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## **DBA / Apps DBA Activities**

Normally as DBA/Apps DBA, we need to perform the following activities:

- Installing and upgrading the Oracle server and application tools.
- Managing Multiple Instances like Development, Test, UAT and Production including RAC, Stand by Instances, Application Servers etc.
- Allocating system storage and planning future storage requirements for the database system.
- Creating primary database storage structures (table spaces) after application developers have designed an application.
- Creating primary objects (tables, views, indexes) once application developers have designed an application.
- Modifying the database structure mainly in customized programs, as necessary from information given by application developers.
- Enrolling users and maintaining system security.
- Ensuring compliance with our Oracle license agreement.
- Controlling and monitoring user access to the database.
- Monitoring and optimizing the performance of the database.
- Planning growth and changes (Capacity Planning).
- Manage sharing of the resources amongst applications Modules like Stores, RAW Materials etc.).
- Schedule jobs management and monitoring. (cron jobs etc.).
- Planning for backup (Hot, Cold and Logical) and recovery of database information.
- Maintaining archived data on tape.
- Backing up and restoring the database.
- Monitoring the OS Load and suggesting the system admin accordingly to tune the OS.
- Identifying the long running queries, high disk read queries and guides the application developer to tune the queries accordingly.
- Creating, configuring and maintains the Snapshot replication setup.
- Cloning the Database whenever we required.
- Maintaining confidentiality of the company's information.
- Contacting Oracle Corporation for technical support.
- Maintaining any third party application which is integrated with Oracle system
- Cloning of Oracle applications.
- Patching – family packs/mini packs/maintenance packs etc.
- Co-ordination with the Technical and Functional teams for Patching related activities.
- Admin utilities like maintaining invalid objects,(compiling apps schema).
- Special care in patching India Localization Patches.

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- Co-ordination with Oracle via Metalink for resolutions of issues.
- Extracting required information from database using sql/toad for uploading requirements to metalink.
- Printer Management.
- Monitoring OS related parameters like Memory Usage ,CPU Usage ,inactive jobs.
- Maintaining the documents of System Study, Uptime, Patching Records.
- Implementing Best Practices like Index Rebuilding, Analyzing tables etc for better performance.
- Maintain the Customized programs backups.
- Monitor Workflow related services.
- Monitor Notification Mailer Working.
- Monitor Concurrent Programs/Managers Status.
- Work on the Sysadmin (Oracle Apps) programs for creating users/responsibilities/printer/profile options.
- Changing the Oracle Apps Passwords.
- Password for front end user/unix users.
- Interaction with Team Lead / Project Managers regularly to maintain the health of the total project and working on the activities plan, roaster plan etc.
- Responsible for any table space alteration and dropping of tables.
- Responsible in data files creation and Cold backups.
- Responsible for any changes in Backup scripts.
- Responsible for password changes to SYSTEM and other users.

