Employee Web Services

Installation Guide

abila

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Chapter 1: Getting Started

This guide includes combined instructions for both New and Upgrade installations of the Abila MIP Employee Web Services (EWS) Module.

New Installation Scenario

You have a network comprised of a server machine with one or more local computers attached and you want to install the program on the server running IIS web services, so that other users can access it from their local computers. These types of products and services should never be run on Exchange servers or Domain controllers.

Upgrade Installation Scenario

You are upgrading an existing Network installation. You will need to uninstall the existing version and reinstall the latest version. If you use a company logo or paystub logo, it is recommended that you save those logos in a different location on the server before performing the upgrade; otherwise, they will get overwritten. See Upgrading EWS for specific information regarding existing users.

Chapter Overview

This guide takes you through the Employee Web Services installation. You will learn specific information and how to install/upgrade them.

The chapters in this guide are outlined as follows:

Chapter 1: Getting Started - This chapter outlines important information and procedures that need to be performed before running the installation programs. *Please read this chapter before installing*.

Chapter 2: New User - Installation - Includes specific instructions on how to install and run Employee Web Services on a network.

Chapter 3: Existing User - Upgrade - Includes useful procedures for existing users who are upgrading from a previous version of Employee Web Services.
Includes specific instructions on how to uninstall the existing Employee Web Services and how to re-install and run it on a network.

Chapter 4: HR Notifications Installation - Includes specific instructions about installing and running the HR Notifications program.

Chapter 5: Uninstalling EWS - Outlines how to uninstall the Employee Web Services program.

Chapter 6: EWS Documentation - Provides instructions on how to access the Employee Web Services documentation.

Chapter 7: Supplemental Maintenance - Provides instructions on how to back up and restore your Abila MIP database which is also your HR Management and EWS database.

System Requirements

The latest system requirements are available at Abila's web site. You should meet or exceed the Abila MIP system requirements for the Employee Web Services module.

Note: Our System Requirements have changed; SQL Server 2008 is **no longer supported**. Please verify that you are using an acceptable SQL Server version.

Before You Begin

For optimum results, perform the following tasks on the server before running the EWS installation program:

Important! The Employee Web Services module will require a server running IIS web services. These types of products and services should never be run on Exchange servers or Domain controllers.

Be sure the following components are installed with Windows Server:

1. Microsoft .NET Framework of 4.5.2 or higher.
2. If needed, install the Microsoft SQL Server 2014 Express Edition:
   a. Visit the Microsoft website at http://www.microsoft.com/en-us/download/
   b. Search for Windows SQL Server 2014 Express Edition.
   c. Select x86 (32-bit) or x64 (64-bit) and click **Download** to begin the installation.

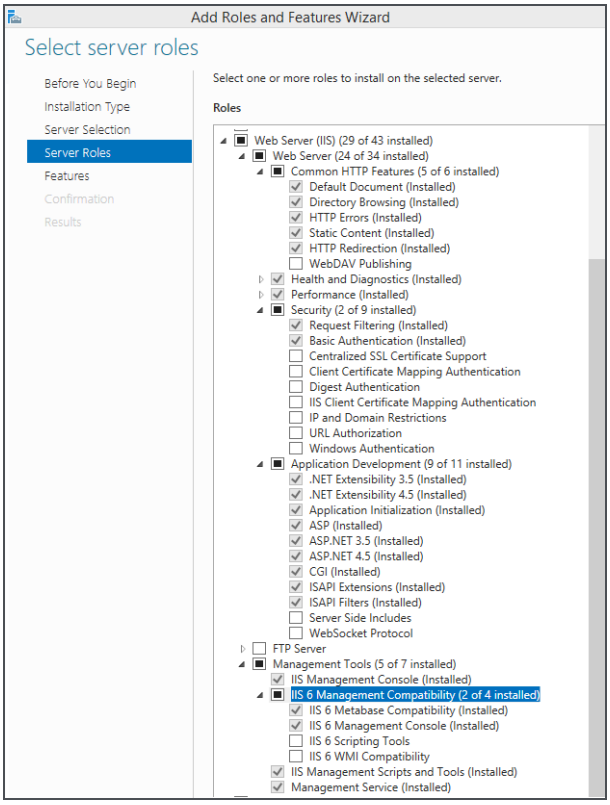
   Note: Microsoft Windows Small Business Server and evaluation and/or trial copies of Microsoft SQL Server are not recommended or supported at this time.
3. For more information about configuring SQL Server, visit the Abila Knowledgebase It details how to check an existing instance of SQL Server 2012 Standard Edition to ensure proper functionality before installing Employee Web Services.

Note: If you are new to Abila or to the Knowledgebase, visit the Customer Support Resources page for more information

4. Start the SQL Server Browser and consider setting the Start Mode to Automatic.
5. If the Windows Firewall is turned on, you must configure exceptions in the firewall for SQL Server or the client computer(s) will not be able to connect. Refer to the Abila Knowledgebase for information on setting up the exceptions.

Note: Windows Firewall is turned on by default with Windows Server 2008 R2.

6. After the SQL Server is installed, verify that the Microsoft .NET Framework is 4.5.2 or higher.
7. Make sure you have installed Internet Information Services (IIS) 7 with ASP.Net on the web server, and that IIS 6 Management Compatibility features are also turned on. Installing these features later will require the server to be restarted.



8. Before you begin the EWS install, you must ensure the following:
   - The user logged on to the server machine must be a member of the Local Administrators group.
   - The Abila MIP Payroll and HR Management modules are installed and have been accessed on a different server.
9. Close any open windows.

After performing these steps, you are ready to run the Installation program.

Important! Once your installation is complete, use Internet Explorer as your browser for an optimized EWS experience. Chrome is also an acceptable browser.

Chapter 2: New User Installation

This chapter describes the installation process for Employee Web Services on a network server running IIS web services. You must have installed a Windows Server operating system, SQL Server (with the SQL Server Browser started), and configured IIS (with IIS 6 Management Compatibility if IIS 7 is installed) and ASP.Net prior to installing EWS. There is only one executable (SETUP.EXE) for the EWS install and you must use Internet Explorer as your browser.

This chapter explains the following for the customer who has Windows Server 2008 R2, 2012, or 2012 R2 installed:

- Install EWS
- Set Up and Configure ASP.NET
- Activate the License Key
- Configure EWS System Settings

Note: This chapter describes how to install EWS for use with a single database. If you need to configure EWSfor multiple databases, visit the Abila Knowledgebase and search for the article titled: *How to Configure EWSwith Multiple Databases*. This article describes how to create virtual directories for the additional databases.

Install the New Version of EWS

This section describes the installation process for the EWS module. There is only one executable (SETUP.EXE) for this install and you must use Internet Explorer as your browser.

First take the time to review the "Before You Begin" (page 2) section in the *Getting Started* chapter to verify that you are in compliance with the Windows Server operating system, SQL Server (with the SQL Server Browser started), and configured IIS (with IIS 6 Management Compatibility if IIS 7 is installed) and ASP.Net prior to installing EWS.

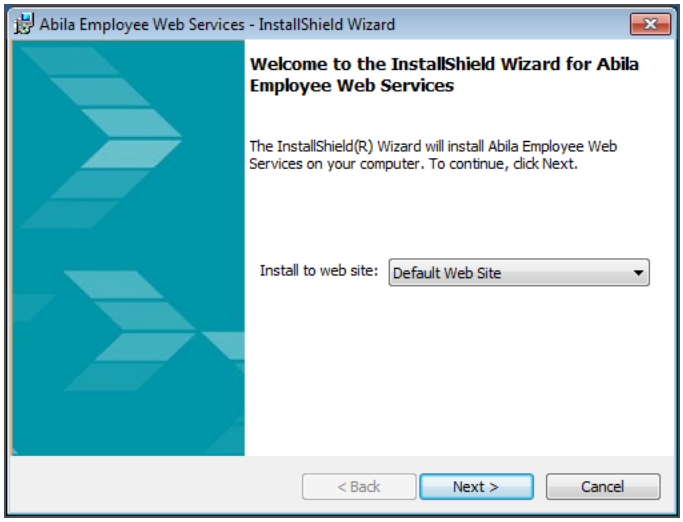
Please carefully read each panel of the wizard during installation.

Note: Remember that Abila MIP workstation and HR Management must be installed on a computer, not the server, prior to installing EWS.

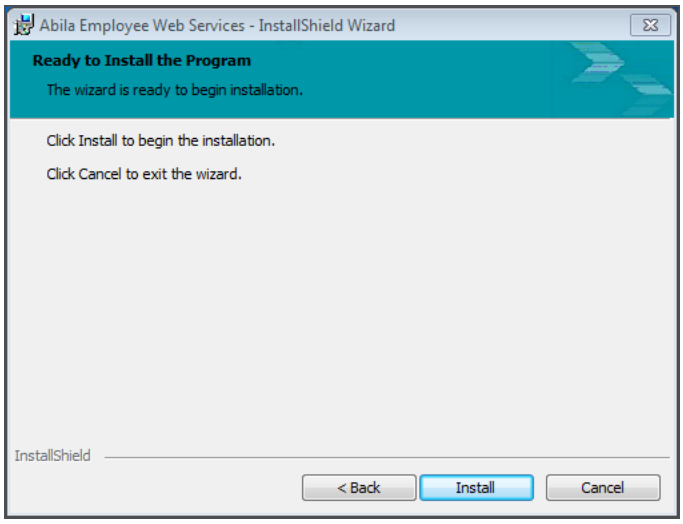
1. Open the email sent to you by Abila and click the download link.
2. A File Download - Security Warning form displays. Click Save to save this application in a location of your choice.
3. Extract the saved file to a location on the server and open the folder in Windows Explorer.
4. Right-click the **Setup.exe** file and select **Run as administrator** to start the installation wizard.

   Important! Windows OS Users: If the User Account Control is turned on, a message displays: "Do you want to allow the following programs to make changes to this computer?" Click ***Yes*** to proceed.

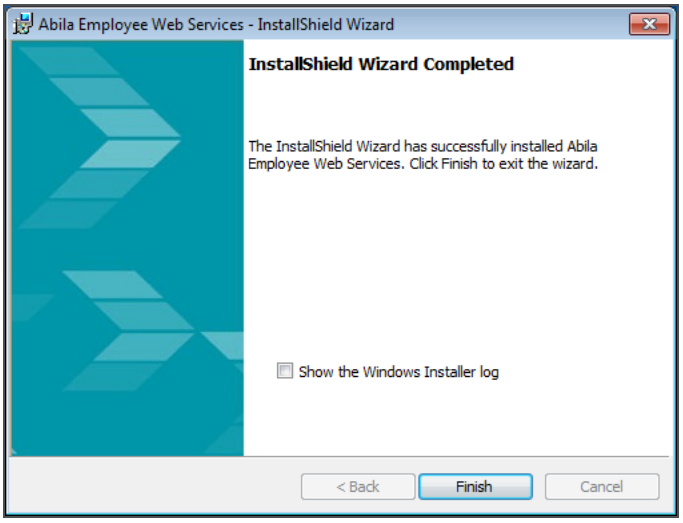
   Note: It is possible to receive an Internet Explorer - Security Warning that the publisher could not be verified. Click **Run**.
5. The Abila Employee Web Services InstallShield Wizard prepares to install. The Welcome panel displays.



6. Click **Next**. The **Ready to Install the Program** panel displays.



7. Click **Install** to begin the installation process.
8. When the installation is complete, the **Finish** panel displays. This is the final panel of the server installation. It verifies Employee Web Services installed successfully.



9. Click **Finish** to complete the install.

Set Up and Configure ASP.NET

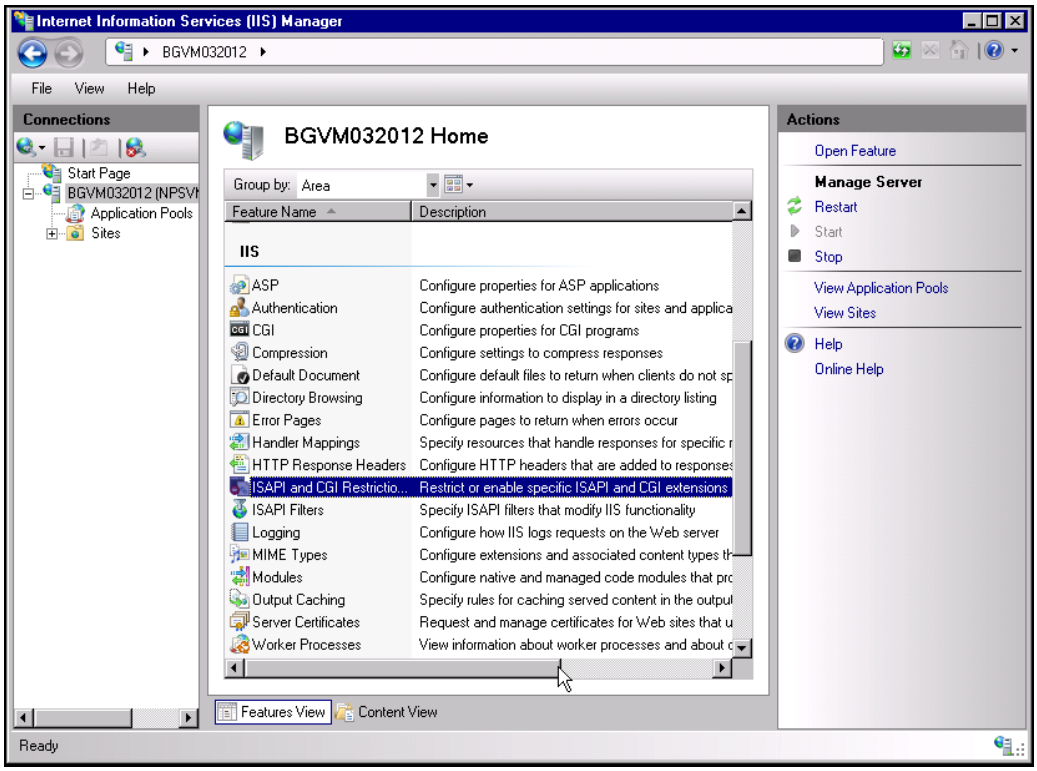
The Employee Web Services program uses Internet Information Services (IIS) and ASP.NET (both components come with Windows Server) to pass information collected within the program to the database on

the server. The Internet Information Services (IIS) is Microsoft's Internet server. ASP.NET is Microsoft Technology and is programmed to run inside IIS.

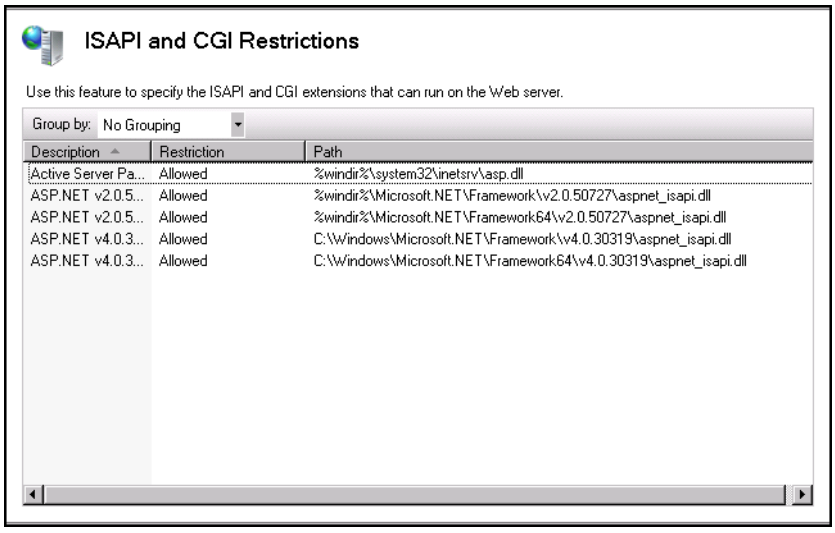
IIS V7 Steps

The following steps you through the proper set up and configuration for the IIS version 7 and ASP.NET components.

1. Launch the **Internet Information Services (IIS) Manager** using **Start>Programs>Administrative Tools>Internet Information Services (IIS) Manager**.
2. Select the local computer in the Connections pane. If necessary, select the Features View tab at the bottom of the center pane.

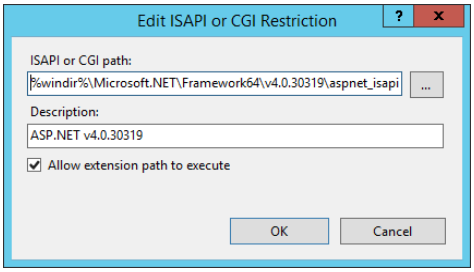


3. In the features list IIS section, double-click the **ISAPI and CGI Restrictions** feature. A list of ISAPI and CGI restrictions displays.



4. Make sure that the ASP.NET version 4.5.2 extensions are set to **Allowed** in the **Restriction** column. If they are set to **Not Allowed**, enable them as follows:

   a. Double click on the extension name. The **Edit ISAPI or CGI Restriction** dialog displays.



   b. Click the **Allow extension path to execute** check box.

   c. Click OK. The extension list displays the extension as **Allowed**.

   d. Repeat this process for each extension to be enabled.

Activate the EWS License Key

After you complete the installation, you must activate the EWS license key in the HR Management interface.

Note: You only need to perform these steps once after you complete the EWS installation.

Use the following steps to accomplish this task:

1. Sign in to HR Management using the **admin** user ID and password.
2. Select **Help>Activation Wizard**. The Activation Wizard displays.
3. The Serial Number and Activation Code should already be populated. Click **Next**.
4. The next panel shows the licensing information for HR Management and EWS. You may need to allocate employees to multiple databases. Click **OK**.

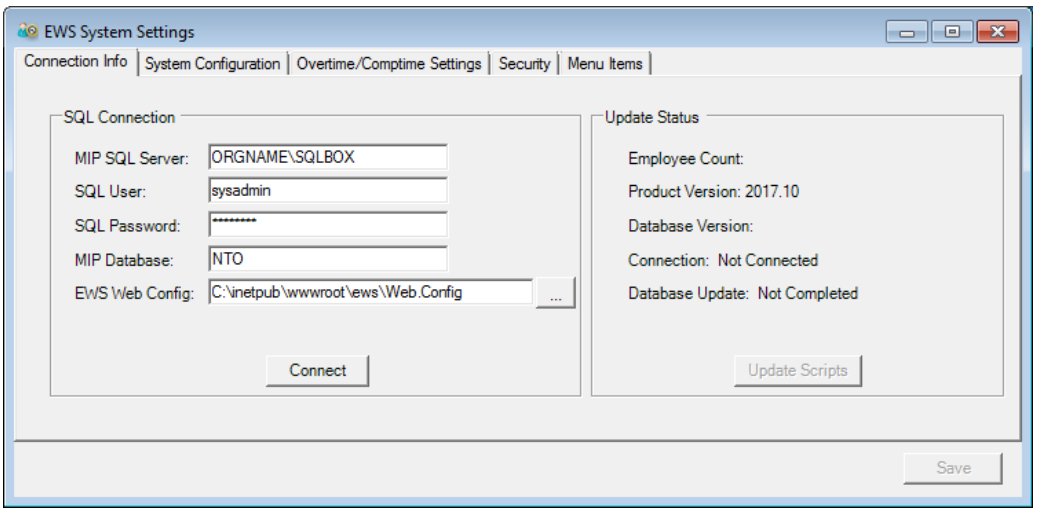
Configure EWS System Settings

Use the following steps to complete a basic configuration of the EWS system settings. You can update and complete the configuration at any time.

Note: For detailed descriptions of the fields in the System Settings form, see the *Abila MIP Employee Web Services Guide*.

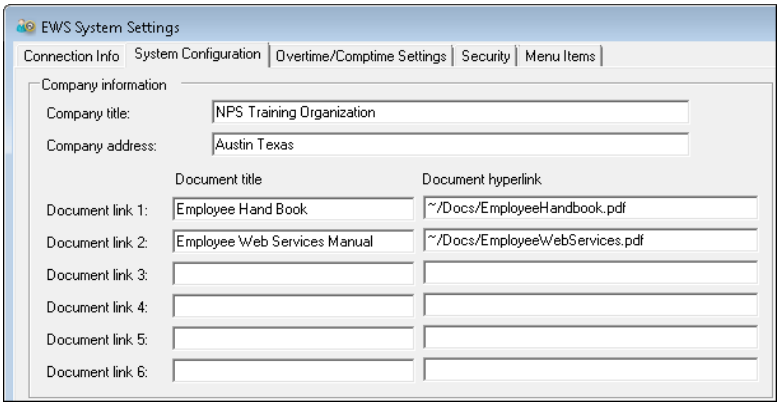
Important! If you login to the server using a different account and install EWS, even if your User ID has Administrator privileges, you will get an error message when you open EWS System Settings. Simply, right-click the EWS System Settings icon and select Properties. On the Compatibility tab, under the Privilege Level section, select the **Run this program as an administrator** check box. Click OK and open EWS System Settings again.

1. From the EWS Server desktop, double-click on the EWS Settings icon to open the system settings window.



2. In the Connection Info Tab, enter the following information:
   - **Abila MIP SQL Server:** The name of the SQL Server used by Abila MIP.
   - **SQL User:** Enter the system administrator user ID that you received from Abila Professional Services.
   - **SQL Password:** Enter the password for the system administrator user ID that you received from the Abila Professional Services.
   - **Abila MIP Database:** The SQL Server database name that contains the Abila MIP data source used by EWS.
   - **EWS Web Config:** The location of the EWS Web.Config file on the web server. The default location is **<EWSinstallation path>\inetpub\wwwroot\ews\Web.Config**.
3. Click the **Connect** button.
4. After you are logged in, click the **Update Scripts** button.
5. If successful, the **Script update ran successfully!** message displays.

   Note: If you have a custom **Overtime** script, you will need to also click the **Update Overtime Scripts** button. Please contact your Abila Authorized Business Partner or Abila Professional Services to modify or create your custom overtime calculation scripts.
6. In the **System Configuration** tab, enter the Company title and address for your organization.



Note: Review the rest of the configuration options as necessary. For detailed information about these options, see the *Abila MIP Employee Web Services Guide.*

7. To open EWS, go to **//server name/EWS** or if your computer is the EWS server, type **//localhost/EWS**.

Note: Reboot your computer only if prompted to do so.

Chapter 3: Existing User - Upgrade

This chapter provides information that only existing Network installation users might need. It explains how to uninstall the existing version and reinstall the latest version:

Upgrading from a Previous Version

You must first uninstall the installed version of the Employee Web Services (EWS) module. Then you must install the new version.

Note: Our System Requirements have changed; SQL Server 2008 is **no longer supported**. Please verify that you are using an acceptable SQL Server version.

Important! If you use a company logo or paystub logo, it is recommended that you save those logos in a different location on the server before performing the upgrade; otherwise, they will get overwritten.

This chapter explains the following:

- Removing the Older Version of EWS
- Installing the New Version of EWS
- Set Up and Configure ASP.NET

Remove the Older Version of EWS

Important! If you use a company logo or paystub logo, it is recommended that you save those logos in a different location on the server before performing the upgrade; otherwise, they will get overwritten.

To Remove Employee Web Services:

1. Go to **Start>Settings>Control Panel**.
2. Click **Add or Remove Programs** or **Programs and Features**, depending on your Windows version.
3. Select **Abila Employee Web Services**, and then click **Uninstall**.
4. Click **Yes** to confirm you want to uninstall the product.

Install the New Version of EWS

This section describes the installation process for the EWS module. There is only one executable (SETUP.EXE) for this install and you must use Internet Explorer as your browser.

First take the time to review the "Before You Begin" (page 2) section in the *Getting Started* chapter to verify that you are in compliance with the Windows Server operating system, SQL Server (with the SQL Server Browser started), and configured IIS (with IIS 6 Management Compatibility if IIS 7 is installed) and ASP.Net prior to installing EWS.

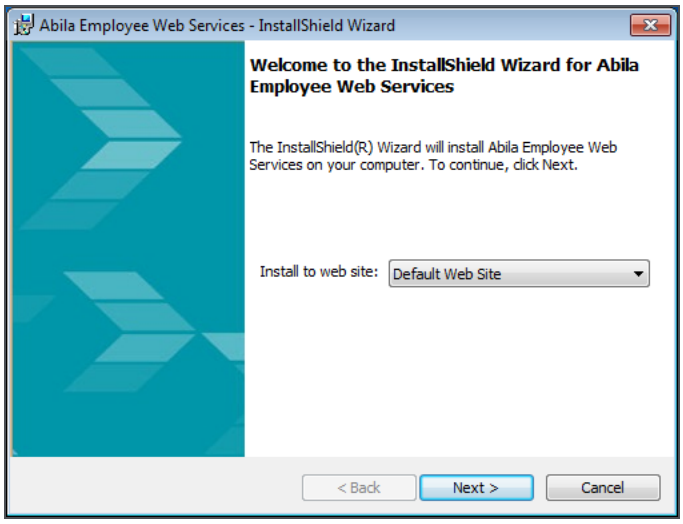
Please carefully read each panel of the wizard during installation.

Note: Remember that Abila MIP workstation and HR Management must be installed on a computer, not the server, prior to installing EWS.

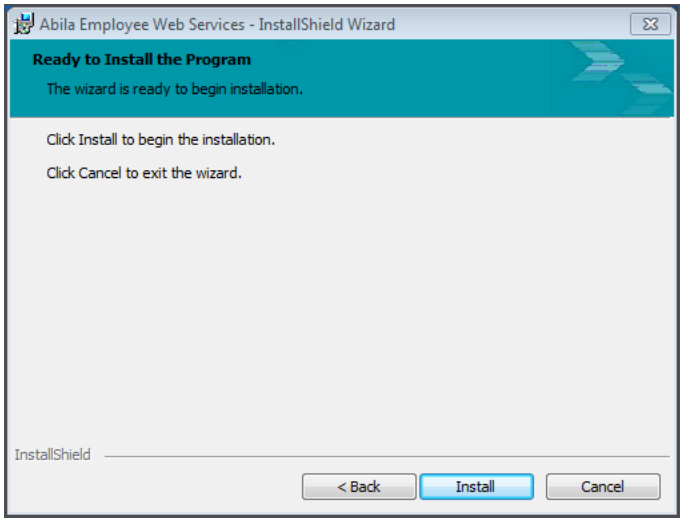
1. Open the email sent to you by Abila and click the download link.
2. A File Download - Security Warning form displays. Click Save to save this application in a location of your choice.
3. Extract the saved file to a location on the server and open the folder in Windows Explorer.
4. Right-click the **Setup.exe** file and select **Run as administrator** to start the installation wizard.

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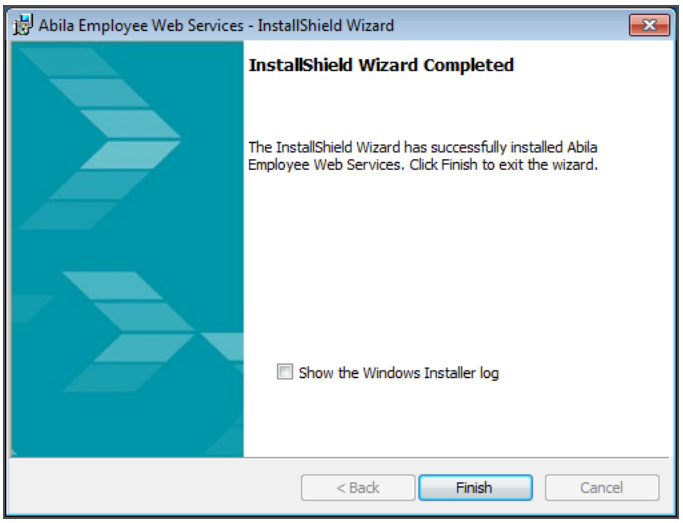
   Note: It is possible to receive an Internet Explorer – Security Warning that the publisher could not be verified. Click **Run**.
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6. Click **Next**. The **Ready to Install the Program** panel displays.



7. Click **Install** to begin the installation process.
8. When the installation is complete, the **Finish** panel displays. This is the final panel of the server installation. It verifies Employee Web Services installed successfully.



9. Click **Finish** to complete the install.

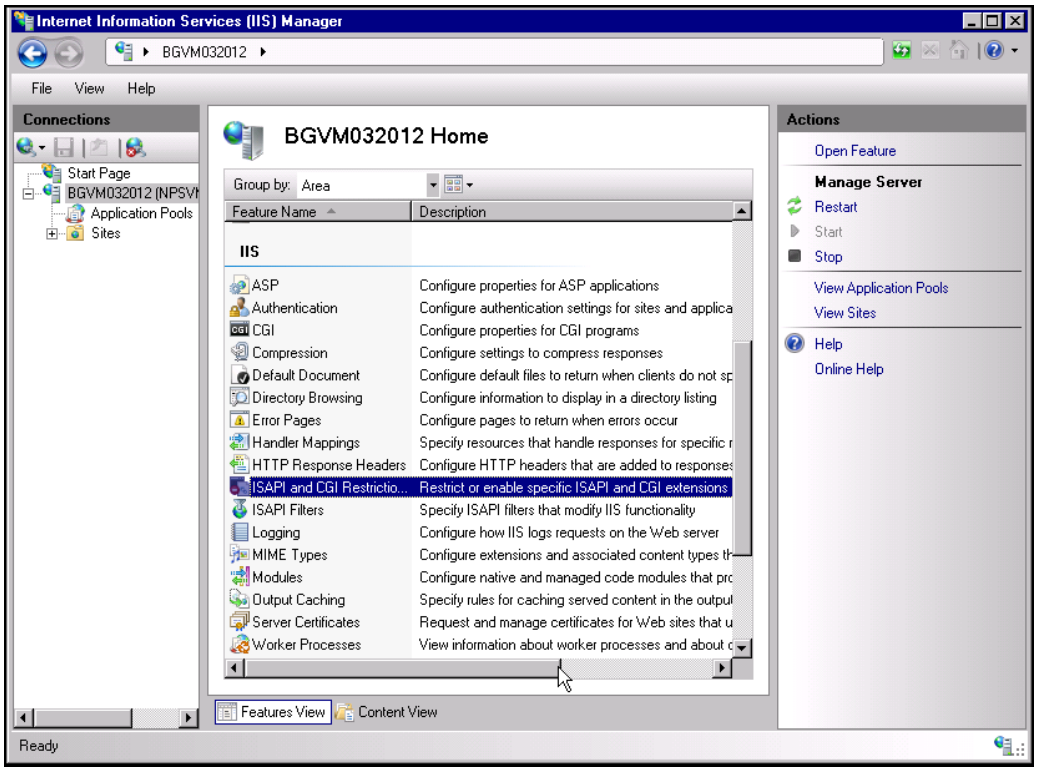
Set Up and Configure ASP.NET

The Employee Web Services program uses Internet Information Services (IIS) and ASP.NET (both components come with Windows Server) to pass information collected within the program to the database on the server. The Internet Information Services (IIS) is Microsoft's Internet server. ASP.NET is Microsoft Technology and is programmed to run inside IIS.

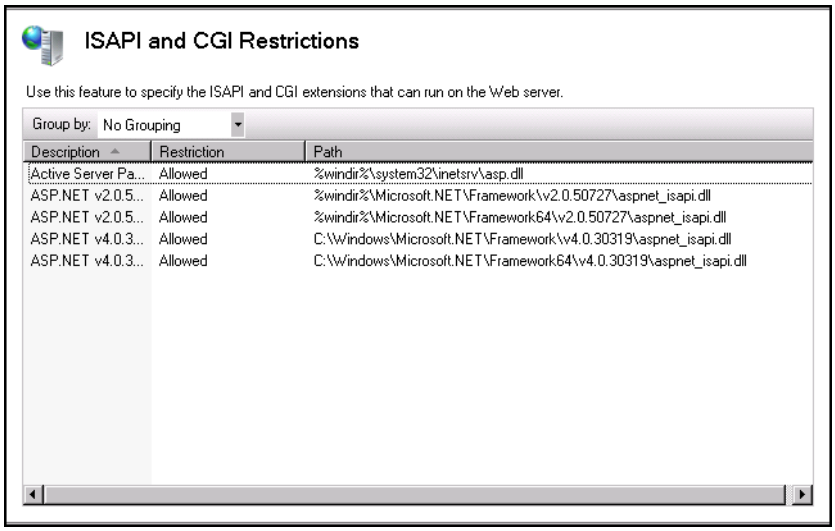
IIS V7 Steps

The following steps you through the proper set up and configuration for the IIS version 7 and ASP.NET components.

1. Launch the **Internet Information Services (IIS) Manager** using **Start>Programs>Administrative Tools>Internet Information Services (IIS) Manager**.
2. Select the local computer in the Connections pane. If necessary, select the Features View tab at the bottom of the center pane.

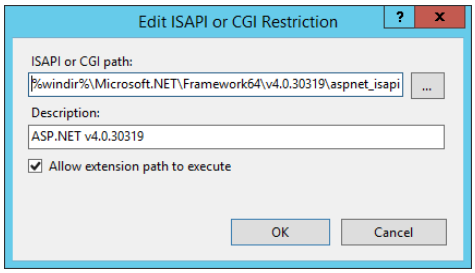


3. In the features list IIS section, double-click the **ISAPI and CGI Restrictions** feature. A list of ISAPI and CGI restrictions displays.



4. Make sure that the ASP.NET version 4.5.2 extensions are set to **Allowed** in the **Restriction** column. If they are set to **Not Allowed**, enable them as follows:

a. Double click on the extension name. The **Edit ISAPI or CGI Restriction** dialog displays.



b. Click the **Allow extension path to execute** check box.

c. Click OK. The extension list displays the extension as **Allowed**.

d. Repeat this process for each extension to be enabled.

Activate the EWS License Key

After you complete the installation, you must activate the EWS license key in the HR Management interface.

Note: You only need to perform these steps once after you complete the EWS installation.

Use the following steps to accomplish this task:

1. Sign in to HR Management using the **admin** user ID and password.
2. Select **Help>Activation Wizard**. The Activation Wizard displays.
3. The Serial Number and Activation Code should already be populated. Click **Next**.
4. The next panel shows the licensing information for HR Management and EWS. You may need to allocate employees to multiple databases. Click **OK.**

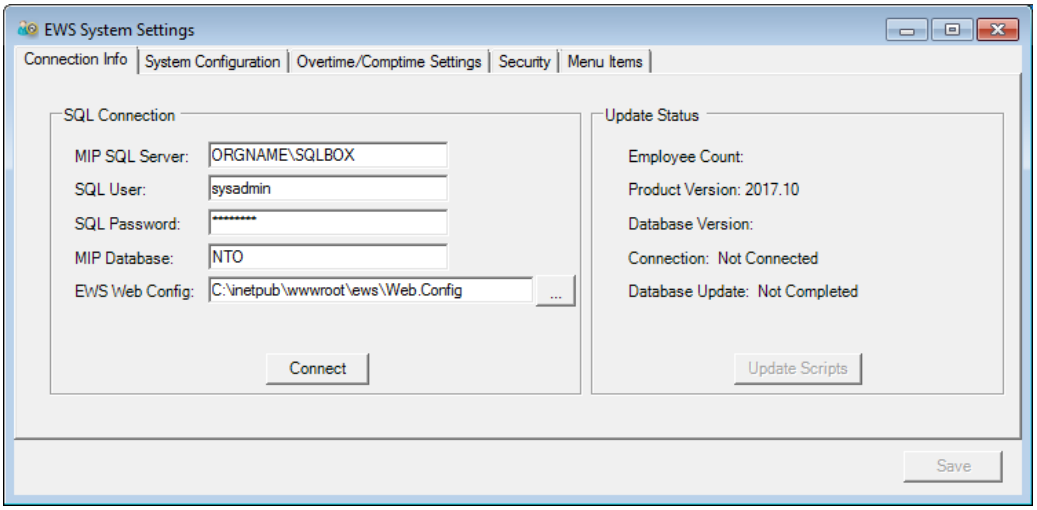
Configure EWS System Settings

Use the following steps to complete a basic configuration of the EWS system settings. You can update and complete the configuration at any time.

Note: For detailed descriptions of the fields in the System Settings form, see the *Abila MIP Employee Web Services Guide*.

Important! If you login to the server using a different account and install EWS, even if your User ID has Administrator privileges, you will get an error message when you open EWS System Settings. Simply, right-click the EWS System Settings icon and select Properties. On the Compatibility tab, under the Privilege Level section, select the **Run this program as an administrator** check box. Click OK and open EWS System Settings again.

1. From the EWS Server desktop, double-click on the EWS Settings icon to open the system settings window.



2. In the Connection Info Tab, enter the following information:

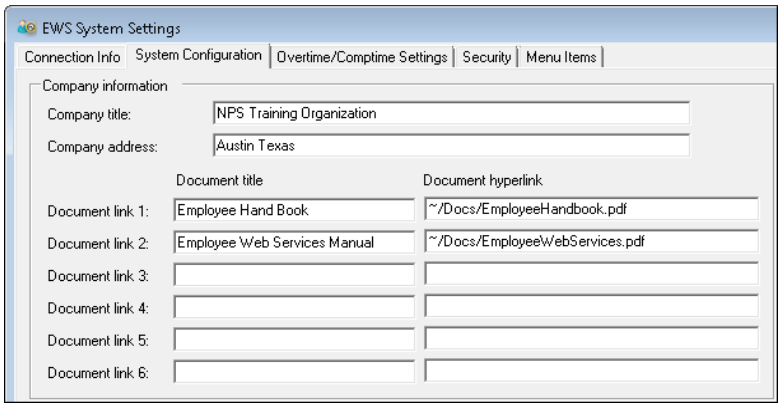
   - **Abila MIP SQL Server:** The name of the SQL Server used by Abila MIP.
   - **SQL User:** Enter the system administrator user ID that you received from Abila Professional Services.
   - **SQL Password:** Enter the password for the system administrator user ID that you received from the Abila Professional Services.

- **Abila MIP Database:** The SQL Server database name that contains the Abila MIP data source used by EWS.
- **EWS Web Config:** The location of the EWS Web.Config file on the web server. The default location is **<EWSinstallation path>\inetpub\wwwroot\ews\Web.Config**.

3. Click the **Connect** button.
4. After you are logged in, click the **Update Scripts** button.
5. If successful, the **Script update ran successfully!** message displays.

Note: If you have a custom **Overtime** script, you will need to also click the **Update Overtime Scripts** button. Please contact your Abila Authorized Business Partner or Abila Professional Services to modify or create your custom overtime calculation scripts.

6. In the **System Configuration** tab, enter the Company title and address for your organization.



Note: Review the rest of the configuration options as necessary. For detailed information about these options, see the *Abila MIP Employee Web Services Guide.*

7. To open EWS, go to **//server name/EWS** or if your computer is the EWS server, type **//localhost/EWS**.

Note: Reboot your computer only if prompted to do so.

Chapter 4: HR Notifications Install

This chapter describes the installation process for HR Notifications. You must have the Abila MIP and the HR Management systems installed. The download file contains the executables (SETUP.EXE and SETUP.MSI) for the HR Notifications installation.

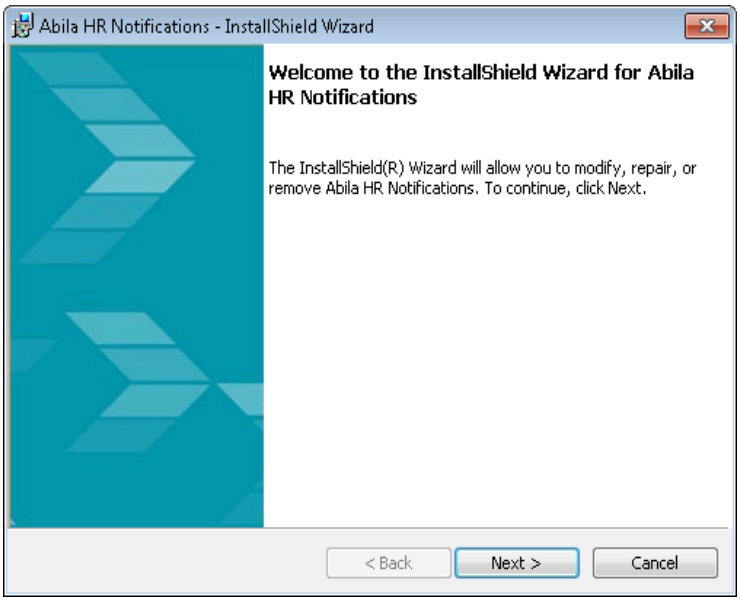
Installing HR Notifications

This section describes the installation process for the HR Notifications module. Please carefully read each panel of the wizard during installation.

Note: Remember that the latest version of Abila MIP and HR Management must be installed.

1. Open the HR Management module, using the Help menu, click on Download HR Notifications. This opens your web browser to the HR Notifications for 2018.x page on the Abila Knowledgebase. You must log on and have a current support plan, in order to click the link to download the file.
2. A File Download - Security Warning form displays. Click **Save** to save this application in a location of your choice.
3. Extract the saved file to a location on the Abila MIP or EWS server and open the folder in Windows Explorer.
4. Right-click the **Setup.exe** file and select **Run as administrator** to start the installation wizard.

5. The HR Notifications Setup Wizard displays.



Follow the instructions in the installation wizard. The system automatically downloads files to your hard disk. Or, click Cancel to exit the installation process.

You will need to click the Abila HR Notifications icon located on your server's desktop, to open the application and complete the HR Notifications setup.

Note: If you get an error message when you open HR Notifications. Simply, right-click the HR Notifications icon and select Properties. On the Compatibility tab, under the Privilege Level section, select the **Run this program as an administrator** check box. Click OK and open HR Notifications again.

Setting Up HR Notifications

Access this form using the HR Notifications icon on the desktop.

Use this form to set up and send HR Notifications using email on a scheduled basis. Once HR Notifications is connected to your SQL Server and Abila MIP database, you can set up and send email notices in 10 minute to 12 hour intervals. These notices could include on-boarding and termination assigned to employees but maintained on Maintain>HR Processes, EWS employee leave requests, and EWS timesheet submissions.

HR Notifications should to be left running at all times on the server machine. The timer is stopped when the server is stopped and restarts after the server is started on to the machine.

Note: If you get an error message when you open HR Notifications, right-click the HR Notifications icon and select Properties. On the Compatibility tab, under the Privilege Level section, select the **Run this program as an administrator** check box. Click OK and open HR Notifications again.

Procedures

1. Enter the SQL Server information and the Abila MIP Database name, and click the **Connect** button. Click **OK** to dismiss the Connection Complete message.
2. If available, the system defaults to the SMTP Email information previously entered in the Abila MIP Administration module (Administration>Organization>Organization Information - Set Up SMTP Email Tab). Otherwise, enter the SMTP Email information and click the **Test Email** to verify connection. Look in your in box for the email from your system.
3. Once the SQL Server and SMTP Email are setup and running, begin selecting the notification options. Select the check box to activate the notification options, and clear the check box to deactivate. You can always modify your selections but you will need to click the **Update Options** button after wards.
4. Next, schedule how often you want to the system to check for notifications and send them out. Click the **Stop** button in the Scheduling group box, in order to modify the start date and time and the email interval in minutes.
5. Once your defaults are set, click the **Save** button.
6. Click the **Start** button to begin checking for notifications to be sent. Once the **Start** button is clicked, click **OK** to acknowledge the Timer is started message, and the form will minimize to the task bar. The system begins checking the Email Log and starts sending emails.
7. Click the **Email Log** button to view the notifications that have been created and if the email or notification has been sent. If an error occurs, you can view the error message.

Fields

SQL Server: Complete the following information and click the Connect button. You must enter the SQL Server information to successfully connect the HR Notifications with the SQL Server and Abila MIP Organization Database.

- **Server Name:** Enter the Server Name for your organization's SQL Server.
- **User:** Enter the System Administrator's user name.
- **Password:** Enter the System Administrator's password.
- **Database:** Enter the name of the Abila MIP organization's database.
- **Connect:** Click this button to connect the HR Notifications with the SQL Server and Abila MIP Organization Database. Once the connection completes, a message displays; click OK to close this message.

Scheduling: Complete the following to specify when and how often the HR Notifications contacts the Abila MIP server to check the Email Log for any new notifications before sending out email notices. With the Scheduling Stopped, you can modify the start date and time and the email interval in minutes. To begin checking the Email Log, sending emails, and minimize the HR Notifications form, click the Start button.

- **Start Date and Time:** Accept the default start date and time or enter the time and date when HR Notifications checking the Email Log and sending new emails.
- **Email Interval in Minutes:** Specify how often HR Notifications should check the Email Log between sending new emails. The time interval must be in minutes from 10 to 720.
- **Process Count:** This is the number of times HR Notifications has checked the Email Log for any new emails.
- **Start:** Click this button to being checking the Email Log and start sending emails. Once the **Start** button is clicked, click **OK** to acknowledge the Timer is started message, and the form will minimize to the task bar. The system begins checking the Email Log and starts sending emails.
- **Stop:** Click this button to stop sending emails. After the scheduling has stopped, you can make modifications to the start date and time and the email intervals in minutes. Also, notifications will still be created if the check boxes for the notification options are checked. Note that you will need to click the **Start** button to resume sending emails.

SMTP Email Setup: Enter the following information to configure the SMTP (Simple Mail Transfer Protocol) connection for emailing HR Notifications. This is required to send emails from HR Management and EWS.

Note: Once your are connected to the HR Notifications module, The SMTP Email Setup section will display your Abila MIP SMTP Email information (Administration>Organization>Organization Information - SMTP Email Tab), if it was previously configured.

- **Server:** Enter the server name of the SMTP service used to process outgoing email, for example SMTP.gmail.com
- **User:** Enter the user name associated with the SMTP service.
- **Password:** Enter the User's password.
- **Port:** Enter the port that accepts outgoing mail requests. This port number should match the port configured on your SMTP service. By default, the system displays 25 as the port number.
- **Enable SSL:** If your SMTP service supports SSL (Secure Sockets Layer), select this check box to securely send email notifications.

Note: The HR Notifications emails for HR Processes will be sent using the HR Contact's email address. The Timesheet Submitted and Leave Requests will be sent using the employee's email address. You can view and/or change the HR Contact From email address in the Options group box or on the HR Management>Options>Settings>System Preferences form.

- **Test Email Address:** The **From** and **To** addresses will be used when the **Test Email** button is clicked. It is recommended that you test the SMTP Connection to make sure the information was set up correctly.
  - **From:** Enter an email address to test where the email is coming from. If the email fails, this is the address that will receive the failure notification.
  - **To:** Enter an email address to test where the email will be received. If the email is successful, this is the address that will receive the test email.
  - **Test Email:** Click this button to test the email connection. If you entered From and To email addresses, the system will use them to test the connectivity with the Server. If the From and To email address fields are left blank, no test will be conducted.

Note: We recommend referring to your IT Technical or System Administrator for help completing the SMTP Email Setup information.

Options: Select the options below to have the HR Notifications create emails and to view and/or change the HR Contact From email address.

- **Notify when Add record in HR Processes:** Select this check box to be notified when Send Email is selected in the HR Processes tab and it is added to an employee's record. If you want to deactivate it, clear the check box and click the Update Options button.

- **Notify when Add record in Leave Request:** Select this check box to be notified when an employee in the EWS module submits a leave request. If you want to deactivate it, clear the check box and click the Update Options button.
- **Notify when Add Record for Timesheet Submission:** Select this check box to be notified when an employee in the EWS module submits a timesheet. If you want to deactivate it, clear the check box and click the Update Options button.
- **HR Contact From Email Address:** The HR Contact email address displays, which is used for HR Process notifications. The HR Contact information is located on the HR Management>Options>Settings>System Preferences form.
- **Update Options:** Click this button to update your notification option changes in the system.

Email Log: Click this button to open the Email Log form and view all email notification that have been attempted. For more information, see "Email Log" (page 26).

Save: Click this button to save your default settings.

Email Log

Access this form using the Email Log button on the HR Notifications form.

Use this form to view the types of HR Notifications being sent through the system.

Highlight the row to delete. This log is modifiable and can be changed. If you clear the Email sent check box, the message can be sent again within the next email interval.

Fields

Email Log Table: The system displays the records by type, the associated employee ID, the type id, the task id, the subject and message, and to whom the notice was sent and from. The date the notice was sent. If the email was sent. Who created it. if there was a send error and what associated error message, if applicable.

- **Record Type:** The system displays the record type.
- **Employee ID:** The system displays the associated employee ID.
- **Type ID:** The system displays the record type ID.
- **Task ID:** The system displays the task ID.
- **Subject Text:** The system displays the subject line of the notification.

- **Message Text:** The system displays the message included in the notification.
- **Sent Address:** The system displays the To email address - to whom the notice was sent.
- **From Address:** The system displays the From email address - who the notice was from.
- **Send Date:** The system displays the date the notice was created or will be sent.
- **Email Sent:** The system displays if the email notice was sent. If the check box is not selected, the notice has not been sent.
- **Created:** The system displays when the email notice was created.
- **Send Error:** The system displays if there was an error trying to send the notice. If the check box is selected, an error message will also display.
- **Error Message:** The system displays an error message if the Send Error check box was selected.

Chapter 5: Uninstalling EWS

This chapter describes how to uninstall the Employee Web Services module.

Steps to Uninstall EWS

Before uninstalling, make a backup of the organization database; see Supplemental Maintenance for more information. **Uninstall only removes the files that the installation process copied to your computer.**

To Remove Employee Web Services:

1. Go to **Start>Settings>Control Panel**.
2. Click **Add or Remove Programs** or **Programs and Features**, depending on your Windows version.
3. Select **Abila Employee Web Services**, and then click **Uninstall**.

   Note: Your Internet Information Services (IIS) and ASP.Net configurations will remain after you have uninstalled EWS.
4. Click **Yes** to confirm you want to uninstall the product.

Steps to Uninstall HR Notifications

1. Go to **Start>Settings>Control Panel**.
2. Click **Add or Remove Programs** or **Programs and Features**, depending on your Windows version.
3. Select **Abila HR Notifications**, and then click **Uninstall**.
4. Click **Yes** to confirm you want to uninstall the product.

Chapter 6: EWS Documentation

This chapter describes how to access the Employee Web Services documentation.

Accessing Documentation

The Installation guide is available for download from the Abila Knowledgebase. Visit the Abila web site and log in to download a PDF copy of this guide.

The help files are automatically installed as part of the Installation process. Therefore, documentation is now easily accessible to all workstations by clicking Help on the main menu.

The online help is an easy way to get help when you need it most. There is a wealth of information available that you can use daily to help you in your work. By experimenting with online help, you learn to use the system quickly, effectively, and efficiently.

Chapter 7: Supplemental Maintenance

The following information is useful for backing up and restoring your Abila MIP database, which is also your HR Management database.

Backing Up Organization Database

You can back up and restore all organization databases and the system database (**NPSSQLSYS**) for the current version. When running a backup, the system creates an uncompressed copy of the database.

You can back up any database while users are in the system. However, to restore a database, all users must exit the system.

1. As the Administrator, log on to the **Abila MIP Fund Accounting (Start>All Programs>Abila>MIP)**. You do not have to select an **Organization**. Note that the HR Management, Employee Web Services, and HR Notifications modules do not have the Backup form, however, they share the Abila MIP database and their information will be included in this process.
2. Open the **File>Backup** form.
3. Select the database you want to back up from the **Database to Backup** drop-down list.
4. Accept the default name (the database name, date, and time) or enter another name in the **Backup to File** box.
5. If needed, click the **Browse** button and select the backup directory.
6. Click the **Start** button. The system backs up the database.
7. A dialog box will indicate the location of the backup when the process is finished.

Restoring the Organization Database

Use the following steps to restore the organization database:

1. As the Administrator, log on to **MIP Fund Accounting (Start>All Programs>Abila>MIP)**. You do not have to select an **Organization**.
2. Open the **File>Restore** form.

3. Select the database to restore from the drop-down list. If this is the first time a database has been restored, its name is not available in the drop-down list; you must enter a name here.
4. Enter the name in the **Restore to File** box.
5. Click the **Browse** button to locate the file.
6. Click the **Start** button.

Tip: The databases must have been previously backed up using **File>Backup**; if data was backed up using other software, the file cannot be restored using this form.