Kinsmen Group

How-To Guide

Explorer Scheduling

Date: January 29, 2024

KINSMEN GROUP

Table of Contents

Introduction 1

Process 2

Sacramento 2

Denver 5

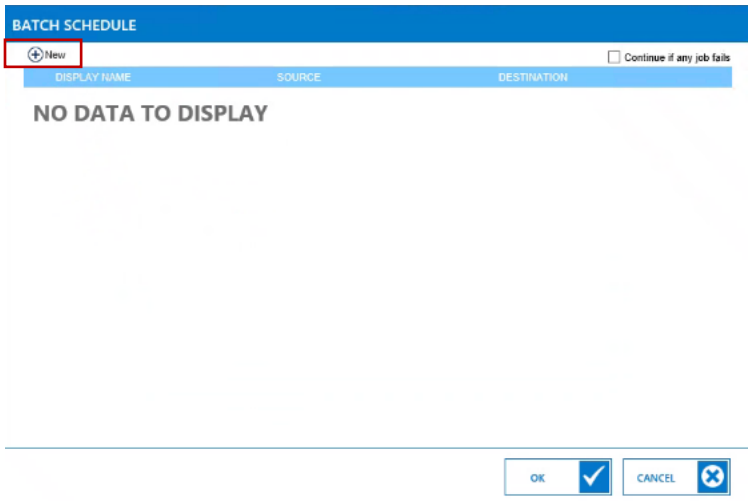
Introduction

This document describes the steps required to schedule the automatic synchronization of document records to the eDRAWS Explorer database.

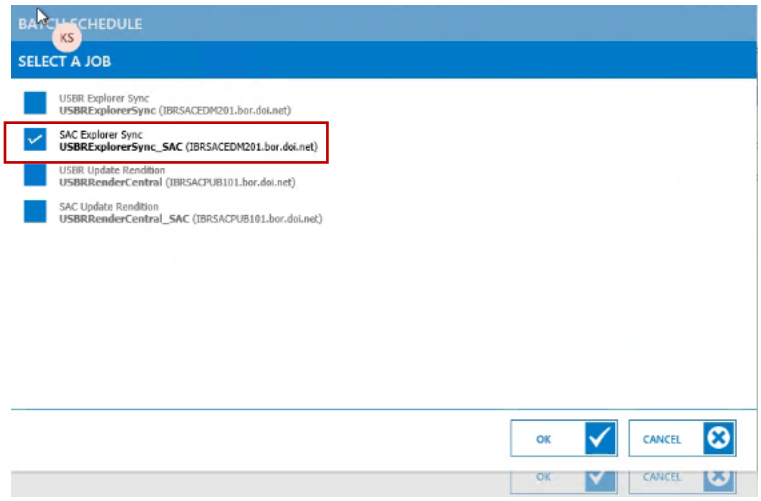
Process

Sacramento

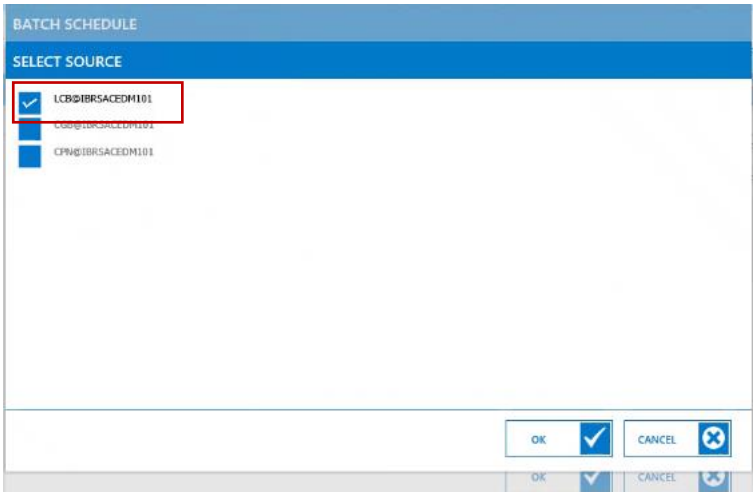
1. Open the **BlueCielo Meridian Administration Console** by browsing to: **https://IBRSACEDM201.bor.doi.net/BCEnterprise/Config.**
2. Select **All** on the home screen and then select **Jobs**.
3. Select **SAC Explorer Sync** and then click **Batch Schedule**
4. Click **New**



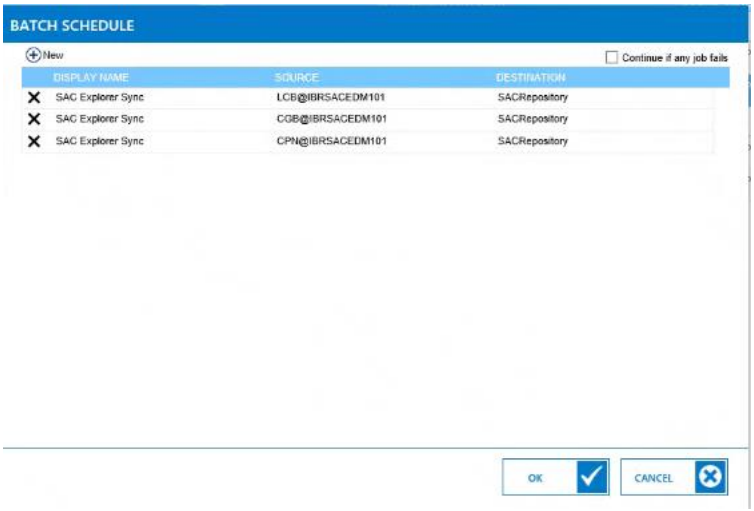
5. Select **SAC Explorer Sync** and click **OK**



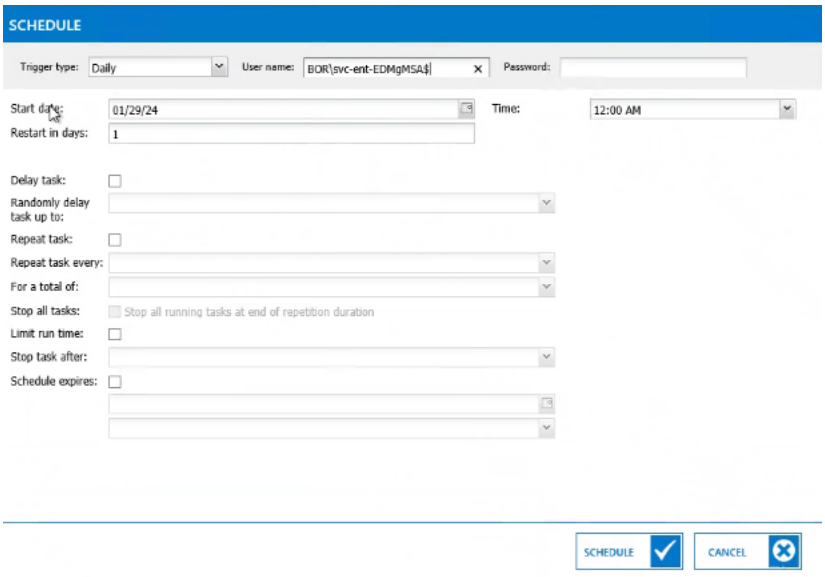
6. Select **LCB@IBRSACEDM101** and click **OK**



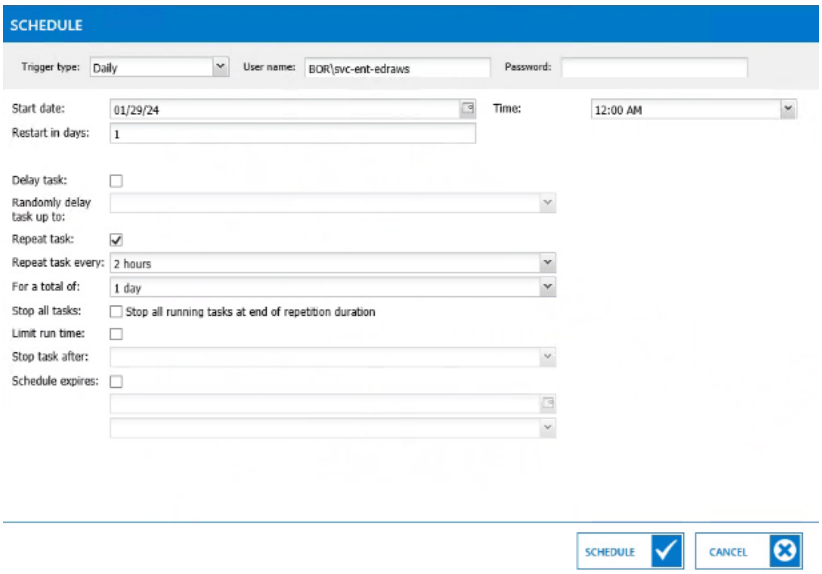
7. Repeat steps 4-6 for the sources **CGB@IBRSACEDM101** and **CPN@IBRSACEDM101**



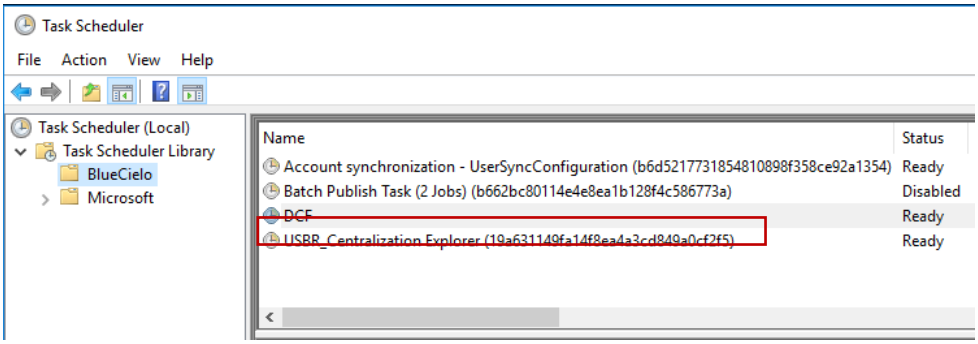
8. Once all sources have been added, click **OK** to show the schedule screen



9. Configure the schedule to run under a regular service account, repeating every 2 hours for a duration of 1 day:



10. Once the schedule has been created, it will need to be updated to run under the gMSA account:
    a. Connect to **IBRSACEDM201** using a remote desktop connection.
    b. Start the **Task Scheduler** application.
    c. Expand **Task Scheduler Library** and click on **BlueCielo**
    d. Locate the task previously created, it will be named **Batch Publish Task (3 jobs)** followed by a GUID.

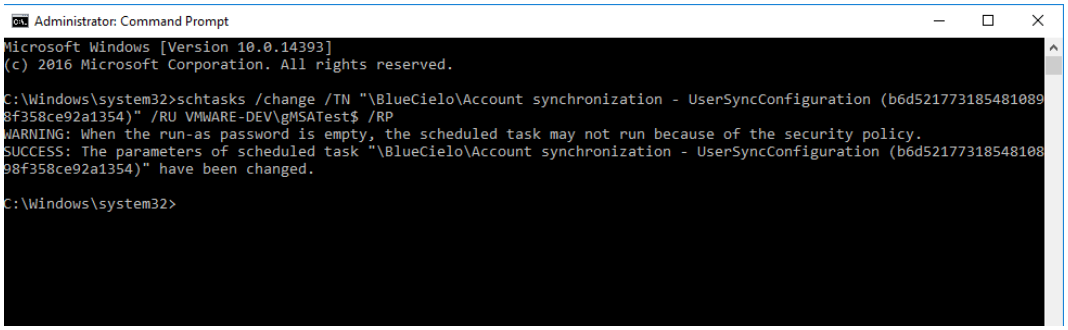


    e. Run the following command in an elevated command prompt:

    schtasks /change /TN "\BlueCielo\Batch Publish Task (3 jobs) (b6d52177318548108 98f358ce92a1354)" /RU BOR\ svc-ent-edmgmsa$ /RP

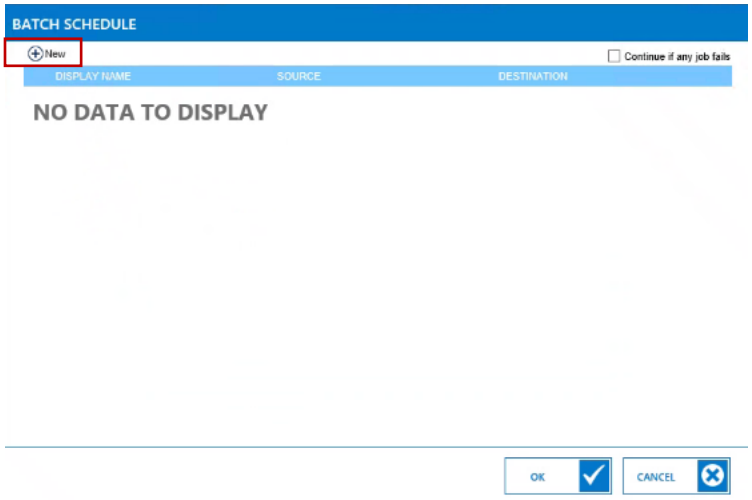
    Change the text in Red to the full name of the task (including GUID) but ensure that it is prefixed with **"\BlueCielo\"**, this is because we must specify the full path to the task from the root of the

Task Scheduler Library.

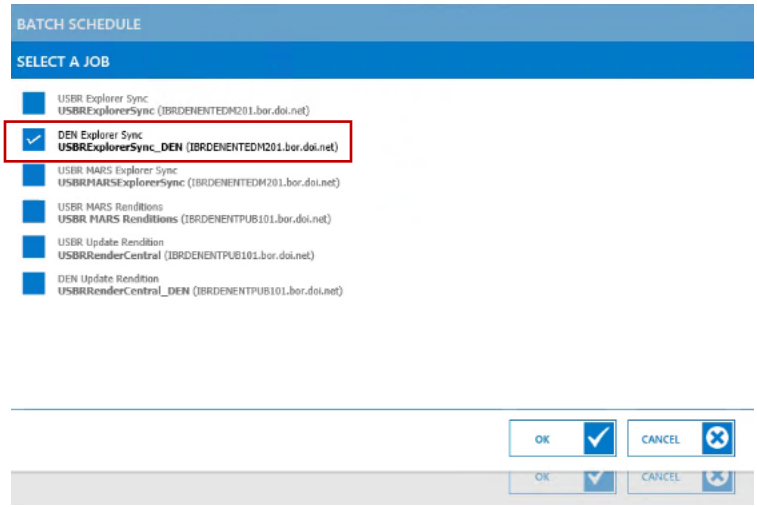


Denver

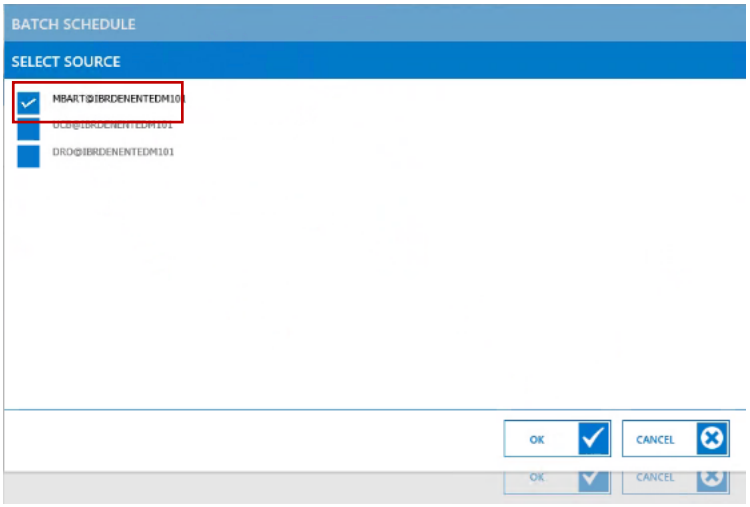
1. Open the **BlueCielo Meridian Administration Console** by browsing to:
   https://IBRDENENTEDM201.bor.doi.net/BCEnterprise/Config.
2. Select **All** on the home screen and then select **Jobs**.
3. Select **DEN Explorer Sync** and then click **Batch Schedule**
4. Click **New**



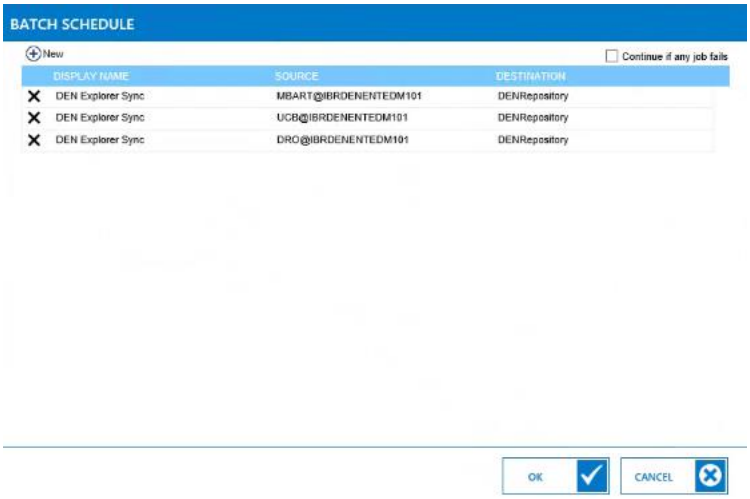
5. Select **DEN Explorer Sync** and click **OK**



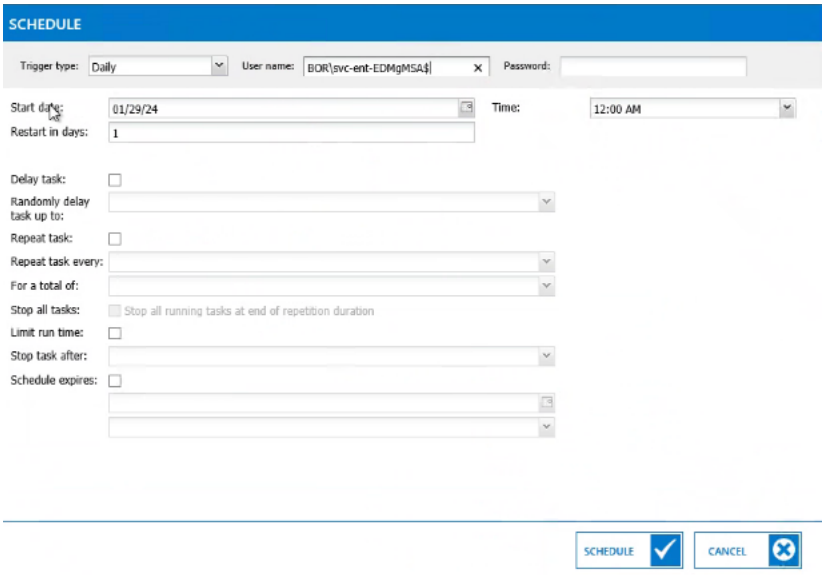
6. Select **MBART@IBRDENENTEDM101** and click **OK**



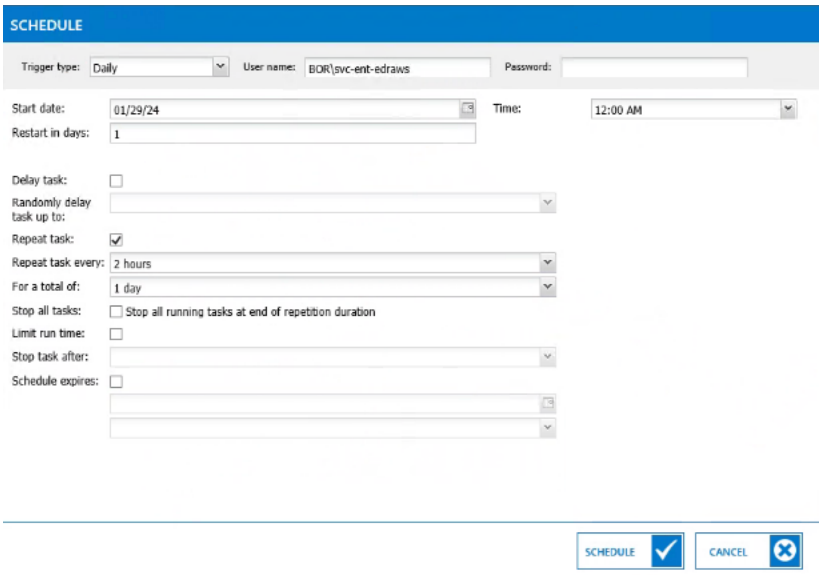
7. Repeat steps 4-6 for the sources **UCB@IBRDENENTEDM101** and **DRO@IBRDENENTEDM101**



8. Once all sources have been added, click **OK** to show the schedule screen

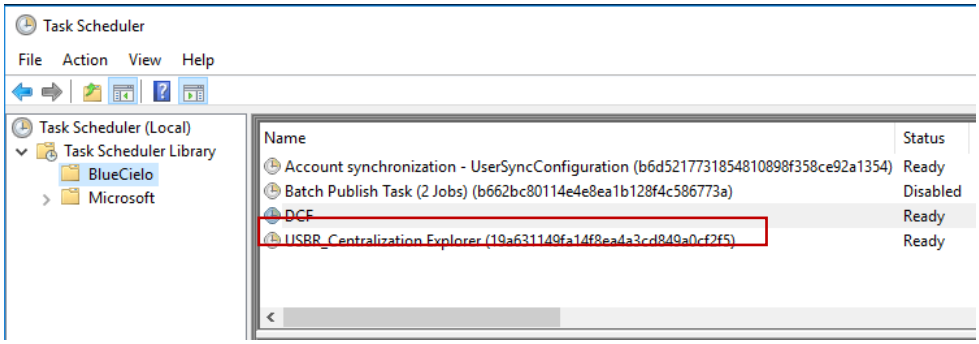


9. Configure the schedule to run under a regular service account, repeating every 2 hours for a duration of 1 day:

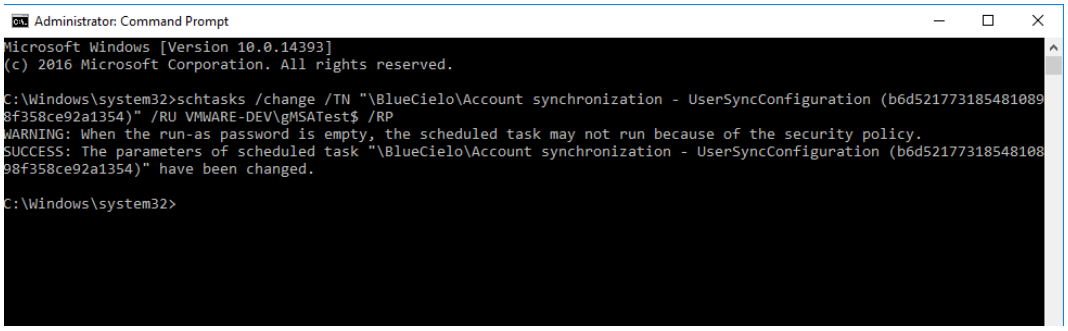


10. Once the schedule has been created, it will need to be updated to run under the gMSA account:
    a. Connect to **IBRDENENTEDM201** using a remote desktop connection.
    b. Start the **Task Scheduler** application.
    c. Expand **Task Scheduler Library** and click on **BlueCielo**

d. Locate the task previously created, it will be named **Batch Publish Task (3 jobs)** followed by a GUID.



e. Run the following command in an elevated command prompt:

schtasks /change /TN "\BlueCielo\Batch Publish Task (3 jobs) (b6d5217731854810898f358ce92a1354)" /RU BOR\ svc-ent-edmgmsa$ /RP

Change the text in Red to the full name of the task (including GUID) but ensure that it is prefixed with **"\BlueCielo\"**, this is because we must specify the full path to the task from the root of the Task Scheduler Library.