

Deltek Sema4™ Version 9.1 (SP3) Release Notes

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Last Updated 01/25/2008

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This edition published January 2008.

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For Additional Information

Overview

In addition to the information and contacts contained in these release notes, various other sources of information are available, as described below.

Many of these services involve accessing Deltek's e-Support site, which requires that your firm have a Deltek Ongoing Support Plan (OSP). Please contact your Account Manager for more information.

Deltek Sema4 Help

Deltek Sema4 includes an Online Help system. From the Help menu, select **User's Guide**. You can also access the User's Guide from the Start menu by selecting **Programs » Deltek Sema4 » User Guide**.

Deltek Telephone Support

If you have questions about Sema4 or need application assistance, call Deltek Sema4 Support at **877.457.7765**. Our experienced support analysts are available to take your calls Monday thru Friday between 9:00 AM and 8:00 PM (EST).

You will find our staff well prepared to handle the everyday operating issues of Sema4 users.

You can leave a message on our voice mail system 24 hours a day.

Deltek E-Support Site

To access the Deltek e-Support site:

*If you forget your password, go to <https://support.deltek.com>, enter your user ID in the **If you have forgotten your password** section, and click **Email Me My Password**. If you don't have an account at the e-Support site, the Deltek support contact manager at your company can log on to the e-Support site and add users.*

1. Open your Internet browser, and go to <https://support.deltek.com> to log on to your company's portal.
2. Enter your user ID and password.
3. Click **Login**.

An OSP entitles you to access Deltek's e-Support Web site. With an assigned username and password, you can access the following options at the e-Support site:

Support Home Page — View alerts from here. You can also select the Knowledge Center, Ask Support, Live Support Chat, or My Stuff links to open other e-Support pages, or instead, click the corresponding tab.

Knowledge Center — From the Knowledge Center tab you can:

- Search the Support Knowledge Base for solutions to issues and questions. New solutions are added each day. The Knowledge Base is available 24 hours a day.
- View or save to your workstation Deltek product information such as release notes, user guides, technical information, or white papers (in PDF)

format).

- Read information and follow links to third-party software downloads, Deltek forms, and third-party vendor forms.

On the Knowledge Center tab, enter a product, and then select an option from the **Category** field to select a specific area to search—the Knowledge Base, release notes, technical information, reference materials, etc. For any item you retrieve on the Knowledge Center tab, you have the option to be notified by email if the item is updated in the future.

Ask Support — Submit a question directly to the Support queue for a reply from our Support staff. As you type your question, possible related answers from the Knowledge Base are provided for your review before you submit your question. You can also attach pertinent documentation to your question.

Live Help — Chat with a support technician on-line.

My Stuff — From the My Stuff tab, you have the following options:

- **Case History** — Check the status of your questions in the Support queue or provide additional information for your questions in the queue.
- **My Knowledge Base Items** — If you have subscribed to be notified of future changes to an item from the Knowledge Center tab, check for any updates to those items here. You will also be notified by email of any changes.
- **Account Profile** — Update your account profile to set new preferences or reflect changes to your contact information.
- **Contact Management** — Add new contacts from your firm so they can access the Deltek e-Support site. This link appears only if you are a Deltek support contact manager at your company.
- **Change Password** — Change your e-Support password.
- **Events** — View Deltek news and events.
- **Usergroups** — View usergroup information.
- **Training** — Obtain training information.
- **My Files** — Upload your files to Deltek if necessary.

Provide Feedback — Use this option from the Support home page to submit comments, suggestions, or opinions about this site to Deltek.

E-Mail Service

You can contact Deltek Sema4 Support by email at Sema4Support@deltek.com.

E-Fax Service

Users can fax support questions to Deltek Sema4 Support at 503.598.8802.

Chapter 1: How to Use These Release Notes

The Sema4 9.1 (SP3) update includes payroll tax changes that were not yet available for the Sema4 9.1 SP2 YE release in December 2007. It also includes one software issue that was resolved.

To review new features and software issues resolved in previous releases, you can find copies of the 8.x and 9.x release notes at the Deltek e-Support site: <https://support.deltek.com>.

IMPORTANT INSTALLATION CHANGE:

If you are upgrading from a Sema4 9.0 version, the Sema4 9.1 (SP3) installation overwrites and upgrade your Sema4 9.0 software. It does not install Sema4 9.1 (SP3) in addition to your previous Sema4 9.0 version, so it is important that you make a full backup of your Sema4 9.0 folder (data, report, and program files) before you install Sema4 9.1 (SP3). For more information on backing up, see Appendix A: Sema4 Backup Procedures.

The following table provides more information about each of the remaining chapters in these release notes.

Chapter	Contents
Chapter 2: New Features and Enhancements in Sema4 9.1 (SP3)	Describes software enhancements and new features included in Sema4 9.1 (SP3). The information is organized according to the Sema4 main menu options.
Chapter 3: Software Issues Resolved in Sema4 9.1 (SP3)	Describes software issues resolved in Sema4 9.1 (SP3). The information is organized according to the Sema4 main menu options.
Chapter 4: Operating System and Hardware Requirements for Sema4 9.1 (SP3)	Lists operating system and hardware requirements for running Sema4 9.1 (SP3). The operating system and hardware requirements did not change between the 9.0 and 9.1 versions.
Chapter 5: Upgrading from Sema4 9.1	Provides installation instructions for users upgrading from Sema4 9.1 versions (SP1 or SP2 YE). You install Sema4 9.1 (SP3) on your server only.
Chapter 6: Upgrading from Sema4 9.0	Provides installation instructions for users upgrading from Sema4 9.0 versions (SP1, SP2, SP3, SP4, SP5, SP6 or SP7). <ul style="list-style-type: none"> • Install Sema4 9.1 (SP3) on a network server. • Install the new Web Timekeeper reports if

	<p>you use Web Timekeeper.</p> <ul style="list-style-type: none"> Install Sema4 9.1 (SP3) on individual workstations.
Chapter 7: Upgrading from Sema4 8.x	Provides installation instructions for users upgrading from an 8.x version of Sema4, including the Web Timekeeper upgrade if you currently use Web Timekeeper.
Chapter 8: Upgrade from Sema4 8.x — New Web Timekeeper Installation	If you currently use Sema4 8.x and you are upgrading to 9.1 (SP3) and installing Web Timekeeper for the first time, after you complete the steps in Chapter 7 to upgrade Sema4, complete the steps in Chapter 8 to install Web Timekeeper.
Chapter 9: Upgrading from a Sema4 9.1 version on a Novell Network	Provides installation instructions for users upgrading from a Sema4 9.1 version (SP1 or SP2 YE) who use a Novell network.
Chapter 10: Upgrading from a Sema4 9.0 Version on a Novell Network	Provides installation instructions for users upgrading from Sema4 9.0 versions (SP1, SP2, SP3, SP4, SP5, SP6 or SP7) who use a Novell network.
Chapter 11: Upgrading from a Sema4 8.x version on a Novell Network	Provides installation instructions for users upgrading from a Sema4 8.x version who use a Novell network.
Appendix A: Backing up Sema4	Identifies the Sema4 folders you need to back up and how often to back up.
Appendix B: Preparing your current database for upgrading	Provides steps to prepare your current database using the Rebuild Sema4 Database Container utility.
Appendix C: Update to Remote Entries in Sema4 9.1 (SP(SP3))	Instructs on how to update remote entries in Sema4 9.1 (SP3) if you upgraded from Sema4 8.x or 9.0.
Appendix D: Assigning File Rights and Permissions	Provides instructions for assigning file rights and permissions for Windows.
Appendix E: Assign File Rights and Permissions When Using a Novell Network	Provides instructions for assigning file rights and permissions when using a Novell network.
Appendix F: Initializing your Sema4 License	Provides instructions for initializing your Sema4 license if you are installing Sema4 for the first

	time or you have just upgraded your license.
Appendix G: Web Timekeeper — "Error: Access is Denied"	Provides instructions on how to eliminate this error when accessing Web Timekeeper after installing the upgrade.
Appendix H: Sema4 9.1 (SP3) Web Timekeeper Grid Reports	Provides steps to replace the existing Web Timekeeper reports with the optional grid reports described in Chapter 2.

The release notes documents have extensions of "PDF" indicating the file type.

Searching in a PDF

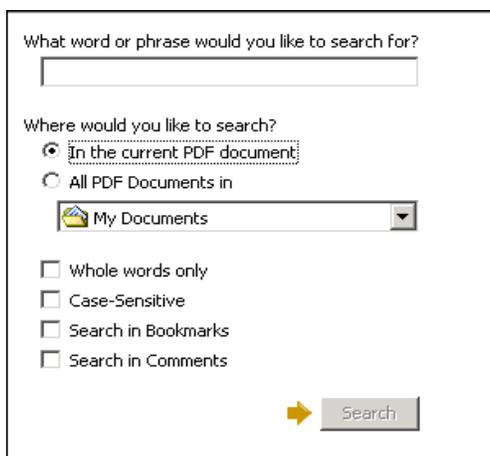
These release notes are in Adobe PDF format for optimum viewing. You can display them on your computer screen or print them. When you display them, you can quickly search for the section, enhancement, or other information you want to view.

To search for a particular item or section using the Adobe Search function:

1. Open the release notes PDF file by double-clicking the file.
2. Select the search function in Adobe using any of the following three methods:

There are three methods you can use in Adobe to search a document.

- Click the  icon.
- Press **CTRL+ F**.
- Select **Edit » Search**. The following window displays:



What word or phrase would you like to search for?

Where would you like to search?

In the current PDF document

All PDF Documents in

 My Documents

Whole words only

Case-Sensitive

Search in Bookmarks

Search in Comments



3. Enter the word or phrase for which to search and click **Search**. For example, to go directly to Chapter 4 you could enter "Chapter 4," "New Software Features," or "Enhancements." You could also search by a field name, tab name, application, etc.

All occurrences of the search words you entered that are found in this PDF

are listed.

4. Click any of the items listed to view the page on which it was found.
5. Click the correct result (the result you would like to go to).

Other Search Methods:

In addition to searching for keywords, you can proceed directly to a desired section using the Contents page or the Bookmarks tab.

- **From the Contents page** — You can quickly go to a section from the Contents page. To do this, simply click any entry on the Contents page to proceed directly to that section.
- **From the Bookmarks tab** — You can click the Bookmarks tab in the left pane to display the bookmarks set in place for this document. Bookmarks usually follow the structure of the Table of Contents. Click any bookmark to proceed directly to that section.

Chapter 2: New Features and Enhancements in Sema4 9.1 (SP3)

Below is a summary of the new software features and enhancements added between Sema4 Version 9.1 SP2 YE and Sema4 Version 9.1 (SP3).

Payroll

Payroll Tax Tables

The following tax tables have been updated:

- **Colorado**

Withholding tables did not change for 2008, but Deltek changed the state exemption amount from \$3,400.00 to \$3,500.00 to match the federal amount. Colorado accepts either amount.

<http://www.revenue.state.co.us/pdf/drp1098.pdf>

File Updated: data\payroll.*

- **Connecticut**

Table A and Table B for single filers have been changed.

http://www.ct.gov/drs/lib/drs/forms/2008withholding/2008_withholding_tax_tables_w_cover_pg.pdf

File Updated: Payroll.exe

- **District of Columbia**

- The withholding allowance is now \$1,675 (increased from \$1,500).
- Wage brackets were updated.

http://otr.cfo.dc.gov/otr/frames.asp?doc=/otr/lib/otr/2008_fr-230.pdf

Files Updated: \data\payroll.*

- **Kentucky**

The Standard deduction is now \$2,100 (increased from \$2,050).

<http://revenue.ky.gov/business/whtax.htm>

File Updated: data\payroll.*

- **Maryland**

Two new tables for withholding amounts are provided for each Maryland county for tax year 2008. The tables apply to employees based on their marital status as follows:

	Table 1	Table 2
Marital Status	B — Married Filing Joint H — Head of Household M — Married*	S — Single E — Married Filing Separately O — Dependent J — One Spouse with Job*

***Note:** The State of Maryland's tax documentation did not include marital status M and J, which have been added to the two new Maryland tables in Sema4 as indicated in the above list.

Important: If you have employees located in Maryland, be sure the following items for each employee are entered correctly so county withholding amounts calculate correctly:

- **Marital Status** field on the General tab in **Setup » Employee**.
- **Table** field on the Deductions tab in **Setup » Employee » Payroll**.

Enter the appropriate Sema4 deduction table for the employee's county from the table below:

Maryland County	Withholding Rate Percentage	Sema4 Deduction Table Name
Allegany	3.05%	MD305
Anne Arundel	2.60%	MD260
Baltimore City	3.05%	MD305
Baltimore County	2.85%	MD285
Calvert	2.80%	MD280
Caroline	2.65%	MD265
Carroll	3.05%	MD305
Cecil	2.80%	MD280
Charles	2.90%	MD290
Dorchester	2.65%	MD265
Frederick	3.00%	MD300
Garrett	2.65%	MD265

Maryland County	Withholding Rate Percentage	Sema4 Deduction Table Name
Harford	3.10%	MD310
Howard	3.20%	MD320
Kent	2.85%	MD285
Montgomery	3.20%	MD320
Prince George's	3.10%	MD310
Queen Anne's	2.85%	MD285
St. Mary's	3.00%	MD300
Somerset	3.15%	MD315
Talbot	2.25%	MD225
Washington	2.80%	MD280
Wicomico	3.10%	MD310
Worcester	1.25%	MD125
Nonresidents	1.25%	MDNR
Del (Maryland resident employees who work in Delaware)	0%	MDDEL

 **Note**

Withholding rates for Maryland counties are documented at the Maryland State Web page listed below. This page displays each county's rate with four decimals. Click the link for each county to view the exact percentage rate used (rounded or not) for each county. The exact rate is the rate Sema4 uses, which is listed in the above table in these release notes.

<http://business.marylandtaxes.com/taxinfo/withholding/2008ptables.asp>.

Files Updated: data\payroll.*, payroll.exe

- **Massachusetts**

- The Standard deduction has changed to \$3,400 (up from \$3,125 in 2007).
- Additional Exemption for Head of Household has increased to \$2,400 (up from \$2,250 in 2007).

http://www.mass.gov/Ador/docs/dor/Forms/Wage_Rpt/PDFs/circ_m08.pdf

File(s) Updated: data\payroll.*, payroll.exe

- **Missouri**

Standard deductions have been changed as follows:

- Single (Married Status: S) — It increased to \$5,450. Previously, it was \$5,350.
- Married and spouse works (Married Status: M) — It increased to \$5,450. Previously, it was \$5,350.
- Married and spouse does not work (Married Status: J) — It increased to \$10,900. Previously, it was \$10,700.
- Head of Household (Married Status: H) — It increased to \$8,000. Previously it was \$7,850.

<http://dor.mo.gov/tax/business/withhold/forms/2008/4282.pdf>

File Updated: Payroll.exe

- **Oklahoma**

Wage brackets were updated to 5.50% (a decrease in top rate from 5.65%).

<http://www.tax.ok.gov/publicat/08whpkt.pdf>

File Updated: data\payroll.*

- **Rhode Island**

- The Standard allowance is \$3,500 for 2008. It was \$3,400 in 2007.
- Wage brackets were updated.

<http://www.tax.state.ri.us/info/08WT.pdf>

Files Updated: \data\payroll.*

Magnetic Media

- **Georgia**

The following magnetic media items were updated:

- Added the CR/LF in all records including the end of file after the last record (RF).
- Lines 298–307: Added Other State Data - Period End Date (mm/dd/yyyy) last day of the tax year.
- Lines 331–339: Added the Employer's State ID as State Control #.
- Lines 340–482: Added the Employer's Name, Employer's Location Address, Employer's Delivery Address, Employer's City, Employer's Zip Code, Employer's Zip Code Extension, and Employer's FEIN.

Updated File(s): w2mediaq.prg, w2.sc*

Chapter 3: Software Issues Resolved in Sema4 9.1 (SP3)

Below is a summary of the major software issues that were resolved between Sema4 Version 9.1 SP2 YE and Sema4 Version 9.1 (SP3).

Project Management

Work in Progress Report (Summarized by Project)

The detail information in the Work in Progress Summary Report printed as double spaced lines of text instead of single spaced lines. It now prints single spaced line.

Chapter 4: Operating System and Hardware Requirements for Sema4 9.1 (SP3)

The operating system and hardware requirements have not changed from Sema4 9.0, 9.1, or 9.1 (SP1 and SP2 YE) to 9.1 (SP3).

Operating System and Hardware Requirements

Operating System Requirements

One of the following is required, each with the latest service pack:

- Windows 2000 Professional/Server/Advanced Server
- Windows Server 2003 Standard/Enterprise
- Windows XP Professional

Minimum Hardware Requirements

- 350 Mhz Pentium II processor
- 64 MB of RAM
- 400 MB of hard disk space or the combined size of the \Data folder times three, whichever is larger
- SVGA monitor set to 800x600 or higher resolution
- Laser printer using the latest PCL 5e printer drivers

Additional Requirements for Web Timekeeper

- Web Timekeeper Version 9.1 is only compatible with Sema4 Version 9.1.
- Internet Information Services (IIS) 5.0 or later.

Recommended Personal Computer/Workstation Configuration

- Windows 2000 Professional or Windows XP Professional with the latest service pack
- 350 Mhz Pentium II processor
- 128 MB of RAM
- Minimum 1 gigabyte hard drive
- Zip drive, tape drive, or CDR-W system for backup
- CD drive
- 15 inch or larger SVGA monitor
- Laser printer
- Microsoft Intellimouse

Networks Supported

The following network operating systems are supported:

- Windows 2000 Professional/Server/Advanced Server with the latest service pack
- Windows 2003 Server with the latest service pack

- Windows XP Professional with the latest service pack
- Novell NetWare Version 6.0 or later using Microsoft Client for Netware Networks

Sema4 9.1 (SP3) is written to take advantage of the power available using Pentium processors (including Pentium III and Pentium 4).

If the minimum requirements specified here are not met, we do not support your use of our software.

Networks that are not on a PC using Windows 2000, Windows 2003, or Windows XP, do not use a Pentium processor, or do not have the latest service packs installed are not supported. Macintosh or other networks running an emulator or PC card of any kind are not supported.

Chapter 5: Upgrade from Sema4 9.1 — Installation

These installation instructions guide you through using the Check for Sema4 Updates routine to upgrade Sema4 9.1, 9.1 (SP1), or 9.1 SP2 YE to Sema4 9.1 (SP3) on your server. You do not need to perform any additional installations or setup procedures to update Sema4 on your client workstations.

The installation process consists of the following steps:

STEP 1 — Prepare your Sema4 9.1 database for updating

STEP 2 — Back up your Sema4 folder (program, report, and data files)

STEP 3 — Use the Check for Sema4 Update utility to download the Sema4 9.1 (SP3)

STEP 4 — Install Sema4 9.1 (SP3) on your network server

Please review all the installation instructions before you begin the software installation.

Important Notes

- Before you install the Sema4 9.1 (SP3) update, you must return all Sema4 program files and folders (including the Sema4 Data, Rpt, and Keydata folders) to their default location (for example in Program Files\Deltek\S490). After you install the 9.1 (SP3) update, you can move the three folders back to their previous locations.
- Before you install Sema4 9.1 (SP3), make sure all Sema4 directory and file attributes are not marked as read-only or hidden.
- Close all other programs before you run the Sema4 Setup routine.
- If you are using anti-virus software, review the documentation from your anti-virus program on what to do when installing new applications, and take any necessary steps. If you are at all unsure of what to do, please disable the software until you have completed the installation.
- After you install the Sema4 update on your server, you must **reboot** your server.
- If you need to install multiple license data sets for Sema4 9.1 (SP3), **please contact a Deltek Sema4 support analyst** for additional instructions and documentation.
- If you use Web Timekeeper, after you upgrade to Sema4 9.1 (SP3) you will receive an "Error: Access is Denied." message when you try to open Web Timekeeper. This happens because the IUSR account is overwritten with the Deltek Sema4 Local IUSR account during the Sema4 installation. To fix this, you must stop Internet Information Services (IIS), reinstate the domain IUSR account or reset the password for the local Deltek Sema4 account, and restart IIS. For complete instructions, see Appendix G: Web Timekeeper — "Error: Access is Denied"

Anti-virus software

Do you have multiple data sets?

Prepare your Sema4 Database for Upgrading

Before you upgrade to Sema4 9.1 (SP3) on your network server, you must follow the steps in Appendix B: Prepare Your Current Sema4 Data for Upgrading.

Back up your Sema4 9.0 Folder

Be sure to make a full backup of your Sema4 directory with all contents intact. For more information on backing up, see Appendix A: Sema4 Backup Procedures.

Download the Sema4 9.1 (SP3) installation file

1. From the Windows **Start** menu, select **Programs » Deltek Sema4 9.1 » Check for Sema4 Updates**.

An **Available Software Updates** screen displays while it searches for updates.

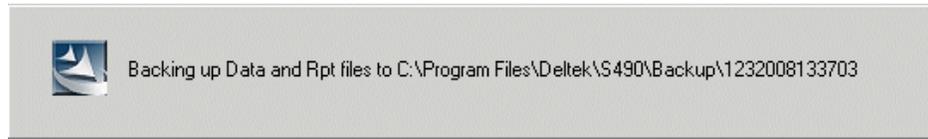
2. In the **Software Manager** screen, select the **Deltek 9.1 (SP3)** check box.
3. Click **Download Only** to download a copy of the installation file (**DeltekSema491SP3Patch.exe**) to your computer.
4. In the next **Software Manager** screen, enter your Deltek e-Support site username and password.
5. When asked to run or save the DeltekSema491SP2.exe file, save it to a location on your computer.

Upgrade from Sema4 9.1 to Sema4 9.1 (SP3) on your server

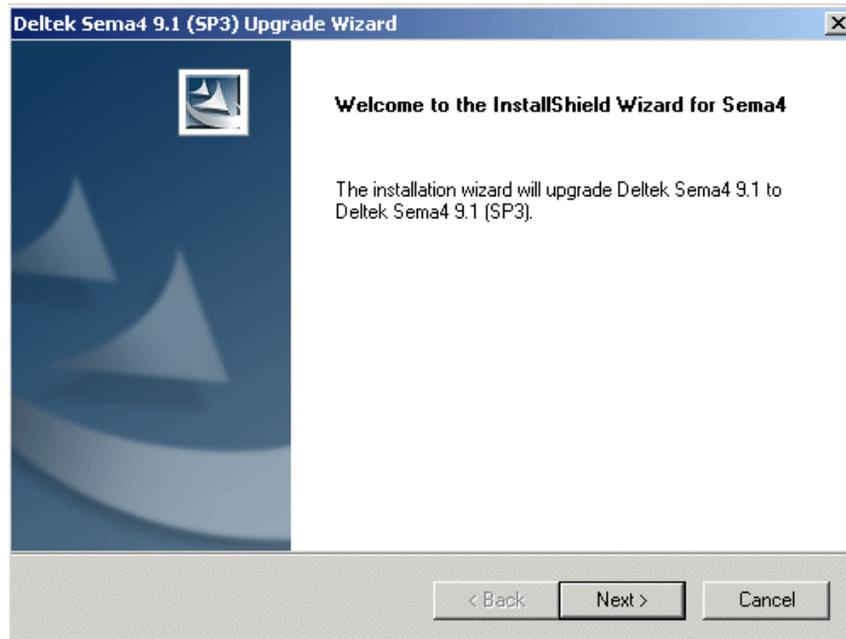
1. From your Sema4 server, use Windows Explorer to navigate to the location of the **DeltekSema491SP3.exe** installation file.
2. Double-click **DeltekSema491SP3.exe** to start the installation.
3. In the message **Sema4 - InstallShield Wizard** screen that informs you that a backup of your data will be made before the upgrade is installed, click **OK**.



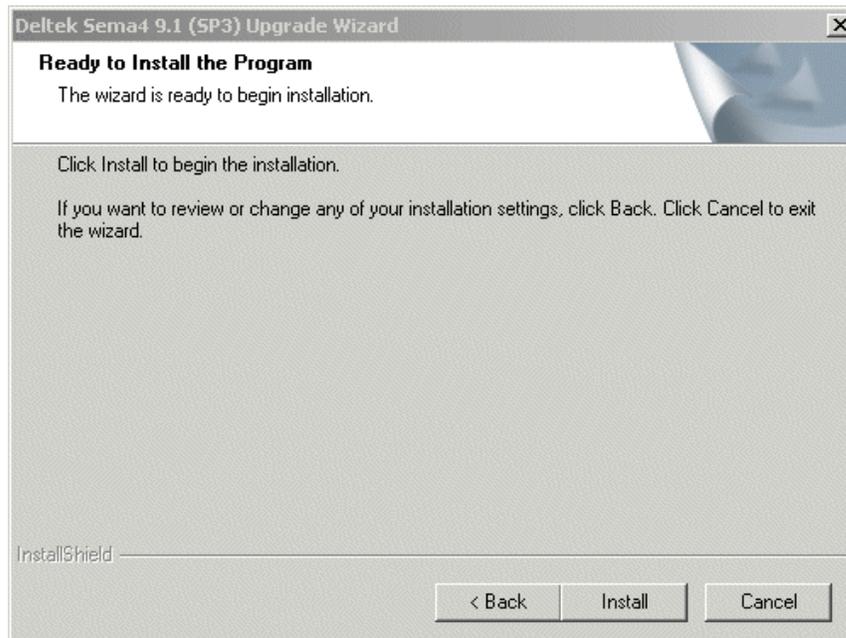
While your data is backing up, you see the following message:



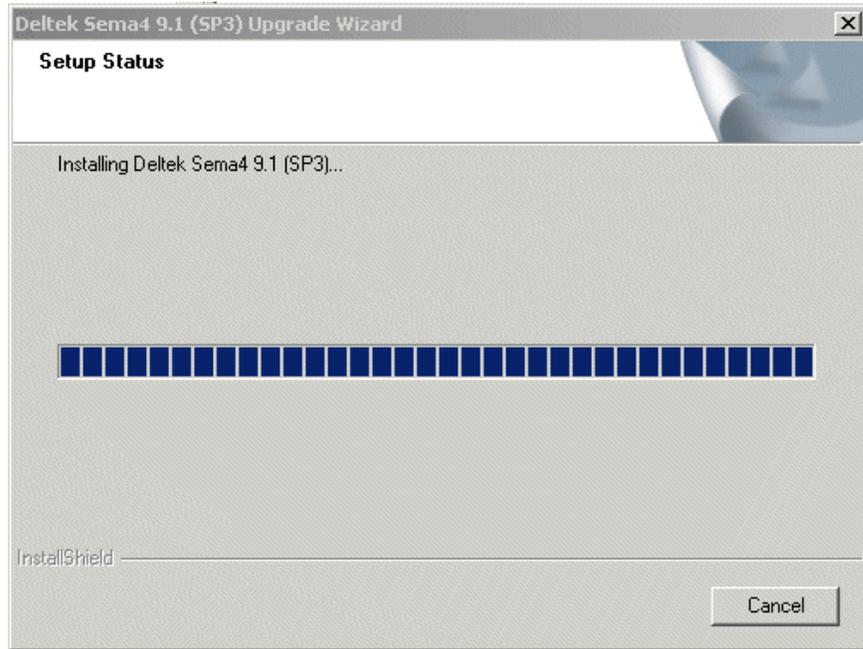
4. On the Welcome to the InstallShield Wizard for Sema4 dialog, click **Next**.



5. On the Ready to Install the Program dialog, click **Install**.

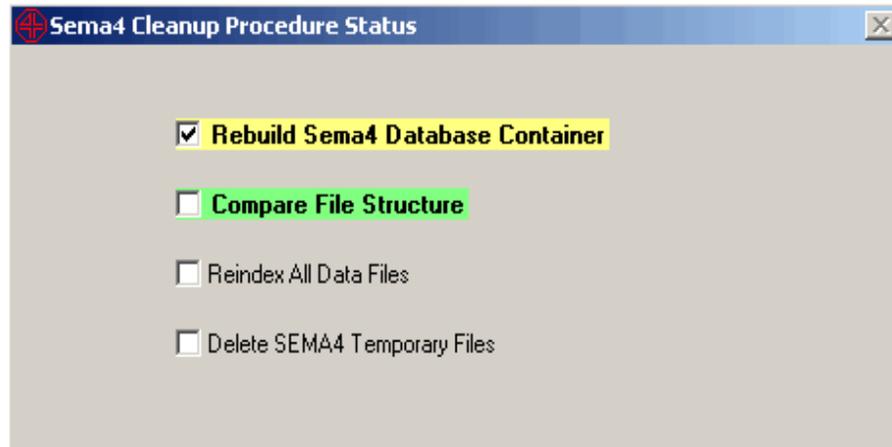


The **Setup Status** dialog displays while Sema4 is being installed.



You see the following screens when the Sema4 Cleanup routine updates your database.

NOTE: If the Cleanup Procedures do not run automatically, please call Sema4 Support.



Chapter 6: Upgrade from Sema4 9.0 — Installation

This section guides you through upgrading to Sema4 9.1 (SP3) if you currently have a Sema4 9.0 version installed.

 **Note**

Please read all these installation instructions carefully before you begin because they are different from previous Sema4 installations.

IMPORTANT INSTALLATION CHANGES:

- The Sema4 9.1 (SP3) installation overwrites and upgrades your Sema4 9.0 software. Because it does not install 9.1 (SP3) in addition to your previous 9.0 software, it is important that you make a full backup of your Sema4 9.0 folder (data, report, and program files) before you install Sema4 9.1 (SP3). For more information on backing up, see Appendix A: Sema4 Backup Procedures.
- If you currently have Web Timekeeper installed on the same server as your Sema4 software, when you install Sema4 9.1 (SP3) on your Sema4 server, it automatically upgrades your Web Timekeeper 9.0 version to Web Timekeeper 9.1. In addition to this, you must follow another set of instructions to install the Sema4 9.1 (SP3) WEBTK.FRX report file. These instructions are included in this chapter.
- When you install Web Timekeeper, a new local IUSR account called DelttekSema4 is assigned anonymous access in the IIS setup for the TK virtual directory. If you installed Web Timekeeper to a webserver separate from the server on which the core Sema4 financial program is installed, then you need to reassign anonymous access to the domain IUSR account and verify that the **domain IUSR account** has full permissions and full control to the Data, Site, and TK folders.

The installation process consists of the following steps:

STEP 1 — Prepare your Sema4 9.0 database for upgrading

STEP 2 — Back up your Sema4 9.0 folder (program, report, and data files)

STEP 3 — Download the Sema4 9.1 (SP3) installation file

STEP 4 — Install Sema4 9.1 (SP3) on your network server

STEP 5 — Install new Web Timekeeper reports, if you use Web Timekeeper

STEP 6 — Perform the steps in Appendix G: Web Timekeeper — "Error: Access is Denied" if you use Web Timekeeper

STEP 7 — Install Sema4 9.1 (SP3) on your client workstations

STEP 8 — Update to Remote Entries in Sema4 9.1 (SP3)

 **Important Notes**
Anti-virus software**Do you have multiple sets of data?**

- Before you install the Sema4 9.1 (SP3) update, you must return all Sema4 program files and folders (including the Sema4 Data, Rpt, and Keydata folders) to their default location (for example in Program Files\Deltek\S490). After you install the 9.1 (SP3) update, you can move the three folders back to their previous locations.
- Before you install Sema4 9.1 (SP3), make sure all Sema4 directory and file attributes are not marked as read-only or hidden.
- Close all other programs before you run the Sema4 Setup routine.
- If you are using anti-virus software, review the documentation from your anti-virus program on what to do when installing new applications, and take any necessary steps. If you are at all unsure of what to do, please disable the software until you have completed the installation.
- After you install the Sema4 update on your server, you must **reboot** your server.
- If you need to install multiple license data sets for Sema4 9.1 (SP3), **please contact a Deltek Sema4 support analyst** for additional instructions and documentation.

Prepare your Sema4 Database for Upgrading

Before you upgrade to Sema4 9.1 (SP3) on your network server, you must follow the steps in Appendix B: Prepare Your Current Sema4 Data for Upgrading.

Back up your Sema4 9.0 Folder

Be sure to make a full backup of your Sema4 directory with all contents intact. For more information on backing up, see Appendix A: Sema4 Backup Procedures.

Download the Installation File

To download the Sema4 9.1 (SP3) installation file using the Check for Sema4 Updates utility if you currently have Sema4 9.0 version installed:

1. From the Windows Start menu, select **Programs » Deltek Sema4 9.1 » Check for Sema4 Updates**.
An **Available Software Updates** screen displays while it searches for updates.
2. In the **Software Manager** screen, select the **Deltek 9.1 (SP3)** check box.
3. Click **Download Only** to download a copy of the installation file (**DeltekSema491SP3.exe**) to your computer.
4. In the next **Software Manager** screen, enter your Deltek e-Support site

username and password.

5. When asked to run or save the **DeltekSema491SP3.exe** file, save it to a location on your computer.

Install Sema4 9.1 (SP3) on Your Network Server

If you have a 9.0 version of Sema4 installed, to begin the installation of Sema4 9.1 (SP3), you must first install Sema4 9.1 (SP3) on your network server.

Warning:

The Sema4 9.1 (SP3) installation overwrites and upgrades your Sema4 9.0 software. Because it does not install Sema4 9.1 (SP3) separately from the previous Sema4 9.0 version, it is important that you make a full backup of your Sema4 9.0 folder (data, report, and program files) before you install Sema4 9.1 (SP3). For more information on backing up, see Appendix A: Sema4 Backup Procedures.

The person installing Sema4 must have full administrative rights to the server as well as full rights to the folder where Sema4 will be installed.

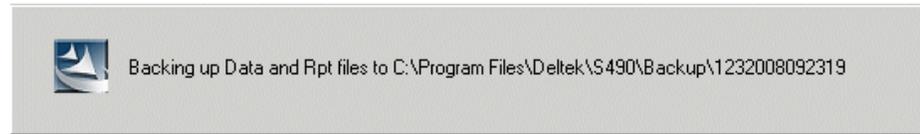
Neither Sema4 nor Remote Time Entry (RTE) are designed to run directly over a wide area network. If you use a WAN, such as Citrix Metaframe or Terminal Services, attempting to do so can result in data and index corruption. If you have any further questions please contact Deltek Sema4 Support.

To install Deltek Sema4 9.1 (SP3) on your network server:

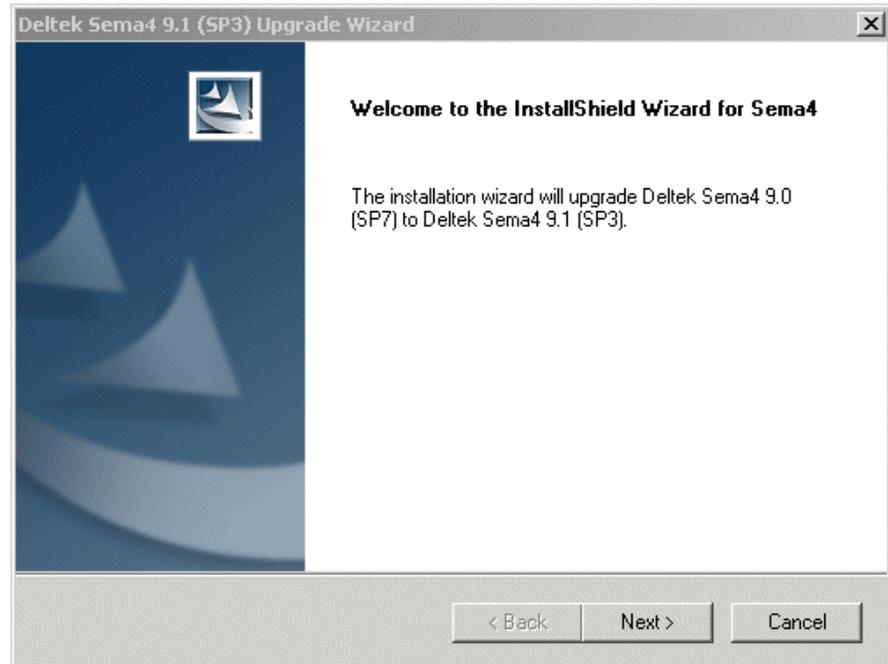
1. From your Sema4 server, use Windows Explorer to navigate to the location of the **DeltekSema491SP3.exe** installation file.
2. Double-click **DeltekSema491SP3.exe** to start the installation.
3. On the first InstallShield Wizard dialog, you receive a message that your Sema4 9.0 version will be automatically backed up to the specified location. The backup is important because the installation will upgrade your Sema4 9.0 version rather than install Sema4 9.1 in addition to your Sema4 9.0 version. Click **OK** to continue.



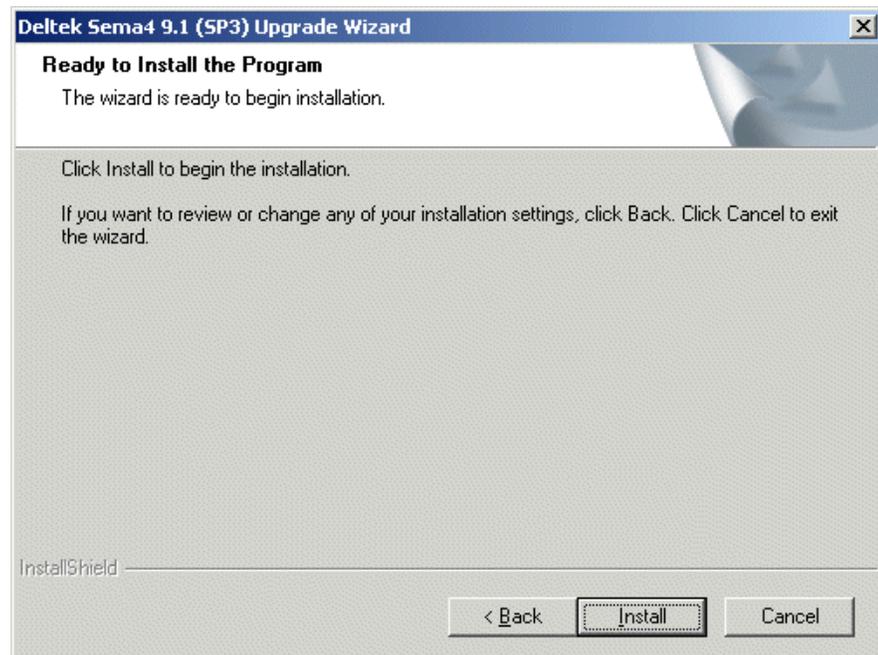
While your data is backing up, you see the following message:



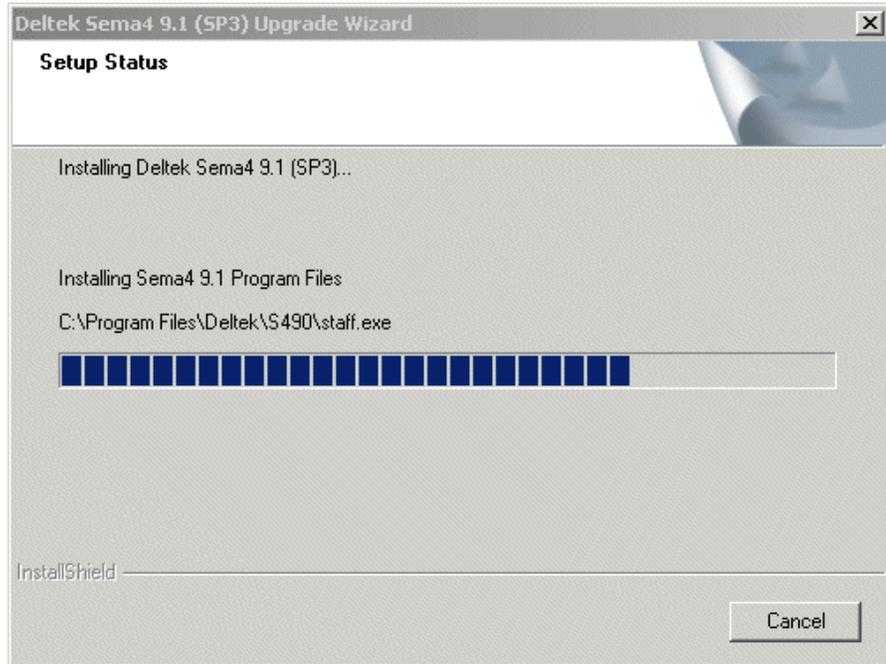
4. On the Welcome dialog, click **Next**.



5. On the Ready to Install the Program dialog, click **Install** to start the installation.

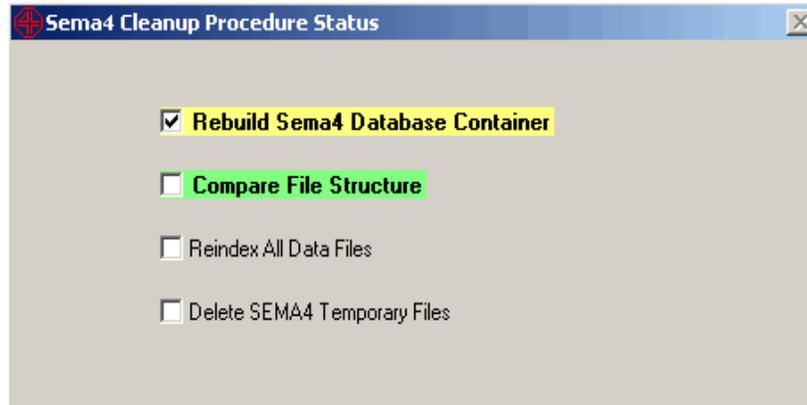


The Setup Status dialog opens, and you see the status of the installation progress as the software is installed.



In the Sema4 Cleanup Procedure Status dialog you see a check mark in each check box as the cleanup item is completed.

NOTE: If the Cleanup Procedures do not run automatically, please call Sema4 Support.



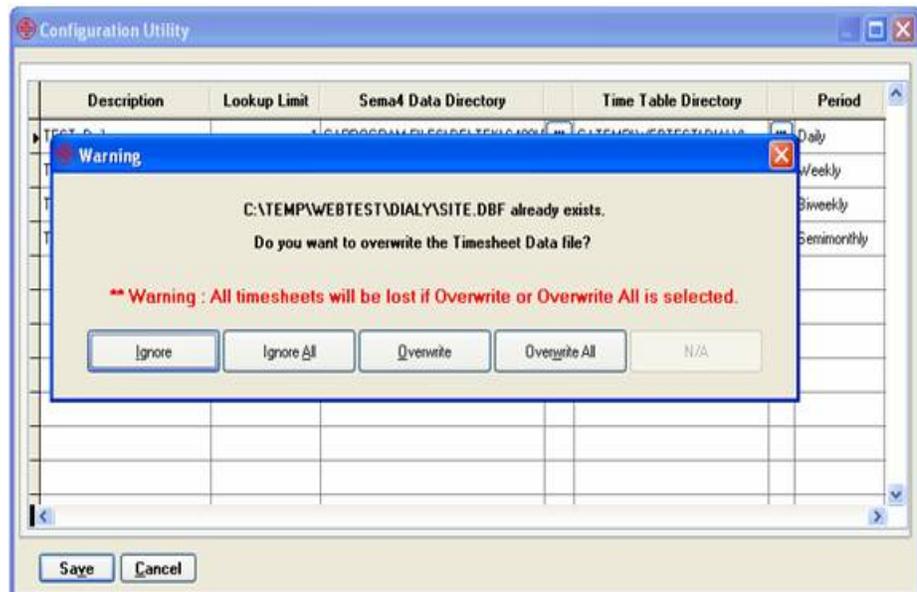
Install the Sema4 9.1 (SP3) Web Timekeeper Reports

If you previously had Web Timekeeper 9.0 installed, it was upgraded to Web Timekeeper 9.1 (SP3) when you upgraded to Sema4 9.1 (SP3) on your server.

To overwrite and add the fixes to your Sema4 9.1 (SP3) WEBTK.FRX report file within the Time Table directories and finish the Web Timekeeper upgrade, complete the following steps:

Note: This does not install the optional Web Timekeeper reports that include hours and project/phase/task in a grid, which are described in Chapter 2: New Features and Enhancements in Sema4 9.1 . To install those reports, after you complete the instructions in this section, follow the steps in Appendix H: Sema4 9.1 (SP3) Optional Web Timesheet Grid Reports.

1. Make a full backup of all files in each Sema4 Time Table directory.
2. Select Windows **Start » All Programs » Deltek Sema4 9.1 » Weblink**.
3. In the Sema4 Web Timekeeper Administration Tools dialog, select **WebTK Administration » Configuration**.
4. In the Configuration Utility dialog, click **Edit**, and then click **Save** without making any changes to the Site.dbf file.
5. Be sure to select **Ignore All** when asked if you want to overwrite the Timesheet Data files, which are the site.* files. If your webtk.frx is customized, select **Ignore**, instead.



6. Close the dialog and the Web Timekeeper Administration Tools application.

Perform the Steps in Appendix G: Web Timekeeper — "Error: Access is Denied" if you use Web Timekeeper

If you use Web Timekeeper, after you upgrade to Sema4 9.1 (SP3) you will receive an "Error: Access is Denied." message when you try to open Web Timekeeper. This happens because the IUSR account is overwritten with the Deltek Sema4 Local IUSR account during the Sema4 installation. To fix this, you must stop Internet Information Services (IIS), reinstate the domain IUSR account or reset the password for Deltek Sema4, and restart IIS. For complete instructions, see Appendix G: Web Timekeeper — "Error: Access is Denied"

Install Sema4 9.1 (SP3) on Your Client Workstations

When you upgrade from a Sema4 9.0 version, after you install Sema4 9.1 (SP3) on your network server, you must install the application or selected client components on each client workstation that will run Sema4.

*Because Help and documentation have been updated, you **MUST** run the workstation setup for all users.*

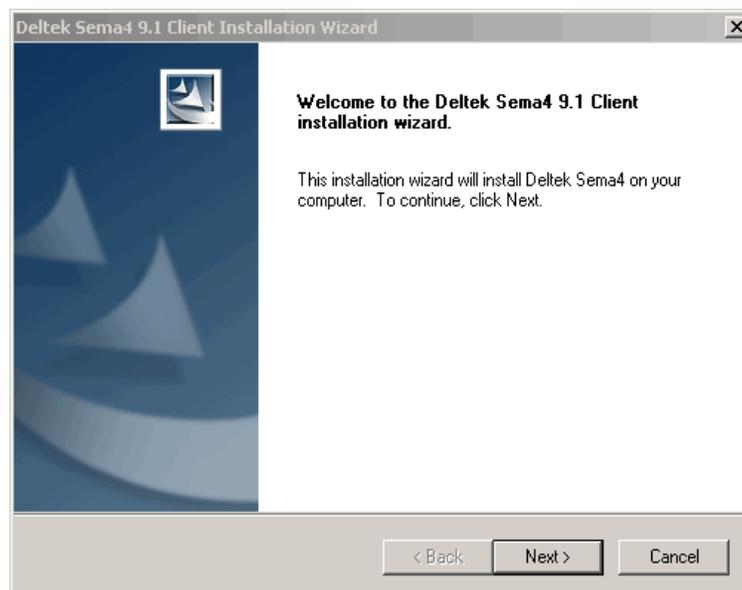
If you are using anti-virus software, review the documentation from your anti-virus program on what to do when installing new applications, and take any necessary steps. If you are at all unsure of what to do, please disable the software on a workstation until you have completed the installation.

If you need to install multiple data sets for Sema4 9.1 (SP3), **please contact Deltek Sema4 Support** for additional instructions and documentation.

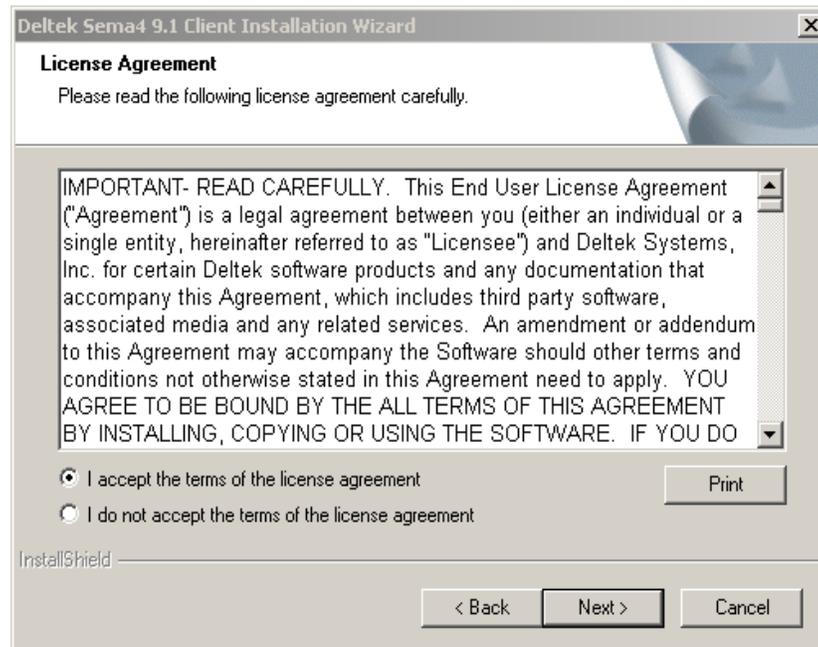
To install Deltek Sema4 9.1 (SP3) on a client workstation:

From the client workstation, use Windows Explorer to navigate to the network share created during the server installation (<Server>\S490).

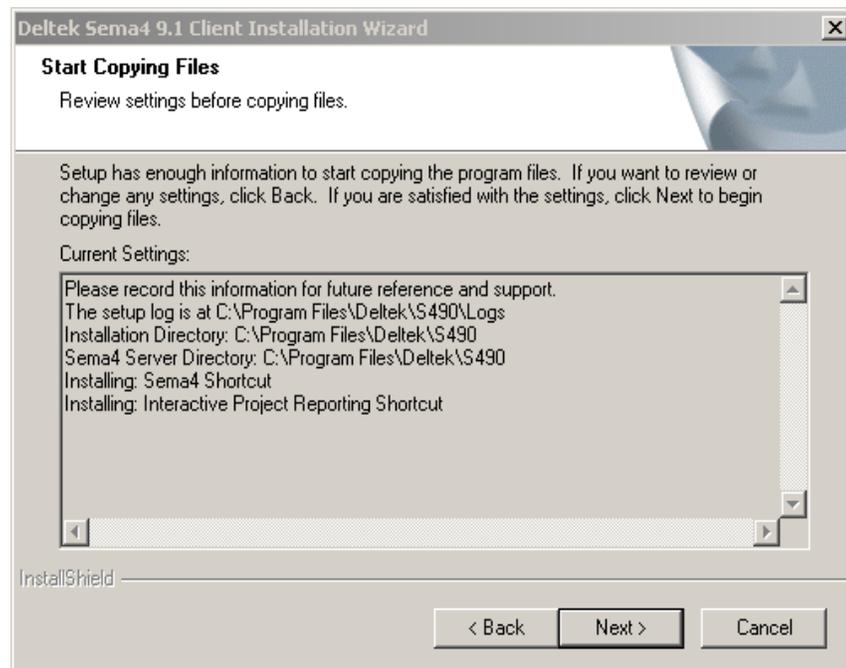
1. Double-click **DeltekSema491Client.exe** to start the installation.
2. On the Welcome dialog, click **Next**.



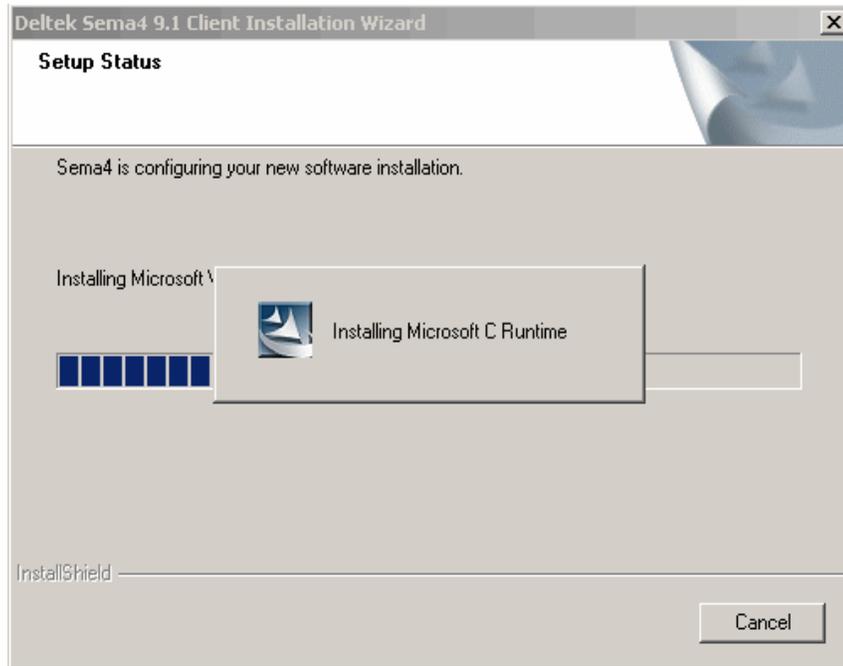
3. On the License Agreement dialog, read the license agreement, select the **I accept the terms of the license agreement** option, and click **Next**.



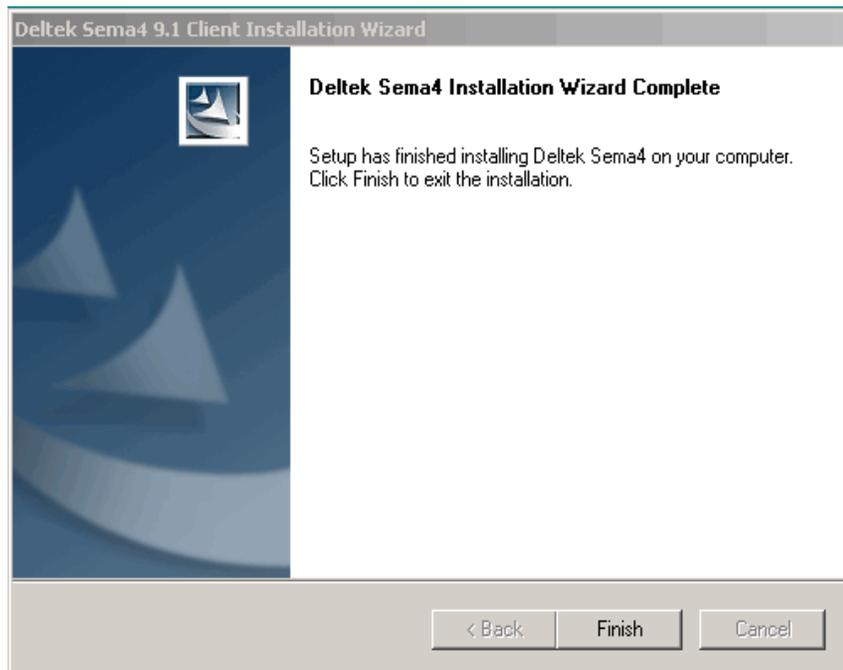
4. On the Start Copying Files dialog, review the information in the Current Settings box, and click **Next**.



The Setup Status dialog displays the installation progress.



5. On the Deltek Sema4 Installation Wizard Complete dialog, click **Finish**.



Please **reboot** the workstation before you begin using Sema4 9.1 (SP3) on this workstation.

You have completed the installation of Sema4 9.1 (SP3) on this workstation.

Repeat these steps to install Sema4 9.1 (SP3) on other workstations.

Update to Remote Entries in Sema4 9.1

For instructions on how to update remotes entries from Sema4 9.0 to 9.1 (SP3) see Appendix C: Update to Remote Entries in Sema4 9.1.

Chapter 7: Upgrade from Sema4 8.x — Installation

This section guides you through upgrading to Sema4 9.1 (SP3) if you currently have a Sema4 8.x version installed.

The installation process consists of the following steps:

- STEP 1** — Prepare your Sema4 8.4 database for upgrading
- STEP 2** — Back up your Sema4 8.4 folder (program, report, and data files)
- STEP 3** — Web Timekeeper considerations (including site.* file renaming)
- STEP 4** — Download the 9.1 (SP3) installation file
- STEP 5** — Install Sema4 9.1 (SP3) on your network server
- STEP 6** — Run the Update Data Program
- STEP 7** — If you use Web Timekeeper, install Sema4 9.1 (SP3) Web Timekeeper reports
- STEP 8** — If you had 8.x Web Timekeeper installed, transfer your 8.x Web TK data from the old_site.dbf to the site.dbf
- STEP 9** — Install Sema4 9.1 (SP3) on your client workstations
- STEP 10** — Update Sema4 remote entries
- STEP 11** — Perform the steps in Appendix G: Web Timekeeper — "Error: Access is Denied" if you use Web Timekeeper

Please review all of the instructions before you begin your software installation.

Important Notes

- Before you install the Sema4 9.1 (SP3) update, you must return all Sema4 program files and folders (including the Sema4 Data, Rpt, and Keydata folders) to their default location (for example in C:\Program Files\Deltek\S484). After you install the 9.1 (SP3) update, you can move the three folders back to their previous locations.
- Before you install Sema4 9.1 (SP3), make sure all Sema4 directory and file attributes are not marked as read-only or hidden.
- Close all other programs before you run the Sema4 Setup routine.
- If you are using anti-virus software, review the documentation from your anti-virus program on what to do when installing new applications, and take any necessary steps. If you are at all unsure of what to do, please disable the software until you have completed the installation.
- After you install the Sema4 update on your server, you must **reboot** your server.
- If you need to install a multiple license data setup for Sema4 9.1 (SP3), **please contact a Deltek Sema4 support analyst** for additional instructions and documentation.

Anti-virus software

Do you have multiple sets of data?

Prepare your Sema4 Database for Upgrading

If you are using a customized version of Sema4, do not install this upgrade unless you have checked with application support.

Before you upgrade to Sema4 9.1 (SP3) on your network server, you must follow the steps in Appendix B: Prepare Your Current Sema4 Data for Upgrading.

Back up your Sema4 8.x Directory

Be sure to make a full backup of your Sema4 directory with all contents intact. For further information on backing up, see Appendix A: Sema4 Backup Procedures.

Web Timekeeper Considerations

For Sema4 8.x users who currently have Web Timekeeper 8.x installed:

Before you start the upgrade process, you must do the following:

- Make a backup of your Sema4 8.x Time Table/Site folder, and then rename all the files in the 8.x Site folder by placing a lower case x in front of each file name.
- Uninstall Web Timekeeper 8.x before you install Sema4 9.1 (SP3) on your server. Use the Windows Add or Remove Programs option from the Windows Control Panel to remove 8.x Web Timekeeper.

For new Web Timekeeper users:

If you are a Sema4 8.x user installing Web Timekeeper for the first time, before you complete the upgrade instructions in this chapter and install Sema4 9.1 (SP3) on your server, please read the complete instructions for installing Web Timekeeper in Chapter 8: Upgrade from Sema4 8.x, 9.0 or 9.1 — New Web Timekeeper Installation.

Before you install Sema4 9.1 (SP3) on your server, you must create a Time Table folder on your Web server. Sema4 timesheet data files are installed in this folder. We recommend that you name the folder **SITE**.

Download the Sema4 9.1 (SP3) Installation File

To download the Sema4 9.1 (SP3) installation file from the Deltek e-Support site if you currently have a Sema4 8.x version installed:

1. Go to <http://support.deltek.com/distribution/DeltekSema4.aspx>.
2. Log on with your e-Support/RNT username and password.
3. In the Deltek Sema4 Downloads dialog where Sema4 9.1 (SP3) is listed:
 - Click the **Deltek Sema4 9.1 (SP3) Release Notes** button to download a copy of the release notes.

- Click the **Deltek Sema4 9.1 (SP3)** button to download the **DeltekSema491SP3.exe** installation file.

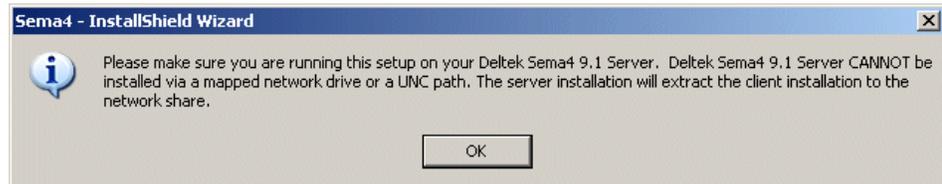
Install Sema4 9.1 (SP3) on Your Network Server

To begin the installation process, you must first install Sema4 9.1 (SP3) on your network server. The person installing Sema4 must have full administrative rights to the server as well as full rights to the folder where Sema4 will be installed.

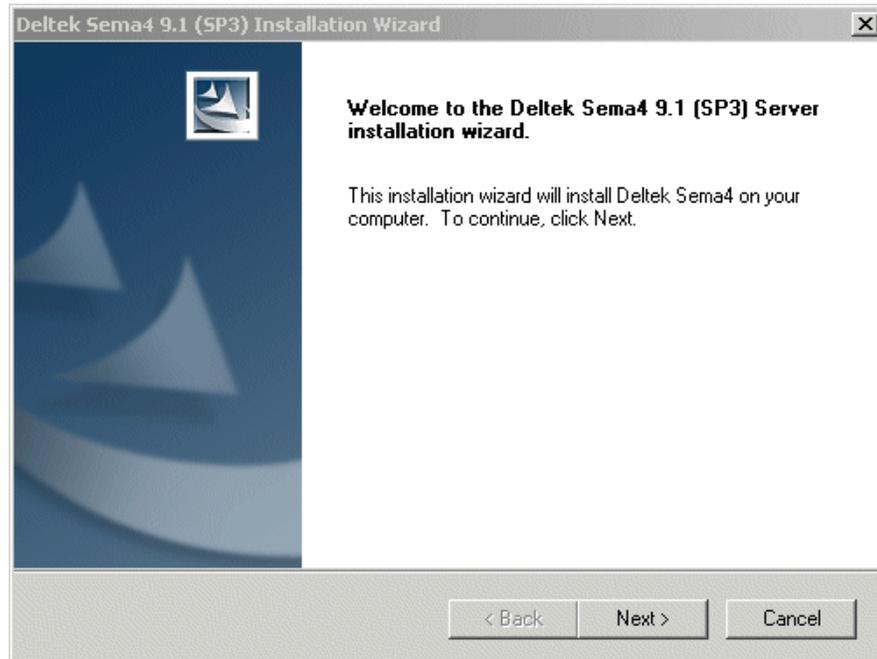
Neither Sema4 nor RTE are designed to run directly over a wide area network. If you use a WAN, such as Citrix Metaframe or Terminal Services, attempting to do so can result in data and index corruption. If you have any further questions please contact Deltek Sema4 Support.

To install Deltek Sema4 9.1 (SP3) on your network server:

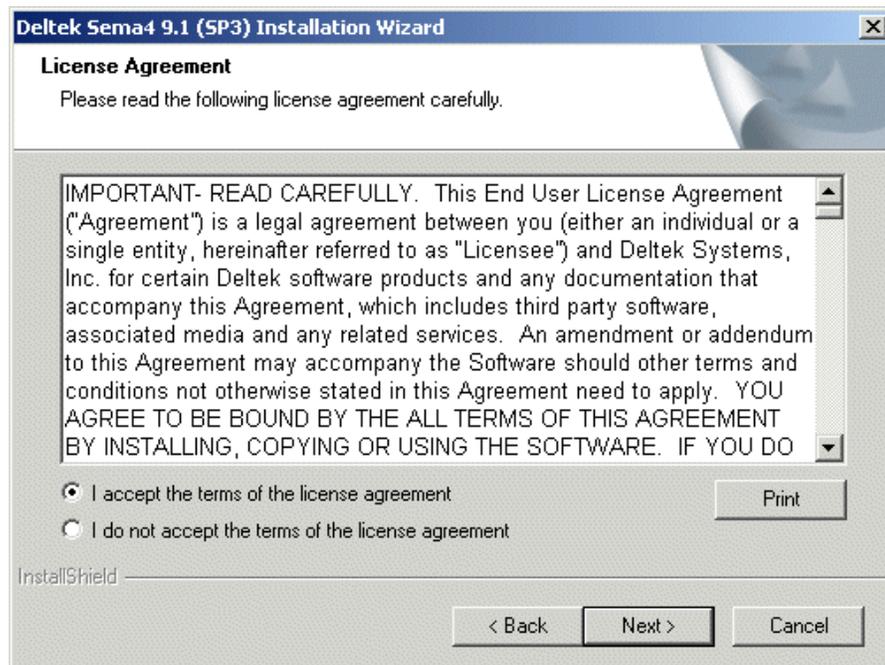
1. From your Sema4 server, use Windows Explorer to navigate to the location of the **DeltekSema491SP3.exe** installation file.
2. Double-click **DeltekSema491SP3.exe** to start the installation.
3. In the Sema4 - InstallShield Wizard dialog, you see a message reminding you to run the installation on your Deltek Sema4 9.1 (SP3) server. You cannot install Sema4 9.1 via a mapped network drive or UNC path. Click **OK** to continue.



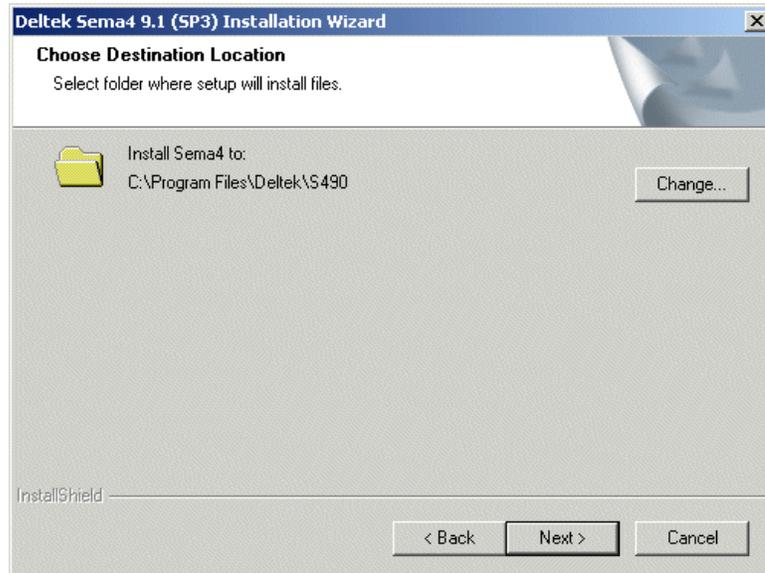
4. On the Welcome dialog, click **Next**.



5. Read the agreement on the **License Agreement** dialog, select the **I accept the terms of the license agreement** option, and click **Next**.



- On the Choose Destination Location dialog, the default location where Sema4 will be installed is displayed. To change this, click **Change**, and then select another location. Click **Next** to continue.

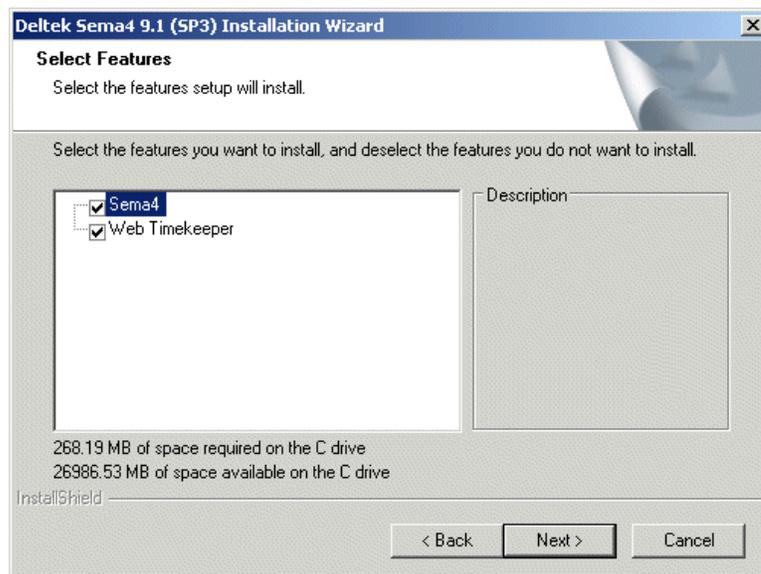


- On the Select Features dialog, select the **Sema4** check box and the **Web Timekeeper** check box (if you use it), and click **Next**.

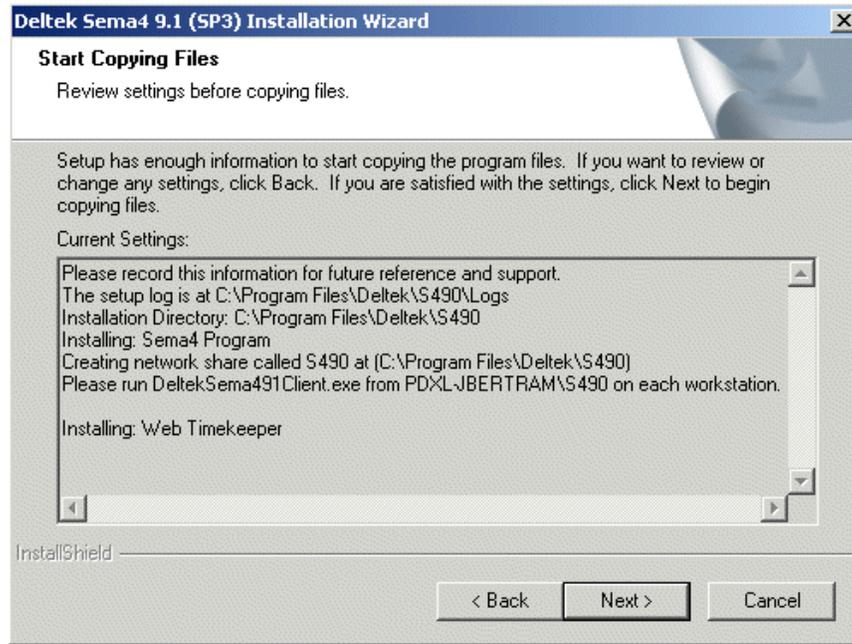
Note:

If you currently have Web Timekeeper 8.x installed, you must uninstall it before installing Web Timekeeper 9.1 (SP3). You must also make a backup copy of your 8.x Time Table/SITE folder before you install Web Timekeeper 9.1 (SP3).

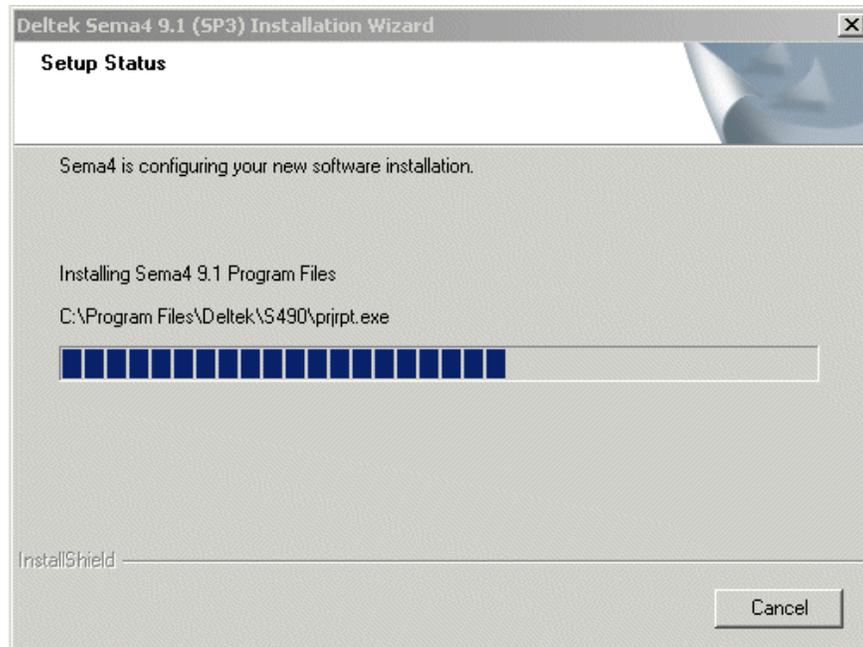
If you are a Sema4 8.x user installing Web Timekeeper for the first time, please read the full instructions in Chapter 8: Upgrade from Sema4 8.x, 9.0 or 9.1 — New Web Timekeeper Installation before you continue with these steps. You must create a Time Table/SITE folder on your Web Server before continuing.



8. In the Start Copying Files dialog, review the information in the Current Settings box, and click **Next** to start the installation.



The Setup Status dialog opens, and you see the installation progress as the software is installed.

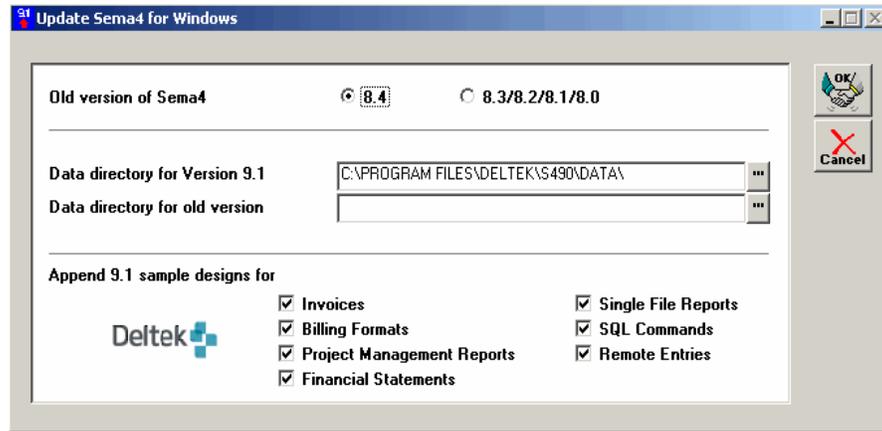


Run the Update Data Program

The Update utility first imports your data, including your Sema4 license, invoice designs, and report designs.

Then, based on the selections in this dialog, it offers to replace the pre-designed invoice and report designs with the newest versions.

1. Select Windows **Start » Run**.
2. Browse to the Sema4 Version 9.1 folder, and double-click **UPDATE.EXE** to start the update.
3. On the Update Sema4 for Windows dialog, complete the following and then click **OK**.

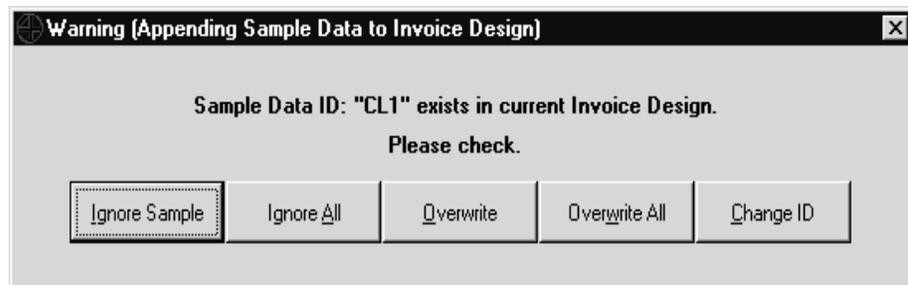


- Select the options for the 8.x old version of Sema4 you are using.
- The **Data directory for Version 9.1** field prefills.
- Use the  button to find and make a selection in the **Data directory for old version** field.
- **Append 9.1 sample designs for** — Select the check boxes for the standard designs you want to update.

We recommend that you select all of them to ensure that your upgrade includes all of the new features. If you are concerned that you might overwrite customized designs during the upgrade, contact Technical Support for assistance.

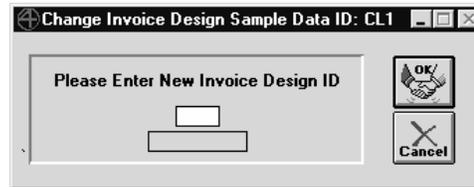
A series of messages appears that reads, “Checking Data File..., Recovering Data File..., Updating Data File...,” and so on.

4. When an ID is found in one of your design files that matches one of the sample IDs, a dialog box similar to the following opens.



The utility offers to place the newest version of the sample design specified in your files. In general, you should select **Overwrite All** in every case. If you have changed a standard design without assigning it a new ID, you must select either **Change ID** or **Ignore Sample** to retain your changes.

- **Ignore Sample** — Leaves the existing (old) design in your file, and moves on to checking the next ID.
- **Ignore All** — Cancels the attempt to add or replace the remaining designs in the current file, leaving all of the old designs in place.
- **Overwrite** — Replaces the existing (old) design in your file with the new sample design.
- **Overwrite All** — Replaces all remaining designs in the current file with the new sample designs.
- **Change ID** — Opens the following dialog, which allows you to copy the sample design into your file, assigning it a different ID.



Install the Sema4 9.1 (SP3) Web Timekeeper Reports

If you previously had Web Timekeeper 8.x installed, it was upgraded to Web Timekeeper 9.1 (SP3) when you upgraded to Sema4 9.1 (SP3) on your server.

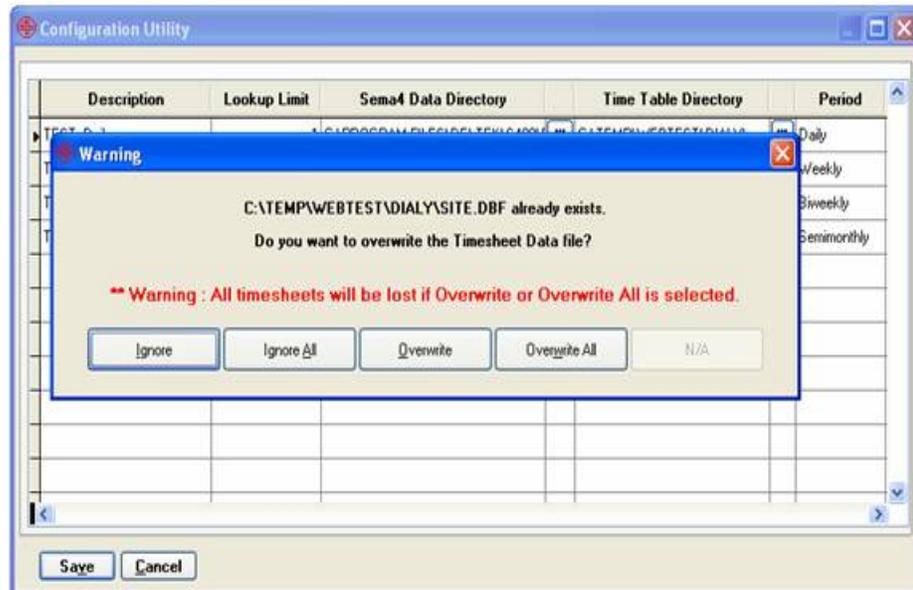
To add the Sema4 9.1 (SP3) WEBTK.FRX report file to the Time Table directories and finish the Web Timekeeper upgrade, you must complete the steps in this section.

Notes:

- This does not install the optional Web Timekeeper reports that include hours and project/phase/task in a grid, which are described in Chapter 2: New Features and Enhancements in Sema4 9.1 . To install those reports, after you complete the steps in this section, see Appendix H: Sema4 9.1 (SP3) Optional Web Timesheet Grid Reports.
- If you did not previously have Web Timekeeper 8.x installed and you are now installing Web Timekeeper for the first time, see Chapter 8: Upgrade from Sema4 8.x, 9.0 or 9.1 — New Web Timekeeper Installation.

To add the Sema4 9.1 (SP3) WEBTK.FRX report file to the Time Table directories and finish the Web Timekeeper upgrade:

1. Make a full backup of all files in each Sema4 Time Table directory.
2. Select Windows **Start » All Programs » Deltek Sema4 9.1 » Weblink**.
3. In the Sema4 Web Timekeeper Administration Tools dialog, select **WebTK Administration » Configuration**.
4. In the Configuration Utility dialog, click **Edit**, and then click **Save**.
5. Make sure you have renamed your SITE.* files and webtkadm.dbf file before proceeding with this step to select **Overwrite** when asked if you want to overwrite the Timesheet Data files. The Timesheet Data files are the site.* files. By renaming the files first, they will not be overwritten. You can rename the files with an x at the beginning of the file name (xsite.dbf, xsite.cdx, xsite.fpt and xwebtkadm.dbf). Weblink will create a new empty database so the old timesheet history can be transferred to the new 9.1 site.* files.



6. Close the dialog and the Web Timekeeper Administration Tools application.

Transfer your Sema4 8.x Web Timekeeper data if you had 8.x Web Timekeeper installed

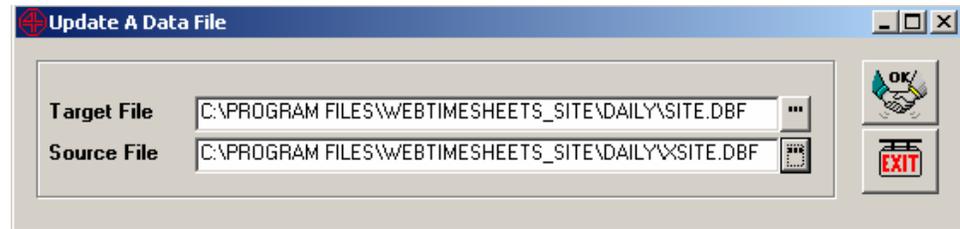
If you previously used Sema4 8.x Web Timekeeper and upgraded to Sema4 9.1 (SP3), you need to transfer timesheet records from your 8.x version to the 9.1 (SP3) version.

You do this from within Sema4 the Financial Management software.

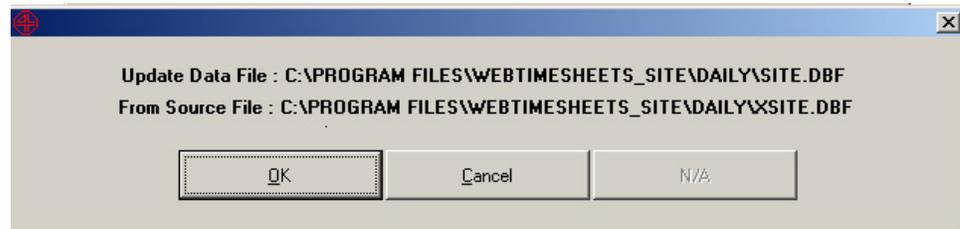
1. From the **Utilities** menu, select **Database Tools » Update A Data File**.
2. Click **OK** in the Warning screen.
3. In the Update A Date File screen, enter the following, and then click **OK**:

Target File — Browse to and select the **site.dbf** file (you transfer your 8.x Timesheet data to this file).

Source File — Browse to and select the **xsite.dbf** file that contains your 8.x Timesheet data.



4. In the next screen, click **OK**.



5. Repeat these steps to transfer your calendar information from the xwebtkadm.dbf file (old one) to the webtkadmin.dbf file (new one).

Install Sema4 9.1 (SP3) on Your Client Workstations

After you install Sema4 9.1 (SP3) on your network server, assign file rights and permissions, initialize your license, and update your data, you must install the application (or selected components) on each client workstation that will run Sema4 (or selected components).

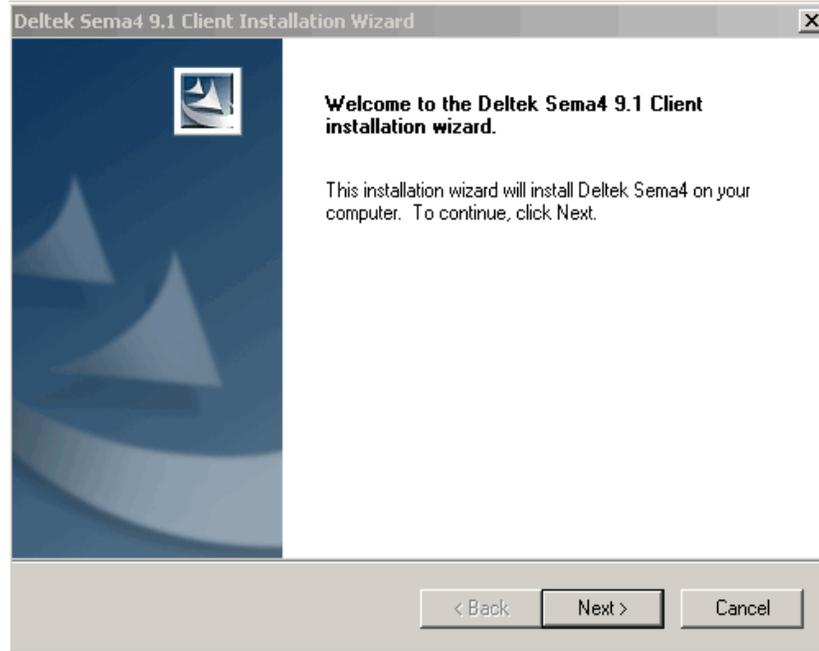
If you are using anti-virus software, review the documentation from your anti-virus program on what to do when installing new applications, and take any necessary steps. If you are at all unsure of what to do, please disable the software until you have completed the installation.

If you need to install a multiple license data setup for Sema4 9.1 (SP3), please **contact Deltek Sema4 Support** for additional instructions and documentation.

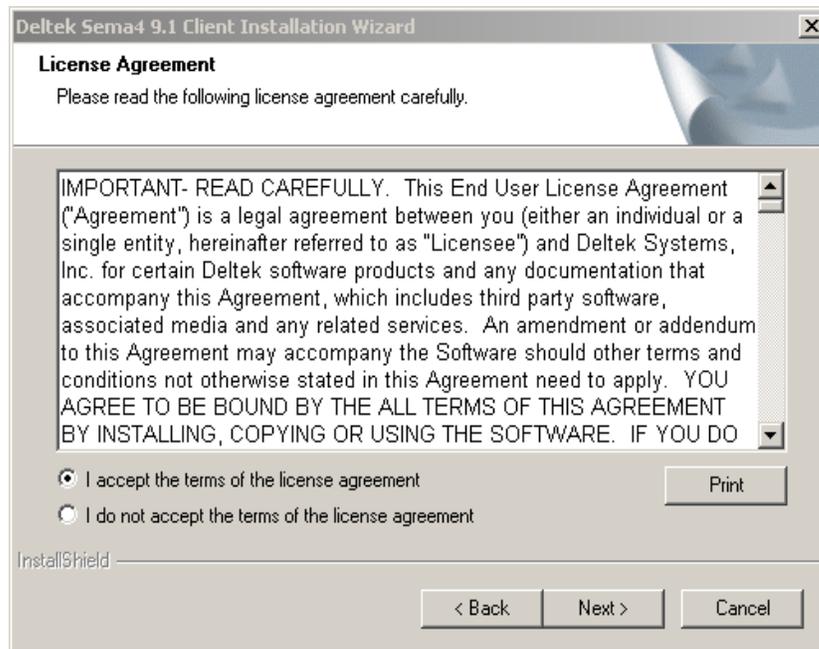
*Because Help and documentation formats have been updated in the software, you **MUST** run the workstation setup for all users.*

To install Deltek Sema4 9.1 (SP3) on a client workstation:

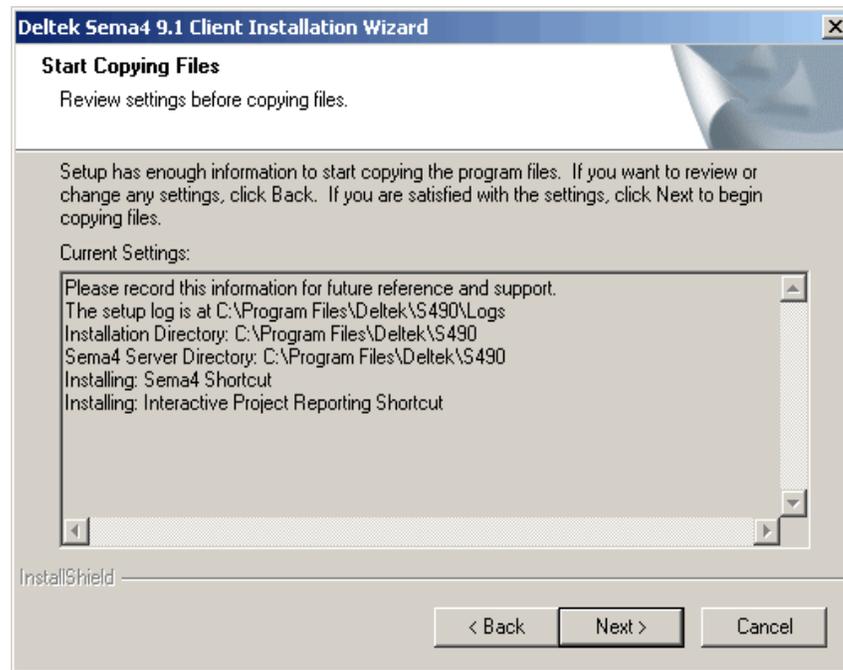
1. From the client workstation, use Windows Explorer to navigate to the network share created during the server installation (<Your Server>\S490).
2. Double-click **DeltekSema491Client.exe** to start the installation.
3. On the Welcome dialog, click **Next**.



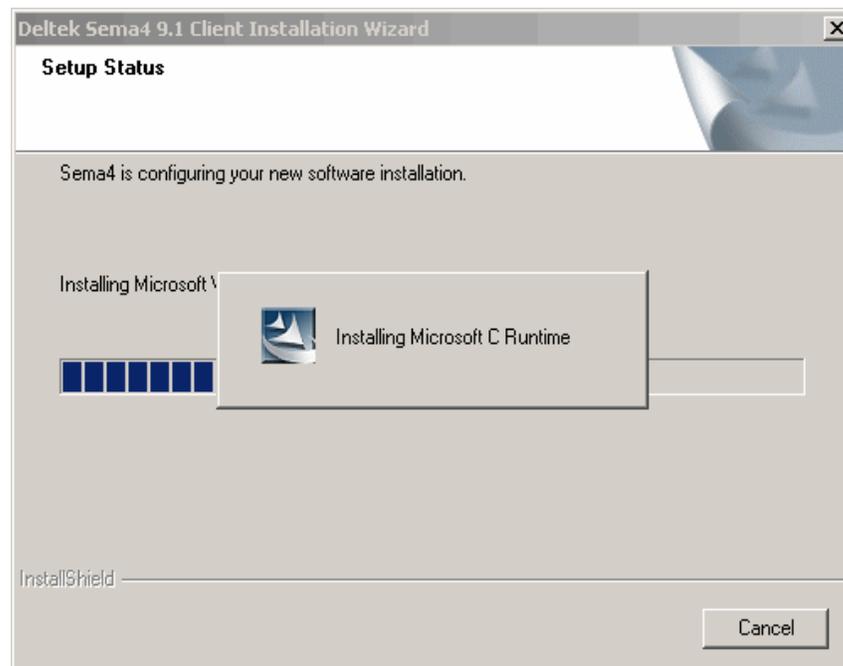
4. On the License Agreement dialog, read the license agreement, select the **I accept the terms of the license agreement** option, and click **Next**.



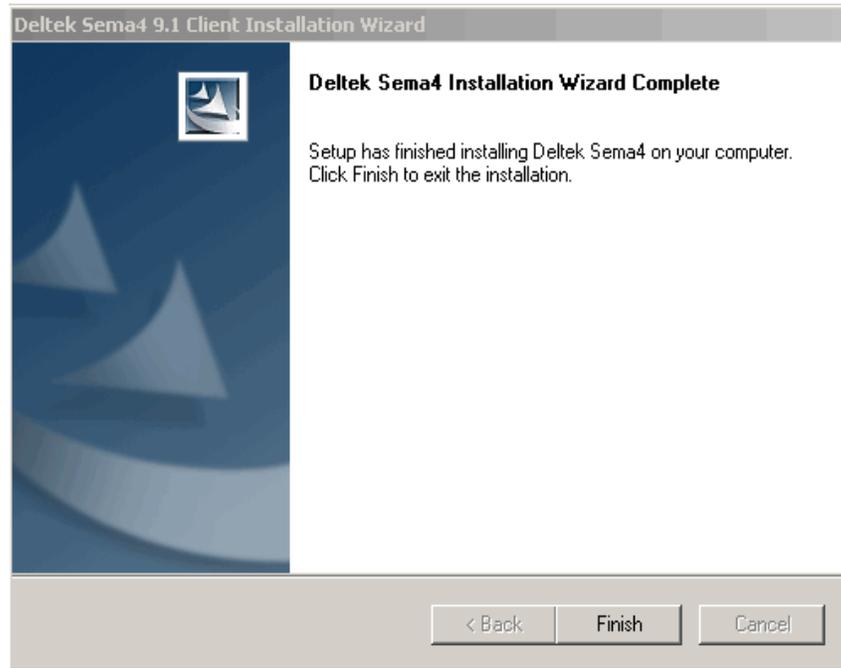
5. On the Start Copying Files dialog, review the information in the Current Settings box, and click **Next**.



The Setup Status dialog displays the installation progress.



6. On the Deltek Sema4 Installation Wizard Complete dialog, click **Finish**.



Please reboot the workstation before you begin using Sema4 9.1 (SP3) on this workstation.

You have completed the installation of Sema4 9.1 (SP3) on this workstation.

Repeat these instructions to install Sema4 9.1 (SP3) on other workstations.

Update to Remote Entries in Sema4 9.1

Please see Appendix C: Update to Remote Entries in Sema4 9.1 for instructions on how to update remote entries.

If you use Web Timekeeper, Perform the Steps in Appendix G: Web Timekeeper — "Error: Access is Denied"

If you use Web Timekeeper, after you upgrade to Sema4 9.1 (SP3), you will receive an "Error: Access is Denied." message when you try to open Web Timekeeper. This happens because the IUSR account is overwritten with the Deltek Sema4 Local IUSR account during the Sema4 installation. To fix this, you must stop Internet Information Services (IIS), reinstate the domain IUSR account or reset the password for the Deltek Sema4 account, and restart IIS. For complete instructions, see Appendix G: Web Timekeeper — "Error: Access is Denied"

Chapter 8: Upgrade from Sema4 8.x, 9.0 or 9.1 — New Web Timekeeper Installation

This section contains instructions for Sema4 8.x, 9.0, or 9.1 users who have not used Web Timekeeper in the past and are installing Web Timekeeper for the first time when upgrading to Sema4 9.1 (SP3).

For additional installation and configuration instructions, see the Sema4 Web Timekeeper Installation guide. You can download this guide from the Deltek e-Support site.

Web Server Prerequisites

- Name-brand, server-class machine
- Dual Pentium III-800 (QUAD capable) processor
- 1 GB of RAM or more
- 2 9-GB SCSI-2 hard drives
- RAID controller
- 100 MB Network card (full duplex)
- Properly sized, uninterrupted power supply
- Windows 2000 Server (with most current service pack)
- Internet Information Services (IIS) Version 5.0 or later

Additional Requirements

- The server(s) that Sema4 is installed on and the Web server that Web Timekeeper is installed on must be connected to the same LAN.
- The Web Timekeeper license must be installed in the Sema4 system(s) that use Web Timekeeper.
- A permanent drive must be mapped from the Web Timekeeper server to the drive where Sema4 is installed. UNC does not work.
- Internet Explorer version 5.0 or later must be installed on the workstations that access Web Timekeeper.
- You must be using Sema4 Version 9.1 to use Web Timekeeper Version 9.1. Web Timekeeper Version 9.1 is not compatible with earlier versions of Sema4.

Installing Web Timekeeper

The person installing Web Timekeeper must have full administrative rights on the server where Web Timekeeper will be installed as well as full rights to the folder where Sema4 is installed.

The installation consists of the following steps:

- STEP 1** — Create the Timesheet Data folder
- STEP 2** — Install Web Timekeeper (at the same time you install Sema4)
- STEP 3** — Link Web Timekeeper link to Sema4
- STEP 4** — Set up pay periods for Web Timekeeper
- STEP 5** — Assign permissions for Web Timekeeper
- STEP 6** — Tell users how to connect to Web Timekeeper

Create the Timesheet Data Folder

The folder where Web Timekeeper itself is installed can be created during setup. However, before running the setup, you need to create a Time Table folder on the Web server. This is where the timesheet data files are installed. We recommend that you name the folder **\\SITE**.

Install Web Timekeeper

If you selected Web Timekeeper on the Installation Wizard Select Features dialog when you installed Sema4 9.1 (SP3) on your Sema4 server, then Web Timekeeper has been installed in the S490\Web folder.

If you did not select Web Timekeeper when you installed Sema4 9.1 (SP3) on your Sema4 server, you must uninstall Sema4, and reinstall with both Sema4 and Web Timekeeper selected for installation. The "Install Sema4 9.1 (SP3) on Your Network Server" instructions are on page 35 of Chapter 7. Web Timekeeper and Sema4 must be installed on the same server.

New IUSR Account

When you install Web Timekeeper, a new local IUSR account called DeltekSema4 is assigned anonymous access in the IIS setup for the TK virtual directory. If you installed Web Timekeeper to a webserver separate from the server on which the core Sema4 financial program is installed, then you need to reassign anonymous access to the domain IUSR account and verify that the domain IUSR account has full permissions and full control to the Data, Site, and TK folders.

Link Web Timekeeper to Sema4

The Administration Tools screen opens during initial setup or when you run **WEBS4LINK.EXE** (located in the Web Timekeeper, Web folder).

1. From the WebTK Administration menu, select **Configuration**.

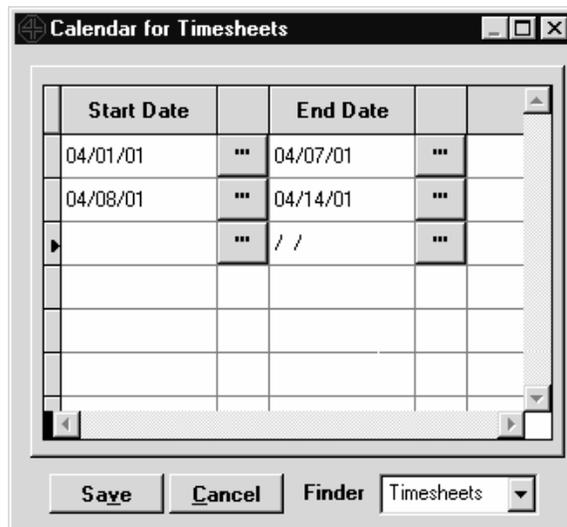


- When you are done, click **Save**. The file S4DATABASES.XML is created or recreated in the \DATABASES folder below the main Web Timekeeper folder and the appropriate versions of SITE.DBF are copied to the Time Table folder.

Set Up Pay Periods for Web Timekeeper

The Administration Tools screen opens during initial setup or when you run **WEBS4LINK.EXE** (located in the Web Timekeeper, Web folder).

- From the Web TK Administration menu, select **Calendar**.
- On the Calendar for Timesheets dialog, click the **Edit** button.
- On the Calendar for Timesheets dialog, in each line of the grid, define one timesheet period that will be available to users.



- Click **Save**.
- The file S4DATABASES.XML is created or recreated in the \DATABASES folder within the main Web Timekeeper folder. The appropriate versions of SITE.DBF are copied to the Time Table folder. In addition to the SITE.DBF, the appropriate WebTK.FRX are copied to the Time Table folder.
- When you finish, from the **File** menu, select **Exit**.
- During initial setup, there is a final screen from the setup program. Select **Finish**.

We recommend that you reboot the Web server after installation.

Assign Permissions for Web Timekeeper

\TK Folder

The \TK folder below the main Web Timekeeper folder must be made available via IIS. Right-click the folder in Explorer and assign Web Sharing, using any alias you want. Normal web sharing is all that is required. (That is, on the Security tab, the Internet Guest Account should have Read & Execute, List Folder Contents, and Read permissions). A "DeltekSema4" user account has been created with Password1 as the

password. You should change this password after the installation is complete.

THE IIS User IUSR_MACHNINENAME

- Should automatically be assigned **Full Permissions** to the Web Timekeeper folder and all files in the folder. (Please make sure that this has occurred.)
- Must be assigned **Full Permissions** to the Time Table folder(s).
- Must be assigned **Full Permissions** to the \Data folder below the main Sema4 program folder.

Tell Users How to Connect to Web Timekeeper

To run Web Timekeeper, users need to open Internet Explorer and enter the URL or IP address of the Web server. The following are examples of what to enter.

- **HTTP://INTRANET/TK**
- **HTTP://TIMESHEETS**
- **HTTP://X.X.X.X/TK**

The easiest way to give users access to Web Timekeeper is to create a logon shortcut and email it to all users.

Chapter 9: Upgrade from Sema4 9.1 — Novell Network

This section guides you through upgrading from a Sema4 9.1 version (9.1, 9.1 (SP1), or 9.1 SP2 YE) to Sema4 9.1 (SP3) if you use a Novell network to run Sema4 **and** your copy of the Sema4 9.1 version was installed using the **/netware** switch.

For this installation you must upgrade using the machine that was originally used to installed Sema4 9.1 with the **/netware** switch. The reason for this is that on this machine, the Sema4 installation program creates Windows registry entries that identify where the Sema4 program files are located. For the installation utility to find the Sema4 9.1 program files and work properly, you must be sure that the Netware drive to the Sema4 program files is still mapped the same way on the machine from which you ran the Sema4 installation program for Sema4 9.1, 9.1 (SP1), or 9.1 SP2 YE.

If the machine that was originally used to install the Sema4 9.1 version on Novell is no longer available **or** if your Sema4 9.1 version was installed on a Windows machine and the files were manually copied to Novell, please follow the instructions in Chapter 10: Upgrade from Sema4 9.0 — Novell Network.“

The Sema4 **Check for Sema4 Updates** utility works only on the machine from which you installed Sema4 (on your Sema4 server). Sema4 installation program creates Windows registry entries that identify where the Sema4 program files are located. For the **Check for Sema4 Updates** utility to find the Sema4 program files and work properly, you must be sure that the Netware drive to the Sema4 program files is always mapped on the machine that ran the Sema4 installation program.

The installation process consists of the following steps:

- STEP 1** — Prepare your Sema4 9.1 database for upgrading
- STEP 2** — Back up your Sema4 9.1 folder (program, report, and data files)
- STEP 3** — Download the Sema4 9.1 (SP3) installation files
- STEP 4** — Install Sema4 9.1 (SP3) to your Novell server
- STEP 5** — Upgrade Web Timekeeper, if you have it installed
- STEP 6** — Install Sema4 9.1 (SP3) on your client workstations

Please review all of the instructions before you begin your software installation.

If you moved Sema4 program and data folders (including the Sema4 Data, Rpt, and Keydata folders) to locations other than where they were originally installed, you must return them to the original default location (for example to Program Files\Deltek\S490) before you begin the installation. After you install Sema4 9.1 (SP3), you can move the folders back to their previous locations.

Anti-virus software

If you are using anti-virus software, review the documentation from your anti-virus program on what to do when installing new applications, and take any necessary steps. If you are at all unsure of what to do, please disable the software until you have completed the installation.

Close all other programs before you run the Sema4 Setup routine.

Multiple sets of data

If you need to install a multiple license data setup for Sema4 9.1 (SP3) , **please contact a Deltek Sema4 support analyst** for additional instructions and documentation.

Prepare your Sema4 9.1 Database for Upgrading

Before you upgrade to Sema4 9.1 (SP3) on your network server, you must follow the steps in Appendix B: Prepare Your Current Sema4 Data for Upgrading.

Backup your Sema4 9.1 Directory

Be sure to make a full backup of your Sema4 directory with all contents intact. For further information on backing up, see Appendix A: Sema4 Backup Procedures.

Download the Sema4 9.1 (SP3) Installation File

To download the Sema4 9.1 (SP3) installation file from the Deltek e-Support site if you currently have a Sema4 9.1 version installed:

1. Go to <http://support.deltek.com/distribution/DeltekSema4.aspx>.
2. Log on with your e-Support/RNT username and password.
3. In the Deltek Sema4 Downloads dialog where Sema4 9.1 (SP3) is listed:
 - Click the **Deltek Sema4 9.1 (SP3) Release Notes** button to download a copy of the release notes.
 - Click the **Deltek Sema4 9.1 (SP3)** button to download the **DeltekSema491SP3Patch.exe** installation file.

Install Sema4 9.1 (SP3) to Your Novell Server

Warning:

The Sema4 9.1 (SP3) installation overwrites and upgrades your Sema4 9.1 software. Because it does not install Sema4 9.1 (SP3) separately from your previous Sema4 9.1 version, it is important that you make a full backup of your Sema4 9.1 folder (data, report, and program files) before you install Sema4 9.1 (SP3).

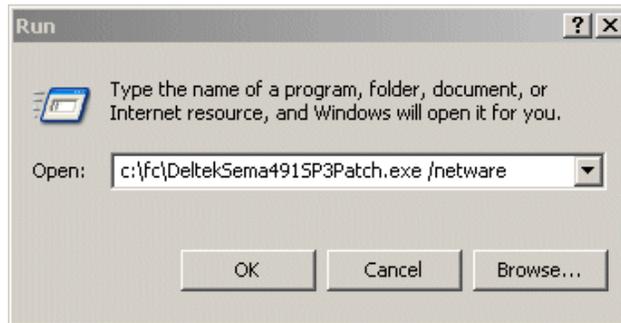
The person installing Sema4 must have full administrative rights to the server as well as full rights to the folder where Sema4 will be installed.

Neither Sema4 nor RTE are designed to run directly over a wide area network. If you use a WAN, such as Citrix Metaframe or Terminal Services, attempting to do so can result in data and index corruption. If you have any further questions please contact Deltek Sema4 Support.

To install Deltek Sema4 9.1 (SP3) on your Novell server if you currently have a Sema4 9.1 version installed:

1. From a Windows machine, select Windows **Start » Run**.
2. In the **Open** field on the Run dialog, type the path to and the name of the **DeltekSema491SP3Patch.exe** file along with the **/netware** switch and click **OK**.

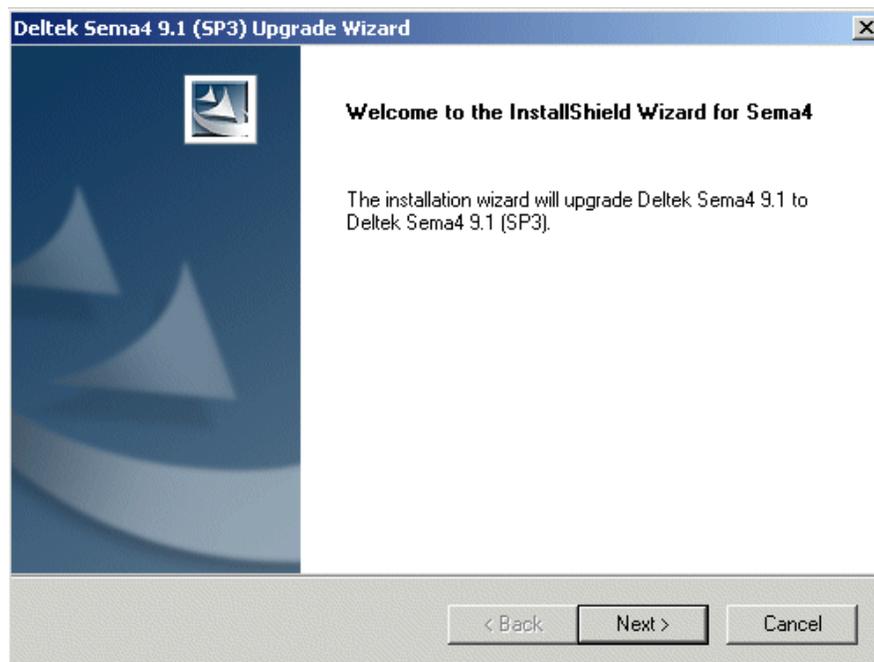
<drive>:\DeltekSema491SP3Patch.exe /netware



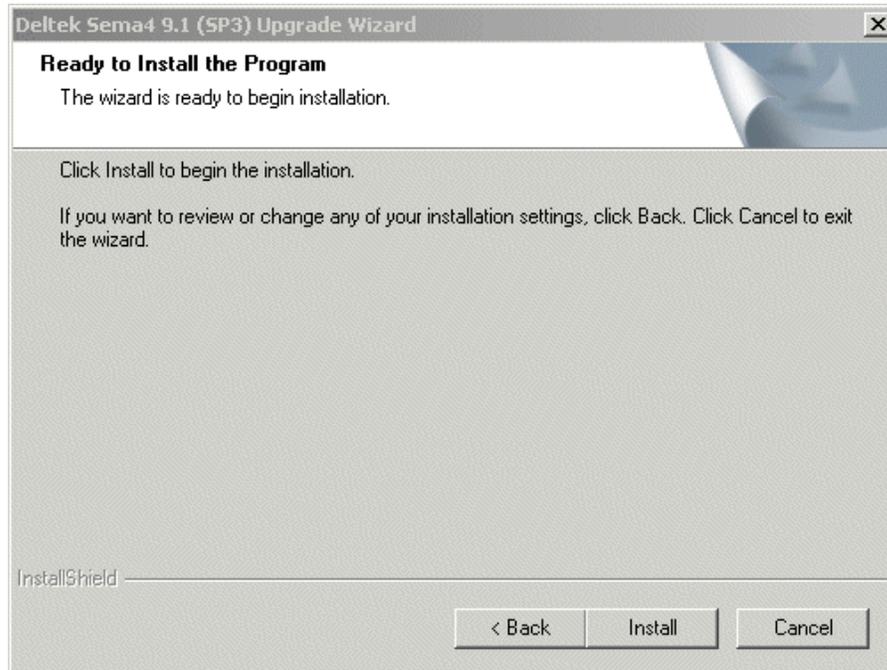
3. The installation program will recognize where Sema4 9.1 was installed. If you do not get the following message, please follow the instructions in Chapter 10: Upgrade from Sema4 9.0 — Novell Network.“



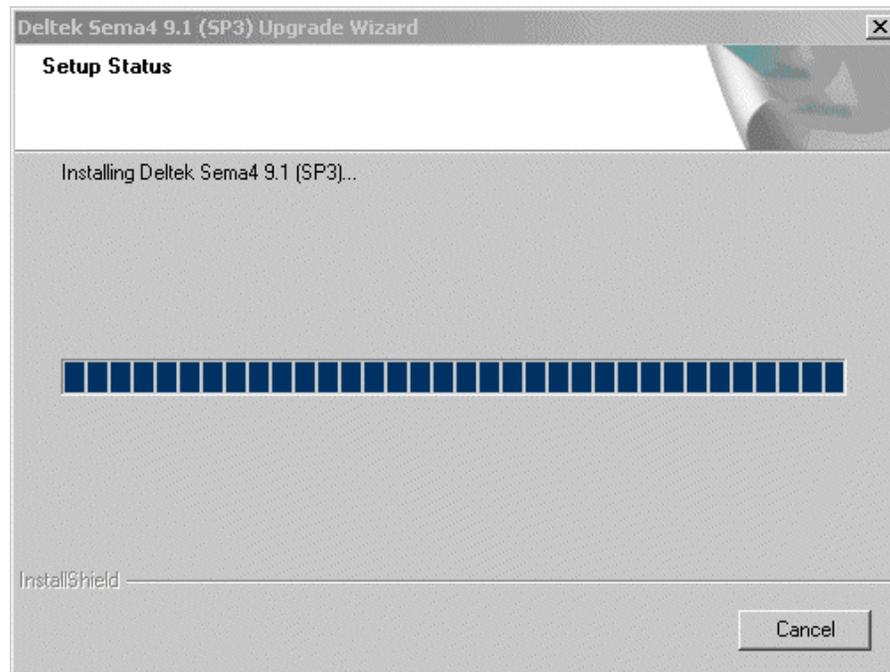
4. On the Welcome dialog, click **Next**.



5. On the Ready to Install the Program screen, click **Install**.

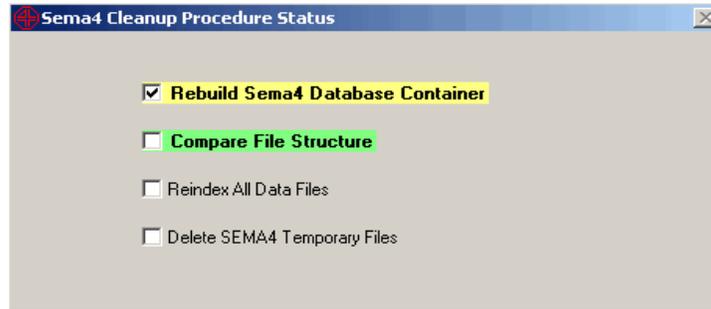


The Setup Status dialog opens, and you see the status of the installation progress as the software is installed.

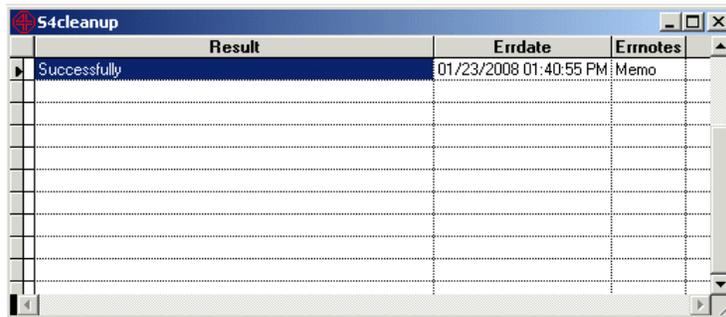


In the Sema4 Cleanup Procedure Status dialog you see a check mark in each check box as the cleanup item is completed.

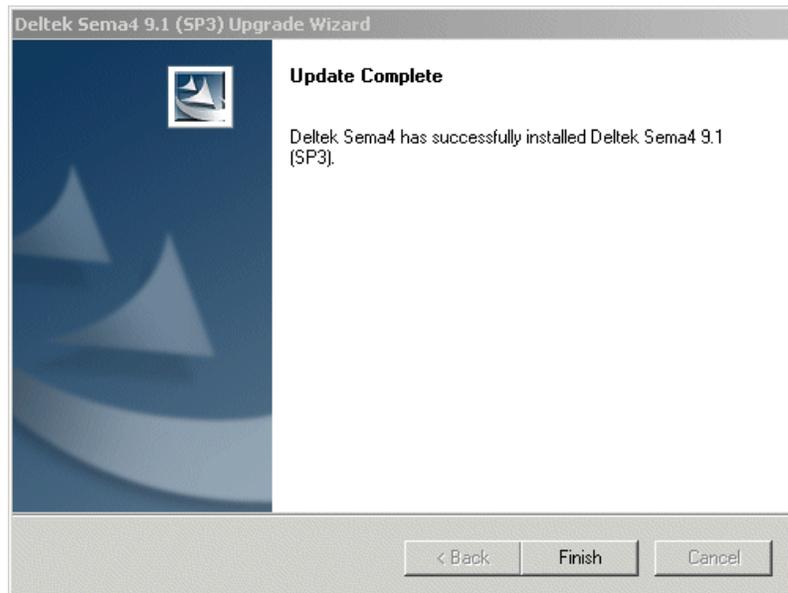
NOTE: If the Cleanup Procedures do not run automatically, please call Sema4 Support.



6. On the S4cleanup dialog where you see the successful cleanup results, click the **X** button in the upper right to close the dialog.



7. On the Update Complete dialog, click **Finish**.



8. Reboot your server.

You have completed the installation of Sema4 9.1 (SP3) on your Novell network server.

Upgrade Web Timekeeper

Sema4 9.1 (SP3) Web Timekeeper cannot be installed on a Novell server.

If you have a Sema4 9.1 version of Web Timekeeper installed on another Windows server machine, you can upgrade it to Sema4 9.1 (SP3) by doing the following:

1. Complete the steps in the “Install Sema4 9.1 (SP3) on Your Network Server” section on page 23. This upgrades your 9.1 Web Timekeeper to 9.1 (SP3).
2. Follow the instructions in the “Install the Sema4 9.1 (SP3) Web Timekeeper Reports” section on page 28. This adds the new WEBTK.FRX report file to the Time Table directories and finishes the Web Timekeeper upgrade.

Install Sema4 9.1 (SP3) on Your Client Workstations

*Because Help and documentation formats have been updated in the software, you **MUST** run the workstation setup for all users.*

Skip this step for the machines that had the client workstation installed in 9.1.

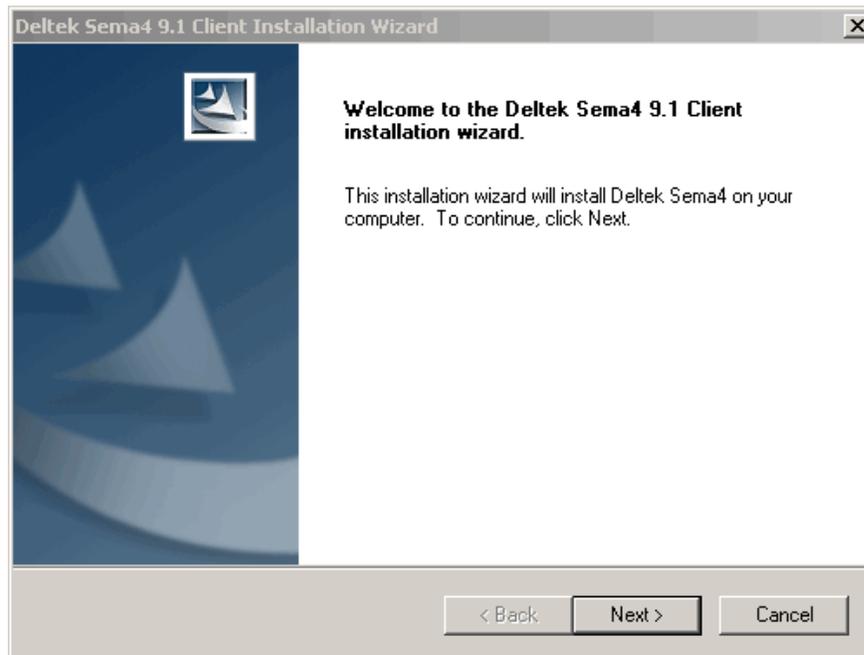
After you install Sema4 9.1 (SP3) on your Novell network server, you must install the application (or selected components) on any **new** client workstation that will run Sema4 (or selected components).

If you need to install a multiple license data setup for Sema4 9.1 (SP3), please **contact Delttek Sema4 Support** for additional instructions and documentation.

To install Delttek Sema4 9.1 (SP3) on a client workstation:

1. From the client workstation, use Windows Explorer to navigate to the network share created during the server installation (that is, **<Your Server>\S490**).
2. Double-click **DelttekSema491Client.exe** to start the installation.

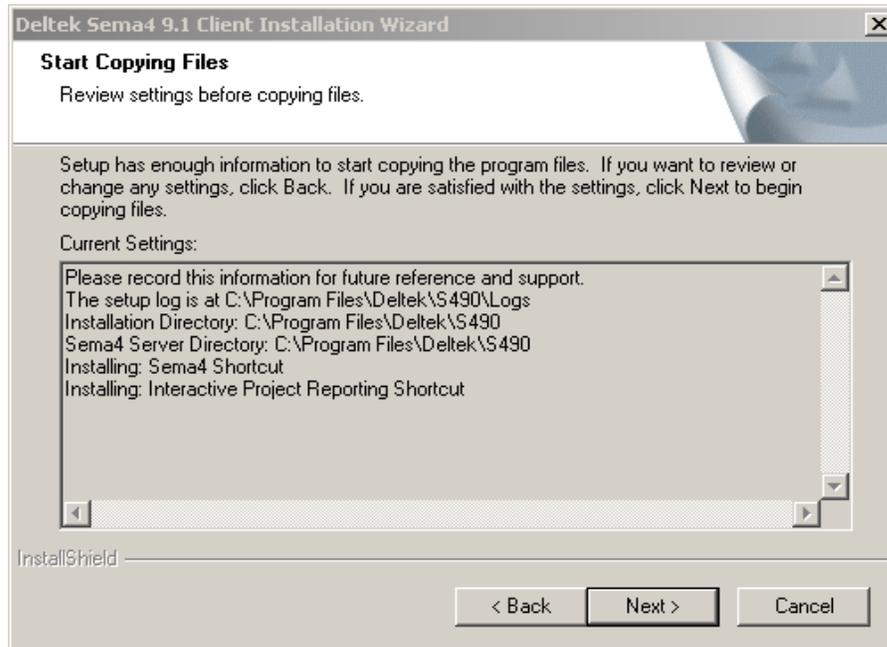
3. On the Welcome dialog, click **Next**.



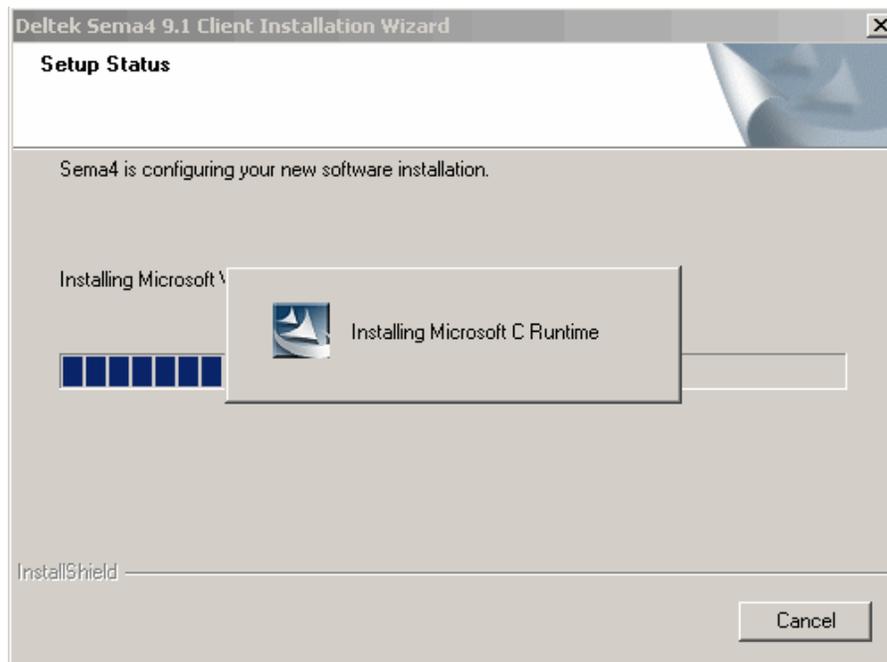
4. On the License Agreement dialog, read the license agreement, select the **I accept the terms of the license agreement** option, and click **Next**.



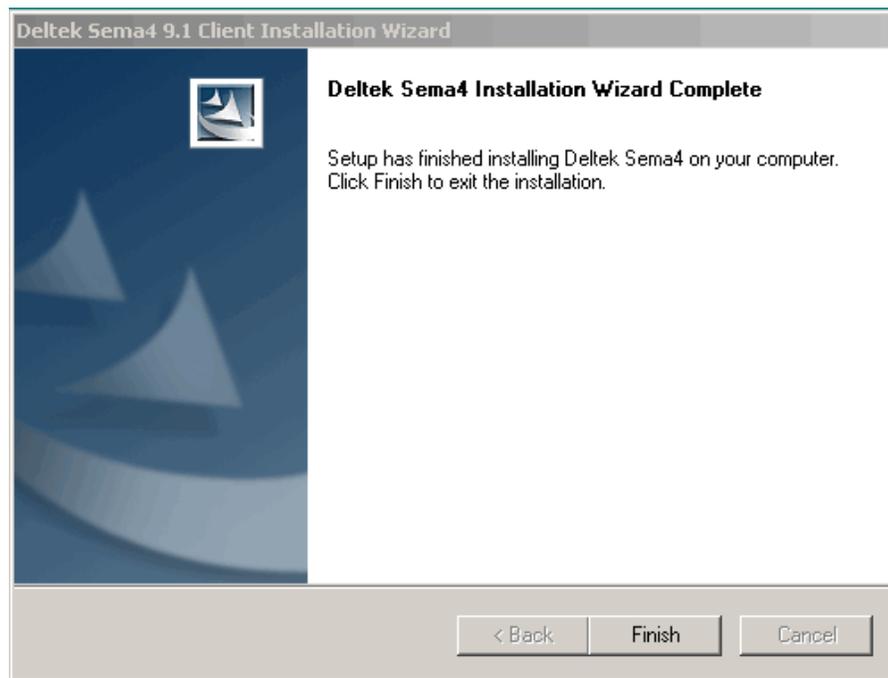
- On the Start Copying Files dialog, review the information in the Current Settings box, and click **Next**.



The Setup Status dialog displays the installation progress.



6. On the Deltek Sema4 Installation Wizard Complete dialog, click **Finish**.



You have completed the installation of Sema4 9.1 (SP3) on this workstation.

Please reboot the workstation before you begin using Sema4 9.1 (SP3) on this workstation.

Repeat these steps to install Sema4 9.1 (SP3) on other workstations.

Chapter 10: Upgrade from Sema4 9.0 — Novell Network

This section guides you through upgrading to Sema4 9.1 (SP3) for either of the following scenarios:

- You have Sema4 9.0 currently installed and you use a Novell network to run Sema4.
- You have a Sema4 9.1 version installed; it was installed on a Windows machine; and the files were manually copied to Novell.

If you are upgrading from a Sema4 9.1 version as described, when you follow the instructions in this chapter to upgrade, reference to Sema4 9.0 also applies to Sema4 9.1.

The main difference when installing Sema4 9.1 (SP3) on a Novell network is that you must run the installation program (DelttekSema491SP3.exe) with the /NetWare switch. This enables you to install to a Netware share. You run the Sema4 installation program from a Windows machine to install Sema4 to your Novell server.

The Sema4 **Check for Sema4 Updates** utility works only on the machine from which you installed Sema4 (on your Sema4 server). The reason for this is that on this machine, the Sema4 installation program creates Windows registry entries that identify where the Sema4 program files are located. For the **Check for Sema4 Updates** utility to find the Sema4 program files and work properly, you must be sure that the Netware drive to the Sema4 program files is always mapped on the machine that ran the Sema4 installation program.

Please read these installation instructions carefully because they are different from previous Sema4 installations.

IMPORTANT INSTALLATION CHANGES

The Sema4 9.1 (SP3) installation overwrites and upgrades your Sema4 9.0 software. Because it does not install 9.1 (SP3) in addition to your previous 9.0 software, it is important that you make a full backup of your Sema4 9.0 folder (data, report, and program files) before you install Sema4 9.1 (SP3).

The installation process consists of the following steps:

- STEP 1** — Prepare your Sema4 9.0 database for upgrading
- STEP 2** — Back up your Sema4 9.0 folder (program, report, and data files)
- STEP 3** — Download the Sema4 9.1 (SP3) installation files
- STEP 4** — Install Sema4 9.1 (SP3) to your Novell server
- STEP 5** — Upgrade Web Timekeeper, if you have it installed
- STEP 6** — Install Sema4 9.1 (SP3) on your client workstations
- STEP 7** — Update Sema4 Remote Entries



Important Notes

Anti-virus software

Do you have multiple data sets?

- Before you install Sema4 9.1 (SP3), make sure all Sema4 directory and file attributes are not marked as read-only or hidden.
- Close all other programs before you run the Sema4 Setup routine.
- If you are using anti-virus software, review the documentation from your anti-virus program on what to do when installing new applications, and take any necessary steps. If you are at all unsure of what to do, please disable the software until you have completed the installation.
- If you need to install a multiple license data setup for Sema4 9.1 (SP3), **please contact a Deltek Sema4 support analyst** for additional instructions and documentation.

Prepare your Sema4 9.0 Database for Upgrading

Before you upgrade to Sema4 9.1 (SP3) on your network server, you must follow the steps in Appendix B: Prepare Your Current Sema4 Data for Upgrading.

Backup your Sema4 9.0 Folder

Be sure to make a full backup of your Sema4 directory with all contents intact. For further information on backing up, see Appendix A: Sema4 Backup Procedures.

Download the Sema4 9.1 (SP3) Installation File

To download the Sema4 9.1 (SP3) installation file from the Deltek e-Support site if you currently have a Sema4 9.0 version installed:

1. Go to <http://support.deltek.com/distribution/DeltekSema4.aspx>.
2. Log on with your e-Support/RNT username and password.
3. In the Deltek Sema4 Downloads dialog where Sema4 9.1 (SP3) is listed:
 - Click the **Deltek Sema4 9.1 (SP3) Release Notes** button to download a copy of the release notes.
 - Click the **Deltek Sema4 9.1 (SP3)** button to download the **DeltekSema491SP3.exe** installation file.

Install Sema4 9.1 (SP3) to Your Novell Server

Warning:

The Sema4 9.1 (SP3) installation overwrites and upgrades your Sema4 9.0 software. Because it does not install Sema4 9.1 (SP3) separately from your previous Sema4 9.0 version, it is important that you make a full backup of your Sema4 9.0 folder (data, report, and program files) before you install Sema4 9.1 (SP3). For more information on backing up, see Appendix A: Sema4 Backup Procedures.

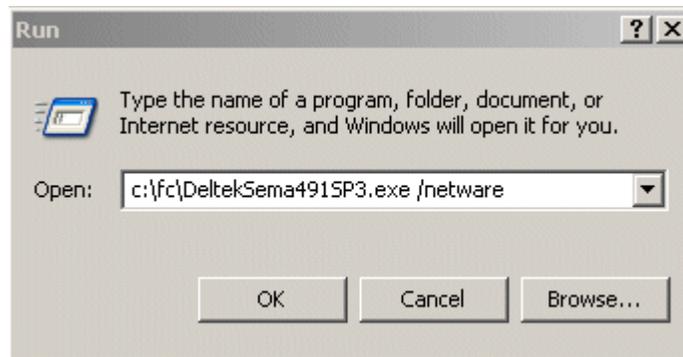
The person installing Sema4 must have full administrative rights to the server as well as full rights to the folder where Sema4 will be installed.

Neither Sema4 nor RTE are designed to run directly over a wide area network. If you use a WAN, such as Citrix Metaframe or Terminal Services, attempting to do so can result in data and index corruption. If you have any further questions please contact Deltek Sema4 Support.

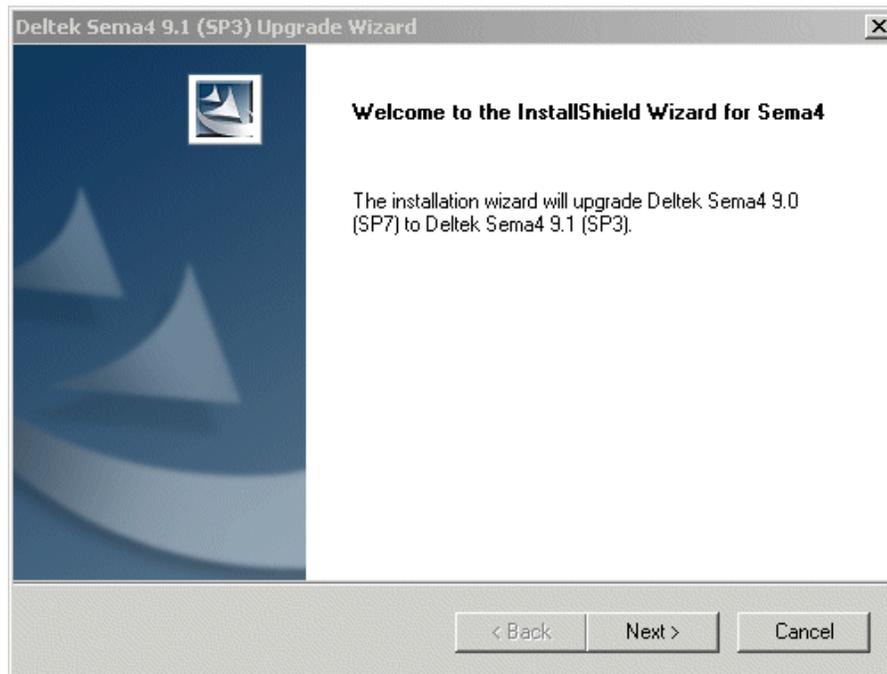
To install Deltek Sema4 9.1 (SP3) on your Novell server if you currently have a Sema4 9.0 version installed:

1. From a Windows machine, select Windows **Start** » **Run**.
2. In the **Open** field on the Run dialog, type the path to and the name of the **DeltekSema491SP3.exe** file along with the **/netware** switch and click **OK**.

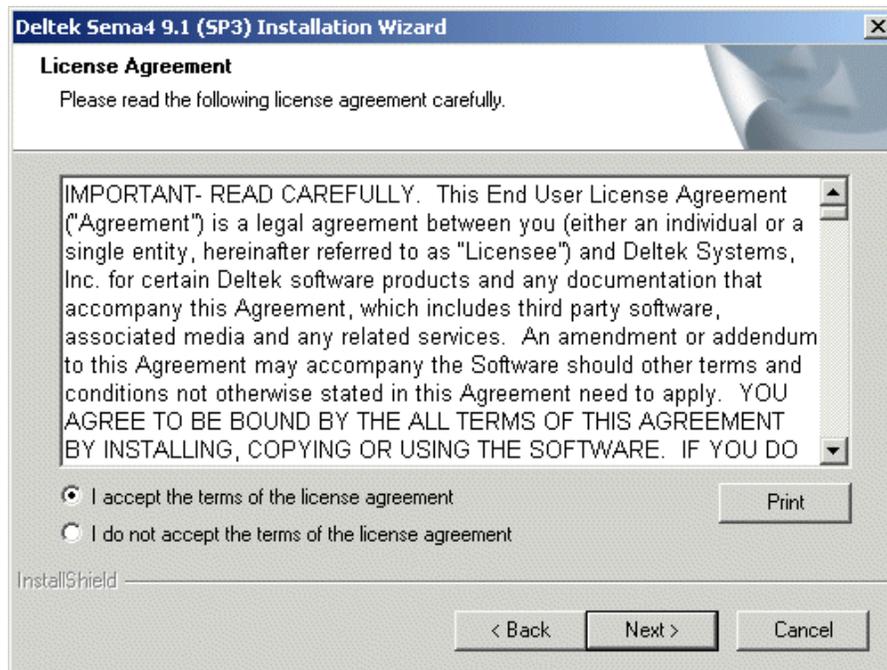
<drive>:\DeltekSema491SP3.exe /netware



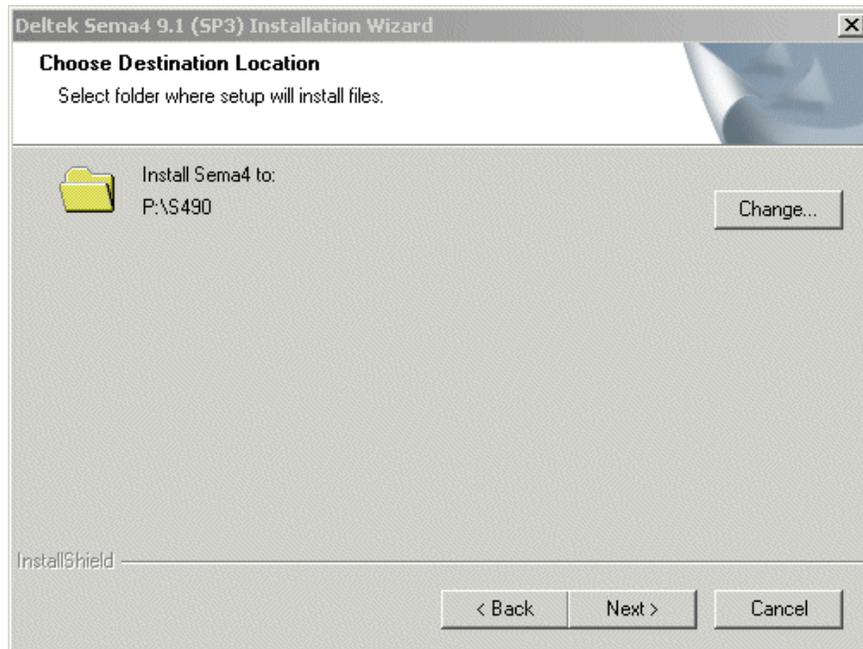
3. On the Welcome dialog, click **Next**.



4. On the License Agreement dialog, read the license agreement, select the **I accept the terms of the license agreement** option, and click **Next**.

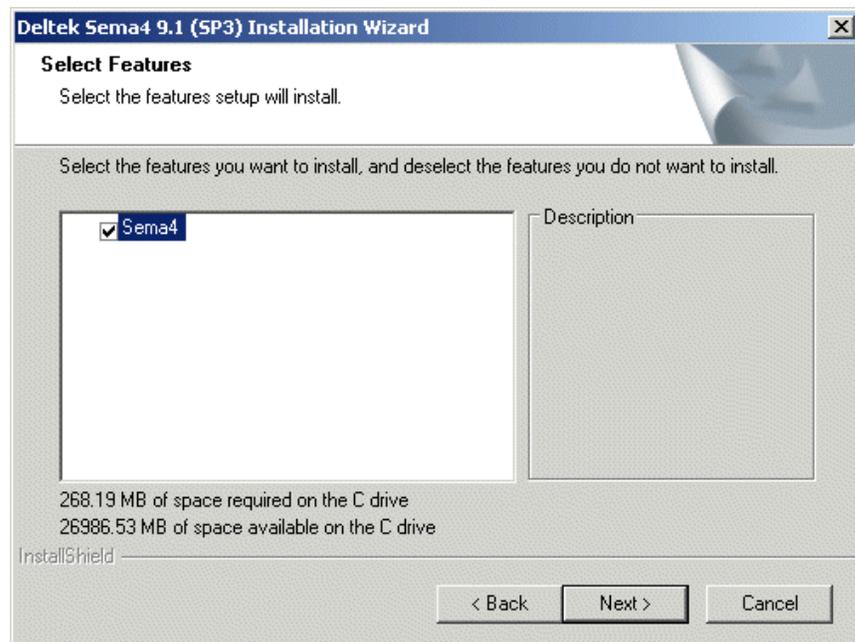


- On the Choose Destination Location dialog, do not accept the prefilled default location (C:\Program Files\Deltek\S490). Instead, click **Change**, and enter the Novell location where you want Sema4 installed. Then on the Choose Destination Location dialog, click **Next**.

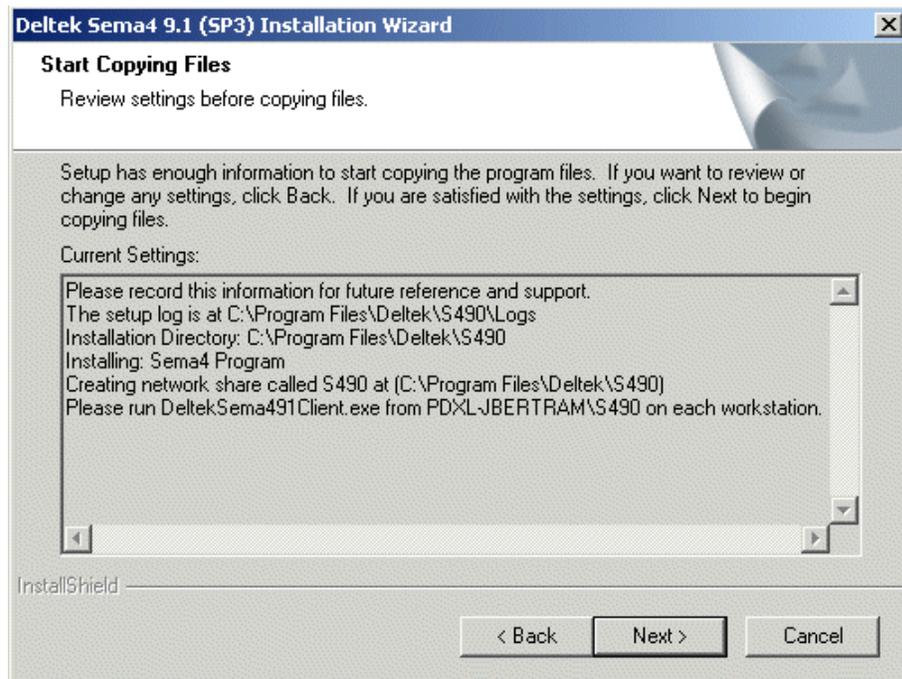


- On the Select Features dialog, be sure the **Sema4** check box is selected and click **Next**.

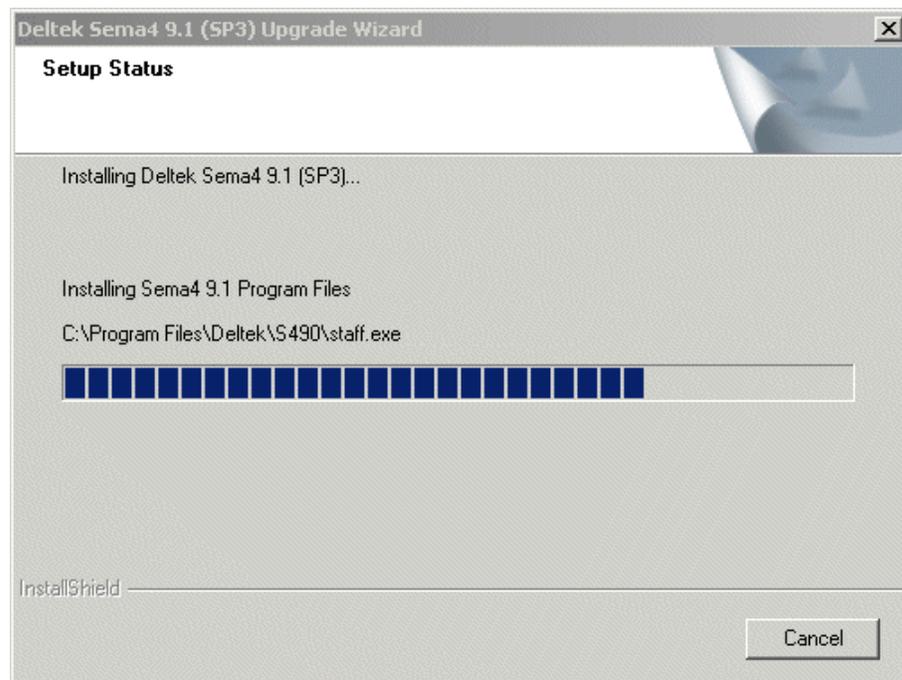
On this dialog, you see only Sema4 and not Web Timekeeper because Web Timekeeper cannot be installed on a Novell server.



7. On the Start Copying Files dialog, review the information in the Current Settings box, and click **Next** to start the installation.



The Setup Status dialog opens, and you see the status of the installation progress as the software is installed.



Upgrade Web Timekeeper

Sema4 9.1 (SP3) Web Timekeeper cannot be installed on a Novell server.

If you have a Sema4 9.0 version of Web Timekeeper installed on another Windows server machine, you can upgrade it to Sema4 9.1 (SP3) by doing the following:

1. Complete the steps in the "Install Sema4 9.1 (SP3) on Your Network Server" on page 23. This upgrades your 9.0 Web Timekeeper to 9.1 (SP3).
2. Follow the instructions in the "Install New Web TimeKeeper Reports" section on page 28. This adds the new WEBTK.FRX report file to the Time Table directories and finishes the Web Timekeeper upgrade.

Install Sema4 9.1 (SP3) on Your Client Workstations

*Because Help and documentation formats have been updated in the software, you **MUST** run the workstation setup for all users.*

After you install Sema4 9.1 (SP3) on your Novell network server, you must install the application (or selected components) on each client workstation that will run Sema4 (or selected components).

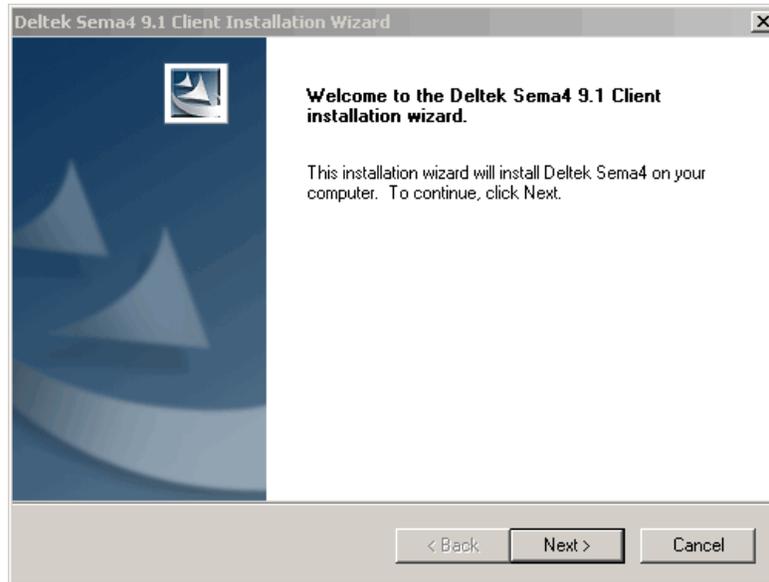
If you are using anti-virus software, review the documentation from your anti-virus program on what to do when installing new applications, and take any necessary steps. If you are at all unsure of what to do, please disable the software until you have completed the installation.

If you need to install a multiple license data setup for Sema4 9.1 (SP3), please **contact Deltek Sema4 Support** for additional instructions and documentation.

To install Deltek Sema4 9.1 (SP3) on a client workstation:

1. From the client workstation, use Windows Explorer to navigate to the network share created during the server installation (that is, **<Your Server>\S490**).
2. Double-click **DeltekSema491Client.exe** to start the installation.

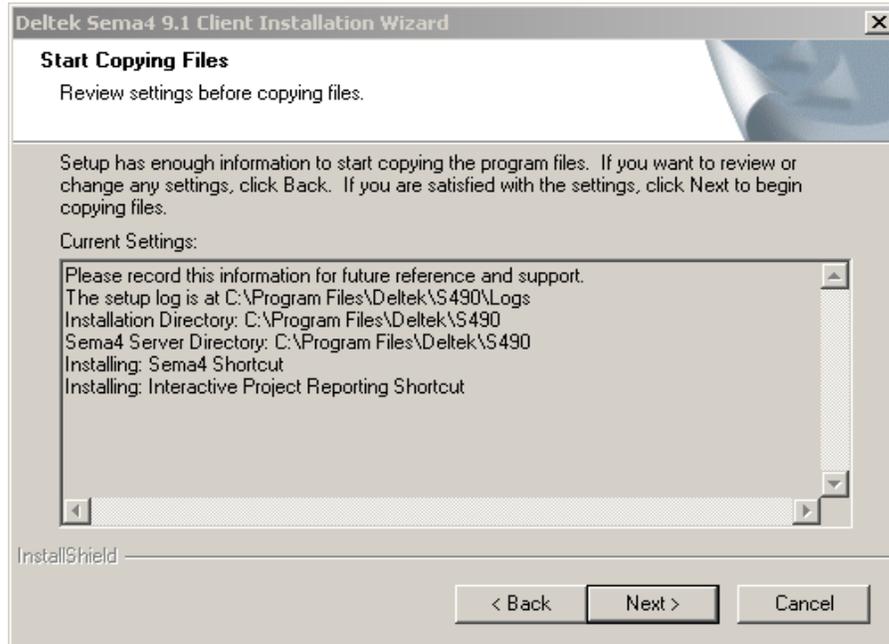
3. On the Welcome dialog, click **Next**.



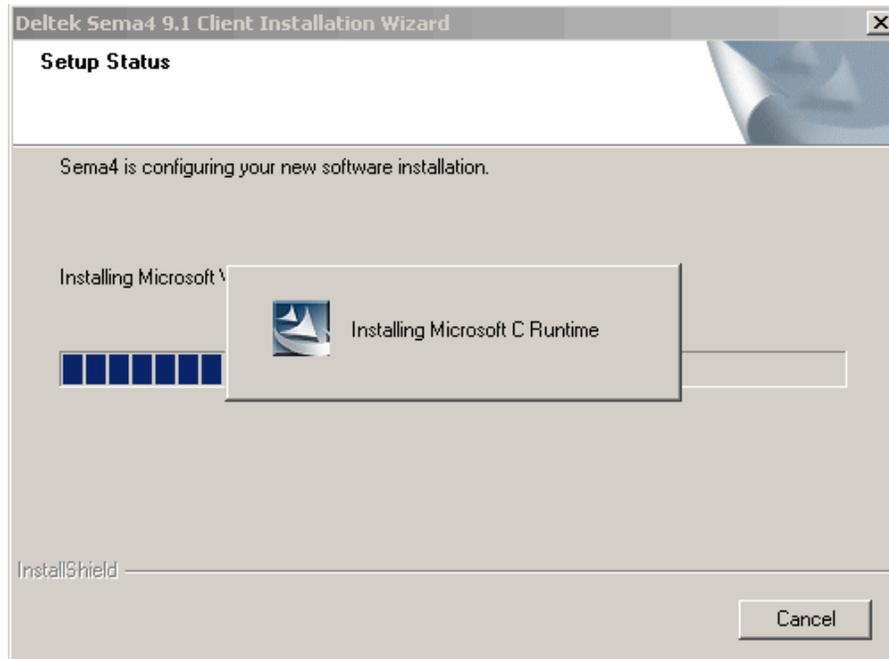
4. On the License Agreement dialog, read the license agreement, select the **I accept the terms of the license agreement** option, and click **Next**.



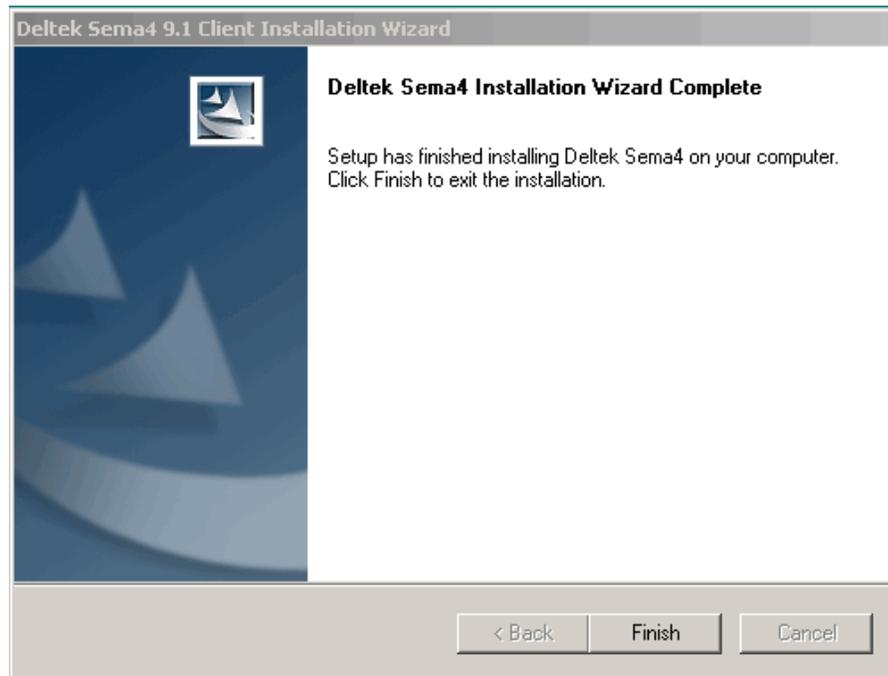
5. On the Start Copying Files dialog, review the information in the Current Settings box, and click **Next**.



The Setup Status dialog displays the installation progress.



6. On the Deltek Sema4 Installation Wizard Complete dialog, click **Finish**.



You have completed the installation of Sema4 9.1 (SP3) on this workstation.

Please reboot the workstation before you begin using Sema4 9.1 (SP3) on this workstation.

Repeat these steps to install Sema4 9.1 (SP3) on other workstations.

Update Sema4 Remote Entries

To update remote entries from Sema4 9.0 to 9.1 (SP3), see Appendix C: Update to Remote Entries in Sema4 9.1.

Chapter 11: Upgrade from Sema4 8.x — Novell Network

This section guides you through upgrading from a Sema4 8.x version to Sema4 9.1 (SP3) if you use a Novell network.

The main difference when installing Sema4 9.1 (SP3) on a Novell network is that you must run the installation program (DeltexSema491SP3.exe) with the /NetWare switch. This enables you to install to a Netware share. You run the Sema4 installation program from a Windows machine to install Sema4 to your Novell server.

The Sema4 **Check for Sema4 Updates** utility works only on the machine from which you installed Sema4 (on your Sema4 server). The reason for this is that on this machine, the Sema4 installation program creates Windows registry entries that identify where the Sema4 program files are located. For the **Check for Sema4 Updates** utility to find the Sema4 program files and work properly, you must be sure that the Netware drive to the Sema4 program files is always mapped on the machine that ran the Sema4 installation program.

The installation process consists of the following steps:

- STEP 1** — Prepare your 8.x database for upgrading
- STEP 2** — Back up your Sema4 8.4 folder (program, report, and data files)
- STEP 3** — Download the 9.1 (SP3) installation files
- STEP 4** — Install Sema4 9.1 (SP3) to your Novell server
- STEP 5** — Assign file rights and permissions
- STEP 6** — Initialize your Sema4 9.1 license if necessary
- STEP 7** — Upgrade your Sema4 data
- STEP 8** — Install Sema4 9.1 (SP3) on your client workstations
- STEP 9** — Update Sema4 remote entries
- STEP 10** — Upgrade Web Timekeeper

Please review all of the instructions before you begin your software installation.

Important Notes

- Before you install Sema4 9.1 (SP3), make sure all Sema4 directory and file attributes are not marked as read-only or hidden.
- Close all other programs before you run the Sema4 Setup routine.
- If you are using anti-virus software, review the documentation from your anti-virus program on what to do when installing new applications, and take any necessary steps. If you are at all unsure of what to do, please disable the software until you have completed the installation.
- If you need to install a multiple license data setup for Sema4 9.1 (SP3), **contact Deltex Sema4 Support** for instructions and documentation.

Anti-virus software

Do you have a sets of data?

Prepare your Sema4 8.x Database for Upgrading

Before you upgrade to Sema4 9.1 (SP3) on your network server, you must follow the steps in Appendix B: Prepare Your Current Sema4 Data for Upgrading.

Backup your Sema4 8.x Directory

Be sure to make a full backup of your Sema4 directory with all contents intact. For further information on backing up, see Appendix A: Sema4 Backup Procedures.

Download the Sema4 9.1 (SP3) Installation File

To download the Sema4 9.1 (SP3) installation file from the Deltek e-Support site if you currently have a Sema4 8.x version installed:

1. Go to <http://support.deltek.com/distribution/DeltekSema4.aspx>.
2. Log on with your e-Support/RNT username and password.
3. In the Deltek Sema4 Downloads dialog where Sema4 9.1 (SP3) is listed:
 - Click the **Deltek Sema4 9.1 (SP3) Release Notes** button to download a copy of the release notes.
 - Click the **Deltek Sema4 9.1 (SP3)** button to download the **DeltekSema491SP3.exe** installation file.

Install Sema4 9.1 (SP3) to Your Novell Server

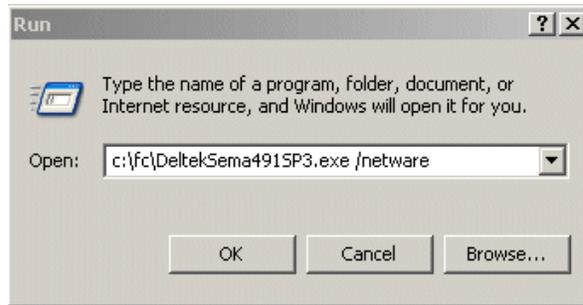
To begin the installation process, you must first install Sema4 9.1 (SP3) on your network server. The person installing Sema4 must have full administrative rights to the server as well as full rights to the folder where Sema4 will be installed.

Neither Sema4 nor RTE are designed to run directly over a wide area network. If you use a WAN, such as Citrix Metaframe or Terminal Services, attempting to do so can result in data and index corruption. If you have any further questions please contact Deltek Sema4 Support.

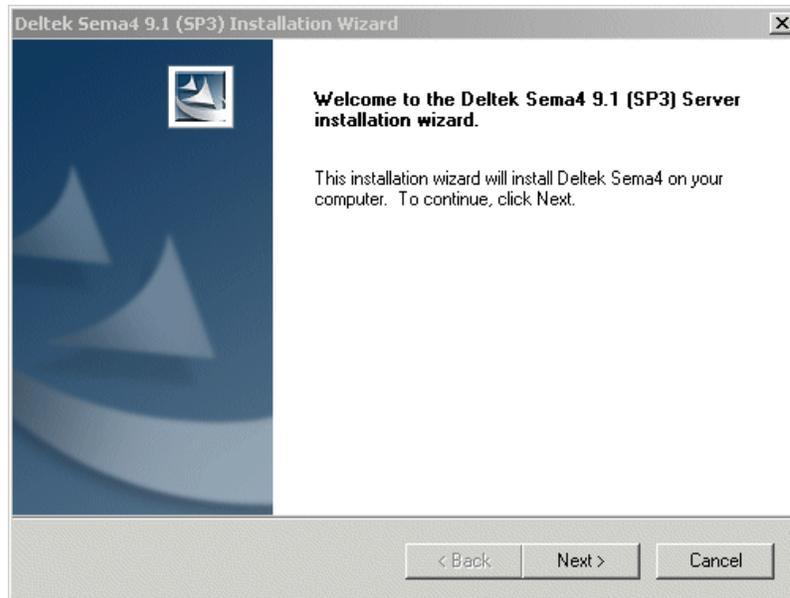
To install Deltek Sema4 9.1 (SP3) on your Novell server:

1. From a Windows machine, select Windows **Start** » **Run**.
2. In the **Open** field on the Run dialog, type the path to and the name of the **DeltekSema491SP3.exe** file with the **/netware** switch and click **OK**.

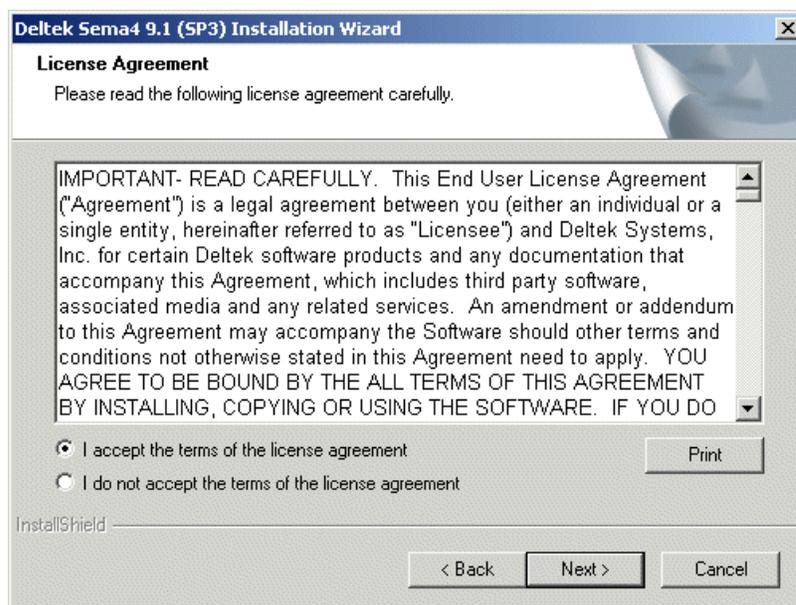
<drive>:\DeltekSema491SP3.exe /netware



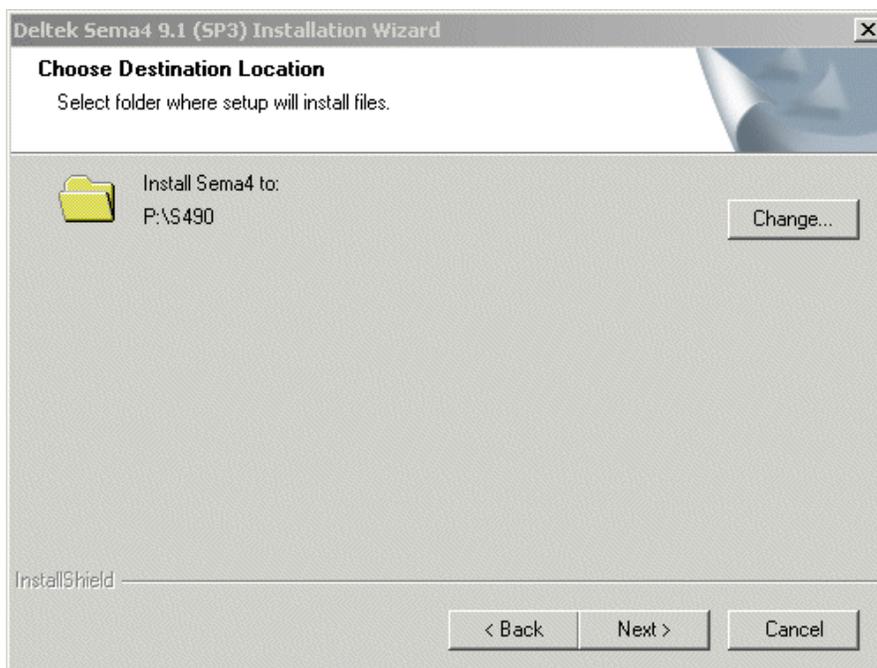
3. On the Welcome dialog, click **Next**.



4. Read the agreement on the License Agreement dialog, select the **I accept the terms of the license agreement** option, and click **Next**.

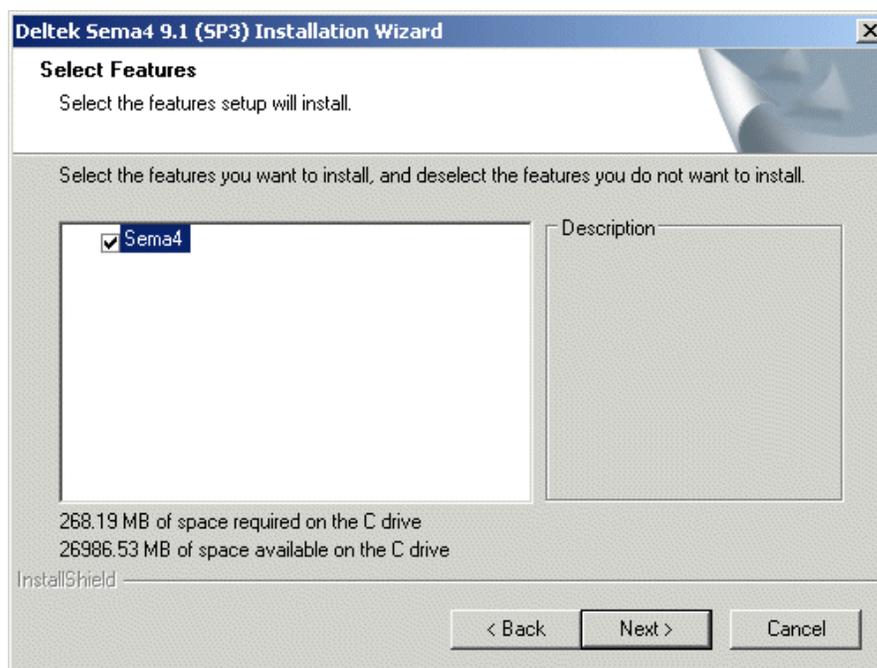


- On the Choose Destination Location dialog, do not accept the prefilled default location (C:\Program Files\Deltek\S490). Instead, click **Change**, and enter the Novell location where you want Sema4 installed. Then on the Choose Destination Location dialog, click **Next**.

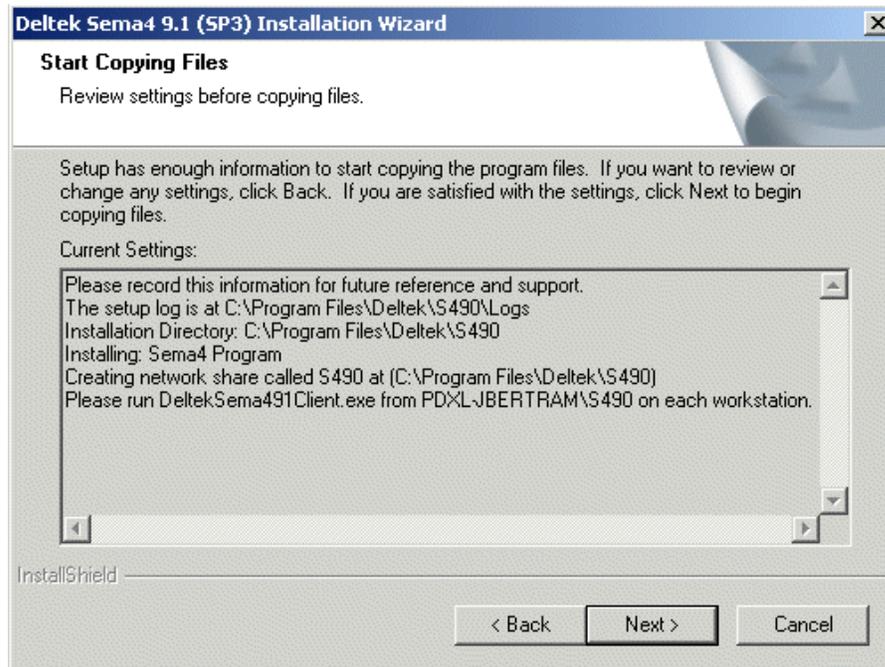


- On the Select Features dialog, be sure the **Sema4** check box is selected and click **Next**.

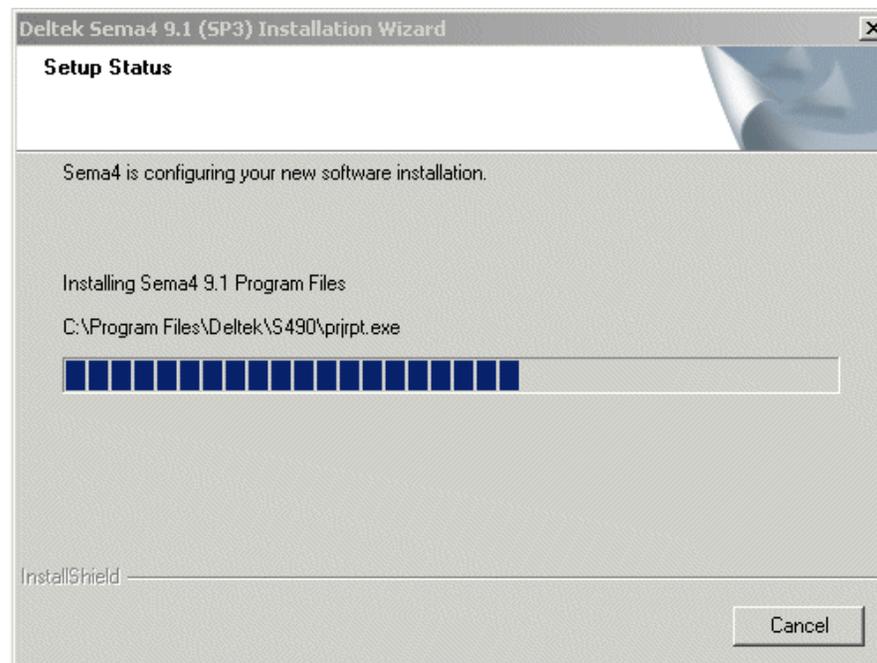
On this dialog, you see only Sema4 and not Web Timekeeper because Web Timekeeper cannot be installed on a Novell server.



7. In the Start Copying Files dialog review the information in the Current Settings box, click **Next** to start the installation.



The Setup Status dialog opens, and you see the installation progress as the software is installed.



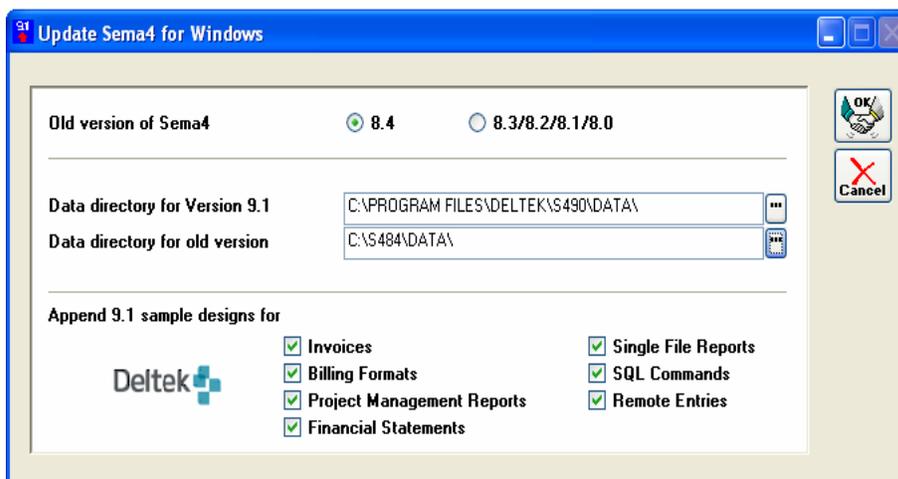
Run the Update Data Program

The Update utility first imports your data, including your Sema4 license, invoice designs, and report designs.

Then, based on the selections in this dialog, it offers to replace the pre-designed invoice and report designs with the newest versions.

To run the Update Data Program:

1. Select Windows **Start** » **Run**.
2. Browse to the Sema4 Version 9.1 folder, and select **UPDATE.EXE** to start the update program.
3. On the Update Sema4 for Windows dialog, complete the following, and then click **OK**.

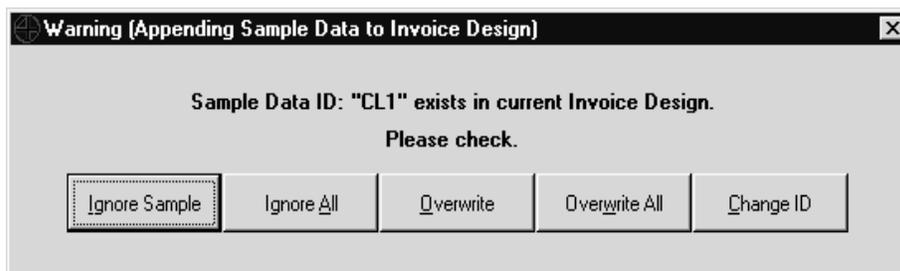


- Select the options for the 8.x old version of Sema4 you are using.
- The **Data directory for Version 9.1** field prefills.
- Use the  button to find and make a selection in the **Data directory for old version** field.
- **Append 9.1 sample designs for** — Select the check boxes for the standard designs you want to update.

We recommend that you select all of them to ensure that your upgrade includes all of the new features. If you are concerned that you might overwrite customized designs during the upgrade, contact Technical Support for assistance.

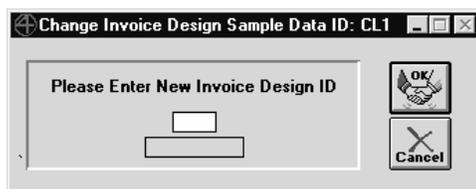
A series of messages appears that reads, “Checking Data File..., Recovering Data File..., Updating Data File...,” and so on.

4. When an ID is found in one of your design files that matches one of the sample IDs, a dialog box similar to the following opens.



The utility offers to place the newest version of the sample design specified in your files. In general, you should select **Overwrite All** in every case. If you have changed a standard design without assigning it a new ID, you must select either **Change ID** or **Ignore Sample** to retain your changes.

- **Ignore Sample** — Leaves the existing (old) design in your file, and moves on to checking the next ID.
- **Ignore All** — Cancels the attempt to add or replace the remaining designs in the current file, leaving all of the old designs in place.
- **Overwrite** — Replaces the existing (old) design in your file with the new sample design.
- **Overwrite All** — Replaces all remaining designs in the current file with the new sample designs.
- **Change ID** — Opens the following dialog, which allows you to copy the sample design into your file, assigning it a different ID.



Assign File Rights and Permission

See Appendix E: Assign File Rights and Permissions When Using a Novell Network.

If You Need To Initialize Your Sema4 License

You need to initialize your Sema4 license only if you are installing Sema4 for the first time or you have just upgraded your license. For initializing instructions, see Appendix F: Initializing your Sema4 License.

Install Sema4 9.1 on Your Client Workstations

*Because Help and documentation have been updated in the software, you **MUST** run the workstation setup for all users.*

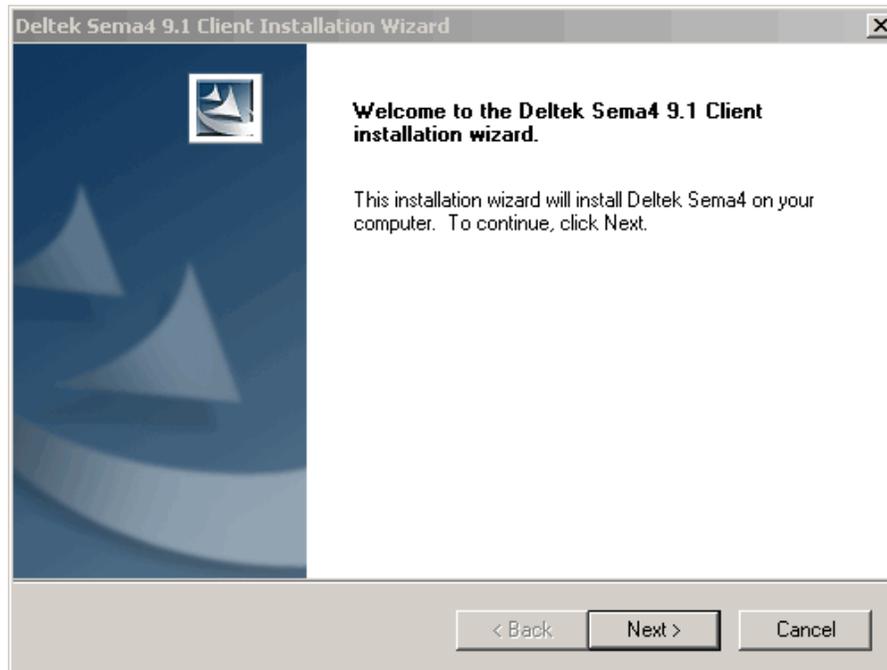
After you install Sema4 9.1 (SP3) on your Novell server, assign file rights and permissions, initialize your license, and update your data, you must install the application (or selected components) on each client workstation that will run Sema4 (or selected components).

If you are using anti-virus software, review the documentation from your anti-virus program on what to do when installing new applications, and take any necessary steps. If you are at all unsure of what to do, please disable the software until you have completed the installation.

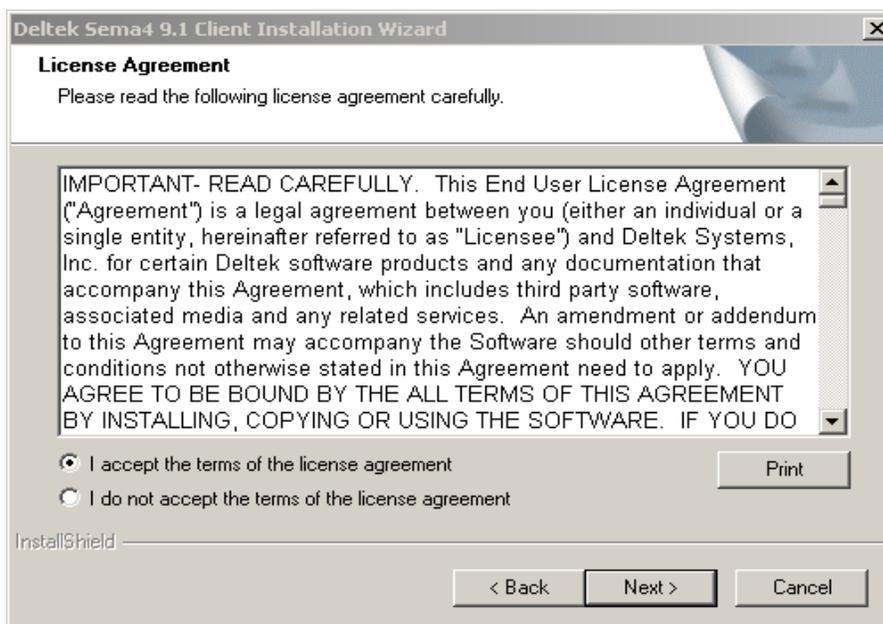
If you need to install a multiple license data setup for Sema4 9.1 (SP3), please **contact Deltek Sema4 Support** for additional instructions and documentation.

To install Deltek Sema4 9.1 (SP3) on a client workstation:

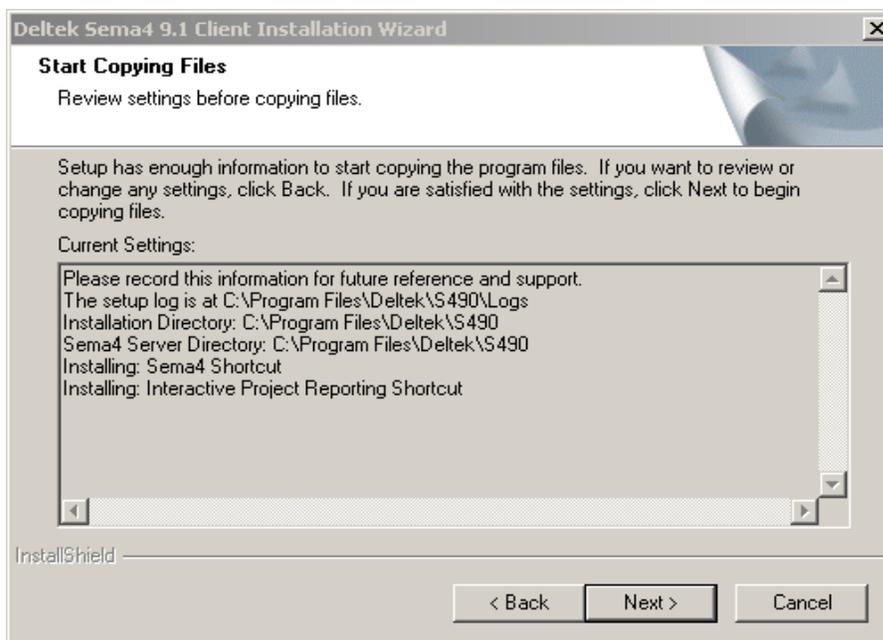
1. From the client workstation, use Windows Explorer to navigate to the network share created during the server installation (<Server>\S490).
2. Double-click **DeltekSema491Client.exe** to start the installation.
3. In the Welcome dialog, click **Next**.



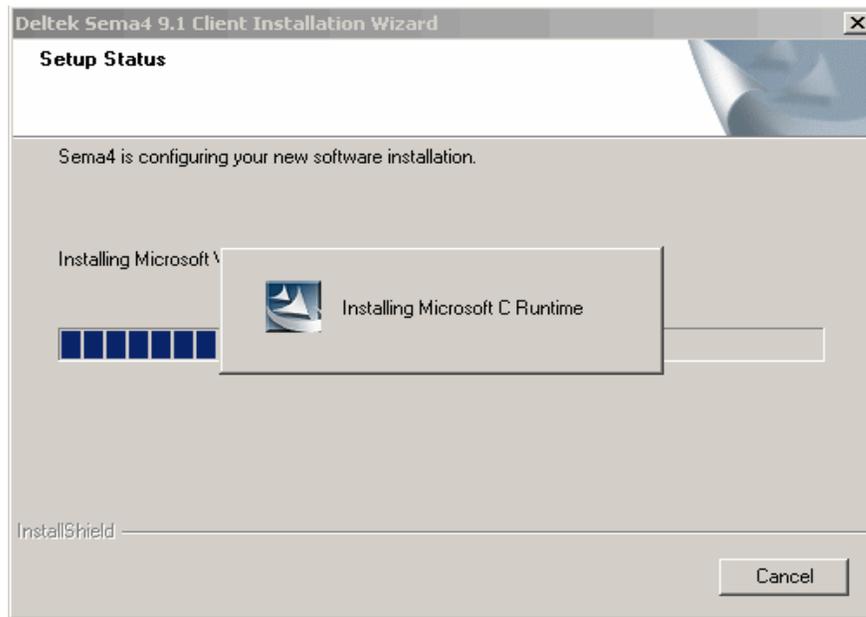
4. On the License Agreement dialog, read the license agreement, select the **I accept the terms of the license agreement** option, and click **Next**.



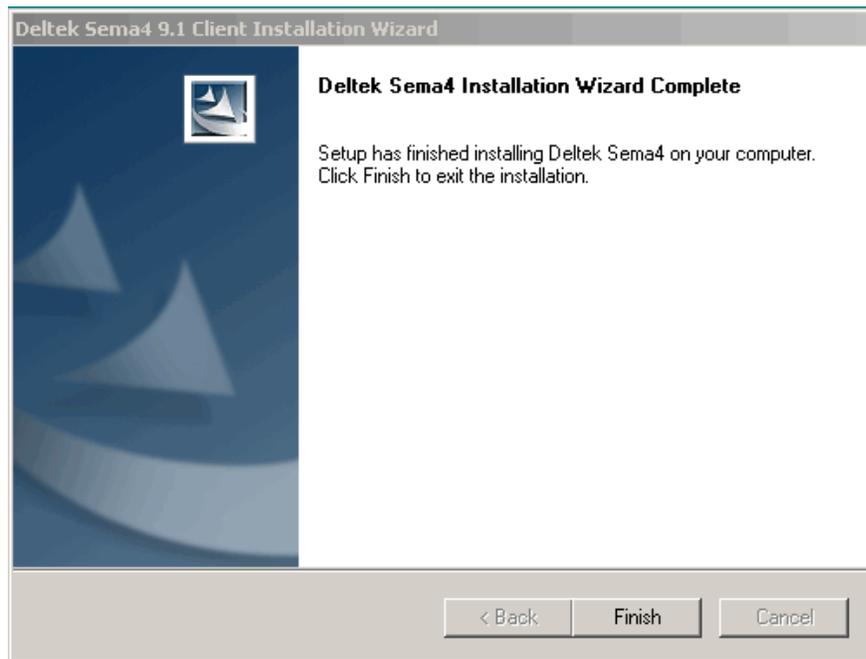
5. On the Start Copying Files dialog, review the information in the Current Settings box, and click **Next**.



The Setup Status dialog displays the installation progress.



6. On the Deltek Sema4 Installation Wizard Complete dialog, click **Finish**.



You have completed the installation of Sema4 9.1 (SP3) on this workstation.

Please reboot the computer before you begin using Sema4 9.1 (SP3) on this workstation.

Repeat these instructions to install Sema4 9.1 (SP3) on other workstations.

Update to Remote Entries in Sema4 9.1 (SP3)

For instructions on how to update remote entries from Sema4 8.x to Deltek Sema4 9.1 (SP3), see Appendix C: Update to Remote Entries in Sema4 9.1

Upgrade Web Timekeeper

Sema4 9.1 (SP3) Web Timekeeper cannot be installed on a Novell server.

If you have a Sema4 8.x version of Web Timekeeper installed on another Windows server machine, you can upgrade it to Sema4 9.1 (SP3) by completing the instructions in Chapter 7: Upgrade from Sema4 8.x — Installation.

Appendix A: Sema4 Backup Procedures

Backups are crucial to the integrity of your data. On the rare occasion that you receive an error in Sema4 that our technicians cannot resolve or if your data becomes corrupted due to a power outage or other problem, you can restore the backup. If backups are done daily, any data lost can be reentered relatively quickly. In addition to backing up your data, you should also occasionally test your backups.

Daily and Period Backup Required

\\S490\Data

A complete back up of \\S490\Data files should be made daily, with period-end backups being retained until each fiscal year is closed. Incremental backups are not recommended and are ineffective in protecting your valuable financial data.

Periodic Backup Needed

Main Program Folder (\\S490)

The program executable files and help files are stored here.

\\S490\Rpt

Report design files (*.FRX and *.FRT) are stored here. Back up all files periodically to preserve any changes you have made to the pre-designed reports, as well as any files created by the Single File Report Design module.

Web Timekeeper installed on a separate server

If you have Web Timekeeper installed on a separate server, be sure to periodically back up the Web Timekeeper time table folder (usually named Site). WebTimeKeeper information is imported into Sema4, and you should be backing up Sema4 data daily, so it is not as critical to back up the Web Timekeeper time table folder on a daily basis. However, backing it up regularly may prevent users from having to reenter a portion of their timesheets if the information has not yet been imported and you happen to lose the time table folder.

Appendix B: Prepare Your Current Sema4 Data for Upgrading

Follow these instructions to prepare your current Sema4 data before you perform the upgrade instructions in the Upgrade Installation chapters.

If you are using a customized version of Sema4, do not install this upgrade unless you have checked with application support.

For any Sema4 version (8.x, 9.0, or 9.1) that you currently have installed, you must prepare your current data before you install the Sema4 9.1 (SP3) upgrade.

To prepare your current Sema4 data for upgrading:

Make sure that no one else is using Sema4 or will try to do so before you have finished the upgrade.

1. Open your existing Sema4 software.
2. From the **Utilities** menu, select **Clean Up Data Files » Rebuild Sema4 Database Container**, and run the utility. (Version 8.0 does not have this feature so you can skip this step for version 8.0.)
3. For all versions, from the Utilities menu, select **Clean Up Data Files » Compare File Structure**.
4. On the Compare File Structure dialog, select the **Check All Sema4 Databases** option and click **OK**.
5. From the Utilities menu, select **Clean Up Data Files » Reindex All Data Files** and run the utility.
6. From the Utilities menu, select **Clean Up Data Files » Delete Sema4 Temporary Files** to delete temporary files.
7. Close Sema4.
8. Using Windows Explorer, navigate to your Sema4 directory and open the Data folder.
9. Delete all the files that are "user.#" files, such as user.1, user.2, and so on.
10. Make a complete backup of your Sema4 system. See Appendix A: Sema4 Backup Procedures for more information on backing up.

For more information about Clean up procedures, see Chapter 3-8 of the User's Guide or the Year End Procedure Manual —Appendix A.

Appendix C: Update to Remote Entries in Sema4 9.1 (SP3)

These instructions apply if you are upgrading from Sema4 8.x or 9.0 to Sema4 9.1 (SP3).

To update remote entries from Sema4 8.x or 9.0 to Deltek Sema4 9.1:

1. Create a new folder called S491 RTE for your Sema4 9.1 Remote Entries.
2. To perform a Remote Entry Download from Sema4 to the newly created folder:
 - a. From the Sema4 main menu, select **Time/Expense » Remote Entries » Download**.
 - b. On the Download Remote Entries Utility dialog, select the **RTE - Remote Timesheet Entries** and/or **REE – Remote Expense Entries** check boxes, and select your design in the **Screen ID and Description** field.

- c. On the Download Remote Entries Utility dialog, select all options below the **To Drive:Directory\'** section.

Note

This is the only instance in which the **Empty RTE DBF** or **Empty REE DBF** options should be selected. Never select these options during normal use. Selecting these options downloads new, empty data files for timesheets and expense reports, overwriting any existing data in RTE. You cannot recover the overwritten data.

3. To update data from your 8.4/9.0 RTE folder, open Sema4 9.1 (the Financial Management software) and select **Utilities » Database Tools » Update a Data File** from the Sema4 main menu.

4. On the Update a Data File dialog:

(what follows is an example)

- a. For the Target File, browse to the DBF file of the 9.1 RTE folder (that is, TM.DBF).
- b. For the Source File, browse to the DBF file of the 8.4/9.0 RTE folder (that is, TM.DBF).

Both the Target and Source DBF files should have the same name, but different paths.

- c. Repeat the process for all Timesheet and Remote expense designs.



5. Using Windows Explorer, go to the S490 root folder, copy the DeltekSema491Client.exe file, and then paste it into the new S491 RTE folder.
6. Set up each workstation that will access the S491 RTE program by logging in with local administrator privileges and navigating to the RTE folder in the file manager.
 - In the S491 RTE folder, locate and run the DeltekSema491Client.exe file (see “Install Deltek Sema4 9.1 on Your Client Workstations” on page 43 of these Release Notes).

This installation module registers S491 RTE on the workstation and installs a Remote Entry shortcut within the Deltek Sema491 program group.

Appendix D: Assign File Rights and Permissions

You must assign file rights and permissions after you upgrade your server to Sema4 9.1 (SP3) from Sema4 9.1, 9.0, or 8.x versions.

If you use Sema4 with a Novell network, see Appendix E: Assign File Rights and Permissions When Using a Novell Network.

Assign File Rights and Permissions for Windows

After you install Sema4 9.1 (SP3) on your network server, you need to assign file rights and permissions to control access to the application files and directories.

It is best if all installations and upgrades are done by someone logged in as an administrator with full rights to all Sema4 files and directories. However, no one should ever use the program while logged on as an administrator. In this way, all file permissions can be left with the defaults explained over the next several pages.

We recommend that you set up two groups — S4Users and S4Super. All Sema4 users will belong to the S4Users group. Certain other users will also belong to the S4Super group.

Users who belong to both groups are those persons in your firm who perform any of the following tasks.

- Act as a manager or accounting supervisor for Sema4 users
- Run the Archive Accounting Information utility (monthly close)
- Run the Reindex All Data Files utility
- Work with the Remote Entry or SITE modules to design screens, download setup files, or upload entries
- Work with the Purchase Order module to download setup files or upload entries

Folder access rights are listed by user group in the following table. Descriptions of the folders and their contents follow.

S4 Folder Name	S4Super Rights	S4Users Rights
\S490	Modify	Modify
\Data	Modify	Modify
\Help	Modify	Read Only
\Keydata	Modify	Read Only if the user needs to copy from Keydata to Data; otherwise, no permissions needed.
\Rpt	Modify	Modify if the user runs, edits, or creates reports;

		otherwise, no permissions needed.
\Sample	Modify	Modify if the user reindexes files; Read Only if the user needs to run NEWVER.EXE to restore standard designs; otherwise, no permissions needed.
Any other folder where saved .frx files, batch reports, or PM report designs are stored	Modify	Modify if the user runs reports; otherwise, no permissions needed.

\S490 Main Program Folder

The program folder (\S490 by default) contains executable files that store the program code. Temporary (temp) files are also created here when users are working. Temporary files are created in the program folder every time a user runs Sema4, so all users must have modify permissions to create and delete files.

\Data

This folder stores all transaction and setup data in files with a .dbf extension. Indexes used by the program to speed data retrieval are stored in files with a .cdx extension, and all text entered into note fields is stored in files with an .fpt extension. Since the files used to track licensing information (User.1, User.2, and so on) are also created and stored in the data folder, users must have permission to create and modify files here to start Sema4. Once in the program, users need to be able to make changes to the data files in order to add, delete, or modify existing data.

\Help

Online documentation files are stored here. In addition, it has a \PDFS folder containing Adobe Acrobat files that are linked to in the User's Guide. Should any of these files become damaged or corrupt, you can restore \Help from a backup or contact Deltek Sema4 Support if you need further assistance.

\Keydata

This folder contains a copy of a select number of files found in the data folder. These files, known as the data dictionary files, describe the structure of the Sema4 database and are used for various functions, such as running reports and cleanup procedures. The program never actively uses the copies of the files in the Keydata folder. If one of the data dictionary files in the data folder becomes corrupt, you can use Windows Explorer to manually copy the backup files from the Keydata folder into the Data folder to fix the problem.

\Rpt

This stores files used to generate reports in Sema4. Anyone who prints a report in Sema4 must have modify permissions to the RPT folder, even if they are not

going to edit any report designs in Sema4.

\Sample

This folder contains files that store a copy of all standard invoices, billing formats, financial statement designs, SQL commands, and remote timesheet designs. In the event that you need to restore standard designs, the NEWVER.EXE file can be used to copy the original designs from the sample folder into the data folder.

Appendix E: Assign File Rights and Permissions When Using a Novell Network

Assign File Rights and Permissions

After you install Sema4 9.1 (SP3) on your Novell server, you need to assign file rights and permissions to control access to the application files and directories.

It is best if all installations and upgrades are done by someone logged in as an administrator with full rights to all Sema4 files and directories. However, no one should ever use the program while logged on as an administrator. In this way, all file permissions can be left with the defaults explained over the next several pages.

File Rights on a Novell NetWare Network Drive

We recommend that you set file rights as follows:

For Novell NetWare Version 3.x

1. Flag all files in the main Sema4 program directory and below as Shared Read Write:
CD Sema4
FLAG *.* SRW SUB /C
2. FLAG *.* SRW SUB /C
3. Flag program files in the main Sema4 program directory as Shared Read Only:
CD Sema4
FLAG *.EXE SRO /C
4. FLAG *.EXE SRO /C
5. Flag all files in the **Help** directory as Shared Read Only:
CD HELP
FLAG *.* SRO

For Novell NetWare Version 4.x, Version 5, or Version 6

1. Flag all files in the main Sema4 program directory and below as Shared Read Write:
CD Sema4
FLAG *.* SH RW /S /C
2. FLAG *.* SH RW /S /C
3. Flag program files in the main Sema4 program directory as Shared Read Only:
CD Sema4
FLAG *.EXE SH Ro /C
4. FLAG *.EXE SH Ro /C
5. Flag all files in the **Help** directory as Shared Read Only:
CD HELP
FLAG *.* SH Ro

File Rights For Novell NetWare

Although the main program directory (by default \S490) can be renamed during installation or afterward, the names assigned to its subdirectories must not be changed, even if they are relocated.

In the main program directory (\S490)

All files should be flagged Shared Read Write, except for program files (*.exe) which should be Shared Read Only.

In \DATA

All files should be flagged Shared Read Write. When Sema4 runs, it creates additional files in this directory named **User.1**, **User.2**, **User.3**, etc., one for each active user. These files are created as Non-Shareable and Read-Only. Normally they are automatically deleted by Sema4 when not needed. If no one is using Sema4 you can safely delete any such files, and it is important that you do not accidentally flag them as sharable or delete-inhibit.

In \Help

All files should be flagged Shared Read Only. No user should have the rights to create files in this directory.

In \RPT

All files should be flagged Shared Read Write, although most users have only Read access.

In \SAMPLE

All files should be flagged Shared Read Write, although most users have only Read access.

In \KEYDATA

All files should be flagged Shared Read Write, although most users have only Read access.

User Groups for Novell NetWare

We recommend that you set up two groups, S4USERS and S4SUPER. All Sema4 users belong to S4USERS, with certain users also belonging to S4SUPER. Those who belong to both groups are users who will do any of the following tasks:

- Act as a manager or accounting supervisor for Sema4 users.
- Run the Archive Accounting Information utility (monthly close)
- Run the Reindex All Data File utility.
- Work with the Remote Entry or SITE modules to design screens, download setup files, or upload entries.
- Work with the Purchase Order module to download setup files or upload entries.
- Alter or create report designs (via Modify FRX, SF Custom Report)

Generator, or SQL Command).

S4USERS Group Rights

	NetWare 3.x, 4.x, 5.x, or 6
Program directory (\S490)	Read, Write, Create, Erase, Modify, Filescan
\Data	Read, Write, Modify, Filescan
\Help	Read, Filescan
\Rpt	Read, Filescan
\Sample	Read, Filescan
\Keydata	Read, Filescan

Additional Rights for S4SUPER Group

	NetWare 3.x, 4.x, 5.x, or 6
\Data	READ, WRITE, CREATE, ERASE, MODIFY, FILESCAN
\Rpt	READ, WRITE, CREATE, ERASE, MODIFY, FILESCAN
\Sample	READ, WRITE, CREATE, ERASE, MODIFY, FILESCAN
\Keydata	READ, WRITE, CREATE, ERASE, MODIFY, FILESCAN

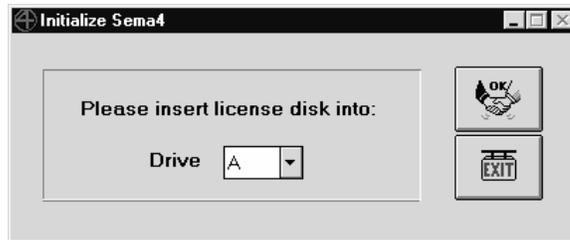
Appendix F: Initializing your Sema4 License

If You Need To Initialize Your Sema4 License

If you are upgrading from a previous version of Sema4, you can skip this step. Your license information is automatically updated during the system upgrade.

You need to initialize your Sema4 license only if you are installing Sema4 for the first time or you have just upgraded your license.

1. To open Sema4, select **Programs » Deltek Sema4 9.1 » Sema4** from the Windows Start menu. When you start Sema4 for the first time, the following dialog box opens.



2. Insert the license disk in your computer drive. If the drive letter is not A:, press the button and select the correct drive.
3. Click **OK**. This initializes the license. The following dialog box opens.

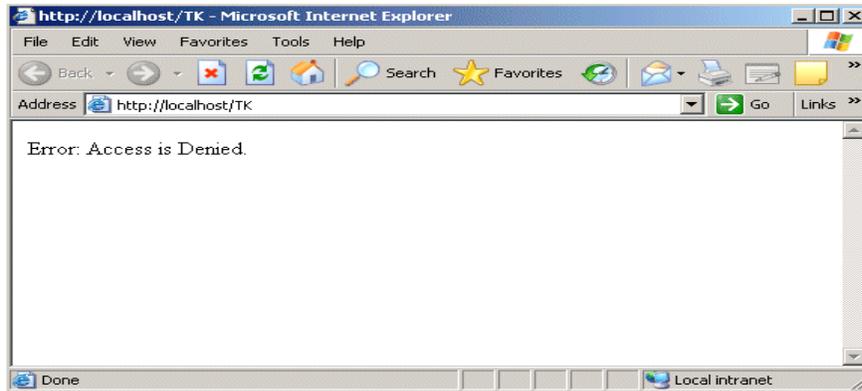


4. You need to restart Sema4 before the license takes effect. Click the **OK** button again to close Sema4.

Sema4 is installed and initialized on your network.

Appendix G: Web Timekeeper — "Error: Access is Denied"

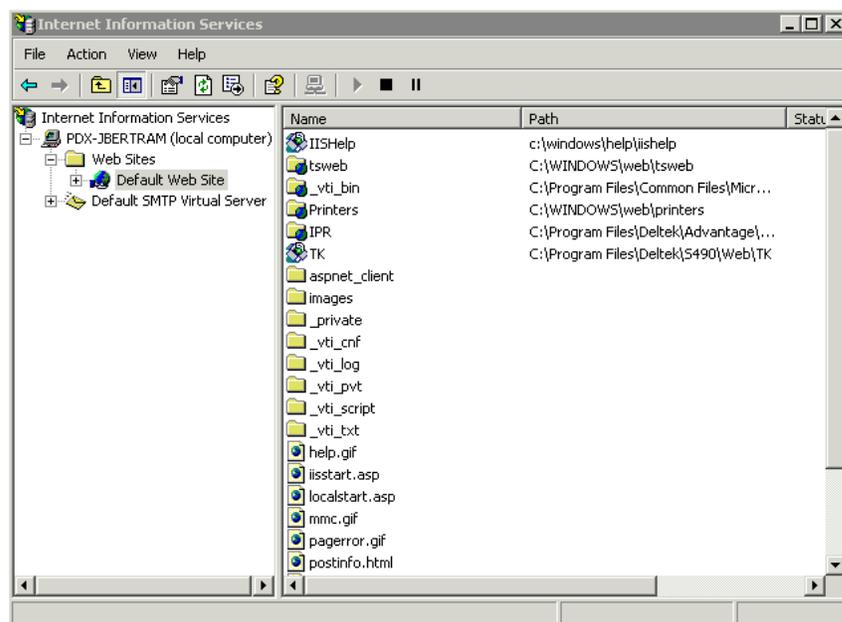
If you use Web Timekeeper, after you upgrade to Sema4 9.1 (SP3) you will receive an "Error: Access is Denied." message when you try to open Web Timekeeper.



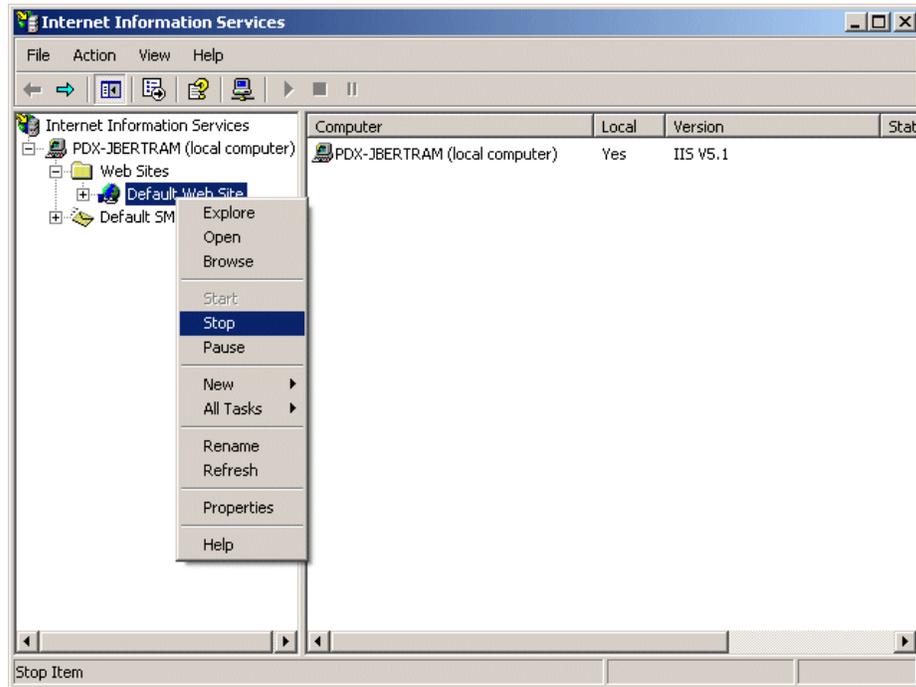
This happens because the IUSR account is overwritten with the Deltek Sema4 Local IUSR account during the Sema4 installation. To fix this, you must stop Internet Information Services (IIS), reinstate the correct IUSR account if S490 and Web Timekeeper are on different servers or reset the password if both are on the same server, and then restart IIS.

To do this, complete the following steps:

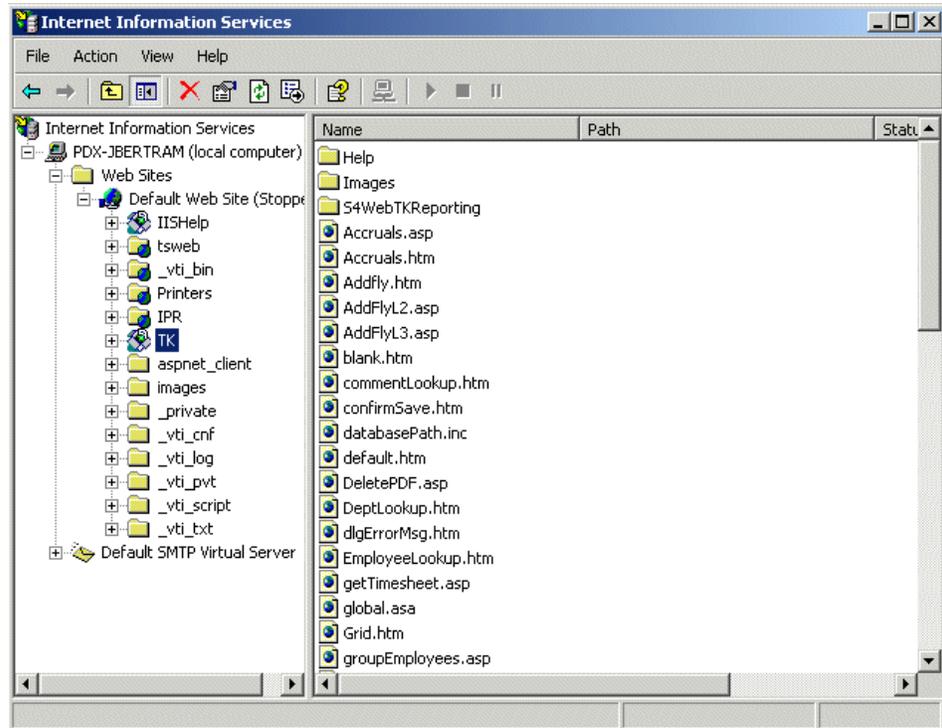
1. From your Desktop, click Windows **Start** » **Control Panel**.
2. From the Control Panel window, double-click **Administrative Tools**, and in the Administrative Tools window, double-click **Internet Information Services**.
3. Expand the IIS tree in the left pane by clicking the plus signs until you can see **Default Web Site** within the **Web Sites** folder in the left pane.



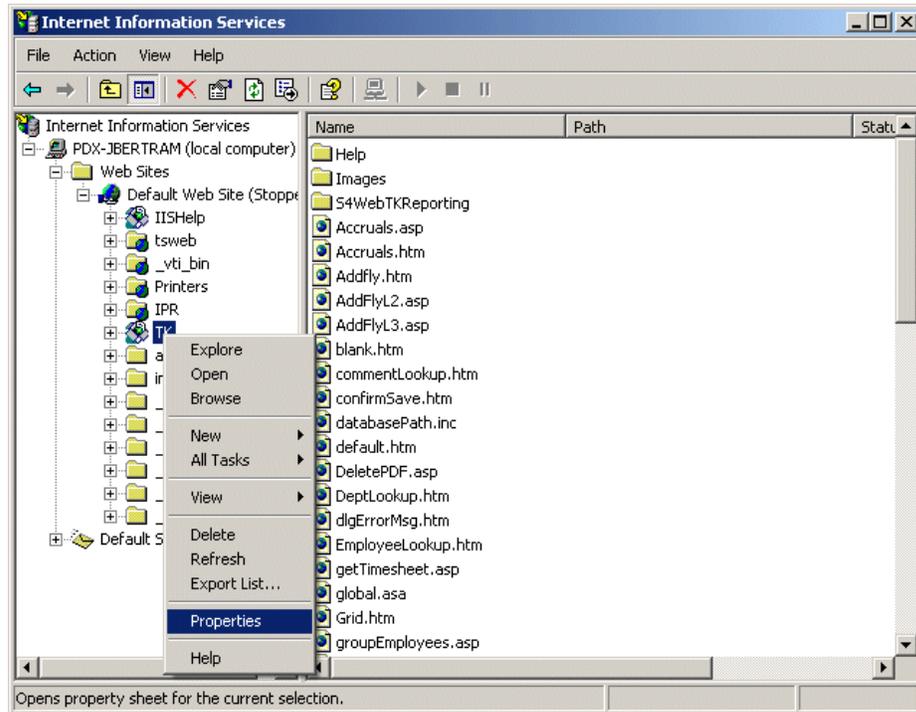
- Right-click **Default Web Site**, and from the shortcut menu, click **Stop**.



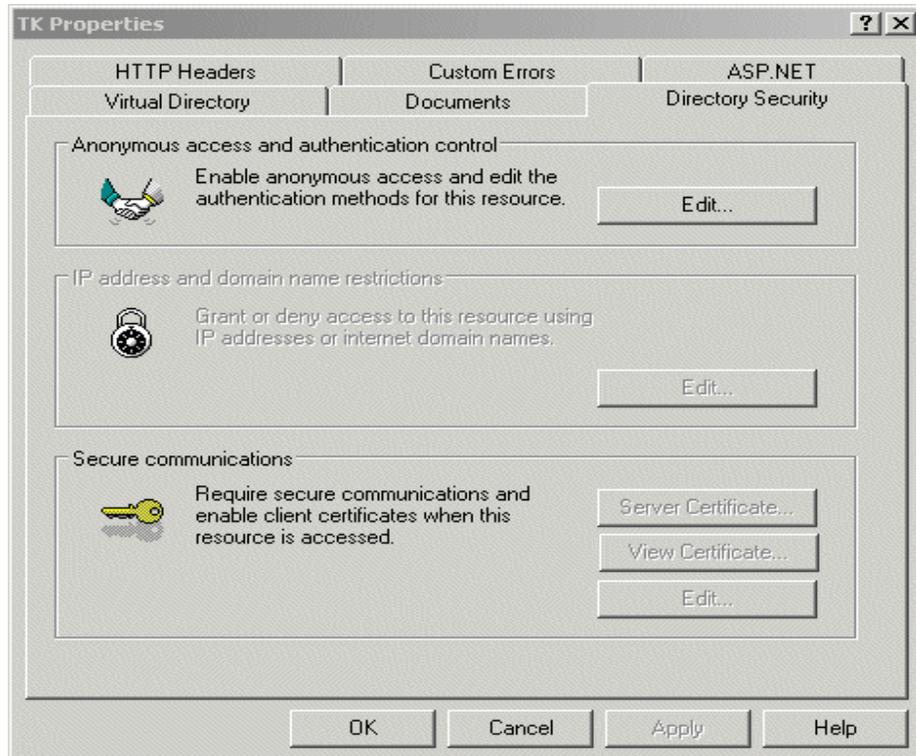
- In the left pane of the Internet Information Services window, click the plus sign to the left of **Default Web Site** to expand it so you can see **TK**.



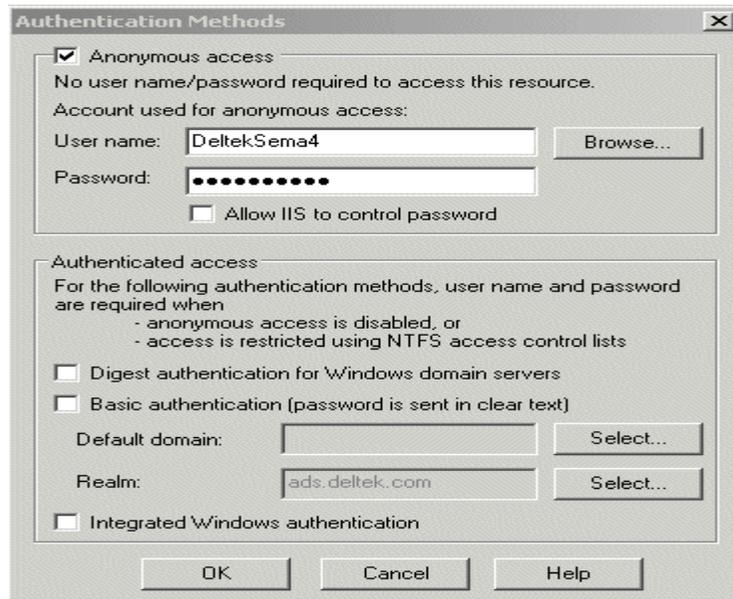
- Right-click **TK**, and from the shortcut menu, click **Properties**.



- In the TK Properties window, click the Directory Security tab.

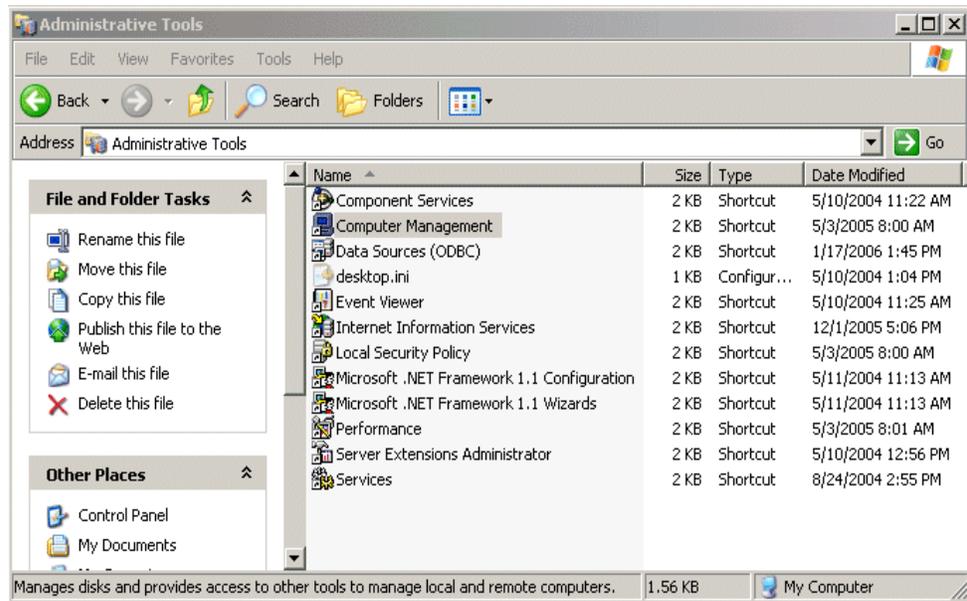


8. On the Directory Security tab, click the Anonymous access and authentication control **Edit** button.
9. In the Authentication Methods window, you see the DeltekSema4 user name and password. in the Anonymous access section. Replace it with the appropriate user name and password (domain IUSR account) only if Web Timekeeper and S490 are on separate servers, and click **OK**.

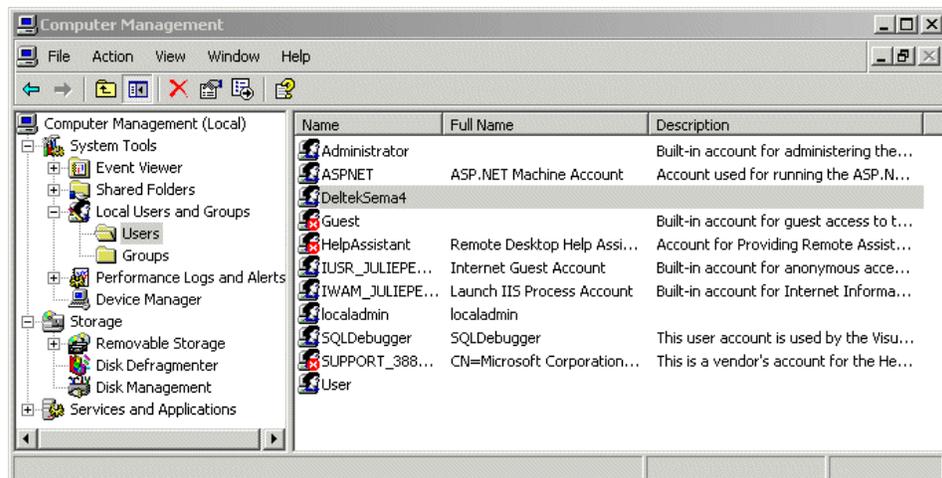


10. In the TK Properties window, click **Apply**, then click **OK**, and close the Internet Information Services window.
11. If Web Timekeeper is on the same server as S490, from your Desktop, click Windows **Start** » **Control Panel**.

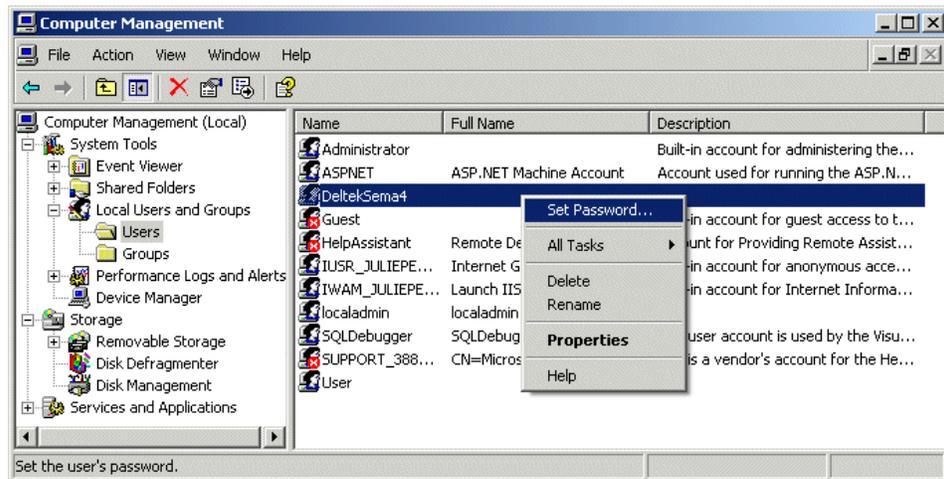
12. From the Control Panel window, double-click **Administrative Tools**, and in the Administrative Tools window, double-click **Computer Management**.



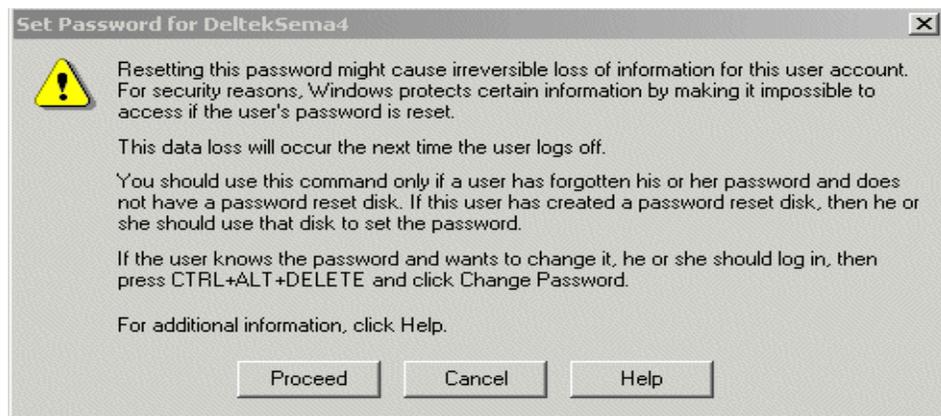
13. In the left pane of the Computer Management window, click the plus sign to the left of **Local Users and Groups** to expand and display **Users** within **Local Users and Groups**.



- In the right pane of the Computer Management window, right-click **DeltekSema4**, and from the shortcut menu, select **Set Password**.



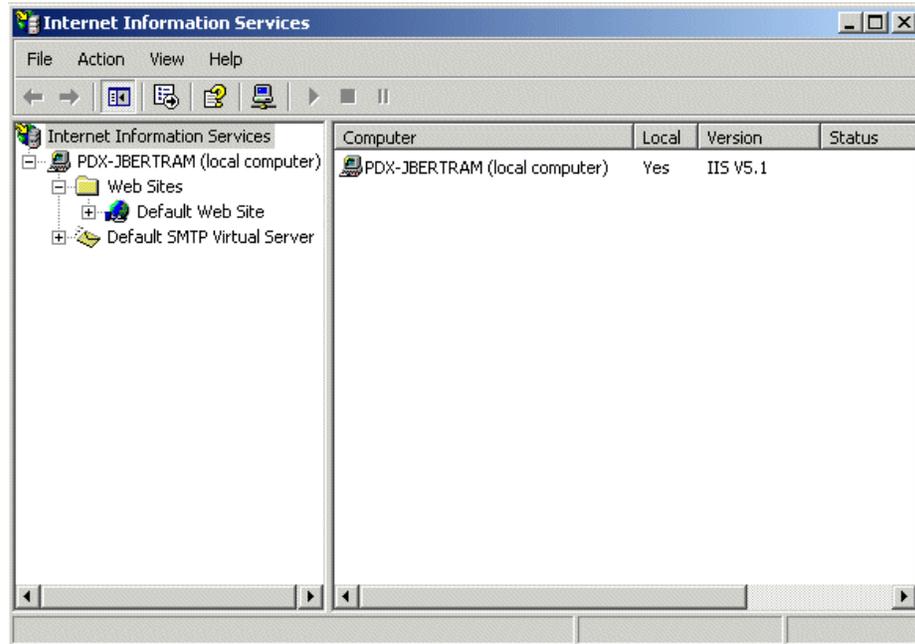
- In the Set Password for DeltekSema4 window, click **Proceed**.



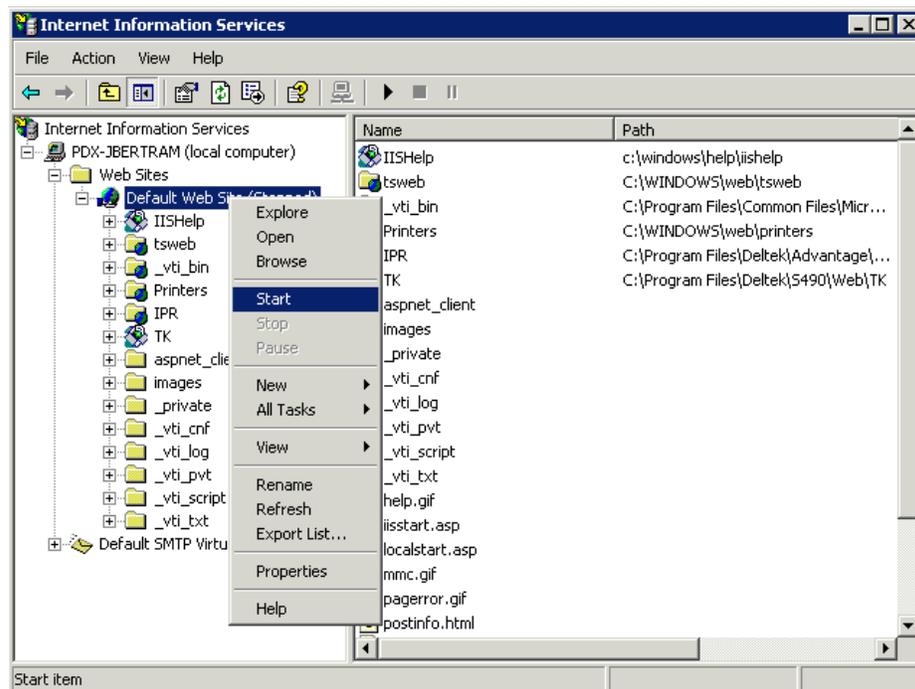
- In the Set Password for DeltekSema4 window, enter an appropriate password, and click **OK**.



17. Close the Computer Management window.
18. From your Desktop, click Windows **Start** » **Control Panel**.
19. From the Control Panel window, double-click **Administrative Tools**, and in the Administrative Tools window, double-click **Internet Information Services**.
20. Expand the Internet Information Services tree in the left pane by clicking the plus signs until you can see **Default Web Site** within the **Web Sites**.



21. Right-click **Default Web Site**, and from the shortcut menu, click **Start**.



You can now open Web Timekeeper without receiving the access denied error.

Appendix H: Sema4 9.1 (SP3) Optional Web Timesheet Grid Reports

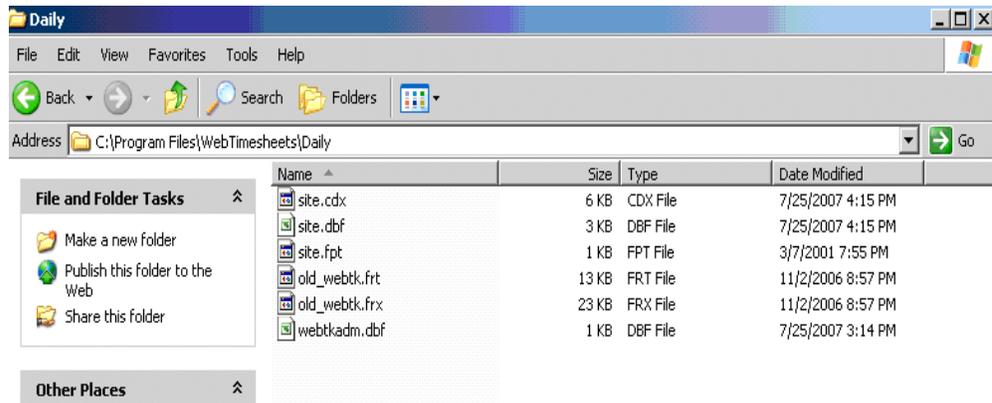
After you upgrade to Sema4 9.1 (SP3), you have the option to replace the existing Biweekly, Daily, Semimonthly, and Weekly Web Timesheet reports with a new ones that display hours worked and project/phase/task in a grid.

Because the files for the new reports have the same name as the original report files, you need to rename the existing Web Timekeeper report files, and then copy in the new report files.

Complete the following steps to copy the new Web Timekeeper report to your Time Table\Site directory:

1. Use Microsoft Explorer to navigate to the Time Table (Site) folder on your Web server.
2. In the Biweekly, Daily, Semimonthly, and Weekly folders, rename the webtk.frt and webtk.frx files to old_webtk.frt and old_webtk.frx. These files contain the existing Timesheet reports. By renaming them, you are saving the original ones to use again if desired.

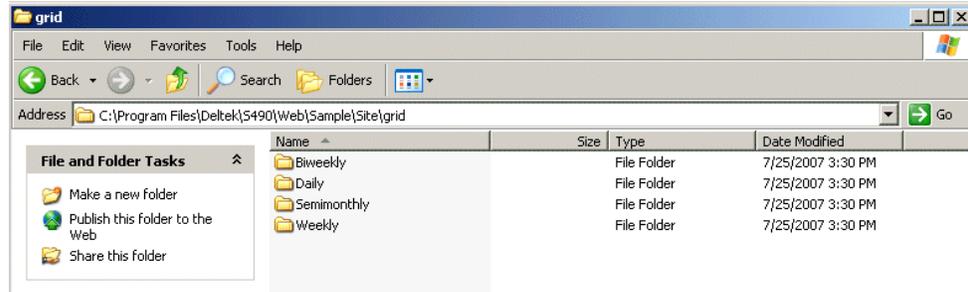
The screen shot that follows is an example of the renamed files in the Daily folder.



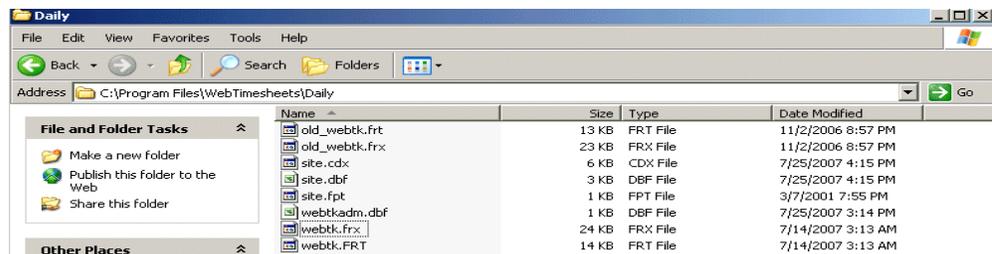
- Use Microsoft Explorer to navigate to the **grid** folder in the Sema4 directory where your Sema4 program files are installed. The default location of the Sema4 program directory is C:\Program Files\Deltek\S490\Web\Sample\grid.

You see a Biweekly, Daily, Semimonthly, and Weekly folder in the grid folder.

Each of these folders contain the Sema4 9.1 (SP3) webtk.frx and webtk.frt report files that contain the new Web Timekeeper reports that display hours worked and project/phase/task.



- Open the Daily folder and copy the webtk.frt and webtk.frx report files.
- Navigate to the Daily folder in your Time Table (Site) folder and paste the report files.



- Repeat these steps to copy and paste the report files from and to the Biweekly, Semimonthly, and Weekly folders.