



## ECTU Central Office WPD ECTU\_IT\_W1: Database Archiving

<b>WPD number:</b>	ECTU_IT_W1
<b>Version number:</b>	1
<b>Effective date:</b>	10 <sup>th</sup> June 2016

<b>Signature</b>	<b>Date</b>
Signature on file Author: David Buchanan, Senior IT Programmer	6 <sup>th</sup> June 2016
Signature on file Reviewed By: Garry Milne, Senior IT Programmer	6 <sup>th</sup> June 2016
Signature on file Reviewed By: Ronnie Harkess, Senior IT Programmer	6 <sup>th</sup> June 2016
Signature on file Approved By: Allan Walker, IT and Systems Manager	6 <sup>th</sup> June 2016

## 1. INTRODUCTION

This WPD relates to the SOP ECTU\_SOP\_IT\_13 Database Archiving v2.0 and gives instructions on how to archive a study or non-study related database.

## 2. INSTRUCTIONS

**2.1** Review the user access to the database. Add all individual users that do not require access to the “denydatareader” group. Note the accounts should be left in the database. The IT accounts should be left as DBO.

**2.2** Send a request to information services requesting that the database be made read only. Requests can be made through email: IS.Helpline@ed.ac.uk or through UniDesk self-service: <https://ed.unidesk.ac.uk/>.

### **Example Request:**

Dear IS

Please set the following database as read only.

**Server:** myServerName (e.g. igmm-store.igmm.ed.ac.uk)

**Database:** myDatabaseName

**Reason:** The project has completed and there is no longer any requirement for data entry.

Best wishes

ECTU Trial Programmer [Programmer Name]

## 3. REFERENCES

CTU Central Office SOP ECTU\_IT\_13 Database Archiving v2.0

Version Number:	Effective Date:	Reason(s) for change(s):
1	21-Oct-2015	New document
2	10 <sup>th</sup> June 2016	Version 1 incorrectly named. Name changed to comply with ECTU_SOP_OP_01