

Team@Work

Version 3.1.2

Installation Guide

Team@Work is an enterprise software system. All users are connected to a single server and exchange tasks, documents, messages and contact information using this server. The Team@Work server is installed on one computer in the network.

Further in the text we will call „Team@Work server“ both the server application and the computer on which it runs.

Users connect to the server using normal web browser. Version 3 is optimized for work with Internet Explorer 6 or higher and Firefox 3.0 or higher. In such a way the server is accessible from any computer which is accessible over local network or the Internet. Process designers need a special application (the Designer) to be installed on their computer.

Team@Work comes as a single installer. The installer contains a demonstration database which describes a fictional company, users and workflows. New users can „play“ with the demo database with safety.

Team@Work installation is simple and straightforward. It takes less than 10 minutes to install and run the server. Just run the Wizard-based automatic installer and follow the instructions. Everywhere you can use the default values and just click the „Next“ button. You can choose the place where the system will be installed, which parts to install (Server and/or Designer) and whether to install the bundled JavaVirtual Machine (JVM). It is recommended to use the bundled JVM, but if you already have JVM 1.5.xxx installed on the machine, you may specify it and Team@Work will use it. After the installation the system is ready to work. When the server starts for the first time, a 30-day free testing license is activated.

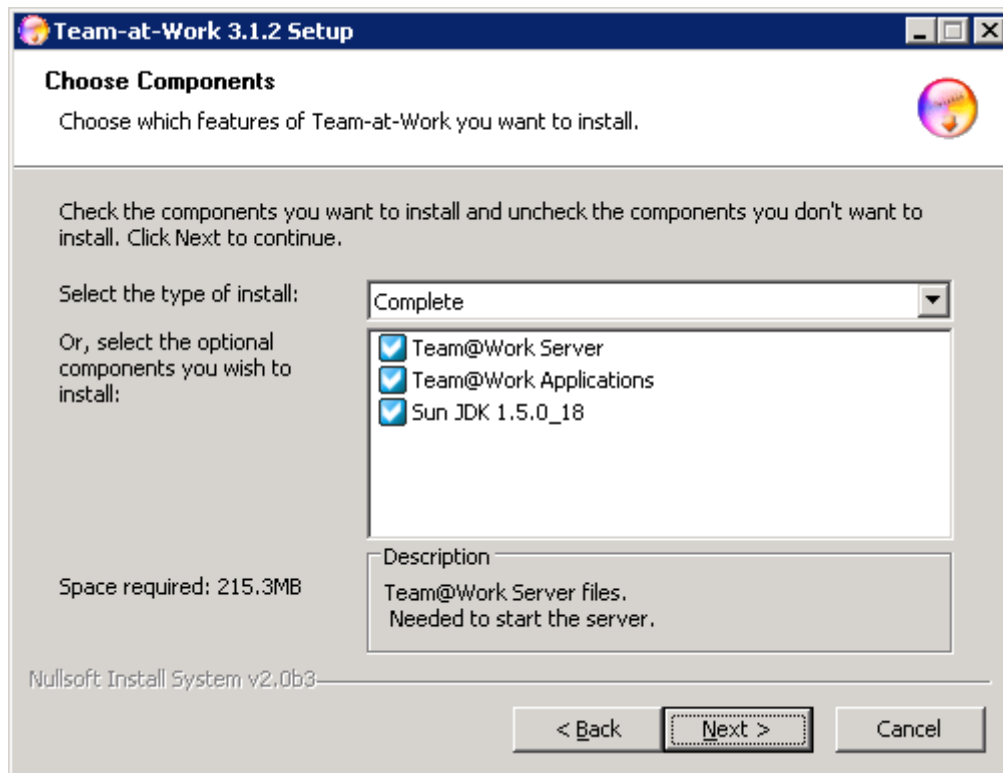
In this document we will discuss the installation of Team@Work on a single machine. Typically this is done on the server machine where Team@Work will run permanently, or on a desktop/laptop machine for testing purposes

Team@Work Installation

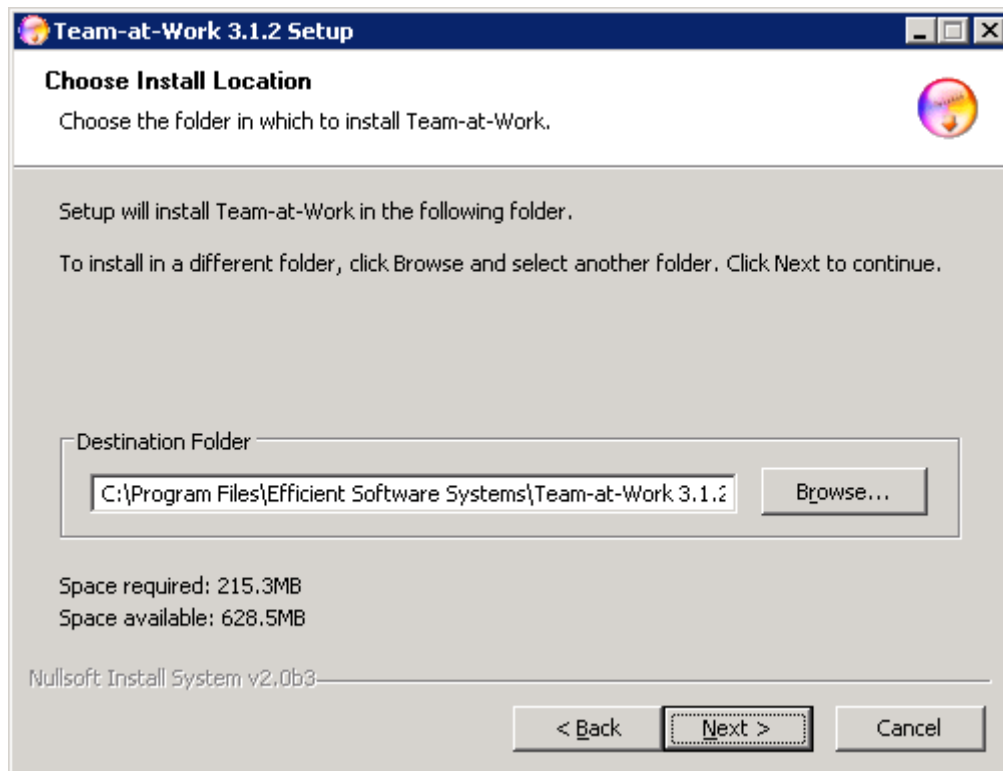
Installation procedure is simple and fast. This allows to install Team@Work several times for different purposes. The complete uninstall feature makes installations safe and reversible. When installed Team@Work server also installs a database server (Apache Derby) and a web server (Apache Tomcat).

Full installation on a single computer

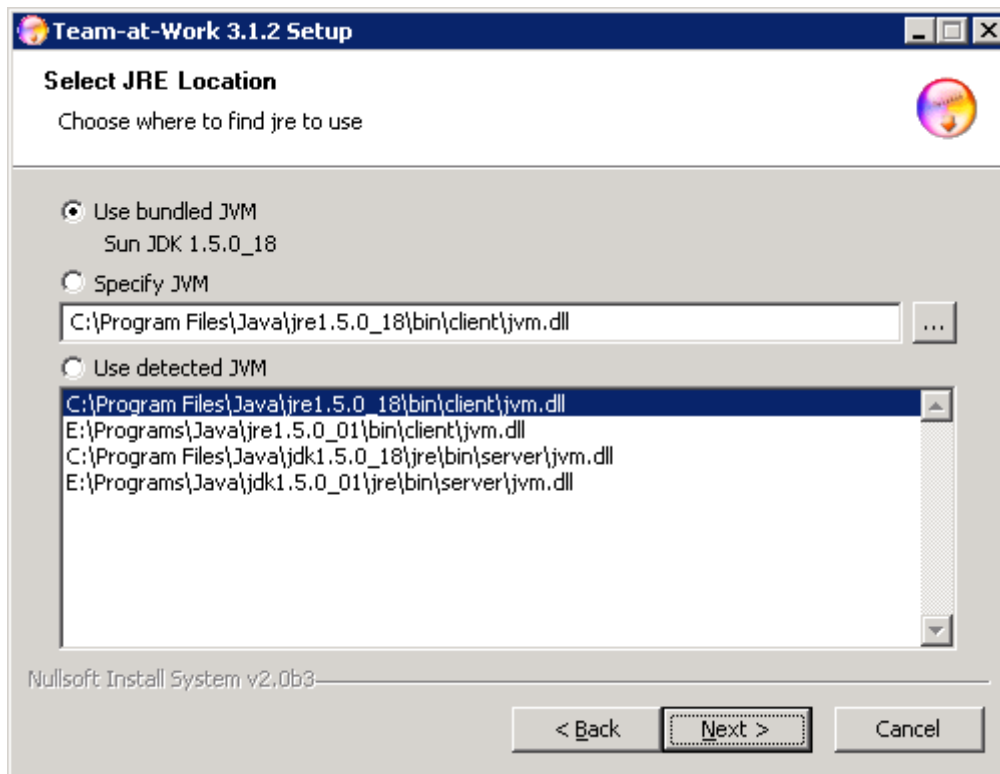
1. Start Team@Work Installer. The Wizard will ask you to choose a language. Please note that this language is only for installation procedure. The language on which Team@Work will work will be chosen later.
2. After the initial screens you come to a dialog where you have to choose which components to install. Choose them all.



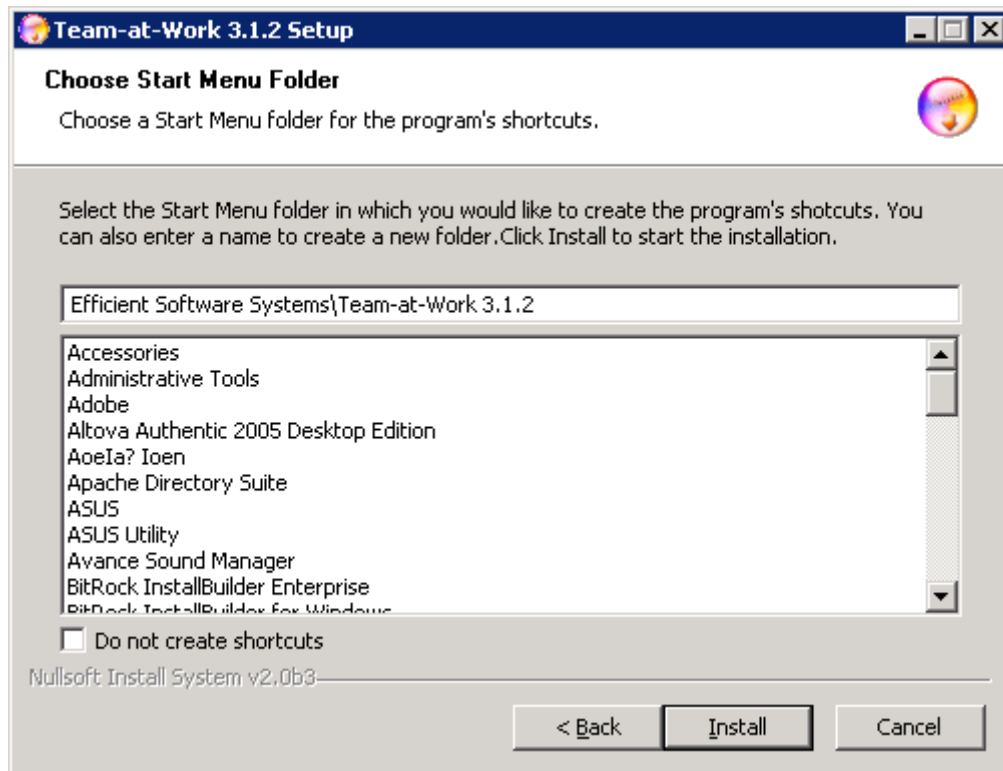
3. On the next page you have to choose the installation folder. By default the installer offers „C:\Program Files\Efficient Software Systems\team-at-work 3.1.2“



4. On the next page you have to choose the Java Virtual Machine for Team@Work. Choose the bundled one. Alternatively you may choose any installed JVM assuming the following:
- it is coming from Sun Microsystems (Team@Work is not tested with other JVMs)
 - its version is 1.5.xxx; not earlier than 1.5.1 and not 1.6.xxx
 - you will not uninstall this particular JVM in the future...



5. On the last page you choose the name of the link for Team@Work in the „Program Files“ group of the „Start“ menu. By default it is „Efficient Software Systems\team-at-work 3.1.2“



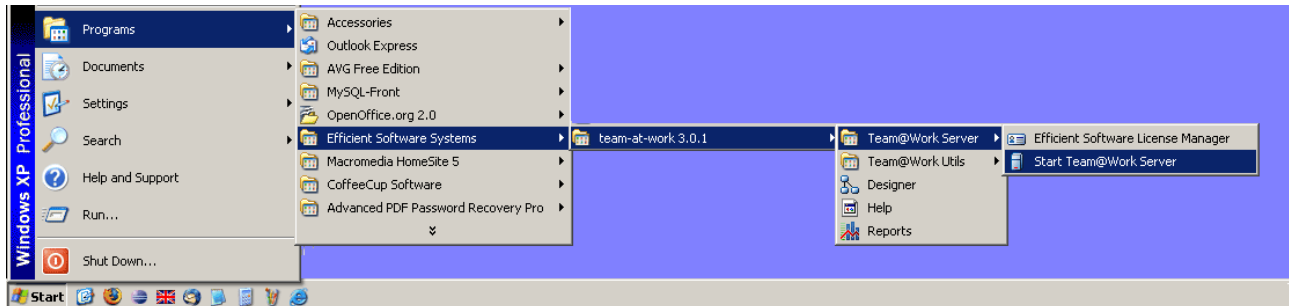
After the end of the installation the server is ready to start.

What has been installed on the computer:

- Sun JVM 1.5.0_18: Java virtual machine, on which Team@Work runs
- Team@Work Server, including:
 - Tomcat Web Server 5.0.19
 - Apache Derby – the relational database
- Team@Work Designer: the application for designing workflow schemes and organizational structure

Starting the server

The link to Team@Work server is located in the sub-folder „Team@Work Server“ of the installation folder. If you preserve the standard setting of the installer it should be in **Start->Program Files-> Efficient Software Systems->team-at-work 3.1.2->Team@Work Server->Start Team@Work Server**. Start the server from this link.



If your computer has a firewall activated, you will receive a message that a new application wants to use ports.

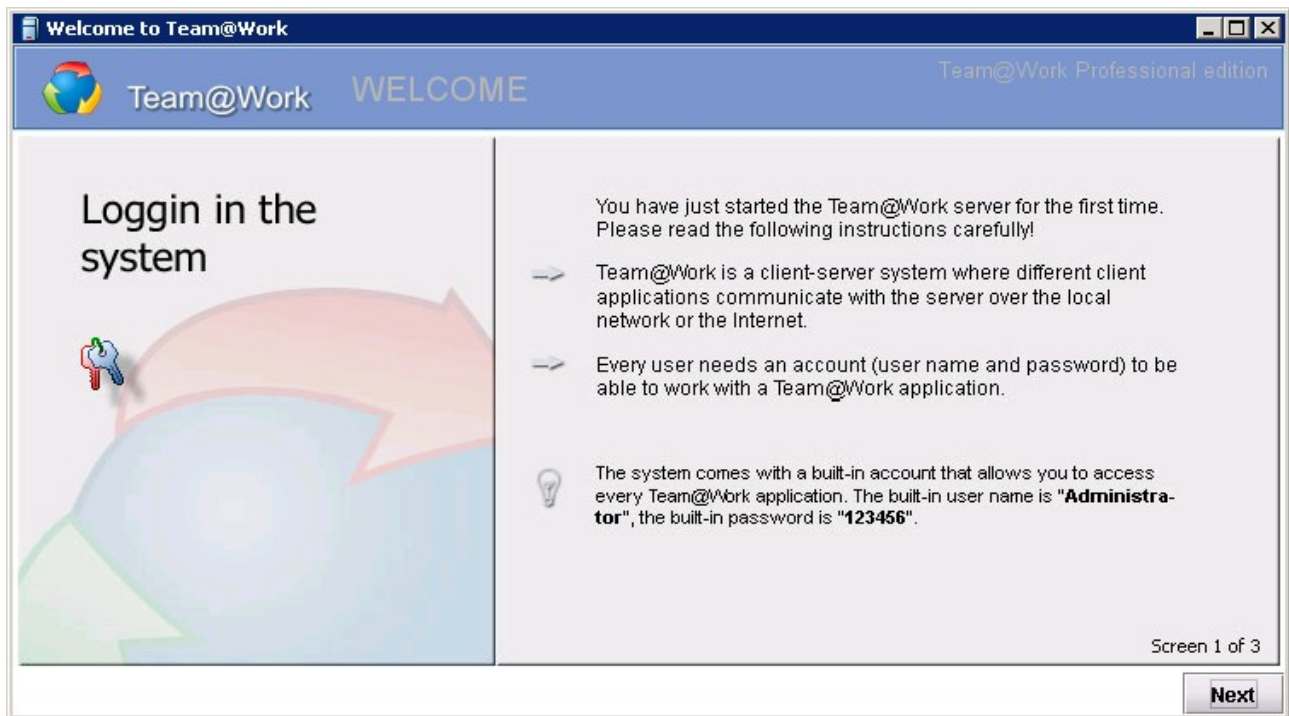


Click „**Unblock**“.

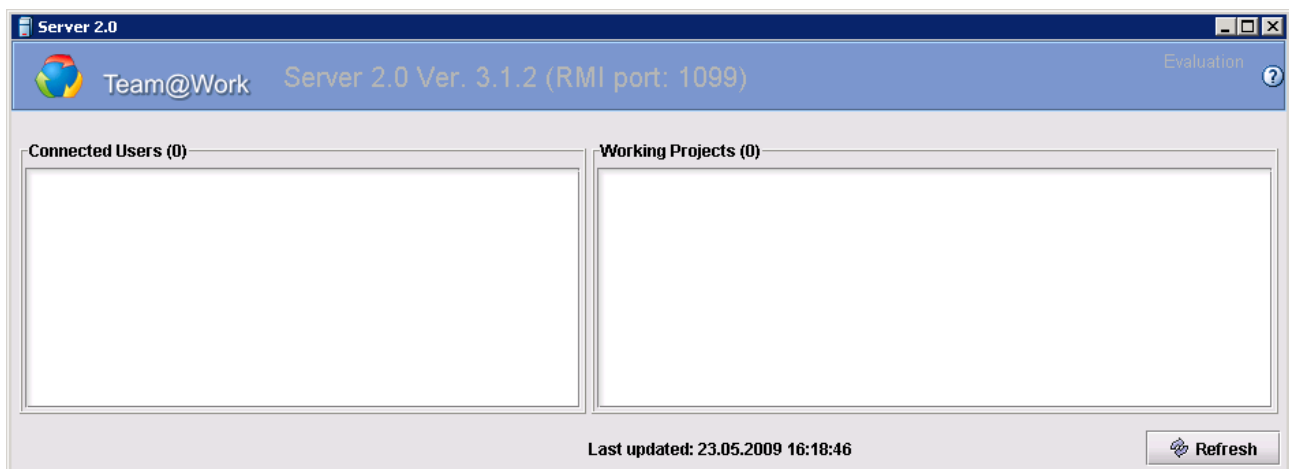
After some time (10-20 sec.) the following screen appears



Team@Work starts its initialization process. It takes about 2-3 minutes. After that three welcome screens appear



Read carefully and click „Next“ buttons. The the Team@Work console appears.



Team@Work is ready to work.

Logging in

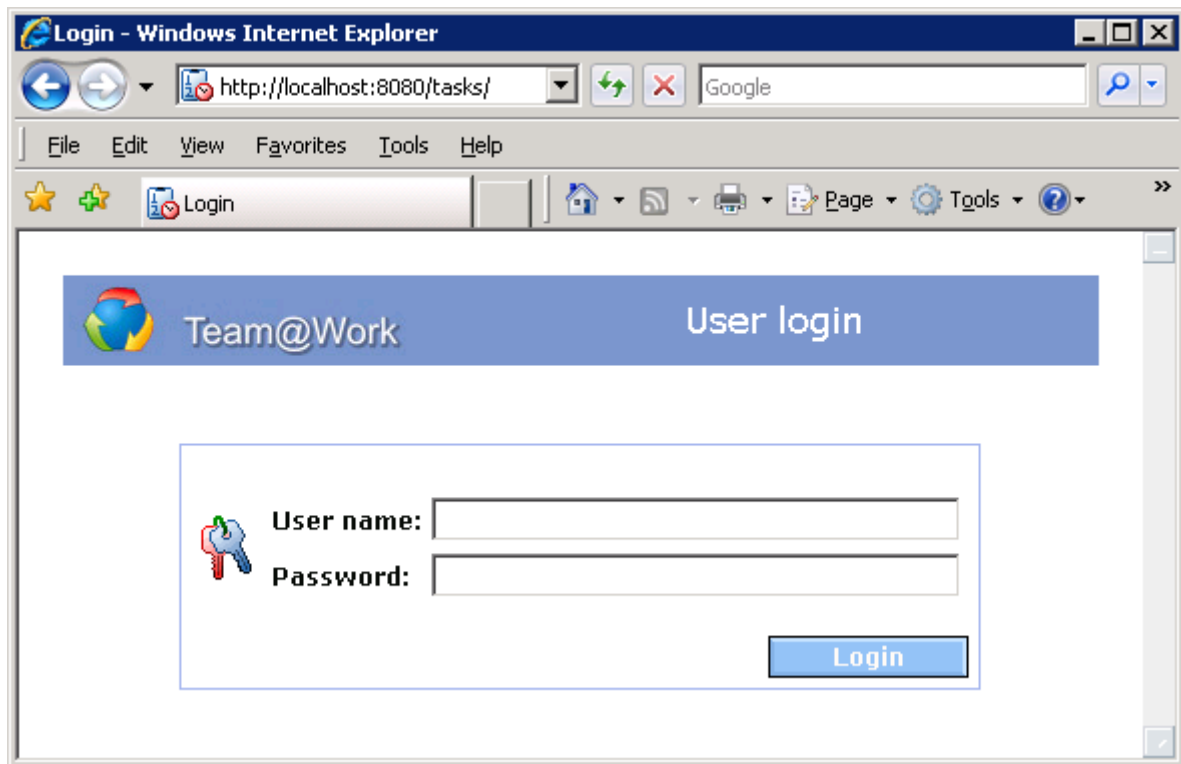
Start the Internet Explorer and enter the following address

http://localhost:8080/tasks

Note.: Some Windows Vista versions do not recognize **localhost** as a valid web address. Instead use its equivalent IP address **127.0.0.1**. Therefore on Windows Vista use the following IP address **http://127.0.0.1:8080/tasks**.

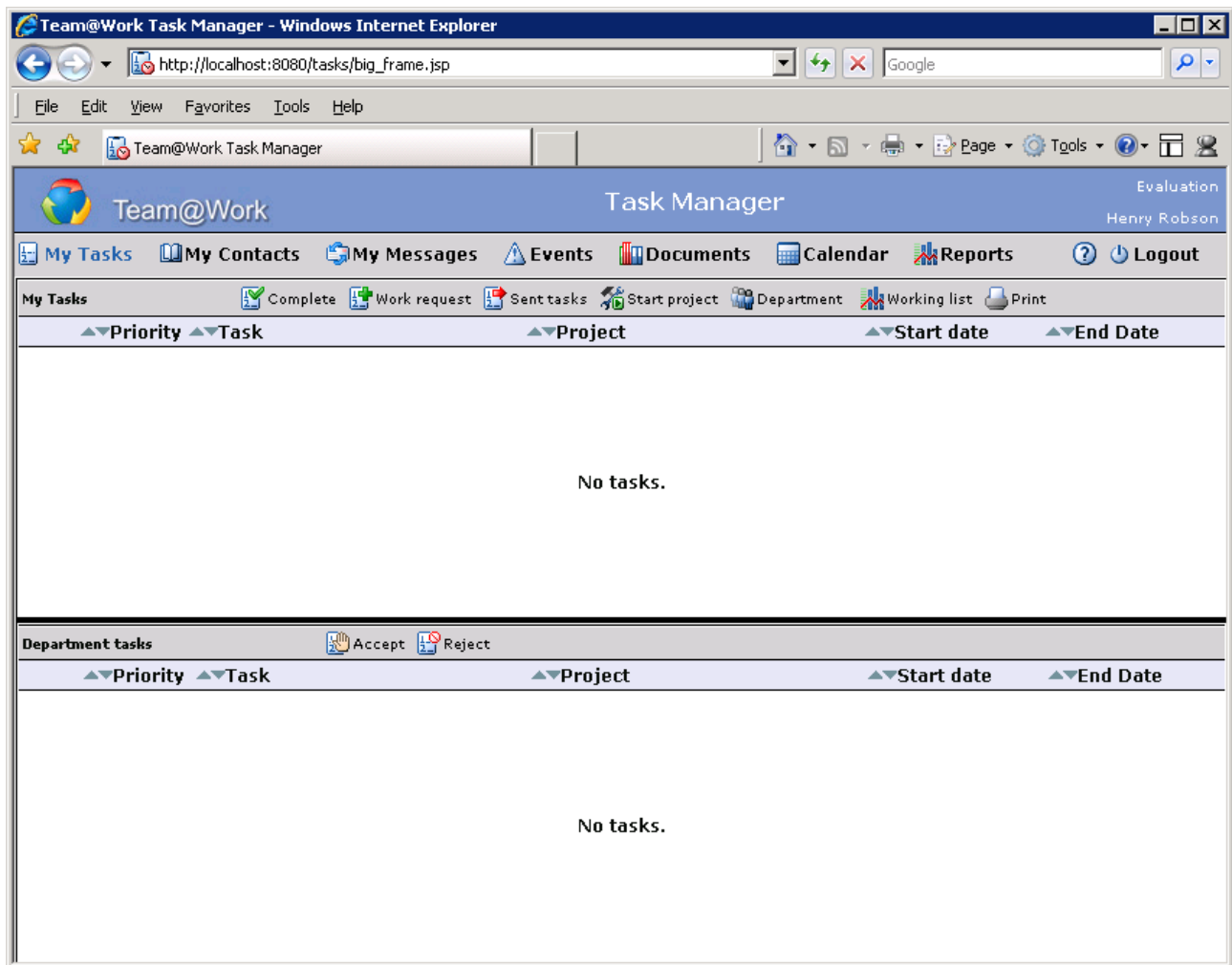
Actually this works in all Windows versions.

The login screen appears:



Initially Team@Work starts in demonstration/training mode. A demonstration database is activated. It contains a fictional organization and users. This allows you to test the real capabilities of the system on the fly skipping the initial setup process and data entry.

To log into the demo database enter user name **henry** and password **123456**. In few seconds you will get the following screen:



You are in Team@Work!

You are logged as Henry Robson – the manager of the demo company. Some of another users in the database are:

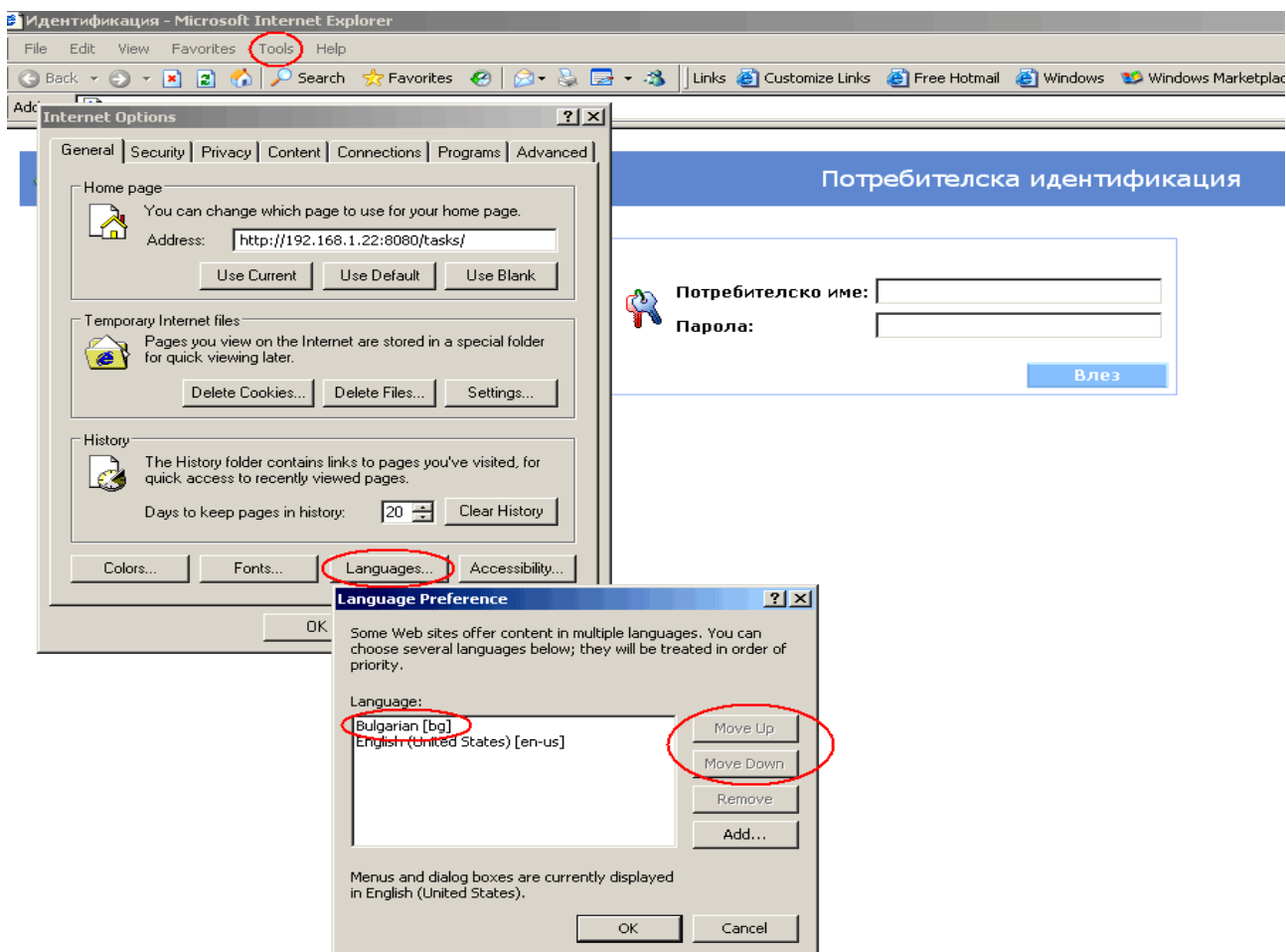
- Alys Smith (user name alys)
- Donald Sullivan (donald)

There are 19 users in the demo database. All passwords are set to “123456”.

There is one special administrator's account with user name “Administrator” and password “123456”.

Things that should be considered

- The current version of Team@Work (3.1.2) is optimized for work with Internet Explorer 6.0 or newer and Mozilla Firefox 2.x and 3.x. Some functionalities does not work correctly on other browsers. This will be fixed in next Team@Work versions.
- You must allow popup windows in the browser, otherwise Team@Work web application (the Task Manager) does not work correctly. You must deactivate all popup blockers in the browser: its own and all additional as well (e.g. Popup blockers of Google toolbar, Yahoo toolbar, Skype, ICQ etc.). This is one of the most common problems with Team@Work web application.
- Some versions of Windows Vista do not recognize **localhost** as a valid domain name. Instead use the IP address **127.0.0.1**.
- Every page of the web application is little bit slow on its first load. This is because the Web server needs to compile the page. After the first time the pages open with normal speed.
- You can control the working language of the web application user interface (currently English and Bulgarian languages are available). The application automatically chooses the first language in the language list of Internet Explorer language options (it is in the menu Tools->Internet Options...->Languages). To assure that the user interface will appear in English, move the English language on the top and re-login.



Working with the demo database

Team@Work comes with a demonstration database which describes a fictional company and several users. The purpose of this database is to allow the users to quickly evaluate the features of the system avoiding the somewhat tedious initial setup of organization structure, user accounts and workflow schemes.

Initially Team@Work starts using this demo database. You can play with it and after some time switch to a clear empty database.

Here it is an example session of working with demo database

Example session

Start Team@Work server

Open Internet explorer and enter address <http://127.0.0.1:8080/tasks>

Login with user name **henry** and password **123456**. You are logged as Henry Robson (one of the demo users)

Select „**My Contacts**“. Choose **Alys Smith** (another demo user)

Choose „**Send Message**“. Team@Work messages are very similar to normal e-mail messages. They have subject and body and files can be attached to them. Write subject and body texts and if you want, attach a file. Click on OK button. The message is sent.

Choose **Document**. Click on **Add file**. Choose a file. Click on **OK**. The document is sent to Alys.

Choose **NewTask**. Fill in the name and description of the task. Define deadline and click OK.

The task is assigned to Alys. Alternatively you can assign a task to a user by clicking the „**Work request**“ button on the sub-menu in „**Tasks**“ page.

Go to the „**Tasks**“ page. Choose **Sent tasks**. You see the task sent to Alys.

Open a second Internet Explorer (do not use Ctrl-N !!!). Login as user **alys** (all passwords in the demo database are **123456**).

The system automatically loads the task list for Alys. You see the task sent from Henry

Choose **Messages** On the **InBox** page you see the message from Henry. You can reply like usual e-mail.

Choose top menu **Documents**. Open folders **Team@Work Demo -> Users -> Alys Smith**. You see the document Henry sent.

Go back to **Tasks**. Double click on the task name. The task editor appears.

Choose **Notes** and add a note to the task.

Choose **Documents**. Find a folder with the same name as the task (must be in **Team@Work Demo -> Projects**). Select this folder and **Upload** a document

Go back to the **General** page and click on **Complete** button

The system returns back to the **Tasks** page which is empty now. The task was completed.

Look to the other Internet Explorer, where you are logged in as **henry**.

Go to **Tasks** and select **Sent Tasks**. There is a green „OK“ sign in the front of the task name.

This denotes that the task is completed. Double click on the task name and review the note and attached document.

Contacts

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