



for Microsoft

Quick Install Guide OnTime® for Microsoft version 4.1.x

Revision 1

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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’.

Table of Contents

About OnTime® for Microsoft	3
Preparing the new OnTime installation	4
Server requirements	4
<i>Ports for the OnTime server</i>	<i>5</i>
Prerequisites.....	5
License key.....	6
OnTime Installation	9
<i>Installing the SQL Server Express</i>	<i>9</i>
<i>Install OnTime.....</i>	<i>10</i>
OnTime Configuration.....	7
Database	8
License key.....	8
Domains settings	9
<i>Source</i>	<i>15</i>
Groups.....	16
Global Settings - Backend	17
Dashboard.....	18
OnTime User – Calendar.....	19
OnTime Client Web Desktop.....	19
OnTime Client Web Mobile	20

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 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

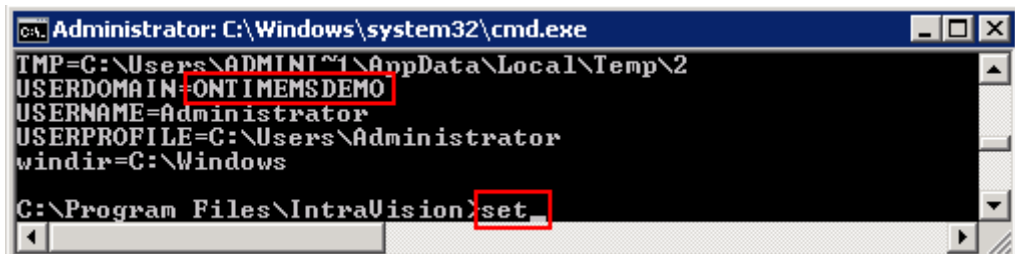
- a. Mail box user (minimum type 1 if in Office 365).
- b. Assign the user to the "ApplicationImpersonation Role".

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.

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.

OnTime Configuration

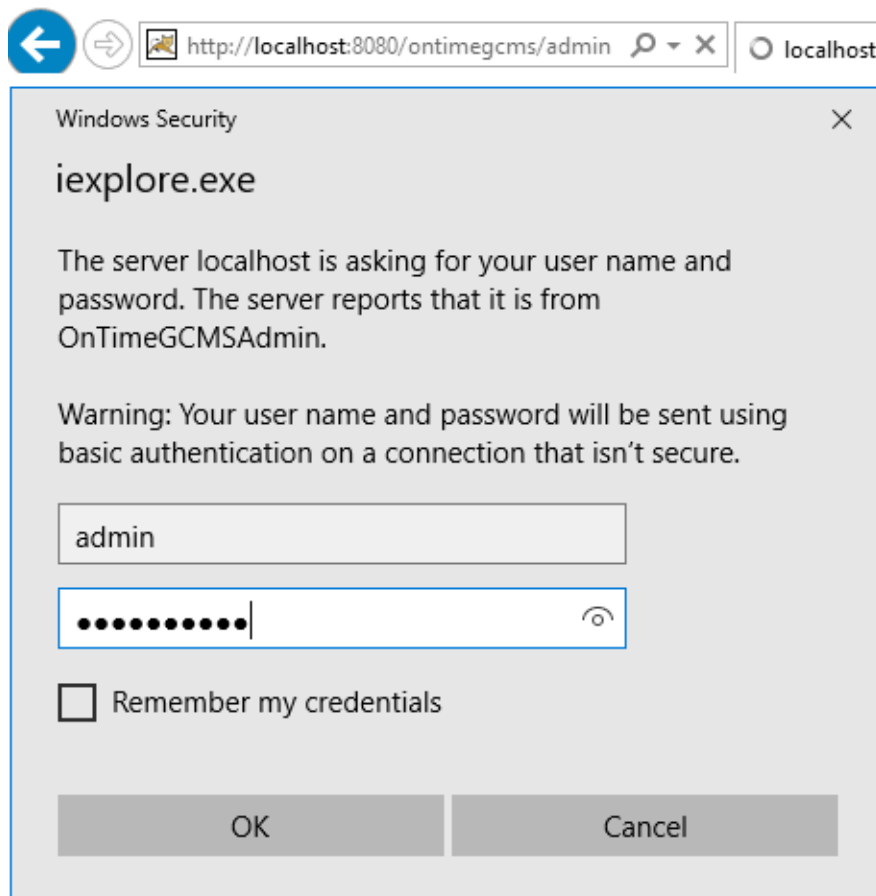
From a browser - Open the administration URL –
<http://ontime.example.com:8080/ontimegcms/admin>

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

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

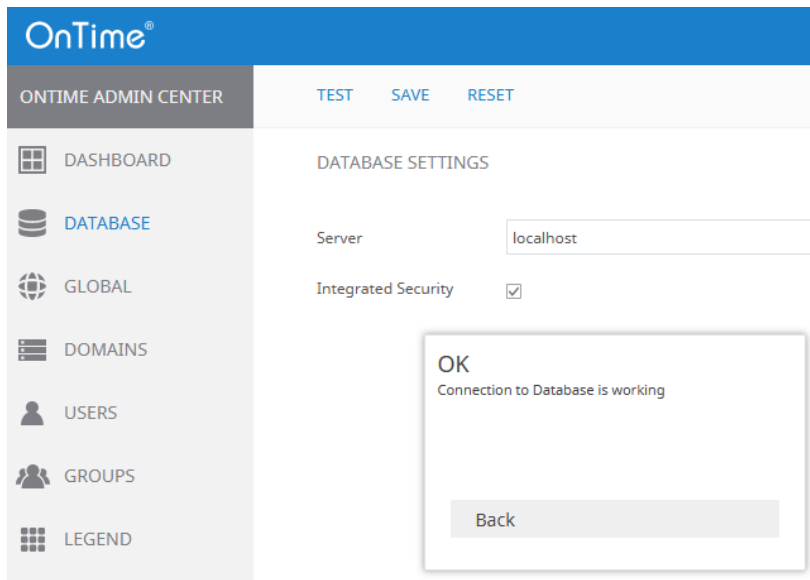
Administrator: admin (beware of casing, no capitals)

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



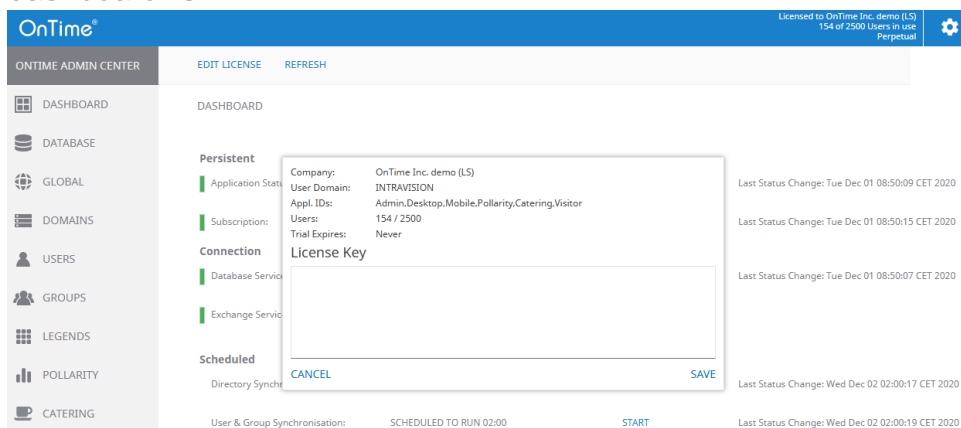
Database

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 ‘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.

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\

C:\Program Files\IntraVision\OnTimeMS-x.x				
Name	Date modified	Type	Size	
admintoken	22-12-2020 15:41	File folder		
catering	22-12-2020 15:41	File folder		
cmd	22-12-2020 15:41	File folder		
jdk	22-12-2020 15:42	File folder		
ontime.ms.acs	22-12-2020 15:42	File folder		
ontime.ms.auth	22-12-2020 15:42	File folder		
otdbupdate	22-12-2020 15:42	File folder		
outlook-add-in	22-12-2020 15:42	File folder		
pollarity	22-12-2020 15:42	File folder		
programdata	22-12-2020 15:42	File folder		
scripts	22-12-2020 15:42	File folder		
sqlserver	22-12-2020 15:42	File folder		
teams	22-12-2020 15:42	File folder		
tomcat	22-12-2020 15:42	File folder		
upgrade	22-12-2020 15:42	File folder		
visitor	22-12-2020 15:42	File folder		
command.cmd	21-12-2020 09:35	Windows Comma...	1 KB	
install.cmd	21-12-2020 09:35	Windows Comma...	1 KB	
Office365TomcatRestart.zip	21-12-2020 09:35	Compressed (zipp...	12 KB	
start-catering.cmd	21-12-2020 09:35	Windows Comma...	1 KB	
start-pollarity.cmd	21-12-2020 09:35	Windows Comma...	1 KB	
start-visitor.cmd	21-12-2020 09:35	Windows Comma...	1 KB	
stop-catering.cmd	21-12-2020 09:35	Windows Comma...	1 KB	
stop-pollarity.cmd	21-12-2020 09:35	Windows Comma...	1 KB	
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uninstall.cmd	21-12-2020 09:36	Windows Comma...	1 KB	
versions.txt	21-12-2020 09:36	Text Document	1 KB	

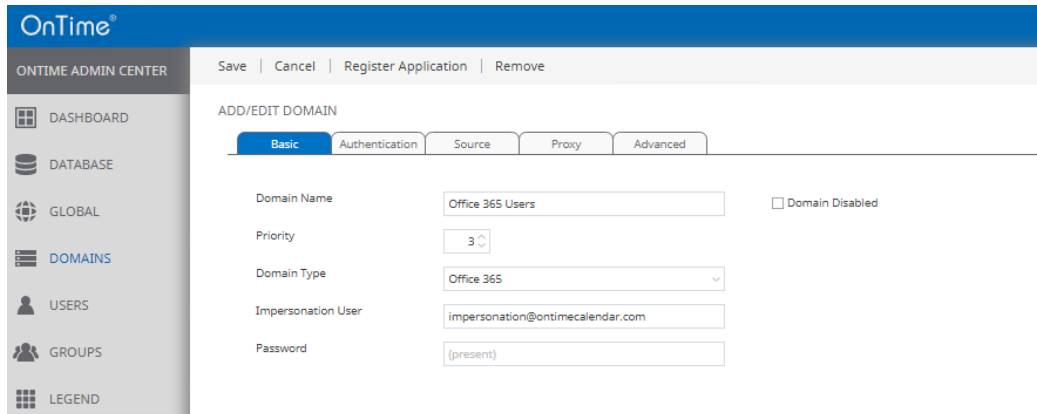
Right-click 'install.cmd' and choose 'Run as Administrator'

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.

Domains settings

Click 'Domains/Create New' to configure your Exchange environment.



OnTime®
ONTIME ADMIN CENTER

Save | Cancel | Register Application | Remove

ADD/EDIT DOMAIN

Basic | Authentication | Source | Proxy | Advanced

Domain Name: Office 365 Users Domain Disabled

Priority: 3

Domain Type: Office 365

Impersonation User: impersonation@ontimecalendar.com

Password: (present)

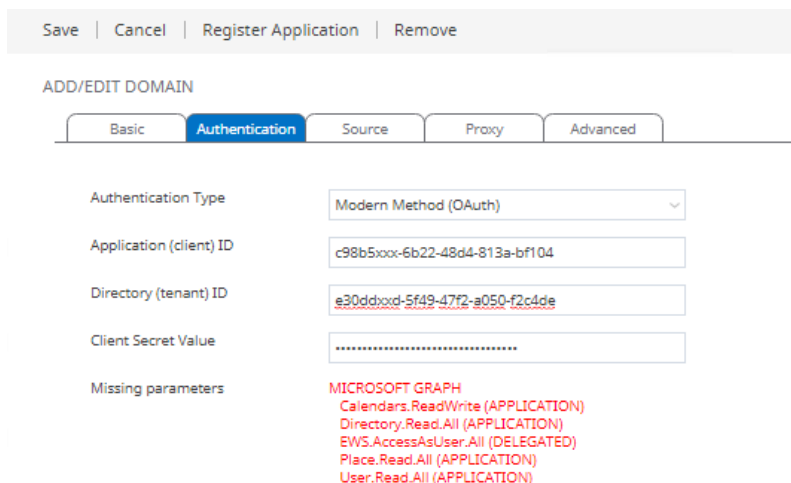
Domain name is a text field for naming your domain setup.

Domain Type – 'Office 365'.

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.

Office 365 configuration, Authentication

Authentication Type: Modern Method (OAuth).



Save | Cancel | Register Application | Remove

ADD/EDIT DOMAIN

Basic | Authentication | Source | Proxy | Advanced

Authentication Type: Modern Method (OAuth)

Application (client) ID: c98b5xxx-6b22-48d4-813a-bf104

Directory (tenant) ID: e30ddxxx-5f49-47f2-a050-f2c4de

Client Secret Value:

Missing parameters: MICROSOFT GRAPH
Calendars.ReadWrite (APPLICATION)
Directory.Read.All (APPLICATION)
EWS.AccessAsUser.All (DELEGATED)
Place.Read.All (APPLICATION)
User.Read.All (APPLICATION)

The three values, for Application (client) ID, Directory (tenant) ID, Client Secret Value - are obtained from Microsoft Azure Portal, look below.

Missing permissions in Azure will be listed.

Registering the OnTime application in MS Azure Portal (Office 365)

Login to <https://portal.azure.com>

Click 'App registrations'.

Click 'New registration'.

Enter a 'Name' for the application.

Choose 'Accounts in this organizational directory only (IntraVision Aps only - Single tenant)'.

Populate 'Redirect URI', example <http://localhost:8080/ontimegcms/code.html>

Click 'Register'.

Click 'Authentication' tab.

Tick 'Access Tokens'.

Click 'Save'.

Click 'API permissions' tab.

Click 'Add a permission'.

Click 'Microsoft Graph' and 'Application permissions'

The following API permissions have to be ticked, type a few letters in the Search field and tick the four permissions:

Calendars.ReadWrite, Directory.Read.All, Place.Read.All,
User.Read.All,

At the bottom click 'Add permissions'

Click 'Add a permission'.

Click 'Microsoft Graph' and 'Delegated permissions'

Search for EWS, tick:

EWS.AccessAsUser.All

At the bottom click 'Add permissions'.

Click 'Grant admin consent for "your company"'

Click 'Yes' to answer the question 'Do you want to grant consent ...'

Click the 'Certificate & secrets' tab

Click 'New client secret'

Copy the value to the field 'Client Secret Value' in 'OnTime Admin Center' – 'Domains Add/Edit Domain/Authentication' page.

Note: We suggest Notepad as a media in-between for copy-ing the value.

Click Overview - in the Microsoft Azure portal,
Copy the values 'Application (client) ID' and Directory (tenant) ID to the according fields in 'Domains Add/Edit Domain/Authentication' page.

Click 'Save and Consent Domain'. You will get a list of the permissions accepted for your organization. Click 'Accept'.

Description of OnTime functionality by Azure permissions

Calendars.ReadWrite - get Online Meeting event, build Online Meeting event or add to existing event.

Directory.Read.All - used for get members for MS Teams group, get Office Location for room, get and validate current application permissions.

User.Read.All - translate event Ids between MS Graph and MS Outlook API's.

Place.Read.All - get room extended information like capacity.

EWS.AccessAsUser.All - Delegated permissions used for OAuth authentication functionality:

Prerequisites

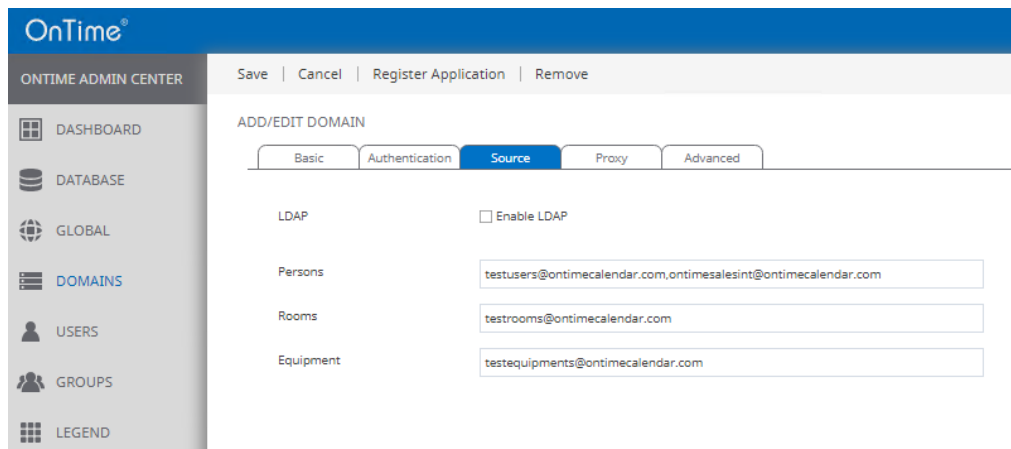
For getting data from Office 365, Azure, Graph we need access from the OnTime server to the internet - with the following url's:

<https://login.microsoftonline.com>

<https://graph.microsoft.com>

<https://portal.azure.com>

Source



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

‘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 **OnTime Installation**

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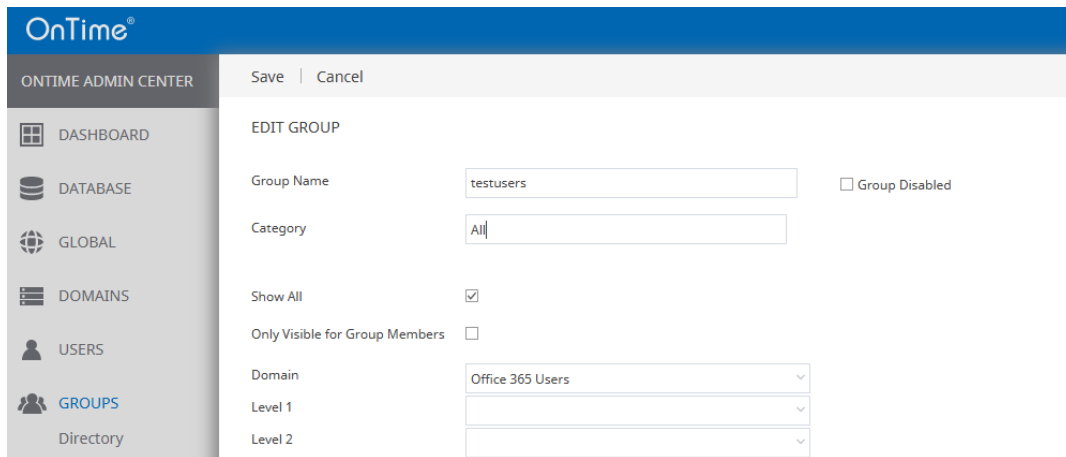
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23. Ask the question "Do you want to enable Catering? y/n"
24. If you choose 'y' Catering files are copied to the Tomcat server for OnTime.
Note: Catering has an optional licence.

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 left sidebar contains navigation options: DASHBOARD, DATABASE, GLOBAL, DOMAINS, USERS, GROUPS (highlighted), and Directory. The main content area is titled 'EDIT GROUP' and includes a 'Save | Cancel' button. The form fields are: 'Group Name' (text input with 'testusers'), 'Category' (text input with 'All'), 'Show All' (checkbox, checked), 'Only Visible for Group Members' (checkbox, unchecked), 'Domain' (dropdown menu with 'Office 365 Users'), 'Level 1' (dropdown menu), and 'Level 2' (dropdown menu). A 'Group Disabled' checkbox is also present.

Click 'Save'.

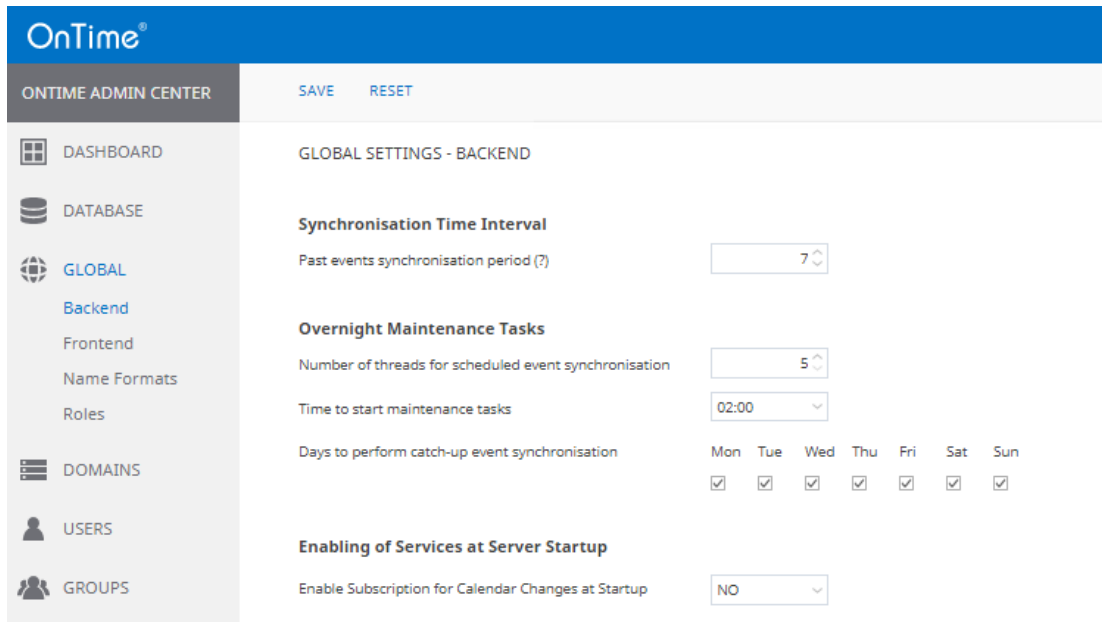
Changes in the 'dynamic groups' must be followed by clicking "Start" at "User & Group Sync" in the **Dashboard**.

Global Settings - Backend

Click Global/Backend

Tick 'Enable all services at server startup.'

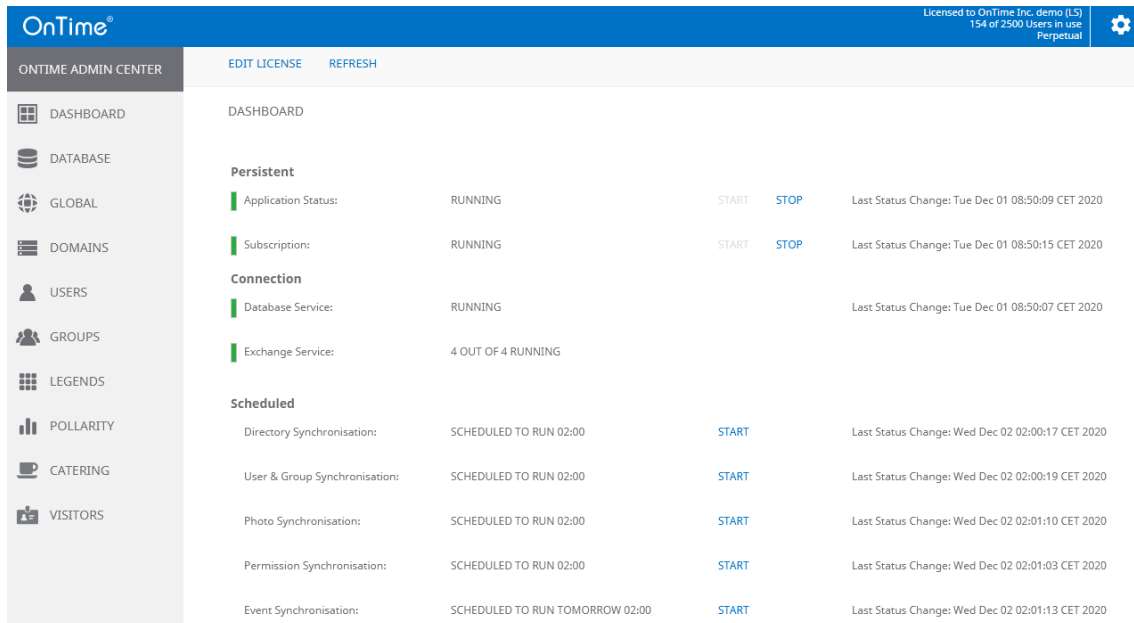
- Click 'Save' to ensure the synchronisation subscription service starts every time you click stop/start at the 'Application Status' in the Dashboard.



The screenshot shows the OnTime Admin Center interface. The top navigation bar is blue with the OnTime logo. Below it is a grey bar with 'ONTIME ADMIN CENTER' on the left and 'SAVE' and 'RESET' buttons on the right. A left sidebar contains a menu with icons and labels: DASHBOARD, DATABASE, GLOBAL (selected), Backend, Frontend, Name Formats, Roles, DOMAINS, USERS, and GROUPS. The main content area is titled 'GLOBAL SETTINGS - BACKEND' and contains three sections: 1. 'Synchronisation Time Interval' with a dropdown set to '7'. 2. 'Overnight Maintenance Tasks' with three settings: 'Number of threads for scheduled event synchronisation' (dropdown '5'), 'Time to start maintenance tasks' (dropdown '02:00'), and 'Days to perform catch-up event synchronisation' (checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, Sun, all checked). 3. 'Enabling of Services at Server Startup' with a dropdown set to 'NO'.

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 interface. At the top, there is a blue header with the OnTime logo, a license status (Licensed to OnTime Inc. demo (LS) 154 of 2500 Users in use Perpetual), and a settings gear icon. Below the header is a navigation menu with options like DASHBOARD, DATABASE, GLOBAL, DOMAINS, USERS, GROUPS, LEGENDS, POLLARITY, CATERING, and VISITORS. The main content area displays the status of various services:

Category	Service Name	Status	Actions	Last Status Change
Persistent	Application Status:	RUNNING	START STOP	Tue Dec 01 08:50:09 CET 2020
	Subscription:	RUNNING	START STOP	Tue Dec 01 08:50:15 CET 2020
Connection	Database Service:	RUNNING		Tue Dec 01 08:50:07 CET 2020
	Exchange Service:	4 OUT OF 4 RUNNING		
Scheduled	Directory Synchronisation:	SCHEDULED TO RUN 02:00	START	Wed Dec 02 02:00:17 CET 2020
	User & Group Synchronisation:	SCHEDULED TO RUN 02:00	START	Wed Dec 02 02:00:19 CET 2020
	Photo Synchronisation:	SCHEDULED TO RUN 02:00	START	Wed Dec 02 02:01:10 CET 2020
	Permission Synchronisation:	SCHEDULED TO RUN 02:00	START	Wed Dec 02 02:01:03 CET 2020
	Event Synchronisation:	SCHEDULED TO RUN TOMORROW 02:00	START	Wed Dec 02 02:01:13 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.

OnTime User – Calendar

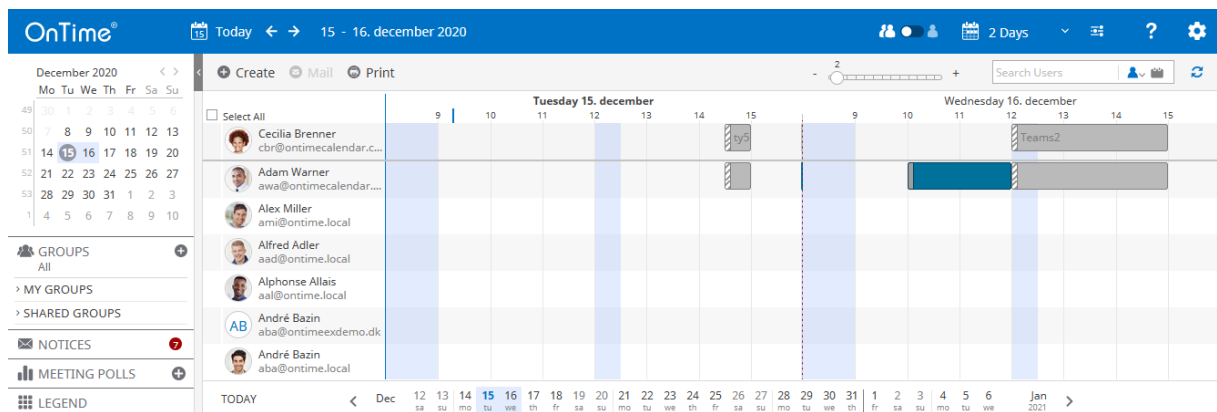
OnTime Client Web Desktop

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'.



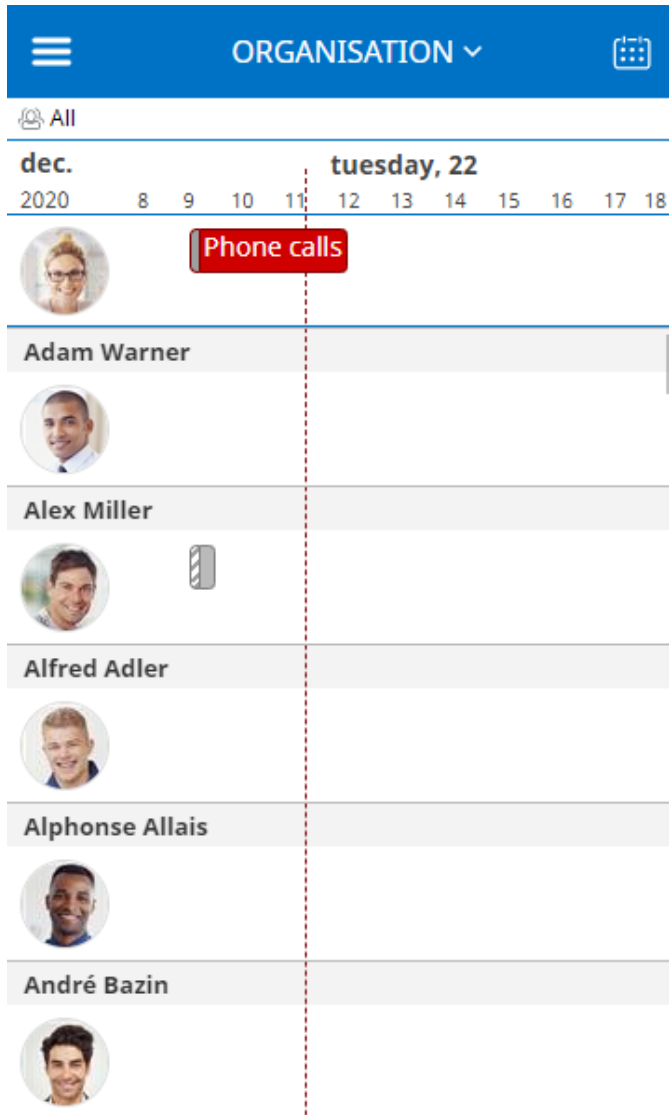
OnTime Client Web Mobile

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 displays the OnTime mobile client web interface. At the top, there is a blue header bar containing a menu icon (three horizontal lines), the text 'ORGANISATION' with a dropdown arrow, and a calendar icon. Below the header, the text 'All' is displayed next to a person icon. The main content area shows a calendar for the month of December 2020, with the current date being Tuesday, 22nd. The calendar grid shows days from 8 to 18. A red notification box labeled 'Phone calls' is positioned over the 11th and 12th of the month. Below the calendar, a list of users is shown, each with a circular profile picture and their name: Adam Warner, Alex Miller, Alfred Adler, Alphonse Allais, and André Bazin. A vertical dashed red line is drawn through the calendar grid, separating the past from the future.