Installation Manual

Visitor Point V2

Version – VPI 2.0.1

Quanika

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Document Control Information

Document Title: Installation Package for Visitor Point V2
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Document Revision History

Version	Date	Author	Details
VP 1.0	16/04/20	NAI	Initial Document
VP 1.1	16/04/20	NAI	Major revision to initial document
VP 1.2	16/04/20	NAI	IIS installation added

Pre-requisites

VisitorPoint requires the following software components:

- Dot Net Framework(s) 4.5 or above
- Microsoft SQL Server 2016
- Microsoft Internet information Services (IIS) 7.5, IIS 8.5, IIS 10.0
- Java JRE 8, Java SE 11.0. 6, Java SE 12

System Components

VisitorPoint is comprised of the following components:

- **Client Application:** For front desk users or receptionists to verify visitor's documents and Check-in/Check-out visitors.
- **KIOSK Application:** For visitor's Self Check-in/Check-out using the reference code or QR code.
- **Web Portal:** used for back-end operations, creating meetings, configuring details of users, meetings and documents.
- **QR Code Mobile Service/ Android App:** This component verifies the visitors and meeting details when the QR code is scanned.
- **Outlook Add in:** Add-in for Microsoft Outlook for creating meetings.
- **Meeting Creator Bot:** IMAP email client which run as background service, responsible for registering meeting, visitors data in the server .
- **Data Upload Bot:** This background service runs as IMAP email client responsible for registering visitor's data submitted through an external registration link in the server.

VisitorPoint

Installation Setup

Use the VisitorPoint-Installer-(2.0.1).zip link to download the latest VisitorPoint Installer.

Installation Setup

Locate and run the VisitorPoint **setup.exe** ( ) file of VisitorPoint provided by the vendor. The installer screen appears as shown in figure.

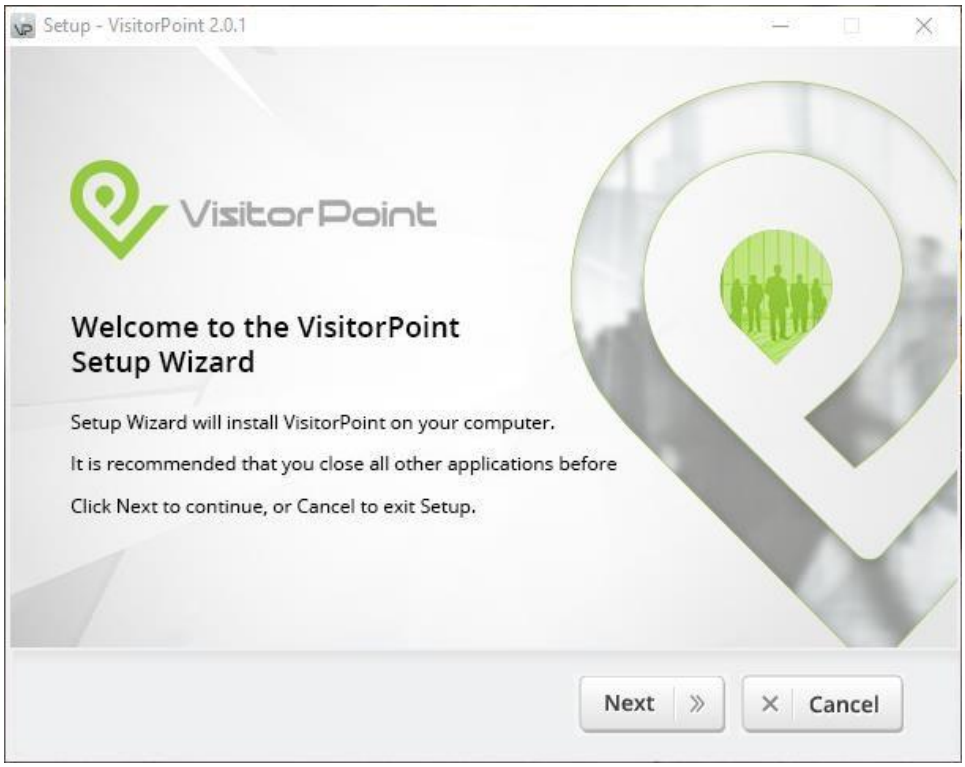


Figure 1

Click the Next button to begin installation of the VisitorPoint application.

Select Components

The window which appears displays the various VisitorPoint components. Select the components which you need to install.

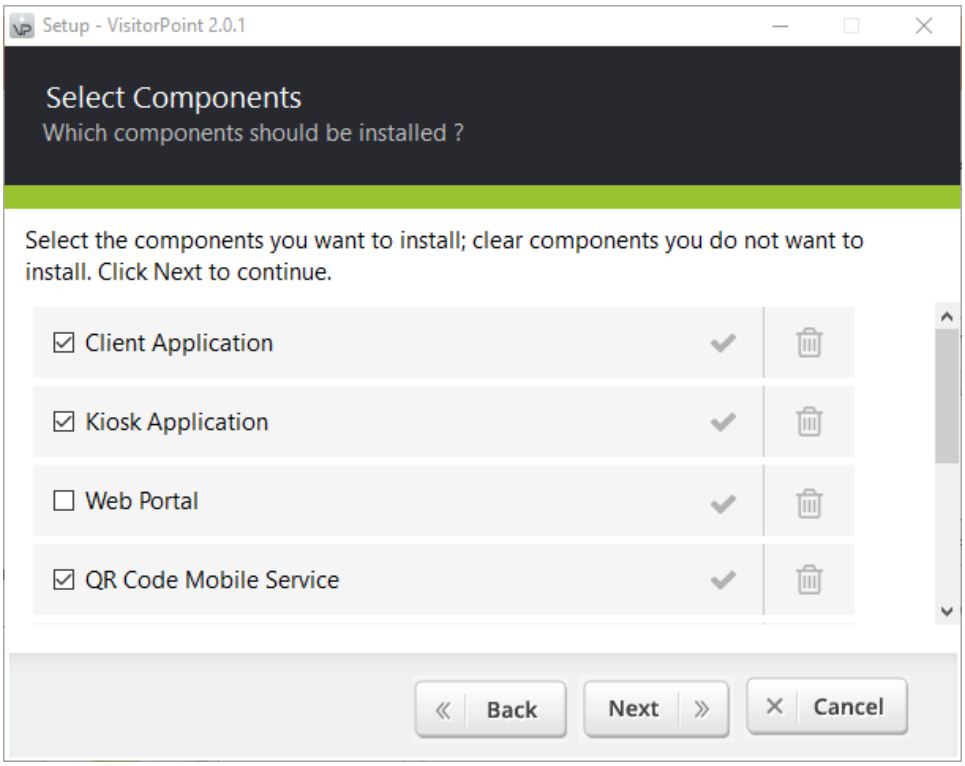


Figure 2

Click the Next button to proceed with the installation. Alternatively you can click on the cancel button to exit the installer window.

Microsoft SQL Server Installation

SQL server is mandatory in order to use VisitorPoint Software. Select the option from the components list.

Enter the password which is used for SQL Server authentication. This password and its corresponding username is set by the system administrator.

This password is set during the installation process to create an instance of the VisitorPoint database.

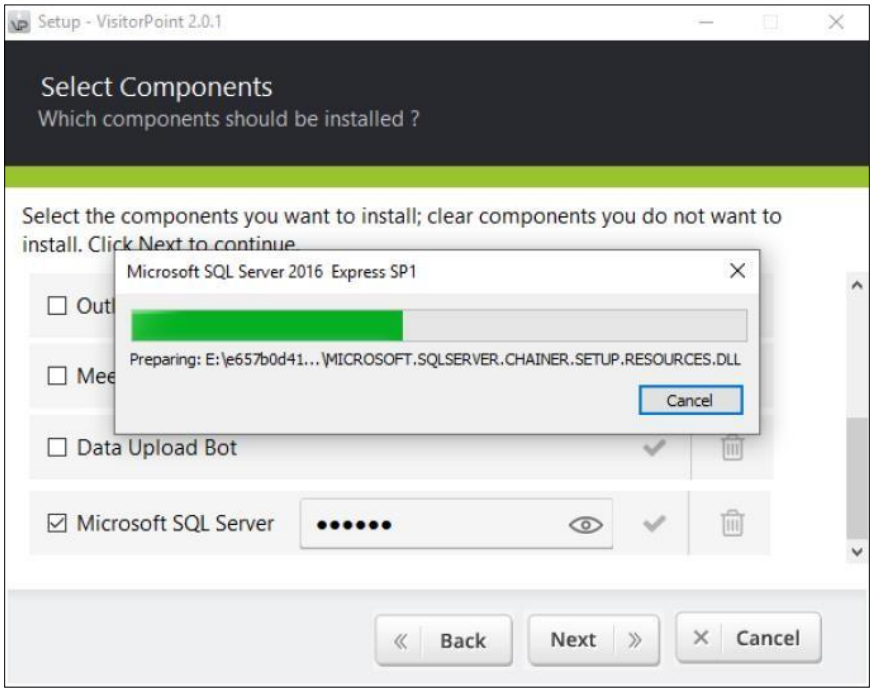


Figure 3

The VisitorPoint setup includes Microsoft SQL Server 2016. This version is recommended for use with the VisitorPoint software.

Other versions of Microsoft SQL Server are also supported which include Microsoft SQL Server 2008, 2012, 2014 and 2018.

The VisitorPoint installer extracts the files required for the installation of Microsoft SQL server.

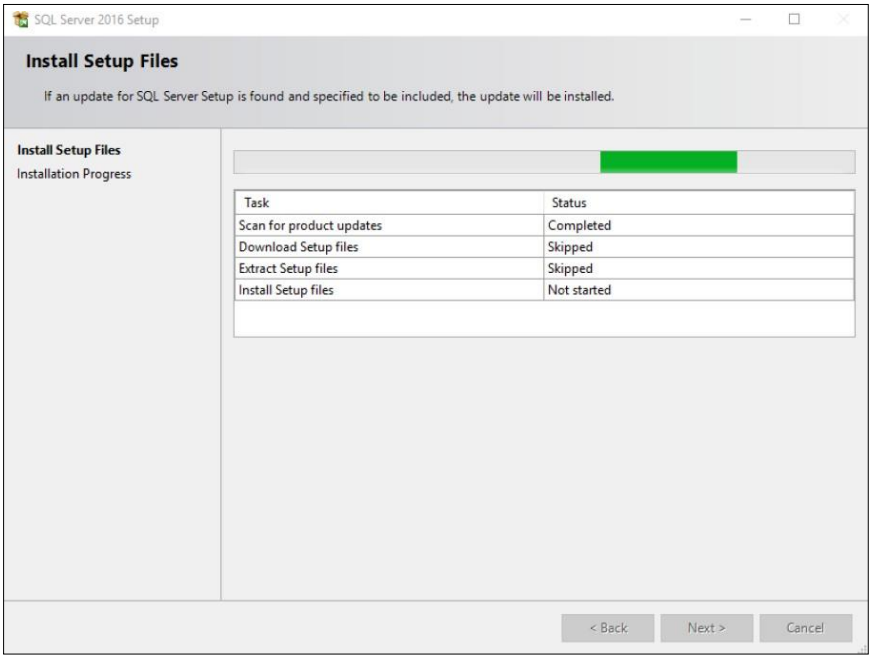


Figure 4

Installer checks for updates, downloads file if available and then proceeds to install them.

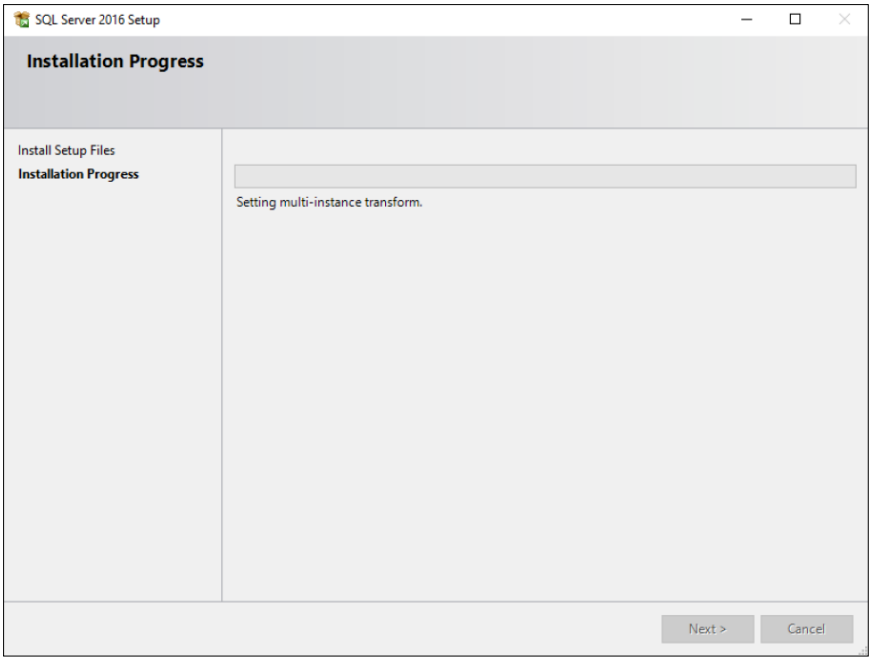


Figure 5

The progress bar will display the progress of files installation. When the installation is completed this window exits automatically.

Internet Information Services (IIS) Installation for Windows 10

The Internet Information Services (IIS) is required to run the VisitorPoint Web portal. IIS Version 10 comes packed with Windows 8 and Windows 10. It is designated as an optional Windows feature and needs to be enabled from the windows control panel. The installation process for IIS 8 is the same for both Windows 8 and Windows 10.

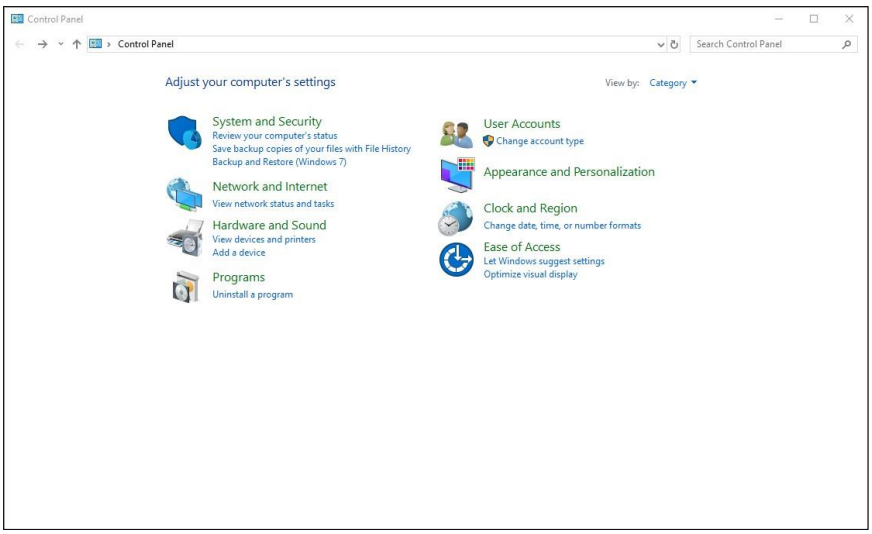


Figure 6

Open the Windows
Control Panel from your system.

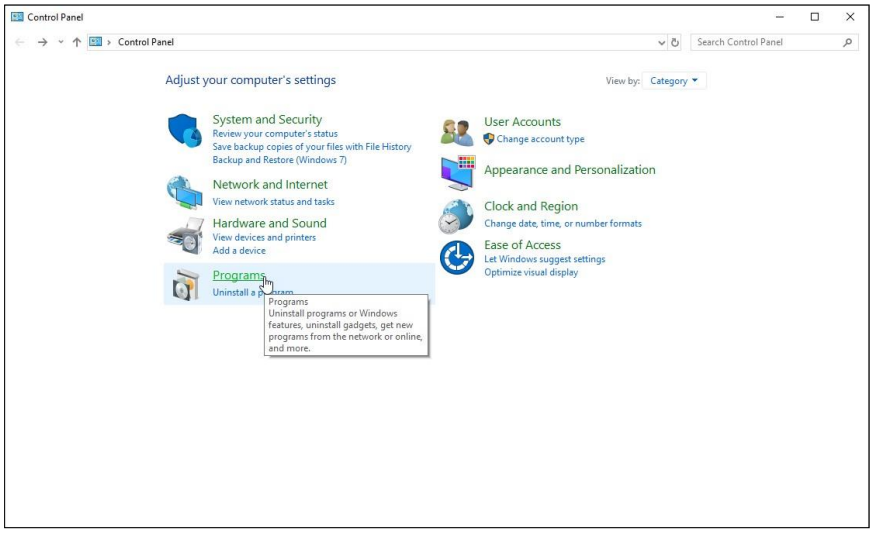


Figure 7

Click on the Programs link to access the Windows features window.

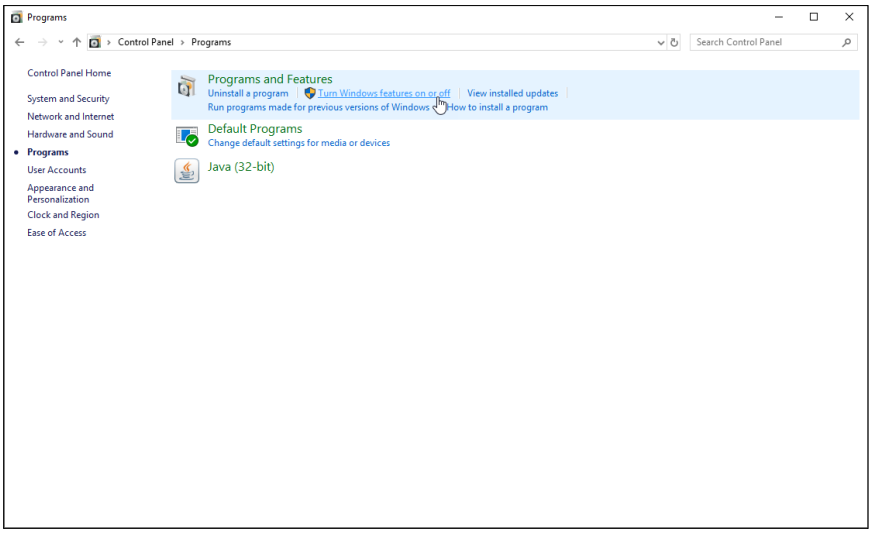


Figure 8

Click on the “Turn Windows Features on or off” link to open the **Windows Features** window.

The following figure displays the “Web Server (IIS)” options which need to be selected for proper working of VisitorPoint Web portal. Select the options exactly as shown in the following figure.

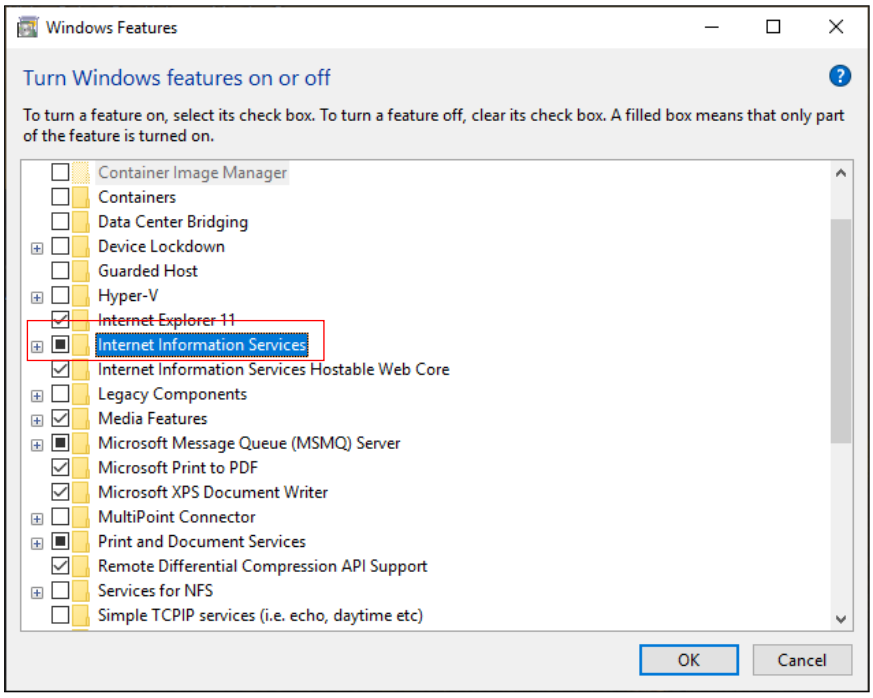


Figure 9

Select the “Internet Information Services” parent node first. Expand it and select sub options as shown in following figures.

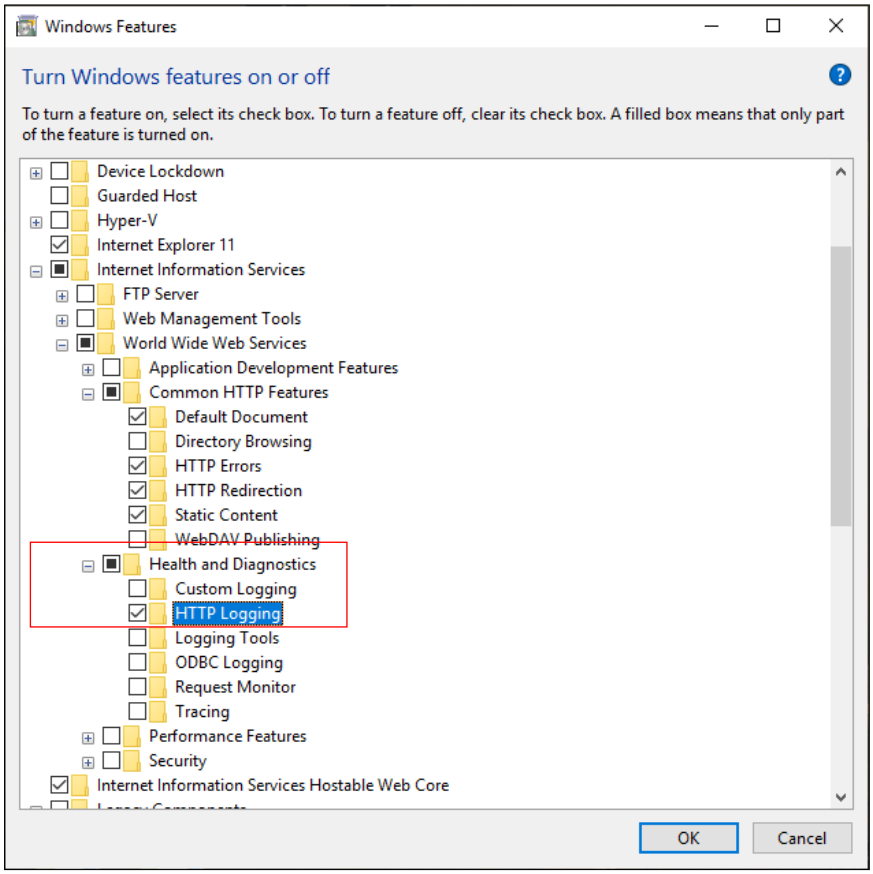


Figure 10

Select the “Health and Diagnostics” sub option and under it select “HTTP Logging”.

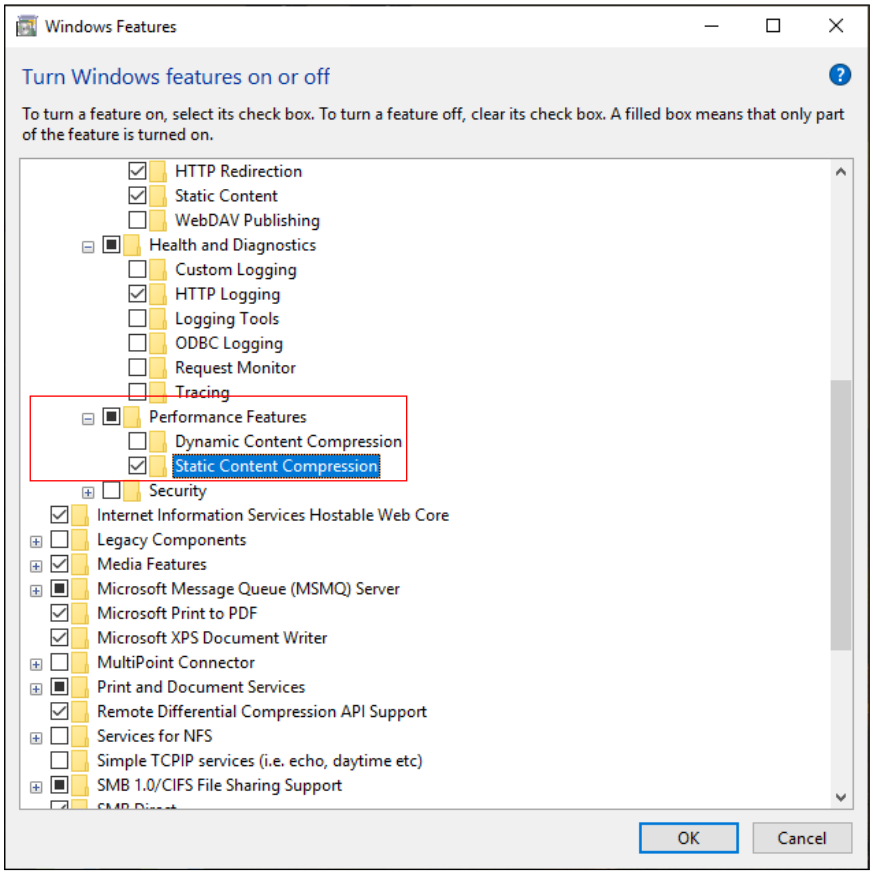


Figure 11

Select the “Performance Features” sub option and under it select “Static Content Compression”.

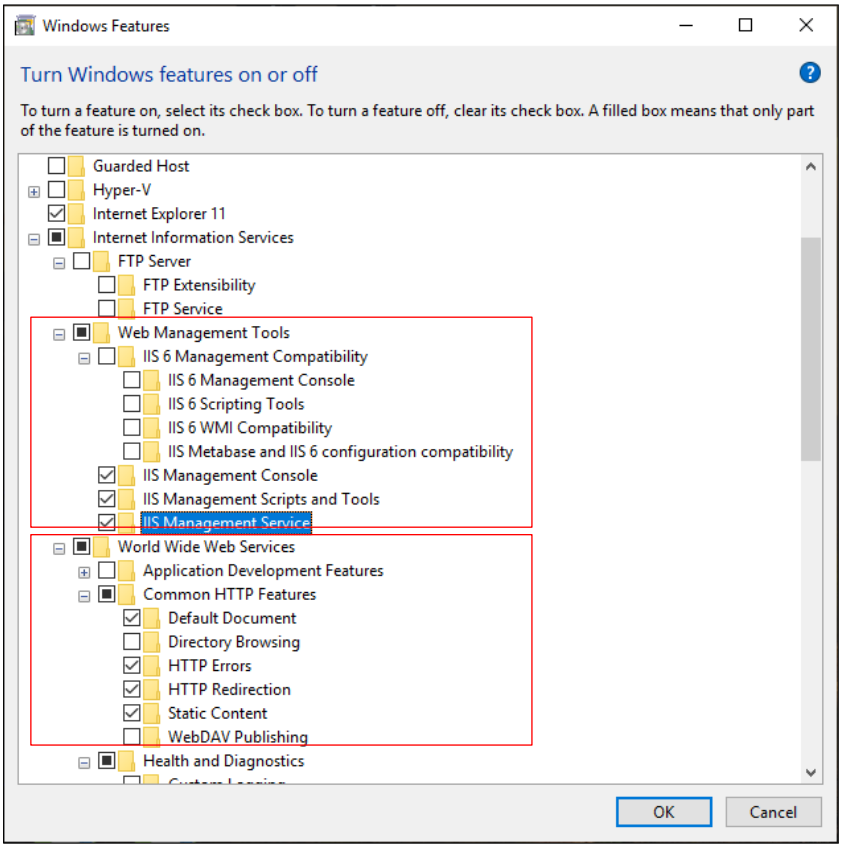


Figure 12

Next, select the “Web Management Tools” sub option and under it select the 3 sub options.

Also from the “World Wide Web Services” parent option select the “Common HTTP Features” sub options as shown in Figure 12.

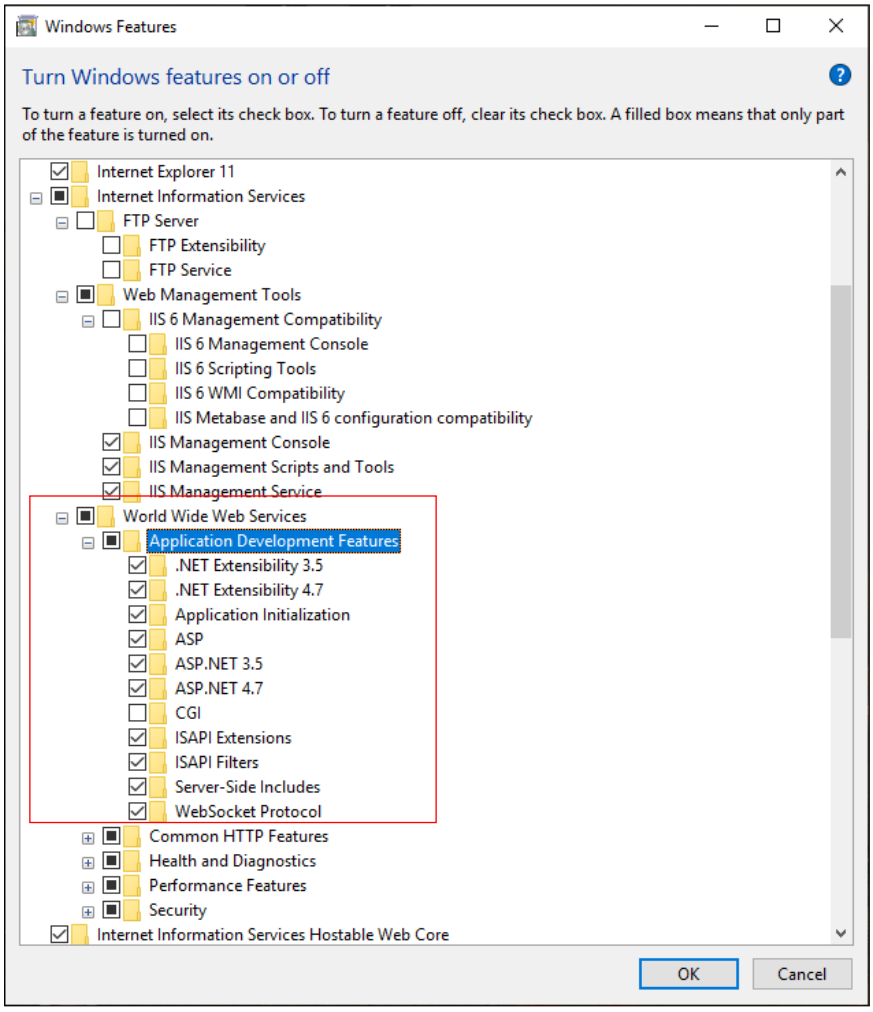


Figure 13

Next from the “World Wide Web Services” parent option, select all options under the sub option “Application Development Features”. Only unselect the “CGI” option as shown in Figure 13.

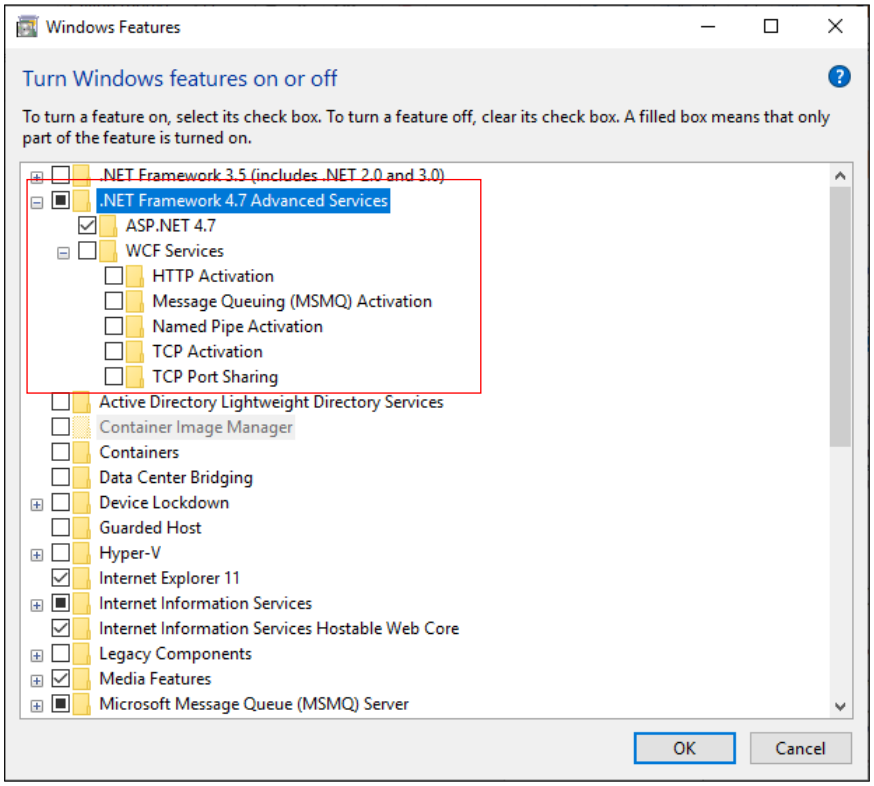


Figure 14

Next select the ".NET Framework 4.7 Advanced Services"parent options. Select the "ASP .NET 4.7" sub option and unselect all other sub options as shown in Figure 14.

After making all required selection, click on the OK button to proceed with the installation.

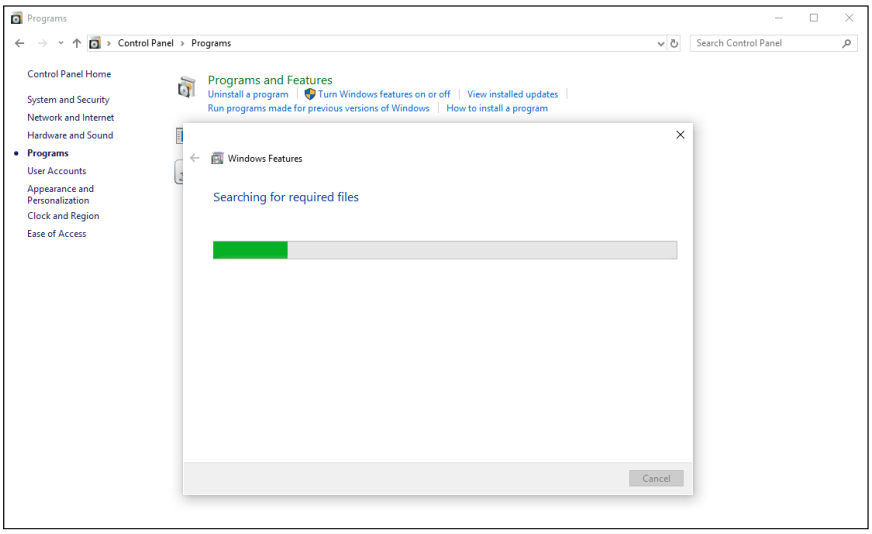


Figure 15

Installation begins and a progress bar remains active on the screen for some time, as the installer searches for required files to be installed.

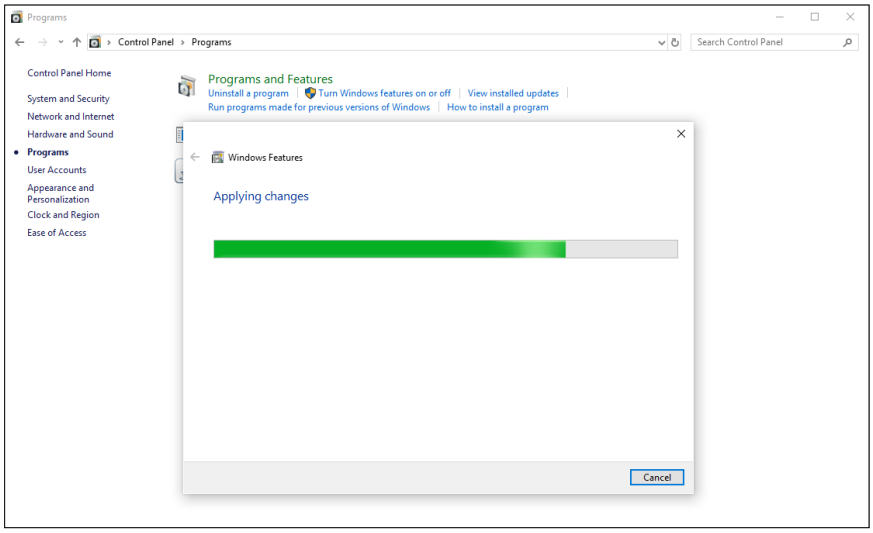


Figure 16

Finally, the Applying Changes progress bar will display the progress of installation and close this window upon completion.

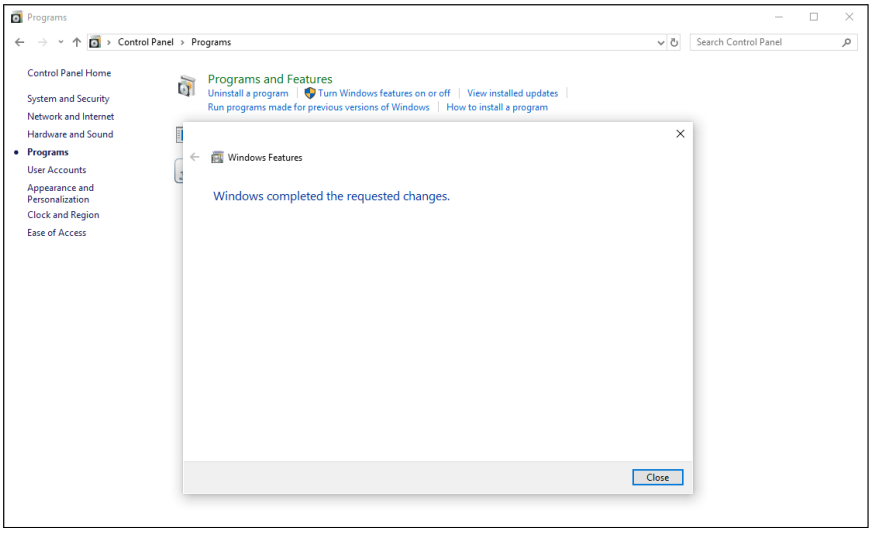


Figure 17

After completion of installation the final dialog window appears. Click on the Close button to exit this window.

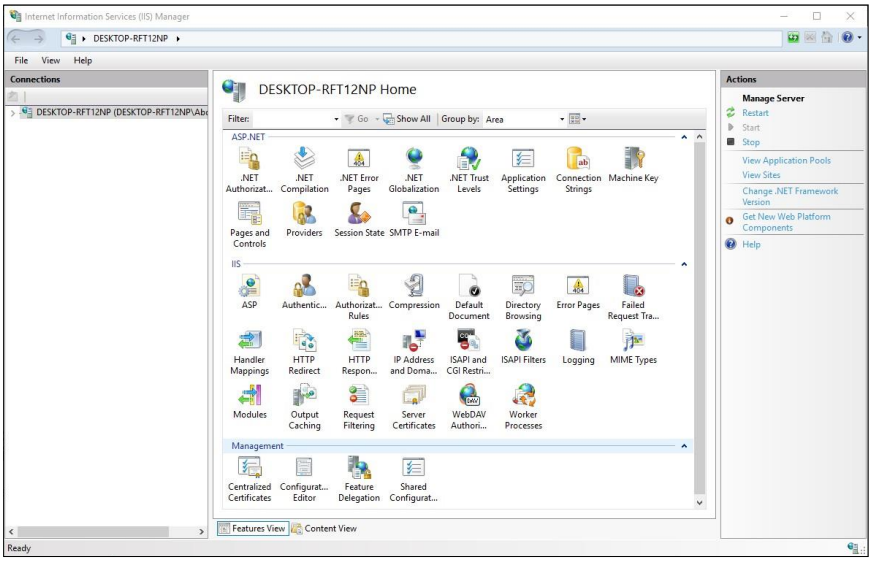


Figure 18

The **Internet Information Services (IIS) Manager** can be accessed from the Start menu. In the search box type "**inetmgr**" and press enter. The Internet Information Services (IIS) Manager window shall appear.

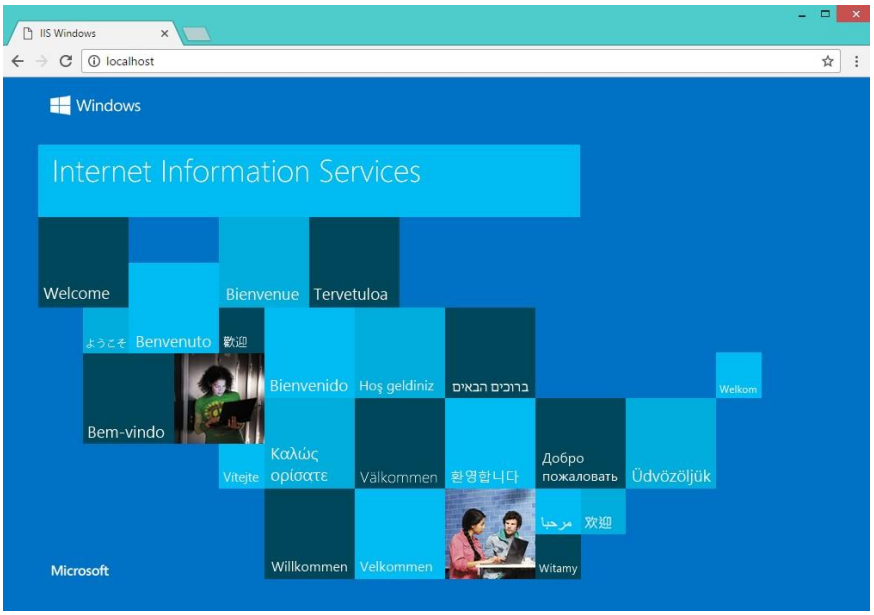


Figure 19

Visit localhost page on a web browser application. The default IIS page will open in the web browser. The screen may look different from the one shown in figure, as per the version of IIS. The default page can be changed under the directory C:\inetpub\wwwroot\.

Internet Information Services (IIS) Installation for Windows Server 2019

The Internet Information Services (IIS) is required to run the VisitorPoint Web portal. IIS can be enable on Windows Server if required. The installation procedure is explained in the following steps using the Windows Server GUI.

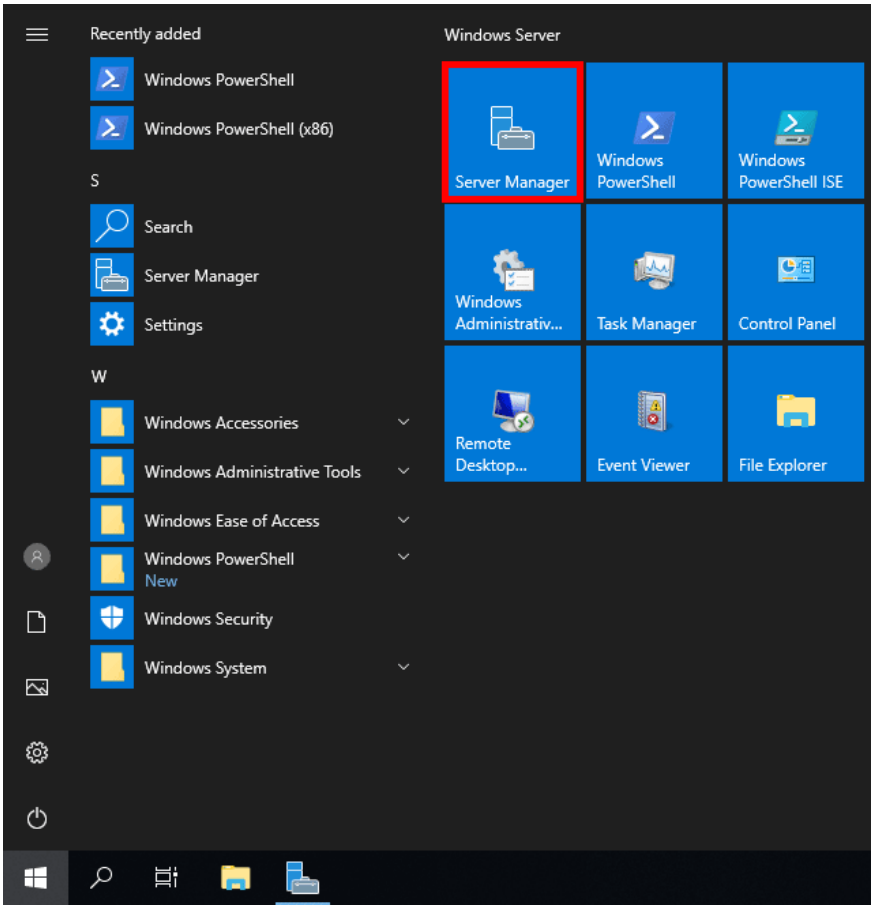


Figure 20

Open Server Manager, this can be found in the start menu or you can simply type “Server Manager” in the search bar with the start menu open

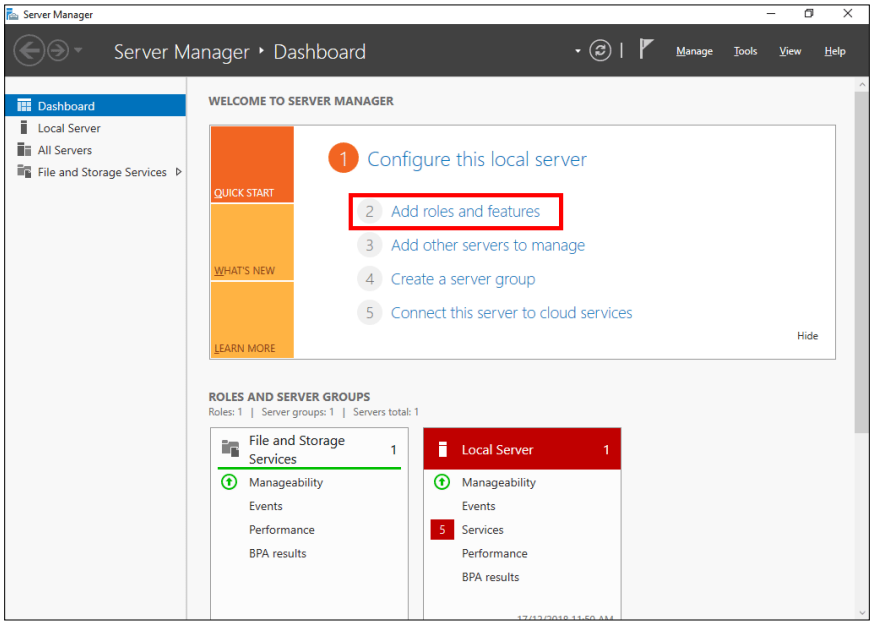


Figure 21

Click the “Add roles and features” link.

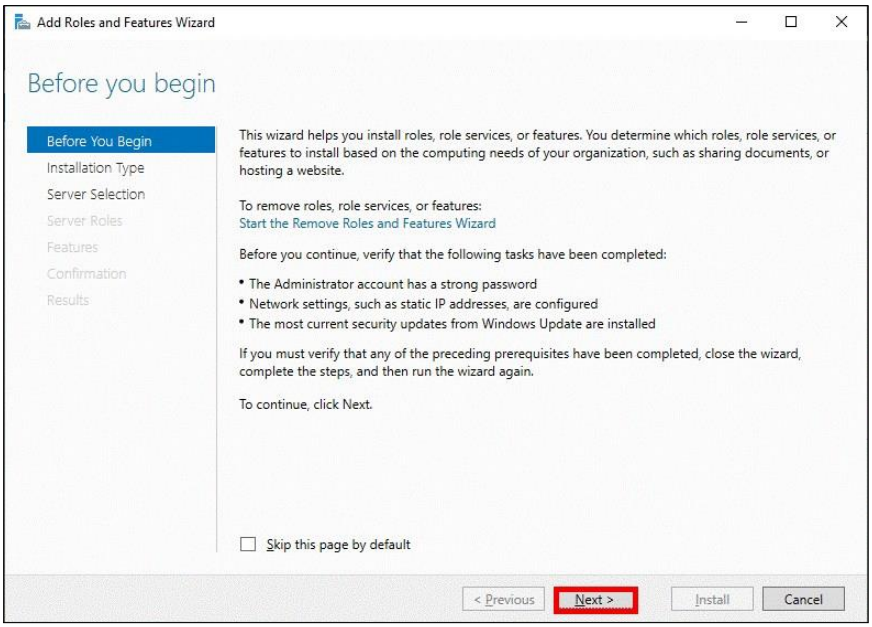


Figure 22

The “Before you begin” window appears, simply click on the Next button.

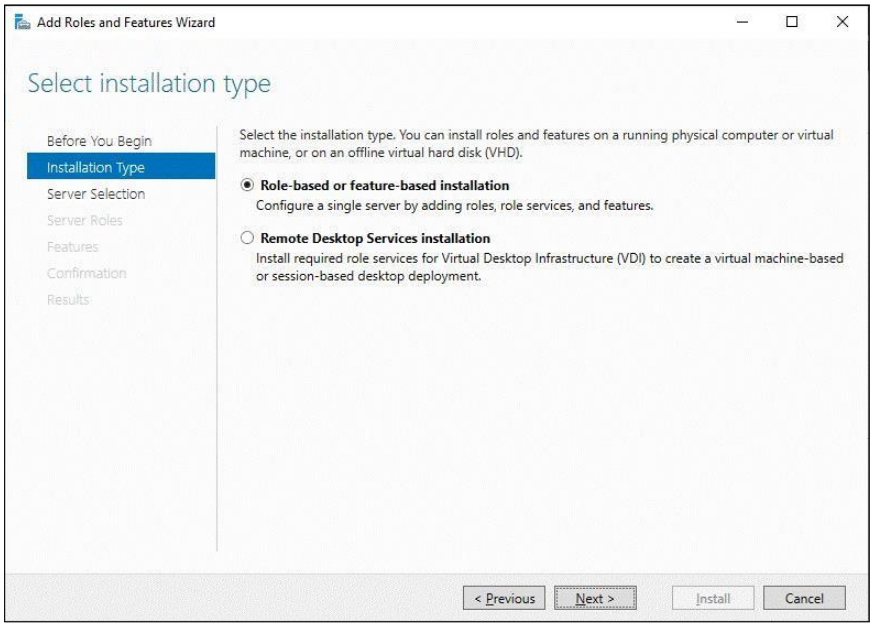


Figure 23

The “Select installation type” window appears. Select the “Role-based or feature-based installation” radio button and click the Next button to proceed with installation.

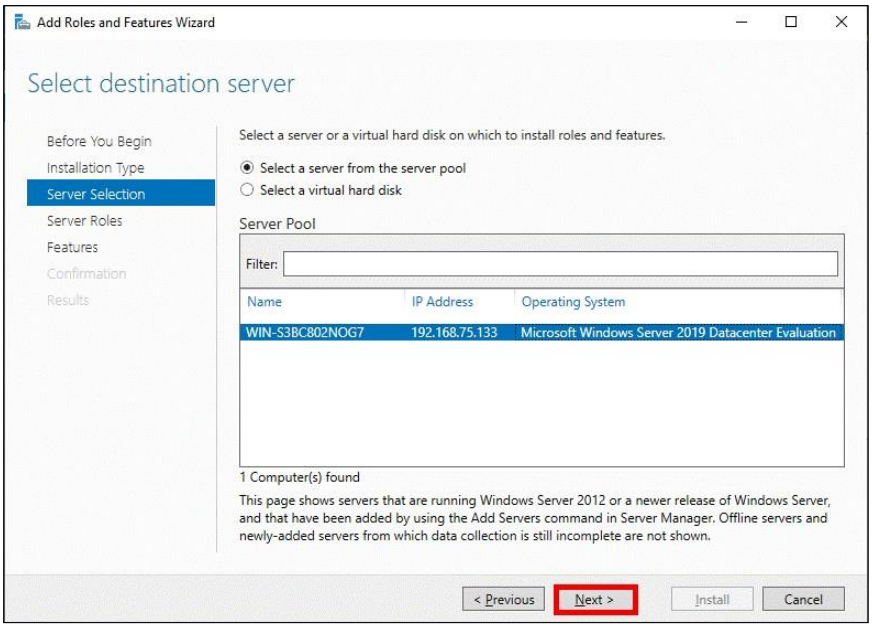


Figure 24

If installing on a local machine, select the “Select a server from the server pool” radio button and with the current machine selected click the Next button.
Alternatively, if another managed server exists then select that from this list.

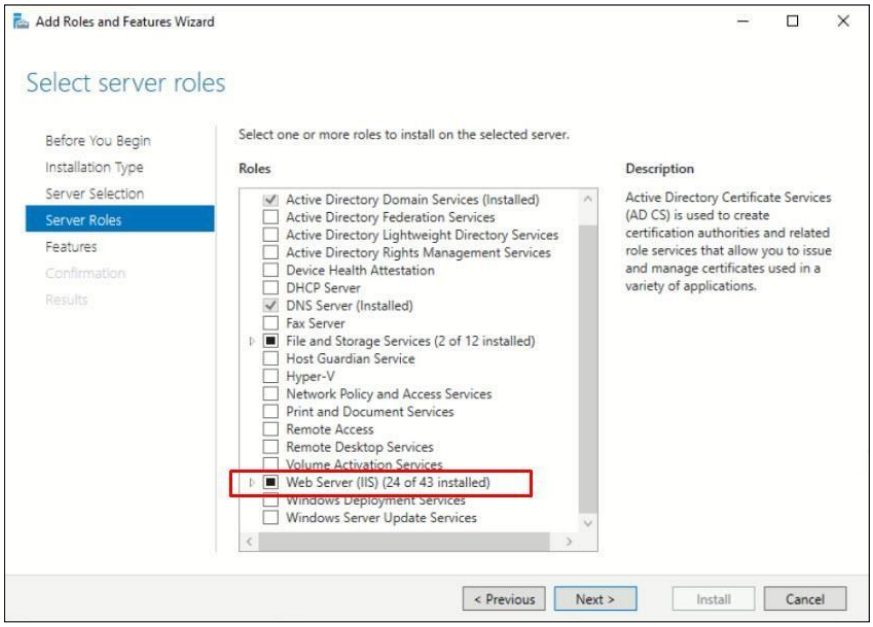


Figure 25

Select the “Web Server (IIS)” option from the Roles list.

The following figures display the “Web Server (IIS)” options which need to be selected for proper working of VisitorPoint Web portal. Select the options exactly as shown in the following figures.

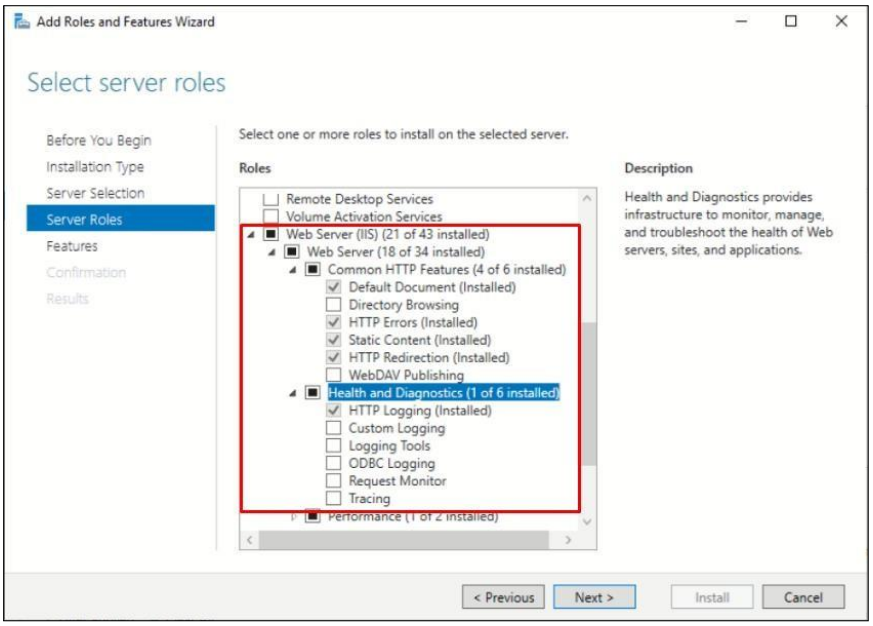


Figure 26

Select the “Common HTTP Features” and the “Health and Diagnostics” parent options. Select and unselect the sub options exactly as shown in Figure 20.

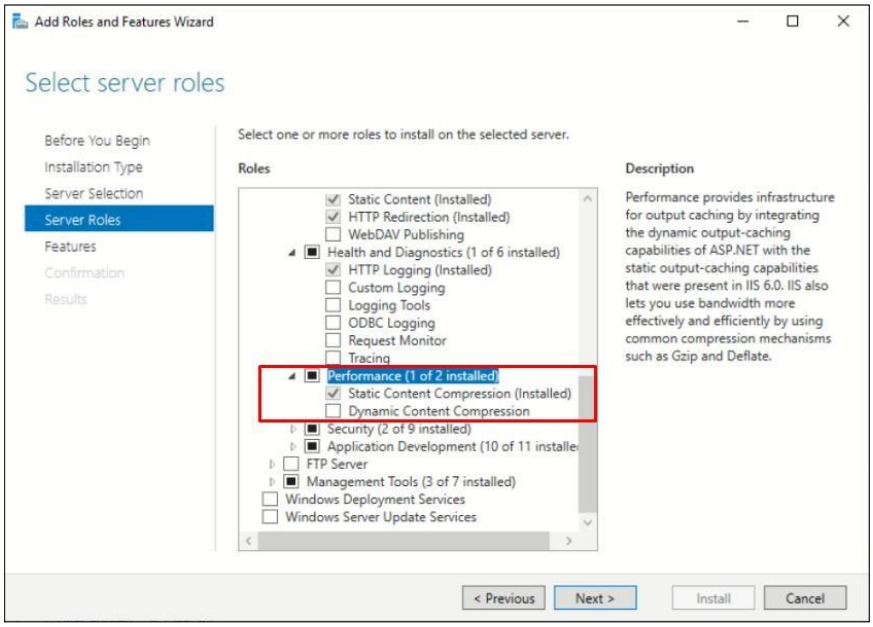


Figure 27

Select the “Performance” parent option and the “Static Content Compression” sub option as shown in Figure 21.

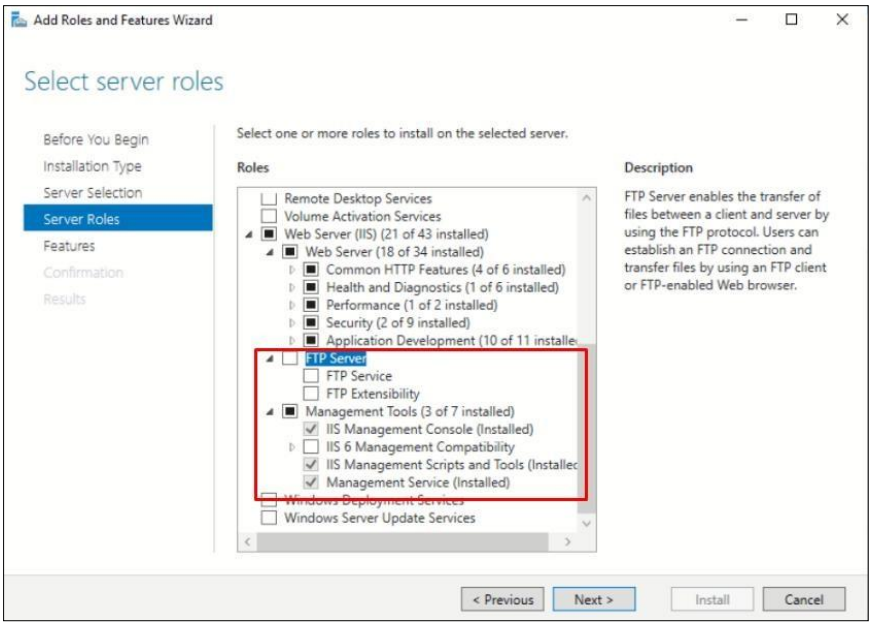


Figure 28

Under the “Web Server (IIS)” parent option, unselect “FTP Service” options. Select the “Management Tools” and it’s sub options exactly as shown in Figure 22.

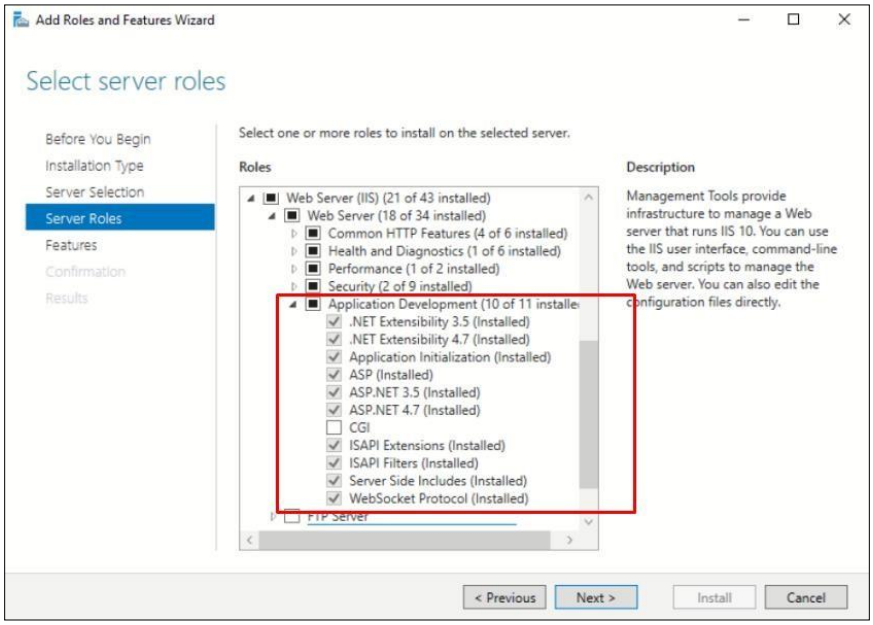


Figure 29

Under the “Web Server (IIS)” parent option, expand the sub option “Application Development” and select all options. Only unselect the “CGI” option.

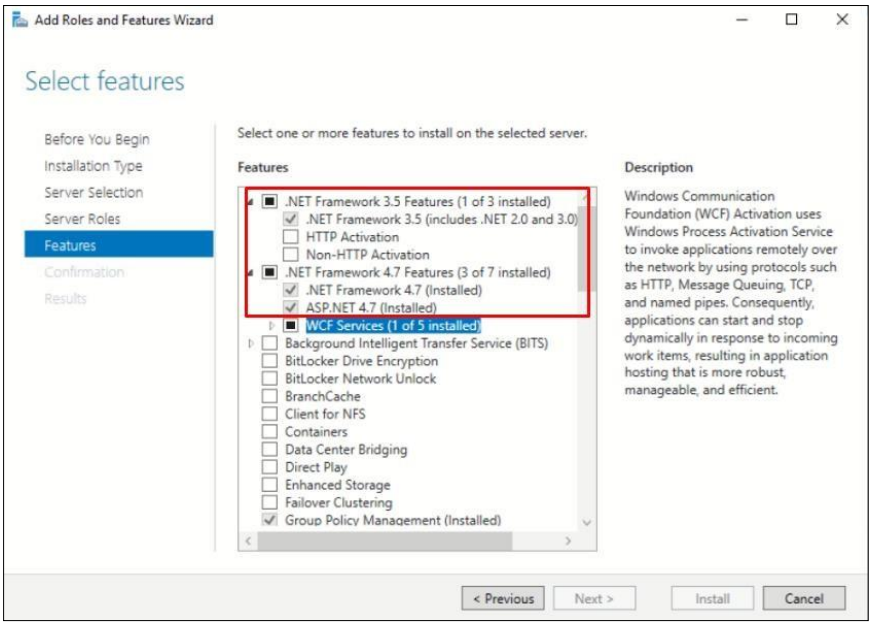


Figure 30

Next select the “.NET Framework 3.5 Features” and “.NET Framework 4.7 Features”parent options. Unselect the sub options as shown in Figure 24.

After selecting all the options required for operating VisitorPoint Web, click on the Next button to proceed with the installation.

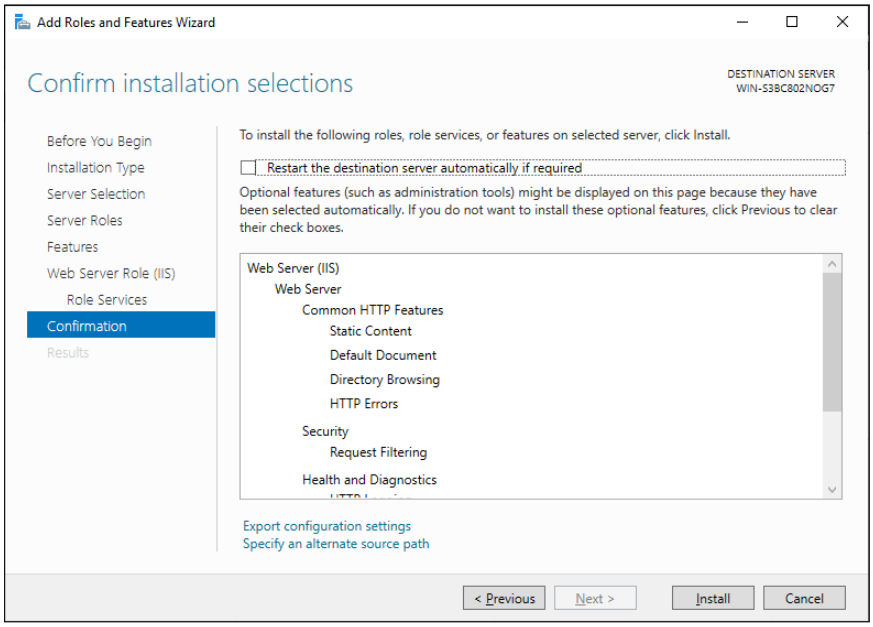


Figure 31

Finally in the "Confirm installation selections" window, review the items that are to be installed and click the Install button to proceed with installing the IIS web server.

No reboot should be required with a standard IIS installation, however if you remove the role a reboot will be needed.

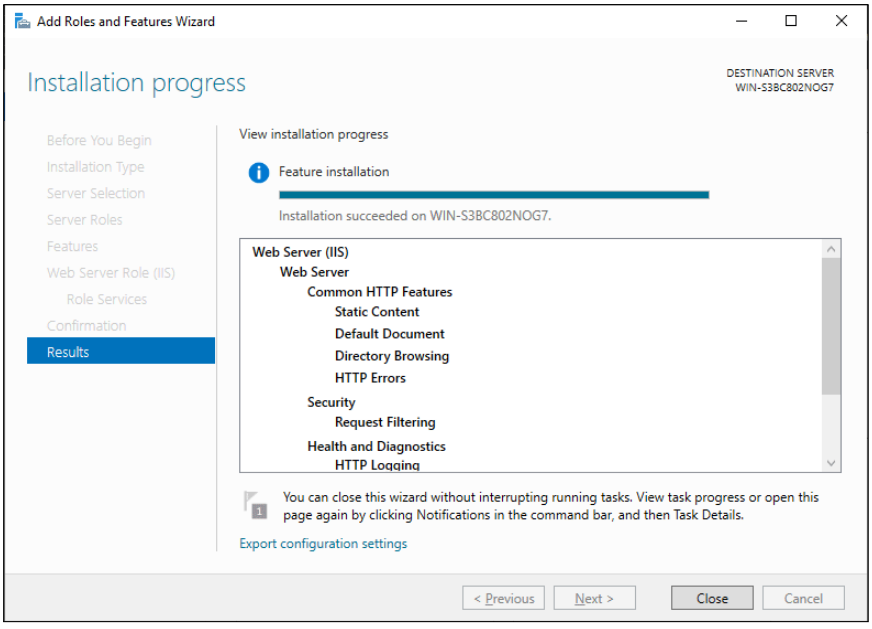


Figure 32

Once the installation has succeeded, click the close button.

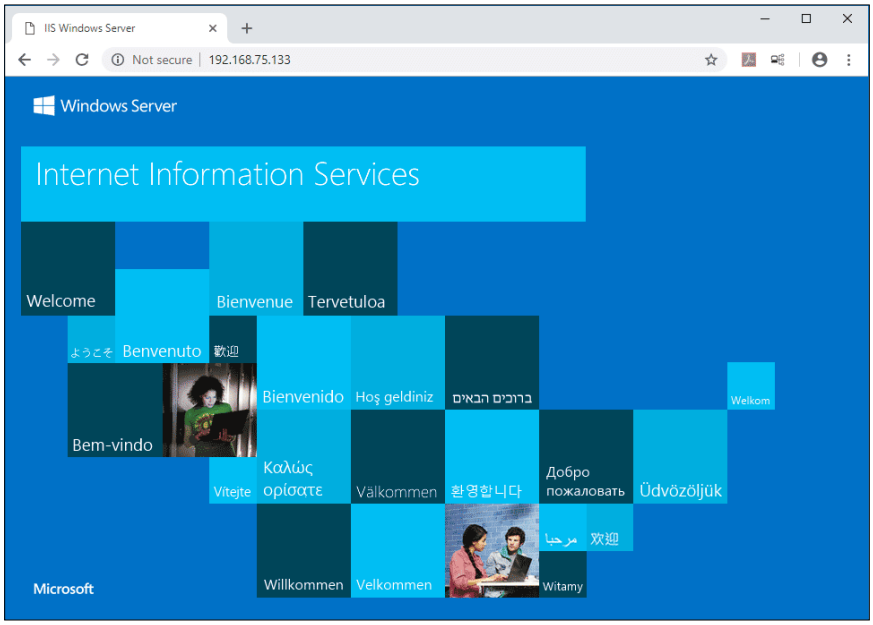


Figure 33

To check installation status, perform a simple test by opening up a web browser and browsing to the server on which IIS is installed. The default IIS page should open up.

VisitorPoint Configurations

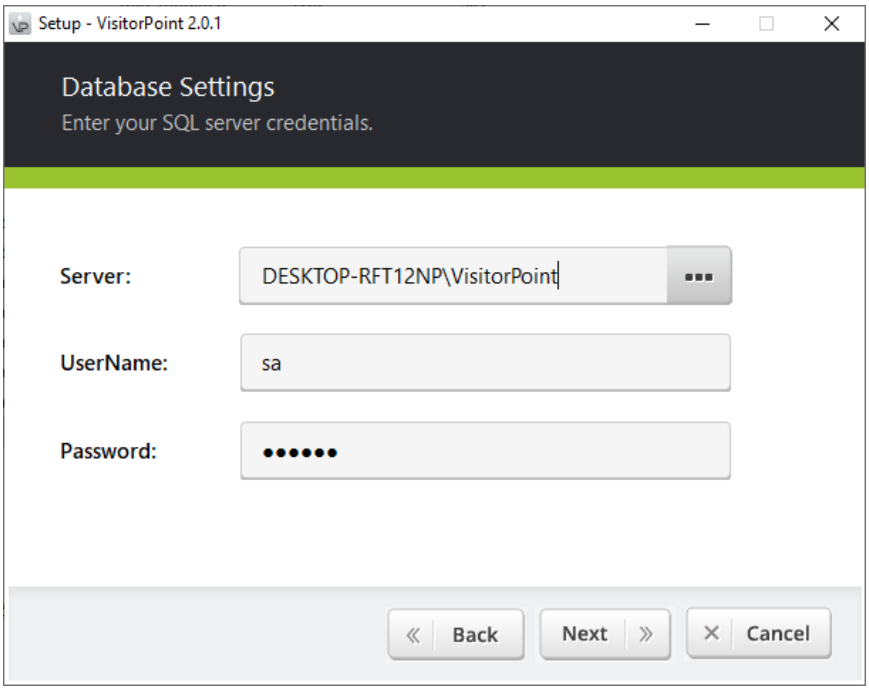


Figure 34

The Database Settings window appears. Clicking on the Next button in this window will not move to the next installation step until all required information is entered and the SQL Database instance is configured.

The information required for this form includes the SQL Server address, username and the password for the VisitorPoint SQL server database instance.

If SQL Server is already installed on your computer, click on the Ellipses button ( ) besides the **Server** field to open a list of existing VisitorPoint SQL server database instances.

You can also select a database instance from a list of available servers on the network (optional).

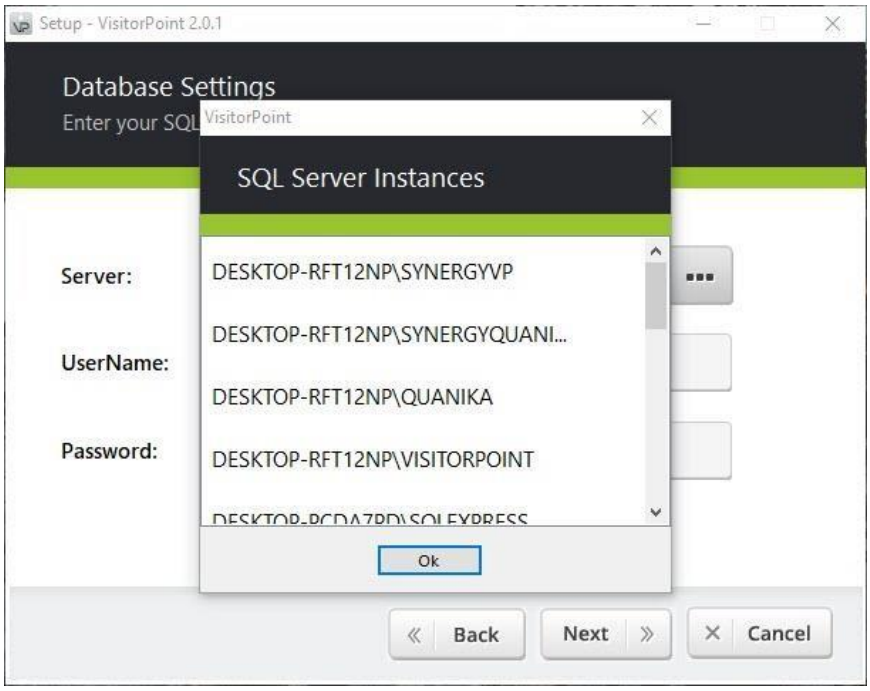


Figure 35

Click to choose the instance as required.

Click on the Ok button to select it.

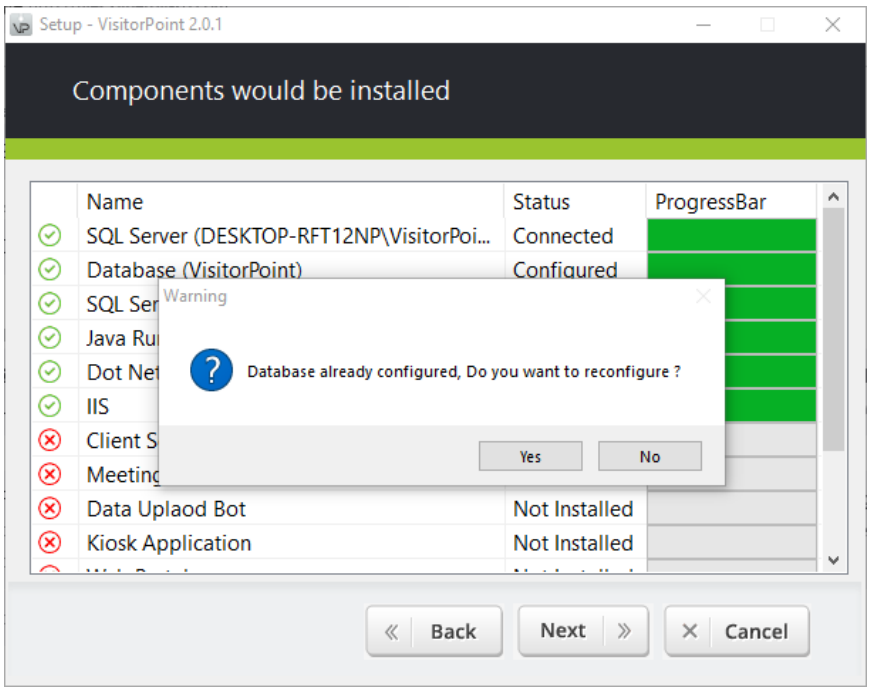


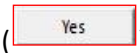
Figure 36

In case VisitorPoint was previously installed on your computer, then an existing copy of the database shall be availbale (unless removed/deleted/updated explicitly).

The **“Database already configured…”** confirmation message window will appear, confirming whether you want to keep the same copy or reconfigure the database.

This installation step requires utmost care.

In the window which appears, clicking the **Yes** button will overwrite the existing SQL database. All information will be lost. It is recommended to backup the current database before performing this process.

Click the **Yes** button (

) to reconfigure the database with the username and password which is entered.

If you click on the No button (

) the database settings will remain the same.

After confirmation the installation resumes.

Access Control Configuration

Access control configuration is required for the integration of VisitorPoint application with the Maxxess access control system.

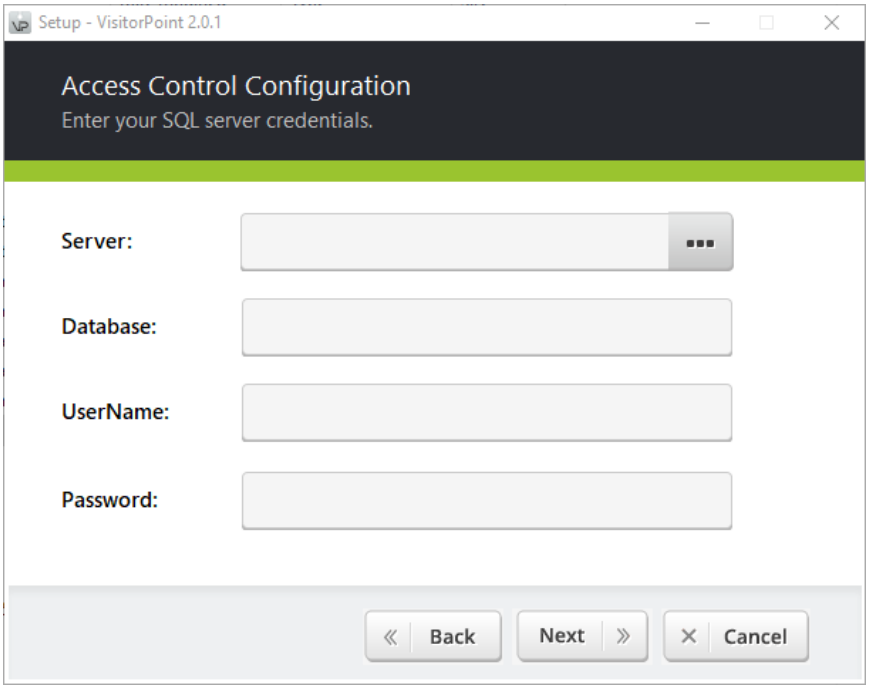


Figure 37

Enter Maxxess SQL server database instance, username and password for the database configuration.

The database instance can be entered manually or selected from a list.

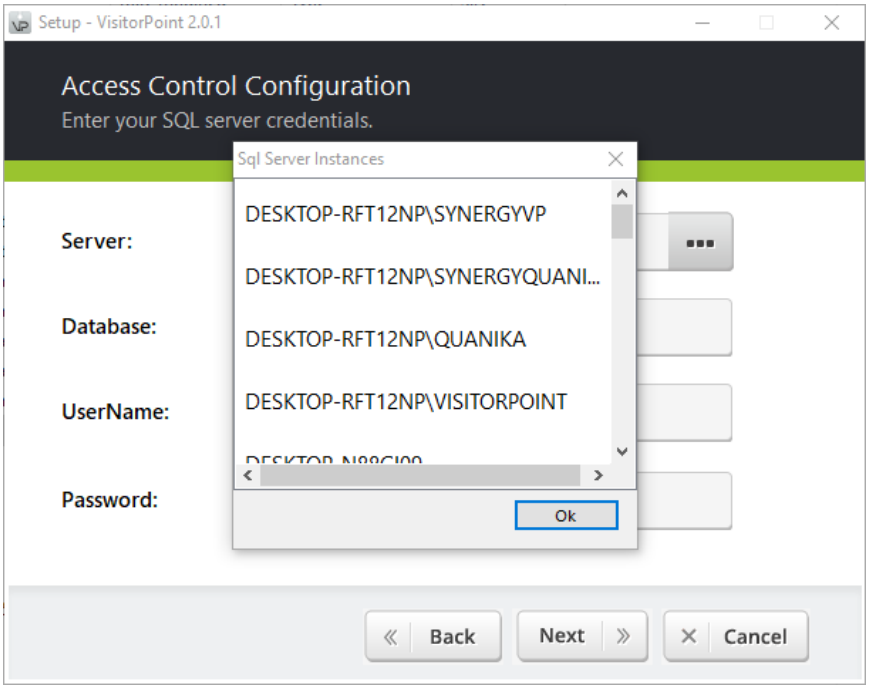


Figure 38

If SQL Server is already installed on your computer, click on the Ellipses button (...) besides the **Server** field to open a list of existing Maxxess SQL server database instances.

Click to choose the Maxxess database instance as required.

Click on the OK button to select it.

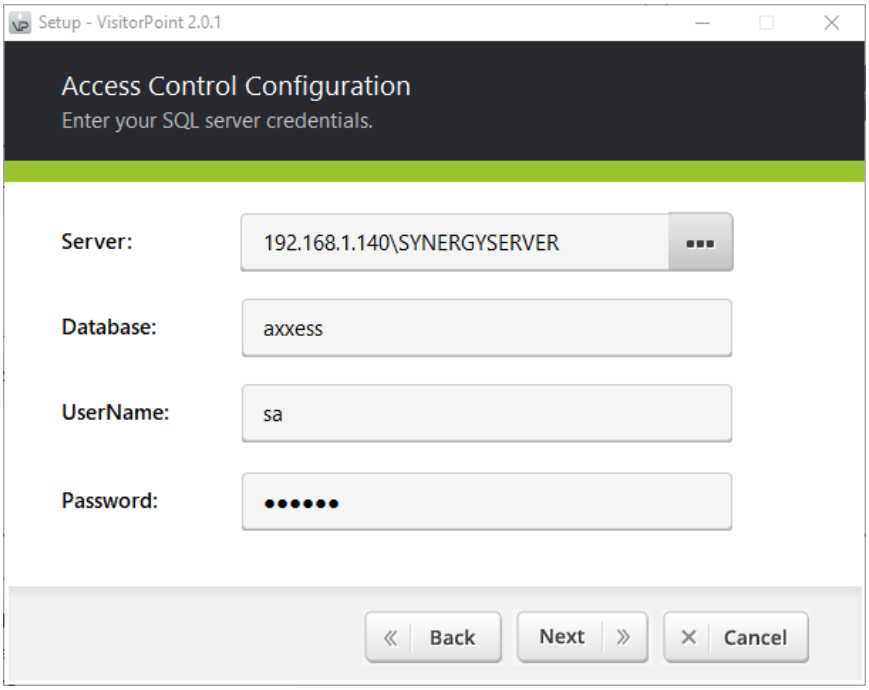


Figure 39

After entering the required information in all the fields, click on the Next button to continue.

Web Portal Configuration

Web portal configuration is required to run an instance on IIS (Internet Information Services).

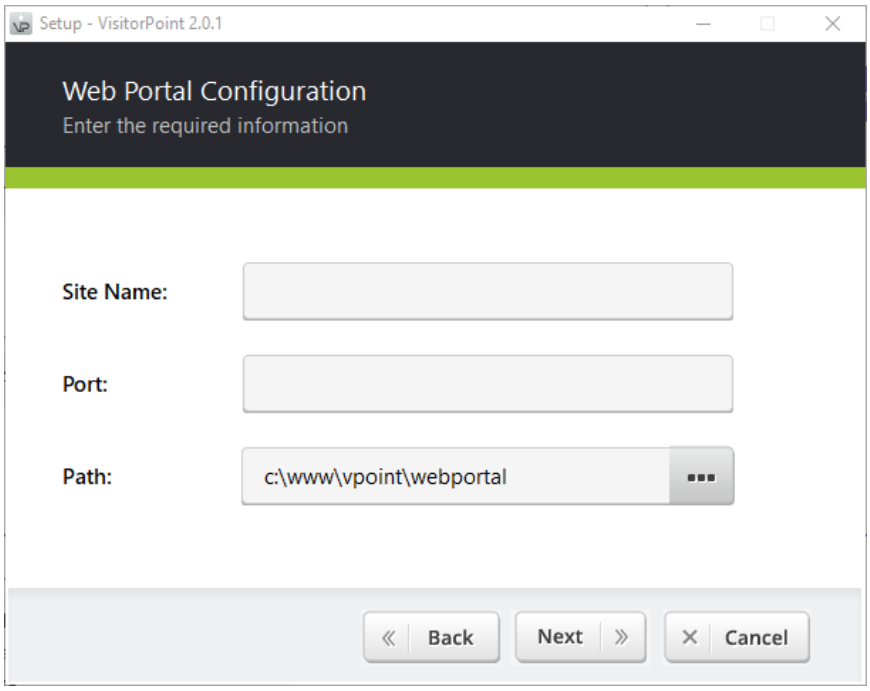


Figure 40

Choose a website name, select a port and specify the path to a web folder for the VisitorPoint Web portal. For the Port field you can choose any free port on your system.

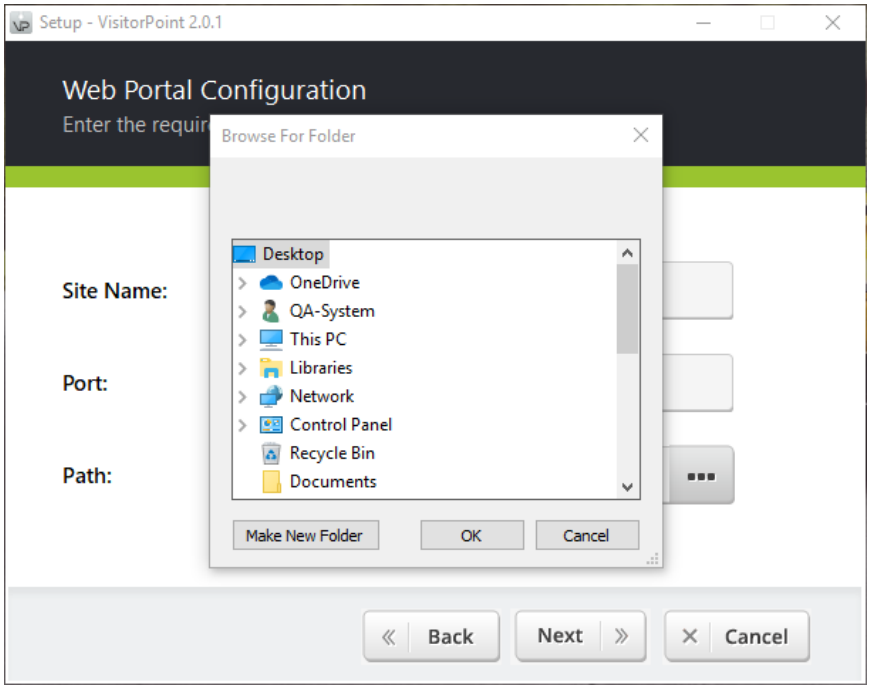


Figure 41

Click on the Ellipses button ( ) besides the **Path** field to open the file explorer window.

Select the folder where you want to create the VisitorPoint web portal. Click on the OK button to select it.

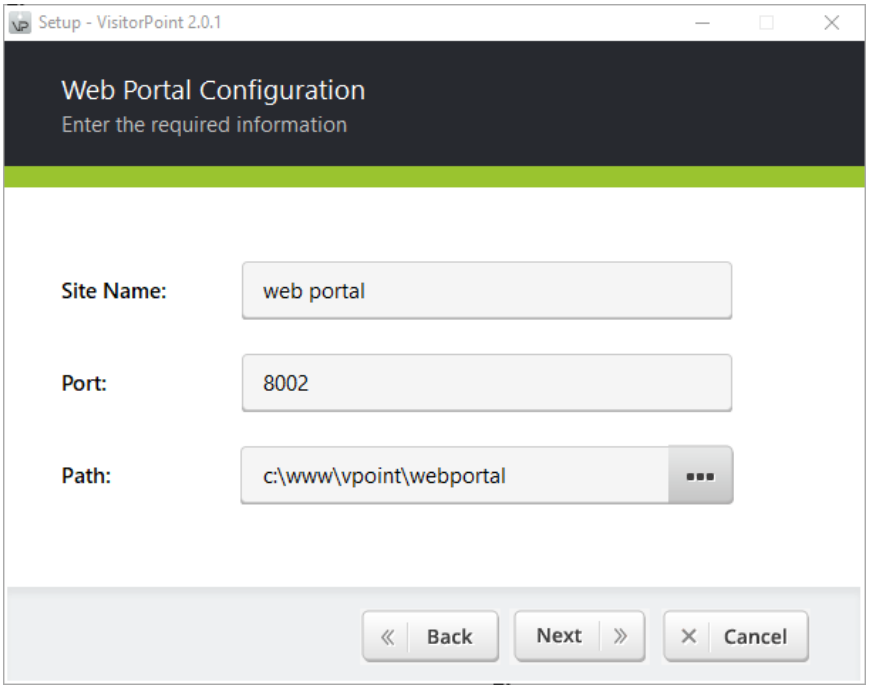


Figure 42

Once you have enetered the required information in all the fields, click on the Next button to continue.

QR Code Mobile Service Configuration

These configurations are required to enable the Mobile service to scan QR Codes of visitors.

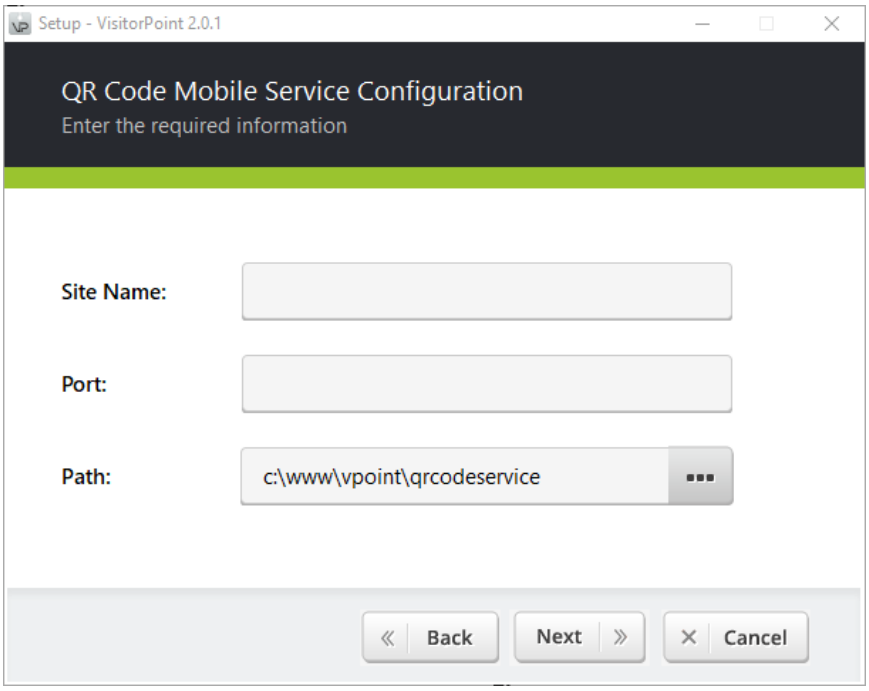


Figure 43

Choose a website name, select a port and specify the path to a web folder for the VisitorPoint QR Code Mobile Service.

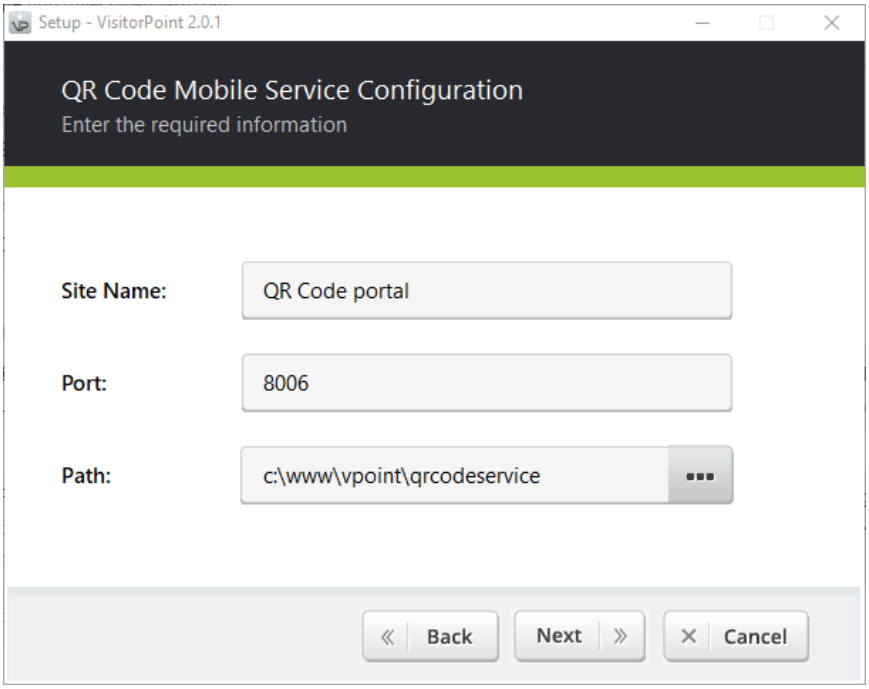


Figure 44

Once you have
enetered the required information in all the fields, click on the Next button to continue.

The latest version of the VisitorPoint installer can install all pre-requisite softwares automatically. The process completes in the back ground along with the installation of the VisitorPoint components which are selected for installation.

Installation of VisitorPoint Components

After completing the initial configurations, the Components Installation window appears.

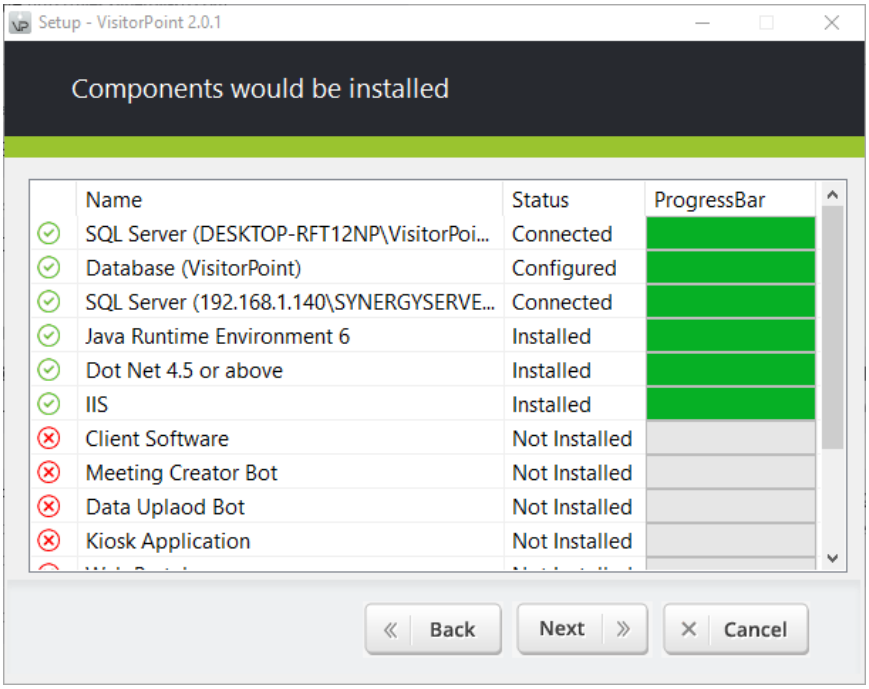


Figure 45

The window lists all the VisitorPoint components which have been selected for installation. Click on the Next button to install these on your computer.

You can click on the Back button to go to the previous windows and change the settings if required.

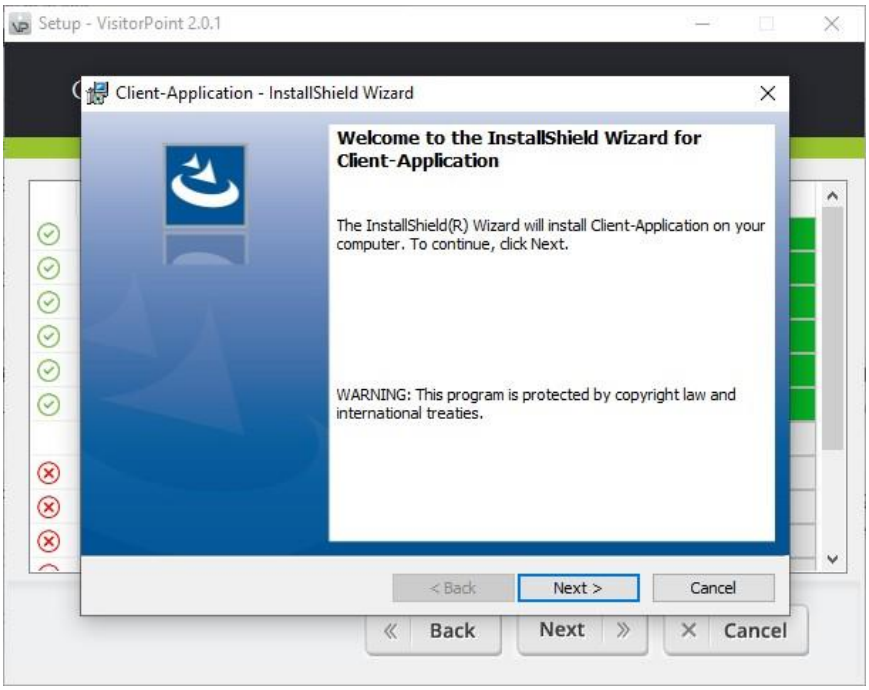


Figure 46

Click on the Next button to proceed with the installation

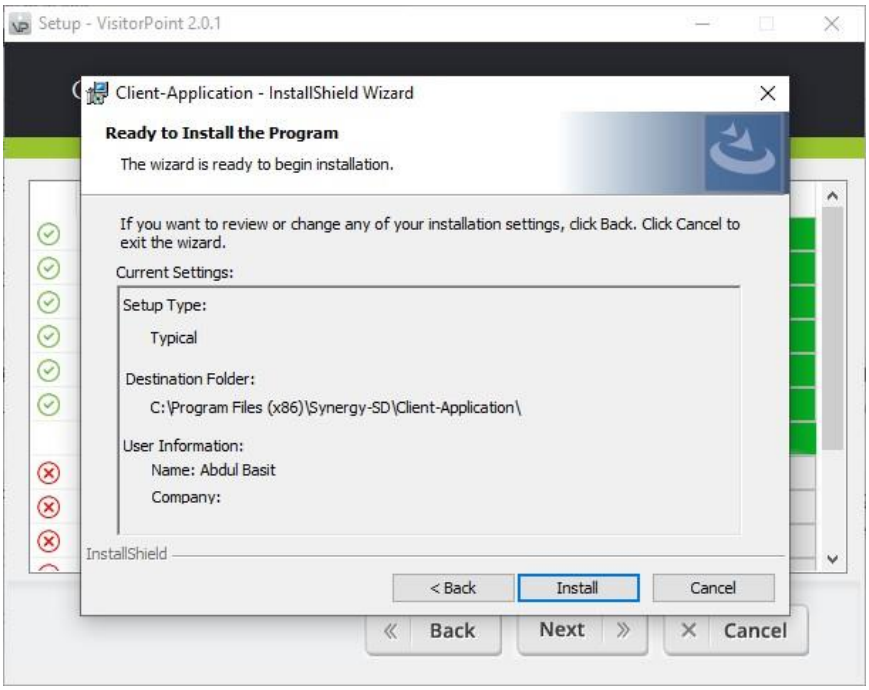


Figure 47

Click on the install button to proceed with the installation

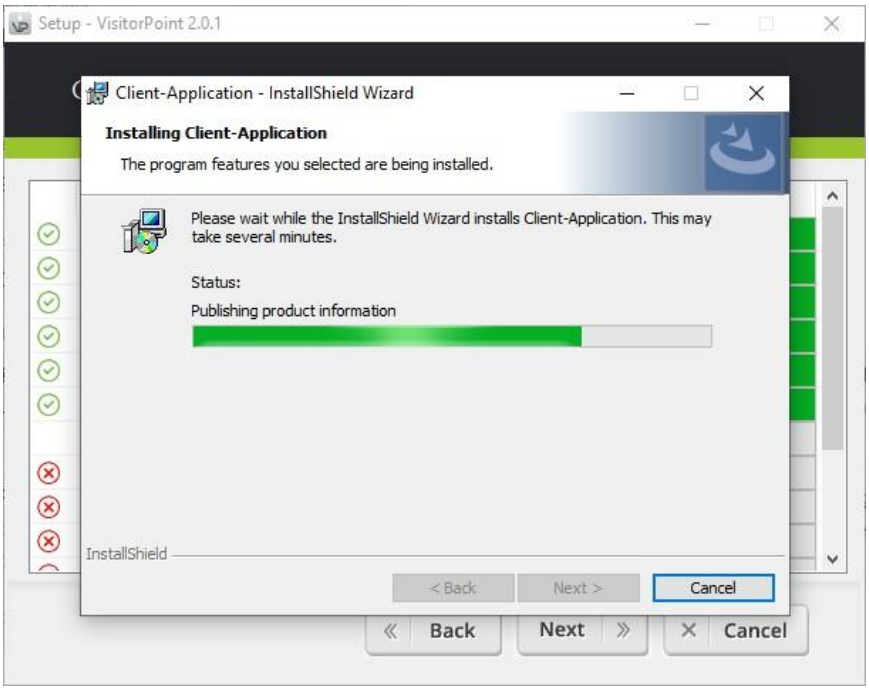


Figure 48

Installation progress is displayed in the progress bar.

The VisitorPoint Meeting Creator Bot component is installed next.

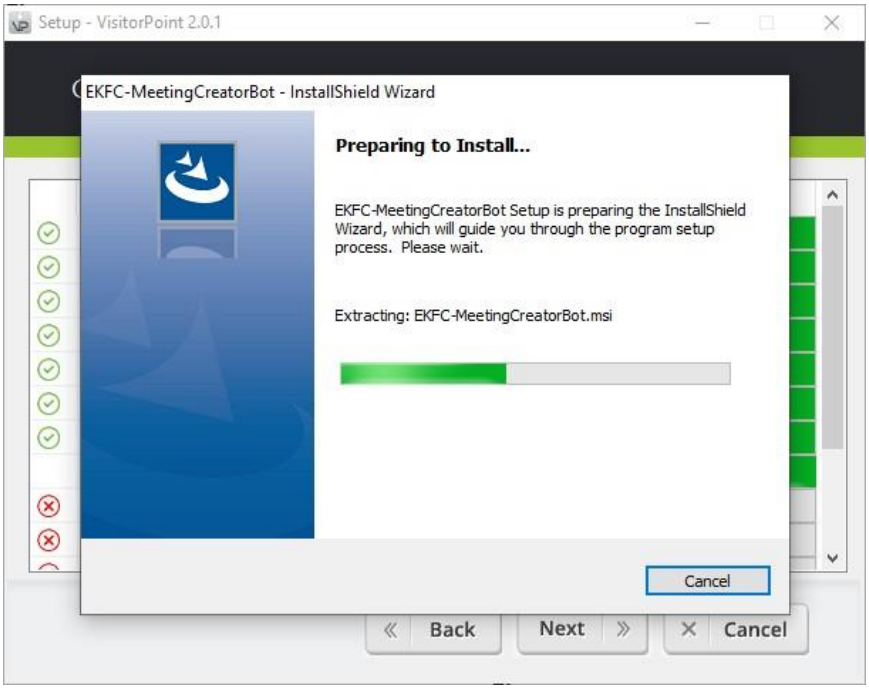


Figure 49

File extraction progress is displayed in the progress bar.

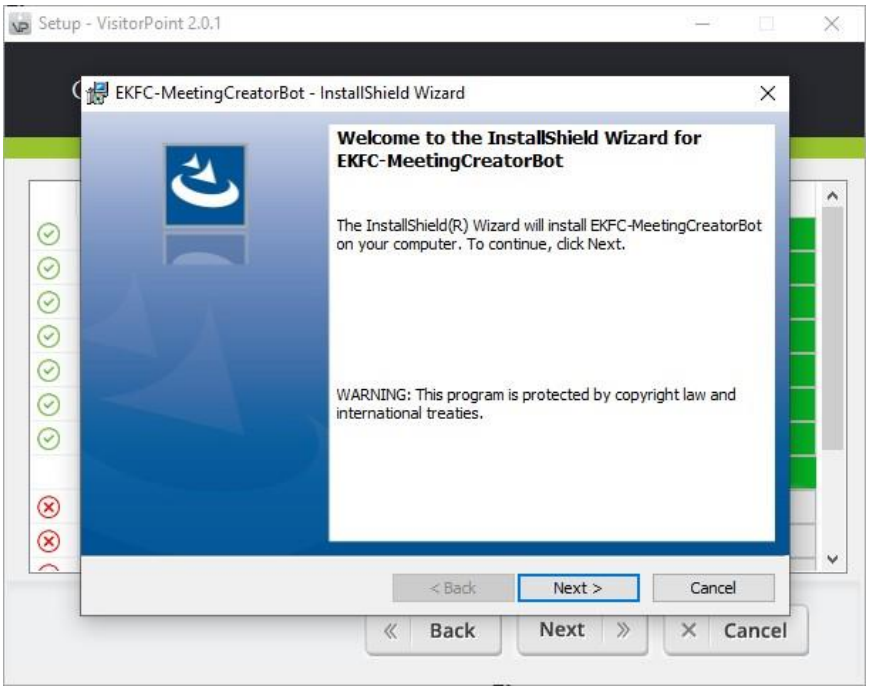


Figure 50

Click on the Next button to proceed with the installation

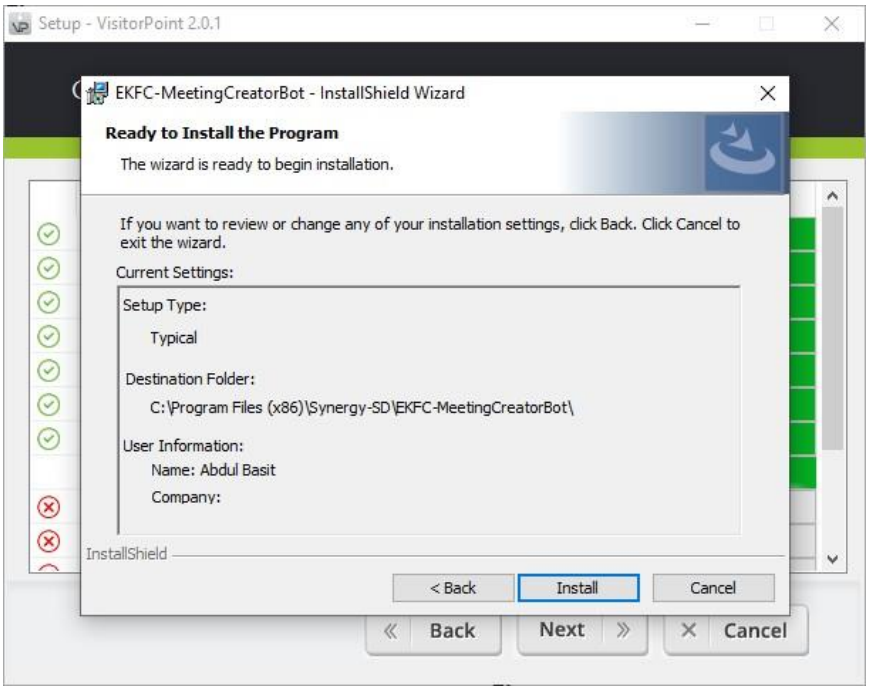


Figure 51

Click on the install button to proceed with the installation

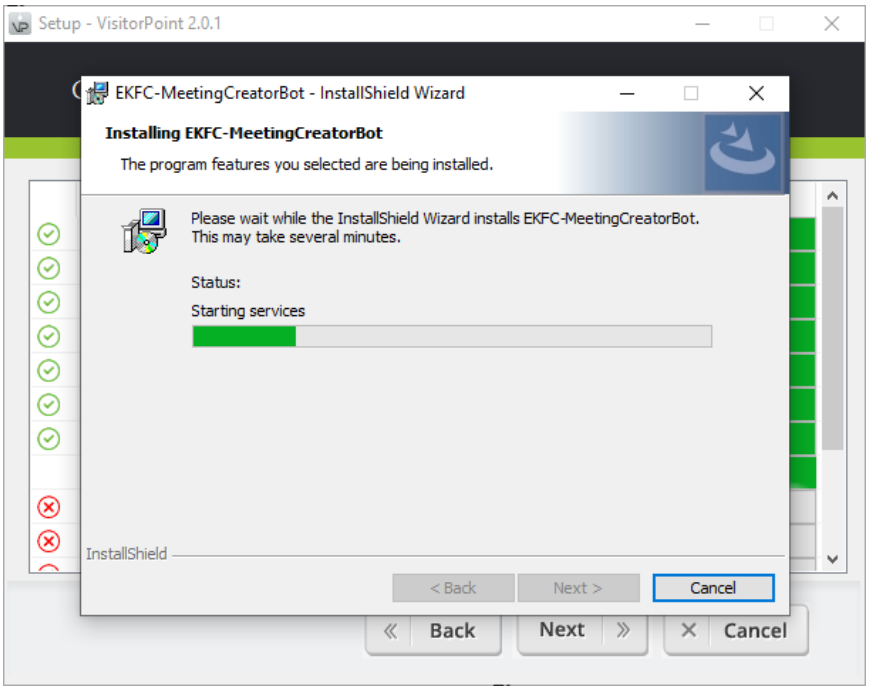


Figure 52

Installation progress is displayed in the progress bar.

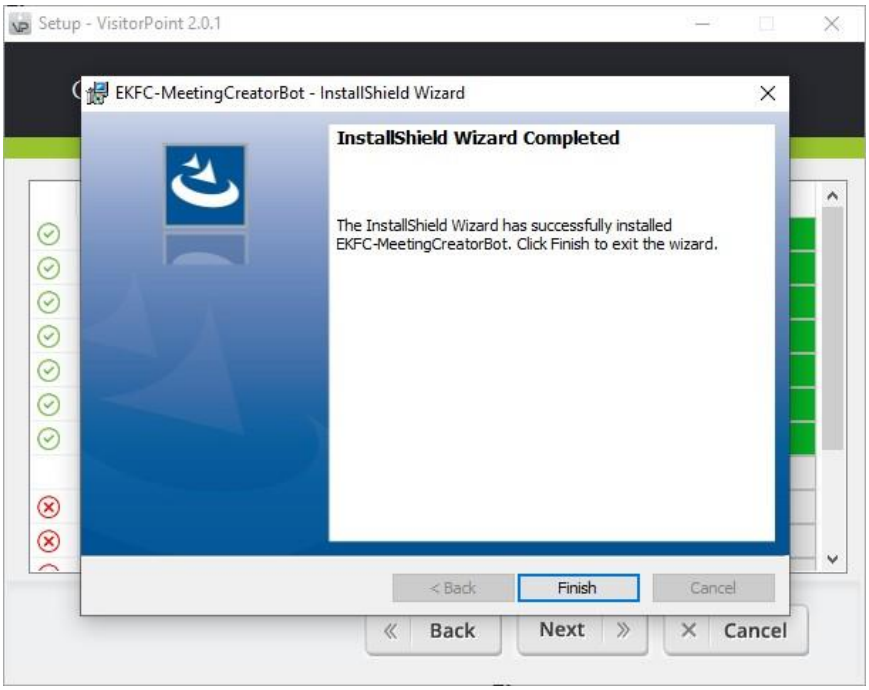


Figure 53

Click on the Finish button to complete installation of the component.

The VisitorPoint Kiosk

component is installed next.

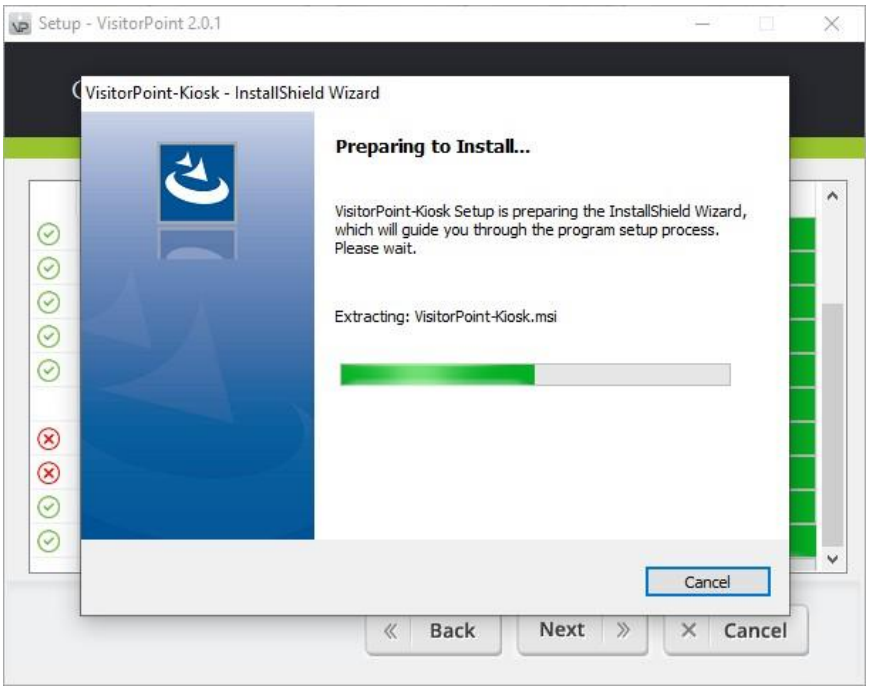


Figure 54

File extraction progress is displayed in the progress bar.

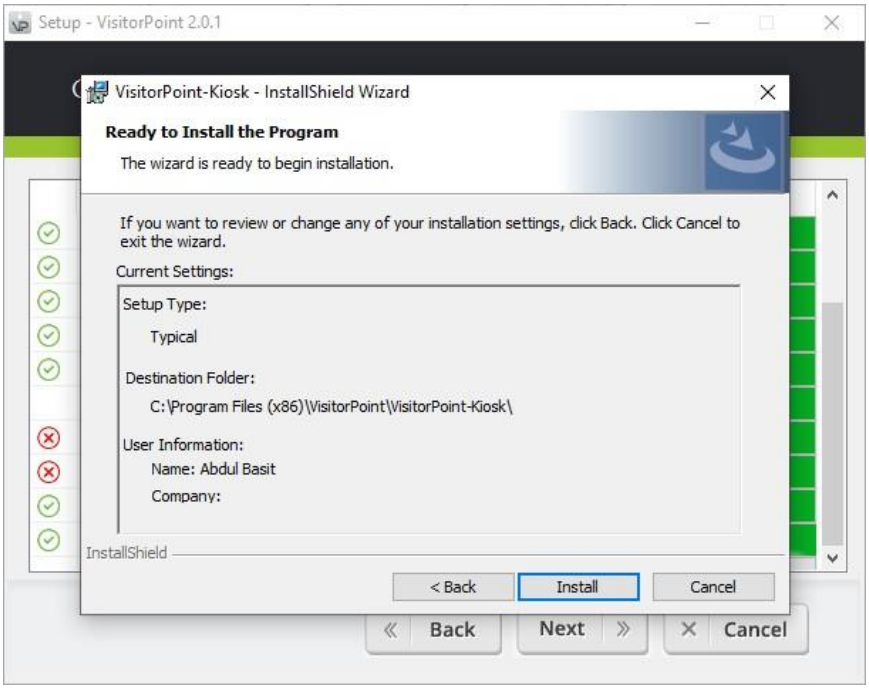


Figure 55

Click on the install button to proceed with the installation

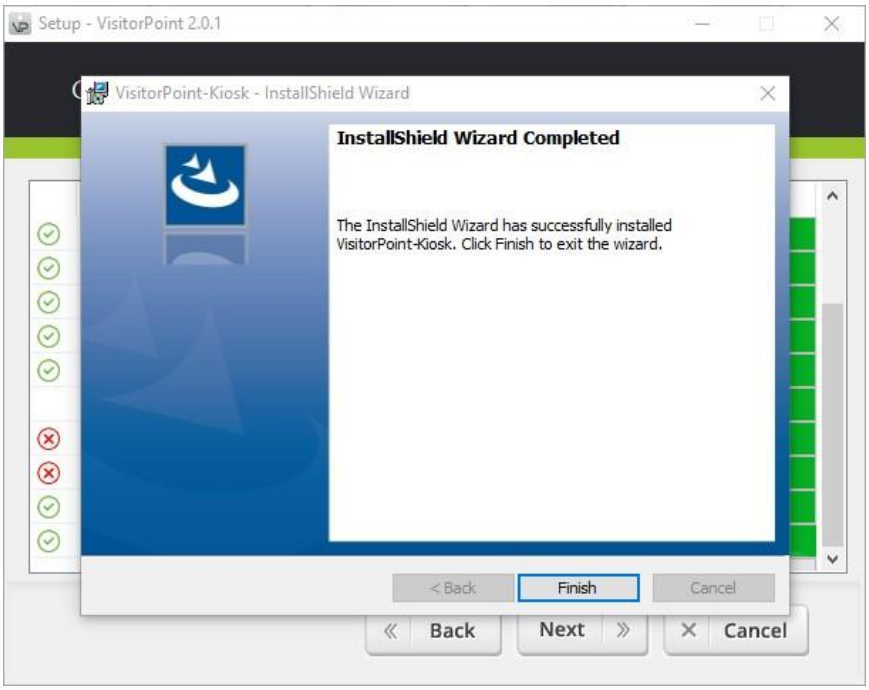


Figure 56

After installation of all files, click on the Finish button to complete installation of the component. The VisitorPoint Outlook Add-in is installed next.

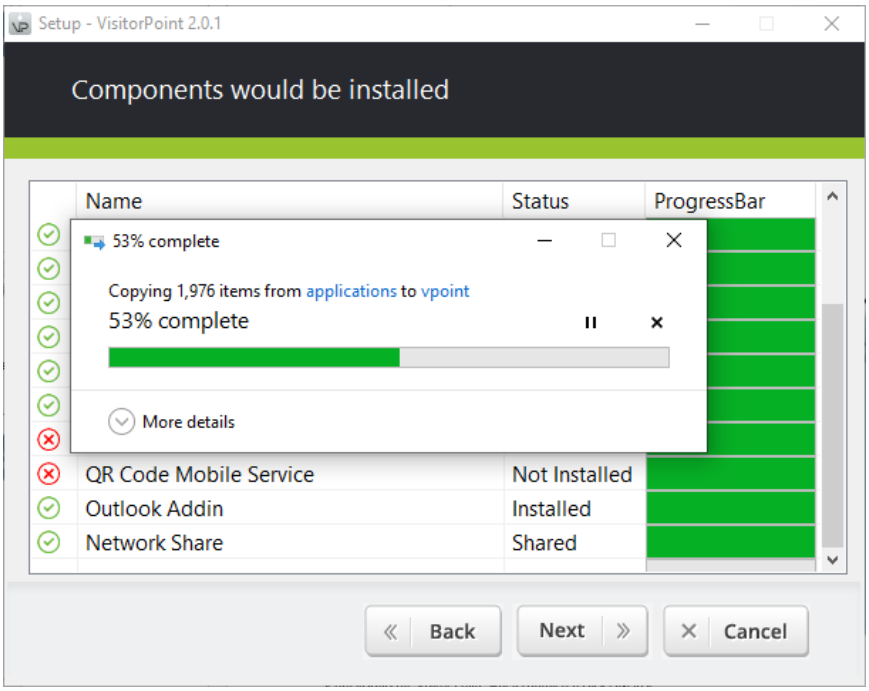


Figure 57

The VisitorPoint setup window exits when the progress bar reaches 100 per cent.

Completing the VisitorPoint Setup Wizard

The last window appears after all VisitorPoint components have installed successfully.

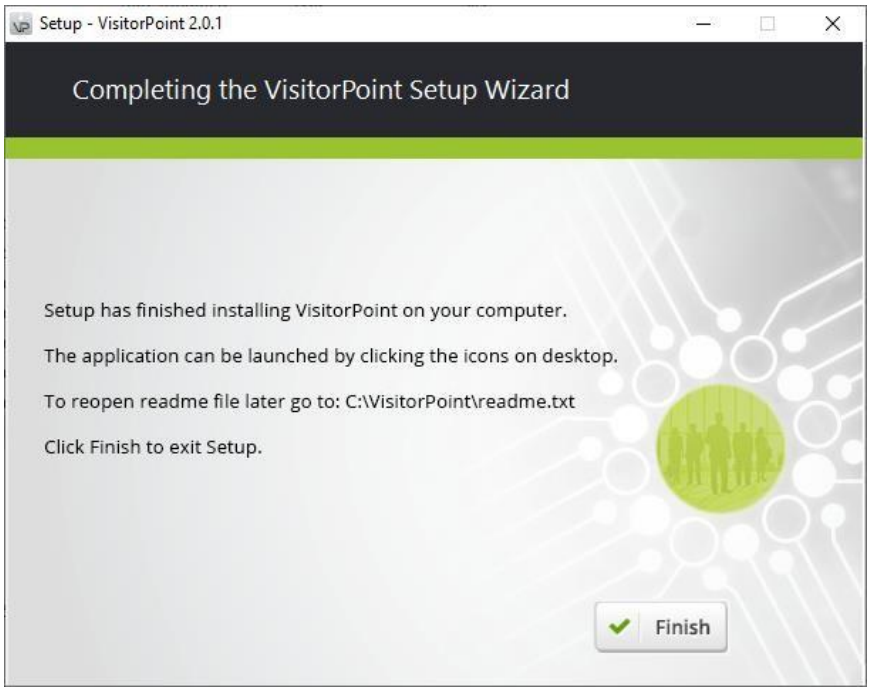


Figure 58

Click on the Finish button to complete the installation and exit the setup window. The VisitorPoint **readme.txt** file is located at **C:\VisitorPoint\.**

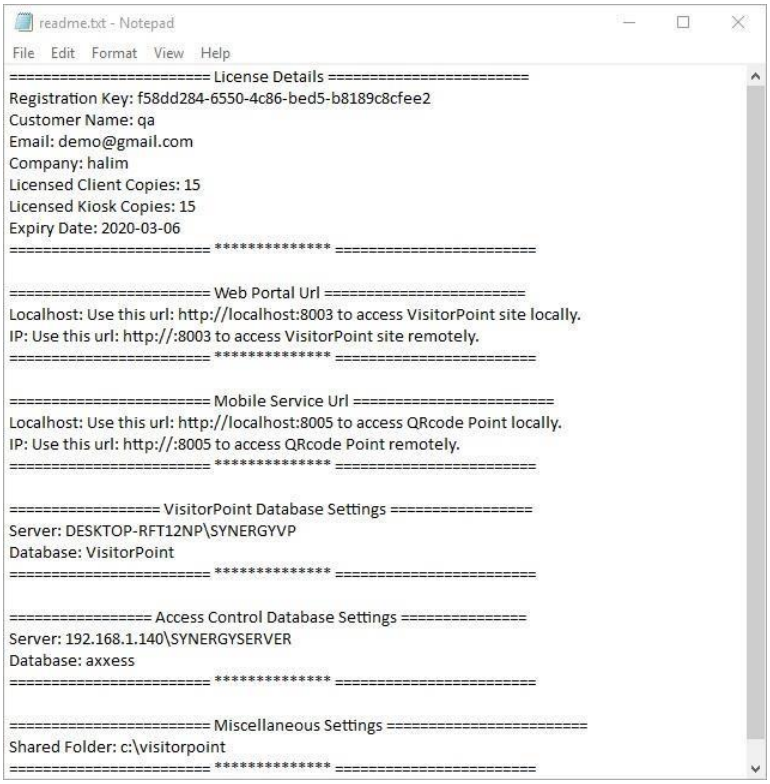


Figure 59

The **readme.txt** file contains detailed information of all the settings required to run various components of VisitorPoint. These details include **Users' Registration Key, Email, Name, Company, Licensed client copies, Licensed KIOSK copies** and **License Expiry Date.**
VisitorPoint is installed only on the specified number of PCs within a network environment, as per the purchased license.
Detailed information about **WEB Portal URL** and **Mobile Service URL** including **local host** and **IP** for both is included. Information contains site name configured for the site during the installation process along with the port number. Database settings including database **name and server name** are also mentioned in this text file.

It is recommended that this file is saved on the hard drive or any other reliable location for later reference.

Visitor Point –Network Installation

VisitorPoint setup includes a network install feature. Using this feature the setup can be accessed over a network and components can be installed or uninstalled as required. A network location will be specified where the setup files are placed.

Network Installation Process

Locate and run the VisitorPoint **setup.exe** ( ) file provided by the vendor. The installer screen appears as shown in figure.

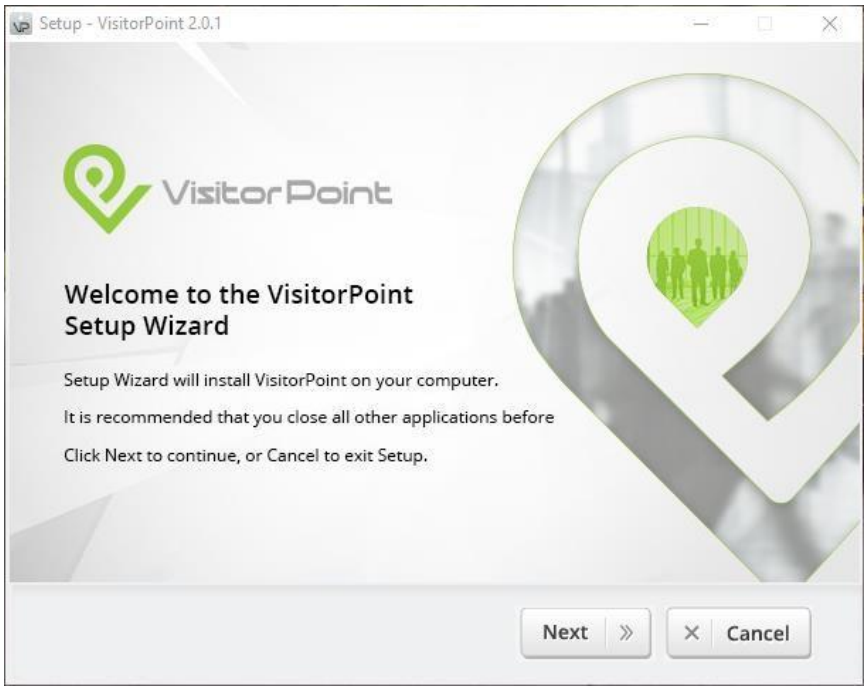


Figure 60

Click the Next button to begin installation of the VisitorPoint application.

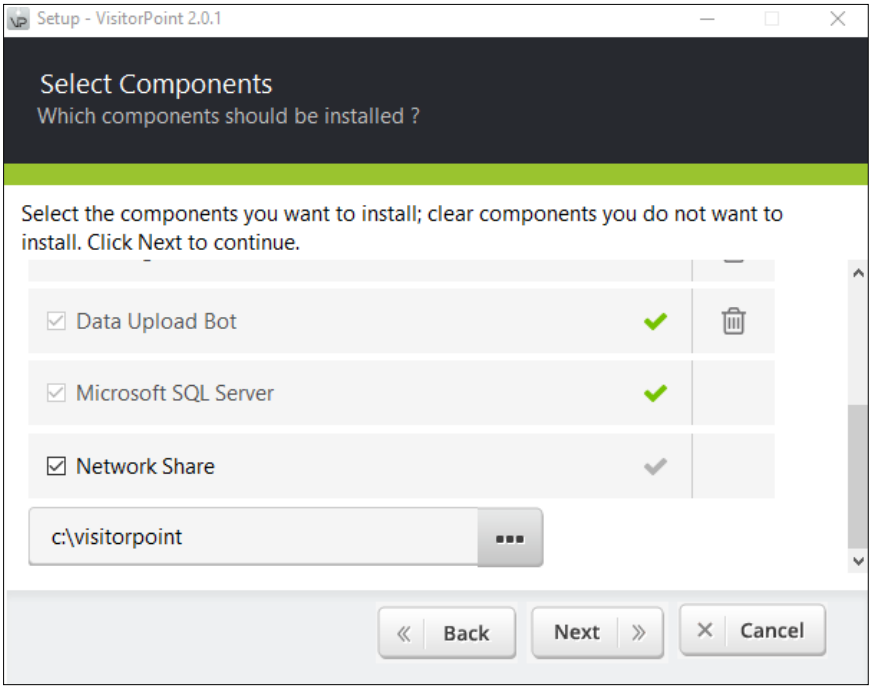


Figure 61

A list of VisitorPoint components is displayed. Select the Network Share checkbox.

Click on the Ellipses button ( ) on the right side of the field to open the file explorer window. Select the shared folder where the setup files will be stored.

The network location or
the path of the shared folder can be entered manually as well.

Click the Next button to proceed with the installation.
The rest of the installation process runs the same as explained in the section "**VisitorPoint Configurations**"

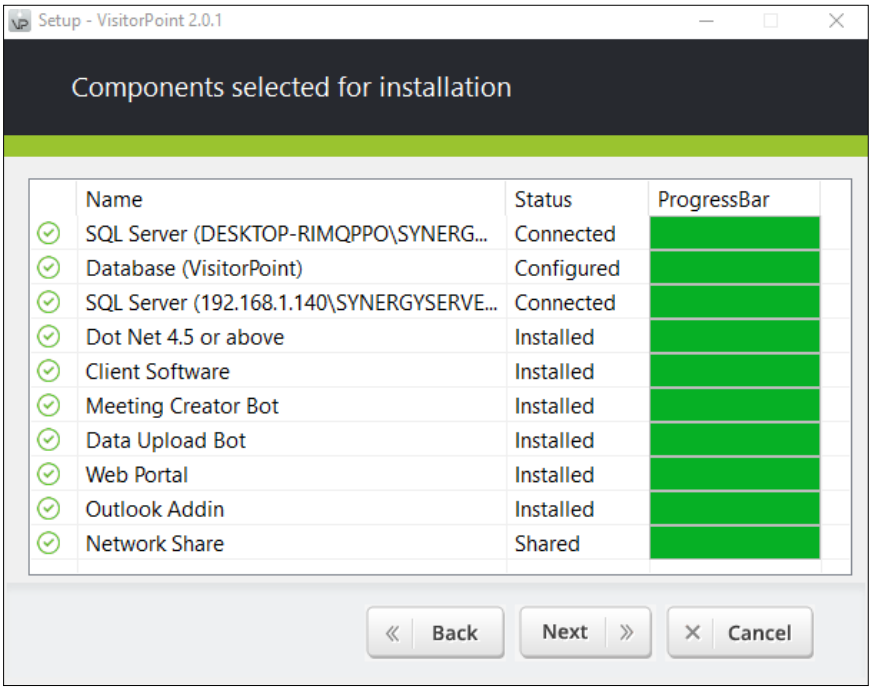


Figure 62

Once all selected components are installed, the progress window appears.
The green symbols on the left indicate successful installation of the selected VisitorPoint components.

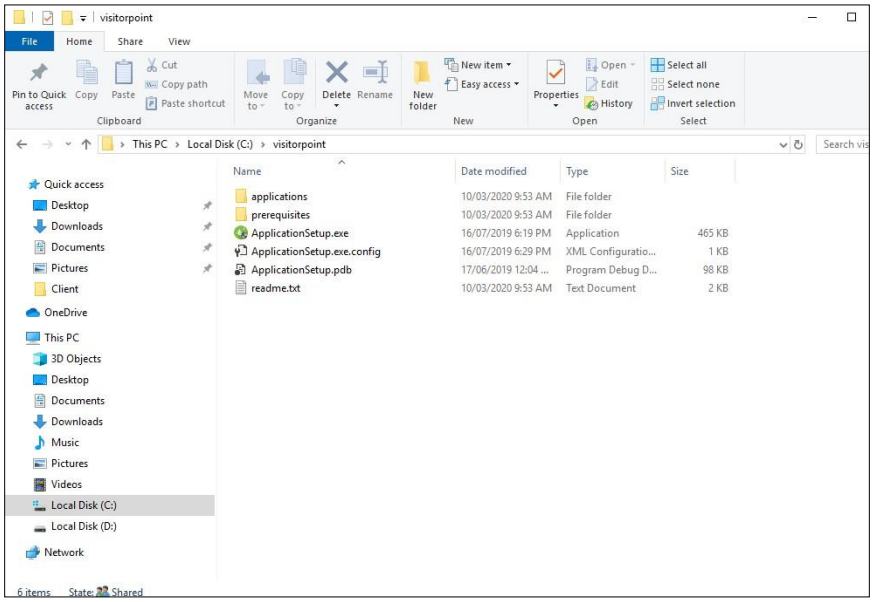


Figure 63

Access the shared network path which was specified during installation. The VisitorPoint setup files are available in the folder.

Click on the VisitorPoint application icon ( ) to launch the software for use.

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