

Steps to Installing T.O.M. WebTrips version 2.0

The following is a step by step set of instructions telling you how to install T.O.M. WebTrips version 2.0 on your I.I.S. Server. These instructions assume your T.O.M. Field Trips database is already installed on the network, is accessible to the webserver and is at version 5.3 or above. If this assumption is not correct STOP NOW and install T.O.M. Field Trips on at least one machine before continuing (see instructions for installing T.O.M. Field Trips as appropriate).

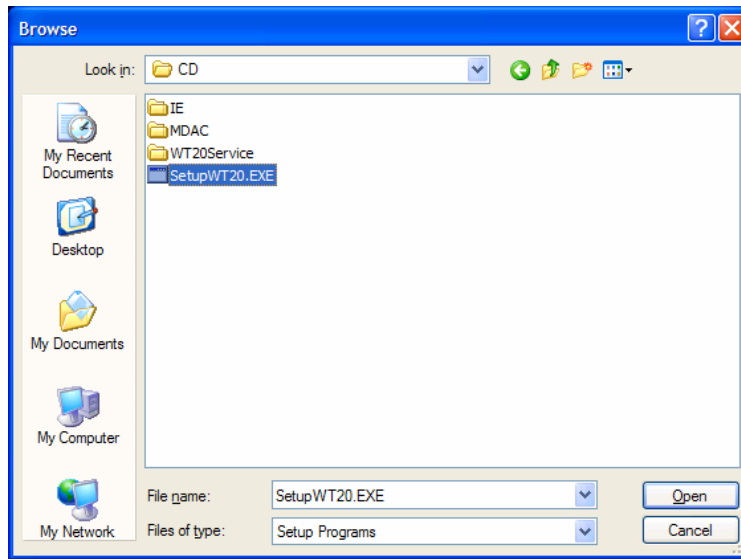
Additionally, please note this installation will require a reboot of the server.

Installing WebTrips 2.0 on the Web Server

T.O.M. WebTrips is an IIS Application written in Microsoft Visual Basic. This installation assumes Microsoft Internet Information Server (IIS) 4.0 (or higher) Web Server Software is installed on the same machine T.O.M. WebTrips is being installed on. For more information refer to the system requirements for T.O.M. WebTrips.

Components in version 2.0 of T.O.M. WebTrips use Microsoft's ASP.NET and require the .NET framework. For customers running WebTrips on systems not able to support the .NET framework, you will be given the option to exclude .NET components during the WebTrips 2.0 installation. New features that will not be available when the .NET components are excluded include; the Web-based Calendar, the Trip Request Inquiry page, the WebTrips Totaller Service (totaling the number of field trips on a particular day). For more information refer to the System Requirements for T.O.M. WebTrips.

1. Disable any antivirus scanning software that may prohibit the installation.
2. Insert your T.O.M WebTrips CD into the web server's CD-ROM drive.
3. The T.O.M. WebTrips Installation CD will autorun, but any server running Terminal Services will need to initiate the installation from Add/Remove Programs. Click the **Start** button on the Windows taskbar, and choose **Control Panel**, then **Add or Remove Programs**. The Add/Remove Programs window will display, click **Add New Programs**. Then click on the **CD or Floppy button**. The Run Installation Program dialog will be displayed, click **Next**, then **Browse** to your CD directory and find "SetupWT20.exe" and double click on it (or select it one time and click **Open**).



The window will return to the Run Installation Program dialog with the WebTrips Installation program filled in, click **Finish** to start the installation.

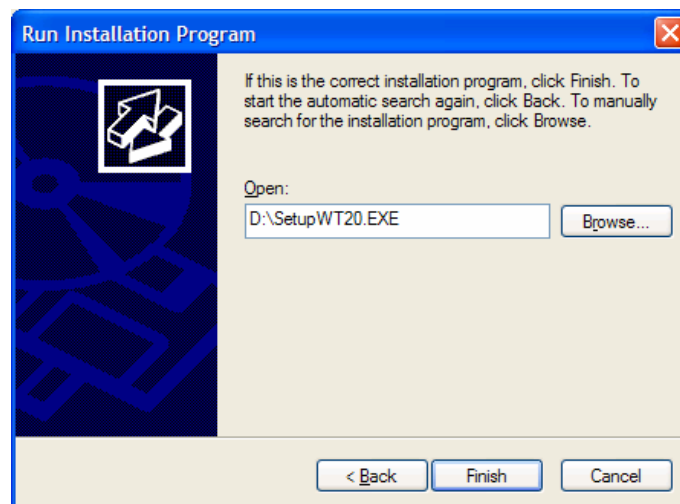


Figure 1. 1 - Navigating to the WebTrips 2.0 Installation from Add/Remove Programs

4. The T.O.M. WebTrips 2.0 Installation will begin with a Welcome screen, click **Next** to continue.

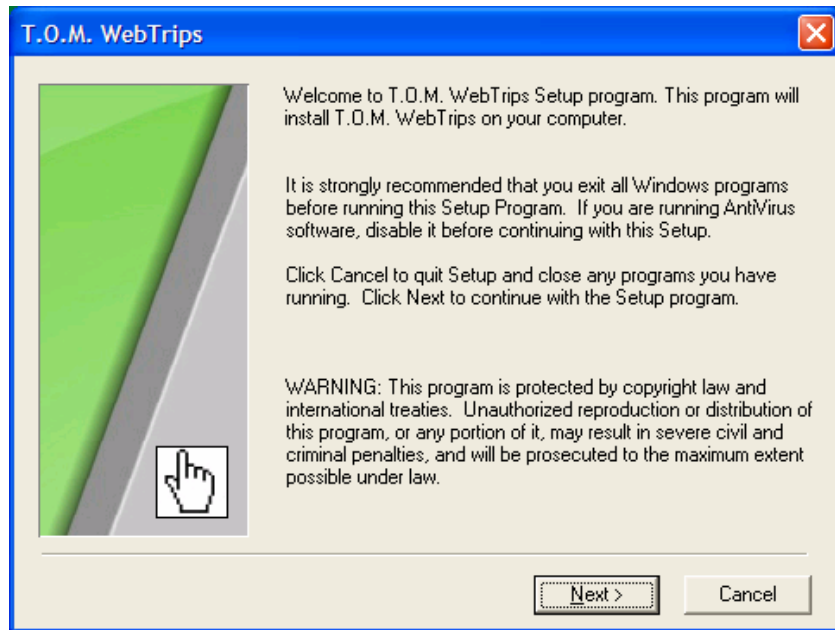


Figure 1. 2 - T.O.M. WebTrips 2.0 Welcome Screen

5. The software license agreement will display, click **Next**.

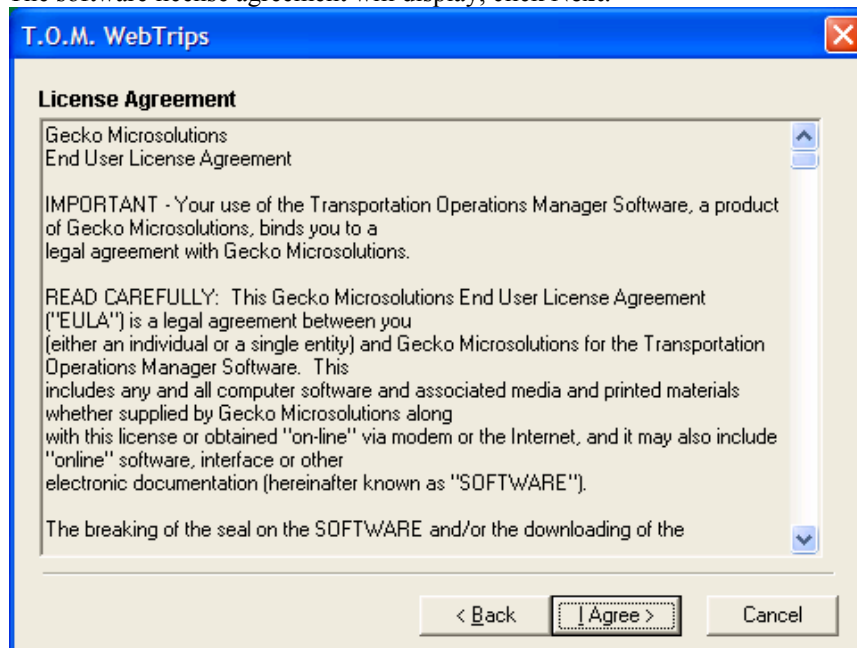


Figure 1. 3 - T.O.M. WebTrips 2.0 License Agreement

6. If the T.O.M. WebTrips 2.0 installation detects you have the Field Trip software on this machine and that it has not been upgraded, the installation will stop and provide a message asking you to upgrade T.O.M. Field Trips before continuing. Otherwise the installation will continue and display a dialog asking you to select the components you wish to install. Generally, you should install all T.O.M. WebTrips 2.0 components. If your WebServer can not support the MS .Net Framework, uncheck the WebTrips 2.0 Calendar Feature and the WebTrips 2.0 Totaller Service.

If you are reinstalling the software, uncheck the WebTrips 2.0 Totaller Service.

Click **Next**.

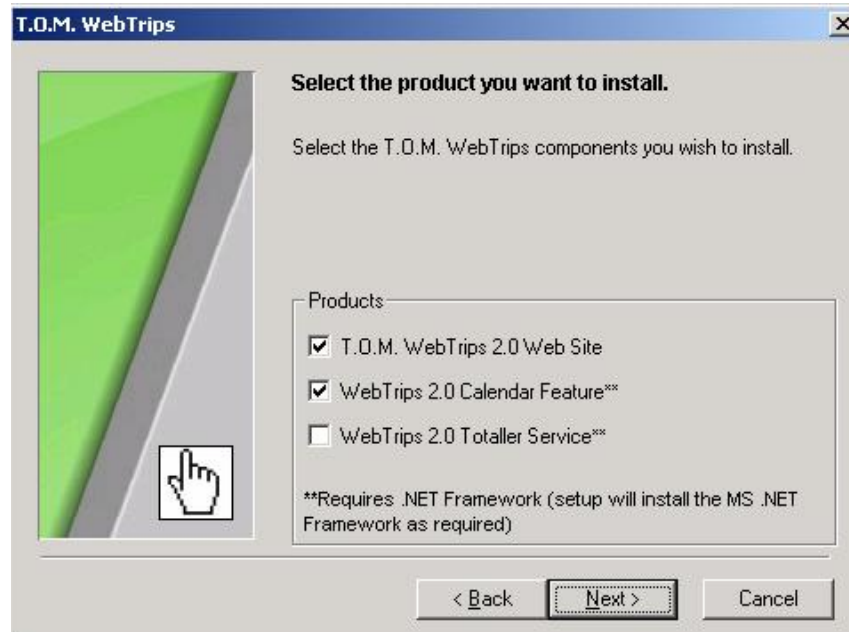


Figure 1. 4 - T.O.M. WebTrips 2.0 Select Products

7. The installation will ask you to select a Web Site and will show all of the available websites. The default website usually appears as c:\inetpub\wwwroot\. Select the website where you want the "WebTrips" virtual directory created and click **Next**.

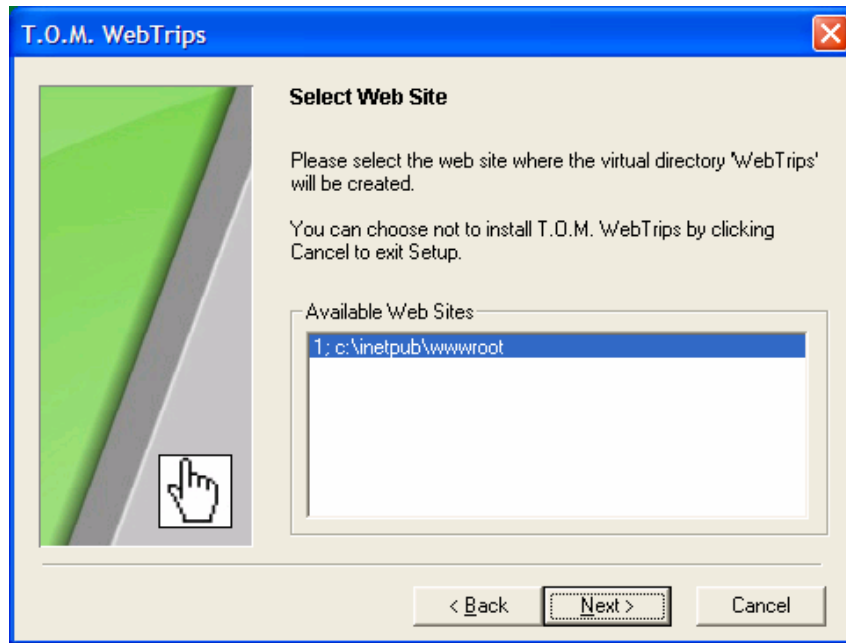


Figure 1. 5 - T.O.M. WebTrips 2.0 Select Web Site

8. The installation will now ask you to select the destination location, where you would like the WebTrips application directory to install. C:\TOM is the default (the installation will create a \WebTrips directory under that), if you need to change the default click the Browse button and navigate to the directory you would like to install into. Click **Next** to continue.

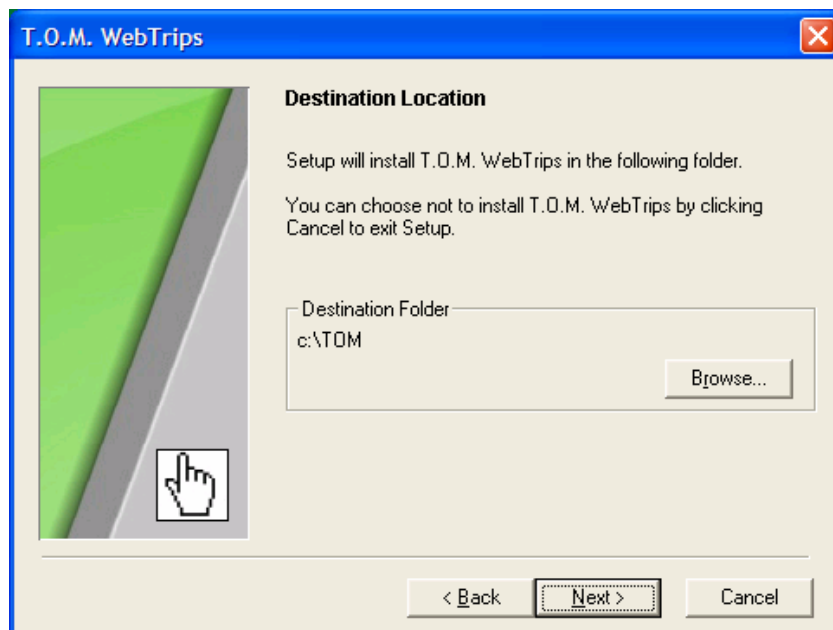


Figure 1. 6 - T.O.M. WebTrips 2.0 Select Destination

9. The installation will now ask you for the location of the databases, if the default directory is not correct click the Browse button and navigate to where the T.O.M. Field trip databases (trip.mdb, tripschl.mdb, gktml.mdb) are located. Click **Next** to continue.

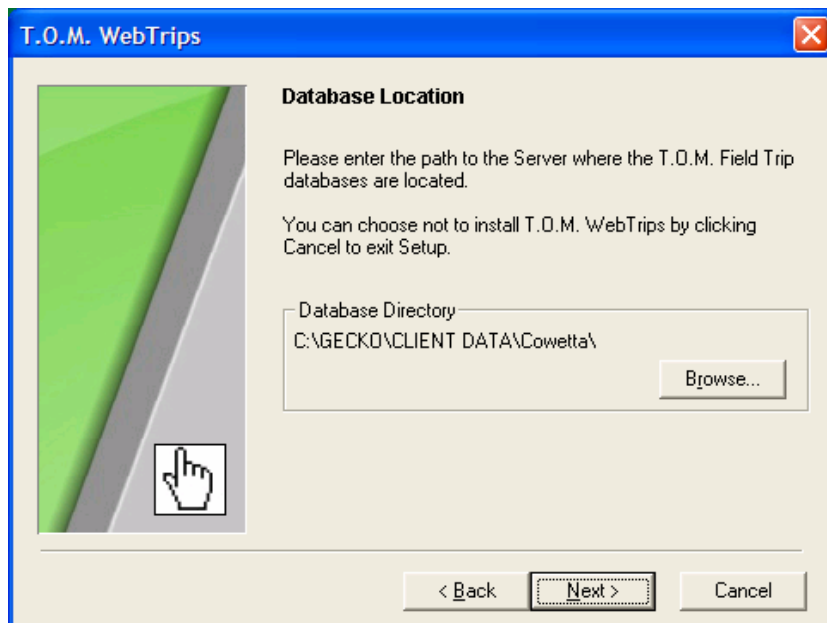


Figure 1. 7 - T.O.M. WebTrips 2.0 Select Database location

10. Now the installation will ask you several configuration questions about your email server, this is important if you are planning on using the email capability in WebTrips. Click **Next**.

Additionally, this page in the setup allows you to override the server's default timeout setting.

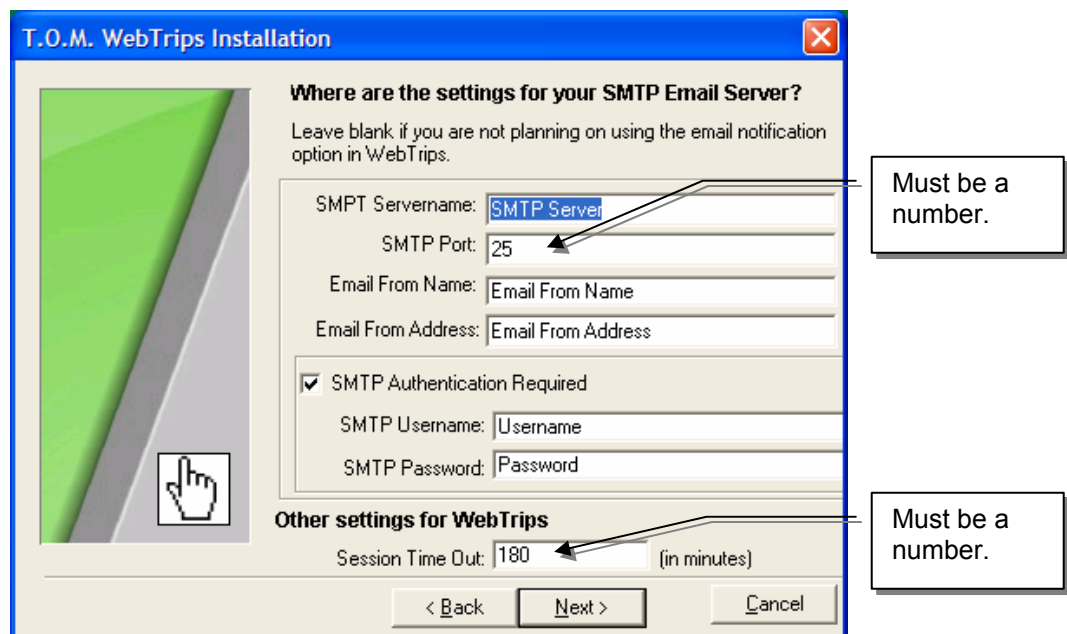


Figure 1. 8 - T.O.M. WebTrips 2.0 Email and Timeout Settings

11. Finally, the installation is ready to begin. Click will ask you several configuration questions about your email server, this is important if you are planning on using the email capability in WebTrips. Click **Next** to start copying files.

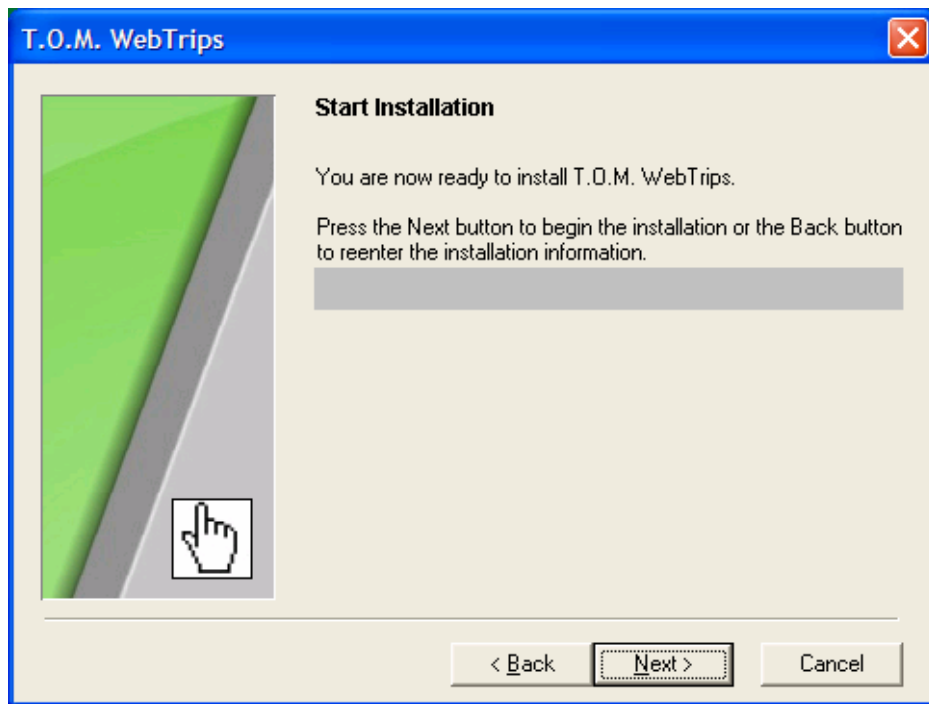


Figure 1. 9 - T.O.M. WebTrips 2.0 Start Installation

The T.O.M. WebTrips Installation should create the virtual directories required in IIS and apply the necessary permissions to the application directory. Verify the virtual directories were created in the IIS Manager.

You should now be able to test the WebTrips application through a browser. Type in the web server's domain name or IP address and the /WebTrips/ directory. The default WebTrips.asp page should be found and should launch the server scripts to begin the application

Customize your WebTrips web pages

1. Save your district logo to the webtrips application directory under the \images\ subdirectory.
2. Call the logo, distlogo.bmp. When the webtrips application is launched, it will pull up and display your logo.
3. T.O.M. WebTrips uses several .htm files which you can be customize, all pages are in installed in the \webtrips\ application directory. Always make a backup before making any changes.

Start the WebTrips Totaller Service

If your district elected to install the .NET components of WebTrips AND would like to use any of the field trip “totaller” features (either showing the total number of field trip slots on the calendar OR warning the user when they enter a trip request that the maximum number of trips have already been taken for that day), then you must run the WebTrips Totaller Service. Instructions for starting the service are as follows:

1. Click on Computer Management in Administrative Tools (usually Start, Settings, Control Panel, Administrative Tools)
2. At the bottom of the left hand side, expand or double click Services and Applications
3. Double click Services
4. On the right hand side, find WebTripsService
5. To start the service, right mouse click and select **Start**, see figure below

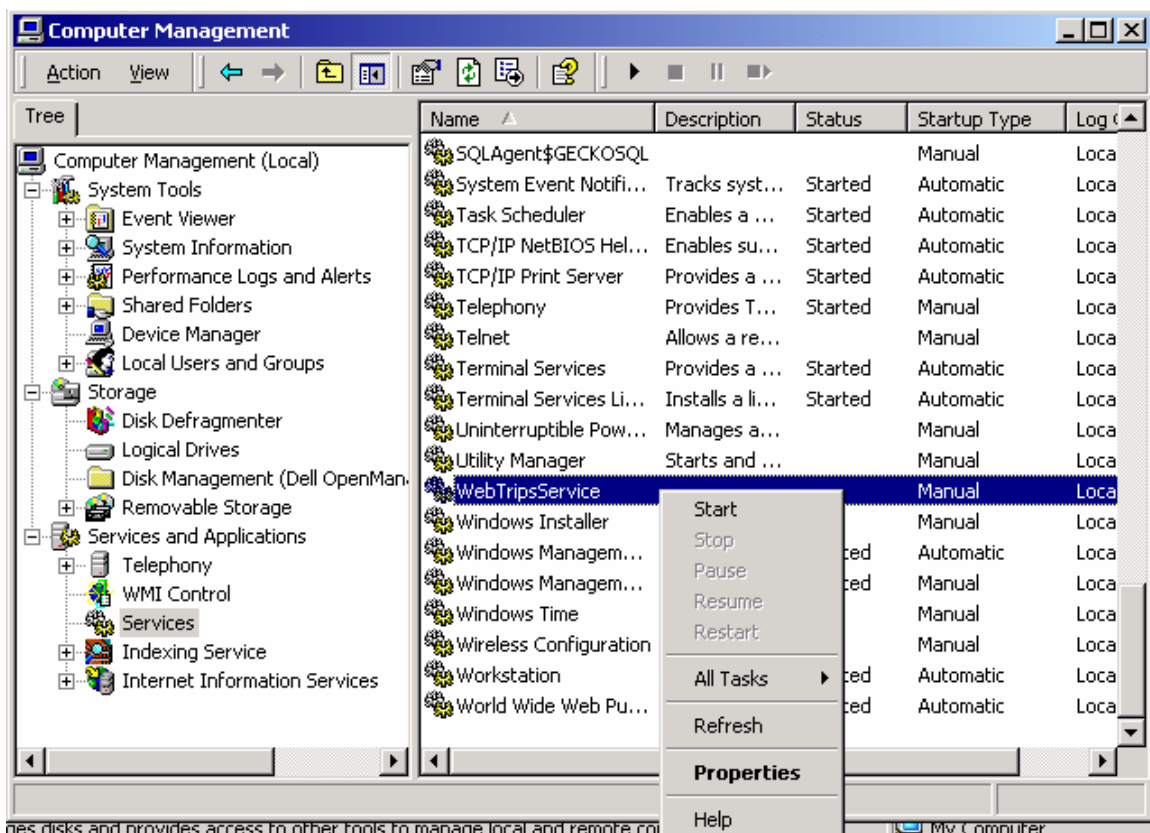


Figure 1. 10 - Start WebTrips Totaller Service