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# for Microsoft

## **Upgrade Manual** **OnTime® for Microsoft version 3.6.x**

Upgrading from version 1.1.x and newer

Revision 1

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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

## 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

## 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'.

Upgrading of OnTime from earlier versions preserves users and admin settings. At this time upgrading 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:

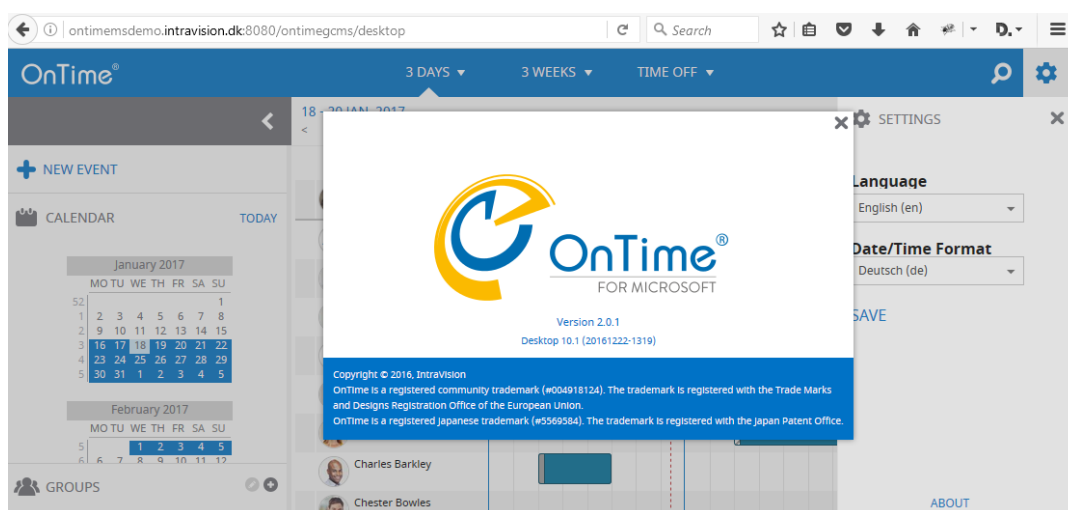
- Upgrade the OnTime Windows services and 'Apache Tomcat for OnTime'
- Upgrade the OnTime database; this upgrade process is dependent on your installation of the SQL server, **quick** or **custom** upgrade.

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'.

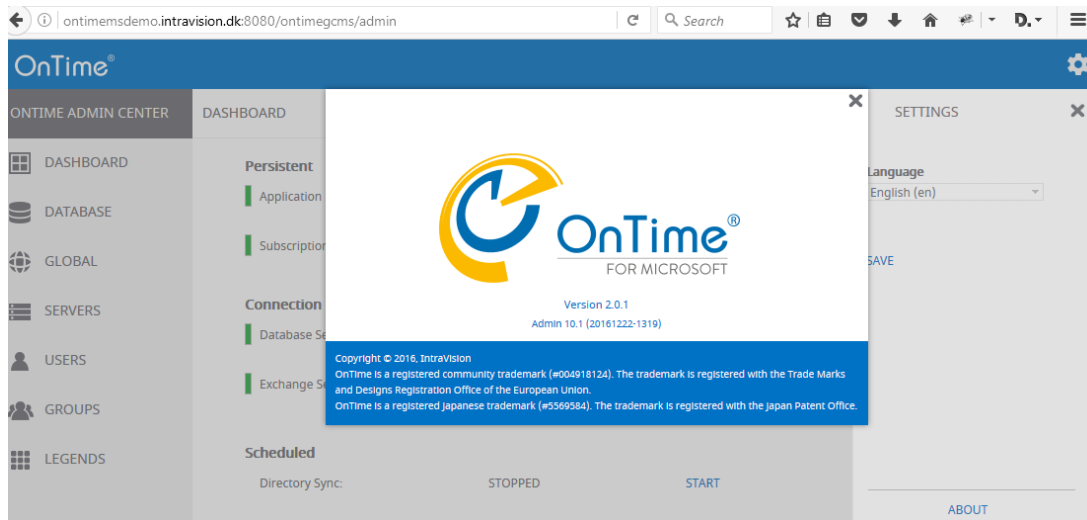
The '**custom** upgrade' is with more details where the SQL Server is installed differently, or even external to the OnTime server.

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	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

**Note:** If the URL forwarder is customised

- Then check here: [URL forwarder checkup](#)
- The default ontime.ms.urlforwarder.ini file is in the folder -  
C:\Program Files\IntraVision\OnTime-x.x\programdata\OnTime\Microsoft\

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

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

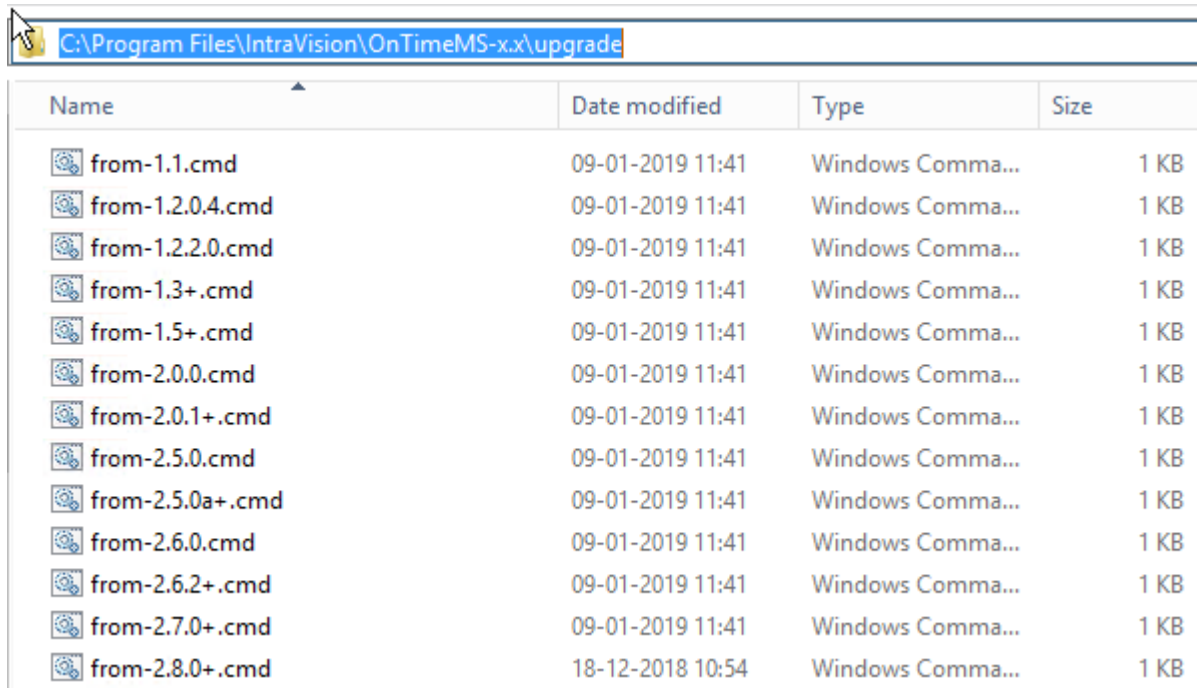
Run the command '**uninstall.cmd**' as administrator.














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



Name	Date modified	Type	Size
 from-1.1.cmd	09-01-2019 11:41	Windows Comma...	1 KB
 from-1.2.0.4.cmd	09-01-2019 11:41	Windows Comma...	1 KB
 from-1.2.2.0.cmd	09-01-2019 11:41	Windows Comma...	1 KB
 from-1.3+.cmd	09-01-2019 11:41	Windows Comma...	1 KB
 from-1.5+.cmd	09-01-2019 11:41	Windows Comma...	1 KB
 from-2.0.0.cmd	09-01-2019 11:41	Windows Comma...	1 KB
 from-2.0.1+.cmd	09-01-2019 11:41	Windows Comma...	1 KB
 from-2.5.0.cmd	09-01-2019 11:41	Windows Comma...	1 KB
 from-2.5.0a+.cmd	09-01-2019 11:41	Windows Comma...	1 KB
 from-2.6.0.cmd	09-01-2019 11:41	Windows Comma...	1 KB
 from-2.6.2+.cmd	09-01-2019 11:41	Windows Comma...	1 KB
 from-2.7.0+.cmd	09-01-2019 11:41	Windows Comma...	1 KB
 from-2.8.0+.cmd	18-12-2018 10:54	Windows Comma...	1 KB

Running this upgrade command will do the following:

- 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
- Install OnTime UrlForwarder Service and start it
- Install Tomcat Upgrade the database if necessary
- Service for OnTime and start it
- 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.

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

**Note:** If the URL forwarder has been customized

- then check here: **URL forwarder checkup**
- the default ontime.ms.urlforwarder.ini file is situated in  
C:\Program Files\IntraVision\OnTime-x.x\programdata\OnTime\Microsoft\

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.

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.

### 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** :

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.

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

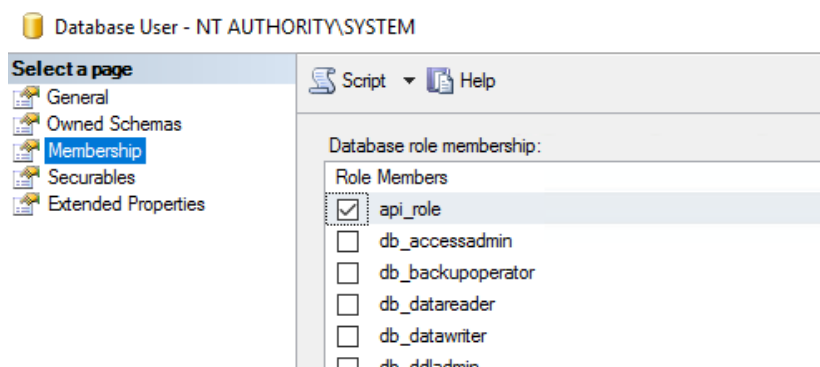
3. Add the OnTime database user in the OnTime database:

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.

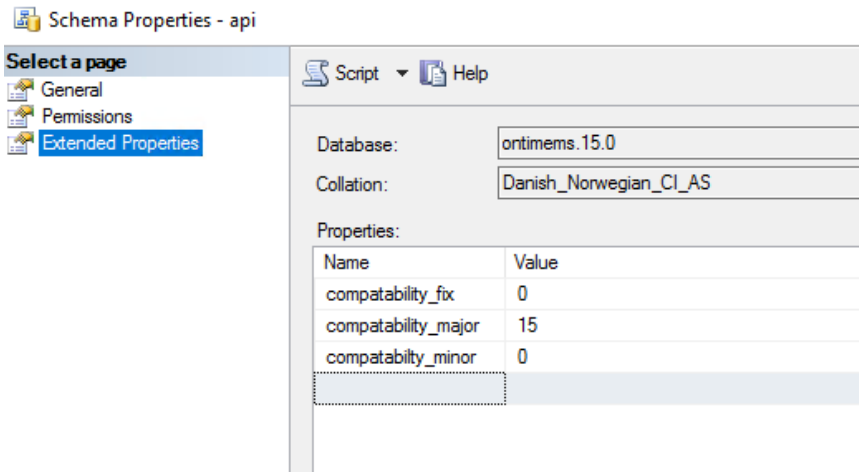
If you have used the default OnTime database name, this name reflects the OnTime database version.

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.



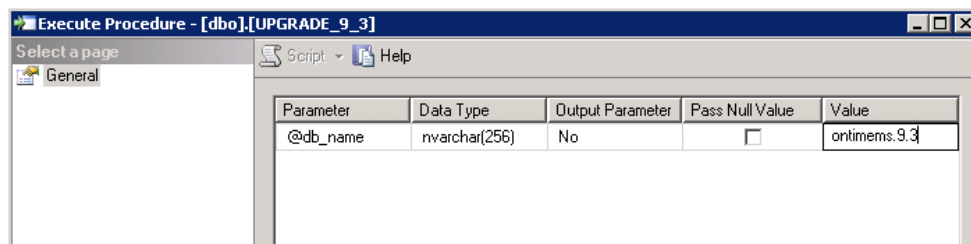
- Open the Stored procedures (below Programmability) in the new database. Several stored procedures are available for dbo.UPGRADE:

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  
> ontime.ms.urlforwarder-install.cmd
```

If you use Windows authentication

```
> ontime.ms.auth-install.cmd
```

Else 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 have to install a database for Pollarity at your SQL server.

Please refer to the documentation 'Installation & Configuration Guide, OnTime for Microsoft version 3.0.x – the section:

OnTime Installation/Custom installation/Pollarity.

## URL forwarder checkup

If the URL forwarder is customised – a quick check-up is needed.

The relevant file 'ontime.ms.urlforwarder.ini' is present in the folder -  
C:\ProgramData\IntraVision\OnTime\Microsoft.

To protect your customisation, please make a backup of the  
'ontime.ms.urlforwarder.ini' file.

The default version of 'ontime.ms.urlforwarder.ini' is found in the new directory:  
C:\Program Files\IntraVision\OnTimeMS-x.x\programdata\OnTime\Microsoft

```
;;=THIS IS A COMMENT prepended by ;=  
;=VERSION=11.3  
;=Default settings ini file  
;=%ProgramData%\IntraVision\OnTime\Microsoft\ontime.ms.urlforwarder.ini  
;=Multiple values are represented by new lines  
LISTEN_URL=http://+:80/ontimegcms/desktop  
LISTEN_URL=http://+:80/ontimegcms/demo  
LISTEN_URL=http://+:80/ontimegcms/demologin  
LISTEN_URL=http://+:80/ontimegcms/outlook  
LISTEN_URL=http://+:80/ontimegcms/mobile  
LISTEN_URL=http://+:80/ontimegcms/profiles  
LISTEN_URL=http://+:80/ontimegcms/community  
LISTEN_URL=http://+:80/ontimegcms/code.html  
LISTEN_URL=http://+:80/ontimegcms/opencall/teams/initapp  
LISTEN_URL=http://+:80/ontimegcms/api/  
LISTEN_URL=http://+:80/ontimegcms/tools/  
LISTEN_URL=http://+:80/mailauth/  
LISTEN_URL=http://+:80/tools/  
LISTEN_URL=http://+:80/desktop/  
LISTEN_URL=http://+:80/mobile/  
LISTEN_URL=http://+:80/teams/  
LISTEN_URL=http://+:80/connections/  
LISTEN_URL=http://+:80/ontime/pollarity  
LISTEN_URL=http://+:80/poll-ms-backend/  
LISTEN_URL=https://+:443/ontimegcms/desktop  
LISTEN_URL=https://+:443/ontimegcms/demo  
LISTEN_URL=https://+:443/ontimegcms/demologin  
LISTEN_URL=https://+:443/ontimegcms/outlook  
LISTEN_URL=https://+:443/ontimegcms/mobile  
LISTEN_URL=https://+:443/ontimegcms/profiles  
LISTEN_URL=https://+:443/ontimegcms/community  
LISTEN_URL=https://+:443/ontimegcms/code.html  
LISTEN_URL=https://+:443/ontimegcms/opencall/teams/initapp  
LISTEN_URL=https://+:443/ontimegcms/api/  
LISTEN_URL=https://+:443/ontimegcms/tools/  
LISTEN_URL=https://+:443/mailauth/  
LISTEN_URL=https://+:443/tools/  
LISTEN_URL=https://+:443/desktop/  
LISTEN_URL=https://+:443/mobile/  
LISTEN_URL=https://+:443/teams/  
LISTEN_URL=https://+:443/connections/  
LISTEN_URL=https://+:443/ontime/pollarity  
LISTEN_URL=https://+:443/poll-ms-backend/  
;=UPSTREAM_HOST=localhost  
;=UPSTREAM_PORT=8080
```

To disable http (port 80), enter the ';=' characters in front of the 'http' lines  
'LISTEN\_URL=http' to disable 'http'.

Save the file and restart the service 'OnTimeMS URL Forwarder'.

## OnTime Admin Center

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: Innovation (capital 'i')

## Database Setup

Click 'Database'.

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

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

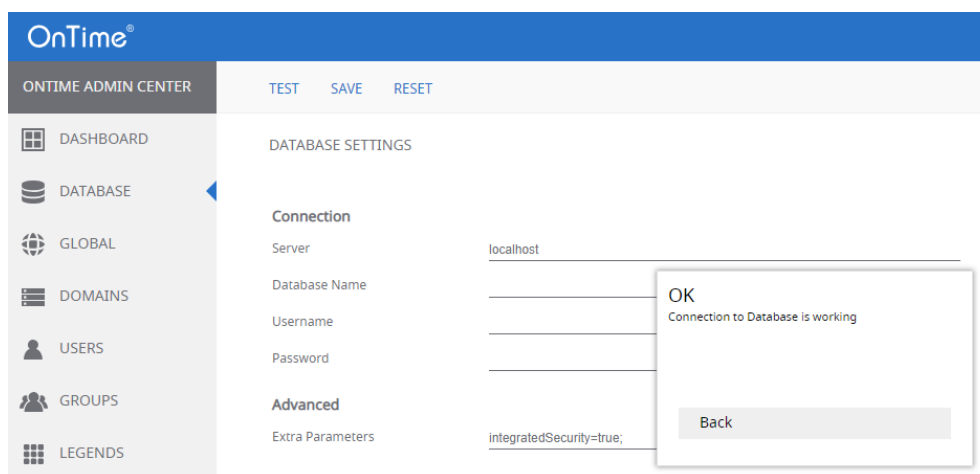
The OnTime database user will be 'NT AUTHORITY\SYSTEM'.

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.

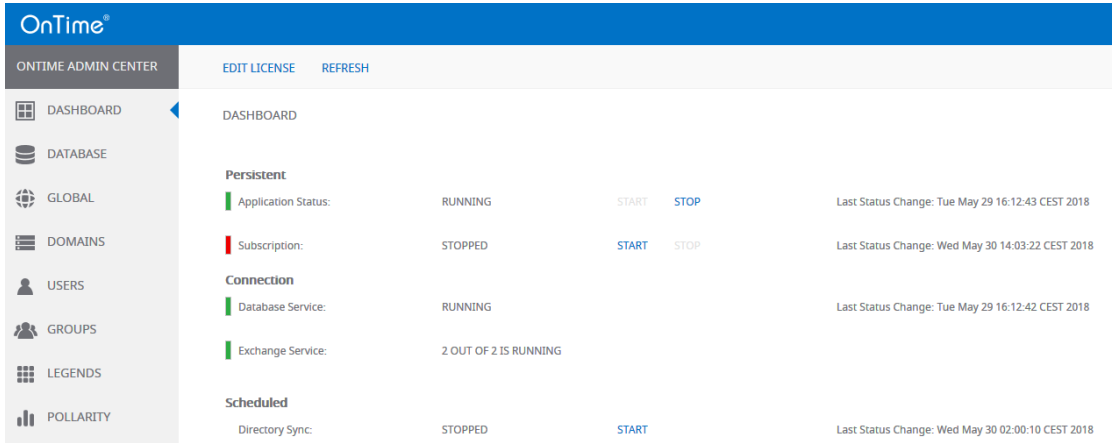
Upon the response "OK Connections to database is working" click "Back".

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.



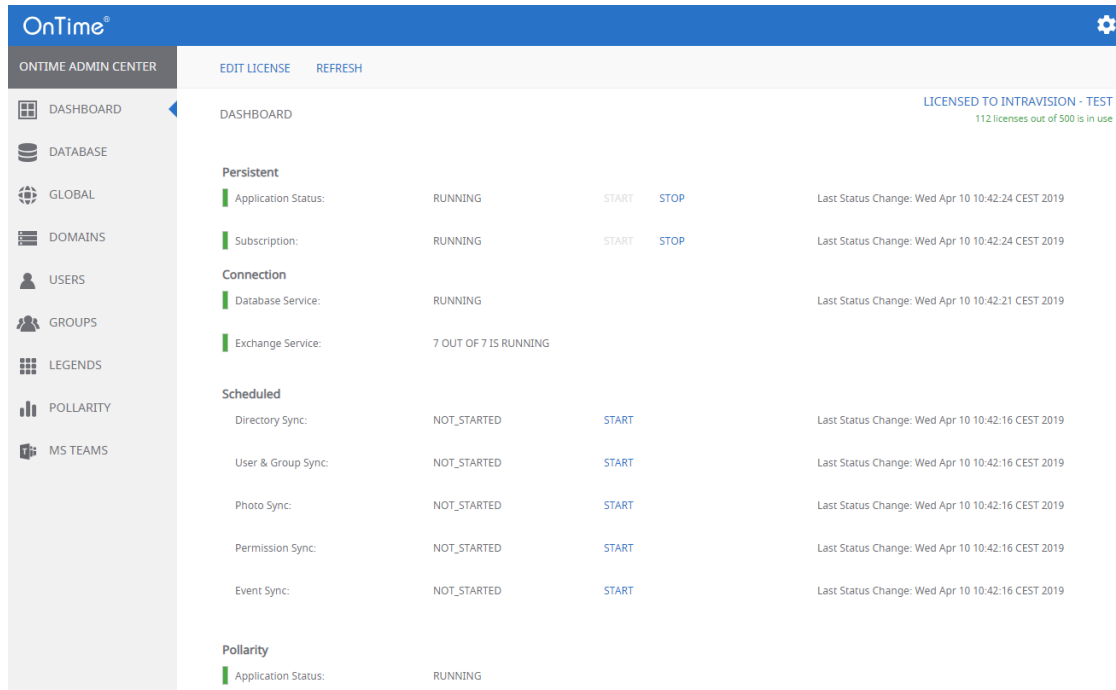
The screenshot shows the OnTime Admin Center interface. The top navigation bar includes 'EDIT LICENSE' and 'REFRESH'. The left sidebar lists menu items: DASHBOARD, DATABASE, GLOBAL, DOMAINS, USERS, GROUPS, LEGENDS, and POLLARITY. The main content area displays the 'Dashboard' with the following service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

| Category   | Service Name        | Status                | Actions    | Last Status Change            |
|------------|---------------------|-----------------------|------------|-------------------------------|
| Persistent | Application Status: | RUNNING               | START STOP | Tue May 29 16:12:43 CEST 2018 |
|            | Subscription:       | STOPPED               | START STOP | Wed May 30 14:03:22 CEST 2018 |
| Connection | Database Service:   | RUNNING               |            | Tue May 29 16:12:42 CEST 2018 |
|            | Exchange Service:   | 2 OUT OF 2 IS RUNNING |            |                               |
| Scheduled  | Directory Sync:     | STOPPED               | START      | Wed May 30 02:00:10 CEST 2018 |



## 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, LEGENDS, POLLARITY, and MS TEAMS. The main content area displays the following information:

- LICENSED TO INTRAVISION - TEST**  
112 licenses out of 500 is in use
- Persistent**
  - Application Status: RUNNING (START STOP) Last Status Change: Wed Apr 10 10:42:24 CEST 2019
  - Subscription: RUNNING (START STOP) Last Status Change: Wed Apr 10 10:42:24 CEST 2019
- Connection**
  - Database Service: RUNNING Last Status Change: Wed Apr 10 10:42:21 CEST 2019
  - Exchange Service: 7 OUT OF 7 IS RUNNING
- Scheduled**
  - Directory Sync: NOT\_STARTED (START) Last Status Change: Wed Apr 10 10:42:16 CEST 2019
  - User & Group Sync: NOT\_STARTED (START) Last Status Change: Wed Apr 10 10:42:16 CEST 2019
  - Photo Sync: NOT\_STARTED (START) Last Status Change: Wed Apr 10 10:42:16 CEST 2019
  - Permission Sync: NOT\_STARTED (START) Last Status Change: Wed Apr 10 10:42:16 CEST 2019
  - Event Sync: NOT\_STARTED (START) Last Status Change: Wed Apr 10 10:42:16 CEST 2019
- Pollarity**
  - Application Status: RUNNING

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’.

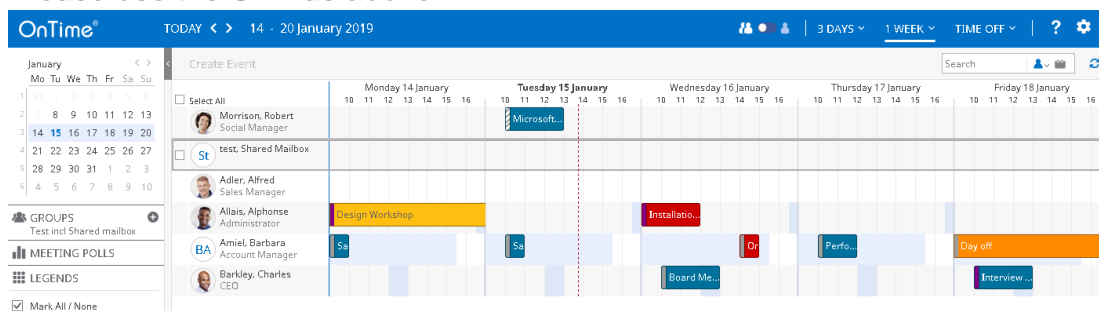
# Final test

## OnTime Client Web Desktop

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

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

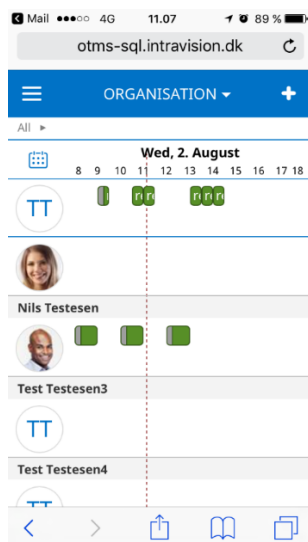
Please use the URL as above.



## OnTime Client Web Mobile

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

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



All done :-)