

# Deltek Time & Expense with Employee Self Service™

## Version 9.0.1

### WebLogic Upgrade Installation Guide

**November 4, 2016**

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## Installation Overview

This document provides instructions for downloading and deploying the Deltek Time & Expense with Employee Self-Service 9.0.1 WebLogic upgrade. This installation will upgrade your WebLogic from version 12.1.1 to 12.1.3.



Deltek **HIGHLY** recommends that you perform this WebLogic upgrade in a **TEST** environment before upgrading your production environment.

## Installation Package Contents

The Time & Expense with Employee Self-Service 9.0.1 installation package contains the following:

- Time & Expense with Employee Self-Service 9.0.1 WebLogic Upgrade installer
- Deltek Time & Expense with Employee Self-Service 9.0.1 WebLogic Upgrade Installation Guide

## Installation Prerequisites

The following prerequisites must be met before upgrading to WebLogic 12.1.3:

- Your Time & Expense databases must be at version 9.0.1.

## Internet Information

Software corrections and enhancements (hot fixes) are available for download from the Deltek Software Manager (DSM). DSM is the only location where hot fix files can be downloaded. Deltek Knowledge Base articles explain if the fixes still exist, but they will contain links to DSM for retrieval of the actual files.

## Deltek Software Manager Requirements

DSM can be run from any desktop. In other words, it does not have to be run on Deltek application servers. In order to run DSM, your system must meet the following requirements:

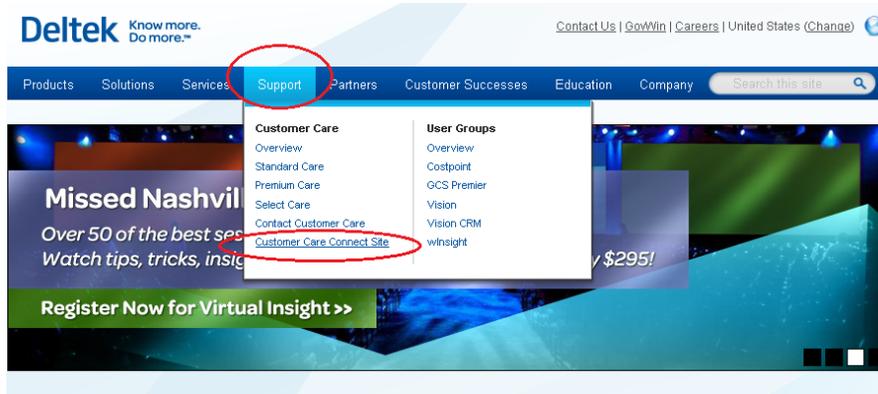
- Windows XP or later
- Microsoft .NET Framework 3.5 (SP1)
  - The Deltek Knowledge Base article below contains a link to download location for the framework. It also contains some examples of what you may see if you do not have the framework installed:  
[https://deltek.custhelp.com/app/answers/detail/a\\_id/52469](https://deltek.custhelp.com/app/answers/detail/a_id/52469)
  - Refer to the **DeltekSoftwareManager.pdf** to learn more about DSM and how it works.

**To connect to the Deltek Software Manager, complete the following steps:**

1. From Internet Explorer, go to <https://dsm.deltek.com>.
2. Click **Run Deltek Software Manager**.
3. Log in using your Deltek Customer Care Connect credentials.

**To view Knowledge Base articles, complete the following steps:**

1. From Internet Explorer, go to <http://www.deltek.com>.
2. Click **Support » Customer Care Connect Site** on the navigation bar at the top of the screen.



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3. On the Deltek Customer Care Connect screen, perform the following actions:

Field	Action
Username	Enter your Support user name.
Password	Enter your Support user's password.

4. Click the **Login** button.



If you have forgotten your user name or password, under the **Account Information** section, click the **Click Here** button under Account Assistance.

- If you have forgotten your user name, enter your email address and click the **Email My Username** button.
- If you have forgotten your password, enter your user name and click the **Reset My Password** button.

5. On the Customer Care Connect Home Page screen, under Support Resources, click the **Knowledge Center** link, and perform the following actions:

Field	Action
Refine by Product	Select <b>Time &amp; Expense</b> from the drop-down list.
Refine by Category/Version	Expand <b>Service Pack / Hot Fix</b> from the drop-down list, and select <b>9.0.1</b> .
Search Type	Leave as <b>Phrases</b> or select your preferred search option from the drop-down list.
Search by Keyword	Enter the specific text you are looking for or leave the field blank to return all records for this version.

6. Click the **Search** button.
7. When the search results display, perform the following actions:
  - In the Summary column, click the link for the desired correction.
  - When the desired correction loads, scroll down to the bottom of the article and click the **here** link under the **Download** section to download the files.

## WebLogic Upgrade Installation

This step provides instructions for running the Time & Expense with Employee Self-Service 9.0.1 WebLogic Upgrade installer. You must perform this step on your Time & Expense with Employee Self-Service 9.0.1 WebLogic application server and any Time & Expense with Employee Self-Service 9.0.1 WebLogic application server nodes.



If you have created and configured a Custom Identity and / or a Custom Trust Keystore on any of your WebLogic Nodes, please make sure to back up your keystores before beginning the WebLogic upgrade. Following the upgrade you will need to configure WebLogic and reference the new location of your keystores.

### To upgrade WebLogic, complete the following steps:

1. On Windows, click **Start » Administrative Tools » Services**.
2. On the Services screen, scroll down the **Services** list and **Stop** the **Time & Expense with ESS 9.0** service.
3. Close the Services window.
4. Run the **DeltekTimeAndExpense901WeblogicUpgrade.exe** file to launch the Time & Expense with Employee Self-Service 9.0.1 WebLogic Upgrade installation program. On the Welcome to the Deltek Time & Expense 9.0.1 WebLogic upgrade wizard screen, click **Next >**.



Due to enhanced security in Microsoft Windows Server 2012, it is advised that you use the **Run as Administrator** option when launching installation files, even if you are logged in as a user with local administrative rights.

5. Review the license agreement and select the **I accept the terms of the license agreement** check box. Click **Next >**.
6. Click **Next >**.
7. On the Pre-Installation Summary screen, review the installation parameters you have selected:
  - If you want to change any settings, click **< Back** to go back and make the necessary changes.
  - If you are satisfied with these settings, click **Upgrade >** to begin the installation.

Once initiated, the installation process can take a long time to complete. Do not interrupt the process. A Windows Command Prompt will also appear on your screen that displays the scripts that are being executed.

The installation process will stop if any errors are encountered. If any errors occur during the installation, contact Deltek Time & Expense Technical Support.

8. On the InstallShield Wizard Complete screen, select the **Yes, I want to view the log file** check box to open the **TEWeblogicUpgrade\_<date>\_<time>.log** file from the C:\Oracle\Middleware directory. This check box is selected by default.
9. Click **Finish** to exit the installation.
10. When the **TEWeblogicUpgrade\_<date>\_<time>.log** file opens, search for the following keyword:
  - **“Error”** – Report any search results to Deltek Time & Expense Technical Support.

## Install, Configure, and Start Time & Expense with ESS 9.0.1 Windows Service

The steps to install, configure, and start the Time & Expense with Employee Self-Service 9.0.1 Windows service are detailed in this section.

These steps must be performed on your Time & Expense with Employee Self-Service 9.0.1 WebLogic application server.

**To install, configure, and start Time & Expense with Employee Self-Service 9.0.1 to run as a Windows service, complete the following steps:**

1. Use Windows Explorer to navigate to the directory where the Time & Expense with Employee Self-Service 9.0.1 software was installed (**C:\Oracle\Middleware\DeltekTE90\bin**). Right-click on **InstallTEService.cmd** and select **Run as administrator**.
2. Click **Start » Administrative Tools » Services**.
3. On the Services window, scroll down the **Services** drop-down list, right-click the **Time & Expense with ESS 9.0** service, and click **Properties** on the shortcut menu.

If you cannot find the **Time & Expense with ESS 9.0** service, then the service must not have installed properly in the previous step. Repeat Step 1 of this procedure.

4. On the Time & Expense with ESS 9.0 Properties screen, click the Recovery tab, and complete the following:

Field Name	Action
First failure	Change the drop-down selection from <b>Take No Action</b> to <b>Restart the Service</b> .
Second failure	Accept the default value, <b>Take No Action</b> .
Subsequent failures	Accept the default value, <b>Take No Action</b> .
Reset fail count after	Change the value from <b>0</b> to <b>1</b> days.
Restart service after	Accept the default value, <b>1</b> minute.

5. Click **Apply**.
6. On the Time & Expense with ESS 9.0 Properties screen, click the Log On tab and complete the following:

Field Name	Action
Account	Enter the domain account. For example, domain\useraccountname.  If you are using a domain service login account instead of the "Local System Account," select <b>This Account</b> .

Field Name	Action
Password	Enter the password for the domain account.
Confirm Password	Re-enter your password for the domain account.

- Click **Apply**. Make sure that the login account for the Time & Expense Service is in the local Administrators group on the Application Tier server.

Also keep in mind that this login account must be given full access permissions for any Alternate File locations setup (network shared directories). Alternate File locations are used for Time & Expense users for uploading and downloading files from within Time & Expense.

- On the Time & Expense with ESS 9.0 Properties screen, click the General tab, and click **Start** to start the Time & Expense with ESS 9.0.1 service.



The service will immediately indicate that it has started. However, note that it takes several minutes for the Time & Expense with ESS 9.0.1 service to fully initialize.

After starting the service, wait several minutes before attempting to connect to the software.

If you encounter problems with the Time & Expense with ESS 9.0.1 service, check the **C:\Oracle\Middleware\DeltekTE90\servers\DeltekTEServer\logs\DeltekTEServer.log** file and report any errors to Deltek Time & Expense Technical Support.

- Click **OK** to close the Time & Expense with ESS 9.0 Properties screen, and close the Services window.



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