

Kinsmen Group

Shared Workspace Synchronization Setup



— BUREAU OF —
RECLAMATION

KIN-BOR-P22207-PRO-005

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KINSMEN
GROUP



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Document Control				
Revision	Name	Date	Reason	Changes
1	Gordon Cleary	Feb 05, 2024	Draft	Initial Version
2	Simon Smart	Feb 13, 2024	Revised	Updates to detail



Introduction

This procedure is provided to assist with the installation and setup of scheduled shared workspace syncing. This will ensure that the content of any shared workspace folders is synchronized in a timely manner.

Shared workspace synchronization is performed via a single batch file, which calls the BCSharedFolderSync application once per vault. This application will check the vault for any workspace locations and synchronize the contents accordingly.

Procedure – Test Server

1. Logon to the **Test EDM Server (IBRSACEDM001)** as an **administrative user**.
2. Navigate to the **Solution Deployment Package** provided by **Kinsmen Group** and copy **SyncWorkspace - TEST.bat** from the *Tools\Shared Workspace Sync* folder to *D:\Meridian Extensions\Scripts*.
3. Start the **Task Scheduler** application.
4. Navigate and select **Task Scheduler (Local) > Task Scheduler Library > BlueCielo**.
5. Select **Create Task** and enter the following information.
 - a. **Name:** Test Shared Workspace Sync
 - b. **Description:** Force synchronization of Shared workspace for all vaults.
 - c. **Security Options:** Run whether user is logged on or not. Enter the credentials of the non-GMSA service account, this will be updated in a later step.

Create Task

General | Triggers | Actions | Conditions | Settings

Name: Sacramento Shared Workspace Sync

Location: \BlueCielo

Author: KG\Admin

Description: Force synchronization of Shared workspace for all vaults.

Security options

When running the task, use the following user account:

KG\Admin Change User or Group...

☐ Run only when user is logged on

☒ Run whether user is logged on or not

☒ Do not store password. The task will only have access to local computer resources.

☐ Run with highest privileges

☐ Hidden

Configure for: Windows Vista™, Windows Server™ 2008

OK Cancel



6. Select **Triggers** tab and click **New** and enter the following information and click Ok.
 - a. **Begin the Task:** On a schedule.
 - b. **Settings:** Daily
 - c. **Recur every:** 1 day.
 - d. **Advanced Settings:** Repeat task every 15 minutes.

New Trigger

Begin the task: On a schedule

Settings

☐ One time
☒ Daily
☐ Weekly
☐ Monthly

Start: 2/ 5/2024 4:31:37 PM ☐ Synchronize across time zones

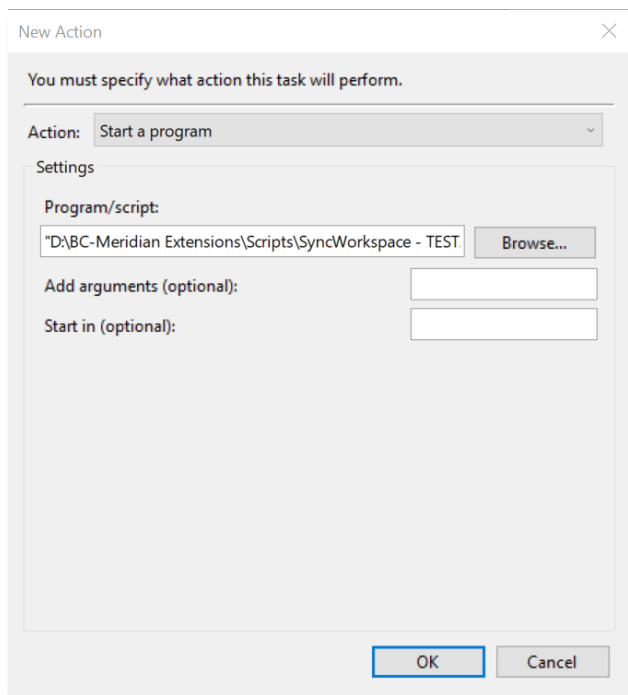
Recur every: 1 days

Advanced settings

☐ Delay task for up to (random delay): 1 hour
☒ Repeat task every: 15 minutes for a duration of: 1 day
☐ Stop all running tasks at end of repetition duration
☐ Stop task if it runs longer than: 3 days
☐ Expire: 2/ 5/2025 4:31:37 PM ☐ Synchronize across time zones
☒ Enabled

OK Cancel

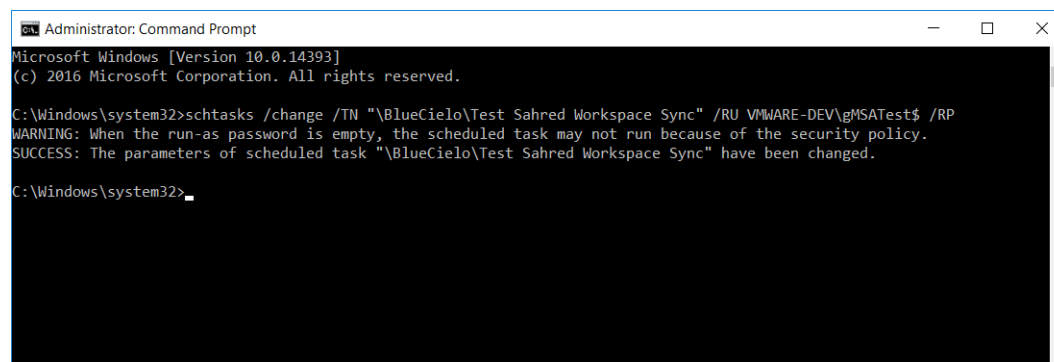
7. Select the **Actions** tab and click **New** and enter the following information and click Ok.
 - a. **Action:** Start a program.
 - b. **Program/Script:** "D:\BC-Meridian Extensions\Scripts\SyncWorkspace - TEST.bat"



8. Once the schedule has been created, it will need to be updated to run under the gMSA account. Run the following command in an elevated command prompt:

```
schtasks /change /TN "\BlueCielo\Test Shared Workspace Sync" /RU BOR\svc-ent-edmgmsa$ /RP
```

Change the text in Red to the relevant environment name.



Procedure – Production Servers

9. Logon to the **EDM Server** (*IBRSACEDM101/IBRDENENTEDM101*) as an **administrative user**.
10. Navigate to the **Solution Deployment Package** provided by **Kinsmen Group** and copy either **SyncWorkspace - DRO.bat** or **SyncWorkspace - SAC.bat** from the *Tools\Shared Workspace Sync* folder to *D:\Meridian Extensions\Scripts*.



11. Start the **Task Scheduler** application.
12. Navigate and select **Task Scheduler (Local) > Task Scheduler Library > BlueCielo**.
13. Select **Create Task** and enter the following information.
 - a. **Name:** <Sacramento/Denver> Shared Workspace Sync
 - b. **Description:** Force synchronization of Shared workspace for all vaults.
 - c. **Security Options:** Run whether user is logged on or not. Enter the credentials of the non-GMSA service account, this will be updated in a later step.

Create Task

General Triggers Actions Conditions Settings

Name: Sacramento Shared Workspace Sync

Location: \BlueCielo

Author: KG\Admin

Description: Force synchronization of Shared workspace for all vaults.

Security options

When running the task, use the following user account:

KG\Admin [Change User or Group...](#)

☐ Run only when user is logged on

☒ Run whether user is logged on or not

☐ Do not store password. The task will only have access to local computer resources.

☐ Run with highest privileges

☐ Hidden

Configure for: Windows Vista™, Windows Server™ 2008

OK Cancel



14. Select **Triggers** tab and click **New** and enter the following information and click Ok.
- Begin the Task:** On a schedule.
 - Settings:** Daily
 - Recur every:** 1 day.
 - Advanced Settings:** Repeat task every 15 minutes.

New Trigger

Begin the task: On a schedule

Settings

☐ One time

☒ Daily

☐ Weekly

☐ Monthly

Start: 2/ 5/2024 4:31:37 PM ☐ Synchronize across time zones

Recur every: 1 days

Advanced settings

☐ Delay task for up to (random delay): 1 hour

☒ Repeat task every: 15 minutes for a duration of: 1 day

☐ Stop all running tasks at end of repetition duration

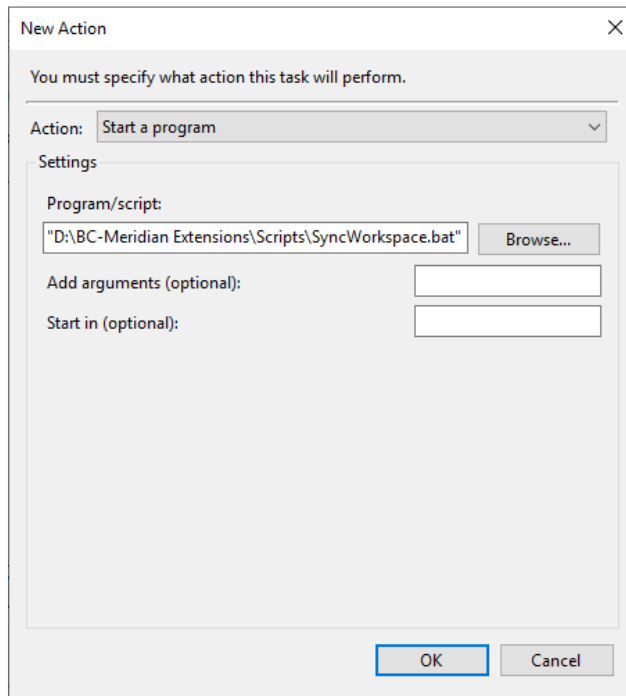
☐ Stop task if it runs longer than: 3 days

☐ Expire: 2/ 5/2025 4:31:37 PM ☐ Synchronize across time zones

☒ Enabled

OK Cancel

15. Select the **Actions** tab and click **New** and enter the following information and click Ok.
- Action:** Start a program.
 - Program/Script:** "D:\BC-Meridian Extensions\Scripts\SyncWorkspace.bat"



16. Once the schedule has been created, it will need to be updated to run under the gMSA account. Run the following command in an elevated command prompt:

```
schtasks /change /TN "\BlueCielo\<Sacramento/Denver> Shared Workspace Sync" /RU BOR\svc-ent-edmgmsa$ /RP
```

Change the text in Red to the relevant environment name.

