



# OnTime

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## for Microsoft

### Upgrade Manual

OnTime® for Microsoft version 3.8.x

Upgrading from version 1.1.x and newer

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# OnTime<sup>®</sup> for Microsoft

## Upgrade Manual

*The main audience for this manual is Microsoft administrators with proper experience in Windows Server and Exchange on-premise / Office 365 administration. We expect that the reader of this manual is no stranger to the Microsoft environment.*

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# Upgrade OnTime for Microsoft

## SSL considerations

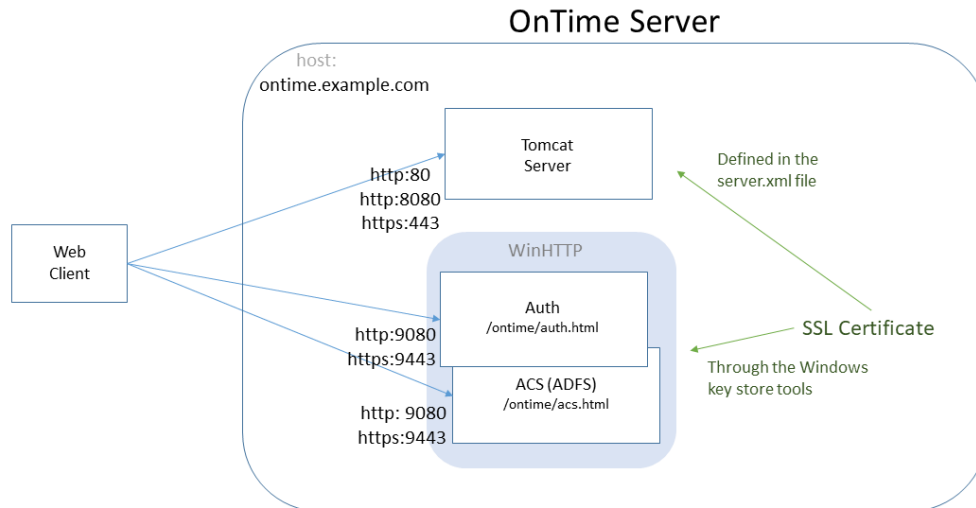
If your current OnTime server is configured for SSL, a certificate is required for your Tomcat server. This is a change compared to the OnTime versions from before version 3.7.

The process of generating certificate files for the Tomcat server is described in the section [SSL certificates for the OnTime Tomcat Server](#).

Before OnTime version 3.7 there was a component, the 'OnTimeMS URL Forwarder' service. This service has been omitted in OnTime version 3.7.

**Note:** If you use authentication methods

1. 'HTTP(S) Domain (SSO)' which relies on the 'OnTimeMS Auth' service
2. 'HTTPS ADFS (SSO)' which relies on the 'OnTimeMS ACS' service
  - your OnTime server must be open to the port 9443



### Flyway database tool

An OnTime tool called 'otdbupdate.cmd' is used to install and update databases. This tool is powered by the open source tool 'Flyway'.

Upgrade of OnTime from earlier versions preserves users and admin settings. The upgrade is possible from the versions OnTime MS 1.1.x and newer.

The main tasks necessary to do to upgrade an OnTime for MS installation from a previous release:

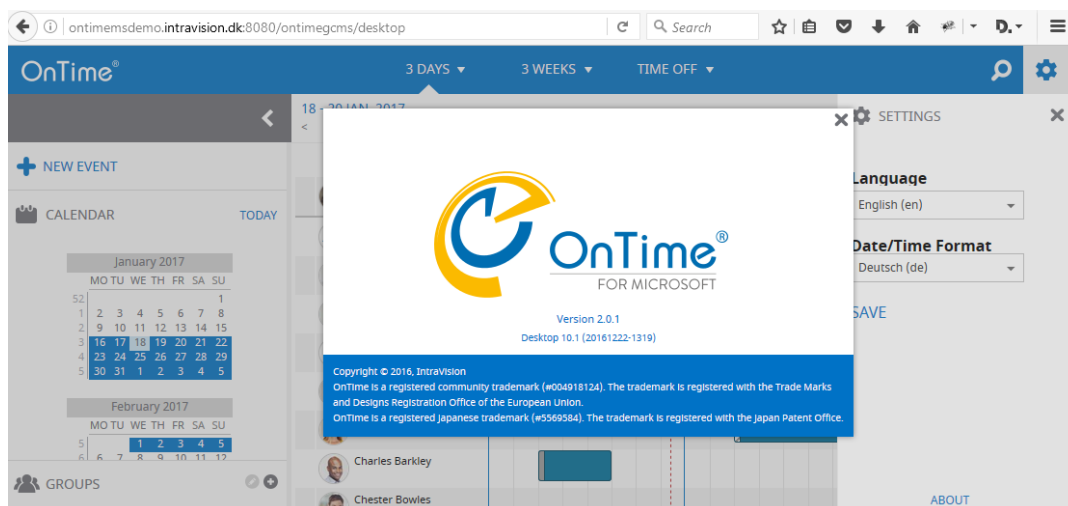
- Upgrade the OnTime Windows services and 'Apache Tomcat for OnTime'
- Upgrade the OnTime database; this upgrade process is dependent on your installation of the SQL server, **quick** or **custom** upgrade.

The '**quick**' upgrade is with an SQL Server installed on the same server as the rest of the OnTime application. An additional prerequisite is that the 'Database Name' and 'Username' fields are blank in the 'OnTime Admin Center's Database section'.

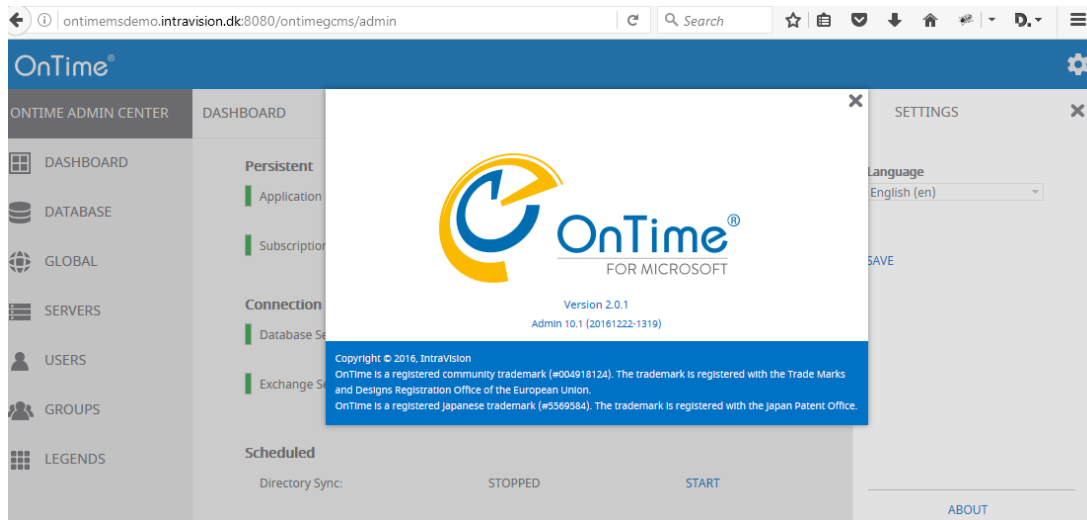
The '**custom**' upgrade is with more details where the SQL Server is installed differently, or even external to the OnTime server.

Please check your current OnTime version – and make a note of it:

In the OnTime client Web Desktop – Settings/About



Alternatively, in the Admin client - Settings/About



## Quick upgrade

### Prerequisite:

This process requires that the MS SQL Server is installed locally, on the same server as the rest of OnTime and the database name and username fields are blank (integrated Security=true;)

At the OnTime server - extract the new OnTimeMS-x.x.zip file to a temporary location, where x.x is the new version.

Move the OnTimeMS.x.x folder to 'C:\Program Files\IntraVision\' - the recommended path. The 'x's reflects the current version release.

C:\Program Files\IntraVision\OnTimeMS-x.x

| 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  |

In the File Explorer – change the path to the '**old! – version**' of OnTime, jump to the folder:

C:\Program Files\IntraVision\OnTimeMS-x.x

Run the command '**uninstall.cmd**' as administrator.

Jump to the new version's upgrade folder:

C:\Program Files\IntraVision\OnTimeMS-x.x\upgrade\














According to your noted version of MS OnTime

- Right-click on a file that matches your current version and run it as administrator.
- If your version is 2.0.2 or 2.0.3, choose 2.0.1+.cmd
- If your version is 2.8.0 or later, choose 2.8.0+.cmd

---

C:\Program Files\IntraVision\OnTimeMS-x.x\upgrade

---

| Name   | Date modified    | Type             | Size |
|--|------------------|------------------|------|
|  from-1.1.cmd     | 17-12-2019 08:38 | Windows Comma... | 1 KB |
|  from-1.2.0.4.cmd | 17-12-2019 08:38 | Windows Comma... | 1 KB |
|  from-1.2.2.0.cmd | 17-12-2019 08:38 | Windows Comma... | 1 KB |
|  from-1.3+.cmd    | 17-12-2019 08:38 | Windows Comma... | 1 KB |
|  from-1.5+.cmd    | 17-12-2019 08:38 | Windows Comma... | 1 KB |
|  from-2.0.0.cmd   | 17-12-2019 08:38 | Windows Comma... | 1 KB |
|  from-2.0.1+.cmd  | 17-12-2019 08:38 | Windows Comma... | 1 KB |
|  from-2.5.0.cmd   | 17-12-2019 08:38 | Windows Comma... | 1 KB |
|  from-2.5.0a+.cmd | 17-12-2019 08:38 | Windows Comma... | 1 KB |
|  from-2.6.0.cmd   | 17-12-2019 08:38 | Windows Comma... | 1 KB |
|  from-2.6.2+.cmd  | 17-12-2019 08:38 | Windows Comma... | 1 KB |
|  from-2.7.0+.cmd  | 17-12-2019 08:38 | Windows Comma... | 1 KB |
|  from-2.8.0+.cmd  | 13-12-2019 14:05 | Windows Comma... | 1 KB |

Running this upgrade command will do the following:

- Ask the question of password change for the admin
- Ask the question of where to backup your current OnTime database
- Create tables if necessary
- Transfer the data from your current version if necessary
- Enable Integrated Security for the database
- Install OnTime ACS Service and start it
- Install OnTime Auth Service and start it
- Make a backup of your current database
- Install Tomcat service, and start it
- Upgrade the database if necessary
- Create a database for Pollarity if necessary
- Upgrade the Pollarity database if necessary
- Ask the question “Do you want to enable Pollarity? Y/N”.
- If you choose ‘y’ the Pollarity files will be copied to the Tomcat server

Note: Pollarity is an especially licenced feature.

A log file ‘upgrade-from-x.x.log’ is created from the upgrade.

In a browser open the OnTime Admin Center.

<http://ontime.example.com:8080/ontimegcms/admin>

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

In "OnTime Admin Center" click "Dashboard" to check the OnTime application.

If you are upgrading from before version 2.8, click 'Start' at the five Scheduled Synchronizations.

Issue: Database is not running. Review **Database Setup**

You are now ready to test the use of OnTime – jump to **Final test.**



## Custom upgrade

This process is for an MS SQL Server installation that is different from the prerequisites mentioned in the section, **Quick upgrade**, where the SQL server is situated externally to the OnTime server.

It is recommended to take a backup of your OnTime database before the upgrade.

At the OnTime server - extract the new OnTimeMS-x.x.zip file to a temporary location, where x.x is the new version.

Move the OnTimeMS.x.x folder to 'C:\Program Files\IntraVision\' - the recommended path. The 'x's reflects the current version release.

| C:\Program Files\IntraVision\OnTimeMS-x.x |                  |                     |       |
|---|------------------|---------------------|-------|
| Name                                      | Date modified    | Type                | Size  |
| admintoken                                | 10-04-2019 10:47 | File folder         |       |
| cmd                                       | 10-04-2019 10:47 | File folder         |       |
| flyway                                    | 10-04-2019 10:47 | File folder         |       |
| jdk                                       | 10-04-2019 10:47 | File folder         |       |
| ontime.ms.acs                             | 10-04-2019 10:47 | File folder         |       |
| ontime.ms.auth                            | 10-04-2019 10:47 | File folder         |       |
| ontime.ms.urlforwarder                    | 10-04-2019 10:47 | File folder         |       |
| outlook-add-in                            | 10-04-2019 10:47 | File folder         |       |
| pollarity                                 | 10-04-2019 10:47 | File folder         |       |
| programdata                               | 10-04-2019 10:47 | File folder         |       |
| scripts                                   | 10-04-2019 10:47 | File folder         |       |
| sqlserver-express-2016-advanced           | 10-04-2019 10:47 | File folder         |       |
| teams                                     | 10-04-2019 10:47 | File folder         |       |
| tomcat                                    | 10-04-2019 10:47 | File folder         |       |
| upgrade                                   | 10-04-2019 10:47 | File folder         |       |
| command.cmd                               | 18-12-2018 09:54 | Windows Comma...    | 1 KB  |
| install.cmd                               | 20-03-2019 14:07 | Windows Comma...    | 1 KB  |
| Office365TomcatRestart.zip                | 10-04-2019 10:40 | Compressed (zipp... | 12 KB |
| start-pollarity.cmd                       | 18-12-2018 09:54 | Windows Comma...    | 1 KB  |
| stop-pollarity.cmd                        | 18-12-2018 09:54 | Windows Comma...    | 1 KB  |
| uninstall.cmd                             | 18-12-2018 09:54 | Windows Comma...    | 1 KB  |
| versions.txt                              | 10-04-2019 10:39 | Text Document       | 1 KB  |

In the File Explorer – change the path to the **old!** version of OnTime, jump to the folder:

C:\Program Files\IntraVision\OnTimeMS-x.x

Run the command '**uninstall.cmd**' as administrator.

## Upgrade from OnTime before ver. 2.8











In case you are upgrading from a version of OnTime from before ver. 2.8 you have to do the following steps before you proceed to **Upgrade from OnTime ver. 2.8** :

At the external SQL server - extract the new OnTimeMS-x.x.zip file to a temporary location, where x.x is the new version.

Move the OnTimeMS.x.x folder to 'C:\Program Files\IntraVision\' - the recommended path. The 'x's reflects the current version release.

Jump to the new version of OnTime files:

C:\Program Files\IntraVision\OnTimeMS-x.x\sqlserver-express-2016-advanced  
Where x.x is the new version.

| C:\Program Files\IntraVision\OnTimeMS-x.x\sqlserver-express-2016-advanced  |                  |                      |        |  |
|--|------------------|----------------------|--------|--|
| Name   | Date modified    | Type                 | Size   |  |
|  migrations                               | 10-01-2019 15:05 | File folder          |        |  |
|  backup_db.sql                            | 18-12-2018 10:54 | Microsoft SQL Ser... | 1 KB   |  |
|  onetime_script_for_renaming_ontimems...  | 18-12-2018 10:54 | Microsoft SQL Ser... | 1 KB   |  |
|  ontimems.sql                             | 09-01-2019 15:46 | Microsoft SQL Ser... | 344 KB |  |
|  ontimems-create.sql                      | 18-12-2018 10:54 | Microsoft SQL Ser... | 1 KB   |  |
|  ontimems-upgrade.sql                     | 18-12-2018 10:54 | Microsoft SQL Ser... | 1 KB   |  |
|  ontimems-user.sql                        | 18-12-2018 10:54 | Microsoft SQL Ser... | 1 KB   |  |
|  refresh_usnchagned_and_exdir_change_k... | 10-01-2019 10:49 | Microsoft SQL Ser... | 1 KB   |  |
|  restore_db.sql                           | 18-12-2018 10:54 | Microsoft SQL Ser... | 1 KB   |  |
|  set_syslogin.sql                         | 18-12-2018 10:54 | Microsoft SQL Ser... | 1 KB   |  |

1. Create a new OnTime database in your MS SQL Server  
- the default database name in OnTime version 3.x is 'ontimems.25.8'.

2. Create tables and schemas:

In C:\Program Files\IntraVision\OnTimeMS-x.x\sqlserver-express-2016-advanced\ open the sql-script, 'ontimems.sql' in SQL Server Management Studio - or a text editor – adapt the first line in the script, for example:

**USE [ontimems.25.8] – Note, square brackets!**

- this database reference must be the same as the database name from the database you created.

Run the script 'ontimems.sql' to create tables and schemas

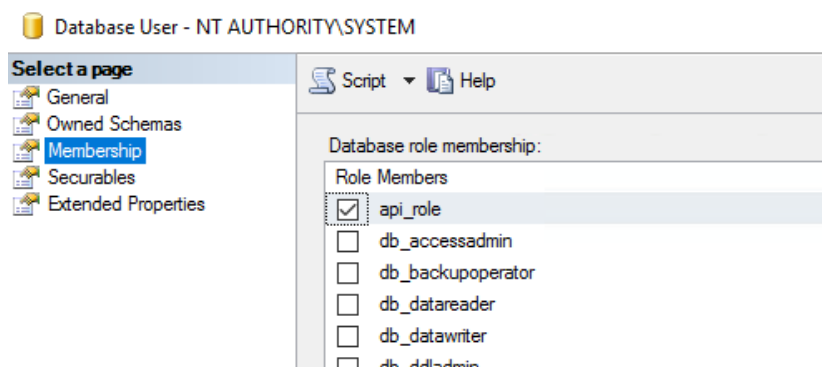
3. Add the OnTime database user in the OnTime database:

ontimems.25.8/Security/Users/

In case you use 'Integrated Security', the user is 'NT AUTHORITY\SYSTEM'.

In case you use a specific database user, an example is 'OnTimeApp'.

4. Change the OnTime database users properties for the 'api\_role.'



5. Check your current database version by opening your OnTime database, the one you are upgrading.

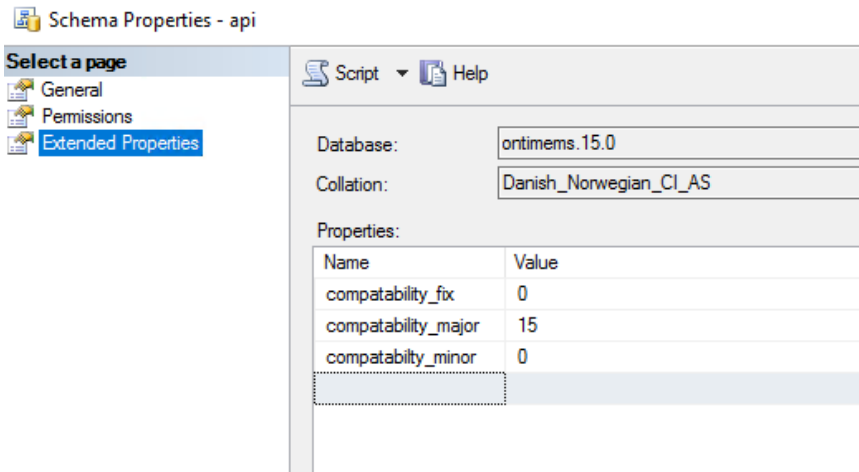
If you have used the default OnTime database name, this name reflects the OnTime database version.

If you are unsure of the OnTime database version, you may check the database's Extended properties of the 'api', at:

DatabaseName/Security/Schemas/api (Properties/Extended Properties).

Example:

Note the value of 'compatibility\_major' and 'compatibility\_minor'. These numbers report the schema version of the database. In the illustration below, we see the database version 15.0.



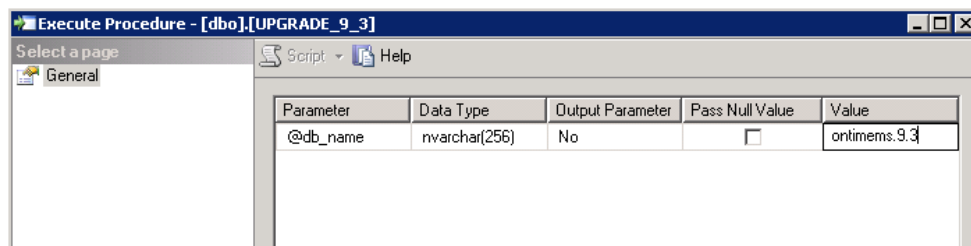
- Open the Stored procedures (below Programmability) in the new database. Several stored procedures are available for dbo.UPGRADE:

Example:

dbo.UPGRADE\_9\_3

Right-click the Stored Procedure relevant to your old database version and choose “Execute Stored Procedure”.

In the “Value” field, enter the name of the old database and click “OK” to execute the database upgrade procedure.



The result “Return Value” of ‘0’ (zero) means success.

- Now you have an OnTime database to use in

**Upgrade from OnTime ver. 2.8 .**

## Upgrade from OnTime ver. 2.8

Rename the database from 'ontimems.25.8' to 'ontimems'.

## Upgrade from OnTime ver. 3.0.x and later

1. Create a backup of your OnTime database
2. Use the Otdbupdate tool to upgrade the database.

Ensure that you have a directory C:\SqlServerBackups for running the 'Otdbupdate' database tool.

From the folder C:\Program Files\IntraVision\OnTimeMS-x.x. open a command window as Administrator.

Set the environment variable for JAVA\_HOME by running the command:

```
set JAVA_HOME=C:\Program Files\IntraVision\OnTimeMS-x.x\jdk
```

### Run this, command if you are using integratedSecurity:

```
otdbupdate\otdbupdate.cmd -skipDefaultCallbacks=true  
-url=jdbc:sqlserver://localhost:1433;databaseName=customname;  
integratedSecurity=true migrate
```

**All in one line!**

### This command, if you are using a specific database user:

```
otdbupdate\otdbupdate.cmd -skipDefaultCallbacks=true  
-url=jdbc:sqlserver://localhost:1433;databaseName=customname;  
-user=OnTimeApp -password=xxxx migrate
```

**All in one line!**

## Reinstall OnTime services:

From the directory C:\Program Files\IntraVision\OnTimeMS-x.x\cmd run the following commands as Administrator:

```
> apache-tomcat-otd-install.cmd
```

### Authentication choices

If you use Windows authentication  
> ontime.ms.auth-install.cmd

If you use ADFS SAML authentication  
> ontime.ms.acs-install.cmd

## Pollarity

If you upgrade from OnTime version 2.7 and later, there is no change for the Pollarity database.

If you upgrade from an OnTime version from before 2.7, you will have to install a database for Pollarity at your SQL server.

Please refer to the documentation 'Installation & Configuration Guide, OnTime for Microsoft – the section:

OnTime Installation/Custom installation/Pollarity.

## OnTime Admin Center

Clear your browsers cache, and open the administration URL :

<http://ontime.example.com:8080/ontimegcms/admin>

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

Administrator: admin (beware of casing, no capitals)

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

**Reset of password**, if it is lost:

In the folder C:\Program Files\IntraVision\OnTimeMS-x.x\cmd

- you will find the command 'change-tomcat-password.cmd'.

Run it as an administrator to reset the admin password.

## Database Setup

Click 'Database'.

If '**Local SQL Server**', enter 'localhost' in the 'Server' field.

In the 'Extra Parameters' enter: 'integratedSecurity=true;' (trailing semicolon).

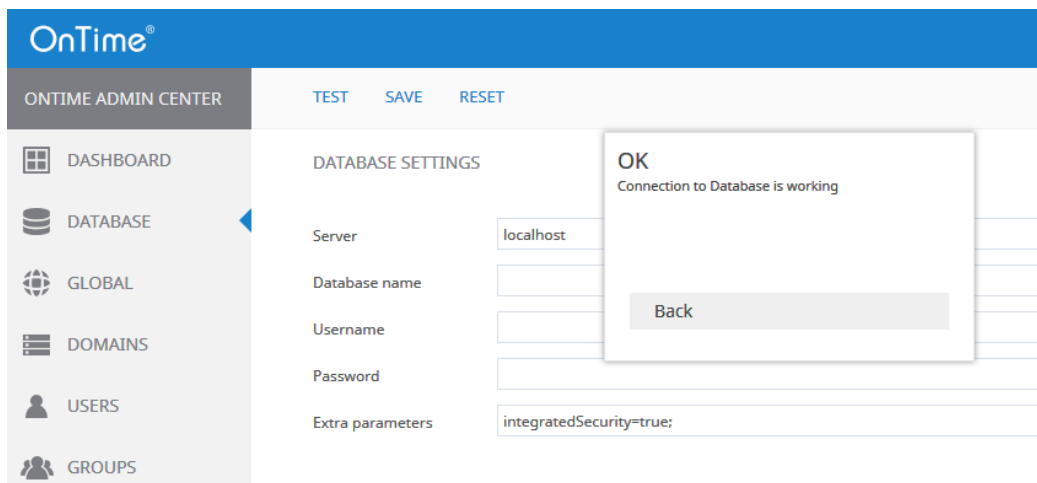
The OnTime database user will be 'NT AUTHORITY\SYSTEM'.

If '**External SQL Server**', enter the hostname of the external SQL server in the 'Server' field, Database name, Username and Password for the OnTime application user in the SQLserver,

Click "Test" in the upper right corner to test the database connection.

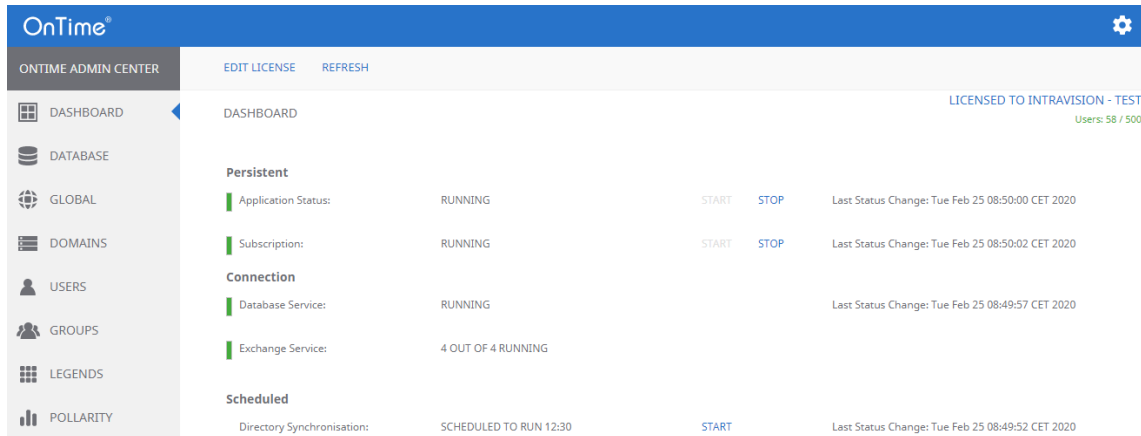
Upon the response "OK Connections to database is working" click "Back".

Click Save.



In “OnTime Admin Center”, click “Dashboard”.

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



## SSL certificates for the OnTime Tomcat Server

Three certificate files are needed for the Tomcat server.

1. ontime-rsa-key.pem
2. ontime-rsa-cert.pem
3. ontime-rsa-chain.pem

The three files mentioned are in .pem format (base64 encoded). The first file contains the servers private key. The second file contains the servers ssl-certificate. The third file contains the signing chain certificates from the ‘Root CA’ and the ‘Intermediate CA’

In the OnTime installation the three files are mentioned in the server.xml file, placed in: C:\Program Files\IntraVision\Ontime.x.x\tomcat\conf\

Depending on the system where you obtained the SSLcertificate you might get the SSL certificate as a .pfx or .p12 (pkcs12 format) file for the Ontime server.

Generate the OnTime .pem files from the certificate file:



Install the OpenSSL 'command line' tool

- may be downloaded from <https://sourceforge.net/projects/openssl/>

1. Retrieve the private key:

```
C:\OpenSSL-Win32\bin\temp>
..\openssl pkcs12 -nodes -nocerts -in certs.pfx -out private.pem
```

If you have not made an openssl.cfg file, you will see a warning, not important.  
Enter Import Password: \*\*\*\*\* (Enter)

A private password protected .pem file is generated with the private key.

2. Remove the password from the private.pem file:

```
C:\OpenSSL-Win32\bin\temp>
..\openssl rsa -in private.pem -out ontime-rsa-key.pem
```

The OnTime-rsa-key.pem file contains the private key without a password.

Example:

```
-----BEGIN RSA PRIVATE KEY-----
MIIEowIBAAKCAQEAi451sXhcxMMBUf96S5kS9ZHHLMMECAzkOJtTK14o3FnbMWMz
RlunTVL0VibOxdBraVfyEY2DbiBnwamHtBx6PEXVmk48AtohoMUWRajW6xQXZ/xa
7oGd6zwnkau9ns04AFXPKfLF2YfD/MbevtU6xhbXKWs jq6kAeQSMF6BbrumJ5uTx
6XTZSnS+z2NL+FmFuwdjnAjAlJRbTFgYSII1094K2pleY3XAzSHUbxK9QsvPmfi9I
D/NRmM4sdFYVUxqJxgUju6vY9XRqGids3KcpenQ4R++AJwn5yckIyQAp32ern5vn
HDVugvYnxev0n4hEe9o2267RhS4NKkQHjsd8/wIDAQABAoIBAH2650Xwj0OmvHXH
```

Retrieve the server's certificate:

```
C:\OpenSSL-Win32\bin\temp>
..\openssl pkcs12 -in certs.pfx -clcerts -nokeys -out ontime-rsa-cert.pem
```

Option:

Depending on the certificate supplier you may get this file as 'ssl\_certificate.crt'.  
Rename it to 'ontime-rsa-cert.pem'

Example:

```
-----BEGIN CERTIFICATE-----
MIIGLzCCBRegAwIBAgIQCEyp1wG8D7vWYBkyjLso6DANBgkqhkiG9w0BAQsFADBe
MQswCQYDVQQGEwJVUzEVMBMGA1UEChMMRG1naUNlcnQgSW5jMRkwFwYDVQQLExB3
d3cuZGlnaW1naUNlcnQy29tMR0wGwYDVQQDEXR5YXZlbnR5YXZlbnR5YXZlbnR5YXZl
Fw0xOTA0MDEwMDAwMDAwMDAwMDAwMDAwMDAwMDAwMDAwMDAwMDAwMDAwMDAwMDAw
aW11MDEuZGswggEiMA0GCSCqGSIb3DQEBAQUAA4IBDwAwggEKAoIBAQCLjnWxeFzE
```

3. Extract the certificate chain, in the command prompt:

```
C:\OpenSSL-Win32\bin\temp>
..\openssl pkcs12 -nokeys -in certs.pfx -out ontime-rsa-chain.pem
```

An ontime-rsa-chain.pem file is generated with the certificate chain, Root CA and Intermediate CA, base64 encoded.

Option:

If you copy this file into a .crt extension - you may double-click/Open the file to check your 'Certification Path'.

4. The three OnTime .pem files are placed in the folder as referenced in the server.xml file:

C:\ProgramData\IntraVision\OnTimeGCMS\keys\

## SSL certificates for the OnTime Auth and ACS Services

If SSL (https) communication is required for the OnTimeMS Auth service, you must install a certificate at the Windows server. For the ACS service this step is also compulsory.

1. Acquire an SSL certificate pfx or p12 (pkcs12 format) file for the OnTime server.
2. Open a command prompt in administrator mode:  
Run >certlm  
- to open the Microsoft Certificates application for 'Local Computer'.

Right-click 'Personal', choose 'All Tasks\Import'.

Click 'Next'.

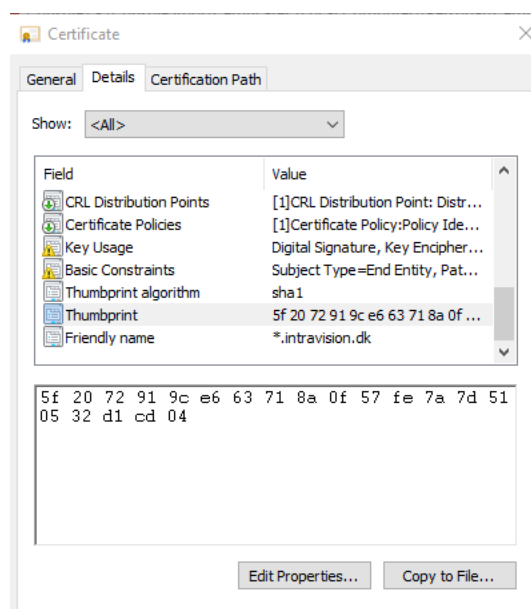
Browse for your SSL certificate file, searching in – Personal Information Exchange (\*.pfx, \*.p12) files – click 'Open' – click 'Next'.

Enter the password for your SSL certificate file, click 'Next' and click 'Finish'.

Upon the message 'The Import was successful' – click 'OK'.

Check the imported certificates – click 'Personal/Certificates' in the Certificates application.

3. Acquire the thumbprint of the certificate.  
Expand 'Certificates' – 'Personal' – 'Certificates'.  
Open the certificate for your server.  
Choose details – and thumbprint.



Copy the thumbprint characters into a text editor fx. Notepad.

Remove the spaces in between the characters.

Copy the characters to the clipboard for use as 'certhash' in the next section.

#### 4. Open a command prompt in administrator mode:

Run 'netsh' with parameters, substitute the value of 'certhash' with your own value. The 'appid' is just a dummy value (needed).

**Note:** Run the following three lines as one line in the command prompt:

```
netsh http add sslcert ipport=0.0.0.0:443  
certhash=5f2072919ce663718a0f57fe7a7d510532d1cd04  
appid={00112233-4455-6677-8899-AABBCCDDEEFF}
```

and also these three lines as one line in the command prompt::

```
netsh http add sslcert ipport=0.0.0.0:9443  
certhash=5f2072919ce663718a0f57fe7a7d510532d1cd04  
appid={00112233-4455-6677-8899-AABBCCDDEEFF}
```

The response text should show:

```
SSL Certificate successfully added
```

At this stage, you have enabled the SSL communication for all Windows web services that need it.

In case you want to change the certificate, run:

```
netsh http delete sslcert ipport=0.0.0.0:443
```

and

```
netsh http delete sslcert ipport=0.0.0.0:9443
```

- and rerun the 'netsh http add' command above with new parameters.

In case you want to show the certificate(s), run:

```
netsh http show sslcert ipport=0.0.0.0:443
```

and

```
netsh http show sslcert ipport=0.0.0.0:9443
```

## Teams considerations

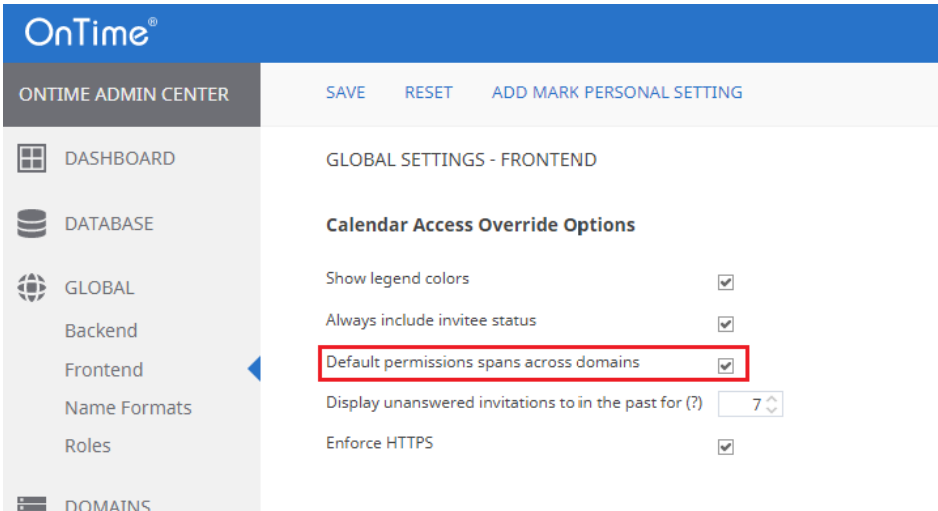
If your OnTime server is configured for MS Teams you should make a change to the file config.html in the folder:

C:\Program Files\Intravision\OnTimeMS-x.x\tomcat\webapps\teams

Open the file with a text editor and change the URL from /ontimegcms/desktop to /ontimegcms/teams

## Multidomain considerations

If you upgrade from OnTime 2.8.x and 3.0 – and you use the option of multiple domains – please tick the setting 'Default permissions spans across domains' – as below.

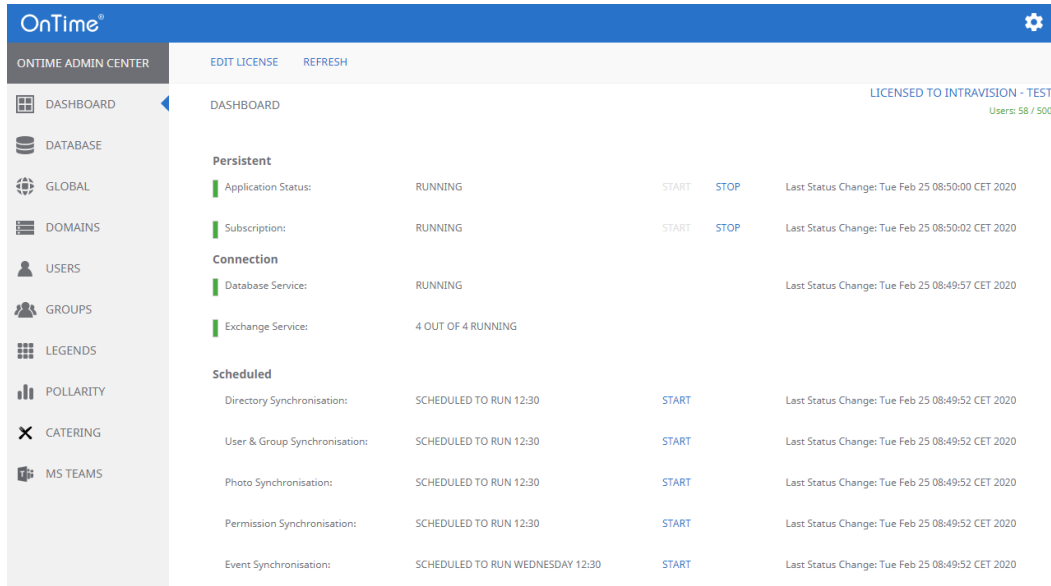


The screenshot shows the OnTime Admin Center interface. The left sidebar contains a navigation menu with the following items: DASHBOARD, DATABASE, GLOBAL (with sub-items Backend and Frontend), Name Formats, Roles, and DOMAINS. The main content area is titled 'GLOBAL SETTINGS - FRONTEND' and contains a section for 'Calendar Access Override Options'. This section includes the following settings:

- Show legend colors
- Always include invitee status
- Default permissions spans across domains**  (This setting is highlighted with a red box in the original image)
- Display unanswered invitations to in the past for (?)
- Enforce HTTPS

## Pick up the new version of OnTime

In “OnTime Admin Center” click “Dashboard”.



Click ‘Stop’ and then ‘Start’ at ‘Application Status’.

Click ‘Start’ at ‘Directory Sync’; this will, in turn, start ‘User & Group sync’.

Click ‘Start’ at ‘Photo Sync’, ‘Permission Sync’ and ‘Event Sync’.

## Roll back

In case you want to roll back your OnTime to a previous version it is possible through a restore of the old database and a reinstallation of OnTime from your old version directory.

### Step 1:

Run, as administrator, 'uninstall.cmd' from the new OnTime version directory

### Step 2:

During the upgrade, a backup of your old database is made in the directory C:\SqlServerBackups, and with a filename OnTime(Year-Month-Date-Time).Bak

The restore of the old database may be made with 'SQL Server Management Studio (SSMS)'.

### Step 3:

In your old OnTime version directory, change to the directory:

C:\Program Files\IntraVision\OnTimeMS-x.x\cmd:

Run, as administrator, 'apache-tomcat-otd-install.cmd'.

Run, as administrator, 'install-ontime-services-only.cmd'

### Step 4.

Clear your browsers cache, and open the administration URL :

<http://ontime.example.com:8080/ontimegcms/admin>

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

If you restore OnTime to a version before 3.7, you must check the configuration in the 'OnTime Admin Center' Global/Backend/Authentication:

#### Authentication

Authentication service method

Custom

Custom

http://9443/ontime/auth.html

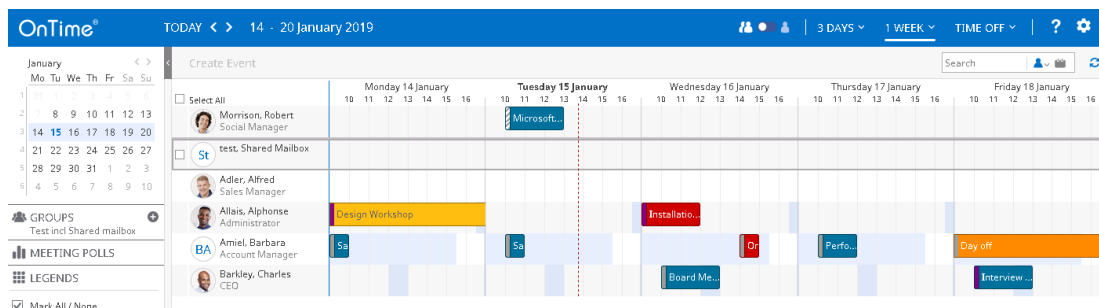
Versions before OnTime 3.7 has a service 'OnTimeMS URL Forwarder' and the port referenced should be 443 – and not 9443.

# Final test

## OnTime Client Web Desktop

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

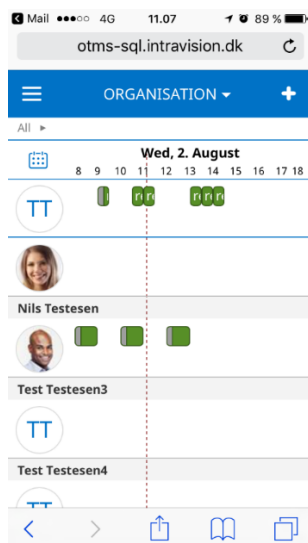
**Note:** Please insert your relevant URL instead of 'ontime.example.com'.



## OnTime Client Web Mobile

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

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



All done :-)