



for Microsoft

Quick Install Guide OnTime® for Microsoft version 3.8.x

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OnTime is a registered Japanese trademark (#5569584). The trademark is registered with the Japan Patent Office

OnTime® for Microsoft

This Quick Install guide is the fast track to install OnTime for Microsoft.

For more details, please obtain the 'OnTime for MS - Installation & Configuration guide'.

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About OnTime[®] for Microsoft

This 'quick install guide' describes the fewest possible steps to make the OnTime Group Calendar available for web and mobile users.

Preparing the new OnTime installation

Server requirements

The OnTime installation is supported on

- Windows 2012 R2 and newer with Microsoft SQL Server® 2016 Express
- or Windows Server 2008 R2 with Microsoft SQL Server® 2014 Express
- we do not support Windows 2008 R2 based on Itanium CPUs

OnTime must be installed running as Windows administrator.

For small and middle-size installations of OnTime, you can use Microsoft SQL Server® 2014 or 2016 Express which are free. By default, 2016 is installed. We recommend using the full Microsoft SQL Server if your OnTime installation has more than 2.000 users. You can read about the full limitations and requirements here <https://www.microsoft.com/en-us/download/details.aspx?id=42299>

Processor

- Intel-compatible processor with a minimum speed of 2 GHz or a faster processor

RAM

- Minimum of 4 GB Ram dedicated for the OnTime solution
- If you are running OnTime on a Hyper V configuration, then you need to configure it to use static memory for the SQL Server to perform properly.

Hard Disk Space

- Minimum of 20 GB hard drive dedicated to the OnTime solution

Typical 500 users install

- Intel-compatible processor with a minimum speed of 2 GHz or a faster processor
- Minimum of 4 GB Ram dedicated for the OnTime solution
- Minimum of 20 GB hard drive dedicated for the OnTime solution

Ports for the OnTime server

The ports 80 and 9080 are required open for HTTP data.
The ports 443 and 9443 are required open for HTTPS data.
The port 8080 are required for the admin client.

Prerequisites

AD domain

The OnTime server must part of your user AD domain to ensure your OnTime users web authentication (SSO) without providing their AD password.

SQL Server 2014, 2016 Express or an existing MS SQL Server must be available.

The SQL Server Express may be downloaded from Microsoft. It is free.

Limitations: Microsoft SQL Server Express supports 1 physical processor, 1 GB memory, and 10 GB storage

Create an Impersonation User in MS Exchange/Office 365

- a. Mail box user (minimum type 1 if in Office 365).
- b. Assign the user to the “ApplicationImpersonation Role”.

License key

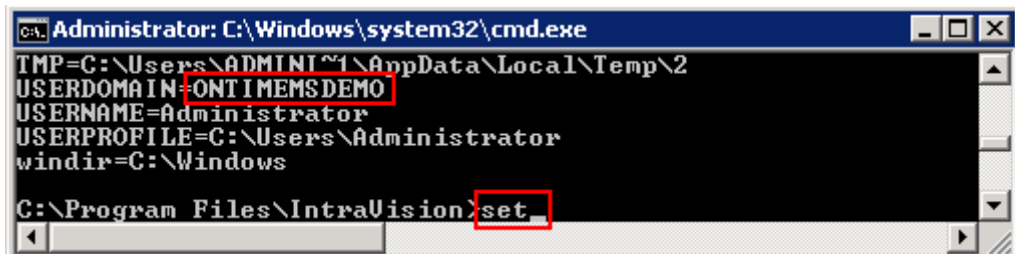
- OnTime requires a license key with the required number of users enabled to run.
- These keys are delivered directly by IntraVision or an OnTime Partner.
- A list of OnTime Partners is available at www.ontimesuite.com.

For obtaining a license key, please provide the following info:

- your Company name
- total number of users, including rooms and equipment
- the name of your AD domain

Check your OnTime server's environment by logging in as a domain user.

In a Command prompt > set (Enter) – to see your “USERDOMAIN”



```
Administrator: C:\Windows\system32\cmd.exe
TMP=C:\Users\ADMINI~1\AppData\Local\Temp\2
USERDOMAIN=ONTIMEMSDemo
USERNAME=Administrator
USERPROFILE=C:\Users\Administrator
windir=C:\Windows
C:\Program Files\IntraVision>set
```

- If you are running a trial installation, a time-limited, fully functional key should have been provided for you when you downloaded the OnTime software from www.ontimesuite.com.

OnTime Installation

Quick installation

It is the easy way of installing OnTime with a local, silent installation of the MS SQL Server 2016 at 'C:\Program Files' - then run one command that in turn creates a database for OnTime, installs a Windows service 'OnTimeMSAuth' that offers Windows domain logon authentication for web users (SSO) - and at last installs the Tomcat server used for OnTime web access.

An MS SQL Server 2016 with scripts for a silent install may be downloaded from the OnTime web site:

<http://file.ontimesuite.com/SQLExpress>

The tool to inspect the databases in the Microsoft 'SQL Server Management Studio' (SSMS). Currently, a link to download the tool from Microsoft:

<https://docs.microsoft.com/en-us/sql/ssms/download-sql-server-management-studio-ssms>

It is the default installation with a local SQL Server, installed at C:\Program Files\Microsoft SQL Server

Installing the SQL Server Express

To install the SQL server, start a Command Prompt in administrator mode.

Run the command:

```
sql_express_full_setup.cmd
```

This command will silently install the SQL server.

```
C:\Install\OnTime (silent)-MS SQL Server10.1> sql_express_full_setup.cmd  
Installing SQL Express Server  
C:\Install\MSSQL\SQL Server Install package\scripts>
```

If you see other messages than "Installing SQL Express Server" your Windows server probably needs some updates from Microsoft. Please resolve these prerequisites and rerun the command.

It may take 5-10 minutes to execute the installation of SQL Server Express.

Result:

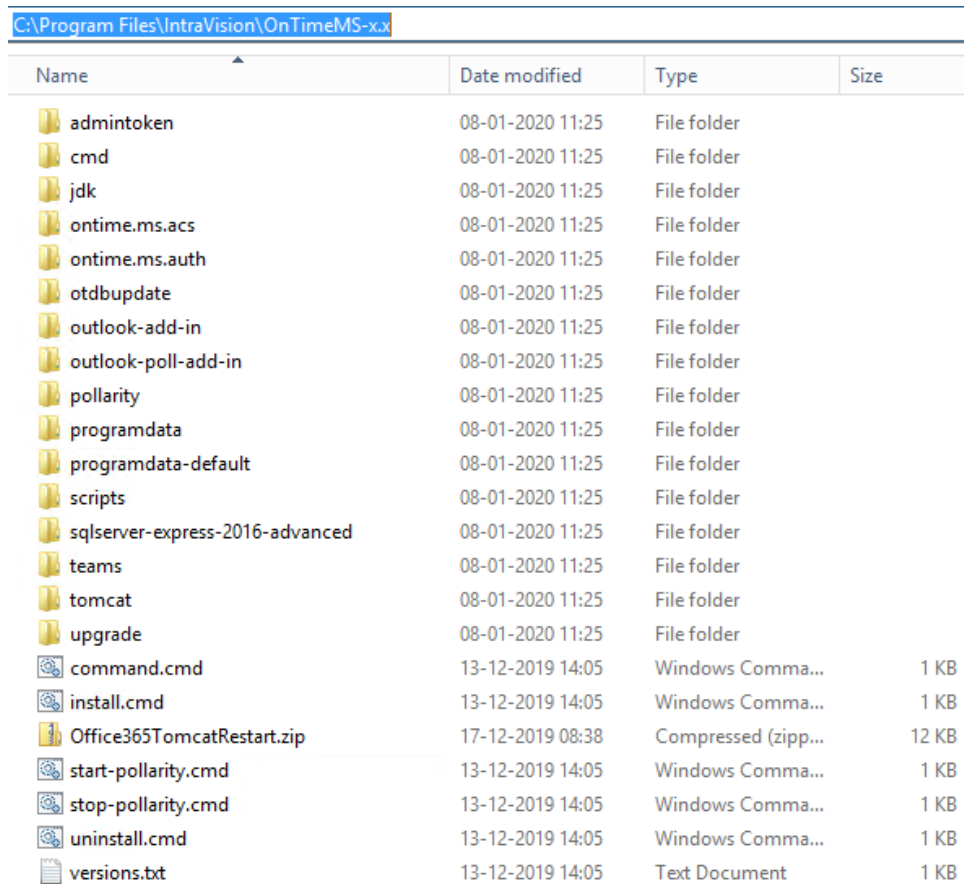
The SQL Server is installed in the path:

C:\Program Files\Microsoft SQL Server

Install OnTime

Unzip the downloaded OnTime package at a temporary location, move the directory OnTime-x.x to the recommended path:

C:\Program Files\IntraVision\



Name	Date modified	Type	Size
admintoken	08-01-2020 11:25	File folder	
cmd	08-01-2020 11:25	File folder	
jdk	08-01-2020 11:25	File folder	
ontime.ms.acs	08-01-2020 11:25	File folder	
ontime.ms.auth	08-01-2020 11:25	File folder	
otdbupdate	08-01-2020 11:25	File folder	
outlook-add-in	08-01-2020 11:25	File folder	
outlook-poll-add-in	08-01-2020 11:25	File folder	
pollarity	08-01-2020 11:25	File folder	
programdata	08-01-2020 11:25	File folder	
programdata-default	08-01-2020 11:25	File folder	
scripts	08-01-2020 11:25	File folder	
sqlserver-express-2016-advanced	08-01-2020 11:25	File folder	
teams	08-01-2020 11:25	File folder	
tomcat	08-01-2020 11:25	File folder	
upgrade	08-01-2020 11:25	File folder	
command.cmd	13-12-2019 14:05	Windows Comma...	1 KB
install.cmd	13-12-2019 14:05	Windows Comma...	1 KB
Office365TomcatRestart.zip	17-12-2019 08:38	Compressed (zipp...	12 KB
start-pollarity.cmd	13-12-2019 14:05	Windows Comma...	1 KB
stop-pollarity.cmd	13-12-2019 14:05	Windows Comma...	1 KB
uninstall.cmd	13-12-2019 14:05	Windows Comma...	1 KB
versions.txt	13-12-2019 14:05	Text Document	1 KB

Right-click 'install.cmd' and choose 'Run as Administrator'

This command will do the following things:

1. You will be asked for a new password for the OnTime admin
2. It will create a database for OnTime use in the local SQL Server
3. It will install a Windows service 'OnTimeMSAuth' that offers Windows domain logon authentication for web users (SSO)
4. It will install the Tomcat web server used for OnTime
5. Create a database for Pollarity
6. Ask the question "Do you want to enable Pollarity? y/n".
7. If you choose 'y' the Tomcat service will include pollarity.

Note: Pollarity is an especially licenced feature.

OnTime Configuration

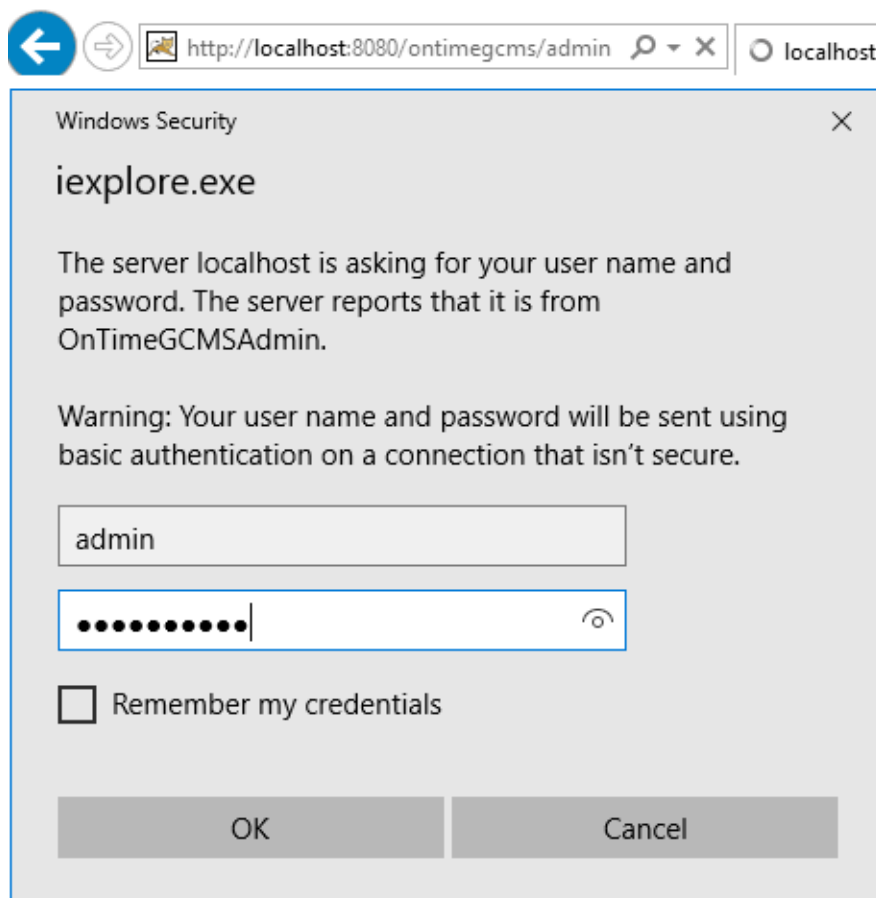
From a browser - Open the administration URL –
<http://ontime.example.com:8080/ontimegcms/admin>

Note: Please insert your relevant URL instead of 'ontime.example.com'.

Remember TCP/IP port 8080 for administrating the Apache Tomcat webserver.

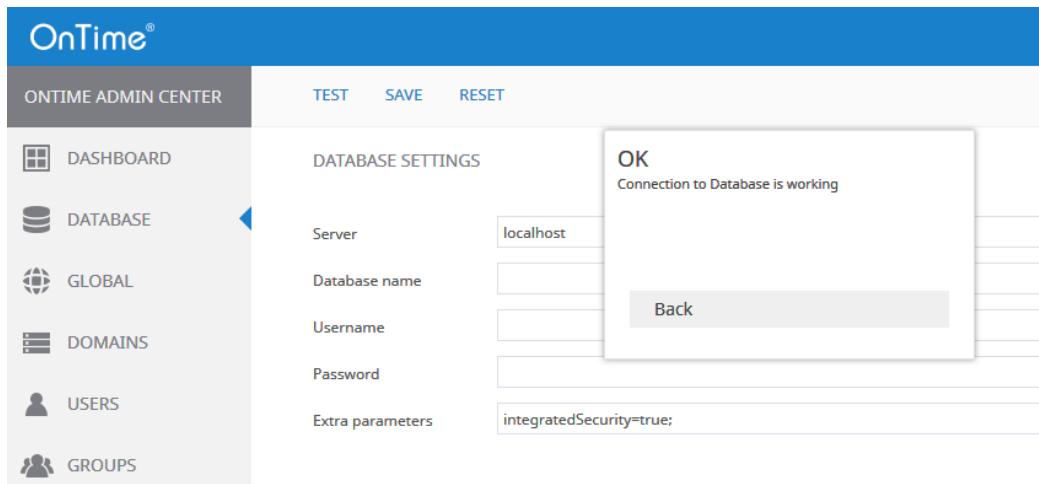
Administrator: admin (beware of casing, no capitals)

Password: ***** (the password from your installation phase)



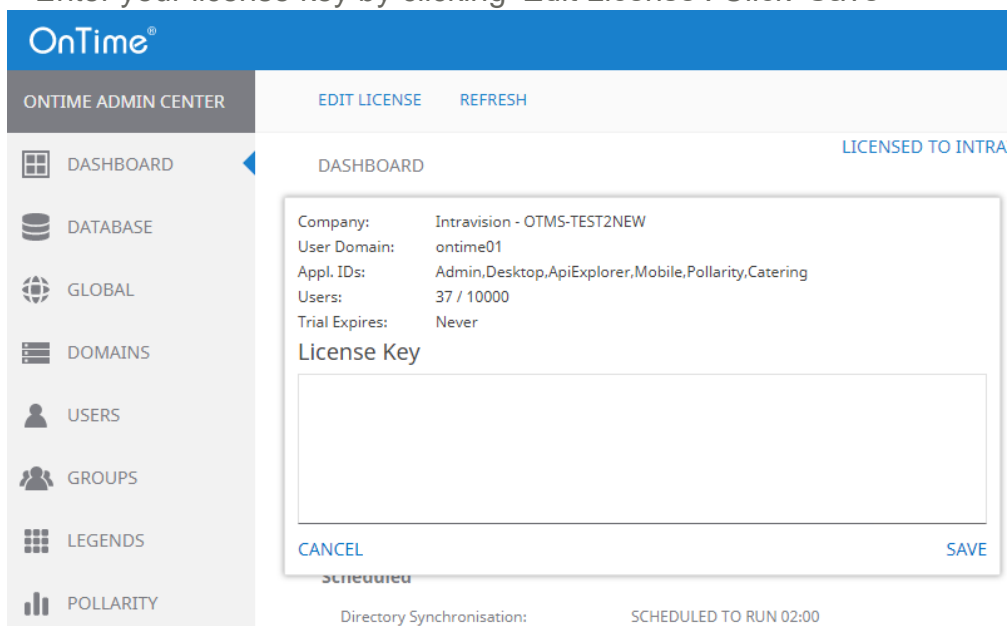
Database

In the web admin interface, “OnTime Admin Center”, click “Database”.
 Click “Test” in the upper menu line to test the database connection.
 Upon the response “OK Connection to Database is working” click “Back”.
 Click Save.



License key

Click ‘Dashboard’
 – Enter your license key by clicking ‘Edit License’. Click ‘Save’

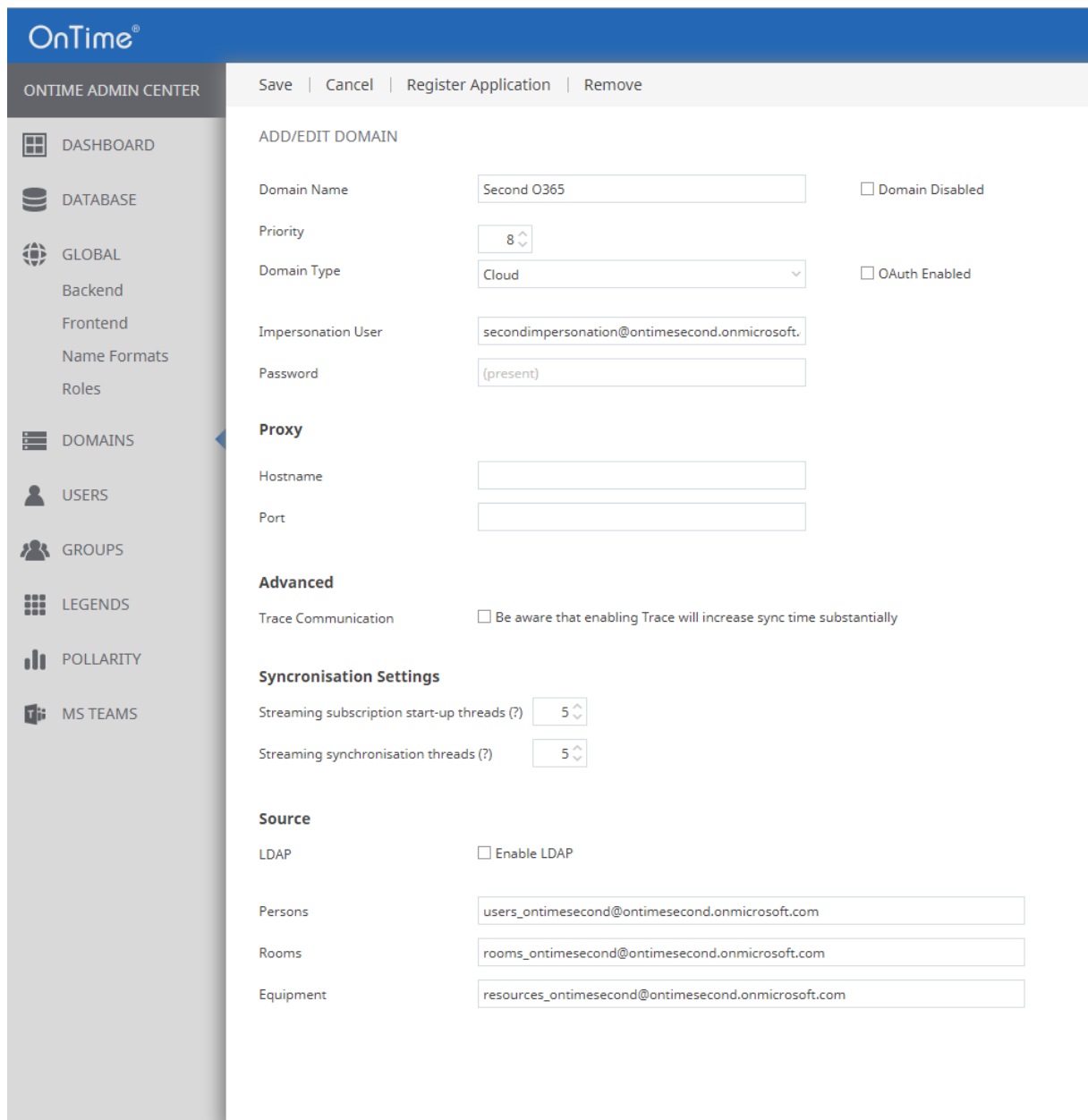


In the Dashboard click 'stop/start' the application.

Note: When you see the Connection/Database Service “Running” (green), press ‘F5’ to refresh the whole web page from the new database.

Domains settings

Click ‘Domains/Create New’ to configure your Exchange environment.



OnTime®

ONTIME ADMIN CENTER | Save | Cancel | Register Application | Remove

ADD/EDIT DOMAIN

Domain Name: Domain Disabled

Priority:

Domain Type: OAuth Enabled

Impersonation User:

Password:

Proxy

Hostname:

Port:

Advanced

Trace Communication Be aware that enabling Trace will increase sync time substantially

Synchronisation Settings

Streaming subscription start-up threads (?):

Streaming synchronisation threads (?):

Source

LDAP Enable LDAP

Persons:

Rooms:

Equipment:

‘Domain name’ is a text field for naming your domain setup.
 Untick – ‘Domain disabled’

Multiple domains are supported; please enter a Priority – ‘1’ is the highest priority.

The “Impersonation User” is the user in Exchange that has the role “ApplicationImpersonation”. This user is used by OnTime to read and edit all users calendars. Normally this username is written as an email address then the domain name is not required.

The “Server URLs” are preconfigured for Office 365, the URLs have to be changed accordingly if the Exchange backend is “on-prem”.

‘Proxy’ is used if your Exchange server is behind a proxy server.

‘Advanced’ – please leave as default (‘Unticked’).

In the ‘Synchronization Settings’ section, you may change the default settings of the number of threads.

In the ‘Source’ section, you may configure users included in your OnTime setup.

For a simple configuration, click ‘Untick’ at ‘Enable LDAP’.

Add distribution groups of persons, rooms and equipment you want to be included in the OnTime calendar. The email addresses of these distribution groups are written into the fields. More groups or individuals can be added, separated by commas.

Click ‘**Save**’ to save your Domain Settings.

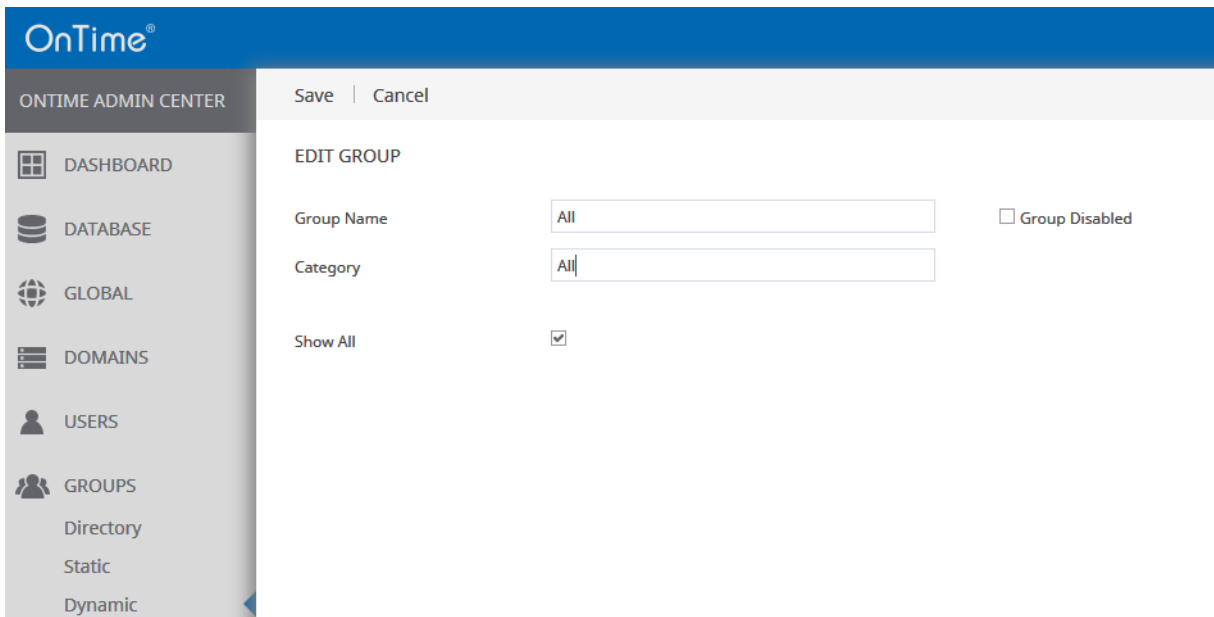
To reflect your new settings, go to the Dashboard - Stop and Start the Application. Then check that the “Database Service” and “Exchange Service” both show “Running”

Groups

Select 'Groups/Dynamic' to create a group of persons included in OnTime selected above in the 'Synchronization Source' section in your **Domains settings**.

Click 'Create New'. Creating at least one group will ensure that users will see more than one user in OnTime.

Enter a Group name, enter a Category (text) to be shown in the user interface, tick 'Show All'.



The screenshot shows the OnTime Admin Center interface. The top navigation bar is blue with the OnTime logo. Below it is a grey sidebar with the text 'ONTIME ADMIN CENTER' and a list of menu items: DASHBOARD, DATABASE, GLOBAL, DOMAINS, USERS, GROUPS (with sub-items Directory, Static, and Dynamic), and a scroll arrow. The main content area is white and titled 'EDIT GROUP'. It features a 'Save | Cancel' button at the top. The form contains three fields: 'Group Name' with the value 'All', 'Category' with the value 'All', and 'Show All' with a checked checkbox. A 'Group Disabled' checkbox is also present and is unchecked.

Click 'Save'.

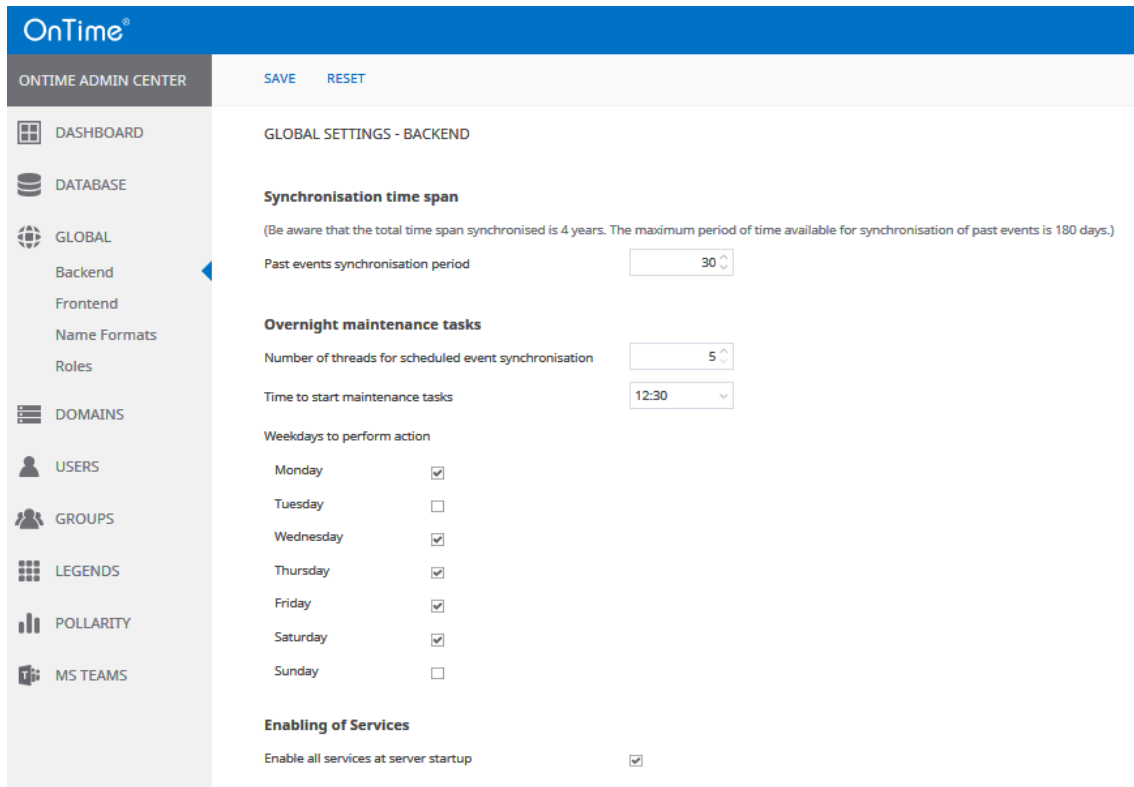
Changes in the 'dynamic groups' must be followed by clicking "Start" at "User & Group Sync" in the **Dashboard**.

Global Settings - Backend

Click Global/Backend

Tick 'Enable all services at server startup.'

- Click 'Save' to ensure the synchronisation subscription service starts every time you click stop/start at the 'Application Status' in the Dashboard.

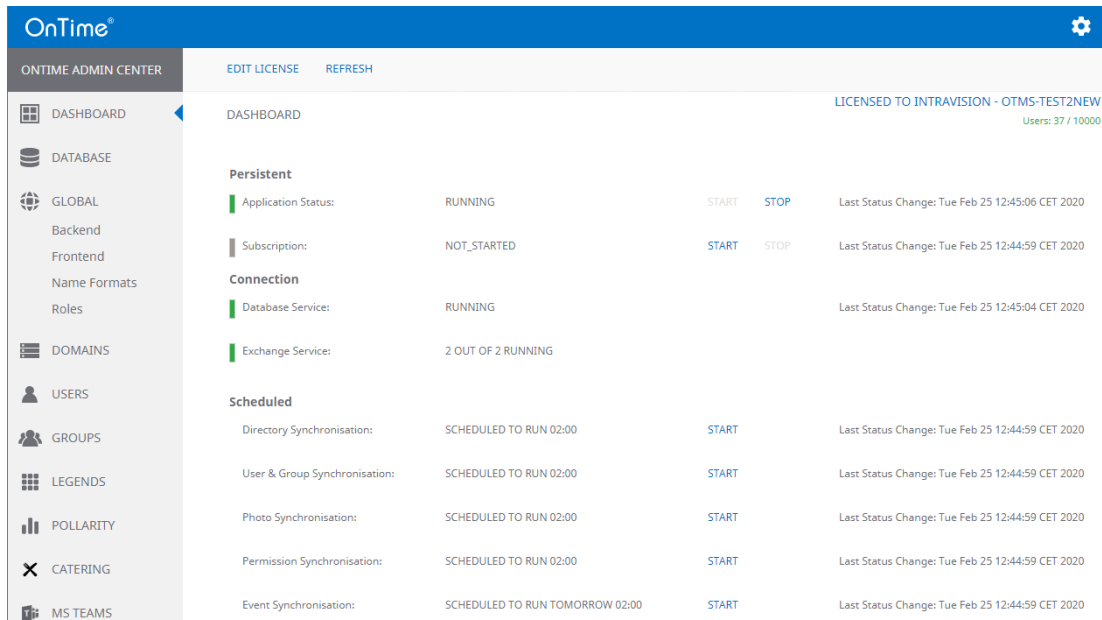


The screenshot shows the OnTime Admin Center interface. The left sidebar contains navigation options: DASHBOARD, DATABASE, GLOBAL (with sub-items Backend, Frontend, Name Formats, Roles), DOMAINS, USERS, GROUPS, LEGENDS, POLLARITY, and MS TEAMS. The main content area is titled 'GLOBAL SETTINGS - BACKEND' and includes 'SAVE' and 'RESET' buttons. It features three sections: 'Synchronisation time span' with a note and a 'Past events synchronisation period' dropdown set to 30; 'Overnight maintenance tasks' with 'Number of threads for scheduled event synchronisation' set to 5 and 'Time to start maintenance tasks' set to 12:30, followed by a table of weekdays with checkboxes; and 'Enabling of Services' with a checked checkbox for 'Enable all services at server startup'.

Weekdays to perform action	
Monday	<input checked="" type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input checked="" type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>
Friday	<input checked="" type="checkbox"/>
Saturday	<input checked="" type="checkbox"/>
Sunday	<input type="checkbox"/>

Dashboard

The main page of the 'OnTime Admin Center' is the Dashboard. This page presents an overview of the processes in OnTime. When you change the values in the other pages, you must restart the OnTime application by clicking "Stop/Start" in the according section.



The screenshot shows the OnTime Admin Center Dashboard. The top navigation bar includes 'EDIT LICENSE' and 'REFRESH'. The left sidebar lists menu items: DASHBOARD, DATABASE, GLOBAL (Backend, Frontend, Name Formats, Roles), DOMAINS, USERS, GROUPS, LEGENDS, POLLARITY, CATERING, and MS TEAMS. The main content area is titled 'DASHBOARD' and shows the following status information:

Section	Item	Status	Actions	Last Status Change
Persistent	Application Status:	RUNNING	START STOP	Tue Feb 25 12:45:06 CET 2020
	Subscription:	NOT_STARTED	START STOP	Tue Feb 25 12:44:59 CET 2020
Connection	Database Service:	RUNNING		Tue Feb 25 12:45:04 CET 2020
	Exchange Service:	2 OUT OF 2 RUNNING		
Scheduled	Directory Synchronisation:	SCHEDULED TO RUN 02:00	START	Tue Feb 25 12:44:59 CET 2020
	User & Group Synchronisation:	SCHEDULED TO RUN 02:00	START	Tue Feb 25 12:44:59 CET 2020
	Photo Synchronisation:	SCHEDULED TO RUN 02:00	START	Tue Feb 25 12:44:59 CET 2020
	Permission Synchronisation:	SCHEDULED TO RUN 02:00	START	Tue Feb 25 12:44:59 CET 2020
	Event Synchronisation:	SCHEDULED TO RUN TOMORROW 02:00	START	Tue Feb 25 12:44:59 CET 2020

The section **Persistent** shows the status of the OnTime Application and the automatic subscription of calendar changes. Both should be running within normal production.

The section **Connection** shows the status of the connections to the OnTime SQL database and the Exchange service. Both should be running within normal production.

The section **Scheduled** normally shows the status stopped because running is done automatically at midnight. But the five positions within this section can be started on-demand to reflect changes at once.

Directory Sync takes care of updating users/groups from Exchange.

User & Group Sync synchronises the Exchange users/groups onto the OnTime SQL tables.

Photo Sync imports the users' photos/avatars from the Exchange server

Permission Sync updates the users' permissions to update other users' calendars

Event Sync is synchronising all users calendar entries and may take a considerable amount of time.

The section '**Pollarity**' is specially licenced.

OnTime User – Calendar

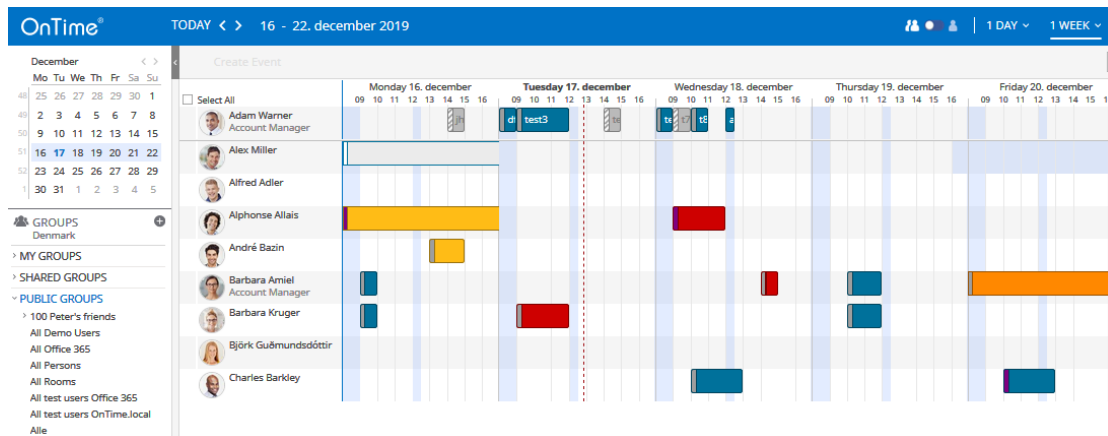
OnTime Client Web Desktop

OnTime from the user perspective:

From a browser - Open the user URL -

<http://ontime.example.com/ontimegcms/desktop>

Note: Please insert your relevant URL instead of 'ontime.example.com'.



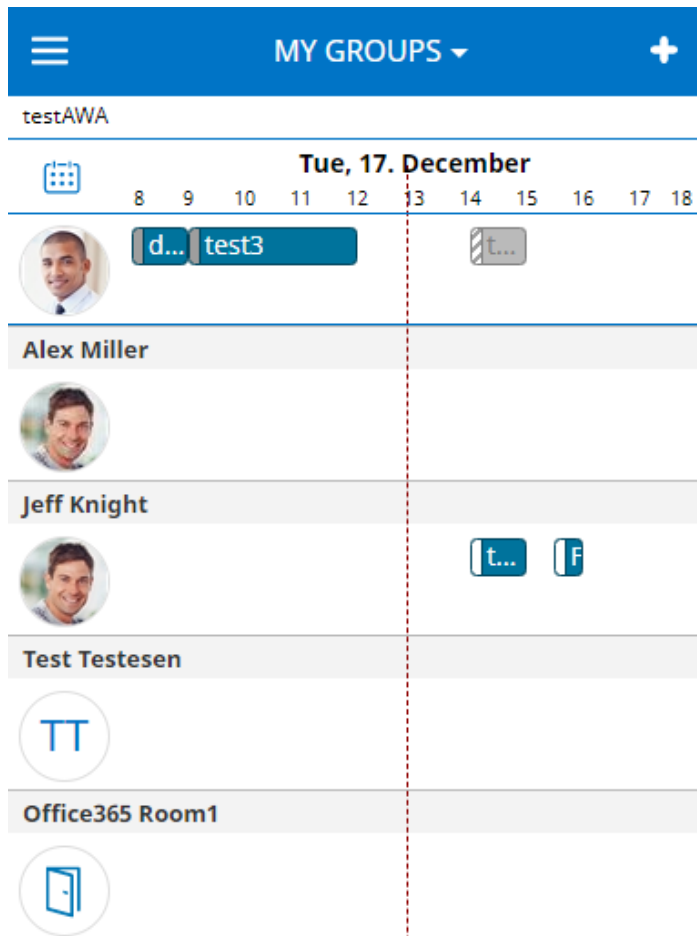
OnTime Client Web Mobile

OnTime from the user perspective:

From a mobile browser - Open the user URL -

<http://ontime.example.com/ontimegcms/mobile>

Note: Please insert your relevant URL instead of 'ontime.example.com'.



The screenshot shows the OnTime mobile group calendar interface. At the top, there is a blue header bar with a hamburger menu icon on the left, the text "MY GROUPS" in the center with a dropdown arrow, and a plus sign icon on the right. Below the header, the text "testAWA" is displayed. A calendar view for "Tue, 17. December" is shown, with a grid of days from 8 to 18. A vertical dashed red line is positioned at the 13th day. Below the calendar, there are several group entries, each with a profile picture and a name: "Alex Miller", "Jeff Knight", and "Test Testesen". The "Jeff Knight" entry has two small icons to its right: a blue square with "t..." and a blue square with "F". Below "Test Testesen" is a circular icon with the letters "TT". At the bottom, there is an entry for "Office365 Room1" with a circular icon containing a door symbol.