

Appendix H**8. COMMON DATA ENVIRONMENT (CDE) USER MANUAL****1. INTRODUCTION**

- 1.1 The CDE provides a collaborative environment where the whole team can share work and forms the basis for the information management process. The CDE could consist of more than one system configured to meet the requirements as defined in BS 1192:2007. BS 1192:2007 introduces the managed process within the CDE necessary for enabling the delivery of defined data sets for major works.
- 1.2 This document sets out as the guidelines that shall be followed by project team members to access the CDE using VPN Client. It aims to allow all members to access and utilize the CDE effectively for the purpose of exchanging (approved for sharing/ fit to published) design data.

2. HOW TO SETUP KC FORTINET VPN CLIENT

- 2.1 Download SSLVPN Forticlient from this link
<http://fortinetweb.s3.amazonaws.com/forticlient/downloads/FortiClientOnlineInstaler.exe>
- 2.2 Make sure all browsers are closed as to prevent from interruption during instalation process.
- 2.3 After you finish instaling the application, click the Forticlient icon on the Desktop.
- 2.4 Click on **ConfigureVPN**

Fill up the folowing details as given below:

Connection Name: KCVPN

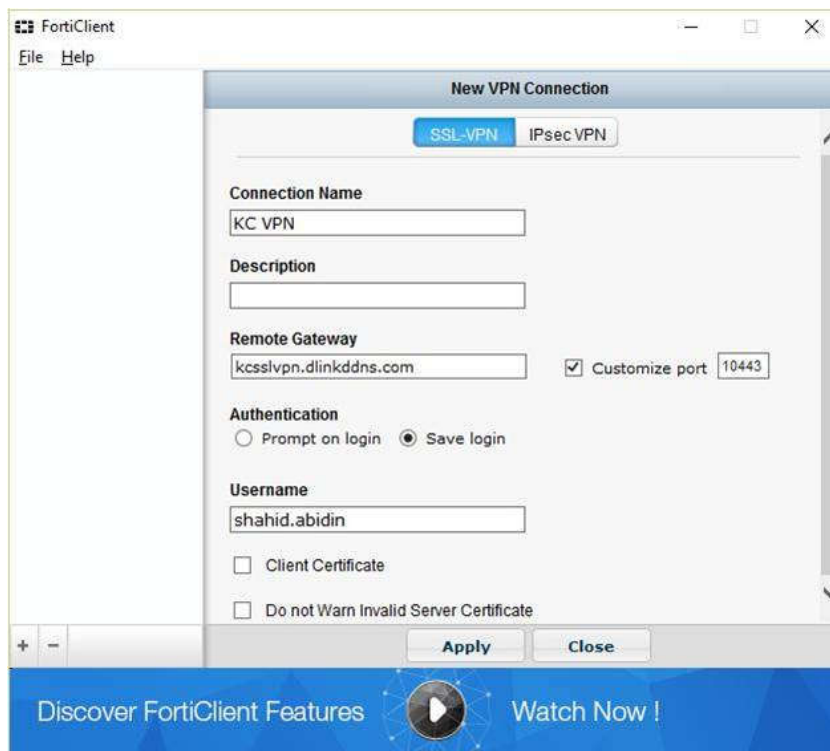
Description: -

RemoteGateway: **kcsslvpn.dlinkddns.com**

CustomizePort: 10443(Tick)

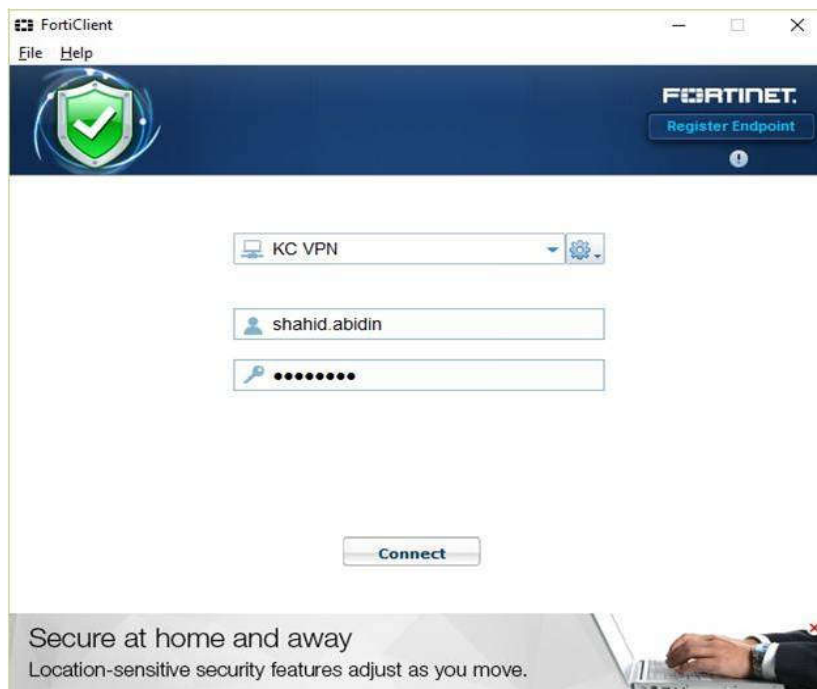
Authentication: Savelogin

Username: <Username>

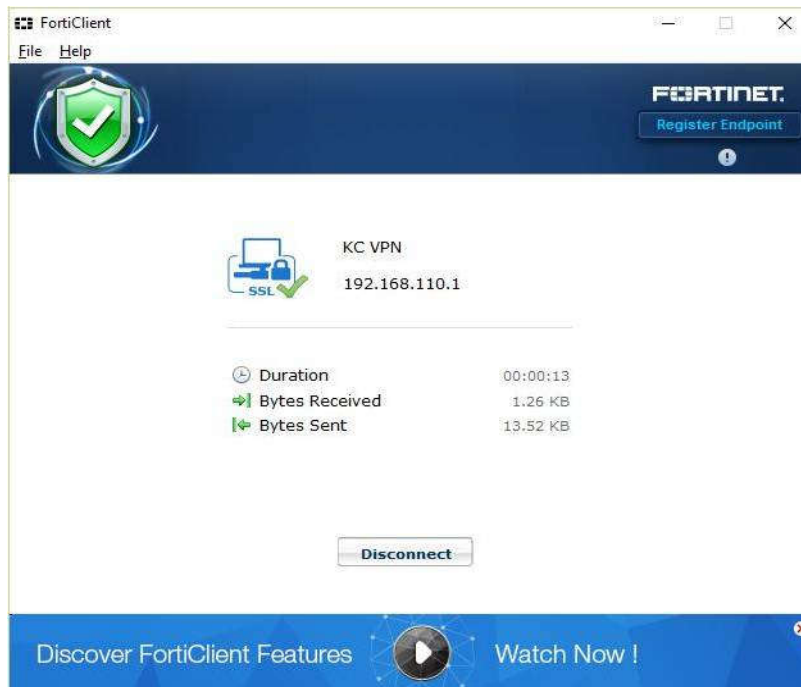


After done, click **Apply** and **Close**

At the login page, enter your SSLVPN password and click **Connect**.



- 2.5 Once VPN connected you access to KC Shared Folder (KCNAS&KSERV).



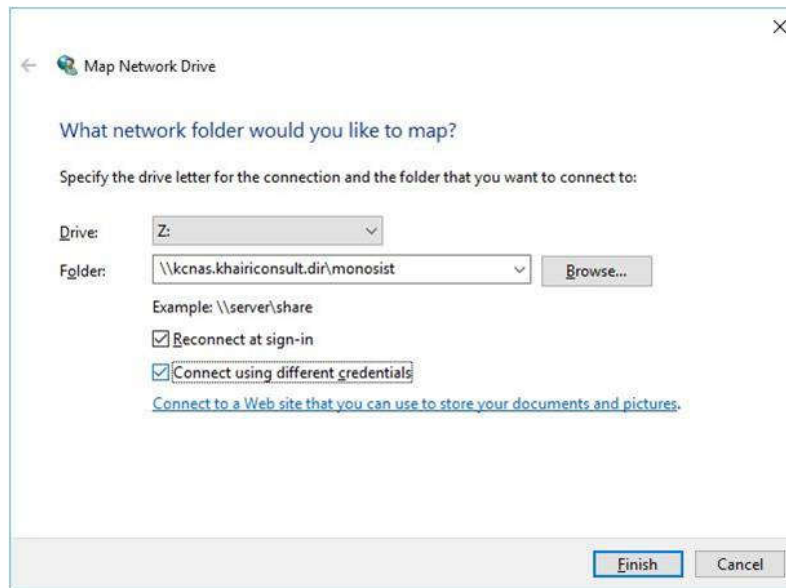
3. HOW TO MAP TO KC SHARED DRIVE - KCNAS

- 3.1 Right-click My Computer, select Map Network Drive



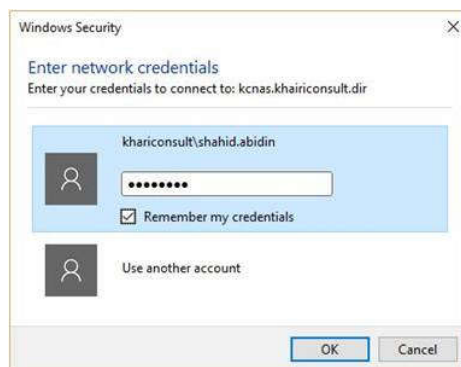
- 3.2 Type the folder path \\kcnas.khairiconsult.dir\<<folder name>. Tick on Reconenct at sign-in & Connect using different credentials. Then, click Finish

Folder Path Example: \\kcnas.khairiconsult.dir\public



- 3.3 After you click Finish, it will ask you to enter the domain credentials. Enter your domain credentials. Kindly use your KHAIRICONSLT credentials ID. Example: khairiconsult\shahid.abidin

Reminder: Tick on Remember my credentials box



Map drive completed. Your shared folder will appear automatically in My Computer.



4. ROLES AND RESPONSIBILITIES

4.1 CDE Manager – Aida Yazrin Mohd Khairi.

- Ensures that CDE process and guidelines in this manual are being followed by all project staff.
- Working copy is always updated and reflects latest design changes.
- Approves and authorises the respect design discipline data to be added and shared with others.

4.2 Project Manager – Zulkefly Mohd Sidek.

- Approves and authorises project design data to be published.

- **END OF DOCUMENT** -