

Infinity Installation and Upgrade Guide

03/21/2013 Blackbaud Enterprise CRM 3.0 Infinity Installation and Upgrade US

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Installation Overview

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This guide provides instructions about how to install Blackbaud programs with the Blackbaud Installer. With the installer, you can install your programs in a single installation. Prior to the installer, each program required a separate installation. For users with Blackbaud programs already in place, the first upgrade with the Blackbaud Installer requires several steps before you install or update programs.

For information about new features in your Blackbaud programs, please see the new features guide for each program. These guides describe new features in the programs and any changes to existing functionality. Before you install or update your programs, we recommend you review the installation overview in this chapter and follow the links for information that applies to your organization.

While the Blackbaud Installer allows you to install the features of an integrated solution at one time, it only installs programs and features on the Infinity platform. If you have programs that are not yet on the Infinity platform, such as *The Raiser's Edge* and *The Education Edge*, you must install them separately. For information about the components that the wizard installs, see Blackbaud Program Features on page 5. Programs that use the Infinity platform include *Blackbaud CRM*, *Blackbaud Direct Marketing*, *ResearchPoint*, and *Blackbaud Internet Solutions*.

Installation Overview

With the Blackbaud installation wizard, you can install the features for an integrated solution at one time. You do not need to complete separate installations for each program. However, the wizard only installs programs on the Infinity platform. Programs that use the Infinity platform include *Blackbaud CRM*, *Blackbaud Direct Marketing*, *ResearchPoint*, and *Blackbaud Internet Solutions*.

You can run the installer multiple times to install features on different servers and workstations according to the configuration needs of your organization's network architecture.

The installer uses your Blackbaud account's site ID and email address to determine the programs and features that your organization can install. To request this information, contact Blackbaud at solutions@blackbaud.com or 800-443-9441.

The steps in the installation process depend on the programs and features that you have. This section provides an overview of the installation process, along with cross references to additional information about each step.

Step 1

To ensure the installation of your Blackbaud programs goes smoothly, review the installation considerations for the programs you will install. The considerations describe important tasks that the installer does not handle and that you must perform as part of the installation process. For information about installation considerations, see Upgrade Paths on page 6.

Note: Before you install any programs, we strongly recommend that you familiarize yourself with the system requirements for each program. You can access system requirements on the Blackbaud website at <http://www.blackbaud.com/products/system/requirements.aspx>.

Step 2

Before you install or upgrade, back up any existing databases for Blackbaud programs.

Step 3

When you install or update your Blackbaud programs, the steps to follow depend on the programs you have and whether you need to update the programs or install them for the first time. To ensure you follow the necessary steps to complete the installation for your programs and features, refer to the upgrade path that corresponds to your programs.

- The Raiser's Edge, Blackbaud NetCommunity, and Direct Marketing on page 6
- Blackbaud CRM and Blackbaud Internet Solutions on page 8
- NetCommunity and ResearchPoint on page 9
- Direct Marketing and ResearchPoint on page 9
- Direct Marketing, Blackbaud NetCommunity, and ResearchPoint on page 11

Step 4

After you complete the pre-installation tasks required for your upgrade path, you can begin the installation. With the Blackbaud Installer, you can install all features for your integrated solution at one time and do not need to complete separate installations for each program. You can also run the installation wizard multiple times to install features on servers and workstations according to the configuration needs of your organization's network architecture. For information about how to use the installation wizard, see *Install Blackbaud Infinity Features* on page 13.

Note: If the installation takes longer than four hours to complete, contact Blackbaud Support.

Note: The installation wizard installs only Blackbaud programs and features on the Infinity platform. You must install programs that are not yet on the Infinity platform separately. For information about how to install non-Infinity programs such as *The Raiser's Edge* and *The Education Edge*, see the installation guides for the individual programs. To access the guides on the Blackbaud website, go to www.blackbaud.com and click **Support, User Guides**.

Step 5

If you have *The Raiser's Edge* or *The Education Edge*, after you install *Blackbaud NetCommunity*, you can use the plug-in installation wizard to install the NetCommunity plug-in on workstations that access *The Raiser's Edge* or *The Education Edge*.

Step 6

After you complete the installation process, you can perform steps to ensure the installation was successful. Some Blackbaud programs may also require additional steps as part of the installation. If you have *Blackbaud CRM* or *Blackbaud Direct Marketing*, you can use the Blackbaud AppFx Configuration Manager to change settings and perform additional configuration tasks. You can also use the Deploy Data Mart Installation Wizard to

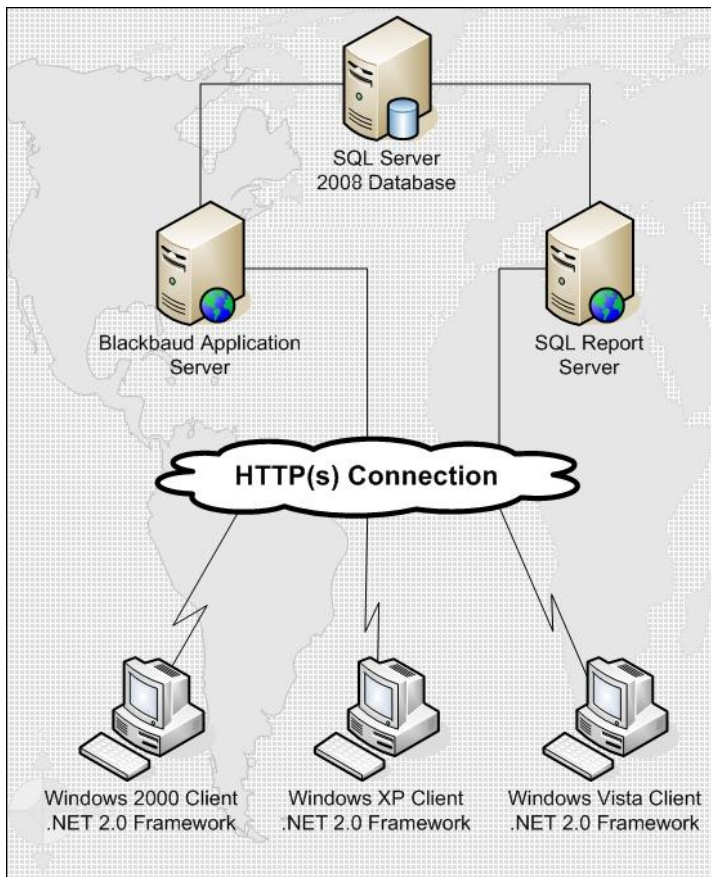
create a data mart as a record source in the program. For information about post installation tasks, see Post-installation on page 33.

Step 7

If you have **Blackbaud CRM** or **Blackbaud Direct Marketing**, you can use administrative utilities to perform a variety of tasks for the program. For information about these tasks, see Administrative Utilities on page 61.

Infinity Platform

This section describes a simple setup for the Infinity platform. The purpose is to establish a functional environment suitable for demonstrations, “proof of concept,” or development work. This is in no way a definitive guide to set up a secure and robust enterprise scale deployment.



After you understand the basic setup, you can plan larger scale and more advanced deployments. The Infinity platform is scalable, and can accommodate large organizations with complex networking needs. For example, failover servers, load balanced web servers, and firewalls can be used for more robust and secure installations.

The basic setup consists of a *SQL Server*, *SQL Report Server*, **Blackbaud Application Server**, and workstations that run the smart client software. You can extend this setup to include as many workstations or servers as necessary to meet the needs of your organization.

Install Considerations and Upgrade Paths

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When you install or update your Blackbaud programs, the steps to follow depend on the programs that you have and whether you need to install them for the first time or update previous versions. The Blackbaud Installer allows you to install all your Infinity programs at the same time with a single installer, and many steps are the same for all programs and features. However, to ensure you follow the necessary steps to complete the installation or update for your programs, the following sections include upgrade instructions for various combinations of programs.

Blackbaud Program Features

The Blackbaud Installer allows you to install all Infinity programs at the same time with a single installer. The wizard uses your organization’s site ID and email address to determine which programs are your organization owns. You can then select the items to install on the Blackbaud Installer screen.

With the Blackbaud Installer, you can install **Blackbaud CRM**, **Blackbaud Internet Solutions**, **Online Campus Community**, **Online Admissions**, and **Blackbaud Direct Marketing**.

Note: Before you run the Blackbaud Installer, you must ensure that Internet Information Services is configured for .NET Framework 2.0. If IIS is not configured for .NET 2.0, you must run one of the following commands: “C:\WINDOWS\Microsoft.NET\Framework\v2.0.50727\aspnet_regiis.exe. -i” for 32-bit machines or “C:\WINDOWS\Microsoft.NET\Framework64\v2.0.50727\aspnet_regiis.exe. -i” for 64-bit machines.

Blackbaud Core Components

The Blackbaud Core Components include all files and configuration settings required to integrate **Blackbaud Internet Solutions** with Infinity programs and the services required for your online applications to function properly. If you have **Blackbaud CRM**, this feature installs the Infinity web portal, which you use to access different areas and features of the program. You must install this feature on a web server during a new installation or an upgrade.

Blackbaud Internet Solutions Website

The **Blackbaud Internet Solutions** web application provides the website design and email tools to build and host your website.

NetCommunity Plug-in Service

The Raiser's Edge and *The Education Edge* plug-ins use the NetCommunity plug-in web service to download transactions from *Blackbaud NetCommunity* to *The Raiser's Edge* or *The Education Edge*.

The Raiser's Edge Web Service

The *Blackbaud NetCommunity* web application uses *The Raiser's Edge* web service to communicate with *The Raiser's Edge*.

Roll Back Plan

Before you perform any tasks related to the installation and upgrade process, you must back up all of your Blackbaud databases. Depending on the programs that you have, this can include *Blackbaud CRM*, *The Raiser's Edge*, *Blackbaud Internet Solutions*, and *Blackbaud Direct Marketing*.

Upgrade Paths

For a list of all the programs and features that you can select from the Blackbaud Installer, see Blackbaud Program Features on page 5. The Blackbaud programs that you purchase determine the features that appear on the Blackbaud Installer screen.

Note: Antivirus software may prevent some functions that are necessary to install and ensure proper operation. Before you install, we recommend that you add the installation directory to your antivirus software's whitelist policy.

For upgrade instructions for different combinations of Blackbaud programs, see the following sections:

- The Raiser's Edge, Blackbaud NetCommunity, and Direct Marketing on page 6
- Blackbaud CRM and Blackbaud Internet Solutions on page 8
- NetCommunity and ResearchPoint on page 9
- Direct Marketing and ResearchPoint on page 9
- Direct Marketing, Blackbaud NetCommunity, and ResearchPoint on page 11

The Raiser's Edge, Blackbaud NetCommunity, and Direct Marketing

If you have *The Raiser's Edge 7* and a version of *Blackbaud NetCommunity* prior to 6.15, before you upgrade *Blackbaud NetCommunity* and *Blackbaud Direct Marketing*, you must prepare your *Blackbaud NetCommunity* database to upgrade to the Infinity platform. To do this, you run a utility that adds Infinity tables to your database.

Because *Blackbaud Direct Marketing* is an Infinity program, you must install *Blackbaud CRM 2.1*. Then you can coordinate with *Blackbaud Direct Marketing* Support to merge your *Blackbaud NetCommunity* database, which is Infinity-based, with your *Blackbaud Direct Marketing* database. The merge does not affect the database for *The Raiser's Edge*; you will continue to use *The Raiser's Edge* to manage your data.

Follow the upgrade path to prepare for, perform, and complete the installation.

Note: *The Raiser's Edge*, your **Blackbaud NetCommunity** website, and **Blackbaud Direct Marketing** are not available during the Infinity installation or upgrade. As a best practice, you can redirect website users to a maintenance page during the installation process.

- Before you install, we strongly recommend that you familiarize yourself with the system requirements for each program. You can access system requirements on the Blackbaud website at <http://www.blackbaud.com/products/system/requirements.aspx>.
- We recommend that you schedule a minimum of four hours to complete the process.
- Back up all Blackbaud databases.
- If you have **The Education Edge**, upgrade to 7.82. For information about the upgrade, see the *7.82 Update Guide*.
- Back up the Custom folder in the **Blackbaud NetCommunity** directory.
- Back up your web.config files.
- Upgrade to **Blackbaud NetCommunity** 5.6, patch 5 or higher. For information about the upgrade, see the *5.6 Update and New Features Guide*.

Warning: Your customizations must be compatible with the new version of **Blackbaud NetCommunity**. If you created customizations, please contact your system administrator before you begin the update process. If Blackbaud created the customizations, please contact Blackbaud Support to verify you have the latest version of the customized files. For Support assistance, go to www.blackbaud.com/support.

- Install **Blackbaud CRM 2.1**. For information about the install, see the *2.1 Install Guide*.
- Upgrade to **Blackbaud Direct Marketing 1.9** with the latest patch and run revisions. If you have a version prior to 1.9, upgrade to 1.9 but do not run revisions, and then upgrade to the latest patch and run revisions. For information about the upgrade, see the *1.9 Installation and Update Guide*.
- To upgrade **Blackbaud Direct Marketing** from a version prior to version 2.5, you must run a conversion utility to convert the upgraded **Blackbaud Direct Marketing 1.9** database to the **Blackbaud CRM 2.1** database. To receive the conversion utility, contact Blackbaud Support at bbdmsupport@blackbaud.com.
- Use the Blackbaud Installer to upgrade to **Blackbaud CRM 2.7** and run revisions.
- Install .NET Framework 2.0, service pack 1, and configure it with *Internet Information Services*. If IIS is not configured for .NET 2.0, run one of the following commands: "C:\WINDOWS\Microsoft.NET\Framework\v2.0.50727\aspnet_regiis.exe. -i" for 32-bit machines or "C:\WINDOWS\Microsoft.NET\Framework64\v2.0.50727\aspnet_regiis.exe. -i" for 64-bit machines.
- Use the Blackbaud Installer to install Infinity features. For information about the installer, see *Install Blackbaud Infinity Features* on page 13.

Warning: Before you upgrade your Blackbaud programs, you must set the default language in Microsoft SQL Server to "English" for the database login account that performs the upgrade. If the default language is set to a different language, errors occur during the installation. After the installation, you can change the default language in SQL Server back to your preferred language. To change the language setting, open *SQL Server Management Studio*, right-click the server in **Object Explorer**, and select **Properties**. Under **Select a page**, select **Advanced**, and in the **Default Language** field under **Miscellaneous**, select "English."

- To include search functionality on your website, you must install Microsoft's *Full-Text Search* on the server with your database. Without *Full-Text Search*, the Quick Search and Search parts do not appear in Blackbaud NetCommunity. For information about how to implement *Full-Text Search*, see your *SQL Server* documentation.
- The version of **Blackbaud NetCommunity** you install when you upgrade to **Blackbaud CRM 2.7** complies with the Payment Card Industry Data Security Standard (PCI DSS). If you have **The Raiser's Edge 7.8.5**, open the program and click **NetCommunity** before you upgrade to version 7.91 or higher. **The Raiser's Edge** accesses **Blackbaud NetCommunity** and updates the version number in the database. If you do not perform this step, you will receive a non-compliance error when you upgrade **The Raiser's Edge**.

Note: During the upgrade, **The Raiser's Edge 7.91** verifies that your version of **Blackbaud NetCommunity** complies with the Payment Card Industry Data Security Standard (PCI DSS). Therefore, we recommend that you complete the installation process to upgrade **Blackbaud NetCommunity** before you upgrade to **The Raiser's Edge 7.91**.

- Upgrade to **The Raiser's Edge 7.91** or higher. As a best practice, we recommend that you use **The Raiser's Edge 7.91**, patch 12. For information about the upgrade, see the *7.91 Update Guide*.
- Complete the **Blackbaud Direct Marketing** and **Blackbaud NetCommunity** post-installation tasks. For information about these tasks, see Configuration Tasks on page 33 and Blackbaud Internet Solutions Post-installation Tasks on page 51.
- For **Blackbaud Direct Marketing**, if you deployed the data mart, deploy it again to update the SSIS package and run revisions against the *Analysis Services* database. For more information, see Blackbaud Data Mart Deployment Wizard on page 42.

Blackbaud CRM and Blackbaud Internet Solutions

The Blackbaud Installer installs **Blackbaud CRM** and **Blackbaud Internet Solutions**. Follow the upgrade path to prepare for, perform, and complete the installation.

Note: **Blackbaud CRM** and your **Blackbaud Internet Solutions** website are not available during the Infinity installation or upgrade. As a best practice, you can redirect website users to a maintenance page during the installation process.

- Before you install, we strongly recommend that you familiarize yourself with the system requirements for each program. You can access system requirements on the Blackbaud website at <http://www.blackbaud.com/products/system/requirements.aspx>.
- We recommend that you schedule a minimum of four hours to complete the installation process.
- Back up all Blackbaud databases.
- Upgrade to **Blackbaud CRM 2.1**. For information about the upgrade, see the *2.1 Update Guide*.
- Back up the Custom folder in the **Blackbaud Internet Solutions** directory.

Warning: Your customizations must be compatible with the new version of **Blackbaud Internet Solutions**. If you created customizations, please contact your system administrator before you begin the update process. If

Blackbaud created the customizations, please contact Blackbaud Support to verify you have the latest version of the customized files. For Support assistance, go to www.blackbaud.com/support.

- If you have not upgraded to **Blackbaud Internet Solutions** and have a version of **Blackbaud NetCommunity** prior to version 5.6, patch 5, upgrade to version 5.6, patch 5 or higher. For information about the upgrade, see the *5.6 Update and New Features Guide*.
- Install .NET Framework 2.0, service pack 1, and configure it with *Internet Information Services*. If IIS is not configured for .NET 2.0, run one of the following commands: “C:\WINDOWS\Microsoft.NET\Framework\v2.0.50727\aspnet_regiis.exe. -i” for 32-bit machines or “C:\WINDOWS\Microsoft.NET\Framework64\v2.0.50727\aspnet_regiis.exe. -i” for 64-bit machines.
- Use the Blackbaud Installer to install Infinity features. For information about the installer, see *Install Blackbaud Infinity Features* on page 13.

Warning: Before you upgrade your Blackbaud programs, you must set the default language in Microsoft *SQL Server* to “English” for the database login account that performs the upgrade. If the default language is set to a different language, errors occur during the installation. After the installation, you can change the default language in *SQL Server* back to your preferred language. To change the language setting, open *SQL Server Management Studio*, right-click the server in **Object Explorer**, and select **Properties**. Under **Select a page**, select **Advanced**, and in the **Default Language** field under **Miscellaneous**, select “English.”

- To include search functionality on your website, you must install Microsoft’s *Full-Text Search* on the server with your database. Without *Full-Text Search*, the Quick Search and Search parts do not appear in **Blackbaud Internet Solutions**. For information about how to implement *Full-Text Search*, see your *SQL Server* documentation.
- Complete the **Blackbaud CRM** and **Blackbaud Internet Solutions** post-installation tasks. For information about these tasks, see *Configuration Tasks* on page 33 and *Blackbaud Internet Solutions Post-installation Tasks* on page 51.

NetCommunity and ResearchPoint

ResearchPoint is available only as a Software as a Service (SaaS) solution, and Blackbaud’s Application Hosting team upgrades this program. If you have **The Raiser’s Edge**, review the considerations in *The Raiser’s Edge*, *Blackbaud NetCommunity*, and *Direct Marketing* on page 6. If you have **Blackbaud Enterprise CRM**, review the considerations in *Blackbaud CRM* and *Blackbaud Internet Solutions* on page 8.

Direct Marketing and ResearchPoint

Because **Blackbaud Direct Marketing** is an Infinity program, you must install **Blackbaud CRM 2.1**. After you have the latest patch for **Blackbaud Direct Marketing 1.9**, you must run a utility to convert the program to the **Blackbaud CRM 2.1** database and then upgrade to **Blackbaud CRM 2.7**.

ResearchPoint is available only as a Software as a Service (SaaS) solution, and Blackbaud’s Application Hosting team upgrades this program.

Follow the upgrade path to prepare for, perform, and complete the installation.

Note: **Blackbaud Direct Marketing** and **ResearchPoint** are not available during the upgrade process. Blackbaud will contact you to schedule the **ResearchPoint** upgrade.

- Before you install, we strongly recommend that you familiarize yourself with the system requirements for each program. You can access system requirements on the Blackbaud website at <http://www.blackbaud.com/products/system/requirements.aspx>.
- We recommend you schedule a minimum of four hours to complete the installation process.
- Install **Blackbaud CRM 2.1**. For information about the install, see the *2.1 Install Guide*.
- Upgrade to **Blackbaud Direct Marketing 1.9** with the latest patch and run revisions. If you have a version prior to 1.9, upgrade to 1.9 but do not run revisions, and then upgrade to the latest patch and run revisions. For information about the upgrade, see the *1.9 Installation and Update Guide*.
- To upgrade **Blackbaud Direct Marketing** from a version prior to version 2.5, you must run a conversion utility to convert the upgraded **Blackbaud Direct Marketing 1.9** database to the **Blackbaud CRM 2.1** database. To receive the conversion utility, contact Blackbaud Support at bbdmsupport@blackbaud.com.
- Use the Blackbaud Installer to upgrade to **Blackbaud CRM 2.7** and run revisions.
- Install .NET Framework 2.0, service pack 1, and configure it with *Internet Information Services*. If IIS is not configured for .NET 2.0, run one of the following commands: “C:\WINDOWS\Microsoft.NET\Framework\v2.0.50727\aspnet_regiis.exe. -i” for 32-bit machines or “C:\WINDOWS\Microsoft.NET\Framework64\v2.0.50727\aspnet_regiis.exe. -i” for 64-bit machines.
- Use the Blackbaud Installer to install Infinity features. For information about the installer, see *Install Blackbaud Infinity Features* on page 13.

Warning: Before you upgrade your Blackbaud programs, you must set the default language in Microsoft SQL Server to “English” for the database login account that performs the upgrade. If the default language is set to a different language, errors occur during the installation. After the installation, you can change the default language in SQL Server back to your preferred language. To change the language setting, open *SQL Server Management Studio*, right-click the server in **Object Explorer**, and select **Properties**. Under **Select a page**, select **Advanced**, and in the **Default Language** field under **Miscellaneous**, select “English.”

- The version of **Blackbaud Internet Solutions** you install when you upgrade to **Blackbaud CRM 2.7** complies with the Payment Card Industry Data Security Standard (PCI DSS). If you have **The Raiser’s Edge 7.8.5**, open **Blackbaud NetCommunity** and click **NetCommunity** before you upgrade to version 7.91 or higher. **The Raiser’s Edge** accesses **Blackbaud NetCommunity** and updates the version number in the database. If you do not perform this step, you will receive a non-compliance error when you upgrade **The Raiser’s Edge**.

Note: During the upgrade, **The Raiser’s Edge 7.91** verifies that your version of **Blackbaud NetCommunity** complies with the Payment Card Industry Data Security Standard (PCI DSS). Therefore, we recommend that you complete the installation process to upgrade **Blackbaud NetCommunity** before you upgrade to **The Raiser’s Edge 7.91**.

- Upgrade to **The Raiser’s Edge 7.91** or higher. For information about the upgrade, see the *7.91 Update Guide*.
- Complete the **Blackbaud Direct Marketing** post-installation tasks. For information about these tasks, see *Configuration Tasks* on page 33. If you deployed the data mart, deploy it again to update the SSIS package and run revisions against the *Analysis Services* database. For more information, see *Blackbaud Data Mart Deployment Wizard* on page 42.

Direct Marketing, Blackbaud NetCommunity, and ResearchPoint

If you have *The Raiser's Edge* 7 and a version of *Blackbaud NetCommunity* prior to 6.15, before you upgrade *Blackbaud NetCommunity* and *Blackbaud Direct Marketing*, you must prepare your current *Blackbaud NetCommunity* database to upgrade to the Infinity platform. To do this, you run a utility that adds Infinity tables to your database.

Because *Blackbaud Direct Marketing* is an Infinity program, you must install *Blackbaud CRM* 2.1. Then, you can coordinate with *Blackbaud Direct Marketing* Support to merge your post 6.15 *Blackbaud NetCommunity* database, which is Infinity-based, with your *Blackbaud Direct Marketing* database. The merge does not affect the database for *The Raiser's Edge*; you will continue to use *The Raiser's Edge* to manage your data.

Although *ResearchPoint* is also an Infinity program, this database runs separately from your Infinity database because it is a Software as a Service (SaaS) solution. Blackbaud Support will contact you to coordinate the upgrade for *ResearchPoint*.

Follow the upgrade path to prepare for, perform, and complete the installation.

Note: Your *Blackbaud NetCommunity* website is not available during the installation. As a best practice, you can redirect website users to a maintenance page during the installation process.

- Before you install, we strongly recommend that you familiarize yourself with the system requirements for each program. You can access system requirements on the Blackbaud website at <http://www.blackbaud.com/products/system/requirements.aspx>.
- We recommend you schedule a minimum of four hours to complete the installation process.
- Back up all Blackbaud databases.
- If you have *The Education Edge*, upgrade to 7.82. For information about the upgrade, see the *7.82 Update Guide*.
- Back up the Custom folder in the Blackbaud NetCommunity directory.

Warning: Your customizations must be compatible with Blackbaud NetCommunity 6.25. If you created the customizations, please contact your system administrator before you begin the update process. If Blackbaud created the customizations, please contact Blackbaud Support to verify you have the latest version of the customized files. For Support assistance, go to www.blackbaud.com/support.

- If you have a version of *Blackbaud NetCommunity* prior to 5.6, patch 5, upgrade to version 5.6, patch 5 or higher now. For information about the upgrade, see the *5.6 Update and New Features Guide*.
- Install *Blackbaud CRM* 2.1. For information about the install, see the *2.1 Install Guide*.
- Upgrade to *Blackbaud Direct Marketing* 1.9 with the latest patch and run revisions. If you have a version prior to 1.9, upgrade to 1.9 but do not run revisions, and then upgrade to the latest patch and run revisions. For information about the upgrade, see the *1.9 Installation and Update Guide*.
- To upgrade *Blackbaud Direct Marketing* from a version prior to version 2.5, you must run a conversion utility to convert the upgraded *Blackbaud Direct Marketing* 1.9 database to the *Blackbaud CRM* 2.1 database. To receive the conversion utility, contact Blackbaud Support at bbdmsupport@blackbaud.com.

- Blackbaud will run a merge utility to merge your **Blackbaud NetCommunity** and **Blackbaud Direct Marketing** Infinity databases. For information about the merge utility, contact Blackbaud Support.
- Use the Blackbaud Installer to upgrade to **Blackbaud CRM 2.7** and run revisions.
- Install .NET Framework 2.0, service pack 1, and configure it with *Internet Information Services*. If IIS is not configured for .NET 2.0, run one of the following commands: “C:\WINDOWS\Microsoft.NET\Framework\v2.0.50727\aspnet_regiis.exe. -i” for 32-bit machines or “C:\WINDOWS\Microsoft.NET\Framework64\v2.0.50727\aspnet_regiis.exe. -i” for 64-bit machines.
- Use the Blackbaud Installer to install Infinity features. For information about the installer, see Install Blackbaud Infinity Features on page 13.

Warning: Before you upgrade your Blackbaud programs, you must set the default language in Microsoft *SQL Server* to “English” for the database login account that performs the upgrade. If the default language is set to a different language, errors occur during the installation. After the installation, you can change the default language in *SQL Server* back to your preferred language. To change the language setting, open *SQL Server Management Studio*, right-click the server in **Object Explorer**, and select **Properties**. Under **Select a page**, select **Advanced**, and in the **Default Language** field under **Miscellaneous**, select “English.”

- To include search functionality on your website, you must install Microsoft’s *Full-Text Search* on the server with your database. Without *Full-Text Search*, the Quick Search and Search parts do not appear in **Blackbaud NetCommunity**. For information about how to implement *Full-Text Search*, see your *SQL Server* documentation.
- The version of **Blackbaud NetCommunity** you install when you upgrade to **Blackbaud CRM 2.7** complies with the Payment Card Industry Data Security Standard (PCI DSS). If you have **The Raiser’s Edge 7.8.5**, open the program and click **NetCommunity** before you upgrade to version 7.91 or higher. **The Raiser’s Edge** accesses **Blackbaud NetCommunity** and updates the version number in the database. If you do not perform this step, you will receive a non-compliance error when you upgrade **The Raiser’s Edge**.

Note: During the upgrade, **The Raiser’s Edge 7.91** verifies that your version of **Blackbaud NetCommunity** helps you comply with the Payment Card Industry Data Security Standard (PCI DSS). Therefore, we recommend that you complete the installation process to upgrade **Blackbaud NetCommunity** before you upgrade to **The Raiser’s Edge 7.91**.

- Upgrade to **The Raiser’s Edge 7.91** or higher. As a best practice, we recommend that you use **The Raiser’s Edge 7.91**, patch 12. For information about the upgrade, see the *7.91 Update Guide*.
- Complete the **Blackbaud Direct Marketing** and **Blackbaud NetCommunity** post-installation tasks. For information about these tasks, see Configuration Tasks on page 33 and Blackbaud Internet Solutions Post-installation Tasks on page 51.
- For **Blackbaud Direct Marketing**, if you deployed the data mart, deploy it again to update the SSIS package and run revisions against the *Analysis Services* database. For more information, see Blackbaud Data Mart Deployment Wizard on page 42.

Install Infinity Programs

Install Blackbaud Infinity Features13

Repair or Uninstall Blackbaud Features29

Before you prepare your databases or begin the installation process, we recommend you review the steps in the Installation Overview on page 1 and review the upgrade path information for your programs in Upgrade Paths on page 6.

The products you currently have determine the tasks that you must perform to upgrade **Blackbaud CRM**, **Blackbaud Internet Solutions**, or **Blackbaud Direct Marketing**. Although **ResearchPoint** is also an Infinity product, it is a Software as a Service (SaaS) solution. Therefore, Blackbaud performs any installation or upgrade tasks required for this product.

Warning: Before you begin the installation or upgrade process, back up all current Blackbaud databases.

Note: We recommend you schedule a minimum of four hours to install or upgrade your Infinity programs.

Install Blackbaud Infinity Features

With the Blackbaud Installer, you can install all the features for an integrated solution at one time. You do not need to complete separate installations for each product. You can run the installation wizard multiple times to install features on servers and workstations according to the configuration needs of your organization's network architecture.

Note: If the installation takes longer than four hours to complete, please contact Blackbaud Support.

To review the recommended default configurations for **Blackbaud NetCommunity**, see the *Configuration Overview*. To access the latest version of this guide, go to www.blackbaud.com. In the **Support** menu, select **User Guides**.

Warning: Before you run the BlackbaudInstaller.exe to upgrade your Blackbaud programs, you must back up your current Blackbaud databases.

Warning: For **Blackbaud NetCommunity** users, make sure your website is not available to users before you run the Blackbaud Installer.

Warning: Before you upgrade your Blackbaud products, you must set the default language in Microsoft *SQL Server* to "English" for the database login account that performs the upgrade. If the default language is set to a different language, errors occur during the installation. After the installation, you can change the default language in *SQL Server* back to your preferred language. To change the language setting, open *SQL Server Management Studio*, right-click the server in **Object Explorer**, and select **Properties**. Under **Select a page**, select **Advanced**, and in the **Default Language** field under **Miscellaneous**, select "English."

Warning: Before you install **Blackbaud CRM** or **Blackbaud NetCommunity** on a machine that runs Microsoft *Windows Server 2008 R2*, you must change the user account for the Default Application Pool to **NT Authority\Network Service** or to a network account with administrative rights in **Blackbaud CRM**. By default,

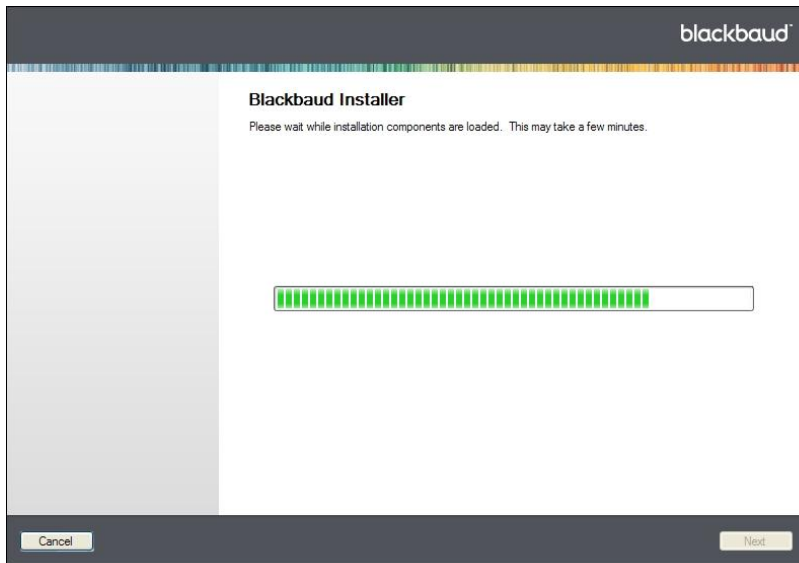
the Default Application Pool runs under the **IIS AppPool\DefaultAppPool** user account. If you do not change the account, an error occurs after installation. For information about how to change the user account, go to [http://technet.microsoft.com/en-us/library/cc731755\(WS.10\).aspx](http://technet.microsoft.com/en-us/library/cc731755(WS.10).aspx).

► Install Blackbaud Infinity features

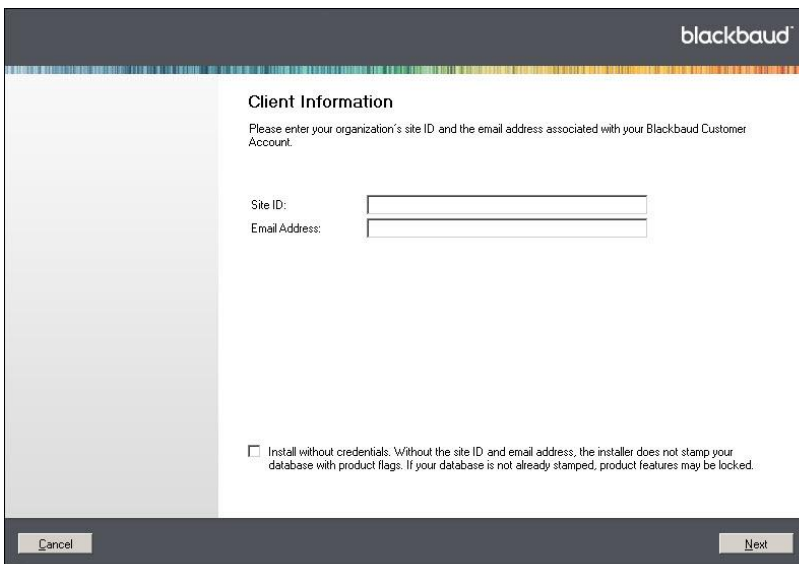
Please review **Install Considerations and Upgrade Paths** on page 5 before you begin the installation process.

Note: By default, the Blackbaud Installer runs revisions to update your database. To install without running revisions, see **Skip Revisions** on page 28.

1. Double-click **BlackbaudInstaller.exe** to start the installation. A progress screen appears.



After the installation components load, the Client Information screen appears.



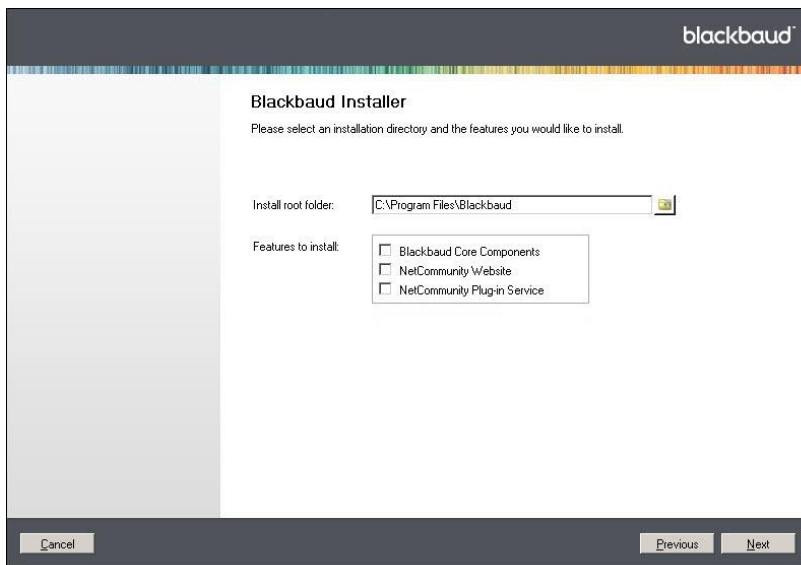
2. In the **Site ID** field, enter the unique client ID you received from your Blackbaud account manager.

3. In the **Email Address** field, enter the email address associated with your Blackbaud account.

The Blackbaud Installer uses your site ID and email address to ensure the installation includes all features that your organization purchased. To install without your credentials, select **Install without credentials**. When you select this checkbox, the installer does not stamp the database, and product features may be locked if the database is not already stamped.

Note: To request your site ID or email address, email solutions@blackbaud.com or call 1-800-443-9441.

4. Click **Next**. The Blackbaud Installer screen appears. The Infinity products that are available for your organization appear in the **Features to install** box.



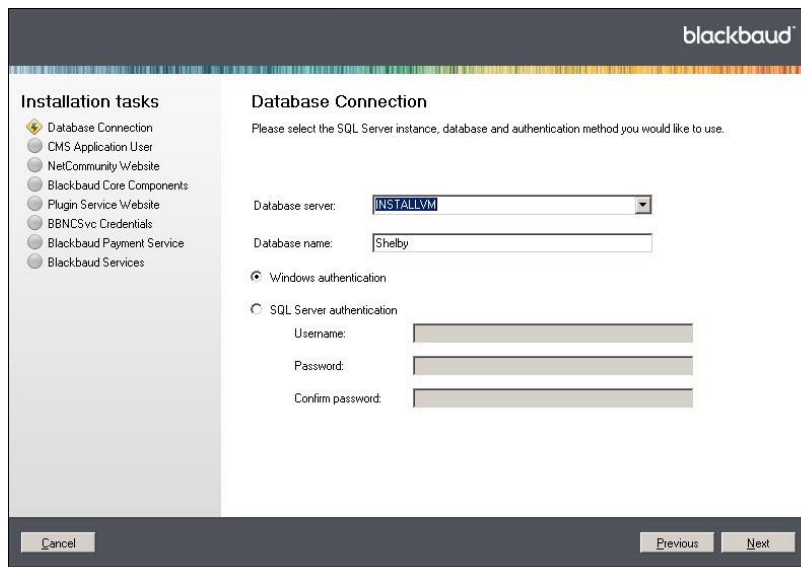
Warning: You must install **Blackbaud Core Components** on a web server during a new installation or an upgrade from a version that did not include the feature. This feature includes services required by your Blackbaud online applications.

5. Select the features to install. Your selections determine which installation screens appear. For information about each feature, see Blackbaud Program Features on page 5.

Note: To integrate **Blackbaud NetCommunity** with **The Raiser's Edge**, you must upgrade to **The Raiser's Edge 7.91** or higher before you continue with the installation. As a best practice, we recommend that you use **The Raiser's Edge 7.91, patch 12**.

Note: **NetCommunity Windows Service** no longer appears in the **Features to install** box because the NetCommunity Windows Service was replaced with an Infinity scheduling framework. The service provided the ability for the website to run scheduled processes offline. When you upgrade from a version that includes the NetCommunity Windows Service, the Blackbaud Installer removes the service and replaces its scheduled processes with business processes that run through the Infinity scheduling framework.

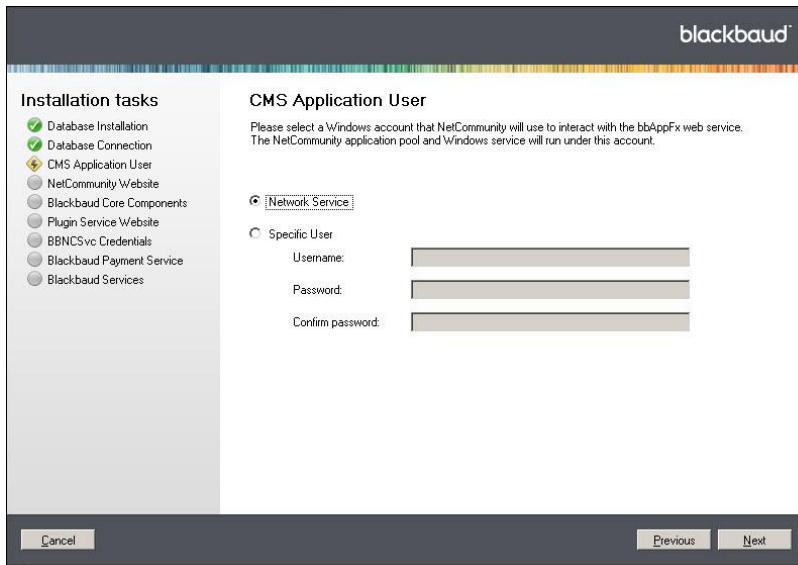
6. Click **Next**. The Database Connection screen appears.



7. In the **Database server** and **Database name** fields, enter the *SQL Server* instance and database name from when you installed the database.

Note: The installer uses your *Windows* authentication credentials to connect to your database. If *Windows* authentication fails, the installer prompts you to connect with *SQL Server* authentication. On the screen that appears, enter a user name and password to connect to the *SQL Server* instance for the database.

8. Select how to connect to the *SQL Server* instance.
 - To use *Windows* authentication, select **Windows authentication**. On the CMS Application User screen, you will select whether to use the default network service or credentials for a specific user account.
 - To use *SQL Server* authentication, select **SQL Server authentication** and enter the user name and password to connect to the *SQL Server* instance.
9. Click **Next**.
 - For *Windows* authentication, the CMS Application User screen appears.
 - For *SQL Server* authentication, you advance to the NetCommunity Website screen.



10. On the CMS Application User screen, select the account to use to connect to the *SQL Server* instance.
- To use the default network service account to connect to the bbAppFx web service, select **Network Service**. For *Windows* authentication, **Blackbaud NetCommunity** also uses the default network service account to connect the *SQL Server* instance.

Warning: If you select **Network Service**, you must be logged in with a network account that has local administrative rights to continue with the installation.

- To use a *Windows* user account to connect to the bbAppFx web service, select **Specific User** and enter the user name and password. For *Windows* authentication, **Blackbaud NetCommunity** also uses this account to connect the *SQL Server* instance.

Note: The program adds the account you select on the CMS Application User screen as an application user with system administrator rights in **Blackbaud CRM**. If you later run the **Blackbaud NetCommunity** application pool as a different user, you must grant system administrative rights to the application user you select. For information about how to add an application user and grant system administrator rights in **Blackbaud CRM**, see the *Administration Guide*.

11. Click **Next**. The NetCommunity Website screen appears.

The screenshot shows the 'NetCommunity Website' configuration screen in the Blackbaud installation wizard. On the left, a sidebar lists 'Installation tasks' with 'NetCommunity Website' selected. The main area contains the following fields:

- Website:** A dropdown menu showing '1 - Default Web Site (/w3svc/1/Root)'.
- Virtual directory name:** An empty text input field.
- Install at website root:** A checked checkbox.
- External URL:** A text input field containing 'http://installvm.blackbaud.com/'.

Buttons for 'Cancel', 'Previous', and 'Next' are located at the bottom of the window.

12. In the **Website** field, select the website where the **Blackbaud NetCommunity** site will reside.
13. In the **Virtual directory name** field, enter a name for the directory. This name appears at the end of the URL in the **External URL** field.
14. To not use a virtual directory, select **Install at website root**. This disables the **Virtual directory name** field and removes the directory from the URL in the **External URL** field.
15. In the **External URL** field, edit the URL for your website if it is different than the default entry.
16. Click **Next**. The Blackbaud Core Components screen appears.

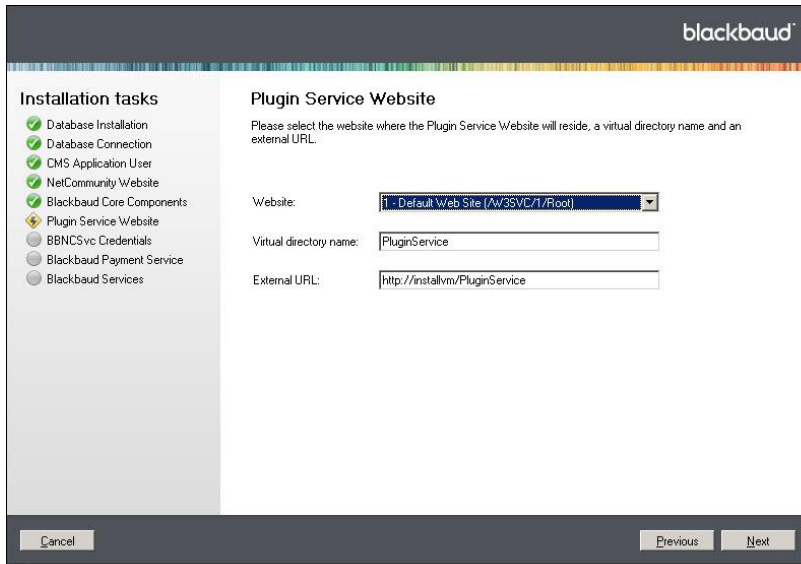
The screenshot shows the 'Blackbaud Core Components' configuration screen in the Blackbaud installation wizard. On the left, the 'Installation tasks' sidebar now shows 'Blackbaud Core Components' selected. The main area contains the following fields:

- Website:** A dropdown menu showing '1 - Default Web Site (/w3svc/1/Root)'.
- Virtual directory name:** A text input field containing 'bbAppFx'.
- External URL:** A text input field containing 'http://installvm/bbAppFx'.
- Application Pool:** Radio buttons for 'Use existing:' (selected) and 'Create new:'. The 'Use existing:' option has a dropdown menu showing 'DefaultAppPool'.

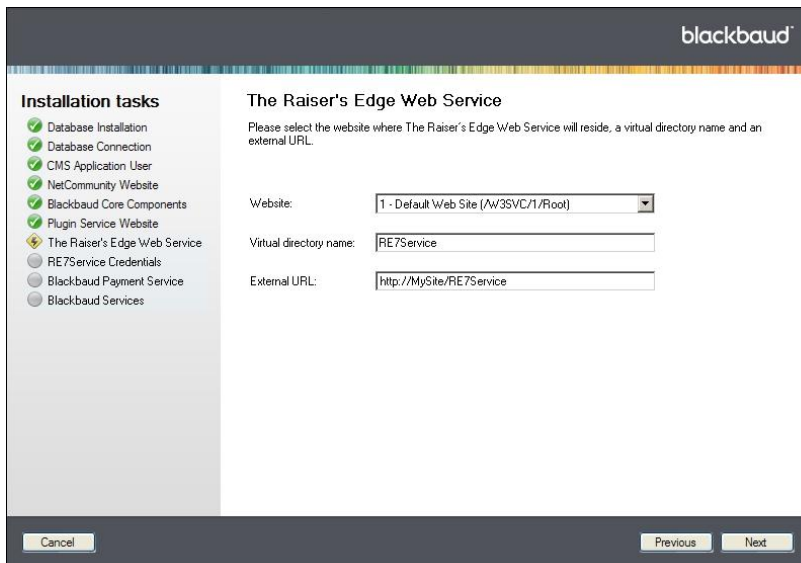
Buttons for 'Cancel', 'Previous', and 'Next' are located at the bottom of the window.

17. In the **Website** field, select the website on which the Infinity web portal site will reside.
18. In the **Virtual directory name** field, enter a name for the directory.
19. In the **External URL** field, edit the URL for the Blackbaud Core Components site if it is different than the default entry.

20. In the **Application Pool** field, select whether to use an existing application pool or create a new one.
21. Click **Next**. The Plugin Service Website screen appears.



22. In the **Website** field, select the website on which the plug-in service site will reside.
23. In the **Virtual directory name** field, enter a name for the directory. The name appears at the end of the URL in the **External URL** field.
24. In the **External URL** field, edit the URL for the plug-in web service site if it is different than the default entry.
25. Click **Next**. The Raiser's Edge Web Service screen appears. This screen appears only when you have *The Raiser's Edge* and install *Blackbaud NetCommunity*.



26. In the **Website** field, select the website where *The Raiser's Edge* web service site will reside.

27. In the **Virtual directory name** field, enter a name for the directory. The name appears at the end of the URL in the **External URL** field.
28. In the **External URL** field, edit the URL for the plug-in web service if it is different than the default entry.
29. Click **Next**. The BBNCsvc Credentials screen appears. This screen appears only when you have **Blackbaud CRM**.

The screenshot shows the 'BBNCsvc Credentials' screen. On the left, under 'Installation tasks', the following items are listed with their status: Database Installation (checked), Database Connection (checked), CMS Application User (checked), NetCommunity Website (checked), Blackbaud Core Components (checked), Plugin Service Website (checked), BBNCsvc Credentials (selected with a yellow diamond), Blackbaud Payment Service (unchecked), and Blackbaud Services (unchecked). The main area is titled 'BBNCsvc Credentials' and contains the instruction: 'Please enter the password that NetCommunity will use to access BBNCsvc.' Below this are two input fields: 'Password:' and 'Confirm password:'. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

30. Enter the password for **Blackbaud Internet Solutions** to access the BBNCsvc web service. The web service allows **Blackbaud CRM** and **Blackbaud Internet Solutions** to communicate.

Warning: We strongly recommend you use complex passwords. A complex password must contain at least eight characters, including at least one uppercase and lowercase letter, as well as at least one number or nonalphanumeric character such as “!,” “@,” and “#.”

31. Click **Next**. The RE7Service Credentials screen appears. This screen appears only when you have **The Raiser's Edge** and select to install **Blackbaud NetCommunity**.

The screenshot shows the 'RE7Service Credentials' screen. On the left, under 'Installation tasks', the following items are listed with their status: Database Installation (checked), Database Connection (checked), CMS Application User (checked), NetCommunity Website (checked), Blackbaud Core Components (checked), Plugin Service Website (checked), The Raiser's Edge Web Service (checked), RE7Service Credentials (selected with a yellow diamond), Blackbaud Payment Service (unchecked), and Blackbaud Services (unchecked). The main area is titled 'RE7Service Credentials' and contains the instruction: 'Please enter the password that NetCommunity will use to access The Raiser's Edge Web Service.' Below this are two input fields: 'Password:' and 'Confirm password:'. At the bottom, there are 'Cancel', 'Previous', and 'Next' buttons.

32. Enter the password for **Blackbaud NetCommunity** to access the RE7Service web service.

Warning: We strongly recommend you use complex passwords. A complex password must contain at least eight characters, including at least one uppercase and lowercase letter, as well as at least one number or nonalphanumeric character such as “!,” “@,” and “#.”

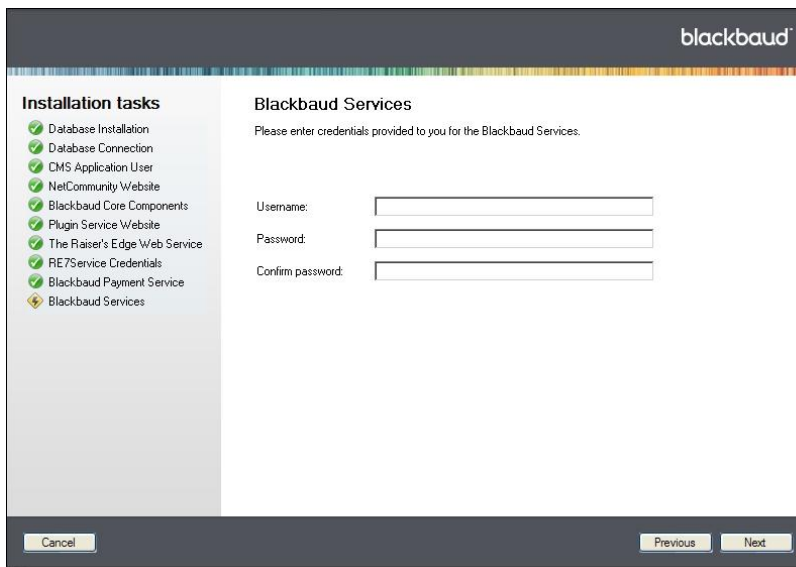
33. Click **Next**. The Blackbaud Payment Service screen appears.

Note: Blackbaud *Payment Service* securely stores credit card and merchant account information to help you comply with the Payment Card Industry Data Security Standards (PCI DSS). You must set up a Blackbaud *Payment Service* account before you can complete the installation process.

34. Enter the Blackbaud *Payment Service* login credentials that you received from your Blackbaud account manager.

Note: To request your login credentials, email solutions@blackbaud.com or call 1-800-443-9441.

35. Click **Next**. The Blackbaud Services screen appears. This screen appears only if your Blackbaud website is hosted by Blackbaud Application Hosting.

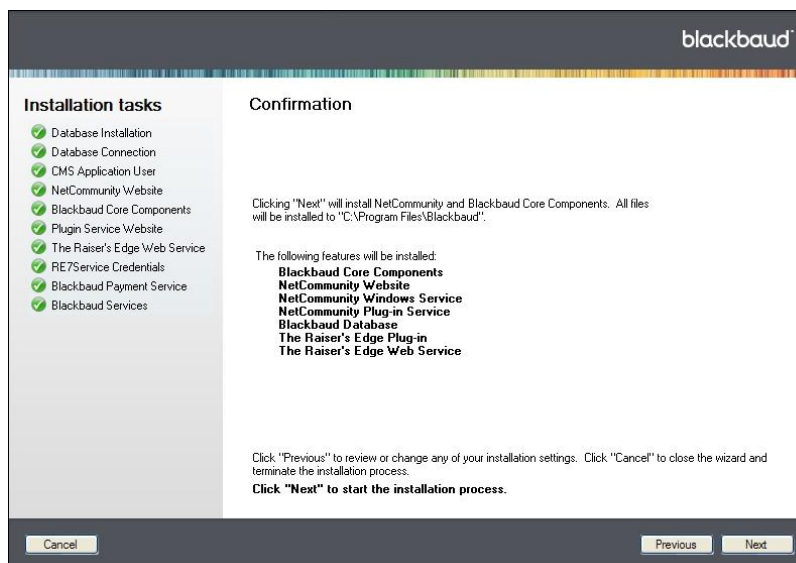


36. On this screen, enter the Blackbaud Services login credentials that you received from your Blackbaud account manager.

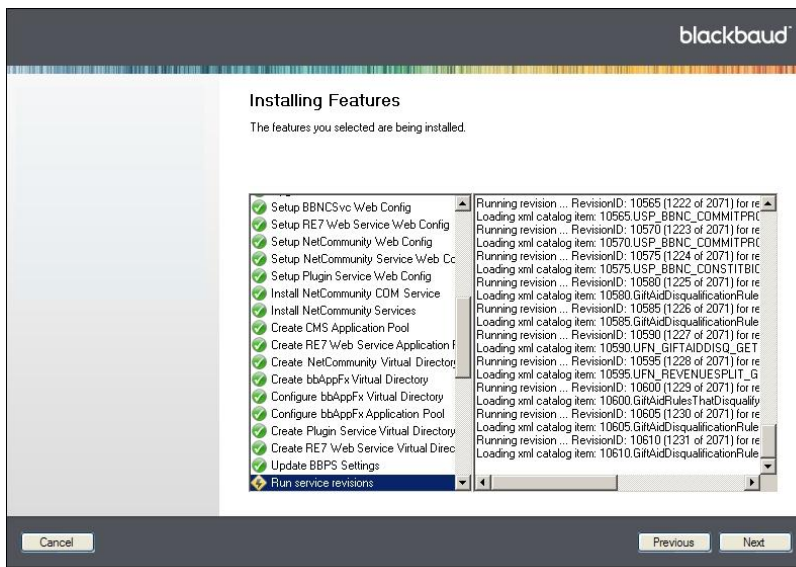
Note: To request your login credentials, email solutions@blackbaud.com or call 1-800-443-9441.

37. Click **Next**. The Confirmation screen appears. This screen displays your installation settings.

Tip: When you update the program, the installer runs revisions by default to update your database. If you have multiple databases, the installer only updates the database listed on this screen. For the other databases, you must run revisions manually. If you want to install without running revisions, see Skip Revisions on page 28.



38. To begin the installation, click **Next**. The installation progress screen appears.

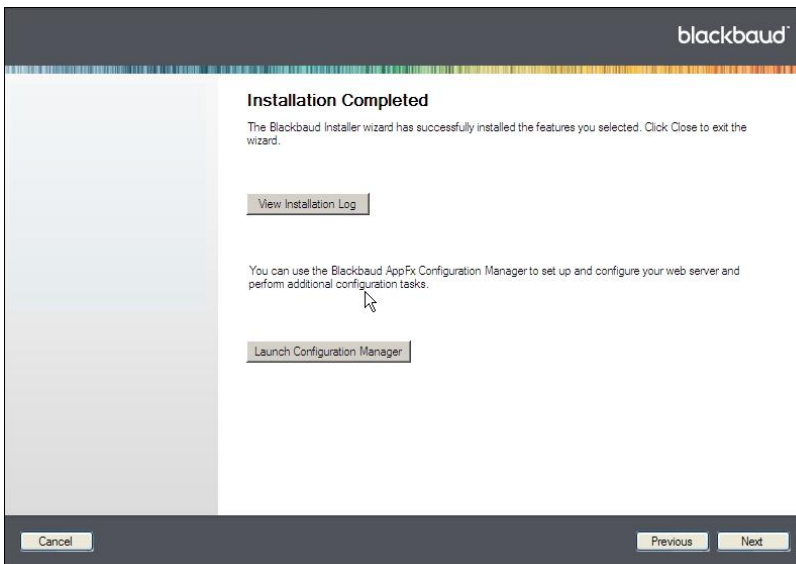


39. This screen monitors the status of each task in the installation. On the left, the current task is highlighted. On the right, a log describes the progress of the task.

As each task finishes, a green checkmark icon or red X icon indicates whether it was successful. If a task fails, you can select it to view the progress log and error messages.

Note: If the installation takes longer than four hours to complete, contact Blackbaud Support.

40. After the process finishes, click **Next**. The installation summary screen appears.



41. The installation summary screen displays the results of the installation.

- To open a text file that describes the installation, click **View Installation Log**.

Note: A log file that describes installation activity is created regardless of whether errors occur. You can find the installation log file in the \Local Settings\Temp folder for the user who installs the **Application Server**. For

example, for the administrator, a log is created in the C:\Documents and Settings\Administrator\Local Settings\Temp folder.

- To perform additional installation tasks, click **Launch Configuration Manager**. The Blackbaud AppFx Configuration Manager appears. From the Configuration Manager, you can update the path to your Infinity database, run revisions, and update your database so all features and products that you own appear. For more information, see *Blackbaud CRM Post-installation Tasks* on page 34.

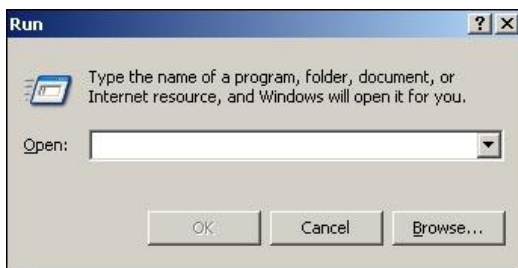
42. To exit the Blackbaud Installer, click **Close**.

Install Multiple Instances on a Server

After you complete the installation, you can install and configure additional Infinity instances on the same server. To install the first Infinity instance, follow the steps in *Install Blackbaud Infinity Features* on page 13.

► Install an additional Infinity instance

1. From **Start** menu, select **Run**. The Run screen appears.



2. Enter the following command:

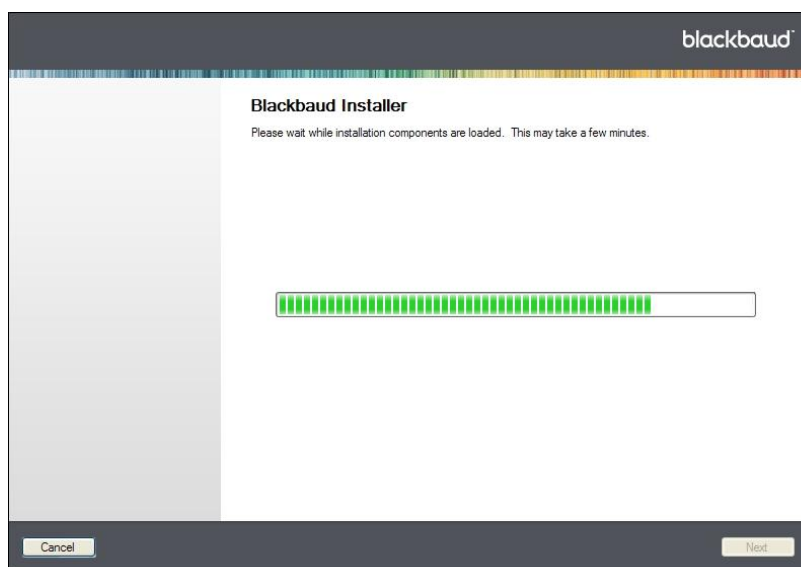
```
[path]\BlackbaudInstaller.exe /install:[install name]
```

```
[path]\BlackbaudInstaller.exe /install:[install name]
```

where “[path]” is the location where you saved the Blackbaud installation files and “[install name]” is the name to use for the new installation.

Note: You must use the command line switch to install a second Infinity instance. If you run the BlackbaudInstaller.exe after you install the first instance but do not use the command line switch, the installer assumes you want to upgrade the existing installation.

3. Click **OK**. A progress screen appears.



Note: The install name you entered in step **Install an additional Infinity instance** appears at the top of the installer screens, so you can easily identify the installation.

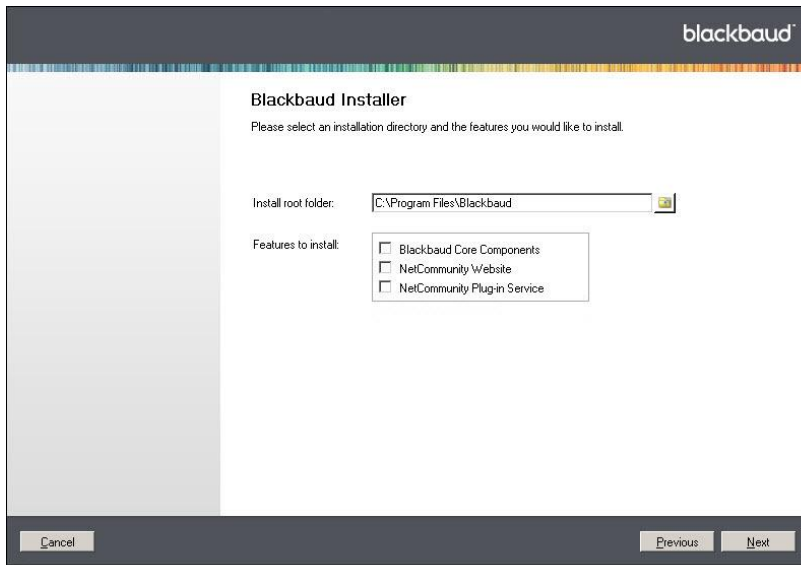
When the process is complete, the Client Information screen appears.

4. In the **Site ID** field, enter the unique client ID you received from your Blackbaud account manager.
5. In the **Email Address** field, enter the email address associated with your Blackbaud account.

The Blackbaud Installer uses your site ID and email address to ensure the installation includes all features that your organization purchased.

Note: To request your site ID or email address, email solutions@blackbaud.com or call 1-800-443-9441.

6. Click **Next**. The Blackbaud Installer screen appears.



7. In the **Install root folder** field, enter the directory where you want to install the new Infinity instance.

Note: You must enter a new directory for the installation. You cannot install more than one instance in the same directory.

8. Select the features to install. Your selections determine which installation screens appear.

Note: Only Infinity products that are available for your organization appear in the **Features to install** box. For information about each feature, see Blackbaud Program Features on page 5.

9. Click **Next**.

10. To complete the installation, see Install Blackbaud Infinity features on page 14.

Warning: On the NetCommunity Website, Blackbaud Core Components, Plugin Service Website, and The Raiser's Edge Web Service installation task screens, you must enter a unique name in the **Virtual directory name** and the **External URL** fields. You cannot use a name or URL that you entered for another instance of the Infinity database on this server.

11. To exit the Blackbaud Installer, click **Close**.

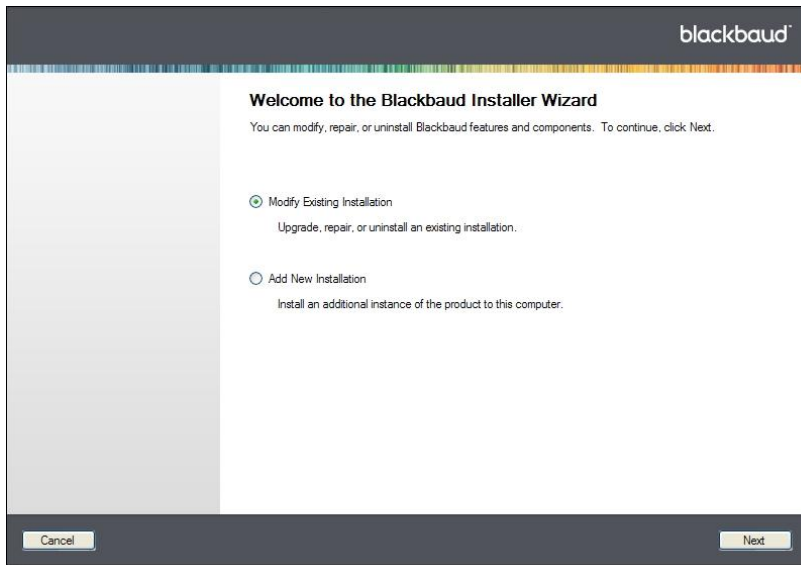
Upgrade Multiple Instances on a Server

If you installed more than one Infinity instance on a server, you must select the instance to upgrade when you run the Blackbaud Installer.

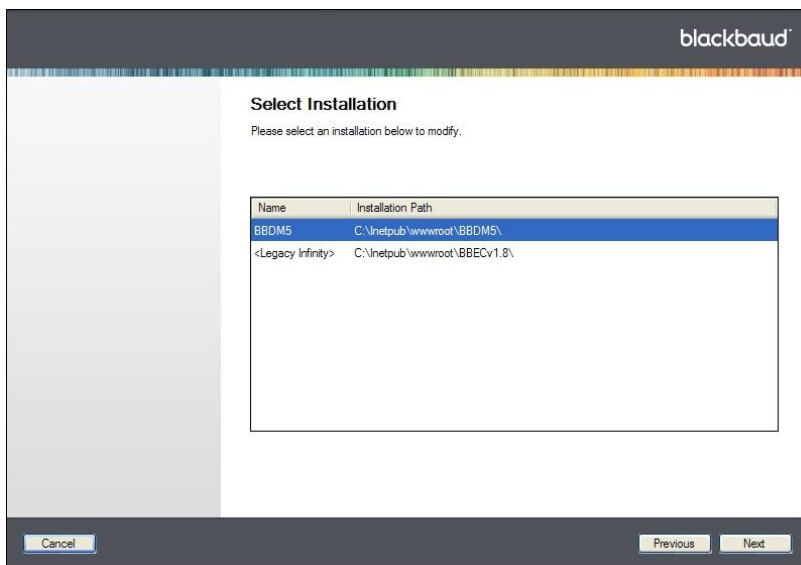
► Upgrade an Infinity database when multiple instances exist

1. Double-click BlackbaudInstaller.exe. A progress screen appears.

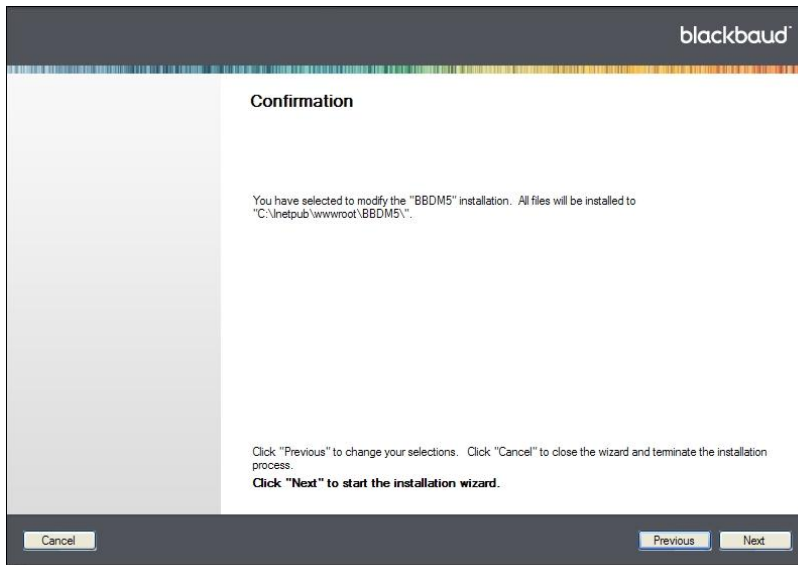
After the installation components load, the welcome screen appears.



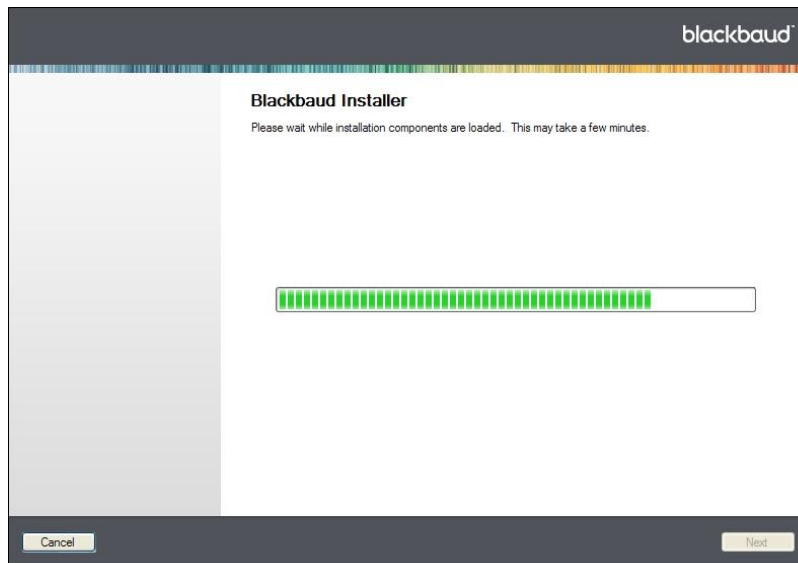
2. To upgrade your database, select **Modify Existing Installation**.
3. Click **Next**. The Select Installation screen appears.



4. Select the instance of the installation to upgrade.
5. Click **Next**. The Confirmation screen appears.



6. Click **Next**. A progress screen appears while the installation components load.



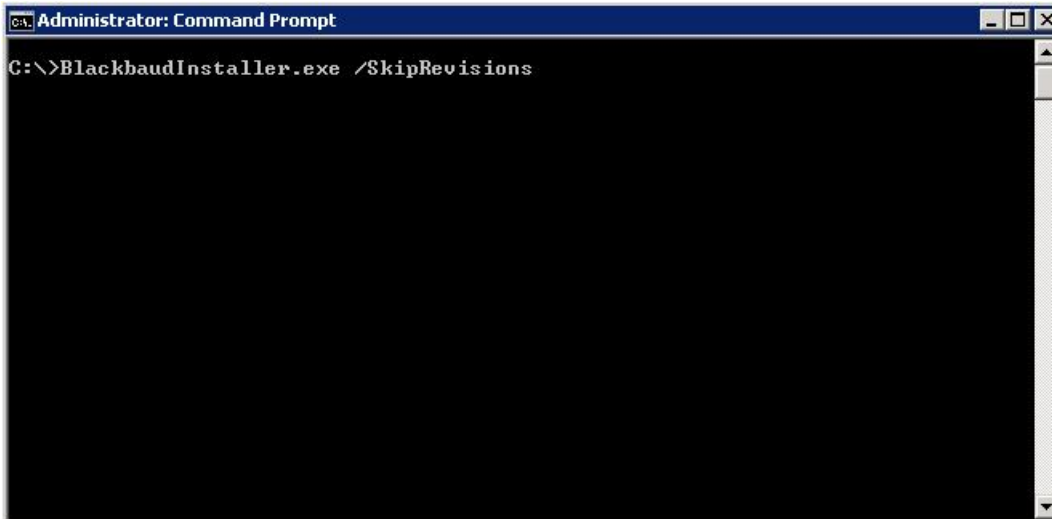
7. To complete the installation, see [Install Blackbaud Infinity features](#) on page 14.
8. To exit the Blackbaud Installer, click **Close**.

Skip Revisions

By default, the Blackbaud Installer runs revisions to update your database. It lists the database that it updates on the Confirmation screen. If you want to install without running revisions, you can enter `/SkipRevisions` parameter in the Command Prompt before you run the Blackbaud Installer.

► Install without running revisions

1. Open the Command Prompt.



2. Enter the following command:

```
[path]\BlackbaudInstaller.exe /SkipRevisions
```

where "[path]" is the location where you saved the Blackbaud installation files.

3. Press **Enter** to run the command.

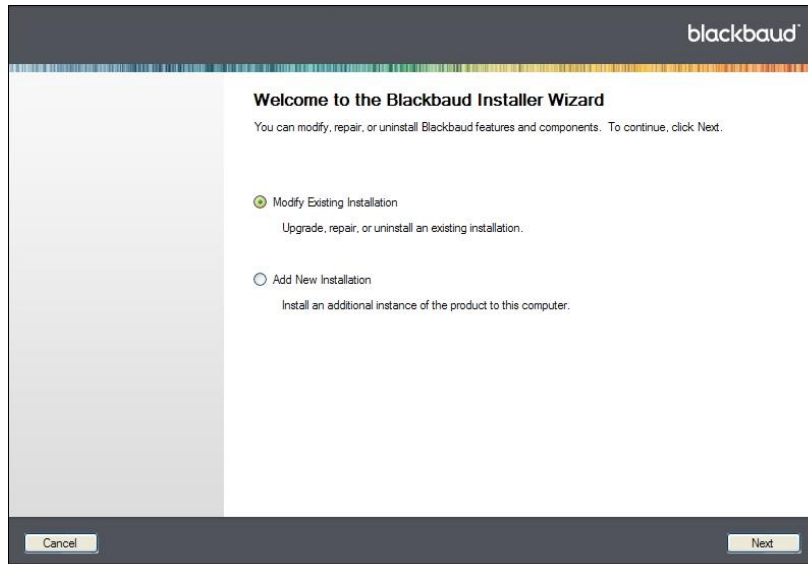
To complete the installation, run the Blackbaud Installer. For instructions, see Install Blackbaud Infinity Features. When you reach the Confirmation screen, a message indicates that "The installer will NOT run revisions to update the database."

Repair or Uninstall Blackbaud Features

You can use the Blackbaud Installer to repair your Blackbaud Infinity products and components or to uninstall features.

► Repair or uninstall features

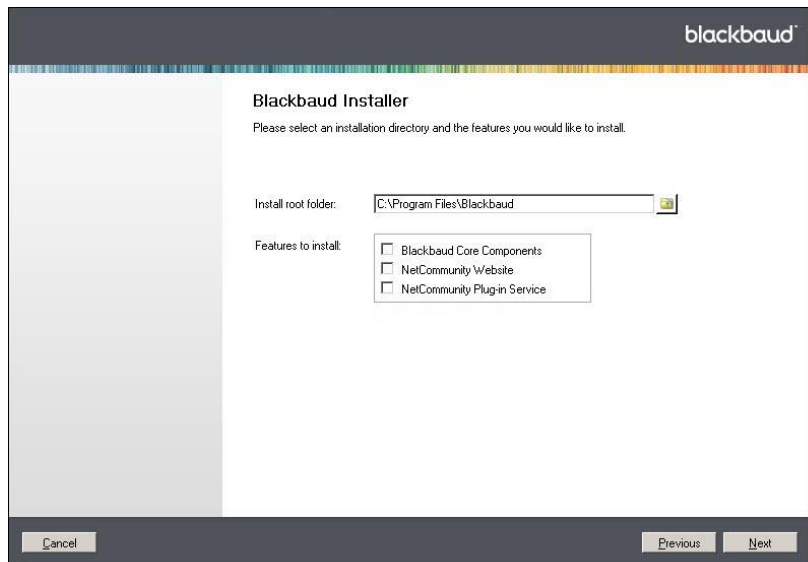
1. Double-click BlackbaudInstaller.exe. A progress screen appears.
After the installation components load, the welcome screen appears.



2. Select whether to update or uninstall Blackbaud Infinity features.
 - To repair existing features or uninstall selected features, select **Modify/Repair**. The Blackbaud Installer screen appears.
 - To uninstall all Blackbaud Infinity features, select **Uninstall**. This option deletes the virtual directory for your application and stops the indexing service. It also deletes the help files and the folder where you installed the application.

Tip: The **Uninstall** option does not delete the BBJobUser or proxy account in *SQL Server Integration Services*, and it does not clear the application cache or delete instances of the downloaded smart client. You may want to remove these items after the installer completes its uninstall.

3. Click **Next**. When you select **Modify/Repair**, the Blackbaud Installer screen appears.

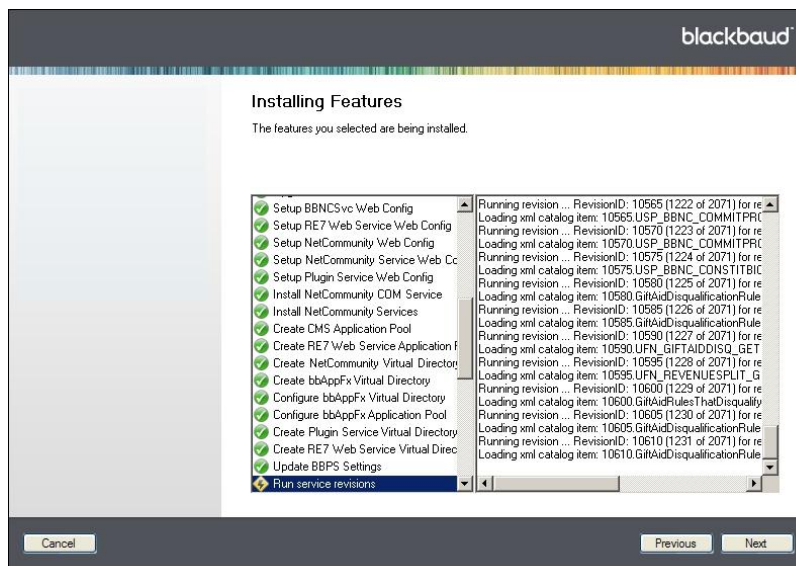


By default, the installer selects the currently installed features in the **Features to install** box. To install or uninstall features, select **Add or remove features**. To install a feature, select it in the **Features to install** box. To uninstall a feature, clear the checkbox.

Warning: Blackbaud Core Components includes services required by your Blackbaud online applications. You should only uninstall this feature if you plan to install it on another web server.

Note: If you did not install the Blackbaud Core Components the first time you ran the Blackbaud Installer, select **Add or remove features** and select **Blackbaud Core Components** from the **Features to install** box.

4. Click **Next**. The Installing Features screen appears.



Note: If the process takes longer than four hours to complete, contact Blackbaud Support.

5. After the wizard installs the features, click **Next**. The Complete screen appears.
6. To exit the installer, click **Close**.

Post-installation

Configuration Tasks	33
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Blackbaud Internet Solutions Post-installation Tasks	51

After you complete the installation or upgrade process, you can change settings and perform additional configuration tasks.

Configuration Tasks

You can perform the following tasks to verify your current settings are correct and to add functionality to the Blackbaud Infinity database.

- Verify **Blackbaud CRM** currency settings — If your organization processes transactions in a single currency, verify that the program uses the correct currency setting before you enter gifts. If you need to change this setting, see [Update Currency Settings](#) on page 41.
- Update **Blackbaud CRM** configuration settings — Although you configure most settings during the installation or upgrade, there are several tasks you must complete after you finish this process. See [Blackbaud CRM Post-installation Tasks](#) on page 34 for a list of configuration settings that you can configure with the Blackbaud AppFx Configuration Manager.
- Update currency settings — If your organization receives revenue in a single currency only, verify your organization's default currency setting. If your organization receives revenue in multiple currencies, you must configure your database to convert and manage currency information. See [Update Currency Settings](#) on page 41 for information about how to verify the default organization setting and enable the *Multicurrency* feature.

Warning: When you enable and configure *Multicurrency*, it disables some **Blackbaud Internet Solutions** parts, including the Scrolling Donor Display, Fundraiser, Fundraiser Dashboard, Fundraiser Page Element, Fundraiser Report, and Transaction Manager parts. If you use any of these parts on your website, you should remove them before you enable and configure *Multicurrency*. For more information about *Multicurrency*, see the *Multicurrency Guide*.

- Create a data mart — If you have **Blackbaud CRM** or **The Raiser's Edge** with **Blackbaud Direct Marketing**, you can use the Deploy Data Mart Installation Wizard to create a data mart as a record source in the application. For **Blackbaud CRM**, the data mart pulls records from *Fundraising* to conduct complex reporting and

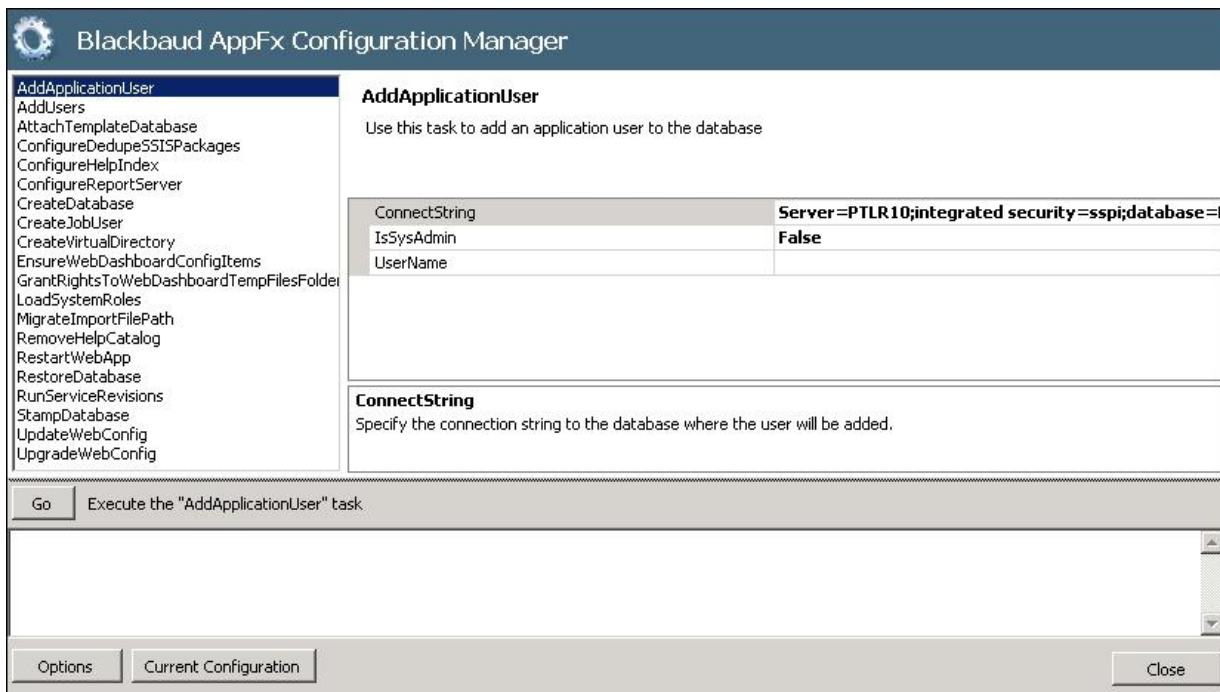
analysis. For *The Raiser's Edge* with *Blackbaud Direct Marketing*, the data mart pulls records from the database in *The Raiser's Edge*. For information about how to create a data mart, see Blackbaud Data Mart Deployment Wizard on page 42.

- To make sure regional dates and settings are correct, enter `<globalization culture="en-GB"/>` in your web.config file.

Blackbaud CRM Post-installation Tasks

The Blackbaud AppFx Configuration Manager acts as a front end for several MSBuild-based scripts. These scripts perform a number of **Application Server** management and setup tasks. The majority of these tasks occur during the installation or update process. However, you must perform some tasks after installation. For example, you must manually enable duplicate constituent reporting and merge functions or enable queue functionality with business processes. In addition, you can use the Configuration Manager to change the settings that you select during installation.

To access the Configuration Manager, go to the C:\bbappfx\MSBuild\ folder, where C:\bbappfx\ is your installation directory, and double-click the bbAppFx.Config.exe file. You can also access the Configuration Manager from the installation summary screen of the installation wizard.



To execute a task in the Configuration Manager, select it in the list at the top left. Options for the task appear to the right of the list. Enter your settings and click **Go**.

AddApplicationUser

This task adds an application user to the database.

Option	Description
ConnectionString	Enter the connection string for the database where the user is added.
IsSysAdmin	Select whether to give the user system administrator rights. The default is False.
UserName	Enter the user name. You should use the Domain/User format.

AddUsers

This task adds the users and roles required by the program to access the database. For *Windows Server 2003*, the user is **NT AUTHORITY\NETWORK SERVICE**.

Option	Description
ConnectionString	Enter the connection string for the database where the users are added.
Users	Enter the list of users for the web services.

AttachTemplateDatabase

This task attaches an existing database to the program. It attaches the full specified database--- (not a *.bak file) to the existing database, and copies it to the specified data path.

Option	Description
ConnectionString	Enter the connection string for the <i>SQL Server</i> instance where the database is created.
DataPath	Enter the location to store the new data files on the <i>SQL Server</i> instance. If you do not enter a path, the default is used.
DBName	Enter the name of the database to create in <i>SQL Server</i> .
SourceDataPath	Enter the location of the source data files. The path must contain a valid database file named BB_PRIM.MDF .

ConfigureDedupeSSISPackages

This task does not occur during the installation process. To use a custom SQL Server Integration Services (SSIS) search package to identify constituents in the database, you must perform this task. For information about managing duplicate constituents, see the *Constituent Duplicates and Merge Tasks Guide*.

Option	Description
DatabaseName	Enter the name of the database that will have the dedupe packages loaded. This is typically the same database as the Application Server .
Packages	Enter the dedupe packages to configure.
PackageStoreSubFolder	Enter the subfolder where SQL Server Integration Services package files will be stored in the <i>SQL Server</i> file system.
SQLServer	Enter the name of the <i>SQL Server</i> instance that will load the dedupe package.

ConfigureHelpIndex

This task creates the help index catalog for the indexing service.

Option	Description
AlwaysRebuildCatalog	Select whether to delete and rebuild the help index catalog. The default is False.
CatalogName	Enter the name of the catalog that the indexing service creates.
CatalogPath	Enter the path to the catalog that the indexing service creates. This is the location where the catalog is stored, not the location of the files to be indexed. If you do not enter a path, the default value of SearchPath is used.
ComputerName	Enter the name of the machine where the indexing service is configured. You only need the name if you configure the indexing service on a remote machine. Otherwise, the default is the server where the task is executed.
DeployPath	Enter the path to the deploy folder on the Web Server that stores the help files. The help system assumes the vroot folder has a Help subfolder. Typically, this argument maps to the \$(Platform_DeployPath) or \$(Platform_Help_Location) properties. The task adds “\help” to deploy folder if it is not already there.

ConfigureReportServer

This task configures the *SQL Report Server* for use with the **Application Server**.

Option	Description
CreateInternalUser	Select whether to create a user account on the <i>SQL Report Server</i> and the Application Server to connect to the program’s database. If not, you must enter an existing user name and password in the ReportServerUser and ReportUserPassword fields.
Database	Enter the name of the application database on the Application Server .
DatabaseServer	Enter the <i>SQL Server</i> instance for the application database.
DeployUser	Enter a user name for the Microsoft Windows user account to manage the <i>Microsoft Reporting Services</i> instance.
DeployUserPassword	Enter a password for the Microsoft Windows user account to manage the <i>Microsoft Reporting Services</i> instance.
ReportFolder	Enter the name of the Report folder. Typically, this is the same as the name of the Application Server database.
ReportRootFolders	Enter a list of RootFolderItems to determine the folders to display in the application’s report explorer.
ReportServiceUser	Enter a user name on the <i>SQL Report Server</i> and the Application Server to connect to the program’s database. If you select “False” in the CreateInternalUser field, this field is required.
ReportServiceHost	Enter the name of the machine that runs the Windows Service component for the <i>Microsoft Report Services</i> instance.
ReportServiceURL	Enter the URL for the <i>SQL Report Server</i> instance that runs the Web Service component.
ReportUserPassword	Enter a password for the user account on the <i>SQL Report Server</i> and the Application Server to connect to the program’s database. If you select “False” in the CreateInternalUser field, this field is required.

CreateDatabase

This task creates a database on the **Application Server**.

Option	Description
ConnectionString	Enter the connection string for the <i>SQL Server</i> instance where the database is created.
DataPath	Enter the location to store the new data files on the <i>SQL Server</i> instance. If you do not enter a path, the default is used.
DBName	Enter the name of the database to create in <i>SQL Server</i> .
LogPath	Enter the location of the log files on the <i>SQL Server</i> instance. If you do not enter a path, the default is used.
OverWriteExistingDB	Select whether to overwrite the existing application database. If you select "True," the task closes all connections to the database on the <i>SQL Server</i> instance and drops the database.

CreateJobUser

This task adds "BBJobUser" to the Web Server and *SQL Server*. BBJobUser is used to schedule *SQL Server Agent* jobs for business processes. This enables queue functionality for business processes in the program. For information about how to manage queues, see the *Administration Guide*.

Note: If your database server and web server are in separate domains, you may need to set up the BBJobUser manually. To do this, you create a local Windows account on both the *SQL Server* and the web server.

This task does not add the user to the program. To schedule business processes and run them with the queue functionality, you must add the BBJobUser to the program as an application user and assign rights to the business processes you want to perform and to the record types those business processes affect. We recommend you assign the administrator role to this user to bypass security checks.

Option	Description
AlwaysRecreate	Select whether to re-create the BBJobUser on the Web Server and <i>SQL Server</i> . This also re-creates the entry in sys.credentials for BBJobUser to synchronize the password.
ProxyAccountPrincipal	Enter the SQL account with access to the proxy account. You can enter this as a string or an itemList. Typically, you enter it in "@(User)" format.
SQLConnectionString	Enter the connection string for the <i>SQL Server</i> instance where the database is located. Usually, the \$(Platform_SQLServerConnect) property works.
WebServerHost	Enter the name of the Web Server. If no value is entered, BBJobUser is not created on the Web Server.

CreateVirtualDirectory

This task creates the virtual directory information in *Internet Information Services* that is required by the **Application Server**.

Option	Description
AnonymousAccessDirectories	Enter a list of subdirectories that should allow anonymous access.
EnableDynamicHTTPCompression	Select whether to enable HTTP compression for dynamic files such as *.aspx and *.asmx. If you select "True," the Web Server will compress dynamic files on demand.
EnableStaticHTTPCompression	Select whether to enable HTTP compression for static files. If you select "True," download times improve for the ClickOnce and client component files.
EnableStaticHTTPCompressionForClientBin	Select whether to enable HTTP compression for the client bin

Option	Description
	folder. Only enable this if your client computers use <i>Internet Explorer 7</i> or higher.
MachineName	Enter the name of the Web Server where the task creates the virtual directory.
OverwriteExistingDirectory	Select whether to delete an existing virtual directory with the same name. If you select "False" and a virtual directory exists with the same name, the task does not create a virtual directory.
PhysicalPath	Enter the location on the Web Server for the new virtual directory.
RootSubPath	Enter the root subpath for the virtual directory. If you do not enter a subpath, the task creates the virtual directory on the root of the default website. The default root subpath is "/W3SVC/Root."
VirtualDirName	Enter the name of the virtual directory.

EnsureWebDashboardConfigItems

This task ensures that the web.config file contains the required features for the web dashboard feature.

Option	Description
WebConfigFile	Enter the URL to the web.config file.

LoadSystemRoles

This task does not occur during the installation process. To load pre-built system roles into the program from a specified folder, you must perform this task. For information about managing, creating, importing, and exporting system roles, see the *Administration Guide*.

Option	Description
RoleDefinitionFiles	Enter the path to the role definition XML files.
WebServiceDatabaseName	Enter the database name that appears in the select database prompt of the application login screen.
WebServiceUrl	Enter the service URL for the Application Server . This is the URL for the *.asmx file. The URL likely uses the format "http://[Server name]/[Virtual directory name]/AppFxWebService.asmx."

MigrateImportPathFile

This task applies the ImportFilePath setting in the web.config file to the IMPORTPROCESSOPTIONS table in the Application Server database.

Option	Description
SQLConnectionString	Enter the connection string for the database.
WebConfigFile	Enter the URL to the web.config file.

RestartWebApp

This task restarts the web application. This recycles the application pool for the virtual directory or resets *Internet Information Services*.

Option	Description
MachineName	Enter the name of the machine to restart.
RootSubPath	Enter the root subpath for the virtual directory. The default root subpath is "/W3SVC/Root."
VirtualDirName	Enter the name of the virtual directory for the web application.

RestoreDatabase

This task does not occur during the installation process. To restore a backup database (*.bak), you must perform this task. You can choose to overwrite the existing database and replace it with the backup copy.

Option	Description
BackupFile	Enter the name of the *.bak file. The backup database file and path must be on the <i>SQL Server</i> instance where the database is restored.
ConnectionString	Enter the connection string for the <i>SQL Server</i> instance where the database is restored.
DatabaseName	Enter the name of the database to restore on the <i>SQL Server</i> instance.
DataPath	Enter the location to restore the data files on the <i>SQL Server</i> instance. If you do not enter a path, the default is used.
LogPath	Enter the location to restore the log files on the <i>SQL Server</i> instance. If you do not enter a path, the default is used.
OverWriteExistingDB	Select whether to overwrite an existing database with the same name on the <i>SQL Server</i> instance. If you select "True" and a database with the same name exists, the task closes all existing connections and drops the database. If you select "False" and a database with the same name exists, the task fails with a standard SQL exception.

RunServiceRevisions

This task uploads CLR assemblies to the database and runs service revisions. This task usually occurs when you install the software with a new database or update an installation.

Option	Description
CatalogAssembliesPath	Enter the location of the catalog assemblies. If the RevisionsAssemblies field includes LoadSpec revisions that reference catalog assemblies, then this path is required.
RevisionsAssemblies	Enter an ordered list of task items with specs to identify assemblies with revisions to run. For items with metadata names like REVISION# (where # is an integer, starting at 1), revisions can be loaded in the order indicated by the metadata (depending on the REVISIONSENUMERATIONMODE). If an item does not have metadata, all revisions are run, starting with revision 1.
SqlClrAssemblies	Enter an ordered list of assemblies. Each assembly must contain an embedded resource that conforms to the appropriate schema.
SqlConnectionString	Enter the connection string for the Infinity database.

StampDatabase

This task updates the web.config file. Run this task after you upgrade to the Infinity platform for the first time.

Option	Description
EmailAddress	Enter the email address associated with your Blackbaud account. This is the email address you entered on the Client Information screen in the Blackbaud Installer. For more information, see Install Blackbaud Infinity Features on page 13.
SiteId	Enter the unique client ID you received from your Blackbaud account manager. This is the ID you entered on the Client Information screen in the Blackbaud Installer.
SqlConnectionString	Verify that the task includes the new location of your Infinity database.
UpdateProductList	Select “True” to update the database so all features and products you own appear.

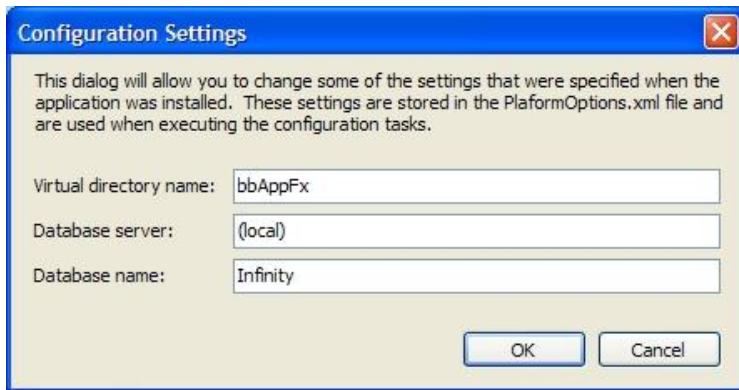
UpdateWebConfig

This task updates the web.config file. If you change the server setup, you should perform this task.

Option	Description
ConnectionString	The connection string for the <i>SQL Server</i> database where the database is located. Usually, the \$(Platform_SQLServerConnect) property works. The string is associated with the entry in the REDBListEntry field. If you enter a value in the REDBListEntry field and leave this field blank, the task fails with a standard SQL exception.
HelpSearchCatalog	Enter the name of the help search catalog.
ImportFilePath	Enter the location of the files to import. This overwrites the web.config file.
OutputFile	Enter the location of the updated web.config file. If you do not enter a new location, the task overwrites the existing web.config file.
REDBListEntry	Enter the database name that appears in the select database prompt of the application login screen. Usually, the \$(Platform_SelectedDatabase) property works. If you enter a value in this field and leave the ConnectionString field blank, the task fails with a standard SQL exception.
ReplaceREDBListEntry	Select whether to remove all entries under connectionStrings in the web.config file and create an entry for the database.
WebConfigFile	Enter the location of the web.config to modify. You can enter a file, UNC path, or the virtual directory of the web server.

Update Virtual Directory and Database Settings

To change the virtual directory name, database server, or database name in the Blackbaud AppFx Configuration Manager, click **Options**. The Configuration Settings screen appears. On this screen, you can update the values as necessary.



To view your configuration settings, click **Current Configuration**. The settings appear in the box at the bottom of the screen and a prompt appears to determine if you want to view the installation log file.

Update Currency Settings

To determine the default currency, the program uses the Microsoft *Windows* Regional and Language Options settings on the server where you install the database. The first time you install or upgrade the program, you must verify that these currency settings are correct for your organization.

For currencies to display correctly, your *Internet Explorer* language setting must also match the Microsoft *Windows* Regional and Language Options settings.

If your organization accepts and processes transactions in only a single currency and the settings are incorrect, you can manually select the correct currency from *Administration*.

If your organization upgrades from a database with a single currency to one with multiple currencies, after you verify that the currency setting is correct, you must enable *Multicurrency*. After you enable this feature, the program creates a default currency set, which is a group of currencies that users work with on a daily basis. Each set includes a base currency and one or more transaction currencies. From *Administration*, you can update your organization's currency set and configure additional currency sets and currencies. For information about how to configure *Multicurrency*, see the *Multicurrency Guide*.

Note: To accept multiple currencies, contact your Blackbaud account manager for information about *Multicurrency*.

Warning: If you have not yet enabled the *Multicurrency* feature, you must verify the default organization currency for your system is correct. Perform this procedure only once to update your organization's currency settings after you install or upgrade the program. If you make this change after you enter records in your new or updated database, you may invalidate data.

► Update your organization currency

1. From *Administration*, click **Organization Currency Setup**. The Organization Currency Setup page appears.

Note: After you enable *Multicurrency*, **Currency** replaces **Organization Currency Setup** in *Administration*.

2. Under **Organization currency**, click **Edit**. The Edit organization currency screen appears.



3. In the **Currency** field, select the default currency type for your organization. For example, for an organization located in the United Kingdom, select “UK Pound Sterling (GBP).”
4. In the **Locale** field, the location that corresponds to the selected currency type appears.

Note: The *Locale* field displays a selection of predefined locales in Microsoft *Windows*. It does not include the entire list of locales.

5. Click **OK**. You return to the Organization Currency Setup page.

Note: After you change your organization currency, verify that your *Internet Explorer* language setting matches the locale you selected on the Edit organization currency screen.

Blackbaud Data Mart Deployment Wizard

You can create a standard data mart with the Blackbaud Data Mart Deployment Wizard. The data mart copies records from the selected data source to a data warehouse so you can conduct complex reporting and analysis. To access the deployment wizard, open the \MSBuild\Datamarts folder in the installation directory and run the *deploy.vbs* file.

Note: When you upgrade or patch the program, you must run the deployment wizard again to update the SSIS package for the data mart and run revisions against the *Analysis Services* database. For more information about updates and patches, see the *Update Guide*.

Users with **The Raiser’s Edge** can create a standard data mart with records from their database for **The Raiser’s Edge**. Users with **Blackbaud CRM** can create a data mart with records from *Fundraising*.

After you create the data mart, options appear in the program to manage the Extract, Transform, and Load (ETL) process. The ETL process extracts records from the source database, transforms them for optimal loading and reporting, and loads them in the data mart. From *Administration*, you can access the Reporting data mart page to monitor ETL activity, schedule business processes to coincide with the ETL process, and manually start an ETL refresh. Users with **The Raiser’s Edge** can also configure and monitor the ETL process.

In the program, the data mart appears as a record source in *Administration*, and three smart fields appear for the data mart. From the Data Marts page in *Administration*, you manage the data mart and the ETL process. In *Marketing and Communications* and *Analysis*, you can access the record source to create queries.

Note: For users with **The Raiser’s Edge**, the Infinity Platform SDK includes the Blackbaud Data Mart for The Raiser’s Edge Database Reference with a comprehensive list of the database objects in the data mart. To access

this reference guide, open the \SDK\Documentation folder where you installed the SDK. In the folder, open the .chm file for the version of the program you installed.

In **Blackbaud CRM**, the deployment wizard also creates an OLAP cube to conduct complex reporting and analysis on the data in the data mart. The cube increases your ability to manipulate data from the source database, and it allows you to perform advanced reporting. With the OLAP Explorer, you can build pivot tables and charts based on the OLAP cube. The program also includes Microsoft *Excel* report templates so you can use subsets of the data in the OLAP cube to create reports in *Excel*.

Warning: To ensure that *Fundraising* data in the OLAP cube is accurate and up-to-date, do not disable audits on the source tables. The OLAP cube relies on audit tables to determine when you delete data in the source database. If you disable audits, the OLAP cube does not reflect deletions in the source tables and the data in the cube becomes outdated.

► Deploy the standard data mart

1. In the installation directory, open the \MSBuild\Datamarts folder. For example, if C:\bbappfx\ is the installation directory, go to C:\bbappfx\MSBuild\Datamarts.
2. Double-click the deploy.vbs file. The Blackbaud Data Mart Deployment Wizard appears.
3. On the Data Mart tab, enter information about the data mart.

- In the **Deployment folder** field, a link appears to the Datamarts folder in your installation directory. The data mart deploys from this folder. To deploy from a different folder, click the link. The Browse For Folder screen appears. Select a folder and click **OK**.
- In the **Data mart** field, select a data mart type to deploy. Users with **The Raiser's Edge** can create a standard data mart with records from their database for **The Raiser's Edge**. Users with **Blackbaud CRM** can create a data mart with records from *Fundraising*.
- In the **Manifest file** field, the location appears for the manifest file. This XML file contains metadata about the data mart installation. The deployment folder should contain this file.

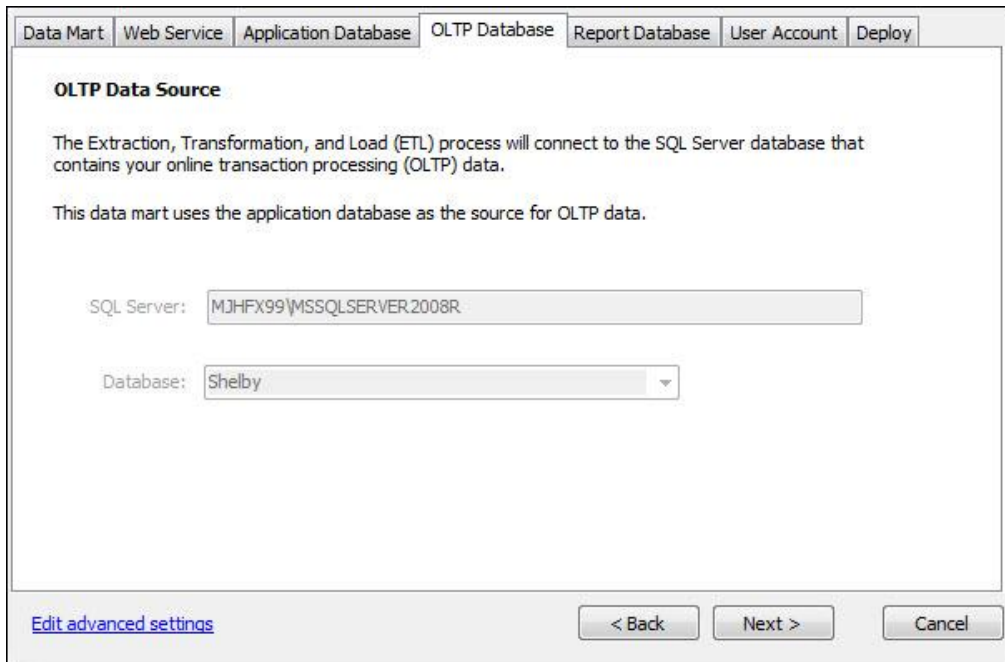
4. On Web Service tab, enter information about the application.

The screenshot shows a dialog box with a tabbed interface. The 'Web Service' tab is selected. The dialog is titled 'Web Service Settings'. Below the title, there is a descriptive text: 'Enter the url and database key used to connect to the web service. The database key is the name presented to end users on the application login screen.' There are two input fields: 'Web service url:' with the value 'http://mjhfx99/bbAppFx' and 'Database:' with a dropdown menu showing 'BBInfinity'. At the bottom, there is a link 'Edit advanced settings', and three buttons: '< Back', 'Next >', and 'Cancel'.

- In the **Web service url** field, enter the URL for the application web server. This is the virtual directory for the web application. Generally, the format is “http://[Server name]/[Virtual directory name].”
 - In the **Database** field, enter the database name that appears in the select database prompt of the application login screen.
5. On the Application Database tab, enter information about the application’s database.

The screenshot shows a dialog box with a tabbed interface. The 'Application Database' tab is selected. The dialog is titled 'Application Database Settings'. Below the title, there is a descriptive text: 'Enter the name of the SQL server and database used by the web service.' There are two input fields: 'SQL Server:' with the value 'MJHFX99\MSSQLSERVER.2008R' and 'Database:' with a dropdown menu showing 'Shelby'. At the bottom, there is a link 'Edit advanced settings', and three buttons: '< Back', 'Next >', and 'Cancel'.

- In the **SQL Server** field, enter the *SQL Server* instance for the application.
 - In the **Database** field, enter the name of the application database.
6. On the OLTP Database tab, enter information about the source database.



The screenshot shows a software configuration window titled "OLTP Data Source". At the top, there are several tabs: "Data Mart", "Web Service", "Application Database", "OLTP Database" (which is selected), "Report Database", "User Account", and "Deploy". Below the tabs, the text reads: "The Extraction, Transformation, and Load (ETL) process will connect to the SQL Server database that contains your online transaction processing (OLTP) data." and "This data mart uses the application database as the source for OLTP data." There are two input fields: "SQL Server:" with the text "MJHFX99\MSSQLSERVER.2008R" and "Database:" with a dropdown menu showing "Shelby". At the bottom left, there is a link "Edit advanced settings". At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

- In the **SQL Server** field, enter the *SQL Server* instance for the source database. To deploy the standard data mart, the source database must use *SQL Server 2005* or higher.
 - In the **Database** field, enter the name of the source database.
7. On the Report Database tab, information appears about the ETL process that creates and updates records in the data mart. For users with *The Raiser's Edge*, the data mart uses the same database as the application, so this information should be the same as on the Application Database tab.

Report Database

The Extraction, Transformation, and Load (ETL) process will load data into the SQL Server database used for the data mart.

Enter the name of the SQL Server used for the data mart database.

SQL Server: MJHFX99\MSSQLSERVER2008R

Database: Shelby_RPT_BBDW

OLAP Server: MJHFX99\MSSQLSERVER2008R

OLAP Database: Shelby_RPT_BBDW_UDM

[Edit advanced settings](#) < Back Next > Cancel

- In the **SQL Server** field, enter the *SQL Server* instance for the data mart database.
 - In the **Database** field, the name appears for the database that contains the data mart tables.
 - For users with **Blackbaud CRM**, the **OLAP Server** field appears. Enter the *SQL Server* instance for the OLAP database.
 - For users with **Blackbaud CRM**, the **OLAP Database** field appears with the name of the database that contains the OLAP cubes for the data mart.
8. On the **User Account** tab, enter credentials for a Microsoft Windows user account that will access the application database and the source database for the data mart. You can enter a domain account or a local machine account. This account runs the ETL process.

Trusted User Account

The ETL process will access the databases using a Windows User Account. Enter the account credentials to use when processing the ETL. You can use a domain account (domain\username) or a local machine account (username only).

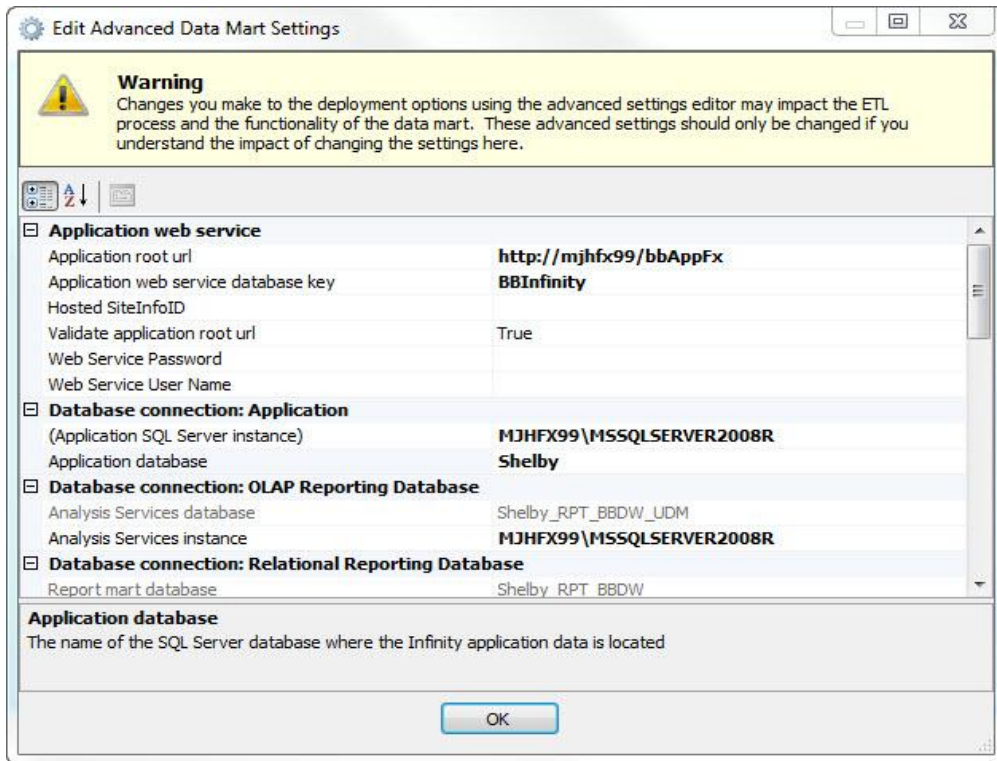
Account name:

Password:

This domain account will be used.

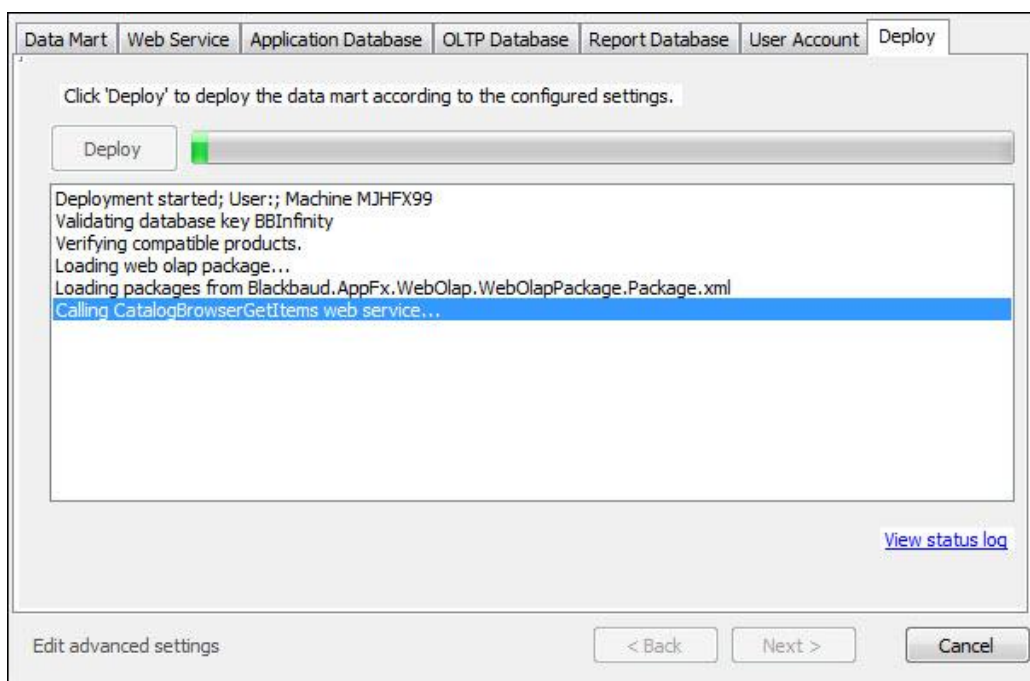
[Edit advanced settings](#) < Back Next > Cancel

- In the **Account name** field, enter a user account. If the account does not have rights to communicate between the application and the data mart's source, the deployment wizard will grant the necessary rights. If you enter a local machine user account that does not exist, the deployment wizard will create it.
 - In the **Password** field, enter the password for the user account. The deployment wizard does not save this password. If you redeploy the data mart, you must re-enter the password.
 - If you use a local machine user account, a box appears. Enter a list of the computers where you want to synchronize the account name and password.
9. To edit additional settings, click **Edit advanced settings**. The Edit Advanced Data Mart Settings screen appears.



On this screen, you can view the settings from the deployment wizard and enter advanced settings. For a detailed description of the options on this screen, see [Edit Advanced Data Mart Settings Screen](#) on page 49.

- To deploy the data mart, on the Deploy tab, click **Deploy**. The deployment begins, and a status log appears.



A log file that describes installation activity is created regardless of whether errors occur. You can find the installation log file in the \Local Settings\Temp folder for the user who installs the data mart. For example, if the administrator installs the data mart, the log is created in the C:\Documents and Settings\Administrator\Local Settings\Temp folder.

Note: After you install the standard data mart, it is available as a record source in the application. For information about how to access the data mart, see the *Analysis Guide*.

Edit Advanced Data Mart Settings Screen

Warning: If any **Deployment Options** are set to False, the Blackbaud Data Mart Deployment Utility will not be able to create the data mart. If you change these options, you must create the data mart manually.

Screen Item	Description
Application root url	Enter the URL for the application web server. This is the virtual directory for the web application. Generally, the format is "http://[Server name]/[Virtual directory name]."
Application web service database key	Enter the database name that appears in the select database prompt of the application login screen.
Hosted SiteInfoID	When running this utility in a hosted environment, specify the HostedSiteID to retrieve the list of databases associated with a site.
Web Service Password	Specify the password for the Web Service User.
Web Service User Name	Specify the user name to use when connecting to the web service. This is required if the virtual directory is configured for Basic Authentication.
Validate application root url	Select whether to validate the URL for the application web server in the Application root url field.
(Application SQL	Enter the <i>SQL Server</i> instance for the application database.

Screen Item	Description
Server instance)	
Application database	Enter the name of the application database.
OLTP SQL Server database	For users with <i>The Raiser's Edge</i> , enter the name of the source database for <i>The Raiser's Edge</i> .
OLTP SQL Server instance	For users with <i>The Raiser's Edge</i> , enter the <i>SQL Server</i> instance for the source database. To deploy the standard data mart, the source database must use <i>SQL Server 2005</i> or higher.
Analysis Services database	For users with <i>Blackbaud CRM</i> , enter the name of the database for the OLAP cube.
Analysis Services instance	For users with <i>Blackbaud CRM</i> , enter the <i>SQL Server</i> instance for the OLAP database.
Report mart database	For users with <i>Blackbaud CRM</i> , enter the name of the database for the data mart.
Report mart SQL Server instance	For users with <i>Blackbaud CRM</i> , enter the <i>SQL Server</i> instance for the data mart.
Mart key	The data mart uses the same database as the application, and the data mart key distinguishes data mart files from other files in the database. This key appears at the beginning of tables, stored procedures, and other items in the <i>SQL Server</i> schema.
Mart manifest file	Enter the location of the manifest file. This is an XML file with metadata about the data mart installation that determines the information in the other fields under Deployment file . The deployment folder from the Data Mart tab contains the manifest file.
Mart name	This field displays the data mart type as it appears in the application. For users with <i>The Raiser's Edge</i> , only the standard data mart for <i>The Raiser's Edge</i> is available. For users with <i>Blackbaud CRM</i> , only the data mart for the records in <i>Fundraising</i> is available.
OLTP Database Location	This field displays the location of the source database relative to the application database.
Report Database Location	This field displays the location of the report database relative to the application database.
Configure data mart after deployment	For users with <i>Blackbaud CRM</i> , select whether to run configuration tasks after deployment. If you set this option to False, the deployment wizard will not populate the record source fields in the application.
Create Database Synonyms	Select whether to create <i>SQL Server</i> synonyms for database objects. If you set this option to False, the deployment wizard will not be able to communicate between different <i>SQL Server</i> instances.
Create Report Services OLAP Data Source	For users with <i>Blackbaud CRM</i> , select whether to create a <i>Report Services</i> data source for the OLAP database.
Deploy catalog items	Select whether to load catalog packages included with the data mart deployment files. If you set this option to False, the deployment wizard will not install the files to make fields in the data mart available in the application.
Deploy Large UDM Dimensions	Set this option to True if the deployment needs to change the caching options for very large dimensions and disable drillthroughs. This setting is needed if there will be dimensions with more than 10 million records.
Enable ETL job start from shell	Select whether to register ETL job information to allow you to start the ETL process in the application. If you set this option to False, you must start the ETL process from <i>SQL Server</i> .
Grant file and folder rights for SQLAgent SSIS job	Select whether to grant read rights to the SSIS packages. If you set this option to False, you must grant permissions to the SSIS packages manually for the ETL process.
Register data mart in	Select whether to include the data mart on the Data Marts page in the application.

Screen Item	Description
application	From this page, you manage the ETL process. If you set this option to False, you must manage the ETL process from <i>SQL Server</i> .
OLAP Extensions Path	Optional. This is the path to the extend folder containing extension to the warehouse, ETL process and the cube.
Analysis Services deployment utility	For users with Blackbaud CRM , enter the path to the command line utility for the deployment of the OLAP database.
Report database data path	Enter the location to store the data files for the report database. If you do not enter a path, the default is the <i>SQL Server</i> data folder.
Report database log path	For users with Blackbaud CRM , enter the location to store the log files for the report database. If you do not enter a path, the default is the <i>SQL Server</i> data folder.
Local account Machine list	For users with The Raiser's Edge , if you use a local machine user account to communicate between the application and the data mart's source, enter a list of the computers where you want to synchronize the account credentials.
Reset Trusted Account Password	For users with The Raiser's Edge , if you use a local machine user account, select whether to reset the password to the value in the Trusted Account Password field.
Trusted Account Is Local User	This field indicates whether you use a local machine user account or a domain account.
Trusted Account Password	Enter a password for the Microsoft Windows user account. The deployment wizard does not save this password. To redeploy the data mart, you must re-enter the password.
Trusted Account User Name	Enter a Microsoft Windows user account. If the account does not have rights to communicate between the application and the data mart's source, the deployment wizard will grant the necessary rights. If you enter a local machine user account, the deployment wizard will create the account if it does not exist.
SSIS configuration file environment variable	This field displays the environment variable for the SQL Server Integration Services package configuration. This is created on your computer to facilitate the ETL process.
SSIS package root folder	Enter the location to deploy the SSIS package. By default, the deployment wizard uses the <i>SQL Server</i> instance to determine the location. However, if you use a clustered <i>SQL Server</i> environment, you can enter a Universal Naming Convention path or another path. If you do not enter a custom path, the program uses the default <i>SQL Server</i> path.
SSIS package subfolder	This field displays the path to the SSIS package configuration file that contains the SQL statements for the ETL process.
SSIS SQL Agent Job Name	This field displays the SQL Agent job that the deployment wizard creates to run the ETL process.

Blackbaud Internet Solutions Post-installation Tasks

After you install **Blackbaud Internet Solutions**, review the following sections.

Confirm Status Complete

To confirm the installation was successful, check these items.

- From the **Start** menu, select **Programs, Blackbaud Internet Solutions, TestConfig** to check the status of the application.

- ❑ From the **Start** menu, select **Programs, Blackbaud Internet Solutions, Plug-in Service TestConfig** to check the status of your services.

Access Your Website

After you confirm **Blackbaud Internet Solutions**'s status, use the default login and password— “Supervisor” and “admin” — to log in. Users with supervisor rights must use complex passwords, and the program prompts you to change the password. A complex password must contain at least eight characters, including at least one uppercase and lowercase letter, as well as at least one number or nonalphanumeric character such as “!,” “@,” and “#.”

► Log in to your website

1. From the **Start** menu on your desktop, select **Programs, Blackbaud Internet Solutions, Administrator's Home Page**. The login screen appears.
2. In the **Login** field, enter “Supervisor.”
3. In the **Password** field, enter “admin.”
4. Click **Login**. A message prompts you to change the password.
5. Enter a password that meets the complexity requirements.

Users with supervisor rights must use complex passwords. A complex password must contain at least eight characters, including at least one uppercase and lowercase letter, as well as at least one number or nonalphanumeric character such as “!,” “@,” and “#.”

6. Click **Login**. **Blackbaud Internet Solutions** opens. You are now ready to work in the program.

Note: For information about how to change the user name and password, see the **Blackbaud Internet Solutions** help file.

Configure the Installation

After you install **Blackbaud Internet Solutions**, you must configure the installation to meet the needs of your organization. You can configure these settings in *Administration*. We recommend that only website administrators or those with supervisor rights in **Blackbaud Internet Solutions** have access to *Administration*.

Merchant Accounts

To process credit card transactions, **Blackbaud Internet Solutions** supports merchant accounts from multiple credit card processors, including Authorize.Net; BeanStream; International Automated Transactions Service (IATS), owned by Ticketmaster; Moneris; PayPal Payflow Pro; and Verus.

In *Merchant accounts*, you set up merchant accounts to process payments through parts and forms. On each part or form that processes payments, you select a merchant account.

Before you configure an account in *Merchant accounts*, you must set up an account with the credit card processor and receive the credentials necessary to access your account. When you configure the merchant account in *Merchant accounts*, you enter the credentials to allow **Blackbaud Internet Solutions** to communicate your transactions to the credit card processor. Remember, the credit card processor provides you with their own merchant account numbers.

- To set up an account with Authorize.Net, complete the merchant inquiry form at <http://www.authorize.net/solutions/merchantsolutions/merchantinquiryform/> or contact them by telephone toll-free at 1-866-437-0476. When you set up an account with Authorize.Net, you receive a vendor login ID and password. To configure a merchant account in **Blackbaud Internet Solutions**, enter the ID and password in *Merchant accounts*.
- To set up an account with BeanStream, contact them by telephone at 250-472-2326 or fax at 250-472-2330. You must complete the application form at http://www.beanstream.com/public/merchant_accounts.asp to set up an account. When you set up an account with BeanStream, you receive a vendor merchant identification number. To configure a merchant account in **Blackbaud Internet Solutions**, enter the identification number in *Merchant accounts*.
- To set up an account with IATS/Ticketmaster, contact them by telephone at 604-682-8455 or toll-free at 1-866-300-4287. You can also contact them by email at IATS@ticketmaster.ca or fax at 310-734-0794. Follow the steps listed at <http://www.iats.ticketmaster.com/setupdocs/BBRE/bb.html> to set up an account. When you set up an account with IATS/Ticketmaster, you receive a vendor login and password. To configure a merchant account in **Blackbaud Internet Solutions**, enter the ID and password in *Merchant accounts*.
- To set up an account with Moneris, complete the online application form at <https://www.moneris.com/index.php?context=/applynow> or contact them by telephone toll-free at 1-866-666-3747 or by fax at 1-866-607-6665. When you set up an account with Moneris, you receive a store identification number and an API token. To configure a merchant account in **Blackbaud Internet Solutions**, enter the identification number and API token in *Merchant accounts*.
- To set up an account with Payflow Pro/PayPal, follow the Get Started steps at https://www.paypal.com/cgi-bin/webscr?cmd=_payflow-get-started-outside or contact them by telephone toll free at 1-888-847-2747. When you set up a Payflow Pro account with PayPal, you receive a vendor login and password. To configure a merchant account in **Blackbaud Internet Solutions**, enter the login and password in *Merchant accounts*.
- To set up an account with Verus Card Services/Sage Payment Solutions, contact them by telephone at 703-848-2980 or toll-free at 1-800-742-3975. You can also apply online at <http://www.sagepayments.com> or contact them by fax at 703-848-9457. When you set up an account with Verus, you receive a vendor login ID and password. To configure a merchant account in **Blackbaud Internet Solutions**, enter the ID and password in *Merchant accounts*.

Note: PayPal has acquired Verisign. If your organization has a Verisign account, PayPal may contact you to convert to a Payflow Pro account. When you convert to Payflow Pro, please contact **Blackbaud Internet Solutions** Support to ensure the program continues to manage your credit card transactions smoothly.

For more information about *Merchant accounts*, see the *Administration Guide*.

Secured Sockets Layer (SSL)

Secure Sockets Layer (SSL) is a protocol to transmit private documents over the Internet. SSL uses a public key to encrypt data transferred over an SSL connection. Mozilla *Firefox*, Microsoft *Internet Explorer*, and other browsers support SSL. **Blackbaud Internet Solutions** permits use of the protocol to safely transmit confidential information, such as credit card numbers and login information.

After you install **Blackbaud Internet Solutions**, you can enable SSL to ensure sensitive data is secure over the Internet. To that end, it is important that you understand the steps necessary to set up SSL.

Digital Certificates in Internet Information Server (IIS)

After you acquire a digital certificate, you can configure it on your **Blackbaud Internet Solutions** web server in Internet Information Server (IIS). Follow the directions from Microsoft at <http://support.microsoft.com/kb/228836/> to add your certificate to your web server. The digital certificate provides the public key that SSL needs to encrypt data. When Blackbaud hosts **Blackbaud Internet Solutions**,

the installation engineer assists in the process. For information about how to obtain a digital certificate, see the *Blackbaud NetCommunity System FAQs* document provided by Blackbaud Professional Services.

Digital certificates relate to only one root domain name, not an IP address or specific server. For example, you do not need to acquire a certificate for `http://www.mydomain.com/netcommunity` or `http://www.mydomain.com/internetsolutions`. Acquire only the certificate for `www.mydomain.com` instead. Additionally, when you configure your digital certificate on your default website, do not set the **Require secure channel (SSL)** option in IIS. This unnecessarily enables SSL across your entire website.

Configure SSL

Blackbaud Professional Services follows a series of procedures to install **Blackbaud Internet Solutions**. If you request for Professional Services to enable SSL during your initial implementation, they use the following steps. If you do not request Professional Services's assistance, you can complete these on your own.

- After the installation, go to the Settings tab in *Sites* to select whether to require SSL on all web pages, administrative pages only, or pages with sensitive information only. For information about *Sites*, see *Sites* on page 55.
- In IIS, the `SSLPage.aspx` (in the **Blackbaud Internet Solutions** virtual directory) is modified. This is the only instance security settings for the SSL certificate are set to **Require Secure Channel (SSL)**.
- If Blackbaud hosts **Blackbaud Internet Solutions** and your web service is on your web server in the hosted environment, we recommend that it be secure. This requires a separate digital certificate on that web server for its domain. This is documented in your *Technical Requirements* document provided by Blackbaud Professional Services.

Additionally, when we host **Blackbaud Internet Solutions**, we configure a digital certificate on the **Blackbaud Internet Solutions** web server for your domain.

SSL on Your Website

By default, when you enable SSL in **Blackbaud Internet Solutions**, only certain parts can use SSL. These parts include the Donation Form, Event Registration Form, Fundraiser, Formatted Text and Images (Secured), Membership Form, Personal Page Manager, and User Login parts. If you set the **RequiresSSL** field to "1" in the **ContentTypes** table in your **Blackbaud Internet Solutions** database, you can add additional parts as secured.

To secure multiple pages on your website, add an empty Formatted Text and Images (Secured) part to any layout in **Blackbaud Internet Solutions**. This way, any web page that uses the layout is automatically secured. For information about layouts, see the *Website Design Guide*.

When a website user is on a page that has a secured part, **Blackbaud Internet Solutions** dynamically configures each image URL, URLs defined in parts, and document file URLs to "https." When a user navigates to any one page that contains an SSL part, the small lock appears on the browser. **Blackbaud Internet Solutions** maintains this secured environment to the next page the user navigates to. It does not matter whether it has an SSL-enabled part. Any data transmitted from these secured pages is encrypted.

Additional SSL Information

To avoid mixing secure domains with nonsecure content, we recommend that you modify **Blackbaud Internet Solutions** background URLs on Menu parts or in your custom CSS to "https://" (instead of "http://"). In addition, we recommend you modify any javascript URLs used in Formatted Text and Images parts to "https://."

In these situations, you can set URLs used to relative URLs. For example, for background images in your styles view, `image?Id= 478` in the URL can be used in a style like this: `background-image: url(view.image?Id= 478);`. In this example, the URL references an image in *Images*. This is resolved to the correct domain during rendering, regardless of security.

We recommend that you sparingly use fixed URLs in styles and javascript because SSL retrieves the images every time it loads a fixed page. It does not matter whether the page is secure.

If you do not enable SSL on the administrative site, but you do enable the client site web pages, mixed mode messages and SSL redirect messages may appear when you switch between administration pages and your website pages.

If you plan to host objects, such as streaming media files or iFrames that reference files hosted elsewhere, consider the issue of combining secure and nonsecure content again. A nonsecure page in an iFrame on the same page as a secured **Blackbaud Internet Solutions** web page is considered mixed content. In each instance, during the design of your site, we recommend you locate mixed areas of content together on the same **Blackbaud Internet Solutions** web server or secured by its own digital certificate.

Field Options

In *Field options*, you can set default privacy settings for profile fields. Privacy settings determine which profile fields are visible to other members of the community. If a field is public, all website users can view it. If a field is private, only the individual site user can view it. To access *Field options* from *Administration*, click **Field options**.

Users can set privacy settings for their profile information in the Profile Display part. The user's settings override the default privacy settings in *Field options*. For example, Home Phone may be marked **Public By Default** in *Field options*, but users can make their phone numbers private on the Profile Display part.

For more information about *Field options*, see the *Administration Guide*.

Sites

In *Sites*, you can configure a variety of settings for your **Blackbaud Internet Solutions** website. For example, you can enter your organization's name, select default web pages, and enter cache settings.

After you install **Blackbaud Internet Solutions**, you must configure the following options on the Settings tab in *Sites*:

- Under **General**, enter the website address in the **Site URL** field. The program uses the site URL for outgoing email and links to web pages. You can also select a default time zone. If you do not select a default time zone, the program uses the date and time zone from the web server.
- Under **Pages**, select your home page and a privacy page that includes your privacy statement. Email from your website must include a link to the privacy page.
- Under **Registration and Login Options**, select whether to require complex passwords for website users. Complex passwords must contain at least eight characters, including at least one uppercase and one lowercase letter, as well as at least one number or nonalphanumeric character such as "!", "@," and "#." Users with supervisor rights must always use complex passwords.

Note: To help you comply with the Payment Card Industry Data Security Standard (PCI DSS), users with supervisor rights must change their passwords at least every 90 days. New passwords cannot match the four previous passwords.

- For **Blackbaud CRM**, under **Blackbaud Enterprise CRM Options**, select the phone types in **Blackbaud CRM** to assign to downloaded telephone numbers, fax numbers, and email addresses.
- To help prevent automated abuse of your website, the program requires a completely automated public Turing test to tell computers and humans apart (CAPTCHA). To use CAPTCHA, you must install reCAPTCHA and configure the installation. To obtain reCAPTCHA, go to <http://recaptcha.net/>. Under **reCAPTCHA**, enter your public and private keys for reCAPTCHA. The program uses CAPTCHA functionality to ensure users are not automated programs to generate spam or phish for payment information.

Note: Before you add parts with email or credit card processing functionality to your website, you must install reCAPTCHA. Until you enter the private and public keys for reCAPTCHA, a warning message appears on these part. Without CAPTCHA, you leave the website vulnerable to automated abuse.

For more information, see the *Administration Guide*.

Web.config File Settings

In the web.config file, you can adjust options related to your website and its overall performance, including settings for custom error pages, the maximum file upload size, and the website timeout.

Custom Error Page Settings

By default, remote users view custom error pages, when specified, and local users view only ASP.NET error pages, which contain rich error information that provides a stack trace. To specify the error pages remote and local users view, you can adjust the `<customErrors mode= />` key of the web.config file.

- To display custom error pages for all remote users and ASP.NET error pages for local users, set the key to `<customErrors mode="RemoteOnly" />`. By default, the key is configured to this setting when you first install **Blackbaud Internet Solutions**.
- To display custom error pages for all users, set the key to `<customErrors mode="On" />`. All users view custom error pages, unless one is not specified. If a custom error page is not specified, the ASP.NET error page appears and describes how to view errors remotely.
- To display only ASP.NET error pages for all users, set the key to `<customErrors mode="Off" />`. All users view ASP.NET error pages, which contain rich error information.

Maximum File Upload Size and Website Timeout Settings

By default, the maximum file upload size setting is 4 MB (4096 KB). This is applicable for an HTTP Runtime request, such as a Fundraiser Synchronize or a Directory search, or an uploaded document, such as for the Document part or an imported email list. To increase this setting, you can adjust the web.config file.

In the system.web section, add or adjust the `maxRequestLength` key in the `<httpRuntime>` element. To increase the maximum number of seconds a request can execute, such as for very large files, you can also adjust the `executionTimeout` key. If you receive an HTTP Runtime error in the event log, increase these settings until you no longer receive the error. For example, to increase the maximum file upload size to 16384 KB and the timeout setting to 1 hour (3600 seconds), adjust the keys in the system.web section to `<httpRuntime useFullyQualifiedRedirectUrl="true" executionTimeout="3600" maxRequestLength="16384" />`.

Note: We recommend you review the Microsoft Knowledgebase article at <http://support.microsoft.com/?id=295626> before you maximize the file size or website timeout settings.

Session Cookie Security Settings

To secure the cookies created by the program for each session, such as to prevent abuse by malicious users, you can add a key to the web.config file. When you add this key, you enter an attribute to encrypt the cookies generated by the program. For security, we recommend the attribute entered be a random string of around 50 characters. In the `<appSettings>` element of the configuration section, enter `<add key="SessionBinderKey" value="[attribute]" />`, where [attribute] is the random character string used to encrypt the cookies.

NetCommunityService.exe.config File Settings

With the NetCommunityService.exe.config file, you can adjust the maximum number of records that download to **Blackbaud Enterprise CRM** at one time. By default, up to 500 records download to **Blackbaud Enterprise CRM** during a routine download. To increase this setting, such as for the demands of web traffic, you can adjust the NetCommunityService.exe.config file.

- To increase the maximum number of records that download to **Blackbaud Enterprise CRM** at one time, adjust the `<add key="REIntegration_MaxRecords" value="500"/>` key, where "500" is the number of records to download.
- To increase the maximum number of constituents and website users that download to **Blackbaud Enterprise CRM** at one time, adjust the `<add key="REIntegration_MaxRecords_ClientUsers" value="500"/>` key, where "500" is the number of records to download.
- To increase the maximum number of personal page records that download to **Blackbaud Enterprise CRM** at one time, adjust the `<add key="REIntegration_MaxRecords_PersonalPages" value="500"/>` key, where "500" is the number of records to download.
- To increase the maximum number of email information records that download to **Blackbaud Enterprise CRM** at one time, adjust the `<add key="REIntegration_MaxRecords_EmailInfo" value="500"/>` key, where "500" is the number of records to download.
- To increase the maximum number of email recipients that download to **Blackbaud Enterprise CRM** at one time, adjust the `<add key="REIntegration_MaxRecords_EmailRecipients" value="500"/>` key, where "500" is the number of records to download.
- To increase the maximum number of newsletter records that download to **Blackbaud Enterprise CRM** at one time, adjust the `<add key="REIntegration_MaxRecords_Newsletters" value="500"/>` key, where "500" is the number of records to download.
- To increase the maximum number of web traffic records that download to **Blackbaud Enterprise CRM** at one time, adjust the `<add key="REIntegration_MaxRecords_WebTraffic" value="500"/>` key, where "500" is the number of records to download.
- To increase the maximum number of Fundraiser email information records that download to **Blackbaud Enterprise CRM** at one time, adjust the `<add key="REIntegration_MaxRecords_FREmailsInfo" value="500"/>` key, where "500" is the number of records to download.
- To increase the maximum number of Fundraiser comments information records that download to **Blackbaud Enterprise CRM** at one time, adjust the `<add key="REIntegration_MaxRecords_FRCommentsInfo" value="500"/>` key, where "500" is the number of records to download.

Configure the Integration with Blackbaud CRM

After you install and configure **Blackbaud Internet Solutions**, you must set up the integration in **Blackbaud CRM**. When you configure the integration, you create the users in **Blackbaud CRM** who can use the Raiser's Edge web service to communicate with **Blackbaud Internet Solutions**. You also set up how transactions download from your website to **Blackbaud CRM**.

► Integrate with Blackbaud Internet Solutions in Blackbaud CRM

1. Configure the installation of **Blackbaud Internet Solutions**. In *System options*, select the phone types in **Blackbaud CRM** to assign to downloaded telephone numbers, fax numbers, and email addresses. For information about how to configure **Blackbaud Internet Solutions**, see *Configure the Installation* on page 52.

2. Log in to **Blackbaud CRM**.
3. In *Analysis*, set up how to download transactions from **Blackbaud Internet Solutions**. To set up the integration in **Blackbaud CRM**, select **Blackbaud Internet Solutions transactions** and perform the following tasks on the Web Transactions page:
 - To allow your database to communicate with **Blackbaud Internet Solutions**, enable the triggers between the programs. To enable the triggers, select **Tasks, Enable triggers** on the menu bar. When the triggers are enabled, changes to your database are communicated between **Blackbaud CRM** and **Blackbaud Internet Solutions**.
 - To specify the data types to assign to information downloaded from **Blackbaud Internet Solutions**, configure the integration. To configure the integration, select **Tasks, Configure integration** on the menu bar. When you configure the integration, you can also select how the integration automatically matches downloaded website users to constituents in **Blackbaud CRM**.
 - To map the data downloaded from **Blackbaud Internet Solutions** to tables in your **Blackbaud CRM** database, update the table mapping. To update the table mapping, select **Tasks, Update id mapping** on the menu bar.

For detailed information about how to integrate **Blackbaud Internet Solutions** in **Blackbaud CRM**, see the *Web Transactions Guide*.

Warning: When you enable and configure *Multicurrency*, it disables some **Blackbaud Internet Solutions** parts, including the Scrolling Donor Display, Fundraiser, Fundraiser Dashboard, Fundraiser Page Element, Fundraiser Report, and Transaction Manager parts. If you use any of these parts on your website, you should remove them before you enable and configure *Multicurrency*. For information about *Multicurrency*, the *Multicurrency Guide*.

Troubleshoot Errors on Your Blackbaud Website

If errors occur when you access **Blackbaud Internet Solutions** after an installation or upgrade, please review this section.

Install Blackbaud Core Components

The first time you use the Infinity Installer to install or upgrade your Blackbaud products, you must install the Blackbaud Core Components on a web server. This feature includes the services required by your Blackbaud online applications. If you do install the Blackbaud Core Components when you first run the Infinity Installer, or if an interruption occurs before the feature is installed, you will receive an error message when you access **Blackbaud Internet Solutions**. Follow the steps in Repair or uninstall features on page 29 to install Blackbaud Core Components.

Update Version Settings

When you install or upgrade **Blackbaud NetCommunity** and **The Raiser's Edge** web service, the application version numbers in the **Blackbaud CRM** web.config file do not automatically update. If the version numbers do not match, an error may appear on the configuration test page. You must enter the correct version numbers after each installation or upgrade.

From the web.config file in the \bbappfx\root\BBNCSvc folder, you can enter the correct version numbers. In the appSettings section of the web.config file, add keys to define the full version number for **Blackbaud NetCommunity** and **The Raiser's Edge** web service. Follow the format "major.minor.build.patch" to enter this value.

- ❑ To configure the **Blackbaud NetCommunity** version number, enter `<add key="BBNC_VERSION" value="[attribute]"/>`, where [attribute] is the full version number.
- ❑ To configure **The Raiser's Edge** web service version, enter `<add key="RE7API_VERSION" value="[attribute]"/>`, where [attribute] is your current version of **The Raiser's Edge**.

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For users with **Blackbaud CRM**, **Blackbaud Direct Marketing**, and **ResearchPoint**, the program includes several administrative utilities that you can access after you install the program. These utilities are built on the same ClickOnce technology as the client software, and you can use them to monitor your **Application Server's** web and SQL servers, initialize new databases, configure your *Report Server*, and enable the *AddressAccelerator* and *Postal Saver* functionality.

Access the Administrative Utilities

To access the administrative utilities page, open the application start page.



Browser
Launch the ClickOnce application that allows you to browse and update your data.



Web dashboard
Create visual overviews of your data using charts, gauges and other nifty widgets, and organize these views using pages and folders.



Mobilize
Browse your data on a mobile phone or other web-enabled handheld device.



Utilities
Download utilities and add-ins to popular applications such as Microsoft Excel and Vista Sidebar, or view various reference documents.



Endpoints
Browse the API's various endpoints and view their documentation.



Web shell (coming soon)
Browse and update your data through the web browser interface.

On the application start page, click **Utilities**. The Utilities, Gadgets and Reference page appears.

Utilities, Gadgets and Reference

Gadgets

Name	Description
KPI Gadget for Windows Vista Sidebar	A Gadget for Windows Vista Sidebar that displays the current status for a KPI defined in the application.
Web Dashboard Gadget for Windows Vista Sidebar	A Gadget for Windows Vista Sidebar that displays a web dashboard part.

ClickOnce Utilities

Name	Description
Blackbaud WebEvent Profiler	The WebEventProfiler can be used to monitor a web server to assist in troubleshooting and detecting bottlenecks.
Blackbaud SQL Snapshot Utility	The SQLSnap utility can be used to monitor active requests being serviced by SQL Server.
Blackbaud Excel Add-in	Installs the Blackbaud Excel Add-in for Microsoft Office Excel.
Blackbaud Excel Add-in Deployment Utility	The Blackbaud Excel Add-in Deployment Utility installs the Blackbaud Excel Add-in and its prerequisites.
Raiser's Edge Marketing Integration Component	The Raiser's Edge Direct Marketing plugin integrates direct marketing functionality into The Raiser's Edge.
Address Validation Registry Settings	The Address Validation installs the appropriate keys for using Address Accelerator with Direct Marketing.
Address Validation Service Deployment	The Address Validation Install is used to both install the address validation servicer and configure the web server for address validation.
Blackbaud Communications Word Add-in	Installs the Blackbaud Communications Word Add-in for Microsoft Office Word.
Blackbaud Communications Word Add-in Deployment	The Blackbaud Communications Word Add-in Deployment Utility installs the Blackbaud

In addition to the ClickOnce utilities, this page also includes a configurable KPI gadget for Microsoft *Windows Vista*, a web dashboard gadget, and reference documentation for the **Application Server**.

WebEvent Profiler Utility

The Blackbaud WebEvent Profiler utility provides a visual representation of web server activity. It can be used to troubleshoot and also to verify that the web server is active. For example, this is useful when you configure an automation or load test and want to perform a test run.

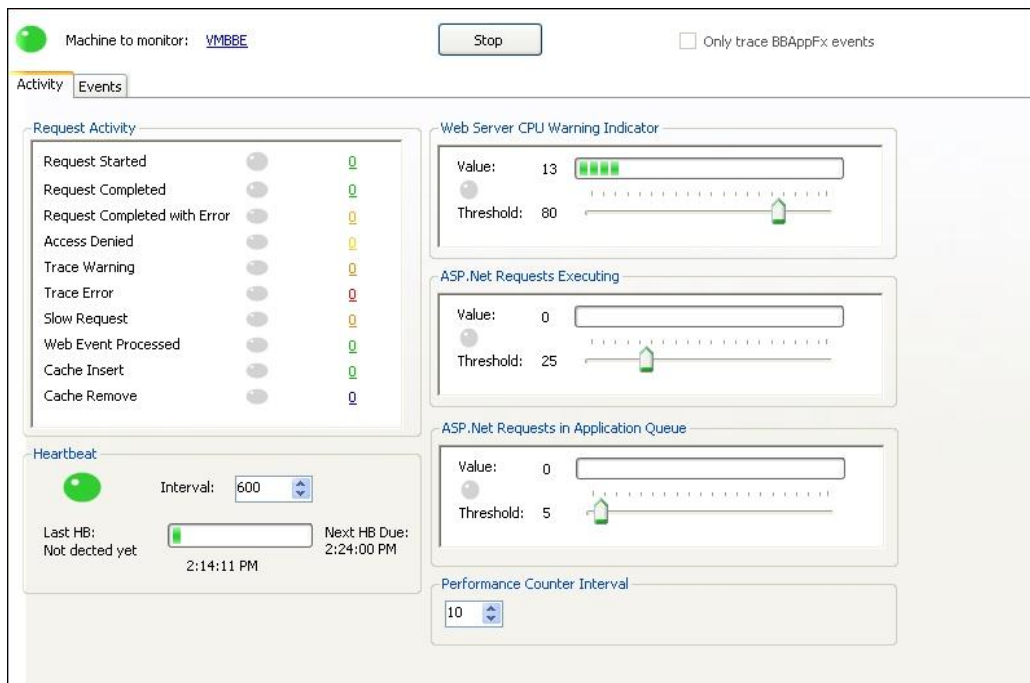
This utility is also useful to diagnose problems unique to timing issues that only occur during load tests. Because you can see every event as it occurs in sequence, you can get a better feel for the sequence of events before a particular error occurs.

The WebEvent Profiler uses Windows Management Instrumentation (WMI) extensions to gather and provide information and notification about your server.

To use the WebEvent Profiler effectively, you must modify your web.config file.

► Use the WebEvent Profiler to monitor your web server

1. On the Blackbaud application start page, click **Utilities**. The Utilities, Gadgets and Reference page appears.
2. Under **ClickOnce Utilities**, click **Blackbaud WebEvent Profiler**.
3. The utility downloads, and a security warning confirms that you want to run the application. Click **Run**. The Blackbaud AppFx WMI WebHealth Monitor appears.

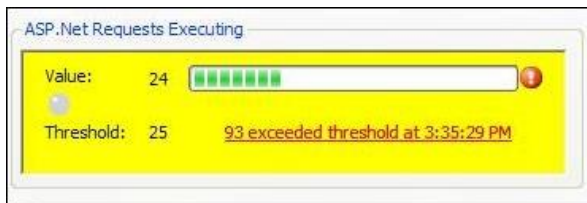


4. To select the web server to monitor, click **Click here to select Web Server**.

Note: To monitor the web server with the WebEvent Profiler utility, you must have administrator rights on the **Application Server**.

5. To only monitor events generated by the **Application Server**, select **Only trace BBAppFx events**.
6. Click **Start**. The utility begins to monitor the web server.

7. On the Activity tab, you can view several diagnostic measures.
 - The **Request Activity** frame is modeled after the blinking bulbs on a network switch. You can view this panel to get a feel for the rate of activity on your server for each event type. For example, if the Access Denied bulb blinks steadily, a problem probably exists somewhere in the program. Beside the bulb is a running counter with the number of detected events. The warning and error icons display tooltips of the message in the last event of that type.
 - Under **Heartbeat**, the bulb is green or red. The heartbeat queries the web server and verifies it is responding. If the bulb is red, a heartbeat has not been detected and is considered overdue. Note that you have to route the heartbeat event and also match the Interval in the panel to the <healthMonitoring> heartbeatInterval attribute in order for this panel to be meaningful.
 - In the **Web Server CPU Warning Indicator**, **ASP.Net Requests Executing**, and **ASP.Net Requests in Application Queue** frames, you can use the sliders to set thresholds for what you consider to be normal values for the counters. If the value of a counter ever exceeds the threshold, the gauge trips, turns yellow, and displays the time it was tripped.



To reset the gauge, click on the message that appears. The gauges use standard Windows Performance Counters checked at the interval you select under **Performance Counter Interval**.

8. On the Events tab, information appears about each WebEvent that the utility detects, including the user who initiated the request that triggered the event.
9. To stop monitoring the web server, click **Stop**.

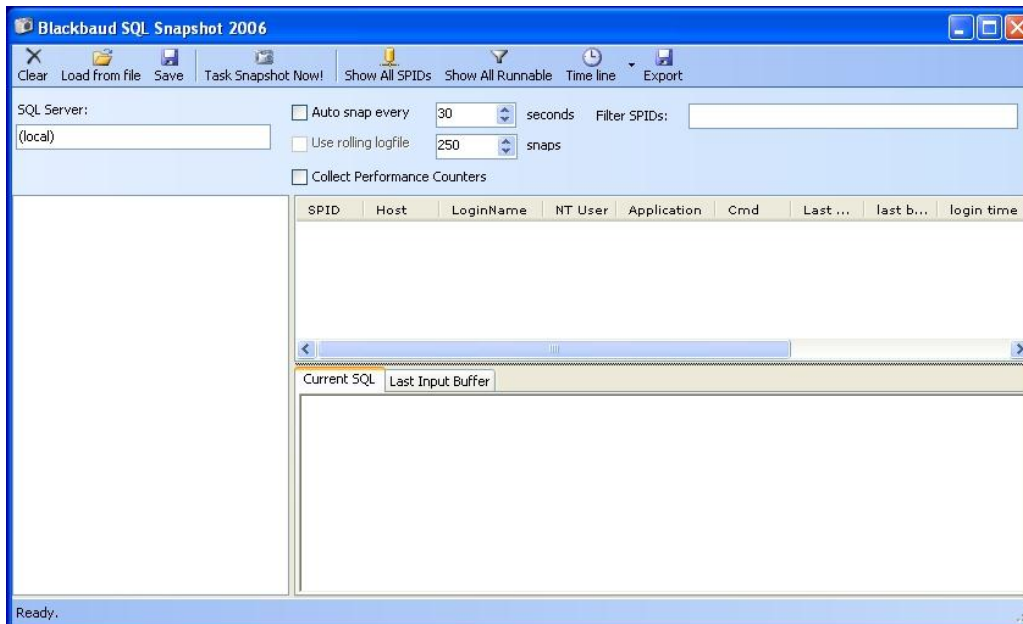
SQL Snapshot Utility

To help troubleshoot intermittent database errors, especially random “lock-ups” or slowdowns, you can use the SQL Snapshot Utility. The SQL Snapshot Utility can take a snapshot of all database activity to identify the SQL statements that occurred at a given time. You can take snapshots of the server at set intervals, keep a rolling logfile, filter the captured activity, and save or export snapshots.

The SQL Snapshot Utility uses Windows Management Instrumentation (WMI) extensions to gather and provide information and notification about your server.

► Use the SQL Snapshot Utility to monitor your SQL server

1. On the Blackbaud application start page, click **Utilities**. The Utilities, Gadgets and Reference page appears.
2. Under **ClickOnce Utilities**, click **Blackbaud SQL Snapshot Utility**.
3. The utility downloads, and a security warning confirms that you want to run the application. Click **Run**. The Blackbaud SQL Snapshot 2006 screen appears.



4. In the **SQL Server** field, enter the server to monitor. The default is “(local).”

Note: To monitor activity with the SQL Snapshot Utility, you must have administrator rights on the SQL server.

5. After you specify the server, several options are available.
 - To manually take a snapshot of the server’s SQL activity, click **Task Snapshot Now!** Captured snapshots appear in the pane on the left side of the screen.

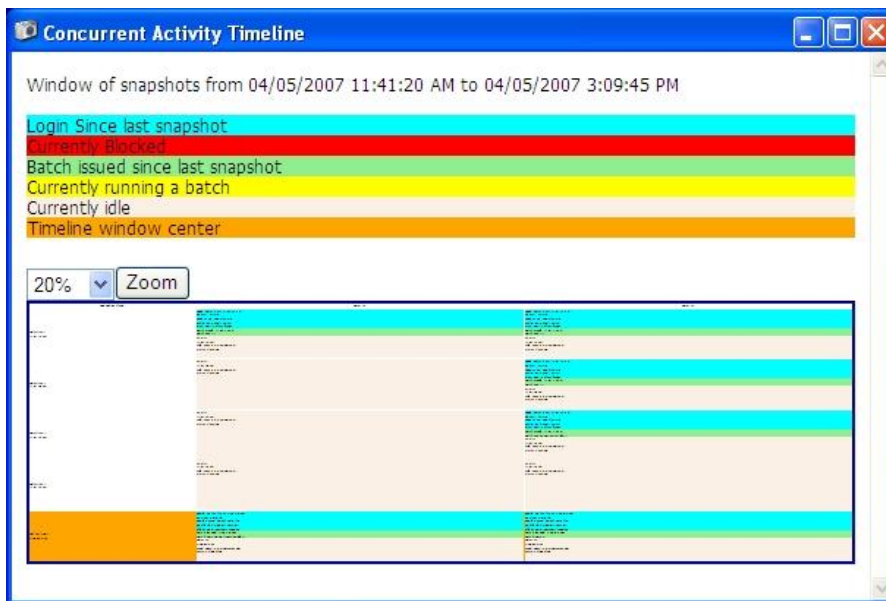


- To automatically take snapshots of activity on a regular basis, select **Auto snap every** and enter the number of seconds between snapshots in the field.
- To limit the number of snapshots taken automatically, select **Use rolling logfile** and enter the number of snapshots to take in the field.
- To collect SQL and Machine/NT performance counters, select **Collect Performance Counters**. To view this information, double-click a snapshot in the pane on the left side of the screen.

- To view activity information for a snapshot, select it in the pane on the left side of the screen. The activity information appears in the grid on the right.

SPID	Host	LoginName	NT User	Application	Cmd	Last ...	last b...	login time
17		sa			TASK ...	784	04/05...	04/05/2007
18		sa			TASK ...	784	04/05...	04/05/2007
19		sa			TASK ...	784	04/05...	04/05/2007
20		sa			TASK ...	784	04/05...	04/05/2007
21		sa			TASK ...	784	04/05...	04/05/2007
51	VM-PD...	BBNT\peterjo	peterjo	Report Se...	AWAIT...	39	04/05...	04/05/2007
52	VM-PD...	BBNT\peterjo	peterjo	Report Se...	AWAIT...	0	04/05...	04/05/2007
53	VM-P...	BBNT\pet...	peterjo	SQLSnap ...	SELECT	0	04/05...	04/05/2007

- To view the SQL command processed by the client and the data from the client that triggered the activity, select an item in the grid on the right. Detailed information appears on the Current SQL and Last Input Buffer tabs. The Current SQL tab displays the SQL command processed from the client, in context. The Last Input Buffer tab displays the data sent from the client that triggered the activity. By default, only active SQL activity appears.
- To make all SQL activity visible, click **Show All SPIDs**.
- To view all activity based on status, click **Show All Runnable**.
- To view a graphical representation of the captured snapshots, click **Time line** and select **Time line (connections with activity)** or **Time line (all connections)**.



- To filter activity by SPID, enter the SPID number to view in the **Filter SPIDs** field. To view multiple numbers, enter them in a comma-separated list.

Excel Add-in Utilities

To access data from the program in Microsoft *Excel 2007*, you can install the Microsoft *Excel* add-in. Under **ClickOnce Utilities**, two utilities are available to install this add-in.

- The Blackbaud Excel Add-in utility installs the add-in only. To use this utility, you must already have all prerequisites in place for the add-in.
- The Blackbaud Excel Add-in Deployment Utility installs the add-in and any missing prerequisites. For some of the prerequisites, the deployment utility may require administrative rights.

Note: To install the Microsoft *Excel* add-in, you must have Microsoft *Office 2007*. In addition, you must install *Windows Installer 3.1*; *.NET Framework 3.5*, Service Pack 1; Microsoft *Office 2007 Primary Interop Assemblies*; and *Visual Studio Tools for the Office System 3.0 Runtime*, Service Pack 1. If you do not have these prerequisites, the Blackbaud Excel Add-in Deployment Utility can install them. For some of the prerequisites, the deployment utility may require administrative rights.

After you install the add-in, a Blackbaud tab appears the next time you open *Excel*. With this tab, you can select ad-hoc queries, data lists, and KPIs from the program to pull data from your database into a spreadsheet. You can then use the tools in *Excel* to perform calculations on the data and adjust the presentation. The data from the program is live, which means it is refreshed automatically each time you open the spreadsheet and you can also refresh it manually. In addition, you can send the spreadsheet to application users with access to the records in the program, and the data is still live, even if they have not installed the add-in.

On the Blackbaud tab in *Excel*, you select whether to pull data from an ad-hoc query, data list, or KPI. Next, you select the database and the data to pull into the spreadsheet. If necessary, you then select a context record to specify where to access data in the program. For example, to view a data list of constituent giving history, you must select a constituent record. The data appears in the spreadsheet, along with the available parameters, which you can use to filter the data. When you select a parameter, the data automatically refreshes. If you select a context record for the data, a parameter allows you to change the context record to pull data from a different record into the spreadsheet.

► Install the Microsoft Excel add-in and its prerequisites

1. On the Blackbaud application start page, click **Utilities**. The Utilities, Gadgets and Reference page appears.
2. Under **ClickOnce Utilities**, click **Blackbaud Excel Add-in** or **Blackbaud Excel Add-in Deployment Utility**.
 - If you already installed the prerequisites for the add-in, click **Blackbaud Excel Add-in**. This utility installs the add-in only.
 - To install the prerequisites along with the add-in, click **Blackbaud Excel Add-in Deployment Utility**.
3. The utility downloads, and a security warning confirms that you want to run the application. Click **Run**.
4. For the Blackbaud Excel Add-in Deployment Utility, a license agreement screen appears. To accept the terms, click **Accept**.
5. The Microsoft Office Customization Installer screen appears. Click **Install**.
6. When the installation is complete, a confirmation screen appears.

The next time you open Microsoft *Excel 2007*, the Blackbaud tab appears.

Word Add-in Utility

Before you run a correspondence process, we recommend you create a correspondence letter template in Microsoft *Word*. The letter template is the form merged with constituent data to create the correspondence your organization sends to constituents. For example, the letter may read “Dear [constituent name], Thank you for your recent visit to our organization. It was a pleasure to visit [spouse] as well.”

When you first create the letter template in *Word*, generate a header file to use in the template for merged fields. The header file exports in a comma-separated values (*.csv) format.

After you create the letter template, you must add the correspondence process. When you create the process, you select the letter template, output format, and selection of constituents to receive the correspondence. With the process, you can generate the merged correspondence for the selected constituents.

If you use Microsoft *Word 2007*, you can use the Blackbaud Communications add-in to easily select and insert merge fields from your database and add a correspondence process as you create a document for a mailing in *Word*. For information about this add-in, see Microsoft Word Add-in for Blackbaud Communications on page 68.

Microsoft Word Add-in for Blackbaud Communications

If you use Microsoft *Word 2007*, you can use the Blackbaud Communications *Word* add-in to access information from your database from *Word*. When you install the add-in, a **Blackbaud Mailings** group appears on the Mailings tab of the ribbon in *Word*. For information about how to install the add-in, see Install the Microsoft Word 2007 Add-in for Blackbaud Communications on page 68.

From the **Blackbaud Mailings** group, you can select the merge fields from the program to use and set up a correspondence process as you create a document for a mailing in *Word*.

Note: To use the add-in options in the **Blackbaud Mailings** group, you must first log in to the program and your database. To log in to the program from Microsoft *Word*, click **Blackbaud Mailings**. The login screen appears so you can enter your login credentials and select the database to work with.

Install the Microsoft Word 2007 Add-in for Blackbaud Communications

To use the Blackbaud Communications add-in, you must first install it from the **Utilities** link on the Start screen. When you install the add-in, a **Blackbaud Mailings** group appears on the Mailings tab of the ribbon in Microsoft *Word 2007*. With the add-in, you can select the merge fields from your database to use and set up a correspondence process as you create a document in *Word*.

To install the add-in, click **Utilities** on the Start screen. On the Utilities, Gadgets and Reference page, click **Blackbaud Communications Word Add-in Deployment Utility** under **ClickOnce Utilities**. The Microsoft Office Customization Installer screen appears and automatically installs the add-in and any prerequisites.

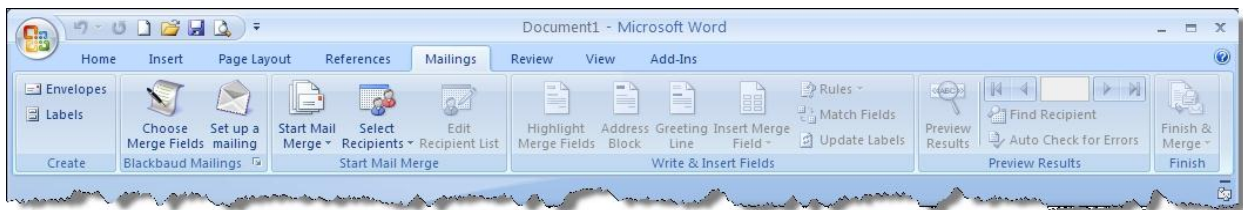
Note: To install the Microsoft *Word 2007* add-in for Blackbaud Communications, in addition to Microsoft *Office 2007*, you must also have *Windows Installer 3.1*; *.NET Framework 3.5*, service pack 1; *Microsoft Office 2007 Primary Interop Assemblies*; and *Visual Studio Tools for the Office System 3.0 Runtime*, service pack 1 installed. If you do not have these prerequisites installed, the deployment utility automatically installs them. To install some prerequisites, the deployment utility may require administrative rights. If you already have the prerequisites installed, you can click **Blackbaud Communications Word Add-in** under **ClickOnce Utilities** to install only the plug-in.

Choose Merge Fields

With the Blackbaud Communications add-in, you can add merge fields as you create a document for a mailing in Microsoft *Word 2007*. When you generate a correspondence output, the program replaces the merge fields with information from the data fields selected for the mailing.

► Select the merge fields from the program to use in Microsoft Word 2007

1. In Microsoft *Word 2007*, open or create the document to add merge fields in.
2. On the ribbon, select the Mailings tab.



3. In the **Blackbaud Mailings** group, click **Choose Merge Fields**.
4. If you are not currently logged in to the program and your database, the login screen appears.

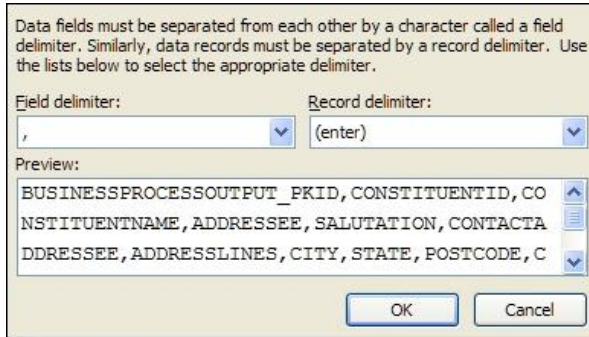
- a. In the **Login as** field, enter your login credentials.
 - b. In the **to** field, select the database to use to select merge fields.
 - c. Click **OK**.
5. The Choose merge fields screen appears.

In the **Merge fields** field, select the type of merge fields to include in the document. In the box, the merge fields included in the selected type appear.

6. In the **Save mail merge header file as** field, select where to save the header file of the selected merge fields.
 - a. Click **Browse**. The Save as screen appears.
 - b. In the **Save in** field, browse to the location on your workstation or network to save the header file.
 - c. In the **File name** field, enter the name with which to save the header file.

Note: You can only save the header file as a comma-separated value (*.csv) file.

- d. Click **OK**. You return to the Choose merge fields screen.
7. Click **OK**. The Header Record Delimiters screen appears.



8. In the **Field delimiter** field, select “,”.
9. In the **Record delimiter** field, select “(enter)”.
10. Click **OK**. You return to the document file in Microsoft *Word*.
11. To add the selected merge fields to the document, click **Insert Merge Fields** in the **Write & Insert Fields** group on the Mailings tab of the ribbon. For information about the **Write & Insert Fields** group, see the Microsoft *Word* user documentation.

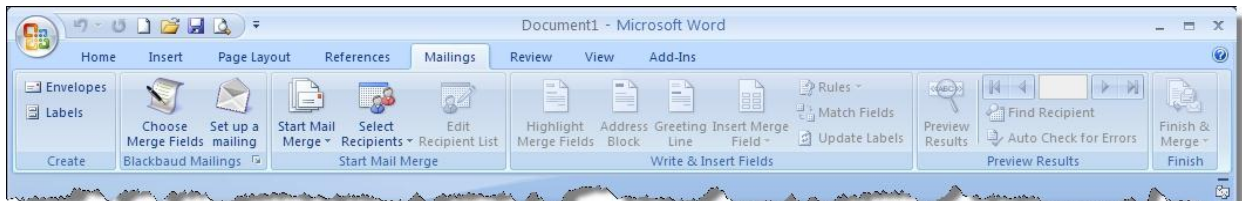
Warning: If you share a *Word* document that contains merge fields from your database with another user, you must also share the header file generated for the document file to function correctly for that user.

Set Up a Mailing

With the Blackbaud Communications add-in, you can create a correspondence process as you create a document for a mailing in Microsoft *Word 2007*. After you create a correspondence process in *Word*, the status page of the process automatically appears so you can run the process and use the document to generate the correspondence output.

► Create a correspondence process for a document file in Microsoft Word 2007

1. In Microsoft *Word 2007*, open or create the document for which to create a correspondence process.
2. On the ribbon, select the Mailings tab.



3. In the **Blackbaud Mailings** group, click **Set up a mailing**.

Note: Before you can set up a correspondence process for a document in *Word*, you must first save the document file. If you have not yet saved the *Word* document when you click **Set up a mailing**, the Save As screen appears so you can save the document.

4. If you are not currently logged in to the program and your database, the login screen appears.

- a. In the **Login as** field, enter your login credentials.
 - b. In the **to** field, select the database to use the correspondence process.
 - c. Click **OK**.
5. The Add a mailing screen appears.

Enter a unique name and description to identify the correspondence. For example, enter a description to explain the reason for the correspondence and its recipients.

6. In the **Merge fields** field, select the type of merge fields to use with the correspondence. In the box, the merge fields included with the selection appear.

Note: With the Blackbaud Communications add-in, you can click **Choose Merge Fields** to select the merge fields in your database to use when you create the document file in Microsoft *Word 2007*. If you perform the **Choose Merge Fields** task before you click **Set up a mailing**, the **Merge fields** field automatically displays the merge fields selected during the **Choose Merge Fields** task. For information about how to use the add-in to select merge fields, see *Choose Merge Fields* on page 68.

7. If you select to use the merge fields for a Formatted mail correspondence output, select the processing options for the mailing, such as the formats of the addresses and names generated by the correspondence process.
 - a. Click **Options**. The processing options screen appears.

- b. In the **Name format** field, select the name format processing options to use for addressees and salutations in the correspondence.
 - c. In the **Address format** field, select the address processing option to use with the correspondence.
 - d. To ensure a household does not receive duplicate mail, mark **If individuals are members of the same household, mail to the household only**. When you mark this checkbox, if the selection includes individual constituents recognized as members of the same household in your database, the household receives only one piece of correspondence.
 - e. Click **OK**. You return to the Set up a mailing screen.
8. Under **Criteria**, click the binoculars in the **Selected constituents** field and use the Selection Search screen to select the constituents to receive the correspondence.

To specify additional constituents in the selection to not receive the correspondence:

- a. Click **Exclusions**. The Exclusions screen appears.

- b. In the **Consider exclusions as of** field, select whether to exclude constituents that meet the exclusion criteria as of the current date or another date. If you select “<Specific date>”, select the date in the additional field that appears.
 - c. Under **Exclusions**, mark the checkboxes of the solicit codes of the constituents to exclude from the correspondence process, and select whether to exclude deceased or inactive constituents.
 - d. Click **OK**. You return to the Set up a mailing screen.
9. Under **Results**, select how to handle the constituents selected to receive the mailing.

- To track the constituents' inclusion in the mailing, mark **Update constituent record with mailing** and select the correspondence code to describe the mailing. In the **Comments** field, enter any additional information about the mailing. When you run the correspondence process, the program automatically adds the correspondence code on the Communications pages of the constituents included in the mailing, along with any comments entered.
 - To create a selection of the constituents included in the mailing when you run the correspondence process, mark **Create constituent selection from results**. In the **Selection name** field, enter a name to help identify the selection. To replace any existing selection with the same name when the program creates the selection, mark **Overwrite existing selection**.
10. Click **Save**. The status page of the correspondence process appears. From the status page, you can run the process and generate the mailing output.

Tip: When you add a mailing through the add-in, you can configure less options for the correspondence process than through the program. When you create a mailing through the add-in, we recommend you edit the correspondence process in the program to further configure its options.

Address Validation Registry Settings Utility

The Address Validation Registry Settings utility installs the required registry keys to use *AddressAccelerator* or *Postal Saver* with **Blackbaud Direct Marketing**. This is only necessary if you use **Blackbaud Direct Marketing**. It will not work unless *AddressAccelerator* or *Postal Saver* is already installed.

To run the utility, click **Utilities** on the Blackbaud application start page. The Utilities, Gadgets and Reference page appears. Click **Address Validation Registry Settings**. The utility downloads, and a security warning confirms that you want to run the application. Click **Run**. If the utility is successful, a notification screen appears.



Click **OK** to close the screen.

Address Validation Service Deployment Utility

With the Address Validation Service Deployment utility, you can configure your web server to use the address correction service *AddressAccelerator* to validate addresses in your database. *AddressAccelerator* updates and CASS-certifies addresses to ensure that mailings reach their intended recipients.

Note: *AddressAccelerator* provides CASS certification through Satori Software, Inc., an official CASS certification agent.

When you update addresses with *AddressAccelerator*, you can:

- Update addresses with missing information and correct misspellings.
- Correct missing or incorrect 5-digit Zip codes.
- Add ZIP+4 codes to an address.

- Add carrier route codes and delivery point codes.
- Standardize street addresses.
- Update an entire mailing list or verify a single address.
- Automatically CASS certify addresses to qualify you for postal discounts on mailings. The CASS certification is valid for 180 days.

AddressAccelerator exposes a Windows Communication Foundation endpoint with the application server as a client. Any *AddressAccelerator* requests from the browser are sent through the application server to the WCF service.

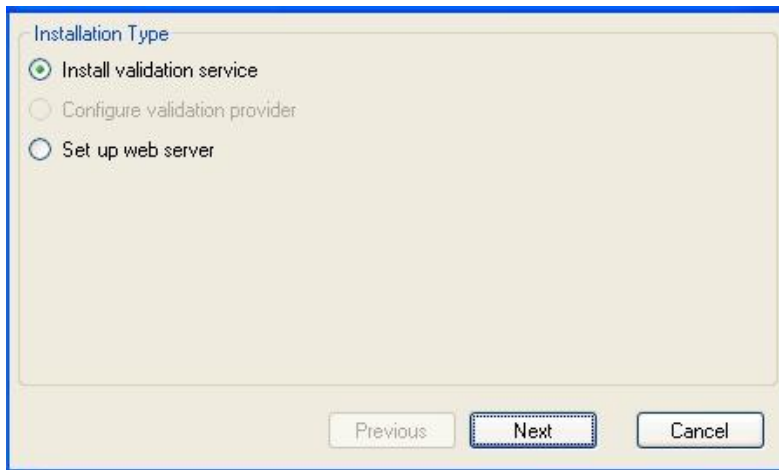
If you choose to use a validation provider other than Satori, you can configure and extend to a different provider. For more information, see *Configure a validation provider* on page 78.

► Install the Blackbaud Address Validation Service

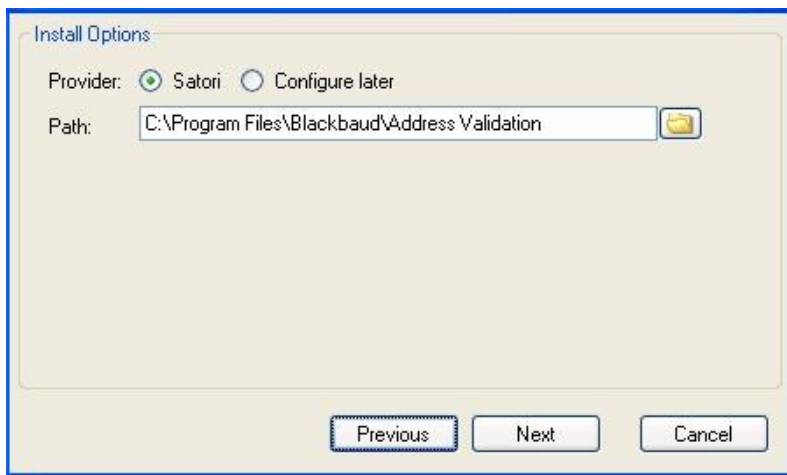
1. On the Blackbaud application start page, click **Utilities**. The Utilities, Gadgets and Reference page appears.

Note: Before you install the Blackbaud Address Validation Service, you must install *AddressAccelerator* if you are using Satori as your address validation provider. For information about the installation, go to the Downloads page on www.blackbaud.com. After you install *AddressAccelerator*, go to the Postal Tools folder that you create during the installation and run the Update.exe file.

2. Click **Address Validation Service Deployment**. The Address Validation Install utility appears.



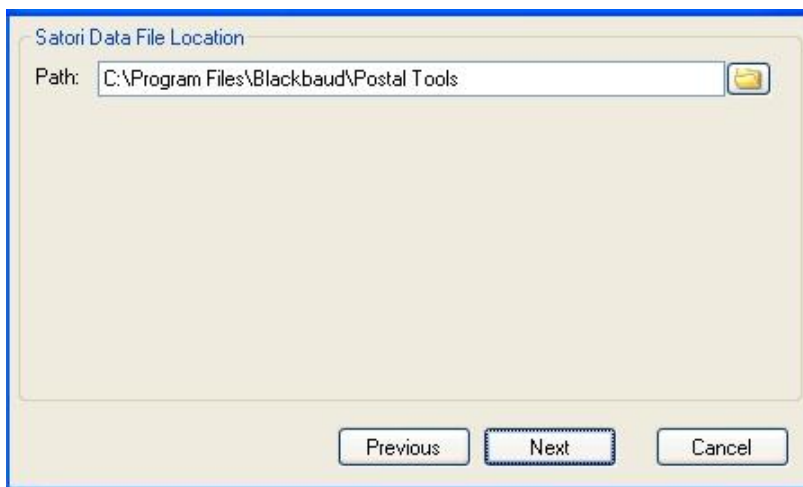
3. Under **Installation Type**, select **Install validation service**.
4. Click **Next**.



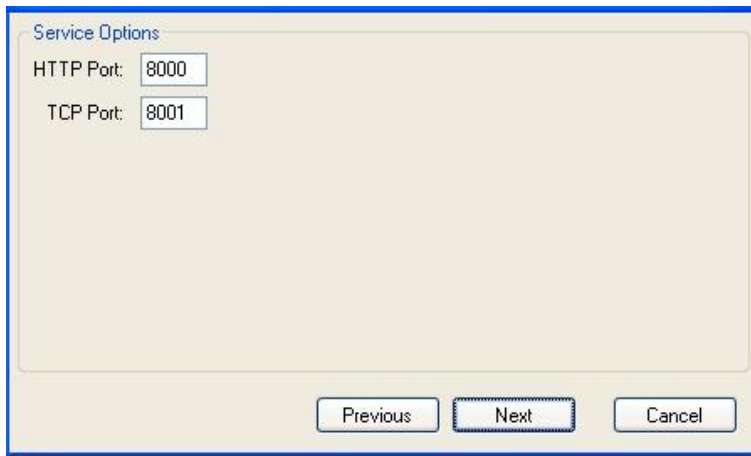
5. Under **Install Options**, select **Satori** and enter the location to install the Address Validation Service.

Warning: To configure your validation provider at another time, select **Configure later**. Remember, you must configure a validation provider prior to using Address Validation Service. For information about configuring Satori as your validation provider or extending to another provider, see [Configure a validation provider](#) on page 78.

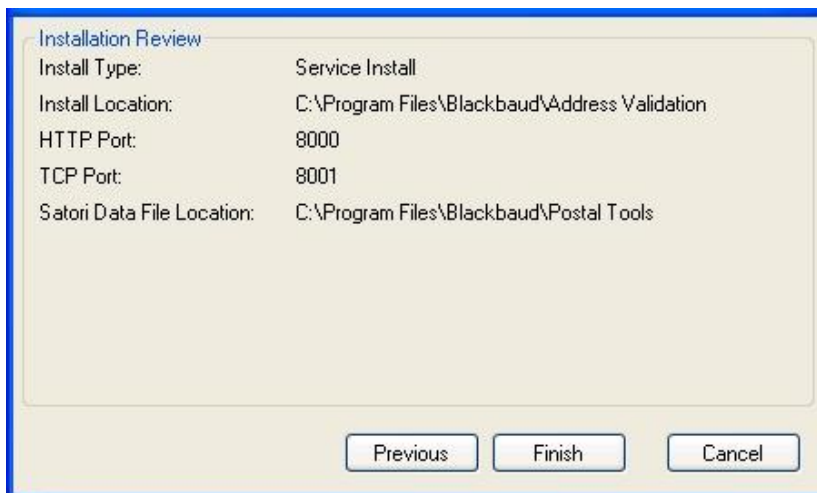
6. Click **Next**.



7. Under **Satori Data File Location**, locate the Postal Tools folder that you create when you install *AddressAccelerator*.
8. Click **Next**.



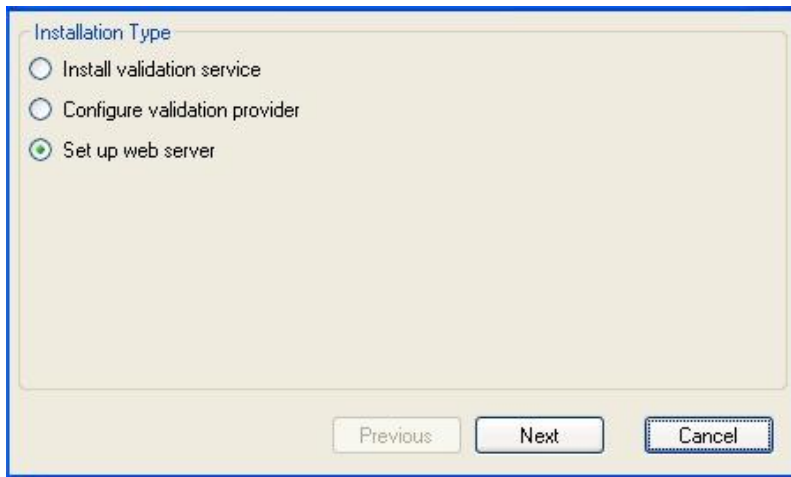
9. Under **Service Options**, enter the HTTP and TCP ports.
10. Click **Next**.



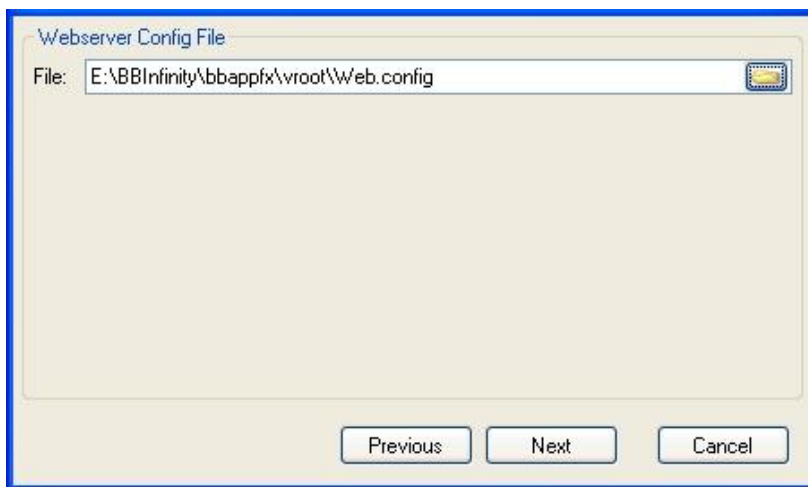
11. Under **Installation Review**, the utility displays your installation settings. To install, click **Finish**. To configure your web server, see [Configure your web server](#) on page 76.

► **Configure your web server**

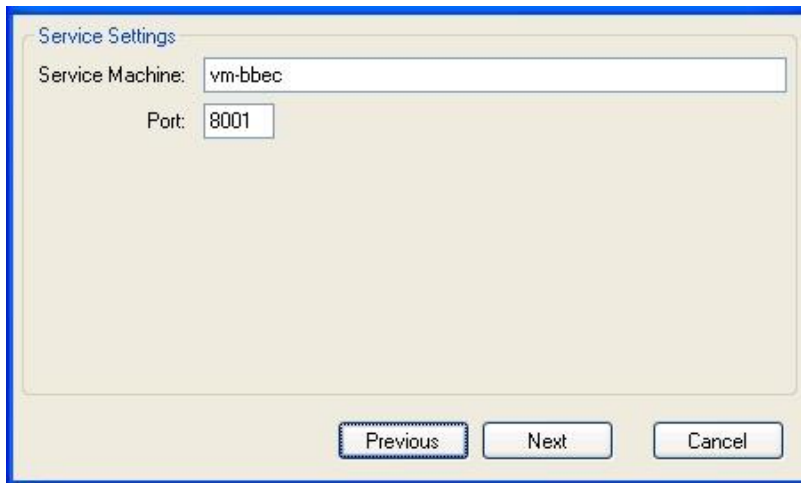
1. On the Blackbaud application start page, click **Utilities**. The Utilities, Gadgets and Reference page appears.
2. Click **Address Validation Service Deployment**. The Address Validation Install utility appears.



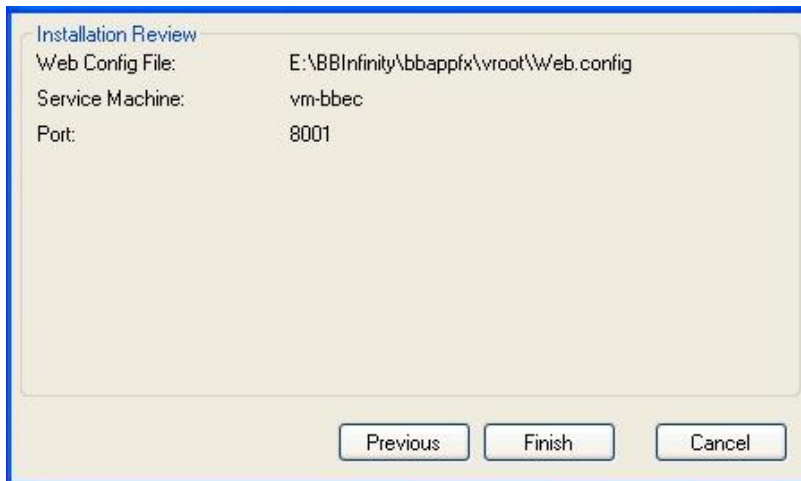
3. Under **Installation Type**, select **Set up web server**.
4. Click **Next**.



5. Under **Webserver Config File**, browse to the program's web.config file.
6. Click **Next**.



7. Under **Service Settings**, enter the name of the web server and the same HTTP port you entered for the Address Validation Service.
8. Click **Next**.



9. Under **Installation Review**, the utility displays your installation settings. To install, click **Finish**.

After the installation is complete, you can set up address validation in the program. For more information, see [Configure address validation in the program on page 83](#).

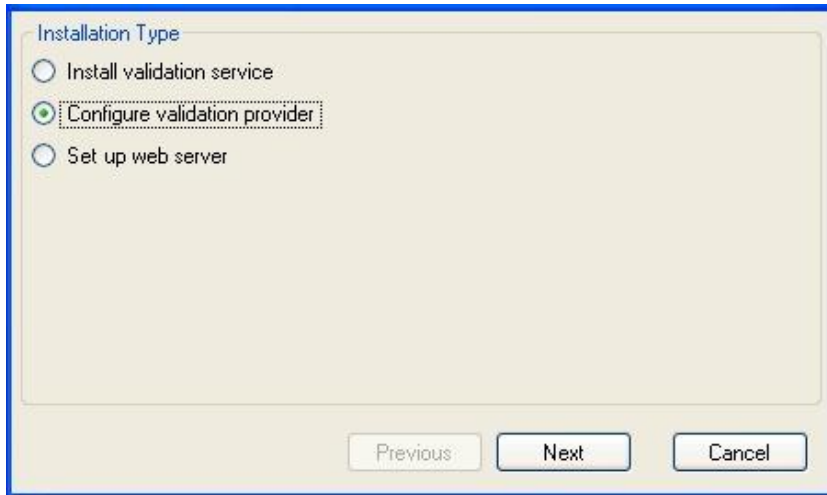
To validate addresses, you must configure a validation provider. If you have not yet configured a validation provider, see [Configure a validation provider on page 78](#).

► **Configure a validation provider**

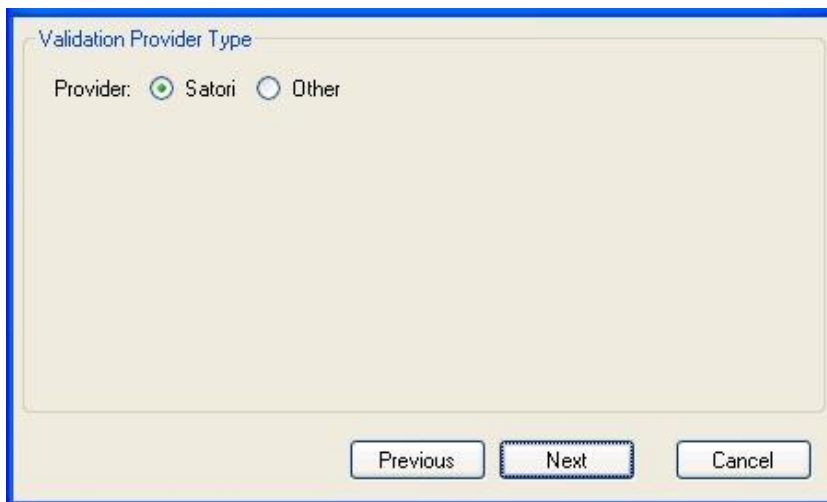
When you install Blackbaud Address Validation Service, if you select to configure your validation provider at a later time, use this procedure to configure Satori or extend to another validation provider. To extend to another validation provider, create a new Class Library project and add a reference to the `Blackbaud.AppFx.AddressValidation.Service.exe`. Create a class within this project which implements the four interfaces required for address validation providers: `IValidationProvider`, `IAddressValidation`, `IAddressBrowser`,

and IAddressPresort. Once complete, build and copy the .dll file to a location on your address validation server. In the following procedure, you are prompted to map to this .dll file.

1. On the Blackbaud application start page, click **Utilities**. The Utilities, Gadgets and Reference page appears.
2. Click **Address Validation Service Deployment**. The Address Validation Install utility appears.

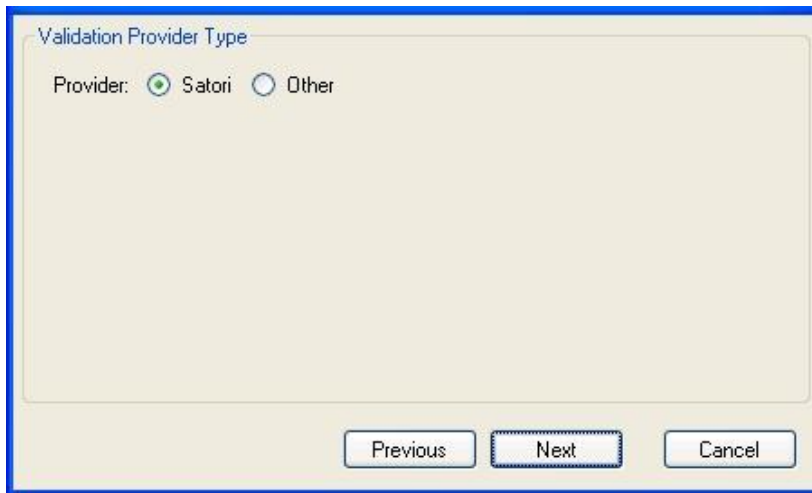


3. Under **Installation Type**, select **Configure validation provider**.
4. Click **Next**.

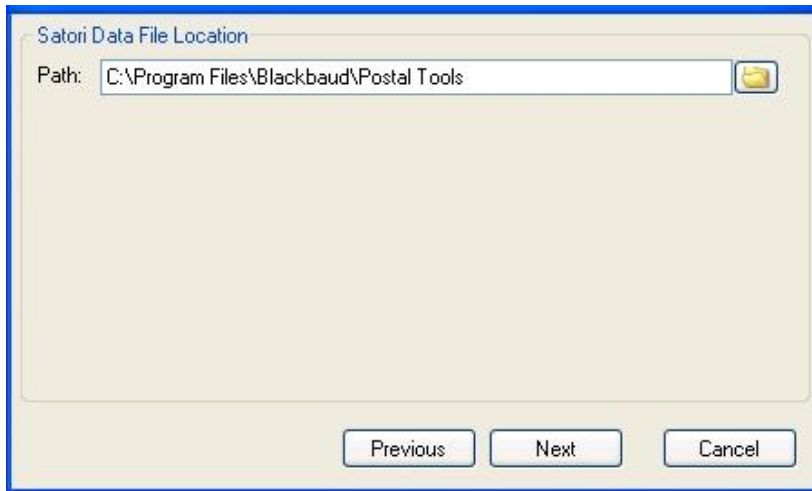


5. To configure Satori as your validation provider, follow the steps below. To configure a validation provider other than Satori, see Step 6.
 - a. Under **Validation Provider Type**, select **Satori**.

Note: Before you configure the validation provider for Satori, you must install *AddressAccelerator*. For information about the installation, go to the Downloads page on www.blackbaud.com. After you install AddressAccelerator, go to the Postal Tools folder that you create during the installation and run the Update.exe file.

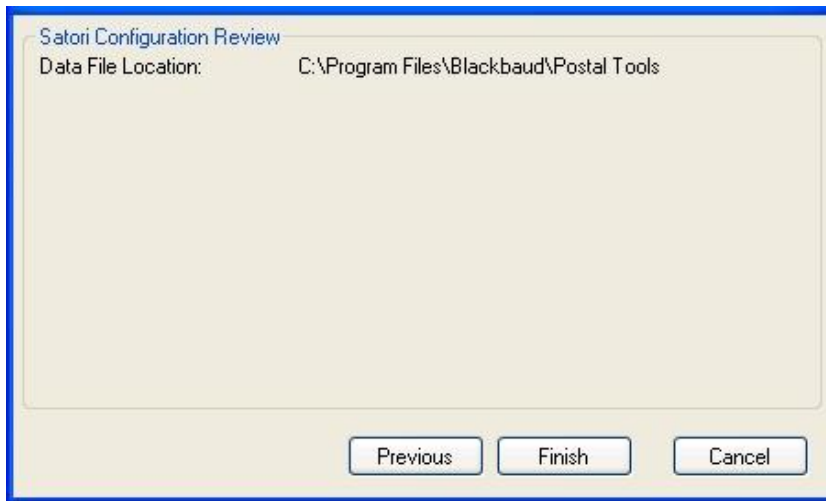


b. Click **Next**.



c. Under **Satori Data File Location**, locate the Postal Tools folder that you create when you install *AddressAccelerator*.

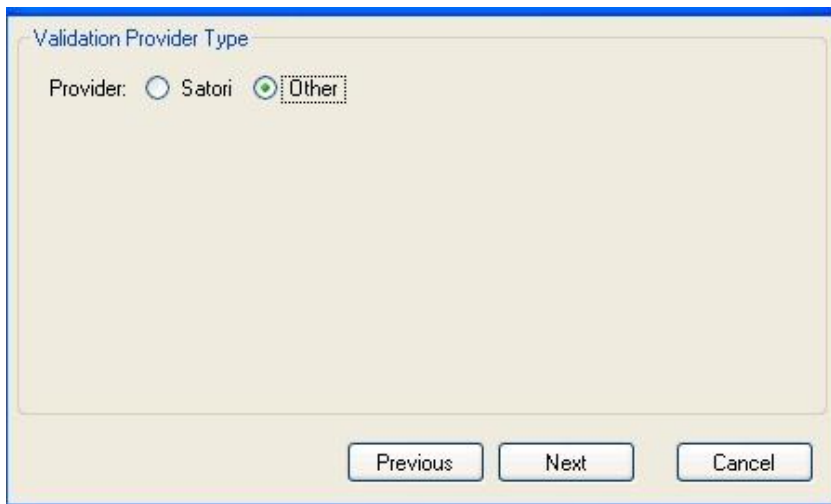
d. Click **Next**.



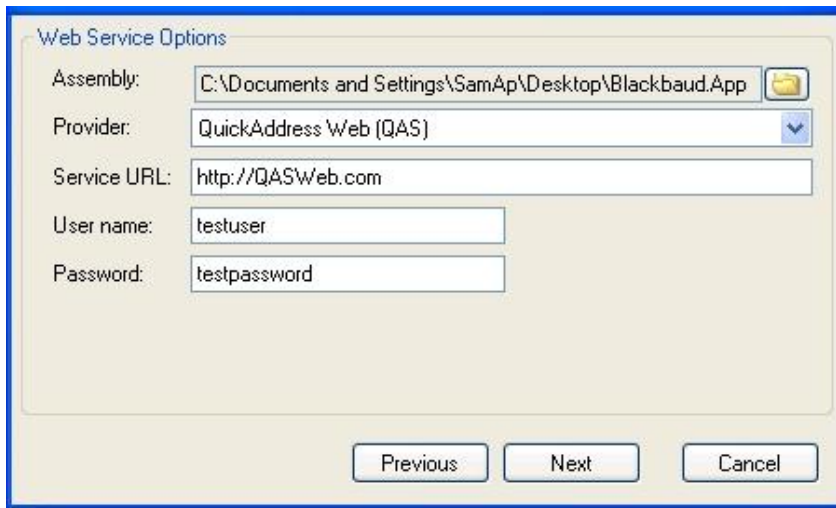
- e. Under **Satori Configuration Review**, the utility displays your data file location. To install, click **Finish**.
- f. If you have not done so, set up your web server. For more information, see [Configure your web server](#) on page 76.

Warning: Setting up the web server is not dependent on the validation provider. Unless you remove the validation service, move it to another location, or change connectivity ports, you only need to set up the web server once.

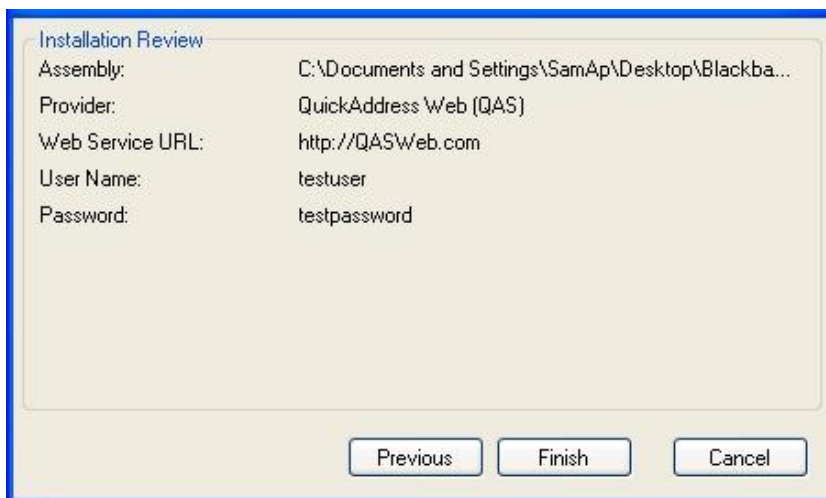
- g. After the installation is complete, you can set up address validation in the program.
6. To configure a validation provider other than Satori, follow the steps below.
 - a. Under **Validation Provider Type**, select **Other**.



- b. Click **Next**.



- c. Under Web Service Options, in the **Assembly** field, browse to the assembly .dll file you created earlier.
- d. After you select the assembly, if you defined a single provider in the assembly, the provider class appears in the **Provider** field. If you defined more than one provider, select the appropriate provider.
- e. Enter the **Service URL** for the validation service with which you are integrating.
- f. If required by the validation service, enter credentials in the **User name** and **Password** fields.
- g. Click **Next**.



- h. Under **Installation Review**, the utility displays your data settings. To install, click **Finish**.
- i. If you have not done so, set up your web server. For more information, see [Configure your web server](#) on page 76.

Warning: Setting up the web server is not dependent on the validation provider. Unless you remove the validation service, move it to another location, or change connectivity ports, you only need to set up the web server once.

- j. After the installation is complete, you can set up address validation in the program.

► Configure address validation in the program

1. In *Administration*, click **Countries and states** under **Configuration** in the explorer bar. The Manage Countries page appears.
2. In the **Countries** grid, select a country and click **Edit**. The Edit Country screen appears.



3. If you installed the Blackbaud Address Validation Service and configured the web server, the **Address validation information** frame appears. To update the country's addresses with *AddressAccelerator*, select **Allow address validation**.
4. In the **Validate as** field, select the country.
5. Click **Save**. You return to the Manage Countries page. For information about the rest of the Edit Country screen, see the *Administration Guide*.

Note: After you add address validation for a country, a **Validate** button appears when you select that country on the Add address and Edit address screens. An option to validate addresses also appears in batches.

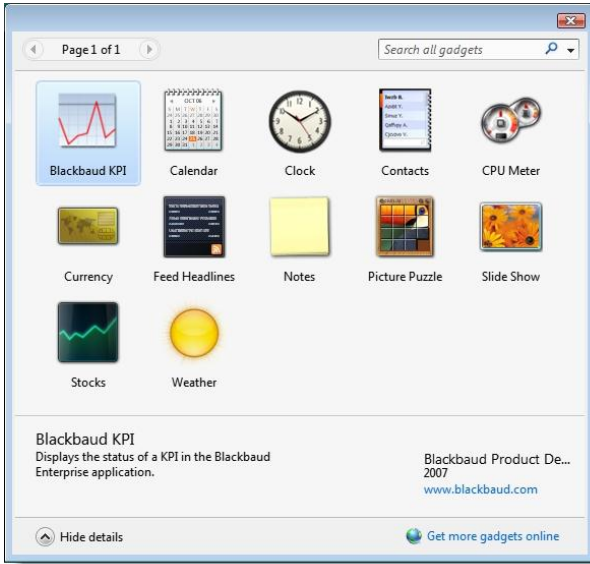
Gadgets

If you use Microsoft *Windows Vista*, you can view KPI information on the workstation desktop using the built-in Gadget functionality.

► Install the Blackbaud KPI gadget

1. Click **KPI Gadget for Windows Vista Sidebar** on the Utilities, Gadgets and Reference page to download the gadget. You can choose to save the gadget or run it. Depending on your security settings, you may need to permit the gadget to run on your workstation.

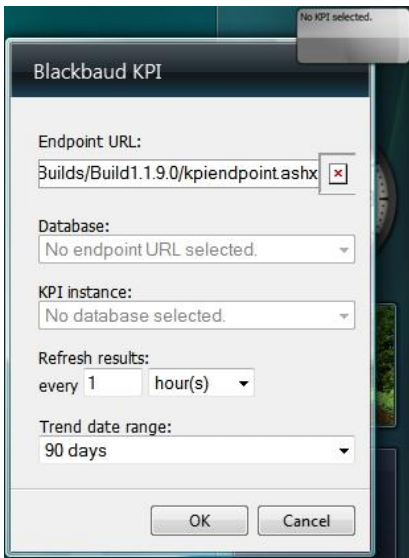
After you install the gadget, it is available from the *Windows Vista* Gadget Menu.



2. Double click the **Blackbaud KPI** gadget to install it on the sidebar.



3. When the gadget is installed in the sidebar, you must configure it to view a KPI instance.



4. To view the KPI instance, the following information is required:

- **Endpoint URL:** Enter the path to the **KPIENDPOINT.ASHX** file on your **Application Server**. For example, **HTTP://YOURSERVER/VIRTUALDIRECTORY/KPIENDPOINT.ASHX**.
 - **Database:** Specify the database that contains the KPI instance to display.
 - **KPI Instance:** Specify the KPI Instance for the gadget to display. For more information about creating KPI instances, see the *Working With Key Performance Indicators Guide*.
 - **Refresh results:** Specify how often to update the information displayed by the gadget.
 - **Trend date range:** Specify the length of time from which to display trend data.
5. Click **OK** to save the gadget. It updates and displays the specified information.
 6. Click the KPI's title to view additional KPI information.



7. Multiple KPI gadgets may be installed in the Vista sidebar.

Forms Authentication

When you host your Blackbaud application, you can edit the web.config file to turn on forms authentication to improve the log in and log out experience for your users. Forms authentication includes the following.

Note: If Blackbaud hosts your application and you want to turn on forms authentication, [create a case](#) on Case Central.

- A login screen that displays the Blackbaud application name.
- Invalid login messages to help clarify how to successfully log in to the application. For example, a message may appear to inform you the user name and password are unknown or that a field is incomplete.
- The ability to log out of the application. To do this, click the user name at the top of the page. From the menu that appears, click **Log out**.
- Automatic log out due to inactivity after 15 minutes. To adjust the default time, you can edit the `BrowserUserInactivityTimeoutInSeconds` and `BrowserUserInactivityTimeoutInSeconds_SystemAdmin` keys in the `<AppSettings>` section in the web.config file.

To turn on forms authentication, set all values to "false" in the `<security>` section in the web.config file.

```
<security>
  <authentication>

    <basicAuthentication enabled="false" />
    <anonymousAuthentication enabled="false" />
    <windowsAuthentication enabled="false" authPersistSingleRequest="false">
    </windowsAuthentication>
    <!--<digestAuthentication enabled="false" />-->

    <!--Custom Basic Authentication.-->

    <!--<basicAuthentication enabled="false" />
    <anonymousAuthentication enabled="false" />
    <windowsAuthentication enabled="false" authPersistSingleRequest="false">
    </windowsAuthentication-->

  </authentication>
</security>
```

Also when you turn on forms authentication, you can provide a way for users to reset passwords. For information about self-service password reset, see the *Administration Guide*.

Troubleshooting

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Unreachable Landing Page	87
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This chapter addresses issues you may encounter after you complete the installation or upgrade process.

Update Application Pool Users

If you install **Blackbaud NetCommunity**, the program adds the account you select on the Application User screen in the Blackbaud Installer as an application user with system administrator rights in **Blackbaud CRM**. If you later run the **Blackbaud NetCommunity** application pool as a different user, you must grant system administrator rights to the application user you select. In addition, if you run the NetCommunity Service as a different user, you must also grant system administrator rights to **Blackbaud CRM** for this user. For information about how to add an application user and grant system administrator rights, see the Blackbaud CRM *Administration Guide*.

Unreachable Landing Page

After upgrading, or installing **Blackbaud CRM** to a virtual directory in 2.91 or higher, the landing page is unreachable due to a HTTP 500 Error. This installation is made under a root website in which an existing **Blackbaud NetCommunity** installation has not been upgraded to the latest version. This may also happen under other applications at the root level in which the root website is set to use an Application Pool that is set to use a .NET Framework version that is earlier than v4.0.

Error Summary

HTTP Error 500.19 - Internal Server Error

The requested page cannot be accessed because the related configuration data for the page is invalid.

Detailed Error Information

Module IIS Web Core	Requested URL http://localhost:80/bbappfx291
Notification Unknown	Physical Path
Handler Not yet determined	Logon Method Not yet determined
Error Code 0x800700b7	Logon User Not yet determined
Config Error: There is a duplicate section 'system.web.extensions/scripting/scriptResourceHandler' section defined	
Config File \\?\C:\Program Files\Blackbaud\NetCommunity\web.config	

Config Source

```

5:      <sectionGroup name="scripting" type="System.Web.Configuration.ScriptingSectionGroup, System.Web.Extensions, Version=3.5.0.0, Culture=neutral, PublicKeyToken=31BF3856AD364E35">
6:          <section name="scriptResourceHandler" type="System.Web.Configuration.ScriptingScriptResourceHandlerSection, System.Web.Extensions, Version=3.5.0.0, Culture=neutral, PublicKeyToken=31BF3856AD364E35" requirePermission="false" allowDefinition="MachineToApplication" />
7:      <sectionGroup name="webServices" type="System.Web.Configuration.ScriptingWebServicesSectionGroup, System.Web.Extensions, Version=3.5.0.0, Culture=neutral, PublicKeyToken=31BF3856AD364E35">

```

Reason for breaking

Microsoft has made changes to ASP.Net Version 4.0 in which new sections have been added to the machine's web.config that now conflict with existing installations of **Blackbaud NetCommunity**. The application at the virtual directory level inherits some of its configuration options from its parent, a .NET Framework 2.0 application, causing a duplicate configuration section.

Solution

There are three options that should be considered before altering with web.config files

Option 1: Upgrade the application at the root website node to **Blackbaud CRM** Version 2.91 or higher.

Option 2: Uninstall the root node instance and reinstall as a virtual directory of the root website node.

Option 3: Create a new website to install **Blackbaud CRM**.

If none of these options can be followed, the following steps have been provided. Please note that by following these steps you are altering files shipped by Microsoft.

Follow the instructions at the following link:

http://www.asp.net/learn/whitepapers/aspnet4/breaking-changes#0.1__Toc256770150

Step 1 should suffice for most users that fall under using a non-upgraded **Blackbaud NetCommunity** installation.

Essentially, move the "system.web.extensions" <sectionGroup> node under the <configSections> node in the root website web.config file to the machine level web.config file existing at either

C:\Windows\Microsoft.NET\Framework\v2.0.50727\CONFIG\web.config

Or

C:\Windows\Microsoft.NET\Framework64\v2.0.50727\CONFIG\web.config

This step must be followed by all existing pre-2.91 installations that will not be upgraded.

In the same root website web.config, ensure that the inheritInChildApplications attribute is set to false for the location tag wrapping the configuration entries.

Other Helpful Information

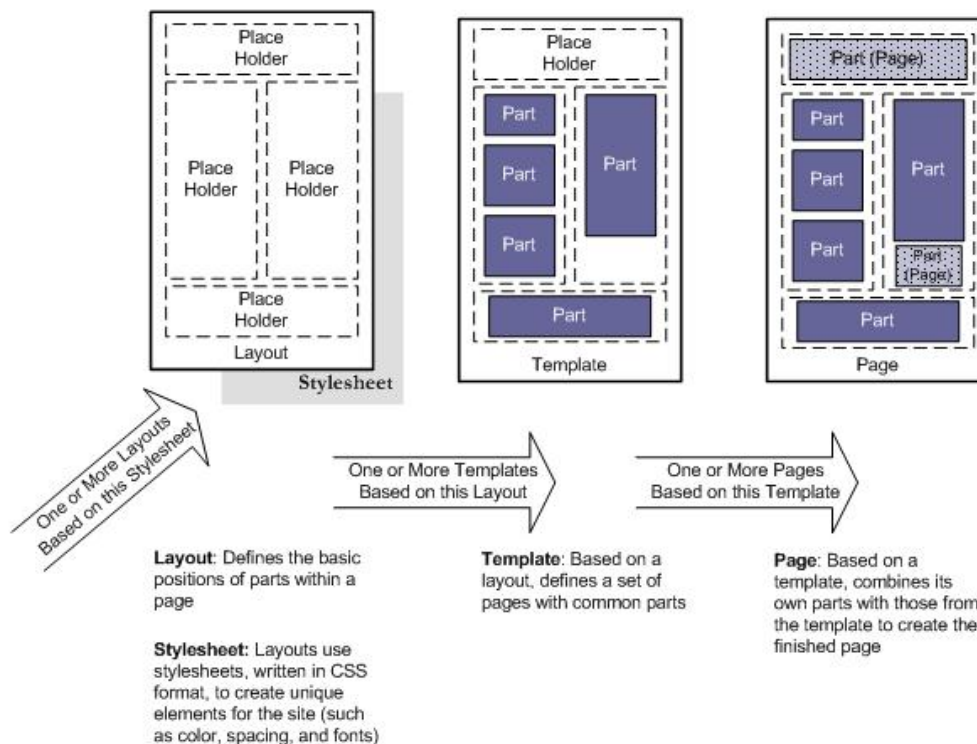
You can access the latest user guides and Knowledgebase solutions at support.blackbaud.com or go to www.blackbaud.com and select **Support** from the menu bar.

Blackbaud NetCommunity Online Help File

The **Blackbaud NetCommunity** help file is your primary source for information about the program. To access the help file after you install the program, click **Help** at the top of the screen. You can also click **Help** on the home page.

To provide the latest information, the help file is constantly updated. The help file contains Contents, Index, and Search tabs.

The help file demonstrates key concepts of **Blackbaud NetCommunity** in different ways. In addition to conceptual information and procedural tasks, diagrams provide a visual to help you understand **Blackbaud NetCommunity**. This is an example of a diagram contained in the help file:



Help Specific to the Current Screen

Throughout the program, look for additional buttons on screens to access help for that specific screen. For example, in *Parts*, click **Help** on the action bar to see descriptions of each part type.

Print Version

You can access the latest user guides on the Blackbaud website, www.blackbaud.com. Select **How-to Documentation** from our website's **Support** menu.

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