

Installing Team@Work

Team@Work consists of two components - a server and several client applications. The *server* is the heart of the Team@Work system. It is a piece of software installed on a computer that has access to the local network or to the Internet. Often such computers run only server software, and are referred to as “servers”. Users do not interact with the server directly. Instead, they access it through client applications or through a web browser (Internet Explorer, Netscape, etc.). Most users access the server via the *Task Manager*. The *Task Manager* is not a separate client application; it is a web application maintained by the Team@Work *server*. To access *Task Manager*, users only need a web browser (no additional software has to be installed on their computers). Some users - such as managers, workflow designers, or system administrators - will need access to more features of the Team@Work system. They can do this via a suite of three client applications: *Designer* (for designing workflows), *Reports* (real-time process monitoring) and *Control Center* (system administration console). These applications have to be installed locally on every computer where they have to run.

Hardware and system software requirements

The minimum hardware required for proper operation of the server and the client applications is a 800 MHz Pentium-class machine with at least 128 MB of RAM (256 for the server) and 200 MB free space on the hard disk for the program files. Team@Work runs under MS Windows NT/2000/XP (client applications will also work under Win 98/ME), Linux (all distributions) and UNIX (HP/UX 11). The server and the client applications can run under different operating systems. As a Java application, Team@Work requires Java Virtual Machine (JVM) installed on the server machine and all the workstations. Team@Work runs on Sun’s JDK 1.5 or later versions. Please note that Team@Work is not tested for Java Virtual Machines from other suppliers, and may not run properly under them. A compatible JVM is bundled in the installation package. The computer running the Team@Work server and the computers running the client tools use TCP/IP to communicate with one another.

Installation overview

The Team@Work system consists of one server and multiple clients. To install Team@Work, first you need to install the Team@Work *server*, import the license and start the server. After that you can install different Team@Work client tools on user computers, according to desired user access to system features.

Reinstallation, update, or upgrade - IMPORTANT

NEVER install any Team@Work components over old installations. If you want to re-install or upgrade installed components, either use a different folder, or remove the old installation first using the uninstaller. If you want to re-install or upgrade the server, do the following:

- Before each re-installation, update, or upgrade of any Team@Work component, verify that no Team@Work applications are currently running on the computer.
 - To transfer the Team@Work database from the old installation to the new one, use the dedicated migration tool.
 - To transfer organization structures and workflow schemes from one installation to another, use the export/import functionality of the Designer application.
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Team@Work server installation

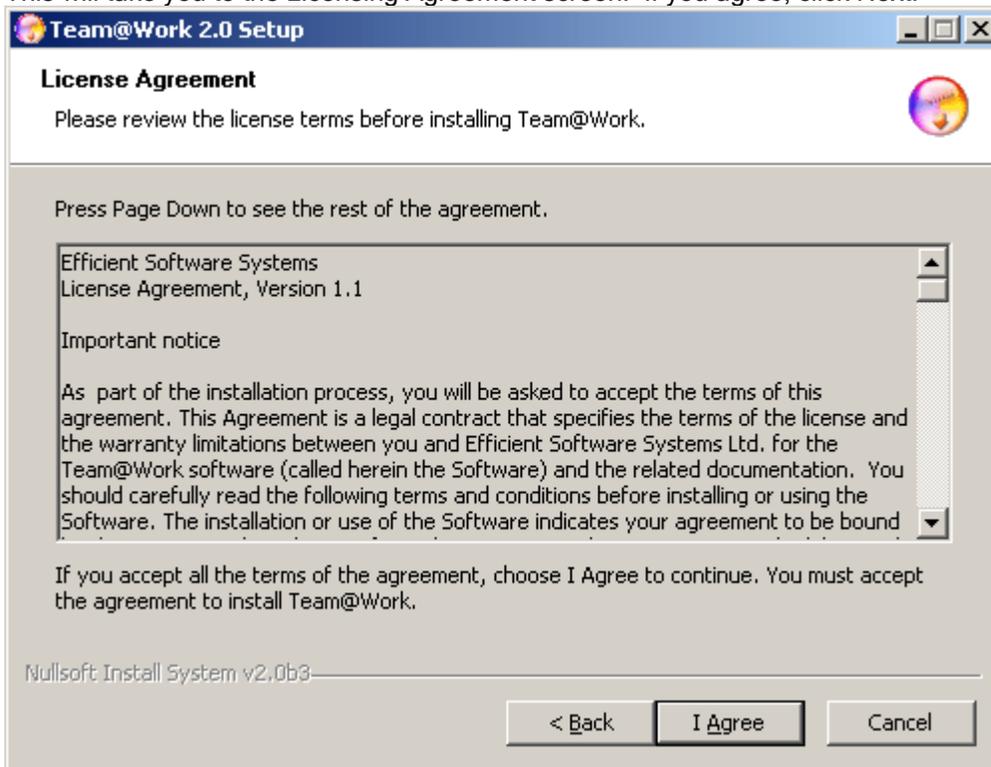
Double click on the Team@Work installation file. The language selection box refers only to the installation procedure:



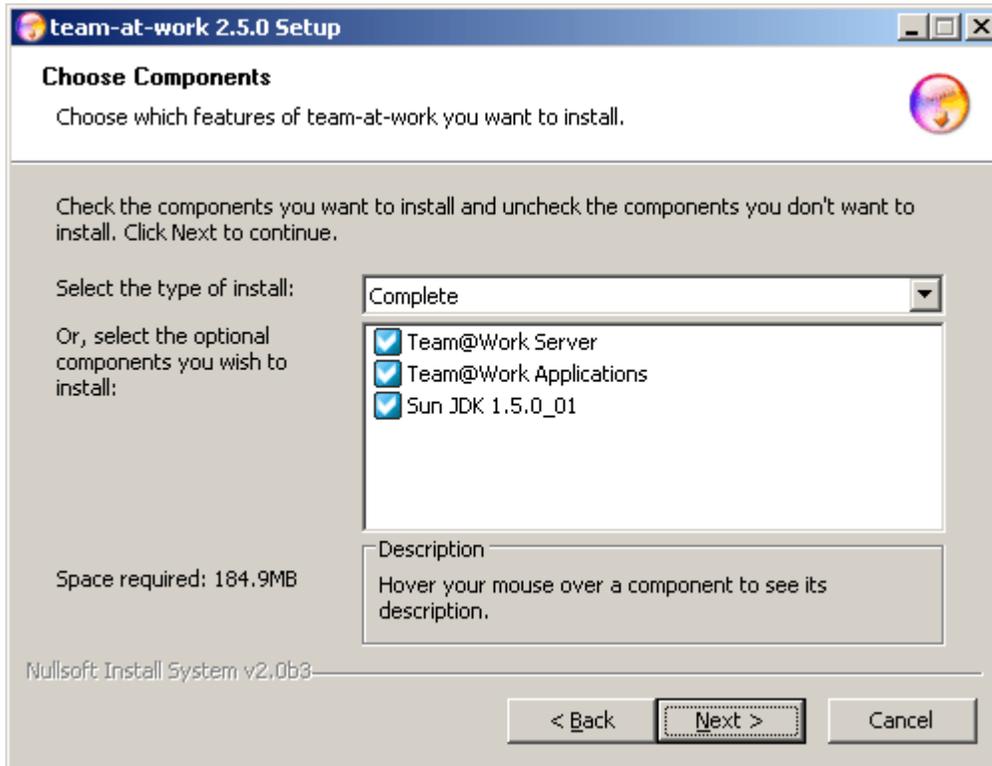
On the Welcome screen press Next:



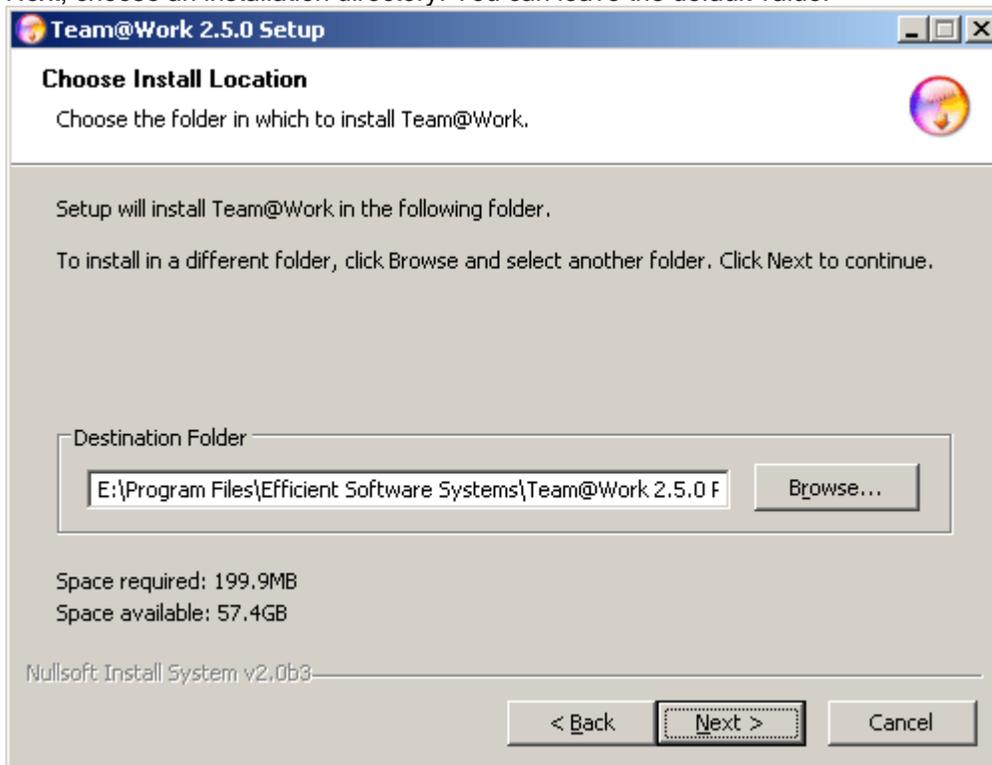
This will take you to the Licensing Agreement screen. If you agree, click Next:



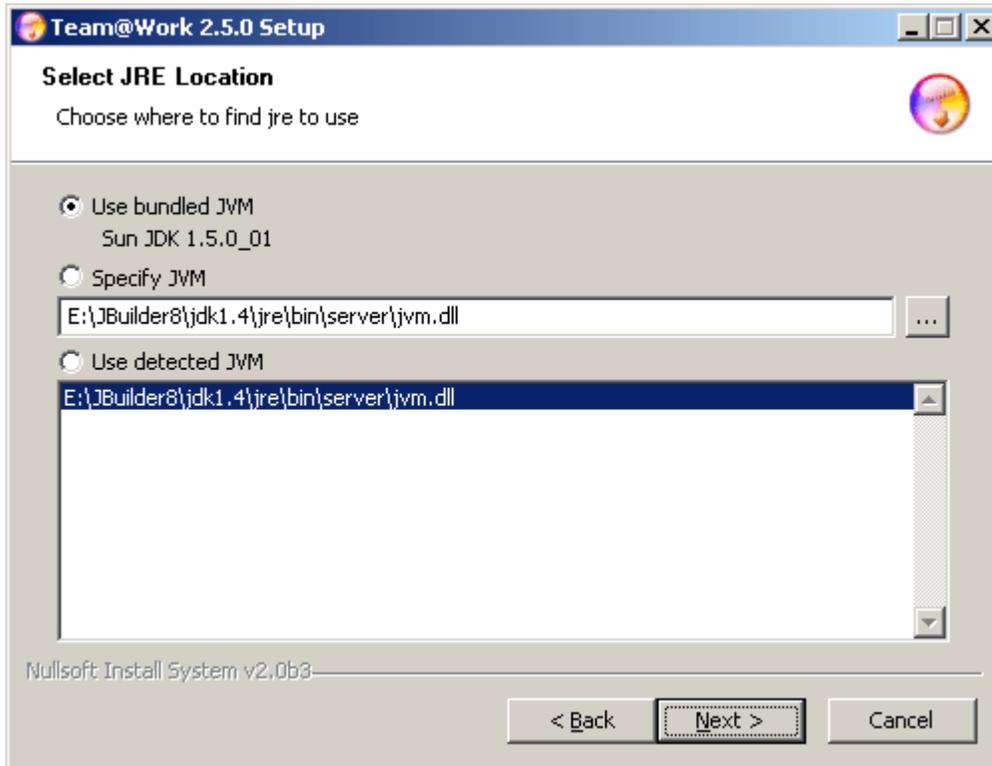
Next you have to choose which components you want to install. The Java Runtime Environment is required. Leave it selected even if you already have JRE installed. Later during the installation you will be able to choose the JDK you want to use. Although you do not have to install Team@Work applications on the same machine as the server, it is convenient to do so for testing purposes.



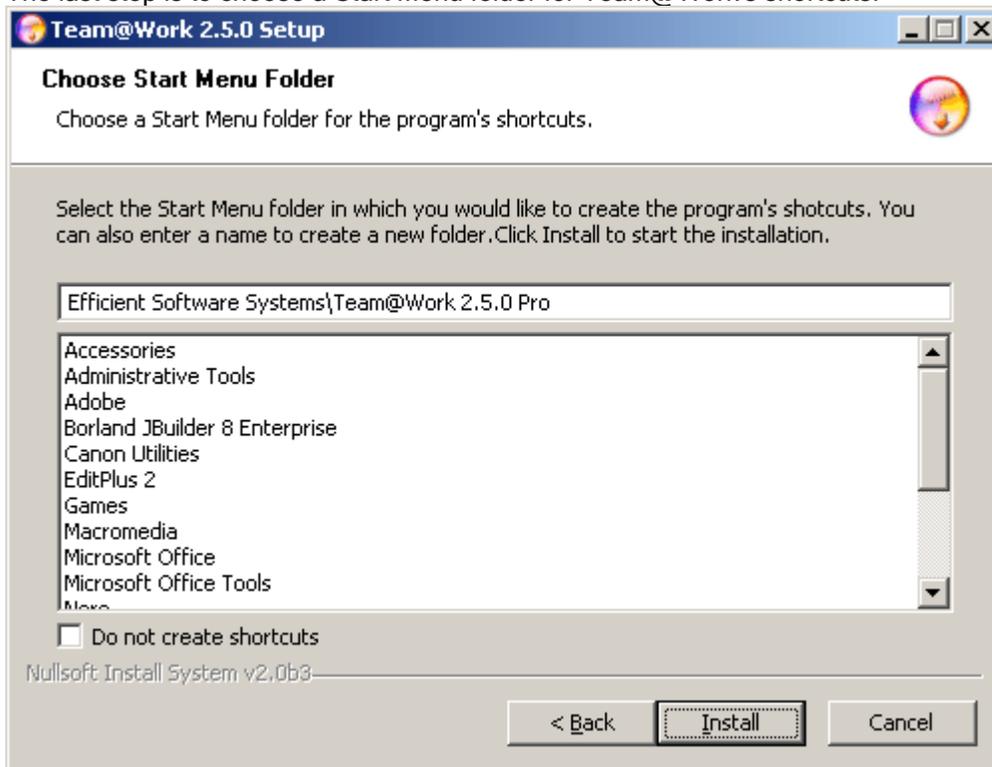
Next, choose an installation directory. You can leave the default value:



Next you can choose which Java Runtime Environment you want to use. We recommend using the bundled JVM:

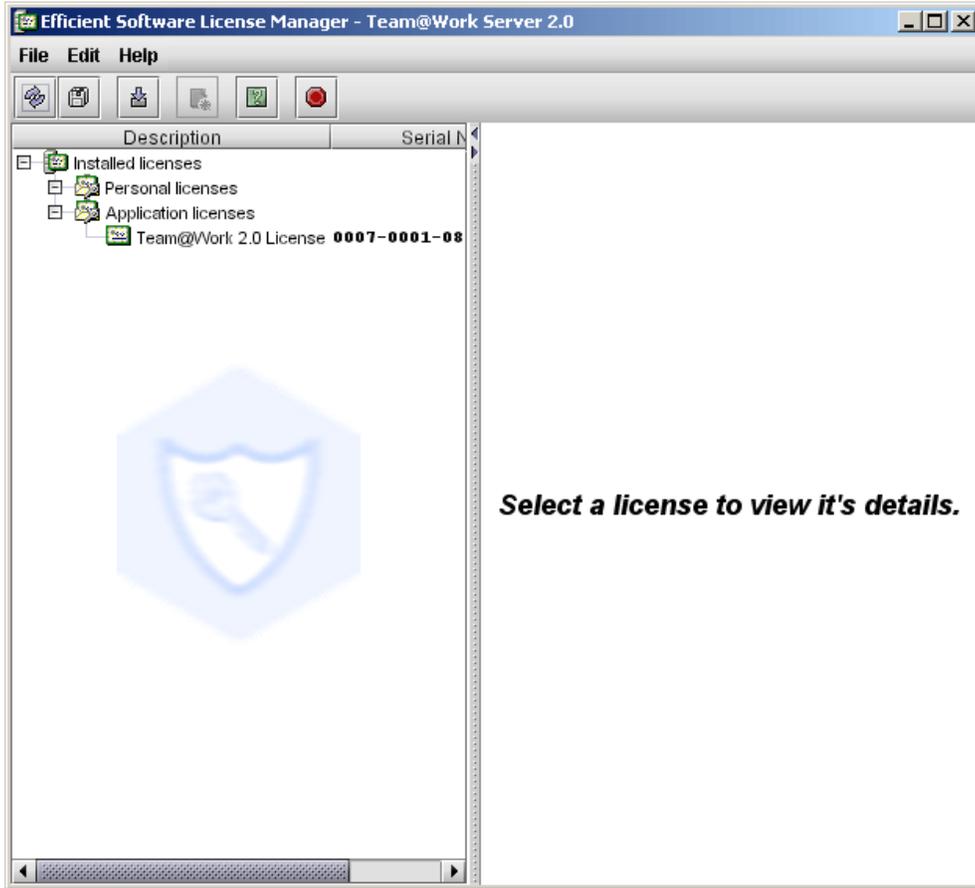


The last step is to choose a Start Menu folder for Team@Work's shortcuts:

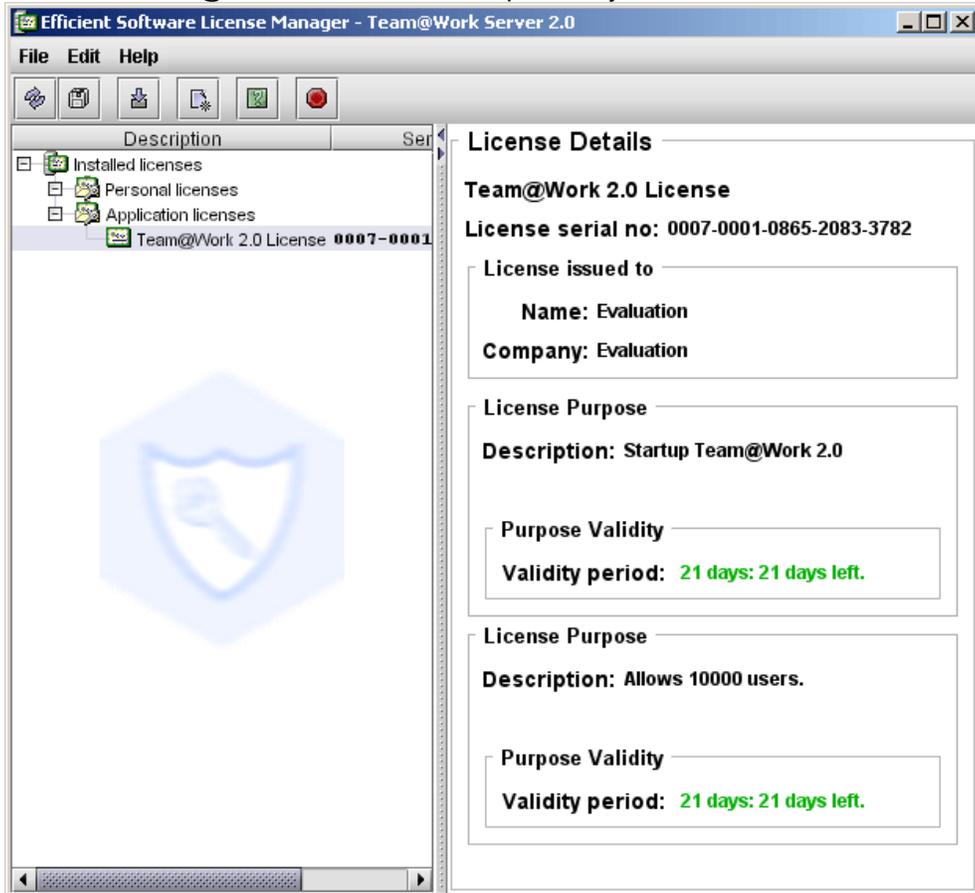


Importing the Team@Work license

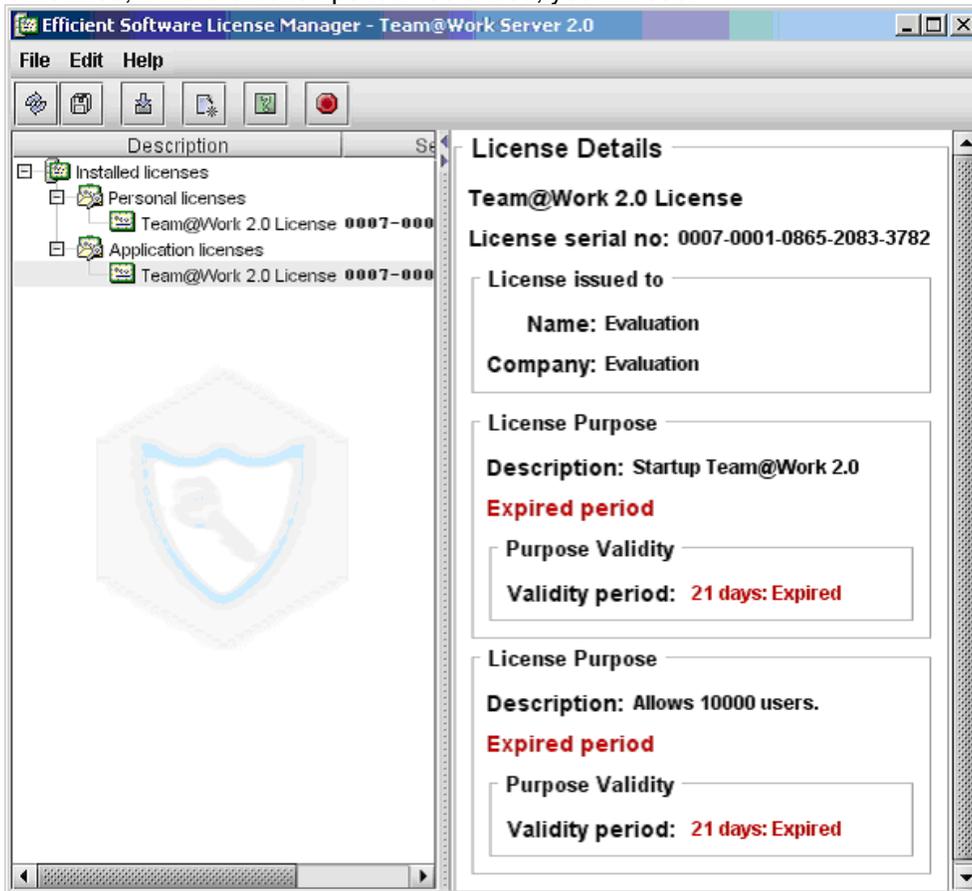
After the installation is complete you need to import the license file. Go to the Team@Work -> Team@Work Server program folder in Start Menu and select Efficient Software License Manager. You will see the License Manager window:



Select the Team@Work License in the left pane. If your evaluation license is still valid you will see a screen like this:



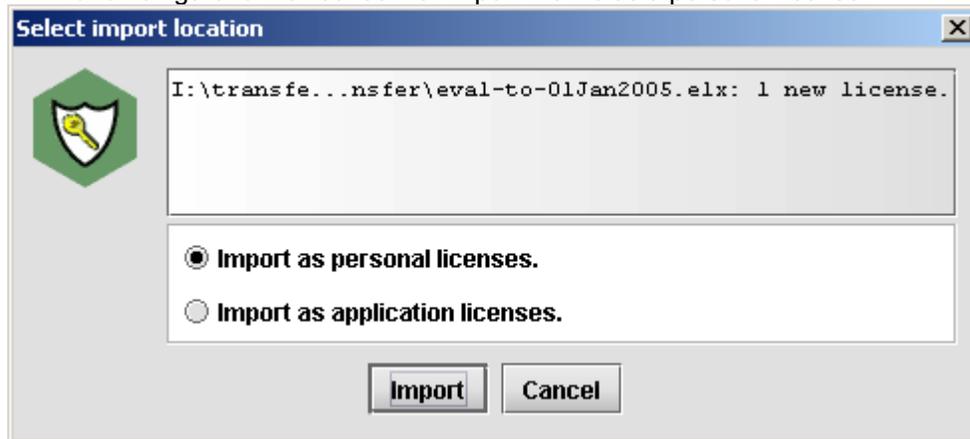
Otherwise, if the evaluation period has ended, you will see:



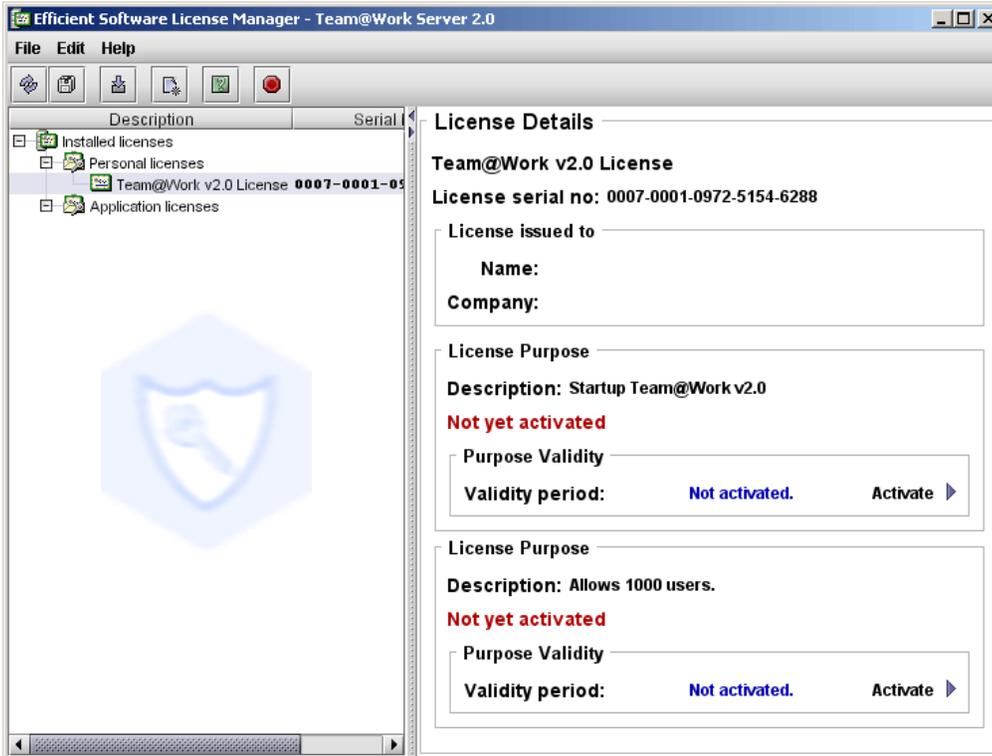
The permanent license is a file you should have received via e-mail. To import it, click on the Import a License button



and navigate to the license file. Import the file as a personal license:



Click on the newly imported personal license in the left pane to verify that it is imported correctly and to activate it:



Press any of the two Activate links to activate the license. Next, save the imported license by pressing the Save button . If necessary, you can delete a license by pressing the Delete button . After any change remember to save the information by pressing the Save button.

Starting the Team@Work server application

After the installation is complete you need to start the server. Go to the Team@Work program folder in Start Menu. There will be a sub-folder named Team@Work Server. Select Start Team@Work Server. This will bring up the Team@Work Welcome screen:



You have just started the Team@Work Server for the first time. Please read the following instructions carefully:

Team@Work is a client-server system where different client applications communicate with the server over the local network or the Internet. Every user needs an account (user name and password) to be able to work with a Team@Work application.

The system comes with a built-in account that allows you to access every Team@Work application. The built-in user name is **Administrator**, the built-in password is **123456**.

Click on Next, and after going through two more introductory pages you will see the Server application window:



If you need more than 21 days to perform an in-depth evaluation of Team@Work please contact us.

Team@Work client tools installation

If you want to try out Team@Work on a single computer you don't need to install anything else. However, usually you need more than one computer accessing Team@Work. In this case one computer will host the Server. For convenience, it can also have the client applications installed. Other computers will have only the client applications installed. Client applications include the *Designer*, the *Task Manager*, the *Reports* tool, and the *Control Center*. The *Designer* is a stand-alone application and needs to be installed on every computer where you want to run it. In general, this tool is not used often and typically you will have 1-3 people in your organization using the *Designer*. The *Control Center* has to be installed on the same machine that hosts the Team@Work server. The *Task Manager* is by far the most widely used tool. It is browser-accessible, so you do not need to install it. Thus the typical computer in your organization does not need to have anything installed. *Reports* is available both as a browser-based tool and a stand-alone application.

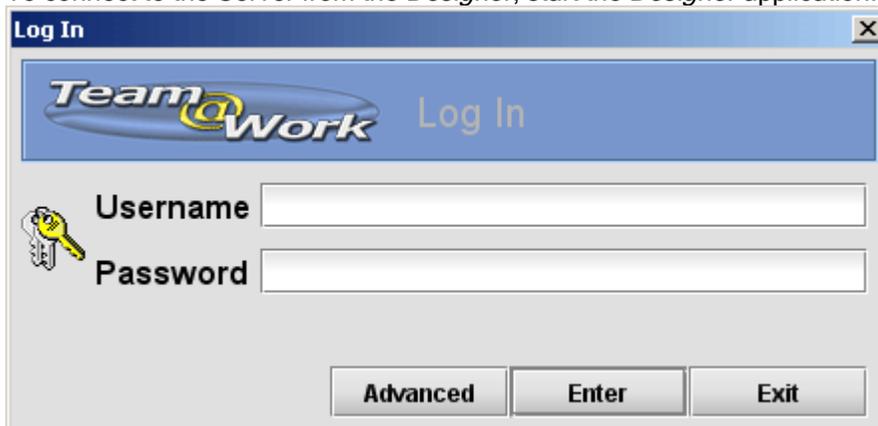
The installation procedure for the client tools (*Designer* and the application version of *Reports*) is identical to the one for the server with one difference - when you select which components you want to install you have to de-select the server. The dialog should look like this:



Connecting to the server

After the client tools are installed you have to set up the connection to the server. First, make sure that the server is running. If not, start it by going to Start → Programs → Efficient Software Systems → Team@Work 2xx → Team@Work server → Start Team@Work server.

To connect to the Server from the *Designer*, start the *Designer* application. You will see a login screen like this one:



Click on the Advanced button:

If you are on the same computer where the Team@Work *server* is installed, then the default settings are fine. Otherwise, you have to replace "localhost" with the IP address of the Server.

Use Administrator for username and 123456 for password. Administrator is the system administrator built-in account, and 123456 is the default password.

Connecting to the server from the *Reports* application is identical to the procedure described above.

To connect to the server from *Task Manager*, open a browser and in the address bar type:

`http://SERVER_IP_ADDRESS:8080/tasks`

where SERVER_IP_ADDRESS stands for the IP address of the server. If you are doing this from the computer where the server is installed, use 127.0.0.1 or "localhost" for the IP address. If the server computer is on the public Internet then you can use the URL `http://www.yourcompany.com:8080/tasks`

Reports also has a browser-based version. To access it open a browser and type in the address bar:

`http://SERVER_IP_ADDRESS:8080/reports`.

For the web applications to work correctly please make sure that the Internet Explorer settings are correct: You have to allow popup windows and JavaScript for at least the server IP address. To do this, go to Tools → Internet Options → Security → Custom Level and to Tools → Internet Options → Advanced and enable the corresponding options. Also, make sure that the proxy server settings are correct. Go to Tools → Internet Options → Connection → LAN settings. If the client applications and the *server* are installed on the same machine then check the box named Bypass proxy server for local addresses. If the *server* is installed on a separate computer then press the Advanced button and enter the IP address of the server computer in the Exceptions panel.

Working with the Demo database

Team@Work comes with a demonstration database. It contains information on a fictitious company with sample workflows. After you install Team@Work the server will access the Demo database by default. You can log in using usernames from the Demo database. Some of the usernames are Henry, Alys, David. You can see the organizational structure, all usernames and workflows by logging into the *Designer* application as Henry. All passwords are set to "123456" by default.

In order to use Team@Work for any actual work you have to switch the database from Demo to Real mode. This is done in the *Control Center*.

For any questions please contact us at support@team-at-work.net