# Application Operation Manual - Licensing Self-Certification Portal (LSCP)

**Version: 0.1**

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? The Government of the Hong Kong Special Administrative Region

## 1. Purpose

This Application Operation Manual (AOM) provides relevant information to the application operation staff of the Licensing Self-Certification Portal (LSCP) system. It documents the instructions for all work to be performed when running the application system, including job submission, report checking, and dispatching.

## 2. Scope

This manual describes relevant information for the application operation staff of the LSCP system.

## 3. References

* System Analysis and Design Report
* System Manual (T351)
* Program Manual (T321)
* Computer Operation Procedure Manual (T356)

## 4. Definitions and Conventions

Nil.

## 5. System Description

### 5.1 System Description

The LSCP system is composed of two sub-systems:

* LSCP Web
* LSCP Mobile

### 5.2 Job Identification/Description

The batch job names and their corresponding locations are listed in the following table:

| N/A | Job Name | Job Description/ File Location | Running Location | Automatic / Manual Trigger | N/A |-----|-------------------------------------|------------------------------------------------------------------------------------|--------------------|-----------------------------| N/A |---|---|---|---|---| N/A | 1 | INT-MWMS2-01 Data Import from MWMS2 | Import AP/RSE/RGE/RC Basic Information into LSCP database | Application Server | Automatic | N/A |---|---|---|---|---| N/A | 2 | UF-WEB-010-15 App-158 Notification | Notify representatives & TCP(s) of outstanding un-filed Form APP-158 | Application Server | Automatic | N/A |---|---|---|---|---| N/A | 3 | UF-WEB-010-10 Form A Notification | Notify representatives & TCP(s) of outstanding un-filed Form APP-A | Application Server | Automatic | N/A |---|---|---|---|---| N/A | 4 | Import SMIS Excel into LSCP | Import data from SMIS allowing users to create site projects and supervision plans | Application Server | Manual | N/A |---|---|---|---|---| N/A | 5 | Production backup | N/A | Veeam backup | Automatic | N/A |---|---|---|---|---|

### 5.3 Scheduled Batch Job

#### 5.3.1 INT-MWMS2-01 Data Import from MWMS2

| **ID/ Name** | N/A | |---------------|-----| N/A |---|---| N/A | **Hostname** | N/A | |---|---| N/A | **IP** | N/A | |---|---| N/A | **Task** | N/A | |---|---| N/A | **Frequency** | N/A | |---|---| N/A | **Files** | N/A | |---|---|

## 6. System Media Input and Output

### 6.1 Input Tapes/ Discs

LSCP application use Veeam for backup and restore (Refer to Computer Operation Manual).

## 7. System Output Reports

### 7.1 Daily Reports

*(Details of daily reports are not specified in the provided documents.)*

## 8. Operations Description

### 8.1 Online Schedule

#### 8.1.1 LSCP Web Service

| **Day** | **Time** | N/A |------------------|---------------| N/A |---|---| N/A | Monday to Friday | 00:00 ? 23:59 | N/A |---|---| N/A | Saturday | 00:00 ? 23:59 | N/A |---|---| N/A | Sunday | 00:00 ? 23:59 | N/A |---|---| N/A | Public Holiday | 00:00 ? 23:59 | N/A |---|---|

## 9. Run Job Specifications

### 9.1 Data Import from MWMS

#### 9.1.1 Functions

The contractors? information can be imported from MWMS through the Batch job.

## 10. Error Handling

### 10.1 Critical Error Handling

* Try to access the BD Common Home from FrontEnd Server.
* If it still fails, please try to restart frontend server. Make sure the necessary service is running after restart.
* Please refer to section 6.1 (shut down) and 7.10 (start up) of Computer Operation Procedure Manual
* If not, please restart the load balancer. Please refer to section 6.10.1 (shut down) and 7.1.1 (start-up) of Computer Operation Procedure Manual.

## Appendix: System Architecture

The entire LSCP system is composed of two sub systems: LSCP Web and LSCP Mobile.

The following diagram illustrates the architecture of the LSCP for Production site and UAT site in another perspective.