

DISASTER RECOVERY GUIDE

CLOUD SERVICE FOR WEB-BASED SCHOOL ADMINISTRATION AND MANAGEMENT SYSTEM (WEBSAMS)

Version 5.0

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Background

This document is to support disaster recovery of the WebSAMS of schools when the production site (EDB contractor's data centre) of the Cloud Service for WebSAMS is in a disaster situation, and cannot resume service in a short period of time.

During disaster situation of the production site, school can restore the offsite backup data to the original WebSAMS server located in school campus (referred to as WebSAMS DR Server in this document). The WebSAMS DR server will then provide production service to school users during the disaster period.

Points to Note before Disaster

Recovery (DR)

- 1. This guide is prepared to cater for extreme situation only as in normal situation, the Cloud server could be resumed in a short period of time.
- By the design of the backup mechanism of the Cloud Service for WebSAMS, WebSAMS data backup files will remain encrypted in the same way throughout the DR procedures until school decrypts them in the WebSAMS DR Server.
- 3. By the design of the backup mechanism of the Cloud Service for WebSAMS, the latest backup is produced during the daily server maintenance and system backup hours before the event.
- 4. The WebSAMS DR Server should have installed the latest windows and antivirus updates.
- 5. The network infrastructure of the WebSAMS DR Server should be retained as recommended in "Kick-Start Guideline for WebSAMS Implementation".
- 6. Necessary passwords (as listed below) should be arranged by school before performing the DR procedures,
 - Windows Administrator account password of the WebSAMS DR server
 - Windows BitLocker encryption password of the WebSAMS Cloud Server
 - WebSAMS account **sysadmin** password
 - CDS School Key
- 7. Necessary passwords (as listed below) should be ready if school needs to preview report template during edit or directly connect the WebSAMS data via ODBC.
 - Windows account password of the Crystal Reports workstation (The Windows account should have Windows administrator rights)
 - The passwords of the following accounts for connecting the WebSAMS data via ODBC
 - genuser

- fmpuser
- stfuser

DR Procedures

Assume the Production Site has announced disaster status, and school decides to perform the DR procedures.

1 School acquire the data backup file

There are 2 ways to acquire the data backup file.

1.1 The school could download the data backup file from the Cloud Service Management page in WebSAMS before the disaster happens, Security Module → Cloud Service Management → WebSAMS Management → Download Database Backup

ownload database backup		Download	Download current databa
	da ta 2023041417325	7 0065 3.1.0.	/z 🗸
JBoss Debug Mode			

or,

1.2 Contact your School Liaison Officer (SLO) of the WebSAMS team to request for a data backup file. DVD(s) containing the data backup file provided by the cloud helpdesk will be prepared for the school to collect from EDB office.

(a) The data backup file name can be referred as below:

File Format	dataYYYYMMDDHHMMSS_{SUID}_{Build No}.7z
Example	data20230509031333_8401_3.1.6.7z

(b) However, if the data backup file is larger than 4.7GB (which exceeded the maximum capacity of a DVD), the data backup file will be split and zipped into multiple DVDs. The file format will be changed as follows :
dataYYYYMMDDHHMMSS_{SUID} {Build No}-DVD.7z.00x
Below is the example that the data backup file is split into 3 files.

Data20230509031333_0427_3.1.6-DVD.7z.001	9/5/2023 16:13	001 File	4,587,520 KB
Data20230509031333_0427_3.1.6-DVD.7z.002	9/5/2023 16:13	002 File	4,587,520 KB
Data20230509031333_0427_3.1.6-DVD.7z.003	9/5/2023 16:13	003 File	1,882,977 KB

2 Health check and housekeeping of the WebSAMS DR Server

If school requests data backup file through SLO, it normally takes 1-2 working days to prepare the DVD. Before data recovery, school can perform the following preparation work on their WebSAMS DR server:

- 2.1 Install latest Windows updates.
- 2.2 Install latest virus/malware definition, and perform a full scan on the server.
- 2.3 Make sure at least C drive and E drive have at least 60GB free disk space.

3 Uninstall SQL Anywhere 16 and SAP Crystal Server 2013

3.1 Download the DR Toolkit zip file from the following URL, and save it to E: drive on the WebSAMS DR server.

https://cdr.websams.edb.gov.hk/Files/cloud/Reference/CloudDRToolkit202305.7z

3.2 Extract the zip file under E: drive. After the extraction, three folders named SAPUpgrade, WebSAMS_SystemUpdate and dr_toolkit will be shown in E: drive of the WebSAMS DR Server.

Name	Date modified	Туре	Size
🐌 zulu_dist	30/1/2019 14:38	File folder	
👢 temp	17/9/2020 16:50	File folder	
👢 Java11_Upgrade	18/9/2020 10:08	File folder	
👢 Data	31/8/2021 18:21	File folder	
👢 dr_toolkit	24/3/2023 15:47	File folder	
👢 WebSAMS_SystemUpdate	24/3/2023 15:49	File folder	
👢 SAPUpgrade	17/4/2023 15:23	File folder	
Z CloudDRToolkit202305.7z	9/5/2023 14:41	7Z File	6,715,27

3.3 Inside the folder E:\SAPUpgrade, double click 01UninstallSAP.bat

📙 🕨 This PC 🕨 New Volume (E:) 🕨 SAPUpgrade	
Name	Date modified
🐌 3SapRASconfig20201127	24/3/2023 15:49
👢 SAP_Installer	24/3/2023 16:59
🐌 SAPUpgradeLog	3/4/2023 15:00
👢 Script	3/4/2023 10:41
👢 Sybase_Installer	24/3/2023 17:00
🚳 01UninstallSAP.bat	16/3/2023 17:11
🔍 02InstalISAP.bat	24/3/2023 17:10

3.4 Commands will prompt and show the progress of the uninstallation of the software.

6 4 .	Administrator: Windows PowerShell 📃 🗖 🗙	
Tue,	09 May 2023 15:32:28 GMT : Start SAP Uninstall v3.0	
Tue, Tue, Tue, Tue, 3 Nov (09 May 2023 15:32:28 GMT : 1. Remove ODBC for websams 09 May 2023 15:32:28 GMT : Remove ODBC now 09 May 2023 15:32:39 GMT : Remove ODBC completed. 09 May 2023 15:32:39 GMT : 2. Uninstall SQL16 and Crystal Report server 201 uninstall Sybase Anywhere 16	
	C:\Windows\system32\cmd.exe - E:\SAPUpgrade\Script\pr. Pleae wait until complete 	[

3.5 When the uninstallation is completed, the following screen will be shown. Press <Enter> key to reboot the server. The server will then reboot automatically.

If the message "Both SQL16 and Crystal Report Server 2013 were uninstalled." is not shown, please send all the log files to EDB to check the problem. The log files are located in the folder E:\SAPUpgrade\SAPUpgradeLog\01UninstallSAP.

Administrator: Windows PowerShell	_ 🗆 🗙
3	
Now uninstall Sybase Anywhere 16	
Now uninstall Sybase Anywhere 16 completed !	
Now uninstall Crystal Report 2013	
Now uninstall Crystal Report 2013 completed !	
Tue, 09 May 2023 15:41:45 GMT : Uninstall SQL16 and Crystal Report s	server 2013 c
ompleted !	
Tue, 09 May 2023 15:41:45 GMT : 3. Checking the uninstall log of SQL	L16
Tue, 09 May 2023 15:41:45 GMT : E:\SAPUpGrade\SAPUpgradeLog\01Uninst	tallSAP∖sauni
nstall.log was found.	
Tue, 09 May 2023 15:41:45 GMT : Checked 'Removal completed successfu	ully' was in
the log of SQL16 uninstall.	
Tue, 09 May 2023 15:41:45 GMT : 4. Search the Uninstall log of Cryst	tal Report Se
rver 2013	
Tue, 09 May 2023 15:41:46 GMT : Uninstall log of Crystal Report Serv	ver 2013 was
found. Now copy the uninstall log to SAP Upgrade Log Folder	
Tue, 09 May 2023 15:41:46 GMT : Checking the uninstall log of Crysta	all Report Se
rver 2013	
Tue, 09 May 2023 15:41:46 GMT : Checked Crystal Report Server 2013 w	was uninstall
•	
Tue, 09 May 2023 15:41:46 GMT : 5. Perform final task for SAP Uninst	tall
Tue, 09 May 2023 15:41:46 GMT : Both SQL16 and Crystal Report Server	r 2013 were u
ninstalled.	
Press <enter> to reboot server:</enter>	_
Microsoft Quick :	

- 4 Install SQL Anywhere 17 and SAP BusinessObjects BI platform 4.3
 - 4.1 After the server reboot, double click E:\SAPUpgrade\02InstallSAP.bat to start installation.

📙 🕨 This PC 🕨 New Volume (E:) 🕨 SAPU	pgrade 🕨
Name	Date modified
👢 3SapRASconfig20201127	24/3/2023 15:49
👢 SAP_Installer	24/3/2023 16:59
👢 SAPUpgradeLog	3/4/2023 15:00
👢 Script	3/4/2023 10:41
🐌 Sybase_Installer	24/3/2023 17:00
01UninstallSAP.bat	16/3/2023 17:11
💿 02InstallSAP.bat	24/3/2023 17:10

4.2 There will be pre-requisite checking before the installation. If the prerequisite check is failed, a log file will be shown. Please correct all failed prerequisites then restart step 4.1

	dministrator: Windows PowerShell 📃 🗖 🗙	
Mon, 15 May 2023 14:27: E:\SAPUpGrade\Script>E: E:\SAPUpgrade\SAP_Insta P\pre-requisite_check.t Mon, 15 May 2023 14:27: I failed prerequisites Press (Enter) to exit	5 GMT : 0. Pre-requisite check before SAP installation SAPUpgrade\SAP_Installer\setup.exe -pre_requisite_check Iervesponse.ini E:\SAPUpgrade\SAPUpgradeLog\SQ2installSA t 4 GMT : Pre-requisite check is failed. Please correct al en restart the installation.	
	pre-requisite_check.txt - Notepad 📃 🗖 🗙	
File Edit Format	/iew Help	
FAILED PRE Informatic	-REQ : Suppressed reboot n : A preceding installation requires a reboot to complete.	<

Below is an example of the log file. This example indicated the C drive free space is not enough for the installation, and a server reboot is required

before the installation.

I pre-requisite_check.txt - Notepad	-		×
File Edit Format View Help			
FAILED PRE-REQ : Disk Space Check Information : Please make sure that the necessary disk space is available to proceed with the installation. For more inform https://apps.support.sap.com/sap/support/pam.	mation	1, see	^
FAILED PRE-REQ : Suppressed reboot Information : A preceding installation requires a reboot to complete. Please restart Windows and re-run the installer. (IN:	S0028	9)	

4.3 If the pre-requisite check is passed, the installation will be started. Commands will prompt and show the progress of the installation of the software. Please note the installation will be run approximately one to two hours.

9	Administrator: Windows PowerShell – 🗖 🗙	
e n n	Mon, 15 May 2023 14:39:39 GMT : 0. Pre-requisite check before SAP installation E:\SAPUpGrade\Script>E:\SAPUpgrade\SAP_Installer\setup.exe -pre_requisite_check E:\SAPUpgrade\SAP_Installer\response.ini E:\SAPUpgrade\SAPUpgradeLog\02installSAP\Pypre-requisite_check.txt Mon, 15 May 2023 14:39:53 GMT : Pre-requisite check is passed. Mon, 15 May 2023 14:39:53 GMT : 1. Install SQL17 and SAP BOBI 4.3 (approximately one to two hours for the installation\ Start to install the SAP BOBI 4.3(approximately one to two hour> E:\SAPUpGrade\Script>rename "C:\Program Files (x86)\SAP BusinessObjects" "SAP BusinessObjects"	
	C:\Windows\system32\cmd.exe - E:\SAPUpgrade\Script\pr – □ Pleae wait until complete	× =

4.4 When the installation is completed, the following screen will be shown. Press <Enter> key to reboot the server. The server will then reboot automatically.

If the message "Install SQL17 and SAP BOBI 4.3 completed successfully" is not shown, please send all the log files to EDB to check the problem. The log files are located in the folder **E:\SAPUpgrade\SAPUpgradeLog\O2installSAP**.

Administrator: Windows PowerShell			
Tue, 09 May 2023 16:56:57 GMT : Checked keyword 'Installation operation complete d successfully' exists in the install log of SQL17. Tue, 09 May 2023 16:56:57 GMT : 3. Search the install log of SAP BOBI 4.3 Tue, 09 May 2023 16:56:58 GMT : Install log of SAP BOBI 4.3 was found. Now copy the install log of SAP BOBI 4.3 to SAP Upgrade Log Folder Tue, 09 May 2023 16:56:58 GMT : Checking the install log of SAP BOBI 4.3 Tue, 09 May 2023 16:56:58 GMT : Checking the install log of SAP BOBI 4.3 Tue, 09 May 2023 16:56:58 GMT : Checked keyword 'Exiting Windows wmain function' exists in the install log of SAP BOBI 4.3			
Tue, 09 May 2023 16:56:58 GMT : Checked keyword 'commit' exists in the upgrade_t ask.txt. Tue, 09 May 2023 16:56:58 GMT : 4. Perform final task for SAP install			
Tue, 09 May 2023 16:56:58 GMT : Both SQL17 and SAP BOBI 4.3 were installed. Tue, 09 May 2023 16:56:58 GMT : Now update Sysbsae Lic Type. Tue, 09 May 2023 16:56:58 GMT : Update DB License type start.			
Tue, 09 May 2023 16:56:58 GMT : Update DB License type completed. Tue, 09 May 2023 16:57:01 GMT : Create the ODBC Tue, 09 May 2023 16:57:01 GMT : Now create ODBC websams			
lue, 09 May 2023 16:57:02 GMT : Now create ODBC websamsfmp Tue, 09 May 2023 16:57:02 GMT : Now create ODBC websamsfmp.t Tue, 09 May 2023 16:57:02 GMT : Now create ODBC websamsfmp_t Tue, 09 May 2023 16:57:12 GMT : Create ODBC commleted.			
Tue, 09 May 2023 16:57:12 GMT : Create obst completed. Tue, 09 May 2023 16:57:12 GMT : Install SQL17 and SAP BOBI 4.3 completed success fully Press <enter> to reboot server: _</enter>			

- 5 Execute the WebSAMS System Change Toolkit
 - 5.1 Inside the folder E:\WebSAMS_SystemUpdate, double click Start.bat.

👪 l 💽 👪 = l		WebSAMS_SystemUpdate	
File Home Sha	Share View		
			v ¢
⊿ 🔆 Favorites	Name	Date modified	Туре
E Desktop	🌗 dist_folder	2/3/2020 10:12	File folder
🗼 Downloads	鷆 log	2/3/2020 11:29	File folder
🖳 Recent places	Start.bat	2/11/2018 11:43	Windows Batch File

5.2 Commands will prompt and show the progress of the system update.



5.3 When the process of system update is completed, the following screen will be shown. Press <Enter> key to exit the WebSAMS system update. If the message "WebSAMS system update completed !" is not shown, please send all the log files to EDB to check the problem. The log files are located in the folder E:\WebSAMS_SystemUpdate\log.



6 Execute DR Toolkit

6.1 Copy the data backup file(s) (refer to sections 1.1 and 1.2) into E: drive of the WebSAMS DR Server. The file should be in 7z format.

his PC 🕨 New Volume (E:) 🗸 🗸 🖒				
Name	Date modified	Туре	Size	
👢 zulu_dist	30/1/2019 14:38	File folder		
👢 temp	17/9/2020 16:50	File folder		
🐌 Java11_Upgrade	18/9/2020 10:08 File folder			
👢 Data	31/8/2021 18:21	File folder		
👢 dr_toolkit	24/3/2023 15:47	File folder		
👢 WebSAMS_SystemUpdate	24/3/2023 15:49	File folder		
👢 SAPUpgrade	17/4/2023 15:23	File folder		
🐌 Java11_Upgrade_T	9/5/2023 17:21	File folder		
Ez CloudDRToolkit202305.7z	9/5/2023 14:41	7Z File	6,715,273	
🖬 data20230414173257_0965_3.1.6.7z	14/4/2023 17:43	7Z File	1,669,976	

6.2 Inside the folder E:\dr_toolkit, double click Start.bat.

🏭 l 🕞 🚯 = l		d	r_toolkit	
File Home Sha	are View			
€ ⊚ - ↑ 🌗 ו	This PC 🔸 New Volume	(E:) ► dr_toolkit ►		
🛠 Favorites	Name	Date modified	Туре	Sia
Desktop	iog	4/3/2020 12:23	File folder	
🐌 Downloads	source	4/3/2020 12:23	File folder	
📃 Recent places	Start.bat	22/1/2020 12:50	Windows Batch File	2

6.3 Commands will prompt and show the progress of the **DR Toolkit**. Type "Y" and press <Enter> if the specified file is the latest data backup file.



If multiple files formatted as "dataYYYYMMDDHHMMSS_{SUID}_{Build No}-DVD.7z.00x" are found in the E: drive (please refer to section 1.2(b)), the DR Toolkit will first automatically extract the data backup file from the multiple files.



6.4 In below screen, enter the Windows BitLocker password of WebSAMS <u>Cloud</u> Server and press <Enter>.



6.5 The DR toolkit will continue to process. When the process of DR toolkit is completed, the following screen will be shown. Press <Enter> key to exit the DR toolkit.

If the message "DR Toolkit File Distribute completed !" is not shown, please send all the log files to EDB to check the problem. The log files are located

in the folder E:\dr_toolkit\log.



6.6 Startup WebSAMS application as if it is before migrating to cloud. (Please note the shortcut "3. Start JBoss" is replaced by "3. Start Wildfly")

🎉 💽 👪 = I		1	WebSAMS	
File Home	Share View			
(⊕) ⊕ → ↑ 📕 ► WebSAMS				
😭 Favorites	Name	Date modified	Туре	Size
📃 Desktop	🂫 1. Start Apache	7/5/2019 12:53	Shortcut	2 KB
属 Downloa	👔 2. Start Database	28/5/2018 12:38	Shortcut	1 KB
🔠 Recent p	🔝 3. Start Wildfly	23/5/2019 11:25	Shortcut	2 KB
	🐞 Adhoc Database Backup	28/5/2018 12:38	Shortcut	1 KB
🌉 This PC	📄 Backup Log	28/5/2018 12:38	Shortcut	1 KB
🖵 D on ITN	🔝 Compile JSP	28/5/2018 12:38	Shortcut	1 KB
Desktop				

7 Reconfigure the Crystal Report workstation (optional) <u>This setting is NOT required if the school does not preview report template</u> <u>during editing.</u>

- 7.1 Login the Crystal Report workstation (the workstation installed with SAP Crystal Reports 2020 software) by a Windows account with administrator rights.
- 7.2 Go to Windows Start menu and type **odbc** to search for **ODBC Data Sources** Administrator (64-bit).
- 7.3 Click **System DSN** tab > click **websams** of SQL Anywhere 17 > click **configure**.

7.4 Under **Login** tab in ODBC Configuration, change the **Host** value to be the IP address of the WebSAMS DR Server.

ODBC Configuration for SQL Anywhere					
ODBC Login Network Advanced					
<u>A</u> uthentication:	Database				
<u>U</u> ser ID:					
Password:					
	Encrypt password				
Action:	Connect to a running database on another computer				
<u>H</u> ost:					
Port:	3268				
Server name:	websams_				
Database <u>n</u> ame:	websams				
OK Cancel Help					

7.5 Under the **ODBC** tab, click **Test Connection**. Enter any database user name (e.g. genuser, stfuser) and password. Connection should be successful.

8 Input ITED network IP Address into WebSAMS

- 8.1 On a WebSAMS workstation (the workstations located within the WebSAMS network segment), open WebSAMS by Chrome web browser and the original WebSAMS URL before migration to cloud.
- 8.2 Login with **sysadmin** account.
- 8.3 Go to Security module > Configuration > System Configuration, check Enable ITED Access.
- 8.4 Go to Security Module > Configuration > IP Config, check if there is any IP Address Group that match with the ITED network addresses. If no, click Add.
- 8.5 Enter a group name and the IP addresses of the ITED network.

Data Management				
Talent Databank	[S-SEC06-01] Security > Configuration > IP Addres	s Configuration		
Timetabling (TTL)	To allow exterio were stations in the LTED LA	N C	10 along autoration ID	
 Timetabling (TSI) To allow certain workstations in the LED LAN Segment to access to WebSAMS, please enter the addresses (usually virtual IP address) of these workstations into the table below. 				
Code Management	IP Address Group Name 🔺	IP Address Range	Exclusion Range	
W Security	No record.			
Access Control				
Configuration System Config	P wa Perece			
IP Config	* Click on the link of IP Address Group Name for main	taining IP address.		
System Custom				
Report & Log				
Security Check				
Create IP Address IP Address Group Nat IP Address Range	Group			
From	To			
Excluding the following From	ng IP address Range:			
Save Back				
* Example of IP address: 192.12.253.1 , 10.16.45.200				

- 8.6 Click Save.
- 9 Configure SMTP settings for WebSAMS (Optional)

This setting is NOT required if school does not use email functions in WebSAMS.

- 9.1 On the WebSAMS workstation, with WebSAMS opened and logged in as sysadmin.
- 9.2 Go to Security module > Configuration > System Configuration.
- 9.3 If school is using the Email module, the option **Enable E-mail Function** should be checked.
- 9.4 For the field SMTP Server of ISP subscribed by School, change the value to the IP address or domain name of the SMTP server used by school before migration to cloud.

S	(DD/MM/YYYY)	
🔻 Security	^	
Access Control	E-Mail	
V Configuration	Enable E-Mail Function	
System Config	(Default: enabled)	
IP Config	School's E-Mail Address for Return of E-Mail by Recipients	
 System Custom 	(Mandatory if e-Cert. is not available)	
Report & Log	*If e-Cert. has been installed and Location Path & Password	
▶ E-Mail	have been entered, E-Mail Address of the e-Cert. will be used	
Archive	SMTP Server of ISP subscribed by School	ginnite equivitivities having
Customization	E-Mail Account provided by ISP subscribed	
	Password of the E-Mail Account provided by ISP	
	E Mail Recipient Limit for each mail	50

- 9.6 Click Save.
- 10 Re-enable the Windows Scheduled Tasks related to WebSAMS
 - 10.1 Go to **Windows Start menu > Administrative Tools > Task Scheduler**.
 - 10.2 Re-enable the tasks **WebSAMS post-backup** and **WebSAMS pre-backup**.

e	Task Scheduler	- 🗆 X
File Action View Help		
🗢 🔿 📶 🖬 🖬		
Task Scheduler (Local) In Task Scheduler Library	Name Status Triggers Next Run Time Actions Tack School up Library	
▷ I Microsoft	WebSAMS post-backup Disabled A + 000 pusced to acc Task Scheduler Library Task Sc	
	Export	
	Delete Display All Running Tasks	
	C III Enable All Tasks History	
	General Triggers Actions Conditions Settings History (disabled)	
	Name: WebSAMS post-backup ^ View	•
	Location: \	
	Author: WIN-BMKLFA4ML2L\Administrator =	
	Description: Selected Item	_
	🔶 Enable	
	Export	
	Properties	
	Security options	
	When running the task, use the following user account:	

11 User Acceptance Test

School should test the normal functions of WebSAMS.

- 11.1 Please refer to Annex I for the procedures and complete section 1 of Annex II.
- 11.2 Random check some school data in WebSAMS to see if there is any irregularity.

12 CDS Registration

- 12.1 Log into the WebSAMS System in any workstation.
- 12.2 Go to CDS > Registration on the left menu. In the "Registration" screen, click **Start**.

5 '	CDS	[S-CDS21-01] CDS > Registration	
	 Registration 	System Registration	
	 Outgoing Msg 	Upon suspessful installation of WebSAMS 2 (or its subsequent shares of WebCANS Server "Outsoins
	Incoming Msg	Message" & "Incoming Message" functions und	er CDS are disabled by default. To activate "Outgoing
	Transmission	Message" & "Incoming Message" functions, th	e user is required to submit the information relating to its
	Ex/Import Msg	an identity of your school in data communic	ation with EDB.
	Archived Msg		
	CDS Log	Last Updated	13/01/2009 04:21 PM
	School Key Mgt	Current Status	Unregistered
	Send WebSAMS Ver	Start	
	Report		
	НКАТ		
	Applied Learning		
>	HKEAA		
	SPA		
>	Report Management		
>	Data Management		

12.3 Input the correct CDS School Key and click Encrypt.

[S-CDS21-02] CDS > Registration > Encryption

12.4 Click Encrypt. CDS registration is said to be completed when Current

Status change to **Registered**.

V CDS		•	[S-CDS21.01] CDS > Registration	
	Registration System Paristration			
	Outgoing Msg		NORTH AND THE FORM	
	Incoming Msg		Upon successful installation of WebSAMS 3.0 or its subsequent Message" & "Incoming Message" functions under CDS are disabled	change of WebSAMS Server, "Outgoing by default. To activate "Outgoing
	Transmission		Message" & "Incoming Message" functions, the user is required	to submit the information relating to its
	Ex/Import Msg		webSAMS Server to EDB by performing Registration via CDS. The an identity of your school in data communication with EDB.	information submitted will be served as
	Archived Msg			
	CDS Log		Last Lindated	26/07/2018 08-47 PM
School Key Mgt			Current Status	Registered
Send WebSAMS Ver			Start	
	Report		Registration History	
	НКАТ		Updated Time v	Status
	Applied Learning		26/07/2018 08:43 PM	Revoked
	Applieu Learning		26/07/2018 08:43 PM	Revoked
	HKEAA		26/07/2018 08:43 PM	Revoked
▶ FMP			26/07/2018 08:43 PM	Revoked
			26/07/2018 08:43 PM	Revoked
⊳ SPA			26/07/2018 08:43 PM	Revoked
Student Activity Subsidie		•	20/07/2018 03:14 PM	Registered

12.5 Go to CDS > Send WebSAMS Version. Click **Start** to send Version Number.

Institute Application	IS CDS12 011 CDS > Sand WebSAMS Version Number
▶ SLP	[5-CDS13-VI] CDS > Send WebSAWS Version Number
Special Assessment	Current WebSAMS Version Number 3.1.6
Staff Deployment	CDS Destination ID
V CDS	JCKN
 Registration 	
 Outgoing Msg 	Click ((Staut)) to coul Version Number
Incoming Msg	
 Transmission 	Start
Ex/Import Msg	
 Archived Msg 	
 CDS Log 	
 School Key Mgt 	
Send WebSAMS Ver	

12.6 Go to CDS > Outgoing Message > Maintain Message screen. Click the message "SCRN, WebSAMS versions" and then encrypt the message.

View Outgoing Message	- Internet Explorer			
Attp://10.15.35.147/cds/	viewOutgoingMsg.do?msgID=7807			
[S-CDS01-03] CDS > Outgoin	g Message > Maintain Message			
View Outgoing Mess	age			
Description	View Outgoing Message - Internet Explorer			
SCRN, WebSAMS Version	G then outgoing message internet explorer			
Subject (Code)	🤗 about:blank			
Type (Code)				
Message Status	[S-CDS01-05] CDS > Outgoing Message > Encryption			05/12/2023 -
Owner				03/12/2023
Creation Time	Encryption			
Acknowledge Receipt	Please input the school key.			
Party	Effective Period 05/12/2013 - 23/06/2014			L
Priority	School Key		-	
School Reference				
(DCUEDCI DAT	Input the S	School Key		
CDSVERSI.DAI				
SCRN			_	
	Remarks:			
	Please allow a few minutes interval between each	batch or individual		
	encryption of messages.			
		Energy nt to cond		
Click Encr	vnt CIICK	Encrypt to send		
	100% -			

12.7 The message status should become "Processing".

[S-CDS01-01] CDS > Outgoing Message > Maintain Message

Enc	yption	is successful	II Message(s) is sending	at backend.							
Ma	intain	Message	Process Message	Upload Dat	а						
								Pa	ge 🛛 🔪	🖌 of 27 🕨	⊽Bottom
		Message Status	Description	Creation Time -	Ack Time	Subject (Code)	Type (Code)	Party	Priority	School Reference	Owner
Ű		Processing	S <u>CRN, WebSAMS</u> Version	10:23 AM		SAMS version setup (AI)	Data (DAT)	EDB	Normal		superl

12.8 Refresh the screen by clicking "CDS > Outgoing Msg" until the status has become "Sent" or "Received".

[S-C	S-CDS01-01] CDS > Outgoing Message > Maintain Message									
Mai	Maintain Message Process Message Upload Data									
							🖣 Pa	ige 👔 🔪	🖌 of 27 🕨	⊽Bottom
	Messag Status	e Description	Creation Time -	Ack Time	Subject (Code)	Type (Code)	Party	Priority	School Reference	Owner
Ű	Sent Sent	<u>SCRN, WebSAMS</u> Version	2		SAMS version setup (AI)	Data (DAT)	EDB	Normal		superl

12.9 Please complete section 2 and section 3 of Annex II and submit it to the EDB.

13 Resumption of cloud service

When the cloud service resumes normal, school could migrate their data back to the cloud server following the steps in the <u>User Guide for Migration Toolkit</u>.



Annex I -User Acceptance Test

1. WebSAMS Application

1.1. Start-up of WebSAMS System

F	Test 1	What is the message shown in the position as masked below?	
	1.	 In WebSAMS server, open the folder named "WebSAMS" and execute the shas shown: Path: Desktop > "WebSAMS" folder 	nortcuts in sequence
		→ 1. Start Apache ⇒ 2. Start Database ₩ebSAMS 중 3. Start Wildfly	
	2.	The Wildfly console will be launched. Wait for a few minutes until a message screen which indicates that the WebSAMS Production System has been star	e is shown on the ted up successfully.
		3. Start Wildfly	
		12:02:15,477 INFO [stdout] (ServerService Thread Pool 168) 1 >> ang.String >> destId2 >> class java.lang.String >> name3 >> class ; ng >> typeWebSAMS Logging: [DEBUG,CDSStartupServlet] The CDS transf koff with (destID, scheduleID) = (5550010001331, 2135576307) 12:02:15,492 INFO [stdout] (ServerService Thread Pool 168> WebS [DEBUG,InitServlet] Loading property tables 12:02:15,492 INFO [stdout] (ServerService Thread Pool 168> WebS [DEBUG,CMPDAOBase] getCMPDataSource(>= Level 2=websams.dao.Propert roperties 296 Level 3=websams.util.PropertyTable initialize 134 Lev util.PropertyTable <init> 77 12:02:15,492 INFO [stdout] (ServerService Thread Pool 168> WebS [INFO,WSActionServlet] 12:02:15,492 INFO [stdout] (ServerService Thread Pool 168> WebS [INFO,WSActionServlet]</init>	<pre>> class java.l java.lang.Stri nission is kic SAMS Logging: syDAO findAllP vel 4=websams. SAMS Logging: SAMS Logging: saMS Logging: ***</pre>
		**	



1.2. Version of WebSAMS System

- Test 2 What is the WebSAMS version shown in the position as masked below?
 - 1. In WebSAMS server, open Chrome web browser and go to the WebSAMS login page. Please be reminded to use the old URL before migration to cloud, not the cloud URL.



1.3. Account Name & Password

Test 3Can you successfully log into the system with the sysadmin account?1.In the WebSAMS server, open Chrome web browser and go to the WebSAMS login page.2.Log into the "sysadmin" account.

1.4. Software Components

<mark>Fest 4</mark> Doe	es the Anti-Virus software exist?
1. Clic	k "Start" > "Control Panel" > "Programs and Features"
2. Loca	ate the anti-virus software in WebSAMS server.
3. Che	ck if the anti-virus is up-to-date.

₩ ₽	Test 5	Is your server up-to-date?
	1.	Click "Start" > "Windows Setting" > "Update & security"
	2.	Go to Windows Update and look for message "Your device is up to date" under Update Status.



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1.5. Internet Connectivity

Test 6	Can the website be loaded successfully?
1.	Open web browser in the WebSAMS server and go to the EDB website. URL: https://www.edb.gov.hk/

1.6. Scheduled Backup Job

	•	Task Scher	iuler	- 		
	File Action Yiew Help					
	Task Scheduler (Local) A Task Scheduler Library	heduler Summary (Last refreshed: 21/05/2014 17:25:3))	Actions		
	 Microsoft 	sk Name Run Result Ru	n Start Run End Tr	Connect to Another Computer Connect to Another Computer Create Basic Task Import Task		
	¢	10	>	Display All Running Tasks Enable All Tasks History AT Service Account Configurati		
	Activ	e Tasks tive tasks are tasks that are currently enabled and hav mmany: 26 total	e not expired.	Refresh		
	T W D B B B B B B B B B B B B B B B B B B	ask Name Nest Run Time 465AMS pre, backup 465AMS port, backup at Integrity Scott for Service StartType Change minim/WorkTernOurseHangter	29 Multiple triggers defin At system startun Custom event filter At system startun >			
	Lastr	freshed at 21/05/2014 17:25:33	Refresh			
Test 8	Record the nam	e of the 3 schedule	ed tasks (daily ba	ackup, weekly ba	ckup and monthly ba	acku
Test 8 1.	Record the nam for backing up t Launch the appl	e of the 3 schedule he system to the N ication for system I	ed tasks (daily ba AS/DAS. backup in WebS	ackup, weekly ba AMS server.	ckup and monthly ba	acku
Test 8 1. 2.	Record the nam for backing up t Launch the appl Open the summ tasks: An example scre	e of the 3 schedule he system to the N ication for system I ary that listed all s een is shown for ret	ed tasks (daily ba AS/DAS. backup in WebS cheduled backu ference as follov	ackup, weekly bad AMS server. p tasks and recor vs:	ckup and monthly ba	equi
Test 8 1. 2.	Record the nam for backing up t Launch the appl Open the summ tasks: An example scree	e of the 3 schedule he system to the N ication for system hary that listed all s een is shown for ref	ed tasks (daily ba AS/DAS. backup in WebS cheduled backu ference as follov	ackup, weekly bac AMS server. p tasks and recor vs:	ckup and monthly ba	equi
Test 8 1. 2.	Record the nam for backing up t Launch the appl Open the summ tasks: An example scree Run or Manage Back Elle View Tasks	e of the 3 schedule he system to the N ication for system I hary that listed all s een is shown for ret Belp Belp	ed tasks (daily ba AS/DAS. backup in WebS cheduled backu ference as follow	ackup, weekly bar AMS server. p tasks and recor vs:	ckup and monthly ba	acku equi
Test 8 1. 2.	Record the nam for backing up t Launch the appl Open the summ tasks: An example scre Run or Manage Back File View Tasks Run Now Define M Select backup jobs from	e of the 3 schedule he system to the N ication for system I hary that listed all s een is shown for ref Help Help Rem & Remove I Change Sch the list and then select one o	ed tasks (daily ba AS/DAS. backup in WebS. cheduled backup ference as follow	ackup, weekly bar AMS server. p tasks and recor vs:	ckup and monthly ba	acku equi
Test 8 1. 2.	Record the nam for backing up t Launch the appl Open the summ tasks: An example scre Run or Manage Back Eile View Tasks Run Now Define M Select backup jobs from Name	e of the 3 schedule he system to the N ication for system ary that listed all s een is shown for ret Help Way & Remove Change Sci the list, and then select one o Drives	ed tasks (daily ba AS/DAS. backup in WebS. cheduled backup ference as follow hedue I Edt Settings (2) the options above.	AMS server. p tasks and recor vs: Edt offste Last Run	ckup and monthly ba	equi
Test 8 1. 2.	Record the nam for backing up t Launch the appl Open the summ tasks: An example scree Run or Manage Back Eile View Tasks Run Now Control Define N Select backup jobs from Name	e of the 3 schedule he system to the N ication for system ary that listed all s een is shown for ref lelp ew Remove Charge Sc he list and then select one o Drives (CN: New Volume (D.	ed tasks (daily ba AS/DAS. backup in WebS. cheduled backup ference as follow hedde of Edt Settings of the options above. Destination W192168.1.Where W192168.1.Where	AMS server. p tasks and recor vs: Eck Offste	d the name of the re	equi
Test 8 1. 2.	Record the nam for backing up t Launch the appl Open the summ tasks: An example scree Run or Manage Back Elle View Tasks Run Now Define M	e of the 3 schedule he system to the N ication for system ary that listed all s een is shown for ret belp lev & Remove Constraints CO: New Volume (D (CO: New Volume (D (CO: New Volume (D)) (CO: New Volume (D))	ed tasks (daily ba AS/DAS. backup in WebS. cheduled backup ference as follow hedde of Edt Settings @ the options above. Destination 1192168.1.1uhare 1192168.1.1uhare 1192168.1.1uhare	AMS server. p tasks and recor vs: Eck offste Last Run -	d the name of the re <u>Next Run</u> Tomorow 0.15 1 January 1:15 Sunday 0:45	equi
Test 8 1. 2.	Record the nam for backing up t Launch the appl Open the summ tasks: An example scree Run or Manage Back Elle View Tasks Run Now Define N Select backup jobs from	e of the 3 schedule he system to the N ication for system hary that listed all s een is shown for ref belp key & Remove Change Sch the list and then select one o Orives (CQ: New Volume (D. (CQ: New Volume (D.	ed tasks (daily ba AS/DAS. backup in WebS. cheduled backup ference as follow hedue red Settings (the options above. Destination W192.168.1.1uhare W192.168.1.1uhare W192.168.1.1uhare	AMS server. p tasks and recor vs: Last Run -	d the name of the re <u>Next Run</u> <u>Tomorrow 0:15</u> 1 January 1:15 Sunday 0:45	equi
Test 8 1. 2.	Record the nam for backing up t Launch the appl Open the summ tasks: An example scree File View Tasks Run or Manage Back File View Tasks Run Now Define N Select backup jobs from	e of the 3 schedule he system to the N ication for system ary that listed all s een is shown for ref Help Help is Remove Consections of the list and then select one of CO: New Volume (D. (CO: New Volume (D. (CO: New Volume (D.	ed tasks (daily ba AS/DAS. backup in WebS. cheduled backup ference as follow hedue PECK Settings @ The options above. Destination 1992168.1.11share 1992168.1.11share	AMS server. p tasks and recor vs: Edt offste Last Run -	d the name of the re Next Run Tomorow 0.15 1 January 1.15 Sunday 0.45	equi

2. WebSAMS Workstation



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2.1. ODBC Test (Optional)

This test is NOT required if school does NOT use ODBC.

Test 9	What is the message as masked in screen below?
	(All the three accounts of genuser, fmpuser and stfuser should be tested one by one. fmpuser account is not applicable to government school.)
1.	Open the ODBC Configuration window of websams in System DSN tab.
	Path: Start > Control Panel > Administrative Tools > Data Source
2.	In Login tab, input the user name (e.g. "genuser") with the password given.
3.	Cobec Configuration for SQL Anywhere OBC configuration for SQL Anywhere

2.2. Accessing WebSAMS Website

Test 10Can you access the WebSAMS website successfully?1.Select a workstation within the WebSAMS segment.2.Open Chrome web browser and go to the WebSAMS website by entering the URL for the WebSAMS of the school.



School Administration Management Syst	
Web SAMS 網上校管系統	User ID Password Login
Central Document Repository 翻上校智系統資料庫 Log on using CLO 使用統一費入系統費錄	WebSAMS Version 3.1.6 (RESTRICTED) Access to this system and the information / materials contained therein are restricted to authorized users only. (保護)只容性已经建的用于他的主义的变化。 Capyright S2005 - Education Dervault. The Government of the HKSAR.

2.3. WebSAMS System Login

Test 11	Can you successfully log into the WebSAMS System?
1.	In a workstation in WebSAMS segment, open Chrome web browser and go to the WebSAMS website.
2.	Log into the "sysadmin" account.

3. Generation of Reports

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Test 12	Can you generate and preview the report successfully?		
1.	Log into the WebSAMS System in any workstation.		
2.	Select "Report" in Student module or in other modules which support "Report" function.		
3.	Select the appropriate Category and Language.		
4.	Click the "Search" button to view the list of reports under the Category selected.		
5.	Click on the Report name to view the corresponding templates.		
6.	Click on the appropriate template for producing the report. Report Name (ID) Admission from POA List (R-STU070-E) Admission from SOA List (R-STU002-E) Admission from SOA List (R-STU001-E) Class List (with Age and Guardian English Name) (R-STU007-E) Class List (with English Name, Chinese Name and Sex) (R-STU005-E) Class List (with English Name, Chinese Name, Sex, Nationality, Ethnicity a Home (R-STU076-E) Class List (with English Name, Contact) (R-STU006-E) Class List (with STRN, DOB and Guardian Chinese Name) (R-STU009-E) Class List (with STRN, DOB and Guardian English Name) (R-STU008-E) Class List (with STRN, DOB and Guardian English Name) (R-STU008-E)		
7.	Click "Preview & Print".		



	Class List (with STRN, DOB and Guardian English Name) (R-STU008-E) :- Built-in Template
	Please input the print criteria.
	School Year 2018 v School Level Primary v School Session AN v Class Level Primary 1 v
	Class Name IA V Subject Group All V
	Print Departed Students Include "Printing in Report" indicators are checked V
	Preview & Print) 🛐 To File 🖗 Reset 🔍 Back
3.	The report will be shown.
	R-STUDO8-E Date: 22/05/201 LUI KEE GOVERNMENT SECONDARY SCHOOL Date: 22/05/201 Class List (with STRM, DOB and Guardian English Name) School Year: 2013/2014 page: 1 of
	R-STU008-E LUI KEE GOVERNMENT SECONDARY SCHOOL Date: 22/05/20 Class List (with STRN, DOB and Guardian English Name) School Year: 2013/2014 page: 1 of School Level: Secondary School Session: Whole Day Class Teacher: STAFF FIVE THREE ZERO Class Level: Secondary 1 Class Name: 1A
	R-STU008-E Date: 22/05/201 Class List (with STRM, DOB and Guardian English Name) School Year: 2013/2014 School Session: Whole Day Class Teacher: STAFF FIVE THREE ZERO Class Level: Secondary 1 Class Name: IA No English Name Chinese Sex Subject Group STRN DOB House Phone No Guardian Emergency Telephone



For Office Use:

Annex II - User Acceptance Checklist for school

Please complete this checklist and submit it to the WebSAMS SLO by email.

Section 1 - Acceptance Test

Date of WebSAMS Disaster Recovery (DR): _____

Test Cases: Please refer to the <u>Annex I: User Acceptance Test</u> for the procedure of each test item.

Item No.	Test Items	Test Results / Answers		
1. WebSAN	IS Application			
1.1	Start-up of WebSAMS System	Test 1 :		
1.2	Version of WebSAMS System	Test 2 :		
1.3	Account Name & Password	Test 3 : 🗌 Yes 🗌 No		
1.4	Sot	Software Components		
	Anti-Virus	Test 4 : 🗌 Yes 🗌 No		
	Windows Update	Test 5 : 🗌 Yes 🗌 No		
1.5	Internet Connectivity	Test 6 : 🗌 Yes 🗌 No		
1.6	Scheduled Backup Job	Test 7 : Pre-backup		
		Post-backup		
		Test 8 :		
2. WebSAN	IS Workstation			
2.1	ODBC Test (Optional)	Test 9 : genuser		
		fmpuser		
		N/A (Government school)		
		stfuser		
2.2	Accessing WebSAMS Website	Test 10 : 🗌 Yes 🗌 No		
2.3	WebSAMS System Login	Test 11 : 🗌 Yes 🗌 No		
3. Generation of Reports		Test 12 : Yes No		



Remarks (if any):

For Office Use: (WebSAMS support Team)

Section 2 – CDS Registration

I confirm that CDS is registered

Section 3 - Acknowledgement

This is to confirm that my school has conducted the above criteria test cases completely and acknowledge that disaster recovery exercise of WebSAMS is performed successfully.

Signature of Principal	:	
Name of Principal	:	
Name of School	:	Chop
School Number	:	
Date	:	
For Office Use:		