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:

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).

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*).
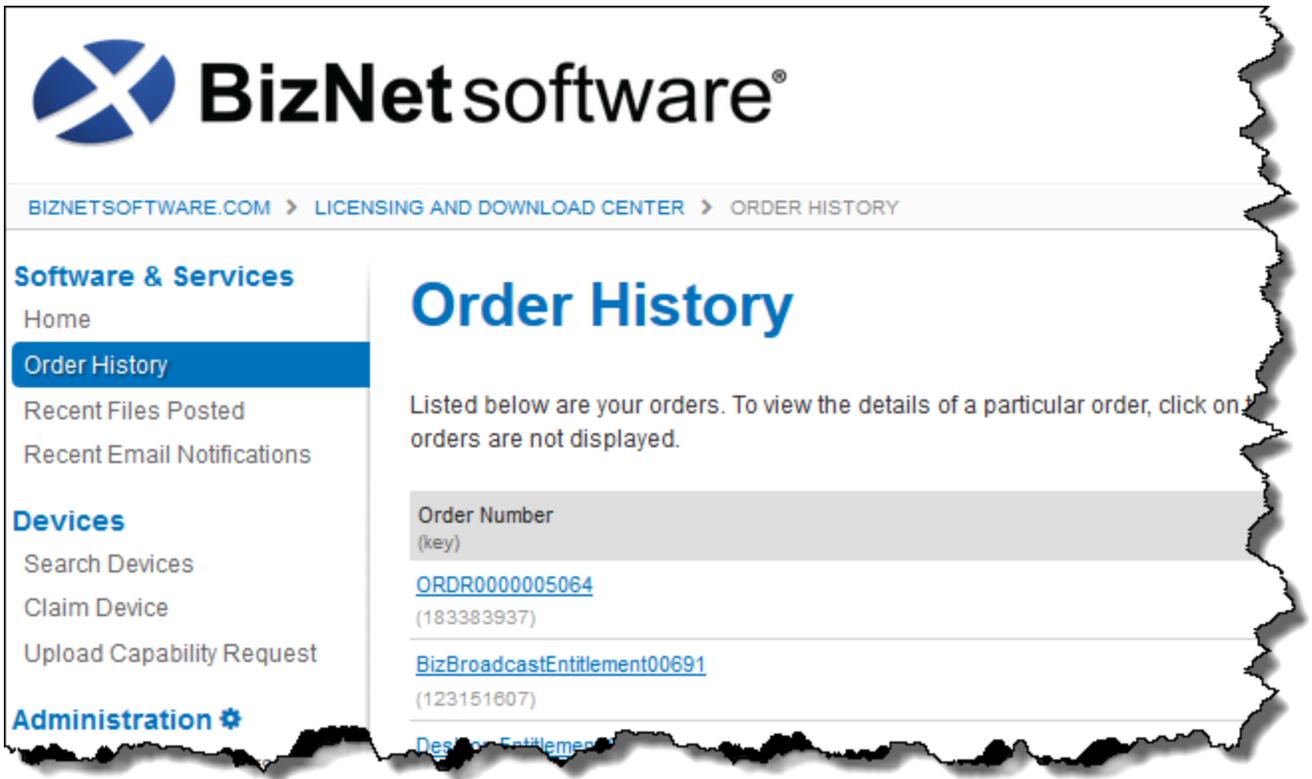
3. Make a note of the BizBroadcast Terminal Services Activation Code.
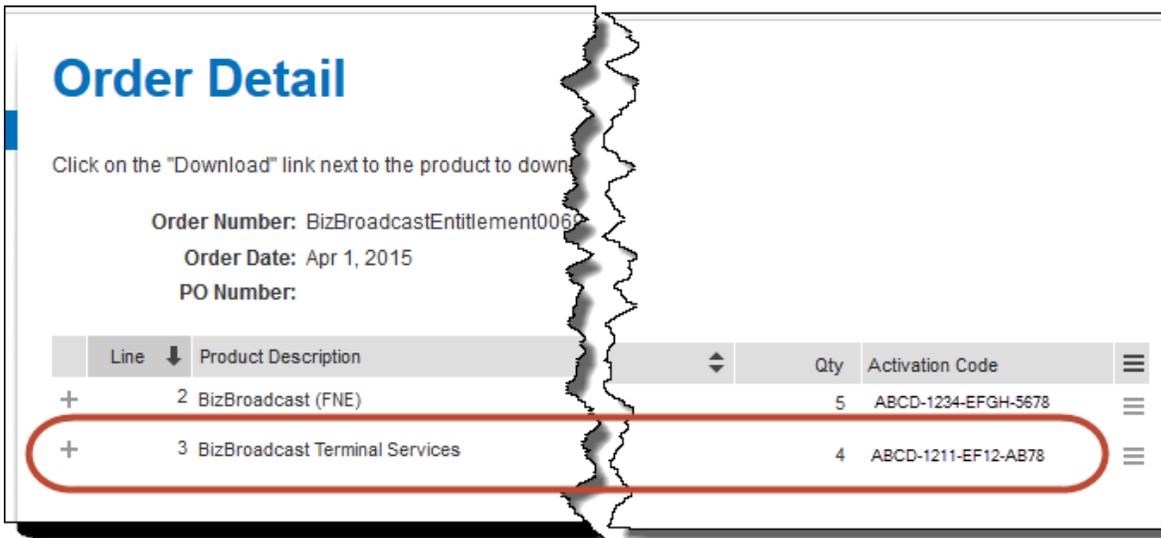
4. Extract the contents of the downloaded .zip to any directory then browse to that directory.

5. Log in as a user with administrative rights to the server.

⚠️ **IMPORTANT**

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.
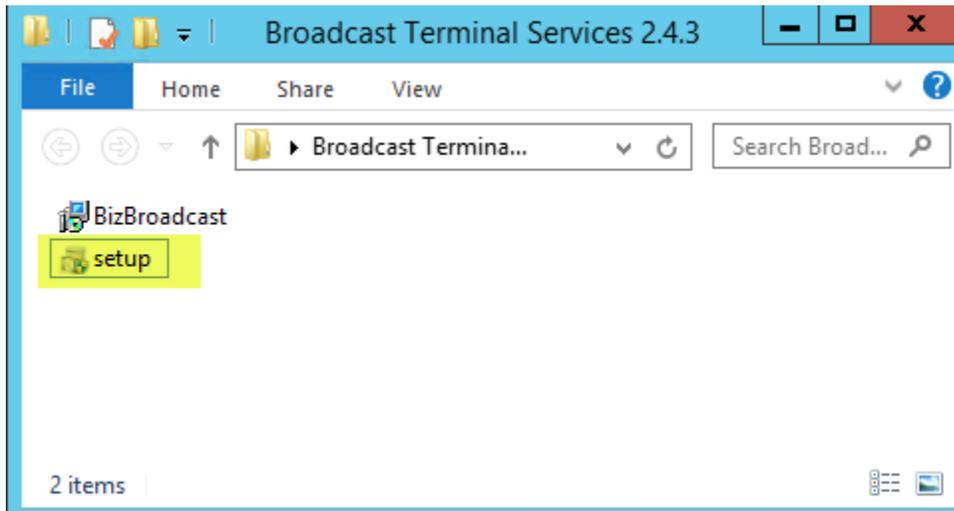
8. Click **Yes** to any User Account Control prompts.
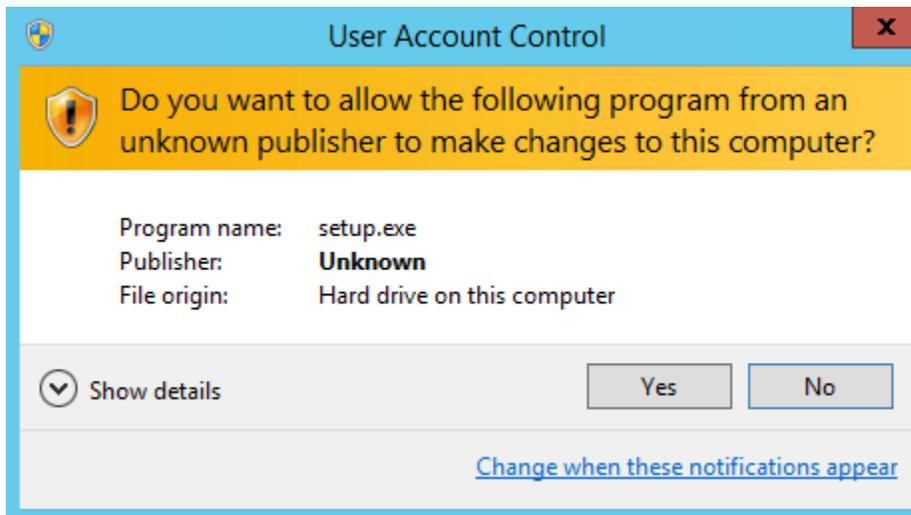
9. Click **Next** at the Welcome screen.
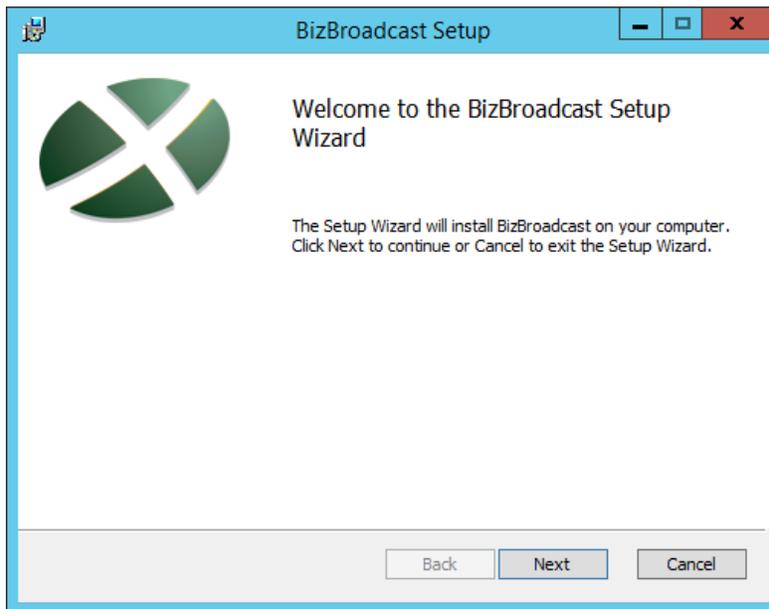
10. Review the End User License Agreement ("EULA"), check the **I Accept** check box and click **Next**.

11. Accept the default installation directory or browse to a location of your choice. Click **Next** to continue.
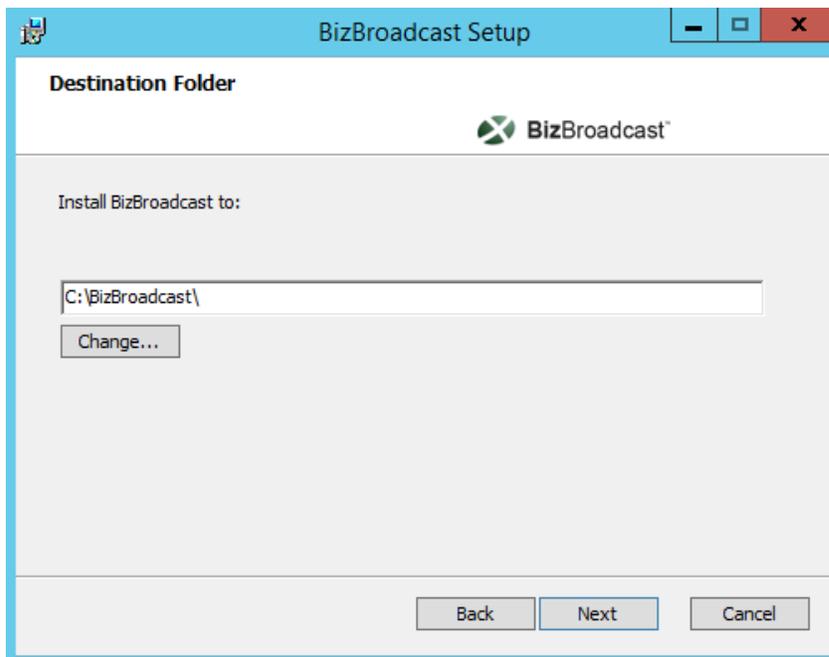
12.   Click **Install**.
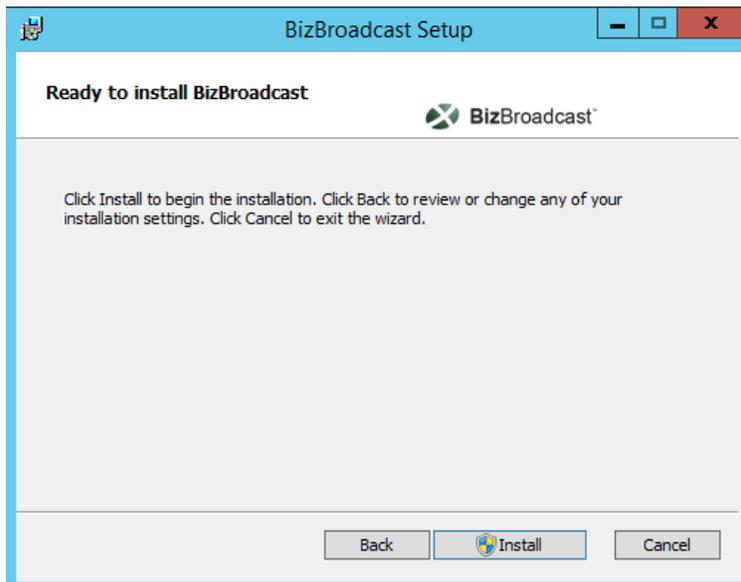
13.   Click **Finish** when the installation completes.
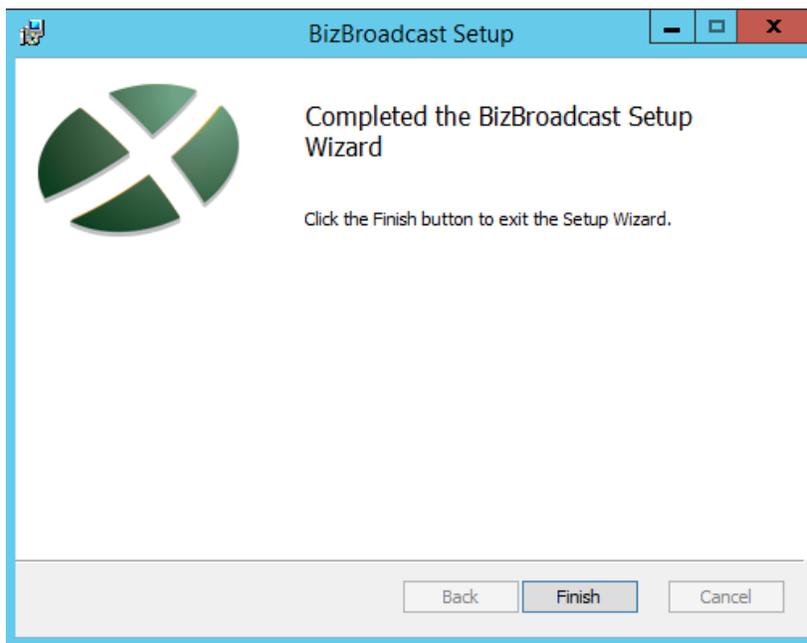
14. Type or paste your Activation ID (from Step 3) and then click the **Activate ID(s)** button.
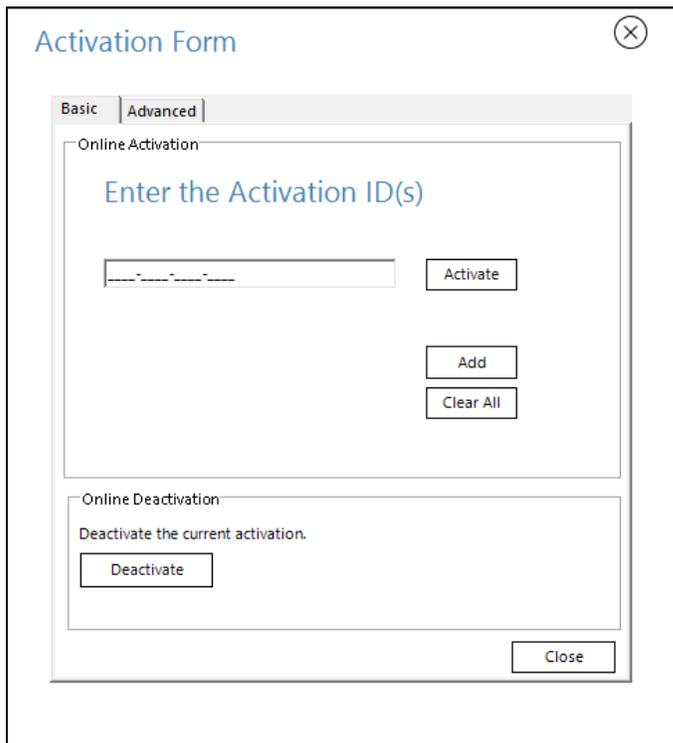
⚠ **IMPORTANT**

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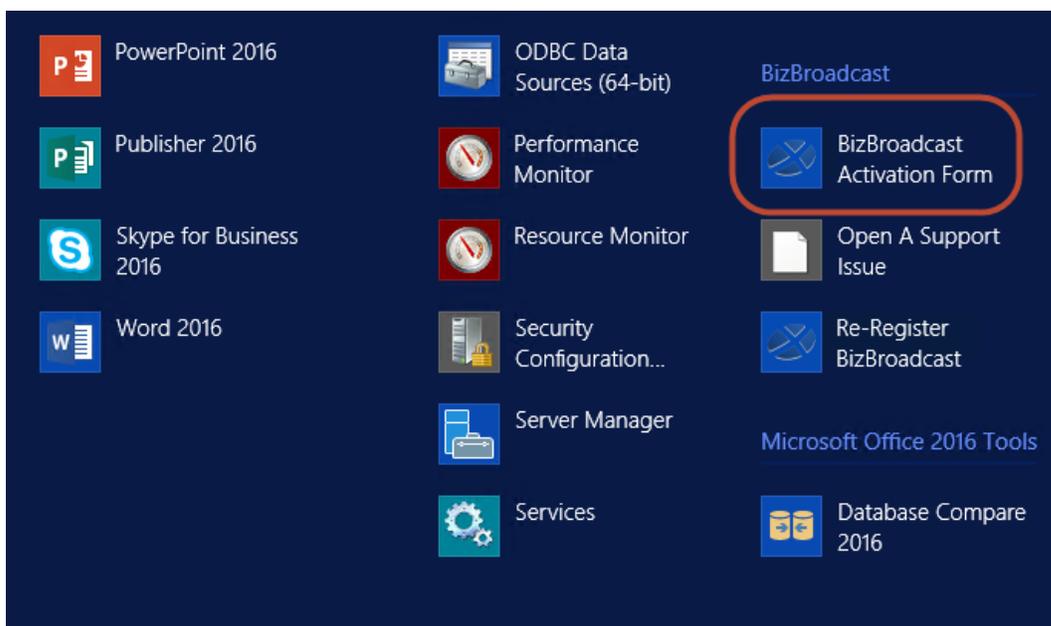
15. You will receive an Activation Success message. Click **OK**. If activation fails, do not close the Activation Form and try the Manual Activation steps.
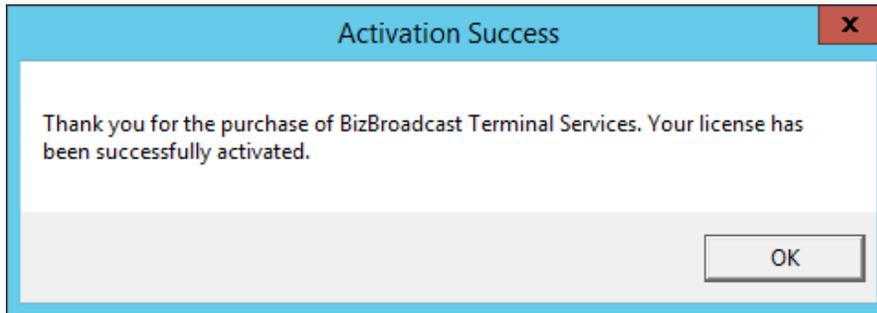
16. Click **Close** on the Activation Form dialog.

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:
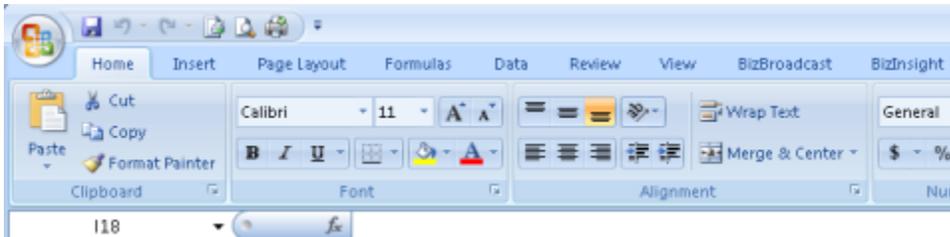
3. Click on the **BizBroadcast** tab.

4. Click on the **Load Broadcast** button.
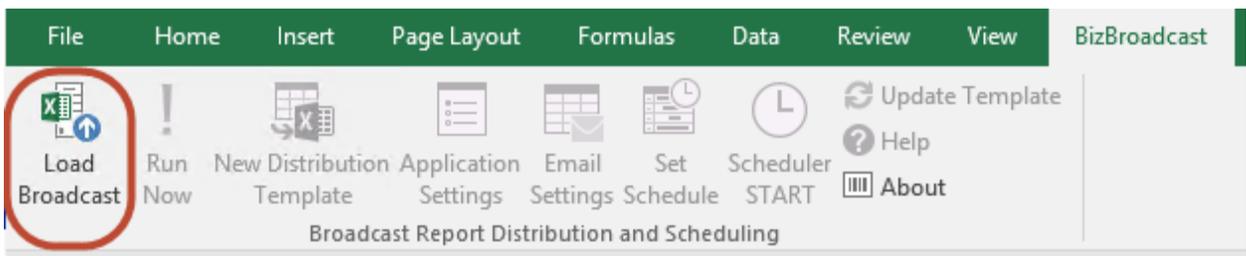
5. Click on the **New Distribution Template** button.

6. A new tab should be inserted into Excel named **Broadcast List**.
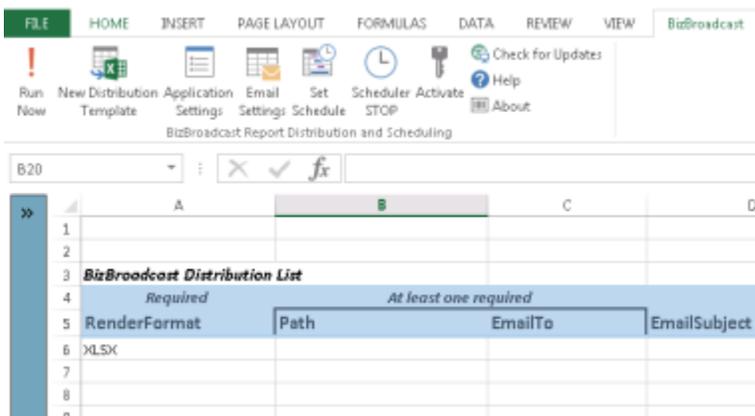
If the below error occurs, the workbook to which the template is being is in the old Excel 97-2003 (.xls) format. Save the workbook as a .xlsx and then close and reopen it and try inserting the distribution template again.
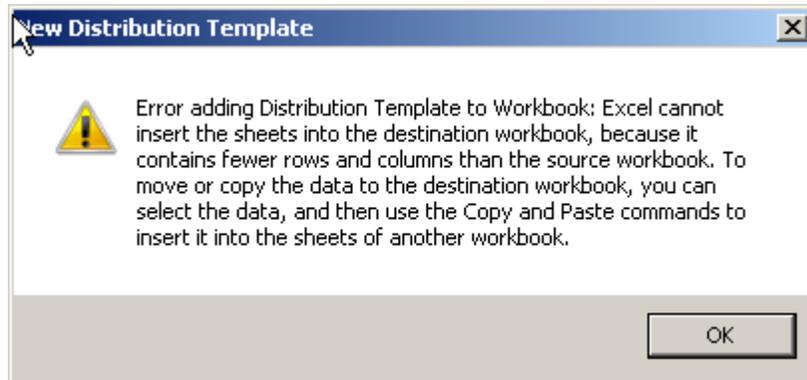
7. The BizBroadcast installation is complete.

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.
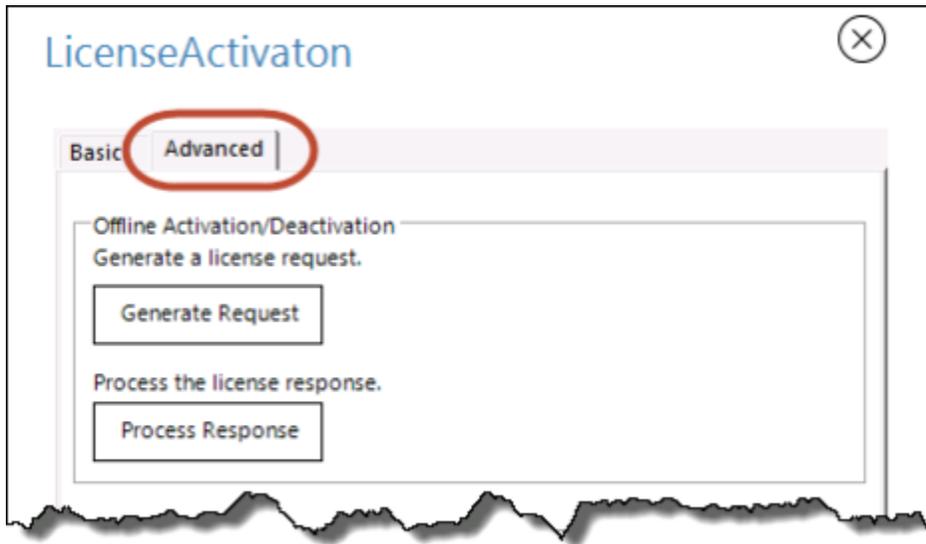
If the Activation Form has been closed, it can be reopened using the **BizBroadcast Activation Form** on the Start menu.
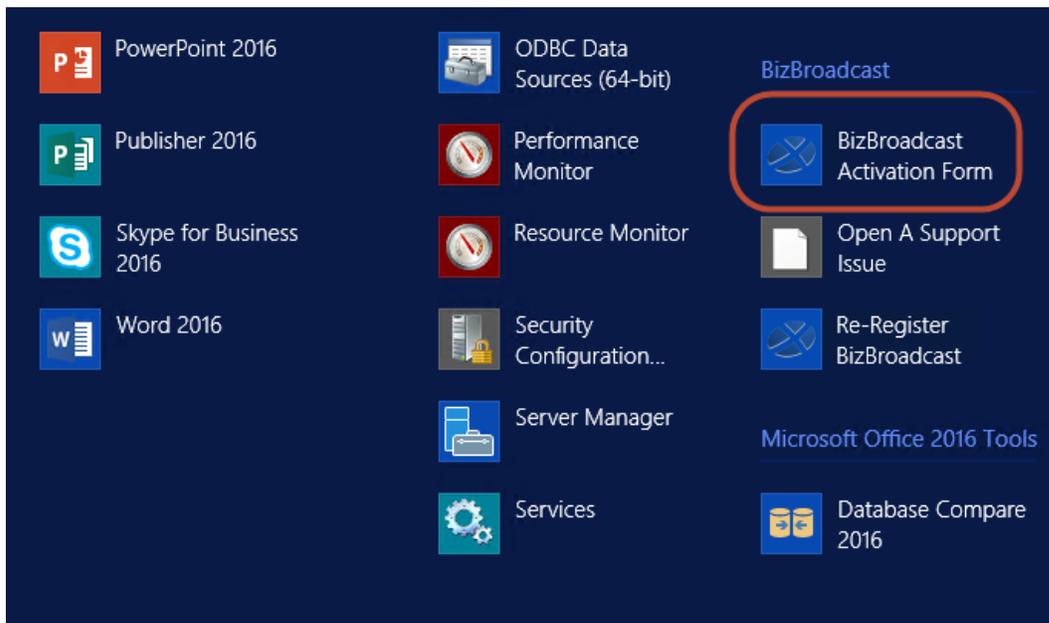
2. Click on the **Generate Request** button.
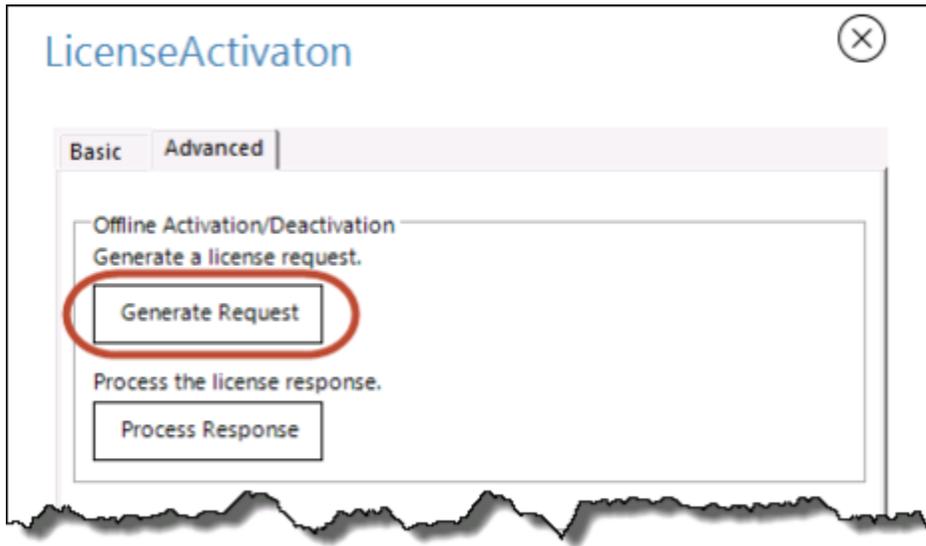
3. Browse to a directory on the workstation and type a file-name. Then click **Save**.
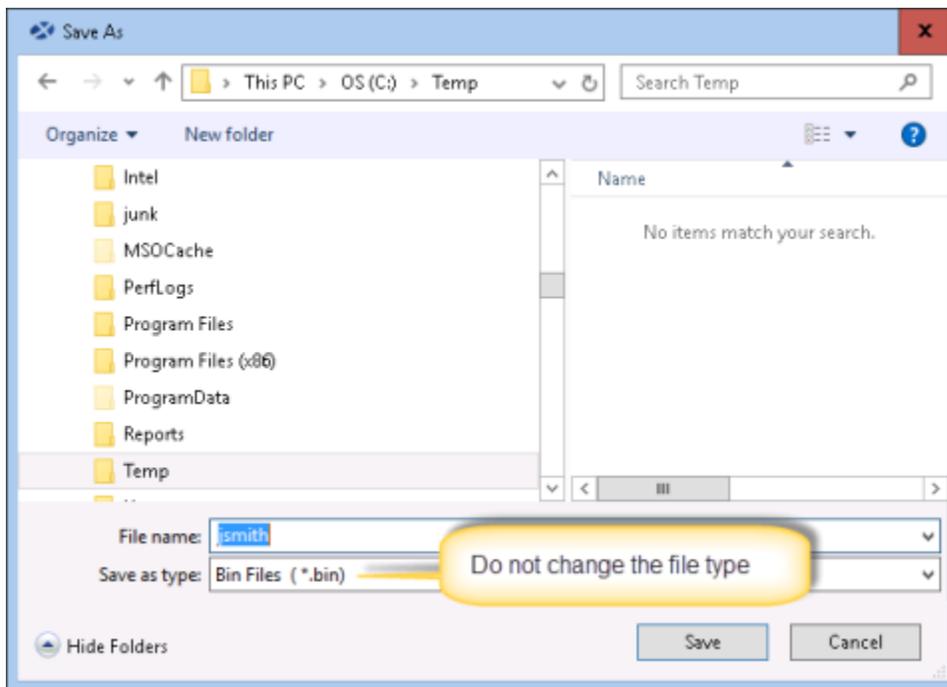
4. Copy the resulting .bin file to an external drive or network directory and go to a workstation that has internet access.

5. Log into the Customer Portal http://biznet.flexnetoperations.com.

6. On the left side, click on **Upload Capability Request**.
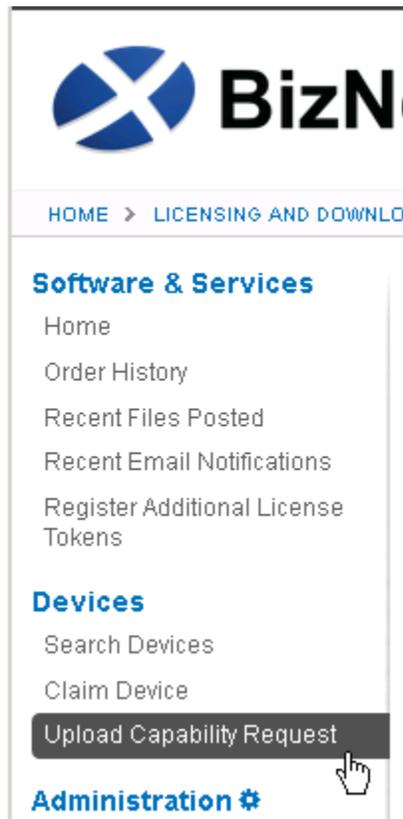
7. Browse to the .bin file generated on the client workstation. Click **Send.**

Upload Capability Request

Locate and send the offline request file. The browser will prompt you to save the response file.

Browse…   jsmith.bin

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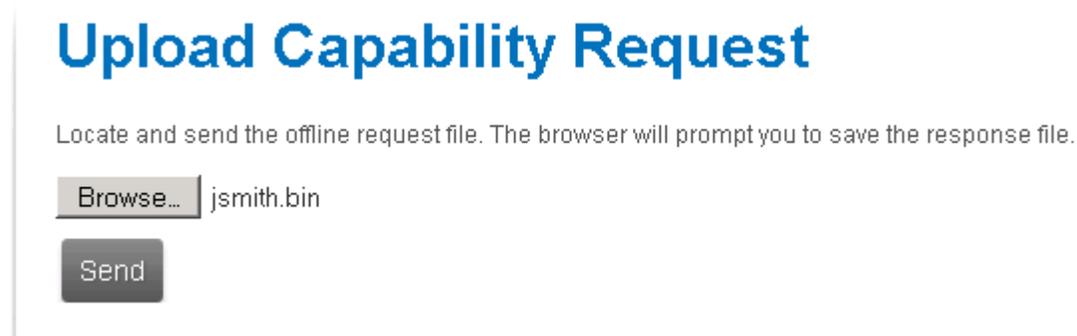
8. Click Cancel when prompted to save the resulting .bin file. This response file does not contain the BizBroadcast entitlement information.

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?

○ Open with   Browse…

⦿ Save File

☐ Do this automatically for files like this from now on.

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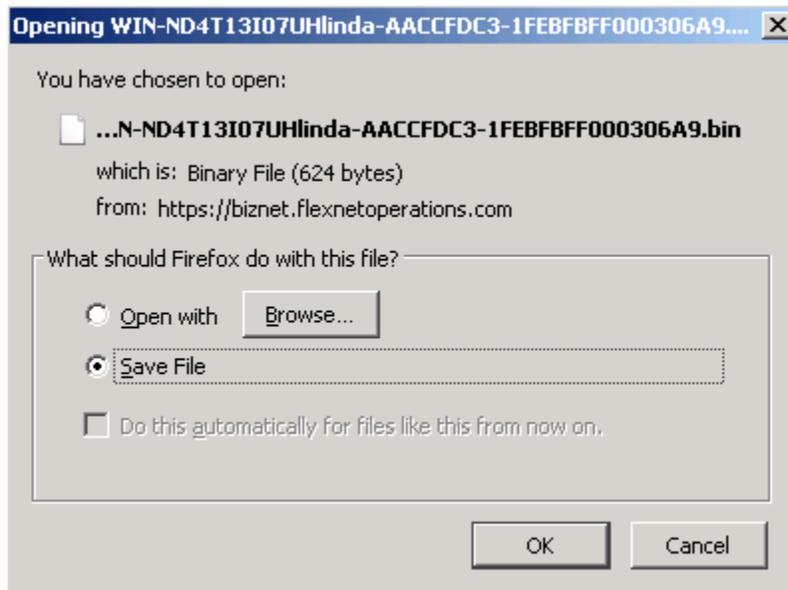
9. Click on **Search Devices** on the left and click on the hyperlink of the Device just imported.

10. Click **Map Add-Ons**.

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.

12. Click on the **Download Capability Response** link.
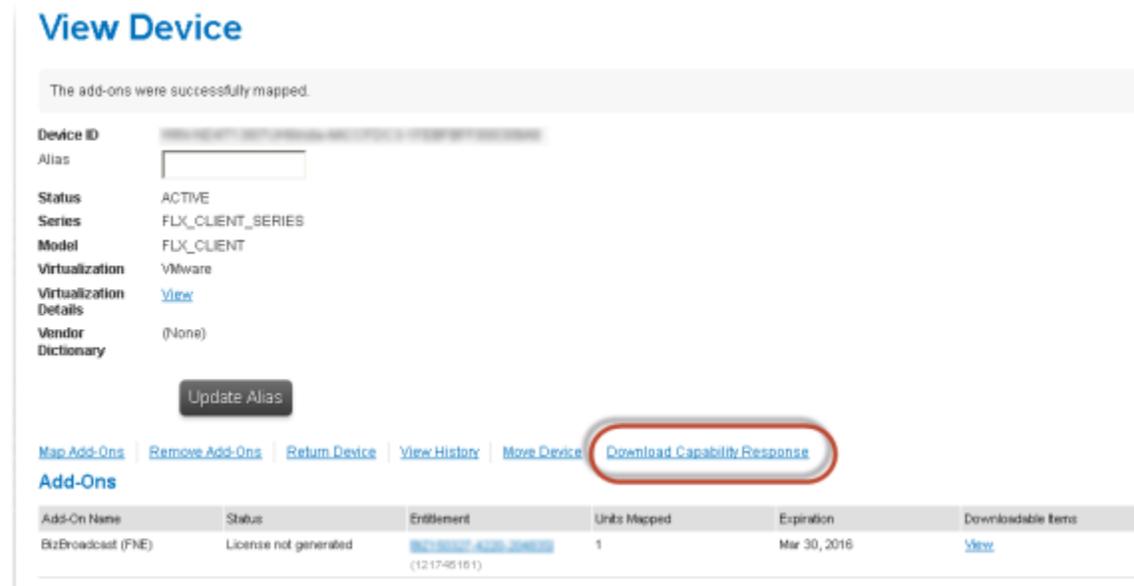
13. Copy the response file (.bin) to the external drive or network location then go back to the client workstation.

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

15.   Go to the **Advanced** tab and click on the **Process Response** button.
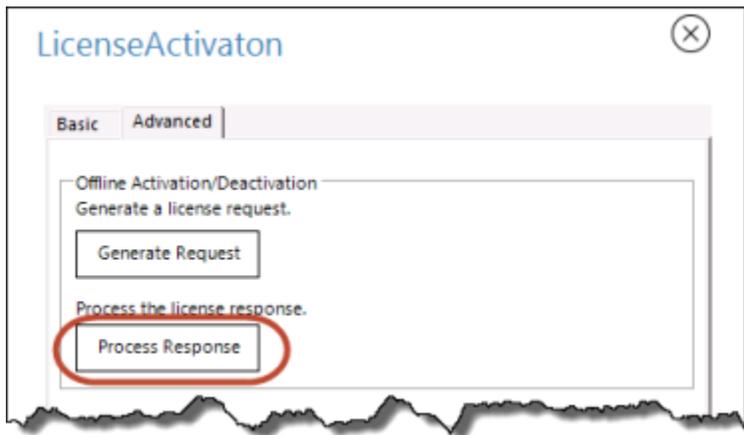
16.   You will get a message that the product was successfully activated.
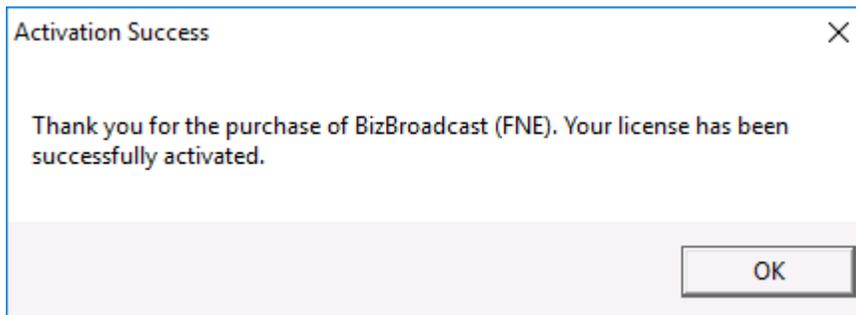
If Activation continues to fail, contact BizNet Software Support,
www.biznetsoftware.com/support/.