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# for Microsoft

## Quick Install Guide OnTime® for Microsoft version 4.0.x

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

## OnTime<sup>®</sup> 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<sup>®</sup> for Microsoft

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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

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## Server requirements

The OnTime installation is supported on

- Windows 2016 and 2019 with Microsoft SQL Server® 2019 Express
- Windows 2012 R2 and 2016 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 can be part of your user AD domain to ensure your OnTime users web authentication (SSO) without providing their AD password.  
An OnTime server installed in a Windows 'Workgroup' is supported. We expect the Workgroup server to be dedicated to OnTime because this will be more secure. The name of the workgroup must be descriptive. Workgroup names like 'Workgroup' or 'Workgroup01' will not be accepted.

### SQL Server 2014, 2016, 2019 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".

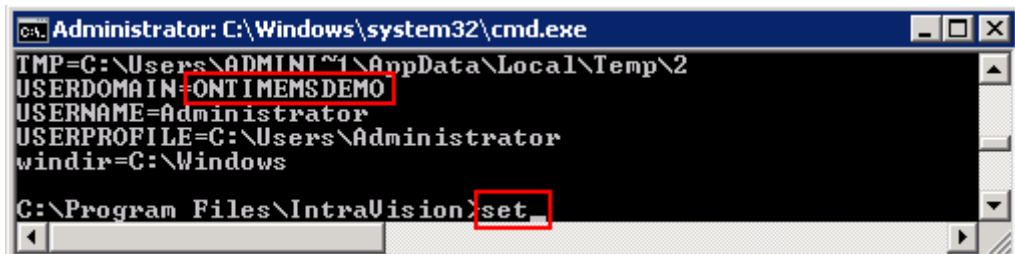


## License key

- 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](http://www.ontimesuite.com).

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

- your Company name
- total number of users, including rooms and equipment
- a. OnTime server in an 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
```

- b. OnTme server in a workgroup, check your Workgroup name.  
Enter 'net config workstation' in a Command prompt to see your  
'Workstation domain' (Workgroup name).
- 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](http://www.ontimesuite.com).

# OnTime Installation

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## 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\

C:\Program Files\IntraVision\OnTimeMS-x.x			
Name	Date modified	Type	Size
admintoken	08-07-2020 11:17	File folder	
catering	08-07-2020 11:17	File folder	
cmd	08-07-2020 11:17	File folder	
jdk	08-07-2020 11:17	File folder	
ontime.ms.acs	08-07-2020 11:17	File folder	
ontime.ms.auth	08-07-2020 11:17	File folder	
otdbupdate	08-07-2020 11:17	File folder	
outlook-add-in	08-07-2020 11:17	File folder	
outlook-poll-add-in	08-07-2020 11:17	File folder	
pollarity	08-07-2020 11:17	File folder	
programdata	08-07-2020 11:17	File folder	
scripts	08-07-2020 11:17	File folder	
sqlserver	08-07-2020 11:17	File folder	
teams	08-07-2020 11:17	File folder	
tomcat	08-07-2020 11:17	File folder	
upgrade	08-07-2020 11:17	File folder	
command.cmd	08-07-2020 09:25	Windows Comma...	1 KB
install.cmd	08-07-2020 09:25	Windows Comma...	1 KB
Office365TomcatRestart.zip	08-07-2020 09:26	Compressed (zipp...	12 KB
start-catering.cmd	08-07-2020 09:26	Windows Comma...	1 KB
start-pollarity.cmd	08-07-2020 09:26	Windows Comma...	1 KB
stop-catering.cmd	08-07-2020 09:26	Windows Comma...	1 KB
stop-pollarity.cmd	08-07-2020 09:26	Windows Comma...	1 KB
uninstall.cmd	08-07-2020 09:27	Windows Comma...	1 KB
versions.txt	08-07-2020 09:27	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 configure the user NT AUTHORITY\USER as a user in the ontimems database with the api\_role
4. It will install a Windows service 'OnTimeMSAuth' that offers Windows domain logon authentication for web users, SSO – Single Sign On
5. It will install a Windows service 'OnTimeMS ACS' that offers ADFS logon authentication for web users, SSO – Single sign-On
6. It will install the Tomcat web server used for OnTime
7. Create a database for Pollarity
8. Ask the question "Do you want to enable Pollarity? y/n".
9. If you choose 'y' Pollarity files are copied to the Tomcat server for OnTime.  
**Note:** Pollarity has an optional licence.
10. Create a database for Catering
11. Ask the question "Do you want to enable Catering? y/n"
12. If you choose 'y' Catering files are copied to the Tomcat server for OnTime.  
**Note:** Catering has an optional licence.

# OnTime Configuration

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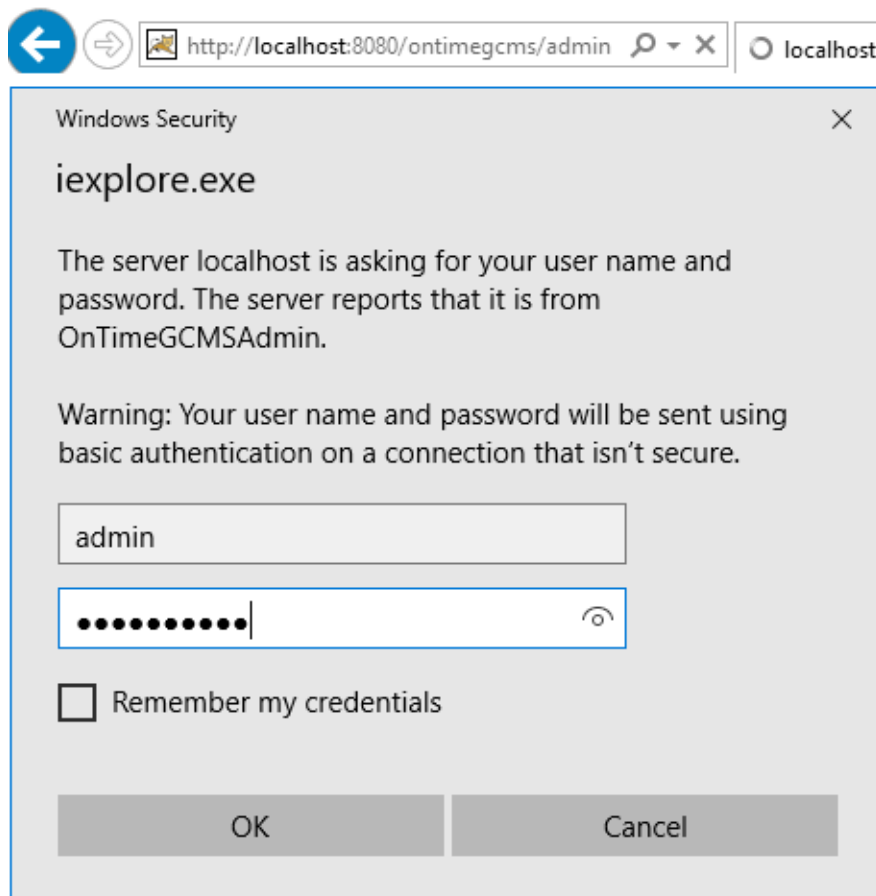
From a browser - Open the administration URL –  
<http://ontime.example.com:8080/ontimegcms/admin>

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

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

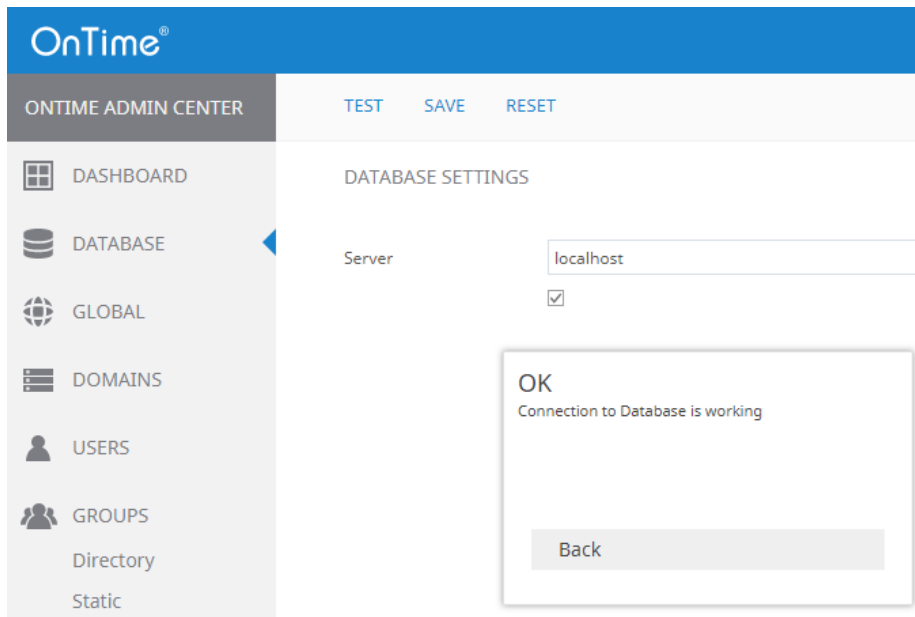
Administrator:        admin            (beware of casing, no capitals)

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



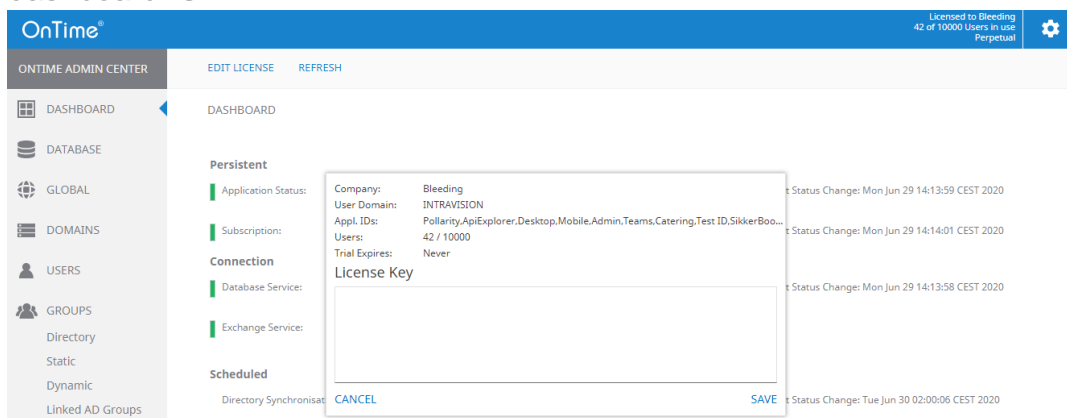
## Database

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

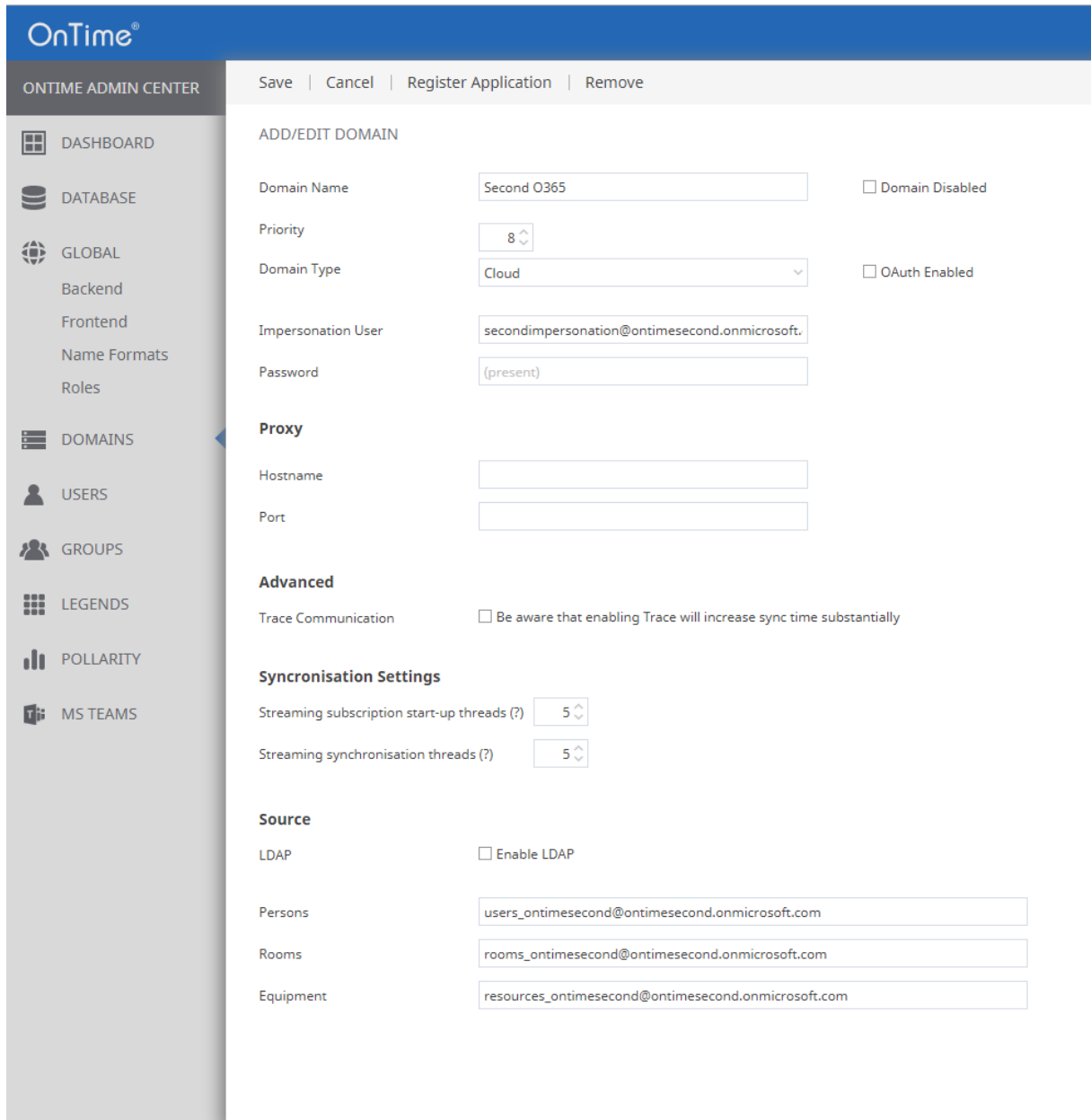
Click ‘Dashboard’  
 – Enter your license key by clicking ‘License’ in the upper right corner of the dashboard. Click ‘Save’



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.



The screenshot shows the 'ADD/EDIT DOMAIN' configuration page in the OnTime Admin Center. The interface includes a sidebar with navigation options like DASHBOARD, DATABASE, GLOBAL, and DOMAINS. The main content area has a top bar with 'Save', 'Cancel', 'Register Application', and 'Remove' buttons. The configuration fields are as follows:

- Domain Name:** Second O365
- Priority:** 8
- Domain Type:** Cloud
- Impersonation User:** secondimpersonation@ontimesecond.onmicrosoft.
- Password:** (present)
- Domain Disabled:**
- OAuth Enabled:**
- Proxy:**
  - Hostname:** [Empty field]
  - Port:** [Empty field]
- Advanced:**
  - Trace Communication:**  Be aware that enabling Trace will increase sync time substantially
- Syncronisation Settings:**
  - Streaming subscription start-up threads (?):** 5
  - Streaming synchronisation threads (?):** 5
- Source:**
  - LDAP:**  Enable LDAP
  - Persons:** users\_ontimesecond@ontimesecond.onmicrosoft.com
  - Rooms:** rooms\_ontimesecond@ontimesecond.onmicrosoft.com
  - Equipment:** resources\_ontimesecond@ontimesecond.onmicrosoft.com

**Domain name** is a text field for naming your domain setup.

**Domain Type** – 'Cloud'.

**OAuth Enabled** – Untick

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

**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.

**Proxy** is used if your Exchange server is behind a proxy server.

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

**Synchronization Settings** is where you may change the default settings of the number of threads.

**Source** is where you configure users included in your OnTime setup.

**LDAP** For a simple configuration, click ‘Untick’ ‘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.

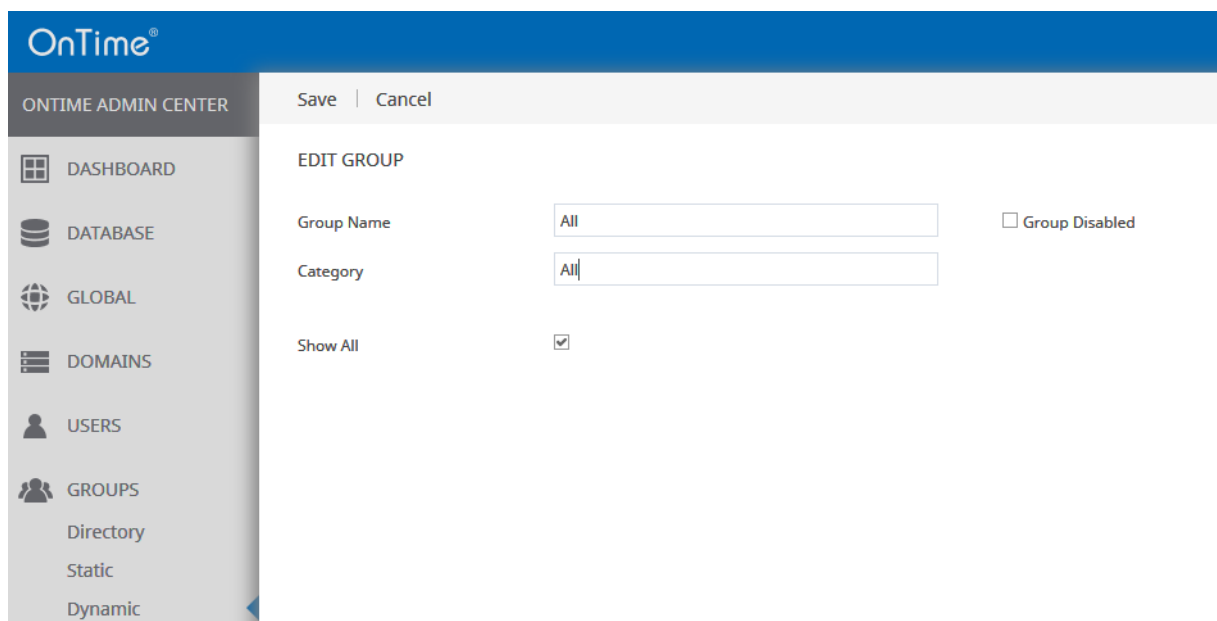
To reflect your new settings, go to the Dashboard - Stop and Start the Application. Then check that the “Database Service” and “Exchange Service” both show “Running”

## 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, Dynamic). The main content area is white and titled 'EDIT GROUP'. At the top of this area are 'Save' and 'Cancel' buttons. The form contains the following fields: 'Group Name' with a text input containing 'All', 'Group Disabled' checkbox (unchecked), 'Category' with a text input containing 'All', and 'Show All' checkbox (checked).

Click 'Save'.

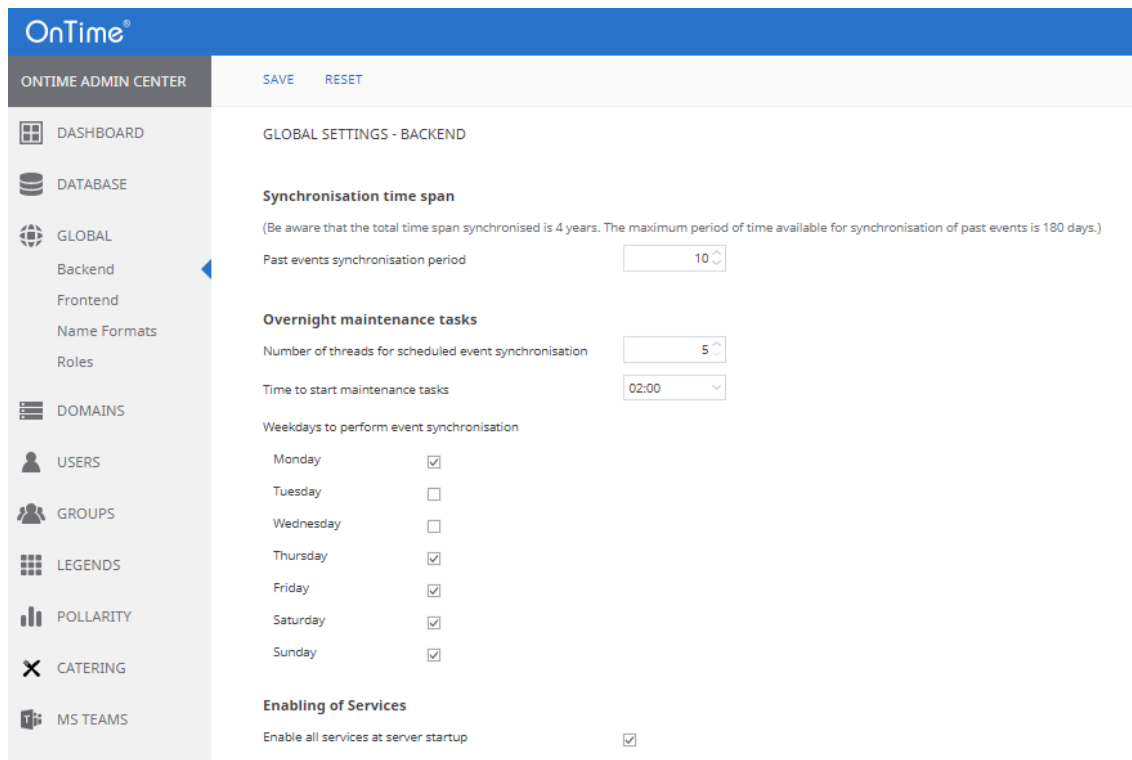
Changes in the 'dynamic groups' must be followed by clicking "Start" at "User & Group Sync" in the **Dashboard**.

## 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.

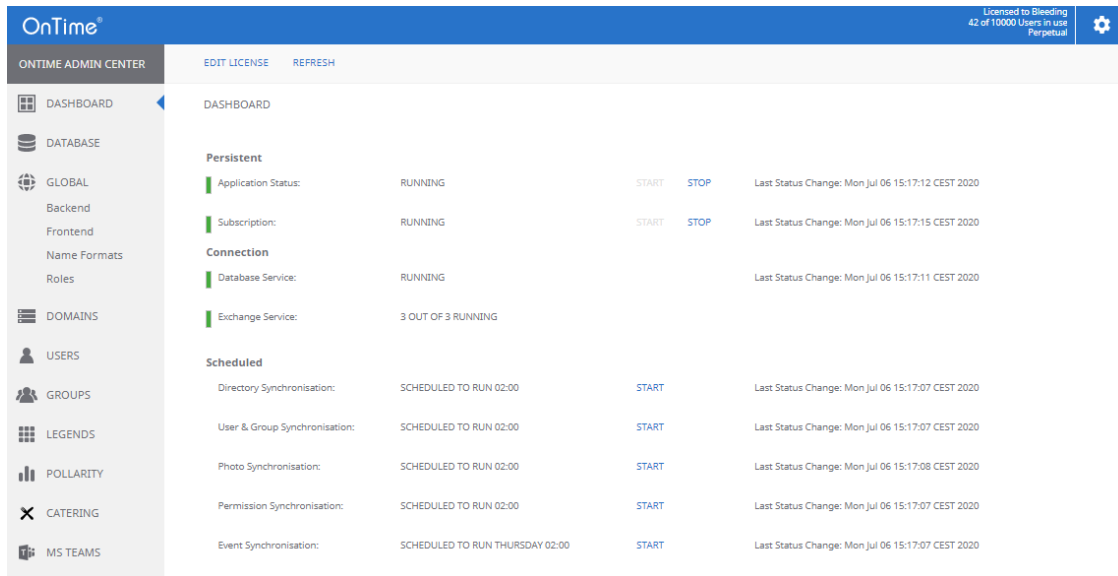


The screenshot shows the OnTime Admin Center interface. The left sidebar contains navigation options: DASHBOARD, DATABASE, GLOBAL (selected), Backend, Frontend, Name Formats, Roles, DOMAINS, USERS, GROUPS, LEGENDS, POLLARITY, CATERING, and MS TEAMS. The main content area is titled 'GLOBAL SETTINGS - BACKEND' and includes 'SAVE' and 'RESET' buttons. It features three sections: 'Synchronisation time span' with a note about a 4-year total span and a 180-day past event limit, a 'Past events synchronisation period' dropdown set to 10, 'Overnight maintenance tasks' with a 'Number of threads for scheduled event synchronisation' dropdown set to 5 and a 'Time to start maintenance tasks' dropdown set to 02:00, and a table for 'Weekdays to perform event synchronisation' with checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The 'Enabling of Services' section has a checked checkbox for 'Enable all services at server startup'.



## 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.



OnTime®		Licensed to Bleeding 42 of 10000 Users in use Perpetual		⚙️	
ONTIME ADMIN CENTER		EDIT LICENSE		REFRESH	
<b>DASHBOARD</b>					
<b>Persistent</b>					
Application Status:	RUNNING	START	STOP	Last Status Change: Mon Jul 06 15:17:12 CEST 2020	
Subscription:	RUNNING	START	STOP	Last Status Change: Mon Jul 06 15:17:15 CEST 2020	
<b>Connection</b>					
Database Service:	RUNNING	Last Status Change: Mon Jul 06 15:17:11 CEST 2020			
Exchange Service:	3 OUT OF 3 RUNNING				
<b>Scheduled</b>					
Directory Synchronisation:	SCHEDULED TO RUN 02:00	START	Last Status Change: Mon Jul 06 15:17:07 CEST 2020		
User & Group Synchronisation:	SCHEDULED TO RUN 02:00	START	Last Status Change: Mon Jul 06 15:17:07 CEST 2020		
Photo Synchronisation:	SCHEDULED TO RUN 02:00	START	Last Status Change: Mon Jul 06 15:17:08 CEST 2020		
Permission Synchronisation:	SCHEDULED TO RUN 02:00	START	Last Status Change: Mon Jul 06 15:17:07 CEST 2020		
Event Synchronisation:	SCHEDULED TO RUN THURSDAY 02:00	START	Last Status Change: Mon Jul 06 15:17:07 CEST 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.

# OnTime User – Calendar

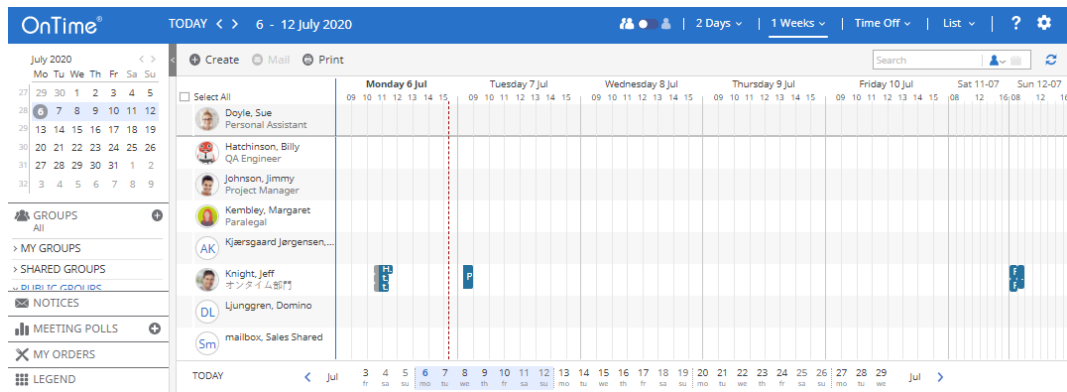
## OnTime Client Web Desktop

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'.



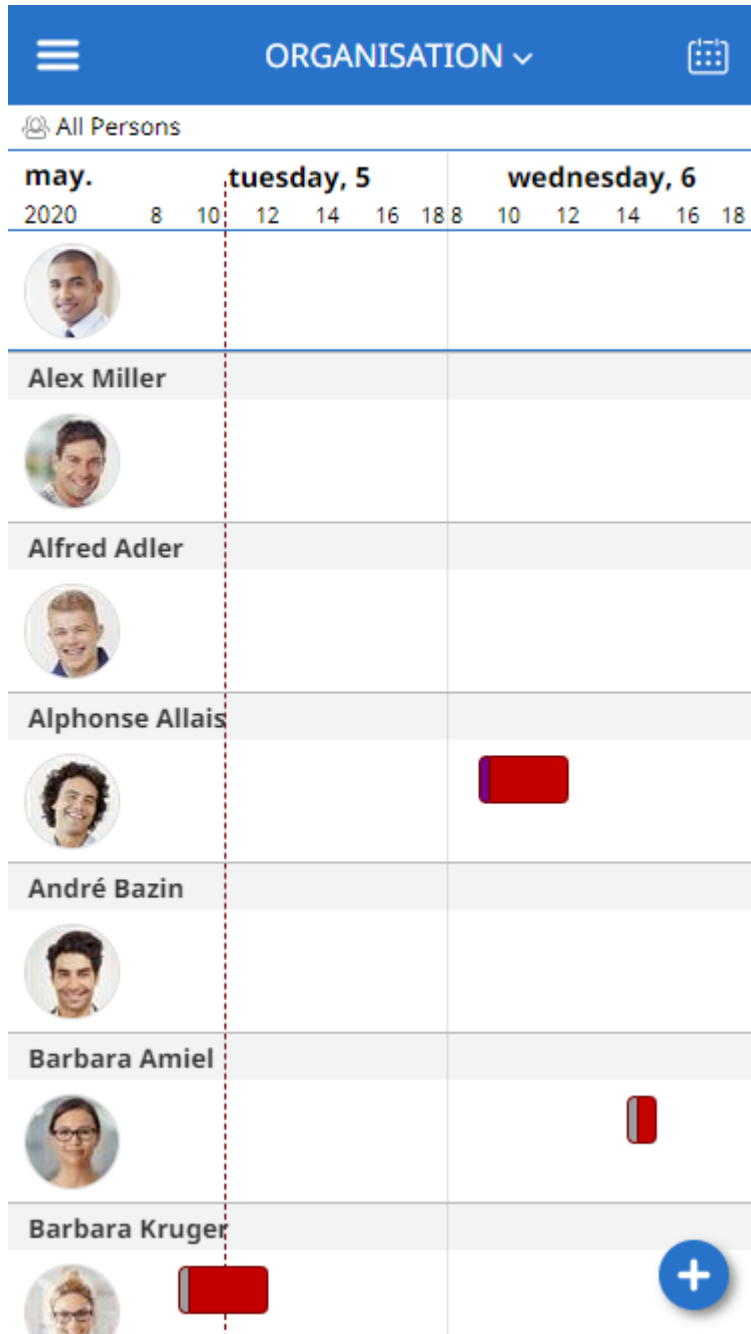
## OnTime Client Web Mobile

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 with a hamburger menu icon, the text "ORGANISATION" with a dropdown arrow, and a calendar icon. Below the header, it says "All Persons". The main content is a calendar grid for May 2020, showing Tuesday, May 5th and Wednesday, May 6th. The grid has columns for time slots: 8, 10, 12, 14, 16, 18 on Tuesday, and 10, 12, 14, 16, 18 on Wednesday. A vertical dashed red line is positioned at the 10:00 slot on Tuesday. Below the calendar grid, there is a list of people with their profile pictures and names. The names are: Alex Miller, Alfred Adler, Alphonse Allais, André Bazin, Barbara Amiel, and Barbara Kruger. There are red rectangular markers on the calendar grid: one on Wednesday, May 6th, between 10:00 and 12:00; one on Wednesday, May 6th, between 12:00 and 14:00; and one on Tuesday, May 5th, between 10:00 and 12:00. A blue circular button with a white plus sign is located at the bottom right of the calendar grid.