





Operation/Task:	Copying a SQL Database from Production to Test Environments and Anonymizing Names			Equipment:	Test Server(s)
Owner:	Vice President of Technology	Date Prepared:	02/12/20	Department:	IT
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

**Purpose:** As ENPOINTE Developers and support personnel work on customized client portals and databases for both new and existing clients, there is a need to evaluate/modify configurations as well as to test new/updated systems. With this need, ENPOINTE has found that those developing client portals will occasionally need to utilize existing client data for the systems they are working on.

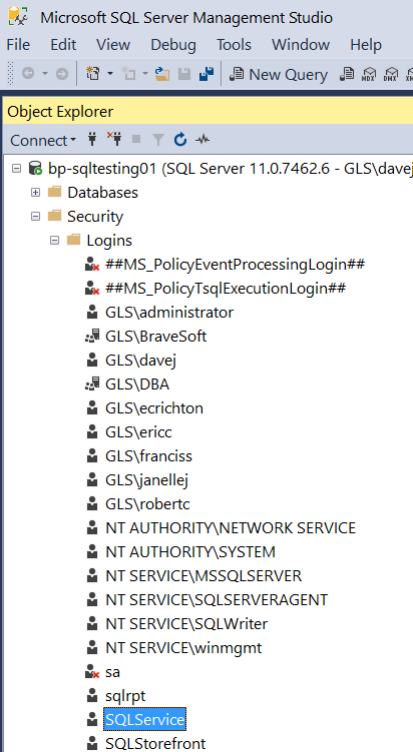
Each website that ENPOINTE builds is customized to the specific needs of a specific client, and the corresponding backend databases require similar client-specific customization. Thus, use of “almost production” data is necessary for use in test systems. The previous order data that must be validated to flow correctly thru a wide range of functions in updated test systems, yet proper segregation of duties requires that developers do not have complete access to production data.

ENPOINTE thus uses the base production client data in its test systems, but only after anonymizing the name fields in these databases.

Upon confirming with a client that test data needs to be pulled from existing order data, the Development Manager is authorized to restore data from a recent archive for that client, and then anonymize the name fields within the data so it can be used for testing. To more securely facilitate these needs and monitor usage, ENPOINTE has established the following Standard Operating Procedure.

**This SOP/work instruction describes the process of Copying a SQL Database from Prod to Test Environment and Anonymizing Names.**

Step #	Alerts	Step Description - “What to Do”	“How to Do it”	“Why to Do it”
1		Copy/restore database to test environment (currently BP-SQLTesting01)	Refer to the TrackIt or the developer's deployment instructions.  Note: there are times when the developer will want to get a copy of the MDF file, and other times where they want a restore from backup.	To make sure you are copying or restoring the correct database from the correct source.

2		Check database permissions	<p>Use the latest version of SQL Server Management Studio to verify the permissions at the <b>SERVER</b> level (not the database level) for the following account mappings:</p> <ul style="list-style-type: none"><li>SQLStorefront – dbo</li><li>SQL Service – dbo</li><li>SQLRpt – read-only</li></ul>  <p>The screenshot shows the Microsoft SQL Server Management Studio interface. The 'Object Explorer' pane on the left is expanded to show the 'Logins' folder under the 'Security' folder. The 'SQLService' login is highlighted in blue. The 'Logins' folder contains several other logins, including '##MS_PolicyEventProcessingLogin##', '##MS_PolicyTsqlExecutionLogin##', 'GLS\administrator', 'GLS\BraveSoft', 'GLS\davej', 'GLS\DBA', 'GLS\ecrichton', 'GLS\ericc', 'GLS\franciss', 'GLS\janellej', 'GLS\robertc', 'NT AUTHORITY\NETWORK SERVICE', 'NT AUTHORITY\SYSTEM', 'NT SERVICE\MSSQLSERVER', 'NT SERVICE\SQLSERVERAGENT', 'NT SERVICE\SQLWriter', 'NT SERVICE\winmgmt', 'sa', 'sqlrpt', 'SQLService', and 'SQLStorefront'.</p>	This will replicate the production permissions.
3		Run the Pageflex Storefront Name Anonymizer tool on the restored copy of the database.	<p>See instructions in <b>Appendix A</b> below</p>	This will obfuscate the name information associated with the individual records in the test environment. Per CCPA and associated laws, this will secure individual user/customer data.

Notes:

<b>Revision History</b>	<b>Description of Changes</b>	<b>Requested by</b>	<b>Date</b>
Rev 1	Initial version	Dave Johnson	02/12/20
Rev 2	Spellcheck and minor editing	Frank Powell	02/17/20
Rev 3	Changed gray header owner and date information	Cristi Oakvik	04/14/20
Rev 4	Updated gray header bar, changed GLS references to ENPOINTE throughout document	Cristi Oakvik	03/10/21
Rev 5	Changed owner to Director of Business and Custom Applications	Mike Starrett	4/28/23
Rev 6	Changed owner to Vice President of Technology and made some formatting changes.	Mike Starrett	11/4/24

Appendix A

Location of tool: <http://bp-intweb02/ENPOINTEData/DataMaintenance/AnonymoustheData>

Select site to update:

GLS Custom Data Maintenance

Home

Select Comfort Inventory

Email Automation

ReorderPoint Email

Compeer Ledger

Zip Codes

Transfer Template Item

Abbott

Anonymous the Tables

Click Anonymous the Tables

Screen shows spinner with working and updates the button text and shows a status message

GLS Custom Data Maintenance

Home

Select Comfort Inventory

Email Automation

ReorderPoint Email

Compeer Ledger

Zip Codes


Transfer Template Item

SJM

Submitting the request

Making things anonymous...

Version: 3.28.2019



When complete the screen looks like:

# GLS Custom Data Maintenance

[Home](#)[Select Comfort Inventory](#)[Email Automation](#)[ReorderPoint Email](#)[Compeer Ledger](#)[Zip Codes](#)[Transfer Template Item](#)

Successfully Anonymously'd the tables

Anonymous the Tables

Version: 3.28.2019

You can choose to update another site or just exit out

## Tables being updated:

AddressBookFieldValues

AccountFieldValues

OrderFieldValues

ShippingFieldValues

PaymentFieldValues

Printstream\_OrderRecipient

## Fields within tables being updated

PaymentFirstName

UserProfileFirstName

PaymentLastName

UserProfileLastName

ShippingFirstName

ShippingLastName

First\_Name

Last\_Name