

Public Query Development Guidelines

1. Acquire new project ID number from Access Database
Insert Access process ID in ARTS, also insert ARTS # in Access DB
2. Create project folder in
P:\sadmin\Software_Development\Process Inventory
Utilize naming conventions outlined in Fresno Adapted Naming Standards.doc
3. Write specifications/user guide utilizing the Job_ID_UserGuide.doc and save it to the project folder. Be sure to identify where in the Report Portfolio the query is to appear
4. Develop the query in the DVL database instance and test the Query in one of the other development instances. TRN is a good database to utilize for a production like environment.
5. Create Application Designer project in development instance and insert the query into the project. Make sure to follow the campus standard when naming the project. Make sure property sheet and comments are completed for project and all associated objects
6. Copy the project to a file in Application Designer where the destination directory is the is the project folder.
7. Fill in appropriate cells of the Query Checklist and save it to project folder. The template for this spreadsheet is named Query_Checklist.xls
8. Send email message to change control (Brad/Joe) requesting the project to be migrated. The message should state the name of the project.
9. Change control will copy the query to PRD and RPT. The Query Checklist will be updated to reflect that the project has been migrated.
10. Change control confirms that the records referenced by the query are already included in the production query access group.
11. Change Control emails Gary Hensley and copies developer a message requesting security and Portfolio updates.
12. Gary makes security and portfolio changes and email confirmation to change control
13. Change control emails completion confirmation to project initiator.
14. Developer confirms that query has indeed been migrated successfully.
15. Developer updates both the access database and ARTS with project completed information.
16. Developer conveys project completion to end user