Clockwork Project Technical Configuration
Conference Call Minutes
June 26, 2014 1-2 p.m.

Participants: Mahmood Hasan, Jim Clow, Ryan Anthony, Mary Baddam and Krystel Ocampo from Clockworks, Linda Koyama

I.   **Ryan sent VPN access,** web server, application server and sql server info to Mary today (6/26/14).

II. **Background**: Clockwork will be set up for three departments: De Anza DSPS, Foothill DSPS and Foothill Veterans office. Three databases will be installed. All three will be using the same SQL server.

III. **Banner data sync** : ETS will be providing two store procedures. One for student data (i.e. demographics, academic info, other required info by depts). Parameter passed would be student ID. Mary will provide a sample of Banner script store procedure (real-time query).   Requires a connection string and also need a sample student id to test. (more details in the documentation Mary sent). A nightly sync will update any info that has changed for all active students in Clockwork.

One way download. The application server (central server) will connect to the Banner database. May need to change IP addresses due to our security model. Better to make any changes to the IP address before the set up. Can use DNS entries as long as there are no problems with the network.

IV. After the installation of the Clockwork database, server, web, they will need the store procedures and database connection info before training can take place.

V.   SSL certificate is required for both the web server and application server (they are using IIS).   ETS will purchase. We can have three instances on the webserver and three directories. Will use the same domain name. Once the certificates are installed, we need to contact Mary so that they can start their installation. Application server will be running IIS as well.

VI. **Outlook Sync feature** was also purchased which is a two way sync with the Clockwork calendar and Outlook calendar. They will need a delegate account for read and write access for both colleges calendars for FH and DA DSPS staff and FH veterans staff. Mary will need a list of staff members and their e-mail addresses for the staff. They will also need the web URL for exchange.

VII. **Web authentication:** Student can log in and request for services. Will use active directory. Mary will need the server information and an active directory test account (Ryan will take care of this). Once the web is installed, Mary will give us a test page link on the web and Ryan will test it.

VIII.   Clockwork log in accounts: Departments or IT will be managing the Clockwork log ins and passwords. No way to currently tie in the staff log ins to active directory.   For outlook sync, there are a set number of outlook licenses (Foothill has 24).

IX. **Notetaking module**: Students can apply to be notetakers. Need to authenticate their ID and verify that they are students to pull their information.

X. **Need to create four SQL user accounts**. Mary will provide a list of accounts required. Need three SQL unique accounts with read/write access. One account with elevated permission with ownership role for all three databases for future automated patches. ETS will create them with the user names and passwords. An encryption password will be required for all three databases. (Need   strong passwords). Ryan will look into it and will request a session with Mary if necessary. It's possible to input passwords as they are installing the database.

XI. **Test system needed**? If creating at the same time, the license is free. Recommended to keep them separate from the production servers (databases are okay). Will need to get back to Mary. Signed certificates are fine for the test system.

Summary:
- Mary will send sample procedures for Banner.
- Notify Mary when we are ready to start install.
- ETS will purchase the SSL Certificates, create the accounts and passwords.
- ETS will work on store procedures.
- ETS will provide a list of staff members and e-mails for Outlook sync.
- ETS will create four SQL user accounts and encryption passwords.
- Backup, maintenance will be ETS' responsibility. District purchased a support agreement with Clockwork.
- Training will follow installation.
- Any questions please e-mail or call Mary (mary@clockworks.ca) 1-866-960-8776 ext. 350 (eastern time zone).