



## Instant HR Auditor Installation Guide

Fall, 2015

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# HR AUDITOR INSTALLATION GUIDE

## SYSTEM REQUIREMENTS

Windows Server 2008R2® or newer

Application cannot be installed on the same server hosting Lync®. Application will conflict with Lync® settings

Read access to SQL Server LCSLogs

The application supports both SQL and Windows server authentication options.

Access to Windows Active Directory

For optimal performance, HR Auditor and SQL Server LCSLogs should be in the same physical site.

## SERVER PREPARATION

HR Auditor will require the Microsoft.NET 4 framework to run properly.

## HR AUDITOR INSTALLATION

To begin installation of HR Auditor, run the **HR\_AuditorSH** application.

1. Run **setup.exe**.
2. You will be prompted to install the .NET 4 Framework if it is not already installed on the server.
3. Provide account credentials that HR Auditor will use to run the service.

This account needs to have “Log on as a service” and “Local Administrator” rights on the server the application is being installed on.



Figure 1: Provide service account credentials

4. Proceed through the configuration wizard.

During the installation, a window will pop up to allow for configuration of the application. Complete each of the steps to complete the installation.



Figure 2: HR Auditor Setup

## INSTANT CONFIGURATION WIZARD

The Instant Configuration Wizard will walk you through the initial configuration of HR Auditor.

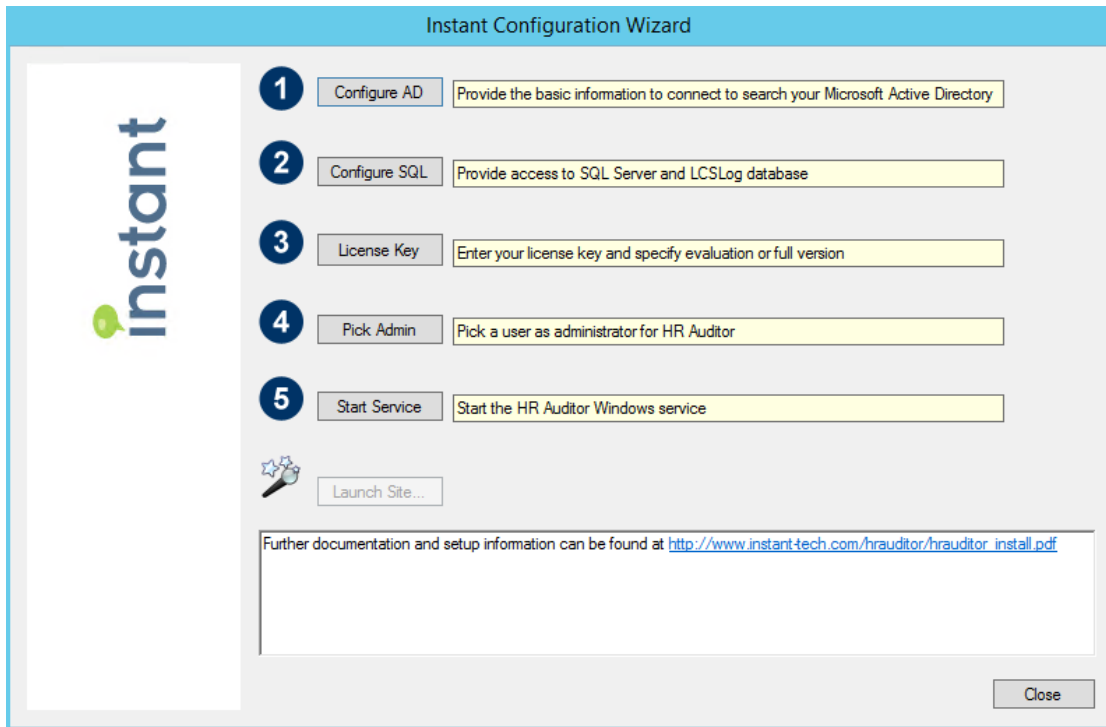


Figure 3: Configuration Wizard

## CONFIGURE ACTIVE DIRECTORY

The first setting to be configured is Active Directory.

1. Click the button to **Configure AD**, and the wizard will pop a dialogue box.
2. Select whether you want to connect via LDAP or Global Catalog.
3. Enter the FQDN or IP address of the Active Directory server.
4. Enter the username of an account the application can use to query your Active Directory
5. Enter the password for the username provided. The password will be encrypted. HR Auditor requires read access of your Active Directory.
6. Click **Validate** to test the connection to Active Directory. If the tool reports a successful connection, click **OK** to proceed. If a connection can't be made, ensure that you have provided the correct values.

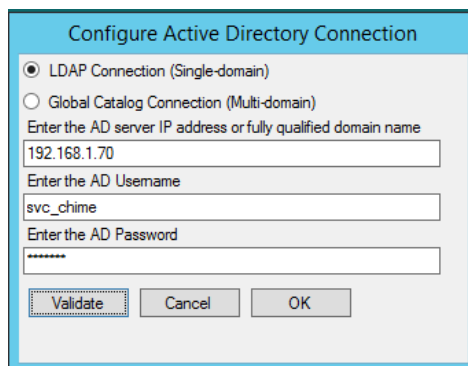


Figure 4: Active Directory Configuration

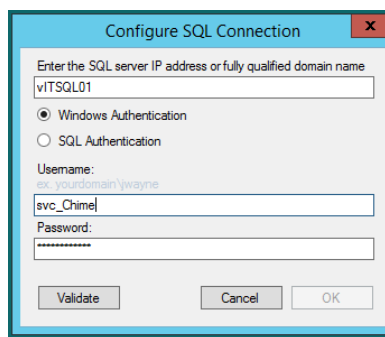
## CONFIGURE SQL

The second setting to be configured is the connection to the SQL database containing LCSLogs. HR Auditor requires read access to your SQL server.

You have two options to configure your database connection: SQL Authentication or Windows Authentication.

### TO ENABLE WINDOWS AUTHENTICATION

1. Enter the FQDN or IP address of the SQL server with your LCSLogs.
2. Select the radio button labeled **Windows Authentication**.
3. Enter the username the application will use to query the database.
4. Enter the password for the username provided.
5. Click **Validate** to test the connection to the SQL server. If the tool reports a successful connection, click **OK** to proceed. If a connection can't be made, ensure that you have provided the correct values.

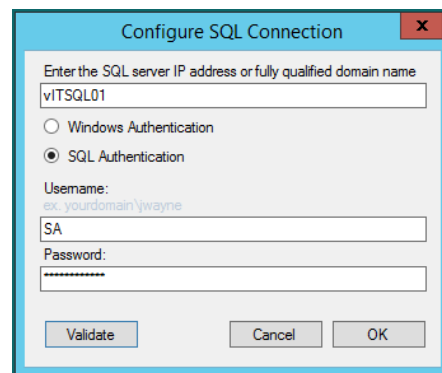


The screenshot shows a dialog box titled "Configure SQL Connection". It has a text input field for the SQL server IP address or fully qualified domain name, containing "viTSQL01". Below this are two radio buttons: "Windows Authentication" (which is selected) and "SQL Authentication". Underneath are two text input fields: "Username:" containing "svc\_Chime" and "Password:" containing a masked password "\*\*\*\*\*". At the bottom are three buttons: "Validate", "Cancel", and "OK".

Figure 5: Windows Authentication

### TO ENABLE SQL AUTHENTICATION

1. Enter the FQDN or IP address of the SQL server with your LCSLogs.
2. Select the radio button labeled **SQL Authentication**.
3. Enter the username the application will use to query the database.
4. Enter the password for the username provided.
5. Click **Validate** to test the connection to the SQL server. If the tool reports a successful connection, click **OK** to proceed. If a connection can't be made, ensure that you have provided the correct values.



The screenshot shows a dialog box titled "Configure SQL Connection". It has a text input field for the SQL server IP address or fully qualified domain name, containing "viTSQL01". Below this are two radio buttons: "Windows Authentication" and "SQL Authentication" (which is selected). Underneath are two text input fields: "Username:" containing "SA" and "Password:" containing a masked password "\*\*\*\*\*". At the bottom are three buttons: "Validate", "Cancel", and "OK".

Figure 6: SQL Connection configuration

## ENTER LICENSE KEY

### TRIAL LICENSE

1. Enter your company name in the corresponding input field.
2. Select which version of Microsoft Lync/Skype for Business your organization is using.

*NOTE:* There are differences in the way the LCSLogs are set up between the 2010 and 2013 versions of Lync. Selecting the wrong option here may result in the application not performing properly.

3. Click **Validate Key** to test the key. The wizard should report the name of your company, number of users licensed, and any restrictions imposed by the trial license.



Figure 7: License Key configuration screen

### EXISTING LICENSE KEY

If you already have a license key from Instant Technologies, follow these steps to enter the key.

1. Select the radio button next to the field below **Enter an HR Auditor License Key**.
2. Enter your license key into the input field.
3. Click **Validate Key** to test the key. The wizard should report the name of your company and the number of users licensed. If you enter the key incorrectly, the wizard will report it as an invalid key.



## ASSIGN AN ADMINISTRATOR

The next setting requires you to assign a user to act as an Administrator for the HR Auditor program. This user will have the ability to add or remove users to the application, update the license key, and configure the connection settings. This user does not need to have Administrator rights in Active Directory.

Current administrators will be displayed on the left side of this wizard.

1. Enter the username into the input field.
2. Click **Check User**. If the username is found, the wizard will report that the user is valid. If the username is not found, the system will display a list of names close to the one you typed.
3. Click **OK** to assign the user as an Administrator for the application

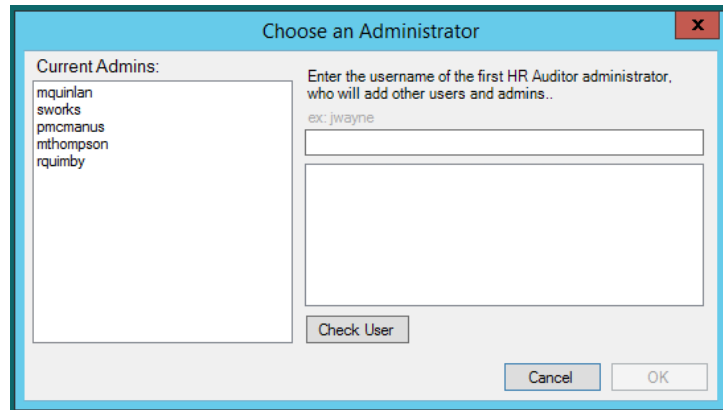


Figure 8: Assigning an administrator

## START THE SERVICE

The last step is to start the HR Auditor service. Click the **Start Service** button, and the HR Auditor service should start. You should now be able to access the application through any modern web browser.

To access the HR Auditor application, enter the following address into your preferred web browser:

<http://<server/IPAddress>/hra>