RFC-### [redacted]

Monday, December 9, 2019   8:30 AM

Purpose
Upgrade to [appname] Server v3.#.#.#### on app server
Upgrade Disclosure Site to v3.#.#.#### on web server
1) All [appname] client users will be affected

Prerequisites
Client Side (remind BA)
1) All [appname] clients initiate a sync via Send&Receive tab in the [appname] application

Server Side
1) Create snapshot of application server
2) Perform a backup of the Production [appname] database

Implementation Steps
System Administrator Steps
    App Server
1) Download files from Azure DevOps Changeset #####
   a. Copy [appname]_**3.#.#.####**.zip to \\sp[servername]app\e$\Software & Extract
      SHA256 Hash: [HASH]
   b. Copy [appname]_scripts.zip to \\sp[servername]app\e$\Scripts & Extract
      SHA256 Hash: [HASH]
   c. Copy [appname]Disclosure_Package_**3.#.#.####**.zip to E:\Software on SPE[servername]WEB, IP: (IPAddress) (in DMZ) & Extract
      SHA256 Hash: [HASH]
   d. Copy [appname]DisclosureMaintenance_**3.#.#.####**.zip to E:\Software on SPE[servername] WEB, IP: (IPAddress) (in DMZ) & Extract
      SHA256 Hash: [HASH]
   e. Copy [appname]web_scripts.zip to E:\Scripts on SPE[servername]WEB, IP: [IPAddress] (in DMZ) & Extract
      SHA256 Hash: [HASH]

    <u>**Backup configuration files before uninstall**</u>

2) Connect to SP[servername]APP
3) Navigate to E:\Scripts\[appname]app_scripts
4) Run backup_configs.ps1 via PowerShell
   a. Script will backup three configuration files to E:\Archive\[date]_temp
      i. [appname].exe.config
      ii. [appname]TaskRunner.exe.config
      iii. [appname]Client.exe.config

    <u>**Disable [appname] Task Runner**</u>
5) Open Task Scheduler, click on Task Scheduler Library
   a. End, then Disable [appname] Task Runner

    <u>**Uninstall, Install & Configure [appname] Server**</u>
6) Open Control Panel > Programs and Features

a. Uninstall [appname] Server 3 <mark>(may require server restart)</mark>
7) Navigate to E:\Software\[appname]_**3.#.#.####**
   a. Install [appname]Server_**3.#.#.####**.msi (accept defaults)
8) When finishing the server installation, you will be prompted to use the Configuration Utility to update configuration file values. Uncheck Launch the Configuration File Editor.
9) Navigate to E:\Scripts\[appname]app_scripts
10) Run replace_config_values_PRODenv.ps1 via PowerShell
   a. Script will replace configuration values in new config files
11) Verify the new [appname] server, Client and Taskrunner configs from backups taken earlier.
   a. Backup location: E:\Archive\[date]_temp
   b. [appname]Server.exe.config location: C:\Program Files\[vendorname]\[appname]Server 3
      i. Values to validate:
         1) connectionString (database connection/configuration)
         2) File paths (attachments, logs, documents, temp storage)
   c. [appname]TaskRunner.exe.config location: C:\Program Files\[vendorname]\[appname] Server 3
      i. Values to validate:
         1) WebApiClient_BaseAddress (database connection/configuration)
         2) WebApiClient_BasicAuthUidPwdEnc (encrypted database credentials)
         3) LongRunningTimeout (scheduled task timeout)
         4) File paths (logs)
   d. [appname]Client.exe.config location: C:\Program Files\[vendorname]\[appname] Server 3 \Client
      i. Values to validate:
         1) connectionString (database connection/configuration)
         2) WebApiClient_BaseAddress (API location)
12) Open Services.msc
   a. Set "Log On As" to associated service account, **svc_[serviceaccount]_prod**, for [appname] Server_3 service

   Enable [appname] Task Runner
13) Open Task Scheduler, click on Task Scheduler Library
   a. Enable [appname] Task Runner

   Update Database
14) If Release notes indicate a database change, the following command will be run from Command Prompt:
   [appname]**server.exe /M=NB+UP**
15) Open a command prompt as **svc_[serviceaccount]_prod** and run the following commands:
   - cd C:\Program Files\[vendorname]\[appname] Server 3\
   - [appname]server.exe /M=NB+UP
16) Close command prompt after database migrations complete

   Start [appname] Server
17) Open Services.msc
   a. Start the [appname]Server_3 service.

System Administrator Steps
   Disclosure Site
1) Connect to SPE[servername]WEB, IP: (IPAddress) (in DMZ)
2) Navigate to E:\Scripts\[appname]web_scripts
3) Run backup&decrypt_configs.ps1 via PowerShell
   a. Script will backup configuration files to E:\Archive\[date]_temp and decrypt

4) Navigate to E:\Software\[appname]Disclosure_Package_**3.#.#.####**\[appname].Disclosure.zip \Content\D_C\a\1\s\src\[appname].Disclosure\obj\Release\Package\PackageTmp
   a. Copy contents to C:\inetpub\wwwroot\Portal and overwrite all
5) Navigate to E:\Software\[appname]DisclosureMaintenance_**3.#.#.####**
   a. Copy contents to C:\inetpub\wwwroot\Portal\bin\Maintenance Utility and overwrite all
6) Open PowerShell and run the following commands:
   - cd E:\Scripts\[appname]
   - .\replace_config_values#param.ps1 (IPAddress) [appname]Portal svc_[serviceaccount]_prod **[PASSWORD]**
     - Note: SPE[servername]DB SQL password, not integrated service account
     - Script will replace configuration information in web.config and [appname] DisclosureMaintenance.exe.config based on parameters given above
7) Verify the new web.config and [appname]DisclosureMaintenance.exe.config from backups taken earlier.
   a. Backup location: E:\Archive\[date]_temp
   b. web.config location: C:\inetpub\wwwroot\Portal
      i. Values to validate:
         1) connectionString (database connection/configuration)
         2) File paths (logs)
   c. [appname]DisclosureMaintenance.exe.config location: C:\inetpub\wwwroot\Portal\bin \Maintenance Utility
      i. Values to validate:
         1) connectionString (database connection/configuration)
8) Navigate to E:\Scripts\[appname]web_scripts
9) Run encrypt_live_configs.ps1 via PowerShell
   a. Script will encrypt the live config files due to included credential information
10) Navigate to E:\Software_branding\[company]DisclosureSite
    a. Copy contents (Content & View directories) to C:\inetpub\wwwroot\Portal and overwrite all
11) Open IIS, click SPE[servername]WEB server in Connections column (left), click Restart in Actions column (right)

Database Administrator Steps
1) Connect to SPE[servername]DB.secure.[company].com(IPAddress) using SSMS and run the SAVE-EnvironmentSettings.sql script.
2) **When prompted by the System admin**. Connect to SPE[servername] DB.secure.[company].com(IPAddress) using SSMS and DROP the [appname]Portal database.

System Administrator Steps
12) Open Services.msc on SP[servername]APP
13) Restart [appname]Server_3 service

Database Administrator Steps
1) SPE[servername]DB.secure.[company].com(IPAddress) using SSMS and run the UPDATE-PortalSettings.sql script.

System Administrator Steps
14) Navigate to C:\inetpub\wwwroot\Portal\bin\Maintenance Utility
15) Open [appname]DisclosureMaintenance.exe
16) Click Publishing Sources in left column
    a. Click New Publisher
    b. Set 'Friendly name': [appname]Portal
    c. Supply Publisher Id and Password to DBA
17) Click Save

Database Administrator Steps

4) Wait for System admins to recreate the [appname]Portal database (aka: Disclosure Site Database) through the application.
5) Connect to SP[servername]DB.central.[company].com using SSMS update prior to running the script UPDATE-DisclosureSiteConnectionInfo.sql with the new TenantID and Password provided by the System administrator.
6) restore tables which will restore website content

System Administrator Steps

18) Open IIS, click SPE[servername]WEB server in Connections column (left), click Restart in Actions column (right)
19) Navigate to C:\inetpub\wwwroot\Portal\bin\Maintenance Utility
20) Open [appname]DisclosureMaintenance.exe
21) Click Sidebar Links in left column
    a. Input the following
        i. Text: [insert wanted text for link]
        ii. URL: http://www.[subdomain].[domain].com/
    b. Click Add
22) Click Map Settings in left column
    a. Input the following
        i. Google Maps API key: [keyValue]
        ii. Google Maps Geocoding API key: [keyValue]
23) Click Display Settings in left column
    a. Click the green plus sign to create a New Program Area
    b. Create the following Program Areas
        i. [programarea1], [programarea2], [programarea3], [programarea4], [programarea5]
    c. In each of the Program Areas, set 'Default search results view' to 'Table'
    d. In each of the Program Areas, check the following boxes
        i. Under Visible Facility Columns (Table Search)
            1) [criteria1]
            2) [criteria2]
            3) [criteria3]
            4) [criteria4]
        ii. Under Visible Inspections Columns (Facility Page)
            1) [criteria1]
            2) [criteria2]
            3) [criteria3]
            4) [criteria4]

Business Analyst Steps

1) Open [appname] client app
2) Click on File > Control Panel > System Preferences > Disclosure System Settings
3) Check 'Reset the [appname] Disclosure Site and republish all information on the next publishing run' checkbox
4) Click the 'Save & Close' button

System Administrator Steps

22) Click Grouping in left column
    a. Assign the following groupings
        i. [visiblelinktext1] = [programarea1]
        ii. [visiblelinktext2] = [programarea2]
        iii. [visiblelinktext3] = [programarea3]

          iv.   [visiblelinktext4] = [programarea4]

          v.   [visiblelinktext5] = [programarea5]

23) Click Save
24) Close [appname] Disclosure Portal Configuration Utility

Cleanup

1) On SP[servername]APP:
   a. Delete E:\Software\[appname]_**3.#.#.####**.zip
   b. Delete E:\Software\[appname]_**3.#.#.####** directory
   c. Delete E:\Scripts\[appname]app_scripts.zip
   d. Delete E:\Scripts\[appname]app_scripts directory
2) On SPE[servername]WEB:
   a. Delete E:\Software\[appname]Disclosure_Package_**3.#.#.####**.zip
   b. Delete E:\Software\[appname]Disclosure_Package_**3.#.#.####** directory
   c. Delete E:\Software\[appname]DisclosureMaintenance_**3.#.#.####**.zip
   d. Delete E:\Software\[appname]DisclosureMaintenance_**3.#.#.####** directory
   e. Delete E:\Scripts\[appname]web_scripts.zip
   f. Delete E:\Scripts\[appname]web_scripts directory