



Cache DBA Checklist

Cornerstone Data Systems, Inc.

Your data is your business's most valuable asset. So give your databases the care and attention they deserve while still minimizing cost, and reducing the workload of your IT staff. The numerous benefits of remote database administration are all within reach.

So don't get left behind. Get in touch with Cornerstone today. Our consultants can answer any questions you may have about our process, and we'd be happy to discuss a customized remote DBA solution for your company based on your particular needs, IT infrastructure, and budget.

WHY COMPANIES CHOOSE US?

- We provide a personalized experience
- Thought & strategic leadership is included for all our clients
- Flexible arrangements working on-site or remote
- Boutique services, so that you don't pay for services you don't need
- One-on-one support & training for your staff
- We provide you with expert-level resources with real world experience

Daily Checklist

Checks

- Epic Admin Scripts logs /epic//logs, check for error messages
- Integrity Checks on CACHE.DAT files This can be ran as a daily script
- Monitor System Pulse This should be performed multiple times a day specifically checking for RedAlert warnings
- Database Free space Ensure available space
- Backup Logs Confirm the nightly backup completed successfully

Monthly Checklist

Checks

- Backups Confirm backup storage is being reused correctly. The most recent backup should be available for system restore. Also confirm that weekly backups are successful, CACHE.DAT, Installation and Journal files
- Plan CACHE.DAT growth Using RedAlert data, expand datasets to allow at least 1 month of growth

Quarterly Checklist

Checks

- Validate Backups Perform a restore of the production backup to a non-production environment
- Validate Journal Files Confirm journal files are available. Perform a restore using the production journal files to non-production environment.
- SU Updates Perform Special Updates (SU). Apply to non-production environments for testing and validation. Apply to production after validation has been completed.
- Documentation Review documentation provided by Epic of enhancements and best practices.
- Trending Perform trending analysis. System Pulse and RedAlert are very helpful in discovering patterns.
- System Pulse/RedAlert Check the warning thresholds and adjust for your environment.
- Purge Application Interface logs Verify the application interface logs are being purged correctly.

Note: These checks listed above are items that should be checked Daily/Monthly/Quarterly but are not all the checks that might need to be performed. As always, check with your TC for approval before making any significant changes to the environment.