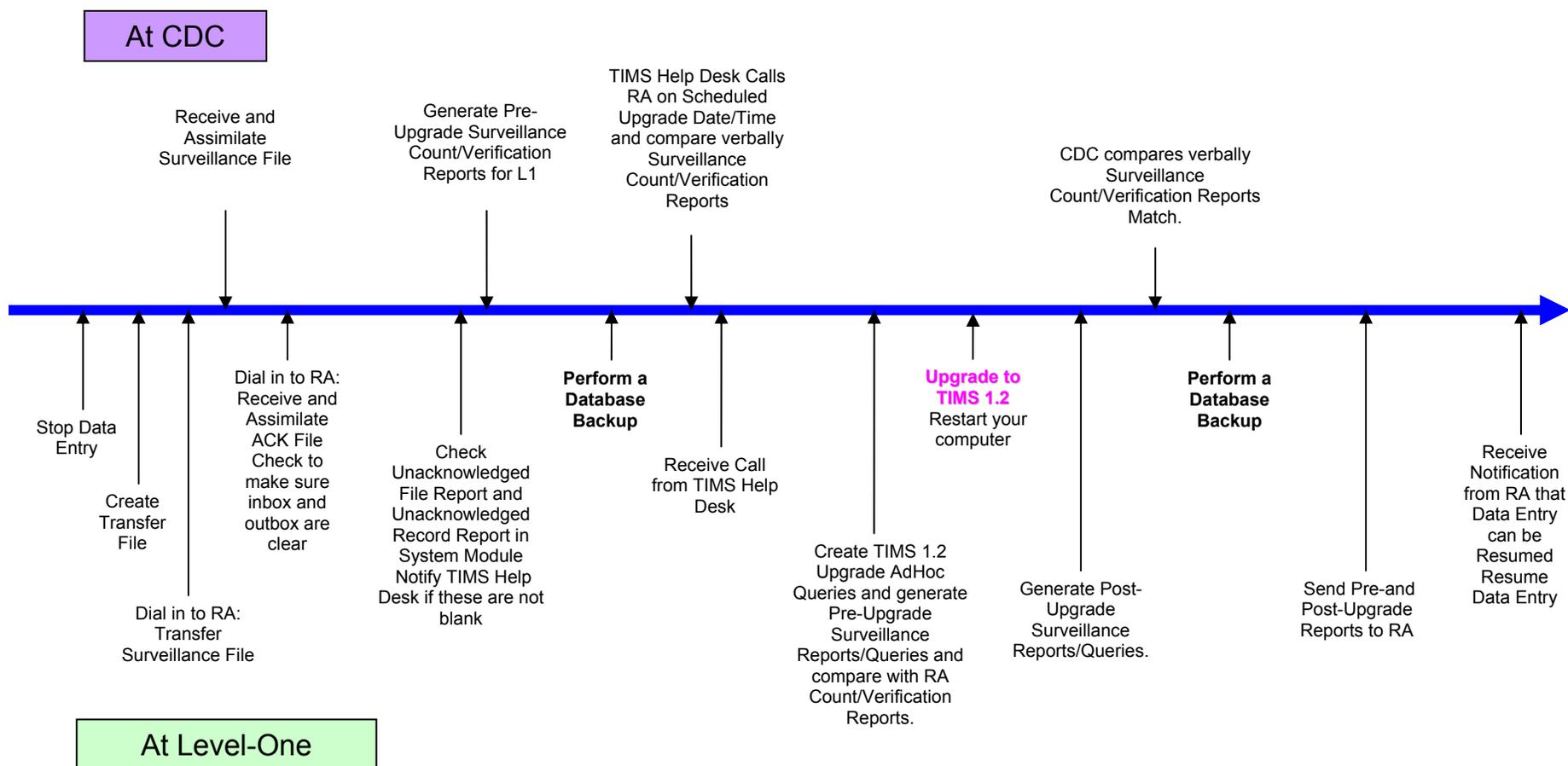


TIMS 1.2 Upgrade Process Timeline — Level-One Sites



**Checklist of TIMS 1.2 Upgrade Procedures
For Level One Sites**

Before you begin:

- _____ 1. Make sure you have a scheduled appointment with the TIMS Help Desk (404-639-8155). **Appointment Date/time:** _____.
- _____ 2. Make sure your local technical support staff is available for assistance.
- a. If you are upgrading TIMS in a LAN configuration, make sure you or your network administrator know the network location where the Sybase and TIMS application components will be placed
- Sybase location** _____
- TIMS application location** _____
- b. Also, ensure all workstations are mapped to those directories and you have proper read/write authority to them (see installation guide for details).
- _____ 3. Stop All TIMS Data Entry
- _____ 4. Clear Inbox and Outbox:
- a. Prepare a final transfer file and send to the RA.
- b. Dial in to the RA to pick up ACK file; assimilate ACK file
- c. Attempt to prepare another transfer file (make sure there is no data to transfer)
- d. Check inbox and outbox again to make sure they are empty.
- e. Check Unacknowledged Transfer File Report and Unacknowledged Transfer Record Report in System Module.
- f. Notify TIMS Help Desk if these are not blank.
- _____ 5. **Perform a Database Backup**

**Checklist of TIMS 1.2 Upgrade Procedures
For Level One Sites**

Installation Procedures:

- _____ 6. The TIMS Help Desk will call you on your scheduled appointment date/time and verbally compare the Surveillance Count/Verification Reports. They will walk you through the upgrade to TIMS 1.2.
- _____ 7. Create TIMS 1.2 upgrade frequency and ad hoc queries and generate Pre-Upgrade Surveillance Reports/Queries and compare with RA. These reports will each be run twice, once now and once after the upgrade. (step 9).
 - a. Case Verification Report (by month/year reported, no dates specified)
 - b. Counted Cases Report (by month/year counted, no dates specified)
 - c. Unknown Race Query – Before Ad Hoc Query
- _____ 8. Upgrade your TIMS. Click “Yes” when asked by the installation program if you want to restart your computer.

After the Upgrade:

- _____ 9. Generate Post-Upgrade Surveillance Reports and CDC compares with those run prior to upgrade (step 5).
 - a. Case Verification Report (by month/year reported, no dates specified)
 - b. Counted Cases Report (by month/year counted, no dates specified)
 - c. Unknown Race Query – After Ad Hoc Query
- _____ 10. **Perform a Database Backup**
- _____ 11. Refer to Post Installation Data Management section of TIMS 1.20 Data Management document.
- _____ 12. Receive Notification from RA that Data Entry can be Resumed
- _____ 13. Resume data entry!