Server Setup

Please ensure all users are logged out of info:HR. This install has to be completed on only one PC.

A. Move info:HR files
(Note: if you are not moving the info:HR application to the new server, skip this step)
From the info:HR file server, complete the following steps:

1. Create an info:HR working folder on the new server.

2. Go to the current info:HR working folder (usually it's IHR).

3. Copy all files into the new info:HR working folder.

B. SQL Server Authentication for new SQL Server

1. Right click Server name on the SQL Server Management Studio screen.

2. Click **Properties** and then select **Security**.

3. Click "**SQL Server and Windows Authentication mode**" under **Server authentication**.

4. Click OK button.

C. Backup SQL databases and create new databases on the new SQL Server

1. Back up **INFOHR** and **INFOHR_DOC** from the current SQL Server.

2. Go to the new SQL Server,

    a. Create a database and name it **INFOHR**.

    b. Create a database and name it **INFOHR_DOC**.

    c. Make sure SQL Server Agent starts

    d. Make a Database Maintenance Plans for the INFOHR and INFOHR_DOC databases, and at least keep the backup files for the last two weeks.
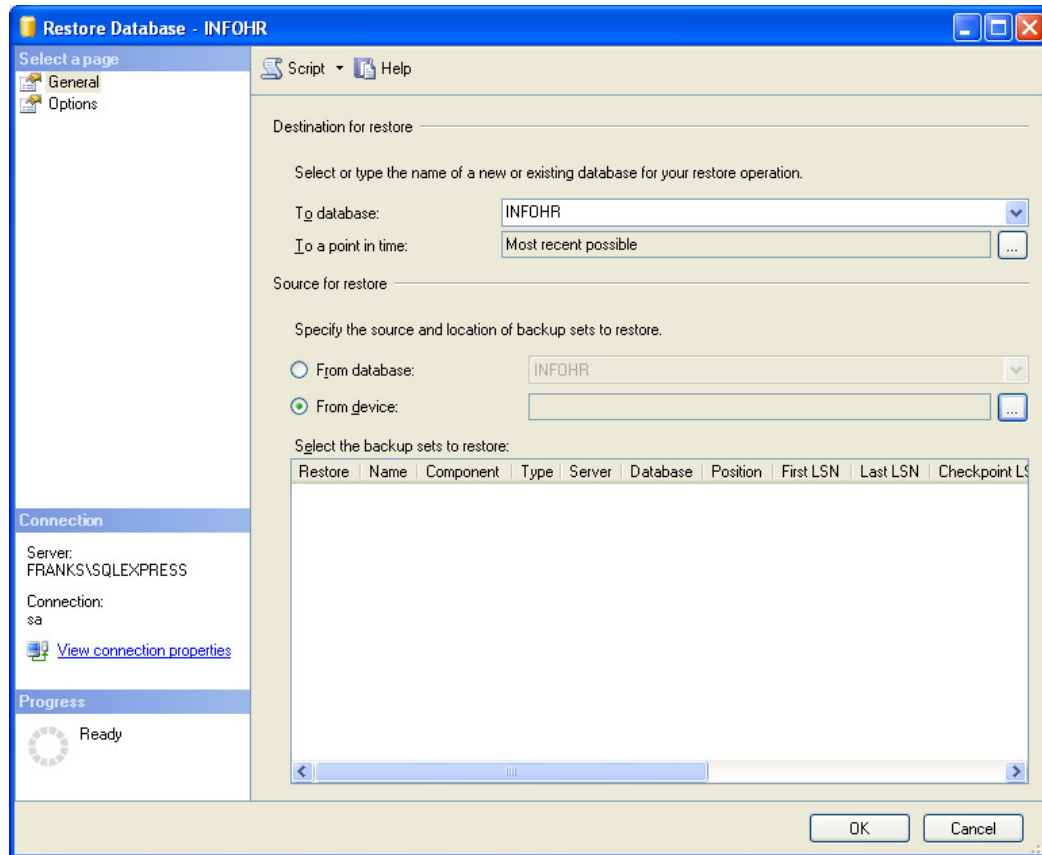
D. Restore Databases on new SQL Server

1. Go to SQL Server Management Studio.

   a. **INFOHR Database**

      i. Right click database **INFOHR**, click **Tasks \ Restore \ Database...**.

      i. Under the **General** tab for "**Source for restore**", click "**From Device**" then click browse button to find the INFOHR backup file (taken in C.1 above), select it, then click OK, OK and OK back to main Restore Database screen.

      ii. Under the **Options** tab for "**Restore options**", check the checkbox for "**Overwrite the existing database**" and click OK to begin.
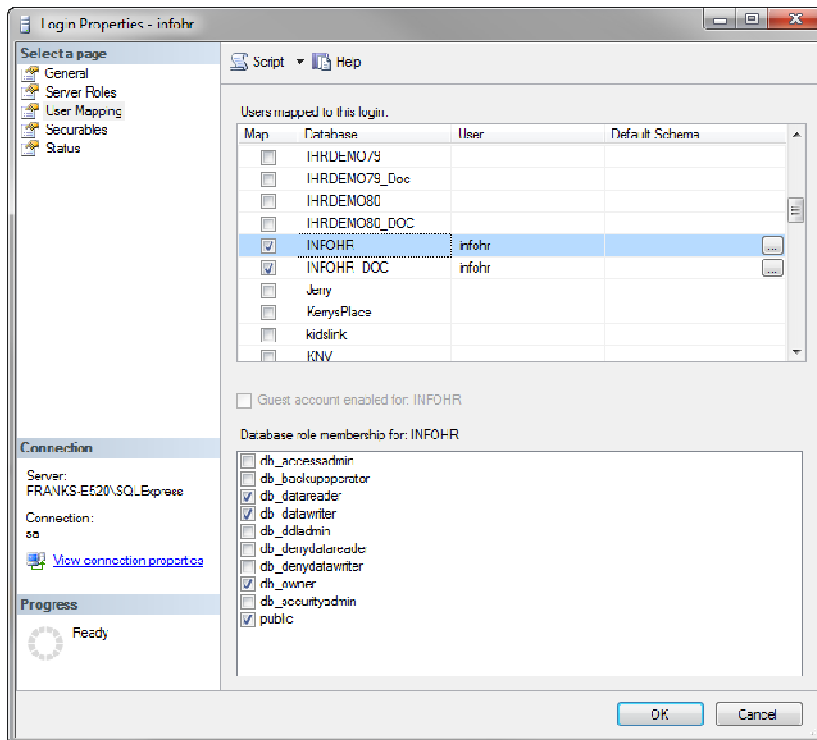
b. <u>INFOHR_DOC database</u>

     i.   Right click database **INFOHR_DOC**, click **Tasks \ Restore \ Database...**.

    ii.   Under the **General** tab for "**Source for restore**", click "**From Device**" then click browse button to find the INFOHR_DOC backup file (taken in C.1 above), select it, then click OK, OK and OK back to main Restore Database screen.

    iii.   Under the **Options** tab for "**Restore options**", check the checkbox for "**Overwrite the existing database**" and click OK to begin.

E. Create a SQL Server user, such as "infohr", for the new databases INFOHR & INFOHR_DOC

    1.   Make sure SQL Server **infohr** user has **db_owner**, **public**, **db_datareader** and **db_datawriter** rights for both INFOHR and INFOHR_DOC databases.
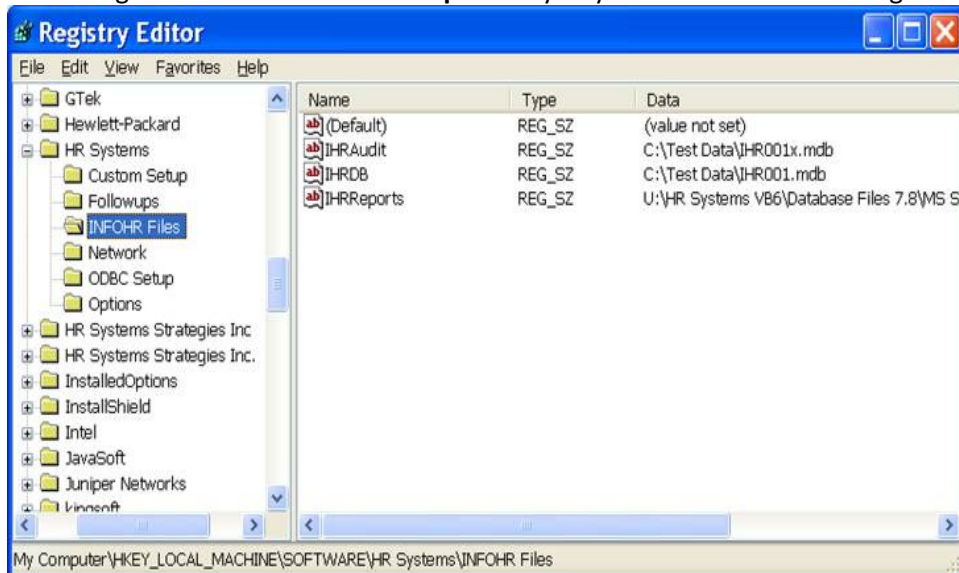
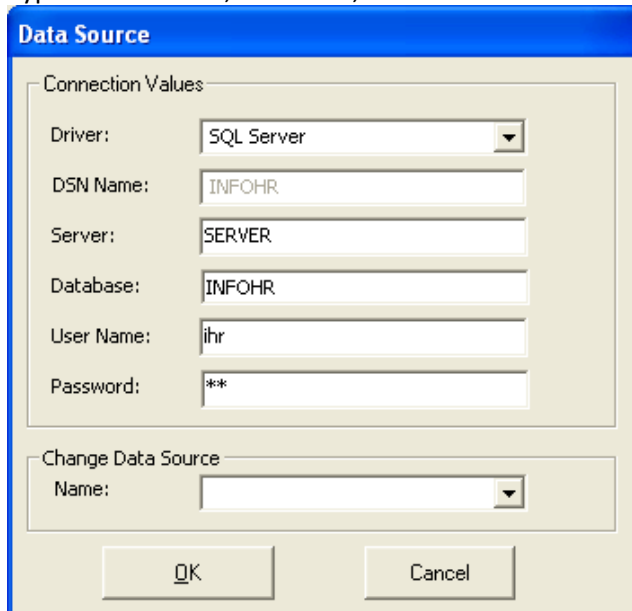## Client Setup

A. On any PC with info:HR installed:

1. If the info:HR working folder was changed then:
   a. Click **Start \ Run**, then type "**regedit**".
   b. Go to "**HKEY_LOCAL_MACHINE\Software\Wow6432Node\HR Systems**" key. If not found then go to **HKEY_LOCAL_MACHINE\Software\HR Systems** key.
   c. note: If both are found then both should be updated.
   d. Change the data value for **IHRReports** key to your new info:HR working folder.

2. Register the IHRCtrls.ocx file from current info:HR working folder on this computer manually.
   a. **Turn Off the UAC.**
   b. Run the regsvr32 command from an elevated Command Prompt, i.e. click Start \ All Programs \ Accessories \ right click Command Prompt, click **Run as administrator** and then at the prompt type: **regsvr32** "*{path to info:HR folder}***IHRCTRLS.ocx**". Note: If this is a Windows 7+ machine, then you may need to enter the UNC path as {*path to info:HR folder*}.
   c. Click on OK/enter.
   d. You should get a message as "Dll......registered successfully". If you don't get 'successfully registered' message then please log into this Windows environment as an admin user and then try the manual register steps again.
3. Run info:HR as administrator but do not enter your User ID / Password on Login screen.
4. On the info:HR Login screen, click on **File \ Data Source**.

5. Type in the **Server**, **Database**, **User Name** and **Password**.

6. Click on OK. The system will say "Datasource Registration Succeeded". If the registration fails, the SQL Data Source will have to be added manually via the Control Panel. If this happens, please call HRSS Support for details.

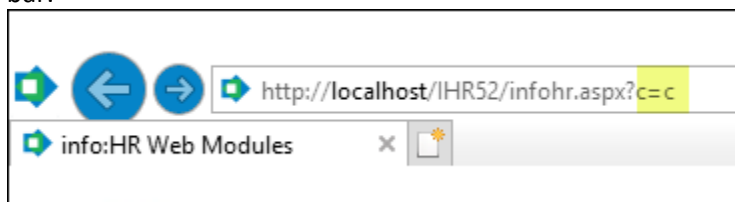7. You can now have user log into info:HR to verify the connection to new SQL Server database.

Employee/Manager Self-Serve and Online Timesheet Clients

If you have moved your IIS (web) server, please contact our Support Department at 1-800-567-4254 or locally at (416) 599-4747 for further instructions. Go no further.
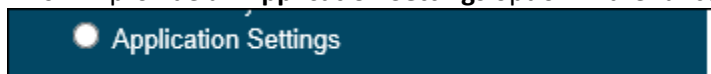
If you have moved the info:HR database you must notify the web-based applications of the change.

A. From any web browser:

1. Ensure that all employees are logged out of both modules.

2. Go to the ESS/Timesheet login screen. Ensure that the "c=c" parameter is in the address bar.

This will provide an **Application Settings** option in the function selection box.

3. Choose this option to log in to the Application Settings screen. Your User Name must have the appropriate info:HR security setting.
4. Click on the **Database Settings** section to display the settings list.

5. Make all necessary changes. Be sure to re-enter the **Database Userid** and **Database Password**, even if they have not changed. Tab out of all fields and click the **Save Settings** button at the bottom of the screen.

If you have any questions, please do not hesitate to contact our Support Department at 1-800-567-4254 or locally at (416) 599-4747.