Installation Guide

This guide describes the steps required to install the BizBroadcast Terminal Services product. BizBroadcast has a separate installer for a Terminal Services/Citrix implementation and requires a different license than that used by BizBroadcast on a client workstation.

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. The Terminal Services/Citrix version of BizBroadcast is licensed per server. If you are using a server farm, you will need to purchase a BizBroadcast license for each server in the farm.

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.

The basic steps for installing BizBroadcast are the following:

Step	1:	Install	BizBroadcast	• • • • • • • • • • •	 • • • • • • • • •	•••••	1
Step	2:	Check	The Installation	• • • • • • • • • • •	 • • • • • • • • •	•••••	9

Before proceeding, refer to the BizBroadcast System Requirements document to ensure that the environment meets the basic system requirements.

Step 1: Install BizBroadcast

1. Download the BizBroadcast Terminal Services installation .zip from the BizNet Software portal (http://biznet.flexnetoperations.com).

BIZNETSOFTWARE.COM > LICENSING AND DOWNLOAD CENTER > PRODUCT INFORMATION : BIZBROADCAST					
Software & Services Home	Prod	uct Information			
Order History Recent Files Posted Recent Email Notifications	lcast				
Devices Search Devices	New Vers	sions Release Archive			
Upload Capability Request	Version 2.3.1	Description <u>BizBroadcast</u>			
Administration * Account Administrators Account Members Change Password	2.3.1	BizBroadcast Terminal Services			

If you do not see a BizBroadcast Terminal Services product listed, contact Sales for a quote for this product.

2. Click on **Order History** in the left pane. Locate the entry for the BizBroadcast product. It could be individually listed as shown below or within an Order (ORDR*xxxxxx*).



3. Make a note of the BizBroadcast Terminal Services Activation Code.



- 4. Extract the contents of the downloaded .zip to any directory then browse to that directory.
- 5. Log in as a user with administrative rights to the server.

1MPORTANT

Uninstall any existing versions of BizBroadcast from Programs and Features.

- 6. Browse to the directory to which the BizBroadcast installation files were extracted.
- 7. Double-click the **Setup.exe** to begin the installation.



8. Click **Yes** to any User Account Control prompts.

•		User Account Control	x		
٢	Do you want to allow the following program from an unknown publisher to make changes to this computer?				
	Program name: Publisher: File origin:	setup.exe Unknown Hard drive on this computer			
⊗ s	how details	Yes No			
		Change when these notifications ap	<u>pear</u>		

9. Click **Next** at the Welcome screen.

뤙	BizBroadcast Setup				
	Welcome to the BizBroadcast Setup Wizard				
-	The Setup Wizard will install BizBroadcast on your computer. Click Next to continue or Cancel to exit the Setup Wizard.				
	Back Next Cancel				

10. Review the End User License Agreement ("EULA"), check the I Accept check box and click Next.

BizBroadcast Setup
End-User License Agreement Please read the license agreement. BizBroadcast [®]
End User License Agreement (Subscription Based)
NOTICE TO ALL USERS: PLEASE READ THIS AGREEMENT CAREFULLY. BY CLICKING THE "I AGREE" BUTTON AT THE BOTTOM OF THIS PAGE OR BY INSTALLING AND USING THE SOFTWARE, YOU AGREE TO ACCEPT ALL OF THE TERMS AND CONDITIONS OF THIS AGREEMENT AND YOU AGREE THAT THIS AGREEMENT IS
Print Back Next Cancel

11. Accept the default installation directory or browse to a location of your choice. Click **Next** to continue.

J	BizBroadcast Setup	<u> </u>	×	
Destination Folder				
	BizBroadcast			
Install BizBroadcast to:				
C:\BizBroadcast\				
Change				
	Back Next	С	ancel	

12. Click Install.



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

B	BizBroadcast Setup	x
	Completed the BizBroadcast Setup Wizard Click the Finish button to exit the Setup Wizard.	
	Back Finish Cancel	

14. Type or paste your Activation ID (from Step 3) and then click the Activate ID(s) button.

Basic	Advanced	
-Onlir	ie Activation	
E	Inter the Activation ID(s)	
[-	Activate	
	Add	
	Clear All	
-Onli	ne Deactivation	
Dead	tivate the current activation.	
	Deactivate	
	Г	Close



IMPORTANT

It may take a few seconds for this dialog to open. If this dialog is skipped, the Activation dialog can be reopened using the BizBroadcast Activation Form entry in the BizBroadcast program group.



15. You will receive an Activation Success message. Click **OK**. If activation fails, do not close the Activation Form and try the Manual Activation steps.



16. Click **Close** on the Activation Form dialog.

Step 2: Check the Installation

- 1. Open Excel.
- 2. Confirm that the BizBroadcast tab is displayed on the ribbon. If BizInsight is also installed, the ribbon will look as follows:



- 3. Click on the BizBroadcast tab.
- 4. Click on the Load Broadcast button.



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



If the below error occurs, the workbook to which the template is being is in the old Excel 97-2003 (.xls) format. Save the workbook as a .xlsx and then close and reopen it and try inserting the distribution template again.

New Distr	ibution Template	×
4	Error adding Distribution Template to Workbook: Excel cannot insert the sheets into the destination workbook, because it contains fewer rows and columns than the source workbook. To move or copy the data to the destination workbook, you can select the data, and then use the Copy and Paste commands to insert it into the sheets of another workbook.	
	ОК	

7. The BizBroadcast installation is complete.

The BizBroadcast tab will display in Excel for all users using the server.

Manual License Activation

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

1. Click on the **Advanced** Tab of the Activation Form.

LicenseActivaton	\otimes
Basic Advanced	
Offline Activation/Deactivation Generate a license request.	
Generate Request	
Process the license response.	
Process Response	
and many many	~~~

If the Activation Form has been closed, it can be reopened using the **BizBroadcast** Activation Form on the Start menu.

P PowerPoint 2016	ODBC Data Sources (64-bit)	BizBroadcast
Publisher 2016	Performance Monitor	BizBroadcast Activation Form
Skype for Business 2016	Resource Monitor	Open A Support Issue
Word 2016	Security Configuration	Re-Register BizBroadcast
	Server Manager	Microsoft Office 2016 Tools
	Services	Database Compare 2016

2. Click on the Generate Request button.



3. Browse to a directory on the workstation and type a file-name. Then click **Save**.

😎 Save As	×
$\leftarrow \rightarrow$ \checkmark \uparrow \blacksquare > This PC \rightarrow OS (C:) \rightarrow Temp	✓ ♂ Search Temp タ
Organize 🔻 New folder	N== - ()
- Intel	^ Name
📙 junk	No items watch usur cauch
MSOCache	No items match your search.
PerfLogs	
Program Files	
Program Files (x86)	
ProgramData	
Reports	
	Y (III)
	· · · · · · · · · · · · · · · · · · ·
File name: jismith	v
Save as type: Bin Files (*.bin)	o not change the life type
) Hide Folders	Save Cancel

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

BizNet software*						
HOME > LICENSING AND DOWN	ILOAD CENTER > LOGIN					
	Welcome to the BizNet Software Customer Portall Please log-in below to get started.					
	Login ID					
	1					
	Password					
	Remember my password until l logout					
	Login					
	If you have forgotten your login ID, password, or are not sure whether you have an account, please use our Password Finder.					
	If you have questions about your account or need help setting one up, please contact our Support team via email at <u>biznet@flexnetoperations.com</u> or via phone by calling 1-888-715-4687 (within the U.S.) or 1-408-642-3965 (outside the U.S.).					

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



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

Upload Capability Request						
Locate and send the offline request file. The browser will prompt you to save the response file.						
Browse jsmith.bin						
Send						

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

Opening WIN-ND4T13I07UHlinda-AACCFDC3-1FEBFBFF000306A9 🗙							
You have chosen to open:							
N-ND4T13I07UHlinda-AACCFDC3-1FEBFBFF000306A9.bin which is: Binary File (624 bytes)							
from: https://biznet.flexnetoperations.com							
What should Firefox do with this file?							
C Open with Browse							
Save File							
Do this <u>a</u> utomatically for files like this from now on.							
OK Cancel							

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



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

These are the devices assigned to your account. You may fill out additional criteria to e Device ID Activati Alias Filter Image: These are the devices assigned to your account. You may fill out additional criteria to Activati t Device ID Activati Filter Image: These are the devices assigned to your account. You may fill out additional criteria to Activati t Device ID Activati Device ID Entries per page: 25 million Device ID Alias Device ID Alias Device ID Alias

Search Devices

10. Click Map Add-Ons.

View Device								
Device ID	WIN-ND4T1307UHlinde-AACCFDC3-1FEBFBFF000306A9							
Alias								
Status	ACTIVE	ACTIVE						
Series	FLX_CLIENT_BERIEB							
Model	FLX_CLIENT							
Virtualization	Viewane							
Virtualization Details	Ven							
Vendor Dictionary	(Hone)							
Update Alias Max Add-Ons Remove Add-Ons Return Device Mew History Move Device Download Casability Response Add-Ons								
Add-On Name	Status	Entitiement	Units Mapped	Expiration	Downloadable items			
No add-ons are	currently mapped.							

11. 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	
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Device ID ID Type Alias	WIN-ND4T13I07UHWinda-AACCFDC3-1FEBFBFF000306A9 STRING						
Add-On Name	Activation Code	Entitlement	Expiration	Available Units in Line Item	Total Units in Line Item	Maximum Add-On Units Allowed on Device	Gty to Add
BizBroadcast (FNE)	100.000	BIZ150327-4220-2 048351 (121745161)	Mar 30, 2016	9	10	9	1
Map Add-On	IS						

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

View D	Devic	e						
The add-ons w	vere success	fully mapped.						
Device ID Alias		1.001/HB106-4400700	1.1128-01120-004					
Status	ACTIVE							
Series	FLX_CLIE	NT_SERIES						
Model	FLX_CLIENT							
Virtualization	VMware							
Virtualization Details	View							
Vendor Dictionary	(None)							
Map Add-Ons Add-Ons	Upda Remove Ad	ate Alias d-Ons Return Device	View History More Device	Download Capability Res	ponse			
Add-On Name		Status	Entitlement	Units Mapped	Expiration	Downloadable tems		
BizBroadcast (FN	E)	License not generated	(121745161)	1	Mar 30, 2016	View		

- 13. Copy the response file (.bin) to the external drive or network location then go back to the client workstation.
- 14. Click on the Activate button on the BizBroadcast ribbon.



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



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



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