About TeamLab Server

TeamLab Server is a portal version intended for those who decided to install and configure TeamLab on their own server.

Starting with version **6.0** TeamLab installer performs all operations automatically. So, you don't need any particular knowledge and skills to deploy the portal, just follow the guidelines given below:

System Requirements

Hardware

- CPU: 1.7 GHz or higher;
- **RAM**: 1 GB or higher;
- Hard Disk free space: not less than 100 MB.

Software

- OS: Microsoft Windows XP SP3 or later, Microsoft Windows Server 2003 or Microsoft Windows Server 2008 is recommended;
- MS .Net Framework: 3.5 SP1 http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=25150;
- Microsoft IIS: version 5.1 or later;
- MySQL Server: version 5.1 or later;
- One of the following browsers: Microsoft Internet Explorer 8 or later, Firefox 6 or later, Opera 10 or later, Safari 5 or later, Chrome 10 or later.

Deploying TeamLab Server Version

To start installing the TeamLab Server Version, download and run the TeamLabServer.exe installation file and follow the wizard instructions:



When you run the installation file, it performs the following actions:

- 1. checks if Microsoft .NET Framework 3.5 SP1 is installed, otherwise it will download and install it;
- 2. checks if MySQL ODBC Connector 5.1 or later is installed, otherwise it will download and install it as well;
- 3. copies all the files necessary for the site and the services into the installation directory;
- 4. creates the system service TeamLabSvc for web server, jabber and full text search correct work;
- 5. adds the created system service TeamLabSvc to the list of Windows Firewall exceptions;
- 6. creates the necessary MySQL database;
- 7. creates the web site TeamLab in the IIS, with all the bindings set on it by default;
- 8. writes the installation log file TeamLab_v6.0.log into the %Temp% directory (C:\Documents and Settings\CurrentUser\LocalSettings\Temp\Teamlab_v6.0.log).

The installation process may take several minutes. Once the process is completed, your TeamLab portal will open in a new tab of your default browser.

Configuring TeamLab Server Version Settings

To start working on your portal follow the **TeamLab** wizard instructions and configure the following portal parameters:

1. Set up a password

Note: for the security reasons the password setup procedure MUST be performed.

Enter a Password you will use to access your TeamLab portal the next time and confirm it. Your password must be at least 6 characters long:

🖾 TeamLab

Welcome to Your TeamLab Portal

Thank you for choosing TeamLab! For the security reasons the password setup procedure must be performed.

Your portal is registered from the following email:	Your portal is registered to the following domain:				
documentation@teamlab.com	documentation				
ype password (minimum 6 characters) *	Enter a name for your portal:				
•••••	Intranet portal				
Confirm password *	A name which is used to better describe its purpose and will be visible to all portal users at the log in page and dashboards				
Confirm password *	A name which is used to better describe its purpose and will be visible to all portal users at the log in page and dashboards.				

Step 1. General settings

Step 2. Add Users

On this page you can also **change your email address** and **enter a name** for your portal. The portal name will be displayed on the **Sign In** page and **Projects** and **Community** dashboards.

Click the **Done** button to apply the changes.

The Email Activation message will be sent to the specified email. Follow the link provided in this message to complete your email activation procedure.

2. Configure the general portal settings

Select the **Team Template** which suits your needs best. **Team Template** is a customizable way to name the organization (or group), its members and their activities. You can choose between using a preset from the **Template** drop-down list or entering the names yourselves selecting the **Custom** option from the list.

Configure the **Language and Time Zone** settings. Set the language of the whole portal for all portal users choosing an appropriate one from the corresponding drop-down list. Select your **Time Zone** so that all the events of the **TeamLab** portal will be shown with the correct date and time.

Finally, switch between the available Skins to select the color scheme which matches your organization brand best.

🖾 TeamLab

Welcome to Your TeamLab Portal

🗱 The initial settings can be managed here so that you could start work on the portal right away with no additional setup.

Step 1. General settings			Skip all steps
Step 1. General settings Team Template Common User User Users Add Users Group Groups Title Registration Date Head Main Head	User Users Add Users Group Groups Job/Title Registration Date Group Lead Main Head	Language and Time Z Language: English (United States) Time Zone: (GMT) Coordinated Universal Time Skin Settings Default Skin Settings Default Sinck Blue Blue Brick Chestnut Chestnut Chestnut Sinck Chestnut Sinck Chestnut Sinck Chestnut Sinck Chestnut Sinck Chestnut Sinck Chestnut Sinck Chestnut Sinck Chestnut Sinck Chestnut Sinck Chestnut Sinck Chestnut Sinck Chestnut Sinck Chestnut	one Settings
Done Skip this s	step		

Step 2. Add Users

To make your changes take effect click the **Done** button.

You can skip this step clicking the corresponding button and customize your portal later following the instructions here http://www.teamlab.com/help/administratorguides/customize-portal.aspx.

3. Add first users to your portal

Enter the First Name, Last Name and Email of the person you wish to add to your portal and click the Add user button.

The same way you can add as many people as you wish.

🖾 TeamLab

Welcome to Your TeamLab Portal

The initial settings can be managed here so that you could start work on the portal right away with no additional setup.

🗉 Anna			Andrew.Stone@teamlab.demo			
	3	Suarez	Anna.Suarez@teamlab.demo			
Brian	ı	Donnahew	Brian.Donnahew@teamlab.demo			
Cynti	hia	Donohue	Cynthia.Donohue@teamlab.demo			
irst Name	::	Last Name:	Email:	Add user		

That's all. Click the Done, go to portal now button. The added users will receive an email notification with a link to your portal.

If you don't want to add users right now click the Skip this step button. You will be able to add new users any time later following the instructions here http://www.teamlab.com/help/gettingstarted/administration.aspx#link1.

4. Configure the SMTP settings

To ensure that the portal users could receive notifications via email, configure the SMTP Settings.

Go to the Portal Settings page, switch to the SMTP Settings and fill in the form. The default parameters of our public server are entered there for your convenience, so that you could start work right away. These settings are changed frequently due to the spam protection, so we recommend that you enter your own SMTP data.

🖸 TeamLab Projects | CRM | Documents | Community <u>Talk</u> । 🗰 <u>Calendar</u> । 🔚 admin Settings Ċ Search Customization SMTP Settings General Products & Modules Administrators Statistics Settings > SMTP Settings SMTP Settings Corporate Mail Personal Mail Help SMTP Server Address: notify.teamlab.biz Port: 25 Enable SSL: Sender Email: postman@notify.teamlab.biz Sender Name: TeamLab Postman Identification Domain: User to Verify: postman@notify.teamlab.biz Authentication Password: Save Recipient: nd Test Message

To apply the changes you made, click the **Save** button. The **Send Test Message** button allows you to control if the data you entered are correct or not. Just type in the **Recipient** email and click the button next to it.

Getting Started with TeamLab Server Version

Once the portal is created, you can start working:

· edit your profile;

click the [Your Name] link at the upper right corner of the portal and select the **Profile** option from the drop-down list. For more information visit our **Help Center**: <u>http://www.teamlab.com/help/gettingstarted/portaluser.aspx#link2</u>

• add more users to your portal;

use one of three ways to add/invite people to your portal: using the **New User** option or **Add Users** link on the **Users** page within the **Community**, **CRM** or **Projects** modules, or sending the **Invitation Link** available on the **Portal Settings** page. For more information visit our **Help Center**: <u>http://www.teamlab.com/help/gettingstarted/administration.aspx#link1</u>

start your first project;

access the **Projects** module and click the **Start New Project** button or **Import from Basecamp** if you wish to migrate from Basecamp to TeamLab. For more information visit our **Help Center**: <u>http://www.teamlab.com/help/gettingstarted/projects.aspx#link1</u>

· store your client database in CRM;

access the **CRM** module and use one of the links available at the top: **Import contacts** to move all your contacts from a **.csv** file at once or **Add new company/person** to manually add a new contact. You can also use the **Website Contact Form** to gain more prospective customers effortlessly. For more information visit our **Help Center**: <u>http://www.teamlab.com/help/gettingstarted/crm.aspx#link1</u>.

• organize your company documentation;

access the **Documents** module, create folders, subfolders and set access rights to them using the **Actions** icon to the right. For more information visit our **Help Center**: <u>http://www.teamlab.com/help/administratorguides/organize-company-documentation.aspx</u>

· create your own social network;

access the **Community** module and use one of the business collaboration tools to start creating your network. For more information visit our **Help Center**: <u>http://www.teamlab.com/help/gettingstarted/community.aspx#link3</u>

· make your schedule;

open the **Calendar** tool, click the **Add** link at the upper left corner and select the **New Event** option from the drop-down list to add the first event to your calendar. For more information visit our **Help Center**: <u>http://www.teamlab.com/help/gettingstarted/calendar.aspx</u>

· communicate with others in real time;

open the **Talk** tool, select the person you wish to comunicate with and start talking. For more information visit our **Help Center**: <u>http://www.teamlab.com/help/gettingstarted/talk.aspx</u>

Troubleshooting

Below the most popular troubles which appear when installing TeamLab on a local server and solutions to them are listed.

Trouble: The web site http://computername does not work **Solution**: Make sure that the port 80 is not closed by any other program (for example: Skype, firewall or antivirus).

Trouble: Talk does not work

Solution: Make sure that the TeamLabSvc service is added to the firewall and antivirus exceptions. Ports 5222 and 5280 must be opened.

Trouble: Documents module does not work

Solution: Make sure that the following Windows features are enabled: Microsoft .NET Framework 3.5.1, WCF HTTP-Activation, WCF non HTTP-Activation. See the steps below for detailed guide on how to enable them:

- 1. Go to Windows Control Panel and select Programs and Features.
- 2. Select the Turn Windows features on or off option.
- 3. Make sure that all the components of the Microsoft .NET Framework 3.5.1 are enabled:

💽 Windows Features 📃 🗖 💌					
Turn Windows features on or off 🛛 📀					
To turn a feature on, select its check box. To turn a feature off, clear its check box. A filled box means that only part of the feature is turned on.					
🗄 🔽 🌗 Games 🔹					
Indexing Service					
Internet Explorer 9					
🕀 🔳 📔 Internet Information Services					
Internet Information Services Hostable Web Core					
🕀 🔽 🌗 Media Features					
Image: Microsoft .NET Framework 3.5.1					
Windows Communication Foundation HTTP Activation					
Windows Communication Foundation Non-HTTP Activa					
🕀 🔲 📙 Microsoft Message Queue (MSMQ) Server					
🕀 🔲 Print and Document Services 🔹 💌					
OK Cancel					

Solution: Go to Administrative Tools of the Windows Control Panel and check the handler mappings under the default web site in IIS:

ile <u>V</u> iew <u>H</u> elp					1
nnections Sector 2 AVSPC (avspc\avs) Sector 2 AVSPC (avspc\avs) Sector 2 Avsplication Pools Sector 3 Sites	Handler Mappings Use this feature to specify the resources, such as DLLs and managed code, that handle responses for specific request types.				Actions Add Managed Handler Add Script Map Add Wildcard Script Map Add Module Mapping
🔊 🏀 TeamLab Site	Group by: State	•			
	Name	Path	State	Path Type	Edit Feature Permissions Revert To Parent
	Disabled ISAPI- dll	*.dll	Disabled	File	View Ordered List
	Enabled ASPClassic	*.asp	Enabled	File	 Help Online Help
	OPTIONSVerbHandler	*	Enabled	Unspecified	
	rules-Integrated	*.rules	Enabled	Unspecified	
	rules-ISAPI-2.0	*.rules	Enabled	Unspecified	
	SecurityCertificate	*.cer	Enabled	File	
	svc-Integrated	*.svc	Enabled	Unspecified	
	svc-ISAPI-2.0	*.svc	Enabled	Unspecified	
	IKACEVerbHandler	*	Enabled	Unspecified	
	xoml-Integrated	*.xoml	Enabled	Unspecified	
	xoml-ISAPI-2.0	*.xoml	Enabled	Unspecified	
	StaticFile	*	Enabled	File or Folder	
				*	

Solution: Go to Control Panel -> Administrative Tools -> Internet Information Services (IIS) Manager -> Sites -> TeamLab Site -> Authentication and make sure that the Anonymous Authentication option is set to Enabled, while all other options are set to Disabled.

📲 Internet Information Services (IIS) Manager					
G → AVSPC → Sites	▶ Default Web Site ▶			🖸 🐼 🛣 🕢 🕶	
<u>F</u> ile <u>V</u> iew <u>H</u> elp					
Connections	Authentication	Actions Help Online Help			
▲ · ♥ AVSPC (avspc\avs) … ② Application Pools	Group by: No Grouping 🔹				
⊿ 🙆 Sites	Name	Status	Response Type		
▶ िि TeamLab Site	Anonymous Authentication ASP.NET Impersonation	Enabled Disabled			
Configuration: 'Default Web Site' web.c	onfig			9 :	

Ascensio System SIA Lubanas st. 125a-25, Riga, Latvia, EU, LV-1021 Phone: +371 66016425