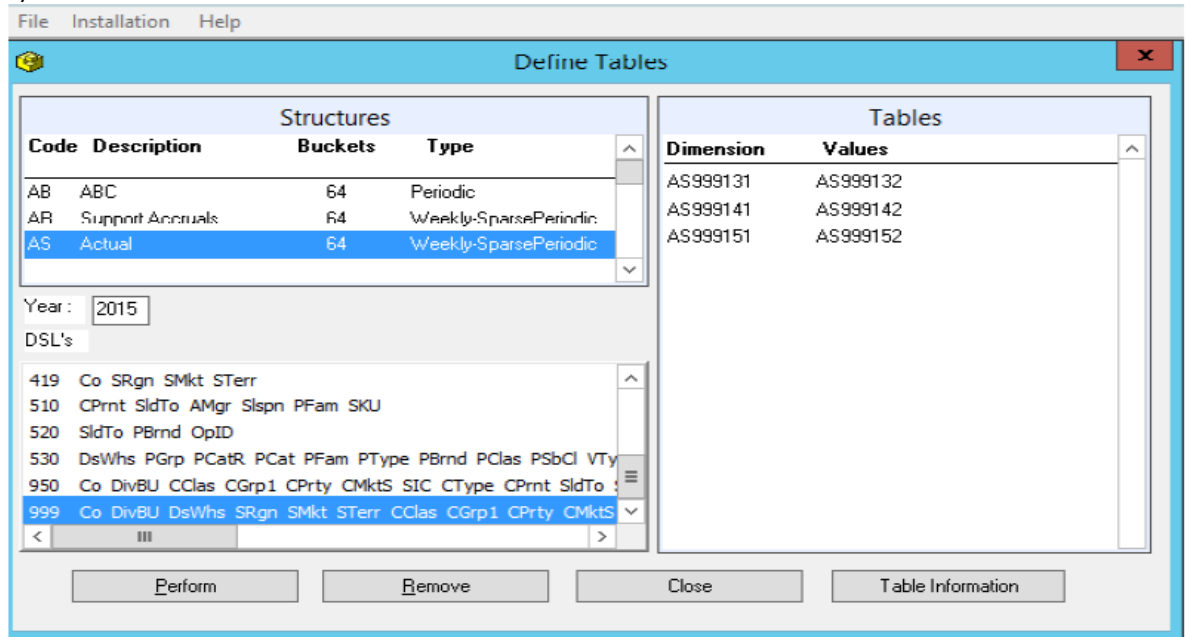


- c) Verify the ending date from each bucket is correct, select Save and then Close.



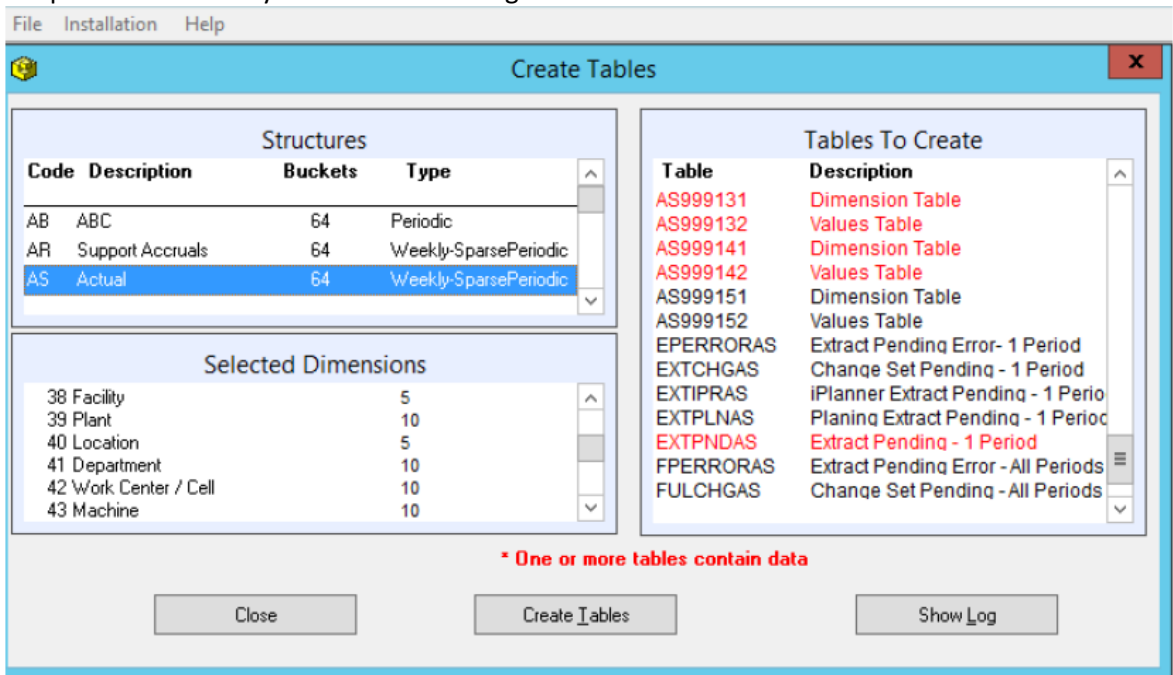
II. VERIFY NEW YEAR IS DEFINED/CREATED FOR TABLES IN STRUCTURE CODE

- 1) In Stratum.Planner Database Install component, select Installation and Define Tables
- 2) In Define Tables . . .
 - a) Highlight the specific Structure Code.
 - b) Verify/Enter New Year in Year Box.
 - c) Highlight the DSLs.
 - d) Select Perform button. Then select Close.



- 3) In Stratum.Planner Database Install component, select Installation and Create Tables
- 4) In Create Tables . . .
 - a) Highlight the specific Structure Code.
 - b) Select Create tables.

*Important Note: Only tables in black will get created or recreated. All tables in red will remain as is.



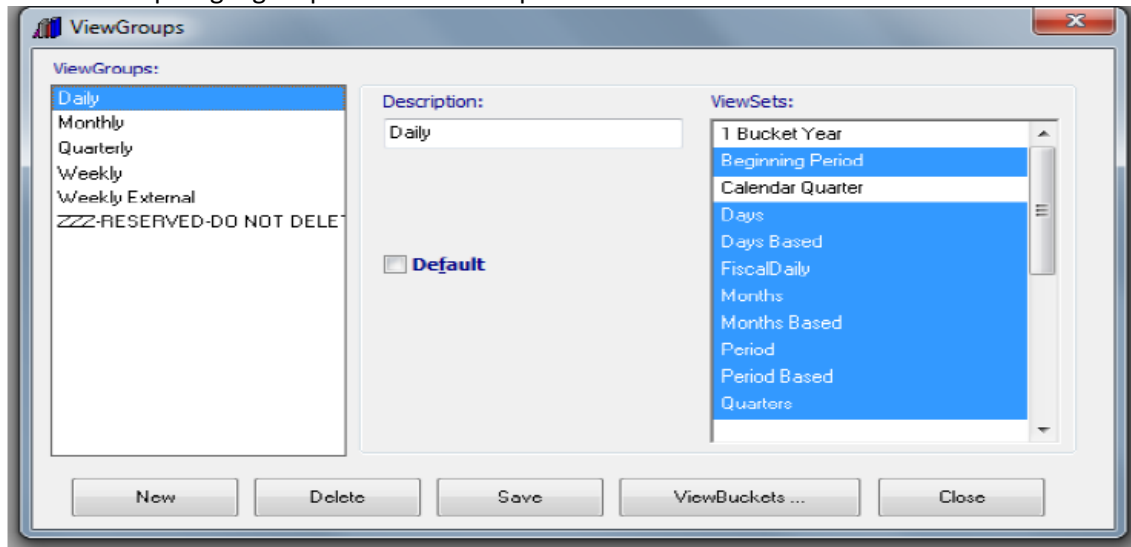
III. VERIFY NEW YEAR IS DEFINED FOR – VIEW SET.

- 1) In Stratum.Planner Administration Component, select DataViews and select ViewSets
- 2) In ViewSets . . .
 - a) Highlight the Year ViewSet and select View Items
 - b) Scroll to the last year and select Add button
 - c) Enter year in Short and Long description
 - d) Select Close and Save button

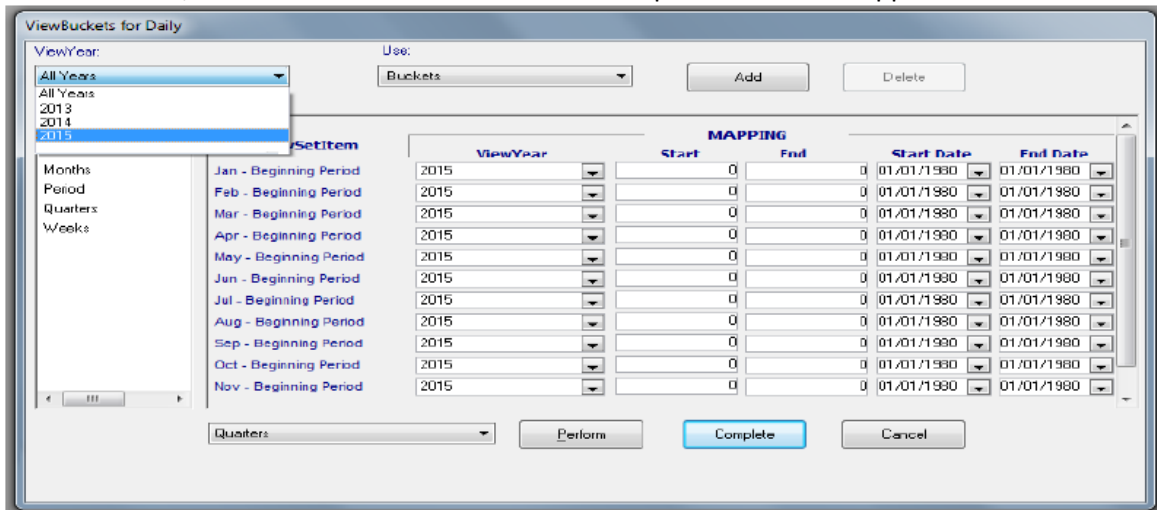
The screenshot shows a software interface window titled "ViewSetItems For 'Year'". At the top left, there is a dropdown menu set to "Single Clone" and a "Perform" button. Below this is a list box containing the years "2013" and "2014", with "2014" highlighted in blue. To the right of the list box is a form area with three input fields: "Short Description:" containing "2015", "Long Description:" containing "2015", and "Year:" containing "2015". At the bottom of the window, there are five buttons: "Add", "Insert", "Remove", "Clear All", and "Close".

IV. VERIFY NEW YEAR IS DEFINED FOR – VIEW GROUP/VIEW BUCKET.

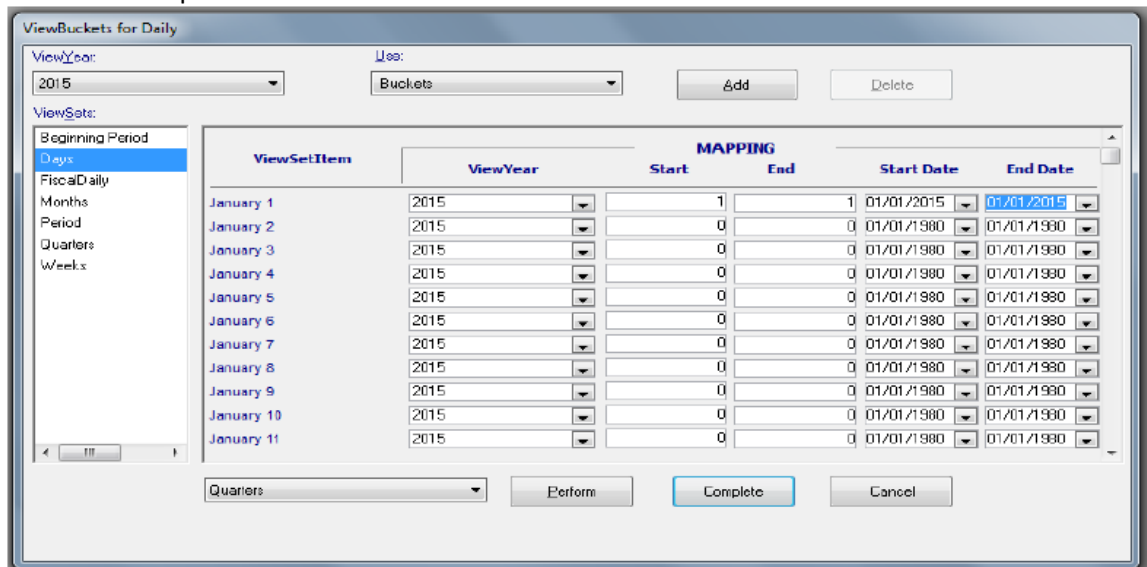
- 1) In Stratum.Planner Administration Component, select DataViews and select ViewGroups.
- 2) In ViewGroups highlight specific View Group and select View Buckets.



- 3) In ViewBucket, select New Year from View Year in dropdown list in the upper left corner



- 4) Map each View Set individual ViewSet Items with correct start/end bucket and start/end dates. Then select Complete and Save.

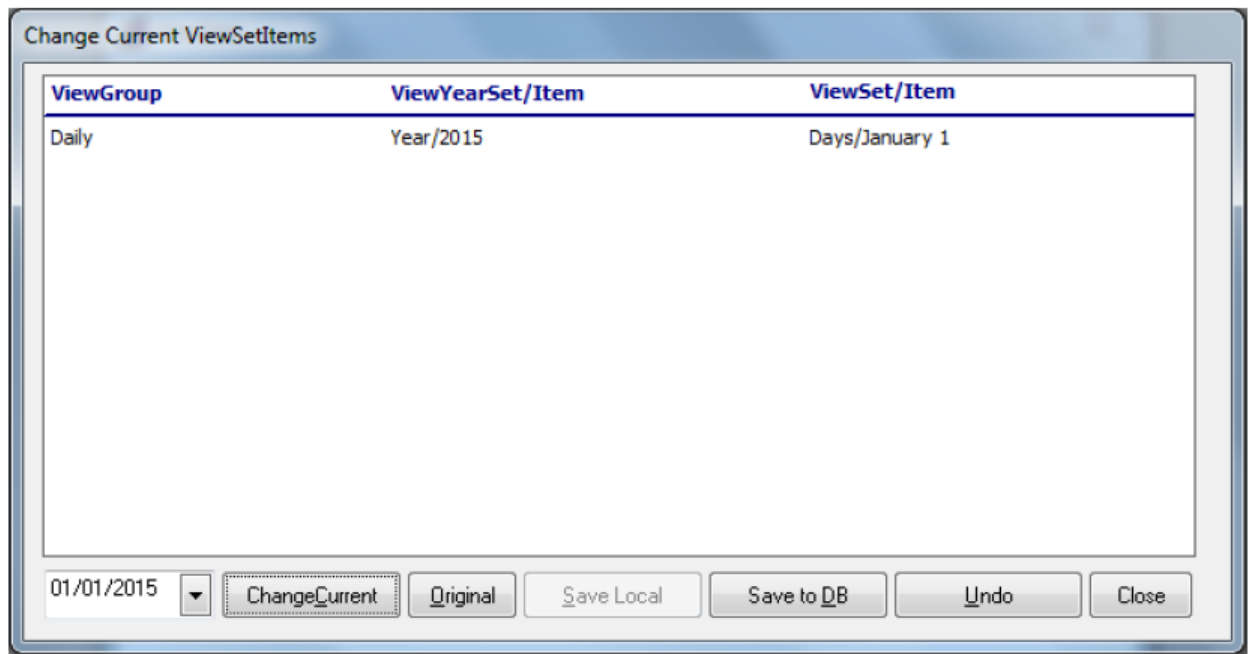


V. VERIFY NEW YEAR IS DEFINED AS THE CURRENT YEAR FOR ALL VIEWSETS

- 1) You can set current date with the nightly automation process that runs Set current commands.
 - a) On iSeries server, the command is UPDCURPER
 - b) On Windows server, the command is GIUPDPER

OR

- 2) You can set current date manually.
 - a) In Stratum.Planner Administration Component, select DataViews and select ViewSets
 - b) In ViewSets, select Set Current.
 - c) In Set Current . . .
 - Select ChangeCurrent Button,
 - Verify/enter current date for New Year
 - Select Change
 - Select Save to Db



***IMPORTANT NOTE:

If your implementation has Stratum.Viewer, you must also setup new year maintenance for Stratum.Viewer. Here's link for Stratum.Viewer new year maintenance.

<https://silvon.Stratum Viewer Database Yearly Maintenance Steps>