

Colliers Change Requests

Tuesday, June 15, 2021 2:10 PM

Change Requests:

• **New DNS** - At present, portal is accessible via IP address(<http://104.211.208.206:8002/>), this needs to be updated, to access via domain name(<https://copro.colliersasia.com/>).

• **SSL certificate**

- Needs to add SSL certificate in server to enable access portal through secured http channel
- Configuring SSL certificate in server.
- Updating current url (IP) in the program code and in database for smooth transitions.

• **Enable SSO (single sign-on)**

Adding user: We need to enable SSO in Azure configuration while creating user

Need to push users to multiple applications!

Need to create separate applications for each webapps.

ADFS Integration - CoPRO:

Enable ADFS authentication for @colliers.com users

- Modification in existing login flow in the system, to enable Auto login upon the system login.
- Use of Metadata of IDP, to identify and authorize for the usage
- During development, Colliers has to share the following:
 - IDP_x509
 - IDP_ENTITYID
 - IDP_HOST

ADFS Integration - Non-CoPRO:

Enable ADFS authentication for @colliers.com users

- Modification in existing login flow in the system, to enable Auto login upon the system login.
- Use of Metadata of IDP, to identify and authorize for the usage
- During development, Colliers has to share the following:
 - IDP_x509
 - IDP_ENTITYID
 - IDP_HOST

CoPRO - MFA for non-Colliers users:

MFA for client / non @colliers.com users authentication

- To access the system by non-colliers user, user has to go through 2 levels of authentication.
- First is with password and second level is with OTP, sent to email/SMS.
- Development of periodic password expiration logic (60 days - configurable)

Partially completed - Raghavendra to do SMS DLT approval.

Forgot Password: Only for Non-Colliers. DLT Part pending - Prakash's phone number to be added.

14-Sep: AI - Reshmi to drive the SMS DLT efforts.

12th Oct - Prakash asked us to hold on with DLT part.

22nd Oct - Parked by Prakash.

Data Segregation (DB Level)

- In current system, all apps, Copro-MIS-HRMS-Client's Project dashboard, uses a centralized database of Users and Projects. Users and Projects are added in MIS portal, those can be accessible in rest of the apps. So any modification to these modules needs to be done from MIS portal.
- To enable Copro to work independently from MIS, we have to develop Users & Projects modules separately, so that there won't be any dependency from MIS team.
- Once the modules are separated, need to develop a sync mechanism, to make sure data in MIS and Copro are identical

Notes:

1. Need access to create project and users in CoPRO - Super Admin login.
2. Action Item: Reshmi with the help of Prashant to map the fields used in create project/user.

28th Sept: Reshmi to send an email after internal review.

12th Oct: Roshni can plan it after the current set of tasks.

01st Oct : Meeting planned today

22-Oct - To start from next week.

BCP

Server backup can be done via two ways Azure backup (v1) , Manual backup(v2)

Azure backup v1:

- Azure backup backs up server data (whole VM, which includes code,files, database & configuration), and stores in Azure storage.
- Needs to enable this backup directly from the Azure portal with minimal configuration overhead
- Azure Backups are stored in Azure storage, which is automatically created by the backup service. As Azure storage is billed on a pay-as-you-go basis
- We can recover server, to specific state/date from the VM backup.

Action Item:

- Prakash to get back with details of servers/VM.

MIS

1. Change of logo to Colliers in the MIS & HR admin portal
2. Synergy name to be removed from MIS & HRM admin portal
3. Auto Generated emails to be configured to india.eleave@colliers.com from jeevan.kumar@colliers.com
4. Attached leave SOP to be updated into leave portal
5. MIS ID to be changed from S00 to C00 for existing employees and for those employees who will be added into MIS
6. Annual leave label to be changed to Privilege leave in all the portal
7. HRM admin portal under leave details from excel AL to be changed to PL
8. Joining formalities questions to be changed (attached new format)
 - a. Employee Portal
- 22nd Oct - Development Completed.
9. Generate of MIS code to all existing Colliers employees.
10. Remove Is Old Colliers user? Field from MIS admin portal. Dependent on #14
11. In MIS portal under add user, Department label to changed to Service line (new dropdown menu content will be shared shortly)
12. Old Colliers employee's basic information to be updated in to MIS portal (details in excel sheet will be shared shortly). <Jeevan to share the details.>
13. Accounting Code(PF Number) label to be changed to Employees ID / Code in HRM admin portal. (Need to add some data and a column in DB). <This is a dependency for #10. Front end changes are completed.> <Dependent on #14>
14. Upon successful submission of online joining forms employee ID to be generated automatically based on location selected (running numbers location wise will be shared shortly).
 - a. Oct 22nd - We can start with this.

5/9/10/12/13/14

Microsoft Project Plan - Replacement:

1. <https://github.com/opf/openproject>

Action Item:

1. We will create a project similar to one in Colliers environment and understand the shortfalls.
 - a. ETA: Mail on Monday.

COPRO:

1. Slowness - Infra utilization during the peak time.
 - a. <<Oct 12 - Dashboard needs to be checked>>
2. Reports -
 - a. Only images to be rendered on files.
3. File Folders -
4. Project archiving -
5. Upgradation to latest Laravel -

Prashanth's allocation:

1. CoPRO - 50%
2. Others - 50%

Roshni's Assignments:

1. Excel Import - Upload, calculation, rendering the data, comparison

Retrospective:

- Testing time needs to be reduced.

No	Development & Migration Phases	Phase	Go-Live
1	CoPro - Cyber Security Setup (DNS, SSL, Azure AD Authentication)	1	15-Nov-21
2	Co-pro - Migration to new VM1	1	15-Nov-21
3	MIS + HRMS + BD + Client Dashboard - Azure AD Authentication	1	15-Nov-21
4	MIS + HRMS + Client Dashboard Migration VM2	1	15-Nov-21
5	BCP - (Azure Auto Backup Setup)	1	15-Nov-21
6	MFA Setup & Development for external users (non-Colliers)	2	01-Jan-22
7	Segregation User /Access Management	2	01-Jan-22
8	Co-Pro - Enhancement (Project Planner, Timesheet)	3	01-Feb-22