



Attendance Tracking System

Installation Guide

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Introduction

This guide is aimed at those who are to install or maintain the Attendance Tracking System. This guide gives information on how to install the Attendance Tracking System (ATS) for the first time. The guide also gives information on how to upgrade a previous version of ATS to the current release of V2.04.01 and how to apply additional license locations.

This guide specifies how to install ATS on Macromedia Coldfusion with Microsoft SQL Server and IIS.

System Requirements

Server

ATS is based on Macromedia Coldfusion technology. In order to run the application, you will require a web server and a copy of Coldfusion version 4.5 or higher (for more information about Macromedia Coldfusion, minimum system requirements and the web servers supported please see <http://www.macromedia.com/>).

As ATS is a database driven application you will also require Microsoft SQL Server 7 or higher (ATS will run on Microsoft Access but this is not recommended for larger installations). There is a trade off between the performance of your Coldfusion server and the location of your SQL server. For most instances it is recommended that the SQL be installed on your Coldfusion server, this will reduce network traffic and improve overall performance. This can create a trade off in performance your server is not powerful enough to run both applications satisfactorily. We recommend that you monitor the performance of your server, if the processor is regularly at 100% it would be advisable to either upgrade the server or move the SQL Server onto another server.

Client

The system has been designed to run on workstations running Internet Explorer 4 or higher, Netscape Navigator 6 or higher. All processing is done at the server so workstations only need to be able to run the web browser. It is recommended that ATS is viewed at a resolution of 1024x768, 256 colours or higher due to the amount of data displayed. ATS will, however, work at lower resolutions although you will need to scroll the display in order to see all of the information.

Licensing

ATS is licensed on a location and bed basis. When your license was requested information on each of the required locations would have been taken to calculate your license fee and structure of your initial installation. The information required includes:

- The business unit or site name and short code (a 3-4 character code).
- Each field or sub grouping within the site.
- Each individual location, a long name and a short name (a 3-4 character code) along with the number of beds (this may be zero for normally unattended installations) or people based at that location.
- Any source locations where people are travelling from with a short name, these may or may not have beds.

Your annual license fee will be calculated on the provided information and includes support, maintenance and upgrades.

ATS will be preconfigured with this information in the initial database. If you require additional locations to be added to ATS please contact your support representative or email sales@riversideweb.co.uk.

First Time Installation

This section guides you through the first time installation of ATS; if you are an existing ATS user upgrading a previous version, please proceed to the next section ([Upgrading ATS](#)).

When you first receive ATS you will be given four files:

- ATS-Database.zip, this is your initial blank database.
- ATS-Application.zip, the actual application and documentation files.
- ATS-License-Key.zip, tags which are shared by various parts of the application.
- ATScfg.ini, basic configuration file.

Database Installation

- Unzip **ATS-Database.zip** into a temporary directory.
- Restore the database into your MS SQL Server:
 - Start SQL Server Enterprise Manager.
 - Click on actions.
 - Select All Tasks, Restore Database...
 - In 'Restore as database' enter the name as '**ATS**'
 - Select 'From Device', Press 'Select Devices', press 'Add' and select the name of the unzipped data file (**ATS-Database.dat**). Press 'OK' to close the window & 'OK' again to close the 'choose restore devices' window.
 - Press the 'Options' tab and change the 'move to physical file name' paths to point to the correct drive and directory for your MSSQL installation.
 - Press ok to the restore the database.
- Create a new MSSQL user who can read and update the ATS database, this user will then be used by Coldfusion to access the database.

Coldfusion Configuration

- Start Coldfusion Administrator.
 - *In settings :*
Set limit simultaneous requests to a minimum of 10
 - *In caching :*
Set template cache size to minimum of 1024
 - *In memory variables :*
Set maximum timeout of session variables to a minimum of 2 hours.
 - *In Datasources :*
Add new datasource '**ATS**'
Select 'Microsoft SQL Server' and press 'Add'.
Enter the name of the database as defined in MSSQL (i.e. '**ATS**')
Enter the name of the database server
Enter the MSSQL user and password
Press 'Submit' to enter
If all is well the screen should tell you the status is OK. Otherwise check details are correct and retry.

ATS Application Installation

- Create an ATS directory on your web server and unzip **ATS-Application.zip** into this directory.
- Unzip contents of **ATS-License-Key.zip** into this directory.
- Finally copy **ATScnfig.ini** into this directory

Create ATS web site (OPTIONAL)

Ideally you should add a new website to your web server for the application and update your DNS. This will allow you to access ATS directly using ATS.yourdomain.com:

- Start IIS console:
 - Highlight the server and Select Action, New, Web Site
 - In the wizard:
 - Enter a description '**Attendance Tracking System**', press 'Next'.
 - Enter the IP Address and port number (80), press 'Next'
 - Enter the path of the ATS application on your web server, press 'Next'
 - Allow read and script access, press 'Finish'.
 - Right click on the new website name (**Attendance Tracking System**) and select 'properties'
 - Under the 'web site' tab click the 'Advanced' button next to IP address
 - Select the IP address and press 'Edit'
 - Add the host header name '**ATS**', Press 'OK' and 'OK' again to close the window.
 - Press 'OK' to save the changes.
 - Create a virtual directory for java resources. Right click the website name (**Attendance Tracking System**) and select 'new', 'virtual directory'.
 - From the wizard enter the Alias as '**cfide**', press 'Next'
 - Set the physical path to the location of the '**cfide**' directory on your default web server (e.g. e:\inetpub\wwwroot\cfide), press 'Next'.
 - Allow read, script and execute access, press 'Finish'.
 - Start the web site, right click the website name (Attendance Tracking System) and select 'Start'.
- Update your DNS server to add the IP address of the webserver and the name ATS.yourdomain.com.
- You should now be able to directly access the ATS application using ATS.yourdomain.com.

Customising Your ATS installation

Start your web browser and access your installation of ATS. If your installation has not been preconfigured or you have used a datasource name other than ATS, you will be presented with the following screen:

The screenshot shows a web form titled "Update System Settings and Messages". At the top, there is a red error message: "Cannot connect to ATS database please ensure datasource name is correct." Below this, the form is organized into several sections, each with a header and input fields:

- Coldfusion Datasources:**
 - Attendance Tracking: [Redacted]
 - NUI Planning: [Input field]
 - Competencies and Training: [Input field]
- Email address for ATS to use:**
 - ATS source email address: [Input field]
- ATS owners details to be displayed (optional):**
 - Owner Name: [Input field]
 - Owner Email: [Input field]
 - Owner Telephone: [Input field]
- ATS support group details to be displayed (optional):**
 - Support Name: [Input field]
 - Support Email: [Input field]
 - Support Telephone: [Input field]
- Additional Links to be displayed on screen (optional):**
 - Site wide link: [Input field]

At the bottom of the form is an "Update" button.

You can access this screen at any time to view and make configuration changes. If it has not started automatically you should run it now to check your ATS settings. To run it manually, start ATS in your web browser and run the ATScfg.cfm script, for example: <http://ats.yourdomain.com/ATScfg.cfm>.

The settings are as follows:

ColdFusion Datasources.

These are the names of each of the datasources (databases) configured in ColdFusion Administrator to access Attendance Tracking (ATS), NUI Planning (optional module) and Competencies and Training (optional module). This information can be obtained from your ColdFusion Administrator. NUI Planning and Competencies and Training should be left blank unless you have licensed these additional modules.

Press 'Update' to connect to the datasources. When ATS has successfully contacted the datasources the red highlight and error message will disappear and a 'Run ATS' button will appear next to the 'Update' button.

The following steps are optional but should be reviewed, if you do not wish to implement them press 'Run ATS' to return to ATS.

Email Address for ATS to use

Recommended. This is the email address ATS should use to automatically send emails from. ATS can automatically email system error messages to Riverside Computer Services. No ATS data is sent only diagnostic information about the actual error. This allows us to quickly diagnose and fix any bugs or system failures. Leave blank if you wish to disable this functionality.

ATS owner details to be displayed

Optional. If you wish, enter the name, email address and telephone number of a user to act as the application owner. This information will then be displayed at the bottom of each page.

ATS support group details to be displayed

Optional. If you wish, enter the name, email address and telephone number of a user or team who will be responsible for the day-to-day support of ATS. This information will then be displayed at the bottom of each page.

Additional links to be displayed

Optional. If you wish, you can enter HTML code that will be translated and displayed at the bottom of each page. For example you may wish to add a hyperlink to your company home page, this can be done by entering: `My Company Home Page`

Press 'Update' to finish, if everything is has connected you can press 'Run ATS' to return to ATS.

ATS installation is now complete

A 'LocalAdmin' user has been created to manage the application. The initial password for this user is **'atsadmin01'**. This account will allow you to maintain the key tables and users within the system. You should keep this account secure, it should only be used by those who to support the application and manage users. **Please change the password as soon as possible.**

Additional Licenses

If you wish to add locations to an existing license of ATS you will need to contact your support representative or email sales@riversideweb.co.uk. You will need to provide the following information:

- The business unit or site name and short code (a 3-4 character code).
- Each field or sub grouping within the site.
- Each individual location, a long name and a short name (a 3-4 character code) along with the number of beds (this may be zero for normally unattended installations) or people based at that location.
- Any source locations where people are travelling from with a short name, these may or may not have beds.

The new locations may be added to an existing installation of ATS or created in a new independent license installation.

If you have chosen to have a new installation of ATS with its own database which will run entirely independently from any previous installations, you can follow the steps for [first time installation](#).

If you have chosen to add locations to your existing installation of ATS, this could be into an existing business unit/site installation or as an independent business unit/site within the same database. In this case you will receive a file called **AddLicense.cfm**.

You will need to place the AddLicense.cfm file into your ATS Application directory. Start your Internet browser and go to your normal ATS URL. At the end of the URL add the following **'/AddLicense.cfm'** (for example <http://ats.yourdomain.com/AddLicense.cfm>). You will then see the following screen:

Attendance Tracking System License	
Destination Database :	ATS
Manned Installation Demo 23F	
Long name	Demo 23F
Short name	D23F
Field	Demo
Business Unit	MNS
Located	Offshore
Beds	100
CHECK ABOVE DETAILS BEFORE ADDING LICENSE	
<input type="button" value="Add ATS License"/>	

Please check that the information is correct. If the settings are correct press 'Add ATS License' and the location will be added to your ATS database. You should receive a confirmation message informing you that the license has been added. You should then delete the AddLicense.cfm file from your ATS application directory.