Project Timer 1.0

User Guide

Copyright

Contents

1. Product Introduction

SharePoint Project Timer is a SharePoint project time management web part to help you keep track of your deadlines. It allows you to set a countdown timer to a specific target date, and will then display a clock on your screen counting down to that specific date. It is very useful in project management environments or to assist in structuring tasks so that you can finish on time.

This user guide will help you to install and configure Project Timer on your SharePoint environment.

For latest version of this user guide or other user guides, please visit:

http://www.boostsolutions.com/download-documentation.html

2. Installation

2.1 Product Files

After you download and unzip the Project Timer zip file from www.boostsolutions.com, you will find the following files:

Path	Descriptions
Setup.exe	A program that installs and deploys the WSP solution packages to the SharePoint farm.
EULA.rtf	The product End-User-License-Agreement.
Project Timer _V1_User Guide.pdf	User guide for Project Timer in PDF format.
Library\2.0\Setup.exe	The product installer for .Net Framework 2.0.
Library\2.0\Setup.exe.config	A file containing the configuration information for the installer.
Library\4.0\Setup.exe	The product installer for .Net Framework 4.0.
Library\4.0\Setup.exe.config	A file containing the configuration information for the installer.
Solutions\Foundtion\ BoostSolutions.FoundationSetup12.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2007 or WSS 3.0.
Solutions\Foundtion\ BoostSolutions.FoundationSetup14.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2010 or SharePoint Foundation 2010.
Solutions\Foundtion\ BoostSolutions.FoundationSetup15.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Foundtion\Install.config	A file containing the configuration information for the installer.
Solutions\ProjectTimer\BoostSolutions. ProjectTimerSetup12.1.wsp	A SharePoint solution package containing Project Timer files and resources for SharePoint 2007 or WSS 3.0.
Solutions\ProjectTimer\BoostSolutions. ProjectTimerSetup14.1.wsp	A SharePoint solution package containing Project Timer files and resources for SharePoint 2010 or

	SharePoint Foundation 2010.
Solutions\ProjectTimer\Install.config	A file containing the configuration information for the installer.

2.2 Software Requirements

Before you install Project Timer, ensure your system meets the following requirements:

SharePoint 2010

| Operating System	Microsoft Windows Server 2008 x64 Microsoft Windows Server 2008 R2
Server	Microsoft SharePoint Foundation 2010 or Microsoft SharePoint Server 2010 Microsoft .NET Framework 3.5
Browser	Microsoft Internet Explorer 7 or greater Mozilla Firefox

SharePoint 2007

Operating System	Microsoft Windows Server 2003 x86/x64 Microsoft Windows Server 2008 x86/x64 Microsoft Windows Server 2008 R2
Server	Microsoft Windows SharePoint Services v3 or Microsoft Office SharePoint Server 2007 Microsoft .NET Framework 2.0 or 3.0 **Note**: This product is not compatible with SPS 2003 and WSS v2
Browser	Microsoft Internet Explorer 6 or greater

2.3 Installation

Follow these steps to install Project Timer on your SharePoint servers.

Installation Preconditions

Before you start installing the product, please make sure these services are started on your SharePoint servers: **SharePoint Administration** and **SharePoint Timer**.
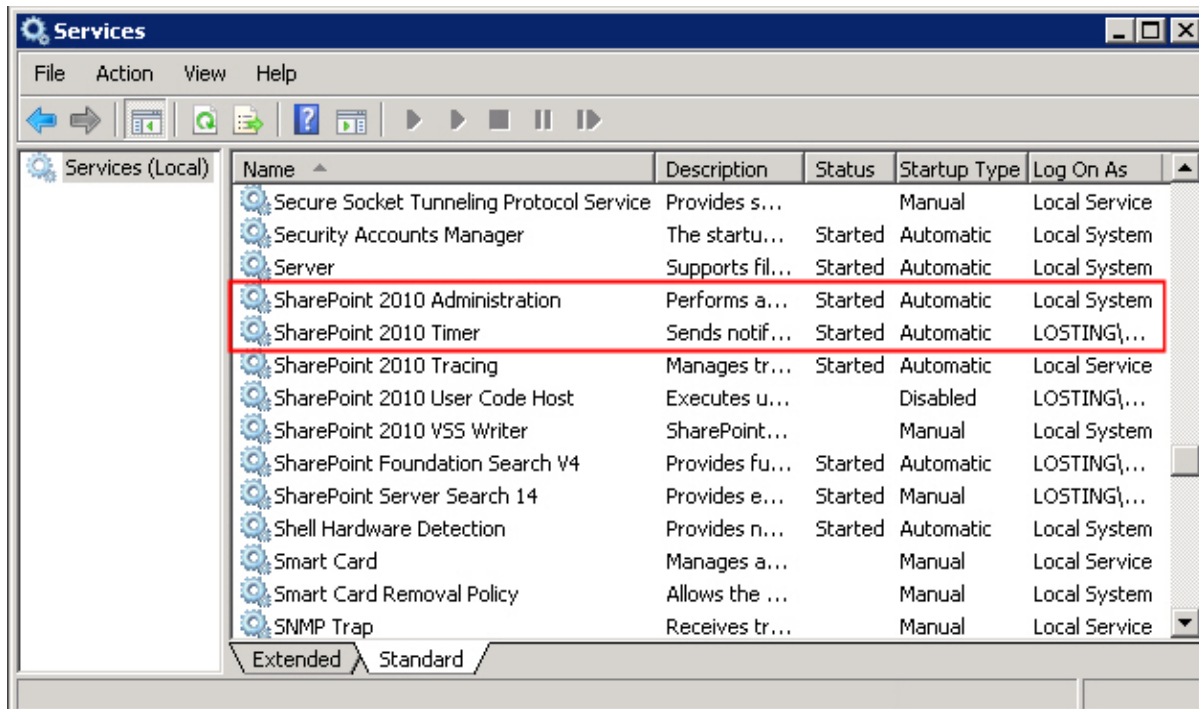
Project Timer must be run on one front-end Web server in the SharePoint farm where **Microsoft SharePoint Foundation Web Application services** are running. Check **Central Administration → System Settings** for a list of servers running this service.

Required Permissions

To perform this procedure, you must have specific permissions and rights.

- Member of the local server's **Administrators** group.
- Member of the **Farm Administrators** group.

To install Project Timer on SharePoint server

a. Download the zip file (*.zip) of the product of your choice from the BoostSolutions website, then extract the file.

b. Open the created folder and run the **Setup.exe** file.

> *Note*
>
> If you cannot run the setup file, please right click the Setup.exe file and choose Run as administrator.

c. A system check is performed to verify if your machine meets all the requirements for installing the product. After the system check is finished, click **Next**.

d. Review and accept the End-User License Agreement and click **Next**.

e.   In the Web Application Deployment Targets, select the web applications you are going to install and click **Next**.

> **Note**
>
> If you select **Automatically activate features**, the product features will be activated in the target site collection during the installation process. If you want to manually activate the product feature later, uncheck this box.

f.   Upon completion of the installation, details are displayed showing which web applications you product has been installed to. Click **Close**.

2.4 Upgrade

Download the latest version of our product and run the **Setup.exe** file.

In the **Program Maintenance** window, select **Upgrade** and click **Next**.

2.5 Uninstallation

If you want to uninstall the product, double-click the **Setup.exe** file.

In the **Repair or Remove** window, select **Remove** and click **Next**. Then the application will be removed.

2.6 Command_Line Installation

The following instructions are for installing the solution files for Project Timer using the SharePoint STSADM command line tool.

Required permissions

To use STSADM, you must be a member of the local Administrators group on the server.

To install Project Timer to SharePoint servers

a.   Extract the files from the product zip pack to a folder on one SharePoint server.

b.   Open a command prompt and make sure your path is set with the SharePoint bin directory.

- **SharePoint 2013**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\15\BIN

- **SharePoint 2010**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\BIN

- **SharePoint 2007**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\12\BIN

c. Add the solution files to SharePoint in the STSADM command line tool.

stsadm -o addsolution -filename BoostSolutions.ProjectTimerSetup14.1.wsp

stsadm -o addsolution -filename BoostSolutions.FoundationSetup14.1.wsp

d. Deploy the added solution with the following command:

stsadm -o deploysolution -name BoostSolutions.ProjectTimerSetup14.1.wsp -allowgacdeployment –url [virtual server url] –immediate

stsadm -o deploysolution -name BoostSolutions.FoundationSetup14.1.wsp -allowgacdeployment –url [virtual server url] –immediate

e. Wait for the deployment to complete. Check the final status of the deployment with this command:

stsadm -o displaysolution -name BoostSolutions.ProjectTimerSetup14.1.wsp

stsadm -o displaysolution -name BoostSolutions.FoundationSetup14.1.wsp

The result should contain a <Deployed> parameter for which the value is TRUE.

f. In the STSADM tool, activate the features.

stsadm -o activatefeature -name Brandysoft.SharePoint.CountdownTimer –url [site collection url] –force

To remove Project Timer from SharePoint servers

a. Removal is initiated with the following command:

stsadm -o retractsolution -name BoostSolutions.ProjectTimerSetup14.1.wsp -immediate -url [virtual server url]

b. Wait for the removal to finish. To check the final status of the removal you can use the following command:

stsadm -o displaysolution -name BoostSolutions.ProjectTimerSetup14.1.wsp

The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.
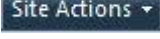
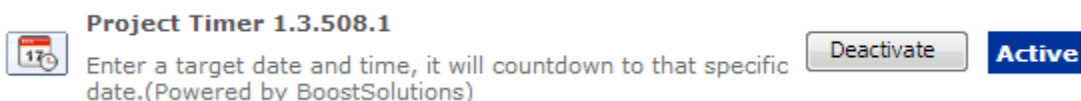c. Remove the solution from the SharePoint solutions storage:

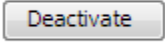> *stsadm -o deletesolution -name BoostSolutions.ProjectTimerSetup14.1.wsp*

To remove BoostSolutions Foundation from SharePoint servers

The BoostSolutions Foundation is designed to provide a centralized interface to manage licenses for all BoostSolutions software from within SharePoint Central Administration. If you are still using BoostSolutions product on your SharePoint server, DO NOT remove Foundation from the servers.

a. Removal is initiated with the following command:

> *stsadm -o retractsolution -name BoostSolutions.FoundationSetup14.1.wsp –immediate –url [virtual server url]*

b. Wait for the removal to finish. To check the final status of the removal you can use the following command:

> *stsadm -o displaysolution -name BoostSolutions.FoundationSetup14.1.wsp*

> The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

c. Remove the solution from the SharePoint solutions storage:

> *stsadm -o deletesolution -name BoostSolutions.FoundationSetup14.1.wsp*

2.7 Feature Activation

Activate Project Timer's feature in site collection

By default, the application's features are automatically activated once the product is installed. You can also activate the product feature manually.

a. On the Site Actions menu click **Site Settings**.

b. Under **Site Collection Administration** click **Site collection features**.

c. Find the application feature and click **Activate**. After a feature is activated, the Status column lists the feature as **Active**.
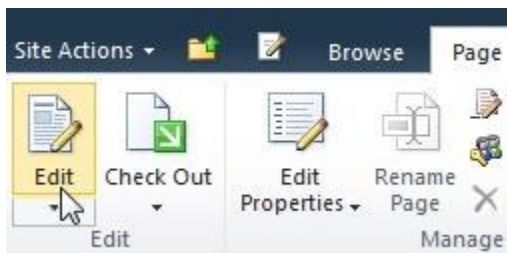
3. Configuring the Project Timer Web Part

3.1 Add a Project Timer Web Part

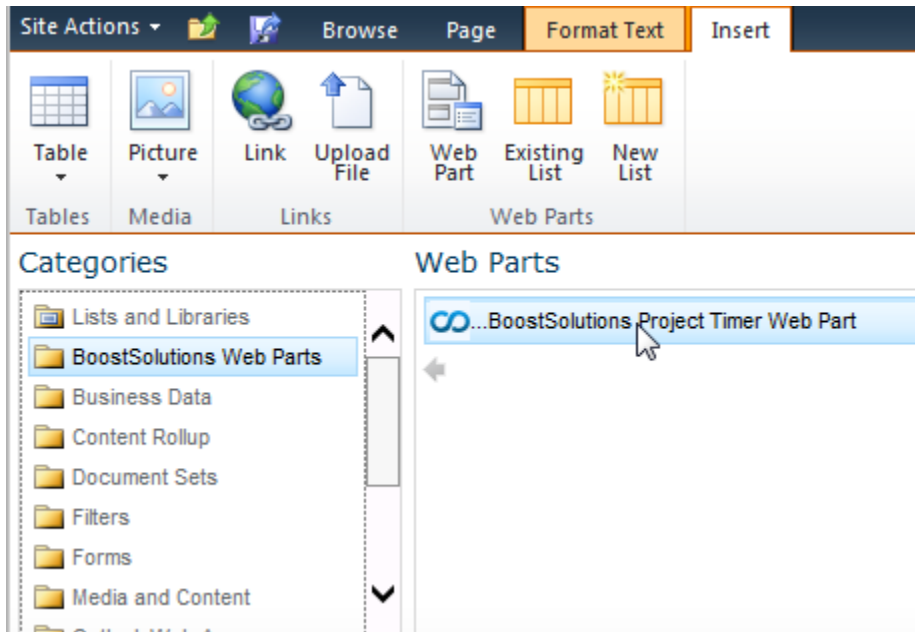To add a Project Timer Web Part to a page, you must have at least Design permission level.

a.   From any page, on the ribbon, click the **Page** tab, and then click the **Edit** command.

b.   Click the **Insert** tab, and then click **Web Part**.

c.   Under **Categories**, select the **BoostSolutions Web Parts** category; select the **BoostSolutions Project Timer Web Part**, and then click **Add**.

After adding the Project Timer web part to the page, you can configure the Project Timer web part based on your requirements. You can configure the web part text and the countdown target date.

3.2 Web Part Text Configuration

Select the Project Timer web part, click on the drop-down menu and select **Edit Web Part**.
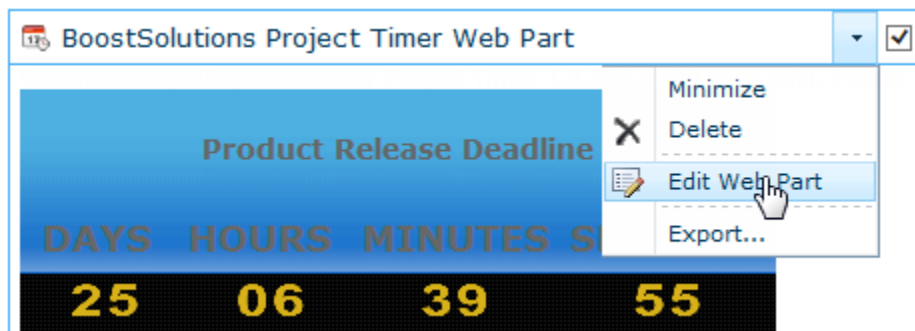
In the Edit Web Part page, 2 boxes for text editing will be displayed. In the first text box, you can enter a title for the project; in the second text box, you can enter the message once the countdown end-date has been reached.

Below the text editing boxes, you can click **Preview** to preview the current Project Timer web part.

> *Note*
>
> Both text boxes support Rich text editing features.

After you finish configuring the Project Timer web part, the Project Timer web part will begin to track your project deadline.

When the countdown end-time has passed, the message will change to the expiration message.
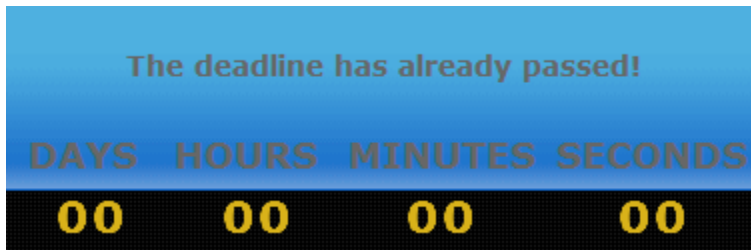
3.3 Countdown Configuration

On the right side of the Edit Web Part page, you can find the Project Timer web part settings box. Use this to set up the **Countdown Configuration** section.

Appearance, Layout and Advanced sections of the Project Timer configuration box are added by default in SharePoint. If you need assistance using these sections, please refer to SharePoint Help.

Countdown End-Date and Time

Select a date and time in the Countdown End-Date and Time box; the date should be the end time of your project.
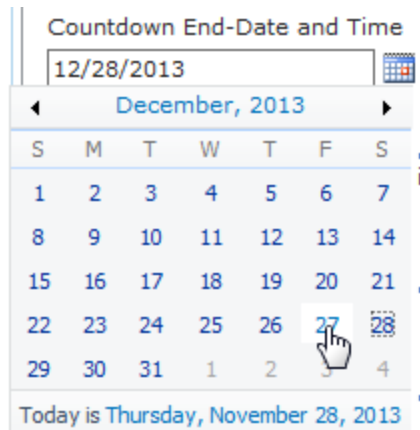
Display Option

Select a time display format in the **Display Option** dropdown list. There are three options:

Default (DD:HH:MM:SS)- To display Days, Hours and Minutes and Seconds;

DD:HH:MM- To display Days, Hours and Minutes;
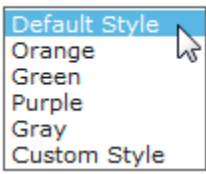
Days Only- To display days only.

Style

You can set the style of the web part.

You can select **Custom Style** to customize the web part style. Customizing the style allows you to upload different styles of digits into the web part as well as selecting the background color for the time area and the text area of the web part.

To customize the numbers you have to enter a valid image path in the Image Path Location field. There are 2 possible options: specify a URL inside SharePoint or specify a folder on your SharePoint server.

> **Note**
>
> - For a folder, please use this path: **C:\Program Files\Common Files\ Microsoft Shared\web server extensions\12\TEMPLATE\IMAGES\ Brandysoft.SharePoint.CountdownTimer** Add a new folder here and copy pictures to this folder. After, please add the following path: **/_layouts/images/Brandysoft.SharePoint.CountdownTimer/New Folder** into the Image Location Path field.
>
> - Valid picture types are: .gif, .jpg and .png. Please be aware that files have to be named exactly as the number they are representing. So from 0 to 9 (e.g. 0.jpg, 1.jpg...)

Zoom

You can set the size of the web part in this section, 100% is the default size of this web part.
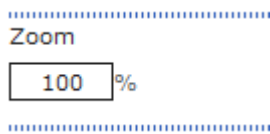
License Management

You can click the license link to open the Project Timer License Management page. For more information about the Licenses, please refer to *Appendix 1: License Management*.

4. Troubleshooting & Support

Troubleshooting FAQ:

http://www.boostsolutions.com/general-faq.html#Show=ChildTitle9

Contact Info:

Product & Licensing Inquires: sales@boostsolutions.com

Technical Support (Basic): support@boostsolutions.com

Request a New Product or Feature: feature_request@boostsolutions.com

Live chat:

http://www.boostsolutions.com/support/chat/livezilla.php?intgroup=U3VwcG9ydA==&reset=true

Appendix 1: License Management

You can use Project Timer without entering any license code for a period of 30 days from when you first use it.

To use product after expiration, you will need to purchase a license and register the product.

Finding License Information

a.   In the products main page, click the trial link and enter the **License Management Center**.

b.   Click Download License Information, choose a license type and download the information (Server Code, Farm ID or Site Collection ID).

      In order for BoostSolutions to create a license for you, you need to send us your SharePoint environment identifier (Note: different license types need different information). A server license needs a server code; a Farm license needs a farm ID; and a site collection license needs a site collection ID.

c.   Send the above information to us (sales@boostsolutions.com) to generate a license code.

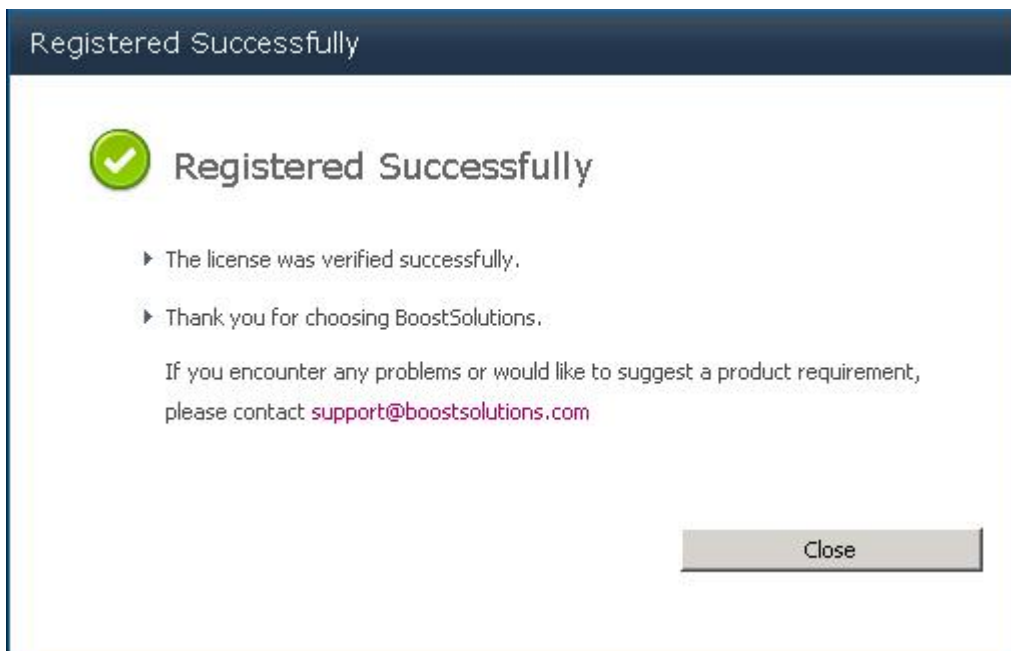**License Registration**

a.   When you receive a product license code, enter the **License Management Center** page.

b.   Click **Register** on the license page and a **Register or Update license** window will open.

c.   Upload the license file or enter the license code and click **Register**. You will get confirmation that your license has been validated.

For more details on license management, see the BoostSolutions Foundation.