EMS MASTER CALENDAR Installation Guide

V44.1

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CHAPTER 1: Introduction to EMS Master Calendar

EMS Master Calendar provides instant, online access to a centralized calendar of events that not only provides date, time and location, but also, displays a detailed event description, directions to the venue and any other important information you choose to enter.

> Note: This page lists documentation for EMS Master Calendar Version 7 and Version 8. Documentation for older versions is available from the EMS Customer Portal once you are logged in. See Also: Master Calendar Release Notes.

CHAPTER 2: Installation Instructions

To install Master Calendar, you will need to do the following:

1. Verify you have met the system prerequisites and requirements
2. Obtain and download the installation files.
3. Run the Master Calendar Installer
4. Install/upgrade the Database Component in Master Calendar
5. Install/upgrade the Master Calendar Web Service
6. (Optional) Verifying the Master Calendar API

CHAPTER 3: System Requirements and Prerequisites

MASTER CALENDAR DATABASE SERVER

Supported Platforms	Windows® 2012 Server, Windows® 2012 Server R2 Windows® 2008 Server R2
Minimum System Requirements	Processor: 2.0 GHz and 4 cores or faster Memory: 8 GB or more Hard-Disk Space: 2 separate physical drives of at least 6 GB; one for data, and the other for transaction logs (SCSI drives w/9ms access or better and RAID strategy for fault tolerance recommended) Software: Microsoft SQL Server 2014, Microsoft SQL Server 2012, Microsoft SQL Server 2008 R2, Microsoft SQL Server 2005 SP3 Network Card: 100 / 1000 Mbps ethernet, switched

MASTER CALENDAR WEB SERVER

Supported Platforms	Windows® 2012 Server, Windows® 2012 Server R2 Windows® 2008 Server R2 and IIS 7.0/7.5
Minimum System Requirements	Processor: 2.0 GHz and 4 cores or faster Memory: 8 GB or more Hard-Disk Space: 100 MB Software: Application Pool Running, .NET 2.0 Framework, .NET 3.5 Framework Installed Network Card: 100 / 1000 Mbps ethernet, switched

MASTER CALENDAR V8.0 SERVICES

SERVICE	.NET VERSION	DISK SPACE
Email Notification Service	4.6.1	10 mb.
Data Connector Service	4.6.1	10 mb.
Data Import Service	4.6.1	10 mb.

MASTER CALENDAR V7.0 SERVICES

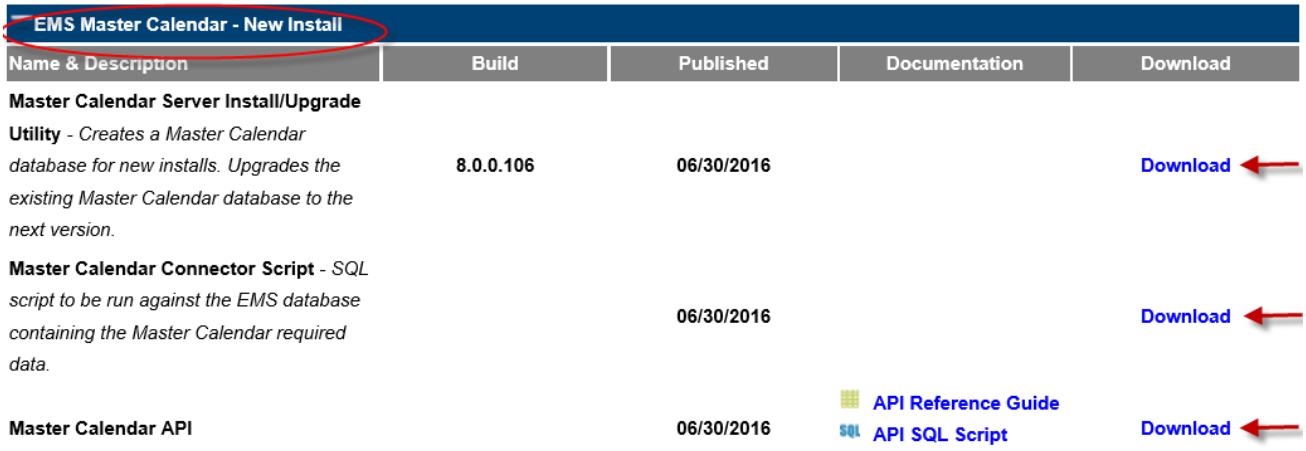
SERVICE	.NET VERSION	DISK SPACE
Email Notification Service	2.0	10 mb.
Data Connector Service	2.0	10 mb.
Data Import Service	2.0	10 mb.

CHAPTER 4: Obtain EMS Master Calendar Installation Files

To obtain and download the EMS Master Calendar installation files:

1. Log into the EMS Customer Portal.
2. From the **Downloads** dropdown, click the **EMS Software** link.
3. From the **Software and Documents** library, click the **44.1 Releases & Patches** link.
4. Under EMS Master Calendar – New Install section, download the files.

EMS Master Calendar - New Install Window



EMS Master Calendar - New Install

Name & Description	Build	Published	Documentation	Download
Master Calendar Server Install/Upgrade Utility - *Creates a Master Calendar database for new installs. Upgrades the existing Master Calendar database to the next version.*	8.0.0.106	06/30/2016		Download
Master Calendar Connector Script - *SQL script to be run against the EMS database containing the Master Calendar required data.*		06/30/2016		Download
Master Calendar API		06/30/2016	API Reference Guide API SQL Script	Download

CHAPTER 5: Run the Master Calendar Installer

To install Master Calendar, you will:

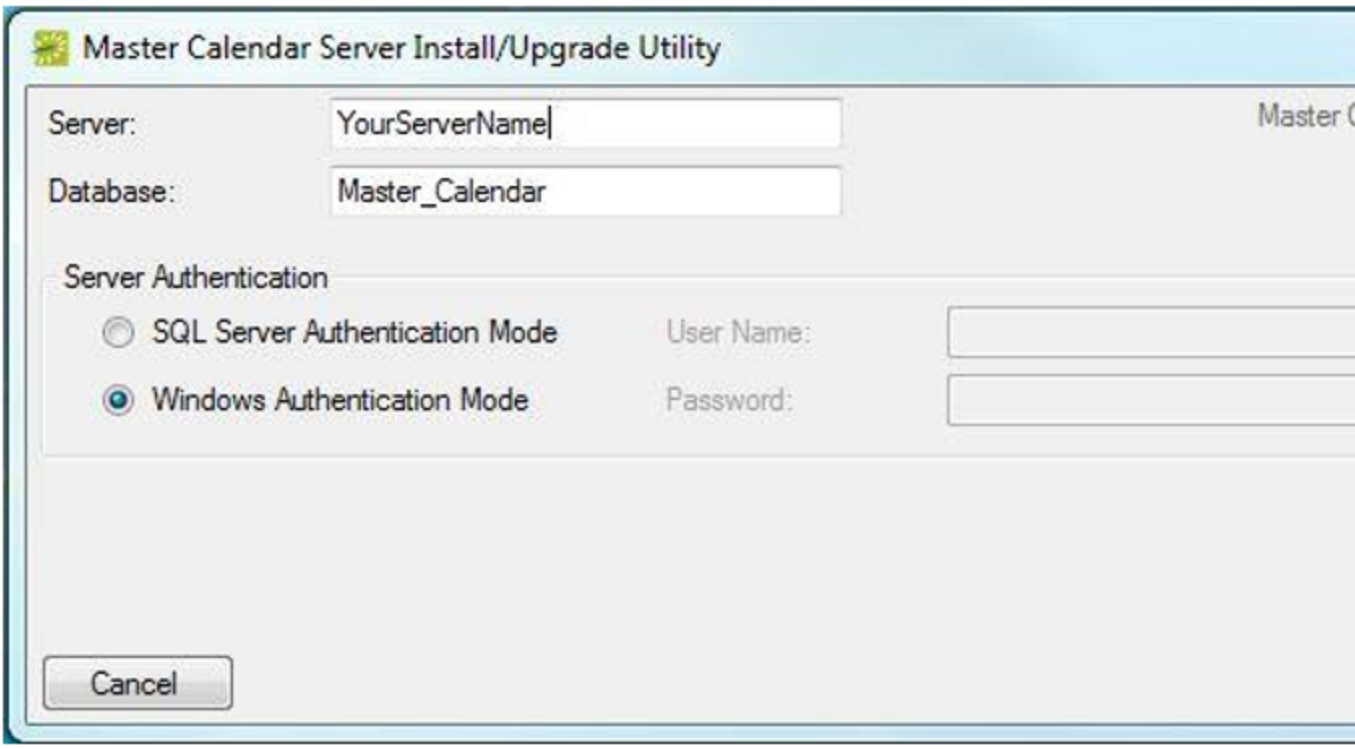
1. Run the DEA.MasterCalendar.Server.Install.exe to install the Master Calendar Database on the database server.
2. Run the DEAMasterCalendarSetup.msi program on the web server to install the Master Calendar website.
3. (Optional) Verify the Master Calendar API.
4. (If Upgrading) Uninstall any optional services on the web server used by the previous version of Master Calendar.
5. Install or re-install any optional services on the web server.

> **Note:** Be sure to run a backup prior to upgrading your database. It is recommended to upgrade your Master Calendar Database in a test environment prior to upgrading a production database.

RUN THE DEA.MASTERCALENDAR.SERVER.INSTALL.EXE

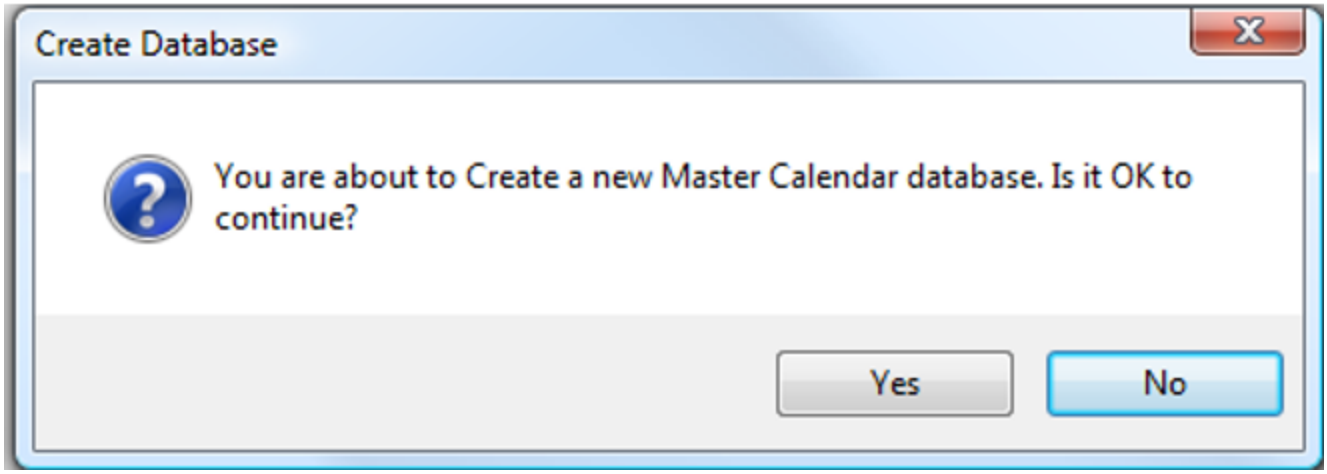
To install the Master Calendar Database on the database server, do the following:

1. Run DEA.MasterCalendar.Server.Install.exe from any PC that has access to the database server.



2. In the Server field, enter the name of the server running MS SQL Server.

3. In the Database field, enter the name for the Master Calendar Database. (It is recommended that you accept the default value of 'Master_Calendar'.)
4. In the Server Authentication area, specify MS SQL Server authentication credentials. If **SQL Server Authentication Mode** is selected, you must specify a **User Name** and **Password**.
5. Click the **Execute** button.



6. Click **Yes** to initiate the installation.

CHAPTER 6: Install or Upgrade the Database Component in Master Calendar

Once you meet the prerequisites, download the installation files, run the Master Calendar API Installer, you will:

- Install/upgrade the Database Component
- Install/upgrade the API Web Service
- (Optional) Verify the Master Calendar API

INSTALL THE MCAPI_SCRIPT.SQL FILE

1. Obtain the MCAPI_Script.sql file.
2. Open Microsoft SQL Server Management Studio.
3. Within Microsoft SQL Server Management Studio, select **File** > **Open** > **File** and locate **MCAPI_Script.sql**.
4. Select your Master Calendar database and execute the query (**Query** > **Execute**). When query execution has completed, a "Command(s) completed successfully'" message will display in the Results section.

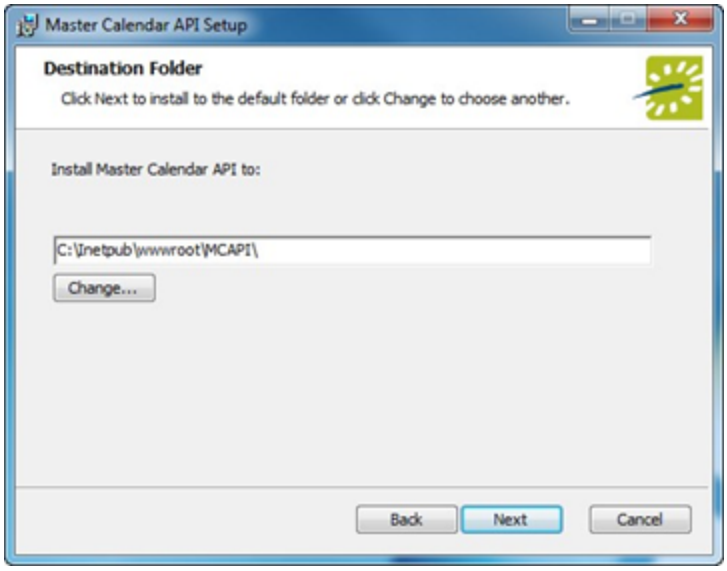
CHAPTER 7: Install or Upgrade the Master Calendar Web Service

Once you meet the prerequisites, download the installation files, run the Master Calendar Installer, and install/upgrade the Database Component, you will need to do the following:

- Install/Upgrade the API Web Service
- (Optional) Verify the Master Calendar API installation

INSTALL/UPGRADE THE API WEB SERVICE

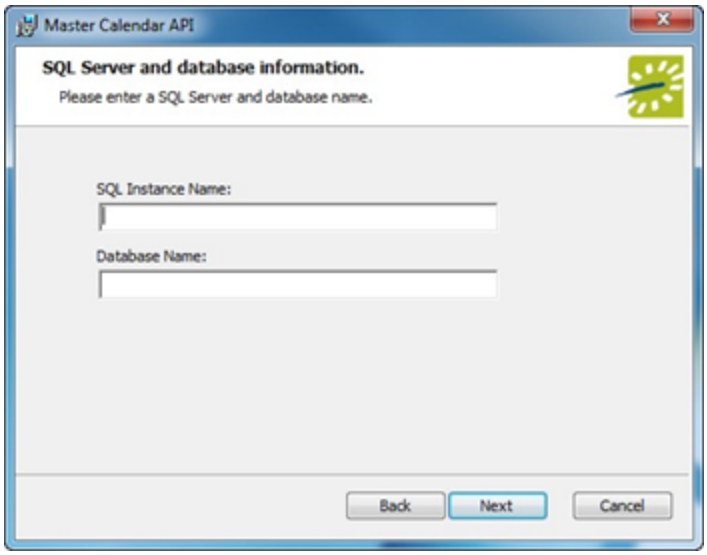
1. Download the MCAPI.msi file onto the web server that will be running the Master Calendar API Web Service (typically the web server that hosts your EMS Master Calendar site).
2. Run **MCAPI.msi**.
3. The first screen welcomes you to the Master Calendar API Setup Wizard. Click **Next** to begin the installation process. The Destination Folder screen will appear.



4. Select the destination folder. The installation process will create a new physical directory on your web server based on the destination folder path entered ("MCAPI" in the example above). Click **Next**.

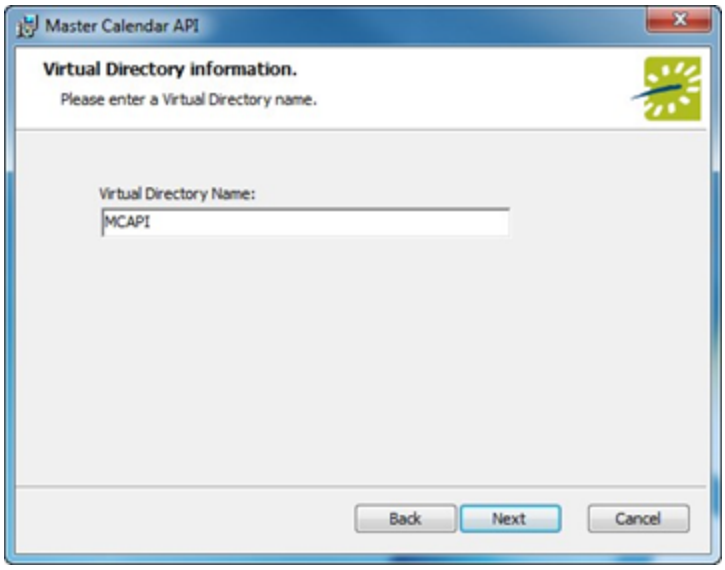
> **Note:** The Master Calendar API Web Service should not be installed in the same physical directory as other EMS web-based products OR under a site running another version of Master Calendar or the Master Calendar API.

5. The SQL Server and database information screen will appear.



6. Enter your Master Calendar SQL Instance Name.
7. Enter your Master Calendar Database Name.
8. Click **Next**.

9. The Virtual Directory information screen will appear.



10. The Virtual Directory Name will default to the destination folder specified in Step 4. It is recommended that you keep the default setting. The installation process will create a virtual directory on your web server based on the virtual directory entered ("MCAPI" in the example above). Click **Next**.

> **Note:** The Master Calendar API Web Service should not be installed in the same virtual directory as other EMS web-based products OR under a site running another version of Master Calendar or the Master Calendar API.

11. The Ready to install Master Calendar API screen will appear. Click **Install** to install the Master Calendar API Web Service.
12. The Completed the Master Calendar API Setup Wizard screen will appear. Click **Finish**.

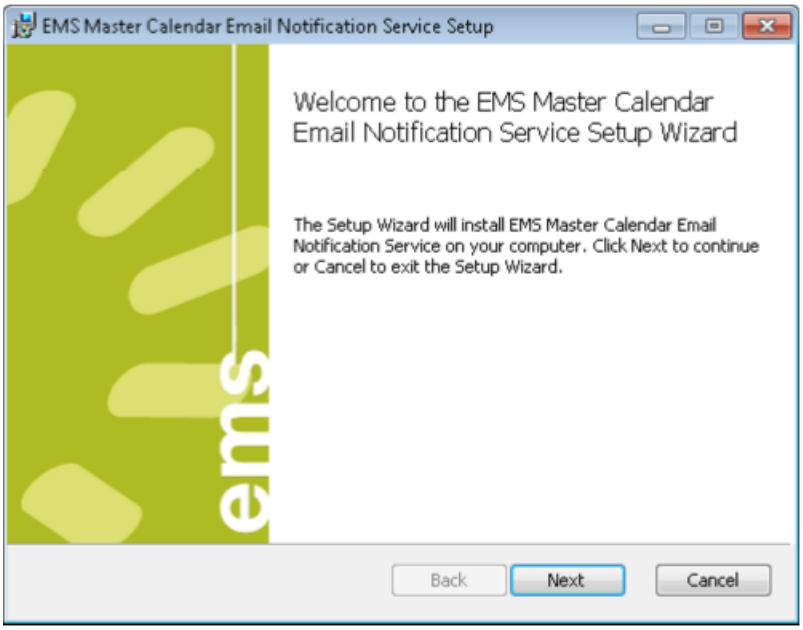
CHAPTER 8: Install or Upgrade the Master Calendar Email Notification Service

The EMS Master Calendar Email Notification Service must be installed on a computer that is connected to the network and is running 24 hours a day, often the database server.

> **IMPORTANT:** Install the EMS Master Calendar Email Notification Service on one computer only, typically installed on a machine that is continuously running.
>
> Existing versions of the EMS Master Calendar Email Notification Service must be manually uninstalled through the Add or Remove Programs menu.

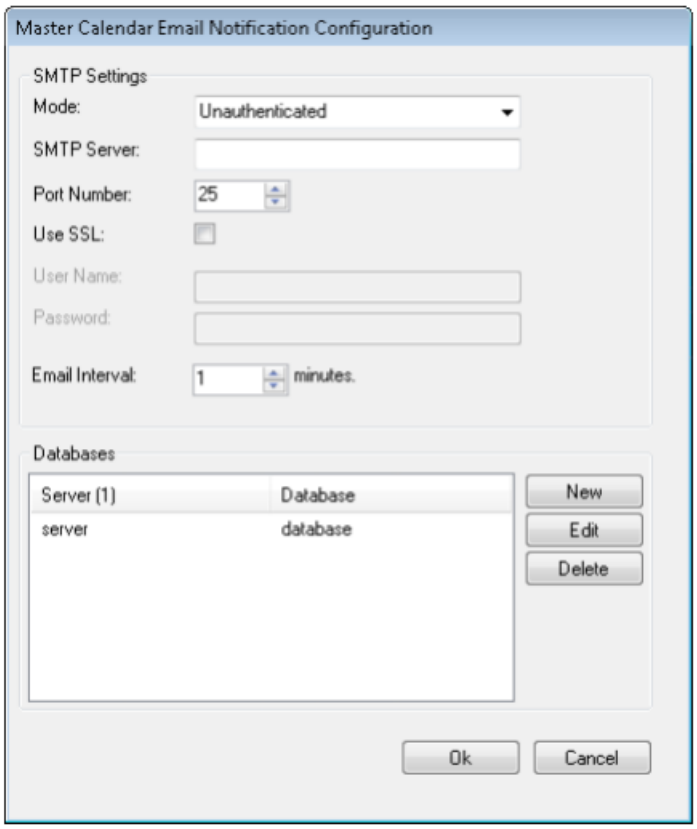
1. Download the DeaMasterCalendarEmailNotificationSetup.msi onto the server that will be running the service.
2. Double-click DeaMasterCalendarEmailNotificationSetup.msi. Follow the on-screen prompts. It is recommended that the defaults are accepted.

Welcome to the EMS Master Calendar Email Notification Service Setup Wizard



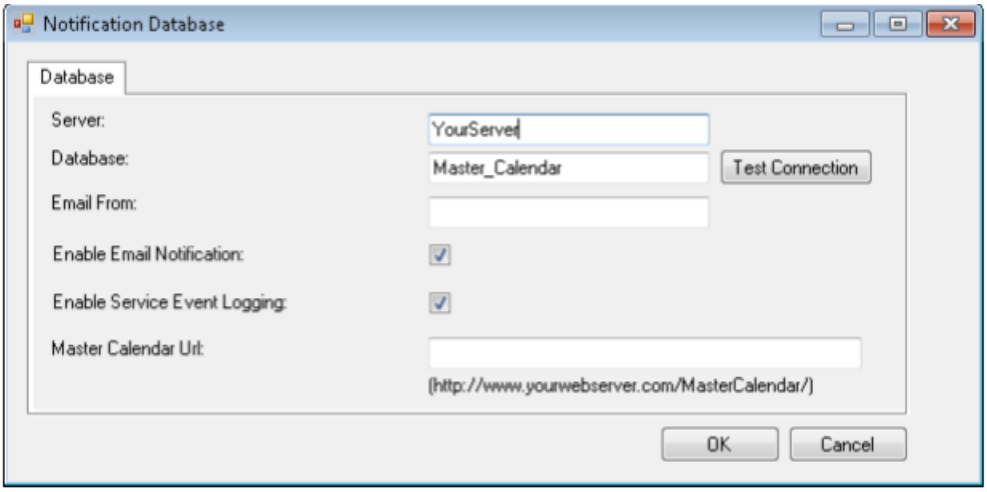
3. In the Microsoft Windows Start menu, locate EMS Master Calendar Email Notification Configuration Service > Email Notification Configuration Settings. The EMS Master Calendar Email Notification screen will appear.

Master Calendar Email Notification Configuration



4. Enter a valid SMTP Server name or IP address that the Email Notification Service can utilize to send notification emails.

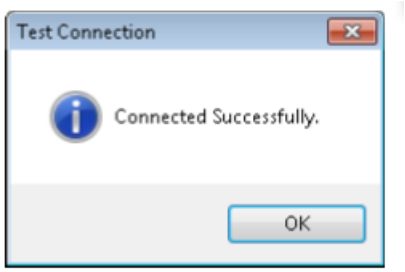
Master Calendar Email Notification Configuration



5. In addition to modifying the Server and database name, the following must be configured as well:
   - **Send From**–An active email address that will be displayed in the From Field of the notification emails that are sent out.
   - **Master Calendar URL**–Enter in the Master Calendar URL.
   - **Interval**–Determines how frequently emails are to be sent out.

6. Edit the Server and Database names to reflect the Server and Master Calendar database names.

Database Connection Test



7. Click the Test Connection button to verify a successful connection.
8. Select if Event Logging should be enabled.
9. Click OK to save the settings.

> **NOTE:** If any issues are encountered starting the service, please visit the Knowledge Base available in the EMS Support Portal for a possible solution.

CHAPTER 9: Execute the EMS Master Calendar Data Connector Script

In order to use the EMS Master Calendar Data Connectors, an organization must be properly licensed. If unsure about whether the EMS Data Connector Module, that allows importing from the current EMS Database, has been purchased; Log into the EMS Master Calendar site, go to the systemcheck.aspx page, click the License Information heading and review the Licensed For list and look for a description to state “EMS Connector”.

If an organization was not previously licensed for the EMS Data Connector Module but is now, update the registration information by logging in to the EMS Master Calendar, going to Admin – Site Administration - Registration, entering the new licenses information then click Save License Data. Please note, the license information is case sensitive and needs to be entered in exactly how it was provide.

After entering the registration information, EMS Master Calendar must re-read the license by going to the systemcheck.aspx page, clicking the License

Information heading and then clicking Read License. At the very top of the page, it should state “License read successfully.”

The information in this section is for executing a SQL script against ones existing EMS Database. The EMS Data Connector Scripts create the needed stored procedures to export information from an EMS Database to the EMS Master Calendar Database. To do so, one must run the **DEA.MasterCalendar.DataConnectorScript.sql** against the existing EMS Database(s).

> **Note:** Be sure that the EMS Data Connector Script is executed against the EMS Database not the Master Calendar Database.

1. On the database server, start the SQL Server tool (Query analyzer\Sql Management Studio) that is used to execute sql scripts.
2. Select the EMS Database, which is going to be the data source for EMS Master Calendar.
3. In the query window, navigate and open up the EMS Data Connector Script.
4. Execute this script against the EMS Database, not the EMS Master Calendar Database.

> **Important:** If any error messages are generated, be sure to check the settings and permissions. Then try to re-execute the script against the correct database. If error messages continue to be generated, please contact our Customer Support Department.

- In order to use the Data Connectors and exchange data between the EMS database and Master Calendar database, Ad Hoc Remote Queries has to be enabled in order for a Data Connector to work.
- **For Microsoft SQL Server 2005:** To check to see if Ad Hoc Remote Queries are enabled – on the Database Server – find Microsoft Configuration Tools > SQL Server Surface Area Configuration > Surface Area Configuration for Features > Select the server level > Database Engine > be sure "Enable OPENROWSET and OPENDATASOURCE support" is checked. If it is not checked, data connectors will not be able to pull data from the EMS database to the Master Calendar database.
- **For Microsoft SQL Server 2008 and 2012** : To check to see if Ad Hoc Remote Queries are enabled – on the Database Server - go to Management Studio > right click on Server level > Facets > from the drop down box > Select Surface Area Configuration > Check AdHocRemoteQueriesEnabled > Set to True. (This may require a restart of the SQL Server this is changed on.)

CHAPTER 10: Install or Upgrade EMS Data Connector Service

Prior to installing or upgrading the EMS Master Calendar Data Connector Service, be sure the EMS Data Connector Script has been executed against the EMS Database(s). (See Executing the EMS Data Connector Script.)

The optional Data Connector Service for the EMS Master Calendar System can be used to create a connection between an EMS Database and a calendar in the Master Calendar system.

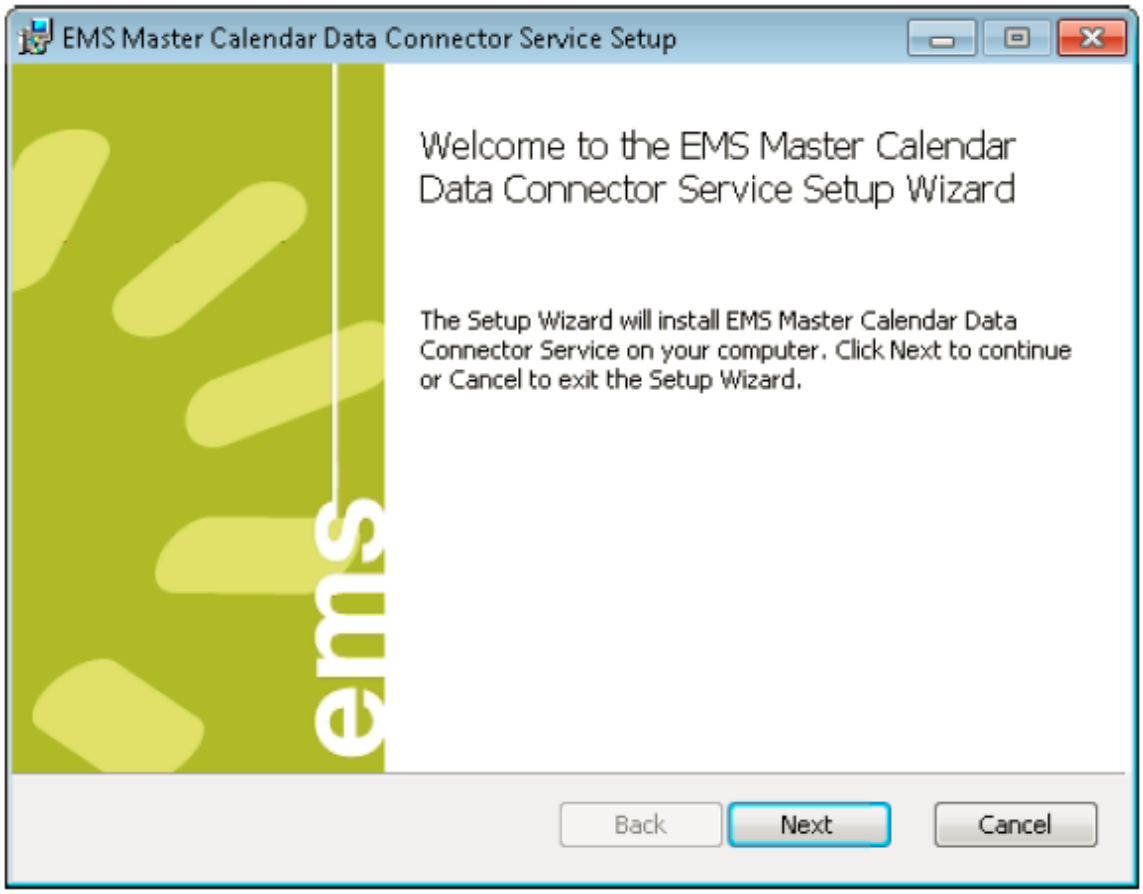
Data Connectors can also be used to import tab delimited and XML files (see “Installing or Upgrading the Master Calendar Import Service”). The Data Connector Service must be installed on a machine that is connected to the network and is running every day. The Data Connector Service is often installed on the database server or the web server.

INSTALL THE MASTER CALENDAR DATA CONNECTOR SERVICE

> **IMPORTANT:** Existing versions of the EMS Master Calendar Data Connector Service must be manually uninstalled, through the **Add or Remove Programs** menu, prior to upgrading the EMS Master Calendar Data Connector Service to a newer version.

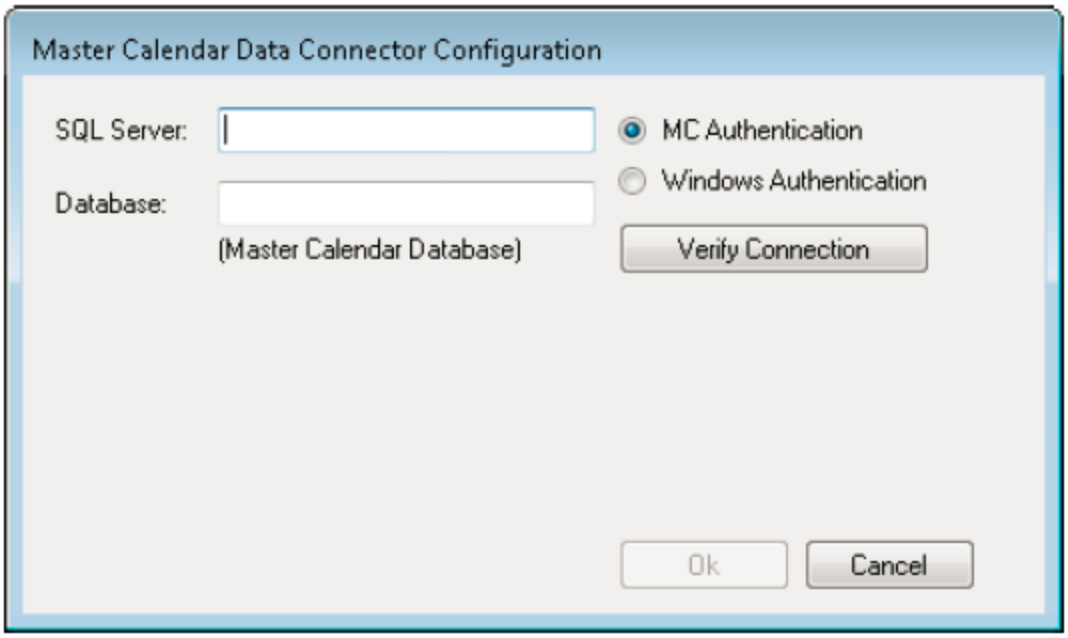
1. Download the DEAMasterCalendarDataConnectorSetup.msi onto the server that will be running the service.
2. Double-click DEAMasterCalendarDataConnectorSetup.msi. Follow the on-screen prompts. It is recommended that the defaults are accepted.

EMS Master Calendar Data Connector Service Setup Wizard



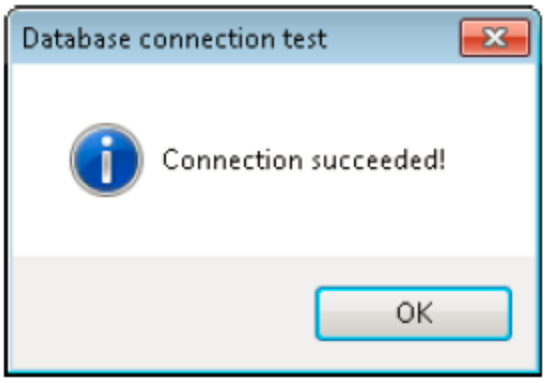
3. Within the Microsoft Windows Start menu, locate EMS Master Calendar Data Connector Service > Data Connector Configuration Setting. The Master Calendar Data Connector Configuration screen will appear.

Master Calendar Data Connector Configuration

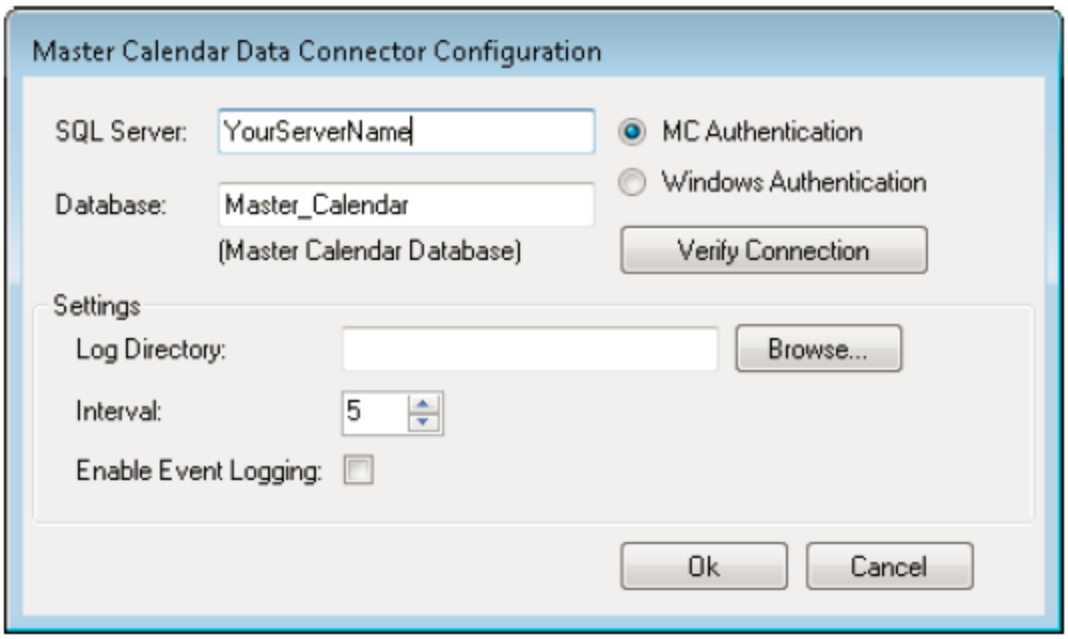


4. Enter in the SQL Server name of where the Master Calendar Database resides on.
5. Enter in the database name that was provided for the Master Calendar Database during installation/upgrade. By default, the database name should be 'Master_Calendar' unless changed during installation.
6. Click Verify Connection to confirm that the Data Connector Service has connected to the EMS Master Calendar Database.

Database Connection Test



EMS Master Calendar Data Connector Configuration



7. Select an Interval which determines how frequently data is pulled from the database. If the interval is set to 0 the service will never run.

8. Select if Error Logging should be enabled.
9. Click **OK** to save the settings.

> **NOTE:** If any issues are encountered starting the service, please visit the Knowledge Base available in the EMS Support Portal for a possible solution.

CHAPTER 11: Install or Upgrade the EMS Master Calendar Import Service

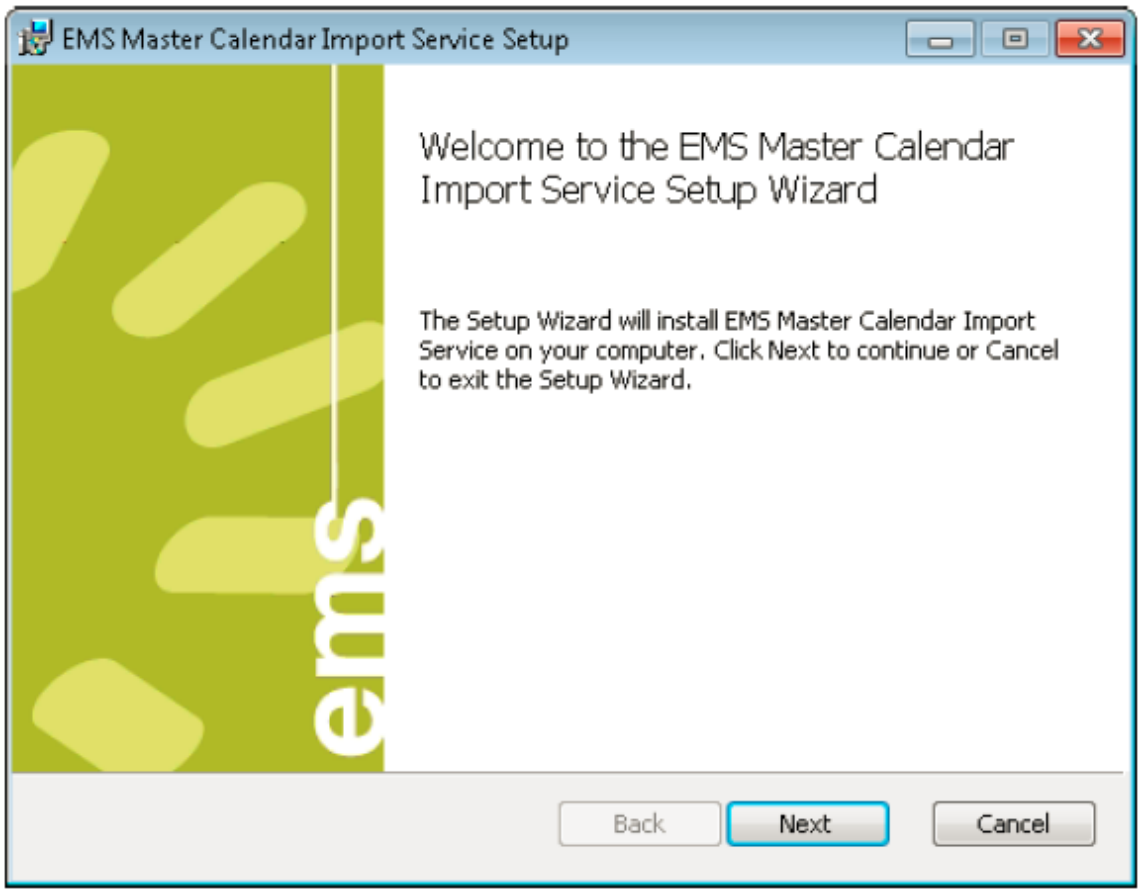
If using a data connector to import a tab delimited and/or XML file, one must set the temporary location, and SMTP server information when setting up the data connecter service. This allows for the importing of the file and also the generating of an email to notify the individual, who defined the import, the status and result from the import.

Import file specifications can be found by logging into the EMS Master Calendar system as a site system administrator, navigating to **Admin** > **Events & Special Dates** > **Import Events** > **Add New** > **Import file specifications**.

> **IMPORTANT:** Existing versions of the Master Calendar Import Service must be manually uninstalled, through the Add or Remove Programs menu, prior to upgrading the EMS Master Calendar Import Service to a newer version.

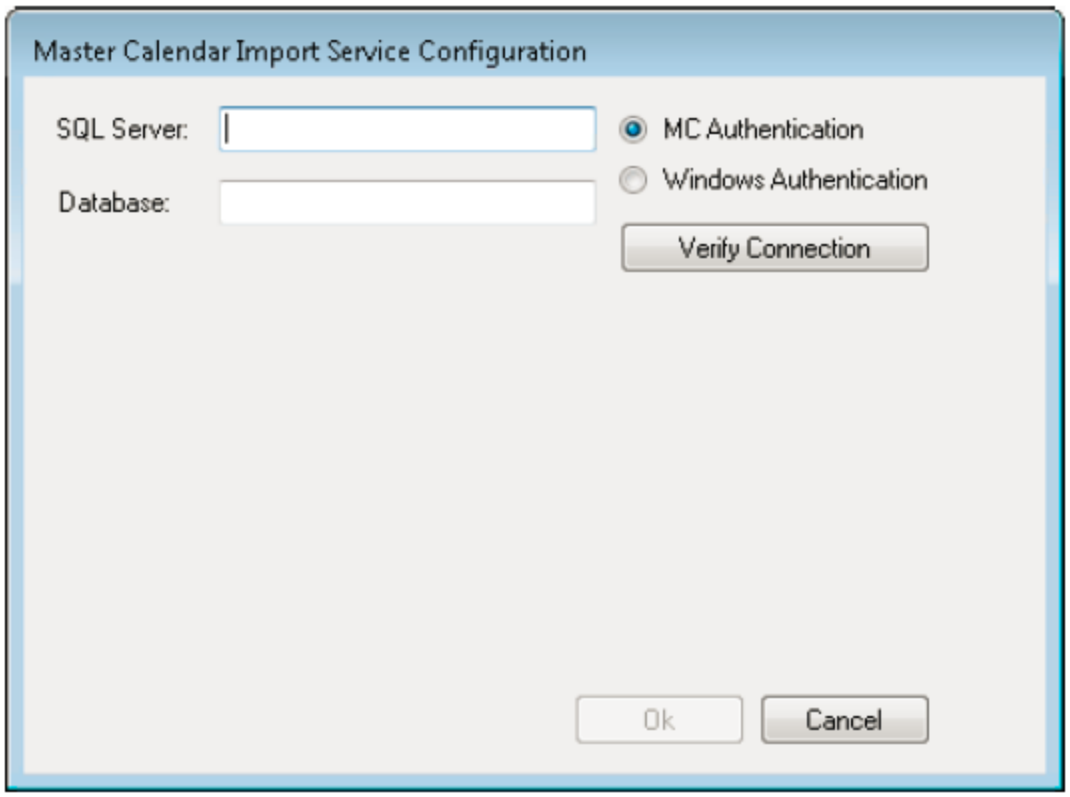
1. Download the DEAMasterCalendarImportSetup.msi onto the server that will be running the service.
2. Double-click DEAMasterCalendarImportSetup.msi. Follow the on-screen prompts. It is recommended that the defaults are accepted.

EMS Master Calendar Import Service Setup Wizard



3. Within the Microsoft Windows Start menu, locate EMS Master Calendar Import Service > Import Service Configuration Settings. The Master Calendar Import Service Configuration screen will appear.

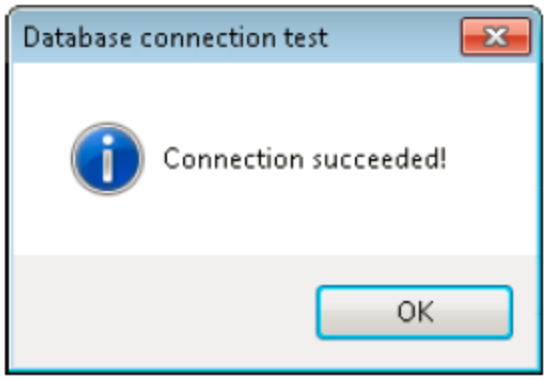
Master Calendar Import Service Configuration



4. Enter in the SQL Server name of where the EMS Master Calendar Database resides on.

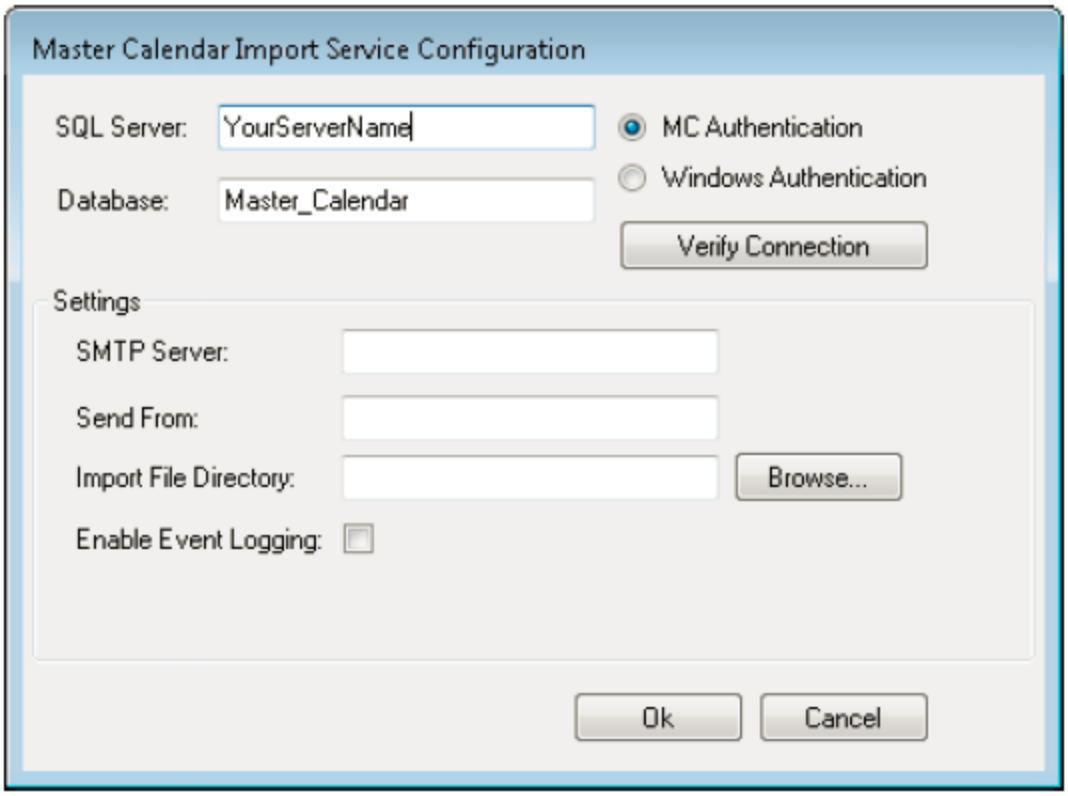
5. Enter in the database name that was provided for the Master Calendar Database. By default, the database name should be 'Master_Calendar' unless manually changed.
6. Click Verify Connection to confirm that the Import Service has connected to the EMS Master Calendar Database.

Database Connection Test



7. In addition the following may be configured:
   - SMTP Server-SMTP name or IP Address
   - Send From-An active email address that will be displayed in the Send From field of the notification emails that are sent out.

Master Calendar Import Service Configuration



8. In the Import File Directory field, enter or browse for a physical path of the directory the import files will be downloaded.

> **NOTE:** The path that is entered for the Import File Directory must refer to an existing directory and must end in a backslash. For example: D:\Temp\.

9. Select if Error Logging should be enabled.
10. After filling in the information above, be sure to click **OK** to save the settings.

> **NOTE:** If any issues are encountered starting the service, please visit the Knowledge Base available in the EMS Support Portal for a possible solution.

CHAPTER 12: Launch EMS Master Calendar

After following the installation instructions, verify the EMS Master Calendar installation by opening a new web browser and entering the EMS Master Calendar address:

> http://[ServerName]/ MasterCalendar/ (replace [ServerName] with the name of the web server)

The first time EMS Master Calendar is launched, it may take a few extra moments for the website to display. If any issues are encountered, please contact Customer Support for assistance.

For information on how to configure Master Calendar, please refer to the EMS Master Calendar Configuration Guide.

CONTACT CUSTOMER SUPPORT

- **Option 1 (Recommended):** Search the Knowledge Base available in the EMS Customer Portal.
- **Option 2:** Submit a Case directly via the EMS Customer Portal.

- **Option 3:** Email support@emssoftware.com.
- **Option 4 (Recommended for critical issues only):** Phone **(800) 288-4565.**

> **IMPORTANT:** If you do not have a customer login, register here.