

Intranet DASHBOARD

Technical Installation Guide

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1 Introduction and Purpose

1.1 Overview

This guide provides information on the steps required to install **Intranet DASHBOARD (iD)**. It is designed for the technical staff who will install the software.

Developed by **The ADWEB Agency**, **Intranet DASHBOARD (iD)** provides consolidated intranet management, content management, business and communication tools, standards and governance support.

iD provides the solution to challenges faced by many organizations such as:

- Reducing infrastructure and maintenance costs
- Reducing development costs - through using an industry standard, .NET
- Providing standards and governance across your intranet or extranet
- Streamlining communications and content dissemination
- Providing knowledge management and collaboration options for knowledge workers
- Using a fully scalable solution that will integrate with legacy systems
- Reducing reliance on multiple vendor products
- Providing a timely intranet roll out

The installer will perform most of the operations required to get your intranet up and running quickly including:

- Installing the databases
- Installing the Web Site in IIS
- Setting some initial configuration settings in **Intranet DASHBOARD**

2 Pre-installation

2.1 Pre-Installation Requirements

Prior to installing **Intranet DASHBOARD** the following pre-installation tasks must be completed to ensure the correct functioning of the system after installation.

Software Requirements

The following systems and applications need to be installed before installing **iD**:

Microsoft Windows Server 2003, 2008 or 2012
Microsoft .NET Framework 4.0

Domain Membership

Intranet DASHBOARD's integrated security and single sign on operates when the web server and clients are all part of a Windows Domain. Therefore domain membership and the presence of a domain in your organization are beneficial but not required to successfully install and operate **Intranet DASHBOARD**.

2.2 Microsoft .NET Framework 4.0

A prerequisite for **Intranet DASHBOARD** is the installation of the Microsoft .NET Framework. **Intranet DASHBOARD** version 6.0 onwards cannot be installed without a minimum of .NET Framework 4.0. If your computer does not have .NET Framework 4.0 or greater it must be downloaded and installed from the following site, or alternatively ask your system administrator for a local copy:

<http://www.microsoft.com/en-us/download/details.aspx?id=17851>

WINDOWS SERVER 2003

In IIS 6, Web Service Extensions are prohibited from running by default. Once .NET Framework 4.0 is installed, it will need to be allowed within IIS.

- Log on to the computer as an Administrator
- Click Start, click Run and enter "inetmgr"
- Expand the local computer → Web Service Extensions
- Select ASP.NET v4.0.x and click Allow

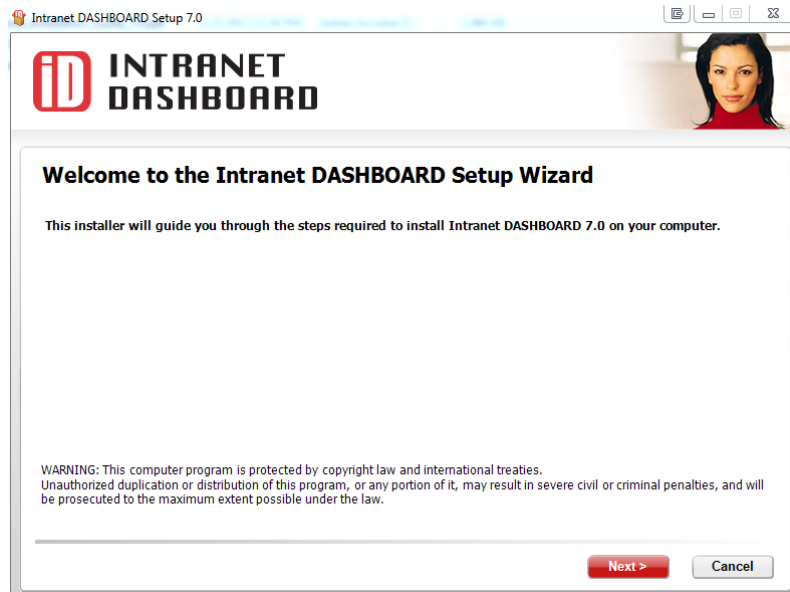
3 Installation

3.1 Intranet DASHBOARD Software Installation

To begin the installation, execute the **Intranet DASHBOARD** setup program.

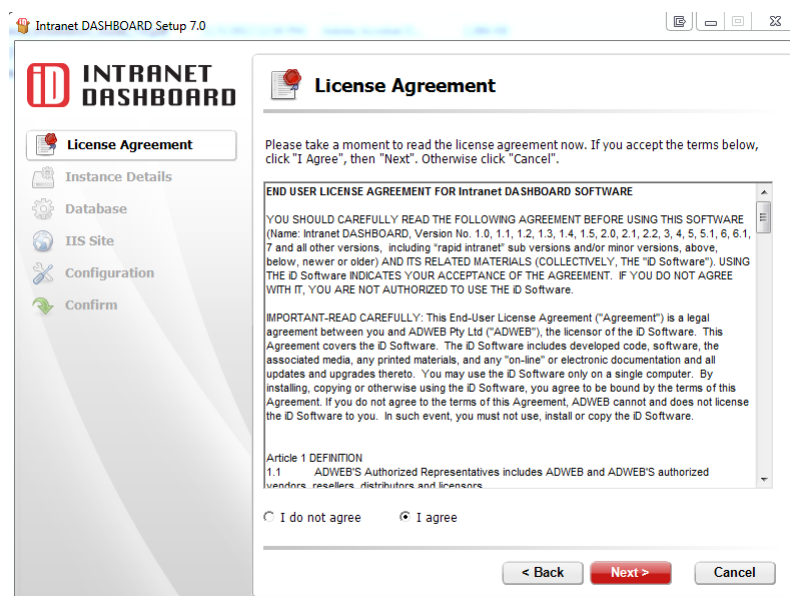
3.1.1 Welcome Screen

- Click **Next**



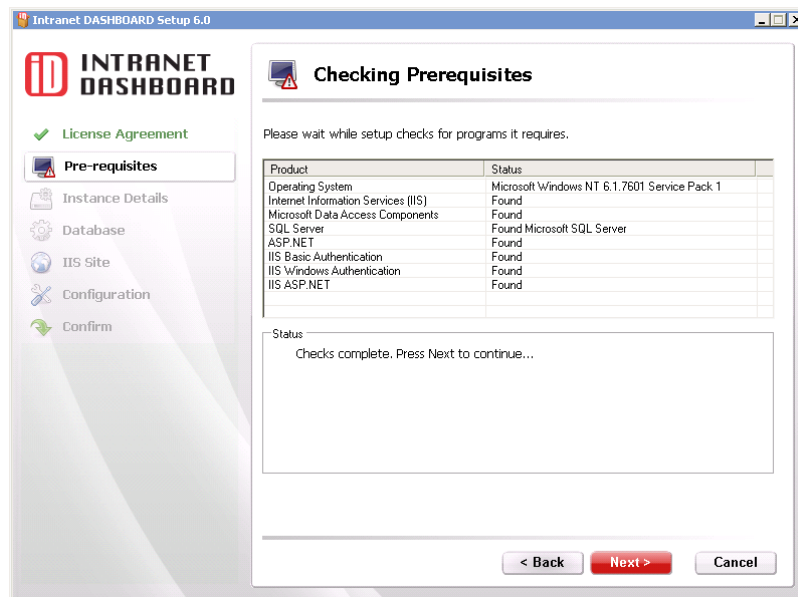
3.1.2 License Agreement

- Read the License Agreement then click '*I Agree*' if you agree.
- Click **Next**



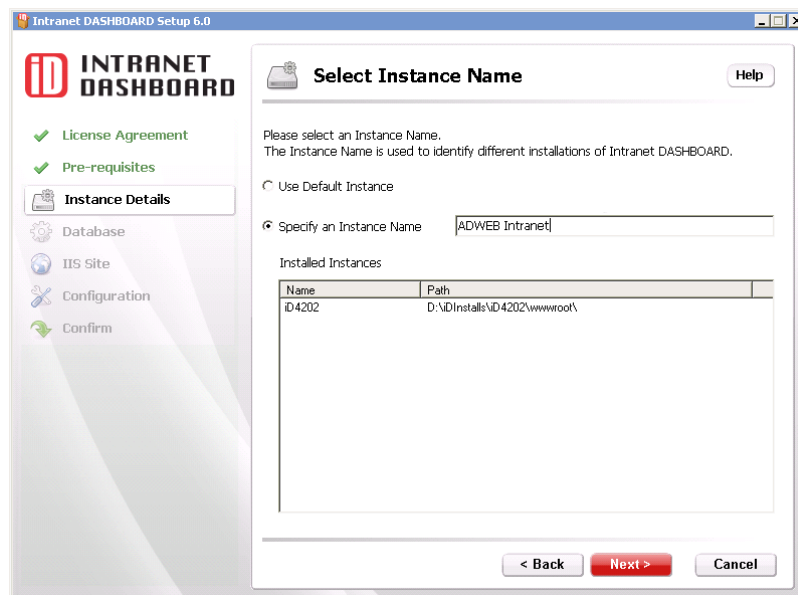
3.1.3 Checking Prerequisites

- Ensure all prerequisites are met and click **Next**



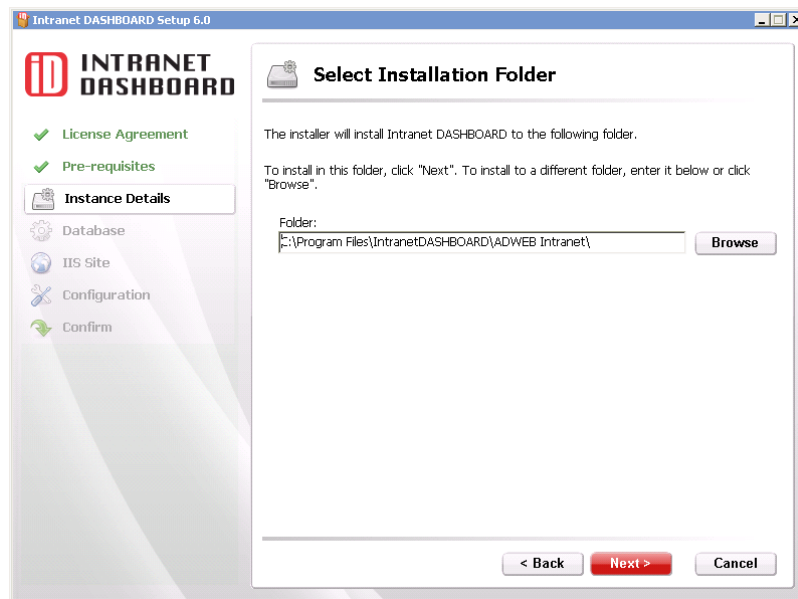
3.1.4 Select Instance Name

- It is possible to install two or more instances of **Intranet DASHBOARD** onto your computer. For example if you want a separate extranet site or a test environment.
- If this is the first or only installation of **Intranet DASHBOARD** then choose the 'Use Default Instance' option.
- If this is not the first time you have installed **Intranet DASHBOARD** on this machine, then you will need to *Specify an Instance Name* to give this installation a unique name it can be identified by.

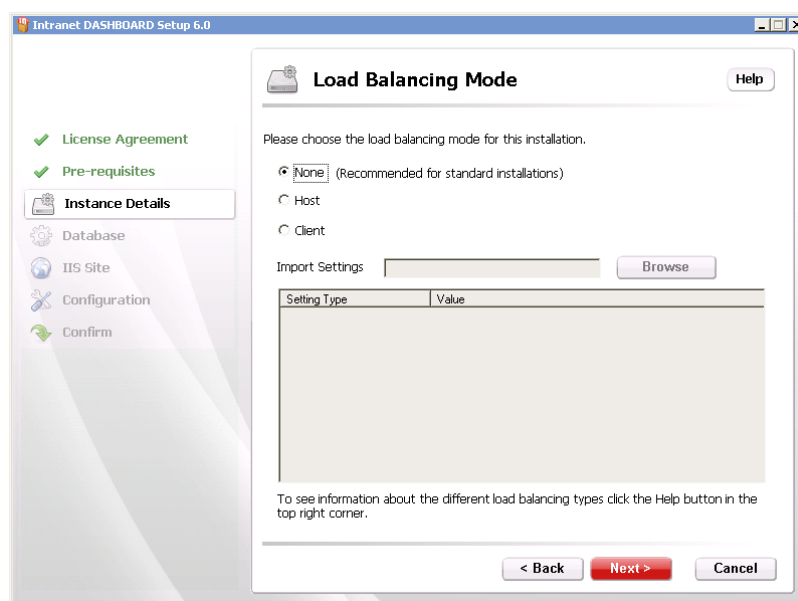


3.1.5 Select Installation Folder

- Click browse to choose where to install **Intranet DASHBOARD** or simply use the suggested path.
- Click **Next**.



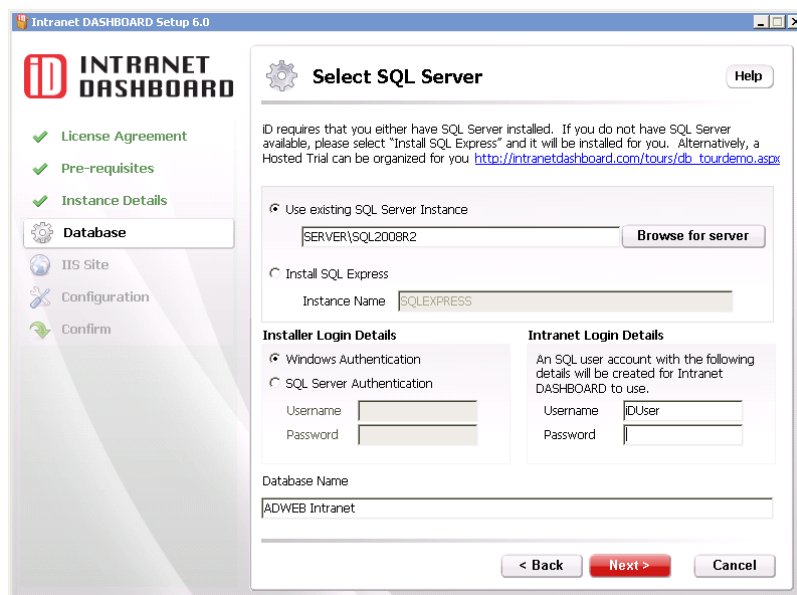
3.1.6 Load Balancing Mode



- Please note that Load Balancing requires **additional hardware, Microsoft licensing and iD licensing** to be setup. If you don't fully understand the requirements for load balancing or don't plan to implement a load balanced website, select the **None** radio button for a standard installation.
- If you plan to implement load balancing and wish to set up this installation to be the host site, select the **Host** radio button. There can only be one host site in a load balanced setup. The Host install will create all databases needed.
- If you already have one instance of iD running and want to add another for Load Balancing then select the **Client** radio button. To automatically import settings to your client site:
 - Generate an XML file to import from the host site URL
[http://\[hostSiteName\]/admin/system/utilities/loadbalancing/getConfiguration.aspx](http://[hostSiteName]/admin/system/utilities/loadbalancing/getConfiguration.aspx)
 - Save the XML file to a location where you can browse to
 - Specify the XML file in the **Import Settings** field.
- After entering the required information click **Next**.
- If you have selected the **Client** installation then after entering in the URL you will skip to **3.1.14 Installation Confirmation** because no databases are created in this mode. Its purpose is to create a new website in IIS only.

3.1.7 Select SQL Server

- If you already have an instance of Microsoft SQL Server installed somewhere on your network you may wish to select the Use existing SQL Server Instance option to have **Intranet DASHBOARD** use one of these servers.



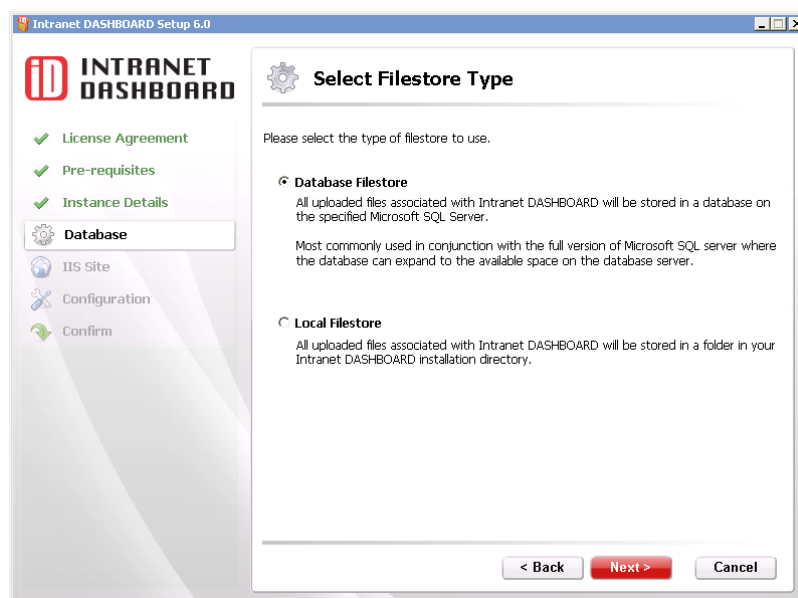
- Choosing the Install SQL Express option will install an instance of Microsoft SQL Express on this computer for use by **Intranet DASHBOARD**.
- If you are unsure then we suggest you choose to install Microsoft SQL Express.
- The Installer Login Details are used by the installer to create the databases that **Intranet DASHBOARD** will use. It requires a valid SQL login with permission to create new databases. Most commonly this will be the 'sa' account.
- The Website Login Details specify the username and password for **Intranet DASHBOARD** to use when connecting to the database server. If the username does not exist then a new account will be created automatically.
- Enter a name for the main database to be created for **Intranet DASHBOARD**.
- After entering the required information click **Next**.

Microsoft SQL Express Installation

- If you chose to install an instance of Microsoft SQL Express the installation will now begin. Once the SQL Express installation is complete you may be prompted to restart your computer. After restarting you will need to return to section 3.1 and begin the **Intranet DASHBOARD** installation again.

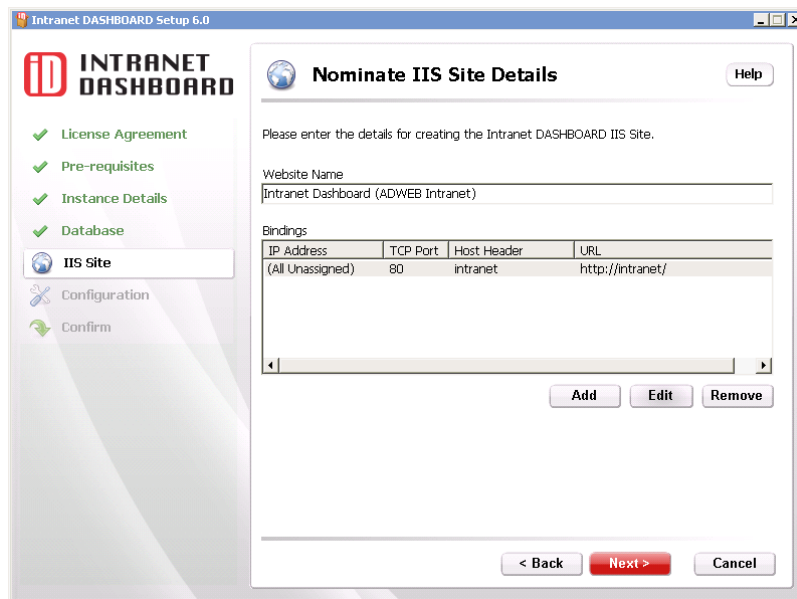
3.1.8 Select Filestore Type

- Select the type of filestore to use, whether a *Local* or a *Database* option.
- Click **Next**.



3.1.9 Nominate IIS Site Details

- Enter the name *Website Name* for the new website that **Intranet DASHBOARD** will use. This is the name that will appear in the IIS Manager. It does not affect how users will connect to the system.
- Edit the existing binding for your new **Intranet DASHBOARD** website or accept the defaults if you do not already have any other websites on the computer.
 - I. Change the IP address to a specific IP address if required
 - II. Set the Host Header to the DNS address of the new website if there is more than one website on the server.
- Click **OK** then Click **Next**.



Intranet DASHBOARD Setup 6.0

INTRANET DASHBOARD

✓ License Agreement
✓ Pre-requisites
✓ Instance Details
✓ Database
IIS Site
Configuration
Confirm

Nominate IIS Site Details Help

Please enter the details for creating the Intranet DASHBOARD IIS Site.

Website Name
Intranet Dashboard (ADWEB Intranet)

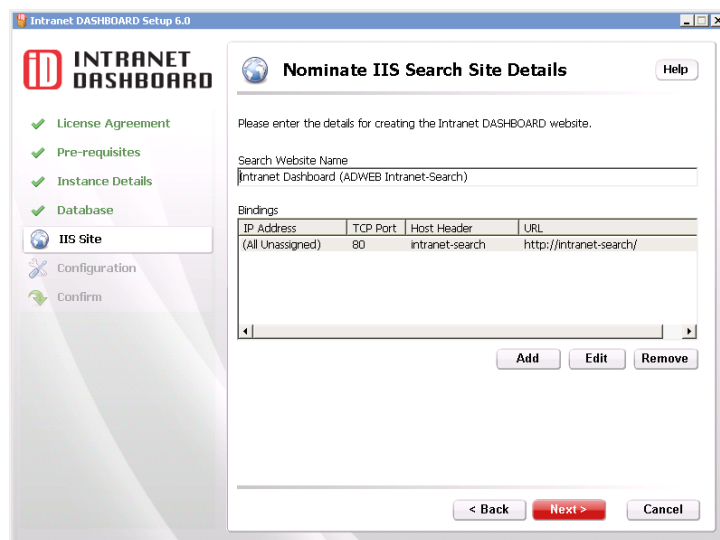
IP Address	TCP Port	Host Header	URL
(All Unassigned)	80	intranet	http://intranet/

Add Edit Remove

< Back Next > Cancel

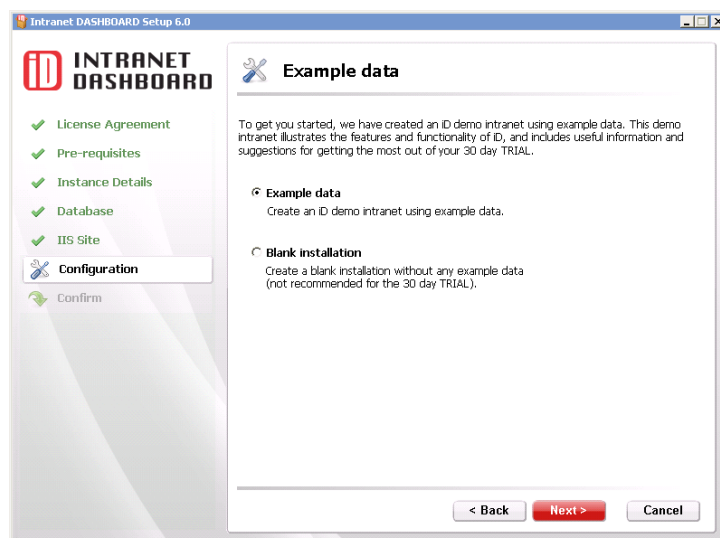
3.1.10 Nominate IIS Search Site Details

- Enter the name *Website Name* for the new website that **Intranet DASHBOARD** will use. This is the name that will appear in the IIS Manager. It does not affect how users will connect to the system.
 - Edit the existing binding for your new **Intranet DASHBOARD** website or accept the defaults if you do not already have any other websites on the computer.
- III. Change the IP address to a specific IP address if required
- IV. Set the Host Header to the DNS address of the new website if there is more than one website on the server.
- Click **OK** then Click **Next**.



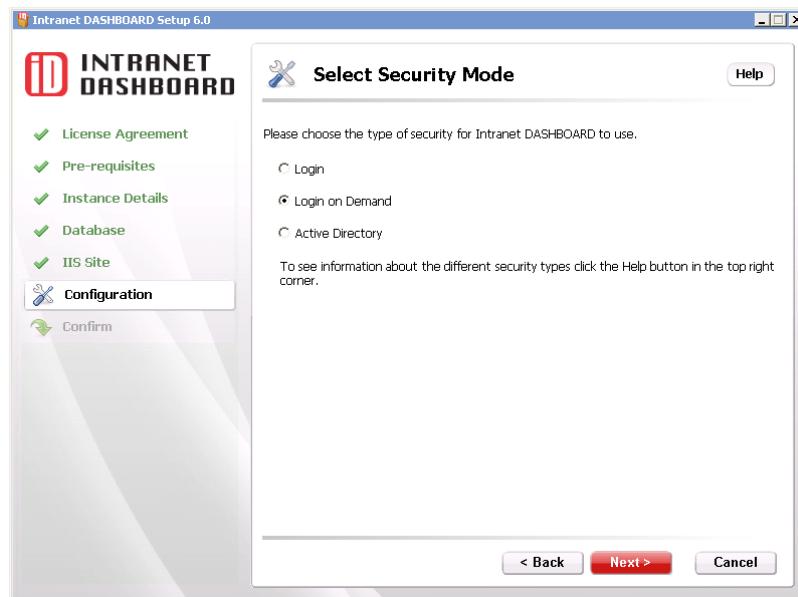
3.1.11 Example Data

- Select whether Example data should be installed
- Click **Next**



3.1.12 Select Security Mode

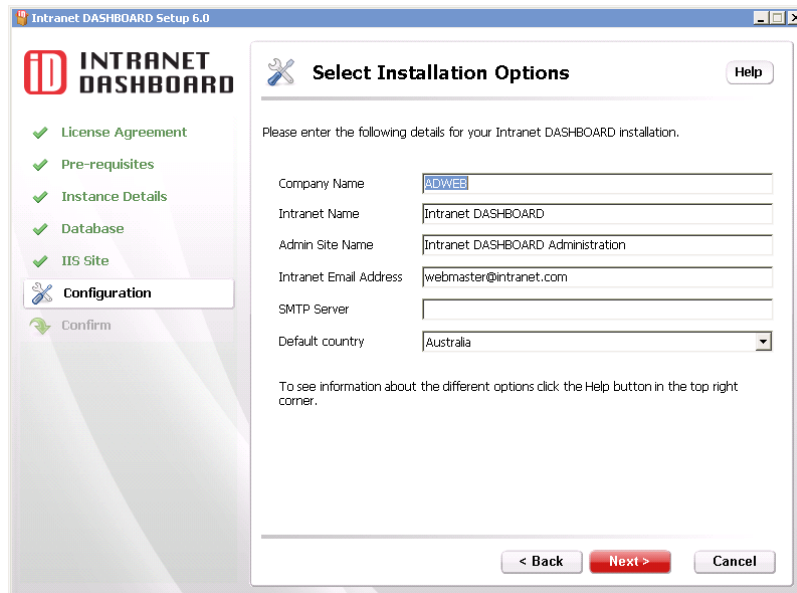
- Select the appropriate *Website Security Type* for **Intranet DASHBOARD** to use. Click Help for a detailed description of each type.
- Click **Next**



3.1.13 Select Installation Options

- Fill in appropriate details for your company's intranet.

Company name:	Your company name
Intranet name:	Your intranet name e.g. CompanyNet
Admin Site Name:	The name of the intranet administration site.
Intranet Email Address:	Email address of the person or team responsible for maintaining the intranet
SMTP Server:	The name or IP address of the SMTP mail server Intranet DASHBOARD will use to send emails.
Default Country:	Specifies the default country for your intranet
- Click **Next**



Intranet DASHBOARD Setup 6.0

INTRANET DASHBOARD

✓ License Agreement
✓ Pre-requisites
✓ Instance Details
✓ Database
✓ IIS Site
⚙️ **Configuration**
➡️ Confirm

Select Installation Options Help

Please enter the following details for your Intranet DASHBOARD installation.

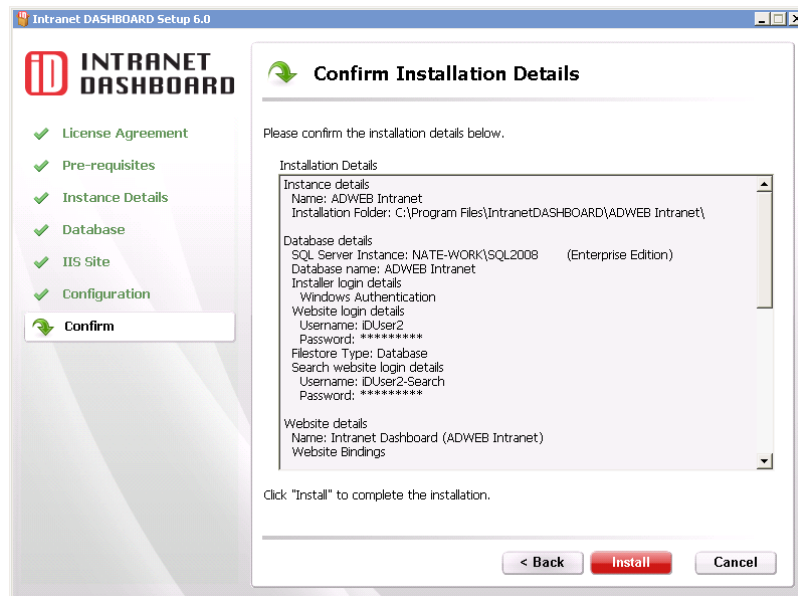
Company Name
Intranet Name
Admin Site Name
Intranet Email Address
SMTP Server
Default country

To see information about the different options click the Help button in the top right corner.

< Back Next > Cancel

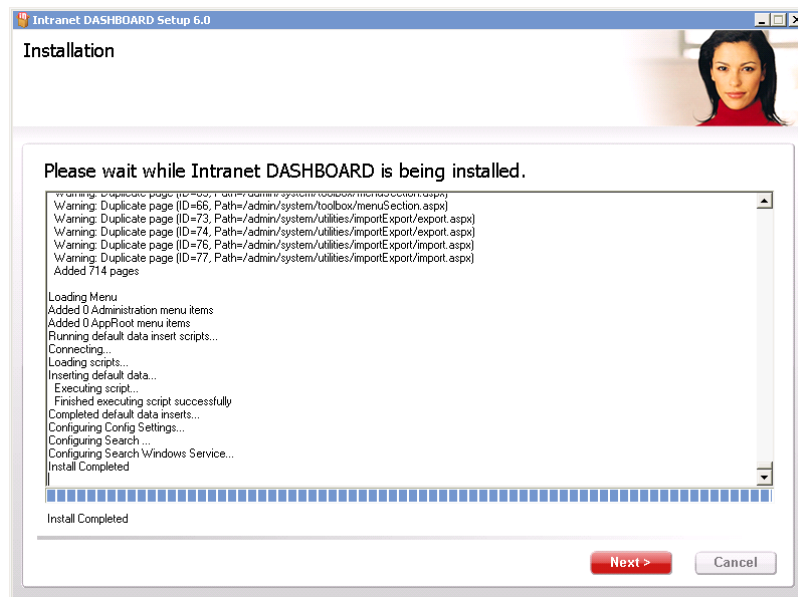
3.1.14 Confirm Installation Settings

- Check that the settings you have entered are correct.
- Click **Install** to begin the installation.



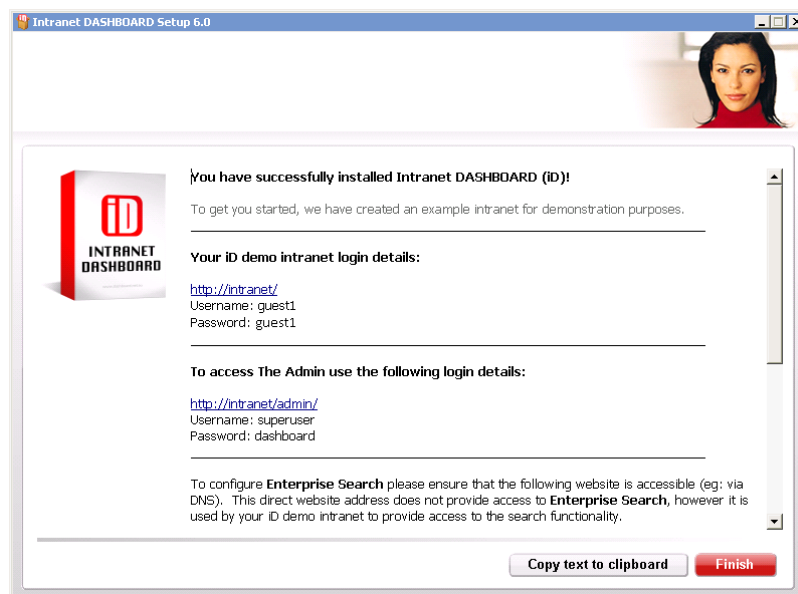
3.1.15 Installation

- Once Installation has completed click **Next**



3.1.16 Finished Screen

- Keep a record of the login information using the **Copy text to clipboard** button
- Click **Finish**.



4 Post-Installation

4.1 Setup DNS

Request the setup of a DNS record to point to your server. This should match the host header for the IIS website if you supplied one. You will need to contact your system administrator or DNS team for this.

4.2 Test the Installation

Open a web browser and check that you can access **Intranet DASHBOARD**

Use <http://<your intranet url>/>

or if you don't have a dns entry set up yet

<http://localhost/>

If you chose either the *Login* or *Login On Demand* security modes then when you are prompted to enter a username and password use:

Username: Password:

Now enter <http://<your intranet url>/admin> to go to the Admin page

The default administrator login after installation is:

Username: Password:

The first time you log in you will be prompted to change this password.

Once logged in you are able to start setting up and using the applications installed with **Intranet DASHBOARD**.

For some initial information about how to use these applications see the iD Help Site –

<http://help.intranetdashboard.com>

4.3 Organize Backups

It is very important that website and database backups are taken regularly. The database utilizes simple recovery on the data files, storing minimal transaction logs. Please consult with your DBA for further information about how to enable backups.

Please read the [Back Up and Restore Guide](http://help.intranetdashboard.com/guides) available from <http://help.intranetdashboard.com/guides>

This concludes the upgrade guide. For further information please visit the **Intranet DASHBOARD** help website, <http://help.intranetdashboard.com>

A number of consulting and support packages are also available to you. Please visit <http://www.intranetdashboard.com> for further details or speak to your Account Manager.

4.4 Contacts

Technical Contact: **Intranet DASHBOARD** Support Team

Email: support@intranetdashboard.com