



Intranet DASHBOARD Technical Installation Guide

Version 2 | www.intranetdashboard.com

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Introduction

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 MSDE if necessary
- Installing the Web Site in IIS
- Setting some initial configuration settings in **Intranet DASHBOARD**

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Chapter 1: Pre-Installation

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 or 2008

Microsoft .NET Framework 2.0

Microsoft Word XP, 2003 or 2007* (one copy only for server, clients can use earlier or later versions)

* Word 2007 is recommended as XP and 2003 do not allow publishing of .docx files

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**.

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Chapter 1: Pre-Installation

1. Application Server Configuration

WINDOWS SERVER 2008

The ASP.NET application server needs to be installed on your server before setup is run. It is not installed by default on Windows Server 2008. If it is already installed on your server bypass this task.

- Log on to the computer as an Administrator.
- Open Server Manager.
Start -> All Programs -> Administrative Tools -> Server Manager -> Roles
- Click the Add Roles option.
- Select Web Server (IIS)
- Click Next.
- Continue through the installation process
- Click Finish to complete.

- OR -

WINDOWS SERVER 2003

The ASP.NET application server needs to be installed on your server before setup is run. It is not installed by default on Windows Server 2003. If it is already installed on your server bypass this task.

- Log on to the computer as an Administrator.
- Open Manage Your Server.
Start -> Programs -> Administrative Tools -> Manage Your Server
- Click the Add or remove a role button.
- Click Next.
- Select the Application server (IIS, ASP.NET) entry and click Next.
- Check the Enable ASP.NET box and click Next.
- Click Next to begin the installation.
You may be asked to insert your Windows Server 2003 CD.
- Click Finish and close Manage Your Server.

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Chapter 1: Pre-Installation

2. Microsoft .NET 2.0 Framework

A prerequisite for **Intranet DASHBOARD** is the installation of the Microsoft .NET Framework. **Intranet DASHBOARD** version 2.2 onwards cannot be installed without .NET Framework 2.0. If your computer does not have .NET Framework 2.0 it must be downloaded and installed from the following site, or alternatively ask your system administrator for a local copy:

Microsoft .NET Framework Version 2.0 SP1 Redistributable Package

<http://www.microsoft.com/downloads/details.aspx?familyid=79BC3B77-E02C-4AD3-AACF-A7633F706BA5&displaylang=en>

WINDOWS SERVER 2003

In IIS 6, Web Service Extensions are prohibited from running by default. Once .NET 2.0 Framework 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 v2.0.x and click **Allow**.

3. Microsoft Word Installation

Please note that steps 3 & 4 may be completed after the installation of Intranet DASHBOARD if Word installation is not possible at this time.

A prerequisite of **Intranet DASHBOARD** is the installation of Microsoft Word XP, 2003 or 2007 on the web server. Microsoft Word is used to publish pages through the *Content Publisher* application and provides a streamlined approach to creating intranet content simply and effectively by distributed authors within your organization.

Install Microsoft Word XP, 2003 or 2007 onto the Web server.

(Please note that Word 2007 is preferred as XP and 2003 do not allow publishing of .docx files)

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Chapter 1: Pre-Installation

4. User Configuration for Word

Now that Microsoft Word is installed onto the web server, a user must be created for DCOM to run Word. Please follow the instructions below to create the Word user on your server and contact your system administrator for further information about how to do this within your organization.

Please note you may skip this step and complete it later if you do not wish to publish content immediately.

Word User Installation

1. Log on to the computer as the Administrator and create a new user account that will automate Office. In our example, this account is named **OfficeAutomationUser**. Create a password for this user account, and select **Never Expire** so that the password does not have to be changed.
2. Add the **OfficeAutomationUser** account to the Administrators group.
3. Log in to the computer as **OfficeAutomationUser** and install (or reinstall) Office using a complete install of Word. For system robustness, it is recommended that you copy the contents of the Office CD-ROM to a local drive and install Office from this location.
4. Start the Microsoft Word application. This forces Word to register itself.
5. After the application is running, press ALT+F11 to load the Microsoft Visual Basic for Applications (VBA) editor. This forces VBA to initialize itself.
6. Close the applications, including VBA.
7. Click **Start**, click **Run**, and then type **DCOMCNFG**. In the tree view click on: Component Services > Computers > My Computer > DCOM Config
8. Select **Microsoft Word Document** from the list on the right (this may alternatively be called **Microsoft Office Word 97 - 2003 Document**).
9. Right click and select **Properties** to open the property dialog box for this application.
10. Click the **Security** tab.
11. Select **Customise**, and then click **Edit** under **Launch and Activation Permissions**. Verify that the following users are listed in the access permissions, or add the users if they are not listed:
 - SELF
 - SYSTEM
 - INTERACTIVE
 - Everyone
 - Administrators
 - OfficeAutomationUser
 - IUSR_<machinename> *
 - IWAM_<machinename> *
 - ASPNET (if available)

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Chapter 1: Pre-Installation

4. User Configuration for Word (Cont'd)

12. Make sure that each user has both Local Launch and Local Activation (Windows Server SP1 or later only) checked, and then click **OK**.
13. Select **Customise**, and then click **Edit** under **Access Permissions**. Verify that the following users are listed in the launch permissions, or add the users if they are not listed:
 - SYSTEM
 - INTERACTIVE
 - Everyone
 - Administrators
 - OfficeAutomationUser
 - IUSR_<machinename> *
 - IWAM_<machinename> *
 - ASPNET (if available)
14. Make sure that each user is allowed Local Access, and then click **OK**.
15. Click the **Identity** tab. Select **This User** and enter the details of the **OfficeAutomationUser** previously created including password.
16. Click **OK** to close the property dialog box and return to the main applications list dialog box.
17. If a DCOM Config entry with name **Microsoft Office Macro-enabled Document 2007** exists, right click and select **Properties**, then repeat steps 10-16.
18. Log out the **OfficeAutomationUser** and log in again with another user with Administrator privileges
19. To secure the new account load **Local Security Policy** from **Administrative Tools**.
20. In the **Local Policies -> User Rights Assignment** folder edit the **Deny access to this computer from the network** policy and add the **OfficeAutomationUser** user.

* Replace <machinename> with the computer name of the server. Eg. If iD is installed on a computer with name WEBSERVER, the IUSR and IWAM accounts will be IUSR_WEBSERVER and IWAM_WEBSERVER respectively.

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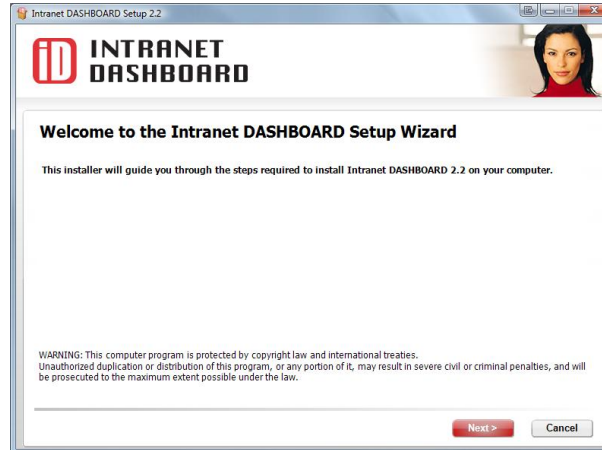
Chapter 2: Installation

Intranet DASHBOARD Software Installation

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

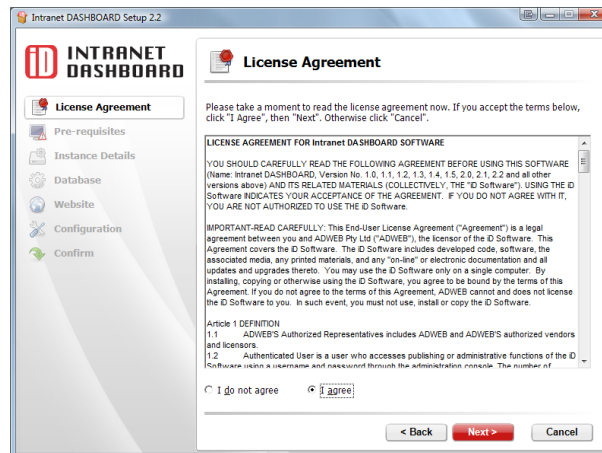
Welcome Screen

- Click **Next**



License Agreement

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



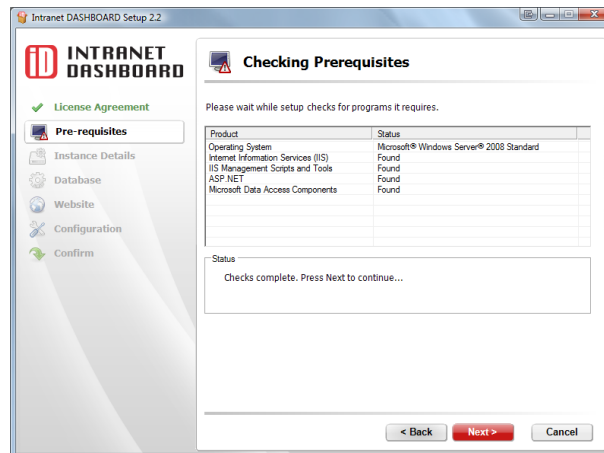
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Chapter 2: Installation

Intranet DASHBOARD software installation (Cont'd)

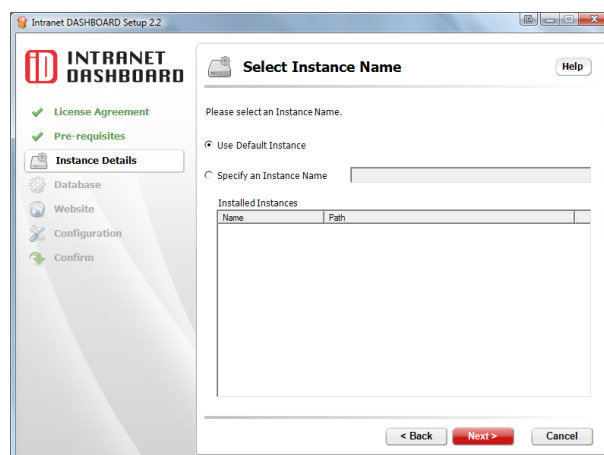
Checking Prerequisites

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



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.



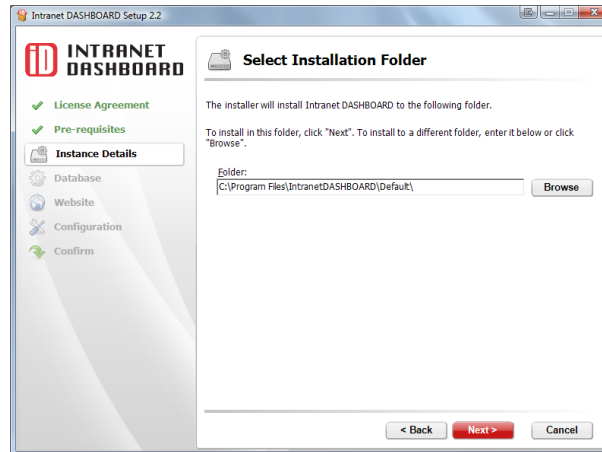
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Chapter 2: Installation

Intranet DASHBOARD software installation (Cont'd)

Select Installation Folder

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



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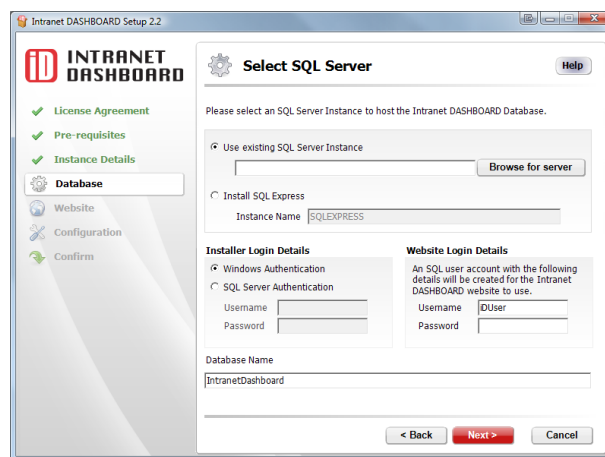


Chapter 2: Installation

Intranet DASHBOARD software installation (Cont'd)

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 page 10 and begin the **Intranet DASHBOARD** installation again.

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Chapter 2: Installation

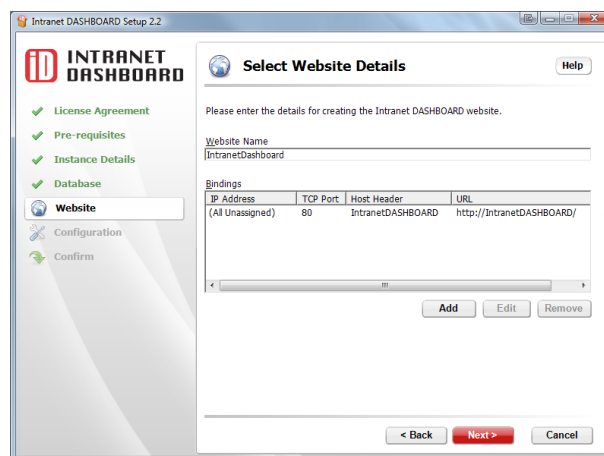
Intranet DASHBOARD software installation (Cont'd)

Select Filestore Type

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

Select Website 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.
 - Change the IP address to a specific IP address if required
 - 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**.



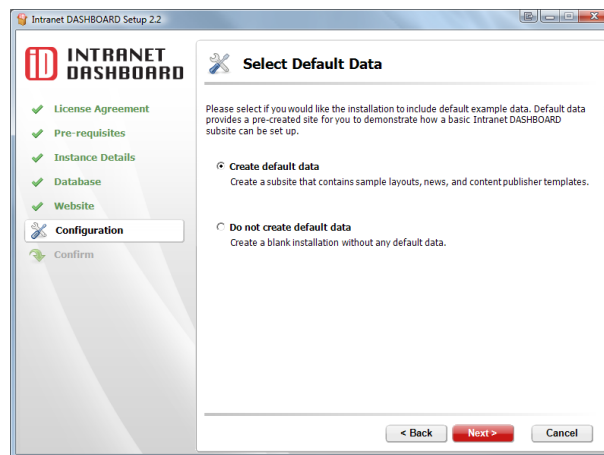
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Chapter 2: Installation

Intranet DASHBOARD software installation (Cont'd)

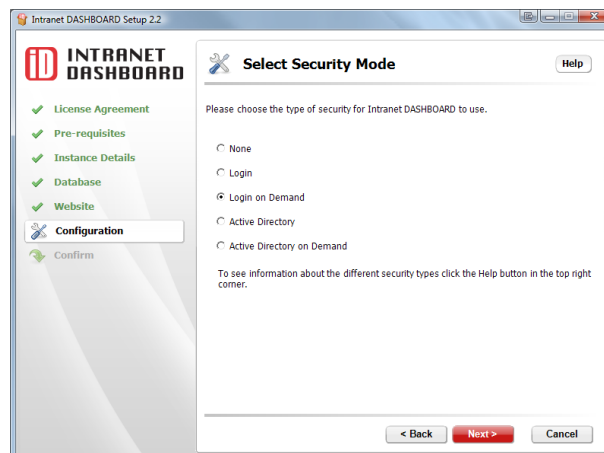
Select Default Data

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



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**



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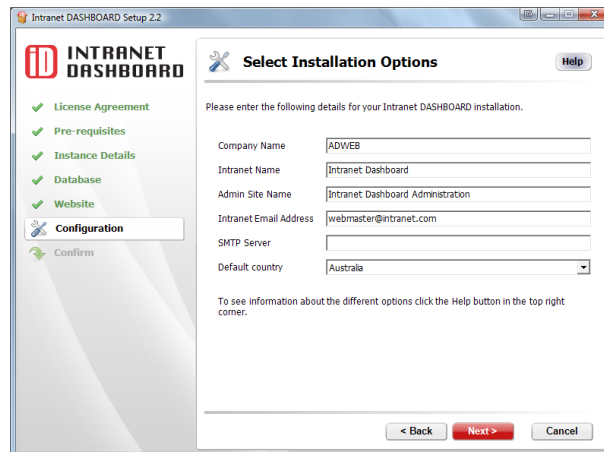
Chapter 2: Installation

Intranet DASHBOARD software installation (Cont'd)

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**



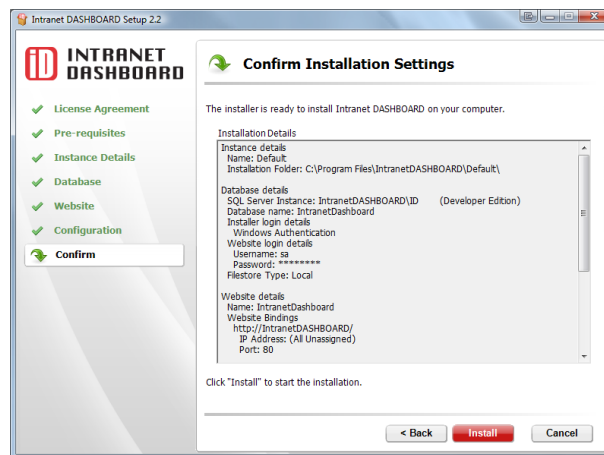
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Chapter 2: Installation

Intranet DASHBOARD software installation (Cont'd)

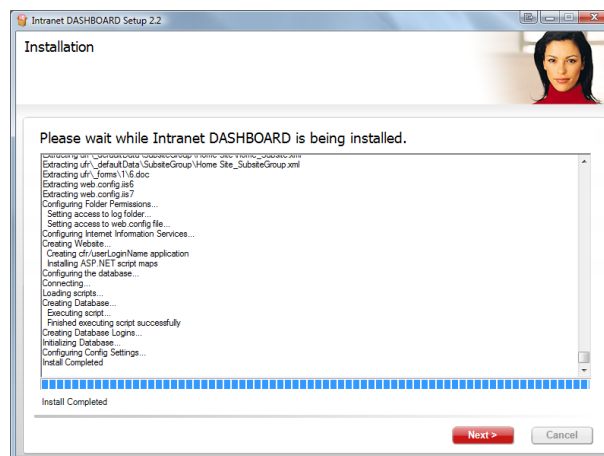
Confirm Installation Settings

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



Installation

- Once Installation has completed click **Next**



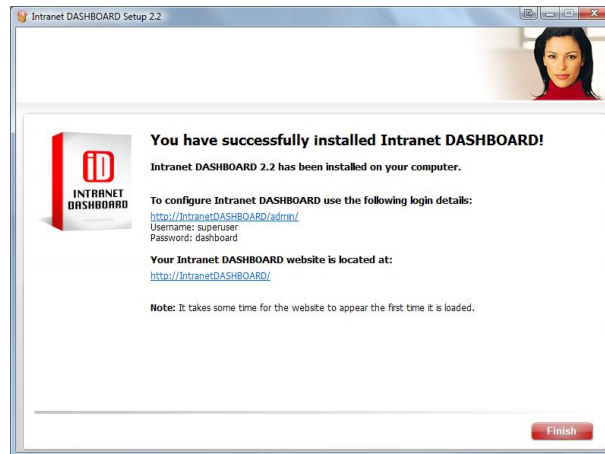
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Chapter 2: Installation

Intranet DASHBOARD software installation (Cont'd)

Finished Screen

- Click **Finish**.



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Chapter 3: Post-Installation

Setup DNS

Request the setup of a DNS record to point to your server. You will need to contact your system administrator or DNS team for this.

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 **Intranet DASHBOARD Product Information & Setup Guide** available from <http://support.intranetdashboard.com/guides>

or access the tutorials from www.intranetdashboard.com/tours

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Chapter 3: Post-Installation

There is also built in help available in the top right hand corner of the Admin screen.

Intranet Dashboard Administration Logged in as : **Super User** | [Change Details](#) | [Logout](#)

Application Explorer

- Applications
- Home
- Administration
 - Users
 - User Groups
 - Website Users
 - Subsites
 - Applications
 - Utilities

Intranet Dashboard Administration

Intranet Dashboard Administration [Help](#) [?](#) [i](#)

Welcome Super

User Details **Task List - 0 Items**

Your details are as follows:

Name:	Super User	
Username:	SuperUser	(ID=2)
Email Address:	SuperUser@MyCompany.com	
User Host:	User.ADWEB.adweb.com.au	
IP Address:	127.0.0.1	
Website Username:	Anonymous	(ID=0)

Last 3 logins:

Date	User Host	IP Address
9/12/2008 6:07:44 AM	User.ADWEB.adweb.com.au	127.0.0.1

Version: 2.2.0.16041
Core: 2.12.113.24057

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Chapter 3: Post-Installation

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 FAQ article on the **Intranet DASHBOARD** support site with more information specifically regarding backing up **Intranet DASHBOARD**.

<http://support.intranetdashboard.com/home/faq/38/25/96/FaqQuestionFront.aspx>

Alternatively read the **Back Up and Restore Guide** available from

<http://support.intranetdashboard.com/guides>

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

Contacts

The ADWEB Agency

Technical Contact:	Intranet DASHBOARD Support Team
Postal Address:	PO Box 450 Richmond Vic 3121
Phone:	+613 9819 6333
Fax:	+613 9819 6533
Email:	support@intranetdashboard.com
URL:	http://support.intranetdashboard.com

Register to Receive Updates

Please register for further updates to the **Intranet DASHBOARD** Installation and User Guides by visiting the page below.

<http://www.intranetdashboard.com/userguide>

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