

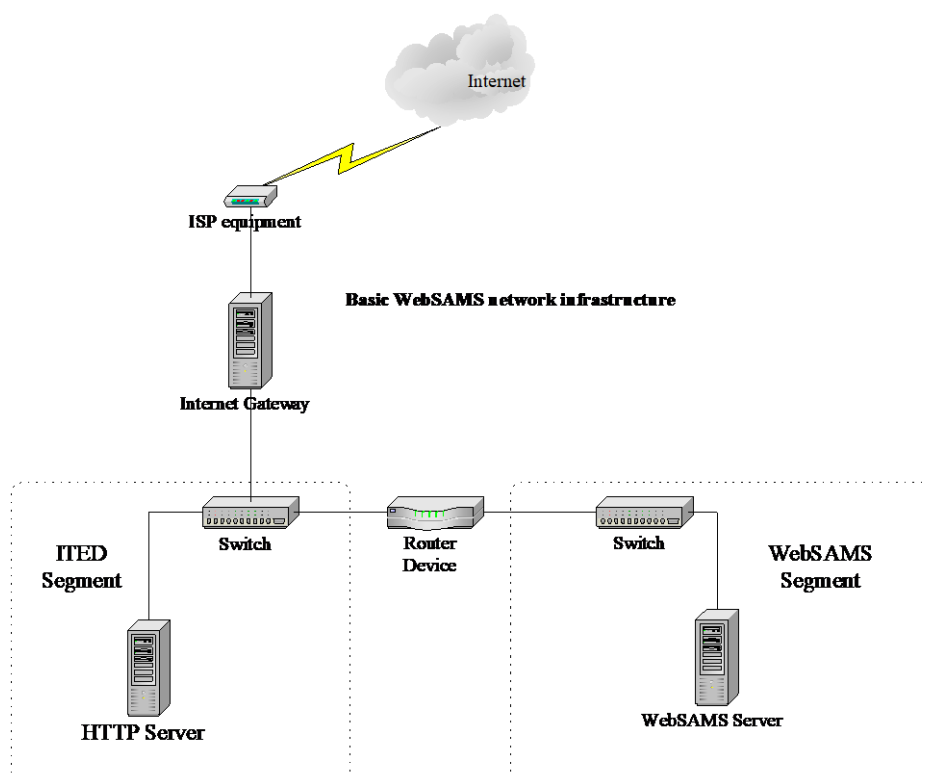
Kick-Start Guideline for WebSAMS Implementation

Overview for WebSAMS Implementation

There are 2 basic pre-requisites for WebSAMS implementation – namely “Network Infrastructure” as well as “Hardware and Software”. The followings describe the minimum requirements on these 2 areas.

1. Network Infrastructure

The basic WebSAMS network infrastructure comprises 2 distinct network segments (ITED and WebSAMS) connected together through a router device. The Internet connectivity is being linked to the ITED segment through an Internet gateway device (e.g. Router, firewall, or proxy). Please refer to the diagram below for this basic setup.



Internet connection

- The school must subscribe a broadband Internet (or equivalent) service from an Internet Services Provider (ISP). The service package should include the domain name (URL



name of WebSAMS sever - *E.g.: websams.schabc.edu.hk for ABC School*) registration so that the intended WebSAMS service can be accessible through Internet.

- The Internet gateway (e.g., router, firewall, and proxy) must be able to perform Network Address Translation (NAT) and IP packet filtering functions.

WebSAMS and ITED Network Segments

- A **hardware** router device must be used to connect both the WebSAMS and ITED segments. Routing function that is being configured by general operating systems (e.g. Linux, Microsoft Windows platform) is not recommended.

2. Hardware and Software

The school is required to allocate 1 server and 1 workstation to function as the WebSAMS server and the HTTP server respectively. The minimum hardware requirements for the server and the workstation are:

WebSAMS Server (located in the WebSAMS Segment)

- Intel Quad-Core Xeon E5 (3.0 GHz) or above
- At least 16 GB RAM
- At least 800 GB SAS (Serial Attached SCSI) RAID-5 Hard drives
- Dual Gigabit Ethernet network adapters supported by MS Windows 2012 R2
- DVD writer

HTTP Server (located in the ITED Segment)

- Intel Pentium P IV 1.4 GHz or above
- At least 512 MB RAM
- At least 20 GB Hard disk
- 10/100 Ethernet network adapter supported by SUSE Linux Enterprise 11

If **new server and workstation** are to be purchased, please refer to “Document 20 - Specification of WebSAMS Hardware & Software for New School” for recommended configurations.

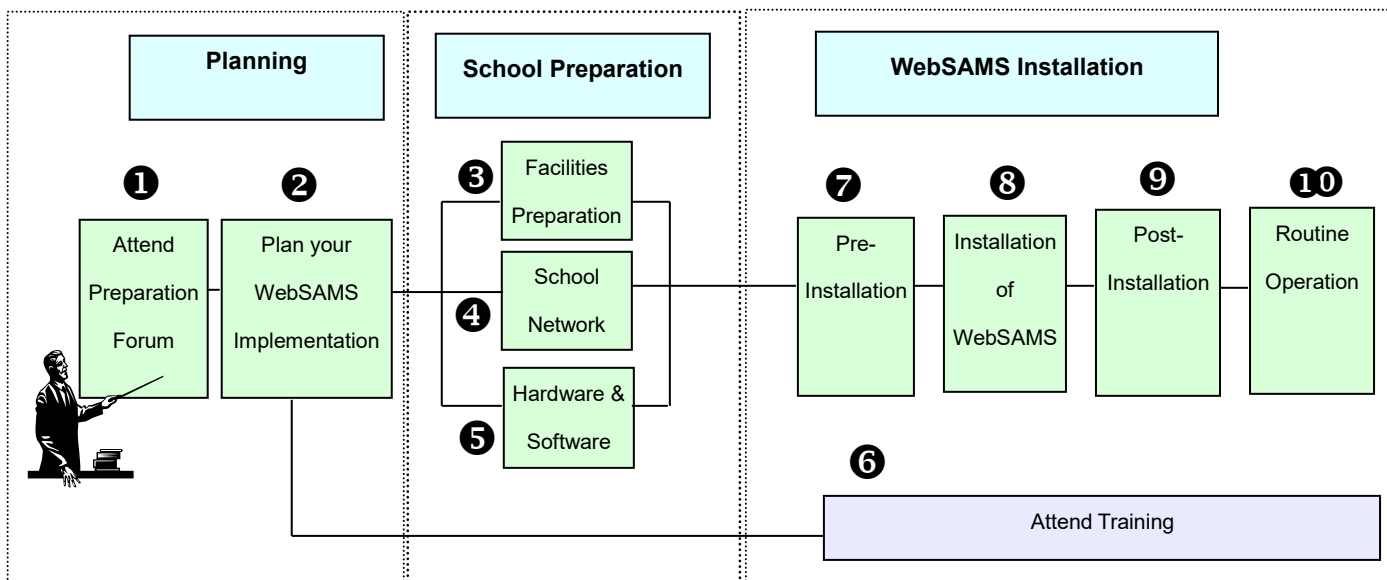
During the installation of the WebSAMS and HTTP servers, the vendor is required to follow the guidelines as stipulated in the following web site:

<https://cdr.websams.edb.gov.hk/系統保安及系統事宜/>



Action List for WebSAMS Implementation

The following action list provides a step-by-step guideline to implement WebSAMS for new school. Please refer to the diagram below for the corresponding stages. Should you encounter any difficulty and query, please contact EDB for assistance at 3125 8510.



Please check ✓ the completed items

Step	Major Actions	Done	Completion Time	Doc. Ref. # <i>(Please refer to "Document Reference List" in the following section for full description)</i>
1	Plan your WebSAMS Implementataton	<input type="checkbox"/>		Document 3
Note : Step 2, 3 and 4 are for schools that do not have the required hardware, software or network infrastructure				
2	Facilities Preparation		As early as possible	
	a) Ensure the server room is secure	<input type="checkbox"/>		Document 17
	b) Ensure sufficient rack space with adequate ventilation	<input type="checkbox"/>		Document 17
	c) Ensure sufficient and stable power supply	<input type="checkbox"/>		Document 17
3	School Network Preparation		As early as possible	
	a) Reserve private IP addresses for WebSAMS and HTTP server	<input type="checkbox"/>		Form 1
	b) Acquire the ISP service to:			
	i) deliver and install the broadband Internet services	<input type="checkbox"/>		
	ii) provide an Internet public IP address for the HTTP server	<input type="checkbox"/>		Form 1
	iii) apply for your WebSAMS URL and include it in DNS	<input type="checkbox"/>		Point 7 of Document 4
	iv) setup the NAT mapping <i>if the Internet gateway is provided by the ISP</i>	<input type="checkbox"/>		Point 6 of Document 4
	c) Procure the necessary network equipment (e.g. Router, switch,...etc)	<input type="checkbox"/>		Document 20



	d) Arrange installation of the network equipment and network integration based on the provided guideline	<input type="checkbox"/>		Document 24
4	Hardware & Software Preparation		As early as possible	
	a) Procure server hardware and software for: i) WebSAMS Server ii) HTTP server iii) WebSAMS workstations	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Document 20
	b) Arrange installation of the machine based on the provided guideline	<input type="checkbox"/>		Section 6, and 9.1 of Document 33
	c) Conduct the hardware installation acceptance test	<input type="checkbox"/>		Document 23
5	Attend Training	<input type="checkbox"/>		
6	Pre-Installation			
	a) Submit the "Information Required before WebSAMS Installation" form to EDB	<input type="checkbox"/>	As early as possible	Form 1
	b) Collect the WebSAMS installation kit and other WebSAMS rollout deliverables from EDB upon notification from EDB	<input type="checkbox"/>		Form 7 & Form 14
	c) Acquire installation service for WebSAMS	<input type="checkbox"/>		
	d) Complete and verify those pre-installation tasks <i>**** Important. Must be completed ****</i>	<input type="checkbox"/>		Document 4
	e) Confirm the WebSAMS installation date with your contractor	<input type="checkbox"/>		
7	Installation of WebSAMS			
	a) Arrange installation of WebSAMS based on the provided guideline	<input type="checkbox"/>		Installation Guidelines for WebSAMS 3.0
	b) Conduct the WebSAMS installation acceptance test	<input type="checkbox"/>		Form 5
8	Post-installation			
	a) Conduct post-installation tasks:		As soon as possible	Document 5
	i) Submit the WebSAMS installation acceptance form to EDB to commence WebSAMS support service	<input type="checkbox"/>		Form 5
	ii) Send the WebSAMS version number via CDS message to EDB.	<input type="checkbox"/>		
	iii) Change the WebSAMS account password	<input type="checkbox"/>		
	iv) Configure all WebSAMS workstations	<input type="checkbox"/>		
	v) Install Word Macro for all PCs that required the production of report files (.rpt) generated by EDIS.	<input type="checkbox"/>		
	vi) Assign WebSAMS initial access right	<input type="checkbox"/>		
9	Routine Operation Tasks			
	Perform routine operation tasks	<input type="checkbox"/>		Document 35



Document Reference List

Document ID Document Name

Document in WebSAMS Central Document Repository (<http://cdr.websams.edb.gov.hk>) 主頁 >
系統文件 > 系統保安及系統事宜 > 系統操作

Document 36 Rules for Configuration of WebSAMS Router and Internet Gateway

Documents in WebSAMS Central Document Repository (<http://cdr.websams.edb.gov.hk>) 主頁 >
系統文件 > 系統保安及系統事宜 > 系統操作

Form 1	Information Required Before WebSAMS Installation
Form 5	WebSAMS Installation Acceptance Form
Form 7	WebSAMS Rollout Deliverables to Schools
Form 11	WebSAMS Support Form
Form 14	WebSAMS Installation Kit on Loan Record Form
Document 3	Kick-Start Guideline for WebSAMS Implementation
Document 4	Pre-installation Reminders and Activities
Document 5	Post-installation Tasks of WebSAMS Implementation
Document 11	系統保安簡介
Document 12	Preparation Forum For WebSAMS Implementation Presentation
Document 17	Site Preparation Guideline for WebSAMS in School
Document 20	Specification of WebSAMS Hardware & Software For New School
Document 23	Sample of Hardware Equipment Acceptance Form For New School
Document 24	Network Integration Guideline For New School
Document 33	Installation Guidelines for WebSAMS 3.0
Document 35	WebSAMS System Operation Task List

Documents to be included in the WebSAMS Installation Kit

Form 9	WebSAMS Accounts Information
Document 31	WebSAMS Computer Operation Procedure Manual
Document 32	WebSAMS Application Operation Manual