# **Adding New Users**

#### This document applies to the following ERP system(s):

Sage 100 (ProvideX and SQL)

This guide describes the steps required to install BizInsight and BizContent for additional users in your organization.

This document presumes that BizInsight is installed and fully functioning for at least one user within your organization.

## **Overview**

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### **Step 1: Locate Installation Files**

In preparation for installation, you need to confirm which version of BizInsight is installed on current BizInsight users' workstations so that you are sure to install the same version being run elsewhere. To do this, open Excel on an existing BizInsight user's workstation and click on the **About** button of the BizInsight Excel ribbon.

Once you have determined the current version, click on the **Application Settings** button and copy the path provided for the Configuration Path parameter, open Windows Explorer and browse to that directory. Look in that directory or in the level above for an Install Files folder or a folder for the BizInsight version that is currently installed. Where the installation files have been saved will vary from customer to customer but it is recommended in our documentation that they be saved near the BizInsight shared directory so there is a high likelihood that you will locate the necessary installer in this location or nearby.

If you are not able to locate the installer files for the currently installed BizInsight version, download the latest version from the BizNet Software customer portal, (<u>http://b-iznet.flexnetoperations.com</u>). In general, it is o.k. for BizInsight users to be on different BizInsight versions but there is always a chance that the latest version requires a configuration change that will necessitate all users be updated.

All files can be found under "Browse My Software and Documentation".

tware & Services	Download	Central Home	
duct Search er History arch Line Items s Not Downloaded	Welcome to the Download update notifications. "My Re shows your list of products	Central Homepagel Check out "My Recent Er ocent Files Posted" displays any files posted	mail Notifications" to view the latest in the past 30 days. "My Products"
ent Product Releases	Recent Email Notificatio	nns	
ent Fines Fusieu	View All	5113	
ent Email Notifications	Mar 20. 2014	BizNet Software Order Notificat	lion
ninistration 🌣	Mar 17, 2014	BizNet Product Update Notifica	tion
ount Administrators	Mar 17, 2014	BizNet Product Update Notification	tion
ount Members	Mar 17, 2014	Password Finder	
ange Password	Feb 27, 2014	Welcome to the BizNet Softwar	re Customer Portal
ail Preferences			
duct Preferences	Recent Files Posted		
wnload Preferences	View All		
r Profile	Mar 17, 2014	BizBroadcast 2.1.1 - F	Release Notes
1110116	Mar 17, 2014	BizNet Broadcast 2.1	.1 Documentation
Help 🛛	Mar 17, 2014	BizBroadcast 2.1.1	
wnioad Help	Mar 17, 2014	BizInsight 5.0.34.4 Do	ocumentation
le of Contents	Mar 17, 2014	BizInsight 5.0.34.4 Re	elease Notes
10	Mar 17, 2014	BizInsight 5.0.34.4	
15			

Following are the files you will need to download:

#### BizInsight 5.0.35.2

BizInsight Tools.zip - this download file contains several tools that you might need to use during implementation. It can be found with the BizInsight product download file.

BizContent - download all BizContent files to which you are entitled (required)

#### **Step 2: Assign BizInsight Security to Users**

Each BizInsight user's Windows account name must be added to a .users file in the admin shared directory in order for that user to perform any BizInsight action. You will use the License Administration Tool to perform these steps.

To assign BizInsight security to your users, do the following:

 On the server, double-click any content installer desktop icon. If the content installers were installed without desktop icons, browse to the installation directory and double-click the file named "BizNet Content Installer.exe". If the content installer was uninstalled, reinstall it.



If you do not want to reinstall the content installer, see "Manual Steps" on page 9.

2. Click on the **Admin Tool** button.

🖉 BizInsight 🛛 🗠 Co	ntent Installer
	Relevant Information
Automatic Install Manual Install Stages Install Report Server Create Report Server User Pure Seriet Files	<ul> <li>Reporting Server Found</li> <li>Reporting Server User Found</li> <li>Scripts Have Been Run</li> <li>DataSet Content Found</li> <li>MetaData Content Found</li> </ul>
	Events and Content Found     Events and Content Found     Users Have Been Added by Admin Tool
Deploy DataSet Content	Settings Have Been Configured by Config Tool
Deploy MetaData Content	
Deploy Function Content	
Admin Tool	
Config Tool	
Exit	(0)

3. Click on the ellipses and browse to the admin share folder of your BizInsight shared directory.

License Administration Tool - SERVER2008R2\linda	
Administration Path	-0
Network share where your license file is stored.	

4. Select your BizInsight license file and click Open.



5. Click on the **Validate License** button to check how many licenses you currently have. Your current license count will be displayed.

Cicense Administration Tool - SERVER2003\Administrator	
Administration Path	
C:\BizInsightShare\AdminShare\BizInsight.lic	
Network share where your license file is stored.	
Validate License	
BizNet Software Test License Expiration 01/31/2029	
Developer 1 Designer 2	
DrillDown 2	
Configure Users	
	Exit

6. Click on the **Configure Users** button. The **Current Users** dialog will open.

License Administration Tool	- SERVER2008R2	linda	
Administration Path	🖉 Current Users		
C:\BizInsightShare\Admin\BizInsi	User Type	Users	
Network share where your license	Designer 💌	domain∖linda	
	Designer 💌	domain <b>\alber</b> t	
Validate License	Viewer 💌	domain \marilyn	
BizNet Software Test License	Viewer 🗾	domain\frank	
Expiration 01/31/2029	•		
Developer 1 Designer 2 Viewer 2 DrillDown 2			,
Configure Users			
	Add Row	Delete Row	Commit Changes

7. You will now add your new BizInsight user and assign them a user type. Click on the **User Type** drop down and select the desired user type. If you want your user to be a Designer, choose Designer from the drop down list.

🖉 Current User:	5	
User Type	Users	
Designer	domain∖linda	
Designer	domain\albert	
Viewer	domain \marilyn	
Viewer	domain\frank	
	]	
Designer Viewer DrillDown		

8. Type the user's name in the **Users** field in the format of domain\username.

**WARNING** Do **not** add your own login using the Admin Tool unless you know for sure that you have another login available with sysadmin rights to the SQL Server instance. Early versions of the content installer (pre version 1.6) will remove existing permissions for users, including those with sysadmin rights. If uncertain, skip this step and confirm sysadmin access will not be lost then return to complete the Admin Tool step.

🔊 Current Use	ers		
User Type		Users	
Designer	•	domain∖linda	
Designer	•	domain\albert	
Viewer	•	domain \marilyn	
Viewer	•	domain∖frank	
Viewer	•	domain\winston	
	•		

9. Click on the **Commit Changes** button when finished. You will be presented with a message asking if you want to grant the user additional security permissions. Click **Yes**.



If you have entered more names for a particular user type than you have licenses, you will get an error similar to the following.



You will be returned to the **Current Users** dialog where you can remove a row so that you comply with the number of licenses your company purchased. Select the row to remove and click the **Delete Row** button.

To purchase additional licenses, use the BizNet Assistant button to open a support ticket indicating that you need to purchase additional licenses.



When you receive your new license, move your old license from the Administration Path shared directory and save the new license there. Do not rename the old license and leave it in the Administration Path; it must be removed from the directory in order for the new license count to take effect.

## **Manual Steps**

1. In the Admin shared directory, open the .users file with Notepad that corresponds with the BizInsight permissions the user should have. For example, if the user should have Designer permissions, you would open the Designer.users file.

**Tip** If you are not sure where to find the Admin shared directory, go to an existing user's workstation, open Excel and click on the **Application Settings** button on the BizInsight ribbon and copy the path provided for the Administration Path.

2. In the .users file, add the Windows account name of the BizInsight user. For more information on the different user types, refer to the User Types section of the User Guide.



3. Save and close the file.

**IMPORTANT** As you add Windows account names to the .users files, add only as many as you have licenses. If you add more Windows account names than you have licenses or you have an extra line return in the file, users will get an error message similar to the following when they open Excel after BizInsight is installed.



If you are not sure how many licenses you have, open the .lic file that is in the Admin shared directory with Notepad and check how many licenses are shown for the user type you are adding.

To purchase additional licenses, use the BizNet Assistant button to open a support ticket indicating that you need to purchase additional licenses.



When you receive your new license, move your old license from the Administration Path shared directory and save the new license there. Do not rename the old license and leave it in the Administration Path; it must be removed from the directory in order for the new license count to take effect.

### **Step 3: Assign rights in SQL Server Security**

BizInsight users will need permissions to retrieve data from the accounting system database. If you did not use the Content Installer Admin tool, users will also need to be given rights to the SQL MetaData databases.

**NOTE** If you are managing SQL Server security with an Active Directory group, just add the new BizInsight user to that Active Directory group and go to the next step.

1. Click on Start >Programs > Microsoft SQL Server Version > SQL Server Management Studio.



2. The **Connect to Server** dialog will open. Connect to the SQL Server instance that hosts your accounting system database.

Connect to Server	×
Microsoft*	Server: 2008 82
Q. JQL.	
Server type:	Database Engine
Server name:	server2008r2\BizNet
Authentication:	Windows Authentication
User name:	SERVER2008R2\linda
Password:	
	Remember password
Connec	t Cancel Help Options >>

3. In the left pane, expand **Security.** Look for your existing users to determine whether they have been setup to use their Windows domain account or a SQL Server account. You can tell one from the other by the presence of the domain in front of the user name.



**NOTE** If the user's login already exists in SQL Server, right-click their login id and choose Properties. Then click <u>here</u> to jump to the User Mapping step.

4. Right-click on Logins and click New Login.



5. In the Login – New dialog box, enter the user's name in the **Login name** field. If your existing users were setup with their Windows logins, click on **Search** to browse for an existing Windows login id. If your existing users were setup with a SQL account, type the new user's login id and change the radio button to SQL Server authentication.

🚪 Login - New				
Select a page	🔄 Script 👻 📑 Help			
Image Server Roles Image Server Roles Image Server Mapping	Login <u>n</u> ame:	YourDomain\Idavis		S <u>e</u> arch
Securables	Mindows authentication			
😭 Status	O <u>SQL</u> Server authentication			
	Password:			_
	Confirm password:			_
	Specify old password	,		
	Old password:			_
	Enforce password polic	y.		
	Enforce password expir	ation		
	🗵 🛛 🖉 ser must change pass	word at next login		
	Mapped to certificate			-
	C Mapped to asymmetric key			~
	Map to Credential			✓ <u>A</u> dd
Connection	Mapped Credentials	Credential	Provider	
Server: Server2003			,	_
Connection: SERVER2003\Administrator				
View connection properties				
Progress				Remo <u>v</u> e
Ready	Default <u>d</u> atabase:	master		•
<i>v</i> <sub>4</sub> <sub>b</sub> <i>v</i>	Default language:	<default></default>		•
			OK	Cancel

6. Click on **User Mapping** in the left pane. Check the **Map** checkbox next to the accounting system database.

🚪 Login - New					
Select a page	<u> S</u> Script 🖣	🛚 📑 Help			
General Server Roles	Users ma	ppe <u>d</u> to this login:			
	Мар	Database	User	Default Schema	<b>▲</b>
🚰 Status		001			
		AccPac			
		amwsys			
		BizInsight			
		BizInsightDB			
		BizNetERP			
		ССН			
		Company01			
		Company11			
		CPU			-
	,				
$\sim$	Guest	raccourt enabled for: BizNe			

7. Once the database is checked in the upper pane, check the **db\_datareade**r role membership in the bottom pane. Click **OK**.

	Database <u>r</u> ole membership for: master
Connection Server: Server2003 Connection: SERVER2003\Administrator Image: View connection properties View connection properties Progress Ready	□       db_accessadmin         □       db_backupoperator         ✓       db_datareader         □       db_datawriter         □       db_ddladmin         □       db_denydatareader         □       db_denydatareader         □       db_owner         □       db_securityadmin         ✓       public         □       RSExecRole
	OK Cancel

8. If the accounting system stores company data in separate databases, repeat the steps of checking the database and the db\_datareader role for each company database.

9. If the SQL MetaData databases (BizInsight and BizInsightDB) are not checked, be sure to check both of them and give the user db\_datareader and db\_datawriter rights to those two databases.

📙 Login - New		-		x
Select a page	🖳 Script 👻 🎼 Help			
Server Roles	Users mapped to this login:			
Securables	Map Database User Default :	Schema		^
Em Status	BizInsight			
	■ BizInsightDB			
	BIZINELE FIF			
	Heat Heat			=
	master			-
	model			
	msdb			
	ReportServer			
	ReportServerTempDB			
	T tempdb			~
	Guest account enabled for: BizInsight			
Connection				
Server: Idavispo	do_accessadmin db backupoperator			
Connection	↓ db_datawriter			
LDAVISPC\Idavis	dio_didiadimin			
View connection properties	db_denydatareader db_denydatawriter db_owner			
Progress	db_securityadmin			
C Ready	✓ public			
		IK	Cano	el "ii

### **Step 4: Assign rights in Reporting Services**

This step probably has been addressed by the Content Installer Admin tool. In the event an error occurred while users were being assigned security rights or you did not use the Admin Tool to assign BizInsight security to the new user, follow these steps to assign them rights to the Reporting Services items.

**NOTE** If you are managing Reporting Services security with an Active Directory group, make sure the user is a member of that group and that group has been added to Reporting Services security.

All BizInsight users must have rights granted to them in Reporting Services. Reporting Services uses role-based security to secure access to items managed by the report server.

**IMPORTANT** Starting with the BizInsight build , the minimum pre-defined role necessary for a BizInsight user is Content Manager. A script is provided in the document titled "*Installing SQL Server and Reporting Services*" to create a custom role named "" that will assign only the minimum permissions required for the XMLFast feature.

<b>.</b>	SQL Server Reporting : New Role Assign	Services ment	Home   My Subscriptions   Site Sett Search for:
Use this	s page to define role-bas	ed security for Home.	
Group o	r user name:		
Select o	one or more roles to assig	gn to the group or user.	
🗖 Rol	le↓	Description	
□ Bro	owser	May view folders, reports and subscribe to reports.	
	ntent Manager	May manage content in the Report Server. This includes folders, report	s and resources.
🗆 Му	Reports	May publish reports and linked reports; manage folders, reports and reso	ources in a users My Reports folder.
D Pub	<u>blisher</u>	May publish reports and linked reports to the Report Server.	
□ <u>Re</u> p	port Builder	May view report definitions.	
ОК	Cancel New Role		

Reporting Services Security is accessed by browsing to the Reporting Services Report Manager URL (ex. http://servername/reports). Go to the Application Settings dialog of your currently working BizInsight user and copy the Reporting Services URL that is listed in the dialog. Modify the "reportserver" part of the URL to "reports" then paste into a browser.

**IMPORTANT** If Reporting Services is installed on a *Windows Server 2008 or higher* server and User Account Control ("UAC") is enabled, you must elevate your privileges when you start Internet Explorer. To do this, press **CTRL+Shift** and then right-click on Reporting Services Configuration Manager and select **Run as administrator**.

For SQL Server Reporting Services 2005 and 2008, go to the Properties tab:

Contents	SQL Server Reporting Service Home	25	
🛗 New I	Folder 🛯 🍀 New Data Source	💫 Upload File	🔠 Report Builder

For SQL Server Reporting Services 2008 R2, click on the **Folder Settings** button.

SQL HO	erver Reporting Services
🞬 New Fold	er 🛛 🧕 New Data Source 👘 🗳 Report Builder 🛛 🗹 Folder Settings 💭 🎕 Upload File

The following screenshot shows an example of a Reporting Service site with user security configured. The user named "linda" has been given Content Manager permissions.

🔏 - Report Manager - Windo	ws Internet Explorer				
🕞 🕤 🗢 🙋 http://server	🕞 🕤 🔻 🙋 http:// <b>server2003</b> /Reports/Pages/Folder.aspx?ItemPath=/&SelectedTabId=PropertiesTab				
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites	Tools Help				
🚖 Favorites 🛛 🚖 💋 Sugges	ited Sites 🔻 🙋 Free Hotmail 🤌 Web Slice Gallery 👻				
🤏 - Report Manager					
SQL Server Rep	oorting Services				
Home					
nonio					
	🗙 Delete 🛛 🎇 New Role Assignment				
Security	Security Group or User + Role(s)				
	Edit BUILTIN\Administrators	Content Manager			
	Edit SERVER2003\Administrator	Content Manager			
	Edit SERVER2003\aeinstein	Content Manager			
	Edit SERVER2003\cclay	Content Manager			
	Edit SERVER2003\epicuser	Content Manager			
	Edit SERVER2003\epresley	Content Manager			
	Edit SERVER2003\fsinatra	Content Manager			
SO32888	Edit SERVER2003\Idavis	Content Manager			
	Edit SERVER2003\linda	Content Manager			
	Edit SERVER2003\lolivier	Content Manager			
	Edit SERVER2003\mmonroe	Content Manager			

#### **Step 5: Add User to Column Based Security**

If your company has implemented the Column Based Security feature, you will need to specify the items to which this user will be restricted. The Security Tool for BizInsight is an application that activates or deactivates column security and configures restriction for user access. When the column based security mode is activated, all content modules installed on the server are impacted. See " BizInsight Column Based Security Overview" on page 85 for more information about Column Based Security.

- 1. .
- 2. Double-click the **Security Application.exe** to launch the Security Tool.



3. The Security Tool dialog will open.

🍼 Sec	curity Tool
	Server Connect
	SQL Authentication
	Username
	Password
	To activate or deactivate security mode, please check or uncheck below.
	Enable Security
	Apply domain restriction in Lisemane
	Security SQL
	Secure Column
	Commit Configure Lleare Evit

4. In the Server field, type in the Server name and, if applicable, the instance name for the SQL Server that hosts the SQL metadata databases (BizInsight and BizInsightDB). The connection will be made using Windows Authentication by default. Check the SQL Authentication checkbox to switch to SQL credentials and supply those credentials in the Username and Password fields. Click Connect.

Security Tool		[
Server w2k3	r2 Connect	
SQL Authen	ntication	
Username		
Password	Successfully connected to the server "w2k3r2".	
To activate or de	eactivate	
🗖 Enable Sect		
🗖 Apply domai	in restriction in Username	

5. If the **Enable Security** checkbox is not checked, security is not enabled and you can close the tool.

Security Tool
Server server2008/2 Connect
SQL Authentication
Usemame
Password
To activate or deactivate security mode, please check or uncheck below.
Enable Security     Apply domain restriction in Username
Report Server URL Format: "http://server/reportserver"

6. Type in the user's Windows login id in the Username field.



If the **Apply domain restriction in Username** checkbox is checked be sure to provide the domain name for the Username field.



7. Type in the Values to which the user will be denied access. Separate multiple values with commas.

<ul> <li>Enable Security</li> <li>Apply domain restriction in Username</li> </ul>			
	Username	Value	1
1	domain\linda	Epic01,Epic03	
*			]

8. When all usernames and values have been entered, click the **Commit** button. The application will commit the changes to the ColumnSecurity table. Click **OK** to the next two messages and the Dialog will update and display rows for each username/value combination.

Comp	leted		×	Completed	×
Secu	urity Settings ta	able successfully upd	lated.	Users successfully	added to the table.
		ОК		0	К
	Username	Value		Import File	
•	Albert	Epic01			
	Marilyn	Epic01		Delete Row(s)	
	Marilyn	Epic03			
	Frank	Epic06		Commit	
*					
				Back	
				Exit	

9. Use the **Delete Row(s)** button to remove any entries that are not wanted. Be sure to highlight the entire row to be deleted.

		Username	Value	Import File
		Albert	Epic01	
		Marilyn	Epic01	Delete Row(s)
(	►	Marilyn	Epic03	
		Frank	Epic06	Commit
	*			

10. Click **Exit** to close the tool.

For security to be fully implemented, each BizInsight workstation must be configured to use SQL metadata databases. This is covered in the section titled "Configure BizInsight" later in this guide.

#### Step 6: Install Oracle Data Access Components (ODAC)

If your accounting system is using an Oracle database, you must install the Oracle ODBC driver and ODP.Net on each client workstation in order for BizInsight to be able to retrieve data from the Oracle database. If your accounting system does not use an Oracle database, this step can be skipped.

racle Universal Installer: Summary	_
	DATABASE 11
Summary	•
Jracie Data Access Components for Oracle Client 11.2.0.3.	.0
<ul> <li>Oracle Data Access Components Documentation for Visual Studio 2008 1</li> </ul>	1.2.0.3.0
<ul> <li>Oracle Data Access Components Samples 11.2.0.3.0</li> </ul>	
<ul> <li>Oracle Data Access Components for Oracle Client 11.2.0.3.0</li> </ul>	
-Oracle Data Provider for .NET 11.2.0.3.0	
-Oracle Globalization Support 11.2.0.3.0	
-Oracle Instant Client 11.2.0.3.0	
-Oracle JDBC/OCI Instant Client 11.2.0.3.0	
-Oracle ODBC Driverfor Instant Client 11.2.0.3.0	
-Oracle One-Off Patch Installer 11.2.0.1.7	
-Oracle Provider for OLE DB 11.2.0.3.0	
-Oracle Providers for ASP.NET 11.2.0.3.0	
-Oracle Services For Microsoft Transaction Server 11.2.0.3.0	
-Oracle Universal Installer 11.2.0.3.0	
DDDMC Desuited Current Files for Instant Client 11, 2,0,3,0	
Help Installed Products Back Next	Install Cancel

The version shown in the screenshot is for illustration only. Install the ODAC version appropriate for your Oracle databse

## 

When installing the Oracle Client, it is insufficient to install the Runtime Engine as that does not install the Oracle ODBC driver.

## Step 7: Install BizInsight

**IMPORTANT** If you are using BizInsight in a Terminal Services/Citrix environment, do not perform the following installation steps because BizInsight is already installed on the server. Instead, log onto the Terminal Services/Citrix server as the new user, browse to the reg5 subdirectory of the BizInsight installation folder and double-click the file named "**Register BizInsight for Excel xxxx OnDemand.bat**". Move to the next step, "Configure BizInsight".

- 1. Locate the BizInsight product installation files that you downloaded from the portal site and extract the contents.
- 2. Extract the .zip contents to any directory that is accessible from the client workstation.
- 3. Double-click the **Setup.exe**.

**NOTE** As of the 5.0.35.2 release, there is a single Setup.exe for all supported Office versions.

4. The installation will check to see if Microsoft .Net Framework 4.0 is installed. If not installed, the following dialog will display. Click **Accept**.

🐞 🗤 🗰 🖬 🖬 Setup	×
For the following components:	
Microsoft .NET Framework 4 (x86 and x64)	
Please read the following license agreement. Press the page down see the rest of the agreement.	i key to
MICROSOFT SOFTWARE SUPPLEMENTAL LICENSE TERMS	5
MICROSOFT .NET FRAMEWORK 4 FOR MICROSOFT WINDOWS OPERATING	•
View EULA for printing	
Do you accept the terms of the pending License Agree	ment?
If you choose Don't Accept, install will close. To install you must ac this agreement.	cept
Accept Don't Accept	

5. The installation will then check to see if the Microsoft Office Primary Interop assemblies for the installed Excel version are installed as well as a specific Microsoft Update that is necessary for proper Excel add-in functionality. If not found, the following dialog will display. Click **Install**.



6. The splash dialog will open. Click **Next** to continue.



7. The Welcome dialog will open. Click **Next** to continue.



8. The **License Agreement** dialog will open. Read through the agreement and if you agree with the terms, click the **I agree** radio button and then click **Next**.

End-User License Agreement	
Thease read the following itemse agreement callera	"' BizNetsoftw
End User License	Agreement
NOTICE TO ALL USERS: PLEASE R CAREFULLY. BY CLICKING THE THE BOTTOM OF THIS PAGE OR USING THE SOFTWARE, YOU AGR THE TERMS AND CONDITIONS AND YOU AGREE THAT T	EAD THIS AGREEMENT "I AGREE" BUTTON AT BY INSTALLING AND REE TO ACCEPT ALL OF OF THIS AGREEMENT HIS AGREEMENT IS EN SIGNED BY YOU IF
☑ I accept the terms in the License Agreement	
Print Ba	ick Next Cancel

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

BizInsight Select Installation Fold	ler		<u> </u>
The installer will install BizInsight to the	following folder		
To install in this folder, click "Next". To	install to a different fold	er, enter it below or	click "Browse".
Eolder: C:\BizInsight\			Browse
			Disk Cost
			<b></b>

10. If you are installing a BizInsight version older than 5.0.35.1, the installer will prompt for some key paths. Leave the fields blank and click **Next**. You will enter these values in the next section.

🙀 BizInsight			
Application Settings			✓BizInsight <sup>-</sup>
Please enter the settings for BizInsight. If now. Per-user settings can be accessed	you do not know t under Application	he settings, just lea Settings later.	ave them blank for
Shared Directory for Content files (UNI	C Formatting, for ex	ample: "\\server\s	sharename''
Shared Directory for Administration file:	s (UNC Formatting,	. for example: "\\se	erver\sharename''
Reporting Services Server (Format: "h	ttp://server/report	server")	
Reporting Services Folder Name (Nam	ne of the folder on t	he reporting server	where the RDLs are
	Cancel	K Back	Next >

11. Click Next at the Confirm Installation dialog.



 When installing BizInsight versions 5.0.35.1 or higher, the Enter your Configuration Path dialog will open. If you have an app.config file produced by a Content Installer in your Configuration Path, leave the default option. Click OK.

×	Enter your Configuration Path
	How would you like to manage your application settings? Ombody Centrally Managed Import settings from a Configuration Path (Recommended)
	O User Managed User chooses their own settings.
	ОК

If you do not have a Content Installer created app.config file, choose the **User Managed** radio button to proceed. You will need to supply the key paths when configuring BizInsight for the user. When you click OK, the Import Settings Skipped dialog will open. Click **OK**.

Import Settings Skipped	
The current settings are set to default. You can change the settings in the application settings dialog.	
ОК	

13. If the Centrally Managed option was selected, click the Browse button and browse to the Configuration Path shared directory.

3	Enter your Configuration Path	
	Please provide the shared directory path to the configuration file.         Configuration Path         \lambda servername \ConfigurationPath         Check below if you would like to remove the existing settings and take the settings from the configuration path.         \lambda Take settings from the configuration path         Import Settings       Skip	
L		

Click Import Settings.

14. Once the installation completes, click **Close**.



#### Installing BizInsight for the Non-Administrative User

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

- 1. After completing all of the preceding steps to install BizInsight, log out of the client workstation and log back in as the BizInsight user.
- 2. Open Windows Explorer and browse to the reg5 subdirectory of the BizInsight local directory.
- 3. Double-click the file named "**Register BizInsight for Excel** *xxxx* **OnDemand.bat**", where "xxxx" is the Excel version (2003, 2007, 2010 or 2013).

4. If the workstation is running Windows 7 with User Account Control ("UAC") enabled, click Yes to all UAC pop-ups. Click Yes or OK to all dialogs that open.



**IMPORTANT** If you get the following error when running the .bat file, you must edit the file named "Register BizInsight for Excel xxxx OnDemand.bat" to add the file directory path to each regedit.exe line.

OK



To edit the "Register BizInsight for Excel xxxx OnDemand.bat", open it with Notepad and add the file directory path to each regedit.exe entry in the file. For example:

Register BizInsight for Excel 2013 OnDemand.bat - Notepad	
File Edit Format View Help	
regedit.exe C:\BizInsight\Excel2013_UNregister.reg del %userprofile%\AppData\Local\Microsoft\Office\Excel15.CUSTOMUI del %userprofile%\Local Settings\Application Data\Microsoft\Office\Excel15. \bin5\adxregistrator.exe /uninstall="BizInsightxL.dll" /privileges=user \bin5\adxregistrator.exe /install="BizInsightxL.dll" /privileges=user regedit.exe C:\BizInsight\Excel2013_register_OnDemand.reg	CUSTOMUI

5. When the .bat file completes, start Excel and continue with the next steps.
# **Step 8: Configure BizInsight**

# 1. If you used the Content Installer to create an app.config file to use for Centrally Managed settings, you can skip this step.

You will need to know the paths for the BizInsight implementation. Go to the server and start the Content Installer. Click on the Relevant Information link and make a note of the values shown.



If you cannot find the Content Installer on the server, you can get the necessary information from an existing BizInsight workstation, if one exists. Open Excel on a workstation where BizInsight is installed, click on the **Application Settings** button on the BizInsight ribbon and copy the values provided for the **Configuration Path**, the **Administration Path**, the **Default Reporting Services Server** and the **Default Reporting Services Folder Name** fields.

Application Settings					
Use settings from Configuration Path.					
BizInsight Settings					
Configuration Path Configure SQL					
\\SERVER2008B2\ConfigurationPath					
Folder or network share where the BizInsight.biz and BizInsightDB.biz are stored.					
Administration Path					
\\SERVER2008R2\AdministrationPath					
Network share where your license file and user files are stored.					
Options					
Enable Formula Editor Pop-up					
Enable Refresh Timer Clear Credentials					
Enable Cache Information Dialog					
Enable XMLFAST      Local Content Path					
Enable Startup Messages Calculation Settings					
Use Advanced Expression Editor Account Definitions					
Reporting Services Default Settings					
Default Reporting Services Server					
http://SERVER2008R2/ReportServer					
Format: "http://server/reportserver"					
Default Reporting Services Folder Name					
SunGard Analysis					
Full name of the folder on the reporting services server where the RDLs are deploy	yed.				
	ОК				

Click on the **Configure SQL** button to see if the client workstation is configured for

SQL metadata databases. If this dialog is configured, make a note of the values.

SQL Server MetaData Connection	×
✓ Use SQL Server for MetaData	
Use SQL Authentication	
Username	
Password	
Database server and instance	
server2003\biznet	
SQL connection information for BizInsight databases Database instance name not required if using default	
OK	

2. While logged in as the BizInsight end user, open Excel.

¢	Enter your Configuration Path
	Please provide the shared directory path to the configuration file.
	Configuration Path
	Check below if you would like to remove the existing settings and take the settings from the configuration path.
	Take settings from the configuration path
	Import Settings Skip



If you receive the following error, go back to the server and grant the user BizInsight security rights, see "Assign BizInsight Security to Users" on page 91.

Access Der	nied	x
8	The user PC\Dan is authorized with No access rights. Please ch license and users file.	eck your
		ок
		1

4. The Application Settings dialog will open. If it does not open, click on the Application Settings button on the BizInsight ribbon.

Application Settings					
Use settings from Configuration Path.					
BizInsight Settings					
Configuration Path Configure SOL					
C:\BizInsight					
Folder or network share where the BizInsight.biz and BizInsightDB.biz are stored.					
Administration Path					
C:\BizInsight\					
Network share where your license file and use	ar files are stored .				
Options					
✓ Enable Formula Editor Pop-up	Persist SQL Authentication				
Enable Refresh Timer	Clear Credentials				
Enable Cache Information Dialog					
Enable XMLFAST	Local Content Path				
✓ Enable Startup Messages	Calculation Settings				
Use Advanced Expression Editor	Account Definitions				
Reporting Services Default Settings					
Default Reporting Services Server					
http://servername/reportserver					
Format: "http://server/reportserver"	Format: "http://server/reportserver"				
Default Reporting Services Folder Name					
Folder Name					
, Full name of the folder on the reporting servic	es server where the RDLs are deployed.				
	OK				

Perform the following steps:

#### a. Provide Essential Paths

You must provide values for the **Configuration Path**, the **Administration Path**, the **Default Reporting Services Server** and the **Default Reporting Services Folder Name** fields.

Application Settings		J
Use settings from Configuration Path		
BizInsight Settings Configuration Path Configure SQL C:\BizInsight		
Administration Path		
Network share where your license file and	user files are stored .	
Options	Persist SQL Authentication (Session Only)	
✓ Enable Refresh Timer	Clear Credentials	
Enable Cache Information Dialog	Local Content Path	
Enable XMLFAST	Calculation Settings	
Use Advanced Expression Editor	Account Definitions	
Reporting Services Default Settings - Default Reporting Services Server http://servemame/reportserver Format: "http://server/reportserver" Default Reporting Services Folder Na	me	
Folder Name Full name of the folder on the reporting se	ervices server where the RDLs are deployed.	
	ок	

You should have looked up these values at the start of this section.

b. **SQL Credentials Steps** (skip if not using SQL credentials for data retrieval from the Accounting database)

If you configured the Reporting Services data source to use SQL credentials during content deployment, check the **Persist SQL Authentication** checkbox.

Application Settings				
BizInsight Settings				
Configuration Path Configure SQL				
\\servername\BizInsightShare\Configu	urationPath			
Folder or network share where the BizInsight.biz and BizInsightDB.biz are stored.				
Administration Path	strationPath			
Network share where your license file and user files are stored				
Options				
M Enable Formula Editor Pop-up	Persist SQL Authentication (Session Only)			
🔽 Enable Refresh Timer	Enable Startup Messages			
Enable Cache Information Dialog	Clear Credentials			

c. Click on the Local Content button. If the default path displayed is not a local directory, click on the Override checkbox and change the path to a directory that resides on the local computer, C:\ is suggested.

Override		
Local Content F	Path	
\\dcserver\Use	rProfiles\linda	
Userfolder on this	s machine where content can be stored.	
		ОК
	Re-directed profile directory	
	Re-directed profile directory	
Establish Local	Re-directed profile directory	2
Establish Loca	Re-directed profile directory	<u>(</u>
Establish Local	Re-directed profile directory	2
Establish Local	Re-directed profile directory	<u>(</u>
Establish Local	Re-directed profile directory	
Establish Local	Re-directed profile directory	<u></u>

#### d. SQL MetaData Databases and Column Security Steps

If the BizInsight SQL metadata databases (BizInsight and BizInsightDB) were implemented during the server setup, click on the **Configure SQL** button. If the **Application Settings** dialog does not have this button, BizInsight is not the right version. You need to uninstall and install the most current BizInsight version.

Application Settings	
BizInsight Settings	
Configuration Path Configure SQL	
The Research of the Constraint of the Second S	
Folder or network share where the BizInsight biz and BizInsightDB.biz are stored.	
Administration Path	

**IMPORTANT** This step is essential to complete Column Based security configuration. See " BizInsight Column Based Security Overview" on page 85 for more information about this optional security feature.

i. Check the Use SQL Server for MetaData checkbox and enter the SQL Server name, and instance name if applicable, where the BizInsight SQL databases (BizInsight and BizInsightDB) are located. The format should be servername\instancename.

Use SQL Serve	r for MetaData	
🔲 Use SQL Authe	ntication	
Username		
Password		
Database server an	d instance	_
SQL connection i Database instance	nformation for BizInsight data name not required if using del	bases fault

ii. If users will be connecting to the SQL metadata databases using SQL authentication, check the Use SQL Authentication checkbox. You will get the following Warning message indicating that the credentials provided will be stored in clear text in a configuration file in the user's profile.



Click OK and enter a valid SQL login and password with appropriate rights to the SQL MetaData databases. Click OK. SQL Server MetaData Connection
Use SQL Server for MetaData
Use SQL Authentication
Username bizuser
Password \*\*\*\*\*\*\*
Database server and instance

SQL connection information for BizInsight databases Database instance name not required if using default

**IMPORTANT** This dialog allows you to use a different method of connectivity to the BizInsight MetaData databases than for the accounting system database.

ΟK

e. Close the Application Settings dialog.

CORPORATION (2010)

- 5. Re-start Excel.
- 6. Click on the BizInsight tab and then click on the Explorer button to load the Navigation Pane.



7. Skip to the next white background step.

Centrally Managed User Settings (green background)

8. If you are using Centrally Managed settings, you will see Scan for Content run when you first open Excel. Click **OK** and restart Excel.



9. You should see the Navigation Pane display on the left side in Excel.

FILE     HOME     INSERT     PAGE LAYOUT     FORMULAS     DATA     REVIEW     VIEW     BizInsight       Paste     Image: Calibri Image: Calib	*
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	*
Clipboard $r_{s}$ Font $r_{s}$ Styles L3 $\overrightarrow{r}$ : $\overleftarrow{r_{s}}$ $\overrightarrow{r_{s}}$ $\overrightarrow{r_{s}}$ $\overrightarrow{r_{s}}$ $\overrightarrow{r_{s}}$ $\overrightarrow{r_{s}}$ $\overrightarrow{r_{s}}$ $\overrightarrow{r_{s}}$ $\overrightarrow{r_{s}}$ $\overrightarrow{r_{s}}$ $r_$	× ×
L3 • : × < fr A B C D E F G H I 1	× •
A         B         C         D         E         F         G         H         I           1         -	
· · · · · · · · · · · · · · · · · · ·	
8	
9	-
3 10 11	
12	
* 13	-
Y (+) Sheetl (+)	· ]

 If you receive the following error, go back to your server and make sure all of the configuration changes have been made for XMLFast (see "CheckTCP/IP, SQL Browser and Firewall Exceptions" on page 63) and make sure the end user has the db\_datareader and db\_datawriter permissions to the SQL metadata databases ( BizInsight and BizInsightDB).

Menu Data	
There was a problem locating a valid .biz file. Please consult your ad	Iministrator for help.

Click **OK** to this message as well as the one that follows:



If you receive the following error, go back to the server and grant the user BizInsight security rights, see "Assign BizInsight Security to Users" on page 91.

Access De	nied	x
8	The user PC\Dan is authorized with No access rights. Please check you license and users file.	r
	ОК	

You are now ready to test the installation. Proceed to "Verify the BizInsight Installation".

# **Step 9: Verify the BizInsight Installation**

Locate an existing BizInsight report to use to verify the installation. Open the report, rightclick anywhere in the report and choose **BizNet Refresh**.



## **Step 10: Install BizInsight Desktop Edition**

If your company is using both GL and System Connectors, the BizInsight Desktop Edition product must also be installed on the client workstation.

- 1. Download the BizInsight Desktop Edition product from the customer portal site, http://biznet.flexnetoperations.com.
- 2. Extract the contents and double-click the setup.exe
- 3. The installer will prompt to download the BizNet API. Click Install.

🤯 BizInsight - Desktop Edition Setup	x
The following components will be installed on your machine:	
BizNet API 1.0.3	
Do you wish to install these components?	
If you choose Cancel, setup will exit.	
Install	



- 4. If a **User Account Control** dialog opens, click **Yes**.
- 5. The End User License Agreement dialog will open. Review the license terms and if you agree with the terms, select the **I agree** radio button and click **Install**.

📸 BizInsight - Desktop Edition	) Setup	_		x
	Please read the BizInsight - D License Agreement	esktop	Edition	
	End User Lic Agreemer (Subscription I	ense nt Base	d)	^
	NOTICE TO ALL USERS: I THIS AGREEMENT CARE CLICKING THE "I AGREE THE BOTTOM OF THIS P. INSTALLING AND USING	PLEAS FULLY " BUTI AGE OI 3 THE	E REAI 1. BY 1. ON AT R BY	
	☑ I accept the terms in the License A	greement		
Print	Back Install		Can	cel

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

😸 BizInsight - Desktop Edition	Setup	-		x
	Completed the BizInsight Edition Setup Wizard Click the Finish button to exit the Se	t - Desł	<top< th=""><th></th></top<>	
	Back	sh	Can	cel

# **Appendices**

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#### Manually Installing BizContent Add-ins

If you are using a BizInsight version that is older than , you will need to register the BizContent add-ins manually in Excel. BizNet Software recommends upgrading to the latest BizInsight version but if that is not possible, perform the following steps:

1. Browse to the BizInsight shared directory and copy the content add-in files (.dll, .xll and .dna) to the directory to which you installed the BizInsight client. If you are using separate config and admin folders, the client add-in files will be in the config folder.



The remaining steps vary based on the Office version installed:

Office 2010/2013 steps Excel 2007 steps Excel 2003 steps

#### Excel 2010/2013

1. Click on File > Options.

🗶   🔄 47 - C4 -   -	
File Home	Insert
🛃 Save	
Save As	1
💕 Open	
📬 Close	
Info	
Recent	
New	
Print	
Save & Send	
Help	
Doptions 🞝	
🔀 Exit	

7. Click on **Add-ins** in the left pane and then click on **Go** at the bottom on the right pane.



2. In the Add-ins dialog, click on the **Browse** button.



3. Browse to the directory to which you installed BizInsight and select the .xll file in that directory. Then click **OK**.



The Add-ins dialog should now look like the following:



4. Click **OK**.

### **Excel 2007**

1. Click on the **Office** button and then click on the **Excel Options** button.



2. Click on **Add-ins** in the left pane and then click on **Go** at the bottom on the right pane.



3. In the Add-ins dialog, click on the **Browse** button.



4. Browse to the directory to which you installed BizInsight and select the .xll file in that directory. Then click **OK**.



The Add-ins dialog should now look like the following:



5. Click **OK**.

#### **Excel 2003**

1. Click on **Tools > Add-Ins** 



2. In the Add-ins dialog, click on the **Browse** button.



3. Browse to the directory to which you installed BizInsight and select the .xll file in that directory. Then click **OK**.



The Add-ins dialog should now look like the following:



4. Click **OK**.

#### CheckTCP/IP, SQL Browser and Firewall Exceptions

The XMLFast feature added in an earlier BizInsight build requires the following server configuration changes:

- The TCP/IP protocol must be enabled for SQL Server and the SQL Browser Service must be running. see "Enable TCP/IP" below.
- Server firewall exceptions must be added for TCP Port 1433, UDP Port 1434 and a program exception for sqlservr.exe. see "Add Windows Firewall Exceptions" on page 69

Customers are strongly encouraged to make these changes in order for the XMLFast feature to work. While the XMLFast feature can be turned off on the client workstation in Application Settings, doing so will result in significantly slower data retrieval times.

## Enable TCP/IP

1. Click on Start > All Programs > Microsoft SQL Server 2008 (2008 R2) > Configuration Tools > SQL Server Configuration Manager.



2. Expand **SQL Server Network Configuration** and select the **Protocols for** *InstanceName* that corresponds to the SQL Server instance that hosts the accounting system database.

🚡 Sql Server Configuration Manager			
<u>File Action View H</u> elp			
😵 SQL Server Configuration Manager (Local)	Protocol Name	Status	
SQL Server Services	🕉 Shared Memory	Enabled	
SQL Server Network Configuration	🕉 Named Pipes	Disabled	
Protocols for MSSQLSERVER	TCP/IP	Enabled	
Protocols for SQL2005	VIA 🕈	Disabled	
H			

3. Verify that the **TCP/IP** Protocol is "Enabled". If it is not enabled, double-click on the protocol and change its properties to enabled. You will receive a warning that the service will need to be stopped and restarted:

Warning			×
1	Any changes made will be sa effect until the service is sto	aved; however, they will not take upped and restarted.	
		ОК	

4. Go to the **SQL Server Services** section. Select the SQL Server service and click on the restart the service button.

🙀 SQL Server Configuration Manager		_ 🗆 ×
File Action View Help		
🗢 🔿 🖄 🖾 🗟 🛛 🖉 🔍		
SQL Server Configuration Manager (Local)	tart service	State
SQL Server 2005 Services	20 SQL Server FullText Search (SQL2005)	Stopped
SQL Server 2005 Network Configuration	SQL Server (SQL2005)	Running
Protocols for SQL2005	SQL Server Reporting Services (SQL2005)	Running
표 🚆 SQL Native Client Configuration	SQL Server Agent (SQL2005)	Stopped
	SQL Server Browser	Running
	•	Þ

5. In the SQL Server Services section, verify that the SQL Server Browser service is started. If it is not, double-click on the service to open the service properties.

SQL Server Browser Properties	? ×
Log On Service Advanced	
Log on as:         Built-in account:         Local Service         This account:         Account Name:         Password:         Verseeweereereere         Confirm password:	3
Service status: Running <u>Start Stop P</u> ause <u>R</u> estart	
OK Cancel Apply H	elp

6. Click on the **Service** tab and make sure the **Start Mode** is set to "Automatic".

Bin	hary Path	"C:\Program Files\Microsoft SQL Se
Err	ror Coptrol	
-	I OF CONCION	1
EX	it Code	0
Ho	ost Name	SERVER2003
Na	ime	SQL Server Browser
Pro	ocess ID	2096
SQ	L Service Type	SQL Browser
Sta	art Mode	Automatic
Sta	ate	Automatic Disabled Manual

7. On the **Log On** tab, click on the **Start** button to start the service

SQL Server Browser Properties	? ×
Log On Service Advanced	
Log on as:         ● Built-in account:         Local Service         ▼         ● This account:         Account Name:         Password:         Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	Br <u>o</u> wse
Confirm password:	<u>B</u> estart
OK Cancel Apply	Help

## Add Windows Firewall Exceptions

This step may not need to be performed if the Windows Firewall is turned off on the server.

Server 2003 (click here to go to the Server 2008 instructions)

1. Click on Start > Control Panel > Windows Firewall



2. On the **Exceptions** tab, click the **Add Port** button.

😻 Windows Firewall	×
General Exceptions Advanced	
Windows Firewall is blocking incoming network connections, except for the programs and services selected below. Adding exceptions allows some programs to work better but might increase your security risk.	grams
Programs and Services:	
Name	
✓ File and Printer Sharing	
Add Program Add Port	:
Display a notification when Windows Firewall blocks a program	
ОК С	ancel
3. In the **Add a Port** dialog, enter a name for the exception entry and type "1433" for the port number. Click **OK**.

Add a Port Use these settings number and protoc want to use.	to open a po ol, consult the	rt through Windo e documentation	ws Firewall. To for the program	find the port n or service you
<u>N</u> ame:	TCP 1433			
<u>P</u> ort number:	1433	C UDP		
<u>C</u> hange scope	(• <u>1</u> CP		ок	Cancel

4. Add a second port exception for UDP 1434.

Add a Port		<
Use these settings number and protoc want to use.	o open a port through Windows Firewall. To find the port of, consult the documentation for the program or service you	
<u>N</u> ame:	UDP 1434	
Port number:	1434	
	C ICP	
Change scope	OK Cancel	

5. Click the Add Program button then click the Browse button

Add a Program	×	
To allow communications with a program by adding it to the Exceptions list, select the program, or click Browse to search for one that is not listed.		
Programs:		
70 7-Zip File Manager	•	
Data Profile Viewer		
Improvementation and the second secon		
Implementation and the second		
💋 Database Update Wizard		
to Deployment Wizard		
Contract Con		
Execute Package Utility		
Import and Export Data (32-bit)		
E Internet Explorer		
	-	
Path: C:\Program Files\7-Zip\7zFM.exe Browse	.	
	m I	
	-	
Change scope OK Cancel		

6. Browse to the SQL Server installation's Binn directory and select **sqlservr.exe**.

E	Browse			<u>?</u> ×
	Look jn:	🗁 Binn	🔽 🔇 🕼 📂 🆽 -	
	My Recent Documents	My Recent Documents Desktop My Documents My Computer 3½ Floppy (A:) Coal Disk (C:) Program Files	This location will vary depending on where SQL Server was installed	
	Desktop My Documents	Microsoft SQL Server MSSQL10_50.MSSQLSERVER MSSQL MSSQL DVD Drive (D:)		

Browse				? ×
Look jn:	🗀 Binn	•	3 🕫 🖻 🖽-	
My Recent Documents Desktop My Documents My Computer	DIITmp32 Resources DatabaseMail.e DCEXEC.EXE fdhost.exe SQLAGENT.EXE SQLIOSIM.COM SQLIOSIM.EXE sqlmaint.exe sqlstubss.exe xpadsi.exe	xe		
My Network Places	File <u>n</u> ame:	sqlservr.exe	•	<u>Open</u>
	Files of type:	Applications (*.exe;*.com;*.icd)	-	Cancel

7. Close the Firewall dialog after making these additions.

## Server 2008

1. Click on Start > Administrative Tools > Windows Firewall with Advanced Security

Microsoft Office Excel 2007	Control Panel	System Configuration Task Scheduler	
Ease of Access Center	Administrative Tools	Windows Firewall with Advanced Security Windows Server Backup	
	Run Windows Security		
All Programs			
Start Search	0 • •		

2. Click on Inbound Rules.



3. Click on New Rule.



4. Choose the **Port** radio button and click **Next**.

💮 New Inbound Rule Wizar	d 🛛
Rule Type Select the type of firewall rule to	create.
Steps: Protocol and Ports Action Profile Name	What type of rule would you like to create?
	< Back Next > Cancel

5. Leave the **TCP** option selected and type in port 1433. Click **Next**.



6. Leave the Allow the connection radio button selected and click Next.



7. Uncheck the **Public** checkbox (unless users are connecting using a public network location) and click **Next**.



8. Type a name and description for the exception and click **Finish**.

9. Repeat these steps to add a UDP port exception for port 1434.



10. Add a third new inbound rule for a program exception.

🎆 New Inbound Rule Wiza	rd 🗙
Rule Type Select the type of firewall rule t	o create.
Select the type of firewall rule t Steps: Rule Type Program Action Profile Name	<ul> <li>what type of rule would you like to create?</li> <li>Program Rule that controls connections for a program.</li> <li>Pot Rule that controls connections for a TCP or UDP port.</li> <li>Predefined: <ul> <li>BITS Peercaching</li> <li>Rule that controls connections for a Windows experience.</li> </ul> </li> <li>Custom Custom Custom rule.</li> </ul>
	Learn more about rule types          < Back       Next >         Cancel

11. Click on the **Browse** button and browse to the SQL Server installation's Binn directory and select **sqlservr.exe**. Then click **Next**.

Organize Image: MSSQL.1 * MSSQL * Binn *   Organize Image: New Folder     Favorite Links   Documents   Documents   Recently Changed   Desktop   Desktop   Computer   Pictures   Music   Searches   Public     Music   Searches     Public     Folders     Amage: Am	艜 Open				×
Organize Image: State of the state of	- MSSQL.1	→ MSSQL → Binn →	- 🐼	Search	
Favorite Links       Name / Date modified / Type / Size / Tag         Documents       FTERef       1/13/2012 4:05 PM       File Folder         Recently Changed       DatabaseMail90       10/14/2005 4:31       Application       17 KB         Desktop       DatabaseMail90       10/14/2005 4:31       Application       17 KB         Computer       DatabaseMail90       10/14/2005 4:31       Application       15 KB         Pictures       SQLAGENT90       10/14/2005 4:51       Application       91 KB         Searches       Sqlstubss90       10/14/2005 4:51       Application       75 KB         Selserver       10/14/2005 4:51       Application       16 KB         Systubss90       10/14/2005 4:51       Application       16 KB         Systubss90       10/14/2005 4:53       Application       4 KB	🔄 Organize 👻 📗 Views	🔻 📑 New Folder			0
Folders	Favorite Links         Documents         Recently Changed         Desktop         Computer         Pictures         Music         Searches         Public	Name A FTERef Resources DatabaseMail90 FTSStub msftefd SQLAGENT90 Sqlmaint Sqlscvvr Sqlstubss90 xpadsi90	▼         Date modified         ▼           1/13/2012 4:05 PM         1/13/2012 4:05 PM           1/13/2012 4:05 PM         10/14/2005 4:31           10/14/2005 4:34         8/26/2005 5:00 PM           8/26/2005 5:00 PM         10/14/2005 4:51           10/14/2005 4:51         10/14/2005 4:51           10/14/2005 4:51         10/14/2005 4:53	Type File Folder File Folder Application Application Application Application Application Application	▼         Size         ▼         Tag           17 KB         15 KB         63 KB         91 KB         312 KB         75 KB           28,095 KB         16 KB         48 KB
File name: sqlservr	Folders ^	sqlservr	2	Programs (*	exe)



12. Leave Allow the connection selected and click Next.



13. Uncheck the **Public** checkbox (unless users are connecting using a public network) and click **Next**.



14. Type a name and description for the exception and click **Finish**.

## **BizInsight Column Based Security Overview**

#### Disclaimer:

The following information is for general purposes only. The information is provided by BizNet Software and while we strive to keep the information up to date and accurate, we make no representations or warranties of any kind, express or implied, about the accuracy or reliability with respect to our internal research contained in this documentation. Any reliance you place on such information is therefore strictly at your own risk.

In no event will BizNet Software, Inc or BizNet Software, Inc. be liable for any loss or damage including without limitation, indirect or consequential loss or damage, or any loss or damage whatsoever arising from loss of data or profits arising out of, or in connection with, the use of the documentation.

In any ERP system, the balance between making data accessible to end users while denying access to those who should not have access is a difficult challenge. ERP security only at the application layer is not a truly secured system; the communication between the application and the data is exposed to users who are not authorized to access confidential information. BizNet Software has incorporated four layers of security into the BizInsight product. These security levels are as follows:

- 1. BizInsight License User Types Security
- 2. DataSet Security applies to RDL security on the Report Server.
- 3. MetaData Security applies to SQL Database and Shared Directory folder.
- 4. Column Security applies to all functionality on content packs. (Functions, Drilldowns, and Analysis Sets)

Of the above four security levels, two are specifically provided with the BizInsight product: BizInsight License User Types Security and Column Security. The other two items, DataSet Security and MetaData security, utilize the native security model provided with Reporting Services, SQL Server, and Windows NTFS security. BizInsight uses Reporting Services to store the queries and datasets used for connectivity to the accounting system. Reporting Services provides its own security and BizInsight objects can be independently secured using the delivered Reporting Services security model. Users must be granted access to the BizInsight objects published to Reporting Services in order to utilize them.

BizInsight uses SQL databases (BizInsight and BizInsightDB) to store product metadata. BizInsight users must be provided access to these databases using native SQL Server security. In addition, the BizInsight shared directory is also a metadata repository and sufficient Windows NTFS security.

## BizInsight License User Types Security

This security level ensures that only licensed users are able to use the BizInsight product. In addition, BizInsight licensing is broken out into different user types: . The different user types have decreasing capabilities with the Designer user having the most capabilities. See the User Guide for more information regarding the different user types and their capabilities.

## **Column Security**

Column security is based on a security policy that specifies the rules and conditions under which a user can access a column value from a table. The column access restriction is based on individual user permissions. When defining the column to apply the restriction, the column must exist across all datasets from which BizInsight is retrieving data. In most business policies, restricting access by the "Company" column is the most frequently used security logic; however, BizInsight provides the flexibility to utilize other columns.

The column security design uses an optimistic method in restricting user access: IT administrators will need to provide the values to deny. Values not listed are inferred to be allowed. For example, if a user is permitted to access 97 out of 100 unique values, 3 restricted values will need to be defined when defining column security for that user. The remaining 97 values not defined in the security table will be able to be accessed by that user. All possible threats, vulnerabilities, and attacks and choosing the security design to implement are based on threat mitigation as first and performance second.

When column security is enabled and user restrictions are defined, access to the data will be restricted for the particular user. On the client machine, the user restriction policy applies to all content modules and functionality. Any access to functions, drill-down, and analysis set is denied if the restricted value is inserted in the feature. In the scenario of multiple parameters being passed to a function, if one of the parameter values is restricted, the security will deny access completely even though the user many have access to the non-restricted values.

#### **Security vs Performance**

Design choices for securing a system affect performance, scalability and usability. The more secure a system becomes, the more companies must compromise in terms of performance and usability. In selecting the best balance between security and performance, the optimistic security design has proven to be the ideal option. The below research and development results are based on BizNet Software internal testing and illustrate the impact security has on performance. Results will vary depending on network connection, environmental setup, and Microsoft Office bitness.

<b>Scenario:</b> Excel 2010 64-bit BizData Iterations - 80,688 Dedicated Server and Client Machine	First Refresh (sec)	Second Refresh (sec)	Offline Mode	Number of Restricted Values
Baseline: Security OFF on SQL Database	114.57	113.18	69.07	N/A
Security ON with no restricted users	111.4	109.38	75.18	0
Security ON and restricted values apply to the current user	118.81	114.61	74.16	1
Security ON and restricted values apply to the current user	124.54	119.9	80.14	6*
Security ON and restricted values apply to the current user	132.14	126.58	86.39	12 <sup>*</sup>
Security ON and restricted values apply to other users	114.97	120.16	69.28	N/A
Security ON and restricted values apply to all users	124.64	119.29	79.16	N/A

\* Multiple restricted columns is not currently supported

#### Key Results:

- 1. When Security mode is activated with no restricted values in the security table, little to no significant reporting performance loss.
- 2. When Security mode is activated with restricted values in the security table, there is about a 10% loss in reporting performance.

3. When Security mode is activated with double the amount of restricted values in the security table, there is about a double percentage loss in reporting performance.

#### **Column Security Limitations**

- Only a single column can be restricted. Multiple column security is not supported.
- The column must exist across all content packs.
- The column must exist as a server side parameter on RDLs. Security on optional parameters is not supported.
- The column name should be uniform across all RDLs.
- Connected to an single ERP. Multiple ERP systems are not supported.
- Security is based on an 'Exclusion Method'. IT administrators must insert values to restrict access.

#### **Requirements to Use Column Security**

- BizInsight 5.0.35.0 and later is installed on all client machines.
- Existing BizInsight and BizInsightDB databases created using a Content Installer and were created directly in SQL Server (not converted using the Access to SQL conversion tool).



• Reporting Services versions 2008, 2008 R2, 2012, 2014 or 2016

## Column Security User Experience

When a user tries to access data to which they have been denied access, the cell will display #VALUE.

	А	В	С	
1				
2		Not Restricted	Restricted	
3	Company	Epic01	Epic03	
4	Year	2009	2011	
5	Period	12	4	
6	Book	TARGET	TARGET	
7				
8				
9	4*	-535800.78	#VALUE!	
10				

To confirm that the error is due to Column Security, check the event log by clicking on the **About** button on the BizInsight ribbon and then clicking on **Support Tools** > **View Events**. A #COLUMN\_SECURITY error will be logged there if the #VALUE is due to restricted access.

If the user refreshes a report that tries to retrieve data for a company to which they have no access, an error message will be displayed indicating they have requested restricted data:

Problem running formula 🛛 🔀
The refresh has encountered the following error in a formula:
#COLUMN_SECURITY
Would you like to cancel the current run?
Yes No

Analysis sets that try to retrieve restricted data will return #COLUMN\_SECURITY:

Refer to the Installation Guide for instructions on implementing Column Based Security.

# Assign BizInsight Security to Users

Each BizInsight user's Windows account name must be added to a .users file in the admin shared directory in order for that user to perform any BizInsight action. You will use the License Administration Tool to perform these steps.

To assign BizInsight security to your users, do the following:

 On the server, double-click any content installer desktop icon. If the content installers were installed without desktop icons, browse to the installation directory and double-click the file named "BizNet Content Installer.exe". If the content installer was uninstalled, reinstall it.



If you do not want to reinstall the content installer, see "Manual Steps" on page 97.

2. Click on the **Admin Tool** button.

🖉 BizInsight Co	ntent Installer
	Relevant Information
Automatic Install	
Manual Install Stages	
Install Report Server	Scripts Have Been Run
Create Report Server User	DataSet Content Found
Run Script Files	MetaData Content Found
	Function Content Found
	Visers Have Been Added by Admin Tool
Deploy DataSet Content	Settings Have Been Configured by Config Tool
Deploy MetaData Content	
Deploy Function Content	
Admin Tool	
Exit	0

3. Click on the ellipses and browse to the admin share folder of your BizInsight shared directory.

License Administration Tool - SERVER2008R2\linda	<u>_                                    </u>
Administration Path	-0
Network share where your license file is stored.	

4. Select your BizInsight license file and click Open.



5. Click on the **Validate License** button to check how many licenses you currently have. Your current license count will be displayed.

License Administration Tool - SERVER2003\Administrator	
Administration Path	
C:\BizInsightShare\AdminShare\BizInsight.lic	
Network share where your license file is stored.	
Validate License	
BizNet Software Test License Expiration 01/31/2029	
Developer 1 Designer 2	
Viewer 2 DrillDown 2	
Configure Users	
	Exit

6. Click on the **Configure Users** button. The **Current Users** dialog will open.

🐝 License Administration Tool	- SERVER2008R2	linda	<u>_     ×</u>
Administration Path	🖉 Current Users		
C:\BizInsightShare\Admin\BizInsi	User Type	Users	
, Network share where your license	Designer 💌	domain∖linda	
	Designer 💌	domain \albert	
Validate License	Viewer 💌	domain \marilyn	
BizNet Software Test License	Viewer 🗾	domain\frank	
Expiration 01/31/2029	•		
Developer 1 Designer 2 Viewer 2 DnillDown 2 Configure Users			-
	Add Row	Delete Row	Commit Changes

7. You will now add your new BizInsight user and assign them a user type. Click on the **User Type** drop down and select the desired user type. If you want your user to be a Designer, choose Designer from the drop down list.

🕙 Current Users		<u> </u>
User Type	Users	
Designer 💌	domainVinda	
Designer 💌	domain\albert	
Viewer 💌	domain \marilyn	
Viewer 💌	domain\frank	
•		
Designer Viewer DrillDown		

8. Type the user's name in the **Users** field in the format of domain\username.

**WARNING** Do **not** add your own login using the Admin Tool unless you know for sure that you have another login available with sysadmin rights to the SQL Server instance. Early versions of the content installer (pre version 1.6) will remove existing permissions for users, including those with sysadmin rights. If uncertain, skip this step and confirm sysadmin access will not be lost then return to complete the Admin Tool step.

🕙 Current Users	;	
User Type	Users	
Designer 🖉	domain∖linda	
Designer 🖉	domain\albert	
Viewer	domain\marilyn	
Viewer	domain\frank	
Viewer 🔽	domain\winston	
•	1	

9. Click on the **Commit Changes** button when finished. You will be presented with a message asking if you want to grant the user additional security permissions. Click **Yes**.



If you have entered more names for a particular user type than you have licenses, you will get an error similar to the following.



You will be returned to the **Current Users** dialog where you can remove a row so that you comply with the number of licenses your company purchased. Select the row to remove and click the **Delete Row** button.

To purchase additional licenses, use the BizNet Assistant button to open a support ticket indicating that you need to purchase additional licenses.



When you receive your new license, move your old license from the Administration Path shared directory and save the new license there. Do not rename the old license and leave it in the Administration Path; it must be removed from the directory in order for the new license count to take effect.

# **Manual Steps**

1. In the Admin shared directory, open the .users file with Notepad that corresponds with the BizInsight permissions the user should have. For example, if the user should have Designer permissions, you would open the Designer.users file.

**Tip** If you are not sure where to find the Admin shared directory, go to an existing user's workstation, open Excel and click on the **Application Settings** button on the BizInsight ribbon and copy the path provided for the Administration Path.

2. In the .users file, add the Windows account name of the BizInsight user. For more information on the different user types, refer to the User Types section of the User Guide.



3. Save and close the file.

**IMPORTANT** As you add Windows account names to the .users files, add only as many as you have licenses. If you add more Windows account names than you have licenses or you have an extra line return in the file, users will get an error message similar to the following when they open Excel after BizInsight is installed.



If you are not sure how many licenses you have, open the .lic file that is in the Admin shared directory with Notepad and check how many licenses are shown for the user type you are adding.

To purchase additional licenses, use the BizNet Assistant button to open a support ticket indicating that you need to purchase additional licenses.



When you receive your new license, move your old license from the Administration Path shared directory and save the new license there. Do not rename the old license and leave it in the Administration Path; it must be removed from the directory in order for the new license count to take effect.