



OnTime

for Microsoft

Upgrade Manual

OnTime® for Microsoft version 4.1.x

Revision 2

Upgrading from version 1.1.x and newer

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OnTime® 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.

Note: Self signed OnTime server certificates are not supported.

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 the method 'HTTP(S) Domain (SSO)', it relies on the 'OnTimeMS Auth' service

Note: If you have configured a reverse proxy server for external access, please review the current version of 'Installation & Configuration Guide OnTime® for Microsoft'.

The authentication method 'HTTP(S) Domain (SSO)' is not supported through a reverse proxy server.

ADFS considerations

If your OnTime Authentication method is ADFS, please review the setup in the current version of 'Installation & Configuration Guide OnTime® for Microsoft'. The OnTime backend software was changed from OnTime ver. 4.1.7 onwards.

Now the ADFS authentication is handled by port 443 and not port 9443.

The Windows service 'OnTimeMS ACS' is now obsolete.

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'.

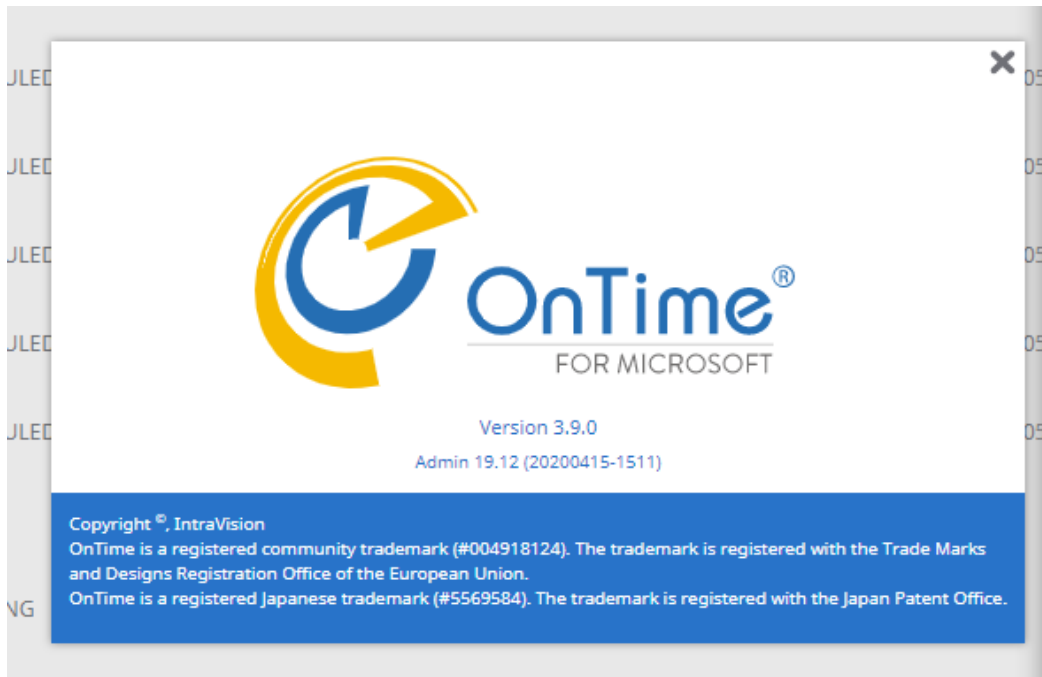
The '**custom** upgrade' is with more details where the SQL Server is installed differently, or even external to the OnTime server.

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.

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
stop-visitor.cmd	21-12-2020 09:35	Windows Comma...	1 KB
uninstall.cmd	21-12-2020 09:36	Windows Comma...	1 KB
versions.txt	21-12-2020 09:36	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-y.y

Run the command '**uninstall.cmd**' as administrator. You will be prompted for 'Press any key to continue . . .' several times.

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	21-12-2020 09:36	Windows Comma...	1 KB
 from-1.2.0.4.cmd	21-12-2020 09:36	Windows Comma...	1 KB
 from-1.2.2.0.cmd	21-12-2020 09:36	Windows Comma...	1 KB
 from-1.3+ .cmd	21-12-2020 09:36	Windows Comma...	1 KB
 from-1.5+ .cmd	21-12-2020 09:36	Windows Comma...	1 KB
 from-2.0.0.cmd	21-12-2020 09:36	Windows Comma...	1 KB
 from-2.0.1+ .cmd	21-12-2020 09:36	Windows Comma...	1 KB
 from-2.5.0.cmd	21-12-2020 09:36	Windows Comma...	1 KB
 from-2.5.0a+ .cmd	21-12-2020 09:36	Windows Comma...	1 KB
 from-2.6.0.cmd	21-12-2020 09:36	Windows Comma...	1 KB
 from-2.6.2+ .cmd	21-12-2020 09:36	Windows Comma...	1 KB
 from-2.7.0+ .cmd	21-12-2020 09:36	Windows Comma...	1 KB
 from-2.8.0+ .cmd	21-12-2020 09:36	Windows Comma...	1 KB
 upgrade-from-2.8.0+ .log	21-12-2020 10:24	Text Document	48 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 Auth Service and start it
- Make a backup of your current database, press 'y' to accept the backup path
- Install the 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 has an optional licence.
- Create a database for Catering
- Ask the question “Do you want to enable Catering? y/n”
- If you choose ‘y’ Catering files are copied to the Tomcat server for OnTime.
Note: Catering has an optional licence.

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.

Click "GLOBAL/Backend"

Check under section "Authentication" that the right method is selected.

If Custom=http(s)://+ is present, then select the proper method from the drop-down menu.

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	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	

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

Where x.x is the new version.

C:\Program Files\IntraVision\OnTimeMS-x.x\sqlserver				
Name	^	Date modified	Type	Size
 migrations		08-07-2020 11:17	File folder	
 backup_db.sql		08-07-2020 09:26	Microsoft SQL Ser...	1 KB
 onetime_script_for_renaming_ontimems...		08-07-2020 09:26	Microsoft SQL Ser...	1 KB
 ontimems.sql		08-07-2020 09:26	Microsoft SQL Ser...	344 KB
 ontimems-create.sql		08-07-2020 09:26	Microsoft SQL Ser...	1 KB
 ontimems-upgrade.sql		08-07-2020 09:26	Microsoft SQL Ser...	1 KB
 ontimems-user.sql		08-07-2020 09:26	Microsoft SQL Ser...	1 KB
 refresh_usnchagned_and_exdir_change_k...		08-07-2020 09:26	Microsoft SQL Ser...	1 KB
 restore_db.sql		08-07-2020 09:26	Microsoft SQL Ser...	1 KB
 set_syslogin.sql		08-07-2020 09:26	Microsoft SQL Ser...	1 KB
 set-admin-group-as-dbo.sql		08-07-2020 09:26	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\
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

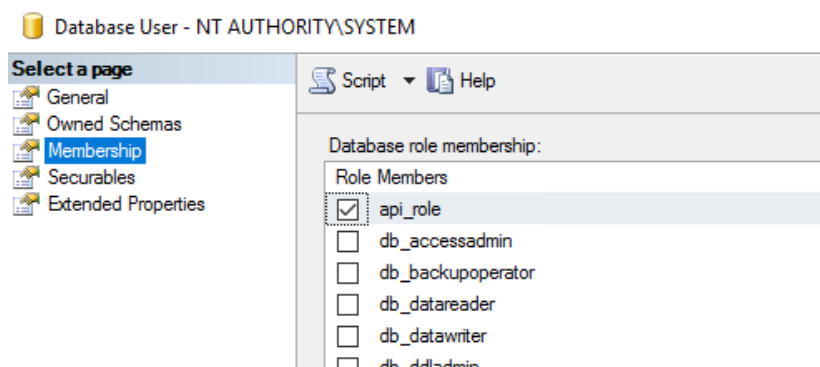
3. Add the OnTime database user in the OnTime database:

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.

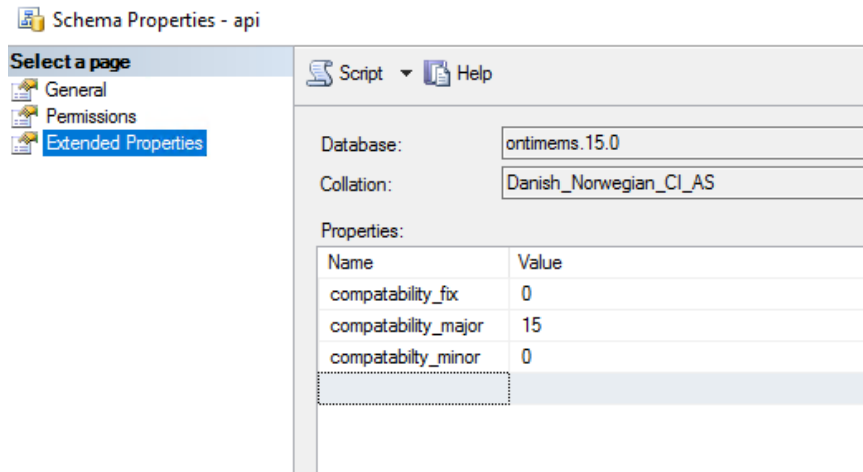
If you have used the default OnTime database name, this name reflects the
OnTime database version.

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.



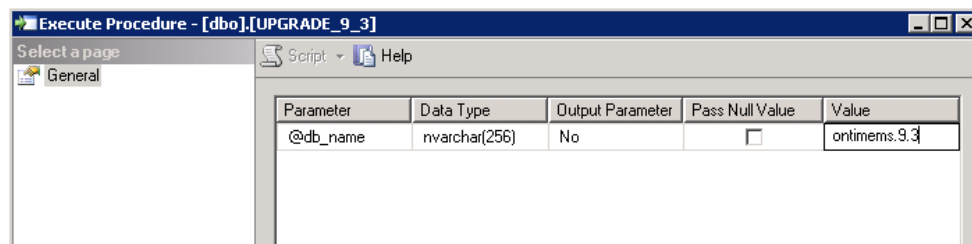
- Open the Stored procedures (below Programmability) in the new database. Several stored procedures are available for dbo.UPGRADE:

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
```

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

Catering

If you upgrade from OnTime version 3.8 and later, there is no change for the Catering database.

If you upgrade from an OnTime version from before 3.8, you will have to install a database for Catering at your SQL server.

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

OnTime Installation/Custom installation/Catering.

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.

Tick 'Integrated Security'.

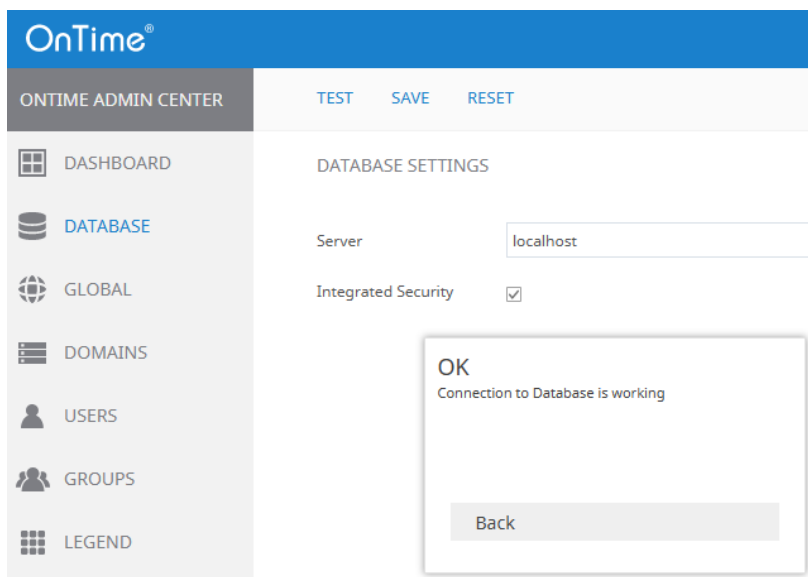
If '**External SQL Server**', enter the hostname of the external SQL server in the 'Server' field.

Tick 'Integrated Security'.

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

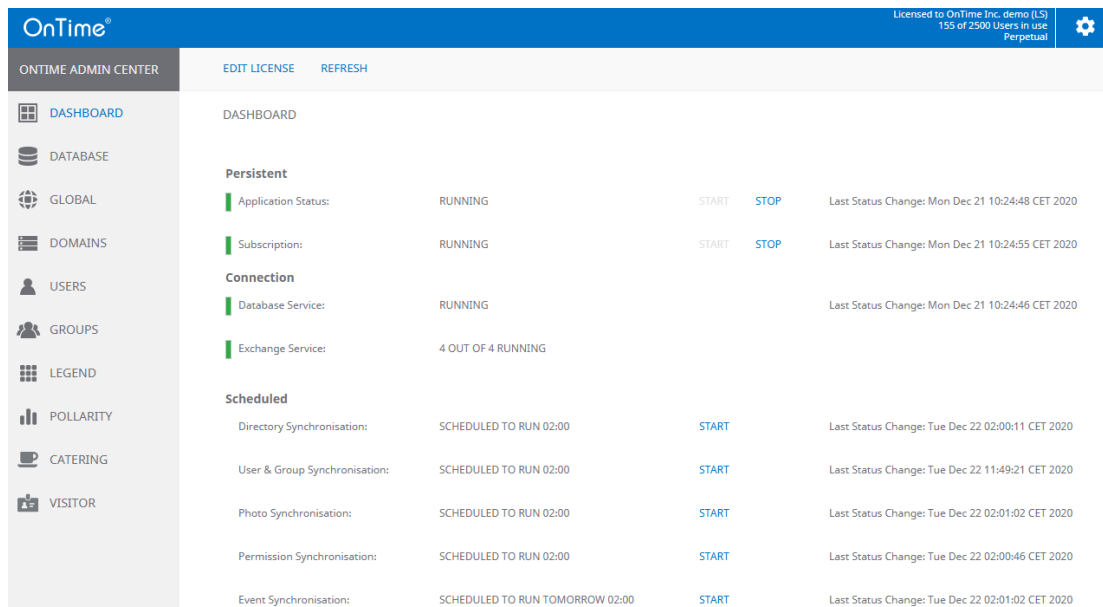
Upon the response "OK Connection to database is working" click "Back".

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.



The screenshot shows the OnTime Admin Center interface. The top navigation bar includes 'ONTIME ADMIN CENTER', 'EDIT LICENSE', and 'REFRESH'. A sidebar on the left lists various menu items: DASHBOARD, DATABASE, GLOBAL, DOMAINS, USERS, GROUPS, LEGEND, POLLARITY, CATERING, and VISITOR. The main content area displays the status of various services:

Service Category	Service Name	Status	Actions	Last Status Change
Persistent	Application Status:	RUNNING	START STOP	Mon Dec 21 10:24:48 CET 2020
	Subscription:	RUNNING	START STOP	Mon Dec 21 10:24:55 CET 2020
Connection	Database Service:	RUNNING		Mon Dec 21 10:24:46 CET 2020
	Exchange Service:	4 OUT OF 4 RUNNING		
Scheduled	Directory Synchronisation:	SCHEDULED TO RUN 02:00	START	Tue Dec 22 02:00:11 CET 2020
	User & Group Synchronisation:	SCHEDULED TO RUN 02:00	START	Tue Dec 22 11:49:21 CET 2020
	Photo Synchronisation:	SCHEDULED TO RUN 02:00	START	Tue Dec 22 02:01:02 CET 2020
	Permission Synchronisation:	SCHEDULED TO RUN 02:00	START	Tue Dec 22 02:00:46 CET 2020
	Event Synchronisation:	SCHEDULED TO RUN TOMORROW 02:00	START	Tue Dec 22 02:01:02 CET 2020

SSL certificates for the OnTime Tomcat Server

To support secure communication, **https** with the OnTime clients, 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/MbevU6xhbXKWsJq6kAeQSMF6BbrumJSuTx
6XTZSnS+z2NL+FmFuwdjnjAlJRbTFgYSII1094K2pleY3XAz5HUBxK9QsvPmfi9I
D/NRmM4sdFYVUxqJxgUju6vY9XRqGids3KcpenQ4R++AJwn5yckIyQAp32ern5vn
HDVuqvYnxv0n4hEe9o2267RhS4NKkQHjSD8/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-----
MIIGLzCCBRegAwIBAgIQCEyplwG8D7vWyBkyjLso6DANBgkqhkiG9w0BAQsFADBe
MQswCQYDVQQGEwJVUzEVMBMGA1UEChMMRG1naUNlcnQgSW5jMRkwFwYDVQQLExB3
d3cuZGlnaWN1cnQuY29tMR0wGwYDVQQDEXRSYXBPZmFNTTcBSU0EgQ0EgMjAxODAE
Fw0xOTA0MDEwMDAwMDBaFw0yMTAzMzExMjAwMDBaMBGxGjAUBG9NVBAMMDSoub250
aW11MDEuZGswggEiMA0GCSqGSIb3DQEBAQUAA4IBDwAwggEKAoIBAQCCLjnWxeFze
```

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 Service

If SSL (https) communication is required for the OnTimeMS Auth service, you must install a certificate at the Windows server.

Acquire an SSL certificate pfx or p12 (pkcs12 format) file for the OnTime server.

1. 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'.

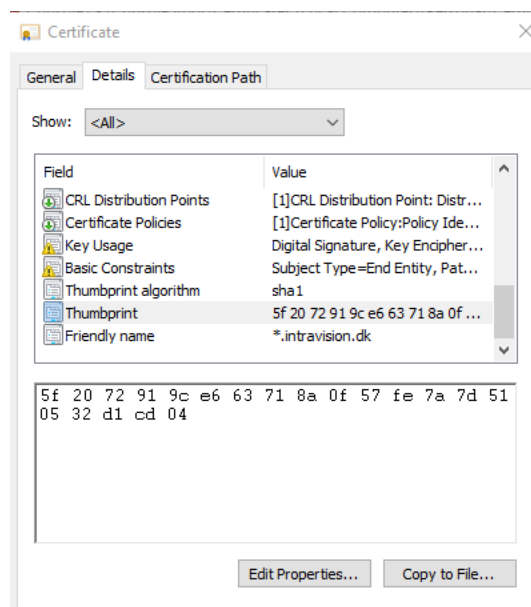
Browse for your SSL certificate file, searching in – Personal Information Exchange (*.pfx, *.p12) files – click 'Open' – click 'Next'.

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.

2. 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.

3. 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:

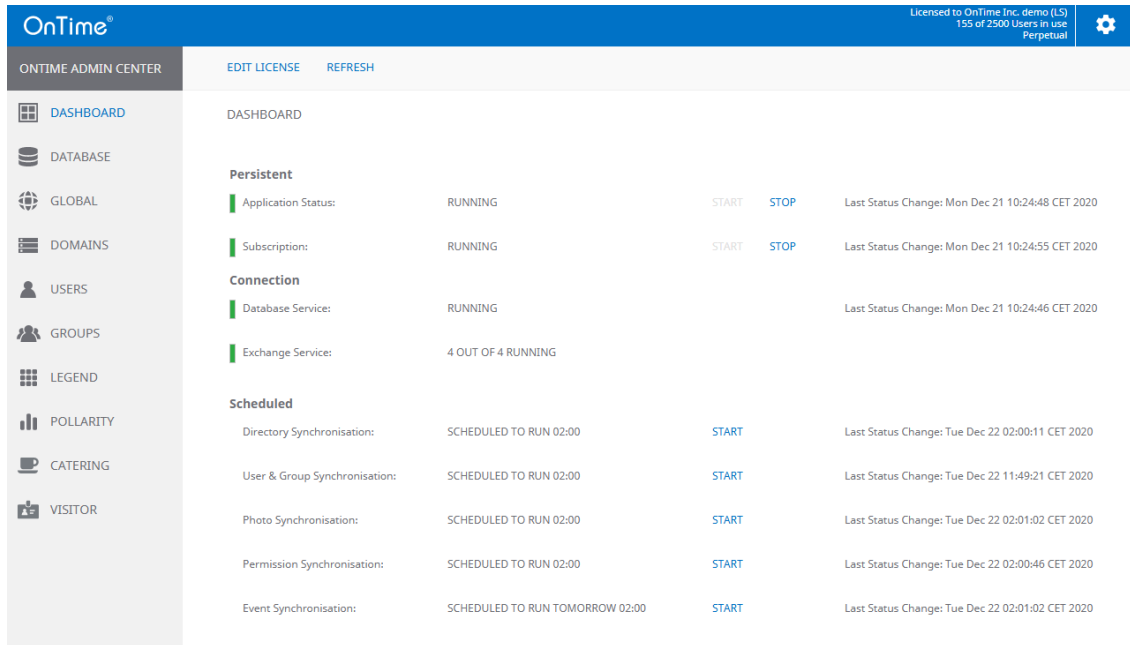
```
netsh http show sslcert ipport=0.0.0.0:443
```

and

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

Pick up the new version of OnTime

In “OnTime Admin Center” click “Dashboard”.



The screenshot shows the OnTime Admin Center interface. The top navigation bar includes 'EDIT LICENSE' and 'REFRESH'. The left sidebar lists menu items: DASHBOARD, DATABASE, GLOBAL, DOMAINS, USERS, GROUPS, LEGEND, POLLARITY, CATERING, and VISITOR. The main content area displays the following service status table:

Category	Service Name	Status	Actions	Last Status Change
Persistent	Application Status:	RUNNING	START STOP	Mon Dec 21 10:24:48 CET 2020
	Subscription:	RUNNING	START STOP	Mon Dec 21 10:24:55 CET 2020
Connection	Database Service:	RUNNING		Mon Dec 21 10:24:46 CET 2020
	Exchange Service:	4 OUT OF 4 RUNNING		
Scheduled	Directory Synchronisation:	SCHEDULED TO RUN 02:00	START	Tue Dec 22 02:00:11 CET 2020
	User & Group Synchronisation:	SCHEDULED TO RUN 02:00	START	Tue Dec 22 11:49:21 CET 2020
	Photo Synchronisation:	SCHEDULED TO RUN 02:00	START	Tue Dec 22 02:01:02 CET 2020
	Permission Synchronisation:	SCHEDULED TO RUN 02:00	START	Tue Dec 22 02:00:46 CET 2020
	Event Synchronisation:	SCHEDULED TO RUN TOMORROW 02:00	START	Tue Dec 22 02:01:02 CET 2020

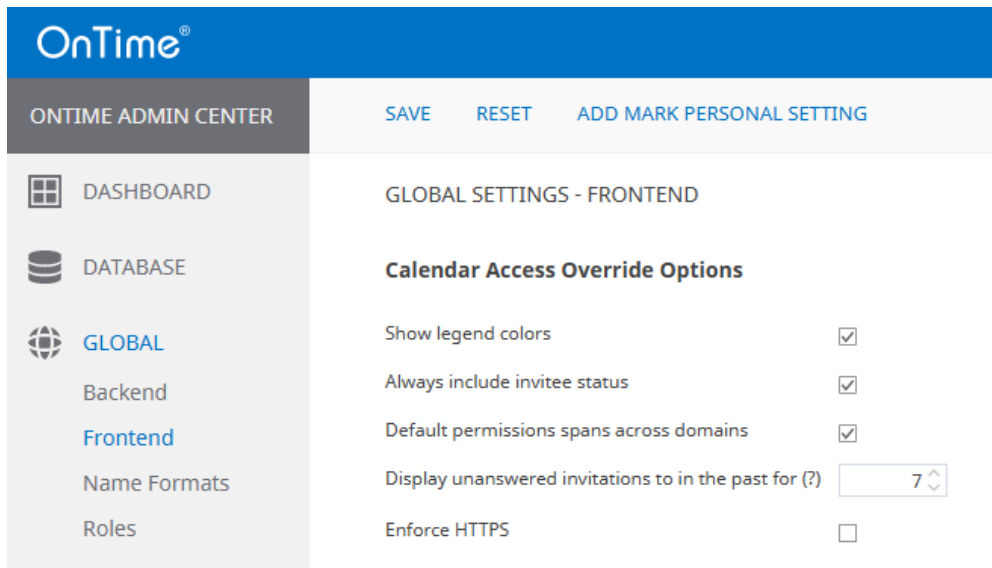
Click ‘Stop’ and then ‘Start’ at ‘Application Status’.

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

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

Domain considerations

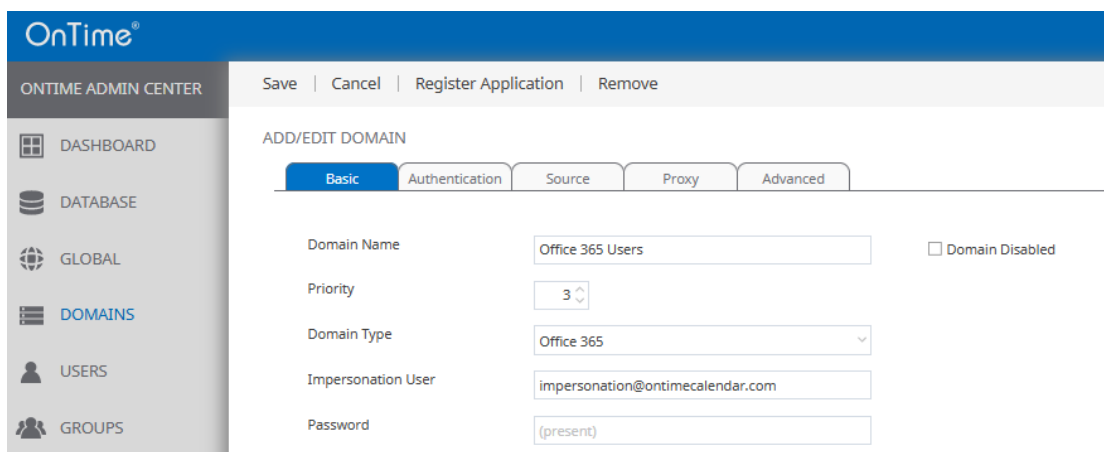
If you upgrade from OnTime 2.8.x and 3.0 – and you use the option of multiple domains – please consider ticking the setting 'Default permissions spans across domains', in the section Global/Frontend, to let OnTime control the users default permissions across the domains, as below



The screenshot shows the OnTime Admin Center interface. The left sidebar contains navigation options: DASHBOARD, DATABASE, GLOBAL (selected), Backend, Frontend, Name Formats, and Roles. The main content area is titled 'GLOBAL SETTINGS - FRONTEND' and contains the 'Calendar Access Override Options' section. The settings are as follows:

Setting	Status
Show legend colors	<input checked="" type="checkbox"/>
Always include invitee status	<input checked="" type="checkbox"/>
Default permissions spans across domains	<input checked="" type="checkbox"/>
Display unanswered invitations to in the past for (?)	7
Enforce HTTPS	<input type="checkbox"/>

In this version of OnTime, ver. 4.1, the Domain section has changed.



The screenshot shows the 'ADD/EDIT DOMAIN' configuration page in the OnTime Admin Center. The left sidebar is the same as in the previous screenshot, but 'DOMAINS' is selected. The main content area has a header with 'Save | Cancel | Register Application | Remove' and a tabbed interface with 'Basic', 'Authentication', 'Source', 'Proxy', and 'Advanced' tabs. The 'Basic' tab is active and contains the following fields:

Domain Name	Office 365 Users	<input type="checkbox"/> Domain Disabled
Priority	3	
Domain Type	Office 365	
Impersonation User	impersonation@ontimecalendar.com	
Password	(present)	

Office 365 configuration, Authentication

We suggest that you change your way of authentication to 'OAuth' – since 'Basic Authentication' is deprecated by Microsoft.

Save | Cancel | Register Application | Remove

ADD/EDIT DOMAIN

Basic Authentication Source Proxy Advanced

Authentication Type	Modern Method (OAuth) ▾
Application (client) ID	c98b58xxe-6b22-48d4-813a-bf104
Directory (tenant) ID	e30dd1xx-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 the Azure configuration, will be listed. If some permissions are missing you should check your configuration in Microsoft Azure Portal.

Registering the OnTime application in MS Azure Portal

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 copying 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:

Teams considerations

Config.html

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

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

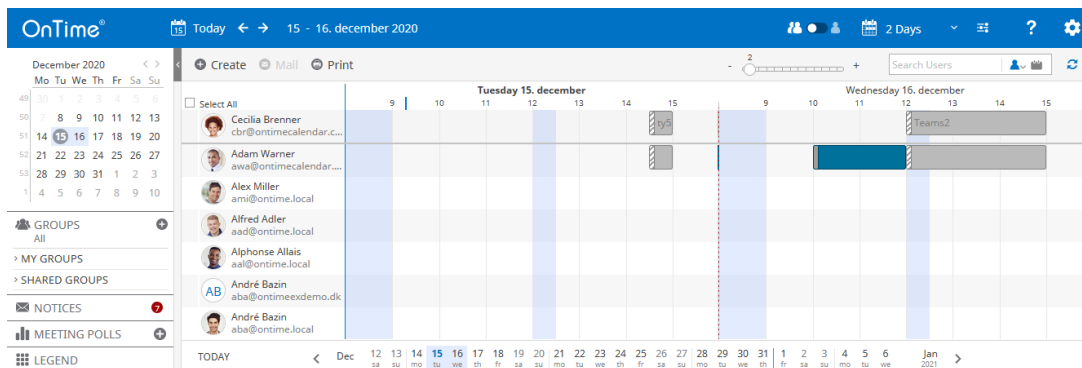
Versions before OnTime 3.7 has a service 'OnTimeMS URL Forwarder' and the port referenced should be 443 – and not 9443.

Final test

OnTime Client Web Desktop

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

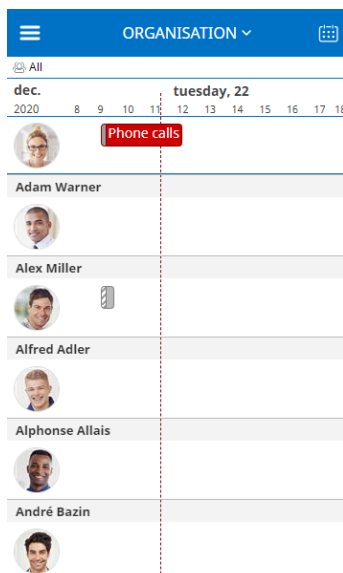
Note: Please insert your relevant URL instead of 'ontime.example.com'.



OnTime Client Web Mobile

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

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



All done :-)