**Backup Production DB and WSP Solution -** Friday 12/11/2020

1. Stop the TimerJobs on **NIHSPOMON – Ngan – 4pm - Done**
2. Maintenance Webpart on the Home Page (/CDN/UserAdminPortalUpdates.txt) and hide the webpart on New Site Request– Swetha- 4pm - **Done**
3. Backup database – 6pm - **DONE**
   1. Backup database "O365\_SelfServicePortal" from the DB server **NIHSPSQL19P1** – Karthik
4. Backup WSP Solution – Karthik - 12/10/2020 - 6pm - **DONE**
   1. NIH.CIT.DataAccessComponent
   2. NIH.CIT.O365Administration.BAC
   3. NIH.CIT.O365RequestManagement
5. Backup PowerShell Scripts - 4pm – **DONE** 
   1. D:\SPAdmin\Backup\12-10-2020
   2. Backup Graph API Module on **NIHSPOMON** - Ngan

* D:\Scripting\PSModules\NIH.AdminPortal.Graph
* D:\Scripting\O365DevOps

**PS Scripts Deployment Steps –** Friday 12/11/2020

1. SQL Database Changes – Ngan - 6pm
   1. Backup existing view and stored proc before running SQL script. - **Done**
   2. Run SQL scripts on **NIHSPSQL19P1 -**

\\nihspodev\d$\Scripting\Deployment\Common\12-11-2020\SQL Database\

* AddNewColumn.sql **- DONE**

ModifyStoredProc.sql **DONE**

* NewStoredProc.sql **- DONE**
  1. Modified existing view **- DONE**
     + vAllGroupsExtended
     + vAllTeamsExtended
     + UserReport
  2. New view for Change Requests - **DONE**
     + vAllChangeRequests

1. Export and Import certificate “SPO-Sync Operations” from **NIHSPADMIN** to **NIHSPOMON** –Ngan – Anytime - **DONE**
2. Copy source code from “\\NIHSPODEV\D$\Scripting\Deployment\” to NIHSPOMON– Ngan – Anytime -**DONE**
   1. [\\NIHSPODEV\d$\Scripting\Deployment\AdminPortal-Operations\12-11-2020\Source Code](file:///\\NIHSPODEV\d$\Scripting\Deployment\AdminPortal-Operations\12-11-2020\Source%20Code)“ to “\\NIHSPOMON\d$\Scripting\O365DevOps\AdminPortal-Operations”
   2. [\\NIHSPODEV\d$\Scripting\Deployment\Common\12-11-2020\Source Code](file:///\\NIHSPODEV\d$\Scripting\Deployment\Common\12-11-2020\Source%20Code)” to “\\NIHSPOMON\d$\Scripting\O365DevOps\Common\Lib”
   3. [\\NIHSPODEV\d$\Scripting\Deployment\PSModules\NIH.AdminPortal.Graph\12-11-2020\Source Code](file:///\\NIHSPODEV\d$\Scripting\Deployment\PSModules\NIH.AdminPortal.Graph\12-11-2020\Source%20Code)” to “\\NIHSPOMON\d$\Scripting\PSModules\NIH.AdminPortal.Graph”
3. Create Scheduler Tasks – Ngan – 12/10/2020 - **DONE**
   1. PopulateDailyGroupsCache.ps1 – [Daily]
   2. PopulateDailyUsersCache.ps1 - [Daily]
   3. PopulateDailySitesCache.ps1 - [Daily]
   4. SyncO365Groups.ps1 - [Daily]
   5. SyncO365Users.ps1 - [Daily]
   6. SyncO365SPOSites.ps1 - [Daily]
   7. SyncO365PersonalSites.ps1 – [Daily]
   8. ProcessM365Operations.ps1 - [Daily]
   9. SyncPersonalSitesExtended.ps1 – [Weekly]
   10. PopulatePersonalSiteSCA.ps1 – [Weekly]
4. Update Scheduler Tasks with service account “citspadminsvc” – Dan – 12/10/2020 - **Done**

**.NET Deployment Steps –** Friday and Saturday 12/12/2020

* Create “AdminPortalLogs” folder in D:\logs drive in the SharePoint web front server(s). - **Karthik - DONE**
* Update web.config to include the “O365\_SelfServicePortalLoggingPath” - <add key="O365\_SelfServicePortalLoggingPath" value="D:\logs\AdminPortalLogs\" /> under <appsettings> - **Karthik - DONE**

Steps – **Swetha - 12/11/2020 - 6pm - 8pm**

1. Remove Admin Portal Feedback – comment a line in Branding page - CDN/Branding/Scripts/nih\_Branding.js 0r nih\_branding.old.js - **Done**
2. Site Assets – Add a script EasyTabs.txt for the tabs in Teams - **DONE**
3. SQL – Generate scripts to create or modify and run them in UAT/Prod instance **Done**
4. **New Tables – 12/11/2020 - Done**
   1. ChangeRequests
   2. ChangeRequestTypes (Insert values from Dev)
   3. ChangeTypes (Insert values from Dev)
5. **Existing Views - 12/11/2020 - 7pm- Done**
   1. SPO\_PersonalSites
   2. vAllTeamsExtended
   3. UserReport
6. **New StoredProcedures - 12/11/2020 - Done**
   1. GetAllActiveTeams
   2. GetAllActiveUsers
   3. GetAllOneDriveSites
   4. GetAllChangeRequests
   5. GetTeamsMembersById
   6. GetTeamsChannelsById
   7. GetTeamsChannelsInfoById
   8. GetTeamsChannelsMembersById
   9. GetTeamsById
   10. GetUserDetailsById
   11. GetOneDriveDetailsById
   12. AddNewChangeRequest
   13. GetTeamsRequestsByGroupId
   14. GetSiteChangeRequestsById
   15. GetICNamebyUserEmail
   16. UpdateICNamebyUserEmail
7. **Existing StoredProcedures - 12/11/2020 - Done**
   1. GetAllActiveSites
   2. GetSiteById
8. **Solutions deployment - Karthik - 12/11/2020 - Done**
   1. NIH.CIT.O365Administration.BAC.wsp
   2. NIH.CIT.O365RequestManagement.wsp
9. **Existing Site Pages -Done**
   1. Site Page – Site Details.aspx
      1. **Properties -**Edit Site Change Request Page URL - [https://spoadm.sps.nih.gov/SitePages/SiteChangeRequest.aspx](https://dev-spoadm.sps.nih.gov/SitePages/SiteChangeRequest.aspx)
10. Create New SitePages - **DONE**
11. **New SitePages, WebPart Properties, WebParts- Done**
    1. **SitePage** - Change Requests.aspx - DONE
       1. **Properties**
          1. WebPart Title - View Change Requests
          2. View/Edit Site details - /SitePages/Site Details.aspx
          3. View/Edit Teams details - /SitePages/Teams Details.aspx
       2. **WebPart** – ChangeRequestsWebPart
    2. **SitePage** – Manage Teams.aspx - DONE
       1. **Properties**
          1. WebPart Title – Manage Teams
          2. View/Edit Teams details- [https://spoadm.sps.nih.gov/SitePages/Teams%20Details.aspx](https://dev-spoadm.sps.nih.gov/SitePages/Teams%20Details.aspx)
       2. **WebPart** – TeamsListWebPart
    3. **SitePage** – Manage OneDrive.aspx - DONE
       1. **Properties**
          1. WebPart Title – Manage OneDrive
          2. OneDrive Details - /SitePages/OneDrive%20Details.aspx
          3. User details Page - /SitePages/User Details.aspx
       2. **WebPart** - OneDriveListWebPart
    4. **Site Page** – Manage Users.aspx - DONE
       1. **Properties** 
          1. WebPart Title – Manage Users
          2. User details Page - /SitePages/User Details.aspx
       2. **WebPart** - UsersListWebPart
    5. **Site Page** –SiteChangeRequest.aspx - DONE
       1. **WebPart** - EditSiteDetailsWebPart
    6. **Site Page** –TeamsChangeRequest.aspx - DONE
       1. **WebPart** - EditTeamsDetailsWebPart
    7. **Site Page** – My Profile.aspx - DONE
       1. **WebPart** - MyProfileWebPart
    8. **Site Page** – Teams Channels Info.aspx - DONE
       1. **Properties** 
          1. Teams details Page URL - /SitePages/Teams Details.aspx
          2. User details Page URL - /SitePages/User Details.aspx
          3. Edit Site Chang Request URL - [https://spoadm.sps.nih.gov/SitePages/SiteChangeRequest.aspx](https://dev-spoadm.sps.nih.gov/SitePages/SiteChangeRequest.aspx)
       2. **WebPart** - TeamsChannelInfoWebPart
    9. **Site Page** – OneDrive Details.aspx
       1. **Properties**
          1. OneDrive Sites List - /SitePages/Manage OneDrive.aspx
       2. **WebPart** - ViewOneDriveDetailsWebPart
    10. **Site Page** – Teams Details.aspx - **Swetha - Done**
        1. **WebPart** – ViewTeamsDetailsWebPart
        2. Properties
           1. WebPart Title – Teams Details
           2. Teams List URL - /SitePages/Manage Teams.aspx
           3. Edit Teams Details Change Page - [https://spoadm.sps.nih.gov/SitePages/TeamsChangeRequest.aspx](https://dev-spoadm.sps.nih.gov/SitePages/TeamsChangeRequest.aspx)
        3. TeamsRequestWebPart – Change Requests Title
        4. TeamsMembersWebPart – Title – Members
           1. User details Page URL - /SitePages/User Details.aspx
        5. TeamsChannelsWebPart – Title Channels
           1. Teams Channels Info - /SitePages/Teams Channels Info.aspx
        6. TeamsInfoWebPart – Title - SharePoint Info
           1. Edit Site Details Page Page URL - [https://spoadm.sps.nih.gov/SitePages/SiteChangeRequest.aspx](https://dev-spoadm.sps.nih.gov/SitePages/SiteChangeRequest.aspx)
        7. ContentEditorWebPart - /SiteAssets/EasyTabs.txt
    11. **Site Page** – User Details.aspx
        1. **Properties**
           1. Users List - /SitePages/Manage Users.aspx
        2. **WebPart** – ViewUserDetailsWebPart
12. Left Nav - 12/11/2020 - **Done**
    1. Requests
    2. New Site Request
    3. Manage Site Requests
    4. View Change Requests
    5. Manage
    6. Teams
    7. SharePoint Sites
    8. OneDrive
    9. Users
13. Global Nav - 12/11/2020 - Done
    1. My Profile – Audience target – Create a SharePoint group NIH Portal Global Admin - “Full Control” – Add CIT HSS SharePoint Online Admins
14. **Ngan and Swetha will test the production site. - 12/12/2020 10am - 12 pm- Done**