



# *Upgrading to Web TimeOff 1.1*

*from* REPLICON

*version 1.1*



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# Upgrading to Web TimeOff 1.1



## License File Verification

Before upgrading your Web TimeOff 1.0 installation, verify that the original installation has not passed the maintenance expiry date. If the maintenance is still in effect (i.e., the expiry date has not passed), you can upgrade your existing Web TimeOff installation and continue to use the upgraded version even after the maintenance expires; however, if you attempt to upgrade the installation after maintenance has already expired, you will not be able to access the new version.

To verify the maintenance expiry date, point to **Administration** in the main menu, and click **Licensing**.

The screenshot displays the 'License Key Management' page in the webTIMEOFF Administration interface. The navigation bar includes 'Calendar', 'Administration' (highlighted), 'Time Off', 'Approvals', 'Reports', and 'Config'. The user is logged in as 'admin'. The page is divided into three main sections:

- Replace Current License File:** Contains a 'License File' input field with a 'Browse...' button and a 'Save' button.
- Current License Details:** A table showing:
  - Expires On: 09/07/2010
  - Maintenance Agreement Expires On: 09/07/2010
  - Licensed Seats: 5000
  - Used Licenses: 3
- End User License Agreement:** A text area containing the following text:

```
SOFTWARE LICENSE AGREEMENT

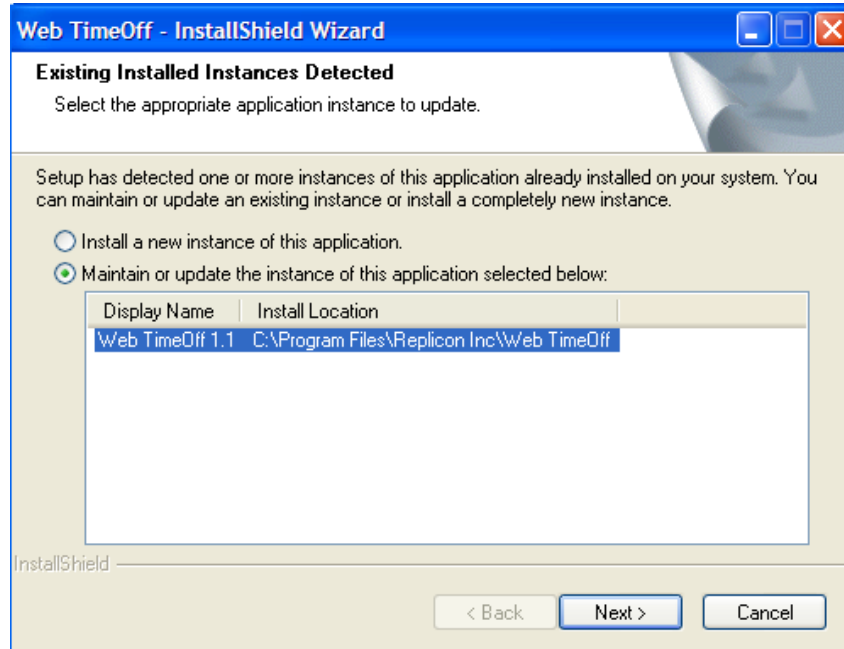
This computer program is protected by copyright and other intellectual property laws and international treaties. Unauthorized reproduction, transmission, de-compiling, translation, reverse engineering, creation of derivative works, copying GUI and/or copyrightable concepts, or distribution of this computer program, or any portion of it, is expressly prohibited by law, and may result in
```

## Upgrading an Existing Installation

To upgrade your existing Web TimeOff installation:

1. Run the installation program.

To upgrade the existing Web TimeOff installation, select the option to update an existing version, and click on the appropriate instance to highlight it in the list box. Click **Next** to continue.



2. Read the license agreement carefully. Click the Accept button under the agreement to accept the terms of the license agreement and proceed with the installation. You must accept the license agreement to install Web TimeOff. When you are ready, click **Next** to continue.



4. You must now decide whether to upgrade the existing database, or create a copy of the existing database, as described below:

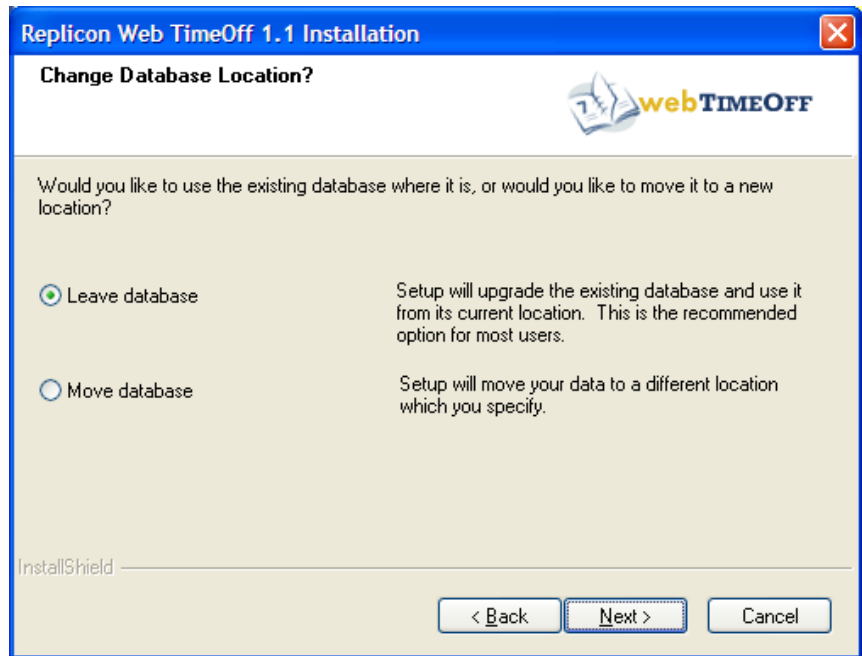
- Leave Database

Select **Leave Database** to upgrade the current database structure with all data intact. This option is the recommended upgrade choice.

- Move Database

Select **Move Database** to create a copy of the existing database and upgrade the copy. This option will move the copied database to a new location, and will maintain the original database, in its original version; however, the original database will not be connected to Web TimeOff once the upgrade is complete.

Moving (copying) the database is beneficial if you want to create the database on a different server or database instance from the existing Web TimeOff installation. You can also move the database and reconnect it at a later time; however, the installation will handle all configuration options if you choose to do it now.



- Once you have chosen a database option, select **Next** to continue.

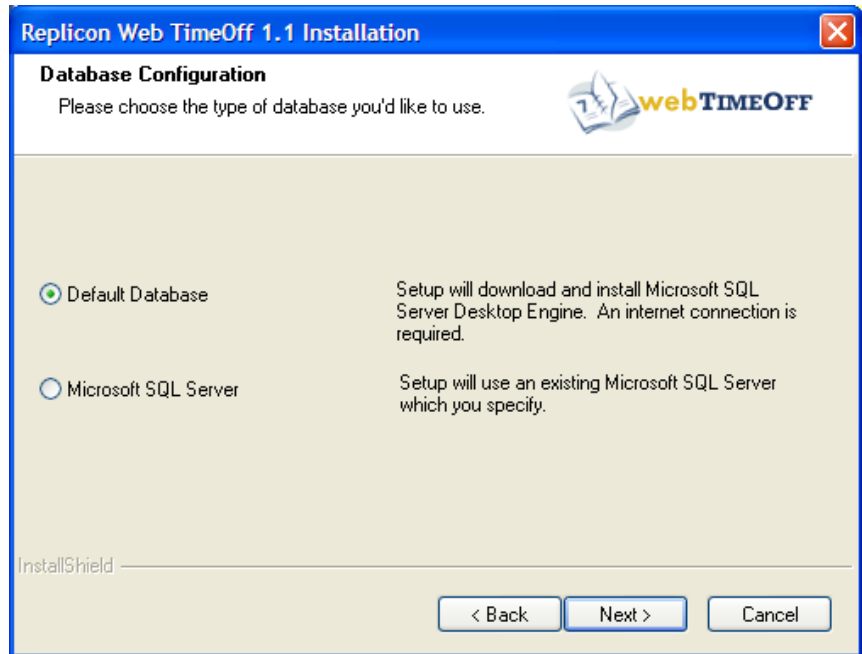
5. Now it is time to configure your database:

Default Database

Select this option to install a new MSDE instance on the current machine. This new instance will be used to install the Web TimeOff 1.1 database. Data from Web TimeOff 1.0 will be copied into the new database.

Microsoft SQL Server

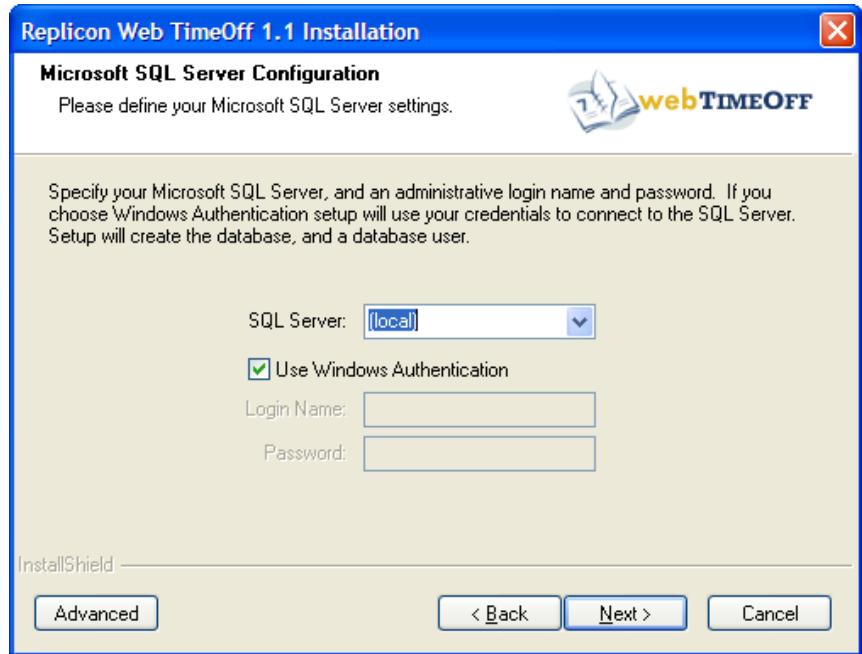
Select this option to use an existing instance of Microsoft SQL Server. You will be able to select the appropriate SQL Server configuration on the next screen.



Once you have selected a configuration, select **Next** to continue.

6. If you selected "Microsoft SQL Server" in the previous step, you must now define your SQL Server settings. Select the appropriate SQL Server instance from the dropdown list provided. The Web TimeOff 1.1 database will be installed in the selected instance.

Choose whether you want to use Windows Authentication to verify that you have the necessary Administrator access to create a new database. This option is useful if you are installing Web TimeOff using a Windows account that already has Administrator access. If the Windows account does not have Administrator access, uncheck this option and enter a valid administrator login and password. The instance you selected for the installation must support Windows authentication, and the Windows account being used must have access to that instance.



The installation wizard automatically applies a default database name (WebTimeOff) and database login (ResourceUser); however, you can override these defaults using the Advanced Server Configuration screen.

Once you have entered the necessary configuration settings, select **Next** to continue.

### ***Advanced Server Configuration***

To access the Advanced Server Configuration screen, click **Advanced**. Now entered the following information:

- SQL Server  
Select the appropriate SQL Server instance from the dropdown list provided. The Web TimeOff 1.1 database will be installed in the selected instance. If the instance you wish to use is not listed, you may type it in the provided field. The selected SQL Server instance name is placed in the Gentle.config file in the application installation root directory under the DefaultProvider, `ConnectionString – data source attribute`.
- Database  
Database is the name you wish to assign the new Web TimeOff 1.1 database. The specified database name is placed in the Gentle.config file under DefaultProvider, `ConnectionString – initial catalog`.

- Login Name  
The Login Name is a new user id, different from the user id Web TimeOff creates by default (ResourceUser). This new user id allows the administrator the flexibility to enforce in-house security policies and user id naming conventions. The login name specified is stored in the Gentle.config file under DefaultProvider, ConnectionString – user id, and is not encrypted in this file. Access to the Gentle.config file should be restricted to Administrators and the ASPNET account only.
- Password  
Password is the password associated with the specified Login Name. This password allows the administrator to enforce in-house security policies regarding passwords. The password specified is placed in the Gentle.config file under DefaultProvider, ConnectionString – password, and is not encrypted. Access to the Gentle.config file should be restricted to Administrators and the ASPNET account only.

Replicon Web TimeOff 1.1 Installation

**Microsoft SQL Server Configuration**

Please define your Microsoft SQL Server settings.

Specify your Microsoft SQL Server, database name, login name, and password. The specified user must have database-owner rights for the specified database.

SQL Server: (local)

Database:

Login Name:

Password:

InstallShield

Simple < Back Next > Cancel

When you are ready to proceed with the installation, click **Next** to complete the installation process.

## What the Upgrade Process does not support

You cannot downgrade your installation. Once the data has been moved to the new WTO 1.1 structure it cannot be moved back to 1.0. You can use the move database feature of the upgrade process to preserve the 1.0 structure and data if you are concerned about the structure changes. If you have tied external processes to the database, these processes will have to be changed to support the new structure.

You cannot upgrade from multiple installations into a single installation. You can use the SQL Server data transformation services to move data from multiple databases into a single database. First, choose a site to be the master and upgrade it to 1.1. Upgrade all other installations to 1.1 to ensure that the database structures match. Use SQL Server data transformation services to move data from each installation into the master.

### FAQ

#### **Should I uninstall Web TimeOff 1.0 to upgrade to 1.1?**

You should not uninstall Web TimeOff 1.0 as this will remove your license file from the system. The upgrade procedure is designed to use a current Web TimeOff 1.0 installation.

If you uninstalled 1.0 accidentally your data should still be preserved. The uninstall process does not remove the database from SQL Server, so the data is not lost.

#### **Can I move the Web TimeOff database after installation?**

The database can be disconnected and moved to another SQL Server instance after installation. Ensure that the Web TimeOff database user account is created once the database is moved. The account information is stored in the connection string of the gentle.config file.

#### **What if I have the Full Web TimeOff 1.0 and the Demo 1.1 versions installed?**

The upgrade process allows you to choose which installation to upgrade. The 1.0 full and 1.1 demo versions cannot be upgraded into a single 1.1 full installation.

#### **Can I upgrade over the network?**

The install must be run on the PC that you are upgrading. If the database resides on another machine (e.g. Database server) the installation will upgrade the database remotely. A WTO1.0 database on one server can be upgraded to a WTO1.1 database on another server using the move database feature of the upgrade process.

