

# eNovative FORMS™

## Installation Manual

Technical Reference

December 2007

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Thank you for choosing getENOVATIVE, LLC to help meet your process automation needs.

Information technology has become integral to success in today's competitive work environment. However, powerful products are only as valuable as your ability to tap their full potential. We are proud to be in a position to help an organization such as yours by providing powerful and easy to use web based software. eNovative FORMS™ will give your organization the ability to fully automate business processes, and thus allow your employees to become more efficient and effective. Through an unwavering focus on our customers, we tailor complete solutions to help you maximize your productivity and capitalize on your IT investments.

Thank you again for placing your trust in getENOVATIVE, LLC and as always, please let us know how we can continue to best serve your needs.

Best regards,

Gilbert Perez,  
Managing Partner  
getENOVATIVE, LLC

# eNovative FORMS™ Installation Manual

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## Overview:

The eNovative FORMS™ web application consists of 5 main parts:

1. Windows 2000 Standard Server or later
2. Internet Information Service (IIS) that hosts the eNovative FORMS™ website.
3. The Simple Mail Transport Protocol (SMTP) service that sends emails from the eNovative FORMS™ application.
4. A Microsoft SQL Server 2000 database.
5. An administration website which is used to set up all form parameters, user information, approval levels, and database connectivity.
6. A user website which is the main website used for all user level functionality of the eNovative FORMS™ application.

## Section 1: Pre-installation Requirements

### Host Server:

Windows 2000 Standard Server or later

Microsoft Internet Information Services (IIS) or later

Simple Mail Transport Protocol (SMTP) service

Microsoft Data Access Components (MDAC) 2.7 - Downloadable for free from Microsoft

**Processor:** 600-megahertz (MHz) Pentium III-compatible or faster processor; 1-gigahertz (GHz) or faster processor recommended

**Memory:** 512 megabytes (MB) of RAM or more; 1 gigabyte (GB) or more recommended

**Hard Disk:** 5 GB Hard disk – hard disk requirement varies dependent on support attachment configuration.

### Database Server:

SQL Server 2000 or Later

**Processor:** 600-megahertz (MHz) Pentium III-compatible or faster processor; 1-gigahertz (GHz) or faster processor recommended

**Memory:** 512 megabytes (MB) of RAM or more; 1 gigabyte (GB) or more recommended

**Hard Disk:** Approximately 350 MB of available hard-disk space for the recommended installation

Please Note: Installing these components requires a server REBOOT. It will not give you a choice in the matter. Please plan to install accordingly.

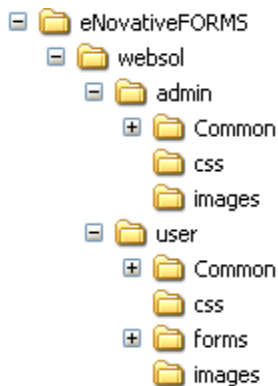
## Section 2: eNovative FORMS™ Installation

### File System

You will need to create one main directory on the web server for the eNovative FORMS™ web application.

Copy the files and all subfolders from the installation CD shipped to this newly created directory.

C:\Inetpub\wwwroot\eNovativeFORMS\webso



You should have a directory on your web server that looks similar to the above figure.

The following directory should be assigned READ & WRITE permissions on the host server.

C:\Inetpub\wwwroot\eNovativeFORMS\webso\user\forms\files

### SQL Server

In the installation CD, there is a directory called Database containing a backup file. This file is a backup of the default starting database. These instructions will walk you through setting up the database using the database backup file.

Note: The steps below are written for Microsoft SQL Server 2000. If you are using previous or later versions, the steps are similar; however you may need to consult the Microsoft SQL Server documentation for any differences.

1. Open SQL Server Enterprise Manager and select the server for the database.
2. Verify that your SQL Server settings allow SQL Server and Windows authenticated logins.
  - a. Right click your SQL Server in Enterprise Manager and Select Properties.

- b. Select the Security tab of the Dialog that appears.
    - c. Ensure that the authentication mode is set to SQL Server and Windows. If it is not, you will need to change it and restart the SQL server for that change to take effect.
    - d. Close the Properties Dialog so that you are back at the Enterprise Manager.
  3. Expand the items under your SQL server by clicking the plus (+) next to your SQL Server.
  4. Right click on the menu item named Databases, select All Tasks – Restore Database
    - a. In the Restore as database field, name the database **eNOVATIVE**.
    - b. Select the “From Device” radio Button
    - c. Click on “Select Device...” button
    - d. On the Choose Restore Devices dialog, Click the “Add Device...” button
    - e. Browse to the backup file
    - f. Click OK
    - g. Click OK
    - h. You should be back at the Restore Database dialog.
    - i. Select the “Options” tab
    - j. You should see 2 entries in the “Restore Database Files as..” section.
    - k. The second column (Move to physical file name) contains the path and filenames that will be created to store this database. You will need to ensure that these paths are valid, and are where you want to store the database. If not, you can simply overwrite the paths and filenames. Important: The paths **MUST** already exist; the restore will not create them.
    - l. Click on “OK”, and the restore process should run. It should take very little time to run the restore, since the database contains only schema information for now.
    - m. Once the restore is complete, you should be back at the Enterprise Manager main screen.

5. In the Enterprise Manager, expand the menu item folder called Security.
  - a. Right click the Logins folder and select New Login.
  - b. Provide a name for the login. You will need to remember this name in a later step.
  - c. Ensure that the SQL Server authentication radio button is selected.
  - d. Enter a password for this login. You will need to remember this password in a later step.

Username \_\_\_\_\_

Password \_\_\_\_\_

- e. Select the Database Access tab at the top of the dialog. Find the entry in the Databases list for the Database you created earlier. Check the checkbox next to it.
- f. In the lower dialog box, you should see a list of Roles appear. While you have the database you created earlier highlighted, check the role "db\_owner" in the lower dialog. Leave "public" checked, since Enterprise Manager will not allow you to clear it.
- g. Click "OK" on the New Login dialog. You should be prompted to re-enter the password. Click "OK" to create the new login.
- h. You have completed the steps to restore the initial backup.

## Technical Note

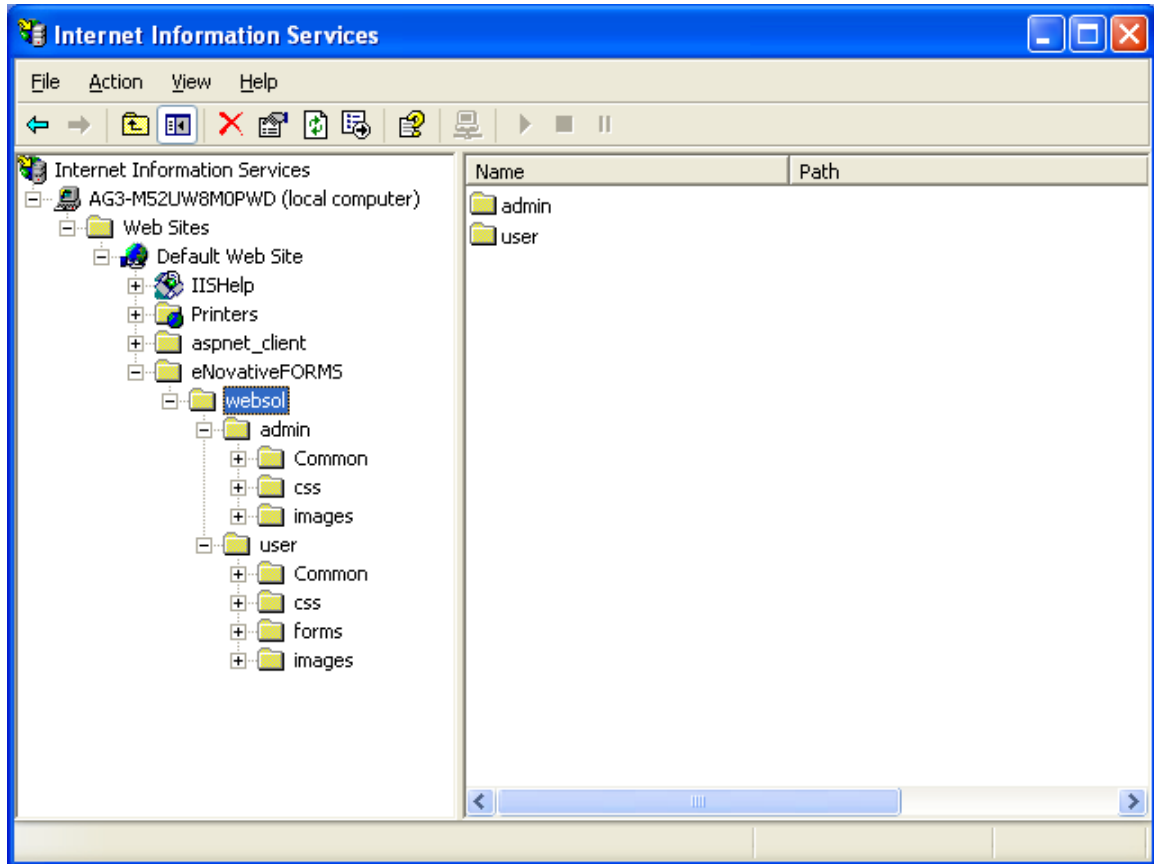
Now would be a good time to set up the automatic backing up of this Database. Please refer to the Books Online for more information on SQL Backups if you are not familiar. It is strongly recommended that you start backing up the database on a routine schedule.

## Internet Information Server – Website Installation

The eNovative FORMS™ web application is written in HTML, VBSCRIPT, and JAVASCRIPT. You should be able to set it up like any other website on your server. These instructions walk you through the installation of the eNovative FORMS™ website.

1. In Administrative Tools, open the Internet Services Manager application.
2. Right Click your server in the display and select “New” -> “Web Site”
3. Click “Next”
4. Type a description for the Web Site. This is for display purposes in the admin tool only. Click “Next”
5. Select the IP address that this website will be hosted on. Edit the Port if necessary.
  - a. If this is the only Web Site on this IP address, continue on to step 7.
  - b. In the “Host Header for this site” type the full URL that users will use to connect to this Web Site. For example “eNovative.yourcompany.com”. You can add multiple aliases after the install if you need to.
6. Browse to the path of the directories created earlier. Leave the “Allow Anonymous access to this Web Site” checked. Click “Next”
7. The default options of “Read” and “Run Scripts” Should be left as is. Click “Next”
8. Click “Finish”
9. The new website should now appear in the Internet Services Manager List.
10. Right click the new Web Site and select “Properties”
11. Select the tab “Documents”
12. Edit the list of default documents and add the file “default.asp” to the list. Move the entry to the top. You can optionally remove the other entries form the list.

13. The newly created website should look like the image below:



14. Close the Internet Services Manager application

15. Open Windows Explorer and browse to the directory of the web you just created in IIS.

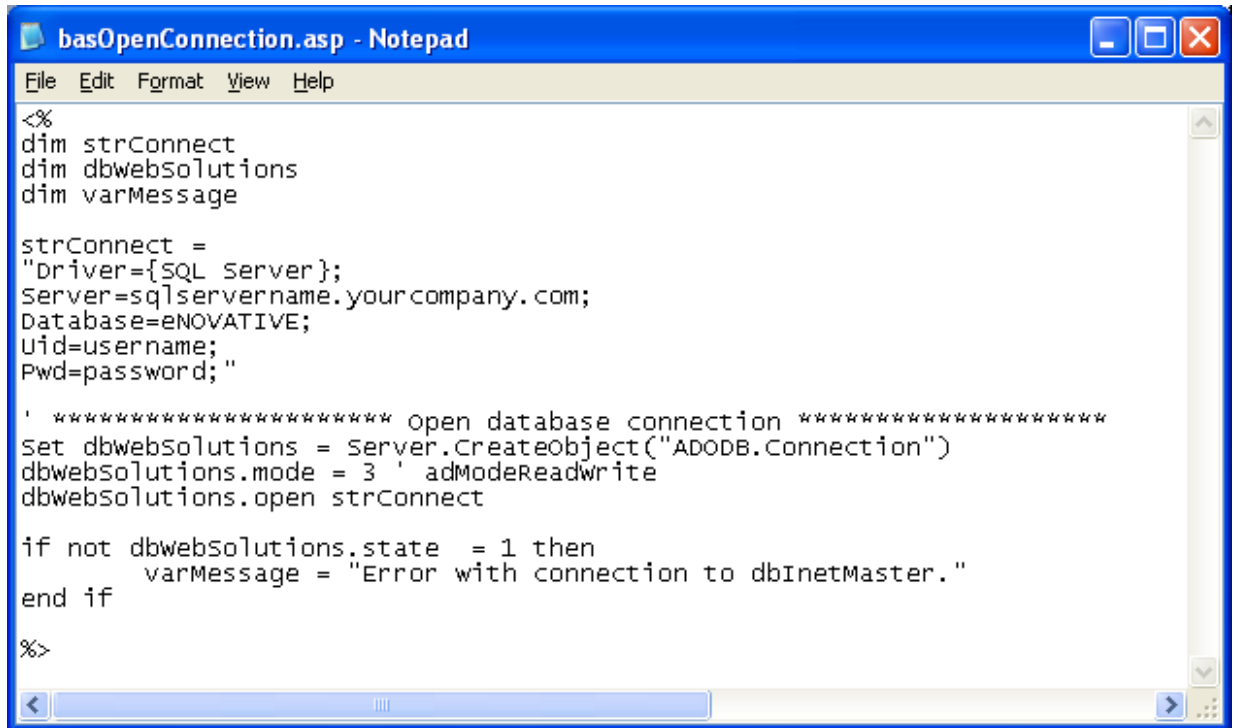
16. Find the "Common" directory in the "Admin" section of the site.

C:\inetpub\wwwroot\eNovativeFORMS\websol\admin\Common

Locate the file named: "basOpenConnection.asp". Right click and check the properties to make sure the file is not Read Only, open this file with Notepad.

17. Both the "Admin" and "User" sites have a "Common" directory that contains a "basOpenConnection.asp" file. You will need to modify the following lines and Save the files:

**\*\*It is a good idea to copy the SQL connect string from this file and paste it into the following files so that you can eliminate any spelling mistakes that could cause problems later.\*\***



```
basOpenConnection.asp - Notepad
File Edit Format View Help
<%
dim strConnect
dim dbwebSolutions
dim varMessage

strConnect =
"Driver={SQL Server};
Server=sqlservername.yourcompany.com;
Database=eNOVATIVE;
Uid=username;
Pwd=password;"

' ***** open database connection *****
Set dbwebSolutions = Server.CreateObject("ADODB.Connection")
dbwebSolutions.mode = 3 ' adModeReadwrite
dbwebSolutions.open strConnect

if not dbwebSolutions.state = 1 then
    varMessage = "Error with connection to dbinetMaster."
end if

%>
```

Server=FQDN Fully Qualified Domain Name of the SQL Server; For example:

**sqlservername.yourcompany.com**

Database=Name of the Database restored above (under SQL Server setup) **eNOVATIVE**

UID=Name of the login created in Database install.

Pwd=Password given to login in Database install.

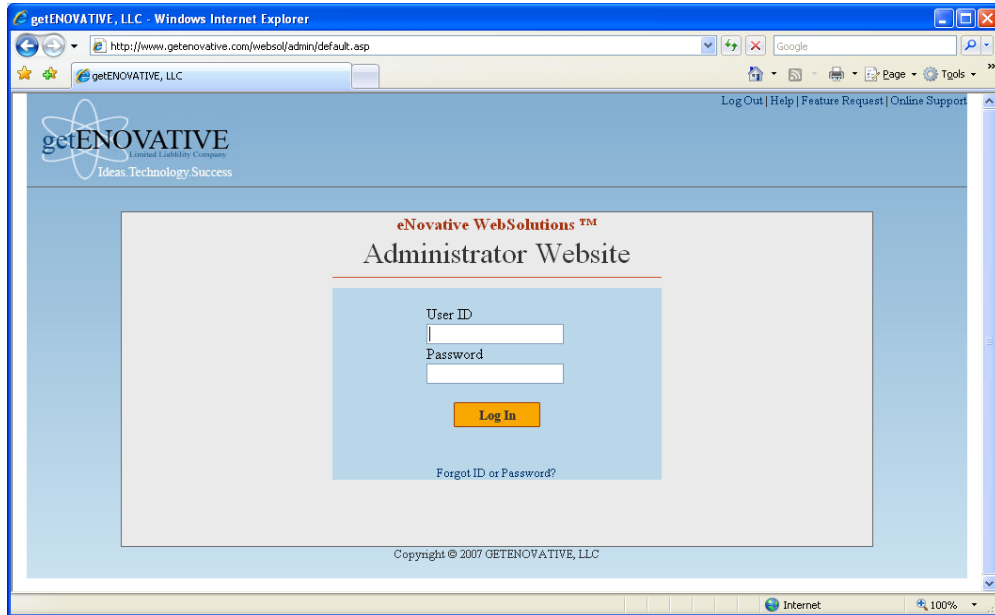
This concludes the installation of eNovative FORMS™ web application.

## Post Installation

You should now be able to navigate to the eNovative FORMS™ web application and be directed to the login page.

**<http://yourserver.yourcompany.com/websol/admin/default.asp>**

The username is: “**admin**” and password is: “**passadmin**”.



If you still are unable to access the eNovative FORMS™ web application, please write down any error messages you receive and contact getENOVATIVE, LLC support at [support@getenovative.com](mailto:support@getenovative.com). Please include contact information, when a good time to contact you would be, and any relevant error messages in the email.

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956-285-2291

956-206-0927

## Database Reference/ Table Structure

This table reference is to use when importing and exporting data directly from the SQL Server database created above.

\*\*Use caution when importing or exporting directly from database as it may cause permanent damage to your database.

### BUDGET\_STRUCTURE

BUDGET_STRUCTURE Columns *												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	ID	numeric	9	18	0	False			True	1	1	False
	TITLE	varchar	50	0	0	False			False	0	0	False
	TYPE	tinyint	1	3	0	False			False	0	0	False
	LENGTH	numeric	9	18	0	False			False	0	0	False
	CREATED	tinyint	1	3	0	True			False	0	0	False

### DESTINATIONS

DESTINATIONS Columns *												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	DESTINATION_ID	numeric	9	18	0	False			True	1	1	False
	CITY	varchar	50	0	0	False			False	0	0	False
	DISTANCE	numeric	9	18	0	False			False	0	0	False
	DATE_CREATED	datetime	8	23	3	False			False	0	0	False
	DATE_UPDATED	datetime	8	23	3	False			False	0	0	False
	STATE	varchar	50	0	0	True			False	0	0	False

### FORM\_ACTIONS

FORM_ACTIONS Columns *												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	FORM_ID	numeric	9	18	0	False			False	0	0	False
	ACTION_ID	numeric	9	18	0	False			False	0	0	False
	GROUP_ID	numeric	9	18	0	False			False	0	0	False
	TITLE	varchar	300	0	0	False			False	0	0	False
	ROLE	tinyint	1	3	0	False			False	0	0	False
	APPROVAL_ORDER	int	4	10	0	False			False	0	0	False
	DATE_CREATED	datetime	8	23	3	False			False	0	0	False

DATE_UPDATED	datetime	8	23	3	False			False	0	0	False
--------------	----------	---	----	---	-------	--	--	-------	---	---	-------

### FORM\_PARTICIPANTS

FORM_PARTICIPANTS Columns												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	FORM_ID	numeric	9	18	0	False			False	0	0	False
	GROUP_ID	numeric	9	18	0	False			False	0	0	False
	DESCRIPTION	varchar	500	0	0	True			False	0	0	False

### FORMS


FORMS Columns												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	FORM_ID	numeric	9	18	0	False			True	1	1	False
	NAME	varchar	100	0	0	False			False	0	0	False
	DESCRIPTION	varchar	1000	0	0	False			False	0	0	False
	HYPERLINK	varchar	150	0	0	False			False	0	0	False
	STATUS	tinyint	1	3	0	False			False	0	0	False
	DATE_CREATED	datetime	8	23	3	False			False	0	0	False
	DATE_UPDATED	datetime	8	23	3	False			False	0	0	False
	BACK_UP	tinyint	1	3	0	True			False	0	0	False

### frmTRAVEL\_FORM

frmTRAVEL_FORM Columns												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	REQ_ID	numeric	9	18	0	False			False	0	0	False
	STATUS	tinyint	1	3	0	False			False	0	0	False
	TYPE	varchar	50	0	0	False			False	0	0	False
	EMP_NO	varchar	50	0	0	False			False	0	0	False
	REASON	varchar	50	0	0	False			False	0	0	False
	FULL_NAME	varchar	100	0	0	False			False	0	0	False
	CHECK_PAY_TO	varchar	100	0	0	False			False	0	0	False
	EMP_TITLE	varchar	100	0	0	False			False	0	0	False
	EMAIL	varchar	100	0	0	False			False	0	0	False
	DESTINATION_CITY	varchar	50	0	0	False			False	0	0	False
	DESTINATION_STATE	varchar	2	0	0	False			False	0	0	False
	GOAL	varchar	10	0	0	False			False	0	0	False
	DRIVER_LIC	varchar	50	0	0	False			False	0	0	False
	INS_POLICY	varchar	50	0	0	False			False	0	0	False
	DEPART_DATE_TIME	varchar	50	0	0	False			False	0	0	False
	DL_EXP_DATE	varchar	50	0	0	False			False	0	0	False
	INS_EXP_DATE	varchar	50	0	0	False			False	0	0	False

REQ_DATE	varchar	50	0	0	False			False	0	0	False
BREAK_RATE	numeric	9	18	0	False			False	0	0	False
BREAK_DAYS	numeric	9	18	0	False			False	0	0	False
BREAK_PEOPLE	numeric	9	18	0	False			False	0	0	False
BREAK_TOTAL	numeric	9	18	0	False			False	0	0	False
LUNCH_RATE	numeric	9	18	0	False			False	0	0	False
LUNCH_DAYS	numeric	9	18	0	False			False	0	0	False
LUNCH_PEOPLE	numeric	9	18	0	False			False	0	0	False
LUNCH_TOTAL	numeric	9	18	0	False			False	0	0	False
DINNER_RATE	numeric	9	18	0	False			False	0	0	False
DINNER_DAYS	numeric	9	18	0	False			False	0	0	False
DINNER_PEOPLE	numeric	9	18	0	False			False	0	0	False
DINNER_TOTAL	numeric	9	18	0	False			False	0	0	False
LODGING_RATE	numeric	9	18	0	False			False	0	0	False
LODGING_ROOMS	numeric	9	18	0	False			False	0	0	False
LODGING_DAYS	numeric	9	18	0	False			False	0	0	False
LODGING_TAX	numeric	9	18	0	False			False	0	0	False
LODGING_TOTAL	numeric	9	18	0	False			False	0	0	False
MILE_RATE	numeric	9	18	0	False			False	0	0	False
MILE_DISTANCE	numeric	9	18	0	False			False	0	0	False
MILE_TOTAL	numeric	9	18	0	False			False	0	0	False
PLANE	numeric	9	18	0	False			False	0	0	False
REGISTRATION	numeric	9	18	0	False			False	0	0	False
ITEM_1	numeric	9	18	0	False			False	0	0	False
ITEM_2	numeric	9	18	0	False			False	0	0	False
ITEM_3	numeric	9	18	0	False			False	0	0	False
ITEM_4	numeric	9	18	0	False			False	0	0	False
ITEM_5	numeric	9	18	0	False			False	0	0	False
ITEM_TOTAL	numeric	9	18	0	False			False	0	0	False
GRAND_TOTAL	numeric	9	18	0	False			False	0	0	False
COMMENTS	varchar	1000	0	0	False			False	0	0	False
PURPOSE	varchar	500	0	0	False			False	0	0	False
RETURN_DATE_TIME	varchar	50	0	0	False			False	0	0	False

## GOALS

GOALS Columns												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	GOAL_ID	numeric	9	18	0	False			True	1	1	False
	DESCRIPTION	varchar	2000	0	0	False			False	0	0	False
	DATE_CREATED	datetime	8	23	3	False			False	0	0	False
	DATE_UPDATED	datetime	8	23	3	False			False	0	0	False
	GOAL	varchar	100	0	0	True			False	0	0	False

## GROUPS

GROUPS Columns *												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	GROUP_ID	numeric	9	18	0	False			True	1	1	False
	PROGRAM_ID	numeric	9	18	0	False			False	0	0	False
	NAME	varchar	75	0	0	False			False	0	0	False
	DESCRIPTION	varchar	1000	0	0	False			False	0	0	False
	DATE_CREATED	datetime	8	23	3	False			False	0	0	False
	DATE_UPDATED	datetime	8	23	3	False			False	0	0	False

## LOCATIONS

LOCATIONS Columns *												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	LOCATION	varchar	50	0	0	True			False	0	0	False
	NAME	varchar	100	0	0	False			False	0	0	False
	DESCRIPTION	varchar	200	0	0	False			False	0	0	False
	PHONE	varchar	50	0	0	False			False	0	0	False
	FAX	varchar	50	0	0	False			False	0	0	False
	DATE_CREATED	datetime	8	23	3	False			False	0	0	False
	DATE_UPDATED	datetime	8	23	3	False			False	0	0	False
	LOCATION_ID	numeric	9	18	0	False			True	1	1	False

## PROGRAMS

PROGRAMS Columns *												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	PROGRAM_ID	numeric	9	18	0	False			True	10	10	False
	NAME	varchar	50	0	0	False			False	0	0	False
	DESCRIPTION	varchar	50	0	0	False			False	0	0	False
	DATE_CREATED	datetime	8	23	3	False			False	0	0	False
	DATE_UPDATED	datetime	8	23	3	False			False	0	0	False

## REQUEST\_ATTACH

REQUEST_ATTACH Columns *												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	REQ_ID	numeric	9	18	0	False			False	0	0	False
	ATTACH_ID	numeric	9	18	0	False			False	0	0	False
	FILE_NAME	varchar	75	0	0	False			False	0	0	False
	FILE_PATH	varchar	300	0	0	False			False	0	0	False

## REQUEST\_DETAIL

REQUEST_DETAIL Columns *												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	REQ_ID	numeric	9	18	0	False			False	0	0	False
	DETAIL_ID	numeric	9	18	0	False			False	0	0	False
	STATUS	tinyint	1	3	0	False			False	0	0	False
	GROUP_ID	numeric	9	18	0	False			False	0	0	False
	USER_ID	numeric	9	18	0	False			False	0	0	False
	ROLE	tinyint	1	3	0	False			False	0	0	False
	APPROVAL_ORDER	numeric	9	18	0	False			False	0	0	False
	DATE_ASSIGNED	datetime	8	23	3	True			False	0	0	False
	DATE_CLOSED	datetime	8	23	3	True			False	0	0	False
	APPROVAL	tinyint	1	3	0	True			False	0	0	False
	TITLE	varchar	300	0	0	True			False	0	0	False

## REQUESTS

REQUESTS Columns *												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	REQ_ID	numeric	9	18	0	False			True	1	1	False
	FORM_ID	numeric	9	18	0	False			False	0	0	False
	STATUS	tinyint	1	3	0	False			False	0	0	False
	BACK_UP	tinyint	1	3	0	False			False	0	0	False
	REQUESTOR	numeric	9	18	0	False			False	0	0	False
	DATE_CREATED	datetime	8	23	3	True			False	0	0	False
	DATE_CLOSED	datetime	8	23	3	True			False	0	0	False
	COMMENTS	varchar	2000	0	0	True			False	0	0	False

## sysRESERVED\_WORDS

sysRESERVED_WORDS Columns *												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	ID	numeric	9	18	0	False			True	1	1	False
	WORD	varchar	50	0	0	False			False	0	0	False

## sysSTATES

sysSTATES Columns *												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	STATE_ID	varchar	2	0	0	False			False	0	0	False

STATE_NAME	varchar	75	0	0	False			False	0	0	False
------------	---------	----	---	---	-------	--	--	-------	---	---	-------

## USERS

USERS Columns*												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	USER_ID	numeric	9	18	0	False			True	1	1	False
	EMPLOYEE_ID	varchar	50	0	0	True			False	0	0	False
	LAST_NAME	varchar	50	0	0	False			False	0	0	False
	MIDDLE_NAME	varchar	50	0	0	True			False	0	0	False
	FIRST_NAME	varchar	50	0	0	False			False	0	0	False
	EMAIL	varchar	50	0	0	True			False	0	0	False
	USER_NAME	varchar	50	0	0	False			False	0	0	False
	PASSWORD	varchar	50	0	0	False			False	0	0	False
	PROFILE	tinyint	1	3	0	False			False	0	0	False
	LOCATION	numeric	9	18	0	True			False	0	0	False
	STATUS	tinyint	1	3	0	False			False	0	0	False
	DATE_CREATED	datetime	8	23	3	False			False	0	0	False
	DATE_UPDATED	datetime	8	23	3	False			False	0	0	False

## USERS\_GROUPS

USERS_GROUPS Columns*												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	USER_ID	numeric	9	18	0	False			False	0	0	False
	GROUP_ID	numeric	9	18	0	False			False	0	0	False
	PROGRAM_ID	numeric	9	18	0	False			False	0	0	False

## USERS\_PROGRAMS

USERS_PROGRAMS Columns*												
Key	Column	Type	Length	Prec.	Scale	Nullable	Default	Rule	Id.	Id. Incr.	Id. seed	Row GUID
	USER_ID	numeric	9	18	0	False			False	0	0	False
	PROGRAM_ID	numeric	9	18	0	False			False	0	0	False
	ACCESS_LEVEL	tinyint	1	3	0	False			False	0	0	False