



State of Minnesota • Department of Public Safety
Bureau of Criminal Apprehension

Portal XL Beta Test Site Readiness

Version 1.04 • Date of Report

Introduction

This document lists the prerequisites that the BCA requires before beta testing can begin. It also describes the process the BCA will follow during the deployment of Portal XL to beta testers currently using Portal 100.

Prerequisites

The tasks listed below must be completed before the Beta Testing phase can begin.

1. Review and Update the Device Information List

The Product Manager will send the beta agency a Device Information List that contains information about all of the devices in the agency that are currently configured to use Portal 100.

It will contain the following information about each device:

- Agency Name
- ORI
- Portal 100 Device ID
- Device IP Address

The pilot agency TAC should review this list to make sure the information is accurate and verify that each device on this list will continue to be used to access either Portal 100 or Portal XL.

If there are devices in the pilot agency that need to be added to or removed from the Device Information List, follow the instructions below.

Adding Devices to the Device Information List

Add the IP address of any device that 1) doesn't appear in the list, and 2) should receive a Portal XL URL and device ID.

Removing Devices from the Device Information List

Indicate on the Device Information List which devices no longer require access to Portal 100 or Portal XL.

2. Ensure Devices Meet Requirements

All devices that will run Portal XL must meet the software requirements listed below.

Operating System

The device operating system must be one of the following:

- Windows 7
- Windows 8.1 (Windows 8 is not supported)

Web Browser

The web browser must be one of the following:

- Internet Explorer 9, 10, and 11
- Firefox 27

3. Verify Connectivity to Portal XL Server

Enter the following URL into your web browser:

<https://portalxl.x.state.mn.us/CheckPXL.html>

If the connection is successful, you will receive the following confirmation message:

*PsPortals PXL Connectivity Test
You have successfully connected to the
Production PsPortals (PortalXL) Web server*

In the event of an unsuccessful connectivity test, follow the procedure below:

1. Call your agency's service desk and have them verify that the following ports are open:
2. If the cause of the problem is determined NOT to be due to closed ports, then call the BCA Service Desk to resolve the issue.

4. Return the Device Information list to the Product Manager

Send the Device Information List back to the BCA to confirm the information is accurate. If changes need to be made to the list, be sure to add the information that was collected in step one to the document:

- Any IP addresses belonging to devices that need to be added
- The device IDs of devices that need to be removed.

Process

The steps below outline the process of making Portal XL available to beta testers.

1. The Product/Project Manager will create new URLs for the device IDs already identified to be used in beta testing.
2. The Product/Project Manager will email the new URLs to each beta tester.
3. Beta testers will use the new URL and their existing credentials to access and use Portal XL for their day-to-day work.

During the rollout, there will be a Portal XL menu option in the phone tree. If you encounter any bugs or defects in the software, call the BCA Service Desk and select this option.

Beta testers should use Portal XL in place of Portal 100 as much as possible. This includes users with an expired certification, or users whose certification will expire during the beta test period. Certification tests should be taken in Portal XL T&C.

Do not uninstall Portal 100 or delete the Portal 100 bookmark from your devices. Portal 100 devices and user IDs will still be available to use, if needed, during the beta testing period. Users will be able to log in and use Portal 100 as they normally would.

Fallback Plan:

All Portal 100 device IDs and credentials will remain active, and users can go back to Portal 100 as needed.

Uninstalling Portal 100

Portal 100 will remain on each device as a fallback option. It should only be removed when the pilot agency is confident that the new software is reliable enough to replace the Portal 100 client.

Document Revision History

Date	Version	Description	Author
2/27/2015	0.01	Draft	Javen Ackerman
03/04/2015	0.02	Revision	Javen Ackerman
03/20/2015	0.03	Revision	Javen Ackerman
04/06/2015	0.04	Revisions	Javen Ackerman
04/10/2015	0.05	Implemented revisions, revised version numbering	Javen Ackerman
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