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UCP Manual for Server Details and Operations

CLOUD4C SERVICES PVT LTD

Document control

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Version	Author	Date
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STATEMENT OF CONFIDENTIALITY

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1. Introduction to UCP

Welcome to Universal Cloud Platform user guide. UCP is a multi-cloud Self-Service platform that allows users to provision Virtual Machines into Azure Environment. Along with provisioning Linux, SAP & Windows Virtual Machines, you will be able to manage them, perform 2nd Day operations, decommission, obtain or provide access to the virtual machine.

UCP not only does allow to provision the virtual machine but also configures monitoring via Splunk Monitoring, configures backup via Netbackup software, on-board Linux VMs to Cyberark Platform to obtain secure access, on-board Windows VMs to Active Directory.

You will be able to create Virtual machines for both Test & Production purposes.

UCP creates a CMDB CI entry in Global Service Now (GSN) for every virtual machine that get provisioned.

UCP also creates a Change Management ticket (RFC) for every VM that has been deployed for Production purposes only. Based on this RFC ticket, every virtual machine undergoes thorough automated and manual checks for its readiness on the day of the delivery.

Welcome to UCP user guide for Server Details & Operations

This document helps user to view the server details which has been provisioned and perform various operations.

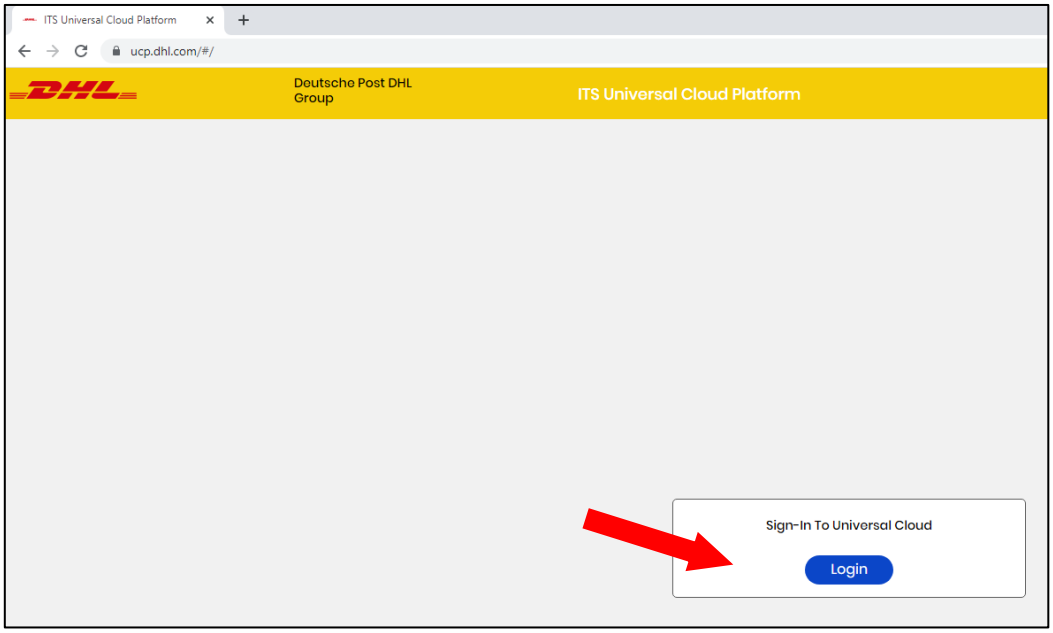
The Operations include

a. Reboot
b. Decommission
c. Resize
d. View History
e. Obtain Latest OAT Checklist
f. Re-Run OAT Checklist
g. Lock or Unlock a server
h. Sync Latest data of the server from Azure
i. Add New Disk

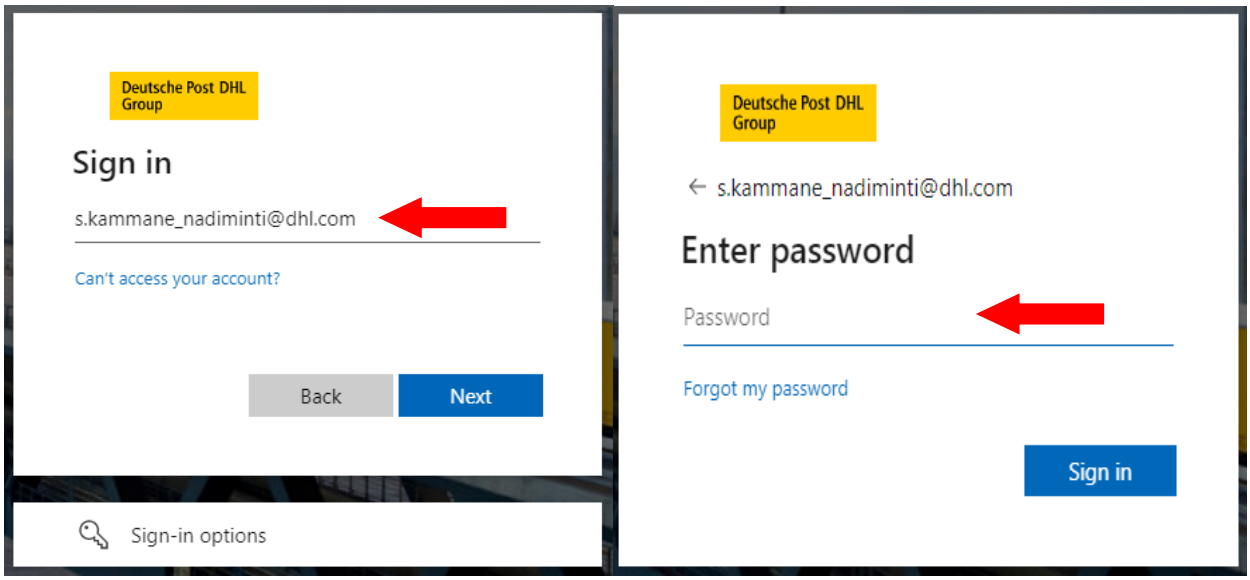
2. How do I operate MY server?

Server operations are thoroughly mandated via Approval M

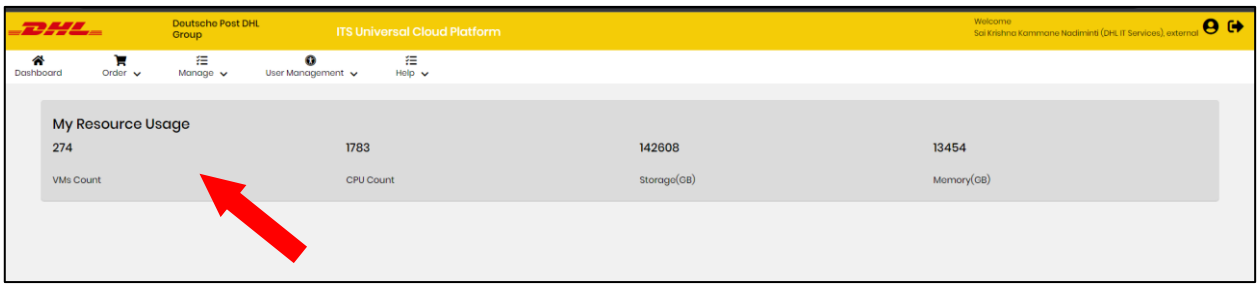
Login to UCP platform by navigating to https://ucp.dhl.com



Click on Login and enter your credentials

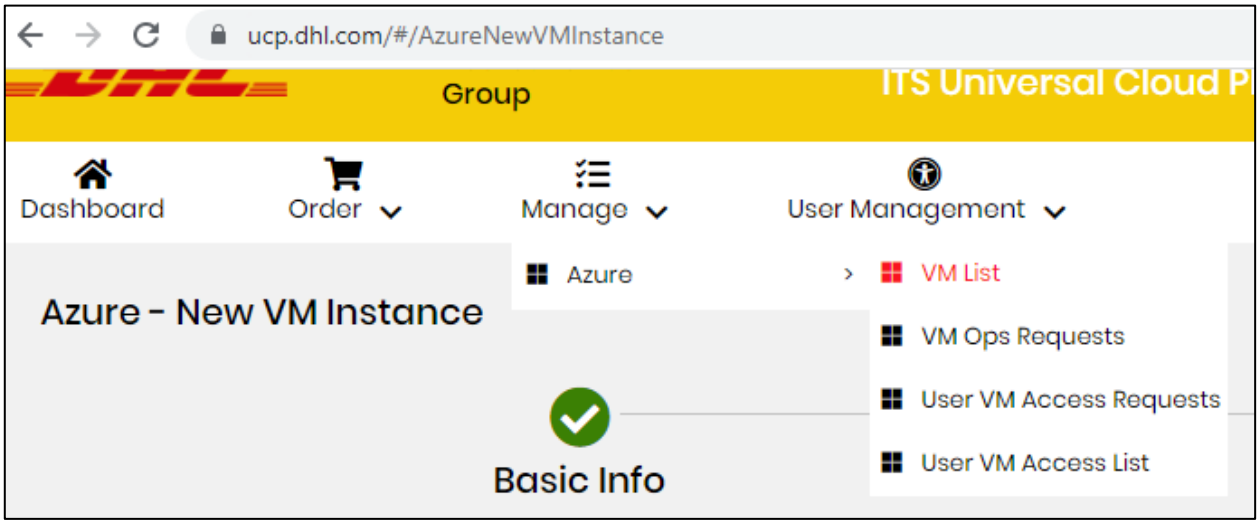


You will be landing on the dashboard as shown hereunder. The dashboard shows a list of Virtual Machines that you have configured and related details.

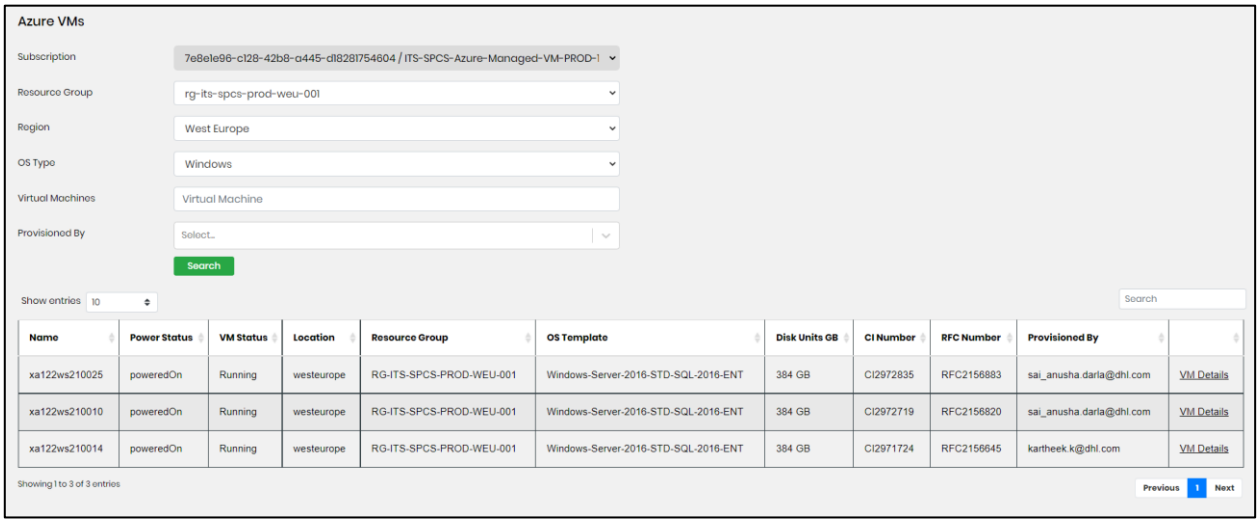


2.1 Operate the server

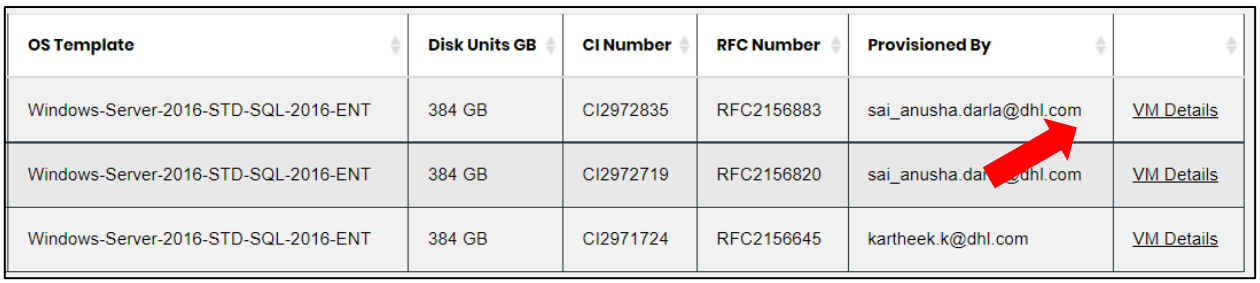
In order to operate the server that has been provisioned with the Resource Group, please Navigate to Manage -> Azure -> VM List



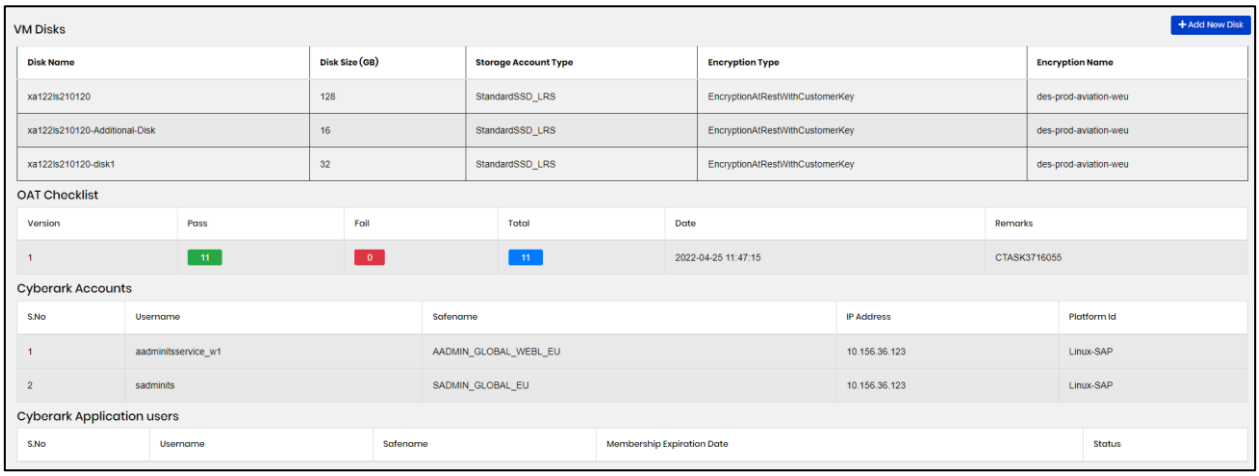
You can either view the desired server(s) based on the filtering options available or you may Enter the hostname of the server.

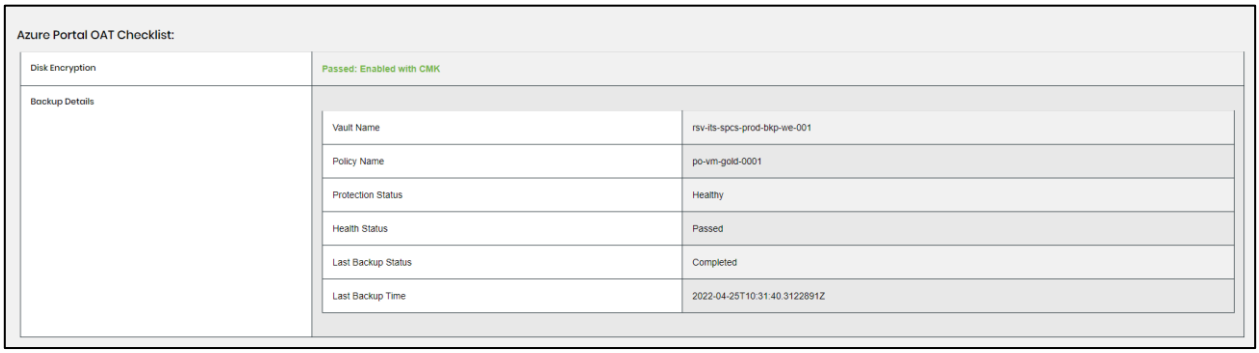


Click on VM Details Button to view the details of the server that has been provisioned.



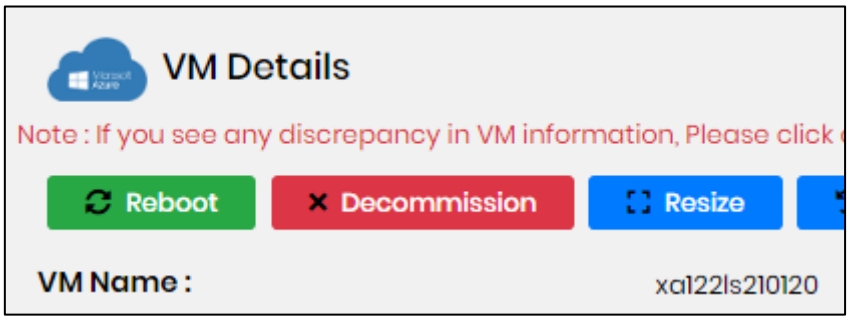
OS Template	Disk Units GB	CI Number	RFC Number	Provisioned By	
Windows-Server-2016-STD-SQL-2016-ENT	384 GB	CI2972835	RFC2156883	sai_anusha.darla@dhl.com	VM Details
Windows-Server-2016-STD-SQL-2016-ENT	384 GB	CI2972719	RFC2156820	sai_anusha.darla@dhl.com	VM Details
Windows-Server-2016-STD-SQL-2016-ENT	384 GB	CI2971724	RFC2156645	kartheek.k@dhl.com	VM Details



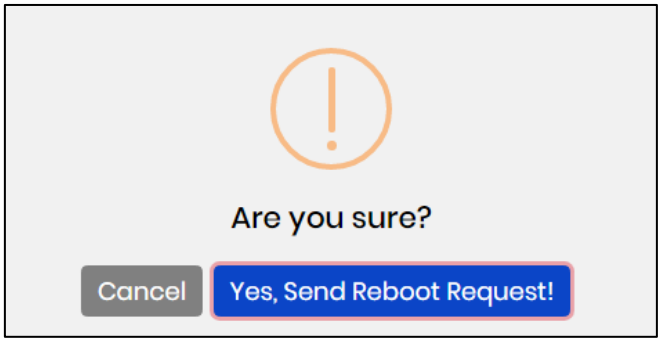


2.2 REBOOT

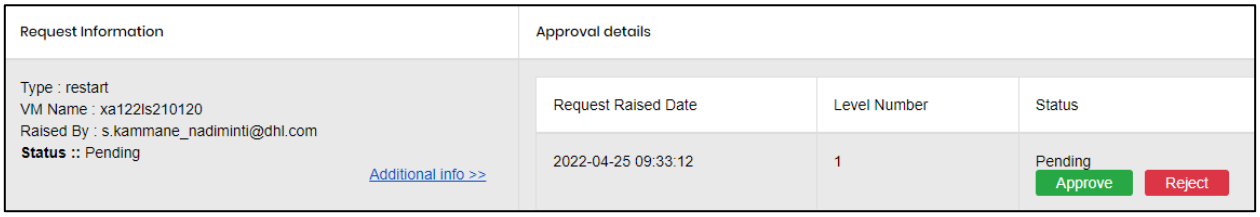
You can reboot the server by clicking on the REBOOT Button. However only a Team Manager can approve to



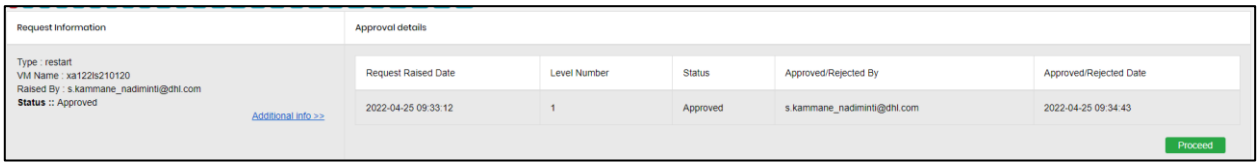
a. After clicking on Reboot button a pop-up appears to confirm the action



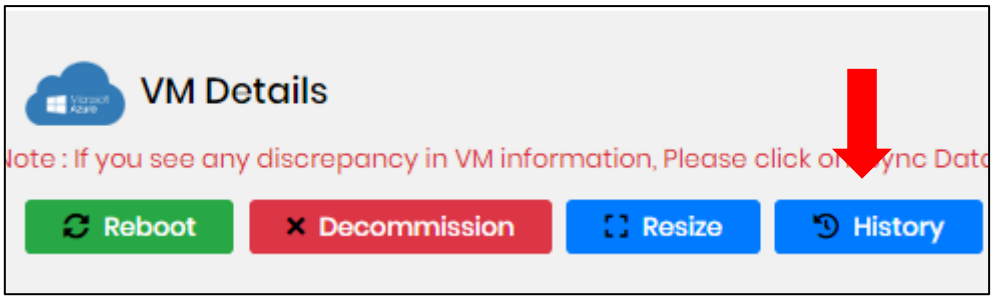
b. Clicking on Yes to send the Reboot Request for an approval to the **TEAM MANAGER**



c. Once the **TEAM MANAGER** approves & submits the requested action, the server is then Rebooted. If the requested action is Rejected, then the request is cancelled and the server will not be rebooted.



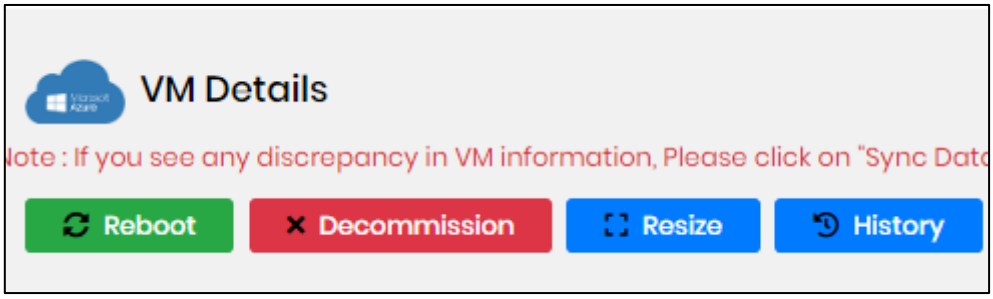
d. Once the reboot is completed, clicking on the HISTORY button will share the status of the action performed.



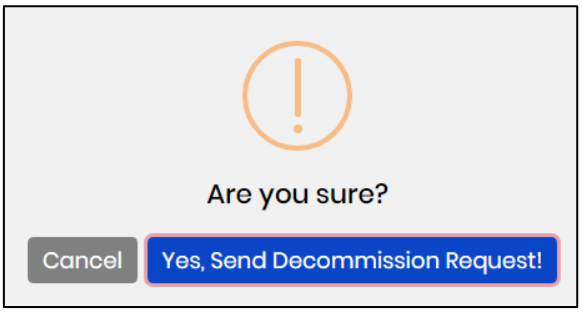
2.3 DECOMMISSIONING

Decommissioning of server can be done if the purpose of the server is resolved. The decommissioning process detaches the Network interfaces, Disks, Destroys the virtual machine and removes connectivity to all softwares. Follow the below steps to decommission a server

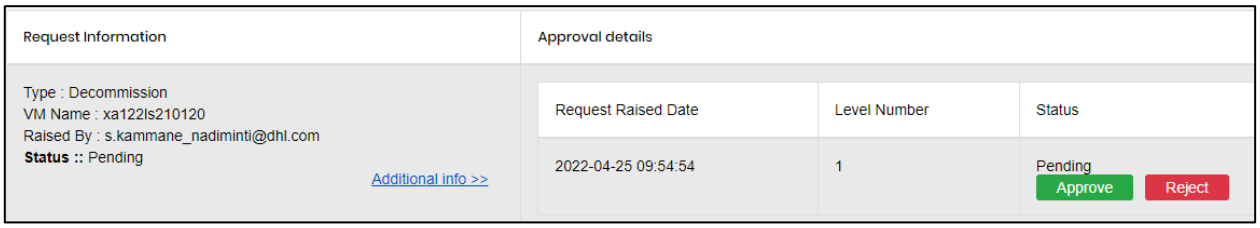
a. In order to decommission a server click on the Decommission Button highlighted in RED.

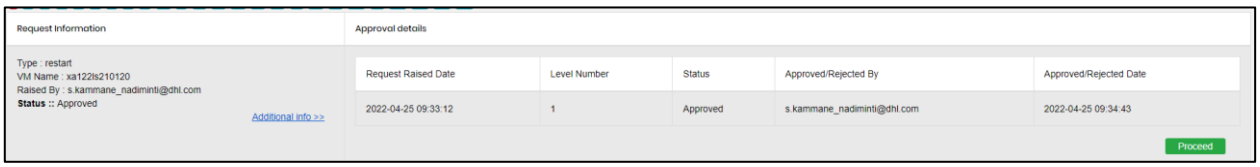


b. After clicking on the Decommission button, an alter pops-up in order to confirm the action.

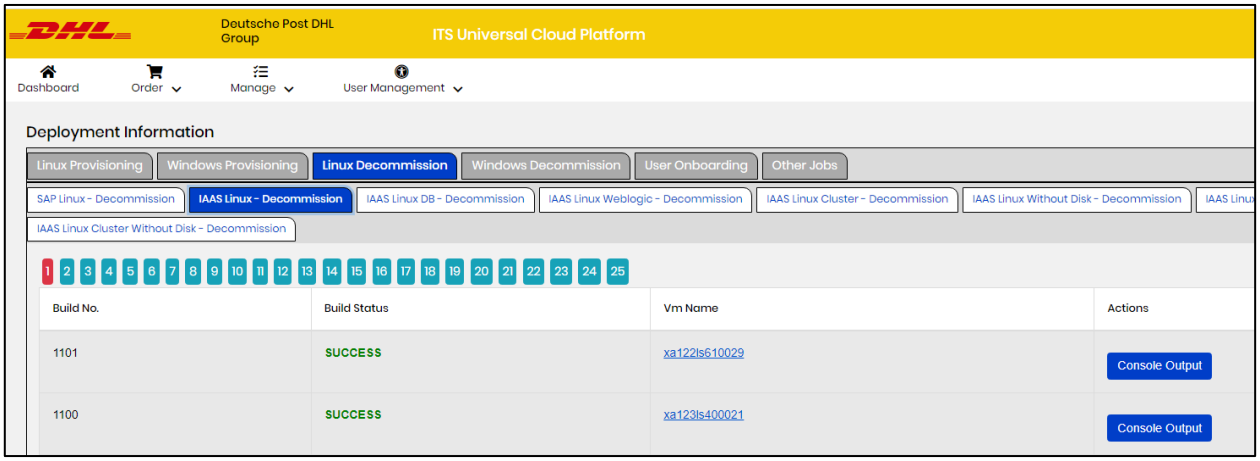


c. Clicking on "Yes, Send Decommission Request", the request is then forwarded to the TEAM MANAGER for approval





d. Once the decommissioning request is approved & submitted by the TEAM MANAGER the server is then proceeded to fulfil the decommissioning request.
e. The Status of the Decommissioning can be viewed in Deployment information tab.
f. The relevant tab needs to be selected to view the status.



g. Once the Decommissioning is successful then the server is removed from the AZURE Platform and the entry is removed from UCP.

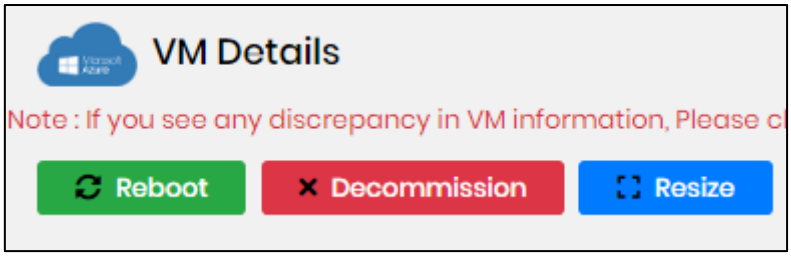
h. All the resources connected to the server are decommissioned and can be reused for another provisioning request.

2.4 Resize

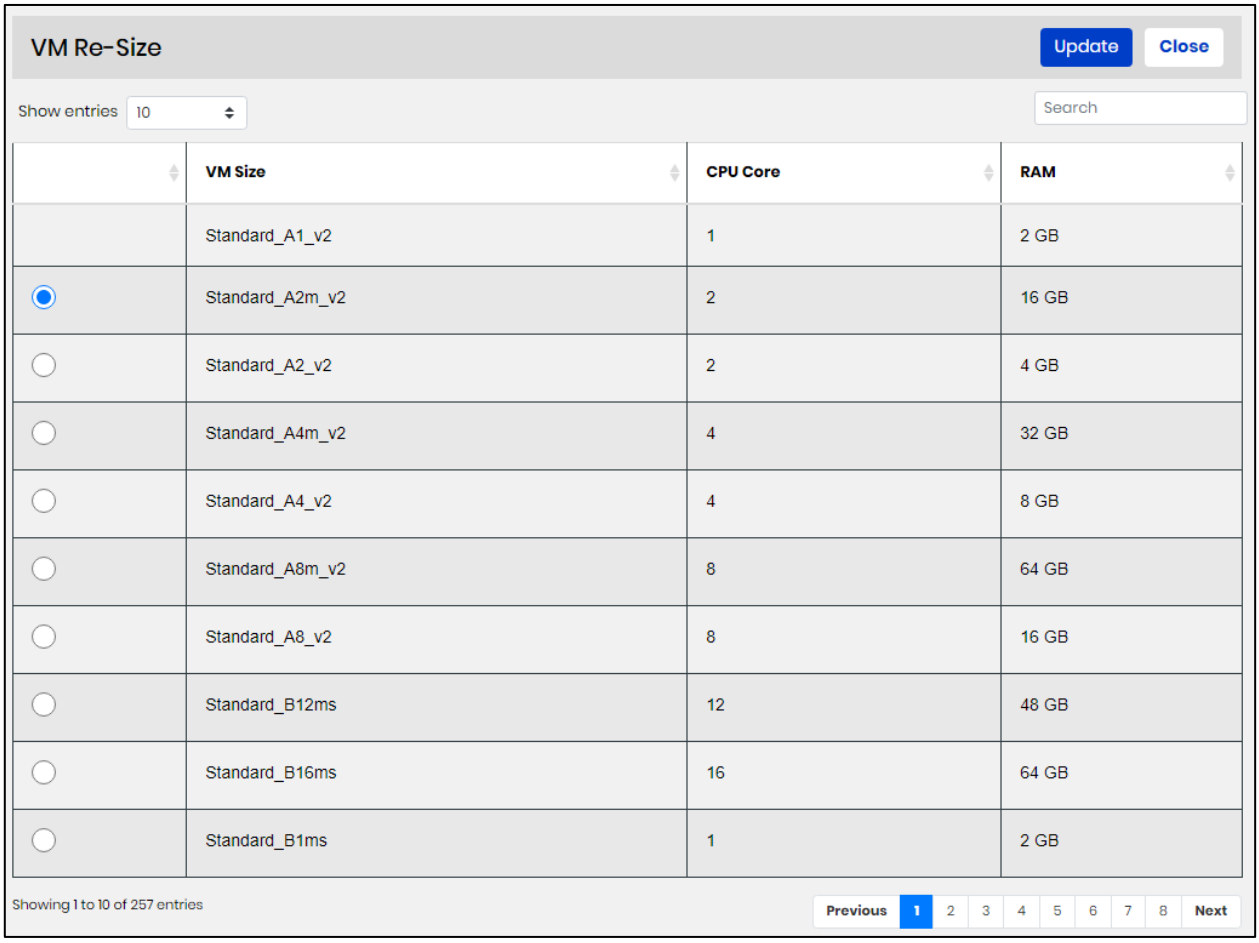
A server can be resized to meet its business requirements at any time during its lifecycle. However Azure only supports upsizing an existing server, meaning you can only chose a higher VM size than the existing configuration, not lower VM size. The steps of resizing are demonstrated below.

a. For example let us select a virtual machine with hostname xa122ls610022 which has a base machine size of “Standard_A1_v2”

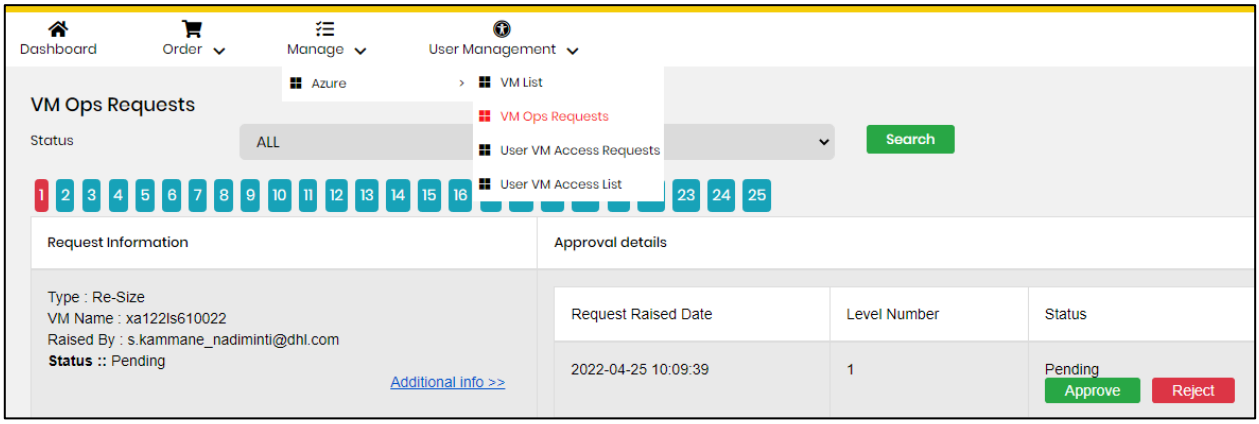
b. A server base machine can be resized with this request. Click on the Resize button.



c. A pop-up appears with the supported VM sizes which can be resized. Note the already selected VM size cannot be selected.

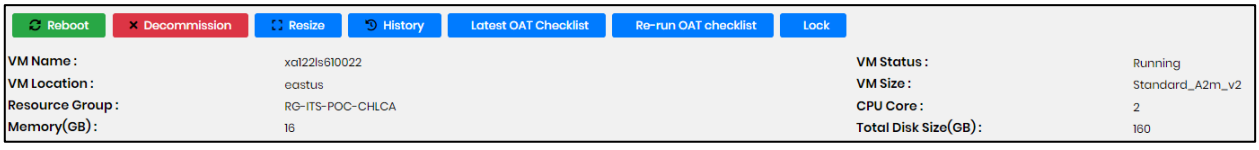


d. Click on update and the request is submitted to the **TEAM MANAGER** for approval. By navigating to Manage -> Azure -> VM Ops request, the request can be found to either Approve / Reject.



e. After the **TEAM MANAGER** approves & submits the request the server resizing operations begins.

f. After successful completion of resizing the server size can now be seen as upgraded to “Standard_A2m_v2”



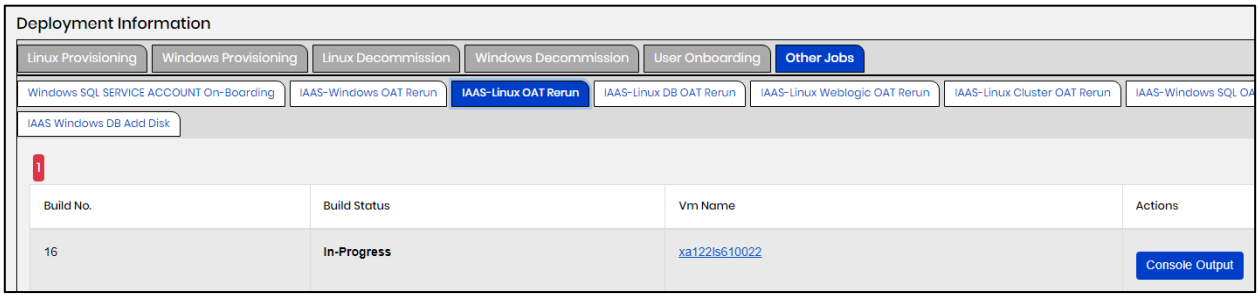
2.5 Re-run OAT Checklist

Operational Acceptance Test(OAT) Checklist is an Automated checklist that validates the internal configurations of every server based on GWSS Guidelines.

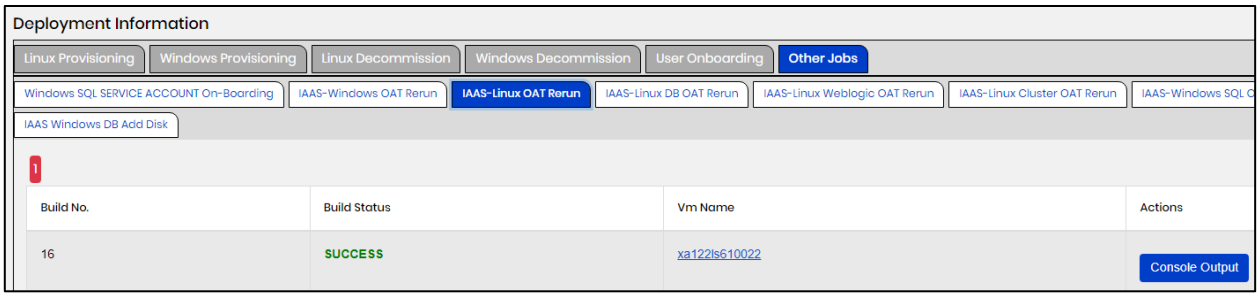
a. During the provisioning process every server undergoes OAT checklist.
b. A user can also Re-Run the OAT Checklist after performing changes to the template.
c. By Clicking on OAT Re-Run, UCP runs the checklist on a server and reports the status of the internal assets and configurations provisioned on it

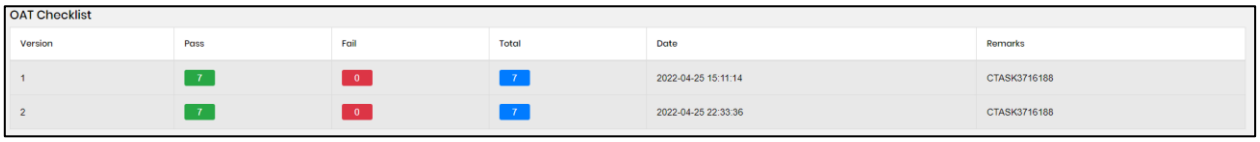
d. The status of OAT Re-Run can be viewed in the Order -> Deployment Information -> Relevant sub-tab

1. **BEFORE**

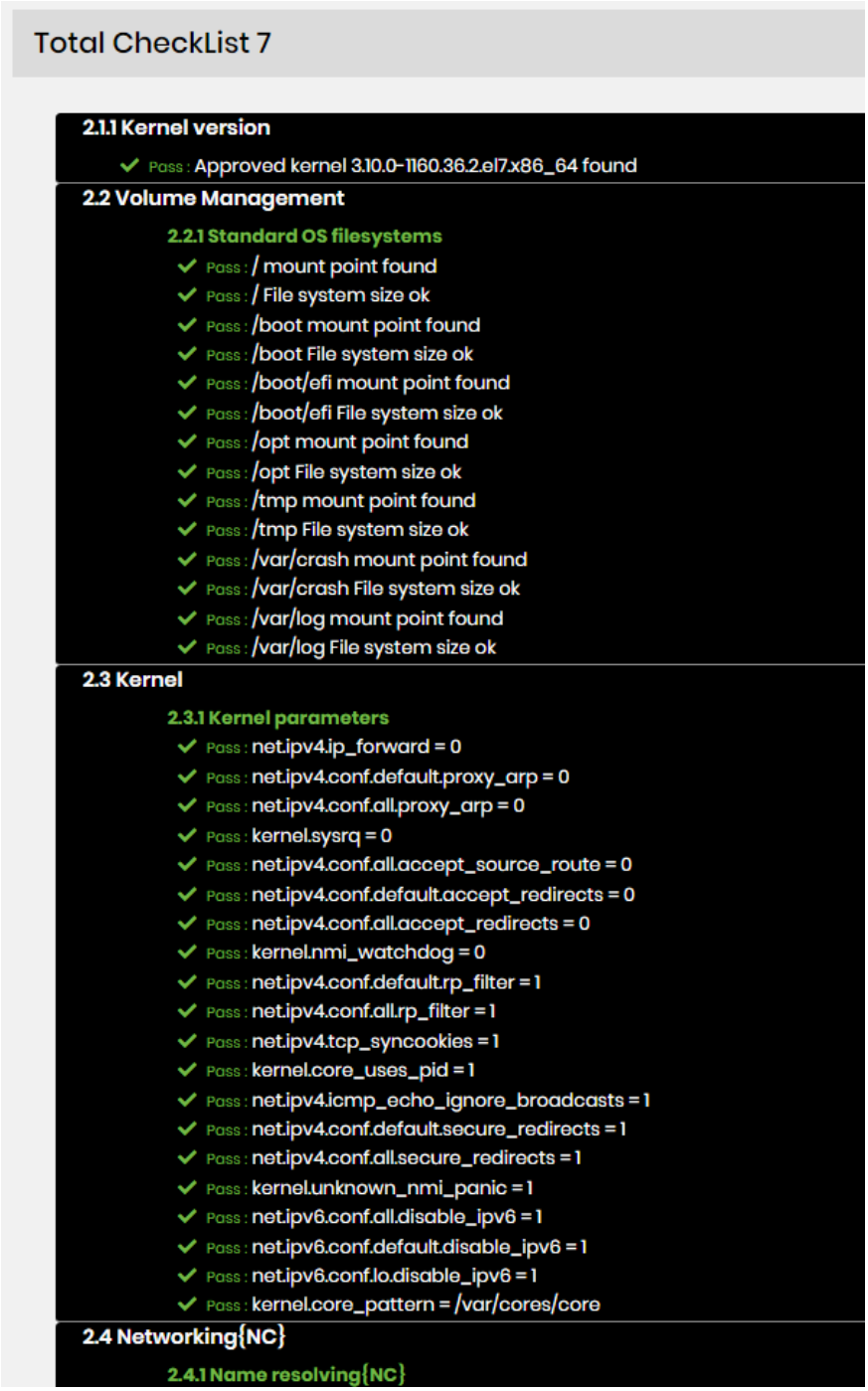


AFTER





e. The checks that have been performed by clicking on the Pass, Fail & total icons in GREEN, RED & BLUE buttons respectively



2.6 Add New Disk

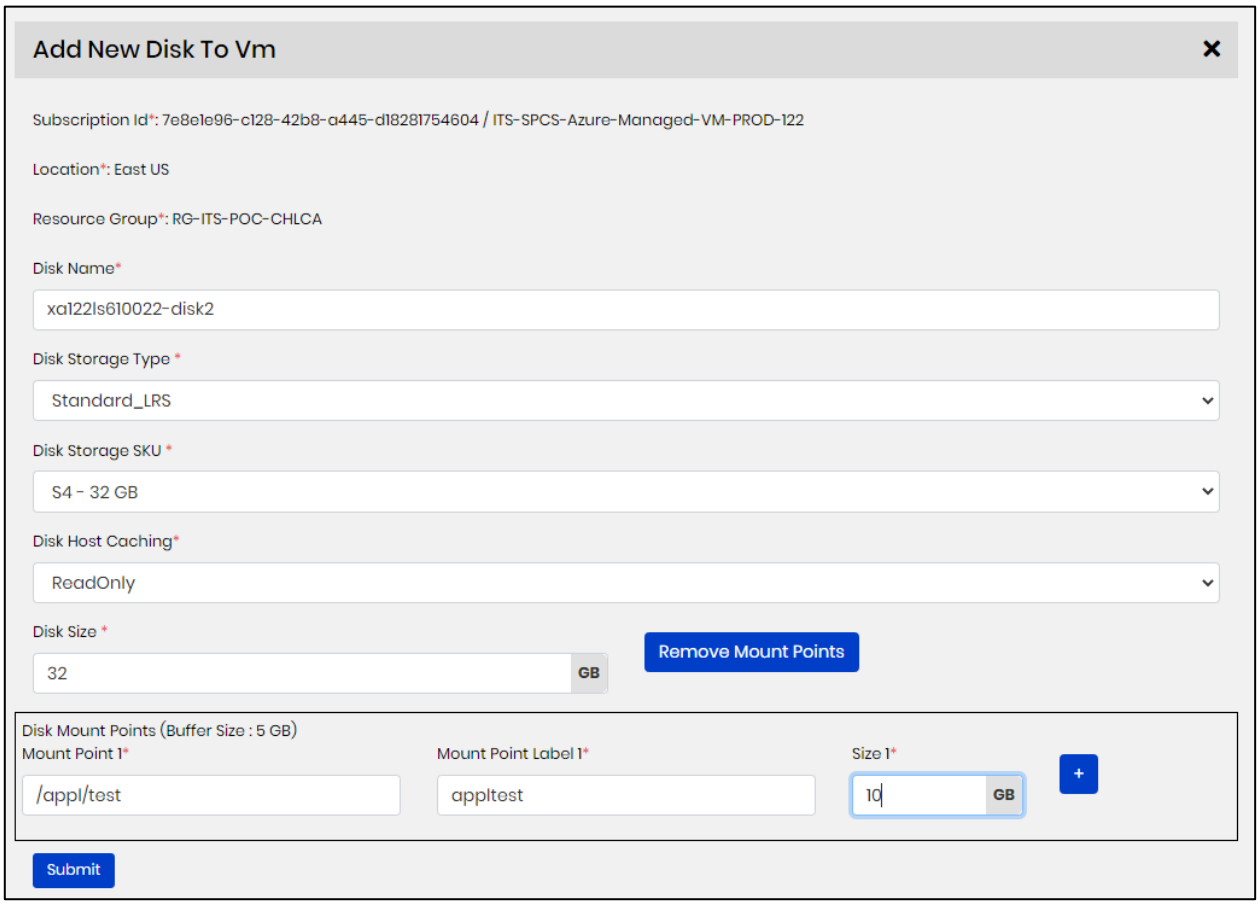
This feature allows user to add a new disk to an existing server. Please follow the steps below to add disks to the Linux/Windows servers and the below options can also be selected during the addition of a disk

For Linux images

i. Disk Storage type
ii. Disk size
iii. Disk Host Caching and

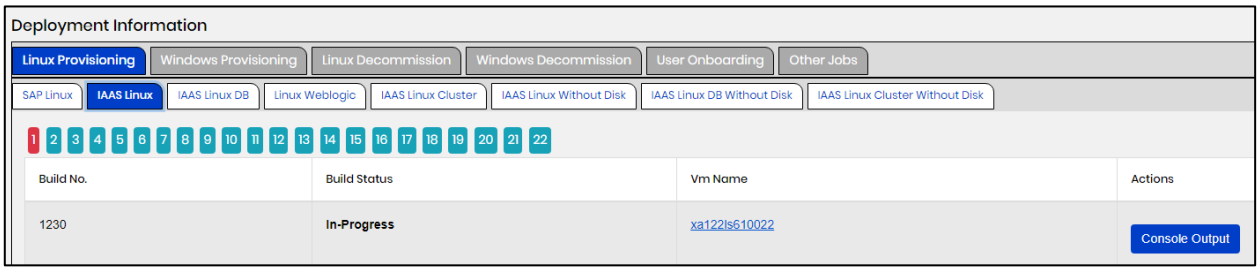
iv. Mount-points can be added

Note: The Disk Name cannot be edited as it has to follow the server naming convention and disk number sequence.

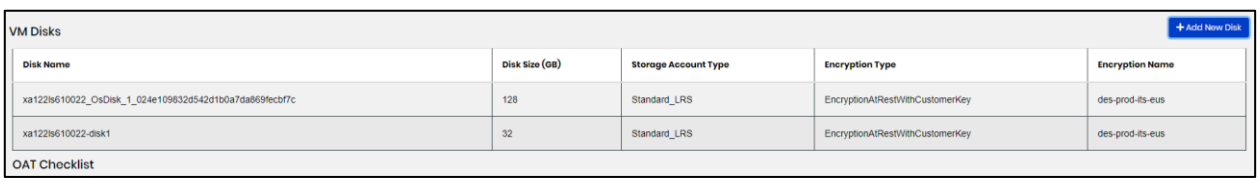


b. After the request is submitted, it is then forwarded to the **TEAM MANAGER** for approval.

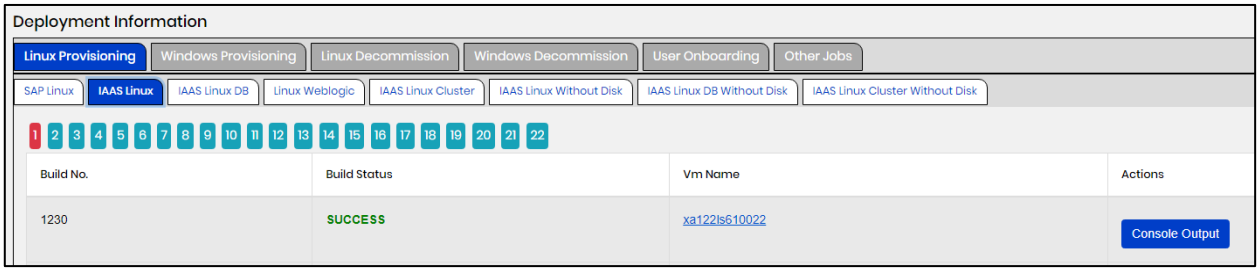
c. Once the **TEAM MANAGER** approves and submits the request, the addition of new disk begins with the prescribed settings.

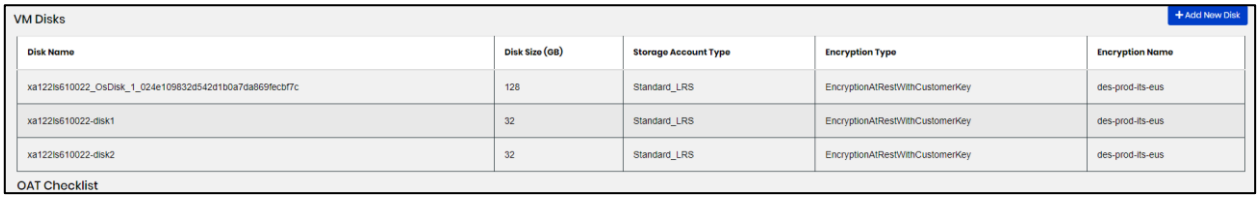


BEFORE



AFTER



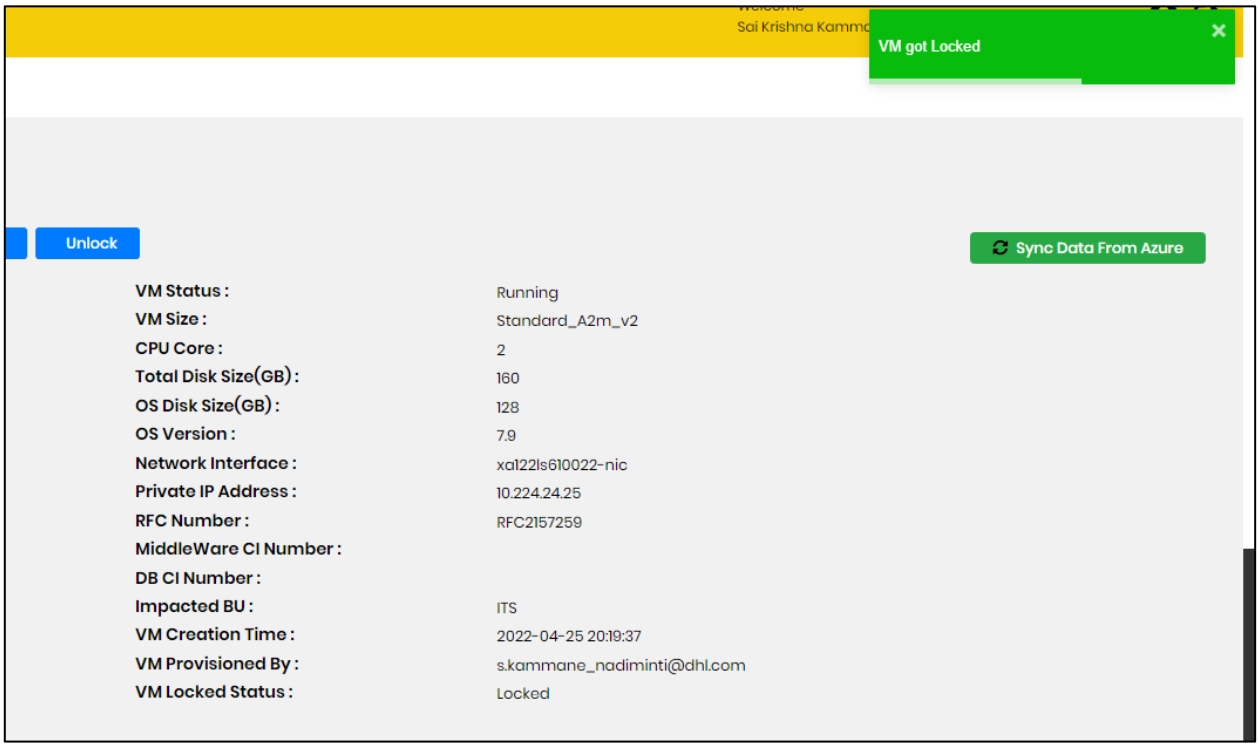


As you can see above, an additional disk has been attached to an existing server.

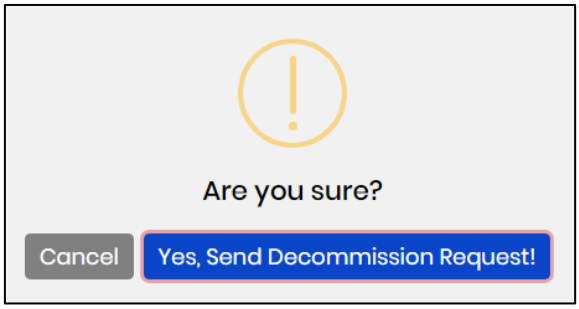
Note: Disks can only be attached. They cannot be detached from an existing server. Only during decommissioning of a server will the disk be detached and purged.

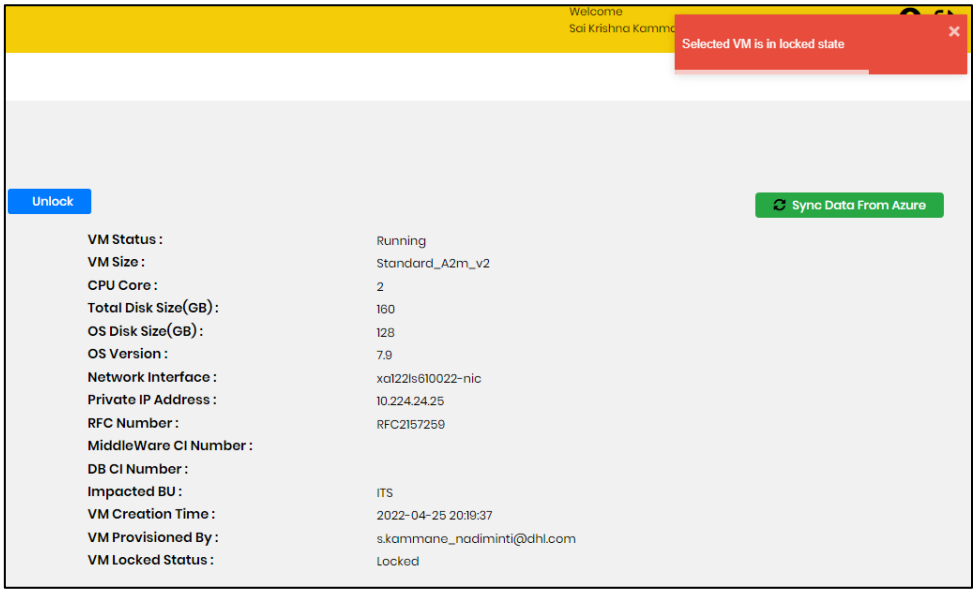
2.7 Lock / Unlock a server

a. The lock feature enables a server to lock itself from a DECOMMISSION request only.
b. Click on the lock button and the following status appears and the button turns to unlock status.



c. Clicking on Decommission status returns the following notification

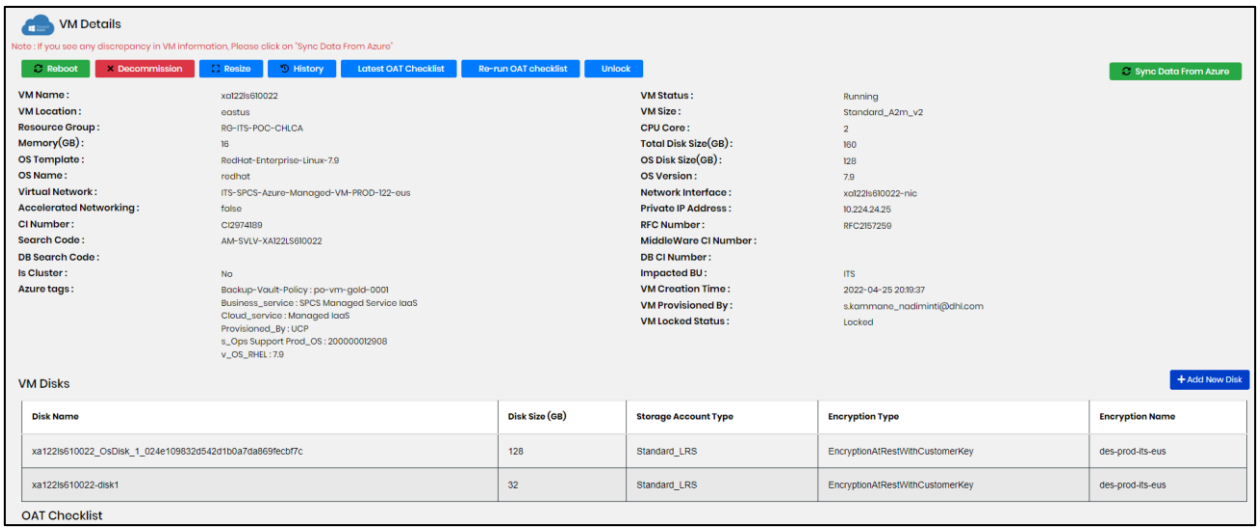




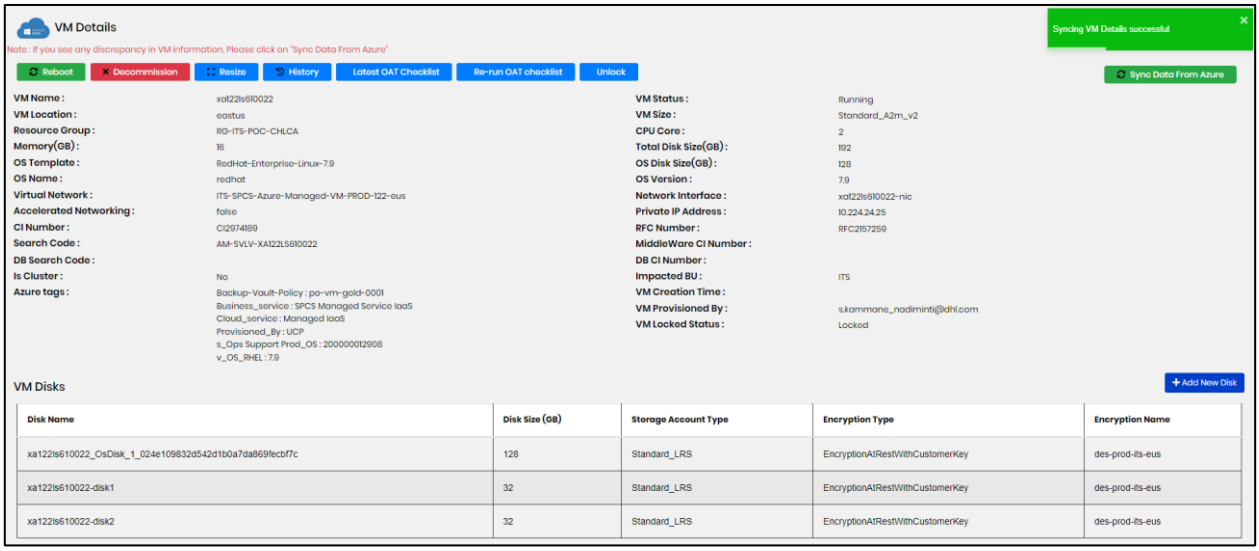
2.8 Sync Data from Azure

a. This button allows the user to fetch the latest status and details of a server from Azure Platform.
b. This option can be utilized in case if there's any discrepancy found in the server details against Azure Platform, or can be proactively used to fetch the latest status post provisioning.
c. For example, an additional disk is added to this server and the user is going to sync the data from Azure platform

BEFORE



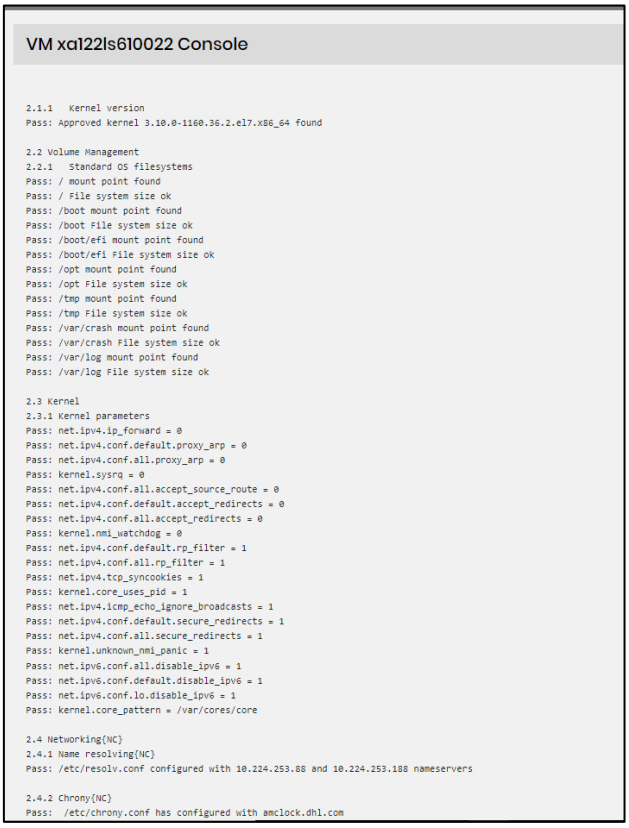
AFTER



As depicted above, a new additional disk is added to this server and the data from the Azure platform is synchronized with the data in UCP.

2.9 Latest OAT Checklist

a. The Latest OAT Checklist button shows the raw file version of the OAT Checklist performed on the server.



3. Glossary

3.1 Definition

Terms	Abbreviation
VM	Virtual Machine
UCP	Universal Cloud Platform