

The logo for Centralpoint, with "central" in white and "point" in yellow, set against a background of a man in a suit pointing at a digital interface with hexagonal patterns and a blue light beam.

# Server & Site(s) Installation Guide

This procedure should take less than 1 hour, and is possible to execute within 15 minutes.

**WE STRONGLY ENCOURAGE YOUR REVIEW AND VALIDATE YOUR ENVIRONMENTAL PREREQUISITES PRIOR TO BEGINNING. FAILURE TO DO SO COULD RESULT IN ADDITIONAL TIME. THANK YOU**

For more information or if you need help, please contact your designated representative:

James Venus | [jvenus@oxcyon.com](mailto:jvenus@oxcyon.com)

P: 440-239-8619

F: 440-239-8621

# Step One: Preparing your environment

## YOU WILL NEED A TOTAL OF 04 'STATIC' IP ADDRESSES

(Note: If you want to support multiple client sites, you will need one additional for each.)

- 1 – **Master Management Console** (Used to access the Server)
- 1 – **Primary Development Site** (Used to access your development site)
- 1 – **Primary Quality Control Site** (Used to access your Staging/QC site)
- 1 – For each **Client Site** (Used to access any of your individual client sites)

## EXAMPLE OF HOW TO CONFIGURE THE DNS FOR EACH 'STATIC' IP ADDRESS:

Master Management Console – **master.domain.com**

Primary Development Site – **dev.domain.com**

Primary Quality Control Site – **qc.domain.com**

Client Site – **clientsitename.domain.com**

## YOU MUST HAVE THE FOLLOWING ITEMS INSTALLED ON THE WEB SERVER

1. Internet Information Services (IIS) Manager
2. SMTP Server - **IMPORTANT: Set Relay Server to '127.0.0.1'**
3. ASP.NET State Server (Administrative Tools / Services)
4. **Microsoft .NET Framework 4.0 ASP.NET Installation**  
[http://www.microsoft.com/downloads/info.aspx?na=41&srcfamilyid=9cfb2d51-5ff4-4491-b0e5-b386f32c0992&srcdisplaylang=en&u=http%3a%2f%2fdownload.microsoft.com%2fdownload%2f1%2fb%2f%2f1BE39E79-7E39-46A3-96FF-047F95396215%2fdotNetFx40\\_Full\\_setup.exe](http://www.microsoft.com/downloads/info.aspx?na=41&srcfamilyid=9cfb2d51-5ff4-4491-b0e5-b386f32c0992&srcdisplaylang=en&u=http%3a%2f%2fdownload.microsoft.com%2fdownload%2f1%2fb%2f%2f1BE39E79-7E39-46A3-96FF-047F95396215%2fdotNetFx40_Full_setup.exe)
5. **Microsoft .NET Framework 4.5.2 (Web Installer) -**  
<http://www.microsoft.com/en-us/download/details.aspx?id=42643>
6. **Microsoft SQL Must be installed** (The web server and database can be in separate locations)
  - a. **\*We Recommend** Microsoft SQL Server 2014 Standard or Enterprise, but you are free to install using:
  - b. **Microsoft SQL Server 2012 Standard or Enterprise Edition Server**
  - c. **Microsoft SQL Server 2008R2 Standard or Enterprise Edition Server**

## BE SURE TO HAVE THE FOLLOWING INSTALLED OR CONFIGURED:

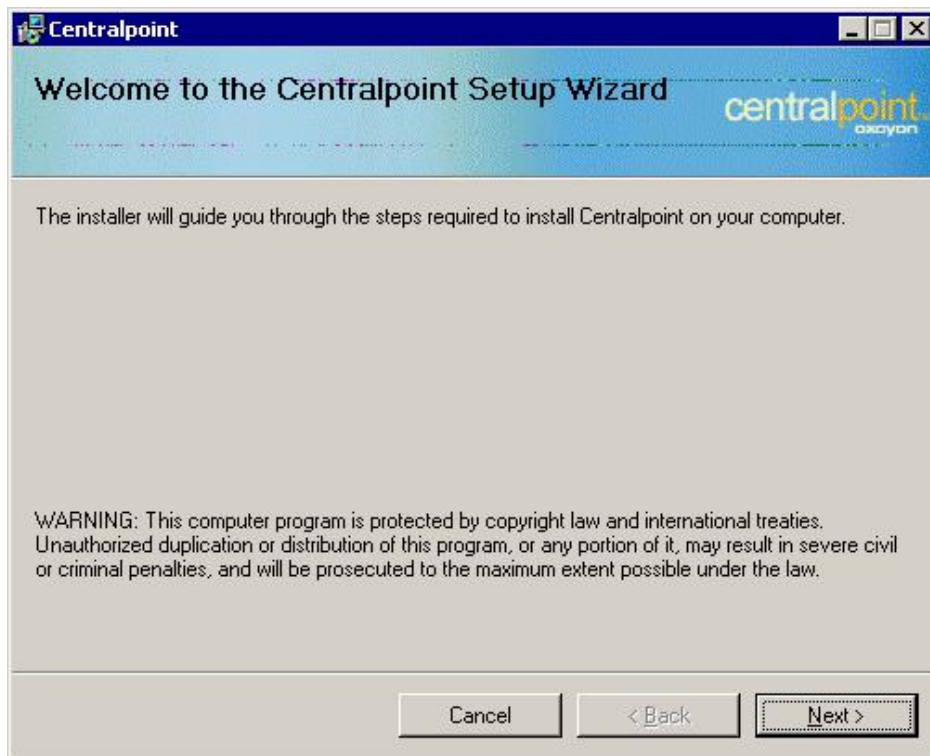
- a.) **Your server must be running Microsoft .NET Framework 4.5.2** (Web Installer) -  
<http://www.microsoft.com/en-us/download/details.aspx?id=42643>
- b.) **Install Access Database Engine** <https://www.microsoft.com/en-ca/download/details.aspx?id=13255>  
(This is required, as Centralpoint's data transfer tools support Access (and others), but it is nice to have it installed should anyone be imported from Access in the future).
- c.) **SERVER Access must be given to:** <http://www.aranon.net/Verify.aspx>. *The web server must have access to the Centralpoint servers to download the latest installation package. Please verify that you have the required access by loading the following URL in Microsoft Internet Explorer: This access is to check and download newly updated features of Centralpoint (from Oxcyon).*
- d.) **Grant RDP Access (VPN Access)** to the server so that Oxcyon may assist in the installation for you and be able to troubleshoot any items as well. This is **NOT** a **REQUIRED** step, but is highly recommended by Oxcyon so that we may be able to access your environment should you need assistance.
- e.) **You must have administrative privileges on this server.** If you do not, please request administrative privileges before continuing, or ask an administrator to conduct the installation in your behalf.

## Step Two – Execute the Installation file

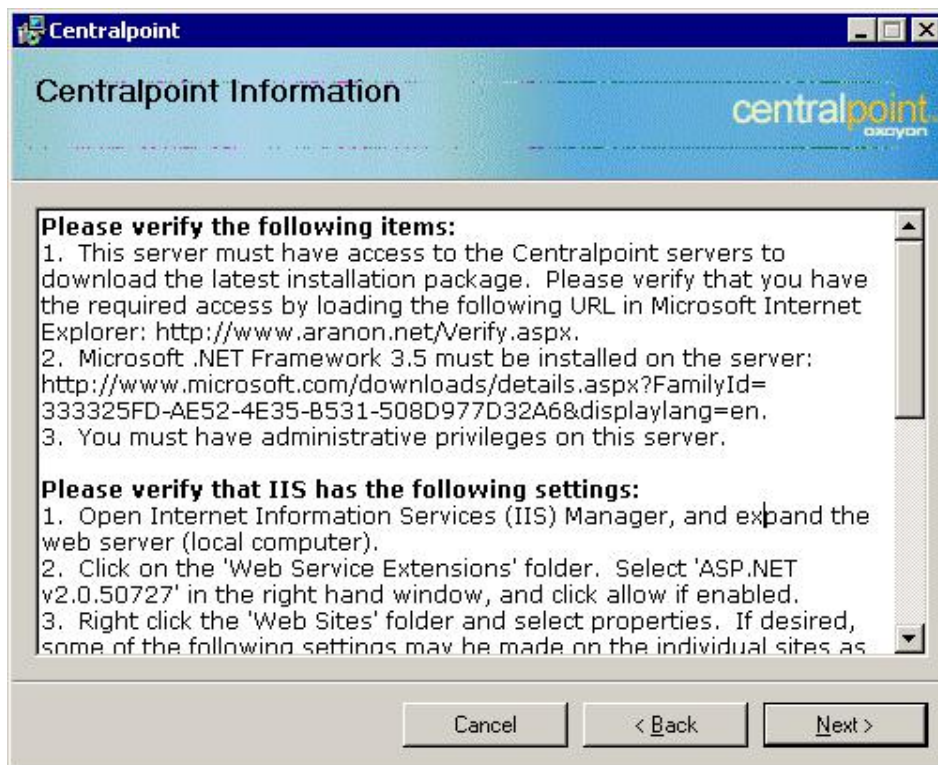
This link will be provided to you by Oxcyon staff, which is the 'msi' or executable to begin the installation of Centralpoint locally (on premise). The Installation wizard will appear, prompting you along the way. If you need the link, contact your representative

### Centralpoint Installation Wizard - Screen #1

Simply click Next (bottom right of prompt) to begin the installation. Be sure to double check that your environment is set up properly (Page 2 of this guide)



## Centralpoint Installation Wizard - Screen #2



### Please verify the following items:

1. This server must have access to the Centralpoint servers to download the latest installation package. Please verify that you have the required access by loading the following URL in Microsoft Internet Explorer:

<http://www.aranon.net/Verify.aspx>

2. Microsoft .NET Framework 4.0 must be installed on the server:

[http://www.microsoft.com/downloads/info.aspx?na=41&srcfamilyid=9cfb2d51-5ff4-4491-b0e5-b386f32c0992&srcdisplaylang=en&u=http%3a%2f%2fdownload.microsoft.com%2fdownload%2f1%2fb%2fe%2f1BE39E79-7E39-46A3-96FF-047F95396215%2fdotNetFx40\\_Full\\_setup.exe](http://www.microsoft.com/downloads/info.aspx?na=41&srcfamilyid=9cfb2d51-5ff4-4491-b0e5-b386f32c0992&srcdisplaylang=en&u=http%3a%2f%2fdownload.microsoft.com%2fdownload%2f1%2fb%2fe%2f1BE39E79-7E39-46A3-96FF-047F95396215%2fdotNetFx40_Full_setup.exe)

### 3. IMPORTANT!

**a.) You must have administrative privileges on this server.**

**b.) Use the Server Manager to install the Web Server Role and the Application Development: ASP.NET Role Service, and be sure to include any related requirements when prompted.**

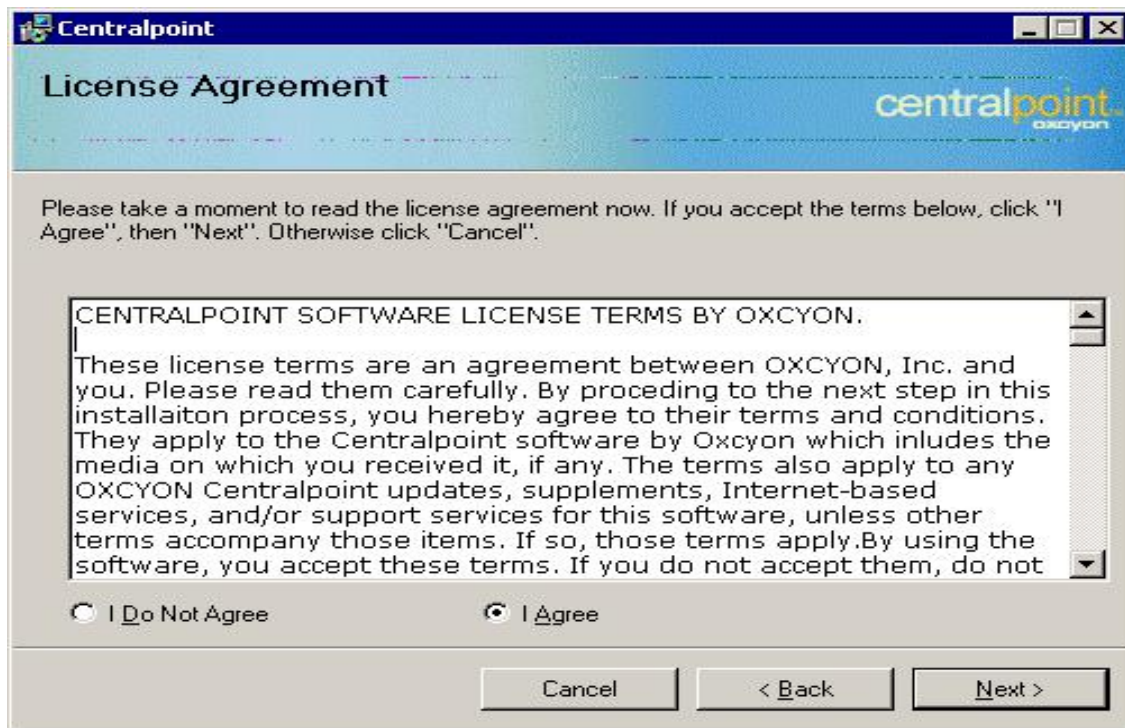
**c.) Manually stop the default web site in IIS when installing the Master on localhost port 80.**

*Due to the dynamic nature of Centralpoint the installation process must download a current installation package. This can be time consuming and may cause the progress indicator to stop while the download is in progress. Please be patient while the installation is in progress.*

**Note:** If Microsoft SQL Server 2008R2 is not installed on the same computer on which you are currently installing Centralpoint you must first manually create the installation folder (i.e. C:/Centralpoint) then give SQL Server permission to restore database backups which will be placed in subdirectories of this folder.

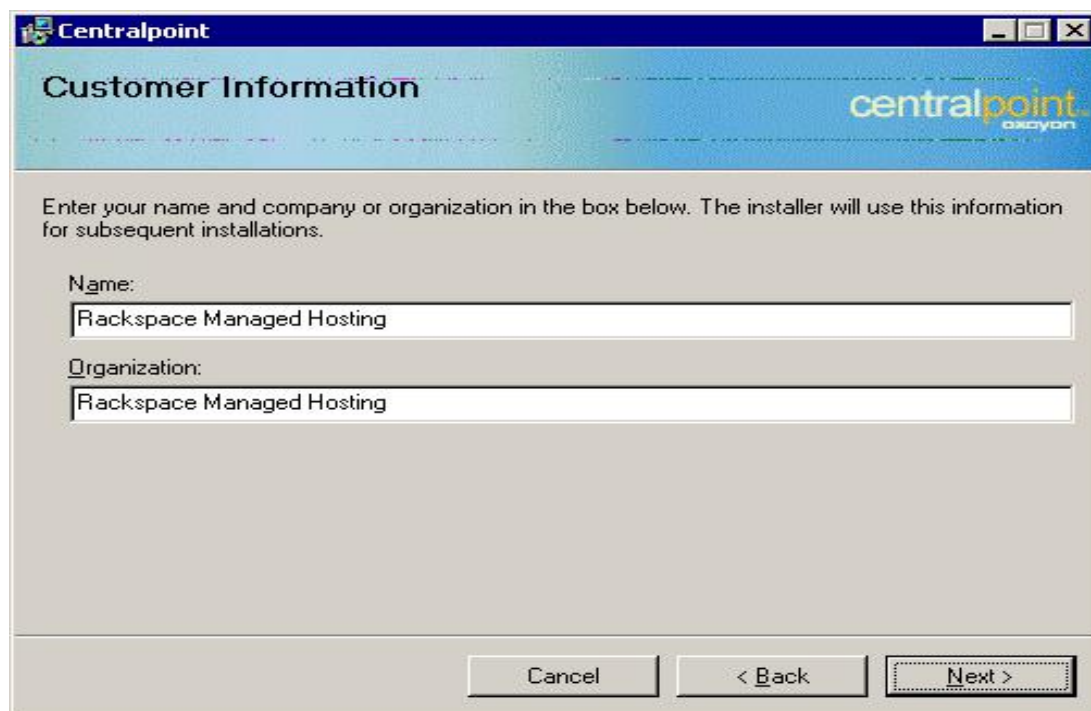
### Centralpoint Installation Wizard - Screen #3

You will then be asked to read the license agreement thoroughly and then accept the terms of the license before you can proceed.



### Centralpoint Installation Wizard - Screen #4

During this step you will enter your name and Organization's name before you can proceed

The image shows the 'Customer Information' screen of the Centralpoint installation wizard. The window has a blue header with the 'Centralpoint' logo and the 'oxcyon' logo. The main text area contains the following text: 'Enter your name and company or organization in the box below. The installer will use this information for subsequent installations.' Below this are two text input fields. The first field is labeled 'Name:' and contains the text 'Rackspace Managed Hosting'. The second field is labeled 'Organization:' and also contains the text 'Rackspace Managed Hosting'. At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >'.

Centralpoint

Customer Information

centralpoint  
oxcyon

Enter your name and company or organization in the box below. The installer will use this information for subsequent installations.

Name:  
Rackspace Managed Hosting

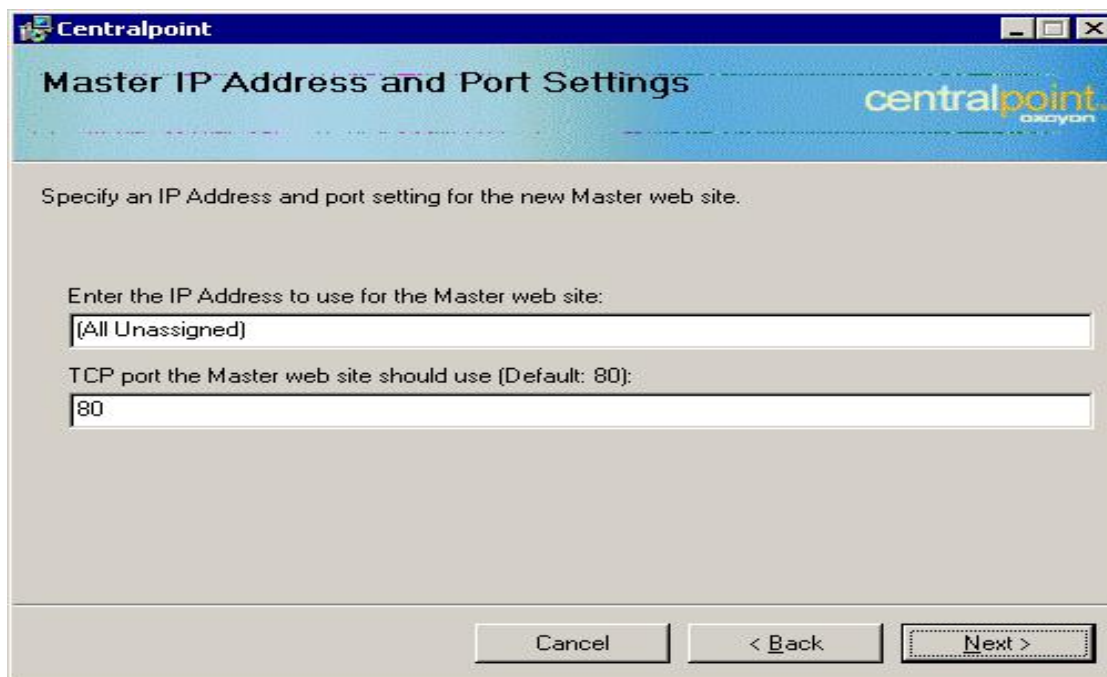
Organization:  
Rackspace Managed Hosting

Cancel < Back Next >



## Centralpoint Installation Wizard - Screen #5

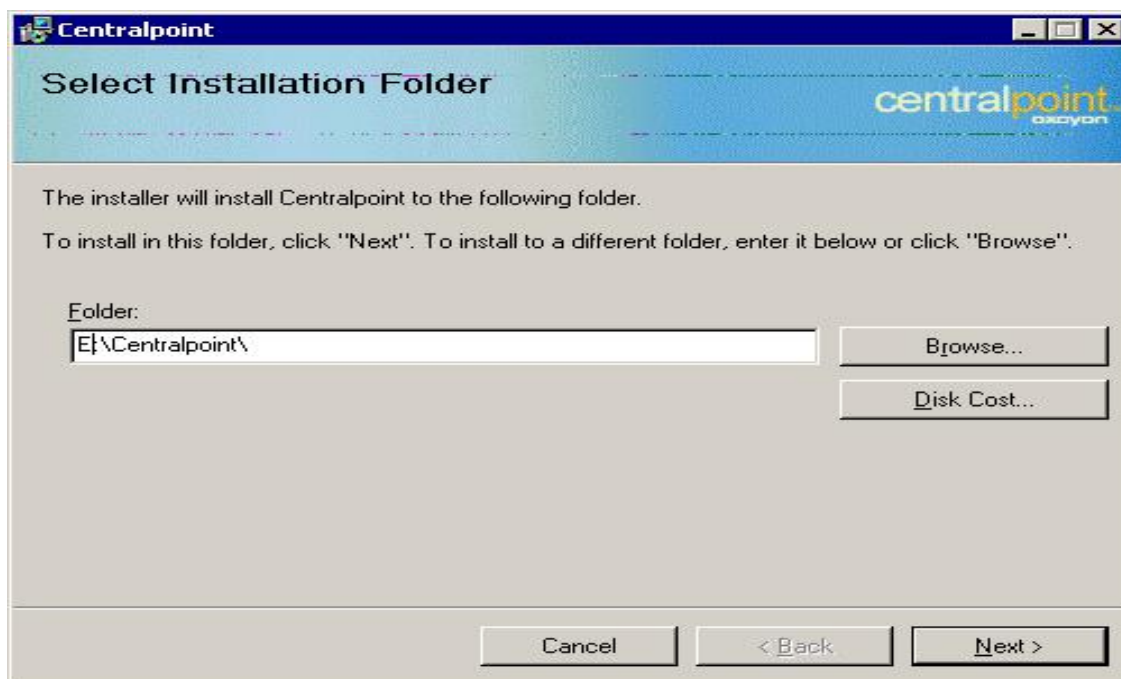
Enter the IP Address to use for the Master web site: (Master Management Console). This will be the Static IP address that you have allocated (in preparing your environment) for the Master Management Console.



The screenshot shows the 'Master IP Address and Port Settings' window of the Centralpoint installation wizard. The window has a blue header with the 'centralpoint. oxcyon' logo. Below the header, it says 'Specify an IP Address and port setting for the new Master web site.' There are two input fields: the first is labeled 'Enter the IP Address to use for the Master web site:' and contains the text '[All Unassigned]'; the second is labeled 'TCP port the Master web site should use (Default: 80):' and contains the number '80'. At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >'.

## Centralpoint Installation Wizard - Screen #6

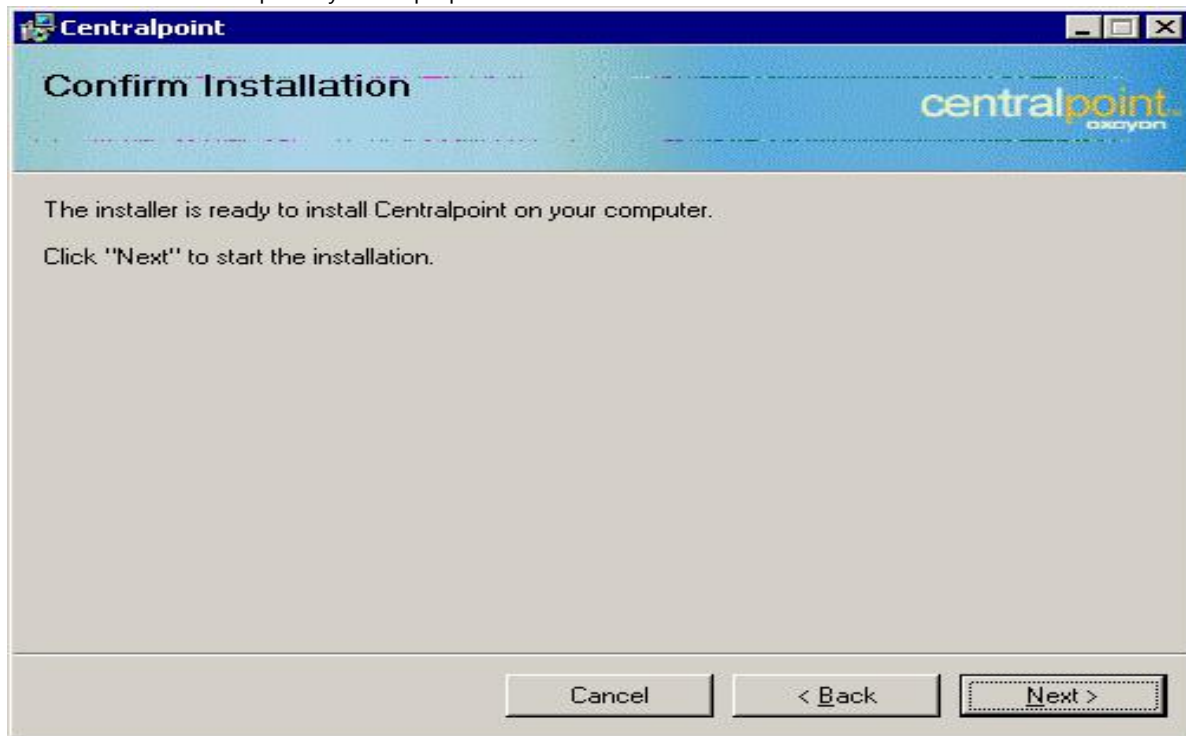
Note: Please specify the location on the server where you want all the Centralpoint files to be place this is determined how your server was configured. **Example: E:\Centralpoint**



The screenshot shows the 'Select Installation Folder' window of the Centralpoint installation wizard. The window has a blue header with the 'centralpoint. oxcyon' logo. Below the header, it says 'The installer will install Centralpoint to the following folder.' and 'To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".' There is a text input field labeled 'Folder:' containing the path 'E:\Centralpoint\' and two buttons: 'Browse...' and 'Disk Cost...'. At the bottom, there are three buttons: 'Cancel', '< Back', and 'Next >'.

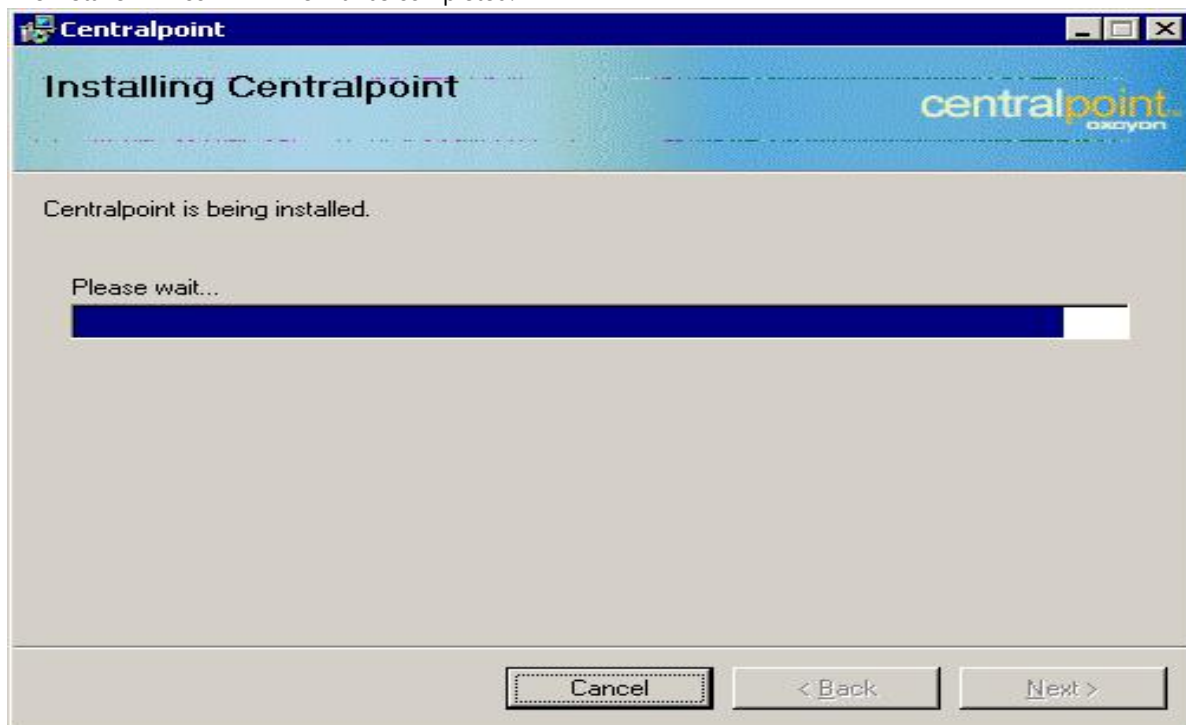
## Centralpoint Installation Wizard - Screen #7

It will confirm at this step that you are prepared to run the installer



## Centralpoint Installation Wizard - Screen #8

The installer will confirm when it has completed.



## Centralpoint Installation Wizard - Screen #9

After the installation is complete, the following screen will appear.

This screen is actually the MMC or Master Management Console and will be asking you questions to set it up for your first use.

- 1.) It will ask you to input the **ADMINISTRATOR USERNAME** and **PASSWORD** (See earlier, where we recommend that you have administrator privileges).
- 2.) It will also ask you to enter the **STATIC IP** address that you have assigned for your **DEVELOPMENT WEBSITE** (This is the website that is reserved for any local development you may do).
- 3.) Once completed, **SCROLL TO THE BOTTOM OF THE PAGE AND CLICK NEXT**.

The screenshot shows a web browser window titled "Activate - Oxycon Centralpoint - Windows Internet Explorer". The address bar shows the URL "http://192.168.120.203/Activate.aspx?cn=Rackspace+Managed+Hosting&un=Rackspace+Managed+Hosting". The page features the "centralpoint Master Console" logo at the top. Below the logo, the title "Activate Centralpoint by Oxycon" is displayed. A progress bar indicates "Step 1 of 3: 0% Complete". The form contains several sections: "Details" (selected), "Data Store", and "Contact". The "Details" section includes fields for "Master Name" (Rackspace Managed Hosting), "Master Description" (empty), "Master IP Address" (192.168.120.203 :80), "External Master IP" (radio buttons for Yes/No), "Development Web Site IP Address" (192.168.120.204 :80), "External Development IP" (radio buttons for Yes/No), "Email Server" (localhost), "Email From Address" (centralpoint@oxycon.com), "Admin Impersonation Username" (Administrator), and "Admin Impersonation Domain" (empty). The status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

Activate - Oxycon Centralpoint - Windows Internet Explorer

http://192.168.120.203/Activate.aspx?cn=Rackspace+Managed+Hosting&un=Rackspace+Managed+Hosting

Live Search

Activate - Oxycon Centralpoint

centralpoint<sup>™</sup>  
Master Console

Activate Centralpoint by Oxycon

Details Data Store Contact

Step 1 of 3: 0% Complete

**Master Name:**  
Rackspace Managed Hosting

**Master Description:**

**Master IP Address:**  
192.168.120.203 :80

**External Master IP:**  
Please select yes below if the IP Address entered above is accessible outside the local network and is using port 80.  
☐ Yes ☒ No

**Development Web Site IP Address:**  
Enter the parts of the host name on which the development web site will run.  
192.168.120.204 :80

**External Development IP:**  
Please select yes below if the IP Address entered above is accessible outside the local network and is using port 80.  
☐ Yes ☒ No

**Email Server:**  
localhost

**Email From Address:**  
centralpoint@oxycon.com

**Admin Impersonation Username:**  
Your admin impersonation credentials will allow the master web site to impersonate a system administrator to execute IIS and folder permission modifications.  
Administrator

**Admin Impersonation Domain:**

Done Internet 100%



## Centralpoint Installation Wizard - Screen #10

During this step. You will need to:

- 1.) Enter in the full path of the **PARENT DIRECTORY** or **DATA DIRECTORY** for **SQL** into the field entitled **'Data Folder'** (as seen in the screen below).

*This allows Centralpoint to know 'where' SQL lives and how to interact with it. You may enter a parent directory which is not the same as the web server (in the event your database server and web server are being managed separately (or independently))*

- 2.) You will also need to enter in the location of the **FULL TEXT CATALOG FOLDER** in the field **named the same**. This is a folder found within SQL, which manages the full text indexing.

*This allows Centralpoint to know 'where' to instruct any indexing (and frequency of index which is being run against SQL)*

Activate - Oxcyon Centralpoint - Windows Internet Explorer

http://192.168.120.203/Activate.aspx?cn=Rackspace+Managed+Hosting&un=Rackspace+Managed+Hosting

centralpoint<sup>™</sup>  
Master Console

Activate Centralpoint by Oxcyon

Details | Data Store | Contact

Step 2 of 3: 33% Complete

**Data Folder:**  
This field should contain the fully qualified path to the data folder if accessed from the server on which the database resides.  
D:\Program Files (x86)\Microsoft SQL Server\MSSQL.1\MSSQL\Data

**Full Text Catalog Folder:**  
This field should contain the fully qualified path to the data folder if accessed from the server on which the database resides.  
D:\Program Files (x86)\Microsoft SQL Server\MSSQL.1\MSSQL\FTData

**Data Source:**  
Enter the Microsoft SQL Server 2005 server or instance name.  
218026-OX02

**Database Owner User Id:**  
Enter the credentials of a SQL login which belongs to the sysadmin role.  
sa

**Database Owner Password:**  
\*\*\*\*\*

Cancel Previous Next Save

Done

- 3.) You will need to add **Microsoft Server instance name** in the **DATA SOURCE** field. This is the name identified in SQL. This is the name of the SQL Installation (or instance) that you have living in your environment. If you do not know what it is, you can open SQL Management Studio, log in with your credentials, that you used to originally install SQL with, once you log in, you will see the name of the SQL instance. This will be the name you will use to copy and paste into this field.
- 4.) You will then need to enter in **'sa'** and password in to the field called **DATABASE OWNER USER ID**. The password for the database owner id (or 'sa') will be entered into the final field entitled **DATABASE OWNER PASSWORD**

***If you would like to create another account, instead of using sa, you may, however it needs to be a DBA Owner Account ONLY (just like sa).***

*Some clients may question this step, but it is important to know this account is required and needed so that Centralpoint (through its interface) can 'create and deleting new database instances' associated when deploying new client sites. This step will save much time and effort for you later, as this process is done programmatically (by Centralpoint). Additionally access to the Master Management Console is password protected, so entering the database owner user ID, is safe within the MMC.*

- 5.) Finally, when completed filling out these fields, you will then click **NEXT** at the bottom of the screen.

Activate - Oxcyon Centralpoint - Windows Internet Explorer

http://192.168.120.203/Activate.aspx?cn=Rackspace+Managed+Hosting&un=Rackspace+Managed+Hosting

centralpoint Master Console

Activate Centralpoint by Oxcyon

Details | **Data Store** | Contact

Step 2 of 3: 33% Complete

**Data Folder:**  
This field should contain the fully qualified path to the data folder if accessed from the server on which the database resides.  
D:\Program Files (x86)\Microsoft SQL Server\MSSQL.1\MSSQL\data

**Full Text Catalog Folder:**  
This field should contain the fully qualified path to the data folder if accessed from the server on which the database resides.  
D:\Program Files (x86)\Microsoft SQL Server\MSSQL.1\MSSQL\FTData

**Data Source:**  
Enter the Microsoft SQL Server 2005 server or instance name.  
218025-0X02

**Database Owner User Id:**  
Enter the credentials of a SQL login which belongs to the sysadmin role.  
sa

**Database Owner Password:**  
\*\*\*\*\*

Cancel Previous Next Save

Done Internet 100%

## Centralpoint Installation Wizard - Screen #11

Here you will enter in the name of your company, name, email and contact information needed to support your account. This will be the information of the user who will receive updates and notifications from Centralpoint (in our bi weekly update), and will be the primary point of contact for us to reach in the event you require server level support.

For the System Username and the System Password, you are free to create any one that you might want. This will be the username and password that you will need later to access the Master Management Console. After this step is completed (by you clicking on SAVE (at the bottom of the screen), information will be updated, and you will be returned to a log in screen (for the MMC – Master Management Console), where you will use your newly created username and password to log in.

**NOTE: You may want to write down your username and password somewhere (or put it in as a new contact in Outlook) so that you may access it later.**

Activate Centralpoint by Oxcyon

Details | Data Store | **Contact**

Step 3 of 3: 67% Complete

**Company Name:**  
Oxcyon

**Name:**  
James Venus

**Address:**  
17520 Engle Lake Rd

**City:**  
Middleburg Hts

**State:**  
Ohio

**Postal Code:**  
44130

**Phone:**  
440-239-8619

**Fax:**  
440-239-8621

**Email Address:**  
jvenus@oxcyon.com

**System Username:**  
The credentials you will use to log into your new master.  
H57@Ox15

**System Password:**  
\*\*\*\*\*

**Confirm System Password:**  
\*\*\*\*\*

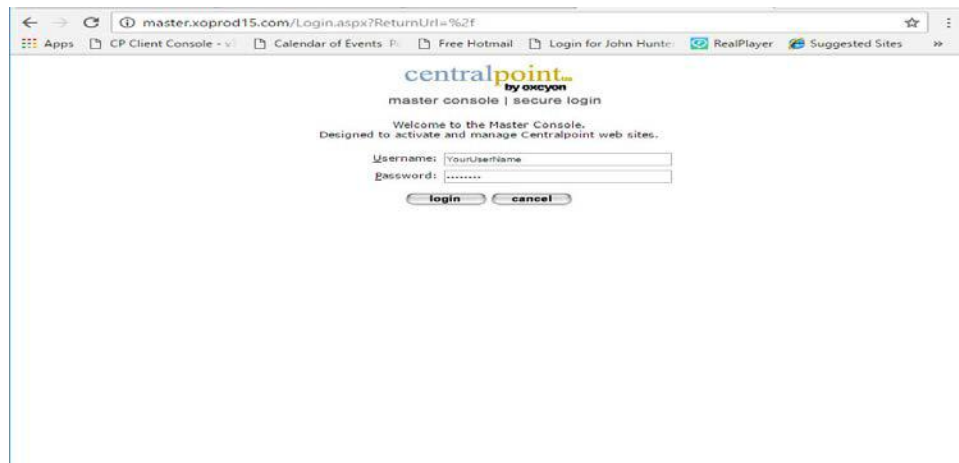
**Time Zone:**  
(GMT-05:00) Eastern Time (US & Canada)

Cancel Previous Next **Save**

Waiting for http://192.168.120.203/Activate.aspx?cn=Rackspace+Managed+Hosting&un=Rackspace+Managed+Host

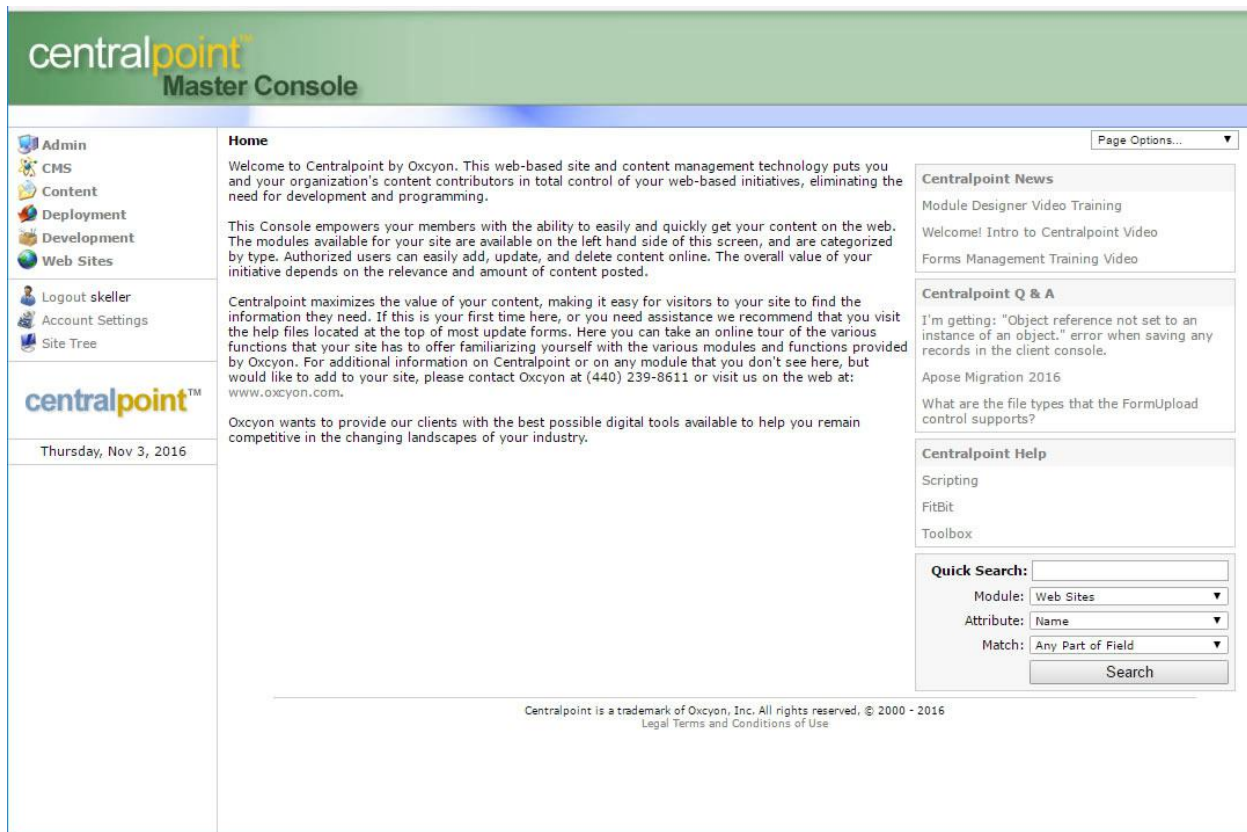
## Step Three – Access your Master Management Console

This is the log in page which you will be returned to, which lives under the Static IP designated for your Master Management Console.



The screenshot shows a web browser window with the address bar displaying `master.xoprod15.com/Login.aspx?ReturnUrl=%2f`. The page features the Centralpoint logo and the text "master console | secure login". Below this, a welcome message states: "Welcome to the Master Console. Designed to activate and manage Centralpoint web sites." There are two input fields: "Username: [YourUsername]" and "Password: [.....]". At the bottom of the form are two buttons: "login" and "cancel".

Once logged in you, you should see this screen, welcoming you for the first time your Master Management Console.



The screenshot displays the Centralpoint Master Console home page. The header includes the Centralpoint logo and the text "Master Console". A left sidebar contains navigation links: Admin, CMS, Content, Deployment, Web Sites, Logout skeller, Account Settings, and Site Tree. The main content area is titled "Home" and contains a welcome message, a description of the console's purpose, and contact information for Oxycon. A right sidebar features sections for "Centralpoint News", "Centralpoint Q & A", and "Centralpoint Help". At the bottom, there is a "Quick Search" section with dropdown menus for Module, Attribute, and Match, and a "Search" button. The footer includes the text "Centralpoint is a trademark of Oxycon, Inc. All rights reserved, © 2000 - 2016" and a link to "Legal Terms and Conditions of Use".

## Step Four – Creating your Centralpoint Website/Portal

- 1.) To create a new Centralpoint Web Site (Portal) go to **Deployment** in the left menu.
- 2.) You will then click on **Web Sites** (under Deployment), and then you will
- 3.) Click on **NEW** (Upper Left Corner)
- 4.) This will present you with a form to collect information about your new website:
  - a. Enter the name of your Website (anything, it supports spaces)
  - b. The system name will auto-populate (removing spaces).
  - c. Enter the **STATIC IP ADDRESS** (reserved earlier for your Client Site). Enter port# **80** after the IP Address. (You are welcome to use port numbers outside of #80, but any other port would require your configuration internally within your network (or firewall).
  - d. Within the field called **HOST HEADER**, please enter the name of your site, as it will appear within the URL. This does NOT need to be the same as what you have named it in the Master Management Console. You can use whatever prefix you like, ahead of the URL. Example: **whatever.domain.com. BE SURE TO WRITE THIS DOWN**
    - i. **IMPORTANT NOTE: Make sure this an IP for this purpose and NOT currently in use by another application!!!**
  - e. You will want to select **External = Yes**, if this site is available to the outside world (or public). If this site is designated only for internal access (not available to the outside world) you would select 'No'
  - f. It will ask you what the PARENT WEBSITE is, and you will select DEVELOPMENT from the drop down list
    - i. *NOTE: The reasoning here is that you may have multiple sites within the Centralpoint environment, and Centralpoint allows you to create 'from' any existing site which you may previously have created.*
  - g. When completed, click on SUBMIT below, and this will begin the site creation process. During this process you will see a progress screen showing you the following:
    - i. **Creation of Website** (within IIS)
    - ii. **Creation of Database** (within MS/SQL)
    - iii. Once completed, you will see **'YOUR NEW SITE HAS BEEN CREATED'**
  - h. It will then prompt you to acknowledge the new site was created **'Click OK'**

The screenshot shows the Centralpoint Master Console interface. The left sidebar contains a navigation menu with options: Admin, CMS, Content, Deployment (with sub-items: My Updates, Synchronize, Updates, Web Sites), Development, Web Sites, Logout skeller, Account Settings, and Site Tree. The main content area is titled 'Home > Deployment > Web Sites'. It contains a form for creating a new website with the following fields and options:

- Names:** A text box containing 'MyNewWebsite'.
- System Name:** A text box containing 'MyNewWebsite'. A note below states: 'The value entered here will be used for the creation of permanent resources such as the database, file folder, and IIS entry. It must contain 2 - 50 letters and numbers only and may not begin with a number. It cannot be changed once the site has been created.'
- Description:** A text box containing 'My new example Centralpoint Portal'.
- IP Address:** A text box containing '192.168.1.1' and a port box containing '80'. A note below states: 'Using localhost and a port other than 80 means that this site can only be accessed locally. You must change the IP Address and set the Port to 80 to create an externally accessible site.'
- Host Header:** A text box containing 'MyNewWebsite.xoprod15.com'. A note below states: 'You can optionally enter the host header value for this site in IIS. When a value is entered it is the only host that that will be activated.'
- External:** Radio buttons for 'Yes' (selected) and 'No'. A note below states: 'Please select yes below if the IP Address entered above is accessible outside the local network and is using port 80.'
- Parent Web Site:** A dropdown menu with 'Development (Development)' selected. A note below states: 'Please select the parent of the web site which will be created. Your selection will be used for the initial web site settings and will be the sites parent in the web site hierarchy.'
- Warning:** A text box containing 'Please select yes below if the IP Address entered above is accessible outside the local network and is using port 80.'

At the bottom of the form are 'Cancel' and 'Submit' buttons. A footer note states: 'Centralpoint is a trademark of Oxyon, Inc. All rights reserved. © 2000 - 2016 Legal Terms and Conditions of Use'.



## Step 5 – Accessing your newly created Website/Portal

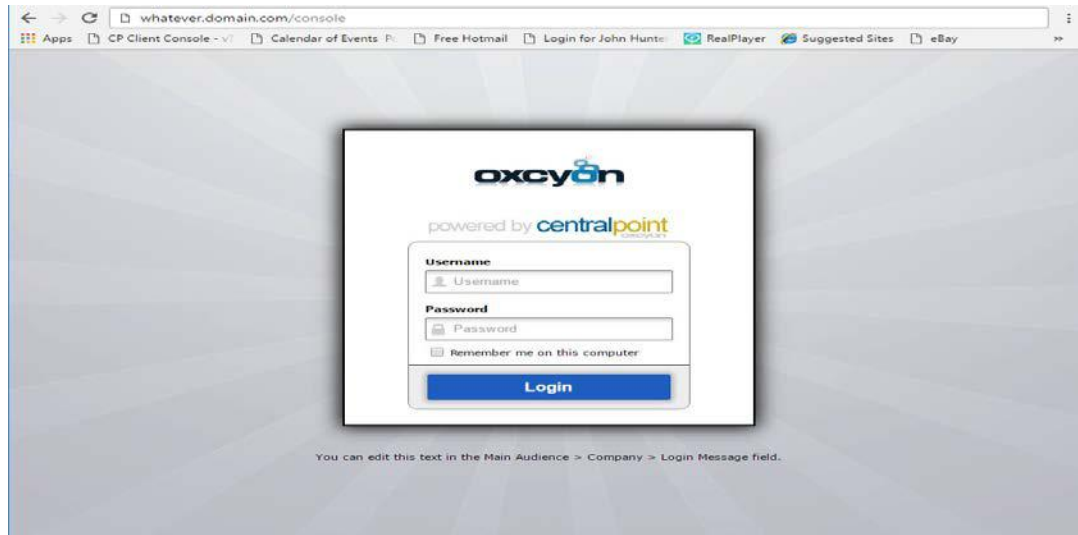
- 1.) To navigate to your new Centralpoint created website or portal, go to your browser of choice, and enter in the the host header or name you have provided, in the previous step: **whatever.domain.com**
- 2.) This will bring up your newly created **Centralpoint Website Portal**.



- 3.) Here you can navigate your new site. This site will be configured with all of the available modules and/or functions of Centralpoint. We encourage to familiarize yourself with the many navigation options, each which feature different modules.
- 4.) Other areas to explore:
  - a. Search
  - b. Site Map
  - c. Events
  - d. Sign In
  - e. General study over the design, and its' responsiveness

## Step 6- Accessing your new website's Client Console

- 1.) To access the **CLIENT CONSOLE**, or administrative interface for your new website/portal,
  - a. please go to : `whatever.domain.com/console`
- 2.) To access, enter the username/password that you have created for yourself in the previous step (or that you written down, and why we recommend it).



- 3.) This will return you to the CLIENT CONSOLE, where all content and information are managed for your Centralpoint Website/Portal. We encourage you to explore the many features of the console, and invite you to contact your representative for any training needed for site set up. For a narrated tour of this Client Console to familiarize you with it, please see this [Video Tutorial](#).

