


# Deltek WorkBook 13.6

Installation Guide  
Revised

**December 20, 2024**



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## Overview

This guide contains technical installation and setup information for the staff at your company who maintain the hardware and software required to install Deltek WorkBook.

### Notes:

- This WorkBook release contains major technology and configuration changes that affect the typical upgrade scenario. Before performing the upgrade, review the [Before You Begin Deployment](#) section to understand how these changes will affect your deployment.
- This document assumes that the person installing WorkBook is capable of installing, configuring, or troubleshooting MS SQL databases, IIS, Windows Authentication, and Task Scheduler, among others.

## Additional Information

### License Renewal

For single-server installations, you can renew your license online. For dual-server installations, the Web Server must have access to the Internet for you to renew your license.

If you do not have Internet access, you can renew your license manually within 14 days after installation.

### Documentation

You can access all WorkBook documentation via the WorkBook Resource Center. The top menu bar provides links to videos, training, and more. Scroll down to find Release Notes, Online Help, Coffee Breaks, the Ideas Portal, and popular learning assets. Bookmark this link so that you always have easy access to the latest information:

<https://enablement.deltek.com/resource-center/workbook>

You can perform a Deltek Support Center search for additional documents at the following link:

[https://deltek.custhelp.com/app/answers/detail/a\\_id/79935](https://deltek.custhelp.com/app/answers/detail/a_id/79935)

For information about the WorkBook API, you can access the *Deltek WorkBook API Guide* at the following link:

<https://workbookapi.deltek.com/?version=latest>

### Compatibility Matrix

Information about platform requirements is maintained in the Deltek Product Support Compatibility Matrix, located on the Deltek Support Center. In the Matrix, search on “WorkBook” to navigate quickly to the information that you need.

[Deltek Product Support Compatibility Matrix](#)

### Feedback

If you have comments or questions about this document, you can submit them to [DeltekDocumentationFeedback@deltek.com](mailto:DeltekDocumentationFeedback@deltek.com).

## If You Need Assistance

If you need assistance installing or updating WorkBook, submit a request to Deltek Support Services by navigating to <https://deltek.custhelp.com> » **Submit a Case** and completing the online form.

## Before You Begin

Before you begin deployment, review the topics in this section.

### WorkBook Update Program

WorkBook uses its own update manager, WorkBook Update 6, to update and install WorkBook files. This tool connects to the Internet and downloads the necessary files required to complete a WorkBook update or installation.

**Note:** If you are having issues installing the WorkBook Update 6 application, try to download it using your browser.

### Logical Tiers Overview

WorkBook uses a multitier architecture. Various components of the WorkBook application are distributed to logical tiers for performance and scalability. The logical tiers are as follows:

- **Web/Application (IIS) Server Tier** – This tier performs WorkBook’s functional process logic. After a client browser sends a request, this tier processes that request, such as retrieving stored data, and then returns the result to the client browser. This tier uses IIS to host the WorkBook applications.
- **Agent Server Tier** – This tier enables users to schedule agents that run in the background. The following are examples of agents that can run on the Agent Server:
  - Scheduled reports
  - Mail imports
  - Calendar synchronization
  - Database maintenance
- **Database Tier** – This tier consists of the SQL Server Database Server(s) where the WorkBook data is stored and retrieved.

### Installation Order: High-Level Overview

To install WorkBook correctly, you must complete installation of the server roles in the following order:

1. Install a blank and/or sample WorkBook database on the Database Server tier. You have the option to update an existing database.
2. Install WorkBook on the Web/Application Server tier.
3. Install the Agent Server on the server that runs the Web/Application Server tier.

### Which Type of Installation Am I Performing?

Your WorkBook installation falls into one of the following categories:

- Install WorkBook for the first time with a new database. For information, see [Installation Procedures](#).
- Upgrade a server that already has WorkBook installed. For information, see [Upgrade Procedures](#).

## Technical Considerations

### Unsupported Environments

WorkBook does not support the following environments:

- You cannot perform a single-server deployment on the Microsoft Small Business Server. Only the WorkBook database tier can be installed on this server.
- You cannot install any WorkBook tier on:
  - The Microsoft ISA/TMG server or any other software-based firewall (except Windows firewall).
  - A domain controller.

### Recommended Daily Activities

Deltek recommends that you complete the following activities on your database daily:

1. Check database integrity.
2. Perform a complete backup.

## Platform Virtualization

Virtual environment software, such as VMware®, resides in the hardware layer underneath the operating system and is used to partition a single server into a multiple-server/multiple-operating-system environment. Deltek's Product Development makes limited use of virtual environments.

**Note:** See KB Article 78800, *Customer Use of Cloud-Based and Virtualized Environments*, on the Deltek Support Center site (<https://support.deltek.com>) for more information.



## Prerequisites

### System Requirements

Make sure that your software and hardware systems meet the minimum WorkBook requirements.

If your current server does not meet the minimum software requirements as below, you must migrate WorkBook to a new server.

### Software Requirements

Software	1 to 100 Users	101 to 500+ Users
SQL Server	MS SQL Server Standard or Enterprise 2019  <b>Notes:</b> <ul style="list-style-type: none"> <li>If you have fewer than 20 WorkBook users in your organization, you can use MS SQL Server Express 2019.</li> <li>Default server-level collation must be set to <b>SQL_Latin1_Genereal_CP1_CI_AS</b></li> </ul>	
Windows Server	MS Windows Server 2019+ (2019 to 2022)	
Number of Servers	1 Server	1 Web Server  1 Database Server
Internet Information Services (IIS)	8.5 or higher  NOTE: Make sure that the IIS features that are required by WorkBook are installed or enabled. For more information, see <a href="#">Installing Microsoft IIS for the First Time on Windows Server 2019 to 2022</a> .	
ASP.NET	Enabled	
.NET	4.8 and 8.0  NOTE: The server requires that you have Microsoft .NET 8 installed. For instructions, see <a href="#">Installing Microsoft .NET 8</a> .	
Browser	<ul style="list-style-type: none"> <li>Latest Chrome version for Windows and macOS</li> <li>Latest Safari version for macOS</li> <li>Latest Firefox version for Windows and macOS</li> <li>Latest Microsoft Edge version for Windows 10</li> </ul>	

## Hardware Requirements

Software / Hardware	1 to 100 Users	101 to 500+ Users
Processor (Web and SQL Servers)	2.5GHz Quad Core	2.5GHz Quad Core
RAM	8 Gb	SQL Server: 32 Gb Web Server: 8 Gb
Hard Disk Drive	High-performance SATA or SAS Disks in RAID 1	Web Server: 2 x SATA Disks in RAID 1
Hard Disk Space (Estimated)	Web Server: 3 Gb + 10 Gb temporary space on the operating system disk. NOTE: This estimate does not include file storage and the space used by the operating system and other applications.	

## Ensure Permissions Required for Installing WorkBook

The person who installs WorkBook on the server tiers must have the following rights and privileges.

Tier	Permissions Required
<b>Web Server Tier and Agent Server Tier</b>	<ul style="list-style-type: none"> <li>The Windows account of the person who performs the installation must be a member of the Local Administrator group on the server.</li> <li>The person who performs the installation must have/know the credentials of the user account that was in the database as specified in the <a href="#">WorkBook Credentials for Microsoft SQL Server Database</a> section. This account has the user rights that the installation requires when it displays the database platform connection information.</li> </ul>
<b>Database Server Tier</b>	<ul style="list-style-type: none"> <li>The person who performs the installation must know the credentials of the user account that was created in the database as specified in the <a href="#">WorkBook Credentials for Microsoft SQL Server Database</a> section. This account has the user rights that the installation requires when it displays the database platform connection information.</li> </ul>

## Ensure Credentials for Microsoft SQL Server Database

During the installation of WorkBook, you must provide a set of SQL Server Authentication credentials or a domain account that, at minimum, should have the roles of **db\_owner** of the WorkBook database and **dbcreator** on the SQL Server.

**Note:** If you choose to use a Domain Account, Deltek recommends that you rotate the password at least once yearly. Create this account before you install WorkBook because it is used by the Web and Agent Tiers to connect to the database.

WorkBook supports both SQL Server authentication modes: **Windows Authentication Only** mode or **SQL Server and Windows Authentication** mode, also known as Mixed Mode.

**Note:** For more information about SQL Server authentication modes, see *Change Server Authentication Mode* at [https://msdn.microsoft.com/en-us/library/ms188670\(v=sql.120\).aspx](https://msdn.microsoft.com/en-us/library/ms188670(v=sql.120).aspx).

## Verify the Name of Your SQL Server Instance

The default installation uses the Server Name for the connection and is installed as an instance named MSSQLSERVER. Sometimes, Microsoft SQL Server is installed using an instance name other than the default name (MSSQLSERVER). The SQL Server Express Edition is installed as the named instance **SQLEXPRESS**.

- When connecting to the default SQL Server Database Engine instance, use the name of your database server. The SQL Server automatically maps the default instance of the Database Engine to the Server Name when it accepts connections.
- When connecting to a named instance of SQL Server Database Engine, specify the name of the SQL Server plus the instance in the connection in the format of SERVERNAME\INSTANCENAME.

For example, if your SQL Server is named SQLSERVER1, and you installed it to an instance named SQLExpress, you must specify the server connection information in the format of **SQLSERVER1\SQLExpress**.

- If you do not know the name of your SQL Server instance, or you are unable to connect to your database server after installation, see *Determine Whether the Database Engine Is Installed and Started* at <http://msdn.microsoft.com/en-us/library/ms366339.aspx>.

If you still experience errors when you try to connect to your database server, verify that the Windows firewall or any other firewall is not blocking access to the SQL Server Database Engine.

**Note:** See *Configure a Windows Firewall for Database Engine Access* at <http://msdn.microsoft.com/en-us/library/ms175043.aspx>.

# Preinstallation

## Preinstallation Checklists

This section includes a separate checklist for each of the following installation models:

- Single Server
- Dual-Server (Two Tier)

### Single-Server

Step	Related Topics
<p>1. Verify that your system meets WorkBook 9 software and hardware requirements. This includes the Windows server, SQL Server, .NET, and IIS versions, as well as the hard disk storage size.</p> <p>Note: The server requires that you have Microsoft .NET 8 installed. For instructions, see <a href="#">Installing Microsoft .NET 8</a>.</p>	<ul style="list-style-type: none"> <li>▪ <a href="#">System Requirements</a></li> <li>▪ <a href="#">Microsoft .NET 8 Download Site</a></li> <li>▪ <a href="#">Appendix A: Microsoft Internet Information Server (IIS) Installation on Windows Server</a></li> </ul>
<p>2. If you are not going to use the default installation folder, make sure that your preferred folder exists before you install WorkBook.</p>	
<p>3. Verify that the user account performing the installation is a member of the local Windows System Administrators group.</p>	<ul style="list-style-type: none"> <li>▪ <a href="#">Permissions Required for Installing WorkBook</a></li> </ul>
<p>4. Make sure that you have valid SQL Server credentials or a domain account available for use during the installation.</p>	<ul style="list-style-type: none"> <li>▪ <a href="#">WorkBook Credentials for Microsoft SQL Server Database</a></li> </ul>
<p>5. Use the SQL Server Configuration Manager to enable the TCP/IP and Shared Memory protocols on the SQL Server.</p>	<ul style="list-style-type: none"> <li>▪ <a href="#">Enable or Disable a Server Network Protocol (SQL Server Configuration Manager)</a></li> </ul>

## Dual-Server (Two-Tier)

### Database Tier

You must perform this step before you install WorkBook on your Web Server.

Step	Related Topics
1. Verify that the Database Server meets WorkBook's software and hardware requirements.	<ul style="list-style-type: none"> <li>▪ <a href="#">System Requirements</a></li> </ul>
2. Verify that the user account performing the installation is a member of the local Windows System Administrators group.	<ul style="list-style-type: none"> <li>▪ <a href="#">Permissions Required for Installing WorkBook</a></li> </ul>
3. Make sure that you have valid SQL Server credentials or a domain account available for use during the installation.	<ul style="list-style-type: none"> <li>▪ <a href="#">WorkBook Credentials for Microsoft SQL Server Database</a></li> </ul>
4. Use the SQL Server Configuration Manager to ensure that the TCP/IP and Shared Memory protocols are enabled on your report server and database server.	<ul style="list-style-type: none"> <li>▪ <a href="#">Enable or Disable a Server Network Protocol (SQL Server Configuration Manager)</a></li> </ul>

### Web Application and Process Server Tier

Step	Related Topics
1. Verify that the Web Application and Process Server meets WorkBook's software and hardware requirements.  <b>Note:</b> The server requires that you have Microsoft .NET 8 installed. For instructions, see <a href="#">Installing Microsoft .NET 8</a> .	<ul style="list-style-type: none"> <li>▪ <a href="#">System Requirements</a></li> <li>▪ <a href="#">Microsoft .NET 8 Download Site</a></li> <li>▪ <a href="#">Appendix A: Microsoft Internet Information Server (IIS) Installation on Windows Server</a></li> </ul>
2. If you are not going to use the default installation folder, make sure that your preferred folder exists before you install WorkBook.	
3. Verify that the user account performing the installation has the proper account credentials as stated in the database tier checklist.	<ul style="list-style-type: none"> <li>▪ <a href="#">WorkBook Credentials for Microsoft SQL Server Database</a></li> </ul>

Step	Related Topics
<p>4. Ensure that you have the following information before you start the installation:</p> <ul style="list-style-type: none"> <li>Database Server\SQL instance name</li> <li>Database Server credentials</li> </ul>	<ul style="list-style-type: none"> <li><a href="#">WorkBook Credentials for Microsoft SQL Server Database</a></li> <li><a href="#">Verify the Name of Your SQL Server Instance.</a></li> </ul>

## Restore the WorkBook Database

Before you install WorkBook, you must restore the WorkBook database on your SQL Server. If you do not have the WorkBook database, contact [DeltekSupport@deltek.com](mailto:DeltekSupport@deltek.com).

For information on how to restore an SQL database, see [Restore a Database using SQL Server Management Studio](#).

**Note:** If you experience connection errors to your database and have verified the previous steps, check that access is not being blocked by Windows or your firewall. For more information, see [Configure a Windows Firewall for Database Engine Access](#).

# Installation Procedures

**Note:** If you encounter any errors during the installation, send the installation log file to [WorkBookSupport@deltek.com](mailto:WorkBookSupport@deltek.com).

## Single-Server Installation

This section provides instructions for installing all WorkBook tiers on a single server for organizations that prefer the one-server deployment model. This deployment model is suitable for demonstration purposes or for small organizations that have simple deployment needs.

When you choose the one-server deployment model, you install all WorkBook tiers (Web, Agent, and Database) on the same server.

**Notes:**

- Before you begin your installation, see [Preinstallation Checklists](#) and [System Requirements](#).
- To review the various deployment options, see [Before You Begin Deployment](#).

### Step 1: Install the Web/Application (IIS) and Database Server Tiers

1. Create the WorkBook installation folder on your server.
2. Navigate to <https://update.workbook.net/wbupdate6/> and click **Install** on the page to download WorkBook Update 6. This option also downloads the Microsoft .NET and Windows Installer prerequisites.

If you already have the prerequisites installed, you can launch WorkBook Update 6 directly from the page.

**Note:** Make sure to restore the WorkBook database before launching WorkBook Update 6. For more information, see [Restore the WorkBook Database](#).

3. Right-click **setup.exe** and then click **Run as administrator** on the context menu. Alternatively, you can double-click **setup.exe** and then click **File » Elevate Application** in the WorkBook Update 6 dialog box.

4. Use the WorkBook Update 6 dialog box to specify the database information and installation path for WorkBook V9 Website. If you are using Trusted Authentication, leave the username and password fields empty.

**Note:** When you select a Database Server in WorkBook Update 6, it automatically populates the **V9 Website Path** field, as shown in the following example. If you want to change the default paths, make sure that the destination folders that you want to use already exist before you start with the installation. The maximum path name length from the root to the installation folder should not exceed 100 characters.



5. In the **Update** group box, select the following options:

- **Patch**
- **Static Data**
- **V9**
- **Backend**

**Notes:**

- Select the **Backend** option only if you are upgrading from one major version to another. For example, select this option if you are upgrading from version 911000 to version 912000. If you are upgrading from version 911000.102 to version 911000.107, do not select this option because both versions belong to the same major release (911000).
- For version 913600 and higher the HTTPS is always enabled. The checkbox **Use HTTPS** can be ignored. Remember to install SSL Certificate for HTTPS.

6. In the **New version** section, use the drop-down list to select the version of WorkBook that you want to install.

**Note:** Select a stable version of WorkBook, unless told otherwise by Deltek.

7. In the **V9 Website Path** field, specify the location where you want to install the V9 Website Application files.
8. Click **Start** and wait for the installation to finish.

## Step 2: Create the Website and Configure the IIS Settings

**Note:** If you want to create a separate website for reports, use the following method instead: [Appendix B: Creating the Website and Configuring the IIS Settings \(Alternate Method\)](#). Having the reports on a separate website can help to speed up processing time and can generally be less demanding of system resources.

1. Open the Internet Information Services (IIS) Manager.
2. Expand the server element.
3. Right-click **Application Pools** and click **Add Application Pool...** on the context menu.
4. Set the name for the Application Pool which is for WorkBook website, set **.NET CLR version** to **No Managed Code**, **Managed pipeline mode** to **Integrated** and **Start application pool immediately checked**.
5. Right-click **Application Pools** and click **Add Application Pool...** on the context menu.
6. Set the name for the Application Pool which is for Reports, set **.NET CLR version** to **.NET CLR Version v4.0**, **Managed pipeline mode** to **Integrated** and **Start application pool immediately checked**.
7. Right-click **Sites** and click **Add Website** on the context menu.
8. Use the fields and options in the Add Website dialog box to create the WorkBook website, **Select... Application pool** and choose the one created in the point 4. then click **OK**.

Make sure that the **Physical Path** field points to the WorkBook installation folder that you specified when you installed the Database and Web tiers, and that the **Port** field points to an unused port number, then click **OK**.

9. Expand the newly created WorkBook website.
10. Right-click the **api** folder and click **Convert to Application** on the context menu.
11. In the Add Application dialog box, make sure selected Application pool is the one from the point 4. and accept the other default settings and click **OK**.
12. Right-click the **Report** folder and click **Convert to Application** on the context menu.
13. In the Add Application dialog box, make sure selected Application pool is the one from the point 6. and accept the other default settings and click **OK**.
14. Expand **Report**.
15. Right click the **api** folder and click **Convert to Application** on the context menu.
16. In the Add Application dialog box, make sure selected Application pool is the one from the point 6. and accept the other default settings and click **OK**.

## Step 3: Download the Agent for Your WorkBook Version

When installing WorkBook in a single-server or dual-server setup, you must download the agent version that matches your WorkBook installation.

1. Click <https://update.workbook.net/913006> to go to the download site.  
The agent version number after the slash corresponds to the version number of the base WorkBook application.
2. Download the WorkBook agent version that corresponds to your installation's build number. The last two digits of the file name correspond to the build number of your WorkBook installation. For example, if your WorkBook build number is 912000.27, download **workbookagentconsole\_27.zip**. The build number is displayed in the **New Version** field of the WorkBook Update 6 dialog box.
3. Create an Agent folder for the WorkBook agent on the server where your Web/Application Server is installed. The Agent folder must be on the same level as the installation folder for your WorkBook installation.
4. Extract the contents of the zip file to the Agent folder.

## Step 4: Configure the Agent Server Tier

1. In the WorkBook installation folder on your Web/Application (IIS) Server, right-click the **appsettings.Production.json** file and use the context menu to open it in Notepad.
2. In Notepad, copy the connection string from the **appsettings.Production.json** file.

## Installation Procedures

```

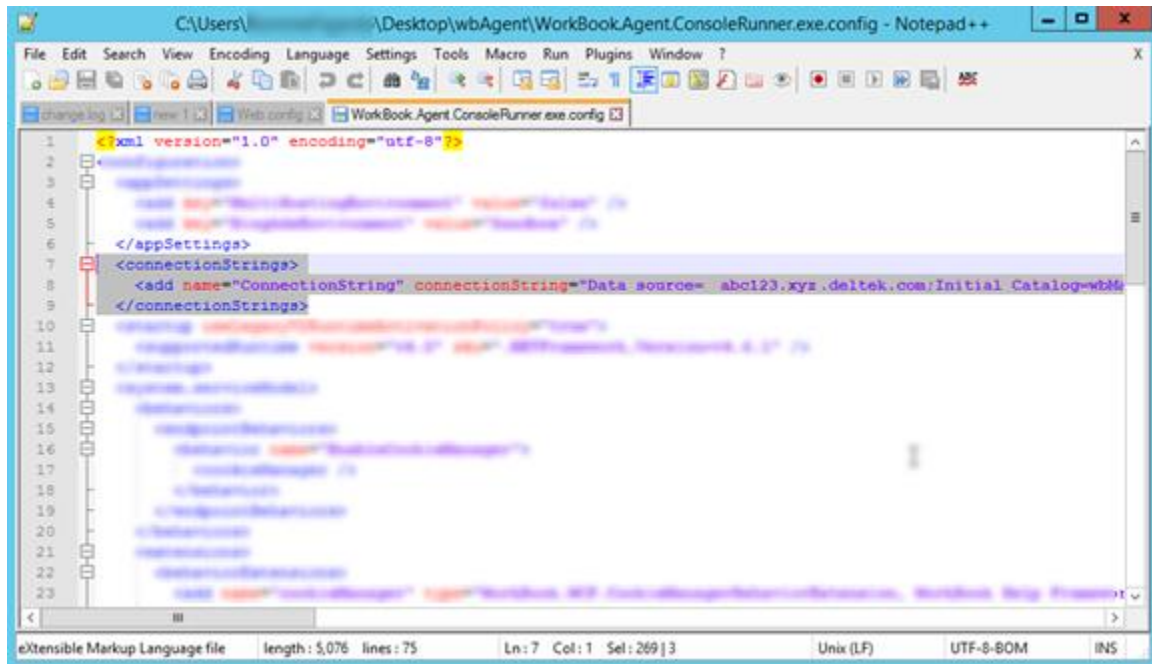
1 {
2   "ConnectionStrings": {
3     "ConnectionString": "Server=localhost;Database=wbdatabase;Trusted_Connection=True;"
4   },
5
6
7
8
9
10
11
12
13
14
15
16
17
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19
20
21
22

```

3. In the wbAgent folder of your Web/Application (IIS) Server, right-click the **WorkBook.Agent.ConsoleRunner.exe.config** file and use the context menu to open it in Notepad.

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4. In the **WorkBook.Agent.ConsoleRunner.exe.config** file, overwrite the Agent's connection string with the one that you copied from the **appsettings.Production.json** file in the WorkBook installation folder.



5. Save the file.

## Step 5: Create a Scheduled Task

1. Launch Task Scheduler and create a task (**Action » Create Task**).
2. On the General tab of the Create Task dialog box, enter the task name.
3. Select the following options:
  - **Run whether User is Logged on or not.**  
Do not select the **Do not Store Password** option.
  - **Run with Highest Privileges**
4. On the Trigger tab of the Create Task dialog box, click **New**.
5. In the New Trigger dialog box, select the following options, then click **OK**:
  - Begin the task on a schedule
  - Daily
  - Recur every 1 day
  - Repeat task every 1 hour for an indefinite duration
  - Enable the trigger
6. On the Actions tab of the Create Task dialog box, click **New**.
7. In the New Action dialog box, take the following actions, then click **OK**:
  - Select **Start a Program** in the **Action** field.

- Use the **Browse** button to locate the **WorkBook.Agent.ConsoleRunner.exe** file in the Agent folder.
8. In the Create Task dialog box, click **OK**.

## Two-Server Installation

This model is designed for medium- to large-sized companies that have adequate technical staff. In this setup, your SQL and IIS installations run on different servers.

### Notes:

- Before you begin your installation, see [Preinstallation Checklists](#) and [System Requirements](#).
- To review the various deployment options, see [Before You Begin Deployment](#).

### Step 1: Install the Web/Application (IIS) Server Tier

1. Create the WorkBook installation folder on the server that hosts the IIS Server.
2. Navigate to <https://update.workbook.net/wbupdate6/> and click **Install** on the page to download WorkBook Update 6. This option also downloads Microsoft .NET and Windows Installer prerequisites.

If you already have the prerequisites installed, you can launch WorkBook Update 6 directly from the page.

**Note:** Make sure to restore the WorkBook database before launching WorkBook Update 6. For more information, see [Restore the WorkBook Database](#).

3. Right-click **setup.exe** and then click **Run as Administrator** on the context menu. Alternatively, you can double-click **setup.exe** and then click **File » Elevate Application** in the WorkBook Update 6 dialog box.
4. Use the WorkBook Update 6 dialog box to specify the database information and installation path for WorkBook V9 Website. If you are using Trusted Authentication, leave the username and password fields empty.

**Note:** When you select a Database Server in WorkBook Update 6, it automatically populates the **V9 Website Path** field, as shown in the following example. If you want to change the default paths, make sure that the destination folders that you want to use already exist before you start with the installation. The maximum length of the path name from the root to the installation folder should not exceed 100 characters.

5. In the **Update** group box, select the following options:

- **Patch**
- **Static Data**
- **V9**
- **Backend**

**Note:**

- Select the **Backend** option only if you are upgrading from one major version to another. For example, select this option if you are upgrading from version 911000 to version 912000. If you are upgrading from version 911000.102 to version 911000.107, do not select this option because both versions belong to the same major release (911000).
- For version 913600 and higher the HTTPS is always enabled. The checkbox Use HTTPS can be ignored. Remember to install SSL Certificate for HTTPS.

6. In the **New Version** section, use the drop-down list to select the version of WorkBook that you want to install.

**Note:** Select a stable version of WorkBook, unless told otherwise by Deltek.

7. In the **V9 Website Path** field, specify the location where you want to install the V9 Website Application files.
8. Click **Start** and wait for the installation to finish.

## Step 2: Create the Website and Configure the IIS Settings

**Note:** If you want to create a separate website for reports, use the following method instead: [Appendix B: Creating the Website and Configuring the IIS Settings \(Alternate Method\)](#). Having the reports on a separate website can help to speed up processing time and can generally be less demanding of system resources.

1. On the server where you installed the Web/Application (IIS) Server tier, open the Internet Information Services (IIS) Manager.
2. Expand the server element.
3. Right-click **Application Pools** and click **Add Application Pool...** on the context menu.
4. Set the name for the Application Pool which is for WorkBook website, set **.NET CLR version** to **No Managed Code**, **Managed pipeline mode** to **Integrated** and **Start application pool immediately checked**.
5. Right-click **Application Pools** and click **Add Application Pool...** on the context menu.
6. Set the name for the Application Pool which is for Reports, set **.NET CLR version** to **.NET CLR Version v4.0**, **Managed pipeline mode** to **Integrated** and **Start application pool immediately checked**.
7. Right-click **Sites** and click **Add Website** on the context menu.
8. Use the fields and options in the Add Website dialog box to create the WorkBook website, **Select... Application pool** and choose the one created in the point 4. then click **OK**.  
  
Make sure that the **Physical Path** field points to the WorkBook installation folder that you specified when you installed the Database and Web tiers, and that the **Port** field points to an unused port number, then click **OK**.
9. Expand the newly created WorkBook website.
10. Right-click the **api** folder and click **Convert to Application** on the context menu.

11. In the Add Application dialog box, make sure selected Application pool is the one from the point 4. and accept the other default settings and click **OK**.
12. Right-click the **Report** folder and click **Convert to Application** on the context menu.
13. In the Add Application dialog box, make sure selected Application pool is the one from the point 6. and accept the other default settings and click **OK**.
14. Expand **Report**.
15. Right click the **api** folder and click **Convert to Application** on the context menu.
16. In the Add Application dialog box, make sure selected Application pool is the one from the point 6. and accept the other default settings and click **OK**.

### Step 3: Download the Agent for Your WorkBook Version

You must run the Agent from the server where your Web/Application (IIS) Server is installed.

#### Notes:

- This section applies only to clients who host WorkBook on their own servers.
- You must extract the Agent to the Web/Application (IIS) Server and not to the SQL server.

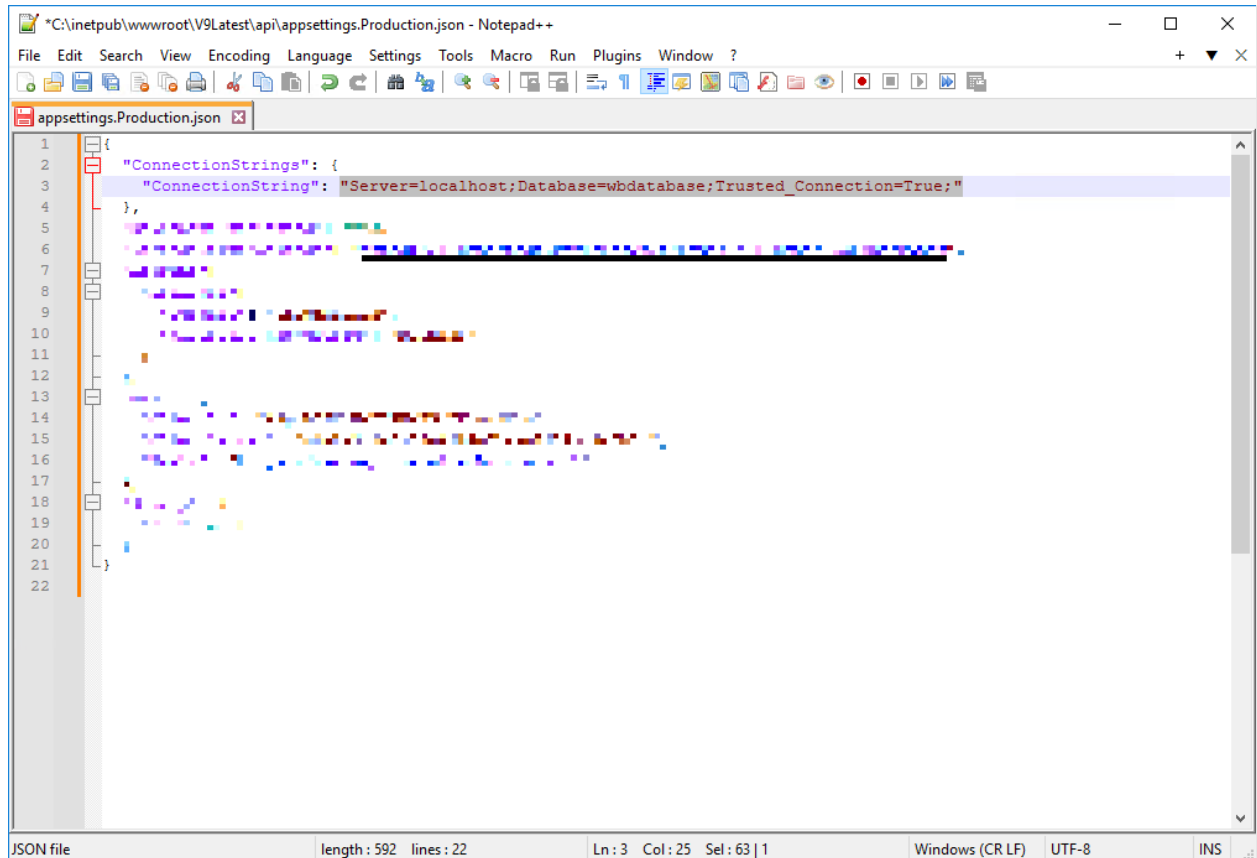
When you install WorkBook in a single-server or dual-server setup, you must download the Agent version that matches your WorkBook installation.

1. Click <http://update.workbook.net/912000> to go to the download site.  
The agent version number after the slash corresponds to the version number of the base WorkBook application.
2. Download the WorkBook agent version that corresponds to your installation's build number. The last two digits of the file name correspond to the build number of your WorkBook installation. For example, if your WorkBook build number is 912000.27, download **workbookagentconsole\_27.zip**. The build number is displayed in the **New Version** field of the WorkBook Update 6 dialog box.
3. Create an Agent folder for the WorkBook agent on the server where your Web/Application Server is installed. The Agent folder must be on the same level as the installation folder for your WorkBook installation.
4. Extract the contents of the zip file to the Agent folder.



## Step 4: Configure the Agent Server Tier

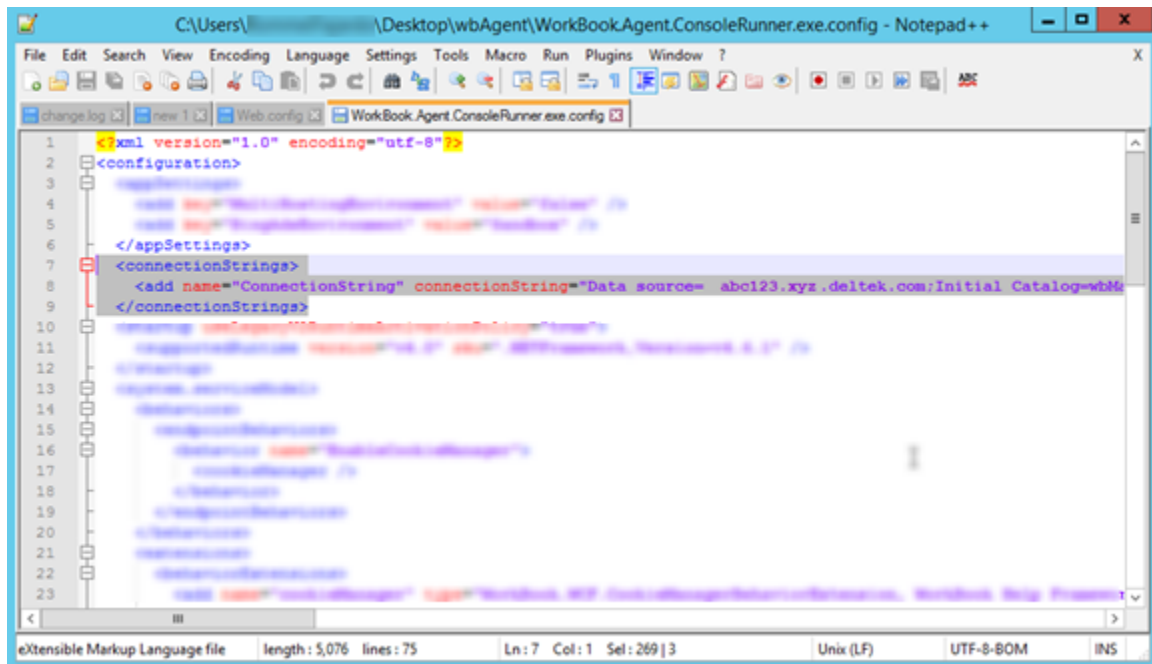
1. In the WorkBook installation folder on your Web/Application (IIS) Server, open **api** folder, right-click the **appsettings.Production.json** file and use the context menu to open it in Notepad.
2. In Notepad, copy the connection string from the **appsettings.Production.json** file.



```

1 {
2   "ConnectionStrings": {
3     "ConnectionString": "Server=localhost;Database=wbdatabase;Trusted_Connection=True;"
4   },
5   ...
6   ...
7   ...
8   ...
9   ...
10  ...
11  ...
12  ...
13  ...
14  ...
15  ...
16  ...
17  ...
18  ...
19  ...
20  ...
21  ...
22  ...
  
```

3. In the wbAgent folder of your Web/Application (IIS) server, right-click the **WorkBook.Agent.ConsoleRunner.exe.config** file and use the context menu to open it in Notepad.
4. In the **WorkBook.Agent.ConsoleRunner.exe.config** file, overwrite the Agent's connection string with the one that you copied from the **appsettings.Production.json** file in the WorkBook installation folder.



5. Save the file.

## Step 5: Create a Scheduled Task

1. On your Web/Application (IIS) Server, launch Task Scheduler and create a task (**Action » Create Task**).
2. On the General tab of the Create Task dialog box, enter the task name.
3. Select the following options:
  - **Run whether User is Logged on or not.**  
Do not select the **Do not Store Password** option.
  - **Run with Highest Privileges**
4. On the Triggers tab of the Create Task dialog box, click **New**.
5. In the New Trigger dialog box, select the following options, then click **OK**:
  - Begin the task on a schedule
  - Daily
  - Recur every 1 day
  - Repeat task every 1 hour for an indefinite duration
  - Enable the trigger
6. On the Actions tab of the Create Task dialog box, click **New**.
7. In the New Action dialog box, take the following actions, then click **OK**:
  - Select **Start a Program** in the **Action** field.
  - Use the **Browse** button to locate the **Workbook.Agent.ConsoleRunner.exe** file in the Agent folder.

8. In the Create Task dialog box, click **OK**.

# Upgrade Procedures

Deltek encourages clients to upgrade to the latest version of WorkBook because:

- New features are added only to the latest version.
- Deltek fixes software issues only in the latest version, except in critical situations.
- Deltek support is typically available only for the latest and the next previous versions.
- The latest version incorporates the newest technologies and tools.

Before you install an upgrade, review the *Deltek WorkBook Release Notes* and perform a test conversion and test installation of the new version to ensure that your Company's business processes are working properly in the new version.

**Notes:**

- Before you begin your installation, review [Preinstallation Checklists](#).
- To review the various deployment options, see [Before You Begin Deployment](#).
- If you encounter any errors during the upgrade process, send the installation log file to <https://support.deltek.com>.
- When it updates the Database Server tier, WorkBook creates a backup of the database in the default backup directory.

## Upgrade from WorkBook 9.1 or Newer

If you are upgrading from WorkBook 9.1 or a newer version, the upgrade is installed directly into the existing folder structure using the current WorkBook settings.

## Upgrade from WorkBook 8 or Earlier Versions

If you are upgrading from WorkBook 8 or an earlier version, you might need to create one or more of the Application websites if they are missing. WorkBook uses any existing websites.

## Migrate/Upgrade to a New Server

- If your existing WorkBook database server is on an SQL Server version that is no longer supported, you must restore or move your database to a supported version before you install the upgrade.
- If your existing WorkBook Web/Application Server is on a version of Windows that is no longer supported, you must perform a new installation. WorkBook will not migrate any custom reports, DLLs, web.config settings, or other configuration changes that are on the server. For more information, see [Installation Procedures](#).

### Step 1: Install the Web/Application (IIS) Server Tier

1. Navigate to <https://update.workbook.net/wbupdate6/> and click **Install** on that page to download WorkBook Update 6. This option also downloads Microsoft .NET and Windows Installer prerequisites.

## Upgrade Procedures

2. Right-click **setup.exe** and then click **Run as Administrator** on the context menu. Alternatively, you can double-click **setup.exe** and then click **File » Elevate Application** in the WorkBook Update 6 dialog box.
3. Use the WorkBook Update 6 dialog box to specify the database information and installation path for WorkBook's V9 Website components. If you are using Trusted Authentication, leave the username and password fields empty.

4. In the **Update** group box, select the following options:
  - **Patch**
  - **Static Data**
  - **V9**
  - **Backend**

5. In the **New version** section, use the drop-down list to select the version of WorkBook that you want to install.

**Note:** Select a stable version of WorkBook, unless told otherwise by Deltek.

6. Click **Start** and wait for the installation to finish.

## Step 2: Download the Agent for Your WorkBook Version

### Notes:

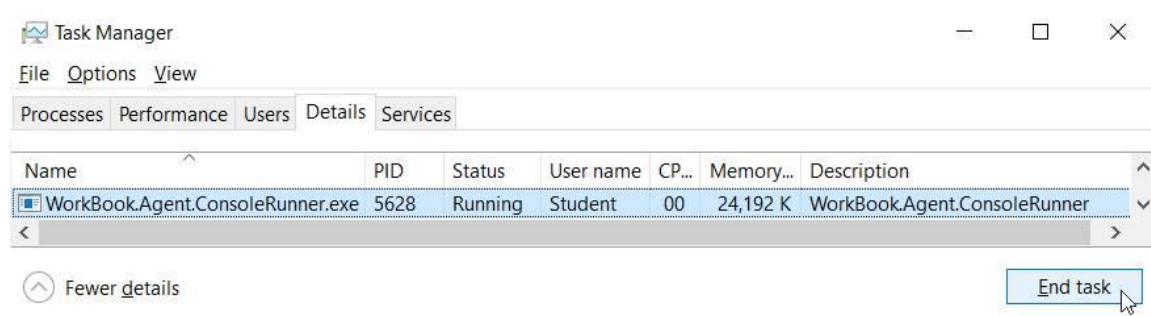
- This section applies only to clients who host WorkBook on their own servers.
- If your SQL and IIS installations run on different servers, extract the Agent to the Web/Application (IIS) Server and not to the SQL server.

When you install WorkBook in a single-server or dual-server setup, you must download the Agent version that matches your WorkBook installation.

1. Click <https://update.workbook.net/913006> to go to the download site.

The agent version number after the slash corresponds to the version number of the base WorkBook application.

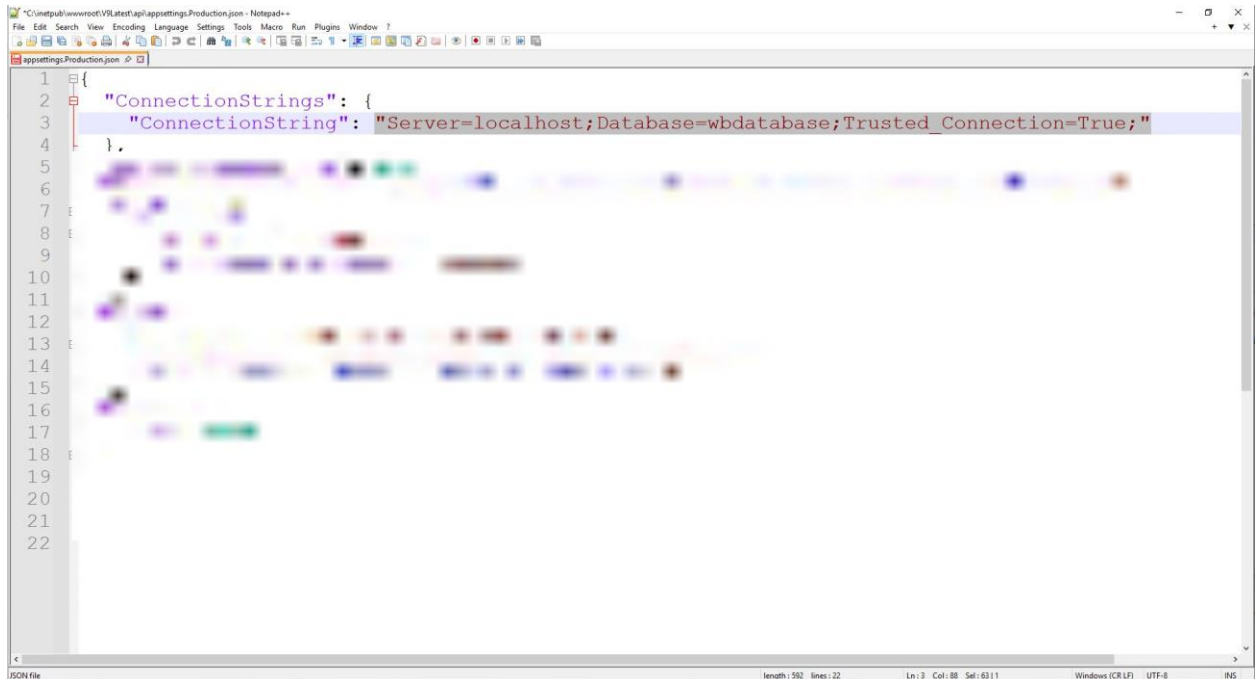
2. Download the WorkBook agent version that corresponds to your installation's build number. The last two digits of the file name correspond to the build number of your WorkBook installation. For example, if your WorkBook build number is 912000.27, download **workbookagentconsole\_27.zip**. The build number is displayed in the **New Version** field of the WorkBook Update 6 dialog box.
3. Go to **Task Manager » Details** and stop **WorkBook.Agent.ConsoleRunner**.



4. Delete the content of the Agent folder on the server where your Web/Application Server is installed.
5. Extract the contents of the zip file to the Agent folder.

## Step 3: Configure the Agent Server Tier

1. In the WorkBook installation folder on your Web/Application (IIS) Server, right-click the **appsettings.Production.json** file and use the context menu to open it in Notepad.
2. In Notepad, copy the connection string from the **appsettings.Production.json** file.



3. In the wbAgent folder of your Web/Application (IIS) server, right-click the **WorkBook.Agent.ConsoleRunner.exe.config** file and use the context menu to open it in Notepad.
4. In the **WorkBook.Agent.ConsoleRunner.exe.config** file, overwrite the Agent's connection string with the one that you copied from the **appsettings.Production.json** file in the WorkBook installation folder.
5. Save the file.
6. Go to **Task Manager » Details** and check whether the **WorkBook.Agent.ConsoleRunner.exe** is running. If not, open Task Scheduler and run the scheduled task.

## Step 4: Remove Obsolete Websites

WorkBook has rendered the following websites obsolete:

- "Mobile" API website.
- WebAccess website.

You can delete these websites and the files that are related to them.

## Post Installation/Upgrade

After you complete the installation or upgrade process, verify the installation to confirm that all prerequisite software is installed and that all installation steps were completed.

**To verify that your installation was successful:**

1. Open your browser and enter the URL to the WorkBook application, for example:  
http:\\<Web Server>\
2. Enter your **User ID**. If you are unsure of your user ID, enter **admin**.
3. Enter your **Password**. If you are unsure of your password, leave this field empty.
4. If you are able to log in, or if you receive a notification about an incorrect username or password, WorkBook has been installed successfully.

**Note:** If there are any errors during the installation process when reloading reports, they are listed in the installation log. Resolve any errors and reload your reports manually through the application.

## Post-Installation Configuration

After the installation is complete, you must perform the following configuration steps.

### Step 1: Update the BasicURL

Run the following script to update the **BasicURL** to match the one that you supplied to WorkBook in IIS, where **WORKBOOKURL** is your WorkBook system's URL.

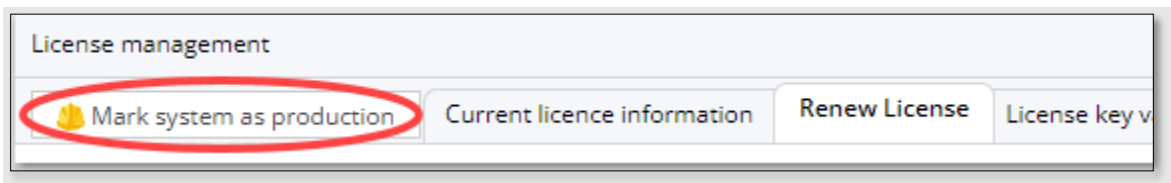
```
update SysVariabler set Vaerdi = 'WORKBOOKURL' where VariableNavn = 'BasicURL'
```

### Step 2: Get Your Subscription Key

1. Contact Deltek Support Services to get your Subscription Key and copy it.
2. In WorkBook, navigate to **Settings » Advanced Tools » License Management » Renew License** tab.
3. In the Enter New License Key (new user or module) section, click **Enter New Key**, paste the Subscription Key in the field, and click **OK**.

A confirmation message is displayed.

4. Click **OK**.
5. If it is for a Production Server, click **Mark System as Production**.





# Migration Reconfiguration

## Storage Providers

If you have moved your WorkBook installation to a new server, and you use a Local Data Provider, be sure to move this database if they are on the same server, and update the Data Provider location in **Settings » Folders, Reports, & Documents » Storage and Folders » Storage Provider** tab.

Display name	Class name	Ena...
Windows Azure Storage	AzureStorageProvider	<input type="checkbox"/>
Google Drive	GoogleDriveStorageProvider	<input type="checkbox"/>
WebDAV	WebDAVProvider	<input type="checkbox"/>
File System	IOStorageProvider	<input checked="" type="checkbox"/>

My settings	Type	Required	Value
RootDirectory	String	<input checked="" type="checkbox"/>	C:\WorkBook_Storage
ShowHiddenFiles	Boolean	<input type="checkbox"/>	

## Emails

If you have changed the URL as part of the migration, update **System Variable 911 HTML5 Version 9 URL Redirect** in **Settings » Global System Settings » System Variables** to match the new URL.

Find variable number '911':
911 HTML5 version 9 URL redirect https://EmptyEnglish.workbook.net

## A-record

After the migration is complete, update any records that point the URL to the server.

## Appendix A: Microsoft Internet Information Server (IIS) Installation on Windows Server

### Microsoft (IIS) is already Installed on Windows Server 2019 to 2022

If you have already enabled the Web Server role on your web server, you must check Features and Role Services.

**To check Features and Role Services on Windows Server 2019 to 2022:**

1. Launch Server Manager.
2. In the left menu, click **IIS**. If the IIS option is not listed, perform the following steps for installing Microsoft IIS for the first time.
3. In the Roles and Features group, verify that all of the required role services (as listed in *Installing Microsoft IIS for the First Time*) are installed.

### Installing Microsoft IIS for the First Time on Windows Server 2019 to 2022

If you are installing Microsoft IIS for the first time, perform the following the steps. These steps are required for proper detection of ASP.NET.

**To install Microsoft IIS on Windows Server 2019 to 2022:**

1. Log in to Microsoft Windows Server as a domain or local administrator.
2. Launch Server Manager.
3. On the Server Manager dashboard, select **Add Roles and Features**.
4. On the Before You Begin page, click **Next**.
5. On the Select Installation Type page, select **Role-Based or Feature-Based Installation** and click **Next**.
6. On the Select Destination Server page, select **Select a Server from a Server Pool** and click **Next**.
7. On the Select Server Roles screen, expand **Web Server (IIS)** and enable the following options:
  - **Web Server (IIS) » Web Server » Common HTTP Features**
    - Default Document
    - HTTP Errors
    - Static Content
    - HTTP Redirection
  - **Web Server (IIS) » Web Server » Health and Diagnostics**
    - HTTP Logging
    - Request Monitor

- Tracing
- **Web Server (IIS) » Web Server » Performance**
  - Static Content Compression
- **Web Server (IIS) » Web Server » Security**
  - Windows Authentication
  - Request Filtering
- **Web Server (IIS) » Web Server » Application Development**
  - .NET Extensibility 4.8
  - ASP.NET 4.8
- **Web Server (IIS) » Management Tools**
  - IIS Management Console
  - IIS Management Scripts and Tools

Click **Next**.

8. On the Select Features page, expand **.NET Framework 4.8 Features** and select **.NET Framework 4.8 and ASP.NET 4.8**.

Click **Next**.

**Notes:** These steps enable the .NET features. However, you must also install the currently supported version of the .NET on the server, if you have not already. For more information see [Software Requirements](#).

9. On the Confirm Installation Selections page, click **Install**.

## Installing Microsoft .NET 8

The server requires that you have Microsoft .NET 8 installed.

**To install .NET 8.0:**

1. Go to .NET 8.0 website using this [link](#).
2. Go to the **ASP.NET Core Runtime** section and find the **OS / Installers / Binaries** table.
3. Under **Windows » Installers**, find and download **Hosting Bundle**.
4. Double-click the file, and then click **Install**.
5. After the installation is complete, click **Close**.

## Appendix B: Creating the Website and Configuring the IIS Settings (Alternate Method)

Use this method if you want to create a dedicated website for reports. Having a separate report website can generally be less demanding of system resources and might help to speed up processing time.

### Create the Website and Configure the IIS Settings

1. In your browser, go to <https://www.iis.net/downloads/microsoft/url-rewrite>.
2. Download and install the URL Rewrite extension.
3. Open the Internet Information Services (IIS) Manager.
4. Expand the server element.
5. Right-click **Sites** and click **Add Website** on the context menu.
6. Use the fields and options in the Add Website dialog box to create the WorkBook website, then click **OK**.

Make sure that the **Physical Path** field points to the installation folder that you specified when you installed the Database and Web tiers, and that the **Port** field points to an unused port number.

7. Expand the newly created WorkBook website.
8. Right-click the **api** folder and click **Convert to Application** on the context menu.
9. In the Add Application dialog box, accept the default settings and click **OK**.
10. Right-click the **Report** folder and click **Convert to Application** on the context menu.
11. In the Add Application dialog box, accept the default settings and click **OK**.

### Remove Report as Application

1. Right-click **Report** and click **Remove** on the context menu.
2. When prompted for confirmation, click **Yes**.

### Rename the Report Folder

1. Right-click the WorkBook website that you created and click **Explore** on the context menu.
2. Locate the **Report** folder and rename it to something else, for example, ReportSite.

### Create a Separate Report Website

1. Go back to the IIS Manager and press **F5** on your keyboard to refresh.
2. Right-click **Sites** and click **Add Website** on the context menu.
3. Use the fields and options in the Add Website dialog box to create the report website, then click **OK**.

**Attention:** Make sure that the **Physical Path** field points to the folder that you just renamed—in this example, ReportSite—and that the **Port** field points to an unused port number that is different from that of the WorkBook website.

4. Expand the report website that you just created.
5. Right-click the **api** folder and click **Convert to Application** on the context menu.
6. In the Add Application dialog box, accept the default settings and click **OK**.

## Configure the web.config File

1. Right-click the WorkBook website and click **Explore** on the context menu.
2. Locate the **web.config** file and use the context menu to open it in Notepad.
3. Scroll to the bottom and place your mouse cursor just before **<system.webServer>**.
4. Paste the following string, then save the file.

```
<rewrite>
  <rules>
    <rule name="WorkBook Report Redirect" stopProcessing="true">
      <match url="^report/(.*)" />
      <conditions trackAllCaptures="true">
        <add input="{CACHE_URL}" pattern="^(.+):/" />
        <add input="{CACHE_URL}"
pattern="(report/api/)|(report/.*\.a)|(report/.*(\.html))" />
      </conditions>
      <action type="Rewrite" url="http://{SERVER_NAME}:1000/{R:1}" />
    </rule>
    <rule name="DXR.axd" stopProcessing="true">
      <match url="DX[X]?R.*\.axd" />
      <action type="Rewrite" url="http://{SERVER_NAME}:1000/{R:0}" />
    </rule>
    <rule name="WebResource.axd" stopProcessing="true">
      <match url="WebResource\.axd" />
      <action type="Rewrite" url="http://{SERVER_NAME}:1000/{R:0}" />
    </rule>
  </rules>
</rewrite>
```

## Edit the Rules Using URL Rewrite

1. Navigate to the WorkBook website.
2. In the right pane of the IIS Manager, double-click **URL Rewrite**.
3. In the URL Rewrite pane, double-click a rule.
4. In the Edit Inbound Rule pane, change the value of the **Rewrite URL** field:
  - Replace **1000** with the port that you used for the report website.
  - Make sure that the binding type—http or https—matches that of the WorkBook website.
5. In the Actions pane, click **Apply**.
6. Apply the same changes to the two other rules.



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