



T E A M S O F T ®

WINDOWS

WEBAGENDA®

INSTALLATION



Date : 2009-11-04

Attention: Please be advised that depending on your operating system and configuration the images displayed in this document may vary from your own.



Introduction

In order to run WebAgenda successfully you need to have the following components installed:

- a) Internet Information Services (IIS), which is Microsoft's web server
- b) TeamAgenda Server

A) Installing IIS

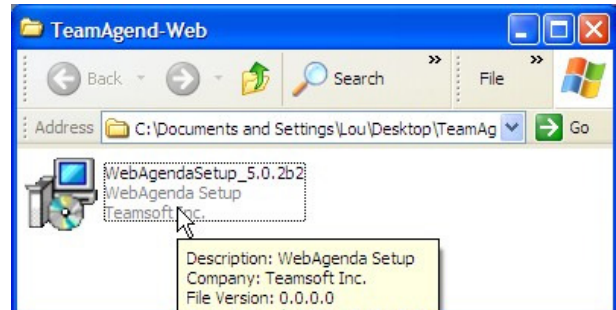
You need to install Microsoft's web server, Internet Information Server (IIS); it is free from Microsoft. It can be found in the Microsoft website, your installation CD or it may be already in your system. To run on your system you need to follow the instructions below:

- 1) Go to "Control Panel", access the "Add or Remove Programs or "Administrative Tools".
 - a. Administrative Tools:
 - Click on icon "Internet Information Services"
 - Follow the installation instructions
 - b. Add or Remove Programs
 - Click on option "Add/Remove Windows Components
 - Click the check box next to the component "Internet Information Services (IIS). Leaving all the default installation settings intact
 - Click the "Next" button
- 2) Once IIS is correctly installed on your machine you will have to reboot your machine
- 3) You are now ready to install WebAgenda

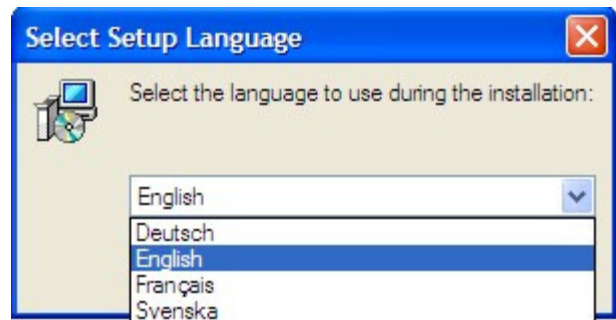


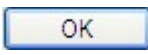
B) Installing WebAgenda

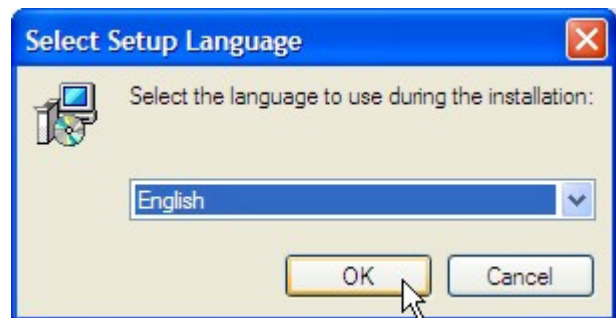
- 1) Locate WebAgendaSetup executable file
WebAgendaSetup_X.X.X.exe
- 2) From the desk top double-click on the icon.



- 3) Select the language to use during installation and for **WebAgenda®** software.



- 4) Click the  button to continue.

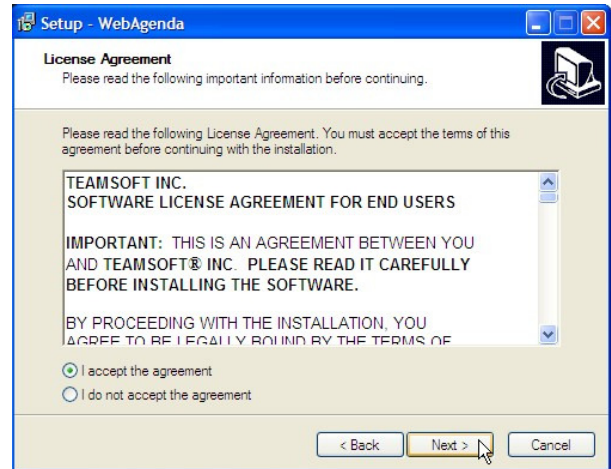


- 5) Click the  button to continue.

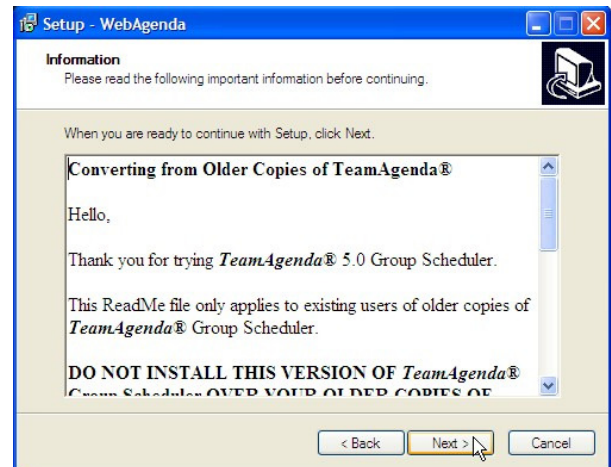




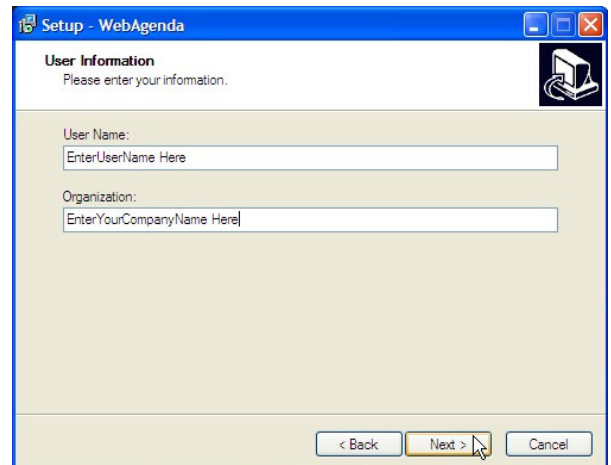
- 6) After reading the license agreement select the option I accept the agreement and then, Click the button.



- 7) After reading the readme Click the button to continue.



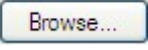
- 8) Enter your **User Name** and your **Organization** name and then, Click the button to continue.

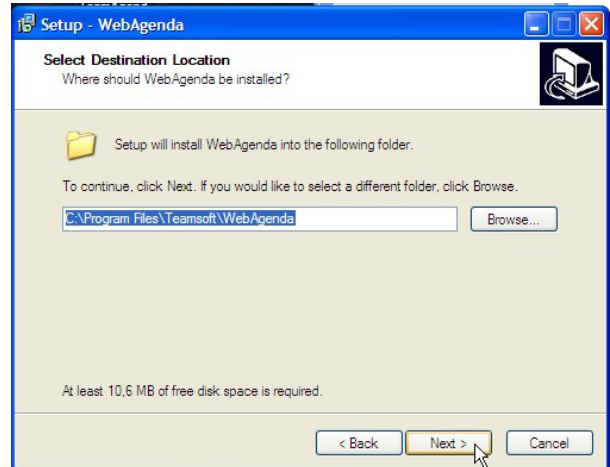


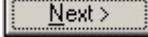


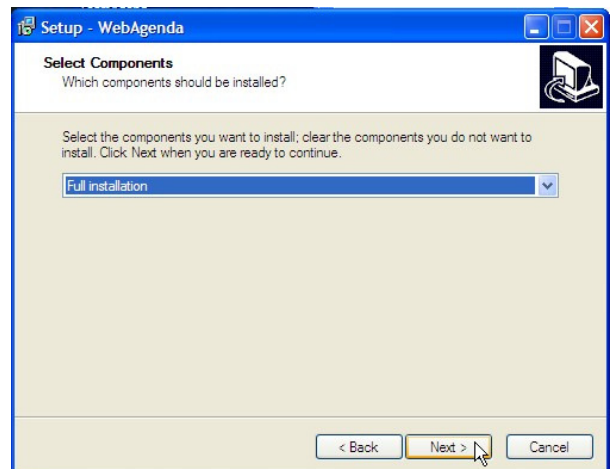
9) By default **WebAgenda**® will be installed on your hard drive.

Click the  button to continue.

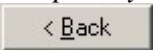
Tip: You may change the default directory by clicking the  button.

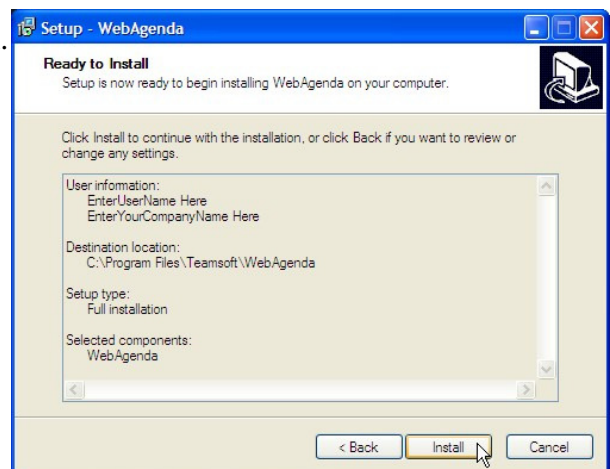


10) Click the  button to install the “Full installation”.



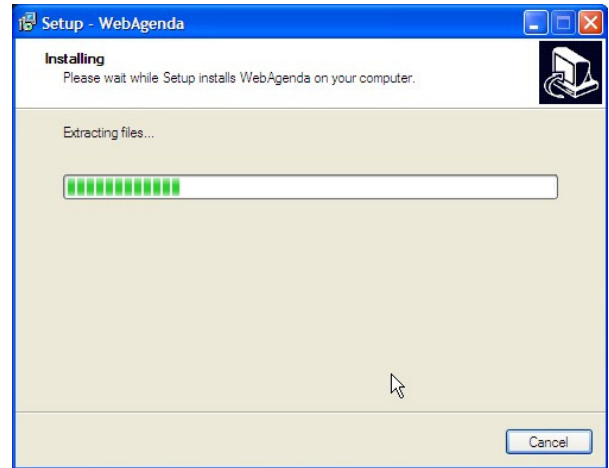
11) Click the  button to start the installation.

Note: At this point you may review the settings and click the  button to change any settings.





12) Setup will show the progress of the installation.



13) Setup will notify you when the installation of **WebAgenda®** is completed.

Click the  button.





To verify that WebAgenda is working correctly:

A. Configure network settings.

1. TeamAgenda Server port number.

WebAgenda uses the port 3552 (default value) for the connection with TeamAgenda Server.

If you configure another port number (different from 3552) in TeamAgenda you need to update the WebAgenda configuration file *tacgi.ini*.

c:\Program Files\Teamsoft\WebAgenda\Calendar\TACgi.ini

n.b. You may open this file using “Notepad” and set the new value of the Server Port parameter.

2. HTTP-port.

In order to use WebAgenda you need to open port 80 (HTTP) on the firewall/router

(See your system administrator)



B. Verify accessing WebAgenda via internet.

1. Using your internet browser, enter the following url:
//http:127.0.0.1/calendar/
2. Select the Web radio button to launch WebAgenda

Click the button.



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3. User log in screen will appear,

Click the button.



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4. Your installation is installed correctly if you see this screen.



Click on an item in the left pane to display the item schedule.

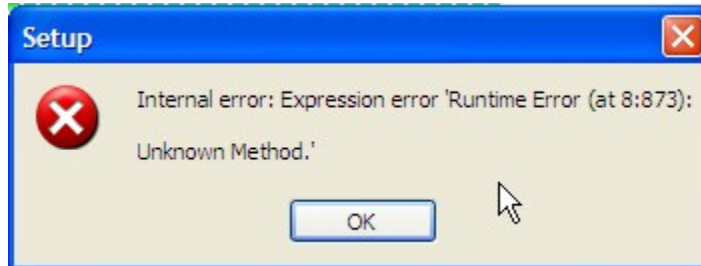
[Teamsoft Home Page](#)

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Trouble Shooting

Error Message:

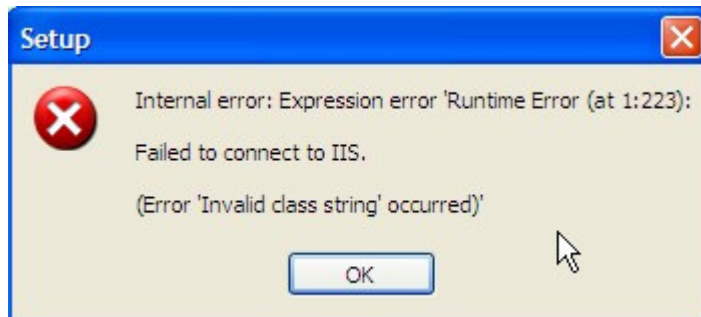


You might receive this message during installation of WebAgenda.

Solution:

Click the “Okay” button to continue with the WebAgenda installation.

Error Message:



Solution:

Click the “Okay” button to continue with the WebAgenda installation.
Once WebAgenda has completed installation you need to install IIS.

Error Message:



Solution:

You need to ensure that IIS is installed.



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