

Installation Guide

This guide describes the steps required to install BizBroadcast on a client workstation. If BizBroadcast is being installed in a Terminal Services/Citrix environment, refer to document titled “BizBroadcast Terminal Services Installation Guide”.



IMPORTANT

Installing in a Terminal Services/Citrix environment requires a different license. If you do not see the Terminal Services product available for download in your customer portal (<http://biznet.flexnetoperations.com/>), contact your BizNet Sales representative for information on that product.

Installation Overview

BizBroadcast is designed to be run on a client workstation and is run interactively as opposed to unattended. While running a distribution, Excel should be left as the foreground application. A BizBroadcast license is one per user per workstation. The license must be activated by the BizBroadcast user while logged in on their workstation. The product can be installed on a remote server or workstation that can then be accessed via Remote Desktop or other remote accessing software to allow offloading of the processing.

If you decide to install BizBroadcast on a server for remote access, the license is per user and should be activated while logged in as **the** specific user who will be using BizBroadcast.



IMPORTANT

The Scheduler feature of BizBroadcast is designed for interactive desktop use only and is not recommended for use in a Terminal Services/Citrix environment where session timeouts can occur.

Table of Contents

System Requirements	3
Step 1: Install BizBroadcast.....	3
Installing BizBroadcast for the Non-Administrative User	5
Additional Steps for Roaming Profile environments	7
Delete existing User.config files.....	9

Step 2: License Your BizBroadcast Installation 10

 Manual License Activation 13

Step 3: Check the Installation 19

System Requirements

Please refer to the BizBroadcast System Requirements document to ensure that your systems meet the basic system requirements before proceeding.

Step 1: Install BizBroadcast

1. Download the BizBroadcast installation .zip from the BizNet Software portal (<http://biznet.flexnetoperations.com>).
2. Extract the contents of the .zip to any directory then browse to that directory.
3. Log in as the user who will be (or currently uses BizBroadcast). If the user does not have rights to install applications, log in as an administrative user. If BizBroadcast is already installed, be sure to log in as the same user who performed the old installation to ensure the old program is shown in Programs and Features/Add Remove Programs.



IMPORTANT

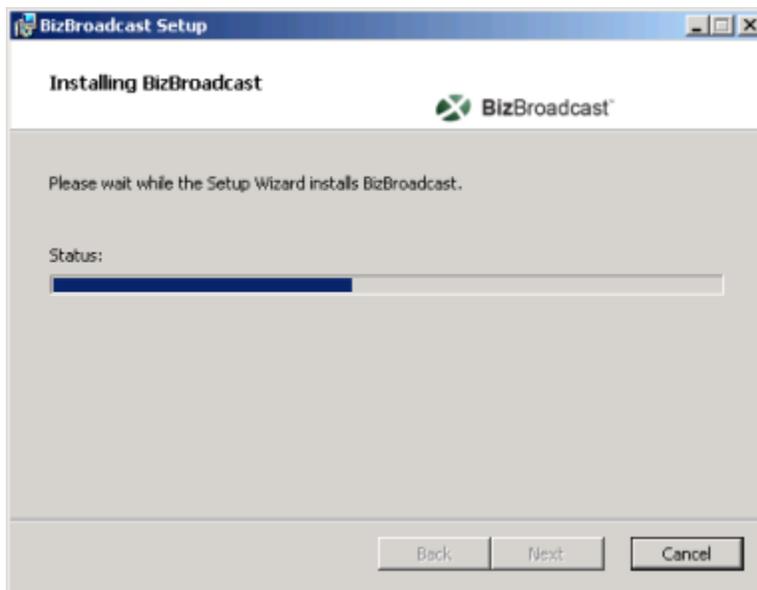
Uninstall any existing versions of BizBroadcast from Programs and Features (or Add/Remove Programs on Windows XP). Make a note of the version installed to determine whether user config files need to be deleted. See [Delete existing User.config files](#).

4. Browse to the directory to which the BizBroadcast installation .msi was extracted.
5. Double-click the .msi to begin the installation.

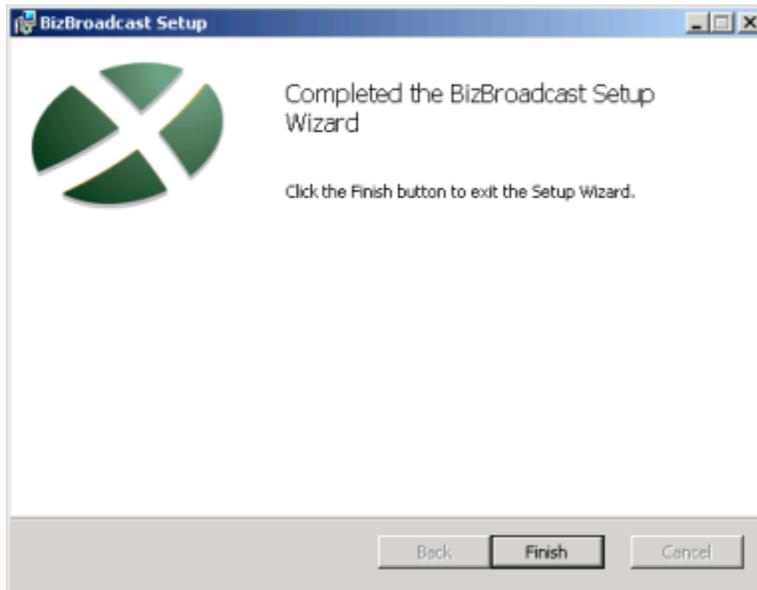
6. Review the End User License Agreement ("EULA"). If you agree to the terms, check the **I Accept** check box and click the **Install** button.



7. A dialog will open displaying the installation progress.



8. Click **Finish** when the installation completes.



Installing BizBroadcast for the Non-Administrative User

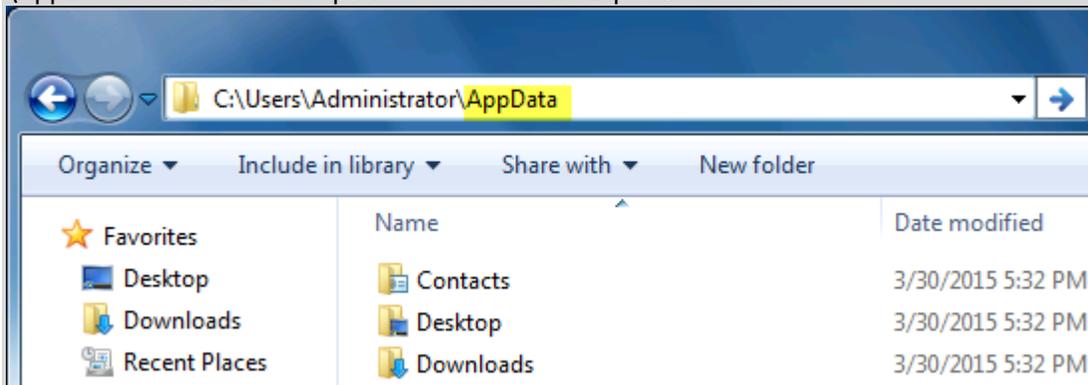
If you have installed BizBroadcast while logged in as a different login than the BizBroadcast end user, you will need to perform the following additional steps in order to get BizBroadcast functioning for this user.

1. While logged in as the administrative account used to install BizBroadcast, open Windows Explorer and browse to `C:\Users\admin login\AppData\Local`.

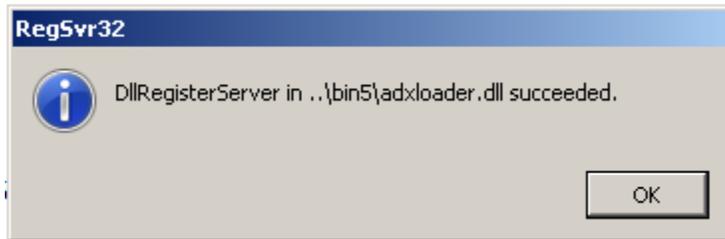
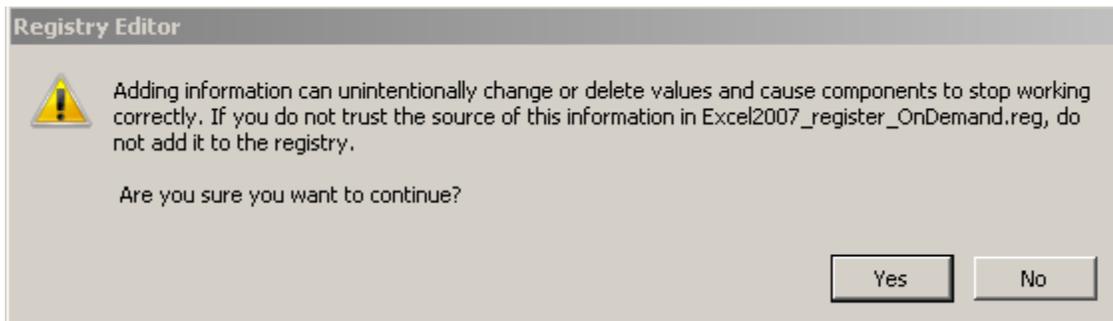


IMPORTANT

The AppData directory is a hidden directory. The easiest way to get to that directory is to type `\AppData` at the end of the path in the Windows Explorer window.



2. Copy the BizBroadcast directory and paste it into the BizBroadcast user's C:\Users\user login\AppData\Local directory.
3. Log out of the client workstation and log back in as the BizBroadcast user.
4. Open Windows Explorer and browse to C:\Users\user login\AppData\Local\BizBroadcast\Bin.
5. Double-click the file named "Register BizBroadcast.bat".
6. If the workstation is running Windows 7 with User Account Control ("UAC") enabled, click **Yes** or **OK** to all UAC pop-ups.



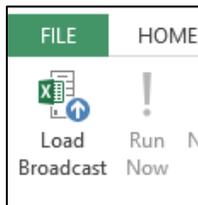
When the .bat file completes, start Excel and continue with the next steps.

Additional Steps for Roaming Profile environments

Skip this step if profiles are not deleted on logoff. Go to [Delete existing User.config files](#) next.

By default, BizBroadcast is installed to the user's Local profile. If your company uses roaming profiles **and** locally cached copies of the profile are deleted on logoff, the BizBroadcast application will need to be moved to a non-profile directory and configured as follows.

1. Start Excel and load BizBroadcast by clicking on the **Load Broadcast** button on the BizBroadcast ribbon tab. This is an important step because it ensures that all first startup actions have been completed.



2. Close Excel.
3. Open Windows Explorer and browse to C:\Users*user login*\AppData\Local.
4. Copy the BizBroadcast folder to a local drive on the user's workstation such as C:\.
5. Open the BizBroadcast folder in the new location, open the Bin directory and double-click the file named "Register BizBroadcast.bat".

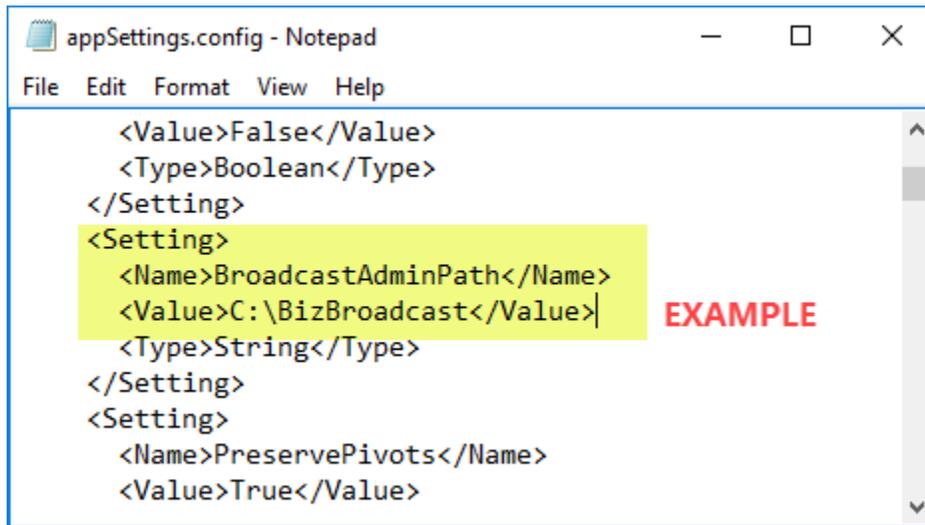


IMPORTANT

This .bat file will need to be run each time the user logs into their workstation. A copy of this file can be placed in the user's Startup directory or the .bat can be tied to a login script.

6. In the Bin directory, locate and open the appSettings.config file with Notepad.

7. Change the Value of the BizBroadcastAdminPath setting to the new BizBroadcast folder.



```
appSettings.config - Notepad
File Edit Format View Help
  <Value>False</Value>
  <Type>Boolean</Type>
</Setting>
<Setting>
  <Name>BroadcastAdminPath</Name>
  <Value>C:\BizBroadcast</Value>
  <Type>String</Type>
</Setting>
<Setting>
  <Name>PreservePivots</Name>
  <Value>True</Value>
```

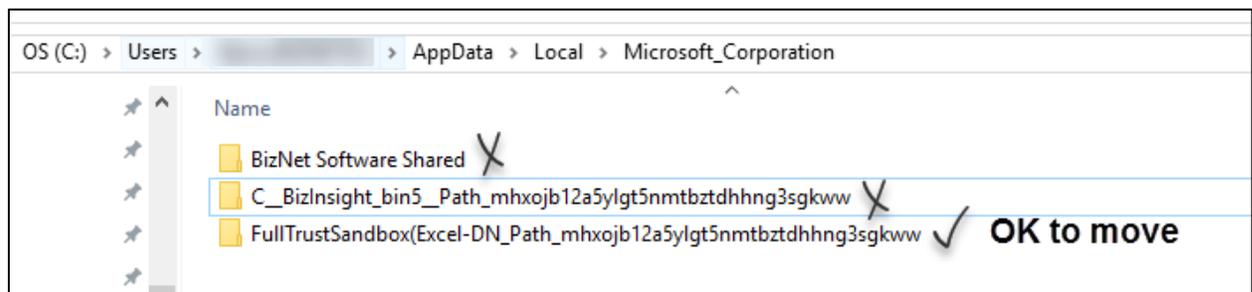
8. Save the change and close the appSettings.config file.

Delete existing User.config files

Skip this step if BizBroadcast 2.3.1 or older has never been installed on the workstation. Go to [Step 2: License your BizBroadcast Installation](#) next.

If an earlier version of BizBroadcast was installed (2.3.1 or older), the old user.config files need to be deleted; version 2.4 uses differently formatted .config files and does not replace/update user.config files that may already exist.

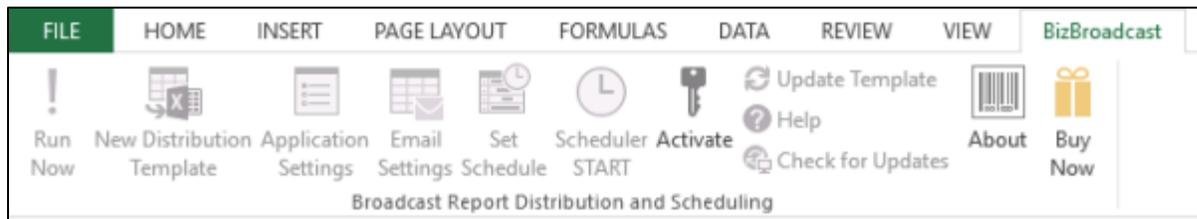
1. While logged in as the BizBroadcast user, open Windows Explorer and browse to %userprofile%\AppData\Local\Microsoft_Corporation.
2. Move any folder in the directory that is **not** named BizNet Software Shared or contains the word "BizInsight".



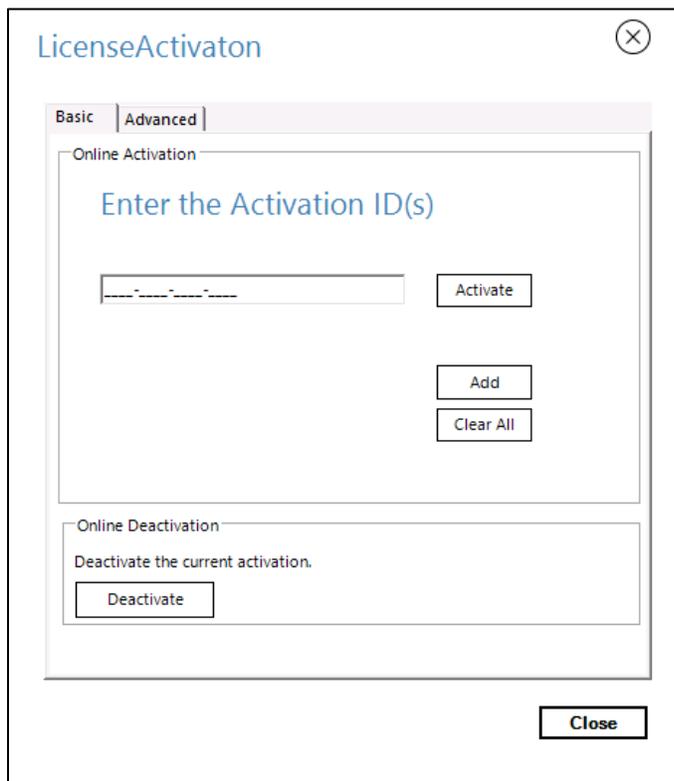
3. Browse to %userprofile%\AppData\Roaming\Microsoft_Corporation and move any folder that exists in the directory. It is not unusual for this directory to not exist but when it does, its contents need to be removed.

Step 2: License Your BizBroadcast Installation

BizBroadcast comes with a 45 day trial during which all capabilities are functional. Once the trial is expired or if BizBroadcast has been installed on the workstation before, the ribbon will only have a few buttons enabled until the product is activated.



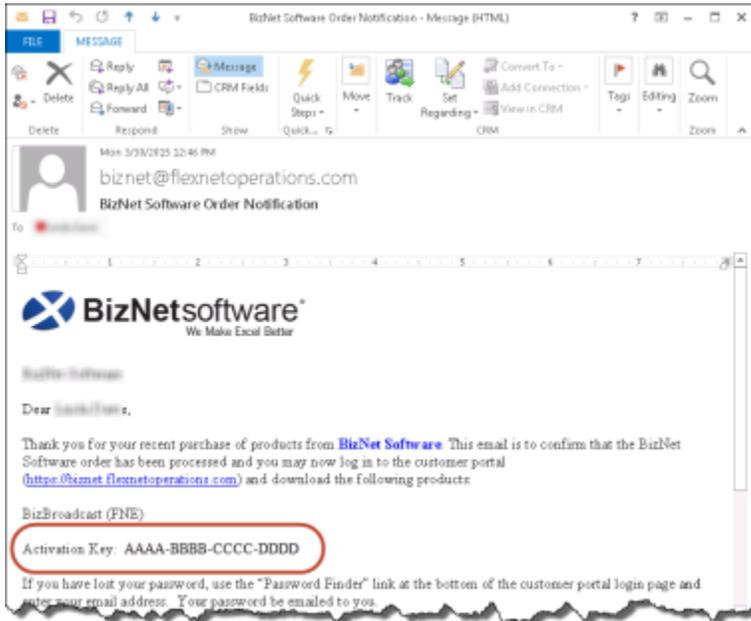
Click on the **Activate** button to open the **LicenseActivation** dialog and to begin the process of licensing the BizBroadcast product.



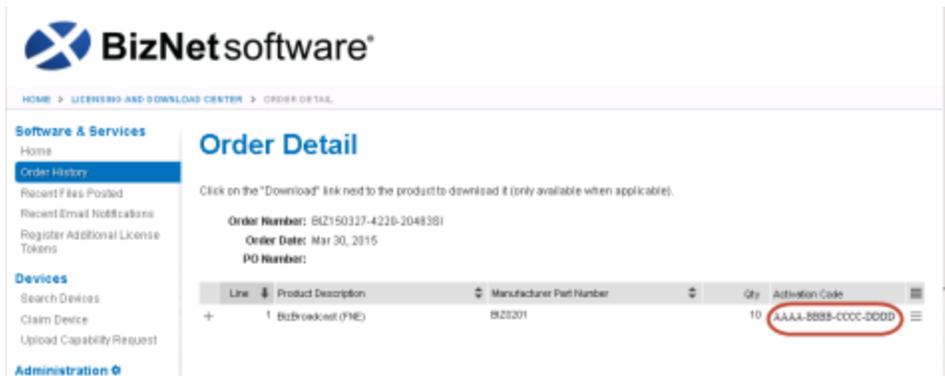
IMPORTANT

License activation requires internet access. If internet access is not available or the activation call is being blocked, the License Activation dialog will not open. See "Manual License Activation" on page 13 for alternate instructions.

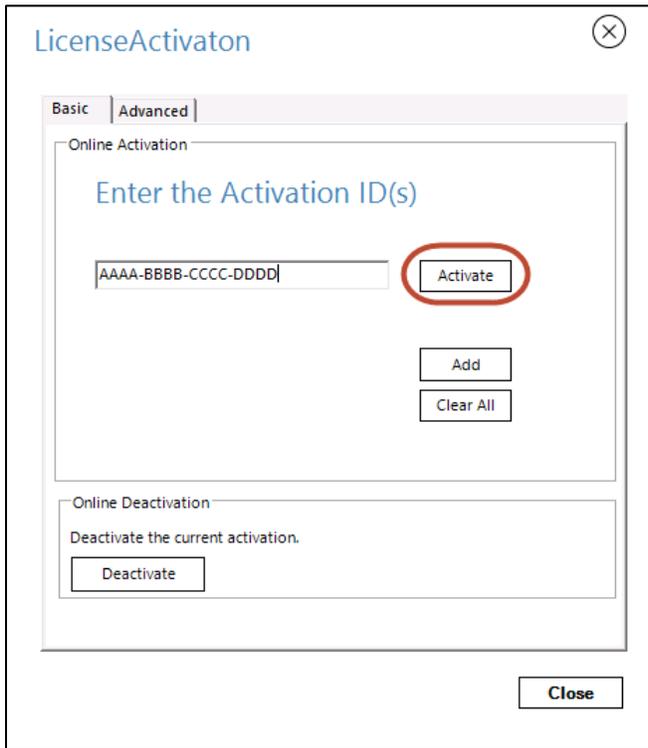
When a BizBroadcast order is processed, your license Activation ID is emailed to the individual named on the order:



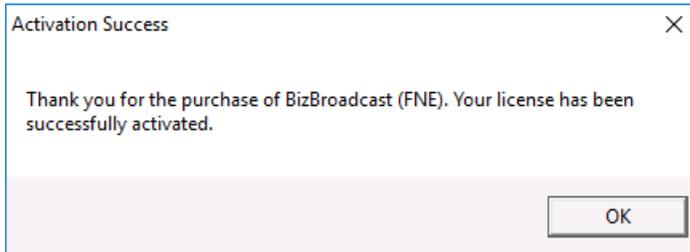
If you are unable to locate that email, the Activation ID can also be found on the customer portal (<http://biznet.flexnetoperations.com>). Once logged into the portal, click on **Order History** on the left. If you have purchased multiple products, click on the entries until you locate the BizBroadcast entry.



Copy the Activation ID and paste it into the **Enter the Activation ID(s)** field and click on **Activate ID(s)**.



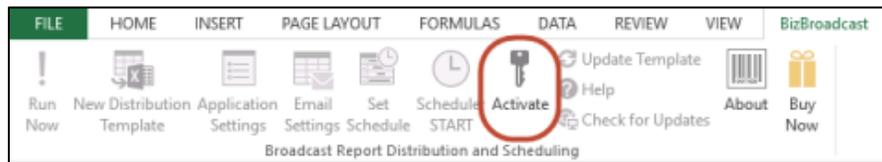
The **Activation Success** dialog will display.



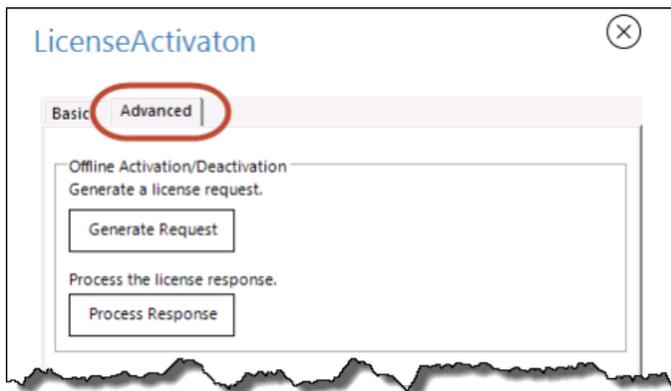
Manual License Activation

In the event the workstation where BizBroadcast is installed does not have internet access or activation is being blocked, perform the following steps to manually activate the license.

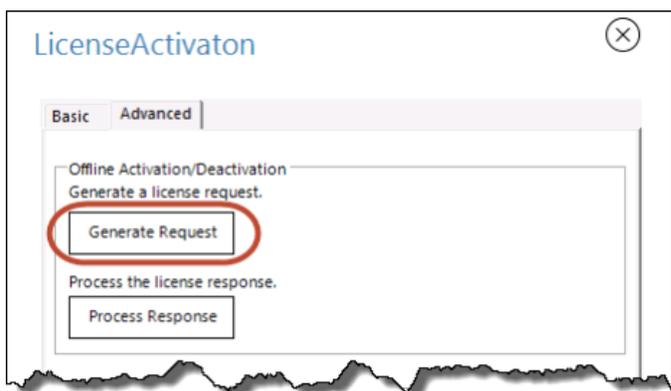
1. On the BizBroadcast ribbon, click on the **Activate** button.



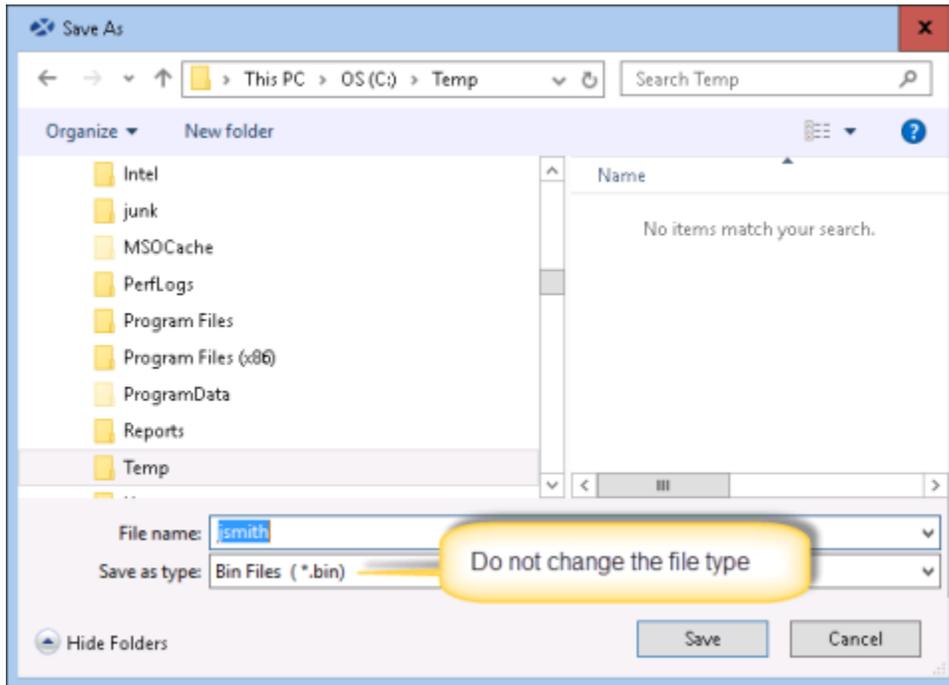
2. Click on the **Advanced** Tab.



3. Click on the **Generate Request** button.



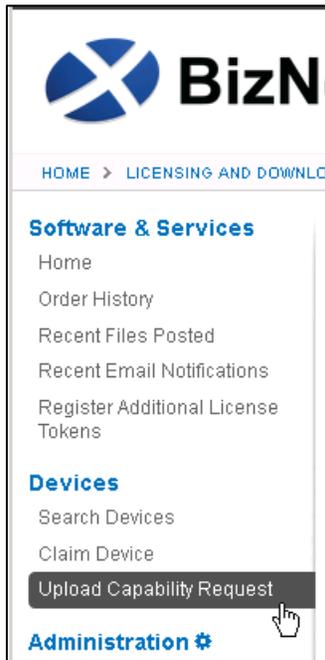
4. Browse to a directory on the workstation, type a file-name and then click **Save**.



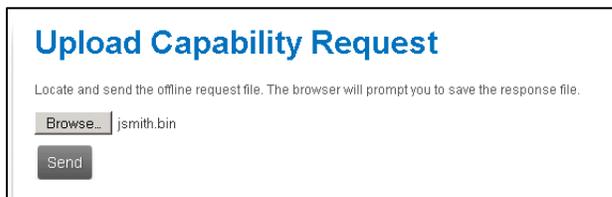
5. Copy the resulting .bin file to an external drive or network directory and go to a workstation that has internet access.
6. Log in to the Customer Portal <http://biznet.flexnetoperations.com>.



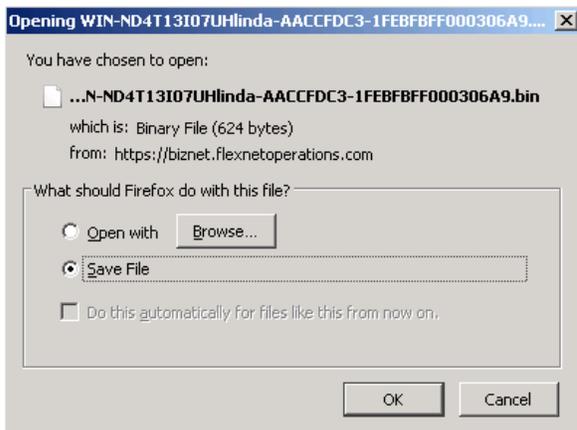
7. On the left side, click on **Upload Capability Request**.



8. Browse to the .bin file generated on the client workstation. Click **Send**.



9. Click **Cancel** when prompted to save the resulting .bin file. This response file does not contain the BizBroadcast entitlement information.



10. Click on **Search Devices** on the left and click on the hyperlink of the Device just imported.

BizNet software

HOME > LICENSING AND DOWNLOAD CENTER > SEARCH DEVICES

Software & Services

- Home
- Order History
- Recent Files Posted
- Recent Email Notifications
- Register Additional License Tokens

Devices

- Search Devices**
- Claim Device
- Upload Capability Request

Administration

- Account Administrators
- Allocation Accounts
- Account Members
- Change Password
- Email Preferences

Search Devices

These are the devices assigned to your account. You may fill out additional criteria to

Device ID Activati

Alias

Filter

1 to 2 of 2 Entries per page: 25

Device ID	Alias
LDA/SPC/davis-B2EBF7F4-BFEBFBFF000306A9	
WIN-ND4T13I07UHvinda-AACCFDC3-1FEBFBFF000306A9	

11. Click **Map Add-Ons**.

View Device

Device ID: WIN-ND4T13I07UHvinda-AACCFDC3-1FEBFBFF000306A9

Alias:

Status: ACTIVE

Series: FLX_CLIENT_SERIES

Model: FLX_CLIENT

Virtualization: VMware

Virtualization Details: [View](#)

Vendor Dictionary: (None)

Update Alias

[Map Add-Ons](#) [Remove Add-Ons](#) [Return Device](#) [View History](#) [Move Device](#) [Download Capability Response](#)

Add-Ons

Add-On Name	Status	Expiry	Units Mapped	Expiration	Downloadable Items
No add-ons are currently mapped.					

12. The **Map Add-Ons** dialog will open.

This dialog displays all entitlements of products that use this licensing method. Check that the **Available Units in Line Item** is not zero and enter "1" for the **Qty to Add** field. Click the **Map Add-Ons** button.

Map Add-Ons

Device ID: [WIN-ND4T13I07UHLinda-AACCFDC3-1FEBFF000306A9](#)
ID Type: STRING
Alias:

Add-On Name	Activation Code	Entitlement	Expiration	Available Units in Line Item	Total Units in Line Item	Maximum Add-On Units Allowed on Device	Qty to Add
BizBroadcast (FNE)	[REDACTED]	BIZ150327-4220-2 048352 (121745101)	Mar 30, 2016	9	10	9	1

Map Add-Ons

13. Click on the **Download Capability Response** link.

View Device

The add-ons were successfully mapped.

Device ID: [REDACTED]
Alias:
Status: ACTIVE
Series: FLX_CLIENT_SERIES
Model: FLX_CLIENT
Virtualization: VMware
Virtualization Details: [View](#)
Vendor Dictionary: (None)

Update Alias

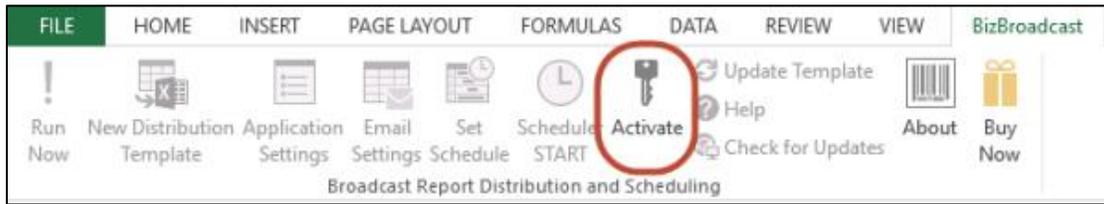
[Map Add-Ons](#) | [Remove Add-Ons](#) | [Return Device](#) | [View History](#) | [Move Device](#) | [Download Capability Response](#)

Add-Ons

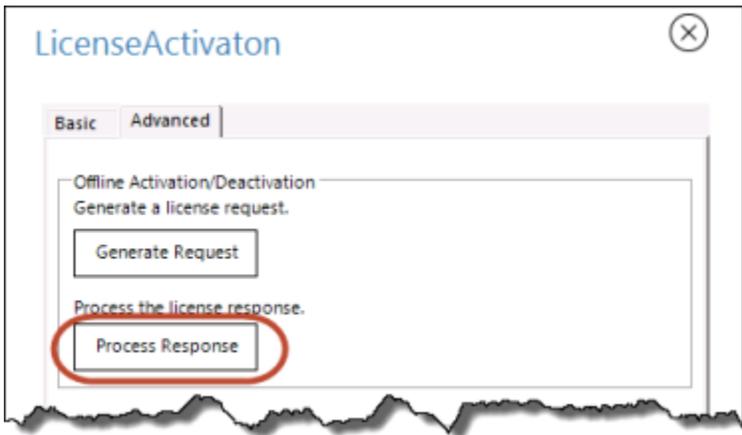
Add-On Name	Status	Entitlement	Units Mapped	Expiration	Downloadable Items
BizBroadcast (FNE)	License not generated	BIZ150327-4220-2 (121745101)	1	Mar 30, 2016	View

14. Copy the response file (.bin) to the external drive or network location then go back to the client workstation.

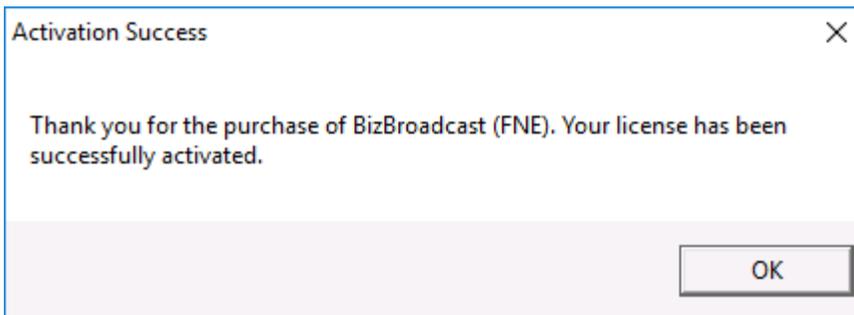
15. Click on the **Activate** button on the BizBroadcast ribbon.



16. Go to the **Advanced** tab and click on the **Process Response** button.



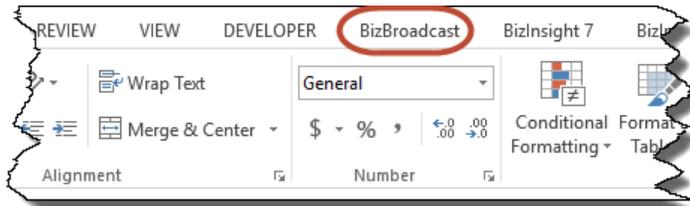
17. You will get a message that the product was successfully activated.



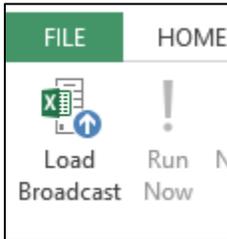
18. If Activation continues to fail, contact BizNet Software Support, www.biznetsoftware.com/support/.

Step 3: Check the Installation

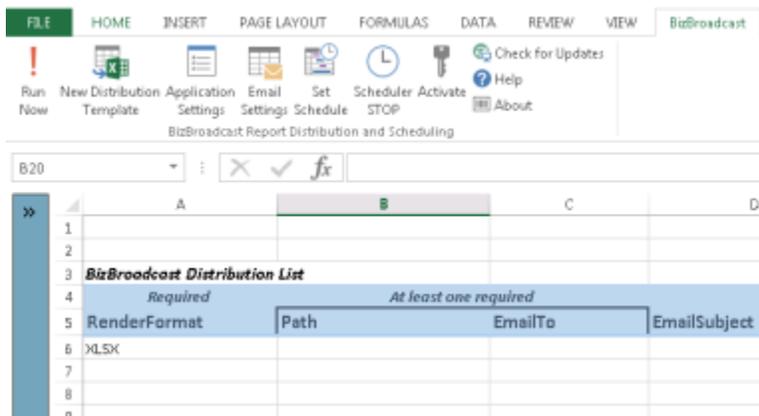
1. Open Excel.
2. Confirm that the BizBroadcast tab is displayed on the ribbon.



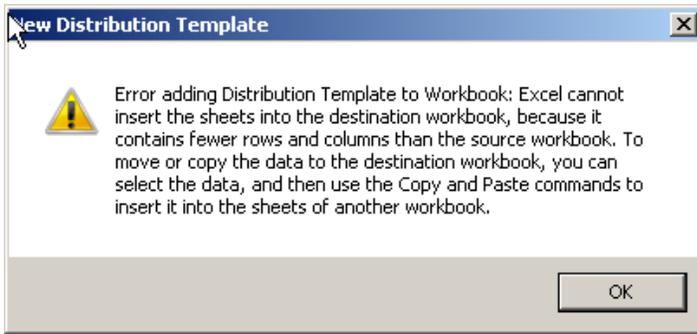
3. Click on the **Load Broadcast** button on the BizBroadcast tab to load BizBroadcast and enable all buttons.



4. Click on the **New Distribution Template** button. A new tab should be inserted into Excel named **Broadcast List**.



If the below error occurs, the workbook is in the old Excel 97-2003 (.xls) format. Save the workbook as a .xlsx and then close and reopen it to resolve the error.



5. The BizBroadcast installation is complete.