**MSUK DR site Activation Process**

In the Event of a DR Test or real DR scenario when Ryder Street is NOT available.

* Drop connectivity to the main Ryder Court site\*\*.

1. Log on to LondonDRBK1 and login to the Checkpoint SmartDashboard application. (IP Address 172.26.64.2)
2. Edit the rule for "Hopton<>Ryder" so only RDC connections are allowed.

* Finish off the Ghost process on the IBM provided desktops and reboot.
* Join the machines to the MPUK domain, providing new Host names along the lines of Hopton1, Hopton2 and so on.
* Ensure AV is up to date and running.
* Enable the DRadmin account, and resetting the password, if needed.
* Log on to one of the machines, using the DRadmin account, and run the DR Setup Application from S:\Dev\DR\App\Release .
  1. Run the Server Setup Script. (only needs to be run on **one** workstation)
  2. Run the Workstation Setup Script. (this needs to be run on **every** workstation.)
* After the scripts are completed, users can log on to a workstation with their own user accounts and run applications as normal.
* In the event of a test, at the end of the day, the Close DR Script will need to be run from the DR Setup Application. This needs to be run under the context of DRadmin so as to have the correct access to the Databases.
* In the event of a real DR scenario when Ryder Street is not available. When the Ryder Street environment comes back, ensure you disable all RoboCopy scripts that backup data to the DR site, **BEFORE** restoring the link. This will avoid any and all new data from being overwritten. New Data will then need to be copied back to the intended locations in the Ryder Street infrastructure and Databases will need to be backed up to their original servers for continued use.
* Each user wanting to run old Boss should first run the icon on the desktop named **Boss2000 User Dsn** first. This should be run under the user’s own context. It adds the appropriate user DSN for Boss.
* To setup Reporting Services:
  1. Run Reporting Services Configuration Manager
  2. Under Encryption Keys.Delete Encrypted Content, hit the Delete button to remove current encrypted content
  3. Connect to Reporting Services in a web browser and edit each data source required, inputting the relevant login details

\*\*We need to sever the connection between Ryder and Hopton in either event, as should the Ryder Street site come online again during the day, File replications would kick in, and any new data at Hopton Street would be overwritten. \*\*

In the event that Ryder Court is online but access to the building is unavailable.

* Finish off the Ghost process on the IBM provided desktops and reboot.
* Join the machines to the MPUK Domain and provide new Host names, along the lines of Hopton1, Hopton2 and so on.
* Ensure AV is up to date and running.
* Determine which users will be present, and remotely access and enable Remote Desktop access for their user accounts.
* Ensure each user can log on to the desktops, with their standard login IDs, and Remote Desktop to their own desktop in Ryder Court.
* Add Hopton printer to their Ryder Court desktops (installed on LondonDRDC)
* Contact BT and arrange forwarding of our phone lines to phones/mobiles at Hopton Street.

They will then be able to run all applications as normal.

In Both cases the following also need to be done.

* Install local printer on LondonDRDC and make available to all users.
* Restore the latest Swift DB backups to the Swiftbck server and ensure connectivity to Swift is in place and running, be it test or production.
* Ensure the swift server has a working printer installed and is tested.
* Ensure that the phone numbers provided by IBM are working and that the "round-robin" setup is in place.
* Ensure the present users are added to the Mimecast groups allowed to access the Web mail interface for email continuity.