AFRS Outbound Interface SGN Server

<u>Overview</u>

To help assist agencies with getting outbound information, a new process has been created to give **agencies within the SGN** access to Statewide Titles and Agency Descriptor tables. Agencies will be able to query data and then create their own unique outbound interface jobs using this new server.

Once agencies create their new AFRS Outbound interface jobs we will request removal of current jobs in AFRS or Enterprise Reporting that agencies are using to gather this data.

<u>Getting Access to the SGN Server</u>

Access to the new database server is limited to **agencies within the SGN**.

Here are the steps required to access the new SQL database server:

1. Please set up an Active Directory group for your agency's domain and assign appropriate users to that group. Note: Agencies are responsible for managing users in their Active Directory group.

2. Once your agency has an Active Directory group for us to use, please send a ticket to the OFM Help Desk at: HereToHelp@ofm.wa.gov
    a. Subject: Enter "AFRS Outbound Interface SGN Server Setup".
    b. Body: Please indicate that you would like your agency's Active Directory group added to WaTech's Active Directory group U-S-eclient-U-OFM-Ext-TitlesAccess.
    c. Please ask the OFM Help Desk to assign the ticket to the EMO team.

3. Once your Active Directory group has been added to OFM's Active Directory group, you can access the database server via the DNS entry "AFRSOutbound.ofm.wa.gov".
4. Please use the "AFRSTitles" database to extract data.
5. To receive communications about outages or problems with the AFRS Outbound Interface SGN server process, please go to manage your subscriptions and select the subscription topic: "AFRS Outbound Interface SGN Server" located under Accounting (OFM)/Accounting Applications.

<u>Data Maintenance and process times</u>

There are important maintenance and process times that will help you with selecting the best time to extract the data for your business needs.

- This data receives near-real time updates throughout the day as they occur. Near-real-time updates can occur from users making changes directly in AFRS or from other automated processes that update AFRS.

July 1, 2020

- The data is completely refreshed Tuesday through Saturday mornings at 1:00 a.m. This refresh takes 15 minutes. It is recommended to avoid extracting data during this refresh period.
- The database server is patched monthly. Please use caution when extracting data during this patching window or try to avoid extraction during this time. (Note: Monthly patching can reboot server multiple times during the patching window.) The schedule is available at: https://ofm.wa.gov/it-systems/server-patching-schedule

For questions send an email to: HereToHelp@ofm.wa.gov and make sure to include AFRS Outbound Interface SGN Server in your subject line.

July 1, 2020