

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) Your 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.

| Select S | Setup Language | <u> </u> |
|----------|---|-------------|
| 17 | Select the language to use during the ins | stallation: |
| | English | ~ |
| | Deutsch | |
| | English | |
| | Français Svenska | |

4) Click the **OK** button to continue.



5) Click the button to continue.





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

| 🕞 Setup - WebAgenda | |
|--|-------------|
| License Agreement Please read the following important information before continuing. | |
| Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation. | |
| TEAMSOFT INC. SOFTWARE LICENSE AGREEMENT FOR END USERS | |
| IMPORTANT: THIS IS AN AGREEMENT BETWEEN YOU AND TEAMSOFT® INC. PLEASE READ IT CAREFULLY BEFORE INSTALLING THE SOFTWARE. | |
| BY PROCEEDING WITH THE INSTALLATION, YOU | > |
| ⊙ I accept the agreement | |
| O I do not accept the agreement | |
| < Back Next > Ne | Cancel |

7) After reading the readmeClick the Next> button to continue.

| ormation | |
|---|-----|
| Please read the following important information before continuing. | Ĉ |
| When you are ready to continue with Setup, click Next. | |
| Converting from Older Copies of TeamAgenda® | ^ |
| Hello, | |
| Thank you for trying <i>TeamAgenda</i> \$ 5.0 Group Scheduler. | |
| This ReadMe file only applies to existing users of older copies <i>TeamAgenda</i> ® Group Scheduler. | of |
| DO NOT INSTALL THIS VERSION OF TeamAgenda | ® 🔽 |

8) Enter your **User Name** and your **Organization** name and then,

Click the

button to continue.

| | <u>1</u> |
|---------------|-----------------|
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| | |
| C Back Next > | Cancel |
| | < Back Next > 2 |



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

| Click the | <u>N</u> ext > | button to | continue. |
|-----------|----------------|-----------|-----------|
|-----------|----------------|-----------|-----------|

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



10) Click the <u>Next></u> button to install the "Full installation".



11) Click the **Install** button to start the installation.

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

| 🖗 Setup - WebAgenda 🗧 | |
|---|-------|
| Ready to Install Setup is now ready to begin installing WebAgenda on your computer. | |
| Click Install to continue with the installation, or click Back if you want to review or change any settings. | |
| User information: EnterUserName Here EnterYourCompanyName Here Destination location: C:\Program Files\Teamsoft\WebAgenda Setup type: Full installation Selected components: WebAgenda | |
| < Back Install Ca | incel |



12) Setup will show the progress of the installation.

| Setup - WebAgenda | |
|--|--------|
| Installing Please wait while Setup installs WebAgenda on your computer. | |
| Extracting files | |
| | |
| | |
| | |
| | |
| k} | |
| | Cancel |

 Setup will notify you when the installation of WebAgenda[®] is completed.

Click the **Einish** button.





To verify that WebAgenda is working correctly:

A. Configure network settings.

 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 | Select | button. |
|-----------|--------|---------|
|-----------|--------|---------|



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3. User log in screen will appear,

Click the Enter as GUEST button.



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





Trouble Shooting



You might receive this message during installation of WebAgenda.

Solution:

Click the "Okay" button to continue with the WebAgenda installation.



Solution:

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



Solution:

You need to ensure that IIS is installed.



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