



---

# for Microsoft

## Quick Install Manual OnTime® for Microsoft version 6.0.x

OnTime is a registered community trademark (#004918124). The trademark is registered with the Trade Marks and Designs Registration Office of the European Union.  
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

---

<b>About OnTime® for Microsoft .....</b>	<b>3</b>
<b>Preparing the new OnTime installation .....</b>	<b>4</b>
Server requirements .....	4
<i>Ports for the OnTime server .....</i>	<i>5</i>
<i>Ports for Office 365 .....</i>	<i>5</i>
Prerequisites .....	6
License key .....	7
<b>OnTime Installation .....</b>	<b>8</b>
<i>Installing the SQL Server Express .....</i>	<i>8</i>
<i>Install OnTime .....</i>	<i>9</i>
<b>OnTime Configuration .....</b>	<b>11</b>
Database .....	12
License key .....	12
Domain settings .....	13
<i>Office 365 configuration, Authentication .....</i>	<i>13</i>
<i>Domains/Source .....</i>	<i>16</i>
Groups .....	18
Global Settings - Backend .....	19
Dashboard .....	20
<b>OnTime User – Calendar .....</b>	<b>21</b>
OnTime Client Web Desktop .....	21
OnTime Client Web Mobile .....	22

# About OnTime<sup>®</sup> 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 is required for the admin client, http is only supported for localhost.

The port 8443 is required for the admin client, https is supported remotely

## Ports for Office 365

If OnTime configuration for Office 365, please check ports outwards through the firewall (port 443) from the OnTime server:

<https://login.microsoftonline.com>

<https://graph.microsoft.com>

<https://portal.azure.com>

## Prerequisites

### AD domain

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

An OnTime server installed in a Windows 'Workgroup' is supported. We expect the Workgroup server to be dedicated to OnTime because this will be more secure. The name of the workgroup must be descriptive. Workgroup names like 'Workgroup' or 'Workgroup01' will not be accepted.

### SQL Server 2014, 2016, 2019 Express or an existing MS SQL Server must be available.

The SQL Server Express may be downloaded from Microsoft. It is free.

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

### Create an Impersonation User in MS Exchange/Office 365

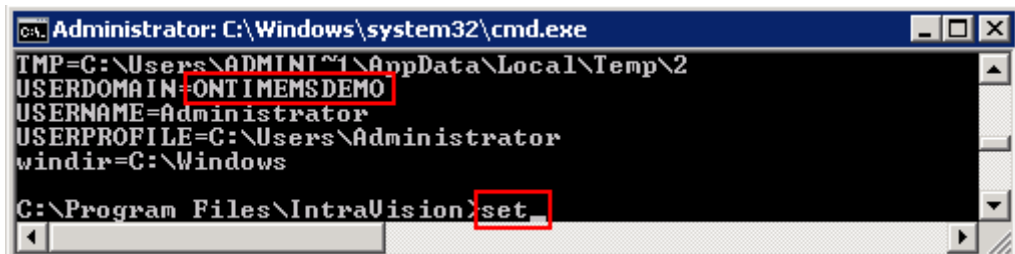
- a. Mail box user (minimum type 1 if in Office 365).
- b. Assign the user to the "ApplicationImpersonation Role".

## License key

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

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

- your Company name
- total number of users, including rooms and equipment
- a. OnTime server in an AD domain,  
check your OnTime server's environment by logging in as a domain user.  
In a Command prompt > set (Enter) – to see your "USERDOMAIN"



```
Administrator: C:\Windows\system32\cmd.exe
TMP=C:\Users\ADMINI~1\AppData\Local\Temp\2
USERDOMAIN=ONTIMEMSDEMO
USERNAME=Administrator
USERPROFILE=C:\Users\Administrator
windir=C:\Windows
C:\Program Files\IntraVision>set
```

- b. OnTme server in a workgroup, check your Workgroup name.  
Enter 'net config workstation' in a Command prompt to see your  
'Workstation domain' (Workgroup name).
- If you are running a trial installation, a time-limited, fully functional key should have been provided for you when you downloaded the OnTime software from [www.ontimesuite.com](http://www.ontimesuite.com).

# OnTime Installation

---

## 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 OnTimeMS-x.x to the recommended path:  
C:\Program Files\IntraVision\

 > This PC > Local Disk (C:) > Program Files > IntraVision > OnTimeMS-x.x >				
Name	Date modified	Type	Size	
 admintoken	06-06-2023 10:36	File folder		
 catering	24-05-2023 11:34	File folder		
 cmd	06-06-2023 10:36	File folder		
 jdk	06-06-2023 10:36	File folder		
 ontime.ms.acs	06-06-2023 10:36	File folder		
 ontime.ms.auth	06-06-2023 10:36	File folder		
 otdbupdate	06-06-2023 10:36	File folder		
 outlook-add-in	06-06-2023 10:36	File folder		
 outlook-catering-add-in	06-06-2023 10:36	File folder		
 outlook-poll-add-in	06-06-2023 10:36	File folder		
 pollarity	06-06-2023 10:36	File folder		
 programdata	06-06-2023 10:36	File folder		
 scripts	06-06-2023 10:36	File folder		
 sqlserver	06-06-2023 10:36	File folder		
 teams	06-06-2023 10:36	File folder		
 teams_rail	06-06-2023 10:36	File folder		
 tomcat	06-06-2023 10:37	File folder		
 visitor	24-05-2023 11:34	File folder		
 command.cmd	24-05-2023 11:34	Windows Comma...	1 KB	
 install.cmd	24-05-2023 11:34	Windows Comma...	1 KB	
 Office365TomcatRestart.zip	24-05-2023 11:34	Compressed (zipp...	12 KB	
 start-catering.cmd	24-05-2023 11:34	Windows Comma...	1 KB	
 start-pollarity.cmd	24-05-2023 11:34	Windows Comma...	1 KB	
 start-visitor.cmd	24-05-2023 11:34	Windows Comma...	1 KB	
 stop-catering.cmd	24-05-2023 11:34	Windows Comma...	1 KB	
 stop-pollarity.cmd	24-05-2023 11:34	Windows Comma...	1 KB	
 stop-visitor.cmd	24-05-2023 11:34	Windows Comma...	1 KB	
 uninstall.cmd	24-05-2023 11:34	Windows Comma...	1 KB	
 upgrade.cmd	24-05-2023 11:34	Windows Comma...	1 KB	
 upgrade.log	24-05-2023 11:35	Text Document	56 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, 'ontimems', 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 'OnTimeMS Auth' that offers Windows domain logon authentication for web users, SSO – Single Sign On
5. It will install the Tomcat web server used for OnTime
6. Create a database for Pollarity
7. **Note:** Pollarity has an optional licence.
8. Create a database for Catering
9. **Note:** Catering has an optional licence.
10. Create a database for Visitor
11. **Note:** Visitor has an optional licence.

# OnTime Configuration

---

From a browser - Open the administration URL –  
<https://ontime.example.com:8443/ontimegcms/admin>

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

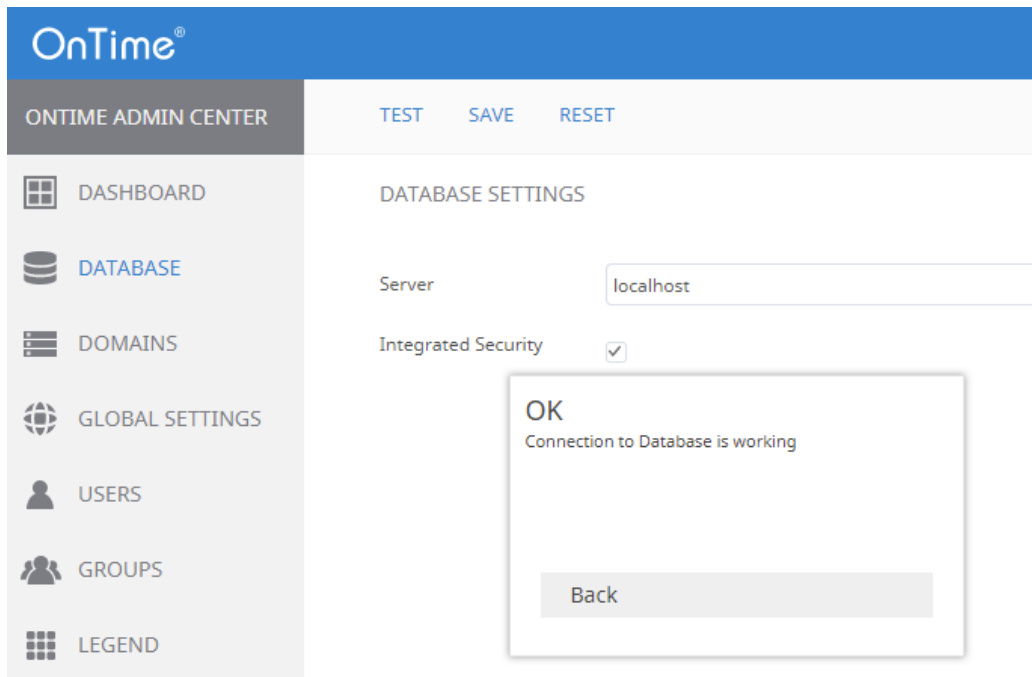
In the initial OnTime setup phase you may run administration without certificates locally at the OnTime server with http and port 8080 for the apache Tomcat.

<http://127.0.0.1:8080/ontimegcms/admin>

Administrator:      admin            (beware of casing, no capitals)  
Password:            \*\*\*\*\*            (the password from your installation phase)

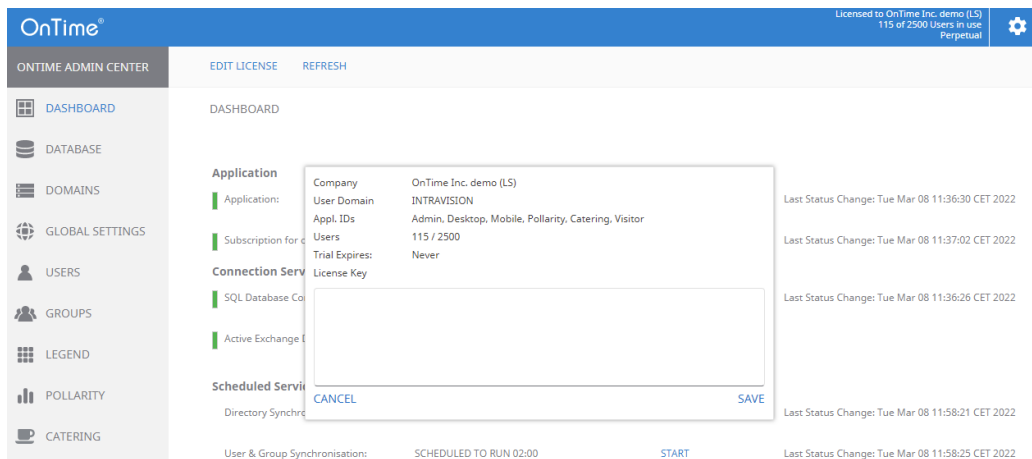
## Database

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’

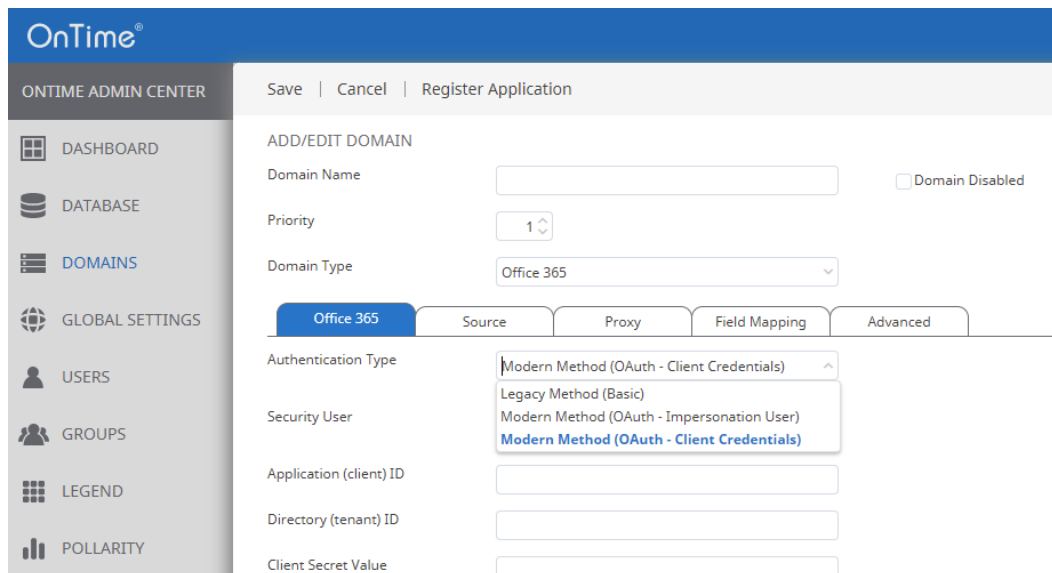


In the Dashboard click 'stop/start' the application.

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

## Domain settings

Click ‘Domains/Create New’ to configure your Exchange environment.



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

**Priority** - is for prioritising the users in OnTime. Priority ‘1’ is the highest priority.

**Domain Type** – ‘Office 365’.

### Office 365 configuration, Authentication

**Authentication Type:** Modern Method (OAuth – Client Credentials).

**Security User** - This user is used by OnTime to read and edit all users calendars. Normally this username is written as an email address (UPN name)

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

Missing parameters in Azure will be listed.

### Register OnTime in Azure

The Oauth registering of the OnTime application in Azure is relevant for  
Modern Method (Oauth – Client Credentials)  
- and  
Modern Method (Oauth – Impersonation User)

**Note:** We suggest Notepad as a media in-between for copying values to OnTime.

- a) Login to <https://portal.azure.com>
- b) Click view 'Manage Azure Active Directory'
- c) Click 'App registrations'.
- d) Click 'New registration'.
- e) Enter a 'Name' for the application.  
Choose 'Accounts in this organizational directory only - Single tenant'.  
Populate 'Redirect URI', insert <http://localhost:8080/ontimegcms/code.html>  
- this field cannot be empty.  
Select a Platform 'Web'  
Click 'Register'.
- f) On next page (Overview) Copy the values [Application (client) ID] and [Directory (tenant) ID] into a text editor e.g. Notepad.
- g) Click 'Add a certificate or secret'
- h) Click '+ New client secret'
- i) Add a description, such as 'OnTime Client Secret'
- j) Choose expiration. Click Add
- k) Copy the value of the secret ID into the text editor.
- l) Click 'Authentication' tab. Tick 'Access Tokens'. Click 'Save'.
- m) Copy the three values from Azure in the text editor into the page 'OnTime Admin Center' – 'Domains Add/Edit Domain/Authentication'.
- n) Click 'API permissions' tab. Click 'Add a permission'.

- o) Click 'Microsoft Graph'
- p) Click 'Application permissions'
- q) The following API permissions have to be ticked, type a few letters in the Search field and tick the five permissions:  
Calendars.ReadWrite, Directory.Read.All,  
MailboxSettings.ReadWrite, People.Read.All, Place.Read.All,  
User.Read.All

You may remove 'User.Read', if already selected.

- r) Click 'Add a permission'.
- s) Click 'Microsoft Graph'
- t) Click 'Delegated permissions'
- u) Search for EWS, tick:  
EWS.AccessAsUser.All
- v) Click 'Add a permission'
- w) Click 'APIs my organization uses'
- x) In the field for search, enter 'Office'
- y) Click 'Office 365 Exchange Online'
- z) Click 'Application permissions'
- aa) Tick 'full-access\_as\_app'
- bb) Click 'Add permissions'
- cc) Click 'Grant admin consent for "your company"  
Click 'Yes' to answer the question ' Do you want to grant consent ...'
- dd) All done ;-)

*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.

MailboxSettings.ReadWrite - used for automaticRepliesSetting and make it possible to get and update AutoReply for mailboxes.

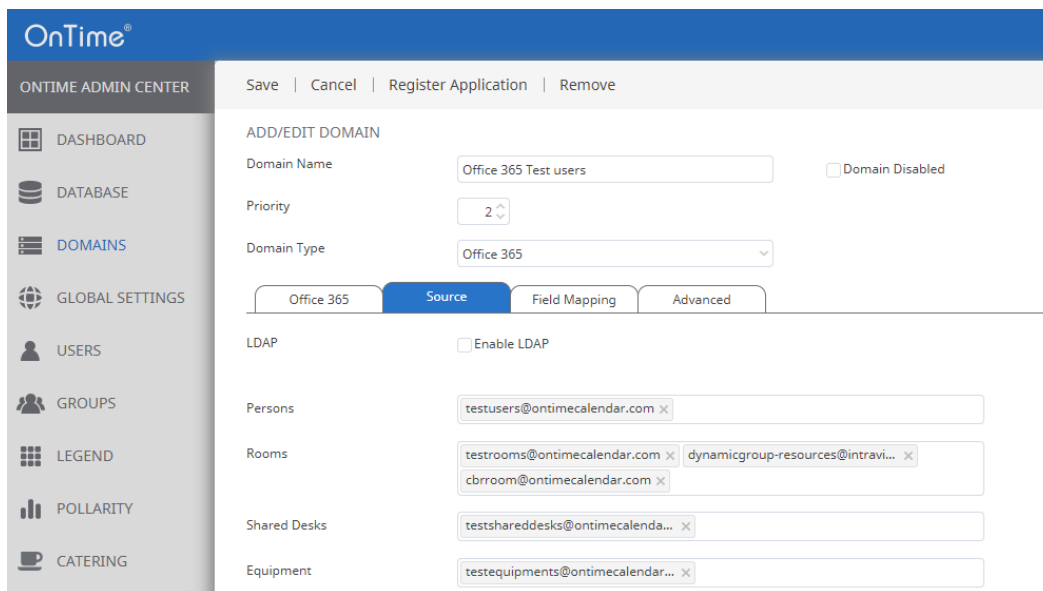
User.Read.All - translate event Ids between MS Graph and MS Outlook API's.

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

People.Read.All – used for Advanced Search

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

**Domains/Source**





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

**'Untick' 'Enable LDAP'.**

Add distribution groups of persons, rooms, shareddesks, 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.

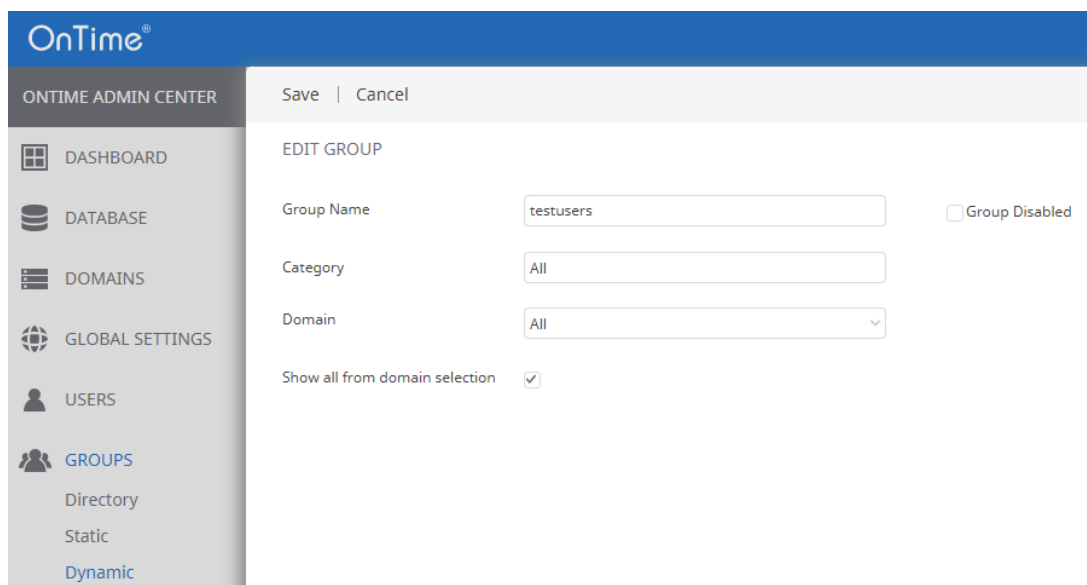
To reflect your new settings, go to the Dashboard - Stop and Start the Application. Then check that the "Database Service" and "Exchange Service" both show "Running"

## Groups

Select 'Groups/Dynamic' to create a group of persons included in OnTime selected above in the 'Synchronization Source' section in your **Domain 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, choose 'All' in Domain, tick 'Show all from domain selection'.



The screenshot shows the OnTime Admin Center interface. The left sidebar contains navigation options: DASHBOARD, DATABASE, DOMAINS, GLOBAL SETTINGS, USERS, and GROUPS. Under GROUPS, there are sub-options for Directory, Static, and Dynamic. The main content area is titled 'EDIT GROUP' and includes a 'Save | Cancel' button. The form fields are: Group Name (text input with 'testusers'), Group Disabled (checkbox), Category (text input with 'All'), Domain (dropdown menu with 'All'), and Show all from domain selection (checkbox checked).

Click 'Save'.

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

## Global Settings - Backend

Click Global/Backend

Choose 'Yes' at 'Enable subscription for Calendar Changes at Startup'.

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

OnTime®
Licensed to OnTime Inc. demo (LS)  
128 of 2500 Users in use  
Perpetual
⚙️

ONTIME ADMIN CENTER
SAVE   RESET

- 🏠 DASHBOARD
- 🗄️ DATABASE
- 📁 DOMAINS
- 🌐 GLOBAL SETTINGS
- Backend
- Frontend
- Name Formats
- Default Settings
- Roles
- 👤 USERS
- 👥 GROUPS
- 📊 LEGEND
- 📈 POLLARITY
- ☕ CATERING

GLOBAL SETTINGS - BACKEND

**Synchronisation Time Interval**

Past events synchronisation period  Days

Sync Forward  Months (Be aware that the total time span synchronised cannot be more than 4 years in total)

**Overnight Maintenance Tasks**

Number of threads for scheduled event synchronisation

Time to start maintenance tasks

Days to perform catch-up event synchronisation

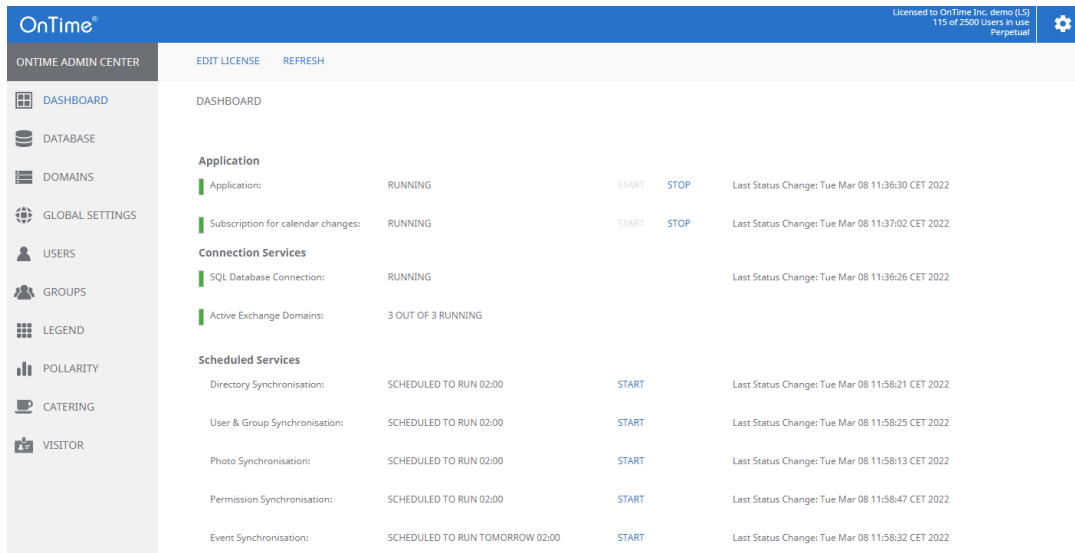
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Directory/User/Group synchronization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Photo synchronization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Permission synchronization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Event synchronization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Enabling of Services at Server Startup**

Enable Subscription for Calendar Changes at Startup

## Dashboard

The main page of the 'OnTime Admin Center' is the Dashboard. This page presents an overview of the processes in OnTime. When you change the values in the other pages, you must restart the OnTime application by clicking "Stop/Start" in the according section.



OnTime®		Licensed to OnTime Inc. demo (L5) 115 of 2500 Users in Use Perpetual		⚙️	
ONTIME ADMIN CENTER		EDIT LICENSE	REFRESH		
<b>DASHBOARD</b>	DASHBOARD				
<b>Application</b>					
Application:	RUNNING	START	STOP	Last Status Change: Tue Mar 08 11:36:30 CET 2022	
Subscription for calendar changes:	RUNNING	START	STOP	Last Status Change: Tue Mar 08 11:37:02 CET 2022	
<b>Connection Services</b>					
SQL Database Connection:	RUNNING	Last Status Change: Tue Mar 08 11:36:26 CET 2022			
Active Exchange Domains:	3 OUT OF 3 RUNNING				
<b>Scheduled Services</b>					
Directory Synchronisation:	SCHEDULED TO RUN 02:00	START	Last Status Change: Tue Mar 08 11:58:21 CET 2022		
User & Group Synchronisation:	SCHEDULED TO RUN 02:00	START	Last Status Change: Tue Mar 08 11:58:25 CET 2022		
Photo Synchronisation:	SCHEDULED TO RUN 02:00	START	Last Status Change: Tue Mar 08 11:58:13 CET 2022		
Permission Synchronisation:	SCHEDULED TO RUN 02:00	START	Last Status Change: Tue Mar 08 11:58:47 CET 2022		
Event Synchronisation:	SCHEDULED TO RUN TOMORROW 02:00	START	Last Status Change: Tue Mar 08 11:58:32 CET 2022		

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

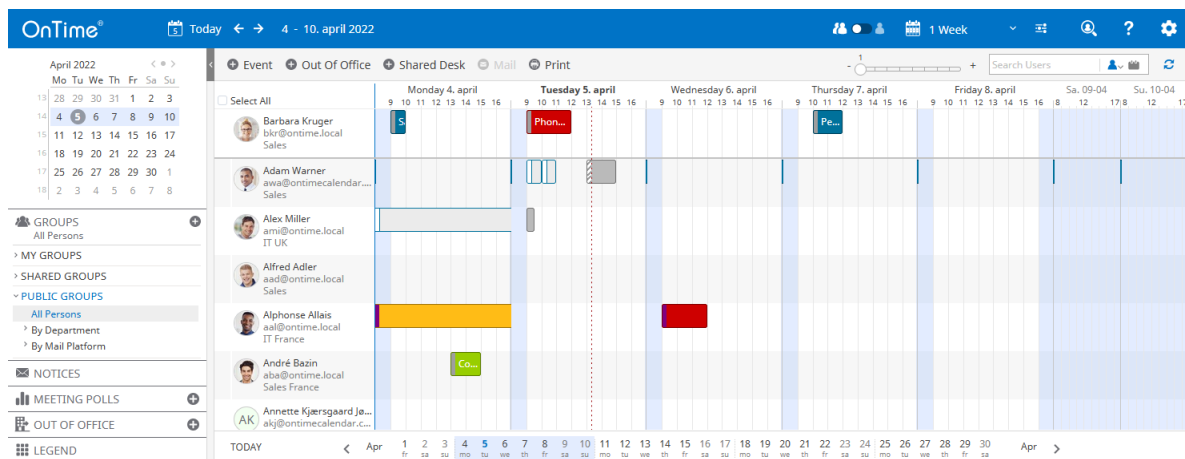
## OnTime Client Web Desktop

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'.

