



Upgrading to Web TimeOff 1.5

from REPLICON

version 1.5



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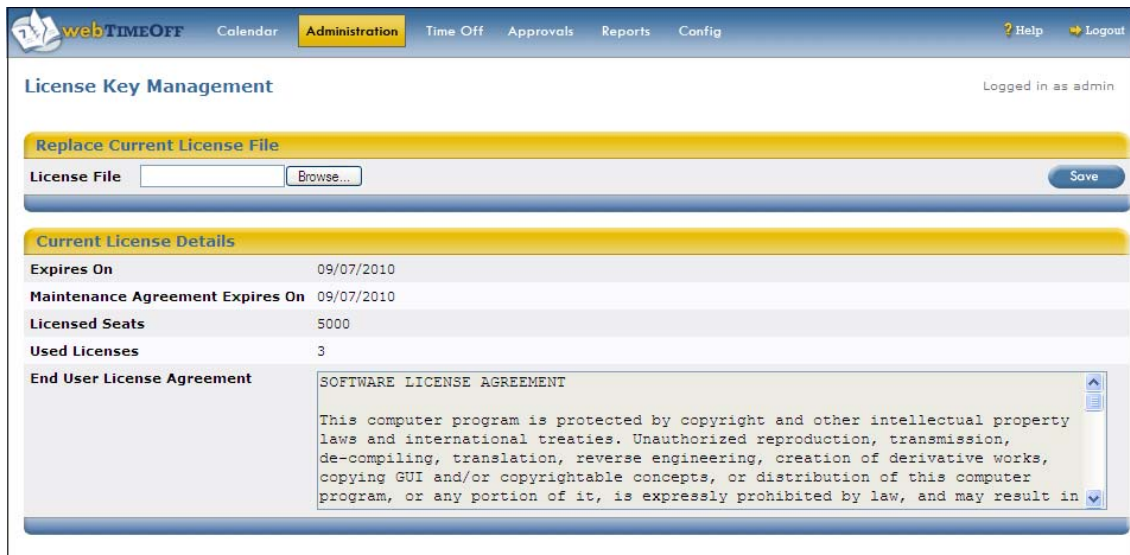
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Upgrading to Web TimeOff 1.5

License File Verification

Before upgrading your Web TimeOff installation, verify that the original installation has not passed the maintenance expiry date. If the maintenance agreement 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 agreement expires. However, if you attempt to upgrade the installation after the maintenance agreement has already expired, you will not be able to access the new version.

To verify the maintenance agreement expiry date, select **Licensing** from the **Administration** menu.



The screenshot displays the webTIMEOFF Administration interface. The top navigation bar includes 'Calendar', 'Administration' (highlighted), 'Time Off', 'Approvals', 'Reports', and 'Config'. The user is logged in as 'admin'. The main section is titled 'License Key Management' and contains a 'Replace Current License File' section with a 'License File' input field and a 'Browse...' button. Below this is the 'Current License Details' section, which lists the following information:

Expires On	09/07/2010
Maintenance Agreement Expires On	09/07/2010
Licensed Seats	5000
Used Licenses	3

The 'End User License Agreement' section displays the following text:

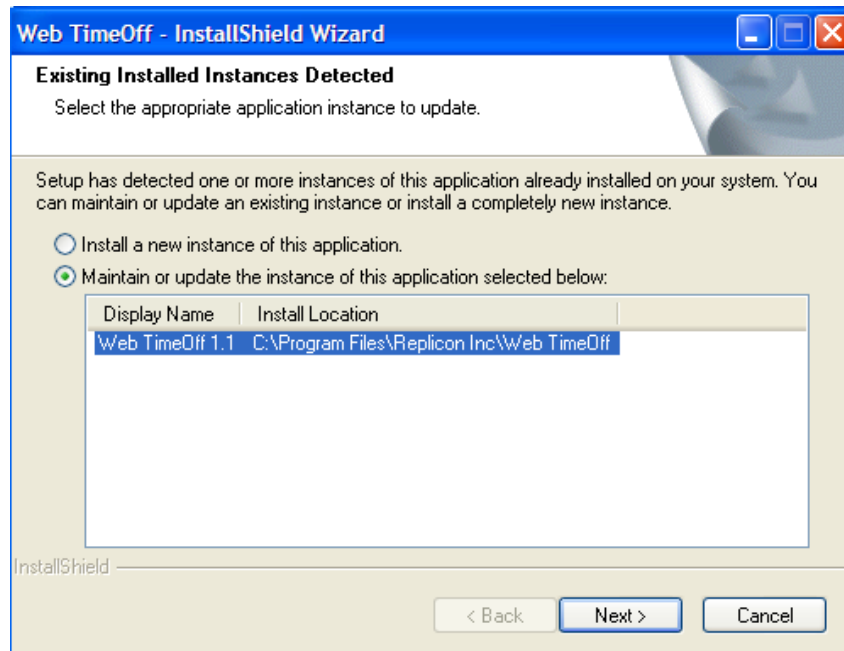
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SOFTWARE LICENSE AGREEMENT

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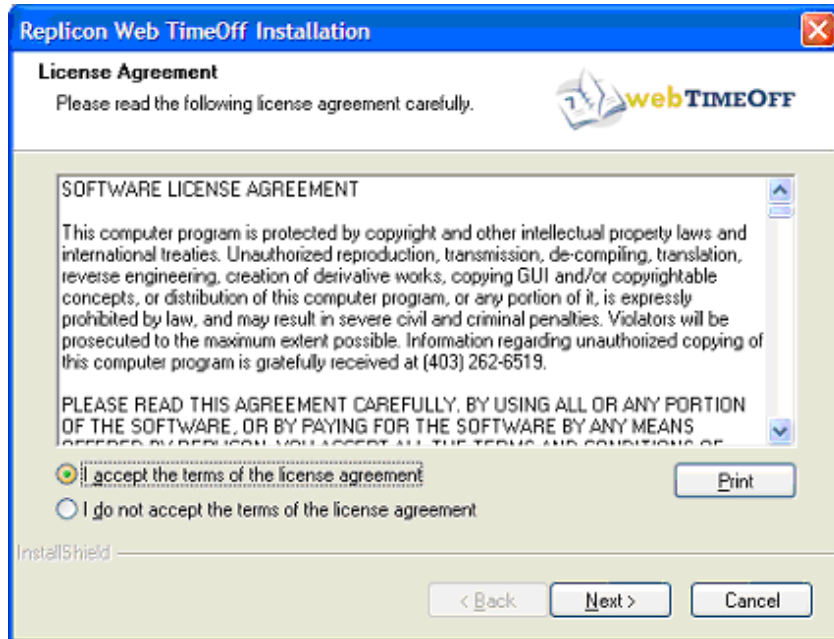
Upgrading an Existing Installation

To upgrade your existing Web TimeOff installation:

1. Run the installation program.
2. To upgrade the existing Web TimeOff installation, select the option to **Maintain or update the instance....** Select the appropriate instance of Web TimeOff to upgrade and select **Next** to continue.




3. Read the license agreement carefully. Select the **I accept...** option 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, select **Next** to continue.



4. Enter a password for the "root" user account, which will be created during installation, and click **Next**. This account can be used to restore the system administrator's account if it is inadvertently disabled or deleted. For more information on the "root" account, see the **Web TimeOff User Guide**.

Replicon Web TimeOff Installation

Enter Password for "root" Account



An account under the user name "root" will automatically be created in Web TimeOff during installation. This account can be used to restore the system administrator's account if it is inadvertently disabled or deleted.

Please enter a password for the "root" account and ensure the password is recorded in a safe location for future use.

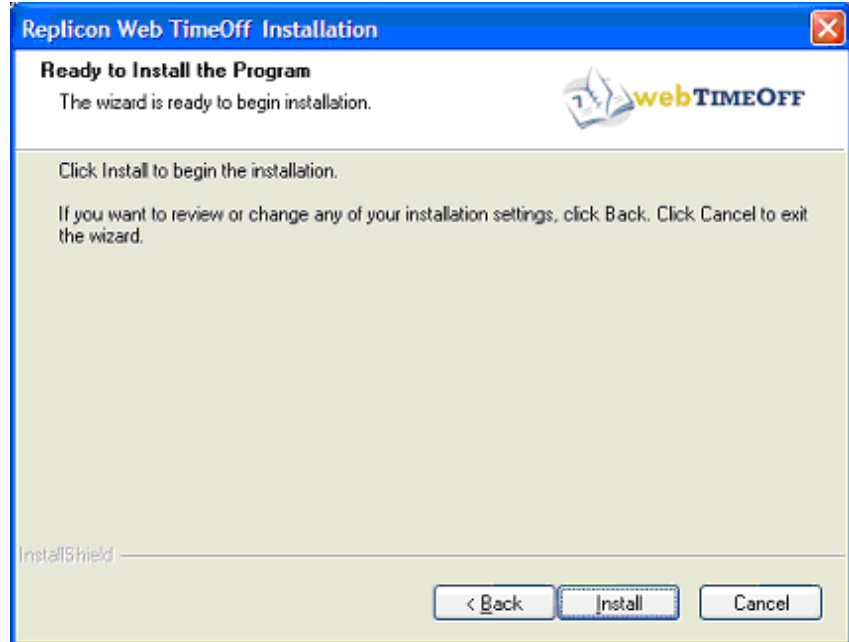
Password:

Confirm Password:

InstallShield

< Back Next > Cancel

5. You are now ready to install Web TimeOff. Select **Install** to begin the installation process.



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

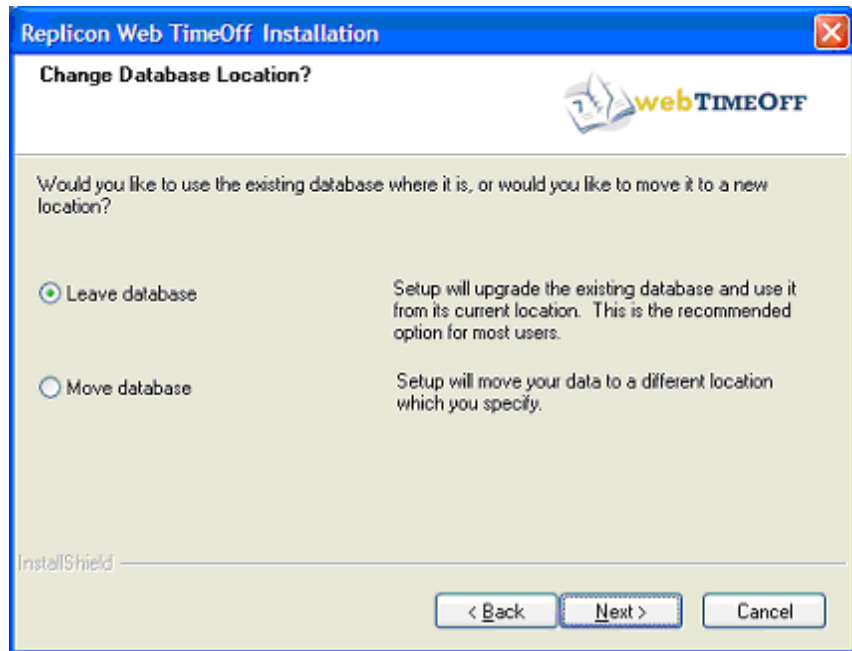
- Leave Database

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.

8. 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 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 screenshot shows a Windows-style dialog box titled "Replicon Web TimeOff Installation" with a close button in the top right corner. The main heading is "Microsoft SQL Server Configuration" and the instruction is "Please define your Microsoft SQL Server settings." The "webTIMEOFF" logo is in the top right. Below the heading, there is a paragraph: "Specify your Microsoft SQL Server, and an administrative login name and password. If you choose Windows Authentication setup will use your credentials to connect to the SQL Server. Setup will create the database, and a database user." The form contains a "SQL Server:" dropdown menu, a checked checkbox for "Use Windows Authentication", and text boxes for "Login Name:" and "Password:". At the bottom, there is an "Advanced" button on the left and "< Back", "Next >", and "Cancel" buttons on the right. The "InstallShield" logo is visible in the bottom left corner of the dialog area.

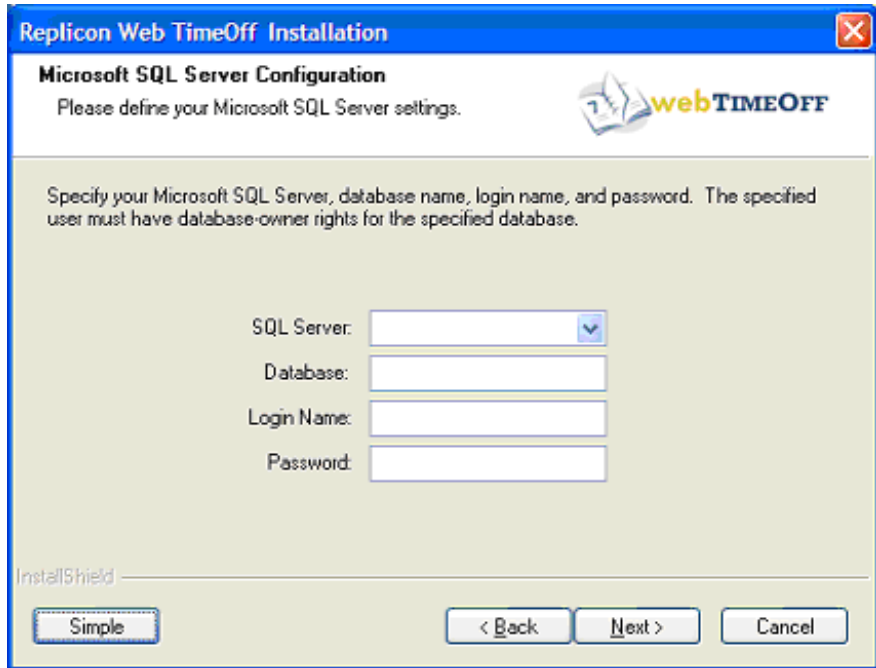
The installation wizard automatically applies a default database name (WebTimeOff) and database login (ResourceUser); however, you can override these defaults using the Advanced Server Configuration screen as described on the next page.

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

Advanced Server Configuration

To access the Advanced Server Configuration screen, select **Advanced**. Now enter the following information:

- SQL Server
Select the appropriate SQL Server instance from the dropdown list provided. The Web TimeOff 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 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. 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.



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

What security settings does Web TimeOff require?

- Database Security
Web TimeOff uses a special database account to access the database. This account requires the database owner role on the WebTimeOff database. The account login and password must be in the Gentle.config file in the Web TimeOff installation directory.
- Windows Security
Web TimeOff is a .Net Web application and uses IIS as the web server. Therefore, the application runs through the ASP.NET worker process as the ASPNET user. The ASPNET user account must have access to the Web TimeOff installation directories and to SQL Server. This is configured during installation.

Can I run Web TimeOff against Microsoft Access?

Only the demonstration version supports Microsoft Access. Due to scalability issues, Microsoft Access is not supported with the full version of Web TimeOff.