OnTime

for Microsoft

Quick Install Manual
OnTime® for Microsoft version 6.2.x

Intra>ision

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 Server 2019 with Microsoft SQL Server® 2016/2019 Express

OnTime must be installed running as a Windows administrator.

For small and middle-size installations of OnTime, you can use Microsoft SQL Server® 2016/2019 Express which is free.

We recommend using the full Microsoft SQL Server if your OnTime installation has more than 2.000 users.

Processor

- Intel-compatible processor with a minimum speed of 2 GHz or a faster processor

RAM

- Minimum of 8 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 8 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 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, 10 GB storage.

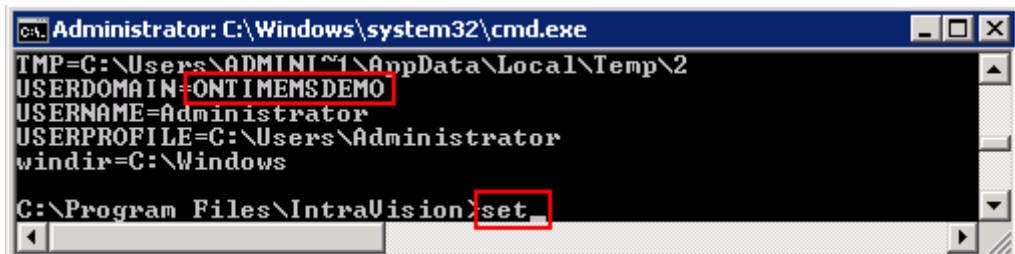## Create an Impersonation User in MS Exchange/Office 365

      a. Mailbox user (minimum type 1 if in Office 365).

      b. Assign the user to the "ApplicationImpersonation Role".

License key

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

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

- your Company name

- total number of users, including rooms and equipment

- a. OnTime server in an AD domain,

  check your OnTime server's environment by logging in as a domain user.

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

- 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.

Intra>ision

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:
https://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\

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.
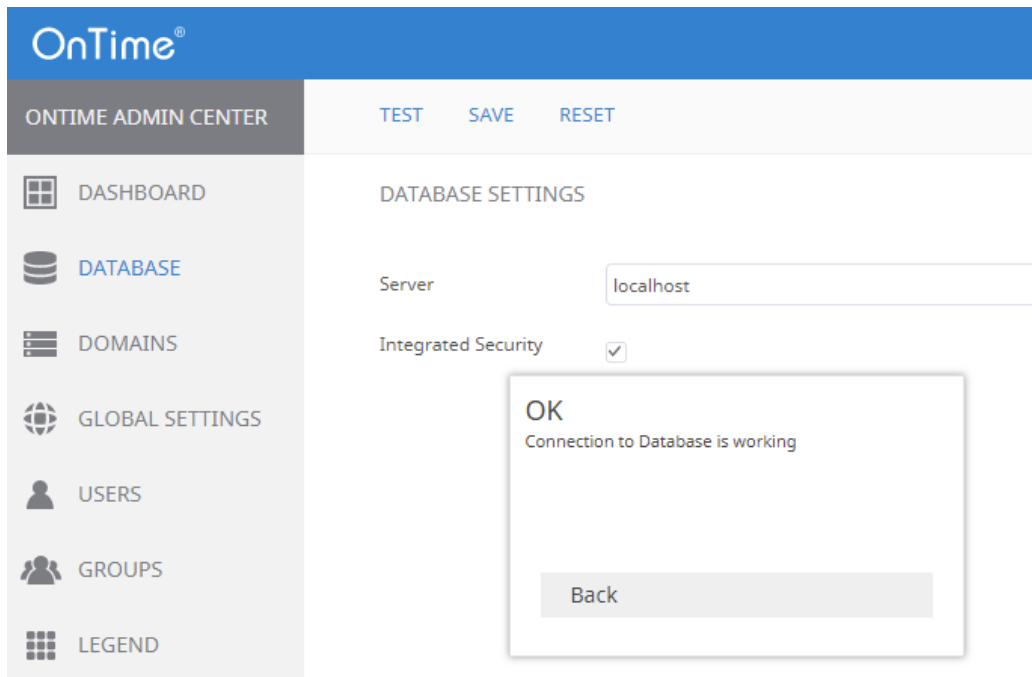http://127.0.0.1:8080/ontimegcms/admin

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'
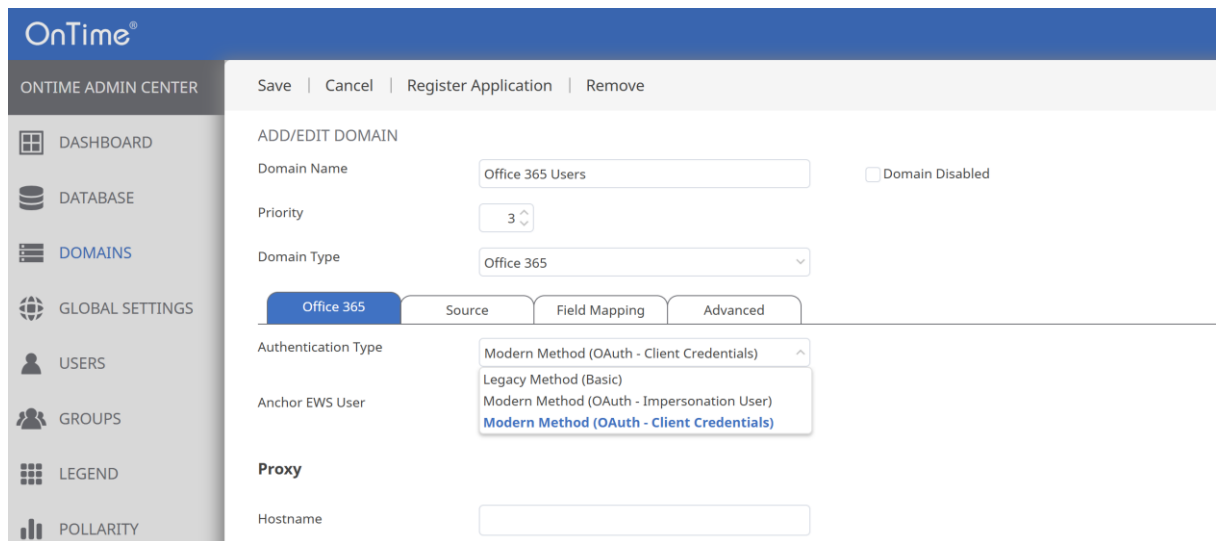– Enter your license key by clicking 'License' in the upper right corner of the dashboard. Click 'Save'
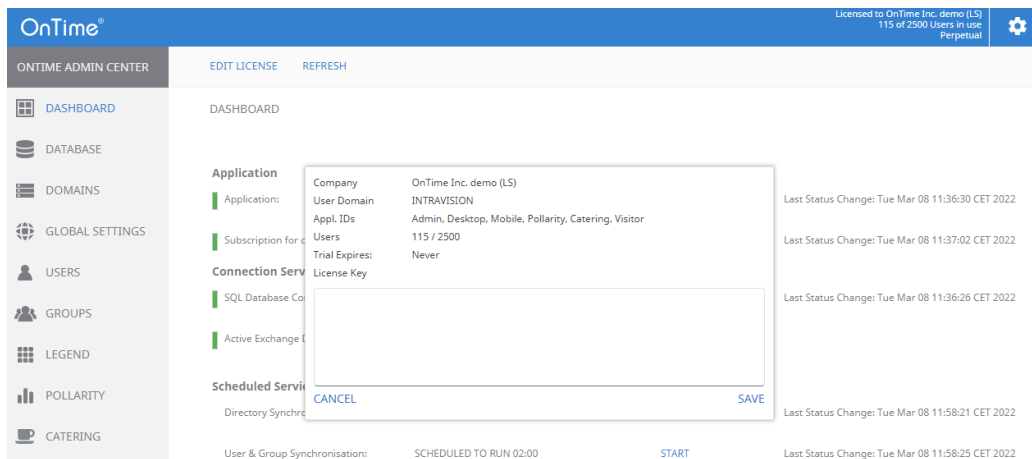
In the Dashboard click 'stop/start' the application.

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).

Anchor EWS User - is a user required only for technical purposes.
EWS API fails when a user is not provided for a call. And if some calls have an explicit user - such as list of appointments, others don't - such as getting a server timezone list. To have at least some user in the call, so that EWS does not fail we introduced an anchor user, which is simply a valid user and has no special abilities, apart from making EWS API succeed on the user-less calls.

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 Portal, look below.

Missing parameters in 'Microsoft Entra ID' will be listed.

Register OnTime in 'Microsoft Entra ID'

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 Microsoft Entra ID'

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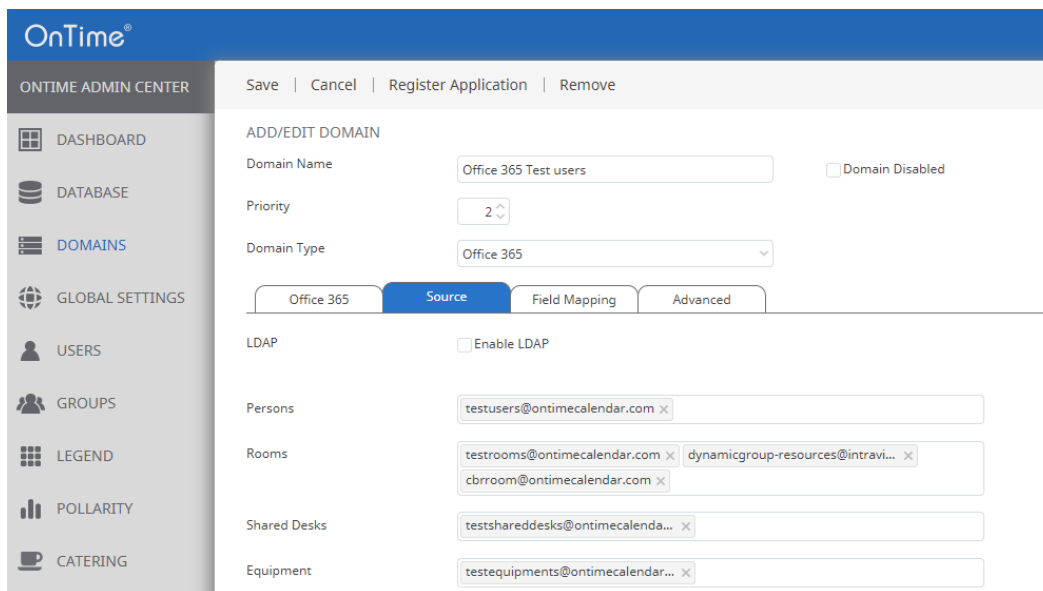
Source is where you configure users included in your OnTime setup.

'Untick' 'Enable LDAP'.

Add distribution groups of persons, rooms, shared desks, 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.
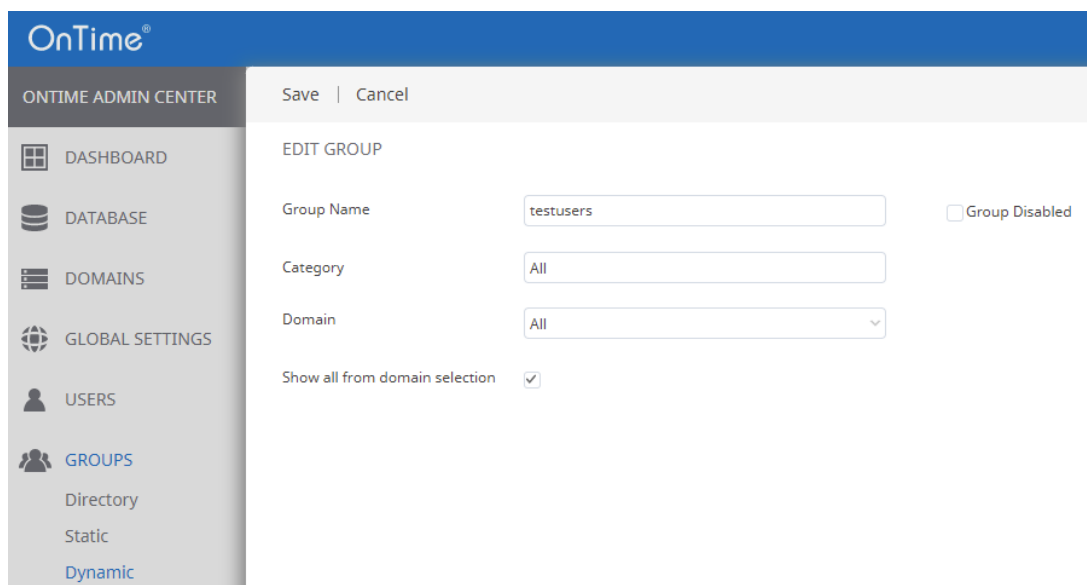
To reflect your new settings, go to the Dashboard - Stop and Start the Application. Then check that the "Database Service" and "Exchange Service" both show "Running"

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'.

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'.

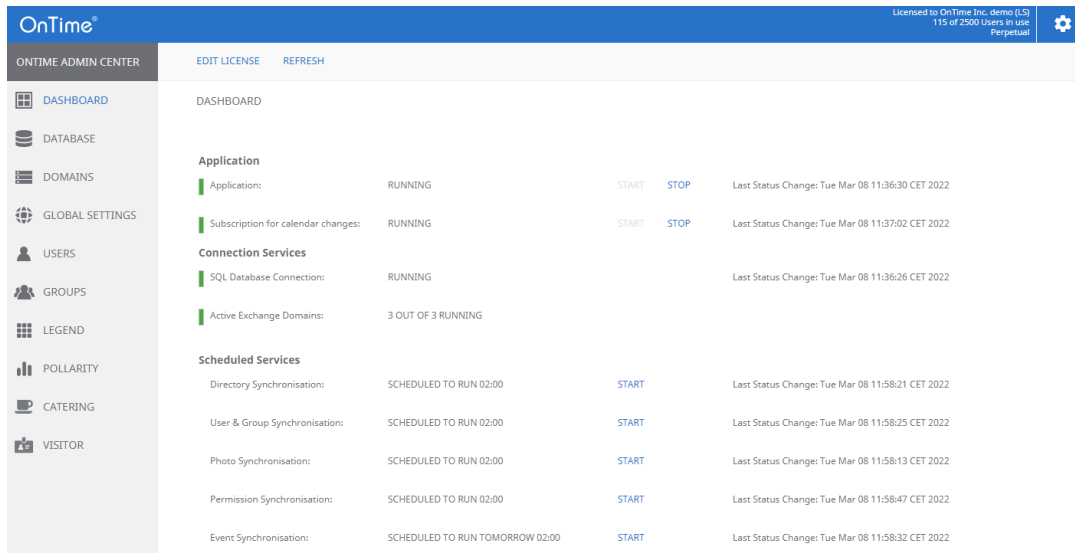- Click 'Save' to ensure the synchronisation subscription service starts every time you click stop/start at the 'Application Status' in the Dashboard.

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 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.
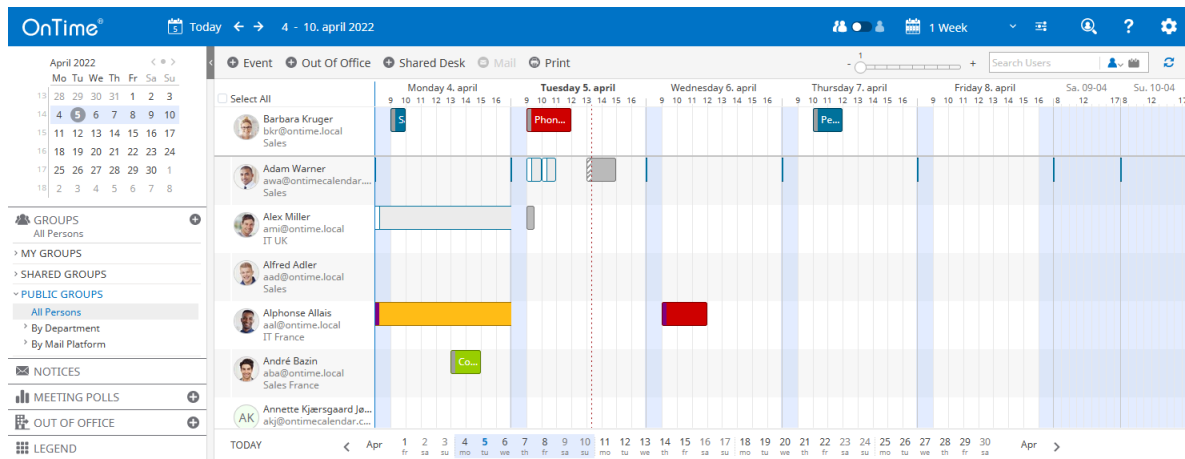
OnTime User – Calendar

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'.