Preparation Forum for WebSAMS Implementation
Agenda

• Overview of Rollout Process
  Stage 1 – Planning
  Stage 2 – School Preparation
  Stage 3 – Pre-installation
  Stage 4 – WebSAMS Installation
  Stage 5 – Post-installation

• The Support Services
Roll-out Process Overview - 5 Stages

Stage 1: Planning

Stage 2: School Preparation
- Complete Outstanding Tasks
- Collect & Prepare Related Information
- Training

Stage 3: Pre-installation

Stage 4: Installation

Stage 5: Post-installation

Ready to use!!
Roll-out Process Overview

Stage 1
Planning
Roll-out Process Overview - Stage 1

Planning

• Understand the Basics

• Decide your approach
  ➢ Resources
  ➢ Timing
  ➢ Standard & Convention

Document 3 - Kick-Start Guideline for WebSAMS Implementation
Roll-out Process Overview - Stage 1

Basics of HW & SW

2 Dedicated Servers - WebSAMS & HTTP Servers

WebSAMS Server

- **Minimum HW Configuration**: Intel Quad-Core Xeon E5 (3 GHz), 16 GB RAM, 800GB HD in RAID 5 config
- **Windows Server 2012 R2**, Backup and Anti-Virus Software
- Backup device – eg. NAS (Network Attached Storage)
HTTP Server

- PC class
- Recommended Configuration
  - P4 1.4 GHz
  - 512 MB RAM
  - 20GB HD
Roll-out Process Overview - Stage 1

Basics of WebSAMS Network
Network Infrastructure Requirement for WebSAMS Rollout

1. The WebSAMS segment and the ITEd segment are separated by a router.
2. The Internet is separated from the school network by an Internet Gateway (IG).
3. The IG should be configured to provide the following services:

- IP packet filtering; and
- Network Address Translation (NAT).
4. The IG can be a:

- Firewall with or without DMZ;
- Proxy server; or
- Router.
5. The IG may be implemented by:

- ISP; or
- School
Roll-out Process Overview - Stage 1

A Common Fault

No IG !!

Mix of Internet & Intranet => Security Exposure
Basics of Facilities

(Document 17 – Site Preparation Guideline For WebSAMS in School)

- Secure Server Room
- Rack Space and Ventilation
- Stable Power Supply
Supporting Documents

- Pre-installation Reminders and Activities (Document 4)
- Specification of WebSAMS Hardware & Software (Document 20)
- Network Integration Guideline for New School (Document 24)
- Site Preparation Guideline for WebSAMS in School (Document 17)
- Installation Guidelines for WebSAMS (Document 33)
Roll-out Process Overview

Stage 2
School Preparation
School Preparation

• Complete Outstanding Tasks

• Collect and Prepare the Required Information

• Training
Complete Outstanding Tasks

- Facilities
- Network
- HW & SW
Network Preparation

• NAT port mapping for Internet Gateway
  • ONE-TO-ONE mapping of TCP port 80, 443, and 7010 (for training system).

    Public (Internet) IP address for WebSAMS's Linux HTTP server &
    Private (Internal) IP address for WebSAMS's Linux HTTP server

    For examples
    202.82.18.180 TCP 80 -> 10.64.128.25 TCP 80
    202.82.18.180 TCP 443 -> 10.64.128.25 TCP 443
    202.82.18.180 TCP 7010 -> 10.64.128.25 TCP 7010

• WebSAMS server (e.g. 10.64.143.150) can access to Internet directly WITHOUT using a proxy server
Network Preparation
Get ready the WebSAMS URL
(Convention: websams.schoolabc.edu.hk)

• Request ISP to include the DNS entry of WebSMS URL for Internet access

• For EDB to generate the digital certificate
Roll-out Process Overview - Stage 1

Collect & Prepare Related Information

- IP addresses assignment
- WebSAMS URL addresses
- Contact ISP for broadband services
- Prepare software media
- Ensure account and password correctness
- Backup

Document 4 - Pre-Installation Reminders and Activities
Roll-out Process Overview - Stage 2

Collect & Prepare Related Information

✓ Information Required Before WebSAMS Installation (Form 1)

** The information is needed by EDB for preparation of the installation kit and your installation deliverables.
Roll-out Process Overview - Stage 2

Training

• Comprehensive training
Roll-out Process Overview

Stage 3

Pre-installation
Pre-Installation

- Send Form 1 to EDB
  
  *Prepare your database by EDB (Generally around 20 work days is needed)*

- Collect WebSAMS installation kit and other rollout deliverables upon notification from EDB

- Verify completion of all pre-installation tasks
  
  *(Document 4 – Pre-installation Reminders and Activities)*

- Fix the rollout date with your WebSAMS installation contractor
Stage 4

WebSAMS Installation
WebSAMS Installation

• Contractor - WebSAMS installation
  ✓ Installation of WebSAMS server
  ✓ Installation of HTTP server
  ✓ Network configuration

• Schools
  ✓ Conduct installation acceptance test
  ✓ Sign-off Installation Acceptance Form
Roll-out Process Overview - Stage 4

Other Relevant Information

- WebSAMS Computer Operating Procedures Manual For School (Document 31)
- WebSAMS Application Operation Manual For School (Document 32)
- Rules for Configuration of WebSAMS Router and Internet Gateway (Document 36)
- WebSAMS Accounts Information (Form 09)
- Guideline for WebSAMS Database Connection by Crystal Reports

(Please contact your School Liaison Officer to gain access to the WebSAMS Download Site)
Roll-out Process Overview

Stage 5

Post-installation
Post-installation

• Return WebSAMS Installation Acceptance Form to EDB for entitlement to WebSAMS Help Desk service

• Send the WebSAMS version number via CDS message to EDB

• Change WebSAMS account passwords

• Assign WebSAMS initial access right

• Modify PC configuration

Post-Installation Tasks of WebSAMS Implementation (Document 5)
Roll-out Process Overview

Ready to use!!

Routine Operation
Roll-out Process Overview - Stage 5

Routine Operation Tasks

• Security Checking
• System Log Checking
• System Backup
• System Clean Up
• WebSAMS Update
• Update virus signature
• Apply Windows security updates
• Etc.

WebSAMS System Operation Task List (Document 35)
Support Services

Assistance from EDB during Rollout

<table>
<thead>
<tr>
<th></th>
<th>Mr Kimson KWONG</th>
<th>Ms Ivy LAU</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓  ⓕ ☎</td>
<td>Tel : 3464 0548</td>
<td>3464 0527</td>
</tr>
<tr>
<td>✓  ⓖ ⌨</td>
<td>E-mail : <a href="mailto:paosim@edb.gov.hk">paosim@edb.gov.hk</a></td>
<td><a href="mailto:aeosim1@edb.gov.hk">aeosim1@edb.gov.hk</a></td>
</tr>
<tr>
<td>✓  ⓖ Fax</td>
<td>Fax : 3464 0567</td>
<td>3464 0567</td>
</tr>
</tbody>
</table>

Assistance after Rollout

- School Liaison Officer
- WebSAMS Central Document Repository
- WebSAMS Helpdesk
  - ✓  ⓕ ☎ Tel : 3125 8510
  - ✓  ⓖ ⌨ E-mail : websams_support@hk.ncs-i.com
  - ✓  ⓖ Fax : 3125 8999