

MICROENTERPRISE RESULTS REPORTING

DATABASE ADMINISTRATION AND TECHNICAL GUIDE

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INTRODUCTION

The *Microenterprise Results Reporting Database Administration and Technical Guide* is designed to guide USAID's MRR Database Administrator through the MRR server, database, website management, database administration and other backend related functionalities.

MRR SERVER HOSTING INFORMATION

Peer1.com (www.peer1.com) hosts the MRR front-end website and the back-end SQL server database on the same windows server 2003 Service Pack 2 (see screenshot below). Login information to access their web-based interface to check server operating status is given below.



Contact Information for Peer1.com

Name: Michael Hamilton
Title: Business Development Consultant
Phone: 877-751-8303

Issues related to MRR server hosting need to be raised as a ticket using the following Peer1 account information:

www.mypeer1.com

Username: 5765606

Password:

QEDADMIN and WolfeReiter are the administrators who have access to manage the MRR server through Remote Desktop Connection. The administrator can upload/export files; edit files; create files, etc. and grant rights to the MRR server.

MRR SERVER MANAGEMENT INFORMATION

Log on the MRR server through the remote desktop connection. The Server IP address is 64.65.47.223. The user “mrrAdmin” is an administrator for the windows server and for the SQL server database.



1. WINDOWS SERVER MANAGEMENT

User name: mrrAdmin
Password:

Never shutdown the server whenever you logon; if you do that, the MRR website will be shut down, and you have to contact Peer1 immediately to ask them to turn on the server.

New users can be added in the following location under the Run command: **lusrmgr.msc**. Every administrator not only has rights to grant or revoke user rights on the MRR server, but also has rights to create a new user with varying levels of access. In the MRR server, each administrator should have the same rights for any functions on the server. WolfeReiter needs to let the MRR team know about any closed source codes for the MRR web application on the server. If this is stored outside the server, then WolfeReiter needs to provide the source code to the MRR Team.

2. SQL SERVER MANAGEMENT

Server name: **64.65.47.223**
SQL Server Authentication:
User name: mrrAdmin
Password:

Use SQL Server Management Studio to manage the server. **SQL Management Studio 2008** needs to be downloaded for any computer that does not have it.

ODBC (Open Database Connectivity)

ODBC connection needs to be established using the following steps:

Control Panel → Admin Tools → ODBC → System DSN → SQL Server → Finish

Name: MRR_CRM

Description: MRR live server

Server: 64.65.47.223

(Next)

Change the default database to MRR_CRM

Test dataSource

MRR WEBSITE MANAGEMENT INFORMATION

Domain name: mrreporting.org

It includes two sites below:

Public site: www.mrreporting.org

Private site: mrr.mrreporting.org

Domain Registration: The domain “mrreporting.org” was originally registered through eNom. To make any changes to the privacy settings, or other, log into www.enom.com with the following account information:

Username: mrreporting

Password:

Website Developer: WolfeReiter, LLC

Contact: Casey Wolfe

Phone: 202.468.2752

Website: www.thoughtfulcomputing.com

There are three websites for MRR – the staging site, the live site managed by WolfeReiter, and another portion of the live site managed by the MRR team. The following table describes each of these websites with information on their respective folders which hold website files on the D:\ of the MRR server:

| Website | Description | Managed By | Website Folders on the D:\ of MRR server |
|---|--|-------------|--|
| http://64.65.47.214/Logon.aspx | Staging site for developer and MRR staff to test new development. | WolfeReiter | stage-wwwroot |
| https://mrr.mrreporting.org/Logon.aspx | Production site. This site can also be referred to as the MRR Login or the Private site. | WolfeReiter | wwwroot |

| | | | |
|---|---|----------|----------------------|
| http://www.mrreporting.org/ | Home site also referred to as the Public site or the non-login site of MRR which includes Privacy Policy, FAQ, About MRR, Annual Reports, Legislation, and Links. | MRR Team | wwwroot-uncontrolled |
|---|---|----------|----------------------|

FAQ Page Change:

To make changes in the FAQ links on the MRR website, the following files need to be changed:

- **To make changes on the <http://www.mrreporting.org/> webpage:**
D:\wwwroot-uncontrolled\www.mrreporting.org
FAQs.aspx
- **To make changes on the <https://mrr.mrreporting.org/Logon.aspx> webpage:**
D:\wwwroot\mrr-www
FAQs.aspx

Fiscal Year Change:

The database must first be prepared to accept new entries for the new Fiscal Year by altering a file on the server that tells the system which fiscal year is current. This must be performed each year before launching Mission level data collection. To do so, the value [MicroenterpriseResultsReporting.CurrentFiscalYear] must be adjusted in the web.config file on the web server, and the MRR database administrator is usually responsible for this task. This is a global update for all data collection and does not have to be repeated for Partner data collection.

To do so, the following files need to be accessed and changed:

- **Staging Site:**
D:\stage-wwwroot\mrr-service
Web.config
- **Production Site:**
D:\wwwroot\mrr-service
Web.config

Partner Launch email:

To launch the partner phase email, the database administrator must enter the appropriately updated email text and subject lines into the database. To do so, the following steps have to be followed after logging on to the server that holds the MRR live site (64.64.47.223):

- **Staging Site:**
Go to the folder (D:\stage-wwwroot\mrr-www\priv\EmailTemplates) and update the following files:
Consolidated-Body.txt
Consolidated-Subject.txt
- **Production Site:**

Go to the folder (D:\wwwroot\mrr-www\priv\EmailTemplates) and update the following files:

Consolidated-Body.txt
Consolidated-Subject.txt

Auto-population of first name and user name doesn't require any additional manual work, and the email should also be auto-programmed to CC to the MRR inbox.

MRR DATABASE BACKUP

Peer1 backs up MRR database and website files daily. The SQL server has a job setup to back up the MRR database daily. The MRR staff maintains a monthly backup in the folder S:\OPERATIONS\ACTIVE PROJECTS\C459 MRR Continuation\Implementation\Project Admin\Servers Backup\MRR live\bkp_2012. This backup includes SQL server database backup copy and a backup copy of MRR website files.

The following location holds the backup of the MRR server:
D:\MSSQL\BACKUP\MRR_CRM

The following location holds the backup created by QED:
D:\FTP\OUT\FY2012

FileZilla (<http://filezilla.net/>) can be downloaded and installed in your PC to enable file transfer from the server to your PC or shared drive.

MRR DATA REPORTING METHOD

- MS ACCESS is used as the MRR data reporting tool (front-end).
- Link SQL server tables (back-end) through ODBC to MS ACCESS (See MRR Server Management Information on how to establish a ODBC connection)
- Use make-queries in ACCESS to generate data source tables in the MS ACCESS database. The data source tables in MS ACCESS are used as the data source for reporting.
- Whenever the database administrator needs to generate latest data source in MS ACCESS (this is usually referred to as data refresh), user needs to run those make-queries on MS ACCESS.
- Use **MRR_RPT.mdb** file for this. It should include all queries.
- Once the data source tables are ready, user can make new queries or re-use existing queries to achieve data requests.
- The routine reports, such as mission verification report, mission data entry status report and partner survey data tables are built in the transition database MRR.mdb that locates in the folder of S:\OPERATIONS\ACTIVE PROJECTS\C459 MRR Continuation\Implementation\Project Admin\MRR databases. This database works with Mission.mdb and Partner.mdb to achieve those tasks mentioned above.
- To make ad-hoc reports, user needs to create new queries based on the dataset requirements.

PARTNER QUESTIONNAIRE STATUS

To determine the status of assigned partner surveys, the following queries can be used to tell basic status of “not started”, “in progress” and “completed”:

- select *, 'completed' as status from tbl_consolidated_questionnaire where (STATUS_FLAGS & 1) = 1
union
- select *, 'not started' as status from tbl_consolidated_questionnaire where STATUS_FLAGS = 0
union
- select *, 'in progress' as status from tbl_consolidated_questionnaire where STATUS_FLAGS != 0 and (STATUS_FLAGS & 1) = 0

MRR EMAIL ACCOUNT

- MRR currently has the following email accounts:
 - mrr@mrreporting.org
 - mrr2@qedgroupllc.com
 - admin@mrreporting.org
- The emails from mrr2@qedgroupllc.com and admin@mrreporting.org get forwarded to the mrr@mrreporting.org account. A physical email inbox for mrr@mrreporting.org also exists on a Google account which acts as a back-up location for email copies sent and received by the system.
- Following is the log-in information for the mrr@mrreporting.org Google account:
Website: <https://www.google.com/a/mrreporting.org/>
Username: mrr
Password:
Email Address: mrr@mrreporting.org

FIREWALL AND SSL CERTIFICATE

Firewall – purchased through Peer 1 with our hosting package, currently “Juniper SSG 140”. This can be purchased on an annual or monthly basis (currently monthly).

SSL - Previously, there were two separate SSL certificates (GeoTrust QuickSSL Premium certificates), for www.mrreporting.org and mrr.mrreporting.org that were on different annual renewal cycles. In September 2012, we purchased a “wildcard” (Geotrust TrueBusinessID Wildcard certificate) that can instead cover both under one certificate, on the same renewal schedule.

There are several steps involved in renewing/purchasing the SSL certificate:

- 1) To initiate the process, raise a ticket through mypeer1.com. The current annual cycle for the SSL certificate begins and ends in mid-Sept, so one should raise this ticket with Peer 1 in early to mid- September (to avoid SSL

expiration, which generates security warning messages to those that visit the site(s), depending on which browser they may be using).

- 2) Once the order is placed, Peer 1 will send a communication prompting the completion of an SSL registration form through mypeer1.com - resembling the screenshot below. One critical step is designating a contact point to whom Peer1 (or the separate SSL vendor that Peer 1 uses, "GeoTrust") later sends a confirmation email, whereby the receiver (an MRR team member) must access a link and approve the SSL installation. This "Whois" approval email for MRR goes to admin@mrreporting.org, which must be selected from the drop down menu of options provided by Peer 1 in the SSL registration form.
- 3) In order for GeoTrust to proceed with the installation, they also need to be able to verify the ownership and rights to the domain (mrreporting.org). For GeoTrust to be able to do this, the privacy settings on the domain registration must be disabled, so that the associated contact information is verifiable. The mrreporting.org domain was registered originally through eNom, where MRR still has an active user id and account. It is possible to log in at www.enom.com and disable the "ID Protect" service either temporarily or permanently. The main purpose of the "ID protect" is to prevent spam.



Today's Date: Sep 12, 2012
Client ID: 5765606
Contact ID: 4800
Invoices: [0](#)

Business Development Consultant
Managed Hosting: Michael Hamilton
Phone: 877-751-8303

Account Balance: USD \$ 1,131.45
CAD \$ 0.00
GBP £ 0.00

Bandwidth
Overage Rate: USD \$ 3.00
CAD \$ 3.45
GBP £ 2.07

SSL Certificate Registration

Certificate Information

| | | | |
|--------------------|--|-----------------|--|
| Domain | <input type="text" value="*.mrreporting.org"/> | Approver List | <input type="text" value="admin@mrreporting.org"/> |
| Server OS | <input type="text" value="Windows"/> | Web Server Type | <input type="text" value="Microsoft IIS 4.0"/> |
| Order Status | | Status Message | |
| Certificate Status | | | |
| Start Date | | End Date | |

Back Submit

DATABASE DICTIONARY

Attached below is the database dictionary. Double-click on the attachment to open the dictionary.



MRR FY2009 Data
Dictionary.doc

DATABASE SCHEMA

Attached below is the database schema. Double-click on the attachment to open the MRR database schema.



MRR Database
Schema.pdf