for Microsoft

Quick Install Guide
OnTime® for Microsoft version 2.8.x

Revision 1

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OnTime® for Microsoft

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

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

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About OnTime® for Microsoft

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

Preparing the new OnTime installation

Server requirements

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

OnTime must be installed running as Windows administrator.

For small and medium 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 1 GHz or a faster processor

RAM

- Minimum 512 MB for MS SQL Server Express with Tools
- 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

- 4.2 GB of Disk Space

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

Typical 500 users install

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

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

2. **SQL Server 2014, 2016 Express or an existing MS SQL Server must be available.**
   The SQL Server Express may be downloaded from Microsoft. It is free.

3. **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”
4. **Include calendar users in OnTime.**
   Ref. to **Error! Reference source not found.**

License key

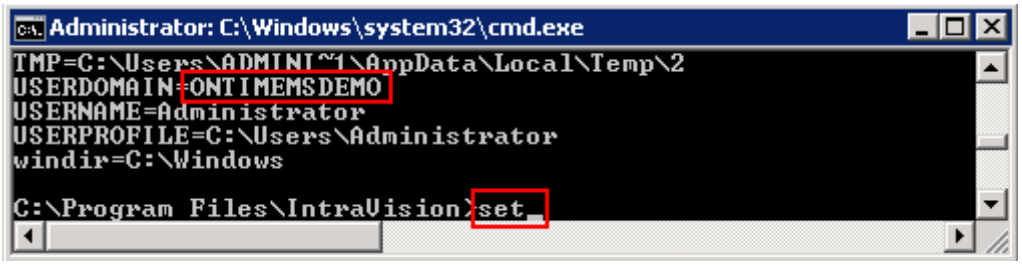
- OnTime requires a license key with the required number of users enabled to run.
- These keys are delivered directly by IntraVision or an OnTime Partner.
- A list of OnTime Partners is available at www.ontimesuite.com.

For obtaining a license key please provide the following info:

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

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

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



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

OnTime Installation

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

An MS SQL Server 2016 with scripts for a silent install may be downloaded from the OnTime web site:
http://file.ontimesuite.com/SQLExpress

The tool to inspect the databases in the Microsoft 'SQL Server Management Studio' (SSMS). Currently a link to download the tool from Microsoft:
https://docs.microsoft.com/en-us/sql/ssms/download-sql-server-management-studio-ssms

This 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.

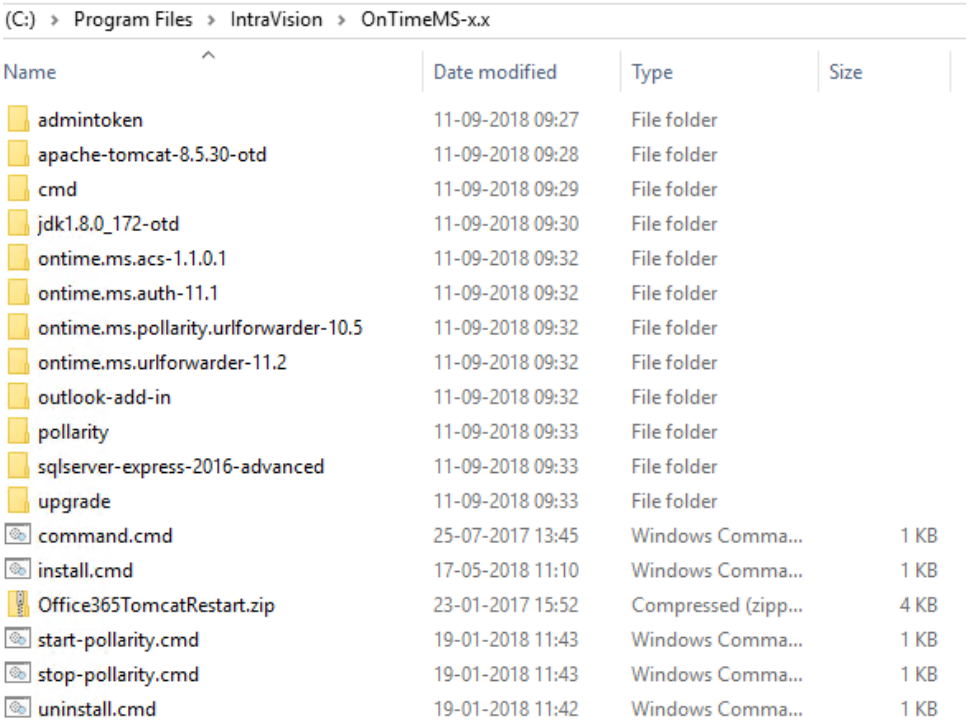
C:\Install\OnTime (silent)-MS SQL Server10.1> sql_express_full_setup.cmd
Installing SQL Express Server
C:\Install\MSSQL\SQL Server Install package\scripts>

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 to the recommended path: C:\Program Files\IntraVision\



Right click ‘install.cmd’ and choose ‘Run as administrator’.

This command will do the following things:

1. It will create a database for OnTime use in the local SQL Server
2. It will install a Windows service ‘OnTimeMSAuth’ that offers Windows domain logon authentication for web users (SSO)
3. It will install an URL forwarder
4. It will install the Tomcat webserver used for OnTime

5. Install the Tomcat server for Pollarity
6. Install the Pollarity URL forwarder
7. Create a database for Pollarity
8. Ask the question “Do you want to enable Pollarity? y/n”
9. If you choose ‘y’ the Tomcat service for pollarity will be started.

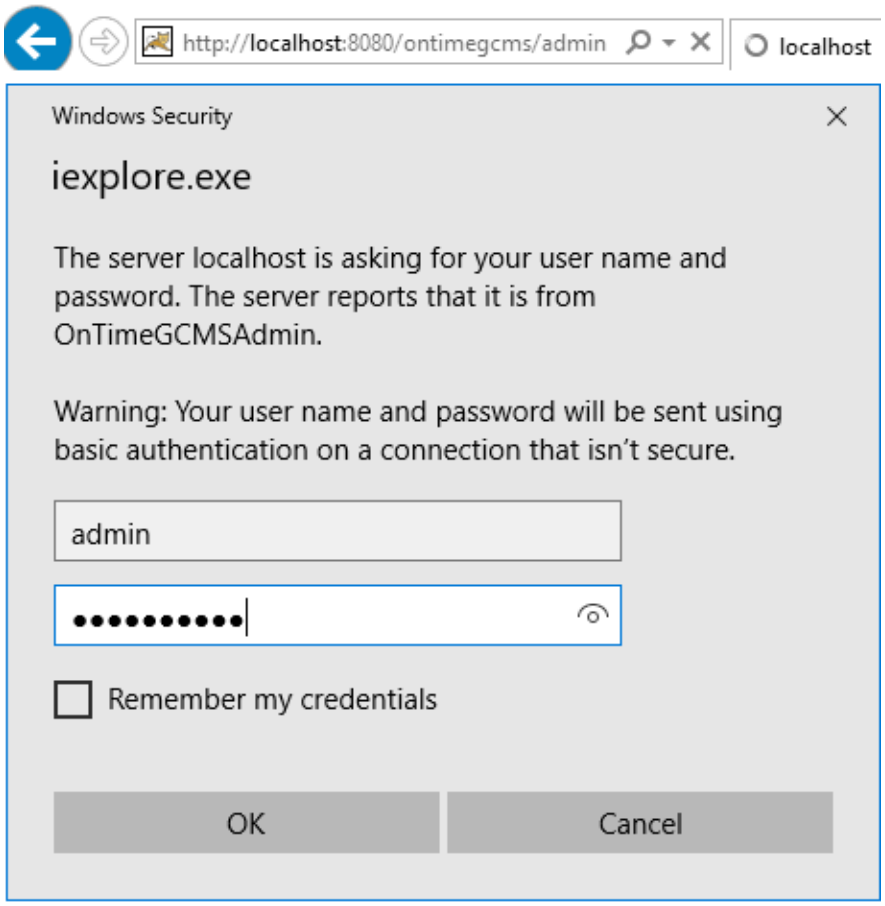
Note: Pollarity is an especially licenced feature.

OnTime Configuration

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

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

Administrator:	admin	(beware of casing, no capitals)
Password:	Innovation	(capital 'i')



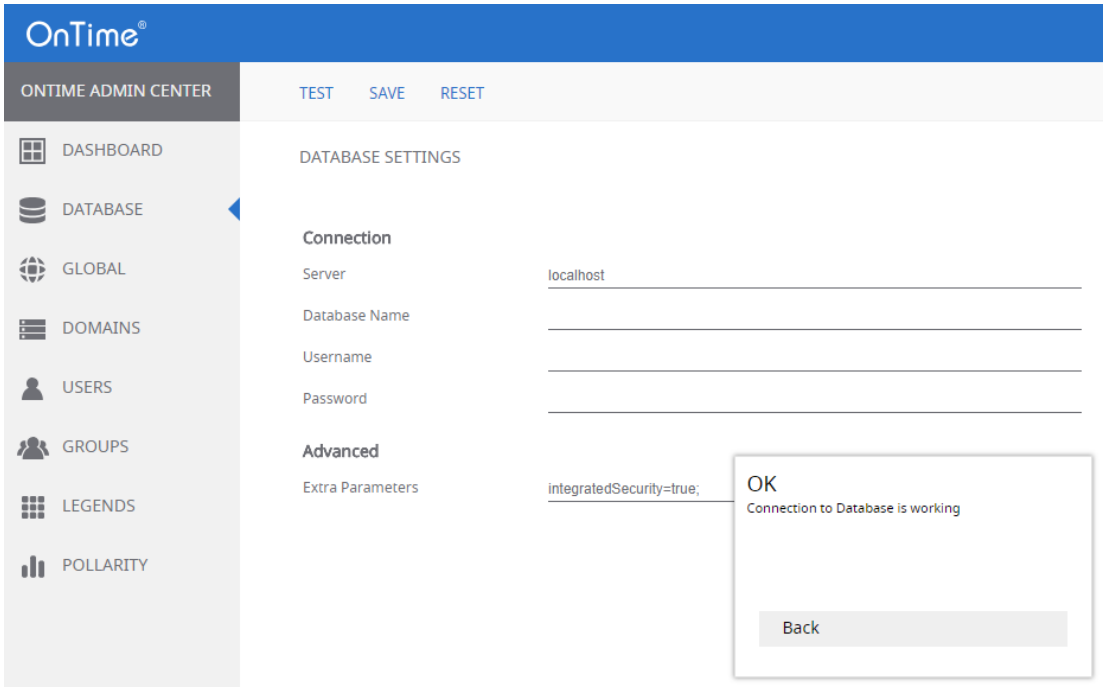
Database

In the web admin interface, “OnTime Admin Center”, click “Database”.

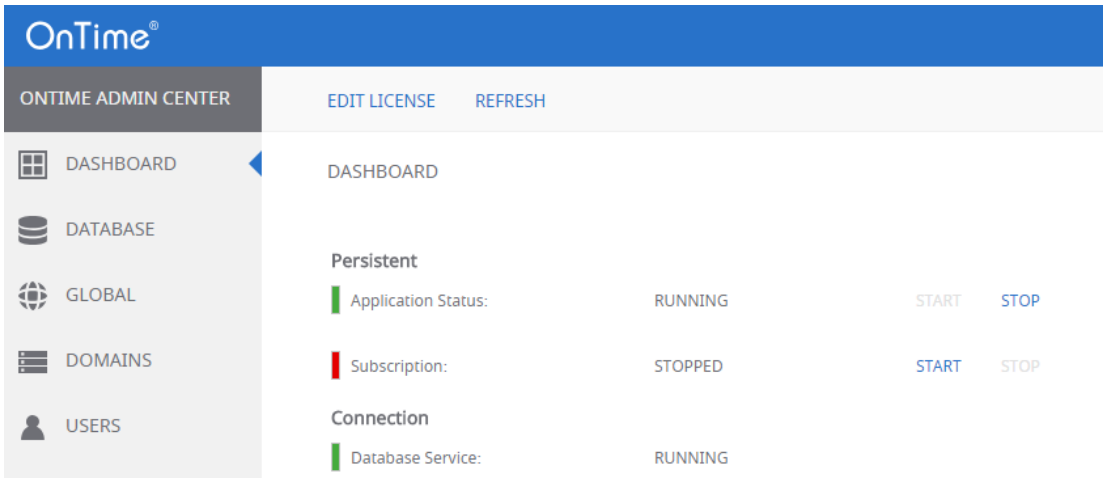
Click “Test” in the upper menu line to test the database connection.

Upon the response “OK Connection to Database is working” click “Back”.

Click Save.



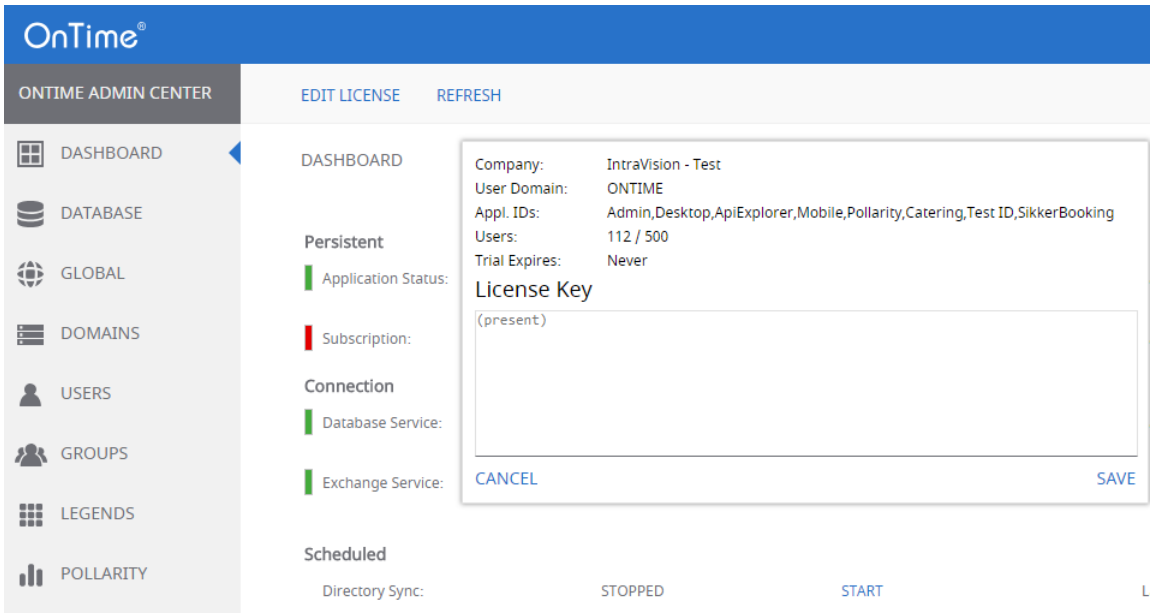
Click ‘Dashboard’



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

License key

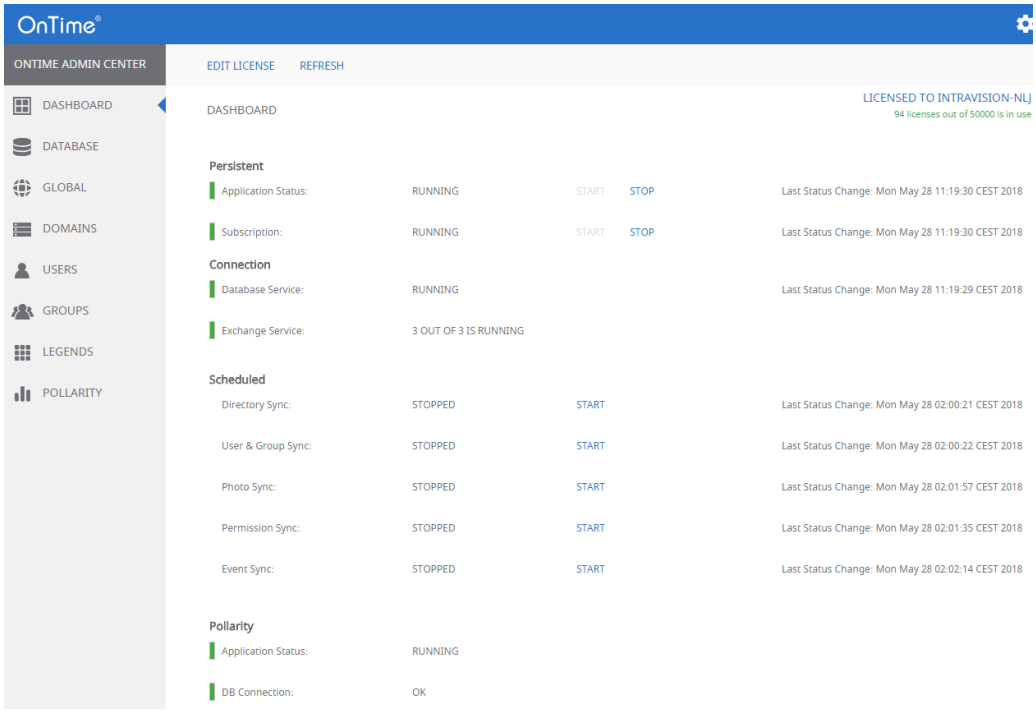
Click ‘Dashboard’
– enter your license key by clicking ‘Edit License’. Click ‘Save’



In the ‘Dashboard’ click ‘Start’ at ‘Subscription’ – the state colour should change into green.

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 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 to the Exchange service. Both should be running within normal production.

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

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

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

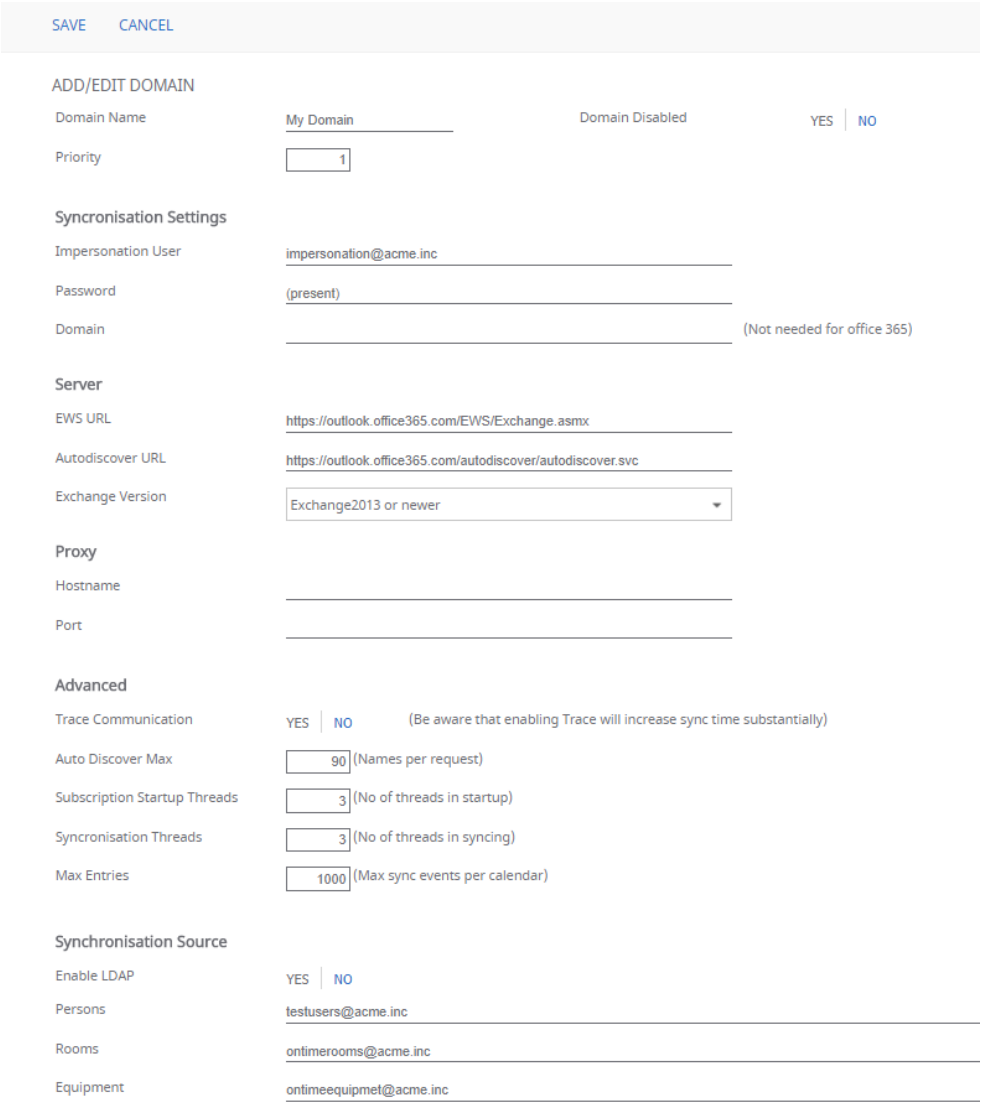
Photo Sync imports the users’ photos/avatars from the Exchange server

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

Event Sync is synchronising all users calendar entries and may take a considerable amount of time.
The section **Pollarity** is especially licenced.

Domains settings

Click ‘Domains/Create New’ in order to configure your Exhange environment.



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

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

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

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

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

‘Advanced’ – please leave as default.

In the ‘Synchronization Source’ section you may add distributon groups of users, rooms and equipment to you want 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’** in order to save your Domain Settings.

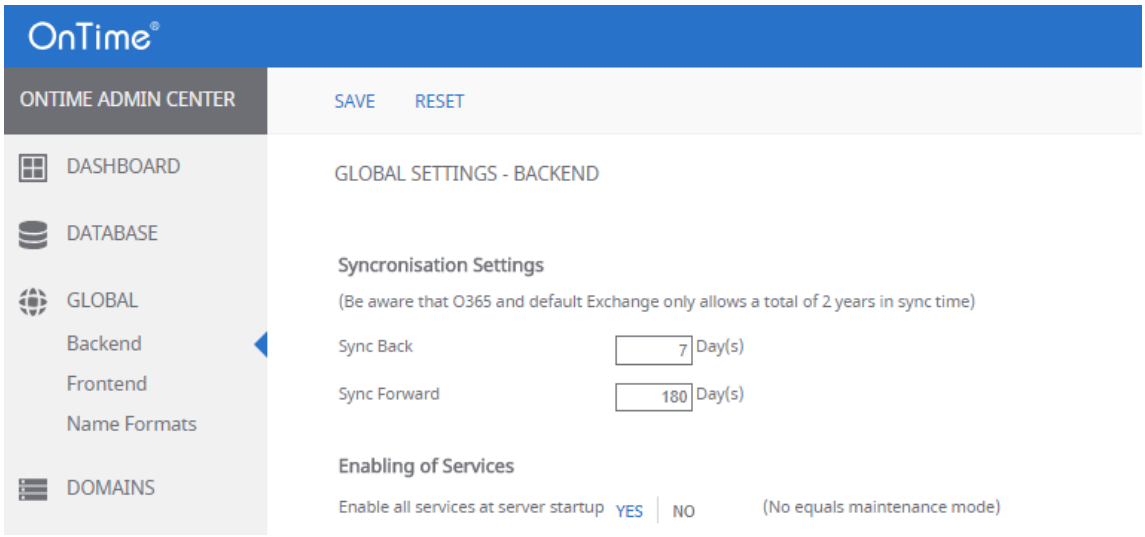
To reflect your new settings go to the Dashboard - Stop and Start the Application. Then check that the “Database Service” and “Exchange Service” both show “Running”.

Global Settings - Backend

Click Global/Backend

Click ‘Enable all services at server startup – ‘Yes’

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

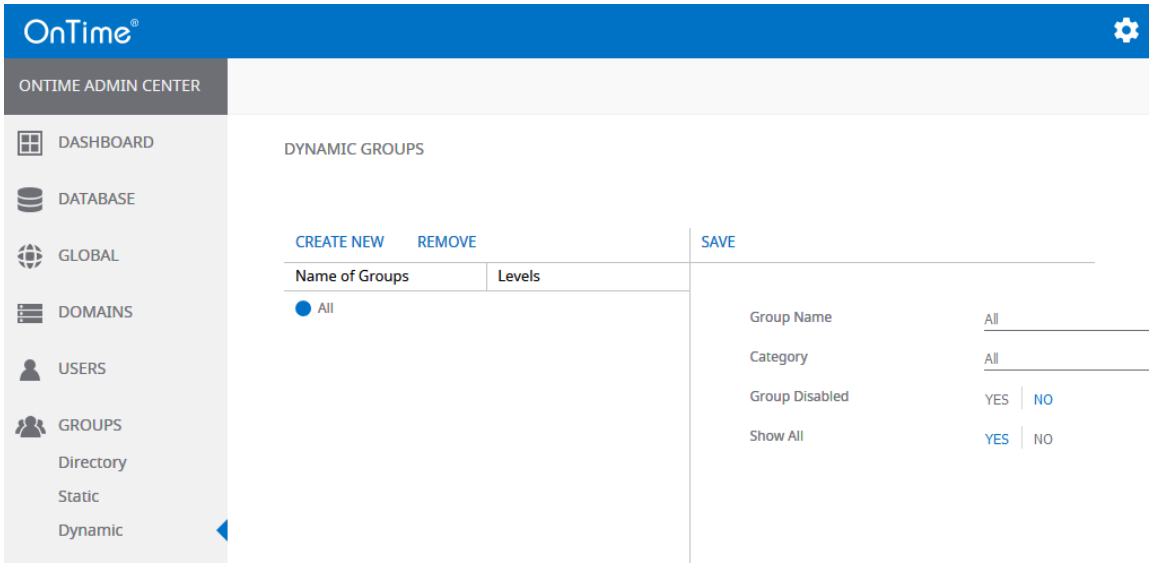


Groups

Select ‘Groups/Dynamic’ in order 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, select ‘Group Disabled – ‘No’ and ‘Show All’ – ‘Yes’.



Click ‘Save’.

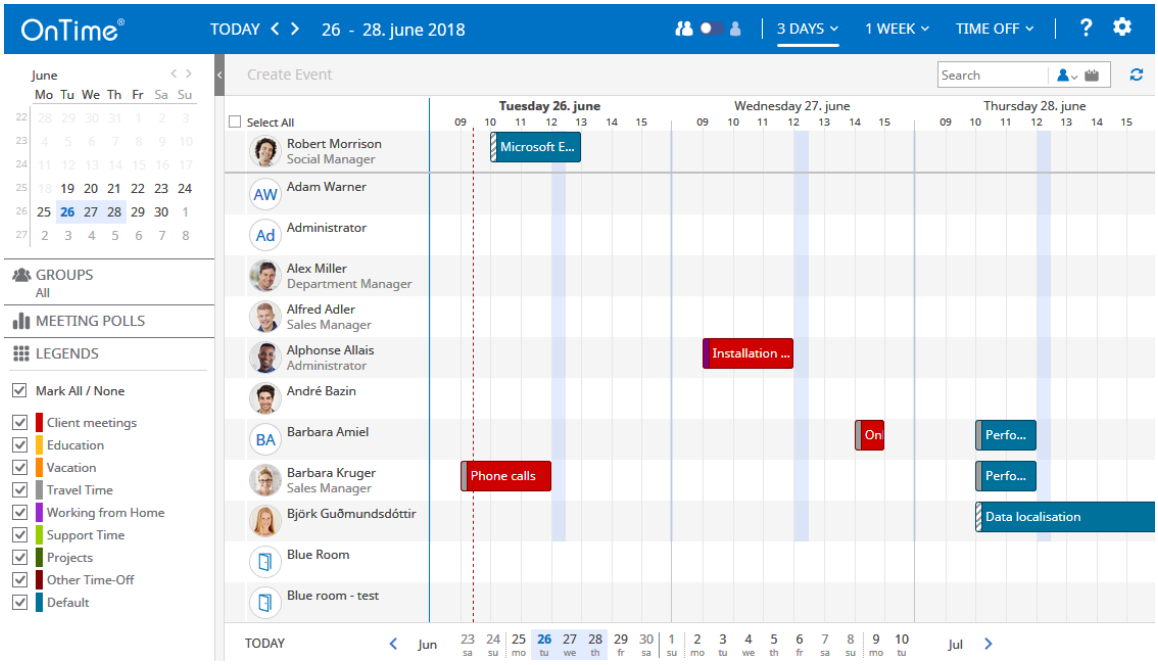
Changes in the dynamic groups must be followed by clicking “Start” at “User & Group Sync” in the Error! Reference source not found..

OnTime User – Calendar

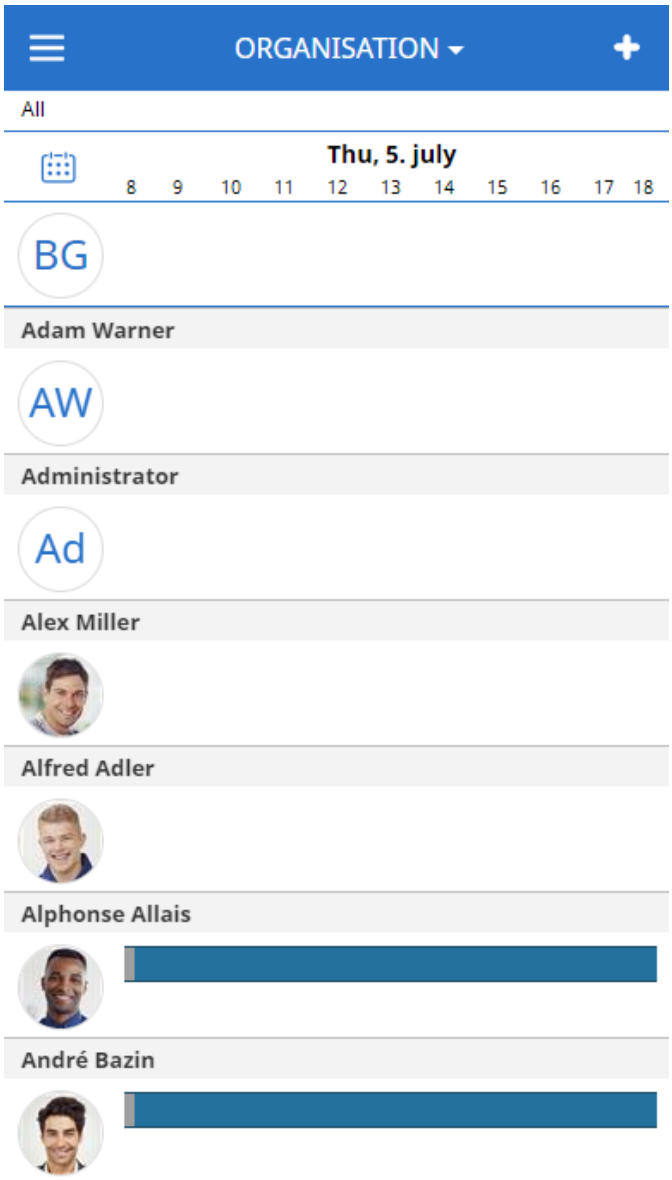
OnTime Desktop Client Web

OnTime from the user perspective:

From a browser - Open the user URL -
http://ontime.example.com/ontimegcms/desktop



OnTime Desktop Client Mobile

OnTime from the user perspective:

From a mobile browser - Open the user URL - **http://ontime.example.com/ontimegcms/mobile**